

## Publisher/Author Application for Book Placement Consideration

Dear Publisher/Vendor,

We hope the attached form and instructions will answer any questions you may have regarding your request to sell your books through either the Barnes & Noble Retail Stores and/or through the Barnes & Noble Website: [www.barnesandnoble.com](http://www.barnesandnoble.com).

For a title to be considered, it must meet the criteria listed on the [Barnes & Noble Acceptance Criteria](#) document.

All titles go through a purchasing review process that determines whether or not an initial stocking order or re-order for [www.bn.com](http://www.bn.com) will occur. Our purchasing review process looks at a variety of factors when making these purchasing decisions. This review process takes about 3 months. **Please note: if you are approved for Retail Store Placement, you will be required to list your book(s) with a Wholesaler/Distributor.**

### INSTRUCTIONS

**Step 1:** Download and save your own local copy of this document.

**Step 2:** Complete Pages 2 and 3 of this document. In the **New Vendor Set-Up Form** on Page 3, fill out the top portion ONLY.

**Step 3:** Download and complete the [Data Exchange Template](#).

**Step 4: For Store Placement Consideration Only.** Please prepare Trade Reviews, Marketing and Promotional Plans for your title(s), as well as a note describing how your book meets the competition or what makes it unique. Preferred method would be an additional document (in Word) that encompasses all of the above.

**Step 5: Email** all documents from Steps 1-4 to [NewVendorSubmit@bn.com](mailto:NewVendorSubmit@bn.com). Subject line should read: **New Vendor Request-Your Company Name**

**Step 6: Print** all documents from Steps 1-4 and mail them all, along with a finished sample of your book(s) to the address below. **Please do not send manuscripts, discs or flash drives.**

**Barnes & Noble, Inc.  
Attn: Small Press Department  
122 5th Avenue, 8th Floor  
New York, NY 10011**

Please note we do not confirm receipt, you will be notified in writing once a decision has been reached regarding your Website and/or Store Placement submission. This document in no way constitutes a purchasing obligation on any division of Barnes & Noble, Inc.'s part.

If you are accepted as a potential Barnes & Noble vendor, please note that you will be required to provide additional information and documentation in order to complete the vendor on-boarding process. It is recommended that prospective vendors review Barnes & Noble's [Vendor and Product Compliance Requirements](#) while awaiting a response from the Small Press Department.

## **Publisher/Author Application Questionnaire**

**Section 1: Enter EAN (ISBN-13) and Title** in the table provided. Vendors will use the **Data Exchange Template** for full title data; this is for reference only.

### **Section 2: Wholesaler/Distributor**

Please list only those Wholesalers or Distributors that you currently have terms with. Note: if you are approved for Store placement you will be required to be with a Wholesaler/Distributor.

### **Section 3: Terms**

Barnes & Noble's terms are as follows:

- Minimum acceptable Trade discount is 50% off List Price
- Vendors are responsible for paying freight into Barnes & Noble's Distribution Centers and out to Retail Stores
- Merchandise is returnable. Barnes & Noble's returnable terms indicate that we can return your titles at any time, for any reason, in any condition, without return authorization, up to 180 days of being notified that the title has gone out of print.
- Standard Payment Terms are 90 MON (End of Month)

Trade, Professional and Academic Publishers: please provide publicly announced terms if available. Submit additional documents if space below is not sufficient.

**Please continue to Page 3 and complete the TOP PORTION ONLY of the New Vendor Set-Up Form**

**New Vendor Set-Up Form**

**Vendor Information**

Legal Business Name:	
Primary Business Address:	
City:	
State:	
Zip:	
Country:	
Alternate or DBA Name:	
Business Phone Number:	
Website:	
Business Address to Send Purchase Order <i>If same as above, write "Same As Above"</i>	
City:	
State:	
Zip	
Country:	
Primary Contact (First Name)	
Primary Contact (Last Name)	
Email Address:	
Phone Number:	

**Internal Information (For B&N use only.)**

Vendor Category/Type:	
Primary Business Type:	
Import Vendor:	
Payment Terms:	
Royalties paid to Vendor? (Proprietary/PD)	
Returnable:	
Discount Terms:	
DC Case Pack	
DC Exact Quantity	
Ship to Store	
e-book Royalty	
Freight Terms:	
DC Vendor Manager Number:	
DC Vendor Manager Name:	
Diverted Vendor (NY Vendor):	