

Client Statement User Guide

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Background

The Consolidated IPS Ingram initiative included the following activities:

- The Legacy Client Statement application was redesigned
- Publisher Contracts were converted into the new application
- Statements were validated for 600 Publishers for periods Nov 2017 to current
- New tools were developed in IQ to provide detailed support for statement line items

This guide will provide an education on the new process for generating client statements. It will also describe in detail the structure of the new statements and the differences between the old and new versions. This guide will also show the users where to find supporting data and other reporting options.

Changes to the Client Statements

Changes to Client Statements

The most significant change to the statements is that multiple sections of activity will be reported to the publisher. Those sections include:

- Current Months Sales and Returns Activity
- Statement – Payment Summary
- Distribution Fees
- Warehouse Charges
- Freight
- Other Fees

Difference between old and new statements

Current Months Sales and Returns (from prior Legacy IPS)

\$ Volume Type	Gross Invoiced \$	Return Credit \$	Net Sales \$
IPS Activity			
Shipped to Customer	569.98	(90.16)	479.82
Gift Shipped to Customer	322.74		322.74
Customer Pickup	28,067.74	(748.76)	27,318.98
Gift Customer Pickup			
Canadian Shipped to Customer	327.43	(28.44)	298.99
Bindery Shipments			
Promo/Meets Comp freight			
IPS Activity Total Excluding DF	29,287.89	(867.36)	28,420.53
Ingram Wholesale	552.12		552.12
Regular Volume Totals:	29,840.01	(867.36)	28,972.65

Pub #: S999 PUBLISHER NAME		INGRAM INGRAM PUBLISHER SERVICES	
Sales and Returns Activity			
2 Reporting Month End Mar-18			
1 Sales and Returns	3 US*	International	Total
Physical Gross Sales	29,840.01	-	29,840.01
Digital Gross Sales			
Physical Returns	(867.36)		(867.36)
Digital Returns			
	28,972.65	-	28,972.65
*(Includes Domestic, Gift, and Canada)			

1. The illustration above shows the comparison of the Current Sales and Returns activity. The details of the activity type have been modified in this section to show as:
 - Physical Gross Sales
 - Digital Gross Sales
 - Physical Returns
 - Digital Returns
2. The new statement shows the period for which the activity in this section is reported.
3. The new statement will now separate activity into Domestic Activity vs International.

Statement – Payment Summary

This section uses a “**Phased Sales and Returns**” approach. In this model, the Returns are net against Sales, and phased (aged) in the same manner.

Statement – Payment Summary									
3 Apr-18									
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net	
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	119.44	
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92		(829.98)	\$ (829.98)	\$ 119.44	
			46.92	46.92		-	\$ -	\$ 46.92	
Net Sales				996.34			\$ (829.98)	\$ 166.36	

1. “**Activity Type**” displayed in this section (section 1) is a summary of the more detailed Sales and Returns activity. It has been grouped into the following, and is reflected when applicable:
 - a. Domestic Gross Sales & Returns
 - b. Gift Gross Sales & Returns
 - c. Digital Gross Sales & Returns
 - d. International Gross Sales & Returns

- The “**Month Incurred**” indicates the month of activity which is being paid. In the diagram above, the Payment is on the activity from “**January 2018**”. For some Publishers who have varying terms where several months are due on a single payment, all months would appear in this section. (See diagram below)

		Statement -- Payment Summary						
		3 Apr-18						
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	119.44
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92				46.92
			46.92	46.92		-	\$ -	\$ 46.92
Net Sales				996.34			\$ (829.98)	\$ 166.36

- The month the Payment will be made in is shown directly beneath the title of this section. In the example #1, the Publisher can expect to see the payment for the “**January 2018**” activity in “**April 2018**”
- The remaining columns in the “**Payment Summary**” section are as follows:
 - Sales Factor** – This represents the percentage of the Sales and Returns that are payable to the Publisher. This rate should typically reflect 100%

		Statement -- Payment Summary						
		3 Apr-18						
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	119.44
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92				46.92
			46.92	46.92		-	\$ -	\$ 46.92
Net Sales				996.34			\$ (829.98)	\$ 166.36

- Sales Basis** – This represents the Sales amounts against which the Factor will be calculated.

Statement -- Payment Summary								
3 Apr-18								
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	119.44
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92				46.92
			46.92	46.92		-	\$ -	\$ 46.92
Net Sales				996.34			\$ (829.98)	\$ 166.36

c. **Gross** – This represents the calculation of the “Sales Factor” times the “Sales Basis”.

Statement -- Payment Summary								
3 Apr-18								
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	119.44
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92				46.92
			46.92	46.92		-	\$ -	\$ 46.92
Net Sales				996.34			\$ (829.98)	\$ 166.36

d. **Returns Factor** – This represents the percentage of the Sales and Returns that is payable to the Publisher. This should typically reflect 100%

Statement -- Payment Summary								
3 Apr-18								
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	119.44
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92				46.92
			46.92	46.92		-	\$ -	\$ 46.92
Net Sales				996.34			\$ (829.98)	\$ 166.36

e. **Returns Basis** – This represents the Returns amounts against which the Factor will be calculated.

