

USER GUIDE FOR THE 39 COUNTRY INITIATIVE



HOW TO ORDER CASE STUDIES (39C ADMINS)

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VIDEO: How to Select a Case; How to Order a Case



Ivey Business School offers Ivey Publishing case studies free of charge to schools enrolled in the 39 Country Initiative. The 39 Country Initiative provides relevant teaching materials for higher education teachers and students to improve management education in all countries of the world through book donations and by providing free access to the Ivey Business School business case studies collection.

This step-by-step guide shows how to place your first order on the Ivey Publishing Case Collection website as a 39 Country Initiative account holder.

Once you are familiar with the procedure, we invite you to watch our videos that discuss the benefits of case-based teaching, a collaborative, interactive, and learner-centered pedagogical formula that shares control of learning with the teacher: <u>Case Method Resources</u>

Case studies are one of the most powerful elements of management education. Ivey has taken a definitive step to make case studies more accessible to all schools in all countries, including emerging countries, those with a per capita GDP of less than \$2,000 per year. University professors in the 46 eligible countries can download cases from Ivey Publishing's more than 9,500 cases, technical notes, exercises, articles, etc. for free. To date, more than 2,700 teachers from eligible countries have registered with Ivey Publishing through the 39 Country Initiative.

We believe in the transformative power of case-based learning. Through the 39 Country Initiative, we are committed to expanding access to high-quality business education in some of the world's lowest-income countries. In addition to the book donations and the free access to the Ivey Publishing case collection, 39 Country Initiative offers free Case-Teaching Workshops designed to support educators by providing practical, hands-on training in the art and science of case teaching. Led by experienced faculty members, these workshops equip participants with the tools, techniques, and confidence to deliver dynamic, discussion-based learning experiences that develop critical thinking, decision-making, and leadership skills in students. https://www.ivey.uwo.ca/39country/workshops/

While the initiative provides free access to Ivey Publishing's case studies for teachers and students in eligible countries, orders can only be placed after registration for the program and through your school's 39C Administrators. You can also find more detailed information on the official website of the 39 Country Initiative: https://www.ivey.uwo.ca/39country/



STEP 1: HOME PAGE

We will first go to the [HOME] homepage. https://www.iveypublishing.ca/s/

Log in to your account. If you have not yet created a Username and Password, please check your inbox for an email from Ivey Publishing asking you to do so.



NOTE: To verify that you are logged in and that you have an "Administrator" account, click on your name, then on **[My Account]** and confirm that the suffix "Administrator" is indicated in the section **[Account Name]**. If you have an "Educator" account, you can preview the cases and teaching notes. Please see your Administrator to order cases.









To browse the case collection, head to the [COLLECTION] drop-down menu next to the [HOME] tab.

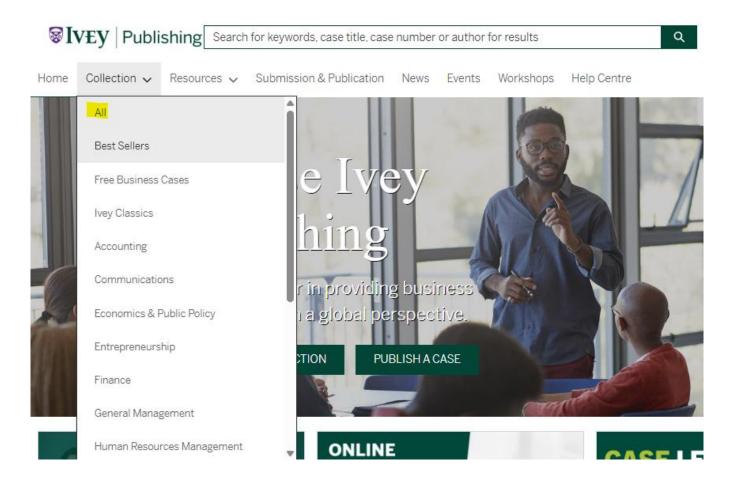






STEP 2: COLLECTION SELECTION

Under the **[COLLECTION]** tab you have a drop-down menu where you can make your selections according to your interests. For example, you can select **All**.





