



# Product Information Manager PIM

## Supplier Guide for PIM

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



- **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

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Welcome

**CYNERGY TRADING CORP**

[Logout](#)

Vendor Workflow

Initiate New Items	DSDPriority	HighPriority	Normal
<a href="#">Item Review</a>			
<a href="#">DSD Review</a>			
<a href="#">Reject to Supplier</a>		6	
<a href="#">Total Items:</a>		6	

SS Export Family&Items

Recent  
[Pet Drinks \(She...](#)

[Export](#)

SS Export Items

[Export](#)

Search Item/Item Family

Previous Searches

SS ECOMM Family&Item

[Export](#)

SS ECOMM Items

[Export](#)

Upload Assets

[Select file](#)

Import Item/Item Family

[Select file](#)

Object Approvals

[1](#)

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**

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

Vendor Workflow

Initiate New Items

	DSDPriority	HighPriority	Normal
<u>Item Review</u>	0	0	<u>5</u>
<u>DSD Review</u>	0	0	0
<u>Reject to Supplier</u>	0	0	0
<u>Total Items:</u>	0	0	<u>5</u>

Vendor Workflow

Initiate New Items

	DSDPriority	HighPriority	Normal
➔ <u>Initiate New DSD</u>	0	0	<u>5</u>
➔ <u>Initiate New Item</u>	0	0	0
➔ <u>Initiate New ItemFamily</u>	0	0	<u>5</u>

# Create New Item

Create New Item

GPC Brick\*

Item Name\*

GTIN

GTIN Type

Brand\*

Country Of Origin\*

Department Number

Made In America (Y/N)

Online Item\*

Product Description\*

Seasons

Supplier Discontinue Date

Unit Cost\*

Unit Cost Currency\*

VPN (Vendor Product Number)\*

Orderable\*

Transportation Commodity\*

Freight\*

Primary Product Ship Point

ID	Title

Additional Ship Points

ID	Title

Select Node(s)

Browse

- AS (INDX-AS)
- AT (INDX-AT)
- B (INDX-B)
- BA (INDX-BA)
- BE (INDX-BE)
- BI (INDX-BI)
- BL (INDX-BL)
- BO (INDX-BO)
- BR (INDX-BR)
- BU (INDX-BU)
- C (INDX-C)
- CA (INDX-CA)
- CH (INDX-CH)
- CL (INDX-CL)
- CO (INDX-CO)
- CR (INDX-CR)
- CY (INDX-CY)
  - CYNERGY TRADING CORP (SUPPLIER\_354505)
    - CYNERGY TRADING CORP Assets (354505\_Assets)
    - CYNERGY TRADING CORP Products (354505\_Products)
    - CYNERGY TRADING CORP Ship Points (354505\_ShipPoints)
      - CYNERGY TRADING CORP (SHIPPOINT\_35450508)
      - CYNERGY TRADING CORP (SHIPPOINT\_35450590)
      - CYNERGY TRADING CORP (SHIPPOINT\_35450510)
      - CYNERGY TRADING CORP (SHIPPOINT\_35450591)
      - CYNERGY TRADING CORP DSD (SHIPPOINT\_35450599)
- D (INDX-D)

OK Cancel



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



# EXCHANGE™ Create New Item

## Create New Item

*GPC Brick\**  
**Item Name\*** LF Camping grill  
**GTIN** 381318936091  
**GTIN Type** GTIN-12  
**Brand**  
**Buyer Case Name**  
**Country Of Origin\*** US (UnitedStates)  
**Department Number**  
**Made In America (Y/N)**  
**Online Item\*** No  
**Product Description\*** Camping grill  
**Supplier Discontinue Date** yyyy-MM-dd HH:mm:ss  
**Unit Cost\*** 50.00  
**Unit Cost Currency\*** US Dollar (USD)  
**VPN (Vendor Product Number)\*** 987654

Select Node(s)

Browse Search

- > CK (INDX-CK)
- > CL (INDX-CL)
- > CM (INDX-CM)
- > CN (INDX-CN)
- > CO (INDX-CO)
- > CP (INDX-CP)
- > CR (INDX-CR)
- > CS (INDX-CS)
- > CT (INDX-CT)
- > CU (INDX-CU)
- > CV (INDX-CV)
- > CW (INDX-CW)
- > CX (INDX-CX)
- > CY (INDX-CY)
- ▼ CYNERGY TRADING CORP (SUPPLIER\_354505)
  - CYNERGY TRADING CORP Assets (354505\_Assets)
  - > CYNERGY TRADING CORP Products (354505\_Products)
  - ▼ CYNERGY TRADING CORP Ship Points (354505\_ShipPoints)
    - CYNERGY TRADING CORP (SHIPPOINT\_35450503)
    - CYNERGY TRADING CORP (SHIPPOINT\_35450509)
    - CYNERGY TRADING CORP (SHIPPOINT\_35450591)
    - CYNERGY TRADING CORP (SHIPPOINT\_35450505)
    - CYNERGY TRADING CORP (SHIPPOINT\_35450507)
    - CYNERGY TRADING CORP (SHIPPOINT\_35450587)
    - CYNERGY TRADING CORP (SHIPPOINT\_35450502)
    - CYNERGY TRADING CORP (SHIPPOINT\_35450504)
    - CYNERGY TRADING CORP (SHIPPOINT\_35450508)
    - CYNERGY TRADING CORP (SHIPPOINT\_35450509)

- 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.



