



New Item Induction Form (NIIF)

- **NIIF** stands for **New Item Induction Form**
- NIIFS are processed by the Merchandise Support Team(**MST**)
- Completed NIIFs are returned with the following updated information:
- Customer Reference Code (**CRC**)- Unique numeric code for identifying a retail item in inventory; used primarily for ordering purposes (7 digit number) Example:

CRC
1234567

- AAFES Item Number (AIN) Example:

AIN (9 DIGIT)
123456789

Process

VENDOR submits the filled out NIIF to the BUYER for review/approval



BUYER submits NIIF to MST TEAM to process



MST inducts items and returns the completed NIIF to the buyer



Allocation of orders are processed by the impact team

All provided information must be:

➤ **Manually inputted on the NIIF.**

- Copying and pasting information over the cells and/or modifying the columns and rows affects the macros needed for the item induction process. As a result, the NIIF becomes corrupted and cannot be processed properly.
- The newest copy of the unmodified NIIF can be found on the *Doing Business with the Exchange* website: <http://www.aafes.com/about-exchange/doing-business/retail-sales.htm>

➤ **In capital letter format.**


- **Example:**

JANEC BLOUSE STS93648BRED MD

➤ **Inputted without skipping rows in between styles on the NIIF.**

- **Example:**

	AAFES
	UNITCOST
	3.00
	6.00



1. Supplier Item Information

➤ Required fields:

1. Ship Date
 - When item(s) are available for shipment.
2. Supplier Name
3. Supplier Number (Also known as **VC** or Vendor Code)
 - Must be procurement number.
4. Supplier Global Location Number (**GLN**)
 - **For Global Data Systems (GDS)** suppliers
5. Vendor Data Universal Numbering System (**DUNS**) number
6. Ship from Location
 - Each shipping point requires a separate supplier number.
7. Country of Origin
 - Country of manufacture
8. Shipper (Drop down option- YES/NO)
9. Supplier Importer (Drop down option- YES/NO)
 - YES option implies that the supplier is responsible for Customs clearance and will pay duty for importation of the items.

SUPPLIER ITEM INFORMATION (PLEASE REVIEW THE SUPPLIER INSTRUCTIONS TAB)	
1.	SHIPDATE 25-May-15
2.	SUPPLIERNAME JANE CLOTHING
3.	SUPPLIERNUMBER 12345678
	SUPPLIERPOC JANE DOE
	SUPPLIERPHONENUMBER 214-986-3384
4.	SUPPLIERGLN 1234567800000
5.	VENDORDUNS 001234567
6.	SHIPFROMLOC LOUISVILLE KY
7.	COUNTRYOFORIGIN US
	BUYEREMAIL
8.	SHIPPER NO
	FACTORYNAME
	CURRENCY DOLLAR(US)
9.	SUPPLIER IMPORTER (Y/N) NO

2. Vendor Product Number (VPN)

➤ Requirements:

- No spaces or symbols (i.e. /, . & -).
- Limited to 13 characters.
- Each provided VPN must be unique in order for items to be created as individual SKUS. Duplicate VPNS will result in items being grouped together under one parent CRC.

<div style="background-color: white; color: black; padding: 5px; display: inline-block; margin-bottom: 10px;">2.</div> <p>VPN (STOCK/STYLE) NO SPACES OR SYMBOLS NO EXTRA CHARACTERS SUCH AS /, ., & -, ETC). LIMITED TO 13 CHARACTERS (SOFTLINES)</p>
STS93648BRED

➤ Requirements:

- No extra characters such as / ' & -, ETC.
- Limited to 28 characters (including spaces).
- Noun must be first
example: JANE C BLOUSE STS93648BRED MD

3.
PRODUCT DESCRIPTION (28 CHARACTER LIMIT - NO EXTRA CHARACTERS SUCH AS ,',&-,ETC)
JANE C BLOUSE STS93648BRED MD

Please note:

Information provided for the Product Description will be the verbiage that prints on the purchase orders/customer receipts.

