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SIMPLE Wizard Option Automates Make-Buys

As of December 2006, the SIMPLE Wizard now has a MAKE-BUYS option under Global Inventory Parameters. Using this option will allow you to start the SIMPLE wizard, then walk away and let the program perform all the required steps – unattended!

"Using Make-Buys was previously very time consuming," said John Bobo, associate vice president of ECI² Content Services. "It required you to be present after your O/PUS load to launch the Make-Buys program, and remain present to launch SIMPLE again. But no more! The integrated Make-Buys gives our customers more time away from their DDMS server at quarter-end "

Setting the new parameter will instruct the SIMPLE wizard to complete all steps required to load your OPdb® multi-vendor catalog update in streamlined phases:

- In Phase 1, SIMPLE processes the O/PUS catalog update first to get vendors' updated items, pricing, and UOMs for the upcoming quarter. It reserves some tasks (updating price plans, deleting I-CAT, and rebuilding indexes) for phase 2.
- It will automatically launch Make-Buys to match your selling units to the new vendor UOMs, and recalculate related fields as needed, on the stock class(es) you specify.
- In Phase 2, SIMPLE will automatically resume the O/PUS load. It skips the Last Cost field of the Wholesaler Record, as this was previously updated. It retains the NEW-C-ITEM and DB@-C-ITEM files instead of deleting them. It updates your specified price plans, recreates the I-CAT multi-vendor catalog, and rebuilds requested indexes.

The process may take about the same amount of time to complete as usual. Of course, this processing time varies depending on the number of vendor UOM changes and the stock classes you specify.

"It simply won't require intervention on your part while it works," said Paul Lewis, associate vice president of ECI² Technical Support. "You can let your O/PUS software run on its own, and get away from the office. Spend that time with family or friends, and relax."

Just be sure to complete any dedicated post-load procedures before you resume business, Paul added.

For the first quarter of 2007, we recommend considering which of your stock classes may be affected by your vendors' OPIDS standardization changes (see "OPIDS Changes Continue This Quarter"). In general, deciding whether to run Make-Buys depends on how vendor UOM changes affect your business each quarter. Some pre-load steps are recommended, including considerations that may help you determine whether to run Make-Buys each quarter.

For detailed instructions, see the updated [Handling Vendor Unit of Measure \(UOM\) Changes](http://www.ddms.com/resources/support/faq/opus/uomchanges.pdf) (www.ddms.com/resources/support/faq/opus/uomchanges.pdf).

New Post-Load EnsiteEBS Procedure for Price Plans, Modeling

Changes made during the O/PUS load will NOT automatically synchronize with the SQL database in in Ensite Pro™ Version 8.11. This issue only affects dealers who, at quarter-end, are already using Version 8.11 SQL applications such as Customer Price Plans and Price Modeling.

For affected dealers, a new post-load step is required: validate & import your updated inventory data using the EnsiteEBS Utility. To expedite the process, you can limit validation and import to the following affected files: ALL inventory files, Contracts, and Sales Journals listed in LGA. If you are also running the Change-It program on sales journals other than those listed in LGA, you will also need to validate and import those files as well.

For detailed instructions, see Using the EnsiteEBS Utility (www.ddms.com/Resources/Support/faq/utilities/ensiteebsutility.pdf). If you need assistance addressing exceptions, contact your support team.

Super Store Data Update Now Contains Private-Brand Referencing

Do you want to compare super store “private brand” product numbers to your primary wholesaler’s private brand? You can use the optional feature from the Super Store Data (SSD) Update to accomplish this.

If you wish to load super store private-branded items that have been cross-referenced to SPRichards, United, and ActionEmco branded items, select **Load Super Store Branded Items**. Then, select the order of your wholesaler preference. For example, for box 1, select your primary wholesaler from the drop-down menu. For box 2 and 3, select your next most preferred wholesalers.



For detailed instructions on installing and using the Super Store Data, see Super Store Data Update (www.ddms.com/resources/support/faq/opus/superstoredata.pdf).

