NEW YORK TIMES BESTSELLER REPORTING

1. To report, you need to have a login. If you are new, you can send in a request to participate here: https://bestsellers.nytimes.com/newstoreapp

2. NYT reporting period is Sun-Sat

3. NYT wants files uploaded **NO LATER THAN TUESDAY, 12pmNOON EST** **Monday is preferred*

4. NYT wants XLS or XLSX or CSV format only

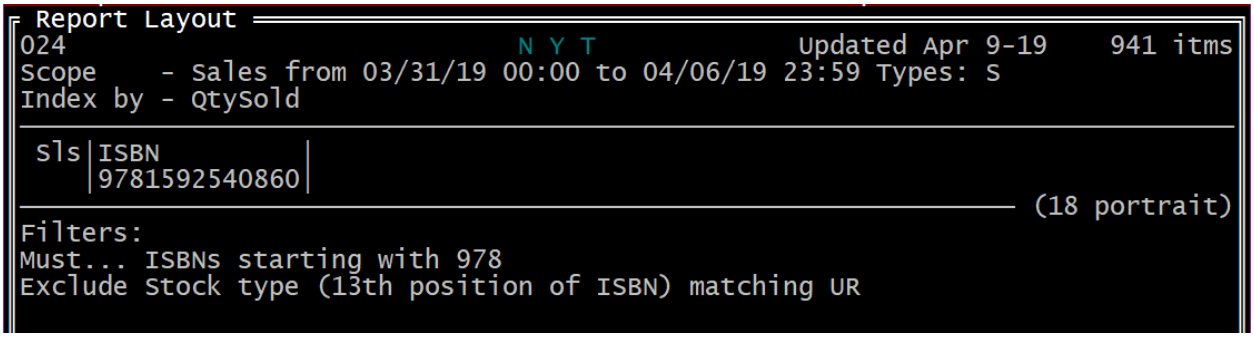
5. You need to make a Custom Inventory Report, using the **"Sales from period" Scope**, and **"Types" = S** (for sales); and each week, you will ONLY need to swap out the Scope, with the latest reporting date range

6. Index should be by **"QtySold"**, so that your bestselling titles are at the top

7. Columns of the report ONLY need to be **SLS** and **ISBN** (please remove all other columns)

8. NYT wants valid NEW ISBN's only (no non book, remainder or used) – so one of your filters should be **MUST "12) ISBNs starting with ??????????????"** – and in the **?????** field, type **978**. If you are also selling remainders, or used, you will need to add another filter that is **EXCLUDE "39) Stock type (13th position of ISBN) matching ????????"** – and in the **????** type your **condition letter there** [e.g.: "Exclude Stock type (13th position of ISBN) matching UR"]

Below is a sample screenshot:



9. Once the report is updated, you can press **Print** and select **"s) XLS Excel (save only)"** option.

10. You can now log in to: https://bestsellers.nytimes.com/login - there's an **“UPLOAD SPREADSHEET” menu** – click that, and then Choose File/Upload @ the bottom

11. THAT'S IT! Please call 250.763.4415 or email us mail@bookmanager.com if you have any questions!