

## Calendar Madness 2014

Come on team, let's order some calendars!

First things first – we have to ensure that you have a few background settings correctly set up in your BookManager software.

1. Make sure that we, **TBM**, are set up correctly in your **#3 Supplier** file. Ensure that you have **7777777** in our **SAN** field; your **SAN** must be in the **Acct** field; **Order via** must be **Netftp X12**; and lastly, your **password** should be in the **Passwr** field.



2. Ensure that you are ready to receive an order from your online WebStore. Access your **Alt & Setup, V) WebStore** and make sure **Y** for Yes is set beside **"Enable communications with your WebStore at bookmanager.com?"**



3. Make **TBM** a **Private** vendor in your PubStock settings. In **#2 Inventory** hit the comma to access your PubStock and then **F** for **Format**. If **TBM** is not currently set as **Private**, you will need to change that by simply typing **P** when you are highlighted on **TBM**




### Are you sending us your BackUp?

Sorry to sound like a broken record, but having a **BackUp** subscription has so many benefits besides just ensuring that your data is securely stored with us in the event of a crash and for only \$0.18 a day! Having your data “unpacked” while you are logged in on your WebStore gives you so much more of an advantage when placing orders and proves to be an efficient way to do so. You can see your previous orders, sales, returns, and adjustment history, as well as adding your own store **Classes** and **Notes** to items as you go. If you don’t subscribe, please give us a call and we would LOVE to talk more about it!

**OK! Now we are ready to start ordering! “Finally!!” you’re thinking!** Log in to your own WebStore [bookmanager.com/YOURSAN#] and you will be redirected to your **Staff Home Page**. Using the navigation panel on the left, click **Calendars** under the **Category** menu and then **TBM BookManager** as the Supplier.

You should now see many different lists loaded below, as partly shown in this image:



# Mosaic Books

Est. 1968

Now 2 Locations  
Downtown Kelowna + Rutland  
(250) 763-4418 [Downtown]  
(778) 484-5393 [Rutland]  
1.800.663.1225 Toll Free

For: Mosaic Books  
Mosaic Books  
Subscriptions  
Logout Forum

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Home Browse Gift cards News Reports Setup Business Directory Contact us Help

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by Keyword 
Lists I created
 199 go to Cart

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**TitleBrowser**  
(at this site)

**Lists I created**

**Catalogues and lists**  
history reset

- Inbox 326
- Daily 14
- Weekly 23
- 2013 calenda 15
- Sarah 1
- spring 2012 36
- summer 2012 26
- Todo 6
- Done 134
- ★ Starred 34
- 📁 Archived 646
- 🗑️ Trash 110

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**Suppliers**

- ALL Thomas Allen 1
- DEM Dempsey 4
- HBG Hachette Boo 1
- PCL Polestar Cale 2
- RAI Raincoast Boc 1
- SCC Simon & Schu 1
- TBM TBM 14**
- WYM Wynman Public 1

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**+ Sales & Marketing**

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**Category**

- Features 4
- Top Books of 2012 4
- Catalogues 14**
- Calendars 14**

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**Season**

- Spring 2013 14

14 Catalogues and lists: Inbox | TBM - TBM | Catalogues | Calendars

		Effective	Category	
	Inbox: TBM Bookmanager <b>TBM - 2014 Workman calendars</b> TBM Group buy (order using supplier TBM) 55% off - no minimum. Order deadline March 20 2013	Spring 2013 Today 1:09pm PST exp Mar20-13	Catalogues Calendars	<a href="#">Email</a> <a href="#">Excel</a> <a href="#">PDF</a> <a href="#">Print</a> <a href="#">Share</a> Managed by: TBM Bookmanager
	Inbox: TBM Bookmanager <b>TBM - 2014 Willow Creek calendars</b> TBM Group buy (order using supplier TBM) Net prices (Canadian \$) Order deadline March 20 2013	Spring 2013 Today 1:08pm PST exp Mar20-13	Catalogues Calendars	<a href="#">Email</a> <a href="#">Excel</a> <a href="#">PDF</a> <a href="#">Print</a> <a href="#">Share</a> Managed by: TBM Bookmanager
	Inbox: TBM Bookmanager <b>TBM - 2014 Pomegranate calendars</b> TBM Group buy (order using supplier TBM) 57% off Canadian retail - no minimum. Order deadline March 20 2013	Spring 2013 Today 1:07pm PST exp Mar20-13	Catalogues Calendars	<a href="#">Email</a> <a href="#">Excel</a> <a href="#">PDF</a> <a href="#">Print</a> <a href="#">Share</a> Managed by: TBM Bookmanager
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	Inbox: TBM Bookmanager <b>TBM - 2014 Sellers calendars</b> TBM Group buy (order using supplier TBM) Net prices (Canadian \$)	Spring 2013 Today 1:06pm PST exp Mar20-13	Catalogues Calendars	<a href="#">Email</a> <a href="#">Excel</a> <a href="#">PDF</a> <a href="#">Print</a> <a href="#">Share</a> Managed by: TBM Bookmanager

