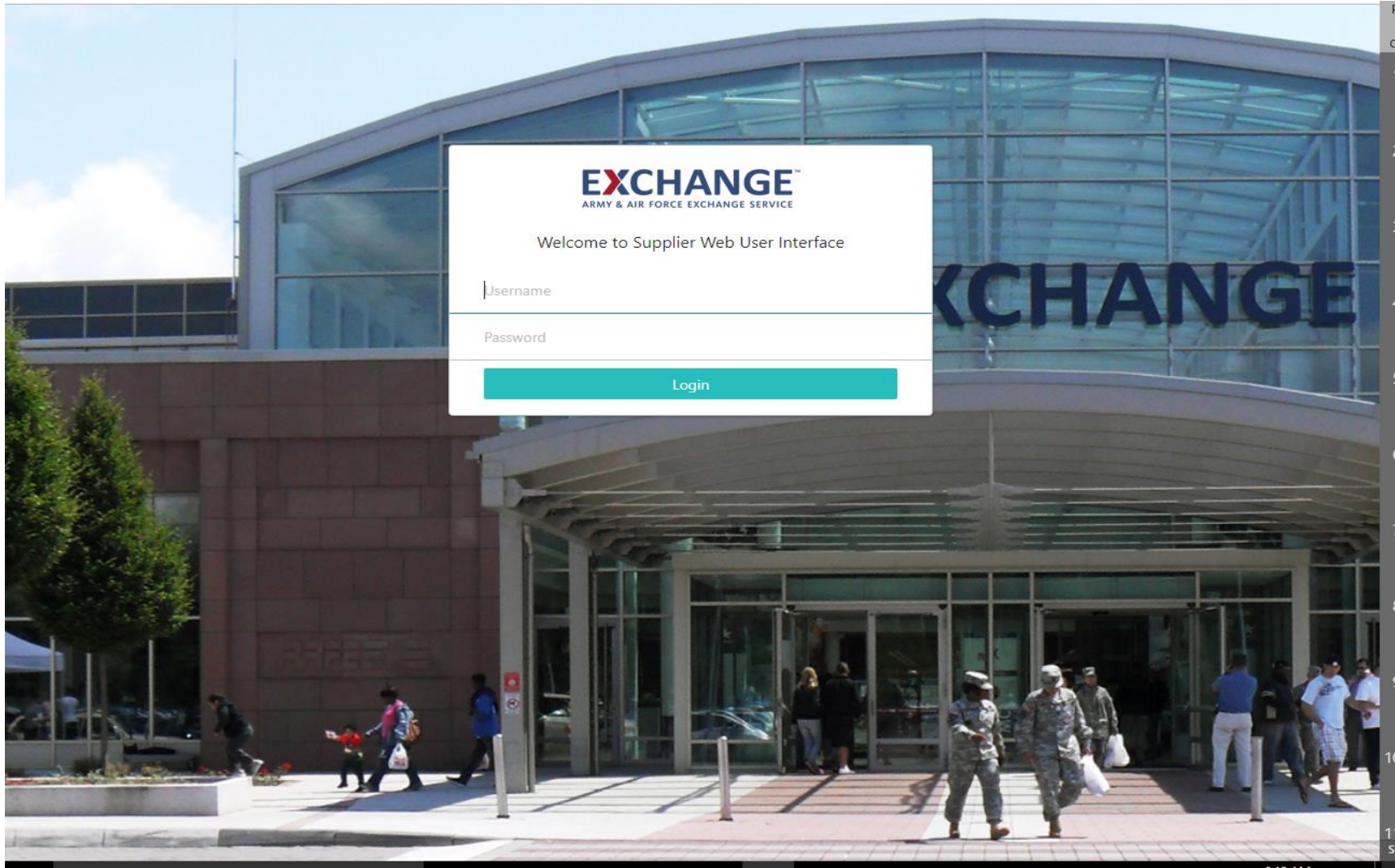






Product Information Manager
PIM

Supplier Guide for PIM
Create a Shipper

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

