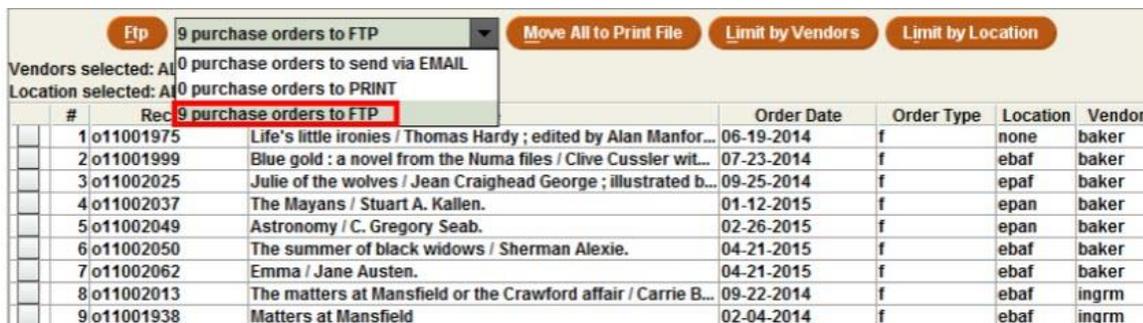


Instructions to FTP Purchase Orders to Midwest Tape

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.

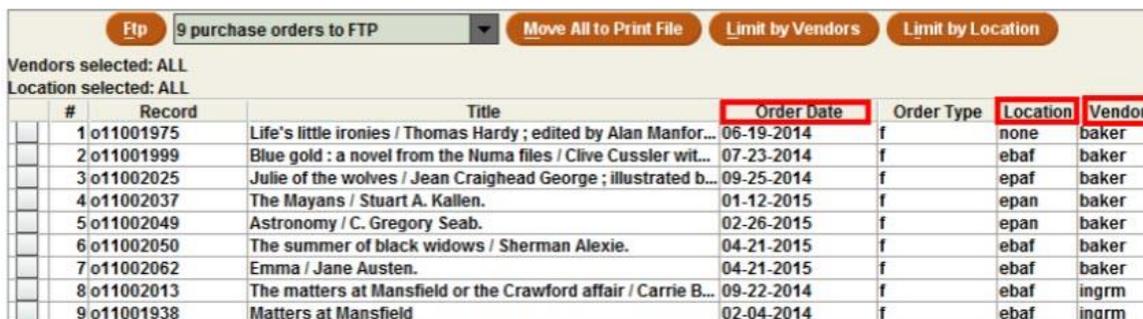
1. Go to Sierra Print/Send Orders.
2. Use the pull down menu to select x purchase orders to FTP

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



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

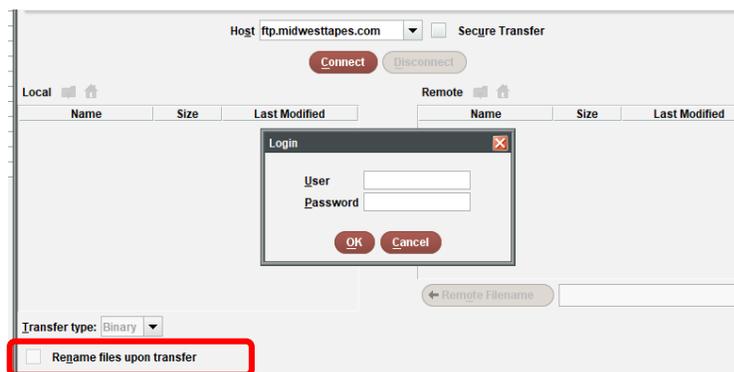
- Entries can be sorted by any of the column headers by clicking on the column header, such as Order Date, Location or Vendor



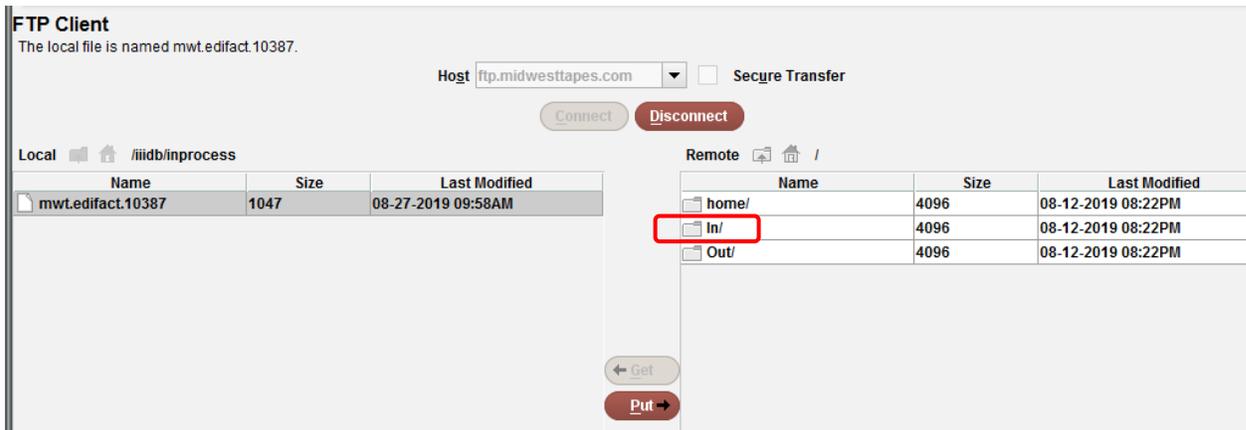
#	Record	Title	Order Date	Order Type	Location	Vendor
1	o11001975	Life's little ironies / Thomas Hardy ; edited by Alan Manfor...	06-19-2014	f	none	baker
2	o11001999	Blue gold : a novel from the Numa files / Clive Cussler wit...	07-23-2014	f	ebaf	baker
3	o11002025	Julie of the wolves / Jean Craighead George ; illustrated b...	09-25-2014	f	epaf	baker
4	o11002037	The Mayans / Stuart A. Kallen.	01-12-2015	f	epan	baker
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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.



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.



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 34av:1	12387787	15669191170015	22.49	.o26549463	.o26549463	ON ORDER
1	D	YESTERDAY 34av:1	12387787	15669191170015	22.49	.o2655057x	.o2655057x	ON ORDER
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.

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

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