Setting Up Visual Anthology for FTP Electronic Ordering Ingram

Before we can set up the Visual Anthology Electronic Ordering for Ingram you will need to contact your Ingram for your account information - if you haven't already.

Vendor Set up
- Open Visual Anthology
- Go to Master Files → Vendors
- Click on or create an entry for Ingram
- Click on the EO tab

Main Entry Area
- Click on the arrow to the right of the Protocol field
    - Choose on INGRAM
- Click on the arrow to the right of the Format field
    - If not already selected choose Flash
- In the Bill to Acct/User SAN field and enter your account number
    - In the Ship to Acct/Vendor SAN field and enter your account number
    Note: Typically Ingram wants your Account Number in both of these fields, not your SAN number. If you are unsure which of the values to use please contact Ingram customer services and double check. If you're shipping address s different than your Billing address you may have two different Account numbers, be sure to fill in the appropriate Bill To Account and Ship To Account values. Hint- Account numbers from Ingram often have a letter as well as numbers.
    - Cancel Days – this is the number of days you are willing for backordered items. Typically this will be 30 to 60 days.

Flashback Settings
(These may already be set up if you have done Electronic Order using a phone modem.)
- In the Bill pswd field and enter your password (usually ends in ANT)
- In the Ship pswd field and enter your password
    Note: bill-to and ship-to password will be the same as your Ingram Electronic Ordering password
- Change the warehouse code to your primary warehouse code as instructed by Ingram
- Change shipping instructions if needed
- Keep the default setting for the rest of the fields in this section

FTP Settings
- in the User ID field and your Ingram account number
- in the Password field and enter the password that Ingram gave to you (This is case sensitive)
    Note: The three password fields should typically have the same exact value and it typically ends with "ANT". If you previously used a system other than Visual Anthology, be sure you've

contacted Ingram and indicated to them that you are switching to Visual Anthology as this can sometimes affect your password.

- Check the box for "Use Passive FTP".
- In the "IN Directory" field enter a forward slash mark (/) - a common mistake is use the backslash (\).
- In the "OUT Directory" enter a forward slash mark then your FTP User ID (your Ingram acct #)
- In the "Vendor Site" field - choose Ingram from the pull down list.
- In the "Minutes to Wait" enter the number 4.
- Click in the Use FTP field to select that field.
- Click on the F10 Save button
- Close the Vendor screen

Sending a Purchase Order with EO FTP

This is a "quick step" overview of the Electronic Ordering process.

- Open Inventory Control → Purchase Orders
- Either select an existing Ingram order or create a new Purchase Order for Ingram.
- Select the Details tab
  - Add or Edit the Purchase Order so it contains the items you want to order.
  - Click on the F6 EO button
  - Click on the Send Order button
  - You will see a window open showing the status of the EO order, do not interrupt this process.
- When it is complete, it will say you have a confirmation file
- Click yes or no to view the file
- When it is complete, your Draft Purchase Order will automatically become a Receiving Memo