



Bulk Product Creation and Updates



User Login

User Login

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...

1

STIBO SYSTEMS
MASTER DATA MANAGEMENT

STEP managed user log in
Please log in using the form

Username **2**

Password

[Forgot STEP password](#)

[Log In](#)

IDP managed user log in
[CVS Internal Colleagues - Click here](#)

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Description / Steps

1. Enter URL for Stibo
2. Suppliers enter your credential, click "Log on"

Product Onboarding – Bulk Product Creation

Stibo Home Screen

Welcome to the STEP Web UI

Self-Help Menu

Links

- Supplier self onboarding process guidelines
- Link to CVSSuppliers.com
- Advanced Search
- Clone Product
- Clone NFR Product
- Import Smartsheet For Bulk Product Creation
- Import Smartsheet For Product Maintenance
- Record User ID/ID, Password, Username

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: 1

Clarification Workflow

Review: 0

Onboard new Product

Create New Product

Product Onboarding - In Progress: 1

Products Sent Back By CA: 1

Products Sent Back By DM: 0

Products Awaiting Content Provider Data: 0

Total: 2

Onboard a New NFR Product

Create a New NFR Product

Product Onboarding - In Progress: 0

Total: 0

Product Maintenance For S...

Product Maintenance: 3

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

Baby Baths/Bath Chairs/Bath Cr...

Miscellaneous Category

Bulk Creation Template for ...

All suppliers

Export

Manage Your Account

DANIELLE HAMMOND

lyn.hammond@cvshealth.com

User Details

Logout

Asset Import

Primary Asset Importer

Select file

Secondary Images Asset I...

Select file

Select a Leaf Node

Browse Search

- Merchandise (EXT_10002)
 - Arts and Crafts (EXT_10005)
 - Arts/Crafts/Needlework Supplies (EXT_10034)
 - Artists Painting/Drawing Supplies (EXT_10138)
 - Artists Accessories (EXT_10519)
 - Artists Brushes/Applicators (EXT_10520)
 - Artists Canvases/Pre-primed Boards (EXT_10521)
 - Artists Drawing Boards (EXT_10522)
 - Artists Easels (EXT_10523)
 - Artists Painting/Drawing Supplies Other (EXT_10525)
 - Artists Painting/Drawing Supplies Variety Packs (EXT_10526)

Cancel OK

Description / Steps

Upon login the user will be in the Stibo home screen

1. Scroll to the Onboard Bulk Product Creation widget
2. Click on the hierarchy icon
3. Browse to find the category that you are going to upload. If you are going to upload multiple categories, you can multi-select by holding down the ctrl key.
4. Click on OK

Product Onboarding – Bulk Product Creation

Stibo Home Screen – Exporting the Smartsheet

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
- Product CSV Download

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	1
------------------------	---

Clarification Workflow

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

Onboard new Product

Create New Product	
Product Onboarding - In Progress	1
Products Sent Back By CA	1
Products Sent Back By DM	0
Products Awaiting Content Provider Data	0
Total	2

Onboard a New NFR Product

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

Product Maintenance For Suppliers

Product Maintenance	3
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 Export

Artists Accessories; All suppliers

Baby Baths/Bath Chairs/Bath Cr... Miscellaneous Category

Export

Bulk Creation Template for ...

All suppliers

Export

Manage Your Account

DANIELLE HAMMOND
lyn.hammond@cvshealth.com

User Details

Logout

Asset Import

Primary Asset Importer
Select file

Secondary Images Asset L...
Select file

Description / Steps

1. The categories are populated in the box.
2. Click on Export.

Tip

There is a miscellaneous Category that you can download that will not contain the Stibo Product Hierarchy attributes. Once the sheet is imported into Stibo, you could complete those attributes for the items.

