

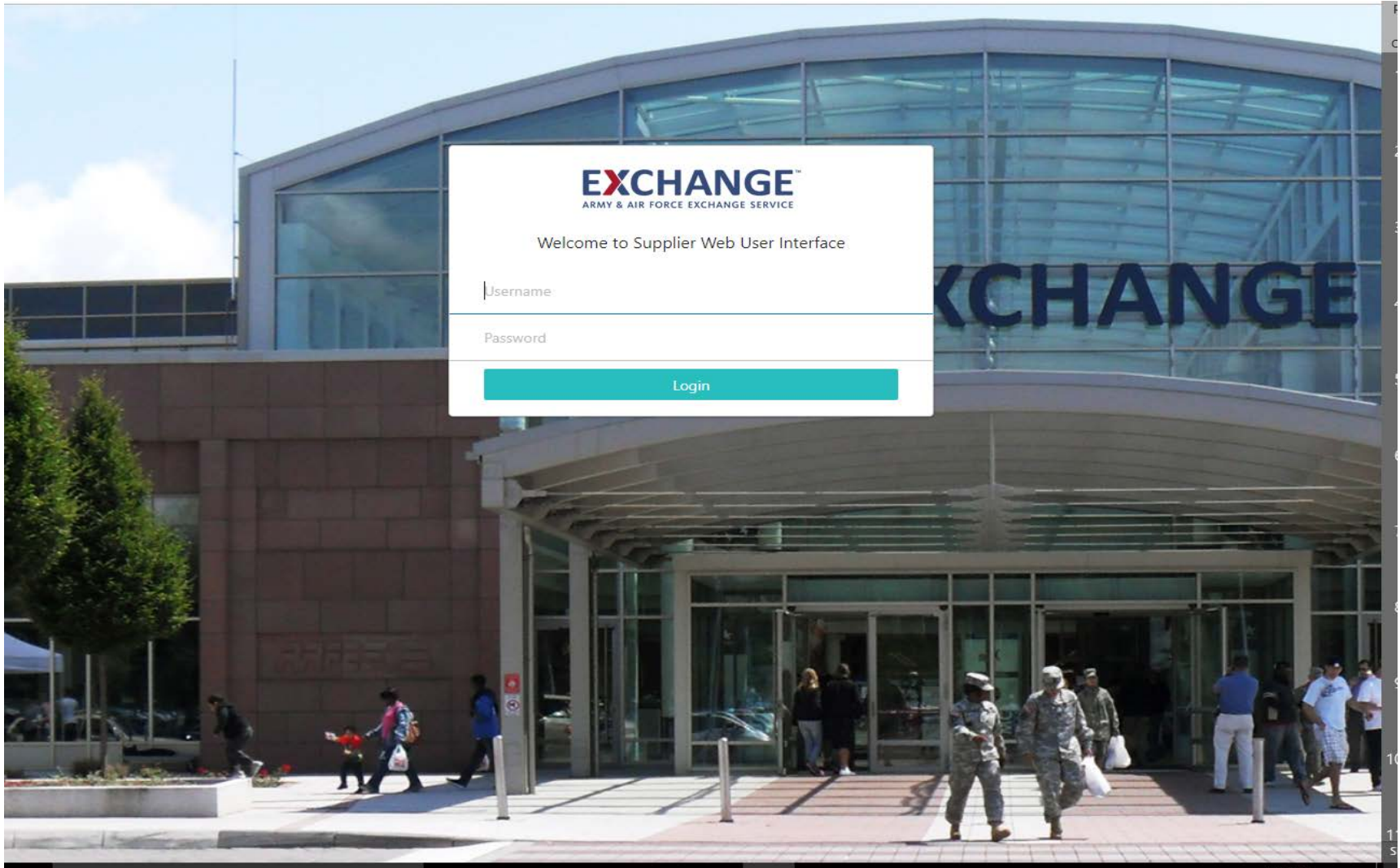


Product Information Manager
PIM

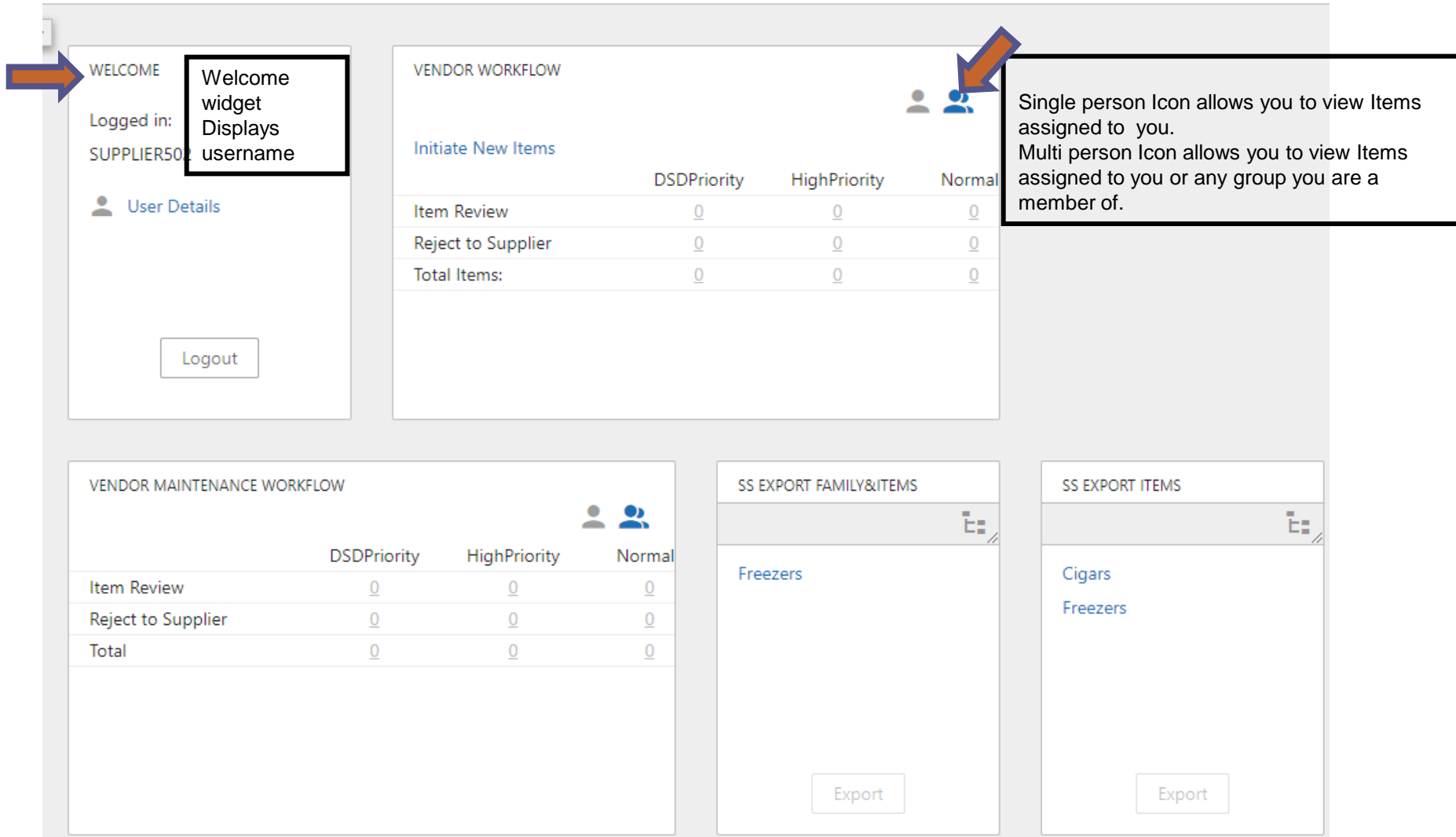
Supplier Guide for PIM
Create a Shipper

How to Create a Shipper - WebUI

- Supplier Login Page <http://pim.aafes.com/webui/supplierwebui>



Clicking on the EXCHANGE logo will take you to the homepage



WELCOME
Logged in:
SUPPLIER502

Single person icon allows you to view Items assigned to you.
Multi person icon allows you to view Items assigned to you or any group you are a member of.