NOTE 1: FEE DISCOUNT MESSAGE

**You will notice here that it says that "For free products, discount is applied at checkout." More on this later.

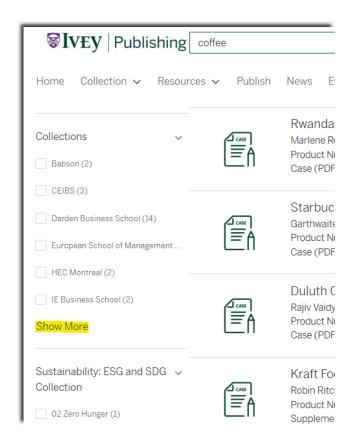


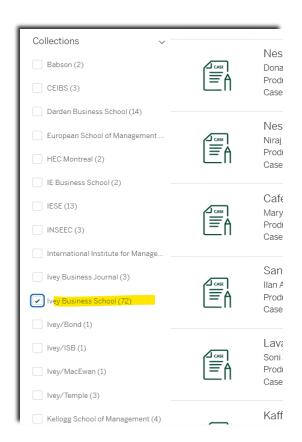
Educator and student accounts will see a reduction of 55 % and 45 % respectively at the checkout; **39C Administrator** accounts will see a reduction of 100% at the checkout. 39C registrants are encouraged to order and download cases through their school Administrators to obtain the 100% discount. See NOTE 2.



NOTE 2: SELECTION OF IVEY BUSINESS SCHOOL CASES

After selecting **All**, scroll down to **[Collections]** and click on **[Show More]**. Here, you must select the **Ivey Business School cases**:





Only Ivey cases are offered at a 100% discount to 39C Administrator accounts.

NOTE: Each school designates one or more **Administrators** in charge of placing orders on behalf of the teaching staff and students with **Educator** status.

For more information about the registration procedure, click here.



Use this QR code to register your **Educator** account.

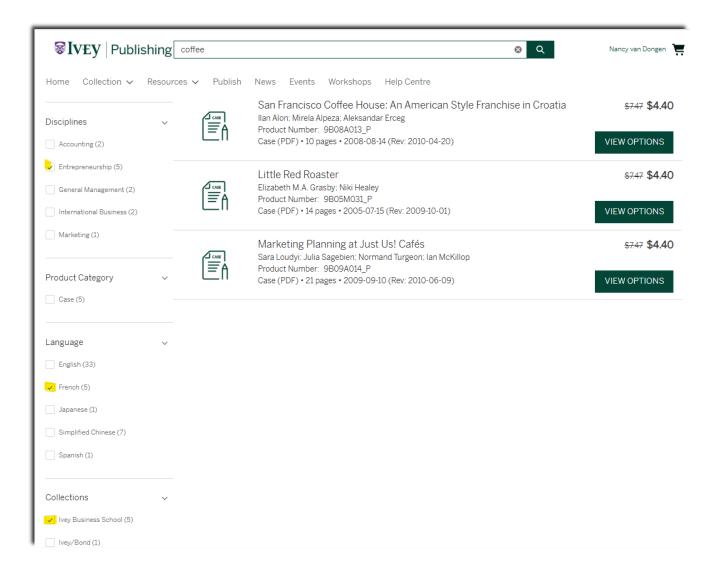


Example: You can see that 3 of the 7 categories are selected from the menu on the left after entering the search word "coffee":

Disciplines ► Entrepreneurship

Language ► French

Collections ► Ivey Business School





IMPORTANT: Be sure that Ivey Business
School is selected AFTER every new search –
the system does not remember your
selections from the menu if you alter the text
in the main search box.

NOTE: You need only select **Ivey Business School;** it encompasses all the co-published cases.

