



Simon & Schuster

# **Vendor Guideline**

**For Simon and Schuster product and for  
product distributed by S&S on behalf  
of distribution clients**

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## **DELIVERY INSTRUCTIONS**

### **SIMON & SCHUSTER DISTRIBUTION CENTER**

**Simon & Schuster**  
Receiving Department  
100 Front St.  
Riverside, NJ 08075  
Phone (856) 461-6500

**Delivery Scheduling Hours:** 7:00 AM – 4:30 PM EST

**Delivery Appointments:** (856) 824-2475

Appointments can be made from Monday through Friday, on non-Holidays. Appointments made over the weekend will not be verified until the following work day.

**Receiving Hours:** 6:00 AM - 8:00 PM EST

Appointments must be made at least 24 hours in advance of delivery. The following information is required to obtain a delivery appointment:

- Shipper Company Name
- ASN Number (Domestic shipments will not be able to set up an appointment without an ASN.)
- Purchase Order Number(s) / Bind Order Number(s)
- ISBN Numbers / SKU
- Quantity Per ISBN / SKU
- Number of Pallets and/or Cartons
- PRO / BOL Number
- Total Weight
- Trailer Number
- Seal Number

**Simon & Schuster reserves the right to refuse shipments if:**

- Carrier is late for the appointment
- Missing Advance Shipment Notification (ASN)
- Arrives without an appointment
- Does not satisfy receiving requirements
- Trailer appears unsafe to enter
- Drivers are responsible to chuck trailer wheels

Receiving personnel will validate the quantity and preliminary condition of the goods received and request the driver or delivery personnel to sign the Bill of Lading acknowledging delivery of goods including any notation of shortages, overages, refusals, and or damages to products delivered. Please be aware that concealed damages or shortages that are found at a time after the receiving process will be communicated to the Vendor and charged back accordingly. Please also be aware that Inbound Appointments will be managed stringently and that chargebacks may be assessed if a carrier does not schedule an appointment and/ or is late.

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## CONTACTS

### Transportation & Purchasing

Name/Title	Question Type	Phone	Email
<b>Marc Luce</b> Supervisor, Outbound Transportation	<ul style="list-style-type: none"><li>• Routing</li><li>• Carrier Issues</li></ul>	Ph: (856)824-2820	<a href="mailto:marc.luce@simonandschuster.com">mailto: marc.luce@simonandschuster.com</a>
<b>Mary Jo Viselli</b> Assistant Manager Inbound/Outbound Transportation	<ul style="list-style-type: none"><li>▪ Transportation Inbound Coordination</li><li>▪ Routing</li><li>▪ Carrier Issues</li></ul>	Ph: (856)824-2454 Fax: (856)824-2401	<a href="mailto:maryjo.viselli@simonandschuster.com">mailto: maryjo.viselli@simonandschuster.com</a>
<b>Ann Christopoulos</b> Bindery Coordinator	<ul style="list-style-type: none"><li>▪ Bindery Shipments</li><li>▪ Direct Deliveries from binderies</li></ul>	Ph: (856)824-2438	<a href="mailto:ann.christopoulos@simonandschuster.com">mailto: ann.christopoulos@simonandschuster.com</a>
<b>Sandra Holden</b> Accounts Payable Specialist	<ul style="list-style-type: none"><li>▪ Pallet Requests</li></ul>	Ph: (856)824-2464	<a href="mailto:sandy.holden@simonandschuster.com">mailto:sandy.holden@simonandschuster.com</a>

### Riverside Distribution Center

Name	Question Type	Phone	Email
<b>Diane Lalli</b> Manager, Receiving	<ul style="list-style-type: none"><li>▪ Non-EDI ASN Testing &amp; Approval</li><li>▪ General Questions Pertaining to Riverside Distribution Center</li><li>▪ Carton Quantity &amp; Pallet Quantity</li></ul>	Ph: (856)824-2481	<a href="mailto:diane.lalli@simonandschuster.com">mailto:diane.lalli@simonandschuster.com</a>
<b>Lori Perino</b> Manager, VAS	<ul style="list-style-type: none"><li>▪ General Questions Pertaining to Value Added Services</li></ul>	Ph: (856)824-2322	<a href="mailto:lori.perino@simonandschuster.com">mailto:lori.perino@simonandschuster.com</a>
<b>John Landman</b> Supervisor, Pre-Receiving	<ul style="list-style-type: none"><li>▪ Receiving Requirements</li></ul>	Ph: (856)824-2428	<a href="mailto:john.landman@simonandschuster.com">mailto:john.landman@simonandschuster.com</a>
<b>Debbie Yansick</b> Receiving Clerk	<ul style="list-style-type: none"><li>▪ ASN Transmission Inquires</li><li>▪ Delivery Appointments</li></ul>	Ph: (856)461-6500 ext 2884	<a href="mailto:debbie.yansick@simonandschuster.com">mailto:debbie.yansick@simonandschuster.com</a>
<b>Gwen Yansick</b> Receiving Clerk	<ul style="list-style-type: none"><li>▪ Online ASN Inquiries</li><li>▪ Delivery Appointments</li></ul>	Ph: (856)824-2441 or (856)824-2475	<a href="mailto:gwen.yansick@simonandschuster.com">mailto:gwen.yansick@simonandschuster.com</a>