Statement -- Payment Summary									
3 Apr-18									
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net	
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	119.44	
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44	
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92		-	\$ -	46.92	
			46.92	46.92		-	\$ -	\$ 46.92	
Net Sales				996.34			\$ (829.98)	\$ 166.36	

f. **Returns** – This represents the calculation of the “Returns Factor” times the “Returns Basis”.

Statement -- Payment Summary									
3 Apr-18									
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net	
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	119.44	
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44	
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92		-	\$ -	46.92	
			46.92	46.92		-	\$ -	\$ 46.92	
Net Sales				996.34			\$ (829.98)	\$ 166.36	

g. **Net** – This represents the amount of Sales less Returns which would be paid before any fees are applied

Statement -- Payment Summary									
3 Apr-18									
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net	
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	119.44	
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44	
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92		-	\$ -	46.92	
			46.92	46.92		-	\$ -	\$ 46.92	
Net Sales				996.34			\$ (829.98)	\$ 166.36	

Distribution Fees

This section of the statement reflects the fees applied to the publisher’s statement based on contractual agreements. This section shows detailed breakout of which Sales activities have a fee and how that fee is calculated. An example of the prior IPS Legacy section follows the new presentation.

1 Distribution Fees	2 Month Incurred	3 Basis	4 Factor	5 Activity	Physical	Digital	6 Net
Canadian Shipped To Customer Net	January 2018	N	24.0000%	28.44	6.83	-	(6.83)
Customer Pickup Net	January 2018	N	20.0000%	127.52	25.50	-	(25.50)
Gift Shipped To Customer Net	January 2018	N	29.0000%	46.92	13.61	-	(13.61)
Ingram Wholesale Net	January 2018	N	20.0000%	(605.32)	(121.06)	-	121.06
Shipped to Customer Net	January 2018	N	20.0000%	568.80	113.76	-	(113.76)

\$ Volume Type	Gross Invoiced \$	Return Credit \$	Net Sales \$	Base Fee	Base Fee Charges
IPS Activity					
Shipped to Customer	611.28	(42.48)	568.80	20.00%	113.76
Gift Shipped to Customer	46.92		46.92	29.00%	13.61
Customer Pickup	127.52		127.52	20.00%	25.50
Gift Customer Pickup				29.00%	
Canadian Shipped to Customer	28.44		28.44	24.00%	6.83
Bindery Shipments				20.00%	
Promo/Meets Comp freight					
IPS Activity Total Excluding DF	814.16	(42.48)	771.68		159.70
Ingram Wholesale	182.18	(787.50)	(605.32)	20.00%	(121.06)
Regular Volume Totals:	996.34	(829.98)	166.36		38.64

- Distribution Fee type** – These Fee types vary and are based on the specific conditions contained in the individual publisher’s contract.
- The **“Month Incurred”** indicates the month that the fee is being assessed against. In the diagram below the fee is on the activity from **“January 2018”**.

1 Distribution Fees	2 Month Incurred	3 Basis	4 Factor	5 Activity	Physical	Digital	6 Net
Canadian Shipped To Customer Net	January 2018	N	24.0000%	28.44	6.83	-	(6.83)
Customer Pickup Net	January 2018	N	20.0000%	127.52	25.50	-	(25.50)
Gift Shipped To Customer Net	January 2018	N	29.0000%	46.92	13.61	-	(13.61)
Ingram Wholesale Net	January 2018	N	20.0000%	(605.32)	(121.06)	-	121.06
Shipped to Customer Net	January 2018	N	20.0000%	568.80	113.76	-	(113.76)

- Basis** - The method in which the fee is determined
 - Gross (G)
 - Net (N)
 - Unit

1 Distribution Fees	2 Month Incurred	3 Basis	4 Factor	5 Activity	Physical	Digital	6 Net
Canadian Shipped To Customer Net	January 2018	N	24.0000%	28.44	6.83	-	(6.83)
Customer Pickup Net	January 2018	N	20.0000%	127.52	25.50	-	(25.50)
Gift Shipped To Customer Net	January 2018	N	29.0000%	46.92	13.61	-	(13.61)
Ingram Wholesale Net	January 2018	N	20.0000%	(605.32)	(121.06)	-	121.06
Shipped to Customer Net	January 2018	N	20.0000%	568.80	113.76	-	(113.76)

4. **Factor** – This represents the rate or percentage of the “**Activity**” used to calculate the fee

1 Distribution Fees	2 Month Incurred	3 Basis	4 Factor	5 Activity	Physical	Digital	6 Net
Canadian Shipped To Customer Net	January 2018	N	24.0000%	28.44	6.83	-	(6.83)
Customer Pickup Net	January 2018	N	20.0000%	127.52	25.50	-	(25.50)
Gift Shipped To Customer Net	January 2018	N	29.0000%	46.92	13.61	-	(13.61)
Ingram Wholesale Net	January 2018	N	20.0000%	(605.32)	(121.06)	-	121.06
Shipped to Customer Net	January 2018	N	20.0000%	568.80	113.76	-	(113.76)