HINT: You can verify that you have indeed selected a case that is eligible for the 100% discount offered to the 39 Country Initiative Administrator accountholders by checking the Additional Details at the bottom of the page. It

Home Collection ➤ Resources ➤

□ IE BUSINESS SCHOOT(15)

□ IESE (23)

□ Indian Institute of Management A...

□ Ivey Business Journal (2)

□ Ivey Business School (528)

□ Ivey/Bond (7)

□ Ivey/Concordia (2)

□ Ivey/Hill (4)

□ Ivey/ISB (4)

□ Ivey/MacEwan (1)

□ Ivey/NUS (1)



*You must also verify that you are ordering through a **39C Administrator** account (see STEP 1.)

must be an Ivey source product.





STEP 3: FILTERING FOR CASES AND LANGUAGE

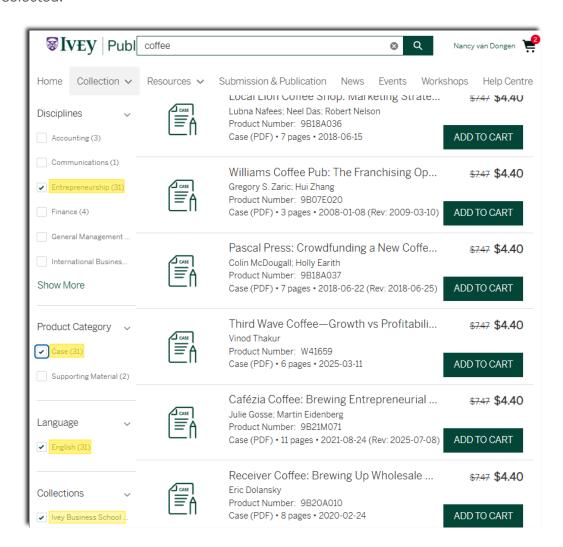
Under the [Collection] tab, on the left side of the page, select Best Seller.



Scroll down to Language, select

Scroll down to Collections and if necessary [Show More] and select Ivey Business School.

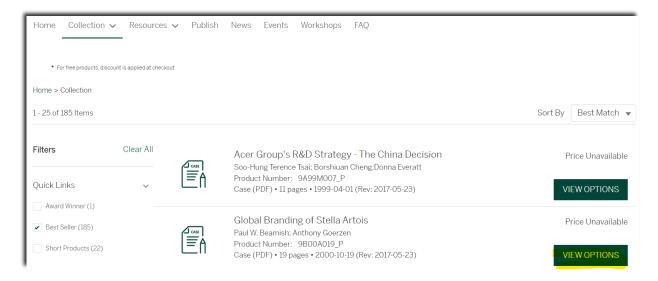
Example of possible selected **Filters: Discipline, Product Category, Language** and **Collections** fields are selected.





STEP 4: SELECTING FROM FILTERED TITLES

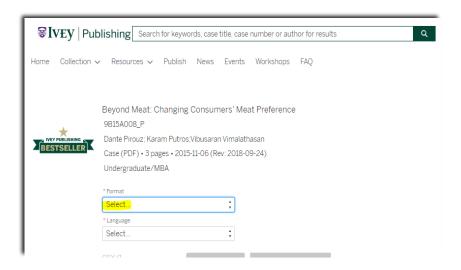
The screen updates automatically, and all cases appear at the top of the page. To the right of the case that you are interested in, click [View Options].



STEP 5: CHOSING OF FORMAT AND LANGUAGE

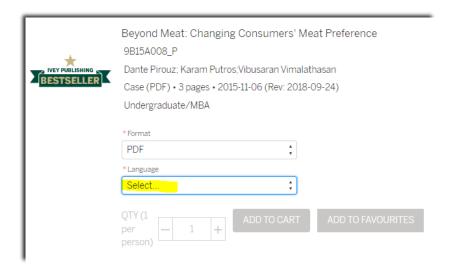
Select the * FORMAT (always PDF), the * Language (French or English) and the number of copies you wish to order.

