



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

**Supplier Guide for PIM**  
**Create a Shipper**

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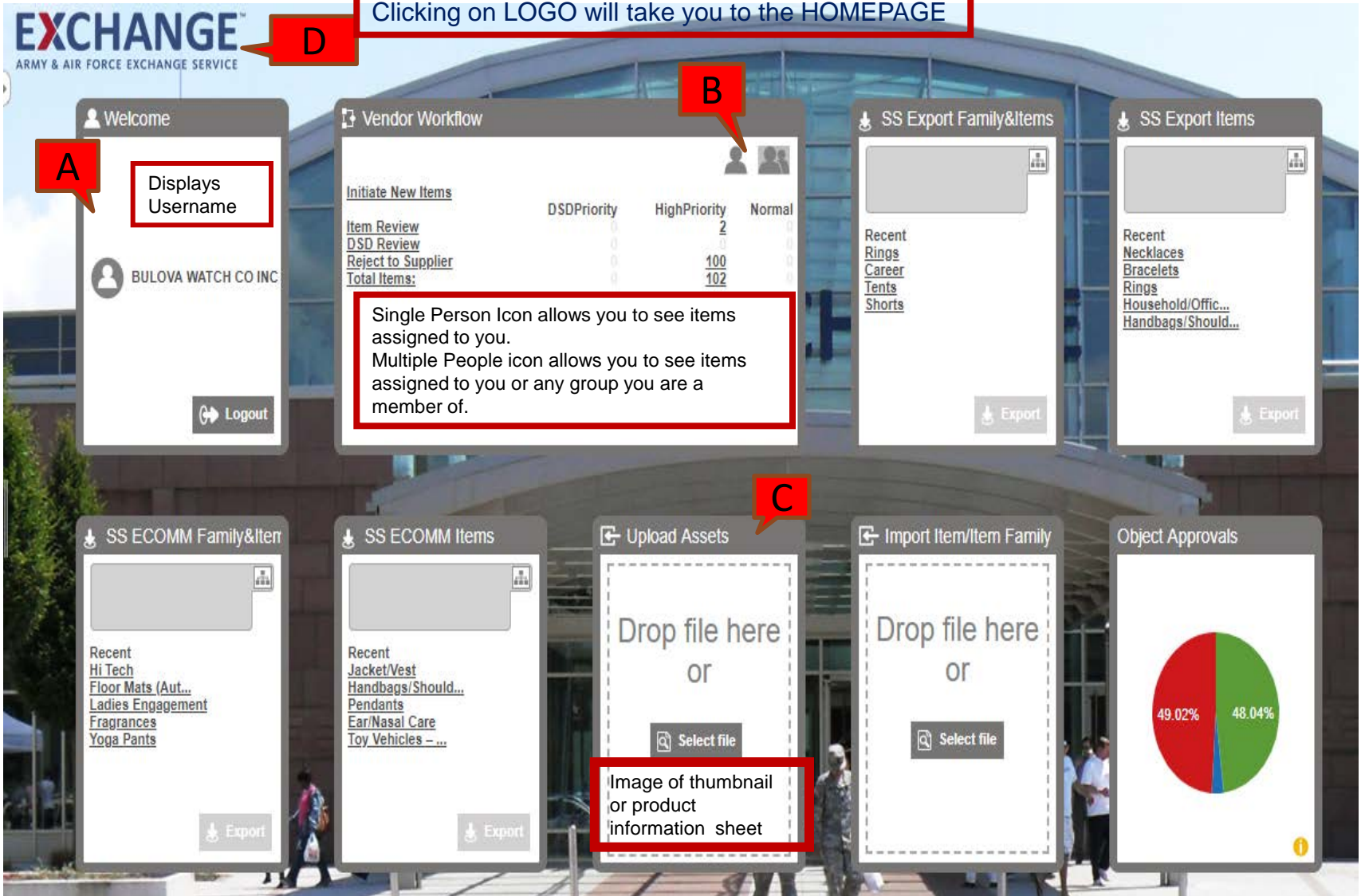
# How to Create a Shipper - WebUI

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



# How to Create a Shipper

Clicking on LOGO will take you to the HOMEPAGE



**A** Displays Username

**B** Single Person Icon allows you to see items assigned to you. Multiple People icon allows you to see items assigned to you or any group you are a member of.

