



**Bookstore
Manager**

Bookstore Manager

Technical Information Document

FTP Ordering with BSMGR

Document Information:

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Document Summary

Instructions on how to setup FTP Ordering with Appalachian, Anchor, and Spring Arbor.

Document Contents

*****NOTE*** All setting are the same as Dial-up EO unless specified below.**

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If you are not already taking advantage of the Internet for 2-5 second, credit card transaction processing (handled securely using 128-bit SSL encryption) and fast stock checks, please contact your BSMGR account manager for more information. Quit waiting 30-35 seconds for an authorization! Maximize your technology investment by cutting your transaction times!

Setting up IVVM for Appalachian Primary/Default Warehouse

Go into IVVM. Pull up Appalachian, enter the following information and save.

- On the “Vendor Information” tab, make sure the order type is **BISAC/X12**.
- On the “Electronic Variables” tab, check the box “Use FTP”
- Order Address: **cross.appalink.com**
- Mode: **APP**
- Warehouse Instr.: *(leave blank)*
- Login String: **<Get this from Appalachian - *CASE SENSITIVE*>**
- Login Password: **<Get this from Appalachian - *CASE SENSITIVE*>**
- For Get Delay, type: **60**
 - Our initial recommended value is 60. You may increase this value up to 999 seconds. This is the time BSMGR will wait between sending the order and attempting to get the Acknowledgement.

The screenshot shows the IVVM Vendor Maintenance window with the 'Electronic Variables' tab selected. The window title is 'IVVM Vendor Maintenance'. The menu bar includes 'Menu', 'Utilities', and 'Output'. The toolbar contains various icons for file operations and system functions. The 'Electronic Variables' tab is active, showing a list of fields for configuration. A red note indicates that '^ Denotes Carriage return'. The fields are as follows:

<input checked="" type="checkbox"/> Use FTP		
Order Address	cross.appalink.com	
Stock Address		
Mode	APP	
Warehouse Instr.	<only enter for alternate warehouse>	
Login-String	<get this from Appalachian>	
Password-String	<get this from Appalachian>	
Get Delay (< 999)	60	
Mailbox ID		
Mailbox Password		
Protocol	Xmodem.	Func. Terminator <input type="checkbox"/>

Options=F5 Next Screen=F2

Setting up IVVM for Appalachian Alternate Warehouse

Appalachian has had two separate phone numbers to allow retailers to indicate which warehouse you want to receive their fulfillment from. Effective October 19, 2005, Appalachian has implemented changes in their FTP system to allow retailers to indicate which warehouse you want to fill your order. To do this in BSMGR (effective with the November 2005, 7.10W update and later), you will need to create a second vendor for the alternate warehouse, just like you did with dial-up.

Go into IVVM. Create a new/second vendor entry for Appalachian. For the vendor name, enter "Appalachian Alternate" or "Appalachian Nevada" if this is for the Reno, NV warehouse or "Appalachian Tennessee" if this is for the Johnson City, TN warehouse. This name will show at the top of printed purchase orders and confirmations, so enter something that won't be mistaken for your default Appalachian warehouse. Enter the following information and then save.

- On the "Vendor Information" tab, make sure the order type is **BISAC/X12**.
- On the Electronic Variables tab, check the box "Use FTP"
- Ordering Address: **cross.appalink.com**
- Mode: **APA** (for Appalachian Alternate)
- Warehouse Instr.:
 - NV** if your alternate is Reno, NV – or –
 - TN** if your alternate is Johnson City, TN
- Login String: **<Get this from Appalachian - *CASE SENSITIVE*>**
- Login Password: **<Get this from Appalachian - *CASE SENSITIVE*>**
- For Get Delay, type: **60**
 - Our initial recommended value is 60. You may increase this value up to 999 seconds. This is the time BSMGR will wait between sending the order and attempting to get the Acknowledgement.

Setting Up IVVM for Anchor

Go into IVVM. Pull up Anchor, enter the following information and save.

