



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

**Implementation Guide for
Publishers**

Revised 2019

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 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 change significantly the business aspects or relationships already in place with our Trading Partners.

The Implementation Guide contains the following:

- Communication Information
- EDI Testing Procedures
- How To Log Into Baker & Taylors' FTP Site
- 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 direct connection
<ftp.baker-taylor.com>

Option B - Baker & Taylor will allow FTP website to allow for direct connections via vendor hosted website.
- **PUBNET 2000 -**

Document Type: Documents are tested in the following order:

- 850 – Purchase Order
- 855 – Purchase Order Acknowledgement (Mandatory Document)
- 810 – Invoice (Mandatory Document)
- 856 – Advance Ship Notice (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 will be used for both testing and Production Documents production documents:

ISA/GS ID: 1556150

Qualifier: ZZ

Standard Type: X12

Version: 3060 and 4010 (4010 Preferred)

Note: ISA15 must be set to “P” (Production) during testing process

EDI TRADING PARTNER TESTING PROCEDURES

850/855 Testing Requirements

1. Before initiating testing, the publisher should be compliant with Baker & Taylor's EDI Requirements. Please see 850/855 specifications for details. The following is mandatory for testing to begin:
 - 855's are a mandatory requirement for setting up EDI with Baker & Taylor and must be sent back **within 48 hours** of receiving an 850 from us.
 - 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. The publisher will need to provide a list of test ISBN's using the required test status codes. Please see list below for Status Codes to be used for testing.
3. The publishers' EDI contact should then contact B&T's EDI Systems Analyst via e-mail (DL-EDI-PUB@baker-taylor.com) to initiate exchange of the following:
 - Method of preferred communication VAN, FTP, or PUBNET
 - ISA/GS ID's and Qualifiers
 - Version 3060 or 4010 (Baker and Taylor Prefers 4010 when possible)
 - Testing date
4. The EDI Analyst will create a test 850 with the ISBN's provided by the publisher and send it in whichever method was agreed upon.
5. Based on the test 850, the publisher will need to return the test 855 Acknowledgement(s) **within 48 hrs.** As required. (While we would like the test 855's to be returned in a timely manner, the **48 hr. requirement** is requested once in production).
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 will be done. This will be repeated until all format and contents are considered acceptable by B&T.
7. When testing is complete and the 850/855 has been approved, the publisher will be contacted so that a production date can be agreed upon.
8. Once the publisher has transitioned into production, invoice testing (810) should begin immediately. ASN testing can also begin at this time.

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 before testing can begin
- A variety of ISBN's and quantities
- A variety of discount "multipliers" ex. Discount is 60%, multiplier should reflect .40. A discount of .50 will not be acceptable for testing purposes.
- All service centers (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 to receive a charge back from our Finance department for the difference.

Baker & Taylor Distribution Centers and ship to SAN's

1692100 - Momence Service Center
501 S. Gladiolus
Momence, IL 60954

691503 - Commerce Service Center
251 Mt. Olive Church Road
Commerce, GA 30599

9900225 - VIM
VIP
VIP
501 S. Gladiolus
Momence, IL 60954

2. When you are ready to test with Baker & Taylor email the EDI department (see contact information below). An EDI Analyst will be assigned to assist you through the testing process.
3. On the agreed testing date, the publisher should send the invoices using the transport method agreed upon. Baker & Taylor will test for format and content. If there are any issues, the publisher will be notified and a new test file will be requested. This will be repeated until the format and content is considered acceptable by both parties.
4. When 810 (invoice) testing is completed the EDI Systems Analyst will work with our Finance Department to set up a date to cut invoices over from paper to EDI. The publisher will receive notification of this "production date" via e-mail. It is important that once this date is established invoices are considered production. Baker & Taylor should only receive invoices via EDI that were produced on or after the production date established from that date forward. Any invoice created prior to the production date should be sent as they were prior to EDI

testing.

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. See contact information below.
- 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.**

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.
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.

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 B&T'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:**

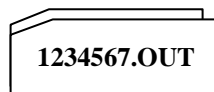
Note: It is Baker & Taylor's preference that the vendor SAN be used as the User ID and Password and this will be setup as a default unless another ID has been requested by the publisher.

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

EDI Contact Info

Requests should be e-mailed to the EDI department at: DL-EDI-PUB@baker-taylor.com An EDI Analyst will contact you.

(Should WE provide the baker-taylor.com address instead of btol?)