

Situation

You may want to remove a vendor from your DDMS inventory if:

- You accidentally loaded the wrong vendor during your quarterly O/PUS load.
- A vendor you loaded goes out of business.
- A vendor you loaded merges with another vendor and no longer provides item and pricing updates under its own name.
- A vendor you loaded moves its warehouse operations or makes other changes so that it no longer delivers your orders within an acceptable time frame.

If you don't remove a vendor in such cases, it can affect your short-buy process and possibly your pricing. For instance, if the automated short-buy transmits a purchase order to a vendor who can't provide acknowledgement or timely delivery, you may have to cancel and re-submit the purchase order to other vendors. If you have a customer on a cost plus plan with pricing coming from the vendor, ordering from a higher-priced vendor would lead you either to increase the customer's price or to take the price difference as a loss.

Solution

Removing a Vendor

There are two ways to remove a vendor from your DDMS inventory. The method you use is determined by the order in which your vendors loaded during the last O/PUS update. We will discuss both methods:

Method 1: (+IK) Kill Records from I-CAT by Program ID

You can use this method from the OPdb Tool Box if:

- The vendor you wish to remove was the *last* vendor you loaded.
- You loaded vendors through the OPdb2 update and allowed them to update the vendor you are removing.

Method 2: Reload the O/PUS Quarterly Update

You can use this method to remove the vendor:

- If the vendor was *not the last* one loaded.
- If you *did not allow* your OPdb2 vendors to update the vendor you are removing, then you will need to reload OPdb and OPdb2.

Mass-Deleting On-Hand Quantities

After removing the vendor, you should mass delete items that are only carried by the vendor you are removing. We will discuss both of the following methods:

- If you have no on-hand quantities of these vendor-specific items, you can mass delete them using the (+EK) Mass Delete program.
- If you do have on-hand quantities of any of these vendor specific items, you can mass delete the ones with zero on-hand using the (+W) program.

Before You Begin

Dedicated Procedure

Be certain that there is no one else on your system; (+IK) is a dedicated procedure.

Backup

Also, you should have a fresh backup, with no business done since the backup was made.

Mass Change / Master Password

You will also need to know the mass change password or the master password. To determine whether you have a mass change password, follow these steps:

1. Go to the (LM) Operational Procedures Parameters screen.
2. Look at the “Mass Change Password : []” field on the last line of the screen.
 - If a password is specified, write it down and save it for later.
 - If the field is blank, then you will use the master password if prompted for a password.

Four-Character Vendor ID

The first four characters of the vendor’s name is used to match the name in your wholesaler field to the vendor.

ACTI	Action Wholesale ¹
ARLI	Arlington Industries**
AZER	Azerty
C2F.	C-2-F Inc.*
DALL	Dallas Pen*
DCS-	Diversified Computer Supplies**
DMI-	DMI-Supplies Network
DOAN	Doane-Keyes**
EMCO	Emco Sales & Service ¹
GLOB	Global Industries
HMAR	HallMark**
HORI	Horizon Data, USA*
IMAG	Image Star**
LAGA	Lagasse Sweet**
MACP	MacPherson*
MIDC	Mid-Continent Office Dist.*
MICR	Micro United ¹ , ***
NORW	Norwestra ¹ , ***
OHEN	O Henry ¹
PENS	Pens Etc.***, Pens Plus Inc. ¹
PRIN	Printer Essentials**
RICH	Richards Pen*
SPAR	Sparco (S.P. Richards)
SYNN	Synnex Information Technologies
SERV	Service Wholesale*
UNIT	United Stationers
¹ No longer send item files to O/PUS * Loaded from OPdb 2 ** Loaded separate from OP 1 or OP 2 *** Canadian Catalog Update only	

Determining Which Method to Use to Remove a Vendor

To determine which method you should use to remove the unwanted vendor, you must view your O/PUS parameters.