- On the “Vendor Information” tab, make sure the order type is **BISAC/X12**.
- On the “Electronic Variables” tab, check the box “Use FTP”
- Ordering Address: **ftp.anchor distributors.com**
- Mode: **ANC**
- Warehouse Instr.: *(leave blank)*
- Login String: **<Get this from Anchor - *CASE SENSITIVE*>**
- Login Password: **<Get this from Anchor - *CASE SENSITIVE*>**
- Get Delay: **60**
 - Our initial recommended value is 60. You may increase this value up to 999 seconds. This is the time BSMGR will wait between sending the order and attempting to get the Acknowledgement.

The screenshot shows the IVVM Vendor Maintenance window with the "Electronic Variables" tab selected. The window title is "IVVM Vendor Maintenance" and it has a menu bar with "Menu", "Utilities", and "Output". The toolbar contains various icons for file operations and system functions. The "Electronic Variables" tab is active, showing a form with the following fields and values:

<input checked="" type="checkbox"/> Use FTP		
Order Address	ftp.anchor distributors.com	^ Denotes Carriage return
Stock Address		
Mode	ANC	
Warehouse Instr.		
Login-String	<get this from Anchor>	
Password-String	<get this from Anchor>	
Get Delay (< 999)	60	
Mailbox ID		
Mailbox Password		
Protocol	Xmodem.	Func. Terminator <input type="checkbox"/>

At the bottom of the window, there are two buttons: "Options=F5" and "Next Screen=F2".

Setting Up IVVM for Spring Arbor (Ingram)

Go into IVVM. Pull up Spring Arbor, enter the following information and save.

- On the “Vendor Information” tab, make sure the order type is **Ingram Flashback**.
- Also on that tab, fill in your Special Codes. To find out which codes to use, refer to your BSMGR Users Manual in the IVVM section.
- On the “Electronic Variables” tab, check the box “Use FTP”
- Ordering Address: **ftp2.ingrambook.com**
- Mode: **ING**
- Warehouse Instr.: *(leave blank)*
- Login String: **<Get this from Spring Arbor - *CASE SENSITIVE*>**
- Login Password: **<Get this from Spring Arbor - *CASE SENSITIVE*>**
- Get Delay: **60**
 - Our initial recommended value is 60. You may increase this value up to 999 seconds. This is the time BSMGR will wait between sending the order and attempting to get the Acknowledgement.

The screenshot shows the IVVM Vendor Maintenance window with the 'Electronic Variables' tab selected. The window title is 'IVVM Vendor Maintenance'. The menu bar includes 'Menu', 'Utilities', and 'Output'. The toolbar contains various icons for file operations and system functions. The main area is divided into tabs: 'Vendor Information', 'Vendor Addresses', 'Telemarket/Etc.', and 'Electronic Variables'. The 'Electronic Variables' tab is active, showing a form with the following fields and values:

<input checked="" type="checkbox"/> Use FTP	
Order Address	ftp2.ingrambook.com
Stock Address	
Mode	ING
Warehouse Instr.	
Login-String	<get this from Spring Arbor>
Password-String	<get this from Spring Arbor>
Get Delay (< 999)	60
Mailbox ID	
Mailbox Password	
Protocol	Xmodem.
Func. Terminator	<input type="checkbox"/>

^ Denotes Carriage return

Options=F5 Next Screen=F2

*****NOTE*** FTP Password must be the same as your existing ordering password.**

Pubnet Info

ECPA has chosen Pubnet/Bowker to replace MISG as the company that manages EDI mailboxes for CBA. Pubnet is working with vendors to migrate them from the old MISG mailbox system to the new Pubnet mailbox system. To trade documents (orders, acknowledgments, invoices, etc.) on the Pubnet system, you will need to get a new mailbox from Pubnet. Their web site has a list of vendors/publishers set up to use the new Pubnet mailbox system at (<http://www.pubnet.org/community/ecpa.html#publive>).

To get your new Pubnet mailbox, you need to contact:

David Campbell
Sales Executive, Christian Products
Tel: 615-907-9778 or 866-661-0560
FAX: 615-907-9779
Email: david.campbell@pubnet.org

You MUST have Internet access (high speed preferred, but not required) at the store in order to use the Pubnet system. The old dial-up interface for MISG is not being re-written for the new Pubnet system.

This does not in any way affect/change how you place orders with Anchor, Appalachian, New Day or Spring Arbor.

