TRANSPORTATION ROUTING & SUPPLIER GUIDE
March 2014
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TRANSPORTATION ROUTING

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ELSEVIER TITLES PROCEDURE

The following procedure is directed to all titles.

It is the responsibility of the manufacturing facility to ensure that carrier routing is properly planned to insure that you meet delivery expectations. Our Production Managers/Reprint Coordinators communicate these deadlines to our Sales Representatives and CSR’s. It is your company’s responsibility to manage these schedules, including the shipments to our facilities to meet our critical delivery requirements.

In cases of late manufacturing, you are still responsible for arranging with our transportation carriers to make up the lost time, i.e. arrange for expedited shipping if necessary. However, if your facility is late in the manufacturing of products, you will be held responsible for the additional costs related to these priority shipments. At the same time, we are asking your facilities to be responsible for combining shipments, planning and facilitating our logistics process in an efficient cost-effective manner.

SHIPMENTS MADE DIRECTLY TO CUSTOMERS ON OUR BEHALF - in which Elsevier is the ultimate payee of the freight charges; they must be released to our specified carrier(s) on a “THIRD PARTY COLLECT” basis.

Third Party Billing Address

Elsevier (REEDEL)
c/o Data2Logistics
PO Box 57990-0990
Salt Lake City, UT 84107
1-800-293-0939

*Shipping documentation is to carry the notation that you are shipping on behalf of Elsevier.
“If a customer requires inside delivery, it is automatically approved and authorized.”
TRANSPORTATION ROUTING

SECTION 1: Freight (Palletized Shipments)

Unless you are advised by your contact at the Elsevier Business Unit that the shipment is urgent, you should **accumulate your product and ship weekly**. Always consolidate all products with the same destination on one bill of lading.

<table>
<thead>
<tr>
<th>Shipments weights from 1,000 to 10,000 pounds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UPS Freight</strong></td>
</tr>
<tr>
<td>(800) 392-0238*</td>
</tr>
<tr>
<td>Third Party Collect Account Number - 45788595</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipments weights over 10,000 pounds</th>
</tr>
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<tbody>
<tr>
<td><strong>Amodei Brokerage Company</strong></td>
</tr>
<tr>
<td>(800) 266-3341</td>
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</tbody>
</table>

All shipments are to be entered directly into the Amodei website, with a breakdown of Job #s, ISBN #s, Number of Pallets and Shipment Weight

http://www.amodei.com

A username and password is required, if you do not already have a username and password please call Amodei Brokerage Co. and they will provide you with login information and instructions.

Amodei Brokerage Company is now responsible for optimizing INBOUND freight shipments. This will include “Consolidating” as many inbound shipments as possible. You may be asked to hold your non HOT title freight for a period of no more than three days. Please make sure to inform us of any additional product while holding freight. Amodei Brokerage will also be responsible for determining what freight has the potential to consolidate.

**Shipping Terms** - On shipments in which Elsevier is the ultimate payee of the freight charges, they must be released to our specified carrier(s) on a “THIRD PARTY COLLECT” basis.

**Third Party Billing Address**

Elsevier (REEDEL)  
c/o Data2Logistics  
PO Box 57990-0990  
Salt Lake City, UT 84107  
1-800-293-0939
SECTION 2: (Non Palletized Standard Ground Shipping)

UPS Standard Ground

When shipping to Elsevier Inc. locations or any location in which Elsevier Inc. is the ultimate payee of the UPS charges, use the Elsevier THIRD PARTY BILLING NUMBER:

UPS Account # R6A822

How to Ship - UPS WorldShip System or ups.com:

1. Package and Shipment Details: Fill out the shipping and package details, including the type of UPS service you are using and the type of package you are shipping and the weight of the package.

