



United Stationers

Item Update Instructions

United Stationers price files that you download from the O/PUS® PSN can be loaded into your DDMS item database with the U_UNI update program. You can also load single-plan text files you receive from ICAPS.

1st - 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.

Note: all “3 character” plan names have the suffix “ - Q1 ” (or “ - Q2 ”, “ - Q3 ”, “ - Q4 ”, depending on the quarter) added to the end. For example: ABC-Q4

Filenames

U_UNI

↑ *update program name*

↑ *United Stationers price file name*

2nd - Item 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_UNI**

Are you ready to run U_UNI Y/N ? **Y**

The following prompts will appear:

1. Printer for Report

Enter the printer designation for the exception report.

2. Filename of the United Stationers Price File

U_UNI will look for the file in your “Download Folder.” If it is not there, you will be prompted to enter a filename again with and a Folder name. (If you type “DATE” here, the date-checking features of U_UNI are turned off.)

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

“Price Plans” have special costs and/or prices which are loaded as distinct records in the I-CAT file (MultiVendor screen).

“Catalogs” contain standard pricing and so the item information is loaded into the main I-WHL file if possible.

Caution: if necessary, you can switch between price plan and catalog by typing “SWITCH” in the filename.

“MATRIX” and “On Demand” plans have only consumer prices, which are put into a DDMS contract.

ICAPS files – Rename the file you get from ICAPS to a short, meaningful name, like ABC-Q4.TXT (10 characters max), and place it in your Download Folder. When you enter the filename at this prompt, be sure to include the “.TXT” in the name.

Price Plan loads will then see the following prompts:

3. Type X if you Do NOT want MultiVendor records *If you are loading the update file only for consumer prices to be put into a DDMS contract, you can avoid unnecessary MultiVendor records by typing an ‘X’.*

4. United Consumer Pricing Column 1, 2, or 3 *If the plan has multiple columns, enter the desired column. You will need to determine which Consumer Pricing Column corresponds to the “Level” you want to load.*

5. Cost Column 1, 2, 3, or 4 *If the plan has multiple cost columns, enter the desired column here.*

Catalog loads will then see the following prompts:

3. **When an existing item has a different Primary WHL, Change Primary WHL to UNITED ? (Y/N)**
If an item already exists in your database and its primary wholesaler is not UNITED, do you want to change the primary wholesaler to UNITED? If you say NO, the UNITED information will be put into a MultiVendor record.
4. **Add New Items ? (Y/N)**
*If an item does not exist in your database, do you want U_UNI to create the item?
Note: created records will have the United Product Class codes in the SIC field*

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'.*
5. **United Consumer Pricing Column 1, 2, or 3** *If the plan has multiple columns, enter the desired column. You will need to determine which Consumer Pricing Column corresponds to the "Level" you want to load.*
6. **Cost Column 1, 2, 3, or 4** *If the plan has multiple cost columns, enter the desired column here.*

Matrix loads will then see the following prompts:

3. **United Consumer Pricing Column 1, 2, or 3**
*X1: 1 = 40% GP, 2 = 39% GP, 3 = 38% GP
X2: 1 = 37% GP, 2 = 36% GP, 3 = 35% GP
X3: 1 = 34% GP, 2 = 33% GP, 3 = 32% GP
X4: 1 = 33% GP, 2 = 31% GP, 3 = 30% GP
X5: 1 = 32% GP, 2 = 30% GP, 3 = 29% GP*
4. **Only update United Stationers Items? (Y/N)** *If you would like to only update items that have 'United' in the item's wholesaler record, then answer 'Y', or else 'N' = update all items*

All loads will finish with these prompts:

- DDMS Contract Number** *Enter the DDMS contract number that you wish to load the items into.*
- OK to Proceed ? (Y/N)** *Y = begin the update, N = start over*

The following step can be run after you load a 'Price Plan'. 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 Support at ddmssupport@ecisolutions.com or 800.366.4778 .