

## **INBOUND RECEIVING QUALITY STANDARDS**

15200 NBN Way  
BUILDING D, Attn: New Books Receiving  
Blue Ridge Summit, PA 17214

### **Effective April 1, 2004 – All Inbound Shipments**

#### **NOTIFICATION TO NBN WAREHOUSE—REQUIREMENTS**

- Warehouse is to be notified a minimum of 2 working days prior to receipt of shipment.
- Prime method of notification is through web site, [www.nbnbooks.com](http://www.nbnbooks.com), [www.faithworksonline.com](http://www.faithworksonline.com), or [www.bibliodistribution.com](http://www.bibliodistribution.com).
- Backup method of notification is fax to 717-794-3828.
- Information needed includes publisher name, ISBN, title, quantity shipped, country of origin, expected date in warehouse.
- A packing list should accompany each shipment. It should be included in the last pallet loaded onto the trailer.

#### **PRODUCT REQUIREMENTS**

- EAN 13 bar code on back of book, which includes ISBN printed out in human readable format.
- U.S. price on book is to be part of bar code and in human readable format immediately above bar code (sample attached).

#### **CARTON REQUIREMENTS**

- Carton is to weigh no more than 35 pounds.
- Cartons must be new and be at least 200 lb test single-wall cartons, sealed by 2/3" wide tape.
- Maximum carton size is 19¼ x 14½ x 11¼; minimum carton size is 13 x 10½ x 7½.
- Books must be packed so there is no more than ½" of filler. Filler should be only brown packing paper or corrugated filler pads.
- Carton quantities by ISBN should match the carton quantity of the initial shipment to the warehouse.

#### **CARTON LABELING REQUIREMENTS (sample attached)**

- Each carton is to be labeled with title, ISBN, carton quantity, weight, publisher, U.S. price, country of origin.
- Labeling to be done on one long and one short side of each carton and measure 6" tall x 4" wide.

#### **SKID PACKING & LABELING—INBOUND TRUCK SHIPMENTS**

- All skids must be hardwood, 48" x 40" pallets. Pallet height must not exceed 56".
- Each skid should be marked with a label saying "NEW BOOKS RECEIVING".
- Skids must be shrink wrapped. Cartons must be stacked in a way that a label is visible for each carton.
- A partial carton, if applicable, is to be packed in the top layer of the last pallet, marked "Partial".
- Do not double stack pallets when shipping into warehouse.

#### **CARTON REQUIREMENTS—NON-TRUCK SHIPMENTS (i.e., UPS, FedEx, USPS)**

- Each carton to be marked 1/2, 2/2, etc. and have florescent label on it that says "NEW BOOKS RECEIVING".

#### **NONCONFORMING SHIPMENTS**

- Publisher will be notified of any variances to standards and will have 48 hours to respond with decision on how to handle product—whether it is to be shipped back to source or if NBN is to do rework.
- If the publisher does not respond within 48 hours, the warehouse will perform the rework in-house, which will be billed back to the publisher at the rate specified in your publisher contract.