



**Product Information Manager
PIM**

Supplier Guide for PIM

- **Agenda**
- **Overview**
- **Supplier Portal**
- **New Item Creation**
- **New Item Family Creation**
- **Smartsheet Creation**

- **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**



Supplier Portal

Welcome

CYNERGY TRADING CORP

Logout

Vendor Workflow

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

SS Export Family&Items

Recent
Pet Drinks (She...)

Export

SS Export Items

Export

Search Item/Item Family

Previous Searches

SS ECOMM Family&Item

Export

SS ECOMM Items

Export

Upload Assets

Select file

Import Item/Item Family

Select file

Object Approvals

1

Quick links

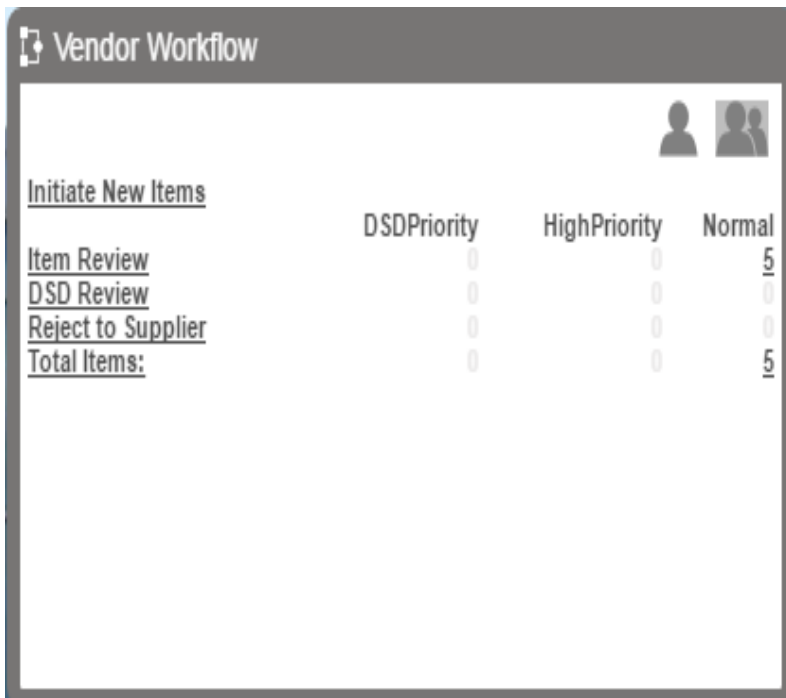
- Import Smartsheet
- Status Log
- Import File
- Supplier Video
- DSD Video
- User Guides
- Need Help? Send an email to AAFES Admin



New Item/Item Family Add

New Item/Item Family Add

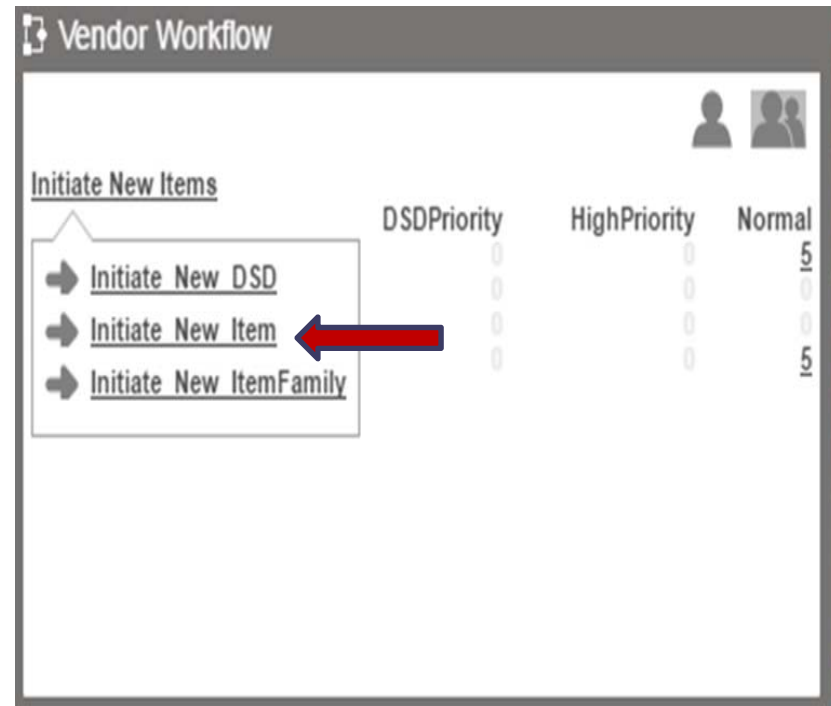
- Vendor Workflow widget
- Click on Initiate New Items
 - When creating a family, you would select the new Item family



Vendor Workflow

Initiate New Items

	DSDPriority	HighPriority	Normal
<u>Item Review</u>	0	0	5
<u>DSD Review</u>	0	0	0
<u>Reject to Supplier</u>	0	0	0
<u>Total Items:</u>	0	0	5



Vendor Workflow

Initiate New Items

	DSDPriority	HighPriority	Normal
➔ <u>Initiate New DSD</u>	0	0	5
➔ <u>Initiate New Item</u>	0	0	0
➔ <u>Initiate New ItemFamily</u>	0	0	5

