Product Information Manager

PIM

Supplier Guide for PIM

Product Information Manager (PIM)

- Agenda
- Overview
- Supplier Portal
- New Item Creation
- New Item Family Creation
- Smartsheet Creation

PIM Overview/Benefits

- Item information gathered at beginning of process
- Suppliers aware of required information prior to submission
- Business rules and validation throughout the process
- Ensures consistent data throughout the enterprise
- Information entered and stored in portal
- No large files through email

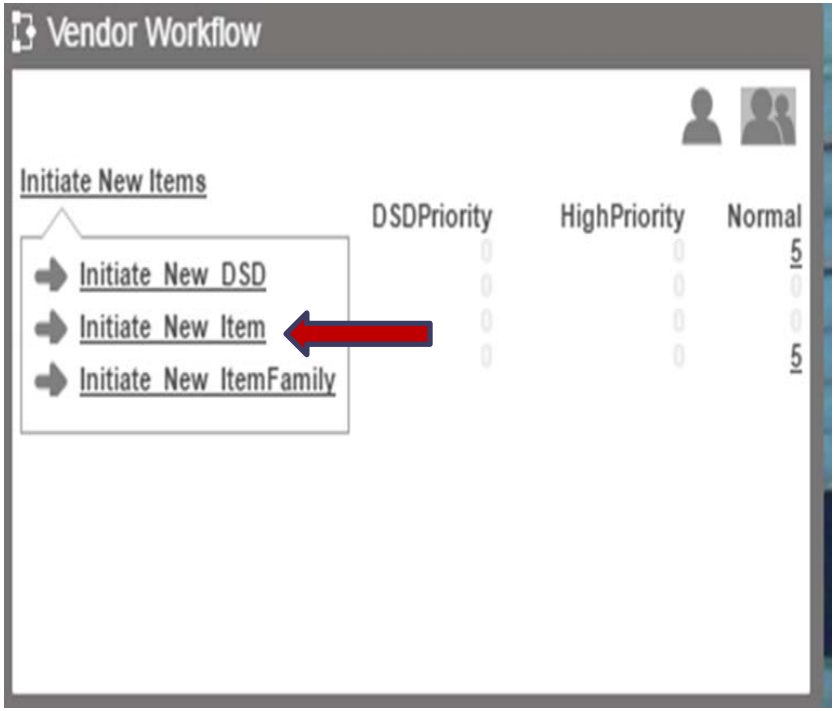
Supplier Portal

EXCHANGE
ARMY & AIR FORCE EXCHANGE SERVICE
Welcome
CYNERGY TRADING CORP
Logout
Vendor Workflow
Initiate New Items
DSDPriority
HighPriority
Normal
Item Review
DSD Review
Reject to Supplier
6
Total Items:
6
SS Export Family&Items
Recent
Pet Drinks (She...
Export
SS Export Items
Export
Search Item/Item Family
Previous Searches
SS ECOMM Family&Iten
Export
SS ECOMM Items
Export
Upload Assets
Select file
Import Item/Item Family
Select file
Object Approvals
Quick links
Import Smartsheet
Status Log
Import File
Supplier Video
DSD Video
User Guides
Need Help? Send an email to AAFES Admin

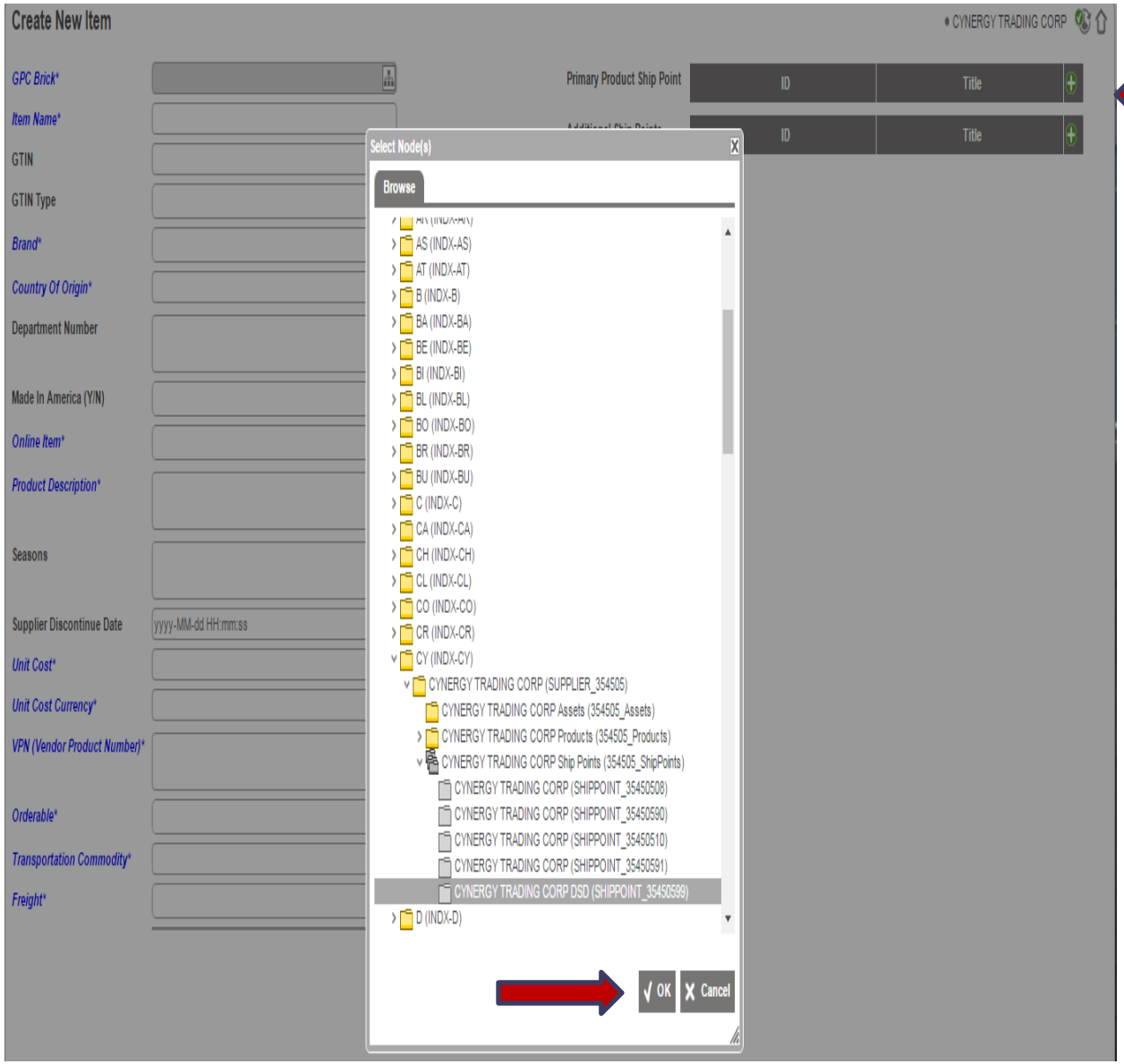
New Item/Item Family Add

New Item/Item Family Add

- **Vendor Workflow widget**
- **Click on Initiate New Items**
  - When creating a family, you would select the new Item family

