



**Product Information
Management
PIM**

Internal Guide for PIM

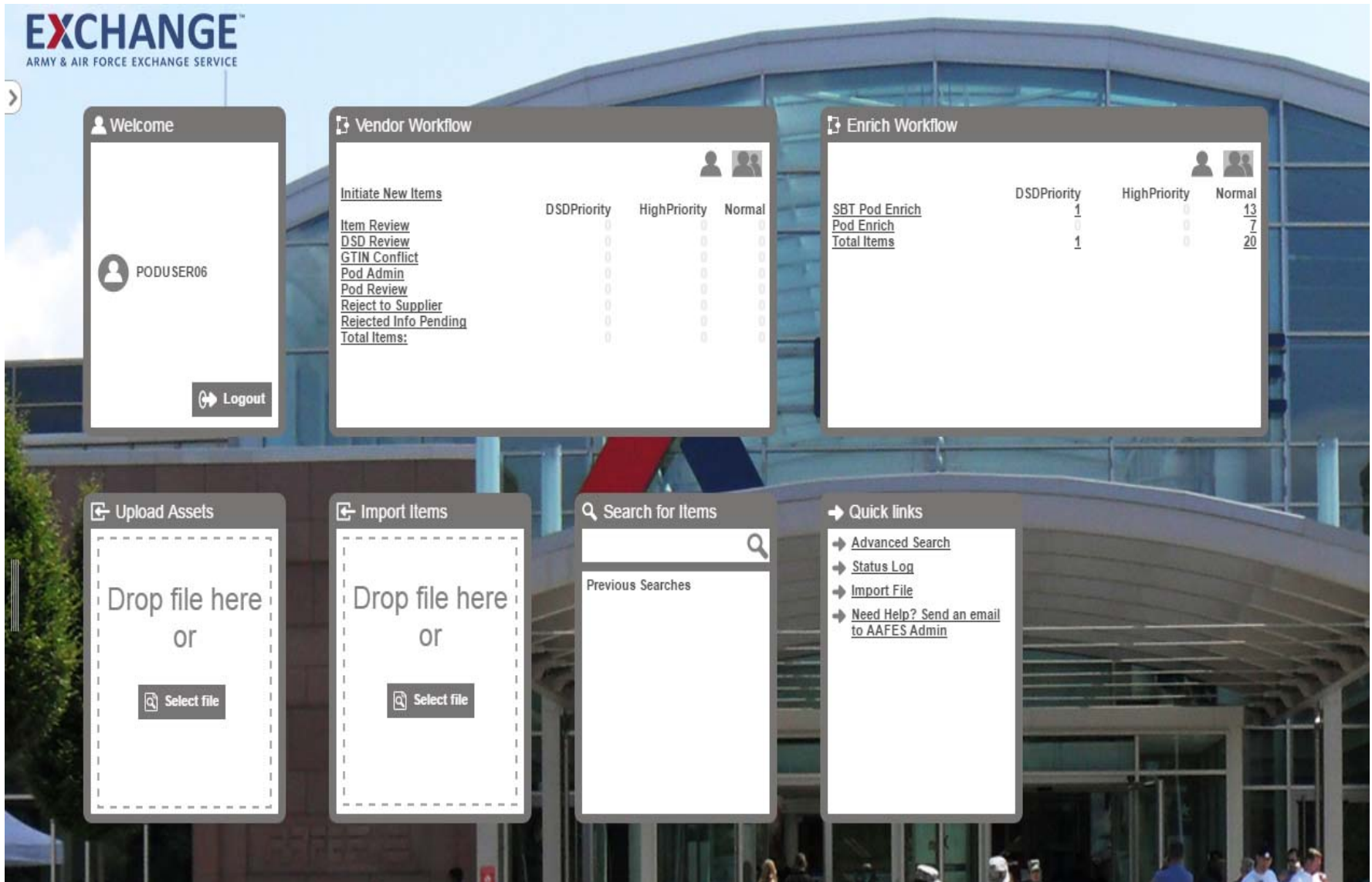
**Presented To
Internal Exchange Associates**

- **Agenda**
- **Overview**
- **Internal Web User Portal**
- **New Item Creation approval**
- **New Item Family Creation approval**
- **Enrich Workflow**
- **Quick links**

- **Item information gathered at beginning of process**
- **Buyer approval 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**



Internal User Portal



EXCHANGE™
ARMY & AIR FORCE EXCHANGE SERVICE

Welcome
PODUSER06
Logout

Vendor Workflow

Initiate New Items

	DSDPriority	HighPriority	Normal
Item Review			
DSD Review			
GTIN Conflict			
Pod Admin			
Pod Review			
Reject to Supplier			
Rejected Info Pending			
Total Items:			

Enrich Workflow

	DSDPriority	HighPriority	Normal
SBT Pod Enrich	1		13
Pod Enrich			7
Total Items	1		20

Upload Assets
Drop file here
or
Select file

Import Items
Drop file here
or
Select file

Search for Items
Previous Searches

Quick links

- Advanced Search
- Status Log
- Import File
- Need Help? Send an email to AAFES Admin



Vendor Workflow

Vendor Workflow


Initiate New Items

	DSDPriority	HighPriority	Normal
Item Review	0	0	0
DSD Review	0	0	0
GTIN Conflict	0	0	0
Pod Admin	0	0	0
Pod Review	0	0	1
Reject to Supplier	0	0	0
Rejected Info Pending	0	0	0
Total Items:	0	0	1

- Vendor Workflow widget
- Click on POD Review or number under the Normal column.
- Check box under Assign to me column, then click the file name.

