



Dear Bookseller,

The Batch team is here to support you during the current extraordinary circumstances. We understand many UK suppliers have offered extended terms to independent booksellers and we have been asked by some of them how to apply these to their Batch Payment accounts.

Here's how best to do this on the Batch system:

- 1) We understand that some shops may not wish to take up these offers, in which case you simply need to ensure that **you will have sufficient funds to cover** the amount you have authorised on Batch by midnight tomorrow (26/03/20); you **MUST** have the funds in the bank to cover the Direct Debit for this amount, which will be taken on 31/03/20 as normal.
- 2) If you wish to take advantage of any of these offers once these extended terms have been agreed between yourselves and the supplier, you will need to revert any authorised invoices for those suppliers to 'Open'.
- 3) If you have not authorised invoices for payment, simply leave these as 'Open' and they will carry over to next month for payment.
- 4) To change the status on Batch for any supplier where you have agreed extra terms,
  - a. Go to the Current Period Summary in Batch.
  - b. Click on the blue 'Authorised' amount for that supplier.
  - c. Scroll to the bottom of the page.
  - d. Select 'R' (Restore to Open) where it says 'Set All' for all these authorised invoices.
  - e. Click 'Update' at the bottom of the page to action this.
  - f. This can be done for individual invoices by selecting 'R' against that invoice and clicking 'Update'

This will restore the selected items or All transactions to an 'Open' status.

If you have any problems, please rest assured that the Batch Team is here to help. Simply email [mail@batch.co.uk](mailto:mail@batch.co.uk) with the best contact number and we will get back to you.

Keep safe and well,

The Batch Team

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