



**Product Information Manager  
PIM**

## **Supplier Guide for Smartsheet Item Add**

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## PIM Overview/Benefits

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- **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**

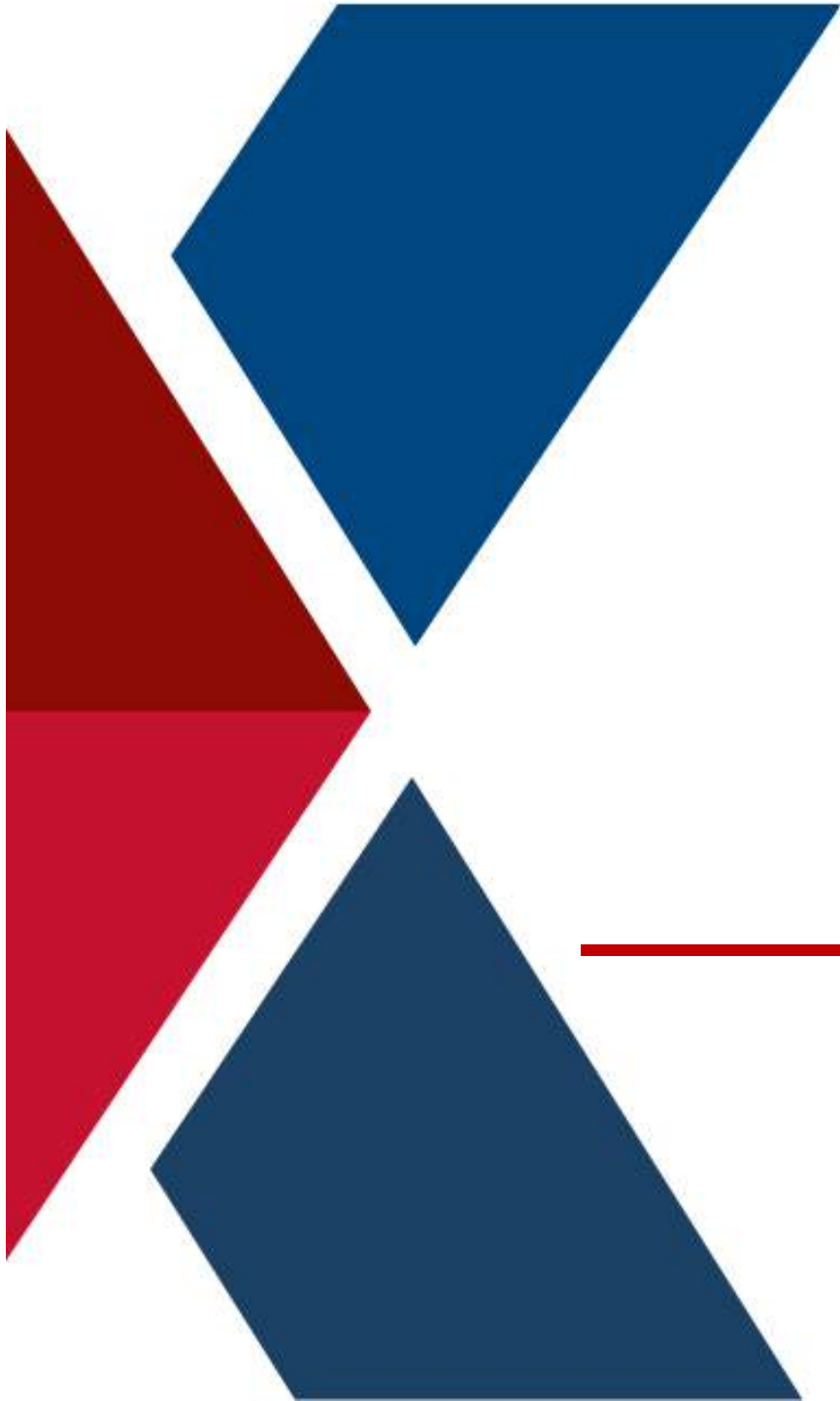


EXCHANGE™

# How To Create Item - Export Smartsheet

## › Supplier Login Page:

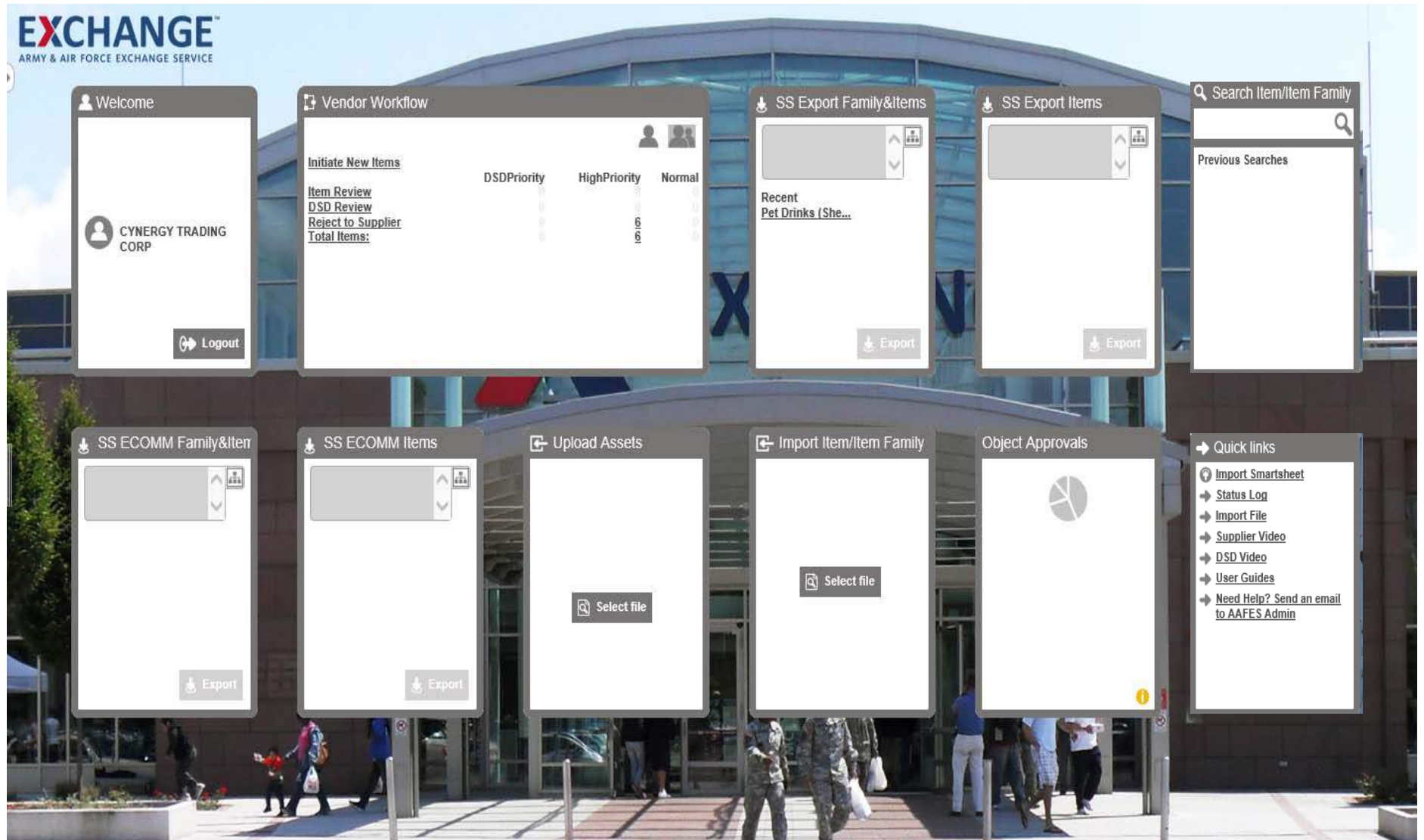




## Supplier Portal

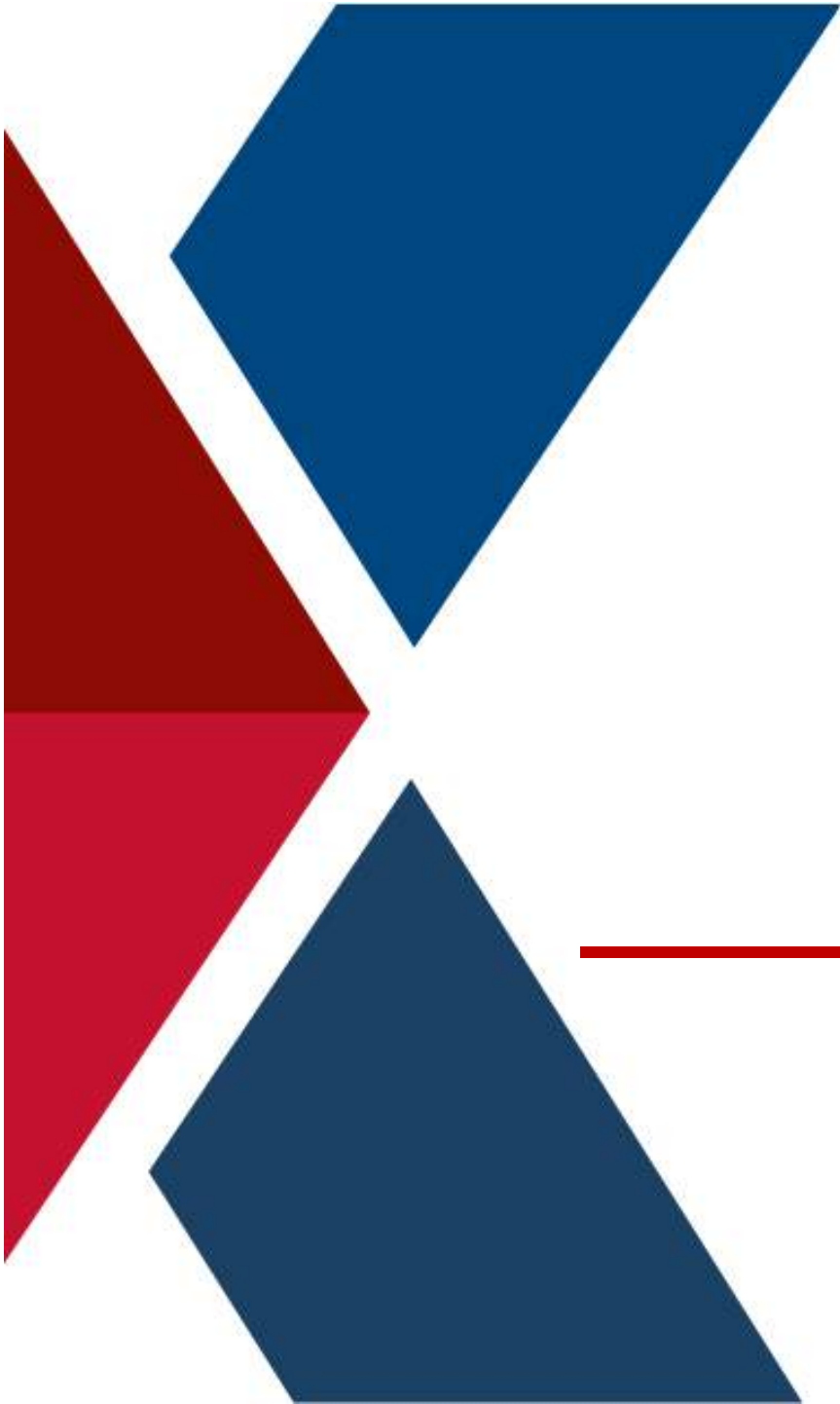
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## › Home Page:



The screenshot displays the EXCHANGE™ ARMY & AIR FORCE EXCHANGE SERVICE Home Page. The interface is overlaid on a background image of a modern building entrance with people walking. The page features several main sections:

- Welcome:** Displays the user's name, "CYNERGY TRADING CORP", and a "Logout" button.
- Vendor Workflow:** Includes links for "Initiate New Items", "Item Review", "DSD Review", "Reject to Supplier", and "Total Items:". It also shows a table with columns for "DSDPriority", "HighPriority", and "Normal".
