

# Determining Which Pricing Plans to Load

## Know Which Pricing Plans You Need

Before loading your quarterly O/PUS® item and pricing update, you need to answer three questions:

- 1 Which pricing plan designations or program IDs do you use? If dealer cost columns or consumer price levels are involved, which one do you need?
- 2 Can you load your pricing plans from this quarter's O/PUS SIMPLE multi-vendor catalog update?
- 3 Should you download your vendor pricing plans from the O/PUS PSN?

We'll explain how to answer these questions here.

## Which Pricing Plans Do You Use?

**Please do not e-mail or call DDMS Support to ask us which price plans you need to load.** You must get this information from your vendor.

The way you find your pricing plan designations (and any applicable dealer cost columns and consumer price levels) will vary, depending on which vendors you load.

### If you load S.P. Richards, you have three options:

- If you have access to SPR Dealer Services

([www.sprdealerservices.com](http://www.sprdealerservices.com)), log in and look up your dealership's price plans.

- With your account number ready, call S.P. Richards' help desk at **1-888-763-2615** and ask for your price plan designation, cost column, and consumer level.
- Call your account representative.

### If you load United Stationers, you have four options:

- If you have access to the USSCO Classified Zone ([www.ussco.com](http://www.ussco.com)), log in, go to the Item File/Unitape, and look up the Price Plan Code Chart.
- If you have access to the Web Score website, go to Dealer Information, retrieve your account, and look at the customer price plans.
- With your account number ready, call the USSCO help desk at **1-800-733-5555** and ask for your price plan designation, cost column, and consumer level.
- Call your account representative.

### If you're loading another vendor:

Call the vendor's help desk or your account representative. Your vendors may also offer online dealer services.

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## Are They In the SIMPLE Catalog Update?

Once you know which price plans you need to load, see if they are on the list of *Contracts & Flyers & Programs* that vendors have provided for this quarter's SIMPLE catalog update. The list is published every quarter in *FYI<sup>2</sup> Notes* ([www.ddms.com/resources/support/faq/opus/fyi2\\_notes.pdf](http://www.ddms.com/resources/support/faq/opus/fyi2_notes.pdf))

For example, SIMPLE always loads certain price plans:

- **If you load United:** 9W and 9C will be loaded.
- **If you load Azerty:** 9L will be loaded.

According to the parameters you set, the SIMPLE wizard will load multiple vendors' catalog items and pricing into your DDMS Ensight Pro™ Item database and contracts.

## Are They On the O/PUS PSN?

If *FYI<sup>2</sup> Notes* does not list the price plan you need, your vendor may have provided it to the O/PUS BPIR™ (Business Products Information Resources) team for download via the O/PUS Private Supply Network (PSN).

To find out, simply install this quarter's PSNControl software update (part of the OPUSInstall), and use PSNControl to download your pricing plan and its loading program. (For a list of loading programs and processing instructions, see Vendor-Specific BPIR Instructions ([www.ddms.com/support/doc/opusdoc.htm](http://www.ddms.com/support/doc/opusdoc.htm))).

If the file is available for this quarter, PSNControl will

transfer it. The File Transfer List will display the date when the file was last updated.

For detailed instructions, see "Loading O/PUS Multi-Vendor Quarterly Update" ([www.ddms.com/resources/support/faq/opus/OPUSload.pdf](http://www.ddms.com/resources/support/faq/opus/OPUSload.pdf)).

If the file is not found, double-check the filename and try again. If you still have trouble, call your vendor, ask your account representative to send O/PUS your plan, and try again two business days after your vendor has sent it.

## When Do I Process The Files?

After you download price files from the PSN, the items and pricing are *not yet* reflected in your Item database and contracts. You must run the vendor loading program from the (+IFP) Run Program option in the OPdb Toolbox.

Some pricing files contain only selling prices. These files can be processed at any time.

However, some pricing files have dealer costs (as in a specified dealer cost level). You must process these after your SIMPLE catalog load, but before your post-load procedures to set purchasing vendor. If you're not sure whether a pricing file has dealer costs, it's safest to process it between your SIMPLE update and post-load steps.

For details, see Vendor-Specific BPIR Instructions ([www.ddms.com/support/doc/opusdoc.htm](http://www.ddms.com/support/doc/opusdoc.htm)).