



Product Information Manager
PIM

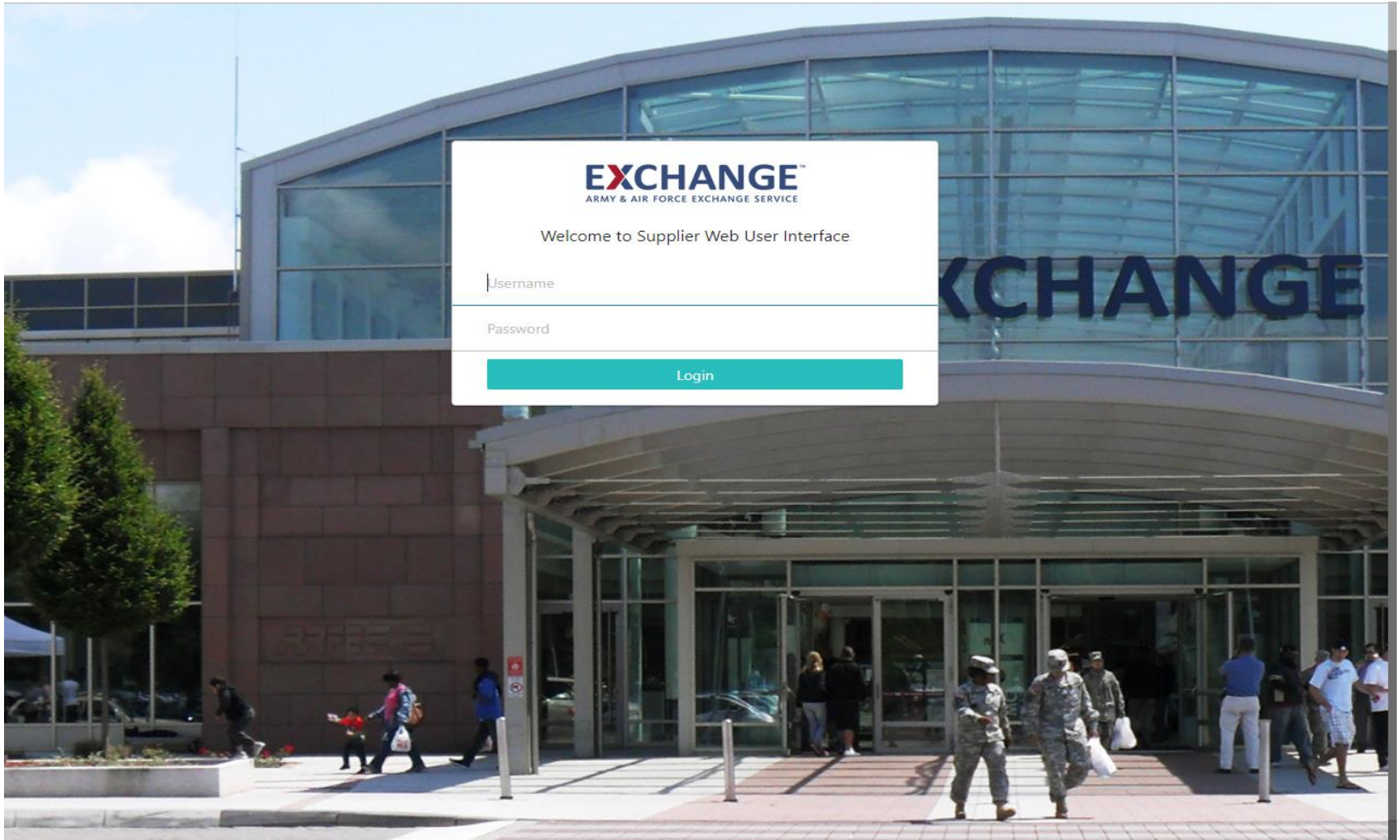
Supplier Guide for PIM
How to Reject Item



