







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

**Supplier Guide for PIM**  
**How to Create Item Family - WEBUI**

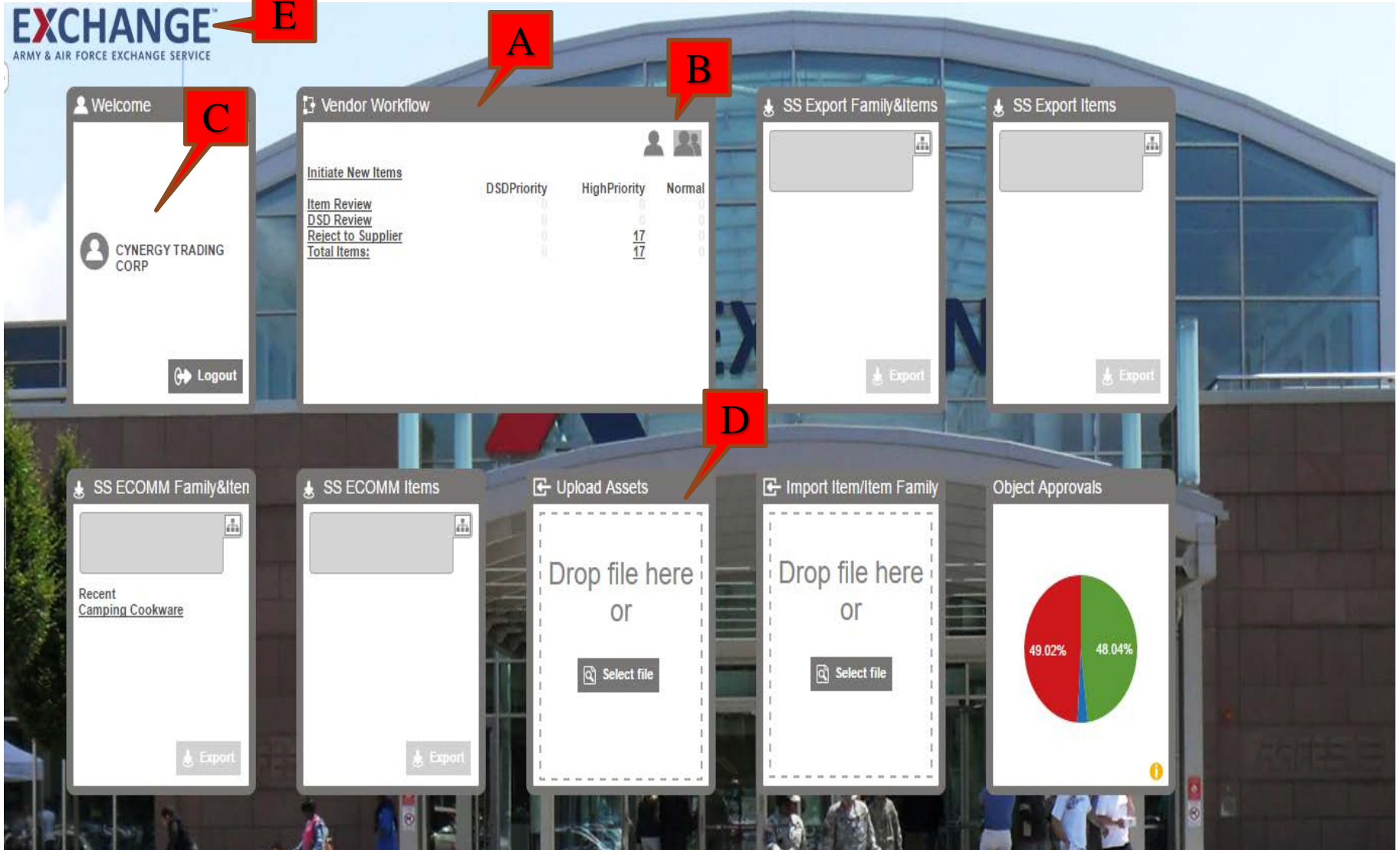
---

- Supplier Login Page: <http://pim.aafes.com>
- Enter your username and password to log into PIM



- A. Supplier Homepage consist of the Vendor Workflow widget
- B. 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.
- C. Welcome Widget displays your username  B&B ISLAND DIST
- D. Upload Assets such as Image thumbnails and product information sheets
- E. Clicking on the Exchange logo  will bring you back to the homepage

## > Homepage



**E** EXCHANGE™ ARMY & AIR FORCE EXCHANGE SERVICE

**C** Welcome  
CYNERGY TRADING CORP  
Logout

**A** Vendor Workflow

Initiate New Items	DSDPriority	HighPriority	Normal
Item Review	0	0	0
DSD Review	0	0	0
Reject to Supplier	0	17	0
Total Items:	0	17	0

