

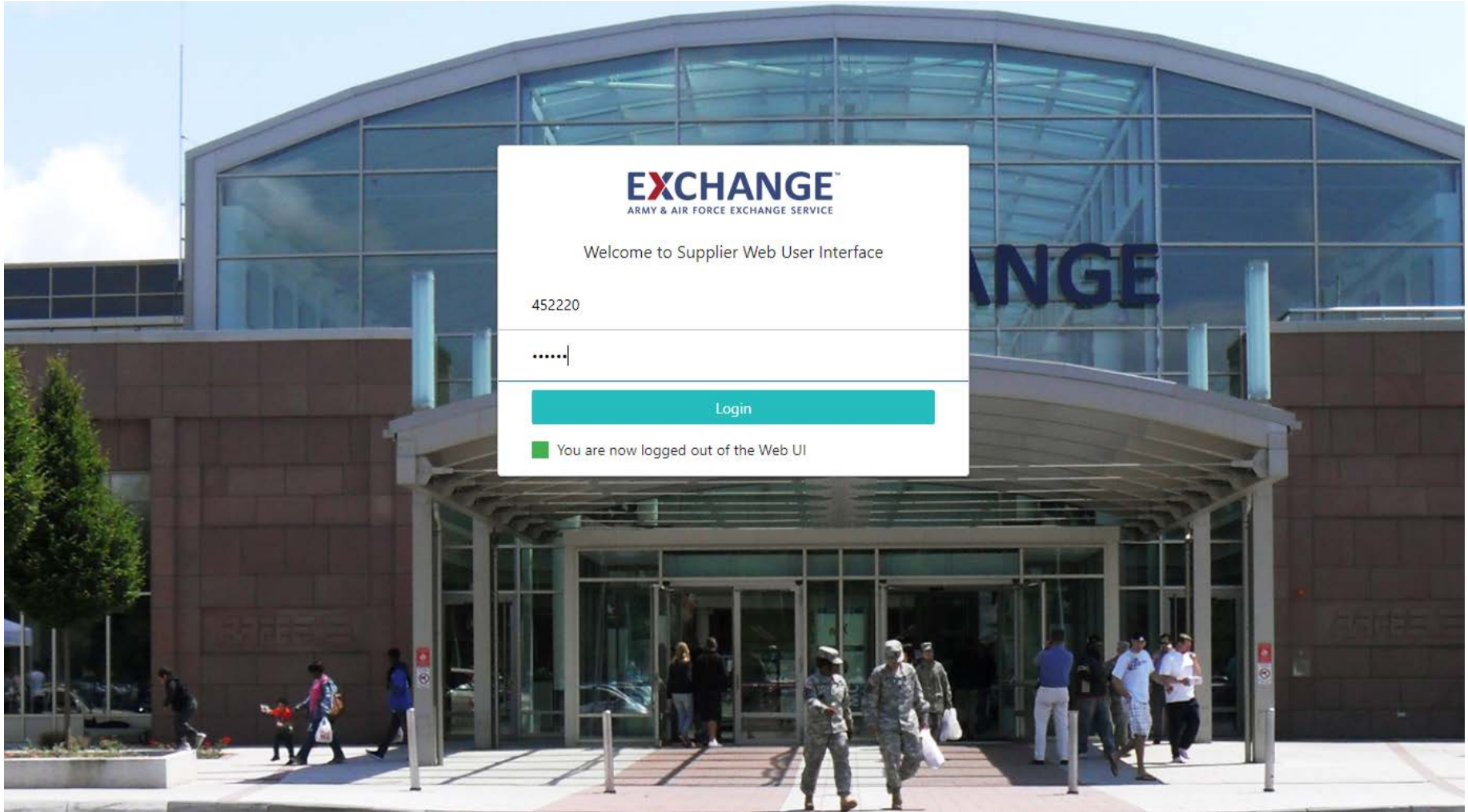


Product Information Manager

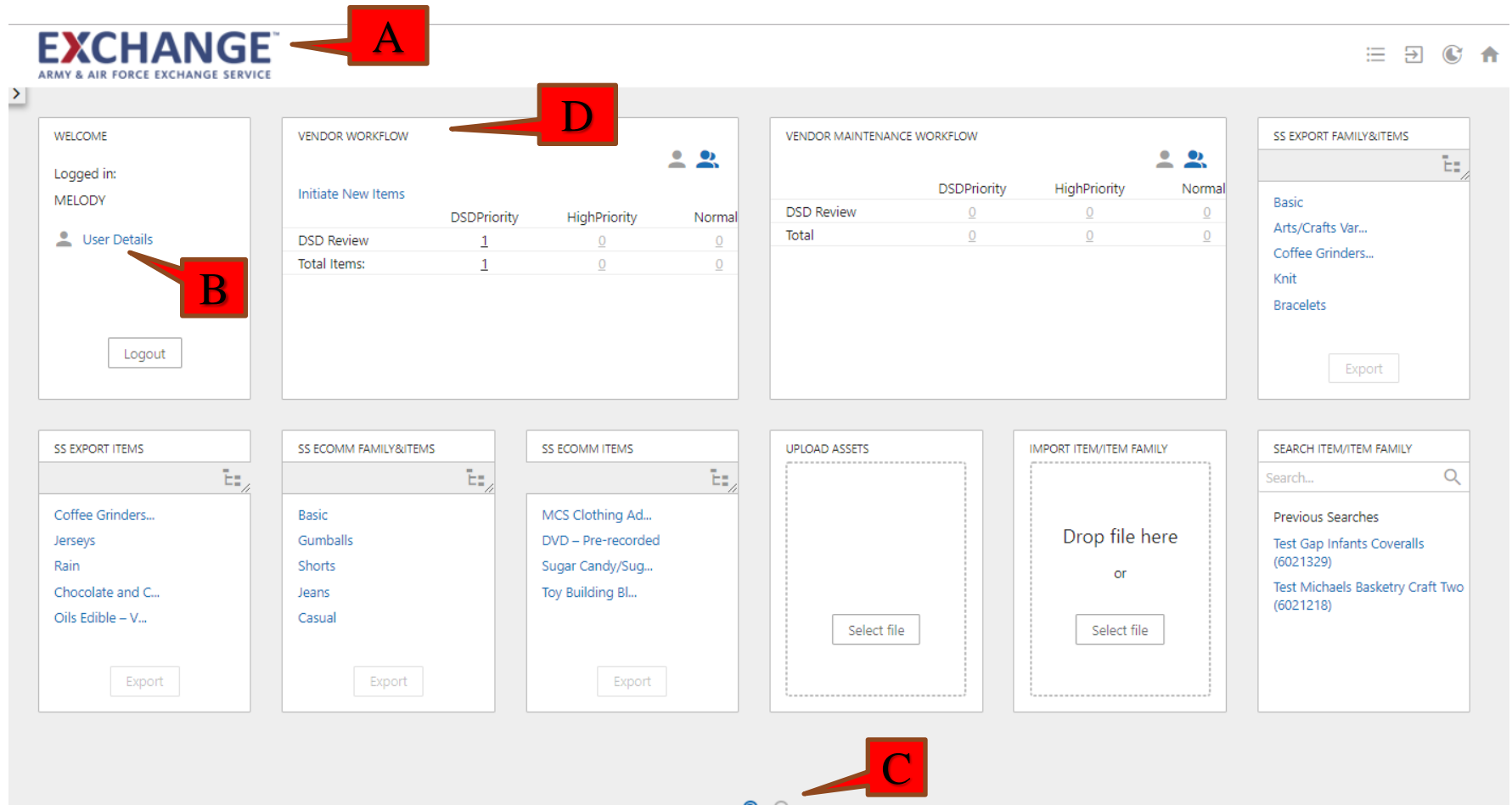
PIM

How To Create A DSD Item

- **How To Create A DSD Item**
- **Login <http://pim.aafes.com/webui/supplierwebui>**



- A. Clicking the Exchange logo will return you to the Homepage.
- B. Welcome widget will display your user ID, this is where you would change your password.
- C. The circles at the bottom of the page indicates the numbers of screens are in your view, clicking the circles allows you to move between the screens to display all widgets. Your monitor size and resolution setting will also influence the number of screens you see.
- D. Vendor Workflow widget is where you will initiate a new DSD item.



The screenshot shows the Exchange homepage with the following widgets and callouts:

- Callout A:** Points to the Exchange logo in the top left corner.
- Callout B:** Points to the 'User Details' link in the 'WELCOME' widget.
- Callout C:** Points to the navigation circles at the bottom center of the page.
- Callout D:** Points to the 'Initiate New Items' link in the 'VENDOR WORKFLOW' widget.

The 'VENDOR WORKFLOW' widget contains the following table:

| | DSDPriority | HighPriority | Normal |
|--------------|-------------|--------------|--------|
| DSD Review | 1 | 0 | 0 |
| Total Items: | 1 | 0 | 0 |

The 'SS EXPORT FAMILY&ITEMS' widget contains the following list:

- Basic
- Arts/Crafts Var...
- Coffee Grinders...
- Knit
- Bracelets

The 'SS EXPORT ITEMS' widget contains the following list:

- Coffee Grinders...
- Jerseys
- Rain
- Chocolate and C...
- Oils Edible - V...

The 'SS ECOMM FAMILY&ITEMS' widget contains the following list:

- Basic
- Gumballs
- Shorts
- Jeans
- Casual

The 'SS ECOMM ITEMS' widget contains the following list:

- MCS Clothing Ad...
- DVD - Pre-recorded
- Sugar Candy/Sug...
- Toy Building BL...

The 'UPLOAD ASSETS' widget contains a 'Select file' button.

The 'IMPORT ITEM/ITEM FAMILY' widget contains a 'Drop file here' area and a 'Select file' button.

The 'SEARCH ITEM/ITEM FAMILY' widget contains a search bar and a list of 'Previous Searches':

- Test Gap Infants Coveralls (6021329)
- Test Michaels Basketry Craft Two (6021218)

- › Under Vendor Workflow widget
- › Click on Initiate New Items and a new page will open

VENDOR WORKFLOW

Initiate New Items

| | DSDPriority | HighPriority | Normal |
|--------------|-------------|--------------|----------|
| DSD Review | <u>1</u> | <u>0</u> | <u>0</u> |
| Total Items: | <u>1</u> | <u>0</u> | <u>0</u> |

- › Complete Name, Facility Name and Facility number
 - › Name – This will be the general Name of the item (ie Cherry Coke 12oz Bottle)
 - › Facility Name – Edwards Express w/Gas
 - › Facility Number – Enter the facility 7 digit AIM number
- › Click Submit