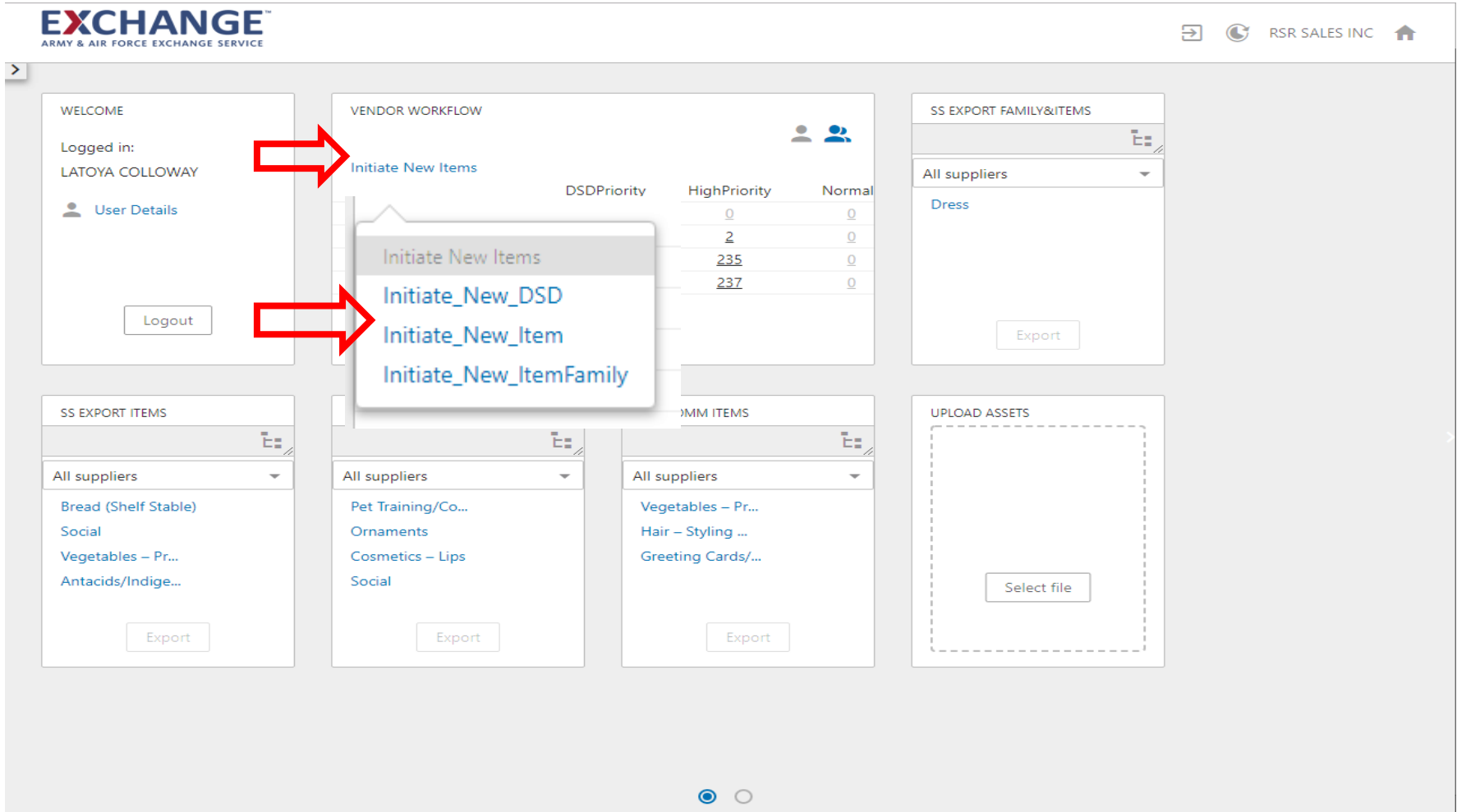
EXCHANGE™

How To Reject Item - WebUI

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



- › Vendor Workflow widget:
 - › Initiate New Items
 - › Next to arrow -> Initiate New Item



