



Product Information Manager
PIM

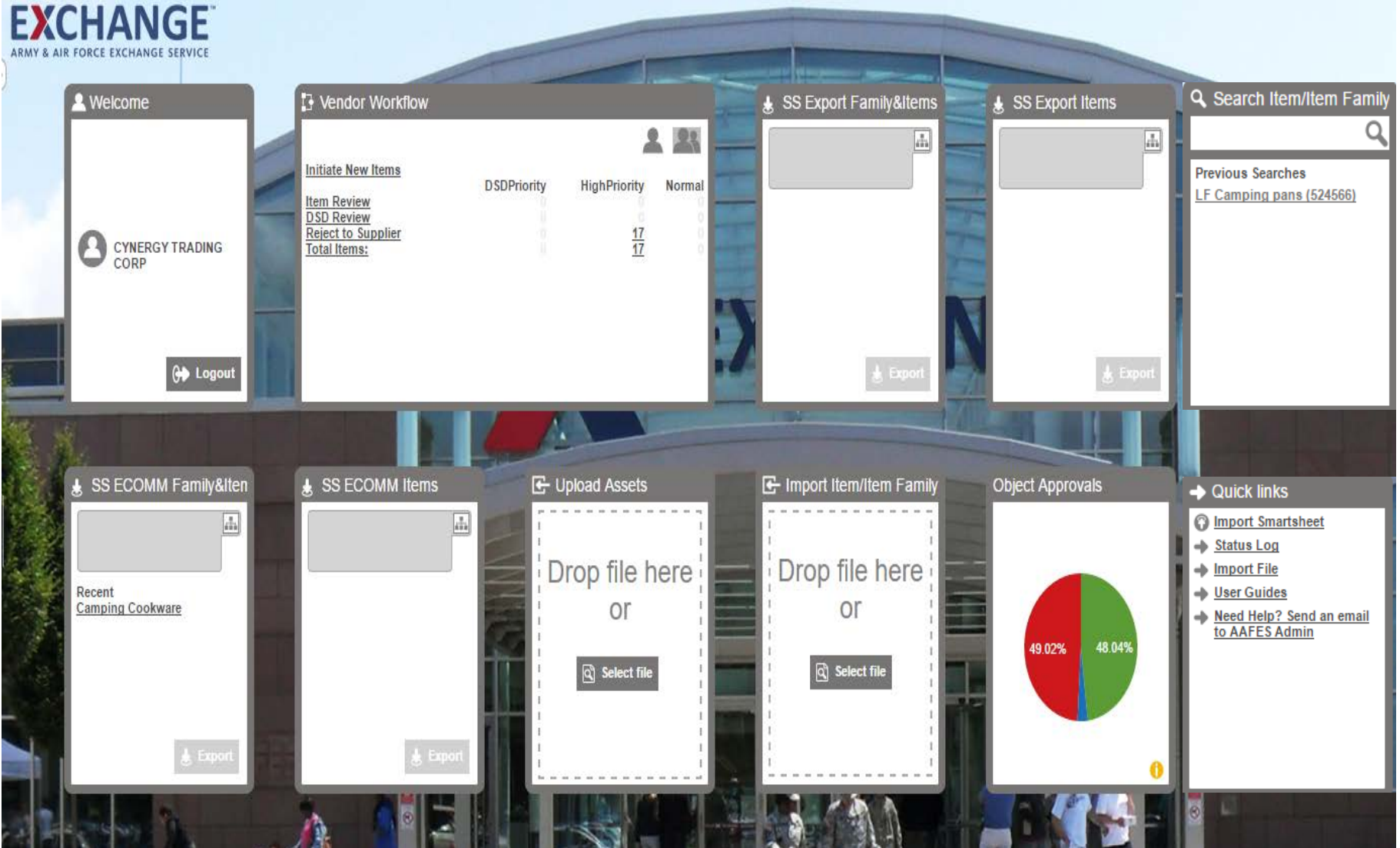
Supplier Guide for PIM
How to Create an Item

