FTP Electronic Ordering with Ingram Publisher Services

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 one-time process, you will find this a helpful addition to your bookselling business.

You will need to get a FTP user login and password from Ingram. Call their Electronic Ordering department at (800-234-6737) (within normal business hours EST) and ask that an FTP account be set up for your company. Be sure to let them know you are using Visual Anthology. The ID is always your Ingram account number.

Contact Anthology Inc (800-819-0095) to find out how to upgrade. A current maintenance contract (Support) is required.

Setting Up Visual Anthology for FTP Electronic Ordering

Go to Master Files \ Vendors
If you do not already have this vendor in the system, click F4 to create a new record. Fill in the vendor name, shortcode, and any other information such as Address, Discount Schedule, etc.
F10 to Save changes
Click on the EO tab and follow steps below

Upper Entry Area

- *Dial Up Protocol* – set this to INGRAM, regardless if doing FTP communications   *Cust Pin/Login* – leave blank
- *Bill To Acct/ User SAN* – this is the account # (sometimes your SAN) provided by ingram. Generally this is a 7 character value
- *Ship to Acct / Vendor SAN* – this is the account # (sometimes your SAN) provided by ingram. Generally this is a 7 character value
- Cancel Days- Set this to the # of days you wish to wait before having Ingram automatically cancel BackOrdered items. Do NOT leave this as 0, that means immediate cancelation. Instead use 30, 60 or 90 days based on your preference.
- *Format* = FLASH
- *Confirm Type* = Flash

FlashBack Settings
- *Bill pswd* = "**IPS",** no quotes

- *Ship pswd* = "**IPS",** no quotes

FTP Settings

- *User ID* = Enter the User ID Ingram provided, this may or may not be the exact same value as the BillTo/UserSan up above
- *In Directory* = /
- *Vendor Site* = Ingram Publisher Services
- *Use FTP* = must be checked
- *Use Passive FTP* = must be checked
- *Password* = **"IPS"** no quotes
- *Out Directory* = This is the UserID from the left, with the "/". Example if UserID=1234567, then Out Directory would be "/1234567"
- *Minutes to Wait* = 0-6 minutes depending on preference. Longer times may allow you to both drop off and pick up the Confirmation in one pass, while shorter times allow you to send the order and get back to other tasks to check back later for the confirmation.

Sending a Purchase Order with EO FTP

- Go to Inventory Control \ Purchase Orders, on the list tab, click on the PO to be ordered Click on the Details tab
- Make sure the order is how you want it
- Click on the F6 EO button – click Send EO
- 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, choose to Process the confirmation.