



# Client Statement User Guide

**INGRAM**



INGRAM  
PUBLISHER  
SERVICES

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# Background

The Consolidated IPS Ingram initiative included the following activities:

- The Legacy Client Statement application was redesigned
- Publisher Contracts were converted into the new application
- Statements were validated for 600 Publishers for periods Nov 2017 to current
- New tools were developed in IQ to provide detailed support for statement line items

This guide will provide an education on the new process for generating client statements. It will also describe in detail the structure of the new statements and the differences between the old and new versions. This guide will also show the users where to find supporting data and other reporting options.

# Changes to Client Statements

The most significant change to the statements is that multiple sections of activity will be reported to the publisher. Those sections include:

- Current Months Sales and Returns Activity
- Statement – Payment Summary
- Distribution Fees
- Warehouse Charges
- Freight
- Other Fees

## Difference between old and new statements

### Current Months Sales and Returns (from prior Legacy IPS)

S Volume Type	Gross Invoiced \$	Return Credit \$	Net Sales \$
<b>IPS Activity</b>			
Shipped to Customer	569.98	(90.16)	479.82
Gift Shipped to Customer	322.74		322.74
Customer Pickup	28,067.74	(743.76)	27,318.98
Gift Customer Pickup			
Canadian Shipped to Customer	327.43	(23.44)	298.99
Bindery Shipments			
Promo/Meets Comp. freight			
<b>IPS Activity Total Excluding DF</b>	<b>29,287.89</b>	<b>(867.36)</b>	<b>28,420.53</b>
Ingram Wholesale	552.12		552.12
<b>Regular Volume Totals:</b>	<b>29,840.01</b>	<b>(867.36)</b>	<b>28,972.65</b>

Pub #: S999 PUBLISHER NAME	<b>INGRAM</b>   <b>INGRAM PUBLISHER SERVICES</b>		
	Sales and Returns Activity		
	2 Reporting Month End Mar-18		
1 Sales and Returns	3 US*	International	Total
Physical Gross Sales	29,840.01	-	29,840.01
Digital Gross Sales			
Physical Returns	(867.36)	-	(867.36)
Digital Returns			
	<b>28,972.65</b>	-	<b>28,972.65</b>
* (Includes Domestic, Gift, and Canada)			

1. The illustration above shows the Current Sales and Returns activity.

The details of the activity type show as:

- Physical Gross Sales
- Digital Gross Sales
- Physical Returns
- Digital Returns

2. The new statement shows the period for which the activity in this section is reported.

3. The new statement separates activity into Domestic Activity vs International.

## Statement – Payment Summary

This section uses a “**Phased Sales and Returns**” approach. In this model, the Returns are net against Sales, and phased (aged) in the same manner.

Statement – Payment Summary									
3   Apr-18									
1   Activity	2   Month Incurred	4   Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net	
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	119.44	
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44	
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92				46.92	
			46.92	46.92		-	\$ -	\$ 46.92	
<b>Net Sales</b>				<b>996.34</b>			<b>\$ (829.98)</b>	<b>\$ 166.36</b>	

1. “**Activity Type**” displayed in this section (section 1) is a summary of the more detailed Sales and Returns activity. It has been grouped into the following, and is reflected when applicable:
  - a. Domestic Gross Sales & Returns
  - b. Gift Gross Sales & Returns
  - c. Digital Gross Sales & Returns
  - d. International Gross Sales & Returns
2. The “**Month Incurred**” indicates the month of activity which is being paid. In the diagram above, the Payment is on the activity from “January 2018”. For some Publishers who have varying terms where several months are due on a single payment, all months would appear in this section. (See diagram below)

Statement – Payment Summary									
3   Apr-18									
1   Activity	2   Month Incurred	4   Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net	
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	119.44	
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44	
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92				46.92	
			46.92	46.92		-	\$ -	\$ 46.92	
<b>Net Sales</b>				<b>996.34</b>			<b>\$ (829.98)</b>	<b>\$ 166.36</b>	

3. The month the Payment will be made in is shown directly beneath the title of this section. In the example #1, the Publisher can expect to see the payment for the “**January 2018**” activity in “**April 2018**”
4. The remaining columns in the “**Payment Summary**” section are as follows:
  - a. **Sales Factor** – This represents the percentage of the Sales and Returns that are payable to the Publisher. Typically, this factor is 100%.

Statement – Payment Summary									
3   Apr-18									
1   Activity	2   Month Incurred	4   Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net	
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	119.44	
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44	
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92				46.92	
			46.92	46.92		-	\$ -	\$ 46.92	
<b>Net Sales</b>				<b>996.34</b>			<b>\$ (829.98)</b>	<b>\$ 166.36</b>	

b. **Sales Basis** – This represents the Sales amounts that the Factor will be calculated.

Statement – Payment Summary									
3 Apr-18									
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net	
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	\$ 119.44	
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44	
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92		-	\$ -	\$ 46.92	
			46.92	46.92		-	\$ -	\$ 46.92	
<b>Net Sales</b>				996.34			\$ (829.98)	\$ 166.36	

c. **Gross** – This represents the calculation of the “Sales Factor” times the “Sales Basis”.

Statement – Payment Summary									
3 Apr-18									
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net	
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	\$ 119.44	
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44	
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92		-	\$ -	\$ 46.92	
			46.92	46.92		-	\$ -	\$ 46.92	
<b>Net Sales</b>				996.34			\$ (829.98)	\$ 166.36	

d. **Returns Factor** – This represents the percentage of the Sales and Returns that is payable to the Publisher. This should typically reflect 100%

Statement – Payment Summary									
3 Apr-18									
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net	
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	\$ 119.44	
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44	
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92		-	\$ -	\$ 46.92	
			46.92	46.92		-	\$ -	\$ 46.92	
<b>Net Sales</b>				996.34			\$ (829.98)	\$ 166.36	

e. **Returns Basis** – This represents the Returns amounts against which the Factor will be calculated.

Statement – Payment Summary									
3 Apr-18									
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net	
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	\$ 119.44	
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44	
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92		-	\$ -	\$ 46.92	
			46.92	46.92		-	\$ -	\$ 46.92	
<b>Net Sales</b>				996.34			\$ (829.98)	\$ 166.36	

f. **Returns** – This represents the calculation of the “Returns Factor” times the “Returns Basis”.

Statement – Payment Summary									
3 Apr-18									
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net	
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	\$ 119.44	
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44	
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92		-	\$ -	\$ 46.92	
			46.92	46.92		-	\$ -	\$ 46.92	
<b>Net Sales</b>				996.34			\$ (829.98)	\$ 166.36	

g. **Net** – This represents the amount of Sales less Returns which would be paid before any fees are applied

Statement – Payment Summary									
3 Apr-18									
1 Activity	2 Month Incurred	4 Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net	
Domestic Gross Sales & Returns	January 2018	100%	949.42	949.42	100%	(829.98)	(829.98)	\$ 119.44	
			949.42	949.42		(829.98)	\$ (829.98)	\$ 119.44	
Gift Sales Gross & Returns	January 2018	100%	46.92	46.92		-	\$ -	\$ 46.92	
			46.92	46.92		-	\$ -	\$ 46.92	
<b>Net Sales</b>				996.34			\$ (829.98)	\$ 166.36	

## Distribution Fees

This section of the statement reflects the fees applied to the publisher’s statement based on contractual agreements. This section shows detailed breakout of which Sales activities have a fee and how that fee is calculated. An example of the prior IPS Legacy section follows the new presentation.

1	Distribution Fees	2	Month Incurred	3	Basis	4	Factor	5	Activity	Physical	Digital	6	Net
	Canadian Shipped To Customer Net	January 2018	N	24.0000%	28.44	6.83	-	(6.83)					
	Customer Pickup Net	January 2018	N	20.0000%	127.52	25.50	-	(25.50)					
	Gift Shipped To Customer Net	January 2018	N	29.0000%	46.92	13.61	-	(13.61)					
	Ingram Wholesale Net	January 2018	N	20.0000%	(605.32)	(121.06)	-	121.06					
	Shipped to Customer Net	January 2018	N	20.0000%	568.80	113.76	-	(113.76)					

\$ Volume Type	Gross Invoiced \$	Return Credit \$	Net Sales \$	Base Fee	Base Fee Charges
<b>IPS Activity</b>					
Shipped to Customer	611.28	(42.48)	568.80	20.00%	113.76
Gift Shipped to Customer	46.92		46.92	29.00%	13.61
Customer Pickup	127.52		127.52	20.00%	25.50
Gift Customer Pickup				29.00%	
Canadian Shipped to Customer	28.44		28.44	24.00%	6.83
Bindery Shipments				20.00%	
Promo/Meets Comp freight					
<b>IPS Activity Total Excluding DF</b>	<b>814.16</b>	<b>(42.48)</b>	<b>771.68</b>		<b>159.70</b>
Ingram Wholesale	182.18	(787.50)	(605.32)	20.00%	(121.06)
<b>Regular Volume Totals:</b>	<b>996.34</b>	<b>(829.98)</b>	<b>166.36</b>		<b>38.64</b>

- Distribution Fee Type** – These Fee types vary and are based on the specific conditions contained in the individual publisher’s contract.
- The **“Month Incurred”** indicates the month that the fee is being assessed against. In the diagram below the fee is on the activity from **“January 2018”**.

1	Distribution Fees	2	Month Incurred	3	Basis	4	Factor	5	Activity	Physical	Digital	6	Net
	Canadian Shipped To Customer Net	January 2018	N	24.0000%	28.44	6.83	-	(6.83)					
	Customer Pickup Net	January 2018	N	20.0000%	127.52	25.50	-	(25.50)					
	Gift Shipped To Customer Net	January 2018	N	29.0000%	46.92	13.61	-	(13.61)					
	Ingram Wholesale Net	January 2018	N	20.0000%	(605.32)	(121.06)	-	121.06					
	Shipped to Customer Net	January 2018	N	20.0000%	568.80	113.76	-	(113.76)					

- Basis** – The method in which the fee is determine
  - Gross (G)
  - Net (N)
  - Unit

1	Distribution Fees	2	Month Incurred	3	Basis	4	Factor	5	Activity	Physical	Digital	6	Net
	Canadian Shipped To Customer Net	January 2018	N	24.0000%	28.44	6.83	-	(6.83)					
	Customer Pickup Net	January 2018	N	20.0000%	127.52	25.50	-	(25.50)					
	Gift Shipped To Customer Net	January 2018	N	29.0000%	46.92	13.61	-	(13.61)					
	Ingram Wholesale Net	January 2018	N	20.0000%	(605.32)	(121.06)	-	121.06					
	Shipped to Customer Net	January 2018	N	20.0000%	568.80	113.76	-	(113.76)					

4. **Factor** – This represents the rate or percentage of the “**Activity**” used to calculate the fee

1	2	3	4	5	Physical	Digital	6
Distribution Fees	Month Incurred	Basis	Factor	Activity			Net
Canadian Shipped To Customer Net	January 2018	N	24.0000%	28.44	6.83	-	(6.83)
Customer Pickup Net	January 2018	N	20.0000%	127.52	25.50	-	(25.50)
Gift Shipped To Customer Net	January 2018	N	29.0000%	46.92	13.61	-	(13.61)
Ingram Wholesale Net	January 2018	N	20.0000%	(605.32)	(121.06)	-	121.06
Shipped to Customer Net	January 2018	N	20.0000%	568.80	113.76	-	(113.76)

