

Alternative to Text-Based (+IFP) Process a File Screen

O/PUS has created a Windows® software alternative to the text-based O/PUS Toolbox option (+IFP) Process a File for specific vendors. UpdateSPR.exe multiloader software lets you:

- Launch PSNControl to download all the vendor’s price plans, catalogs, and U_SPR, the loading program that processes multiple files at once.)
- Use the wizard-like interface to save settings for each file. You only have to enter them once! It validates each file type, to avoid processing a catalog as a plan, or vice versa.
- Process all item and pricing files for a vendor at once, with minimal interaction on your part!


Installing the Latest UpdateSPR Program Each Quarter

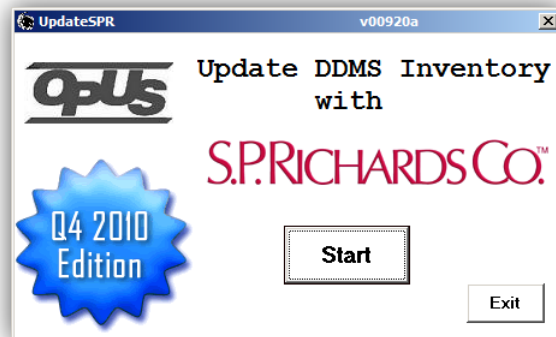
1. Download and run the latest **OPUSInstall** as instructed in our quarterly announcement to install new PSNControl and UpdateSPR software as needed on your DDMS server.
2. If you do not have an UpdateSPR icon on your DDMS server desktop, click **Start > Programs > PSN Control > PSNControl**, then add **UPDATESPR** and to the File Transfer List, and click **Transfer Now** PSNControl will place UpdateSPR.exe file in your \program files\opus\simple folder, and create an icon on your DDMS server desktop.

Before You Begin

3. Before updating individual price files, be sure you have completed your main O/PUS multi-vendor catalog update using the SIMPLE wizard at quarter-end.
4. Make sure no other programs are running, except TBL Server.

Launching the UpdateSPR Program

5. Double-click the  UPDATESPR icon on your DDMS server Desktop. The Update DDMS Inventory with S.P. Richards window appears, as shown here.
6. Click the Edition badge to view a feature list.
7. Click the **Start** button. This launches a wizard-like program.



Setting Up Price Plan Files

Price Plans have special costs and/or prices, and load as distinct multi-vendor records.

8. On the first page, list up to 18 price plans and use the fields to save settings for each file:

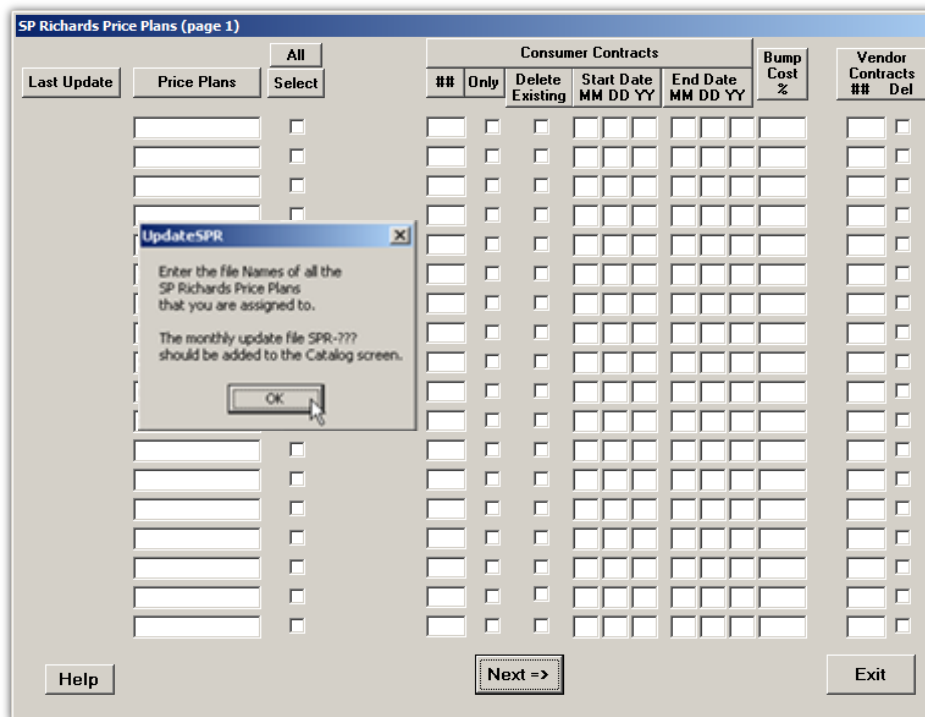
Note: The program will not allow you to enter Catalog or Matrix files on the Price Plan page, and vice versa. You will have the opportunity to enter those files in a subsequent page after clicking Next.

- The Last Update column displays the date when UpdateSPR last loaded the plan into your DDMS database. This column is blank when you first enter a filename.

