

Drop Shipment Interface Guidelines

Version 3.2

The logo for BoD (Bureau of Ocean Dynamics) is displayed in a blue, sans-serif font. The letters 'BoD' are centered within a light gray rectangular background.

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1. Communication

Communication with BoD shall take place via the SFTP protocol. BoD shall provide a customer-specific account for this. For the automated response, BoD provides the data for collection.

All job data shall be transferred in XML format, while all print data for invoices/delivery notes shall be transferred in PDF format.

2. Drop Shipment Orders

Drop shipment orders of the publishing distributor result in the production and distribution of one or more books to a single shipping address. The books must have been previously prepared for the BoD production archive by the publisher (mastering). The receipt of a drop shipment order is binding in digital form, and no additional confirmation is required.

Shipping shall be carried out by parcel service (DHL, UPS), as a large letter or small parcel or via bulk book transport. The publishing distributor shall determine the shipping method. The shipping of despatch documents which are to be enclosed (invoice/delivery note) is to be consigned to BoD together with the order as a printable PDF file for paper size DIN A4.

2.1 Data Transfer and Naming Conventions

Two data records must be transferred for each drop shipment order. When transferring files, it must be ensured that order data records (XML) are only sent after the associated print data (PDF for invoice/delivery note) has been transferred in full. The files must be stored directly in the home folder of the BoD account. Alternatively, all files of an order can be bundled in a ZIP archive. The ZIP archive must not contain any other folders. The following naming convention applies to this container archive:

- Container archive: `DropShipOrder_OrderNumber.zip`

The order data record and the invoice file must follow the following naming convention:

- Order: `DropShipOrder_OrderNumber.xml`
- Invoice/delivery note: `Invoice_OrderNumber.pdf`

OrderNumber in the file names stands in each case for a distinct order number of the publishing distributor (the ordering party).

All file names may only contain letters, numbers, underscores and a dot to separate the file ending. Special characters and blanks are not allowed.

Confirmations related to the order are also stored in the BoD account and can be retrieved via SFTP. For this purpose, a subfolder named “/home” is created within the parent folder named after the account number of the publisher’s distributor. The folders are named as follows:

- *Orderconf*: Order confirmation
- *Shipconf*: Shipping confirmation

2.2 Sample File

```
<?xml version="1.0" encoding="UTF-8"?>
<BoD>
  <Header>
    <FromCompany>Bookworld Distribution Center</FromCompany>
    <FromCompanyNumber>12345678</FromCompanyNumber>
    <SentDate>20191031</SentDate>
    <SentTime>11:26</SentTime>
    <FromPerson>Vorname Nachname</FromPerson>
    <FromEmail>katalog@beispielverlag.com</FromEmail>
  </Header>
  <DropShipOrder>
    <OrderNumber>1234567890</OrderNumber>
    <Shipping>ParcelDHL</Shipping>
    <ShippingCustomsValue>10.99</ShippingCustomsValue>
    <InvoiceNumber>34729</InvoiceNumber>
    <InvoiceFile>Invoice_1234567890.pdf</InvoiceFile>
    <Product>
      <CustomsValue>20.99</CustomsValue>
      <EAN>9783123456789</EAN>
      <Copies>3</Copies>
    </Product>
    <Product>
      <CustomsValue>15.99</CustomsValue>
      <EAN>9783987654321</EAN>
      <Copies>1</Copies>
    </Product>
    <ShippingAddress>
      <AddressLine1>Buchhandlung Maier</AddressLine1>
      <AddressLine2>Frau Lisbeth Maier</AddressLine2>
      <AddressLine3>Einkaufszentrum Isartal, 2. OG</AddressLine3>
      <Phone>+49 89 12345678</Phone>
      <Street>Ulmenweg 2</Street>
      <ZIP>89134</ZIP>
      <City>München</City>
      <Country>DE</Country>
    </ShippingAddress>
  </DropShipOrder>
</BoD>
```

2.3 Comments on the Sample File

Header (required)

The header contains only sender information:

- `<FromCompany>` Name of the publishing distributor (required, free text field)
- `<FromCompanyNumber>` BoD customer number for the publishing distributor (required, notified upon enquiry)
- `<SentDate>` Shipping date, in the format YYYYMMDD (required)
- `<SentTime>` Shipping time, in the format HH:MM (required)
- `<FromPerson>` Name of sender (optional, free text field)
- `<FromEmail>` Sender's email address (required, repeatable, used for automatic email feedback, eg. error messages)

DropShipOrder (required, repeatable)

Indicates the job type and must contain each of the following attributes at least once.

OrderNumber (required, non-repeatable)

Specifies the distinct order number of the publishing distributor. This number is returned in the delivery confirmation. Max. 45 characters, no special characters or blanks.

CustomsValue (required for any delivery address outside the EU, non-repeatable)

Specifies the customs value of the shipping. Numeric, decimals separated by a dot, may not be zero.