- SS Export Family&Items:** Features a search bar, a "Recent" list with "Pet Drinks (She...", and an "Export" button.
- SS Export Items:** Features a search bar and an "Export" button.
- Search Item/Item Family:** Includes a search bar and a "Previous Searches" section.
- SS ECOMM Family&Item:** Features a search bar and an "Export" button.
- SS ECOMM Items:** Features a search bar and an "Export" button.
- Upload Assets:** Includes a "Select file" button.
- Import Item/Item Family:** Includes a "Select file" button.
- Object Approvals:** Displays a pie chart and a yellow information icon.
- Quick links:** A list of navigation options: "Import Smartsheet", "Status Log", "Import File", "Supplier Video", "DSD Video", "User Guides", and "Need Help? Send an email to AAFES Admin".



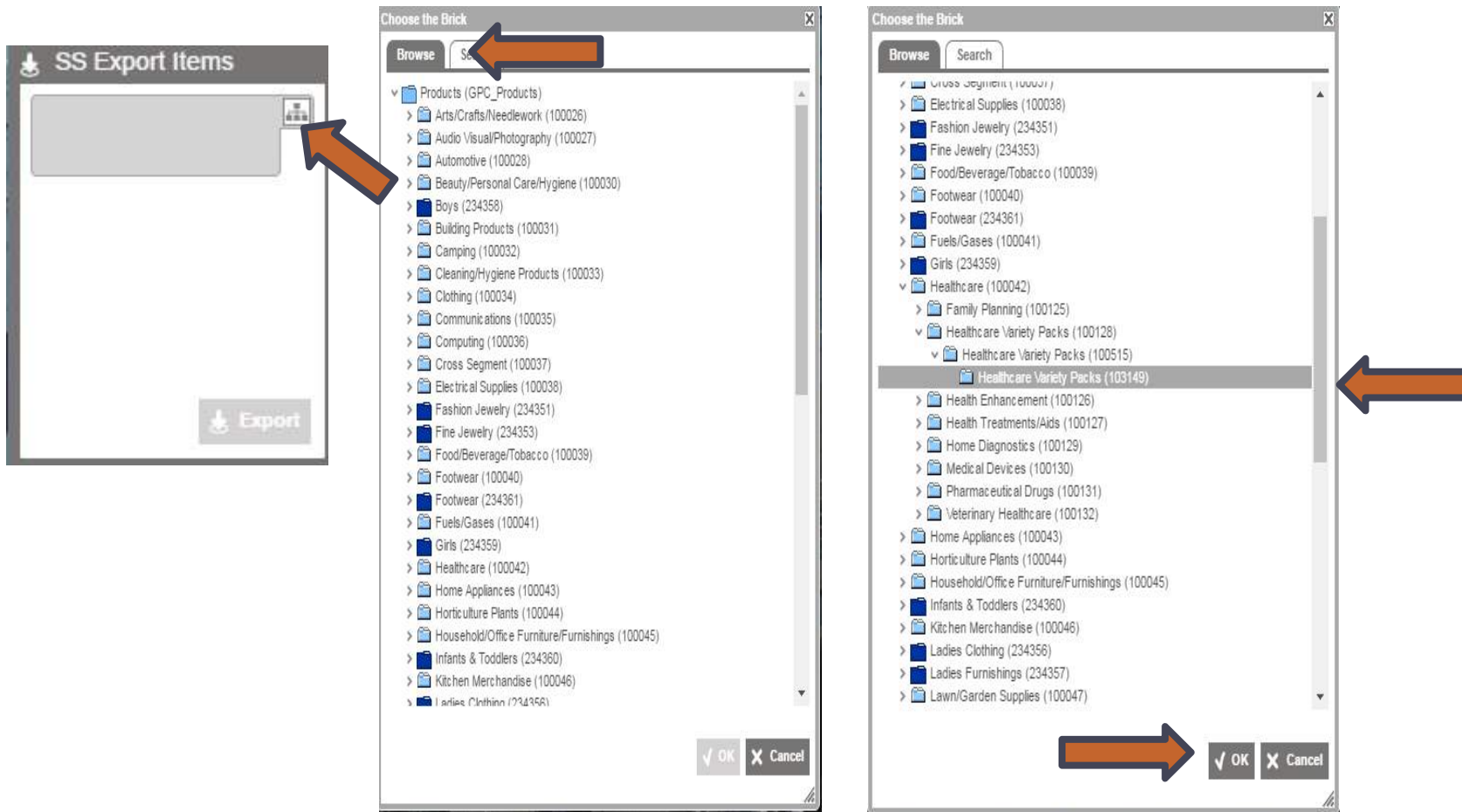
## Item Smartsheet

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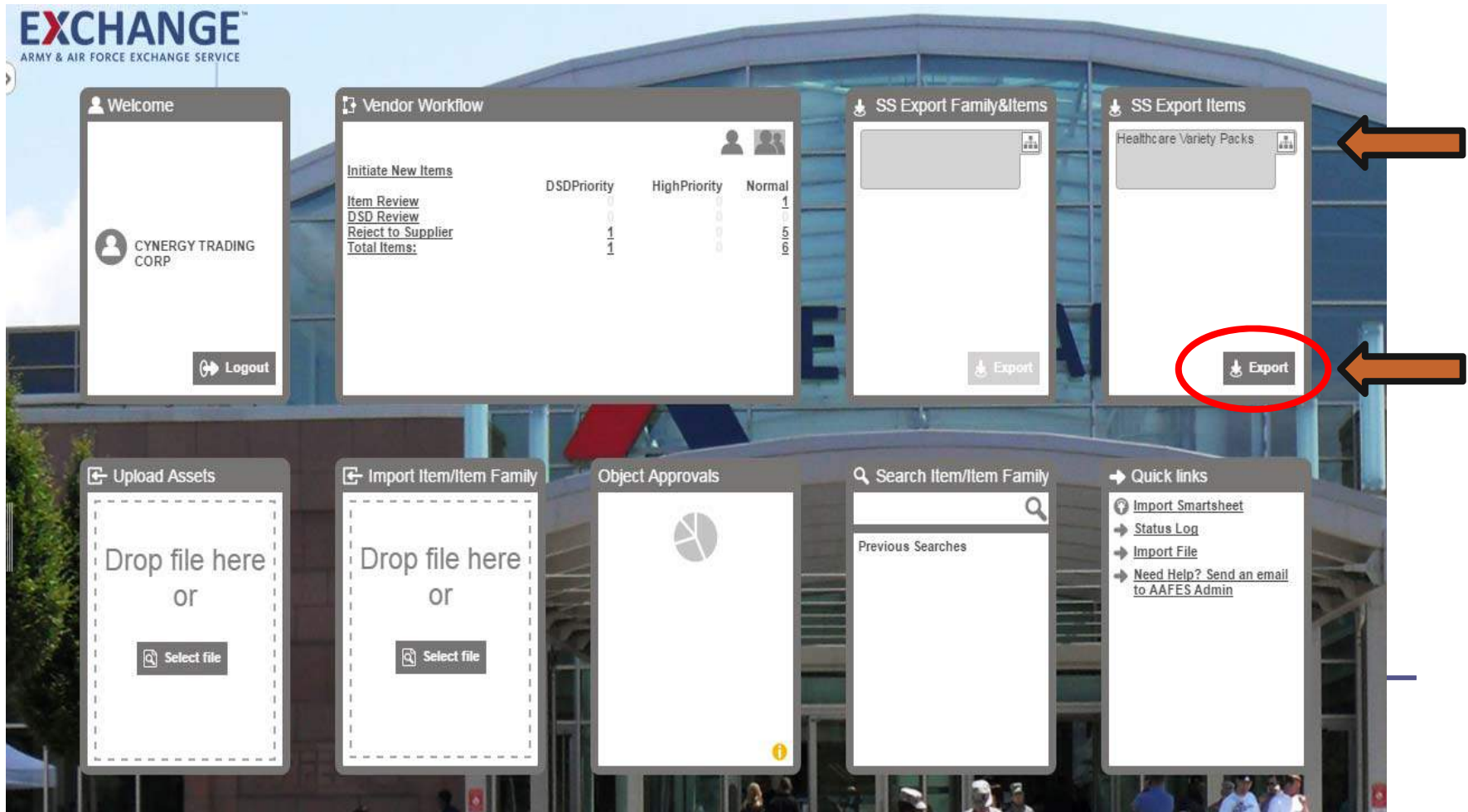


