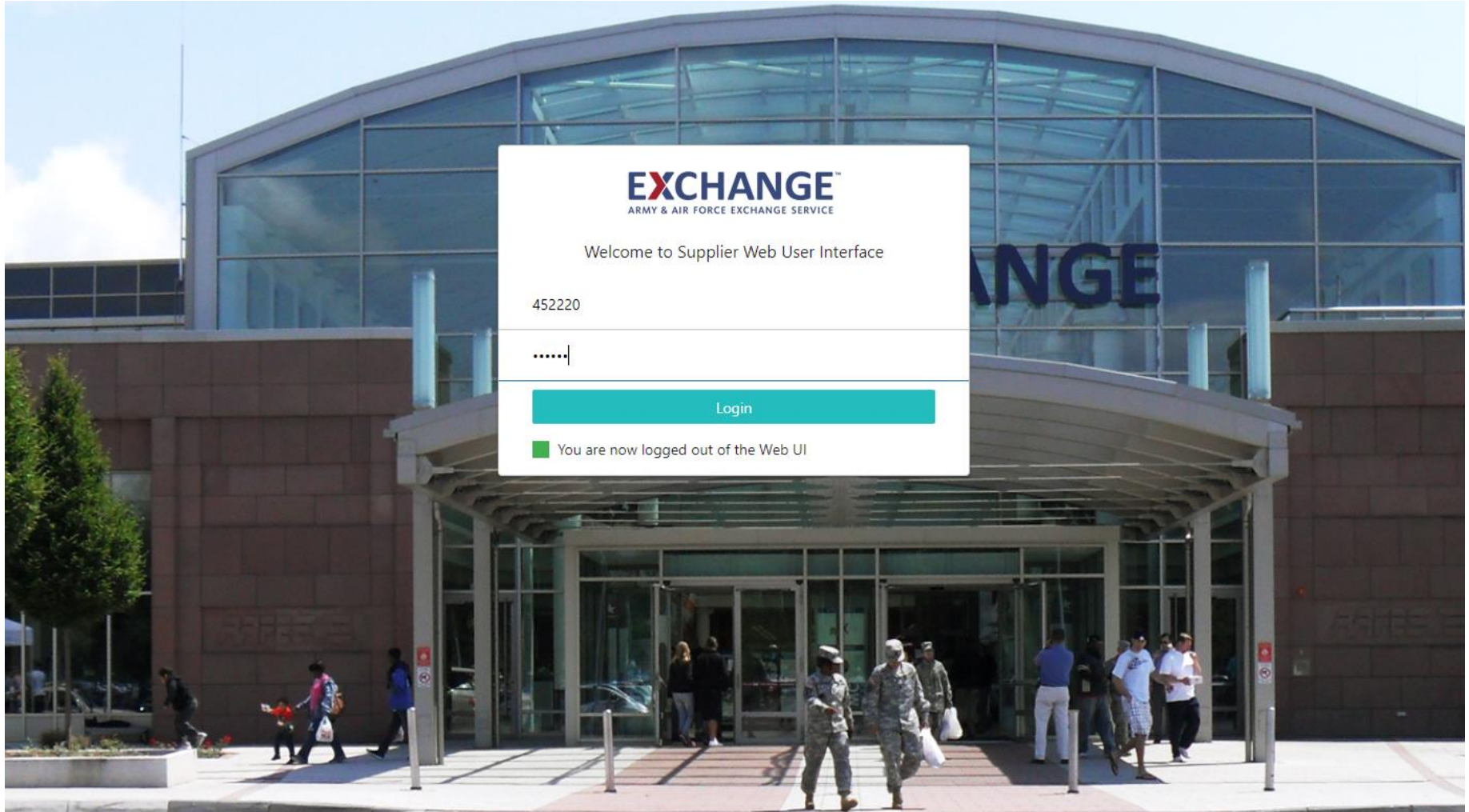







Product Information Manager PIM

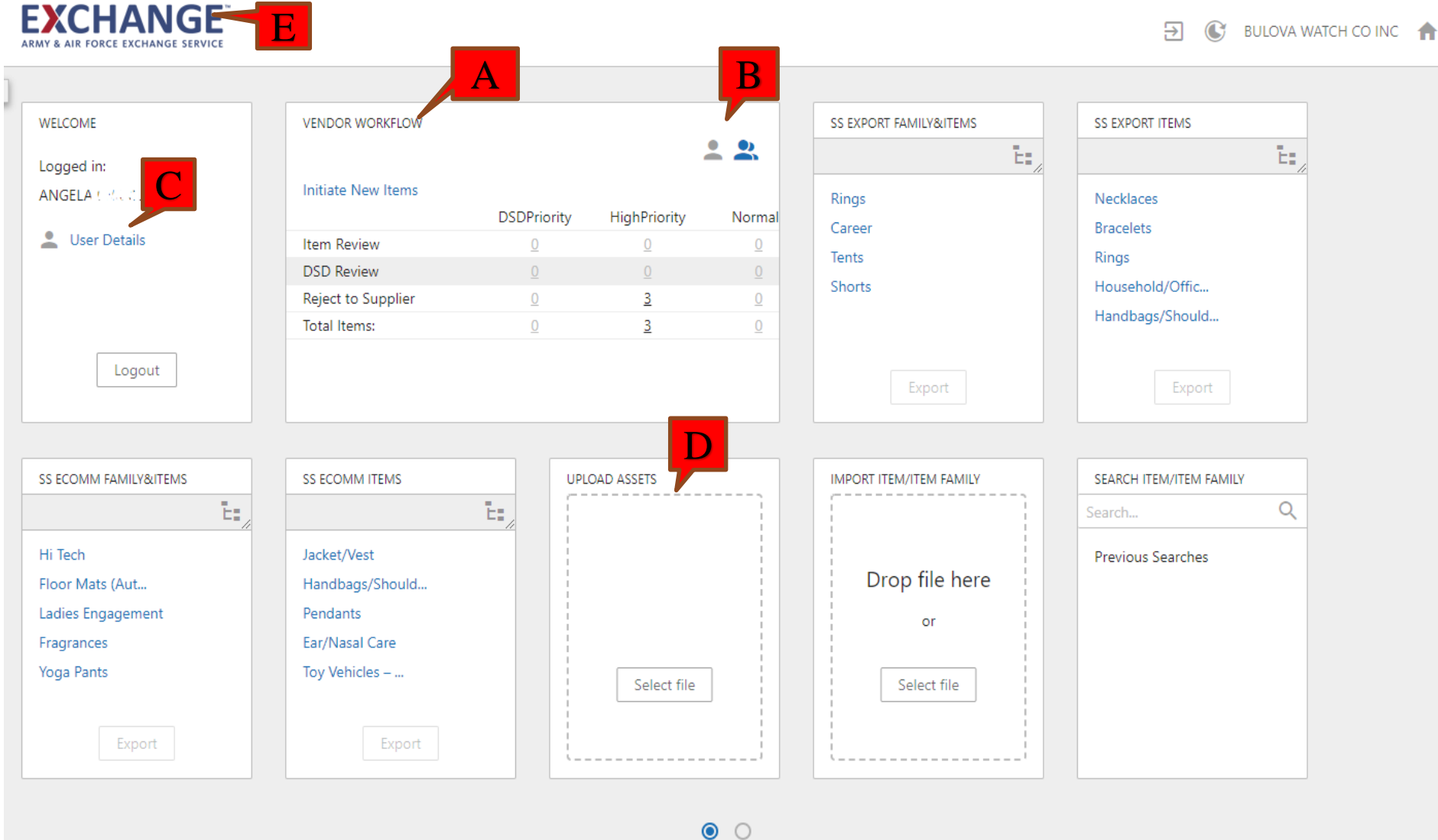
DSD Training Guide for PIM

- How To Create An Item – DSD
- Login <http://pim.aafes.com>



- A. Portal Homepage consist of the Vendor Workflow widget
- B. The single person icon  allows you to see items assigned to you and the multiple person  icon allows you to see items assigned to you and or supplier group you are a member of.
- C. Welcome Widget displays your username
- D. Upload Assets such as thumbnails nail and product information sheets
- E. Clicking on the Exchange logo  will bring you back to the homepage

