



OPUS[®]: Removing a Vendor

Updated August 2023



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Introduction

You may need to remove a vendor from your inventory if you meet the following criteria:

- You accidentally loaded the wrong vendor during your quarterly OPUS® load.
- A vendor goes out of business.
- A vendor merges with another vendor and no longer provides item and pricing updates under its own name.
- A vendor moves its warehouse operations or makes other changes.

If you don't remove a vendor in the above cases, it can affect your short-buy process and your pricing. For example, if the automated short-buy transmits a purchase order to a vendor who can't provide timely delivery, you may have to cancel and submit the P/O to a different vendor. If you have a customer on a cost plus plan with pricing that comes from the vendor, ordering from a higher-priced vendor would lead you either to increase the customer's price or to take the price difference as a loss.

There are two ways to remove a vendor from your inventory. The method you use is determined by the order in which you loaded vendors during the last OPUS update:



- **(+I)[K] Kill Records From I-CAT by Program ID:** Use this method if the vendor you need to remove was the last vendor loaded, and/or if you loaded vendors through the OPdb2 update and allowed it to update the vendor you are removing.
- **Reload the OPUS Quarterly Update:** Use this method if the vendor was not the last one loaded, and if you did not allow OPdb2 to update the vendor you are removing.

After removing the vendor, mass delete items that are only carried by the vendor you are removing.

Before You Begin

These are dedicated procedures. Ensure that no one is using the system. Back up your data. You must also know the mass change password or the master password.

To determine which password to use:

1. From the Master Menu, double-click . The Keyop Menu opens.
2. From the Keyop Menu, double-click . The Parameter Editor window opens.
3. Double-click Text Base Parameters. The text-based (L) Parameters screen opens.
4. In the Selection Code field, type **M**. The (LM) Operational Procedures Parameters screen opens.
5. Look at the Mass Change Password field:
 - If a password is specified, write it down and save it for later.
 - If the field is blank, use the master password if prompted for a password.

```

DDMSPlus [258258] - 4968 - ;NEW:L
11:49:28      (LM) Operational Procedures Parameters      12/04/19
=====
Action [L] <C=Change, I=Inquiry, 1=Period End, 2=Proc List>
=====
MB Password : [DDMS ]      Last MB done on [08/17/01] by [0120]
                        at [20:41:54]
Volume Serials to Compress: <These will be copied to the "MB Volume Serial".>
SR??,WP??,W1??,
* * * * *
Machine1      Machine2      Machine3
=====
Printer:      P1          P          P
MB Unit <Volume Serial>:  DB??
Save MB Unit to Tape Y/N:      N          Tape Unit: 90
<All files on the "MB Unit" will be deleted, so "Save MB Unit to Tape"
If you want to keep them.>
Verify Tape Y/N? :      N
ML Password : [ ] Mass Change Password : [DDMS]
=====
  
```

Four-Character Vendor ID

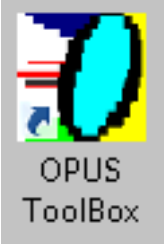
Know the four-character vendor ID for the vendor to remove. The first four characters of the vendor's name is used to match the name in your wholesaler field to the vendor.


Vendor ID	Vendor
ARLI	Arlington Industries**
CARO	Carolina Wholesale
DCS-	Diversified Computer Supplies**
DOAN	Doane-Keyes**
EDUC	Educator's Resource
GLOB	Global Industries
HMAR	HallMark**
IMAG	Image Star
MACP	MacPherson Art
SERV	Service Wholesale
SPAR	S.P. Richards
SYNN	Synnex Information Technologies
UNIT	Essendant (formerly United)
**Loaded from OPUS PSN files	

Determining Which Method to Use

To determine which method you should use to remove the unwanted vendor, you must view your OPUS parameters.