Product Onboarding – Bulk Product Creation

Exporting the Smartsheet

Description / Steps

Background Process Details

1

2

ID

Started By

Template ID

Status

Started

Elapsed

Finished

BGP_119172656

LHAMMOND

SheetExporter

✓ Succeeded

N/A

20 s

8/15/23 3:52:50 PM

Product Onboarding

Smartsheet-2023-08-15_15.52.47.xlsm

548 KB • Done

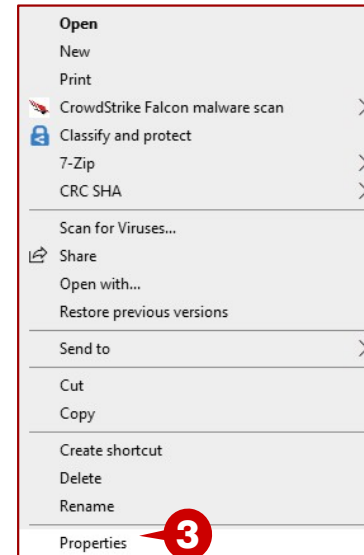
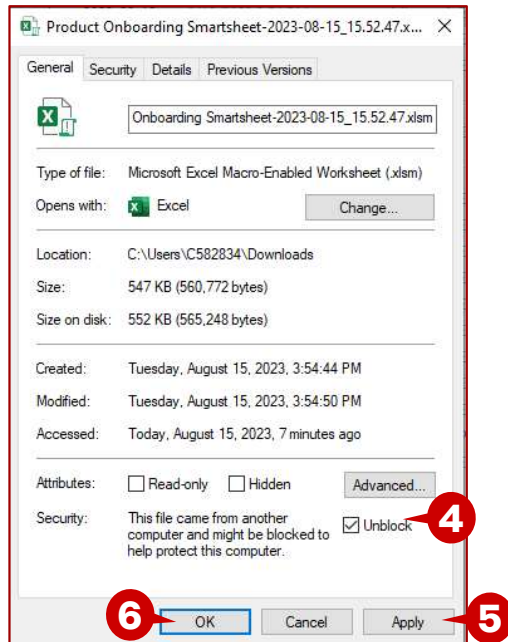
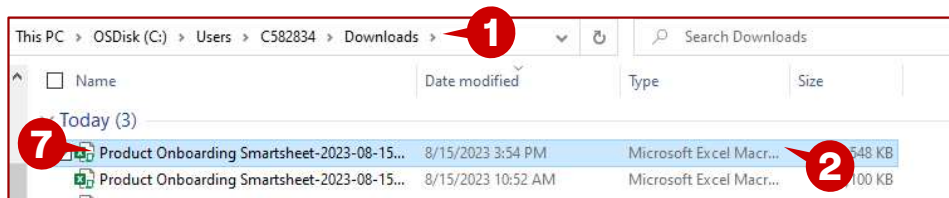
Export

ID	Type	Text
1	Info	Export process started. (Tue Aug 15 15:52:33 EDT 2023)
1778	Info	Logging on to PIM server cis-uat-app2 as LHAMMOND...
3555	Info	Logged on
5332	Info	Analysis started. (Tue Aug 15 15:52:36 EDT 2023)
7109	Info	Finished analyzing a total of 10 objects (including derived nodes) in 0 seconds. (Tue Aug 15 15:52:36 EDT 2023)
8886	Info	Exporter started, exporting 10 data node objects. (Tue Aug 15 15:52:36 EDT 2023)
10663	Info	Finished exporting a total of 10 data node objects in 0 seconds. (Tue Aug 15 15:52:36 EDT 2023)
12440	Info	Exported 0 assets, 0 classifications, 0 entities, and 10 products. (Tue Aug 15 15:52:36 EDT 2023)
14217	Info	Included 0 assets, 0 classifications, 0 entities, and 7 products due to being cross-referenced or parents. (Tue Aug 15 15:52:36 EDT 2023)
15994	Info	Exported 26 values, 71 references/links, 0 data container objects, and 0 tables. (Tue Aug 15 15:52:36 EDT 2023)
17771	Info	Finished processing reference times in 1 seconds. (Tue Aug 15 15:52:36 EDT 2023)

1. The Background Process Details page will open.
2. When the status is Succeeded, click on the blue hyperlink.
3. Click on the folder icon.

Product Onboarding – Bulk Product Creation

Exporting the Smartsheet – Opening the file



Description / Steps

1. The downloads folder opens.
2. Right click on the file.
3. Choose properties.
4. Put a check mark in the Unblock box.
5. Click on Apply.
6. Click on OK.
7. Double click on the file to open the excel file.

