



# **Vendor Guide Hachette Book Group Packing, Labeling, Shipping Requirements**

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The purpose of this guide is to provide instructions for packing, labeling and shipping products that you manufacture for Hachette Book Group and its distribution clients to our Lebanon, IN warehouse. All shipments must comply with these instructions. Non-compliance may result in charge backs.

These specifications are effective immediately.

Please always note any exceptions to these instructions on the purchase order.

For assistance in interpreting these instructions, please direct queries to Raymond Kennedy via email to [Raymond.Kennedy@hbgusa.com](mailto:Raymond.Kennedy@hbgusa.com) or call him at 212-364-1384.

## WAREHOUSE ADDRESS

Hachette Book Group  
123 North Enterprise  
Lebanon, IN, 46052

## ROUTING AND DELIVERY APPOINTMENTS

### DOMESTIC SHIPMENTS

#### TRANSPORTATION

Please call ECHO toll-free at 1-877-439-3343 when product is ready for pick-up. Contacts are Heather and Colleen. Please call 24 hours in advance of pick-up.

#### DELIVERY APPOINTMENTS

Product will not be received without a delivery appointment. Please contact HBG Receiving Department to arrange a delivery appointment. Appointments can be made Monday – Friday on non-holidays.

Tel: 765.483.8625  
Delivery Scheduling Hours: 7am – 3:30pm CT  
Receiving Hours: 7am – 3:30pm CT

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

- Shipper Company Name
- 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

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.

## IMPORT SHIPMENTS

### FOB SHIPMENTS

Please notify Tandem Global Logistics one week prior to ship date.

CH Powell  
830 Dillon Rd  
Wood Dale, IL, 60191  
Attn.: Tom Were  
Tel: 630-860-8507  
Email: tbwerre@chpowell.com

The documents listed below with required information must be sent to Tandem:

- Bill of Lading / Proforma Invoice
- Title
- Quantity
- ISBN
- Carton Weight
- Carton Dimensions
- Number of Books per Carton
- Total Weight of Shipment
- Packing List

### CIF SHIPMENTS

It is the responsibility of the shipper to provide HBG with all documents necessary to transfer the shipment from the shipping company and for its clearance through US Customs.

The following documents with the required information must be sent to:

CH Powell  
830 Dillon Rd  
Wood Dale, IL, 60191  
Attn.: Tom Were  
Email: tbwerre@chpowell.com

- Shipping Advise with ETA
- Insurance Certificate
- Packing List

- Bill of Lading
- Certificate of Origin
- Commercial Invoice

### IMPORTER SECURITY FILING

The shipper needs to supply HBG & its agent the necessary data elements to enable HBG and its agent to complete ISF filing with US customer 48 hours prior to loading on the vessel. See Appendix A at the end of this document for the Import Security Filing Data form and instructions.

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

HBG 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 HBG C-TPAT Security Questionnaire. Please contact our Transportation Manager to obtain this form and to answer any questions you may have related to HBG'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/)

All FOB arrangements (port of Chicago, IL) are to be made by Tandem Logistics.

\*see Tandem list below

All cartons should be loaded on pallets in the container when shipped from overseas.

### AIRFREIGHTING INSTRUCTIONS

Air Freight shipping must first be approved in writing by HBG. Once approved, the printer must provide the following information to Raymond Kennedy for proper routing instructions:

- ISBN
- Title
- PO Number
- Print Quantity
- Bound Book Date
- Carton Pack
- Carton Weight

## HACHETTE BOOK GROUP OVERSEAS FORWARDING AGENTS

### **BELGIUM**

Tandem Global Logistics Netherlands BV  
Vlaardingweg 63 - 3044 CJ Rotterdam  
P.O.Box 11140 - 3004 EC Rotterdam  
The Netherlands  
Tel: +31 (0)10 240 48 89  
Fax: +31 (0)10 240 48 99  
Contact: Dan Bakala  
Email: [dbakala@tandemgloballogistics.nl](mailto:dbakala@tandemgloballogistics.nl)

### **FRANCE**

Centrimex  
33, bd de l'Europe  
ZI Les Estroublans  
13127 Vitrolles  
Tel: 33 (4) 4.42.15.98.74  
Fax: 33 (4) 6.50.31.38.72  
Contact: Ms. Aude Petit  
Email: [a.petit@centrimex.com](mailto:a.petit@centrimex.com)