5. **Activity** – This is the amount at the detail level that the fees are assessed against. In the example below, the Sales amount represents “**Customer Pickup Sales**” less any “**Customer Pickup Returns**”

1 Distribution Fees	2 Month Incurred	3 Basis	4 Factor	5 Activity	Physical	Digital	6 Net
Canadian Shipped To Customer Net	January 2018	N	24.0000%	28.44	6.83	-	(6.83)
Customer Pickup Net	January 2018	N	20.0000%	127.52	25.50	-	(25.50)
Gift Shipped To Customer Net	January 2018	N	29.0000%	46.92	13.61	-	(13.61)
Ingram Wholesale Net	January 2018	N	20.0000%	(605.32)	(121.06)	-	121.06
Shipped to Customer Net	January 2018	N	20.0000%	568.80	113.76	-	(113.76)

6. **Net** – This amount is the result of the “**Distribution Fee**” type “**Activity**” times the “**Factor**”. The results can be “**Physical**” or “**Digital**” and the “**Net**” amount shows as a reduction or addition to the overall Payable to the Publisher. In the example below the “**Customer Pickup Net**” row uses the “**Factor**” of 20% times the “**Activity**” of \$127.52 to produce a “**Net**” amount of \$25.50

1 Distribution Fees	2 Month Incurred	3 Basis	4 Factor	5 Activity	Physical	Digital	6 Net
Canadian Shipped To Customer Net	January 2018	N	24.0000%	28.44	6.83	-	(6.83)
Customer Pickup Net	January 2018	N	20.0000%	127.52	25.50	-	(25.50)
Gift Shipped To Customer Net	January 2018	N	29.0000%	46.92	13.61	-	(13.61)
Ingram Wholesale Net	January 2018	N	20.0000%	(605.32)	(121.06)	-	121.06
Shipped to Customer Net	January 2018	N	20.0000%	568.80	113.76	-	(113.76)

Warehouse Charges

This section of the statement reflects the charges for different warehouse activities. The first item replicates the “old” IPS Legacy statement presentation, and is followed by the “new” presentation.

					Number of Units	Unit Fee	Unit Fee Charges
	Restock to DC				9	0.40	3.60
	Segregate by title (SVA)				15	0.25	3.75
Return Processing Fee Total:							7.35

Warehouse Charges							
Restock Units	unit	9 @ \$0.4000	9.00	3.60	-		(3.60)
Segregate by title Units	unit	15 @ \$0.2500	15.00	3.75	-		(3.75)

The Warehouse Charge section includes the following activities:

- Restock Units
- Rework Units
- Excess Inventory
- Segregate by title Units

Freight Charges

(First, the IPS Legacy example, followed by the “new” statement presentation.)

\$ Volume Type	Freight Charges
IPS Activity	
Shipped to Customer	18.34
Gift Shipped to Customer	1.41
Customer Pickup	
Gift Customer Pickup	
Canadian Shipped to Customer	2.13
Bindery Shipments	
Promo/Meets Comp freight	
IPS Activity Total Excluding DF	21.88
Ingram Wholesale	
Regular Volume Totals:	21.88
DF Regular Fees	6.09
DF Regular Pallet Fees	
No Charge Units	
No Charge Pallets	
DF Totals:	6.09
Restock to DC	
Segregate by title (SVA)	
Return Processing Fee Total:	
Total IPS:	27.97

Freight	Factor	Activity	Physical	Digital	Net
CND Ship to Customer Gross Outbound	7.5000%	28.44	2.13		(2.13)
DF Regular Fees Freight Charges	0.0000%	7.61	7.61		(7.61)
Gift Shipped to Customer Gross Outbound Freight GL	3.0000%	46.92	1.41		(1.41)
Shipped to Customer Gross Outbound Freight GL	3.0000%	611.28	18.34		(18.34)

The Freight charges are derived in the following manner:

- **Outbound Freight:** These amounts are calculated per contract. The calculations use the “Month Incurred” of the Sales activity.
- **Inbound Freight:** This amount is provided in a monthly file from the Transportation department. This information is based on the month for which the statement is being prepared. (i.e. Statements produced for the month of March will have Inbound Freight activity for March.)
- **Direct Fulfilment Freight:** This amount is provided in a monthly file from the Transportation department. The activity represented is for Domestic and International. This information is based on the month for which the statement is being prepared.
- **Promo/Meets Comps:** This amount is provided in a monthly file from the Transportation department. This information is based on the month for which the statement is being prepared.

Other Fees

The Publisher's Statement may have other fees assessed against it. Those fees can include:

- **Co-Op Fees:** Co-Op is a Program for customers who negotiate co-op advertising reimbursement opportunities with publishers and secure commitments from the publishers. These charges show up on the statement as "**Total Co-Op**" and is a summary of the details provided through the Billings systems. Details for these charges will be made available to the publishers through the iQ application. This information is based on the month for which the statement is being prepared.

