





Product Information Manager
PIM

Supplier Guide for PIM
Create a Shipper

How to Create a Shipper - WebUI

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



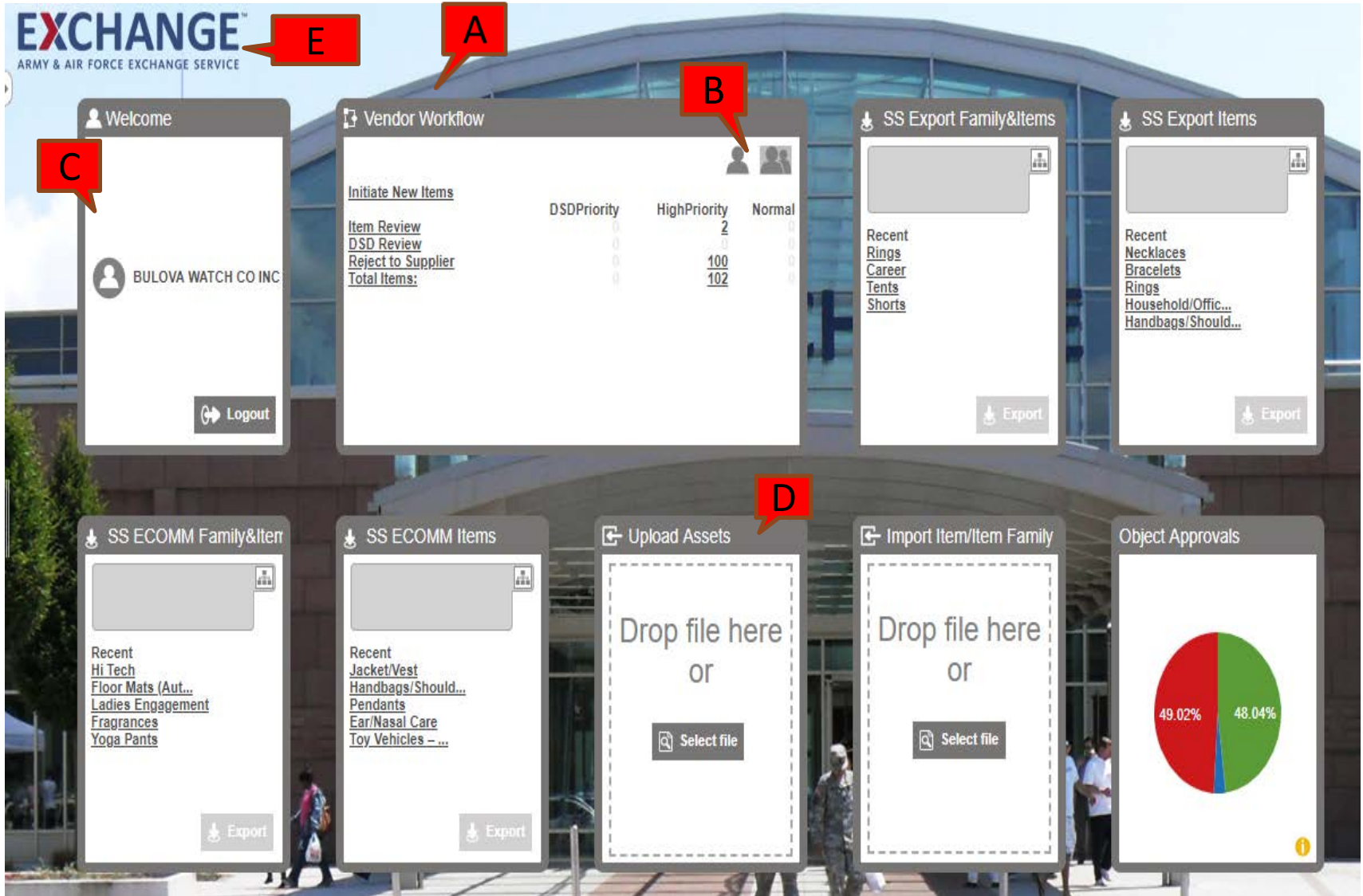
A. The single person icon  allows you to see items assigned to you and the multiple person  icon allows you to see items assigned to you and any group you are a member of.