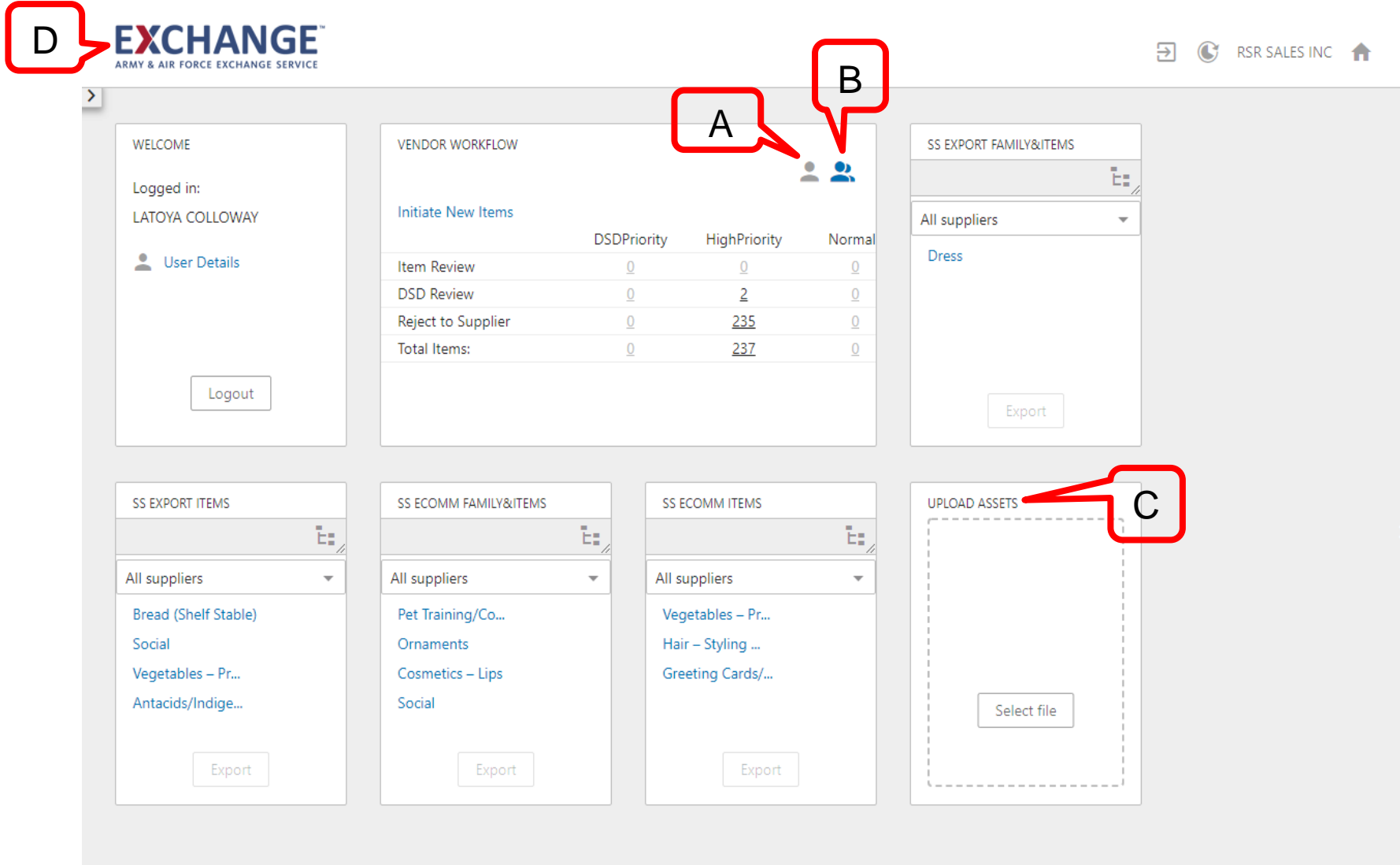


A. The single person icon  allows you to see items assigned to you and the multiple person  icon allows you to see items assigned to you and any group you are a member of.

