



Viewing Page Numbers From Special Catalogs

Several vendors provide dealers with special consumer-priced catalogs. (For example, United and S.P. Richards publish "matrix" catalogs). In most cases, these printed publications have page numbers that differ from the vendor's general line "list" catalog.

By default, the Commercial Order Entry screen displays the page numbers from the Primary Wholesaler "List priced" General Line catalog. Some dealers need to view both the General Line page numbers as well as the special consumer priced catalog page numbers in order entry. Other dealers may not use the General Line "list priced" catalog at all, and therefore want to replace its page numbers with that of the special "consumer-priced" catalog. Depending on the dealer's needs, we have the following two options:

Option 1

This method allows Order Entry to display page numbers for multiple catalogs by accessing the Multiple Vendors screen in text based and/or the Item Detail tab in graphical Order Entry. After loading the OPdb Update you will need to process the special catalog's pricing file by downloading the file from PSN and processing it in the (+ I F P) screen. When processing this file, you will see the following prompt:

```
[ ] Type X if you Do NOT want Scanalog (I-CAT) records  
(if you only want to make a CONTRACT with consumer prices)
```

DO NOT type "X" at this prompt. By leaving this field blank, the Multi-Vendor Catalog (I-CAT) file will be updated with the special consumer priced catalog information, which will allow the numbers to appear in the text-based Multiple Vendor Screen or Graphical Item Detail corner in Order Entry.

Option 2

This method should only be considered if you do not utilize the vendor's General Line "list priced" catalog at all and wish to only view the consumer-priced catalog page number in Order Entry. **Note: The (+I-U) tool will remove the General Line page number from your DDMS system.** After loading the OPdb Update you will need to process the special catalog's pricing file by downloading the file from PSN and processing it in the + I F P screen. When processing this file, you will see the following prompt:

```
[ ] Type X if you Do NOT want Scanalog (I-CAT) records  
(if you only want to make a CONTRACT with consumer prices)
```

DO NOT type "X" at this prompt. By leaving this field blank, the I-CAT file will be updated with the special consumer priced catalog information.

You can *then* run (+I-U) Update Pages from I-CAT to I-WHL tool. This optional post-load procedure will copy a vendor page number from the I-CAT file to the Primary Wholesaler record, replacing the General Line page number.

Note: The (+I-U) tool will REMOVE the general line page number from the Primary Wholesaler Record. If you use this tool by mistake, you must re-load the O/PUS OPdb update to restore the general line page numbers.

For detailed instructions, please read on.



Viewing Page Numbers From Special Catalogs

First: Setting Your (LG5) Additional Order Entry Parameters

To be able to view page numbers in the I-WHL field in Order Entry, the Disp Prim Whl Page# field in your (LG5) Additional Order Entry Parameters must be set to Y, as shown in the following figure.

```

16:07:23          (LG5)  ADDITIONAL ORDER ENTRY PARAMETERS          02/23/04
=====
                ACTION [I] (C=Change, I=Inquiry)                    G/L Location [ 1]
=====
PASSWORDS: Verify : Final :      Reverify :      Cost Chg :      Price Chg :
           O/E Chg : Price Only :      Price/Cost :      Journal Functions :
           Voids   :DDMS Print Voids Y/N ?N      Vendor Screen :
           Print PrePay Credit Cards Orders Y/N ?      Use Super Index Y/N ?
           Disp Cust. Rem. Y/N ?Y  Disp List on Query Y/N ?N  Disp Prim. Whl Page# Y/N ?Y
           Display Quantity Breaks Y/N ?Y      Display On-Hand by Location Y/N ?Y
           "Show Companion List" Default Y/N/A ?      Maximum Discount %
           Default Prepay Due as 00% of Backorders      Non-Tax District Number #
           Use Next Invoice # for Credits Y/N/X ?N      Order Taker From :      to :
           Set Status if Adding New Customer Y/N ?      Display Laundry List Y/N/X/Z ?
           Automatically Accept Alias Match Y/N ?      Force All Items to be B/O Y/N ?
           Allow Adding New Bar Codes to the Alias File Y/N ?
           Disable Pay on All PrePays Prompt Y/N ?      Price Check Format [ ] Printer [ ]
           Require Authorization Code When Over Credit Limit Y/N ?      Password :
           Don't Prompt Customer Over Credit Limit on Paycodes ? [ , , , , , , , , , ]
           Auto. Query When there is No Exact Match on Y/N :      Customer ?      Item ?
           Force "Who Called" Special For Customer Status Tm1 : [ ] to [ ] + [ , , , , ]
           Dedicated On-Line Slip, Invoice, & Ticket Printers : [ ] to [ ] + [ / , , , , ]
           How Many Seconds to Wait Before Clearing Screen After Order #      (30=Default)
    
```

For more information, see “Chapter 61: Fields in the (LG5) Screen” in *DDMS Parameter Manual* (www.ddms.com/resources/doc/parameters/LG5.pdf).