- **Work Orders:** This represents activities that are the result of any special processing that has been requested by the publisher. These charges are reflected on the statement as "**Work Order**" and is the summary of the details provided through the Work Order application. Details for these charges will be made available to the publishers through the iQ application. This information is based on the month for which the statement is being prepared.

- **Sales Commissions:** Sales Commissions are contract based fees. The Sales Commission calculation is tightly integrated with the Sales data already loaded into the Client Statement application. Details for these charges will be made available to the publishers through the iQ application. This information is based on the month for which the statement is being prepared. Sales Commissions will be presented on the statements as:
 - o Commissions: Gift
 - o Commissions: US Wholesale
 - o Commissions: US Field
 - o Commissions: US National

- **LSI Invoices:** The LSI invoice charges will be sent to the client statement application once a month and will now age with the Sales “**Month Incurred**”. The charge for the LSI Invoices will be summarized when presented on the statements. Details for these charges will be made available to the publishers through the iQ application.
- **Other Miscellaneous:** The charges presented on the Misc-Other Line item on the statement comes from the Miscellaneous application. Details for these charges will be made available to the publishers through the iQ application. This information is based on the month for which the statement is being prepared.

Total Fees & Net Payables to Publisher

1. **Total Fees** – This Line item represents the total fee amount that will be reduced from the Net Payable to Publisher

Factor	Activity	Physical	Digital	Net	
1	Total Fees		\$ 1,657.56	\$ -	\$ (1,657.56)
2	Net Payable to Publisher		\$ 4,896.49	\$ -	\$ 4,896.49

2. **Net Payable to Publisher** – This represents the amount that will be sent to Account Payables for Payment

1	Total Fees		\$ 1,657.56	\$ -	\$ (1,657.56)
2	Net Payable to Publisher		\$ 4,896.49	\$ -	\$ 4,896.49

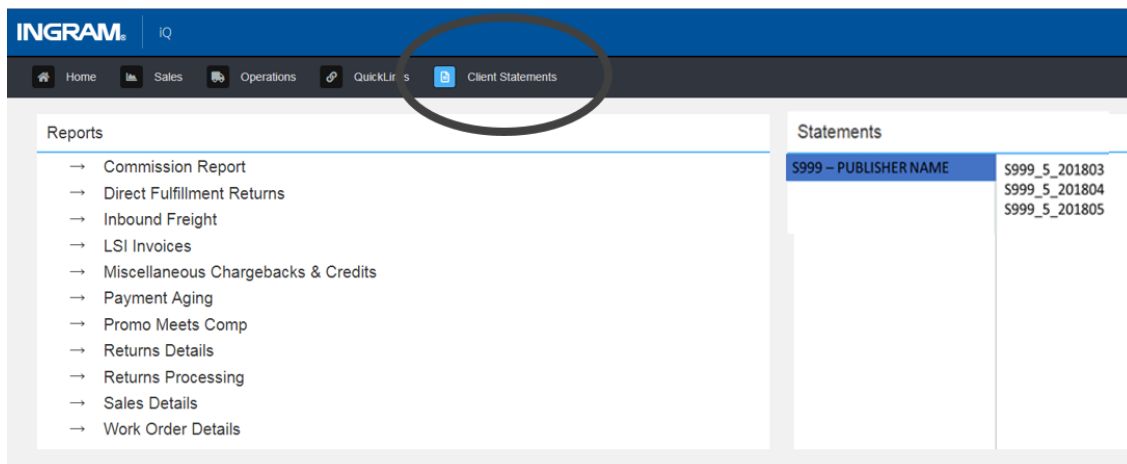
Client Statement Reporting

Client Statement Reporting

In order to provide the publishers the ability to see the details of the activities from their statements, Business Intelligence tools have been developed as support. The tools have been created for internal as well as external purposes.

iQ

This tool has been developed primarily as an external tool for the publishers. The publishers currently have access to iQ. They will see a new section (as reflected below) that will be exclusively for statements and support.



Reports

The “Reports” section provides detailed reporting and support for the activity reported on the statements. Filters will be available for periods and years. The iQ Reports allow the users to export to a PDF or Excel version for additional analytical purposes. The iQ Reports available include:

Sales Details:

Reflects detailed activity at the EAN level, supporting the Current period Sales and Adjustments. The diagram below shows a sample of the iQ Sales Detail report. The report has 37 data fields (not all are visible on the example which follows).

