



Product Information Manager PIM

Maintenance Workflow

Excluded Attributes in Maintenance.....5

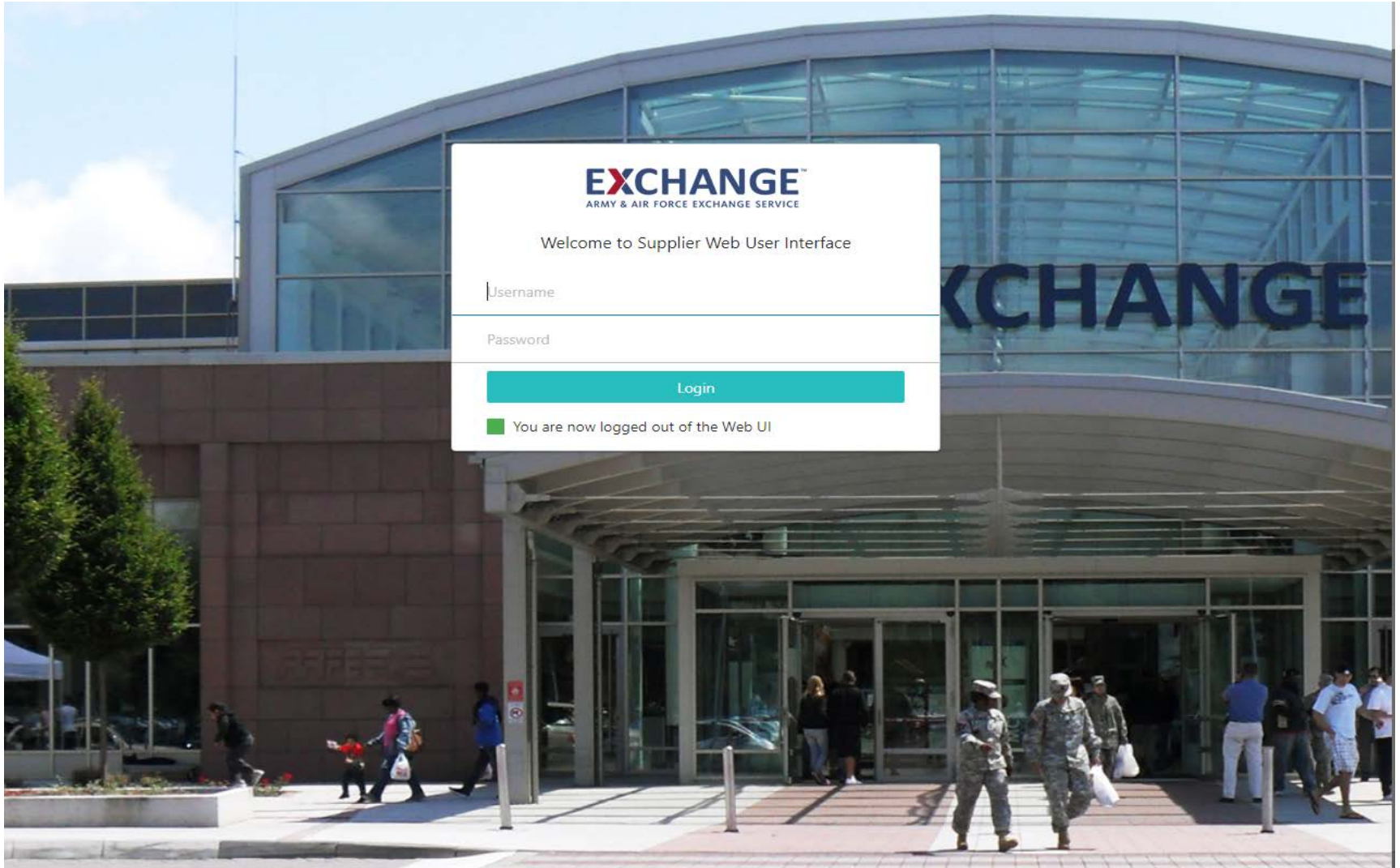
Initiating Item Into Maintenance Workflow6-20

Reject to Supplier Maintenance Workflow.....21-26

Adding Additional Ship Points.....27

Updating GTIN's(UPC).....28

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



Maintenance Workflow

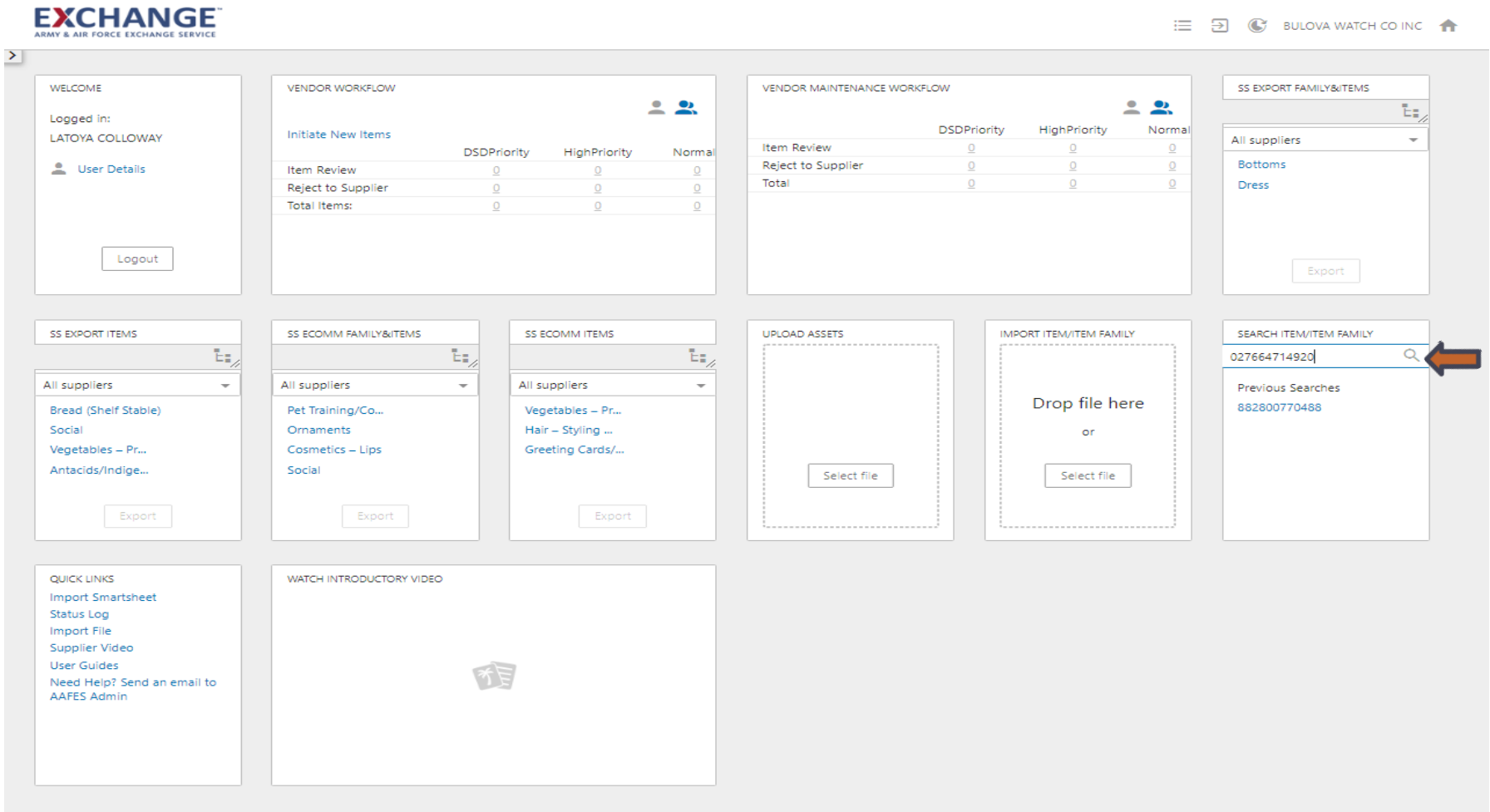
Maintenance Workflow is a new workflow for existing items.

Items that need to be updated should be brought back into your Vendor Maintenance Workflow Widget.

VENDOR MAINTENANCE WORKFLOW			
	DSDPriority	HighPriority	Normal
Item Review	0	0	0
Reject to Supplier	0	0	0
Total	0	0	0

- › **The following attributes are not editable in the Maintenance workflow**
 - › **Color**
 - › **Size**
 - › **Cost – contact buyer, change is done outside of PIM**
 - › **Primary Ship Point**

- Enter the GTIN (UPC), Item Name or VPN in the “Search Item/Item Family” widget and click on the magnifying glass.