Submit Reset

OK Cancel

# Create New Item Family



Create Item Family

• CYNERGY TRADING CORP

*GPC Brick\**

*Item Family Name\**

Brand

Buyer Case Name

*Country Of Origin\**

Made In America (Y/N)

*Online Item\**

*Product Description\**

Supplier Discontinue Date

*Unit Cost\**

*Unit Cost Currency\**

*VPN (Vendor Product Number)\**

Primary Product Ship Point	ID	Title	
	SHIPPOINT_35450502	CYNERGY TRADING CORP	
Additional Ship Points	ID	Title	

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

Vendor Workflow





Initiate New Items

	DSDPriority	HighPriority	Normal
<u>Item Review</u> ←	0	0	<u>6</u>
<u>DSD Review</u>	0	0	0
<u>Reject to Supplier</u>	0	0	0
<u>Total Items:</u>	0	0	<u>6</u>



› **ITEM Review**

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

## Buy-Side Item - Item Review

 Select all  
  Clear filter  
  Apply view  
  Clear view



	Assigned to...	Thumbnail	Name	Item/Item Fa...	Status flag	Deadline	Supplier Nbr
<input type="checkbox"/> LF Camping grill	<input checked="" type="checkbox"/>		<a href="#">LF Camping grill</a>	Item	Normal	3/21/18 9:08:11 AM	354505
<input type="checkbox"/> LF Camp seating	<input checked="" type="checkbox"/>		<a href="#">LF Camp seating</a>	Item Family	Normal	3/21/18 9:18:34 AM	354505

# Characteristic/Item Details

## Item Details

Primary Product Hierarchy > Product Root > Products > Healthcare > Health Treatments/Aids > Sensory Organs Care/Treat

### Characteristics

Columns underlined in yellow means there are mandatory fields that are not complete.

Item Name*	<u>Gret...</u>
GTIN*	<u></u>
GTIN Type*	<u></u>
Comments	
Request Comment	
Reject/Delete Reason	
AAFES GTIN Required ✓	No (N) <u></u>
AAFES Importer (Y/N)* ✓	No <u></u>
Assortment GTINs	
Brand* ✓	Nicole Miller <u></u>
Buyer ✓	Bernard, Nanette (NB) <u></u>
Color Name	
Country Of Origin*	US (UnitedStates) <u></u>
Department Number	
Made In America (Y/N)	<u></u>
MSRP	
NRF Color Code*	1 Black (1) <u></u>
Online Item* ✓	No <u></u>
Private Label ✓	No (N) <u></u>
Product Description* ✓	N M Lisa PRP 250 <u></u>
Serial Number Required	<u></u>
Shinner (Y/N) <i>ft</i>	No <u></u>

- > 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.

Save Reject Items Request Submit

# Product Details/Item Details

Item Family Detail will have same information to fill out.

**Item Family Details**

Primary Product Hierarchy > Product Root > Products > Healthcare > Health Treatments/Aids > Sensory Organs Ca

**Product Details** | Category Specifics | Variant Matrix | Items belonging to Item Family

Factory

Handling Sensitivity Code

Height\*

Height UOM\*

HTS Code

Length\*

Length UOM\*

Orderable\*

Packing Method\*

Pack Item

Pack Type

Transportation Commodity\*

Weight\*

Weight UOM\*

Width\*

Width UOM\*

Short Description

**Save** | Reject Items | Request | Submit

- **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.