Miscellaneous Modifications

- **Reference Items** - Starting first quarter 2007, SIMPLE will create references from an old number (or old company) to the new item in your inventory when the item number OR the items’ company changes.
- **csICE**: Last quarter, ECI² Content Services introduces Instant Contract Eraser (csICE), a new application for deleting contracts and price plans. It is designed to dramatically speed up the price file load process. This quarter, the PSN and BBS price file update programs (U_UNI, U_SPR, etc.) have been enhanced to utilize the speed and ease of csICE logic. OPUSInstall also installs csICE as a stand-alone application. For detailed instructions, see “Using ECI² Content Services Instant Contract Eraser (csICE)” (www.ddms.com/resources/support/faq/opus/contracteraser.pdf)
- **TechData** is no longer providing their product information to O/PUS. Therefore, the TechData vendor selection has been removed. If you had previously been loading TechData as a vendor, your vendor selection within the SIMPLE parameters will automatically be properly adjusted. If you wish to remove TechData items from your database, see Removing a Vendor (www.ddms.com/Resources/support/faq/inventory/RemovingVendor.pdf).
- **Eastern Distributing** is no longer providing their product information to O/PUS. Therefore, the Eastern vendor selection has been removed. If you had previously been loading Eastern as a vendor, your vendor selection within the SIMPLE parameters will automatically be properly adjusted. To remove their items from your database, see Removing a Vendor (noted above).

OPIDS Changes Continue This Quarter

The Office Products Industry Data Standards (OPIDS) task force began standardizing product data such as manufacturer prefixes, stock numbers, and product selling units of measure (UOM) last quarter. The standards are intended to streamline order flow and improve accuracy of communications across the industry.

To comply with the initial phase of standardization, there are numerous changes in this quarter’s OPdb® multi-vendor catalog update, specifically related to new MAC codes, item numbers, and units of measure. For a list of all changed manufacturer codes, see the OPIDS spreadsheet on the Trade Service Web site (www.tradeservice.com/opids.html). Highlighted in blue are MAC codes due to be resolved for the first quarter 2007 update.

Your O/PUS update for first quarter will include all the conforming manufacturer code updates. The SIMPLE update will automatically process these MAC code changes to your inventory database without any additional action on your part.

O/PUS is pleased to be an active participant in the OPIDS task force (www.OPIDS.org). Trade Service will keep you advised of OPIDS changes. If you have additional questions, contact Trade Service OPIDS committee member Heidi Kuiper at 425-996-7336 (8:00 - 4:30 Pacific Time).

ECI² Offers Free Web-Based Training on Quarter-End Procedures

ECI² is hosting a free two-hour Web session on O/PUS procedures Wednesday, Dec. 27th at 2 pm Central Time. Our free Web-based training will teach you all of the basic quarter-end procedures, including options for setting costs, and using Super Index and Scanalog. You can also learn how to use the new Make-Buys option in the SIMPLE wizard, new options in the Super Store Data Update, and the (+I-&) tool to build a contract from Super Store Data. No need to register, and there’s no charge to attend. For connection instructions, see www.ddms.com/training/free

Reminder - Download and run OPUSInstall every quarter

O/PUS plans to release software updates every quarter for SIMPLE and/or PSNControl. It is required to download and run the OPUSInstall immediately before downloading the OPdb files from the PSN and performing your quarterly update.

O/PUS[®] Installation Software

OPUSInstall is a program that makes it easier than ever to download and install your quarterly item file update. It installs and/or updates PSNControl, O/PUS SIMPLE, Instant Contract Eraser (csiCE), and Super Store Data (SSD) Update software on your system.

O/PUS distributes the O/PUS Multi-Vendor Catalog update file via the O/PUS PSN service. If you meet the requirements (see details below), you can obtain all your quarterly OPdb updates by simply downloading them via the Internet. Our O/PUS PSN server is housed in our Virginia Data Center, which provides greater bandwidth, speed, and convenience. You are now able to download any and all files, including the OPdb file 24 hours a day, 7 days a week.