### **GERMANY**

Rieck Sea Air Cargo Gmbh  
Kolumbusstrasse 14  
D-22113 Hamburg  
Germany  
Tel: 49-40-7812422  
Fax: 49-40-7812433  
Contact: Frank Rottmann  
Email: [Frothmann@Hh.Rieck-Logistik.de](mailto:Frothmann@Hh.Rieck-Logistik.de)

### **HONG KONG**

Tandem Global Logistics (HK) Ltd  
Unit 1501-03, Peninsula Tower  
538, Castle Peak Road  
Cheung Sha Wan,  
Kowloon, Hong Kong

**ITALY**

Iscotrans  
Via Alla Porta Degli Archi, 3  
16121 Genova  
Italy  
Tel: 39-010-5729911  
Fax: 39-010-541453  
Contact: Ms. Laure Mazzoli  
Email: [L.Mazzoli@Ge.Iscotrans.it](mailto:L.Mazzoli@Ge.Iscotrans.it)

**JAPAN**

Tandem Global Logistics Group  
Azuma Shipping Co Ltd Int'l Transp  
Shuwa-Sakurabashi Building  
4-5-4 Hatchobori, Chuo-Ku Tokyo 104  
Tel: 81-03-3206-5681  
Fax: 81-03-3206-1277  
Contact: Mr. T. Sakurai  
Email: [Toshi@Azumaship.Co.jp](mailto:Toshi@Azumaship.Co.jp) and [Rbreukel@Tandemgloballogistics.com](mailto:Rbreukel@Tandemgloballogistics.com)

**KOREA**

Woojin Global Logistics Co., LTD  
RM801, Gangseo Hanwha Bizmetro 1st Building  
551-17 Yangcheonro, Gangseo-gu, Seoul, Korea  
Tel: (82-2)-3706-3434  
Fax : (82-2)-6280-5706  
Contact: Joanne Cheon  
Email: [joanne@woojingl.com](mailto:joanne@woojingl.com)

**MAYLASIA**

KGW Logistics (M) SDN BHF – Petaling Jaya (HQ)  
D11-10-1, Block D11  
Dana 1 Commercial Center  
Jalan PJU 1A/46  
Ara Damansara  
Petaling Jaya, Selangor  
Malaysia  
47301  
Tel: +603 7842 8899  
Fax: +603 7842 9899

Contacts:  
Dato' Roger Wong, General Manager  
Tel: +6012 781 7199  
Email: [roger@kgwlogistics.com](mailto:roger@kgwlogistics.com)

Hui Yen  
Tel: +6012 222 76  
Email: [huiyen@kgwlogistics.com](mailto:huiyen@kgwlogistics.com)

### **NETHERLANDS**

Tandem Global Logistics  
Lorentzweg 6  
3208 Li Spijkenisse  
Netherlands  
Tel: 31-(0) 181-601161  
Fax: 31-(0) 181-601179  
Contact: Joep Stijns/ Ron Breukel  
[Jstijns@Tandemgloballogistics.com](mailto:Jstijns@Tandemgloballogistics.com)

### **SINGAPORE**

UEI Logistics (S) PTE LTD - Singapore  
7030 Ang Mo Kio Avenue 5  
Singapore  
569880  
Tel +65 6886 1515  
Fax +65 6570 0605

Contact:  
Ng Soh Cheng, Sales Manager, [sohcheng.ng@uei.com.sg](mailto:sohcheng.ng@uei.com.sg)  
Terrence Tan, [terrence.tan@uei.com.sg](mailto:terrence.tan@uei.com.sg)

### **SPAIN**

Grupo Tracosa  
Ocean Deparment  
Avda. Paralelo, 15 2º  
08004 Barcleona  
Tel: (34) 934 439 830 – Ext. 27  
Mobile: (34) 610 137 498  
Contact: Adrián Karmi  
Email: [karmi@tracosa.com](mailto:karmi@tracosa.com)

### **TAIWAN**

Realco Logistics Ltd  
4<sup>th</sup> floor, no. 10, Lane 345  
Yangkuang Street  
Neihu District  
114713, Taipei, R.O.C.  
Tel: 886-2-87973330 – ext. 260

Fax: 886-2-26596634  
Contact: Alison Shih  
Email: [alisonshih.tpe@realcolog.com](mailto:alisonshih.tpe@realcolog.com)

### **THAILAND**

Tandem Global Logistics  
A division of Siam Azuma Multi Trans Co., Ltd  
Tel: (66) 2 238-5303-6 Ext. 401  
Fax: (66) 2 237-6279, 2 238-5308  
Contact: RaitreeW  
Email: [ratree@azuma.co.th](mailto:ratree@azuma.co.th)

