

The IHS Custom Collection service allows you to build a unique subscription collection with documents from societies for which an entire collection purchase is not an economical option. Simply follow the instructions below to tell us the documents you need, and an IHS Sales representative will contact you with pricing information.

If you want to purchase documents from Global Engineering, you must contact your IHS Sales Representative with your list of documents. Purchases are one-time purchases only and document update services are not available.

Note: Some Standards Development Organization (SDO) documents are not available for Custom Collections or they have restrictions. To discuss unavailable or restricted SDO documents, contact your IHS Sales Representative.

User Registration and Login

In order to request a quotation for a Custom Collection, you need to tell us the documents in which you are interested.

Two logins are required to create your Custom Collection request. The first is the main Account Login, or the Subscriber Login. The second is your unique User Login. This User Login will allow us to identify your unique request, and also keep it private. Please note that your system must accept cookies in order to take advantage of this feature.

(Note: IHS does not sell or rent online user information in any way, nor will your name be added to any mailing lists. You will not receive unwanted spam as a result of completing this registration form.)

1. Go to <http://www.ihserc.com> and click on **Subscriber Login**.
2. Please use the following username and password:
 - a) username: **Custom100**
password: **Collection**
 - b) Click **Submit**.
3. To identify yourself as a unique user,
 - a) Enter your information into the required fields (denoted by asterisks) on the **Create your User Profile** window. You are prompted to create your own personal username and password. Again, this will allow us to identify your Custom Collection request and keep it private.
 - b) Be sure to write down your personal user name and password in case you are asked for it at a later date.
 - c) Click **Submit**.
4. You are now at the Main Menu.

The screenshot shows the IHS website interface. Callout 1 points to the 'Subscriber Login' link in the top navigation bar. Callout 2 points to the 'Account Login' form, which includes fields for 'Loginname:' and 'Password:', and 'Submit' and 'Reset' buttons. Callout 3 points to the 'Create your User Profile:' form, which includes fields for '* First Name:', '* Last Name:', and '* Location: select one (1) type then fill in its form field:'. Callout 4 points to the 'Main Menu' section, which displays a welcome message for 'John' and a 'Select a product from your current subscription:' section with buttons for 'Standards', 'Electronic', and 'Catalog'.

My Unique User Information:

Username: _____

Password: _____

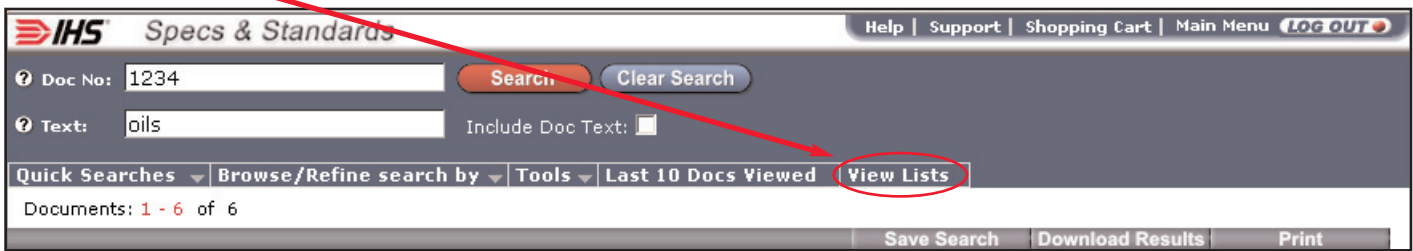
Creating Your Unique Document List

Before you can add documents to a list, you must first create a list to your personal specifications.

(*Note:* You must be a registered user to create or modify a list. If you are not, you will be prompted to register.)

To create a list:

1. Click the **View Lists** tab on the IHS Specs and Standards menu bar, and then select the **Create List** tab.



2. In the *Create List* window, enter a descriptive **List Name**.

3. Click the **Yes** for **Secure List**. By selecting **Yes**, only you can access and update your list.

4. Click **Yes** for **Private List**. You must select Yes for Private Lists to ensure that no one else can view or access your collection.

5. Click **Submit**.

6. Click the **Close** button on the top right corner of the *Create List* window.

7. You are returned to the IHS Specs and Standards search window, where you can perform a search, and select the documents you want to add to your list.