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## Vendor Guideline Compliance Questions & Approval

Name	Question Type	Phone	Email
<b>Kevin Lawton</b> Supervisor, Process Controls	<ul style="list-style-type: none"><li>▪ Vendor Guideline Questions &amp; Approvals</li><li>▪ Receiving Requirements</li><li>▪ Exception Approval</li><li>▪ Label Approvals</li></ul>	Ph: (856)824-2313	<a href="mailto:kevin.lawton@simonandschuster.com">mailto: kevin.lawton@simonandschuster.com</a>

## C-TPAT Questions

Name	Question Type	Phone	Email
<b>Mary Jo Viselli</b> Assistant Manager Inbound/Outbound Transportation	<ul style="list-style-type: none"><li>• C-TPAT Questions</li></ul>	Ph: (856)824-2454	<a href="mailto:maryjo.viselli@simonandschuster.com">mailto: maryjo.viselli@simonandschuster.com</a>

## Client Services (Non-S&S Product)

Name	Question Type	Phone	Email
<b>Cathy Mann</b> Manager, Distribution Client Services	<ul style="list-style-type: none"><li>▪ General questions pertaining to distribution client services</li></ul>	Ph: (856) 824-2061	<a href="mailto:cathy.mann@simonandschuster.com">mailto:cathy.mann@simonandschuster.com</a>
<b>Pat Kennedy</b> Distribution Client Coordinator	<ul style="list-style-type: none"><li>▪ General questions pertaining to distribution client services</li></ul>	Ph: (856) 824-2474	<a href="mailto:pat.kennedy@simonandschuster.com">mailto:pat.kennedy@simonandschuster.com</a>
<b>Ann Massaro</b> Distribution Client Order Coordinator	<ul style="list-style-type: none"><li>▪ General questions pertaining to distribution client services</li></ul>	Ph: (856) 824-2159	<a href="mailto:ann.massaro@simonandschuster.com">mailto:ann.massaro@simonandschuster.com</a>

## 3<sup>rd</sup> Party Operations

Name	Question Type	Phone	Email
<b>Matt Malone</b> Manager, 3 <sup>rd</sup> Party Operations	<ul style="list-style-type: none"><li>• Direct bindery shipments</li></ul>	Ph: (856)824-2447	<a href="mailto:matt.malone@SimonandSchuster.com">mailto: matt.malone@SimonandSchuster.com</a>

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## **CARTON CONSTRUCTION & PACKING**

### **Carton Construction**

- Carton construction is to follow the **UPS Carton Construction Guideline**. The Burst Test and Edge Crush Test depend on the weight, length and width of the carton. Below is the guideline that should be followed. Both the Burst Test and Edge Crush Test must meet the requirement.

<b>UPS Single-Wall Box Strength Guidelines</b>			
<b>Single-Wall Corrugated Fibreboard</b>			
<b>Maximum Weight of Box and Contents (lb/kg)</b>	<b>Size Limit of Box Length, Width and Depth Added (inch/cm)</b>	<b>Minimum Bursting Test (lb per sq. inch/kg per sq. cm)</b>	<b>Minimum Edge Crush Test (ECT) (lb per inch/kg per cm width)</b>
<b>30/13.6</b>	<b>75/190.5</b>	<b>200/14.1</b>	<b>32/5.7</b>
<b>40/18.1</b>	<b>75/190.5</b>	<b>200/14.1</b>	<b>40/7.1</b>

- In the event that **permission has been granted by Simon & Schuster** for a carton to weigh greater than 40 lbs., please follow the guideline below.