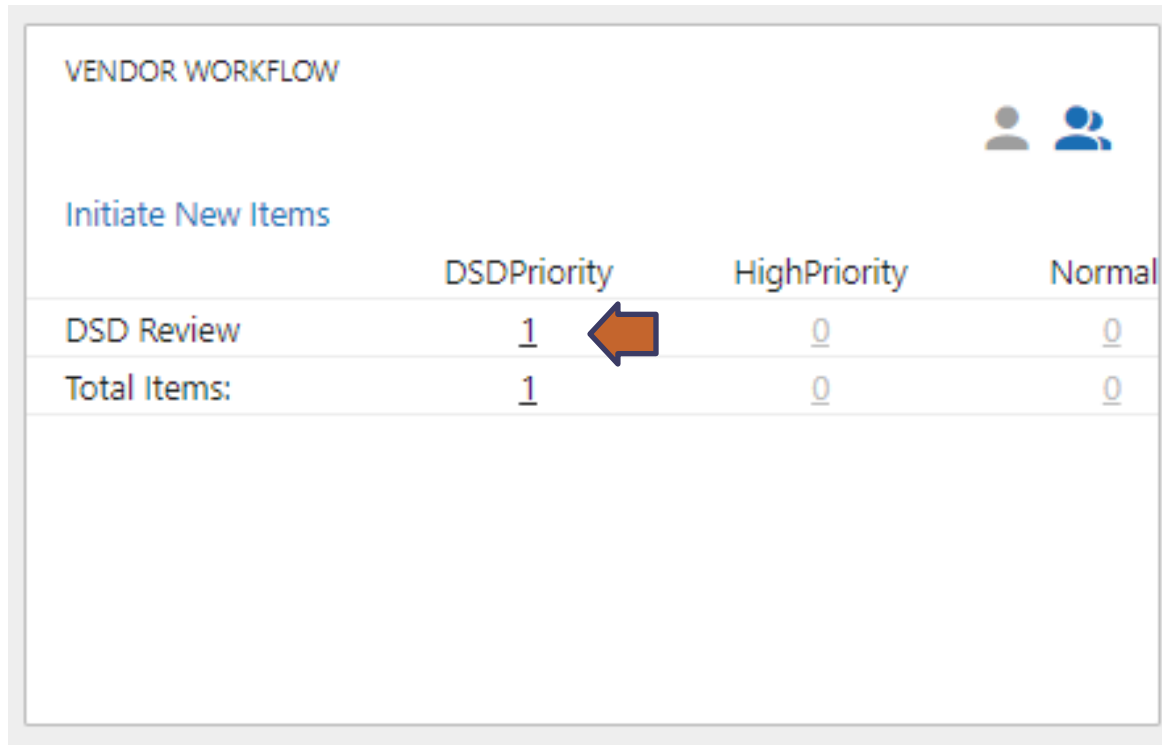
The screenshot shows the 'EXCHANGE ARMY & AIR FORCE EXCHANGE SERVICE' logo at the top. Below it is a section titled 'Create New DSD' with a dropdown arrow. There are four input fields: 'Name' with the value 'MR Test Coffee Grinder sow6', 'Facility Name' with 'Hood Main Store', 'Facility Number' with '1234567', and 'Store Comments' which is empty. Each field has a small edit icon on the right side.

Submit

Reset

› Vendor Workflow Widget

- › DSD Review will show the item submitted under the DSD Priority column
- › Click on the number that indicates the amount of items in the DSD Review



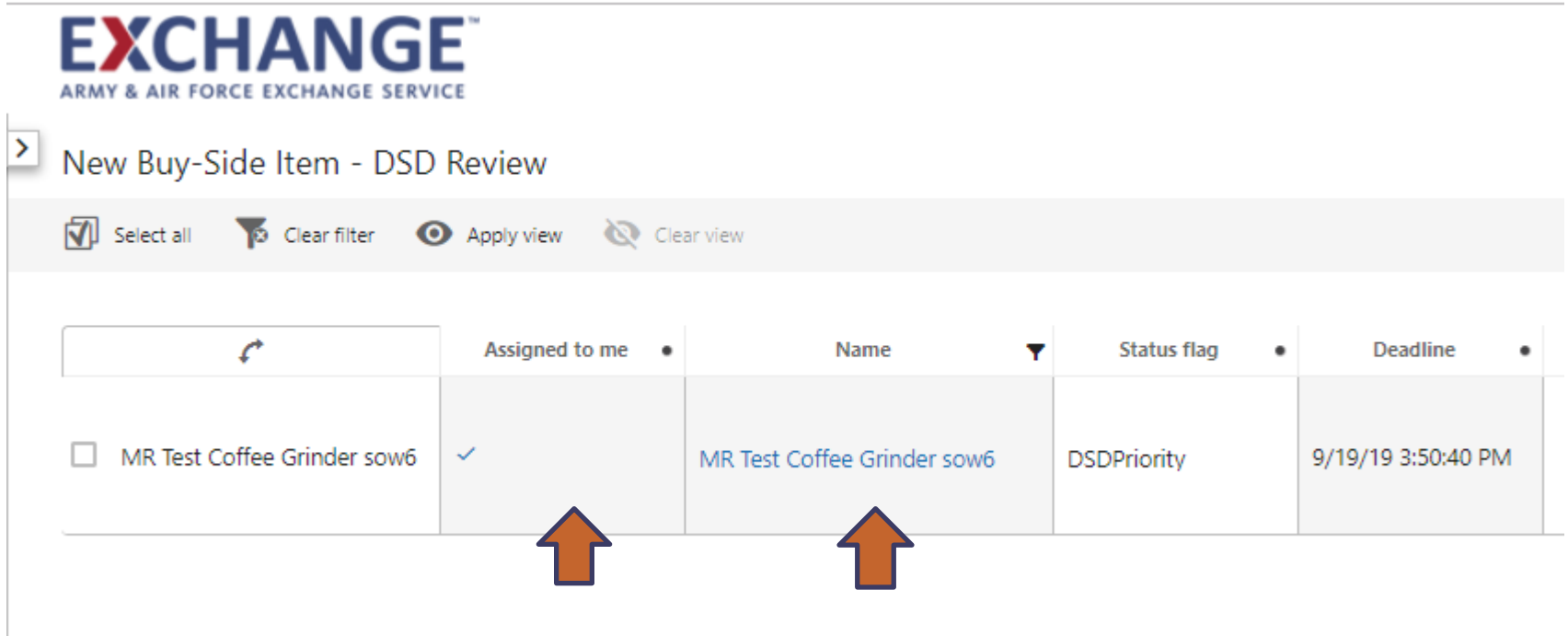
VENDOR WORKFLOW

Initiate New Items

| | DSDPriority | HighPriority | Normal |
|--------------|-------------|--------------|----------|
| DSD Review | <u>1</u> | <u>0</u> | <u>0</u> |
| Total Items: | <u>1</u> | <u>0</u> | <u>0</u> |

An orange arrow points to the number '1' in the 'DSD Priority' column of the 'DSD Review' row.

