



MANAGING YOUR  
NEWSPAPERS & MAGAZINES

WITH

**NEWSPREAD**



*NEWSPREAD*

[www.newsprint.ie](http://www.newsprint.ie)

## A CHANGE FOR THE BETTER

As part of our ongoing commitment to improving service levels to the trade, Newsprint has made a very significant investment in an entirely new state of the art I.T. system which will bring considerable benefits to all newsagents. The two main areas where these benefits will be most apparent is in our retailer documentation which will be more transparent and user friendly and also in our website which will have many enhanced functions. This pack is designed to help you understand the changes and to get the most out of our enhanced online services. We look forward to continuing to bring you ongoing improvements to our service offering in the months and years ahead.

## NEWSPREAD ONLINE - THE NET BENEFITS:

More and more retailers are now enjoying the benefits of using the Newsprint website to manage their newspapers and magazines. And the launch of Newsprint's new I.T. system has brought about even more benefits and improvements to our retailer website. The retailer website now enables you to:

- Track all changes to your standing orders for every title
- Order new titles that you have not sold before
- View a Daily Priced Delivery Note and Daily Priced Credit note
- Check Newspaper recalls
- Adjust standing orders for magazines and newspapers - this function has been enhanced
- Report discrepancies in deliveries or returns credits
- View historic sales information by title
- View previous and current invoices
- Check barcodes and RRP for a range of titles
- Check recall dates and unsolds cut-off dates
- Review supplies and average net sales for every title supplied by Newsprint
- Check what you will be receiving in your delivery each day

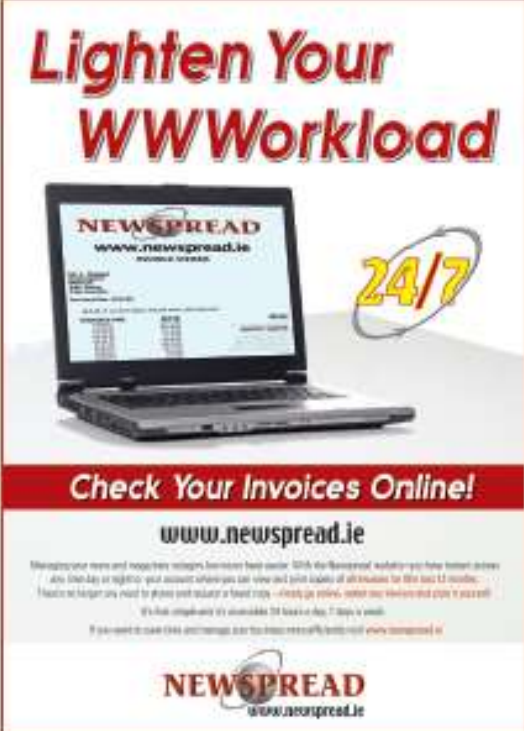
## TO ACCESS THE WEBSITE SIMPLY VISIT

# www.newsprint.ie

If you do not already have a PIN number or have lost it, simply log on and follow the instructions.

Try it now and enjoy the net benefits for your business.

- Saves time & money
- Enables better category management
- Simple to use
- Gives you more control of your business
- Environmentally friendly - cuts down on paper



**Lighten Your  
WWWorkload**

**Check Your Invoices Online!**

**www.newsprint.ie**

Manage your news and magazine orders business from online. With the Newsprint website you have instant access 24/7. On any day or night - your account statements can view and print copies of all invoices for the last 12 months. You can no longer rely on phone and faxes for a hard copy - check go online, enter your reference and you're sorted!

It's that simple and it's available 24 hours a day, 7 days a week.

