

## Guide to using the Internet Shop

Once you have entered the shop, you can see **four orange/red buttons** on the top of the page, which say: Books, Video/Multimedia, Global Ethic material and Global Ethic products.

### Books

Only German books are available at our shop. On our English homepage under “New books” and “Literature” we have listed all books available in English including their ISBN, so that you may purchase them easily in bookshops worldwide.

### Video/Multimedia

Here you can order the Global Ethic Lectures on DVD and video cassette, some of which are in English as well as German. You can also order the seven “*Tracing the way*”- films about the world religions (German DVD or video cassettes) and the “*Tracing the way*”-CD-ROM (German).

### Global Ethic material

Available in English:

- *Declaration Toward a Global Ethic* (booklet, 16 p.)
- *World Religions – Universal Peace – Global Ethic* (accompanying booklet for the travelling exposition, 36 p.)
- The poster version of the exhibition (12 posters)
- Advertising poster for the travelling exposition

### Global Ethic products

For the time being we offer no Global Ethic products.

When you have found an object you would like to buy, click into the white square to the right of that particular product and type in the amount you would like to order.

Then click on **the red words “In den Warenkorb”** (Add to shopping cart), with the symbol of a shopping cart next to it. When you click an item, the product chosen will appear in the small square to the right, where your orders are collected and listed. If you want to cancel something, click on **the red word “löschen”** (cancel) below each entry.

Once you have finished ordering, click on **the blue button “Zum Warenkorb”** (To shopping cart). Now you can see an order form listing all the items you placed in your shopping cart.

If you want to cancel or change the quantity of an item, you can do so by typing 0 (for cancelling) or the new quantity into the white square to the left of the corresponding item. In order to confirm the changes, please click on **the beige button “Änderung bestätigen”** (Confirm changes). Then you will see the new version of the order.

Please click on **the blue button “weiter >”** (go on). Now fill in the order form:

Name

First name

Institution

Street / house number

Postal code

City

Country

Email address

In case the **delivery address** varies from the address the bill is sent to, please fill in the delivery address:

Name

First name

Institution

Street / house number

Postal code

City

Country

Then click on **the blue button “weiter >”** (go on).

Now you can check all your inputs once more:

Your address, your delivery address (in case it differs) and your orders.

To place your order, please click on **the blue button “Bestellung aufgeben”** (Place order).

In the text box on the right, you are informed that:

- Your order has been sent to us when you clicked on the blue button “Bestellung aufgeben” (Place order);
- In case you typed in your email address, you will receive a confirmation of your order by email;
- You will receive the bill with the items you ordered.

You are asked to transfer the money within two weeks of the receipt of the bill.

In case you have any questions, please email to: [versand@weltethos.org](mailto:versand@weltethos.org)

Shipping costs outside of Germany will be included in your bill. Shipping of books, DVDs, video cassettes and CD-ROMs within Germany is free.