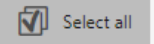
- › **DSD Review**
- › Check box under Assign to me column
- › Click the item link in the Name column to complete the item create process



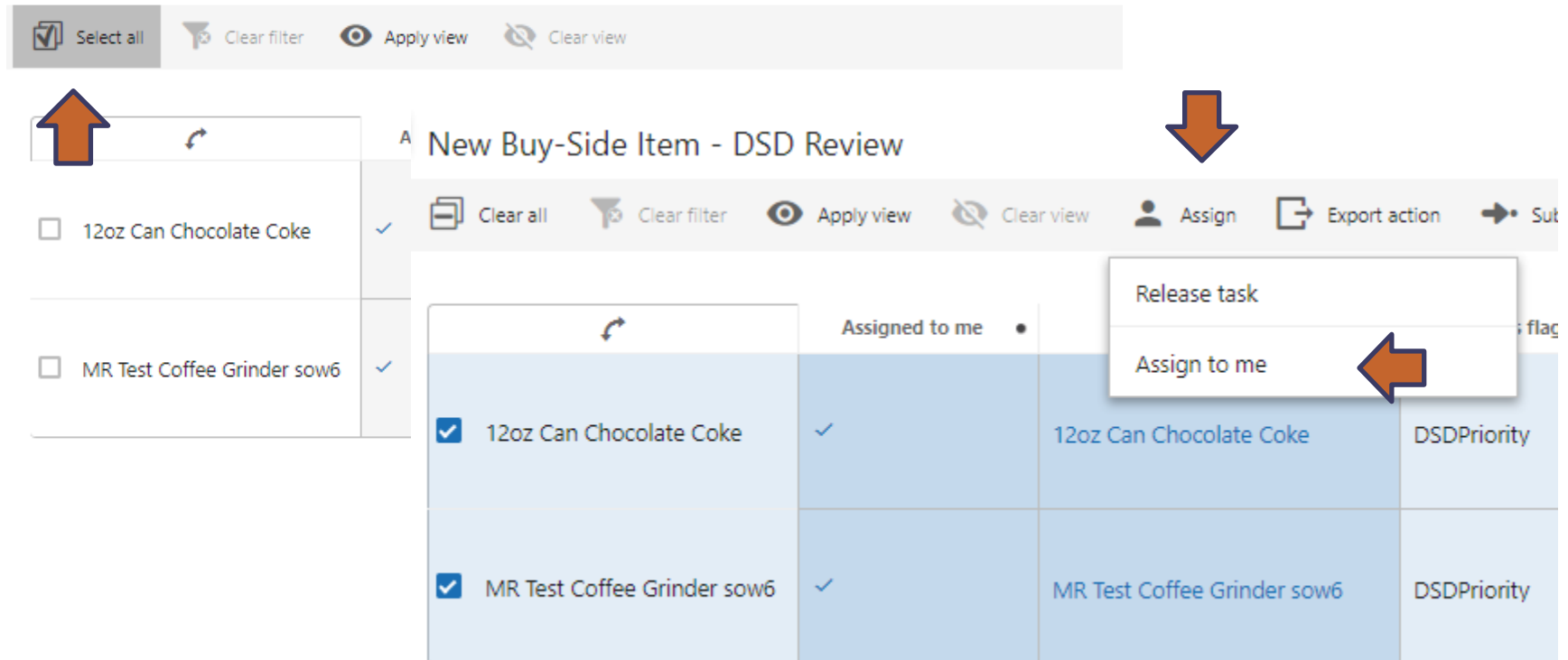
The screenshot shows the Exchange interface for a DSD Review. At the top left is the Exchange logo with the text "ARMY & AIR FORCE EXCHANGE SERVICE". Below the logo is a header "New Buy-Side Item - DSD Review". A toolbar contains four icons: "Select all" (checkbox), "Clear filter" (funnel), "Apply view" (eye), and "Clear view" (eraser). Below the toolbar is a table with the following columns: "Assigned to me", "Name", "Status flag", and "Deadline". The table contains one row with the item "MR Test Coffee Grinder sow6". The "Assigned to me" column has a checked checkbox, and the "Name" column has a blue link. Two orange arrows point to the checked checkbox and the blue link.

| | Assigned to me | Name | Status flag | Deadline |
|--|-------------------------------------|---|-------------|--------------------|
| <input type="checkbox"/> MR Test Coffee Grinder sow6 | <input checked="" type="checkbox"/> | MR Test Coffee Grinder sow6 | DSDPriority | 9/19/19 3:50:40 PM |

Mass Assign can be used to Assign multiple items at one time

- › Click on Select All 
- › The Assign icon will pop up, Once you click Assign 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

New Buy-Side Item - DSD Review



New Buy-Side Item - DSD Review

Select all Clear filter Apply view Clear view

↑

New Buy-Side Item - DSD Review

Clear all Clear filter Apply view Clear view Assign Export action

↓

Release task

Assign to me ←

| | Assigned to me | | |
|---|----------------|-----------------------------|-------------|
| <input checked="" type="checkbox"/> 12oz Can Chocolate Coke | ✓ | 12oz Can Chocolate Coke | DSDPriority |
| <input checked="" type="checkbox"/> MR Test Coffee Grinder sow6 | ✓ | MR Test Coffee Grinder sow6 | DSDPriority |

