



# Arlington Industries

## Electronic Item Update Instructions

The Arlington Industries item file can be loaded into your DDMS item database with the U\_ARLI program. If an item already exists in your system with a different primary wholesaler, the Arlington pricing will be loaded into the Scanalog.

### 1<sup>st</sup> - Download Files from the O/PUS PSN

(NOT Dedicated)

Run the **PsnControl** program to transfer the files listed to the right from the **O/PUS PSN** to your DDMS computer.

### File Names

**U\_ARLI**

↑ *update program name*

**I-ARLI**

↑ *item file name*

### 2<sup>nd</sup> - Update Steps (DEDICATED)

*Make sure that you have a current Backup of the Inventory folders.*

1. Go to the + I F screen
2. Enter P for "Run Program"
3. Which program? U\_ARLI
4. Are you ready to run U\_ARLI Y/N ? Y

### **You will then be prompted for the following:**

1. **Printer for Report** Enter the printer designation for the exceptions report.
2. **Filename of the Arlington Update File** "I-ARLI". If the file cannot be found in your Download Folder, you will be prompted for a Filename again, and a Folder to look in.
3. **Cost Column** Enter the Cost Column assigned to you by Arlington Industries. To find out what column you are assigned to, please contact Arlington at [helpdesk@arli.com](mailto:helpdesk@arli.com) or call your sales rep.
4. **Create New Items ? (Y/N)** U\_ARLI will search your inventory database for the items to update by using the item SKU and UPC codes provided by Arlington. If no match is found, this option allows you to create a new item. Since the Arlington update file does **not** contain UPC codes for **all** items, items might be added to your database that already exist under a different name.

#### **If you answer "Y" to "Create New Items", the following 2 questions will display:**

5. **Class for New Items** Enter the stock class you want the new items to have.
6. **Department for New Items** Enter the department you want the new items to have.

#### **If you answer "N" to "Create New Items", the following question displays:**

7. **Print Items that were NOT Created ?** So you can see what items were available to be added.
8. **O.K. to proceed ? (Y/N)** If you are ready to run the program, answer 'Y'. 'N' will abort the program.

*The following step is optional. It will move the updated item costs into the Purchasing Vendor information.*

1. **Run + I Z , + I L , or + I T** See instructions in the O/PUS documentation if needed.

**Disclaimer:**

The item file update that you have requested does not qualify to be error free and/or duplicate free. When loading an update, the O/PUS software attempts to match each item against an existing record in your database. New records are created only when an item cannot be matched to an existing record. This matching is done using information provided by the vendors.

Sometimes a vendor does not provide enough information to allow the software to accurately identify items. This may be due to a lack of UPC codes, unknown vendor abbreviations, or other factors beyond O/PUS' control. In these cases, you may find that you have new items records that duplicate items already in your system.

O/PUS, DDMS, and related DDMS companies must expressly reject and disclaim any representations, warranties, obligations, liability or responsibility for duplicated item records or product errors in your inventory, and for any losses or damage, including consequential damages, resulting from use of the duplicated or erroneous information. Nor can O/PUS, DDMS, or related DDMS companies provide support on duplicated or erroneous item records, or on issues resulting from them.

If you have any questions, please contact ECi Support at [ddmssupport@ecisolutions.com](mailto:ddmssupport@ecisolutions.com) or 800.366.4778.

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