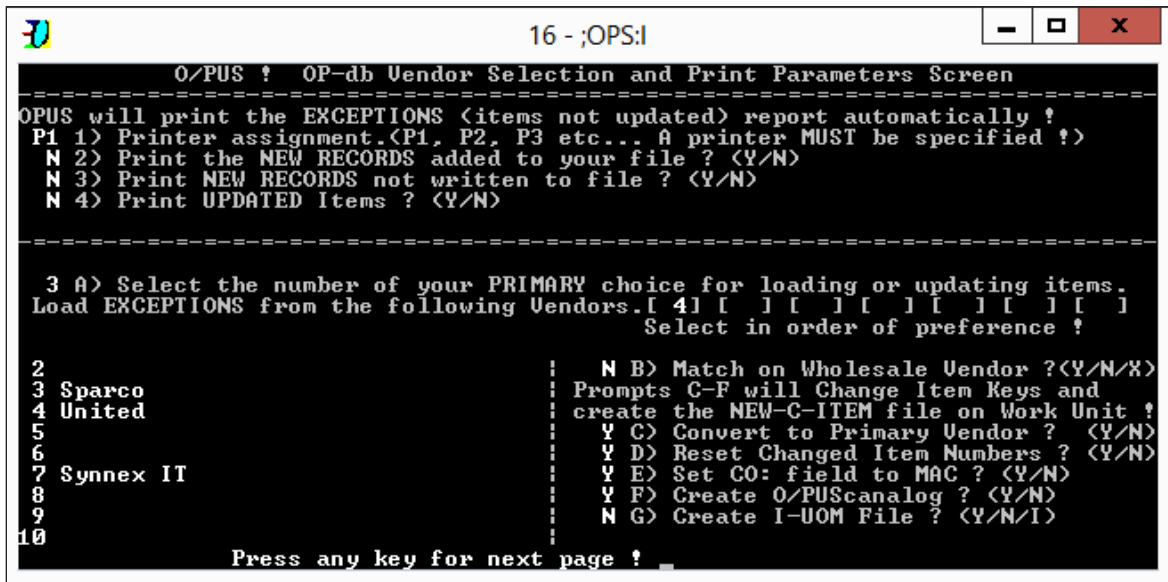
1. From the Master Menu, double-click . The Keyop Menu opens. (From the DDMSPLUS®

desktop, double-click  and go to **Step 4.**)

2. From the Keyop Menu, double-click . The text-based (+) Special Programs screen opens.
3. In the Enter Program Request field, type **I**. The (+) Office Products Update Service OPdb Tool Box screen opens.
4. Select the [V] View OPUS Parameters action code.
5. At the Enter Print or View prompt, type **V**.
6. Type **1** to view OPUS parameters. The OP-db Vendor Selection and Print Parameters Screen opens.
7. At the bottom left side of the screen, look for the number next to the name of the vendor to remove.
8. Look at the number of the vendor to the left of the A) field. See the figure on the following page. This vendor is your primary vendor. On the next line, the numbers listed in the brackets determine the order in which the quarterly OPdb update loads your exception vendors.

If the vendor you need to remove is the last exception vendor listed, and you did not load any vendors from the OPdb2 update, use the (+)[K] program to remove this vendor from the Scanalog. Go to the **Using (+)[K] to Remove a Vendor From the Scanalog** heading.

If the vendor you need to remove is your first call vendor, or is any exception vendor but the last, reload OPUS. Go to the **Reloading OPUS to Remove a Vendor from the Scanalog** heading.



Using (+I)[K] to Remove a Vendor from the Scanalog

The (+I)[K] function can remove both price plans and vendors from the Scanalog.

1. Open OPUS Toolbox. In the (+I) screen, type **K** to select the Kill Records from I-CAT by Program ID function.
2. In the Printer field, enter the printer to use.
3. At the Enter flyer ID prompt, type **XXX**.
4. The Enter Vendor to Remove prompt displays. Enter the four-character vendor ID.
5. At the OK to Proceed prompt, type **Y**. The Removing XXX Records message and a record count display.

Note: The (+I)[K] program removes all Scanalog entries for the vendor you specified, no matter where the entry came from. This process may take hours.

6. At Exit this OPUS program prompt, type **Y**.
7. Go to the **Mass Deleting Vendor-Specific Items** heading.

Reloading OPUS to Remove a Vendor from the Scanalog

When you reload, change your OPUS parameters so that it does not load that vendor.