Setting Up IVVM for Pubnet Vendors

1. Go into IVVM. Pull up each vendor that you will send Xnet orders to
 - On the first tab of IVVM, make sure the order type is X12.
 - Verify that the SAN# is correct.

The screenshot shows the IVVM Vendor Maintenance application window. The window title is "IVVM Vendor Maintenance" and it has a menu bar with "Menu", "Utilities", and "Output". Below the menu bar is a toolbar with various icons. The main area is divided into tabs: "Vendor Information", "Vendor Addresses", "Telemarket/Etc.", and "Electronic Variables". The "Vendor Information" tab is active, showing the following fields:

Vendor #	514	Cust. Service#	-
Vendor Name	PROVIDENT MUSIC GROUP	Fax Phone #	918003339408
Abbreviation	PRO	IVDC Changes? Y/N	<input type="checkbox"/>
Account #	1030861	Send Category? Y/N	<input type="checkbox"/>
Contact Person	TOM		
Sales Phone #	800 333-9000		
Daily Discount	44		
Misc. Info.			

Below the Vendor Information section is the "Electronic Order Information" section, which contains the following fields:

Shipping Ins.	FedEx Collect	Buyer/Code	
Elec Order Type	BISAC/X12	SAN Number	1234567
Back Order Ins.	No Back Orders	A/P Vendor	
SAN Instruction	Bill to & Ship to SAN	Special Codes	
Last PO sent FTI		Product Qual.	UPC/EAN/ISBN

At the bottom of the window, there are two buttons: "Options=F5" and "Next Screen=F2".

2. Go into SYS and setup Sys Config 7013. To do this, do the following
 - a. At Enter Program Name, type SYS <Enter>
 - b. Go to Config File
 - c. Go to Change Misc. Configurations
 - d. In the fields #, type 7013 <Enter>

Pubnet Electronic Data Interchange (EDI) Setup

Pubnet Internet Address:

FTP Username:

FTP Password:

Pubnet Login ID:

Pubnet Password:

Get Delay (<999):

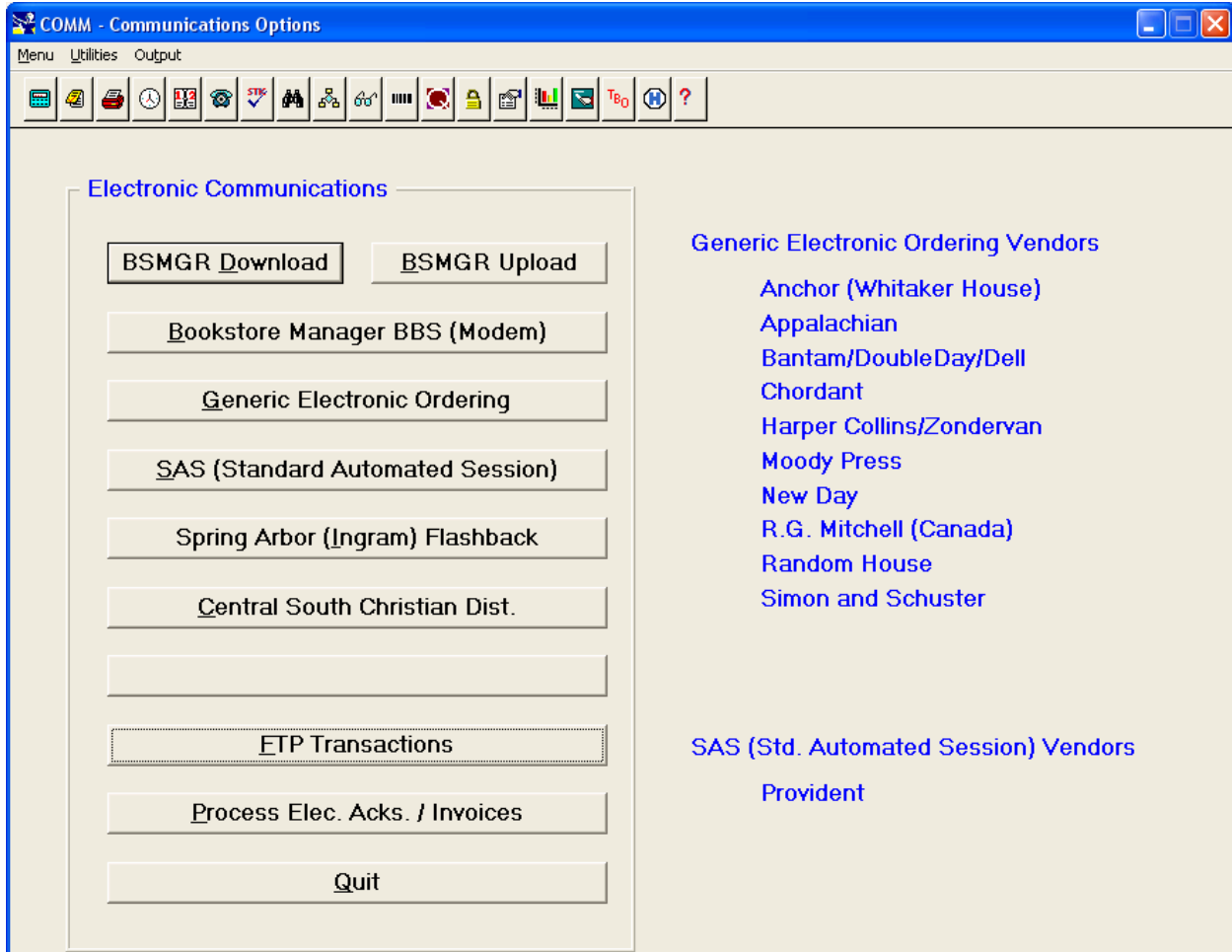
"Get Delay" indicates how long (in seconds) to wait between sending your orders(s) and downloading any waiting

