

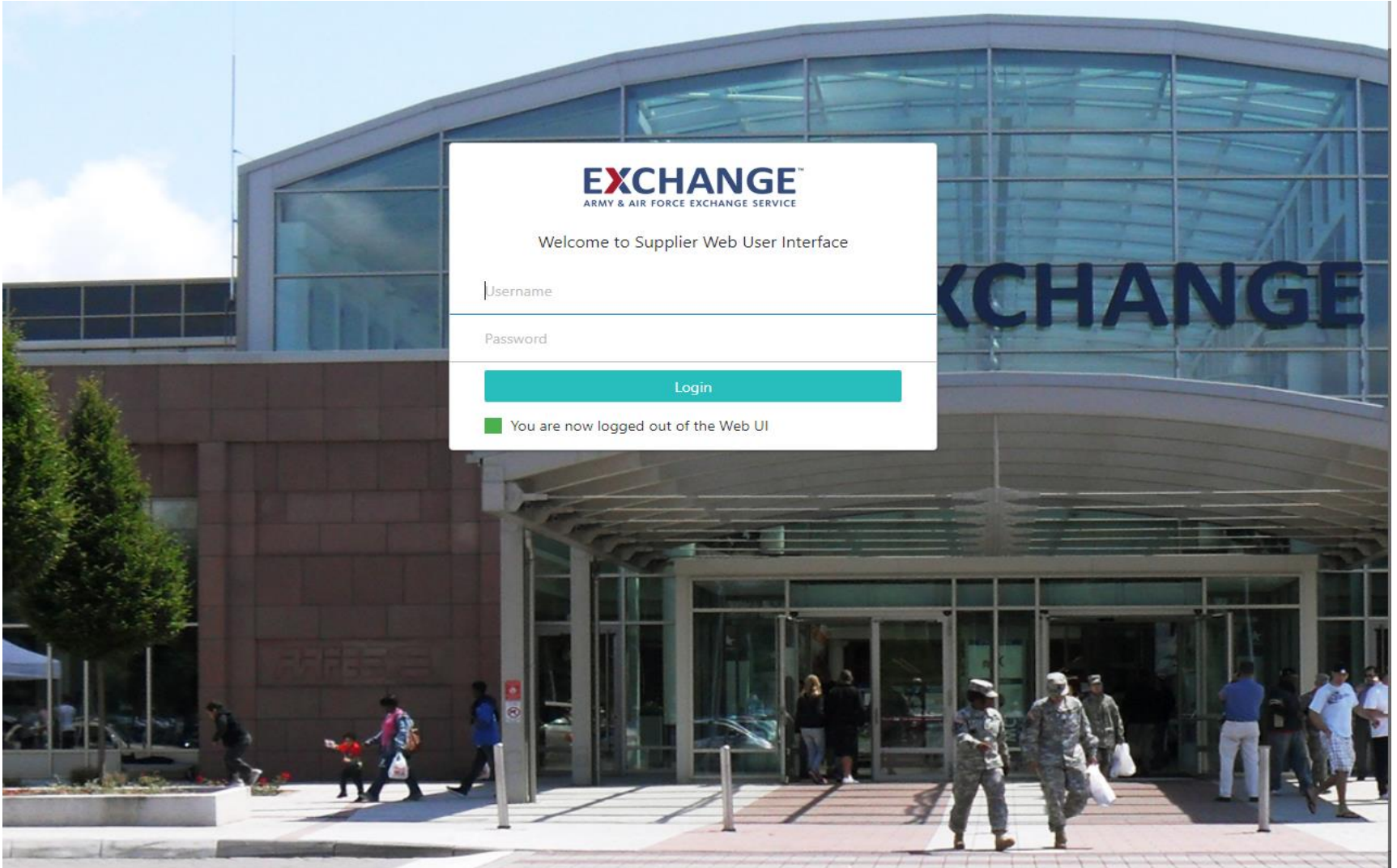


Product Information Manager PIM

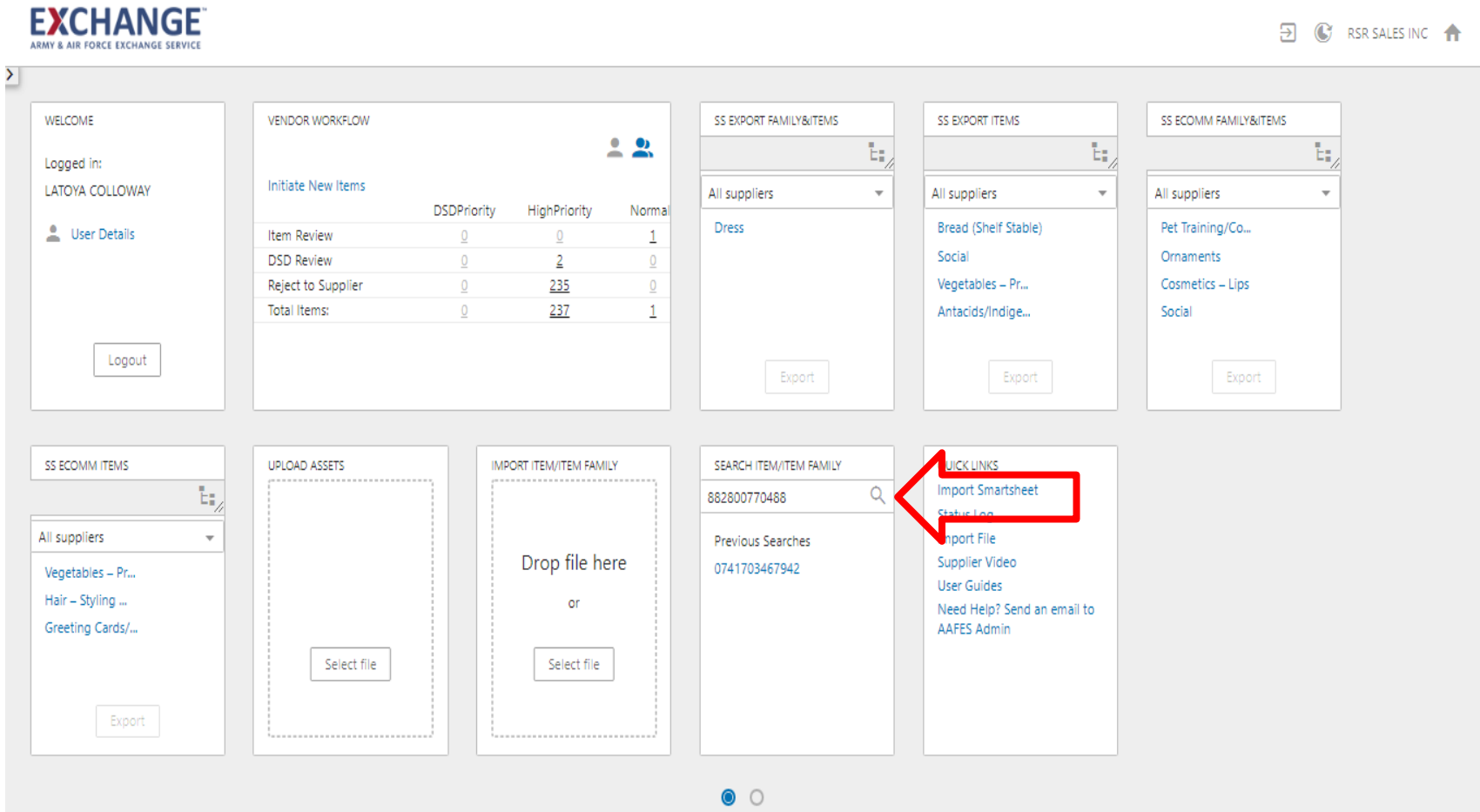
Updating Migrated Items in PIM

EXCHANGE™ How to View the Tree Screen

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



- **Step 1: Enter the GTIN (UPC) in the “Search for Items” and click on the magnifying glass.**



The screenshot displays the EXCHANGE user interface. The top navigation bar includes the EXCHANGE logo, the text "ARMY & AIR FORCE EXCHANGE SERVICE", and user information: "RSR SALES INC" and a home icon. The main content area is divided into several panels:

- WELCOME:** Logged in: LATOYA COLLOWAY. Includes a "User Details" link and a "Logout" button.
- VENDOR WORKFLOW:** "Initiate New Items" section with a table showing item counts by priority.
- SS EXPORT FAMILY&ITEMS, SS EXPORT ITEMS, SS ECOMM FAMILY&ITEMS:** Each panel shows a list of items with an "Export" button.
- SS ECOMM ITEMS:** A list of items with an "Export" button.
- UPLOAD ASSETS:** A dashed box for uploading files with a "Select file" button.
- IMPORT ITEM/ITEM FAMILY:** A dashed box for importing files with a "Select file" button.
- SEARCH ITEM/ITEM FAMILY:** A search bar containing "882800770468" and a magnifying glass icon. Below it, "Previous Searches" are listed: "0741703467942".
- QUICK LINKS:** A list of links including "Import Smartsheet", "Status Log", "Import File", "Supplier Video", "User Guides", and "Need Help? Send an email to AAFES Admin". A red arrow points to the magnifying glass icon in the search bar.

EXCHANGE™ How To Update a Migrated Item

- **Step 2: Click on “Submit into Workflow”** (if submit into workflow button is greyed out, this means that your item is still in the workflow. It is either with the buyer in pod review, in your item review, or in your reject to supplier)


EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

Item Details

Primary Product Hierarchy > Product Root > Products > Boys > Boys 4-20 Branded > 4 - 7 Branded > Bottoms > Boys Shorts > Boys Shorts BI

Characteristics	Product Details	Category Specifics	Packaging Hierarchy
Item Name		Boys Shorts Blue	
Comments			
AAFES GTIN Required		No	
AAFES Importer (Y/N)		No	
Assortment GTINs			
Assortment GTIN Type			
Brand		Carter's	
Buyer		Arman, Alarilla	
Buyer Case Name			
Color Name		Blue	
Country Of Origin		VE	
Department Number			
Lowest Orderable Unit		Each	
Made In America (Y/N)			
MSRP			
MSRP Restriction		No	
NRF Color Code		400 Blue	
Online Item		No	
Private Label		No	

Reset Save **Submit into Workflow**



EXCHANGE™ How To Update a Migrated Item

- **Step 3: *note that a message will pop up saying “Item successfully submitted to workflow.”***
- **Click on “Exchange” in the top left corner of the screen to return to your home screen.**

The screenshot displays the EXCHANGE™ interface for an item. At the top left is the EXCHANGE™ logo with the text "ARMY & AIR FORCE EXCHANGE SERVICE". In the top right corner, there are icons for a search, refresh, and home, along with the text "RSR SALES INC". A green notification box in the center reads "Item successfully submitted to workflow." with a close button (X). Two red arrows point from the text in the instructions above to the EXCHANGE logo and the notification box. Below the notification, the breadcrumb path is: "Primary Product Hierarchy > Product Root > Products > Boys > Boys 4-20 Branded > 4 - 7 Branded > Bottoms > Boys Shorts > Boys Shorts Blue". The main content area is divided into two tabs: "References" (active) and "Asset/Documents". Under "References", there is a section for "Primary Product Ship Point" with a table showing one entry: SHIPPOINT_47743302 with title RSR SALES INC [47743302]. There are also options for "Additional Ship Points" (a plus icon) and "Link Item to Shipper Item" (set to None). On the left side, there are tabs for "Characteristics", "Product Details", "Category Specifics", and "Packaging Hierarchy". The "Product Details" tab is active, showing various attributes for the item "Boys Shorts Blue", such as Brand (Carter's), Buyer (Arman, Alarilla), Color Name (Blue), and Country Of Origin (VE). At the bottom, there are three buttons: "Reset", "Save", and "Submit into Workflow".

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Item successfully submitted to workflow.