Sales Details														
Applied Filters														
Direct Fulfillment: Include			IPS Sale: ALL			Period: ALL			Year: ALL					
Sales Details														
Year	Period	HQ ID	BA BP ID	Account Ref #	Shipment Location Id	Shipment Location Ref #	OE #	Cust PO #	Pub #	Invoice Date	Invoice #	EAN	Item #	IPS Sale
2018	04	000552671	000552672	20E5800	000555768	20E6602	8KWP8	367273	S002	2018-04-30	34393014	9781557092335	POEMS OF PHILLIS WHEATLEY	Y
2018	04	000562510	000562550	20E8160	000564494	20E8616	8HBV0	COM1749974	S002	2018-04-30	34393612	9781557090713	AMER FLAG	Y

Following are the list of fields for the Sales Details query:

Year: Year

Period: Month (ex. January = 1 and the number progresses for each month)

HQ ID: Headquarter ID

BA BP ID: Billing Account Business Partner ID

Account Ref #: An Ingram Billing Account Number (BillTo Account).

Shipment Location Id: Shipping Location Business Partner ID.

Shipment Location Ref #: An Ingram account number (ShipTo Account) assigned to a customer's shipping address.

OE #: Order number generated by Ingram when we receive the order.

Cust PO #: The Purchase Order number created by the Customer.

Pub #: Publisher Number at Ingram.

Invoice Date: The date the Invoice is created.

Invoice #: Invoice Number

EAN: 13-digit code used to identify the product.

Item #: Generally the Title of the Item.

IPS Sale: Y=Yes and N=No

Adjust Type CD:

S - Sales Adjustment

R - Returns Adjustment

N - Not an Adjustment

Class of Trade CD: Class of Trade Code

Bindery Shipment: Indicates if the order shipped from the Bindery. Y=Yes or N=No.

Consignment Flag: C = Consignment.

Will Pickup: Y=Yes

IPS Pub Acct: 'Ingram Publisher Services' Publisher Account at Ingram. Y=Yes and N=No

Item Invoice Count: Number of Units.

Carton Count: Number of Cartons.

Carton Units: Number of Units per Carton.

Loose Units: Units not in a Carton.

Item List Amt: The current List Price of the item.

Item Invoice Discount Amt: Discount amount per Item as shown on the Invoice.

Item Discount Ext Amt: Item Discount multiplied by Units (Item Invoice Count) listed on the Invoice.

SKID Count: Number of SKIDs.

SKID Units: Number of Units on a SKID.

Shipto State: Shipping Location state.

Shipto Country #: Shipping Location Country Code

Billto Name: Billing Account Name.

Free IPS Line: Y=Yes and N=No.

Deep Discount: Y=Yes and N=No.

Pub Alpha: Publisher Imprint Code at Ingram

Consignment Warehouse: Consignment Warehouse

Returns:

Reflects detailed activity at the EAN level to support the Current period Returns and Adjustments. The diagram below shows a sample of the iQ Returns Detail report. The report has 25 data fields.

Returns Details																			
Applied Filters																			
Direct Fulfillment: Include					IPS Return: ALL					Period: ALL					Year: ALL				
Returns Details																			
Year	Period	Credit Memo Id	Credit Memo Date	Bill To	Ship To	HQ BP ID	BA BP ID	SL BP ID	SL State CD	SL Country CD	Class of Trade CD	IPS Return	Pub #	EAN	Item Name				
2018	4	34384343	2018-04-30	20E8160	20E8160	000562510	000562550	000562551	IL	840	WH	Y	S002	9781889833286	JOURNEY AROUND CAP				
2018	4	A1566739	2018-04-30	20B0430	20B0432	000168544	000419326	000419329	KY	840	RG	Y	S002	9781557091826	MODEST ENQUIRY INTO				

Following are the list of fields for the Returns Details query:

Year: Year

Period: Month (ex. January = 1 and the number progresses for each month)

Credit Memo Id: Generated by Ingram when Return is processed.

Bill To: Billing Account number.

Ship To: Shipping Account number assigned to a Shipping Location.

HQ BP ID: Headquarter, Business Partner ID.

BA BP ID: Billing Account Business Partner ID

SL BP ID: Shipping Location Business Partner ID

SL State CD: Shipping Location State Code

SL Country CD: Shipping Location Country Code

Class of Trade CD: Class of Trade Code

IPS Return: Y=Yes and N=No.

PUB #: Publisher Number at Ingram.

EAN: 13 digit code used to identify the product.

Item Name: Name of the item, most likely the Title.

Return Credit: Y=Yes and N=No.

Quantity Sign:

Adjustment Type Code:

S Sales Adjustment

R Returns Adjustment

N Not an Adjustment

Consignment Flag: Consignment = C

Rtn Unit Count: Return Unit Count – The number of Units returned.

Rtn Item Disc Amt Ext: Return Item Discount Amount Extended - The Discount per Item Amount multiplied by the number of Units Returned.

Unit Price: Price of an individual Unit.

