



## FTP Electronic Ordering with Ingram Book Co.

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 Ingram. Call their Electronic Ordering department at (800-234-6737) (within normal business hours EST) and ask that an FTP account be set up for your company. Be sure to let them know you are using Visual Anthology. You will get an email with the ID and password within 24 hours. The ID is always your Ingram account number (this can be a seven character alphanumeric that starts with "20"). The password will be a unique password for your FTP account. The password should be in the format of "#####ANT" (5 characters followed by ANT).

You will also have to upgrade your Visual Anthology to a version that is at least 4.4.105. Contact Anthology Inc (231-933-0093) to find out how to upgrade. A current maintenance contract (Support) is required.

## Setting Up Visual Anthology for FTP Electronic Ordering

Open Visual Anthology  
Go to Master Files \ Vendors  
Click on Ingram  
Click on the EO tab

### **Main Entry Area**

- Click on the arrow to the right of the Protocol field
- Click on NGRAM
- Click on the arrow to the right of the Format field
- Click on Flash
- Click in the Bill to Acct/User SAN field and enter your account number
- Click 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 have a Shipping address that is 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 want items cancelled if they would have to be back ordered. Ingram will treat a 0 to mean you want the item cancelled immediately. ***If you do not want your BO items to be cancelled immediately set this field to something higher than zero.***

### **FlashBack Settings**

- (These may already be set up if you have done Electronic Order using a phone modem.)
- Click in the Bill pswd field and enter your password (usually ends in ANT)
- Click in the Ship pswd field and enter your password
- (bill-to and ship-to password will be the same – your Ingram Electronic Ordering password)
- Change the warehouse code to your primary warehouse code as instructed by Ingram
- Change shipping instructions if needed
- Leave the rest of the fields as defaulted

### **FTP Settings**

- Click in the User ID field and your Ingram account number
- Click 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, usually ends in ANT. If you are coming from a 3<sup>rd</sup> party system be sure you've contacted Ingram and indicated to them that you are switching to Visual Anthology. Often they need to switch the format of record, which can sometimes affect your password.
- **Check the box for "Use Passive FTP". Most modern firewalls will expect this.**
- Click in the IN Directory field make sure it has a **forward slash mark (/)**, NOT backslash (\)
- Click in the OUT Directory and type a slash mark then your FTP User ID (your Ingram acct #)
- Click on the arrow to the right of the Vendor Site field and click on Ingram
- Leave the Minutes to Wait set at 4 (this is how long it stays connected to do the transfer, this. You 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

The screenshot shows the 'Vendor' form in Visual Anthology. The title bar indicates 'User: BETH' and 'Station: TestStation One'. The form contains the following fields and settings:

- Name: Ingram Book Co.-EO FTP Testing Only! Short code: INGRAMEO
- Account #: ##### San: Publisher: Inactive:
- Navigation tabs: List, Details, QH/OO, Sales, POs, Returns, Addresses, Disc Schedules, EO
- Dial-Up Protocol: Format: FLASH
- Cust pin / Login: Confirm type:  BISAC  FLASH
- Bill to acct / User SAN: ##### Phone number: (800) 937-5360
- Ship to acct / Vendor SAN: ##### Cust pic / SAD pswd: Discdec: -
- Cancel days:
- FlashBack Settings**
- Green light:  Whse. code: D Whse. pairs:  Bill pswd: xxxxxxxx Ship pswd: xxxxxxxx
- BO release:  Order type: EO Ship instructions: (None)
- FTP Settings**
- User ID: ##### Use passive FTP:  Password: xxxxxxxx
- IN Directory: / OUT Directory: #####
- Vendor Site: Ingram Minutes to Wait: 3
- Use FTP:  Pubnet FTP username: Pubnet FTP Password:

At the bottom, there are function key buttons: F1 Help, F4 New, F9 Delete record, F10 Save, F11 Print, and a NUM key.

Note that most often your “Bill To Account/User San” and “Ship To Acct/Vendor San” should be the same value, your Account number, not your SAN number. Note further that all 3 password fields typically are the same value and end with ANT. This indicates to Ingram that you are an Anthology user. If you are coming from a 3<sup>rd</sup> party system make sure you’ve contacted Ingram to let them know you are switching to Visual Anthology.