

THOMAS NELSON RECEIVING GUIDELINES

Effective May 1, 2011

Hours of Operation

- Receipts of finished goods: 7:00 a.m. Monday – 11:00 p.m. Friday
- Receipts of return merchandise: 7:00 a.m. Monday – 3:00 p.m. Thursday

Receiving Appointments

Appointments must be made 24 hours in advance. The Thomas Nelson Receiving Department will receive inbound freight by appointment only. To schedule an appointment, email receiving@thomasnelson.com, or call the Receiving Department at (615) 889-9000, ext. 1342, or (800) 251-4000, ext. 1342, Monday through Friday 7:30 a.m. – 3:00 p.m. After hours scheduling; daily after 4:00 p.m. call (615) 902-1181 to schedule your appointment.

No appointment will be scheduled without:

- vendor name
- truck line
- purchase order, manufacture order, or work order number
- number of pallets (or cartons for bed-loaded containers)
- any special information (such as banded pallets)

Only valid purchase order, manufacture order, or work order numbers will receive an appointment. After an appointment has been scheduled, a copy of the packing list must be faxed to (615) 902-1664. When the appointment is scheduled, you will receive a confirmation number. The confirmation number must appear on the delivery bill of lading. Any delivery that is late for a scheduled appointment by more than 15 minutes will have to wait for the next available time slot, if any. If a delivery does not arrive on the day that it is scheduled, a new appointment must be made.

***Please email scheduling of Finished Goods questions, comments or concerns to:**
receiving@thomasnelson.com

Returns Appointments

All customer returns are also received by appointment only. To schedule an appointment, email returns@thomasnelson.com, or call the Returns Department at (615) 889 – 9000, ext. 1347, or (800) 251 – 4000, ext. 1347, Monday through Friday 7:30 a.m. – 3:00 p.m.

***Please email scheduling of Returns questions, comments or concerns to:**

returns@thomasnelson.com

Packing Slips and Bills of Lading

- All inbound shipments of finished goods, supplies, etc... must be accompanied by a packing slip attached to the last pallet loaded onto the trailer or to the inside door of a container.
- A second packing slip must be presented to the Receiving Office at the time of the scheduled appointment.
- All BOL's must list the confirmation number.

Pallet Construction, Configuration & General Guidelines

- Mixed pallets with multiple stock numbers are not allowed. Approved shipments with mixed pallets must be approved by Thomas Nelson Production and Distribution in advance of delivery. All cartons of a particular product number or title must not be mixed on more than one pallet. Mixed pallets must be identified with a 4"x 8" label or as an 8.5"x 11" placard printed as "MIXED PALLET".
- Pallets must be wooden and meet or exceed NWPCA 2005 or 1200 X 1000 Euro pallet specifications, and be in good to excellent condition. Do not ship freight to us on broken pallets. General guidelines are provided on Appendix A1 and A2 (pages 11 and 12).
- Pallets must be 40" wide x 48" long with 4-way fork entry. Pallets that are 48" wide by 40" long are unacceptable.
- All international shipments must be on heat treated or fumigated pallets as outlined from NWPCA in Appendix B (page 13).
- Do not load pallets sideways in a trailer.
- Skids may be double-stacked only if skids are banded and have skid tops.
- Maximum pallet height for any single skid may not exceed 56".
- No carton over-hang over edge of pallets.
- All pallets should be wrapped with clear wrap. Colored or non-transparent film is not permissible. Pallets can be banded, but must not be metal bands. No loose cartons.
- Merchandise should be "brick layered" when palletized. Each layer should use the same stacking pattern, with the orientation of the stacking pattern alternating with each layer.

Carton Construction

The minimum requirement of cartons should be made of single-wall cardboard at a minimum that corresponds with the weights listed in Appendix C (page 14). UPS Box Strength Guidelines (i.e., a carton weighing 33 lbs. should be 200 burst test and 40 ECT). See link

http://www.wamaco.ca/pdfs/ups_box_strength.pdf

- Double-wall construction may be used if desired.
- Carton construction must have sealed corners that are glued or stapled that correspond to the strength or weight capacity.
- Finished cartons must be properly sealed with adhesive tape to ensure maximum protection for the product from loss or damage.
- Cartons must be stamped or marked with box certification or carton certification must accompany packing slip (see appendix C, page 14).
- Maximum carton size is 20" x 14" x 12", unless the carton is a display or a kit of multiple stock numbers bearing a single ISBN and considered as carton quantity of (1).
- Minimum carton size is 10" x 8" x 2 7/8" for conveyable items.
- Maximum carton weight not to exceed 40 lbs., unless it is a display or a kit of multiple stock numbers bearing a single ISBN. Minimum carton weight is 1- lb.

Carton Packing

- All cartons must contain only one stock number.
- All single title hard-cover books must be stacked with books placed spine-to-spine, facing the same direction (cover up or cover down). Trade Paper or soft-cover books must be packed thumb-to-spine.
- The void space inside the carton cannot exceed ¼" to the top or to the side. Void space must be filled with appropriate packing material.
- Bands cannot be used to seal or reinforce individual cartons.
- Partial cartons need to be labeled clearly "partial" on the long side and top of the carton, and be stacked on the top level of the pallet. Only one partial carton per stock number per load.

Carton Labeling

All cartons must be clearly marked, and labeled with bar coded labels as described by zone in the BISG “Guidelines for Shipping Container Labeling” last updated July 2008 (reference website at <http://www.bisg.org/>)

The carton labels are separated into three zones and the information required for each zone is listed below. *Information regarding software and printers that can accommodate these requirements can be found on appendix “H” page 24.