Updating Scanalog When Processing Special Pricing File

When processing the special catalog's pricing file that you've downloaded from the BPIR, you will see the following prompt:

```

[ ] Type X if you Do NOT want Scanalog (I-CAT) records
    (if you only want to make a CONTRACT with consumer prices)
    
```

DO NOT type “X” at this prompt. By leaving this field blank, the Multi-Vendor Catalog (I-CAT) file will be updated with the special consumer priced catalog information, which will allow the numbers to appear in the text-based Multiple Vendor Screen or Graphical Item Detail corner in Order Entry.



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Using (+I-U) Update Pages from I-CAT to I-WHL

(+I-U) Update Pages from I-CAT to I-WHL is an optional post-load procedure designed to allow a vendor's supplemental catalog page number to be used instead of the vendor's general line catalog page number in the Primary Wholesaler record.

Note: The (+I-U) tool WILL REMOVE the General Line page number. If you use this tool by mistake, restoring the general line page numbers requires either a complete backup or a re-load of the OPdb update. If you wish to view page numbers for both the General Line catalog and the special consumer-price catalogs, just update Scanalog when processing the file.

To REMOVE general line catalog page numbers from the Primary Wholesaler record, and REPLACE it with supplemental catalog page numbers, follow these steps:

1. Make sure you have completed the O/PUS OPdb multivendor catalog update.
2. Make sure you have loaded the special pricing file that includes the page numbers you wish to use.
3. **IMPORTANT:** Back up your files before performing this procedure. For detailed instructions, see "Backing Up Your DDMS Files in Microsoft® Windows 2000" (www.ddms.com/resources/support/faq/windows/backup.pdf).
4. Go to the (+IU) screen. In graphical software:
 - Double-click the KeyOp Menu icon.
 - Double-click the Specials icon.
 - Make sure your CAPS LOCK key is on.
 - Select the hidden [I] Item Update selection code.
 - Select the [U] Update Pages from I-CAT to I-WHL tool.

```

Office Products Update Service OPdb Tool Box
===== Pricing Programs =====
$) Round Off Catalog and List Prices.
%) Adjust Flyer Costs by Percent.
&) Build Contract for a Vendor.
1) Reset Purch. Vendor to Primary Whl.
2) Update OPdb2 Vendors.
G) Set Gross Profit from Costs.
L) Lowest Cost for Vendor from Scanalog.
T) Dealer Enhanced Cost Tool.
Z) Set Item Cost from Scanalog.
===== Move/Modify Data =====
A) Create Vendor Contracts.
B) Build NEW-C-ITEM File.
C) Clear Asterisks from Description.
D) Set DEPT and/or CLASS by CO. name.
K) Kill Records from I-CAT by Program 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

===== View Programs =====
E) Electronic Catalog (Scanalog)
P) View OPS-CHANGE File
S) Super Index Viewer
V) View OPUS Parameters

===== Report Programs =====
P) Report from OPS-CHANGE File.
R) Report Items to OPUS.
V) Print OPUS Parameters

===== 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
Enter Selection [_]
    
```



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5. At the Enter I or C prompt, choose an option:
 - Type I to read the I-CAT file, search for the price file specified, and copy page numbers for the specified price file to I-WHL. The figure below shows the prompts that occur when you choose this option.

```

This Program will Set Catalog Page Numbers from I-CAT or CONTRACT
Enter I or C [I]
Enter Printer for Report [P1]
Update I-MFG or I-WHL [W] M or W
Enter Program ID to Match [X# ]

Enter Vendor to Match [VEND]

O.K. to Proceed ?
  
```

- Type C to copy page numbers from a Contract to overwrite your I-WHL General Line page numbers. The figure below shows the prompts that occur when you choose this option.

```

This Program will Set Catalog Page Numbers from I-CAT or CONTRACT
Enter I or C [C]
Enter Printer for Report [P1]

Update I-MFG or I-WHL [M] M or W

Enter Contract Number [16]

O.K. to Proceed ?
  
```

6. At the Enter Printer for Report prompt, enter the printer number where you wish to print the exceptions report.
7. At the Update I-MFG or I-WHL prompt, choose an option:
 - Type M to update Manufacturer (I-MFG) records for affected items.
 - Type W to update Primary Wholesaler (I-WHL) records for affected items.
8. If you selected I to set page numbers from I-CAT, follow these steps:
 - At the Enter Program ID to Match prompt, enter the Program ID of the special catalog whose page numbers you wish to view in the Primary Wholesaler page number box.
 - At the Enter Vendor to Match prompt, enter the first four characters of the name of the vendor who provided the special catalog.

Note: The program will ONLY affect the Primary Wholesaler page number if a match is made to the four-character input.

