

Ingram Publisher Services Warehouse Guidelines

Effective October 8, 2017

GLOSSARY

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PRODUCT LABEL

The Product Label is the rectangular box with human- and machine-readable title information. This information is integral in today's supply chain because it provides better accuracy and faster turnaround times for getting books into the marketplace. A title without a Product Label, or an invalid/incomplete label will likely cause confusion, delays and additional costs for both accounts and the publisher.

Book Identifier (ISBN13)

- All books and related information products must be identified with an ISBN (International Standard Book Number) issued to the publisher by an ISBN Agency affiliated with the International ISBN Agency.
- The human-readable ISBN above the bar code must be in a 13-digit ISBN format (ISBN13).
- 10-digit ISBN formats (ISBN10) and UPC barcodes, either price or item specific, are **NOT** compliant.

Product Label Bar Codes

- Each book must only have the following: a single identifying Bookland EAN barcode with a human readable ISBN13 number along the top of the barcode.



1. UPC barcodes, either price or item specific, on previously existing backlist stock must be stickered over at the publisher's cost, or risk chargebacks from accounts requiring ISBN13s only.
2. All books and related information products must be marked with a single Bookland EAN bar code in "picket fence" orientation along the lower edge of the back cover; otherwise known as Cover 4.
3. For strippable paperbacks, the Bookland EAN bar code should be placed on the inside front cover; otherwise known as Cover 2.

As sample of the Bookland EAN as recommended by BISG is shown above.

- Required elements for the Bookland EAN display to be compliant with BISG guidelines are:
 - ISBN13 in the main body, with human-readable text above and below as shown
 - Background of the bar code must be white, as to display the best possible capture of the barcode
 - Suggested price encoded in the add-on, with encoded human-readable text above
 - The greater-than sign (">") to the right to protect the "quiet zone"
- All books must be marked with a human-readable suggested retail price (with dollar sign and decimal point).
- That provides retail booksellers and customers a standard location to determine price. International suggested retail prices added as needed.
- The price add-on is included as part of the Bookland EAN bar code since the ISBN does not change when the price of the book is changed.
- When there is a human readable price on the book, and the price is correctly encoded in the add-on bar code, scanning the complete symbol (including the add-on) at point of sale and using the data assures that the price charged a consumer matches the human-readable price.
- A detailed FAQ on the Bookland EAN bar code and its placement on books is available on the BISG website: <http://www.bisg.org/documents/barcoding.html>.