Zone 1 Information (Printed Text Only):

- Title or Description
- Author
- Publisher
- On sale date (if applicable)
- Country of origin

Zone 2 Information (Human Readable; and Barcode data fields where indicated):

- Purchase Order number (PO) / Work Order number (WO)
- Manufacture Order number (MO).
- BARCODE EAN area use Thomas Nelson’s Product Number
- Barcode Symbology Identifier for items within the carton

Zone 3 Information (Human Readable and Barcode data fields):

- ISBN **See special instructions for formatting the ISBN-13 on pg’s 5 & Appendix G pg-23.*
- Carton quantity
- Carton weight
- Cover Price (if applicable)

One carton label must be placed on the long side of each carton. The maximum spacing from the right edge of the carton shall not exceed 1.25 inches. The maximum spacing from the bottom edge of the carton shall not exceed 1.25 inches. If the carton is too short to permit placing the label on the long side of the carton, labels are to be placed on the top of the carton. A second label must be placed in the

center of either end of the carton. Each carton must have a total of two labels. See Appendix D (page 15).

Carton labels must be white kraft-stock thermal labels, 4" x 6".

See Appendix E, Exhibit 2 (pages 16-21) for label design and formatting specifications.

****Special Instructions for the ISBN-13 formatting:**

The ISBN-13 barcode is created based on the GTIN-14 format. This includes the (01) identifier as well as the 1 prefix {i.e. (01)1978XXXXXXXXXC}. The format is (01) identifier, 1 to signify a case of only one item, then followed by 978 then the Item Number with the last digit of the item number being the check digit. **Note:** The parenthesis () must be omitted from being imbedded in each barcode, not to be included as part of the scan. They are only used as the human readable part of the text.



The ISBN-13 text field above the barcode is the standard ISBN-13 format without the identifier and without using the check digit.

- Information concerning ISBN-13 conversions can be found at <http://www.bisg.org/what-we-do-11-43-conversions-calculations.php>
- The calculation for creating the check digit can be found within the BISG “Guidelines for Shipping Container Labeling” at <http://www.bisg.org/what-we-do-12-6-guidelines-for-shipping-container-labeling.php> or on page 23 of these guidelines.

- Example: Given the ISBN 978-1-418-52743-3

Prefix the ISBN with ‘1’ (carton indicator)

Drop the check digit of ‘3’ (last digit)

Resulting Number 1978141852743 (see BISG instructions on page 23 of these guidelines or use calculator link below for instructions to calculate check digit).

After adding calculated check digit: 19781418527430

There are also on-line calculators available to use to determine the correct check digit for the GTIN-14 format. http://www.gs1.org/barcodes/support/check_digit_calculator

Merchandise

All merchandise must have a UPC or EAN barcode as specified on the Purchase Order number (PO), Work Order number (WO), or Manufacture Order number (MO). That includes:

- ISBN 13, EAN, or other industry standard identifier with human readable nomenclature.
- Price, price supplemental barcode, country of origin, and category
- The BISG minimum barcode specification is 1” high x 2-3/16” wide at 100% magnification. At 80% magnification, the overall size is approximately 13/16” high x 1-3/4” wide. Magnification may be any size between 80% and 200%. (NOTE: Width is measured with a 3/32 inch “quiet zone” on either side of bars. Height is measured from the top of the bars to the bottom of the numbers below the bars.) (Reference website at <http://www.bisg.org/documents/barcoding.html>)
- See Appendix F (page 22) for a sample barcode.

General Information

- Empty cartons may be used to fill out a pallet if the shipment is from an overseas vendor. All such cartons must be clearly marked “empty” with a colored label applied to the top of the box. Such cartons may only be placed on the top layer of the pallet.
- Carton quantity must be consistent with carton quantity specified on purchase order. Thomas Nelson’s WMS programs will only support one ISBN carton quantity per ISBN number.

Delivery Guidelines

- Drivers must check in at the receiving office. The Bill Of Lading and a copy of the packing slip must be presented to receiving office personnel at check in. A dock door will be assigned after check in. Do not back into a dock door before checking in.
- Trailer wheels must be chocked prior to being unloaded.
- Drivers may monitor unloading of the trailer if freight for another customer is on the trailer.
- Thomas Nelson has designated smoking areas. No smoking is allowed inside the warehouse.
- All “other” UPS/FedEx/DHL/USPS packages that **are not** finished goods (i.e., samples, manuscripts, preview copies, etc...) must be marked as such, and addressed to:
 (Receivers Name) – samples, manuscripts, preview copies, etc...
 Thomas Nelson, Inc.
 501 Nelson Place
 Nashville, TN 37214

ASN Requirements

- Thomas Nelson Publishers will be requiring ASN compliance on a Vendor to Vendor basis going forward. Each vendor will be contacted well in advance to their company being required to become compliant for review, testing and to establish an implementation timeline.
- Other necessary considerations will be made to determine the relevance of and ASN integration with vendors as well.

Vendor Compliance and Chargeback Information

The following charge backs are intended to recover the costs incurred to process non-compliant shipments and to ensure finished goods meet receiving requirements. As merchandise is received into the distribution center, the shipments will be audited. Non-compliance of a shipment will result in violation charge backs.