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



How To Create An Item - WebUI

➤ Home page consist of widgets to assist in adding items



EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

Welcome
CYNERGY TRADING CORP
Logout

Vendor Workflow

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

SS Export Family&Items
Export

SS Export Items
Export

Search Item/Item Family
Previous Searches
[LF Camping pans \(524566\)](#)

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%

Quick links

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

› Vendor Workflow widget:

- › Initiate New Items
- › Next to arrow -> Initiate New Item



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Welcome
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Logout

Vendor Workflow
Initiate New Items
Item Review
DSD Review
Reject to Supplier
Total Items:

Vendor Workflow
Initiate New Items
DSDPriority HighPriority Normal
Initiate New DSD
Initiate New Item
Initiate New ItemFamily

SS Export Family&Items
SS Export Items
Export

Upload Assets
Drop file here or
Select file

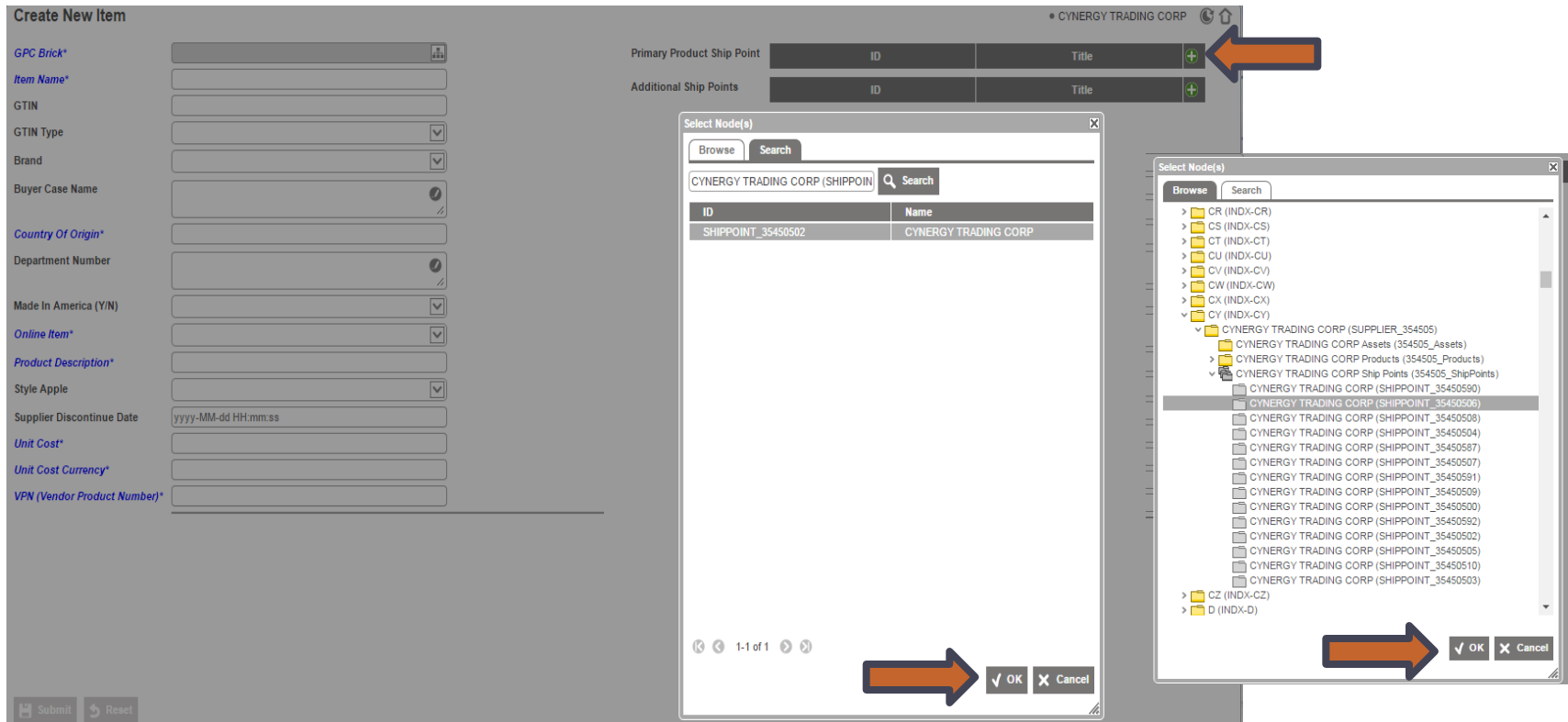
Import Item/Item Family
Drop file here or
Select file

