

# IHS Haystack Gold

## Special Features and Tools Guide

July 11, 2011 – v.1.0



**The Source** for Critical Information and Insight™



IHS Haystack Gold  
Special Features and Tools Guide  
July 11, 2011

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## Document Changes

Document Version and Release Information	Date	Change
1.0	7/11/2011	First publication of stand-alone Special Features and Tools Guide. Previously the <i>BatchPlus</i> information was part of the Haystack User Reference Guide. This publication includes added information about Quotes and Orders (ISO-Group) from the 3.12 release.



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# BatchPlus

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If you frequently need to perform research on specific items, the *BatchPlus* feature will save you time and effort, which subsequently reduces costs. If you need to find information on several items, for example looking for all of the parts listed on a Bill of Materials, *BatchPlus* allows you to search for all of the items at one time and provides output reports in a wide variety of formats, such as Microsoft Excel, Microsoft Access, HTML and PDF, which can be analyzed and/or integrated into your business processes and solutions.

*BatchPlus* gives you superior reporting for reports composed of one or more input items and provides the following advantages:

- A simplified process for creating and running batches, requiring fewer mandatory fields to be filled in.
- The ability to define the database selection.
- The ability to enter an input file or manually enter search terms on the same screen.
- The option to request **Exact Part Number Matching (with punctuation)** to a FLIS record that only searches for items exactly as they were entered.
- The option to **Include my search terms in the report**—the Search Term you enter appears in the batch report along with the NIIN, which is the default output part reference. You can, therefore, map the NIIN back to the search term you used in the Search Field option—for example, CAGE + Part Number Comma-delimited.
- The ability to define custom output formats.
- Additional output formats, including the ability to create a PDF report as your output.
- The ability to upload your input file and save it on the Haystack server for reuse, which allows you to re-run a query with specific input and output files at any time.

If you want a specific report format, it is recommended that you create a customized report format from the Batch Settings screen by clicking the Create button in the Output Options section. For more details on this feature, please see the section on the *Report Designer*.

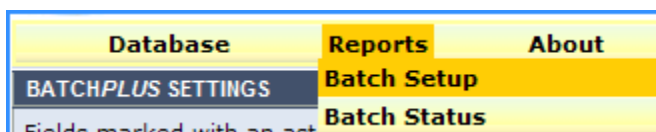
From the *BatchPlus* Settings screen, you can select the database you want to search and the search criteria you want to use. You have the option of uploading a file that lists your items (part numbers plus CAGE codes, or NSNs/NIINs, for example) in text format using files with a .txt extension or manually entering your search terms directly in to the *BatchPlus* Settings screen. You can request an Exact Part Number Matching to a FLIS record. You can also request that your search terms be included in the search results along with the NIIN. In addition, you can select the output file format from a default list, create a customized output format, or edit an output format created previously. Finally, you can run the batch report, and if you like, save the input file on the Haystack server for future re-use.

The following are two tutorial examples for using *BatchPlus*: *BatchPlus* Manual Entry and *BatchPlus* Input and Custom Batch Reports

## BatchPlus Manual Entry

This tutorial shows you how to create a batch report by entering your search criteria (NIINs) manually rather than by browsing for an input file stored on your computer. It also goes through the steps of setting a default output format (Default FLIS MS Excel Report) from the available drop-down list.

1. After you log in to Haystack Gold, select **Reports**, and then **Batch Setup**.



You are now at the *BatchPlus* Settings screen. All of the optional and required fields are available to you from this screen.



**Note:** Required fields have been marked with an asterisk (\*). All other fields are optional.

### First Section—Batch Settings

2. In the Title field, enter **Sample Batch**.
3. In the Description field, enter **Sample BatchPlus Manual Entry**.

This first section of the *BatchPlus* Settings screen gives you the ability to enter a title and a description for your batch. Note that these two fields are not required; they are available to provide additional detail when you view your list of batches on the *Batch Status* screen. If you do not fill in these values, the batch system applies default values.

### Second Section—Search Options

4. In the Database field, select **Federal Logistics Information Service**, which is the default setting. Users familiar with the older *Batch Input* and *Batch Upload* had this pre-selected for them and could not change this value.
5. From the drop-down list to the right of Search Fields, select **NSN** or **NIIN**.
6. To the right of the Input File Name field, click **Manually Enter Search Terms** to activate the search entry box.
7. Into the search entry box, enter **005347553**.



8. Optionally, select **Exact Part Number Matching (with punctuation)** and / or **Include my search terms in the report**.

### ***Third Section—Output Options***


9. In the Format field, select **(Standard) Default FLIS MS Excel Report** from the drop-down list.



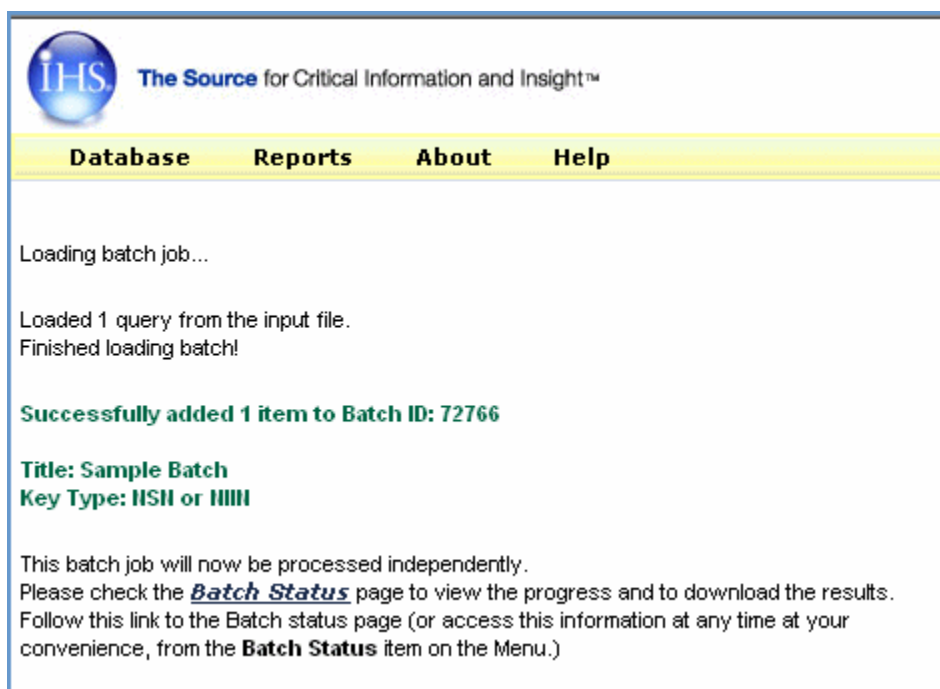
**Note:** Batch formats that existed in the older Batch Input and Batch Upload are available in the list of batches, identified with “(Standard)” preceding them.

10. In the Output File Name field, enter **ManualNIIN**. (Note that this field is optional and only filled in for the purpose of this example.)
11. For the Archive Type radio buttons, leave **PKZIP Compression** selected. Large batches will automatically be compressed.

### ***Fourth Section—Run Batch***

12. Leave **Save batch input on server** unchecked.
13. Click the  button.

Your search criteria are loaded into the batch system, and you are presented with a summary page of your batch jobs.



The screenshot shows the IHS web interface. At the top left is the IHS logo with the tagline "The Source for Critical Information and Insight™". Below the logo is a navigation menu with "Database", "Reports", "About", and "Help" links. The main content area displays the following text:

Loading batch job...

Loaded 1 query from the input file.  
Finished loading batch!

**Successfully added 1 item to Batch ID: 72766**

**Title: Sample Batch**  
**Key Type: IISII or IIIII**

This batch job will now be processed independently.  
Please check the [Batch Status](#) page to view the progress and to download the results.  
Follow this link to the Batch status page (or access this information at any time at your convenience, from the **Batch Status** item on the Menu.)

14. To view a list of your batch jobs, click the **Batch Status** link.

A list of all the batches you have processed is displayed on the **Batch Status** screen.