5. **Activity** – This is the amount at the detail level that the fees are assessed against. In the example below, the Sales amount represents “Customer Pickup Sales” less any “Customer Pickup Returns”

1	2	3	4	5	Physical	Digital	6
Distribution Fees	Month Incurred	Basis	Factor	Activity			Net
Canadian Shipped To Customer Net	January 2018	N	24.0000%	28.44	6.83	-	(6.83)
Customer Pickup Net	January 2018	N	20.0000%	127.52	25.50	-	(25.50)
Gift Shipped To Customer Net	January 2018	N	29.0000%	46.92	13.61	-	(13.61)
Ingram Wholesale Net	January 2018	N	20.0000%	(605.32)	(121.06)	-	121.06
Shipped to Customer Net	January 2018	N	20.0000%	568.80	113.76	-	(113.76)

6. **Net** – This amount is the result of the “**Distribution Fee**” type “**Activity**” times the “**Factor**”. The results can be “**Physical**” or “**Digital**” and the “**Net**” amount shows as a reduction or addition to the overall Payable to the Publisher. In the example below the “**Customer Pickup Net**” row uses the “**Factor**” of 20% times the “**Activity**” of \$127.52 to produce a “**Net**” amount of \$25.50

1	2	3	4	5	Physical	Digital	6
Distribution Fees	Month Incurred	Basis	Factor	Activity			Net
Canadian Shipped To Customer Net	January 2018	N	24.0000%	28.44	6.83	-	(6.83)
Customer Pickup Net	January 2018	N	20.0000%	127.52	25.50	-	(25.50)
Gift Shipped To Customer Net	January 2018	N	29.0000%	46.92	13.61	-	(13.61)
Ingram Wholesale Net	January 2018	N	20.0000%	(605.32)	(121.06)	-	121.06
Shipped to Customer Net	January 2018	N	20.0000%	568.80	113.76	-	(113.76)

## Warehouse Charges

This section of the statement reflects the charges for different warehouse activities. The first item replicates the “old” IPS Legacy statement presentation, and is followed by the “new” presentation.

	Number of Units	Unit Fee	Unit Fee Charges
Restock to DC	9	0.40	3.50
Segregate by title (SVA)	15	0.25	3.75
<b>Return Processing Fee Total:</b>			<b>7.35</b>
<b>Warehouse Charges</b>			
Restock Units	unit	9 @ \$0.4000	9.00 3.60 (3.60)
Segregate by title Units	unit	15 @ \$0.2500	15.00 3.75 (3.75)

The Warehouse Charge section includes the following activities:

- Restock Units
- Rework Units
- Excess Inventory
- Segregate by Title Units

## Freight Charges

(First, the IPS Legacy example, followed by the “new” statement presentation.)

\$ Volume Type	Freight Charges
<b>IPS Activity</b>	
Shipped to Customer	18.34
Gift Shipped to Customer	1.41
Customer Pickup	
Gift Customer Pickup	
Canadian Shipped to Customer	2.13
Bindery Shipments	
Promo/Meets Comp freight	
<b>IPS Activity Total Excluding DF</b>	<b>21.88</b>
Ingram Wholesale	
<b>Regular Volume Totals:</b>	<b>21.88</b>
DF Regular Fees	6.09
DF Regular Pallet Fees	
No Charge Units	
No Charge Pallets	
<b>DF Totals:</b>	<b>6.09</b>
Restock to DC	
Segregate by title (SVA)	
<b>Return Processing Fee Total:</b>	
<b>Total IPS:</b>	<b>27.97</b>

Freight	Factor	Activity	Physical	Digital	Net
<i>CND Ship to Customer Gross Outbound</i>	7.5000%	28.44	2.13	-	(2.13)
<i>DF Regular Fees Freight Charges</i>	0.0000%	7.61	7.61	-	(7.61)
<i>Gift Shipped to Customer Gross Outbound Freight GL</i>	3.0000%	46.92	1.41	-	(1.41)
<i>Shipped to Customer Gross Outbound Freight GL</i>	3.0000%	611.28	18.34	-	(18.34)

The Freight charges are derived in the following manner:

- **Outbound Freight:** These amounts are calculated per contract. The calculations use the “Month Incurred” of the Sales activity.
- **Inbound Freight:** This amount is provided in a monthly file from the Transportation department. This information is based on the month for which the statement is being prepared. (i.e. Statements produced for the month of March will have Inbound Freight activity for March.)
- **Direct Fulfilment Freight:** This amount is provided in a monthly file from the Transportation department. The activity represented is for Domestic and International. This information is based on the month for which the statement is being prepared.
- **Promo/Meets Comps:** This amount is provided in a monthly file from the Transportation department. This information is based on the month for which the statement is being prepared.

## Other Fees

The Publisher’s Statement may have other fees assessed against it. Those fees can include:

- **Co-Op Fees:** Co-Op is a Program for customers who negotiate co-op advertising reimbursement opportunities with publishers and secure commitments from the publishers. These charges show up on the statement as “**Total Co-Op**” and is a summary of the details provided through the Billings systems. Details for these charges will be made available to the publishers through the iQ application. This information is based on the month for which the statement is being prepared.

- **Work Orders:** This represents activities that are the result of any special processing that has been requested by the publisher. These charges are reflected on the statement as “**Work Order**” and is the summary of the details provided through the Work Order application. Details for these charges will be made available to the publishers through the iQ application. This information is based on the month for which the statement is being prepared.
- **Sales Commissions:** Sales Commissions are contract based fees. The Sales Commission calculation is tightly integrated with the Sales data already loaded into the Client Statement application. Details for these charges will be made available to the publishers through the iQ application. This information is based on the month for which the statement is being prepared. Sales Commissions will be presented on the statements as:
  - Commissions: Gift
  - Commissions: US Wholesale
  - Commissions: US Field
  - Commissions: US National
- **LSI Invoices:** The LSI invoice charges will be sent to the client statement application once a month and will now age with the Sales “**Month Incurred**”. The charge for the LSI Invoices will be summarized when presented on the statements. Details for these charges will be made available to the publishers through the iQ application.
- **Other Miscellaneous:** The charges presented on the Misc-Other Line item on the statement comes from the Miscellaneous application. Details for these charges will be made available to the publishers through the iQ application. This information is based on the month for which the statement is being prepared.

## Total Fees & Net Payables to Publisher

1. **Total Fees** – This Line item represents the total fee amount that will be reduced from the Net Payable to Publisher

Factor	Activity	Physical	Digital	Net
1	<b>Total Fees</b>			
			\$ 1,657.56	\$ -
				\$ (1,657.56)
2	<b>Net Payable to Publisher</b>			
			\$ 4,896.49	\$ -
				\$ 4,896.49

2. **Net Payable to Publisher** – This represents the amount that will be sent to Account Payables for Payment

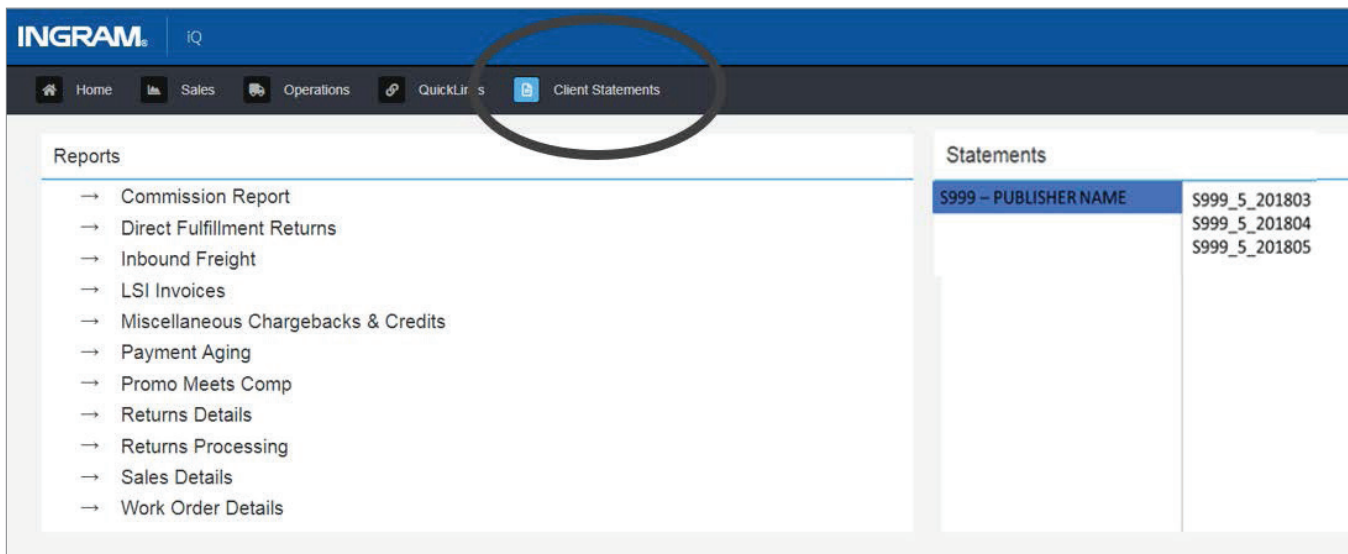
1	<b>Total Fees</b>			
			\$ 1,657.56	\$ -
				\$ (1,657.56)
2	<b>Net Payable to Publisher</b>			
			\$ 4,896.49	\$ -
				\$ 4,896.49

# Client Statement Reporting

In order to provide the publishers the ability to see the details of the activities from their statements, Business Intelligence tools have been developed as support. The tools have been created for internal as well as external purposes.

## iQ

This tool has been developed primarily as an external tool for the publishers. The publishers currently have access to iQ. They will see a new section (as reflected below) that will be exclusively for statements and support.



The screenshot displays the iQ interface with the 'Client Statements' menu item circled. The interface is divided into two main sections: 'Reports' and 'Statements'.

**Reports**

- Commission Report
- Direct Fulfillment Returns
- Inbound Freight
- LSI Invoices
- Miscellaneous Chargebacks & Credits
- Payment Aging
- Promo Meets Comp
- Returns Details
- Returns Processing
- Sales Details
- Work Order Details

**Statements**

S999 – PUBLISHER NAME	
	S999_5_201803
	S999_5_201804
	S999_5_201805

# Reports

The "Reports" section provides detailed reporting and support for the activity reported on the statements. Filters will be available for periods and years. The iQ Reports allow the users to export to a PDF or Excel version for additional analytical purposes. The iQ Reports available include:

## Sales Details

Reflects detailed activity at the EAN level, supporting the Current period Sales and Adjustments. The diagram below shows a sample of the iQ Sales Detail report. The report has 37 data fields (not all are visible on the example which follows).