- In the **Price Plans** column, enter the file names of the price plans that S.P. Richards has assigned to you.
- Check the box in the **Select** column if you wish to load this price plan now. (When you run this program in the future, this column is empty by default, so you will only need to check the Select boxes of the plans you want to run at that time.)

Note: Each quarter, you must check **Select** for each price plan you wish to load. You can click **All** to select all price plans.

- In the **##** column, enter the DDMS Contract ID where you wish to add the items. (Contracts can be used as a consumer price contract, a special cost contract, or a list of items in a price plan).
- Check the **Only** box if you want only to create a consumer contract from this price plan, but not add multi-vendor records. If the file contains dealer cost, do not select this option.
- Check the box in the **Delete Existing** column if you want to delete the existing DDMS contract having the same ID. Most dealers delete old contracts to eliminate old items.
- Right click the **Start Date** or **End Date** heading button to mass add dates.
- In the **Bump Cost %** column, enter the percentage increase (such as 5.00, 3.50, 2.25) that you want to be applied to the cost on all items in the selected plan.
- In the **Vendor Contracts ##** column, Enter the 2-character Vendor Contract Number where you want to update S.P. Richards' carton prices. For detailed instructions, see Using S.P. Richards Carton Pricing (PDF), available on the DDMS Web site.
- Check the box in the **Vendor Contracts Del** if you want to delete the existing vendor contract with that number.



9. Click **Next** to validate file types and enter up to 18 more price plans.
10. Click **Next** to validate new files' types and go to the Catalog screen.

Setting Up Catalog Files

Catalogs contain printed consumer prices and standard dealer costs that are not part of the standard O/PUS quarterly multi-vendor catalog update. Catalog item information is loaded into the primary I-WHL file.

11. On the Catalog page, list up to 15 catalogs and use the fields to save settings for each file:

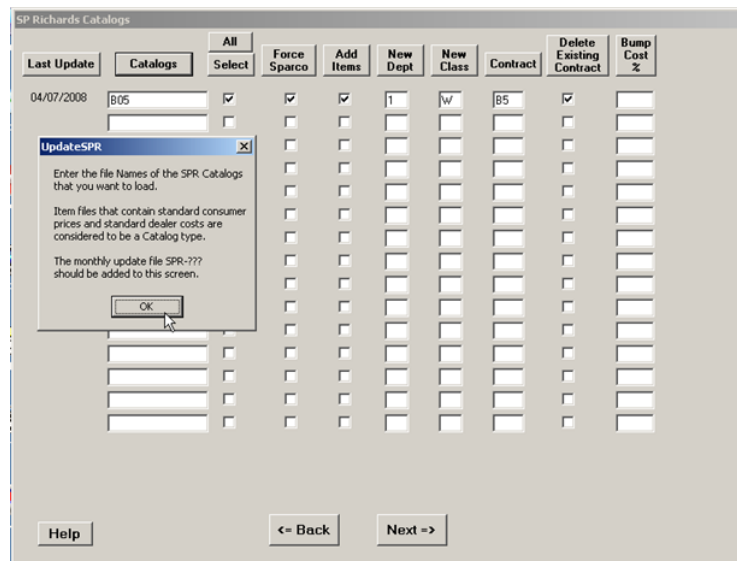
- The **Last Update** column displays the date when UpdateSPR last loaded the catalog into your DDMS database. This column is blank when you first enter a filename.
- Under **Catalogs**, enter the filenames of S.P.Richards catalog price plans you want to load.
- Check the box in the **Select** column if you wish to load this catalog now. (Again, this column is empty by default.)

Note: Each quarter, you must check **Select** for each catalog you wish to load.

- Check the **Force Sparco** box if — when an existing item has a different primary wholesaler — you want to change the primary wholesaler to S.P. Richards.
- Check the **Add Items** box if you wish to create new items in your item database; New Dept and New Class are required when you select Add Items. (If you leave this *unchecked*, new items from the catalog will not be added.)
- In the **New Dept** column, enter the department ID where you wish the new items to be added from this catalog.
- In the **New Class** column, enter the stock class ID where you wish the new items to be added from this catalog.
- In the **Contract** column, enter the DDMS Contract ID if you wish to add the items from the price plan to a consumer contract.
- Check the box in the **Delete Existing Contract** column if you want to delete the existing DDMS contract having the same ID.
- In the **Bump Cost %** column, enter the percentage increase (such as 5.00, 3.50, 2.25) that you want to be applied to the cost on all items in the selected catalog.

Note: In addition to standard catalogs, you can load SPR’s branch-specific catalogs (where the branch number is preceded by “B”) in this screen. New items added from branch catalogs are not included in standard OPUS files. There is an *all-branch B99* file, but consider whether you wish to ship those items from any possible SPR branch, or load only the file(s) for the branch(es) where you usually purchase.

12. Click **Next** to validate file types and go to the Matrix screen.



Setting Up Matrix Files

Matrix files contain special printed consumer pricing, and will only create a DDMS Contract with consumer prices.