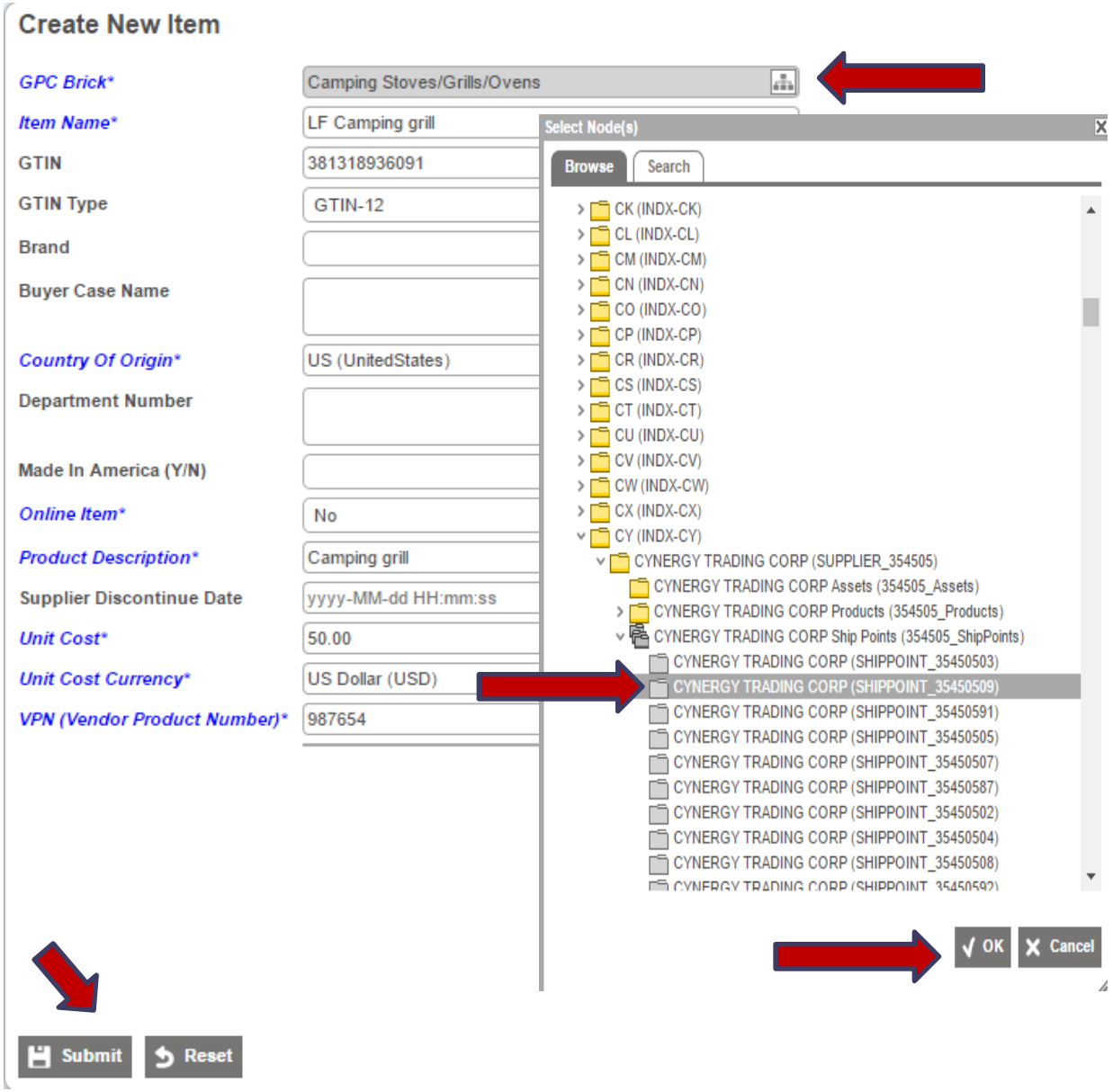


Create New Item



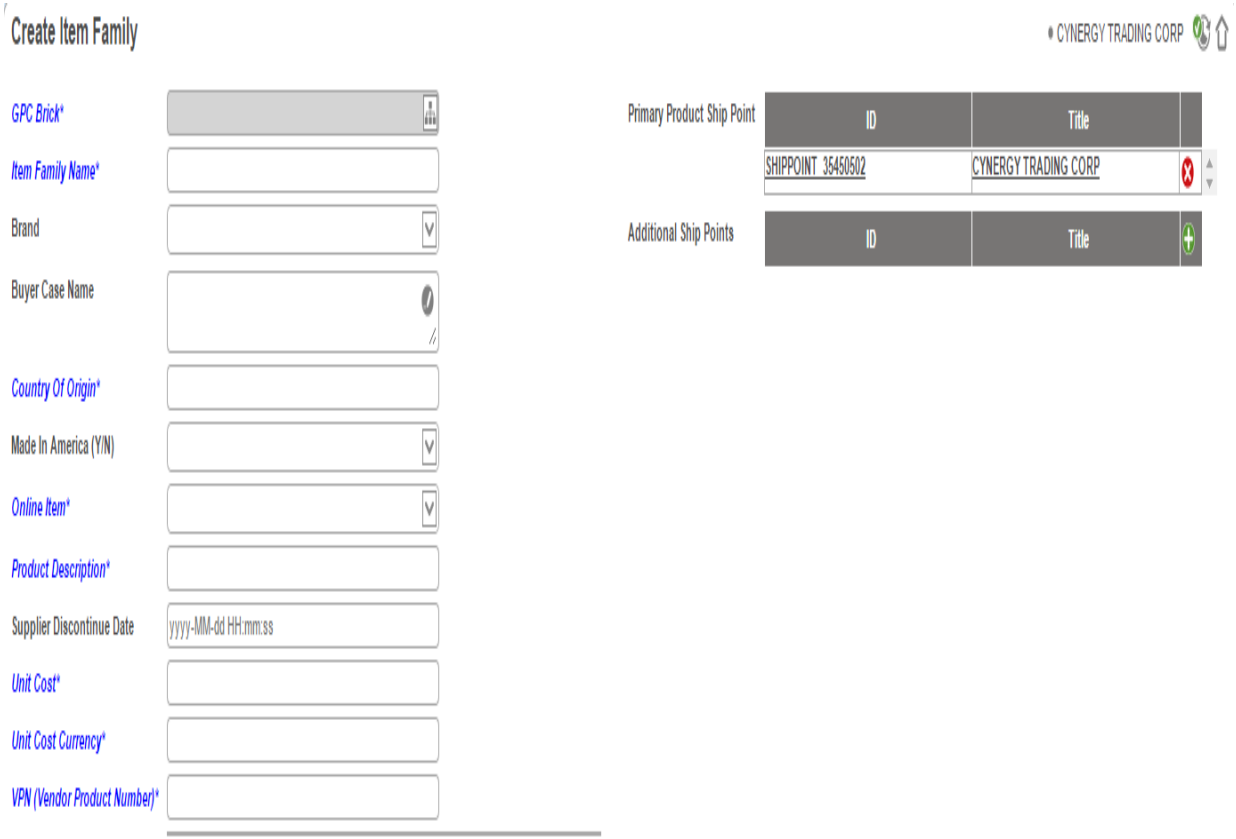
- Primary Product Ship Point
- Click green+ indicator
- Arrow down to find ship point.
- Highlight ship point
- Click OK.

EXCHANGE™ Create New Item



- Click on GPC Brick* attribute for product category
- Search category the item product is stored under.
- Highlight and click Ok
- Complete all mandatory fields in blue.
- Submit data
- You will be directed back to Home page.

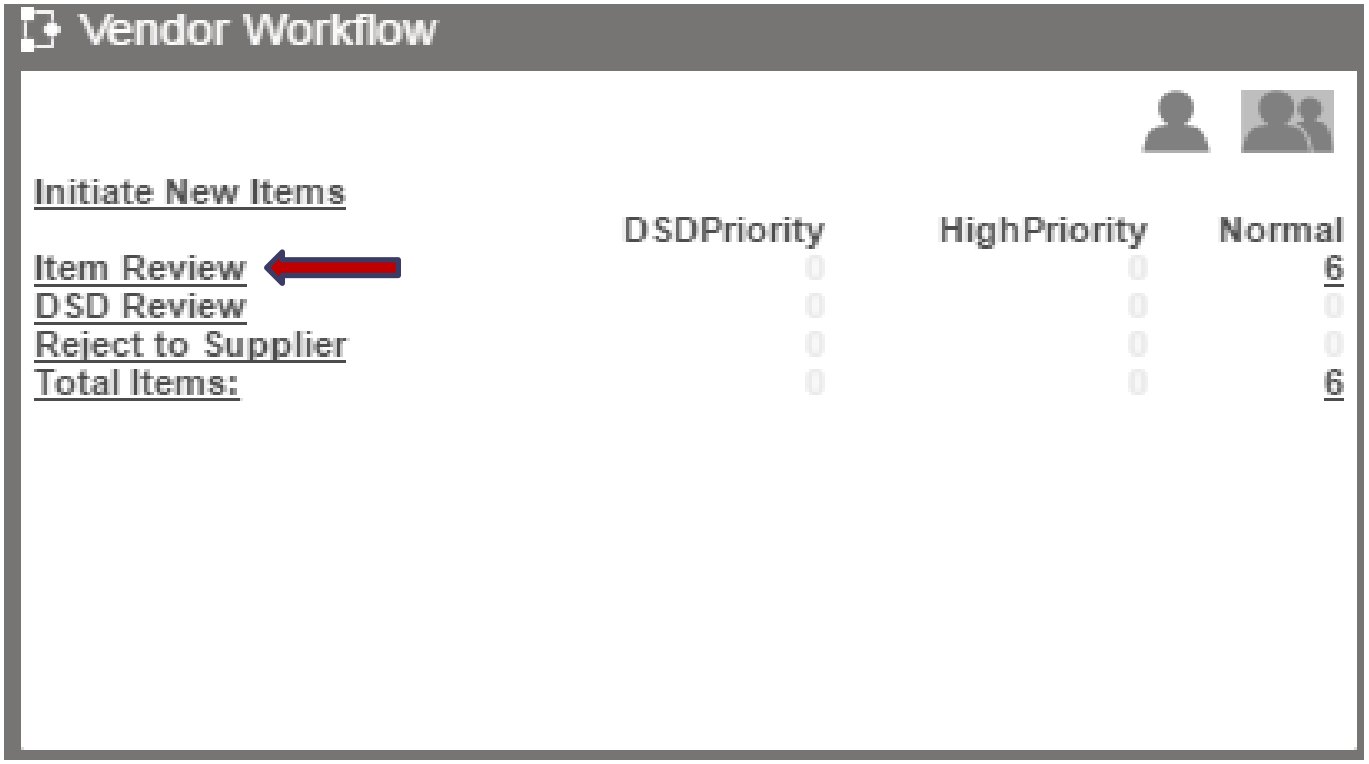
Create New Item Family



- Primary Product Ship point, click on green + indicator.
- Arrow down to find ship point (Vendor Code)
- GPC Brick* find category of your item,.
- Highlight and click Ok
- Item Family Name must be filled in to create a Family.
- Complete all mandatory fields in blue.
- Submit data
- You will be directed back to Home page.

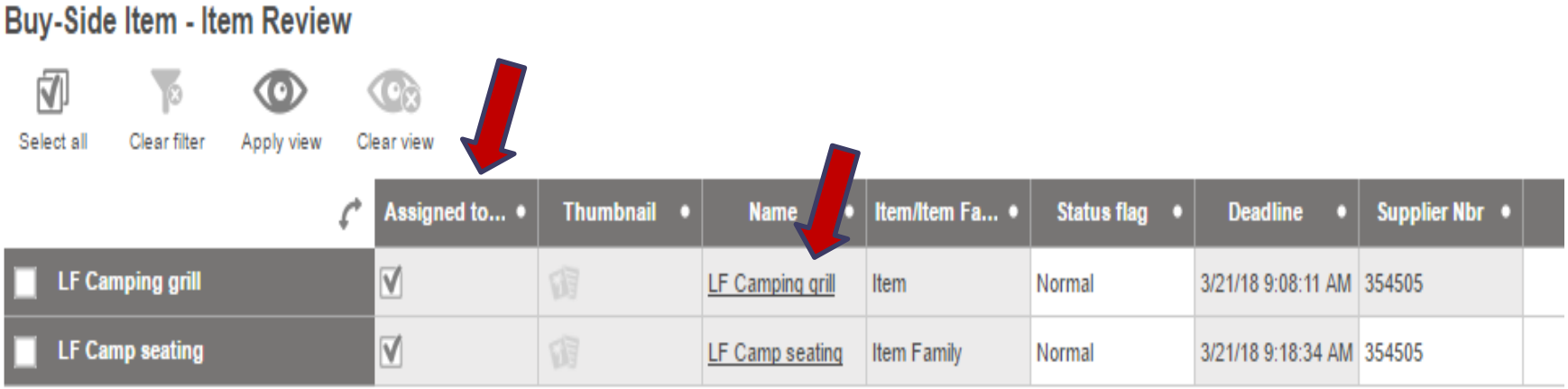
Vendor Workflow/Items Review

- Vendor Workflow widget will show the number of new items created.
- Click on Item Review.