**B** SS Export Family&Items  
Export

SS Export Items  
Export

**D** SS ECOMM Family&Item  
Recent  
Camping Cookware  
Export

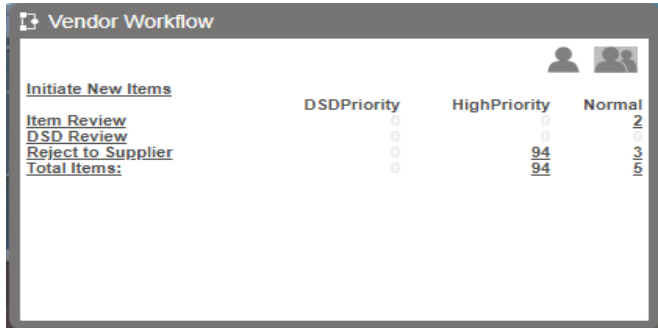
SS ECOMM Items  
Export

Upload Assets  
Drop file here  
or  
Select file

Import Item/Item Family  
Drop file here  
or  
Select file

Object Approvals  
49.02% 48.04%

## A. Under the Vendor Workflow Widget



	DSDPriority	HighPriority	Normal
<u>Initiate New Items</u>			
<u>Item Review</u>	0	0	2
<u>DSD Review</u>	0	0	0
<u>Reject to Supplier</u>	0	94	0
<u>Total Items:</u>	0	94	101

B. Click on Initiate New Items | Initiate New Items

C. Select Initiate New Item Family ➔ Initiate New ItemFamily



# EXCHANGE™ How To Create An Item Family – WebUI

The screenshot displays the EXCHANGE™ Army & Air Force Exchange Service WebUI. The interface is overlaid on a background image of a building entrance with people walking. The WebUI components are as follows:

- Top Left:** EXCHANGE™ ARMY & AIR FORCE EXCHANGE SERVICE logo.
- Left Panel (A):** Welcome screen for user B&B ISLAND DIST. Includes a Logout button.
- Center Panel (B):** Vendor Workflow section. Under "Initiate New Items", there is a table with columns: DSDPriority, HighPriority, and Normal. The "Initiate New ItemFamily" option is highlighted with callout C.
- Right Panel (C):** SS Export Family&Items and SS Export Items sections. Both include an "Export" button.

Item	DSDPriority	HighPriority	Normal
Initiate New DSD	0	0	2
Initiate New Item	0	94	3
Initiate New ItemFamily	0	94	5

- A. In the GPC Brick field click on the button to the right 
- B. Select the Product Root folder  Products (GPC\_Products)
- C. Select your segment  Girls (234359)
- D. Click the arrows to drop down as shown below to brick level, the brick will have a small red line on the folder  Dresses (235924)
- E. Highlight your item, select ok 

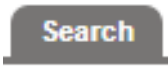


# EXCHANGE™ How To Create An Item Family – WebUI


The screenshot shows the 'EXCHANGE™ ARMY & AIR FORCE EXCHANGE SERVICE' logo at the top. Below it is the 'Create Item Family' page with a breadcrumb 'GPC Brick\*'. Two 'Select Node(s)' dialog boxes are open. The left dialog (B) shows a tree with 'Products (GPC\_Products)'. The right dialog (C) shows a tree with 'Girls (234359)' expanded, and 'Dresses (235924)' selected. Both dialogs have 'Browse' and 'Search' buttons and 'OK'/'Cancel' buttons at the bottom. Red callout boxes A-E point to the top right of the page, the left dialog's 'Browse' button, the right dialog's 'Browse' button, the selected 'Dresses' node, and the right dialog's 'OK' button respectively.



A. To the right of the Primary Product Ship point field, click on green + indicator 

B. You can search two ways to attached your ship point

1. Click on Search tab  , type vendor name in the search field   , click search  , highlight, click ok 

2. Click on Browse tab, click supplier root  Supplier Root (SupplierRoot) , search by alpha drill down to ship point, highlight correct ship point