The screenshot displays the EXCHANGE web interface for the Army & Air Force Exchange Service. The user is logged in as LATOYA COLLOWAY. The Vendor Workflow widget is highlighted, showing a table of items and a dropdown menu for 'Initiate New Items'. The dropdown menu options are:

- Initiate New Items
- Initiate_New_DSD
- Initiate_New_Item
- Initiate_New_ItemFamily

The table in the Vendor Workflow widget shows the following data:

DSDPriority	HighPriority	Normal
0	0	0
2	235	0
237	237	0

Other widgets visible include 'WELCOME', 'SS EXPORT ITEMS', 'SS EXPORT FAMILY&ITEMS', and 'UPLOAD ASSETS'.

- › Complete all Attributes for your item.
- › If you select online item, additional attributes will be required.
- › Click Submit
- › You will be directed back to the homepage.

Create New Item

* GPC Brick	Antifreeze/Coolants (Automotive)
* Item Name	Cool Breeze Antifreeze
GTIN	797496871671
GTIN Type	GTIN-12
Brand	Presto
Buyer Case Name	
* Country Of Origin	AF (Afghanistan)
Department Number	
Made In America (Y/N)	
* Online Item	No
* Product Description	Antifreeze
Supplier Discontinue Date	yyyy-MM-dd HH:mm:ss
* VPN (Vendor Product Number)	789FRZ