Applied Filters															
Direct Fulfillment: Include				IPS Sale: ALL		Period: ALL		Year: ALL							
Sales Details															
Year	Period	HQ ID	BA BP ID	Account Ref #	Shipment Location Id	Shipment Location Ref #	OE #	Cust PO #	Pub #	Invoice Date	Invoice #	EAN	Item #	IPS Sale	
2018	04	000552671	000552672	20E5800	000555768	20E6602	8KWP8	367273	S002	2018-04-30	34393014	9781557092335	POEMS OF PHILLIS WHEATLEY	Y	
2018	04	000562510	000562550	20E8160	000564494	20E8616	8HBV0	COM1749974	S002	2018-04-30	34393612	9781557090713	AMER FLAG	Y	

Following are the list of fields for the Sales Details query:

**Year:** Year

**Period:** Month (ex. January = 1 and the number progresses for each month)

**HQ ID:** Headquarter ID

**BA BP ID:** Billing Account Business Partner ID

**Account Ref #:** An Ingram Billing Account Number (BillTo Account).

**Shipment Location Id:** Shipping Location Business Partner ID.

**Shipment Location Ref #:** An Ingram account number (ShipTo Account) assigned to a customer's shipping address.

**OE #:** Order number generated by Ingram when we receive the order.

**Cust PO #:** The Purchase Order number created by the Customer.

**Pub #:** Publisher Number at Ingram.

**Invoice Date:** The date the Invoice is created.

**Invoice #:** Invoice Number

**EAN:** 13-digit code used to identify the product.

**Item #:** Generally the Title of the Item.

**IPS Sale:** Y=Yes and N=No

**Adjust Type CD:** S - Sales Adjustment | R - Returns Adjustment | N-Not an Adjustment

**Class of Trade CD:** Class of Trade Code

**Bindery Shipment:** Indicates if the order shipped from the Bindery. Y=Yes or N=No.

**Consignment Flag:** C = Consignment.

**Will Pickup:** Y=Yes

**IPS Pub Acct:** 'Ingram Publisher Services' Publisher Account at Ingram. Y=Yes and N=No

**Item Invoice Count:** Number of Units.

**Carton Count:** Number of Cartons.

**Carton Units:** Number of Units per Carton.

**Loose Units:** Units not in a Carton.

**Item List Amt:** The current List Price of the item.

**Item Invoice Discount Amt:** Discount amount per Item as shown on the Invoice.

**Item Discount Ext Amt:** Item Discount multiplied by Units (Item Invoice Count) listed on the Invoice.

**SKID Count:** Number of SKIDs.

**SKID Units:** Number of Units on a SKID.

**Shipto State:** Shipping Location state.

**Shipto Country #:** Shipping Location Country Code

**Billto Name:** Billing Account Name.

**Free IPS Line:** Y=Yes and N=No.

**Deep Discount:** Y=Yes and N=No.

**Pub Alpha:** Publisher Imprint Code at Ingram

**Consignment Warehouse:** Consignment Warehouse

## Returns

Reflects detailed activity at the EAN level to support the Current period Returns and Adjustments. The diagram below shows a sample of the iQ Returns Detail report. The report has 25 data fields.

Returns Details																
Applied Filters																
Direct Fulfillment: Include    IPS Return: ALL    Period: ALL    Year: ALL																
Returns Details																
Year	Period	Credit Memo Id	Credit Memo Date	Bill To	Ship To	HQ BP ID	BA BP ID	SL BP ID	SL State CD	SL Country CD	Class of Trade CD	IPS Return	Pub #	EAN	Item Name	
2018	4	34384343	2018-04-30	20E8160	20E8160	000562510	000562550	000562551	IL	840	WH	Y	3002	3781889833286	JOURNEY AROUND CAP	
2018	4	A1568739	2018-04-30	20E0430	20B0432	000168544	000419326	000419329	KY	840	RG	Y	3002	3781557091826	MODEST ENQUIRY INTO	

Following are the list of fields for the Returns Details query:

**Year:** Year

**Period:** Month (ex. January = 1 and the number progresses for each month)

**Credit Memo Id:** Generated by Ingram when Return is processed.

**Bill To:** Billing Account number.

**Ship To:** Shipping Account number assigned to a Shipping Location.

**HQ BP ID:** Headquarter, Business Partner ID.

**BA BP ID:** Billing Account Business Partner ID

**SL BP ID:** Shipping Location Business Partner ID

**SL State CD:** Shipping Location State Code

**SL Country CD:** Shipping Location Country Code

**Class of Trade CD:** Class of Trade Code

**IPS Return:** Y=Yes and N=No

**PUB #:** Publisher Number at Ingram.

**EAN:** 13 digit code used to identify the product.

**Item Name:** Name of the item, most likely the Title.

**Return Credit:** Y=Yes and N=No.

**Quantity Sign:**

**Adjustment Type Code:** S - Sales Adjustment | R - Returns Adjustment | N - Not an Adjustment

**Consignment Flag:** Consignment = C

**Rtn Unit Count:** Return Unit Count – The number of Units returned.

**Rtn Item Disc Amt Ext:** Return Item Discount Amount Extended – The Discount per Item Amount multiplied by the number of Units Returned.

**Unit Price:** Price of an individual Unit.

**Customer Pickup:** Y=Yes

**IPS Pub Acct:** Indicates if it is an 'Ingram Publisher Services' Publisher Account. Y=Yes and N=No

## LSI Invoices

Reflects detailed activity used to support the print invoice charges from Lightning Source. The diagram below shows a sample of the iQ LSI Invoice Detail report. The report has 98 data fields

LSI Invoices

Applied Filters

LSI Invoices

Invoice Number	Invoice Date	Invoice Page	Purchase Order	Secondary Purchase Order	Sales Order	Sales Order Date	Sales Order Type	Customer Number	Invoice Terms	Invoice Due Date	Sales Person	Customer Contact	Invoice Description	Remit to Contact Name	Remit to Address 1	Remit to Address 2	Remit to Address 3	Remit to Address 4	Remit to City	Remit to State	Remit to Country	Remit to Postal Code	Bill Cus Nan
21881725	06/22/2018	22	NZ164QPD		0	06/16/2018	TPDI	6041951	Net 90	09/20/2018			Lightning Source	P.O. BOX 503531					ST. LOUIS	MO	US	63100-3531	O'R Mec
21881725	06/22/2018	54	NZ166QSD		0	06/16/2018	TPDI	6041951	Net 90	09/20/2018			Lightning Source	P.O. BOX 503531					ST. LOUIS	MO	US	63150-3531	O'R Mec
21881725	06/22/2018	10	NZ164Q9D		0	06/16/2018	TPDI	6041951	Net 90	09/20/2018			Lightning Source	P.O. BOX 503531					ST. LOUIS	MO	US	63150-3531	O'R Mec
21881725	06/22/2018	20	NZ164QPD		0	06/16/2018	TPDI	6041951	Net 90	09/20/2018			Lightning Source	P.O. BOX 503531					ST. LOUIS	MO	US	63150-3531	O'R Mec

## Payment Aging

Reflects detailed activity of the expected payments based on the publisher's terms and the Sales and Returns activity for each period. The Diagram below shows a sample of the iQ Payment Aging report. The report has 11 data fields, and may be downloaded.

INGRAM iQ

Home Sales Operations QuickLinks Client Statements P995 - PUBLISHER NAME

Payment Aging

Applied Filters

Payment Aging

Vendor Name	Invoice	Invoice Date	Due Date	Gross Amount	Prior Open Items	July 2018	August 2018	September 2018	October 2018
				Totals		\$-19,923.84	\$91,515.46	\$242.36	
PUBLISHER	P999 5 2018 PhasedPayments	05/31/2018	09/07/2018	\$306.78		\$0.00			\$306.78
PUBLISHER	P999 5 2018 DistributionFees	05/31/2018	09/07/2018	\$-64.42		\$0.00			\$-64.42
PUBLISHER	P999 5 2018 Freight	05/31/2018	06/28/2018	\$-3,143.27	\$-3,143.27				
PUBLISHER	P999 5 2018 PhasedPayments	05/31/2018	08/07/2018	\$117,335.66			\$117,335.66		
PUBLISHER	P999 5 2018 Freight	05/31/2018	06/28/2018	\$-12.27	\$-12.27				
PUBLISHER	P999 5 2018 PhasedPayments	05/31/2018	06/28/2018	\$-20,316.08	\$-20,316.08				
PUBLISHER	P999 5 2018 OtherFees	05/31/2018	08/07/2018	\$-1,179.71			\$-1,179.71		
PUBLISHER	p999 5 2018 DistributionFees	05/31/2018	06/28/2018	\$-55.00	\$-55.00				
PUBLISHER	p999 5 2018 Freight	05/31/2018	06/28/2018	\$-654.58	\$-654.58				
PUBLISHER	p999 5 2018 PhasedPayments	05/31/2018	06/28/2018	\$-11.40	\$-11.40				
PUBLISHER	p999 5 2018 DistributionFees	05/31/2018	06/28/2018	\$2.39	\$2.39				
PUBLISHER	p999 5 2018 DistributionFees	05/31/2018	06/28/2018	\$4,266.37	\$4,266.37				
PUBLISHER	p999 5 2018 DistributionFees	05/31/2018	08/07/2018	\$-24,640.49	\$0.00		\$-24,640.49		

Walk Me Through

Here are the list of fields for the Payment Aging query:

**Vendor Name:** Publisher Name

**Invoice:** Invoice in Accounts Payable

**Invoice Date:** The end of the month for when the statement was created

**Due Date:** The date the payment is due

**Gross Amount:** Is the total amount of what is due on the Invoice

**Prior Open Items:** Represent activity in periods prior to the current

**Current Month:** Represents activity for payments due in the current period

**4 Future Periods:** Represents activity for payments due in the future periods

## Returns Processing

Reflects detailed activity at the EAN level, supporting the Warehouse Charges. The diagram below shows a sample of the iQ Returns Detail report. The report has 11 data fields.

Returns Processing										
Applied Filters										
Period: ALL					Year: ALL					
Returns Processing										
Year	Period	Event Name	Event Date	Pub #	Pub Name	EAN	ISBN	Item Name	Reason Code	Item Count
2018	4	RESTOCK	2018-04-02	S002	APPLEWOOD	9781557091055	1557091056	CONSTITUTION OF THE US		3
2018	4	RESTOCK	2018-04-04	S002	APPLEWOOD	9781557091055	1557091056	CONSTITUTION OF THE US		2
2018	4	RESTOCK	2018-04-17	S002	APPLEWOOD	9781557091390	1557091390	RUDOLPH THE RED-NOSED REINDEER		2
2018	4	RESTOCK	2018-04-23	S002	APPLEWOOD	9781557091390	1557091390	RUDOLPH THE RED-NOSED REINDEER		4
2018	4	RESTOCK	2018-04-03	S002	APPLEWOOD	9781557091055	1557091056	CONSTITUTION OF THE US		2

**Year:** Year

**Period:** Month (ex. January = 1 and the number progresses for each month)

**Event Name:** Examples - Restock | SVA\_Sort | Destroy

**Event Date:** Date of the Event.

**PUB #:** Publisher Number at Ingram.

**Pub Name:** Publisher Name

**EAN:** 13-digit code used to identify the product.

**ISBN:** 10-digit code used to identify the product. ISBNs can be converted to EANs.

**Item Name:** Name of the item, most likely the Title.

**Reason Code:** Examples - Desticker | EAN Label | Jacket Rep | Price Stck | Shrink WRP

**Item Count:** The number of items processed for a Returns Processing Event.

## Direct Fulfillment Publisher Returns

Reflects detailed activity at the EAN level, supporting the DF Publisher Returns. The diagram below shows a sample of the iQ DF Publisher Returns report. The report has 7 data fields.