 B&B ISLAND DIST (SHIPPOINT\_04723410) , click ok 

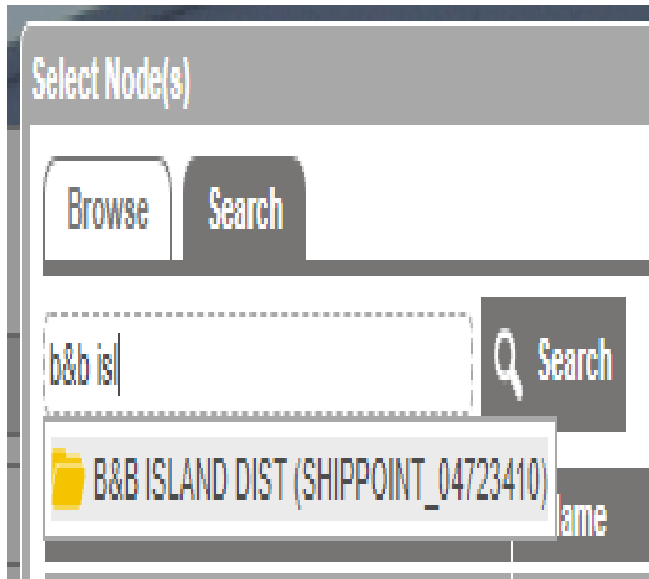
Primary Product Ship Point

ID

Title



A



# How To Create An Item Family – WebUI

Primary Product Ship Point	ID	Title	+
----------------------------	----	-------	---

Select Node(s)
✕

Browse
Search

- > 📁 Supplier Root (SupplierRoot)


✓ OK
✕ Cancel

Select Node(s)
✕

Browse
Search

- > 📁 AI (INDX-AI)
- > 📁 AZ (INDX-AZ)
- > 📁 B (INDX-B)
  - > 📁 B&B ISLAND DIST (SUPPLIER\_047234)
    - > 📁 B&B ISLAND DIST Assets (047234\_Assets)
    - > 📁 B&B ISLAND DIST Products (047234\_Products)
    - > 📁 B&B ISLAND DIST Ship Points (047234\_ShipPoints)
  - > 📁 B&B ISLAND DIST (SHIPPOINT\_04723410)
- > 📁 BA (INDX-BA)
- > 📁 BB (INDX-BB)
- > 📁 BC (INDX-BC)
- > 📁 BD (INDX-BD)
- > 📁 BE (INDX-BE)
- > 📁 BF (INDX-BF)
- > 📁 BG (INDX-BG)
- > 📁 BH (INDX-BH)
- > 📁 BI (INDX-BI)
- > 📁 BJ (INDX-BJ)
- > 📁 BK (INDX-BK)
- > 📁 BL (INDX-BL)
- > 📁 BM (INDX-BM)
- > 📁 BN (INDX-BN)
- > 📁 BO (INDX-BO)
- > 📁 BP (INDX-BP)
- > 📁 BR (INDX-BR)
- > 📁 BS (INDX-BS)
- > 📁 BT (INDX-BT)
- > 📁 BU (INDX-BU)

✓ OK
✕ Cancel

- A. Complete all attributes for your item, fields in blue are mandatory and must be filled out to move to the next workflow
- B. Once fields are completed click submit 
- C. You will be directed back to the homepage

Create Item Family

• B&B ISLAND DIST

*GPC Brick\**

*Item Family Name\**

Brand

Buyer Case Name

*Country Of Origin\**

Made In America (Y/N)

*Online Item\**

*Product Description\**

Supplier Discontinue Date

*VPN (Vendor Product Number)\**

Primary Product Ship Point

ID	Title	
SHIPPOINT_04723410	B&B ISLAND DIST	✖

Additional Ship Points

ID	Title	
		+

B

Submit

Reset

A. Item Review will show the number of new items created

<u>Item Review</u>	DSDPriority	HighPriority	Normal
	0	0	<u>3</u>

B. Under Normal column click on the number

Normal
<u>3</u>

C. Any item not completed within allotted time frame will escalate to high priority column

HighPriority
0



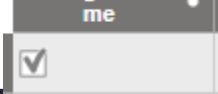


The screenshot displays the EXCHANGE™ ARMY & AIR FORCE EXCHANGE SERVICE web interface. The background shows a modern building entrance with people walking. The interface is overlaid with four panels:

- Panel A:** A "Welcome" sidebar for user "B&B ISLAND DIST" with a "Logout" button.
- Panel B:** A "Vendor Workflow" section containing a table with columns "DSDPriority", "HighPriority", and "Normal".
- Panel C:** A "SS Export Family&Items" section with a "Recent" list and an "Export" button.
- Panel D:** A "SS Export Items" section with a "Recent" list and an "Export" button.

Callout A points to the user profile area. Callout B points to the "SS Export Family&Items" section. Callout C points to the table in the "Vendor Workflow" section.