B. Welcome Widget displays your username

C. Upload Assets such as Image thumbnails and product information sheets

D. Clicking on the Exchange logo  will bring you back to the homepage



D EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

RSR SALES INC

A

B

C

WELCOME
Logged in:
LATOYA COLLOWAY
User Details
Logout

VENDOR WORKFLOW

Initiate New Items

	DSDPriority	HighPriority	Normal
Item Review	0	0	0
DSD Review	0	2	0
Reject to Supplier	0	235	0
Total Items:	0	237	0

SS EXPORT FAMILY&ITEMS
All suppliers
Dress
Export

SS EXPORT ITEMS
All suppliers
Bread (Shelf Stable)
Social
Vegetables – Pr...
Antacids/Indige...
Export


SS ECOMM FAMILY&ITEMS
All suppliers
Pet Training/Co...
Ornaments
Cosmetics – Lips
Social
Export

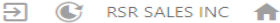

SS ECOMM ITEMS
All suppliers
Vegetables – Pr...
Hair – Styling ...
Greeting Cards/...
Export

UPLOAD ASSETS
Select file

How to Create a Shipper

- Create your Shipper by initiating a new Item not an Item Family.
- Before creating your shipper all component items will need to be completed, through all workflows and approved.
- Once all mandatory attributes are complete click Submit.




RSR SALES INC


➤ Create New Item

<ul style="list-style-type: none"> * GPC Brick * Item Name GTIN GTIN Type Brand Buyer Case Name * Country Of Origin Department Number Made In America (Y/N) * Online Item * Product Description Supplier Discontinue Date * VPN (Vendor Product Number) 	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Cosmetics – Nails</div> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Nail Polish Shipper"/> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="0741704229488"/> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">GTIN-13</div> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Sally Hansen"/> <input style="width: 95%; border: 1px solid #ccc;" type="text"/> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">CN (China)</div> <input style="width: 95%; border: 1px solid #ccc;" type="text"/> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">No</div> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Nail Polish Shipper"/> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="yyyy-MM-dd HH:mm:ss"/> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="321SHP"/>	<ul style="list-style-type: none"> * Primary Product Ship Point Additional Ship Points <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">ID</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>SHIPPOINT_47743302</td> <td>RSR SAL [4774330</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">+</p>	ID	Title	SHIPPOINT_47743302	RSR SAL [4774330
ID	Title					
SHIPPOINT_47743302	RSR SAL [4774330					

How to Create a Shipper

- Under Vendor Workflow Widget, Item Review
- Click on the number next the normal column
- “Assigned To.....” box should automatically be checked
- Click on file name to complete tabs


VENDOR WORKFLOW

Initiate New Items

	DSDPriority	HighPriority	Normal
Item Review	<u>0</u>	<u>0</u>	<u>1</u>
DSD Review	<u>0</u>	<u>2</u>	<u>0</u>
Reject to Supplier	<u>0</u>	<u>235</u>	<u>0</u>
Total Items:	<u>0</u>	<u>237</u>	<u>1</u>

	Assigned to me	Thumbnail	Name	Item/Item Family	Status flag	Deadline
<input type="checkbox"/> Nail Polish Shipper	<input checked="" type="checkbox"/>		Nail Polish ...	Item	Normal	6/6/19 7:07:...

- Complete all additional information under each tab (red numbers will indicate which tabs still need to be completed)
- THE SHIPPER Inner Pack Size, and the Case Pack Size will always be a value of 1.


ARMY & AIR FORCE EXCHANGE SERVICE

RSR SALES INC

>

Item Details

Primary Product Hierarchy > Product Root > Products > Beauty/Personal Care/Hygiene > Cosmetics/Fragrances > Nail Cosmetic/Care Products > Cosmetics – Nails > Nail Polish Shipper

Characteristics 3
Product Details 12
Category Specifics 1
Packaging Hierarchy

* Item Name	Nail Polish Shipper
GTIN	0741704229488
GTIN Type	GTIN-13
Comments	
Request Comment	
Reject/Delete Reason	
AAFES GTIN Required	
* AAFES Importer (Y/N)	No
Assortment GTINs	
Assortment GTIN Type	
Brand	Sally Hansen
Buyer	
Buyer Case Name	
* Color Name	
* Country Of Origin	CN (China)

