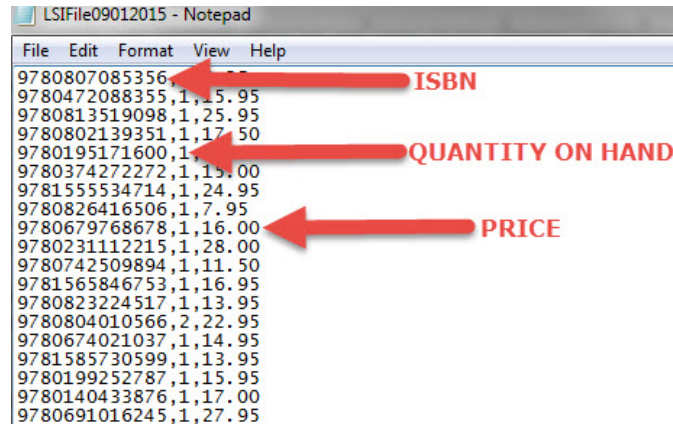


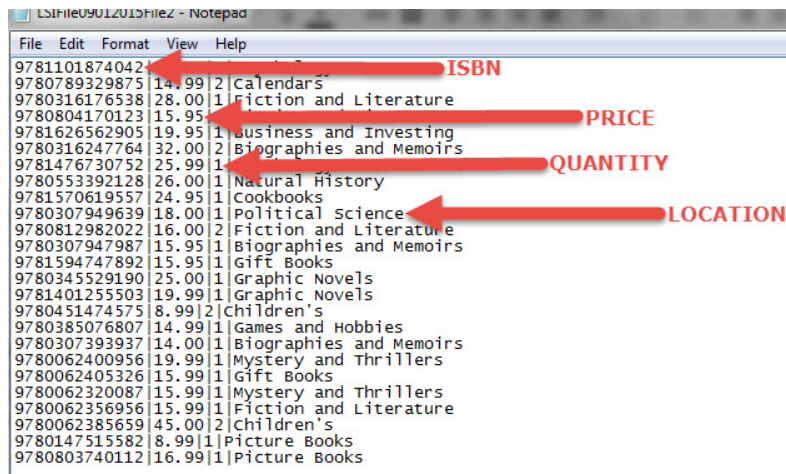
## CREATE THE FILE

- File Type 1:



```
LSIFile09012015 - Notepad
File Edit Format View Help
9780807085356,1,15.95
9780472088355,1,25.95
9780813519098,1,25.95
9780802139351,1,17.50
9780195171600,1,15.00
9780374272272,1,15.00
9781555534714,1,24.95
9780826416506,1,7.95
9780679768678,1,16.00
9780231112215,1,28.00
9780742509894,1,11.50
9781565846753,1,16.95
9780823224517,1,13.95
9780804010566,2,22.95
9780674021037,1,14.95
9781585730599,1,13.95
9780199252787,1,15.95
9780140433876,1,17.00
9780691016245,1,27.95
```

- File Type 2:



```
LSIFile09012015File2 - Notepad
File Edit Format View Help
9781101874042,14.99,2|Calendars
9780789329875,28.00,1|Fiction and Literature
9780316176538,15.95,1|Business and Investing
9780804170123,19.95,2|Biographies and Memoirs
9781626562905,32.00,1|Natural History
9780316247764,25.99,1|Cookbooks
9781476730752,26.00,1|Political Science
9780553392128,18.00,2|Fiction and Literature
9781570619557,15.95,1|Biographies and Memoirs
9780307949639,15.95,1|Gift Books
9780812982022,25.00,1|Graphic Novels
9780307947987,19.99,1|Graphic Novels
9781594747892,8.99,2|Children's
9780345529190,14.99,1|Games and Hobbies
9781401255503,14.00,1|Biographies and Memoirs
9780451474575,19.99,1|Mystery and Thrillers
9780385076807,15.99,1|Gift Books
9780307393937,15.99,1|Mystery and Thrillers
9780062400956,15.99,1|Fiction and Literature
9780062405326,45.00,2|Children's
9780062320087,8.99,1|Picture Books
9780062356956,16.99,1|Picture Books
9780062385659,16.99,1|Picture Books
9780147515582,16.99,1|Picture Books
9780803740112,16.99,1|Picture Books
```

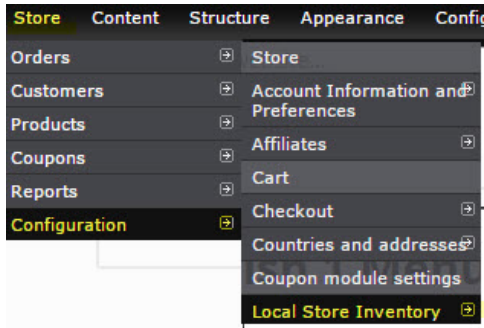
## GUIDELINES

These guidelines will help you generate the necessary file from your POS system. If you are not familiar with generating a file like this, it is recommended that you contact your POS system's Help Desk for assistance.

