



## FTP Electronic Ordering with Baker & Taylor Changing from Bisac to X12

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.

New in version 5.16.024 is the ability to send orders to B&T using the X12 format (replaces Bisac). Log into the Customer Zone from [www.anthology.com](http://www.anthology.com) to get the latest upgrade and instructions on how to download and run it. You do have to be on support to get the latest upgrade. You must also contact Baker to let them know you'll be switching from Bisac to X12 if you've previously sent orders electronically.

### 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

#### **Upper Entry Area**

- Set the "Dial-Up Protocol" to Baker & Taylor. Note that the order will not be Dialup, this is merely a required setting.
- Set the "Format" to Baker
- Set the "Confirm Type" to Bisac
- Fill in the CustPin login with the value B&T provides- Note that newer EO FTP accounts may not need this value, check with B&T customer service.
- Fill in the Cust pic/SAD pswd" with the value B&T provides- Note that newer EO FTP accounts may not need this value, check with B&T customer service.
- Set the "BillTo/UserSAN" field to your User San. Note that in some cases this field actually needs the "User ID" value instead, check with B&T customer service for details.
- Set the "ShipTo/VendorSAN" field and enter your Vendor SAN.

## FlashBack Settings

Are not used for B&T, skip

## FTP Settings

- Go to the bottom left corner of the EO screen
- Click on the arrow to the right of the Vendor Site field and click on “Baker & Taylor **(X12)**”
- Then place a check in the ‘Use FTP’ checkbox
- 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, this tends to be the same as your User ID.
- Check the box for “Use Passive FTP”. Most modern firewalls will expect this, if you have issues with getting order files to go through it may be helpful to change this setting and try another order.
- 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
- Set the Minutes to Wait set at 4 (this is how long it stays connected to do the transfer; this may need to be increased if the vendor’s computers are busy.) Some stores prefer to set this lower so they do not wait for a confirmation, instead they opt to use the F6 EO- Get Confirmation option later in the day.
- 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 (X12)- EO FTP Short code \* BAKER&T2

Account # [ ] San [ ] Publisher  Inactive

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

Dial-Up Protocol BAKER & TAYLOR Format BAKER

Cust pin / Login X1111111 Confirm type  BISAC  FLASH

Bill to acct / User SAN 111XXXX SAN suffix [ ] Phone number (800) 775-0410 x [ ]

Ship to acct / Vendor SAN 2222222 Cust pic / SAD pswd 33333

Cancel days 90 Discdec [ ]

**FlashBack Settings**

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

BO release  Order type [ ] Ship instructions (None)

**FTP Settings**

User ID 111XXXX Use passive FTP  Password 111XXXX

IN Directory /111XXXX/111XXXX.in OUT Directory /111XXXX/111XXXX.out

Vendor Site Baker and Taylor (X12) Minutes to Wait 6

Use FTP  Pubnet FTP username [ ] Pubnet FTP Password [ ]

F1 Help F4 New F8 Delete record F10 Save F11 Print

Vendor NUM