Create List

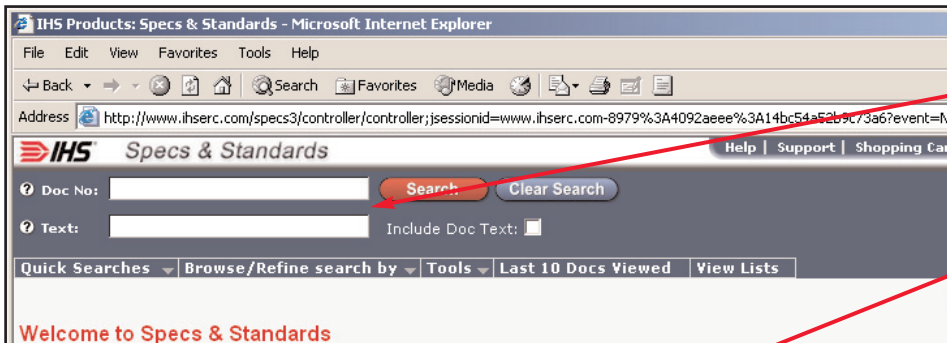
To create a new List simply enter a List name and set security/private settings and click submit.

List Name:

Secure List: Yes No **Private List:** Yes No

Searching with IHS Specs & Standards

Use the convenience of IHS Specs and Standards to search for documents to build a Personal Document List.



1. On the Specs and Standards search window, enter a Document number in the **Doc No** field and/or text in the **Text** field.

2. If your list is too long and you want to refine your search, use the search parameters found in the **Browse/Refine search by** pull-down menu, and then click **Search**.

	Quick Searches	Browse/Refine search by	Tools	Last 10 Docs Viewed	View Lists			
Welcome to Specs & Standards								
<div style="border: 1px solid gray; padding: 5px;"> <p>Search Refined by:</p> <ul style="list-style-type: none"> Organization (Org) Status Segment Doc Type Date ICS Code FSC Code Lists </div>								
	Documents: 1 - 12				Print			
Add to List	Select All	Clear All						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Summary	ASTM C 1234	07/10/1998 (R 2004)	Standard Practice for Preparation of Oils and Oily Waste Samples by High- Pressure, High-Temperature Digestion for Trace Element Determinations	ACT CUF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Summary	ASTM C 1234	07/10/1998	Standard Practice for Preparation of Oils and Oily Waste Samples by High-Pressure, High-Temperature Digestion for Trace Element Determinations	INA REY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	Summary	ASTM C 1234	01/01/1993	Standard Test Method for Preparation of Oils and Oily Waste Samples by High-Pressure, High- Temperature Digestion for Trace Element Determinations	INA REY

3. If additional information on a document is required, click the **Summary** links to review document Abstracts, Document History, and Referenced Documents.
4. Click **Close** on the Summary window to return to your search results list.

Adding Documents to Your New List

Once you have created your list and performed a search:

1. Click the **check boxes** for the documents you want to add to your requested Custom Collection list.
2. Click the **Add to List** button to open the *Add Items to List* window.

The screenshot shows the IHS Specs & Standards search results page. At the top, there is a search bar with 'Doc No: 1234' and a 'Search' button. Below the search bar, there are navigation options like 'Quick Searches', 'Browse/Refine search by', 'Tools', 'Last 10 Docs Viewed', and 'View Lists'. The main content is a table of search results with columns for 'Seq', 'Summary', 'Org', 'Doc No', 'Doc Date', 'Title', and 'Status'. Three documents are checked, and the 'Add to List' button is circled in red. Red arrows point from the instructions to the 'Add to List' button and the checkboxes.

Seq	Summary	Org	Doc No	Doc Date mm/dd/yyyy	Title	Status
<input checked="" type="checkbox"/>	1. Summary	ASTM	View C 1234	07/10/1998 (R 2004)	Standard Practice for Preparation of Oils and Oily Waste Samples by High-Pressure, High-Temperature Digestion for Trace Element Determinations	ACTV-CURR
<input checked="" type="checkbox"/>	2. Summary	ASTM	View C 1234	07/10/1998	Standard Practice for Preparation of Oils and Oily Waste Samples by High-Pressure, High-Temperature Digestion for Trace Element Determinations	INAC-REVD
<input checked="" type="checkbox"/>	3. Summary	ASTM	View C 1234	01/01/1993	Standard Test Method for Preparation of Oils and Oily Waste Samples by High-Pressure, High-Temperature Digestion for Trace Element Determinations	INAC-REVD
<input type="checkbox"/>	4. Summary	MODUK	DEF-1234-A: LEAFLET C21	N/A	Applications of Temporary Protectives, Oil Film, to Metallic Material Issue 2	INAC-WDRN
<input type="checkbox"/>	5. Summary	MODUK	DEF-1234-A: LEAFLET G5	N/A	Material Coated with Oil OM-17, Wrapped and Packed in a Primary Container Issue 2	INAC-WDRN
<input type="checkbox"/>	6. Summary	SABS	SABS 1234	11/07/1978	Oil-spill dispersant (liquid-concentrate type)	ACTV-CURR

3. On the *Add items to List* window, select your list from the pull-down menu if it is not already displayed.
4. If you would like to receive document updates, select **Most Current** in the search results. If you want a date or revision-specific document, select **Specific Version**.
(*Note:* If you select multiple versions of the same document, leaving the default of Most Current will result in adding only one document to your list.)
5. Click either **Submit** button.
(*Note:* Two submit buttons display in case your list is very long, one at the top of the page, and one at the bottom.)