1. Shut down TBL Server (DDMS® only). On DDMSPLUS, open the SIMPLE program and go to **Step 5**.
2. Download and install the latest OPUSInstall from the Customer Support Center.
3. Download the latest OPUS file and other quarterly update files, as needed.
4. Restart TBL Server and launch SIMPLE. The Welcome to OPUS Inventory Menu opens.
5. Click Next.

6. At the Select an Option Below window, select the I Want to See All Options Available to Me option and click Next.
7. In the Select the Options You Wish to View window, select the Select Vendors option.
8. Select vendor names from the drop-down menu in the order you need to load them.
 - If you load more than six vendors, click Next 6 Vendors to continue.
 - Set any unused vendor slots to none.

Note: Do not select the vendor you are removing.

9. Click Next.
10. Change global update options, vendor-specific parameters, or re-indexing options.
11. Click Finish to go to the update question.
12. Reload the OPUS Update as instructed in the handout [Loading OPUS OPdb Multi-Vendor Quarterly Updates](#) on the Customer Support Center.
13. At the Are You Sure You Want To Exit prompt, click Yes.
14. Exit the OPUS AutoPlay Menu.
15. Go to the **Mass Deleting Vendor-Specific Items** heading.

Mass Deleting Vendor-Specific Items



After removing the vendor, mass delete items that are only carried by the vendor you are removing. There are two ways to do this:

- **(+EK) Mass Delete:** If you have no on-hand quantities of these vendor-specific items, use this program to mass delete them.
- **(+W) File Display and Maintenance:** If you have on-hand quantities of any of these vendor-specific items, use this program to mass delete the ones with zero on-hand.

Determining Which Method To Use To Remove Vendor-Specific Items

You must determine whether you have on-hand quantities of the items carried only by the vendor you are removing. An Item Catalog Report of on-order, on-hand, and backordered records helps you determine which method to use to remove vendor-specific items.

To print the report, do the following:

1. From the Master Menu, double-click . The Reports Menu opens.
2. From the Reports Menu, double-click . The text-based (R) Inventory Selector screen opens.
3. In the Selector field, type **05** to select the Item Catalog report.

- Verify that the selector name at the top of the screen is R-CAT2.

```

DDMSPlus [258258] - 4976 - ;NEW:R
11:55:21 (R) INVENTORY SELECTORS rev. (02/27/17) 12/04/19
Number Report: R_CAT2 Selector: R-CAT2
1 = * * * CLASSIC REPORTS * * * SELECT THE CLASSIC R SCREEN WITH #1
2 = BASIC INVENTORY SET-UP REPORT SORT: 1-ITEM #, 2-CO. NO LIMITS
3 = ITEM CATALOG MASTER LISTING SORT: 1-ITEM #, 2-CO. NO LIMITS
4 = ITEM ALIAS MASTER LISTING SORT: CUSTOMER NAME NO LIMITS
5 = ITEM CATALOG: O/O, O/H, B/O SORT: 1-ITEM #, 2-CO. NO LIMITS
6 = ITEM CATALOG: COST, PRICE, MARGIN SORT: 1-ITEM #, 2-CO. NO LIMITS
7 = ITEM CATALOG: AUG, REPLACE, PRICE SORT: 1-ITEM #, 2-CO. NO LIMITS
8 = ITEM PRODUCT LABELS W/LIST PRICE SORT: 1-ITEM #, 2-CO. NO LIMITS
9 = ITEM PRODUCT LABELS W/BIN LOCATIONS SORT: 1-ITEM #, 2-CO. NO LIMITS
10 = ITEM SHELF LABELS SORT: 1-ITEM #, 2-CO. NO LIMITS
11 = ITEM SHELF LABELS W/QUANTITY BREAKS SORT: 1-ITEM #, 2-CO. NO LIMITS
12 = LOW STOCK WHOLESALER REPORT-MIN/MAX SORT: ITEM #,CO.,LIMIT: NEEDED ITEM
13 = LOW STOCK WHOLESALER REPORTS-CYCLE SORT: ITEM #,CO.,LIMIT: NEEDED ITEM
14 = INVENTORY EXTENDED DOLLARS SORT: 1-ITEM #, 2-CO. NO LIMITS
15 = INVENTORY USAGE REPORT SORT: 1-ITEM #, 2-CO. NO LIMITS
16 = CONTRACT REPORT SORT: 1-CONTRACT #, 2-ITEM #, 3-CO.
17 = CONTRACT REPORT FOR CUSTOMERS SORT: 1-CONTRACT #, 2-ITEM #, 3-CO.

Lowstock [ ] Weeks [10] Dpt Pricing (MN WX PQ) [P] Up Qty [ ] Up Rec [ ]
[05] Selector Totals Only :N Loc : Prt :P1 Copies : 1 Recs : Chain :
DO YOU WISH TO CHANGE ALL, CHANGE PRINTER OR EXECUTE? A/P/E P
  