1. Go to the (+I) Office Products Update Service OPdb Tool Box screen. (In graphical software, double-click Key Op Menu, then double-click Specials. To select the hidden O/PUS Toolbox program, type I.)
2. Select the [V] View O/PUS Parameters function.
3. At Enter [P]rint or [V]iew, press ENTER or type V
4. At 1=O/PUS Parameters, 2=OPdb2 Parameters, press ENTER or type 1
The OP-db Vendor Selection and Print Parameters Screen appears, as shown below.
5. At the bottom left side of the screen, look for the number next to the name of the vendor you wish to remove.

```

O/PUS ! OP-db Vendor Selection and Print Parameters Screen
-----
O/PUS will print the EXCEPTIONS (items not updated) report automatically !
P2 1) Printer assignment.(P1, P2, P3 etc... A printer MUST be specified !)
N 2) Print the NEW RECORDS added to your file ? (Y/N)
N 3) Print NEW RECORDS not written to file ? (Y/N)
N 4) Print UPDATED Items ? (Y/N)
-----
Proprietary Property of and Copyrighted by O/PUS !
4 A) Select the number of your PRIMARY choice for loading or updating items.
Load EXCEPTIONS from the following Vendors. [ 3] [ 8] [ 5] [ ] [ ] [ ] [ ] [ ]
Select in order of preference !
-----
1
2 Azerty Inc.
3 Sparco
4 United
5 Action Wholesale
6 OHenry
7
8 Daisytek
9 Emco Sales & Service
10 Pens Plus, Inc.
-----
N B) Match on Wholesale Vendor?(Y/N/X)
Prompts C-F will Change Item Keys and
create the NEW-C-ITEM file on Work Unit !
Y C) Convert to Primary Vendor ? (Y/N)
Y D) Reset Changed Item Numbers ? (Y/N)
Y E) Set CO: field to MAC ? (Y/N)
Y F) Set Exceptions Keys as Ref.? (Y/N)
Y G) Create O/PUScanalog ? (Y/N)
Y H) Create I-UOM File ? (Y/N/I)
-----
Press any key for next page !
  
```

6. Look at the number of the vendor to the left of the “A)” prompt. This vendor is your “first call” or primary vendor. On the next line, the numbers listed in the brackets determine the order in which the quarterly OPdb update loads your exception vendors.
 - If the vendor you wish to remove is the last exception vendor listed and you did NOT load any vendors from the OPdb2 update, you can remove this vendor from the Scanalog by using the (+IK) program.
 - If the vendor you wish to remove is your first call vendor or any exception vendor but the last, you will need to remove this vendor by reloading O/PUS.

Using (+IK) to Remove a Vendor from the Scanalog

The (+IK) function can remove two things from the Scanalog:

- a price plan
- or
- a vendor.

If the vendor you wish to remove was the last exception vendor that you loaded, you can use +IK to remove this vendor from the Scanalog.

1. Go to the (+I) screen.
2. Choose K to Kill Records from I-CAT by Program ID.
3. At Printer, enter the printer you want to use.
4. At Enter Flyer ID to Remove, type **XXX**
5. The Enter Flyer ID to Remove prompt changes to Enter Vendor to Remove, as shown below. Enter the four-character vendor ID, as listed on the charts shown earlier in this document.

```
This Program will Remove Selected Flyer Records from I-CAT.  
Enter Printer for Report [P1]  
Enter Vendor to Remove [  ]
```

6. At O.K. to Proceed, type **Y**
The system displays the following message along with a record count that changes as the program runs:

```
Removing XXX Records .....
```

Note: The (+IK) program will remove all Scanalog entries for the vendor you specified, whether the entry came from the vendor's end column cost or from a price plan loaded through the O/PUS update or the BPIR. This process may take hours.

7. At Exit this O/PUS program, type **Y**
8. Go to **Mass Deleting Vendor-Specific Items**.

Reloading O/PUS to Remove a Vendor from the Scanalog

If the vendor you wish to remove is NOT the last exception vendor that you loaded, then you will need to reload OPUS in order to remove the vendor. On the reload, make sure that you change your O/PUS parameters so that it will NOT load that vendor.

