



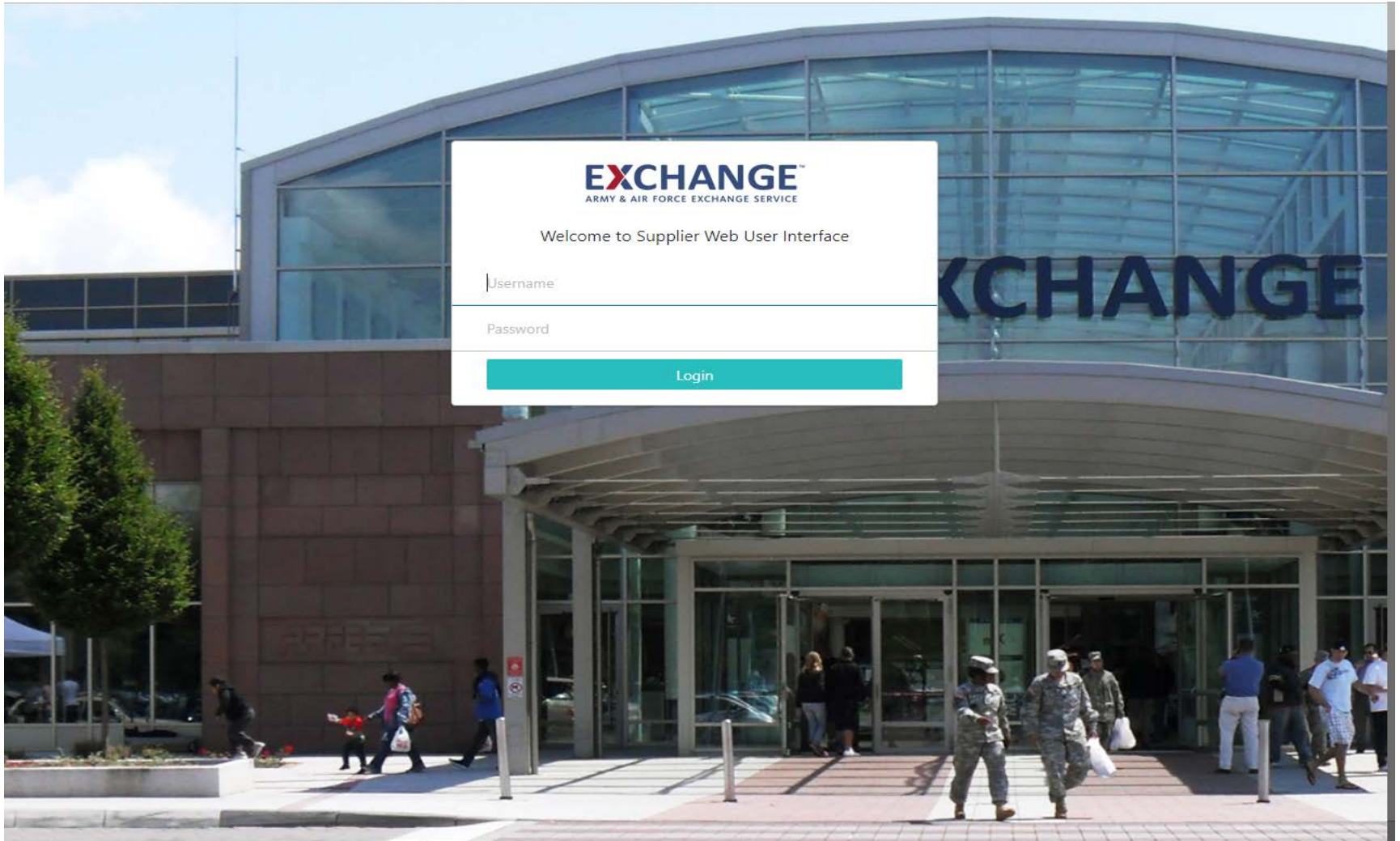
**Product Information Manager**  
**PIM**

