



Product Information Manager
PIM

Supplier Guide for PIM
How to Create an Item Add



PIM Overview/Benefits

- **Item information gathered at beginning of process**
- **Suppliers aware of required information prior to submission**
- **Business rules and validation throughout the process**
- **Ensures consistent data throughout the enterprise**
- **Information entered and stored in portal**
- **No large files through email**



How To Create An Item - WebUI

› Supplier Login Page:

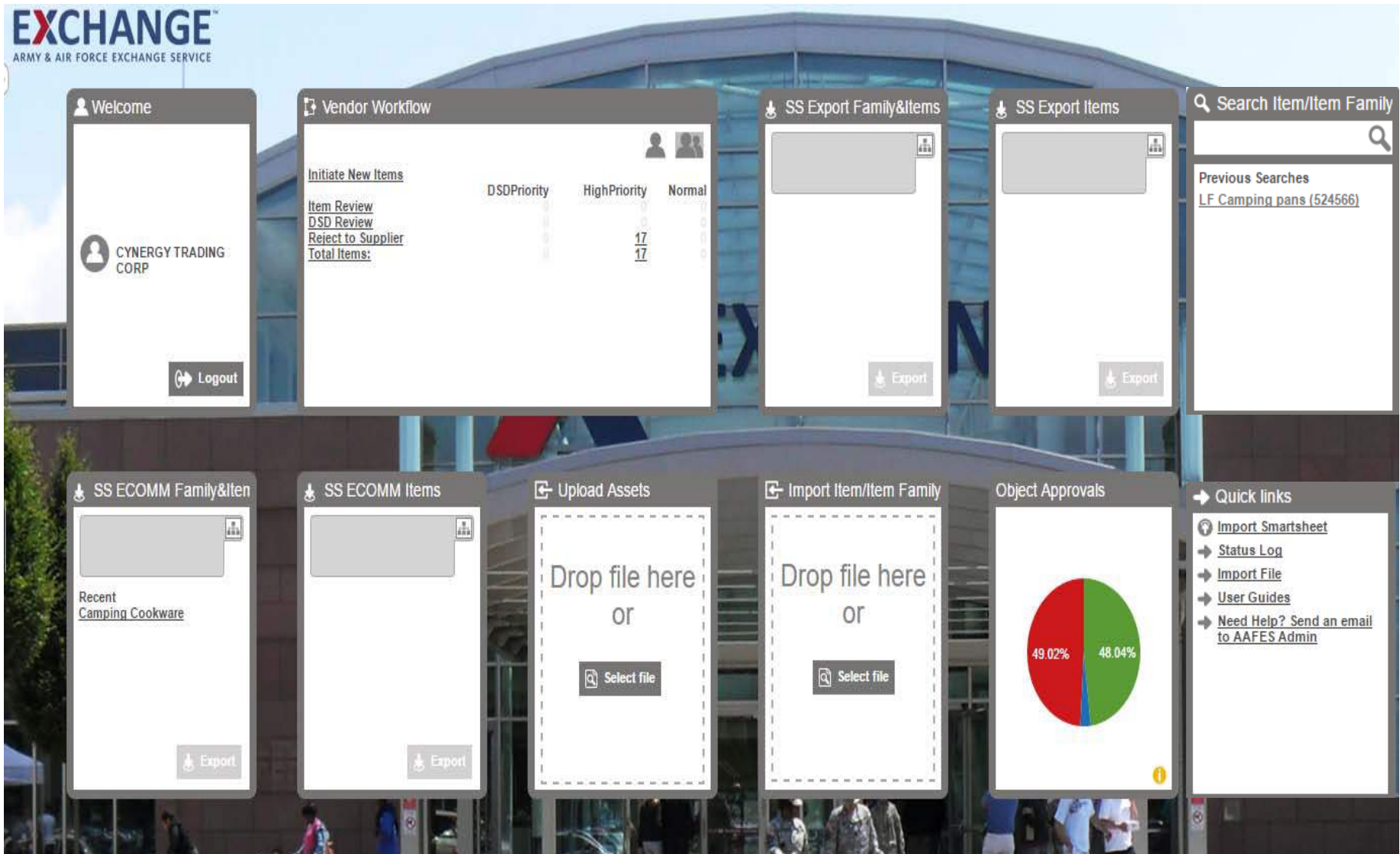




Supplier Portal

How To Create An Item - WebUI

› Home Page:



EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

Welcome
CYNERGY TRADING CORP
Logout

Vendor Workflow

	DSDPriority	HighPriority	Normal
Initiate New Items			
Item Review			
DSD Review			
Reject to Supplier		17	
Total Items:		17	

SS Export Family&Items
Export

SS Export Items
Export

Search Item/Item Family
Previous Searches
LF Camping pans (524566)

SS ECOMM Family&Item
Recent
Camping Cookware
Export

SS ECOMM Items
Export

Upload Assets
Drop file here
or
Select file

Import Item/Item Family
Drop file here
or
Select file

Object Approvals
49.02% (Red)
48.04% (Green)

Quick links

- Import Smartsheet
- Status Log
- Import File
- User Guides
- Need Help? Send an email to AAFES Admin



New Item Add

› Vendor Workflow widget:

- › Initiate New Items
- › Next to arrow -> Initiate New Item



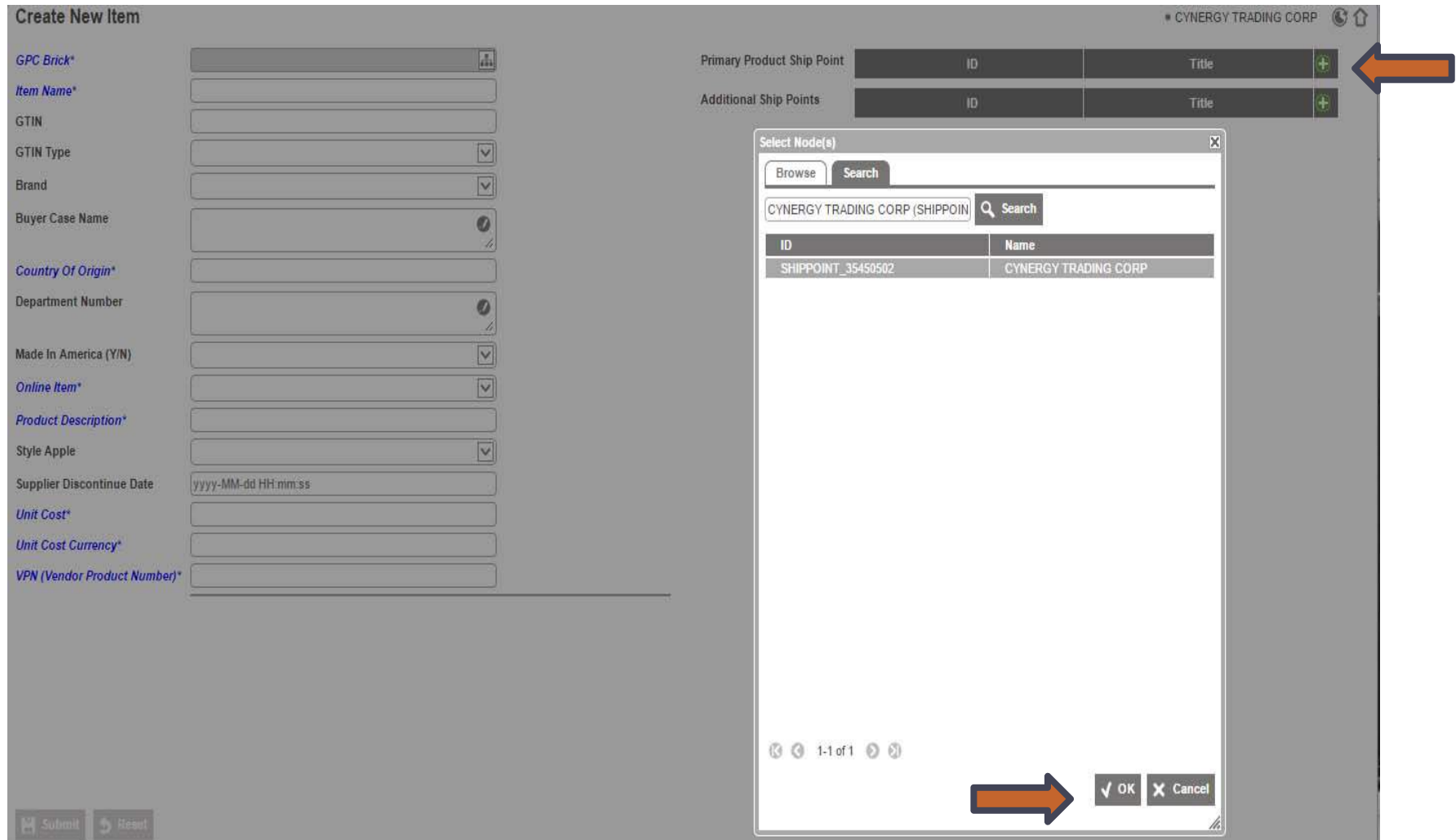
The screenshot displays the EXCHANGE™ Army & Air Force Exchange Service interface. The background shows a modern building with a glass facade and people walking on a sidewalk. Overlaid on the image are several semi-transparent white boxes representing different widgets:

