

# Frequently Asked Questions About Batch



## What is Batch for Books?

Batch for Books is a free service used by indie bookstores to make it far easier to deal with one of the most onerous and time-consuming aspects of running a bookstore: managing the overwhelming number of publisher invoices. Hundreds of indie bookstores have turned to Batch, a free online invoice management hub, to electronically store and organize invoices, reduce paperwork, streamline time-consuming administrative tasks, eliminate data entry, and send publisher payments.

**Less time on bookkeeping. More time for bookselling.**



How much does Batch cost to use?

Batch is a free service and doesn't cost booksellers anything to use.

Who is Batch for?

Batch is for any independent bookstore who has terms with at least one of the publishers on Batch.

How does Batch work?

Publishers electronically transmit invoices and credits via EDI to a bookstore's Batch web portal where booksellers can view, manage, search, and pay invoices, all in one place.

What publishers are on Batch?

Penguin Random House, HarperCollins, Macmillan, Gardner's US, Microcosm, Independent Publishers Group, Blackstone, and Arcadia. *Batch is working to add additional publishers to the platform.*

When do invoices show up on Batch?

Publishers transmit invoices to Batch on a daily basis. Typically, an invoice or credit will appear on Batch within 24 hours from the time the publisher raises the invoice.

**[batchforbooks.com](http://batchforbooks.com) / [support@batchforbooks.com](mailto:support@batchforbooks.com) / 617-843-2490**

How do publisher payments work?

Stores select the invoices they want to pay and credits they want to use on their Batch web portal, and then transfer one single payment to Batch. Batch sends the payment and invoice information to each publisher to be accurately applied to the store's account.

Does Batch decide what invoices get paid?

A store maintains 100% control over what invoices get paid and what credits get used. Batch only remits invoices and credits authorized by the bookstore.

Can Batch integrate with my accounting software?

Batch integrates with QuickBooks (Desktop and Online) to transmit invoice and payment information to eliminate the need to do data entry. *[Note: QB integration is optional and having QB is NOT required to use Batch.]*

Do I need to download or purchase any software?

Batch is web-based, so it's not necessary to download or install any software to use Batch.

Is my data secure?

The security of your financial and business data is our top priority. Our ISO 27001 certificate ensures that your information is secure to the highest international standards.



## How do I get started with Batch?



1. Scan QR code or go to [batchforbooks.com/web/contact-us](https://batchforbooks.com/web/contact-us) and fill out a short contact form.
2. Return Batch User Agreement and Vendor Account form and be added to the queue of stores to get onboarded\*.
3. Go live and start making payments through Batch.

*\*Publishers have a limit to the number of stores they're able to onboard each month. Batch will let you know the next available month upon receiving your user agreement.*