

*Using O/PUS  
Vendor  
MultiLoader*



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## About Vendor MultiLoader

The Vendor MultiLoader program gives you access to all the supplemental vendors' item files in just a few clicks. You can load supplemental vendor files and custom item files quickly and easily.

The Vendor MultiLoader program updates all the O/PUS supplemental vendors according to the parameters (settings) you set. Each vendor has its own settings screen.

The Vendor MultiLoader program is normally run once each quarter after you complete your O/PUS item load and run the UpdateUNI or UpdateSPR programs. However, you can run the program as many times as you need as updated vendor files become available.

## Installing and Updating the Program

You download this program to your DDMS server using PSNControl.

- 1 Open PSNControl by double-clicking



- 2 The File Transfer window opens. Make sure the correct quarter is selected in Step 1. Under the Step 2 heading, type VENDOR in the Enter File Name box.
- 3 Click Add to File Transfer List.
- 4 Click Transfer Now.
- 5 When the Download Complete message appears in the File Transfer List box, click Exit.
- 6 The latest Vendor MultiLoader program is now installed. To start the program, click Start then All Programs. Click VENDORMULTILOADER.exe to start the program.

## Using Vendor Multiloader

Using the Vendor Multiloader program takes just 5 simple steps. For more information on each step, refer to the appropriate heading.

- 1 First, select your vendors from the list provided. See Figure 1.
- 2 Complete the Vendor Settings.
- 3 Designate a printer to print the Exceptions Report.
- 4 Download the vendor files.
- 5 Start the update.

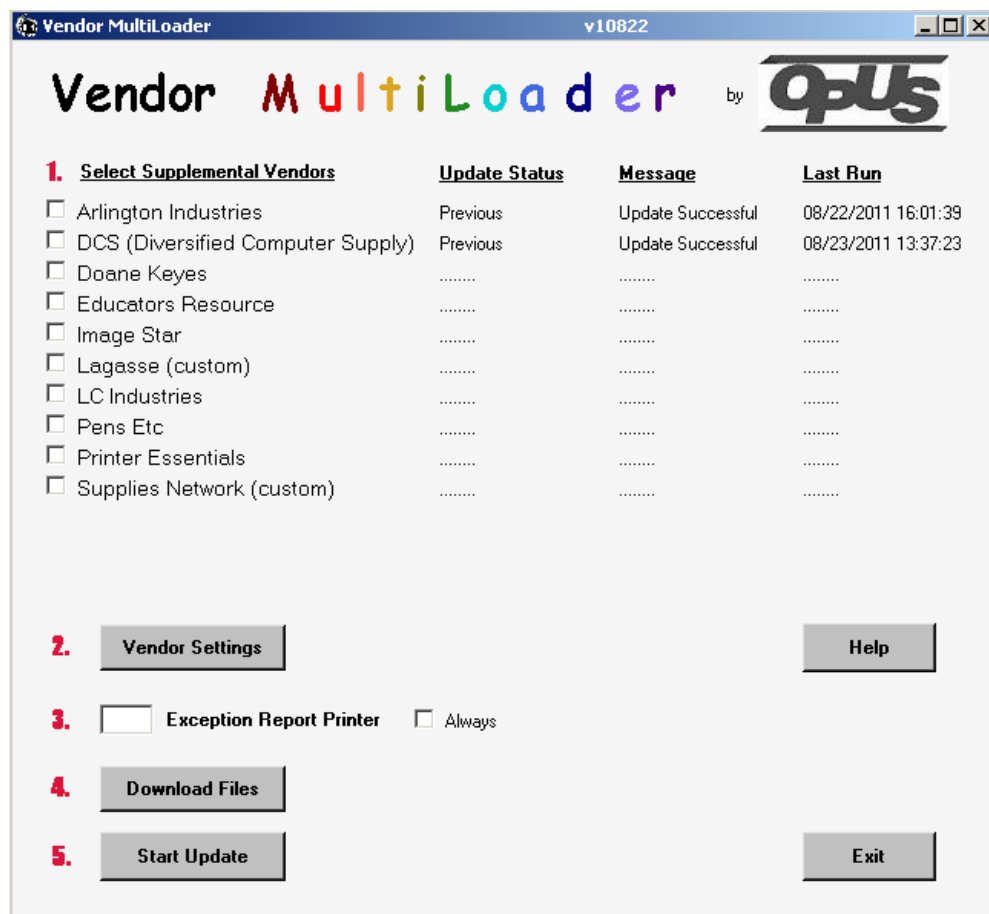
## Selecting a Vendor

First, you select which vendors' supplemental files to use. Simply click the check box next to the vendor. After you've used this program, information for each vendor will appear in the Update Status, Message, and Last Run columns. Next, you must set vendor settings for each vendor you selected.

