



# Books Across Borders

## Glossary

Prepared by Stephen Long  
November 2022 Version 1.0

Copyright © 2023 Book Industry Communication Ltd.



## GLOSSARY:

*Thanks to EDItEUR for its assistance in helping compile this glossary.*

**3PL or Third-Party Logistics.** An organisation's use of a third party to fulfil specific supply chain functions. Focuses on day-to-day operations.

**4PL or Fourth Party Logistics:** Fulfils logistics/ supply chain functions on behalf of an organisation. Focuses on optimising the entire supply chain.

**Accounts (or Finance):** A team or department that manages financial affairs on behalf of a business.

**Agent (Literary):** A person or an organisation representing creators such as authors, negotiating and licensing their rights to publishers and others in return for a share of the licensing revenue.

**Agent (Sales):** An organisation responsible for marketing, promotion and sales of the product on behalf of the publisher, usually in a territory outside the home territory of the publisher. Sales agents typically work with a distributor or with wholesalers who provide warehousing and fulfilment, in the same way a publisher does.

**Author:** A person or corporate body responsible for the intellectual or artistic content of a book. Often specific to the writer of the textual content.

**Bill of Lading or BL or BoL:** A legal, detailed list of a cargo issued by a carrier to a shipper to acknowledge receipt of that cargo for shipment. It details the type, quantity and destination of the goods.

**Binding Tariff Information or BTI:** A written classification of goods confirming that the goods have the correct commodity code.

**BREXIT:** The withdrawal of the United Kingdom from the European Union.

**Carrier, Freight Carrier:** An organisation that physically transports goods on behalf of a manufacturer or publisher, for example a road haulier or a ship or aircraft operator. Shipments are usually arranged and managed by a freight forwarder, rather than contracted directly between manufacturer or publisher and the carrier.

**Characters Per Second or CPS:** A unit of measure used in printing.

**Clearing Agent:** A person or organisation appointed to move goods officially from one country to another. Responsibilities include import/ export documentation.

**Commodity Code:** Required for customs declarations, a commodity code is a sequence of numbers made up of eight or ten digits. The code determines customs duties and other charges levied on goods, as well as any preferential treatments, restrictions or prohibitions that may apply. More information is available on the gov.uk website. The commodity code for printed books is 49 01 10 00 00.

**Compliance:** Adherence to specific business policies or country specific legal requirements.

**Consolidation:** The practice in domestic transportation and international shipping of grouping several smaller shipments for transportation to similar destinations, for example combining several pallets into a single container-load destined for the same location.

**Consumer:** Someone who buys book or book related products. Dependent on the supply chain model (such as B2B, B2C, B2G), the consumer may be an intermediary such as a wholesaler or bookstore rather than the ultimate buyer/ reader of the product.

**Country of Manufacture:** The country where goods are produced.

**Country of Origin:** Frequently confused with country of manufacture or country of publication. Country of origin refers to the source of a particular international shipment of products, rather than where those products were manufactured or published.

**Cross Dock:** Avoids or minimises the use of storage by unloading or transferring goods directly between manufacturer and customer or between modes of transport.

**Customer Care:** A person or team within an organisation responsible for supporting customers that use that business's products and services.

**Customs:** The authority or agency responsible for collecting tariffs for the flow of goods into and out of a country.

**Customs Agent (or Broker):** A person or organisation appointed to ensure that products successfully clear Customs by ensuring taxes and duties are paid, and rules followed.

**Customs Declaration Service or CDS:** Supports making import and export declarations when moving goods into and out of the UK.

**Customs Handling of Import and Export Freight or CHIEF:** The system recording the movement of goods by land, sea or air. It allows importers, exporters and freight forwarders to complete customs formalities. CHIEF is being replaced by CDS. See above.

**Dangerous Goods Note or DGN:** Also known as the Dangerous Goods Declaration or DGD. These detail the contents of consignments to carriers and forwarders, as well as how best to handle these.

**Data Aggregator:** An organisation that collects product metadata. This is validated against recognised industry standards and made available on a commercial basis to other interested parties.

