



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

**Supplier Guide for PIM**  
**How to Upload Assets**

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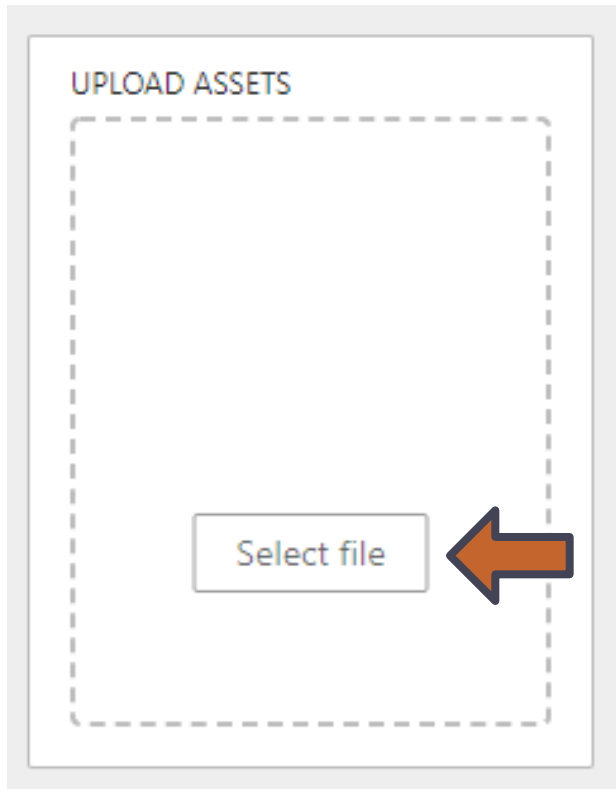
# EXCHANGE™ How to Upload Assets

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



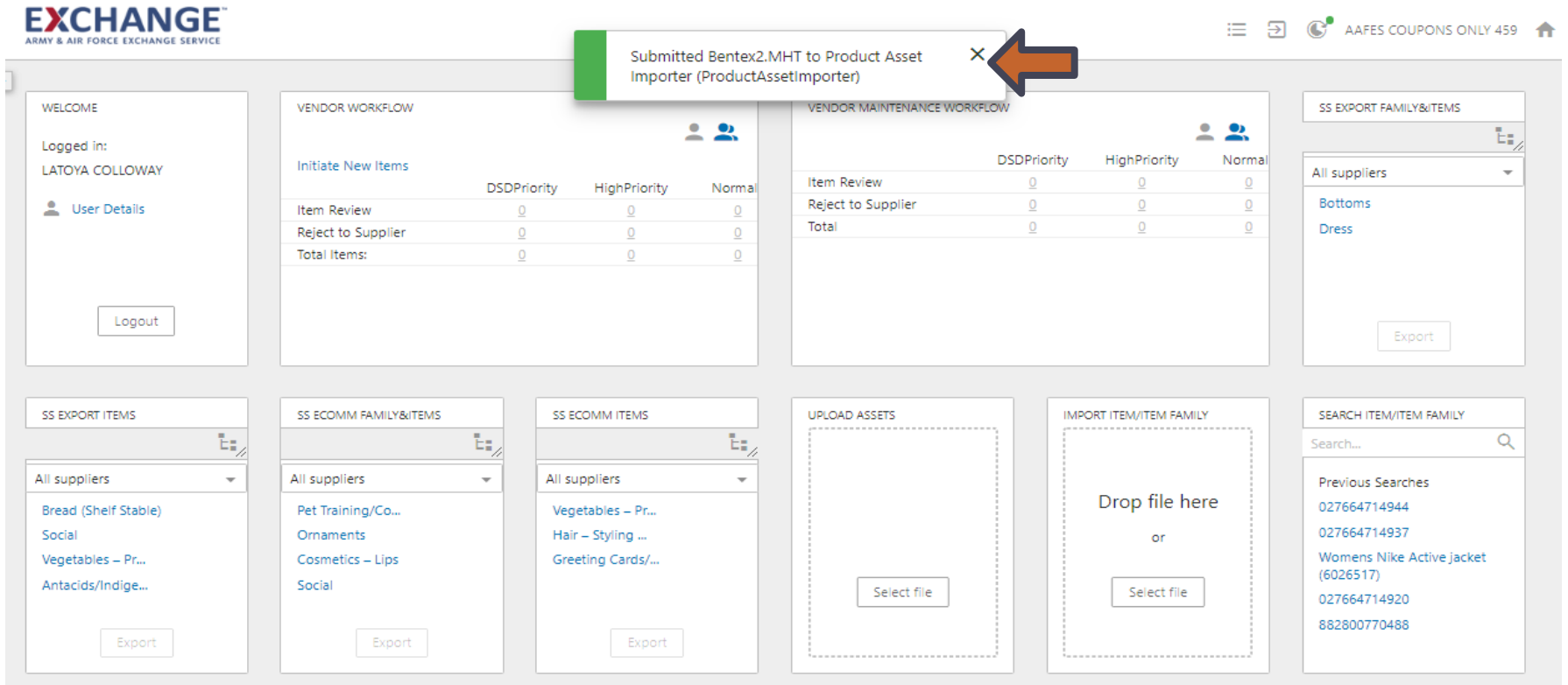
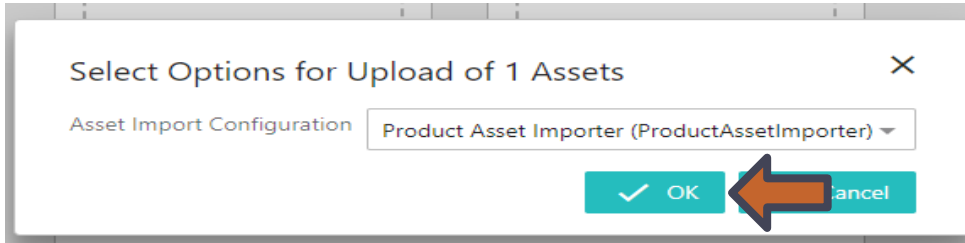
## Upload Asset Widget

