



Order OS MasterMap Vector – Upload Shapefile

Steps to follow	System tools / icons / Tips
<ol style="list-style-type: none"> 1. Complete the registration form & payment via Stanfords Portal homepage or if already registered enter username & password at homepage 2. Click the dropdown arrow under Choose an area & select Define Area by ESRI Shapefile 3. Click browse & specify a file location in the .shp, .shx, .dbf & .prj fields & click Upload – a pop up message “ESRI Shapefile successfully uploaded” is displayed, click OK. 4. Click the Site Centre button displayed below the map window. 5. For CAD Data - Select Map & Height Data for CAD/Vectorworks (top right) & OS MasterMap vector (with or without Preview) from the product choice displayed & accept the view charge if required; or 6. For GIS Data – Select Map & Height Data for GIS & OS MasterMap vector (with or without Preview) for GIS output formats. 7. Select User Defined Area below the map window, tick the adjacent box in the Select to Order column to generate a price & then Add to Basket & Go to Basket. 8. In the Basket choose either DWG/DXF Formatted Layers or Unformatted Layers from the Data format dropdown (or ESRI /MapInfo for GIS) & give your order a reference in the field provided if required. 9. If required, tick the Utility Map checkbox to submit a beforeUdig Utilities Plan request for your map order area and / or click “Submit” 10. Accept terms & conditions (for each map) & click “Pay Using WorldPay” or “Pay by Invoice” if you have a credit account 11. Following payment, return to Stanfords Portal 12. Click “My Account” (top right) 13. Select “Order History” from the menu displayed 14. Select “Click for Order Details” next to your order number 15. Click the orange download button & save your map file to your PC. Double click the zip file & open the DXF/DWG or GIS file. 	<div data-bbox="884 360 1246 936"> </div> <div data-bbox="884 1037 1353 1261"> </div> <p>Stanfords offer two versions of OS MasterMap data for CAD (DXF/DWG):</p> <p>Formatted Layers – to order OS data with standardised Layer Codes based on the OS MasterMap layer conventions e.g. OSGB10169 etc, choose either 'DXF or DWG formatted layers (New)' from the data format dropdown at the basket stage (as shown below).</p> <p>Unformatted Layers – to order OS Data in the same file format available since 2008 from Stanfords (with layer codes assigned from IT00000001 onwards to layers present in the data) choose dwg or dxf - unformatted layers from the data format dropdown at the basket stage.</p>

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