



Product Information Manager
PIM

Supplier Guide for PIM
How to Create Item Family - WEBUI

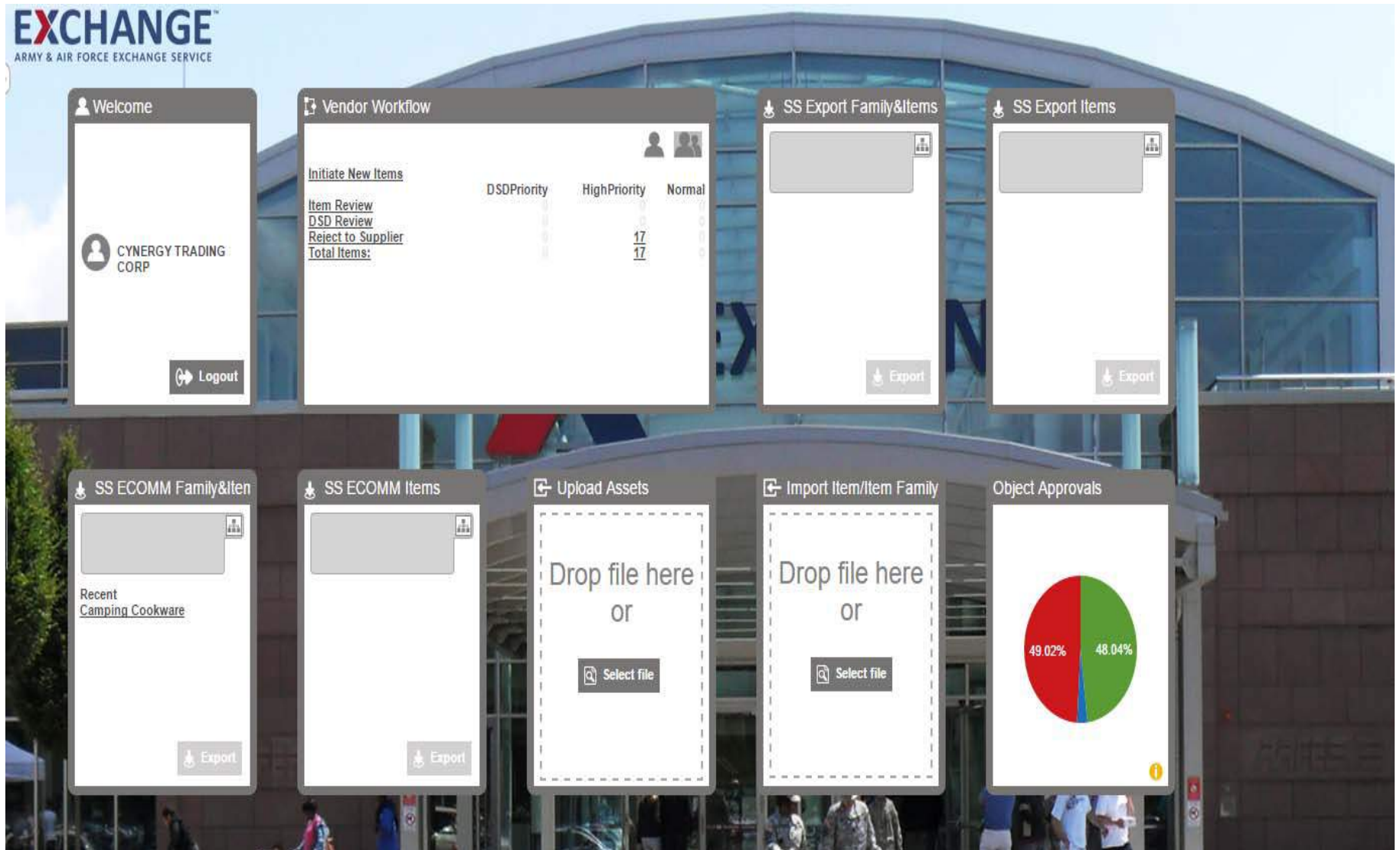
➤ **Supplier Login Page:**