1. Shut down TBL Server, then download and install the latest OPUSInstall from the DDMS Web site.
2. Download the latest OPUS file and other quarterly update files as needed.
3. Make sure TBL Server is running, and launch SIMPLE (Click **Start**, then click **Programs**. Click **SIMPLE**, then click **SIMPLE**.)
4. Once the Welcome to O/PUS Inventory Menu opens, click **Next**.
5. At the Select an Option Below screen, click **I Want to See All Options Available to Me** and click **Next**.
6. In the Select the Options you Wish to View window, click **Select Vendors**.
7. Select vendor names from the drop-down box in the order you want to load them.
 - If you load more than six vendors, click the **Next 6 Vendors** button to continue.
 - Any unused vendor slots should be set to none.

Note: Be sure NOT to use the name of the vendor you want to remove.

8. Click **Next**.
 - You can then change global update options, vendor-specific parameters, or re-indexing options.
 - Or you can click **Finish** to go to the update question.
9. Reload the O/PUS Update as instructed in “*Loading O/PUS Multit-Vendor Quarterly Updates*” on the DDMS support site.
10. At Are You Sure You Want To Exit, click **Yes**.
11. Exit the O/PUS AutoPlay Menu by clicking the **X** in the top right corner.
12. Go to **Mass Deleting Vendor-Specific Items**.

Mass Deleting Vendor-Specific Items

Once you have removed the unwanted vendor from the Scanlog, you are ready to mass delete items that are only carried by the vendor you are removing.

Determining Which Method To Use To Remove Vendor-Specific Items

First, you must determine whether you have on-hand quantities of the items carried only by the vendor you are removing. An Item Catalog Report of on-order, on-hand, and backordered records will help you determine which method to use to remove vendor-specific items. To print the report, follow these steps:

1. Go to the (R) Inventory Report Selector screen. (In graphical software, double-click **Reports Menu**, and then double-click **Custom Inventory**.)
2. Your cursor is in the Selector field. Select the ITEM CATALOG: O/O, O/H, B/O report by typing **05**
3. Verify that the selector name at the top of the screen is R-CAT2.

```

13:59:00 (R) INVENTORY SELECTORS rev (10/13/00) 05/16/03
Number Report: R_CAT2 Selector: R-CAT2
1 = * * * CLASSIC REPORTS * * * SELECT THE CLASSIC R SCREEN WITH #1
2 = BASIC INVENTORY SET-UP REPORT SORT: 1-ITEM #, 2-CO. NO LIMITS
3 = ITEM CATALOG MASTER LISTING SORT: 1-CLASS, 2-ITEM, LIMIT A-.M
4 = ITEM ALIAS MASTER LISTING SORT: CUSTOMER NAME NO LIMITS
5 = ITEM CATALOG: O/O, O/H, B/O SORT: 1-ITEM #, 2-CO. NO LIMITS
6 = ITEM CATALOG: COST, PRICE, MARGIN SORT: 1-ITEM #, 2-CO. NO LIMITS
7 = ITEM CATALOG: AVG, REPLACE, PRICE SORT: 1-ITEM #, 2-CO. NO LIMITS
8 = ITEM PRODUCT LABELS W/LIST PRICE SORT: 1-ITEM #, 2-CO. NO LIMITS
9 = ITEM PRODUCT LABELS W/BIN LOCATIONS SORT: 1-ITEM #, 2-CO. NO LIMITS
10 = ITEM SHELF LABELS SORT: 1-ITEM #, 2-CO. NO LIMITS
11 = ITEM SHELF LABELS W/QUANTITY BREAKS SORT: 1-ITEM #, 2-CO. NO LIMITS
12 = LOW STOCK WHOLESALE REPORT-MIN/MAX SORT: ITEM #,CO.,LIMIT: NEEDED ITEM
13 = LOW STOCK WHOLESALE REPORTS-CYCLE SORT: ITEM #,CO.,LIMIT: NEEDED ITEM
14 = INVENTORY EXTENDED DOLLARS SORT: 1-ITEM #, 2-CO. NO LIMITS
15 = INVENTORY USAGE REPORT SORT: 1-ITEM #, 2-CO. NO LIMITS
16 = CONTRACT REPORT SORT: 1-CONTRACT #, 2-ITEM #, 3-CO.
17 = CONTRACT REPORT FOR CUSTOMERS SORT: 1-CONTRACT #, 2-ITEM #, 3-CO.

Lowstock [ ] Weeks [10] Dpt Pricing (MN WX PQ) [P] Up Qty [ ] Up Rec [ ]
[05] Selector Totals Only :N Loc : Prt :P1 Copies : 1 Recs : Chain :
DO YOU WISH TO CHANGE ALL, CHANGE PRINTER OR EXECUTE? A/P/E A
    
```

