

Instructions to FTP Purchase Orders to Midwest Tape

These instructions imply you have connected with MCFLS to set up EDIFACT ordering with Midwest Tape. If you have not, reach out to the LSA to properly set up your libraries' Midwest Tape account for QuickClick and FTP as well as a Sierra vendor record that can accommodate EDIFACT ordering.

1. Go to Sierra Print/Send Orders.
2. Use the pull down menu to select x purchase orders to FTP

This will be your library's current list of purchase orders to send via FTP.

Ftp

9 purchase orders to FTP

Move All to Print File

Limit by Vendors

Limit by Location

Vendors selected: All

0 purchase orders to send via EMAIL

Location selected: All

0 purchase orders to PRINT

#	Rec	9 purchase orders to FTP	Order Date	Order Type	Location	Vendor
<input type="checkbox"/>	1	o11001975	Life's little ironies / Thomas Hardy ; edited by Alan Manfor...	06-19-2014	f	none baker
<input type="checkbox"/>	2	o11001999	Blue gold : a novel from the Numa files / Clive Cussler wit...	07-23-2014	f	ebaf baker
<input type="checkbox"/>	3	o11002025	Julie of the wolves / Jean Craighead George ; illustrated b...	09-25-2014	f	epaf baker
<input type="checkbox"/>	4	o11002037	The Mayans / Stuart A. Kallen.	01-12-2015	f	epan baker
<input type="checkbox"/>	5	o11002049	Astronomy / C. Gregory Seab.	02-26-2015	f	epan baker
<input type="checkbox"/>	6	o11002050	The summer of black widows / Sherman Alexie.	04-21-2015	f	ebaf baker
<input type="checkbox"/>	7	o11002062	Emma / Jane Austen.	04-21-2015	f	ebaf baker
<input type="checkbox"/>	8	o11002013	The matters at Mansfield or the Crawford affair / Carrie B...	09-22-2014	f	ebaf ingrm
<input type="checkbox"/>	9	o11001938	Matters at Mansfield	02-04-2014	f	ebaf ingrm

- Entries can be sorted by any of the column headers by clicking on the column header, such as Order Date, Location or Vendor

FTP

9 purchase orders to FTP

Move All to Print File

Limit by Vendors

Limit by Location

Vendors selected: ALL

Location selected: ALL

#	Record	Title	Order Date	Order Type	Location	Vendor	
<input type="checkbox"/>	1	o11001975	Life's little ironies / Thomas Hardy ; edited by Alan Manfor...	06-19-2014	f	none	baker
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<input type="checkbox"/>	9	o11001938	Matters at Mansfield	02-04-2014	f	ebaf	ingrm

NOTE: You can [Limit by Location](#) or [Limit by Vendor](#) or select the check box for each purchase order you want to send electronically. If you do not select check boxes or otherwise limit the list of purchase orders, the system sends all purchase orders displayed in the table.

3. Choose the Ftp button and in the Ftp Setup dialog, confirm if you want to Ftp all or Ftp selected purchase orders and choose FTP. The system displays the Transfer Files screen.
4. In the Login dialog, enter the Username and Password for Midwest Tape. Then choose OK. You may be asked by Midwest Tape to rename the files to a certain format. If so, checkmark the small box on the lower left of the login screen.