**Delivered at Place or DAP Incoterms:** The seller delivers the goods to a place previously agreed by the seller and buyer. The buyer takes on the risk and responsibility for unloading the goods and clearing them for import. It is responsible for paying import duties and any other local taxes.

**Delivery Duty Paid or DDP Incoterms:** The seller delivers the goods to a place previously agreed by the seller and buyer. The seller takes all responsibility for fees and taxes as well as the risks of shipping the goods until they are delivered.

**Demurrage:** A charge payable to the owner of a chartered ship on failure to load or discharge the ship within an agreed timeframe.

**Distribution Centre or DC:** A publisher's, distributor's or wholesaler's warehouse.

**Distributor:** Supplies books to retailers, wholesalers and libraries on behalf of publishers. The publishers are not necessarily owned by the distributors, or vice versa.

**Drop Shipment:** Also termed consumer direct fulfilment (CDF). To avoid wholesalers and retailers holding stock, while at the same time minimising fulfilment time, wholesalers and retailers sometimes

'drop ship' goods direct from a manufacturer or other stockholder (e.g., a distributor) to the retail customer. The retailer placing the order must pass the customer delivery address to the manufacturer or distributor. This is most common with copies of print on demand books.

**EDI:** Electronic Data Interchange: A structured, technical format for the exchange of time, business or financially critical transactions in an automated and standardised form between computers. Transactions are processed in batches rather than in real time.

**EDIFACT:** Electronic Data Interchange for Administration, Commerce and Transport. The UN standard for electronic data interchange of time, business or financially critical transactions in an automated and standardised form between computers.

**EORI Number:** Economic Operator Registration and Identification Number. Required by importers and exporters to clear goods through UK Customs.

**Ethics:** A set of principles that govern an organisation's or individual's behaviour.

**EUR1:** This is a certificate of origin or movement certificate required to claim a preferential rate of duty between EU countries and the countries on the agreement list. These include African, American, Caribbean, Middle East and Pacific nations.

**European Union or EU:** Political and economic union of 27 member European states (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden).

**Export:** Sending goods to another country for sale.

**Export Department:** See above.

**Exporter of Record or EOR:** The party that takes responsibility for the export of goods from a country. Shown as the exporter from the country that the goods are despatched from on paperwork. The EOR is usually the owner of the goods.

**Foreign Currency:** The money used in another country for the buying or selling of goods.

**Foreign Currency Exchange Rate:** The cost to buy the currency of one country using the currency of another.

**Free Carrier or FCA Incoterm:** The seller takes responsibility for delivering the cargo to a specific destination in their own country (freight terminal (airport, port)). The buyer then takes over responsibility.

**Freight Forwarder:** An organisation specialising in domestic and international transport and logistics, arranging transport of cargoes of products from the manufacturer to distributor, wholesaler or retailer along the supply chain, on behalf of its client publishers or manufacturers (the shippers or consignors, who ultimately bear the costs of transport). A freight forwarder does not itself move goods, but contracts with carriers to do so, and is usually responsible for arranging customs clearance and other administration of the shipments. Freight forwarders may also arrange consolidation of individual small shipments into larger cargoes to reduce overall transport costs.

**Generalised System of Preferences or GSP:** This gives eligible countries certain trade preferences, such as the reduction or removal of duties on imports to the UK.

**Harmonised System or HS:** A set of codes defined by the World Customs Organisation for commercially traded products. These ‘commodity codes’ are based on the type of product and component materials. Pulp, paper, books and periodicals are all found in Chapter 49 of the Harmonised System, and most ordinary books are classified as 4901.99. The HS is used as the basis for more elaborate national schemes such as the EU’s Common Nomenclature (CN) and TARIC codes, and the schemes are used to administer customs tariffs, duties and quotas for import and export, and for the compilation of trade statistics. They can also be used to administer internal tax rates.

**HMRC or His Majesty’s Revenue and Customs:** Responsible for the collection, payment, administration and enforcement of taxes on behalf of the UK government.

