



Subject: Today's meeting at 5pm  
Cc: garygi karenab micheles mikene rond scotto  
Date: Wed Nov 7 09:55:21 1990

We had planned on getting together today at 5pm. Can we shift that to 5:30 or 6pm? I have a 5pm mtg with Steveb and Bradsi (the only time they can meet today).

Rond, Karenab, Mikene: Hopefully Gary told you about what we are trying to resolve on the Windows Everywhere Proposal. It would be great if you could attend the meeting at 5:30 - 6.

From hankv Wed Nov 07 13:14:51 1990  
To: diannaw  
Subject:  
Date: Fri Jul 24 14:50:24 PDT 1992

>From scotto Wed Nov 7 09:59:56 1990  
To: hankv jonro  
Subject: Today's meeting at 5pm  
Cc: garygi karenab micheles mikene rond scotto  
Date: Wed Nov 7 09:55:21 1990

We had planned on getting together today at 5pm. Can we shift that to 5:30 or 6pm? I have a 5pm mtg with Steveb and Bradsi (the only time they can meet today).

Rond, Karenab, Mikene: Hopefully Gary told you about what we are trying to resolve on the Windows Everywhere Proposal. It would be great if you could attend the meeting at 5:30 - 6.

From hankv Wed Nov 07 13:15:25 1990  
To: jonro  
Subject: call me asap  
Date: Fri Jul 24 14:50:24 PDT 1992

From hankv Wed Nov 07 13:25:14 1990  
To: nancybi  
Subject: pls call me. Thx.  
Date: Fri Jul 24 14:50:25 PDT 1992

From hankv Wed Nov 07 13:32:26 1990  
To: andyb  
Subject: REQUESTED CHANGE TO ACIS PRODUCT BUILD SCHEDULE  
Date: Fri Jul 24 14:50:25 PDT 1992

Andy, Let's chat about this via phone. This raises

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a huge flag for me. We really busted our butts to get lots of ACIS product built in Aug/Sept. I was always a bit skeptical of the forecasts, but let it ride since I'm not close to the account. The combo of these 15K + the 6K units that IBM found means I could eat 400K of returns...

Dave's email is very confusing. He says he is concerned about too much product and too little. Which is it? We need to get better at this so we can avoid such disasters.

I understand that IBM may not update the student bundle till March. I'm willing to be creative so that they are incented to sell all of the 15K through. We could offer them students very low cost update to Excel 3. Let's talk. We can also chat about Excel 3 and Corp Software. I'm interested in hearing how Gargygi's visit went today.

On more positive side, Harvard went well. Rob's email summed up the meeting well. Will Tompkins is here today so I will speak to him about next steps. We are willing to put \$ behind his efforts to secure Harvard.

Hank

>From lisawe Tue Nov 6 13:17:14 1990  
To: hankv richt tinac  
Cc: reneew  
Subject: REQUESTED CHANGE TO ACIS PRODUCT BUILD SCHEDULE  
Date: Tue Nov 06 14:05:57 1990

Here's the background info on why we're facing 15,000 return units..

Lisa

>From davew Thu Oct 18 15:19:20 1990  
To: bridgetm cynthiak derekw justinac lisawe rickke ritam tomja  
Subject: REQUESTED CHANGE TO ACIS PRODUCT BUILD SCHEDULE  
Cc: andyb davew mikeap randym  
Date: Thu Oct 18 18:03:06 1990

ACIS has had problems obtaining accurate sales out and inventory data. ACIS finally supplied me with overall sales data for the "Back-to-school" Windows 3.0 bundles and their physical inventory, as of 10/18/90.

While ACIS shipping delays have caused some order cancellations, ACIS bundle sales have simply not met the forecasts on which ACIS based their Windows, Excel and Winword orders. While ACIS has shipped 27,282 Windows 3.0 bundled systems Windows 3.0 to date, they still have a much larger inventory of MS product than anticipated. The ratios of Winword and XL sales to Windows sales are not as high as anticipated, which has further increased inventories. ACIS statistics, as best as I can project, are as follows:

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PRODUCT	MS SHIPMENTS	ACIS SALES	PROJ INV.	ACTUAL INV.
Windows	64,054	27,282	36,768	34,050
Winword	37,965	17,208	21,050	22,194
Excel	21,730	6,083	15,455	15,460

Sales are running around 10,000 to 12,000 a month. Unless ACIS sales per month increase, ACIS will most likely have ample inventory through year end. To minimize any product returns at a later date, ACIS inventories should be not be increased by any further MS shipments at this point.

PLEASE CANCEL THE REMAINING OCTOBER BUILDS FOR ACIS.

