



**Product Information Manager**  
**PIM**

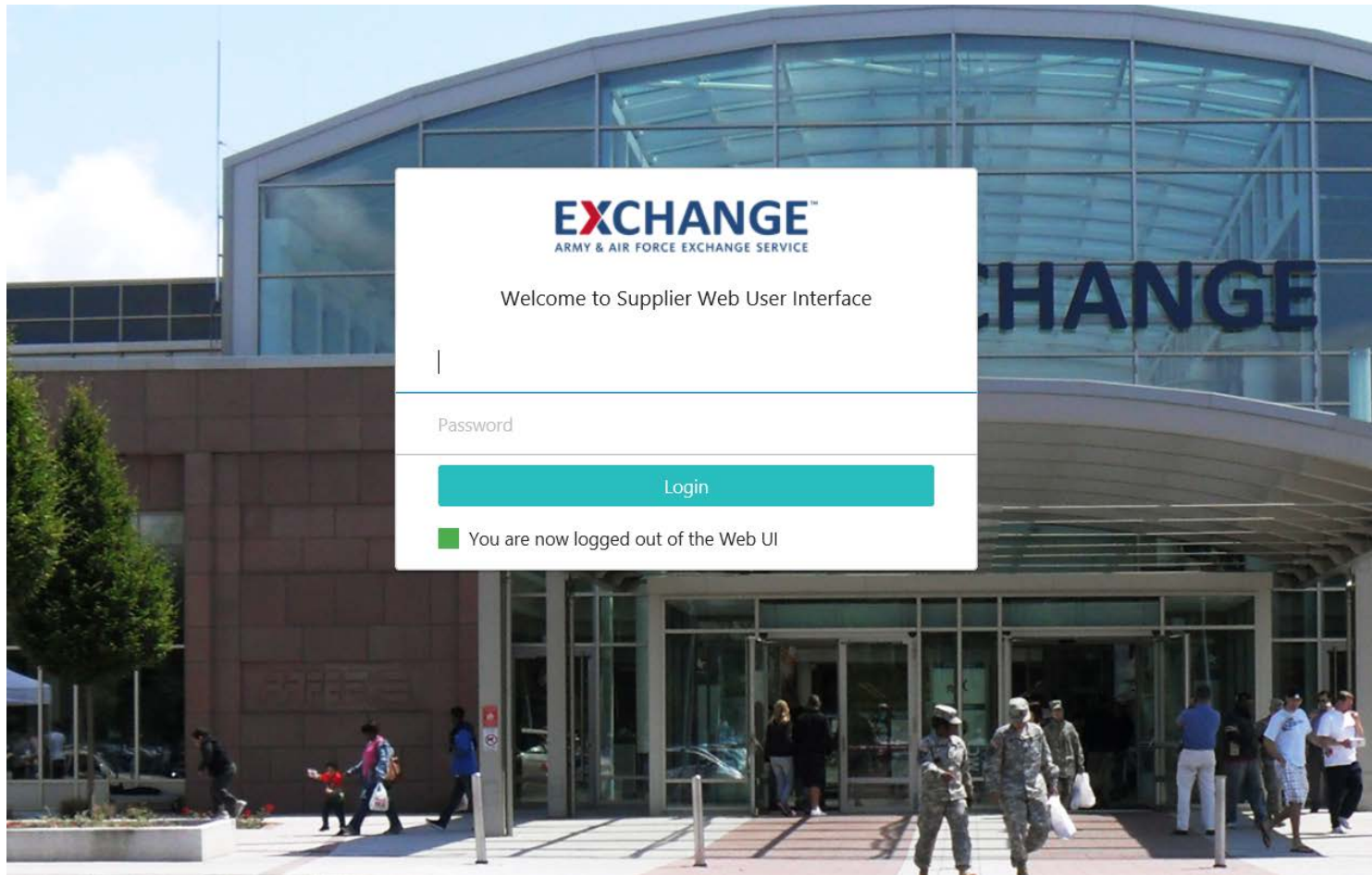
**Supplier Guide for Smartsheet  
Family (Softlines)**





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- Supplier Login Page: <https://pim.aafes.com/webui/SupplierWebUI>



- A. **Welcome** widget displays your username, this is where the supplier user can change their password by clicking on the 
- B. Clicking on the **Exchange** logo  will bring you back to the homepage
- C. Homepage consists of the **Vendor Workflow** widgets
- D. Single person icon  allows you to see items assigned to you Multiple person icon  allows you to see items assigned to you and any group you are a member of
- E. New **Vendor Maintenance Workflow** widget
- F. Upload Assets such as Image thumbnails and product information sheets up to 4 MB
- G. The **Quick Links** widget contains User Guides

**A** WELCOME  
 Logged in: ROBIN HILEWITZ  
[User Details](#)  
 Logout

**B** EXCHANGE ARMY & AIR FORCE EXCHANGE SERVICE

**C** VENDOR WORKFLOW  
 Initiate New Items

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

**D** VENDOR MAINTENANCE WORKFLOW

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

**E** SS EXPORT FAMILY&ITEMS  
 All suppliers  
 Export

SS EXPORT ITEMS  
 All suppliers  
 Export

SS ECOMM FAMILY&ITEMS  
 All suppliers  
 Export

SS ECOMM ITEMS  
 All suppliers  
 Export

**F** UPLOAD ASSETS  
 Select file

IMPORT ITEM/ITEM FAMILY  
 Select file

SEARCH ITEM/ITEM FAMILY  
 Search...  
 Previous Searches  
 nike hoody

**G** QUICK LINKS  
[Import Smartsheet](#)  
[Status Log](#)  
[Import File](#)  
[Supplier Video](#)  
[User Guides](#)  
[Need Help? Send an email to AAFES Admin](#)

WATCH INTRODUCTORY VIDEO

## › SS Export Family&Item Widget

- › Used to create and upload many Sales Item families at once
- › This is only for softlines



