DAILY SHIPPING CONFIRMATION

At the end of every day a shipping confirmation file is created and emailed to publishers. This is a standardized file unless alterations are needed per the publishers request. The file contains the date, the publishers ID, invoice number, tracking number, carrier description, weight, ship charge, and total charge. Tracking numbers are available for all UPS, FedEx, and most domestic shipments by the USPS. Some carriers now provide delivery confirmation numbers as well.

1

Example – (shipping file emailed to publisher as an attachment):

- 03/14/2013,PUBL,003222,,USPS Int Sur PP,10.00,24.3600,24.3600

- 03/14/2013,PUBL,002855,1Z0434690318892702,UPS Ground,2.00,4.2200,4.2200

- 03/14/2013,PUBL,003205,1Z0434690318892711,UPS Ground,2.00,3.1800,3.1800

- 03/14/2013,PUBL,000006,1Z0434690318893158,UPS Ground,11.00,4.1200,4.1200

- 03/14/2013,PUBL,000006,1Z0434690318893176,UPS Ground,30.00,6.3400,6.3400

- 03/14/2013,PUBL,003172,1Z0434690318893363,UPS Ground,37.00,21.6600,21.6600

ADVANCED SHIPPING NOTIFICATIONS

1 As an ongoing effort to better communicate with major vendors PSSC has invested in Advance Shipping Notification (ASN) Electronic Data Interchange (EDI) communications capability. The ASN process gives every carton shipped a unique Serial Shipping Container Code (SSCC) barcode. When this barcode is scanned by the recipients receiving department it links to ASN data sent that details the PO# of the shipment and the exact contents of the carton they have just scanned. This allows distributors and retailers to bring inventory into their system without having to re-key the data and it is cross referenced to their own PO. This process reduces errors introduced during the receiving process.

In order to take advantage of this process, publishers will need to supply the Standard Address Number (SAN) in their order data files for any given shipping location. This data must be received in a specific field location in the order data files sent to PSSC. The SAN number can reside in the 17th position in the Header file line, right after the PO#, see Import File layout.

Supplying PSSC with SAN numbers will allow the use PSSC's ASN capability. Without a SAN imbedded in the data file PSSC will not be able to utilize the ASN process.

Publishers also must supply PSSC with their own SAN. If they do not already have one, a SAN number can be purchased from Bowker: http://www.bowker.com/products/SAN.html