

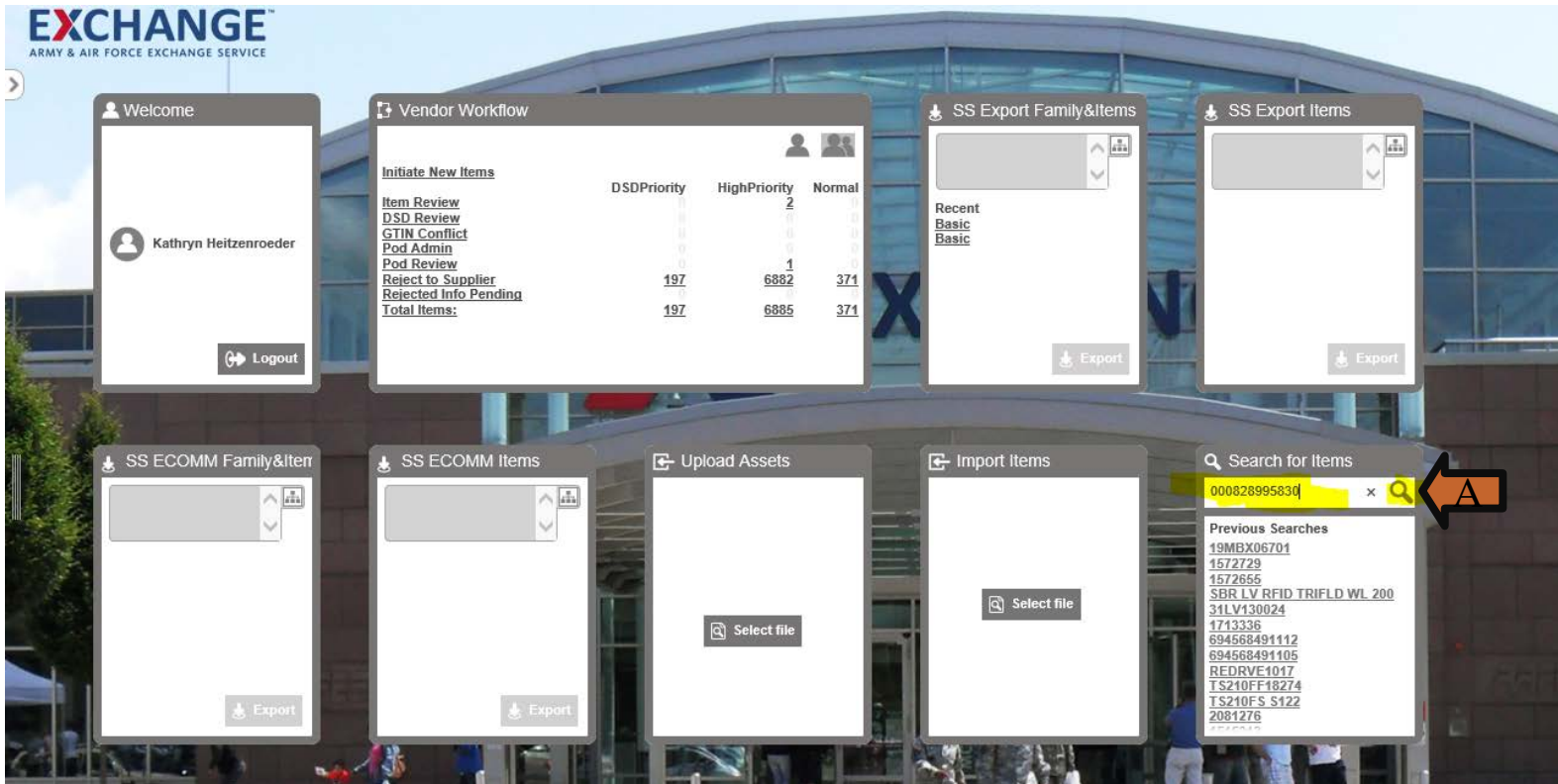


# Product Information Manager PIM

## Updating Migrated Items in PIM

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- **Step 1: Enter the GTIN (UPC) in the “Search for Items” and click on the magnifying glass.**