Choice of format...

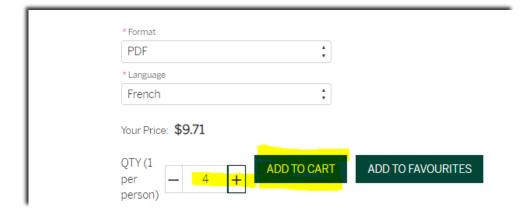




Choice of language....



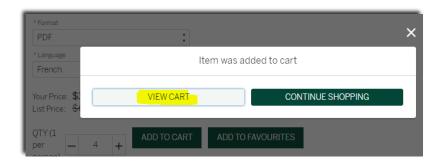
.... and then the number or quantity you want to order. If you or the professor that you are ordering for has a class of 15 students, you may want to order 16 cases. Click on the [ADD TO CART] button.



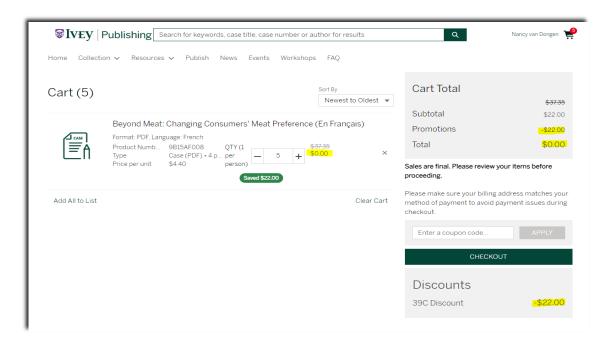


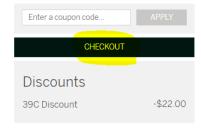
STEP 6: SHOPPING CART AND CHECKOUT

This window appears. You click on the **[VIEW CART]** button:



NOTE: There are no fees associated with this order. The total remains \$0.00.





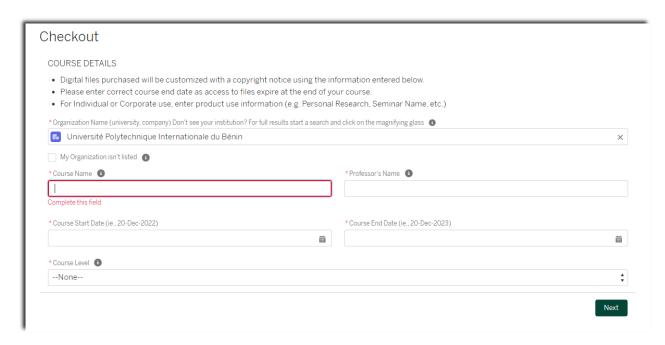
Then click on the [CHECKOUT] button.

If you see a fee associated with this order, please review <u>STEP 1</u> and <u>HINT</u>

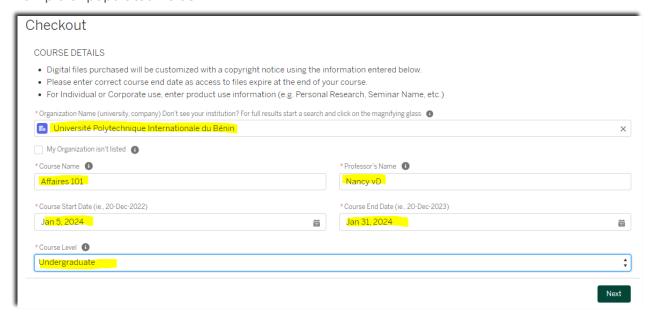


STEP 7: SCHOOL INFORMATION

Here, you are asked to fill in the fields: your name, the course and the date of the course. For now, the course name and date may be guessed at, as you may not have a course to plan for the chosen case studies at the time of placing the order. Choose one of the options from the drop-down menu under *Course Level.