How to Complete Your Quarterly Update

Follow these steps:

- A. Meet Minimum System Requirements
- B. Download and Run OPUSInstall
- C. Download Your Update Using PSNControl
- D. Use SIMPLE to Load the OPdb Update

A. Meet Minimum System Requirements

Before you download OPUSInstall, make sure you meet the minimum requirements:

1. Your DDMS server must have the following:
 - o A broadband Internet connection.
 - o Microsoft® Windows® 2000, with Service Pack 4 or Windows® 2003. If you're not sure whether you have the correct Windows 2000 service pack, 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**.
 5. If Service Pack 4 is not installed, you can download and install it from the Microsoft Windows Update Web site (<http://windowsupdate.microsoft.com/>). **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.
 - o Ensight Pro Version 6.1.102 or greater. Ensight Pro™ must be installed, even if you do not use the graphical interface. (The SIMPLE program uses the Ensight Pro gateway.) **Note:** Although the minimum requirement for O/PUS SIMPLE is Version 6.1.102 or above, the OPUSInstall program runs best on TBL Server 6.03, which was first available in the General Release of Ensight Pro Version 7.4.0.
2. You must have an O/PUS PSN account. If you do not yet have an O/PUS PSN account, please sign up online at www.ddms.com/products/psn/psn.asp. Instructions will be sent to you.

B. Download and Run OPUSInstall

Once we announce the release of this quarter's OPUSInstall, you can download and follow detailed instructions from our Web site (www.ddms.com/support/download/opusinstall.htm).

C. Download Your Update using PSNControl

Use PSNControl to download your item file update. For detailed instructions, see Setting Up & Using the O/PUS PSN (www.ddms.com/Resources/Doc/PSN/opuspsn.pdf), beginning with the section titled "Using PSNControl to Download Quarterly Update Files".

Note: If you are an is.group member loading the **is.ezTrade Edition** of the OPdb update, the PSNControl instructions and password are available at www.isgroup.org under the DDMS tab, by clicking File Load Instructions.

Note: If you are a TriMega Purchasing Association member loading the **TriMega Edition** of the OPdb update, please note: *we will send a separate announcement when the TPA catalog update file is available to download from the PSN.* The PSNControl instructions and the O/PUS User Direct-Buy Information Password are available at www.trimega.org, in the member center, on the TriMega Catalogs page (<https://www.trimega.org/members/programs/catalogs.asp>).

(OPTIONAL) Schedule Your PSNControl File Download

The Timer function allows for a scheduled download of files. You can specify the time & date when you would like a download to begin. Simply enter the file(s) that you want to download from PSN, select the time and date, and click Start Timer. For more detailed instructions, see Setting Up & Using the O/PUS PSN (www.ddms.com/Resources/Doc/PSN/opuspsn.pdf), beginning with the section titled "Downloading the O/PUS Multi-Vendor Update File."

The Timer function will work even after a reboot. When the timer function is requested (Start Timer), PSNControl retains the requested date, time, and filenames. Upon a reboot, the PSNControl timer function re-enables itself and continues to run in the background, minimized in the system task tray. Once the PSNControl transfer process of the files has completed, the PSNControl window will launch to display the results in the File Transfer List..

You can schedule all file downloads 24 hours a day, 7 days a week

D. Use SIMPLE to Load the OPdb Update

If you download the OPdb MultiVendor database with PSNControl, you **MUST** use SIMPLE, the graphical O/PUS loading program, to load the update. Afterward, complete your post-load procedures.

For instructions on SIMPLE and post-load tasks, see the following documents:

- "Loading O/PUS Quarterly Multi-Vendor Catalog Updates"
(www.ddms.com/Resources/Support/faq/opus/OpusLoad.pdf).
- "O/PUS Toolbox"
(www.ddms.com/Resources/Support/faq/opus/OpusToolbox.pdf)



January 1, 2007



For Your Immediate Information – OPdb MultiVendor Update

Vendor Notes

Contracts/Flyers/Programs

The Contracts/Flyers/Programs sheets contain the known selections for consumer pricing and dealer cost levels for each price program. Our goal is to provide you with the additional information for vendor price programs in order to help you make informed choices - prior to loading the update. **Please review the Contracts/Flyers/Program section for any changes/additions your vendor may have provided.**

Catalog page numbers will Automatically change during the January 2007 update

Wholesalers reporting Catalog page numbers on the January 1, 2007 update will be updated.