Shipping (required, non-repeatable)

Specifies the desired despatch route. Permitted values are:

BSV_Libri	Book transport Libri (BOOXpress)
BSV_Umbreit	Book transport Umbreit
BSV_KNV_E	Book transport Zeitfracht
ParcelDHL	Parcel service (DHL)
ParcelUPS	Parcel service (UPS)
Grossbrief	Large letter (DHL, max. 500 g, max. height 2 cm)
Kleinpaket	Small parcel (DHL, max. 1 Kg, max. height 8 cm)
OptPorto	Parcel service or small parcel

Grossbrief (Large letter) and Kleinpaket (small parcel) are only available for delivery within Germany.

ShippingCustomsValue (optional, non-repeatable)

Specifies the amount of the calculated shipping costs in euros. Must be specified if the shipping costs are stated on the invoice and the recipient country is outside the EU. May only have two decimal places. The decimal separator must be a point.

InvoiceNumber (optional, non-repeatable)

Specifies the invoice number for the respective order.

InvoiceFile (required, non-repeatable)

Specifies the file name of the associated print file (invoice/delivery note) for this order (see 2.1).

Product (required, repeatable)

Each drop shipment order must contain at least one `<Product>` element. The element is repeatable, so that a particular order may comprise various books. Each title ordered needs its own `<Product>` tag.

`<Product>` must contain:

- `<CustomsValue>` Required if recipient country is not in the EU. Customs value in euros for **single item**. Number with point as decimal separator, cannot be 0
- `<EAN>` Required. Value: The 13-digit ISBN, without hyphens
- `<Copies>` Required. Value: Desired number of units, numeric, greater than 0
- `<ItemNumber>` Optional. Item Number assigned by the customer

ShippingAddress (required, non-repeatable)

The following attributes and values must/can be included:

- `<AddressLine1>` eg. Company name (required, free text, max. 40 characters)
- `<AddressLine2>` eg. Full name (optional, free text, max. 40 characters)
- `<AddressLine3>` Additional address field (optional, free text, max. 40 characters)
- `<AddressLine4>` Additional address field (optional, free text, max. 40 characters)
- `<Phone>` Phone number of the recipient (optional, free text, max. 15 characters)*
- `<EMail>` E-mail address of the recipient (optional, max. 30 characters)*
- `<Street>` Street and house number (required, free text, max. 30 characters)
- `<ZIP>` Postcode (required, free text, max. 10 characters)
- `<City>` City (required, max. 30 characters)
- `<State>` Federal state of county (required in the USA and Ireland, two-digit according to ISO 3166)
- `<Country>` Country code, two-digit according to ISO 3166 (required)

* If you give us the phone number or e-mail-address of the recipient, we forward this information to the shipping provider, who can use the information to inform the recipient about the status of the shipment and then delete the data. You need to ensure that the recipient agrees to this data processing. If you do not wish us to do this or you do not have the recipient's consent, please do not include the phone number or e-mail-address in your order. In most cases, the order can be sent out without this information. However, this cannot be guaranteed for all combinations of shipping providers and destinations.

3. Order Confirmation for Drop Shipment Orders

3.1 Sample Files

```
<?xml version="1.0" encoding="UTF-8"?>
<BoD>
  <OrderConfirmation>
    <Order>
      <OrderNumber>1234567</OrderNumber>
      <OrderDate>20071101</OrderDate>
      <Status>refused</Status>
      <Errortext>9781234567890 is not deliverable</Errortext>
    </Order>
  </OrderConfirmation>
</BoD>
```

```
<?xml version="1.0" encoding="UTF-8"?>
<BoD>
  <OrderConfirmation>
    <Order>
      <OrderNumber>2345678</OrderNumber>
      <OrderDate>20071101</OrderDate>
      <Status>accepted</Status>
    </Order>
  </OrderConfirmation>
</BoD>
```

3.2 Comments on Sample Files

BoD (required, non-repeatable)

Commencement date and conclusion date. Must include `<OrderConfirmation>` once.

OrderConfirmation (required, non-repeatable)

Indicates the feedback type and must contain `<Order>` at least once.

Order (required, repeatable)

Indicates an order, and must contain the following elements (with the exception of `Errortext`) at least once.

OrderNumber (required, non-repeatable)

Specifies the order number of the ordering party.

OrderDate (required, non-repeatable)

Specifies the date of receipt of the order by BoD in the format YYYYMMDD.

Status (required, non-repeatable)

Contains the status of the order. Possible values are:

- Refused The order was declined.
- Accepted The order was processed successfully and will be produced.

Errortext (required if status = refused, non-repeatable)

Specifies the reason for the rejection of the order. Possible values are:

- <ISBN> is not deliverable The title with the stipulated ISBN was not deliverable at the time the order was received.
- No invoice file found No invoice file could be found for this order at the time the order was imported.
- OrderNumber has already been used and cannot be processed twice An order with this order number has already been imported once.
Order numbers must be distinct and cannot be used more than once.

3.3 File name

The file name for the order confirmation is specified as follows:

- OC_OrderNumber.xml

<OrderNumber> here identifies the relevant order number of the shipping distributor. This is stored in the BoD account in the *orderconf* folder.

