

CONSIGNED INVENTORY GUIDELINES

Usborne Books & More

The amount of consigned inventory is limited to the amount of time the consultant has been with the company. See the chart below for more details.

<u>TIME</u>	<u>AMOUNT</u>
3 – 5 months	\$500 min - \$1000 max
6 – 11 months	\$500 min - \$1500 max
1 year +	\$500 min - \$2000 max

More than \$2000 is subject to approval.

- You must have been with the company for at least (3) three months and be an active consultant to be eligible for consignment.
- If you are in the inactive status you must turn in a \$350.00 net sale to become active and eligible to receive consignment.
- There is a \$500.00 minimum for a consignment request.
- You are not eligible if you have had any returned checks for insufficient funds with Usborne Books & More.
- Only (1) one consigned inventory can be active or checked out at any given time.
- Consignments must be closed within (30) thirty days from the day of your event.
- *You may ask for Extension if needed.*
- New inventory requests will **NOT** be processed on the last day of each month (Cut-off Day).

Ordering (Requesting) Consigned Inventory

- Request for consignment can be made by submitting an order through order pro. Choose **INVENTORY** as the order type, and the books will be entered at no charge.
- No credit card is required when submitting your request for consigned inventory.
- To guarantee receipt of your order by a requested date, please request consignment at least (2) two weeks before your event.
- **DO NOT order Sets (89 numbers) Supplies, Collections, or Subscriptions with any consigned inventory order.**

E-show and E-fair Orders

- On-line orders can be combined with consignment orders. Import the e-fair, or e-show into your consignment order before printing it out, or print the page showing the total retail of the e-fair or e-show order and fax or mail that page with the other part of the consignment order, to be combined when the order is processed.
- *An E-show or an E-fair can not be combined into a Do not ship order. Please make sure you combined them with the ship part of your order.*

Reconciling (Paying for) Consigned Inventory

- All reconciliation orders **MUST** be e-mailed, faxed or mailed in with detailed instructions. ***Preferred method is to email.***
- *If you know how to attach a PDF File that is great if not it is not required. You may email the following information.*
- *Please include in the body of your email:*
Your consultant ID#
PO#
Retail Amount
Consignment # you are reconciling
Name and consultant # of who receives sales credit
The location of the PO in your order pro.
- *If you have combined an E-fair or E-show, please provide me with that information. I need the retail amount of the show.*
- *Please make sure all credit card payments are authorized and that your credit card is available on the summary sheet. I do not have access to your card on line.*
- *You can not reconcile with collections, sets or supplies.*
- *If your order is tax exempt it **MUST** include a PDF of the certificate for EACH order (or be scanned on each order)*
- *Please Do not mark out your address even if it is a Do Not Ship order. It is still needed for tax purposes.*
- *Please do not choose Media Mail as shipping when you reconcile.*
- ***HOC/REWARDS can not be redeemed through any reconciliation orders. You must redeem them through an order that is submitted through OPOL.***
- *Credit balances cannot be shared.*
- Sales credit is given, after the order is e-mailed, faxed or mailed in and processed.
- **Reconciling orders must be received (4) four business days before cut-off for the end of the month, to guarantee your sales will count for the month.**
- ***If you are reconciling with a home party it must be a complete Do Not Ship Order.***
- ***You may not reconcile with LFL orders.***
- Allow 2-3 business days for all orders to be processed.
- The retail value of ALL books in your order will be applied as payment on the retail amount of what we shipped to you.
For events where books were sold and additional books are to be shipped you **MUST** split the order into (2) separate orders. Write DO NOT SHIP on the order listing the sold books, and TO BE SHIPPED on the order for retail sales or free. (***On all split orders, disregard any overages order-pro shows***)
Please leave your orders in the pending file. Do not submit or move them to a completed folder.
- A separate summary page is required on split orders. **DO NOT COMBINE TOTALS FROM A SPLIT ORDER ONTO (1) ONE SUMMARY PAGE.**

Returning Books

- There is a 5% restocking fee with a \$10.00 minimum, on the retail value being returned.
- Please include your credit card information or any other payment with returns.
- In the box of returns, please include a list of all titles, quantity and retail value of the books being returned. Include your name, ID # and the total retail value.
- Proper packaging, when returning or exchanging books is essential. You've heard it said, "If the package rattles, you can be sure there is damage." Preventing damage in shipping protects your investment.
- Never use paper envelopes to ship books. This always results in damage.
- Protect and support books with cardboard cut slightly larger than the products you are shipping.
- Good packaging includes plastic bags, used wrapping paper, grocery bags, and any kind of foam.
- Never use books as a backboard for writing. This causes indentations on covers and damages the book.
- We encourage you not to place stickers on books prior to them being sold. If you need to remove stickers or clean covers, rub gently with lighter fluid or rubbing alcohol.
- Insure returns for the full retail value. This is for your protection!
- Any books returned damaged or with stickers on them will be returned to you.

For questions regarding consignment please try to reach your Supervisor or Up-line.

If I may be of assistance, you may reach me at 800-611-1655 ext 182

Thank you all for your help and cooperation with the new guidelines.

Remember that Consignment is a privilege that UBAM Home Office allows. Let's please work together and make this the best program ever.

Tammy

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