Item Family Detail

Primary Product Hierarchy > **Product Root** > Products > Healthcare > Health Treatments/Aids > Sensory Organs Care/

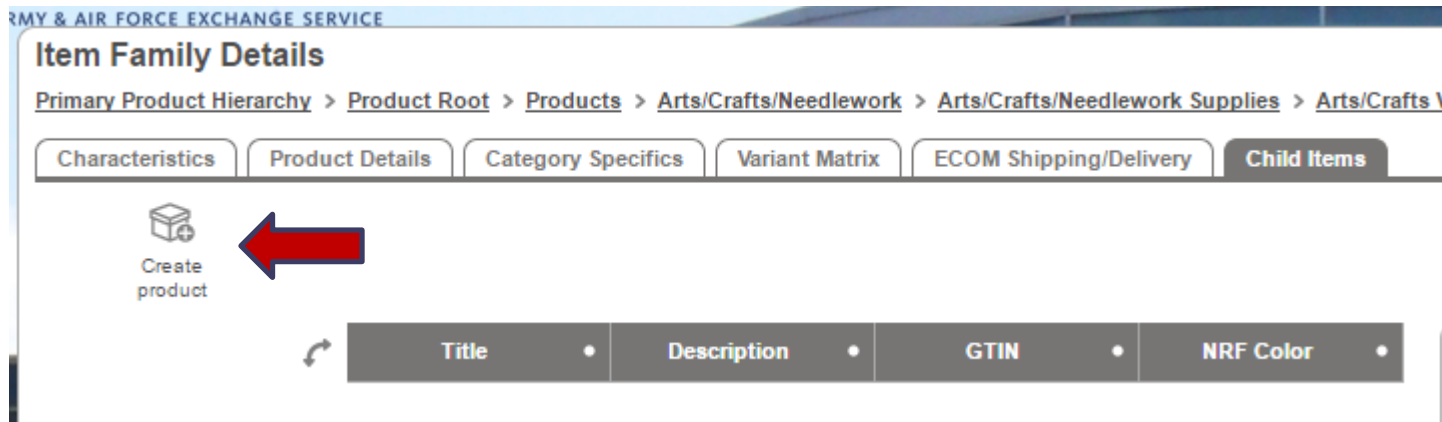
Characteristics | Product Details | **Category Specifics** | Variant Matrix | Items belonging to Item Family

Assembly Required	<input type="checkbox"/>
Collection	<input type="text"/>
Consumer Item Depth	<input type="text"/>
Consumer Item Depth UOM	<input type="text"/>
Consumer Item Height	<input type="text"/>
Consumer Item Height UOM	<input type="text"/>
Consumer Item Length	<input type="text"/>
Consumer Item Length UOM	<input type="text"/>
Consumer Item Weight	<input type="text"/>
Consumer Item Weight UOM	<input type="text"/>
<b>Consumer Item Weight UOM*</b>	<input type="text" value="Ounce (OZ)"/>
Consumer Item Width	<input type="text"/>
Consumer Item Width UOM	<input type="text"/>
Consumer Product Capacity Or Volume	<input type="text"/>
Consumer Product Capacity Or Volume UOM	<input type="text"/>
Focal Type	<input type="text"/>
If Corrective Lenses	<input type="text"/>

Reset Save Reject Items Request **Submit**

- > **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**

# EXCHANGE™ Item Family Details/Child Names



Create product

ID:

Name:

ObjectType:

✓ OK   ✗ Cancel

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



EXCHANGE  
ARMY & AIR FORCE EXCHANGE SERVICE

## Item Family Details

Primary Product Hierarchy > Product Root > Products > Arts/Crafts/Needlework > Arts/Crafts/Needlework Supplies > Arts/Crafts Variet

Characteristics | Product Details | Category Specifics | Variant Matrix | ECOM Shipping/Delivery | **Child Items**

Create product

	Title	Description	GTIN	NRF Color
<input type="checkbox"/> Child1	<a href="#">Child1</a>	crafts		
<input checked="" type="checkbox"/> child2	<a href="#">child2</a>	crafts		

Number of items: 2

Reset | Save | Reject Items | Request | Submit

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

Submit Properties




Submission Note:

✓ OK ✗ Cancel

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## Buy-Side Item - Item Review

Select all Clear filter Apply view Clear view

	Assigned to...	Thumbnail	Name	Item/Item Fa...	Status
<input type="checkbox"/> GrettatestsM2	<input checked="" type="checkbox"/>		<u>GrettatestsM2</u>	Item	Normal
<input type="checkbox"/> Child1	<input checked="" type="checkbox"/>		<u>Child1</u>	Item	Normal
<input type="checkbox"/> child2	<input checked="" type="checkbox"/>		<u>child2</u>	Item	Normal

ARMY & AIR FORCE EXCHANGE SERVICE

## Item Details

Primary Product Hierarchy > Product Root > Products > Arts/Crafts/Needlework > Arts/Crafts/Needlework Supplies > B

Characteristics Product Details Category Specifics Packaging Hierarchy ECOM Shipping/Delivery

**Item Name\*** grettachild 1

**GTIN\***

**GTIN Type\***

Comments

Request Comment

Reject/Delete Reason

AAFES GTIN Required No (N)

AAFES Importer (Y/N)\* No

Assortment GTINs

Brand

Buyer

Buyer Case Name

**Country Of Origin\*** US (UnitedStates)

Department Number

Made In America (Y/N)