Create New Item

Create New Item

GPC Brick*

Item Name*

GTIN

GTIN Type

Brand*

Country Of Origin*

Department Number

Made in America (Y/N)

Online Item*

Product Description*

Seasons

Supplier Discontinue Date yyyy-MM-dd HH:mm:ss

Unit Cost*

Unit Cost Currency*

VPN (Vendor Product Number)*

Orderable*

Transportation Commodity*

Freight*

Primary Product Ship Point

ID	Title	
		+

Secondary Product Ship Point

ID	Title	
		+

Select Node(s)

Browse

- AS (INDX-AS)
- AT (INDX-AT)
- B (INDX-B)
- BA (INDX-BA)
- BE (INDX-BE)
- BI (INDX-BI)
- BL (INDX-BL)
- BO (INDX-BO)
- BR (INDX-BR)
- BU (INDX-BU)
- C (INDX-C)
- CA (INDX-CA)
- CH (INDX-CH)
- CL (INDX-CL)
- CO (INDX-CO)
- CR (INDX-CR)
- CY (INDX-CY)
 - CYNERGY TRADING CORP (SUPPLIER_354505)
 - CYNERGY TRADING CORP Assets (354505_Assets)
 - CYNERGY TRADING CORP Products (354505_Products)
 - CYNERGY TRADING CORP Ship Points (354505_ShipPoints)
 - CYNERGY TRADING CORP (SHIPPOINT_35450508)
 - CYNERGY TRADING CORP (SHIPPOINT_35450590)
 - CYNERGY TRADING CORP (SHIPPOINT_35450510)
 - CYNERGY TRADING CORP (SHIPPOINT_35450591)
 - CYNERGY TRADING CORP DSD (SHIPPOINT_35450599)
- D (INDX-D)

OK Cancel

- Primary Product Ship Point
- Click green+ indicator
- Arrow down to find ship point.
- Highlight ship point
- Click OK.

EXCHANGE™ Create New Item

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**

Supplier Discontinue Date

*Unit Cost**

*Unit Cost Currency**

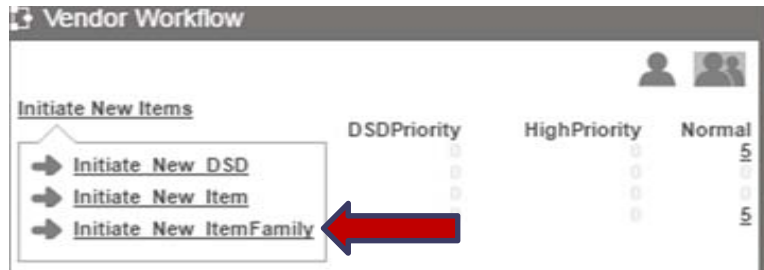
*VPN (Vendor Product Number)**

Select Node(s)

- > CK (INDX-CK)
- > CL (INDX-CL)
- > CM (INDX-CM)
- > CN (INDX-CN)
- > CO (INDX-CO)
- > CP (INDX-CP)
- > CR (INDX-CR)
- > CS (INDX-CS)
- > CT (INDX-CT)
- > CU (INDX-CU)
- > CV (INDX-CV)
- > CW (INDX-CW)
- > CX (INDX-CX)
- > CY (INDX-CY)
- > CYNERGY TRADING CORP (SUPPLIER_354505)
- > CYNERGY TRADING CORP Assets (354505_Assets)
- > CYNERGY TRADING CORP Products (354505_Products)
- > CYNERGY TRADING CORP Ship Points (354505_ShipPoints)
- > CYNERGY TRADING CORP (SHIPPOINT_35450503)
- CYNERGY TRADING CORP (SHIPPOINT_35450509)**
- > CYNERGY TRADING CORP (SHIPPOINT_35450591)
- > CYNERGY TRADING CORP (SHIPPOINT_35450505)
- > CYNERGY TRADING CORP (SHIPPOINT_35450507)
- > CYNERGY TRADING CORP (SHIPPOINT_35450587)
- > CYNERGY TRADING CORP (SHIPPOINT_35450502)
- > CYNERGY TRADING CORP (SHIPPOINT_35450504)
- > CYNERGY TRADING CORP (SHIPPOINT_35450508)
- > CYNERGY TRADING CORP (SHIPPOINT_35450509)

- > Click on GPC Brick* attribute for product category
- > Search category the item product is stored under.
- > Highlight and click Ok
- > Complete all mandatory fields in blue.
- > Submit data
- > You will be directed back to Home page.



Create New Item Family



Create Item Family

GPC Brick* 
Item Family Name*
 Brand 
 Buyer Case Name 
Country Of Origin*
 Made In America (Y/N) 
Online Item* 
Product Description*
 Supplier Discontinue Date yyyy-MM-dd HH:mm:ss
Unit Cost*
Unit Cost Currency*
VPN (Vendor Product Number)*

• CYNERGY TRADING CORP 

Primary Product Ship Point	ID	Title	
	SHIPPOINT_35460502	CYNERGY TRADING CORP	
Additional Ship Points	ID	Title	



- Primary Product Ship point, click on green + indicator.
- Arrow down to find ship point (Vendor Code)
- GPC Brick* find category of your item,.
- Highlight and click Ok
- Item Family Name must be filled in to create a Family.
- Complete all mandatory fields in blue.
- Submit data
- You will be directed back to Home page.