Using the first calendar catalogue listed, **TBM – 2014 Workman calendars**, simply click the list name to drop down the contents. The key to calendar buying is to see how previous editions of the forthcoming title sold – so make sure you change your view to be **Previous**.



Using this mode is **absolutely crucial** to calendar buying. As you can see from the below image, the 2014 calendars are all on the left, while the 2013 editions are on the right. By changing your view to this one, you have an excellent snapshot of how a particular calendar sold in your own store last year, as well as in others across Canada and even the U.S.

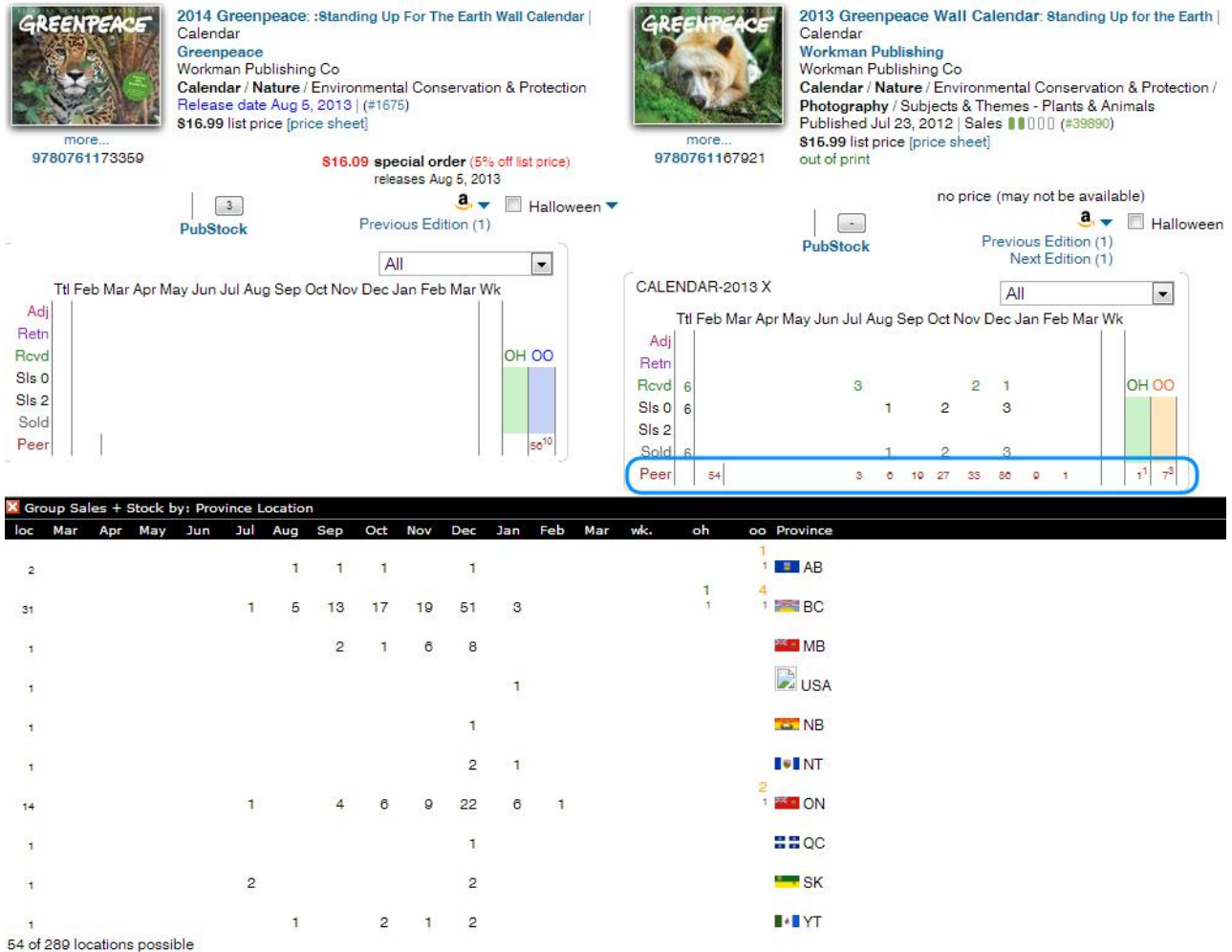
**TBM - 2014 Workman calendars (102 titles)** [Slice & Dice](#)