MSRP

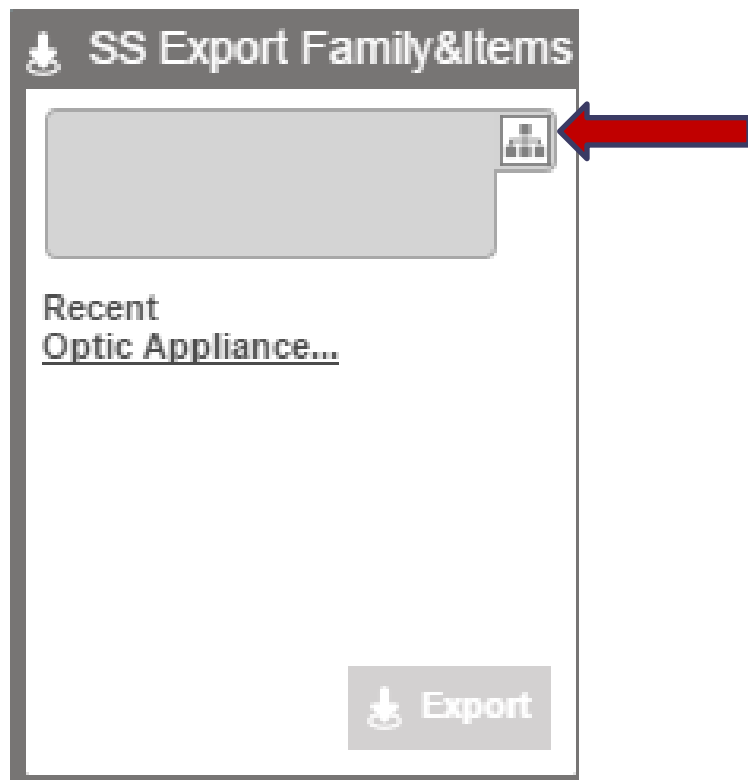
Reset Save Reject Items Request Submit

- > 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.