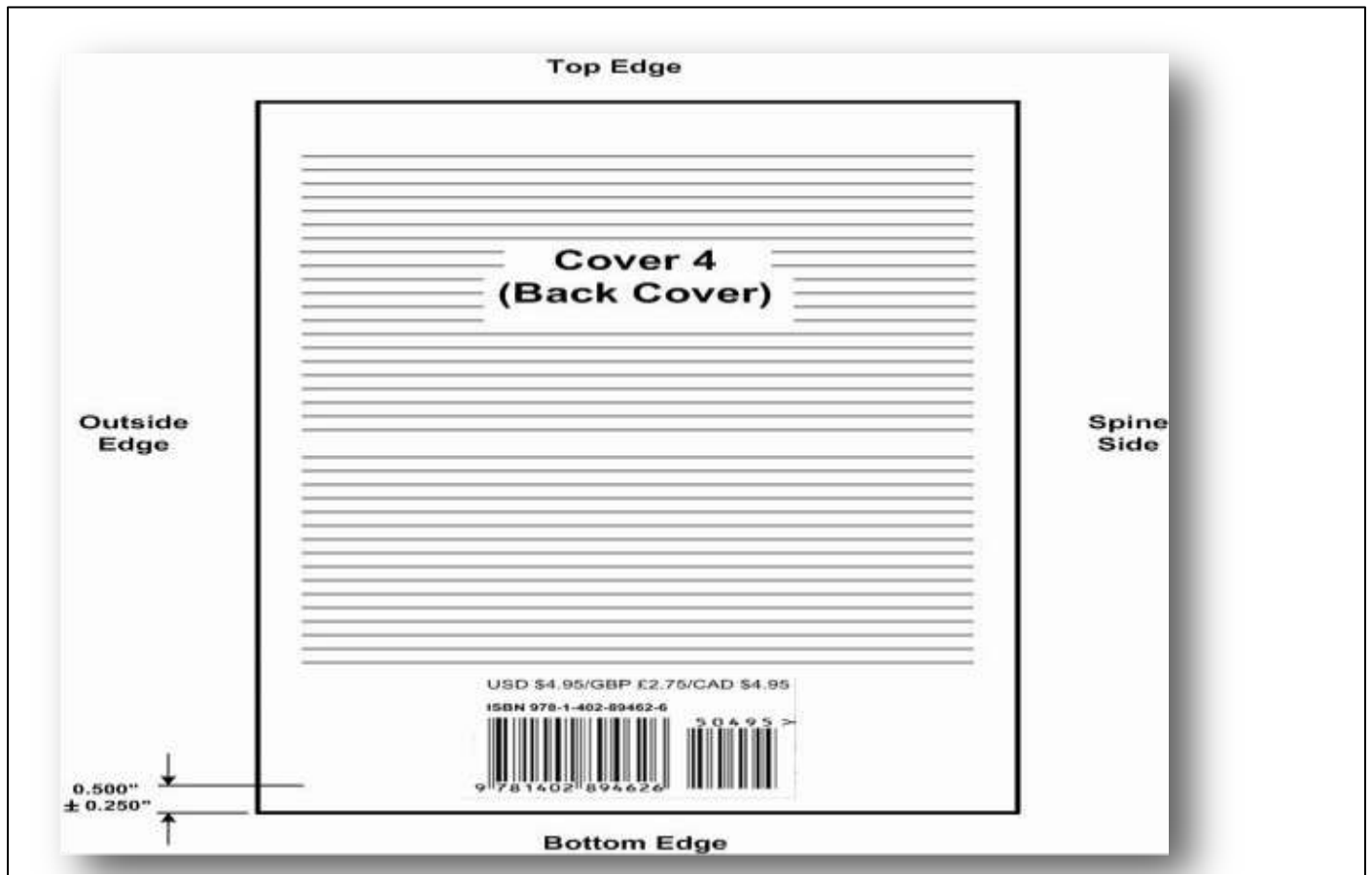
Product Label Bar Code Specifications

- The symbol, which always includes the 5-digit price add-on, is 1" high x 2-3/16" wide at 100% magnification.
- At 80% magnification, the overall size is approximately 13/16" high x 1-3/4" wide.
- Magnification may be any size between 80% and 200%.
- For offset printing, it should not be necessary to print larger than 100%.
- Width is measured with a 3/32 inch "quiet zone" on either side of bars.
- Height is measured from the top of the bars to the bottom of the numbers below the bars.

A Bookland EAN bar code must appear on the front cover (cover 2) of all strippable paperback books and not on the back jacket (cover 4).



- The strippable indicator (the letter's in a triangle) is a required element of the information
- The example of the strippable indicator triangle icon is found on the bottom right corner of the ISBN13 barcode.
- If the title is not strippable **do not** use the indicator icon
- The bar code must be in a "picket fence" orientation to the front edge of the cover (or ladder) orientation with reference to the bottom edge.
- Placement may be anywhere along the front edge within the tolerances shown
- The bar code must not be rendered unreadable by embossing or cutouts



BAR CODE PLACEMENT EXAMPLE BELOW

Product Label Bar code on Strippable paperback (cover2)

ENCODED SUGGESTED RETAIL PRICE IN ADD ON BAR CODE

Encoded Data in Add-On	Pricing Interpretation
50001 – 59998	US\$0.01 – US\$99.98
59999	Price is not encoded and is understood to exceed US\$99.98 **
10000 – 19999	US\$100.00 – US\$199.99
20000 – 29999	US\$200.00 – US\$299.99
30000 – 39999	US\$300.00 – US\$399.99
40000 – 49999	US\$400.00 – US\$499.99
00000	None Designated – Do Not Use
50000	None Designated – Do Not Use
60000 – 89999	No current meaning for price information
90000	Price is not encoded for this title
90001 – 99989	No current meaning for price information
99990 – 99999	Interpretation specified by NACS

**** A price of us\$99.99 cannot be encoded**

Any non-compliance chargebacks IPS receives regarding product label barcodes will be passed along to the specific publisher incurring the infractions. Any non-compliant product that requires IPS to bring into compliance will do so at the publisher's expense.