WELCOME
Logged in:
LATOYA COLLOWAY
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
Bottoms
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

IMPORT ITEM/ITEM FAMILY
Drop file here
or
Select file

SEARCH ITEM/ITEM FAMILY
027664714920
Previous Searches
882800770488

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

WATCH INTRODUCTORY VIDEO

- › Your item screen should open, Click on “Initiate into Maintenance” (if the button is gray, this means that your item is currently in a workflow.)
- › Workflows that the item could be in
 - › Pod Review
 - › Item Review
 - › Reject to supplier
 - › Maintenance

Item Details

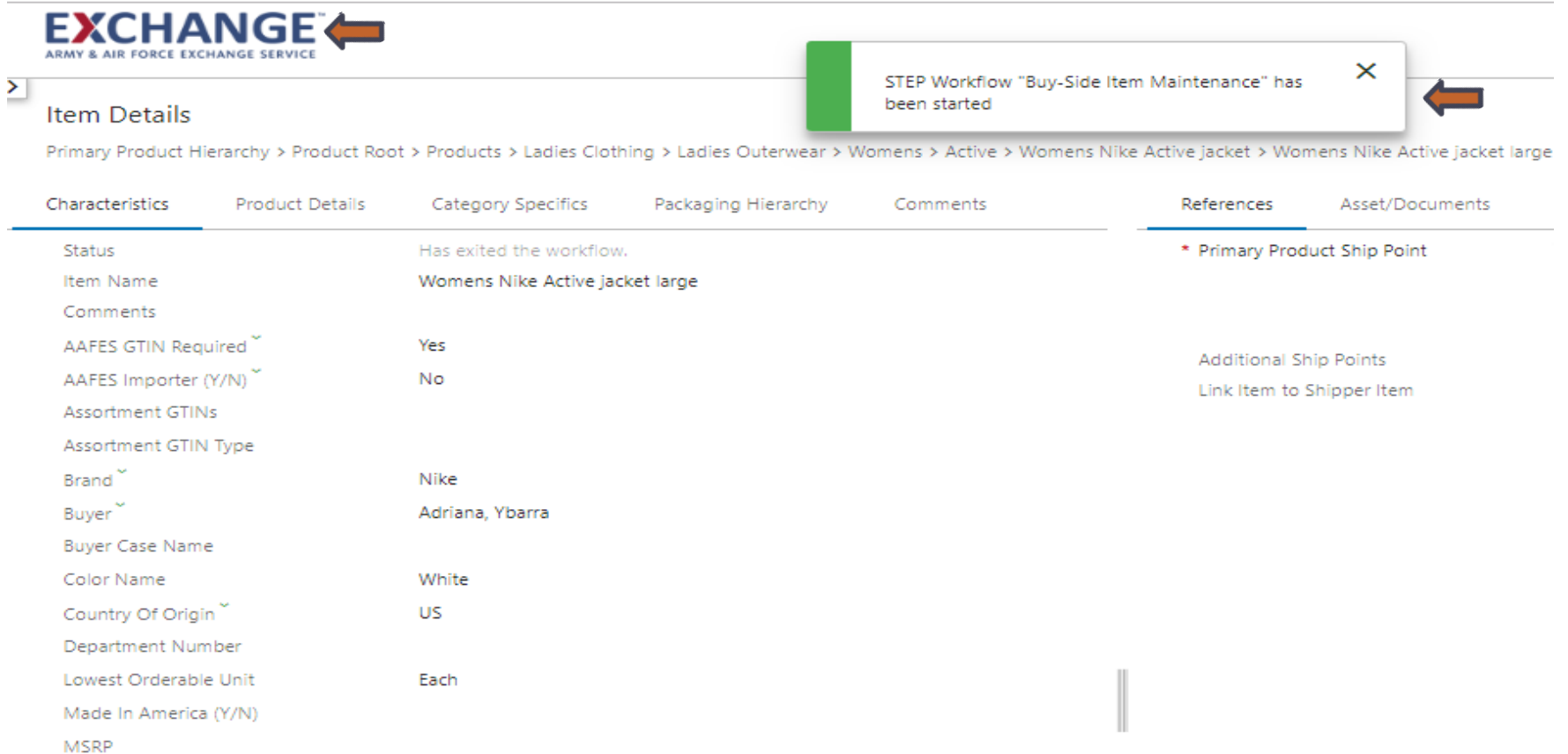
Primary Product Hierarchy > Product Root > Products > Ladies Clothing > Ladies Outerwear > Womens > Active > Womens Nike Active Jacket > Womens Nike Active Jacket large

Characteristics	Product Details	Category Specifics	Packaging Hierarchy	Comments	References	Asset/Documents	eComm Family Reference	Revision				
Status		Has exited the workflow.			Primary Product Ship Point		<table border="1"> <thead> <tr> <th>ID</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>SHIPPOINT_09380000</td> <td>BULOVA WATCH CO INC [09380000]</td> </tr> </tbody> </table>		ID	Title	SHIPPOINT_09380000	BULOVA WATCH CO INC [09380000]
ID	Title											
SHIPPOINT_09380000	BULOVA WATCH CO INC [09380000]											
Item Name	Womens Nike Active Jacket large				Additional Ship Points		None					
Comments					Link Item to Shipper Item		None					
AAFES GTIN Required		Yes										
AAFES Importer (Y/N)		No										
Assortment GTINs												
Assortment GTIN Type												
Brand		Nike										
Buyer		Adriana, Ybarra										
Buyer Case Name												
Color Name		White										
Country Of Origin		US										
Department Number												
Lowest Orderable Unit		Each										
Made In America (Y/N)												
MSRP												
MSRP Restriction		No										
NRF Color Code		100 White										
Online Item		Yes										
Private Label		No										
Product Description		Womens Nike Active Jacket										
Supplier Discontinue Date												
Supplier Number		093800										
Unit Cost		30										
Unit Cost Currency		US Dollar										
VPN (Vendor Product Number)		09380000										

➔ Initiate into Maintenance



- A message will pop up saying “STEP Workflow “Buy-Side Item Maintenance” has been started.
- Click on “Exchange” in the top left corner of the screen to return to your home screen.



The screenshot shows the EXCHANGE™ ARMY & AIR FORCE EXCHANGE SERVICE interface. A notification box in the top right corner states: "STEP Workflow 'Buy-Side Item Maintenance' has been started". The main content area displays "Item Details" for a product, with a breadcrumb trail: "Primary Product Hierarchy > Product Root > Products > Ladies Clothing > Ladies Outerwear > Womens > Active > Womens Nike Active jacket > Womens Nike Active jacket large". The interface is divided into several tabs: Characteristics, Product Details, Category Specifics, Packaging Hierarchy, Comments, References, and Asset/Documents. The "Characteristics" tab is active, showing a list of attributes and their values.

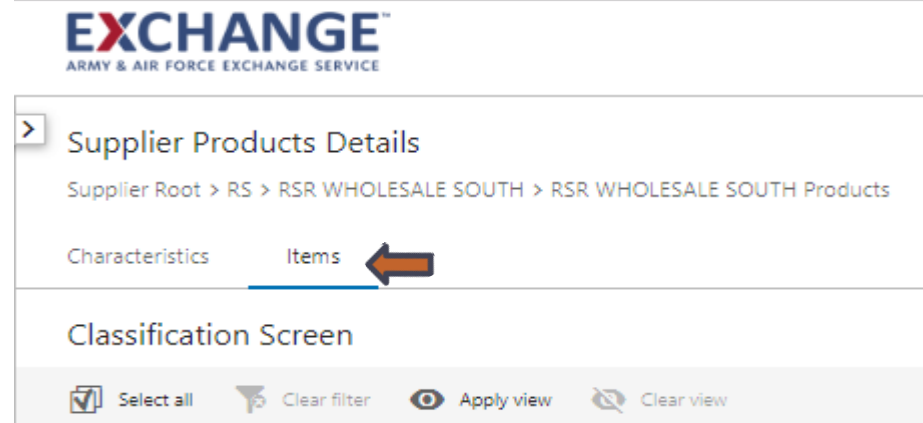
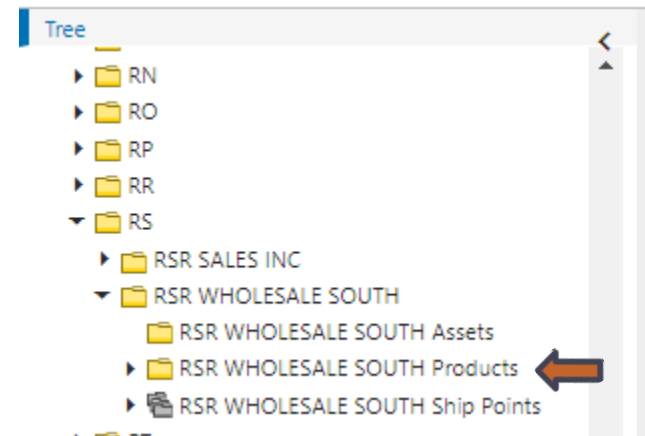
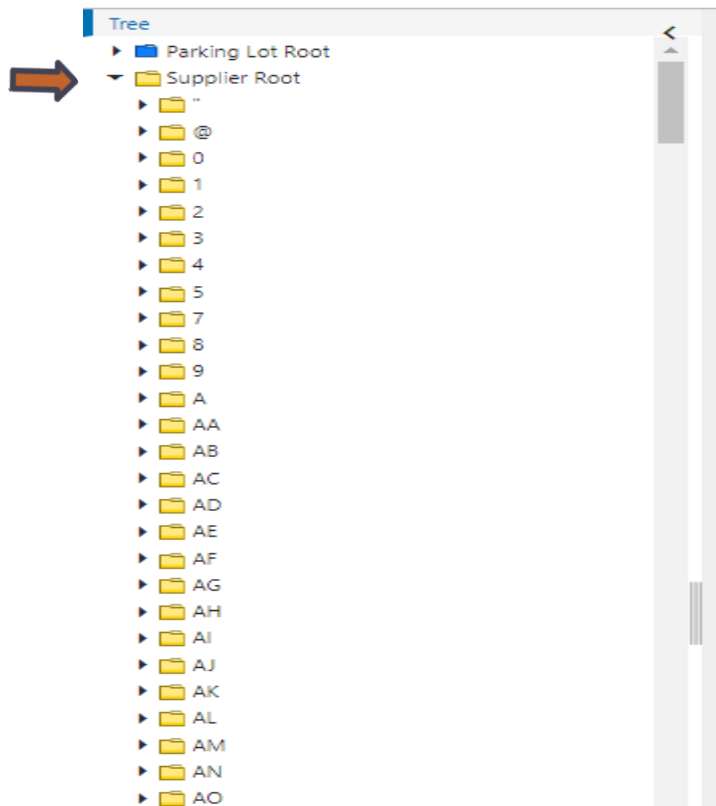
Characteristics	Product Details	Category Specifics	Packaging Hierarchy	Comments	References	Asset/Documents
Status				Has exited the workflow.		
Item Name				Womens Nike Active jacket large		
Comments						
AAFES GTIN Required		Yes				
AAFES Importer (Y/N)		No				
Assortment GTINs						
Assortment GTIN Type						
Brand		Nike				
Buyer		Adriana, Ybarra				
Buyer Case Name						
Color Name		White				
Country Of Origin		US				
Department Number						
Lowest Orderable Unit		Each				
Made In America (Y/N)						
MSRP						

