

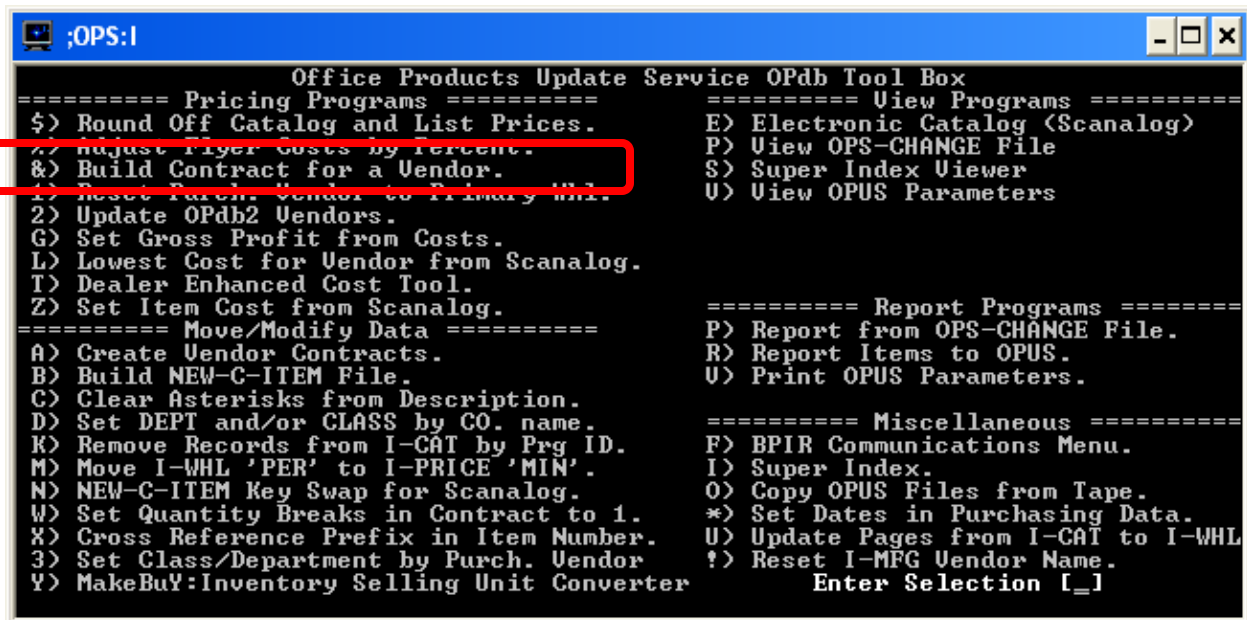
## Build Contract for a Vendor (+I-&)

The (+I) OPdb Toolbox is a menu of utilities that perform a variety of special functions with your Item database and related data.

The (+I-&) Build Contract for a Vendor function builds a contract from I-WHL and I-CAT for a vendor you specify. It is used when the dealer wants to create a contract using a vendor's catalog as the basis for the item listings and pricing, adjusting cost as needed.

You can access the (+I) OPdb Toolbox and use this tool if you have previously loaded O/PUS® software and the OPdb® multi-vendor catalog quarterly update.

1. From the Ensite Pro Master Menu, double-click **Keyops Menu**.
2. Double-click **Specials**. The (+) Special Programs screen opens.
3. Make sure your CAPS LOCK key is on.
4. Type **I** to access the O/PUS ToolBox screen. (Although you do not actually see the [I] option on the (+)Special Programs screen, if you have O/PUS loaded, you can select it.)



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;OPS:1
===== Office Products Update Service OPdb Tool Box =====
===== Pricing Programs =====                               ===== View Programs =====
$) Round Off Catalog and List Prices.                          E) Electronic Catalog <Scanalog>
?) Adjust Tiger Costs by Percent.                             P) View OPS-CHANGE File
&) Build Contract for a Vendor.                                S) Super Index Viewer
1) Reset Purch Vendor to Primary WHL.                          U) View OPUS Parameters
2) Update OPdb2 Vendors.
G) Set Gross Profit from Costs.
L) Lowest Cost for Vendor from Scanalog.
I) Dealer Enhanced Cost Tool.
Z) Set Item Cost from Scanalog.
===== Move/Modify Data =====                               ===== Report Programs =====
A) Create Vendor Contracts.                                    P) Report from OPS-CHANGE File.
B) Build NEW-C-ITEM File.                                     R) Report Items to OPUS.
C) Clear Asterisks from Description.                          U) Print OPUS Parameters.
D) Set DEPT and/or CLASS by CO. name.
K) Remove Records from I-CAT by Prg ID.
M) Move I-WHL 'PER' to I-PRICE 'MIN'.
N) NEW-C-ITEM Key Swap for Scanalog.
W) Set Quantity Breaks in Contract to 1.
X) Cross Reference Prefix in Item Number.
3) Set Class/Department by Purch. Vendor
Y) MakeBuY:Inventory Selling Unit Converter
===== Miscellaneous =====
F) BPIR Communications Menu.
I) Super Index.
O) Copy OPUS Files from Tape.
*) Set Dates in Purchasing Data.
U) Update Pages from I-CAT to I-WHL
?) Reset I-MFG Vendor Name.
Enter Selection [ _ ]

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5. To select Build Contract for a Vendor, type the ampersand (&) sign.
6. At the Vendor prompt shown below, enter the characters of the Vendor's name assigned to the items, up to 10 characters.

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This Program will build a Contract from I-WHL and I-CAT for a Selected Vendor.
Enter Vendor Selection [      ]
```

7. At the Contract Number prompt shown below, enter the consumer Contract Number from (ET) where you want to load the Vendor's item information and pricing, up to 2 characters.

```
Enter Contract Number [      ]
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