Quick links
Import Smartsheet
Status Log
Import File
Need Help? Send an email to AAFES Admin

New Item Add

➤ Primary Product Ship Point

- Under Primary Product Ship point (Vendor Code), click on green + indicator
- You can search two ways to attached your ship point (Vendor Code)
- Click on Search tab, type supplier name, click search then highlight to click Okay
- Click on Browse tab Click on supplier root, search by alpha drill down to Ship Point, highlight your vendor number, Click okay



The screenshot shows the 'Create New Item' form for 'CYNERGY TRADING CORP'. The form includes fields for 'GPC Brick*', 'Item Name*', 'GTIN', 'GTIN Type', 'Brand', 'Buyer Case Name', 'Country Of Origin*', 'Department Number', 'Made In America (Y/N)', 'Online Item*', 'Product Description*', 'Style Apple', 'Supplier Discontinue Date', 'Unit Cost*', 'Unit Cost Currency*', and 'VPN (Vendor Product Number)*'. There are 'Submit' and 'Reset' buttons at the bottom left.

On the right side, there are two tables for 'Primary Product Ship Point' and 'Additional Ship Points', each with columns for 'ID' and 'Title' and a green '+' icon. An orange arrow points to the '+' icon in the 'Primary Product Ship Point' table.

Two search dialog boxes are overlaid. The first dialog, titled 'Select Node(s)', has a 'Browse' tab selected and a search bar containing 'SHIPPOINT_35450502'. Below the search bar is a table with the following data:

ID	Name
SHIPPOINT_35450502	CYNERGY TRADING CORP

An orange arrow points to the 'OK' button at the bottom right of this dialog.


The second dialog, also titled 'Select Node(s)', has a 'Browse' tab selected and shows a tree view of the system hierarchy. The tree structure is as follows:

- > CR (INDX-CR)
- > CS (INDX-CS)
- > CT (INDX-CT)
- > CU (INDX-CU)
- > CV (INDX-CV)
- > CW (INDX-CW)
- > CX (INDX-CX)
- > CY (INDX-CY)
 - ✓ CYNERGY TRADING CORP (SUPPLIER_354505)
 - CYNERGY TRADING CORP Assets (354505_Assets)
 - CYNERGY TRADING CORP Products (354505_Products)
 - ✓ CYNERGY TRADING CORP Ship Points (354505_ShpPoints)
 - CYNERGY TRADING CORP (SHIPPOINT_35450590)
 - CYNERGY TRADING CORP (SHIPPOINT_35450596) **(highlighted)**
 - CYNERGY TRADING CORP (SHIPPOINT_35450598)
 - CYNERGY TRADING CORP (SHIPPOINT_35450594)
 - CYNERGY TRADING CORP (SHIPPOINT_35450587)
 - CYNERGY TRADING CORP (SHIPPOINT_35450577)
 - CYNERGY TRADING CORP (SHIPPOINT_35450591)
 - CYNERGY TRADING CORP (SHIPPOINT_35450590)
 - CYNERGY TRADING CORP (SHIPPOINT_35450500)
 - CYNERGY TRADING CORP (SHIPPOINT_35450502)
 - CYNERGY TRADING CORP (SHIPPOINT_35450502)
 - CYNERGY TRADING CORP (SHIPPOINT_35450505)
 - CYNERGY TRADING CORP (SHIPPOINT_35450510)
 - CYNERGY TRADING CORP (SHIPPOINT_35450503)
- > CZ (INDX-CZ)
- > D (INDX-D)

An orange arrow points to the 'OK' button at the bottom right of this dialog.