Item Details
Primary Product Hierarchy > Product Root > Products > Boys > Boys 4-20 Branded > 4 - 7 Branded > Bottoms > Boys Shorts > Boys Shorts Blue

Characteristics	Product Details	Category Specifics	Packaging Hierarchy	References	Asset/Documents				
Item Name	Boys Shorts Blue			* Primary Product Ship Point	<table border="1"><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]								
Comments				Additional Ship Points	+				
AAFES GTIN Required	No			Link Item to Shipper Item	None				
AAFES Importer (Y/N)	No								
Assortment GTINs									
Assortment GTIN Type									
Brand	Carter's								
Buyer	Arman, Alarilla								
Buyer Case Name									
Color Name	Blue								
Country Of Origin	VE								
Department Number									
Lowest Orderable Unit	Each								
Made In America (Y/N)									
MSRP									
MSRP Restriction	No								
NRF Color Code	400 Blue								
Online Item	No								
Private Label	No								

Reset Save Submit into Workflow

EXCHANGE™ How To Update a (Family) Migrated Item

- › Step 4 and 5 are used only if this items is part of an Item Family. Skip to Step 6 if a Single item search
- › On Family (softlines) migrated items, CHILD items must be pulled in first, then pull the parent.
- › Search child items by UPC in Search widget and bring back into workflow Step 1-3
- › To pull in Parent. Search for the Item Family by typing in the Item Family name and clicking on the magnifying glass. The Item Family Name is the Item Name WITHOUT the size and color.
 - › *For this example, the Item Name in steps 1-3 is Boys Shorts Blue. The Item Family Name to use to search will be Boys Shorts.

The screenshot displays the EXCHANGE™ user interface for the Army & Air Force Exchange Service. The top navigation bar includes the EXCHANGE™ logo, the user name LATOYA COLLOWAY, and the company name RSR SALES INC. The main workspace is divided into several panels:

- WELCOME:** Shows the user is logged in as LATOYA COLLOWAY and provides a 'Logout' button.
- VENDOR WORKFLOW:** Contains a table for 'Initiate New Items' with columns for DSDPriority, HighPriority, and Normal.
- SS EXPORT FAMILY&ITEMS, SS EXPORT ITEMS, SS ECOMM FAMILY&ITEMS, and SS ECOMM ITEMS:** Each panel features a dropdown menu for 'All suppliers' and an 'Export' button.
- UPLOAD ASSETS:** A panel with a dashed box for file upload and a 'Select file' button.
- IMPORT ITEM/ITEM FAMILY:** A panel with a dashed box for file upload and a 'Select file' button.
- SEARCH ITEM/ITEM FAMILY:** A search widget with a search bar containing 'Boys Shorts (4690234)'. Below the search bar, a list of results is shown, including 'Boys Shorts (4690234)' and 'Boys Shorts Blue (4690236)'. A red box highlights the search bar and the first result, with a red arrow pointing to the search icon.
- LINKS:** A panel with a 'CLICK LINKS' header and a list of links: 'Import Smartsheet', 'Status Log', 'Import file', 'Supplier Video', 'User Guides', and 'Need Help? Send an email to AAFES Admin'.

EXCHANGE™ How To Update a (Family) Migrated Item

➤ **Step 5: Family items Search.** Click on Submit to Workflow, then repeat step 3 by clicking on “Exchange” to return to your home screen.

The screenshot displays the 'Item Family Details' page for 'Boys Shorts'. The page is divided into two main sections: 'Characteristics' and 'References'. The 'Characteristics' section lists various attributes such as 'Item Family Name', 'Comments', 'AAFES GTIN Required', 'Brand', 'Buyer', 'Country Of Origin', 'Lowest Orderable Unit', 'MSRP', 'MSRP Restriction', 'Online Item', 'Private Label', 'Product Description', 'Supplier Discontinue Date', 'Supplier Number', 'Unit Cost', and 'Unit Cost Currency'. The 'References' section shows a table of ship points, including a primary ship point with ID 'SHIPPOINT_47743302' and title 'RSR SALES INC [47743302]'. At the bottom of the page, there are three buttons: 'Reset', 'Save', and 'Submit to Workflow'. A red arrow points to the 'Submit to Workflow' button.

EXCHANGE™
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Item Family Details
Boys > Boys 4-20 Branded > 4 - 7 Branded > Bottoms > Boys Shorts

Characteristics | Product Details | Category Specifics | Variant Matrix | References | Accessories/Documents

ID	Title
SHIPPOINT_47743302	RSR SALES INC [47743302]

Reset | Save | **Submit to Workflow**

EXCHANGE™ How To Update a Migrated Item

- Step 6: Once back on your home screen, you will find the Item Review bucket in your Vendor Workflow widget
- Click on the number below the “Normal” column.