- Click select file
- Box will pop up to select the file you want to upload from your device (Max Size 4MB), click open



# How to Upload Assets

- › Click OK on the Asset Import Configuration box
- › Pop up will show Submitted successfully, click on the X to close box



Submitted Bentex2.MHT to Product Asset Importer (ProductAssetImporter)

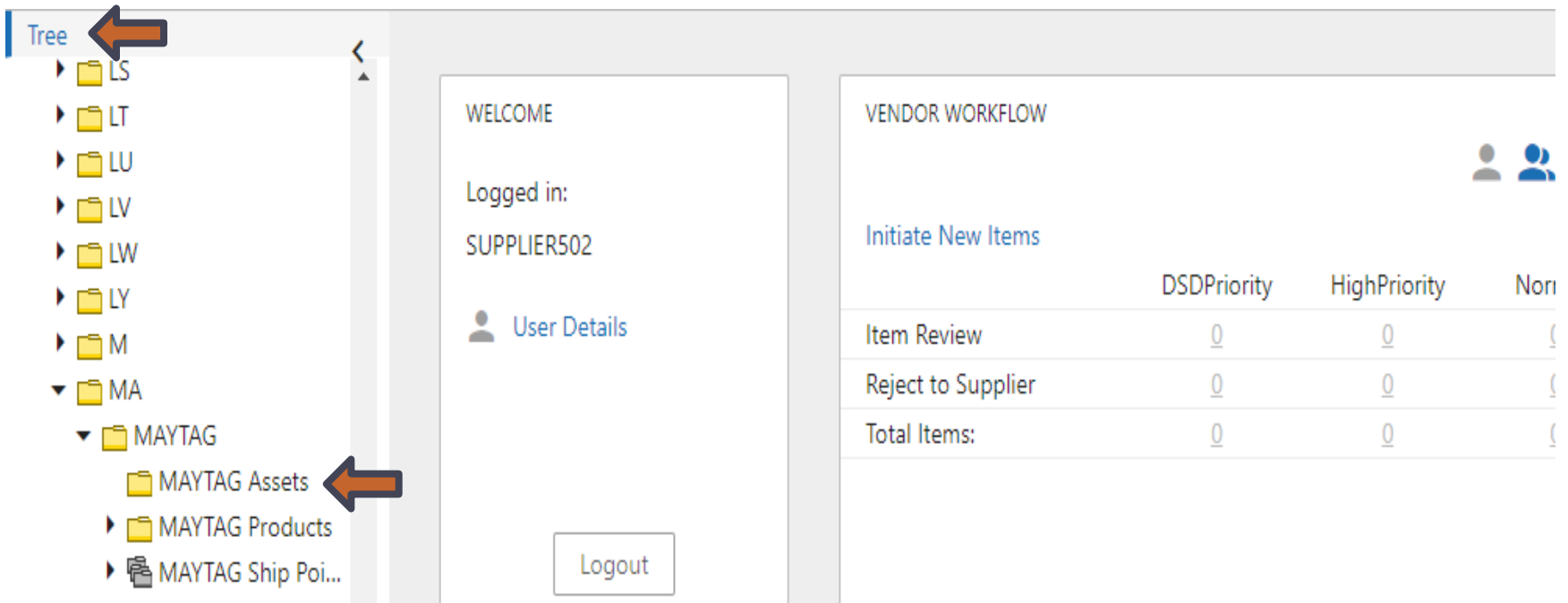
	DSDPriority	HighPriority	Normal
Item Review	0	0	0
Reject to Supplier	0	0	0
Total Items:	0	0	0