<b>UPS Single-Wall Box Strength Guidelines- EXCEPTIONS</b>			
<b>Single-Wall Corrugated Fibreboard</b>			
<b>Maximum Weight of Box and Contents (lb/kg)</b>	<b>Size Limit of Box Length, Width and Depth Added (inch/cm)</b>	<b>Minimum Bursting Test (lb per sq. inch/kg per sq. cm)</b>	<b>Minimum Edge Crush Test (ECT) (lb per inch/kg per cm width)</b>
<b>50/22.7</b>	<b>85/215.9</b>	<b>250/17.6</b>	<b>44/7.9</b>
<b>65/29.5</b>	<b>95/241.3</b>	<b>275/19.3</b>	<b>55/9.8</b>

**Go to the link below to view the UPS Guideline.**

[http://www.ups.com/content/us/en/resources/ship/packaging/guidelines/how\\_to.html](http://www.ups.com/content/us/en/resources/ship/packaging/guidelines/how_to.html)

**The bottom flap of the cartons must be stamped with the carton guarantee seal.**

### **Carton Dimensions**

- Carton size for any title should remain uniform for all subsequent shipments of the title, regardless of printing
- Carton sizes should be selected according to the following parameters:

	<u>Minimum</u>	<u>Maximum</u>
Carton Height	5"	11"
Carton Width	9 3/8"	16"
Carton Length	8 1/2"	22"

- Please note that the height of a carton must not exceed the length of the carton; the height should not be the largest dimension.

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## **Carton Weights**

- Gross weight per carton must not exceed 37 lbs. on first printings without prior approval from S&S. Reprints should continue to use their existing carton quantities even if the carton weight exceeds 37 lbs.

**If you have any questions regarding the carton quantity or with meeting our vendor requirements on a title not previously assigned to you, call your S&S Production contact in our New York office. For Client Product please reach out to your Production contacts.**

**Carton Packing-** Cartons must be sufficiently strong & abundantly filled to provide the vertical strength required to support double stacking of pallets during transit and storage. They must also be packed tightly & filled so there is no notable horizontal movement when a carton is handled as a shipping container on conveyors systems & through parcel shipping networks (UPS, FedEx, Canpar).

- Books must be packed flat and spine-to-spine, in the carton.
- The carton should be designed so the books fit without any spaces after filler is applied.
- All space must be adequately filled preferably with flat corrugated filler sheets, bubble-wrap, or honeycomb cardboard. The objective is to avoid damages.
- Space inside the cartons leads to increased risk of damages and is an unacceptable practice. In addition to the costs incurred to remedy carton void, compliance chargebacks of \$10 per carton will be assessed.
- In a print run the carton filler should remain consistent through the entire printing.
- The use of “peanuts” or air bags is not acceptable.



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## **Carton Quantities**

- Vendor must adhere to the carton quantity on the purchase order.
- Carton quantities must be consistent for all printings unless specifically requested or approved by Simon & Schuster.
- Partial carton quantities will not be accepted.

**If you have any questions regarding the carton quantity or with meeting our vendor requirements on a title not previously assigned to you, call your S&S Production contact in our New York office. For Client Product please reach out to your Production contacts.**

## **Carton Closure**

- Cartons taped by machine, a 1 3/4" or wider tape should be used.
- The **gauge** of the tape must not be less than 2 millimeters thick. The tape should be clear or beige adhesive and not the reinforced paper type.
- Cartons must NOT be individually banded.

## **Carton Packing Changes**

- In the event that the unit and/or carton packing parameters change, Simon & Schuster must be notified of the change. Such changes could be the unit dimension, unit weight, carton dimension, carton weight, carton quantity, carton space filler, pallet quantity, pallet weight, etc...
- All approved changes/exceptions must be "flagged" on the paperwork.



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## **Advanced Shipping Notifications (ASN)**

***Vendors are required to establish one of the following forms of Advanced Shipment Notification.***

- ***EDI requirements***

EDI Capable Vendors must provide ASN Documents via Standard inbound 856 transaction set. In the case of a new vendor/bindery, an approval process must be followed before transmitting any "live" data. To begin testing contact:

Karyn Basso  
Asst. Manager of Ecommerce  
100 Front Street  
Riverside, NJ 08075  
Phone: 856-824-2114  
Email: [Karyn.Basso@Simonandschuster.com](mailto:Karyn.Basso@Simonandschuster.com)

- ***Non-EDI requirements***

If you are not capable of providing standard EDI transactions, the Simon & Schuster ASN website will be made available to enter the appropriate information. Please see the contact information and direct website ASN inquiries to the appropriate personnel.

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## **CARTON MARKINGS**

### **Product Label Requirements**

The product label is required on all cartons. The marking cannot be stenciled on the carton. The purchase/bind order will provide instructions on the product information that should be on the carton label. This information will be noted in the special instructions box. Any additional marking is prohibited without prior approval.