9. If you selected C to set page numbers from a Contract, enter the contract number.
10. At the O.K. to Proceed prompt, type Y



Viewing Page Numbers From Special Catalogs

Result

Assuming you've properly processed the special catalog's pricing file, you can then view these additional catalog page numbers during order entry.

Viewing Page Numbers in Graphical Order Entry

Viewing page numbers is simple in graphical order entry: after entering the stock number, look for page numbers on the bottom right of the Item Detail tab.

Item Number	Company	Description	UM	Cls	Order	Ship	Extended Sell
653YW	MMM	POST-IT_PLN,1.5x2,YW	EA	W	1	0	.395

Page	Prefix	Buy Unit	Of	Vendor
893	MMM	PK	12	SPARC
889	MMM	PK	12	UNITET



Viewing Page Numbers From Special Catalogs

Viewing Page Numbers in Text-Based Order Entry

After Running (+IU): (G) Order Entry Screen

If you run the (+IU) program, the special catalog page number will be displayed at the bottom of the order entry screen instead of the general catalog page number.

```

10:32:12                (G) Order Entry (09/27/03)                02/23/04
-----
Order Writer :TEST      G/L Loc # 1   Inv Loc # 1       Transaction # 123456-1
Order                               Charge          File :P-MASTER  Vol :W2??
Name :TEST INC          Account #    016001
      P.O. BOX 00        Slsm : 301   Status :G      P/O #123456
      000 EAST 00TH ST                               Lines #         %
      TEST                               TX 00000      000 000 0000  Sub-Total $
-----
#  Item          Mfg          Description          UM C Order  Ship  Price
51645A          HEW CRTDG, INK, DESIGNJT 700,BK          EA W _         7.876
-----
Pref:HEW Unit:EA of 1 Net:N Max 00% Min: 1 Alt [ ]
Page#593 SPARCO O/H @ 1: 1 O/O: 1 B/O: 2
List 35.990
Dept [1] Correct? Qty=Yes,N=No,Q=Query,U=UC,A=Add,H=Hist,V=Ven,O=P/
    
```

Without (+IU): Multiple Vendor Screen

If you do not run the (+IU), use the Multiple Vendor Screen to view special catalog page numbers.

Note: Although the bottom of the (G) Order Entry screen lists page numbers, it will only list the first four that appear in the Multiple Vendor Screen. To view the complete list, use the Multiple Vendor Screen.

In text-based software, after entering the stock number, enter a "V" in the ORDER Quantity field, as shown below:

```

12:02:15                (G) Order Entry (09/27/03)                02/27/04
-----
Order Writer :TEST      G/L Loc # 1   Inv Loc # 1       Transaction # -
Order                               Charge          File :P-MASTER  Vol :W2??
Name :TEST              Account #    10002
      S 25.0 Slsm : 101 Status :G      P/O #
      Route :22                               Lines #         %
      KELLER                               TX 76248      817          Sub-Total $
-----
#  Item          Mfg          Description          UM C Order  Ship  Price
654YW          MMM POST-IT, PLN, 3X3, YW          PD W V         1.050
-----
Pref:MMM Unit:PD of 1 Net:N Max 00% Min: 1 Alt [ ]
Page#893 SPARCO Page#889 UNITED Page#179 SPARCO Page#179 SPARCO
List 1.400
Dept [1] Correct? Qty=Yes,N=No,Q=Query,U=UC,A=Add,H=Hist,V=Ven,O=P/
    
```

This will display all the records in the Multiple Vendor Screen, including the page numbers for each record, as shown below.



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12:06:01 Multiple Vendor Screen (07/14/02) 02/27/04

Item #654YW Co:MMM Cost \$.750 List \$ 1.400 %
 Desc :POST-IT,PLN,3X3,YW L.Cost \$.760
 Alter # Co: [] Net :N Up Cost : %
 Unit :PD Dept :1 Class :W Max : % Con : %

#	Vendor	Vendor Number	Pre	Page	Buy	Of	Cost	List	F	ID
0	*SPARCO	654YW	MMM	893	PD	1	.750	1.400	W	1
1	UNITED	654YW	MMM	889	PK	12	.760	1.400	C	4
2	SPARCO	654YW	MMM	179	PD	1	.630	.750	C	5
3	SPARCO	654YW	MMM	179	PD	1	.630	.750	C	6
4	SPARCO	654YW	MMM	895	PD	1	1.040	.750	C	7

Enter 0- 4, <ESC> To Quit ?

Additional Information

“Chapter 61: Fields in the (LG5) Screen” in *DDMS Parameter Manual* at www.ddms.com/resources/doc/parameters/LG5.pdf

“Backing Up Your DDMS Files in Microsoft® Windows 2000” at www.ddms.com/resources/support/faq/windows/backup.pdf