Section 1 - Cartons

Code	Violation	Charge Back
1.1	Insufficient carton packing (void > ¼")	\$250
1.2	Cartons overweight (> 40 lbs.) or underweight (<1-lb)	\$250
1.3	Partial cartons not identified	\$250
1.4	Cartons exceeding 20" length x 14" width x 12" height	\$250
1.5	Incorrect carton specifications, or no box certification	\$250
1.6	Incorrect label placement on cartons	\$250

Section 2 – Carton Quantity

Code	Violation	Charge Back
2.1	Incorrect carton quantity on carton label	\$500
2.2	Incorrect carton quantity vs. P.O. carton quantity	\$500

Section 3 – Barcodes/Carton labels

Code	Violation	Charge Back
3.1	Incorrect or un-scannable barcodes on cartons	\$500
3.2	Incorrect or un-scannable barcodes on product	\$500
3.3	Incorrect master case label format	\$500
3.4	Incorrect information on carton labels Includes; Title, Author, Publisher, PO#, MO#, Product #, Ctn Qty, Ctn Weight, ISBN-13 and cover price.	\$500

Section 4 – Delivery and Receiving Violations

Code	Violation	Charge Back
4.1	No delivery appointment	\$250
4.2	Less than 24 hours notice of delivery	\$250
4.3	No packing list or Bill Of Lading	\$250
4.4	Invalid purchase order, manufacture order, or work order number on labels	\$500
4.5	Invalid purchase order, manufacture order, or work order number on packing slip	\$500
4.6	Incorrect list price on product	\$500

Section 5 – Pallets

Code	Violation	Charge Back
5.1	Incorrect pallet dimensions as listed on <i>Appendix A1 and A2</i>	\$250
5.2	Poor pallet condition, or incorrect pallet construction	\$250
5.3	Pallet with multiple stock numbers	\$250
5.4	Pallet height over 56"	\$250
5.5	International pallets not fumigated or heat treated	\$250
5.6	Pallets loaded sideways on the shipment trailer	\$250

* Any additional work required will be charged at a per-hour rate of \$36.00.

**Charge back amounts will be deducted from your invoice

Primary Carrier List (U.S. Domestic)

- **Shipments weighing less than 350 lbs., 9 cartons or less** - United Parcel Service Collect

Address to:

Thomas Nelson, Inc.
565 Royal Parkway
Nashville, TN 37214

- **Shipments weighing from 351 lbs. to 9,999 lbs.** - UPS Freight LTL (Collect)

Address to:

Thomas Nelson, Inc.
565 Royal Parkway
Nashville, TN 37214

- **Shipments weighing over 9,999 lbs.**

Please email traffic@thomasnelson.com, or call (615) 902-1341 for routing instructions.

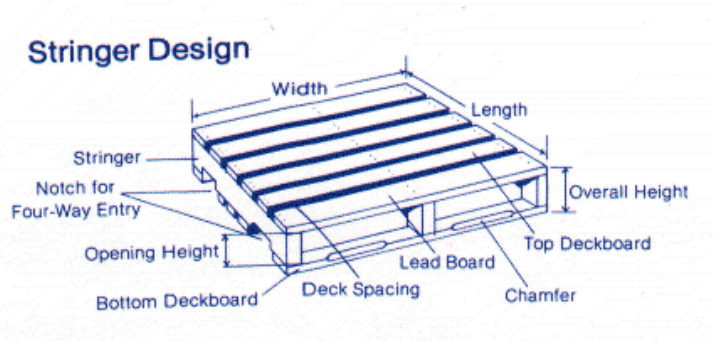
Send all freight bills to:

Thomas Nelson, Inc.
Attn: Accounts Payable
P.O. Box 141000
Nashville, TN 37214-1000

**Any questions concerning payment contact:*

APinvoices@ThomasNelson.com

Appendix A1



PALLET GUIDELINES

The following pallet specifications are intended to provide general information only; detailed specifications (allowable wood types, deflection ratings, etc...) are available from the relevant pallet manufacturer's associations.

This pallet is rated for a load carrying capacity of 2000 lbs. across a 44" free span.* It is a 48" x 40" notched stringer, four-way entry for fork tines and two-way entry for pallet jacks; flush non-reversible, multiple-use pallet.

NWPCA or National Wooden Pallet & Container Association

More information can be found at the provided link: <http://www.nwpc.com/>

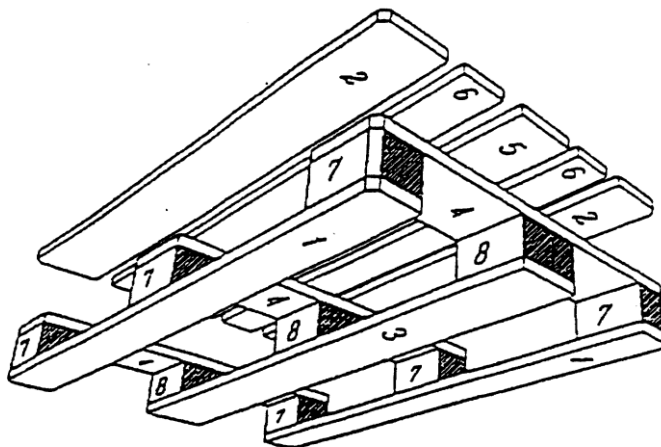
Appendix A2

1200mm X 1000mm Euro pallet Specifications

Dimensions and tolerances of pallet components

Part	Component ¹⁾	Number of components	Dimensions at 22 % moisture content		
			Length in mm	Width in mm	Thickness in mm
1	Bottom deck lead board	2	1 200 ± 3	100 ± 3	22 + 2/0
2	Top deck lead board	2	1 200 ± 3	145 +5/-3	22 + 2/0
3	Central bottom deck board	1	1 200 ± 3	145 +5/-3	22 + 2/0
4	Stringer board	3	1000 ± 3	145 + 5/-3	22 + 2/0
5	Central top deck board	1	1 200 ±	145 + 5/-3	22 + 2/0
6	Intermediate top deck board	2	1 200 ± 3	100 ± 3	22 + 2/0
7	outer skid block	6	145 +5/-3	100 ± 3	78 + 1/0
8	Center skid block	3	145 +5/-3	145 + 5/-3	78 + 1/0

¹⁾ See figure above



Appendix B

Heat Treated Pallet Specifications

Treatment and marking of wood pallets must conform to the International Standards for Phytosanitary Measures Publication No. 15 (ISPM 15) Guidelines for regulating wood packaging material in international trade. ISPM 15 has been adopted by trading partners of the United States as their import requirements for wood pallets.

