



*Setting Up & Using  
the*



*PSN*



eCommerce Industries, Inc.



# Contents

- Understanding the O/PUS PSN ..... 3**
- Before You Begin ..... 3**
- Setting Up the O/PUS PSN ..... 4**
- Setting Up the O/PUS PSNControl to Download the O/PUS Multi-Vendor Update 7**
- Downloading the O/PUS Multi-Vendor Update File ..... 8**
- Using PSNControl to Download Additional BPIR Pricing files ..... 11**
- Processing the Pricing Files ..... 14**

## Understanding the O/PUS PSN

Office products manufacturers and wholesalers typically provide pricing information in numerous paper-based flyers, programs, and catalogs. Manually keeping up with this pricing information for each inventory item from multiple vendors can be very labor-intensive.

Therefore, Office Products Update Service (O/PUS®) created a service, the Business Products Information Resources™. The O/PUS BPIR allows dealers to download and process inventory pricing information in electronic format, eliminating data entry errors in manual procedures, and saving valuable employee time.

Vendors provide an ever-expanding list of pricing information files for general distribution to all O/PUS customers, as well as confidential pricing files for individual dealers.

Originally, the BPIR's sole distribution channel was the BPIR bulletin board system (BBS), a pre-Internet message center technology. A BBS allows members to dial-up via modem to a computer that stores downloadable files or broadcast messages.

Now, using the O/PUS PSNControl software, you are able to obtain all your quarterly OPdb O/PUS Multi-Vendor Updates by simply downloading them via the Internet, rather than waiting for a CD-ROM shipment. Effective for the first quarter of 2005, O/PUS will distribute the OPdb Multi-Vendor Update file via the O/PUS PSN service. In addition, you can download BPIR pricing files over your broadband Internet connection. Using the O/PUS PSN, BPIR transmissions are dramatically simpler, faster, and more reliable.

## Before You Begin

### System Requirements

For your DDMS server to communicate with the O/PUS PSN, *your DDMS server must have the following:*

- A broadband Internet connection
- Microsoft® Windows® 2000 with Service Pack 4, or Windows 2003. If you have Windows 2000, and you're not sure whether you have Service Pack 4, follow these steps:
  1. On your Windows desktop, right-click the My Computer icon.
  2. Select Properties.
  3. In the System Properties window, select the General tab. Look under System, and check for a service pack number.
  4. Click Cancel.



## Setting Up & Using the O/PUS PSN

5. If Service Pack 4 is not installed for Windows 2000, you can download and install it from the Microsoft Windows Update Web site.

---

**Note:** If you do not have Service Pack 4 installed, a run-time error “430: Class does not support Automation or does not support expected interface” will appear when you run PSNControl.

---

- DDMS 6.1.102 or greater
- Ensite Pro™ must be installed, even if you do not use the graphical interface. (The SIMPLE program uses the Ensite Pro gateway.)
- You must have an O/PUS PSN account. If you do not yet have an O/PUS PSN account, please sign up online at <http://www.ddms.com/products/psn/newpsn.htm>. Instructions will be sent to you.

### Setting Up Your O/PUS PSN Account

You can request an O/PUS PSN account two ways:

- If you do not already have a general ECI<sup>2</sup> PSN account, submit a request online at [www.ddms.com/products/psn/newpsn.htm](http://www.ddms.com/products/psn/newpsn.htm). Select O/PUS as a vendor with whom you wish to communicate via PSN.
- To add a new vendor to your existing ECI<sup>2</sup> PSN account, submit a request online at [www.ddms.com/products/psn/addpsn.htm](http://www.ddms.com/products/psn/addpsn.htm). Select O/PUS as a vendor with whom you wish to communicate via PSN.

When we activate your O/PUS PSN (BPIR) account, we will provide a user ID and password. If you have an existing O/PUS PSN (BPIR) account, your existing ID and password remain the same.

### Support Contact Information

If you have questions about Ensite/Ensite Pro software or its installation, please contact [support@eci2.com](mailto:support@eci2.com).