#### **LAYOUT**

- Label cartons beginning at the bottom RIGHT on two sides (i.e. one end and one side).
- Wrap around labels are acceptable. If applying wrap around labels to cartons, place the label so that one half is on the long side of the carton on the bottom RIGHT, and the other half is on the short end of the carton on the bottom left.
- Black ink should be used for print.
- The label should not be printed closer than 1 ¼" from any edge of the carton.
- All bar codes must have a minimum height of 0.5 inches, however it is highly preferred that a height of 0.75 inches is used.
- In order to support high speed scanning, use a minimum dimension of 0.015 inch (15 mils).
- There must be a "quiet zone" or white space of at least 0.25 inches following the bar-code.
- The recommended minimum label width is 6 inches, and the minimum label height is 4 inches.
- ISBN must be a minimum of .25 inches or 25 point font.
- Human Readable ISBN
- We highly recommend that carton label is certified by BISG.
  - **Go to this link to view the BISG guidelines - <http://www.bisg.org/what-we-do-12-6-guidelines-for-shipping-container-labeling.php>**

#### **ZONES**

The product label information should appear in the zoned layout defined below in the listed sequence. All bar codes must follow the UCC/EAN-128 symbology and technical specifications as defined in this document.

##### **Zone 1- Product Information: Human Readable**

- **Title**
- **Author**
- **Publisher**
- **On-Sale Date** This field is only to be included on first printing titles. The on-sale date is provided on the Purchase Order in the 'special instructions' area.
- **Country of Origin**

##### **Zone 2- Publisher Information: Human Readable and/or Bar Coded**

- **Publisher Purchase Order Number** (Human readable and Bar Coded)
- **Cover Four Bar Code Designation** (Human readable)  
EAN, UPC, or E/U if the title has both an EAN and UPC
- **Printing Number** – Printing number – Year of printing (Human readable and Bar Coded)

##### **Zone 3- Product Information: Human Readable and Bar Coded**

- **Carton Quantity**
- **ISBN 13: ISBN 13 should be the only ISBN printed on the carton label**
- **Carton Weight**
- **Cover Price (US/CAD)**

APPLICATION IDENTIFIERS EAN/UCC-128 Symbology					
Zone	Field Name	AI	Use	Format	Example
2	Publisher Purchase Order	251	Used to identify the purchase order from the publisher to the binder.	n3 + an..30	Publisher PO = 123456 Data = 251123456
	Printing Number	10	Used to identify the printing number for the publisher.	n2 + an..18	Printing Number = 12-05 Data = 101205
3	Carton Quantity	30	To identify the total number of units contained in the shipping container.	n2 + n..6	Carton Quantity = 24 Data= 3024
	ISBN	01	To encode the ISBN of the product in UCC/EAN-128 format	n2 + n14 n14 = P+978+ISBN+C Where: P=1 ISBN = first nine digits of ISBN C= Check Digit	ISBN = 1-234-56789-0 n14 = 19781234567894 Data = 0119781234567894
	Carton Weight	3401	To identify the weight of the shipping container	n4 + n6	Weight = 20.0 lbs Data = 3401000200
	Cover Price	9012Q	To display the US cover price in a bar-coded format. Implies two decimal places. For a non-US cover price, the appropriate ISO currency identifier should be used.	n4 + a1 + n..∞ + a3	Cover Price = \$25.00 USD Data = 9012Q2500USD OR Cover Price = \$35.00 CAD Data = 9012Q3500CAD

Information provided by the DEIG Guidelines for Shipping Container Labeling


### EXAMPLE LABEL

#### ISBN-13


4"

**TITLE: LATEST BESTSELLING TITLE, THE**  
 AUTHOR: WRITER, GREAT      ON SALE: 9/2/09  
 PUBLISHER: HAPPY PUBLISHER      PRINTED IN USA


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PPON: 123456  
  
 (251) 123456

BARCODE  
**EAN**


PRINTING #: 01-09  
  
 (10) 01-09


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**ISBN-13: 978-1-234-56789-7**  
 (01) 19781234567894


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CTN QTY: 24  
  
 (30) 24

CTN WGT: 10.0 lbs.  
  
 (3401) 000100

COVER PRICE: \$50.00 USD  
 CANADIAN PRICE: \$60.00 CAD  
  
 (9012Q) 5000USD

Zone 1  


Zone 2  


Zone 3  


6"

Effective 6/1/2014

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### **Note on Bar Coding the ISBN in Zone 3:**

While the human readable ISBN 13 is to be printed to the right of the barcode on the Product Label, it must be encoded in the bar code as a 14-digit identifier utilizing GS1-128(UCC/EAN-128) symbology. This identifier, also known as GTIN 14(14 digit Global Trade Item Number), includes the Application identifier “01” and a fixed prefix of ‘1’ that is required and is used when you will need to recalculate the check digit.