- **Adding Additional Ship Point**
- Click on Additional Ship Point click on green + indicator
- Follow the same steps to add additional ship points (Vendor Codes)

=



Create New Item

*GPC Brick**

*Item Name**

GTIN

GTIN Type

Brand

Buyer Case Name

*Country Of Origin**

Department Number

Made In America (Y/N)

*Online Item**

*Product Description**

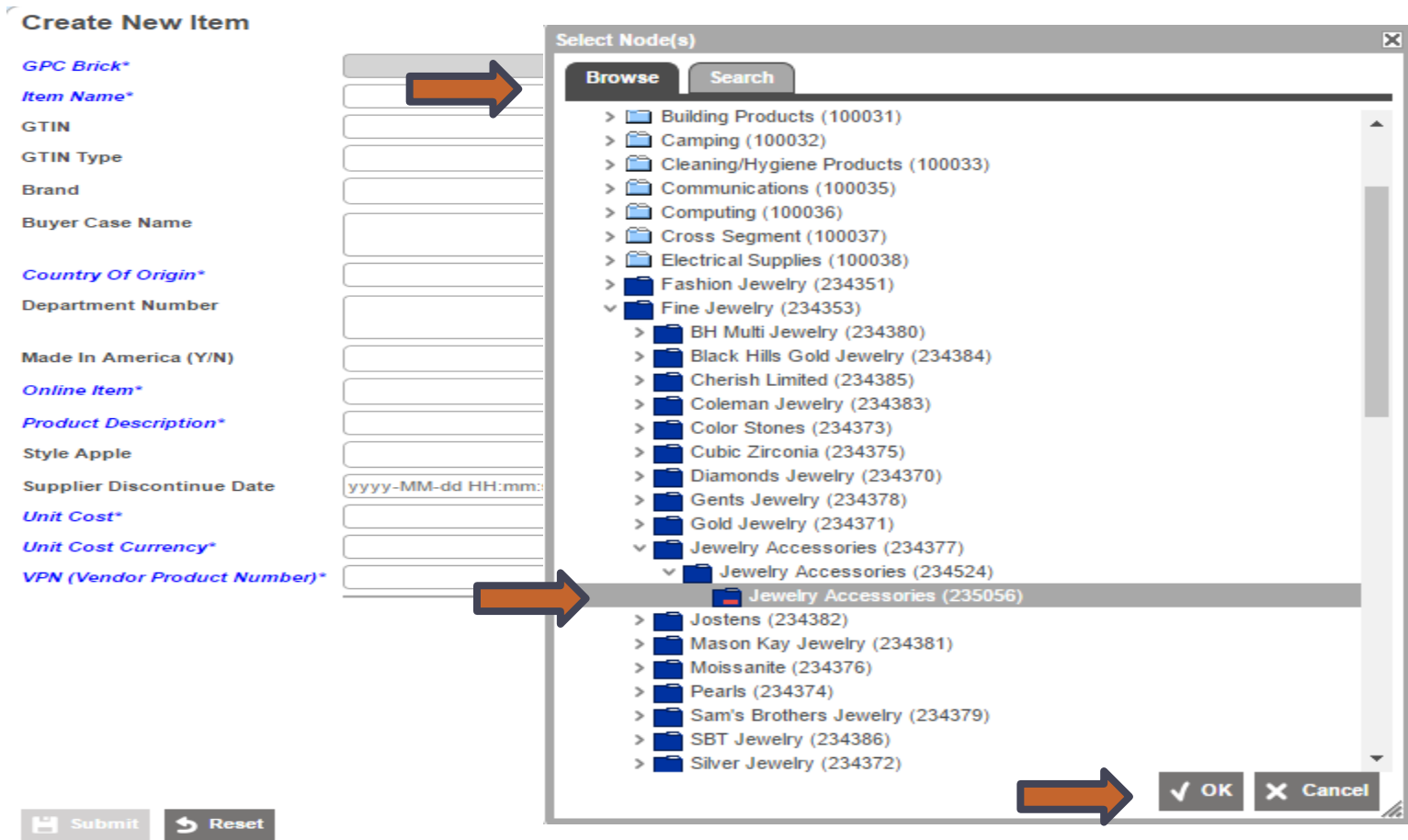
Supplier Discontinue Date

*VPN (Vendor Product Number)**

Primary Product Ship Point	ID	Title	
	SHIPPOINT_09380000	BULOVA WATCH CO INC	✖
Additional Ship Points	ID	Title	+

Primary Product Ship Point	ID	Title	
	SHIPPOINT_09380000	BULOVA WATCH CO INC	✖
Additional Ship Points	ID	Title	+
	SHIPPOINT_09380008	BULOVA WATCH CO INC	✖

- › GPC Brick icon– click on products,
- › Browse to find your product brick.
- › Click on the arrows to drop down as shown below to the brick level.
 - › If you do not arrow down to the brick level, you will not be able to save any data you enter.
- › Highlight your item then click OK.