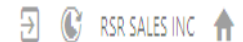
The screenshot displays the EXCHANGE™ Vendor Workflow dashboard. The top left shows the user is logged in as LATOYA COLLOWAY. The main content area is divided into several widgets. The 'VENDOR WORKFLOW' widget contains a table with the following data:

	DSDPriority	HighPriority	Normal
Item Review	0	0	3
DSD Review	0	2	0
Reject to Supplier	0	235	0
Total Items:	0	237	3

A red arrow points to the number '3' in the 'Normal' column of the 'Item Review' row. Other widgets include 'SS EXPORT FAMILY&ITEMS', 'SS EXPORT ITEMS', 'SS ECOMM FAMILY&ITEMS', 'SS ECOMM ITEMS', 'UPLOAD ASSETS', 'IMPORT ITEM/ITEM FAMILY', 'SEARCH ITEM/ITEM FAMILY', and 'QUICK LINKS'.

EXCHANGE™ How To Update a Migrated Item

- **Step 7: Locate the Item and/or corresponding Item Family to update. In this example, it is an Item Family and Item we are updating. You will need to update the Item Family and the information will flow down to the Item.**



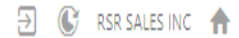
Buy-Side Item - Item Review

Select all
 Clear filter
 Apply view
 Clear view

	Assigned to me	Thumbnail	Name	Item/Item Family	Status flag	Deadline	Supplier Nbr	Brand	Description*	Unit Cost*	VPN*	Primary Ship Point (full 8)	Secondary Ship Points	Reject/Dele Reason
<input type="checkbox"/> Blue Nail Polish	<input type="checkbox"/>		Blue Nail P...	Item	Normal	6/17/19 9:3...	477433	Sally Hansen	Nail Polish	.50	321BLU			
<input type="checkbox"/> Boys Shorts	<input checked="" type="checkbox"/>		Boys Shorts	Item Family	Normal	6/17/19 11:...	477433	Carter's	Boys Shorts	2.00	987BLU			
<input type="checkbox"/> Boys Shorts Blue	<input checked="" type="checkbox"/>		Boys Shorts...	Item	Normal	6/17/19 11:...	477433	Carter's	Boys Shorts	2.00	987BLU			

EXCHANGE™ How To Update a Migrated Item

- **Step 8: Click on the box next to the Item Family under the “Assigned to Me” column.**