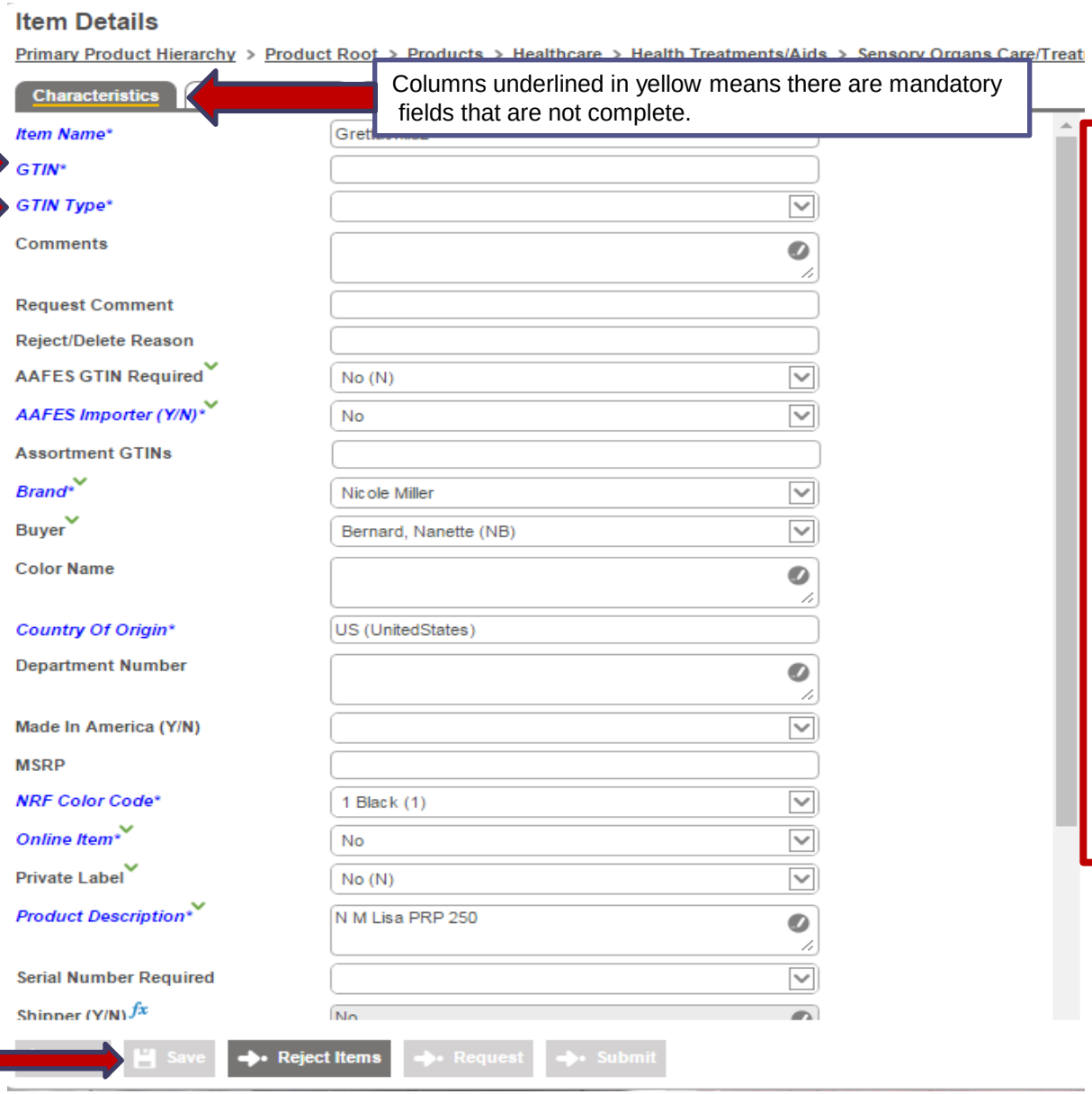


Item Review

- **ITEM Review**
- **Assigned to me column, check the ones that you created**
- **Name column, click on file that you created**



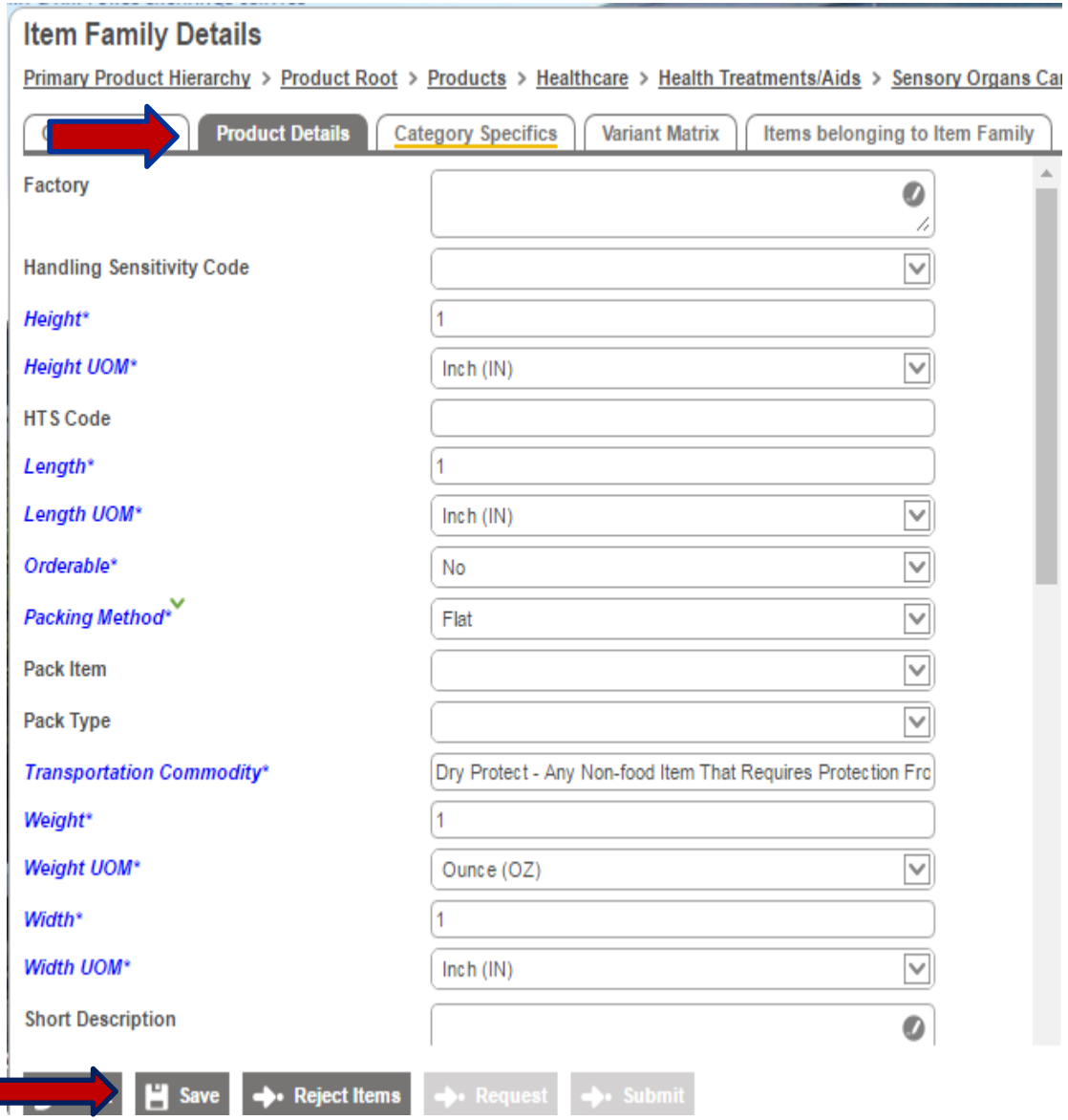
Characteristic/Item Details



- **Characteristics Tab**
- **Fill in requested information and all mandatory fields in Blue**
- **Click Save**
- **If all mandatory fields are not filled in, it will not allow you to save the file. Column tab will also be underlined in yellow.**

Product Details/Item Details

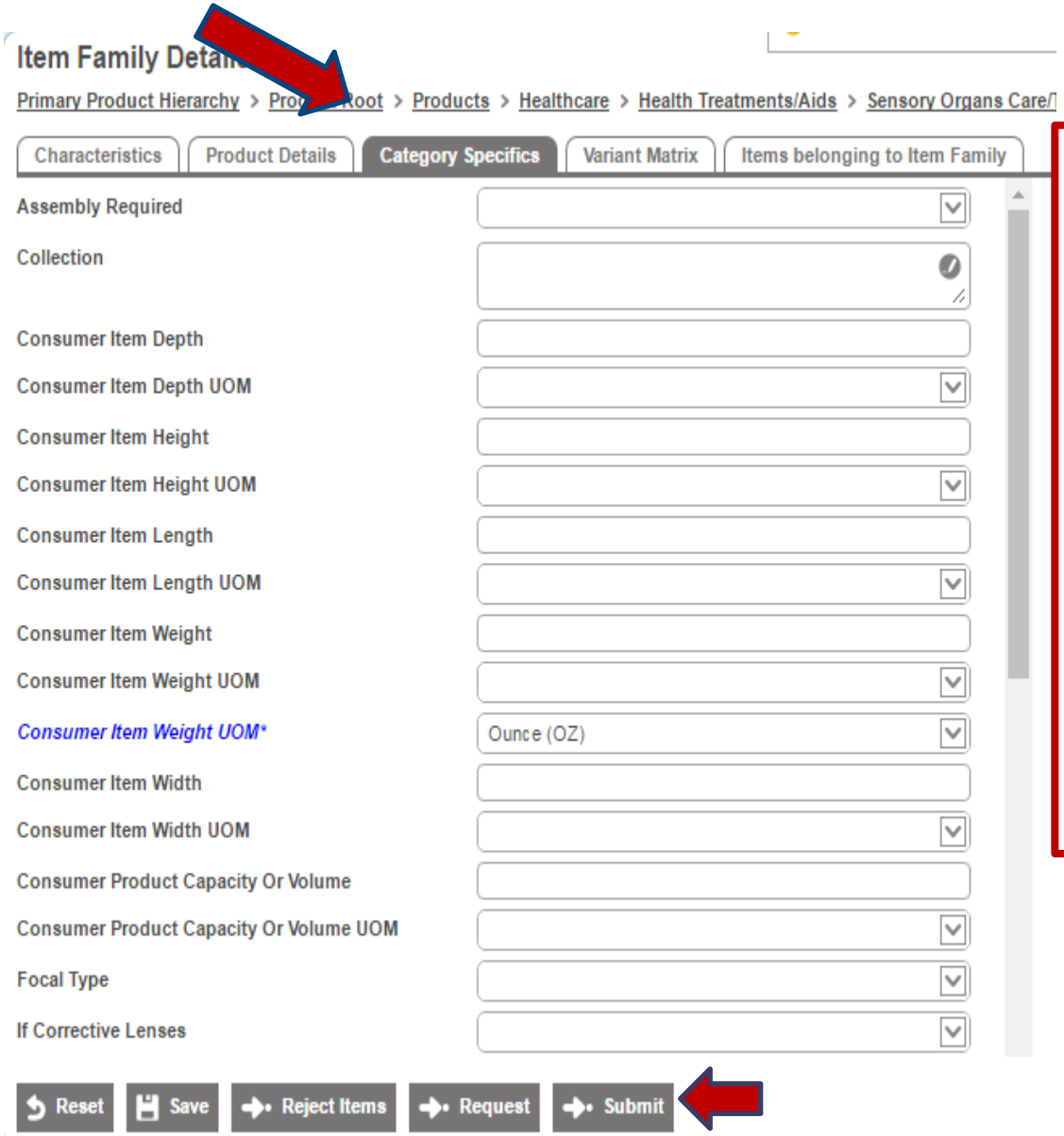
Item Family Detail will have same information to fill out.