The screenshot shows the 'Create New Item' form on the left and the 'Select Node(s)' dialog box on the right. The form has several fields with blue labels: GPC Brick*, Item Name*, GTIN, GTIN Type, Brand, Buyer Case Name, Country Of Origin*, Department Number, Made In America (Y/N), Online Item*, Product Description*, Style Apple, Supplier Discontinue Date (with a date-time mask), Unit Cost*, Unit Cost Currency*, and VPN (Vendor Product Number)*. At the bottom of the form are 'Submit' and 'Reset' buttons. The 'Select Node(s)' dialog box has 'Browse' and 'Search' tabs. It displays a tree view of product categories. The 'Fine Jewelry (234353)' category is expanded, and 'Jewelry Accessories (235056)' is highlighted. An orange arrow points from the 'Item Name*' field to the dialog box. Another orange arrow points from the highlighted 'Jewelry Accessories (235056)' item to the 'OK' button. A third orange arrow points from the 'OK' button to the 'Submit' button on the form.

Create New Item

GPC Brick*

Item Name*

GTIN

GTIN Type

Brand

Buyer Case Name

Country Of Origin*

Department Number

Made In America (Y/N)

Online Item*

Product Description*

Style Apple

Supplier Discontinue Date

Unit Cost*

Unit Cost Currency*

VPN (Vendor Product Number)*

Submit Reset

Select Node(s)

Browse Search








- > Building Products (100031)
- > Camping (100032)
- > Cleaning/Hygiene Products (100033)
- > Communications (100035)
- > Computing (100036)
- > Cross Segment (100037)
- > Electrical Supplies (100038)
- > Fashion Jewelry (234351)
- ▼ Fine Jewelry (234353)
 - > BH Multi Jewelry (234380)
 - > Black Hills Gold Jewelry (234384)
 - > Cherish Limited (234385)
 - > Coleman Jewelry (234383)
 - > Color Stones (234373)
 - > Cubic Zirconia (234375)
 - > Diamonds Jewelry (234370)
 - > Gents Jewelry (234378)
 - > Gold Jewelry (234371)
 - ▼ Jewelry Accessories (234377)
 - ▼ Jewelry Accessories (235056)
 - > Jostens (234382)
 - > Mason Kay Jewelry (234381)
 - > Moissanite (234376)
 - > Pearls (234374)
 - > Sam's Brothers Jewelry (234379)
 - > SBT Jewelry (234386)
 - > Silver Jewelry (234372)


OK Cancel

- › 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.

ARMY & AIR FORCE EXCHANGE SERVICE

Create New Item

<i>GPC Brick*</i>	Camping Heating/Lighting Equipment Variety Packs 
<i>Item Name*</i>	LF camping light
GTIN	<input type="text"/>
GTIN Type	<input type="text"/> 
Brand	<input type="text"/> 
Buyer Case Name	<input type="text"/> 
<i>Country Of Origin*</i>	US (UnitedStates)
Department Number	<input type="text"/> 
Made In America (Y/N)	<input type="text"/> 
<i>Online Item*</i>	No 
<i>Product Description*</i>	Camping Light
Supplier Discontinue Date	yyyy-MM-dd HH:mm:ss
<i>Unit Cost*</i>	12.00
<i>Unit Cost Currency*</i>	US Dollar (USD)
<i>VPN (Vendor Product Number)*</i>	123456



EXCHANGE™ Vendor Workflow Widget/Items Review

- › Item Review will show the number of new items created.
- › Under the Normal column click on the number.
- › Any item not completed within allotted time frame will escalate to high priority column.

