Product Onboarding: Display

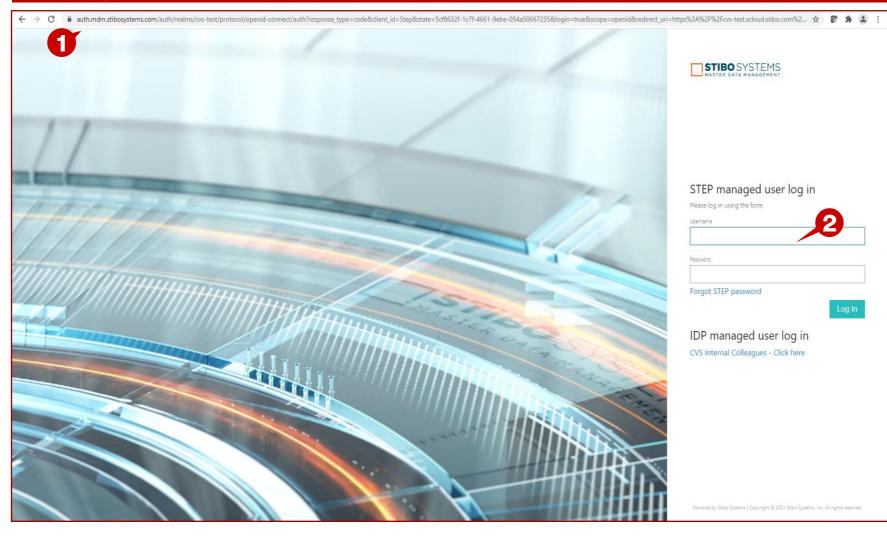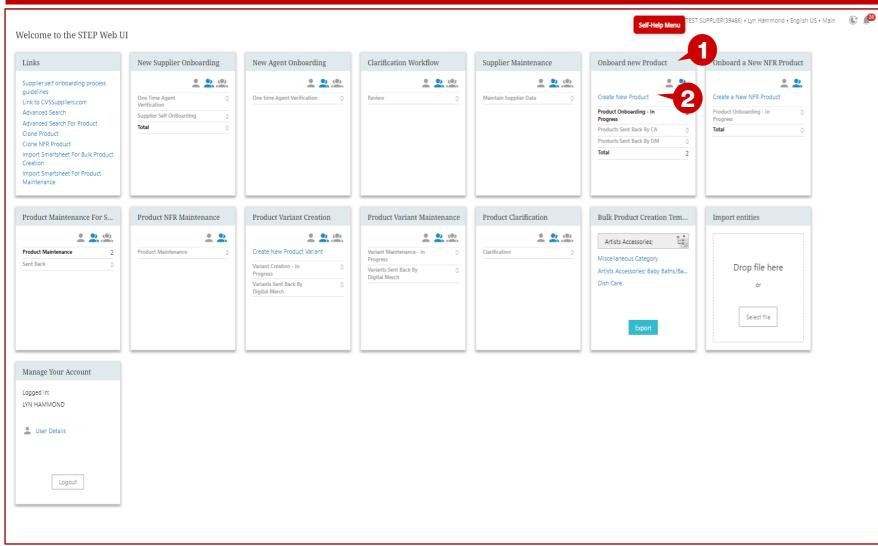# User Login

Description / Steps

1. *Enter URL for Supplier Portal –*

   https://cvs-production.scloud.stibo.com/webui/WEBUI_CVSSupplierPortal
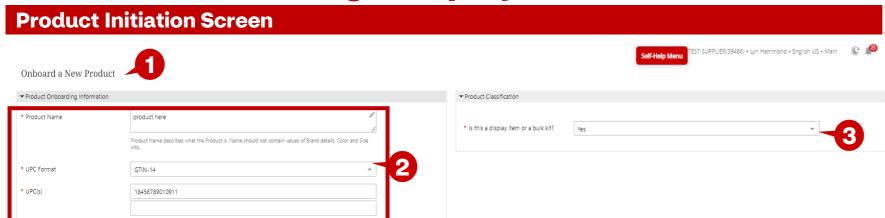
2. *Enter Username and Password*

Product Onboarding - Display

Description / Steps

1. *Upon login the user will be in the Stibo home screen*

2. *Scroll to the Onboard New Product widget*

3. *Click on Create New Product*

Product Onboarding - Display

Product Initiation Screen

Description / Steps

1. *The Onboard a New Product screen will display.*

2. *Complete the Product Name, UPC Format, and UPC.*

3. *Select Yes for Is this a display item or bulk kit.*

4. *Click on Initiate Product Onboarding.*

Product Onboarding - Display

Product Details Screen

Description / Steps

1. The numbers in orange next to each tab indicates that number of mandatory fields that need/remain to be completed on each tab.

2. Product Name was entered on the previous screen. You can edit, if needed.

3. Enter the Supplier Product Description.

4. Select the Brand. Start typing the brand name and the selection will populate.

5. Select the approving Category Manager.

6. Product Scope is defaulted to Chainwide, change if needed.

7. Click Save & Continue.

Tip

If you don't have Brand Information/don't enter Brand Information, the Brand will be set to 'NONBRANDED' and Brand Type will be set to 'Non-Branded National'.