- **Click on Product Detail**
- **Fill in all requested fields and all mandatory fields in blue.**
- **Click Save**
- **If all mandatory fields are not filled in, it will not allow you to save the data. Column will also be underlined in yellow.**

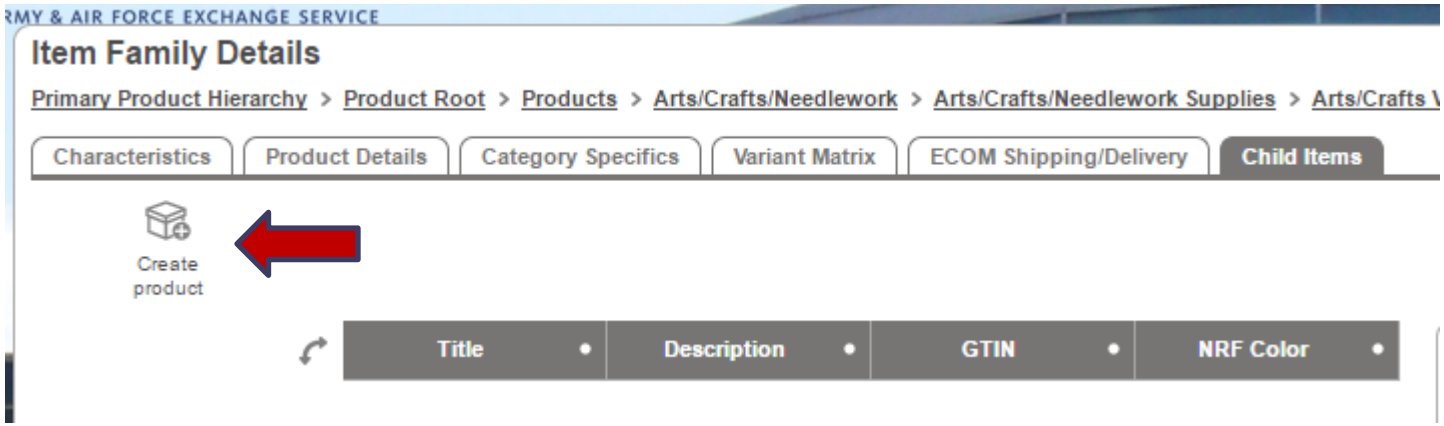
Category Specifics/Item Details

Item Family Detail will have same information to fill out.



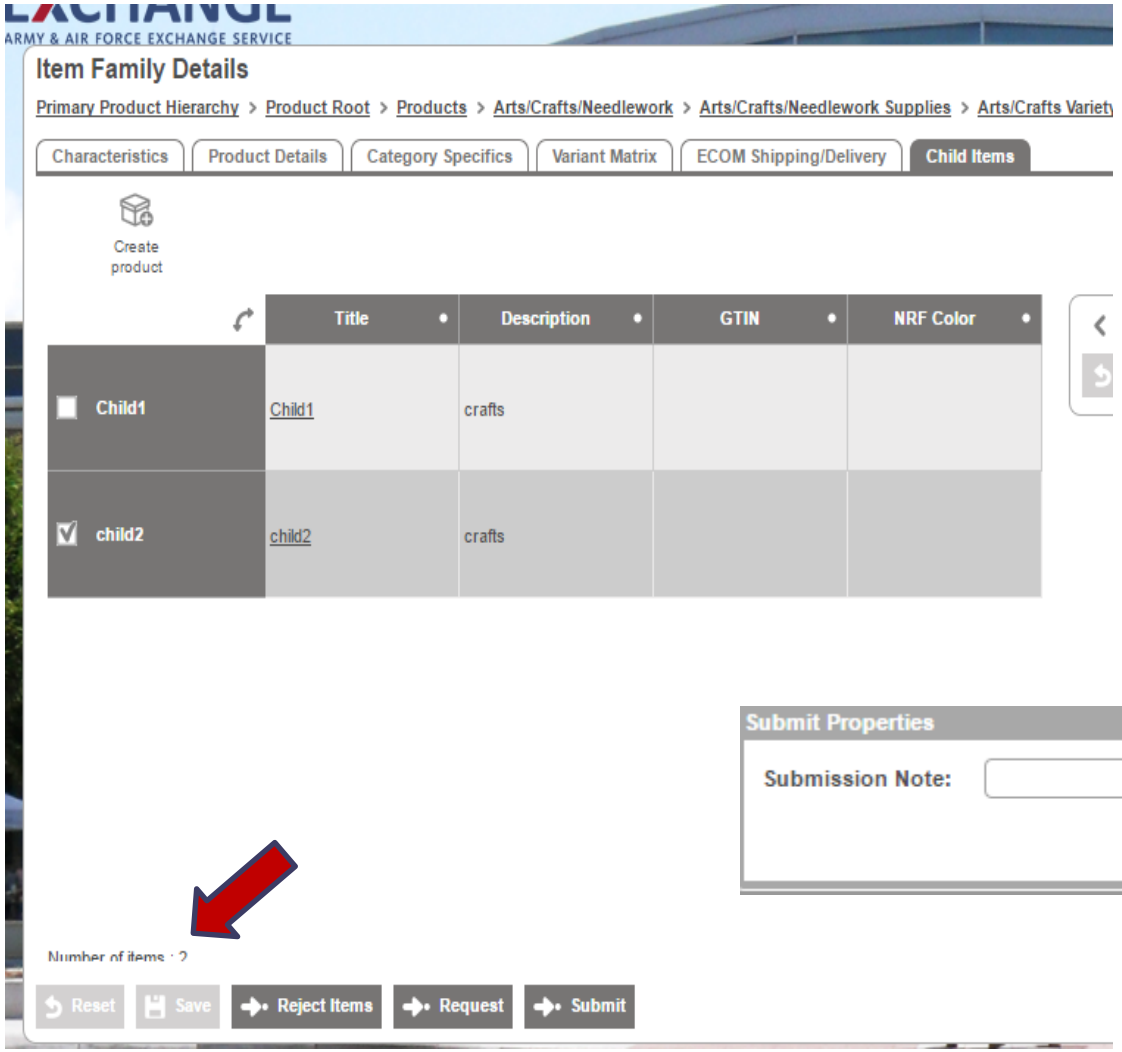
- **Category Specifics**
- **Fill in all requested fields and all mandatory fields in blue.**
- **Click Save**
- **If all mandatory fields are not filled in, it will not allow you to save the file. Column will also be underlined in yellow.**
- **Once all information is complete click Submit**

Item Family Details/Child Names



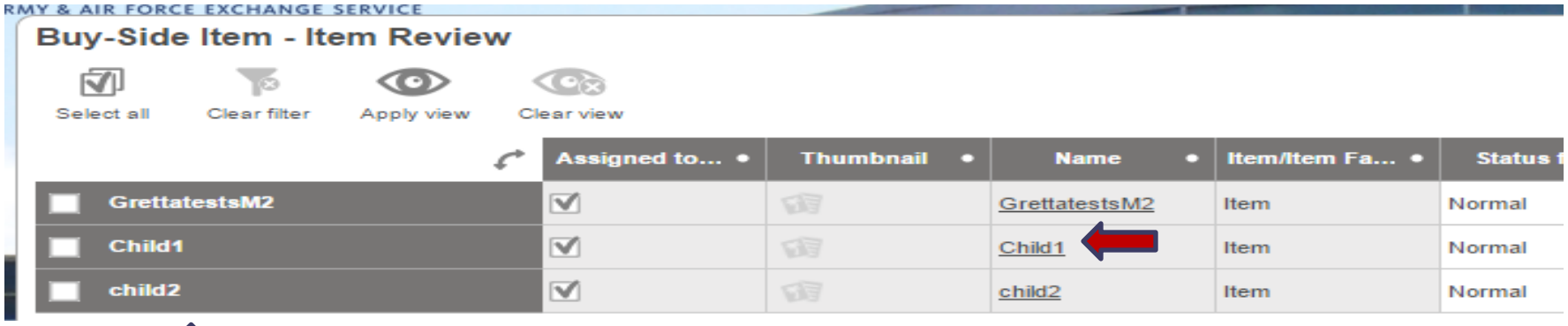
- Creating data for children under Item Family Detail
- Click on Child Items tab
- Create Product Icon
- On pop-up name the item
- Click OK