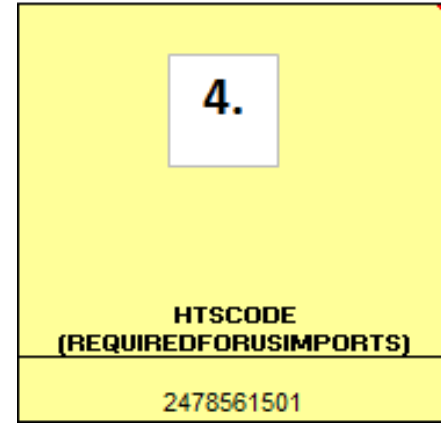
4. HTS Code

○ HTS stands for Harmonized Tariff Schedule

➤ Requirements:

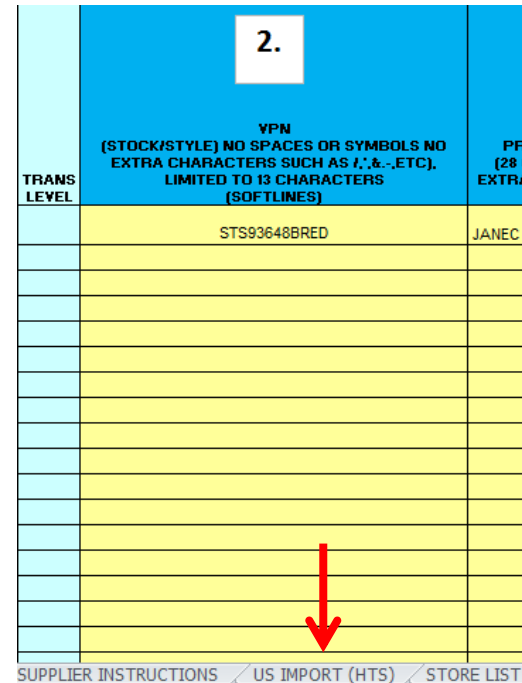
- Required for US import items.
- 10 Digits (multiple codes accepted).

Format example: 2478561501



Please note:

HTS instructions are provided on the *US IMPORT (HTS)* tab on the NIIF



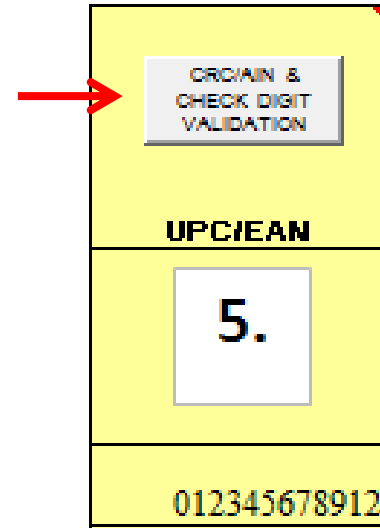
TRANS LEVEL	VPN (STOCK/STYLE) NO SPACES OR SYMBOLS NO EXTRA CHARACTERS SUCH AS !, ' & - ETC). LIMITED TO 13 CHARACTERS (SOFTLINES)	PRG (28 C EXTR
	STS93648BRED	JANEC B

SUPPLIER INSTRUCTIONS / US IMPORT (HTS) / STORE LIST

- **UPC** stands for **Universal Product Code**
- **EAN** stands for **International Article Number**

➤ **UPC/EAN Requirements:**

- 12 digits (to include check digits).
- EN complete 13 digits.
- UK complete 14 digits.
- New UPCs only (not already attached to existing CRCs)
- Validate provided UPCS by using the *CRC/AIN & CHECK DIGIT VALIDATION* button.



The image shows a vertical rectangular interface with a yellow background. At the top, there is a grey button labeled "CRC/AIN & CHECK DIGIT VALIDATION". Below the button, the text "UPC/EAN" is displayed. In the center, there is a white box containing the number "5.". At the bottom, the number "012345678912" is displayed. A red arrow points to the validation button. The entire interface is highlighted with a red border, indicating an invalid UPC.

Please note:

A red background indicates an invalid UPC. Please verify before submitting to your Exchange team.

6. UPC Type

- **UPC** stands for **Universal Product Code**

➤ **UPC Type Requirements:**

- Select **UP** for **12** digit UPCS
- Select **EN** for **13** digit UPCS.
- Select **UK** for **14** digit UPCS.