If you need to see this advertising pack for more details, please visit [www.newsprint.ie](http://www.newsprint.ie)

**NEWSPREAD**  
www.newsprint.ie

## ORDERING SUPPLIES:

Use Newsprint's retailer website when you want to change standing orders or order new publications. Before placing your order make sure to consider the following:

- Recent sales history (for existing titles)
- Seasonal factors - e.g. summer time in holiday areas; Christmas TV guides
- Events - e.g. Race meetings and other events attracting crowds that will increase demand
- Make sure your order is sufficient to satisfy the maximum potential sale

**www.newsprint.ie - Manage Your Business Online**



# CHECKING YOUR DELIVERY:

**LS001/02**      Sample Invoice From  
Sample Address, SE

**NEWSREAD 570000**

A	5 WOMANS MAT , 01MAR	D	12 ISSINE SOAP , 01MAR
A	10 WOMANS WEEKLY , 01MAR	D	15 COUNTRYMANS WEEKLY , 25FEB
A	2 ANGLERS GARDENING , 21FEB	D	8 MOTOR MARKET , 25FEB
B	8 ANGLERS PHOTOGRAPHER , 21FEB	D	11 THE WORLD OF FLOWER FAIRIES , 31
B	10 BEANS , 01MAR		
B	3 RETAIL EXPRESS MAGAZINE , 04FEB		
B	4 ANGLERS MAIL , 17FEB		
C	6 THE ART OF KNITTING , 112		
C	8 THE POCKETWATCH COLLECTION , 108		
C	10 INAGH INTERIORS , M/APR		
C	11 INAGH INTERIORS SPECIAL , M/APR		

**570000**

newsread control, city west digital park, malin, co.

Sample Invoice  
**570000**  
**LS001**  
**02**

## Your Magazine Packing Sheet

Accompanies each delivery of magazines and states the names, quantities and issue date of each title supplied.

Your Account Number

Your Name and Address

Quantity Supplied

Name of Title Supplied

Title Cover Date

Delivery Route Code - Office Use Only



**KD001/02**      **NEWSREAD**      DAILY PAGE LIST FOR DELIVERY 18-02-2009

**570000**      Sample Invoice From  
Sample Address

**KD001/02**  
**570000**

QTY	TITLE/ISSUE	ISSUE TOTAL	NO. SUPPLY	NO. SOLD	QTY	TITLE/ISSUE	ISSUE TOTAL	NO. SUPPLY	NO. SOLD
45	IRISH MIRROR WEDNESDAY , 18FEB	45	0						
20	EXPRESS WEDNESDAY , 18FEB	20	0						
10	THE INDEPENDENT MED , 18FEB	10	0						
15	DAILY RECORD WEDNESDAY , 18FEB	15	0						
5	RACING & FOOTBALL OUTLOOK WED , 18FEB	5	0						
12	THE NEWS LETTER MED , 18FEB	12	0						
10	THE RACING POST MED , 18FEB	10	0						
10	BETTING RACING POST MED , 18FEB	10	0						

SAMPLE SUPPLY QTY    SAMPLE SUPPLY NO.    COLUMNS IN YELLOW    QUANTITY SOLD    QUANTITY DELIVERED    QUANTITY RECEIVED

## Your Newspaper Packing Sheet

Accompanies each morning's delivery of newspapers and states the names, quantities and issue date of each title supplied.

Your Account Number

Your Name and Address

Quantity Supplied

Name of Title Supplied

Title Cover Date

Delivery Route Code - Office Use Only

Some newspaper publishers pre-label their own publications (e.g. Irish Independent and Irish Daily Star). The packing sheets for these titles differ from the one illustrated above - they are available to view online at [www.newsread.ie](http://www.newsread.ie)

**www.newsread.ie - View Your Delivery Details Online**







# CHECKING YOUR RECALL NOTE

TEL: +353 (0)27 866300  
Recall Note for collection on **FRIDAY 26 FEB 09**  
Sample Reader Name  
Sample Address  
Sample Address  
Sample Address  
CIN

**NEWSREAD**

570000

**LS001/02**

**Number of Parcels Returned**  
**CUSTOMER COPY PLEASE RETAIN FOR YOUR RECORDS**

TEL: +353 (0)27 866300  
Recall Note for collection on **FRIDAY 26 FEB 09**  
Sample Reader Name  
Sample Address  
Sample Address  
Sample Address  
CIN