### **Calculating the GTIN-14**

To figure out the calculations for encoding the ISBN in GTIN-14 format please refer to the The Book Industry Study Group(BISG) website page 54 Appendix E: Calculations.

<http://www.bisg.org/what-we-do-12-6-guidelines-for-shipping-container-labeling.php>

Or you can go to this website and enter the correct numbers and have it calculated for you.

[http://www.barcode-us.com/resource\\_center/checkdigit.htm](http://www.barcode-us.com/resource_center/checkdigit.htm)

Using the check digit calculator on this website, go down to the GTIN-14 and enter the number as follows:

Using the ISBN below of 978-1-234-56789-7 as an example.

Prefix the ISBN with ‘1’ (package level indicator indicating a standard case pack), then drop the original check digit of ‘7’ (the last digit) and enter into the first box 1 978 123456789 and hit the “Calculate” button.

Your new check digit is **4** and the GTIN-14 is 19781234567894.

### **Product Label Approvals**

If necessary, Product Labels can be sent to Kevin Lawton for approval.

Be aware that label approvals may take up to 3 business days.

In order for labels to be approved, Simon and Schuster requires a sample label in PDF format (Excel if necessary), that is fully populated.

**\*Simon and Schuster does not approve label content only format. Vendors are responsible for ensuring label content is correct based on the provided purchase order.\***

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## **Shipping Label/ LPN Requirements**

### **Shipping Label Format**

Standard UCC-128 label format on 4" x 6" or 4" x 7" should be used that is linked to the ASN transmission. If you are not capable of generating this format, please use the following guidelines for generating a pallet barcode label.

### **LPN LABEL REQUIREMENTS** (to be used if Standard UCC 128 Shipping Label cannot be produced)

A uniquely numbered License Plate Number (LPN) must be applied to all pallets. This number must be in a standard Serialized Shipping Container Code (SSCC) format and must be linked to the ASN transmission. Exclude low case letters when creating a LPN.

- Bar code Size
  - The bar code must be at least 1.5" in Height and 4" in Length
- Label Size
  - The label must be at least 2" in Height and "5" in Length
- For detailed instruction on how to create a valid LPN # (whether using the Standard UCC- 128 label or an LPN Label),; visit the link below, download the BISG Container Labeling Guidelines, and refer to pages 55- 56
  - <http://www.bisg.org/what-we-do-12-6-guidelines-for-shipping-container-labeling.php>

If you are using the Simon & Schuster ASN website, the LPN values are a key input into entering your ASN (Advance Shipment Notice) information into the website. You will input this LPN into the ASN website, creating a link between the LPN label on the pallet and the data included in your ASN transmission.

### **Label Placement/Pallet Placard**

The Standard UCC- 128 Shipping Label or LPN label must be put on the lower right corner of each pallet contained in a shipment (must be on the carton and not on the stretch-wrap). When loading pallets onto a trailer, the 128 Shipping Label or LPN MUST be facing the door of the trailer. This requirement is for ease of receipt on the receiving dock. Please be aware that Vendors will be charged back if Simon and Schuster personnel have to take extra time to handle pallets not loaded onto trailers in this manner.

Pallets must include a placard detailing the number of pallets and number of cartons. If bound for an S&S facility note the bind order number. When shipping directly to a customer display the customer's purchase order number.

### **Pallet placard example**

<b>Simon and Schuster's PO #</b>  _____
<b>Carton Count</b>  _____
<b>Pallet # _____ of _____</b>

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## **PALLET SPECIFICATIONS**

Cartons of books are to be utilized on 45" x 42" two-way SOLID WOOD wing pallets. (see figure 1) The cartons should be stacked on a pallet in a standard configuration with consistent number of cartons per layer. The height of the pallet must be 53" or less measured from the floor (not the top of the pallet). The pallet must be stretch wrapped tightly to avoid any shifting of cartons during transit.