@	Batch ID	Status	Title	Type	Input File	Last Run	Output File
<input type="checkbox"/>	72766	Done	Sample Batch	Standard	240f0.tmp	7/24/2009 7:16:33 PM	ManualNIIN.zip
<input type="checkbox"/>	72765	Done	Test_AEL_NIIN	BatchPlus	C:\Haystack\Haystack3.5\Work Items\11	7/24/2009 12:42:57 PM	Test_AEL_NIIN.zip
<input type="checkbox"/>	72764	Done	Test_AEL_PartNo	BatchPlus	C:\Haystack\Haystack3.5\Work Items\11	7/24/2009 12:32:04 PM	Test_AEL_PartNo.zip
<input type="checkbox"/>	72763	Done	Test_APL_PartNo	BatchPlus	C:\Haystack\Haystack3.5\Work Items\11	7/24/2009 12:16:58 PM	Test_APL_PartNo.zip
<input type="checkbox"/>	72761	Done	Test_APL_NIIN	BatchPlus	C:\Haystack\Haystack3.5\Work Items\11	7/24/2009 11:27:39 AM	Test_APL_NIIN.zip
<input type="checkbox"/>	72758	No Records Found	APL text testing	BatchPlus	C:\Docs\Haystack\small niin.txt	7/23/2009 3:11:56 PM	
<input type="checkbox"/>	72757	No Records Found	APL text	BatchPlus	C:\Docs\Haystack\small niin.txt	7/23/2009 2:47:08 PM	
<input type="checkbox"/>	72756	Done	APL	BatchPlus	C:\Docs\Haystack\small niin.txt	7/23/2009 1:47:57 PM	IHSBatch.zip
<input type="checkbox"/>	72755	Done	APL text	BatchPlus	C:\Docs\Haystack\small niin.txt	7/23/2009 1:47:09 PM	IHSBatch.zip
<input type="checkbox"/>	72754	No Records Found	APL	BatchPlus	C:\Docs\Haystack\small niin.txt	7/23/2009 3:00:03 PM	
<input type="checkbox"/>	72753	No Records Found	APL report	BatchPlus	C:\Docs\Haystack\small niin.txt	7/23/2009 2:38:41 PM	
<input type="checkbox"/>	72752	Done	APL report	BatchPlus	C:\Docs\Haystack\small niin.txt	7/23/2009 1:41:06 PM	IHSBatch.zip
<input type="checkbox"/>	72751	Done	Testing APL report	BatchPlus	C:\Docs\Haystack\small niin.txt	7/23/2009 1:40:58 PM	IHSBatch.zip
<input type="checkbox"/>	72750	Done	Test_NFTD_CAGE	BatchPlus	9a205.tmp	7/22/2009 9:18:18 PM	Test_NFTD_CAGE.zip
<input type="checkbox"/>	72749	Done	test	BatchPlus		7/22/2009 10:28:30 AM	Debuting.zip

15. Click the hyperlinked **Batch ID** value to see a summary of the batch settings.

<b>Status</b>	Done
<b>Title</b>	Sample Batch
<b>Description</b>	Sample BatchPlus Manual Entry
<b>Key Type</b>	NSN or NIIN
<b>Input File</b>	240f0.tmp
<b>Last Run On</b>	7/25/2009 1:16:33 AM
<b>Output Type</b>	ManualNIIN
<b>Archive Type</b>	Compressed ZIP File

16. Click your browser's **Back** button to return to the **Batch Status** screen.

17. To view the output Excel file in compressed format (ManualNIIN.zip), click the file name link in the **Output File** column on the far right.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	NIIN	FSC	INC	ITEM_NAME	FIG	CRIT	ISC	Status	RPDMRC	DMIL	HMIC	ESDEMI	PMI	ADP
2	00-534-7553	5935	01938	CONNECTOR,PLUG,ELECTRICAL	A039B0	X	B	0		A	P		A	0



A Microsoft Excel spreadsheet opens, containing all of the data that match your search criteria, as found in the FLIS database. Data from each segment has been consolidated into separate worksheets, which are available as tabs across the bottom of the spreadsheet. Data from 18 FLIS data segments is contained in the default output, including alternate part number information (MCRL), Procurement History, and Lists of Items Requiring Special Handling (LIRSH), etc.

Alternatively, if you entered a CAGE + Part Number Comma-delimited Search Term and checked **Include my search terms in the report**,

Your spreadsheet includes the Search Term you entered and the output default NIIN displayed next to each other in the report.

	A	B	C	D	E	F	G
1	SEARCH_TERM	NIIN	FSC	INC	ITEM_NAME	FIG	CRIT
2	26848,00-24	000212042	5130	7777	ADAPTEFA	23900	X
3							

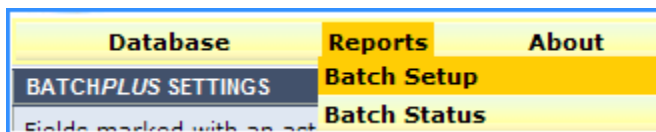
From these results, we know that NIIN 000212042 is the search result of the Search Term 24848,00-24.

You can save this file to your computer or print it.

## BatchPlus Input and Custom Batch Reports

The second tutorial demonstrates using an input file for your search criteria and creating a custom format for your report.

1. After you log in to Haystack Gold, select **Reports**, and then **Batch Setup**.



You are now at the BatchPlus Settings screen. All of the optional and required fields are available to you from this screen.



**Note:** Required fields have been marked with an asterisk (\*). All other fields are optional.

### *First Section—Batch Settings*

2. In the **Batch Settings** section, leave both Title and Description blank.

### *Second Section—Search Options*

3. In the Database field, select **Federal Logistics Information Service**, which is the default setting.
4. From the drop-down list to the right of Search Fields, select **NSN** or **NIIN**.

### *Third Section—Output Options*

#### *Creating an input file*

Before we can browse for an input file, we have to create and save NIIN search criteria in a text file (.txt) that you place in a folder on your computer.

Start Notepad, either by clicking the Windows **start** button, and then choosing **Run** or by pressing the **Windows Key** and **R** together.

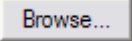

In the Open field of the Run box, type **notepad**.

In Notepad, enter a list of NIINs, one per line, like the following:

```
005347553
000000079
000000101
```

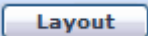
Save your file with a name and to a location that you will be able to find, such as NIINBatch.txt in your My Documents folder.

Now that you have created your input file, return to the third section of the *BatchPlus* Settings screen, which is Output Options.

5. To input a file, click the  button next to the Input File Name field.
6. Locate the NIINBatch.txt file you created.
7. Leave the default (“\*\*\* **CHOOSE OUTPUT FORMAT** \*\*\*) in the Format field.
8. Click the  button.

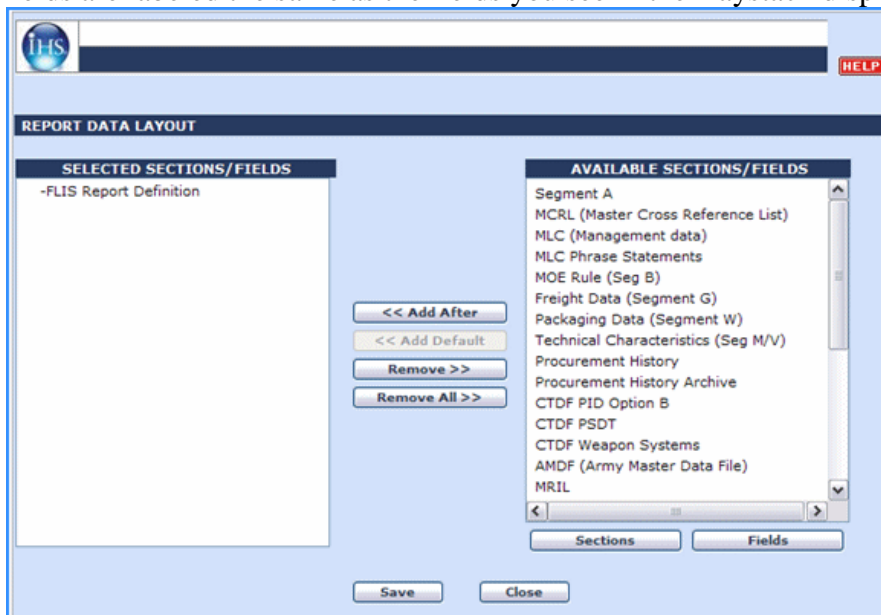
This launches the Report Designer Settings screen in a new browser window. This screen allows you to create and save a custom report format that can be re-used and modified to suit your business needs.


