



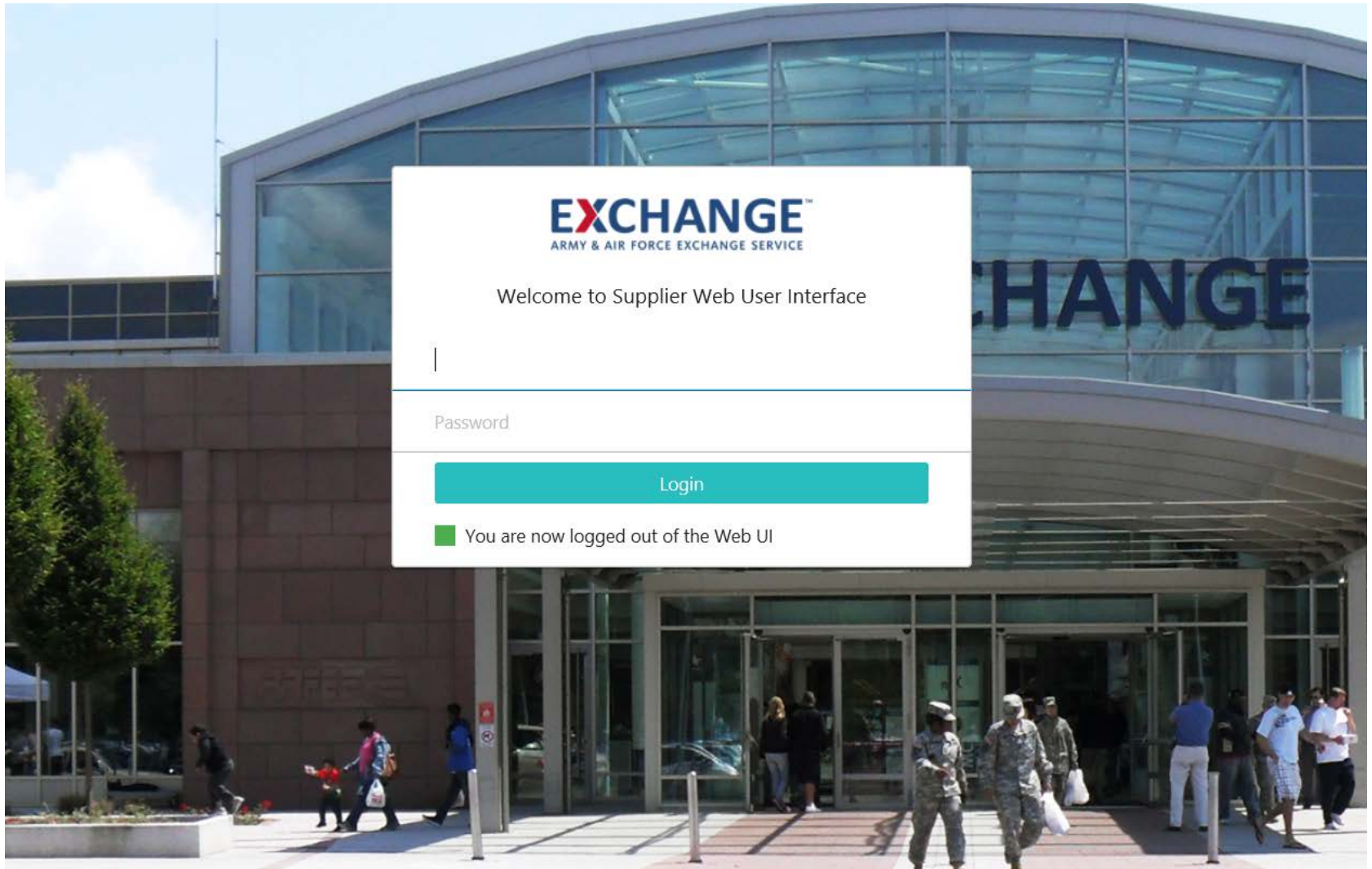
**Product Information Manager**  
**PIM**





# **How to Create Smartsheet Single Items**

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- Supplier Login Page: <https://pim.aafes.com/webui/SupplierWebUI>



- A. **Welcome** widget displays your username, this is where the supplier user can change their password by clicking on the 
- B. Clicking on the **Exchange** logo  will bring you back to the homepage
- C. Homepage consists of the **Vendor Workflow** widgets
- D. Single person icon  allows you to see items assigned to you Multiple person icon  allows you to see items assigned to you and any group you are a member of
- E. New **Vendor Maintenance Workflow** widget
- F. Upload Assets such as Image thumbnails and product information sheets up to 4 MB
- G. The **Quick Links** widget contains User Guides

**A** WELCOME  
Logged in: ROBIN HILEWITZ  
[User Details](#)  
[Logout](#)

**B** EXCHANGE ARMY & AIR FORCE EXCHANGE SERVICE

**C** VENDOR WORKFLOW  
[Initiate New Items](#)

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

**D** VENDOR MAINTENANCE WORKFLOW

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

**E** SS EXPORT FAMILY&ITEMS  
All suppliers  
[Export](#)

SS EXPORT ITEMS  
All suppliers  
[Export](#)

SS ECOMM FAMILY&ITEMS  
All suppliers  
[Export](#)

SS ECOMM ITEMS  
All suppliers  
[Export](#)