	DSDPriority	HighPriority	Normal
Initiate New Items			
Item Review			13
DSD Review	0	0	0
Reject to Supplier		95	2
Total Items:	0	95	15

D. Check Box Under “Assigned To.....”  , if you do not check the box up front you will not be able to save your data




E. Click on item link under the name column to complete tabs

Name
<a href="#">Onsie 1</a>
<a href="#">Onsie 2</a>
<a href="#">Test Dresses</a>


**EXCHANGE™**  
ARMY & AIR FORCE EXCHANGE SERVICE

Buy-Side Item - Item Review B&B ISLAND DIST

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
<input type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Onsie 1</a>	Item	Normal	8/9/18 12:21:35 PM	047234	Carter's	Baby Onesie	2.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Onsie 2</a>	<b>E</b>	Normal	8/9/18 12:21:52 PM	047234	Carter's	Baby Onesie	2.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Test Dresses</a>	Item Family	Normal	8/13/18 11:31:26 AM	047234	Lucky Brand	Comfortable and cute	

**D**

- A. Navigate to the Characteristics Tab  and complete all attributes for your item**
1. If any mandatory attributes highlighted in blue are not filled in the tab will be underlined in yellow
  2. Some fields are mandatory but not blue because they are not globally mandatory. If you have not entered a value in these fields you will get an error message that lets you know which field/fields need to be filled in.
- B. GTIN, GTIN type, Color Name(starting with a capital letter, absolutely NO CAPS) are mandatory**
- C. Save data.**

• B&B ISLAND DIST

## Item Details

[Primary Product Hierarchy](#) > 
 [Product Root](#) > 
 [Products](#) > 
 [Infants & Toddlers](#) > 
 [NIT Sleepwear](#) > 
 [Newborn/Infant Girl](#) > 
 [Sleepwear](#) > 
 [Test Onesie](#) > 
 Onsie 1

**Characteristics** | Product Details | Category Specifics | Packaging Hierarchy

*Item Name\**

GTIN

GTIN Type

Comments

Request Comment

Reject/Delete Reason

AAFES GTIN Required

AAFES Importer (Y/N)\*

Assortment GTINs

Assortment GTIN Type

*Brand\**

Buyer

Buyer Case Name

*Color Name\**

**References** | Asset/Documents

*Primary Product Ship Point\**

ID	Title	+
SHIPPOINT 04723410	B&B ISLAND DIST	✖

Additional Ship Points

ID	Title	+
		+

Link Item to Shipper Item


ID	Title	Quantity	+
			+

Reset
 Save
 Submit
 Request
 Reject Items

**A**

**B**

**C**

- A. Under the Product Details tab , complete all attributes for your item
- B. Fields in blue are Mandatory to move to the next workflow
- C. If mandatory fields are not filled in, the tab will remain underlined in yellow.
- D. Save Data.



ARMY & AIR FORCE EXCHANGE SERVICE

**Item Details**

Primary Product Hierarchy > Product Root > Products > Infants & Toddlers > MIT Sleepwear > Newborn/Infant Girl > Sleepwear > Test Onesie > Onsie 1

B&B ISLAND DIST

Characteristics
Product Details
Category Specifics
Packaging Hierarchy

*Length\**

*Length UOM\**

*Width\**

*Width UOM\**

*Height\**

*Height UOM\**

*Weight\**

*Weight UOM\**

*Inner Pack Size\**

*Case Pack Size\**

Factory

HTS Code

*Packing Method\**

Pack Item

Ship Date

Short Description

*Size\**

*Advertised Origin\**

*APO/FPO Available\**

*Asset Location\**

*Care Information\**

Description 4 (Warranty Information)

*Display Name\**

Features – Benefits – Marketing Message

References
Asset/Documents

*Primary Product Ship Point\**

ID	Title	
SHIPPOINT 04723410	B&B ISLAND DIST	✖

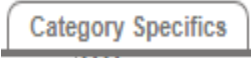
Additional Ship Points


ID	Title	
		+

Link Item to Shipper Item

ID	Title	Quantity	
			+

Save
Submit
Request
Reject Items


- A. Under the Category Specifics tab , complete all attributes for your item
- B. Fields in blue are Mandatory to move to the next workflow
- C. If mandatory fields are not filled in, the tab will remain underlined in yellow
- D. Save Data



• B&B ISLAND DIST

Primary Product Hierarchy > Product Root > Products > Infants & Toddlers > NIT Sleepwear > Newborn/Infant Girl > Sleepwear > Test Onesie > Onesie 1

Characteristics
Product Details
Category Specifics
Packaging Hierarchy



Age

Body Type

*Consumer Item Length\**

*Consumer Item Length UOM\**

*Consumer Quantity Of Units In Consumer Package\**

*Dia (Y/N)\**

*Fabric Or Material Description\**

Fur Animal Name

Fur Country Of Origin

Fur Treatment

*Gender\**

GWP

*If Flame Retardant\**

Length Of Leg Of Garment

Length Of Sleeve Of Garment

Military Clothing (Y/N)

