



## FTP Electronic Ordering with Baker & Taylor

FTP (file transfer protocol) offers a quicker way to use Electronic Ordering. Visual Anthology is now able to use FTP to do your ordering. It is done almost exactly like doing Electronic Ordering using a phone modem. Once you have Visual Anthology set up, a one time process, you will find this a helpful addition to your bookselling business.

You will need to get a FTP user login and password from Baker & Taylor. Contact Baker & Taylor's Product support dept at: 800-775-3700. They will ask you for your SAN and will have the FTP directory set up, then provide you with a login and password. You will need them before setting up Visual Anthology. Once you have them, follow the instructions below to set up the vendor screen.

You will also have to upgrade your Visual Anthology to a version that is at least 5.12.008 to use this setup. Contact Anthology Inc (231-933-0093) to find out how to upgrade. (You do have to be on support to get the latest upgrade.)

### Setting Up Visual Anthology for FTP Electronic Ordering

Open Visual Anthology  
Go to Master Files \ Vendors  
Click on Baker & Taylor  
Click on the EO tab

#### **Main Entry Area**

Click on the arrow to the right of the Protocol field  
Click on BTFTP  
Click on the arrow to the right of the Format field  
Click on Baker  
Click in the Bill to Acct/ User SAN field and enter your User SAN (you may already have this number if you have done Electronic Order using a phone modem.)  
Click in the Ship to Acct /Vendor SAN field and enter your Vendor SAN.

#### **FlashBack Settings**

Are not used

#### **FTP Settings**

Click in the User ID field and enter the FTP User ID that Baker & Taylor gave to you  
Click in the Password field and enter the FTP password that Baker & Taylor gave to you  
Click in the IN Directory and enter in the following string using your UserID where noted. Make sure it has a forward slash (/) NOT a (\) backslash:  
/UserID/UserID.in

Click in the OUT Directory and type your pickup directory in the same manner as above:  
/UserID/UserID.out

Click on the arrow to the right of the Vendor Site field and click on Baker & Taylor  
Set the Minutes to Wait set at 6 (this is how long it stays connected to do the transfer, this  
may need to be increased if the vendor's computers are busy.)

Click in the Use FTP field so that it puts a check mark in the box

Click on the F10 Save button

Close the Vendor screen

## Sending a Purchase Order with EO FTP

Go to Inventory Control \ Purchase Orders

On the list tab, click on the PO you want to order

Click on the Details tab

Make sure the order is how you want it

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

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

Visual Anthology User: BETH Station: TestStation One

File Edit Tools Sales Inventory Control Master Files Reports Actions Window Help

Vendor

Name \* Baker & Taylor- EO FTP Testing ONLY! Short code \* BAKER&TA

Account # T514737 San 123ANTH Publisher  Inactive

List Details QH/OO Sales POs Returns Addresses Disc Schedules EO

Dial-Up Protocol [ ] Format BAKER [ ]

Cust pin / Login [ ] Confirm type  BISAC  FLASH

Bill to acct / User SAN User SAN Phone number (800) 775-0410 x [ ]

Ship to acct / Vendor SAN Vendor SAN Cust pic / SAD pswd PSWD

Cancel days [ ] Discdec [ ]

**FlashBack Settings**

Green light  Whse. code [ ] Whse. pairs  Bill pswd [ ] Ship pswd [ ]

BO release  Order type [ ] Ship instructions (None) [ ]

**FTP Settings**

User ID UserID provided by Baker Password UserID provided by Baker

IN Directory /UserID/UserID.in OUT Directory /UserID/UserID.out

Vendor Site Baker & Taylor Minutes to Wait 4

Use FTP

F1 Help F4 New F9 Delete record F10 Save F11 Print

Vendor NUM