Treatment or quality mark (Figure 21) should include the following:

- a. IPPC logo
- b. Two-letter U.S. abbreviation
- c. Unique number assigned by an inspection agency to the facility
- d. HT or MB abbreviation
- e. Inspection agency logo

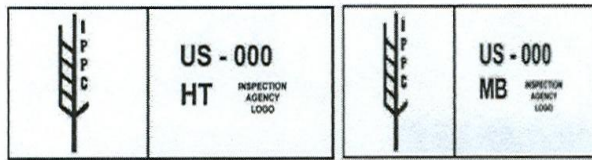


Figure 21. HT and MB treatment marks.

Wood pallets can be ISPM 15-compliant by adhering to any of the following:

12.1. Heat treated (HT) wood pallets

Heat treatment and marking of wood pallets shall conform to the enforcement regulations and policy of the American Lumber Standards Committee (ALSC) Wood Packaging Material (WPM) Program.

12.2. Methyl bromide (MB) fumigated pallets

MB fumigation and marking of wood pallets shall conform to the enforcement regulations and policy of the Export WPM Fumigation Program.

12.3. New pallets

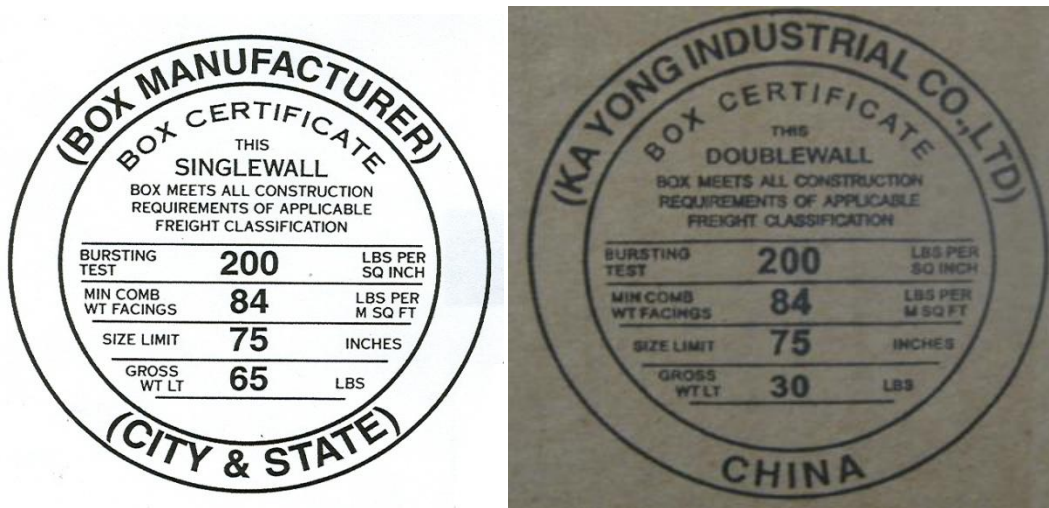
New pallets that will be used for export shipment must be ISPM 15-compliant.

12.4. Recycled pallets

Reusing ISPM 15-compliant wood pallets do not require retreatment and remarking. However, repaired, remanufactured and combo pallets must be retreated and remarked.

