

IHS Specs & Standards



The Source
for Critical Information and Insight™

eCommerce Capabilities

IHS Specs & Standards, the most complete source for accessing critical industry standards and military/government specifications, features eCommerce capabilities designed to help you save time and control costs. Supplement your subscription with these productivity-enhancing options – the Electronic Shopping Cart and IHS Gatekeeper System.

Purchase Additional Documents Using the Electronic Shopping Cart

Use the Shopping Cart to purchase documents not included in your current subscription. Documents can be ordered in either electronic (PDF) format for immediate download (subject to availability) or can be shipped to you in hardcopy format. Payment methods are flexible – use a credit card, deposit account or blanket purchase order (BPO) to pay for your purchases. Deposit account customers receive a 10% discount on purchases.

How the Electronic Shopping Cart Works

- To purchase a document from the search results list, click the Buy icon.
- The document will be placed in your Shopping Cart (a one-time user registration is required upon entering).
- On the Media Screen, you'll be asked to select your preferred delivery format i.e. electronic or hardcopy.
- The Shopping Cart will lead you to an Invoice screen detailing your entire purchase.

- Click the My Purchased Documents tab to view a list of your purchases.
- Documents purchased for electronic download may be viewed by clicking on the number in the Doc No column.

Doc No	Title	Description
1	A-B-1234	...
2	A-B-1234A	...
3	A-B-1234	...
4	A-B-1234	...
5	A-B-1234	...
6	A-B-1234	...
7	A-B-1234	...
8	A-B-1234	...
9	A-B-1234	...
10	A-B-1234	...
11	A-B-1234	...
12	A-B-1234	...

Other features of the Electronic Shopping Cart include:

- An All Company Orders tab displays a list of documents purchased by all personnel in your company.
- An Order History report is available for extracting all company orders into an Excel spreadsheet.

Control Your Documents Budget with the IHS Gatekeeper System

The IHS Gatekeeper System allows your users of IHS Specs & Standards to quickly and easily purchase documents outside of your subscription while maintaining your organization's central control and funding of purchases. The system is available at no extra cost to IHS Specs & Standards subscribers.

This system provides powerful added value:

- Users can now order documents directly, saving time and avoiding project delays.
- Internal approvers can control costs by managing corporate document purchases from a single source with total visibility.
- Threshold limits for purchases can be easily set to allow for automatic purchase approval when under the limit determined by the Gatekeeper Administrator, simplifying the document ordering process.

Purchases are charged against either a deposit account or blanket purchase order – your choice.

The IHS Gatekeeper System is Easy to Set Up and Use

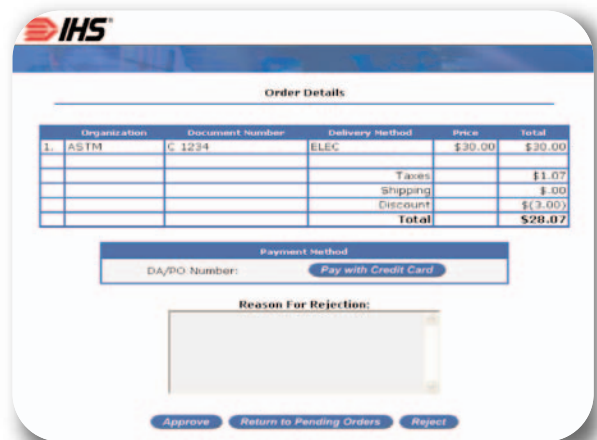
Upon notification, IHS will set up an employee of your choice to be the Gatekeeper Administrator for your account. The Gatekeeper Administrator has the ability to:

- Establish an Approval Threshold Level – document orders under this limit are automatically processed – no approval required.
- Approve/reject document purchases.
- Add or remove additional “Gatekeeper Approvers”. These additional Approvers can also view and accept/reject orders.

How the IHS Gatekeeper System Works

- An individual (requestor) places an order for a document via IHS Specs & Standards by clicking the Buy icon and selecting the preferred document delivery format.

- All assigned Approvers within your organization will automatically receive email notification that an order has been placed.
- Approvers log into the IHS Gatekeeper System with an assigned username/password to view pending orders.
- Purchases can be immediately accepted or rejected by the Approver simply by clicking on the Approve or Reject button.
- The system notifies the requestor via email regarding the approval or rejection decision.
- Upon acceptance of the order, the requestor has immediate access to documents ordered in electronic format (hardcopy documents are shipped directly to the requestor by IHS).



It's that easy! Take advantage of the eCommerce capabilities of IHS Specs & Standards and experience this streamlined document ordering process that will increase productivity while controlling your organization's budgets.



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