

Notes to accompany the supply data distribution change forms

The Supply Data Team is responsible for updating distribution information on the Nielsen BookData bibliographic database. To make any distribution changes we require written authorisation from the publisher of the title(s) affected.

Please use one of the following forms:

Full Distribution Change Form

to be used when **ALL** titles are now distributed by the organisation indicated

Partial Distribution Change Form

to be used when **SELECTED** titles are now distributed by the organisation indicated.

Email the completed form to: supplydata.book@nielseniq.com

Please note emailed forms should be sent from a valid publisher email address. If we have any concerns over the validity of the publisher authorisation we will contact you for further details.

FAQs

How much notice do I need to give for a distribution change?

Advance notice of at least 10 working days is essential, this includes our standard turnaround time of 5 working days. If you have a particularly complicated or large distribution change, e.g. to several imprints, please let us know as soon as possible as we may need to contact you for further information.

Why is it important that publisher authorisation is provided?

The ISBN Agency allocates ISBNs and ISBN prefixes to specific organisations. We therefore require the owner of the prefix/ISBNs to authorise any distribution changes to protect the integrity and accuracy of the information held on our database.

Can a representative provide authorisation for a distribution change?

Yes, a representative/marketing agent can send us the completed form, provided it is signed/authorized by the publisher of the title(s).

Is there a charge for this?

NielsenIQ BookData makes the vast majority of distribution changes free of charge to maintain accurate distribution information for our retailer and library clients. However, please note that where your request involves a high number of changes, is complex or requires extensive investigation work, charges may apply.

How long will it take for the change to come into effect?

Our standard turnaround time for distribution changes is 5 working days from the date of receipt. We will endeavour to meet this time. However, during busy periods or with short notice this process may take longer. A member of the Supply Data Team will send you an email to confirm the change has been made. If you have not had confirmation within 5 working days from our date of receipt please email the Supply Data Team.

How do you use my distribution data?

NielsenIQ BookData maintains distribution information for every title listed on our bibliographic database and ask that publishers keep us informed of any price, availability and distribution changes. Our distribution information is used throughout the UK supply chain including by retailers and wholesalers.

We are the exclusive supplier to MVB providing UK distribution information for their Teleordering service. This is used to route orders to the correct supplier. Updates may take up to 10 working days to appear on MVB Teleordering once signed off by the NielsenIQ BookData team. If you wish to check with MVB that a change has appeared, please email: supportuk@mvp-online.com. More information about their services is available here: [Teleordering | MVB – We make books visible. \(mvp-online.com\)](#)