



## FTP Electronic Ordering with Random House Using Pubnet X12 Instant Response and Traditional Response

As of v.5.16.024, Visual Anthology has added BISAC FTP ordering with Random House. Once you have your Visual Anthology vendor file record for Random House EO setup, a one time process, you will find this a helpful addition to your ordering repertoire.

You will need to get an FTP user password from Random House. Call their Electronic Ordering department at 410-386-7560 or email Lou Yateem ([lyateem@randomhouse.com](mailto:lyateem@randomhouse.com)) and ask that an FTP account be set up for your company on their server. Be sure to let them know you are using Visual Anthology. The User ID is generally the same as your Random House USER SAN when doing dial-up EO.

You will also have to upgrade your Visual Anthology to a version that is at least Version 5.16.024. Log into the Customer Zone do get the most recent upgrade along with instructions for downloading and running the upgrade. You must be on a current support contract.

### Setting Up Visual Anthology for FTP Electronic Ordering

Open Visual Anthology  
Go to Master Files \ Vendors  
Locate your Random House listing  
Click on the EO tab

#### **Main Entry Area**

Click on the arrow to the right of the Dial up Protocol field  
Click on Random House  
Click on the arrow to the right of the Format field  
Click on RANDH  
Click in the Bill to Acct/User SAN field and enter your SAN number if you have never done EO with Random House before.  
Click in the Ship to Acct/Vendor SAN field and enter their SAN 2013975

#### **FlashBack Settings**

These fields are not applicable to Random House.

#### **FTP Settings**

Click in the User ID field and your Random House SAN number  
Click in the Password field and enter the password that Random House will provide 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 make sure it has a forward slash mark (/) (**NOT a \ backslash**)

Click in the OUT Directory and type **/PICKUP** (a forward slash mark then the word “pickup”).  
 Click on the arrow to the right of the Vendor Site field and click on “**Pubnet (X12)**”  
 Leave the Minutes to Wait set at 10 (this is how long it stays connected during a session, 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 a Random House PO you want to order  
 Click on the Details tab  
 Make sure the order is ready to be transmitted  
 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 to be processed  
 Click yes or no to view the file  
 When it is complete, your Draft Purchase Order will automatically become a Receiving Memo based on the interpretation of the confirmation file.

The screenshot shows the 'Vendor' window in Visual Anthology. The window title is 'Visual Anthology User: BETH Station: TestStation One'. The main content area is titled 'Vendor' and contains the following information:

- Name: Random House (Pubnet X12 InstResp)- EO FTP
- Short code: RANDOMH3
- Account #: [Empty]
- San: [Empty]
- Publisher:
- Inactive:
- Tabs: List, Details, QH/OO, Sales, EOs, Returns, Addresses, Disc Schedules, EO
- Dial-Up Protocol: [Empty]
- Format: PUBNET
- Cust pin / Login: [Empty]
- Confirm type:  BISAC  FLASH
- Bill to acct / User SAN: 11111111 SAN suffix: [Empty]
- Phone number: [Empty]
- Ship to acct / Vendor SAN: 22222222
- Cust pic / SAD pswd: [Empty]
- Cancel days: [Empty]
- Disccdec: [Empty]
- FlashBack Settings**
- Green light:
- Whse. code: [Empty]
- Whse. pairs:
- Bill pswd: [Empty]
- Ship pswd: [Empty]
- BO release:
- Order type: [Empty]
- Ship instructions: (None)
- FTP Settings**
- User ID: 11111111
- Use passive FTP:
- IN Directory: /
- OUT Directory: /
- Vendor Site: Pubnet (X12)
- Minutes to Wait: 6
- Use FTP:
- Pubnet FTP username: xx11
- Pubnet FTP Password: xx11XX

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 very bottom shows 'Vendor' and 'NUM'.