

# Standard Go-Live Timeline

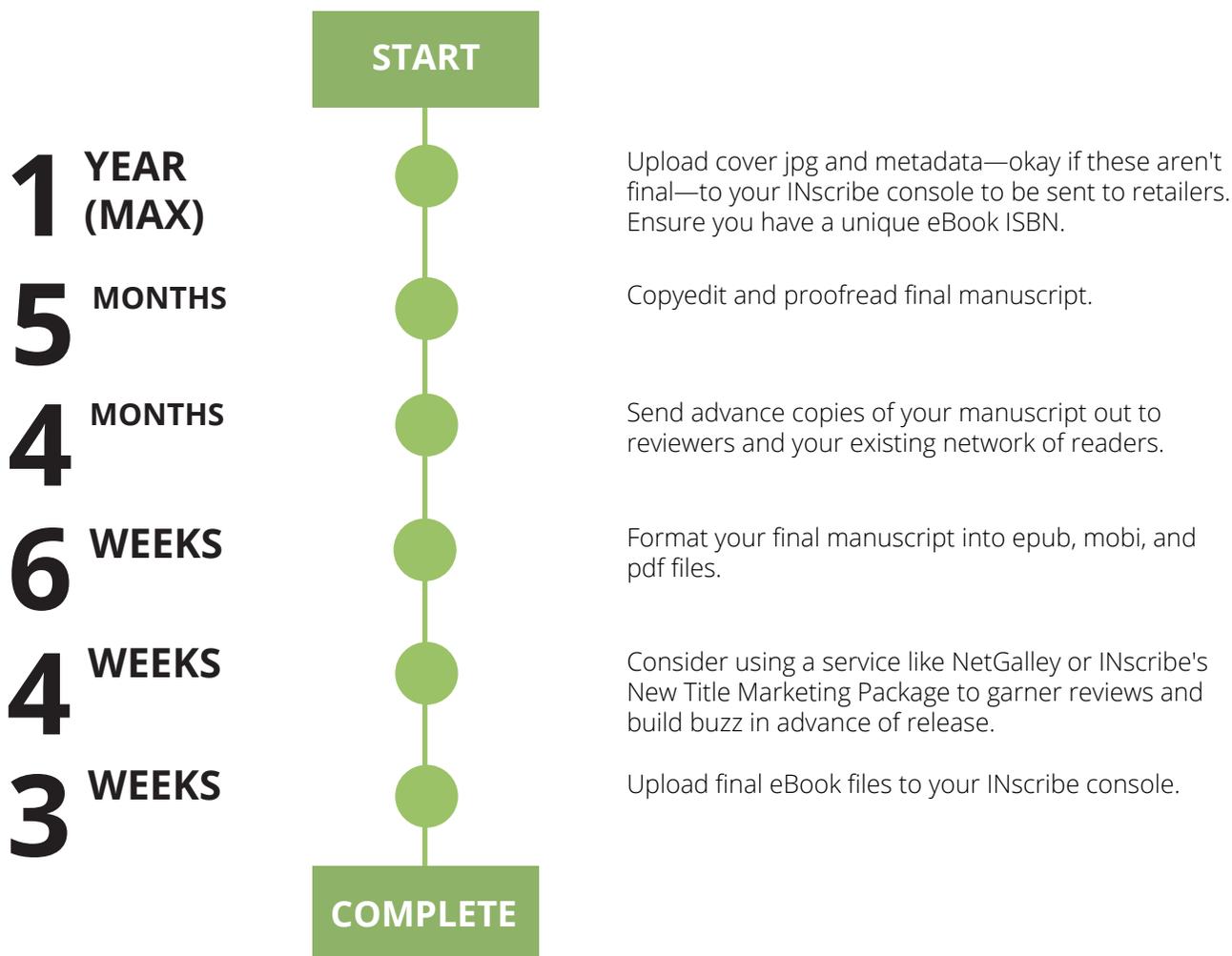
**14 DAYS** Upload final files—cover jpg, eBook files, metadata—to your INscribe console for delivery to retailers.

Any files delivered within two weeks of on-sale are not guaranteed to be live at all retailers in time for your release date.

**13 DAYS** Take action if you receive a Failed Ingestion or Failed Distribution report in your inbox

**7 DAYS** Barring file errors, your title should be live at Amazon, iBooks, and Kobo. Remaining retailers will take the full 14 days to process your content.

# Pre-Order Timeline



## Additional Information

### Error Reporting

If there are any issues with your files, you should expect to receive either a **Failed Ingestion** or a **Failed Distribution** report the day following initial processing.

Failed Ingestion reports are triggered when metadata or a file does not meet initial requirements.

Failed Distribution reports are triggered when a title fails to go to a specific retailer.

If your title is live for pre-order without eBook files, you will be emailed a weekly Preorder Status report. This report will list all pre-order titles in your catalog that are missing files. Once files are received and successfully distributed, the title will no longer appear on this report.

### Metadata and File Updates

You can update your metadata or files at any point in time. You only need to send the affected file.

**Ex.** If you want to update your cover file, then you only need to send the cover jpg.

Updates will appear at retailers 2-14 days following ingestion, depending on the retailer processing time.

### Price Campaigns

Once a title is sent to retailers, you can set limited time price discounts.

The price campaign spreadsheet can be found in the Sysaid FAQ article 'Metadata and Price Campaign Excel Spreadsheets.'

#### **2 weeks in advance:**

Submit price campaign to INscribe as an attachment via Sysaid under the Marketing—>Price Campaigns category.

#### **1 Year in advance:**

The maximum advance notice you can set a campaign.

### Marketing and Additional Services

We have a full list of additional services stored in our Sysaid FAQ. Some include:

- New Title Marketing Package
- NetGalley
- INstore
- Metadata Management

...and more!

***Put your eBooks on retailer shelves  
by signing into your account***

**Client Sign-In**