```

Note: If your selector is not R-CAT2, contact DDMS Support before proceeding with the mass delete.

- At the Do You Wish to Change All, Change Printer Or Execute prompt, type A.
- At the Change Sorts prompt, type N. Question marks fill all of the fields.

```

DDMSPlus [258258] - 4976 - ;NEW:R
11:55:21 (R) INVENTORY SELECTORS rev. (02/27/17) 12/04/19
Number Report: R_CAT2 Selector: R-CAT2
----- MASTER RECORD ----- PRICING RECORD [??] -----
Item #????????????????? Co:????????? Cost $????????? List $????????? %?????%
Desc. :????????????????????????????????? Dept :? Class :? Cont :? Min Qty :???
[?] Alter.#????????????????? Co:?????????
Unit :?? Dept :? Class :? Sic :????
UPC #????????????????? Multiple Bin :?
----- PURCHASING VENDOR -----
Vendor ID :????????????? Cost $????????????? Ven. ID :????????????? Program :?????????????
Page #??? Prefix :???? L.Cost $????????????? Item #????????????????????? Prefix :???
Buy Unit :?? Of :???? F.Cost $????????????? UPC #?????????????????????
Eff. On :??/??/?? ???? F.List $????????????? Purchase Cost $?????????????
Item #????????????????? UPC#????????????????? Eff. On :??/??/?? Ending On :??/??/??
----- INVENTORY USAGE RECORD -----
Vendor ID :????????????? Cst $????????????? Hits :????????? On Hand :?????????
Page #??? Prefix :???? L.Cost $????????????? Backorder :????????? Alloc. :?????????
Buy Unit :?? Of :???? Catalog $????????????? On Order :????????? Receipts :?????????
Purchasing Vendor ID :?? File :? (W/C) Last Sold :??/??/?? Mtd Sold :?????????
Item #????????????????? UPC#????????????????? Last P/O :????????????? Qty of :?????????
SORTS 1=NOBREAK ASC 2= 3= 4= 5= Due :??/??/?? Vendor:?????????????
Lowstock [ ] Weeks [10] Dpt Pricing (MN WX PQ) [P] Up Qty [ ] Up Rec [ ]
[05] Selector Totals Only :N Loc : Prt :P1 Copies : 1 Recs : Chain :
CHANGE LIMITS Y/N ?N
  
