

Book Depot now accepts BookManager electronic orders!

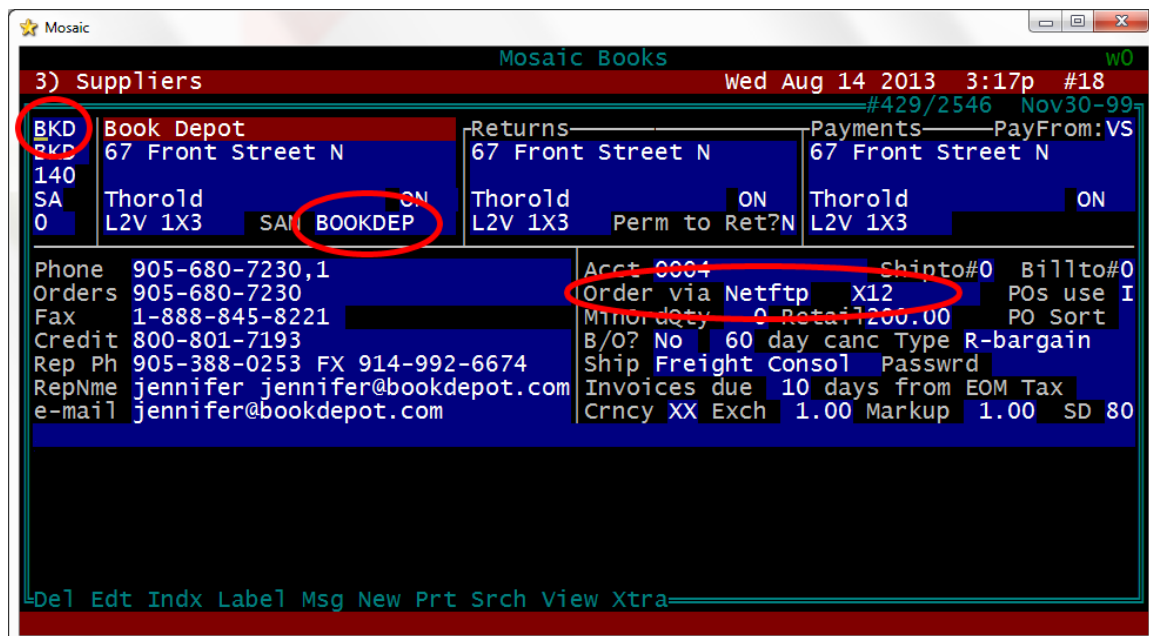
Submitting an order from BookManager now commits stock immediately. You will receive a confirmation in minutes and electronic invoices when shipments are released. Yahoo!
 (Please refer to the instructions further below to get your account setup)

Book Depot (BKD) is Canada's largest bargain book and remainder book wholesaler. Located in Thorold Ontario, Book Depot has been in business over 25 years and operates out of a 400,000 square foot warehouse. They have an extensive inventory of over 30,000+ titles with 200 to 500 new titles coming in every day. The majority of Book Depot's inventory consists of in-print titles mixed with some children re-prints.

Book Depot has just completed extensive work with BookManager to allow orders to be sent via Netftp directly into their system so that stock can be immediately reserved and confirmed. Some stores are using Book Depot's own site www.bookdepot.com (or www.bookdepot.ca) because stock is committed as soon as the order is submitted, whereas a BookManager emailed order would not be processed for several hours. Popular titles could become sold out by then. This problem is no longer be an issue with the new Netftp ordering.

Setting up for Book Depot Netftp

In BookManager, go to the Supplier file and locate (or create) Book Depot. If you use the code BKD, the PubStock information and ordering will be correctly aligned and more efficient. Edit the record and ensure their SAN is **BOOKDEP**, the Order Via is "Netftp" and file format is "X12". You are ready to send orders!



***** Note *****

Book Depot will receive your first order but they might not have your SAN aligned with your account. This can cause a delay in getting the first confirmation. To avoid this, you may want to contact your rep and confirm they have your SAN already linked.

Don't have a Book Depot rep?

Contact **Jennifer Harwood** at 905-388-0253 or jennifer@bookdepot.com

Jennifer is very helpful and familiar with BookManager and Mosaic Books. She will help you get the most from their services such as optimizing shipping consolidation.

