



**BOOKNET
CANADA**

**EDI Document Standards
Committee – Meeting Minutes**

14 January 2004

Version 1.0

Prepared by: Pamela Millar

Distribution: EDI Document Standards Committee
Board of Directors
BookNet Staff
Industry-wide

BookNet Canada EDI Documents Standards Committee – Meeting Minutes
January 14, 2004 1:00-3:30
110 Spadina Ave. Suite 504
Toronto

Committee Members Participating:	Absent:	Guest:
Debbi Barton, Wiley (T) Ken Chao, Pearson (T) Gary Dunfield, Gaspereau Press (T) Joe Graham, Harper Collins (T) Bob Houghton, HiPoint Software (T) Andrei Leus, Scholastic Canada Bill McCarty, Pearson Education (T) Pamela Millar, BookNet Canada Garry Myles, Indigo John Sawyer, Raincoast Michael Tamblyn, BookNet Canada (Chair)	Hamish Cameron, UTP Melanie Britton, Random House Rose-Marie Decaire, Simon and Schuster Richard Gokool, Fitzhenry & Whiteside Doug Minett, Bookshelf Stephen Schmitt, Canbook John Wright, Indigo	Al Maki, Raincoast

T= telephone

1. Review on EDI Vendor Selection

On Monday January 19th there will be a presentation from Pubnet to introduce the new EDI system. Included in this presentation will be an overview of Pubnet and an expected timeframe on transition. The goal is to have as many people transitioned off CTA by March as possible.

Garry Myles indicated that Indigo will be able to start testing orders in February.

2. 820 Process Definition

Committee members were asked to return their 820 Process Definition to BookNet Canada by December 15th 2003. The reason BNC is calling for feedback is that Indigo is in process of doing internal development on this document. If there are any missing pieces that firms need to operationalize we will make sure changes are integrated into the timeline.

There was concern expressed by several firms that it is premature to ratify the document when it is not being exchanged in a live mode. Indigo outlined that preliminary testing has been started but there is still an opportunity for things to be changed at this time.

As the 820 is currently not a high priority for some firms and many firms would like to see how the document function in a live state it was decided that the committee would like to see Pearson work with the document for several months prior to ratification by the committee. Pearson's timelines for implementing the 820 may not be until May or June.

Michael Tamblyn – we will defer ratification of the 820. In March the EDI committee will review the current status of the document. We need to have some sort of finalization on this so that firms

who do want to implement can move ahead. The committee will go ahead with completing the Impact Analysis and Process Definition.

3. Implementation Guidelines

Pearson Canada, Scholastic Canada and Harper Collins submitted a series of questions for review in the committee meeting.

1. How will cancelled PO's be communicated to Publisher?

Indigo indicated they will not be sending a cancel date in SAP. Ordering should improve based on position file and bibliographic data. If a cancellation is to occur it can be done on the POA. Any cancellations that Indigo makes will be done via a phone call. In future Indigo would like to send PO cancellation via EDI.

What about seasonal products?

Indigo – the Indigo buying group has to be more aware of their products so they are to keep on top of status of each product. Buyers have to be following up on products within their area.

Committee members indicated that canceling individual orders is exceptionally time consuming. Particular concern was indicated with regard to special orders, import-to-order titles and NYP. In these cases to follow up will not help. It was indicated that they would like to see an internal cancel date so that orders will be cancelled automatically after 120 days.

Indigo – there is going to be much stricter control on buying so publishers will want to contact the buyer to say if anything is being cancelled. The expected arrival date becomes crucial to the product arriving, if this date is not met then buyers are notified. Buyers will then cancel well in advance of shipping but the cancellation will be made with a phone call.

2. Expected arrival date

Indigo is sending out the date but that is calculated based on a geographic shipping table that is sent by the publisher. The table is used as guideline. The date which is crucial to the process is the one that is sent back in the POA – this is the definitive date.

If something is not there then the date is a backordered arrival date which is more difficult to determine.

Order of precedence for dates:

- Date of document is not mapped to anything – PO, POA, ASN dates.
- Used to be 2 dates on PO – ship and cancel. Indigo will no longer be sending the cancel date. They will be sending expected arrival date which is based on geographic lead times sent by publisher. They will be adding that number to a product they have as on hand from a position file. This will be the expected arrival date.
- Returning on the POA will be actual arrival date that is coming from the publisher. This is the definitive date.

Al Maki (Raincoast) indicated that NYP dates cannot be guaranteed which will be an issue. If dates are not being met then their performance metrics will be impacted.

DB/Wiley asked: The ship date / expected arrival date is in the header while in the POA the publisher is expected to respond at line level?

Indigo – Yes

Indigo was asked whether backordered products fall under same as NYP. Indigo outlined that the number of backordered products should be drastically reduced as it will not be ordered from Indigo if on backorder. Whether this includes import orders will need to be confirmed by Garry Myles.

Garry Myles is to get a general summary of how buyers are going to respond to the various conditions i.e. NYP, import, etc. This will be circulated to the committee. Garry is also to provide to the committee details on the receiving lag time – the time it product arrived to the time it is recognized as arrived whether this is at the store or the DC.

John Sawyer/Raincoast asked if publishers would be able to see the delta between when a shipment arrived and when it was received. (no answer)

Several committee members outlined that their systems will continue to have a default cancel date.