Appendix C

Box Certificate Markings

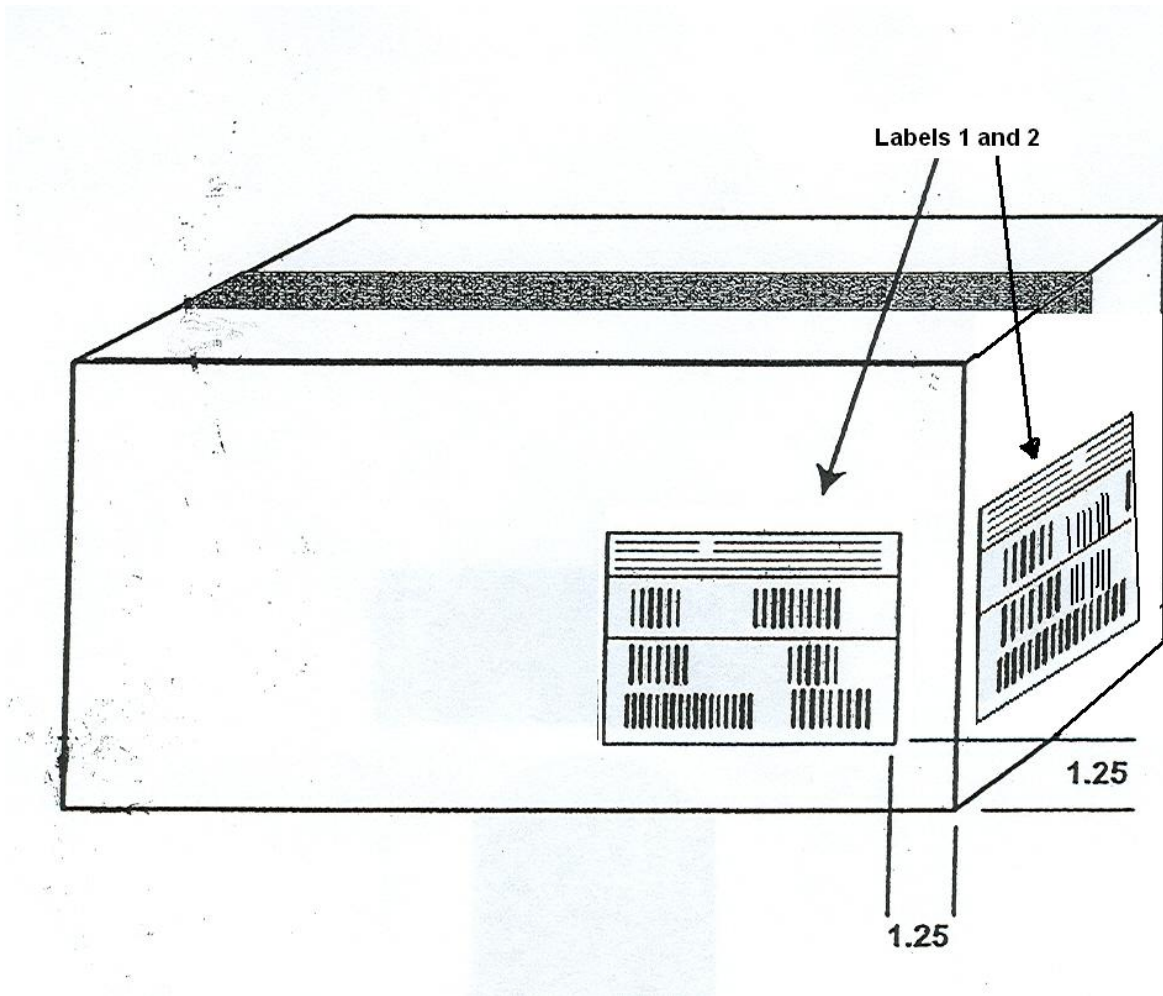


UPS Box Strength Guideline (UPSBSG) http://www.wamaco.ca/pdfs/ups_box_strength.pdf

<i>Box Strength Guidelines For Single-Wall Corrugated Containers</i>			
A	B	C	D
Maximum Weight of Contents (lbs)	Size Limit Of Box (inches) L+W+H	Bursting Test (lbs. per sq. in.)	Edge Crush Test (ECT) (lbs. per in. width)
Up to 30 lbs.	75	200	32
31 to 40 lbs.	75	200	40
41 to 50 lbs.	85	250	44

Appendix D

Label Placement



Appendix E

Label Design and Formatting Specifications

Version 5.0

The following information explains in detail the contents of each field and/or barcode with their field identifiers required on all full cartons received at the Thomas Nelson Publishers Distribution Center. Label stock should be standard 4" x 6" thermal transfer using a landscape layout. Larger label stock may be used, but should use the below specifications to allow for a uniform appearance to our customers. A carton label template is accessible and downloadable (See Appendix H).

***All specified bar codes are Code 128 (auto) symbology and Interleaved 2/5**

****All human readable fields above the barcodes should be in Arial font, pitch of 12, and be a bold typeset.**

*****All () parenthesis around all identifier numbers of each barcode must be omitted from being imbedded in the barcode scan.**

******All carton label barcodes that do not apply to MO or PO numbers should use zeroes in the fields rather than omitting them.**

Title:

Product title as is on the description of the purchase order provided by Thomas Nelson, Inc, using Arial font, size 12 bold.

Author:

Author's Name; using Arial font, size 12.

Publisher:

Company Name "Thomas Nelson Inc." using Arial font, size 12.

On Sale field:

The On Sale field should be populated with the street date or the authorized date that the product can be sold (if applicable). The On Sale Date is identified as item "G" in exhibit 2 (pg. 20).

Country of Origin

The country of origin must be populated with the country where the items were manufactured. The Country of Origin is identified as item “H” in exhibit 2 (pg. 20).

PO#:

The human readable Purchase Order number located centered and above the PO# bar code (zero padded). Identified as item “A” in exhibits 1 (pg. 19) and 2 (pg. 20).

PO #/ bar code:

The PO# is a unique 12 character field and should be formatted using Code 128, and be .6” in height (zero padded). Identified as item “A” in exhibits 1 (pg. 19) and 2 (pg. 20). The PO barcode will need to be prefixed by the identifier (251) as identified in the BISG “Guidelines for Shipping Container Labeling”.

MO #:

The human readable Manufacturing Order number located centered and above the MO# bar code (zero padded). Identified as item “B” in exhibits 1 (pg. 19) and 2 (pg. 20).

MO # / bar code:

10 character field and should be formatted using Code 128, and be .6” in height (zero padded). Identified as item “B” in exhibits 1 (pg. 19) and 2 (pg. 20). The MO barcode will need to be prefixed by the identifier (10) as identified in the BISG “Guidelines for Shipping Container Labeling”.

ISBN-13/ Product #:

The human readable ISBN/ Product number located centered and above the Item Number bar code. Identified as item “C” in exhibits 1 (pg. 19) and 2 (pg. 20).

ISBN-13/ Product # barcode:

The ISBN/ Product number is 7-13 characters in length and should be formatted using Code 128, and be .6” in height, prefixed with the identifier (01) as identified in the BISG “Guidelines for Shipping Container Labeling”. The product number is identified as item “C” in exhibits 1 (pg. 19) and 2 (pg. 20). ** See special notes concerning the formatting of the ISBN13 barcode on pages 5 & 23.

Carton Quantity:

The human readable Carton Quantity should be Right justified and above the Carton Quantity bar code with the leading zeroes omitted. Identified as item “D” in exhibits 1 (pg. 19) and 2 (pg. 20).