### **UNITED KINGDOM**

Ocean Global Line  
91 Gainsborough Road  
Felixstowe, Suffolk, IP11 7HR  
Tel: +44 1394-279549  
Fax: +44 1394-285281  
Contact: Mr. Keith Smith  
Email: [Keith@She-Fxt.com](mailto:Keith@She-Fxt.com)

### **U.S.A**

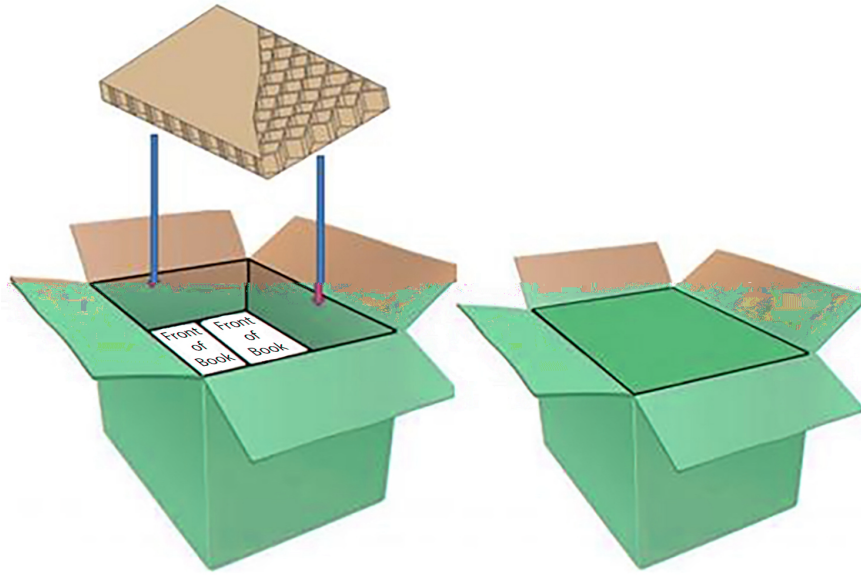
C.H.Powell dba Tandem Global Logistics  
1263 N. Wood Dale Road  
Wood Dale, IL, 60191  
Tel: 630-860-1703  
Fax: 630-860-1723  
Contact: Kris Osewski  
Email: [Klosewski@Tandemgloballogistics.com](mailto:Klosewski@Tandemgloballogistics.com)

## **CARTONS**

### **CARTON PACKING & CLOSURE**

- Books must be packed lying flat, with each book in a stack in the opposite orientation.
- Books must never be packed vertically standing.
- Special dispensation can be made for cartons containing novelty and book+ titles, however, approval from HBG will be required prior to shipping. Please contact the buyer well in-advance of packing.





- Stacked books should not be wrapped in brown paper or shrink-wrapped inside the carton.
- The carton should be designed to fit the books without any spaces after filler is applied.
- Cartons must be packed tightly and filled to minimize horizontal movement during shipping and handling. There should be no more than a maximum of 1/8" (3.175mm) on all sides of the carton, between the book stack and the carton side.
- All open space must be adequately filled, preferably with flat corrugated filler sheets or honeycomb cardboard to avoid damage to the books.
- No more than 1" (25.4mm) of filler may be used at the top of cartons.
- The use of packing peanuts, air bags, and shredded paper is prohibited.
- Cartons should be taped closed by machine, using a minimum 2" or wider tape. The gauge of the tape should be no less than 2mm thick. The tape should be clear or beige adhesive and not the reinforced paper.
- Cartons must not be individually banded.

### PARTIAL CARTONS

Hachette Book Group does not accept delivery of partial cartons. Cartons containing less than full carton quantities will be destroyed. Payment will not be made to vendor for partial cartons received. The only exception may be to "digital short run" or POD books. Vendors manufacturing should look for special dispensation on the purchase order or contact the buyer for special dispensation if it has not been provided.

## CARTON SPECIFICATIONS

- Carton size, quantity, and weight for any title should remain consistent from first printing through all reprints of the title, provided that no material changes have been made to the book.
- Any changes to carton size, weight, or quantity due to material change to the book should be conveyed to the buyer as soon as the change is evident. (i.e. We should NOT be discovering the change upon receipt at the warehouse.)
- Gross carton weight may not exceed 42 lbs.

