

Situation

The year 2008 has seen a great deal of consolidation in the industry that affects your Inventory database:

- S.P. Richards acquired Action Wholesale and PPI Wholesale in the 3rd Quarter.
- At the same time, United Stationers acquired EMCO.
- Earlier this year, S.P. Richards also acquired O Henry.

If you previously loaded Action, EMCO, PPI, and/or O Henry during an O/PUS load, and do NOT remove their unique items from your database, *it can affect your short-buy process — and possibly your pricing.* For instance:

- If the automated short-buy transmits a purchase order to a vendor who can't provide acknowledgement or delivery, you may have to contact the end-user and manually substitute the item.
- If you have a customer on a cost plus plan with pricing coming from the unavailable vendor, ordering from a different vendor could affect your margins.

Solution

Whenever you see such consolidation, we recommend *removing unique items* that the acquired vendors previously carried, but which your current vendors no longer support. To aid removal of the old vendors' unique items from your database, the O/PUS update flags these vendors' unique records with a "deleted" status.

This document illustrates the preparatory steps you should take during your O/PUS quarterly update to determine which items to remove from your database: You'll simply adjust your O/PUS SIMPLE parameters to resequence your vendor call priorities, and make sure O/PUS is set to flag the "deleted" status.

During your post-load procedures, you will complete Inventory Housekeeping steps to complete the removal.

Before You Begin

These preparatory steps are **not** dedicated. They can be done any time *before you execute your O/PUS quarterly update.* However, you should download the current quarter's program and database file first, or the SIMPLE wizard may prompt you for it.

However, the post-load Inventory Housekeeping steps are dedicated, and best done outside business hours, right after your O/PUS load and post-load procedures, and before you do business again.

Additional Resources

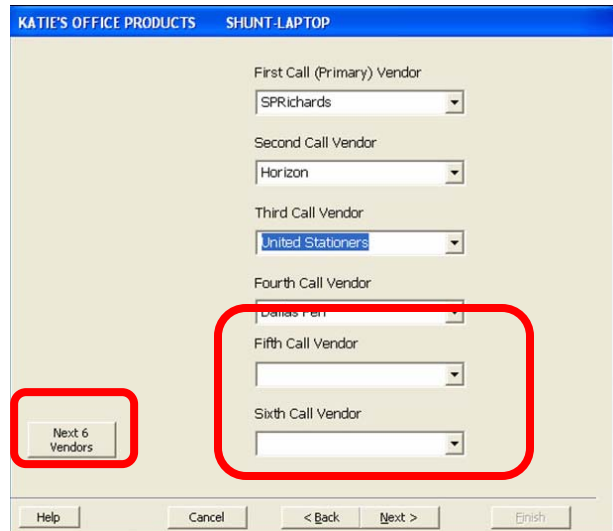
If you have questions or concerns about previous **Emco** price file Contracts, PSN communications, or private label products, please contact USSCO Help Desk at 1-800-733-5555.

If you have questions or concerns about price file Contracts, PSN communications, or private label products, previously offered by **Action Wholesale, O Henry, and PPI Wholesale**, please contact SPRichards Customer Support at 1-888-763-2615.

Adjusting SIMPLE Parameters During Your O/PUS Quarterly Update

If you previously loaded any of these acquired vendors during an OPUS load, you should adjust your SIMPLE parameters to facilitate the removal of unwanted items.

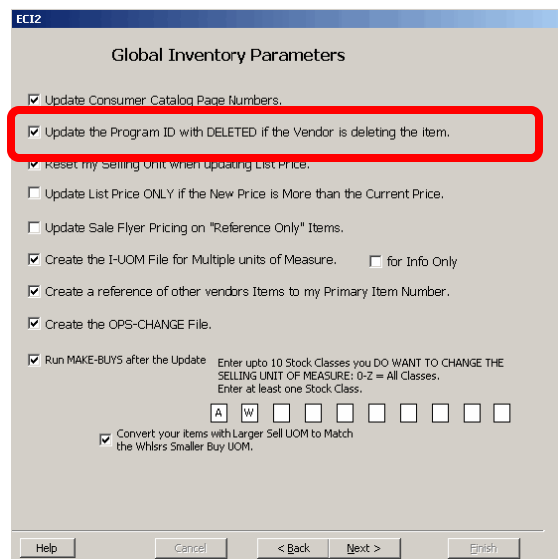
1. Perform all your pre-load procedures a usual, downloading and installing the latest O/PUS files.
2. When you run the SIMPLE wizard, click **I want to see all options available to me**, and then click **Next**.
3. Click **Select Vendors**. Change your top vendor call priority sequence according to your preference. Move **Action Wholesale, Emco, O Henry, and/or PPI** to your last-call vendor slots, clicking **Next 6 Vendors** if necessary.