- Welcome:** Shows a user profile for CYNERGY TRADING CORP and a Logout button.
- Vendor Workflow:** A central widget with a list of actions: [Initiate New Items](#), [Item Review](#), [DSD Review](#), [Reject to Supplier](#), and [Total Items:](#). An orange arrow points to [Initiate New Items](#). Below this is a sub-menu with [Initiate New DSD](#), [Initiate New Item](#) (highlighted with an orange arrow), and [Initiate New ItemFamily](#).
- SS Export Family&Items:** A widget with an Export button.
- SS Export Items:** A widget with an Export button.
- Upload Assets:** A widget with a dashed border, text "Drop file here or", and a Select file button.
- Import Item/Item Family:** A widget with a dashed border, text "Drop file here or", and a Select file button.
- Quick links:** A widget with links for [Import Smartsheet](#), [Status Log](#), [Import File](#), and [Need Help? Send an email to AAFES Admin](#).
- Previous Searches:** A widget with a search icon and a list of previous searches.

New Item Add

› Primary Product Ship Point

- › Primary Product Ship Point, Click on green + indicator or click on Search tab.
- › Find supplier name, highlight ship point, click OK



The screenshot shows the 'Create New Item' interface. On the left is a form with various fields like 'GPC Brick*', 'Item Name*', 'GTIN', etc. On the right, there are two tables for 'Primary Product Ship Point' and 'Additional Ship Points'. Each table has columns for 'ID' and 'Title', and a green '+' icon in the rightmost column. An orange arrow points to the '+' icon in the 'Primary Product Ship Point' table. A 'Select Node(s)' dialog box is open in the foreground, showing a search for 'SHIPPOINT_35450502' under 'CYNERGY TRADING CORP (SHIPPOIN)'. The dialog has a table with columns 'ID' and 'Name', containing one row: 'SHIPPOINT_35450502' and 'CYNERGY TRADING CORP'. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. An orange arrow points to the 'OK' button.

New Item Add

- › Click on GPC Brick – search product category, highlight click OK
- › Fill in all required fields and mandatory fields in blue. Click submit,
- › You will be directed back to the to Homepage

Create New Item

*GPC Brick**

*Item Name**

GTIN

GTIN Type

Brand

Buyer Case Name

*Country Of Origin**

Department Number

Made In America (Y/N)

