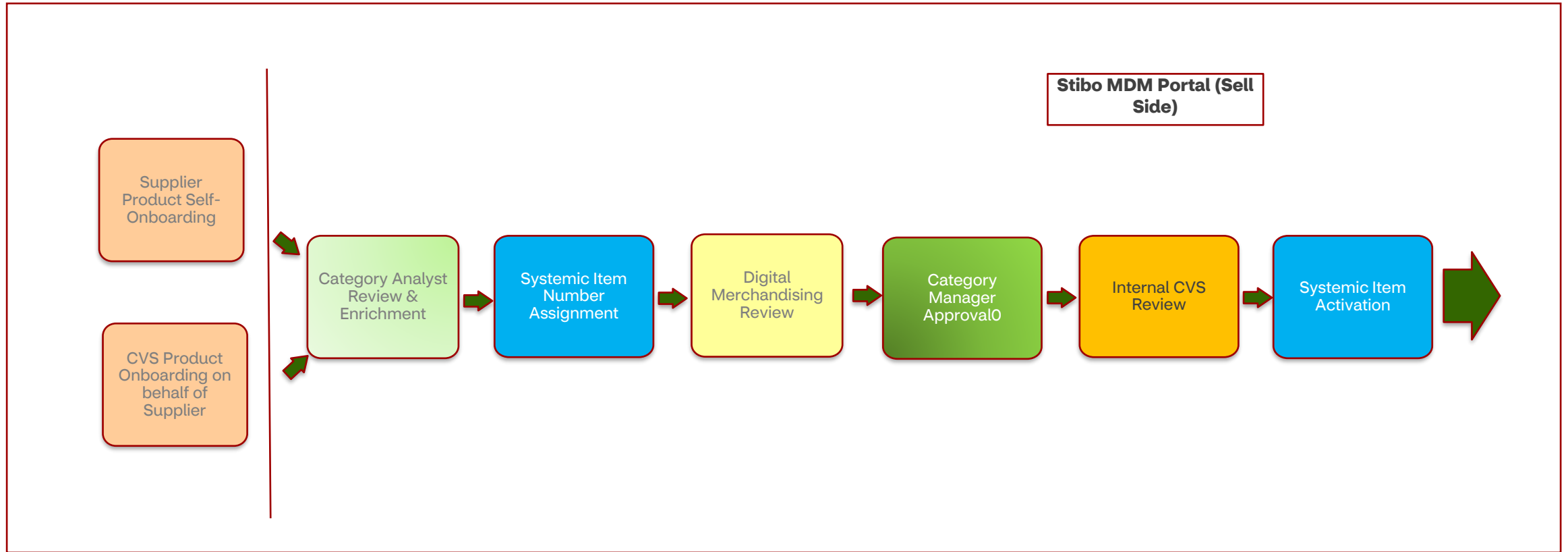


# Product Onboarding: Supplier



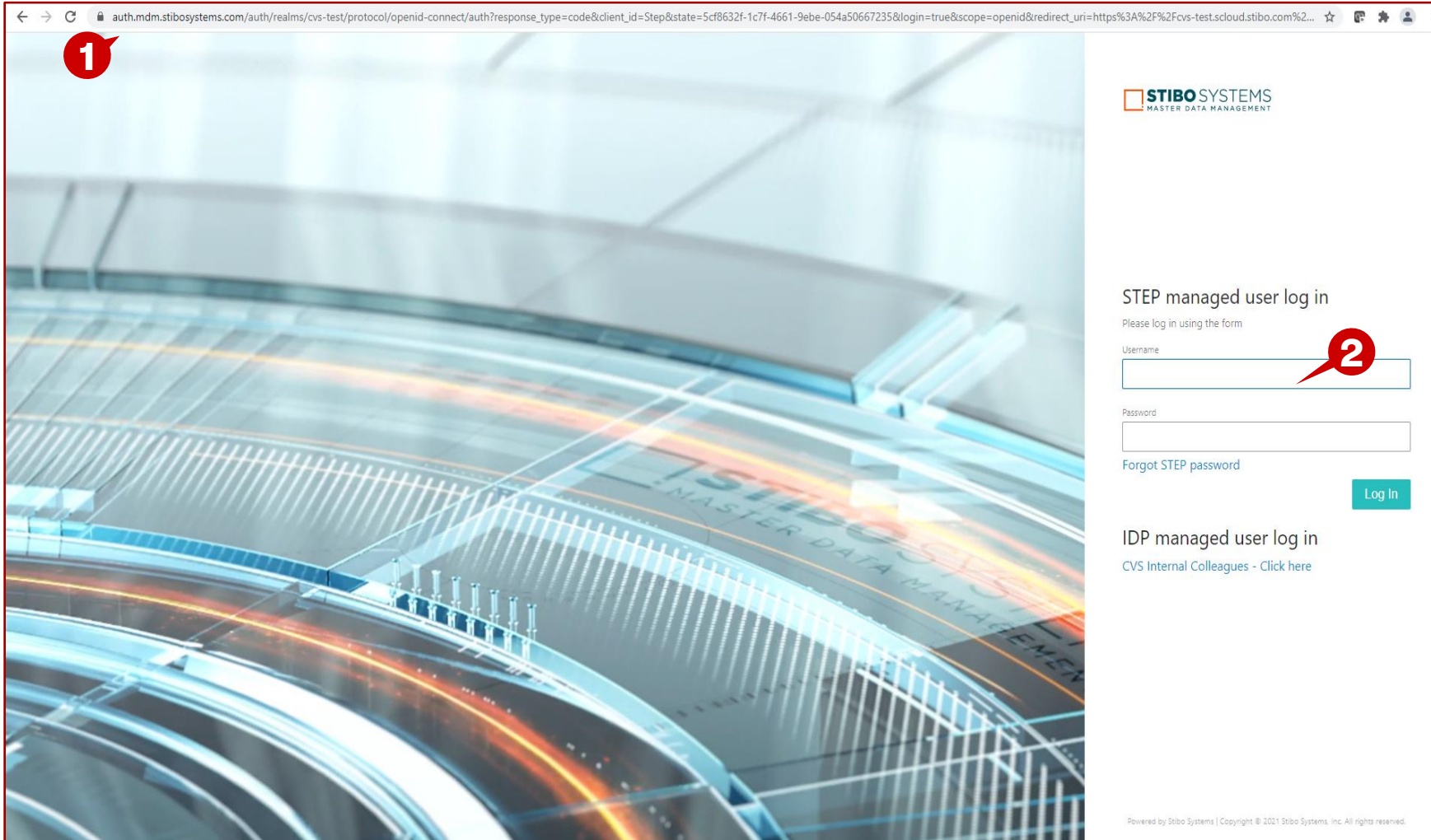
# High Level Product Onboarding Process



- 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

## User Login



The screenshot shows a web browser window with the URL `auth.mdm.stibosystems.com/auth/realms/cvs-test/protocol/openid-connect/auth?response_type=code&client_id=Step&state=5cf8632f-1c7f-4661-9ebe-054a50667235&login=true&scope=openid&redirect_uri=https%3A%2F%2Fcvstest.scloud.stibo.com%2F...`. The page features a futuristic background image of a curved structure with glowing orange and blue lines. The STIBO SYSTEMS logo is in the top right corner. The main heading is "STEP managed user log in" with the instruction "Please log in using the form". There are two input fields: "Username" and "Password". A red callout bubble with the number "1" points to the browser address bar. Another red callout bubble with the number "2" points to the "Username" input field. Below the password field is a link "Forgot STEP password" and a "Log In" button. At the bottom, there is a section for "IDP managed user log in" with a link "CVS Internal Colleagues - Click here". The footer text reads "Powered by Stibo Systems | Copyright © 2021 Stibo Systems, Inc. All rights reserved."