Direct Fulfillment Publisher Returns						
Applied Filters						
Year: ALL			Period: ALL			
Direct Fulfillment Publisher Returns						
Year	Period	Received Date	Publisher ID	EAN	Item Name	Return Invoice Count
2017	12	11/24/2017	S002		9781429098618 APPLEWOOD STANDARDS GIFT	10
2017	12	12/11/2017	S002		9781944038250 SHORT BIOG OF ABRAHAM LIN	1
2017	12	12/11/2017	S002		9781944038267 SHORT BIOG OF MARY LINCOL	1
2017	11	10/30/2017	S002		9781557090720 PAUL REVERES RIDE	10
2017	11	10/30/2017	S002		9781557094483 DECLARATION OF INDEPENDEN	11
2017	11	10/30/2017	S002		9781557094582 COMMON SENSE	10
2017	11	10/30/2017	S002		9781557099389 QUOTATIONS OF BENJAMIN FR	10
2017	11	10/30/2017	S002		9781557091055 CONSTITUTION OF THE US	10

**Year:** Year

**Period:** Month (ex. January = 1 and the number progresses for each month)

**Received Date:** Date on which Units were received at the Chambersburg Returns Center.

**Publisher ID:** Publisher Number at Ingram.

**EAN:** 13-digit code used to identify the product.

**Item Name:** Name of the Item, most likely the Title.

**Return Invoice Count:** The number of Units Returned per Item in a specific Period (Month).

## Miscellaneous Items

Reflects detailed activity supporting the Miscellaneous Chargebacks and Credits. The diagram below shows a sample of the iQ Miscellaneous Chargebacks and Credits report. The report has 8 data fields.

Miscellaneous Chargebacks, Amazon, DHL							
Applied Filters							
Period: ALL			Year: ALL				
Miscellaneous Chargebacks, Amazon, DHL							
Year	Period	Misc Item Id	Pub #	Pub Name	Description of Statement	Credit or Charge	Misc Amount
2019	4	1096	S002	APPLEWOOD	Other	Credit	\$55.09
2018	4	3299	S002		2018 work order fees not charged in January-April	Charge	\$88.50
2018	4	2269	S002		Amazon EIS fee - January	Charge	\$41.32
2018	4	2927	S002		Amazon EIS fee - February	Charge	\$35.17
2018	4	2513	S002		Amazon freight	Charge	\$456.52
2018	3	470	S002	APPLEWOOD	Other	Credit	\$154.15
2018	3	443	S002	APPLEWOOD	Other	Charge	\$190.78
2018	3	676	S002		Amazon Freight	Charge	\$176.89
2018	2	1946	S002		Amazon Freight	Charge	\$177.35
2018	1	1532	S002		Amazon Freight	Charge	\$718.55
2017	12	4331	S002		Credit for Amazon discount error	Credit	\$307.02
2017	12	4989	S002		Amazon Freight	Charge	\$505.45
2017	12	4479	S002		*Credit for min work order adjustment for work order reference ""assembly o	Credit	\$48.68
2017	11	4049	S002		Amazon Freight	Charge	\$490.20

**Year:** Year

**Period:** Month (ex. January = 1 and the number progresses for each month)

**Misc Item Id:** An Ingram identifier assigned to the Credit or Charge.

**PUB #:** Publisher Number at Ingram.

**Pub Name:** Publisher Name

**Description of Statement:** A description of the Credit or Charge.

**Credit or Charge:** Credit or Charge

**Misc Amount:** The amount of the Credit or Charge

## Work Orders

Reflects detailed activity used to support the Work Order charges. The diagram below shows a sample of the iQ Work report. The report has 10 data fields.

The screenshot shows a software interface for 'Work Order Details'. At the top, there are 'Applied Filters' for 'Period: ALL' and 'Year: ALL'. Below this is a table with 10 columns: Year, Period, Work Order Id, Pub #, Pub Name, Reference, Material, Activity Name, Work Order Unit Count, and Summed Amt For Month. The table contains three rows of data for the year 2018, period 5, from publisher 31847 (S002) at Applewood. The activities are Shrink-wrap, Stickers (per unit pub provided), and Construct displays per component unit.

Year	Period	Work Order Id	Pub #	Pub Name	Reference	Material	Activity Name	Work Order Unit Count	Summed Amt For Month
2018	5	31847	S002	APPLEWOOD	9781429094443	False	Shrink-wrap	354	\$159.30
2018	5	31847	S002	APPLEWOOD	9781429094443	False	Stickers (per unit pub provided)	354	\$424.80
2018	5	31847	S002	APPLEWOOD	9781429094443	False	Construct displays per component unit	1,062	\$0.00

**Year:** Year

**Period:** Month (ex. January = 1 and the number progresses for each month)

**Work Order Id:** Work Order number generated by Ingram.

**PUB #:** Publisher Number at Ingram.

**Pub Name:** Publisher Name

**Reference:** EAN, Order Entry number, Purchase Order number or other info to identify Work Order Detail.

**Material:** Material charge incurred during Return Processing.

**Activity Name:** The Activity being billed based on the Returns Processing report Reason Code.

**Work Order Unit Count:** Total Units in the Work Order.

**Summed Amt For Month:** Total amount per Work Order Id/Activity Name combination for one month.

## Freight

Reflects detailed activity used to support Freight for Inbound, Promo-Meet Comps, and DF Freight. The diagram below shows a sample of the iQ Work report. The report has 10 data field.

## Inbound

Inbound Freight

Applied Filters  
Period: ALL Year: ALL

Inbound Freight

Year	Period	Pro Number	Pub Num	Carr Abbr Name	State CD	Ship From Date	Ship From Desc	Freight Base Amount	Total Units	EAN	Item DN
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781429096133	SMALL BOAT SAILING
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781944038168	SHORT BIOG CF GEORGIA OKEEFFE
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781557094582	COMMON SENSE
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781944038168	SHORT BIOG CF GEORGIA OKEEFFE
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	36	9781938700149	ON THE LOOSE IN WASHINGTON DC
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781944038168	SHORT BIOG CF GEORGIA OKEEFFE
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781429096072	LAST WILL & TESTAMENT OF EXTRE
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781429096133	SMALL BOAT SAILING
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	36	9781938700149	ON THE LOOSE IN WASHINGTON DC
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	36	9781938700149	ON THE LOOSE IN WASHINGTON DC
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781557094582	COMMON SENSE
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	100	9781557094582	COMMON SENSE
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	36	9781938700149	ON THE LOOSE IN WASHINGTON DC
2018	6	190660536	S002	R & L IPS	WI	06/08/2018	WORZALLA PRINTING	\$102.88	36	9781938700149	ON THE LOOSE IN WASHINGTON DC

## Promo-Meet Comps

Promo Meets Comp

Applied Filters  
Year: ALL Period: ALL

Promo Meets Comp

Year	Period	OE	Bill To	Ship To	Pub Number	Invoice QTY	Promo	Promo Weight	Promo Freight	
2018		3 64SDB	20M9080	20M9080	S002		1	1	0.2	0
2018		3 3GFHD	20M9080	20M9080	S002		1	1	1.33	1.05
2018		3 3GCR7	20M9080	20M9080	S002		1	1	0.25	0.19
2018		3 3GGD0	20M9080	20M9080	S002		1	1	0.4	0.29
2018		3 7PTQQ	20M9080	20M9080	S002		1	1	0.96	4.88
2018		3 3GCJS	20M9080	20M9080	S002		5	5	4.7	3.44
2018		3 62M2X	20M9080	20M9080	S002		2	2	1.11	0.1
2018		3 7TQPJ	20M9080	20M9080	S002		1	1	2.3	7.39
2018		3 3GD5H	20M9080	20M9080	S002		1	1	1.24	0.9
2018		3 3GF55	20M9080	20M9080	S002		1	1	1.24	0.95
2018		3 3GF3V	20M9080	20M9080	S002		1	1	0.66	0.51
2018		3 66B5Q	20M9080	20M9080	S002		1	1	0.23	0.12
2018		3 61T1T	20M9080	20M9080	S002		3	3	0.6	0.3
2018		3 3GBZK	20M9080	20M9080	S002		1	1	0.59	0.43

## Statements

The publisher will have access to a pdf version of their statements from this section.

Statements	
S999 – PUBLISHER NAME	S999_5_201803 S999_5_201804 S999_5_201805

# Client Statement Reconciliation

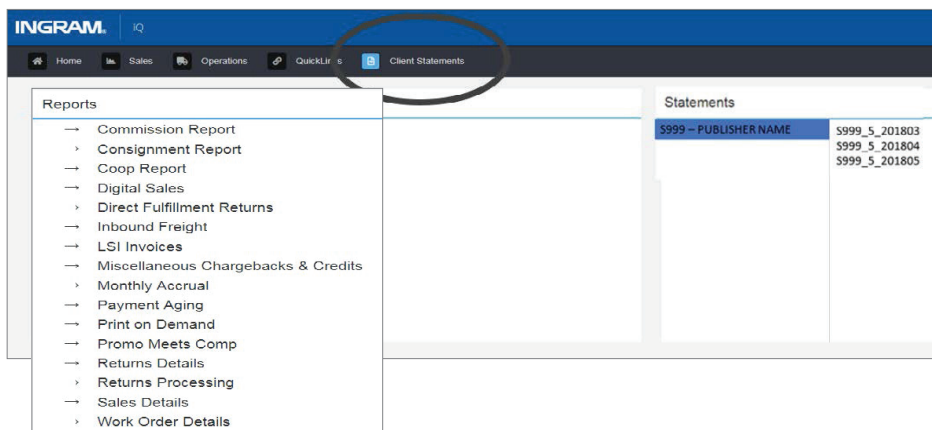
## Accrual Report

Based on the sample statement below the net amount for these Sales and Returns are made of many detailed lines. The detail lines that make up this activity can be seen through iQ Monthly Accrual Report.

Pub #: 5999 PUBLISHER NAME		INGRAM   INGRAM PUBLISHER SERVICES		
Sales and Returns Activity				
Reporting Month End				
Jul-18				
Sales and Returns				
	US*	International	Total	
Physical Gross Sales	1,869,286.31	5,323.91	1,874,610.22	
Digital Gross Sales	101.73		101.73	
Physical Returns	(130,162.77)	(798.12)	(131,260.89)	
Digital Returns				
	<u>1,738,927.27</u>	<u>4,525.79</u>	<u>1,743,453.06</u>	

*\* (Includes Domestic, Gift, and Canada)*

In iQ on the Client Statement Dashboard there is a report called the “**Monthly Accrual**” Report. This report will show you those detail lines that make up your activity for that period. Once you select the link for the report it will launch the following detailed worksheet.



This diagram below shows the “**Current Sales & Returns**” section of the statement. On this report you can see the activity specific to line items such as “**Canadian Shipped to Customer**”, “**International Sales**”, and other line items. With all iQ reports this information can be downloaded into Excel. The right-hand portion of the diagram is an Excel download and as you can see the same amount of \$1,743,453.06 is our amount that is on the statement. The “**Accrual**” report also has information for the Fees that will be assessed on that activity as well.