	DSDPriority	HighPriority	Normal
Item Review	0	0	0
Reject to Supplier	0	0	0
Total	0	0	0

Drop file here  
or  
Select file

Drop file here  
or  
Select file

- › On the homepage
- › Click on Tree
- › Under Supplier Root
- › Arrow down to Supplier Name Assets



The screenshot displays the EXCHANGE user interface. On the left, a 'Tree' navigation pane shows a hierarchy of folders. An orange arrow points to the 'Tree' label, and another points to the 'MAYTAG Assets' folder under the 'MAYTAG' folder. The main content area is split into two panels. The left panel shows a 'WELCOME' message, the user is logged in as 'SUPPLIER502', and there is a 'User Details' link and a 'Logout' button. The right panel is titled 'VENDOR WORKFLOW' and features a table with columns for 'DSDPriority', 'HighPriority', and 'Non'. The table lists 'Item Review', 'Reject to Supplier', and 'Total Items', all with a value of 0.

	DSDPriority	HighPriority	Non
Item Review	0	0	(
Reject to Supplier	0	0	(
Total Items:	0	0	(

- › Click on Supplier Assets
- › Click on Insert Asset
- › On the pop up box, click on Choose files, once you choose file
- › Select Upload

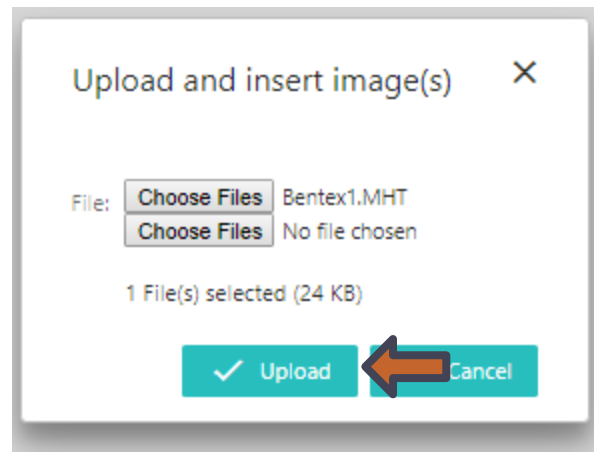
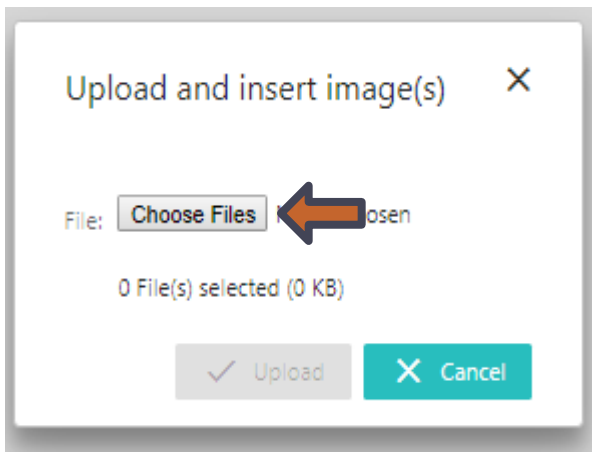
> Supplier Assets Details  
Supplier Root > AA > AAFES COUPONS ONLY 459 > AAFES COUPONS ONLY 459 Assets