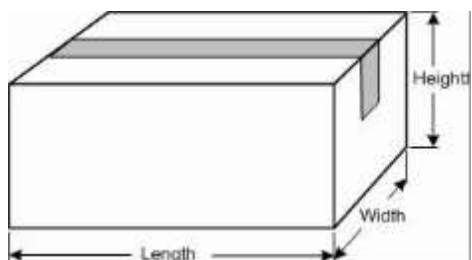
CARTON SPECIFICATIONS

Cartons are designed to absorb the blows as it travels long distances between printer, the warehouse, the account and finally the consumer. The better the carton quality provides better protection of the enclosed cargo.

Product Carton Size

Product cartons inbound to IPS or an account must adhere to the following specifications:

Length	Width	Height	Weight	
Minimum	9 inches	6 inches	4 inches	7 lbs
Maximum	19-3/4 inches	13 5/8 inches	9 1/2 inches	40 lbs



CARTON DIMENSIONS

- The top of the carton is located where the taped flaps come together
- In the most cases, the carton width is greater than the carton height
- These guidelines apply to all cartons

CARTONS / CONTAINERS FOR DISPLAYS

CARTONS OR CONTAINERS FOR DISPLAYS (MUST ADHERE TO THE FOLLOWING SPECIFICATIONS:

	LENGTH	WIDTH	HEIGHT	WEIGHT
MINIMUM	9 INCHES	6 INCHES	4 INCHES	7 LBS
MAXIMUM	36 INCHES	27 INCHES	24 INCHES	50 LBS

- The weight per square foot of a display carton bottom must not exceed 35 pounds
- If a display must be shipped in more than one carton the portion of the display contained in each carton must be treated as a unit and assigned a unique identifier
- The identifier must be an ISBN13
- The portions (cartons) will be considered separate entities for ordering and receiving

PHYSICAL SPECIFICATIONS

- At a minimum all cartons shipped must be rated at an edge crush test (ECT) of at least 44 lbs./in or a bursting test of at least 250 lbs./SQ inch
- Cartons are to be sealed with tape and should not be stapled
- Make sure that the carton dimensions, both the carton count and the corrugation burst strength, can absorb the weight of the individual books
- IPS suggests that publishers invest in stronger cartons for heavier and/or oblong titles beyond these basic specifications. Those titles endure a higher percentage of damage in transit

PACKING

- All items must be flat packed in cartons. If cartons are not full, complete the filling with corrugate filler only.
- All cartons must be for a single product only. Mixed titles in a carton are **not** permitted.
- All individual units must be identified with an ISBN3 product label.
- If individual units are in inner cartons within a larger carton, each inner carton must have an ISBN3 product label on the inner carton.

Any non-compliance chargebacks IPS receives regarding cartons specs will be passed along to the specific publisher incurring the infractions. Any non-compliant product that requires IPS to bring into compliance will do so at the publisher's expense.

CARTON PRODUCT LABEL

The Carton Product Label (CPL) contains information relevant to the contents of the individual carton, but not to any particular shipment (there is a separate shipment label). This replaces the old stenciled or lowtech labels some publishers have been using. The following standards must be used when labeling or marking product information on full carton packs only.

Carton Product Label Layout

The CPL follows an approach similar to that of the Carton Shipping Label that IPS uses on all shipments and is composed of zones. However, the sequence of the zone layout, the sequence of information within each zone, and the bar code minimum specifications must be followed.