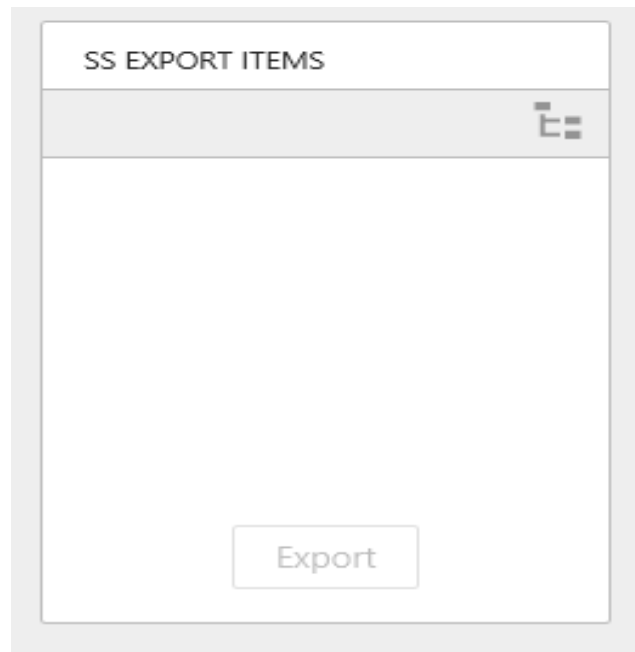
## › SS ECOMM Family&Items Widget

- › Used to create and upload many Sales Item families at one time
- › These items are intended to be shown on the Exchange web site and include Ecomm mandatory attributes
- › This is only for softlines



## › SS Export Items Widget

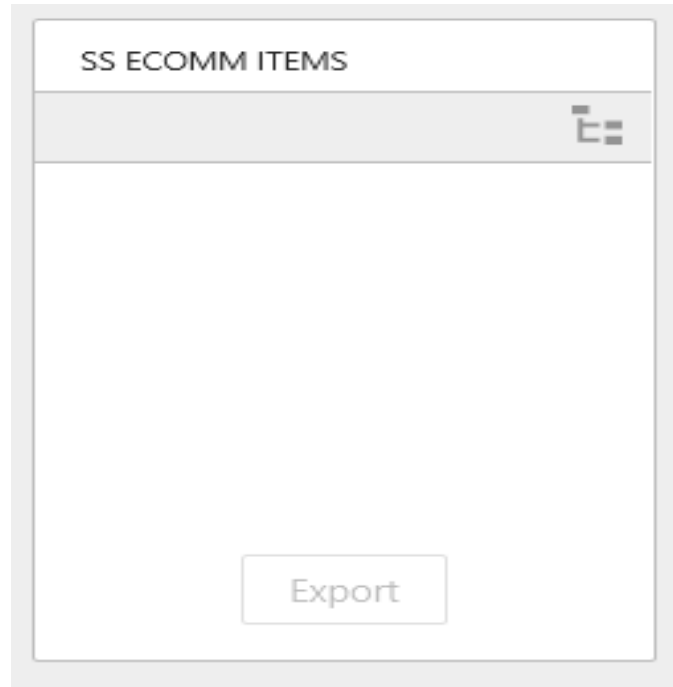
- › Used to create and upload many items at once
- › For Single items not going online at this time
- › If you select online=yes on smartsheet, you will not get all the mandatory attributes needed to fulfill online requirements





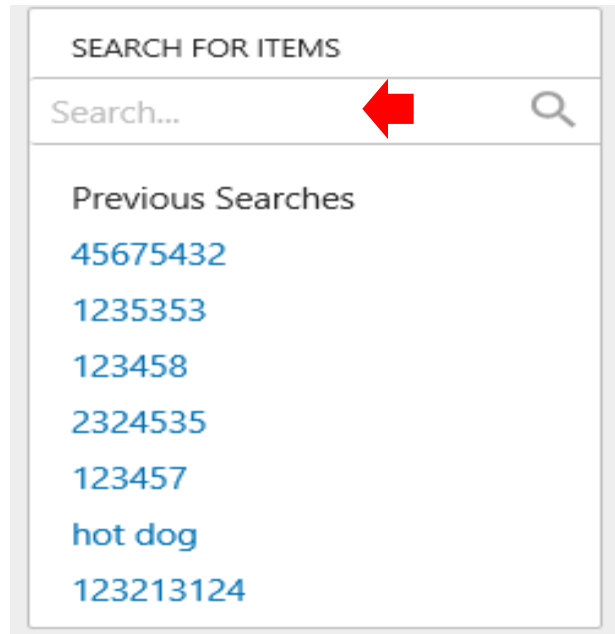
## › SS Ecomm Items Widget

- › Used to create and upload many items at once
- › For Single items going online as well as in store




## › Search Item/Item Family

- › Allows the user to search using GTIN (UPC), Item Name, or ID for items in PIM



SEARCH FOR ITEMS

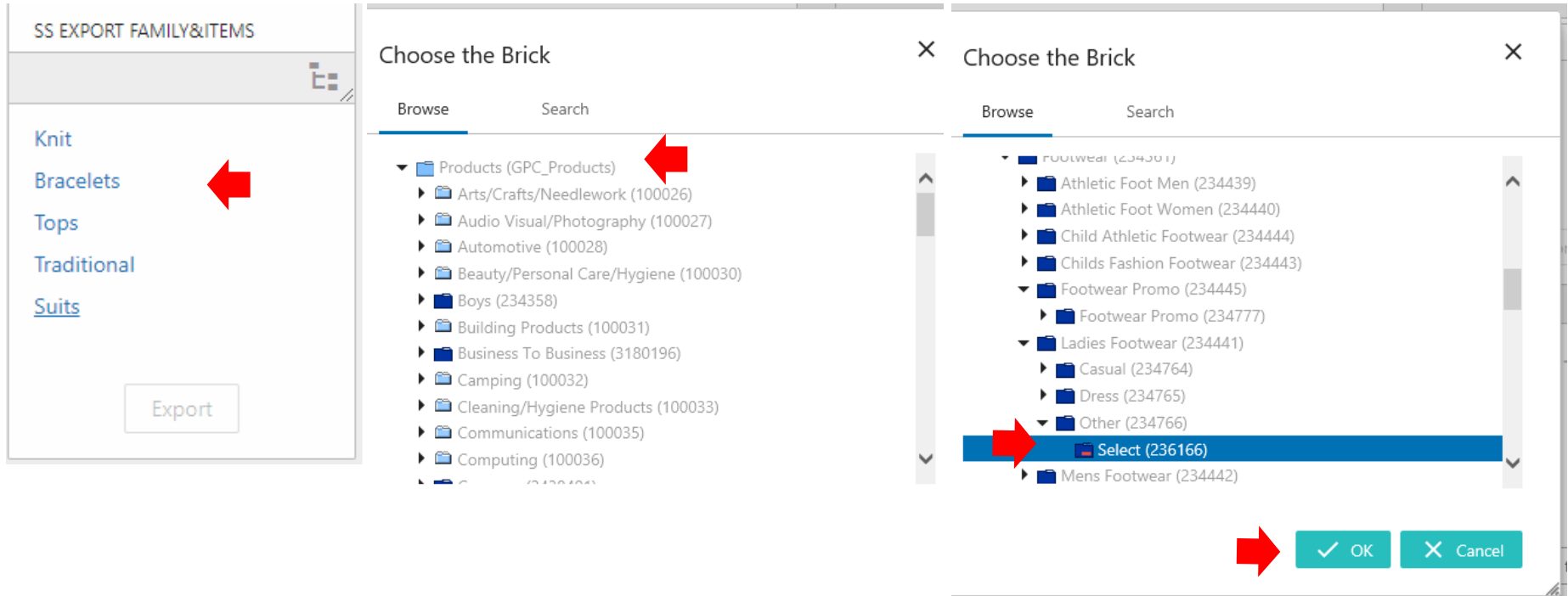
Search... 

