

Updating Item Direct Buy Records for is.group DC

Introduction

To purchase from the is.group Distribution Center (ISDC), your item's **Direct Buy record** must match the ISDC record of stocked and non-stocked items:

- **Vendor ID** must be ISG.
- The is.group Butted Manufacturer SKU Number represents a combination of the DDMS Prefix and Item #. For SMD10330, SMD should be in the **Prefix** field, and 10330 should be in the **Item #** field, as shown in the figures below.
- **Buy Unit** of Measure (UOM) must match the ISDC Dealer Minimum Buy UOM.
- The field for **Carton Size** (graphical) or **Of** (text-based) must reflect how many of your master selling units are in the ISDC's Dealer Minimum Buy UOM. If you sell by the box, and buy from ISDC in cartons of 5 boxes, your Of/Carton Size is 5.
- **Cost** must reflect your DDMS Master Selling Unit. If your Master selling UOM is different than the ISDC buy UOM, calculate ISDC's Extended Case Cost per your sell unit. If you sell by the box, and buy from ISDC in cartons of 5 boxes for \$23.15, your cost would be calculated as follows: $23.15 \div 5 = 4.63$.

Selected Vendor Information

ID: ISG	Last Cost \$	
Program:	Future Cost \$	
Priority:	Cost \$	4.630
File: M	List \$	
Prefix: SMD	Cost Percent:	
Number: 10330	UPS Avail:	<input type="checkbox"/>
Page:	Last Update:	
UPC: 08648610330	Effective on Date:	
Buy UOM: CT	End on Date:	
Carton Size: 5	Recycle:	<input type="checkbox"/>
Rate:	Minority:	<input type="checkbox"/>
Type:	Prod. Type:	<input type="checkbox"/>

```

----- DIRECT BUY -----
Vendor ID :ISG          Cost $    4.630
Page #   Prefix :SMD   L.Cost $
Buy Unit :CT Of :    5   F.Cost $
Eff. On  : / /         F.List $
Item #10330          UPC#08648610330
  
```

If you use the is.group PSN to purchase items where these fields do not match the item record in the ISDC system, the is.group system will **reject** affected items. In some cases, these **discrepancies may cause problems meeting is.group's minimum order requirements.**

The O/PUS is.ezTrade edition of the OPdb® catalog, due to be released July 1, 2004, will give you the option to automate the update of your inventory records with the is.group Distribution Center catalog. Until then, manual changes may be necessary.

How to Get the is.group Distribution Center Lists

To get the is.group Distribution Center's spreadsheet of stocked and non-stocked items, you have two options: Log into www.isgroup.org to download the spreadsheet or email a request to dcs@isgroup.org.

How to Manually Update Your Item Direct Buy Records

On the following pages, we will illustrate how to manually update your item Direct Buy records in both graphical software and text-based software. Choose the instructions for the interface you use most frequently.

Updating Item Direct Buy Records for is.group DC

For Graphical Software

Follow the steps highlighted in the figure below, repeating for each item you will stock from is.group's Distribution Center:

1. In graphical software, call up an item from the ISDC's list using the **Master** Tab of the **Item** window.

2. Click the **Vendors** tab.

PV	Vendor ID	Program	ID	File	Prefix	Number	Page	Cost	List	GP%
*	UNITED		1	W	SMD	10330	074	0.244	10.029	54.27
	SPARCO		3	C	SMD	10330			29	54.54
	OHENRY		6	C	SMD	10330			29	54.55
	EMCO		9		SMD	10330			29	55.07

3. Look at the **File** column. Do you see an **M** in the **File** column for Manufacturer?
If Yes, go to Step 4.
If No, go to Step 5.

4. If you see an **M** in the **File** column, you have an existing Direct Buy record for the item.
Right-click the existing **M** record, and select **Change Vendor Info**.

5. If you do not see an **M** in the **File** column, you can create a Direct Buy record for this item.
Right-click any row on the vendor list, and select **Add Manufacturer**.
The Add Manufacturer window appears, as shown in the following figure.

Note: The screens for **Add Manufacturer** and **Change Vendor Information** are identical, except that the latter will fill in **Change Information** and **Last Update** fields.

6. ID must be **ISG**.

7. Split up the ISDC's butted SKU between the 3-character **Prefix** and the **Number** field.

8. **Buy UOM** must match the ISDC's Dealer Minimum Buy UOM. The **Carton Size** field must reflect how many of your master selling units are in the ISDC's Minimum Buy UOM.

9. Calculate ISDC's Extended Case Cost per your Master Selling Unit, and then update the **Cost** field.

10. Click **Apply Changes**, and the Vendor tab will be updated.

11. Click **Exit** to return to the Vendor tab.

12. In the Item window, click to save your changes.

Updating Item Direct Buy Records for is.group DC

For Text-Based Software

Follow the steps highlighted in the figure below, repeating for each item you will stock from is.group's Distribution Center:

1. Select the [C] Change action code, and call up an ISDC item.

2. Calculate the ISDC's Extended Case Cost per your Master Selling Unit and update the Cost field.

3. Vendor ID must be ISG

4. Split up the ISDC's butted SKU between the 3-character Prefix field and the Item # field.

5. Buy Unit must match the ISDC's Dealer Minimum Buy UOM. The Of field must reflect how many of your master selling units are in the ISDC's Minimum Buy UOM.

6. To save your changes, press Enter until the next record appears.

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10:21:47          (E) INVENTORY MASTER REV. (04/11/03)          05/17/04
-----
ACTION [C] (A=Add, C=Chg, D=Del, I=Inq, J=Adj Qty, H=History, N=Remarks)
      (F=Qtys Cost, O=Other Screens)                               Loc [ 1] (Space All)
-----
MASTER RECORD ----- PRICING RECORD [ 1] -----
Item #10330          Co:SMD          Cost $
Desc. :FOLDER,MLA,1/3 CUT,LTR      Dept:
[ ] Alter.#          Co:
Unit :BX Dept :1 Class :W Sic :0105 Ven. I
UPC #086486103305 Multiple Bin : Item
----- DIRECT BUY -----
Vendor ID :ISG          Cost $ 4.630 Purchase Cost $ 8.244
Page # Prefix :SMD L.Cost $ Eff. On : / / Ending On : / /
Buy Unit :CT Of : 5 F.Cost $ ----- INVENTORY USAGE RECORD -----
Eff. On : / / F.List $ Bin P: S: Min : Max :
Item #10330          UPC#08648610330 Hits : On Hand :
----- PRIMARY WHOLESALER [ 1] ----- Backorder : Alloc. :
Vendor ID :UNITED Cost $ 8.244 On Order : 1 Receipts :
Page #674 Prefix :SMD L.Cost $ 8.244 Last Sold : / / Mtd Sold :
Buy Unit :BX Of : 1 Catalog $ 18.029 Last P/O : / / Qty of : 1
Purchasing Vendor ID : 1 File :W (W/C) Due : / / Vendor:DAISYTEK
Item Rent :..... Loan :..... Demo :.....
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