



INGRAM PUBLISHER SERVICES

Books in Store

Books in Store can send an order directly to Ingram Publisher Services.

- 1) Either set up one Ingram Publisher Services vendor to send all orders to, or modify the vendor for each individual publisher that is fulfilled through Ingram Publisher Services.
- 2) Set up the vendor with the access number **(800) 669-4149**.
- 3) Select **“Flash”** as the order format. Enter your current Ingram account numbers as **bill-to** and **ship-to**.
- 4) Set the password to **“IPS.”**

Promotional Codes

Promotional codes should be placed in the **Shipping** field. Type the code in the format **SO=XX** (where **XX** is the promotion code). **Note:** Do NOT enter "promo=xx" as you would for other vendors.

Please Note

For your convenience ISBN prefixes for IPS publishers are available for download in either Excel or .txt formats. You may use these files to update or reassign publisher to IPS. Click the links below to access the files and then save to your computer.

www.ingrampublisherservices.com/ISBN

www.ingrampublisherservices.com/ISBN.txt

If you need additional assistance, please contact your Books in Store representative.