

AMICO Distributor Specification
Subscription Approval and Payments Procedure

(Version .01 – Sept .2001)

1. Distributor Accounting Set Up

Each Distributor should provide AMICO with an Accounts Payable Contact. Required information includes:

- Contact Name (for phone, email enquiries)
- Mailing Address
- Phone
- Fax
- Email

2. New Subscriber Notification

When a new subscription is received by a Distributor, the Distributor Accounts Payable Office will notify AMICO.

The following information must be provided for each new subscription:

- Subscriber Name
- Subscriber Contact Details
 - Last Name
 - First Name
 - Job Title
 - Department
 - Mailing Address (two lines)
 - Phone
 - Fax
 - Email
- Student enrollment (FTE) count
- Basis for the Student Enrollment figure
- The Start Date of the Subscription
- The End Date of the Subscription
- Type of Agreement Signed

This must be received prior to subscription activation.

These details should be sent to AMICO in an electronic form; they may be e-mailed in a tab delimited text file, or Excel Spreadsheet (following AMICO-provided models) or input into our web-accessible form.

3. AMICO License Confirmation

Once AMICO has received subscription details from the Distributor it will confirm if it has an executed AMICO Library Agreement for this potential subscriber on file.

AMICO will provide the following information in electronic form (tab delimited or Excel Spreadsheet)

- Name of Subscriber
- Type of License
- License Start Date
- License End Date

- License contact information
 - Last Name
 - First Name
 - Job Title
 - Department
 - Mailing Address (two lines)
 - Phone
 - Fax
 - Email
- Signator
- Date of Signature
- Special Terms (e.g. University Testbed Participant, Consortial Member?)

No subscriptions can begin prior to this confirmation.

4. Invoicing

AMICO will generate an invoice for the applicable license fee (using the formula enrolment x \$0.25 less any agreed consortial discount) for each new Subscriber. Invoices will be dated from the start of an AMICO Library Subscription and will reflect the term in our Distribution Agreement.

Invoices for all new subscriptions will be sent weekly to Distributor's Accounts Payable Office.

5. Overdue Payments

Payment of license fees is due within 60 days of the Subscription Start Date.

Overdue payments from AMICO Distributors will be assessed a late fee of 1.5% of the total license fee payment per month.

AMICO will forward copies of invoices for overdue payments to Distributor Accounts Payable Contact each week.

If unpaid invoices still exist at 60 days past due, AMICO will again generate invoices (with the proper percentage late fee applied) and provide these to the Executive Director. AMICO's Executive Director will pursue these directly with the Distributor.

6. Renewing Subscriptions

Unless notice of cancellation is received, AMICO will automatically roll over all current Distributor subscriptions based on the previous license term.

AMICO will verify student enrolment based on current figures and calculate license fee invoices which will be sent to the Distributor Accounts Payable Contact during the first week of each month.

7. Cancelled Subscriptions

When a Distributor receives subscriber notification of a subscription cancellation, the Distributor should immediately notify AMICO.

AMICO will confirm that there are no outstanding payments for this subscriber. If the Distributor still owes monies for this subscription, AMICO will submit an invoice for the outstanding amount. Otherwise, AMICO will consider the account closed.

AMICO will credit Distributors for invoices from auto-renewals that are cancelled in the first month following the renewal date.

AMICO will initiate its procedure for terminating a license agreement when it receives Distributor notification that a subscription is cancelled.