## › Create Smartsheet items

- › Homepage, click on SS Export Items widget.
- › Products (GPC Products) Will Open, Drop down to the product category for your item.
- › Highlight item, then click okay



- › Create An Smartsheet
  - › Product Item category visible in Search box
  - › Click on Export



The screenshot shows the EXCHANGE Army & Air Force Exchange Service dashboard. The top navigation bar includes the EXCHANGE logo and the text 'ARMY & AIR FORCE EXCHANGE SERVICE'. The dashboard is divided into several sections:

- Welcome:** Displays the user's name 'CYNERGY TRADING CORP' and a 'Logout' button.
- Vendor Workflow:** Contains a table with columns 'DSDPriority', 'HighPriority', and 'Normal'. The table data is as follows:

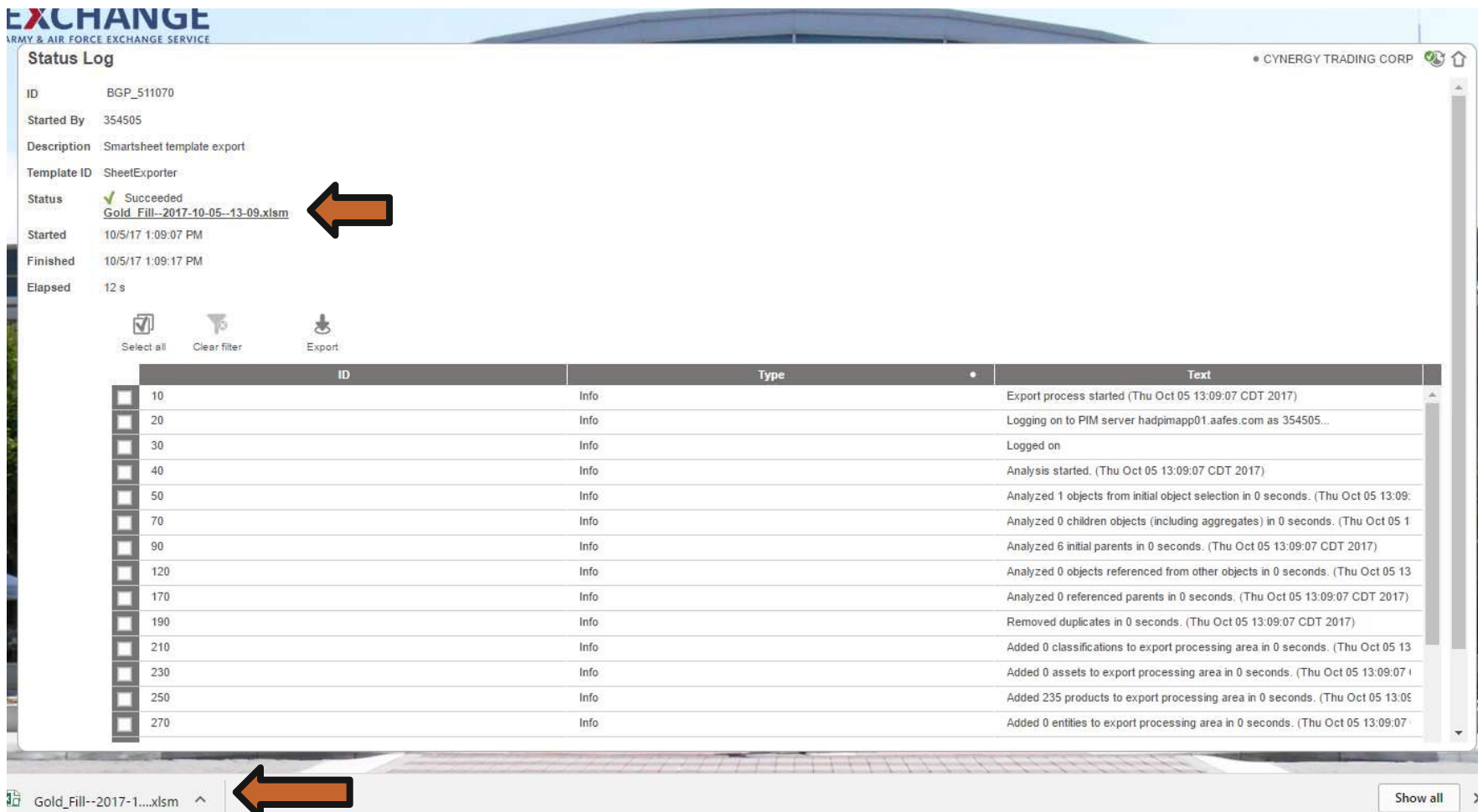
	DSDPriority	HighPriority	Normal
Initiate New Items	0	0	1
Item Review	0	0	0
DSD Review	0	0	0
Reject to Supplier	1	0	5
Total Items:	1	0	6
- SS Export Family&Items:** Features an 'Export' button.
- SS Export Items:** Displays 'Healthcare Variety Packs' and has an 'Export' button circled in red. An orange arrow points to this button from the right.
- Upload Assets:** A file upload area with a 'Select file' button.
- Import Item/Item Family:** A file upload area with a 'Select file' button.
- Object Approvals:** A section with a pie chart icon and a yellow information icon.
- Search Item/Item Family:** A search bar and a 'Previous Searches' list.
- Quick links:** A list of links including 'Import Smartsheet', 'Status Log', 'Import File', and 'Need Help? Send an email to AAFES Admin'.

Two orange arrows point to the 'Export' buttons in the 'SS Export Family&Items' and 'SS Export Items' sections. The 'Export' button in the 'SS Export Items' section is also circled in red.



## › Status Log

- › Once file is exported, Status will show Succeeded
- › Open Downloaded file.
- › Click on file name at the bottom of log page.



The screenshot displays the 'Status Log' page for a user named 'CYNERGY TRADING CORP'. The log entry shows a successful export of a Smartsheet template. The status is 'Succeeded' with a green checkmark. The file name 'Gold\_Fill--2017-10-05--13-09.xlsm' is highlighted with an orange arrow. Below the log entry are icons for 'Select all', 'Clear filter', and 'Export'. A table of log entries follows, with columns for 'ID', 'Type', and 'Text'. The table contains 15 rows of log entries, each with a checkbox in the 'ID' column. An orange arrow points to the file name 'Gold\_Fill--2017-1...xlsm' in the bottom left corner of the interface.

**Status Log**

ID: BGP\_511070  
Started By: 354505  
Description: Smartsheet template export  
Template ID: SheetExporter  
Status: ✓ Succeeded  
[Gold\\_Fill--2017-10-05--13-09.xlsm](#)  
Started: 10/5/17 1:09:07 PM  
Finished: 10/5/17 1:09:17 PM  
Elapsed: 12 s

Select all Clear filter Export

ID	Type	Text
<input type="checkbox"/> 10	Info	Export process started (Thu Oct 05 13:09:07 CDT 2017)
<input type="checkbox"/> 20	Info	Logging on to PIM server hadpimapp01.aafes.com as 354505...
<input type="checkbox"/> 30	Info	Logged on
<input type="checkbox"/> 40	Info	Analysis started. (Thu Oct 05 13:09:07 CDT 2017)
<input type="checkbox"/> 50	Info	Analyzed 1 objects from initial object selection in 0 seconds. (Thu Oct 05 13:09:07 CDT 2017)
<input type="checkbox"/> 70	Info	Analyzed 0 children objects (including aggregates) in 0 seconds. (Thu Oct 05 13:09:07 CDT 2017)
<input type="checkbox"/> 90	Info	Analyzed 6 initial parents in 0 seconds. (Thu Oct 05 13:09:07 CDT 2017)
<input type="checkbox"/> 120	Info	Analyzed 0 objects referenced from other objects in 0 seconds. (Thu Oct 05 13:09:07 CDT 2017)
<input type="checkbox"/> 170	Info	Analyzed 0 referenced parents in 0 seconds. (Thu Oct 05 13:09:07 CDT 2017)
<input type="checkbox"/> 190	Info	Removed duplicates in 0 seconds. (Thu Oct 05 13:09:07 CDT 2017)
<input type="checkbox"/> 210	Info	Added 0 classifications to export processing area in 0 seconds. (Thu Oct 05 13:09:07 CDT 2017)
<input type="checkbox"/> 230	Info	Added 0 assets to export processing area in 0 seconds. (Thu Oct 05 13:09:07 CDT 2017)
<input type="checkbox"/> 250	Info	Added 235 products to export processing area in 0 seconds. (Thu Oct 05 13:09:07 CDT 2017)
<input type="checkbox"/> 270	Info	Added 0 entities to export processing area in 0 seconds. (Thu Oct 05 13:09:07 CDT 2017)

Gold\_Fill--2017-1...xlsm Show all

# Smartsheet/Item Add

- › Smartsheet Item Add
  - › Click enable Content
  - › Tab at bottom of page will take you to Smartsheet

Vendor Item Enrichment Spreadsheet

User Name: CYNERGY TRADING CORP  
 Vendor Name: CYNERGY TRADING CORP  
 Download Date: 8/31/17 2:52 PM

This spreadsheet contains one or more sheets with item data that can be altered, validated and subsequently uploaded to the Web UI. Also, you can add new Items to the sheets. It is strongly recommended to validate the data (by clicking the Validate button) before upload to the Web UI.