If you have questions about the O/PUS Multi-Vendor Update, the BPIR, or PSNControl software, please email [support@eci2.com](mailto:support@eci2.com).

If you have questions about PSN, please email [support@eci2.com](mailto:support@eci2.com).

### Setting Up the O/PUS PSN

Before using the O/PUS PSN, you must set up the (L6X) screen. After you've set parameters, set up the (+IFI) BPIR Communications ID screen.

---

**Note:** New dealers that have never loaded O/PUS will be required to run the O/PUS install program before setting up the (L6X) screen. See the heading **Download and Run the O/PUS Install**.

---

---

*It may take up to two business days to receive your BPIR User ID and Password from O/PUS.*

---




### Setting Up the (L6X) Screen

You must set up the PSN parameters in the (L6X) screen, shown in Figure 1.

Use the following instructions:

- 1 Go to the (L6X) screen.

**Note:** In Ensite Pro, double-click . Then double-click  to access the (L) Parameters screen.

- 2 If the ISA ID field is blank, enter your DDMS account number.
- 3 When you finish, press Enter.

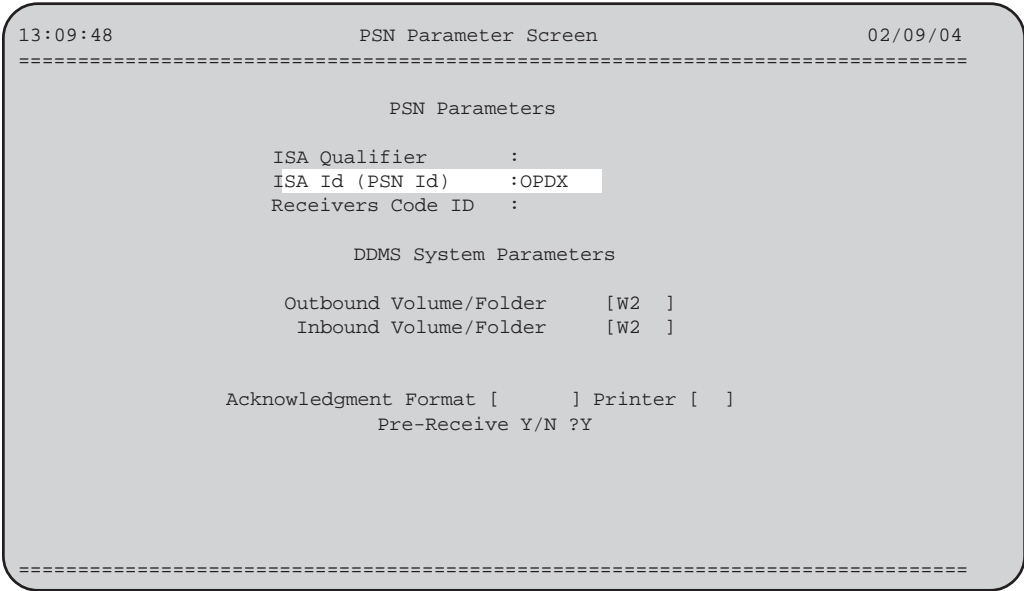
### Setting Up Your (+IFI) BPIR Communications ID Screen

Your BPIR Communications ID Screen may already be set up if you are using the BPIR BBS. To check the (+IFI) screen and change it as needed, follow these steps:

- 1 Go to the (+IFI) Screen, as shown in Figure 2.