Label Dimensions: The recommended minimum product label height and width is 4.0' x 6.0'.

Bar Code Dimensions: All bar codes in this label must be 0.5" high. The "quiet zone," or white space preceding and following each bar code, is to be at least 0.25-inch-wide around the bar code itself.

Carton Product Label & Zones

Zone 1 (Top Half):

- This zone is reserved for human readable info specific to the title.
- Contains the following: Title, Author, Publisher, On Sale Date, Country of Origin (Printer)
- Use a 14 point bold font for the Title, and a 12 point regular font for the others.
- This zone is 1" in height.
- The info in this zone is mandatory.

Zone 2 (Middle):

- The publisher may choose to display the purchase order number issued to the printer, but not necessary.
- May also include the printing impression number and job number, but not necessary.
- This zone is 1" in height.
- This zone may be left entirely blank.

TITLE: LATEST BESTSELLING TITLE, THE		
AUTHOR: WRITER, GREAT		ON SALE: 12/30/2008
PUBLISHER: HAPPY PUBLISHER		PRINTED IN USA
PPON: 123456	BARCODE	PRINTING #: 12-08
 (251) 123456	EAN	 (10) 12-08
CTN QTY: 24	CTN WGT: 10.0 lbs.	
 (30) 24	 (3403) 000100	
ISBN: 978-1-234-56789-7	COVER PRICE: \$50.00 USD	
 (978) 123456789	 (86120) 5000USD	

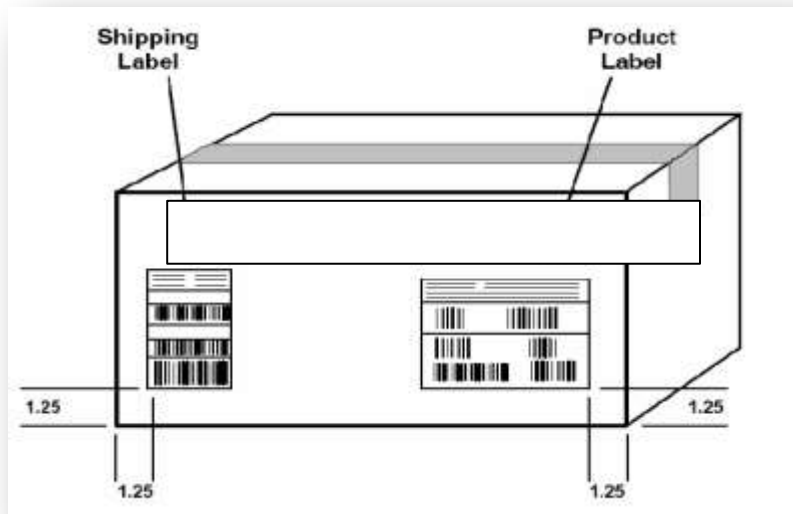
Zone 3 (Bottom Half):

- This zone contains the primary bar codes that accounts would use to receive orders against.
- Carton Quantity, Carton Weight, ISBN3 and the Suggested List Price.
- (The ISBN3 has a bar code in the GTIN4 format, while displaying the human readable ISBN3).
- The weight measurements must in US units. If you are using an overseas printer, please make sure they do not use metric units.
- This zone is 2' in height.
- The info in this zone is mandatory.

Carton Product Label Placement

The CPL is to be placed on the carton as shown.

- At a minimum 1.25" from the side and bottom edges.
- The maximum space from the carton side and bottom edge is 3.0'.
- Place the CPL along the long side of the carton (see picture).
- The publisher may supply a second duplicate CPL along the short side, but this is not mandatory.
- The shipping label will be placed on cartons upon invoicing from a IPS warehouse, and not the responsibility of the publisher.



Any non-compliance chargebacks IPS receives regarding the carton label will be passed along to the specific publisher incurring the infractions. Any non-compliant product that requires IPS to bring into compliance will do so at the publisher's expense.