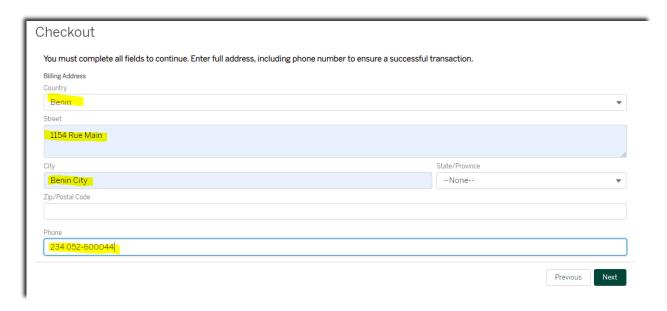
Example of populated fields:





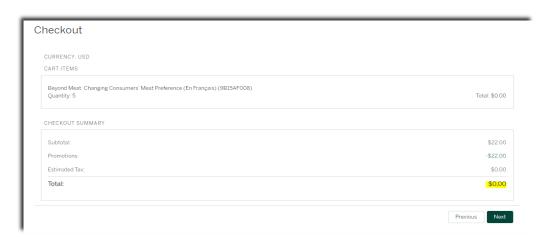
STEP 8: BILLING ADDRESS INFORMATION

You are asked to indicate your address. This is important: **country, address, city, state, postal code**, and **phone number**. If the fields are not already completed, add the missing information.



Click [NEXT]

Verify that the **Total** indicates \$0.00

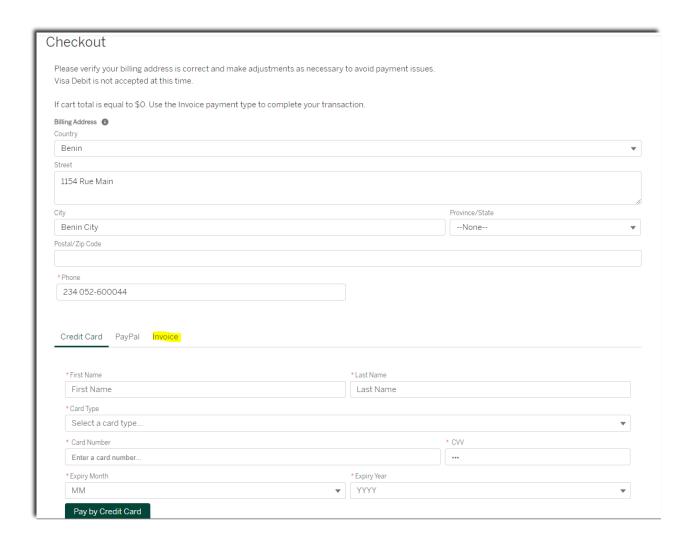


^{**}As you can see, there are no fees associated with this order since the 39C discount is applied to your purchase through the 39C Administrator account registered with Ivey Publishing **



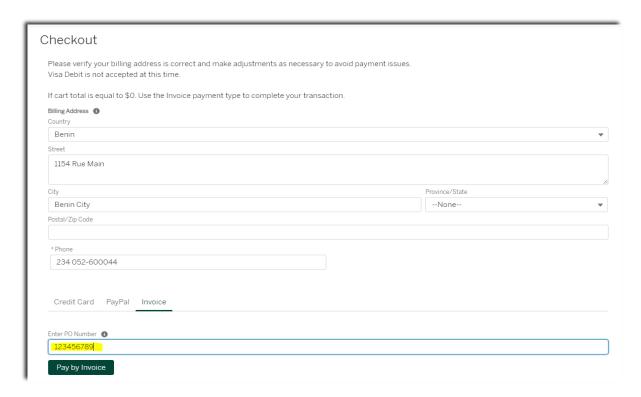
STEP 9: PAYMENT PROCESS (NO PAYMENT)

VERY IMPORTANT! On the final page of [CHECKOUT], select [INVOICE]. You can see that there is no data to enter in the payment fields.

