





Product Information Manager
PIM

Supplier Guide for PIM
Create a Shipper

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



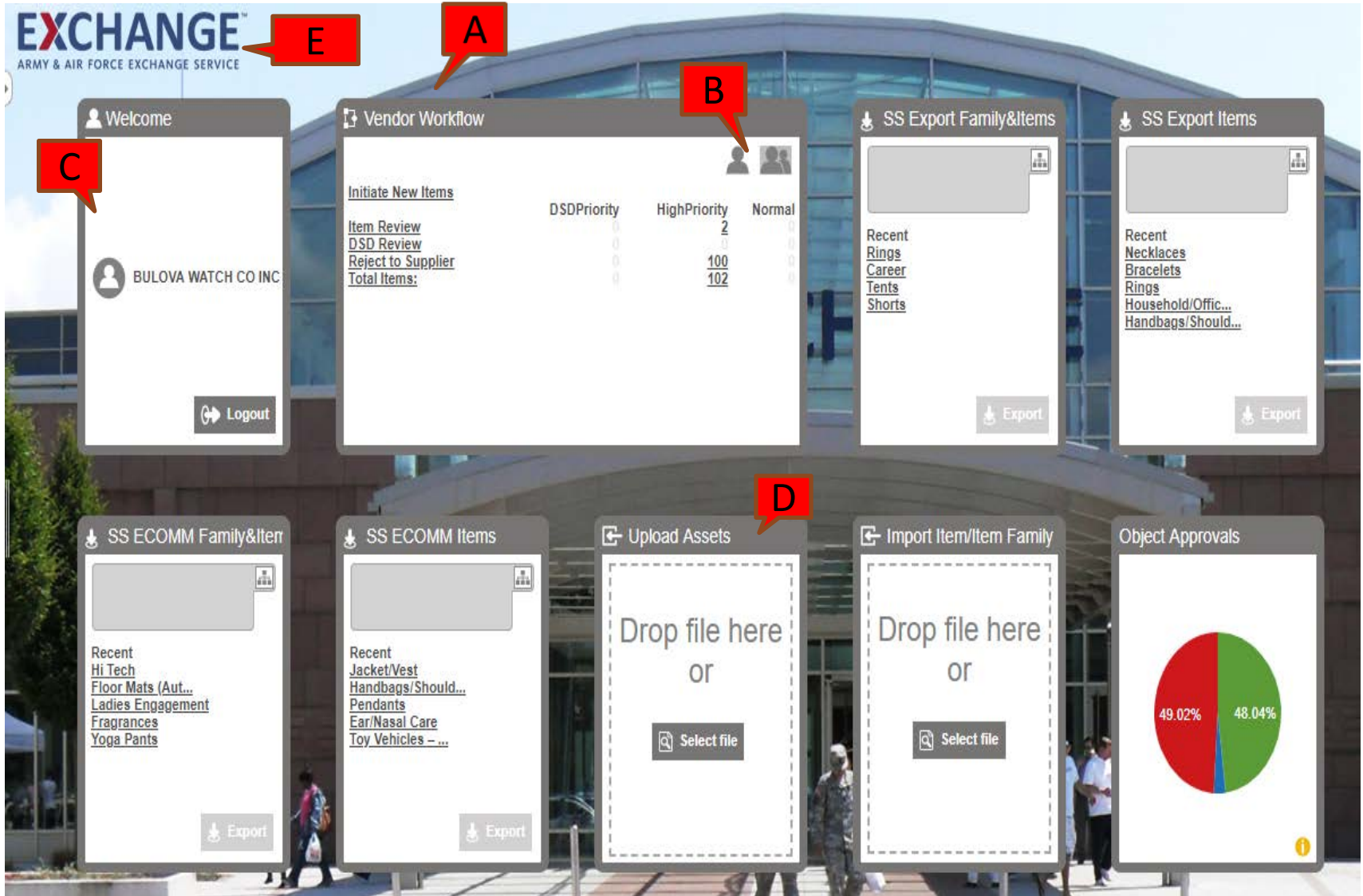
A. The single person icon  allows you to see items assigned to you and the multiple person  icon allows you to see items assigned to you and any group you are a member of.

