



INGRAM PUBLISHER SERVICES

BookManager

Set up IPS as a Supplier

Contact Ingram's Electronic Ordering group to set up your IPS ordering profile. Inform them that they will need to set up the profile using your Ship To SAN and Bill To SAN. Password should be **IPS**.

You will also need to request an FTP account. If you don't have one already set up, complete the online form at 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.

To electronically send Ingram Publisher Services orders via BookManager's **Netftp**, you must first create a new supplier. The below example uses IPS as the supplier code but this can be anything you choose.

```
Play (Test)
3) Suppliers Tue Dec 13 2005 10:28 am #9
#2010/2010 Dec13-05
IPS Ingram Publisher Services Returns Payments
IPS
Ordering options for Ingram Publisher Services
Orders sent Netftp using format FlashBack
Print orders? Y Print confirmations? Y
Supplier SAN (Your SAN is TEST)
Internet ftp specifics
ftp Send URL ftp.ingrampublisherservices.com
ftp UserName 1234567 Password: IPS1234 Send folder
ftp Get URL
ftp UserName Password: Get folder 1234567
Leave above area blank if the vendor both gets and sends via bookManager.com
If the GET URL, Username and Password are the same as the SEND URL,
then leave the GET fields blank (GET folder must be filled unless TBM).
Options: Bknet Mail Phone Fax Dialup Netftp Email
```

After creating this entry, use the **Xtra** command to access the Ordering Options. Enter all the information as shown in the above example. The FTP UserName should also be entered in the **Get Folder** field.

Placing Orders

To place an order to IPS, simply follow normal procedures to place your order but select IPS as the supplier.

Currently, you can place orders with Bookstore Manager via Pubnet. The SAN number for IPS is **6318630**. You can place orders with Integrity Publishing and any other IPS publisher using this SAN, the way you would with any other publisher. **If you need help with setting up a new Pubnet vendor in BSM, please contact Bookstore Manager technical support at (800) 997-6724 or support@bsmgr.com.**



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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

www.ingrampublisherservices.com/ISBN.txt