- › Characteristics – the red circle will indicate the number of mandatory attributes that need to be completed
- › Mandatory attributes are identified by an * in red

ARMY & AIR FORCE EXCHANGE SERVICE

DSD Details

Primary Product Hierarchy > Product Root > DSD Items > MR Test Coffee Grinder sow6

Characteristics ⁷ Comments

References ² Revision

Status

Item Review DSD Review Pod Admin Pod Review Supplier Request Reject to Supplier Rejected Pending

* DSD Name MR Test Coffee Grinder sow6

GTIN (UPC)

GTIN (UPC) Type

* Buyer

* Group

* Department

* Class

Comments

Reject/Delete Reason

Rejected From Pod Review Reason

Assortment GTIN Type

* Facility Name Hood MS

* Facility Number 1234567

Primary Product Ship Point

Additional Ship Points

Link Item to Supplier

Reset Save Submit Reject

- › Buyer – you will need to select the buyer from the list of values
- › Group – is a 3 digit number (i.e. 429 = Beverages)
- › Department – is a 4 digit number (i.e. 1029 = Beverages)
- › Class – this is 1 or 2 digit number)i.e. 1 = Carbonated Soda Cola)

ARMY & AIR FORCE EXCHANGE SERVICE

DSD Details

Primary Product Hierarchy > Product Root > DSD Items > MR Test Coffee Grinder sow6

Characteristics ⁷ Comments

References ² Revision

Status

Item Review DSD Review Pod Admin Pod Review Supplier Request Reject to Supplier Rejected Item Pending

* DSD Name: MR Test Coffee Grinder sow6

GTIN (UPC):

GTIN (UPC) Type:

* Buyer

* Group

* Department

* Class

Comments:

Reject/Delete Reason:

Rejected From Pod Review Reason:

Assortment GTIN Type:

* Facility Name: Hood MS

* Facility Number: 1234567

Primary Product Ship Point

Additional Ship Points

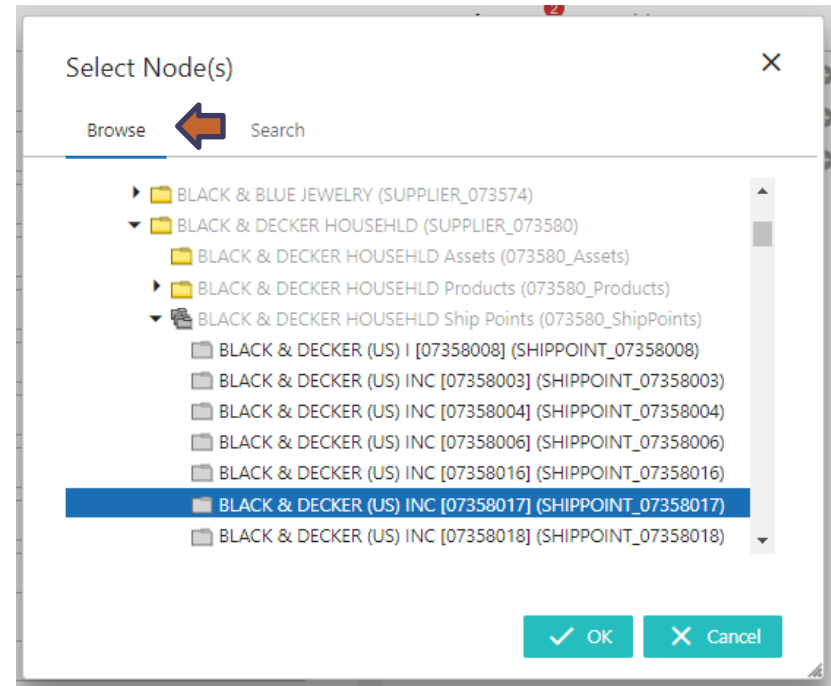
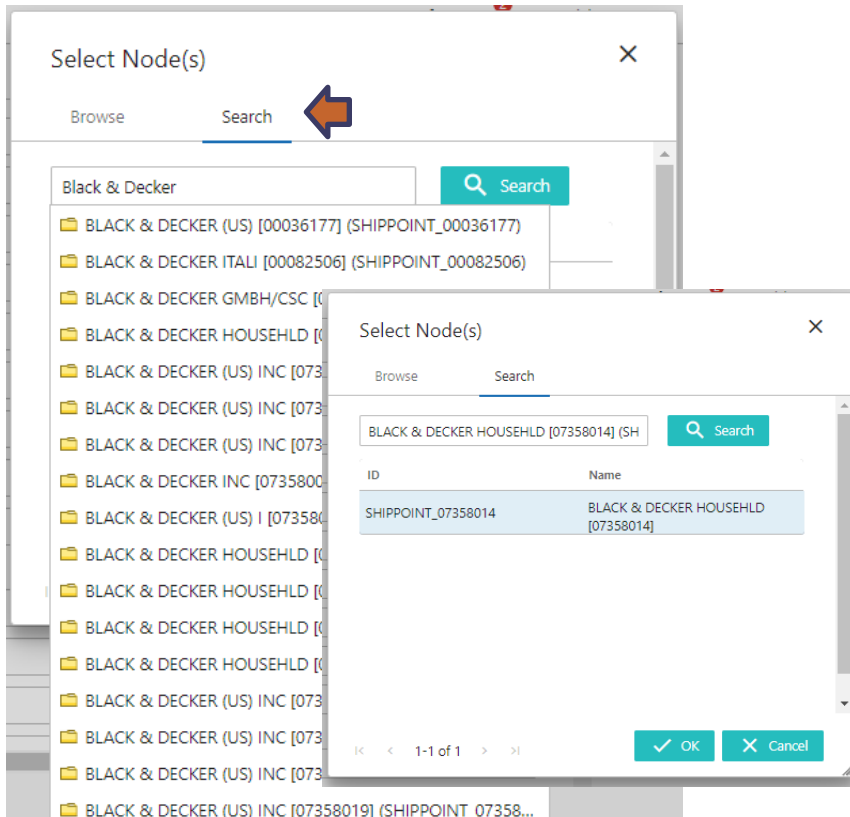
Link Item to Supplier