## Description / Steps

1. Enter URL for Supplier Portal –

[https://cvs-production.scloud.stibo.com/webui/WEBUI\\_CVSSupplierPortal](https://cvs-production.scloud.stibo.com/webui/WEBUI_CVSSupplierPortal)

2. Enter Username and Password

# Product Onboarding - Supplier

## Stibo Home Screen

Welcome to the STEP Web UI

Self-Help Menu WILLIAM'S TOYS(40196) • Danielle Hammond • English US • Main

**Links**

- Supplier self onboarding process guidelines
- Link to CVSSuppliers.com
- Advanced Search
- Advanced Search For Product
- Clone Product
- Clone NFR Product
- Import Smartsheet For Bulk Product Creation
- Import Smartsheet For Product Maintenance

**New Supplier Onboarding**

One Time Agent Verification	0
Supplier Self Onboarding	0
Total	0

**New Agent Onboarding**

One time Agent Verification	0
-----------------------------	---

**Supplier Maintenance**

Maintain Supplier Data	0
------------------------	---

**Clarification Workflow**

Review	0
--------	---

**Onboard new Product**

Create New Product

Product Onboarding - In Progress	0
Products Sent Back By CA	0
Products Sent Back By DM	0
Products Awaiting Content Provider Data	1
Total	1

**Onboard a New NFR Product**

Create a New NFR Product

Product Onboarding - In Progress	0
Total	0

**Product Maintenance For S...**

Product Maintenance	0
Sent Back	0

**Product NFR Maintenance**

Product Maintenance	0
---------------------	---

**Product Variant Creation**

Create New Product Variant

Variant Creation - In Progress	0
Variants Sent Back By Digital Merch	0

**Product Variant Maintenance**

Variant Maintenance - In Progress	0
Variants Sent Back By Digital Merch	0

**Product Clarification**

Clarification	0
---------------	---

**Bulk Creation Template Exp...**

Bulk Creation Template for ...

**Manage Your Account**

DANIELLE HAMMOND  
lyn.hammond@cvshhealth.com

User Details

Export

Logout

**Onboard new Product**

Create New Product

Product Onboarding - In Progress	0
Products Sent Back By CA	0
Products Sent Back By DM	0
Products Awaiting Content Provider Data	1
Total	1

**Onboard new Product**

Create New Product

Create New Product

Initiate Item

Initiate External Data Pool Item

Products Awaiting Content Provider Data	5
Total	6

## 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

Onboard a New Product

Self-Help Menu WILLIAM'S TOYS(40196) • Danielle Hammond • English US • Main

▼ Product Onboarding Information

\* Product Name  **2**  
Product Name describes what the Product is .Name should not contain values of Brand details, Color and Size info.

\* UPC Format  **3**

\* UPC(s)  **4**  
Please add respective UPC(s) related to product in above text box

▼ Product Classification

\* Source of the content data  **5**

▼ Product Onboarding Information

Supplier  **1**

\* Product Name

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

**6**

## 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.

# Product Onboarding - Supplier

## Product Details – STIBO Product Hierarchy Attributes

The screenshot shows the 'Product Details' form for 'Syndgo Test Product'. It includes sections for 'Details', 'Hazmat', 'Regulatory', 'Cost and Retail', and 'Unit Cost'. Numbered callouts indicate the following steps: 1. Top navigation bar (Self-Help Menu, User, Language, Main); 2. 'Details' section (Approving Category Manager, Product Scope, Projected Supplier Delivery Date, Is this a Bonus Item?, Does the item have a similar item); 3. 'Unit Cost' section (Unit Cost input, Cascade Unit Cost to all DCs button); 4. Bottom navigation bar (Submit to Content Provider, Save & Continue); 5. Bottom navigation bar (Submit to Content Provider, Save & Continue); 6. Bottom navigation bar (Submit to Content Provider, Save & Continue).

**Product Details**  
Merch Default > Syndgo Test Product

Product Name: Syndgo Test Product  
Item Status: Pre-Active  
Supplier Reference No: 31486  
Supplier Name: PROCTER & GAMBLE

**Details**

- \* Approving Category Manager: [Dropdown]
- If CM is initiating invitation on behalf of a different CM
- \* Product Scope: Chainwide [Dropdown]
- Projected Supplier Delivery Date: M/d/yyyy [Text]
- \* Is this a Bonus Item?: [Dropdown]
- \* Does the item have a similar item carried by CVS with the same fit, form and function?: [Dropdown]

**Cost and Retail**

- Less than truck load cost: [Text]
- MAP (Minimum Advertising Price): [Text]
- \* MSRP Quantity: [Text]
- \* MSRP Amount: [Text]