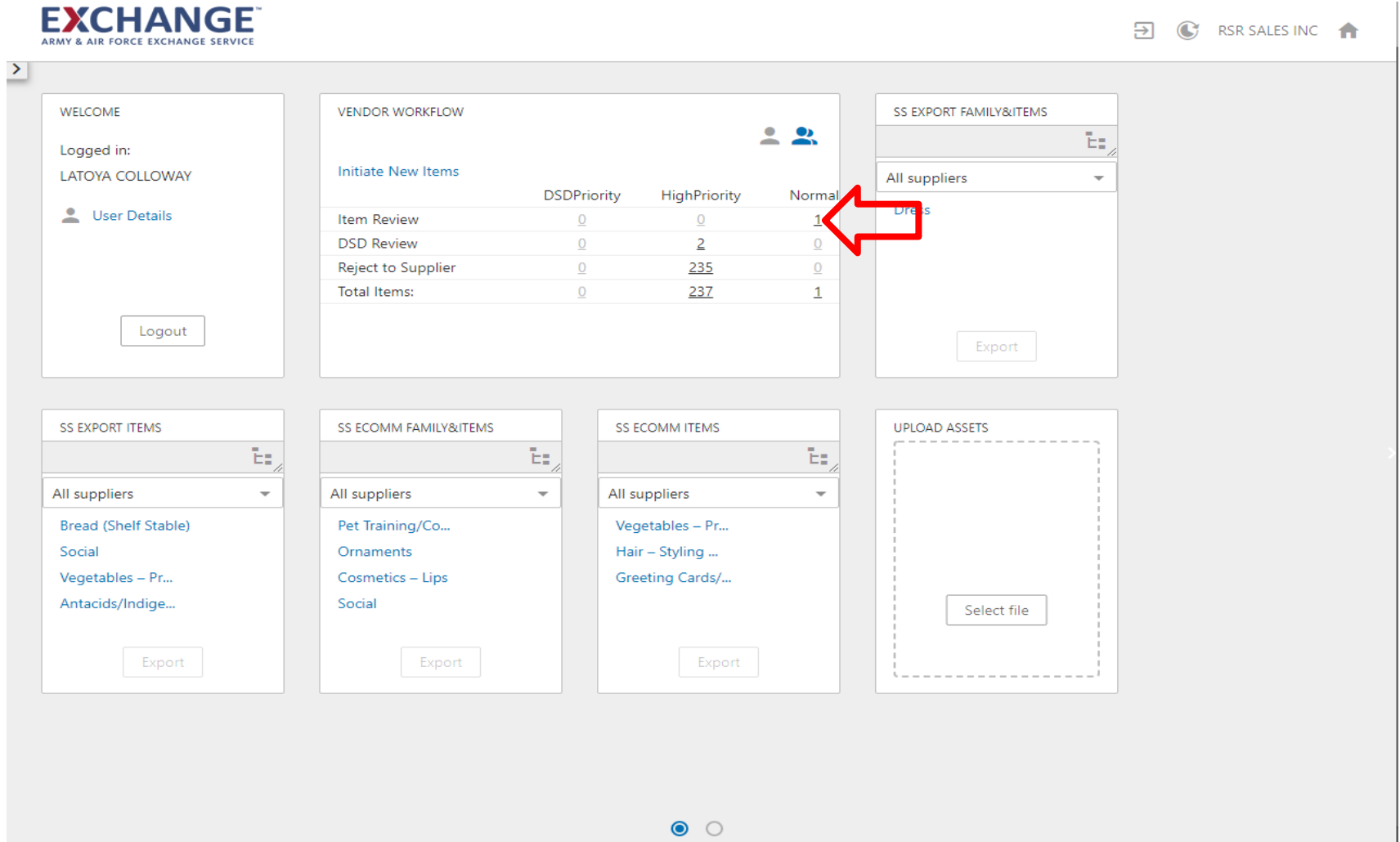
* Primary Product Ship Point

ID	Title
SHIPPOINT_4774330 2	RSR SALES [4774330]

Additional Ship Points



- › Item Review will show the number of new items created.
- › Under the Normal column click on the number.



The screenshot displays the EXCHANGE web interface. At the top left is the EXCHANGE logo. The main header shows the user is logged in as LATOYA COLLOWAY. The central 'VENDOR WORKFLOW' section contains a table with the following data:


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

A red arrow points to the number '1' in the 'Normal' column of the 'Item Review' row. To the right of the table is a panel titled 'SS EXPORT FAMILY&ITEMS' with a dropdown menu set to 'All suppliers' and an 'Export' button. Below the table are four other panels: 'SS EXPORT ITEMS', 'SS ECOMM FAMILY&ITEMS', 'SS ECOMM ITEMS', and 'UPLOAD ASSETS'. Each of the first three panels has a dropdown menu set to 'All suppliers' and an 'Export' button. The 'UPLOAD ASSETS' panel has a 'Select file' button. The bottom of the page features a navigation bar with two circular icons.

- › “Assigned To.....” 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.