The screenshot shows the 'Add items to List' window. At the top, there are navigation tabs: 'List Updates', 'View Lists', 'List Administration', and 'Create List'. Below the tabs, there are buttons for 'All Lists' and 'My Lists'. The main content area has the title 'Add items to List' and a message: 'Select a list below to add the following (3) items to and click submit.' Below this is a form with a 'List Name' dropdown menu set to 'ASTM', a 'List Administrator(s): [Your Name]' field, and a '# of Items on List: 0' field. At the bottom, there are 'Submit' and 'Cancel' buttons. Below the form is a table of the selected items with columns for 'Seq', 'Most Current', 'Specific Version', 'Org', 'Doc No', 'Doc Date', 'Title', and 'Status'. The 'Most Current' radio button for the first item is selected and circled in red.

Seq	Most Current	Specific Version	Org	Doc No	Doc Date mm/dd/yyyy	Title	Status
1.	<input checked="" type="radio"/>	<input type="radio"/>	ASTM	C 1234	07/10/1998 (R 2004)	Standard Practice for Preparation of Oils and Oily Waste Samples by High- Pressure, High-Temperature Digestion for Trace Element Determinations	ACTV-CURR
2.	<input type="radio"/>	<input type="radio"/>	ASTM	C 1234	07/10/1998	Standard Practice for Preparation of Oils and Oily Waste Samples by High-Pressure, High-Temperature Digestion for Trace Element Determinations	INAC-REVD
3.	<input type="radio"/>	<input type="radio"/>	ASTM	C 1234	01/01/1993	Standard Test Method for Preparation of Oils and Oily Waste Samples by High-Pressure, High-Temperature Digestion for Trace Element Determinations	INAC-REVD

Email Your Request for Quote

Once your list is complete, please email the following company information to receive your pricing quote:

- Company location(s)
- Number of users at the location(s)
- Company Name, Address, and Telephone Number
- Name and email address of the person requesting the quote
- Special Handling Code (See below. If this box is blank, contact your IHS Sales Representative for the code.)
- Your List name

Send the request for pricing to custom.lists@ihs.com, or your IHS Sales Representative. Your list will be reviewed by your Sales Representative who will then contact you to proceed with the quote for your Custom Collection.

Custom Collection Service FAQs

Is there a minimum price for a Custom Collection subscription?

Yes. Custom Collection subscriptions have a minimum price of \$750.00.

What if I want to change my Custom Collection documents?

Custom Collections are based on an annual subscription. No credit will be given for documents or locations dropped mid-term.

How do I get a Custom Collection if I don't subscribe to IHS Specs and Standards?

You must subscribe to IHS Specs and Standards for licensing purposes. IHS Specs and Standards allows you to add documents to your Custom Collection, selecting documents to which you normally do not subscribe.

How does IHS calculate my cost for a Custom Collection?

The IHS pricing database automatically calculates the base price of a collection and assigns the appropriate multipliers and applicable discounts. Your IHS Sales Representative then presents you with that dollar amount as a quote.

IHS Specs and Standards Personal Document Lists FAQs

What is a List Administrator?

The registered user who creates a list is always the List Administrator. - They can modify the list, delete the list, and allow other registered users to administer the list, should they choose. There can be more than one List Administrator - for example, a team working together on a specific project.

Why do I need both Secure settings and Private settings?

Secure lists may only be modified by the List Administrators, or the person who created the list. This is important because you are accessing a public site, and a Secure list will ensure the privacy and integrity of your list.

Private lists may only be viewed by you, the Administrator, or any registered user to whom you have granted viewing rights.

Non-Private lists can be viewed by any registered user accessing the public site. Therefore, IHS recommends you elect to make all of your Custom Collection lists private.

How do I know if documents on my list have recently Updated?

Click the List Updates button on the top menu bar to open the List Updates window.

Special Handling Code:

If at any time you need assistance, please feel free to contact us.

IHS - The Power of Integrated Information

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