



## 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.

This means you can now send orders to publishers that are on the Pubnet system for Instant Response, Rapid Response, and traditional accounts. If you are not running the latest Anthology version you may want to visit [www.anthology.com](http://www.anthology.com) and log into the Customer Zone for the upgrade and instructions. A current maintenance contract (Support) is required.

### 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.**



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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.

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

## 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](http://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 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.

### **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. When a good confirmation has been received you will be prompted to print/preview the confirmation report.
- 9) Once you've printed/previewed the confirmation you will be prompted to "Process Confirmation?", click Yes.

10) When it is complete, your Draft Purchase Order will automatically become an Open status Receiving Memo.