Carton Quantity bar code:

5 Character field assigned by Thomas Nelson and should be formatted using Code 128, and be .6” in height (zero padded). The carton quantity is identified as item “D” in exhibit 2 (pg. 20). The Carton Quantity barcode will need to be prefixed by the identifier (30) as identified in the BISG “Guidelines for Shipping Container Labeling”.

Example: QQQQQ or 00008

Where Q= Quantity (8).

Weight:

The human readable Weight field should be Right justified and above the Weight field bar code. Identified as item “E” in exhibit 2 (pg. 20).

Weight bar code:

The weight barcode field is 5 characters and should be formatted using Code 128, and be .6” in height prefixed with the identifier (3401) as identified in the BISG “Guidelines for Shipping Container Labeling”.. The weight barcode field is identified as item “E” in exhibit 2 (pg. 20). Please note that the decimal point is not included in the bar code field, but is included in the text field above the barcode field.

Example: WWWWW or 00170

Where W = Weight (00170)

Cover Price:

The human readable cover price should be centered above the barcode and be the actual number of characters needed (no zero padding) prefixed with \$ and with a suffix of USD.

Cover Price bar code:

The Cover Price bar code should be formatted using Code 128, and be .6” in height prefixed with the identifier (9012Q) – (the Q must be in upper case) as identified in the BISG “Guidelines for Shipping Container Labeling”. The cover price barcode is identified as item “F” in exhibits 1 (pg.19) and 2 (pg. 20). Please note that the decimal point is not included in the barcode field, but is included in the text field above the bar code field. **PLEASE NOTE:** Cover price can be omitted when denoted on the P.O.

Example: \$ WWWW USD

Or \$24.99 USD

Barcode:

The Barcode field listed on the label example defines the barcode symbology used on the books contained within the carton and should be EAN, as identified as item “I” in exhibit 2 (pg. 20). If the contents of the carton are an item other than books the label should designate the symbology on those items (e.g. DVD’s would have a UPC barcode. Instead of EAN on the label it would have UPC listed below BARCODE).

Thomas Nelson’s Product Number:

The Thomas Nelson Product Number needs to be printed on the label using Arial font, size 12 bold. (text field only; no barcode) as identified as Item “J” in exhibit 2 (pg. 20).

Exhibit 1 – Identifying required information from a PO

Thomas Nelson Publishers Vendor Labeling Specifications:

The purpose of this document is to illustrate the information required on all inbound cartons to the Thomas Nelson Distribution Center.