Supplier Portal

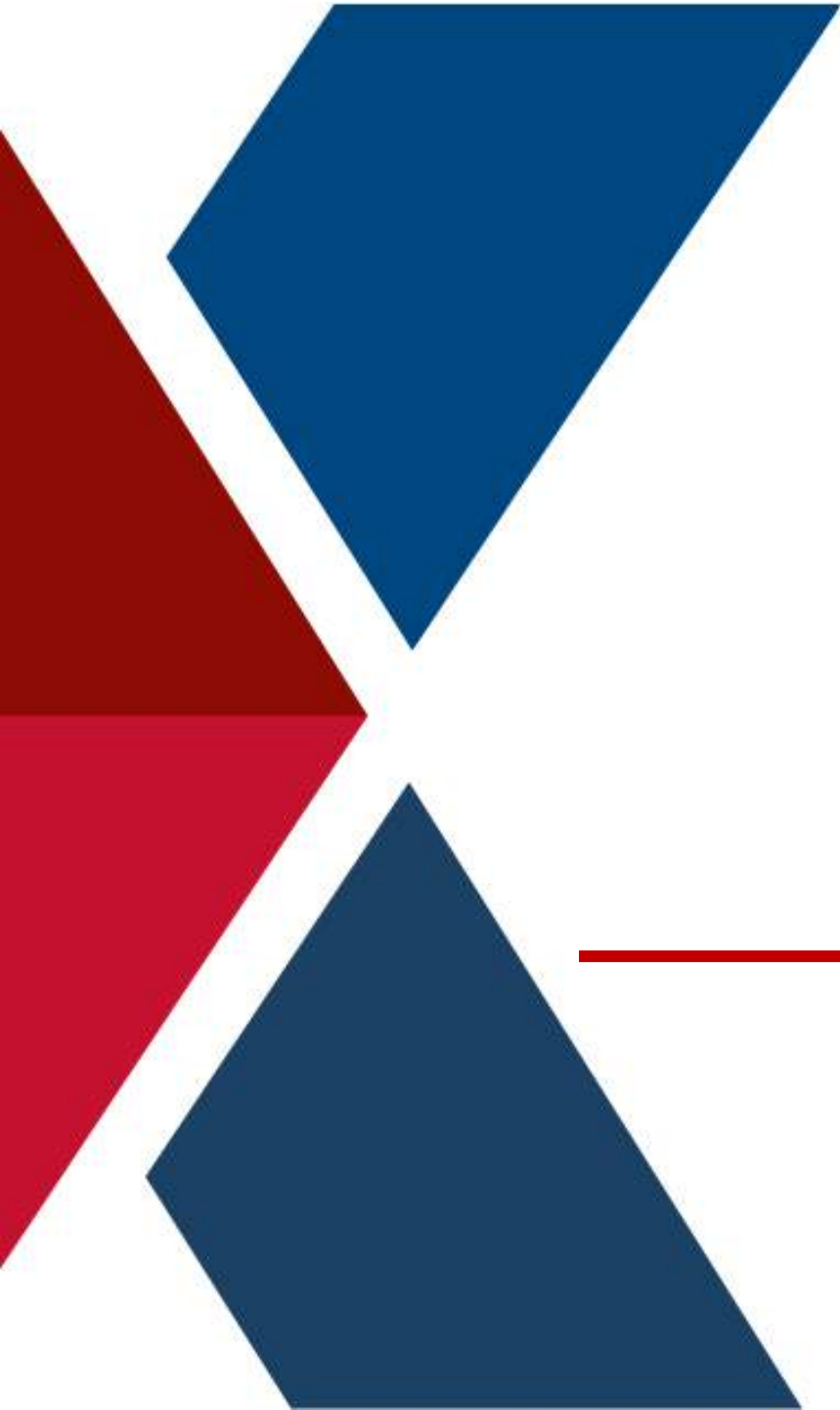
> Homepage



The screenshot displays the EXCHANGE web application homepage with the following widgets:

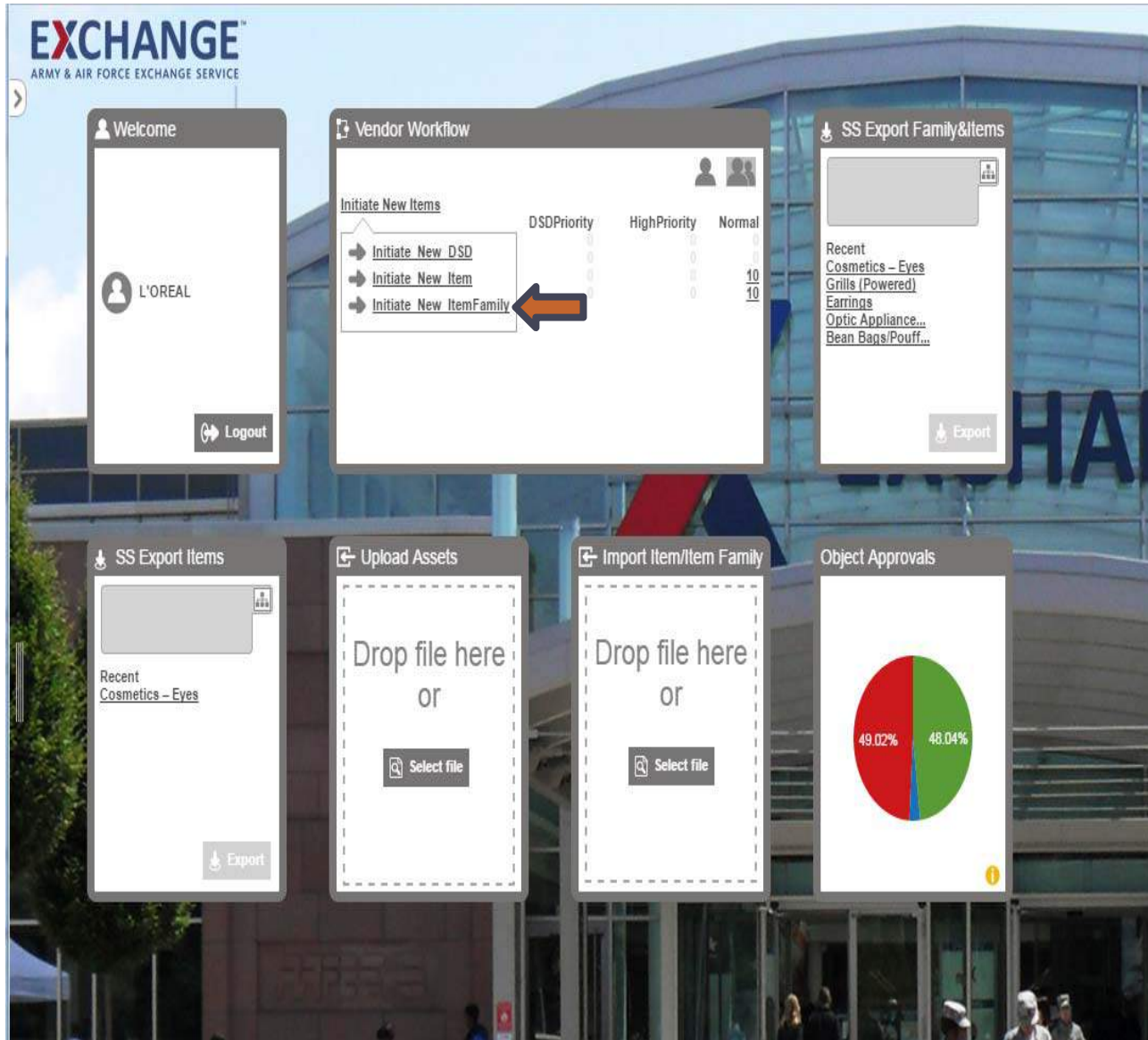
- Welcome:** Shows the user profile for CYNERGY TRADING CORP and a Logout button.
- Vendor Workflow:** A table showing item counts for different priorities.

