



## BatchLine Direct Ordering Instructions

Your BatchLine account can be set up to order directly from a number of leading suppliers. Gardners are set as the default, but you might also wish to add (with their GLNs):

- 5030670150106 – Argosy
- 5033075471692 – BookSource
- 5013546030636 – Cambridge University Press\*
- 5033075003855 – Central Books
- 5030670117765 – Gardners Books Ltd
- 3770023482011 – Gardners EU\*\*
- 5013546206558 – Gazelle Book Services Ltd
- 5030670176090 – Hachette UK Distribution Limited\*\*\*
- 5050085019195 – HarperCollins Publishers Ltd
- 5050085060074 – Macmillan Distribution (MDL)
- 5050085052727 – TBS (Penguin Random House UK)
- 5013546025023 – TBS The Book Service Limited (**GBS**)
- 5013546106445 – Turnaround

Customers wishing to place orders via BatchLine with:

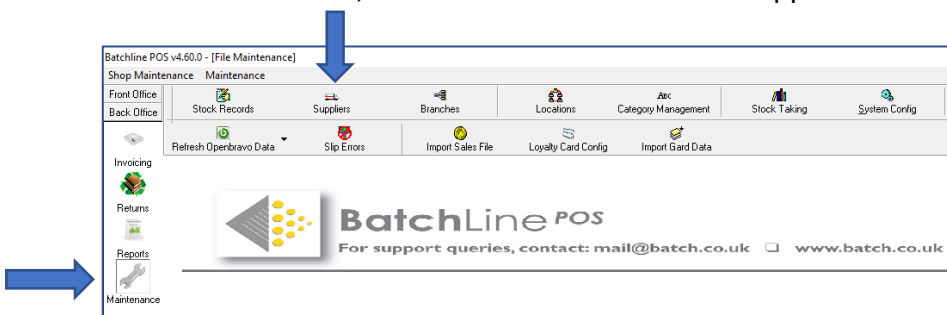
\* **Cambridge University Press** should first ask to be set up by emailing [internationaltrade2@cambridge.org](mailto:internationaltrade2@cambridge.org)

\*\* **Gardners EU** via BatchLine should first ask to be set up by emailing [ITServices@gardners.com](mailto:ITServices@gardners.com)

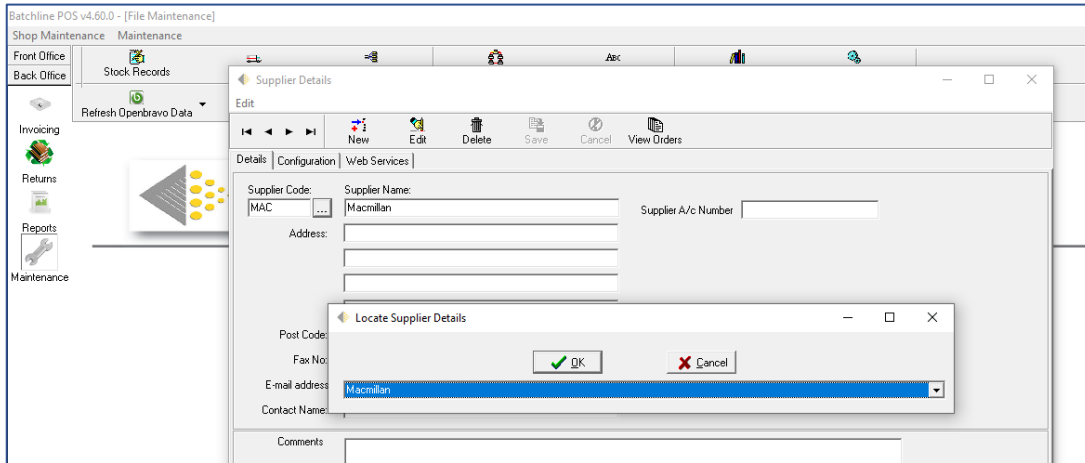
\*\*\* **Hachette UK** should first ask to be set up by emailing [huk.new@hachette.co.uk](mailto:huk.new@hachette.co.uk)

### Setting up an existing supplier

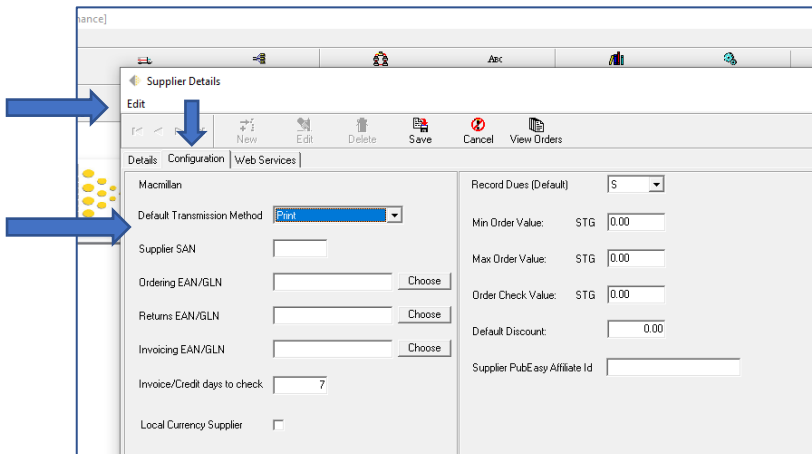
1. Go to Back Office, Maintenance and select the Suppliers tab.