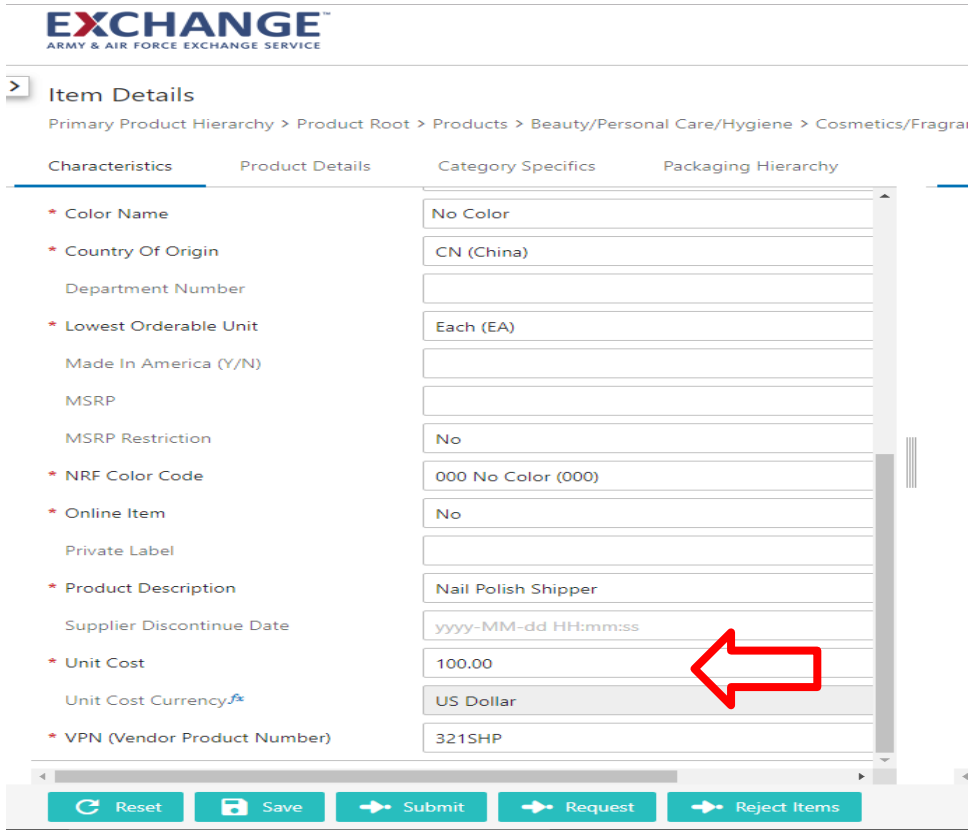
References
Asset/Documents

* Primary Product Ship Point	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>ID</th><th>Title</th></tr> </thead> <tbody> <tr><td>SHIPPOINT_47743302</td><td>RSR SALES INC [47743302]</td></tr> </tbody> </table>		ID	Title	SHIPPOINT_47743302	RSR SALES INC [47743302]
ID	Title					
SHIPPOINT_47743302	RSR SALES INC [47743302]					
Additional Ship Points	+					
Link Item to Shipper Item	+					

Reset
Save
Submit
Request
Reject Items

How to Create a Shipper

- 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 to link items to shipper item
- Search item name with an * behind it, select and then click ok (repeat steps until all components have been added)



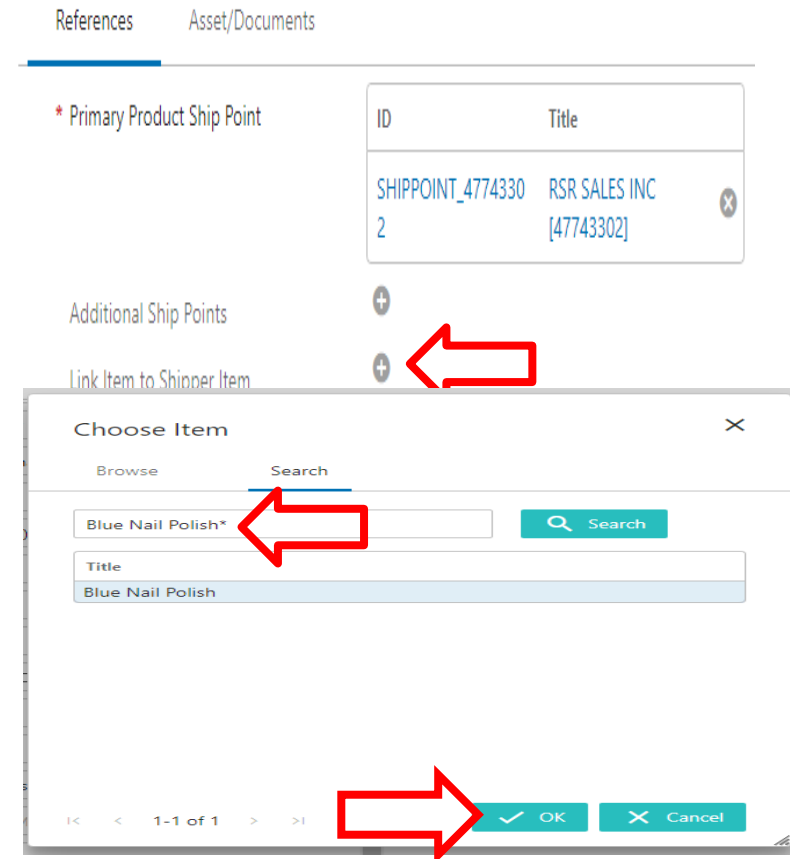
EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