The screenshot displays the EXCHANGE ARMY & AIR FORCE EXCHANGE SERVICE dashboard. The interface includes several panels:

- Welcome:** Kathryn Heitzenroeder, Logout
- Vendor Workflow:** Initiate New Items, Item Review, DSD Review, GTIN Conflict, Pod Admin, Pod Review, Reject to Supplier, Rejected Info Pending, Total Items.
- SS Export Family&Items:** Recent, Basic, Basic, Export
- SS Export Items:** Export
- SS ECOMM Family&Items:** Export
- SS ECOMM Items:** Export
- Upload Assets:** Select file
- Import Items:** Select file
- Search for Items:** 000828995830, Previous Searches: 49MBX06701, 4572729, 4572855, SBR LV RFID TRIFLD WL 200, 34LV130024, 4713336, 694568491112, 694568491105, REDRVE1017, TS240FF18274, TS240FS S122, 2081276

An arrow labeled 'A' points to the magnifying glass icon in the Search for Items panel.

# EXCHANGE™ How To Update a Migrated Item

## › Step 2: Click on “Submit into Workflow”

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MMG CORP

### Item Details

Primary Product Hierarchy > Product Root > Products > Mens Furnishings > Mens Dress Furnishings > Neckwear > Fashion > SH ORNATE AO BT SET > SH ORNATE AO BT SET:OPEN BEIGE:ONE SIZE FITS ALL

Characteristics | Product Details | Category Specifics | Packaging Hierarchy

Workflow states	Workflow name	Workflow state	Status
Item Name	SH ORNATE AO BT SET:OPEN BEIGE:ONE SIZE FITS ALL		
Comments			
AAFES GTIN Required	No		
AAFES Importer (Y/N)	No		
Assortment GTINs			
Assortment GTIN Type			
Brand			
Buyer			
Buyer Case Name			
Catch Weight Indicator	No		
Color Name	Ecrú		
Country Of Origin	US		
Department Number			
Made In America (Y/N)			
MSRP	45		
MSRP Restriction	No		
NRF Color Code	280 Open Beige		
Online Item	No		
Private Label	No		
Product Description	SH ORNATE AO BT SET:OPEN BEIGE:ONE SIZE FITS ALL		
Shipping (Y/N)	No		


References | Asset/Documents

Primary Product Ship Point	ID	Title	
	SHIPPOINT_35516502	MMG CORP [35516502]	✖

Additional Ship Points	ID	Title	
			+

Link Item to Shipper Item	ID	Title	Quantity
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Reset Save **Submit into Workflow**



# EXCHANGE™ How To Update a Migrated Item

- Step 3: \*note that a message will pop up saying “Item successfully submitted to workflow.”\*
- Click on “Exchange” in the top left corner of the screen to return to your home screen.

The screenshot displays the 'Item Details' page in the EXCHANGE™ system. A yellow notification banner at the top center reads 'Item successfully submitted to workflow.' Two arrows, labeled 'A' and 'B', point to the notification and the 'EXCHANGE™' logo in the top left corner, respectively. The page shows a breadcrumb trail: Primary Product Hierarchy > Product Root > Products > Mens Furnishings > Mens Dress Furnishings > Neckwear > Fashion > SH ORNATE AO BT SET > SH ORNATE AO BT SET:OPEN BEIGE:ONE SIZE FITS ALL. The left sidebar contains tabs for Characteristics, Product Details, Category Specifics, and Packaging Hierarchy. The main content area is divided into 'References' and 'Asset/Documents' sections. The 'References' section includes a table for 'Primary Product Ship Point' and 'Additional Ship Points'. The 'Asset/Documents' section includes a table for 'Link Item to Shipper Item'. At the bottom of the page, there are buttons for 'Reset', 'Save', and 'Submit into Workflow'.