> Homepage



The screenshot shows the homepage of the EXCHANGE web application. The interface is divided into several sections:

- Top Left:** WELCOME section showing the user is logged in as ANGELA. A callout 'C' points to the user name. A 'User Details' link and a 'Logout' button are present.
- Top Center:** VENDOR WORKFLOW section. A callout 'A' points to the 'Initiate New Items' link. Below it is a table showing item review statistics.
- Top Right:** SS EXPORT FAMILY&ITEMS and SS EXPORT ITEMS sections. Callout 'B' points to the user icons in the Vendor Workflow section. Both sections have an 'Export' button.
- Bottom Left:** SS ECOMM FAMILY&ITEMS and SS ECOMM ITEMS sections. Both have an 'Export' button.
- Bottom Center:** UPLOAD ASSETS section. A callout 'D' points to the 'Select file' button.
- Bottom Right:** IMPORT ITEM/ITEM FAMILY and SEARCH ITEM/ITEM FAMILY sections. Both have a 'Select file' button.

Callouts A, B, C, and D are red speech bubbles pointing to specific elements in the interface.

	DSDPriority	HighPriority	Normal
Item Review	0	0	0
DSD Review	0	0	0
Reject to Supplier	0	3	0
Total Items:	0	3	0

- › Under Vendor Workflow widget
- › Click on Initiate New Items
- › Initiate New DSD

VENDOR WORKFLOW



[Initiate New Items](#) ←

Initiate New Items

[Initiate_New_DSD](#) ←

Initiate_New_Item

Initiate_New_ItemFamily

DSDPriority

HighPriority

Normal

0

0

0

0

0

0

0

3

0




0

3

0



- › Complete Name, Facility Name and Facility number
- › Click Submit

Create New DSD


* Name	<input type="text" value="Gretta DSD Test"/>
* Facility Name	<input type="text" value="Max Shoppette"/> 
* Facility Number	<input type="text" value="1031618"/> 
Store Comments	<input type="text"/> 

 Submit Reset

- › Vendor Workflow widget will show the number of new items created.
- › Click on DSD Review to view item

VENDOR WORKFLOW  


Initiate New Items

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

- DSD Review
- Check box under Assign to me column
- If you assign an item to yourself remember that no one will see it but you
- Click the file name to complete

Buy-Side Item - DSD Review

 Select all  Clear filter  Apply view  Clear view


	Assigned to me	Name	Status flag	Deadline	Comments	Group	Department	Class
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gretta DSD Test	DSDPriority	6/12/19 1:57:38 PM				


Mass Assign


- › Filter your view, Click on Select All
- › Assign will pop up, Once you click a drop down will appear
- › Click on Assign to me to mass assign items to yourself (you can only mass assign 25 items at a time)
- › Release Task will un-assign the items
- › Click the file name to complete


Buy-Side Item - DSD Review

Select all


 Clear filter

 Apply view

 Clear view

 Assign

 Export action

 Submit to next state in workflow

	Assigned to me		Deadline	Comments
<input checked="" type="checkbox"/> Gretta DSD Test	<input checked="" type="checkbox"/>	Gretta	6/12/19 1:57:38 PM	

Release task

Assign to me

- › **Characteristics**
- › Click on the + plus indicator to add Ship Point (Vendor Code)
- › Mandatory attributes are identified by an * in red