Previous Searches

- 45675432
- 1235353
- 123458
- 2324535
- 123457
- hot dog
- 123213124

## › Create Smartsheet items

- › Homepage, click on SS Export Items widget located on your right.
- › Click on Products (GPC Products), Drop down to the product category for your item.
- › Click on the Arrows selecting down to the lowest level to select brick, the brick will have a red line on the folder
- › Highlight item, then click okay, leading you back to the homepage




The screenshot illustrates the process of selecting a brick for export. On the left, the 'SS EXPORT FAMILY&ITEMS' widget is shown with a list of categories: Knit, Bracelets, Tops, Traditional, and Suits. A red arrow points to the 'Bracelets' category. In the center, a 'Choose the Brick' dialog box is open, showing a tree view of product categories. A red arrow points to the 'Products (GPC\_Products)' folder. On the right, another 'Choose the Brick' dialog box is open, showing a list of product categories. A red arrow points to the 'Select (236166)' item, which is highlighted with a blue bar. Below the dialog boxes, a red arrow points to the 'OK' button.


- › Create A Smartsheet
  - › Product Item category visible in Search box
  - › Click on Export

WELCOME

Logged in:  
ROBIN HILEWITZ


 [User Details](#)

Logout

VENDOR WORKFLOW 


Initiate New Items

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

VENDOR MAINTENANCE WORKFLOW 

	DSDPriority	HighPriority	Normal
Item Review	0	0	0
Reject to Supplier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>


SS EXPORT FAMILY&ITEMS




All suppliers ▾


Export

SS EXPORT ITEMS




All suppliers ▾

Audio Visual/Ph... 

Export 


SS ECOMM FAMILY&ITEMS



All suppliers ▾

Export

SS ECOMM ITEMS



All suppliers ▾

Export

UPLOAD ASSETS


Select file

## › Status Log


- › Once file is exported, status will show **Succeeded**
- › Click on downloaded link
- › File name will pop-up at the bottom of log page click on file to open

**Status Log**

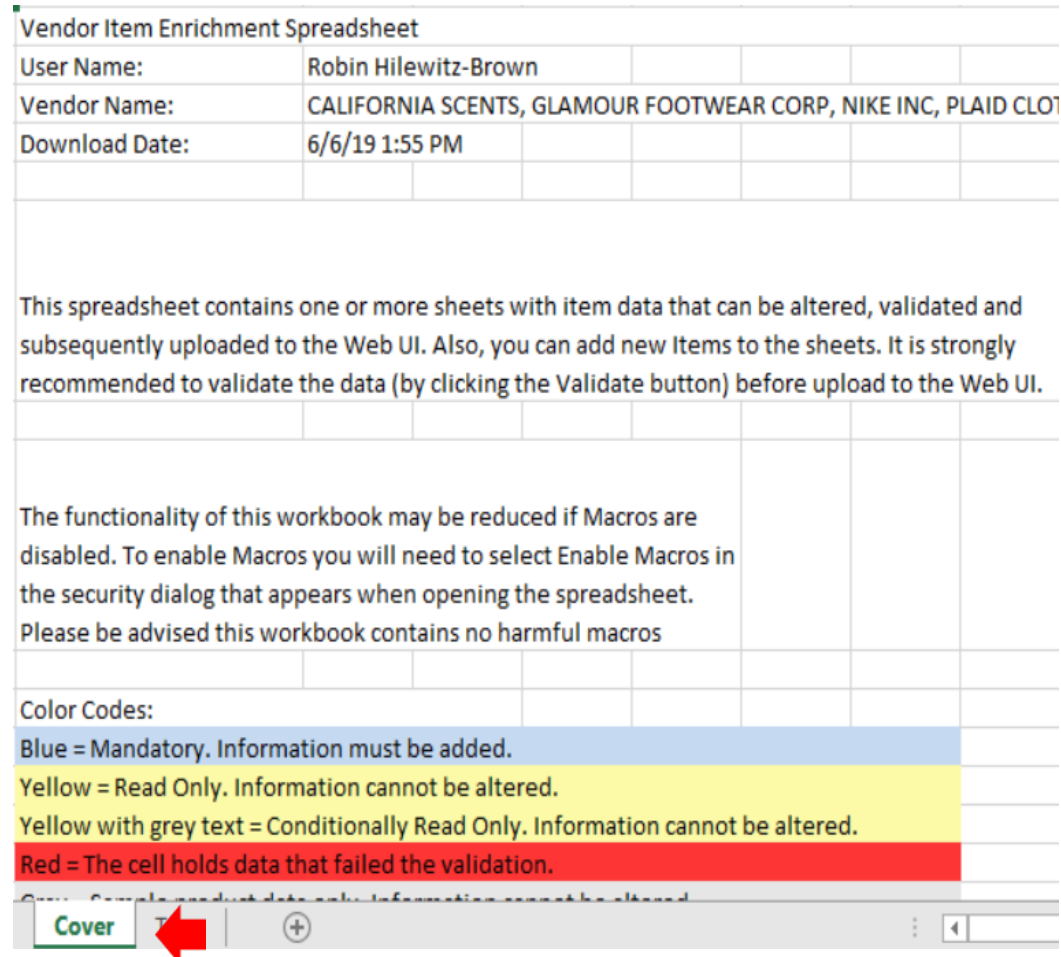
ID	BGP_4692016
Started By	CALIFORNIA SCENT
Description	Smartsheet template export
Template ID	SheetExporter
Status	✓ Succeeded <a href="#">Basic--2019-06-11--12-15.xlsm</a>
Started	6/11/19 12:15:47 PM
Finished	6/11/19 12:15:55 PM
Elapsed	8 s