For vendors that process orders frequently, a sufficient delay may provide "same call" confirmations. You will still need to check back later for some confirmations, as well as invoice and ASN files.

- e. Fill in the screen with the settings your receive from Pubnet
- f. Click <OK>
- g. Click F5 and click Save.
- h. Exit all the way out of BSMGR and go back in.

Sending PO's via FTP

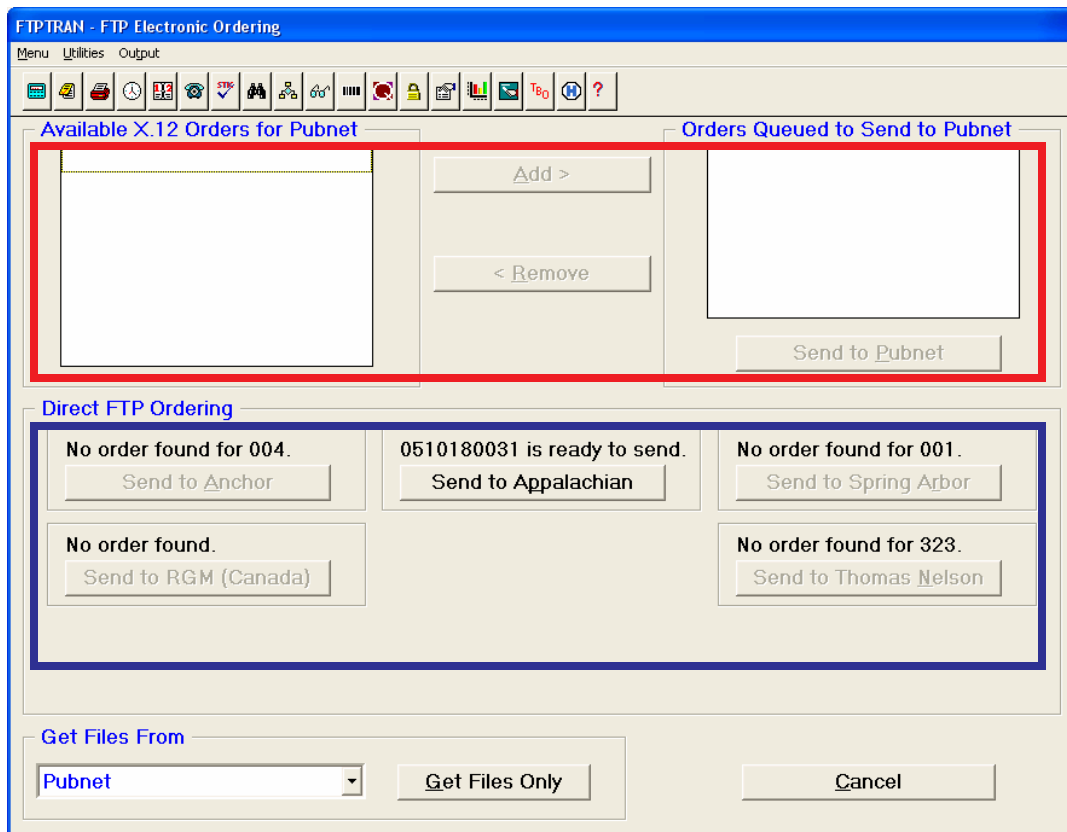
- You will create the PO through IVO and prepare the PO as you always would using IVOP.
- To send, go to COMM → FTP Transactions.



