



FTP Electronic Ordering with New Leaf using Flash

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 New Leaf. Contact them at: 1-800-326-2665 (Customer Service) or email support@newleaf-dist.com. 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 5.16.029. Log into the Customer Zone to download the upgrade and for instructions on running the upgrade. You must have current valid support/maintenance contract.

Setting Up Visual Anthology for FTP Electronic Ordering

Open Visual Anthology
Go to Master Files \ Vendors
Click on your New Leaf Vendor
Click on the EO tab

Main Entry Area

Click on the arrow to the right of the Dialup Protocol field

Click on **INGRAM**

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. (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 account number

FlashBack Settings

Fill in the Bill Password and Ship Password with the one New Leaf provided you.

FTP Settings

Click in the User ID field and enter the FTP User ID that New Leaf gave to you.

Click in the Password field and enter the FTP password that New Leaf gave to you

You may need to check the box for "Use Passive FTP". Most modern firewalls will require this.

- Click in the IN Directory field and type in **in**
- Click in the OUT Directory and type in **out**
- Click on the arrow to the right of the Vendor Site field and click on **NEW LEAF DISTRIBUTOR**
- Set the Minutes to Wait set at 5 (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

The screenshot shows the 'Vendor' window in Visual Anthology. The window title is 'Visual Anthology User: BETH Station: TestStation One'. The main window has a menu bar (File, Edit, Tools, Sales, Inventory Control, Master Files, Reports, Actions, Window, Help) and a toolbar. The 'Vendor' window has a title bar and a menu bar (List, Details, QH/OO, Sales, POs, Returns, Addresses, Disc Schedules, EO). The 'Details' tab is selected. The form contains the following fields and settings:

- Name: New Leaf- EO FTP
- Short code: NEWLEAF
- Account #: [Empty]
- San: [Empty]
- Publisher:
- Inactive:
- Dial-Up Protocol: INGRAM
- Format: FLASH
- Cust pin / Login: [Empty]
- Confirm type: BISAC FLASH
- Bill to acct / User SAN: 11111X
- SAN suffix: [Empty]
- Phone number: (800) 546-2640
- Ship to acct / Vendor SAN: 11111X
- Cust pic / SAD pswd: [Empty]
- Cancel days: [Empty]
- Disccdec: [Empty]
- FlashBack Settings**
- Green light:
- Whse. code: [Empty]
- Whse. pairs:
- Bill pswd: xxxxxxxx
- Ship pswd: xxxxxxxx
- BO release:
- Order type: EO
- Ship instructions: (None)
- FTP Settings**
- User ID: 11111X
- Use passive FTP:
- Password: xxxxxxxx
- IN Directory: in
- OUT Directory: out
- Vendor Site: New Leaf Distributor
- Minutes to Wait: 6.0000
- Use FTP:
- Pubnet FTP username: [Empty]
- Pubnet FTP Password: [Empty]

At the bottom of the window, there are buttons for F1 Help, F4 New, F9 Delete record, F10 Save, and F11 Print. The status bar at the bottom left shows 'Vendor' and the bottom right shows 'NUM'.