Monthly Accrual						
Statement Section *	Line Item Description *	Activity *	Factor *	Factor Type *	Net *	Month Incurred *
Current Sales and Returns	Canadian Shipped to Customer Gross	30,941.96	0	Percent	\$30,941.96	201807
Current Sales and Returns	Ebook Sales Gross	103.73	0	Percent	\$103.73	201807
Current Sales and Returns	Shipped to Customer Gross	42,888.05	0	Percent	\$42,888.05	201807
Current Sales and Returns	Ingram Wholesale Gross	174,521.11	0	Percent	\$174,521.11	201807
Current Sales and Returns	Canadian Shipped to Customer Return	-10,124.93	0	Percent	-\$10,124.93	201807
Current Sales and Returns	Gift Shipped to Customer Return	-83.13	0	Percent	-\$83.13	201807
Current Sales and Returns	Ingram Wholesale Returns	-6,286.53	0	Percent	-\$6,286.53	201807
Current Sales and Returns	SO07 20F7659	154,478.47	0	Percent	\$154,478.47	201807
Current Sales and Returns	Customer Pickup Return	-100,818.99	0	Percent	-\$100,818.99	201807
Current Sales and Returns	Shipped to Customer Return	-13,149.19	0	Percent	-\$13,149.19	201807
Current Sales and Returns	International Sales Gross	5,267.99	0	Percent	\$5,267.99	201807
Current Sales and Returns	POD Gross Sales	55.92	0	Percent	\$55.92	201807
Current Sales and Returns	International Sales Returns	-798.12	0	Percent	-\$798.12	201807
Current Sales and Returns	Gift Shipped to Customer Gross	206.95	0	Percent	\$206.95	201807
Current Sales and Returns	Customer Pickup Gross	1,466,249.77	0	Percent	\$1,466,249.77	201807

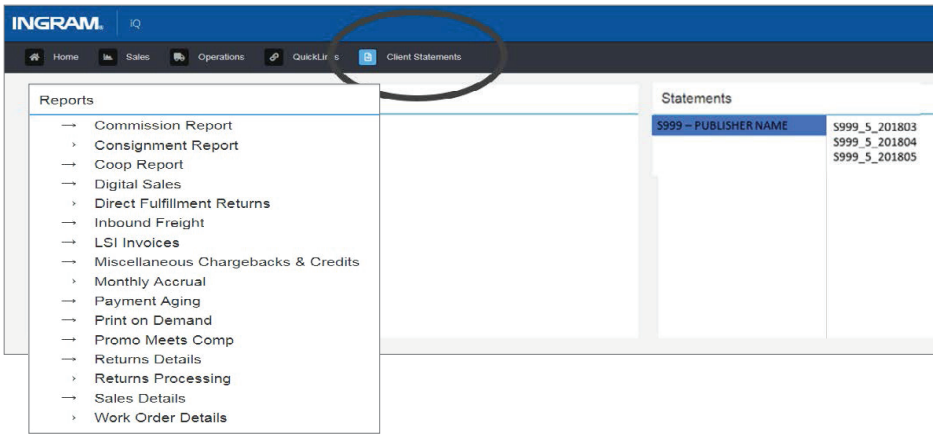
Statement Section	Line Item Description	Activity	Factor	Factor Type	Net	Month In
Current Sales & Returns	Canadian Shipped to Customer Gross	30941.96	0	Percent	30941.96	201807
Current Sales & Returns	Customer Pickup Gross	1466249.77	0	Percent	1466249.77	201807
Current Sales & Returns	Canadian Shipped to Customer Return	-10124.93	0	Percent	10124.93	201807
Current Sales & Returns	Gift Shipped to Customer Return	-83.13	0	Percent	83.13	201807
Current Sales & Returns	Ebook Sales Gross	103.73	0	Percent	103.73	201807
Current Sales & Returns	Ingram Wholesale Gross	174521.11	0	Percent	174521.11	201807
Current Sales & Returns	SO07 20F7659	154478.47	0	Percent	154478.47	201807
Current Sales & Returns	Gift Shipped to Customer Gross	206.95	0	Percent	206.95	201807
Current Sales & Returns	POD Gross Sales	55.92	0	Percent	55.92	201807
Current Sales & Returns	Shipped to Customer Gross	42888.05	0	Percent	42888.05	201807
Current Sales & Returns	International Sales Gross	5267.99	0	Percent	5267.99	201807
Current Sales & Returns	Ingram Wholesale Returns	-6286.53	0	Percent	-6286.53	201807
Current Sales & Returns	International Sales Returns	-798.12	0	Percent	-798.12	201807
Current Sales & Returns	Shipped to Customer Return	-13149.19	0	Percent	-13149.19	201807
Current Sales & Returns	Customer Pickup Return	-100818.99	0	Percent	-100818.99	201807
		1,743,453.06				

## Payment Aging Report

You'll hear the terms "phasing" or "aging" used in reference to the Client Statements. Below is the "Payment Summary" section in more details.

Statement -- Payment Summary								
Feb-18								
Activity	Month Incurred	Sales Factor	Sales Basis	Gross	Returns Factor	Returns Basis	Returns	Net
Domestic Gross Sales & Returns	November 2017	100%	18,192.52	18,192.52	100%	(2,784.99)	(2,784.99)	15,407.53
			18,192.52	18,192.52			(2,784.99)	\$ (2,784.99)
Gift Sales Gross & Returns	November 2017	100%	450.39	450.39				450.39
			450.39	450.39				\$ -
Net Sales			18,642.91			(2,784.99)		\$ 15,857.92

The diagram above shows that in the period of Feb 2018 we will be paying for activity for Nov 2017 based on contractual arrangement. You can see what your future expected payments, with fees, in the iQ report called the "Payment Aging".

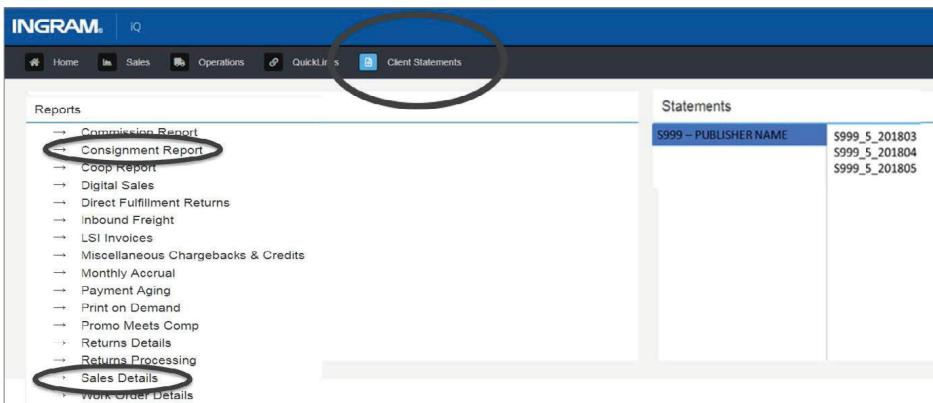


The "Payment Aging" report show the payment vouchers that have been passed on to Accounts Payables for payment. The report shows the due dates and an aging of when to expect the payment. The detail lines show the section of the statement. For example, the "Phased Payment" line represents the "Payment Summary"

Vendor Name	Invoice	Invoice Date	Due Date	Gross Amount	Prior Open Items	August 2018	September 2018	October 2018	November 2018	December 2018
				Totals	\$0.00	\$724,969.95	\$543,612.78	\$1,371,175.96		
PUBLISHER	P999			\$-300.00	\$0.00	\$-300.00				
PUBLISHER	P999	07 2018 PhasedPayments	07/31/2018	10/29/2018	\$1,869,296.31	\$0.00		\$1,869,296.31		
PUBLISHER	P999	07 2018 PhasedPayments	07/31/2018	10/29/2018	\$5,323.91	\$0.00		\$5,323.91		
PUBLISHER	P999	07 2018 DistributionFees	07/31/2018	10/29/2018	\$-302.91	\$0.00		\$-302.91		
PUBLISHER	P999	07 2018 DistributionFees	07/31/2018	10/29/2018	\$-18.14	\$0.00		\$-18.14		
PUBLISHER	P999	07 2018 DistributionFees	07/31/2018	10/29/2018	\$-1,164.10	\$0.00		\$-1,164.10		
PUBLISHER	P999	07 2018 WarehouseCharges	07/31/2018	10/29/2018	\$-1,322.95	\$0.00		\$-1,322.95		
PUBLISHER	P999	07 2018 OtherFees	07/31/2018	08/28/2018	\$-1,040.00	\$0.00	\$-1,040.00			
PUBLISHER	P999	07/25/2018	08/25/2018	\$-136,287.59	\$0.00	\$-136,287.59				
PUBLISHER	P999	07 2018 Freight	07/31/2018	10/29/2018	\$-3,216.53	\$0.00		\$-3,216.53		
PUBLISHER	P999	07 2018 DistributionFees	07/31/2018	10/29/2018	\$-3,089.57	\$0.00		\$-3,089.57		
PUBLISHER	P999	07 2018 OtherFees	07/31/2018	10/29/2018	\$-19,409.77	\$0.00		\$-19,409.77		
PUBLISHER	P999	07 2018 OtherFees	07/31/2018	10/29/2018	\$-225,944.22	\$0.00		\$-225,944.22		
PUBLISHER	P999	07 2018 OtherFees	07/31/2018	08/28/2018	\$2,081.56	\$0.00	\$2,081.56			
PUBLISHER	P999	05 2018 Sales	05/31/2018	05/29/2018	\$865,346.32	\$0.00	\$865,346.32			

## Current Sales and Returns

These sources and filters are the most common but know that your contract may have conditions that might be in addition to the following options. The Domestic Sales can be validated with multiple sources from the Clients Statement Dashboard in iQ. The diagram below shows the report that need to be selected



For "Domestic Physical Sales" the source of data comes from the "Sales Detail" link. This report has EAN details. This report now includes filters that you can select prior to exporting your data. As with all iQ reports you can export to Excel and filter there as well. When filtering on this data the user should select the :

- TRDE CL CD = Exclude the codes "IO – I9" and "NR"
- IPS Pub Acct Ind = Exclude "Y"

The amounts that ties back to the statements is the "Invoice Discount Ext Amt" field. Another source that's used is the Consignment Sales. The field that needs to be filtered on this source is the "Warehouse" field. The user should select "CP" which represents the Canadian Consignment Warehouse. The diagram below shows amount on the statement and the other diagrams show the detail results sets. The items that are circled represents the fields that can be filtered.