Page 1 of 3 >> Display:    **Previous** | Next | Analysis | ISBNs

This Edition	Previous Edition																																				
<p><b>2014 Downton Abbey Engagement Calendar</b>   Calendar                      Workman Publishing                      Workman Publishing Co                      Calendar / Performing Arts / Television                      Release date Aug 5, 2013   (#1964)                      \$16.99 list price [price sheet]</p> <p>\$16.99 special order                      releases Aug 5, 2013</p> <p>PubStock <input type="checkbox"/> Halloween</p> <p>more...                      9780761175384</p> <table border="1"> <thead> <tr> <th colspan="2">All</th> </tr> <tr> <th>Ttl</th> <th>Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Wk</th> </tr> </thead> <tbody> <tr> <td>Adj</td> <td></td> </tr> <tr> <td>Retn</td> <td></td> </tr> <tr> <td>Rcvd</td> <td></td> </tr> <tr> <td>Sls 0</td> <td></td> </tr> <tr> <td>Sls 2</td> <td></td> </tr> <tr> <td>Sold</td> <td></td> </tr> <tr> <td>Peer</td> <td>41<sup>11</sup></td> </tr> </tbody> </table>	All		Ttl	Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Wk	Adj		Retn		Rcvd		Sls 0		Sls 2		Sold		Peer	41 <sup>11</sup>	<p><b>2013 Downton Abbey Engagement Calendar</b>   Calendar                      Workman Publishing                      Workman Publishing Co                      Calendar / Performing Arts / Television                      Published Sep 11, 2012   Sales <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (#35205)                      \$16.99 list price [price sheet]                      out of print</p> <p>no price (may not be available)</p> <p>PubStock <input type="checkbox"/> Halloween</p> <p>more...                      9780761174806</p> <table border="1"> <thead> <tr> <th colspan="2">CALENDAR-2013 X Engagement Calendar</th> </tr> <tr> <th>Ttl</th> <th>Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Wk</th> </tr> </thead> <tbody> <tr> <td>Adj</td> <td></td> </tr> <tr> <td>Retn</td> <td></td> </tr> <tr> <td>Rcvd</td> <td>5</td> </tr> <tr> <td>Sls 0</td> <td>5</td> </tr> <tr> <td>Sls 2</td> <td></td> </tr> <tr> <td>Sold</td> <td>5</td> </tr> <tr> <td>Peer</td> <td>15</td> </tr> </tbody> </table>	CALENDAR-2013 X Engagement Calendar		Ttl	Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Wk	Adj		Retn		Rcvd	5	Sls 0	5	Sls 2		Sold	5	Peer	15
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<p><b>2014 Lego: The Calendar</b>   Calendar                      Workman Publishing                      Workman Publishing Co                      Calendar / Games                      Release date Jul 22, 2013   (#1054)                      \$14.99 list price [price sheet]</p> <p>\$14.94 special order                      releases Jul 22, 2013</p> <p>PubStock <input type="checkbox"/> Halloween</p> <p>more...                      9780761174493</p> <table border="1"> <thead> <tr> <th colspan="2">All</th> </tr> <tr> <th>Ttl</th> <th>Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Wk</th> </tr> </thead> <tbody> <tr> <td>Adj</td> <td></td> </tr> <tr> <td>Retn</td> <td></td> </tr> <tr> <td>Rcvd</td> <td></td> </tr> <tr> <td>Sls 0</td> <td></td> </tr> <tr> <td>Sls 2</td> <td></td> </tr> <tr> <td>Sold</td> <td></td> </tr> <tr> <td>Peer</td> <td>74<sup>13</sup></td> </tr> </tbody> </table>	All		Ttl	Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Wk	Adj		Retn		Rcvd		Sls 0		Sls 2		Sold		Peer	74 <sup>13</sup>	<p><b>2013 Lego: The Calendar</b>   Calendar                      Lego                      Workman Publishing Co                      Calendar / Games                      Published Jul 16, 2012   Sales <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (#37910)                      \$14.99 list price [price sheet]                      out of print</p> <p>no price (may not be available)</p> <p>PubStock <input type="checkbox"/> Halloween</p> <p>more...                      9780761168962</p> <table border="1"> <thead> <tr> <th colspan="2">CALENDAR-2013 X</th> </tr> <tr> <th>Ttl</th> <th>Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Wk</th> </tr> </thead> <tbody> <tr> <td>Adj</td> <td></td> </tr> <tr> <td>Retn</td> <td></td> </tr> <tr> <td>Rcvd</td> <td>6</td> </tr> <tr> <td>Sls 0</td> <td>6</td> </tr> <tr> <td>Sls 2</td> <td></td> </tr> <tr> <td>Sold</td> <td>6</td> </tr> <tr> <td>Peer</td> <td>00</td> </tr> </tbody> </table>	CALENDAR-2013 X		Ttl	Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Wk	Adj		Retn		Rcvd	6	Sls 0	6	Sls 2		Sold	6	Peer	00
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This is a perfect example of how beneficial it is to have more stores sending us their data – of course it is all anonymous – but having this information helps you and everyone else to make the best buying decisions!

