



the book industry's supply chain organisation

SCEA Supply Chain Excellence Award - Online Questionnaire

This online questionnaire will ask questions about your organisation and its activities in the book supply chain. Some questions can be answered with a Yes or No whilst others will require quite detailed information which you may have to request from other experts in your organisation. BIC is primarily interested in the extent to which your organisation has embraced beneficial technology, adopted industry standards and implemented best practice. The questions will also seek to establish recent progress and any evidence of innovation. Please note that your answers will be assessed by an independent panel of industry experts from across the supply chain.

This questionnaire is for all organisations involved in the supply chain for books, including publishers, distributors, wholesalers, printers, booksellers and systems and service providers. The focus of this accreditation is on the supply chain between publishers and booksellers (and library suppliers), via distributors and wholesalers, not on the supply of books direct to customers. Note that if a question does not relate to your business then please state "N/A" (Not Applicable) but also, if necessary, give a reason e.g. "this is outside our business model" etc. Many book industry organisations are involved in activities right across the supply chain and are no longer restricted to the traditional roles of supplier or bookseller, so please answer all questions which you feel are relevant to your business. Please note that questions marked with an asterix (*) are mandatory.

Confidentiality

Please note that the contents of this application form will be reviewed by the BIC Supply Chain Excellence Award accreditation panel, which is a group comprised of representation from various types of organisations throughout the UK's book industry supply chain, including publishers, retailers, distributors, wholesalers, data aggregators, systems vendors and service providers. **Each application is treated in confidence, but BIC reminds all applicant organisations not to disclose any information that should not be shared with the accreditation panel members and isn't already in the public domain.**

Please note that each page of this form will be validated e.g. so that mandatory questions are answered. This means that an error is shown in pink and must be corrected/filled in before proceeding. Validation happens when the "Next" button is pressed. If the Next button doesn't work, it may mean that there is an error still needing correction further up the page.

Section A. About you and your business

(Note that there is one point of contact representing your organisation but that additional users from other departments are able to login and contribute to this questionnaire - please see User Guide for more information)



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1. Your Name *

First Name

Last Name

2. Your job title *

3. Email *

4. Organisation Name *

5. Organisation Address *

Address Line 1

Address Line 2

City

County/Region

Postcode



6. How would you best describe your organisation? *

Bookseller

Distributor

Publisher

Wholesaler

Systems Vendor/Service Provider

Printer

Please choose only one type of organisation. (Please choose carefully as the questions which follow are designed to be relevant to the type of organisation you select) Note: If you answer "Publisher", a supplementary question will ask whether you are also a distributor or you use a 3rd party distributor.

7. Publisher Type *

Publisher who does their own distribution

Publisher who uses a 3rd party distributor

Please select one of the above to differentiate the type of publisher. Note that this question is important as it affects the questions that follow.

9. Please give five products or services *

To help the panel better understand your business, please give details (e.g. the title and ISBN) of at least 5 products (e.g. books) or services, which your organisation supplies. Please lay out your answer as Name/Title, ISBN, Description of your organisation's role in this activity



10. Main types of Customers *

Please provide details of the main types of customers who use your products or services and the names of five example customers to illustrate this if appropriate

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SECTION B - Product Metadata

19. What level of Product Data Excellence accreditation does your organisation hold?*

None

BIC Basic

BIC Data Excellence

BIC Data Excellence Plus

ONIX Badge

Other:

Please tick all that apply to your organisation

20. If you answered None to Q. 19 above, please give reasons

We don't handle our own metadata

Our systems prevent this

We can't produce ONIX

Cost and complexity

Business size/specialist market

Other:

Please describe why you do not hold BIC Data Excellence Accreditation



21. Metadata Systems or Software *

Excel and email

Onix Suite or similar

Firebrand or similar

Ingenta Advance or similar

Biblio 3 or similar

Other:

What systems or software do you use to output excellent product metadata to your trading partners?

22. Product Metadata Systems or software - more details *

Please give more details of the metadata systems you ticked in Q.21 above.



25. ISBN 10 - Usage *

Not at all

Up to 20%

21% to 40%

41% to 60%

61% to 80%

81% to 100%

Please indicate in the above check-boxes to what extent you use this standard

26. ISBN 10 Reasons *

Our systems don't support ISBN13

Our trading partners still require us to use ISBN10

Other:

Please indicate your reasons for using this standard and indicate its importance to your business

27. ISBN 13 - Usage *

Not at all

Up to 20%

21% to 40%

41% to 60%

61% to 80%

81% to 100%

Please indicate in the above check-boxes to what extent you use this standard



28. ISBN 13 - Importance *

Not important at all to our business

Quite important

Very important

How important to your organisation is this standard?

29. ISBN 13 - Importance Reasons *

Please give reasons for your answers in Q. 27 and Q. 28 above.