### ***Report Designer screen***

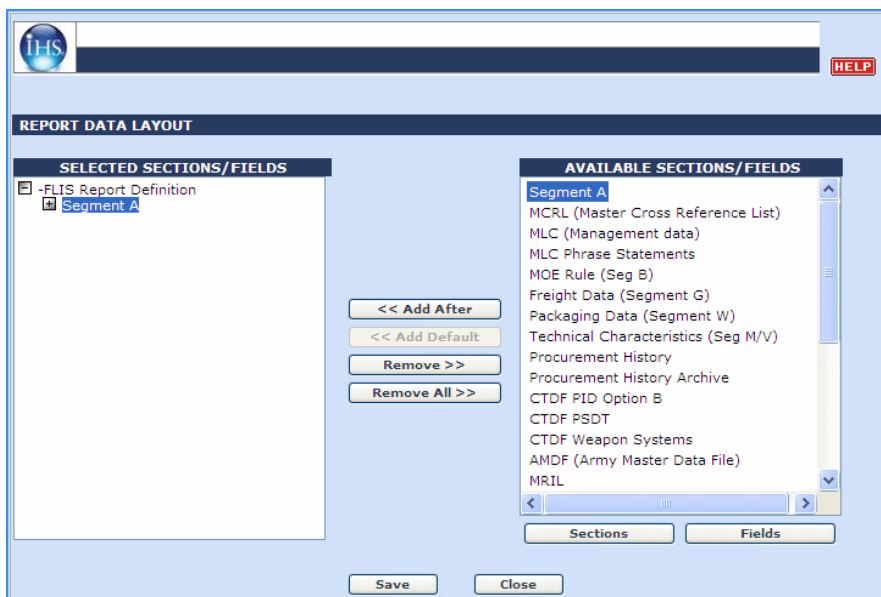
1. In the Database field, select the default **Federal Logistics Information Service**.
2. In the Report Name field, give the report a meaningful name.
3. In the Description field, describe your report. This is optional; however, this field allows you to add descriptive information about the report format.
4. In the Show Headers section, leave all values blank (these headers only apply to PDF output).
5. In the Type field, select **MS Excel (\*.xls)** from the drop-down list.
6. Click the  button.

This presents the Report Data Layout screen. From here you can select the database segments and fields to include in your report. Note that these database segments and

fields are labeled the same as the fields you see in the Haystack display.

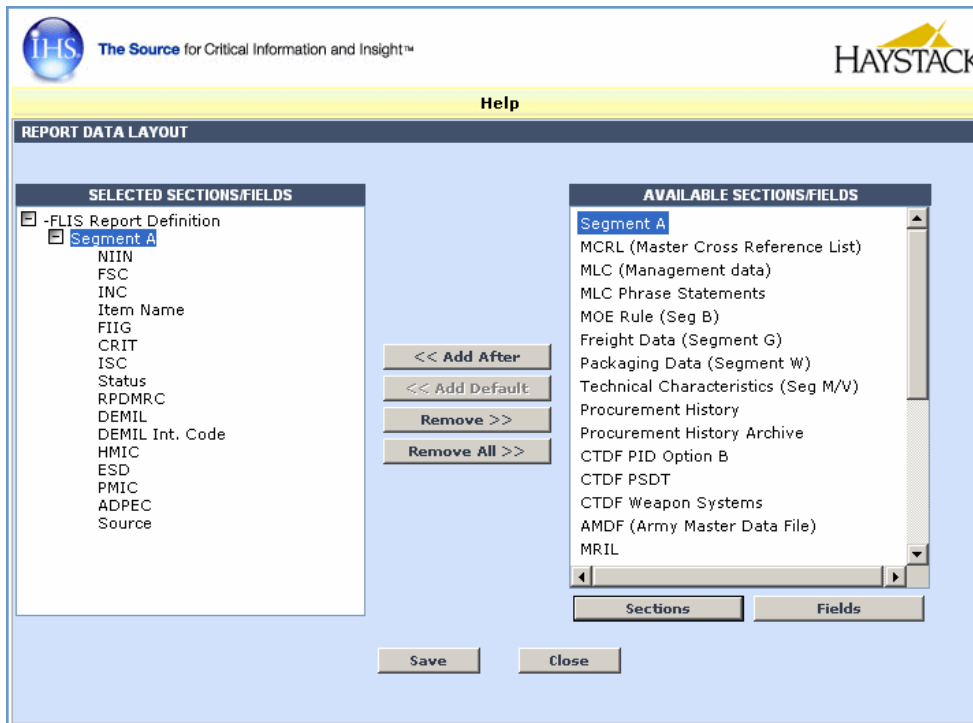



7. In the Available Sections/Fields pane, single click **Segment A**, and then click the  button in the middle of the screen. Segment A is added below FLIS Report Definition in the Selected Sections/Field pane.

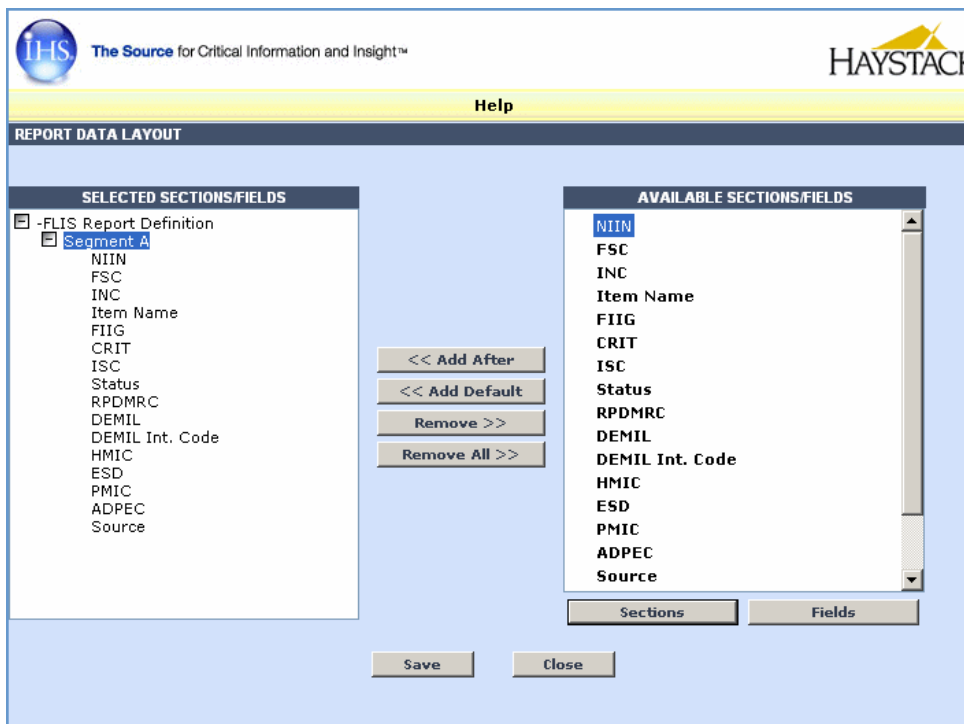


8. In the Selected Sections/Fields pane, click the plus sign (+) next to **Segment A**.

Segment A expands and a list of all of the fields in that data segment is displayed.



- To see a list of all fields available in Segment A, click the  button below the Available Sections/Fields pane.

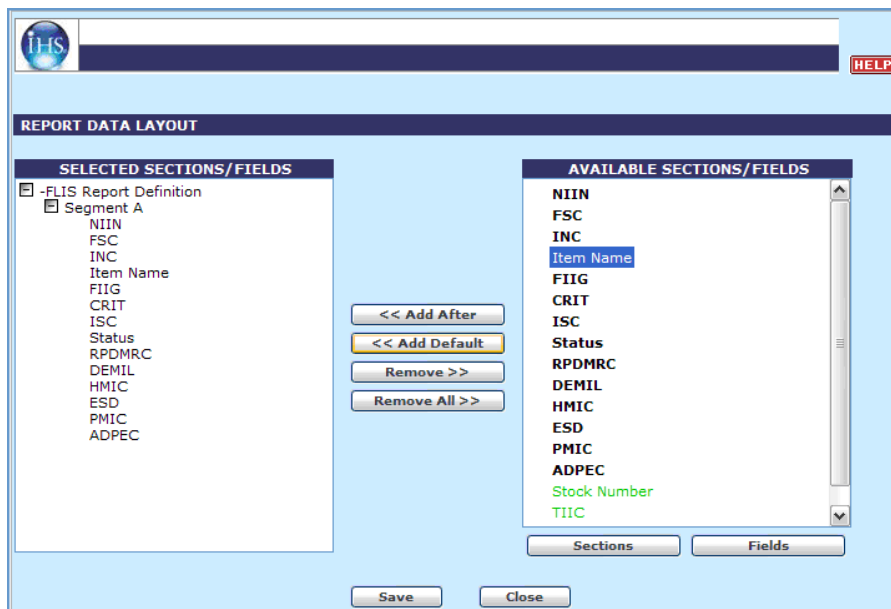


- To remove a field, simply highlight it in the Selected Sections/Fields pane, and then click the **Remove >>** button. For example, highlight **ADPEC**, and then click the **Remove** button.

