

BRUNO GMÜNDER

March 23, 2016

Effective April 30, 2016, Bruno Gmuender will begin US distribution through Ingram Publisher Services (IPS). IPS is a full-service distributor for many major publishers and offers easy ordering options, fast delivery, and excellent service—all at publisher-direct discount prices. The information in this memo will help you to smoothly make the transition.

ACCOUNT SETUP

You may already conduct business with IPS or its sister company, Ingram Book Company. If so, you should already have an account established, and no further action is required for account set-up.

If not, an account with IPS should be requested. Please visit <http://www.ingramcontent.com/> and click on “Retailers” then “Get Started” to begin the application process. Please ensure that when you reach the Retail Store questions, you answer “Yes” to “Are you interested in direct pricing from exclusive Ingram-distributed publishers?” After completion of the online questionnaire, you will be emailed a welcome packet with a few forms to complete the process. Feel free to contact the IPS Customer Service Department at the number below if you need assistance.

PLACING AN ORDER

There are many simple options for placing orders with IPS. Active customers may already be accustomed to ordering via EDI, ipage, fax, or phone. Ipage is Ingram’s business-to-business website. To sign up for ipage, you may visit <http://ipage.ingramcontent.com> and click on the registration tab to begin the subscription process. When using ipage, you can place orders for Bruno Gmuender products by signing on to ipage, clicking on the IPS tab at the top, and using the IPS cart. You must place all Bruno Gmuender items in the IPS cart for publisher-direct pricing. If you will be placing your orders electronically, you will need to use the IPS SAN Number 6318630 to ensure you get your full Bruno Gmuender direct discount. Orders must be placed through IPS to receive publisher-direct discounts.

Bruno Gmuender purchase orders will be eligible to be placed direct through IPS as of Monday May 2, 2016.

INVOICING

Purchases made through IPS will generate an IPS invoice. Account statements may come from Ingram Book Company if you purchase from several Ingram companies.

IPS CONTACT INFORMATION

Bruno Gmuender has a dedicated phone line at IPS for questions, order placement, order tracking and additional inquiries.

Bruno Gmuender

Phone: 888-790-0426

Email: ips@ingramcontent.com