Exporting the Smartsheet – Reviewing the open file

1. Click on Enable Content to enable the macros.
2. The sheet will change to the cover sheet.
3. There are multiple tabs because we chose multiple categories before exporting the sheet.
4. Complete all the blue columns. There are some columns that are not blue that are required such as UPC Format and UPC.

Vendor Item Enrichment Spreadsheet

User Name: Lyn Hammond

Vendor Name: LYN'S TEST SUPPLIER(39486)

Download Date: 8/15/23 3:52 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 security dialog that appears when opening the spreadsheet. Please be advised this workbook contains no harmful macros

Column headers that contain the ☰ symbol at the right hand side of the cell can be clicked to display a selection dialog for choosing values and/or references from multi-valued lists. To use, first select one or more cells in the corresponding column, then click the column header.

Color Codes:

Blue = Mandatory. Information must be added.

Cover Artists Accessories Artists Brushes Applicators Artists Canvas Pre-primed Board

Product Onboarding – Import Bulk Creation

Tips for completing the worksheet

1. Click on the tab next to the Cover tab, in this example, Artists Accessories.

2. The buttons for Validate Sheet and Next Error are in the top left corner of the sheet.

3. The blue columns denote required fields. Complete all the required columns.

4. .

5. .

6. .

Description / Steps

1. Click on the tab next to the Cover tab, in this example, Artists Accessories.
2. The buttons for Validate Sheet and Next Error are in the top left corner of the sheet.
3. The blue columns denote required fields. Complete all the required columns.
4. .

Tip

If you have multiple suppliers, the suppliers will have a drop list for you to choose the supplier.

Product Onboarding – Import Bulk Creation

Validate Smartsheet

Description / Steps

1. Once all required fields have been completed, click on Validate sheet.
2. Validate Smartsheet Contents box will display.
3. Click OK.
4. A browser window will open – a message will be displayed, close the browser tab
5. Go back to the excel sheet. A login window will be open. Click on Login

1

Product Name	Supplier	UPC Format	List of Product UI	Supplier Brand	Private Label YIN	Unit Cost	MSRP Amount	Height	Depth	Width	Dimension UOM	Approving Category
Test	WILLIAM'S TOYS(40	EANUCC-12 (23)	184567890264	CVS		4.99	12.99	1	1	1	IN-INCHES (15)	RPDM CM1(RPDM C

Validate Smartsheet Contents

☒ Validate only changed products **2**

☐ Validate all product sheets

Validation result

3 OK Cancel

4

STIBO SYSTEMS
MASTER DATA MANAGEMENT

Smartsheet has been authenticated for user DHAMMOND. You may now close this window. To complete the validation, return to Smartsheet and click the Login button.

5

Login

Username: Single SignOn User

Password:

Cancel Login

Product Onboarding – Import Bulk Creation

Validation Results

Validate Smartsheet Contents

☒ Validate only changed products
☐ Validate all product sheets

Validation result

Artists Accessories:

Examined products: 1

Total errors in validation: 1

Rejected by condition/product error: 1

All products with errors or warnings on sheet: 1

Done

Description / Steps

1. The sheet will validate and display the Validation result. Click on Done.
2. The row with the error will display in red.
3. Hover over the cell and the errors will be displayed. In this example, there is a UPC error and Product Type is mandatory and cannot be null.
4. Correct the errors and go through the validation process as outlined above.

	Validate sheet													
	Next error													
9														
10														
11	Product Name	SKU	UPC	Product Type	Supplier Brand	Private Label Y/N	Unit Cost	MSRP Amount	Height	Depth	Width	Dimension UOM	Approving Category	
12	Test	184567890264	184567890264	CVS			4.99	12.99	1	1	1	IN-INCHES (15)	RPDM CM 1 (RPDM CM1)	
13														
14														

Product Onboarding – Import Bulk Creation

Stibo Home Screen

Description / Steps

1. Scroll to the Links widget
2. Click on Import Smartsheet for Bulk Product Creation
3. Pop-up window will display.
4. Choose the file for import and click ok.