**C** Image of thumbnail or product information sheet

**Vendor Workflow**

Initiate New Items	DSDPriority	HighPriority	Normal
Item Review		2	0
DSD Review	0	0	0
Reject to Supplier	0	100	0
<b>Total Items:</b>		<b>102</b>	0

**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

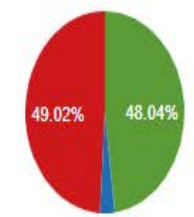
Select file

**Import Item/Item Family**

Drop file here  
or



Select file

**Object Approvals**



49.02% 48.04%


A. Welcome Widget displays your username

B. Workflow Widget: 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. Upload Assets such as Image thumbnails and product information sheets

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


- 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 <span style="float: right;">✖</span>

Additional Ship Points

ID	Title
	<span style="color: green;">+</span>



# 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



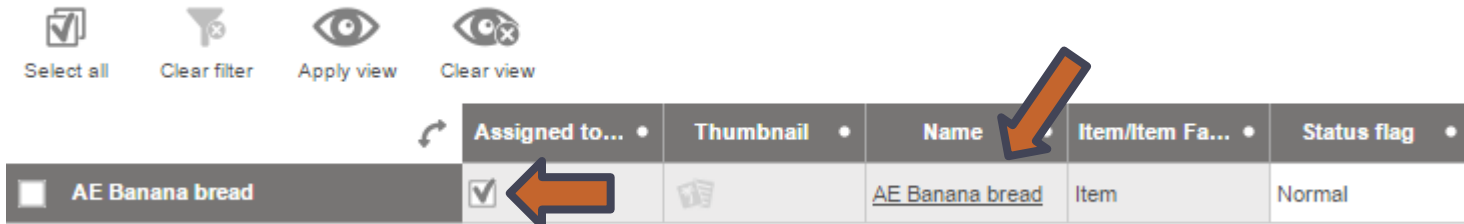
**Vendor Workflow**

Initiate New Items


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

Two orange 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

Two orange arrows point to the checked checkbox and the 'AE Banana bread' name.

➤ Complete all additional information

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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**

