

IHS Standards Expert™ E-Commerce Capabilities

Electronic Shopping Cart
IHS Gatekeeper System



Tech Spec

IHS Standards Expert™ is the most complete source for accessing mission-critical industry standards and military/government specifications. The IHS standards management solution provides immediate access to data required to make strategic engineering, purchasing, maintenance, and quality assurance decisions that directly impact costs, time-to-market, product quality and process efficiencies.


IHS Standards Expert also provides e-commerce capabilities designed to help you save time, control costs, and increase productivity for yourself and your teams. Ask your IHS Account Representative or contact IHS Customer Care to learn how you can set up and use these product options:

- ❖ **Electronic Shopping Cart**
- ❖ **IHS Gatekeeper System**

Electronic Shopping Cart

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

Documents available for purchase through IHS Standards Expert are accompanied in the search results list by an Order icon. To order a document, click on the Order icon.

	ASME B31.1	Active	2012.06.29	Power Piping
	Baseline Details History			

The document will be placed in your Shopping Cart and you will be presented with the "Media Type" screen, where you can choose the preferred delivery format – electronic or hardcopy. Make your selection, then Continue Shopping or follow the Check Out process through to the Invoice screen detailing your entire purchase. For electronic PDF document purchases, click the Document Number link on the Invoice screen to immediately access the document – purchased documents are available for download for five (5) business days. Hardcopy documents will be delivered per the method you specify.

Invoice for Order # 780021						
Active Currency: United States Dollars (USD)						Print
Qty	Item	Price	Discount	Discount Price	Total (USD)	
1	ASME B31.1 Date: Jun 29, 2012 Media: Electronic Power Piping Status: Active Page Count: 360	\$260.00	\$0.00	\$260.00	\$260.00	
Before viewing this document you can Forward it to someone else. Forwarding the document to another individual will disable the link used to view the document.				Order Discount:		-\$26.00
				Sub-Total:		\$234.00
				Taxes:		\$18.14
				Shipping:		\$0.00
						(USD): \$252.14

ASME B31.1-2012
(Revision of ASME B31.1-2010)

Power Piping

ASME Code for Pressure Piping, B31

Document Forwarding - Purchased documents are for individual use. Documents purchased in PDF format can

be downloaded immediately, or they can be electronically delivered to another person using the Document Forwarding feature. A purchased document may be forwarded to any valid email address – the recipient does not need to be an IHS Standards Expert user.

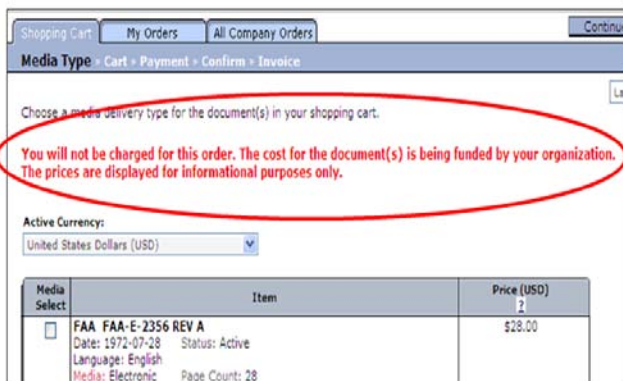
Tracking Purchases - Click the *My Purchased Documents* tab to view a list of all purchases. The *All Company Orders* tab displays a list of documents purchased by all personnel within your company. Additionally, an *Order History Report* is available for extracting all company orders into an Excel spreadsheet.

Shopping Cart Administrator Features

Shopping Cart Administrators have access to tools that allow them to customize the IHS Standards Expert Shopping Cart.

Custom Field – A custom tracking field can be set up to capture specified data (such as Location, Business Unit, or Project Number) for all purchased documents allowing for easy charge-back to a specific area or activity.

Custom Message – Add a custom message to communicate internal company Purchasing and Expense Policies to all users of the Shopping Cart.



IHS Gatekeeper System

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

The IHS Gatekeeper System provides powerful added value:

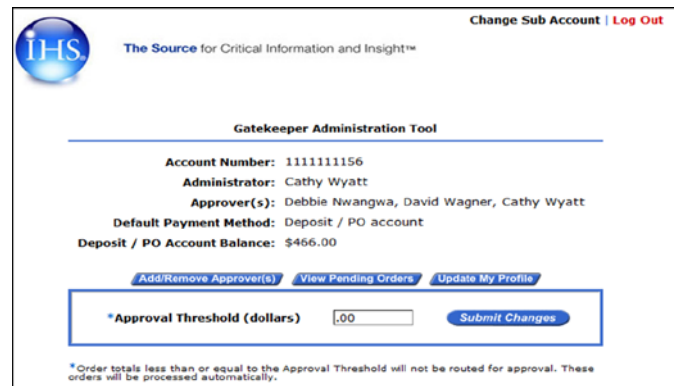
- Users can order documents directly, saving time and avoiding project delays.
- Internal Approvers can control costs by managing corporate document purchases from a single source with total visibility.