UPLOAD ASSETS  
Select file

IMPORT ITEM/ITEM FAMILY  
Select file

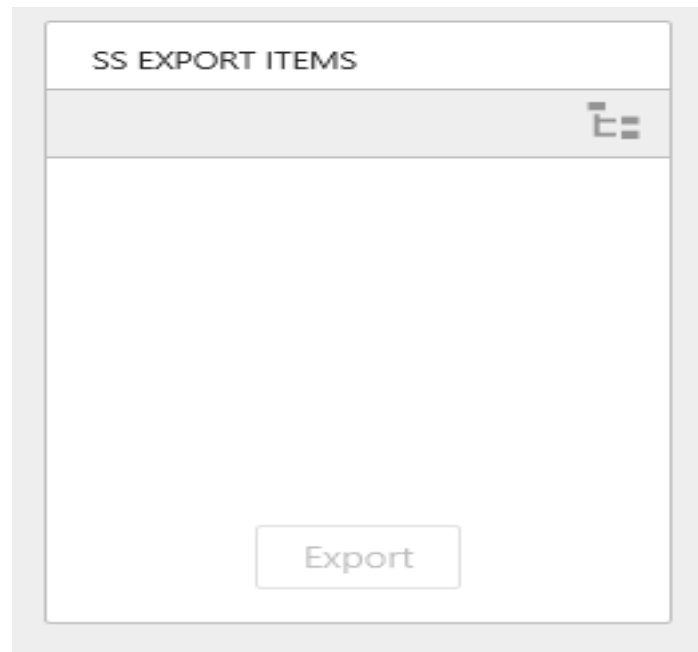
SEARCH ITEM/ITEM FAMILY  
Search...  
Previous Searches  
[nike hoody](#)

**G** QUICK LINKS  
[Import Smartsheet](#)  
[Status Log](#)  
[Import File](#)  
[Supplier Video](#)  
[User Guides](#)  
[Need Help? Send an email to AAFES Admin](#)

WATCH INTRODUCTORY VIDEO

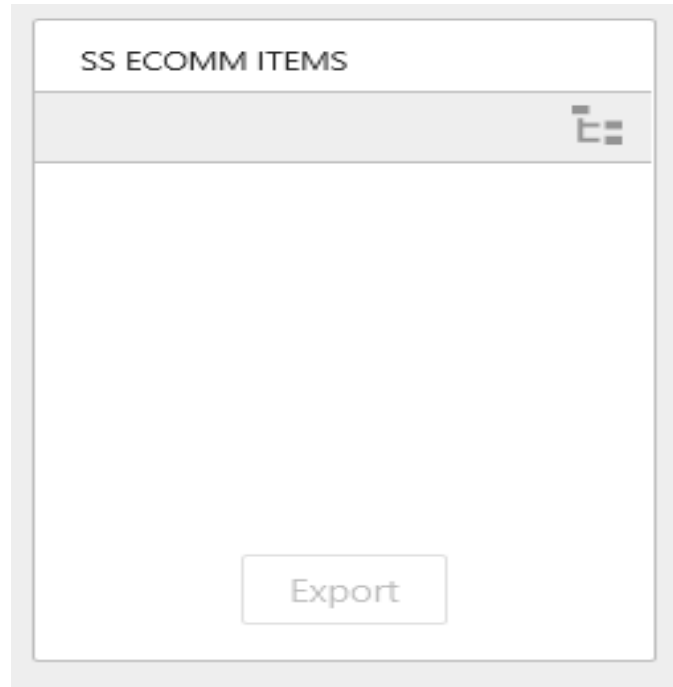
## › SS Export Items Widget

- › Used to create and upload many items at once
- › For Single items not going online at this time
- › If you select online=yes on smartsheet, you will not get all the mandatory attributes needed to fulfill online requirements



## › SS Ecomm Items Widget



- › Used to create and upload many items at once
- › For Single items going online as well as in store



## › Search Item/Item Family

- › Allows the user to search for item using GTIN (UPC), Item Name, or PIM ID for items in PIM

SEARCH FOR ITEMS


Search...  