Vendor Workflow/Items Review

- Vendor Workflow widget will show the number of new items created.
- Click on Item Review.

Vendor Workflow



<u>Initiate New Items</u>	DSDPriority	HighPriority	Normal
<u>Item Review</u> ←	0	0	<u>6</u>
<u>DSD Review</u>	0	0	0
<u>Reject to Supplier</u>	0	0	0
<u>Total Items:</u>	0	0	<u>6</u>

Item Review

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

Buy-Side Item - Item Review

Select all Clear filter Apply view Clear view

	Assigned to...	Thumbnail	Name	Item/Item Fa...	Status flag	Deadline	Supplier Nbr
<input type="checkbox"/> LF Camping grill	<input checked="" type="checkbox"/>		LF Camping grill	Item	Normal	3/21/18 9:08:11 AM	354505
<input type="checkbox"/> LF Camp seating	<input checked="" type="checkbox"/>		LF Camp seating	Item Family	Normal	3/21/18 9:18:34 AM	354505

Characteristic/Item Details

Item Details

Primary Product Hierarchy > Product Root > Products > Healthcare > Health Treatments/Aids > Sensory Organs Care/Treat

Characteristics

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

<u>Item Name*</u>	Gret
<u>GTIN*</u>	
<u>GTIN Type*</u>	
Comments	
Request Comment	
Reject/Delete Reason	
AAFES GTIN Required ✓	No (N)
<u>AAFES Importer (Y/N)*</u> ✓	No
Assortment GTINs	
<u>Brand*</u> ✓	Nicole Miller
<u>Buyer*</u> ✓	Bernard, Nanette (NB)
Color Name	
<u>Country Of Origin*</u>	US (UnitedStates)
Department Number	
Made In America (Y/N)	
MSRP	
<u>NRF Color Code*</u>	1 Black (1)
<u>Online Item*</u> ✓	No
Private Label ✓	No (N)
<u>Product Description*</u> ✓	N M Lisa PRP 250
Serial Number Required	
Shinner (Y/N) <i>fx</i>	No

- > Characteristics Tab
- > Fill in requested information 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 tab will also be underlined in yellow.

Save Reject Items Request Submit

Product Details/Item Details

Item Family Detail will have same information to fill out.

Item Family Details

Primary Product Hierarchy > Product Root > Products > Healthcare > Health Treatments/Aids > Sensory Organs Ca

Product Details | Category Specifics | Variant Matrix | Items belonging to Item Family

Factory

Handling Sensitivity Code

*Height**

*Height UOM**

HTS Code

*Length**

*Length UOM**

*Orderable**

*Packing Method**

Pack Item

Pack Type

*Transportation Commodity**

*Weight**

*Weight UOM**

*Width**

*Width UOM**

Short Description

Save | **Reject Items** | **Request** | **Submit**

- **Click on 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 Details

Item Family Detail will have same information to fill out.

Item Family Detail

Primary Product Hierarchy > Product Root > Products > Healthcare > Health Treatments/Aids > Sensory Organs Care

Characteristics | Product Details | **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

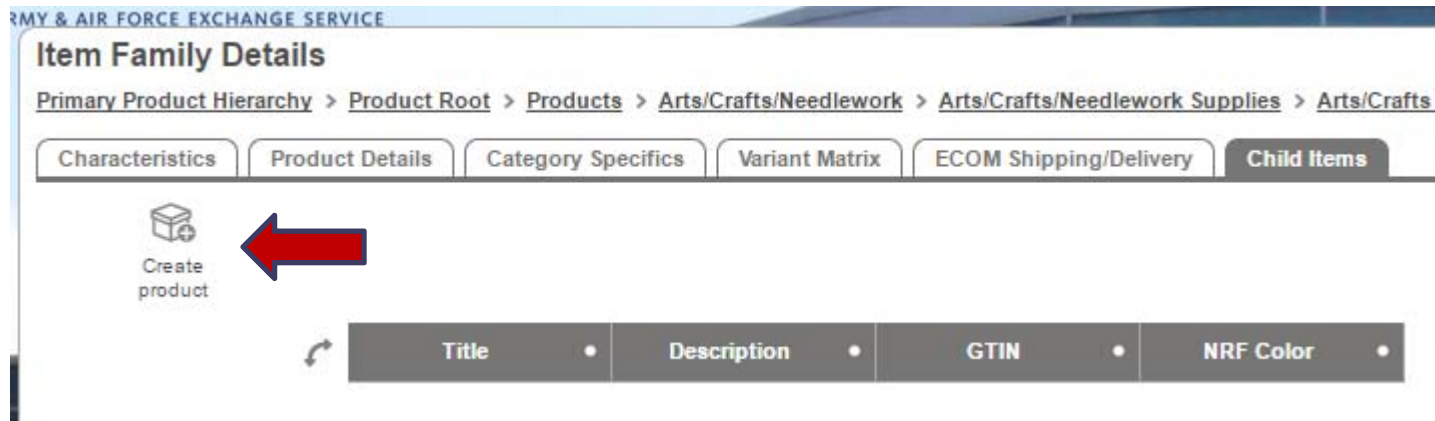
Reset Save Reject Items Request **Submit**