*Online Item**

*Product Description**

Style Apple

Supplier Discontinue Date

*Unit Cost**

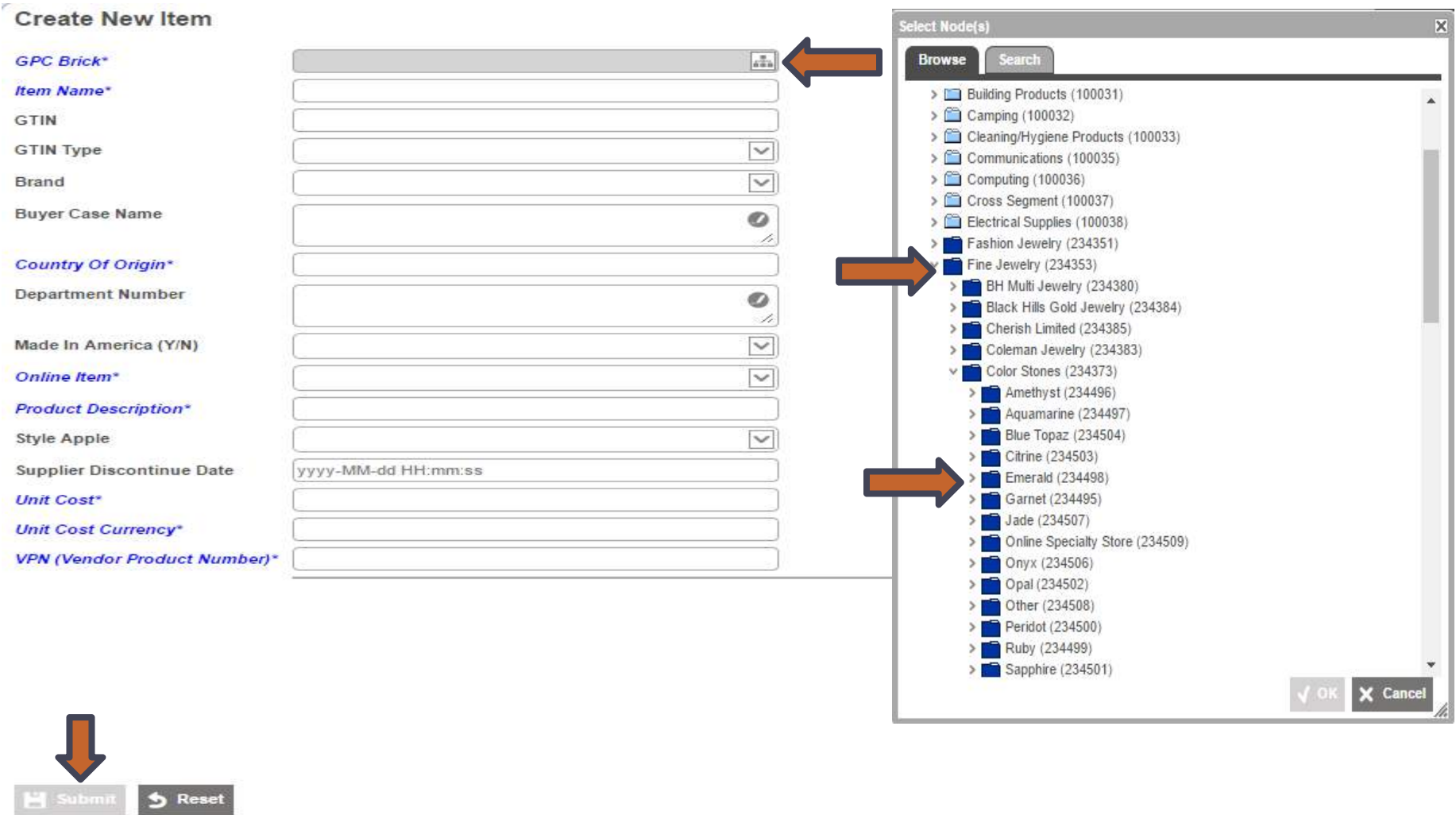
*Unit Cost Currency**

*VPN (Vendor Product Number)**

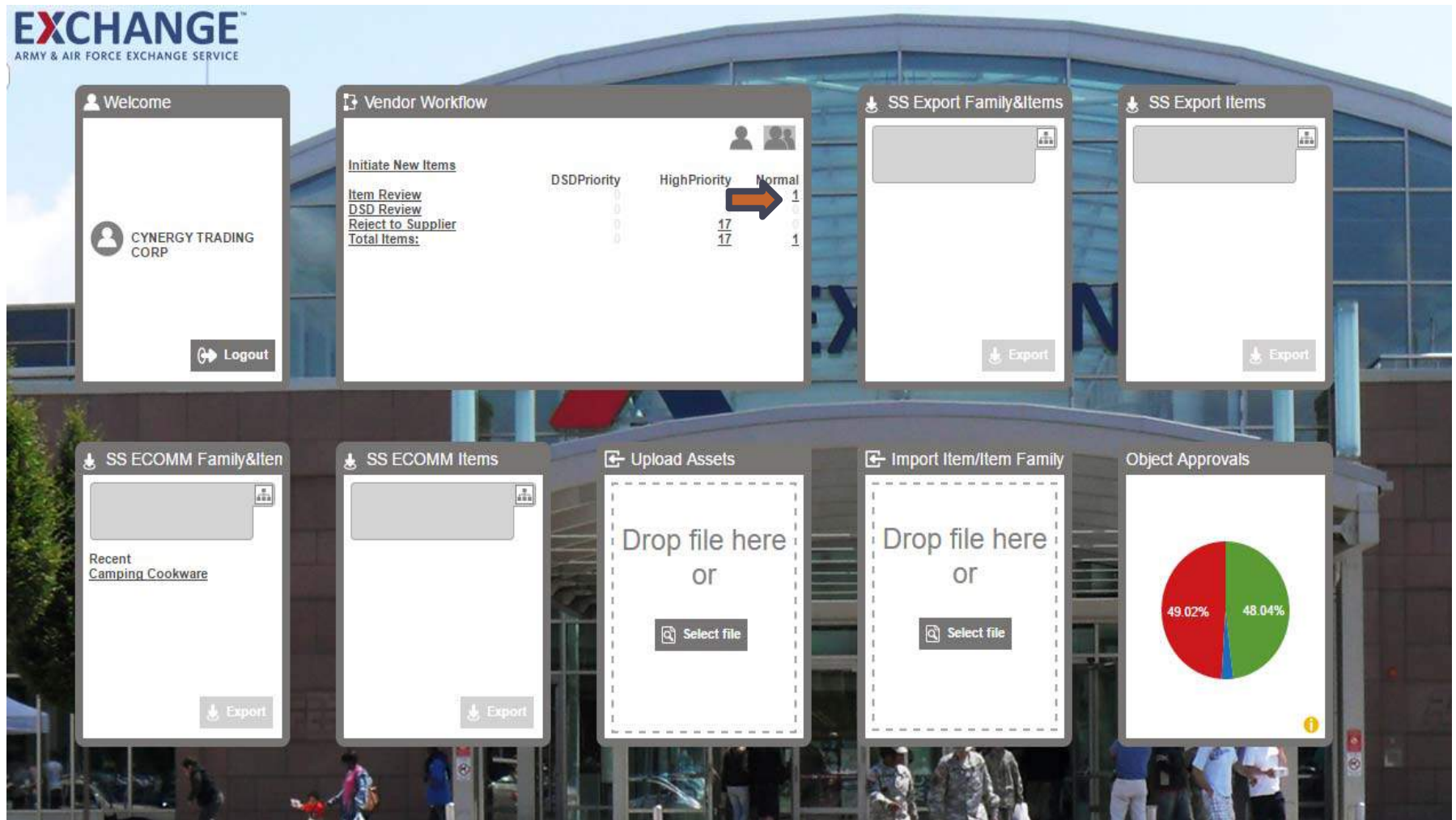
Select Node(s)

Browse Search

- > Building Products (100031)
- > Camping (100032)
- > Cleaning/Hygiene Products (100033)
- > Communications (100035)
- > Computing (100036)
- > Cross Segment (100037)
- > Electrical Supplies (100038)
- > Fashion Jewelry (234351)
- > **Fine Jewelry (234353)**
- > BH Multi Jewelry (234380)
- > Black Hills Gold Jewelry (234384)
- > Cherish Limited (234385)
- > Coleman Jewelry (234383)
- > Color Stones (234373)
- > Amethyst (234496)
- > Aquamarine (234497)
- > Blue Topaz (234504)
- > Citrine (234503)
- > Emerald (234498)
- > Garnet (234495)
- > Jade (234507)
- > Online Specialty Store (234509)
- > Onyx (234506)
- > Opal (234502)
- > Other (234508)
- > Peridot (234500)
- > Ruby (234499)
- > Sapphire (234501)



- › Vendor Workflow widget
 - › Item Review will show the number of new items created
 - › Under Normal column click the number



The screenshot displays the EXCHANGE ARMY & AIR FORCE EXCHANGE SERVICE dashboard. The main content area is divided into several widgets:

- Welcome:** Shows the user profile for CYNERGY TRADING CORP and a Logout button.
- Vendor Workflow:** Contains a table for item review with columns for DSDPriority, HighPriority, and Normal. An orange arrow points to the number '1' in the Normal column.