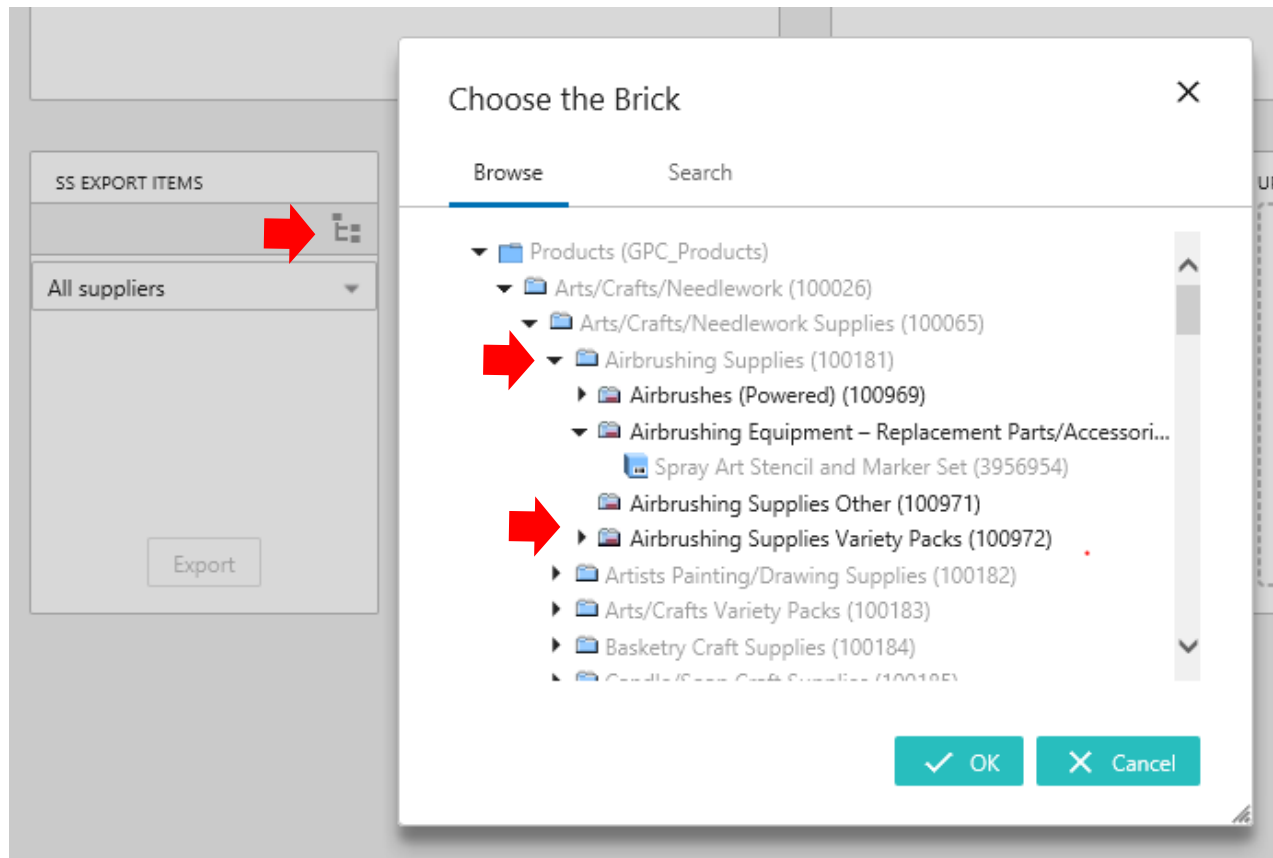
Previous Searches

- 45675432
- 1235353
- 123458
- 2324535
- 123457
- hot dog
- 123213124



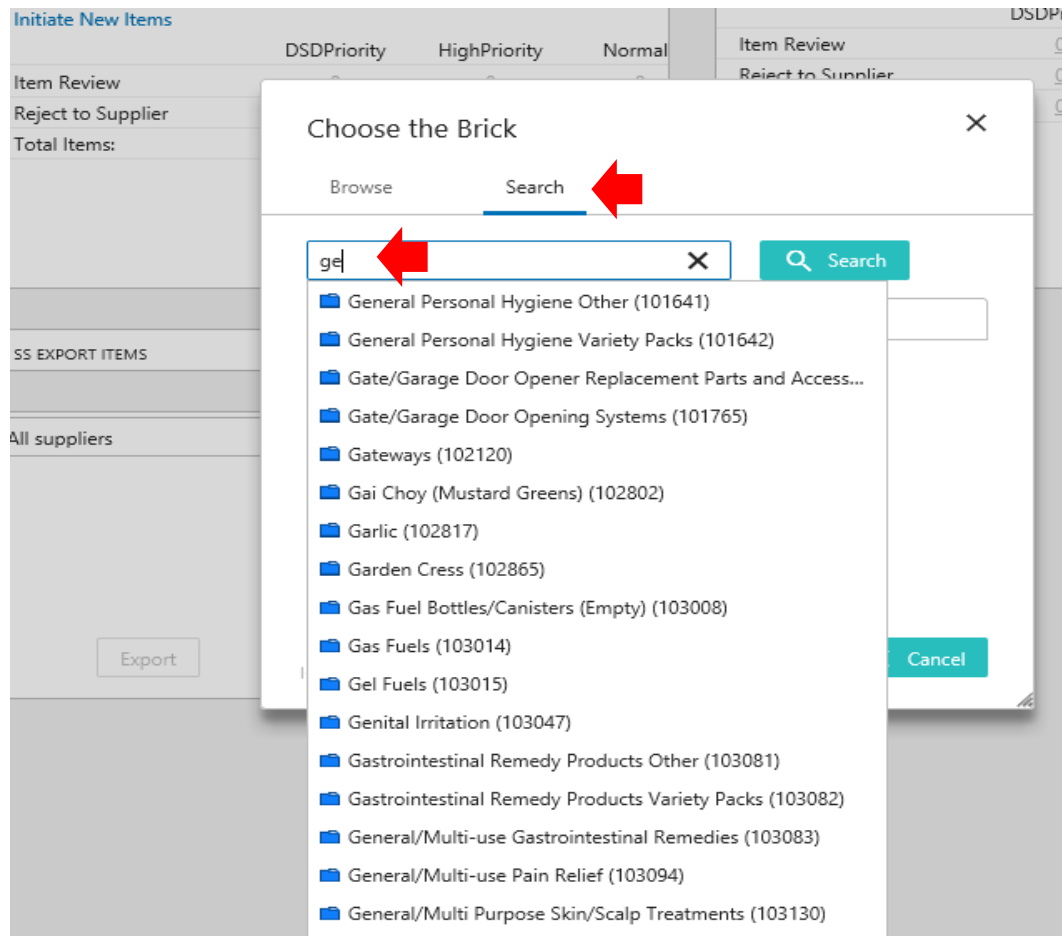
## › Create Smartsheet items

- › On homepage click on  at top right corner of SS Export Items or SS ECOMM Items widget
- › Click on browse to create GPC Item Products. Continue to click on arrow to find the product category for your item. The last folder must have a red dash.
- › Highlight item then click OK



## › Alternate way to select Brick

- › Click on search and type in Brick or Brick ID
- › Last Brick must have red dash



# EXCHANGE™ Smartsheet Single Item Add

## › Under SS Export Item widget

- › The selected brick will now be visible in the SS Export widget
- › Click on Export

The screenshot displays a dashboard with several widgets:

- WELCOME:** Logged in: ROBIN HILEWITZ-BROWN. Includes a [User Details](#) link and a **Logout** button.
- VENDOR WORKFLOW:** Includes a link to [Initiate New Items](#) and a table with the following data:

	DSDPriority	HighPriority	Normal
Item Review	0	6	0
DSD Review	0	0	0
Reject to Supplier	0	273	1
Total Items:	0	279	1
- SS EXPORT FAMILY&ITEMS:** Includes a dropdown menu set to "All suppliers" and an **Export** button.
- SS EXPORT ITEMS:** Includes a dropdown menu set to "Cleaning/Hygiene" and a list of items. The **Export** button is highlighted with a red arrow.
- SS ECOMM FAMILY&ITEMS:** Includes a dropdown menu set to "All suppliers" and a list of items: Basic, Tops, Boots, Select, and MCS Shoes – Gen. Includes an **Export** button.
- SS ECOMM ITEMS:** Includes a dropdown menu set to "All suppliers" and an **Export** button.
- UPLOAD ASSETS:** Includes a dashed box for file upload and a **Select file** button.

