

S&P Global Commodity Insights Excel® Add-in Installation Guide

September 2023



Table of Contents

Introduction	3
Prerequisites	3
Installation	4
Uninstallation	5
Troubleshooting	5

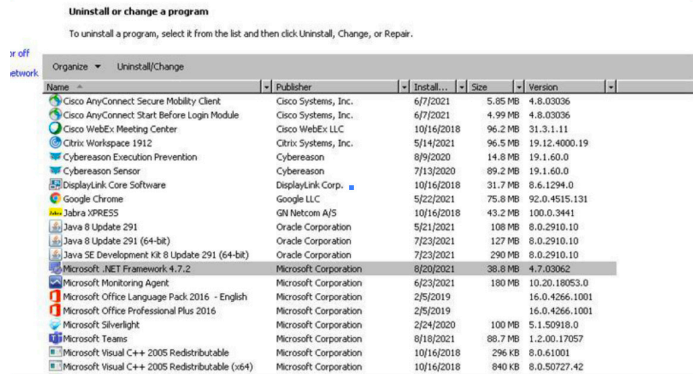
Introduction

S&P Global Commodity Insights Excel® Add-In is a new generation digital data delivery platform that allows easy access to large volumes of proprietary S&P Global Commodity Insights content. Content templates are included for a streamlined user experience.

This document provides users with a simple step-by-step guide to installing the S&P Global Commodity Insights Excel® Add-In.

Prerequisites

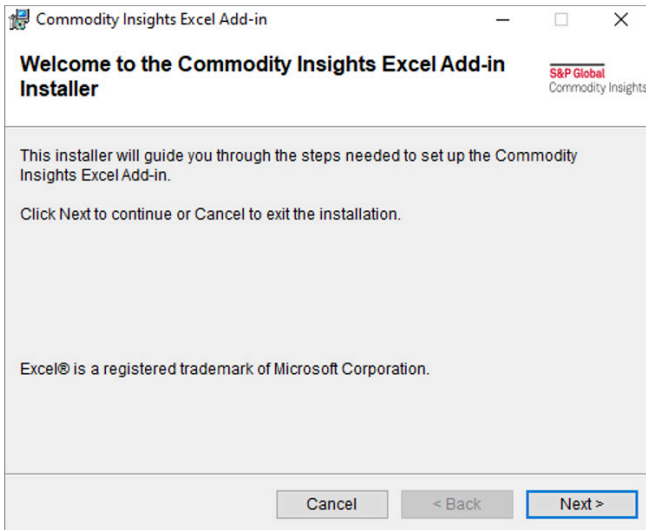
- Windows Versions: Windows 10 and Windows 11.
- Microsoft Excel Versions: 2019/2016/2013 (both 32 bit and 64 bit are supported) and Office 365 (Desktop version).
- Microsoft .Net framework 4.7.2 or greater. This can be checked via the Windows Control Panel.



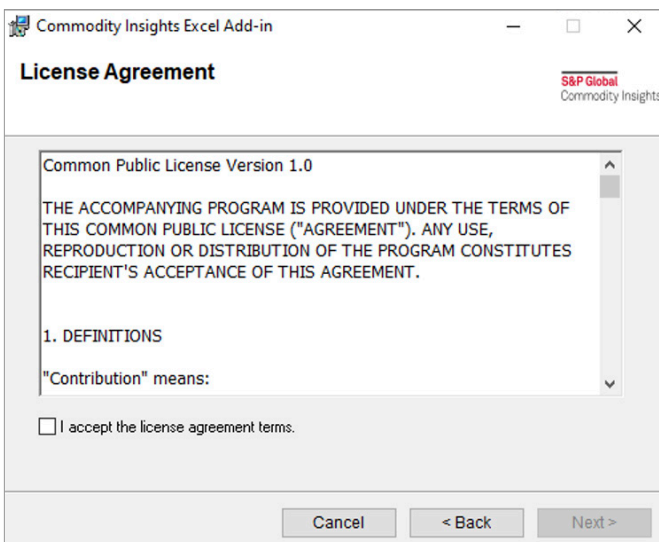
- An active internet connection.
- Note: Windows Terminal OS is supported but not ideal as performance can degrade based on hardware limitations and number of users.