Book Depot order minimums:

You do not have to wait until an order is big enough for shipping. You can place several small orders over several days and then contact Book Depot to have the order(s) consolidated and shipped. This method will improve your chance of getting stock before it becomes sold out but still have shipments made large enough to be cost effective.

However, each order requires a **minimum net value of \$100 and 2 copies per title**. For more expensive books (e.g. \$15 net or higher) they should accept a single copy order so long as the overall order is \$100 or more.

You should contact your Book Depot rep to ensure that have your account setup with your shipping preference. For example, at Mosaic we send orders every day or two and have them build a skid to make shipping costs as low as possible. For smaller orders they use UPS. You should get an estimate of costs based on various weights to determine how frequent you can have orders shipped. At least one shipment per month should be your goal.

Use your BookManager.com WebStore to order from BKD!

Benefits from ordering through your WebStore:

- Timely daily lists of stock that just arrived at Book Depot.
- Use TitleBrowser to place Book Depot orders whenever you see BKD as a PubStock vendor. There are over 30,000 titles available, sorted by category and demand.
- Know what you already have in stock or on order (in "new" and "remainder" condition) and also sales from previous shipments.
- Set your retail prices on the fly and then submit the title information and orders right into BookManager.
- Order confirmations will update the statuses and prices so you know what is coming and what was unavailable.
- Simplified and faster receiving by using electronic invoices.

Due to their massive inventory, the most valuable ordering routine is to use the daily feed of their new arrivals that is updated at 6:10 PM Pacific Standard Time. This list is essentially the same (and updated at the same time) as the New Arrivals at the [bookdepot.com site](http://bookdepot.com). To build a more extensive or category-specific order, use TitleBrowser and select BKD as the preferred supplier. In BookManager you can create reports that will show you book sales from titles that are currently available from BKD. We use this to restock from previous shipments.

Make BKD visible to you

Access the PubStock settings from BookManager by pressing comma from Inventory, then Format. Find BKD and press Private to ensure they are visible to you (and not your customers). When you Esc from this screen, your WebStore will be updated with this preference.

Creating separate Inventory cards for bargain books

While this is not mandatory, we prefer to substitute the last digit of the ISBN with an R so that we can manage the orders and sales of these books independent from the new stock. For Book Depot we edited the #3 Supplier file record and changed the "Type" field to R. The {Alt} Setup --> Y) Conditions is where you must also define R for "bargain books". (The chosen letter does not matter - we just went with **R** for **Remainder**.) This setup also ensures that any store orders submitted from your WebStore will create separate inventory cards rather than use existing "new book" ISBNs. In Receiving, it will also ensure that any new ISBNs added from there will be converted to an R version. Finally, books with an R (or other letter) will have a different style of thermal label printed that puts more emphasis on the price.

Accessing their daily new arrivals from your WebStore

Under Browse --> Catalogues click on Daily (located on the left) and choose BKD from the Supplier list.

The screenshot shows the BookManager interface. At the top, there are two buttons: 'Browse' and 'Catalogues'. Below 'Catalogues' is a list of options with counts and a 'history reset' link. The 'Daily' option is circled in red. Below this is a search bar and a list of suppliers. The 'BKD Book Depot' supplier is circled in red. Below the suppliers are sections for 'Category' and 'Season'. At the bottom, there are two buttons: 'Features' and 'My Lists'.

Option	Count
Inbox	220
Bestsellers	23
Daily	21
Weekly	1
2013 calenda	13
2014 Calenda	22
spring 2012	22
summer 2012	6
★ Starred	35
📁 Archived	1487
🗑️ Trash	137

Supplier	Count
BKD Book Depot	7
DAE Daedalus Bee	7
WPG World Publica	7

Category	Count
Catalogues	7
Remainders	7

Season	Count
Aug13-13	7

There should now be seven separate lists, one for each of the past seven days. Each day at 6:10pm BookManager receives a new PubStock file from Book Depot. This file is compared to the previous day's file to identify the ISBNs that are "new" (i.e. received into their warehouse that day). We then put those ISBNs into the Daily group of catalogues. If you have not checked their new arrivals for a few days, choose the list with the appropriate number of days. For example, if you chose "New in the past 3 days", any titles they received back into stock in all of the past three days will be included (with the titles that have since sold out removed).