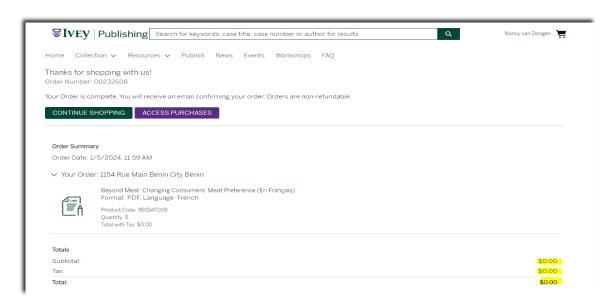




In the [PO Number] field, you do not need to enter anything; leave the field blank.

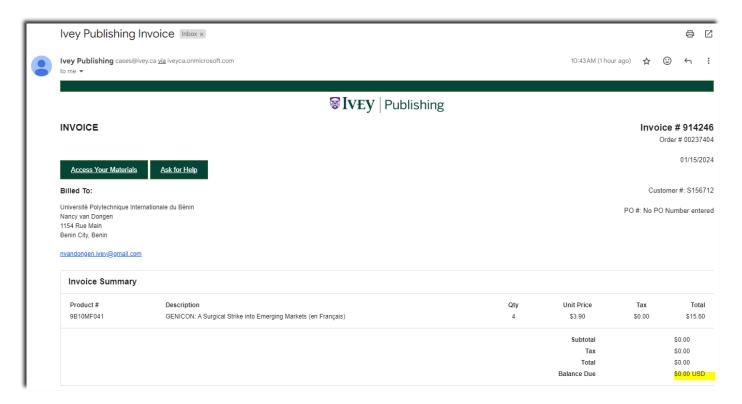


Then, click [Pay by Invoice] - NO PAYMENT WILL BE REQUESTED





Ivey Publishing will send you a receipt by email:

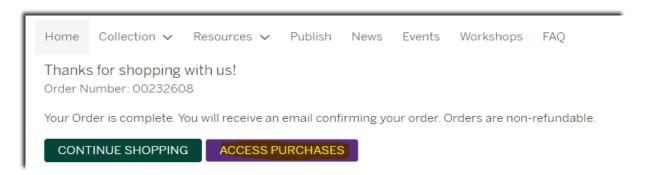


NO PAYMENT WILL BE REQUESTED

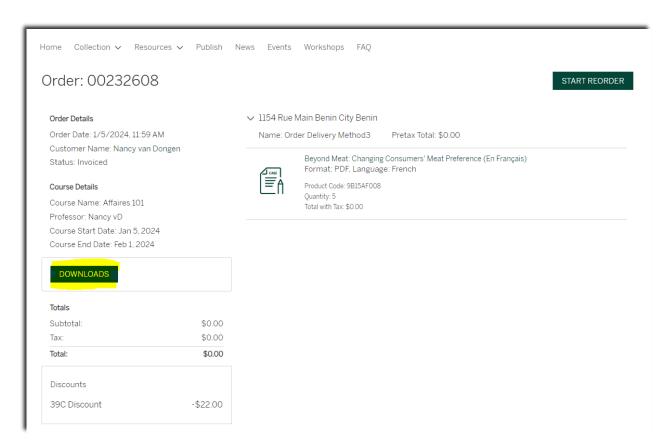


STEP 10: ACCESS YOUR NEW CASES

To access your documents, click on [ACCESS PURCHASES]

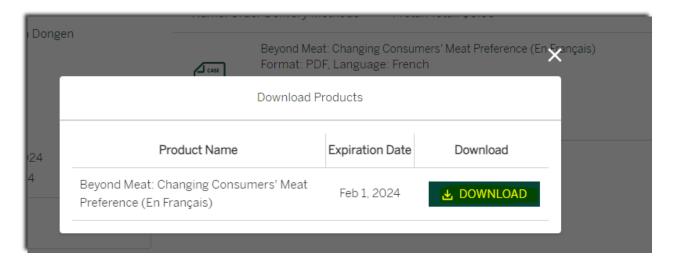


Then you can choose the **[DOWNLOADS]** button to upload your new case study(s). Your document appears in your computer **Downloads folder**.