- The field separators can be commas, tabs, or | (pipe symbols).
- The 'Location' field refers to the shelving section in the store where the book belongs. This field is 100 characters long, cannot include commas and is optional for both file types.
- There can be no other lines in the file, other than ISBNs, etc. If there is a line in the file that does not begin with an ISBN, the upload will fail.
- ISBN cannot have hyphens or spaces.
- ISBN for books can be either ISBN-10 or ISBN-13, however ISBN-10 will automatically be converted to ISBN-13
- Fields CANNOT contain quotes.
- Price must include the decimal point. If there is no decimal point, the line is treated as bad data.
- Files must use the .txt or .csv extensions.

**NOTE:** You should upload a new file at least daily, if new files are not uploaded at least weekly, the inventory information on your site will be voided.

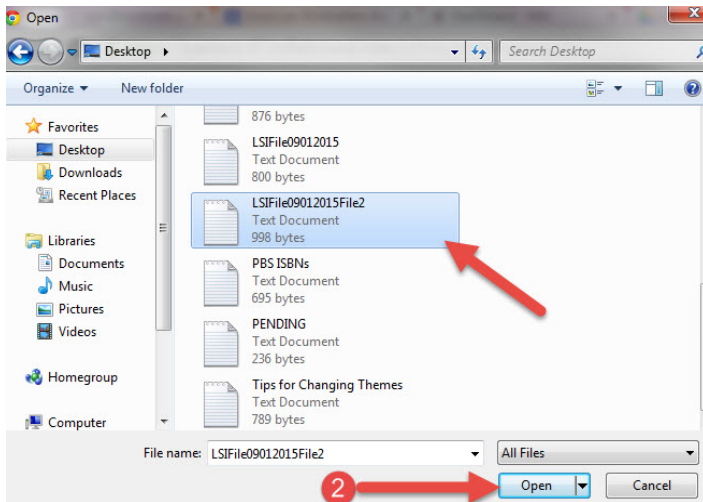
## UPLOADING THE FILE



### Inventory File

Choose File  **1**

To ensure accurate processing, please check thi



### Inventory File

Choose File

To ensure accurate processing, please check th

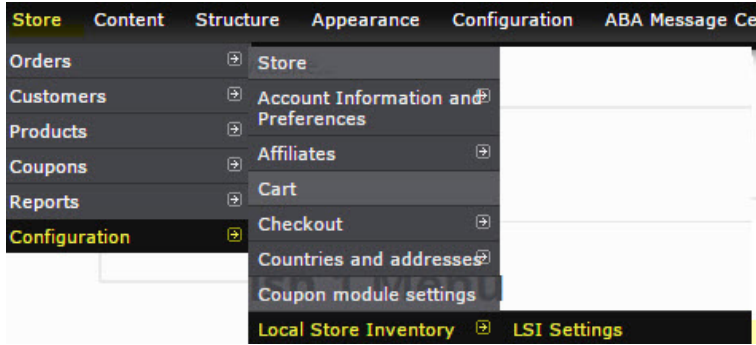
Submit **3**

**NOTE:** You should receive a confirmation of the upload across the top of the page:



Your file was received successfully. Thank you! Please allow up to 4 hours for processing.

# LOCAL STORE INVENTORY SETTINGS



## FULFILLMENT CASCADE PRIORITY 1

Set your own store as the first point in the fulfillment cascade of an order. Leaving this box blank will mean that your inventory will be processed first.

Place my inventory FIRST in the fulfillment cascade.

The default is OFF.

## OVERRIDE LSI PRICING? 2

By default, prices uploaded with your inventory files will be used instead of web pricing. Web discounts will be applied to the inventory prices.

Web Discounts Override Inventory Pricing

The default is OFF.

## USE LSI AVAILABILITY? 3

Check this preference if you want products in your local inventory to be available for sale.

Use LSI availability

The default is ON.

## HIDE QUANTITY ON HAND FOR LSI 4

Check this preference if you wish to hide the # of copies on hand for LSI.

Hide Quantities on hand?

The default is OFF.

Save configuration 