B. Welcome Widget displays your username

C. Upload Assets such as Image thumbnails and product information sheets

D. Clicking on the Exchange logo  will bring you back to the homepage

How to Create a Shipper



E points to the EXCHANGE logo.

A points to the Vendor Workflow section.

B points to the 'Initiate New Items' section.

C points to the user profile 'BULOVA WATCH CO INC'.

D points to the 'Upload Assets' section.

Vendor Workflow

| Initiate New Items | DSDPriority | HighPriority | Normal |
|------------------------------------|-------------|--------------|--------|
| Item Review | 0 | 2 | 0 |
| DSD Review | 0 | 0 | 0 |
| Reject to Supplier | 0 | 100 | 0 |
| Total Items: | 0 | 102 | 0 |

SS Export Family&Items

- Recent
- [Rings](#)
- [Career](#)
- [Tents](#)
- [Shorts](#)

SS Export Items

- Recent
- [Necklaces](#)
- [Bracelets](#)
- [Rings](#)
- [Household/Offic...](#)
- [Handbags/Should...](#)

SS ECOMM Family&Item

- Recent
- [Hi Tech](#)
- [Floor Mats \(Aut...](#)
- [Ladies Engagement](#)
- [Fragrances](#)
- [Yoga Pants](#)

SS ECOMM Items

- Recent
- [Jacket/Vest](#)
- [Handbags/Should...](#)
- [Pendants](#)
- [Ear/Nasal Care](#)
- [Toy Vehicles - ...](#)

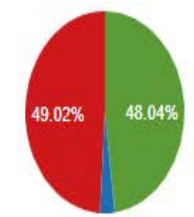
Upload Assets

Drop file here
or
Select file

Import Item/Item Family


Drop file here
or
Select file

Object Approvals




49.02% 48.04%

- Create your Shipper by initiating a new Item not an Item Family.
- Before creating your shipper all component items will need to be completed through the workflow and approved.
- THE SHIPPER Inner Pack Size, and the Case Pack Size will always be a value of 1.



ARMY & AIR FORCE EXCHANGE SERVICE

• BULOVA WATCH CO INC


Create New Item

*GPC Brick** Biscuits/Cookies (Shelf Stable)

*Item Name**

GTIN

GTIN Type

Brand

Buyer Case Name

*Country Of Origin**

Department Number

Made In America (Y/N)

*Online Item**

*Product Description**

Supplier Discontinue Date


*VPN (Vendor Product Number)**

Primary Product Ship Point

| ID | Title |
|--------------------|---------------------|
| SHIPPOINT_09380000 | BULOVA WATCH CO INC |

Additional Ship Points

| ID | Title |
|----|-------|
| | |



How to Create a Shipper

- › Under Vendor Workflow Widget, Item Review
- › Click on the number next the normal column
- › Check Box Under “Assigned To.....”
- › Click on file name to complete tabs
 - › If you do not check the box up front, the data will not save