## › Status Log

- › Once file is exported status will show succeeded
- › Click on downloaded link
- › Click on excel category name at the bottom of log page
- › The Smartsheet will auto save to your Downloads folder on your PC, you will need to save the file after you have completed your work

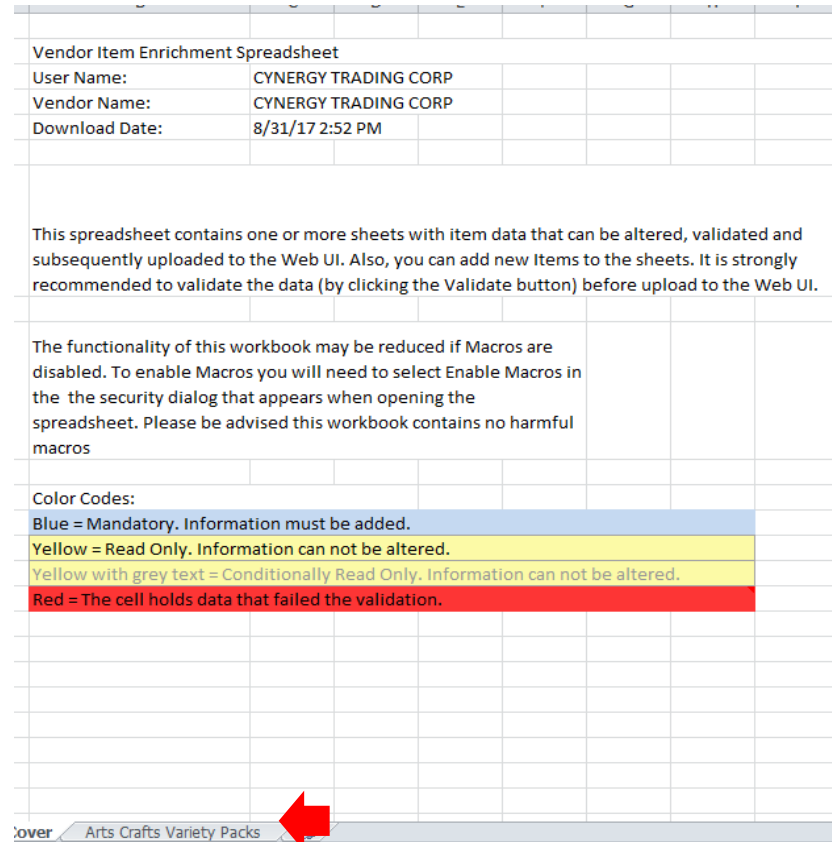
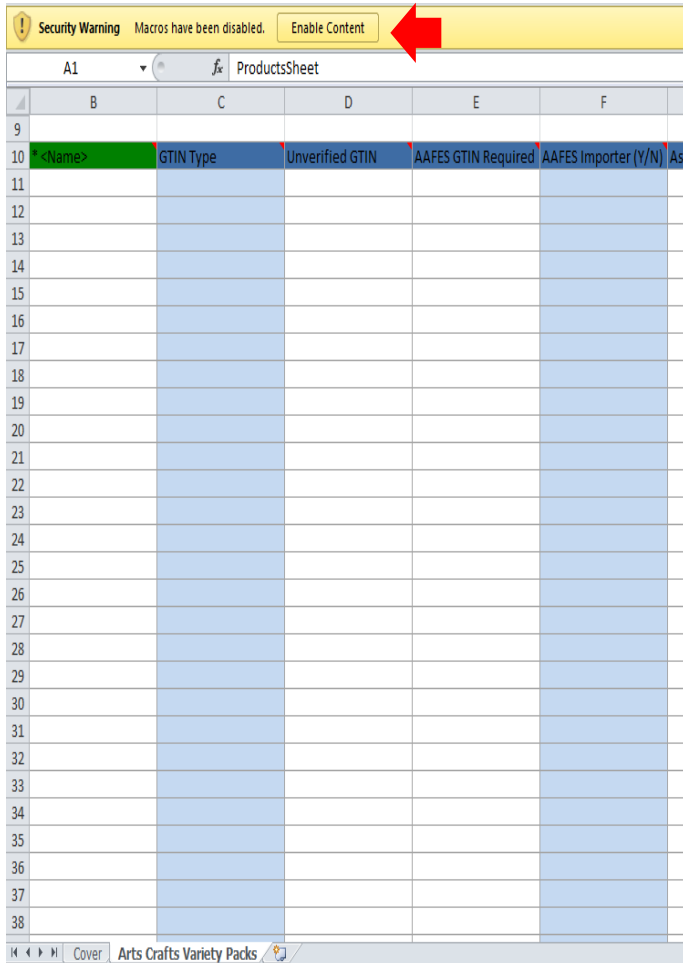
### Status Log

ID	BGP_5972609
Started By	RUSSUMM
Description	Smartsheet template export
Template ID	SheetExporter
Status	✓ Succeeded <a href="#">Coffee_Grinders_Powered_--2019-09-17--15-52.xlsm</a>
Started	9/17/19 3:52:29 PM
Finished	9/17/19 3:52:30 PM
Elapsed	1 s