**Step 1:** Double-click , then double-click .

**Figure 1: The (L6X) Screen**



## Setting Up & Using the O/PUS PSN

- Step 2:** Make sure your Caps Lock key is on.
- Step 3:** Select the hidden [I] Item Update selection code.
- Step 4:** Select the [F] BPIR Communications Menu.
- Step 5:** Select the [I] User ID action code.
- 2 Depending on the results, choose the appropriate action:
- If the User ID Screen immediately appears, select the [C] Change action code and go to **Step 3**.
  - However, if you have not previously set up your BPIR Communications account, you may see the following prompt in the upper right portion of the O/PUS OPdb Toolbox:  
The USER ID needs to be set up correctly!  
Hit any key to go to the ID screen.
- If this prompt appears, follow these steps:
- Step 1:** Press Enter to go to the ID screen.
- Step 2:** Select the [A] Add action code.
- Step 3:** Go to **Step 3**.
- 3 In the ID field, enter your O/PUS BPIR User ID and press Tab.  
If the Correct ID and BBS prompt appears, type Y.
- 4 In the PSN field, enter the PSN that O/PUS provided to you and press Tab.

**Figure 2: The (+IFI) BPIR Communications ID Screen**

```

User ID Screen
-----
Action [_]  I=Inquiry, C=Change, A=Add, D=Delete, H=Help
-----
ID : _____
PSN : _____  PASSWORD : _____
Download Folder : _____
=====
Modem Dialing Information
Modem           :M_
I/O Board       :_
Access Code     :_
Dial 1 (Y/N)    ?_
Dial Area Code (Y/N) ?_
Authorization Code :_____
Custom:_____
=====
***** MODEM EXAMPLE *****
if you dial: 9 1 817 555 1212 939393
then:   Modem = your Modem Name
        I/O Board = D(2400),S(9600)
        Access Code = 9
        Dial 1 = Y
        Dial Area Code = Y
        Authorization Code = 939393
        Custom = custom init string
=====
```



- 5 In the Password field, enter your BPIR Password and press Tab.
- 6 In the Download Folder field, enter the volume serial (folder name) for your work unit, from the (LØ) screen.
- 7 For the Modem Dialing Information, press Tab to accept the current settings or enter the appropriate codes. (You can set up modem settings to use as backup.)
- 8 Press Enter.
- 9 Press Esc until you return to the Master Menu.

## Setting Up the O/PUS PSNControl to Download the O/PUS Multi-Vendor Update

### Download and Run the O/PUS Install

Next you need to download and run O/PUS Install. The O/PUS Install software will update your PSNControl and SIMPLE programs to the required versions.

---

**Note:** The following instructions for downloading and running the O/PUS Install can also be found online at <http://www.ddms.com/support/download/opusinstall.htm>

---

- 1 Shut down TBL Server.

---

**Note:** Running the O/PUS Install is a dedicated procedure. Make sure no one else is using the system.

---

- 2 Click opusinstall.exe.
- 3 In the dialog box that appears, select Save or Save to Disk (this option may be worded differently, depending on the browser you use).
- 4 When prompted for a location, select the DDMS server's local disk where your DDMS files are located.

For example, if your DDMS files are in C:\DDMS, then the root directory would be the C drive. If your DDMS files are in D:\DDMS, then the root directory would be the D drive.

If you are not using your DDMS server to perform the download, you can copy the file across the network to the drive where your DDMS files are located.

- 5 Save the file.
- 6 When your download is complete, navigate to the folder where you saved opusinstall.exe. Open opusinstall.exe by double-clicking it.
- 7 Follow the prompts that appear on screen.

---

*O/PUS  
PSNControl  
software only  
works on the  
DDMS server.*

---



---

**Note:** If your DDMS server is running Windows 2003, you may possibly see one of the following warning messages:

“The software you are installing has not passed Windows Logo testing to verify its compatibility with this version of Windows...”

— or —

“INF Install Failure. Reason: Could not retrieve the system message”

These messages are no cause for concern. Click OK. The installation proceeds normally.

---

8 When finished, restart TBL server.

## Downloading the O/PUS Multi-Vendor Update File

Once you have verified that your system meets all of the minimum requirements and executed the OPUSInstall, you are ready to download and process the O/PUS Multi-Vendor Catalog file.

