

NIELSEN BOOK SAN AND GLN REGISTRATION TERMS & CONDITIONS

These Terms and Conditions together with the Nielsen Terms of Service (collectively, "Terms") govern the use of the SAN registration.

1. SERVICE

Nielsen Book Services Limited ("Nielsen") has been appointed by Book Industry Communication (BIC) to issue SANs/GLN's to organisations involved in the book trade (including booksellers, publishers, libraries, distributors, wholesalers, printers and subscription agents). Each time we assign a new SAN we will automatically supply the corresponding GLN. We can assign SANs to organisations based in any country apart from: Australia, Canada, New Zealand and the US.

2. SAN AND GLN

Standard Address Number (SANs) and Global Location Numbers (GLNs – also known as EAN's) are unique identifiers that can be assigned to the addresses of organisations involved in the book selling or publishing industries. Both schemes are recognised throughout these industries and enable commercial transactions to be made more efficiently and accurately.

SANs and GLNs identify specific geographical locations. (GLNs can also identify digital locations.) If your organisation relocates (even if only by a few doors along the same street) a new SAN and GLN will be required to ensure that orders and deliveries are still made correctly.

When you move location, there is a difference between the standards applied to the address identifiers. The ISO that governs the use of SANs allows for a change of address. The ISO for GLNs based on SANs does not allow for a change of address.

Therefore if you change your location you can either choose to change the address, keeping the original SAN number and abandoning the GLN (which can be removed from our record). Or you can choose to purchase a new SAN/GLN.

3. INFORMATION SUPPLY

You provide information when you complete the application form for a new SAN/GLN. As a result of this you supply us with such information as your company name, type of organisation, contact name, email address, phone number, mailing address and VAT number.

The new location address details, including postcode, are added to the SAN database alongside the newly registered SAN and GLN numbers to enable Nielsen to answer customer inquiries. Your personal information such as name, phone and email address are not retained or provided to third parties.

4. WARRANTY AND INDEMNITY

All rights in the SAN database belong to Book Industry Communication (BIC) and Nielsen. You hereby grant to Nielsen a worldwide, non-exclusive, perpetual right to include and publish Your Information within the

SAN database and any other Nielsen services and to use Your Information within its business.

By submitting your name and other information in connection with obtaining the SAN/GLN number (collectively, "Your Information"), you irrevocably agree that Your Information will be associated and disseminated by Nielsen to third parties, and that Your Information thereby becomes public information associated with the related location, and it is in the public interest that Your Information remain in the permanent public record. Nielsen agrees to remove Your Information from Nielsen's own database within reasonable time of your written request to do so. Subject to the foregoing sentence, that you agree that Nielsen will not bear, and you will indemnify and hold fully harmless Nielsen (a) from cost, expense or liability it incurs in connection with any removal of Your Information from any party's online or offline record and (b) in respect of any loss, expense, damage or claim that the use or publication by Nielsen of Your Information infringes the rights of any third party.

5. **GUIDELINES FOR ASSIGNMENT AND USE**

We recommend that you read BIC's Guidelines for Assignment and Use for more information:

<https://www.bic.org.uk/82/SAN-GLN/>