



## FTP Electronic Ordering with Bookstream using X12

FTP (file transfer protocol) offers a quicker way to use Electronic Ordering. Visual Anthology is now able to use FTP to do your ordering. It is done almost exactly like doing Electronic Ordering using a phone modem. Once you have Visual Anthology set up, a onetime process, you will find this a helpful addition to your bookselling business.

You will need to get a FTP user login and password from Bookstream. Contact them at: 866-4161112. They will ask you for your SAN and will have the FTP directory set up, then provide you with a login and password. You will need them before setting up Visual Anthology. Once you have them, follow the instructions below to set up the vendor screen.

Log into the Customer Zone to download the upgrade and for instructions on running the upgrade. You must have current valid support/maintenance contract.

## Setting Up Visual Anthology for FTP Electronic Ordering

Open Visual Anthology  
Go to Master Files \ Vendors  
Click on your Bookstream Vendor  
Click on the EO tab

### **Main Entry Area**

Click on the arrow to the right of the Format field  
Click on X12BKSTR  
The Confirm Type should be set to BISAC  
Click in the Bill to Acct/ User SAN field and enter your User SAN (you may already have this number if you have done Electronic Order using a phone modem.) Click in the Ship to Acct /Vendor SAN field and enter your Vendor SAN.

### **FlashBack Settings**

Are not used

### **FTP Settings**

Check the "USE PASSIVE FTP" checkbox. Most modern Firewalls expect this option to be checked.

Click in the User ID field and enter the FTP User ID that Bookstream gave to you (your San #)

Click in the Password field and enter the FTP password that Bookstream gave to you

Click in the IN Directory field and type in /PO

Click in the OUT Directory and type in /POA

- Click on the arrow to the right of the Vendor Site field and click on BOOKSTREAM
- Set the Minutes to Wait set at 4 (this is how long it stays connected to do the transfer, 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 the PO you want to order
- Click on the Details tab
- Make sure the order is how you want it
- 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
- Click yes or no to view the file
- When it is complete, your Draft Purchase Order will automatically become a Receiving Memo

The screenshot shows the 'Vendor' window in Visual Anthology. The window title is 'Visual Anthology User: BETH Station: TestStation One'. The main window title is 'Vendor'. The 'Name' field contains 'Bookstream- EO FTP Testing Only!' and the 'Short code' field contains 'BOOKSTR2'. The 'Account #' and 'San' fields are empty. The 'Publisher' and 'Inactive' checkboxes are unchecked. The 'List' tab is selected, and the 'EO' sub-tab is active. The 'Dial-Up Protocol' is set to 'RANDOM HOUSE' and the 'Format' is 'X12BKSTR'. The 'Cust pin / Login' field is empty. The 'Confirm type' has radio buttons for 'BISAC' (selected) and 'FLASH'. The 'Bill to acct / User SAN' is '1111111' and the 'SAN suffix' is empty. The 'Phone number' is '(800) 421-1183'. The 'Ship to acct / Vendor SAN' is '2222222' and the 'Cust pic / SAD pswd' field is empty. The 'Cancel days' field is empty. The 'FlashBack Settings' section includes 'Green light' (unchecked), 'Whse. code' (empty), 'Whse. pairs' (unchecked), 'Bill pswd' (empty), and 'Ship pswd' (empty). The 'BO release' (unchecked) and 'Order type' (empty) are also present. The 'Ship instructions' are '(None)'. The 'FTP Settings' section includes 'User ID' (1111111), 'IN Directory' (/PO), 'Vendor Site' (Bookstream), 'Use FTP' (checked), 'Pubnet FTP username' (empty), 'Use passive FTP' (checked), 'Password' (1111111), 'OUT Directory' (/POA), and 'Minutes to Wait' (6). The 'Pubnet FTP Password' field is empty. At the bottom, there are buttons for 'F1 Help', 'F4 New', 'F9 Delete record', 'F10 Save', and 'F11 Print'. The 'Vendor' window is open over a 'NUM' button.