Simply clicking the **Peer** line drops down a display showing all locations, broken down by province and any sales/order history related to that particular item. Having this information quickly accessible is a huge benefit, allowing you to differentiate between cross-country best-selling titles or just regional sales trends.



**NOTE:** You may notice blank areas on the right, where there is no previous edition – this could be because the one you are looking at is a NEW NEW calendar, or we have not received previous edition data from the suppliers.

## So let's get ordering and throw some stuff in your cart!

Carrying on with the Workman example...

Find a title that you want to order – simply click the grey box with a dash in it to the right of the cover image – this will automatically pop open an ordering window.

**Order: 2014 Downton Abbey Engagement Calendar**

Save Cancel

Notes:

Class: CALENDAR-2014 X

Splitter 0 2

Qty	Supp	Grp	SuppPr	%	Sell	PM	
<input type="text"/>	TBM	A	16.99	56	16.99	56	Delete
<input type="text"/>		A	0.00		16.99	100	Delete

**Pubstock**

Pubstock	Supp	O/H	O/O	SuppPr	%	SellP	PM	Cost	AsOf
ALL	Canada		NYR	16.99	50	16.99	50	8.50	yesterday
TBM	Canada		NYR	16.99	56	16.99	56	7.48	today
IBCOR	USA		NYR	14.99	RG	17.24	47	9.08	today
IBCTN	USA		NYR	14.99	RG	17.24	47	9.08	today
PWD	USA		48	14.99	RG	17.24	47	9.08	yesterday
ALL (Last used)						16.99			(TitleLink Pr.)

All you need to do is click the **TBM** supplier in the list of vendors, and it will auto-fill in all the necessary information, such as supplier price and discount. Using the above example – you are getting a sweet 56% margin to work with – high five gang!

**IMPORTANT!** It is crucial to click the price next to TitleLink Pr. to determine your retail. Without this step, your calendars will be added to your BookManager software with a price generated based on your cost and profit margin.

*Repetitive Note:* If you are subscribing to our **BackUp** service, you are obviously loving the feature of applying your **OWN Classes**, as well as specific **Notes** to items as you order, right? Yippee! For those of you who are scratching your head wondering why you don't see a **Class** or **Notes** fields in your cart – again, please call us – let's talk!

So fast forward a pot of coffee later, and let's say you are done all the **TBM** calendar catalogues and ready to submit this business – click the **go to Cart** button in the top right of your browser, underneath the login box.