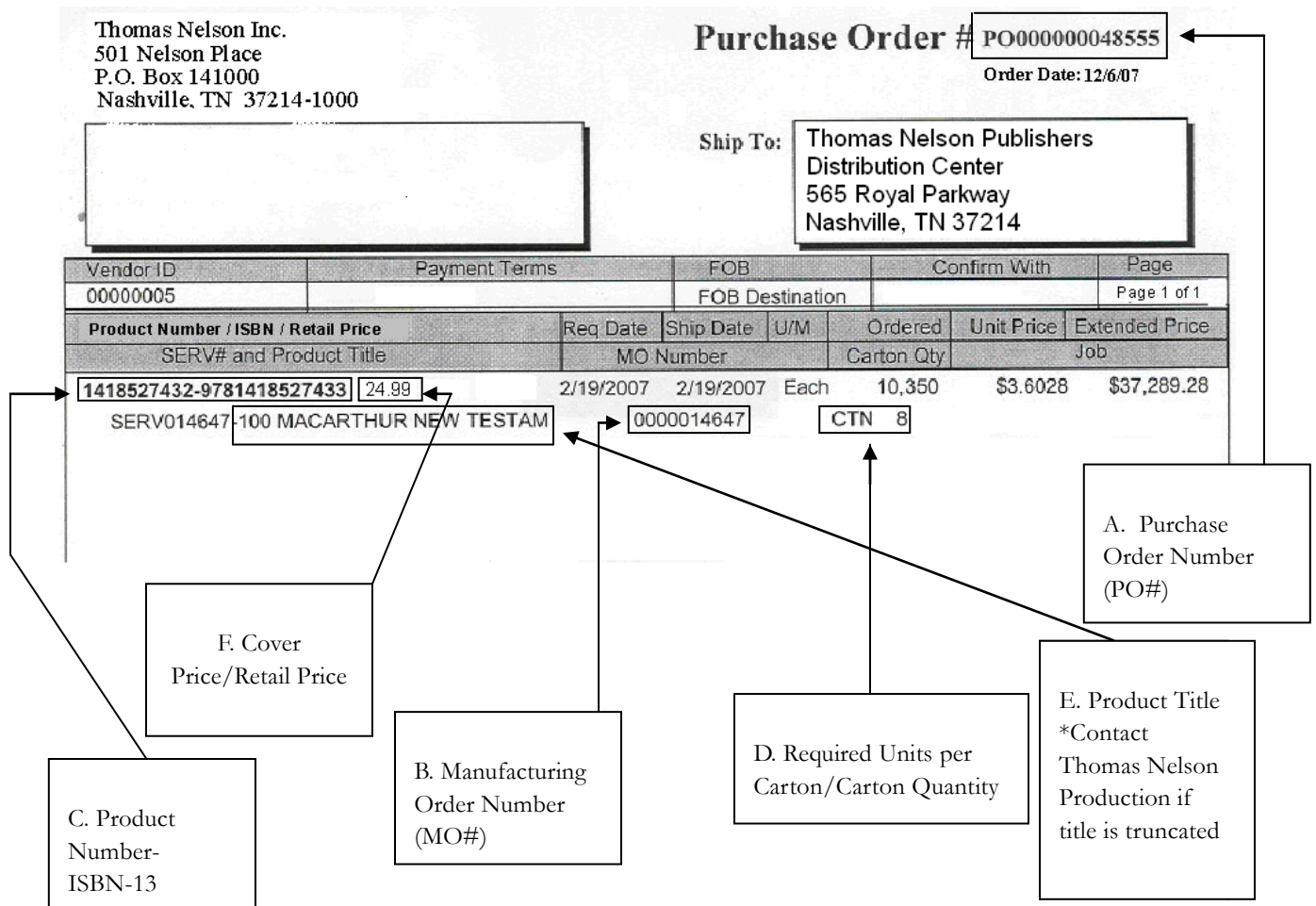
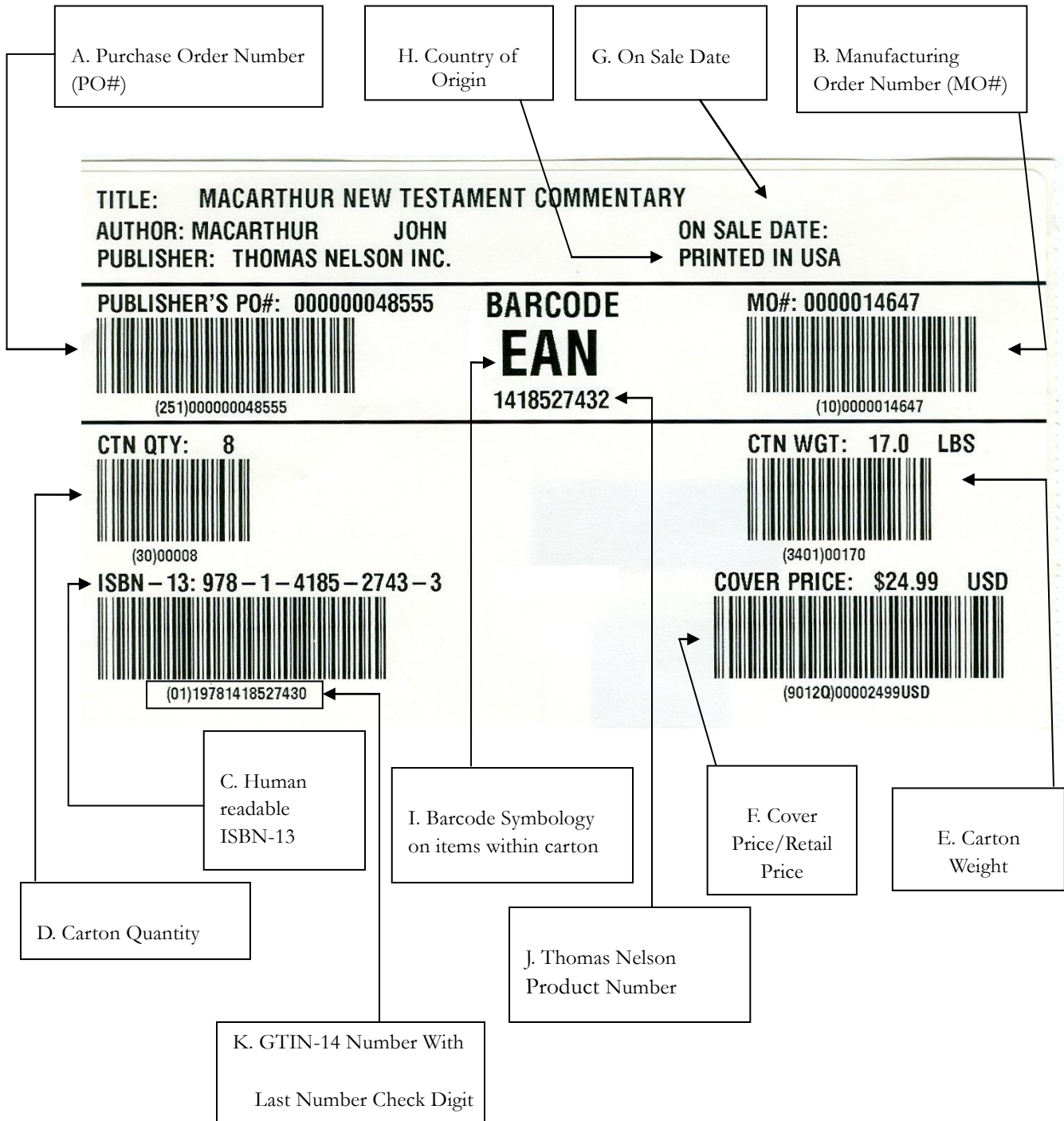


Exhibit 2 – Label Example



**Questions regarding the formatting of this label should be directed to guidelines@thomasnelson.com

Exhibit 3 - BISG Standards for Bar-coding each book

What must be considered when printing the Bookland EAN Symbol?

This section is intended as a practical working guide to printing the bar code symbol. It does not replace published standards of EAN.UCC that include exact specifications and tolerances for size, color reflectance and print quality. [See [Further Sources of Information](#) for organizations supplying these specifications and standards.]

Bar code symbols are images created by specialized computer programs. These programs may be purchased or the image on a film (Film Master) or on a disk from vendors specializing in this area. These vendors are experienced in providing the appropriate size symbol for the paper and press to be used to print the cover or jacket.

Size

The Bookland EAN symbol, which always includes the 5-digit add-on, is 1" high x 2-3/16" wide at 100% magnification. At 80% magnification the overall size is approximately 13/16" high x 1-3/4" wide. Magnification may be any size between 80% and 200%. For offset printing it should not be necessary to print larger than 100%. (NOTE: Width is measured with a 3/32 inch "quiet zone" on either side of bars. Height is measured from the top of the bars to the bottom of the numbers below the bars.)