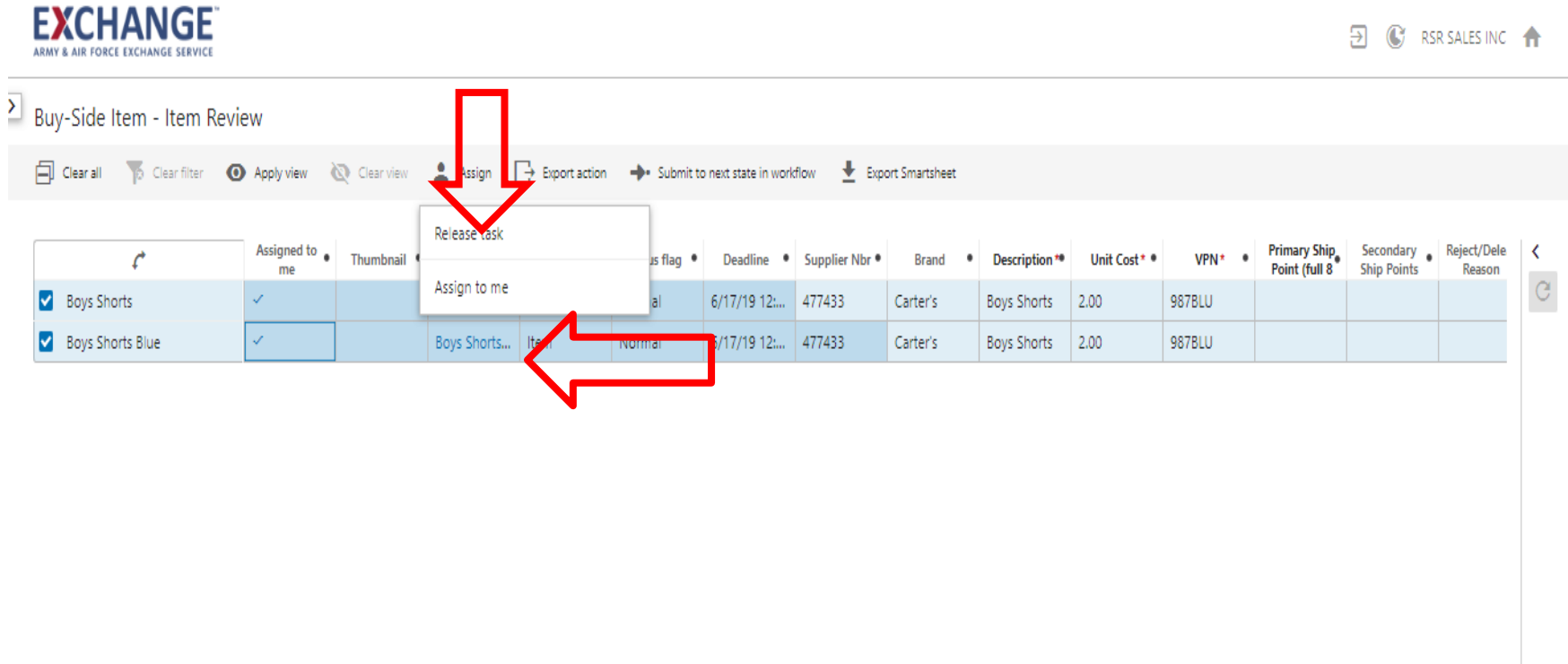
Buy-Side Item - Item Review

Select all Clear filter Apply view Clear view

	Assigned to me	Thumbnail	Name	Item/Item Family	Status flag	Deadline	Supplier Nbr	Brand	Description*	Unit Cost*	VPN*	Primary Ship Point (full 8)	Secondary Ship Points	Reject/Dele Reason
<input type="checkbox"/> Blue Nail Polish	<input type="checkbox"/>		Blue Nail P...	Item	Normal	6/17/19 9:3...	477433	Sally Hansen	Nail Polish	.50	321BLU			
<input type="checkbox"/> Boys Shorts	<input checked="" type="checkbox"/>		Boys shorts	Item Family	Normal	6/17/19 11:...	477433	Carter's	Boys Shorts	2.00	987BLU			
<input type="checkbox"/> Boys Shorts Blue	<input checked="" type="checkbox"/>		Boys Shorts...	Item	Normal	6/17/19 11:...	477433	Carter's	Boys Shorts	2.00	987BLU			

How To Update a Migrated Item

- You are also now able to assign many items at once. If you click select all, then assign, a box will pop up and give you the option to Assign to Me or Release task. Clicking Assign to me will Assign all items to you.



The screenshot shows the 'Buy-Side Item - Item Review' page in the EXCHANGE system. The page header includes the EXCHANGE logo and 'ARMY & AIR FORCE EXCHANGE SERVICE'. The top right corner shows 'RSR SALES INC' and a home icon. The main content area features a table of items with columns for 'Assigned to me', 'Thumbnail', 'Status flag', 'Deadline', 'Supplier Nbr', 'Brand', 'Description*', 'Unit Cost*', 'VPN*', 'Primary Ship Point (full 8)', 'Secondary Ship Points', and 'Reject/Dele Reason'. Two items are listed: 'Boys Shorts' and 'Boys Shorts Blue', both with checkmarks in the 'Assigned to me' column. A red box highlights the 'Assign' button in the top toolbar, and a red arrow points to a dropdown menu that has appeared over the table. The dropdown menu contains two options: 'Release task' and 'Assign to me'. Another red arrow points to the 'Assign to me' option in the dropdown menu.