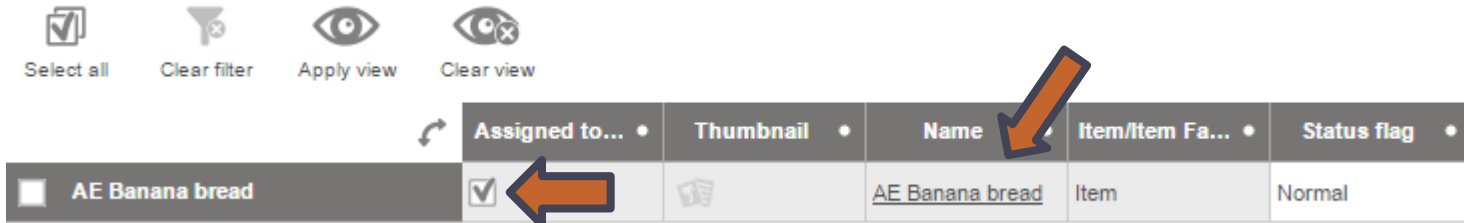
Vendor Workflow

Initiate New Items


| | | | |
|---------------------------|-------------|--------------|--------|
| <u>Item Review</u> | DSDPriority | HighPriority | Normal |
| <u>DSD Review</u> | 0 | 13 | 1 |
| <u>Reject to Supplier</u> | 0 | 1 | 0 |
| <u>Total Items:</u> | 0 | 19 | 0 |
| | | 33 | 1 |

Arrows point to the 'Item Review' link and the '1' in the 'Normal' column.

Buy-Side Item - Item Review



Select all Clear filter Apply view Clear view

| Assigned to... | Thumbnail | Name | Item/Item Fa... | Status flag |
|-------------------------------------|---|------------------------|-----------------|-------------|
| <input checked="" type="checkbox"/> |  | <u>AE Banana bread</u> | Item | Normal |

Arrows point to the checked checkbox and the 'Name' column header.

➤ Complete all additional information

MY & AIR FORCE EXCHANGE SERVICE • BULOVA WATCH CO INC

Item Details Primary Product Hierarchy > Product Root > Products > Food/Beverage/Tobacco > Bread/Bakery Products > Biscuits/Cookies > Biscuits/Cookies (Shelf Stable) > SHIPPER

Characteristics
Product Details
Category Specifics
Packaging Hierarchy
References
Asset/Documents

Weight*

Weight UOM*

Inner Pack Size*

Case Pack Size*

Factory

HTS Code

Packing Method*

Pack Item

Short Description

Size*

Description 4 (Warranty Information)