**LS001/02**

570000

**PLEASE COMPLETE CAREFULLY IN BLUE INK**

Quantity Returned	Quantity Distributed	Description	ISSUE
3	3	HORROR MAY	24FEB
13	13	HORROR WEEKLY	22FEB
3	3	SPORTS PHOTOGRAPHY	21FEB
8	8	SACRILEGIOUS PHOTOGRAPHERS	21FEB
3	3	SACRILEGIOUS	21FEB
12	12	THEISE SOAP	22FEB

To be completed by Customer (FORM)  
Location (street/postcode) (use postcode as correct), Number of parcels returned -  
Supplier  
Title  
Checked by: \_\_\_\_\_ Issued by: \_\_\_\_\_

**PLEASE RETURN TO NEWSREAD**

**Your Magazine Recall Note**

Available at [www.newsread.ie](http://www.newsread.ie) and delivered 3 times per week, this document details all magazines which should be removed from sale and returned for crediting.

Customer Name & Address

Customer Account Number

Cover date of title due for return

Name of title due for return

Maximum quantity returnable

Customer copy for your records

To be cut along this line

Return this side with your unsold copies

XXXXXX Goods Supplied w/e 22/02/2009  
KDR04/31

**NEWSREAD**

Customer Number: XXXXXX 027000  
Weekly Journal Number: XXXXXX 027000  
Invoice Week Ending Date: 22/02/2009

newsread limited  
Accounts Receivable, Unit B  
West Park Business and Technology Park  
County Wick  
Co. Wick

Telephone +353 (0)27 866300  
Facsimile +353 (0)27 866304

Issue	Issue	Qty	Unit Retail	Disc	Net Exc VAT	Net	VAT
<b>16-FEB #0000027 Newspapers</b>							
CITY LATEST/FINAL MONDAY	16FEB	8	1,200		8.68	13.90	1.19
IRISH INDEPENDENT WEDNESDAY	16FEB	8	1,800		12.89	13.90	1.71
IRISH INDEPENDENT THURSDAY	16FEB	8	1,800		8.51	13.90	1.28
IRISH MIRROR WEDNESDAY	16FEB	11	1,000	27.0000	7.03	13.90	0.88
THE RACING POST WEDNESDAY	16FEB	1	2,800	24.7500	1.88	13.90	0.92
Total						19.35	0.38
<b>17-FEB #0001000 Newspapers</b>							
IRISH INDEPENDENT COMPT TUE	17FEB	8	1,800		8.51	13.90	1.28
IRISH INDEPENDENT WEDNESDAY	17FEB	8	1,800		12.89	13.90	1.71
CITY LATEST/FINAL THURSDAY	17FEB	8	1,200		8.51	13.90	1.28
IRISH MIRROR THURSDAY	17FEB	11	1,000	27.0000	7.03	13.90	0.88
THE RACING POST THURSDAY	17FEB	1	2,800	24.7500	1.88	13.90	0.92
Total						41.90	13.40
<b>18-FEB #0001000 Magazines</b>							
LOOK	17FEB	4	2,270	22.0000	7.55	13.90	1.83
SEE GUIDE	17FEB	1	1,700	28.0000	24.89	13.90	2.27
TV NOW	17FEB	7	1,150	20.0000	6.76	13.90	0.89
WORK	17FEB	4	2,260	25.0000	8.10	13.90	1.19
WORLD ONE	17FEB	1	2,600	25.0000	8.79	13.90	1.19
Total						41.90	13.40
<b>19-FEB #0001000 Newspapers</b>							
IRISH MIRROR WEDNESDAY	19FEB	8	1,000	27.0000	1.88	13.90	0.92
THE RACING POST WEDNESDAY	19FEB	1	2,800	24.7500	1.88	13.90	0.92
CITY LATEST/FINAL WED	19FEB	8	1,200		8.74	13.90	0.86
<b>Magazines</b>							
RTS	19FEB	4	2,140	28.0000	4.98	13.90	0.83
IRISH SOAP	19FEB	4	1,890	27.0000	8.28	13.90	0.79
NOW	19FEB	11	1,170	25.0000	13.84	13.90	1.34
WORLD ONE	19FEB	4	1,300	25.0000	6.87	13.90	0.93
Total						41.90	13.40
<b>19-FEB #0002000 Newspapers</b>							
IRISH MIRROR THURSDAY	19FEB	8	1,000	27.0000	8.11	13.90	0.89
CITY LATEST/FINAL THURSDAY	19FEB	8	1,200		8.46	13.90	1.10
THE RACING POST THURSDAY	19FEB	1	2,500	24.7500	1.11	13.90	0.45