DSD Details

Primary Product Hierarchy > Product Root > DSD Items > Gretta DSD Test

Characteristics ⁷

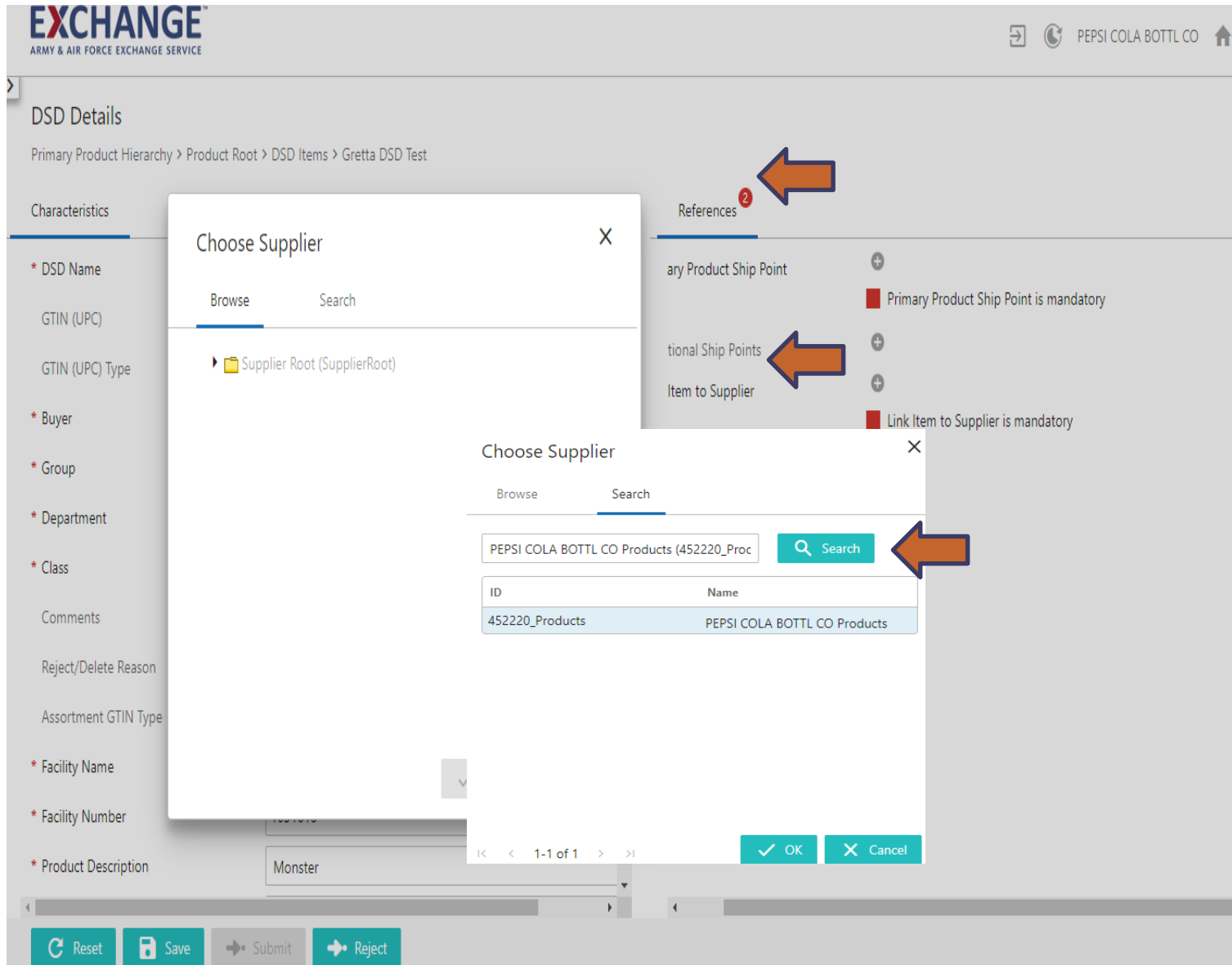
* DSD Name	Gretta DSD Test
GTIN (UPC)	
GTIN (UPC) Type	
* Buyer	
* Group	
* Department	
* Class	
Comments	
Reject/Delete Reason	
Assortment GTIN Type	
* Facility Name	Max Shoppette
* Facility Number	1031618
* Product Description	