**Import Agent (or Export Agent):** A person or organisation that is responsible for the management of goods deliveries and collections, both nationally and internationally. Duties include the completion of paperwork, making payments, collecting monies owed and liaising with third parties.

**Import Duty:** Taxes on goods purchased from another country.

**Import One-Stop Shop or IOSS Registered:** An electronic portal used to comply with VAT e-commerce obligations on distance sales of imported goods. Not mandatory but the scheme has benefits for suppliers and consumers, such as registering in one member state for all supplies within the scope of IOSS made across the EU. VAT is paid at the receiver country’s VAT rate.

**Importer of Record or IOR:** The party responsible for ensuring that imported goods comply with customs and legal requirements in the country receiving the goods. This isn’t always the owner of the goods. Responsibilities include payment of duties and VAT.

**Incoterms or International Commercial Terms:** A collection of pre-defined and widely accepted sets of commercial terms used for international trade. They divide the various costs of shipping physical goods between the buyer and seller and mark the point in the international journey at which responsibility (with associated risks and liabilities) for the goods switches from seller to buyer. The INCO list includes terms like:

**EXW or Ex-works:** Meaning the buyer has to carry the cost of any loading, source country transport and international shipping, unloading, customs clearance, delivery to destination, all import taxes, duties and insurance in addition to the quoted price of the goods.

**DDP or Deliver duty paid:** Meaning the seller’s price includes all costs of delivery to the buyer’s location other than final unloading at the final destination.

**CIP or Carriage and insurance paid:** Meaning the quoted price for a shipment includes the cost of shipping, delivery and of insuring the shipment while in transit, but the buyer may need to pay any import duties and unloading at the destination separately.

**FOB or Free on board:** Meaning the seller delivers on to a ship or aircraft and the buyer has to pay for all costs after that, including the sea or air transportation, duties, unloading and delivery at the destination.

Many of the terms have to be qualified with a location, for example ‘DDP Glasgow’.

**Letters of Credit:** A payment mechanism used in international trade. Provides a guarantee from a creditworthy bank to an exporter of goods.

**Litho, Offset Litho:** Traditional, high-volume lithographic printing technology using oil-based inks and oleophobic printing plates with oleophilic patterns to pick up the ink and transfer it to the paper.

**Manufacture:** The production or creation of a product.

**Material Safety Data Sheet or MSDS:** Also known as a Safety Data Sheet or SDS. Documents used in the safe supply, handling and use of chemicals as well as small amounts of hazardous substances.

**ONline Information eXchange or ONIX:** The international and most widely used standard for capturing and communicating book product information electronically. This includes both physical and digital products.

**Pages per Minute or PPM:** A unit of measure used in printing.

**Pallet:** A wooden packaging base on which books (or more typically, cartons of books) or other goods are stacked, stored and transported in bulk. A pallet is typically around 1.2 x 1.0m (the most common size in the UK) and is designed to be handled using a pallet-jack or forklift truck.

**Power of Attorney or POA:** A written authorisation to represent or act on another's behalf (the principal, grantor or donor).

**Printing:** The reproduction of text and images in books and periodicals.

**Print on Demand or POD:** The manufacture of a single copy – often using xerographic (dry, toner-based) or ink-jet printing – in response to a customer order. POD copies may be drop-shipped to the retail customer or fulfilled via the retailer.

**Print Run:** The number of copies printed in a single impression. Historically, this was an edition, and this sense is still used in book collecting.

**Procurement:** The act of purchasing or obtaining goods or services.

**Production:** The act of creating or manufacturing a product from raw materials. Also involves the application of industry expertise.

**Publisher:** A business responsible for bringing books to the market. Publishers will usually have their own editors, marketing and publicity teams as well as a unique stable of authors. Publishers are not always responsible for managing distribution or returns.

**Retailer:** The organisation selling goods to the end consumer. A retailer can sell through physical ('bricks and mortar') bookshops or may operate a direct sales operation (such as a book club). Increasingly, retailers sell both physical and digital products through online stores.

