**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 ensure that you meet delivery expectations. Our Production Managers and Reprint Coordinators communicate these deadlines to our Sales Representatives and Customer Service Representatives. It is your company’s responsibility to manage these schedules, including the shipments to our own or distribution partner’s 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.

Failure to follow these instructions may lead to claims of avoidable costs.

**OVERVIEW:**

<table>
<thead>
<tr>
<th></th>
<th>US domestic</th>
<th>International</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel shipments up to 150lbs.</td>
<td>UPS® Ground</td>
<td>DHL Express</td>
<td>UPS: Single packages may weight up to 150lbs. max within the small parcel network</td>
</tr>
<tr>
<td>Non-palletized, multiple-package shipments from 151-350lbs.</td>
<td>UPS® Ground</td>
<td>DHL Express</td>
<td>UPS: Parcels &gt;150lbs. can be shipped Ground, but any parcel’s weight may not exceed 150lbs./ea. UPS: If a single parcel weighs more than 150lbs., please ship using UPS freight.</td>
</tr>
<tr>
<td>Palletized, multiple-package shipments from 350 - 661 lbs.</td>
<td>UPS® Freight</td>
<td>DHL Express up to 661 lbs</td>
<td>Note: DHL Express shipments over 661 lbs need to be split into separate deliveries.</td>
</tr>
<tr>
<td>Palletized, multiple-package shipments from 661 - 7,500 lbs</td>
<td>UPS® Freight</td>
<td>&gt;661lbs:</td>
<td>For int. shipments over 661 lbs please contact the Elsevier Transportation Department at (573) 897-1927 for assistance in finding an optimal shipping mode.</td>
</tr>
<tr>
<td>Palletized, multiple-package shipments over 7,500 lbs</td>
<td>Amodei for Elsevier</td>
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</table>

...AND 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 (REDEEL)**  
c/o Data2Logistics  
PO Box 61050  
Fort Myers, FL 33906  
1-801-287-8400

*Shipping documentation is to carry the notation that you are shipping on behalf of Elsevier, Inc. If a customer requires inside delivery, it is automatically approved and authorized.*
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 onto one bill of landing.

**Shipment weights from 350 to 7,500 pounds**

**UPS Freight**

(800) 392-0238*

Third Party Collect Account Number - 45788595.

**Shipment weights over 7,500 pounds**

**Amodei Brokerage Company**

(800) 266-3341

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, Inc. 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 61050
Fort Myers, FL 33906
1-801-287-8400
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, which can be found in the 2018 RELX Group Routing Guide. Supplier sale representatives or customer service should have a copy. Unless billed to a 3rd party, do not use UPS Early AM service.

Federal Express Services - Unless billed to a 3rd party, do not use Federal Express.

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

In cases of late manufacturing, you are still responsible for arranging with our transportation carriers to make up the lost time and arrange for expedited shipping if necessary using the Elsevier THIRD PARTY BILLING NUMBER, which can be found in the RELX Group Routing Guide. Supplier sale representatives or customer service should have a copy.

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. Those shipments must be made using your own account.

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

- DHL Express for international shipments up to 300KG (661 lbs.)

- For international shipments over 661 lbs. please contact Procurementdirect@relx.com for assistance in finding an optimal shipping mode.
  - You might be asked to split shipments into separate deliveries
  - or
  - To use a different shipping mode depending on timeline and cost.

- **When making import shipments into the USA**, all Importer Security Filings (ISF) should be adhered to. For additional information please go directly to the CBP website [Importer Security Filings](#).

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.

- **Shipments into NAFTA, UK and Australia are to go DDU.**
  Contact the Elsevier Transportation Demand Management Department at (314)447-8732 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 the Elsevier Transportation Department or your International Carrier’s 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 Commercial Environment (ACE) must be filed with [ACE and Automated Systems](#).

- 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, Inc.
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) 897-1937
Fax #: (573) 897-4387

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
**SAMPLE - ADVANCED SHIPPING NOTICE (ASN)**

**SHIPPED FROM:**

**SHIPPED VIA:**

**DATE**

<table>
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<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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**For LDC Use ONLY**

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<tr>
<th>VENDOR #</th>
<th>RECEIPT #</th>
<th>CONTROL #</th>
<th>INVENTORY STATUS</th>
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**ADDITIONAL COMMENTS:**

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

**NOTE:** SHIPMENTS ARE SUBJECT TO REFUSAL OR CHARGEBACK IF THEY DO NOT ADHERE TO ELSEVIER SCIENCE SPECIFICATIONS
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

![CTPAT Regulation]

In accordance with C-TPAT regulations, **ALL** trailer seals must be surrendered to Elsevier prior to unloading **ANY** cargo.

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:

573-897-1948 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 Demand Management 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, Inc. customers, depositories, and sales reps/exhibitions.

Packing List received via fax from 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 the document is produced. Ship the product quantity requested as soon as possible. If no specific Ship Method is requested, see page 4 of this manual or call the Elsiver Traffic Department at 573-897-1927 or Customer Service at 1-800-545-2522. Please notify Customer Service if product is not available or cannot ship for some reason at the contact number below. Shipment information 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 PALLETs

For any questions regarding Bindery Drop Shipment Request orders call:

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