BPIR File Availability Request for ASP

Phone 800-366-4778
Fax 682-831-9909 Email bpirsupport@eci2.com Date: _____

To Expedite Your Request

Please fill in your company name, account#, email address (or fax number if you do not have email), attention, and the files you need to download. Please make as many copies as you need. Support will confirm file availability, add any necessary comments, and then send this form back to you.

Vendor-specific instructions for loading pricing files
are now available for viewing, downloading, and printing from our Web site at
http://www.ddms.com/support/doc/opusdoc.htm

Company: _____
Account Number: _____
Attention: _____
Email/Fax#: _____
Comments: _____

Fill Out File Names	*Do Not Fill These Columns…For OPUS Support Use Only*			
File Name	*Available*	*N/A*	*Program*	*Comments*
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	☐	☐		
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Please Note:

Files being sent from the vendor to OPUS for BPIR distribution may take up to 2 business days to process. If one of your file download requests is marked in the N/A column (not available) then your file may be in process, or may still be in transit from the vendor.

This form will be placed into a 2-day follow up folder. Support will then research the N/A file(s). If the file is available, you will receive a fax / email with information regarding the file download. If the file download is still not available, you will receive a call from Support.

To download your files, do the following:

1. Go to the (+I-F) BPIR Communications Menu: double-click **Keyop Menu**, double-click **Specials**, and type **I F**
2. Select the [D] Download a File function by typing **D**
3. At File Name, enter a file name listed above, then press ENTER.
4. At Ready to Get File, type **Y**
5. At End of File – Any Key to Exit --, press ENTER.
6. For any additional files that you need to download, repeat **Steps 2-5** until you have specified all of the files you need.