Additional information visible in the "References" tab includes:

- * Primary Product Ship Point
- Additional Ship Points
- Link Item to Shipper Item

› When bring an Item Family/Items back into the workflow

- › Go to your tree
- › Click drop down for supplier root folder
- › Find your vendor
- › Click products folder
- › Click Items tab to see items



➤ You can filter on Item/Items that you want to bring back into the workflow

- Click Select All
- Click Initiate into Maintenance

Supplier Products Details

Supplier Root > RS > RSR WHOLESALE SOUTH > RSR WHOLESALE SOUTH Products

Characteristics Items

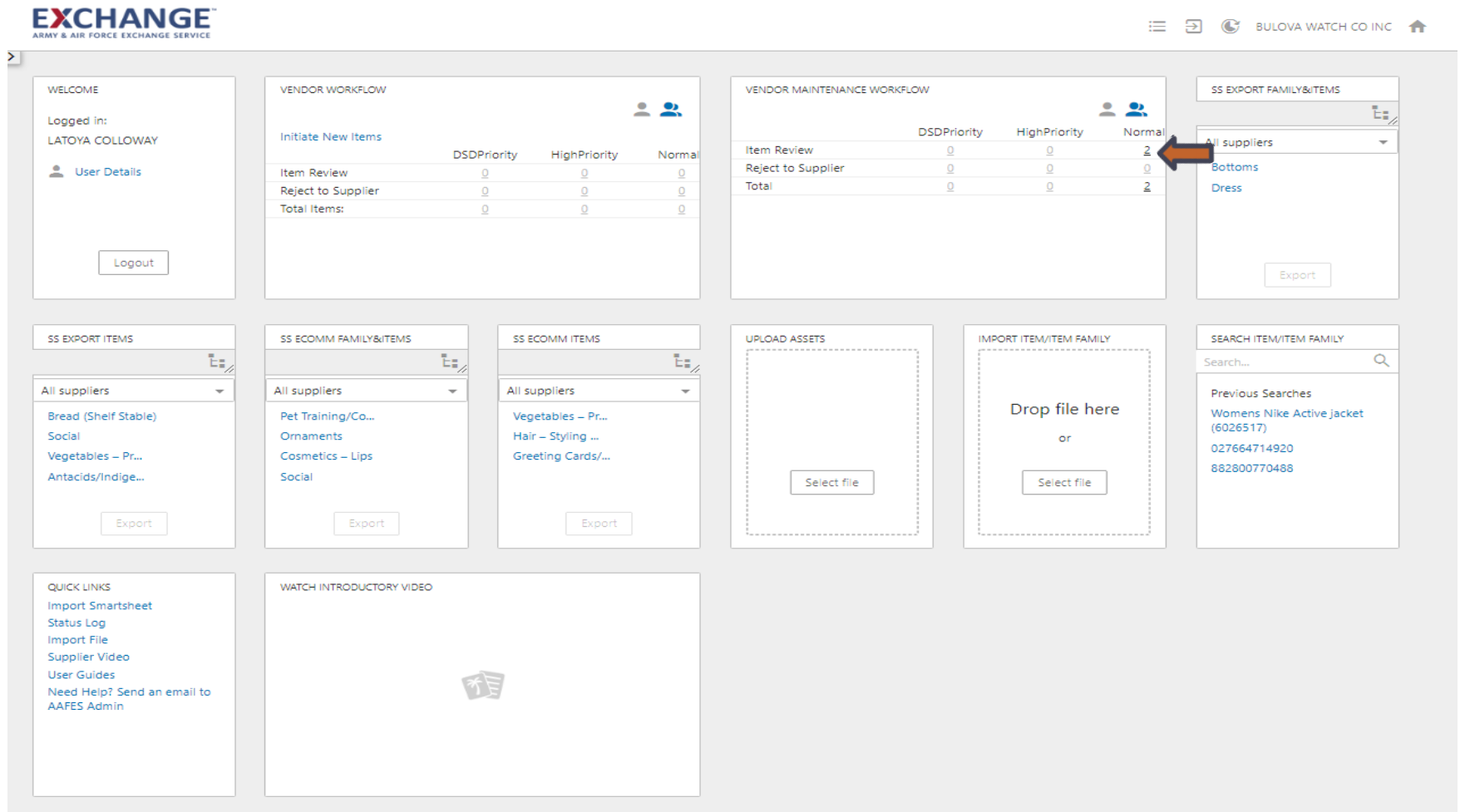
Classification Screen



🗑️ Clear all 🗑️ Clear filter 👁️ Apply view 🗑️ Clear view ➡️ Initiate into Maintenance 📄 Export for Maintenance using Smart Sheet

	Name	Object Type	Basic Item Data	AAFES GTIN Required	AAFES Importer (Y/N)	Assortment GTIN Type	Assortment GTINs	Brand	Buyer	Buyer Case Name
<input checked="" type="checkbox"/>	Womens Nike Active Jacket Large	Item		No	No			Alivia Ford	Adriana, Ybarra	
<input checked="" type="checkbox"/>	Womens Nike Active Jacket	Item Family		No	No			Alivia Ford	Adriana, Ybarra	
<input checked="" type="checkbox"/>	Womens Nike Active Jacket Medium	Item		No	No			Alivia Ford	Adriana, Ybarra	
<input checked="" type="checkbox"/>	Womens Nike Active Jacket Small	Item		No	No			Alivia Ford	Adriana, Ybarra	

- Once back on your home screen, the item is now in your Vendor Maintenance Workflow
- Click on the number below the “Normal” column.



EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

Logged in:
LATOYA COLLOWAY
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	2
Reject to Supplier	0	0	0
Total	0	0	2

SS EXPORT FAMILY&ITEMS

All suppliers
Bottoms
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

IMPORT ITEM/ITEM FAMILY

Drop file here
or
Select file

SEARCH ITEM/ITEM FAMILY

Search...

Previous Searches
Womens Nike Active jacket (6026517)
027664714920
882800770488

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




WATCH INTRODUCTORY VIDEO

- 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.
- If it is a family you must work the parent along with any children being updated

>

Buy-Side Item Maintenance - Item Review

Select all
 Clear filter
 Apply view
 Clear view

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family
<input type="checkbox"/> Womens Nike Active jacket	Latoya Colloway	✓		Womens Nike Active jacket	Item Family 
<input type="checkbox"/> Womens Nike Active jacket large	Latoya Colloway	✓		Womens Nike Active jacket lar...	Item

Maintenance Workflow





- You are able to assign many items at once (maximum of 300 items). If you click select all it will select all the items in your item review, ensure all items are assigned to you

> Buy-Side Item Maintenance - Item Review

Select all
 Clear filter
 Apply view
 Clear view

Buy-Side Item Maintenance - Item Review

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

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier
<input checked="" type="checkbox"/>	Womens Nike Active jacket	Latoya Colloway	<input checked="" type="checkbox"/>		Womens Nike Active jacket	Item Family	Normal	9/17/19 11:11:05 AM		093800
<input checked="" type="checkbox"/>	Womens Nike Active Jacket Small	Latoya Colloway	<input checked="" type="checkbox"/>		Womens Nike Active jacket Small	Item	027664714944	Normal	9/19/19 10:41:20 AM	093800
<input checked="" type="checkbox"/>	Womens Nike Active Jacket Medium	Latoya Colloway	<input checked="" type="checkbox"/>		Womens Nike Active jacket Medium	Item	027664714937	Normal	9/19/19 10:41:04 AM	093800
<input checked="" type="checkbox"/>	Womens Nike Active jacket large	Latoya Colloway	<input checked="" type="checkbox"/>		Womens Nike Active jacket large	Item	027664714920	Normal	9/17/19 11:05:24 AM	093800

- Click on the Item/Item Family name link under the Name column. This will open the Item Family to be worked in the next screen shown.

EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

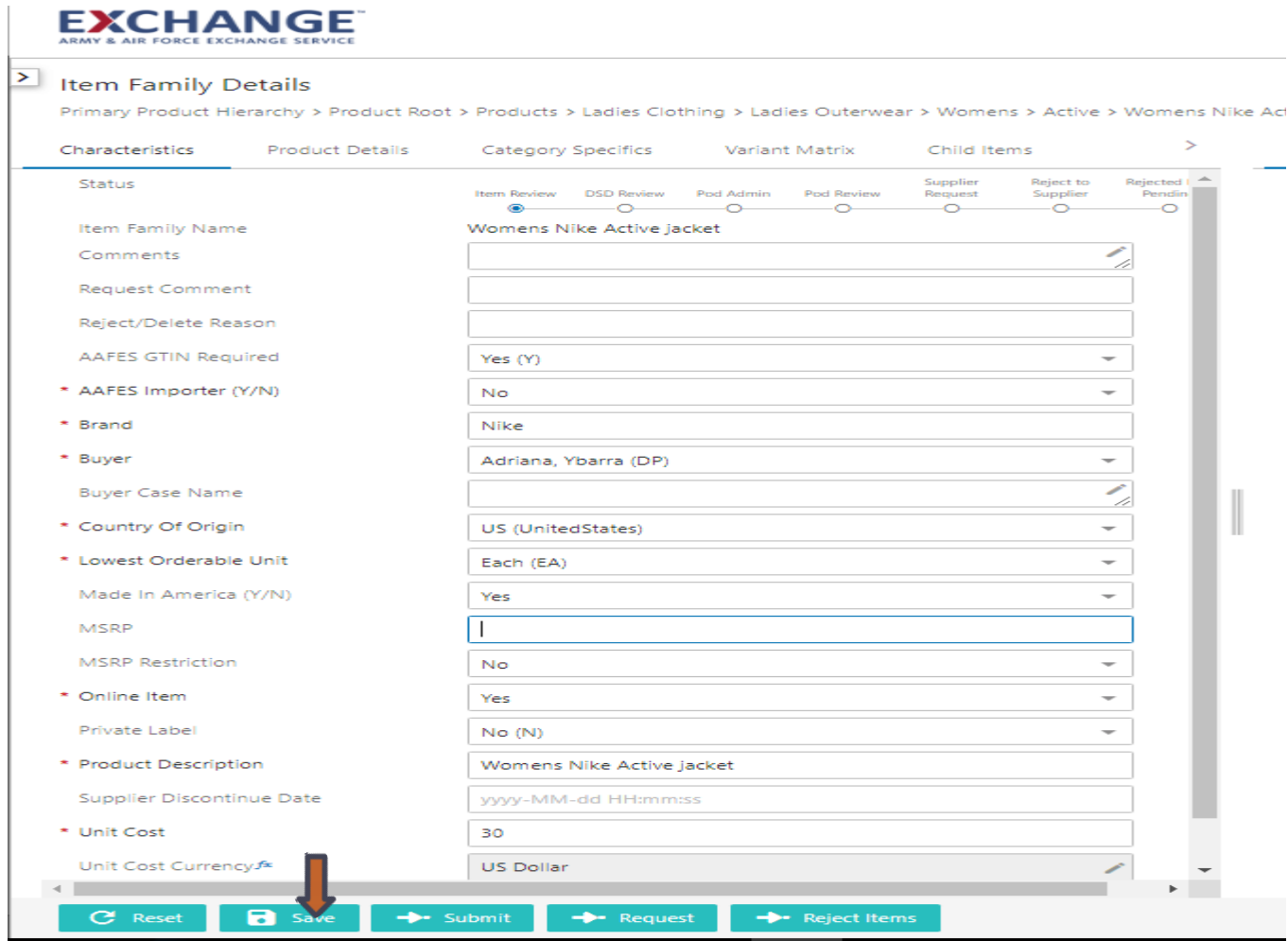
☰ ☰ 🕒 AAFES COUPONS ONLY 459 🏠

Buy-Side Item Maintenance - Item Review

Select all
 Clear filter
 Apply view
 Clear view

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier
<input type="checkbox"/>	Womens Nike Active jacket	Latoya Colloway	✓		Womens Nike Active jacket	Item Family	Normal	9/17/19 11:11:05 AM		093800
<input type="checkbox"/>	Womens Nike Active jacket Small	Latoya Colloway	✓		Womens Nike Active jacket Small	Item	027664714944	Normal	9/19/19 10:41:20 AM	093800
<input type="checkbox"/>	Womens Nike Active jacket Medium	Latoya Colloway	✓		Womens Nike Active jacket Medium	Item	027664714937	Normal	9/19/19 10:41:04 AM	093800
<input type="checkbox"/>	Womens Nike Active jacket large	Latoya Colloway	✓		Womens Nike Active jacket large	Item	027664714920	Normal	9/17/19 11:05:24 AM	093800

- › Ensure all mandatory attributes are populated. Make updates and click save.
 - › Verify buyer, if the buyer is not the same please change
- › Click on Exchange in the upper left hand corner to get back to your home screen.



The screenshot shows the 'Item Family Details' form in the EXCHANGE system. The form is titled 'Item Family Details' and includes a breadcrumb trail: 'Primary Product Hierarchy > Product Root > Products > Ladies Clothing > Ladies Outerwear > Womens > Active > Womens Nike Active jacket'. The form is divided into several tabs: 'Characteristics', 'Product Details', 'Category Specifics', 'Variant Matrix', and 'Child Items'. The 'Product Details' tab is currently selected. The form contains various fields for item information, including 'Status', 'Item Family Name', 'Comments', 'Request Comment', 'Reject/Delete Reason', 'AAFES GTIN Required', 'AAFES Importer (Y/N)', 'Brand', 'Buyer', 'Buyer Case Name', 'Country Of Origin', 'Lowest Orderable Unit', 'Made In America (Y/N)', 'MSRP', 'MSRP Restriction', 'Online Item', 'Private Label', 'Product Description', 'Supplier Discontinue Date', 'Unit Cost', and 'Unit Cost Currency'. The 'Buyer' field is set to 'Adriana, Ybarra (DP)'. The 'MSRP' field is empty. The 'Unit Cost' field is set to '30'. The 'Unit Cost Currency' field is set to 'US Dollar'. At the bottom of the form, there are five buttons: 'Reset', 'Save', 'Submit', 'Request', and 'Reject Items'. An orange arrow points to the 'Save' button.

EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

> **Item Family Details**
Primary Product Hierarchy > Product Root > Products > Ladies Clothing > Ladies Outerwear > Womens > Active > Womens Nike Active jacket

Characteristics | Product Details | Category Specifics | Variant Matrix | Child Items >

Status: Item Review DSD Review Pod Admin Pod Review Supplier Request Reject to Supplier Rejected Pending

Item Family Name: Womens Nike Active jacket

Comments:

Request Comment:

Reject/Delete Reason:

AAFES GTIN Required: Yes (Y)

AAFES Importer (Y/N): No

Brand: Nike

Buyer: Adriana, Ybarra (DP)

Buyer Case Name:

Country Of Origin: US (UnitedStates)

Lowest Orderable Unit: Each (EA)

Made In America (Y/N): Yes

MSRP:

MSRP Restriction: No

Online Item: Yes

Private Label: No (N)

Product Description: Womens Nike Active jacket

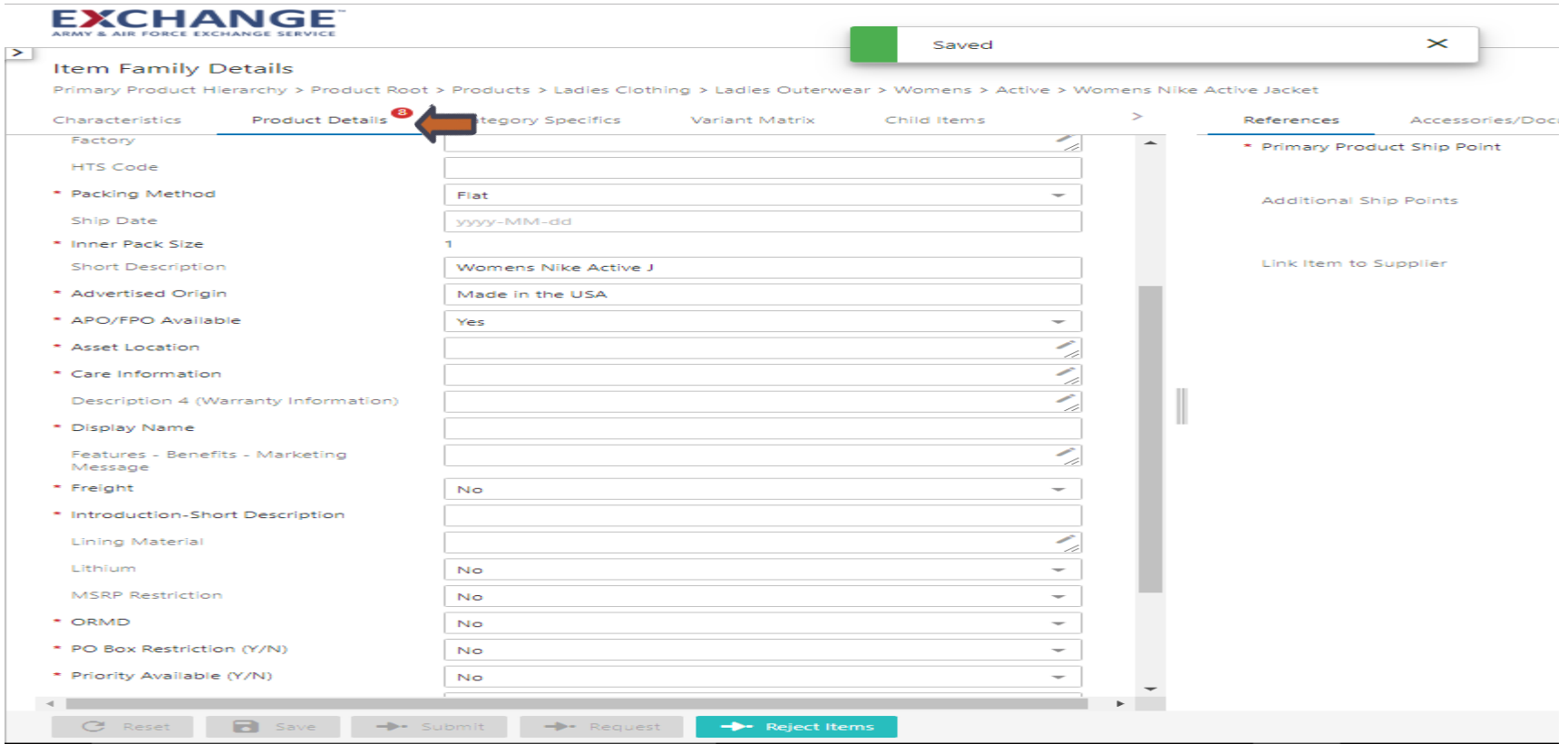
Supplier Discontinue Date: yyyy-MM-dd HH:mm:ss