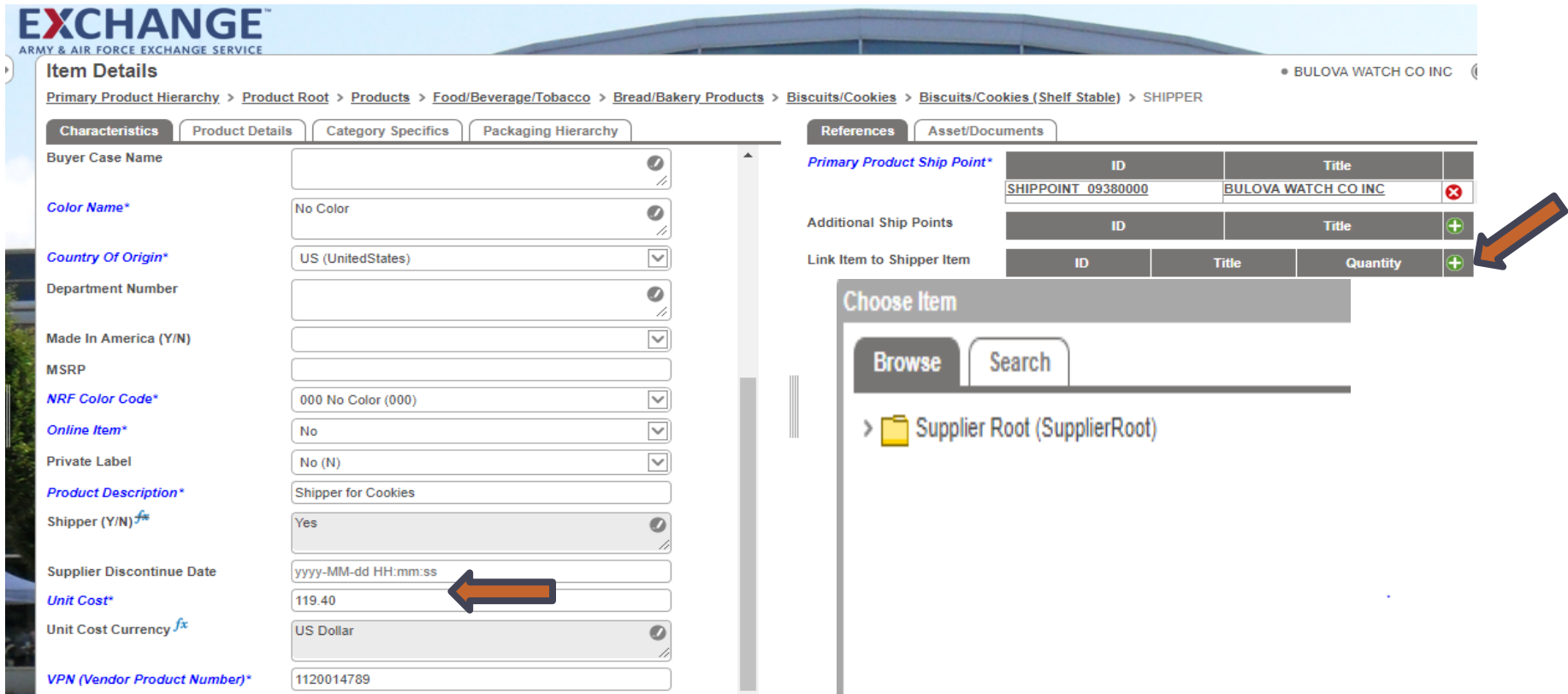
ID	Title	
		+

**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



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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)<sup>fx</sup> Yes

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

Unit Cost\* 119.40

Unit Cost Currency<sup>fx</sup> 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	
			+