```


- At the Change Limits prompt, type Y. The Entering Limits From Message displays.

```

DDMSPlus [258258] - 4976 - ;NEW:R
11:55:21      (R) INVENTORY SELECTORS      rev. (02/27/17)      12/04/19
Number      Report: R_CAT2      Selector: R-CAT2
----- MASTER RECORD -----
Item #???????????????? Co:????????? Cost $????????? List $????????? %?????%
Desc. :????????????????????????????????????????????????????????????
[?] Alter.#???????????????? Co:?????????
Unit :?? Dept :? Class :? Sic :?????
UPC #????????????????? Multiple Bin :?
----- PURCHASING VENDOR -----
Vendor ID :????????????? Cost $?????????????
Page #??? Prefix :????? L.Cost $?????????????
Buy Unit :?? Of :????? F.Cost $?????????????
Eff. On :??/??/?? ???? F.List $?????????????
Item #????????????????? UPC#?????????????????
----- INVENTORY USAGE RECORD -----
Bin P:????? S:????? Min :????? Max :?????
Hits :????????? On Hand :?????????
Backorder :????????? Alloc. :?????????
On Order :????????? Receipts :?????????
Last Sold :??/??/?? Mtd Sold :?????????
Last P/O :????????????? Qty of :?????????
Due :??/??/?? Vendor:?????????????????
SORTS 1=NOBREAK ASC 2= 3= 4= 5=
Lowstock [ 1 Weeks [10] Dpt Pricing (MN WX PQ) [P] Up Qty [ ] Up Rec[ ]
[05] Selector Totals Only :N Loc : Prt :P1 Copies : 1 Recs : Chain :
ENTERING LIMITS ==== F R O M ==== FILL FIELD WITH DATA FOR LIMITS
  
```

- Press Enter twice. The cursor moves to the Primary Wholesaler Record.
- Tab to the Vendor ID field.
- Enter the name of the vendor to remove.
- Press Enter until your cursor moves to the Inventory Usage Record.
- Tab to the On Hand field.
- In the On Hand field, type 1.
- Press Enter. The Entering Limits To message displays.
- Press Enter until the cursor moves to the Inventory Usage Record.

Note: Skipping the Vendor ID field limits your report to the same vendor by default.

- Tab to the On Hand field.
- In the On Hand field, type 999999.
- Press Enter until the bottom line reads Enter Printer/Copies/Records.
- Tab to the Loc field. Enter a location or leave it blank.
- In the Prt field, enter the printer with which to print this report.

```

DDMSPlus [258258] - 4984 - ;NEW:R
11:59:56 (R) INVENTORY SELECTORS rev. (02/27/17) 12/04/19
Number Report: R_CAT2 Selector: R-CAT2
----- MASTER RECORD ----- PRICING RECORD [??] -----
Item #????????????????? Co:????????? Cost $????????? List $????????? %
Desc. :????????????????? Dept :? Class :? Cont :? Min Qty :???
[?] Alter.#????????????? Co:?????????
Unit :?? Dept :? Class :? Sic :????
UPC #????????????????? Multiple Bin :?
----- PURCHASING VENDOR -----
Vendor ID :????????????? Cost $????????? Uen. ID :??????????? Program :???????????
Page #??? Prefix :???? L.Cost $????????? Item #??????????????? Prefix :???
Buy Unit :?? Of :???? F.Cost $????????? UPC #?????????????????
Eff. On :??/??/?? ??? F.List $????????? Purchase Cost $???????????
Item #????????????????? UPC#??????????????? Eff. On :??/??/?? Ending On :??/??/??
----- INVENTORY USAGE RECORD -----
Vendor ID :UNITED Cost $????????????? Hits :??????? On Hand : 1
Page #??? Prefix :???? L.Cost $????????????? Backorder :??????? Alloc. :???????
Buy Unit :?? Of :???? Catalog $????????????? On Order :??????? Receipts :???????
Purchasing Vendor ID :?? File :? (W/C) Last Sold :??/??/?? Mtd Sold :???????
Item #????????????????? UPC#??????????????? Last P/O :????????????? Qty of :???????
SORTS 1=NOBREAK ASC 2= 3= 4= 5=
Due :??/??/?? Vendor:?????????????
Lowstock [ 1 Weeks [10] Dpt Pricing (MN WX PQ) [P] Up Qty [ 1] Up Rec[ 1
[05] Selector Totals Only :N Loc : Prt :P1 Copies : 1 Recs : Chain :
ENTER PRINTER/COPIES/RECORDS
  
```

21. Press Enter.
22. At the Do You Wish to Save Your Sorts and Limits prompt, type N.
23. At the Are You Sure prompt, type Y. The system returns to the (R) Inventory Selectors screen.
24. Examine the report that prints.

If the report states that you have no records matching the print request, then you do not have any on-hand quantities for the vendor you are removing. Go to the **Using the (+EK) Program to Mass Delete Vendor-Specific Items** heading.

