

# NOTES TO ACCOMPANY THE SUPPLY DATA DISTRIBUTION CHANGE FORMS

The Supply Data Team is responsible for updating distribution information on the Nielsen Book bibliographic and TeleOrdering databases. To make any distribution changes we require written authorisation from the publisher of the title(s) affected.

**Please use one of the following forms:**

**FULL DISTRIBUTION CHANGE FORM**—to be used when ALL titles are now distributed by the organisation indicated

**PARTIAL DISTRIBUTION CHANGE FORM**— to be used when SELECTED titles are now distributed by the organisation indicated.

**Return the completed form using one of the following methods:**

- Electronically via email to: [supplydata.book@nielsen.com](mailto:supplydata.book@nielsen.com)\*
- Signed hard copy versions by post:

Supply Data Team  
Nielsen Book  
Third Floor  
Station Place  
Argyle Way  
Stevenage  
Hertfordshire  
SG1 2AD

*\* Please note emailed forms should be sent from a valid publisher email address. If we have any concerns over the validity of the publisher authorisation we will contact you for further details.*

## CHANGES TO DISTRIBUTION

# FAQS

### **How much notice do I need to give for a distribution change?**

Advance notice of at least 10 working days is essential, this includes our standard turnaround time of 5 working days. If you have a particularly complicated or large distribution change, e.g. to several imprints, please let us know as soon as possible as we may need to contact you for further information.

### **Why is it important that publisher authorisation is provided?**

The ISBN Agency allocates ISBNs and ISBN prefixes to specific organisations. We therefore require the owner of the prefix/ISBNs to authorise any distribution changes to protect the integrity and accuracy of the information held on our database.

### **Can a representative provide authorisation for a distribution change?**

No. A representative/marketing agent must supply authorisation from the actual publisher of the title(s).

### **Is there a charge for this?**

Nielsen makes the vast majority of distribution changes free of charge to maintain accurate distribution information for our retailer and library clients. However, please note that where your request involves a high number of changes, is complex or requires extensive investigation work, charges may apply.

### **How long will it take for the change to come into effect?**

Our standard turnaround time for distribution changes is 5 working days from the date of receipt. We will endeavour to meet this time. However, during busy periods this process may take longer.

### **How will I know when this change has been effected?**

A member of the Supply Data Team will send you an email to confirm the change has been made.

### **Who should I contact if I am concerned the change has not been made?**

If you have not had confirmation within five working days from our date of receipt you can email the Supply Data Team: [supplydata.book@nielsen.com](mailto:supplydata.book@nielsen.com)

**To contact us or for more information email: [supplydata.book@nielsen.com](mailto:supplydata.book@nielsen.com)**