

Buyer Subscription Process Guide

STEP 1

Announcement to all buyers on IMS subscription renewal

- An announcement on IMS subscriptions is issued by December annually.
- All buyers (active and inactive ones) receive the announcement.
- The blank subscription package (IMS subscription form, Third Party Access Form (TPAF), and pricing scheme list) is enclosed.

STEP 2

Receive completed subscription packages from Buyers

- BFC staff checks the submitted subscription package to make sure it is complete.
- The hard copy of the completed form is printed for CTA's (Chief Technical Advisor) signature and scanned. Signed soft copy sent to buyer.

STEP 3

Invoice issued according to volume of confirmed subscriptions

- Subscription price varies depending on the volume of confirmed subscriptions and Partner/Participant status.
- Follow-up emails to confirm payment.

STEP 4

Completed Third Party Access (TPA) forms required prior to providing IMS link

- If TPA form is not submitted, buyer requests authorization from its suppliers to complete and send the forms to BFC.

STEP 5

Link provided after payment and receipt of TPA forms

- The buyer representative whose name and email address is included in the subscription form receives emailed notification that s/he can review the report in the IMS.
- Change of buyer contact person is made upon buyer's request.