



FTP Electronic Ordering with PUBNET Vendors Instant Response or Non-Instant Response

EO FTP (file transfer protocol) offers a quicker way to use Electronic Ordering. Visual Anthology is able to use FTP to do your ordering for most vendors. Pubnet functionality has been added as of version 5.16.020.

This means you can now send orders to publishers that are on the Pubnet system for Instant Response, Rapid Response, and traditional accounts. You must upgrade Visual Anthology to a version that is at least 5.16.020 and make some changes to your Vendor EO setup screens for those vendors. Please visit www.anthology.com and log into the Customer Zone for the upgrade and how to run the upgrade. A current maintenance contract (Support) is required.

As of February 2007 the Instant Response is only available with Hachette Book Group, Harper Collins Publishers, Holtzbrinck Publishers, Penguin Group (USA), Random House, and Simon & Schuster. For an up to date listing of all Pubnet vendors please visit <http://www.pubnet.org/about/publist.html>

Getting Started

- If you do not already have an account with Pubnet please visit <http://www.pubnet.org/register/retregister.html>
- If you have a Pubnet account already but have not yet signed up for the Instant Response vendors please visit <http://www.pubnet.org/scs/instantresponse.html>
- If you would like to enable additional vendors on your list of possible Pubnet Vendors please visit <http://www.pubnet.org/about/publist.html> for contact information.
- For any assistance on getting setup with your Pubnet account please call Barbara Koutsogiannis (908-219-0162) Barbara.Koutsogiannis@bowker.com

Receiving setup information from Pubnet

Once you've completed the setup process with Pubnet you should receive an email (or two) with some important information. You will use this information to fill in particular fields into your Vendor EO setup screen. Below is a partial **sample** of the information you might receive from Pubnet. **DO NOT USE THIS SAMPLE INFORMATION FOR YOUR SETUP.**



.....
Your FTP Username and Password are shown below:

FTP Username: **pnet999**
FTP Password: **pnet999pl**

Your mailbox ID and password are shown below:

Pubnet Login ID: **1111111**
Pubnet Password: **TEST1111**

Once logged in, you will be able to order titles available from Pubnet vendors.
.....

*****NOTE:** You may also get a 2nd email from Pubnet that details your PUBEASY account setup, do not use the PubEasy information to setup your Pubnet EO FTP in Anthology.

The screenshot shows the 'Vendor' window in Visual Anthology. The window title is 'Visual Anthology User: BETH Station: TestStation One'. The menu bar includes File, Edit, Tools, Sales, Inventory Control, Master Files, Reports, Actions, Window, and Help. The toolbar contains various icons for file operations and navigation.

The 'Vendor' window has the following fields and settings:

- Name: SAMPLE PUBNET X12 Setup
- Short code: TEST
- Account #: [Empty]
- San: [Empty]
- Publisher:
- Inactive:
- Buttons: List, Details, QH/OO, Sales, POs, Returns, Addresses, Disc Schedules, EO
- Dial-Up Protocol: [Dropdown]
- Format: [Dropdown]
- Cust pin / Login: [Text]
- Confirm type: BISAC FLASH
- Bill to acct / User SAN: 1111111 SAN suffix: [Text]
- Phone number: [Text] x [Text]
- Ship to acct / Vendor SAN: Get from Pubnet.org
- Cust pic / SAD pswd: [Text]
- Cancel days: [Text]
- Discdec: [Dropdown]
- FlashBack Settings**
- Green light:
- Whse. code: [Dropdown]
- Whse. pairs:
- Bill pswd: [Text]
- Ship pswd: [Text]
- BO release:
- Order type: [Dropdown]
- Ship instructions: (None)
- FTP Settings**
- Use passive FTP:
- User ID: 1111111
- Password: TEST1111
- IN Directory: /
- OUT Directory: /
- Vendor Site: Pubnet (X12)
- Minutes to Wait: 4
- Pubnet FTP username: pnet999
- Pubnet FTP password: pnet999pl
- Use FTP:
- Buttons: F1 Help, F4 New, F9 Delete record, F10 Save, F11 Print

Setting up Vendor EO records

Now that you've received your setup information from Pubnet follow these steps to add or update your Vendor EO setup screen.

- 1) Open the Anthology Program at any station
- 2) Go to Master Files | Vendors
- 3) If you do not already have the vendor, press F4 New to add them.
- 4) For existing vendors locate their entry in the List tab and click to highlight
- 5) Click on the EO tab near the top right of the screen
- 6) Using the information Pubnet has provided you fill in the following fields.
- 7) "Bill to Acct/User **SAN**" = Pubnet Login ID
- 8) "Ship to Acct/ Vendor **SAN**" = Vendor SAN- Use the appropriate Instant Response or Non-Instant SAN. Most often the Instant Response Vendor SAN's will start with 8, but not in all cases. **You should take the time to go back to www.pubnet.org and check their Publisher List to verify the Vendor SAN.**
- 9) Use Passive FTP = Most stores should check this box to begin with.
- 10) "User ID" = Pubnet Login ID
- 11) "Password" = Pubnet Password value
- 12) "IN Directory" = /
- 13) "OUT Directory" = /
- 14) "Vendor Site" = 'Pubnet (X12)'
- 15) "Minutes to Wait" = 4-6 minutes
- 16) "Use FTP" = Checked
- 17) "Pubnet FTP Username" = FTP Username value (7 character code)
- 18) "Pubnet FTP Password" field = FTP Password value (9 character code)
- 19) F10 to save changes

Once the Vendor EO setup screen is completed you should be able to begin sending orders to that vendor anytime. Bear in mind that as of Feb. 2007 the current standard for Pubnet X12 ordering does not support Stock Checks, only sending Orders.

Important! Additional Information

If you have a software firewall such as Windows Firewall or Norton Internet Security, etc. you may need to add 'ftp-edi.pubnet.org' and 'edi.pubnet.org' as a Trusted Site along with allowing access to port #'s 20, 21, and 1024-49151. If you have a hardware firewall you may need to have your local tech enable the same as the software firewall recommendations.

Please double check your setup before attempting an order. Too many order attempts using incorrect setup can lock up your Pubnet account, preventing you from sending orders to any Pubnet vendor. Some fields are case sensitive. If you are unsure of the exact letters used in your FTP Password field you should double check with Barbara Koutsogiannis at Pubnet first.

Sending a Purchase Order with EO FTP

- 1) Go to Inventory Control \ Purchase Orders
- 2) On the list tab, click on the PO you want to order
- 3) Click on the Details tab
- 4) Make sure the order is how you want it
- 5) Click on the F6 EO button
- 6) Click on the Send Order button
- 7) You will see a window open showing the status of the EO order. The system will connect to the Pubnet site, send the order and begin polling for the confirmation.
- 8) If the confirmation is not immediately available you will be alerted that a Confirmation was not received. For the Instant Response vendors simply wait a couple of minutes and press F6 again and select "Get Confirmation". For the Non-Instant Response vendors it could be 15 minutes, 30 minutes or possibly longer. Please check <http://www.pubnet.org/about/publist.html> for details on how quick the confirmation turnaround is for your particular vendor.
- 9) When a good confirmation has been received you will be prompted to print/preview the confirmation report.
- 10) Once you've printed/previewed the confirmation you will be prompted to "Process Confirmation?", click Yes.
- 11) When it is complete, your Draft Purchase Order will automatically become an Open status Receiving Memo.