

IHS Specs & Standards

Retail Tip Sheet - Shopping for Standards



The IHS Specs & Standards eCommerce retail option allows you to purchase documents that are not included in your regular IHS Specs & Standards subscription. These documents display in results list with a shopping cart icon. You can use the Shopping Cart feature to purchase electronic PDF documents that can be immediately downloaded to your computer and/or you can purchase hard copy documents, which are shipped directly to you.

Registration

The first time you try to buy a document, you are prompted to register as a new user and record your billing and shipping address preferences. This allows the system to recognize and register you when you try to access the Shopping Cart at a later time, and it allows the IHS Specs & Standards Service to keep track of your purchases.

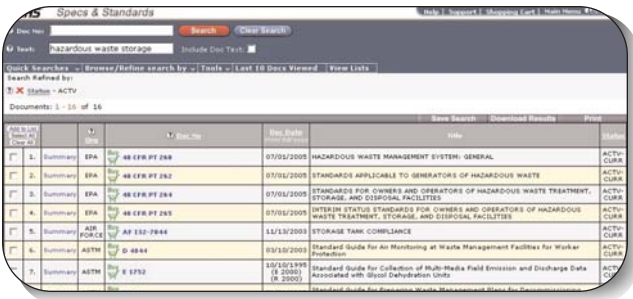
If you have previously registered an email address, username, and password for other features such as the document **Lists** or **Save Search** feature of IHS Specs & Standards, you can enter that username and password when you log in but you will still be prompted for additional billing and shipping information when you try to purchase a document

If you have forgotten your username and password, click on the **Forgot your username and password?** link and you will be prompted for your e-mail address. Your password will then be mailed to that address.

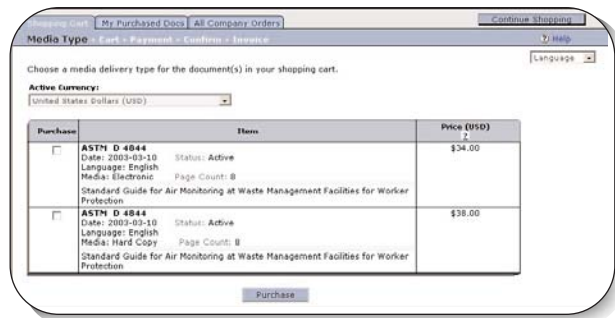
If you have not registered as a unique user, you are prompted to create a **User Profile** on the **Registration** page. You only have to enter this information once. Registering your User Profile creates a cookie (information put on your hard disk that records your preferences so that it can remember them the next time you use one of your IHS subscription products).

Sample Purchase

1. Enter **hazardous waste storage** in the **Text** field and leave the **Include Doc Text** check box unchecked because we only want documents that have these keywords in their title.



2. To refine our search, roll your mouse over the **Browse/Refine search by** drop-down menu and select **Status**.
3. On the pop-up window, highlight **ACTV-Active** and click **Select**. Our results are automatically refined to 16 documents.
4. Click on the **Buy** shopping cart icon for **ASTM D 4844**. The Shopping Cart page opens to **Shopping Cart > Media Type**.



On this screen, you have the option of purchasing the document as an electronic PDF file or as a hard copy document. The PDF document can be saved to your hard drive.

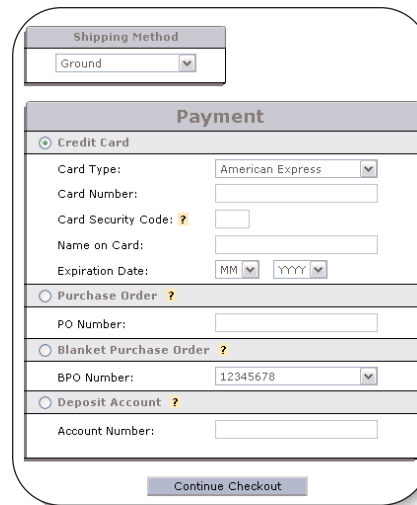
Important Note: You have two business days to download the document.

5. Click the **Purchase** button to go to **Shopping Cart > Cart**. Here you have the option to (1) remove the document from your shopping cart, (2) keep the document in your shopping cart and continue shopping for other documents, or (3) proceed to the checkout process.

7. Click the **Checkout** button to go to **Shopping Cart > Terms**. The End-User License Agreement includes all of the terms and conditions for purchasing the document.
8. Read the Terms and Conditions carefully and then click the **Accept** button to go to the **Shopping Cart > Payment** screen.



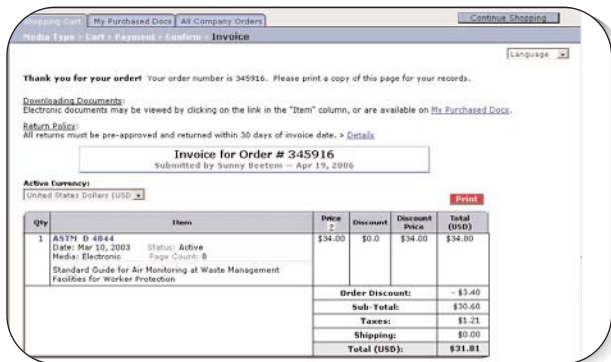
9. Verify that the user, billing, shipping, currency, quantity, media type, document properties, and price information are all correct. If they are not, use your browser's Back button to return to the option you want to correct OR click the **Change User Information** button to go to the Registration screen where you can edit your User and Billing/Shipping information. If you want to purchase the document as a different user, click on the **Login as Different User** button and enter the username and password.



