



# Setting Up Visual Anthology for FTP Electronic Ordering Ingram

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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 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

The screenshot shows the 'Vendor' window with the following fields and settings:

- Name:** Ingram Book Co
- Short code:** INGRA
- Account #:** [Empty]
- San:** [Empty]
- Publisher:**
- Inactive:**
- Tabs:** List, Details, OH/OO, Sales, POs, Returns, Addresses, Disc Schedules, **EO**
- Dial-Up Protocol:** INGRAM
- Format:** FLASH
- Cust pin / Login:** [Empty]
- Confirm type:**  BISAC  FLASH
- Bill to acct / User SAN:** ACCT# [Empty] SAN suffix [Empty]
- Phone number:** (800) 937-5360 x [Empty]
- Ship to acct / Vendor SAN:** ACCT# [Empty]
- Cust pic / SAD pswd:** [Empty]
- Cancel days:** [Empty]
- Discdec:** [Empty]
- FlashBack Settings:**
  - Green light:**
  - Whse. code:** D
  - Whse. pairs:**
  - Bill pswd:** PASSWORD
  - Ship pswd:** PASSWORD
  - BO release:**
  - Order type:** EO
  - Ship instructions:** (None)
- FTP Settings:**
  - Use passive FTP:**
  - User ID:** ACCT# [Empty]
  - Password:** PASSWORD
  - IN Directory:** /
  - OUT Directory:** /ACCT#
  - Vendor Site:** Ingram
  - Minutes to Wait:** 4
  - Pubnet FTP username:** [Empty]
  - Pubnet FTP password:** [Empty]
  - Use FTP:**
- Buttons:** F1 Help, F4 New, F9 Delete record, F10 Save, F11 Print

## 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