The Report Data Layout screen defaults to the most commonly used fields in each data segment. These are displayed in bold in the Available Sections/Fields pane. Non-default fields are shown in green and can be selected the same way as default fields.

The **<< Add Default** button allows you to quickly select all of the default fields in a Section. This is useful when you are modifying a custom report data layout and would like to quickly add a number of fields at one time. For example, if you would like to add all of the default Segment A values to the existing layout shown below, simply click the **<< Add Default** button to select all of the fields in bold in Segment A.

The fields are copied to the Selected Sections/Fields pane.





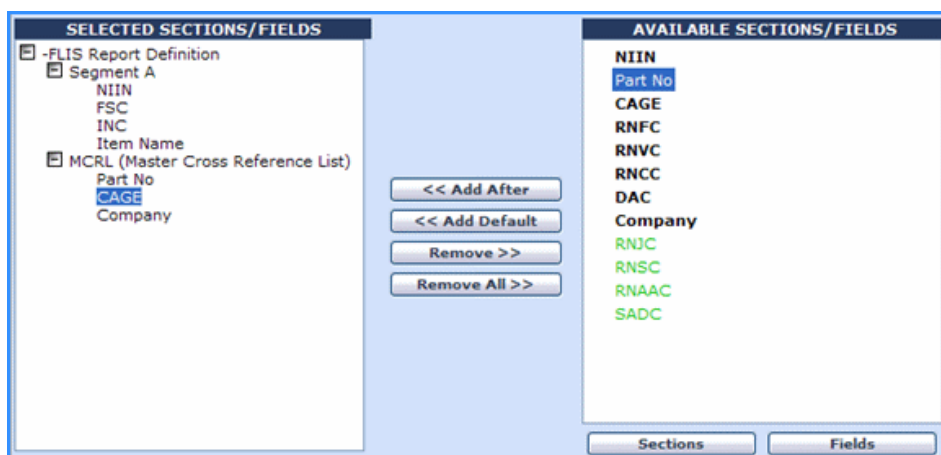
## Creating a custom report format

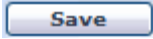
As a tutorial example, let's create a custom report format to show some of the possibilities you can select for your custom design.

1. In the Selected Sections/Fields pane of the Report Data Layout screen, remove all of the fields below Segment A, except for NIIN, FSC, INC, and Item Name by highlighting each and clicking the **Remove >>** button.

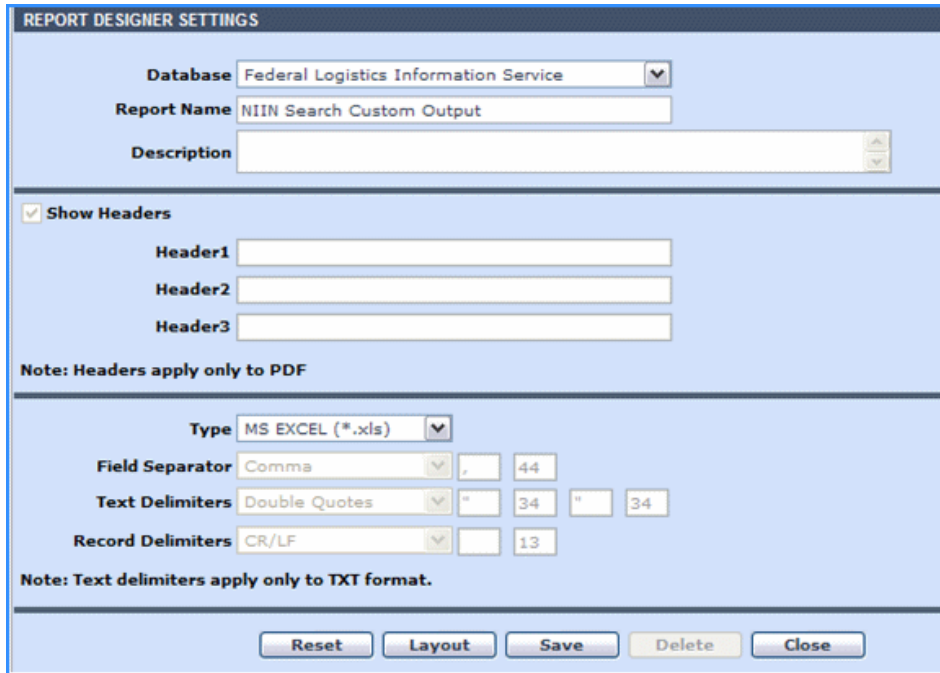


2. To display the list of database segments in the Available Sections/Fields pane, click the **Sections** button below the pane.
3. In the Available Sections/Fields pane, highlight **MCRL (Master Cross Reference List)**, and then click the **<< Add After** button.
4. To expand the MCRL section in the Available Sections/Fields pane, click the **Fields** button below the pane.
5. In the Selected Sections/Fields pane, remove all of the fields below MCRL, except for Part No, CAGE, and Company. Your list should now look like the following example.



6. To save your setup, click the  button.

You are returned to the Report Designer Settings screen.



**REPORT DESIGNER SETTINGS**

Database: Federal Logistics Information Service

Report Name: NIIN Search Custom Output

Description:

Show Headers

Header1: \_\_\_\_\_

Header2: \_\_\_\_\_

Header3: \_\_\_\_\_

Note: Headers apply only to PDF

Type: MS EXCEL (\*.xls)

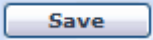
Field Separator: Comma, 44

Text Delimiters: Double Quotes, 34, 34

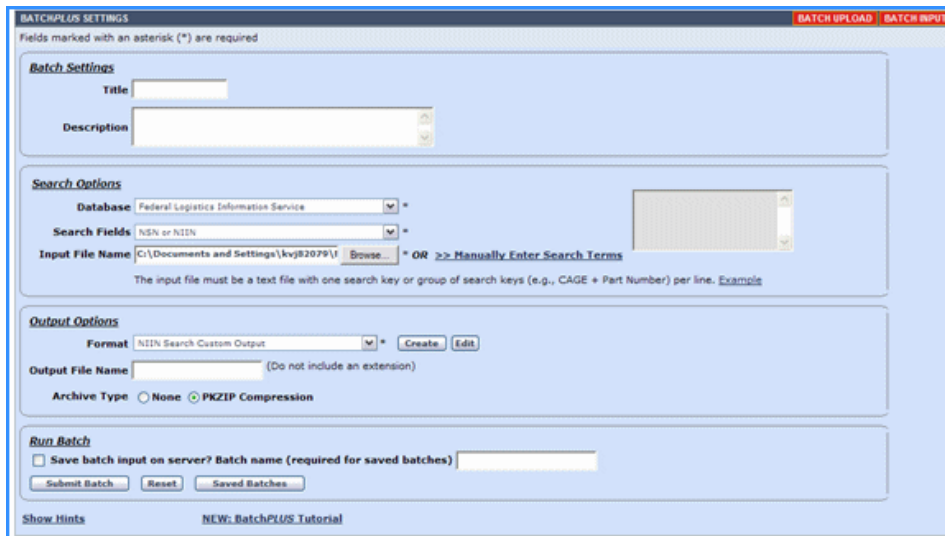
Record Delimiters: CR/LF, 13

Note: Text delimiters apply only to TXT format.

Reset Layout Save Delete Close

7. To save your settings, click the  button on this screen.

You are returned to the BatchPlus Settings screen.



