

## Super Store Data (SSD) Cross Reference & Pricing Import Software

Knowing what your biggest competitors are doing is key in creating the right balance between cost and selling price. Profitability depends on it. With O/PUS Super Store Data (SSD) Update software, you can import two files compiled by Trade Service:

- The standard edition (filename SSDitems) includes super store name, product numbers, and multiple vendor cross references for Office Depot, Office Max, Staples, Quill and Corporate Express.
- The premium edition (filename SSDpricing) includes everything in the standard edition (SSDitems), but also includes pricing, units of measure, and packaging information — "Single National Pricing" data for Office Depot and Office Max, and "Regional Pricing" (West, Midwest, and East) for Staples. The SSD pricing update requires an authorization code from Trade Service each quarter; see instructions below.

With this information at your fingertips, you can develop a balanced pricing strategy benchmarked against your competitors.

The imported data is stored in the O/PUS® I-CAT file. The system utilizes Super Index to look up these product numbers in Order Entry, Purchasing, and integrated Web storefronts such as ECinteractive™, Dealer Station®, is.Dforce®, and is.Dforce2. The super store name, product number, and pricing (if loaded) will be attached to the item number in your inventory, like additional vendors are attached.

### Installing and Updating the SSD Software

**Note:** Running OPUSInstall is a dedicated procedure. Make sure no one else is using the system before you proceed.

1. Download and run **OPUSInstall**, from the O/PUS® OPUSInstall Software Update page or DDMS support portal. SSD is installed and/or updated via your quarterly OPUSInstall software update.

### Downloading Quarterly SSD Data File From the O/PUS® PSN

**Note:** Downloading the SSD pricing file during Trade Service business hours will expedite authorization.

2. Use **PSNControl** to download either SSDitems or the premium SSDpricing.
3. If you are loading SSDPRICING, the **Pricing Authorization** window prompts for the authorization code, as shown here. Dealers who signed up for an annual subscription to SSDpricing updates should have received their authorization codes for four quarters.

- If you haven't called Trade Service or have misplaced your codes, please call **866-561-5940**, Monday through Friday 8 am to 5 pm PST, and tell Trade Service the *Request Code* from your screen.
- Enter the **Authorization Code** that Trade Service issues to you.



- Click **Validate Code**.

For detailed instructions on downloading files from the O/PUS PSN, see “Using PSNControl to Download Quarterly Update Files” in *Setting Up & Using the O/PUS PSN* on the DDMS support site.

## Loading SuperStore Cross-References Into DDMS

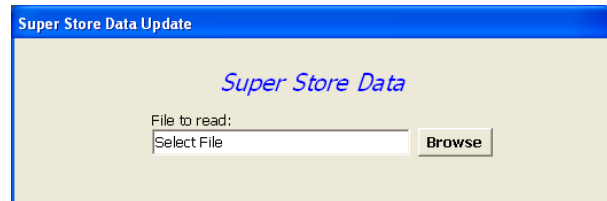
**Note:** Before loading SSD updates, you must first complete your SIMPLE load and **all other optional post-load procedures**. (SSD loads data into I-CAT, but SIMPLE deletes I-CAT before updating the catalog. Loading SSD is thus an optional *post-load* procedure.) See “Loading O/PUS Multi-Vendor Catalog Update” on the DDMS support site

4. Shut down and then restart **TBL Server** (if you did not yet do so after running SIMPLE).

**Note:** Using SSD to update the I-CAT multivendor catalog file is a dedicated procedure. Make sure no one else is using the system before you proceed.

5. To run SSD, navigate to the Windows **Start** menu, then click **Programs**, then click the **SSD** folder icon, and then click the **SSD** program icon. The Super Store Data Update window appears as shown below.

6. Click on the **Browse** button.



7. In the Open window that appears, navigate to your PSNControl download folder, which is specified in the (+IFI) screen.