## CHECKING YOUR TOTAL SUPPLIES

**Your Weekly Goods Supplied Summary**

Available at [www.newsread.ie](http://www.newsread.ie) and delivered weekly with your invoice, this document shows a complete list of all titles delivered the previous week including RRP, details on issue dates, quantities received, RRP, margin, and VAT.

Customer Account Number

Invoice Number

Invoice Week Ending Date - includes all deliveries for the 7 days up to and including this date

Date of supply

Name of titles supplied

Cover date

Quantity supplied

Recommended Retail Price

Retail Margin



## OTHER DOCUMENTATION:

The following additional documentation is available online at [www.newsfeed.ie](http://www.newsfeed.ie) to help you manage your business:

**Salespoint** - this is an online record showing details of any alterations made to your standing orders of newspapers or magazines. It illustrates whether these changes have been made by Newsfeed or by you the customer. It also shows details of any new titles that have been added to your range and any supplementary supply of existing titles

**Daily Priced Delivery Note** - For each daily delivery from Newsfeed a Daily Priced Delivery Note (DPDN) can be accessed through your web account. This shows all goods supplied on that day with details illustrating the quantity, recommended retail price, retail margin, net value and VAT.

**Daily Priced Credit Note** - You can also view a daily confirmation of any credits processed to your account. This will include details of all returns processed the previous day and of any claims you have made.

**Newspaper Recall Note** - this is similar to the Magazine Recall Note and it will show details of what newspapers you should remove from sale and return so that credits can be processed. Unlike the Magazine Recall Note, you will not receive a physical copy of this - instead it is available through your web account.

### Managing Your Returns:

To ensure you get full credit for all unsolds it is essential returns are sent back on time, properly identified and securely tied.

Every parcel must be identified with a bar coded Newsfeed delivery label. Credits cannot be processed for unidentified returns. Always use the Newsfeed website to help you manage your returns. Sticking to the following Do's and Don'ts will help to ensure you get full credit for all returns.

DO	DON'T
Securely cross-tie all bundles with strong twine	Use bags or boxes
Use Newsfeed delivery docket as returns label	Use tape to secure bundles
Identify every bundle with a barcoded label	Return bundle without identification
Provide a safe secure area for collection of returns	Make parcel too big
	Mix returns from different suppliers

## CREDIT CLAIMS

All shortage and non delivery queries MUST be raised before 12 noon on the day of delivery. This is essential if you are to receive credit. Credits cannot be processed for any claims received after this time.

Retailers must provide a safe and secure location for deliveries and collection of returns. Claims for shortages or non-deliveries cannot be processed where there is not a secure delivery location.

Queries on invoices must be made within 1 week of invoice date



# Take a hands-on approach to managing your Newspapers and Magazines.



**[www.newsfeed.ie](http://www.newsfeed.ie)**

- Adjust standing orders
  - Check invoices
  - Review sales by title
  - Report delivery issues
- ...and much more.

**NEWSFEED**

A graphic element for the NEWSFEED logo, featuring a grey sphere with a white ring orbiting it, positioned behind the 'S' in the word 'NEWSFEED'.

**Changing the way you do business.**

[www.newsfeed.ie](http://www.newsfeed.ie)



## NEWSPREAD CONTACT DETAILS

Newsread Ltd.  
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Clonakilty,  
Co. Cork.

Tel: (023) 886 3850  
Email: [custservices@newsread.ie](mailto:custservices@newsread.ie)  
Website: [www.newsread.ie](http://www.newsread.ie)

## CUSTOMER SERVICE OPENING HOURS:

Monday- Friday	7:00am - 4:00pm
Saturday	7:00am - 2:00pm
Sunday	7:00am - 1:00pm

MY ACCOUNT NUMBER

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