VENDOR WORKFLOW

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

VENDOR MAINTENANCE WORKFLOW

	DSDPriority	HighPriority	Normal
Item Review	0	0	0
Reject to Supplier	0	0	0
Total	0	0	0

SS EXPORT FAMILY&ITEMS

Freezers

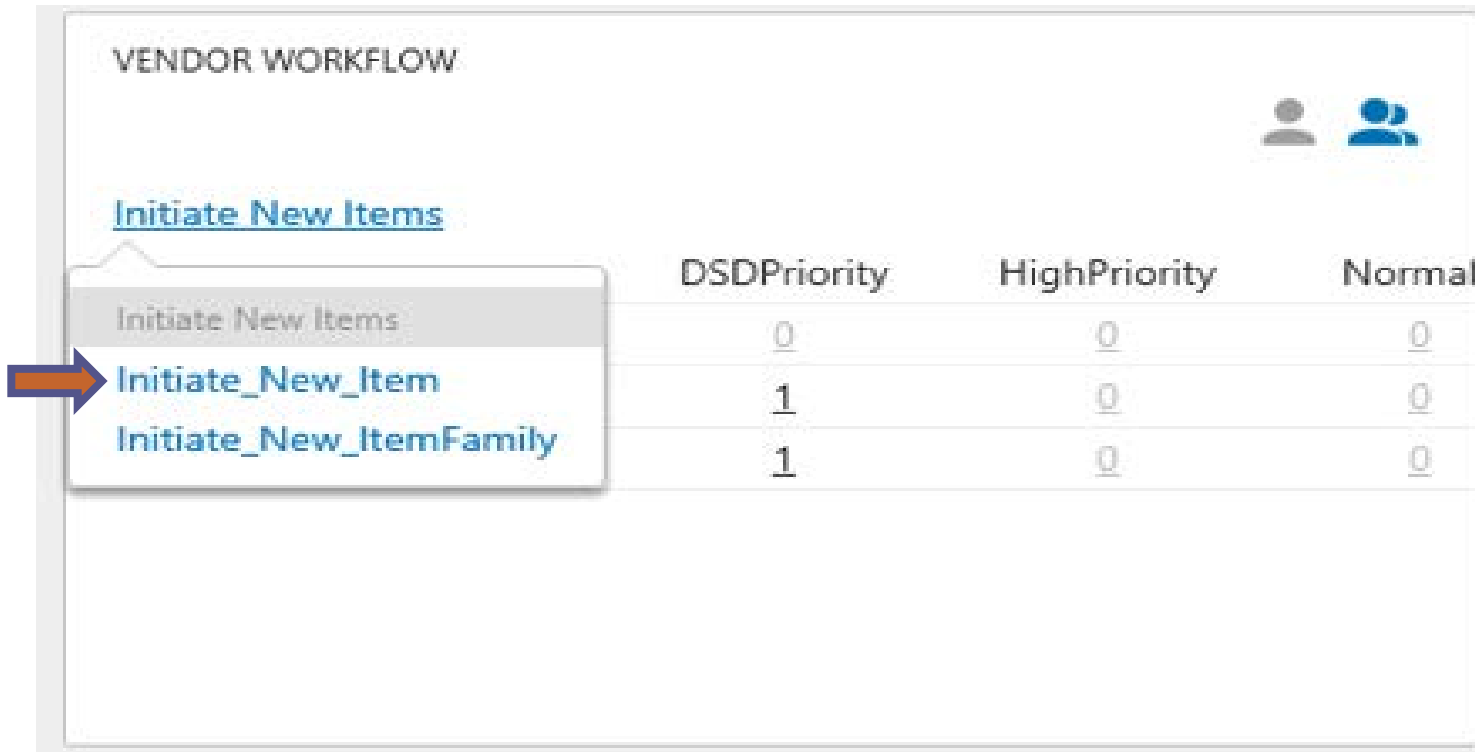
Export

SS EXPORT ITEMS

Cigars
Freezers

Export

- › Before creating your shipper all component items will need to be completed through all workflows and approved.
- › To create a Shipper, on Workflow widget
 - › Click on Initiate New Item
 - › You will not use Item Family



VENDOR WORKFLOW

[Initiate New Items](#)

	DSDPriority	HighPriority	Normal
Initiate New Items	0	0	0
Initiate_New_Item	1	0	0
Initiate_New_ItemFamily	1	0	0

- › Complete all Mandatory field with Red Asterisk
- › Once all mandatory attributes are complete click Submit.