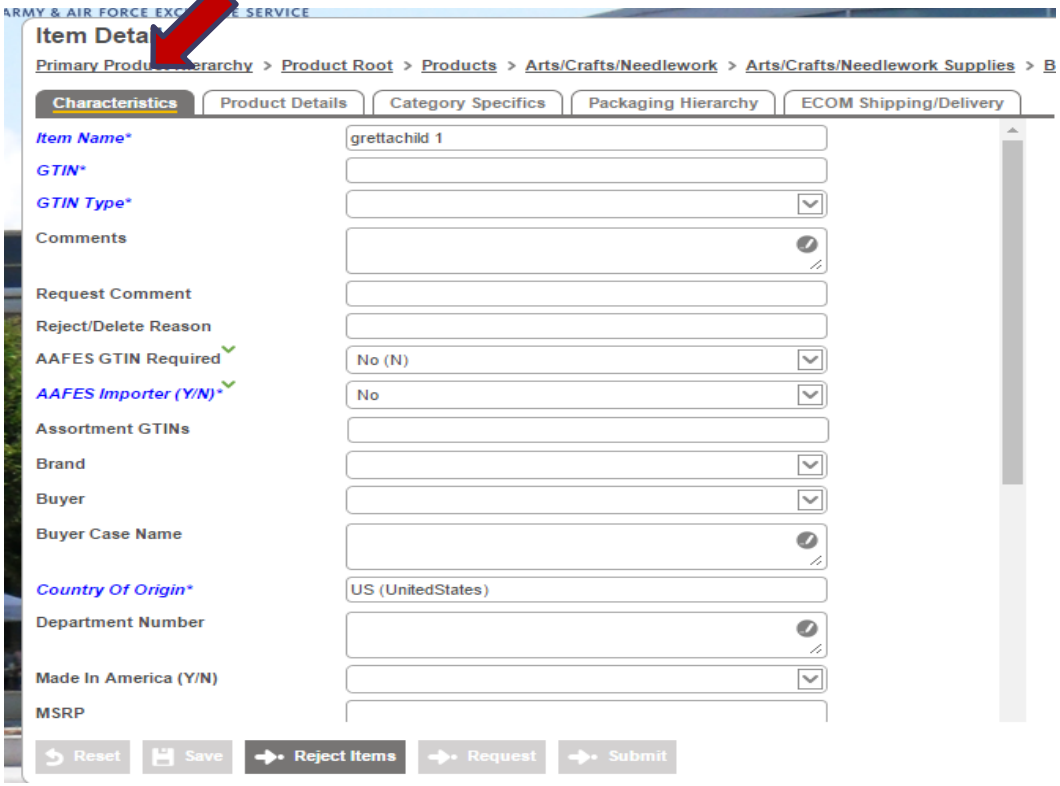
Item Family Details/Child Items



- **Child Items**
- Once items are created
- Click Save
- On pop-up Click OK

Item Family Details/Children





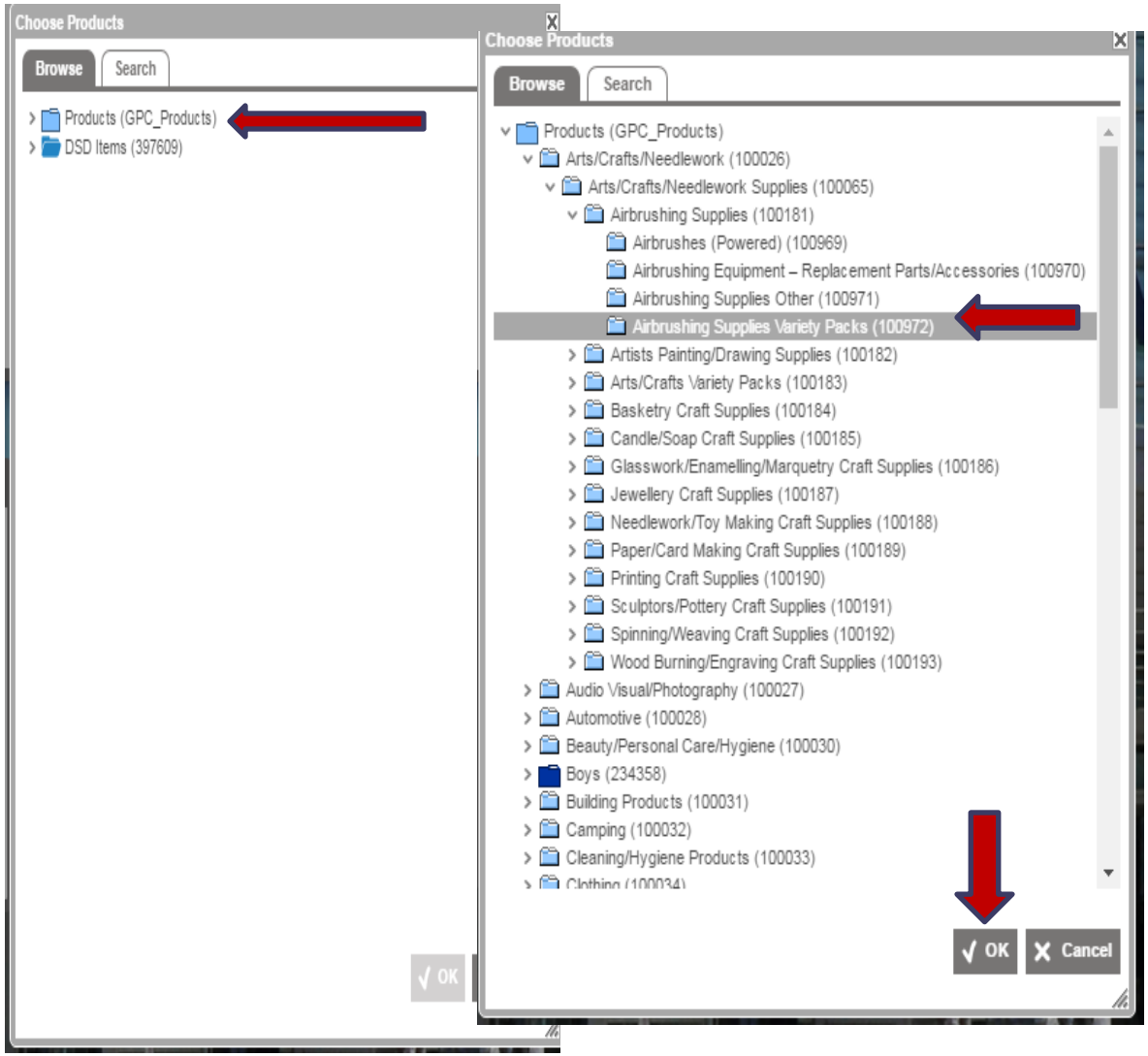
- On Home page under Vendor Workflow
- Item Review- find name of the file created for parent and children.
- Fill in all requested fields and all mandatory fields in blue.
- Click Save
- If all mandatory fields are not filled in, it will not allow you to save the file. Column will also be underlined in yellow.

Smartsheet Export

Creating a Smartsheet

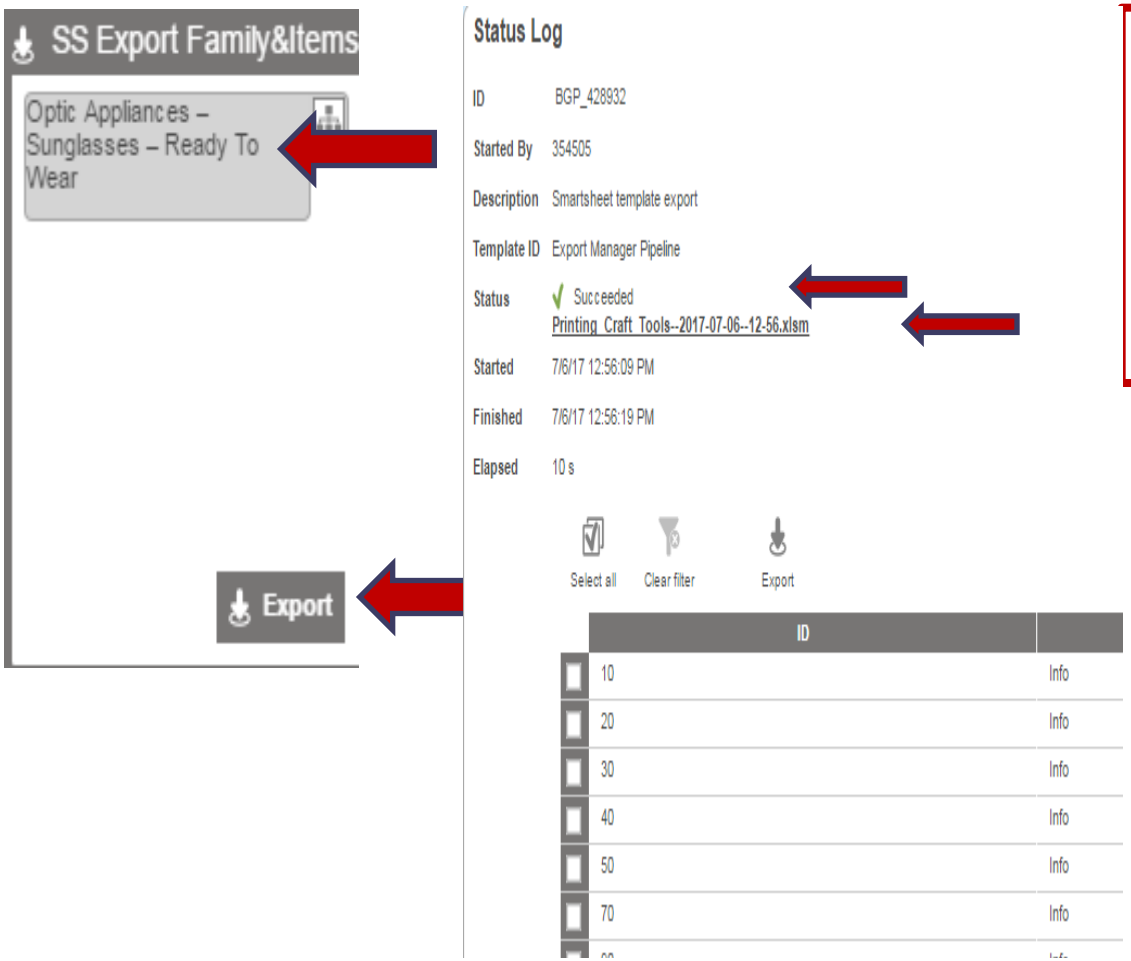
- **To Export a SmartSheet**
  - SmartSheet export is used to download a sheet to allow for mass item data input/upload to PIM
  - Department description (brick) must be selected in PIM prior to SmartSheet export
  - Export SmartSheet, click on hierarchy icon to find the brick level
  - Browse, Click on Product, arrow down to the group/department
  - Highlight the Dept and click okay.