2. Find the supplier you wish to set up from the dropdown menu: in this example, it's Macmillan (MDL).

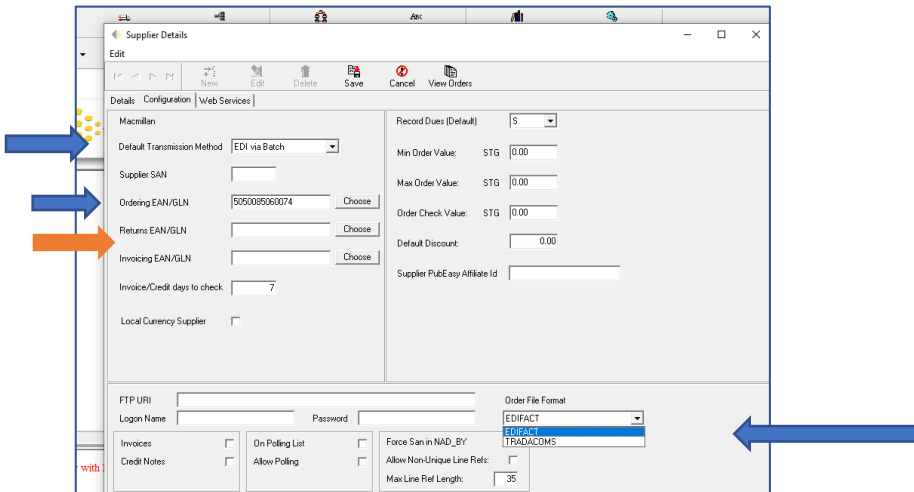


3. Click on the Configuration tab and select Edit to change the Default Transmission setting.

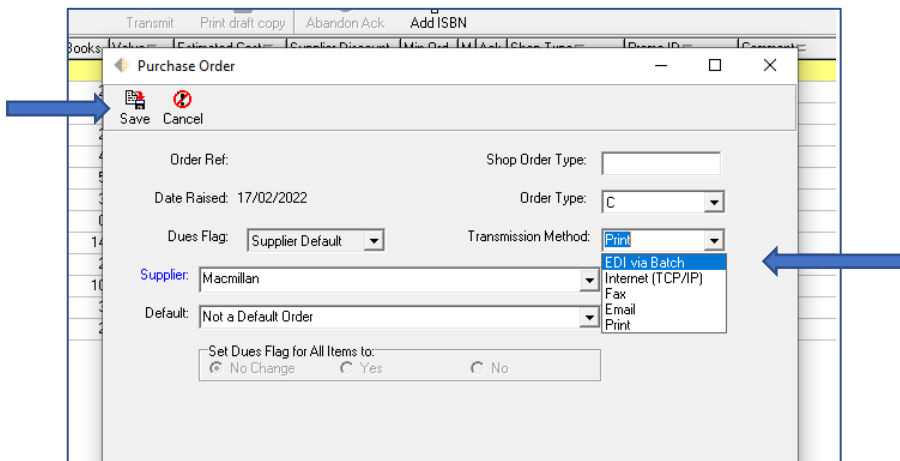


4. Change the Transmission Method to EDI via Batch.
- Insert the supplier's **Ordering** GLN in the Ordering EAN/GLN box.
  - Leave the SAN box empty.
  - Make sure the Order File Format is set to TRADACOMS. (EDIFACT is used for **Gardners** and **Gardners EU** only.)
  - Click Save and close the window to save the new settings.

**Tip:** If you wish to add the **Returns** and **Invoicing** EAN/GLNs at the same time, you can find these at the end of this document.



5. The next time you wish to create an order with this supplier, select EDI via Batch as the Transmission Method then click Save.



See next page for EAN/GLNs for Returns and Invoicing.

<https://www.batch.co.uk/web/batchline/batchline-pos>

**For support queries or to request further guides, contact [mail@batch.co.uk](mailto:mail@batch.co.uk) for videos, visit:**



## Suppliers on BatchLine: GLNs for Ordering, Returns and Invoicing

### Argosy

Ordering: 5030670150106

Returns: N/A

Invoicing: 5033075491379

### BookSource

Ordering: 5033075471692

Returns: 5030670154579

Invoicing: 5033075471692

### Cambridge University Press

Ordering: 5013546030636

Returns: 5013546030636

Invoicing: 5013546030636

**Note:** Customers wishing to place orders with **Cambridge University Press** via BatchLine should first ask to be set up by emailing [internationaltrade2@cambridge.org](mailto:internationaltrade2@cambridge.org)

### Central Books

Ordering: 5033075003855

Returns: 5033075003855

Invoicing: 5033075003855

### Gardners Books Ltd

Ordering: 5030670117765

Returns: 5013546113245

Invoicing: 5013546113245

File format: EDIFACT

### Gardners EU

Ordering: 3770023482011

Returns: N/A

Invoicing: 3770023482011

File format: EDIFACT

**Note:** Customers wishing to place orders with **Gardners EU** via BatchLine should first ask to be set up by emailing [ITServices@gardners.com](mailto:ITServices@gardners.com)

### Gazelle Book Services Ltd

Ordering: 5013546206558

Returns: N/A

Invoicing: 5013546206558

**GBS** – see TBS The Book Service Limited (GBS)

Hachette UK Distribution Limited

Ordering: 5030670176090

Returns: 5030670176090

Invoicing: 5030670176090

Macmillan Distribution (MDL)

Ordering: 5050085060074

Returns: 5050085060074

Invoicing: 5050085060074

HarperCollins Publishers Ltd

Ordering: 5050085019195

Returns: 5050085019195

Invoicing: 5050085019195

TBS The Book Service Limited (GBS)

Ordering: 5013546025023

Returns: 5013546025023

Invoicing: 5013546025023

TBS (Penguin Random House UK)

Ordering: 5050085052727

Returns: 5050085061545

Invoicing: 5050085061545

Turnaround

Ordering: 5013546106445

Returns: 5013546106445

Invoicing: 5013546106445