To download the O/PUS MultiVendor Update and associated update programs, follow these steps:

- 1 From the Microsoft Windows Start menu, click Programs, then click PSNControl, and then click PSNControl. (Do not use a PSNControl shortcut on your desktop, if there is one.)
- 2 In the Select Update quarter, select the applicable quarter. For example, for updates effective April 1, select 2nd.
- 3 In the Enter File Name box, type the name of the file.
  - To select the O/PUS MultiVendor Update file, type OPUS
  - If you are an is.group member loading the is.ezTrade Edition of the O/PUS update, type OPUSISG. Is.group PSNControl instructions and password are available at [www.isgroup.org](http://www.isgroup.org) under the DDMS tab, by clicking File Load Instructions. DDMS cannot provide the password for is.group members.
- 4 After typing the file name, press Enter or click the Add to File Transfer List button.
- 5 The OPUS Database Download dialog box prompts you to confirm whether you have selected the correct quarterly update for this quarter.

---

**Note:** It is important to verify you are downloading the correct quarter’s file.

---

- If the selected quarter is incorrect, click No and repeat steps 2-4.



- If the selected quarter is correct, click Yes.
- 6 The file name for that quarter appears in the File Transfer List on the right side of the screen.
- 7 If you wish to begin downloading immediately, click the Transfer Now button.
- 8 The PSNControl window will display the download status.

---

**Note:** The amount of time the O/PUS file takes to download varies depending on your Internet connection and the bandwidth available. Previously, dealers reported downloading it in as little as 3 minutes, and as long as 30 minutes.

---

- If the download is successful, the File Transfer List shows “Download Complete.”
  - If the file cannot be downloaded, the list will show “File Not Found.” If you see this message, try again. If the problem continues, contact Support.
- 9 When the download process is complete, you can click Exit.

## Scheduling Your PSNControl File Download

PSNControl features a timer that allows for a scheduled download of files. You can specify the time & date when you would like a download to begin.

Scheduling downloads is not usually necessary for most pricing files, loading programs, or supplemental vendor files, which can be downloaded 24 hours a day, 7 days a week; however, timing may be desired for the larger OPdb MultiVendor Catalog file.

The amount of time the OPdb file takes to download varies depending on your Internet connection and the bandwidth available. Previously, dealers reported downloading it in as little as 3 minutes, and as long as 30 minutes.

To schedule your OPdb file download, follow these steps:

- 1 Select the OPdb file for this quarter using the steps under the heading **Downloading the O/PUS Multi-Vendor Update File.**
- 2 Type the Start time in the hour-minute-second format HH:MM:SS, or click the up or down arrow buttons to increment or decrement the time.
- 3 Do the same for the Stop time.

---

**Note:** The Start, Stop, and Date fields will default to the date and time you last set the timer.

---

- 4 Type the Date to begin the download in the format M/D/YYYY, or click the down arrow button to scroll by month and click a specific day.



## Setting Up & Using the O/PUS PSN

- 5 Click Start Timer. This will minimize the PSNControl program to a icon in your system's taskbar tray (usually at the bottom right hand corner of your screen, by the system clock).
- 6 To bring PSNControl back to the foreground from the task tray, simply double-click the icon in the task tray.

---

**Note:** PSNControl must be running (either on-screen, or in the task tray) in order for the timer to function. If the PSNControl program is aborted prior to the download day/time, the download will not complete. (However, system rebooting will not affect PSNControl timer functionality.)

---

- 7 The PSNControl window will display the download status.
  - If the download is successful, the File Transfer List shows Download Complete message appears.
  - If the file cannot be downloaded, the File Not Found message appears. If you see this message, try again. If the problem continues, contact Support.
- 8 When the download process is complete, click Exit.

## Launching SIMPLE to Begin Your O/PUS MultiVendor Update

---

**Note:** Prior to beginning the update, you must complete your normal pre-load steps, such as deactivating scheduled procs, loading paper in your printer, making sure no one else is using the system, shutting down TBL Server, and backing up your files. For more information, see your O/PUS MultiVendor Documentation at [www.ddms.com/Resources/Support/faq/opus/opusdoc.pdf](http://www.ddms.com/Resources/Support/faq/opus/opusdoc.pdf)

---

You may start SIMPLE to modify your parameters and begin the update by following these steps:

- 1 Make sure TBL Server is running.
- 2 Navigate to the Windows Start menu, then click Programs, then click SIMPLE, and then click SIMPLE.
- 3 Modify your parameters as needed and begin your quarterly update as you normally do.