DSDPriority	HighPriority	Normal
0	17	1
0	17	1
- SS Export Family&Items:** Includes an Export button.
- SS Export Items:** Includes an Export button.
- SS ECOMM Family&Item:** Shows a recent item, 'Camping Cookware', and an Export button.
- SS ECOMM Items:** Includes an Export button.
- Upload Assets:** A dashed box with the text 'Drop file here or Select file'.
- Import Item/Item Family:** A dashed box with the text 'Drop file here or Select file'.
- Object Approvals:** A pie chart showing 49.02% (red) and 48.04% (green), with a yellow information icon in the bottom right corner.

Buy-Side Item Review

- › ITEM Review
- Assigned to me column, check the ones that you created
- Name column, click on file that you created



EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

Buy-Side Item - Item Review • LUCKY BRAND DUNGAREES

Select all Clear filter Apply view Clear view

Assigned to...	Thumbnail	Name	Item/Item Fa...	Status flag	Deadline	Supplier Nbr	Brand*	Description	Unit Cost*
<input checked="" type="checkbox"/>		Lucky Brand Gold Oblong Hoop	Item	Normal	8/4/17 8:29:37 AM	351774	Lucky Brand	Lucky Brand Gold Oblong Hoop	7.31

› Characteristic Tab

- › Complete all requested information and any data highlighted in blue
- › GTIN and GTIN type are mandatory
- › Save

Item Details

Primary Product Hierarchy > Product Root > Products > Fine Jewelry > Color Stones > Emerald > Emerald > LF emerald ring

• CYNERGY TRADING CORP

Characteristics

Product Details

Category Specifics

Packaging Hierarchy

ECOM Shipping/Delivery

Item Name*	LF emerald ring
GTIN*	<input type="text"/>
GTIN Type*	<input type="text"/>
Comments	<input type="text"/>
Request Comment	<input type="text"/>
Reject/Delete Reason	<input type="text"/>
AAFES GTIN Required	<input type="text" value="No (N)"/>
AAFES Importer (Y/N)	<input type="text" value="No"/>
Assortment GTINs	<input type="text"/>
Brand	<input type="text"/>
Buyer	<input type="text"/>
Buyer Case Name	<input type="text"/>
Color Name	<input type="text"/>
Country Of Origin*	US (UnitedStates)
Department Number	<input type="text"/>
Made In America (Y/N)	<input type="text" value="No"/>
MSRP	<input type="text"/>
NRF Color Code*	<input type="text"/>
Online Item*	<input type="text" value="No"/>

Primary Product Ship Point*

ID	Title	
SHIPPOINT_35450502	CYNERGY TRADING CORP	✖

Additional Ship Points

ID	Title	
		+

Link Item to Shipper Item

ID	Title	Quantity	
			+

↶ Reset

💾 Save


➡ Submit

➡ Request


➡ Reject Items

Item Details

Primary Product Hierarchy > Product Root > Products > Fine Jewelry > Color Stones > Emerald > Emerald > LF emerald ring

Ch  **Product Details** Category Specifics Packaging Hierarchy ECOM Shipping/Delivery

Height*	<input type="text"/>
Height UOM*	<input type="text" value=""/>
Length*	<input type="text"/>
Length UOM*	<input type="text" value=""/>
Weight*	<input type="text"/>
Weight UOM*	<input type="text" value=""/>
Width*	<input type="text"/>
Width UOM*	<input type="text" value=""/>
Factory	<input type="text" value=""/>
HTS Code	<input type="text"/>
Packing Method*	<input type="text" value="Flat"/>
Pack Item	<input type="text" value=""/>
Ship Date	<input type="text" value="yyyy-MM-dd"/>
Short Description	<input type="text" value=""/>
Size*	<input type="text" value=""/>
Advertised Origin	<input type="text"/>
Description 4 (Warranty Information)	<input type="text" value=""/>
Includes	<input type="text" value=""/>
Lithium	<input type="text" value="No"/>



- > Navigate to Product Detail
- > Fill in all requested fields and all mandatory fields in blue.
- > Click Save
- > If all mandatory fields are not filled in, it will not allow you to save the data. Column will also be underlined in yellow.

