

# A guide to ordering the AMAP

## NOT YET SUBSCRIBED?

Send us an email ([enverts.bureau@ens-lyon.fr](mailto:enverts.bureau@ens-lyon.fr)) in order to receive your AMAPj login and pay your subscription when you hand in your cheques (4€ for employees and paid students, 2€ students, 0€ CPES).

## GO TO ENVERTS.ORG/AMAPJ

Log in: a wonderful page will open itself, displaying several menus on the left. Go to "Mes contrats" where you will fill your orders for each farm and each week. In order to do this, select a contract and indicate in each box the desired quantity. Do not fill it if you don't want the product: no need to enter "0" !

## THE SUBTLETIES OF THE CONTRACTS...

For each farm there are two contracts: one for each distribution site. Make sure you fill the contract corresponding to the place you want your order to be delivered!

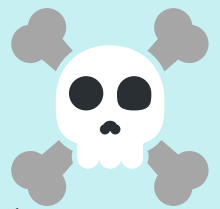
Some products are not available every week (flour for example), but it is already taken into account into the contracts (grey boxes).

There are no distributions during the holidays.

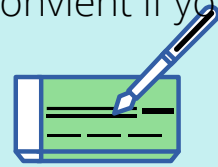
**Your contracts are editable until the deadline for the orders.**

## AVOID MISTAKES

- Do not use decimals: the numbers indicated in the boxes must absolutely be integers!
- Pay attention to the products sold in packs: eggs in boxes of 6, yoghourts in packs of 4, some of Mrs. Nesme' goat cheeses in packs of 6. For these, you must indicate the number of packs you want.
- Ordering too much just before the holidays might not be convenient if you are planning to move away from Lyon.



## PAYMENT: GRAB YOUR CHEQUEBOOK!



Orders are paid in **cheques ordered to each farmer**. We will not accept any other option for payment. **The order and the sum are indicated in the summary window** displayed once you have filled a contract. For fruit, vegetables and bread, you have the possibility to pay in two times, therefore you will have to write two cheques. **The two sums are automatically proposed but you can modify them, including if you want to pay everything all at once.**



### TIPS:

The summary of the cheques you have to hand can be found in the "Mes paiements" menu. If you have any doubt, you can just wait until you come to our permanence to fill the cheque.

Once you have finished modifying your contracts, write the cheques and **write the name of the person who orders** (e.g. the name related to the AMAPj account) on the **top left corner of the cheque** (even if it is the same name that is written on the front of the cheque).

**Double check that your cheques are correct and signed.** Unless you need our help, we advise you to write them at home instead of during the permanence where there are a lot of people rushing.

Then hand in your cheques at one of our permanences.

We will be on the Descartes campus at the exit of the cafeteria and on the Monod campus in the hall from 12:15 to 1:30. We strongly advise you take your chequebook with you in case there is a mistake in one of your cheques (which we know happens frequently).

## BLIMEY, I DON'T HAVE A CHEQUEBOOK!



Even though you don't have a chequebook, you probably know people that have one. You could find an arrangement so that they write your cheques and you transfer them the sum. However, if you really, TRULY have not found someone willing to write your cheques by the end of the order period, you can contact us and we will try to find a solution.

## THE AMAP COMMITMENT CHARTER

Being part the AMAP **gives you the right to have you order delivered at the right date and time, but you also have some duties.** You must pick up your order at the specified time (5:30-6:30 pm) and participate to a distribution at least once in the semester (one entire distribution or two slots on two different Tuesdays).

Everything is summarized in the charter that you will have to **read, fill, sign and give us** along with your cheques. You can print it at home or fill it directly when you give your cheques.

IF YOU HAVE ANY QUESTION OR ISSUE, SEND AN  
EMAIL TO [ENVERTS.BUREAU@ENS-LYON.FR](mailto:ENVERTS.BUREAU@ENS-LYON.FR)