United Stationers

Per USSCO

Reminder: The BPIR loading program for **all United Stationers pricing files is U_UNI**. See the revised "United Stationers Electronic Item Update Instructions" www.ddms.com/support/doc/opusdoc.htm#united

Please do not confuse United's term "level" with the DDMS term "consumer level". DDMS software has always used the term "consumer level" to specify the consumer "column" pricing. See "Clarification on United's "Level" Naming Conventions": (www.ddms.com/support/opus_status.htm#1q5unilvl).

Please contact the USSCO Help Desk at 1-800-733-5555 for any questions on the above information.

S.P. Richards

Per SPRichards: Effective this quarter, there is only 1 level of dealer cost. The CSTP1, 3, and 4 will contain the same cost for the standard general line catalog.

Per SPRichards: The vendor Quality Park informed SPR of a price increase and later rescinded it. Unfortunately, the 1q price files were created before the rescission arrived, and had been sent to system houses. **However, O/PUS worked with SPRichards to withdraw the price increase from the January O/PUS update. No further steps on your part are needed.**

As a reminder, OPUS posts monthly SP Richards pricing files to the OPUS PSN. These files contain updated information to the quarterly files that you normally load each quarter. SP Richards makes these files available to OPUS by the 1st of each month and OPUS will then post all files to the OPUS PSN within 2 business days. In addition to the price files, OPUS will post a file that contains the changes to the base item information which will be named SPR-JAN, SPR-FEB, etc. All files can be loaded with U_SPR. SP Richards recommends that dealers download all their SP Richards price files every month to keep their computers updated with the latest prices.

Please call your SP Richards rep to find out which of your files contain changed information.

Please Note: You may be billed \$50.00 by the vendor for each Matrix Data File that you download

Please contact S.P. Richards Customer Service at 1-888-763-2615 for any questions on the above information.

Action Wholesale / EMCO

BPIR/PSN Download Reminder: All ActionEmco price plan files will use the naming scheme **AE-xx**.

- If you use U_ACT, the system will write Action as the Vendor ID in the Multiple Vendor Record (I-CAT).
- If you use U_EMCO, the system will write Emco as the Vendor ID.

O'Henry

Due to increasing quarterly changes within the vendors' price plans/promotions, the bulk of price plans will now be placed on the O/PUS PSN for distribution. U_OHEN is used to load the O Henry price plans.

PPI Wholesale

Due to increasing quarterly changes within the vendors' price plans/promotions, the bulk of price plans will now be placed on the O/PUS PSN for distribution. U_PPI is used to load the PPI price plans.

Global Industries

Per Global: The Global Price list that has an effective date of **02-01-2007**

You can find vendor-specific instructions for loading the price files from the O/PUS PSN at www.ddms.com/support/doc/opusdoc.htm

Supplemental Vendors

Looking for additional regional and/or specialty vendors? Look at the Supplemental Vendor Subscription Form and check what vendors we currently offer. Go to www.ddms.com and select [Support], [FAQ Files], and then [O/PUS]. You will find the form in the O/PUS Forms section.

Additional O/PUS Update News & FAQs

You can find late-breaking news, Frequently Asked Questions about your O/PUS Update OPdb® documentation and quarterly *FYI² Notes* from the DDMS Web site www.ddms.com and select [Support], [FAQ Files], and then [O/PUS] (www.ddms.com/support/opus.htm).

Particularly useful is the list of the current quarter's tips and reported item problems, which can be found in the O/PUS Update Notes page (www.ddms.com/support/opus_status.htm). O/PUS recommends that you look here before you load your O/PUS update and periodically after you load to see if any situation applies to your business.