Upon request S&S may provide pallets to our printers for Simon & Schuster product. <sup>1</sup> Please be aware that pallets cannot be requested in any quantity under 20 pallets. Printers will have to source their own pallets in the event that less than 20 pallets are needed for a shipment. Pallet size will still be subject to Simon and Schuster requirements. For non-Simon & Schuster (client) product, please contact your purchase order originator for pallet requests and inquiries. ***Please anticipate your need for additional pallets at least one month in advance.***

### **Pallet Quantities**

- Pallets should be stacked in a way that maximizes the number of cartons per pallet following our guidelines above. Pallet quantities must be consistent. This means once the number of cartons and books per pallet is established for a title on the 45" x 42" pallet that profile should remain for that first printing and all subsequent printings. Please do not allow cartons to overhang the edge of the pallet.
- The layers should have an alternate pattern or should be interlocking (not straight stacked).
- Carton layering on pallets must be consistent for all printings unless a change order is specifically requested or approved by Simon & Schuster. **Carton quantities on each layer of the pallet should be consistent for the entire pallet.**
- Titles and printings must never be mixed on one pallet. If sending a single title at different price points, these must never be mixed on one pallet.
- The gross pallet weight must not exceed 2,000 lbs.
- Pallet tops and pallet banding is prohibited.
  - Vendors who have been approved to ship LOOSE stock to the Simon and Schuster facility are allowed to employ pallet banding and pallet tops. All other vendors will be charged back for this practice.

### **Multiple POD titles: (Pack quantities of 10)**

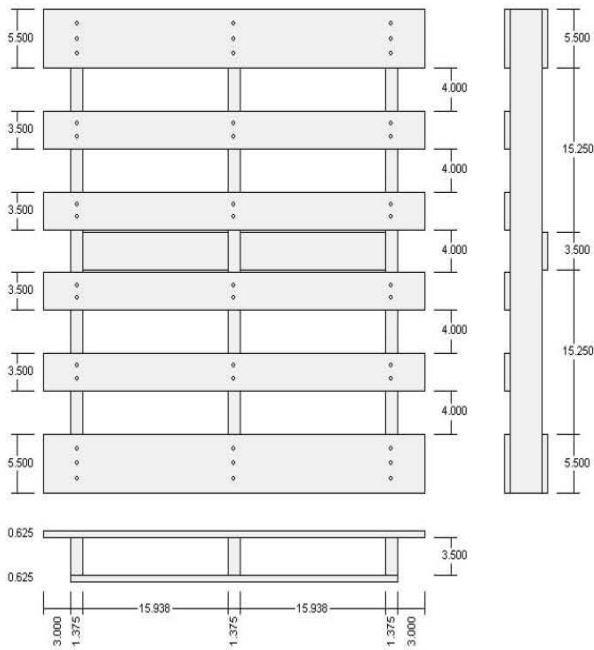
- 10 or 20 units of one SKU: can be mixed on pallets. These quantity/pallets are put away directly to split case locations.
- 30 – 90 units of one SKU: can be mixed on pallets. These quantity/pallets are put away directly to reserve locations.
- 100 units or greater of one SKU: Each SKU must be on its own pallet, no mixing with other SKU's.

### **Customer Specific Attribute Stock**

- We request that all Customer Specific Attribute Stock that is shipped in to have placards on all 4 sides of the pallets ( shin high – low level) that read:
  - **ATTRIBUTE STOCK – new**

## FIGURE I – PALLET CONSTRUCTION

Pallets must be made of Solid Wood to ensure structural integrity throughout the shipping/ receiving process.

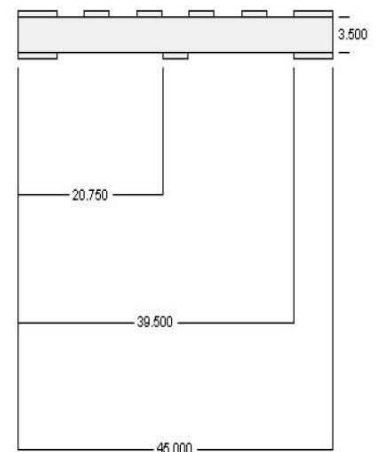
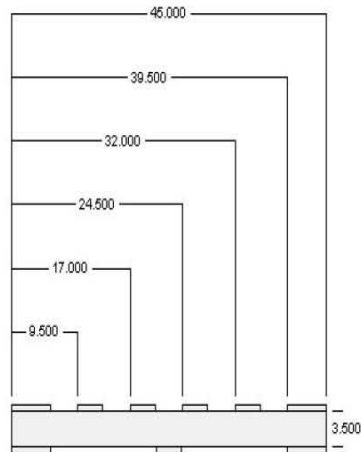


### Cut List

Component Type	Qty	Item	Description	Material
Stringer	3	1.375x3.5x45 SW1	1.375 x 3.500 x 45.000	SW
Top Deck	2	0.625x5.5x42 SW1	0.625 x 5.500 x 42.000	SW
	4	0.625x3.5x42 SW1	0.625 x 3.500 x 42.000	SW
Bottom Deck	2	0.625x5.5x36 SW1	0.625 x 5.500 x 36.000	SW
	1	0.625x3.5x36 SW1	0.625 x 3.500 x 36.000	SW