## DOMESTIC SHIPMENTS

DIMENSION	MINIMUM	MAXIMUM
Height (inches)	3"	18"
Length (inches)	9"	21"
Width (inches)	7"	21"

### **Maximum Weight = 42 lbs.**

The carton should have a minimum 200 pound bursting strength 'C' flute and/or, have an ECT (edge crush test) equivalent of 32 lbs. If the ECT 32 box is used, it must have the same side impact protection as the 200 pound bursting strength 'C' flute carton.

## IMPORT SHIPMENTS

DIMENSION	MINIMUM		MAXIMUM	
	<i>Inches</i>	<i>Millimeters</i>	<i>Inches</i>	<i>Millimeters</i>
Height (inches)	3"	76.2mm	18"	457.2mm
Length (inches)	9"	228.6mm	21"	533.4mm
Width (inches)	7"	177.8mm	21"	533.4mm

### Maximum Weight = 42 lbs.

The carton should have a minimum 275 pound bursting strength 'C' flute and/or, have an ECT (edge crush test) equivalent of 32 lbs. If the ECT 32 box is used, it must have the same side impact protection as the 275 pound bursting strength 'C' flute carton.

## OVERSIZED and/or UNUSUALLY HEAVY BOOKS

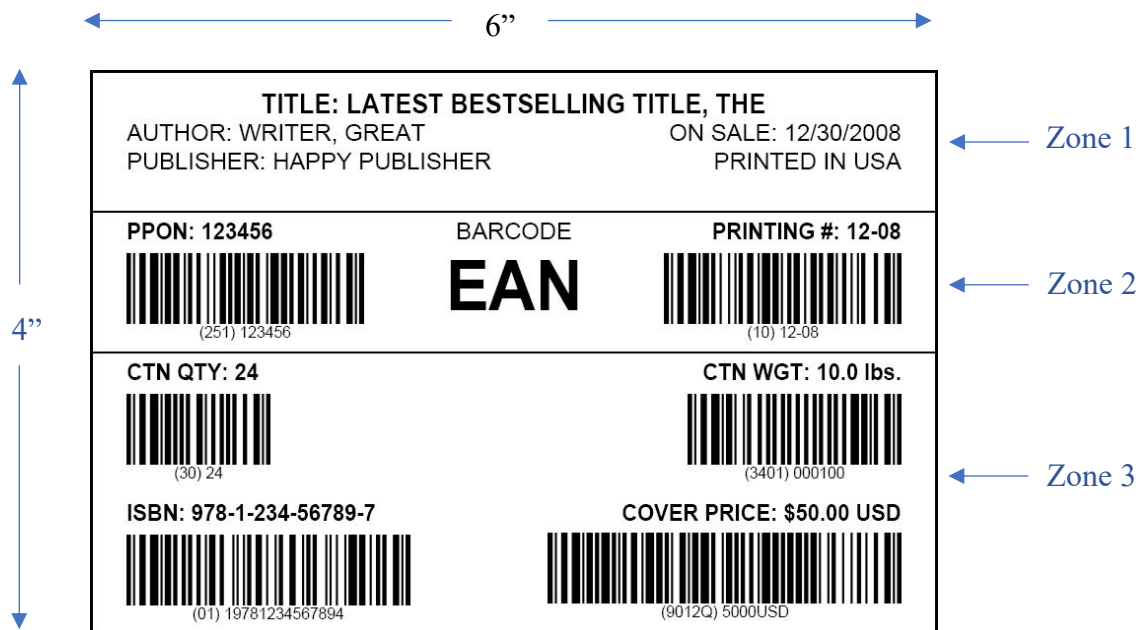
On occasion, an oversized or unusually heavy weight book will require the use of a heavier weight carton to provide additional support during transit. Arrangements and cost implications should be discussed with the buyer during development of these titles.

## CARTON LABELS

Each carton must be labeled in accordance with the Book Industry Study Group Guidelines for Shipping Container Labeling. This document can be accessed at [https://cdn.ymaws.com/bisg.org/resource/resmgr/Files/Publications/Labels and Barcodes/shipping\\_label\\_guidelines.pdf](https://cdn.ymaws.com/bisg.org/resource/resmgr/Files/Publications/Labels_and_Barcodes/shipping_label_guidelines.pdf)

Title  
ISBN  
Carton quantity  
US & Canadian retail price  
Printing Number  
On-Sale Date

Author  
Publisher  
Carton weight  
Purchase Order Number  
Country of Origin



Further details can be found on P.40 of the PDF in the BISG link provided above or in Appendix B at the end of this document.

