

To up-sell and cross-sell Calendar and Planner products, some dealers are using the AAG Dealer Connect microsite from MeadWestvaco. This microsite is available in all DDMS-integrated Web storefronts — ECinteractive®, Dealer Station® and both is.D-force versions. But as with any item in your catalog, any microsite item must exist in your backend system in order to be orderable through your Web site.

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Note: **AAG microsite product data will be loaded into your back-end Item database within the quarterly update** provided by your major wholesalers (such as United Stationers and S.P. Richards) or buying groups (such as TriMega or is.group). Orders for microsite items will be fulfilled using your standard purchase order logic and flow.

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*You have the option* to load a price file directly from MeadWestvaco.

- It applies aggressive pricing suggested by the manufacturer to the MWV direct-buy items in your DDMS® Item database.
- It allows your site’s Checkout page and confirmation messages to use MWV item pricing and descriptions when your shoppers order via the MWV microsite.



O/PUS® subscribers can download the U\_MWV loading program and MWVPRICES price file from the O/PUS PSN. If you are not an O/PUS subscriber, contact DDMS Support.

### Create the MWV Vendor Record

Set up a vendor record with an ID like **MWV**. This is strictly to ensure there is a vendor record to go with new item records. You may still use your wholesaler(s) for fulfillment.

1. In DDMS, open the  **Vendor** database.
2. In the Vendor Master tab, click the  **New** toolbar button.
3. Click the **Vendor #** box and type **MWV**.
4. Click the **Name** box and type **MeadWestvaco**.
5. Click the  **Save** toolbar button, and close the Vendor window.

### Download & Process U\_MWV and MWVPRICES

1. On your DDMS Server, run **PSNControl**.
2. Enter the Filename, **MWVPRICES**, and click **Add to File Transfer List**. (Or add to the Miscellaneous tab of My PSN Files.)
3. Do the same for **U\_MWV**.
4. Click **Transfer Now**.
5. Once the files have transferred successfully, open the O/PUS Toolbox. From the DDMS Master Menu, double-click the  **Keyop Menu** icon.
6. Double-click the  **Specials** icon. The (+) Special Programs screen opens.
7. Make sure your CAPS LOCK key is on.

8. To get to the O/PUS Toolbox, type the letter **I**.
9. To get to the O/PUS PSN Utilities, type the letter **F**.
10. To run the item update program, type the letter **P**.
11. At the prompt, Which Program?, enter **U\_MWV** and press **Enter**.
12. At the prompt, **Are you ready to run U\_MWV?** Y/N, type the letter **Y**.
13. At the prompt, **Printer for the report**, enter your two-character printer designation.
14. At the prompt, **Name of the MWV File**, accept the default MWVPRICES by pressing **Enter**. Assuming you downloaded the file via PSNControl, the program will find the file in the default download folder defined in your (+IFI) Parameters.
15. At the prompt, **What name do you want for the Vendor ID**, enter the Vendor # you specified on the vendor record you created, or press **Enter** to accept the (default) WMV.
16. At the prompt, **Replace other Direct-Buy Vendors?**
  - Y** To overwrite existing direct buy manufacturer prices with MeadWestvaco prices.
  - N** To keep existing direct-buy prices intact (existing prices may be from a buying group update such as OPUSISG or OPUSTPA and manufacturer price files).
17. At the prompt, **Update List Prices?**
  - Y** To copy the list price from the update file to the List field in the Pricing record.
  - N** To leave the List field as is.
18. At the prompt, **Update Average Cost?**
  - Y** To copy the cost from the update file to the Cost field in the Pricing record.
  - N** To leave the Cost field as is.
19. At the prompt, **Update Description?**
  - Y** To copy the item description from the update file to the Description field in the Item Master record.
  - N** To leave the Item Master description as is.

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M * [PF] Printer for Report                                     v90824a
e *
a * [MWVPRICES ] Name of the MWV File
d *
W * [MWVPRICES ] found in Folder [SR ]
e *
s *
t * [MWV          ] What name do you want for the Vendor ID ?
v *
a * [Y] Replace other Direct-Buy Vendors ? (Y/N)
c *
o * [Y] Update List Prices ? (Y/N)
*
I * [Y] Update Average Costs ? (Y/N)
t *
e * [Y] Update Descriptions ? (Y/N)
m *
* [Y] Create New Items ? (Y/N)
U * [X] Stock Class for New Items
p * [1] Department for New Items
d *
a *
t *
e * [Y] O.K. to Proceed ? (Y/N)

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**Note:**  
Your vendor ID must match the Vendor # you specified on the vendor record you created

20. At the prompt, **Create New Items?**

**Y** To add new items from the update file into your Item database.

**N** To not add new items. Go to step 22.

21. If you elected to *create* new items at step 20, you will see the following two prompts:

At the **Stock Class for New Items** prompt, enter the stock class you wish to use for the new items. For example, you might use X as the stock class.

At the **Department for New Items** prompt, enter the department for the new items.

22. If you elected *not* to create new items at step 20, you will see the prompt **Print Items That Were Not Added?**

**Y** To print a report of the items not added.

**N** To skip this report.

23. At the **OK to Proceed** prompt, type Y. Or type N to abort the program.

24. Once the update is finished, press ESC to exit the program or Enter to process the next file.

25. Afterward, you may wish to rebuild the Super-Index (I-SUPER) file so that your Web storefront can find the new items and pricing. For details, see **(+I-I) Building the OPUS Super Index** in the O/PUS Toolbox documentation.

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**Note:** DDMS-integrated Web storefronts can also launch the AAG Microsite. For details, see “Setting Up the MeadWestvaco Microsite in ECinteractive” or “Setting Up the MeadWestvaco Microsite in Dealer Station” on the DDMS support site.

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