Workflow name	Workflow state	Status
Buy-Side Item	Item Review	Normal

ID	Title
SHIPPOINT_35516502	MMG CORP [35516502]

ID	Title	Quantity
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# EXCHANGE™ How To Update a (Family) Migrated Item

- › Step 4 and 5 are used only if this items is part of an Item Family.
- › On Family (softlines) migrated items, CHILD items must be pulled in first, then pull the parent.
- › Search child items by UPC in Search widget and bring back into workflow Step 1-3
- › To pull in Parent. Search for the Item Family by typing in the Item Family name and clicking on the magnifying glass. The Item Family Name is the Item Name WITHOUT the size and color.
  - › \*For this example, the Item Name in steps 1-3 is SH ORNATE AO BT SET:OPEN BEIGE:ONE SIZE FITS ALL. The Item Family Name to use to search will be SH ORNATE AO BT SET.

The screenshot displays the EXCHANGE™ Army & Air Force Exchange Service interface. The background shows a building with the EXCHANGE logo. Overlaid on the image are several panels representing different workflow steps:

- Welcome:** Shows the user name Kathryn Heitzenroeder and a Logout button.
- Vendor Workflow:** Contains a table for 'Initiate New Items' with columns for DSDPriority, HighPriority, and Normal.
- SS Export Family&Items:** Shows a search bar and an Export button.
- SS Export Items:** Shows a search bar and an Export button.
- SS ECOMM Family&Items:** Shows a search bar and an Export button.
- SS ECOMM Items:** Shows a search bar and an Export button.
- Upload Assets:** Shows a Select file button.
- Import Items:** Shows a Select file button.
- Search for Items:** Shows a search bar with the text 'SH ORNATE AO BT SET' and a magnifying glass icon. Below the search bar is a list of 'Previous Searches' with an arrow pointing to the first entry.

Item Review	DSDPriority	HighPriority	Normal
DSD Review	0	2	1
GTIN Conflict	0	0	0
Pod Admin	0	0	0
Pod Review	0	1	0
Reject to Supplier	194	6882	401
Rejected Info Pending	0	0	0
<b>Total Items:</b>	<b>194</b>	<b>6885</b>	<b>402</b>

Search for Items: SH ORNATE AO BT SET

Previous Searches:

- SH ORNATE AO BT SET
- 000828995830
- 19MBX06701
- 1572729
- 1572655
- SBR LV RFID TRIFLD WL 200
- 31LV130024
- 1713336
- 694568491112
- 694568491105
- REDRVE1017
- TS210FF18274

# EXCHANGE™ How To Update a (Family) Migrated Item

- Step 5: Click on Submit to Workflow, then repeat step 3 by clicking on “Exchange” to return to your home screen.

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Item Family Details MMG CORP

Primary Product Hierarchy > Product Root > Products > Mens Furnishings > Mens Dress Furnishings > Neckwear > Fashion > SH ORNATE AO BT SET

Characteristics | Product Details | Category Specifics | Variant Matrix | ECOM Shipping/Delivery | Child Items | References | Accessories/Documents

Item Family Name: SH ORNATE AO BT SET

Comments:

AAFES GTIN Required: No

AAFES Importer (Y/N): No

Brand:

Buyer:

Buyer Case Name:

Catch Weight Indicator: No

Country Of Origin: US

Made In America (Y/N):

MSRP:

MSRP Restriction: No

Online Item: No

Private Label: No

Product Description: SH ORNATE AO BT SET

Shipper (Y/N): No

Supplier Discontinue Date:

Supplier Number: 355165

Unit Cost: 5.5

Unit Cost Currency: US Dollar

VPN (Vendor Product Number): 19MBX06701

Primary Product Ship Point

ID	Title
SHIPPOINT 35516502	MMG CORP [35516502]

Additional Ship Points

ID	Title
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Reset | Save | **Submit to Workflow**

# EXCHANGE™ How To Update a Migrated Item

- Step 6: Once back on your home screen, you will find the Item Review bucket in your Vendor Workflow widget
- Click on the number below the “Normal” column.