Installation Steps using EXE:

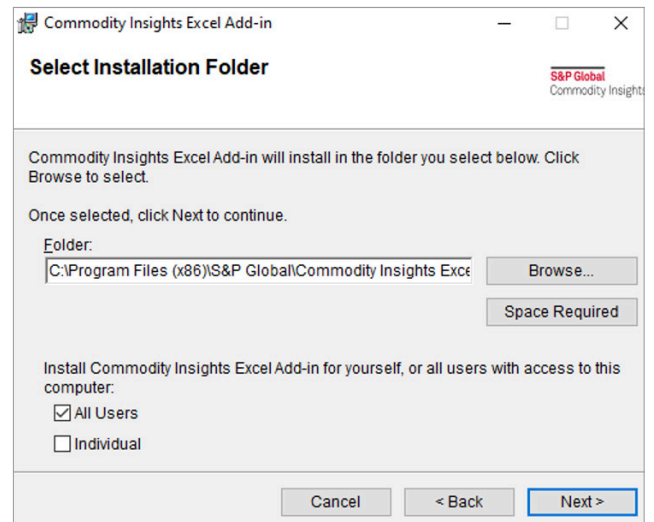
1. Go to <https://www.spglobal.com/commodityinsights/en/support/software-user-manuals>
2. Download the latest installer exe file.
3. Close the Microsoft Excel application before beginning the installation.
4. Run the installer “ci-excel-add-in-vX.X.X”. Note: The installer automatically detects the bitness of your Excel version.
5. Click ‘Next’.



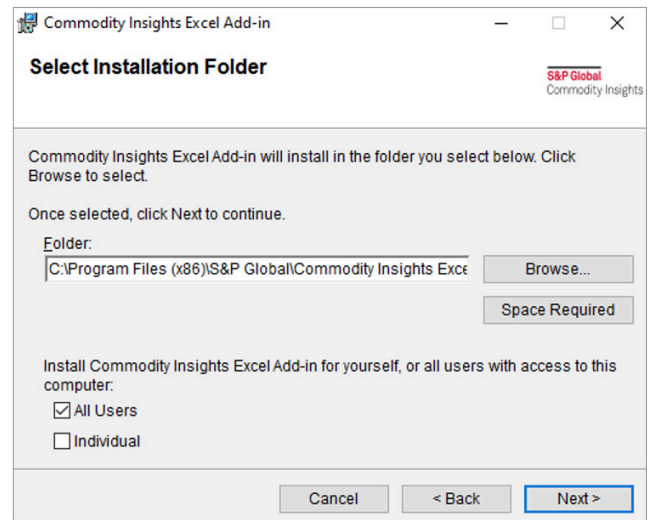
6. After reading the CI Excel Add-in License Agreement, accept the terms by selecting the checkbox and click ‘Next’



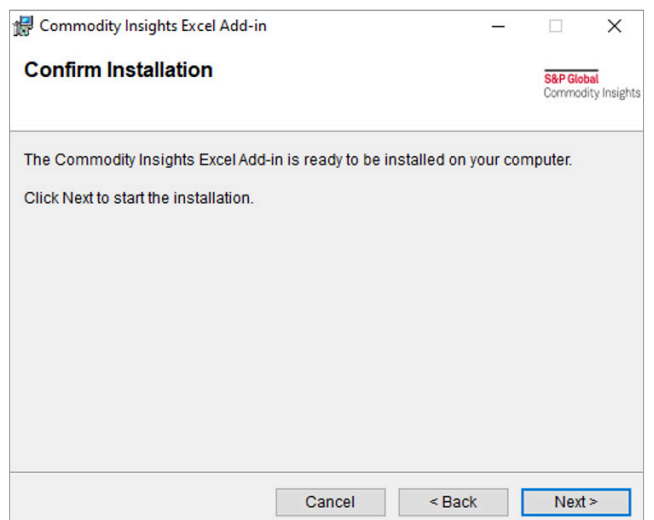
7. Select the Installation folder, then choose whether it's for all the users using the machine or only for the currently logged-in user and click ‘Next’.
Note:
 - A. If the installer started directly (via a double click), you will only see the “Individual” option enabled.



- B. Alternatively, both the options will be enabled only when the executable is opened with Admin rights (right click + run as Admin).



8. Confirm the Installation by clicking ‘Next’.



9. After the installation is complete, click Close to exit

Silent Installation Steps using MSI:

Silent Installation is a convenient way to streamline the installation process of the Commodity Insights Excel Add-in. You can use the below commands to perform the silent installation on a machine.

Note: These commands must be performed by a System Administrator only.