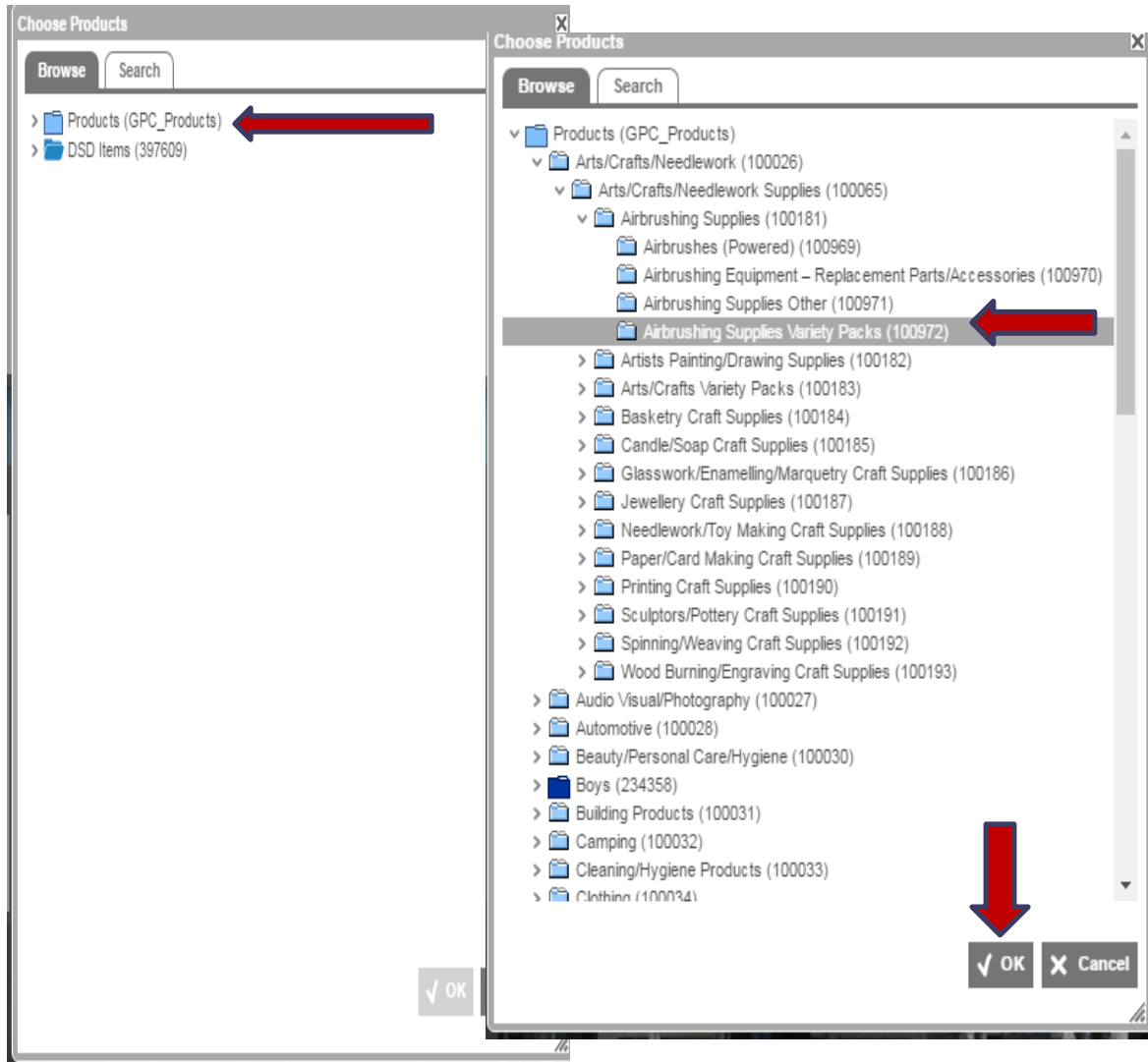
# Smartsheet Export

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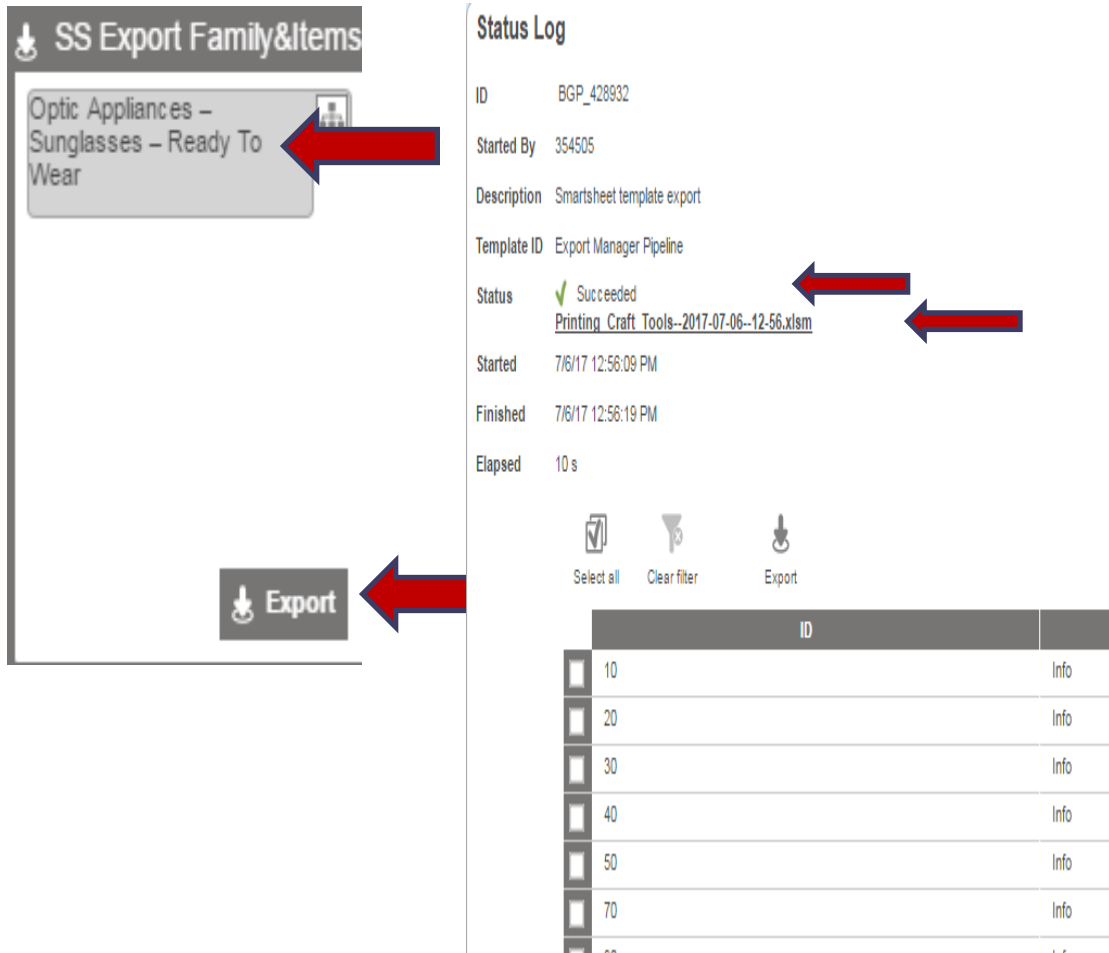


## › To Export a SmartSheet

- › 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.