**Supplier Guide for PIM**  
**How to Reject Item**

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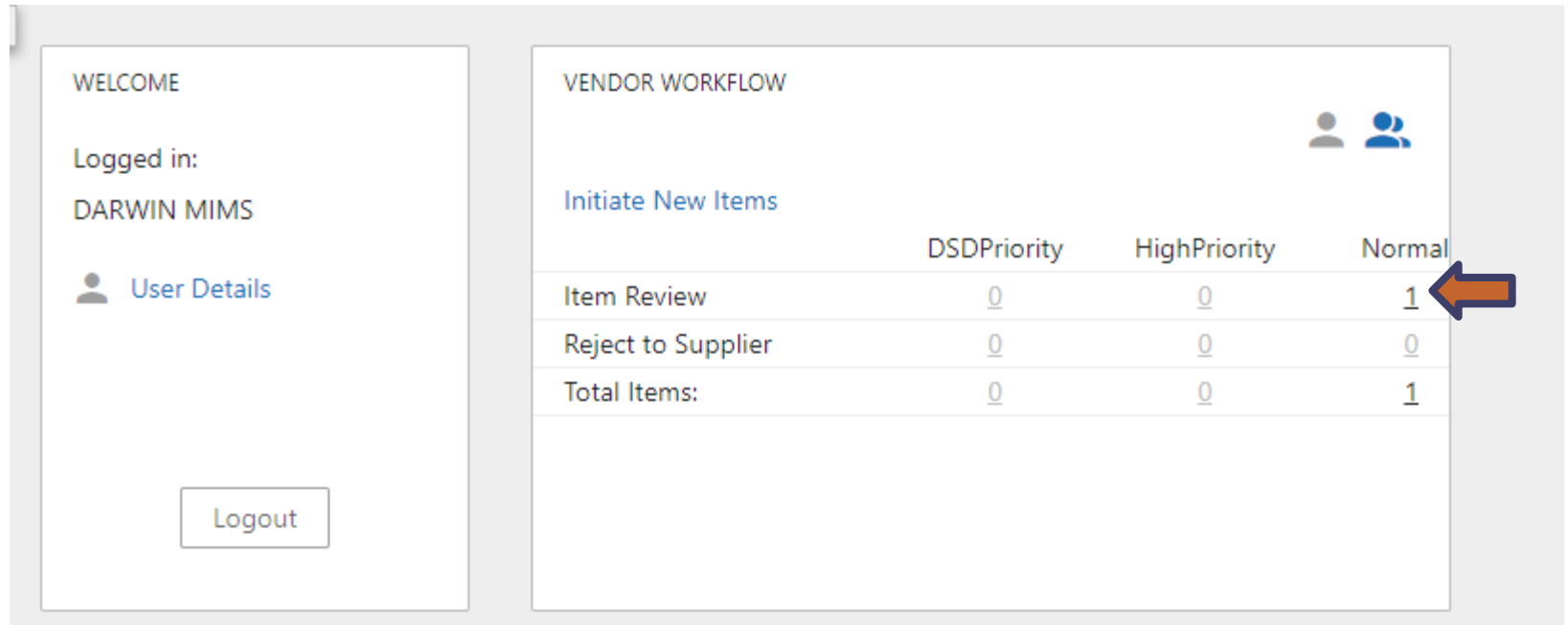
# How To Reject Item - WebUI

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




## Workflow Widget

- › Item Review will show the number of new items created.
- › Under the Normal column click on the number, or you can click on the word Item Review, it will pull up all the Items created.




WELCOME

Logged in:  
DARWIN MIMS

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VENDOR WORKFLOW




[Initiate New Items](#)

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

- › **Assigned To Me** should automatically be checked
  - › If you do not check the box to assign the item to yourself you will not be able to save any information you enter, and the action buttons will not be available.
- › Click on file name to complete tabs.

## Buy-Side Item - Item Review

 Select all  Clear filter  Apply view  Clear view

	Assigned to me •	Thumbnail •	Name •	Item/Item Family •	Status flag •	Deadline •	Supplier Nbr •	Brand •	Description *•	Un
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Cool Breeze...	Item	Normal	6/6/19 10:0...	477433	Presto	Antifreeze	



- › If item was created in error, example, set up under the wrong supplier, wrong brick, etc.
- › Populate the **Reject/Delete Reason** attribute, fill in the reason for the rejection
- › Click Reject Items

> Item Details


Primary Product Hierarchy > Product Root > Products > Automotive > Automotive Accessories and Maintenance > Automotive Antifreeze > Antifreeze/Coolants (Automotive)


Characteristics    Product Details <sup>12</sup>    Category Specifics <sup>2</sup>    >    References    Asset/Documents    Revision

Status	Item Review	DSD Review	Pod Admin	Pod Review	Supp Req
* Item Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item Name	Cool Breeze				
GTIN	<input type="text"/>				
GTIN Type	<input type="text"/>				
Comments	<input type="text"/>				
Request Comment	<input type="text"/>				
Reject/Delete Reason	Delete/Reject				
AAFES GTIN Required	<input type="text"/>				
* AAFES Importer (Y/N)	No				
Assortment GTINs	<input type="text"/>				
Assortment GTIN Type	<input type="text"/>				
Brand	<input type="text"/>				
* Buyer	Bartlett, Jacy (EP)				
Buyer Case Name	<input type="text"/>				
* Color Name	No Color				
* Country Of Origin	US (UnitedStates)				

\* Primary Product Ship Point

ID
SHIPPOINT_47743302

Additional Ship Points 

Link Item to Shipper Item 

Link Item to Supplier

ID
374305_Products

Reset    Save    Submit    Request    **Reject Items**

- After rejecting the item, you will see a pop up with rejected items submitted successfully.
- It will show the item is no longer in workflow, item will now be in the parking lot (item will remain in the parking lot for 10 days before automatic deletion)

Reject Items



Item was successfully submitted.

WELCOME

Logged in:

SUPPLIER502

 [User Details](#)

VENDOR WORKFLOW



[Initiate New Items](#)

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



**PIM email address  
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**Thank You!**