You will now be taken to your online **Order Processing** area – much like the **#8** area of your BookManager software. To view the order you just completed, click the quantity under the **ISBNs** column and the titles will drop down. **Brief** mode is a good display for quickly reviewing your order – make sure you didn't make a typo such as ordering 100 of an item, when you only meant 10. You are still able to correct that here, before you submit this order to your system.

## Order Processing

TBM  Mosaic Books

Advanced:  
 Group by:  Supplier  Group  User  
 Sort:  Supplier  Group

Reset Refresh

Supplier	Grp	Subo. Name	ISBNs	Cart	SuppPr	%	SellPr	PM	Status	Age	By	Action
TBM	<input type="radio"/>	TBM Bookmanager	5	14	475.14	32	1507.86	B2	pending	today	Mosaic Books	submit

Display: Covers | Detailed | Inventory | **Brief** | Sales | Previous | Next | Analysis | ISBNs

none

Supp.	Grp	oh	oo	WebPr	Cart	SuppPr	%	SellPr	PM	ed	Title	ISBN	Ord. By	Age	
TBM	<input type="radio"/>			16.00	1	5.06	NT	16.00	70	CA	2013 12 Little Piggies : Wall Calen	9781607554912	Mosaic B	today	Delete
TBM	<input type="radio"/>			13.00	1	4.16		13.00	B2	CA	2013 African Wildlife Wall Calenda	9781840815000	Mosaic B	today	Delete
TBM	<input type="radio"/>			13.00	6	4.16		13.00	B2	CA	2013 Apes Wall Calendar	9781840815017	Mosaic B	today	Delete
TBM	<input type="radio"/>			13.00	100	4.16		13.00	B2	CA	2013 Arabian Horses Wall Calend	9781840815024	Mosaic B	today	Delete
TBM	<input type="radio"/>			13.00	6	4.16		13.00	B2	CA	2013 Beetle Wall Calendar	9781840815420	Mosaic B	today	Delete

If you come across a title that you no longer want to order – simply hit **Delete** to the right of the item and you will be asked to **Refresh** your processing area. Once you are good to go, simply hit the **Submit** button to the right of the order:

TBM  TBM Bookmanager | 5 | 114 | 475.14 | 1507.86 | B2 | pending | today | Mosaic Books | **submit**

Two dialog windows will pop up, the first confirming that you want to send and the second letting you know **"Order Sent."** This has uploaded the items into your BookManager software as a pending order to us.

Now go into your BookManager software, **#8 Order Processing** and **Update** to refresh the screen with this calendar order. You can also hit **S** for **Search** and type in **TBM** for the **Supplier**. You will see your order there, ready to go! Assuming you already reviewed it on your WebStore Order Processing area, and everything looks dandy here, go ahead let your order rip! Hit **P** to **Process** and select **"Prepare & send order."**

All of your defaults are fine, but you may want to push ahead the **Cancel** date a loooong ways away, just so that these items don't come up on any **Cancelled Orders Reports** your store may run.

MOSAIC Mosaic Books

Online:1 Tue Feb 21 2012 5:16p #11

8) Order Processing

Purchase Orders

Supl	Order	Status	Date/age	SndVia	S/O	#Bks	SellTtl	TBM Bookmanager (CA)
TBM	<input type="radio"/>	Pend	0 days	Netftp	113	1580.87	Kelowna B.C. V1Y 6N8	

Process options

Prepare order for Netf

**Prepare & send order**

Setup options

View any recent orde (unusual) List/repro (debugging) View EDI

Prepare Order Options (X12 Format)

Shipto: 1677004 Mosaic Books  
 Billto: 1677004 Mosaic Books  
 ShipVia:  
 PO#:  
 B/Os:  
 Cancel 11/01/12 254 days from now  
 Stock status only? N  
 Print confirmation? Y  
 Print filing copy? N

Cascade options

1) Only include items on this order (no cascade)  
 2) Include items from all OK pending orders  
 3) Include S/O from all pending orders  
 4) Include S/O from all OK pending orders

X12 or BISAC options

Promotion code:

<PgDn> to proceed

Warning! If supplier does not support Stock Status, the order will be live.

If you're good to go – just hit **Page Down** and that sucker is gonzo!

Of course, as always, if you have any issues or questions along the way, please don't hesitate to call us here and we can give you a hand!

Happy ordering everyone!