6.
UPCTYPE UK=14DIGITS EN=13DIGITS UP=12DIGITS
UP

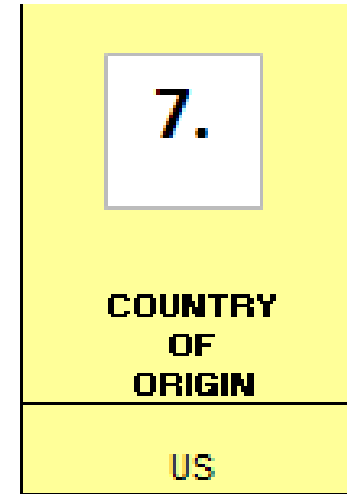
7. Country of Origin

➤ Requirements:

- Country of manufacturer
- 2 digit format

Examples: Unites States= **US**

China= **CN**



8. AAFES Unit Cost

- AAFES stands for **Army & Air Force Exchange Service**

➤ AAFES Unit Cost Requirements:

- Individual item cost.
- Provide in currency format

Example:

45.00

<table border="1"><tr><td>8.</td></tr></table>	8.
8.	
AAFES UNITCOST	
45.00	

9. MSRP

- **MSRP** stands for **Manufacturer Suggested Retail Price**

➤ **MSRP Requirements:**

- Must be provided for items going online under locked pricing.
- Provide in currency format

Example:

100.00

9.
MSRP (OPTIONAL)
100.00

10. Color/NRF and Size/NRF Code

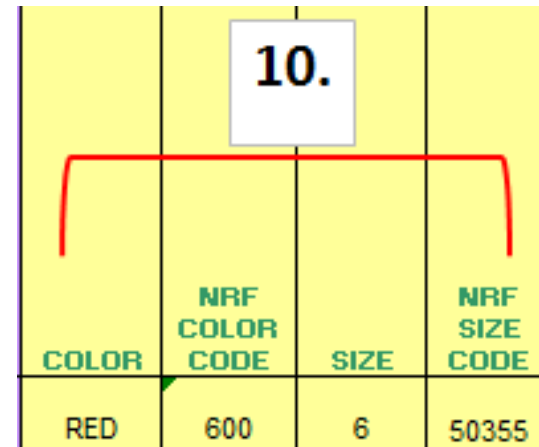
- **NRF** stands for **National Retail Federation**
- According to NRF.COM: NRF codes give retailers, vendors and manufacturers a common language for product color and size identification for EDI purposes.

➤ **Color/NRF Requirements:**

- Required for fashion products.
Example: RED (600)

➤ **Size/NRF Requirements:**

- Required for fashion products.
Example: 6 (50355)



COLOR	NRF COLOR CODE	SIZE	NRF SIZE CODE
RED	600	6	50355

Please note:

A complete list of the NRF color and size codes can be found on NRF.COM

11. Quantity in Shipper

➤ Requirements:

(please refer to SHPR EXAMPLE tab on NIIF)

- Total quantity of shipper in 1st line.
- Quantity of each component included within each shipper.

Example:

QTY IN SHIPPER (OPTIONAL)
10
5
5

11. QTY IN SHIPPER (MANDATORY) SEE SHPR EXAMPLE TAB FOR INSTRUCTIONS
10

Please note:

A full shipper example is provided on the *SHPR EXAMPLE* tab on the NIIF.

12. Inners

➤ Inners Requirements:

- # of units in an inner.
- If there is no inner in the case, then the inner= # of units in the case.

12.
INNERS (#of UNITS IN AN INNER)
1

Please note:

A full shipper example is provided on the *SHPR EXAMPLE* tab on the NIIF.

13 .Unit Per Case

- **Units Per Case Requirements:**
- How many units are in the case.

13.
UNITS PER CASE
1

Please note:

A full shipper example is provided on the *SHPR EXAMPLE* tab on the NIIF.

14. Dimensions

➤ Requirements:

- Use imperial measurements only.
- Items under a pound should be expressed as the decimal equivalent.
- Shippers: must have case dimensions and use pounds (LBS) or ounces (OZ.) for weight.

					14							
UNIT SIZE(INCHES)					INNERSIZE				CASESIZE			
DEPTH	WIDTH	HEIGHT	WEIGHT	WEIGHT UNITS	DEPTH	WIDTH	HEIGHT	WEIGHT	DEPTH	WIDTH	HEIGHT	WEIGHT
12.5	7.5	4.75	2	LB	12.5	7.5	4.75	2	21	24.5	16	29

Please note:

A full shipper example is provided on the *SHPR EXAMPLE* tab on the NIIF.

Properly filling out the NIIF ensures the following:

- Quick item induction turnaround time**
- Ship dates are met**
- Reduction of email traffic and confusion.**

Please email any questions/comments to the MST TEAM:

- **MSTHardlines@aafes.com**
- **MSTConsumables@aafes.com**
- **MSTSoftlines@aafes.com**



Questions ?