PALLET SPECIFICATIONS AND LABELING

This document describes the required configurations of pallets built for shipments inbound to an IPS warehouse or drop shipments made directly to our retail customers. These specifications are critical to protecting books and other products and ensuring that the physical configuration of built pallets will be compatible with material handling practices in both our and our customer's distribution centers.

Pallet Construction

Pallets **MUST** meet the following specifications:

Size: 48" x 40" (121.92 cmX106.6 cm).

Material: Hardwood Only, Four (4) way construction, #2 quality pallet or better, with solid stringers in good condition. Do not use disposable pallets or block pallets.

Standard Pallet Build Specifications

- Total height of the built pallet, including the pallet itself, is not to exceed 49 inches (124.5 cm) and should also not exceed 2,500 lbs (1,134 kg).
- Built pallets containing a single title or product (ISBN or EAN) on a single purchase order are preferred whenever possible.

- If the quantity resulting from a single title or product on a single purchase order is not sufficient to fill a standard pallet, mixed pallets will be accepted. A maximum of four (4) ISBNs per pallet are permitted.
- All pallets must be stretch wrapped with three to five layers including the pallet, whether the product is packed in cartons or stacked directly on the pallet (when authorized).
- Plastic banding is not required but will be acceptable if used at the option of the shipper. Metal banding is not to be used in any case.
- Cartons must be stacked upright on each pallet and must not overhang the edges.
- Cartons and pallets must be shrink wrapped with the wrap extending onto the pallet.
- Each pallet must be marked on two sides with the delivery address.

Pallet Headers

- Total pallet quantity should be clearly indicated on outside of each pallet i.e., 1 of 4, 2 of 4, etc.
- If a pallet contains only one title, please indicate total number of units on that pallet on the outside of the pallet.
- Multiple ISBN pallets should be clearly identified on outside of pallet as "MIXED PALLET."
- A physical pallet header is to be posted in a clearly visible location on each pallet, under at least one layer of stretch wrap.
- Total pallet quantity should be clearly indicated on the outside of each pallet, i.e., 1 of 4, 2 of 4, etc.

Pallet Packing List

- A legible packing list MUST accompany each trailer into IPS warehouse.
- That packing list MUST detail the following for each title: the ISBN title description, number of cartons, and total quantity of units.
- The carton containing the packing list must be clearly marked "PACKING LIST ENCLOSED" and must be located on top of the pallet for reliable identification and access.
- The pallet containing the packing list should be the last pallet loaded on to the trailer, so it is the first pallet removed upon arrival.
- Additionally, the pallet should contain the ship-to, ship-from, date shipped, bill of lading and pro number along with an itemized pallet list that details the ISBN(13), Title name(s), number of cartons, carton quantities and total units.
- Information such as Bill of Lading and Pro Numbers may be written in or omitted if including it on the pallet header would delay shipment.
- Freight terms should be shown as freight collect on the bill of lading when IPS is responsible for the charges.

Sample Pallet Packing List

Ship-to	Ship-from	Date Shipped
Ingram Publisher Services Inc.	Perfect Printing Company	1/16/2009
Street Address	12 Printers Drive	
City, ST Zip Code	Staunton, Virginia 24401	
	Shipper Ops Contact:	
	John Freighty 540-555-1212	
Bill of Lading: 923773	Pro Number: 377329	Pallet Number: 1 of 3

Purchase Order	ISBN3	Title	Number of Cartons	Carton Quantity	Total Units
12345678	9780234567899	Axjldkti Gbmhmdlith	4	12	48
12345678	9780234654323	Mjdoht Tsinnnep	20	28	560
12345678	9780234456231	FlsunrpnRdbddgfb	12	16	192
23456781	9780234147696	Wbsfhwir Njdhwof	10	24	240
23456781	9780234951231	lMjndjw Nhdqrugsu	20	24	480
Total for Pallet:			66		1,520

Any non-compliance chargebacks IPS receives regarding pallet specs and/or labels will be passed along to the specific publisher incurring the infractions. Any pallets that do not meet these requirements will be brought into compliance at the publisher's expense.