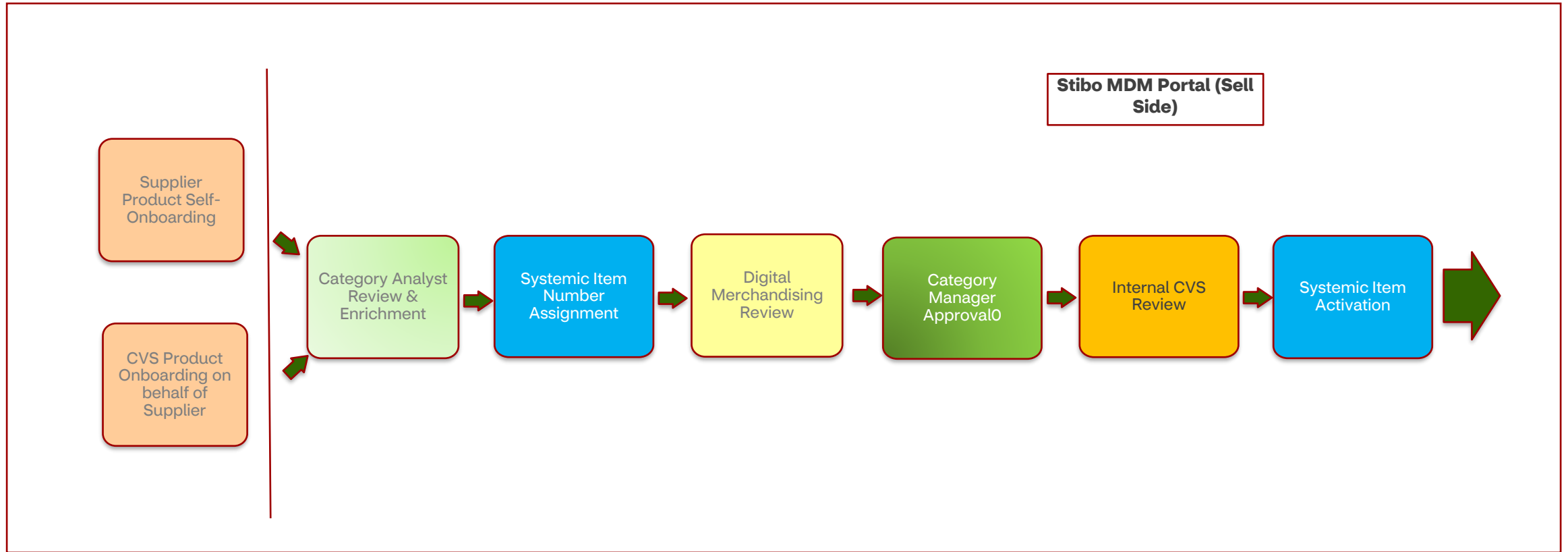# Product Onboarding: Supplier
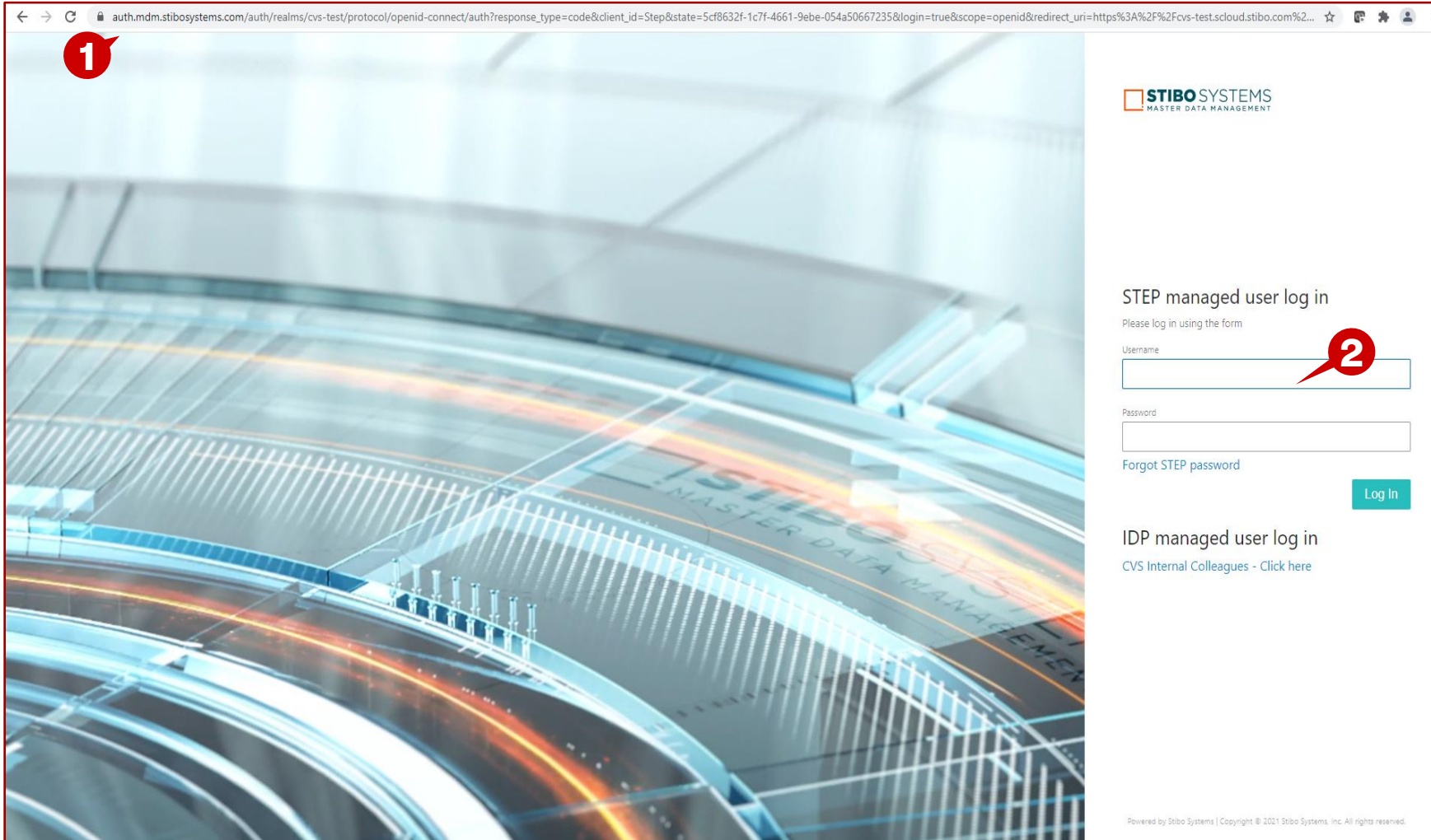
High Level Product Onboarding Process