The functionality of this workbook may be reduced if Macros are disabled. To enable Macros you will need to select Enable Macros in the the security dialog that appears when opening the spreadsheet. Please be advised this workbook contains no harmful macros

Color Codes:

- Blue = Mandatory. Information must be added.
- Yellow = Read Only. Information can not be altered.
- Yellow with grey text = Conditionally Read Only. Information can not be altered.
- Red = The cell holds data that failed the validation.

Security Warning Macros have been disabled. Enable Content


A1 ProductsSheet

	B	C	D	E	F
9					
10	<Name>	GTIN Type	Unverified GTIN	AAFES GTIN Required	AAFES Importer (Y/N)
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					

Cover Arts Crafts Variety Packs

# Smartsheet Item Add

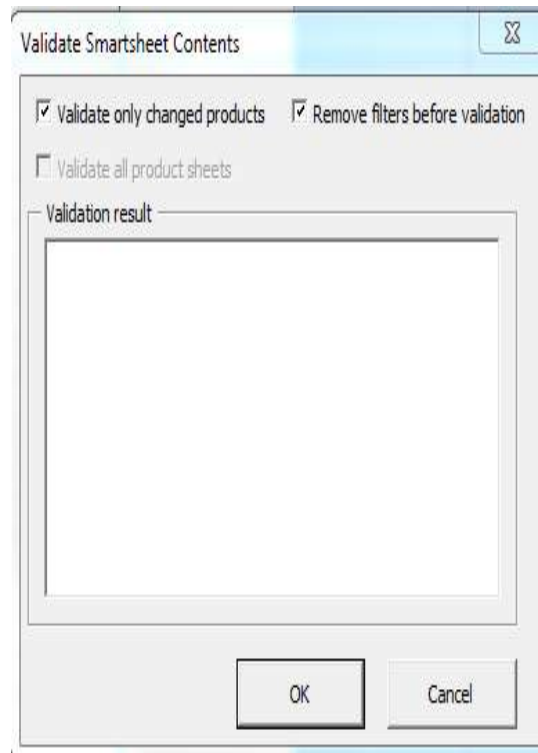
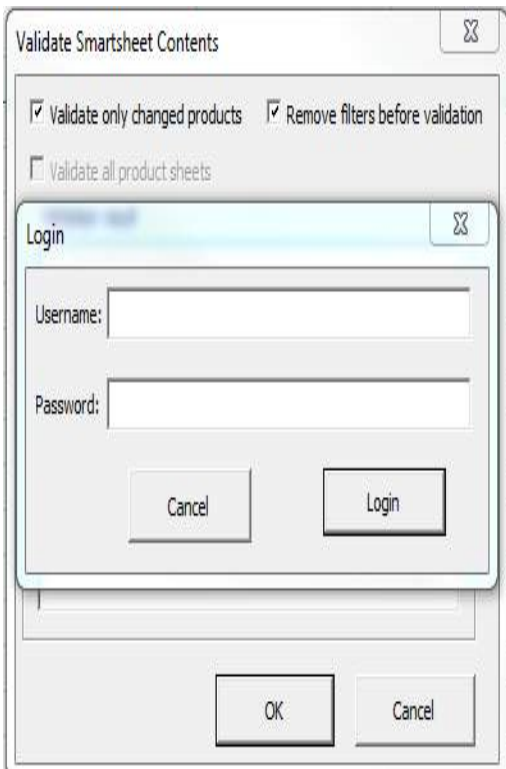
- › Smartsheet Item Add
- › **Note: Validate Sheet, Next Error, Duplicate Row, Delete Row Should be At Top**
  - › Enter Name of Item in the “Name” Column
  - › All Columns Marked In Blue Highlight Are Mandatory and must be complete to save the data.



	B	C	D	E	F	G	H	I	J
	Validate sheet	Nexterror							
	Duplicate row	Delete row							
9									
10	* <Name>	GTIN Type	Unverified GTIN	AAFES GTIN Require	AAFES Importer (Y/	Assortment GTINs	Brand	Buyer	Buyer Case N
11	Superman Scrapbook	GTIN-12	925391754007		No		Home Products	Bernard, Nanette (NB)	
12									
13									
14									
15									
16									
17									
18									

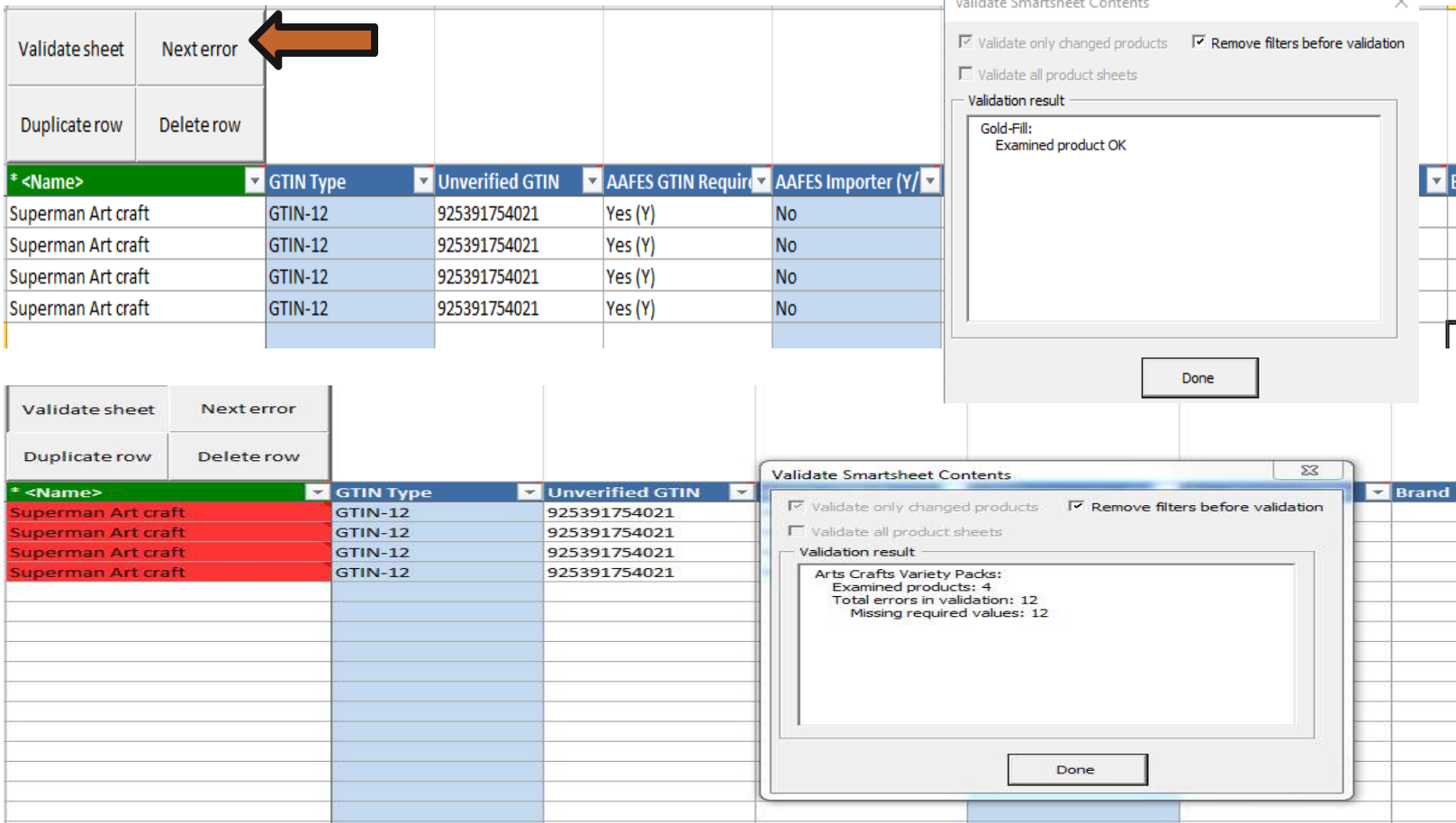
## › Validate Sheet

- › Once Required Information and mandatory fields have been entered, Validate Sheet
- › Validate Smartsheet Contents pop-up will appear.
- › Enter username and password.
- › If information is missing, You will receive Validate Smartsheet Content with error message.
- › Return to Smartsheet And enter missing information or error data in red.