8. Select the appropriate file (SSDITEMS.dbf or SSDPRICING.dbf) and click **Open**.

9. In the Super Store Data Update window, select the super store(s) whose data you wish to import.

10. (Optional) If you wish to load super store private-branded items that have been cross-referenced to SPRichards, United, and ActionEmco branded items, select **Load Super Store Branded Items**. Then, select the order of your wholesaler preference. For example, for box 1, select your primary wholesaler from the drop-down menu. For box 2 and 3, select your next most preferred wholesalers.



11. (Optional) If you are loading `ssdpricing.dbf`, you must select **Load Super Store Data Pricing** to load pricing. Then, in the Region option box, select the Staples Regional Pricing region that applies to you.



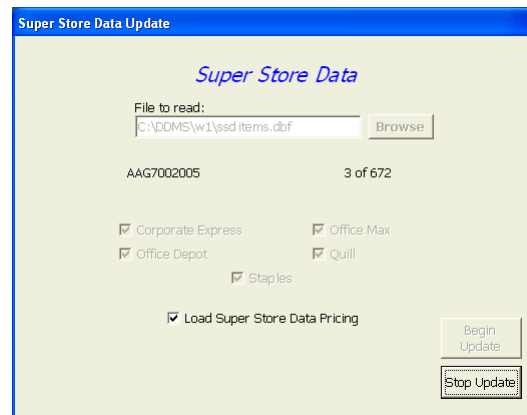
12. Click on the **Begin Update** button.

13. If you are loading SSDPRICING, the **Pricing Authorization** window prompts for the authorization code, as shown here. Dealers who signed up for an annual subscription to SSDpricing updates should have received their authorization codes for four quarters.



- If you haven't called Trade Service or have misplaced your codes, please call **866-561-5940**, Monday through Friday 8 am to 5 pm PST, and tell Trade Service the *Request Code* from your screen.
- Enter the **Authorization Code** that Trade Service issues to you.
- Click **Validate Code**.

14. The SSD software shows the progress of the import process as shown here. This process may take an estimated 90 minutes.



15. If you need to abort the update process, you can select the **Stop Update** button, and exit the software.

**Warning:** If you abort and begin again, it creates duplicate records. Before you resume, you must first remove any super store records, using (+I-K) Kill Records from I-CAT. In the **KeyOp** menu, double-click **Specials**. Make sure your **caps lock** key is on. Type **I** to access the O/PUS Toolbox, and **K** to launch the kill function. When prompted for Program ID, enter **XXX**. When prompted for Vendor Name, enter the first four characters of the super store (such as CORP, DEPO, OFFI, QUIL, or STAP). Repeat for each super store you selected to load. Then you may return to Step 4.

16. When an alert box indicates that the Super Store Data Update is complete, click **OK**.

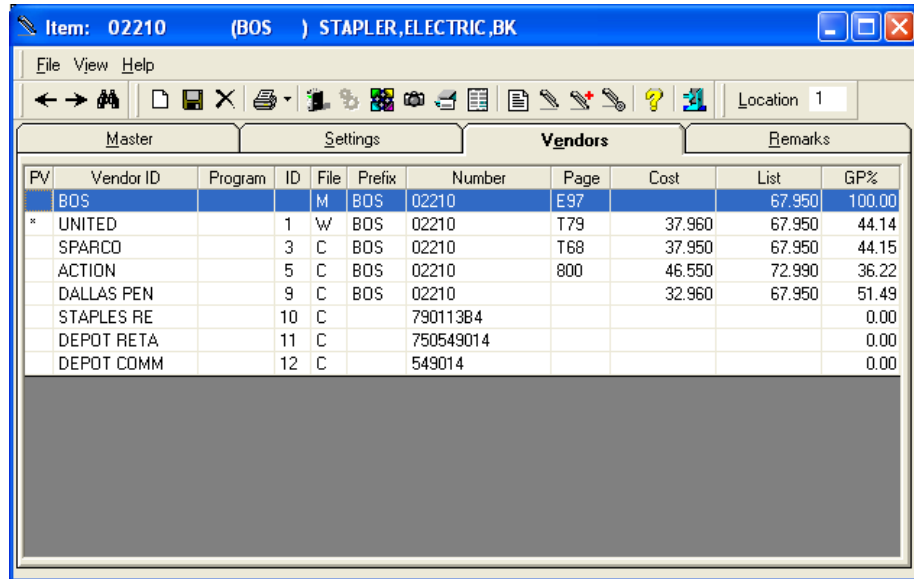
## Rebuilding the Super Index (+I-I) in Ensight Pro™

**Note:** Rebuilding the Super Index is a dedicated procedure. Make sure no one else is using the system before you proceed.