## PRODUCT LABEL REQUIREMENTS

The product label is required on all cartons. The marking may not 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 1.25 inches 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 inches (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", 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 -**

[https://cdn.ymaws.com/bisg.org/resource/resmgr/Files/Publications/Labels\\_and\\_Barcodes/shipping\\_label\\_guidelines.pdf](https://cdn.ymaws.com/bisg.org/resource/resmgr/Files/Publications/Labels_and_Barcodes/shipping_label_guidelines.pdf)

## 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. All dates should be in MM/CC/YY format.

**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)**

### **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 IBSN in GTIN-14 format please refer to the The Book Industry Study Group(BISG) website page 54 Appendix E: Calculations.

[https://cdn.ymaws.com/bisg.org/resource/resmgr/Files/Publications/Labels\\_and\\_Barcodes/shipping\\_label\\_guidelines.pdf](https://cdn.ymaws.com/bisg.org/resource/resmgr/Files/Publications/Labels_and_Barcodes/shipping_label_guidelines.pdf)

Or you can go to this website and enter the correct numbers and have it calculated for you. <https://www.barcode.graphics/check-digit-calculator/>

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.

Further explanation and instructions can be found on P.54 of the PDF in the BISG link provided above or in Appendix C at the end of this document.

### **Carton Label Approvals**

If necessary, Carton Labels can be sent to Virginia Marsh ([Virginia.Marsh@hbgusa.com](mailto:Virginia.Marsh@hbgusa.com)) or Compliance@hbgusa.com for approval.

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

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

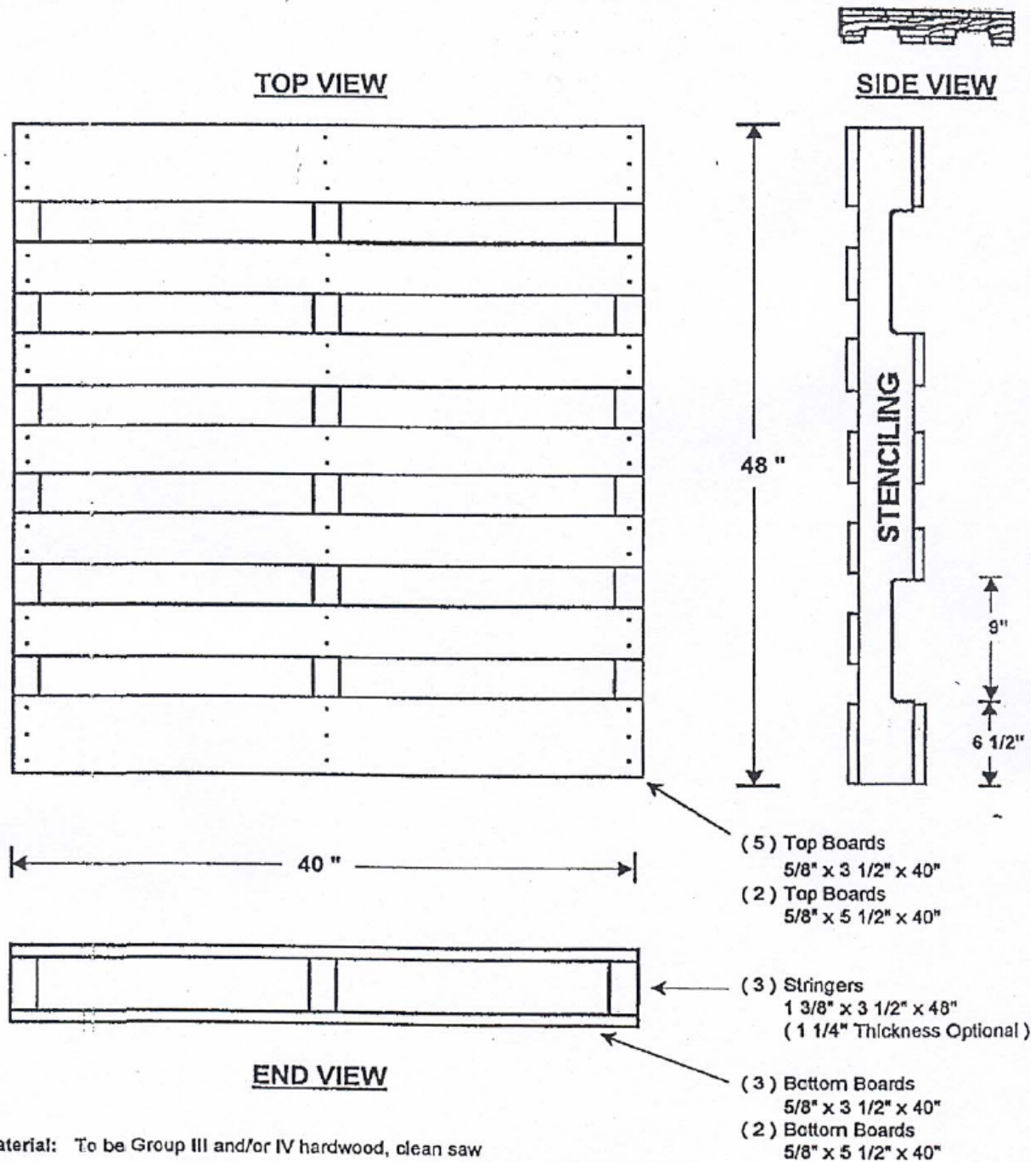
**\*\*\*Hachette Book Group does not approve label content, only format.  
Vendors are responsible for ensuring label content is correct based on the  
provided purchase order.\*\*\***