Sales and Returns		US*
Physical Gross Sales		1,869,286.31
Digital Gross Sales		103.73
Physical Returns		(130,462.77)
Digital Returns		
		<b>1,738,927.27</b>

\* (Includes Domestic, Gift, and Canada)

Sales Details

Applied Filters: Direct Fulfillment: Include, Period: ALL, Year: ALL, Trade Class Code: ALL, IPS Sale: ALL, IPS Pub Account: ALL, Will Pickup: ALL, Canadian Price: ALL

Sales Details

Year	Period	HQ ID	BA EP ID	Account Ref #	Shipment Location ID	Shipment Location Ref #	DE #	Cust PO #	Pub #	Invoice Date	Invoice #	EAN	Item #	IPS Sale	Adjust Type CD	Trade Class Code	Shipment	Consignment Flag	Will Pickup	IPS Pub Acct	Canadian Price	Item Invoice Count
2018	05	000488378	000135171	2006978	000129173	2007495	93HV1	832667	P205	03/02/2018	A1700197	9781586380199	BHAGAVAD GITA 2/E	Y		WH	N	C	Y	N	N	14
2018	05	000670564	000271554	2044132	000671555	2044132	93K9W	7-31-18 PQW IPS	P205	05/02/2018	35723655	9781586380199	BHAGAVAD GITA 2/E	Y		SW	N	C	N	N	N	1
2018	05	000554965	00055197	20E6456	000551188	20E6456	6P02Z	2DR3324 PD 4252382	P205	05/23/2018	36076196	9781586380199	BHAGAVAD GITA 2/E	N		WH	N	C	N	N	N	1
2018	05	000168544	00027051	20H5039	00027085	20H5034	93GLG	2DP96800D	P205	05/02/2018	A1700156	9781586380953	TAKE YOUR TIME	Y		RD	N	C	Y	N	N	3
2018	05	000510276	000229902	20D9500	000682310	20N8375	0N03L	TX13295	P205	05/02/2018	35739810	9781586380199	BHAGAVAD GITA 2/E	Y		HE	N	C	N	N	N	5
2018	05	000554965	00055197	20E6456	000551188	20E6456	44RSL	20H2968 PD180731	P205	05/02/2018	35732941	9781586380199	BHAGAVAD GITA 2/E	N		WH	N	C	N	N	N	1

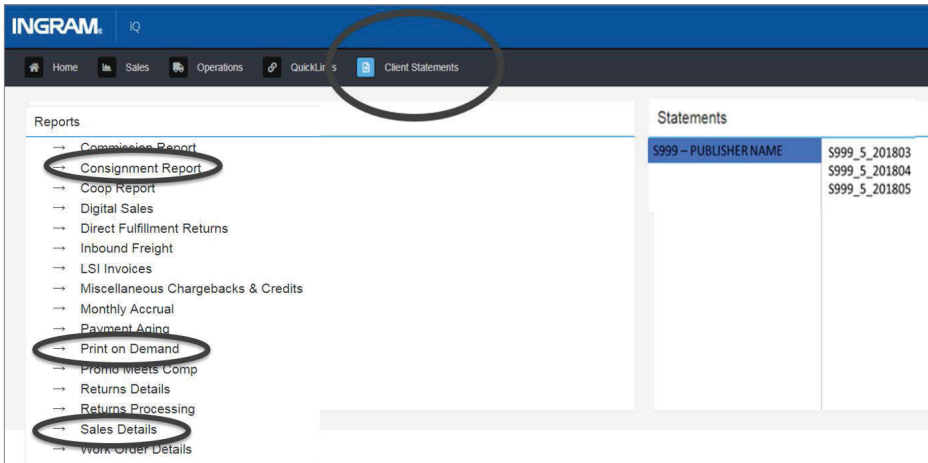
Consignment Report

Applied Filters: Period: ALL, Year: ALL, Warehouse: ALL

Consignment Report

Year	Period	Warehouse	Bill To Account	Source Title	Source Price	Invoice Amount Local	Invoice Discount Local	Invoice Percent Local	Source Price USD	Invoice Amount USD	Invoice Discount USD	Invoice Percent USD	Unit Credits	Sales Credits	Credits Amount Local	Credits Discount Local	Credits Percent Local	Credits Amount USD	Credits Discount USD	Credits Percent USD	Sales Credits Currency	Sales To Country	Re Da
Totals						\$0.00	\$4,010.74	\$6,574.39	\$7,900.17				20	0	\$0.00	\$7,088.90			\$-97.45				

Internationals Sales can be validated with multiple sources from the Clients Statement Dashboard in iQ. The diagram below shows the report that need to be selected



For “**International Physical Sales**” also uses data that comes from the “**Sales Detail**” link. When filtering on this data the user should select the :

- TRDE CL CD = Include the codes “**10 – 19**”
- IPS Pub Acct Ind = Exclude “**Y**”

The amounts that ties back to the statements is the “**Invoice Discount Ext Amt**” field. Another source is the link for “**Print on Demand**”. The field that needs to be filtered on this source is the “**Transaction Type**” field. The user should select “**Wholesale**”. The diagram below shows amount on the statement and the other diagrams show the detail results sets. The items that are circled represents the fields that can be filtered.

	US*	International	Total
<b>Sales and Returns</b>			
<i>Physical Gross Sales</i>	1,869,286.31	5,323.91	1,874,610.22
<i>Digital Gross Sales</i>	103.73		103.73
<i>Physical Returns</i>	(130,462.77)	(798.12)	(131,260.89)
<i>Digital Returns</i>			
	<b>1,738,927.27</b>	<b>4,525.79</b>	<b>1,743,453.06</b>

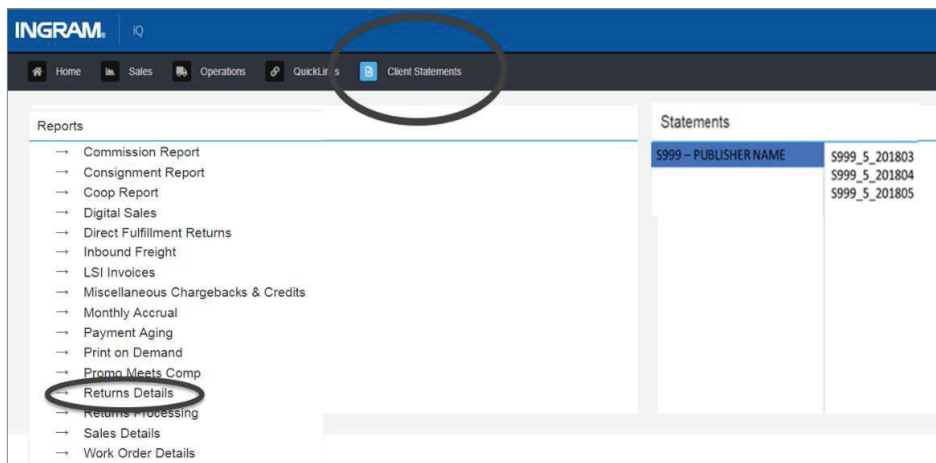
*\* (Includes Domestic, Gift, and Canada)*

Print on Demand

Applied Filters: Year: ALL, Period: Q1, Transaction Type: Wholesale

Year	Period	Org	Channel Customer Number	Pub ID	Bus DD Roll Sequence	Transaction Type	Order Type	Transaction Currency Code	Inventory Item ID	IBC Publisher Number	Units Ordered	Gross Sales Dollars	Net Sales Dollars	Gross Sales USD	Functional Extended Amount	
Totals												4	\$55.92	\$55.92	\$55.92	\$55.92
2018	7	1	8209413			7121 Wholesale CCI		USD	7730776		5	\$11.87	\$11.87	\$11.87	\$11.87	
2018	7	1	8209413			7138 Wholesale CCI		USD	6096702		4	\$24.49	\$24.49	\$24.49	\$24.49	
2018	7	1	8209413			7152 Wholesale CCI		USD	10481309		1	\$16.07	\$16.07	\$16.07	\$16.07	
2018	7	1	8209413			7124 Wholesale CCI		USD	1859902		1	\$3.49	\$3.49	\$3.49	\$3.49	

For the purposes of tying out the Returns the user should select "Returns" from the Client Statement dashboard. The diagram below shows the report that need to be selected.



When filtering on this data the user should select the:

- "Class of Trade" = Exclude the codes "IO – I9"

The amounts that ties back to the statements is the "Rtn Item Disc Ext Amt" field. Another source that's used is the Consignment Sales. The field that needs to be filtered on this source is the "Warehouse" field. The user should select "CP" which represents the Canadian Consignment Warehouse. the amounts that ties back to the statements is the "SalesCreditsUSD" field. The diagram below shows amount on the statement and the other diagrams show the detail results sets. The items that are circled represents the fields that can be filtered.

Sales and Returns	US*	International	Total
Physical Gross Sales	1,869,286.31	5,323.91	1,874,610.22
Digital Gross Sales	103.73		103.73
Physical Returns	(130,462.77)	(798.12)	(131,260.89)
Digital Returns			
	<b>1,738,927.27</b>	<b>4,525.79</b>	<b>1,743,453.06</b>

\* (Includes Domestic, Gift, and Canada)

Returns Details

Applied Filters: Trade Class Code: 15 Selected

Year	Period	Order #	Order Date	Bill To	Ship To	HQ BP ID	SA BP ID	SL BP ID	SL State	SL Country	Trade Class	IPS	Pub #	EAN	Item Name	Return Credit	Quantity	Adjustment Sign	Adjustment Type	Consignment Flag	Rtn Unit Count	Item Disc Amt	Item Price
2018	F	35431271	07/11/2018	2017401	2000070	00021036	00021039	00049403	47N	640	RT	Y		97544920050	BASIC AROUNO PROJECTS	Y	1		C		1	5-12.39	5-19.95
2018	F	35431285	07/11/2018	2017401	2071000	00031036	00031039	00031908	W0	640	RT	Y		97961720308	DET PROGRAMMING WEJANSCE	Y	1		C		1	5-25.79	5-50.95
2018	F	35431259	07/11/2018	2017401	2041214	00031036	00031039	000319513	47N	640	RT	Y		9754491972953	ADVZ ANALYTICS PROGRAM CP	Y	1		C		1	3-25.89	3-49.95
2018	F	35431259	07/11/2018	2017401	2041214	00031036	00031039	000319513	47N	640	RT	Y		975449300678	MANEESANCE WORKBENCH	Y	1		C		1	5-15.00	5-29.95

Consignment Report

Applied Filters: Warehouse: ALL

Year	Period	Warehouse	Bill To Account	Source Price	Invoice Amount	Invoice Discount	Invoice Percent	Invoice Price	Invoice USD	Invoice USD	Invoice USD	Unit	Sales Credits	Sales Credits	Sales Credits	Sales Credits	Sales To USD	Sales To USD	Sales To USD	Country	Re
Totals																					
				30.00	\$4,210.74	\$0,174.39		\$7,300.17	USD	USD	USD	30	0	\$0.00	\$7,089.50	\$-97.40					

For International Physical Returns here's the criteria for filtering. When filtering on this data the user should select the:

- "Class of Trade" = Include the codes "IO – 19"

The amounts that ties back to the statements is the "Rtn Item Disc Ext Amt" field. For the Consignment Sales source. The "Warehouse" field the user should exclude "CP". the amounts that ties back to the statements is the "SalesCreditsUSD" field. The final source is the link for "Print on Demand". The field that needs to be filtered on this source is the "Transaction Type" field. The user should exclude "Print Charge". The diagram below shows amount on the statement and the other diagrams show the detail results sets. The items that are circled represents the fields that can be filtered.