### Notes

**Total Board Footage: 11.33465 board feet**



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## **DOCUMENTATION**

### **Packing List**

- A packing list detailing all information must accompany each shipment and should be indicated in a prominent manner to the Receiving Department.
- The necessary details are as follows for each title shipped:
  - ISBN 13
  - Price
  - Title Description
  - Total carton count
  - Number of books per carton
  - Total quantity shipped
  - Bind order number
  - Total pallet count
  - Carrier

**In the event that an exception or change is made, flag the change in the paperwork. All exceptions must first be approved by Simon & Schuster.**

- If more than one printing is being sent on a truck, the packing list should indicate how many pallets there are for each printing.

**Note: Titles and Printings cannot be mixed on a pallet.**

- Cartons containing the packing list must be clearly marked "Packing List Enclosed".
- Only one title per carton is acceptable.
- Packing lists must be faxed or emailed to delivery appointment contact prior to shipment arrival.



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## **Bill of Lading Requirements**

Printers must follow the Voluntary Interindustry Commerce Solutions (VICS) standard format for all bills of lading.

<http://www.vics.org/guidelines/bol/>

## **Freight Terms**

All BOL for **Simon & Schuster** (not clients) products must be clearly marked as follows:

### **PREPAID - Third Party Billing**

Technical Traffic Consultants  
C/O Simon & Schuster  
30 Hemlock Drive  
Congers, NY 10920-1400

All BOL for **Distribution Clients** (NON SIMON & SCHUSTER product) should be marked for billing according to the specific Client's instructions on the Purchase Order that was provided. **DO NOT USE THE 3<sup>RD</sup> PARTY BILLING ADDRESS ABOVE.**

## **Shipper & Consignee Information – for Simon & Schuster prepaid shipments**

### **Shipper**

Your company name  
Address  
City, State Zip

### **Consignee Information**

Simon & Schuster  
Riverside Distribution Center  
Receiving Department  
100 Front Street  
Riverside, NJ 08075

## **Shipment Information**

- Actual carton count and number of pallets
- Simon & Schuster's Bind / Purchase order number(s)

Two copies of the bill of lading should be given to the carrier at the time of shipment. Carrier is to retain one copy for his files and attach the second copy to the freight bill.

Inbound freight bills without a bill of lading copy attached will be sent back to the carrier.

The carrier should be instructed that all shipments must have delivery appointments.

**Imports** - All copies of all Bill of Ladings, Packing List and Invoices must be faxed or emailed in advance to our Transportation department.

If you have questions on routing the shipments, please contact our Transportation Department, (see contacts page 5).

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## **DIRECT CUSTOMER DELIVERIES**

Direct deliveries are shipments to our customers (all shipments consigned to destinations other than the Riverside Distribution Center).

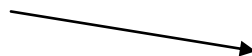
1. NO shipments may be made to a customer without an approved Simon & Schuster invoice. This will be supplied by the Bindery Coordinator (see contacts).
2. Upon completion of the order the following bill of lading information must be faxed or emailed to the Bindery Coordinator (see contacts). This communication must occur on the same day as the shipment. For Andrews McMeel Publishing direct deliveries please reference the client services contact. (see contacts).  
Invoice number, date of shipment, quantity shipped, total weight, carton count, carrier name and signature.
3. For **PREPAID** shipments - Mark the BOL with the notation "Bill All Freight Charges" to:  
**Technical Traffic Consultants  
C/O Simon & Schuster  
30 Hemlock Drive  
Congers, NY 10920-1400**

For **COLLECT** shipments the BOL should be marked **COLLECT** and reference the customer's 3<sup>rd</sup> party billing address.

4. All drop shipments should be packed on 48" x 40" refurbished GMA pallets, unless specifically noted otherwise for special customer requests.
5. Bindery must adhere to the customer's Vendor Guidelines (contact the bindery coordinator for details).
6. Bindery must include customer purchase order on all pallet placards (see below).

**Failure to comply with timely notification or any of the above requirements can result in substantial compliance charges.**

**Pallet placard example**



<b>Customer's PO #</b> _____
<b>Carton Count</b> _____
<b>Pallet # _____ of _____</b>

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## **ROUTING INSTRUCTIONS**

**Please contact the transportation department for any questions regarding shipments to Simon & Schuster (see contacts).**

### **Air Freight Shipments and International Shipments**

Only the S&S transportation department may authorize the use of air freight or send international shipments. When requesting the approval and billing information for air freight and international shipments please contact the transportation department (see contacts). Unauthorized use of Air Freight will result in a chargeback of the differential cost and compliance charge.