A Web page dedicated to advice on pricing files available from the BPIR™ from the O/PUS PSN or the BBS: www.ddms.com/support/pricefileadvice.htm

O/PUS FAQs - information on cleaning up deleted items from your inventory, removing a vendor from your inventory database, and switching vendor call choice during O/PUS can be found at the www.ddms.com website:

Inventory Housekeeping www.ddms.com/Resources/Support/faq/inventory/opus-del.pdf

Removing a Vendor www.ddms.com/Resources/support/faq/inventory/RemovingVendor.pdf

Changing Vendor call choice www.ddms.com/Resources/Support/faq/opus/OpusSwitchPriVen.pdf

ECI² Technical Support

If you have questions about data after loading the update, **fax or email** your O/PUS loading parameters along with an Item Report - using the O/PUS ToolBox [+ I R (problem # -14)] to Technical Support.

Upon receipt of your fax or email, a support call will be automatically entered for you. Technical Support will determine how to best handle your call based on your fax and you will receive a call.

Technical Support Fax: 682.831.9909

Email: support@eci2.com

Sign Up for the O/PUS PSN for Faster, Easier Price Plan Downloads

O/PUS PSN (Private Supply Network) is a method of file transfer that will allow the dealer to download vendor price plans to their ECI²/DDMS server over the Internet. This will provide you with dramatically faster and more reliable transmissions compared to the method that uses a modem and phone line. If you would like to add this capability to your business and have not already received O/PUS PSN installation instructions, you can sign up at www.ddms.com/products/psn/psn.asp. Once you have signed up for Internet Purchasing and PSN, your account will be created for the O/PUS PSN service. The acknowledgement email sent to you will include installation instructions so that you may begin using the O/PUS PSN service.

PSN and BBS (a.k.a. BPIR) File Download Support Resources

If you use the O/PUS Private Supply Network (PSN) to download Vendor price files, you can take advantage of the improved file capabilities of the PSN. Because of the speed of the O/PUS PSN service, you will know within minutes whether the price file is available.

When you download from the O/PUS PSN, you specify the calendar quarter that you want. For example, if you download the file “ABC” for Q3, you can be sure that it does not contain Q2 prices. Also, if you try to download and receive the message “File Not Found”, first check the spelling of the filename. Then contact the vendor to find out when the file was sent to O/PUS. Files sent to O/PUS take up to two business days to process. After waiting the necessary two business days after the file was sent to O/PUS, if PSNControl still indicates “File Not Found,” complete the O/PUS PSN “File Not Found” form and fax or email it to Technical Support.

In an effort to expedite BPIR file download information, Technical Support has enclosed two forms, O/PUS PSN “File Not Found” and BBS File Availability (for modem downloads) at the end of the O/PUS FYI² Notes. Upon receipt of this document, Technical Support will confirm file availability; add any necessary comments; and then send the form back to you. Please refer to the enclosed documents for step-by-step instructions.

Note: The email address for BPIR support is bpirsupport@eci2.com

To view vendor-specific instructions for loading the price files, go to www.ddms.com/support/doc/opusdoc.htm

Additional Products offered by O/PUS:

Contract Wizard

This free Windows-based application allows you to convert/import an Excel spreadsheet into a DDMS contract. To obtain the Contract Wizard software, contact O/PUS at opus@eci2.com. For details, see Contract Wizard documentation (www.ddms.com/Resources/Support/faq/opus/opusContractWizard.pdf).

FileMapper

This Windows program from O/PUS lets you quickly convert manufacturers’ product information - such as your Direct Buy Cost - into a format that can then be loaded into the DDMS system. This means that you now have the ability to directly obtain product information from such manufacturers as Smead or 3M, for example, and convert the data using the FileMapper program. To obtain the FileMapper software, contact O/PUS at opus@eci2.com. For detailed information, please refer to the FileMapper documentation (www.ddms.com/Resources/Support/faq/opus/filemapper_doc.pdf).