	DSDPriority	HighPriority	Normal
Initiate New Items			
Item Review			
DSD Review			
Reject to Supplier		17	
Total Items:		17	
- SS Export Family&Items:** A widget with an Export button.
- SS Export Items:** A widget with an Export button.
- SS ECOMM Family&Item:** Shows a recent item: Camping Cookware, with an Export button.
- SS ECOMM Items:** A widget with an Export button.
- Upload Assets:** A dashed box with the text "Drop file here or" and a "Select file" button.
- Import Item/Item Family:** A dashed box with the text "Drop file here or" and a "Select file" button.
- Object Approvals:** A pie chart showing two segments: 49.02% (red) and 48.04% (green).



New Item Family - WebUI

Create Item Family

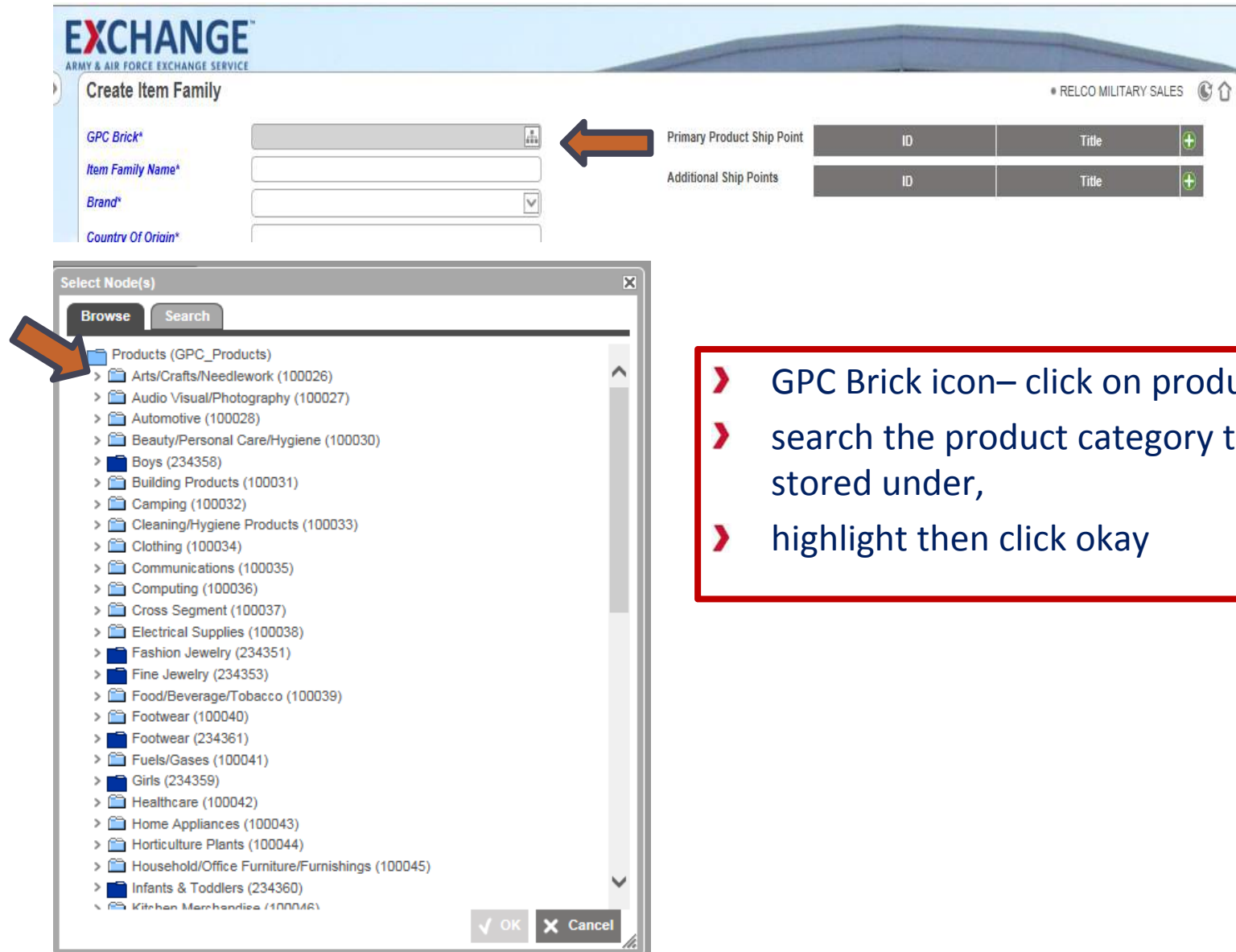


The screenshot displays the EXCHANGE Vendor Workflow interface. The 'Initiate New Items' section is active, showing a table with columns for DSDPriority, HighPriority, and Normal. The 'Initiate New ItemFamily' option is highlighted with an orange arrow.

	DSDPriority	HighPriority	Normal
Initiate New DSD	0	0	10
Initiate New Item	0	0	10
Initiate New ItemFamily	0	0	10

- Vendor Workflow Widget
- Initiate New Items
- Initiate New Item Family

Create Item Family



The screenshot shows the 'Create Item Family' form in the EXCHANGE system. The form includes fields for 'GPC Brick*', 'Item Family Name*', 'Brand*', and 'Country Of Origin*'. To the right, there are sections for 'Primary Product Ship Point' and 'Additional Ship Points', each with a table containing 'ID' and 'Title' columns and a '+' icon. An orange arrow points from the 'GPC Brick*' field to the 'Primary Product Ship Point' table.