 Export

ID	Type	Text
10	Info	Export process started (Tue Jun 11 CDT 2019)
20	Info	Logging on to PIM server hatpimapp02.aafes.com as CALIFORNIA SCENT...
30	Info	Logged on
40	Info	Analysis started. (Tue Jun 11 12:15:2019)
50	Info	Analyzed 1 objects from initial object selection in 0 seconds. (Tue Jun 11 CDT 2019)
	Info	Analyzed 0 children objects (including aggregates) in 0 seconds. (Tue Jun 12:15:48 CDT 2019)

 Arts\_Crafts\_Variet....xlsm

- › Click **Enable Content**
- › Click on file name on bottom tab and this will open Smartsheet



- › **Validate Sheet** - When you complete all field and mandatory fields for your item, you will click **validate sheet**
- › **Next Error** - If there are errors on the sheet, the error will be in red, once you correct an error click **next error**. You will be directed to the next error on the Smartsheet
- › **Duplicate row** – using this button will duplicate all the values on the row that has been selected to a new row. Best practice is populate on the values that are the same for the family, then duplicate. Go back and add the unique values to the new rows ( Color, Size, Item (child) Name, etc.)
- › **Delete Row** – Highlight the row and click **delete row**
- › A maximum of 5,000 items can be uploaded on one smartsheet at a time

Validate sheet	Next error				
Duplicate row	Delete row				
<b>* Item Family</b>	<b>APO/FPO Available</b>	<b>Advertised Origin</b>	<b>Asset Location</b>	<b>Brand</b>	
T1-1074-019-A Boys Oxford BL	Yes	Imported	FTP Location	Dickies	
T1-1074-019-A Boys Oxford BL	Yes	Imported	FTP Location	Dickies	
T1-1074-019-A Boys Oxford BL	Yes	Imported	FTP Location	Dickies	
T1-1074-019-A Boys Oxford BL	Yes	Imported	FTP Location	Dickies	
T1-1074-019-A Boys Oxford BK	Yes	Imported	FTP Location	Dickies	
T1-1074-019-A Boys Oxford BK	Yes	Imported	FTP Location	Dickies	
T1-1074-019-A Boys Oxford BK	Yes	Imported	FTP Location	Dickies	
T1-1074-019-A Boys Oxford BK	Yes	Imported	FTP Location	Dickies	

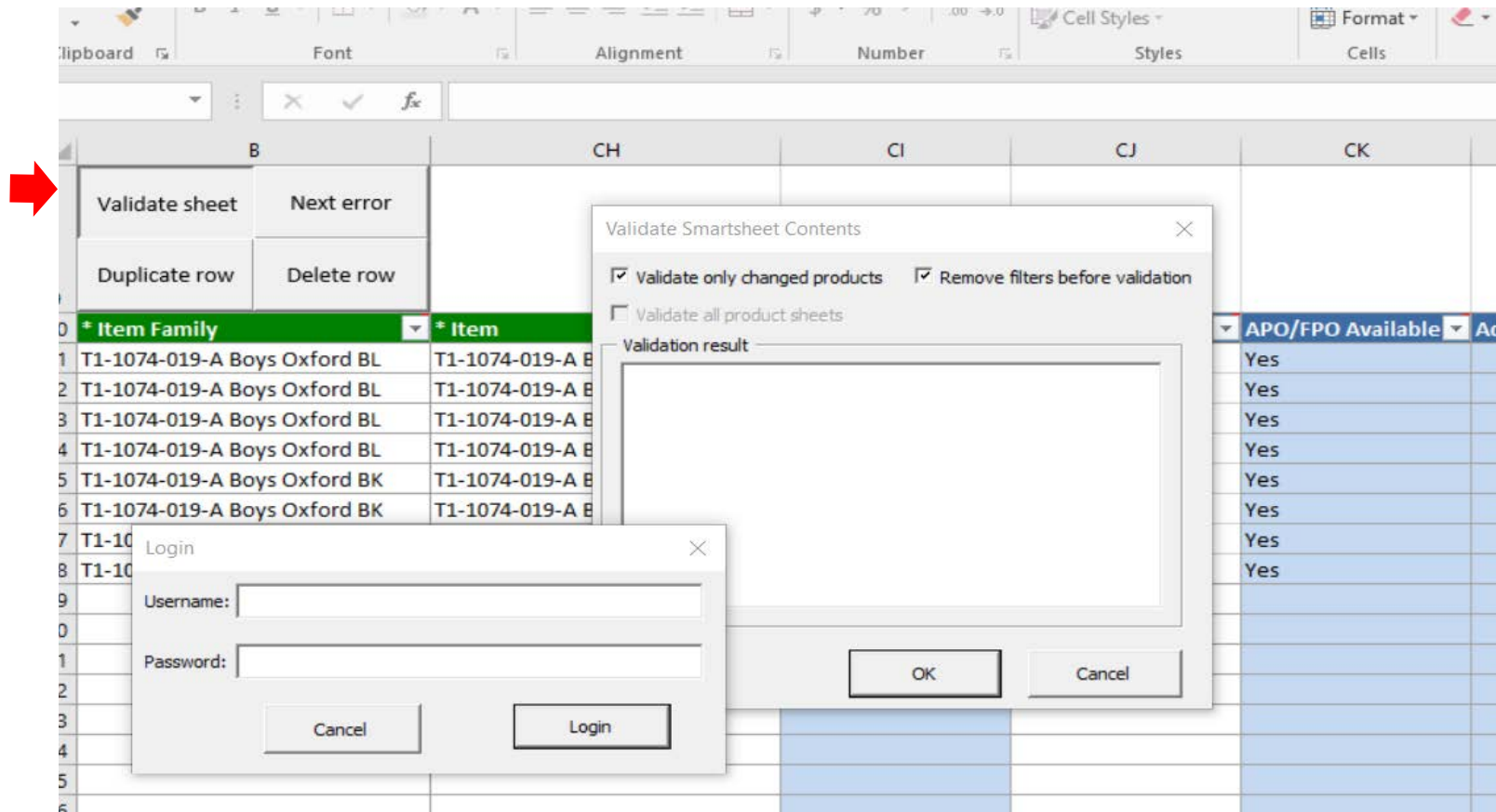
# Smartsheet Family&Item

- › Name your Item Family in the **Item Family** column
  - › Best practice is to include VPN in each family if it's the same for all items in the family
  - › Blue Columns are Mandatory
- › Child items must have unique name (including size or color) to identify your item
- › If using **AAFES GTIN Required** = Yes you must complete **GTIN Type 12**
- › If using **GTIN Type** you must complete **GTIN**
- › If you need to add additional GTINs, use **Assortment GTIN Type** and **Assortment GTIN**
- › Once complete Click Validate Sheet and Save
- › Indicate size in **Item** column