4. Delivery Confirmation for Drop Shipment Orders

4.1 Sample File

```
<?xml version="1.0" encoding="UTF-8"?>
<BoD>
  <ShippingConfirmation>
    <Order>
      <OrderNumber>20684916</OrderNumber>
      <ShippingDate>20070103</ShippingDate>
      <ShippingTime>12:00</ShippingTime>
      <TrackingNo>257500128850</TrackingNo>
    </Order>
    <Order>
      <OrderNumber>20684917</OrderNumber>
      <ShippingDate>20070103</ShippingDate>
      <ShippingTime>17:54</ShippingTime>
      <TrackingNo/>
    </Order>
  </ShippingConfirmation>
</BoD>
```

4.2 Comments on Sample File

BoD (required, non-repeatable)

Commencement and conclusion date. Must contain <ShippingConfirmation> once.

ShippingConfirmation (required, non-repeatable)

Designates the feedback type and must contain <Order> at least once.

Order (required, repeatable)

Designates an order, and must contain each of the following attributes at least once.

OrderNumber (required, non-repeatable)

Specifies the order number of the ordering party.

ShippingDate (required, non-repeatable)

Specifies the date of availability for collection in the format YYYYMMDD.

ShippingTime (required, non-repeatable)

Specifies the time of availability for collection in the format HH:MM.

TrackingNo (required, repeatable)

Specifies the tracking number provided by the parcel service commissioned by BoD, according to the shipping product. Should multiple packages need to be prepared for one order due to volume, the additional

tracking numbers shall also be conveyed. If it is impossible to provide a tracking number, for example in the case of book shipments, this is to be distinctly noted by an empty tag in the form `<TrackingNo/>`.

Data transmission

The delivery confirmation is provided in the BoD account for download via SFTP in the *shipconf* folder.

4.3 File Name

The file for the delivery confirmation is to be specified as follows:

- SC_Timestamp.xml

Here, `<TimeStamp>` indicates the date of shipping. Shipping confirmations are sent out once a day for all orders shipped that day.

5. Further information

Further information can be stored in SFTP on request. The list of orders with their respective status is particularly relevant for the orders. (OrderStatus).

5.1 Order Status

The order status list shows all open orders and provides additional information, as follows:

Firstly, content properties are described, whereas the following values are given:

- EAN
- Order Type: possible inputs are 'Drop Shipment' or 'retail order'. In the case of drop shipment, we ship to the end customer on your behalf.
- Amount of titles
- Order number
- Book type: HC for hardcover, PB for paperback, WIREO for wire-o, BL for booklet, CAL for calendar
- Author
- Title
- Publisher or Imprint

The following information is specific to the actual order:

- Date of order in the format dd.mm.yyyy
- Time of order in the format hh:mm
- Calculated date of delivery in the format dd.mm.yyyy hh:mm
- Delivery Method: possible values are: Parcel, UPS, Grossbrief (only in Germany), Kleinpaket (only in Germany), Prisme (in France), BSV_Libri for Libri Book Transport in Germany (BOOXpress), BSV_KNV_E for Zeitfracht Book Transport in Germany, BSV_Umbreit for Umbreit Book Transport in Germany, CrossDockDBK (in Denmark), OptPorto for parcel service or parcel (only in Germany).

Lastly, information on the order status:

- Order status: possible values are 'shipped' or 'order received'
- The date the status was set (date of status) in the format dd.mm.yyyy
- The time the status was set (time of status) in the format hh:mm

If a dispatch route with tracking option was selected and the consignment was sent, the tracking number is also provided.

6. Change log

Version 2.3

Deletion: <CustomsValue> field at item level

Version 2.4

Deletion: Shipping type book trolley KNV Cologne and book trolley KNV Stuttgart

Deletion: Shipping type Warenpost_Int_Air

Enhancement: Shipping type book trolley KNV_E

Extension: Shipping type via UPS (Normal)

Extension: <ItemNumber> under <Product>

Version 2.5

Editorial changes

Version 2.6

Extension: <CustomValue> under <DropShipOrder>

Enhancement: <Phone> as field under <Shipping address>

Enhancement: Shipping method via UPS (Express)

Change: InvoiceNumber now only optional

Version 2.7

Editorial changes

Deletion: Shipping method BookpostInt

Version 2.8

Enhancement: <traffic number> under the shipping address for book trolleys

Deletion: Shipping type Bookpost

Change: Contact person changed

Version 2.9

Deletion: Shipping method UPS Express

Enhancement: Change of protocol for communication to secure file transfer protocol (SFTP)

Enhancement: E-mail address of recipients under shipping address

Enhancement: State as information under the shipping address

Change: Contact person changed

Version 3.0

Editorial changes

Enhancement: Recording of shipping costs for customs

Enhancement: Customs goods value per individual book copy

Deletion: Customs goods value per order

Version 3.1

Enhancement: Shipping method large letter

Enhancement: Shipping method small parcel

Deletion: Shipping method warenpost (merchandise shipping)

Version 3.2

Enhancement: Description of SFTP structure

Enhancement: Order Status File

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