Export
ID
10
20
30
50
60
90
110

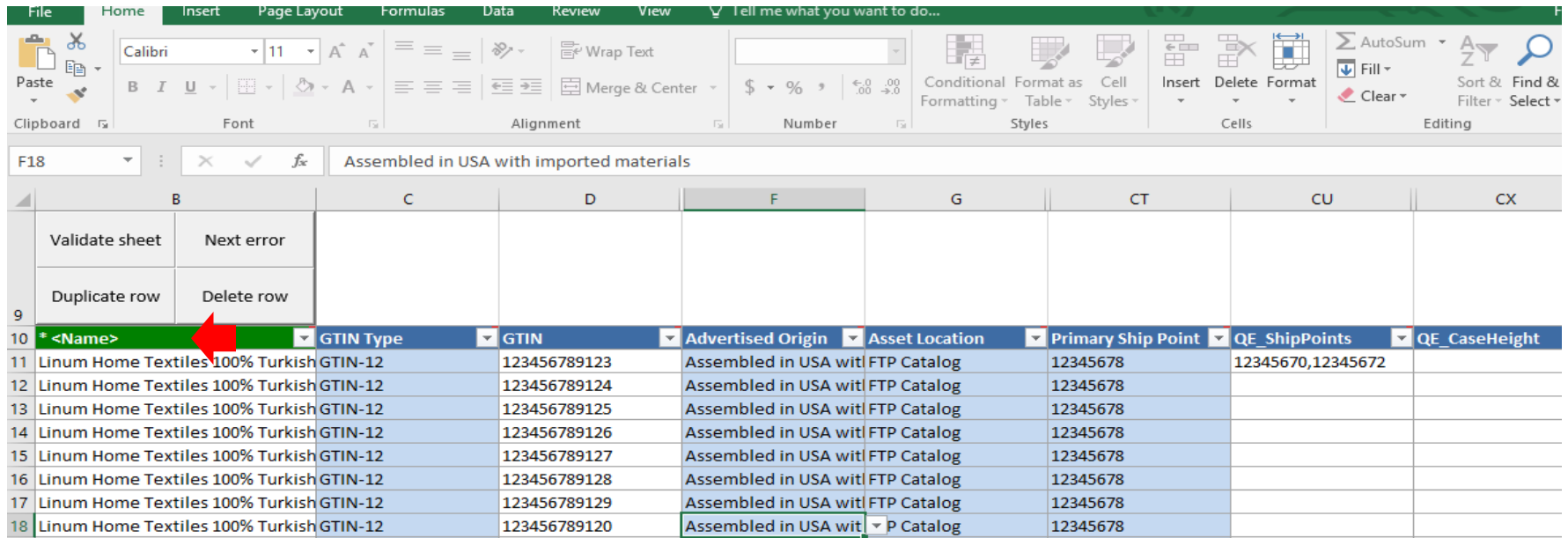
# Smartsheet Single Item Add

- › Click **Enable Content**
- › Click on file name on bottom tab and this will open Smartsheet



# Smartsheet Single Item Add

- › **Name** – Is name of the item being set up
- › **Color name** -Starts with a Capital letter Ex: Red or if two colors Red/White
  - › If **NRF Color Code is 000 No Color** the **Color Name** should be No Color
- › **Primary Ship Point** - Is the Primary 8 digit vendor code.
- › **QE\_ShipPoints** – Enter multiple ship points here comma separated and no space
- › **Country Code** - Is where we take ownership of the item, not where it is made
- › Columns in blue are mandatory
- › If using **AAFES GTIN Required** = Yes you must complete **GTIN Type 12**
- › If using **GTIN Type** you must complete **GTIN**.
- › If you need to add additional GTINs, use **Assortment GTIN Type** and **Assortment GTIN**



	B	C	D	F	G	CT	CU	CX
9	Validate sheet	Next error						
	Duplicate row	Delete row						
10	<Name>	GTIN Type	GTIN	Advertiser Origin	Asset Location	Primary Ship Point	QE_ShipPoints	QE_CaseHeight
11	Linum Home Textiles 100% Turkish	GTIN-12	123456789123	Assembled in USA with imported materials	FTP Catalog	12345678	12345670,12345672	
12	Linum Home Textiles 100% Turkish	GTIN-12	123456789124	Assembled in USA with imported materials	FTP Catalog	12345678		
13	Linum Home Textiles 100% Turkish	GTIN-12	123456789125	Assembled in USA with imported materials	FTP Catalog	12345678		
14	Linum Home Textiles 100% Turkish	GTIN-12	123456789126	Assembled in USA with imported materials	FTP Catalog	12345678		
15	Linum Home Textiles 100% Turkish	GTIN-12	123456789127	Assembled in USA with imported materials	FTP Catalog	12345678		
16	Linum Home Textiles 100% Turkish	GTIN-12	123456789128	Assembled in USA with imported materials	FTP Catalog	12345678		
17	Linum Home Textiles 100% Turkish	GTIN-12	123456789129	Assembled in USA with imported materials	FTP Catalog	12345678		
18	Linum Home Textiles 100% Turkish	GTIN-12	123456789120	Assembled in USA with imported materials	FTP Catalog	12345678		

# EXCHANGE™ Smartsheet Single Item Add

- › **Validate Sheet** - When you complete all field and mandatory fields for your item, you will click **validate sheet**
- › **Next Error** - If there are errors on the sheet, the error will be in red, once you correct an error click **next error**. You will be directed to the next error on the Smartsheet
- › **Duplicate row** – using this button will duplicate all the values on the row that has been selected to a new row. Best practice is populate on the values that are the same for the family, then duplicate. Go back and add the unique values to the new rows ( Color, Size, Item (child) Name, etc.)
- › **Delete Row** – Highlight the row and click **delete row**
- › A maximum of 5,000 items can be uploaded on one smartsheet at a time

	B	C	D	E	F	G	H	I	J
	Validate sheet	Next error							
	Duplicate row	Delete row							
9									
10	* <Name>	GTIN Type	Unverified GTIN	AAFES GTIN Require	AAFES Importer (Y/	Assortment GTINs	Brand	Buyer	Buyer Case P
11	Superman Scrapbook	GTIN-12	925391754007		No		Home Products	Bernard, Nanette (NB)	
12									
13									
14									



# Smartsheet Single Item Add

- › Once Required Information and mandatory fields have been entered, Validate Sheet
- › Validate Smartsheet Contents pop-up will appear
- › Enter username and password to validate, click OK
- › If information is missing or incorrect, you will receive Validate Smartsheet Content with error message
- › Return to Smartsheet and enter missing information or error data in red
- › Validate and **Save** again

The screenshot shows the Smartsheet interface with a spreadsheet and two validation pop-ups. The spreadsheet has columns B through CK. Row 0 is a header with 'Item Family' and 'Item'. Rows 1-6 contain data for 'T1-1074-019-A Boys Oxford' in various colors. Row 7 is a header for 'T1-1074-019-A Boys Oxford' with 'APO/FPO Available' and 'Ad'. Rows 8-13 contain 'Yes' for 'APO/FPO Available'. The 'Validate sheet' button in the top-left corner has a red arrow pointing to it. The 'Validate Smartsheet Contents' pop-up is open, showing options for validation and a 'Validation result' field. The 'Login' pop-up is also open, showing 'Username:' and 'Password:' fields with a red arrow pointing to the 'Username' field. The 'OK' button in the 'Validate Smartsheet Contents' pop-up has a red arrow pointing to it.