Creating a Smartsheet



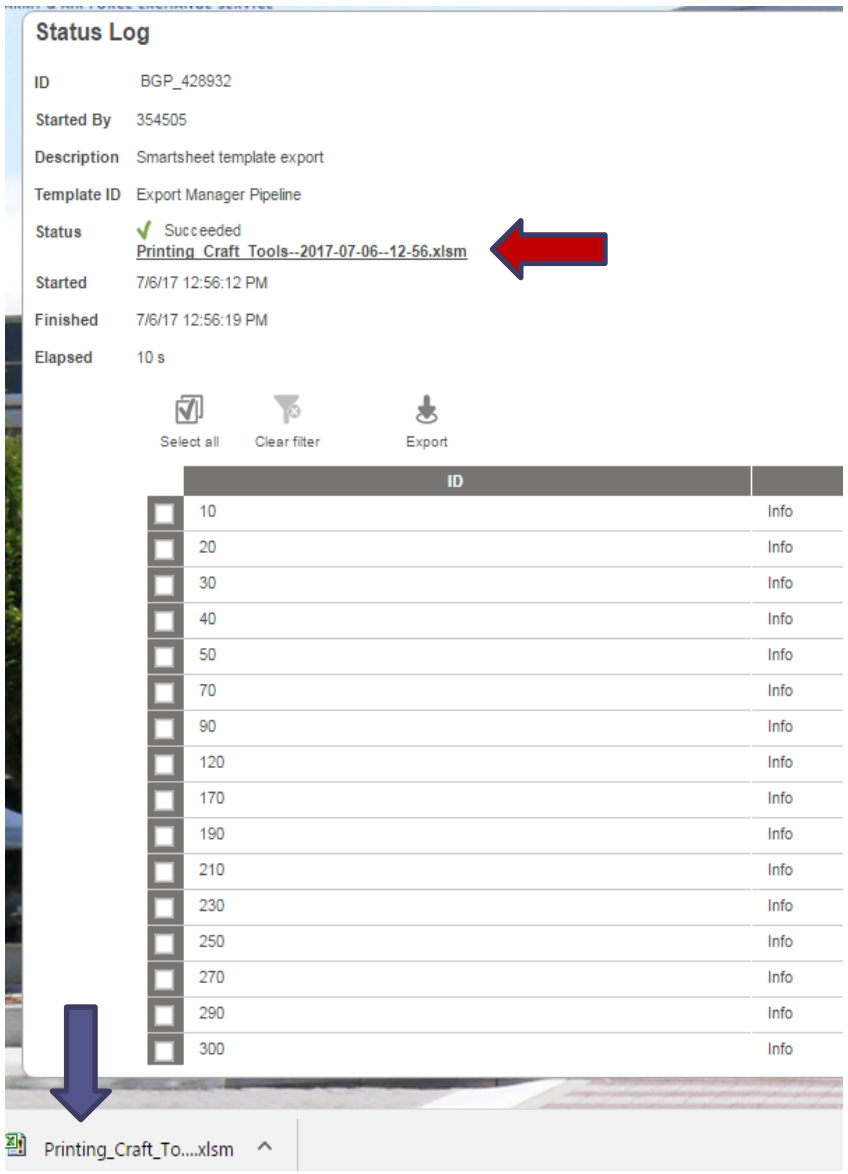
- Click on Products (Brick)
- Arrow down to find category
- Highlight department
- Click OK

Creating a Smartsheet

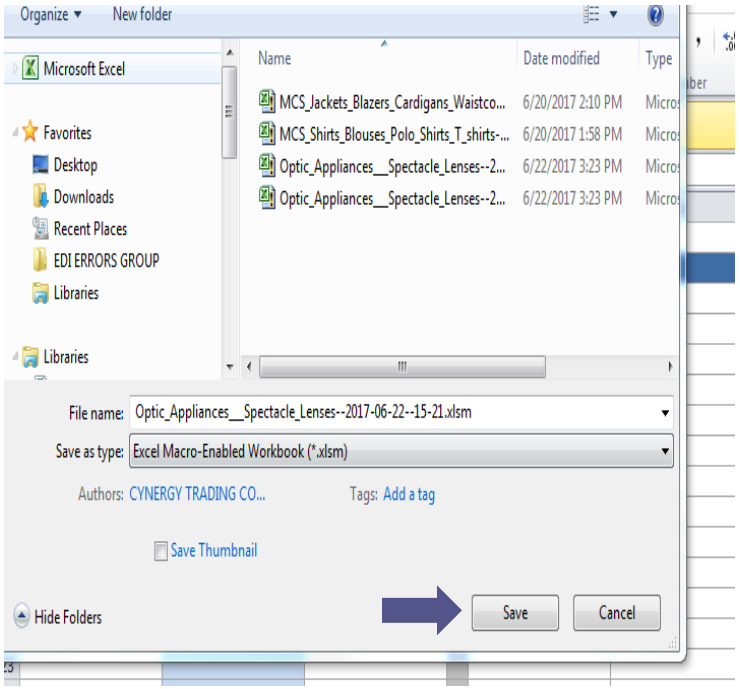


- Click on file within the Icon
- Click Export
- Once file is loaded you will see Status Succeeded
- Click on the .xlsm file name

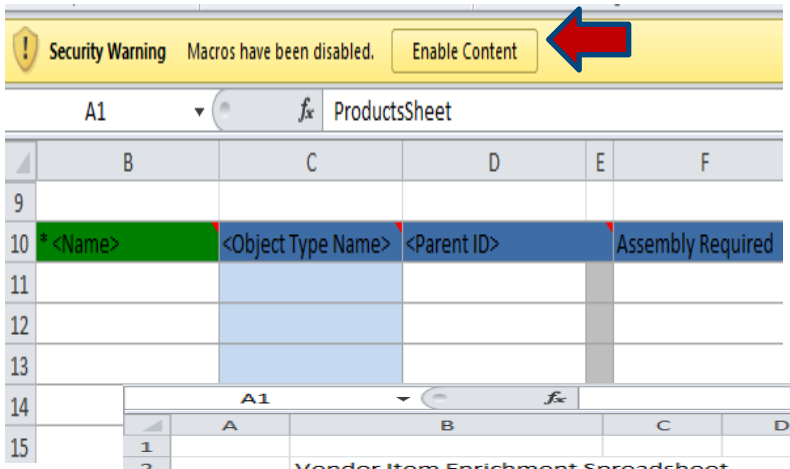
Creating a Smartsheet



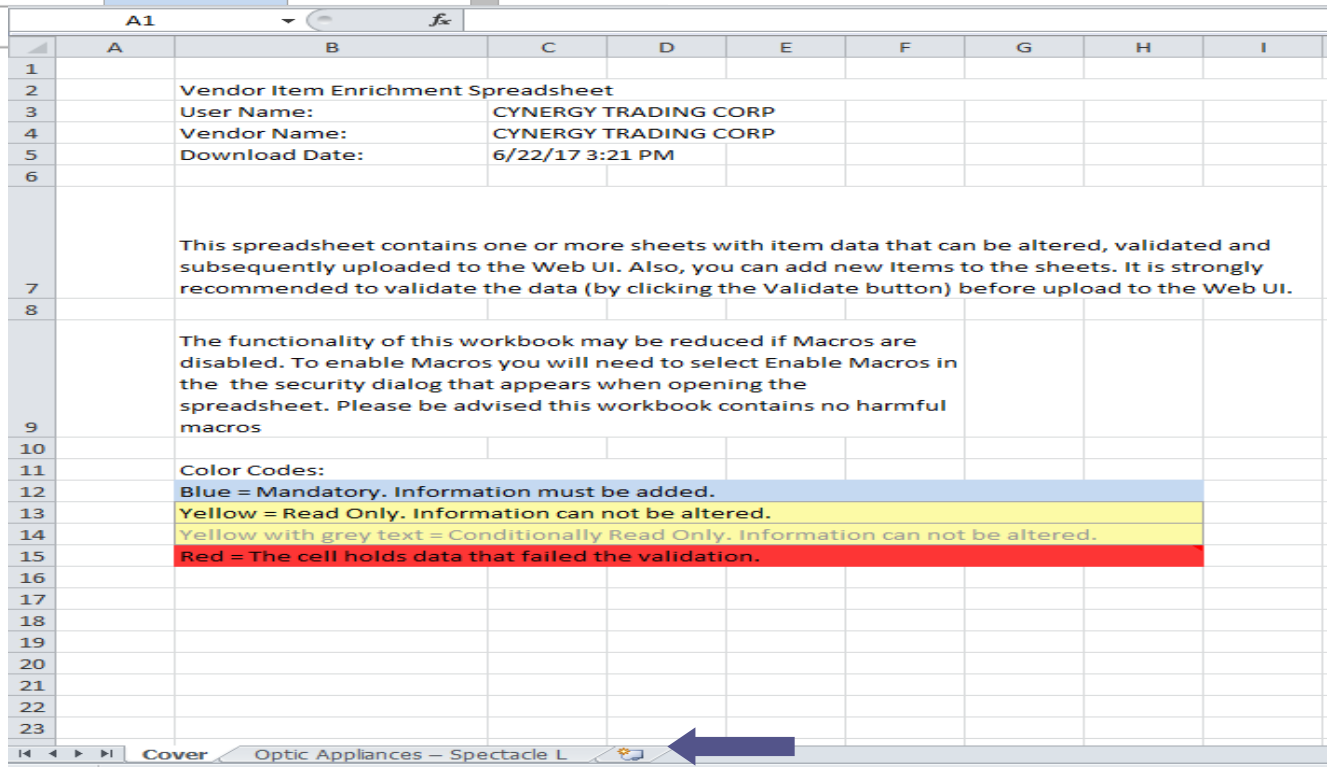
- Click on Status Link
- At the bottom of the screen, you will see the PDF file
- Click on the file to open.
- Save the file within your device in order to retrieve