Customer Pickup: Y=Yes

IPS Pub Acct: Indicates if it is an 'Ingram Publisher Services' Publisher Account. Y=Yes and N=No

LSI Invoices:

Reflects detailed activity used to support the print invoice charges from Lightning Source. The diagram below shows a sample of the iQ LSI Invoice Detail report. The report has 98 data fields

LSI Invoices

Applied Filters

LSI Invoices

Invoice Number	Invoice Date	Invoice Page	Purchase Order	Secondary Purchase Order	Sales Order	Sales Order Date	Sales Order Type	Customer Number	Invoice Terms	Invoice Due Date	Sales Person	Customer Contact	Invoice Description	Remit to Contact Name	Remit to Address 1	Remit to Address 2	Remit to Address 3	Remit to Address 4	Remit to City	Remit to State	Remit to Country	Remit to Postal Code	Bill to Cus Nan
21881725	06/22/2018	22	NZ164QPD		0	06/16/2018	TPDI	6041951	Net 90	09/20/2018			Lightning Source	P.O. BOX 503531					ST. LOUIS	MO	US	63150-3531	OR Mex
21881725	06/22/2018	54	NZ166QSD		0	06/16/2018	TPDI	6041951	Net 90	09/20/2018			Lightning Source	P.O. BOX 503531					ST. LOUIS	MO	US	63150-3531	OR Mex
21881725	06/22/2018	10	NZ164Q9D		0	06/16/2018	TPDI	6041951	Net 90	09/20/2018			Lightning Source	P.O. BOX 503531					ST. LOUIS	MO	US	63150-3531	OR Mex
21881725	06/22/2018	20	NZ164QPD		0	06/16/2018	TPDI	6041951	Net 90	09/20/2018			Lightning Source	P.O. BOX 503531					ST. LOUIS	MO	US	63150-3531	OR Mex

Payment Aging:

Reflects detailed activity of the expected payments based on the publisher's terms and the Sales and Returns activity for each period. The Diagram below shows a sample of the iQ Payment Aging report. The report has 11 data fields, and may be downloaded.

INGRAM iQ

Payment Aging

Applied Filters

Payment Aging

Vendor Name	Invoice	Invoice Date	Due Date	Gross Amount	Prior Open Items	July 2018	August 2018	September 2018	October 2018
Totals					\$-19,923.84		\$91,515.46		\$242.36
PUBLISHER	p999 5 2018 PhasedPayments	05/31/2018	09/07/2018	\$306.78	\$0.00				\$306.78
PUBLISHER	p999 5 2018 DistributionFees	05/31/2018	09/07/2018	\$-64.42	\$0.00				\$-64.42
PUBLISHER	p999 5 2018 Freight	05/31/2018	06/28/2018	\$-3,143.27	\$-3,143.27				
PUBLISHER	p999 5 2018 PhasedPayments	05/31/2018	08/07/2018	\$117,335.66	\$0.00		\$117,335.66		
PUBLISHER	p999 5 2018 Freight	05/31/2018	06/28/2018	\$-12.27	\$-12.27				
PUBLISHER	p999 5 2018 PhasedPayments	05/31/2018	06/28/2018	\$-20,316.08	\$-20,316.08				
PUBLISHER	p999 5 2018 OtherFees	05/31/2018	08/07/2018	\$-1,179.71	\$0.00		\$-1,179.71		
PUBLISHER	p999 5 2018 DistributionFees	05/31/2018	06/28/2018	\$-55.00	\$-55.00				
PUBLISHER	p999 5 2018 Freight	05/31/2018	06/28/2018	\$-654.58	\$-654.58				
PUBLISHER	p999 5 2018 PhasedPayments	05/31/2018	06/28/2018	\$-11.40	\$-11.40				
PUBLISHER	p999 5 2018 DistributionFees	05/31/2018	06/28/2018	\$2.39	\$2.39				
PUBLISHER	p999 5 2018 DistributionFees	05/31/2018	06/28/2018	\$4,266.37	\$4,266.37				
PUBLISHER	p999 5 2018 DistributionFees	05/31/2018	08/07/2018	\$-24,640.49	\$0.00		\$-24,640.49		

Here are the list of fields for the Payment Aging query:

Vendor Name: Publisher Name

Invoice: Invoice in Accounts Payable

Invoice Date: The end of the month for when the statement was created

Due Date: The date the payment is due

Gross Amount: Is the total amount of what is due on the Invoice

Prior Open Items: Represent activity in periods prior to the current

Current Month: Represents activity for payments due in the current period

4 Future Periods: Represents activity for payments due in the future periods

Returns Processing:

Reflects detailed activity at the EAN level, supporting the Warehouse Charges. The diagram below shows a sample of the iQ Returns Detail report. The report has 11 data fields.

Year	Period	Event Name	Event Date	Pub #	Pub Name	EAN	ISBN	Item Name	Reason Code	Item Count
2018	4	RESTOCK	2018-04-02	S002	APPLEWOOD	9781557091055	1557091056	CONSTITUTION OF THE US		3
2018	4	RESTOCK	2018-04-04	S002	APPLEWOOD	9781557091055	1557091056	CONSTITUTION OF THE US		2
2018	4	RESTOCK	2018-04-17	S002	APPLEWOOD	9781557091390	1557091390	RUDOLPH THE RED-NOSED REINDEER		2
2018	4	RESTOCK	2018-04-23	S002	APPLEWOOD	9781557091390	1557091390	RUDOLPH THE RED-NOSED REINDEER		4
2018	4	RESTOCK	2018-04-03	S002	APPLEWOOD	9781557091055	1557091056	CONSTITUTION OF THE US		2

Year: Year

Period: Month (ex. January = 1 and the number progresses for each month)

Event Name – Examples:

Restock

SVA_Sort

Destroy

Event Date: Date of the Event.