- > **Category Specifics**
- > **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.**
- > **Once all information is complete click Submit**



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Item Family Details/Child Names



Create product

ID:

Name:

ObjectType:

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

EXCHANGE
ARMY & AIR FORCE EXCHANGE SERVICE

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

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

Submit Properties

Submission Note:

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"/> GrettatestsM2	<input checked="" type="checkbox"/>		<u>GrettatestsM2</u>	Item	Normal
<input type="checkbox"/> Child1	<input checked="" type="checkbox"/>		<u>Child1</u>	Item	Normal
<input type="checkbox"/> child2	<input checked="" 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*

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*

Department Number

Made In America (Y/N)

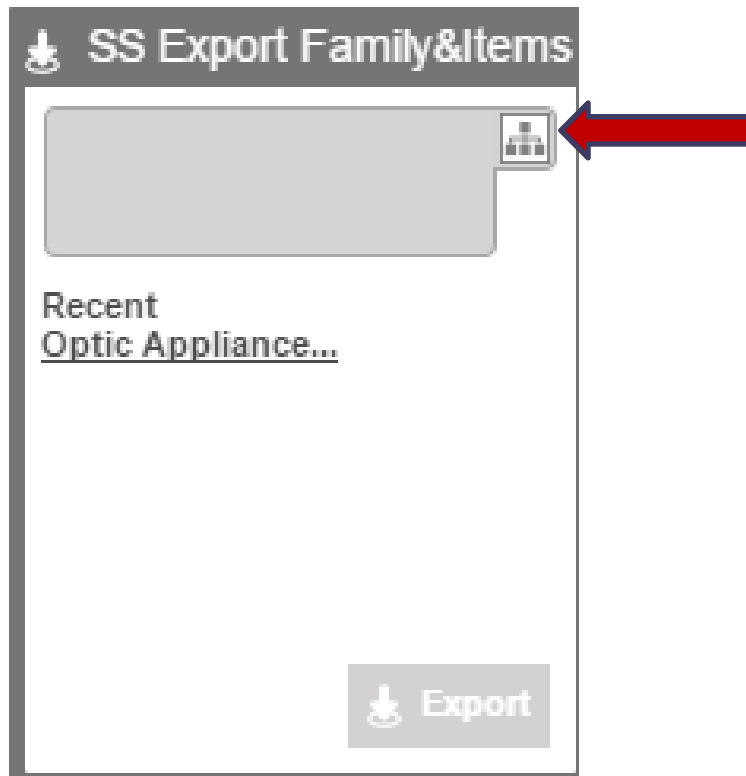
MSRP

- › 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.