NOTE: If your selector is not R-CAT2, call DDMS Support before proceeding with the mass delete.

4. At DO YOU WISH TO CHANGE ALL, CHANGE PRINTER OR EXECUTE? A/P/E P, type **A**

16. At On Hand, type **999999**

17. Press ENTER to accept the default answer for several prompts, until the bottom line changes to:

```

ENTER PRINTER/ COPIES/ RECORDS

14:27:16          (R) INVENTORY SELECTORS      rev. (10/13/00)          05/16/03
Number          Report: R_CAT2                      Selector: R-CAT2
----- MASTER RECORD ----- PRICING RECORD [??] -----
Item #???????????????? Co:?????????      Cost $????????? List $????????? %
Desc. :????????????????????????????????? Dept :? Class :? Cont :? Min Qty :??
[?] Alter.#???????????????? Co:?????????
Unit :?? Dept :? Class :? Sic :?????
UPC #????????????????? Multiple Bin :? Ven. ID :??????????? Program :???????????
----- PRIMARY DIRECT BUY ----- Item #????????????????? Prefix :??
Vendor ID :????????????? Cost $??????????? UPC #?????????????????
Page #??? Prefix :????? L.Cost $??????????? Purchase Cost $???????????
Buy Unit :?? Of :????? F.Cost $??????????? Eff. On :??/??/?? Ending On :??/??/??
Eff. On :??/??/?? ???? F.List $??????????? ----- INVENTORY USAGE RECORD -----
Item #????????????????? UPC#????????????????? Bin P:????? S:????? Min :????? Max :?????
----- PRIMARY WHOLESALE [??] ----- Hits :????????? On Hand :999999
Vendor ID :OHENRY Cost $????????????? Backorder :????????? Alloc. :?????????
Page #??? Prefix :????? L.Cost $??????????? On Order :????????? Receipts :?????????
Buy Unit :?? Of :????? Catalog $??????????? Last Sold :??/??/?? Mtd Sold :?????????
Purchasing Vendor ID :?? File :? (W/C) Last P/O :????????????? Qty of :?????????
Item #????????????????? UPC#????????????????? Due :??/??/?? Vendor:?????????????
SORTS 1=NOBREAK ASC 2= 3= 4= 5=
Lowstock [ ] Weeks [10] Dpt Pricing (MN WX PQ) [P] Up Qty [ ] Up Rec[ ]
[05] Selector Totals Only :N Loc : Prt :P1 Copies : 1 Recs : Chain :
ENTER PRINTER/ COPIES/ RECORDS
  
```

18. Your cursor is in the Totals Only field. TAB to the Loc field.
19. You can enter a location or leave it blank for all locations. If you do not fill the field, press TAB once.
20. At Prt, enter the printer you wish to use to print this report.
21. Press ENTER.
22. At DO YOU WISH TO SAVE YOUR SORTS AND LIMITS Y/N, type N.
23. At Are You Sure, type Y
24. The system returns to the main (R) Inventory Selectors screen.
25. Examine the report that prints out, and choose the appropriate method:
 - If the report states that you have no records matching the print request, then you do not have any on-hand quantities for the vendor you are removing. Proceed to **Using the (+EK) Program to Mass Delete Vendor-Specific Items.**
 - If the report lists on-hand quantities for any of the items carried by the vendor you are removing, you should use the (+W) program to mass delete only the items for which there are no on-hand quantities. Proceed to **Using the (+W) Program to Mass Delete Vendor-Specific Items.**