**Hazmat**

- Does the item fall within any categories listed below: [Dropdown]
- WERCS Image: [Text]
- Have you registered with WPS(WERCS?): [Dropdown]

**Regulatory**

- \* CA Prop 65 Status: [Dropdown]
- CA Prop 65 Warning Label: [Text]
- Contains PSE- E: [Dropdown]

**Unit Cost**

- \* Unit Cost: 2.99
- Click on Save & Continue button before clicking on 'Cascade Unit Cost to all DCs'. Unless approved by Category Manager, Cost should be same across all DCs. Cost can NOT be more than three decimals and will be rounded at the time it is submitted to CVS.
- Cascade Unit Cost to all DCs: [Button]
- Warehouse: Bessemer, AL(AL) 2.990, Chemung, NY(NY) 2.990

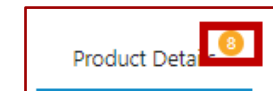
**Navigation**

- Submit to Content Provider
- Save & Continue

## 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

## Stibo Home Screen

## Description / Steps

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.

Welcome to the STEP Web UI

Self-Help Menu WILLIAM'S TOYS(40196) • Danielle Hammond • English US • Main

### Links

- Supplier self onboarding process guidelines
- Link to CVSSuppliers.com
- Advanced Search
- Advanced Search For Product
- Clone Product
- Clone NFR Product
- Import Smartsheet For Bulk Product Creation
- Import Smartsheet For Product Maintenance

### New Supplier Onboarding

- One Time Agent Verification 0
- Supplier Self Onboarding 0
- Total 0

### New Agent Onboarding

- One time Agent Verification 0

### Supplier Maintenance

- Maintain Supplier Data 0

### Clarification Workflow

- Review 0

### Onboard new Product

- Create New Product
- Product Onboarding - In Progress 1
- Products Sent Back By CA 0
- Products Sent Back By DM 0
- Products Awaiting Content Provider Data 5
- Total 6

### Onboard a New NFR Product

- Create a New NFR Product
- Product Onboarding - In Progress 0
- Total 0

### Product Maintenance For S...

- Product Maintenance 1
- Sent Back 0

### Product NFR Maintenance

- Product Maintenance 0

### Product Variant Creation

- Create New Product Variant
- Variant Creation - In Progress 0
- Variants Sent Back By Digital Merch 0

### Product Variant Maintenance

- Variant Maintenance - In Progress 0
- Variants Sent Back By Digital Merch 0

### Product Clarification

- Clarification 0

### Bulk Creation Template Exp...

- All suppliers
- Export

### Bulk Creation Template for ...

- All suppliers
- Export

### Manage Your Account

LYN HAMMOND

User Details

Logout

### Product Onboarding - Products Awaiting Content Provider Data - Available

ID	Name	Is Item a Store Brand Product?	UPCs	Supplier	Content Provider	Assignee	Assigned to me	DateOfEntry	No Of Days in Queue	STIBO Product Hierarchy
Buy-194207167	TST 1	No	184567890219	WILLIAM'S TOYS(40196)	Syndigo	Lyn Hammond	✓	Wed Oct 02 2024 09:47:02 GMT-0400 (EDT)	50 min	
Buy-194207136	Syndigo Test Product	No	184567890196	WILLIAM'S TOYS(40196)	Syndigo	Lyn Hammond	✓	Wed Oct 02 2024 09:12:10 GMT-0400 (EDT)	1 hr 10 min	
Buy-194144971	Test Item #5	No	184567890172	WILLIAM'S TOYS(40196)	Syndigo	JHAMMOND	□	Thu Sep 12 2024 09:08:09 GMT-0400 (EDT)	20 d 1 hr 28 min	
Buy-194143973	test test - not syndigo enabled	No	184567890134	WILLIAM'S TOYS(40196)	Syndigo	JHAMMOND	□	Wed Sep 11 2024 10:18:30 GMT-0400 (EDT)	21 d 20 min	
Buy-194143970	Test Item 2 - Syndigo	Yes	184567890127	WILLIAM'S TOYS(40196)	Syndigo	JHAMMOND	□	Wed Sep 11 2024 10:15:17 GMT-0400 (EDT)	21 d 22 min	