- **PUBNET:** All of the Bisac/X12 “PO’s” that are prepared will be listed in the left column. They are listed as:
PO# - Vendor # - Order Status
- **PUBNET:** Highlight each PO that you want to send and click Add. You can add as many PO’s as you would like (only 1 per vendor because only 1 PO per vendor can be prepared at the same time). All PO’s that are added will be added to the top right box labeled “Orders to Send to Pubnet”.

- **Anchor, Appalachian, and Spring Arbor orders** that are prepared to send are listed above the appropriate button. Your Anchor order will be listed above the button <Send to Anchor>. Your Appalachian order will be listed above the button <Send to Appalachian>. Your Spring Arbor order will be listed above the button <Send to Spring Arbor>.

- The order status will be one of the following
 - N = Not Yet Ordered
 - O = Ordered, but not Acknowledged
 - A = Ordered and Acknowledged

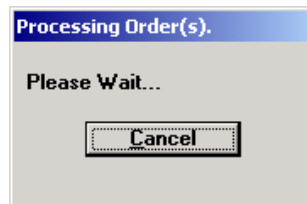


Sending Anchor, Appalachian, and Spring Arbor Orders

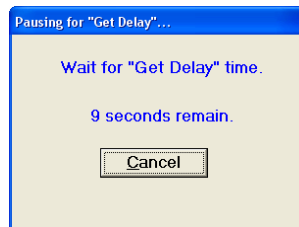
- Once you are ready to send the PO(s), you will have to do the following for each order:
 - Anchor Orders
 - Verify that the PO# and click the button **<Send to Anchor>**
 - Appalachian Orders
 - Verify that the PO# click the button **<Send to Appalachian>**
 - Spring Arbor Orders
 - Verify the PO# and click the button **<Send to Spring Arbor>**
- If you encounter an error, the following message box will appear with the ERROR that was encountered.



- You will see it Processing Order(s)



- You will then see it delaying for the # of seconds you specified in the "Get Delay"



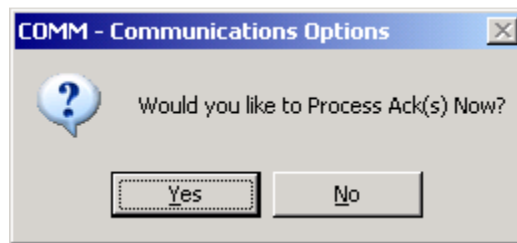
- You will then see it Requesting Ack(s)



- BSMGR will bring up a window showing the PO#, Order Status, and Ack Status. If your Ack Status says "Failed". You may want to increase the "Get Delay" in IVVM on the Electronic Variables tab. Our initial recommended value is 60. You may increase this value up to 999 seconds. This is the time BSMGR will wait before attempting to get the Acknowledgement.

Purchase Order	Order Status	Ack Status
0402250012	Succeeded	Succeeded
0402250035	Succeeded	Failed
0402259871	Succeeded	Succeeded

- Once you click Close, you will be prompted to Process Ack(s) now. If you had a PO that had an "Ack Status" of "Succeeded, click Yes, otherwise click No and follow the instructions in the next section called "Requesting an Acknowledgment".



