

REPS FAQs

Q: How will I know if my buy report was received and uploaded correctly once I email it to REPS@baker-taylor.com?

A: You will first receive an automated confirmation email indicating that we've received your buy report. Once reviewed and uploaded you'll receive an email indicating that the buy report was processed successfully. Please note that orders are uploaded based on publication date. We will have a system of safeguards in place to prevent duplicates and errors and you will be notified if such errors occur.

Q: Can I continue to create buy reports as I do now? Will I still need to include comp titles on my buy report if it's just being uploaded? Am I required to fill in the buys by carton quantity?

A: Yes, continue to create buy reports as you do now. The buy report should be completed as though you are planning to meet with your buyer. Relevant comparison title information is required. Carton quantity buys improve efficiency so please continue to supply them as part of the buy report when available. It's important to note that these buys will continue to be reviewed even though you are submitting them using the **REPS** process.

Q: Can I still email my buy reports using PubAlley?

A: Yes, but if you are preparing a buy report that meets the standards for **REPS**, you must first email the buy report to yourself so that you can submit it to the REPS email address. If your buy report contains a mix of titles, you can continue to email your reports directly to your buyers using the category radio button in Pub Alley

Q: What if I need to make a change after I have submitted my buy report (i.e, need to adjust suggested buy quantity, title has been cancelled, etc.)?

A: Orders will be batched and uploaded once a week so you can contact your buyer should you need to make adjustments to an order that's been submitted within that week.

Q: Will there be a cut-off pub date for REPS? How should drop-ins with small buys be handled?

A: The REPS process will only be used for NP titles from 3-5 months pre publication. If you have a drop-in title you should continue to send and present those directly to your buyer.

Q: Will there be a way that I can check my sell-thru on these small buys?

A: We will be closely monitoring sell through to meet our service level goals and can provide you with a report and sell through analysis for all the titles that you've submitted.

Q: I'm a small publisher. If the suggested buys for all of my titles are less than 100 units, will I not be able to have a meeting with my buyer(s)?

A: It is important that you continue to schedule regular appointments with your business owner for business reviews, sell-through analysis as well as with your Ad Sales Rep to discuss co-op, marketing and to review the various programs we have available to help drive sales.

Q: Where can I find the buying schedule?

A: The updated schedule for buying 150 days prepublication is attached.

Q: What if I have additional questions?

A: Please call your buyer or business owner if you have further questions or need additional information.