


## UpdateUNI.EXE: 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. The new UpdateUNI.exe software lets you:

- Launch PSNControl to download all the vendor’s price plans, catalogs, and loading programs you need! (Including U\_UNI, the loading program that now processes multiple files at once.)
- Use the wizard-like interface to save settings for each file. You only have to enter them once!
- Load *single-plan* Item Content and Pricing System (ICAPS) files from Classified Zone.
- Enter the same Matrix file on multiple rows to load more than one Consumer Level.
- Process all item and pricing files for a vendor at once, with minimal interaction on your part!

### Installing the Latest UpdateUNI Program Each Quarter

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


### (Optional) Creating and Loading ICAPS Files Into DDMS

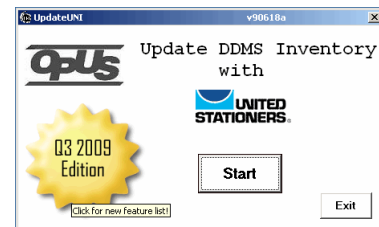
3. After logging into the United Stationers’ Reseller Classified Zone ([ussco.com](http://ussco.com)), use the ICAPS system to make an output template specific to DDMS. In order to load ICAPS files into DDMS, you must set the ICAPS file template’s “record layout” to UNITAPE225.
4. Once you obtain the ICAPS file, unzip it to the DDMS O/PUS Download folder listed in your DDMS (+IFI) screen.
5. Rename the ICAPS file to a shorter name of 2-3 characters and the extension.TXT (such as ABC.TXT). In the UpdateUNI Price Plan page, you’ll enter the full filename and extension.

### Before You Begin

6. Most price plans should only be loaded after completing your main O/PUS multi-vendor catalog update. Use the SIMPLE wizard to do so before updating individual price files.
7. Make sure no other programs are running, except TBL Server.

### Launching the UpdateUNI Program

8. Double-click the  UpdateUNI icon on your DDMS server Desktop. The Update DDMS Inventory with United Stationers window appears, as shown here.
9. Click the Edition badge to view a feature list.
10. Click the **Start** button. This launches the wizard.



## Setting Up Price Plan Files

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

**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**.

11. On the price plans page, list up to 18 files, updating settings for each row:

- The **Last Update** column displays the date when UpdateUNI 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 United Stationers has assigned to you.

**Note:** UpdateUNI will load ICAPS text files that contain a single plan. Simply enter the entire filename (Example: ABC.TXT) in the plan list.

- 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.

- If the catalog has more than one **Consumer Column**, enter the one to load.
- If the catalog has more than one dealer **Cost Column**, enter the one to load.
- 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 **Delete Existing** 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.
- Enter a decimal to **Bump Cost** (for example, 1.015 = +1½% while 0.98 = -2%). All costs on all items in the selected plan will be multiplied by this amount. (If you Bump Cost on a monthly Changes-Only file (UNI-\*\*\*), only plan 9W in that file will be bumped.)
- Click the box in the / column if you wish to divide all costs by the Bump Cost decimal amount, instead of multiplying.

**Note:** If you wish to match a bump that United Stationers makes, contact United's Item Content and Pricing group at [servim2@ussco.com](mailto:servim2@ussco.com).

12. Click **Next** to enter up to 18 more price plans, then click **Next** to go to the Catalog and Matrix screens. The program will check the validity of the information you entered.

## Setting Up Catalog Files

**Catalogs** contain printed consumer prices and standard dealer costs, especially for items 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.

13. On the Catalogs page, list up to 15 catalogs, updating settings for each row:

- The **Last Update** column displays the date when UpdateUNI last loaded the catalog into your DDMS database. This column is blank when you first enter a filename.
- Under **Catalogs**, enter the filenames of United 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. You can click **All** to select all catalogs.

- Check the **Force United** box if — when an existing item has a different primary wholesaler — you want to change the primary wholesaler to United Stationers.
  - 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.
  - If the catalog has more than one **Consumer Column**, enter the level to load.
  - If the catalog has more than one dealer **Cost Column**, enter the level to load.
  - 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.
  - Enter a decimal to **Bump Cost** (for example, 1.015 = +1½% while 0.98 = -2%). All costs on all items in the selected plan will be multiplied by this amount.
  - Click the box in the / column if you wish to divide all costs by the Bump Cost decimal amount, instead of multiplying.
14. Click **Next** to go to the Matrix screen. The program will check the validity of the information you entered.



## Executing the Update

17. If you wish to review your settings, click the Back button.

18. To create a standard Exception Report of items that are not updated as expected: In the Printer field, enter the target Printer ID (P1, P2, etc.).

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**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\uniupdateexp.txt. If you are not prompted for a filename, the exception report will overwrite the default text file set up in your Printer settings.

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19. (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 UNI-REPORT in your Download folder.

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**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.)

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

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**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.

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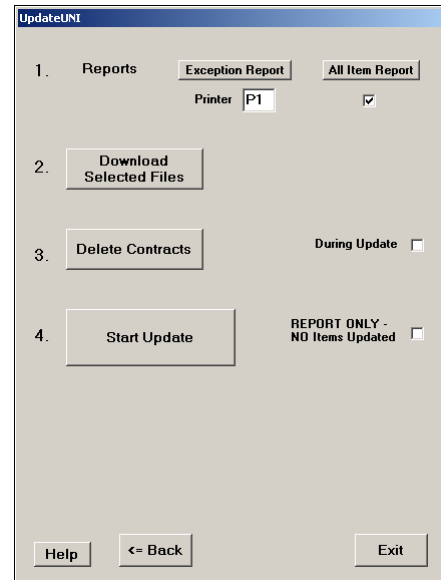
21. (Optional) To delete contracts, choose one of the following options:

- Click the **Delete Contracts** button. The program deletes 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.

22. (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.

23. 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.

24. When the update is complete, click **OK** and **Exit**.



## Setting Purchasing Vendor

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