Category Specifics

Item Family Details

[Primary Product Hierarchy](#) > [Product Root](#) > [Products](#) > [Healthcare](#) > [Health Treatments/Aids](#) > [Sensory Organs Care/](#)

Characteristics | **Product** | Category Specifics | Variant Matrix | Items belonging to Item Family

Assembly Required

Collection

Consumer Item Depth

Consumer Item Depth UOM

Consumer Item Height

Consumer Item Height UOM

Consumer Item Length

Consumer Item Length UOM

Consumer Item Weight

Consumer Item Weight UOM

Consumer Item Weight UOM*

Consumer Item Width


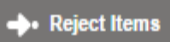


Consumer Item Width UOM

Consumer Product Capacity Or Volume

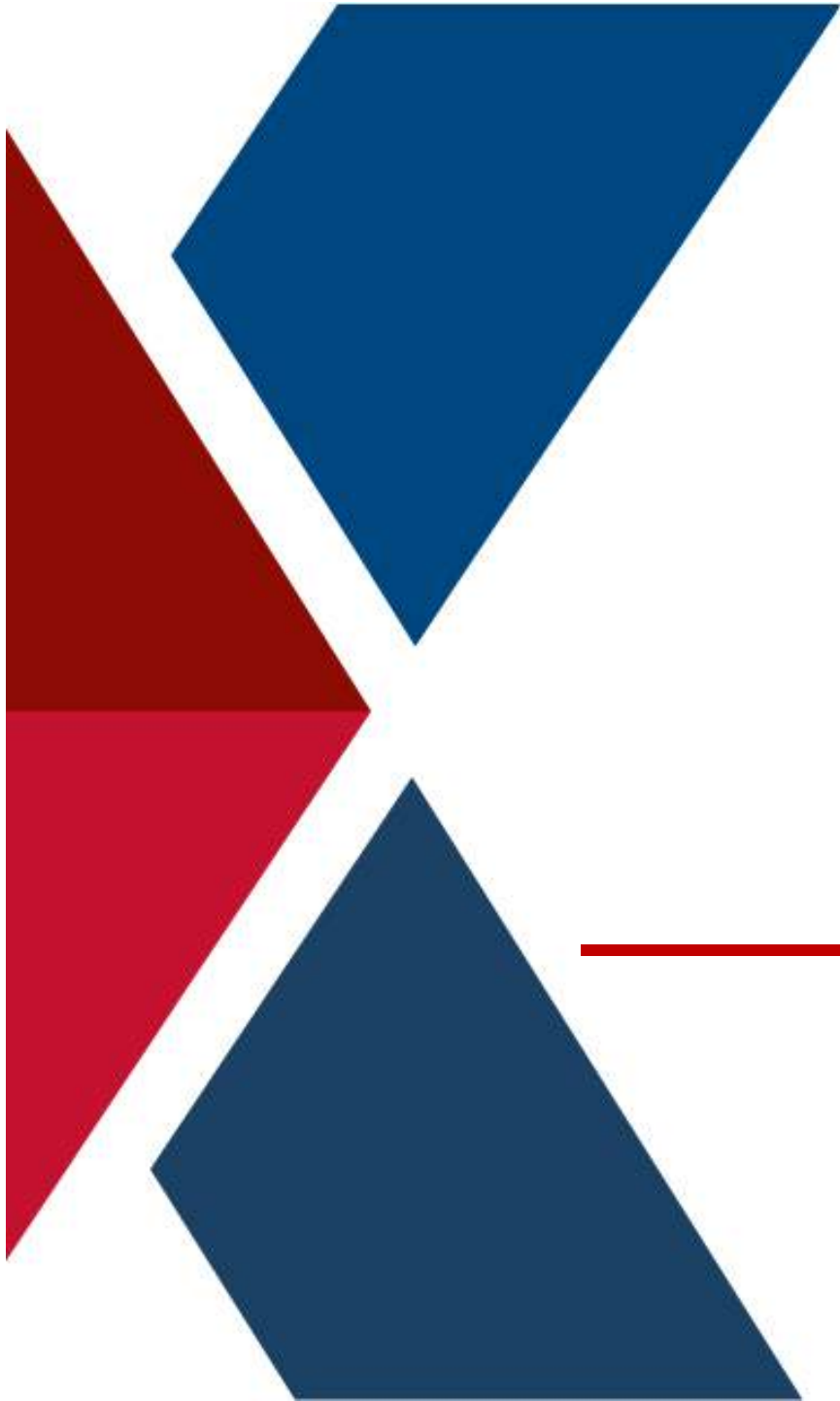
Consumer Product Capacity Or Volume UOM

Focal Type

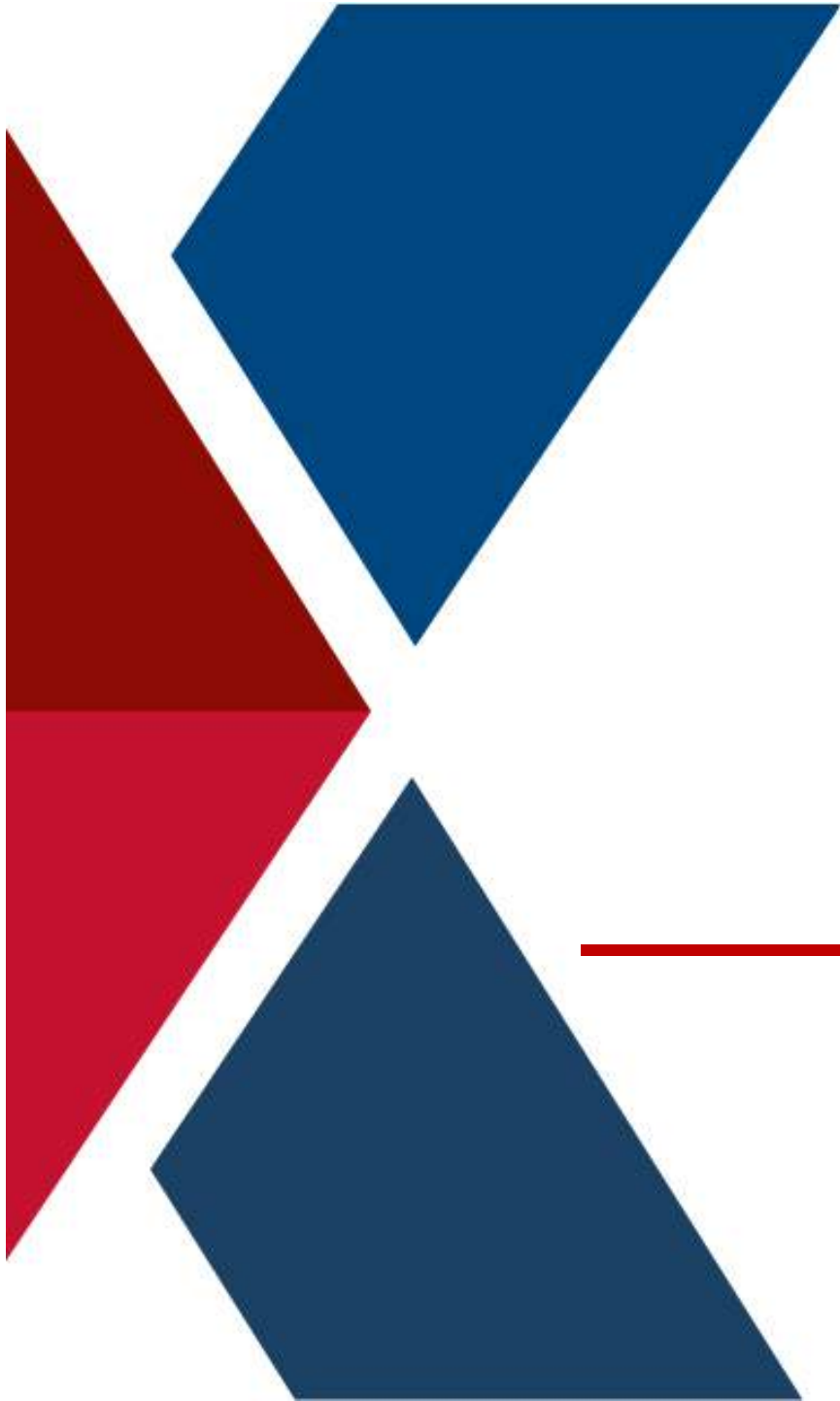
If Corrective Lenses

 Save  Reject Items  Request  Submit

- > [Navigate to Category Specifics](#)
- > Fill in all requested fields and all mandatory fields in blue.
- > Consumer Depth, Height, Length and Weight are required.
- > Click Save
- > If all mandatory fields are not complete, it will not allow you to save the file. Column will also be underlined in yellow.
- > Click Submit
- > Item will be submitted to the buying office for approval.



**PIM email address
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Thank You!