Note: You won't be loading these vendors again. However, by leaving them among your vendor sources in the SIMPLE parameters this quarter, the O/PUS update will associate any common item to your new/current vendor choice. The remaining unique items from the acquired vendors will be marked as DELETED in the ProgramID field for your reference.

4. Click **Next** to *verify* the first page of Global Inventory Parameters.
5. Click **Next** to *verify* the second page of Global Inventory Parameters.
6. Enable the checkbox, Update the Program ID with DELETED if the vendor is deleting the item.

Note: With this box checked, the system looks to see if any of the other vendors that you are loading carry the item. If so, it changes the item over to that vendor. If no other vendors carry the item, the system marks it as "deleted" in the I-WHL file. It will show up in the **Program** field of the Item window's Item Vendor tab.



7. Once you have reviewed and verified your parameters to your satisfaction, execute your O/PUS load as usual.

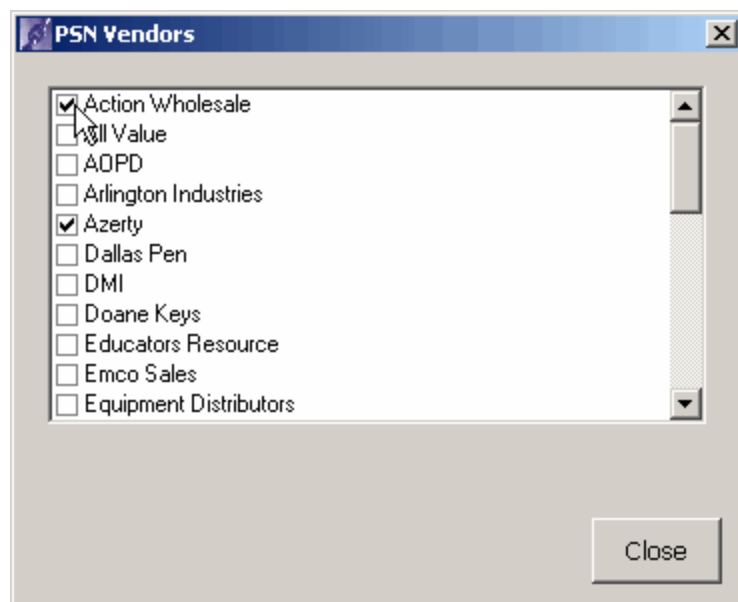
(Optional) Remove Unneeded Files from Your PSNControl Queue

You no longer need to download the following loading programs or pricing files:

- U_EMCO or AE-xx pricing plans. United Stationers is including the acquired items into its main catalog update file, which loads using the SIMPLE wizard.
- U_ACT or related AE-xx pricing plans. SPRichards is including a limited amount of Action Wholesale unique SKUs to the Q4 update; the “Action Unique” SKUs will be a mixture of full stocking and branch only. SPRichards will continue to provide additional “Action Unique” SKUs in monthly updates.
- U_PPI or PPI price plans.

To remove these files from your PSNControl queue, follow these steps:

8. On your DDMS server, click **Start > Programs > PSNControl > PSNControl**.
9. Click the **Go to My PSN Files** button in the middle of the screen.
10. Click **Customize Vendor Tabs** at the bottom of the screen.
11. Uncheck any checkbox for Action, Emco, PPI, or O Henry.
12. Click **Close**.
13. Click **Close**.



14. Complete your post-load procedures as usual. When you are ready to do Inventory Housekeeping, return to the following steps.

Post-Load: Complete the Procedure With Inventory Housekeeping.

Once you have completed your OPUS load with the unavailable vendors specified in the SIMPLE parameters, you are ready to clean up your inventory database and supplemental files. During standard quarterly Inventory Housekeeping procedures, you will delete the inventory records for items that match all of the following criteria:

- Any item with no “in-stock” quantities on record in your I-AUX file.
- Any item that the OPUS load has marked as DELETED in the Program field of the Purchasing Vendor record.
- Any item that does NOT have a Vendor specified in the Direct Buy I-MFG record.

See also “Inventory Housekeeping” on the DDMS Support site.