The screenshot displays the EXCHANGE™ ARMY & AIR FORCE EXCHANGE SERVICE interface. The main content area features several widgets:

- Welcome:** Shows the user profile for CYNERGY TRADING CORP and a Logout button.
- Vendor Workflow:** Contains a table for item review with columns for DSDPriority, HighPriority, and Normal. An orange arrow points to the number '1' in the Normal column.
- SS Export Family&Items:** Includes an Export button.
- SS Export Items:** Includes an Export button.
- SS ECOMM Family&Item:** Shows 'Recent Camping Cookware' and an Export button.
- SS ECOMM Items:** Includes an Export button.
- Upload Assets:** A dashed box with the text 'Drop file here or' and a 'Select file' button.
- Import Item/Item Family:** A dashed box with the text 'Drop file here or' and a 'Select file' button.
- Object Approvals:** A pie chart showing 49.02% (red) and 48.04% (green), with a notification icon in the bottom right corner.

DSDPriority	HighPriority	Normal
0	17	1
0	17	1
0	17	1

- › Check Box Under “Assigned To.....”
 - › 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.


Lucky Brand Gold Oblong Hoop, Item, Normal, 8/4/17 8:29:37 AM, 351774, Lucky Brand, Lucky Brand Gold Oblong Hoop, and 7.31. Two orange arrows point to the checked checkbox and the file name link. The interface also includes a top navigation bar with the EXCHANGE logo and 'ARMY & AIR FORCE EXCHANGE SERVICE', and a toolbar with icons for 'Select all', 'Clear filter', 'Apply view', and 'Clear view'." data-bbox="55 413 894 785"/>

EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

Buy-Side Item - Item Review

• LUCKY BRAND DUNGAREES

Select all Clear filter Apply view Clear view

Assigned to...	Thumbnail	Name	Item/Item Fa...	Status flag	Deadline	Supplier Nbr	Brand*	Description	Unit Cost*
<input checked="" type="checkbox"/>		Lucky Brand Gold Oblong Hoop	Item	Normal	8/4/17 8:29:37 AM	351774	Lucky Brand	Lucky Brand Gold Oblong Hoop	7.31

- › **Complete all attributes for your item**
 - › If all field are not complete for the item, it may fail later in the process.
 - › If any data is not complete the file will not save and the tab will be underlined in yellow
- › **Color Names need to be enter in Camel Case (i.e. Passion Red, Sunshine Yellow, Perfect Pink)**
- › **Save data.**

Item Details

Primary Product Hierarchy > Product Root > Products > Camping > Camping > Camping Heating/Lighting Equipment > Camping Heating/Lighting Equipment Variety Packs > LF

Characteristics | Product Details | Category Specifics | Packaging Hierarchy | ECOM Shipping/Delivery

References | Asset/Documents

Item Name*	LF camping light			
GTIN*	381318936190			
GTIN Type*	GTIN-12	<input type="checkbox"/>		
Comments	<input type="text"/>	<input type="checkbox"/>		
Request Comment	<input type="text"/>			
Reject/Delete Reason	<input type="text"/>			
AAFES GTIN Required	No (N)	<input type="checkbox"/>		
AAFES Importer (Y/N)*	No	<input type="checkbox"/>		
Assortment GTINs	<input type="text"/>			
Brand	Nair	<input type="checkbox"/>		
Buyer	Barr, James R. (YE)	<input type="checkbox"/>		
Buyer Case Name	<input type="text"/>	<input type="checkbox"/>		
Color Name	Black	<input type="checkbox"/>		
Country Of Origin*	US (UnitedStates)			
Department Number	<input type="text"/>	<input type="checkbox"/>		
Made In America (Y/N)	<input type="text"/>	<input type="checkbox"/>		
MSRP	<input type="text"/>			
NRF Color Code*	1 Black (1)	<input type="checkbox"/>		
Online Item*	No	<input type="checkbox"/>		
Private Label	No (N)	<input type="checkbox"/>		

← Save → Submit → Request → Reject Items

Primary Product Ship Point*

Additional Ship Points

Link Item to Shipper Item

Item Details

Primary Product Hierarchy > [Product Root](#) > [Products](#) > [Camping](#) > [Camping](#) > [Camping Heating/Lighting Equipment](#) > [Camping](#)

