



INGRAM PUBLISHER SERVICES

Square One

Square One users can send directly in the Ingram format.

- 1) Create purchase orders to the appropriate publishers, or create an Alternate Vendor PO to Ingram for the titles from these publishers.
- 2) In electronic ordering for Ingram go to **Create Transmit File**.
- 3) Set up and save another template using your current Ingram Ship to account number and the Ship to password "**IPS**".
- 4) Run this process for the appropriate purchase orders.
- 5) Then go to **Send Order** and change the phone number to **(800) 669-4149**.

Promotional Codes

How to include a promotional code for a special offer in your order file

- 1) Go to **Tradebooks, Purchasing, Allmenu, 6-Eordr, A - Electronic Ordering**.
- 2) Select **Ingram**, then **1-Order, A - Create Xmit File**. Select **C** to change and change the values as needed on the first screen of the template. Press enter to get to screen **2**.
- 3) Add the special project code to the **Shipping** field. Use the format **SO=XX** (where **XX** is the special project code).

Order Type

Order type is an option when you create an order in the Flashback format. There is a fixed list of Order Type options, but **CO** is not one of the options in the current version. However, you can contact Computac technical support and get a software update that adds **CO** as an order type option.

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

If you need additional assistance, please contact your Square One representative.