B. Welcome Widget displays your username

C. Upload Assets such as Image thumbnails and product information sheets

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

How to Create a Shipper



E points to the EXCHANGE logo and ARMY & AIR FORCE EXCHANGE SERVICE text.

A points to the Vendor Workflow section.

B points to the user profile icon in the Vendor Workflow section.

C points to the user profile icon in the Welcome section.

D points to the Upload Assets section.


Vendor Workflow Data:

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


SS ECOMM Items Data:

Category	Percentage
Red	49.02%
Green	48.04%


- Create your Shipper by initiating a new item item
- Before creating your shipper all component items should be approved through the workflow



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 

Additional Ship Points

ID	Title
	



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

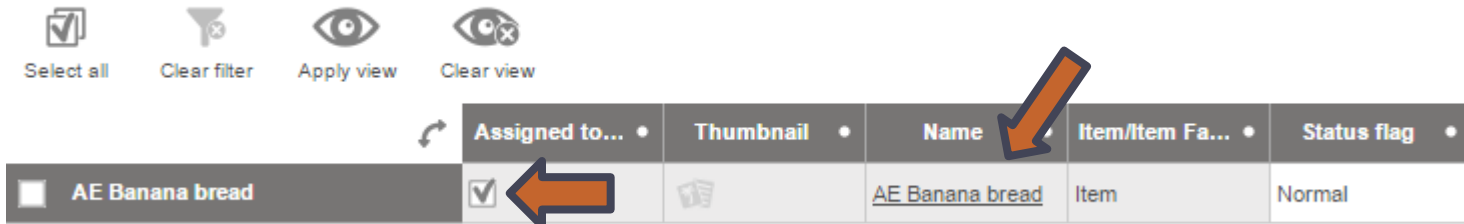


Vendor Workflow


Initiate New Items

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

Buy-Side Item - Item Review



Select all
 Clear filter
 Apply view
 Clear view

	Assigned to...	Thumbnail	Name	Item/Item Fa...	Status flag
<input type="checkbox"/> AE Banana bread	<input checked="" type="checkbox"/>		AE Banana bread	Item	Normal

- › Under Product Detail Tab
 - › Under “Pack Item” select Yes, then Click Save.
 - › “Pack Type” will then become available and you will select Vendor Pack
 - › “Inner Pack Size” should equal 1
 - › “Case Pack Size” should equal 1