Smartsheet Export

Creating a Smartsheet



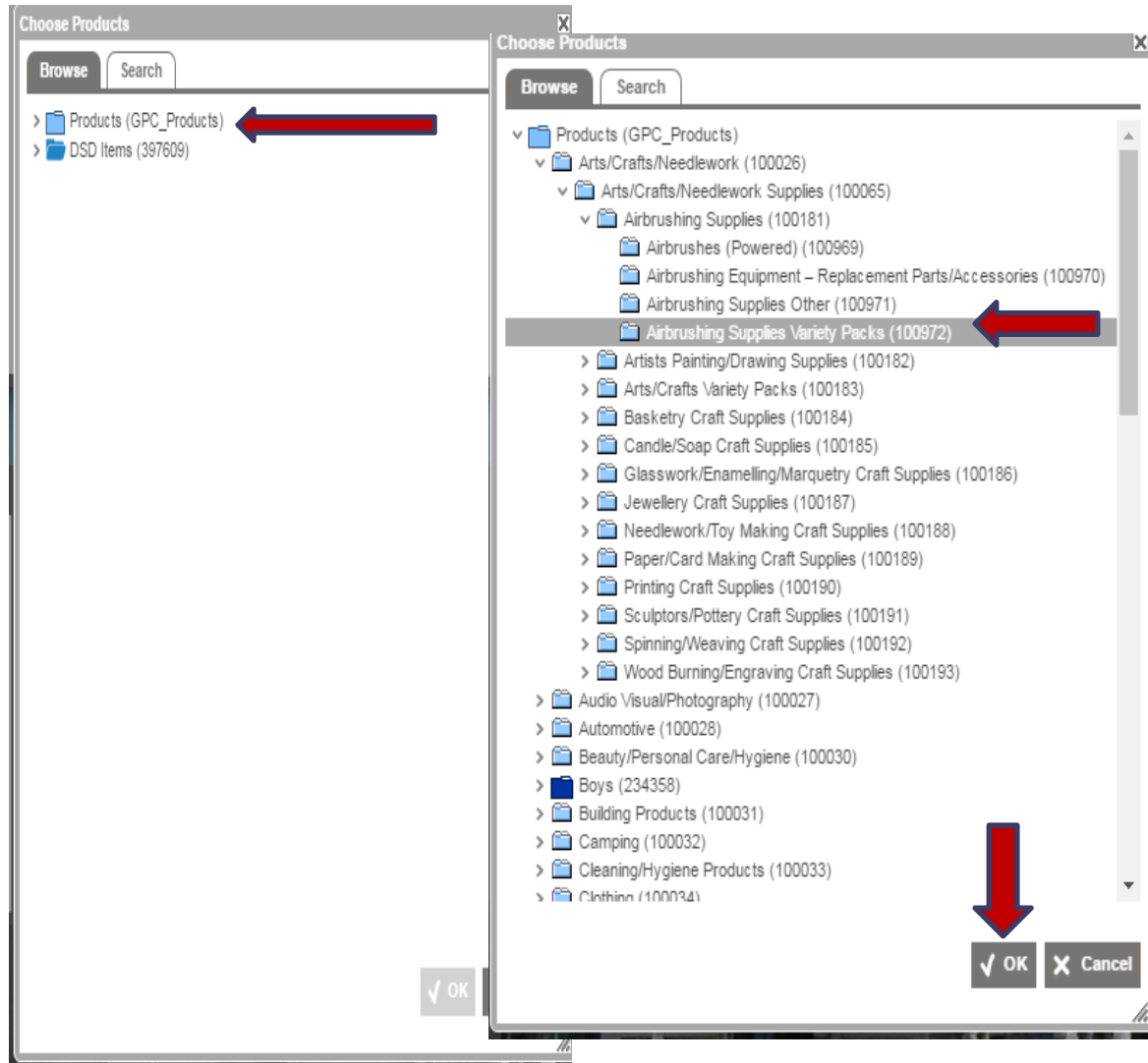
› To Export a SmartSheet

- › SmartSheet export is used to download a sheet to allow for mass item data input/upload to PIM
- › Department description (brick) must be selected in PIM prior to SmartSheet export
- › Export SmartSheet, click on hierarchy icon to find the brick level
- › Browse, Click on Product, arrow down to the group/department
- › Highlight the Dept and click okay.



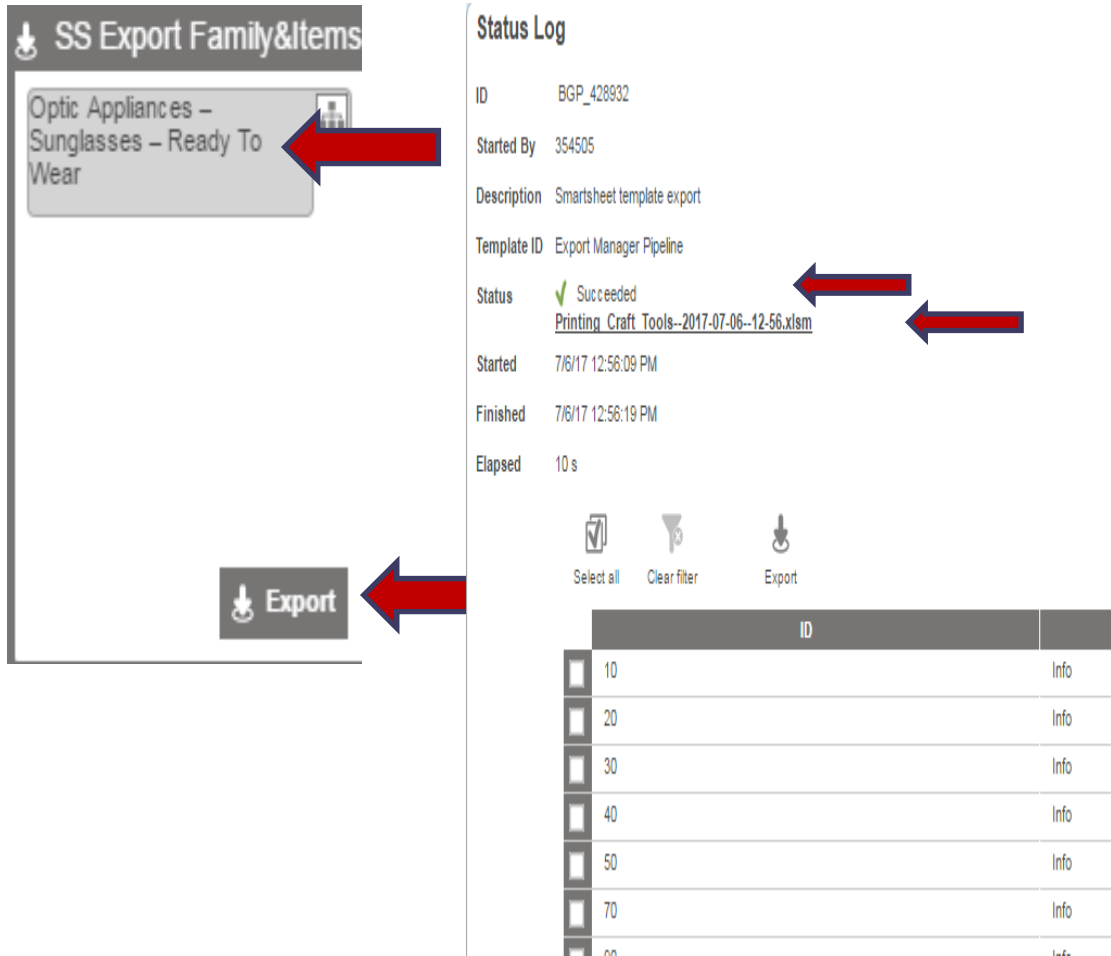
EXCHANGE™

Creating a Smartsheet



- Click on Products (Brick)
- Arrow down to find category
- Highlight department
- Click OK

