

Electronic Ordering

Booklog has electronic ordering capabilities using FTP (File Transfer Protocol) over your internet connection. Different distributors use different formats including: Ingram/Spring Arbor, Baker and Taylor, Appalachian, Pubnet, Partners and Matthews Medical, etc.

The Pubnet ordering capability is also available. This allows you to send orders directly to the publishers rather than going through a distributor like Ingram. The Pubnet interface is now included free of charge with the purchase of Booklog.

For each vendor you electronically order with, be sure to fill out the correct information on the Electronic Ordering tab of that vendor's record. This information includes your account or SAN number and password. Please see the User's Manual for more information on creating Purchase Orders before attempting to send an order.

Activate FTP Ordering

Before you can use the FTP ordering option, you must activate it in your Booklog setup. Go to Maintenance | Add Ins | EDI. Enter the access code, which is also 'EDI' and click OK. This change will take effect the after you exit the program and go back in.

To verify that you have activated the EDI module, go to Inventory | EDI - if you can select this choice you have successfully activated the interface. Continue to the next section for help configuring primary vendors.

Getting a Purchase Order Acknowledgment

Some FTP ordering does not give you an instant order confirmation. You will need to retrieve a Purchase Order Acknowledgment that will be left in your EDI Mailbox. You can access the acknowledgment by going to Inventory | EDI. The EDI window allows you to browse transmitted purchase orders and received confirmations from vendors that use the mailbox system (like B&T) but instant response vendors will not have information displayed here (such as Ingram). To check a vendor's mailbox for updates, select the vendor from the dropdown menu labeled Trading Partner and click Connect. A popup will notify you of received confirmations.

Use the EDI mailbox to pick up confirmations and stock status checks from vendors or publishers using a mailbox style system. Standard Pubnet orders also use the mailbox system to send and receive orders and confirmations.



For more information on Electronic Ordering options, please check the Booklog manual.

Pubnet Ordering

In addition to ordering from distributors, Booklog users can also send orders directly to publishers via FTP by sending them to Pubnet. Pubnet serves as a mailbox system for publishers, allowing you to send orders with a single account for your store to any participating publisher. You must contact Pubnet and register with them in order to use this service.

Important Note: There is a one-page registration form for Pubnet. On the lower part of the form are three questions relevant to your Booklog/EDI interface. Circle the following choices: *Direct Access*, *Booklog*, *FTP via Internet* and *Unwrapped*. These are critical to your getting the correct passwords and login numbers.

After submitting the registration form you will get the following from Pubnet (you will need this information to configure Booklog):

- FTP Login – This will begin with the letters “pn”
- FTP Password – This will begin with the letters “pn”
- Mailbox Password

Configuring Publisher Records for Pubnet Ordering

Each vendor that accepts orders via Pubnet is configured in the same way in Booklog. Only the Vendor SAN is different as this identifies what vendor the order goes to – the rest of the information identifies your store.

1. On the Vendor tab set the ftp address to “ftp-edi.pubnet.org” without quotes.
2. Enter the Pubnet Vendor Number in the Vendor San Box to the right.
3. On the Electronic Ordering Tab enter the data according to the table.

The FTP address is the same for all Pubnet vendors.

FIELD NAME	WHAT TO ENTER
Vendor EO Format	X12 Pubnet
Vendor EO Phone	No entry required
Vendor Bill to Account	Enter your SAN
Vendor Bill to Password	Enter your Login Password (This is usually a word)
Vendor Ship to Account	Enter your SAN
Vendor Ship to Password	Enter your Login Password
Vendor FTP Login	Enter your FTP Login (This will begin with the letters "pn")
Vendor FTP Password	Enter you FTP Password (This will also begin with the letters "pn" but will be longer than the FTP login.)
Pubeasy Affiliate	If you use the pubeasy stock status check, choose the associated affiliate name for this vendor. Please se the Pubeasy documentation for more information.
Confirmation Timing...	Leave this value at 15 seconds.

Enter these same settings for any other publisher that you want to order from via pubnet. If you have never ordered from a particular publisher before, you may want to call and speak to them before placing your first order, just so the system doesn't balk at the new SAN (yours).

Placing a Pubnet Order

When you're ready to place an order through Pubnet:

1. Finalize the Purchase Order.
2. Click on the check box next to the Purchase Order.
3. Click on the Transmit icon on the right side of your toolbar. The EDI window will open.

The screenshot shows a software window titled "Pubnet EDI" with two main sections: "PO Header" and "Vendor PO Options".

PO Header:

- Store SAN #: 1630644
- PO #: 1003513
- Vendor Code: HM (dropdown menu)
- Vendor SAN #: 2153793
- EO Format: X12 Pubnet
- EO Phone:
- Bill To Account: 3334444
- Bill To Password: *****
- Ship To Account: 3334444
- Ship To Password: *****
- Timing Interval: 15 seconds

Vendor PO Options:

- Cancel Date: 00/00/0000
- Ship Date: 00/00/0000
- Discount: 0
- Backorder Option: All None Use Line Item

At the bottom of the window are two buttons: "Transmit" and "Close".

4. Enter dates in the Cancel Date and Ship Date fields and select your Backorder Option.
5. Click on the Transmit button.
6. The FTP script will briefly appear in a DOS window.
7. Use the EDI mailbox to retrieve your confirmation. Publisher respond to confirmations at their own pace, some take a few minutes and some take up to twelve hours so don't panic if your confirmation does not come back immediately.

P.O. ACKNOWLEDGEMENT**ABRAMS**

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100 FIFTH AVE

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8007590190

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Bill To:
Booklog Books

Ship To SAN:
1630644

ISBN	Title / Status	Qty Ord	Qty Ship	Qty BO	Old Price	Retail Price
0810956152	360° Paris Backordered: to be reprinted	1	1	0	\$24.95	\$24.95
0810946270	Art of George Rodrigue Backordered: to be reprinted	1	1	0	\$50.00	\$50.00
1584796243	Bunny Williams Point of View : Three Decades of Decorating Ct Item accepted and shipped	1	1	0	\$60.00	\$60.00
0810950464	Can You Find It, Too Item accepted and shipped	1	1	0	\$15.95	\$15.95
0810970880	Chihuly : 365 Days Item accepted and shipped	1	1	0	\$29.95	\$29.95
0810994739	Diary of a Wimpy Kid : Rodrick Rules Item accepted and shipped	1	1	0	\$12.95	\$12.95
1584795247	Tom Fitzmorris's New Orleans Food : More Than 250 of the City Item accepted and shipped	5	5	0	\$19.95	\$19.95

Notes:

Total Line Items: 7
Total Ordered: 11