Features - Benefits- Marketing Message

Includes

Lithium

MSRP Restriction

Product Overview- Long Description

Primary Product Ship Point*

| ID | Title | |
|--------------------|---------------------|---|
| SHIPPOINT_09380000 | BULOVA WATCH CO INC | ✖ |

Additional Ship Points

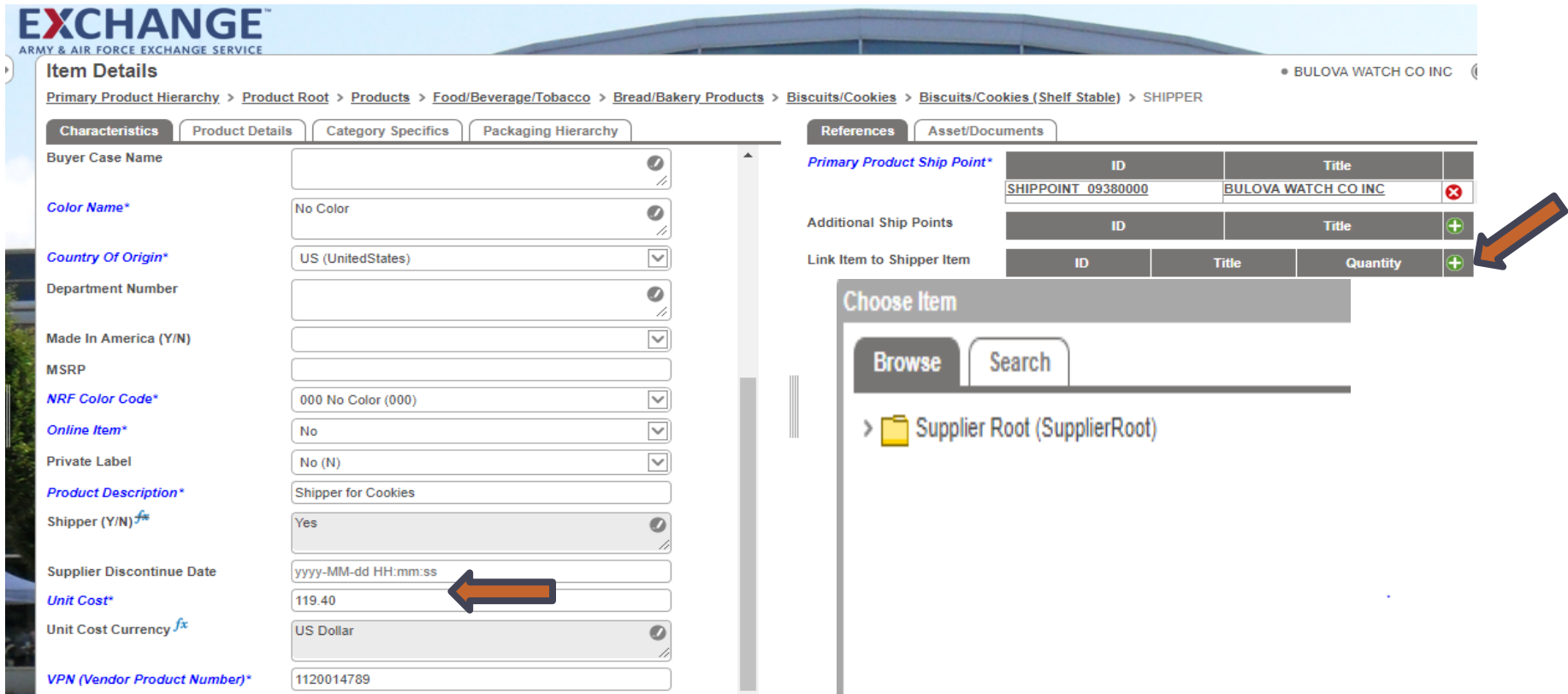
| ID | Title | |
|----|-------|---|
| | | + |

Link Item to Shipper Item

| ID | Title | Quantity | |
|----|-------|----------|---|
| | | | + |

↶ Reset
💾 Save
➡ Submit
➡ Request
➡ Reject Items

- › Under Characteristics Tab
 - › The “Unit Cost” should be the combined total of all the cost items in the shipper
- › Click on green plus to link items to shipper item
- › Search Vendor Name



EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

Item Details • BULOVA WATCH CO INC

Primary Product Hierarchy > Product Root > Products > Food/Beverage/Tobacco > Bread/Bakery Products > Biscuits/Cookies > Biscuits/Cookies (Shelf Stable) > SHIPPER

Characteristics | Product Details | Category Specifics | Packaging Hierarchy

Buyer Case Name

Color Name* No Color

Country Of Origin* US (UnitedStates)

Department Number

Made In America (Y/N)

MSRP

NRF Color Code* 000 No Color (000)

Online Item* No

Private Label No (N)