Creating a Smartsheet



SS Export Family&Items

Optic Appliances –
Sunglasses – Ready To Wear

Export

Status Log

ID BGP_428932
Started By 354505
Description Smartsheet template export
Template ID Export Manager Pipeline
Status ✓ Succeeded
Printing_Craft_Tools--2017-07-06--12-56.xlsm
Started 7/6/17 12:56:09 PM
Finished 7/6/17 12:56:19 PM
Elapsed 10 s

Select all Clear filter Export

ID	
10	Info
20	Info
30	Info
40	Info
50	Info
70	Info
...	...


- Click on file within the Icon
- Click Export
- Once file is loaded you will see Status Succeeded
- Click on the .xlsm file name



EXCHANGE™


Creating a Smartsheet

Status Log

ID BGP_428932
Started By 354505
Description Smartsheet template export
Template ID Export Manager Pipeline
Status ✔ Succeeded
[Printing_Craft_Tools--2017-07-06--12-56.xlsm](#) 
Started 7/6/17 12:56:12 PM
Finished 7/6/17 12:56:19 PM
Elapsed 10 s

Select all Clear filter Export

ID	
10	Info
20	Info
30	Info
40	Info
50	Info
70	Info
90	Info
120	Info
170	Info
190	Info
210	Info
230	Info
250	Info
270	Info
290	Info
300	Info

 Printing_Craft_To...xlsm


- Click on Status Link
- At the bottom of the screen, you will see the PDF file
- Click on the file to open.
- Save the file within your device in order to retrieve

Organize New folder

Microsoft Excel

Name	Date modified	Type
MCS_Jackets_Blazers_Cardigans_Waistco...	6/20/2017 2:10 PM	Micro...
MCS_Shirts_Blouses_Polo_Shirts_T_shirts...	6/20/2017 1:58 PM	Micro...
Optic_Appliances__Spectacle_Lenses--2...	6/22/2017 3:23 PM	Micro...
Optic_Appliances__Spectacle_Lenses--2...	6/22/2017 3:23 PM	Micro...

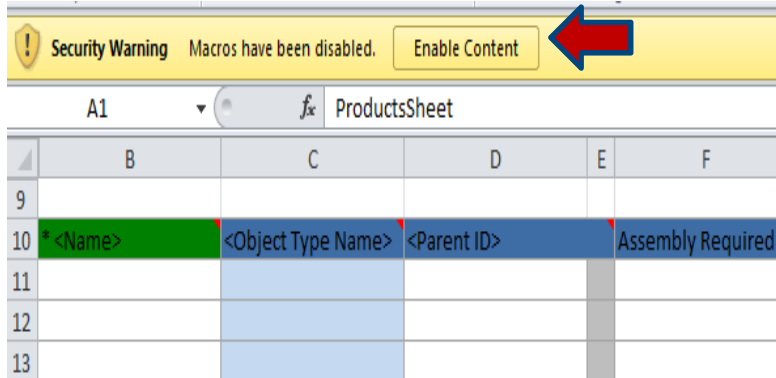
File name: Optic_Appliances__Spectacle_Lenses--2017-06-22--15-21.xlsm
Save as type: Excel Macro-Enabled Workbook (*.xlsm)
Authors: CYNERGY TRADING CO... Tags: Add a tag
Save Thumbnail
Save Cancel