Product Onboarding - Display

Product Details – Dimensions Tab

1. *Enter all dimensions and select the appropriate UOM*

2. *Enter weight and UOM*

3. *Enter the Consumer Size Quantity and UOM*

4. *Select Yes or No for Flex Packaging.*

5. *Select Yes or No, if the product is a multipack*
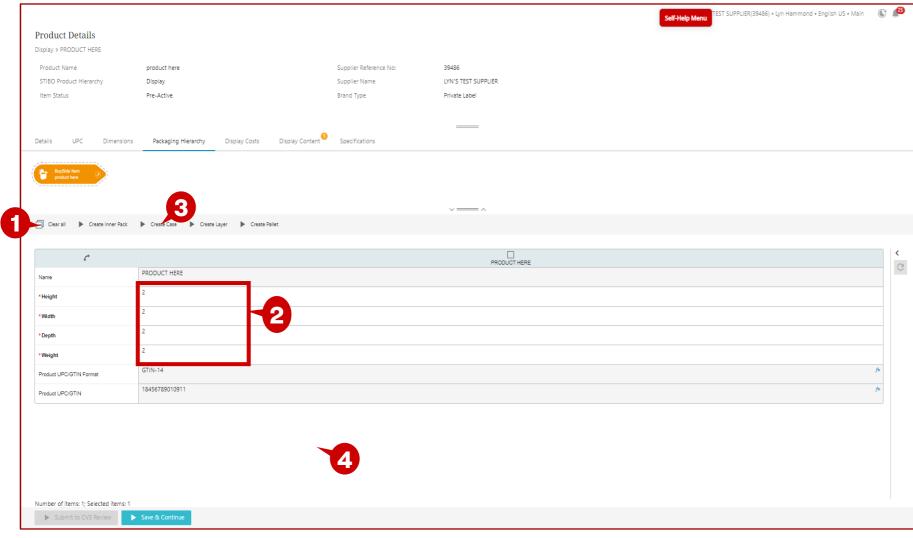
6. *If yes, enter the Multipack Packaging Type and Quantity*

7. *Click Save & Continue*

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Product Details – Packaging Hierarchy Tab

1. *This is the action menu – allows the packaging information to be created per each packaging type*

2. *This is the dimensions that were previously entered on the Dimensions tab for the product.*

3. *Click on the packaging type to create the package and enter the dimensions, weight, and UPC.*
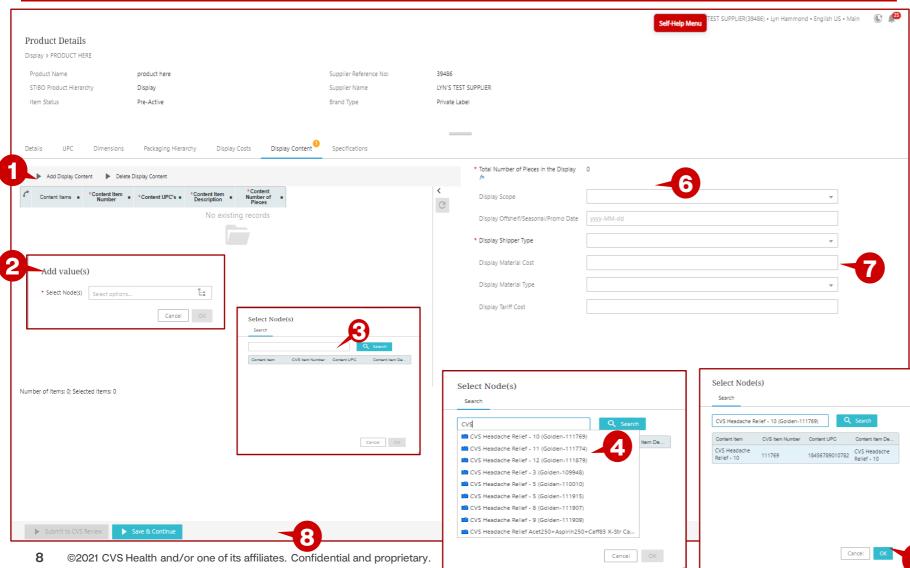
4. *Click Save & Continue*

Tips

Case, Layer, and Pallet are required.

If there is not a separate UPC for each packaging type, enter the case UPC for all three.