Reset Save Submit Reject

- Under **References header** you will link the supplier to the item being created
- **Primary Product Ship Point** – Click the circle with the + in the center
 - A box will open that shows the Supplier Root
- **Search** – you can search by supplier name, then select the supplier **SHIPPOINT** that you are needing, then click the **SEARCH** button, and click **OK**
- **Browse** - Supplier names are listed in alphabetical order in folders by the first two letters of their name, click the **arrow** next to the folder to expand, click the supplier name followed by **SHIPPOINT** you are looking for, select, and click **OK**

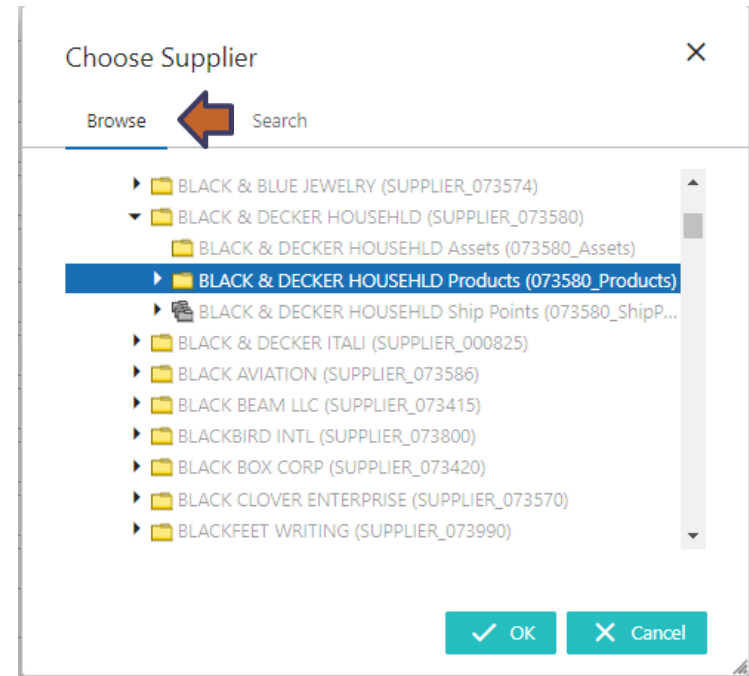
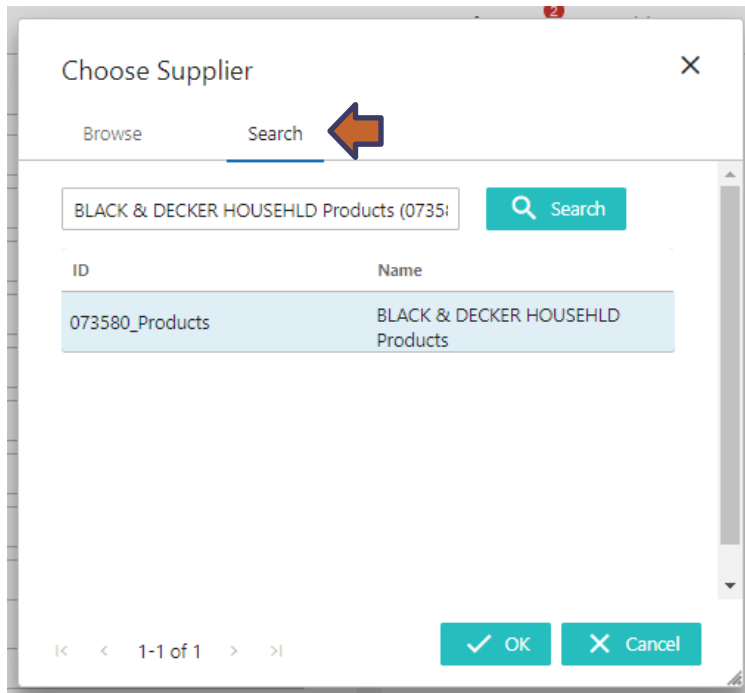
References ² Revision

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



- › Under References you will link the supplier to the item being created
- › **Link Item to Supplier** – Click the circle with the + in the center
 - › A box will open that shows the Supplier Root
- › **Search** – you can search by supplier name, then select the supplier **PRODUCTS** that you are needing, then click the **SEARCH** button, and click **OK**
- › **Browse** - Supplier names are listed in alphabetical order in folders by the first two letters of their name, click the **arrow** next to the folder to expand, click the supplier name followed by **PRODUCTS** you are looking for, select, and click **OK**

| References | Revision |
|------------------------------|----------|
| * Primary Product Ship Point | + |
| Additional Ship Points | + |
| * Link Item to Supplier | + |



- › Complete Attributes for your item
- › If there are any mandatory attributes not completed the **Submit** button will not appear blue

ARMY & AIR FORCE EXCHANGE SERVICE

DSD Details

Primary Product Hierarchy > Product Root > DSD Items > MR Test Coffee Grinder sow6

Characteristics ⁷ Comments

References ² Revision

Status

Item Review DSD Review Pod Admin Pod Review Supplier Request Reject to Supplier Rejected Pending