When you click [DOWNLOADS], this window appears:



Click [J DOWNLOAD].

You can find your case studies among your files in the **Downloads** folder on your computer.

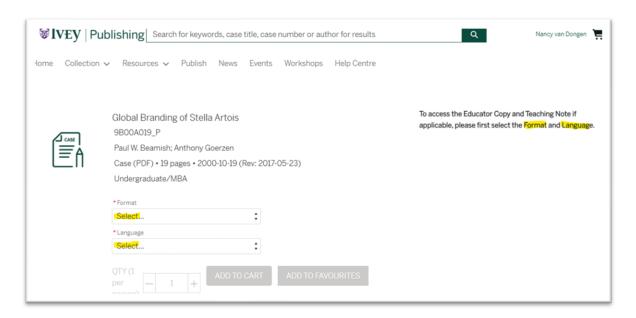


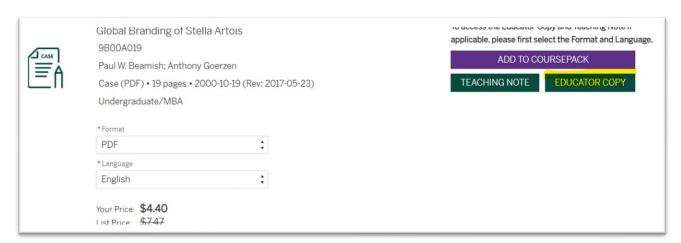
NOTE: INSPECTION COPY

In Step 5, you have the option to inspect the document before ordering it.

If you click on the name of the document, this window appears, and by clicking on **[EDUCATOR COPY]**, you can preview the document before ordering it with the inspection copy.

NOTE: Faculty members that do not have Administrator status will be able to view an Educator copy. If they would like to place an order for this case, they must have a colleague with an Administrator account to complete the ordering process described in this guide.







INSPECTION COPY EXAMPLE



9B00A019

THE GLOBAL BRANDING OF STELLA ARTOIS

Professors Paul W. Beamish and Anthony Goerzen prepared this case solely to provide material for class discussion. The authors do not intend to illustrate either effective or ineffective handling of a managerial situation. The authors may have disguised certain names and other identifying information to protect confidentiality.

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In April 2000, Paul Cooke, chief marketing officer of Interbrew, the world's fourth-largest brewer, contemplated the further development of their premium product, Stella Artois, as the company's flagship brand in key markets around the world. Although the long-range plan for 2000-2002 had been approved, there still remained some important strategic issues to resolve.

A BRIEF HISTORY OF INTERBREW

Interbrew traced its origins back to 1366 to a brewery called Den Hoorn, located in Leuven, a town just outside of Brussels. In 1717, when it was purchased by its master brewer, Sebastiaan Artois, the brewery changed its name to Artois.

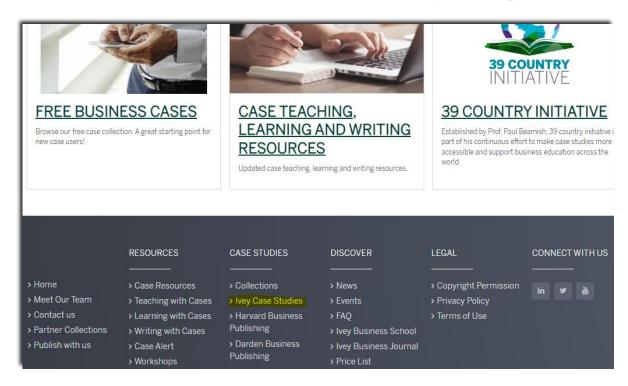
The firm's expansion began when Artois acquired a major interest in the Leffe Brewery in Belgium in 1954, the Dommelsch Brewery in the Netherlands in 1968, and the Brasserie du Nord in France in 1970. In 1987, when Artois and another Belgian brewery called Piedboeuf came together, the merged company was named Interbrew. The new company soon acquired other Belgian specialty beer brewers, building up the Interbrew brand portfolio with the purchase of the Hoegaarden brewery in 1989 and the Belle-Vue Brewery in 1990.