*** Tip ***

If the list is large, once you have clicked on a Daily list to see the titles, the "Slice and Dice" button at the top will reopen the list into a new tab and give you access to all of the powerful Browse options so that you can sort titles into categories and perhaps hide what you already have in stock.

If you are interested in browsing their entire inventory of about 30,000 titles, Choose Browse, then select BKD from the list of suppliers. From this screen you can use all of Title Browser's powerful filters to organize and narrow down their massive selection. For example, perhaps you are only interested in cookbooks. Titles are always shown in order of demand based on the weekly sales we receive from you and other indies as new books.

***** Note *****

Sales of any books sold at 50% or less of the publisher's price are not included in the sale ranking because they tend to skew the ranking (and choice) of books that stores stock in new condition.

Ordering a title

Your order Cart button will show BKD within the list of other suppliers the title is available from. If BKD is not listed then either you have not set them up in BookManager as "Private" or they no longer have stock of this title. There is no point trying to order from BKD if they are not listed in the Cart window.

Order: Younger Next Year

Inventory

Inventory note:

Class: PROMO-

Save Cancel

Order notes and customer reservation

Cust name:

Cust PO#:

Order note:

Qty	Supp	Grp	SuppPr	%	Sell PM	Cust	
1	BKD	0	3.00	NT	7.99	80	Delete
		0	0.00		14.99	100	Delete

Pubstock

Supp	O/H	O/O	SuppPr	%	SellP	PM	Cost	AsOf
BKD	2055		15.95	RG	15.99	40	9.57	today
BKD		200	3.00	NT	14.99	0	3.00	yesterday
RAIX	5	20	15.95	RG	15.99	40	9.57	today
BAKIL	133		12.95	RG	14.99	45	8.24	yesterday
BAKNV	72		12.95	RG	14.99	45	8.24	yesterday
IBCOR	162		12.95	RG	14.99	45	8.24	today
IBCTN	138		12.95	RG	14.99	45	8.24	today
PWD	28	44	12.95	RG	14.99	45	8.24	yesterday

15.95 (CA TitleLink Pr.)
12.95 (US TitleLink Pr.)

Clicking the BKD (multiple times to order multiple copies) will create an order. Their net price should be automatically filled in. At this point, you should also establish your selling price and enter that into the Sell field. The PM after this will tell you the Profit Margin by comparing the Net price to your Sell price.

When you are finished ordering titles, go to your cart, and Submit the BKD order to your BookManager software. Next, you need to use BookManager's #8 Order Processing and Update the list, then Process (Prepare and send) the order. At this point, the order will be in the Book Depot system within about 60 seconds. The BKD order should now show "Sent". It will appear in red meaning that a confirmation is expected soon. A confirmation should arrive within ten minutes, and the status "Sent" will change to "Cnfrm". Press [enter] to view the order and deal with what was not confirmed.

!!! Important !!!

Reviewing the confirmed order is valuable because there may be titles that they did not have sufficient stock (e.g. sold out since the PubStock file was last sent to us). Most items should show as "OCnf" but **ANY that still have a status of "ONet" should/must be deleted by you.** Normally, a supplier would code these as "Canc O/S", however, Book Depot is currently unable to do this due to technical limitations. If you do not delete or manually cancel them, they will appear as on order, and eventually clog up your lost and cancelled orders reports.

Ordering from your BookManager software (as opposed to your WebStore)

If BKD is set to Private in your PubStock settings, they will appear as a supplier whenever you are viewing a title they stock. You simply Order from BKD just as you would for any other supplier. We do not recommend using BKD for single copy special orders and your staff should be made aware of this. (They have a two copy - per title minimum.)

You can also create a Custom Inventory Report:

Scope: Sales from xx/xx/xx through xx/xx/xx

Filters:

- Include PubStock supplier = BKD
- Exclude O/H > 1

Update the report to see recent sales that you are now low on stock of but still available from BKD.