Create New Item

* GPC Brick	Coffee Grinders (Powered)
* Item Name	MR Test Coffee Grinder Shipper LF
GTIN	
GTIN Type	
Brand	Black & Decker
Buyer Case Name	
* Country Of Origin	US (UnitedStates)
Department Number	
Made In America (Y/N)	
* Online Item	No
* Product Description	MR Test Coffie Grinder
Supplier Discontinue Date	yyyy-MM-dd HH:mm:ss
* VPN (Vendor Product Number)	123 SHP

* Primary Product Ship Point	ID
	SHIPPOINT_07358014

Additional Ship Points +



Submit

Reset


Vendor Workflow

- › Item Review, click on the number under Normal column
 - › Make sure assign to box is checked
- › Click on file name

VENDOR WORKFLOW



[Initiate New Items](#)



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



New Buy-Side Item - Item Review

Select all Clear filter Apply view Clear view

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family
<input type="checkbox"/> MR Test Coffee Grinder Shipper LF	Loretta	<input checked="" type="checkbox"/>		MR Test Coffe...	



Characteristics

- The red circle will indicate the number of mandatory attributes that need to be completed. Mandatory attributes are identified by an * in red
- The Shipper Inner Pack Size, and the Case Pack Size will always be a value of 1.
- Click Save

>
Item Details

Primary Product Hierarchy > Product Root > Products > Home Appliances > Small Domestic Appliances > Food/Beverage Preparation Appliances > Coffee Grinders (Powered) > MR Test Co

Characteristics 5
Product Details 12
Category Specifics 1
Packaging Hierarchy

Status

 Item Review
 DSD Review
 Pod Admin
 Pod Review
 Supplier Request
 Reject Supplier

* Item Name

GTIN

GTIN Type

Comments

Request Comment

Reject/Delete Reason

AAFES GTIN Required

* AAFES Importer (Y/N)

Assortment GTINs

Assortment GTIN Type

Brand

MR Test Coffee Grinder Shipper LF

Black & Decker

* Primary Product Ship Point

Additional Ship Points

Link Item to Shipper Item

Link Item to Supplier

ID

SHIPPOINT_07358014

+

+

ID

073580_Products

<
>

Reset
Save
Submit
Request
Reject Items

- › The “Unit Cost” should be the combined total of all the cost items in the shipper
 - › This is under the Characteristics Tab
- › Click on plus sign next to Link Items to Shipper Item

Item Details

Primary Product Hierarchy > Product Root > Products > Home Appliances > Small Domestic Appliances > Food/Beverage Preparation Appliances > Coffee Grinders (Powered) > MR Test Coffee Grinder Shipper LF

Characteristics | Product Details | Category Specifics | Packaging Hierarchy | References | Asset/Documents | Revision

