

# BIC Acquisitions and Divestments

## Best Practice Workflow Summary for Digital and Physical



### 01

#### Information Exchange

- Transfer of affected assets
- List of affected ISBNs
- List of 3rd parties
- Assets held by 3rd parties
- Full ONIX file of affected ISBNs
- List of production rights
- Production and inventory information
- Metadata and content quality checks



### 02

#### 3rd Parties

- List of affected ISBNs
- List of unaffected ISBNs
- Declaration of Transfer
- Inform data aggregators
- Changes to DRM at ISBN level
- Leave no ISBN(s) in limbo



### 03

#### Transfer Sales Transactions and Reporting

- Show Declaration of Transfer to 3rd parties
- Order placement process
- New bank details to 3rd parties
- Returns arrangements
- 3rd parties acknowledge



### 04

#### Transition Period (TP)

- Confirm if TP required
- Agree duration
- Agree activities and owners
- Transitional Services Agreement
- Assign sales correctly



### 05

#### Notice of Transfer

- Electronic notices sent
- Metadata between publishers
- Metadata to retail partners



### 06

#### ONIX Messages

- Divesting publisher stops sending
- Acquiring publisher starts sending
- Consider pre-orders, reviews and ratings



### 07

#### Stock Transfer, Price and Availability (P&A)

- Distributor system changes
- Stock transfers
- Distributor P&A feeds
- Distributor system capabilities



### 08

#### Transfer Completion

- Acquiring publisher checks all key areas
- ISBNs transferred/changed
- Content changed as required
- Any final due diligence issues addressed

For more detailed documentation, please visit:

#### Physical products:

[www.bic.org.uk/209/Acquisitions-and-Divestments-for-Physical-Products](http://www.bic.org.uk/209/Acquisitions-and-Divestments-for-Physical-Products)

#### Digital products:

[www.bic.org.uk/189/Acquisitions-and-Divestments-for-Digital-Products](http://www.bic.org.uk/189/Acquisitions-and-Divestments-for-Digital-Products)