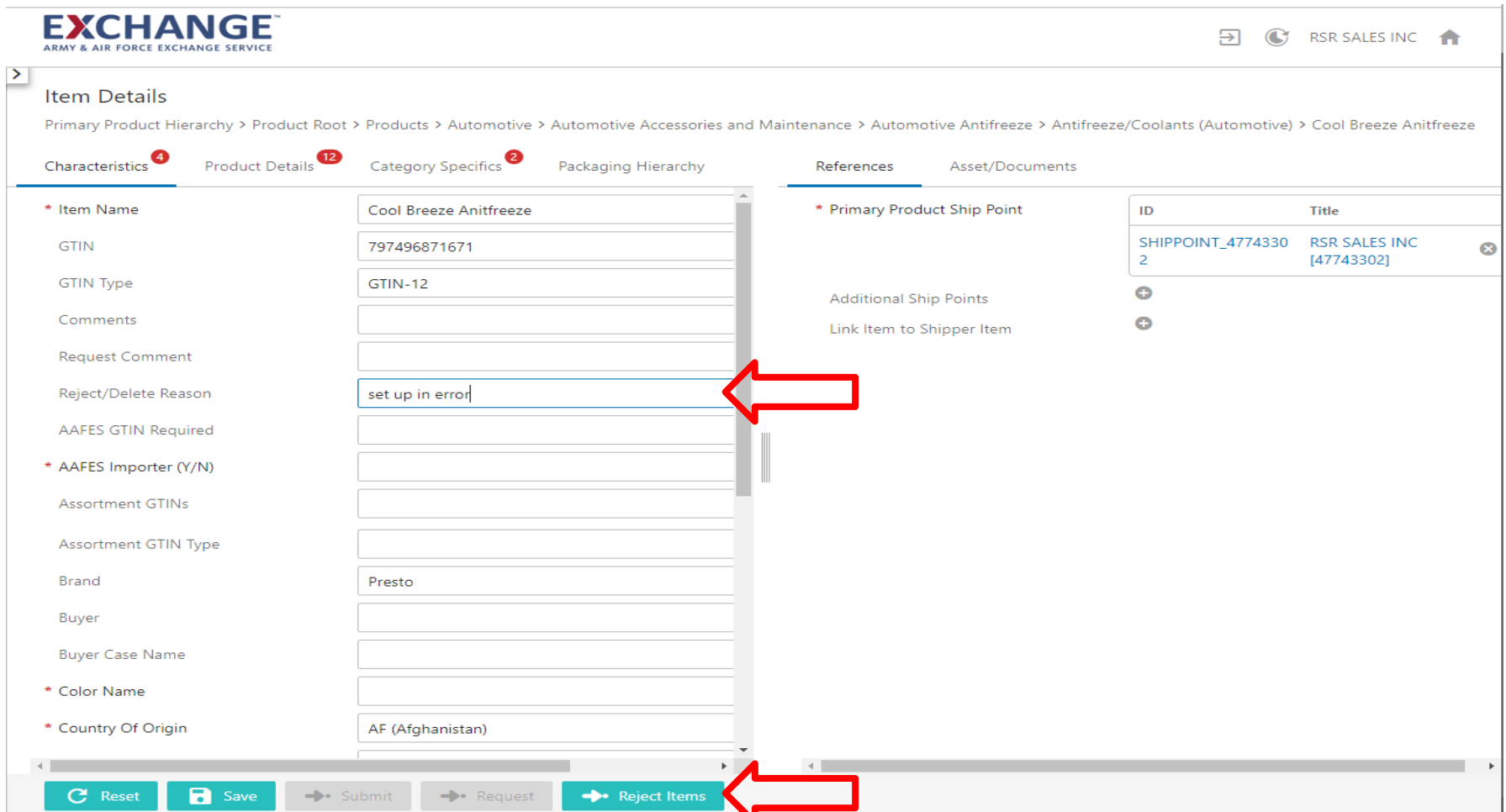
Buy-Side Item - Item Review

 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	



- › You have now realized that you have set this item up in error, set up under wrong supplier, wrong brick, etc.
- › Reject/Delete Reason field will have to be filled out
- › Click Reject Items



