

BAKER & TAYLOR

the future delivered

**Baker & Taylor, Inc.
Electronic Data Interchange (EDI)**

**Implementation Guide for
Publishers**

Revised 2011

TO OUR PROSPECTIVE TRADING PARTNERS

This Implementation Guide is provided with the assumption that all business agreements and conditions have been satisfied. The Guide is intended for prospective Baker & Taylor trading partners who already have experience in, or at least an awareness of, Electronic Data Interchange (EDI) using ASC X12 Transaction Sets. The Guide is not intended to be a tutorial, and it does not contain background or educational information on EDI. Our Guide refers to X12 Version 3060 and or 4010.

HOW TO PROCEED

Review the information in the Guide and have the business departments in your company read it as well. If you have any questions, please contact your sales representative who will refer you to the appropriate Baker & Taylor contact who can best assist you.

INTRODUCTION

This Implementation Guide contains basic instructions, practices, and procedures required to exchange EDI documents with Baker & Taylor. Please note that the move to EDI and the procedures described in this Guide are not intended to significantly change the business aspects or relationships already in place with our Trading Partners.

The Implementation Guide contains the following:

- Communication Information
- Testing Procedures For EDI
- Instructions on how to log onto Baker & Taylor's hosted FTP Website
- Contact Information

COMMUNICATION INFORMATION

Options:

- **Value Added Network (VAN)**
VAN: Sterling Commerce
Contact Number: (877) 432 - 4300
- **FTP Direct or Third party**
Option A - Baker & Taylor hosted FTP website
<ftp.baker-taylor.com>

Option B – Vendor hosted FTP website
- **Third party connections can be accommodated if applicable**

Document Type: Documents are tested in the following order:

- 850 – Purchase Order
- 855 – Purchase Order Acknowledgement (Mandatory Document)
- 810 – Invoices (Mandatory Document)
- 856 – Advance Ship Notices (Mandatory Document)
- 820 – Optional (unless otherwise advised)
- 812 – Optional (unless otherwise advised)
- 997 – Highly recommended

NOTE: Baker & Taylor does not have a test ID. The following ID are used for both testing and production:

ISA/GS ID: 1556150

Qualifier: ZZ

Standard Type: X12

Version: 3060 and 4010 (4010 Preferred)

Note: ISA15 must be set to “P” (Production) for testing and production

TESTING PROCEDURES FOR EDI

850/855 Testing Requirements

1. Before initiating testing, the publisher should be compliant with Baker & Taylors' EDI Requirements. Please see 850/855 specifications for details. The following is mandatory in order for testing to begin:
 - 855's are mandatory and must be returned **within 48 hours** of receiving an 850 (unless otherwise advised).
 - Vendors are required to have a SAN before testing can begin. The **SAN (Standard Address Number)** is a unique seven-digit identifier used to signify a specific address of an organization in (or served by) the publishing industry. It is an American National Standard, ANSI/NISO Z39.43-1993. If you need further information you can contact Bowker at **bowker.com**.
2. Publishers' are required to provide a list of test ISBN's indicating the required test status codes. Please see **Appendix A** below for applicable Status Codes.
3. Publishers' EDI department should contact Baker & Taylor to initiate exchange of test documents and to communicate the following at (DL-EDI-PUB@baker-taylor.com):
 - Method of preferred communication VAN or FTP
 - ISA/GS ID's and Qualifiers
 - Version 3060 or 4010 (Baker and Taylor Prefers 4010 when possible)
 - Establish a date for testing to begin
4. Test File will be sent to publisher using ISBN's provided.
5. Based on the test 850, the publisher will need to return the test 855 Acknowledgement(s) **within 48 hrs.** As required.
6. When Baker & Taylor receives the test 855 it will be reviewed for format and content. If there are any issues, the publisher will be notified and a new test file may be requested. This will be repeated until all format and contents are considered acceptable.
7. When testing is complete and the 850/855 has been approved, the publisher and Baker & Taylor will need to agree upon a production date.
8. Once the publisher has transitioned to production, invoice, ASN and all other applicable testing should begin immediately.

INVOICING PROCEDURES

- Terms and conditions of Payment are to be in accordance with your standard terms, or as agreed upon with a Baker & Taylor buyer or the Baker & Taylor Accounts Payable office. Terms will not be recognized if transmitted electronically with the invoice. Questions concerning the terms of contract and technicalities of payment structure should be addressed to Accounts Payable. All inquires should be e-mailed to DL-EDI-PUB@btol.com.
- The information and conditions conveyed in this section are not intended to cause significant business changes in existing Baker & Taylor Vendor Procedures.

