

IHS PRODUCT DESIGN

Subscription Add-ons

IHS Standards Expert™

The IHS Standards Expert Subscription Add-On tool helps you manage your changing standards needs and mitigate production risks.

BENEFITS:

Immediate access to required or necessary documents not in an existing subscription.

- **Helps prevent production disruptions and ensure quality throughout a product's lifecycle.**
- **Version alerts, filters, and all other IHS Standards Expert features and functionality apply to newly added documents.**

The Subscription Add-on tool provides the flexibility to expand your existing licensed Custom Collection or Custom Block as your standards requirements evolve over time.

Adding documents to your subscription has never been easier. Your assigned Subscription Administrator can easily add a document to a licensed collection with a few simple steps. Don't have a Subscription Administrator? Not a problem. Your IHS Sales Representative can also view your requests and coordinate your new subscription requirements.

If you've searched IHS Standards Expert and find a document you need, simply click on the **Shopping Cart** icon to begin the request process and have the document delivered to your desktop immediately to avoid production disruption.

When you click on the Shopping Cart, you are presented with an option to Request Subscription Access, and are then prompted to enter a justification for the request before submitting the request. You can view the status of your subscription requests at any time using the **My Subscription Requests** link on the **My Account** tab.

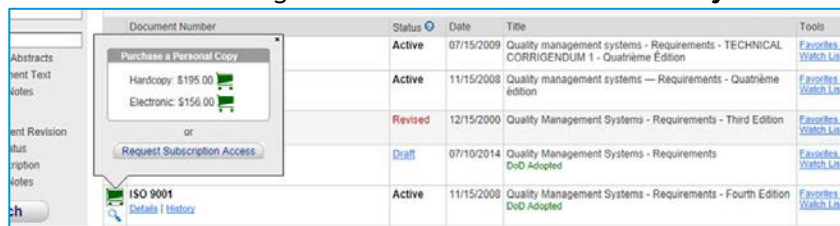
Your Subscription Administrator is notified via the IHS Standards Expert Search (Home) page when there are New Subscription Requests, and this information is also available when the Subscription Administrator selects the My Account tab.

Your Subscription Administrator can then review the request and add the document or decline the request.

Subscription Administrator Role

Administrator Notification of Request

When a document is requested, your Subscription Administrator will see the request on the Welcome message area on the **Search** tab or on the **My Account** tab.

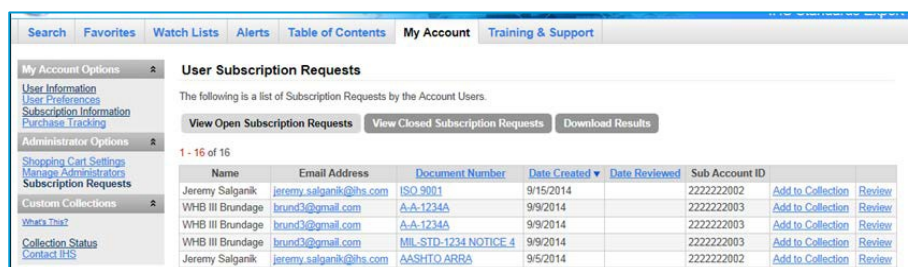


The screenshot shows a 'Purchase a Personal Copy' dialog box with options for 'Hardcopy: \$195.00' and 'Electronic: \$156.00'. Below it is a table of document requests.

Document Number	Status	Date	Title	Tools
	Active	07/15/2009	Quality management systems - Requirements - TECHNICAL CORRIGENDUM 1 - Quatrième Édition	Favorites Watch List
	Active	11/15/2008	Quality management systems - Requirements - Quatrième édition	Favorites Watch List
	Revised	12/15/2000	Quality Management Systems - Requirements - Third Edition	Favorites Watch List
	Draft	07/10/2014	Quality Management Systems - Requirements DoD Adopted	Favorites Watch List
	Active	11/15/2008	Quality Management Systems - Requirements - Fourth Edition DoD Adopted	Favorites Watch List

On the My Account tab, pertinent information about all requests displays:

- requestor's name and email
- document number
- date the request was submitted
- date the request was reviewed
- sub-account number
- a link to accept the request and add it to a collection
- a link to review the request

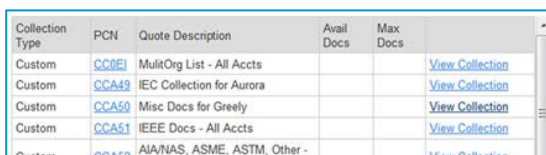


The screenshot shows the 'My Account' tab with a section for 'User Subscription Requests'. It includes a table of requests and buttons for 'View Open Subscription Requests', 'View Closed Subscription Requests', and 'Download Results'.

Name	Email Address	Document Number	Date Created	Date Reviewed	Sub Account ID	
Jeremy Salganik	jeremy.salganik@ihs.com	ISO 9001	9/15/2014		2222222002	Add to Collection Review
WHB III Brundage	brund3@gmail.com	A-A-12345	9/9/2014		2222222003	Add to Collection Review
WHB III Brundage	brund3@gmail.com	A-A-12345	9/9/2014		2222222003	Add to Collection Review
WHB III Brundage	brund3@gmail.com	MIL-STD-1234 NOTICE 4	9/9/2014		2222222003	Add to Collection Review
Jeremy Salganik	jeremy.salganik@ihs.com	AASHTO ARRA	9/5/2014		2222222002	Add to Collection Review

To communicate with the requestor and update him or her if the document has been added, approved, denied, requires additional justification information, or to inform the requestor if the request will be evaluated with an IHS Sales Representative during the subscription's renewal process, the Subscription Administrator simply clicks on the requestor's email address to launch an email window.

Once the Subscription Administrator has reviewed the request, he or she selects the **Add to Collection** link, and then selects an IHS Custom Collection or IHS Custom Block to add the document to.



The screenshot shows a table of collection types with columns for 'Collection Type', 'PCN', 'Quote Description', 'Avail Docs', and 'Max Docs'.

Collection Type	PCN	Quote Description	Avail Docs	Max Docs
Custom	CC08E	MultOrg List - All Accts		View Collection
Custom	CCA49	IEC Collection for Aurora		View Collection
Custom	CCA59	Misc Docs for Greely		View Collection
Custom	CCA51	IEEE Docs - All Accts		View Collection
Custom	CCA52	AIA/NAS, ASME, ASTM, Other -		View Collection

In some instances, a document cannot be added because the Standards Development Organization (SDO) governing documents do not allow for inclusion in a Collection. This and any other exceptions, such as a document in draft stage, are identified when the request is submitted for pricing and are presented to the Subscription Administrator on the Custom Collection Exceptions page.

There are now **over 100 SDOs that offer individual documents** that can be added to a subscription. For a complete list of participating SDOs, please contact your account executive.

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