Buy-Side Item - Pod Review

Select all
 Clear filter
 Apply view
 Clear view

Assigned to...	Thumbnail	Name	Item/Item Fa...	Status flag	Deadline	Request Co...	Supplier Nbr	Brand	Description
<input checked="" type="checkbox"/>		Ralph Lauren Polo Blue Eau de Toilette	Item	Normal	8/1/17 9:22:28 AM		625325	Ralph Lauren	Ralph Lauren Polo Blue Eau de

Item Family Details

Primary Product Hierarchy > Product Root > Products > Camping > Camping > Camping Cooking/Drinking/Eating Equipment > Camping Cookware > LF Camping Stove

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

POD: POD49

Comments

Online Item:

Reject/Delete Reason:

Request Comment

AAFES GTIN Required: No

AAFES Importer (Y/N): No

Brand: 3M

Buyer

Buyer Case Name

Country Of Origin: US

Made In America (Y/N)

MSRP

Online Item: Yes

Private Label: No

Product Description: Camping Stove

Shipper (Y/N): No

Supplier Discontinue Date

Supplier Number: 354505

Unit Cost: 15.00

Unit Cost Currency: US Dollar

VPN (Vendor Product Number): 123456

References | Accessories/Documents

Primary Product Ship Point

ID	Title	
SHIPPOINT_35450507	CYNERGY TRADING CORP	

Additional Ship Points

ID	Title	

Link Item to Supplier

ID	Title	
354505_Products	CYNERGY TRADING CORP Products	

- Item Details under Characteristic column
- Buying team will verify and update changes
- Option to reject item back to supplier.
- Click Submit Create Sale

Reset
 Save
 Submit Create Sale
 Reject No Sell
 Reject to PodAdmin
 Reject to Supplier
 Change Brick Level



POD Enrich

Enrich Workflow





	DSDPriority	HighPriority	Normal
<u>SBT Pod Enrich</u>	0	0	0
<u>Pod Enrich (Non-SBT)</u>	0	<u>1</u>	<u>3</u>
<u>Pod Rejection</u>	0	0	0
<u>Reject Pod Enrich</u>	0	0	0
<u>Reject SBT Pod</u>	0	0	0
<u>Total Items</u>	0	<u>1</u>	<u>3</u>

- Homepage under Enrich Workflow widget
- Click on the POD Enrich Non SBT or the number under Normal column.

Sell-Side Item - Pod Enrich

Select all
 Clear filter
 Apply view
 Clear view



	Assigned to me	Thumbnail	Name	Item/Item Family
<input type="checkbox"/> Ty Disney Minnie Mouse Ty Dye Sparkle Plush Toy	<input type="checkbox"/>		Ty Disney Minnie Mouse Ty Dye Sparkle Plush Toy	
<input type="checkbox"/> Greenbox Art 10 x 10 Fire Truck Canvas Wall Art	<input type="checkbox"/>		Greenbox Art 10 x 10 Fire Truck Canvas Wall Art	Sales Item
<input type="checkbox"/> Crayola Washable Glue Sticks 12 pk.	<input type="checkbox"/>		Crayola Washable Glue Sticks 12 pk.	Sales Item
<input type="checkbox"/> AB Coaster	<input type="checkbox"/>		AB Coaster	Sales Item Family
<input type="checkbox"/> The Battle of Verdun	<input type="checkbox"/>		The Battle of Verdun	Sales Item
<input type="checkbox"/> nike shoes	<input type="checkbox"/>		nike shoes	Sales Item
<input type="checkbox"/> SOLID MINI COMF SET KHCH T	<input type="checkbox"/>		SOLID MINI COMF SET KHCH T	Sales Item



- **Sell-Side Item Review**
- Under column Assigned to me, check your suppliers item
- Under column Name, click on file name with suppliers items.

Characteristic/Pod Sales Item

Pod - Sales Item

Primary Product Hierarchy > Product Root > Products > Toys/Games > Toys/Games > Dolls/Puppets/Action Figures/Soft To

Characteristics

Name

*Additional Shipping/delivery Policy**

Backorderable (Online Only) No

*Buyer** Flint, Ann M.

*Channel** B2C

Click To Brick No

*Constant Dimension Indicator (Y/N)** Yes

CRC 3179384

Current State Active

Display SKUs

*Feed Exportable** Yes

*Forecast Indicator** No

Insurance Required (Y/N)

Inventory Minimum

Location List 1

Location List 2

Location List 3

Location List 4

Location List 5

Max Quantity 20

*Merchandise Indicator** Yes

Reset Save Submit

Columns underlined in yellow means there are mandatory fields that are not complete.

- > **POD – Sales item**
- **Verify item ordered.**
- **Add mandatory data highlighted in Blue.**
- **Save**
- **Submit**



PIM email address
pimadmin@aafes.com



Thank You!