## › Error on Smartsheet

- › Errors will be highlighted in Red, correct the data in the error columns.
- › Next Error tab will take you to the next error to be corrected.
- › Once corrections are made click Validate Sheet



The screenshot illustrates the validation process in Smartsheet. It shows a table with columns for Name, GTIN Type, Unverified GTIN, AAFES GTIN Required, and AAFES Importer. The 'Next error' button is highlighted with an orange arrow. Below, the 'Validate Smartsheet Contents' dialog is shown twice: first, before validation, and second, after validation, displaying error details for 'Arts Crafts Variety Packs'.

* <Name>	GTIN Type	Unverified GTIN	AAFES GTIN Required	AAFES Importer (Y/N)
Superman Art craft	GTIN-12	925391754021	Yes (Y)	No
Superman Art craft	GTIN-12	925391754021	Yes (Y)	No
Superman Art craft	GTIN-12	925391754021	Yes (Y)	No
Superman Art craft	GTIN-12	925391754021	Yes (Y)	No

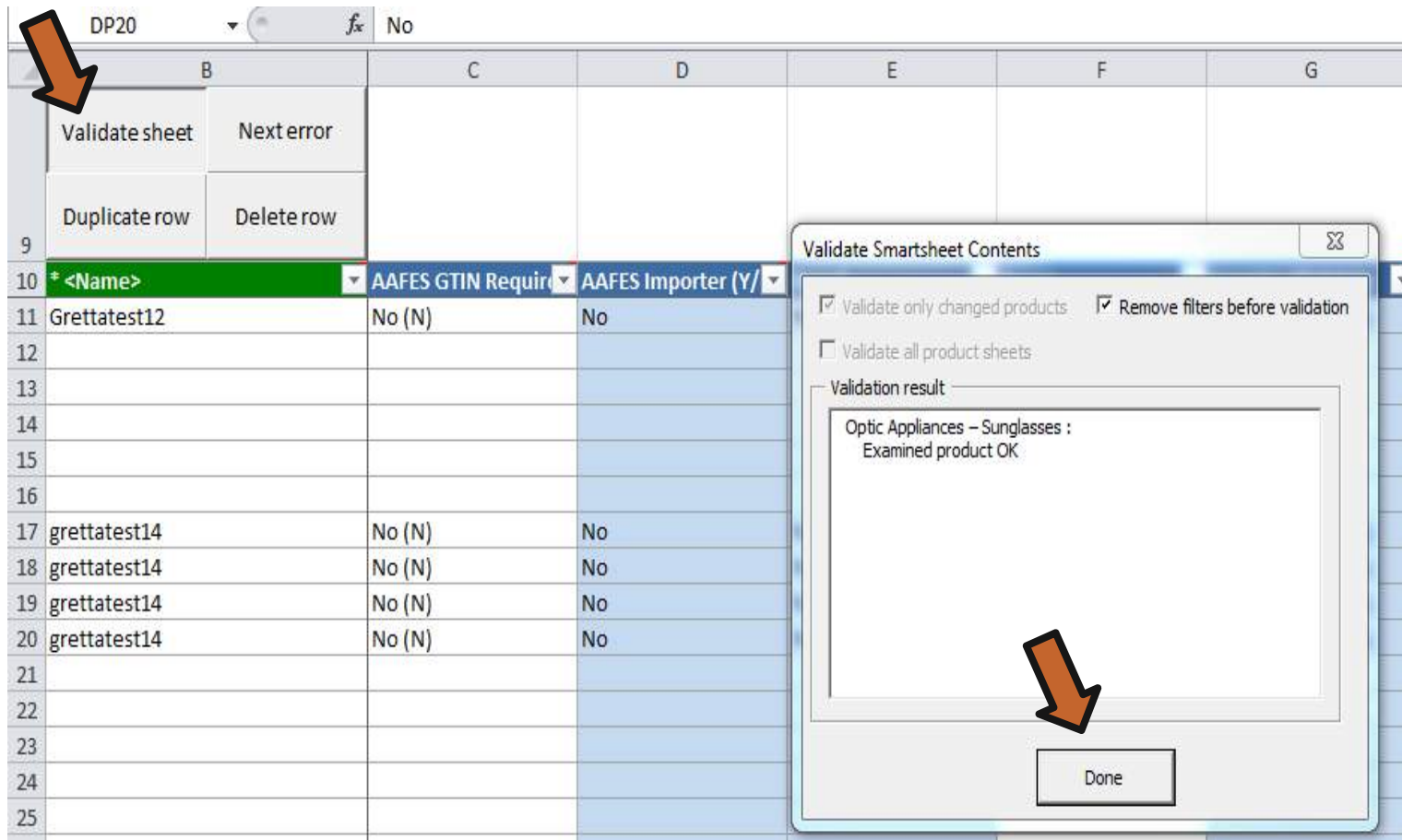
  

* <Name>	GTIN Type	Unverified GTIN	Brand
Superman Art craft	GTIN-12	925391754021	
Superman Art craft	GTIN-12	925391754021	
Superman Art craft	GTIN-12	925391754021	
Superman Art craft	GTIN-12	925391754021	



# Smart sheet/Item Add

- › Once data is complete click Validate sheet
- › If no errors, pop up will appear stating Examined product Ok.
- › Click done, and navigate back to PIM homepage.



The screenshot shows a spreadsheet with columns B through G. Row 10 is highlighted in green. A dialog box titled 'Validate Smartsheet Contents' is open, displaying the following options:

- Validate only changed products
- Remove filters before validation
- Validate all product sheets

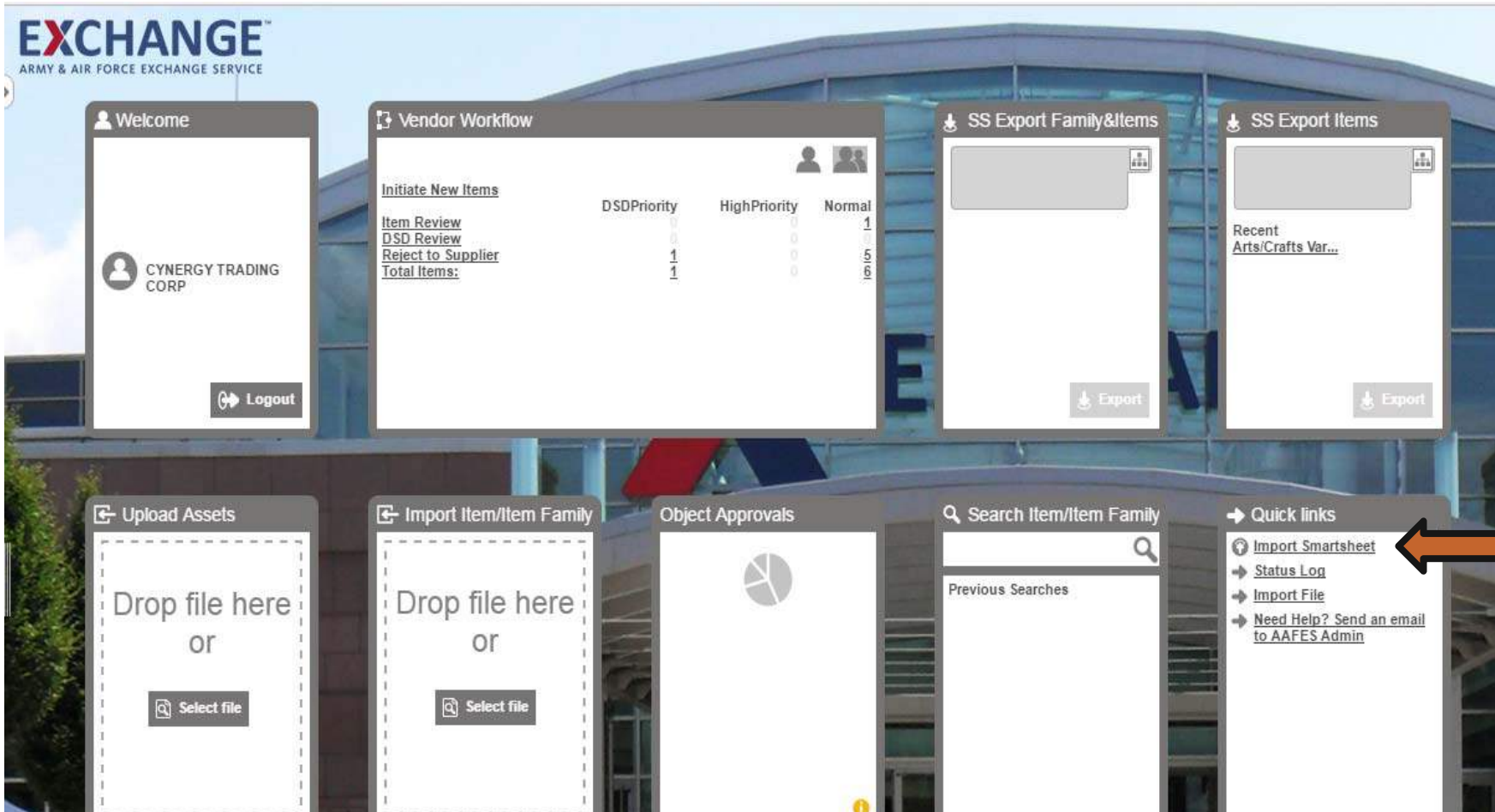
The 'Validation result' section shows:

Optic Appliances – Sunglasses :  
Examined product OK

The 'Done' button is highlighted with an orange arrow.

## › Import Smartsheet

› Click on Import Smartsheet under Quicklinks widget.