30. ONIX Compliance *

None

ONIX 2.1

ONIX 3.0

ONIX 3.0.1

ONIX 3.0.2 to 3.0.5

ONIX 3.0.6

Other:

ONIX is now widely used in the book industry to communicate product metadata, if you use it, please indicate in the check boxes above which versions of ONIX you support



31. More details about ONIX usage *

Please use the above box to provide any additional information about your use (or not) of ONIX. If appropriate, please also give details of the latest ONIX Codelists you support.

32. ONIX 3 Guidelines re Territorial Rights *

Rights Type 01 (Exclusive)

Rights Type 02 (Non-exclusive)

Rights Type 03 (Not for sale)

Express the rights for every country?

Other:

Which of the above does your ONIX feed include?

33. ONIX 3 Guidelines re Prices *

Country Codes

Currency

Price Type

Price Type Qualifier

Other:

Which of the above are included in your ONIX records?



34. Standards: Subject Codes *

<input type="checkbox"/> No subject code schemes
<input type="checkbox"/> We use our own
<input type="checkbox"/> BIC Subject Codes v1
<input type="checkbox"/> BIC Subject Codes v2
<input type="checkbox"/> Thema subject codes version 1.2
<input type="checkbox"/> Thema subject codes version 1.3
<input type="checkbox"/> Whatever is in use and supplied by our wholesaler system (e.g. Bertline or Gardlink)
<input type="checkbox"/> Whatever scheme is in use by Nielsen on their systems e.g. PubEasy and BDOL
<input type="checkbox"/> Other:

Please indicate with which of the above standards do you comply?

35. Systems or Services to Supply or consume Metadata *

	Supply Data	Consume Data
ONIX Feed to Data Aggregators	<input type="checkbox"/>	<input type="checkbox"/>
ONIX Feed to Wholesalers	<input type="checkbox"/>	<input type="checkbox"/>
Nielsen Title Editor	<input type="checkbox"/>	<input type="checkbox"/>
Bowker (BowkerLink)	<input type="checkbox"/>	<input type="checkbox"/>
Nielsen BDOL (BookData Online)	<input type="checkbox"/>	<input type="checkbox"/>
PubEasy	<input type="checkbox"/>	<input type="checkbox"/>
Wholesaler Systems for Booksellers	<input type="checkbox"/>	<input type="checkbox"/>
BDSLive	<input type="checkbox"/>	<input type="checkbox"/>
Other Similar Services	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate which systems or services you use to supply or consume metadata



40. Additional Information

Please provide any other information to support the product metadata section of your application

BIC has developed a suite of Application Program Interfaces or APIs (also known as web services). These cover a wide range of business functions including Metadata supply, EDI, Returns, Financial messages and Consumer Direct Fulfillment. (One example of an API is a price and availability web service which enables users to access P&A data in real time by using BIC Realtime.) Rather than ask about each API in each area of this questionnaire, please use the following questions to provide information about your deployment, hosting and usage of APIs and any plans to deploy, host or use APIs in the future.

41. APIs Deployed - Hosted *

No APIs implemented

One or more non-standard APIs implemented

Some APIs implemented both BIC Realtime and non-standard

One or more BIC Realtime APIs

Please indicate whether you HOST any APIs

42. BIC Realtime APIs *

Please give details of any BIC Realtime APIs that you HOST. Please indicate if you plan to host any in future.



43. APIs - Details *

Please give details to support your answer in Qs. 41 and 42 above. Please describe the main functionality of the API(s) deployed. Please indicate any future plans to HOST APIs.

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SECTION C - EDI - Electronic Trading

48. EDI Messages for Printers *

I was previously unaware

Aware but not in use

In use

BIC has developed EDI messages for use between publishers and printers. Are you aware of these and if so to what extent do you use them?

49. EDI Messages for Printers - Details *

Please give any details re your use of Publisher - Printer EDI or your reasons for not using this standard. If not using EDI, please indicate how you typically communicate between publisher and printer?

53. EDI percentages *

	0% - Not Implemented	Under 50%	51% - 70%	71% - 90%	91% - 100%
Order	<input type="checkbox"/>				
Order Acknowledgement	<input type="checkbox"/>				
Invoice	<input type="checkbox"/>				
Credit Note	<input type="checkbox"/>				
ASN/EDN (Delivery Note)	<input type="checkbox"/>				
SSCC/Licence plates	<input type="checkbox"/>				

What percentage of your business is done using EDI?



55. Non-standard EDI

Where the above messages are not exchanged by standard EDI, please give details (including volumes and percentages) of the systems and formats used

59. Returns Processing *

Please indicate in detail your process for returns and give details of the systems/standards you use e.g. Batch Returns, EDI, APIs etc.