References ¹

- * Primary Product Ship Point
- Additional Ship Points
- * Link Item to Supplier



ID	Title	
452220_Products	PEPSI COLA BOTTL CO Products	<input type="button" value="x"/>



EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

PEPSI COLA BOTTL CO

DSD Details

Primary Product Hierarchy > Product Root > DSD Items > Gretta DSD Test

Characteristics

- * DSD Name
- GTIN (UPC)
- GTIN (UPC) Type
- * Buyer
- * Group
- * Department
- * Class
- Comments
- Reject/Delete Reason
- Assortment GTIN Type
- * Facility Name
- * Facility Number
- * Product Description

References

- any Product Ship Point
- Additional Ship Points
- Item to Supplier

Primary Product Ship Point is mandatory

Link Item to Supplier is mandatory

Choose Supplier

Browse Search

Supplier Root (SupplierRoot)

Choose Supplier

Browse Search

PEPSI COLA BOTTL CO Products (452220_Proc) Search

ID	Name
452220_Products	PEPSI COLA BOTTL CO Products

1-1 of 1

OK Cancel

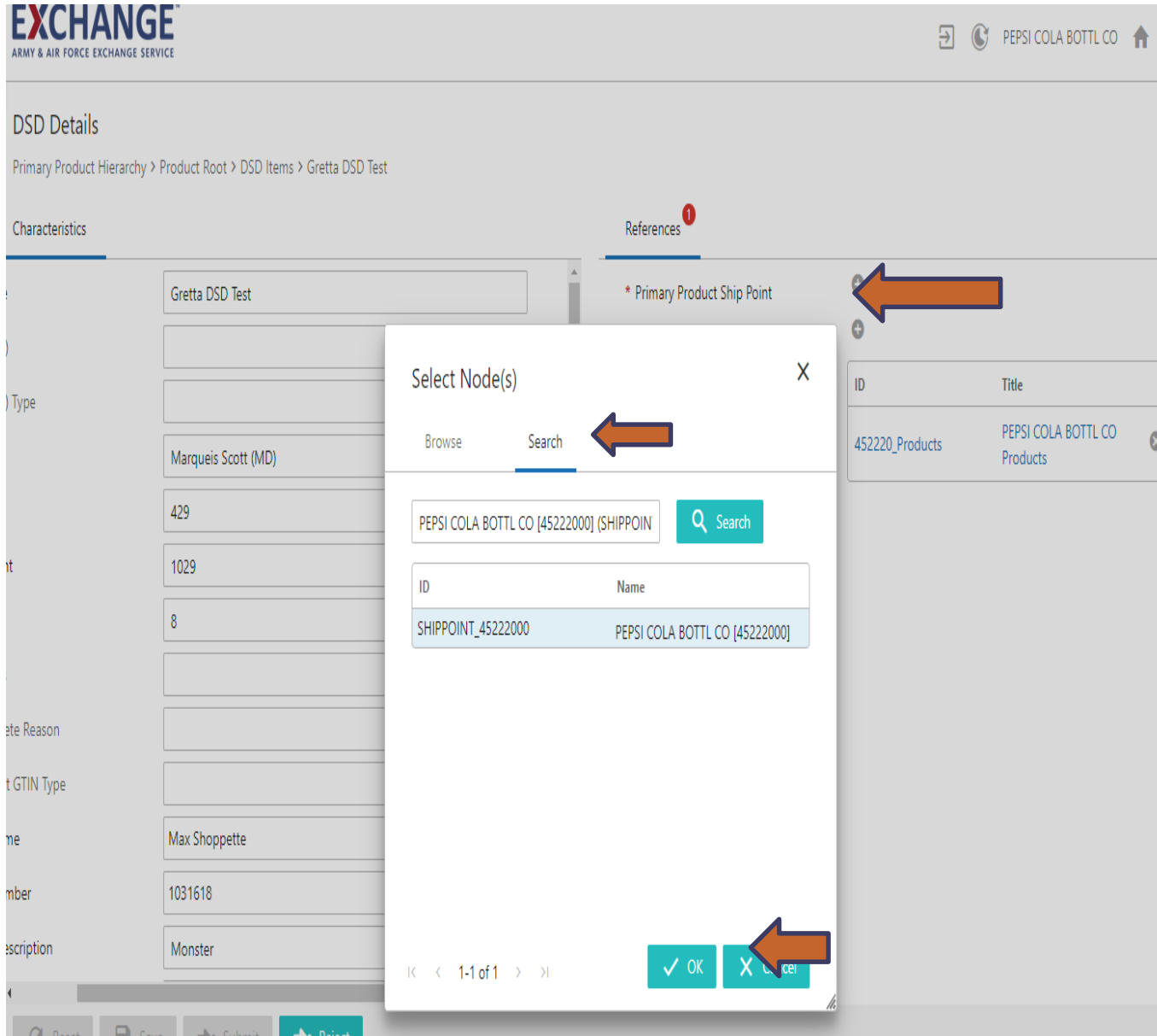
Reset Save Submit Reject

➤ Under References
Link item to supplier

➤ Choose Supplier by Browse or Search

➤ Type supplier name or number
Example Pepsi Cola Bottle OR use 6 digit number

➤ Click search highlight & OK



EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

PEPSI COLA BOTTL CO

DSD Details

Primary Product Hierarchy > Product Root > DSD Items > Gretta DSD Test

Characteristics

Gretta DSD Test

References ¹

* Primary Product Ship Point

Select Node(s)

Browse Search

PEPSI COLA BOTTL CO [45222000] (SHIPPOINT_45222000) Search

ID	Name
SHIPPOINT_45222000	PEPSI COLA BOTTL CO [45222000]

1-1 of 1

OK Cancel

ID	Title
452220_Products	PEPSI COLA BOTTL CO Products