2. Billing Details (required): Elsevier requires that an ELS 3-digit Job # and ISBN # be entered as a reference for every package shipped

3. Print: Print your shipping label and affix it to the package.
TRANSPORTATION ROUTING

SECTION 3: (Non Palletized Expedited Shipping) Overnight and Second Day

Unless directed by the Business Unit to the contrary, all expedited shipments are to be routed UPS Next Day Air. When shipping to Elsevier Inc. locations or any location in which Elsevier Inc. is the ultimate payee of the UPS Air charges, use the Elsevier THIRD PARTY BILLING NUMBER:

UPS Account # R6A822

How to Ship - UPS WorldShip System or ups.com:

1. Package and Shipment Details: Fill out the shipping and package details, including the type of UPS service you are using and the type of package you are shipping and the weight of the package.

2. Billing Details (required): Elsevier requires that an ELS 3-digit Job # and ISBN # be entered as a reference for every package shipped

3. Print: Print your shipping label and affix it to the package.
TRANSPORTATION ROUTING

SECTION 4: International Shipping (Importing/Exporting) & Customs Brokerage

- DHL Express.
- Ground shipping to Canada – UPS International
- Ground shipping to Guam, Puerto Rico, Virgin Islands, American Samoa & Northern Marianna Islands – DHL Express.
- When making shipments into the USA, all Importer Security Filings (ISF) should be adhered to. For additional information please go directly to the CBP website at http://www.cbp.gov/xp/cgov/trade/cargo_security/

SPECIFIC REQUIREMENTS FOR INTERNATIONAL SHIPPING

- Make sure that all shipments go DDP (Deliver Duty Paid) as Elsevier customers and Elsevier locations do not have the customs brokerage or monies to pay for customs clearances.
  
  Contact the Elsevier Transportation Department at (573) 897-1927 for routing assistance.

- When shipping products with a value over $2,500.00 (USD) special documentation is required. For further information on this matter, contact Elsevier Transportation Department or your International Carriers Customer Service. Each country has import restrictions/regulations which must be followed to avoid penalties, delays and possible confiscation.

- When shipping product to our International Customers with a value of $2,500.00 or larger, the Automated Export System (AES) must be filed with AESDirect @ www.aesdirect.gov.

- Palletized products are required to be on Export approved pallets. Do not use non-treated wooden skids when shipping International.

Elsevier Customs Broker:

The American Companies
Attn: Frank Wiltgen
881 Route
Bensenville, IL. 60106
frankw@shipamerican.com
Phone 630-860-0782
Fax 630-860-1149

The American Companies will be used to secure and book ocean shipments to and from points of shipment and receipt.
Copies of all required documents must be forwarded, via air or electronically, to the Customs Broker listed above to enable customs clearance. If the Bill of Lading is not released at point of origin, the original Bill of Lading must be forwarded to the Customs Broker.

It is important that the Country of Origin be indicated on the Commercial Invoice and that all marks & numbers include the P.O. number, Quantity, ISBN, soft back/ hard back and weight for each product. List all transportation costs as a separate line entry. Terms of Sale must be indicated on the Commercial Invoice, i.e., CIF, FOB.
ADVANCE SHIPPING NOTICE (A.S.N.)

For your reference, on page 10 of this document, is a sample of the Elsevier Advance Shipping Notice. To obtain this document, please contact the Elsevier Distribution Center. It is imperative that you complete this form and fax a copy for each outbound shipment to the RECEIVING DEPARTMENT AT THE ELSEVIER DISTRIBUTION CENTER.

RECEIVING DISTRIBUTION CENTER

Hours of operation for the Receiving Department are 7:30 am to 1:00 pm CST.

ELSEVIER
LINN DISTRIBUTION CENTER (010)
1799 Hwy 50 East
Linn, MO 65051
Telephone: 573-897-1948
Fax: 573-897-1966

ELSEVIER TRAFFIC DEPARTMENT
Telephone: (573) 897-1927 or (573) 897-1976
Fax #: (573) 897-1970

We plan to use this Advance Shipping Notice to post our pre-receiving in advance of delivery and scheduled receipts. The success of this program depends upon you maintaining a high level of reporting consistency and accuracy. This is in line with our goal of processing information via EDI.

