



# Pens Etc.

## Electronic Item Update Instructions

The Pens Etc. item file that you download from the O/PUS® PSN is loaded into your DDMS item database with U\_PENE.

### 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.

### Filenames

**U\_PENE**

↑ *update program name*

**I-PENS-E**

↑ *item file name*

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

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

In the +**IF** screen, enter **P** for 'Run Program'

Which program? **U\_PENE**

Are you ready to run U\_PENE Y/N ? **Y**

### **The following prompts will appear:**

1. **Printer for Report** Enter the printer designation to print the exceptions report.
2. **Filename of the PENS ETC Update File** Enter **I-PENS-E**.
3. **Create New Items ? (Y/N)** U\_PENE will look for items in your inventory by using the item number and company provided by Pens Etc. A second search is made by using the UPC code provided by Pens Etc. If no item is found in your database that matches this SKU or UPC, do you want to create a new item? Since the Pens Etc file does **not** contain UPC codes for **all** items, you may get items added to your database that already exist under a different item number. These are called "duplicate items" and can only be avoided by searching with a universal item number such as the UPC code on all items.

If you answer "Y" to "Create New Items" the following 2 questions appear:

4. **Class for New Items** Enter the stock class you want the new items to have.
5. **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 appears:

6. **Print Items that were NOT Created ?** Enter 'Y' if you would like to see a printout what items could be added.
7. **Cost Level (1-3)** Enter the cost level you receive from Pens Etc.
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 can be run after you load a 'Promotion'. It will move the new item costs into the Purchasing Vendor.*

1. **Run +IZ , +IL , or +IT** See instructions in the O/PUS documentation if needed.

If you have any questions, please contact ECI<sup>2</sup> Support at [ddmssupport@ecisolutions.com](mailto:ddmssupport@ecisolutions.com) or 800.366.4778.

3/28/2007