Note: The available payment options displayed vary per customer and are dependent upon the option you requested when you first signed up for subscription. Additionally, if you would like your **Blanket Purchase Order (BPO)** or **Deposit Account** number to be automatically populated in the associated field, you may request to have that option set.

Sample Purchase (continued)

10. In the **Payment** panel select **Credit Card**, **Purchase Order (PO)**, **Blanket Purchase Order (BPO)**, or **Deposit Account (DA)**. If you select Credit Card, select a credit card type from the pull-down menu, enter the card number, enter the Card Control Number, the name exactly as it appears on the card, and the credit card's expiration date. If you select a PO, enter the PO number in the PO field. If you select a BPO or Deposit Account, either enter the number in the respective field or select the number from the respective pull-down list.
11. Click the **Continue Checkout** button for a final opportunity to verify your name, phone, email, and pricing information on the **Shopping Cart > Confirm** page.
12. Click the **Submit Order** button ONCE to go to **Shopping Cart > Invoice**.
13. After your order has been processed, click the **Print** button on the **Shopping Cart > Invoice** tab to print the invoice for your records.



14. After your order has been processed, click on the **Doc No** link to open the electronic document and save it to your hard drive. Hardcopy documents will be shipped via the method specified on the order form.

My Purchased Documents

You can get to your Purchased Documents List by clicking on the **Shopping Cart** button, and then the **My Purchased Docs** tab or by going to the Tools menu, and then selecting **Purchase Tracking**.

If you are within the two business day time period for downloading your document, the **Status** of your document is labeled **Valid** and you can still download the document.

Media Type	Page Count	Org	Doc No	Doc Date	Status	Order Date	Order ID	Qty
Electronic	3	ASTM	D 5418		Valid	Jun 21, 2005	325786	1
Electronic	4	ASTM	D 1254		Order expired	Jun 16, 2005	325593	1
Hard Copy	4	ASTM	D 1224		Order expired	Jun 16, 2005	325593	1
Electronic	4	ASTM	C 1234		Order expired	May 26, 2005	324583	1
Electronic	4	ASTM	C 1234		Order expired	May 25, 2005	324473	1

Payment Options

The Specs & Standards Shopping Cart offers flexible payment options. The options include:

- **Credit card** - Accepted credit cards include Visa®, MasterCard®, American Express®, Discover®, or Diners Club®.
- **Purchase Order** - This can be used for a one-time purchase of documents and/or publications. When using a PO, simply enter a PO number (refer to *Sample Purchase* section of this Tip Sheet) and you will be invoiced for your document order.
- **Blanket Purchase Order (BPO)** - A BPO is available for a fixed term (usually one year) for an indefinite quantity of document/publication purchases. A Purchase Order (PO) number, credit limit, and expiration date is required. As documents are purchased, you are invoiced against the BPO. You can continue to purchase against your BPO until you reach the credit limit or expiration date.
- **Deposit Account** - A Deposit Account is a convenient debit account service that provides a 10% discount on most of your document/publication purchases. A \$500 minimum deposit is required. As documents are purchased, funds are depleted from your Deposit Account. To replenish your Deposit Account or to open a Deposit Account, U. S. customers can contact an IHS Global sales representative at 1-877-413-5184. Customers outside of the U.S. should contact their nearest Global Info Centre.

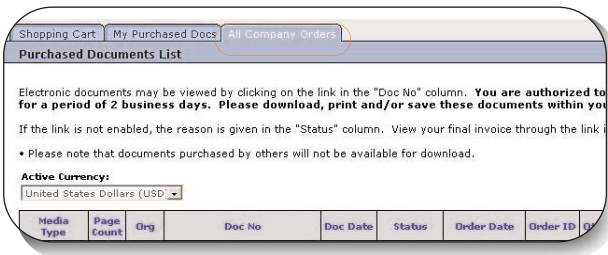
Note: For customers in Europe, the Middle East, and Africa, go to <http://www.ihs.com/contact/emea.html> for contact information.

For customers in the Asia Pacific region (China, Japan, and Australia), go to <http://www.ihs.com/contact/apac.html>.

For the Americas contact information other than the United States, go to <http://www.ihs.com/contact/americas.html>.

All Company Orders

To view all of the documents that have been purchased by your company, click on the Shopping Cart link on any search page, and then click on the **All Company Docs** tab. This view includes the documents media type, page count, organization, document number, document data, status, order date, order ID, quantity, price, name, and sub-account ID. In addition, there are links to document status definitions, the original invoice, and the name, email address, and phone number for the individual that purchased the document.



Retail Icons

The icons that may display in your results list in addition to the Buy icon include:



Call Documents - If this icon appears in the **Doc No** column for a document, contact IHS Customer Support and they will send you a copy of the document if it is in your subscription. Or, you may contact the **Authorized by** sponsor listed when you click on the **Summary** link. These are historical documents that IHS has in the IHS vault and does not distribute via the IHS Specs & Standards service on the Internet.



Controlled Distribution Documents - If a document has no icon in the **Doc No** column, such as document number **AR 95-20 CONT. DIST.**, and the document number is in bold text, it indicates that only those on the Controlled Distribution list may access the document. You can contact the **Authorized by** sponsor for more information about the document.



Quote documents - If this icon appears in the **Doc No** column for a document, it indicates the document cannot be purchased electronically or in hard copy. To get pricing and availability information, click the icon, and on the *Request a Document Quote* screen, fill out the appropriate information, and then click **Submit**. You will then be contacted by IHS with the documents pricing and availability.



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