If the report lists on-hand quantities for any of the items carried by the vendor you are removing, use the (+W) program to mass delete only the items for which there are no on-hand quantities. Go to the **Using the (+W) Program to Mass Delete Vendor-Specific Items** heading.

Using the (+EK) Program to Mass Delete Vendor-Specific Items

Use the (+EK) program to mass delete vendor-specific items if you do not have any on-hand quantities for items carried only by the vendor you are removing.

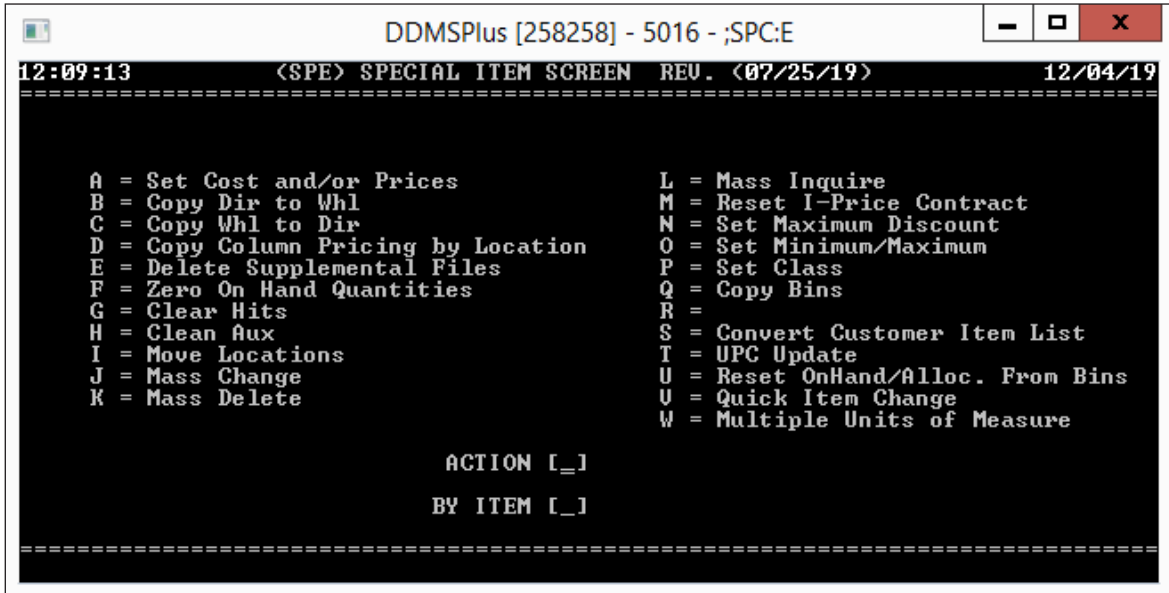


1. From the Master Menu, double-click **Keyop Menu**. The Keyop Menu opens.

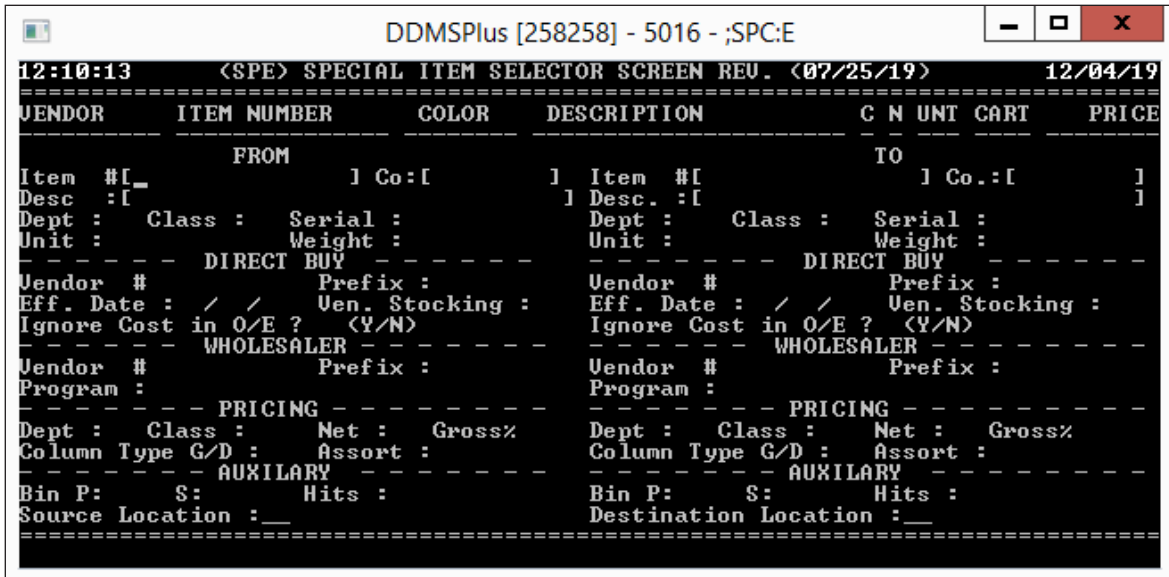


2. From the Keyop Menu, double-click **Specials**. The text-based (+) Special Programs screen opens.
3. In the Enter Program Request field, type E. The (SPE) Special Item screen opens.
4. Select the [K] Mass Delete action code.

- In the By Item field, type N.



The (SPE) Special Item Selector Screen displays as shown below.



Note: Do not press Enter at this point.

- Tab to the Wholesaler record on the From side of the screen.
- In the Vendor # field, enter the name of the vendor to remove. Enter it as it appears in the Primary Wholesaler Record in the Inventory database.
- Press Enter to move your cursor to the To side of the screen.
- Tab to the Wholesaler record.

10. In the Vendor # field, enter the name of the vendor you are removing.
11. Press Enter until the A Location Must Be Input prompt displays.
12. In the Source Location field, enter your location. If you do not fill the field, press Enter.
13. At the Are You Sure prompt, type **Y**. Once the mass delete is complete, the End of Records Any Key to Continue displays.
14. Press any key to return to the (SPE) Special Item Screen.
15. Press Esc to return to the text-based Master Menu.

Using the (+W) Program to Mass Delete Vendor-Specific Items

You may have on-hand quantities for some of the items carried by the vendor you are removing. While you should not delete those items until you no longer have any on-hand, you must delete the items that are already out of stock. Mass deleting through the (+W) screen allows you to limit the items being deleted by their on-hand quantity.