- › Complete all additional information

MY & AIR FORCE EXCHANGE SERVICE • BULOVA WATCH CO INC

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

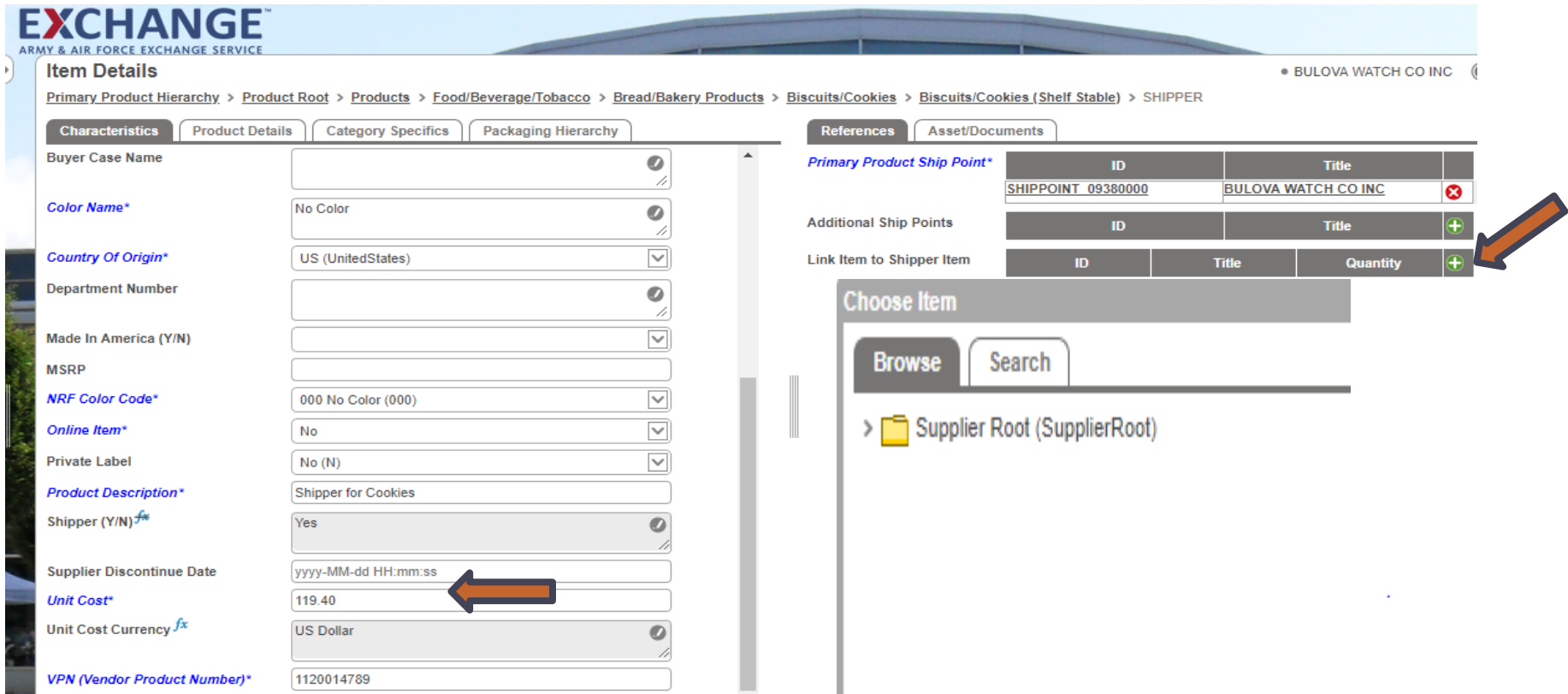
<p>Weight* <input type="text" value="8"/></p> <p>Weight UOM* <input type="text" value="Pounds (LBS)"/></p> <p>Inner Pack Size* <input type="text" value="1"/></p> <p>Case Pack Size* <input type="text" value="1"/></p> <p>Factory <input type="text"/></p> <p>HTS Code <input type="text"/></p> <p>Packing Method* <input type="text" value="Flat"/></p> <p>Pack Item <input type="text"/></p> <p>Short Description <input type="text"/></p> <p>Size* <input type="text" value="8 pounds"/></p> <p>Description 4 (Warranty Information) <input type="text"/></p> <p>Features - Benefits- Marketing Message <input type="text"/></p> <p>Includes <input type="text"/></p> <p>Lithium <input type="text" value="No"/></p> <p>MSRP Restriction <input type="text" value="No"/></p> <p>Product Overview- Long Description <input type="text"/></p>	<p>Primary Product Ship Point*</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Title</th> <th></th> </tr> </thead> <tbody> <tr> <td>SHIPPOINT_09380000</td> <td>BULOVA WATCH CO INC</td> <td style="text-align: center;">✖</td> </tr> </tbody> </table> <p>Additional Ship Points</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Title</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">+</td> </tr> </tbody> </table> <p>Link Item to Shipper Item</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Title</th> <th>Quantity</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">+</td> </tr> </tbody> </table>	ID	Title		SHIPPOINT_09380000	BULOVA WATCH CO INC	✖	ID	Title				+	ID	Title	Quantity					+
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ID	Title																				
		+																			
ID	Title	Quantity																			
			+																		

Packing Method*

Pack Item

Pack Type*

- › 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



EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

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)^{fx} Yes

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

Unit Cost* 119.40

Unit Cost Currency^{fx} 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	
			+