EXCHANGE™  
ARMY & AIR FORCE EXCHANGE SERVICE

Welcome  
CYNERGY TRADING CORP  
Logout

Vendor Workflow

	DSDPriority	HighPriority	Normal
Initiate New Items	0	0	1
Item Review	0	0	0
DSD Review	0	0	0
Reject to Supplier	1	0	5
Total Items:	1	0	6

SS Export Family&Items  
Export

SS Export Items  
Recent Arts/Crafts Var...  
Export

Upload Assets  
Drop file here or  
Select file

Import Item/Item Family  
Drop file here or  
Select file

Object Approvals

Search Item/Item Family  
Previous Searches

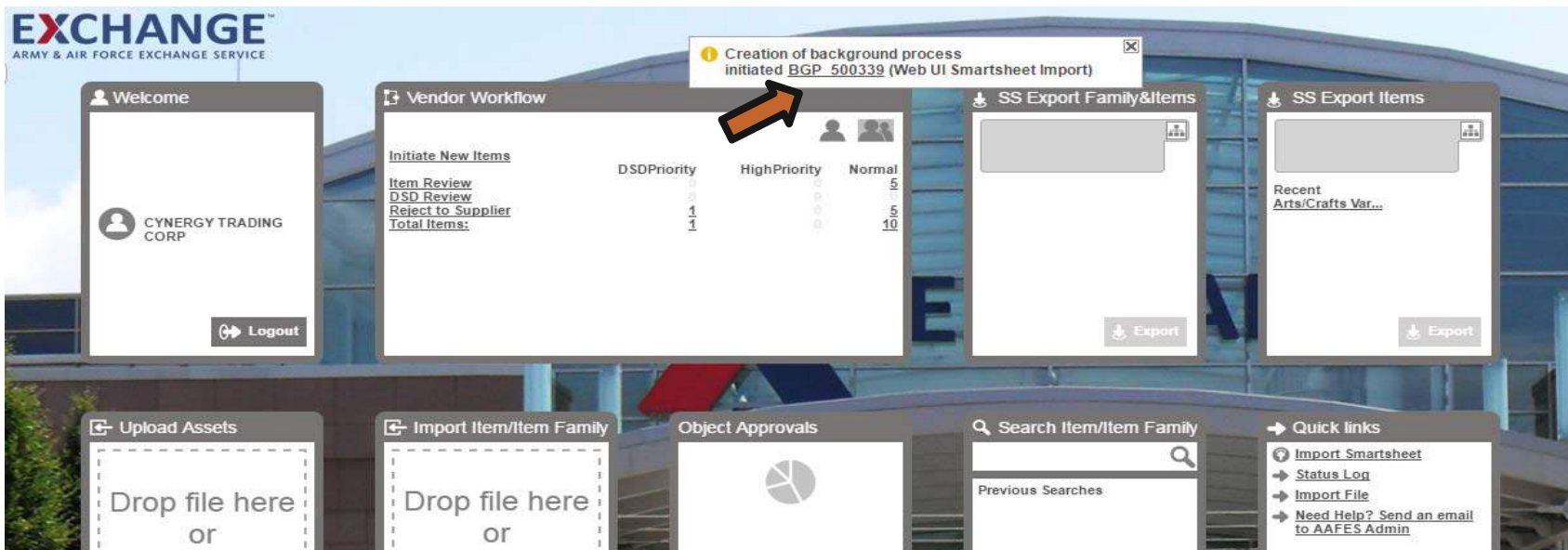
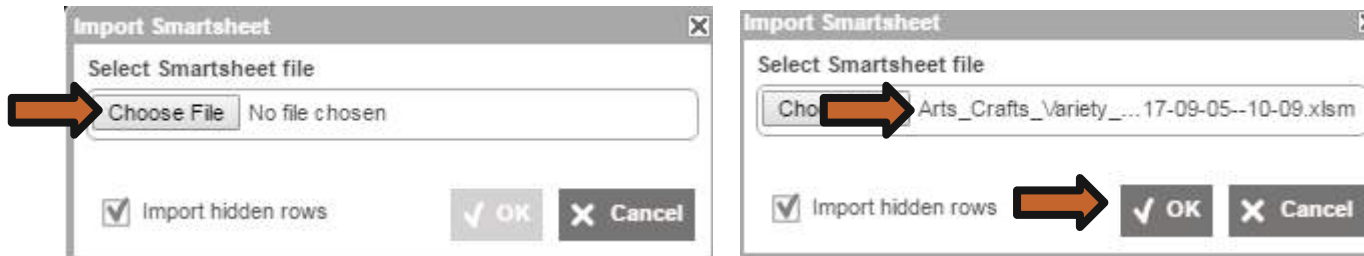
Quick links

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

# Smartsheet Item Add

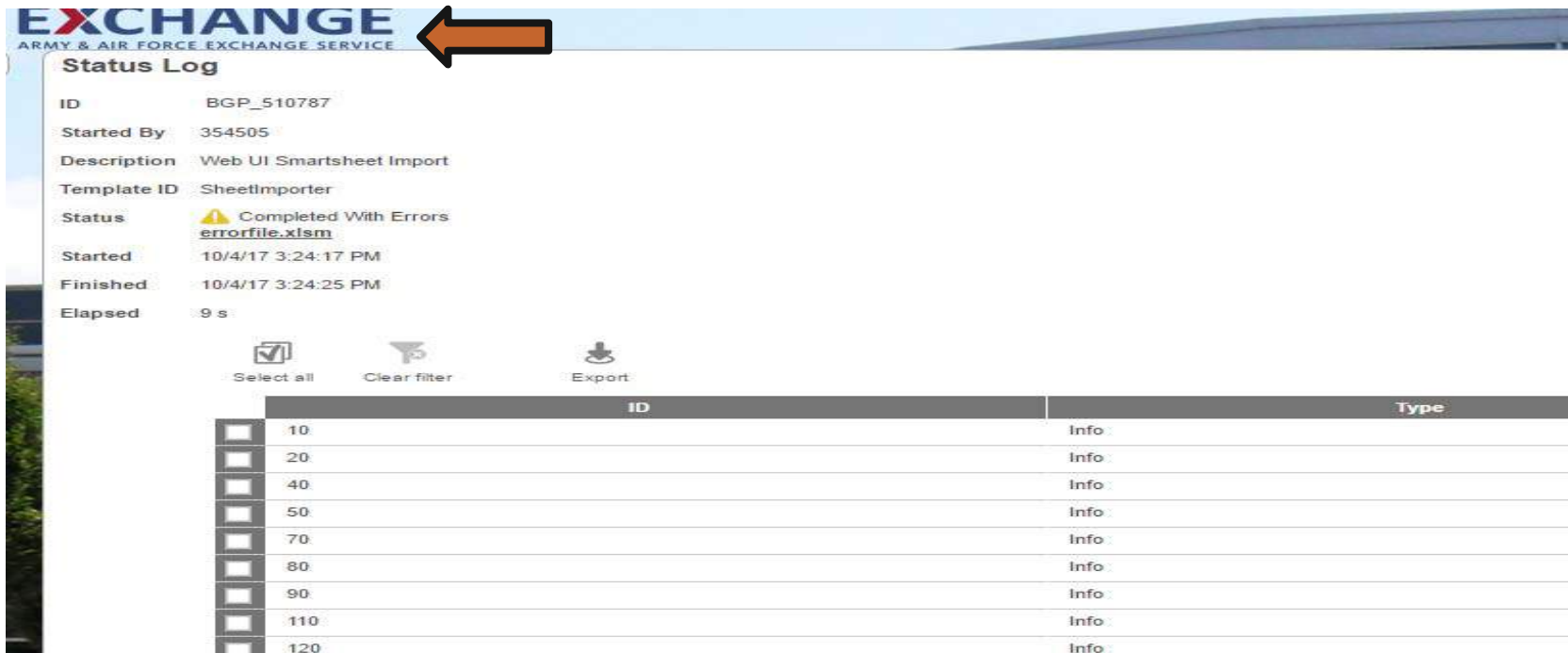
## › Import Smartsheet

- › Select smartsheet file pop-up will appear
- › Find the Smartsheet file within your device, highlight and open.
- › The file name will appear on the pop-up, click okay, file will save in PIM.




## › Import Smartsheet



- › File will upload
- › You will be directed back to the homepage



**EXCHANGE**  
ARMY & AIR FORCE EXCHANGE SERVICE

### Status Log

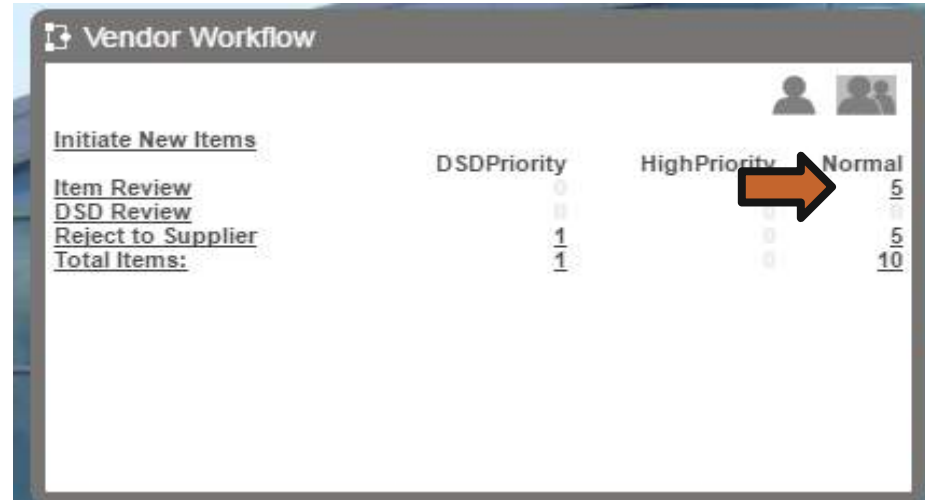
ID: BGP\_510787  
Started By: 354505  
Description: Web UI Smartsheet Import  
Template ID: SheetImporter  
Status:  Completed With Errors  
[errorfile.xlsx](#)  
Started: 10/4/17 3:24:17 PM  
Finished: 10/4/17 3:24:25 PM  
Elapsed: 9 s

Select all     Clear filter     Export

	ID	Type
<input type="checkbox"/>	10	Info
<input type="checkbox"/>	20	Info
<input type="checkbox"/>	40	Info
<input type="checkbox"/>	50	Info
<input type="checkbox"/>	70	Info
<input type="checkbox"/>	80	Info
<input type="checkbox"/>	90	Info
<input type="checkbox"/>	110	Info
<input type="checkbox"/>	120	Info

## › Vendor Workflow

- › Click Item Review or number under normal column.
- › Check box under Assigned to me column
- › Click on the name of the file created.