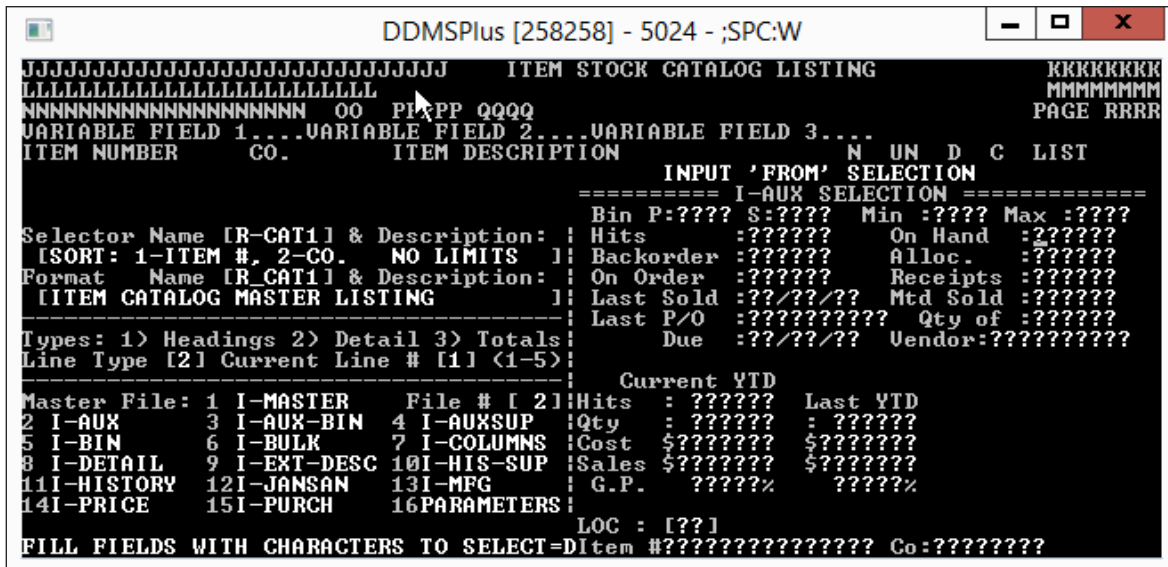


1. From the Master Menu, double-click **Keyop Menu**. The Keyop Menu opens.



2. From the Keyop Menu, double-click **Specials**. The text-based (+) Special Programs screen opens.
3. In the Enter Program Request field, type **W**. The (+W) File Display and Maintenance Program screen opens.
4. In the PLUS Program Function field, type **B** to select the Temporary Selector Change function.
5. Press Enter to move the cursor to the other side of the screen.
6. In the Selector Name field, type **R-CAT1**.
7. At the Correct Selector prompt, type **Y**.
8. At the Limit, Modify, or Delete prompt, type **L**.
9. Press Enter twice.
10. In the File # field, enter the file number that corresponds to the I-AUX file. Refer to the numbers that are listed under the prompt. If you do not fill the field, press Tab.

- Press Tab until your cursor moves to the On Hand field.



- Press the Space bar.
- Press Enter until the record header changes to Input To Selection.
- Tab to the On Hand field.
- Type I.
- Press Enter twice. The cursor returns to the File # field.
- If I-WHL is not in the list of files, press the Space bar twice. If it is in the list of files, go to **Step 23**.
- In the File # field, enter the file number that corresponds to I-WHL. If you do not fill the field, press Tab. The Input From record header displays.
- In the Vendor # field, type the name of the vendor as it appears in the wholesaler record of your item database. If you do not fill the field completely, press Enter.
- Press Enter again. The record header changes to Input To Selection.
- In the Vendor # field, enter the name of the vendor exactly as you typed it the first time. If you do not fill the field completely, press Enter.
- Press Enter again. Your cursor returns to the File # field.
- Press Esc.
- At the Limit, Modify, Or Delete prompt, type D.
- In the File # field, enter the file number that corresponds to the number for the I-MASTER file.
- Press Enter. The cursor moves to the File # field and the Files Used in This Delete message displays.
- Press Esc.



28. At the Limit, Modify, Or Delete E=Execute prompt, type **E**.
29. If you are prompted for a password, enter the mass change password from the (LM) screen. If you do not have a mass change password, enter the master password.

Note: If you enter the wrong password, return to **Step 4**.

30. At the Verify Changes by record prompt, type **Y** to confirm each item before it is deleted, or type **N** to have the system delete items automatically.
31. At the Are You Ready to Execute prompt, type **Y**.

Deleting Supplemental Files Through the (+EE) Program

After you run the (+W) program, you must delete the supplemental files for items that no longer have a master record.

1. From the Master Menu, double-click . The Keyop Menu opens.
2. From the Keyop Menu, double-click . The text-based (+) Special Programs screen opens.
3. In the Enter Program Request field, type **E**. The (SPE) Special Item screen opens.
4. Select the [E] Delete Supplemental Files action code. The following message displays: This Program Will Scroll Through All Supplemental Files And Delete Records With No Master Record.
5. At the Are You Sure prompt, type **Y**.

Reloading OPDB2

If you ran the (+I)[K] program, go to the **Post Load Procedures** heading.

If you reloaded OPUS, reload your OPDB2 vendors.

Post Load Procedures

Perform your normal post load procedures.

1. Process your BPIR files through the (+IFP) program.
2. Run the (+I)[L], (+I)[Z], or (+I)[T] programs to set the purchasing vendor. For more information, see the **Setting and Modifying Your Purchasing Vendor Information** section of the [OPUS Toolbox](#).

Final Backup and Compression

Before you conduct business again, complete the following procedures:

1. Fully back up your DDMS folder.
2. Pack the files in the Inventory volume.