Product Onboarding – Import – Bulk Creation

Import Process Screen

Creation of background process initiated [BGP_86575245](#) (Web UI Smartsheet Import) X

1

Node Details

Started By: RPDM MDM 1

ID: BGP_86575245

Template ID: Import Manager Pipeline

Status: **Succeeded**

Started: 3/29/23 4:03:59 PM

Elapsed: 4 s

Finished: 3/29/23 4:04:00 PM

2

3

Export

ID	Type	Text
1	Info	Retrieval started (Wed Mar 29 16:03:59 EDT 2023)
1778	Info	Retrieved 559178 bytes (Wed Mar 29 16:03:59 EDT 2023)
3555	Info	Conversion started (Wed Mar 29 16:03:59 EDT 2023)
5332	Info	Converted 0 objects (Wed Mar 29 16:03:59 EDT 2023)
7109	Info	Logged on
8886	Info	Mapping started (Wed Mar 29 16:04:00 EDT 2023)
10663	Info	Mapping completed (Wed Mar 29 16:04:00 EDT 2023)
12440	Info	Import Started
14217	Info	Logged On
15994	Info	Using Import mode "domain"
17771	Info	Starting first import pass (creating system setup objects)
19548	Info	Starting second import pass (importing data)

4

STIBO SYSTEMS
MASTER DATA MANAGEMENT

Description / Steps

1. Click on the blue hyperlink.
2. This will open the window with the details of the upload.
3. The status will show Succeeded when the import is finished and successful.
4. This the detail pane and can be scrolled to see each of the steps of the import.

Product Onboarding – Import – Bulk Creation

Enrich Products in Product Onboarding – In Progress Queue

Description / Steps

1. Go to Onboard New Product Widget and click on Product Onboarding – In Progress.
2. This will open the queue with items in progress.
3. Select the items for download
4. Click on Export Smartsheet.
5. In the Pop up box, click ok.

Welcome to the STEP Web UI

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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: 1

Total: 1

New Agent Onboarding

One time Agent Verification: 0

Supplier Maintenance

Maintain Supplier Data: 2

Clarification Workflow

Review: 0

Onboard new Product

Create New Product

Product Onboarding - In Progress: 6

Products Sent Back By CA: 1

Products Sent Back By DM: 0

Products Awaiting Content Provider Data: 1

Total: 8

Onboard a New NFR Product

Create a New NFR Product

Product Onboarding - In Progress: 0

Total: 0

Product Maintenance For S...

Product Maintenance: 11

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

Miscellaneous Category

Artists Accessories; Artists Brus...

Baby Baths/Bath Chairs/Bath Cr...

Export

Bulk Creation Template for ...

All suppliers

Export

Manage Your Account

DANIELLE HAMMOND

lyn.hammond@cvshealth.com

User Details

Logout

Asset Import

Primary Asset Importer

Select file

Secondary Images Asset L...

Select file

Export Smartsheet

Choose Smartsheet Export Configuration

BuySide Product Enrichment Smartsheet

Cancel OK

Product Onboarding - Product Onboarding - In Progress - Available

Clear all Clear all filters Apply view Clear view Export Smartsheet Product Asset Metadata Export

ID	Name	Is Item a Store Brand Product?	Supplier	Content Provider	Assignee	Assigned to me	DateOfEntry	No Of Days in Queue	STIBO Product Hierarchy
Buy-195727215	Lyn Manual test 2	Yes	400000002583	WILLIAM'S TOYS(40196)	Supplier	Hammond, Lyn	Thu Apr 09 2026 14:22:32 GMT-0400 (EDT)	74 d 1 hr 4 min	Adult
Buy-195727216	Lyn Supplier Test 1	Yes	18456789011406	WILLIAM'S TOYS(40196)	Supplier	Danielle Hammond	Thu Apr 09 2026 14:24:35 GMT-0400 (EDT)	74 d 1 hr 2 min	Miscellaneous Category

Product Onboarding – Import – Bulk Creation

Enrich Products in Product Onboarding – In Progress Queue

Background Process Details

ID BGP_196978798
Started By DHAMMOND
Template ID SheetExporter
Status ✓ Succeeded
Product Enrichment Smartsheet: 2026-06-22_15:28:58.xlsx/m
Started N/A
Elapsed 3 s
Finished 6/22/26 3:28:59 PM