<input type="button" value="Validate sheet"/> <input type="button" value="Next error"/>						
<input type="button" value="Duplicate row"/> <input type="button" value="Delete row"/>						
* Item Family	Vendor Collection Na	Primary Ship Point	QE_ShipPoints	* Item	GTIN Type	
Womens Nike Active jacket Green	←	09380000		Womens Nike Active jacket Small	←	GTIN-12
Womens Nike Active jacket Green		09380000		Womens Nike Active jacket Medium		GTIN-12
Womens Nike Active jacket Green		09380000		Womens Nike Active jacket large		GTIN-12
Womens Nike Active jacket Red		09380000		Womens Nike Active jacket Small		GTIN-12
Womens Nike Active jacket Red		09380000		Womens Nike Active jacket Medium		GTIN-12
Womens Nike Active jacket Red		09380000		Womens Nike Active jacket large		GTIN-12



- › Click **Validate Sheet**
- › **Validate Smartsheet Contents** pop-up will appear
- › Enter **Username** and **Password**
- › You will receive a product **OK** and or highlighted errors in red



The screenshot shows the Smartsheet interface with the 'Validate Sheet' button highlighted by a red arrow. The 'Validate Smartsheet Contents' dialog box is open, showing options to validate only changed products and to remove filters before validation. The 'Login' dialog box is also open, showing fields for Username and Password, and buttons for Cancel and Login. The background shows a spreadsheet with columns for Item Family, Item, and APO/FPO Available.

* Item Family	* Item	APO/FPO Available
T1-1074-019-A Boys Oxford BL	T1-1074-019-A B	Yes
T1-1074-019-A Boys Oxford BL	T1-1074-019-A B	Yes
T1-1074-019-A Boys Oxford BL	T1-1074-019-A B	Yes
T1-1074-019-A Boys Oxford BL	T1-1074-019-A B	Yes
T1-1074-019-A Boys Oxford BK	T1-1074-019-A B	Yes
T1-1074-019-A Boys Oxford BK	T1-1074-019-A B	Yes
T1-1074-019-A Boys Oxford BK	T1-1074-019-A B	Yes
T1-1074-019-A Boys Oxford BK	T1-1074-019-A B	Yes

- › **Example of Error with Smartsheet**
  - › Errors will be highlighted in red

Validate sheet	Next error		
Duplicate row	Delete row		
<b>* Item Family</b>		<b>* Item</b>	
T1-1074-019-A Boys Oxford BL	T1-1074-019-A B		
T1-1074-019-A Boys Oxford BL	T1-1074-019-A B		
T1-1074-019-A Boys Oxford BL	T1-1074-019-A B		
T1-1074-019-A Boys Oxford BL	T1-1074-019-A B		
T1-1074-019-A Boys Oxford BK	T1-1074-019-A B		
T1-1074-019-A Boys Oxford BK	T1-1074-019-A B		
T1-1074-019-A Boys Oxford BK	T1-1074-019-A B		
T1-1074-019-A Boys Oxford BK	T1-1074-019-A B		

Validate Smartsheet Contents ✕

Validate only changed products
  Remove filters before validation

Validate all product sheets

Validation result

Tops:

Examined products: 8

Total errors in validation: 524

Missing required values: 524

Done

APO/FPO Available	Advertised
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	

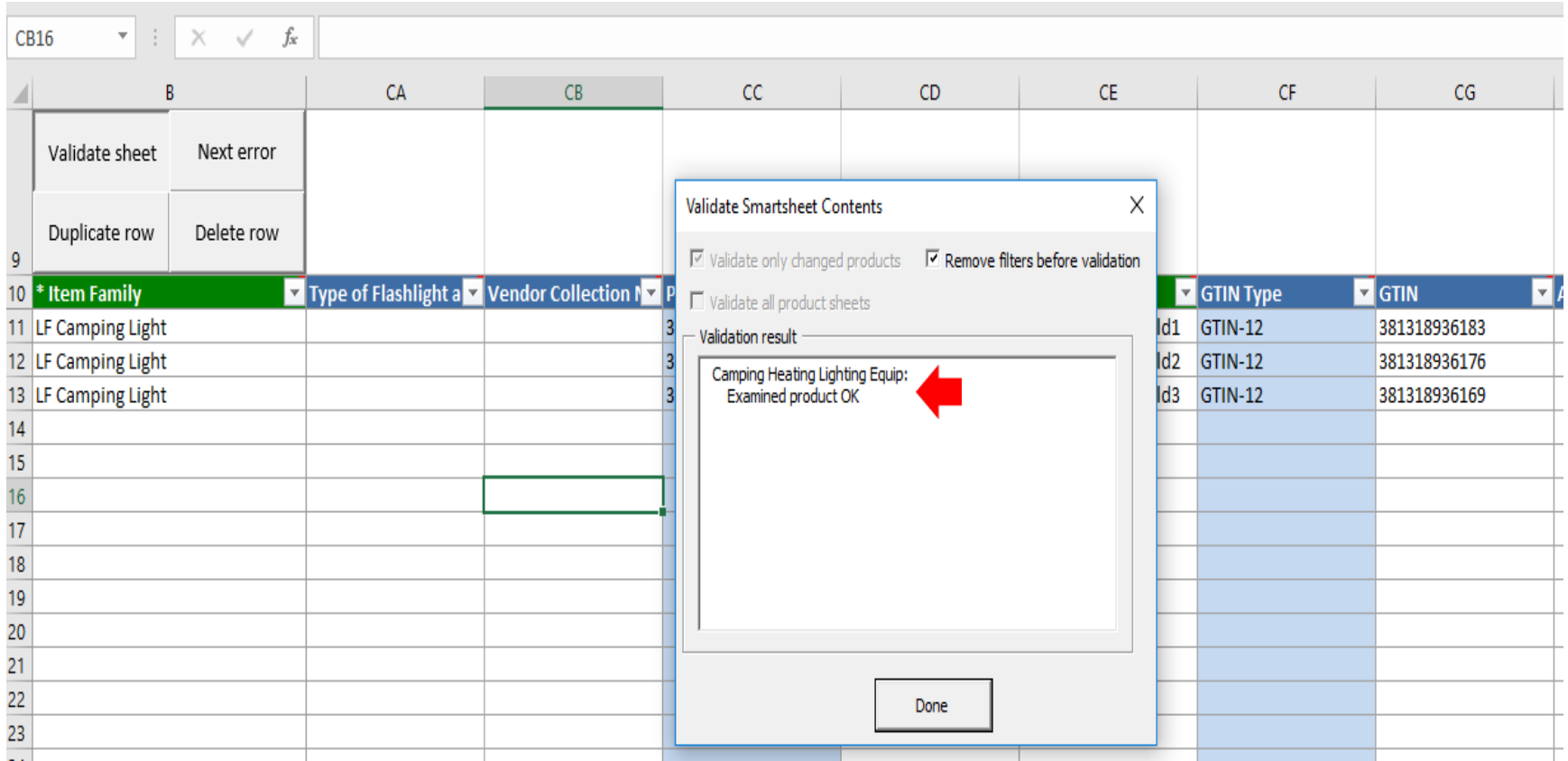
- Hover over column and error message will pop-up
- Click onto next error
- Once corrected, click Validate Sheet and save