**BATCHPLUS SETTINGS** BATCH UPLOAD BATCH INPUT

Fields marked with an asterisk (\*) are required

**Batch Settings**

Title: \_\_\_\_\_

Description: \_\_\_\_\_

**Search Options**

Database: Federal Logistics Information Service \*

Search Fields: NSN or NIIN \*

Input File Name: C:\Documents and Settings\kvj82079\I\ Browse... \* OR >> Manually Enter Search Terms

The input file must be a text file with one search key or group of search keys (e.g., CAGE + Part Number) per line. [Example](#)

**Output Options**

Format: NIIN Search Custom Output \* Create Edit

Output File Name: \_\_\_\_\_ (Do not include an extension)

Archive Type:  None  PKZIP Compression

**Run Batch**

Save batch input on server? Batch name (required for saved batches) \_\_\_\_\_

Submit Batch Reset Saved Batches

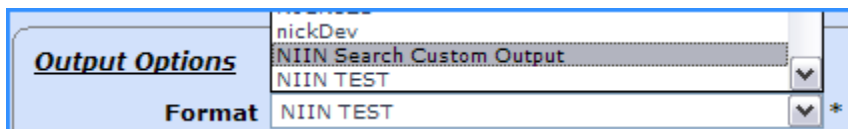
Show Hints NEW: BatchPLUS Tutorial

## Completing the BatchPlus Settings screen

Now that you have created the format for your custom designed report and your input file is loaded, you can quickly finish the Output Options and Run Batch sections of BatchPlus.

### Fourth Section—Output Options

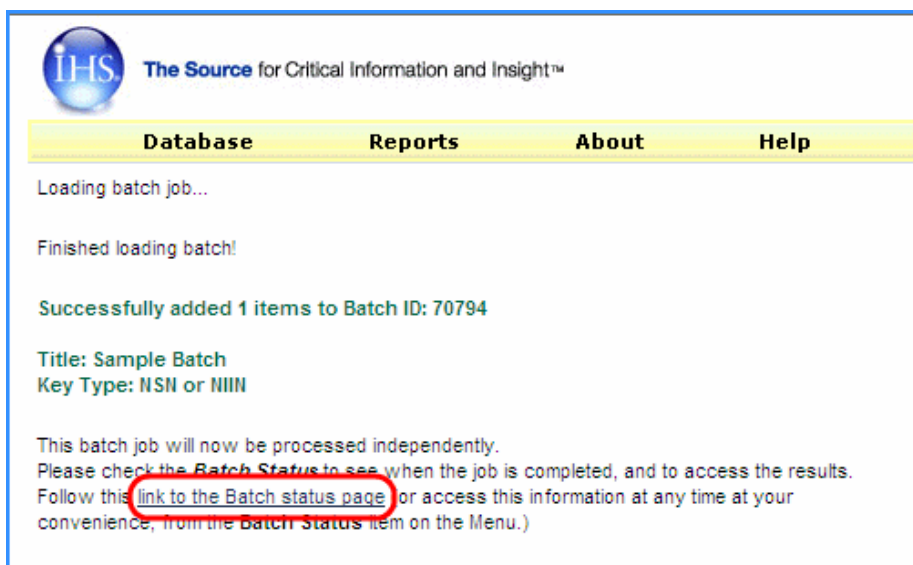
1. Select the output format you have just created (**NIIN Search Custom Output**) from the Format drop-down menu.



**Tip:** Press the first letter of the name of the output format you created to quickly jump down the list of available output formats.

2. Leave the Output File Name field blank.
3. Leave the Archive type set to **PKZIP Compression**.
4. Click the  button.

Your search criteria are loaded into the batch system and you are presented with a summary page of your batch job.



5. Click “...link to the Batch Status page...” to view a list of your batch jobs.

The Batch Status screen displays a list of all of the batches you have processed.

Batch ID	Status	Title	Type	Input File	Last Run	Output File
70752	Done		Expert	C:\Documents and Settings\kvj82079\My Docu	8/15/2008 3:35:19 PM	IHSBatch.zip

- Click the hyperlinked **Batch ID** value to see a summary of the batch settings. Click your browser's Back button to return to the Batch Status page.

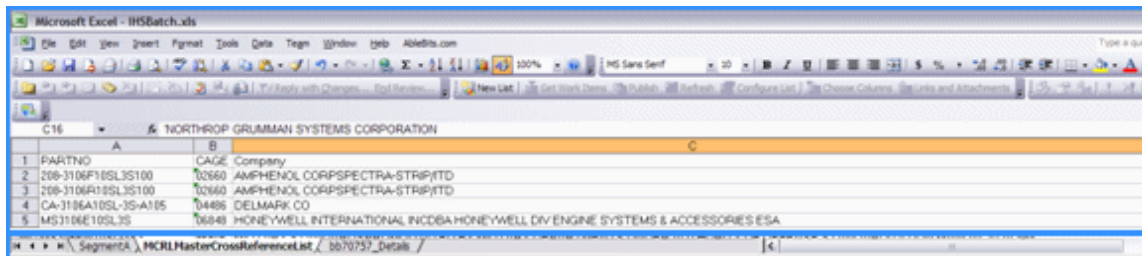
SETTINGS FOR BATCH 70756	
Status	Done
Title	Sample Batch
Description	Sample BatchPlus Manual Entry
Key Type	NIIN/NSN
Input File	283.tmp
Last Run On	8/15/2008 3:41:24 PM
Output Type	ManualNIIN.xls
Archive Type	PKZIP Compression

- To view the output Excel file that contains the results found in Haystack, click the file name link in the **Output File** column to the far right. The file in compressed format is named **IHSBatch.zip** because we did not give a name during creation.

Note that the Excel file only contains two worksheets, shown as tabs across the bottom. These two tabs match the Segment A and MCRL data segments that we selected earlier.

When viewing the data, note that the columns match the fields chosen in the previous steps—Segment A – NIIN, FSC, INC, Item Name, and MCRL – Part No, CAGE, and Company.

	A	B	C	D	E
1	NIIN	FSC	INC	ITEM_NAME	
2	00-000-0079	5310	13393	WASHER, FLAT	
3	00-000-0101	6240	03891	LAMP, FLUORESCENT	
4	00-534-7553	5935	01938	CONNECTOR, PLUG, ELECTRICAL	



	A	B	C
1	PARTNO	CAGE	Company
2	Z08-3106F10SL3S100	70260	AMPHENOL CORPSPECTRA-STRIP/ITD
3	Z08-3106F10SL3S100	70260	AMPHENOL CORPSPECTRA-STRIP/ITD
4	CA-3106A10SL-35A105	70485	DELMARK CO
5	MS110E10SL35	76849	HONEYWELL INTERNATIONAL INCDBA HONEYWELL DIV ENGINE SYSTEMS & ACCESSORIES ESA

You can reuse the report format you created any time you wish. You, of course, must upload a text file (.txt) with NIINs you want to search on. You may edit this format at any time as well as use it as a template for new report formats in the future.

## Batch Status

The Batch Status feature (**Reports > Batch Status**) provides current information on the status of your batch jobs. Up to 50 batch jobs are listed at any given time. When you open the Batch Status screen, a list appears with the following information:

**Batch ID** - The Batch ID is a unique value assigned to a batch job as a reference number. **Note:** Click this ID number to see the settings for a specific job.

**Status** - There are several stages and outcomes for the batch process. They include

**Not Processed** - May indicate several jobs are pending. If this status remains longer than 15 minutes, please contact Customer Support.

**Extracting Data** - Indicates a normal status after submitting the job.

**In Progress** - Indicates a normal status once data has been extracted and that the Batch is being processed.

**Done** - Indicates a normal Status and informs you that the Job is complete and the data can be retrieved by clicking the output file.

**Batch Failed** - Indicates there is a problem with the input File. You should review your input file for identifiable errors; if your input file seems to be correct and you are still encountering this message, please contact Customer Support.

**No Records Found** – Indicates that there was no resulting data found when doing the batch search, using the search terms submitted. (**Note:** If you are submitting a list of NIINS, ensure that the search field is also NSN/NIIN.)

**Title** - This is an optional field; however, when you enter a name at the time you create the batch job, you can better identify a specific job.

**Input File** - This is the file name you provided at the time of creating the batch job. It may also be the name the system provided if you did not enter a file name.

**Last Run** - Identifies the last update date and time to this batch process. This field is updated periodically during the batch processing to let you know the job is progressing.

**Output File** - This is the file name you entered when creating a batch job, or the generic name assigned by the system if no output file name was provided. **Note:** Clicking the output file name allows you to download and/or open the file, as required.