INVOICE CONTENT

- All invoices will be processed at the item or title level.
- Freight charges are not to be billed on Merchandise Invoices submitted to Baker & Taylor.
- When the CTP02 is sent with a NET price you will need to send the discount multiplier in the CTP07 as 1. Also, if NET price is used please take extra measure to make sure it is accurate or you may be subjected to receive a charge back from our Finance department for the difference.
- Invoices submitted to Baker & Taylor will use a subset of ASC X12 Transaction Set 810, in accordance with BISAC Implementation Guidelines. The specific subset is enclosed with this Guide.
- Baker & Taylor does not at this time interpret Status Codes associated with items not shipped on EDI Invoices. Therefore, you should include only shipped items on your Invoices.

PRODUCTION INVOICES – PLEASE NOTE!

- **Publishers should only send EDI invoices for book shipments against Baker & Taylor purchase orders. NO Non-Shipment bills such as re-bills to correct an incorrect discount or for sending back rejected returns, etc.**
- **Do not send invoices older than the production date established between you and Baker & Taylor.**
- **Invoices older than 30 days will be rejected by our system.**
- **Please notify your Baker & Taylor IT contact when you have transmitted your first production invoices. Baker & Taylor will review the data and monitor the initial interface.**

810 Invoice Testing

1. Before initiating testing of the 810 (invoice), the publisher should be compliant with Baker & Taylors' EDI Requirements. Please see 810 specifications for details. In order to begin invoice testing the following must apply:

- 10-25 test invoices must be received
- Invoices must contain a variety of ISBN's, quantities and variety of discount "multipliers" ex. Discount is 60%, multiplier should reflect .40. A discount of .50 will not be acceptable for testing purposes.
- At least one invoice for each ship to location (see list below)

NOTE: When the CTP02 is sent with a NET price you will need to send the discount multiplier in the CTP07 as 1. Also if NET price is used please take extra measure to make sure it is accurate or you may be subjected charge backs for the difference.

Baker & Taylor Distribution Centers and ship to SAN's

1692100 - Momence Service Center (Purchase Order Prefix "MOM")
 501 S. Gladiolus
 Momence, IL 60954-1799
 1-800-775-2300

1694901 - Bridgewater Service Center (formally Somerville) (PO Prefix "SOM")
 1120 Route 22 East
 Bridgewater, NJ 08807-0885
 1-800-775-500

1694464 - Reno Service Center (Purchase Order Prefix "REN")
 1160 Trademark Drive, Suite 103
 South Meadows Business Park
 Reno, NV 89521
 1-800-775-1700

1691503 - Commerce Service Center (Purchase Order Prefix "COM")
 251 Mt. Olive Church Road
 Commerce, GA 30599-1100
 1-800-775-1200

7606443 - Indianapolis Service Center (Purchase Order Prefix "TXS")
 5045 W. 79th Street
 Indianapolis, IN 46268-1602

2. When Baker & Taylor receives the test 810's they will be reviewed for format and content. If there are any issues, the publisher will be notified and a new test file may be requested. This will be repeated until all formatting and content issues are resolved and invoices are considered compliant according to Baker & Taylor.
3. When 810 (invoice) testing is completed the publisher will receive official notification proposing a "production date" via e-mail.

NOTE: Once the production date is established and agreed upon between all parties Baker & Taylor should only receive invoices via EDI that were produced on or after the production date forward. Any invoices created prior to the production date that are sent to Baker & Taylor via EDI will be rejected and the vendor will be asked to send them via any method used prior to production.

ASN/856 Testing Requirements

1. A UCC 128 Barcode for the SSCC is required on the shipping labels.
2. For cartons, the label should be placed on the side and not on the top of the carton. For pallets, the label should be placed on the front or side of the pallet. We need to be able to easily scan the barcode label. Do not place any other labels or shipping documents over the barcode label.
3. ASN's need to be received before the physical shipment arrives in our warehouse. If your location is close to one of our DC's, please make any changes needed to send the ASN to us so it is received before the shipment is received.
4. The SLN is a mandatory segment. We require the MSRP price in the SLN06.
5. Test ASN's should be based on production orders.

997 FUNCTIONAL ACKNOWLEDGEMENTS

- We require 997's back from the Publisher for all documents sent.
- We will automatically turn on 997's to be sent to Publishers for all documents we receive.