Using the (+EK) Program to Mass Delete Vendor-Specific Items

You can use the (+EK) program to mass delete vendor-specific items, if you do not have any on-hand quantities for items carried only by the vendor you are removing.

1. Go to the (+) Special Programs screen (in graphical software, double-click **KeyOp Menu**, then double-click **Specials**).
2. Select the [E] Modify Inventory Records function.
3. On the (SPE) Special Item Screen, select the [K] Mass Delete action code.

```

17:24:26          (SPE) SPECIAL ITEM SCREEN REV. (01/16/02)          05/15/03
=====
A = Set Cost and/or Prices          L = Mass Inquire
B = Copy Dir to Whl                M = Reset I-Price Contract
C = Copy Whl to Dir                N = Set Maximum Discount
D = Copy Column Pricing by Location O = Set Minimum/Maximum
E = Delete Supplemental Files       P = Set Class
F = Zero On Hand Quantities        Q = Copy Bins
G = Clear Hits                      R = EOQ
H = Clean Aux                       S = Convert Customer Item List
I = Move Locations                 T = UPC Update
J = Mass Change                    U = Reset OnHand/Alloc. From Bins
K = Mass Delete                     V = Quick Item Change
                                     W = Multiple Units of Measure
=====
ACTION [K]
BY ITEM [N]
=====
    
```

4. At By Item, type N

The (SPE) Special Item Selector Screen appears, as shown below.

Note: Do NOT press the ENTER Key at this point. Pressing ENTER will take you to the "TO" side of the screen.

```

09:37:11          (SPE) SPECIAL ITEM SELECTOR SCREEN REV. (01/16/02)          05/16/03
=====
VENDOR      ITEM NUMBER      COLOR      DESCRIPTION      C N UNT CART      PRICE
=====
Item #[ FROM ] Co:[ ] Item #[ TO ] Co:[ ]
Desc :[ ] Desc. :[ ]
Dept : Class : Serial : Dept : Class : Serial :
Unit : Weight : Unit : Weight :
- - - - - DIRECT BUY - - - - - DIRECT BUY - - - - -
Vendor # Prefix : Vendor # Prefix :
Eff. Date : / / Eff. Date : / /
- - - - - WHOLESALER - - - - - WHOLESALER - - - - -
Vendor # Prefix : Vendor # Prefix :
Program : Program :
- - - - - PRICING - - - - - PRICING - - - - -
Dept : Class : Net : Gross% Dept : Class : Net : Gross%
Column Type G/D : Assort : Column Type G/D : Assort :
- - - - - AUXILIARY - - - - - AUXILIARY - - - - -
Bin P: S: Hits : Bin P: S: Hits :
Source Location :__ Destination Location :__
=====
    
```

5. Press TAB to the Wholesaler record on the "FROM" side of the screen.

6. At Vendor #, enter the name of the vendor you wish to remove, as it appears in the Primary Wholesaler Record in the inventory database.
7. Leaving the other fields blank, press ENTER one time so that your cursor moves to the "TO" side of the screen.
8. Press TAB until your cursor is in the Wholesaler record.
9. At Vendor #, type the name of the vendor you are removing.
10. Press ENTER. The message, "A LOCATION MUST BE INPUT," appears.
11. At Source Location, enter your location. If you do not fill the field, press ENTER.
12. At Are you sure, type **Y**

When the mass delete is done, the system will display "END OF RECORDS ANY KEY TO CONTINUE" in the bottom left corner of the screen.