Sending Orders to Pubnet

- Once you are ready to send your Pubnet PO(s), you will have to do the following:
 - Verify that all PO's in the left column that you want to send have been added to the top right section "Orders to Send to Pubnet"
 - Now click the button **<Send to Pubnet>**
 - Once you click to send the PO, you will see a DOS window that looks similar to the following:

```
ftp> open ftp-edi.pubnet.org
Connected to ftp-edi.pubnet.org.
220-
```

```
***** WARNING *****
```

```
This system is for use by authorized users only.
```

```
*****
```

```
All activities on this system are recorded and may be monitored for the
purpose of tracking down intruders. In the course of monitoring individuals
improperly using this system or during system maintenance, the activities of
authorized users may also be monitored.
```

```
Anyone using this system expressly consents to such monitoring and is advised
that if such monitoring reveals possible evidence of criminal activity,
system personnel may provide the evidence of such monitoring to law
enforcement officials.
```

```
Global Exchange Services, Inc. 100 Edison Park Drive, Gaithersburg, MD 20878
```

```
*****
```

```
220 Proxy first requires authentication
```

```
User (ftp-edi.pubnet.org:(none)):
```

```
331 Enter authentication password for XXXXXX
```

```
230 User authenticated to proxy
```

```
ftp>
```

```
ftp> use "XXXXXXXX@edi.pubnet.org 10245" XXXXXX
```

```
331-(---GATEWAY CONNECTED TO edi.pubnet.org---)
```

```
331-(220 Enterprise FTP server (version 4598) ready.)
```

```
331 User name okay, need password.
```

```
230-User logged in, proceed.
```

```
Current Default Relationship - Recv: 1539167 APRF: *BINARY
```

```
Get option: single
```

```
230
```

```
ftp> put \BKHIST\ORDER.514 850docs.txt
```

```
200 Command Okay.
```

```
150 Opening data connection for transfer.
```

```
226-Closing data connection - action successful.
```

```
sender=XXXXXXXX,receiver=2496836
```

```
,apr=,snrf=041101115,status=0004
```

```
226
```

```
ftp: 1861 bytes sent in 0.00Seconds 1861000.00Kbytes
```

```
ftp> quit
```

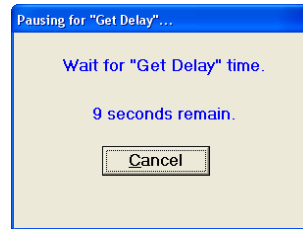
```
221 Service closing control connection.
```

To the left, you should see that you were CONNECTED to edi.pubnet.org. It should also say User logged in.

To the left, it will list the ORDER.XXX where XXX is the Vendor # for the PO you are sending.

To the left, you should see "#### bytes sent in X.XX Seconds". This means that the orders were transmitted.

- You will then see it delaying for the # of seconds you specified in the “Get Delay”



- You will then see it Requesting Ack(s). You will see a DOS window that looks similar to the following (SEE NEXT PAGE):

Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

Global Exchange Services, Inc. 100 Edison Park Drive, Gaithersburg, MD 20878

220 Proxy first requires authentication

User (ftp-edi.pubnet.org:(none)):

331 Enter authentication password for XXXXXX

230 User authenticated to proxy

ftp>

ftp> use "XXXXXXXX@edi.pubnet.org 10245" XXXXXXXX

331-(----GATEWAY CONNECTED TO edi.pubnet.org----)

331-(220 Enterprise FTP server (version 4598) ready.)

331 User name okay, need password.

230-User logged in, proceed.

Current Default Relationship - Recv: 1539167 APRF: *BINARY

Get option: single

230

ftp> ls mblast

200 Command Okay.

150 Opening data connection for transfer.

Sender ID Size	St APRF	SNRF	Service Ref.
-------------------	---------	------	--------------

----- PUBREMBX 001244 1	N 997	000001595	003308315597
PUBREMBX 994696 10	N 855	000032713	003308315606

226-Closing data connection - action successful.

List command OK, SNRF: 0411012209491U

226

ftp: 388 bytes received in 0.25Seconds 1.55Kbytes

ftp> get * \BKHIST\ACK.EDI

200 Command Okay.

150 Opening data connection for transfer.

226-Closing data connection - action successful.