* DSD Name MR Test Coffee Grinder sow6

GTIN (UPC)

GTIN (UPC) Type

* Buyer

* Group

* Department

* Class

Comments

Reject/Delete Reason

Rejected From Pod Review Reason

Assortment GTIN Type

* Facility Name Hood MS

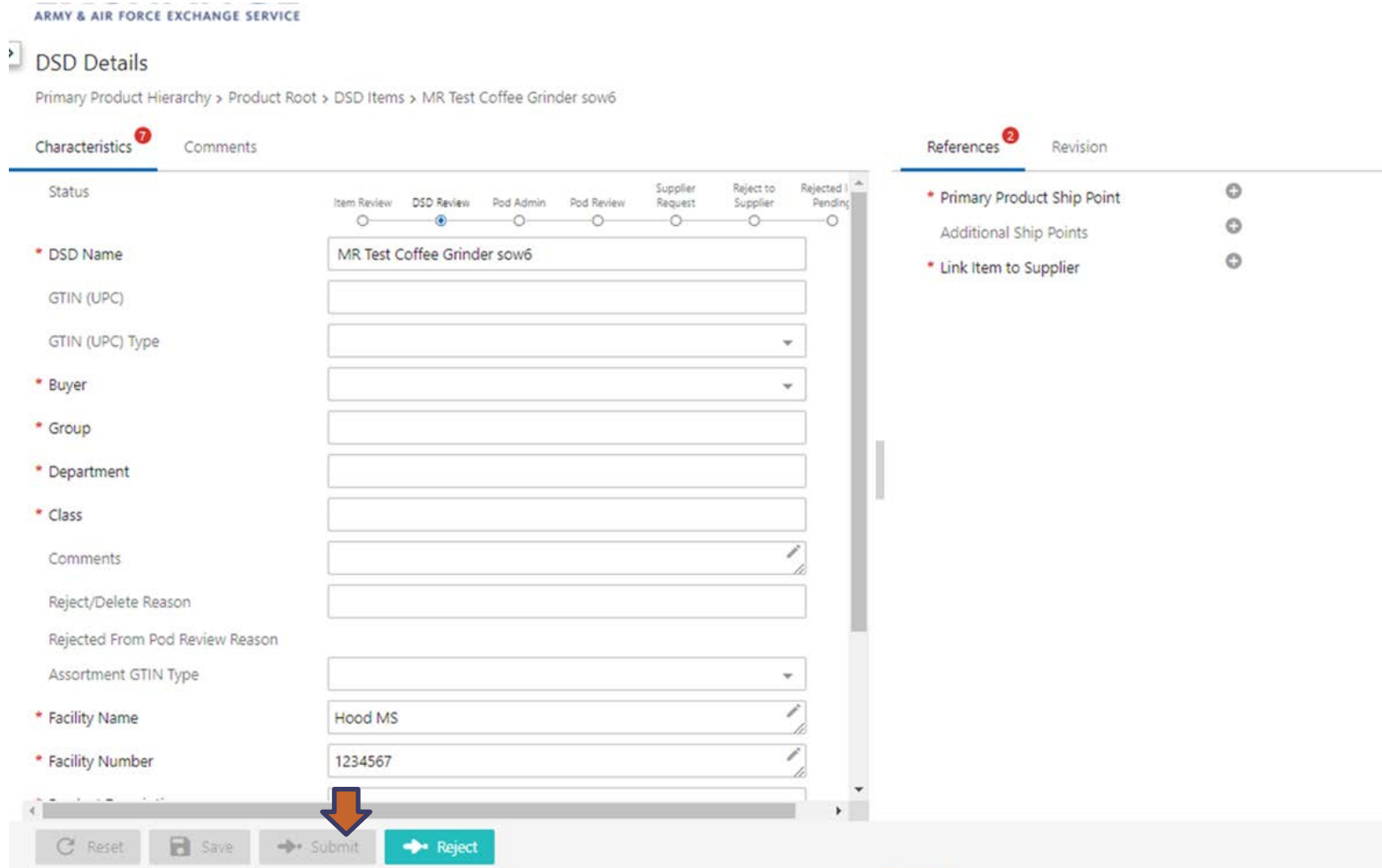
* Facility Number 1234567

Primary Product Ship Point

Additional Ship Points

Link Item to Supplier

Reset Save Submit Reject



- › Complete Attributes for your item
- › If there are any mandatory attributes not completed the **Submit button** will not appear blue
- › **Save** then click **Submit**, another box will open, click **OK**
- › The item will be sent to buyer for review
- › Clicking on Exchange logo returns you to the homepage

DSD Details

Primary Product Hierarchy > Product Root > DSD Items > MR TEST COFFEE GRINDER

Characteristics Comments References Revision

Status

Item Review DSD Review Pod Admin Pod Review Supplier Request Reject to Supplier Rejected Pending

* DSD Name: MR TEST COFFEE GRINDER

GTIN (UPC):

GTIN (UPC) Type:

* Buyer: Esparza, Maricella C. (BA)

* Group: 485

* Department: 1085

* Class: 1

Comments:

Reject/Delete Reason:

Rejected From Pod Review Reason:

Assortment GTIN Type:

