



APPLYING & DOWNLOADING THE MMEM PRICE LIST

FREQUENTLY ASKED QUESTION

In PayPerWork you can import the MMEM Price List and use their items throughout the program. The prices are kept up to date when you download a new pricelist from the MMEM web based catalogue - Catalist. Keeping your prices up to date ensures your quotes, estimates and invoices are accurate and your profitability is secured.

Pricelists are available to current account holders & provided free of charge.

APPLYING FOR A USER ID & PASSWORD

The first stage is for the Customer to have a Login ID and Password to access the MMEM Web based catalogue – Catalist.

1. Go to www.mmem.com.au & select the Catalist – Online Catalogue link along the left hand side.
2. Select the Option Catalist Application Form.
3. Read the Terms & Conditions. If you agree to these, select 'I Agree' & select 'Continue'.
4. Fill in your details as prompted.
5. You will be emailed an acknowledgement form. Sign & date this form. Post or deliver the original signed & dated form to your branch manager, as per the address printed at the top of the acknowledgement form.
6. Your branch manager will then call the MMEM support desk & lodge your application with head office.
7. When your application has been processed & approved, you will be emailed a login ID & password. You can then log on to Catalist & download a PayPerWork formatted pricelist.

DOWNLOADING THE MMEM PRICELIST FROM CATALIST



1. To access Catalist, the link in the MMEM Website (www.mmem.com.au) is used. The link has been highlighted orange in the example.



Log In to MMEM's Catalist

2. Clicking on the Catalist link takes you to the Home Page of the Catalogue where you choose the option "User ID / Password Log In".

- **Catalist Application Form**
[Apply for a User Id and Password](#)
- **User ID / Password Log In**
[Log in to our Secure Server using your User ID](#)
- **GUEST Log In**
[Log in as a GUEST user of Catalist](#)



MMEM e-Commerce Secure Site

3. You will now be presented with the Login page.

Enter your User ID and Password

User ID:

Password:

- Once you have logged in, you will be presented with the following page where you choose the "Request Price List" option.



Catalist working for T A Batten Enterprises

ALL PRICES SHOWN ARE EXCLUSIVE OF GST. GST WILL BE ADDED WHERE APPLICABLE

SiteMap

SELECTION

► Catalogue

OTHER FUNCTIONS

► Request Price Lists





► User Maintenance

- Choose the "PayPerWork Output Format" option from the drop down box.
- Select the appropriate Price File Template.

Available Price Lists

Price List Format:

Email:

| View Products | Request List | List ID | Description |
|---|--------------------------|---------------|------------------------------|
|  | <input type="checkbox"/> | PriceList3000 | Top 3000 Contractor Products |
|  | <input type="checkbox"/> | Top1000 | Top selling 1000 products |
|  | <input type="checkbox"/> | top20000 | Top selling 20000 products |
|  | <input type="checkbox"/> | top5000 | Top selling 5000 products |

Submit Price List Request

- Click the "Submit Price List Request" button at the bottom of the screen.
- When this is done simply log off.
- You will receive an email containing your requested price list which you can load into PayPerWork using the Update Price List option.