Export

ID	Type	Text
1	Info	Export process started (Mon Jun 22 15:28:56 EDT 2026)
1778	Info	Logging on to PIM server 172.16.148.105 as DHAMMOND...
3555	Info	Logged on
5332	Info	Analysis started. (Mon Jun 22 15:28:56 EDT 2026)
7109	Info	Finished analyzing a total of 20 objects (including derived nodes) in 0 seconds. (Mon Jun 22 15:28:56 EDT 2026)
8886	Info	Exporter started, exporting 20 data node objects. (Mon Jun 22 15:28:56 EDT 2026)
10663	Info	Finished exporting a total of 20 data node objects in 0 seconds. (Mon Jun 22 15:28:56 EDT 2026)
12440	Info	Exported 0 assets, 7 classifications, 0 entities, and 13 products. (Mon Jun 22 15:28:56 EDT 2026)
14217	Info	Included 0 assets, 7 classifications, 0 entities, and 11 products due to being cross-referenced or parents. (Mon Jun 22 15:28:56 EDT 2026)
15994	Info	Exported 172 values, 108 references/links, 0 data container objects, and 0 tables. (Mon Jun 22 15:28:56 EDT 2026)
17776	Info	Exported cross-references in 0 seconds. (Mon Jun 22 15:28:56 EDT 2026)

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Description / Steps

1. The Background Process details will open.
2. Once the status is succeeded, click on the blue hyperlink to download.
3. Repeat the steps starting on slide 6. Complete the attributes and upload using that process.

Product Onboarding – Bulk Product Updates

Stibo Home Screen

Welcome to the STEP Web UI

Self-Help Menu

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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	1
------------------------	---

Clarification Workflow

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

Onboard new Product

Create New Product	
Product Onboarding - In Progress	3
Products Sent Back By CA	0
Products Sent Back By DM	0
Products Awaiting Content Provider Data	1
Total	4

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	1

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

Bulk Creation Template for ...

All suppliers

Merch Default

Manage Your Account

DANIELLE HAMMOND
lyn.hammond@cvshealth.com

User Details

Description / Steps

1. Go to the Links widget
2. Click on Advanced Search For Product.

Product Maintenance – Bulk Product Updates

Search and Export Screen

Self-Help Menu | FAMILY FOOD CO INC(33664) • Danielle Hammond • English US • Main

Advanced Search For Product

Object type: BuySide Item (BuySide_Item) [2]

Search from List: Type in or paste list of entries here. Number of pasted entries: 0. CVS Item Number [3]

Attribute: Item Status (AT_ItemStatus) = Active (2) [1]

Attribute: RX Product Flag (AT_RXProductFlag) [3]

Search [3] Create collection Clear

Select all Update Item(s) Export Smartsheet [5]

ID	Name	CVS Item Number	Item Brand Type	Category Name	Sub Category Name	Segment Name
☐ Buy-194243653	SHERPA COSMETIC BAG LAVEND...	559463	Private Label	SEASONAL	CHRISTMAS	GIFTWARE
☐ Buy-194234636	WOMEN'S SPA SET WITH HEADB...	559408	Private Label	SEASONAL	CHRISTMAS	GIFTWARE
☐ Buy-194234635	SHERPA COSMETIC BAG PINK	559415	Private Label	SEASONAL	CHRISTMAS	GIFTWARE
☐ Buy-194234634	SPA SET W/HAIR TURBAN, SOCK...	559416	Private Label	SEASONAL	CHRISTMAS	GIFTWARE
☐ Buy-194234633	PB ORNAMENT THROW	559417	Private Label	SEASONAL	CHRISTMAS	GIFTWARE
☐ Buy-194234592	WOMEN'S SPA SET WITH HAIR T...	559460	Private Label	SEASONAL	CHRISTMAS	GIFTWARE
☐ Buy-194214614	WOMEN'S SPA SET WITH HEADB...	559060	National Brand	SEASONAL	CHRISTMAS	GIFTWARE
☐ Buy-194210736	SHERPA COSMETIC BAG PINK	558732	National Brand	SEASONAL	CHRISTMAS	GIFTWARE
☐ Buy-194210728	PB ORNAMENT THROW	559337	National Brand	SEASONAL	CHRISTMAS	GIFTWARE

1-50 of 3115 Selected items: 0

Description / Steps

1. Click on Active Item Search
2. This will place the Search Criteria in the search window. Enter the criteria
3. Click on Search
4. Search results will display. Select item(s) for export.
5. Click on Export to Template.
6. The pop-up window will display, click on OK.

