

# Checklist for systems

This checklist may help to illustrate the range of functionality which a state of the art system in the book trade would now be expected to provide:

## **Publishers**

1. Do you maintain a fully integrated product database capable of supplying an ONIX feed to data aggregators and other recipients?
2. Can your database supply information for your website, for use in your catalogues and AI sheets, and for supply to data aggregators and key customers?

## **Booksellers**

Can your system:

1. Interface with PubEasy or Nielsen BookNet Web for up to date online product information?
2. Place orders electronically via TeleOrdering, EDI, PubEasy, Nielsen BookNet Web?
3. Generate replenishment orders and place them electronically?
4. Receive order acknowledgements and display them helpfully to the user (especially when volumes are high)?
5. Receive Electronic Delivery Notes (EDNs) and use them to speed updating stock received into Goods-in?
6. Enable returns processing by outputting slow sellers in the returns request message as specified in IRI, electronically and without re-keying?
7. Enable the user to review returns authorisations and easily process the returns creating the appropriate stock and accounting adjustments and generating the returns confirmation message?
8. Incorporate your business accounts or link seamlessly to your accounting package so you can import data and not re-key it?

## **Distributors**

Can your system:

1. Send daily price and availability updates to the data agencies and key customers as required?
2. Receive electronic orders via TeleOrdering, EDI, PubEasy, Nielsen BookNet Web?
3. Send back electronic order acknowledgements either for all orders or by exception?
4. Send Electronic Delivery Notes (EDNs)?

5. Send electronic invoices and credit notes via appropriate methods to accommodate retail trading partners' needs?
6. Receive and update remittance advice information from Batch.co.uk?
7. Receive returns requests from Batch returns or EDI?
8. Send back returns authorisations as per the Industry Returns Initiative?
9. Receive and process the returns confirmation message saying how many copies are actually being returned?