Sales and Returns	US*	International	Total
Physical Gross Sales	1,869,286.31	5,323.91	1,874,610.22
Digital Gross Sales	103.73	(798.12)	103.73
Physical Returns	(130,462.77)	(798.12)	(131,260.89)
Digital Returns			
	<u>1,738,927.27</u>	<u>4,525.79</u>	<u>1,743,453.06</u>

\* (Includes Domestic, Gift, and Canada)

Print on Demand

Applied Filters  
Year: ALL    Period: DT    Transaction Type: Warehouse

Print on Demand

Year	Period	Org	Channel Customer Number	Pub ID	Bus DD Roll Sequence	Transaction Type	Order Type	Transaction Currency Code	Inventory Item ID	IBC Publisher Number	Units Ordered	Gross Sales Dollars	Net Sales Dollars	Gross Sales USD	Functional Extended Amount	
Totals												4	\$35.52	\$35.52	\$35.52	\$35.52
2018	7	1	6089413		7131	Wholesale	COI	USD	7730779		1	\$11.87	\$11.87	\$11.87	\$11.87	
2018	7	1	6289413		7138	Wholesale	COI	USD	18967382		1	\$24.49	\$24.49	\$24.49	\$24.49	
2018	7	1	6089413		7152	Wholesale	COI	USD	10441269		1	\$16.07	\$16.07	\$16.07	\$16.07	
2018	7	1	6289413		7124	Wholesale	COI	USD	18019652		1	\$3.49	\$3.49	\$3.49	\$3.49	

For the purposes of tying out the Digital Sales the user should select "Digital Sales" link from the Client Statement dashboard. The diagram below shows the report that need to be selected.

INGRAM IQ

Home Sales Operations QuickLinks Client Statements

Reports

- Commission Report
- Consignment Report
- Coop Report
- Digital Sales
- Direct Fulfillment Returns
- Inbound Freight
- LSI Invoices
- Miscellaneous Chargebacks & Credits
- Monthly Accrual
- Payment Aging
- Print on Demand
- Promo Meets Comp
- Returns Details
- Returns Processing
- Sales Details
- Work Order Details

Statements

5999 – PUBLISHER NAME	5999_5_201803
	5999_5_201804
	5999_5_201805

When filtering on this data the user should select the:

- “Transaction Type” field to include “Wholesale”

The diagram below shows amount on the statement and the other diagrams show the detail results sets. The items that are circled represents the fields that can be filtered.

Sales and Returns	US*	International	Total
Physical Gross Sales	1,869,286.31	5,323.91	1,874,610.22
Digital Gross Sales	103.73		103.73
Physical Returns	(130,462.77)	(798.12)	(131,260.89)
Digital Returns			
	<b>1,738,927.27</b>	<b>4,525.79</b>	<b>1,743,453.06</b>

\* (Includes Domestic, Gift, and Canada)

Digital Sales

Applied Filters

Period: ALL Year: ALL Transaction Type: Wholesale

Digital Sales

Period	Year	ORG ID	Channel Customer Number	Pub ID	Business Day	Routing Sequence	Transaction Type	Order Type	EAN	Pub Number	Units Ordered	Gross Sales Dollars	Net Sales Dollars	Gross Sales USD	Functional Extended Amount
Totals															
											11	\$103.73	\$103.73	\$103.73	\$103.73
7	2018	1	6054240				7102 Wholesale	EW	9701680432440		1	\$10.19	\$10.19	\$10.19	\$10.19
7	2018	1	6096798				7102 Wholesale	EW	9701467130050		1	\$0.00	\$0.00	\$0.00	\$0.00

When filtering on this data the user should select the:

- “Transaction Type” field to include “Wholesales Returns”

Those are the options that need to be made in order to tie out your details for the Current Sales and Returns section of the statement.

## Warehouse Charges

For the purposes of tying out the Warehouse Charges the user should select “Returns Processing” link from the Client Statement dashboard. The diagram below shows the report that need to be selected.

INGRAM

Home Sales Operations QuickLinks Client Statements

Reports

- Commission Report
- Consignment Report
- Coop Report
- Digital Sales
- Direct Fulfillment Returns
- Inbound Freight
- LSI Invoices
- Miscellaneous Chargebacks & Credits
- Monthly Accrual
- Payment Aging
- Print on Demand
- Promo Meets Comp
- Returns Details
- Returns Processing
- Sales Details
- Work Order Details

Statements

\$999 – PUBLISHER NAME

- \$999\_5\_201803
- \$999\_5\_201804
- \$999\_5\_201805

The warehouse charges section captures activity for 3 different line items from this data source "RESTOCK", "REWORK" and "Segregate by title Units". Once you select the "Returns Processing" link the user can download the table and filter on the "Event Name" to isolate the specific Line Item you are interested in. The diagram below shows amount on the statement and the other diagrams show the detail results sets. The items that are circled represents the fields that can be filtered.

Warehouse Charges						
Restock Units	unit	285 @ \$0.4000	285.00	114.00	-	(114.00)
Rework Units	unit	94 @ \$0.2500	94.00	23.50	-	(23.50)

Returns Processing

Applied Filters  
Period: ALL Year: ALL

Returns Processing

Year	Period	Event Name	Event Date	Pub #	Pub Name	EAN	ISBN	Item Name	Reason Code	Item Count
Totals										6,482
2018	7	RESTOCK	07/27/2018			9751491931207	1491931256	NETWORK PROGRAMMABILITY & AUTO		2
2018	7	RESTOCK	07/24/2018			9751491939069	1491939302	THINK PYTHON 2/E		10
2018	7	RESTOCK	07/17/2018			9751491931207	1491931256	NETWORK PROGRAMMABILITY & AUTO		3

The "Inventory Fee" also resides in the "Warehouse Charges" section of the statement. The Inventory Fees are determined based on the Contract parameters and are rendered on the statements as follows:

**Excess Inventory:** Excess Units the user needs to select the "Operations Dashboard" from the iQ. The Excess Inventory chart will appear with two bars. The first bar is for the "Current Year Inventory on hand" and the second light blue bar is for the number of units representing the "Excess Inventory". Select that bar to launch a detail sheet of the units that make up those numbers.

Warehouse Charges

Excess Inventory Fee unit 9,229 @ \$0.02 9,229.00 184.58 - (184.58)

Home | S: 15 | Operations | Quick Links | Ad Hoc | Client Statements | Search

Excess Inventory

Excess Inventory Details

Applied Filters  
EAN: ALL End Date: 07/31/2018 Destination Regions: ALL

Excess Inventory Details

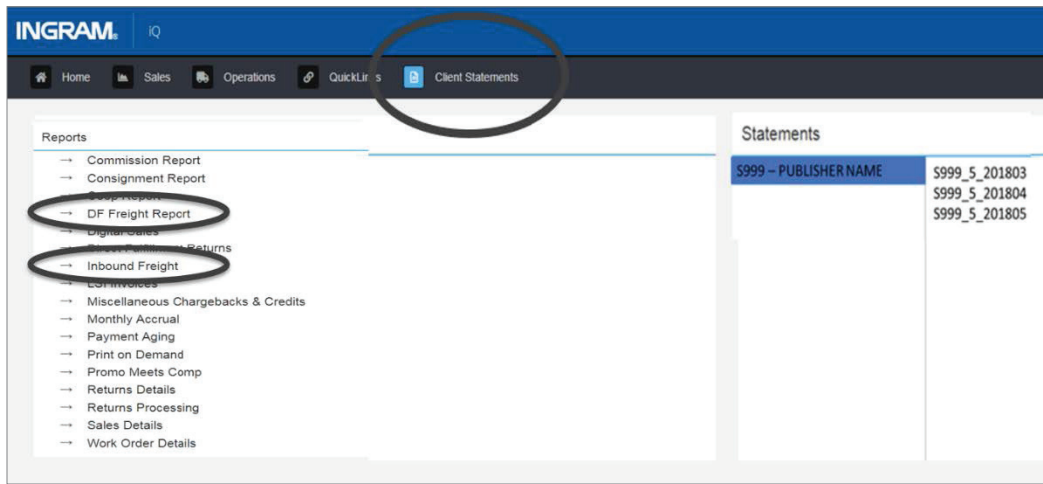
Title	EAN	Format	List Price	Publish Date	TMS Status	PTD	Current Year Inv On Hand	Sales Period Sales Units	Excessive Units	Previous Year Inv On Hand
Totals							10,634	1,423	9,229	11,991
The TV Brand Builders	9780749476687	Paperback / Softback	\$29.95	04-26-2016	Active	N	576	85	653	
The Business Of Writing	9780749472726	Paperback / Softback	\$19.95	10-26-2014	Active	Y	365	101	464	
On Purpose	9780749471910	Paperback / Softback	\$26.95	12-28-2016	Active	N	413	68	504	

## Freight Charges

For the purposes of tying out the Freight Charges the user should select the following links from the Client Statement dashboard

- DF Freight Report
- Inbound Freight
- And Promo Meets Comp

The diagram below shows the report that need to be selected



The **"Inbound Freight"** details link will allow the user to see the EAN level units for the Freight being charged on the statements. Similarly, the **"DF Freight"** also has EAN level details. These details can also be filtered by **Start** and **End** dates and Invoice number. The filtering also allows the user to drill down into a specific **"Customer PO"** for even more details. The diagrams below show the detail results sets.

Inbound Freight

Applied Filters  
Period: ALL Year: ALL

Year	Period	Pro Number	Pub Num	Cart Acct Name	State CD	Ship From Date	Ship From Desc	EAN	Item DN	Freight Base Amount	Total Units
Totals											\$4,252
2018	S	32728987		R & L IPS	VA	06/01/2018	LSC COMMUNICATIONS US LLC	978142022807	MACOS HIGH DIERNA THE HSBINGS	\$116.66	480
2018	S	L85FN		R & L IPS	QC	06/03/2018	HEAD 1ST DESIGN PATTERNS	978056602726	HEAD 1ST DESIGN PATTERNS	\$300.62	7
2018	S	CN602027		R & L IPS	QC	06/03/2018	MARQUEE BOOK PRINTING INC	978149198700	CR F8 IN A NUTSHELL	\$335.71	10
2018	S	32728987		R & L IPS	VA	06/05/2018	LSC COMMUNICATIONS US LLC	978142022807	MACOS HIGH DIERNA THE HSBINGS	\$259.66	480

DF Freight Report

Applied Filters  
Start Date: 07/01/2018 End Date: 07/31/2018 Customer PO: ALL Invoice Number: ALL DF Name: ALL

Invoice Date	Invoice Number	Customer PO	DF Account Number	DF Account Name	DF Name	DF Address 1	DF Address 2	DF State	DF Zip	DF City	Total Count	Total Units	Ext List	Ext Invc	Line Freight Charge	Carrier Code	Carrier Description	
Totals											676	6,442	\$159,730.03	\$193,624.03	\$17,578.51			
2018-07-31	30866504	PR8733745	000718846	PRAGMATIC PROGRAMMERS LLC	Jesse Atkinson	Khan Academy	2750 Pine St	Apt 46	San Francisco	CA	94115-2529	1	1	\$20.51	\$20.51	\$12.11	10001	LPS Ground (Residential)
2018-07-31	30866606	PR8731926	000718846	PRAGMATIC PROGRAMMERS LLC	Charles Hamilton	164 EYER ST		Apt 6A	Brooklyn	NY	11212	1	1	\$27.50	\$27.50	\$0.63	20008	EXPEDITED LHM