* Item Family	Supplier	APO/FPO Available
T1-1074-019-A Boys Oxford BL	NIKE-INC	Yes
T1-1074-019-A Boys Oxford BL	This row contains 55 more error(s).	
T1-1074-019-A Boys Oxford BL	NIKE INC	Yes
T1-1074-019-A Boys Oxford BL	NIKE INC	Yes
T1-1074-019-A Boys Oxford BK	NIKE INC	Yes
T1-1074-019-A Boys Oxford BK	NIKE INC	Yes
T1-1074-019-A Boys Oxford BK	NIKE INC	Yes
T1-1074-019-A Boys Oxford BK	NIKE INC	Yes

Validate sheet	Next error			
Duplicate row	Delete row			
* Item Family	Vendor Contact Nar	Vendor Contact Num	Product Overview-	Introduction-Short
T1-1074-019-A Boys Oxford BL				
T1-1074-019-A Boys Oxford BL				Missing required value
T1-1074-019-A Boys Oxford BL				
T1-1074-019-A Boys Oxford BL				
T1-1074-019-A Boys Oxford BK				
T1-1074-019-A Boys Oxford BK				
T1-1074-019-A Boys Oxford BK				
T1-1074-019-A Boys Oxford BK				

## Example of Smartsheet without errors

- › Pop-up will appear stating **Examined product Ok**
- › Click **Done**
- › **Save** Smartsheet to your device
- › Navigate back to PIM homepage



The screenshot shows a Smartsheet interface with a validation pop-up. The pop-up is titled "Validate Smartsheet Contents" and contains the following options:

- Validate only changed products
- Remove filters before validation
- Validate all product sheets

The validation result is displayed in a text box:

Camping Heating Lighting Equip: Examined product OK

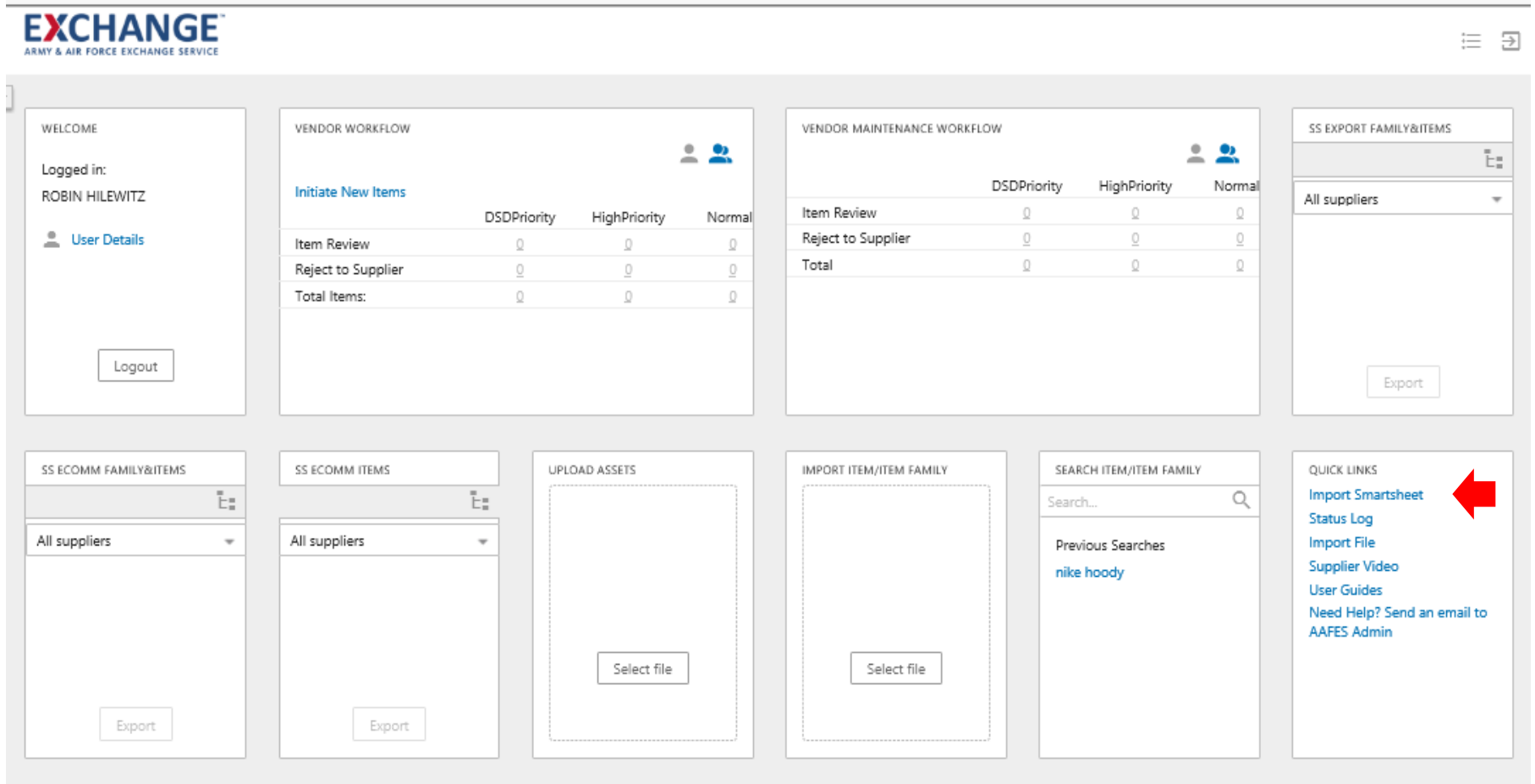
A red arrow points to the text "Examined product OK". A "Done" button is located at the bottom of the pop-up.

