ANTHOLOGY

Initial Inventory Order Conversions

Welcome to Anthology!

As part of opening your store you may be working with a major distributor such as Ingram to build out an initial inventory order. Following are some suggestions to help streamline the process of creating those inventory items in Anthology.

Overview

Generally, the reps will provide you a list of possible titles, often in Excel spreadsheet format. They will assist you in identifying relevant titles for your store, helping you create a starting selection of inventory. You may have a few iterations of reviewing and refining the order. Once you've finalized the initial order with your vendor (and made payment), they can provide us with an order file which we then convert and import into your install of Anthology.

Things to keep in mind:

- A one-time data import is $250. If you plan on doing multiple orders, please notify your implementation tech to schedule each individual conversion.

- Plan on the overall process taking about 2 weeks, though each vendor may have their own individual timelines and requirements.

- As you are working with your vendor rep, please let them know you have chosen the Anthology software for your inventory control system and that they should send the finalized file to **support@anthologysoftware.com** and **beth@anthologysoftware.com**

- Please note, it takes about 1-3 days for the vendors to provide us with the necessary file once you have finalized the order with them. Once we have received the file, we can usually convert/import within 24 hours.

- During that 24-hour window (could be less), we will need a full copy of the store data. While we are converting the data you can continue to look up information in Anthology. However, it is best to suspend any adding/editing of inventory, customer, sales, etc. as any changes will be overwritten once the order data is

put in place. Your implementation and conversion specialists at Anthology can help you best decide if it's safe to start adding new records to your Anthology database, along with scheduling the pulling of your data copy and later downloading and installing data back to your system.

• Most vendors will provide the Publisher and Section/Category/Genre for each title in the file. Bear in mind that you may prefer to use different names than what is provided. Once the order file has been imported into your system you will have the ability to rename as desired as well as mass reassign items to different groups.