### **PALLETS**

- Use only 48" x 40" four-way entry Standard GMA pallets (see diagram.)
- Corner Boards, wooden tops, pallet straps and empty spacer boxes are NOT to be utilized.
- Cartons must not overhang pallet.
- Each pallet must be as close to a maximum height of 52" from floor as possible.
- The gross pallet weight must not exceed 2200 lbs.
- Cartons must be secured tightly in clear shrink wrap and be connected to the pallet itself with minimum 80-gauge film to avoid shifting of cartons during transit.
- Cartons should be stacked on a pallet in an alternating pattern or should be interlocking (brick stacked) with a consistent number of cartons per pallet, in a way that maximizes the number of cartons per pallet.
- Cartons should never be straight stacked.

- Once the number of cartons and books per pallets is established for a title on a 48 x 40 pallet, that profile should remain for that first printing and all subsequent printings.
- Titles and printings must never be mixed on one pallet.

# Standard GMA Pallet Specifications



**Material:** To be Group III and/or IV hardwood, clean saw

**Grade:** To be good sound material free of knots with the average diameter greater than one-third the width of the pieces or other defects of a more serious nature

**Nailing:** Use three (3) 11 1/2" ga. drive screw nails 2" long for wide board joints and two (2) for narrow board joints

**Notching:** All three stringers to be notched in two places 1 1/2" deep x 9" long with a 3/4" radius



## Advanced Shipping Notifications (ASN)

### EDI requirements

EDI Capable Vendors must provide ASN Documents via Standard inbound 856 and 945 transaction set.

### To obtain EDI Capability

If you are an EDI capable partner and would like to set up a protocol with us, please contact the HBG Compliance / EDI Group at [hbg-editechsupport@hbgusa.com](mailto:hbg-editechsupport@hbgusa.com) to establish specific EDI documents and the EDI communications link, from testing to production.

## 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
- Total carton count
- Number of books per carton
- Total quantity shipped
- PO 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 HBG through the buyer.**

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

## 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 **HBG** (not clients) products must be clearly marked as follows:

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

Hachette Book Group  
1290 Avenue of the Americas  
New York, NY, 10104  
Attn.: Raymond Kennedy

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

## Shipper & Consignee Information – for HBG prepaid shipments

### Shipper

Your company name  
Address  
City, State Zip

### Consignee Information

Hachette Book Group  
121 North Enterprise  
Lebanon, IN, 46052

### Shipment Information

- Actual carton count and number of pallets
- HBG 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.

If you have questions on routing the shipments, please contact Raymond Kennedy.

## DIRECT CUSTOMER DELIVERIES

Direct deliveries are shipments that deliver directly to our customers (all shipments consigned to destinations other than the HBG's Lebanon Warehouse).

NO shipments may be made to a customer without an approval from HBG.

Upon completion of the order, the following bill of lading information must be faxed or emailed to [DemandManagement@hbgusa.com](mailto:DemandManagement@hbgusa.com) and the buyer. This communication must occur on the same day as the shipment.