The weight of the case, layer, and pallet, should be + or - 5% of the order units multiplied by the weight of 1 item. Example: If case has 10 order units, the weight of case should be + or - 5% of 50 Lbs (45-55 Lbs)

Product Onboarding - Display

	Content Items	* Content Item Number ●	* Content UPC's ●	* Content Item Description ●	* Content Number of Pieces
☐	Sharpie Twin Tip Blue 1ct Carded	463717	071641109353	Sharpie Twin Tip Blue 1ct Carded	10

Product Details – Display Content

Description / Steps

1. *Click on Add Display Content*

2. *The Add Value(s) box will display. Click on the hierarchy symbol.*

3. *Enter the Item Number or part of the description and click on Search.*

4. *Click on the item and the row will be displayed.*

5. *Click on OK*

6. *A row will be entered into the table. Enter the Content Number of Pieces. Continue adding items until all the items in the display are added.*

7. *Total Number of Pieces in the Display will be calculated.*

8. *Enter display Shipper type and other optional attributes.*

9. *Click Save & Continue*

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Product Details – Display Content

Description / Steps

1. *The Add Value(s) box will display. Click OK.*

2. *A row will be entered into the table. Enter the Content Number of Pieces. Continue adding items until all the items in the display are added.*

3. *Enter the Content Number of Pieces for each content item.*

4. *Click on Save & Continue.*

5. *Total Number of Pieces in the Display will be calculated.*

6. *Enter display Shipper type and other optional attributes.*
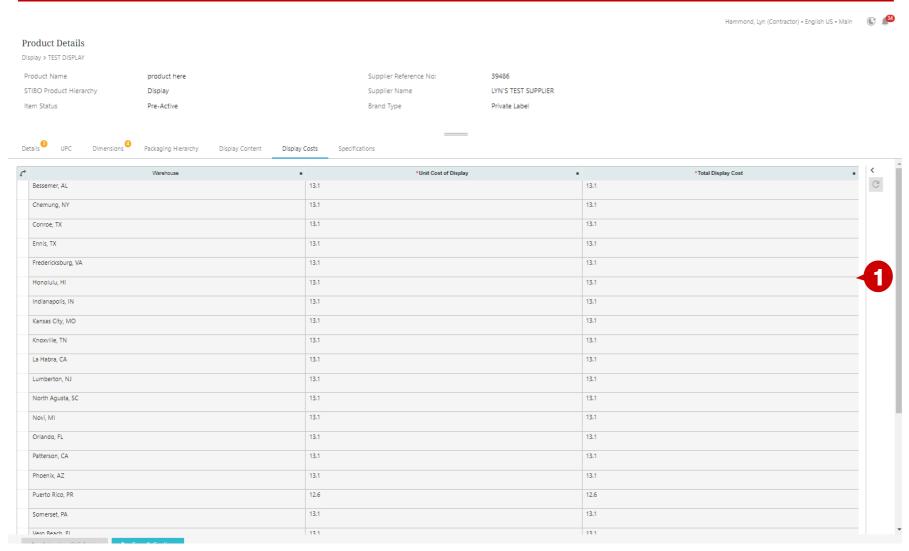
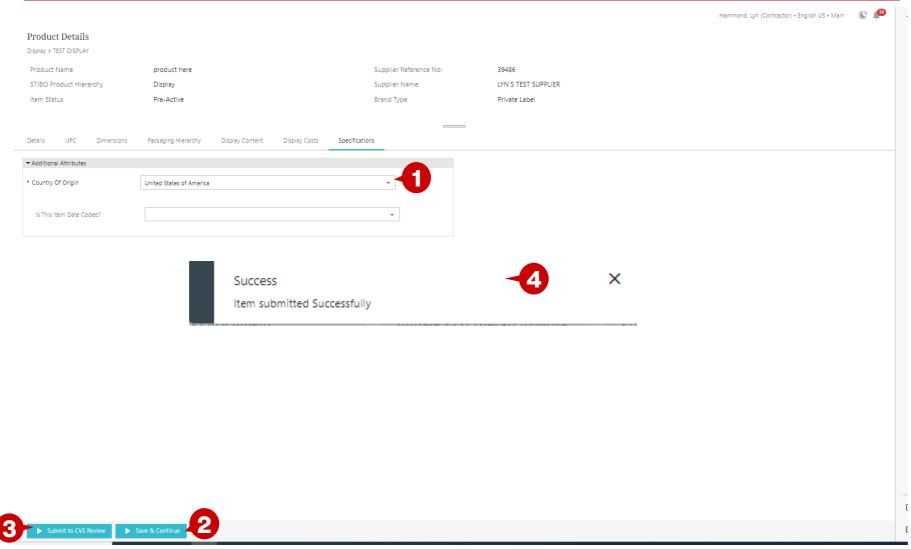7. *Click Save & Continue*

Product Onboarding - Display

Product Details – Display Costs

1. *Display Costs are calculated based on the items in the display entered in the previous tab.*

Product Onboarding - Display

Description / Steps

1. *Country of Origin is defaulted. If needed, select a different value.*

2. *Click Save & Continue*

3. *Click on Submit to CVS*

4. *The Success window will display, showing that the Item was submitted successfully.*

Hammond, Lyn (Contractor) • English US • Main

Product Details
Display > TEST DISPLAY

Product Name	product here	Supplier Reference No:	39486
STIBO Product Hierarchy	Display	Supplier Name	LYN'S TEST SUPPLIER
Item Status	Pre-Active	Brand Type	Private Label

Details   UPC   Dimensions   Packaging Hierarchy   Display Content   Display Costs   **Specifications**

▼ Additional Attributes

* Country Of Origin   United States of America   **1**

Is This Item Date Coded?

Success   **4**   ✕

Item submitted Successfully

3 ▶ Submit to CVS Review   ▶ Save & Continue **2**

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