Number

Pack Count


Pre-Ticket

Ship Date

Sleeve Style

Sport

Team



*Primary Product Ship Point\**

ID	Title		
SHIPPOINT_04723410	B&B ISLAND DIST	✖	↔


Additional Ship Points

ID	Title		
		+	

Link Item to Shipper Item

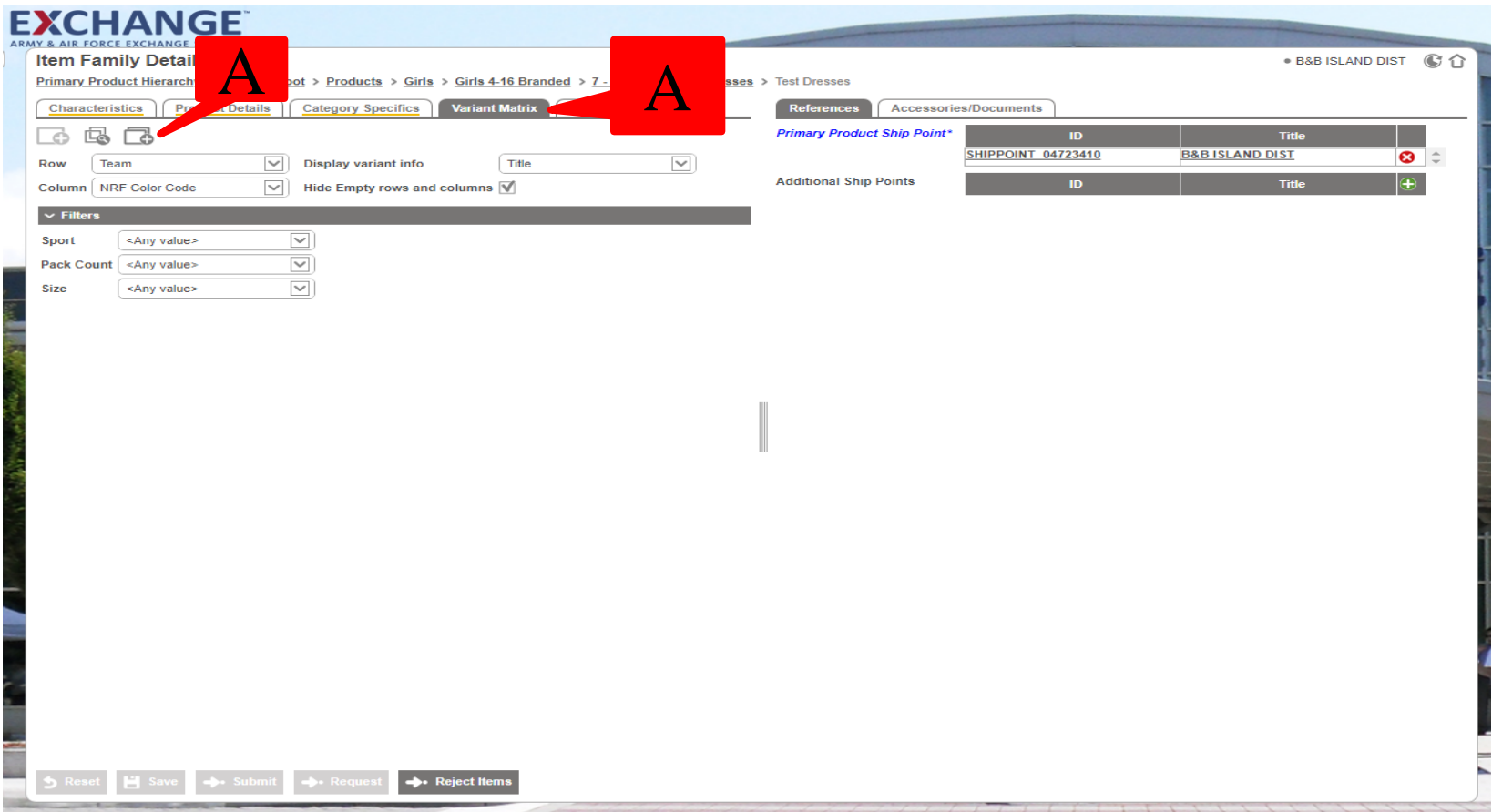
ID	Title	Quantity	
			+

↶ Reset
💾 Save
➡ Submit
➡ Request
➡ Reject Items



There are two ways to create children

A. Click on Variant Matrix Tab  , then select the Create Variant  button



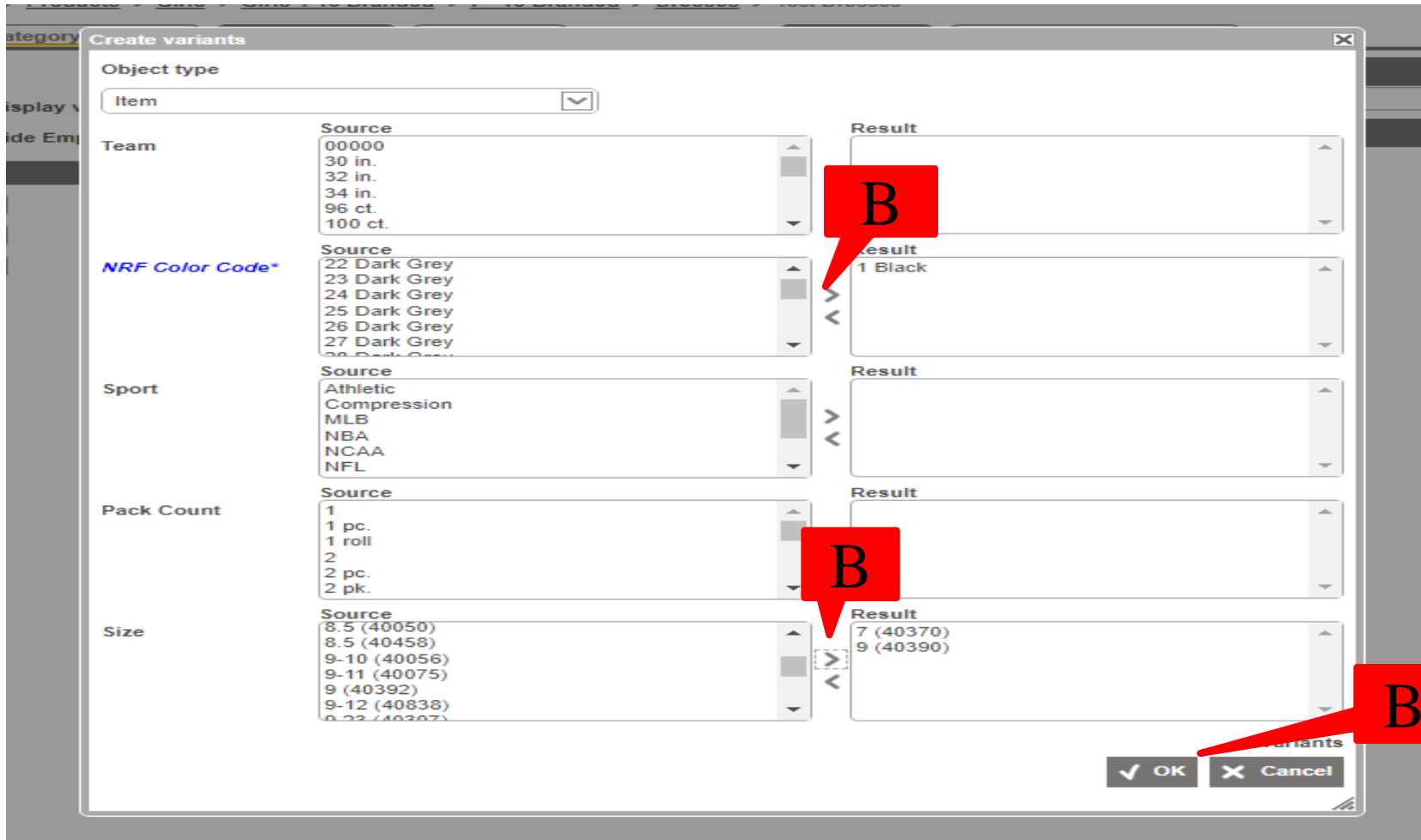
The screenshot shows the EXCHANGE Item Family Details page for a product. The 'Variant Matrix' tab is selected and highlighted with a red box and the letter 'A'. Below the tabs, there are several configuration options: Row (Team), Column (NRF Color Code), Display variant info (Title), and Hide Empty rows and columns (checked). A 'Filters' section is also visible with dropdowns for Sport, Pack Count, and Size. On the right side, there are sections for 'References' and 'Additional Ship Points'. The 'References' section contains a table with one row: SHIPPOINT 04723410, B&B ISLAND DIST. The 'Additional Ship Points' section has a table with columns ID and Title, and a green plus button to add more.