	Assigned to me	Thumbnail	Status flag	Deadline	Supplier Nbr	Brand	Description*	Unit Cost*	VPN*	Primary Ship Point (full 8)	Secondary Ship Points	Reject/Dele Reason
<input checked="" type="checkbox"/>	✓		Normal	6/17/19 12:00:00	477433	Carter's	Boys Shorts	2.00	987BLU			
<input checked="" type="checkbox"/>	✓		Normal	6/17/19 12:00:00	477433	Carter's	Boys Shorts	2.00	987BLU			

EXCHANGE™ How To Update a Migrated Item

- **Step 9: Click on the Underlined Name of the Item Family (it will not show it is underlined until you hover over the name). This will open the Item Family up to be**



RSR SALES INC

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*	Unit Cost*	VPN*	Primary Ship Point (full 8)	Secondary Ship Points	Reject/Dele Reason
<input type="checkbox"/> Blue Nail Polish	<input type="checkbox"/>		Blue Nail P...	Item	Normal	6/17/19 9:3...	477433	Sally Hansen	Nail Polish	.50	321BLU			
<input type="checkbox"/> Boys Shorts	<input checked="" type="checkbox"/>		<u>Boys Shorts</u>	Item Family	Normal	6/17/19 11:...	477433	Carter's	Boys Shorts	2.00	987BLU			
<input type="checkbox"/> Boys Shorts Blue	<input checked="" type="checkbox"/>		Boys Shorts...	Item	Normal	6/17/19 11:...	477433	Carter's	Boys Shorts	2.00	987BLU			

EXCHANGE™ How To Update a Migrated Item

Step 10: Fill in any information needed and click save.

EXCHANGE™ ARMY & AIR FORCE EXCHANGE SERVICE

RSR SALES INC

Saved

Item Family Details

Primary Product Hierarchy > Product Root > Products > Boys > Boys 4-20 Branded > 4 - 7 Branded > Bottoms > Boys Shorts

Characteristics | Product Details | Category Specifics | Variant Matrix | Child Items | References | Accessories/Documents

* Item Family Name: Boys Shorts

Comments: [Text Area]

Request Comment: [Text Area]

Reject/Delete Reason: [Text Area]

AAFES GTIN Required: No (N)

* AAFES Importer (Y/N): No

Brand: Carter's

Buyer: Arman, Alarilla (AL)

Buyer Case Name: Blue Shorts FEB

* Country Of Origin: VE (Venezuela)

* Lowest Orderable Unit: Each (EA)

Made In America (Y/N): [Dropdown]

MSRP: [Text Area]

* Primary Product Ship Point

ID	Title
SHIPPOINT_47743302	RSR SALES INC [47743302]

Additional Ship Points: +

Reset Save Submit Request Reject Items

EXCHANGE™ How To Update a Migrated Item

➤ **Step 11: Click on Exchange in the upper lefthand corner to get back to your home screen.**

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Primary Product Hierarchy > Product Root > Products > Boys > Boys 4-20 Branded > 4 - 7 Branded > Bottoms > Boys Shorts

Characteristics | Product Details | Category Specifics | Variant Matrix | Child Items | References | Accessories/Documents

* Item Family Name: Boys Shorts

Comments: [Text Field]

Request Comment: [Text Field]

Reject/Delete Reason: [Text Field]

AAFES GTIN Required: No (N)

* AAFES Importer (Y/N): No

Brand: Carter's

Buyer: Arman, Alarilla (AL)

Buyer Case Name: Blue Shorts FEB

* Country Of Origin: VE (Venezuela)

* Lowest Orderable Unit: Each (EA)

Made In America (Y/N): [Text Field]

MSRP: [Text Field]

* Primary Product Ship Point

ID	Title
SHIPPOINT_47743302	RSR SALES INC [47743302]

Additional Ship Points: +

Reset Save Submit Request Reject Items

EXCHANGE™ How To Update a Migrated Item

- **Step 12: Click on the number under “Normal” for the Item Review bucket in the Vendor Workflow widget.**

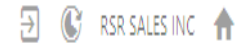
The screenshot displays the EXCHANGE™ interface with the Vendor Workflow widget. The widget contains a table with the following data:

	DSDPriority	HighPriority	Normal
Item Review	0	0	3
DSD Review	0	2	0
Reject to Supplier	0	235	0
Total Items:	0	237	3

A red arrow points to the number '3' in the Normal column for the Item Review row. The interface also includes a 'Logout' button, a 'WELCOME' section for LATOYA COLLOWAY, and several other widgets like 'SS EXPORT FAMILY&ITEMS', 'SS EXPORT ITEMS', 'SS ECOMM FAMILY&ITEMS', 'SS ECOMM ITEMS', 'UPLOAD ASSETS', 'IMPORT ITEM/ITEM FAMILY', 'SEARCH ITEM/ITEM FAMILY', and 'QUICK LINKS'.