Characteristics   **Supplier Assets** ←

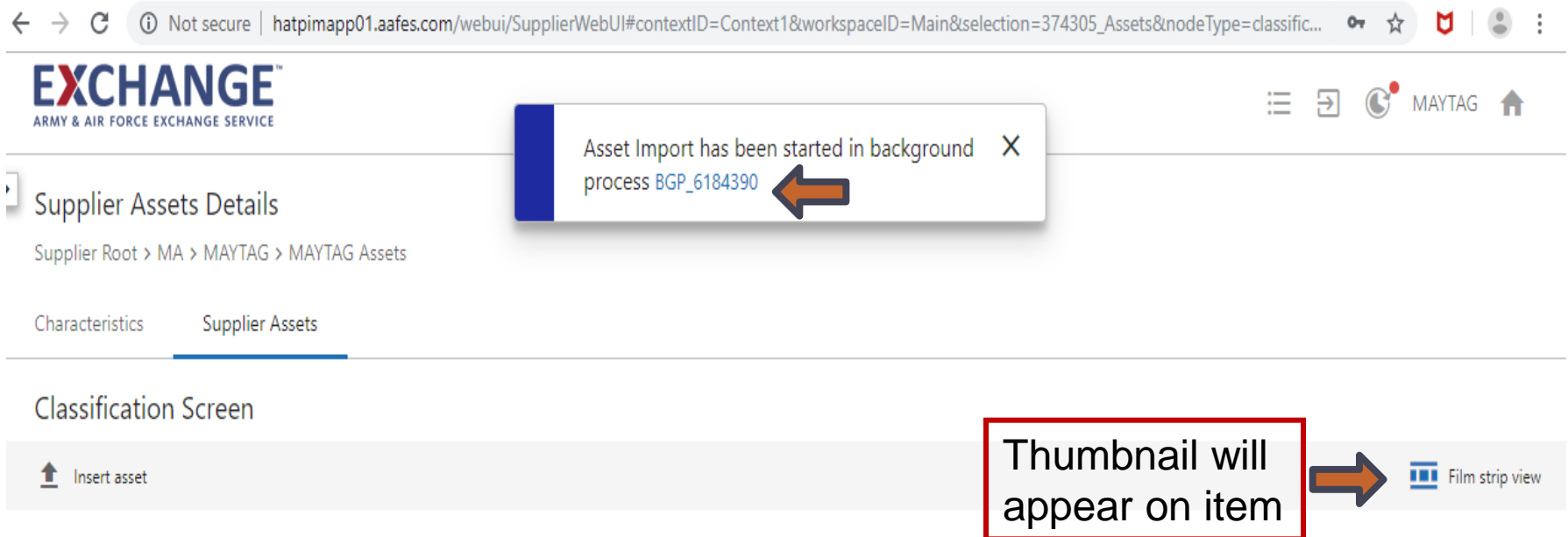
Classification Screen

↑ Insert asset ←

Film strip view




- › Pop up box will appear, click on BGP # (back ground process)



The screenshot shows the EXCHANGE™ ARMY & AIR FORCE EXCHANGE SERVICE interface. The browser address bar displays the URL: `hatpimapp01.aafes.com/webui/SupplierWebUI#contextID=Context1&workspaceID=Main&selection=374305_Assets&nodeType=classific...`. The page title is "Supplier Assets Details" with a breadcrumb trail: "Supplier Root > MA > MAYTAG > MAYTAG Assets". The "Supplier Assets" tab is active. A notification box in the center reads: "Asset Import has been started in background process BGP\_6184390" with a blue arrow pointing to the BGP number. Below the notification, the "Classification Screen" is visible, featuring an "Insert asset" button and a "Film strip view" button. A red box highlights the text "Thumbnail will appear on item" with a blue arrow pointing to the "Film strip view" button.

➤ Status will indicate Succeeded

Status Log

ID	BGP_6036448
Started By	LATOYAC
Description	ProductAssetImporter (1 files)
Template ID	AssetImporterBGP
Status	✓ Succeeded 
Started	9/13/19 1:50:04 PM
Finished	9/13/19 1:50:05 PM
Elapsed	2 s

 Export

ID	Type	Text
10	Info	Loading file peace.jpg (Fri Sep 13 13:50:04 CDT 2019)
20	Info	New asset created, content for new asset "peace" will be uploaded. (Fri Sep 13 13:50:05 CDT 2019)
30	Warning	Found no products matches for asset peace (Fri Sep 13 13:50:05 CDT 2019)
40	Warning	Failed to approve imported asset - parent classification not approved. Process failed with message: Privilege exception, user not permitted to create [step://asset?id=6036449] in target workspace (Fri Sep 13 13:50:05 CDT 2019)
50	Error	No asset was approved and thus no reference is going to be approved (Fri Sep 13 13:50:05 CDT 2019)
60	Info	JavaScript log: INFO: ProductAssetImporterCondition: 6036449 - Size :599228 format JPEG (Joint Photographic Experts Group JFIF image) extension :jpg (Fri Sep 13 13:50:05 CDT 2019)
70	Info	Business Condition checked: <a href="#">Product Asset Importer Condition</a> (Fri Sep 13 13:50:05 CDT 2019)
80	Info	Business Rule executed: <a href="#">Product Asset Importer Action</a> (Fri Sep 13 13:50:05 CDT 2019)

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**PIM email address  
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**Thank You!**