Product Description* Shipper for Cookies

Shipper (Y/N)^{fx} Yes

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

Unit Cost* 119.40

Unit Cost Currency^{fx} US Dollar

VPN (Vendor Product Number)* 1120014789

References | Asset/Documents

Primary Product Ship Point*

| ID | Title | |
|--------------------|---------------------|---|
| SHIPPOINT_09380000 | BULOVA WATCH CO INC | ✖ |

Additional Ship Points


| ID | Title | |
|----|-------|---|
| | | + |

Link Item to Shipper Item

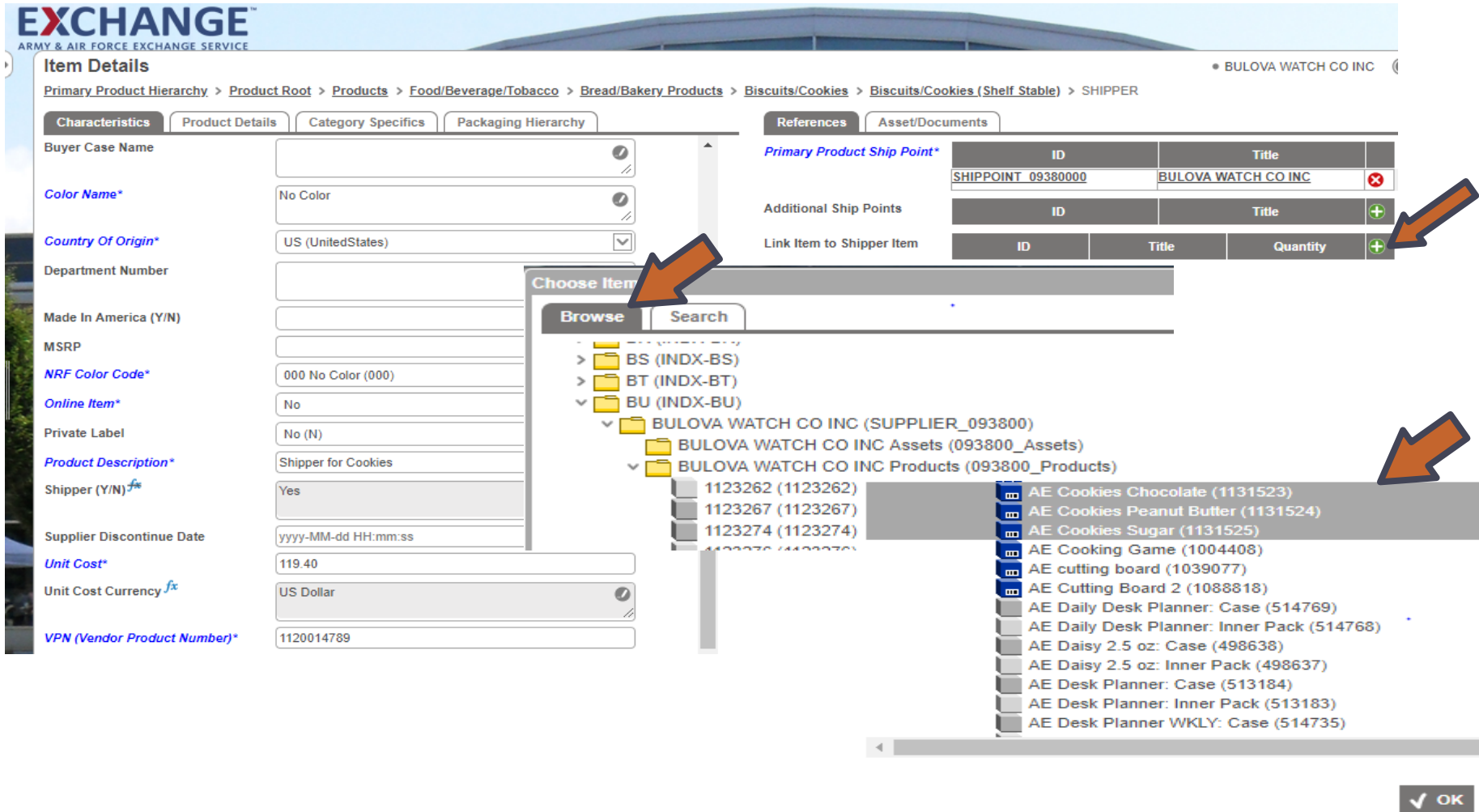
| ID | Title | Quantity |
|----|-------|----------|
| | | + |

Choose Item

Browse Search

>  Supplier Root (SupplierRoot)

- Browse to search Vendor Name : Click on Vendor name to expand on Products.
 - If the supplier has more than 1000 items in their Products folder they will need to search by PIM Item Name to add the items
- Locate items to select multiple item, hold shift, click on all items then click OK