### **For S&S Product only**

Cartons should be floor loaded in the container when shipped from overseas. Carton should not be loaded onto pallets.

## **C-TPAT (Customs-Trade Partnership Against Terrorism)**

Simon & Schuster is a certified C-TPAT (Customs-Trade Partnership Against Terrorism) company and expects all of the suppliers to meet the recommendations/guidelines of the program. The C-TPAT program is a voluntary Government-Industry program designed to increase security at our borders.

If you are an overseas bindery, you will be required to complete Simon & Schuster's C-TPAT Security Questionnaire. Please contact our Transportation Manager to obtain this form and to answer any questions you may have related to Simon & Schuster's participation in the program.

For additional information, please visit the below link to CBP (US Customs & Border Patrol):  
[http://www.cbp.gov/xp/cgov/import/commercial\\_enforcement/ctpat/](http://www.cbp.gov/xp/cgov/import/commercial_enforcement/ctpat/)

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## **COST TO CURE NON-COMPLIANCE**

If Simon & Schuster feel necessary due to quality problems or non-compliance with these standards, Simon & Schuster reserves the right to charge the vendor for out-of-pocket costs incurred to cure such defects. This is not a compliance penalty.

However, should a vendor exhibit a significant or ongoing disregard for these requirements then S&S reserve the right to assess compliance penalties described in the compliance penalties section.

## **PENALTIES FOR NON-COMPLIANCE**

Summarized below are the charge back amounts that Simon & Schuster may, at its option<sup>2</sup>, assess for various non-compliance issues. The charge backs are specific to shipments that sent directly to our distribution center. The vendor will also be responsible for vendor violations fees that Simon & Schuster may incur from our customers due to non-compliance on when shipping directly to a customer. **All chargeback's will be deducted from your next remittance advice.**

**There will be a flat fee of \$140 per ISBN/SKU that will be assessed, in addition to the below compliance charges.**

<b>PENALTY AMOUNTS</b>	<b>NON-COMPLIANCE ISSUE</b>
<b><i>Non-Compliant Cartons</i></b>	
\$500 per title	Carton dimensions (+/-) inch from Publisher supplied specifications, including changes to dimensions after first shipment without approval.
\$10 per carton	Cartons exceeded the established weight limit.
\$250 plus \$25 per carton	Actual quantity in carton differs from Publisher supplied information, including changes made after first shipment without approval.
\$10 per carton	Books are not packed flat and spine to spine.
\$10 per carton	Incorrect space filler.
\$10 per carton	Tape width is incorrect.
\$10 per carton	Carton was banded
<b><i>Improper Labeled or Marked Carton</i></b>	
\$10 per carton	Failed to follow standards for carton label or marking.
\$1000 per title	Failure to use the UCC/EAN-128 symbology for bar-codes.
\$10 per carton	Label or marking not on 2 sides.
\$10 per carton	Label or marking placement is incorrect.

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<sup>2</sup> Distribution client approval is required.

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## **COMPLIANCE PENALTIES FOR NON-COMPLIANCE**

### **PENALTY AMOUNTS**

### **NON-COMPLIANCE ISSUE**

#### ***Documentation***

\$500 per Shipment

Packing List not included in shipment or not clearly marked.

\$500 per Shipment

Required information is not on Packing List.

\$500 per Shipment

Packing List not e-mailed or faxed.

#### ***Non-Compliant Pallets***

\$25 per pallet

Incorrect pallet size

\$25 per pallet

Pallet was not stacked to maximize the number of cartons on a pallet.

\$25 per pallet

ASN label not on pallet.

\$25 per pallet

ASN label placement is incorrect.

\$25 per pallet

Banding or pallet tops on pallet.

\$25 per pallet

Actual pallet quantity differs from Publisher supplied specifications, including any changes to pallet quantities after first shipment.

\$25 per pallet &  
Labor to restack the cartons  
on a new pallet

Broken or unusable pallets used

#### ***Non-Compliant Shipments***

\$10 per discrepancy

Failure to mark "Prepaid 3<sup>rd</sup> Party" on Simon & Schuster product bill of lading.

#### ***Non-Compliant Electronic ASN Transmission or Web Site***

\$250 per shipment

Electronic ASN file or Web Site file not received before shipment.

#### ***Non-Compliant Routing / Carrier Selection***

Full freight cost plus any penalties or  
additional costs assessed by our  
customers as a result of such error

Failure to follow Routing Instructions