



Workman Publishing Integration Update

As **Hachette Book Group's (HBG)** acquisition of **Workman Publishing (WKMN)** continues, we want to provide you with the following information we hope will be helpful as we approach several key milestones in the integration process.

As a reminder, WKMN includes Workman, Algonquin Books of Chapel Hill, Algonquin Young Readers, Artisan, Storey Publishing, and Timber Press. This also includes distribution clients The Experiment, Erewhon Books, and Familius.

WKMN books and products will remain at, and ship separately from, LSC-Wisconsin until the second quarter of 2023. This will impact some of our normal operations as outlined on the following pages.

KEY DATES

Friday, June 17th

- **EDI Orders** beginning at 4:00 pm ET:
 - Must begin sending all EDI orders for WKMN product to HBG EDI. Important Note: While WKMN EDI orders need to be directed to HBG EDI, they must be submitted as separate purchase orders from all other HBG orders until Q2 of 2023.
 - EDI orders sent to the former WKMN EDI channel after 4pm will not be fulfilled.
 - All EDI Orders received at HBG EDI for WKMN product between 4pm on the 17th and end of day Wednesday, June 22nd, will be held until Thursday, June 23rd.
 - EDI partners, please review the following pages for more important details.
- First ONIX release of WKMN metadata with HBG as the Vendor of Record (VOR). (*revised 6.1.22*)

Monday, June 20th

- HBG becomes the Vendor of Record (VOR) for WKMN products.
- Open lines on EDI orders transmitted to WKMN prior to 4pm on the 17th will be canceled. Your Sales Representative will provide details of these cancellations. We encourage customers to resubmit these order lines to HBG EDI. For any canceled order lines, partners will need to submit new, WKMN-only EDI POs to HBG EDI.

Wednesday, June 22nd

- Manually submitted (email, phone, fax, etc.) WKMN orders still open will be transferred to HBG.

Thursday, June 23rd

- First day WKMN orders will release with HBG as VOR.
- **Manually Submitted General Orders:** All manually submitted WKMN general orders (email, phone, fax, etc.) MUST be submitted separately from other HBG orders until Q2 of 2023.
- **Custom Orders:** All WKMN custom orders MUST be submitted as a separate purchase order from other HBG orders through your Sales Representative or EDI.
- **EDI Orders:** EDI orders received and held since 4pm on Friday, June 17th at HBG EDI will be released.
- Customers already sending WKMN Point of Sale data via EDI/FTP should begin sending directly to HBG.
- WKMN orders will continue to ship separately from LSC-Wisconsin until Q2 of 2023.
- WKMN **returns** must continue to be returned to LSC-Wisconsin until Q2 of 2023.

Q2 of 2023

- All WKMN product relocated to HBG facilities at a 2023 date to be determined, at which time:
 - All product will ship combined
 - WKMN and HBG orders will combine to meet free freight minimums
 - All orders may be submitted combined
 - WKMN returns may begin to be sent to HBG facilities
 - HBG will send out an update in advance of Q2 2023 with specific date information and other details.

Please review our integration timeline on the last page of this document for more details.

If you have any questions throughout this process, please contact your Sales Representative or HBG's Customer Service for help.

Customer Service:

Phone: 1-800-759-0190 (Monday through Friday 8:30am – 5:00pm Eastern)

Fax: 1-800-286-9471

Email Orders, Claims & General Inquiries:

Orders:

US: orders@hbgusa.com

Canada: Please continue to reach out to your Thomas Allen contacts

International: international.orders@hbgusa.com

Author Events: authorevents@hbgusa.com

General Information and Claims:

For all general inquiries and requests including order tracking, title availability, claims, and policy information.

US: customerservice@hbgusa.com

Canada: Please continue to reach out to your Thomas Allen contacts

International: csinternational@hbgusa.com

For invoice copies only: invoices@hbgusa.com

Mail Orders:

Hachette Book Group

Attn: Order Department

185 N. Mt. Zion Rd.

Lebanon, IN 46052

Retailers, please also check out HBG's Retailer Portal at retailerportal.hbgusa.com where you can:

- Check order status
- Track your shipments
- Download multiple invoice copies
- File claims (damages, shortages, wrong book shipped)
- Get price & availability
- See publication status and estimated reprint dates
- And more!

Distribution and Shipping:

Until Q2 of 2023: WKMN product will remain at LSC-Wisconsin's facility and will continue to ship separately from there.