Item Details
Primary Product Hierarchy > Product Root > Products > Beauty/Personal Care/Hygiene > Cosmetics/Fragra

Characteristics | Product Details | Category Specifics | Packaging Hierarchy

* Color Name	No Color
* Country Of Origin	CN (China)
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	Nail Polish Shipper
Supplier Discontinue Date	yyyy-MM-dd HH:mm:ss
* Unit Cost	100.00
Unit Cost Currency ^{fx}	US Dollar
* VPN (Vendor Product Number)	321SHP

Reset Save Submit Request Reject Items



References Asset/Documents

* Primary Product Ship Point

ID	Title
SHIPPOINT_4774330 2	RSR SALES INC [47743302]

Additional Ship Points +

Link Item to Shipper Item +

Choose Item

Browse Search

Blue Nail Polish* Search

Title
Blue Nail Polish

1-1 of 1 OK Cancel


How to Create a Shipper


- If you want to select several items at one time, find the Vendor Name : Click on Vendor name to expand on Products **(if there are more then 1000 items in the products folder this option is not available, you will have to do one at a time)**
- Locate items to select multiple item, hold ctrl, click on all items then click OK

References Asset/Documents

* Primary Product Ship Point

ID	Title
SHIPPOINT_4774330	RSR SALES INC
2	[47743302]



Additional Ship Points 

Link Item to Shipper Item 


Choose Item ✕

Browse Search

- ▶ RR (INDX-RR)
- ▼ RS (INDX-RS)
 - ▶ RSR SALES INC (SUPPLIER_477433)
 - ▶ RSR SALES INC Assets (477433_Assets)
 - ▶ RSR SALES INC Products (477433_Products)
 - ▶ Blue Nail Polish (4681803)
 - ▶ Nail Polish Shipper (4681814)
 - ▶ Red Nail Polish (4681808)
 - ▶ RSR SALES INC Ship Points (477433_ShipPoints)
 - ▶ RSR WHOLESALE SOUTH (SUPPLIER_477441)
 - ▶ RT (INDX-RT)
 - ▶ RU (INDX-RU)
 - ▶ RV (INDX-RV)

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


RSR SALES INC

Item Details

Primary Product Hierarchy > Product Root > Products > Beauty/Personal Care/Hygiene > Cosmetics/Fragrances > Nail Cosmetic/Care Products > Cosmetics – Nails > Nail Polish Shipper

Characteristics Product Details Category Specifics Packaging Hierarchy

- * Color Name: No Color
- * Country Of Origin: CN (China)
- 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: Nail Polish Shipper
- Supplier Discontinue Date: yyyy-MM-dd HH:mm:ss
- * Unit Cost: 100.00
- Unit Cost Currency: US Dollar
- * VPN (Vendor Product Number): 321SHP

References Asset/Documents

* Primary Product Ship Point

ID	Title	
SHIPPOINT_47743302	RSR SALES INC [47743302]	✕

Additional Ship Points

Link Item to Shipper Item

ID	Title	Quantity	
4681803	Blue Nail Polish	50	✕
4681808	Red Nail Polish	50	✕

Reset
Save
Submit
Request
Reject Items



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



Thank You!