- Threshold limits for purchases can be easily set to allow for automatic purchase approval when under a pre-set limit designated by the Administrator.
- You can choose to have purchases charged against either a Deposit Account or blanket purchase order.

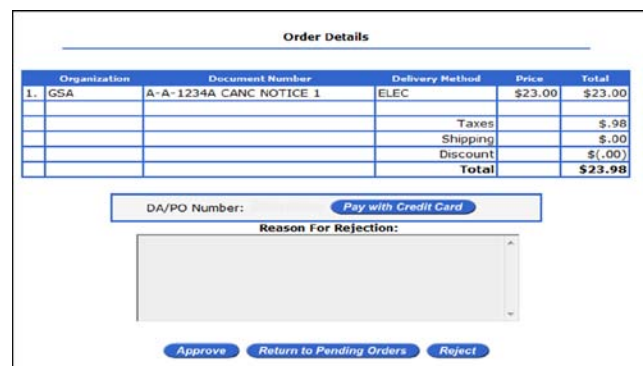
The IHS Gatekeeper System is easy to set up. Upon notification, IHS will set up an employee of your choice to be the Gatekeeper Administrator for your account. The Gatekeeper Administrator has the ability to:

- 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” who can also view and accept/reject orders.

The IHS Gatekeeper System is easy to use. After accessing IHS Standards Expert, a user places an order for a document by clicking on the Order icon next to the document number and selecting the preferred document delivery format. All assigned Approvers within your organization automatically receive an 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.

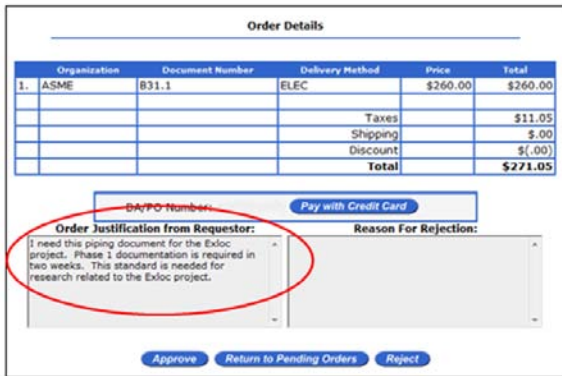


The system notifies the requestor via email regarding the approval/rejection decision. Upon acceptance of the order, the requestor has immediate access to documents ordered in electronic format. Hardcopy documents are shipped directly to the requestor by IHS.

Shopping Cart/Gatekeeper Administrator Feature

Shopping Cart Administrators that have Gatekeeper deployed have access to an additional customization tool.

Order Justification – With this field activated for Gatekeeper accounts, all users are required to provide an Order Justification for their individual document request. The Order Justification will be displayed with the Pending Order in the Gatekeeper Administration Tool.



It's that easy to take advantage of the IHS Gatekeeper System, and experience a streamlined document ordering process that will increase productivity while controlling company budgets.

IHS Standards Expert – Optional Administrator Features

Account Notes – provides ability for Administrators to add Notes to a document record that are visible and readable by all users. Includes ability to “keyword search” the text of all Notes. Also provides ability to “filter” your search for documents with Notes attached.

“My Publications” – provides tools for Administrators to add bibliographical metadata (i.e., document numbers, titles, keywords, etc.) about their own internal company documents to their IHS Standards Expert index. Added records are indexed, integrated, and searchable within the index using all the search and filter functions of IHS Standards Expert. The metadata can be linked via a URL to the document maintained on the customer’s own secured environment.

Welcome Message and Brand – allows Account Administrators to customize the user interface, i.e., incorporate messaging for internal communication and add their company’s brand/logo.

IHS Reference Linking Solutions - provides secured direct access to critical external content (e.g., specifications, standards and regulations) referenced from within your organization’s own documents and workflow processes. The advanced linking technology of this solution, which works with a variety of applications, eliminates the risks associated with lack of document control – assuring that users are getting the correct document and version of a document every time they need it.



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