



IBID Ordering Set Up

Step I: Vendor Settings

From the main menu, select F7 – Vendors. Either add a single **Ingram Publisher Services** vendor, or you can adjust change the vendor screen in these ways for **each IPS publisher**. See the example below.

1. The phone number should be set to **1-800-669-4149** (prefixed by a 9 or other number if your phone system requires it)
2. E.O. Format should be set to **F** (this stands for the Ingram Flashback order format)
3. Password should be set to **IPS**

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Date: 07/11/05          VENDOR ENTRY/MAINTENANCE          (c) IBID 1999
v14.00

VENDOR CODE  IPS                               Max.          Vendor Select
VENDOR NAME  INGRAM PUBLISHER SERVICES           Level        Disc.         Criteria
SAN          6318630
ACCOUNT
SEQUENCE
MODEM PHONE  18006694149
BAUD RATE    9600
E.O. FORMAT  F
BULLETIN BD
PASSWORD     IPS
SHIP VIA
INFO 1
INFO 2
INFO 3
INFO 4
INFO 5
INFO 6
Name
Address 1
Address 2
City, St. Zip
Phone

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Step II: How to Place Order

Once step I is complete, you can place electronic orders with **Ingram Publisher Services** without repeating that step.

When you are ready to place an order to a publisher serviced by Ingram Publisher Services, select Transmit to send the order, and type **IPS** or the vendor code that you set up in step II. Orders sent to IPS will behave like Ingram orders, giving you same-call confirmation.

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