Unit Cost: 30

Unit Cost Currency: US Dollar

Reset Save Submit Request Reject Items

- › If you are changing online N to Y there will be more mandatory attributes to enter.
 - * Online Item
 - › You must click save after changing this value or you will not see the new mandatory attributes.
- › After all mandatory attributes are entered, and if this is all you were changing, click save and submit.



EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

Item Family Details
Primary Product Hierarchy > Product Root > Products > Ladies Clothing > Ladies Outerwear > Womens > Active > Womens Nike Active Jacket

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

Factory

HTS Code

* Packing Method: Flat

Ship Date: yyyy-MM-dd

* Inner Pack Size: 1

Short Description: Womens Nike Active J

* Advertised Origin: Made in the USA

* APO/FPO Available: Yes

* Asset Location

* Care Information

Description 4 (Warranty Information)

* Display Name

Features - Benefits - Marketing Message

* Freight: No

* Introduction-Short Description

Lining Material

Lithium: No

MSRP Restriction: No

* ORMD: No

* PO Box Restriction (Y/N): No

* Priority Available (Y/N): No

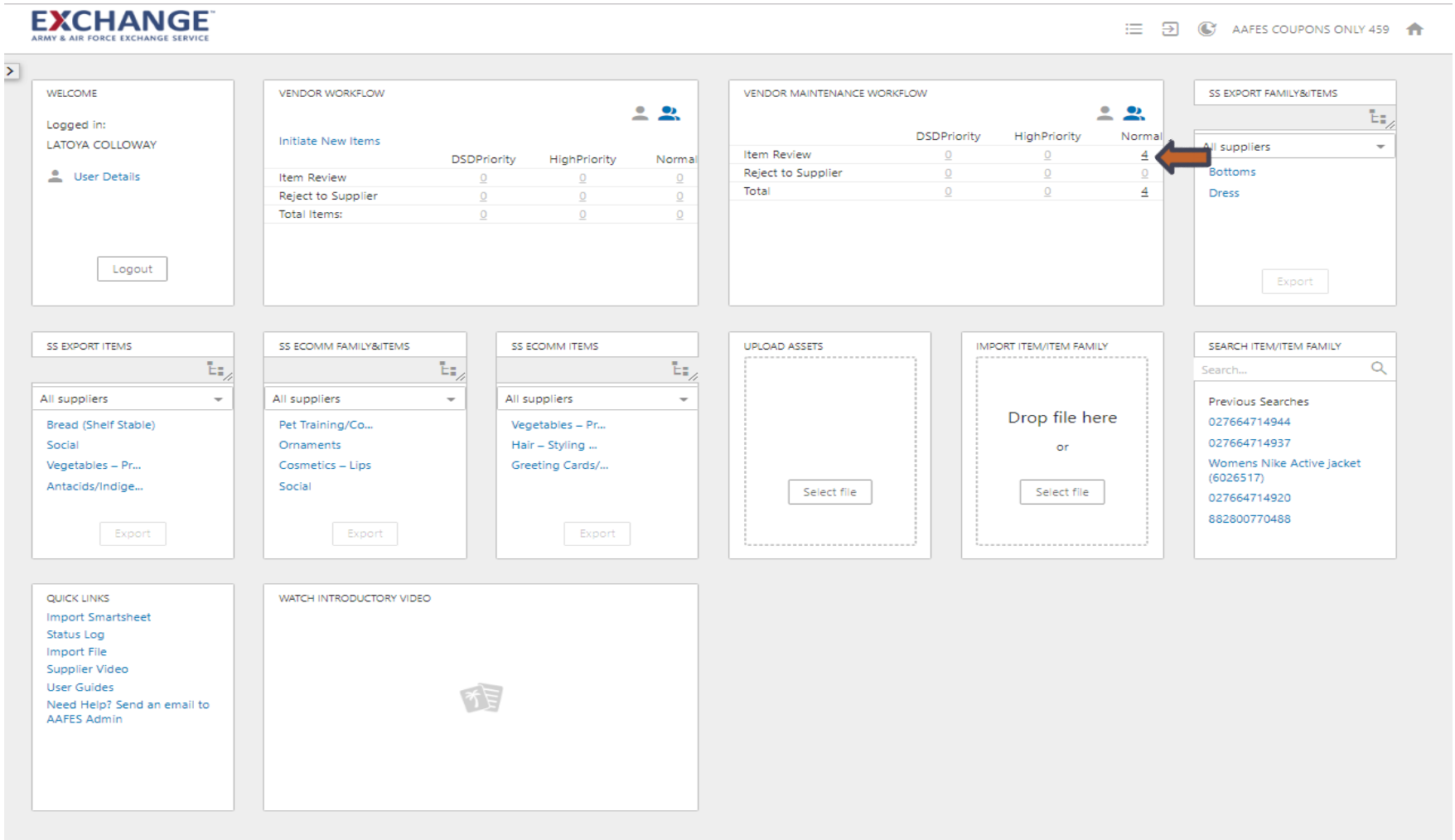
Primary Product Ship Point

Additional Ship Points

Link Item to Supplier

Reset Save Submit Request Reject Items

- Click on the number under “Normal” for the Item Review bucket in the Vendor Maintenance Workflow.



WELCOME
 Logged in:
 LATOYA COLLOWAY
 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	4
Reject to Supplier	0	0	0
Total	0	0	4

SS EXPORT FAMILY&ITEMS

All suppliers
 Bottoms
 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

IMPORT ITEM/ITEM FAMILY

Drop file here
 or
 Select file

SEARCH ITEM/ITEM FAMILY

Search...









Previous Searches
 027664714944
 027664714937
 Womens Nike Active Jacket (6026517)
 027664714920
 882800770488

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

WATCH INTRODUCTORY VIDEO

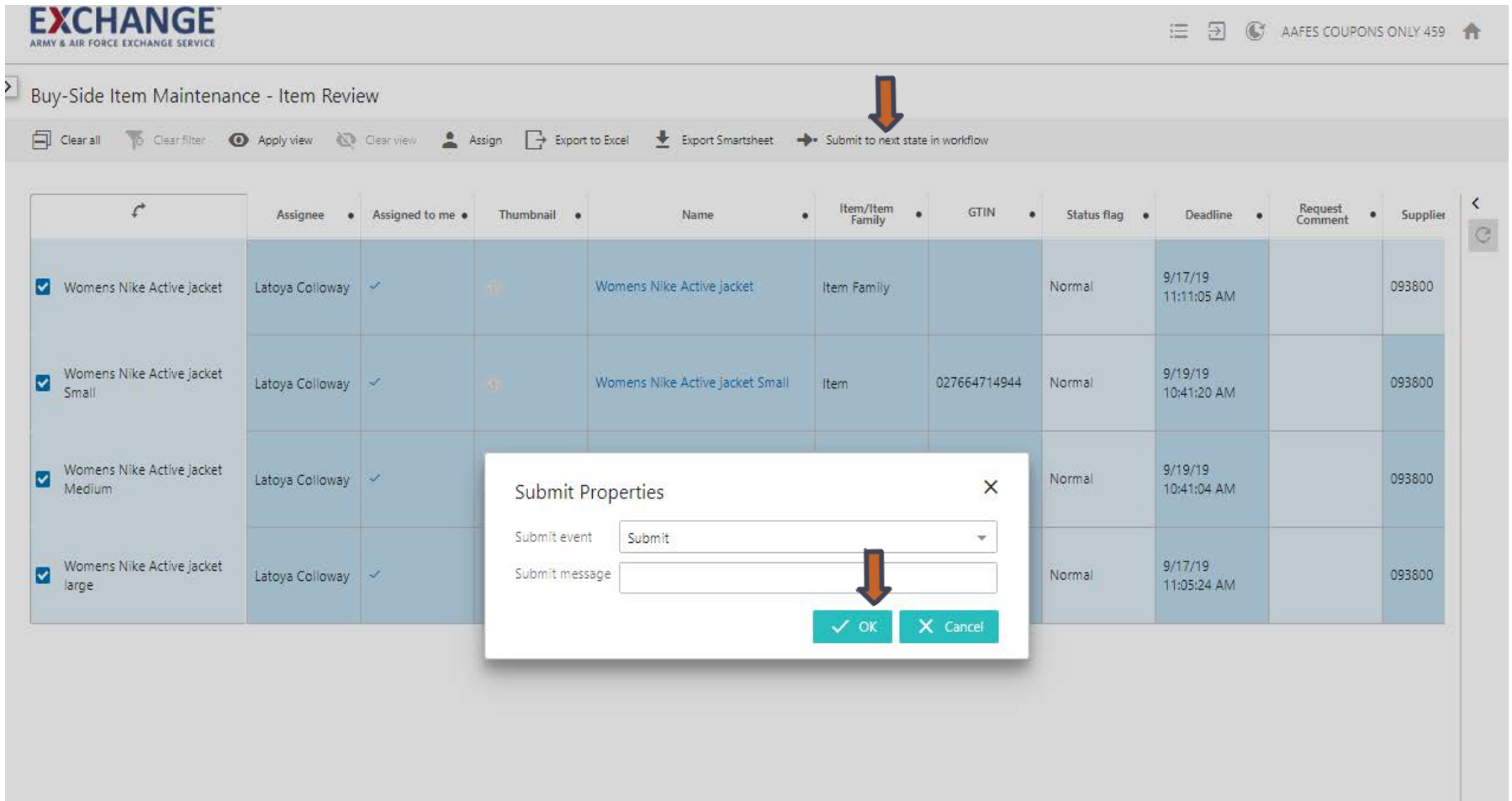
- **Locate the Item and Item Family again, ensure item is assigned to you.**
- **Click the boxes for the Item Family/Items that you are submitting. If these are the only things in your Item Review, you can click on “Select all”.**
 - Remember, if you have several different items in your workflow, you can filter before you select all as showed on pg. 10