Export Smartsheet

Choose Smartsheet Export Configuration

Product Supplier Maintenance Export Smartsheet [6]

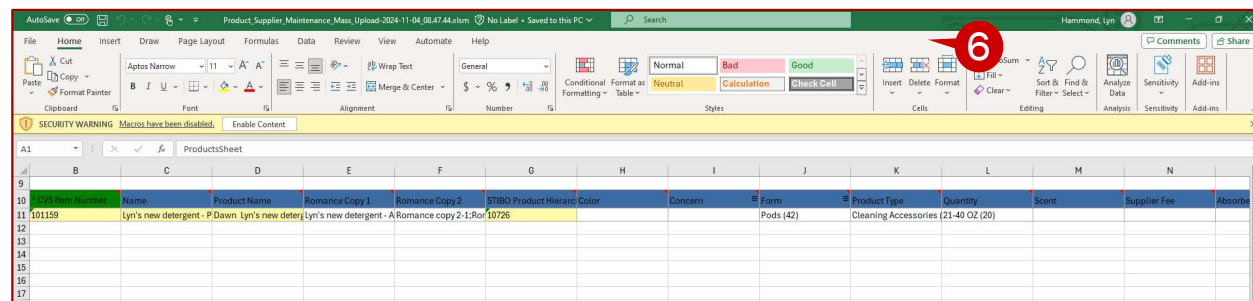
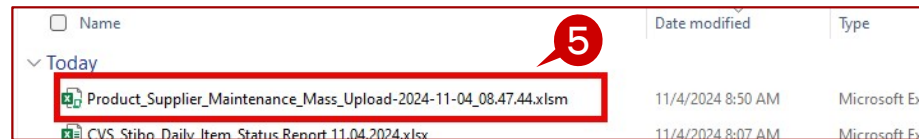
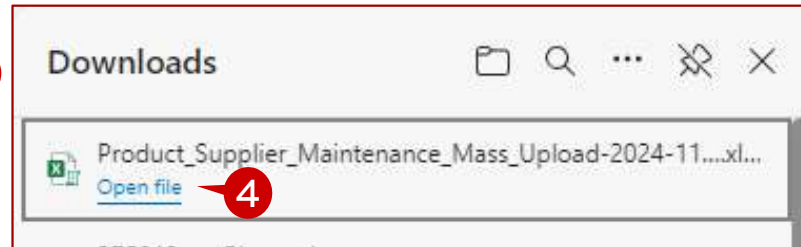
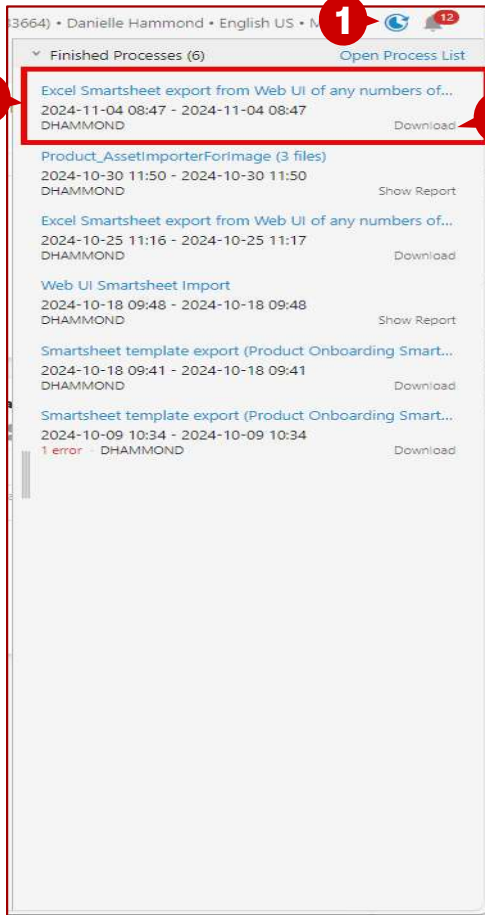
Cancel OK

Product Maintenance – Bulk Product Updates

Product Maintenance – Export to update – con't

Description / Steps

1. Click on the half moon icon.
2. Find the export that you just requested.
3. Click on Download
4. Pop-up window will open and click on Open file. OR
5. The file is in the Downloads folder
6. Open the file, make the updates, and save the file.