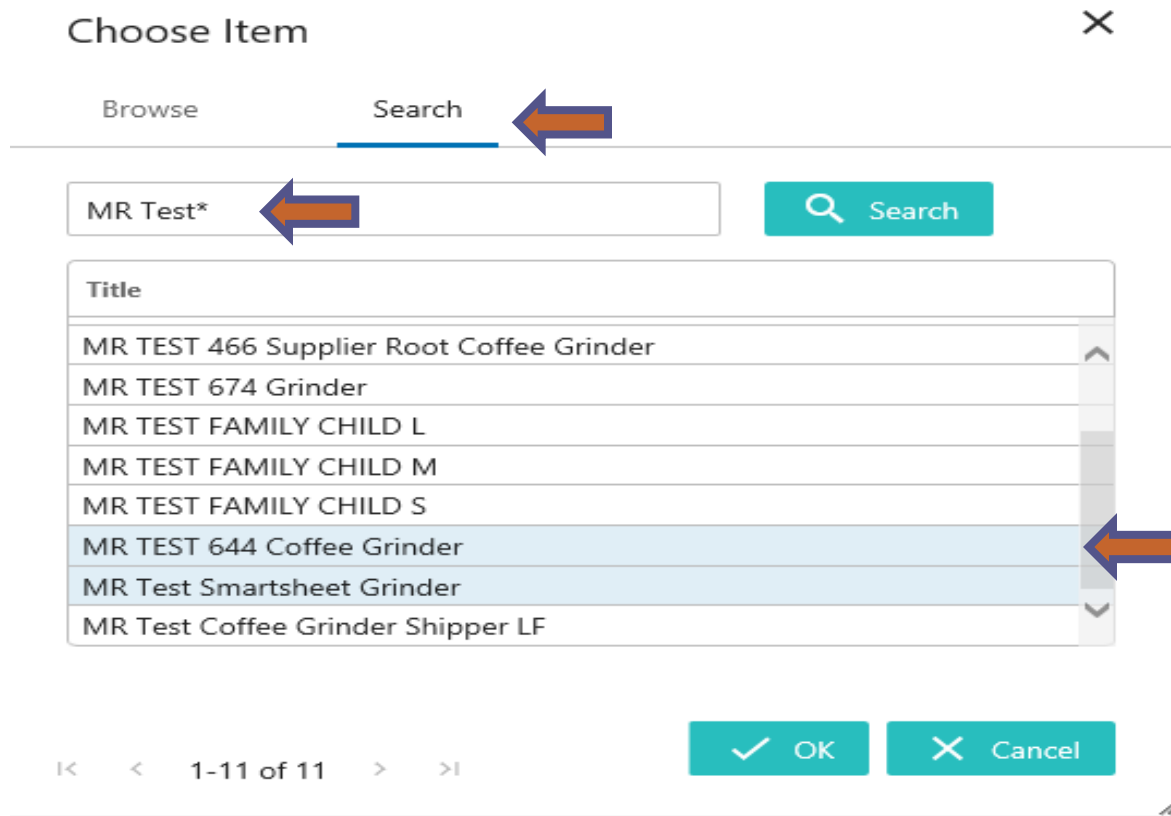
* Country Of Origin	US (UnitedStates)	* Primary Product Ship Point	ID
Department Number			SHIPPOINT_07358014
* Lowest Orderable Unit	Each (EA)	Additional Ship Points	+
Made In America (Y/N)		Link Item to Shipper Item	+
MSRP		Link Item to Supplier	ID
MSRP Restriction	No		073580_Products
* NRF Color Code	000 No Color (000)		
* Online Item	No		
Private Label			
* Product Description	MR Test Coffie Grinder		
Supplier Discontinue Date	yyyy-MM-dd HH:mm:ss		
* Unit Cost	100.00		

Unit Cost Currency: US Dollar


Reset Save Submit Request Reject Items


Adding items by Search tab


- › Enter the name of the item with an asterisk* behind it
 - › You can also enter the ID of the items
- › Select items by clicking on the item to highlight
- › Click ok (repeat steps until all components have been added)
- › To select multiple items, hold ctrl, click on all items then click OK