Buy-Side Item Maintenance - Item Review

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



	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier
<input checked="" type="checkbox"/> Womens Nike Active jacket	Latoya Colloway	<input checked="" type="checkbox"/>		Womens Nike Active jacket	Item Family		Normal	9/17/19 11:11:05 AM		093800
<input checked="" type="checkbox"/> Womens Nike Active jacket Small	Latoya Colloway	<input checked="" type="checkbox"/>		Womens Nike Active jacket Small	Item	027664714944	Normal	9/19/19 10:41:20 AM		093800
<input checked="" type="checkbox"/> Womens Nike Active jacket Medium	Latoya Colloway	<input checked="" type="checkbox"/>		Womens Nike Active jacket Medium	Item	027664714937	Normal	9/19/19 10:41:04 AM		093800
<input checked="" type="checkbox"/> Womens Nike Active jacket large	Latoya Colloway	<input checked="" type="checkbox"/>		Womens Nike Active jacket large	Item	027664714920	Normal	9/17/19 11:05:24 AM		093800

- Once the boxes are checked, a box will open a “submit to next state in workflow” button. Click on “Submit to next state in workflow”
- Select “Submit”, and click OK.



Buy-Side Item Maintenance - Item Review

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

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier
<input checked="" type="checkbox"/>	Womens Nike Active jacket	Latoya Colloway ✓		Womens Nike Active jacket	Item Family		Normal	9/17/19 11:11:05 AM		093800
<input checked="" type="checkbox"/>	Womens Nike Active jacket Small	Latoya Colloway ✓		Womens Nike Active jacket Small	Item	027664714944	Normal	9/19/19 10:41:20 AM		093800
<input checked="" type="checkbox"/>	Womens Nike Active jacket Medium	Latoya Colloway ✓					Normal	9/19/19 10:41:04 AM		093800
<input checked="" type="checkbox"/>	Womens Nike Active jacket large	Latoya Colloway ✓					Normal	9/17/19 11:05:24 AM		093800

Submit Properties

Submit event: Submit

Submit message:

OK Cancel

- › **A message will pop up saying how many items submitted.**
 - › If any mandatory attribute values are nulled out you will not be able to submit your item.
- › **The Item and Item Family will then disappear from your screen. This means they have been 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.

4 of 4 product(s) submitted



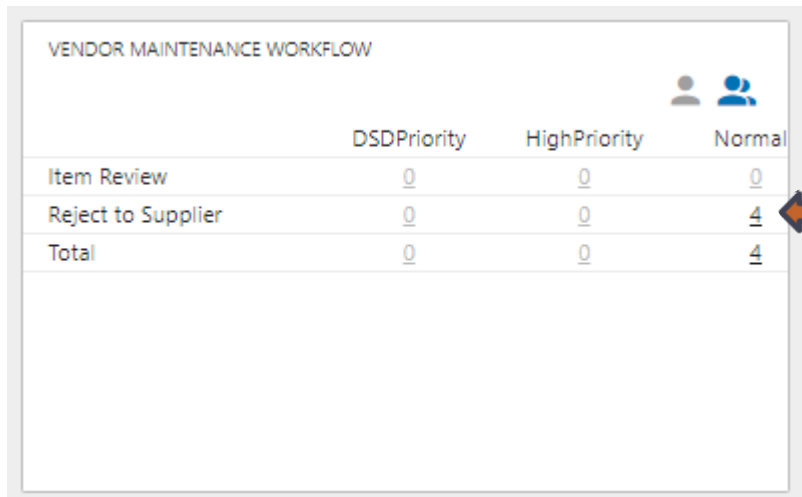
Buy-Side Item Maintenance - Pod Review

Select all  Clear filter  Apply view  Clear view

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	Status flag	Deadline	Request Comment
---	----------	----------------	-----------	------	------------------	-------------	----------	-----------------

Maintenance Workflow

- If an item is rejected back to you, after it is submitted to the buyer, it will come back to you in the Maintenance Workflow only it will be in your Reject to Supplier
- Click on the number under “Normal” for the Reject to Supplier bucket in the Vendor Maintenance Workflow.



	DSDPriority	HighPriority	Normal
Item Review	<u>0</u>	<u>0</u>	<u>0</u>
Reject to Supplier	<u>0</u>	<u>0</u>	<u>4</u>
Total	<u>0</u>	<u>0</u>	<u>4</u>

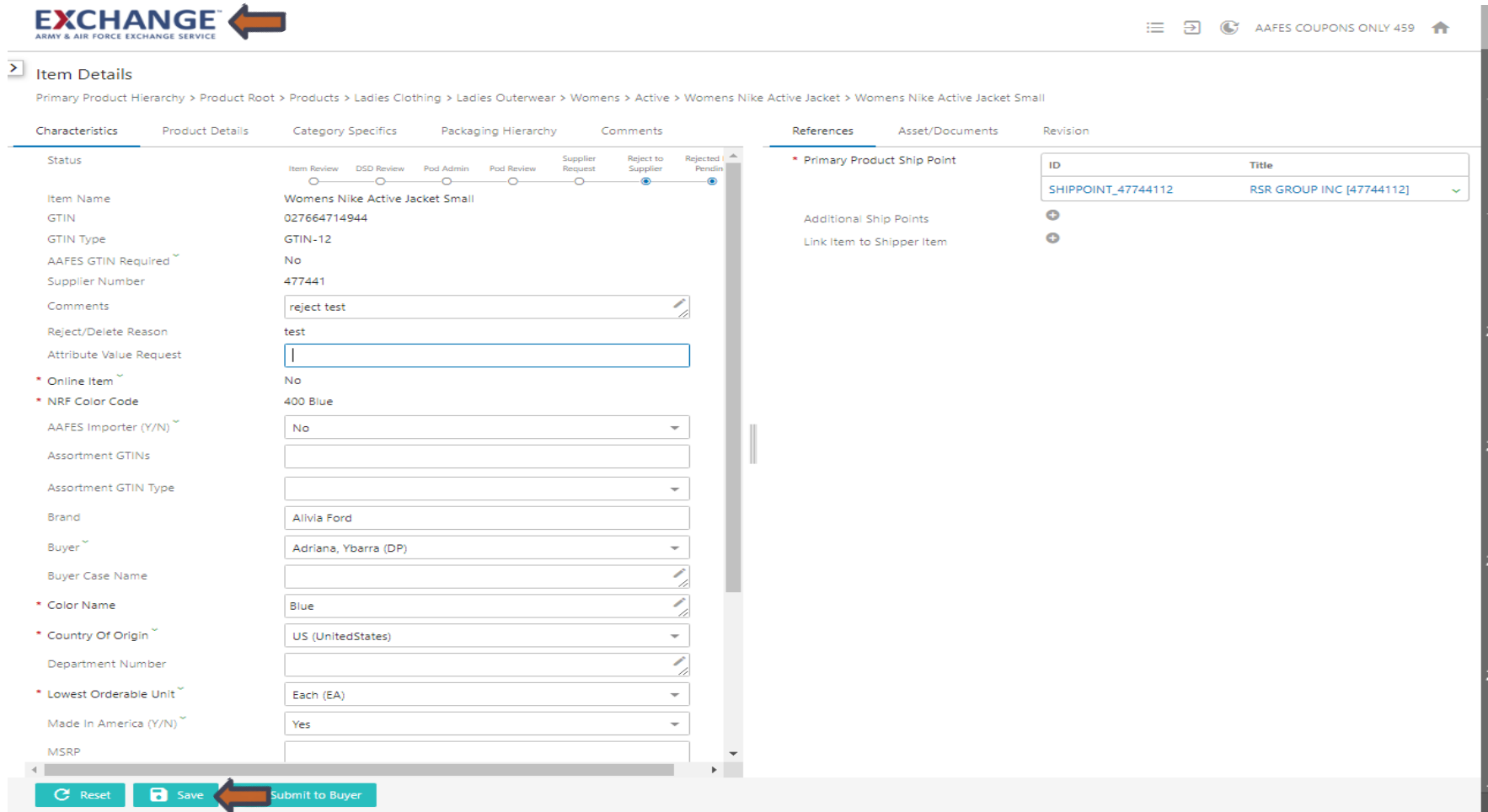
- **Click on the Item/Item Family name link under the Name column. This will open the Item Family to be worked in the next screen shown.**