APPENDIX A - ACK29 - ACKNOWLEDGMENT STATUS CODES

PREFERRED ACKNOWLEDGMENT STATUS CODE LIST - ACK29 SEGMENT		
PLEASE SELECT STATUS CODES FROM THIS LIST FIRST		
IF CORRECT STATUS NOT LISTED, REFER TO ACCEPTABLE STATUS CODE LIST		
CODE	DESCRIPTION	FIXED BISAC EQUIVALENT
AC	Item Shipping	01
BA	Backordered: Not yet available	05
BI	Backordered: To be reissued	14
BP	Partial shipment: balance backordered	10
BR	Backordered: To be reprinted	07
CA	Cancelled: Not yet available	04
CB	Cancelled: Not our publication	16
CD	Cancelled: Delay in publication	03
CE	Partial shipment: balance cancelled	09
CF	Cancelled: Current edition not available	13
CG	Cancelled: No geographic rights	22
CH	Cancelled: Rights not ours	20
CJ	Cancelled: Cloth not available, reorder in paper	11
CL	Cancelled: Paper not available, reorder in cloth	12
CO	Cancelled: Out of stock indefinitely, no plans of reprinting	08
CR	Cancelled: To be reprinted	06
CT	Cancelled: Publisher did not respond by cancel date	18
CU	Cancelled: Kits not available	24
CW	Cancelled: Apply direct: wholesale not available	23
CX	Cancelled: Never published: abandoned	21
CY	Cancelled: Not available as processed book	25
CZ	Cancelled: New price from publisher	26
KK	Cancelled: ISBN not found	27
KM	Cancelled: Market restricted	15
KP	Cancelled: Out of print	28
KS	Cancelled: Subscription only	19

OTHER ACCEPTABLE CODES-SEGMENT ACK29

CODE	DESCRIPTION
AO	Available: Shipping from other location
AR	Item Accepted: Released for shipment
AS	Available: Shipping - same ISBN
BB	Backordered: Reprint under consideration
BC	Backordered: Current edition not available. To be replaced with...
BD	Backordered: Delay in publication
BH	Backordered: On hold
BN	Backordered: Inventory in progress; closed for stocktaking
BX	Backordered: Not yet published
CI	Cancelled: To be reissued
CQ	Cancelled: Did not meet minimum order requirements e.g. Qty or \$
CV	Cancelled: Complete set volume must be purchased
DR	Item Accepted: Date rescheduled
DS	Out of Stock
IA	Item Accepted (Shipping)
IB	Item Backordered
ID	Item Deleted
IF	Item on hold: Incomplete description (Not Shipped)
IH	Item on hold (Not Shipped)
IN	Item Accepted: Forwarded to new supplier (Not Shipped)
IP	Item Accepted: Price changed (Shipping)
IQ	Item Accepted: Quantity changed (Shipping)
IR	Item Rejected: (Not Shipped)
KC	Cancelled: Reprint under consideration
NP	Not yet published (Not Shipped)
OP	Out of Print (Not Shipped)
OR	Temporarily Out of Stock (Not Shipped)
PA	Partial Shipment (Shipping)
SP	Item Accepted: Schedule date pending (Shipping)
SS	Split Shipment (Shipping)
CM	Cancelled: Restricted
CP	Cancelled: Out of Print
KR	Cancelled: Out of Print
MB	Managed Backorder

THE FOLLOWING CODES ARE USED DURING EDI TESTING	
CODE	DESCRIPTION
AC	Item accepted and Shipped
BA	Backordered –NYP
BR	Backordered – To be reprinted
CO	Cancelled - Out of stock indefinitely
CB	Cancelled – NOP
KP	Out of print

HOW TO LOGIN TO Baker & Taylor's FTP SITE

You may connect with our FTP site using the following methods:

- a) Using FTP client software of your choice
- b) Issuing the FTP command from the DOS prompt.
- c) Using the "RUN" box in Windows and typing in "FTP"
- d) Typing in the command from your Internet browser.

TO CONNECT TO OUR SITE:

- a) **FTP address is:** <ftp.baker-taylor.com>

- b) **When prompted enter:**

Note: It is Baker & Taylor's preference that the vendor SAN be used as the User ID and Password and this will be setup as a default unless another ID has been requested by the publisher.

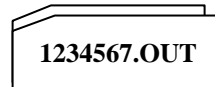
User ID: Vendor SAN

Password: Vendor SAN

- c) Once you have successfully logged in, you will be at your main/root directory.
In this example, the SAN number was used for the directory name.
There are 2 sub-directories: SAN.in and SAN.out

Example: Publisher's SAN is 1234567

MAIN DIRECTORY **1234567**
 1234567.in
 1234567.out



TO PICK UP AN ORDER:

Change directories to:

CD 1234567.out or your **SAN.out**

Or click on the .out folder

TO SEND AN ACKNOWLEDGEMENT OR INVOICE:

Change directories to:

CD 1234567.in or your **SAN.in**

or click on the .in folder

CONTACT INFORMATION:

EDI Contact:

All questions or requests should be e-mailed to the EDI Department at: DL-EDI-PUB@btol.com An Analyst will get back to you to initiate testing or answer any questions you have.