The 'Select Node(s)' dialog box is open, showing a tree view of product categories. An orange arrow points to the 'Products (GPC_Products)' folder, which is highlighted. The dialog has 'Browse' and 'Search' tabs, and 'OK' and 'Cancel' buttons at the bottom.

- Products (GPC_Products)
- Arts/Crafts/Needlework (100026)
- Audio Visual/Photography (100027)
- Automotive (100028)
- Beauty/Personal Care/Hygiene (100030)
- Boys (234358)
- Building Products (100031)
- Camping (100032)
- Cleaning/Hygiene Products (100033)
- Clothing (100034)
- Communications (100035)
- Computing (100036)
- Cross Segment (100037)
- Electrical Supplies (100038)
- Fashion Jewelry (234351)
- Fine Jewelry (234353)
- Food/Beverage/Tobacco (100039)
- Footwear (100040)
- Footwear (234361)
- Fuels/Gases (100041)
- Girls (234359)
- Healthcare (100042)
- Home Appliances (100043)
- Horticulture Plants (100044)
- Household/Office Furniture/Furnishings (100045)
- Infants & Toddlers (234360)
- Kitchen Merchandise (100046)

- › GPC Brick icon– click on products,
- › search the product category the item is stored under,
- › highlight then click okay

Create Item Family



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Create Item Family

GPC Brick* Sets

Item Family Name* Nike Infant Boys Air Jordan 3 Pk. Creeper Pant Set

Brand* Nike

Country Of Origin* CN (China)

Made In America (Y/N)

Online Item* Yes

Product Description* SPC NB CREEPER PANT SET:DARK ORANGE 9-12 MONTHS

Supplier Discontinue Date

Unit Cost* 12.00

Unit Cost Currency* US Dollar (USD)

VPN (Vendor Product Number)* 554061

Orderable* Yes

Transportation Commodity* Handling And Do Not Fall Into Any Of The Other Categories

Freight* No

Primary Product Ship Point

ID	Title

Additional Ship Points

ID	Title

Select Mode(s)