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



The screenshot shows the 'SS Export Family&Items' interface. On the left, a list of items includes 'Optic Appliances - Sunglasses - Ready To Wear'. A red arrow points to a small icon next to this item. Below the list is an 'Export' button, also indicated by a red arrow. On the right, the 'Status Log' section shows the following details:

- ID: BGP\_428932
- Started By: 354505
- Description: Smartsheet template export
- Template ID: Export Manager Pipeline
- Status: ✓ Succeeded
- File Name: Printing\_Craft\_Tools--2017-07-06--12-56.xlsm
- Started: 7/6/17 12:56:09 PM
- Finished: 7/6/17 12:56:19 PM
- Elapsed: 10 s

Below the status log are three icons: 'Select all', 'Clear filter', and 'Export'. A table below these icons shows a list of items with columns for 'ID' and 'Info'.

ID	Info
10	Info
20	Info
30	Info
40	Info
50	Info
70	Info
...	...

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

**Status Log**

ID BGP\_428932  
Started By 354505  
Description Smartsheet template export  
Template ID Export Manager Pipeline  
Status ✓ Succeeded  
[Printing\\_Craft\\_Tools--2017-07-06--12-56.xlsm](#)  
Started 7/6/17 12:56:12 PM  
Finished 7/6/17 12:56:19 PM  
Elapsed 10 s

Select all Clear filter Export

ID	Info
10	Info
20	Info
30	Info
40	Info
50	Info
70	Info
90	Info
120	Info
170	Info
190	Info
210	Info
230	Info
250	Info
270	Info
290	Info
300	Info

Printing\_Craft\_To...xlsm

- 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

Organize New folder

Microsoft Excel

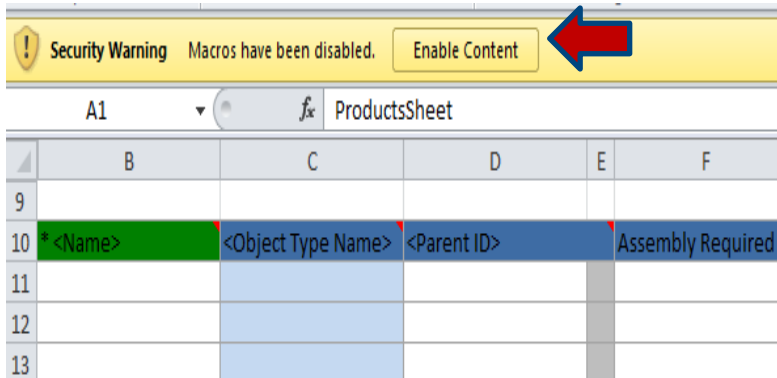
Name	Date modified	Type
MCS_Jackets_Blazers_Cardigans_Waistco...	6/20/2017 2:10 PM	Micro...
MCS_Shirts_Blouses_Polo_Shirts_T_shirts...	6/20/2017 1:58 PM	Micro...
Optic_Appliances__Spectacle_Lenses--2...	6/22/2017 3:23 PM	Micro...
Optic_Appliances__Spectacle_Lenses--2...	6/22/2017 3:23 PM	Micro...

File name: Optic\_Appliances\_\_Spectacle\_Lenses--2017-06-22--15-21.xlsm  
Save as type: Excel Macro-Enabled Workbook (\*.xlsm)  
Authors: CYNERGY TRADING CO... Tags: Add a tag  
 Save Thumbnail