61. Returns Processing - IRI Rules *

Please describe the extent to which you comply with the Book Industry Returns Initiative rules. If you do not comply please give reasons.

62. Returns Processing - 30 months sales history used *

We were not aware of the 30 month requirement and we do not comply

We are aware of the 30 month requirement but we do not comply

We fully comply with 30 month requirement

Other:

Some distributors and wholesalers may be authorising returns based on only 15 months sales history, when for complete accuracy, 30 months should be used. Please indicate if you are aware of this issue and if your system complies.



63. Permission to do IRI given *

If you use a 3rd party distributor, do they undertake IRI compliant returns processing on your behalf and with your permission? Please give details and reasons.

65. Distributor Systems *

 No stock control computer system Basic stock control computer ERP Stock control system Other:

Please indicate what systems are in use in your distribution operation

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SECTION D - Digital Products and Services

66. Digital Offering *

Yes

No

Please indicate above if you provide a digital offering of any kind to your customers or trading partners

67. Your digital offering *

Ebooks

Downloadable Audio

Website subscriptions

Other:

Please indicate any digital products or services you provide

68. Your digital offering - more details *

Please describe your digital products or services in more detail



74. EDItX Sales and Inventory Report - Publishers

	Up to 20%	21 to 40%	41 to 60%	61 to 80%	81 to 100%
EDItX	<input type="radio"/>				
Other XML	<input type="radio"/>				
Excel spreadsheet/csv	<input type="radio"/>				
Other	<input type="radio"/>				

Please indicate the approximate percentage of your sales reported to you by your customers via each method

75. EDItX Sales and Inventory Report - Publishers - details

Please give more details

76. Unique ISBN per digital format

Please indicate to what extent you follow the recommended industry best practice of having a unique ISBN per digital format

77. Reasons for not applying unique ISBN

If you do not apply a unique ISBN per digital format please give reasons

78. Master record or common source

Common Source

Independent records with some shared fields

Entirely independent records

Is your digital and print metadata generated from a master record or common source



79. Master record or common source - Details

Please give details

80. Audiobooks timeliness

Audiobook metadata delivered on same schedule as other formats

Audio data later

Other:

Do your audiobooks have timeliness requirements e.g. 16 weeks prior to publication date? Please give details

81. Audiobooks timeliness - Reasons

Do your audiobooks have timeliness requirements e.g. 16 weeks prior to publication date? Please give details



82. Audio Formats

WAV

FLAC

M4A/AAC

MP3

M4A/ALAC

Indicate which file formats are used/supported by your organisation

83. Audio Formats - Details

Give more details of the formats in use in your organisation, internally and those which you deliver to retail partners

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SECTION E: Additional Information (Innovation, Training and Accessibility)

84. Awareness of Acquisitions and Divestments

My organisation is aware

My organisation is compliant

Please check the boxes above if your organisation is aware of BIC's Acquisitions and Divestments Best Practice Document and indicate if your organisation is compliant

85. Supporting BIC's activities *

No BIC Participation at all

We are members of related organisations such as BA, PA, IPG

My organisation is a member of BIC

We promote BIC's work/objectives e.g. Standards and best practice in the industry

We attend a BIC Committee, Seminars or take part in working groups

Play a full role in BIC including Board level participation, attend BIC committees and sponsor events etc.

Other:

Please indicate how you support BIC's activities



86. Supporting BIC's activities - Details *

Please give details of participation e.g. committees, working groups attended.

87. Keeping up to date with Technologies *

How do you ensure that you keep up to date with beneficial technologies and industry best practice?

88. Training *

No formal training

Internal training courses

Industry training courses

BIC Training courses

Other:

What training is provided to key staff to ensure that requisite skills are available in the future?

89. Training - Details *

Please give details of training given/attended



90. Accessibility - Ebooks

	up to 20%	21 to 40%	41 to 60%	61 to 80%	81 to 100%
WCAG AA	<input type="radio"/>				
WCAG A	<input type="radio"/>				
EPub 1.0	<input type="radio"/>				

Are your Ebooks compliant with WCAG accessibility standards? If so at what level?

91. Accessibility - Websites

	up to 20%	21 to 40%	41 to 60%	61 to 80%	81 to 100%
WCAG AA	<input type="radio"/>				
WCAG A	<input type="radio"/>				

Are your websites compliant with WCAG accessibility standards? If so at what level?

92. Online Shop *

Do you have an online shop selling books or ebooks direct to the end customer? Please give details

93. Innovation and/or significant improvement made

Please supply any additional information in support of your application. Include any significant innovations undertaken or major improvements made over the past year (Please note this information should already be in the public domain and not confidential)

Many thanks for taking the time to fill in this Supply Chain Excellence Award questionnaire

Description Area

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