Browse Search

CYNERGY TRADING CORP (SHIPPOINT) Search

ID	Name
SHIPPOINT_3546502	CYNERGY TRADING CORP

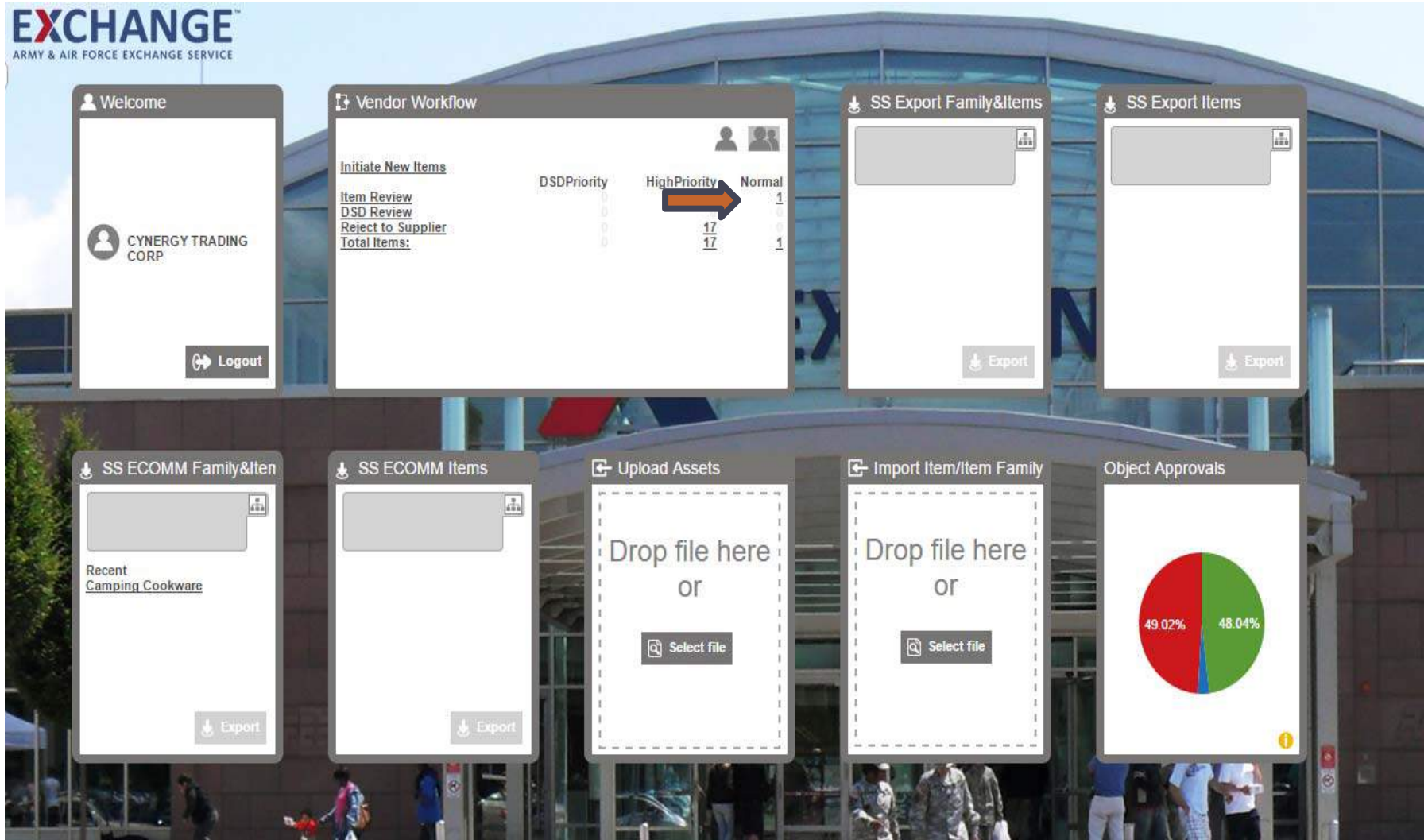
Submit Reset

OK Cancel

- Complete all requested fields and all mandatory fields in blue.
- To the right, under Primary Product Ship point, click on green + indicator
- Click on Browse or Search tab
- Search by company name, highlight
- Click okay.
- If all information is complete click submit.
- You be directed back to the homepage.