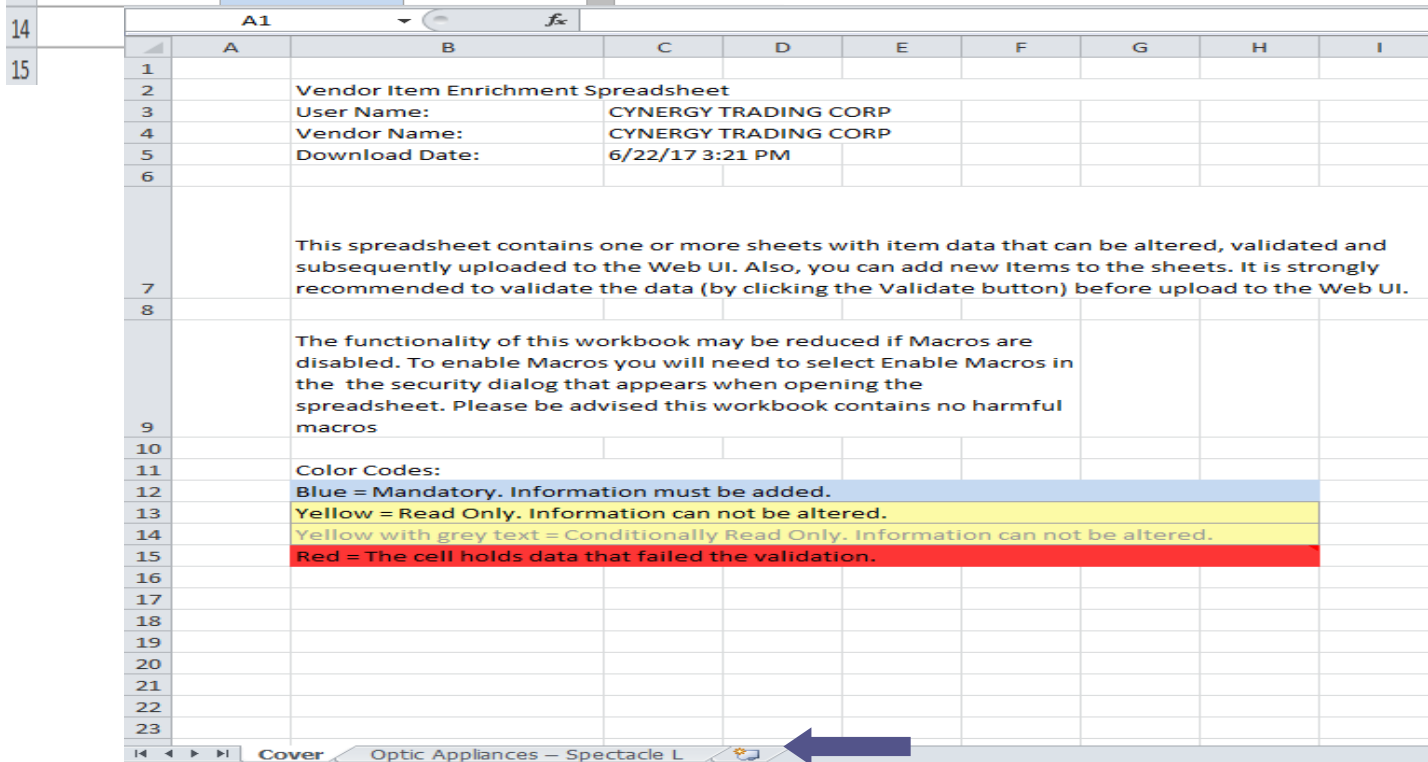
Hide Folders Save Cancel



# Creating a Smartsheet




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





- 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.

BQ3		fx <Name>						
	B	BM	BN	BO	BP	BQ	BR	BS
	Validate sheet	Next error						
	Duplicate row	Delete row						
9								
10	* <Name>	Consumer Item Wid	Manufacturer Warr	Model	Type Of Printing Cra	* <Name>	Unverified GTIN	GTIN Type
11	Sunglasses1							
12								
13								



	B	C	D
9	Validate sheet	Next error	
	Duplicate row	Delete row	
10	* <Name>	AAFES GTIN Require	AAFES Importer (Y/
11			
12			
13			
14			
15			

	B	C	D	E	F	G
9	Validatesheet	Next error				
	Duplicate row	Delete row				
10	* <Name>	AAFES GTIN Require	AAFES Importer (Y/			
11	Grettatest12	887661939043	No			
12						
13						
14						
15						
16						
17	grettatest14	No (N)	No			
18	grettatest14	No (N)	No			
19	grettatest14	No (N)	No			
20	grettatest14	No (N)	No			
21	grettatest14	No (N)	No			
22	grettatest14	No (N)	No			
23	grettatest14	No (N)	No			
24						
25						
26						
27						

Validate Smartsheet Contents

Validate only changed products  Remove filters before validation

Validate all product sheets

Validation result:

Optic Appliances – Sunglasses :

Examined products: 8

Total errors in validation: 170

Invalid values: 2

Missing required values: 168

All products with errors on sheet: 1

Done

- 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

	B	C	D	E	F	G
9	Validate sheet	Next error				
	Duplicate row	Delete row				
10	* <Name>	AAFES GTIN Require	AAFES Importer (Y/			
11	Grettatest12	No (N)	No			
12						
13						
14						
15						
16						
17	grettatest14	No (N)	No			
18	grettatest14	No (N)	No			
19	grettatest14	No (N)	No			
20	grettatest14	No (N)	No			
21						
22						
23						
24						
25						