The background spreadsheet shows the following data:

* Item Family	Type of Flashlight	Vendor Collection	GTIN Type	GTIN
LF Camping Light			GTIN-12	381318936183
LF Camping Light			GTIN-12	381318936176
LF Camping Light			GTIN-12	381318936169

## › Import Smartsheet

- › Click on Import Smartsheet under Quicklinks widget.



**EXCHANGE™**  
ARMY & AIR FORCE EXCHANGE SERVICE

WELCOME  
Logged in:  
ROBIN HILEWITZ  
[User Details](#)  
Logout

VENDOR WORKFLOW  
Initiate New Items

	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  
All suppliers  
Export


SS ECOMM FAMILY&ITEMS  
All suppliers  
Export

SS ECOMM ITEMS  
All suppliers  
Export

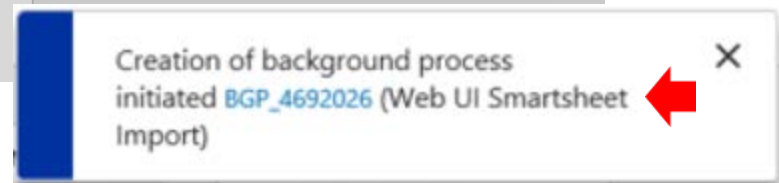
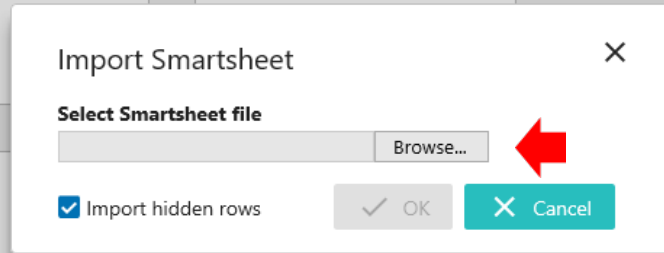
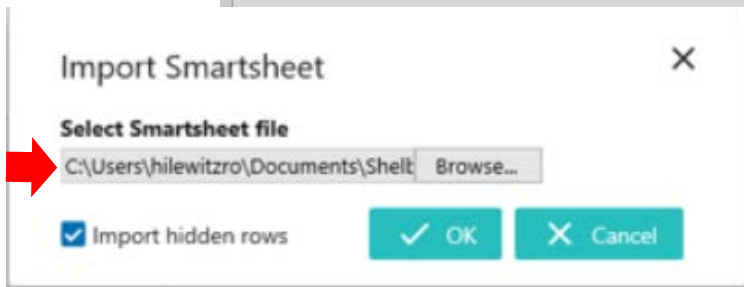
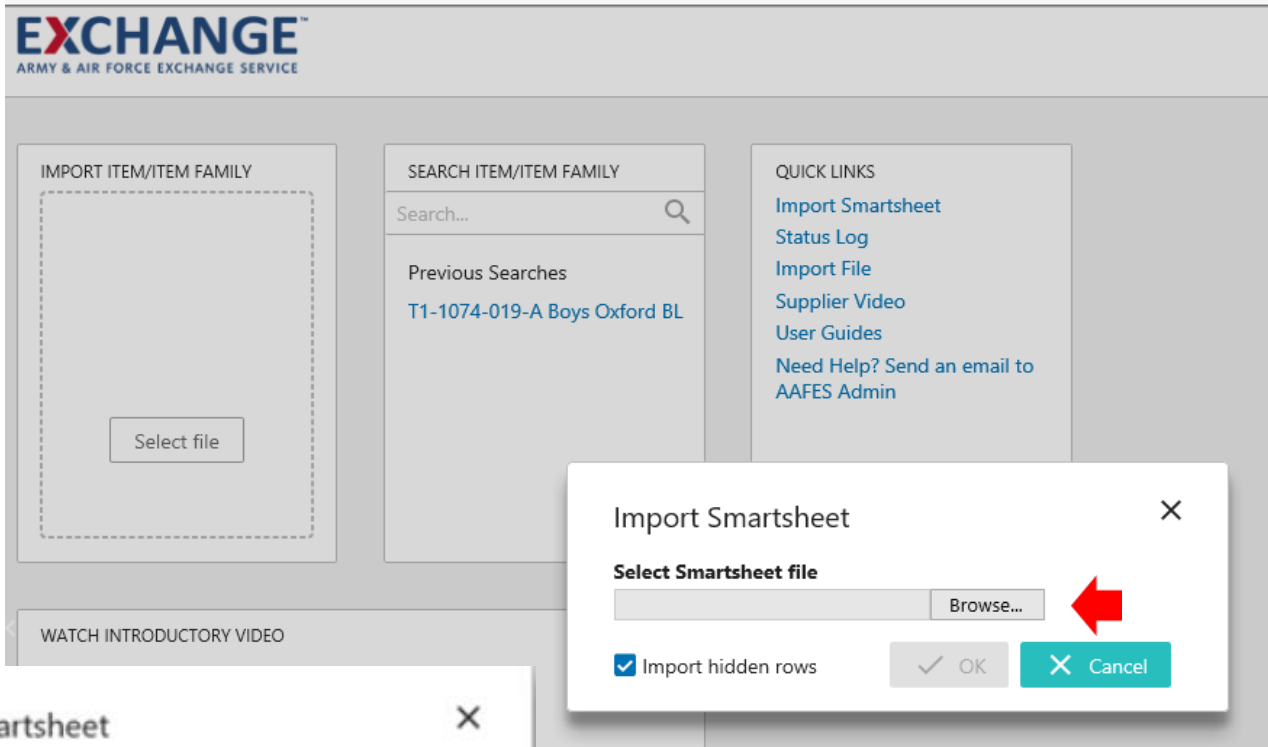
UPLOAD ASSETS  
Select file

IMPORT ITEM/ITEM FAMILY  
Select file

SEARCH ITEM/ITEM FAMILY  
Search...  
Previous Searches  
nike hoody

QUICK LINKS  
[Import Smartsheet](#)   
[Status Log](#)  
[Import File](#)  
[Supplier Video](#)  
[User Guides](#)  
[Need Help? Send an email to AAFES Admin](#)

- › Choose File
- › Find the Smartsheet file within your device, highlight/open and click **OK**
- › Click on the **BGP\_###** link



- File will upload
- Click on Arrow to the right or Exchange Logo to go back to the homepage



## Status Log

ID	BGP_4682562
Started By	CALIFORNIA SCENT
Description	Smartsheet template export
Template ID	SheetExporter
Status	✓ Succeeded <a href="#">Boots--2019-06-05--14-17.xlsm</a>
Started	6/5/19 2:17:40 PM
Finished	6/5/19 2:17:46 PM
Elapsed	7 s