* Item Family	* Item	APO/FPO Available	Ad
T1-1074-019-A Boys Oxford BL	T1-1074-019-A B	Yes	
T1-1074-019-A Boys Oxford BL	T1-1074-019-A B	Yes	
T1-1074-019-A Boys Oxford BL	T1-1074-019-A B	Yes	
T1-1074-019-A Boys Oxford BL	T1-1074-019-A B	Yes	
T1-1074-019-A Boys Oxford BK	T1-1074-019-A B	Yes	
T1-1074-019-A Boys Oxford BK	T1-1074-019-A B	Yes	
T1-1074-019-A Boys Oxford		APO/FPO Available	Ad
T1-1074-019-A Boys Oxford		Yes	
T1-1074-019-A Boys Oxford		Yes	
T1-1074-019-A Boys Oxford		Yes	
T1-1074-019-A Boys Oxford		Yes	
T1-1074-019-A Boys Oxford		Yes	
T1-1074-019-A Boys Oxford		Yes	



## › Example of Smartsheet with errors

- › Errors will be highlighted in red, correct the data in the error columns
- › If more than one error, click on next error tab which will take you to the next error to be corrected
- › Once corrections are made click validate sheet and click save

	B	CD	CE	CF	CG	CH	CI	CJ
	Validate sheet	Next error						
	Duplicate row	Delete row						
9								
10	* Item Family	QE_ShipPoints	* Item	GTIN Type	GTIN			
11	LF Camping Light		LF Camp Light child1	GTIN-12	381318936183			
12	LF Camping Light		LF Camp Light child2	GTIN-12	381318936176			
13	LF Camping Light		LF Camp Light child2		1318936176			
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

Validate Smartsheet Contents ✕

Validate only changed products     Remove filters before validation

Validate all product sheets

Validation result

Camping Heating Lighting Equip:  
 Examined products: 2  
 Total errors in validation: 1  
 Missing required values: 1

Done

- › Example of Error Message
  - › Hover over column and error message will pop-up
  - › Click onto next error

B		F	G	H	I	J
Validate sheet	Next error					
Duplicate row	Delete row					
* <Name>	AAFES GTIN Required	AAFES Importer (Y/N)	Assortment GTINs	Brand	Buyer	
Airbrushes 1		No			Adriana, Ybarra (DP)	
		GTIN is missing Primary Ship Point 09380000 cannot be validated based on the current non-supplier user: HILEWITZRO				

# EXCHANGE™ Smart sheet Single Item Add

## Example of Smartsheet without errors

- › Once data is complete click Validate Sheet
- › If no errors, pop up will appear stating examined product Ok
- › Click Done, and Save
- › Navigate back to PIM homepage

Copy of Sept 2018 Stelson\_3 (002).xlsx [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number

Validate Smartsheet Contents

Remove only changed products Remove filters before validation

Validate all product sheets

Validation result

Camping Heating Lighting Equip Examined (product OK)

Done

* <Name>	GTIN Type	GTIN	Size	Col	QE_ShipPoints
Abeecee	GTIN-12	123452500523	Queen (62395) (U7GT)	Gr	03848413,03848402
Abeecee	GTIN-12	123452500530	King (62399) (2811)	Gr	03848413,03848402
Abeecee	GTIN-12	123452500547	No Size (0001)	Gr	03848413,03848402
Abeecee	GTIN-12	123452500554	No Size (0001)	Gray	12345681 03848413,03848402
Abeecee	GTIN-12	123452500561	No Size (0001)	Gray	12345682 03848413,03848402
Abeecee	GTIN-12	123452500578	Queen (62395) (U7GT)	Gray	12345683 03848413,03848402
Abeecee	GTIN-12	123452500585	King (62399) (2811)	Gray	12345684 03848413,03848402