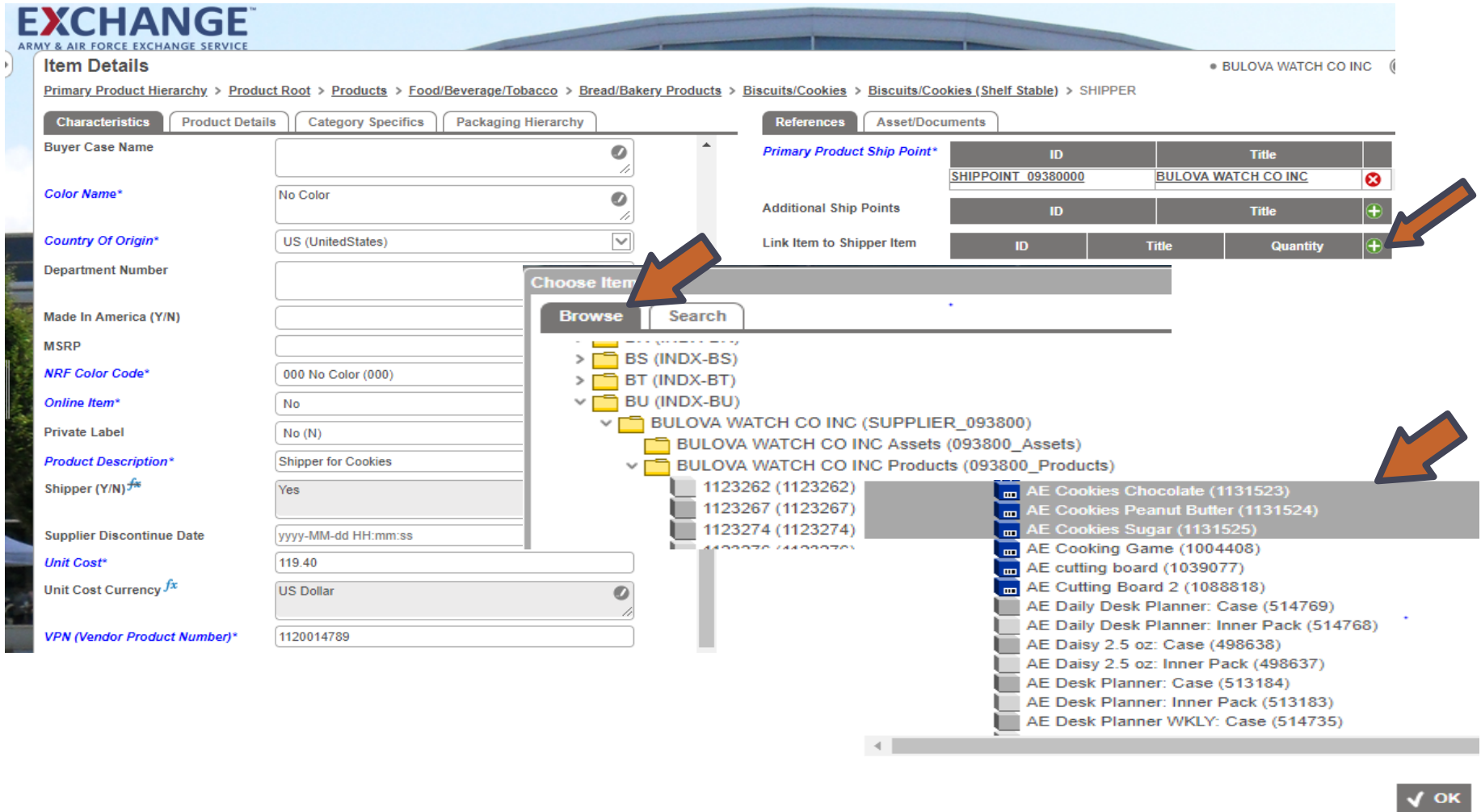
Choose Item

Browse Search

>  Supplier Root (SupplierRoot)

How to Create a Shipper

- Browse to search Vendor Name : Click on Vendor name to expand on Products
- 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

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

- 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)

<input checked="" type="checkbox"/>	AE Cookies Chocolate (1131523)
<input checked="" type="checkbox"/>	AE Cookies Peanut Butter (1131524)
<input checked="" type="checkbox"/>	AE Cookies Sugar (1131525)
<input checked="" type="checkbox"/>	AE Cooking Game (1004408)
<input checked="" type="checkbox"/>	AE cutting board (1039077)
<input checked="" type="checkbox"/>	AE Cutting Board 2 (1088818)
<input type="checkbox"/>	AE Daily Desk Planner: Case (514769)
<input type="checkbox"/>	AE Daily Desk Planner: Inner Pack (514768)
<input type="checkbox"/>	AE Daisy 2.5 oz: Case (498638)
<input type="checkbox"/>	AE Daisy 2.5 oz: Inner Pack (498637)
<input type="checkbox"/>	AE Desk Planner: Case (513184)
<input type="checkbox"/>	AE Desk Planner: Inner Pack (513183)
<input type="checkbox"/>	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