- *Authorized Supplier can self onboard most Products except for Import Items (Compliance reasons)*

- *CVS teams can also onboard Products on behalf of Suppliers. (Not all Products are Supplier managed)*

  - *MDM Team manages most item*

- *All Products will require Category Analyst Review, Digital Merchandising Review, and Category Manager Approval. Category Analysts and Digital Merchandising can return to Supplier for additional information or questions.*

User Login

Description / Steps

1. *Enter URL for Supplier Portal –*
   https://cvs-production.scloud.stibo.com/webui/WEBUI_CVSSupplierPortal

2. *Enter Username and Password*

Product Onboarding - Supplier

Stibo Home Screen

Description / Steps

Upon login the user will be in the Stibo home screen

1. Scroll to the Onboard New Product widget

2. Click on Create New Product

3. Queues within product onboarding process:

   Supplier Product Onboarding- all items that are process but have not been submitted to CVS for review.

   Send Back by CA– all items that have been sent back rework by the category analyst.

   Send Back by DM– all items that have been sent back rework by the digital team.

   Products Awaiting Content Provider Data – all items are waiting the data from the external content provider.

Tip

Recall:

Represents items assigned to the user logged into the system.

Represents items assigned to the group where the user is assigned.

Represents items assigned to anyone.

Product Onboarding - Supplier

Onboard New Product Screen

WILLIAM'S TOYS(40196) • Danielle Hammond • English US • Main

Self-Help Menu

Onboard a New Product

▼ Product Onboarding Information

* Product Name — Test Syndigo Item 11 **2**

Product Name describes what the Product is ,Name should not contain values of Brand details, Color and Size info.

* UPC Format — EAN/UCC-12 **3**

* UPC(s) — **4** 184567890172

Please add respective UPC(s) related to product in above text box

▼ Product Classification

* Source of the content data — Syndigo **5**

▼ Product Onboarding Information

Supplier — Your Supplier Number Here **1**

* Product Name

Product Name describes what the Product is ,Name should not contain values of Brand details, Color and Size info.

6 Initiate Product Onboarding   Reset

Description / Steps

1. *Click on the + and choose the supplier. Search or browse to select the appropriate supplier. (This option is only enabled if the user represents multiple suppliers)*

2. *Type in the product name, not more than 60 characters. (review the note under the field for CVS guidelines)*

3. *Select the UPC format.*

4. *Enter the UPC. The UPC will be checked for validity by the system*

5. *Select yes/no for Is this a display or a bulk kit?*

6. *Once the mandatory information is complete, the Initiate Product Onboarding button changes color. Click on the button to submit the product.*

❤CVSHealth.

Product Onboarding - Supplier

Product Details – STIBO Product Hierarchy Attributes

Description / Steps

1. Information entered on the product initiation screen is shown.

2. Enter applicable attributes – some are mandatory.

3. Once Unit Cost is entered, click Save & Continue, and click on Cascade Unit Cost to all DCs.

4. Click on Save & Continue.

5. Once all required attributes are completed, the Submit to Content Provider button will be enabled.

6. Click on Submit to Content Provider.

Tips
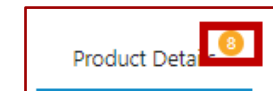
The number in the amber circle is the number of required attributes to be completed on the page.

Product Onboarding – Items Awaiting Content Data

Upon login the user will be in the Stibo home screen

1. *Scroll to the Onboard New Product widget - Click on Products Awaiting Content Data*

2. *This will show the list of items that are waiting from data from the external content data provider. There is not any action needed on the part of the user. Once the data has been received, the item will automatically be submitted to CVS for Review.*

Product Onboarding – Products Sent Back for Review

Stibo Home Screen

Upon login the user will be in the Stibo home screen

1. Scroll to the Onboard New Product widget - Click on Products Awaiting Content Data

2. This will show the list of items that are waiting from data from the external content data provider. There is not any action needed on the part of the user. Once the data has been received, the item will automatically be submitted to CVS for Review.

Product Onboarding - Supplier

Product Onboarding – Buy-side Rework Queue

Description / Steps

1. Put a check mark in the box to select one the product.

2. Put a check mark in the box in the Assign to me column to assign the selected product(s) to yourself.

3. Click on the blue hyperlink to open the selected product.

4. Click on the Review Comments tab to see what needs to be re-worked. Make the requested changes and Submit.