## Batch Upload

Haystack offers the choice of *BatchPlus*, Batch Upload, or Batch Input when you log in to the new release of the application for the first time. You can also select Batch Upload or Batch Input from the *BatchPlus* Settings screen by clicking one of the red, rectangular buttons in the upper right corner of the *BatchPlus* Settings screen.

The older batch process consists of Batch Upload and Batch Input. These choices will eventually be eliminated so that all users can work with *BatchPlus*, a more direct process with simplified features and increased functionality.

With Batch Upload, you can browse for an input file on your computer that contains a list of the items (part numbers, CAGE codes, or NSNs/NIINs) for which you want to retrieve information. If you have a few items, you can use Batch Input to manually enter your list of items.

1. From the *BatchPlus* Settings screen, click **Batch Upload** in the upper right corner of the screen.
2. Enter a name for your file in the Title field or leave it blank; input into this field is optional. **Note:** If you leave the field blank, it is more difficult to identify the batch job in the Batch Status screen.
3. Enter a description in the Description field applicable to what you are uploading, or leave it blank.
4. Enter a name in the Output Name field to help identify the job, or leave it blank. The name must be alphanumeric and not include a path or extension. **Note:** If you leave the field blank, it is more difficult to identify the batch job in the Batch Status screen.
5. Select an output format from the **Output Format** drop-down menu. (See *Standard Batch Edit/Create Output Format* section.)
6. Select an **Archive Type**.
7. Select the type of keys (items) you want to use from the **Input Key Type** drop-down menu.
8. Leave the **Exact Part Number Matching** check box blank. **Note:** If you check this option, you will receive output only if the NSN/NIIN (or the option you chose in step 7) matches a record with the identical format, including dashes, slashes, spaces, etc.
9. Leave the **Line Item Numbers** check box blank. By leaving the check box blank, your input text file can contain only the **Key Type** selected in step 7 above. If you check **Input file includes LINS**, Line Item Numbers will be added to your output file to help identify which lines of your output are applicable to your input data. The

**Fixed Width** and **Delimited** radio buttons are applicable to the LIN option and are used to define your output format.

10. Click **Browse** to find the text file you want to upload. This text file can be a list of previously saved part numbers, NSN/NIINs, or CAGE codes. (Click the example link to get more information about the requirements for the text file.)
11. Click the **Submit Batch** button. A message is displayed, stating that the batch job is being processed. You can check the Batch Status page to view the final status.

## Batch Input

The Batch Input option is similar to Batch Upload, but you input your search terms in the Batch Entry Settings screen, as opposed to uploading an existing text file with predefined settings. If you have a part numbers, CAGE codes, or NIINs that you frequently refer to, you can use the Batch Input feature to create an output file of Haystack data.

1. From the *BatchPlus* Settings screen, click **Batch Input** in the upper right corner of the screen.
2. Enter **Wrenches** in the Title field, or leave it blank. **Note:** If you leave the field blank, it is more difficult to identify the batch job in the Batch Status screen.
3. Enter **NIINs for open-ended wrenches** in the Description field, or leave it blank.
4. Enter **Wrenches** in the Output Name field or leave it blank. **Note:** If you leave the field blank, it is more difficult to identify the batch job in the Batch Status screen.
5. From the Output Format drop-down menu, select **Default MS Excel** as the output format.
6. Select **PKZIP Compression** for your Archive Type.
7. Select **NIIN/NSN** from the Input Key Type drop-down menu as the type of keys (search terms).
8. Leave the **Exact Part Number Matching** check box blank. **Note:** If you check this option, you will receive output only if the NSN/NIIN (or whichever option you chose in step 7) matches a record with the identical format, including dashes, slashes, spaces, etc.
9. Click the **Enter Keys** button, and the *Batch Key Entry* screen is displayed. On that screen, enter the following values, one per line:  
  
000055565  
000062239  
000071528  
002962343
10. Click the **Submit Batch** button. A message is displayed stating that the batch job is being processed. You can check the Batch Status screen to view the final status.

## Standard Batch Edit/Create Output Format

For Batch Upload, Batch Input, and APL Batch, when you select an Output Format type, you have the option of editing a format used previously, or creating a new format with report parameters of your choice.

To create a new format:

1. Click the **Create** button to open the *Create a New Output Format* screen.
2. To define the parameters of your format, enter a unique format name in the **Format Name** field that will identify the output type.
3. Select an **Output Type** from the drop-down menu. (These options are the same as the Output Format options.)
4. If you have selected a delimited text format (Text- Quotes + Commas, or Text – Delimited) select the format options that will define your format layout in the **For Delimited Output** fields. The fields are
  - a. **Col. Names in First Row** - Place a check in the check box to create a header for each of your columns.
  - b. **Field Delimiter** - Enter a delimiter that will separate the fields in your records, such as a comma, single quote, double quote, or I bar (located on the back slash key of your keyboard).
  - c. **Record Delimiter** - Enter a delimiter character in this field if you want your format to break somewhere besides the default carriage return/line feed that occurs at the end of each record.
5. Select a **Data Selection** from the drop-down menu. The Data Selection option allows you to select the data items and sections you want to include on your report. If no Data Selections exist, you must create one. To create a data selection list, click the **Create** button to open the *Batch Report Data Selection* screen and select your data items. **Note:** To edit the items in an existing Data Selection list, click the **Edit** button to open the Custom Report screen and select your data items.
6. Enter a Data List Name and Description that will identify the data sets, and then click **Save** at the bottom of the screen to save the format parameters.



# Quotes and Orders

ISO Group is a third party vendor integrated into Haystack Gold. When you access Quotes and Orders from the Database menu in Haystack, you access the ability to submit a Request for Quote (RFQ) to ISO-Group, receive quote and order information, and refer to a history of the quotes and orders you have submitted.

ISO Group delivers spare parts for military, government, and commercial procurement needs around the world by working through a global network of authorized representatives and a network of 1.3 million suppliers. To learn about the extent of ISO Group's services to contractors, maintenance, repair, and operational (MRO) facilities, foreign military sales (FMS), Defense Logistics Agency (DLA) and all maintenance levels for defense, land, air, and sea parts, visit their Web site at [iso-group.com](http://iso-group.com).

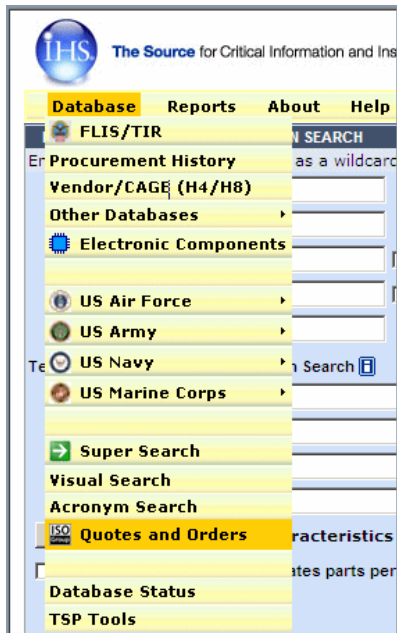
## Accessing the Quotes and Orders Page

You can open the Quotes and Orders page, which has three tabs available—Submit RFQ, Quote History, Order History—in three different ways.

You have the option of clicking the **ISO Group icon** on the FLIS/TIR results page after instigating a search for a Part Number. or a NIIN on the FLIS Search page.