As of Q2 of 2023 (exact date to be communicated later): All WKMN product will have been transferred to HBG facilities and will begin shipping combined with other HBG product.

Placing Orders:

EDI Orders:

After 4:00pm ET, Friday, June 17th, EDI orders for WKMN must be sent to HBG EDI. EDI orders sent to the former WKMN EDI channel after this time will not be fulfilled. EDI partners, please note:

- While WKMN orders will be submitted directly to HBG EDI, they must be submitted as separate purchase orders from all other HBG orders until Q2 of 2023.
- If you have an established Vendor ID for WKMN product, begin submitting EDI orders to HBG, but please continue to submit using that same WKMN Vendor ID until Q2 of 2023. Do not change the Vendor ID to HBG, if possible.
- For Pubnet orders, use SAN 2002205.
- Open lines on EDI orders transmitted to WKMN prior to 4pm on the 17th will be canceled. Your Sales Representative will provide details of these cancellations. We encourage customers to resubmit these order lines to HBG EDI. For any canceled order lines, partners will need to submit new, WKMN-only EDI POs to HBG EDI.
- All EDI Orders received at HBG EDI for WKMN product between 4pm on the 17th and end of day Wednesday, June 22nd, will be held until Thursday, June 23rd.
- All outbound EDI documents – POAs, ASNs, Invoices -- will be sent by HBG starting June 23rd, 2022.
- In Q2 of 2023 (exact date to be communicated later), WKMN EDI orders may begin to be submitted combined with other HBG orders. EDI partners with an established Vendor ID for WKMN product can safely change it to their HBG Vendor ID at that time.
- If you have any EDI related questions, please contact HBG EDI at hbg-editechsupport@hbgusa.com.

Non-EDI Orders:

As of June 23rd, 2022, manual orders for WKMN product can be placed directly with HBG.

From that time until Q2 of 2023, please follow the below guidance:

General Orders: All manually submitted WKMN orders (email, phone, fax, etc.) must be submitted separately from other HBG orders.

Custom Orders: WKMN custom orders must be placed separately from all other HBG orders through your Sales Representative unless they are sent via EDI (follow EDI guidelines above).

Point of Sale (POS) Data:

If you currently send WKMN Point of Sale (POS) data via EDI or FTP and already have a relationship with HBG, please begin sending that data through your current HBG EDI channel or FTP site as of June 23rd.

Unfortunately, HBG cannot accept POS data sent via email at this time. If you have any questions, please email tanner.opalinski@hbgusa.com.

Account Information:

Where possible, customer accounts with WKMN will be merged with their associated HBG accounts. To obtain or confirm your account number with HBG, please contact: accountsmanagement@hbgusa.com.

Shipping Minimums for Free Freight:

From June 23rd, 2022 until Q2 of 2023:

- Orders for WKMN titles from free freight eligible WKMN customers will continue to ship free freight regardless of quantity.
- Orders for HBG and other non-WKMN publishers will continue to combine for free freight, where eligible.
- WKMN orders will not combine with HBG product to meet HBG freight minimums.

Billing/Payments:

Payments should be sent to the respective companies "as invoiced".

- If invoiced by WKMN, payments and related claims deductions should continue to be sent to the WKMN remittance address that you are using currently.
- As of June 23rd, 2022, you will begin to receive invoices from HBG for WKMN product. Payment for these WKMN related HBG invoices, along with any HBG related claims deductions, should be sent to the address below:

**Hachette Book Group
P.O. Box 8828, JFK Station
Boston, MA 02114-8828 USA**

Backorders During the Integration:

As of Monday, June 20th, 2022, open lines on EDI orders transmitted to WKMN prior to 4pm on the 17th will be canceled. Your Sales Representative will provide details of these cancellations. We encourage customers to resubmit these order lines to HBG EDI. For any canceled order lines, partners will need to submit new, WKMN-only EDI POs to HBG EDI.

Manually submitted (email, phone, fax, etc.) orders still open with WKMN as of June 22, 2022, will be transferred to HBG.

Returns:

Until the second quarter of 2023, all returnable WKMN product must continue to be returned to:

Workman Publishing Co., Inc.
c/o LSC Communications
677 Brighton Beach Road
Menasha, WI 54952

We will follow up in early 2023 with the specific date in Q2 when WKMN returns can be submitted directly to HBG.