Vendor Workflow			
<u>Initiate New Items</u>			
	DSDPriority	HighPriority	Normal
<u>Item Review</u>	0	0	5
<u>DSD Review</u>	0	0	0
<u>Reject to Supplier</u>	1	0	5
<u>Total Items:</u>	1	0	10



EXCHANGE ARMY & AIR FORCE EXCHANGE SERVICE					
Buy-Side Item - Item Review					
<input checked="" type="checkbox"/> Select all	<input type="checkbox"/> Clear filter	<input type="checkbox"/> Apply view	<input type="checkbox"/> Clear view		
	Assigned to...	Thumbnail	Name	Item/Item Fa...	Status flag
<input type="checkbox"/> gold jewelry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>gold jewelry</u>	Item	Normal



# Smartsheet/Item Add

- › You will be directed to the Characteristic, Product Detail, Category Specific. If it's an eComm item the shipping Delivery tab
- › Fill in requested data and all mandatory fields in blue.
- › Save. If any data is missing or required the file will not save and the column will be underlined in yellow. Once data is complete.

Item Details CYNERGY TRADING CORP


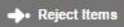
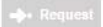

Product Hierarchy: Product Root > Products > Arts/Crafts/Needlework > Arts/Crafts/Needlework Supplies > Arts/Crafts Variety Packs > Arts/Crafts Variety Packs > Grettatestsm1

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

References | Asset/Documents

<b>Item Name*</b>	Grettatestsm1
IN	925391754021
IN Type	GTIN-12
Comments	
Request Comment	
Reject/Delete Reason	
FES GTIN Required	Yes (Y)
<b>FES Importer (Y/N)*</b>	No
Sortment GTINs	
Brand	
Buyer	Barr, James R. (YE)
Buyer Case Name	
<b>Country Of Origin*</b>	US (UnitedStates)
Department Number	
Made In America (Y/N)	
MRP	
<b>MF Color Code*</b>	0 No Color (0)
<b>Is Line Item*</b>	No
Private Label	No (N)
<b>Product Description*</b>	Srapebook art

<b>Primary Product Ship Point*</b>	ID	Title	+	
Additional Ship Points	ID	Title	+	
Link Item to Shipper Item	ID	Title	Quantity	+

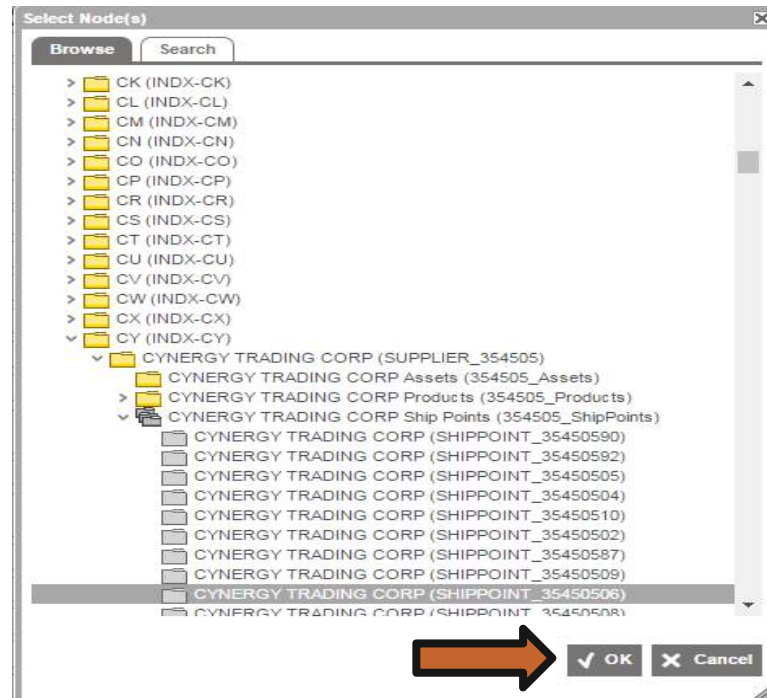
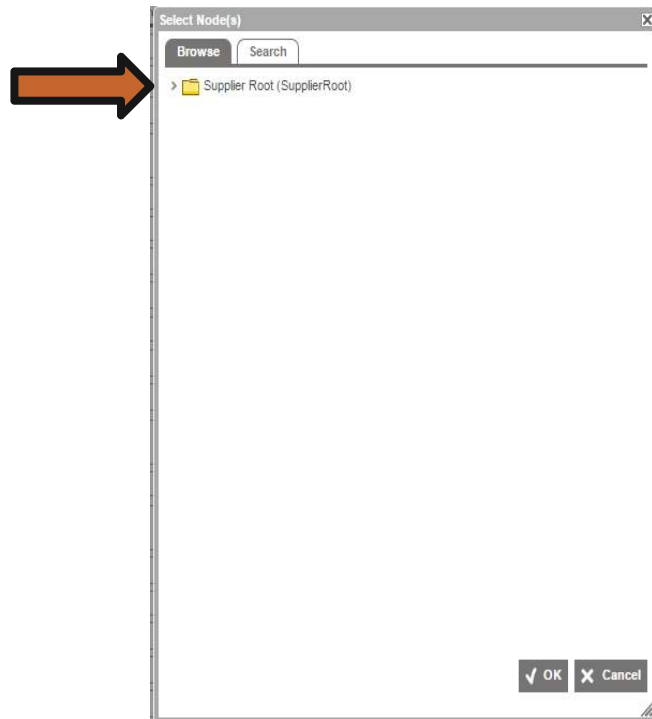
 Save  Reject Items  Request  Submit

# Smartsheet/Item Add

## › Primary Product Ship Point

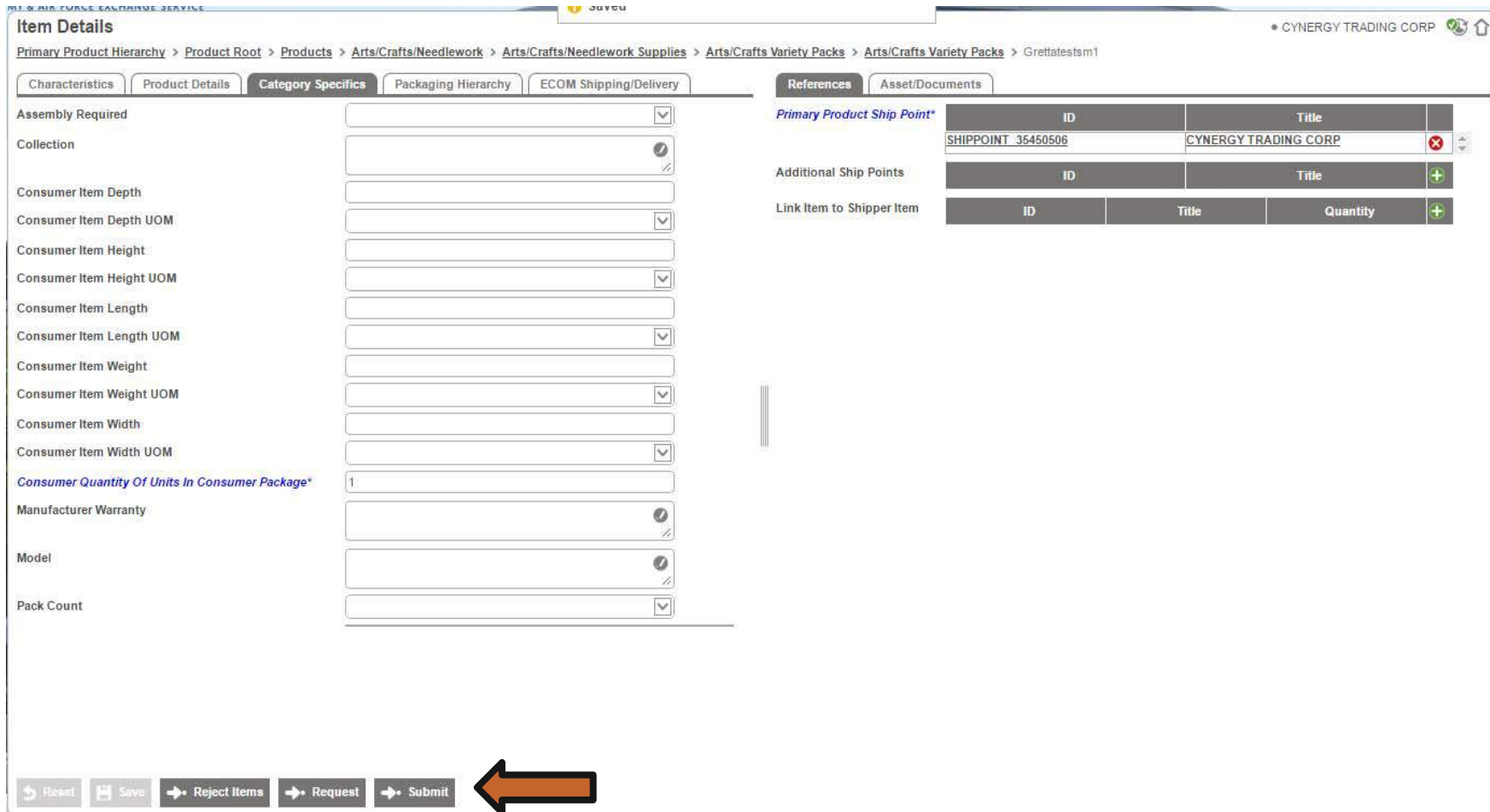
- › Click on green plus indicator,
- › Click supplier root, supplier name, then find ship point , highlight click okay.

