



# SP Richards Electronic Item Update Instructions

SP Richards price files that you download from the O/PUS® PSN are loaded into your DDMS item database with U\_SPR.  
Note: Multiple price plans can be loaded all at once by running the UpdateSPR program.

## 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\_SPR

↑ *update program name*

↑ *SP Richards price file name(s)*

## 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\_SPR  
Are you ready to run U\_SPR Y/N ? Y

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

#### **1. Printer for Report**

*Enter the printer designation for the exception report.*

#### **2. Filename of the SP Richards Price File**

*U\_SPR will look for the file in your "download folder". If it is not there you will be prompted to enter a filename again with an alternate Folder.*

You will then see a message describing how the selected price file will be loaded into your DDMS system.

Price Plans have special costs and/or prices which are loaded as distinct MultiVendor records for items in the plan.

Catalogs contain standard pricing and so the item information is loaded into the primary I-WHL record.

Note: if necessary, you can switch between price plan and catalog loading by typing "SWITCH" in the filename.

Matrix files (filenames V1\*, V2\*, V3\*, V4\*, V5\*, V6\*) will only create a DDMS Contract with consumer prices.

Note: replace the \* in the filenames with A, B, C, D, or F, depending on the price level you wish to load.

- A = Select Standard Consumer
- B = Select Aggressive
- C = Smart Choice Standard Consumer
- D = Smart Choice Aggressive
- F = Full Matrix

**Price Plan** loads will see the following prompt:

#### **3. Type X if you do not want MultiVendor records** *If you are loading the price file only for consumer prices to be put into a DDMS contract, you can avoid unnecessary MultiVendor records by typing an 'X'.*

Catalog loads will see the following 2 prompts:

**4. When an existing item has a different Primary WHL, Change Primary WHL to SPARCO ? (Y/N)**

*If an item already exists in your database and its primary wholesaler is not SPARCO, do you want to change the primary wholesaler to SPARCO? If you say NO, the SPARCO information will be added as a MultiVendor record.*

**5. Add New Items ? (Y/N)**

*If an item does not exist in your database, do you U\_SPR to create the item?*

*If Add New Items is answered 'Y', then these two prompts appear:*

**Stock Class for New Items**

*Enter a stock class for new items, the default is 'W'.*

**Department for New Items**

*Enter a department for new items, the default is '1'.*

*NIB/NISH plans see the following prompt:*

**6. Update "Discontinued" Items ? (Y/N)**

*If an item is marked "Discontinued" in the update file, do you want to update the item in your system?*

*Branch plans see the following prompt:*

**7. Put "Product Classification" into Item SIC ? (Y/N)**

*Do you want to put the 4 character code from the update file into the items' SIC field?*

*Matrix plans see the following prompt:*

**8. Only Update SP Richards Items ? (Y/N)**

*Y = only put items that have SPARCO as the Primary Wholesaler into the Contract  
N = put all Matrix items into the Contract*

*All plans see the following prompts:*

**9. DDMS Contract Number**

*Enter the DDMS contract number that you wish to load the items into. The number you enter here will also be used as part of the "program" designation for the price plan in the MultiVendor record.*

**10. OK to Proceed ? (Y/N)**

*Y = begin the update, N = start over*

*The following step can be run after you load a 'Promotion'. It will move the new item costs into the Purchasing Vendor.*

**1. Run + I Z , + I L , or + I T**

*See instructions in the O/PUS documentation if needed.*

If you have any questions, please contact your ECi DDMS Technical Support team.

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