Indigo indicated this will only be canceled if one trading partner makes the cancellation. You have to send a communication to Indigo's buyer if this is done. Indigo won't receive an invoice cancellation – has to be notification to the buyer via call or spreadsheet.

Committee members outlined concern with the phone call process to cancel orders. Indigo indicated that it would like to integrate an EDI cancellation document to facilitate the process.

Preference for a new EDI document to facilitate cancellations was as follows:

New document - RAI, Gaspereau, Pearson,

Don't want either – Harper Collins, Wiley

Abstain – Scholastic

Indigo indicated that if a new PO-Cancel document was implemented, it would become a mandatory document.

BookNet Canada will be watching the behaviour of this document closely. BNC will monitor whether a new bi-directional document is required or to lobby for the original behaviour of the document

On April 4th Indigo will be changing its format to meet the requirements in the Implementation Guidelines. In addition to this there will be down order time so the changes will be in place two weeks prior to April 3rd. Over next two months will be larger than usual ordering to accommodate for stoppage.

3. Net price in POA

This is a nomenclature issue. It is the list price minus the discount but it is called the net price as this is term that is used in the standards.

Indigo outlined that price change will be sent back in POA. Indigo does not want to be ordering backordered product so the times that the price will change should be rare. If pricing doesn't match in the invoice there is a tolerance level and the ISBN will be flagged for exception to be followed up by the Indigo finance department.

Pearson confirmed that the net price on the POA is the price that the purchaser will pay, not a 'protected PO price'.

Garry Myles will confirm whether Indigo can accept a POA for a price change but when the POA is sent a second time it must be complete so it must be responding to the whole PO – it replaces the previous POA. They will only accept full POA's. There will be no accepting of individual lines. If a POA item is sent as cancelled out of stock the item will be cancelled.

4. Whether multiple 'ACK's' are required for partial shipments

This has been in the specifications from 2 years ago. You are to fully acknowledge the line that has been sent. This was unclear in the original spec but it is the original intent.

5. POA must be complete

ISBN's have to match the PO1 segment but can be in any sequence. With regards to the reference the line number, as long as ISBN, quantity and price match in PO1 segment, what was sent in the PO is adequate for Indigo. The reason for PO1 segment to be included is to be an echo of what was in the PO. If the line number is going to be problematic it can be removed. Price, quantity and ISBN can't be changed in PO1 segment from the PO.

Indigo was asked whether publishers can repeat a line number in the POA. For example, if an order is sent in for two items which is one line in the PO then the publisher will have to send two acknowledgement codes so I would have line item number 1 twice.

Indigo confirmed that the supplier would echo what Indigo ordered then they would have two ACK segments. One would be shipping and the second one would be accepted and backordered or cancelled - multiple ACK codes would be included.

6. Page 20, paragraph 2 outlines that "The PO1 segment must be the same as the corresponding segment sent in the original PO. If PO104/5 is optional so the PO1 is the same as in 850 except for the price?

Indigo confirmed that this is correct. The price should be mandatory. If we are not sending price in PO1 but sending it in CTP then the price has to be sent in the PO1.

John Sawyer from Raincoast stated that Indigo's decision to only allow complete PO's as secondary POA's is a bad decision. If there are issues with people not sending full POA's initially then this is a separate issue. This is making it very difficult for publishers.

7. Rounding to the nearest 1 cent allowance –

Garry Myles clarified that this should be 1 cent per line. In a 10 line PO could potentially be a ten cent difference.

Indigo was asking in cases where there are multiple line items i.e. 5000 items in a line that are off by .2 cents each then out \$17. Rounding creates problems on that one line. Problem is if you take net price times the total then creates problems. Do you calculate price on unit price?

Garry Myles is to follow up and get details on whether price is calculated on unit price. He is also going to confirm whether the IT1 04 segment can be extended to more decimal points.

(BNC – in subsequent investigation, Bob Houghton/Hi Software confirmed that he was sending 4 decimal-point prices to Indigo and that they were being received correctly.)

8. Can same store invoices be consolidated for non cross dock?

Indigo wants an invoice per delivery location i.e. PO will only be for one location. If there is another PO for the same location it can go on one PO. There is a 1:1 correlation between ship to location and invoice with as many PO's as desired. Indigo does not want consolidated invoices for non-cross-dock POs.

9. Number of cartons and weight

Page 32 is incorrect – on the invoice they are optional but need to confirm whether they are mandatory on the ASN.

In the ASN they are currently listed as option so should therefore remain optional.

General issues

1. "Delimiter definition" byte 104 or 4 of the ISA.

Either is correct.

2. Should the guidelines indicate specific criteria that should follow up POA's?

MT – people to send list of criteria that will trigger that response. We can consolidate and include as list of examples in implementation guidelines

3. Does the list price on an invoice have to agree with the list price on the original POA?

Indigo indicated that this is where you would do a price change. If on the invoice a price is included by X percentage then that invoice will be flagged for exception and sent to Indigo's finance department.

6. Where there any new codes introduced in the list of status codes in the POA?

No

Committee to send contact names regarding MRC Advisory group. A follow up message will be sent to the committee by BookNet Canada.

Next meeting will take place: February 17th. 1:00 EST

Meeting adjourned 3:30 EST