Vendor Workflow Widget

› Item Review, normal column, click on the number to open



The screenshot displays the EXCHANGE ARMY & AIR FORCE EXCHANGE SERVICE dashboard. The Vendor Workflow widget is the central focus, showing a table of item review statistics:

DSDPriority	HighPriority	Normal
Item Review	17	1
DSD Review	0	0
Reject to Supplier	0	0
Total Items:	17	1


An orange arrow points from the 'HighPriority' column header to the '17' value in the 'Item Review' row. Other widgets include 'Welcome' (CYNERGY TRADING CORP), 'SS Export Family&Items', 'SS Export Items', 'SS ECOMM Family&Items' (Recent Camping Cookware), 'SS ECOMM Items', 'Upload Assets', 'Import Item/Item Family', and 'Object Approvals' (Pie chart: 49.02% red, 48.04% green).



Buy Side – Item Review

- Check Box Under “Assigned To.....”
- Click on file name of your item

Buy-Side Item - Item Review HADDAD APPAREL GRP LTD

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"/>		Nike Infant Boys Air Jordan 3 Pc. Creeper	Item Family	Normal	8/2/17 8:50:27 AM	262195	Nike	3PC NB CREEPER PANT SET:DARK	12.00

Item Family Details • HADDAD APPAREL GRP LTD  





[Primary Product Hierarchy](#) > [Product Root](#) > [Products](#) > [Infants & Toddlers](#) > [Boys NIT Branded](#) > [Newborn](#) > [Sets](#) > Nike Infant Boys Air Jordan 3 Pc. Creeper Pant Set

Characteristics | **Product Details** | Category Specifics | Variant Matrix | References | Accessories/Documents

Factory	<input type="text"/>
Handling Sensitivity Code	<input type="text"/>
<i>Height*</i>	<input type="text"/>
<i>Height UOM*</i>	<input type="text"/>
HTS Code	<input type="text"/>
<i>Length*</i>	<input type="text"/>
<i>Length UOM*</i>	<input type="text"/>
<i>Orderable*</i>	Yes <input type="text"/>
<i>Packing Method*</i>	Flat <input type="text"/>
Pack Item	<input type="text"/>
Pack Type	<input type="text"/>
Ship Date	yyyy-MM-dd HH:mm:ss <input type="text"/>
<i>Transportation Commodity*</i>	Dry General - Products That Don't Require Any Special Handl <input type="text"/>
<i>Weight*</i>	<input type="text"/>
<i>Weight UOM*</i>	<input type="text"/>
<i>Width*</i>	<input type="text"/>
<i>Width UOM*</i>	<input type="text"/>
Short Description	<input type="text"/>
<i>Advertised Origin*</i>	<input type="text"/>
<i>APO/FPO Available*</i>	Yes <input type="text"/>
<i>Asset Location*</i>	<input type="text"/>
<i>Care Information*</i>	<input type="text"/>
<i>Consumer Lifestage*</i>	<input type="text"/>

Primary Product Ship Point*	
ID	Title <input type="text"/>

Additional Ship Points	
ID	Title <input type="text"/>

 Save |  Reject Items |  Request |  Submit

Characteristic tab

- Complete all requested fields and any fields in blue.
- Click save
- If any data is not complete the file will not save and the tab will be underlined in yellow.

Item Details

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

Characteristics

Product Details | Category Specifics | Packaging Hierarchy | ECOM Shipping/Delivery

Height*

Height UOM*

Length*

Length UOM*

Weight*

Weight UOM*

Width*

Width UOM*

Factory

HTS Code

Packing Method*

Pack Item

Ship Date

Short Description

Size*

Advertised Origin

Description 4 (Warranty Information)

Includes

Lithium

- > 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/](#)