We hope you find this information helpful. Again, if at any time you have questions or concerns, please reach out to your sales representative or HBG Customer Service.

Thank you.

Please see the following page for a table of key dates and times.

Hachette Book Group (HBG) Workman Publishing (WKMN) Integration Timeline



Friday, June 17, 2022	Monday June 20 th 2022	Wednesday June 22 nd , 2022	Thursday June 23 rd , 2022	Q2 of 2023 (date to be determined)
<p>First ONIX metadata file of WKMN product with HBG as the VOR distributed. (revised 6.1.22)</p> <p>For EDI orders:</p> <p>Beginning at 4:00pm ET EDI partners MUST begin sending all EDI orders for WKMN product to HBG EDI. These WKMN orders MUST be submitted as separate purchase orders from all other HBG orders until Q2 of 2023.</p> <p>EDI partners, please note: If you have an established Vendor ID for WKMN product, begin submitting EDI orders to HBG, <u>but please continue to submit using that same WKMN Vendor ID until Q2 of 2023. Do not change the Vendor ID to your HBG ID, if possible.</u></p> <p>EDI orders sent to the former WKMN EDI channel after 4pm will not be fulfilled. All EDI Orders received at HBG EDI for WKMN product between 4pm on the 17th and end of day Wednesday, June 22nd, will be held until Thursday, June 23rd.</p>	<p>HBG becomes the Vendor of Record (VOR) for WKMN products.</p> <p>Open lines on EDI orders transmitted to WKMN prior to 4pm on the 17th will be canceled. Your Sales Rep. will provide details of these cancellations. We encourage customers to resubmit these order lines to HBG EDI. For any canceled order lines, partners will need to submit new, WKMN-only EDI POs to HBG EDI.</p>	<p>Manually submitted (email, phone, fax, etc.) orders still open will be transferred to HBG.</p>	<p>First day WKMN orders will release with HBG as VOR.</p> <p>Manually Submitted General Orders: All manually submitted WKMN general orders (email, phone, fax, etc.) MUST be submitted separately from other HBG orders until Q2 of 2023.</p> <p>Custom Orders: All WKMN custom orders MUST be submitted as a separate purchase order from other HBG orders through your Sales Representative or EDI.</p> <p>EDI Orders: EDI orders received and held since 4pm on Friday, June 17th at HBG EDI are released. WKMN orders will continue to ship separately from LSC-Wisconsin until Q2 of 2023.</p> <p>All outbound EDI documents will begin being sent by HBG.</p> <p>Customers already sending WKMN Point of Sale (POS) data via EDI/FTP should begin sending it directly to HBG.</p> <div style="border: 1px solid orange; padding: 5px;"> <p>WKMN product remains at LSC-Wisconsin facility. WKMN orders will continue to ship separately from the LSC-Wisconsin facility until Q2 of 2023. Regarding Free Freight Minimums from June 23rd, 2022 until Q2 of 2023:</p> <ul style="list-style-type: none"> • Orders for WKMN titles from free freight eligible WKMN customers will continue to ship free freight regardless of quantity. • Orders for HBG and other <u>non-WKMN</u> publishers will continue to combine for free freight, where eligible. • WKMN orders will not combine with HBG product to meet HBG freight minimums. <p>WKMN returns must continue to be sent to LSC-Wisconsin until Q2 of 2023.</p> </div>	<p>General Orders: All manually submitted WKMN orders (email, phone, fax, etc.) may now be submitted combined with other HBG orders.</p> <p>Custom Orders: WKMN custom orders may now be submitted combined with other HBG custom orders through your Sales Representative or EDI.</p> <p>EDI Orders: WKMN EDI orders may now be submitted combined with other HBG orders.</p> <p>EDI partners with an established Vendor ID for WKMN product can safely change it to their HBG Vendor ID.</p> <div style="border: 1px solid orange; padding: 5px;"> <p>All WKMN product transferred to HBG distribution facilities in Lebanon, IN.</p> <p>WKMN product will begin shipping combined with all other HBG orders from Lebanon.</p> <p>WKMN and HBG orders will combine to meet Free Freight ship minimums.</p> <p>WKMN returns may be sent directly to HBG.</p> </div>

Questions? Please contact your Sales Representative or HBG Customer Service at customerservice@hbgusa.com or 1-800-759-0190