ID	Title
SHIPPOINT 04723410	B&B ISLAND DIST

ID	Title
----	-------

# Item Family Details/Variant Matrix

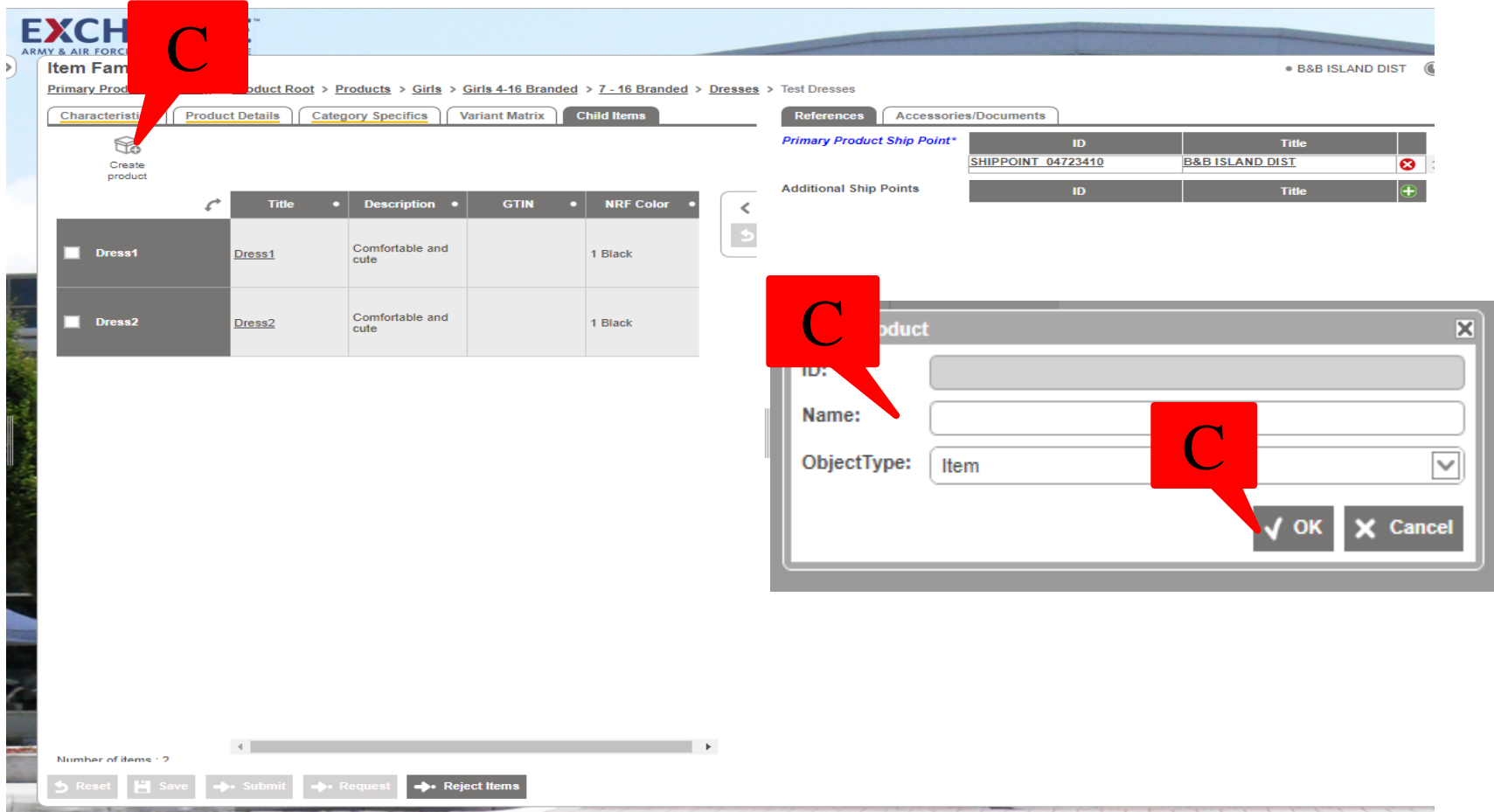
- B. Click on NRF code select your color and size, use the arrow to move to the next box, Selecting your attributes determine the number of children that will be created, select Ok to return to the homepage



Attribute	Source	Result
Object type	Item	
Team	00000 30 in. 32 in. 34 in. 96 ct. 100 ct.	
NRF Color Code*	22 Dark Grey 23 Dark Grey 24 Dark Grey 25 Dark Grey 26 Dark Grey 27 Dark Grey	1 Black
Sport	Athletic Compression MLB NBA NCAA NFL	
Pack Count	1 1 pc. 1 roll 2 2 pc. 2 pk.	
Size	8.5 (40050) 8.5 (40458) 9-10 (40056) 9-11 (40075) 9 (40392) 9-12 (40838) 9-22 (40397)	7 (40370) 9 (40390)

OK Cancel

- C. Click on Create Product button, name the item (it should be different from the family item, i.e. dress1, dress2), select ok, once you have created all the children return to the home page



The screenshot shows the 'Item Family Details' page for 'Dresses'. The 'Child Items' tab is active, displaying a table with two items: 'Dress1' and 'Dress2'. A 'Create product' button is visible in the top left. A 'Create Product' dialog box is open, showing fields for 'ID', 'Name', and 'ObjectType' (set to 'Item'). The 'OK' button is highlighted.