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

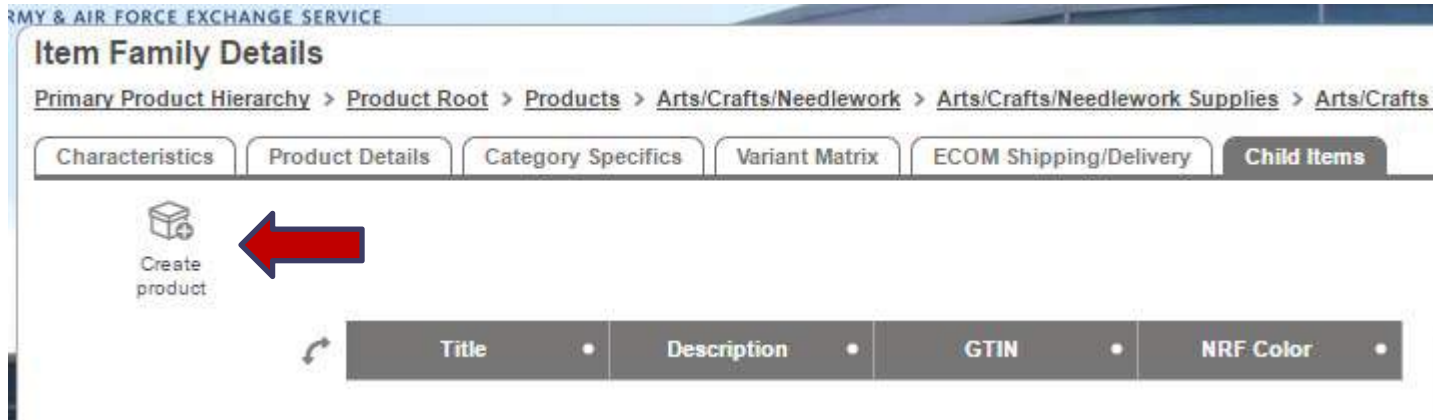
Focal Type

If Corrective Lenses

- > 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.



EXCHANGE™ Item Family Details/Child Names



Create product

ID:

Name:

ObjectType:

✓ OK ✗ Cancel

- Creating data for children under Item Family Detail
- Click on Child Items tab
- Create Product Icon
- On pop-up name the item
- Click OK

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Item Family Details

Primary Product Hierarchy > Product Root > Products > Arts/Crafts/Needlework > Arts/Crafts/Needlework Supplies > Arts/Crafts Variet

Characteristics | Product Details | Category Specifics | Variant Matrix | ECOM Shipping/Delivery | **Child Items**

Create product

	Title	Description	GTIN	NRF Color
<input type="checkbox"/> Child1	Child1	crafts		
<input checked="" type="checkbox"/> child2	child2	crafts		

Number of items: 2

Reset Save Reject Items Request Submit

- > Child Items
- > Once items are created
- > Click Save
- > On pop-up Click OK

Submit Properties

Submission Note:

✓ OK ✗ Cancel

Item Family Details/Children

ARMY & AIR FORCE EXCHANGE SERVICE

Buy-Side Item - Item Review

Select all Clear filter Apply view Clear view

	Assigned to...	Thumbnail	Name	Item/Item Fa...	Status
<input type="checkbox"/>			<u>GrettatestsM2</u>	Item	Normal
<input type="checkbox"/>			<u>Child1</u>	Item	Normal
<input type="checkbox"/>			<u>child2</u>	Item	Normal

ARMY & AIR FORCE EXCHANGE SERVICE

Item Details

Primary Product Hierarchy > Product Root > Products > Arts/Crafts/Needlework > Arts/Crafts/Needlework Supplies > B

Characteristics Product Details Category Specifics Packaging Hierarchy ECOM Shipping/Delivery

Item Name* grettachild 1

GTIN*

GTIN Type*

Comments

Request Comment

Reject/Delete Reason

AAFES GTIN Required No (N)

AAFES Importer (Y/N)* No

Assortment GTINs

Brand

Buyer

Buyer Case Name

Country Of Origin* US (UnitedStates)

Department Number

Made In America (Y/N)

MSRP

Reset Save Reject Items Request Submit

- > On Home page under Vendor Workflow
- > Item Review- find name of the file created for parent and children.
- > 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 file. Column will also be underlined in yellow.