17. Rebuild the SuperIndex so that the Order Entry, Purchasing, and integrated Web storefronts such as Dealer Station® and is.D-Force® will accept the input of the super store item numbers. To do so, use the (+I-I) command in the O/PUS Toolbox. For more information on the I-SUPER index, see the “(+I-I) Building the O/PUS Super-Index (+I-I)” section of *O/PUS ToolBox* on the DDMS support site.

## Viewing Super Store Data in Vendors Tab of Item Window

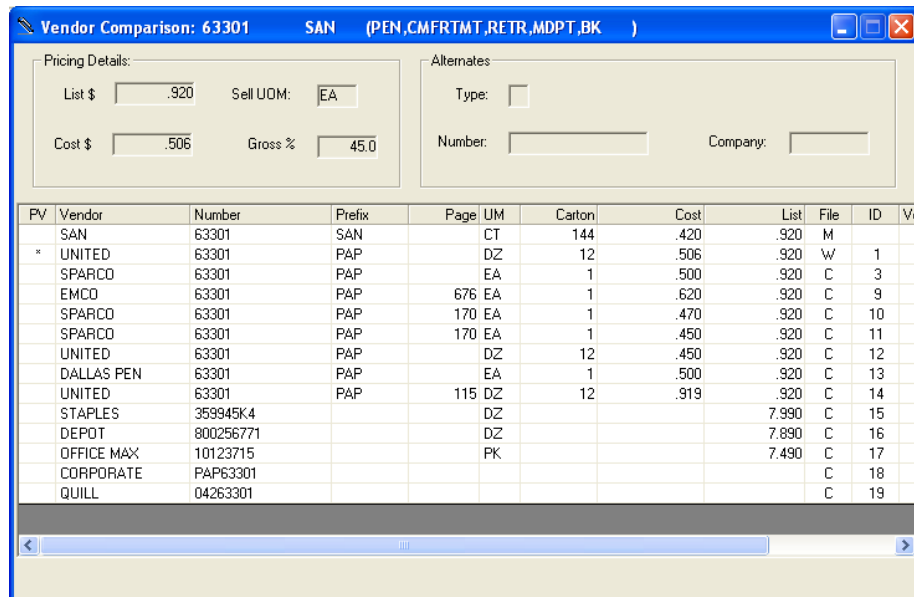
This screen shows the super store item cross references within the Multiple Vendor window for an example item. If SSD pricing is loaded, the super store pricing will show in the List column.



PV	Vendor ID	Program	ID	File	Prefix	Number	Page	Cost	List	GP%
	BOS			M	BOS	02210	E97		67.950	100.00
*	UNITED		1	W	BOS	02210	T79	37.960	67.950	44.14
	SPARCO		3	C	BOS	02210	T68	37.950	67.950	44.15
	ACTION		5	C	BOS	02210	800	46.550	72.990	36.22
	DALLAS PEN		9	C	BOS	02210		32.960	67.950	51.49
	STAPLES RE		10	C		790113B4				0.00
	DEPOT RETA		11	C		750549014				0.00
	DEPOT COMM		12	C		549014				0.00

## Super Store Data in Order Entry

1. In the Order Entry window, complete the **Global** tab as needed.
2. Enter and accept the desired item in the **Item Detail** Tab.
3. Right-click the line item, and select **Vendor Comparison**, Or use the <Ctrl+M> shortcut, holding the Ctrl key and striking the M key.
4. For matching super store items, the **Vendor Comparison** window will show columns for the item's Vendor and Number. If you loaded SSD pricing, the Unit of Measure (UM) and List price will also display. For information on these columns, see your online help.