If you are using the graphical SIMPLE program for the first time, see "O/PUS Made SIMPLE" ([www.ddms.com/Resources/Support/faq/opus/opus\\_SIMPLE.pdf](http://www.ddms.com/Resources/Support/faq/opus/opus_SIMPLE.pdf)) for detailed instructions.

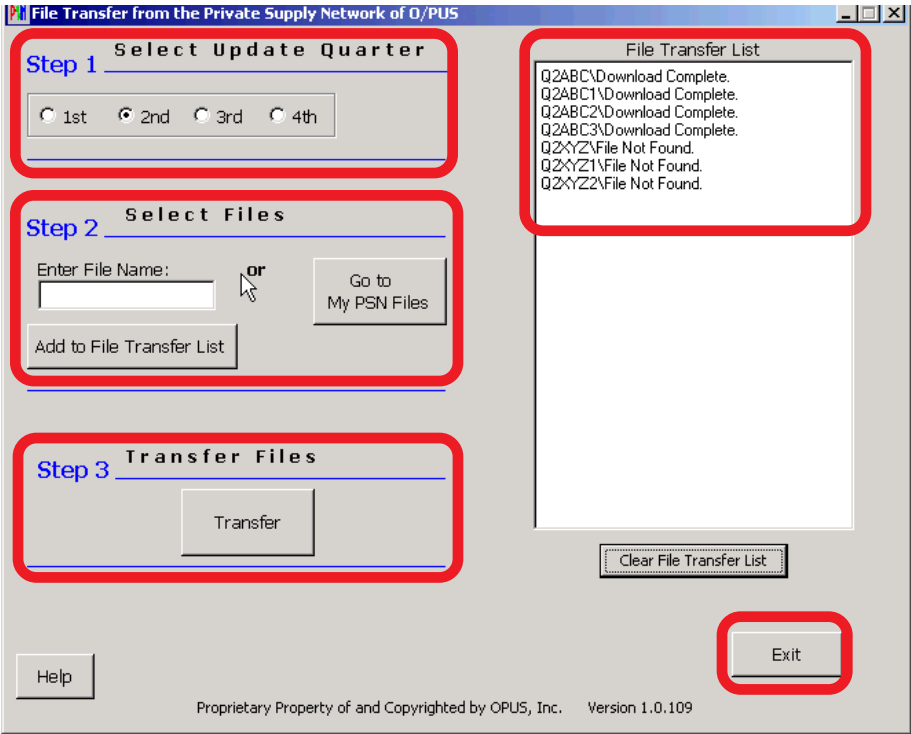
# Using PSNControl to Download Additional BPIR Pricing files

The O/PUS Multi-Vendor file contains several popular pricing files that can be selected to load during the Multi-Vendor update. Additional pricing files that are not available through the Multi-Vendor Update can be downloaded individually using PSNControl. Before you load the O/PUS update, you need to determine which pricing plans can be loaded during the Multi-Vendor Update, and which will only be available using the PSNControl. For more information, see the following FAQ files:

- “# 126: Determining Which Pricing Plans to Load,” at [www.ddms.com/Resources/Support/faq/opus/opuspriceplan.pdf](http://www.ddms.com/Resources/Support/faq/opus/opuspriceplan.pdf).
- “# 128 Determining Which Pricing Plans to Load for ASP,” at [www.ddms.com/Resources/Support/faq/opus/opuspriceplan\\_asp.pdf](http://www.ddms.com/Resources/Support/faq/opus/opuspriceplan_asp.pdf).

Processing a price file requires its associated U\_ program to move the prices into your item database files (I-WHL, I-MFG, CONTRACTS, etc.). For example, if you are processing the United Stationers price file 1D, you must also download the program U\_UNI.