Host: ftp.midwesttapes.com

Secure Transfer

Connect Disconnect

Local Remote

Name Size Last Modified Name Size Last Modified

Login

User

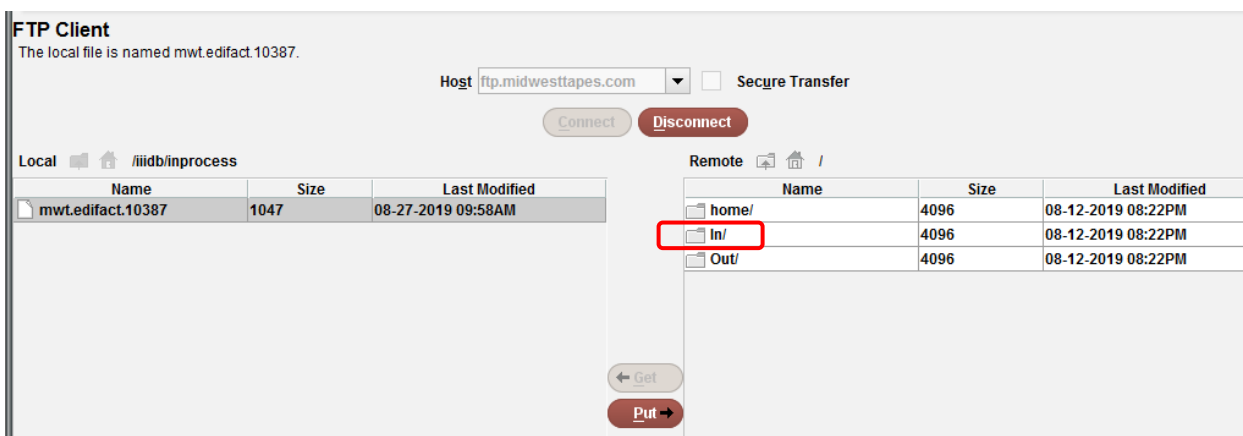
Password

OK Cancel

Transfer type: Binary

☐ Rename files upon transfer

When you are connected, the Remote list of files appears [ON THE RIGHT], as well as the file path for the remote source (if there is one). The system also displays the file to be transferred in the Local list of files [ON THE LEFT].



5. **IMPORTANT:** Purchase orders to be FTPed to Midwest Tape should go into the **IN folder**. To do that, double click on the In/ folder under the Remote area. Then highlight your file and click the Put button to put the file there. You may need to rename the file based on what Midwest Tape advised.

6. After PUTTING the file on the Midwest Tape remote server, click Disconnect. You are done sending your purchase orders at this time!

NOTE: When using Import Invoices, your file being FTPed should go into the OUT/ folder.

7. After Midwest Tape processes the Purchase order(s), the library will receive an EDI email notification.

From: Jenny Cousino <jnowak@midwesttapes.com>
Sent: Tuesday, August 27, 2019 2:34 PM
To: tosatechservices@gmail.com; Processing Sales <ProcessingSales@midwest.local>
Cc: Jenny Cousino <JCousino@midwesttapes.com>
Subject: Order Acknowledgment From Midwest Tape - PO: 15669235520015

Hello,
 I have attached a pdf file confirming receipt and processing of your FTP order(s) for Account: 53213, PO: 15669235520015, 08/27/2019.

If you have any problems with the confirmation please give me a call or email.

Thank You,

EDI ACKNOWLEDGEMENT FILE: 53213_20190827_15669235520015.ack has been uploaded to the Out folder on the FTP server.

Attached to the email will be a PDF of the order.

Date: 08/27/19 Order Type: FTP

Ship To:
WAUWATOSA PUBLIC LIBRARY
7635 W NORTH AVE
WAUWATOSA, WI 53213-1718 US

Bill To:
WAUWATOSA PUBLIC LIBRARY
7635 W NORTH AVE
WAUWATOSA, WI 53213-1718 US

Customer #: 53213

Qty	Fmt	Title	Stock #	PO:	Price	Line Item#	Order Num	Status
1	D	YESTERDAY	12387787	15669191170015	22.49	.o26549463	.o26549463	ON ORDER
		34av:1						
1	D	YESTERDAY	12387787	15669191170015	22.49	.o2655057x	.o2655057x	ON ORDER
		34av:1						

Total Number of Titles on Order: 2
Total Number of Disks on Order: 2
Total Cost: \$44.98

8. Staff may also log into Midwest Tape and go to Tools to Search Orders and/or Invoices.

See the screen shots below. There you can search by order or invoice number and/or by date range to access a PDF with bibliographic information.

Midwest Tape

Advanced Search ☐ Use SmartBrowse

Wauwatosa Public Library
Jennifer Schmidt
Log Out

"New Cart" is empty. Switch Cart

Home Search SmartBrowse Browse View Cart Calendar **Tools** Settings

Tools

Search Orders OCLC MARC Quote Split Cart Custom Order Reports Cancellation Report Open Orders Report Outstanding MARC On The Spot Report Invoices Statements

From here you can Search Orders or click Invoices to download a PDF of your invoice

Browse Product

DVD
Blu-ray
Audiobooks
Music
Playaway Audio

Midwest Tape LLC
1417 Timberwolf Dr. :: Holland, Ohio 43528
Contact Us

Midwest Tape

Advanced Search ☐ Use SmartBrowse

Wauwatosa Public Library
Jennifer Schmidt
Log Out

"New Cart" is empty. Switch Cart

Home Search SmartBrowse Browse View Cart Calendar Tools Settings

Invoices

To download a PDF version of your invoice, you can type in an invoice number or you can enter a date range in the search boxes and click "Search" to see results. Once the results are displayed, you can click on the invoice link to download a PDF of the invoice.

Number Search using Start date (mm/dd/yy) End date (mm/dd/yy)

invoice	delivery number	account	created
---------	-----------------	---------	---------

Browse Product

DVD
Blu-ray
Audiobooks
Music
Playaway Audio

Learn

About Midwest Tape
Frequently Asked Questions
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