PUB #: Publisher Number at Ingram.

Pub Name: Publisher Name

EAN: 13-digit code used to identify the product.

ISBN: 10-digit code used to identify the product. ISBNs can be converted to EANs.

Item Name: Name of the item, most likely the Title.

Reason Code – Examples:

Desticker

EAN Label

Jacket Rep

Price Stck

Shrink WRP

Item Count: The number of items processed for a Returns Processing Event.

Direct Fulfillment Publisher Returns

Reflects detailed activity at the EAN level, supporting the DF Publisher Returns. The diagram below shows a sample of the iQ DF Publisher Returns report. The report has 7 data fields.

Direct Fulfillment Publisher Returns							
Applied Filters							
Year: ALL		Period: ALL					
Direct Fulfillment Publisher Returns							
Year	Period	Received Date	Publisher ID	EAN	Item Name	Return Invoice Count	
2017	12	11/24/2017	S002		9781429098618	APPLEWOOD STANDARDS GIFT	10
2017	12	12/11/2017	S002		9781944038250	SHORT BIOG OF ABRAHAM LIN	1
2017	12	12/11/2017	S002		9781944038267	SHORT BIOG OF MARY LINCOL	1
2017	11	10/30/2017	S002		9781557090720	PAUL REVERES RIDE	10
2017	11	10/30/2017	S002		9781557094483	DECLARATION OF INDEPENDEN	11
2017	11	10/30/2017	S002		9781557094282	COMMON SENSE	10
2017	11	10/30/2017	S002		9781557099389	QUOTATIONS OF BENJAMIN FR	10
2017	11	10/30/2017	S002		9781557091055	CONSTITUTION OF THE US	10

Year: Year

Period: Month (ex. January = 1 and the number progresses for each month)

Received Date: Date on which Units were received at the Chambersburg Returns Center.

Publisher ID: Publisher Number at Ingram.

EAN: 13-digit code used to identify the product.

Item Name: Name of the Item, most likely the Title.

Return Invoice Count: The number of Units Returned per Item in a specific Period (Month).

Miscellaneous Items

Reflects detailed activity supporting the Miscellaneous Chargebacks and Credits. The diagram below shows a sample of the iQ Miscellaneous Chargebacks and Credits report. The report has 8 data fields.

Year	Period	Misc Item Id	Pub #	Pub Name	Description of Statement	Credit or Charge	Misc Amount
2018	4	1098	S002	APPLEWOOD	Other	Credit	\$55.09
2018	4	3299	S002		2018 work order fees not charged in January-April	Charge	\$88.50
2018	4	2269	S002		Amazon EIS fee - January	Charge	\$41.32
2018	4	2927	S002		Amazon EIS fee - February	Charge	\$35.17
2018	4	2515	S002		Amazon freight	Charge	\$456.52
2018	3	470	S002	APPLEWOOD	Other	Credit	\$154.15
2018	3	443	S002	APPLEWOOD	Other	Charge	\$190.78
2018	3	676	S002		Amazon Freight	Charge	\$176.89
2018	2	1946	S002		Amazon Freight	Charge	\$177.35
2018	1	1532	S002		Amazon Freight	Charge	\$718.55
2017	12	4331	S002		Credit for Amazon discount error	Credit	\$307.02
2017	12	4989	S002		Amazon Freight	Charge	\$505.45
2017	12	4479	S002		*Credit for min work order adjustment for work order reference ""assembly o	Credit	\$48.68
2017	11	4049	S002		Amazon Freight	Charge	\$490.20

Year: Year

Period: Month (ex. January = 1 and the number progresses for each month)

Misc Item Id: An Ingram identifier assigned to the Credit or Charge.

PUB #: Publisher Number at Ingram.

Pub Name: Publisher Name

Description of Statement: A description of the Credit or Charge.

Credit or Charge: Credit or Charge

Misc Amount: The amount of the Credit or Charge

Work Orders

Reflects detailed activity used to support the Work Order charges. The diagram below shows a sample of the iQ Work report. The report has 10 data fields.

Work Order Details

Applied Filters
Period: ALL Year: ALL

Work Order Details

Year	Period	Work Order Id	Pub #	Pub Name	Reference	Material	Activity Name	Work Order Unit Count	Summed Amt For Month
2018	5	31847	S002	APPLEWOOD	9781429094443	False	Shrink-wrap	354	\$159.30
2018	5	31847	S002	APPLEWOOD	9781429094443	False	Stickering (per unit pub provided)	354	\$424.80
2018	5	31847	S002	APPLEWOOD	9781429094443	False	Construct displays per component unit	1,062	\$0.00

Year: Year

Period: Month (ex. January = 1 and the number progresses for each month)

Work Order Id: Work Order number generated by Ingram.