# EXCHANGE™ Smartsheet Single Item Add

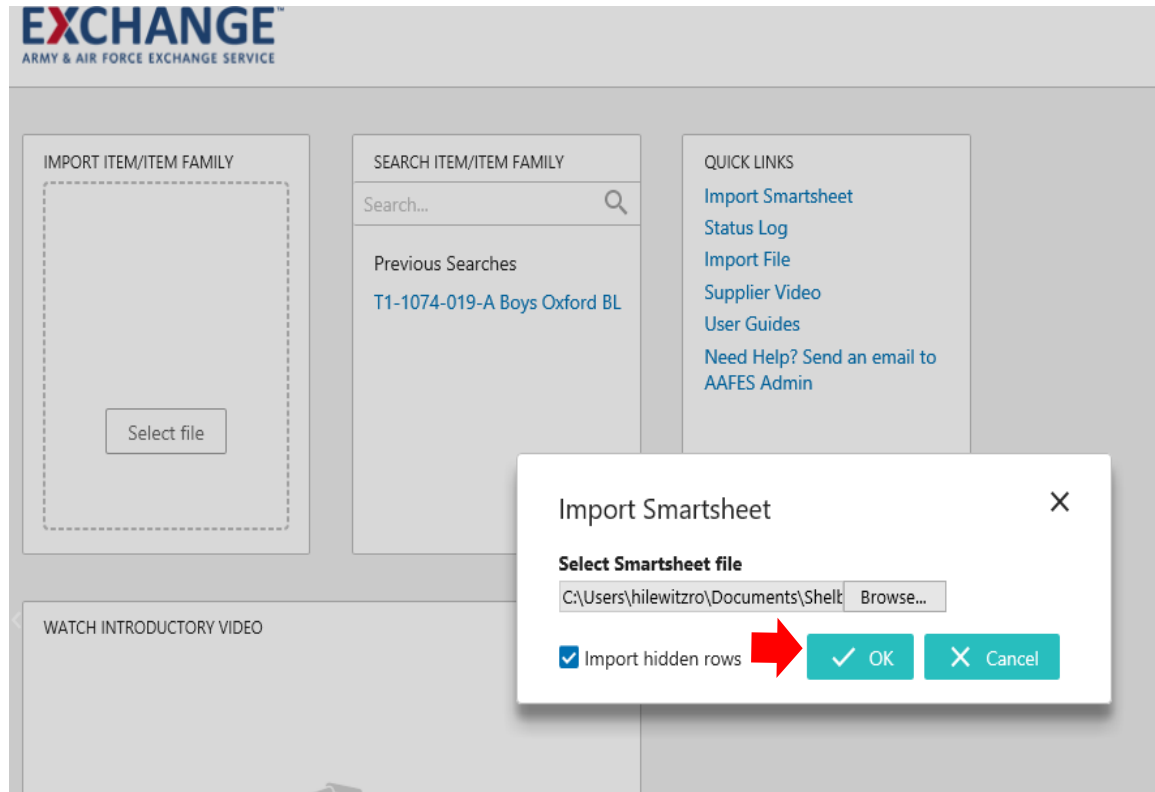
## › Import Smartsheet

- › Be sure you have saved your work before you import you file
- › Click on Import Smartsheet under Quick Links widget

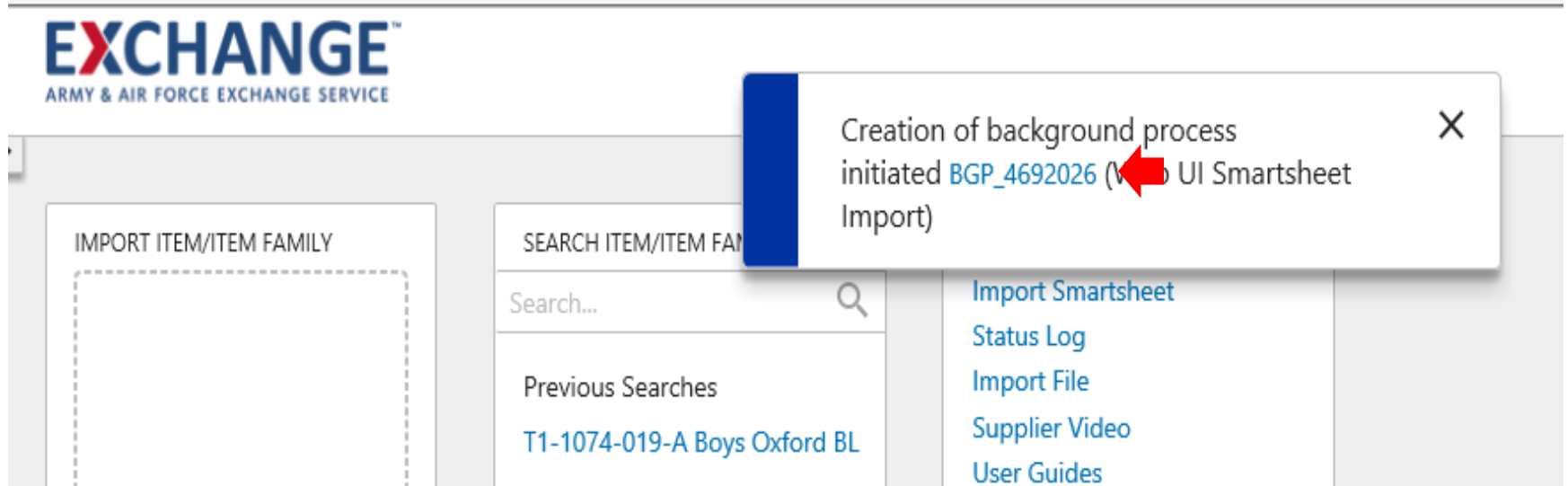
The screenshot displays the EXCHANGE™ Army & Air Force Exchange Service dashboard. The top left features the EXCHANGE™ logo and the text 'ARMY & AIR FORCE EXCHANGE SERVICE'. The dashboard is organized into several widgets:

- WELCOME:** Shows the user is logged in as ROBIN HILEWITZ with a 'User Details' link and a 'Logout' button.
- VENDOR WORKFLOW:** Includes an 'Initiate New Items' link and a table with columns for 'DSDPriority', 'HighPriority', and 'Normal'. The table contains rows for 'Item Review', 'Reject to Supplier', and 'Total Items', all with zero counts.
- VENDOR MAINTENANCE WORKFLOW:** Similar to the Vendor Workflow, it has a table with columns for 'DSDPriority', 'HighPriority', and 'Normal', and rows for 'Item Review', 'Reject to Supplier', and 'Total'.
- SS EXPORT FAMILY&ITEMS:** Features a dropdown menu for 'All suppliers' and an 'Export' button.
- SS ECOMM FAMILY&ITEMS:** Features a dropdown menu for 'All suppliers' and an 'Export' button.
- SS ECOMM ITEMS:** Features a dropdown menu for 'All suppliers' and an 'Export' button.
- UPLOAD ASSETS:** Includes a dashed box for file upload and a 'Select file' button.
- IMPORT ITEM/ITEM FAMILY:** Includes a dashed box for file upload and a 'Select file' button.
- SEARCH ITEM/ITEM FAMILY:** Has a search bar and a 'Previous Searches' section showing 'nike hoody'.
- QUICK LINKS:** A sidebar on the right containing links for 'Import Smartsheet', 'Status Log', 'Import File', 'Supplier Video', 'User Guides', and 'Need Help? Send an email to AAFES Admin'. A red arrow points to the 'Import Smartsheet' link.

- › The Import Smartsheet box will open
- › Find the smartsheet file in your downloads folder on your PC
- › Select the file
- › Click open
- › Click **OK**



- › Click on the **BGP\_###** link




The screenshot displays the EXCHANGE™ ARMY & AIR FORCE EXCHANGE SERVICE interface. On the left, there is a section titled "IMPORT ITEM/ITEM FAMILY" with a dashed box below it. In the center, a search bar is labeled "SEARCH ITEM/ITEM FAMILY" with a search icon and the text "Search...". Below the search bar, under "Previous Searches", the text "T1-1074-019-A Boys Oxford BL" is visible. On the right, a vertical menu contains the following links: "Import Smartsheet", "Status Log", "Import File", "Supplier Video", and "User Guides". A notification popup is overlaid on the search bar area, containing the text: "Creation of background process initiated BGP\_4692026 (Web UI Smartsheet Import)". A red arrow points from the text "Web UI Smartsheet Import" in the popup to the "Import Smartsheet" link in the menu. The popup also has a close button (X) in the top right corner.