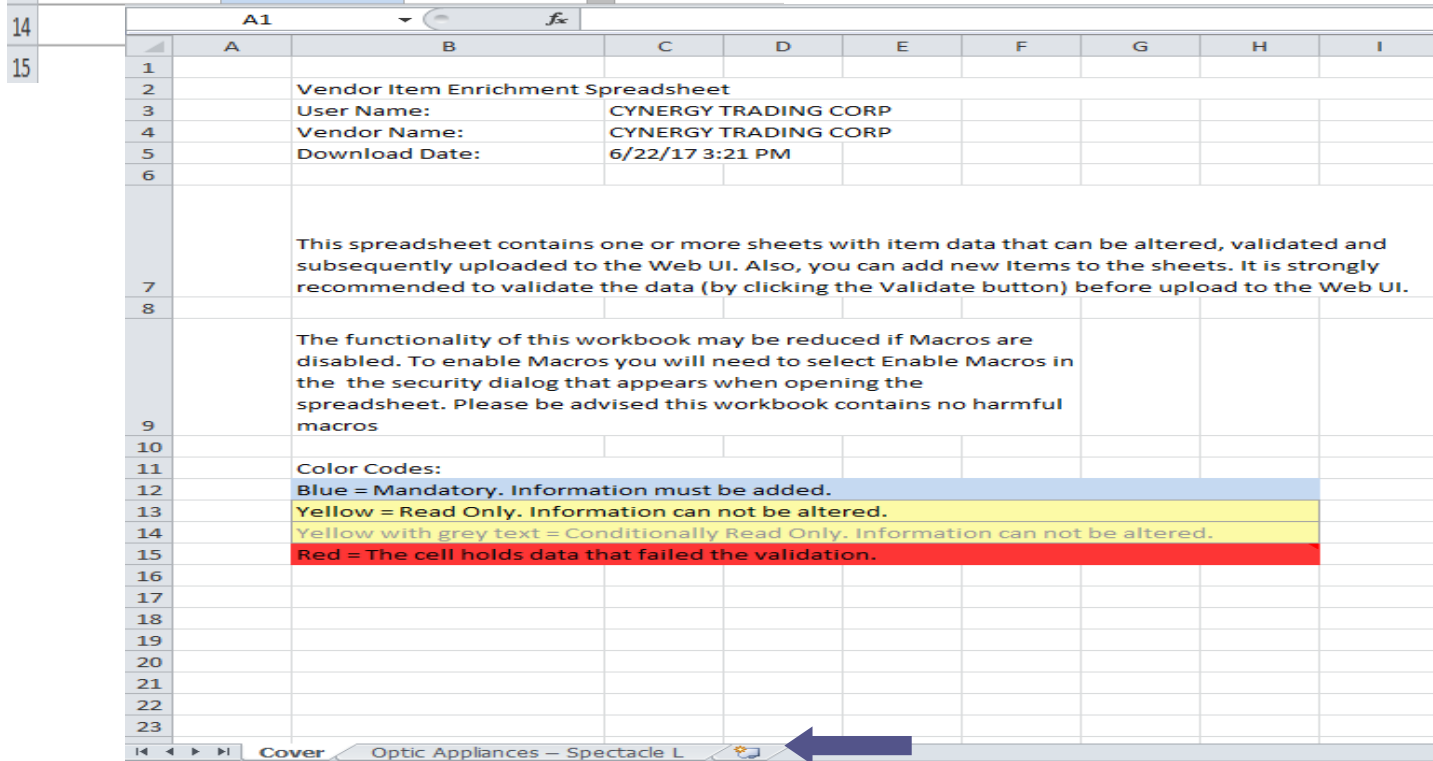


EXCHANGE™

Creating a Smartsheet



- Find and open saved file
- Click Enable Content
- Click on Second Tab after document loads





EXCHANGE™

Creating a Smartsheet


- Fill in all requested fields and all mandatory fields in blue. Then click **Validate sheet**.
- Click **Validate Sheet**, if all data is correct the file is complete.

BQ3		fx <Name>						
	B	BM	BN	BO	BP	BQ	BR	BS
	Validate sheet	Next error						
	Duplicate row	Delete row						
9								
10	* <Name>	Consumer Item Wid	Manufacturer Warr	Model	Type Of Printing Cra	* <Name>	Unverified GTIN	GTIN Type
11	Sunglasses1							
12								
13								



EXCHANGE™

Creating a Smartsheet



	B	C	D
9	Validate sheet	Next error	
	Duplicate row	Delete row	
10	* <Name>	AAFES GTIN Require	AAFES Importer (Y/
11			
12			
13			
14			
15			

	B	C	D	E	F	G
9	Validates sheet	Next error				
	Duplicate row	Delete row				
10	* <Name>	AAFES GTIN Require	AAFES Importer (Y/			
11	Grettatest12	887661939043	No			
12						
13						
14						
15						
16						
17	grettatest14	No (N)	No			
18	grettatest14	No (N)	No			
19	grettatest14	No (N)	No			
20	grettatest14	No (N)	No			
21	grettatest14	No (N)	No			
22	grettatest14	No (N)	No			
23	grettatest14	No (N)	No			
24						
25						
26						
27						

Validate Smartsheet Contents

Validate only changed products Remove filters before validation

Validate all product sheets

Validation result

Optic Appliances – Sunglasses :

Examined products: 8

Total errors in validation: 170

Invalid values: 2

Missing required values: 168

All products with errors on sheet: 1

Done

- › Smartsheet has pre-built functionality to aid in successful workflow.
- › Once you have filled in all requested fields and all mandatory fields in blue. Then click Validate sheet.
- › Features – Validate Sheet –runs data against business rules to ensure mandatory data is complete.
- › Next error – Allows user to advance by error for ease of correction completion of products
- › Duplicate Row – Allows user to duplicate data from previous row
- › Delete Row – Allows user to delete by row



EXCHANGE™

Creating a Smartsheet

	B	C	D	E	F	G
9	Validate sheet	Next error				
	Duplicate row	Delete row				
10	* <Name>	AAFES GTIN Require	AAFES Importer (Y/			
11	Grettatest12	No (N)	No			
12						
13						
14						
15						
16						
17	grettatest14	No (N)	No			
18	grettatest14	No (N)	No			
19	grettatest14	No (N)	No			
20	grettatest14	No (N)	No			
21						
22						
23						
24						
25						

Validate Smartsheet Contents

Validate only changed products Remove filters before validation

Validate all product sheets

Validation result

Optic Appliances - Sunglasses :
Examined product OK

Done

- Validate Smartsheet
- Pop-up states changes and data is OK
- Click done
- Go back to homepage

