



# INCOMING INVENTORY SPECIFICATIONS

Adequate preparation and identification of products being shipped into inventory at PSSC is an important matter for production departments and suppliers. Pass these specifications along to your production department and also to your suppliers. Address all new inventory to Attn: Receiving Dept.

**1** All inventory must have a product identifier, ISBN or SKU, in both print and scannable barcode on each item. Barcode format Code 128 format is required. Additional charges will be added for barcoding any products missing scannable barcodes. For ISBN barcode guidelines refer to the Book Industry Study Group (BISG) recommendations.

<https://www.bisg.org/barcoding-guidelines-for-the-us-book-industry>

**2** All cartons must be clearly marked on at least 2 contiguous sides in letters at least 1/2 inch high (the bigger the better) with the following essential information:

- Name of publisher
- Title
- ISBN in both print and barcode – **remove all hyphens from the ISBN barcode (hyphens can remain in the human readable ISBN)**
- Product code of publication if different from the ISBN
- Quantity in carton in both print and barcode
- Edition and/or printing
- Gross weight of carton and contents

We suggest publishers with any appreciable sales to major vendors such as Ingram Books, Amazon, Barnes & Noble Dist. Center, and Baker & Taylor should reference and adhere to each of their respective carton labeling specifications. In addition, The Book Industry Study Group (BISG) has published carton labeling specifications.

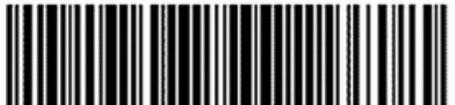
The barcodes all incorporate field identifiers that help the vendors in their automation processes. Noncompliance with carton labeling specifications may result in vendor charge backs. Note, the top ISBN barcode in the label example below is the PSSC required ISBN barcode format; hyphens, 01, and check digit, must be excluded in the barcode.

Publishers should specify on their manufacturing orders exactly the description that must be imprinted on the carton labels. To verify carton label compliance, a PDF proof of the carton label can be emailed to your Customer Service Representative to ensure the barcodes scan correctly.



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EXAMPLE:

<b>TITLE: (CODE): LORUM IPSUM DOLOR SIT</b>	
AUTHOR: CICERO	PRINTED IN USA
PUBLISHER: EXAMPLE CO	
ISBN-13: 978-1-123456-35-6	
	
9 781123 456356	
<b>CTN QTY: 20</b>	<b>CTN WGT: 24 lbs.</b>
	
(30) 20	(3401) 000240
<b>ISBN-10: 1-123456-35-6</b>	<b>COVER PRICE: \$27.99 USD</b>
<b>ISBN-13: 978-1-123456-35-6</b>	
	(9012Q) 2799USD
(01) 19781123456353	

**3** All products must be cartoned. Cartons should be 275 test single wall or stronger. PSSC will Ship via USPS, UPS, FedEx etc. using manufacturing cartons on full carton-sized orders of a title. Boxes of 200 test (32 or 44 ECT) are not strong enough.

**4** Reprinted titles must be cartoned with the same carton quantity as previous prints from your printer. Varying carton quantities on the same title can cause errors in shipping and counts. When submitting a reprint order to your printer specify the required books per carton packing to match previous print runs.



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**5** All boxes should be packed solidly either full of books or filled with firm packing material so that the boxes on the bottom of a pallet do not sag or collapse under the weight of those above. Books should never be packed on end in cartons. Particular care needs to be taken with publications with protrusions such as tabs or wire/GBC binding. We find frequent instances of damage when such publications are boxed standing on end. Each individual product can be shrink wrapped. Never shrink wrap more than one product together or shrink wrap will need to be removed.

**6** The weight of cartons should in general not exceed 35 pounds. Use best judgment to pack cartons with even numbered counts and avoid excess dunnage.

**7** Some distributors have instituted a chargeback program for shipments that arrive with noncompliant packing materials. Since PSSC re-ships full cartons received from the manufacturer as they come in, publishers with any appreciable sales to Amazon should review the Amazon specifications for acceptable packing material and pass that on to their manufacturers.

**8** Cartons should be securely fastened to pallets (not skids) that are 48" long by 40" wide and no more than 55" high overall. Additionally, a high-quality hardwood 4-way entry pallet is required with full sides and not EURO type corner blocks. All titles with multiple pallets should stack layers as close to the 55" limit as possible, thus keeping the number of total pallets as few as possible.

**9** Extra hourly charges will be added to shipments that come in bedloaded or that must be stripped and re-stacked due to excess height or poor stacking from the manufacturer.

**10** Extra charges will also be added when products come in lacking key information on the carton, such as no book code/ISBN code or barcode. The cartons will all have to be remarked and handled to include this information.

**11** Please be sure that all shipments that are sent to PSSC are prepaid. PSSC cannot accept collect freight unless specific previous arrangements have been made.