13. On the Matrix page 1, list up to 18 Matrix catalogs:

- The **Last Update** column displays the date when UpdateSPR last loaded the catalog into your DDMS database. This column is blank when you first enter a filename.
- Under **Matrix**, enter the filenames of S.P.Richards Matrix catalogs you want to load.
- Check the box in the **Select** column if you wish to load this matrix catalog now. (Again, this column is blank by default.)

Note: Each quarter, you must check **Select** for each Matrix file you wish to load.

- The Consumer Level column is no longer used (and is being removed).
- Check the box in the **Only SPR Items** column if you only want to include items that currently have S.P. Richards as their Primary Wholesaler added to the Consumer Contract. (If you leave it *unchecked*, all items in the file will be added to the contract regardless of the item's Primary Wholesaler.)
- (Required) In the **Contract** column, enter the DDMS Contract ID where you wish to add the items.
- Check the box in the **Delete Existing Contract** column if you want to delete the existing DDMS contract having the same ID.

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

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

- A = Select Super Aggressive
- B = Select Market Penetration
- C = Smart Choice Super Aggressive
- D = Smart Choice Market Penetration
- E = Smart Choice Ultra Impact
- F = Full Matrix

Last Update	Matrix	All Select	Consumer Level	Only SPR Items	Contract	Delete Existing Contract
	V1A	<input type="checkbox"/>	1	<input type="checkbox"/>	V1	<input checked="" type="checkbox"/>
	V1B	<input type="checkbox"/>	2	<input type="checkbox"/>	V2	<input checked="" type="checkbox"/>
	V2F	<input type="checkbox"/>	6	<input type="checkbox"/>	VT	<input checked="" type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
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		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

14. Click **Next** to validate file types and enter up to 18 more matrix catalog options.

15. Click **Next** to validate new files' types and go to the final screen. .

Executing the Update

16. If you wish to review your settings, click the **Back** button.
17. **To create the standard Exception Report of items that are not updated as expected:** In the **Printer** field, enter the Printer ID (P1, P2, etc.) where you wish to print it.

Note: If you specify a file printer, you may be prompted for a file path and name. Be sure to specify the drive letter as well as the path and filename, such as C:\temp\sprupdateexp.txt. If you are not prompted for a filename, the exception report will overwrite the default text file set up in your Printer settings.

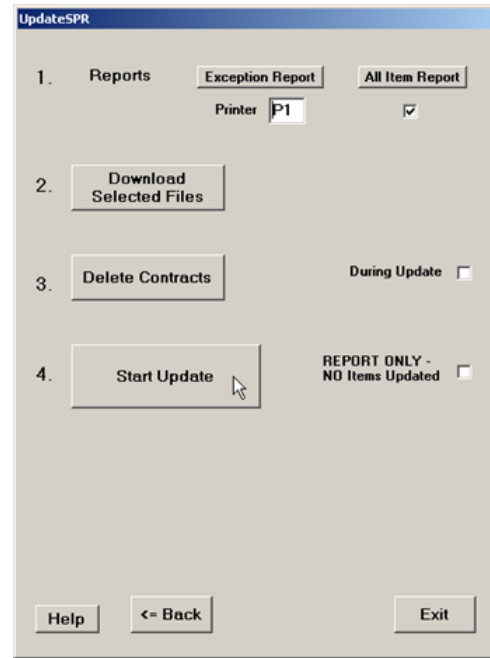
18. **(Optional) To save a spreadsheet report that shows what happened to EVERY item:** Check the **All Item Report** box. The report is sent to a file called SPR-REPORT in your Download folder.

Note: You can choose either the Exception Report or the All Item Report, or Both, but you must choose at least one for troubleshooting purposes.)

19. Click **Download Selected Files** to automatically download all the plans you selected in the previous screens via PSNControl. The loading program U_SPR will also be included in the download list. The button will indicate selected files are downloaded.

Note: Verify all files say “Download complete” in the PSNControl file transfer list. If some files are not available, you may wish to wait a day or so to download those files before continuing. Or continue with what you have, and later return to this application to load the missing files once they are downloaded.

20. (Optional) To delete contracts you specified in previous pages, choose one option:
 - Click the **Delete Contracts** button. The program will delete the contracts you specified to delete in previous pages. When the contracts have been deleted, click **OK**.
 - Check the **During Update** box so that the Update process will automatically delete contracts. The button will indicate selected contracts are deleted.
21. (Optional) To preview how your items will be updated in the selected report — without performing the update yet — check the **Report Only – No Items Updated** box. This will print the reports you selected under Reports, but no items will actually be changed.
22. When you are ready for the update to execute, click **Start Update**. To indicate progress, the Start Update button will display which files are being updated and when complete.



Setting Purchasing Vendor

After loading price plans, you can specify that the new item costs be used to set the item’s Purchasing Vendor, using +IZ, +IL, or +IT. See *O/PUS Toolbox* documentation online.