The Advance Shipping Notice form is available on page 10
<table>
<thead>
<tr>
<th>PO #</th>
<th>ISBN</th>
<th>DESCRIPTION</th>
<th>ELS 3-digit Job #</th>
<th>PRINT CODE</th>
<th># OF PLTS</th>
<th>CTNS PER PLT</th>
<th>CASE PACK</th>
<th>TOTAL UNITS</th>
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**NOTE:** SHIPMENTS ARE SUBJECT TO REFUSAL OR CHARGEBACK IF THEY DO NOT ADHERE TO ELSEVIER SCIENCE SPECIFICATIONS

Linn Distribution Center
PO Box 437
1799 Hwy 50 East Linn Mo, 65051
573-897-3694
Receiving Hours/Appointments

The Distribution Center Receiving Hours are 7:30 a.m. to 1:00 p.m. CST. All deliveries must be made within this time frame and by appointment only.

ATTENTION All International Deliveries

Please contact the Distribution Center, via the contact numbers given below, to schedule all future deliveries.

To schedule deliveries or for questions please contact our Receiving Department at:

573-897-1938 or 573-897-1928
If no answer, please call
1-800-456-3629 or 573-897-3694

INVENTORY ACCOUNTING & PROCUREMENT

DISTRIBUTION AUTHORIZATION DOCUMENTATION

There are basic documents utilized for shipping and/or transfer of product from your facility to our Distribution Center, customers, and other suppliers. Below is a brief description and explanation of each form and their usage. Sample copies have also been attached.

1. **Purchase Order (PRINT & BIND ORDER):** Advance shipping notice instructions to our Distribution Center should be indicated on our Purchase Order. Otherwise, additional distribution instructions may be found in Section 1: Transportation Routing & Supplier Guide of this document beginning on page 4. **Note:** Purchase Order format and instruction will vary depending upon the requirements of the individual Business Unit.

2. **Stock Transfer Order:** This form is your authorization to ship product you have in storage to the specified Distribution Center/supplier/assembly location. Wherever possible, requests will be made in full pallet quantities. Smaller transfer amounts may require carton lots. **Please expedite these requests to ship within 3 business days.**
3. **Submission Carton Label:** This label is to be copied on bright orange paper and used as the carton label for all submission material.

4. **Sample Shipment Request Form:** The Sample Shipment Request form authorizes the shipment of sample copies to a specified address.

5. **Bindery Drop Shipment Request:** This Pack List document is mailed or faxed directly from Customer Service and authorizes direct shipment of products from binderies to customers. These products are to be shipped as soon as titles are ready. (Stock for Bindery Packing Lists should be available for shipping at time of document receipt). Confirmation information (Ship Date / Ship via Method / Total Weight / Shipping Charges) for each shipment needs to be sent back to Elsevier’s Customer Service Department in Maryland Heights, MO.
Vendor Drop Shipment Program

Bindery Packing Lists/Bindery Drop Ship
This program is designed for shipments of our products from binderies to Elsevier customers, depositories, and sales reps/exhibitions.

Packing List (usually received via fax from Traffic Office or Maryland Heights Customer Service) indicates the SHIP TO Name & Address, Product Code (or ISBN#), Ship Quantity requested, Author and Title Description.

Products requested via this Packing List form should be ready to ship when this document is produced. Ship product quantity requested as soon as possible. If no specific Ship Method is requested, see page 4 of this manual or call Traffic Department at 573-897-1927 or Customer Service at 1-800-545-2522. Please notify the Traffic Department if product is not available or cannot ship for some reason.

Confirmation information to be faxed back to the Elsevier Traffic Department at (573) 897-1970, on an A.S.N within 48 hours of shipment and should include:

- SHIP DATE
- TOTAL UNITS SHIPPED
- ACTUAL SHIP VIA METHOD
- TOTAL CARTONS
- TOTAL WEIGHT
- TRACKING NUMBER (where available)
- SHIP CHARGES (when available)
- NUMBER OF PALLETTS

For any questions regarding Bindery Drop Shipment Request orders call

Joe Elko at (314) 447-8130
usbds@elsevier.com