



BatchLine Direct Ordering Instructions

Your BatchLine account can be set up to order directly from 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
5030670176090 – Hachette UK Distribution Limited***
5050085019195 – HarperCollins Publishers Ltd
1200109664892 – Ingram Content Group UK (Ingram Wholesale UK)****
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

** **Gardners EU** should first ask to be set up by emailing ITServices@gardners.com

*** **Hachette UK** should first ask to be set up by emailing huk.new@hachette.co.uk

**** **Ingram Content Group UK (Ingram Wholesale UK)** should first set up an Ingram Wholesale US (IWUS) iPage account then an Ingram Wholesale UK (IWUK) one. Both are part of the same iPage ordering system: <https://www.ingramcontent.com/get-started>. Once these accounts are established, Ingram will link your GLN to your IWUK account number to enable BatchLine ordering for IWUK but **not** for IWUS. Please contact mark.hunt@ingramcontent.com with any questions.

Note: Ingram Publisher Services UK (IPS UK) and Ingram Wholesale UK (IWUK) are different Ingram-owned businesses. Whilst IPS UK are on Batch Payments and Returns, they are not yet signed up for BatchLine ordering.

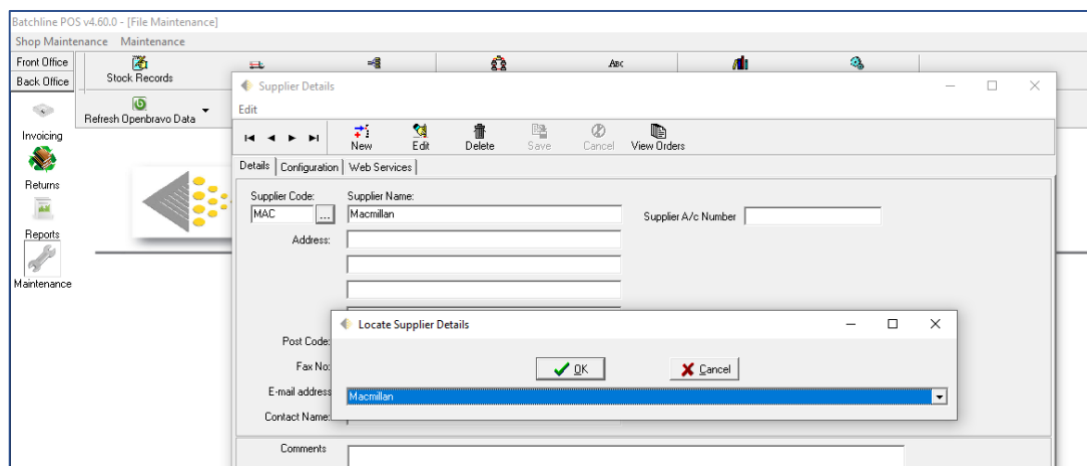
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Setting up an existing supplier

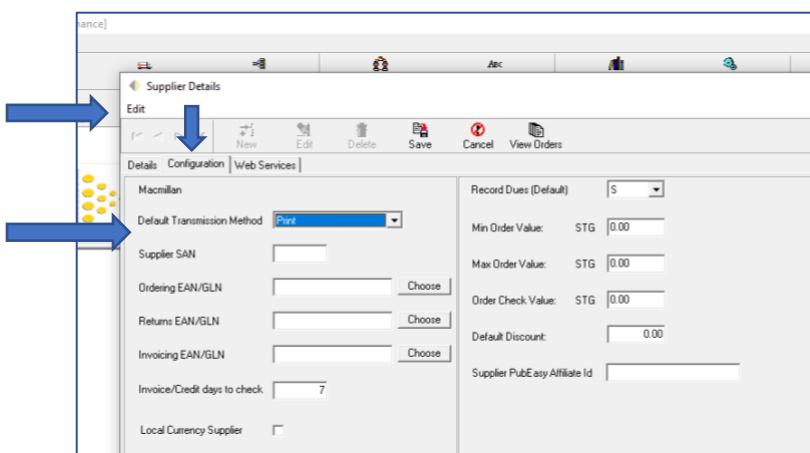
1. Go to Back Office, Maintenance and select the Suppliers tab.



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**, **Gardners EU** and **Ingram Content Group UK** (Ingram Wholesale UK) 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.

The screenshot shows the 'Supplier Details' window for Macmillan. The 'Configuration' tab is selected. The 'Default Transmission Method' is set to 'EDI via Batch'. The 'Order File Format' is set to 'TRADACOMS'. Arrows point to the 'Default Transmission Method' dropdown, the 'Order File Format' dropdown, and the 'Save' button.

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

The screenshot shows the 'Purchase Order' window. The 'Transmission Method' dropdown is open, showing options: Print, EDI via Batch, Internet (TCP/IP), Fax, Email, and Print. The 'Supplier' is set to Macmillan. Arrows point to the 'Transmission Method' dropdown and the 'Save' button.

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

For instructional videos, visit:

<https://www.youtube.com/@batchlineposstockmanagemen1854/videos>



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

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**

Gazelle

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

Ingram Content Group UK (Ingram Wholesale UK)

Ordering: 1200109664892

Returns: N/A

Invoicing: 5030670160471

File format: **EDIFACT**

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

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