Title	Description	GTIN	NRF Color
Dress1	Comfortable and cute		1 Black
Dress2	Comfortable and cute		1 Black

ID	Title
SHIPPOINT_04723410	B&B ISLAND DIST

Number of items: 2

Buttons: Reset, Save, Submit, Request, Reject Items








- A. Item Review- Click on item link under the name column to complete tabs (don't forget to assign it to yourself before clicking the link)**
- B. Complete all attributes under Characteristics, product details, and category specifics**
- C. Click Save**
- D. If mandatory fields are not filled in, the tab will remain underlined in yellow**
- E. Click on arrow or exchange logo to go back to homepage, go under normal, click numbers to open your items**

**EXCHANGE™**  
ARMY & AIR FORCE EXCHANGE SERVICE

Buy-Side Item - Item Review B&B ISLAND DIST

Select all Clear filter Apply view Clear view

	Assigned to me	Thumbnail	Name	Status flag	Deadline	Supplier Nbr	Brand	Description	
<input type="checkbox"/> Onsie 1	<input checked="" type="checkbox"/>		Onsie 1	HighPriority	8/9/18 12:21:35 PM	047234	Carter's	Baby Onesie	2.0
<input type="checkbox"/> Onsie 2	<input checked="" type="checkbox"/>		Onsie 2	HighPriority	8/9/18 12:21:52 PM	047234	Carter's	Baby Onesie	2.0
<input type="checkbox"/> Test Dresses	<input checked="" type="checkbox"/>		Test Dress	Item Family	8/13/18 11:31:26 AM	047234	Lucky Brand	Comfortable and cute	
<input type="checkbox"/> Dress1	<input checked="" type="checkbox"/>		Dress1	Item	9/7/18 10:24:13 AM	047234	Lucky Brand	Comfortable and cute	
<input type="checkbox"/> Dress2	<input checked="" type="checkbox"/>		Dress2	Item	9/7/18 10:24:13 AM	047234	Lucky Brand	Comfortable and cute	

Number of items : 5

B

C

**EXCHANGE**  
ARMY & AIR FORCE EXCHANGE SERVICE
• B&B ISLAND DIST

**Item Details**

Primary Product Hierarchy > Product Root > Products > Girls > Girls 4-16 Branded > 7 - 16 Branded > Dresses > Test Dresses > Dress1

**Characteristics** | Product Details | Category Specifics | Packaging Hierarchy

References | Asset/Documents

**Item Name\***

**GTIN\***

**GTIN Type\***

**Comments**

**Request Comment**

**Reject/Delete Reason**

**AAFES GTIN Required**

**AAFES Importer (Y/N)\***

**Assortment GTINs**

**Assortment GTIN Type**

**Brand**

**Buyer**

**Buyer Case Name**

**Color Name\***

**Country Of Origin\***

**Department Number**

**Made In America (Y/N)**

**MSRP**

**NRF Color Code\***

**Online Item\***

**Private Label**

**Product Description**

**Shipper (Y/N)<sup>fx</sup>**

**Primary Product Ship Point\***

ID	Title	
SHIPPOINT_04723410	B&B ISLAND DIST	✖

**Additional Ship Points**

ID	Title	
		+

**Link Item to Shipper Item**

ID	Title	Quantity	
			+

↶ Reset
💾 Save
➡ Submit
➡ Request
➡ Reject Items

- A. Under item review, Check the parent and child items**
- B. Submit to next state in workflow icon will appear, click on icon**
- C. Popup will appear, click okay**
- D. If no errors, items have been sent to buyer for review and approval**

# EXCHANGE™ Item Family Details/Children

EXCHANGE™  
ARMY & AIR FORCE EXCHANGE SERVICE

Buy-Side Item - Item Review • B&B ISLAND DIST

Clear all   Clear filter   Apply view   Clear view   Export action   **B** Submit to next state in workflow   Export Smartsheet

	Assigned to me	Thumbnail	Name	Item/Item Family	Status flag	Deadline	Supplier Nbr	Brand	Description	
<b>A</b> <input type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Onsie 1</a>	Item	HighPriority	8/9/18 12:21:35 PM	047234	Carter's	Baby Onesie	2.0
<input type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Onsie 2</a>	Item	HighPriority	8/9/18 12:21:52 PM	047234	Carter's	Baby Onesie	2.0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Test Dresses</a>	Item Family	HighPriority	8/13/18 11:31:26 AM	047234	Lucky Brand	Comfortable and cute	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Dress1</a>	Item	Normal	9/7/18 10:24:13 AM	047234	Lucky Brand	Comfortable and cute	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Dress2</a>	Item	Normal	9/7/18 10:24:13 AM	047234	Lucky Brand	Comfortable and cute	

**Submit Properties** ✕

Submit event  ▼

Submit message



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

---



**Thank You!**