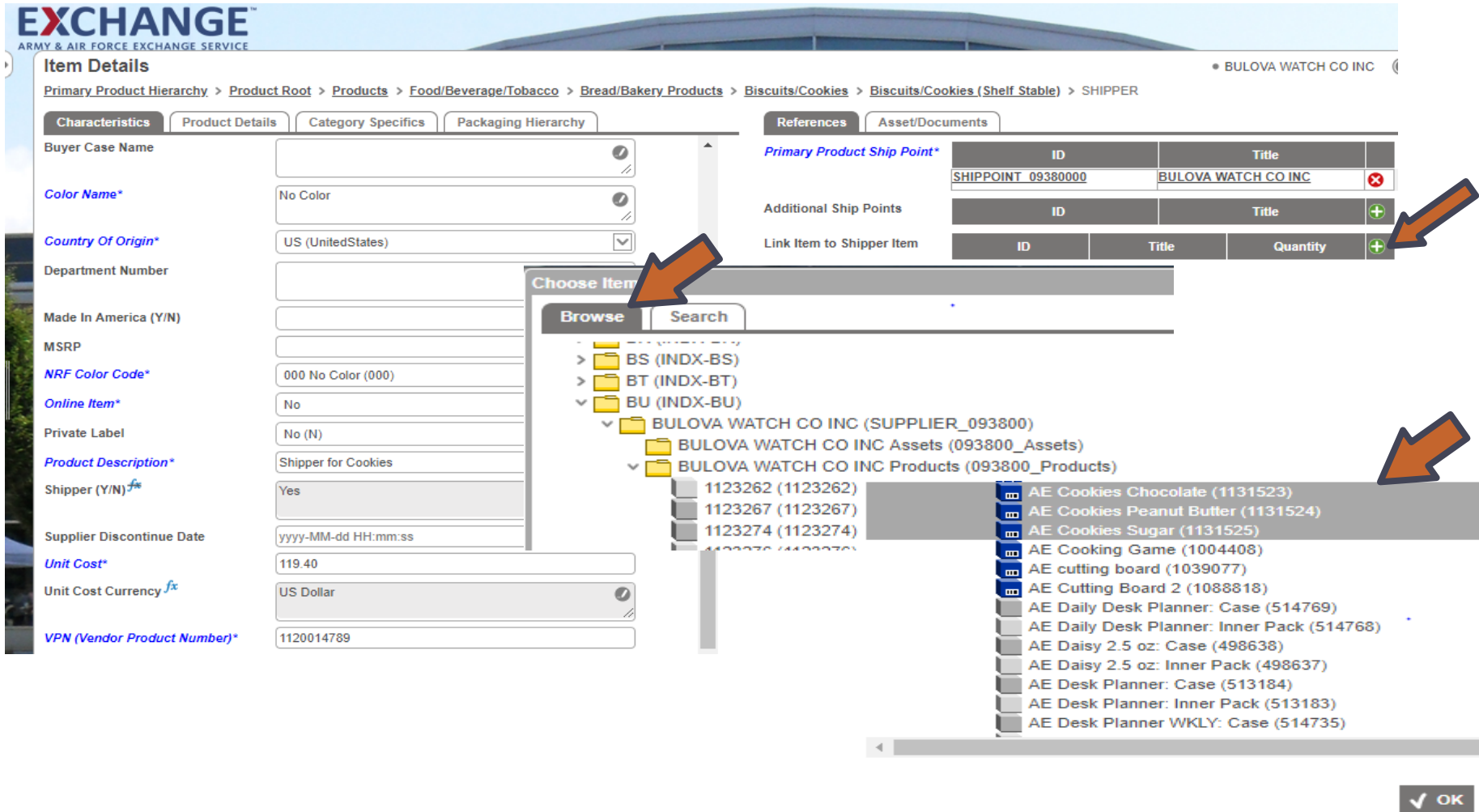
**Choose Item**

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)<sup>f\*</sup>: Yes

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

Unit Cost\*: 119.40

Unit Cost Currency<sup>fx</sup>: 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

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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)<sup>fx</sup>: Yes

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

Unit Cost\*: 119.40

Unit Cost Currency<sup>fx</sup>: US Dollar

VPN (Vendor Product Number)\*: 112001

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

Primary Product Ship Point\*

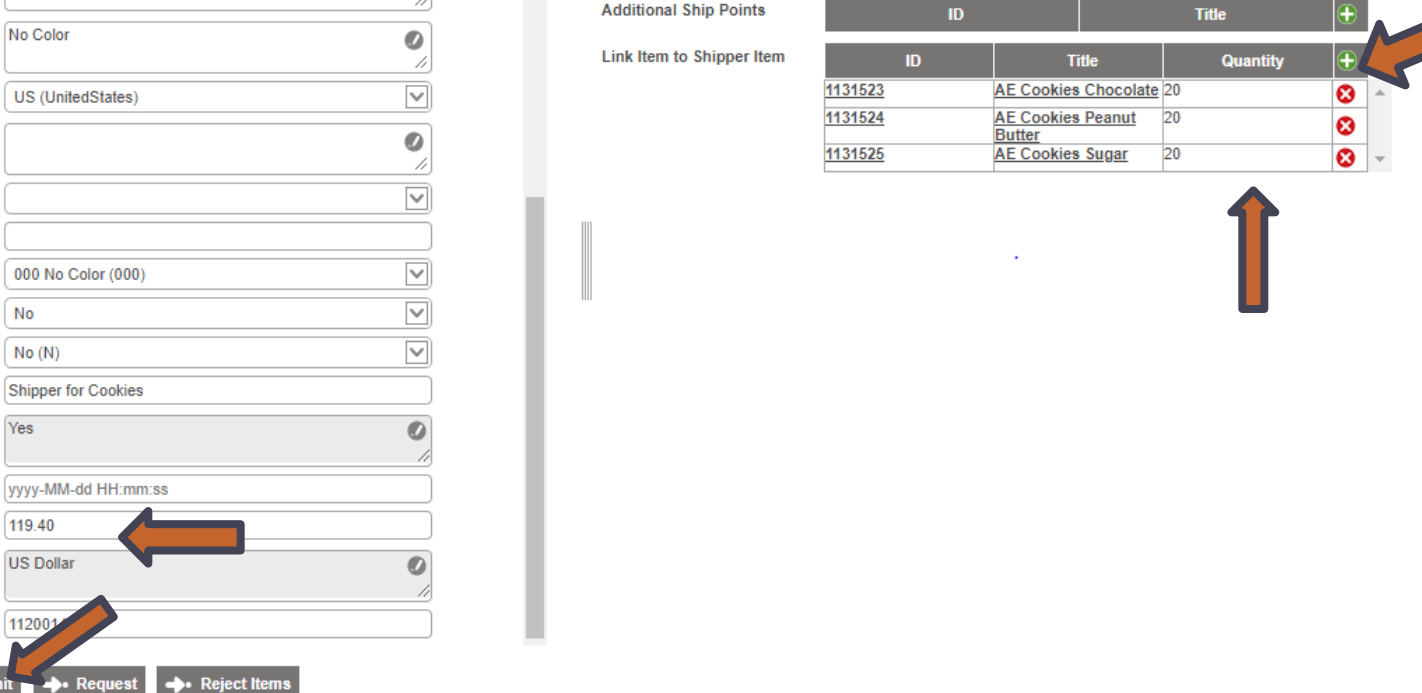
ID	Title	
SHIPPOINT_09380000	BULOVA WATCH CO INC	✖

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	✖





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

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**Thank You!**

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