13. Press any key to return to the (SPE) Special Item Screen.
14. Press the ESC key until you reach the main menu.

12. Press ENTER twice. The record header, INPUT "**FROM**" SELECTION, changes to INPUT "**TO**" SELECTION.
13. Tab seven times so that your cursor moves to the On Hand field.
14. Type !
15. Press ENTER twice. The cursor returns to the File # field.
16. If you do not see I-WHL in the list of files, press the space bar twice.
17. At File #, enter the file # that corresponds to the number for I-WHL. In the example below, you would type 9 for I-WHL.

```

Master File: 1 I-MASTER      File # [ 1]
2 I-TOT1      3 I-TOT2      4 I-TOT3
5 I-TOT4      6 I-TOT5      7 I-TOT6
8 I-UOM       9 I-WHL       10V-AUX
11V-MASTER   12V-PAYING   13V-REMIT
14V-TRADE    15           16
    
```

18. If you do not fill the field, press TAB one time. On the right side of the screen, INPUT "**FROM**" SELECTION appears.
19. At Vendor #, type the name of the vendor, as it appears in the wholesaler record of your item database. If you do not fill the field, press ENTER.
20. Press ENTER again. The record header, INPUT "**FROM**" SELECTION, changes to INPUT "**TO**" SELECTION.
21. At Vendor # enter the name of the vendor exactly as you typed it the first time. If you do not fill the field, press ENTER.
22. Press ENTER again. Your cursor returns to the File # [] field.
23. Press the ESC key once.
24. At LIMIT, MODIFY, OR DELETE, type **D**
25. At File # [], enter the file # that corresponds to the number for I-Master. In the example shown above, you would type **1**
26. Press ENTER once. Your cursor moves to File #, and the following message appears on the right side of the screen:

```

          FILES USED IN THIS DELETE :
=====
          I-MASTER
    
```

27. Press the ESC key once.
28. At "LIMIT, MODIFY, OR DELETE ...(E=EXECUTE)," type **E**
29. If you are prompted for a password, type in the mass change password, which is specified at the bottom of the (LM) Operational Procedures Parameters screen (in graphical software, double-click KeyOp Menu, then double-click Parameters, then select [M]). If you do not have a mass change password, type your master password. If you are not prompted for a password, then go to the next step.

Note: If you type in the wrong password, you will need to start over from step 3.

30. At Verify Changes record by record, choose the appropriate action:

- If you wish to confirm each item before it is deleted, type **Y**
- To let the system delete items automatically, type **N**

31. Make sure no one else is using your system.

32. At Are you ready to Execute, proceed with the mass delete by typing **Y**

Note: If you specify N at step 32, you will be returned to step 3.

Deleting Supplemental Files Through the (+EE) Program

After you run the (+W) program, you need to delete the supplemental files for items that no longer have a master record.

1. Go to the (+) Special Programs Screen (in graphical software, double-click **KeyOp Menu**, then double-click **Specials**).
2. Select [E] Modify Inventory Records program request.
3. On the (SPE) Special Item Screen, select the [E] Delete Supplemental Files action code.
4. The message “THIS PROGRAM WILL SCROLL THROUGH ALL SUPPLEMENTAL FILES AND DELETE RECORDS WITH NO MASTER RECORD” appears. The prompt “Are You Sure” appears at the bottom of the screen. Make sure no one else is using your system. To proceed, type **Y**

Reloading OPDB2

If you ran the (+IK) program, proceed to the Post Load Procedures.

If you reloaded OPUS, you will now need to reload your OPDB2 vendors (if applicable).

Post Load Procedures

You will need to perform your normal post load procedures.

1. Process your BPIR files through the (+IFP) program.
2. Set the purchasing vendor by running the (+IL), (+IZ), or (+IT) programs.

Final Backup and Compression

Before you conduct business again, complete the following procedures:

1. Fully back up your DDMS folder.
2. Pack the files in the Inventory volume. For detailed instructions, see “Compressing Files on the Windows Platform” on the DDMS support site.