* Facility Name: Hood Main Store

* Facility Number: 1234567

* Primary Product Ship Point

| ID | Title |
|--------------------|------------------------|
| SHIPPOINT_07358014 | BLACK & DEC [07358014] |

Additional Ship Points +

* Link Item to Supplier

| ID | Title |
|----|-------|
|----|-------|

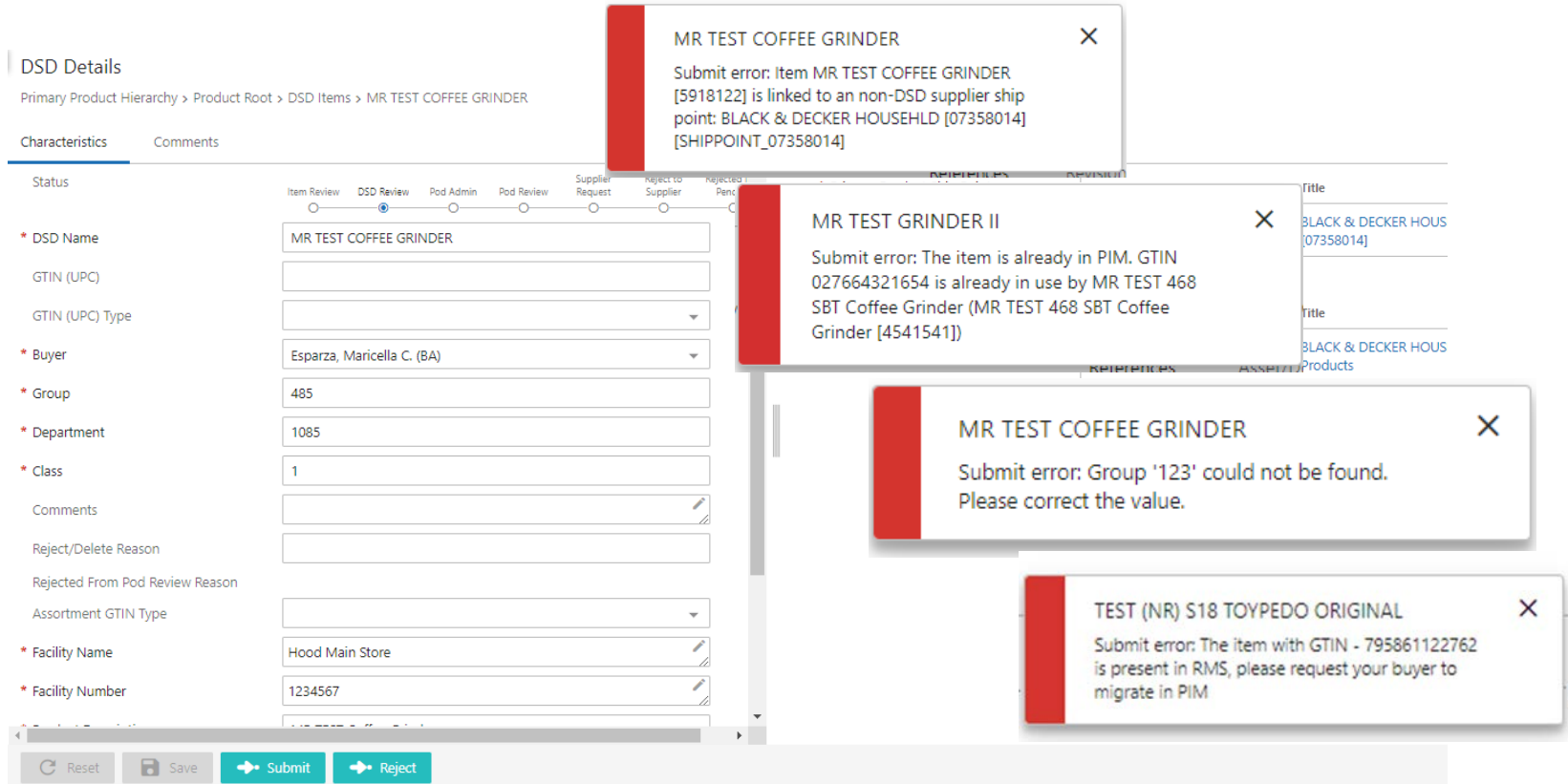
Submit Properties

Submission Note:

OK Cancel

Reset Save Submit Reject

- › When submitting your item to the buyer for review you could receive an error message:
 - › That tells you that the item already exist and you need to contact the buyer to Migrate the item
 - › The SHIPPOINT is not a DSD shippoint, change the shippoint to a DSD shippoint for that supplier
 - › The item is already in PIM with that GTIN and supplier, contact the buyer to add your facility location to the item
 - › There are incorrect values populated in some of the requested fields
- › You will contact buyer through the MD Help Desk to request migration or adding your facility location to items.



DSD Details
Primary Product Hierarchy > Product Root > DSD Items > MR TEST COFFEE GRINDER

Characteristics Comments

Status: Item Review, DSD Review, Pod Admin, Pod Review, Supplier Request, Reject to Supplier, Rejected

* DSD Name: MR TEST COFFEE GRINDER

GTIN (UPC):

GTIN (UPC) Type:

* Buyer: Esparza, Maricella C. (BA)

* Group: 485

* Department: 1085

* Class: 1

Comments:

Reject/Delete Reason:

Rejected From Pod Review Reason:

Assortment GTIN Type:

* Facility Name: Hood Main Store

* Facility Number: 1234567

Buttons: Reset, Save, Submit, Reject

MR TEST COFFEE GRINDER
Submit error: Item MR TEST COFFEE GRINDER [5918122] is linked to an non-DSD supplier ship point: BLACK & DECKER HOUSELD [07358014] [SHIPPOINT_07358014]

MR TEST GRINDER II
Submit error: The item is already in PIM. GTIN 027664321654 is already in use by MR TEST 468 SBT Coffee Grinder (MR TEST 468 SBT Coffee Grinder [4541541])

MR TEST COFFEE GRINDER
Submit error: Group '123' could not be found. Please correct the value.

TEST (NR) S18 TOYPEDO ORIGINAL
Submit error: The item with GTIN - 795861122762 is present in RMS, please request your buyer to migrate in PIM



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



Thank You!