Interbrew then entered into a phase of rapid growth. The company acquired breweries in Hungary in 1991, in Croatia and Romania in 1994, and in three plants in Bulgaria in 1995. Again in 1995, Interbrew completed an unexpected major acquisition by purchasing Labatt, a large Canadian brewer also with



TIP: SHORTCUT TO IVEY CASES

From the main Ivey Publishing page, scroll down to the very bottom of your screen and select [Ivey Case Studies] from under the CASE STUDIES heading – by doing this, you will be directed to the Ivey specific content that you can use at no cost. https://www.iveypublishing.ca/s/



This link takes you directly to all of the approximately 7,000 case studies in English, 301 of which are translated into French.

NOTE: Be sure that **Ivey Business School** is selected before every new search – the system does not remember your selections from the menu if you alter the text in the main search box. See **IMPORTANT** for more on this.



For any customer support assistance, please reach out to Ivey Publishing's Customer Support Team at cases@ivey.ca.





VIDEO: How to Order a Case





We invite you explore the links below, take a look at the Ivey Business cases that are available to you, and register with Ivey Publishing in order to have access to the cases for use in your curriculum.

Ivey Publishing is the distributor of Ivey's collection of over 9,500 business case studies, technical notes, and Ivey Business Journal articles. Ivey Publishing is the world's second largest producer and distributor of comprehensive, decision-oriented teaching cases and distributes to universities in over 165 countries. Ivey Publishing sells the cases for about US\$4.50 a copy per student. However, Ivey cases are being made available for free to registered university students in countries where the per capita GDP is less than US \$2,000/yr. Faculty and students in business programs can use Ivey cases, technical notes and Ivey Business Journal articles at no cost.

As a full-time faculty member at a university in one of the eligible countries, you can register with Ivey Publishing in order to select the cases you want your students to study. There is no cost in doing so. There are already over 2,700 faculty members from eligible countries registered with Ivey Publishing. The cases are only for free use in-country and cannot be electronically redistributed. Ivey Publishing will also make the Teaching Notes for its cases available to registered faculty members. It does so with the understanding that these Teaching Notes must never be shared with students, either in whole or part, and will never be posted electronically.

Please visit our website for information on the 39 Country Initiative: https://www.ivey.uwo.ca/39country/.

We recognize that you may have questions. Please do not hesitate to contact us with any questions about the 39 Country Initiative and the availability of cases to students and faculty members at your institution. Those who are unfamiliar with the Ivey Publishing cases can go to Ivey Publishing's website and review abstracts for cases, with no prior registration necessary. Please note, Ivey also distributes other case collections which are **not** part of the 39 Country Initiative. Thus, to see the Ivey specific content, you should select only Ivey copyrighted cases, as outlined in the guide, and bookmark this link.

For information on <u>registering</u> to use Ivey Publishing cases at no cost as a part of the **39 Country Initiative**, look for the **39 Country Initiative** logo in the bottom right corner of <u>Ivey Publishing's homepage</u>. We do hope that this initiative will help in a small way to improve the quality of management education in your institution.

Sincerely,

Paul W. Beamish

Prof. Paul W. Beamish Founder, 39 Country Initiative Professor of International Business Dean of the Fellows of the Academy of International Business (2014 – 2017) Fellow of the Royal Society of Canada



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