Creating a Smartsheet

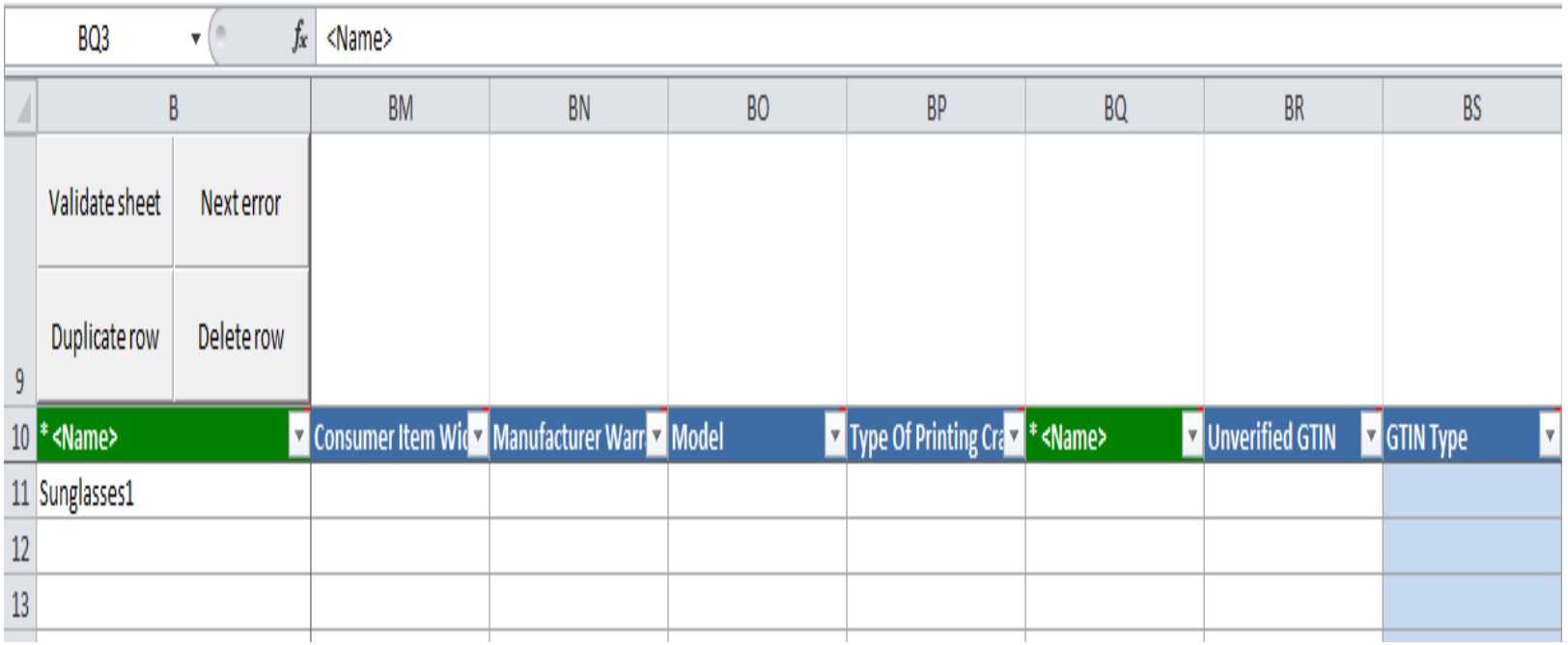


- Find and open saved file
- Click Enable Content
- Click on Second Tab after document loads

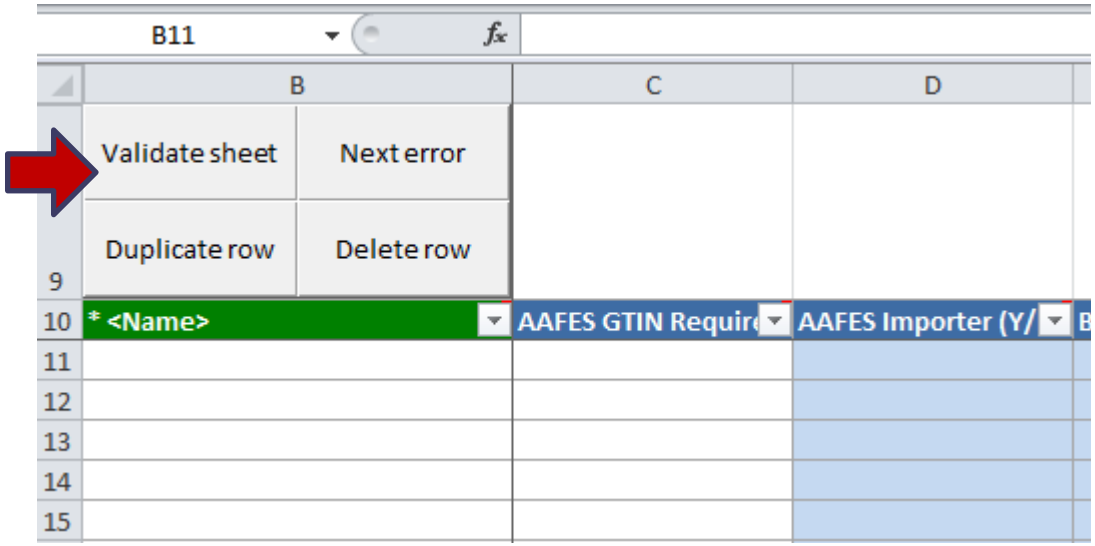


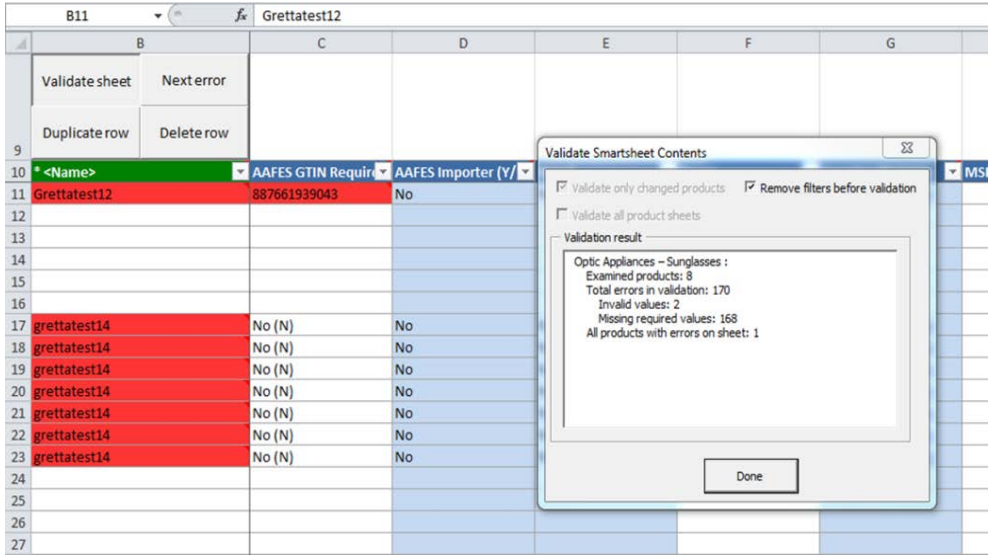
Creating a Smartsheet

- Fill in all requested fields and all mandatory fields in blue. Then click Validate sheet.
- Click Validate Sheet, if all data is correct the file is complete.



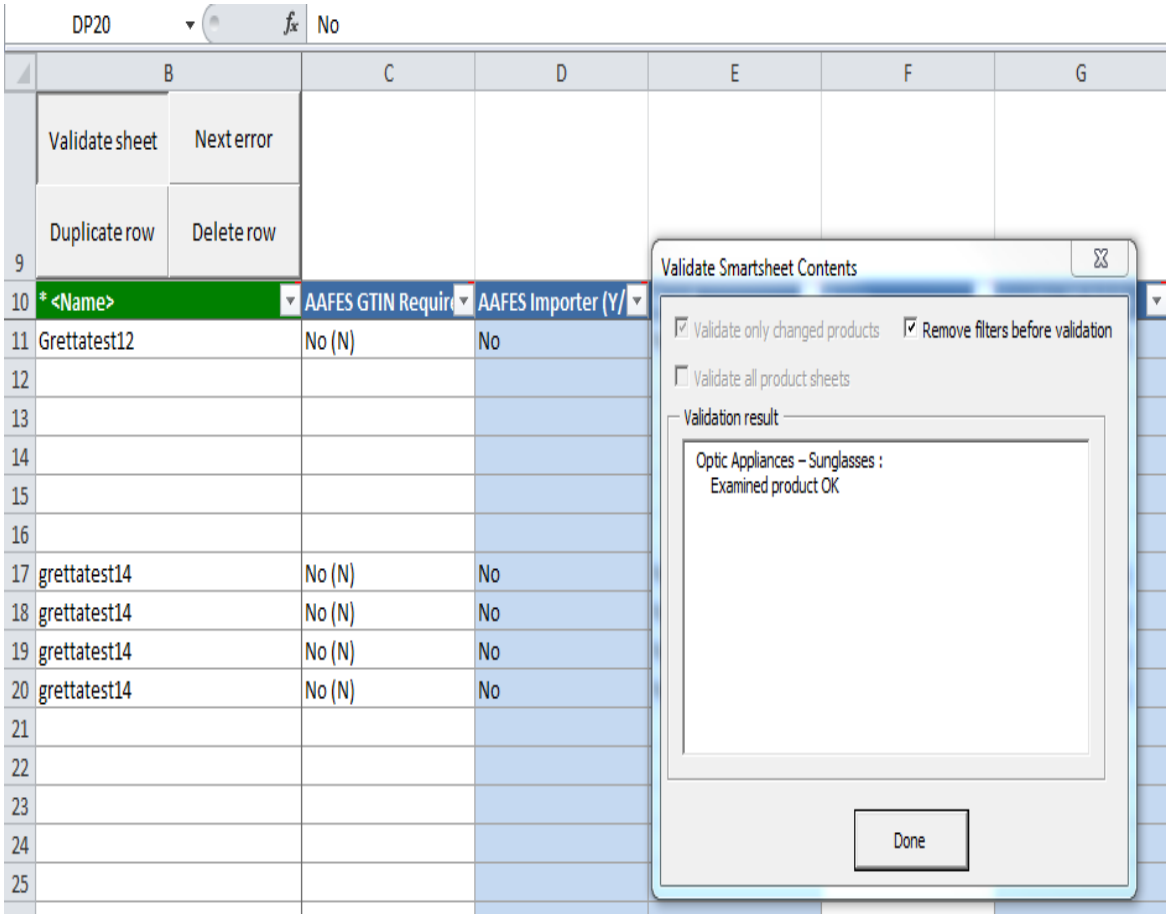
Creating a Smartsheet





- Smartsheet has pre-built functionality to aid in successful workflow.
- Once you have filled in all requested fields and all mandatory fields in blue. Then click Validate sheet.
- Features – Validate Sheet –runs data against business rules to ensure mandatory data is complete.
- Next error – Allows user to advance by error for ease of correction completion of products
- Duplicate Row – Allows user to duplicate data from previous row
- Delete Row – Allows user to delete by row