MY & AIR FORCE EXCHANGE SERVICE

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: [Empty]

Color Name*: No Color

Country Of Origin*: US (UnitedStates)

Department Number: [Empty]

Made In America (Y/N): [Empty]

MSRP: [Empty]

NRF Color Code*: 000 No Color (000)

Online Item*: No

Private Label: No (N)

Product Description*: Shipper for Cookies

Shipper (Y/N)^{fx}: Yes

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

Unit Cost*: 119.40

Unit Cost Currency^{fx}: US Dollar

VPN (Vendor Product Number)*: 112001

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

Primary Product Ship Point*

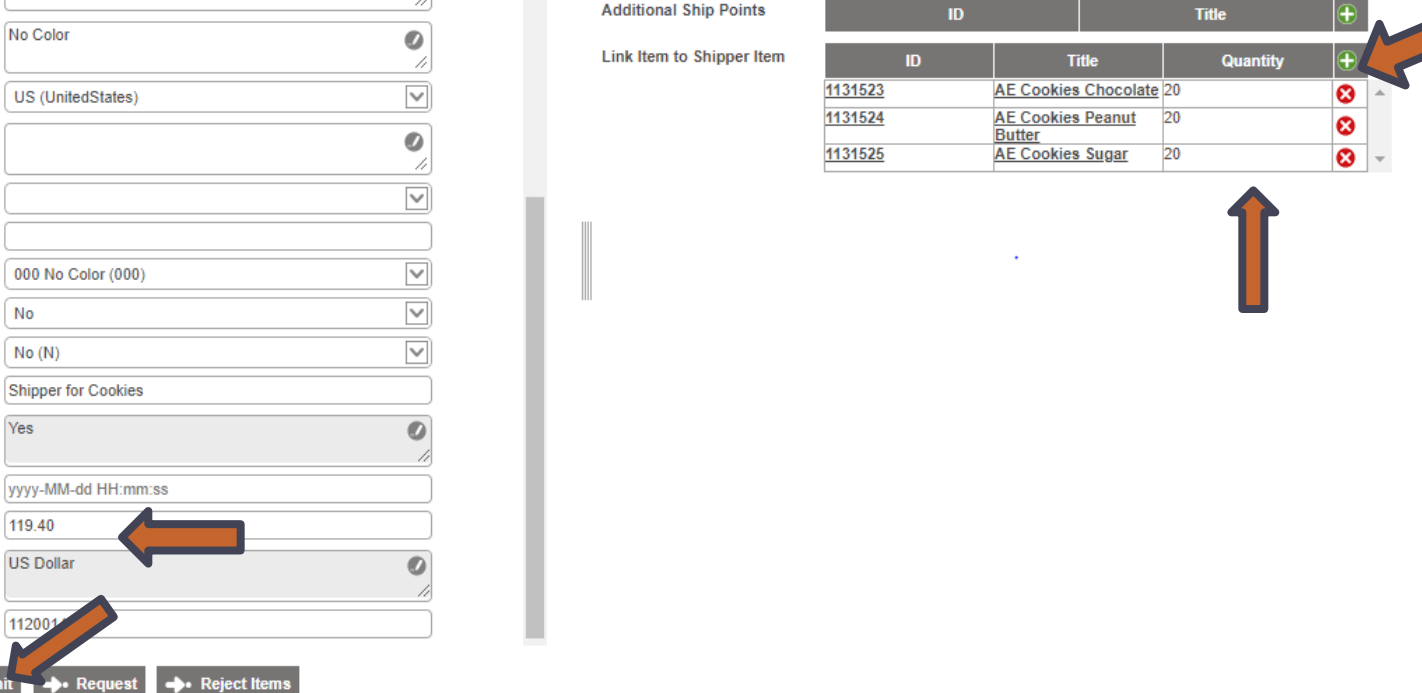
ID	Title	
SHIPPOINT_09380000	BULOVA WATCH CO INC	✖

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**



Thank You!