Buy-Side Item Maintenance - Reject to Supplier

Select all
 Clear filter
 Apply view
 Clear view

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier	
<input type="checkbox"/>	Womens Nike Active Jacket	Latoya Colloway	✓		Womens Nike Active Jacket	Item Family		Normal	9/24/19 7:01:10 AM		477441
<input type="checkbox"/>	Womens Nike Active Jacket Small	Latoya Colloway	✓		Womens Nike Active Jacket Small	←	027664714944	Normal	9/24/19 8:12:04 AM		477441
<input type="checkbox"/>	Womens Nike Active Jacket Medium	Latoya Colloway	✓		Womens Nike Active Jacket Medium	Item	027664714937	Normal	9/24/19 8:11:52 AM		477441
<input type="checkbox"/>	Womens Nike Active Jacket Large	Latoya Colloway	✓		Womens Nike Active Jacket Large	Item	027664714920	Normal	9/24/19 8:11:40 AM		477441

- Ensure all updates have been made and click save.
- Click on Exchange in the upper left hand corner to get back to your home screen.



The screenshot shows the 'Item Details' page for 'Womens Nike Active Jacket Small'. The page is divided into several sections: Characteristics, Product Details, Category Specifics, Packaging Hierarchy, Comments, References, Asset/Documents, and Revision. The 'Comments' section is currently active, showing a workflow diagram and a list of fields for item information. The 'References' section shows a 'Primary Product Ship Point' with ID 'SHIPPOINT_47744112' and title 'RSR GROUP INC [47744112]'. At the bottom, there are buttons for 'Reset', 'Save', and 'Submit to Buyer', with an arrow pointing to the 'Submit to Buyer' button.

EXCHANGE ARMY & AIR FORCE EXCHANGE SERVICE

AAAFES COUPONS ONLY 459

Item Details

Primary Product Hierarchy > Product Root > Products > Ladies Clothing > Ladies Outerwear > Womens > Active > Womens Nike Active Jacket > Womens Nike Active Jacket Small

Characteristics | Product Details | Category Specifics | Packaging Hierarchy | Comments | References | Asset/Documents | Revision

Status

Item Review | DSD Review | Pod Admin | Pod Review | Supplier Request | Reject to Supplier | Rejected Pending

Item Name: Womens Nike Active Jacket Small
 GTIN: 027664714944
 GTIN Type: GTIN-12
 AAFES GTIN Required: No
 Supplier Number: 477441
 Comments: reject test
 Reject/Delete Reason: test
 Attribute Value Request: |
 Online Item: No
 NRF Color Code: 400 Blue
 AAFES Importer (Y/N): No
 Assortment GTINs: |
 Assortment GTIN Type: |
 Brand: Alivia Ford
 Buyer: Adriana, Ybarra (DP)
 Buyer Case Name: |
 Color Name: Blue
 Country Of Origin: US (UnitedStates)
 Department Number: |
 Lowest Orderable Unit: Each (EA)
 Made In America (Y/N): Yes
 MSRP: |

References

- Primary Product Ship Point

ID	Title
SHIPPOINT_47744112	RSR GROUP INC [47744112]
- Additional Ship Points
- Link Item to Shipper Item

Reset | Save | **Submit to Buyer**

➤ Click on the number under “Normal” for the Supplier Reject bucket in the Vendor Maintenance Workflow.

WELCOME

Logged in:
LATOYA COLLOWAY

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	4
Total	0	0	4

SS EXPORT FAMILY&ITEMS

All suppliers

- Active
- Bottoms
- 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

IMPORT ITEM/ITEM FAMILY

Drop file here

or

Select file

SEARCH ITEM/ITEM FAMILY

Search...


Previous Searches

- 027664714920
- 027664714944
- 027664714937
- womens nike active jacket
- Womens Nike Active jacket (6026517)
- 882800770488

QUICK LINKS


- Import Smartsheet
- Status Log
- Import File
- Supplier Video
- User Guides
- Need Help? Send an email to AAFES Admin

WATCH INTRODUCTORY VIDEO



Maintenance Workflow

- **Locate the Item and Item Family again, ensure item is assigned to you.**
- **Click the boxes for the Item Family/Items that you are submitting. If these are the only things in your Item Review, you can click on “Select all”.**
 - Remember, if you have several different items in your workflow, you can filter before you select all as showed on pg. 10



☰ 🔍 🔄 AAFES COUPONS ONLY 459 🏠

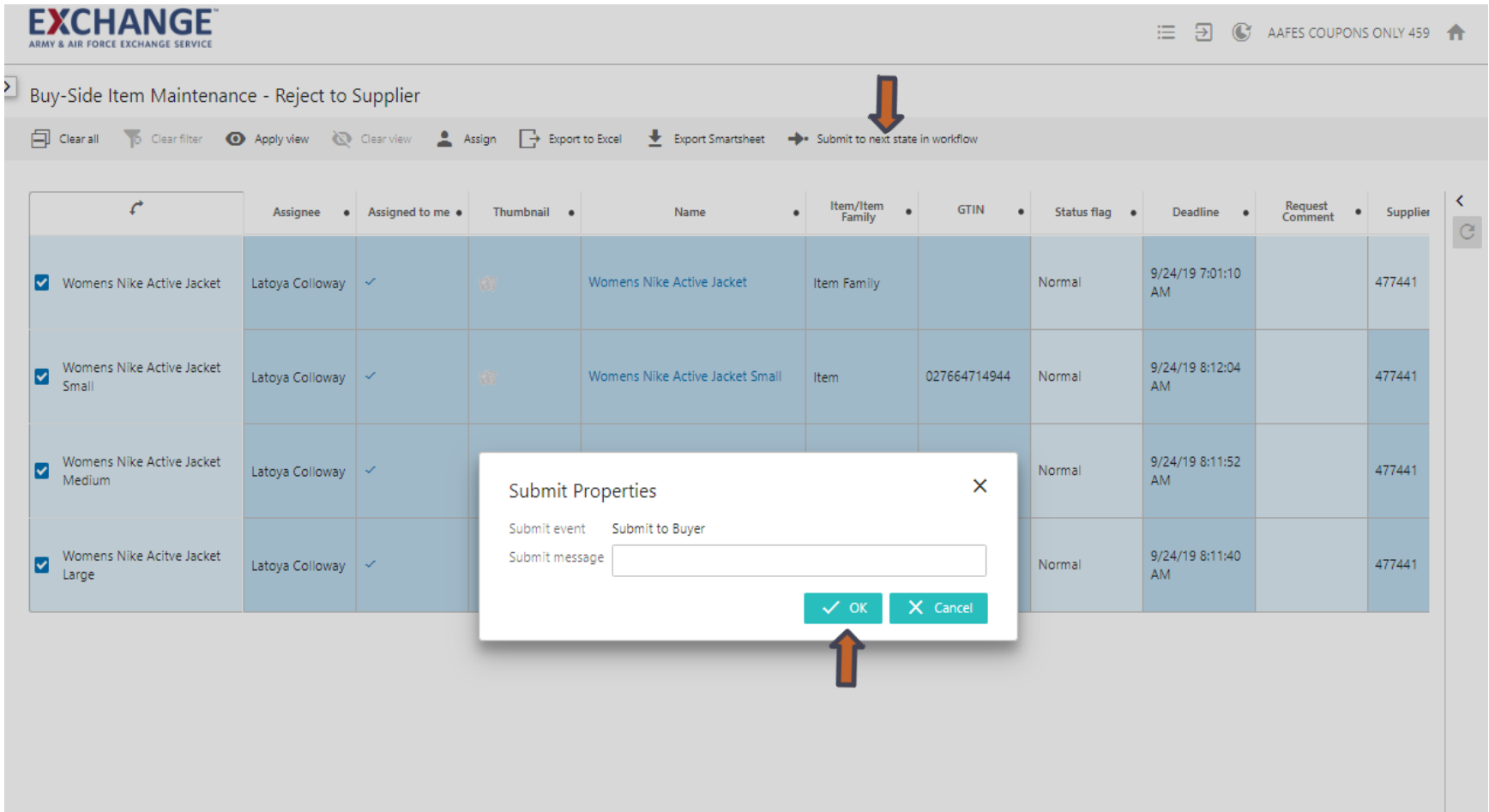
Buy-Sell Item Maintenance - Reject to Supplier

Select all
 Clear filter
 Apply view
 Clear view

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier	
<input type="checkbox"/>	Womens Nike Active Jacket	Latoya Colloway	✓		Womens Nike Active Jacket	Item Family		Normal	9/24/19 7:01:10 AM		477441
<input type="checkbox"/>	Womens Nike Active Jacket Small	Latoya Colloway	✓		Womens Nike Active Jacket Small	Item	027664714944	Normal	9/24/19 8:12:04 AM		477441
<input type="checkbox"/>	Womens Nike Active Jacket Medium	Latoya Colloway	✓		Womens Nike Active Jacket Medium	Item	027664714937	Normal	9/24/19 8:11:52 AM		477441
<input type="checkbox"/>	Womens Nike Active Jacket Large	Latoya Colloway	✓		Womens Nike Active Jacket Large	Item	027664714920	Normal	9/24/19 8:11:40 AM		477441



Maintenance Workflow

- Once the boxes are checked, a box will open a “submit to next state in workflow” button. Click on “Submit to next state in workflow”
- Select “Submit”, and click OK.