FSC	NIIN		Item Name	Part No.	CC	VC	CAGE	Company	Latest ML-C Price
4730	00-287-0138		UNION,PIPE	8700087	3	2	19207	USA TANK AUTOMOT	N/A
5355	00-468-6918		POINTER,DIAL	8700-320097PC4287	5	9	80064	NAVAL SHIP SYSTE	\$2.78
6240	00-914-5578		LAMP,INCANDESCEN	87-0087	5	2	63409	TREMETRICS INC	\$0.16
4210	01-186-0907		BOX,PULL	870087	3	2	0KDP7	KIDDE FENWAL INC	\$683.85
4210	01-186-0907		BOX,PULL	870087	5	9	61423	KIDDE TECHNOLOGI	\$683.85
4210	01-186-0907		BOX,PULL	870087	C	1	09182	BOSCH REXROTH GM	\$683.85
4210	01-186-0907		BOX,PULL	870087	5	9	62142	KIDDE INC	\$683.85
5999	01-123-4557		CAP,ELECTRICAL	8701287	3	2	19207	USA TANK AUTOMOT	\$32.62
5310	01-572-5715		WASHER,FLAT	87016587	3	2	10988	CNH AMERICA LLC	\$0.06
6240	00-962-0525		LAMP,INCANDESCEN	87-0187	5	2	63409	TREMETRICS INC	\$0.30
6240	00-962-0525		LAMP,INCANDESCEN	87-0187	5	9	19397	BAE SYSTEMS INFO	\$0.30
4330	01-366-8036		POWER UNIT,HYDRA	8701A2087	D	9	8Z495	L-3 COMMUNICATIO	\$35,000.00
5315	01-350-4801		PIN,STRAIGHT,HEA	87024A0187	5	2	K4629	REYNOLDS BOUGHTO	\$161.86
5315	01-350-4801		PIN,STRAIGHT,HEA	87024A0187	3	2	80372	MARINE CORPS	\$161.86
5310	01-371-0173		WASHER,FLAT	87024A0587	5	2	K4629	REYNOLDS BOUGHTO	\$0.20

Alternatively, you can click **Database** on the menu bar in Haystack, and then click the **Quotes and Orders** link.



A third alternative is to select the **ISO Group icon** from a Super Search Multi-Database Search Results page.

MULTI-DATABASE SEARCH RESULTS FOR PART NUMBER 38110		
To view the Part Number click the link for the number of records found for the associated database.		
US FLIS (MCRL)	<a href="#">12</a>	
Canadian MCRL	<a href="#">2</a>	
Inventory/Capability	<a href="#">2</a>	
APL	<a href="#">5</a>	
Navy CRF	<a href="#">2</a>	
Air Force D049	<a href="#">8</a>	
Air Force Indenture	<a href="#">10</a>	



Click [here](#) to request a quote from ISO Group.

## Submitting an RFQ

Once you access the Quotes and Orders page, the page opens with the Submit RFQ tab open.

The Submit RFQ tab opens with your name and email address populated in those fields, if you open the page from the Database menu. If you open the Submit RFQ tab/page from a FLIS/TIR

Results, FLIS Details/Summary, or Super Search page, the Part Number/NIIN and Description fields will also be populated.

<a href="#">Submit RFQ</a>	<a href="#">Quote History</a>	<a href="#">Order History</a>	
----------------------------	-------------------------------	-------------------------------	--

**ISO** Request Quote from ISO Group

First Name  Last Name

E-mail  Telephone

RFQ Reference

Part Number/NIIN	Alternate	Quantity	Target Price	Condition	Unit of Measure
<input type="text" value="00-914-5578"/>	<input type="text" value="87-0087"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="NE"/>	<input type="text" value="ea"/>
Description	Date Code	Trace	CAGE/Manufacturer		
<input type="text" value="LAMP,INCANDESCENT"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="63409"/>		

Click the **Request Quote** button to submit this order, or click the **Add Quote Item** button to add additional items to your RFQ. To upload a list of parts for quotation, click on the **Browse** button to upload an electronic file.

OR

You can override the First Name, Last Name and E-mail fields and manually type in the information you want entered.



**Note:** It is very important that you enter a telephone number in the Telephone field. If ISO Group cannot reach you through email, they will call you to verify your information.

The following tables give you a list of the field definitions and condition definitions on this page:

### Field Definitions

<b>RFQ Reference</b>	Enter any text to create a word or code representing your own reference for the quote you are submitting. You will see this reference on the confirmation emails you receive from ISO Group and on the Quote History and Order History pages, which makes it easier to identify your quote requests. In addition, using an RFQ Reference speeds processing of your request because ISO Group can more quickly identify your requests and orders.
<b>Part Number</b>	Enter the primary part number that you are looking for a quotation on. You can enter the NSN, NIIN, commercial, or manufacturer part number.
<b>Alternate</b>	Enter any additional item identification, such as cross-referenced part number, or acceptable replacement part number. You can also enter the NSN, NIIN, Commercial or Manufacturer part number.
<b>Quantity</b>	Enter the desired quantity that you would like ISO Group to quote on. Please note that larger quantities often have better discounts. ISO Group can also supply scheduled shipments to support your supply chain.

<b>Target Price</b>	If known, enter the realistic price that you need to be quoted in order to place an order. ISO Group uses this information to ensure that they meet your expectations.
<b>UOM</b>	The desired unit of measure, typically EA for Each is the default.
<b>Description</b>	Description of the requested part.
<b>Date Code</b>	You can use this to specify a specific date code of an electronic component, or cure date/manufacture date/model date or any other date specification.
<b>Trace</b>	If you require specific traceability, please enter it here. Some examples of Traceability are "MFG" for Manufacturer; "121" for FAA part 121 U.S. Registered Airline (over 12,500 lbs.); "129" FAA part 129 Foreign Airline Registered Airline (over 12,500 lbs.); or "8130" for FAA Authorized release certificate: 8130-3.

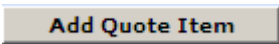
### Condition Definitions

<b>FN</b>	<b>Factory New</b>	Part is in new condition, never used, with the original factory warranty. A certificate of conformance and traceability to the original manufacturer are supplied with the part upon request. In the electronics industry this code indicates new components still sealed (never opened) in original factory packaging.
<b>NE</b>	<b>New</b>	Part is in new condition, never used, original factory warranty no longer applies due to an extended time since manufacture or an extended list of previous owners. A certificate of conformance and traceability to the original manufacturer are typically supplied with the part upon request. In the electronics industry, this code indicates new components that may or may not be in original factory packaging, but are in their original factory condition.
<b>NS</b>	<b>New Surplus</b>	Part is in new condition, never used, but has no warranty and has no traceability or certificate of conformance from the original manufacturer. A limited trace such as original invoice number with the manufacturer or military contract number may be available - but this trace would not satisfy FAA/JAA requirements for use in commercial aerospace. This code is rarely, if ever, used in the electronics industry.
<b>SV</b>	<b>Serviceable</b>	Part is in a used condition, but is still functional. Documentation and traceability are supplied with the part detailing its history and stating the useable service life remaining for the part. Typically this code is used only in the aerospace and defense industries for airborne equipment parts. This code is rarely, if ever, used in the electronics industry.
<b>OH</b>	<b>Overhauled</b>	Part is in a useable condition, fully functional, but has been repaired. Documentation and traceability are supplied with the part detailing its history and stating the date and method of overhaul. The part may have aesthetic damage from use and storage. This code is rarely, if ever, used in the electronics industry.
<b>RM</b>	<b>Remanufactured</b>	Part is in completely rebuilt condition, typically the part will look almost as good as new. Documentation and traceability are supplied with the part detailing the rebuild. In the electronics industry, this condition is termed "reworked", "refurbished" or "dipped" and relates

		to used components having their leads re-coated with solder so that they are useable again.
<b>RP</b>	<b>Repairable</b>	Part is in a non-useable condition, but it has been determined that the part can be repaired (overhauled) economically. Documentation and tradability are supplied with the part detailing the repair. This term is rarely, if ever, used in the electronics industry.
<b>AR</b>	<b>As Removed</b>	Part was removed from service and is in an unknown condition, typically the part will be used and/or broken. No documentation or traceability is supplied with the part. Parts in this condition are sometimes called "cores" as they can only be used once remanufactured. In the electronics industry, this condition is termed "pulls".



**To complete the Submit RFQ page**

1. Enter the appropriate information in the fields.
2. If you want to add one or more items, click the  button for each item you want to add.

An additional box appears so you can enter new information.

You may want to submit up to 10 or 15 items by entering the information manually.

3. If you want to remove an item box, click the white X in a red box.
4. If you have more than 10 or 15 items, you can upload a parts list from your hard drive by using the Browse button.

The list you upload can be in any format, such as PDF, spreadsheet, delimited text, JPEG, and the file should not be larger than 2.5 megabytes.

- When your page is complete, click the  button.

Haystack sends the request to ISO Group. You will receive an email confirmation that the order was received, and your RFQ will appear on the Quote History page within 24 hours.

**ISO-Parts.com and ISO-Components.com are affiliated with ISO-Group.com**



**NEED IT. GET IT. GOT IT. GOOD.**

**ANY PART. ANYWHERE. ANYTIME.**

Thank you for submitting your Request For Quote to ISO Group. Your RFQ is currently being processed.