# EXCHANGE™ Smartsheet Single Item Add

- File will upload and state succeeded when complete
- Click on Arrow to the right or **Exchange Logo** to go back to the homepage

## Status Log

Started By CALIFORNIA SCENT  
Description Web UI Smartsheet Import  
Template ID SheetImporter  
Status ✓ Succeeded   
Started 6/11/19 12:34:29 PM  
Finished 6/11/19 12:34:31 PM  
Elapsed 3 s

 Export			
ID	Type		Text
140	Info		Starting first impc setup objects)
150	Info		Starting second ir
160	Info		Imported 0 new p classifications, 0 r assets.
170	Info		Processed 0 existi classifications, 0 e existing assets.
180	Info		Skipped 0 produc

## › Vendor Workflow Widget

- › Click on number under **Normal** column
- › Click **Submit to next state in workflow**

The image shows two side-by-side workflow widgets. The left widget is titled 'VENDOR WORKFLOW' and has a link 'Initiate New Items'. It contains a table with columns for 'DSDPriority', 'HighPriority', and 'Normal'. The 'Normal' column has a value of '2' in the 'Total Items' row, which is highlighted with a red arrow. The right widget is titled 'VENDOR MAINTENANCE WORKFLOW' and contains a table with columns for 'DSDPriority', 'HighPriority', and 'Normal'. All values in this table are '0'.

	DSDPriority	HighPriority	Normal
Item Review	0	0	2
Reject to Supplier	0	0	0
Total Items:	0	0	2










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







# Smartsheet Single Item Add

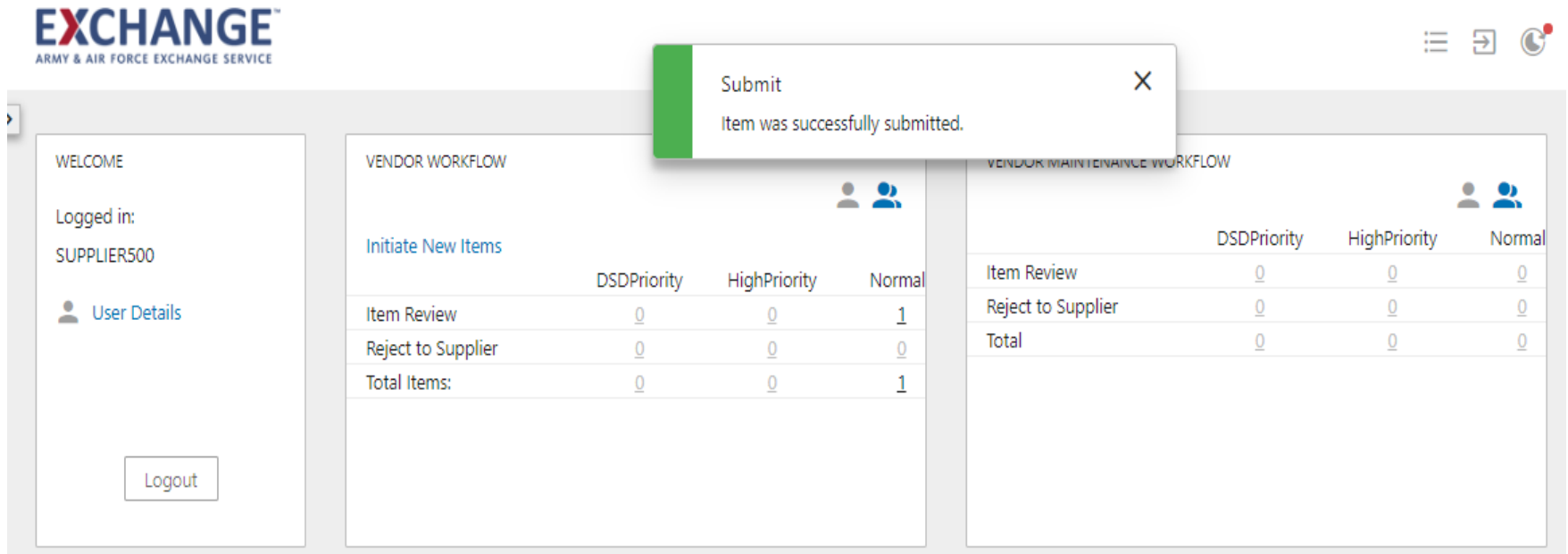
- › Check box on far left next to item name
- › Make sure you check only the items that need to be submitted
- › Click on item link that is underlined in **Name** column
- › You will not see primary product ship point on this screen. You will see primary product ship point on table view
- › Click on **Submit to next state in workflow**

## New Buy-Side Item - 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
<input type="checkbox"/> Variety Shipper	supplier500	✓		Variety Shipper	Item		Normal
<input checked="" type="checkbox"/> Airbrushes 1	supplier500	✓	 	Airbrushes 1	Item		Normal

- › If all data is good, a pop up will advise that your item(s) were successfully submitted



The screenshot displays the EXCHANGE ARMY & AIR FORCE EXCHANGE SERVICE interface. A central pop-up window titled "Submit" with a green bar on the left and a close button (X) on the right, contains the message "Item was successfully submitted." The background interface is divided into three main sections:

- WELCOME:** Shows the user is logged in as "SUPPLIER500" and provides a "User Details" link and a "Logout" button.
- VENDOR WORKFLOW:** Features a table with columns "DSDPriority", "HighPriority", and "Normal". A link "Initiate New Items" is visible above the table.
 

	DSDPriority	HighPriority	Normal
Item Review	0	0	1
Reject to Supplier	0	0	0
Total Items:	0	0	1
- VENDOR MAINTENANCE WORKFLOW:** Features a table with columns "DSDPriority", "HighPriority", and "Normal".
 

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



**PIM email address**  
**[pimadmin@aafes.com](mailto:pimadmin@aafes.com)**

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**Thank You!**