- 1 From your desktop, click Start then All Programs. Click VENDORMULTILOADER.exe to start the program.
- 2 To select which vendors' supplemental files to download, click the check box next to the vendor name.
- 3 Once you've selected which vendors to use, click Vendor Settings. Go to the heading **Setting Vendor Settings**.

## Setting Vendor Settings

- 1 After you've selected your vendors, click Vendor Settings.



**Figure 1: The Vendor MultiLoader Program**

- 2 The vendor settings dialog box for the first vendor you selected appears. As you set the settings for each vendor and click Done, the settings for the next vendor appear. For example, if you selected the vendors Arlington, DCS, and Image Star, the vendor settings appear in that order. See Figure 2.

Set vendor settings for each vendor and click Done.

If you need more information on the vendor settings screens, you can click Help in each screen.

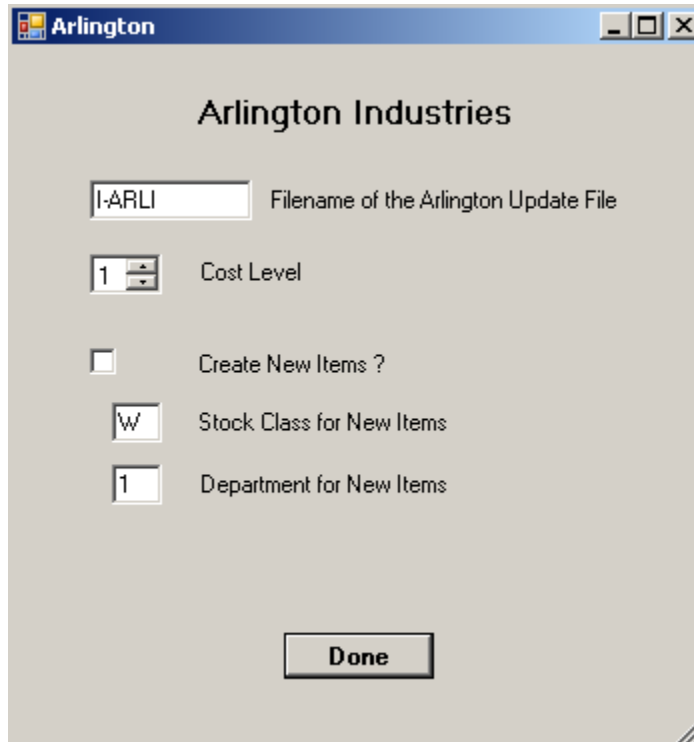
- 3 When you complete the vendor settings, go to **Selecting the Exception Report Printer**.

## Selecting the Exceptions Report Printer

The Exceptions Report lists items that were not added or updated, along with the reasons. This report automatically prints during the update.

You must enter the DDMS printer ID in the Exception Report Printer box.

Click the Always box to use the same printer each time.



The screenshot shows a window titled "Arlington" with the following fields and controls:

- Arlington Industries** (Title)
- Filename of the Arlington Update File:
- Cost Level:  (with up/down arrows)
- Create New Items?:
- Stock Class for New Items:
- Department for New Items:
- Done** (Button)

**Figure 2:**  
Setting Vendor  
Parameters

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**Note:** In addition to the Exceptions Report, the All Item Report is always available in the DDMS/SR folder after vendor files are updated. The report is named by vendor. For example, RPT-ARLI.xls is the name of the All Item report for Arlington. The report for DCS is named RPT-DCS.xls and so on.

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Next, you must download the vendor files.

## Downloading Files

- 1 When you click Download Files, the PSNControl File Transfer window opens and the necessary files are automatically downloaded. You can see which files are not available in the displayed list.
- 2 The vendor files are saved to the OPUS Download unit.  
The Download Complete message appears. Click Exit.

## Starting the Update

Now that you've downloaded your vendor supplemental files, you can start the update. Click Start Update to update your item files.

A status update message appears next to each vendor you selected. When finished, the Update Status column shows Done, as shown in Figure 3.

When finished, click Exit.

**Figure 3: The Update Status Column**