1. Download the MSI from https://www.spglobal.com/platts/PlattsContent/_assets/_files/en/software-user-manuals/spglobal-platts-excel-add-in/1033/x.x.x/SPGlobal.Platts.Excel.AddIn.Setup.msi

2. Close the Microsoft Excel application before beginning the installation.

3. Individual:

- Open the command prompt without admin rights.
- Change the directory to point to the MSI location.
- Execute the below command:
SPGlobal.Platts.Excel.AddIn.Setup.msi /q

All User:

- Open the command prompt with Admin rights.
- Change the directory to point to the MSI location.
- Execute the below command:
SPGlobal.Platts.Excel.AddIn.Setup.msi /q

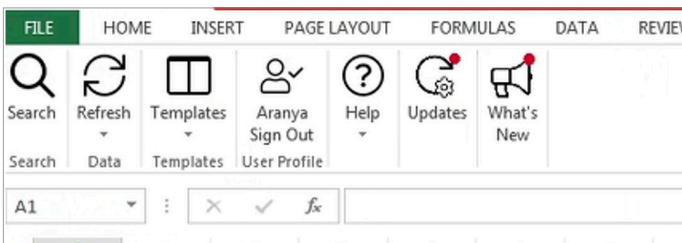
Update Steps:

We can easily update the plugin to new versions.

Update is possible for installation done via exe/msi

NOTE: If the last installation was all user via msi, the Add-in needs to be uninstalled before installing the new version.

1. If the last installation was done using an exe:
 - a. The update icon will be enabled in the plugin. Clicking on that will download the latest version.



- b. Close the Microsoft Excel application before updating.
- c. Install the latest version using the same steps mentioned in the installation guide above

2. If the last installation was a silent installation using MSI:
 - a. Admin to download the latest MSI from https://www.spglobal.com/platts/PlattsContent/_assets/_files/en/software-user-manuals/spglobal-platts-excel-add-in/1033/x.x.x/SPGlobal.Platts.Excel.AddIn.Setup.msi

b. Close the Microsoft Excel application before updating.

c. Start updating as below:

Individual:

- Open the command prompt without admin rights.
- Change the directory to point to the latest MSI location.
- Execute the below command:
SPGlobal.Platts.Excel.AddIn.SetupPerUser.msi /q

All User:

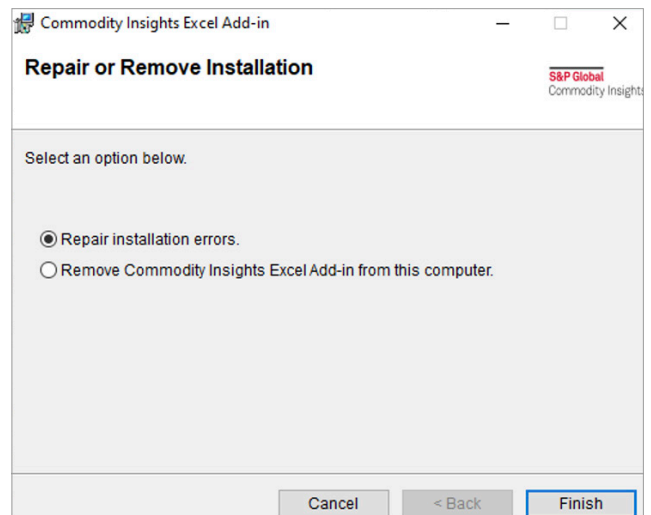
- Open the command prompt with Admin rights.
- Change the directory to point to the MSI location.
- First, uninstall the existing version by executing below command:
msiexec.exe /x "SPGlobal.Platts.Excel.AddIn.Setup.msi" /q
- Install the latest version by executing below command:
SPGlobal.Platts.Excel.AddIn.Setup.msi /q

Uninstallation Steps:

If a previous version of the CI Excel Add-in has already been installed, you can uninstall the previous version of the CI Excel Add-in by following these simple steps:

1. Using the command prompt:
 - a. Open the 'Windows Control Panel' and select 'Programs and Features'.
 - b. Select S&P Global Platts™ Excel® Add-in and click 'Uninstall'.
 - c. Then click 'Close'.
2. Using the executable:

The exe will prompt below screen:



Select "Remove CI Excel Add-in from this computer" and finish.

3. Using MSI silent uninstallation:

Individual:

- Open the command prompt without admin rights.
- Change the directory to point to the latest MSI location.
- Execute the below command:
msiexec.exe /x "SPGlobal.Platts.Excel.AddIn.Setup.msi" /q

All User:

- Open the command prompt with Admin rights.
- Change the directory to point to the MSI location.
- First, uninstall the existing version by executing below command:
msiexec.exe /x "SPGlobal.Platts.Excel.AddIn.Setup.msi" /q

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