ISO GROUP will be introducing new supply-chain tools in the near future. Take a look now and tell us what functions you value and which ones to add.  
[Click here to see our upcoming Supply-Chain Tools](#)

This Request, and your previous quotes request to ISO Group, can be viewed online anytime at the following URL:  
<http://www.iso-group.com/Secure/RFQHistory.aspx>

Over 2 million users from the Aerospace, Defense and Electronic Industries log-in to our websites searching for hardware, major assembly, consumables and rotables. We source and deliver thousands of parts every day for the Defense Industry.

Our mission is to provide any part, anywhere, anytime primarily for the Defense Industry and Government Contracts. We are a contract service company that specializes in procurement and export compliance. Our customers utilize our procurement service for these key points: to save time searching for items using ISO Group proprietary technology, large list requirements from multiple manufacturers, a quality assurance guarantee, MIL Std packaging/shipping expertise and fully documented international export compliance.

We will contact you with pricing and availability after we have located the parts within inventory at our global warehouse location(s) or with manufacturer(s).

*Buyers easily access parts from our global supply network!*


**Submit RFQ**


**Search Parts**


**Contact Us**

**ISO GROUP MEDIA:**



VIEW 3 min.  
CORPORATE  
VIDEO



VIEW  
PRODUCT  
LISTINGS



VIEW  
BROCHURES  
& CATALOGS

If you are a new subscriber, ISO Group will send you an email requesting information needed to register you in their system. Once you are registered, ISO Group will assign a password to you for access to their system.







## Viewing Quote History

Once you have submitted one or more RFQs, ISO Group will send you an email confirmation and post your requests on the Quote History page.

The RFQ ID items that are "In Process" have a magnifying glass icon under the Detail column. When you click the icon, a PDF document opens showing your Request for Quote.

The yellow highlighted items are the Quotes and the date they were sent to you—you will also receive an email notification of the quote. You can click the magnifying glass on the left to view the Quotation.

	ISO Group Inc 7700 Technology Drive West Melbourne, FL 32904 Tel + 1-877-330-1580 Fax + 1-321-777-0499 http://www.iso-group.com	<b>QUOTATION</b>  	 																																										
	Quote Number : 3320550 Quote Reference : Cartouche		Quote Date : 3/24/2011 Sales Rep : Mike Gibson VP, Technology  Tel: +1-877-330-1580 x4102 Fax: +1-321-777-0499 Email: mike@iso-group.com																																										
Quote For : IHS Dheyanna Rhey-Hounou 5583 S. Biloxi Way Aurora, CO 80016 US Tel + 1-7209209337 Fax + 1-7209209337		Comments :																																											
<table border="1"> <thead> <tr> <th>ID</th> <th>Part Number Description</th> <th>Alternate</th> <th>Manufacturer</th> <th>Condition DateCode</th> <th>Quantity Trace</th> <th>Unit Price Delivery</th> <th>UOM Certification</th> <th>Extended Price</th> </tr> </thead> <tbody> <tr> <td>834173</td> <td>WASHER_FLAT</td> <td>87024A0587</td> <td>K4629</td> <td>OH 87024A0587</td> <td>2</td> <td>\$0.18 15 Days ARO</td> <td>ea 8130</td> <td>\$0.37</td> </tr> <tr> <td colspan="8">                     Notes: Only available in OH with 8130 Certs                 </td> <td>Subtotal: \$0.37</td> </tr> <tr> <td colspan="8"></td> <td>Total: \$0.37</td> </tr> </tbody> </table>										ID	Part Number Description	Alternate	Manufacturer	Condition DateCode	Quantity Trace	Unit Price Delivery	UOM Certification	Extended Price	834173	WASHER_FLAT	87024A0587	K4629	OH 87024A0587	2	\$0.18 15 Days ARO	ea 8130	\$0.37	Notes: Only available in OH with 8130 Certs								Subtotal: \$0.37									Total: \$0.37
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All quotations are valid for 30 days and subject to prior sale. All prices are in US Dollars unless otherwise stated. Where terms are payment in advance, payment is by COD or major credit card for domestic shipments and money transfer or credit card for international shipments. FOB: Melbourne, Florida, unless otherwise stated. Pricing is based on quantity quoted. All minimums apply. Orders are Non-Cancelable, Non-Returnable unless otherwise stated in writing. This quotation may include Munitions List Items or Commerce Controlled List Items. It is the responsibility of the purchaser to determine what the applicable requirements may be and to obtain all necessary authorizations, licenses or approvals if these items are exported, sold or given to another party.																																													

## Ordering Parts

When you decide to order parts, you need to submit a Purchase Order to ISO Group through Email or by Fax. The Telephone number, Fax number, and Email address for ISO Group are located on the Quotation they send to your email and posted on the Quote History page.

If you have questions at any time in the request and ordering process, you can call the Customer Service line for ISO Group. The number, +1-855-759-4834, is located at the top of the Quote History and Order History pages.

## Viewing Order History

Once you have sent a Purchase Order to ISO Group for an order, that order will be posted on the Order History page. You can track the following details for your order:







- Order Number
- Order Date
- Estimated Dock Date
- Status
- Reference—this is your reference that you entered on the Submit RFQ page.
- Carrier
- Shipment Method

The screenshot shows the IHS Haystack web application interface. At the top left is the IHS logo with the tagline "The Source for Critical Information and Insight™". To the right are links for "Contact Us | IHS Menu | Log Out". The Haystack logo is in the top right corner. Below the header is a navigation bar with "Database Reports About Help" and buttons for "Back To Search", "Back To Brief", and "Back". A secondary navigation bar contains buttons for "Submit RFQ", "Quote History", and "Order History". Below this is a message: "Display only shows the most recent 1 orders. For assistance, contact ISO Group at +1-855-759-4834." The main content is a table titled "ISO GROUP ORDER HISTORY".

Order Number	Order Date	Est. Dock Date	Status	Reference	Carrier	Shipment Method	Detail
4019690	3/24/2011	3/29/2011	Completed	your ref here	UPS	GROUND	

The magnifying glass in the Detail column opens a PDF document for the Sales Order for your purchase, which will also be sent to your email address.

	ISO Group Inc 7700 Technology Drive West Melbourne, FL 32904 Tel + 1-877-330-1580 Fax + 1-321-777-0499 http://www.iso-group.com	<h2>SALES ORDER</h2> 	 																																																																																																																																																																																											
	<hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"> <b>Order Number :</b> 4019690  <b>Your Reference :</b> your ref here                 </td> <td style="width: 25%;"> <b>Order Date :</b> 3/24/2011  <b>Sales Rep :</b> Mike Gibson                      VP, Technology                       Tel: +1-877-330-1580 x4102                      Fax: +1-321-777-0499                      Email: mike@iso-group.com                 </td> </tr> </table> <hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <b>Ship To :</b> IHS                      Vicki Knauf                      5583 S. Biloxi Way                      Aurora, CO 80016                      US                      Tel +1 7209209337                      Fax +1 7209209337                 </td> <td style="width: 50%;"> <b>Bill To :</b> IHS                      Vicki Knauf                      5583 S. Biloxi Way                      Aurora, CO 80016                      US                      Tel +1 7209209337                      Fax +1 7209209337                 </td> </tr> </table> <hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"> <b>Carrier :</b> UPS  <b>Shipping Method :</b> GROUND  <b>Shipping Account :</b> 123445  <b>Est. 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It is the responsibility of the purchaser to determine what the applicable requirements may be and to obtain all necessary authorizations, licenses or approvals if these items are exported, sold or given to another party. The pricing detailed above does not include shipping, taxes, or documentation charges that may occur, unless specified. Please note your Order Number on all correspondence with ISO Group regarding this order. Orders are Non-Cancelable, Non-Returnable unless otherwise stated in writing. All ordered items are FOB ISO Group Florida, unless otherwise stated.</p>				<b>Order Number :</b> 4019690 <b>Your Reference :</b> your ref here	<b>Order Date :</b> 3/24/2011 <b>Sales Rep :</b> Mike Gibson VP, Technology  Tel: +1-877-330-1580 x4102 Fax: +1-321-777-0499 Email: mike@iso-group.com	<b>Ship To :</b> IHS Vicki Knauf 5583 S. Biloxi Way Aurora, CO 80016 US Tel +1 7209209337 Fax +1 7209209337	<b>Bill To :</b> IHS Vicki Knauf 5583 S. 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