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Mosaic Books
0) Reports
Report Layout
037 Sales Report - Bargain (Downtown) Updated Aug14-13 49 Itms
Scope - Sales from 08/10/13 through 08/14/13 Types: S
Index by - Title
ISBN | Sls | aOH | aOO | Price | Title | Author | Supl | Class | D | P
9780060581817 | 1 | | | 10.00 | 80's Prom Night Fea | | HABI | TICKETS | | 
Filters:
Include PubStock supplier = BKD (blank for any PubStock)
Exclude O/H > 0
Columns Edt Del Filters Index Kopy New Print Scope Update <PgDn>view
```

Some notes / tips / tricks about the ol' Remainder Game

Pricing

Book Depot prices are net and you are free to sell them at whatever price you choose. Normally, remainder books are priced to consumers at least 50% off the original published price. Depending on the book, we double the Book Depot net price and then add a dollar or two. If that makes the retail price too high, we will pass on ordering it. Your goal is to least 50% margin (100% markup) AFTER considering the freight costs that are not in the net prices.

Let's say you have a 50 book shipment worth \$400 net (do not include GST), and the shipping will be \$80 or 20% more than the cost. A \$3 book will therefore actually cost you \$3.60. Double that to \$7.20 and round up to \$7.99 to get a profitable selling price. Too high? Pass on it unless you are certain that \$6.99 will easily move it. The strategy is to have orders coming frequently and also blow out the older stock (at your cost or below) after 9-12 months so that you always have interesting and new stock to offer.

Receiving

The EDI invoices that we receive automatically from Book Depot are useful to pre-apply the correct net price and identify what was actually shipped. Usually, the confirmation file that comes earlier is accurate except when the stock on their shelf is missing or damaged when they picked your order. The electronic invoice will help you identify those by exception. **Anything on a PO that was not changed to "Ship" (i.e. it's still ONet or OCnf) is likely not coming at all. These should be deleted or cancelled.** Note that the status "Ship" is applied the moment an electronic invoice arrives, which is usually several days before the shipment arrives.

***** Note *****

Book Depot generates one invoice per order. If you intend to receive properly against each invoice, you will need to separate the boxes so that only the ones specific to an invoice are unpacked.

In Book Depot's case, you may choose (as we do) to NOT process each EDI invoice. We find that there are too many cases where the selling prices need to change now that we can see the actual book. Instead, we open a box related to the invoice, remove a title and scan it. Usually, the qty ordered is what was pulled from the box. The status should say "Ship" and the net price will be what is on the paper invoice (i.e. no need to spend time verifying this). We then press Rcv, and adjust the selling price if needed. With Auto-labeling enabled, {PgDn} will receive and print price labels. After about a dozen books, we pull the labels off the printer and affix them to the stack of books. When all books are priced, it is very rare that the on-screen total does not match the paper invoice. (There is no need to manually tick off titles, qtys and prices.) We are open to learning how you do receiving efficiently and perhaps make changes to the program if needed.

Merchandising

My sister at Black Bond Books and I have different strategies. She prefers to integrate her stock with new books while we have a dedicated section of the store for Bargain Books. Recently though, we have been integrating sections such as pets, garden and crafts because they are difficult areas to keep full with new-only books. Bargain books have prices on the front while new books are priced on the back. Both of us also have some tables in high traffic areas where we feature different selections of bargain books.

Similar to our philosophy with new books, we ensure that stock 9-12 months old is removed, discounted heavily and put into a clearance area. We do not want any section to become cluttered with unpopular books, especially if they are already bargain-priced and still not moving.

At Mosaic, we prefer to inventory each remainder book separate from new stock of the same title. This requires a setup for BKD so that all ISBNs are automatically brought into the system with the last digit of the ISBN replaced with an "R". You may want to give us a call to learn all of the pros and cons but we can't imagine doing it any other way. We also assign a separate Class and Section code for remainders. The point-of-sale (and General Ledger) can then give us an accurate profit picture to ensure we are properly ordering, pricing and clearing stock.

... and what about those little black dots on the bottom of the pages?

Most publishers require this be done to prevent remainder books from being returned to them as new books (or sold in-store at full price). Some stores are reluctant to carry these books, however, at Mosaic Books (a fairly snooty store, I might add) we only get the occasional complaint. When we offer to order

the customer an unmarked copy at more than double the price (the regular price), they happily take the marked one! In the US, the vast majority of independent stores have sold both new and remainder books for years. Happy customers... happy margins...what could be better?

Ready... Set... Go!

If you are new to remainders and want to start with a limited selection, then it's probably best to try a decent selection and integrate them with your regular stock. If you order a lot of good fiction, then displaying them on a separate table at the front of the store should be a real success. Whatever you do, remember to clean out the duds!

Feel free to talk to us about your ideas. Best practices are learned by sharing ideas.

Michael and the gang at BookManager