The November and December build schedule should be modified as follows, if possible:

Product	11/26	12/10	12/31
Windows	0	10,000	0
Winword	7,000		7,000
Excel	0	0	0

I have two major concerns - 1) product returns and (as funny as this may sound) 2) product shortages, IF ACIS sales dramatically increase.

The major concern for product returns is Excel, with the planned release of version 3.0 in January. ACIS will sell through on Windows version 3.0, so release of 3.0.A should not be a problem. Winword should not be a problem, unless a new revision is planned that I'm not aware.

As far as product shortages, I have requested the 10,000 units of Windows on 12/10 on a contingency basis. Since ACIS uses standard product, this order isn't necessary provided there was ample standard product (3.5") that could be restickered for IBM as a contingency.

The 7,000 units of Winword on 11/26 and 12/31 are also a contingency. Again, ACIS would continue to sell through Winword, (given no Winword revisions are planned), and these could be built and shipped for early 1991 requirements. ACIS (Bill Duquette) would like to have larger orders than this remain on the schedule as a contingency, but I have convinced him they he is being much too conservative (at MS expense!). I HOPE that this (problem shortage) becomes a problem for all of us!

As the detailed sales out data becomes available and as we get into November, I can provide you with more input on how firm the December orders will be.

I appreciate all your cooperation in ensuring that IBM had ample product on hand - and apologize for the

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inconveniences caused by these changes in your build schedules.

Please let me know if you can make these changes. I have put tremendous pressure on ACIS to provide more timely data. I will attempt to provide you with inventory updates on a bi-monthly basis.

Thanks!

Dave Williamson

From hankv Wed Nov 07 13:34:05 1990  
To: lisawe lizw richt tinac  
Subject: REQUESTED CHANGE TO ACIS PRODUCT BUILD SCHEDULE  
Date: Fri Jul 24 14:50:42 PDT 1992

fyi only. Pls don't forward. I will let you know how he responds.

>From hankv Wed Nov 07 13:32:26 1990  
To: andyb  
Subject: REQUESTED CHANGE TO ACIS PRODUCT BUILD SCHEDULE  
Date: Wed Nov 07 13:32:24 1990

Andy, Let's chat about this via phone. This raises a huge flag for me. We really busted our butts to get lots of ACIS product built in Aug/Sept. I was always a bit skeptical of the forecasts, but let it ride since I'm not close to the account. The combo of these 15K + the 6K units that IBM found means I could eat 400K of returns...

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Thanks!

Dave Williamson

From hankv Wed Nov 07 13:52:53 1990  
To: deniser richt  
Cc: steveal  
Subject: Excel 3.0 help facility  
Date: Fri Jul 24 14:50:54 PDT 1992

You two should attend. I can't due to meeting with Maples.  
but I don't want to hold this up.  
Steve, Richt can represent Excel product marketing  
Hank

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>From steveal Wed Nov 7 10:38:05 1990  
To: davidjaw glenny hankv jeanth karenab marthac mmerker sarahch sharonde  
wynnewo  
Cc: marysn steveal  
Subject: Excel 3.0 help facility  
Date: Wed Nov 07 11:36:03 1990

We would like to meet with all of you to discuss the Lotus 1-2-3 help facility that will be in Excel 3.0. It is important that we have a session educating everyone who will be selling the product what this tool is. BEcause of the closeness of comdex I have scheduled this meeting for tomorrow at 11:30 in room 9/1002. Please make every effort to attend as this will be an important message. Hankv, feel free to bring whoever you feel you need to bring from your group. Jean and Sarah if you have one or two people you need to bring feel free as well. The room accomodates 18 people.

From hankv Wed Nov 07 13:54:35 1990  
To: johnho mikecon  
Cc: davest davidjaw  
Subject: Re: Excel 3 problem  
Date: Fri Jul 24 14:51:00 PDT 1992

Thanks for the input Dave.

>From davidjaw Wed Nov 7 10:45:06 1990  
To: davest  
Cc: hankv  
Subject: Excel 3 problem  
Date: Wed Nov 07 10:41:38 1990

Can you email whoever needs to know:  
Excel 3 doesn't allow you to simply type text in to a cell without it stating that the formula is invalid. you need to put a space in front of your text to avoid this.

If you know of something wrong that I am doing please help! Thx.

I thought these products were supposed to get easier to use??

Dave

From hankv Wed Nov 07 14:53:55 1990  
To: terrybo  
Subject: Re: XL3 Training Files...  
Date: Fri Jul 24 14:51:00 PDT 1992

I assume this is one you already have.

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