The **"Promo Meets Comp"** detail link will allow the user to see the activity at the Order Entry for that line item being charged on the statements. The diagrams below show the detail results sets

Year	Period	OE	Bill To	Ship To	Pub Number	Invoice QTY	Promo	Promo Weight	Promo Freight
<b>Totals</b>									
2018		8 003JF	20M5080	20M5080		2	2	4.20	3.52
2018		8 34TH6	20M5080	20M5080		1	1	1.75	1.31
2018		8 33M4V1	20M5080	20M5080		3	3	6.40	3.45

## Other Fees

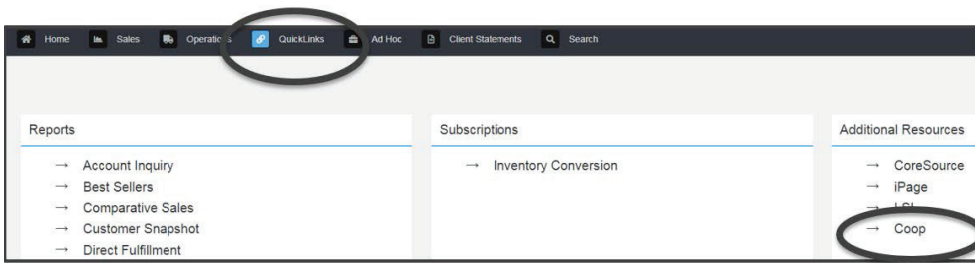
For the purposes of tying out the Coop Charges the user should select the Coop link from the Client Statement dashboard. The diagram below shows the report that need to be selected.

The Coop activity will be available by **"Contract id"** and **"Invoice Number"** for the user to see the number on their statement. The user will need to filter for the current period. The diagram below shows amount on the statement and the other diagrams show the detail results sets. The items that are circled represents the fields that can be filtered.

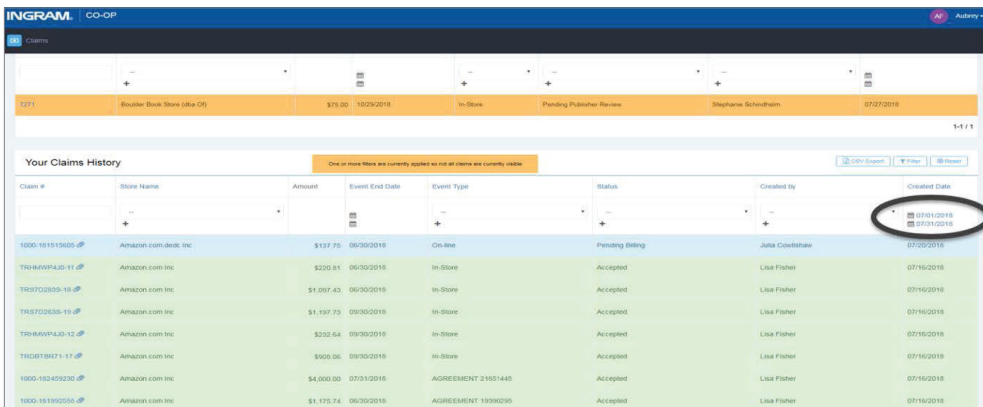
Other Fees					
Other - Misc	0.0000%	(2,081.58)	(2,081.58)	-	2,081.58
Co-op	0.0000%	136,587.59	136,587.59	-	(136,587.59)
Work orders	0.0000%	1,040.00	1,040.00	-	(1,040.00)
<b>Total Fees</b>			\$ 140,386.77	\$ -	<b>\$ (140,386.77)</b>

Year	Period	Pub Number	Contract id	Invoice Date	Invoice Number	Invoice Type	Issue	Publication	Ad Total	Comments
<b>Totals</b>										
									\$136,587.59	

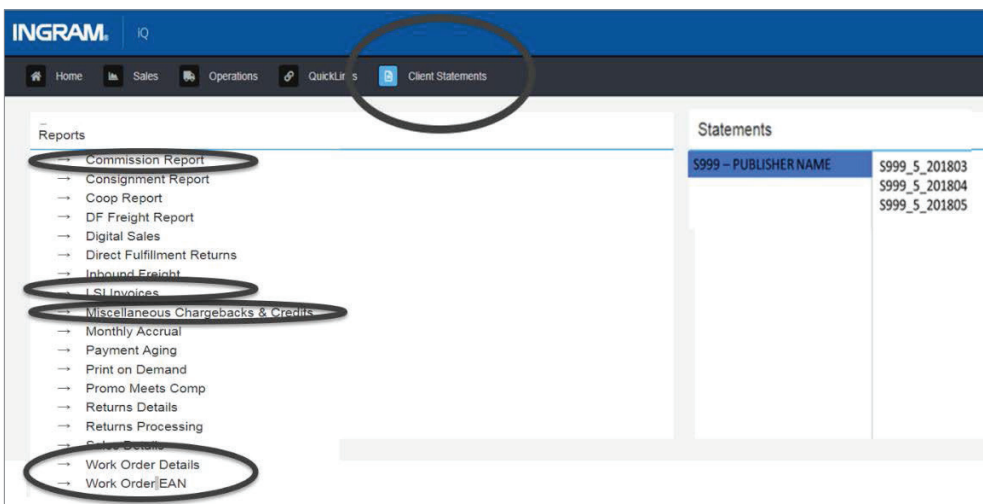
For details at the invoice level the user can access the Co-op application by selecting QuickLinks dashboard in iQ. The Coop application resides in the "Additional Resource" section of the dashboard. The diagram below shows where the Coop Application lives on the QuickLinks dashboard.



The diagram below shows where the user will need to filter on the "Created Date" field in order to see detail Claim numbers for the Coop activity in question.



For the remaining items on the items in the "Other Fees" section here are the links that support each item. The diagram below shows the report that need to be selected





The activity for print charges for the work done by LSI shows up on the Statement as "SR Charges". Previously these details were emailed to every publisher from the IPS Accounting team. These details are now available here on the iQ Client Statement dashboard. You can select the periods for the data you would like to see. The diagram below shows amount on the statement and the other diagrams show the detail results sets.

Other Fees						
Commissions: Gift	0.0000%	1,411.89	1,411.89	-		(1,411.89)
Commissions: Specialty	0.0000%	349.51	349.51	-		(349.51)
Commissions: US Field	0.0000%	302.70	302.70	-		(302.70)
Commissions: US National	0.0000%	2,813.63	2,813.63	-		(2,813.63)
Commissions: US Wholesale	0.0000%	2,693.33	2,693.33	-		(2,693.33)
Other - Misc	0.0000%	4,518.17	4,518.17	-		(4,518.17)
Commissions: Canada	0.0000%	8.12	8.12	-		(8.12)
SR Charges	0.0000%	14,236.51	14,236.51	-		(14,236.51)
Co-op	0.0000%	254.42	254.42	-		(254.42)
Work orders	0.0000%	50.00	50.00	-		(50.00)

LSI Invoices

Applied Filters  
Start Date: 07/01/2018 End Date: 07/31/2018

LSI Invoices

Invoice Number	Invoice Date	Invoice Page	Purchase Order	Secondary Purchase Order	Sales Order	Sales Order Type	Customer Number	Invoice Term	Invoice Due Date	Sales Person	Customer Contact	Invoice Description	Remit to Contact Name	Remit to Address 1	Remit to Address 2	Remit to Address 3	Remit to Address 4	Remit to City	Remit to State	Remit to Country
2209483	07/31/2018	1	8041951_100_20180731		4762240	07/31/2018	09	8041901	Net 30	10/29/2018		Lighting Source		P.O. BOX 500291				ST. LOUIS	MO	US

The "Other - Misc" details can be found on the "Miscellaneous Chargebacks & Credits" link. The diagram below shows amount on the statement and the other diagrams show the detail results sets. The items that are circled represents the amount that ties back to the statement.

Other Fees						
Commissions: Gift	0.0000%	1,411.89	1,411.89	-		(1,411.89)
Commissions: Specialty	0.0000%	349.51	349.51	-		(349.51)
Commissions: US Field	0.0000%	302.70	302.70	-		(302.70)
Commissions: US National	0.0000%	2,813.63	2,813.63	-		(2,813.63)
Commissions: US Wholesale	0.0000%	2,693.33	2,693.33	-		(2,693.33)
Other - Misc	0.0000%	4,518.17	4,518.17	-		(4,518.17)
Commissions: Canada	0.0000%	8.12	8.12	-		(8.12)
SR Charges	0.0000%	14,236.51	14,236.51	-		(14,236.51)
Co-op	0.0000%	254.42	254.42	-		(254.42)
Work orders	0.0000%	50.00	50.00	-		(50.00)

Miscellaneous Chargebacks & Credits

Applied Filters  
Period: ALL Year: ALL

Miscellaneous Chargebacks & Credits

Year	Period	Misc Item Id	Pub #	Pub Name	Description of Statement	Credit or Charge	Misc Amount
					Totals		4,518.17
2018	7	81051			Amazon Freight - May	Charge	
2018	7	80507			Amazon EIS - April	Charge	\$-88.72
2018	7	80803			Amazon EIS - March	Charge	\$-69.69
2018	7	81107			Book Expo Fees	Charge	\$-3,000.00
2018	7	81217			Excess Inventory - Monthly Fee	Charge	\$-1,921.73
2018	7	78206			Credit for stickers for Readerlink	Credit	\$910.00

# Client Statement Support

## Brand Managers

For support regarding Client Statements and related inquiries, the following names have been provided as your point of contact:

Brand	Contact	Contact Information
CBSD	John Baynes	john.baynes@ingramcontent.com
PGW	Matthew Chilcott	matthew.chilcott@ingramcontent.com
IPS	Margery Buchanan	margery.buchanan@ingramcontent.com
Two Rivers	Mike Rentas	mike.rentas@ingramcontent.com
Ingram Academic	Kurt Hettler	kurt.hettler@ingramcontent.com

## Ingram Publisher Education Hub

The screenshot shows the Ingram Publisher Education Hub interface. At the top left is the logo, which consists of a circular emblem with an open book and the text 'INGRAM Publisher Education'. To the right of the logo is the title 'Ingram Publisher Education Hub' and a search bar with a magnifying glass icon and the text 'Search'. Below the header, there are seven tiles arranged in a grid. Each tile has a title and a brief description:

- Education Hub Tour**: Welcome to our new Education Hub
- ipage**: A tool to enter Direct fulfillment (non/AR, pub withdrawal; input inbound shipment notifications and other functions).
- Co-op**: An Ingram portal that will allow you to manage co-op requests and claims in one place.
- IQ**: The new reporting portal with dashboards and adhoc reporting.
- Rep Tool**: Third party sales rep ordering tool
- Client Statements**: Revised client statements.
- Support Directory**: Helpful contacts most commonly used.

The Publisher Education Hub will have Help topics for both Internal and External parties. Please select the link below for access to the Hub

<https://ingrampublishereducation.zendesk.com/hc/en-us>