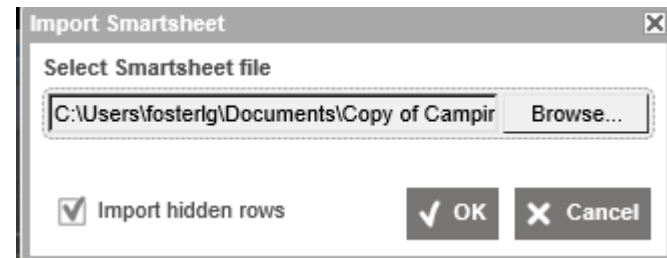
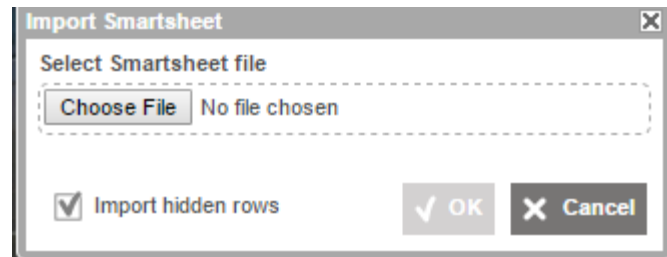
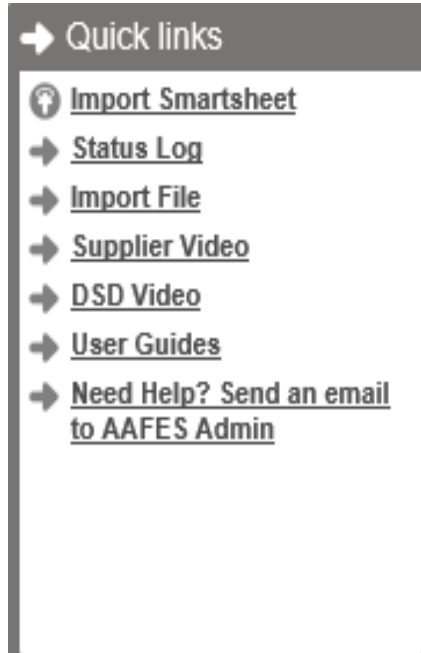


Smartsheet Import



EXCHANGE™

QuickLink/Smartsheet Import



- **Quick links widget**
- **Click on Import Smartsheet**
- **Click on Browse, your outlook will pop up.**
- **Search the file you saved under your device,**
- **Click open**
- **Once your file link is visible click OK**



EXCHANGE™

QuickLink/Smartsheet Import



MY & AIR FORCE EXCHANGE SERVICE

Status Log

ID: BGP_418322
Started By: 354505
Description: Web UI Smartsheet Import
Template ID: Import Manager Pipeline
Status: ✓ Succeeded
Started: 6/30/17 12:29:54 PM
Finished: 6/30/17 12:30:03 PM
Elapsed: 9 s

Select all Clear filter Export

	ID
<input type="checkbox"/>	10
<input type="checkbox"/>	20
<input type="checkbox"/>	40

- Import Smartsheet
- Status will state succeeded if there are no errors, if there are errors, make corrections
- Save.

Smartsheet Import




Vendor Workflow

	DSDPriority	HighPriority	Normal
<u>Initiate New Items</u>			
<u>Item Review</u>	0	0	3
<u>DSD Review</u>	0	0	0
<u>Reject to Supplier</u>	0	16	1
<u>Total Items:</u>	0	16	4

- Homepage under vendor workflow
- Check Assign to me for family and child items

Buy-Side Item - Item Review



Select all
 Clear filter
 Apply view
 Clear view

	Assigned to...	Thumbnail	Name	Item/Item Fa...	Status flag	Deadline
<input type="checkbox"/> LF camping gear	<input checked="" type="checkbox"/>		LF camping gear	Item Family	Normal	3/21/18 12:31 PM
<input type="checkbox"/> 6543213	<input checked="" type="checkbox"/>		6543213	Item	Normal	3/21/18 12:31 PM
<input type="checkbox"/> 6543213a	<input checked="" type="checkbox"/>		6543213a	Item	Normal	3/21/18 12:31 PM

Smartsheet Import

- › You will be directed to Characteristics, Product Detail, Category Specific and eComm shipping delivery if it is an eComm item.
- › Add the Primary product shipping point on the parent item, it will populate to the child items.
- › Make sure all mandatory items in blue are complete
- › Save and submit, the file is sent to the buyer to validate and approve.

Item Details

• CYNERGY TRADING CORP  

Primary Product Hierarchy > Product Root > Products > Camping > Camping > Camping Cooking/Drinking/Eating Equipment > Camping Cookware > LF camping gear > 6543213

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

References | Asset/Documents

Item Name*

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

Color Name*

Country Of Origin*


Department Number

Made In America (Y/N)


MSRP

NRF Color Code*


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



Helpful Hints

- Arrow at top right, will take you back to home screen | 
- Clicking on  at top left takes you to home screen
- Column will be underlined in yellow if all information is not completed.
- All attributes in blue are mandatory fields and must be filled out complete.
- Requested data is optional, however the more information provided up front will limit the need to ask for the enhanced data in the future.



PIM email address
pimadmin@aafes.com



Thank You!