**Figure 3: The O/PUS PSNControl File Transfer Screen**





---

**Note:** You can remove a file from the list. To do so, double-click the file name. At the Do You Really Want to Delete This Entry prompt, click Yes.

---

*The Add All Available Files to File Transfer List button adds files that you have just entered, not files from a previous download.*

- 7 When you finish adding file names, click Add All Available Files to File Transfer List to move all the files listed at once.
  - 8 The File Transfer List column shows all the files you have specified to transfer.
- 

**Note:** To clear the file list, click Clear File Transfer List.

---

- 9 Repeat Steps 3-7 for each vendor.
- 10 When you finish specifying the files to transfer, click Close to return to the main PSNControl window.
- 11 Select the calendar quarter for which you want pricing.
- 12 To download the files, click Transfer. The PSNControl window will display download status.
- 13 When the file transfer is complete, click Exit.

*You can download pricing files even while using your DDMS system.*

## Downloading Pricing Files Each Quarter

To download multiple pricing files (and check file availability):

- 1 Click Start, then Programs.
  - 2 Click PSNControl, then click PSNControl.
  - 3 Select the calendar quarter for which you want pricing.
  - 4 Choose the appropriate action:
    - To transfer the files in My PSN Files, click Go To My PSN Files. To learn more, see your online help.
    - To set up My PSN Files, go to **Listing My PSN Files**.
    - To enter individual files, go to **Step 5**.
  - 5 In the Enter File Name box, enter the program or price file name and click Add to File Transfer List. Repeat for all other files.
  - 6 Click Transfer. The download status displays.
- 

**Note:** If the PSNControl File Transfer List shows File Not Found, go to **Troubleshooting File Not Found**.

---

- 7 When the file transfer is complete, click Exit.

## Troubleshooting File Not Found

If the PSNControl File Transfer List shows File Not Found, follow these steps:

- 1 Check that the file name you entered is spelled correctly, and try again.  
Hints:
  - Some United three-character files end with -Q2, -Q3, etc. (depending on the quarter)
  - Some Emco files start with EM-
  - Some Action files start with AC-
  - Some O'Henry files start with OH-
- 2 Contact your vendor to confirm that the file name you entered is correct, and that they have sent the pricing file to O/PUS. If they have sent the file, find out the date when they sent it.

---

**Note:** Files the vendor sends to O/PUS for BPIR distribution take up to two business days to process. If it has not been two business days since the vendor sent the file, please wait, then try your download again.

---

- 3 Wait two business days after sending the file to O/PUS, and attempt to download the missing pricing files.

If PSNControl still indicates File Not Found, fill out the O/PUS PSN File Not Found form (available on our Web site at [www.ddms.com/support/opus.htm#forms](http://www.ddms.com/support/opus.htm#forms)) and send it to the BPIR Support Group by emailing [bpirsupport@eci2.com](mailto:bpirsupport@eci2.com) or by faxing 682-831-9909.

## Processing the Pricing Files

After downloading the pricing files and their associated U\_ update programs, you must process them to move the prices into your item database files (I-WHL, I-MFG, CONTRACTS, etc.). Follow these steps:

- 1 Go to the (+IFP) Screen, as shown in Figure 5.

**Step 1:** Double-click



**Step 2:** Double-click



*Downloaded files are stored in the folder specified in the (+IFI) screen.*

## Setting Up & Using the O/PUS PSN

- Step 3:** Make sure your Caps Lock key is on.
  - Step 4:** Select the hidden [I] Item Update selection code.
  - Step 5:** Select the [F] BPIR Communications Menu.
  - Step 6:** Select the [P] Run Program action code.
- 2 Input the name of the update program to execute. The system adds the program to your ;BBS library and starts the update program.
  - 3 Next, follow the prompts of the update program. Vendor-specific instructions are available on our Web site at [www.ddms.com/support/doc/opusdoc.htm](http://www.ddms.com/support/doc/opusdoc.htm)

