Importing orders from Ingram ipage

Overview

The IPage system by Ingram https://ipage.ingrambook.com allows bookstores to build "Frontlist" and "Backlist" orders and download them into the Visual Anthology program.

Setup

You must have an existing account with Ingram. If you do not already have an account or would like more training or assistance on using ipage, please contact customerservice@ingramcontent.com.

There is one area within the ipage system that you may wish to configure in order to speed up the process of importing into Anthology. While it is not required, setting this default can save you time later:

1. Log into your Ipage account
2. Click on My Account in the top toolbar
3. Under My Settings select Change Settings
4. Scroll down to Selection List Option Preferences and make the download format Excel (xls) (for stores on 5.6.514 and above) Format
   a. Stores that are on previous versions can still use the "Ingram ipage" or "Ingram ipage Order" formats.
5. Update settings at the bottom of the page.

Building Selection Lists

Note: The steps listed below are only the basic steps needed to produce a downloadable file. For greater detail or assistance please contact customerservice@ingramcontent.com.

First, create a basic Selection List to hold titles as you are building your potential order. We recommend that you build out one section of the store at a time. This can be a real time saver when linking the Reference fields in the import file. We'll discuss this later - please take note though.

- Click on the List link in the upper right part of the toolbar to the left of the cart.
- On the new page click on "Create New List" Fill in a name and then click "Create" at the end of the page.

As you search for items, or work with suggested lists, you have the ability to send items to your created List. When looking at the details of any title, the far right side of the screen will have an area marked "Selection List Options".

Choose the name of the selection list you created from the drop-down menu and enter your quantity to be added. Then click Add to List.

Download Selection Lists

Once you have created your Selection list you will need to download the file to your computer, to a known directory and with a known file name. Go to the Selection List link at the top of the site. Under the selection list there is a "Download" button.

You will then be brought to the Download Options page. For stores on 9.6.514 and above, you should choose the Excel (XLS) Format.

Note: You must be using Visual Anthology version 9.6.514 or higher in order to import the Ingram Excel format. Older versions of Anthology can still use the "Ingram ipage" or "Ingram ipage Order" formats.

Click the "Download List" button and choose to name and save your file wherever you can access it to import it into Anthology.

Important: Make note of exactly what you call the download file and where you save it. You will be browsing back to that location during the import process.

Importing ipage Selection Lists into Visual Anthology

Once you have created the format and saved the file, you can begin the process of importing your file into Visual Anthology.

- Go to Tools | Import External Data
- Make sure the checkbox for "Explicit Path" is checked
- Press "F6 Get" to begin browsing for your file.
- On the new screen be sure to set the "Files of Type" to either "Ingram ipage" or "Ingram ipage Order".
- Once the File Type has been selected, locate the file you downloaded and select it.
- When you click OK, you will be taken back to the Import screen and see the titles you have selected.

Once the titles are displayed on the screen, you can begin to adjust any quantities for your orders and begin checking your preferred Department, Section, Media, and Publisher using the reference fields. When finished, post, select a po to add it to, or create a new po. This import now shows up as a draft po. If you selected Add to New PO, the draft PO will not have the name.