# Product Onboarding – Products Sent Back for Review

## Stibo Home Screen

Welcome to the STEP Web UI

Self-Help Menu WILLIAM'S TOYS(40196) • Danielle Hammond • English US • Main

**Links**

- Supplier self onboarding process guidelines
- Link to CVSSuppliers.com
- Advanced Search
- Advanced Search For Product
- Clone Product
- Clone NFR Product
- Import Smartsheet For Bulk Product Creation
- Import Smartsheet For Product Maintenance

**New Supplier Onboarding**

One Time Agent Verification	0
Supplier Self Onboarding	0
Total	0

**New Agent Onboarding**

One time Agent Verification	0
-----------------------------	---

**Supplier Maintenance**

Maintain Supplier Data	0
------------------------	---

**Clarification Workflow**

Review	0
--------	---

**Onboard new Product**

Create New Product	
Product Onboarding - In Progress	1
Products Sent Back By CA	0
Products Sent Back By DM	0
Products Awaiting Content Provider Data	5
Total	6

**Onboard a New NFR Product**

Create a New NFR Product	
Product Onboarding - In Progress	0
Total	0

**Product Maintenance For S...**

Product Maintenance	1
Sent Back	0

**Product NFR Maintenance**

Product Maintenance	0
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**Product Variant Creation**

Create New Product Variant	
Variant Creation - In Progress	0
Variants Sent Back By Digital Merch	0

**Product Variant Maintenance**

Variant Maintenance - In Progress	0
Variants Sent Back By Digital Merch	0

**Product Clarification**

Clarification	0
---------------	---

**Bulk Creation Template Exp...**

All suppliers

Export

**Bulk Creation Template for ...**

All suppliers

Export

**Manage Your Account**

LYN HAMMOND

User Details

Logout

## Description / Steps

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.

2



# 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.

Product Onboarding - Products Sent Back By CA - Available

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Select all Clear all filters Apply view Clear view Submit event Export WERCS SmartSheet

ID	Name	UPCs	Assignee	Assigned to me	No Of Days in Queue	Product Type	Product Classification
<input checked="" type="checkbox"/> Buy-47968968	S&H Apple Juice	1144778855222 2223333598152	RPDM_Product_MDM	<input type="checkbox"/>	6 d 3 hrs 0 min	Merchandise	Alcohol
<input type="checkbox"/> Buy-48145396	STACY Village	1594561231472	RPDM_Product_MDM	<input type="checkbox"/>	6 d 2 hrs 54 min	Merchandise	General Merchandise
<input type="checkbox"/> Buy-58993074	BABY CARE UAT TEST	544233244355	Bhat, Swarna	<input type="checkbox"/>	139 d 23 hrs 0 min	Merchandise	General Merchandise
<input type="checkbox"/> Buy-77504391		400000649641	RPDM_Product_MDM	<input type="checkbox"/>	41 d 12 hrs 43 min		
<input type="checkbox"/> Buy-92586513	DIAL TEST SKU 1	2244556688550	RPDM_Product_MDM	<input type="checkbox"/>	3 d 4 hrs 12 min	Merchandise	Beauty/Personal Care

Product Onboarding - Products Sent Back By CA - Available

Clear all Clear all filters Apply view Clear view Submit event Export WERCS SmartSheet

ID	Name	UPCs	Assignee	Assigned to me
<input checked="" type="checkbox"/> Buy-47968968	S&H Apple Juice	1144778855222 2223333598152	Lyn Hammond	<input checked="" type="checkbox"/>
<input type="checkbox"/> Buy-48145396	STACY Village	1594561231472		<input type="checkbox"/>
<input type="checkbox"/> Buy-58993074	BABY CARE UAT TEST	544233244355		<input type="checkbox"/>
<input type="checkbox"/> Buy-77504391		400000649641		<input type="checkbox"/>
<input type="checkbox"/> Buy-92586513	DIAL TEST SKU 1	2244556688550		<input type="checkbox"/>

Product Details

Product Name S&H Apple Juice Supplier [JA](#)

Product Type Merchandise Brand Type

Product Classification Alcohol

Item Status Pre-Active

Details UPC Dimensions Packaging Hierarchy Cost and Retail Specifications Digital Assets Regulatory Hazmat **Review Comments**

Review Comments select parent

Review Comments approved