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RSR SALES INC

Item Details

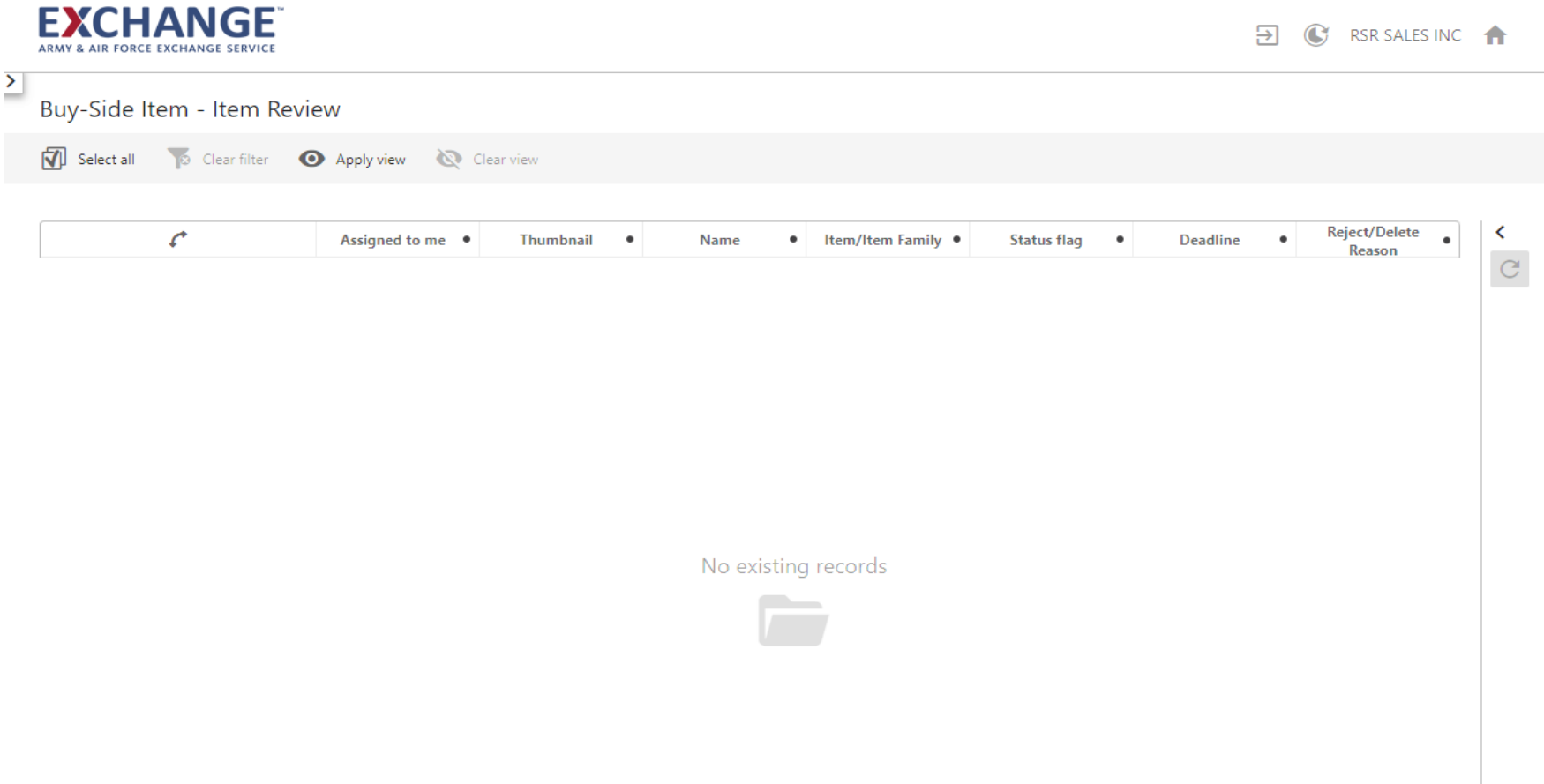
Primary Product Hierarchy > Product Root > Products > Automotive > Automotive Accessories and Maintenance > Automotive Antifreeze > Antifreeze/Coolants (Automotive) > Cool Breeze Anitfreeze

Characteristics ⁴ Product Details ¹² Category Specifics ² Packaging Hierarchy References Asset/Documents

* Item Name	Cool Breeze Anitfreeze	* Primary Product Ship Point	ID	Title
GTIN	797496871671		SHIPPOINT_4774330	RSR SALES INC
GTIN Type	GTIN-12		2	[47743302]
Comments		Additional Ship Points	+	
Request Comment		Link Item to Shipper Item	+	
Reject/Delete Reason	set up in error			
AAFES GTIN Required				
* AAFES Importer (Y/N)				
Assortment GTINs				
Assortment GTIN Type				
Brand	Presto			
Buyer				
Buyer Case Name				
* Color Name				
* Country Of Origin	AF (Afghanistan)			

Reset Save Submit Request **Reject Items**

- After rejecting the item, system will return you to your table view
- It will show the item is no longer there, your item has been successfully rejected- item will now be in the parking lot (item will remain in the parking lot for 7 days before automatic deletion)



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Buy-Side Item - Item Review

Select all Clear filter Apply view Clear view

	Assigned to me	Thumbnail	Name	Item/Item Family	Status flag	Deadline	Reject/Delete Reason
No existing records							



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



Thank You!