PUB #: Publisher Number at Ingram.

Pub Name: Publisher Name

Reference: EAN, Order Entry number, Purchase Order number or other info to identify Work Order Detail.

Material: Material charge incurred during Return Processing.

Activity Name: The Activity being billed based on the Returns Processing report Reason Code.

Work Order Unit Count: Total Units in the Work Order.

Summed Amt For Month: Total amount per *Work Order Id/Activity Name* combination for one month.

Freight

Reflects detailed activity used to support Freight for Inbound, Promo-Meet Comps, and DF Freight. The diagram below shows a sample of the iQ Work report. The report has 10 data fields.

- Inbound

Inbound Freight

Applied Filters
Period: ALL Year: ALL

Inbound Freight

Year	Period	Pro Number	Pub Num	Carr Abbr Name	State CD	Ship From Date	Ship From Desc	Freight Base Amount	Total Units	EAN	Item DN
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781429096133	SMALL BOAT SAILING
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781944038168	SHORT BIOG OF GEORGIA OKEEFFE
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781557094562	COMMON SENSE
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781944038168	SHORT BIOG OF GEORGIA OKEEFFE
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	36	9781938700149	ON THE LOOSE IN WASHINGTON DC
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781944038168	SHORT BIOG OF GEORGIA OKEEFFE
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781429096072	LAST WILL & TESTAMENT OF EXTRE
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781429096133	SMALL BOAT SAILING
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	36	9781938700149	ON THE LOOSE IN WASHINGTON DC
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	36	9781938700149	ON THE LOOSE IN WASHINGTON DC
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781557094562	COMMON SENSE
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781557094562	COMMON SENSE
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	36	9781938700149	ON THE LOOSE IN WASHINGTON DC
2018	6	190660036	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	36	9781938700149	ON THE LOOSE IN WASHINGTON DC

- Promo-Meet Comps

Promo Meets Comp

Applied Filters
Year: ALL Period: ALL

Promo Meets Comp

Year	Period	OE	Bill To	Ship To	Pub Number	Invoice QTY	Promo	Promo Weight	Promo Freight	
2018		3 64SDB	20M9080	20M9080	S002		1	1	0.2	0
2018		3 3GFH0	20M9080	20M9080	S002		1	1	1.33	1.05
2018		3 3GCR7	20M9080	20M9080	S002		1	1	0.25	0.19
2018		3 3GG00	20M9080	20M9080	S002		1	1	0.4	0.29
2018		3 7PTQQ	20M9080	20M9080	S002		1	1	0.96	4.88
2018		3 3GCJS	20M9080	20M9080	S002		5	5	4.7	3.44
2018		3 62M2X	20M9080	20M9080	S002		2	2	1.11	0.1
2018		3 7TQPJ	20M9080	20M9080	S002		1	1	2.3	7.39
2018		3 3GD5H	20M9080	20M9080	S002		1	1	1.24	0.9
2018		3 3GFS5	20M9080	20M9080	S002		1	1	1.24	0.95
2018		3 3GF3V	20M9080	20M9080	S002		1	1	0.66	0.51
2018		3 66B5Q	20M9080	20M9080	S002		1	1	0.23	0.12
2018		3 61T1T	20M9080	20M9080	S002		3	3	0.6	0.3
2018		3 3GBZK	20M9080	20M9080	S002		1	1	0.59	0.43

Statements

The publisher will have access to a pdf version of their statements from this section.

Statements	
S999 – PUBLISHER NAME	S999_5_201803
	S999_5_201804
	S999_5_201805

Client Statement Support

Client Statement Support

Brand Managers

For support regarding Client Statements and related inquiries, the following names have been provided as your point of contact:

Brand	Contact	Contact Information
CBSD	John Baynes	john.baynes@ingramcontent.com
PGW	Matthew Chilcott	matthew.chilcott@ingramcontent.com
IPS	Margery Buchanan	margery.buchanan@ingramcontent.com
Two Rivers	Mike Rentas	mike.rentas@ingramcontent.com
Ingram Academic	Kurt Hettler	kurt.hettler@ingramcontent.com

Ingram Publisher Education Hub



<p>Education Hub Tour Welcome to our new Education Hub</p>	<p>ipage A tool to enter Direct fulfillment (non/AR, pub withdrawal; input inbound shipment notifications and other functions).</p>	<p>Co-op An Ingram portal that will allow you to manage co-op requests and claims in one place.</p>
<p>IQ The new reporting portal with dashboards and adhoc reporting.</p>	<p>Rep Tool Third party sales rep ordering tool</p>	<p>Client Statements Revised client statements.</p>
<p>Support Directory Helpful contacts most commonly used.</p>		

The Publisher Education Hub will have Help topics for both Internal and External parties.
Please select the link below for access to the Hub

<https://ingrampublishereducation.zendesk.com/hc/en-us>