

December 1, 2014

SAVE THESE DATES!

In early 2015, the two respective individual systems of Penguin and Random House will be integrated and united as one: Penguin Random House. Concurrently, our Westminster and Crawfordsville centers will take over fulfillment for all Penguin titles, as well as continue to do so for Random House frontlist and backlist, and for our third-party-publisher clients.

The transfer of millions of copies of our books into our Westminster and Crawfordsville facilities of course is a massive undertaking we have been planning carefully since our two companies came together last year. With this integration we are committed to provide you with faster and even more efficient service from a Penguin Random House supply chain second to none.

We welcome your participation in working together with us for a smooth transition. Here is a checklist of our January-February deadlines and major action items regarding our integration we hope will be helpful for your entire team, especially your buyers, receivers, and book keepers.

INTEGRATION CHECKLIST: KEY DATES & ACTION ITEMS:

- | | |
|-----------------------------|--|
| Friday, January 16 | Last day current Penguin facilities can accept returns.
If your returns won't be received by 5 p.m. EST on 1/16, please hold them until they can be received in Crawfordsville on 2/2. |
| Friday, January 23 | Last day Penguin orders can be transmitted to current Penguin system.
Orders for Penguin ISBNs transmitted after 8 p.m. EST will be held until 9 a.m. on Monday 2/2. |
| Friday, January 30 | RH systems will be taken off-line to prepare for Penguin data migration.
Orders for Random House ISBNs placed after 4 p.m. EST will be held until 9 a.m. on Monday 2/2. |
| Sunday, February 1 | Accounts change their Vendor of Record to Penguin Random House.
This change can be made any time after your last order on Friday, and before your first order to Penguin Random House in February. |
| Monday, February 2 | We will go live at 9 a.m. EST <ul style="list-style-type: none">• Orders for all Penguin Random House titles can be submitted together.• Returns for all Penguin Random House titles will be accepted at Crawfordsville.• Reorders for all Penguin Random House titles will ship and bill together. |
| Tuesday, February 24 | First fully integrated on-sale date for Penguin Random House frontlist: new titles bill and ship together. |

For more detailed information and an overview of the integration, please refer to:

Penguin Random House Customer Update: Systems & Fulfillment Integration (January/February 2015)

Available at www.randomhouse.biz

Questions? Call Penguin Random House Customer Service at **800-733-3000**.

JANUARY

FEBRUARY

VENDOR OF RECORD

1 -February

Vendor or Record change to **Penguin Random House**.

- **Penguin Random House** will use existing **Random House SAN**.
- Use current **Random House** account number / account profile.

NYP TITLES (By On Sale Date) (OSD)

29 -January

All 2/3 and 2/10 Penguin OSD titles will be **billed** by **Penguin**.

3 -February

All 2/3 OSD titles shipped in January by **Random House** will **bill** as **Penguin Random House**.

10 -February

All 2/10 OSD titles shipped in January by **Random House** will **bill** as **Penguin Random House**.

17 -February

No Penguin OSD titles.

Random House OSD titles will bill as **Penguin Random House**.

24 -February

All **Penguin** and **Random House** OSD titles will bill as **Penguin Random House**.

RE-ORDERS

FOR ORDERING, Penguin systems will be unable to accept orders after Friday January 23.

23 -January

Last day to place **Penguin** reorders to **Penguin**.

26 -January

Last day that **Penguin** backorders will ship and bill as **Penguin**.

29 -January

Last day to place or transmit **Random House** orders that will ship and bill as **Random House**.

30 -January

Random House orders will be accepted on .biz until 4:00 pm EST. Service will resume on Monday 2/2 at 9:00 am EST as **Penguin Random House** shipments.

Random House systems will not be able to accept orders on January 31 or February 1.

2 -February

Starting at 9:00 am EST, the first date that **Penguin Random House** can begin accepting orders for both **Penguin** and **Random House** titles.

RETURNS

16 -January

The last date to receive returns at **Penguin** facilities, to be credited as **Penguin**.

- **Random House** returns can continue to be sent to Crawfordsville without interruption.

2 -February

Combined returns can be accepted and processed in Crawfordsville, and will be credited as **Penguin Random House**.

- Crawfordsville systems will be unable to accept or process **Penguin** or combined returns until February 2.

EDI

23 -January

Last day for **Penguin** orders to be received for processing via EDI.

- EDI orders transmitted to **Penguin** between 4:00 pm EST on 1/23/2015 and 5:00 pm EST on 1/28/2015 will receive a POA, but will be held to ship by **Penguin Random House** after 2/1/2015.

28 -January

Orders transmitted to **Penguin** after 5:00 pm EST will not be accepted. Those orders will need to be resubmitted to **Penguin Random House** after 9:00 am EST on February 2.

29 -January

Last day for **Penguin** outbound ASN's and invoices.

30 -January

Random House can receive orders until 4:00 pm EST. Inbound service will resume on Monday 2/2 at 9:00 am EST.

- Outbound documents will continue until approx. 12:00 am EST, when **Random House** systems go offline.

2 -February

Beginning at 9:00 am EST, orders can be submitted to **Penguin Random House**, and all outbound EDI documents will be sent by **Penguin Random House**.