For **PREPAID** shipments - Mark the BOL with the notation "Bill All Freight Charges"

to: Hachette Book Group  
1290 Avenue of the Americas  
New York, NY, 10104  
Attn.: Raymond Kennedy

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

All drop shipments should be packed on 48" x 40" refurbished GMA pallets, unless specifically noted otherwise for special customer requests.

Bindery must adhere to the customer's Vendor Guidelines, if applicable.

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

## PENALTIES FOR NON-COMPLIANCE

Summarized below are the charge-back amounts that HBG may, at its option, assess to suppliers 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 violation fees that HBG may incur from our customers due to non-compliance on when shipping directly to a customer.

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

## PENALTIES FOR NON-COMPLIANCE

NOTE: For Client Publishers where contractual terms with HBG indicate different chargeback fees, the contract takes precedent.

<b><i>Non-Compliant Cartons</i></b>	
Carton dimensions (+/-) inch from Publisher supplied specifications including changes to dimensions after first shipment without approval	\$500 per Carton
Cartons exceeded the established weight limit.	\$10 per carton
Actual quantity in carton differs from Publisher supplied information, including changes made after first shipment without approval.	\$250 plus \$25 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	\$10 per carton

<b><i>Improper Labeled or Marked Carton</i></b>	
Failed to follow standards for carton label or marking.	\$10 per carton
Failure to use the UCC/EAN-128 symbology for bar-codes.	\$1000 per title
Label or marking not on 2 sides.	\$10 per carton
Label or marking placement is incorrect.	\$10 per carton

<b><i>Documentation</i></b>	
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.	\$500 per Shipment

<b><i>Non-Compliant Pallets</i></b>	
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
Broken or unusable pallets used	\$25 per pallet + labor to restack cartons on new pallet

<b>Non-Compliant Shipments</b>	
Failure to mark “Prepaid 3rd Party” on HBG product bill of lading.	<b>\$10</b> per discrepancy
<b>Non-Compliant Electronic ASN Transmission or Web Site</b>	
Electronic ASN file or Web Site file not received before shipment.	<b>\$250</b> per shipment
<b>Non-Compliant Routing / Carrier Selection</b>	
Full freight cost plus any penalties or additional costs assessed by our customers as a result of such error. Failure to follow Routing Instructions.	

## HBG CONTACTS

### TRANSPORTATION – Carrier Issues, Routing, Bindery Shipment Transportation & Deliveries

#### **Raymond Kennedy**

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### ASN Transmission Inquiries

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### Non-EDI ASN Testing & Approval

HBG Compliance / EDI Group at [hbg-editechsupport@hbgusa.com](mailto:hbg-editechsupport@hbgusa.com)

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Executive Director, Operations	Matt Busenbarrick	765-483-8616
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## APPENDIX A

### IMPORTER SECURITY FILING DATA

Importers to the United States are required to submit an importer security filing below to Customs and Border Protection no later than 24 hours before cargo is laden aboard a vessel destined to the United States. C.H. Powell requires the data 72 hours before cargo is laden.

#### Instructions:

- 1 Seller – last known entity to whom the goods are sold; if no sale than name and address of the owner
- 2 Buyer – last known entity to whom the goods are sold; otherwise the owner
- 3 Importer of record – The importer of record IRS or EIN number.
- 4 Consignee IRS number – EIN or IRS number of the ultimate consignee
- 5 AMS Bill of lading number at the lowest level (house bill of lading) SCAC required also
- 6 Manufacturer/supplier – the name and address of the last entity that manufactures, assembles, produces or grows the commodity. If not known use the supplier of the finished goods in the country from which the goods are leaving.
- 7 Ship to – The first deliver to party that receives the goods after release from Customs.  
Country or origin – The country of manufacture, production or growth, based upon the laws, rules and regulations of the U.S.A.
- 8 HTS number – The HTS number to the sixth digit. May be reported to the US 10 digit
- 9 number.
- 10 Container stuffing – the physical location where the goods are stuffed.
- 11 Consolidator – the party who stuffed the container or arranged for its stuffing
- 12 Estimated sailing - Vessel Departure date



## IMPORTER SECURITY FILING DATA

### Mandatory

1 **Seller name and address**

--

2 Buyer name and address

--

3 Importer of record

--

5 **AMS HOUSE Bill of Lading number and SCAC Code**

--

### Mandatory - Can be amended prior to vessel arrival

6 **Manufacturer/supplier name and address**

--

7 **Ship to name and address**

--

8 **Country of origin**

--

9 **Commodity HTSUS number**

--

**Mandatory - 24 hours to vessel arrival**

10	Container stuffing location	
11	Consolidator (stuffer) name and address	

**Tracking information**

Container number(s) and pieces

1	Carrier	
2	Vessel Name and Voyage Number	
3	Loading date	
4	Sailing date	
5	Arrival date / port of discharge	
6	Booking number	
7	PO/commercial invoice number	

