



## Anthology

Visual Anthology users can order directly with Ingram Publisher Services in the Flashback format. If you are connected to the Internet, you can also set up Ingram Publisher Services' vendors to send orders by FTP. **Prior to beginning the below steps, confirm that your version of Anthology is 6.3 or higher.**

### To Set Up IPS as Vendor

- 1) Go to the Vendor entry for **Ingram**.
- 2) Make a note of the account number or SAN that you have in the fields **Bill to acct /User SAN** and **Ship to acct / Vendor SAN**. (This is normally your store SAN in both fields).
- 3) Create a new vendor called Ingram Publisher Services with the code **IPS**.
- 4) Go to the **Details** tab and check the "**Allow Back Orders**" box if you will normally want to do backorders. Any new PO created for IPS will automatically inherit this backorder setting.
- 5) Go to the **EO Tab** and in the **Protocol field**, select the option "**INGRAM.**"
- 6) Fill out the fields **Bill to acct /User SAN** and **Ship to acct / Vendor SAN** with the same values as your Ingram vendor profile.
- 7) In the **Format** field, select the option "**FLASH.**"
- 8) For **Confirm type**, select the option for "**FLASH.**"
- 9) Under **Flashback Settings**
  - a. Check the box for **Whse. pairs** (if you want products to ship from your primary and secondary Ingram DC's).
  - b. In both the **Bill pswd** and **Ship pswd** fields, type the password "**IPS**" (without quotes)
- 10) Under **FTP Settings**
  - a. Enter in the **User ID** and **password** provided by Ingram.  
  
If you don't have a User ID and password, complete the online form at [http://www.ingrampublisherservices.com/retailer/FTP\\_Login.asp](http://www.ingrampublisherservices.com/retailer/FTP_Login.asp) or call Electronic Ordering **(800) 234-6737**. Please provide your account number and request an FTP account for IPS orders.
  - b. see **Requesting an FTP Account** on page 2 for additional information.)
  - c. Set the **IN Directory** field to a slash. Example: /
  - d. Set the **OUT Directory** field to have a slash followed by the UserID.  
Example: /1234567
  - e. Set the **Vendor Site** field to "**Ingram Publisher Services.**"
  - f. Set the **Minutes to Wait** to 4 minutes. You can make this higher or lower depending on how long you want the system to look for a confirmation in a session.
  - g. Check the **USE FTP** checkbox.
  - h. Check the **USE PASSIVE FTP** checkbox.
- 11) Press **F10** to save changes.



## INGRAM PUBLISHER SERVICES

### Placing Orders

To place an order to IPS, use F6 EO to access the options for sending orders. You can choose to do a Stock Check first or just Send Order. After the order is sent, a confirmation is returned with the option to print/preview it. Once reviewed, you will be prompted to "Process Confirmation." You will also be prompted if any titles had a price change. A PO that has received a good confirmation back will move forward to the Receiving area. If you do not get a confirmation within the timeout window simply wait another minute or two and select **F6 EO-Get Confirmation** to attempt to pick it up in a second pass.

#### **Please Note**

For your convenience ISBN prefixes for IPS publishers are available for download in either Excel or .txt formats. You may use these files to update or reassign publisher to IPS. Click the links below to access the files and then save to your computer.

[www.ingrampublisherservices.com/ISBN](http://www.ingrampublisherservices.com/ISBN)

[www.ingrampublisherservices.com/ISBN.txt](http://www.ingrampublisherservices.com/ISBN.txt)

### Promotional Codes

#### Versions prior to 3.3.159 & 4.2.042

Enter **SO=XX**, where XX is the promotion code, in the **Promo** field on a draft PO.

#### Version 3.3.159 or 4.2.042 & above

Enter XX in the **Promo** field, where XX is the promo code.

### Order Type

The CO order type can be selected from the list on the vendor entry screen for Ingram Publisher Services. This is only an option in versions of Anthology released after date April 17th, 2006 (version 5.16.001 and above).



INGRAM **PUBLISHER** SERVICES