**Rights:** A general term covering copyright, moral rights and other intellectual property rights, plus contractual rights such as the right to distribute or sell products. So called volume rights give the publisher the right to publish and sell products based on a copyright work and are sometimes divided by language and geographical territory. Subsidiary rights – initially attached to the volume rights but often sub-licensed by the volume rights holder to another publisher – sometimes include the right to publish specialised manifestations such as audio.

**Sales Department:** The team within an organisation responsible for marketing, promotion and financial deals involving specific goods or services.

**Sales Tax:** A tax levied as a percentage of retail sales to the consumer or end user, which is levied incrementally at all points in the supply chain. Sales taxes are levied by most US states and some Canadian provinces. Rates vary, and additional sales taxes may be levied by city and local government.

Since the total retail price – inclusive of tax – varies according to the exact location of the retail sale, advertised prices in those countries do not include the sales tax element, and tax is added at the checkout.

**Shipper:** In logistics, an organisation in the supply chain – often the publisher itself – that sends or organises shipments of books or other goods from manufacturer (a printer or binder) to customers (including distributors and wholesalers). Shipping can be domestic or international – the latter is more complex because of the knowledge of tariffs, duties, customs and quotas required, so shippers usually contract with freight forwarders or third-party logistics providers to arrange the details.

**Short Run Printing:** Uses similar technology to POD to manufacture small numbers of copies in response to a publisher order. These copies are then warehoused and distributed in a conventional manner (though warehousing for such small numbers of copies may be at the printer, rather than a dedicated distributor's or wholesaler's warehouse).

**Standard Operating Procedure or SOP:** A set of written instructions required to carry out a routine procedure in an effective and efficient way.

**Supply Chain:** Simplistically in the book industry, this comprises all the organisations, individuals and activities that are involved in the creation, manufacture, distribution, sale and return of books and book related products. Also includes the support functions such as Marketing and Finance. The supply chain model will vary according to the type of product (physical/ digital) and who the end consumer is (such as B2B, B2C or B2G).

**Surcharge:** An additional charge on goods over and above that originally quoted. Can also be applied to a service. Otherwise known as a tax or a fee.

**Sustainability:** Indicates the ability or goal to maintain or improve upon something desirable or beneficial over a long period of time. This is usually considered from environmental, social and economic viewpoints. It can encompass the avoidance of the depletion of natural resources or the degradation of the natural environment, development towards a more equitable society that provides for and protects vulnerable communities, or building successful business models to secure the long-term future of organisations and business systems.

**TARIC Code:** The integrated Tariff of the European Union. This is a multilingual database capturing all measures relating to EU customs traffic, commercial and agricultural legislation.

**Tax:** A government-imposed levy on business, goods, services or transactions.

**Testing House:** A third party that carries out product testing according to industry regulations and legal requirements. Such organisations are separate from the manufacturers.

**TRADACOMS.** Trading Data Communications Standard. A UK EDI standard that is still commonly used, though now superseded by EDIFACT. Used for the exchange of time, business or financially critical transactions in an automated and standardised form between computers.

**Triangulation:** Describes a chain of supply of goods involving three parties in three different countries. The goods don't pass through each country but go directly from the first (supplier) to the third (end client). The goods are invoiced to the intermediary party who then invoices the end client.

**VAT:** Also known in some countries as Goods and Services Tax or GST. It is levied as a percentage of sales (both B2B and B2C sales) and paid by companies to the tax authority based on the difference between the tax value of their sales and the tax value of their purchases. This is collected incrementally from all parts of the supply chain. VAT/ GST rates vary from country to country. In some

countries books and other cultural goods attract a special low rate. In the UK, VAT on physical books is currently levied at 0%.

**VAT Number:** Value Added Tax Number. A unique identification number that is assigned to every business for the purposes of charging or reclaiming VAT.

**Warehouse:** A building designed to store products prior to sale and distribution.

**Wholesaler:** In the book industry, a business that has the attributes of a distributor and a retailer, and often acts as an intermediary between the two. Sources stock for quick order fulfilment. Not just large quantities of the faster selling titles, but wholesalers also source slower selling, specialist titles.