

SIMPLESOURCE ORDERING TIPS

SimpleSource is a great tool that's easy to use and can help your store get more books. Here are a few tips to help you get started.

ALL SIMPLESOURCE ORDERS

1. Start early

As soon as you get the first adoption in, you can start your SimpleSource order. Add additional adoptions as you receive them.

2. Leave your list with us for as long as possible

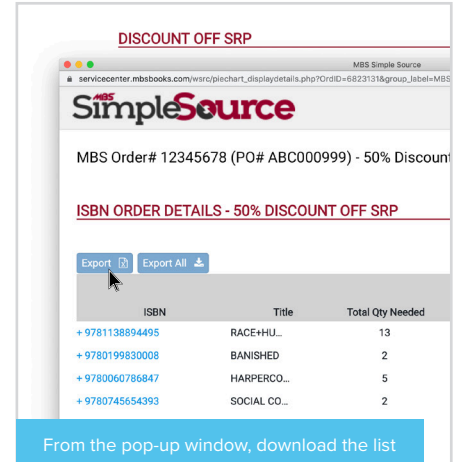
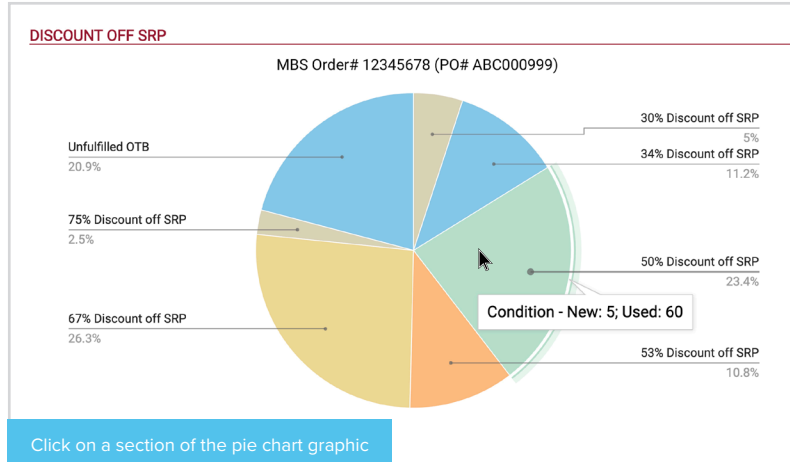
Your list is continually reworked against our fluid inventory, ensuring you get the most possible books.

3. Take advantage of setting up all discount cycles

When you initiate your SimpleSource order, set up cycles for each discount tier. With each new cycle, you will continue to expand the inventory selection available to your store.

4. You can download your list to Excel

Don't forget at any time during your order, you can download your filled inventory list to Excel. Click on any section of the pie chart graphic and then select to download the whole list.



5. You can have multiple lists

You are not restricted with SimpleSource. You can have as many lists as you want. The intent of the tool is to give stores one invoice, one shipment, but you can have more than one list or one order.

6. You can edit a cycle

Edit a cycle that is running by simply starting a new cycle.

7. Don't forget to set a 30% cycle

As the above tip states, each discount tier gives your store greater access to MBS inventory. The 30% discount tier will help you maximize your fulfillment.

WHOLESALE ORDERS

- 1. Follow our pricing parameter best practices**

To maximize inventory, we recommend setting up a cycle for the length of time you are most comfortable with in each discount tier. You can monitor your wantlist fulfillment in real time and make edits as necessary.
- 2. Bookmark Service Center on your browser**

You can easily access SimpleSource through Service Center.
- 3. If you have unfilled Marketplace quantities, set a cycle that opens that list to MBS wholesale inventory**

To maximize your wholesale needs, set another cycle after your marketplace cycle has concluded with 100% of your marketplace list open to MBS inventory. Setting a 30% and higher cycle will get you access to the most available inventory.

MARKETPLACE ORDERS

- 1. Individual titles on your open-to-buy list can be edited**

Don't forget, you can edit books at the book level. For example, if you are shopping for an old edition, you may want to lower the percentage of SRP. When there is an individual price override, the title is highlighted in green.
- 2. With Marketplace, you set the highest cost your store will pay for non-returnable inventory**

The marketplace price of SRP determines the highest cost the store wants to pay for the non-returnable inventory.
- 3. Get more marketplace inventory by increasing percentage of SRP**

To maximize your wholesale needs, set another cycle after your marketplace cycle has concluded with 100% of your marketplace list open to MBS inventory. Setting a 30% and higher cycle will get you access to the most available inventory.
- 4. Begin a wholesale cycle at the end of your marketplace cycle**

To make sure you get the most possible inventory, start a quick wholesale cycle at the end of your marketplace cycle. Setting a 30% and higher cycle will get you access to the most available inventory.
- 5. Marketplace books are non-returnable**

Review your list of non-returnable books at any time by exporting your marketplace wantlist into Excel.

SimpleSource can provide a customized experience for your unique ordering needs. Contact Lillian Brooks with any questions or to help you get started. Call **573-303-4397** or email lbrooks@mbsbooks.com.