Product Maintenance – Import Bulk Updates

Validating the worksheet

4 Smartsheet has been authenticated for user lhammond. You can close this window

Validate sheet						
Next error						
* Product Name	Supplier Product Desc	Projected Supplier Del	Supplier Brand	Sub Brand	Product Title	Product Videos
CVS Artist Accessory	CVS Artist Accessory		NONBRAND		CVS Artist Accessory	
	18456789010928 is already onboarded by supplier - Product Type is mandatory and cannot be null					

Description / Steps

1. Validate Smartsheet Contents box will display.
2. The login box will display and will open the browser window to the login page.
3. Enter your login credentials and login.
4. The message will display for you to close the window.
5. Click on Login, once you have closed the browser window.
6. The sheet will validate and display the Validation result. In our example there were no errors. Click on Done.
7. If there are errors, you will see the row with the error will display in red. Hover over the cell and the errors will be displayed. In this example, there is a UPC error and Product Type is mandatory and cannot be null.
8. Correct the errors and go through the validation process as outlined above. Although, you will not have to login again.

Product Maintenance – Bulk Product Update

Stibo Home Screen – Import Bulk Smartsheet

The screenshot shows the Stibo Home Screen with a sidebar on the left containing search and navigation options. The main area displays a grid of widgets. A red circle with the number 1 points to the 'Links' widget in the top-left corner. A red circle with the number 2 points to the 'Import Smartsheet For Bulk Product Maintenance' link within the 'Links' widget. A red circle with the number 3 points to the 'Import Smartsheet' dialog box, which is open and shows the 'Select Smartsheet file' section with a 'Choose File' button. A red circle with the number 4 points to the file selection window, which shows a list of files in the 'Downloads' folder, with 'Product_Supplier_Maintenance_Mass_Upload-2023-08-17_13:51:59.xlsx' selected. A red circle with the number 5 points to the 'Open' button in the file selection window. A red circle with the number 6 points to the 'OK' button in the 'Import Smartsheet' dialog box.

Description / Steps

1. Go back to the Supplier Web Portal home screen and locate the Links widget.
2. Click on Import Smartsheet for Product Maintenance.
3. Click on Choose File.
4. File Open dialog box will display, highlight the file that you just updated and validated.
5. Click on Open.
6. The file name will be in the Import Smartsheet box, click on OK>
7. The background process window will open letting you know that the import process has started.

Product Maintenance – Import – Bulk Update

Import Process Screen

Creation of background process initiated [BGP_86575245](#) (Web UI Smartsheet Import) X

1

Node Details

Started By: RPDM MDM 1
ID: BGP_86575245
Template ID: Import Manager Pipeline
Status: **Succeeded** **3**
Started: 3/29/23 4:03:59 PM
Elapsed: 4 s
Finished: 3/29/23 4:04:00 PM

2

Export

ID	Type	Text
1	Info	Retrieval started (Wed Mar 29 16:03:59 EDT 2023)
1778	Info	Retrieved 559178 bytes (Wed Mar 29 16:03:59 EDT 2023)
3555	Info	Conversion started (Wed Mar 29 16:03:59 EDT 2023)
5332	Info	Converted 0 objects (Wed Mar 29 16:03:59 EDT 2023)
7109	Info	Logged on
8886	Info	Mapping started (Wed Mar 29 16:04:00 EDT 2023)
10663	Info	Mapping completed (Wed Mar 29 16:04:00 EDT 2023)
12440	Info	Import Started
14217	Info	Logged On
15994	Info	Using Import mode "domain"
17771	Info	Starting first import pass (creating system setup objects)
19548	Info	Starting second import pass (importing data)

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STIBO SYSTEMS
MASTER DATA MANAGEMENT

Description / Steps

1. Click on the blue hyperlink.
2. This will open the window with the details of the upload.
3. The status will show Succeeded when the import is finished and successful.
4. This the detail pane and can be scrolled to see each of the steps of the import. This would outline any errors that are reported during the upload process.