EXCHANGE™ How To Update a Migrated Item

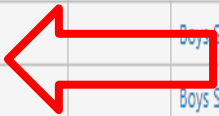
- **Step 13: Locate the Item and Item Family again, click on the box under “Assigned to me” for the Item. Item Family should still be assigned to you already.**



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*	Unit Cost*	VPN*	Primary Ship Point (full 8)	Secondary Ship Points	Reject/Dele Reason
<input type="checkbox"/> Blue Nail Polish	<input type="checkbox"/>		Blue Nail P...	Item	Normal	6/17/19 9:3...	477433	Sally Hansen	Nail Polish	.50	321BLU			
<input type="checkbox"/> Boys Shorts	<input checked="" type="checkbox"/>		Boys Shorts	Item Family	Normal	6/17/19 11:...	477433	Carter's	Boys Shorts	2.00	987BLU			
<input type="checkbox"/> Boys Shorts Blue	<input checked="" type="checkbox"/>		Boys Shorts...	Item	Normal	6/17/19 11:...	477433	Carter's	Boys Shorts	2.00	987BLU			



EXCHANGE™ How To Update a Migrated Item

- Step 14: Click the boxes to the far left for the Item
- If it is an Item Family , click the box for Item and Item Family that you are submitting. If these are the only things in your Item Review,
- you can click on “Select all”.

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*	Unit Cost*	VPN*	Primary Ship Point (full 8)	Secondary Ship Points	Reject/Dele Reason
<input type="checkbox"/> Boys Shorts	✓		Boys Shorts	Item Family	Normal	6/17/19 11:...	477433	Carter's	Boys Shorts	2.00	9878LU			
<input type="checkbox"/> Boys Shorts Blue	✓		Boys Shorts...	Item	Normal	6/17/19 11:...	477433	Carter's	Boys Shorts	2.00	9878LU			

EXCHANGE™ How To Update a Migrated Item

- Step 15: Once the boxes are checked, it will pop up a “submit to next state in workflow” button. Click on “Submit to next state in workflow”,
- Select “Submit”, and click OK.

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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	Brand	Description*	Unit Cost*	VPN*	Primary Ship Point (full 8)	Secondary Ship Points	Reject/Dele Reason
<input checked="" type="checkbox"/>	✓		Boys Shorts	Item Family	Normal	6/17/19 11:...	477433	Carter's	Boys Shorts	2.00	987BLU			
<input checked="" type="checkbox"/>	✓		Boys Shorts Blue	Item	Normal	6/17/19 11:...	477433	Carter's	Boys Shorts	2.00	987BLU			

Submit Properties

Submit event: Submit

Submit message:

OK Cancel

EXCHANGE™ How To Update a Migrated Item

- › **Step 16: If done correctly, a message will pop up saying how many things submitted correctly.**
- › **The items must be assigned to you to be able to submit.**
- › **The Item and Item Family will then disappear from your screen. This means they have submitted to the buyers.**
 - › Please note that you can work multiple Items attached to an Item Family at once, but you MUST bring in each Item AND the Item Family into your workflow. Once they are all in your workflow and after you have updated the necessary information, you must submit the Item(s) and the Item Family together.

The screenshot displays the EXCHANGE™ Army & Air Force Exchange Service interface. At the top left is the logo. The main header area shows "Buy-Side Item - Item Review". A notification box in the center reads "2 of 2 product(s) submitted" with a close button (X). A red arrow points to this notification. Below the notification is a toolbar with various actions: Clear all, Clear filter, Apply view, Clear view, Assign, Export action, Submit to next state in workflow, and Export Smartsheet. Below the toolbar is a table header with columns: Assigned to me, Thumbnail, Name, Item/Item Family, Status flag, Deadline, Supplier Nbr, Brand, Description*, Unit Cost*, VPN*, Primary Ship Point (full 8), Secondary Ship Points, and Reject/Dele Reason. The table content area shows "No existing records" with a folder icon.



PIM email address
pimadmin@aafes.com