Pricing Details:

List \$ .920    Sell UDM: EA

Cost \$ .506    Gross % 45.0

Alternates:

Type:

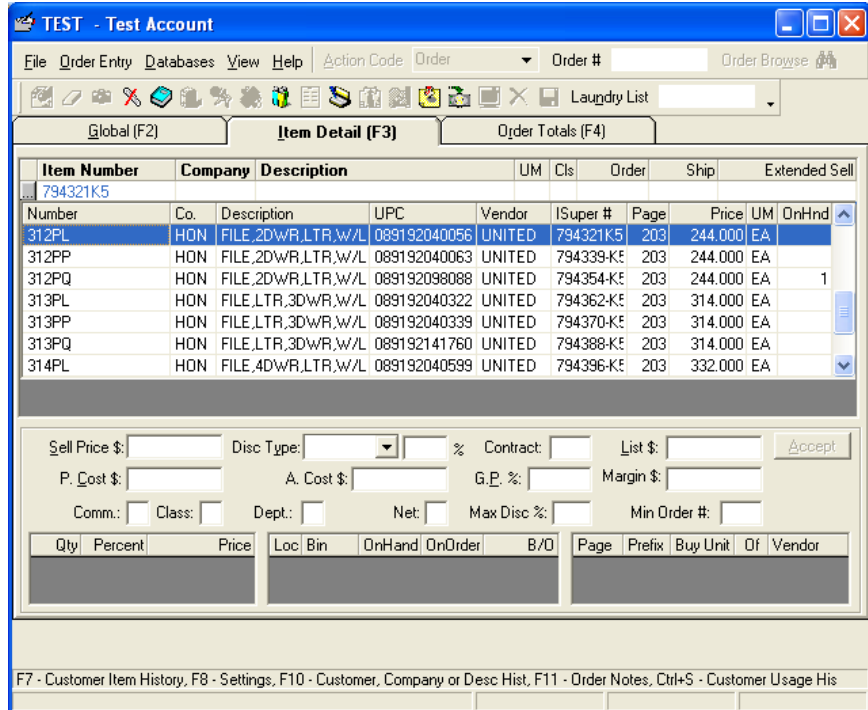
Number:                      Company:                     


PV	Vendor	Number	Prefix	Page	UM	Carton	Cost	List	File	ID	Vc
	SAN	63301	SAN		CT	144	.420	.920	M		
*	UNITED	63301	PAP		DZ	12	.506	.920	W		1
	SPARCO	63301	PAP		EA	1	.500	.920	C		3
	EMCO	63301	PAP	676	EA	1	.620	.920	C		9
	SPARCO	63301	PAP	170	EA	1	.470	.920	C		10
	SPARCO	63301	PAP	170	EA	1	.450	.920	C		11
	UNITED	63301	PAP		DZ	12	.450	.920	C		12
	DALLAS PEN	63301	PAP		EA	1	.500	.920	C		13
	UNITED	63301	PAP	115	DZ	12	.919	.920	C		14
	STAPLES	359945K4			DZ			7.990	C		15
	DEPOT	800256771			DZ			7.890	C		16
	OFFICE MAX	10123715			PK			7.490	C		17
	CORPORATE	PAP63301							C		18
	QUILL	04263301							C		19

## Using Super Store Item Number to Look up Matching Items in Order Entry

Sometimes a customer knows the super store item number. You can easily look up your matching item numbers in Order Entry.

1. You must set the (LG5) parameters 'Use Super Index' to Y for each location in which you want to use the SSD in Order Entry.
2. In the Order Entry window, complete the **Global** tab as needed.



3. In the **Item Detail** tab, enter a super store SKU in the **Item Number** field.
4. Click the  button next to the super store item number you entered. The item query window appears. Press Enter, and it will show the item number, company, description, and other information.
5. Double-click the matching item that you wish to substitute for the super store SKU. It will populate the order entry line item.

## Cross-Referencing Super Store Item Numbers in Your Integrated Web Storefront

If customers visiting your integrated Web storefront search for a super store SKU, the system will use the Super Index (I-SUPER) to find your inventory catalog's matching item.

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

In the OPdb Toolbox, 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.

For detailed instructions, see "Build Contract for a Vendor (+I-&)" on the DDMS support site.