



# O/PUS® PSN Introduction

## Overview

O/PUS® (Office Products Update Service) provides the OPdb® multi-vendor quarterly catalog update. O/PUS subscribers use the SIMPLE wizard to import the data into their DDMS® Ensite Pro™ system's inventory and contracts.

Wholesalers, manufacturers, and buying groups offer special flyers, catalogs, or promotions. They may assign special pricing contracts to resellers. Since these item files are not a part of the OPdb, they require a separate item update process. These files can be found on the O/PUS PSN.

The O/PUS PSN serves as the secure, private broadband channel for carrying O/PUS files over the Internet. The O/PUS PSN is part of the ECI<sup>2</sup> Private Supply Network (PSN). To initiate and schedule downloads 24 hours a day, use O/PUS PsnControl software. To import the data, use the (+IFP) item update screen.

## OPUS Setup

O/PUS PSN access requires an O/PUS ID. This can be set up in your (+IFI) ID screen. O/PUS will provide an ID and password when you sign up for PSN service on the DDMS Support Site.

## Your Item and Pricing Files

You are probably assigned several price plans by your vendors, wholesalers, or buying group. If you don't know which plan designations have been assigned to you, contact your vendor representative. For more information, see "Determining Which Pricing Plans to Load" on the DDMS support site.

## O/PUS Vendor Loading Programs

When you download vendor price files, you also need to download each vendor's associated item update loading program. For example: if you download the United Stationers price file "1D", you will need to also download the program "U\_UNI. The same program will work for all United price files - you do not have to download U\_UNI every time you download a United price file. However, since the programs change periodically, download new update programs each calendar quarter.

We have published instructions and programs for loading each vendor's price files on the DDMS support site.

## PsnControl

This Windows interface is used to download vendor files via the O/PUS PSN. It places the files you specify into your download folder (set up in +IFI). There, they are ready to be loaded into your DDMS Ensite Pro Item database when you run an item update program in the (+ I F P) screen.

The PsnControl software is updated quarterly with any enhancements O/PUS has released, when you run OpusInstall from the DDMS support site.

## + I F (O/PUS PSN Utilities Screen)

Use the (+IF) O/PUS PSN Utilities screen in the OPdb Toolbox to take the following actions:

### **P. Run an item update Program –**

After you have downloaded a price plan and its associated item update loading program, you can use this action to run the loading program. This step will move information from the vendor's price file into your item database files (I-MASTER, CONTRACTS, I-WHL, etc.).

### **I. ID screen -**

Set up or change your O/PUS ID.