- > Under References
- > Primary Product Ship Point
- > Choose Supplier by Browse or Search
- > Click search highlight & OK

EXCHANGE™ Create New DSD

- Complete Attributes for your item
- If any data is not complete the file will not save and the tab will not appear
- Save then submit & Ok
- Data will be sent to buyer for approval.
- Click on Exchange logo to return to the homepage

The screenshot displays the 'EXCHANGE™ ARMY & AIR FORCE EXCHANGE SERVICE' interface for creating a new DSD. The page title is 'DSD Details' with a breadcrumb trail: 'Primary Product Hierarchy > Product Root > DSD Items > Gretta DSD Test'. The interface is divided into two main sections: 'Characteristics' and 'References'.

Characteristics Section:

- * DSD Name: Gretta DSD Test
- GTIN (UPC): [Empty]
- GTIN (UPC) Type: [Empty]
- * Buyer: Marqueis Scott (MD)
- * Group: 429
- * Department: 1029
- * Class: 8
- Comments: [Empty]
- Reject/Delete Reason: [Empty]
- Assortment GTIN Type: [Empty]
- * Facility Name: Max Shoppette
- * Facility Number: 1031618
- * Product Description: Monster

References Section:

- * Primary Product Ship Point: SHIPPOINT_45222000 (Title: PEPSI COLA BOTTL CO [45222000])
- Additional Ship Points: +
- * Link Item to Supplier: 452220_Products (Title: PEPSI COLA BOTTL CO Products)

A 'Submit Properties' dialog box is overlaid on the form, containing a 'Submission Note' field and 'OK' and 'Cancel' buttons. An orange arrow points to the 'Submit' button in the bottom navigation bar, and another orange arrow points to the 'Submission Note' field in the dialog box.



**PIM email address
pimadmin@aafes.com**



Thank You!