The screenshot displays the EXCHANGE™ Army & Air Force Exchange Service home screen. The 'Vendor Workflow' widget is the central focus, showing a table of item review counts. An orange arrow points to the number '2' in the 'Normal' column. The table data is as follows:

Initiate New Items	DSDPriority	HighPriority	Normal
<b>Item Review</b>	0	2	2
DSD Review	0	0	0
GTIN Conflict	0	0	0
Pod Admin	0	0	0
Pod Review	0	1	0
Reject to Supplier	194	6882	401
Rejected Info Pending	0	0	0
<b>Total Items:</b>	<b>194</b>	<b>6885</b>	<b>403</b>

Other visible widgets include: Welcome (Kathryn Heitzenroeder), SS Export Family&Items, SS Export Items, SS ECOMM Family&Items, SS ECOMM Items, Upload Assets, Import Items, and Search for Items (with a list of previous searches).

# EXCHANGE™ How To Update a Migrated Item

- Step 7: Locate the Item and/or corresponding Item Family to update. In this example, it is an Item Family and Item we are updating. You will need to update the Item Family and the information will flow down to the Item.
- **\*\*If it isn't part of an Item Family, you will only work the Item**

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Buy-Side Item - Item Review MMG CORP

Select all Clear filter Apply view Clear view

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier Nbr	Brand
<input type="checkbox"/>	SH ORNATE AO BT SET:OPEN BEIGE:ONE SIZE FITS ALL	MMG CORP	<input type="checkbox"/>		SH ORNATE AO BT SET:OPEN	Item	Normal	11/28/18 11:11:42 AM		355165	
<input type="checkbox"/>	SH ORNATE AO BT SET	MMG CORP	<input type="checkbox"/>		SH ORNATE AO BT SET	Item Family	Normal	11/28/18 11:50:10 AM		355165	

Number of items : 2



# EXCHANGE™ How To Update a Migrated Item

- Step 8: Click on the box next to the Item Family under the “Assigned to Me” column.

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Buy-Side Item - Item Review • MMG CORP

Select all Clear filter Apply view Clear view

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier Nbr	Brand
<input type="checkbox"/>	SH ORNATE AO BT SET:OPEN BEIGE:ONE SIZE FITS ALL MMG CORP	<input type="checkbox"/>		SH ORNATE AO BT SET.OPEN	Item		Normal	11/28/18 11:11:42 AM		355165	
<input type="checkbox"/>	SH ORNATE AO BT SET MMG CORP	<input checked="" type="checkbox"/>		SH ORNATE AO BT SET	Item Family		Normal	11/28/18 11:50:10 AM		355165	

# EXCHANGE™ How To Update a Migrated Item

- Step 9: Click on the Underlined Name of the Item Family. This will open the Item Family up to be worked in the next screen shown.

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Buy-Side Item - Item Review

MMG CORP

Select all Clear filter Apply view Clear view

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier Nbr	Brand
<input type="checkbox"/>	MMG CORP	<input type="checkbox"/>		SH ORNATE AO BT SET-OPEN BEIGE:ONE SIZE FITS ALL	Item		Normal	11/28/18 11:11:42 AM		355165	
<input type="checkbox"/>	MMG CORP	<input checked="" type="checkbox"/>		SH ORNATE AO BT SET	Item		Normal	11/28/18 11:50:10 AM		355165	

# EXCHANGE™ How To Update a Migrated Item

› Step 10: Fill in any information needed and click save.

The screenshot shows the 'Item Family Details' form in the EXCHANGE™ system. The breadcrumb trail is: Primary Product Hierarchy > Product Root > Products > Mens Furnishings > Mens Dress Furnishings > Neckwear > Fashion > SH ORNATE AO BT SET. The form is divided into two main sections: 'Item Family Details' on the left and 'References' on the right. The 'Item Family Details' section includes fields for 'Item Family Name' (SH ORNATE AO BT SET), 'Comments', 'Request Comment', 'Reject/Delete Reason', 'AAFES GTIN Required' (No (N)), 'AAFES Importer (Y/N)\*' (No), 'Brand' (Steve Harvey), 'Buyer' (Brown, Robert D. (XQ)), 'Buyer Case Name', 'Catch Weight Indicator\*' (No), 'Country Of Origin\*' (US (UnitedStates)), 'Made In America (Y/N)', 'MSRP', 'MSRP Restriction' (No), 'Online Item\*' (No), 'Private Label' (No (N)), 'Product Description\*' (SH ORNATE AO BT SET), 'Shipper (Y/N)<sup>fx</sup>' (No), and 'Supplier Discontinue Date' (yyyy-MM-dd HH:mm:ss). The 'References' section includes 'Primary Product Ship Point\*' (SHIPPOINT\_35516502, MMG CORP [35516502]), 'Additional Ship Points', and 'Link Item to Supplier' (355165\_Products, MMG CORP Products). At the bottom left, the 'Save' button is highlighted with a yellow circle, and a brown arrow labeled 'A' points to it. Other buttons include 'Reset', 'Request', and 'Reject Items'. A 'Saved' notification is visible at the top of the form.