Extraction command SNRF: 04110122094DG

226

ftp: 10410 bytes received in 0.45Seconds 23.08Kby

ftp> quit

221 Service closing control connection.

Press any key to continue . . .

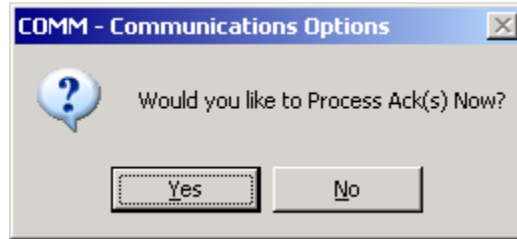
To the left, you should see that you were CONNECTED to edi.pubnet.org. It should also say User logged in.

To the left is a list of files that should be downloaded

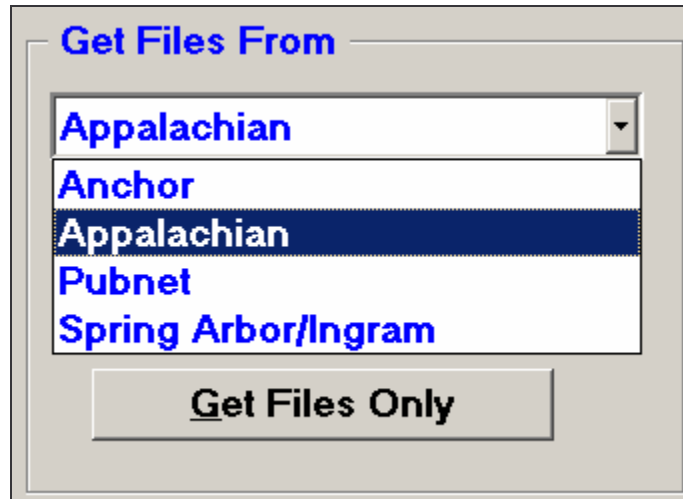
To the left, it should download ACK.EDI. If you see an error that says "File Not Found", then the acknowledgement is not ready and you will have to try again later.

If the acknowledgment is there, then you should see where it says, "##### bytes received in X.XX seconds.

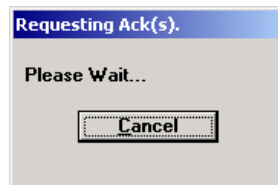
Once you click Close, you will be prompted to Process Ack(s) now.



Requesting Acknowledgments



- Highlight the vendor that you sent the PO to or select Pubnet for your Xnet acknowledgment.
- Now click the button **<Get Files Only>**
- It will show a small window that says, "Requesting Ack(s)".



- It will bring up the same window you saw earlier showing the PO#, Order Status, and Ack Status. The Ack Status should be "Succeeded". Click Close and choose "Yes" to "Would you like to Process Acknowledgments".
- For Pubnet orders, it will bring up the dos looking screen.

Processing your Acknowledgments

- Once you have your acknowledgements, you will get a prompt that ask, "Would you like to Process Acknowledgments? Click "Yes". This will take

you to IVIC where you can process the acknowledgments. Enter the vendor number for Anchor, Appalachian, or Spring Arbor and choose Confirmation and click OK.

A dialog box with a light gray background. At the top, it says "Enter Vendor #: ?" followed by a text input field containing "001" and the word "SPRING" to its right. Below this, there are two radio buttons: "Invoice" (which is unselected) and "Confirmation" (which is selected). At the bottom of the dialog box, there are two buttons: "OK=F5" on the left and "Cancel=Esc" on the right.

- If the PO was a Pubnet order, you will type XNET for vendor and hit Enter. It will change the vendor to EDI and say "X*Net" to the right of the vendor box. Click Confirmation and click OK.

A dialog box with a light gray background. At the top, it says "Enter Vendor #: ?" followed by a text input field containing "EDI" and "X*Net" to its right. Below this, it says "If XNET or PUBNET, type 'XNET'". At the bottom of the dialog box, there are two buttons: "OK=F5" on the left and "Cancel=Esc" on the right.

Additional Features

- In IVVM on the first screen, you can see the last PO that was sent by FTP.

A horizontal bar with a light gray background. On the left, it says "Last PO sent FTP" in blue text. To the right of this text is a text input field containing the number "0402060012".