Quiet Zone

To emphasize the necessity of the clear area or "quiet zone" to the right of the bar code, Bookland EAN symbols are produced with a ">" (greater-than sign) within the right-hand quiet zone. This serves to protect this essential clear space, which is often too narrow when the final plate-ready film is produced. There should be no printed border around the bar code.

Truncation

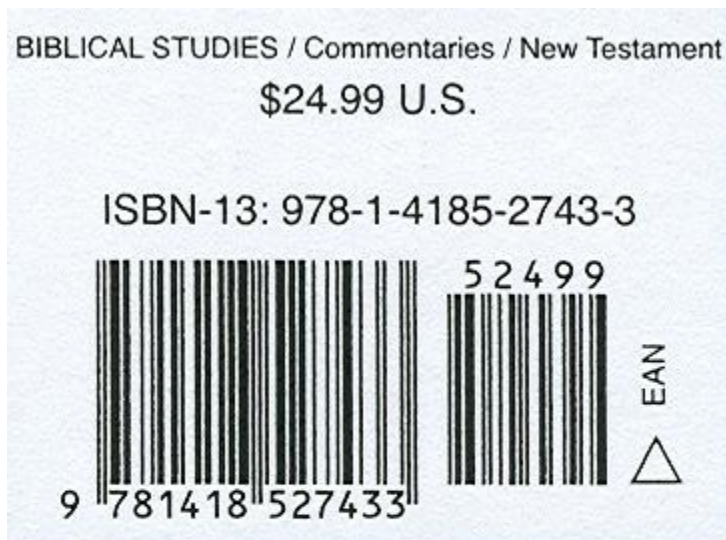
Shortening of the vertical bars of an EAN symbol is referred to as truncation and should be avoided. It may cause non-reads and delays when scanning the symbol.

Color

The ability of the scanners to decode a symbol is based on measuring the bar and space widths and determining their arrangements. The bars must always be the darker color. Bar and space colors cannot be reversed. As a general rule, the bars should be printed in either black or dark blue (reflex blue, process blue and cyan are good). The color for the background, or spaces, can be white, yellow or red. There should be no blue or black in the background color.

Appendix F

Merchandise Sample Barcode



Appendix G

Encoding ISBN in GTIN-14 format for Zone 3 of the Product Label

This section illustrates the computation to encode the ISBN as a GTIN-14 (14-digit Global Trade Item Number) for the product bar code in Zone 3 of the book product label.

This approach is in keeping with book industry precedence and GS1 standards for packaging and carton contents designation.

Given the ISBN: 978-1-234-56789-7

Prefix the ISBN with '1' (carton indicator)

Drop the check digit of '7' (the last digit)

Resulting Number: 1 978 123456789

Multiply alternate digits by 3 and 1 beginning at the right, with multipliers alternating to the left.

1	9	7	8	1	2	3	4	5	6	7	8	9
x3	x1	x3	x1	x3	x1	x3	x1	x3	x1	x3	x1	x3
3	9	21	8	3	2	9	4	15	6	21	8	27

Sum the products: $3 + 9 + 21 + 8 + 3 + 2 + 9 + 4 + 15 + 6 + 21 + 8 + 27 = 136$

Divide the sum by 10: $136/10 = 13$, remainder 6

Subtract the remainder from 10: $10 - 6 = 4$

The check digit is 4 (If remainder = 0, check digit = 0)

GTIN-14 – 19781234567894

Using the Application Indicator of '01', data configured above, and check digit of 4:

ISBN encoded as a GTIN-14 for the Product Label: 0119781234567894

(Note that the Application Indicator of '01' is not a part of the GTIN-14 and is not used in the calculation.)

Appendix H

Label Hardware: Zebra Technologies, Zebra S4M Printer. Estimated cost \$1002.99 USD. This can also be purchased through your preferred hardware vendor if they are a Zebra reseller.

Zebra Specs:

http://www.zebra.com/id/zebra/na/en/index/products/printers/industrial_commercial/s4m.html

Purchasing Link:

http://www.cdw.com/shop/products/specs.aspx?EDC=874655&cm_sp=Product--Specs--Main+Tab

Label Software: Zebra Designer Pro version 1.0.12 Estimated cost \$179.99 USD.

Zebra Specs:

http://www.zebra.com/id/zebra/na/en/index/products/software/label_design_software/zebradesignerpro.html

Purchasing Link:

<http://www.cdw.com/shop/products/default.aspx?EDC=824999>

Compliant Label template: Thomas Nelson has prepared a compliant label format for our vendor's use when shipping to Thomas Nelson using the software identified above.

Link: www.thomasnelson.com/vendors

- Once on the Thomas Nelson vendor site you will find an icon for Carton Label Template.lbl
Follow the instructions for downloading the file from the website.

Receiving Guidelines:

Link: <http://www.thomasnelsoninfo.com/receivingguidelines.pdf> also published on Thomas Nelson's "The House" under Distribution Center – Receiving Guidelines
<http://thehouse/index.php/Home>

Thomas Nelson Publishers

Confirmation of Receipt of Receiving Guidelines

By signing this document you acknowledge the receipt and acceptance of the terms and requirements contained in the attached Receiving Guidelines and have provided a copy of these guidelines to all parties within your organization who are involved in the shipping to
Thomas Nelson Inc.

Company Name

Authorized Vendor Representative

Authorized Representative Signature

Telephone Number and extension

Fax number

Email Address

**Please fax or email the completed confirmation page to the Receiving Department at
Thomas Nelson Publishers at (615) 902-1664 or guidelines@thomasnelson.com**