The screenshot displays the 'Buy-Side Item Maintenance - Reject to Supplier' interface. At the top, there is a navigation bar with the EXCHANGE logo and user information 'AAFES COUPONS ONLY 459'. Below the title, there are several action buttons: 'Clear all', 'Clear filter', 'Apply view', 'Clear view', 'Assign', 'Export to Excel', 'Export Smartsheet', and 'Submit to next state in workflow'. An orange arrow points to the 'Submit to next state in workflow' button.

The main content is a table with the following columns: Assignee, Assigned to me, Thumbnail, Name, Item/Item Family, GTIN, Status flag, Deadline, Request Comment, and Supplier. The table contains four rows of data, all of which have a checked checkbox in the first column.

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier
<input checked="" type="checkbox"/>	Latoya Colloway	<input checked="" type="checkbox"/>		Womens Nike Active Jacket	Item Family		Normal	9/24/19 7:01:10 AM		477441
<input checked="" type="checkbox"/>	Latoya Colloway	<input checked="" type="checkbox"/>		Womens Nike Active Jacket Small	Item	027664714944	Normal	9/24/19 8:12:04 AM		477441
<input checked="" type="checkbox"/>	Latoya Colloway	<input checked="" type="checkbox"/>		Womens Nike Active Jacket Medium			Normal	9/24/19 8:11:52 AM		477441
<input checked="" type="checkbox"/>	Latoya Colloway	<input checked="" type="checkbox"/>		Womens Nike Active Jacket Large			Normal	9/24/19 8:11:40 AM		477441

A 'Submit Properties' dialog box is open in the foreground. It has a title bar with a close button (X). The dialog contains the following fields and buttons:

- Submit event: Submit to Buyer
- Submit message:
- Buttons: and

An orange arrow points to the 'OK' button.


› Adding Additional Ship Point

- › **When adding a Secondary Ship Point, you must**
 - › Click plus sign next to additional Ship Points
 - › Type the name of your vendor, click search, select ship point, click ok
 - › You will see the addition ship point has been added

References Accessories/Documents Revision

* Primary Product Ship Point

ID	Title
SHIPPOINT_47744112	RSR GROUP INC [47744112]

Additional Ship Points 

Link Item to Supplier

ID	Title
477441_Products	RSR WHOLESale SOUTH Products

* Primary Product Ship Point

ID	Title
SHIPPOINT_47744112	RSR GROUP INC [47744112]


Additional Ship Points

ID	Title
SHIPPOINT_47744110	RSR WHOLESale SOUTH INC [47744110]

Additional Ship Points



Select Node(s)

Browse Search

RSR WHOLESale SOUTH INC [47744110] (SHI)  Search

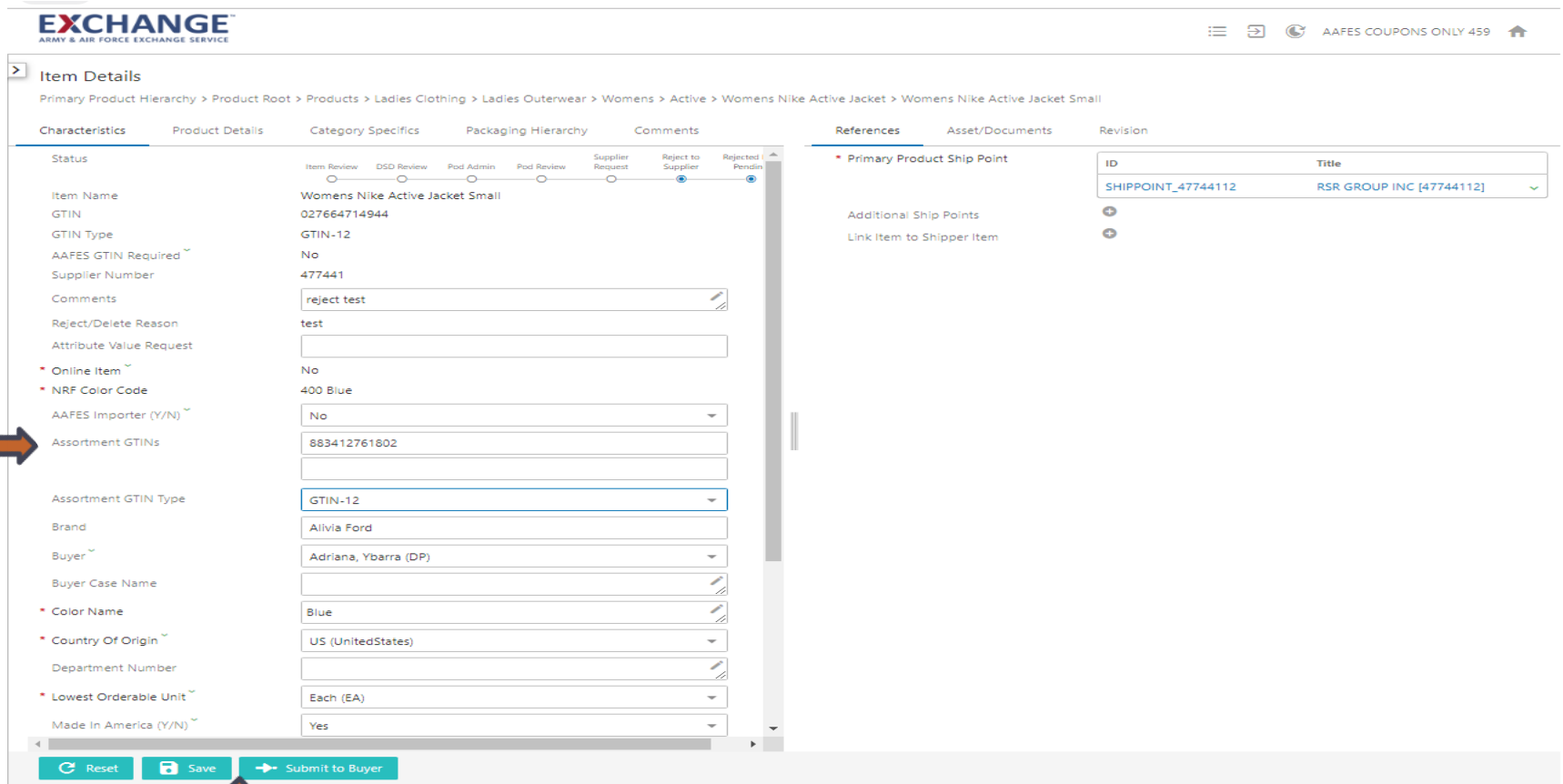
ID	Name
SHIPPOINT_47744110	RSR WHOLESale SOUTH INC [47744110]

1-1 of 1

 OK  Cancel

› Updating GTIN's (UPC)

- › Enter new UPC in the in the Assortment GTIN field (there can be more than one UPC in this field)
 - › Select your Assortment GTIN Type
 - › Click save and submit.



The screenshot shows the 'Item Details' page for 'Womens Nike Active Jacket Small'. The 'Assortment GTIN' field is highlighted with an orange arrow, and the 'Save' button is also highlighted with an orange arrow. The 'Assortment GTIN Type' is set to 'GTIN-12'.

Primary Product Hierarchy > Product Root > Products > Ladies Clothing > Ladies Outerwear > Womens > Active > Womens Nike Active Jacket > Womens Nike Active Jacket Small

Characteristics | Product Details | Category Specifics | Packaging Hierarchy | Comments | References | Asset/Documents | Revision

Status: Item Review DSD Review Pod Admin Pod Review Supplier Request Reject to Supplier Rejected Pending

Item Name: Womens Nike Active Jacket Small
GTIN: 027664714944
GTIN Type: GTIN-12
AAFES GTIN Required: No
Supplier Number: 477441
Comments: reject test
Reject/Delete Reason: test
Attribute Value Request:
Online Item: No
NRF Color Code: 400 Blue
AAFES Importer (Y/N): No
Assortment GTINs: 883412761802
Assortment GTIN Type: GTIN-12
Brand: Alivia Ford
Buyer: Adriana, Ybarra (DP)
Buyer Case Name:
Color Name: Blue
Country Of Origin: US (UnitedStates)
Department Number:
Lowest Orderable Unit: Each (EA)
Made In America (Y/N): Yes

Primary Product Ship Point

ID	Title
SHIPPOINT_47744112	RSR GROUP INC [47744112]

Additional Ship Points: +
Link Item to Shipper Item: +

Reset Save Submit to Buyer



PIM email address
pimadmin@aafes.com