Export

ID	Type	•	Text
----	------	---	------

- Under **Vendor Workflow, Item Review, Normal** column click on the number
- Check on select all or check the items in that you want to submit
- Click **Submit to next state in workflow**
- Click **OK**, no need to enter a message

VENDOR WORKFLOW

Initiate New Items

	DSDPriority	HighPriority	Normal
Item Review	0	6	1
DSD Review	0	0	0
Reject to Supplier	0	273	1
Total Items:	0	279	2

Buy-Side Item - Item Review

Clear all Clear filter Apply view Clear view Assign Export action Submit to next state in workflow Export Smartsheet

	Assigned to me	Thumbnail	Name	Item/Item Family	Status flag	Deadline	Supplier Nbr	Br
<input type="checkbox"/>	✓		AIR JORDAN RETRO 11-WHITE-10-D	Item	HighPriority	1/17/19 5:0...	420415	Jorda
<input type="checkbox"/>	✓		BV2969Black SM	Item	HighPriority	12/7/18 10:...	420415	
<input type="checkbox"/>	✓		BV2969Black LG	Item	HighPriority	12/7/18 10:...	420415	
<input type="checkbox"/>	✓		BV2969Black XL					
<input type="checkbox"/>	✓		BV2969Black Printed Tempo Short MD					Nike
<input type="checkbox"/>	✓		BV2969Black Printed Tempo Short SM					Nike
<input checked="" type="checkbox"/>	✓		839977100 Court Borough Mid					Nike
<input checked="" type="checkbox"/>	✓		AR5245Black Nike Air Cash Tee					Nike
<input checked="" type="checkbox"/>	✓		NSW JDI SWOOSH TEE					Nike

Submit Properties

Submit event: Submit

Submit message:

OK Cancel



## Example of Error at Submit

- › Warning message will pop-up
- › Click on Click for details
- › Error message will indicate what's missing
- › Click on the **X** on the Warning pop-up to return to **Item Review**
- › **Do not go back to Smartsheet and correct data** and import again. This will cause duplicate items in your PIM workflow
- › You will need to go in and correct items in the workflow, see next page



Buy-Side Item - Item Review

0 of 4 product(s) submitted ✕

[Click for details](#)

Clear all
Clear filter
Apply view
Clear view
Assign
Export action
Submit to next state in workflow
Export Smartsheet

	Assigned to me	Thumbnail	Name	Item/Item Family	Status flag	Deadline	Supplier Nbr	Brand	Description
<input checked="" type="checkbox"/>	✓		AIR JORDA...	Item	HighPriority	1/17/19 5:0...	420415	Jordan	AIR JORDA...
<input checked="" type="checkbox"/>	✓		BV2969Blac...	Item	HighPriority	12/7/18 10:...	420415		
<input checked="" type="checkbox"/>	✓		BV2969Blac...	Item	HighPriority	12/7/18 10:...	420415		
<input checked="" type="checkbox"/>	✓		BV2969Blac...	Item	HighPriority	12/7/18 10:...	420415		
<input type="checkbox"/>	✓		BV2969Blac...	Item	HighPriority	12/7/18 11:...	420415	Nike	Printed Te...

- › Error message will indicate what's missing

## Item Details

Primary Product Hierarchy > Product Root > Parking Lot Root > (ParkingLot\_420415) > BV2969Black SM

Characteristics

Product Details

\* Length

\* Length UOM

\* Width

\* Width UOM

\* Height

\* Height UOM

\* Weight

\* Weight UOM

\* Inner Pack Size

\* Case Pack Size

Factory

HTS Code

\* Packing Method

Warning - cannot be submitted

BV2969Black LG

Submit error: Referenced Condition GTIN Check Digit Validation was false.

BV2969Black LG

Submit error: GTIN Type is missing

[IIPPOINT\\_10194102](#)

Factory







HTS Code







\* Packing Method Flat

➤ **Go to Homepage, Vendor Workflow, Item Review and click on the number**

- Click on the items you want to complete
- Attributes that are mandatory will have red asterisk
- Click **Save**, right click mouse to go back or click on Exchange Logo

Buy-Side Item - Item Review

 Clear all
  Clear filter
  Apply view
  Clear view
  Assign
  Export to Excel
  Export Sm

	Assignee	Assigned to me	Thumbnail	Name
<input checked="" type="checkbox"/> CHAMP GRAPHIC FL HOOD SBR	HANESBRANDS INC	<input type="checkbox"/>		CHAMP GRAP...
<input checked="" type="checkbox"/> CHAMP GRAPHIC FL HOOD SBR	HANESBRANDS INC	<input type="checkbox"/>		CHAMP GRAP...
<input checked="" type="checkbox"/> CHAMP GRAPHIC FL HOOD SBR	Reynolds JR, Billy E.	<input type="checkbox"/>		CHAMP GRAP...
<input type="checkbox"/> FLEECE PULLOVER HOOD	Reynolds JR, Billy E.	<input type="checkbox"/>		FLEECE PULLO...
<input type="checkbox"/> FLEECE PULLOVER HOOD	Reynolds JR, Billy E.	<input type="checkbox"/>		FLEECE PULLO...
<input type="checkbox"/> FLEECE PULLOVER HOOD	Reynolds JR, Billy E.	<input type="checkbox"/>		FLEECE PULLO...



Item Family Details

Primary Product Hierarchy > Product Root > Products > Mens Clothing > Mens Athletic > Tops > Fle

Characteristics <sup>1</sup>
 Product Details <sup>6</sup>
 Category Specifics <sup>4</sup>

* Item Family Name	CHAMP GRAPHIC FL HOOD SBR
Comments	
Request Comment	
Reject/Delete Reason	
AAFES GTIN Required	No (N)
* AAFES Importer (Y/N)	No
* Brand	Champion Sports
* Buyer	Luce, Kim E. (XI)
Buyer Case Name	
* Catch Weight Indicator	No



**Vendor Workflow, Item Review, click on number again**

- › Check box to the left to bring up the **Submit to next state in workflow** click on icon, click **OK** on pop-up
- › If all data is correct, you will see the number of items submitted to buyer for approval



Buy-Side Item - Item Review

Clear all
 Clear filter
 Apply view
 Clear view
 Assign
 Export action
 Submit to next state in workflow

	Assigned to me	Thumbnail	Name	Item/Item Family	Status flag	Deadline
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		BV2969Blac...	Item	HighPriority	12/7/18 10:...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		BV2969Blac...	Item	HighPriority	12/7/18 10:...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		BV2969Blac...	Item	HighPriority	12/7/18 10:...





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

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**Thank You!**