

Pubstock File Specifications

To participate in Bookmanager's Pubstock service, you need to create either an Excel spreadsheet or text file that adheres to these specifications:

Either file needs to have a header line with at least 6 fields, in no particular order, named as follows:

ISBN
ONHAND
ONORDER
PRICE
DISCOUNT
RETURNABLE

EXCEL SPREADSHEET

ISBN	ONHAND	ONORDER	PRICE	DISCOUNT	RETURNABLE

ISBN

This field is mandatory. ISBNs can be entered with or without dashes, and have either 10 or 13 digits. If your non-book product does not have an ISBN, the UPC should be entered into this field. If your item has neither a UPC or product number, you can enter your sku or other item number.

NOTE: if an item has more than 1 identifier, you can only use 2. We accept a secondary number entered into a field called UPC (even if it is not a UPC). We take a real ISBN as first priority, a real UPC as second priority, and a proprietary sku as third priority. Real ISBNs and UPCs are unique identifiers across products, where skus or catalogue numbers are not and could possibly get confused with other products that might have the same proprietary sku.

IMPORTANT!

Because ISBNs are mostly numeric, Excel stores the column as a number field and this means it will drop the leading zeros that are an important part of the ISBN. To prevent this, you can click the column (i.e. highlight it), then right-click and choose "format" to force the column to be treated as "text". If you are importing a text file, the import wizard gives you the option of doing this before the titles are imported.

ONHAND

Specify the quantity in stock or a Y to show that you have stock available to ship. Leave blank if you do not currently have stock.

ONORDER

Specify a quantity you have on order from the publisher or your supplier, or use a code as follows:

Y = Stock is on order (quantity not specified)

+ or **NYR** or **NYP** = NYR/NYP (not yet released)

Z or **ITO** = ITO (Import to order. You will have to get stock from somewhere out of country that will cause a longer time to fulfill the order)

R = Reprinting

Q = 'Qwk' (not in stock, but can be obtained and shipped in less than 2 weeks. Used for items that you do not stock, but fulfilled quickly on an order by order basis)

P or **POD** = POD (Print on demand)

PRICE

This is the price you charge the bookseller before the discount is applied. This is normally the retail price. It can be entered with or without the decimal, but must contain 2 decimal places. For example, a price entered as 25 will show as \$0.25, whereas a price entered as 2500 or 25.00 will show as \$25.00. It is also helpful to format the column as text like the ISBN column.

DISCOUNT

This contains the usual discount applied to the price (trade discount). Use a whole number (EG: 40), not the multiplier (EG: not .40). Do not include the % symbol. Pubstock should reflect the usual trade 'base' discount that you offer your regular indie trade accounts.

If you do not wish to disclose the usual discount you can use one of the codes below. Please keep in mind that booksellers with an account that has special terms will assume they have discounts that are different according to the rules regarding their account, so we encourage you to use an actual number. For example, any bookseller getting a better discount based on a sliding scale will be glad to see they are invoiced at a better rate than what they see in Pubstock.

RG = Regular discount

SH = Short discount (less than regular)

HI = High discount (higher than regular)

NT = Net price (no discount)

RETURNABLE

This field should contain the basic info of whether or not an item is returnable on regular trade terms. It should contain Y if the item is returnable at original purchase cost for a regular trade indie store. It should contain an N if it is not. For example, a seasonal item like a calendar may not be returnable, but regular books are. You can also use C (conditional) when the item is returnable, but not with regular trade conditions applied, or with terms that are different from your normal terms. For example, there is a surcharge on an item that is returned, or a particular item is only returnable within 3 months of purchase, where normal terms are 3 - 12 months.

Below are some columns that are optional:

STATUS

Provide a status code if you use them. For example:

OP = out of print

NYP = not yet published

OSI = out of stock indefinitely

LIST_PRICE_CAD

Should contain the current "list price" (or suggested retail) for the item in Canadian dollars. This may be different from the place you actually charge the bookseller.

LIST_PRICE_USD

Should contain the current "list price" (or suggested retail) for the item in US dollars. This may be different from the place you actually charge the bookseller.

UPC

Contains the UPC for the product or a secondary identification number if applicable.

TEXT FILE

Each ISBN appears on a separate line, with the first line containing the column labels exactly the same as in the sample Excel sheet above. The content of each field must follow the rules also described above.

A comma or tab separates the data fields within each line (including the header line). If a field has nothing in it, you must still use a comma or tab as a place holder (see examples below). Fields may be of variable length. The examples in this document use the comma as the field separator. You also have the option to provide a CSV file that has quotation marks surrounding the contents of each field.

Example of a single file containing multiple lines:

ISBN,ONHAND,ONORDER,PRICE,DISCOUNT,RETURNABLE

1234567890,,Y,,599,40,Y	Stock onhand priced at \$5.99 less 40% discount – returnable under usual policy
1234567890,,25,599,25,N	0 copies to ship, 25 on order, \$5.99 less 25% discount – not returnable
1234567890,10,5,995,NT	10 oh hand available, 5 on order, \$9.95 with no discount – returnability not indicated
1234567890,,Z,599,RG,N	0 copies to ship, item is ITO, \$9.95 with regular discount – not returnable
1234567890,,Q,,599,10	not in stock, item is "Qwk" (ordered on demand, shipped in a week or less)
1234567890,,P,100,NT	not in stock, POD (printed on demand)
1234567890,,+,25.00,40	NYP/NYR, \$25.00 less 40% discount
002456789012,50,,10.99,50,N	product with just UPC, 50 in stock, \$10.99 with 50% discount – not returnable

SENSITIVE INFORMATION

We recognize that for some of you, sending actual quantities may be difficult or not desirable. Please use a Y in the OHAND or ONORDER spot for these situations. If you have stock but it's not yet available for sales, use the + code in the ONORDER spot to indicate NYR/NYP. If you can supply a title, but do not normally carry it in

stock, use the Z or Q or P code in the ONORDER spot to indicate why you do not have stock and give the bookseller an idea of how long it will take to get. You only need to send ISBNs that are currently available to be ordered by a bookseller.

IMPORTANT!

If you omit any titles that you can accept an order for, regardless of the status, your customers by get the impression that you cannot supply the title. It is therefore important to provide a complete and accurate listing.

Message to Wholesalers:

You should make an effort to provide actual stock levels so that the bookseller is confident that the quantity they order will most likely be filled.

SENDING THE FILE TO BOOKMANAGER

Your first file will likely be emailed to us for confirmation of formatting. A regular feed is preferred to be sent to us via FTP, as we can automate the process on our end. We will make the appropriate arrangements with you prior to sending.

FREQUENCY OF UPDATING

Our master Pubstock file is updated every four hours (starting at 8:00AM PST). To keep your availability listing current, we recommend sending updated files to us on a daily basis. We date stamp your listing so that stores know the information is "as of". That said, the frequency still depends upon you. Some small vendors do not have regular changes in the availability of titles they offer, so they may only send updated files weekly or any time they are needed.