Supplier provides info in RED  
Forwarder provides info in BLUE

## APPENDIX B







### Guidelines for Shipping Container Labeling

Last Updated:  
July 2008

## APPENDIX C

Figure C – 1

Sample 6.0" x 4.0" Product Label

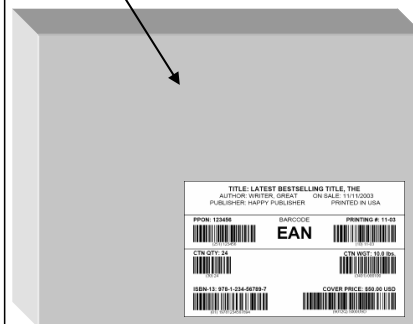
<b>TITLE: LATEST BESTSELLING TITLE, THE</b> <b>AUTHOR: WRITER, GREAT</b> <b>PUBLISHER: HAPPY PUBLISHER</b>			<b>ON SALE: 12/30/2008</b> <b>PRINTED IN USA</b>
<b>PPON: 123456</b>  (251) 123456	<b>BARCODE</b> <b>EAN</b>	<b>PRINTING #: 12-08</b>  (10) 12-08	
<b>CTN QTY: 24</b>  (30) 24		<b>CTN WGT: 10.0 lbs.</b>  (3401) 000100	
<b>ISBN: 978-1-234-56789-7</b>  (01) 19781234567894		<b>COVER PRICE: \$50.00 USD</b>  (9012Q) 5000USD	

**NOTE:** Although the human readable ISBN above the bar code in Zone 3 is shown in 13-digit format, the ISBN is actually encoded as a GTIN-14 (14-digit Global Trade Item Number). The encoding is described on page 13. The human readable data below the bar code displays the complete encoded number.

This approach is in keeping with book industry precedence and GS1 standards for packaging and carton contents designation.

**NOTE:** The words "BARCODE EAN" indicate that the books inside the carton are marked with a Bookland EAN bar code on Cover 4.

Alternatively, this could read either "BARCODE UPC" or "BARCODE E/U". See page 8 for further information.



## APPENDIX C

### APPENDIX E: CALCULATIONS

#### Calculation E – 1

##### Encoding ISBN in GTIN-14 format for Zone 3 of the Product Label

This section illustrates the computation to encode the ISBN as a GTIN-14 (14-digit Global Trade Item Number) for the product bar code in Zone 3 of the book product label.

This approach is in keeping with book industry precedence and GS1 standards for packaging and carton contents designation.

Given the ISBN: 978-1-234-56789-7

Prefix the ISBN with '1' (carton indicator, standard case pack by unofficial convention)  
(Other values for the indicator may be assigned in the future)

Drop the original check digit of '7' (the last digit)

Resulting Number: 1 978 123456789

Calculate a new check digit; multiply alternate digits by 3 and 1 beginning at the right, with multipliers alternating to the left.

1	9	7	8	1	2	3	4	5	6	7	8	9
x3	x1	x3	x1	x3	x1	x3	x1	x3	x1	x3	x1	x3
3	9	21	8	3	2	9	4	15	6	21	8	27

Sum the products:  $3 + 9 + 21 + 8 + 3 + 2 + 9 + 4 + 15 + 6 + 21 + 8 + 27 = 136$

Divide the sum by 10:  $136/10 = 13$ , remainder 6

Subtract the remainder from 10:  $10 - 6 = 4$

The new check digit is 4 (If remainder = 0, check digit = 0)

**GTIN-14 = 19781234567894**

Using the Application Indicator of '01', data configured above with new check digit of 4:

**ISBN encoded as a GTIN-14 for the Product Label: 0119781234567894**

(Note that the Application Indicator of '01' is not a part of the GTIN-14 and is not used in the calculation.)

## Updates

12/09/19	Freight Forward contact detail updated for Singapore.
06/27/23	Freight Forward contact detail updated for Singapore and Malaysia. Replaced Jo Coe with Ann Nucci.
07/24/23	Added Freight forwarder contact detail for Thailand and Korea.
12/09/24	Added more clarity to the orientation of books in a carton.