# EXCHANGE™ How To Update a Migrated Item

- **Step 11: Click on Exchange in the upper lefthand corner to get back to your home screen.**

The screenshot displays the 'Item Family Details' page for 'SH ORNATE AO BT SET'. The page is divided into several sections:

- Header:** 'EXCHANGE ARMY & AIR FORCE EXCHANGE SERVICE' logo, a 'Saved' notification, and the user 'MMG CORP'.
- Breadcrumbs:** Primary Product Hierarchy > Product Root > Products > Mens Furnishings > Mens Dress Furnishings > Neckwear > Fashion > SH ORNATE AO BT SET
- Navigation Tabs:** Characteristics, Product Details, Category Specifics, Variant Matrix, Child Items, References, Accessories/Documents.
- Form Fields (Left):**
  - Item Family Name\*: SH ORNATE AO BT SET
  - Comments: [Empty]
  - Request Comment: [Empty]
  - Reject/Delete Reason: [Empty]
  - AAFES GTIN Required: No (N)
  - AAFES Importer (Y/N)\*: No
  - Brand: Steve Harvey
  - Buyer: Brown, Robert D. (XQ)
  - Buyer Case Name: [Empty]
  - Catch Weight Indicator\*: No
  - Country Of Origin\*: US (UnitedStates)
  - Made In America (Y/N): [Empty]
  - MSRP: [Empty]
  - MSRP Restriction: No
  - Online Item\*: No
  - Private Label: No (N)
  - Product Description\*: SH ORNATE AO BT SET
  - Shipper (Y/N)<sup>fx</sup>: No
  - Supplier Discontinue Date: yyyy-MM-dd HH:mm:ss
- Table (Right):**
  - Primary Product Ship Point\***

ID	Title	
SHIPPOINT_35516502	MMG CORP [35516502]	[X]
  - Additional Ship Points**

ID	Title	
		[+]
  - Link Item to Supplier**

ID	Title	
355165 Products	MMG CORP Products	[X]
- Footer:** Buttons for Reset, Save, Submit, Request, and Reject Items.

# EXCHANGE™ How To Update a Migrated Item

- Step 12: Click on the number under “Normal” for the Item Review bucket in the Vendor Workflow widget.

The screenshot displays the EXCHANGE™ interface with several widgets. The 'Vendor Workflow' widget is the central focus, showing a table of item counts. An orange arrow labeled 'A' points to the number '2' in the 'Normal' column.

	DSDPriority	HighPriority	Normal
Item Review	2	0	2
DSD Review	0	0	0
GTIN Conflict	0	0	0
Pod Admin	0	0	0
Pod Review	0	1	0
Reject to Supplier	194	6882	401
Rejected Info Pending	0	0	0
Total Items:	194	6885	403

Other visible widgets include: Welcome (Kathryn Heitzenroeder), SS Export Family&Items, SS Export Items, SS ECOMM Family&Items, SS ECOMM Items, Upload Assets, Import Items, and Search for Items (Previous Searches: SH ORNATE AO BT SET, 000828995830, 19MBX06701, 1572729, 1572655, SBR LV RFID TRIFLD WL 200, 31LV130024, 1713336, 694568491112, 694568491105, REDRVE1017, TS210FF18274).

# EXCHANGE™ How To Update a Migrated Item

- Step 13: Locate the Item and Item Family again, click on the box under “Assigned to me” for the Item. Item Family should still be assigned to you already.