Validate Smartsheet Contents

Validate only changed products     Remove filters before validation

Validate all product sheets

Validation result

Optic Appliances - Sunglasses :  
Examined product OK

Done

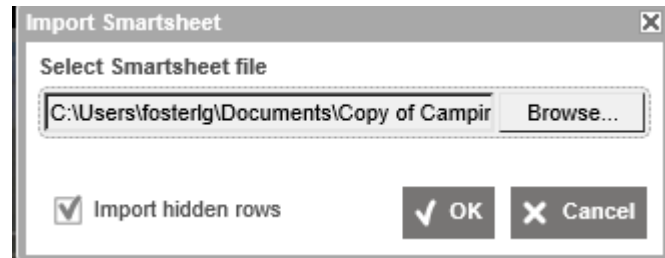
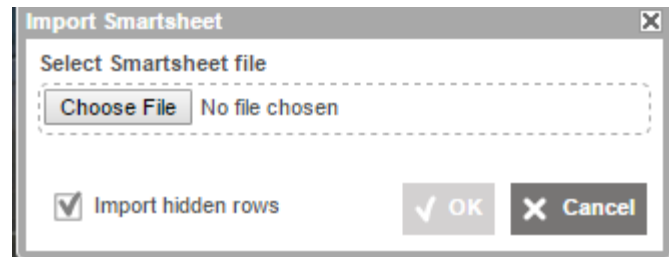
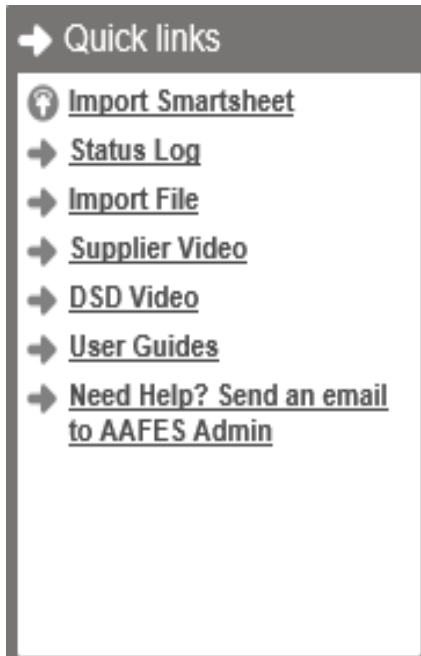
- **Validate Smartsheet**
- **Pop-up states changes and data is OK**
- **Click done**
- **Go back to homepage**



# Smartsheet Import

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# EXCHANGE™ 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

# EXCHANGE™ QuickLink/Smartsheet Import



MY & AIR FORCE EXCHANGE SERVICE

### Status Log

ID BGP\_418322  
Started By 354505  
Description Web UI Smartsheet Import  
Template ID Import Manager Pipeline  
Status ✓ Succeeded  
Started 6/30/17 12:29:54 PM  
Finished 6/30/17 12:30:03 PM  
Elapsed 9 s

Select all Clear filter Export

	ID
<input type="checkbox"/>	10
<input type="checkbox"/>	20
<input type="checkbox"/>	40


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




Vendor Workflow

	DSDPriority	HighPriority	Normal
<u>Initiate New Items</u>			
<u>Item Review</u>	0	0	3
<u>DSD Review</u>	0	0	0
<u>Reject to Supplier</u>	0	16	1
<u>Total Items:</u>	0	16	4

- 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
<input type="checkbox"/> LF camping gear	<input checked="" type="checkbox"/>		<a href="#">LF camping gear</a>	Item Family	Normal	3/21/18 12:31 PM
<input type="checkbox"/> 6543213	<input checked="" type="checkbox"/>		<a href="#">6543213</a>	Item	Normal	3/21/18 12:31 PM
<input type="checkbox"/> 6543213a	<input checked="" type="checkbox"/>		<a href="#">6543213a</a>	Item	Normal	3/21/18 12:31 PM

- You will be directed to Characteristics, 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.

## Item Details

• CYNERGY TRADING CORP  

Primary Product Hierarchy > Product Root > Products > Camping > Camping > Camping Cooking/Drinking/Eating Equipment > Camping Cookware > LF camping gear > 6543213

Characteristics | Product Details | Category Specifics | Packaging Hierarchy | ECOM Shipping/Delivery

**Item Name\***

**GTIN\***

**GTIN Type\***

Comments

Request Comment

Reject/Delete Reason

AAFES GTIN Required

**AAFES Importer (Y/N)\***

Assortment GTINs

**Brand\***

Buyer

Buyer Case Name

**Color Name\***

**Country Of Origin\***

Department Number

Made In America (Y/N)

MSRP

**NRF Color Code\***

References | Asset/Documents

**Primary Product Ship Point\***

ID	Title	
SHIPPOINT_35450502	CYNERGY TRADING CORP	

Additional Ship Points

ID	Title	

Link Item to Shipper Item

ID	Title	Quantity	



Reset Save Submit Request Reject Items





## Helpful Hints

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- Arrow at top right, will take you back to home screen 
- Clicking on  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 data in the future.



**PIM email address**  
**[pimadmin@aafes.com](mailto:pimadmin@aafes.com)**

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**Thank You!**

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