Column	Product Details	Category Specifics	Packaging Hierarchy	ECOM Shipping/Delivery
<i>Height*</i>	<input type="text" value="12"/>			
<i>Height UOM*</i>	<input type="text" value="Inch (IN)"/>			
<i>Length*</i>	<input type="text" value="5"/>			
<i>Length UOM*</i>	<input type="text" value="Inch (IN)"/>			
<i>Weight*</i>	<input type="text" value="3"/>			
<i>Weight UOM*</i>	<input type="text" value="Ounce (OZ)"/>			
<i>Width*</i>	<input type="text" value="12"/>			
<i>Width UOM*</i>	<input type="text" value="Inch (IN)"/>			
Factory	<input type="text"/>			
HTS Code	<input type="text"/>			
<i>Packing Method*</i>	<input type="text" value="Flat"/>			
Pack Item	<input type="text"/>			
Short Description	<input type="text"/>			
Description 4 (Warranty Information)	<input type="text"/>			
Includes	<input type="text"/>			
Lining Material	<input type="text"/>			
Lithium	<input type="text" value="No"/>			
MSRP Restriction	<input type="text" value="No"/>			
Product Overview- Long Description	<input type="text"/>			


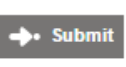

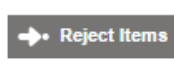
- > [Navigate to Product Detail](#)
- > Complete all attributes for your item
- > Fields in blue are Mandatory to move to the next workflow
- > If mandatory fields are not filled in, Column will remain underlined in yellow.

Item Details

Primary Product Hierarchy > Product Root > Products > Camping > Camping > Camping Heating/Lighting Equipment > Car

Characteristics	Files	Category Specifics	Packaging Hierarchy	ECOM Shipping/Delivery
Aerosol Product (Y/N)		<input type="checkbox"/>		
Assembly Required		<input type="checkbox"/>		
Collection		<input type="text"/>		
Consumer Item Depth		<input type="text"/>		
Consumer Item Depth UOM		<input type="checkbox"/>		
Consumer Item Height		<input type="text"/>		
Consumer Item Height UOM		<input type="checkbox"/>		
Consumer Item Length		<input type="text"/>		
Consumer Item Length UOM		<input type="checkbox"/>		
Consumer Item Weight		<input type="text"/>		
Consumer Item Weight UOM		<input type="checkbox"/>		
Consumer Item Width		<input type="text"/>		
Consumer Item Width UOM		<input type="checkbox"/>		
Consumer Product Capacity Or Volume		<input type="text"/>		
Consumer Product Capacity Or Volume UOM		<input type="checkbox"/>		
<i>Consumer Quantity Of Units In Consumer Package*</i>		<input type="text" value="1"/>		
Manufacturer Warranty		<input type="text"/>		
Model		<input type="text"/>		
Pack Count		<input type="checkbox"/>		
Sport		<input type="checkbox"/>		
Team		<input type="checkbox"/>		

- > [Navigate to Category Specifics](#)
- > Complete all attributes for your item
- > Fields in blue are Mandatory to move to the next workflow
- > If fields are not complete, column will remain underlined in yellow
- > Click Save
- > If no errors, click submit
- > Items will be sent to buyer for review and approval

 Save
  Submit
  Request
  Reject Items

- To navigate back to homepage, click on arrow to the right or you can click on the Exchange logo.
You can create a new item or simply logout



The screenshot shows the EXCHANGE™ ARMY & AIR FORCE EXCHANGE SERVICE interface. A red arrow points to the EXCHANGE logo in the top left corner. An orange arrow points to a home icon in the top right corner. Below the header, the page title is "Buy-Side Item - Item Review" and the user is identified as "CYNERGY TRADING CORP". There are four icons for "Select all", "Clear filter", "Apply view", and "Clear view". Below these is a table header with the following columns: "Assigned to...", "Thumbnail", "Name", "Item/Item Fa...", "Status flag", "Deadline", "Supplier Nbr", "Brand", "Description", and "Unit".



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



Thank You!