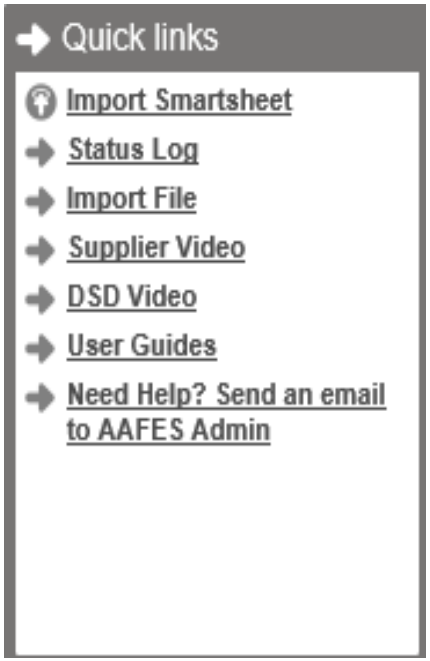
Creating a Smartsheet

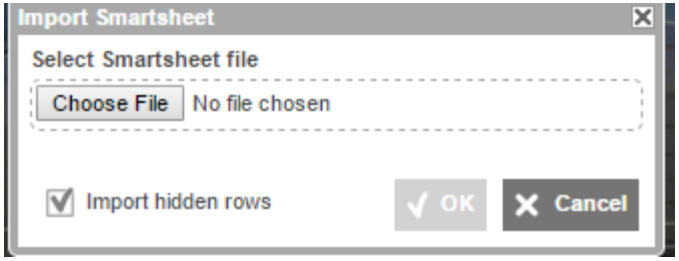


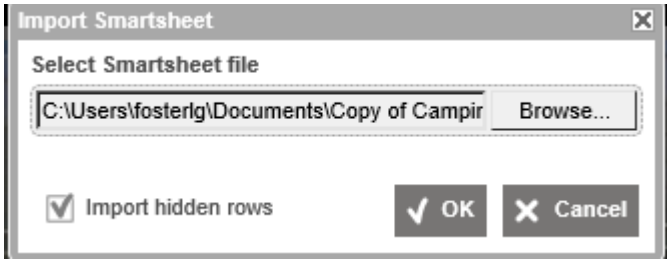
- Validate Smartsheet
- Pop-up states changes and data is OK
- Click done
- Go back to homepage

Smartsheet Import

QuickLink/Smartsheet Import

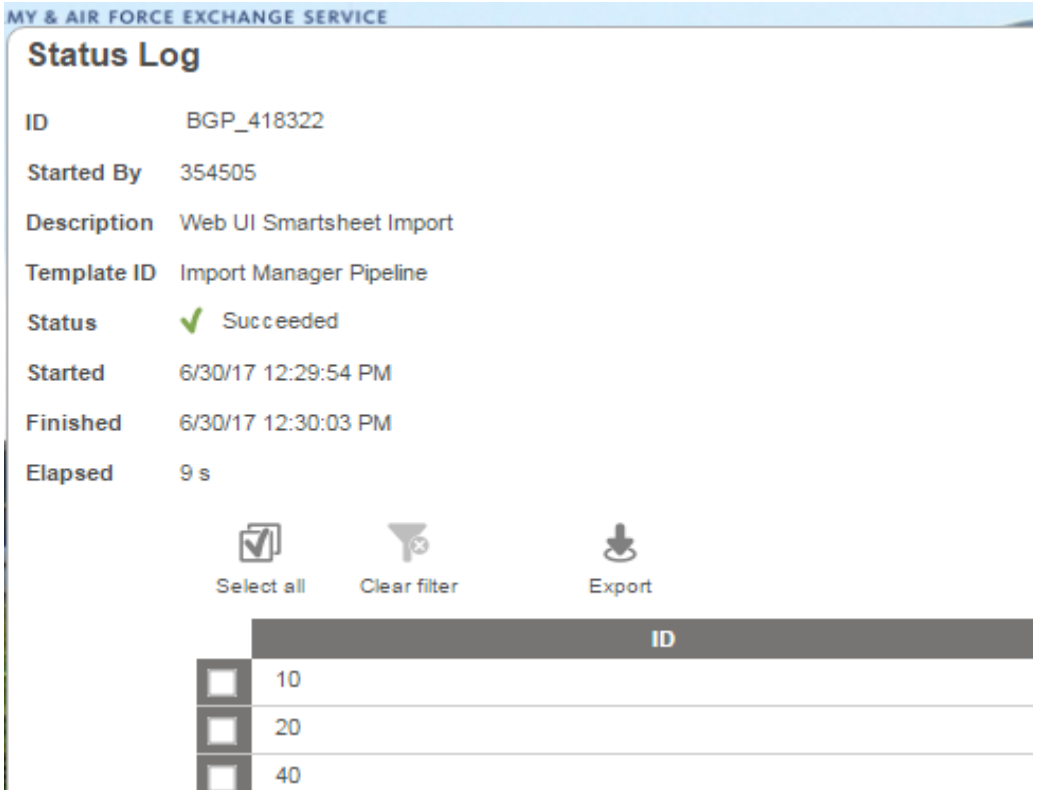






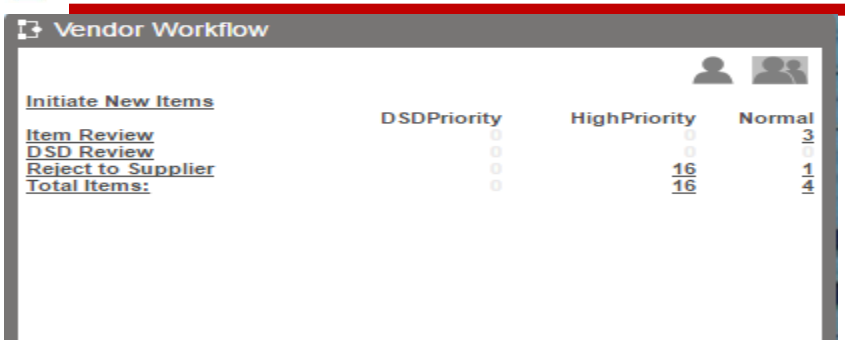
- **Quick links widget**
- **Click on Import Smartsheet**
- **Click on Browse, your outlook will pop up.**
- **Search the file you saved under your device,**
- **Click open**
- **Once your file link is visible click OK**

QuickLink/Smartsheet Import



- Import Smartsheet
- Status will state succeeded if there are no errors, if there are errors, make corrections
- Save.

Smartsheet Import



- Homepage under vendor workflow
- Check Assign to me for family and child items

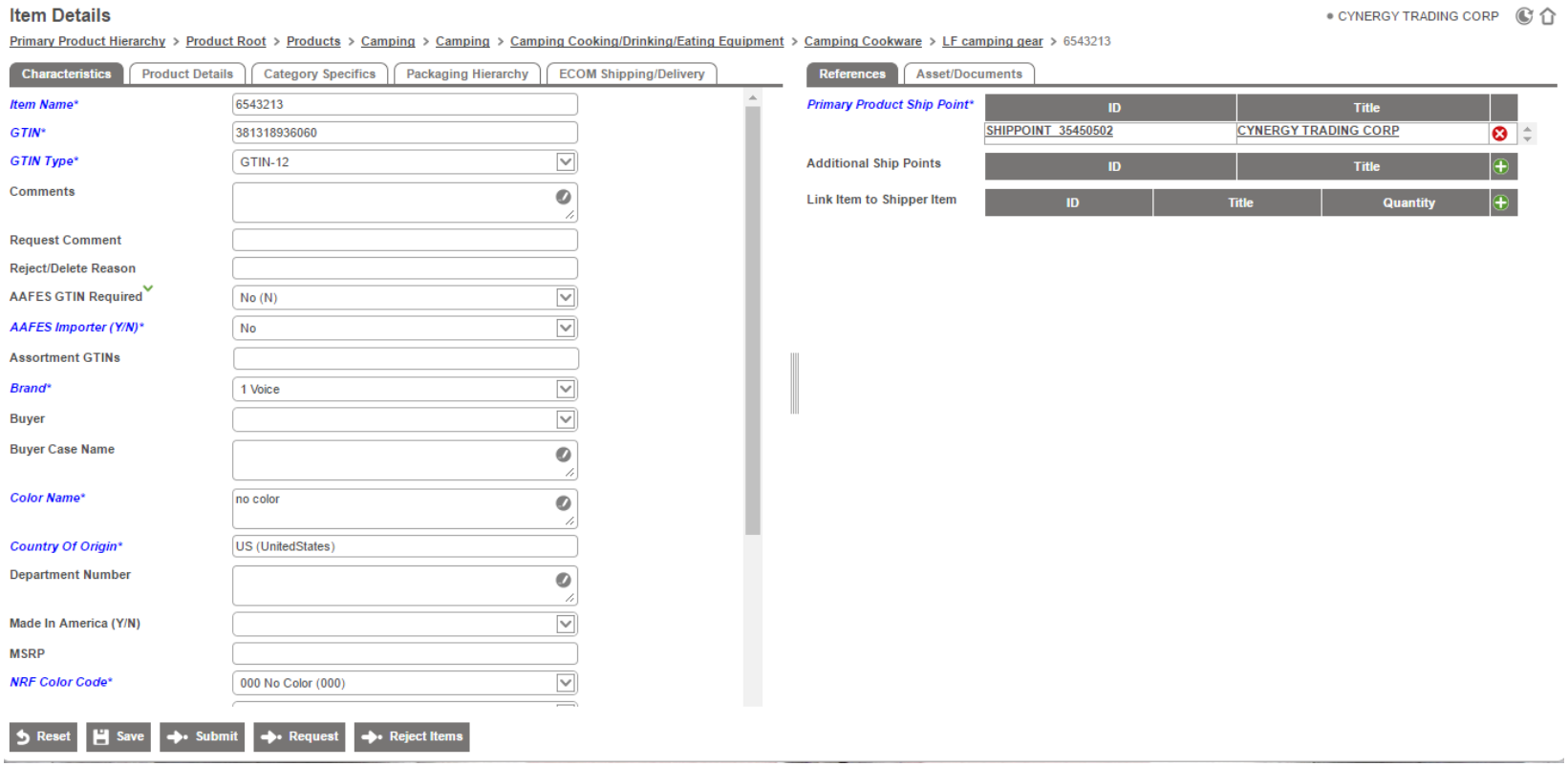
Buy-Side Item - Item Review

Select all | Clear filter | Apply view | Clear view

	Assigned to...	Thumbnail	Name	Item/Item Fa...	Status flag	Deadline
LF camping gear	☑		LF camping gear	Item Family	Normal	3/21/18 12:3 PM
6543213	☑		6543213	Item	Normal	3/21/18 12:3 PM
6543213a	☑		6543213a	Item	Normal	3/21/18 12:3 PM

Smartsheet Import

- You will be directed to Characterics, Product Detail, Category Specific and eComm shipping delivery if it is an eComm item.
- Add the Primary product shipping point on the parent item, it will populate to the child items.
- Make sure all mandatory items in blue are complete
- Save and submit, the file is sent to the buyer to validate and approve.



Helpful Hints

Helpful Hints

- Arrow at top right, will take you back to home screen
- Clicking on EXCHANGE ARMY & AIR FORCE EXCHANGE SERVICE at top left takes you to home screen
- Column will be underlined in yellow if all information is not completed.
- All attributes in blue are mandatory fields and must be filled out complete.
- Requested data is optional, however the more information provided up front will limit the need to ask for the enhanced date in the future.

PIM email address

pimadmin@aafes.com

Thank You!