<i>Primary Product Ship Point*</i>	ID	Title	+	
Additional Ship Points	ID	Title	+	
Link Item to Shipper Item	ID	Title	Quantity	+



# Smartsheet/Item Add

- › Once all information is correct and saved.
- › Click Submit
- › File will be sent to the buying office for approval.



**Item Details**

Primary Product Hierarchy > Product Root > Products > Arts/Crafts/Needlework > Arts/Crafts/Needlework Supplies > Arts/Crafts Variety Packs > Arts/Crafts Variety Packs > Grettatestsm1

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

References | Asset/Documents

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 Width

Consumer Item Width UOM

Consumer Quantity Of Units In Consumer Package\*

Manufacturer Warranty

Model

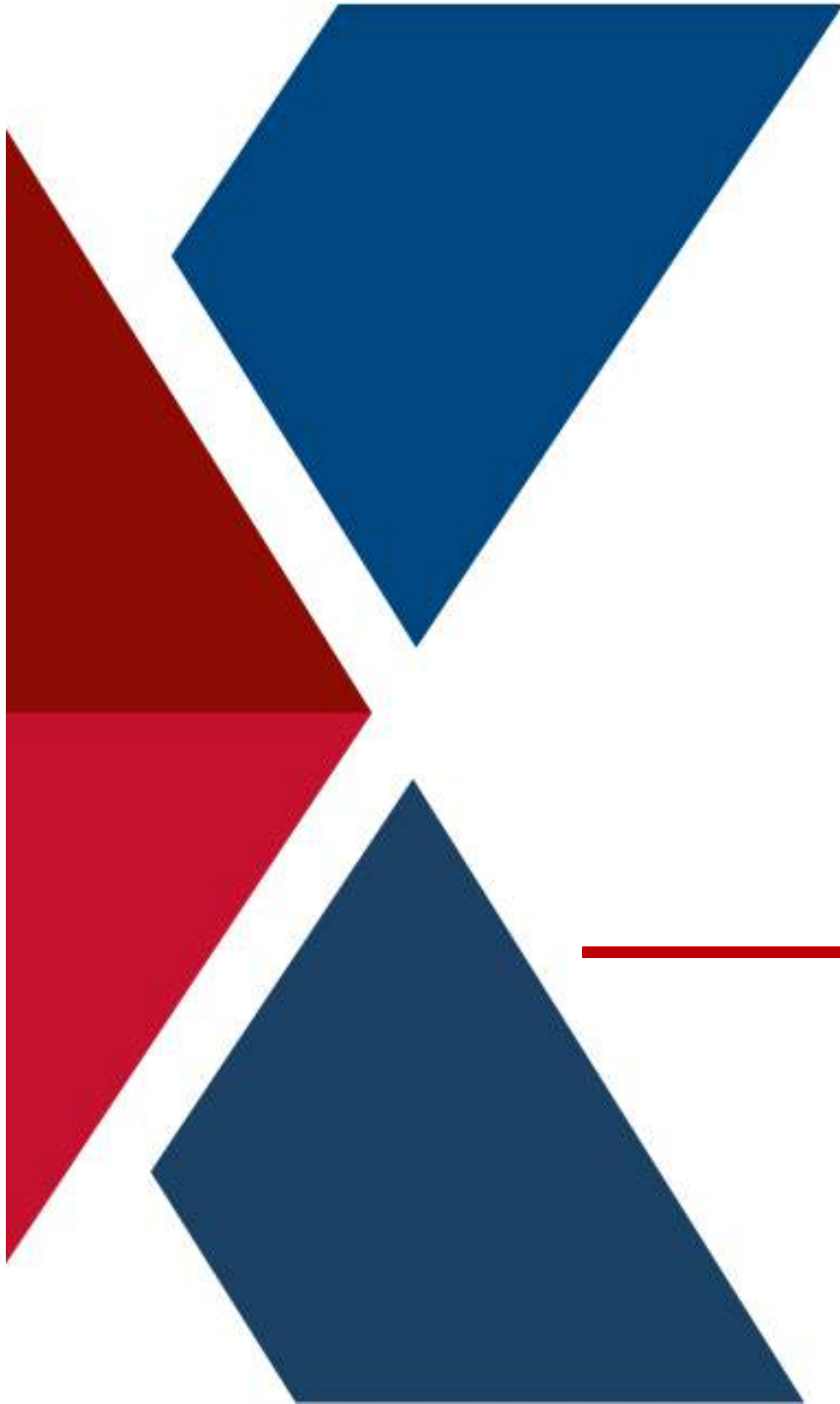
Pack Count

Primary Product Ship Point*		ID	Title	
SHIPPOINT_35450506			CYNERGY TRADING CORP	<input type="checkbox"/>

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

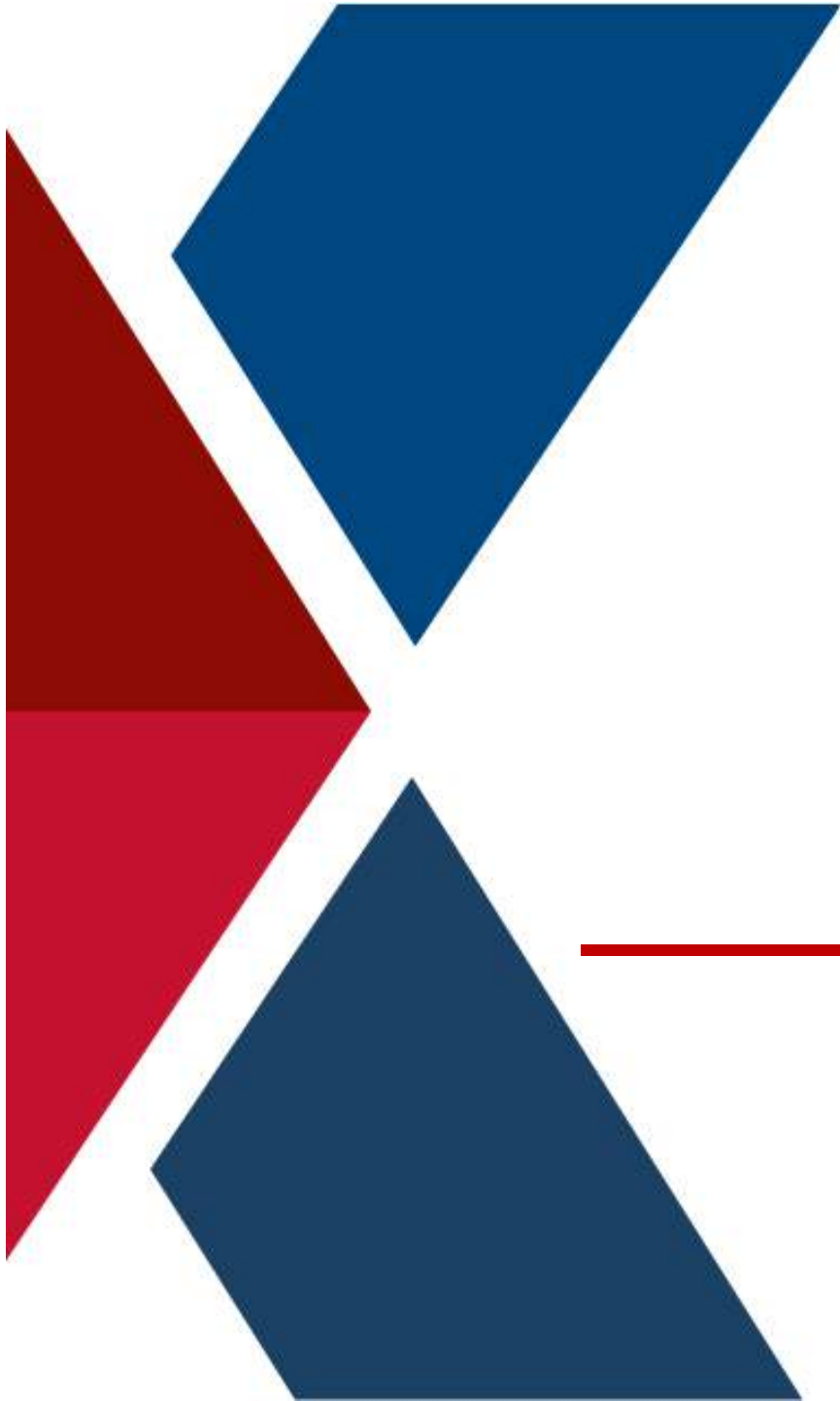
Link Item to Shipper Item			
ID	Title	Quantity	
			<input type="checkbox"/>

Reset Save **Reject Items** Request **Submit**



**PIM email address**  
**[pimadmin@aafes.com](mailto:pimadmin@aafes.com)**

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**Thank You!**

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