Choose Item ×

Browse Search 

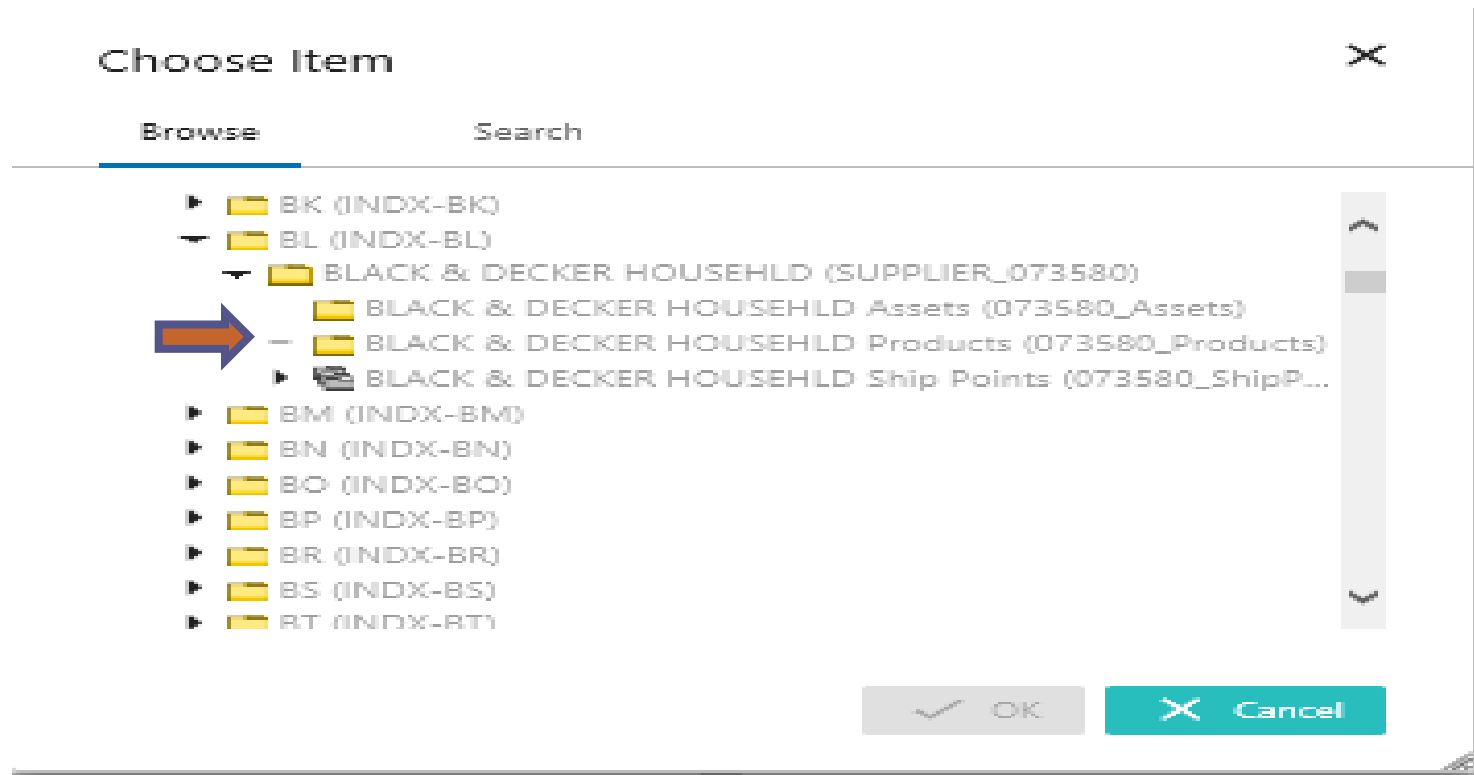
MR Test*  Search

Title
MR TEST 466 Supplier Root Coffee Grinder
MR TEST 674 Grinder
MR TEST FAMILY CHILD L
MR TEST FAMILY CHILD M
MR TEST FAMILY CHILD S
MR TEST 644 Coffee Grinder 
MR Test Smartsheet Grinder
MR Test Coffee Grinder Shipper LF

1-11 of 11 OK Cancel

Adding items by Browse tab

- Search the Suppliers name by first 2 alpha letters
- Arrow down to expand on Products search for your item names and select
 - If there are more than 1000 items in the products folder this option is not available, you will have to do one at a time
- If item is present, you will select the item then click OK



Adding quantity on items under Link item to Shipper Item

- You will see your items you have selected under the title column
- Enter Quantity of each item
- Once completed Click Save and Submit

Item Details

Primary Product Hierarchy > Product Root > Products > Home Appliances > Small Domestic Appliances > Food/Bev

References Asset/Documents Revision

Characteristics Product Details Category Specifics Packaging Hierarchy

* Country Of Origin: US (UnitedStates)

Department Number:

* Lowest Orderable Unit: Each (EA)

Made In America (Y/N):

MSRP:

MSRP Restriction: No

* NRF Color Code: 000 No Color (000)

* Online Item: No

Private Label:

* Product Description: MR Test Coffie Grinder

Supplier Discontinue Date: yyyy-MM-dd HH:mm:ss

* Unit Cost: 00.00

Unit Cost Currency: \$
Unit Cost Currency: \$

Reset
Save
Submit
Request
Reject Items

* Primary Product Ship Point

ID	Title	Quantity	
SHIPPOINT_07358014	BLACK & DECKER [07358014]		<input type="checkbox"/>
+ Additional Ship Points			
Link Item to Shipper Item			
4319866	MR TEST Grinder	2	<input checked="" type="checkbox"/>
5022637	MR TEST 644 Coffee Grinder	2	<input type="checkbox"/>
5130259	MR Test Smartsheet Grinder	2	<input type="checkbox"/>

Link Item to Supplier

ID	Title	
073580_Products	BLACK & DECKER HOUSEHLD Products	<input type="checkbox"/>



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



Thank You!