Item Details • BULOVA WATCH CO INC

Primary Product Hierarchy > Product Root > Products > Food/Beverage/Tobacco > Bread/Bakery Products > Biscuits/Cookies > Biscuits/Cookies (Shelf Stable) > SHIPPER

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

Buyer Case Name:

Color Name*: No Color

Country Of Origin*: US (UnitedStates)

Department Number:

Made In America (Y/N):

MSRP:

NRF Color Code*: 000 No Color (000)

Online Item*: No

Private Label: No (N)

Product Description*: Shipper for Cookies

Shipper (Y/N)^{f*}: Yes

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

Unit Cost*: 119.40

Unit Cost Currency^{fx}: US Dollar

VPN (Vendor Product Number)*: 1120014789

Primary Product Ship Point*

| ID | Title |
|--------------------|---------------------|
| SHIPPOINT_09380000 | BULOVA WATCH CO INC |

Additional Ship Points

| ID | Title |
|----|-------|
| | |

Link Item to Shipper Item

| ID | Title | Quantity |
|----|-------|----------|
| | | |

Choose Item

Browse | Search

- BS (INDX-BS)
- BT (INDX-BT)
- BU (INDX-BU)
 - BULOVA WATCH CO INC (SUPPLIER_093800)
 - BULOVA WATCH CO INC Assets (093800_Assets)
 - BULOVA WATCH CO INC Products (093800_Products)
 - 1123262 (1123262)
 - 1123267 (1123267)
 - 1123274 (1123274)
 - 1123276 (1123276)
 - AE Cookies Chocolate (1131523)
 - AE Cookies Peanut Butter (1131524)
 - AE Cookies Sugar (1131525)
 - AE Cooking Game (1004408)
 - AE cutting board (1039077)
 - AE Cutting Board 2 (1088818)
 - AE Daily Desk Planner: Case (514769)
 - AE Daily Desk Planner: Inner Pack (514768)
 - AE Daisy 2.5 oz: Case (498638)
 - AE Daisy 2.5 oz: Inner Pack (498637)
 - AE Desk Planner: Case (513184)
 - AE Desk Planner: Inner Pack (513183)
 - AE Desk Planner WKLY: Case (514735)

✓ OK

- › Under the Link item to Shipper Item
 - › You will see your items you have selected under title column
 - › Enter Quantity of each item
- › Once completed Click Save and Submit

MY & AIR FORCE EXCHANGE SERVICE

Item Details • BULOVA WATCH CO INC

Primary Product Hierarchy > Product Root > Products > Food/Beverage/Tobacco > Bread/Bakery Products > Biscuits/Cookies > Biscuits/Cookies (Shelf Stable) > SHIPPER

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

Buyer: Trentham, Susan G. (JL)

Buyer Case Name:

Color Name*: No Color

Country Of Origin*: US (UnitedStates)

Department Number:

Made In America (Y/N):

MSRP:

NRF Color Code*: 000 No Color (000)

Online Item*: No

Private Label: No (N)

Product Description*: Shipper for Cookies

Shipper (Y/N)^{fx}: Yes

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

Unit Cost*: 119.40

Unit Cost Currency^{fx}: US Dollar

VPN (Vendor Product Number)*: 112001

Primary Product Ship Point*

| ID | Title | |
|--------------------|---------------------|---|
| SHIPPOINT_09380000 | BULOVA WATCH CO INC | ✖ |

Additional Ship Points

| ID | Title | |
|----|-------|---|
| | | + |

Link Item to Shipper Item

| ID | Title | Quantity | |
|---------|--------------------------|----------|---|
| 1131523 | AE Cookies Chocolate | 20 | ✖ |
| 1131524 | AE Cookies Peanut Butter | 20 | ✖ |
| 1131525 | AE Cookies Sugar | 20 | ✖ |

Reset | Save | Submit | Request | Reject Items



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



Thank You!