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Buy-Side Item - Item Review

MMG CORP

Select all Clear filter Apply view Clear view

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier Nbr	Brand
<input type="checkbox"/>	SH ORNATE AO BT SET	Kathryn Heitzenroeder	<input checked="" type="checkbox"/>		SH ORNATE AO BT SET	Item Family	Normal	11/28/18 11:50:10 AM		355165	Steve Harvey
<input type="checkbox"/>	SH ORNATE AO BT SET:OPEN BEIGE:ONE SIZE FITS ALL	MMG CORP	<input checked="" type="checkbox"/>		SH ORNATE AO BT SET:OPEN	Item	Normal	11/28/18 11:11:42 AM		355165	Steve Harvey

# EXCHANGE™ How To Update a Migrated Item

- › Step 14: Click the boxes to the far left for the Item
- › If it is an Item Family , click the box for Item and Item Family that you are submitting. If these are the only things in your Item Review,
- › you can click on “Select all”.

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ARMY & AIR FORCE EXCHANGE SERVICE

Buy-Side Item - Item Review MMG CORP

Select all Clear filter Apply view Clear view

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier Nbr	Brand
<input checked="" type="checkbox"/>	Kathryn Heitzenroeder	<input checked="" type="checkbox"/>		SH ORNATE AO BT SET	Item Family		Normal	11/28/18 11:50:10 AM		355165	Steve Harvey
<input checked="" type="checkbox"/>	MMG CORP	<input checked="" type="checkbox"/>		SH ORNATE AO BT SET:OPEN BEIGE:ONE SIZE FITS ALL	Item		Normal	11/28/18 11:11:42 AM		355165	Steve Harvey

Annotations: Arrow A points to the 'Select all' checkbox. Arrow B points to the 'Select all' icon.

# EXCHANGE™ How To Update a Migrated Item

- › Step 15: Once the boxes are checked, it will pop up a “submit to next state in workflow” button. Click on “Submit to next state in workflow”,
- › Select “Submit”, and click OK.

The screenshot displays the EXCHANGE™ ARMY & AIR FORCE EXCHANGE SERVICE interface. At the top, the 'Buy-Side Item - Item Review' section is visible. Below this, there is a toolbar with several icons: 'Clear all', 'Clear filter', 'Apply view', 'Clear view', 'Export to Excel', 'Export Smartsheet', and 'Submit to next state in workflow'. The 'Submit to next state in workflow' button is highlighted in yellow, and an orange arrow labeled 'A' points to it.

	Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier Nbr	Brand
<input checked="" type="checkbox"/>	SH ORNATE AO BT SET	Kathryn Heitzenroeder	<input checked="" type="checkbox"/>		SH ORNATE AO BT SET	Item Family	Normal	11/28/18 11:50:10 AM		355165	Steve Harve
<input checked="" type="checkbox"/>	SH ORNATE AO BT SET:OPEN BEIGE:ONE SIZE FITS ALL	MMG CORP	<input checked="" type="checkbox"/>		SH ORNATE AO BT SET:OPEN	Item	Normal	11/28/18 11:11:42 AM		355165	Steve Harve

Below the table, a 'Submit Properties' dialog box is open. It contains a 'Submit event' dropdown menu with 'Submit' selected, a 'Submit message' text input field, and 'OK' and 'Cancel' buttons. An orange arrow labeled 'B' points to the 'OK' button.



# EXCHANGE™ How To Update a Migrated Item

- › Step 16: If done correctly, a message will pop up saying how many things submitted correctly.
- › The items must be assigned to you to be able to submit.
- › The Item and Item Family will then disappear from your screen. This means they have submitted to the buyers.
  - › Please note that you can work multiple Items attached to an Item Family at once, but you MUST bring in each Item AND the Item Family into your workflow. Once they are all in your workflow and after you have updated the necessary information, you must submit the Item(s) and the Item Family together.

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2 products submitted.

Buy-Side Item - Item Review

MMG CORP

Clear all Clear filter Apply view Clear view Export to Excel Export Smartsheet Submit to next state in workflow

Assignee	Assigned to me	Thumbnail	Name	Item/Item Family	GTIN	Status flag	Deadline	Request Comment	Supplier Nbr	Brand
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**PIM email address**  
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