Contracts & Flyers & Programs

January 1, 2007 OPdb MultiVendor Update

The following vendor price files should be available at press time:

Pgm ID	Vendor / Program Description	Consumer Price Levels	Dealer Cost Levels
S.P. Richards			
Please contact S.P. Richards Customer Service at 1-888-763-2615 for price plan, consumer level, and dealer cost level.			
S1S	Select Catalog Dealer Cost Level 1	Super Aggressive	1
S1M	Select Catalog Dealer Cost Level 1	Market Penetration	1
S1U	Select Catalog Dealer Cost Level 1	Ultra Impact	1
S2S	Select Catalog Dealer Cost Level 2	Super Aggressive	1
S2M	Select Catalog Dealer Cost Level 2	Market Penetration	1
S2U	Select Catalog Dealer Cost Level 2	Ultra Impact	1
PFX	Prospect Flyer	Mixed	1
HN1	HON 50/10 Contract	None	1
HN2	HON 50/12 Contract	None	1
SP2	Plus Advantage Level 2	None	1
United Stationers			
Please contact the USSCO Help Desk at 1-800-733-5555 for price plan, consumer level, and dealer cost level.			
Note: 9C and 9W are <i>not</i> considered flyers, and will automatically load if you select United as one of your vendor choices.			
Accordingly, 9L will automatically load if you select Azerty as one of your vendor choices.			
H0	HON 50/10	None	1
H2	HON 50/12	None	1
4T	HON 50/8	None	1
F2	Furniture F2	List	1
F3	Furniture F3	List	1
F4	Furniture F4	List	1
9G	Furniture Accessories	List	1
P1	Paper Program	None	QTY
V3	JanSan/Facility Supplies Catalog	List	List less 1 cent

Contracts & Flyers & Programs

January 1, 2007 OPdb MultiVendor Update

The following vendor price files should be available at press time:

Pgm ID	Vendor / Program Description	Consumer Price Levels	Dealer Cost Levels
Action Wholesale / EMCO			
Please contact Action at (616) 698-1851 to determine price plan designation you are participating in.			
Please contact EMCO at (201) 295-9200 to determine price plan designation you are participating in.			
OA	Business Essentials	Competitive	1
OB	Business Essentials	Market Development	1
OC	Business Essentials	Contract	1
QA	Retention Flyer	Competitive	1
QB	Retention Flyer	Market Development	1
QC	Retention Flyer	Contract	1
FL	Expressions Furniture	Competitive	1
FR	Expressions Furniture	Market Development	1
CM	Commodity Contract	None	Net
CR	Commodity Contract	None	Net
CX	Commodity Contract	None	Net
MM	Computer Contract	None	Net
MR	Computer Contract	None	Net
MX	Computer Contract	None	Net
DA	DSL Contract	None	Net
DX	DSL Contract	None	Net
H2	HON	None	Net
H4	HON	None	Net
H7	HON	None	Net
FP	Furniture Program	None	Net
HB	Prospect Flyer	Market Development	1
HC	Prospect Flyer	Contract	1
SA	SuperBook	Competitive	1
SB	SuperBook	Market Development	1
SC	SuperBook	Contract	1

Contracts & Flyers & Programs

January 1, 2007 OPdb MultiVendor Update

The following vendor price files should be available at press time:

Pgm ID	Vendor / Program Description	Consumer Price Levels	Dealer Cost Levels
O Henry			
Please contact OHenry at (800) 334-4081 to determine price plan designation you are participating in.			
D1	Data Processing Contract – level 1	None	1
D2	Data Processing Contract – level 2	None	1
D3	Data Processing Contract – level 3	None	1
F1	Furniture Dealer Plan – level 1	None	1
F2	Furniture Dealer Plan – level 2	None	1
F3	Furniture Dealer Plan – level 3	None	1
BC	SuperBook – Competitive	Competitive	1
BM	SuperBook – Market	Market	1
BT	SuperBook – Contract	Contract	1
Pens Plus Inc			
Please contact PPI at (818) 767-3500 to determine price plan designation you are participating in.			
SB	Office Pros Super Book	Competitive, Market Development, Contract	1
IP	IP Products	None	3
B4	IS Pricing	None	1
CG	Commercial Green Level	None	1
CP	Commercial Platinum Level	None	1
CY	Commercial Yellow Level	None	1
Mid Continent			
Please contact Mid-Continent at 800-821-5197 to determine the Flyer/Catalog you are participating in.			
F1	(Blank)	1	1
F2	Bronze/Silver	1	1
F3	Gold/Platinum	1	1
Q0	Discounted Catalog (Q zero)	1	1

