



## FTP Electronic Ordering with Random House Using X12 format

Once you have your Visual Anthology vendor file record for Random House EO setup, a onetime process, you will find this a helpful addition to your ordering repertoire.

You will need to get an FTP user password from Random House. Call their Electronic Ordering department at 410-386-7560 and ask that an FTP account be set up for your company on their server. Be sure to let them know you are using Visual Anthology. The User ID is generally the same as your Random House USER SAN when doing dial-up EO.

Log into the Customer Zone to get the most recent upgrade along with instructions for downloading and running the upgrade. You must be on a current support contract.

## Setting Up Visual Anthology for FTP Electronic Ordering

Open Visual Anthology  
Go to Master Files \ Vendors  
Locate your Random House listing Click on  
the EO tab

### **Main Entry Area**

Click on the arrow to the right of the Dial up Protocol field  
Click on Random House  
Click on the arrow to the right of the Format field  
Click on RANDH  
Click in the Bill to Acct/User SAN field and enter your SAN number if you have never done EO with Random House before.  
Click in the Ship to Acct/Vendor SAN field and enter 2013975

### **FlashBack Settings**

These fields are not applicable to Random House.

### **FTP Settings**

Click in the User ID field and your Random House SAN number  
Click in the Password field and enter the password that Random House will provide to you.  
You may need to check the box for "Use Passive FTP". Most modern firewalls will require this.  
Click in the IN Directory field make sure it has a forward slash mark (/) (**NOT a \ backslash**)

Click in the OUT Directory and type **/pickup** (case sensitive).

Click on the arrow to the right of the Vendor Site field and click on “**Random House (X12)**”  
Leave the Minutes to Wait set at 10 (this is how long it stays connected during a session, 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 a Random House PO you want to order

Click on the Details tab

Make sure the order is ready to be transmitted

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 to be processed

Click yes or no to view the file

When it is complete, your Draft Purchase Order will automatically become a Receiving Memo based on the interpretation of the confirmation file.

The screenshot shows the 'Vendor' window in Visual Anthology. The window title is 'Visual Anthology User: BETH Station: TestStation One'. The main content area is titled 'Vendor' and contains the following fields and sections:

- Name:** Random House (X12 not pubnet)- EO FTP
- Short code:** RANDOMH2
- Account #:** [Empty]
- San:** [Empty]
- Publisher:**
- Inactive:**
- Tabs:** List, Details, QH/OO, Sales, POs, Returns, Addresses, Disc Schedules, EO
- Dial-Up Protocol:** RANDOM HOUSE
- Format:** RANDH
- Cust pin / Login:** [Empty]
- Confirm type:**  BISAC  FLASH
- Bill to acct / User SAN:** 1111111
- SAN suffix:** [Empty]
- Phone number:** (800) 258-4223
- Ship to acct / Vendor SAN:** 2222222
- Cust pic / SAD pswd:** [Empty]
- Cancel days:** [Empty]
- Disccode:** [Empty]
- FlashBack Settings:**
  - Green light:**
  - Whse. code:** [Empty]
  - Whse. pairs:**
  - Bill pswd:** [Empty]
  - Ship pswd:** [Empty]
- BO release:**
- Order type:** [Empty]
- Ship instructions:** (None)
- FTP Settings:**
  - User ID:** 3333333
  - Use passive FTP:**
  - IN Directory:** /
  - Password:** 1x1x1x
  - Vendor Site:** Random House (X12)
  - OUT Directory:** /pickup
  - Use FTP:**
  - Minutes to Wait:** 15
  - Pubnet FTP username:** [Empty]
  - Pubnet FTP Password:** [Empty]

At the bottom of the window, there are buttons for F1 Help, F4 New, F9 Delete record, F10 Save, and F11 Print. The status bar at the bottom left shows 'Vendor' and the bottom right shows 'NUM'.