

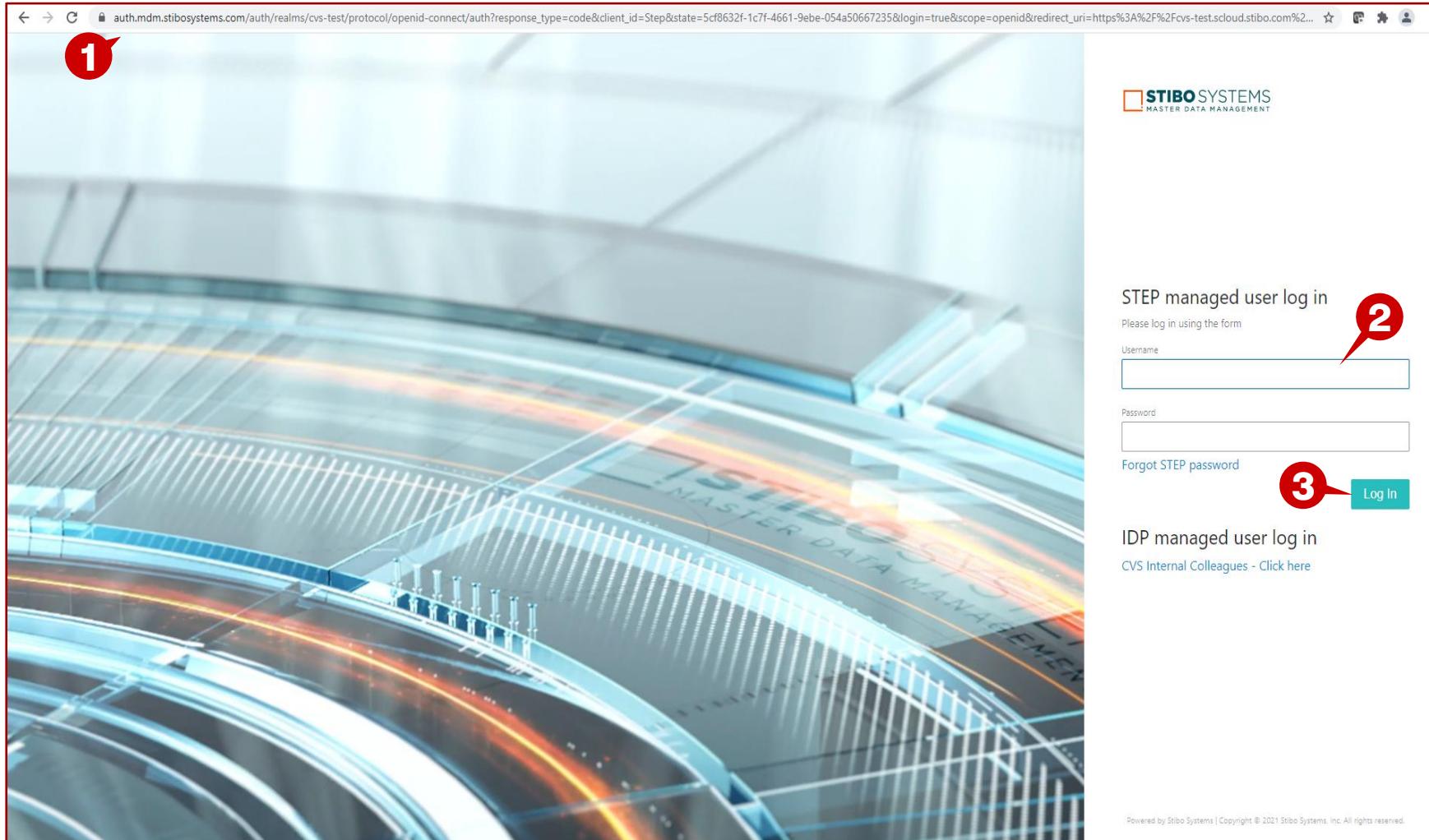


Existing Supplier Users – Request Access to New Supplier Number



User Login

User Login



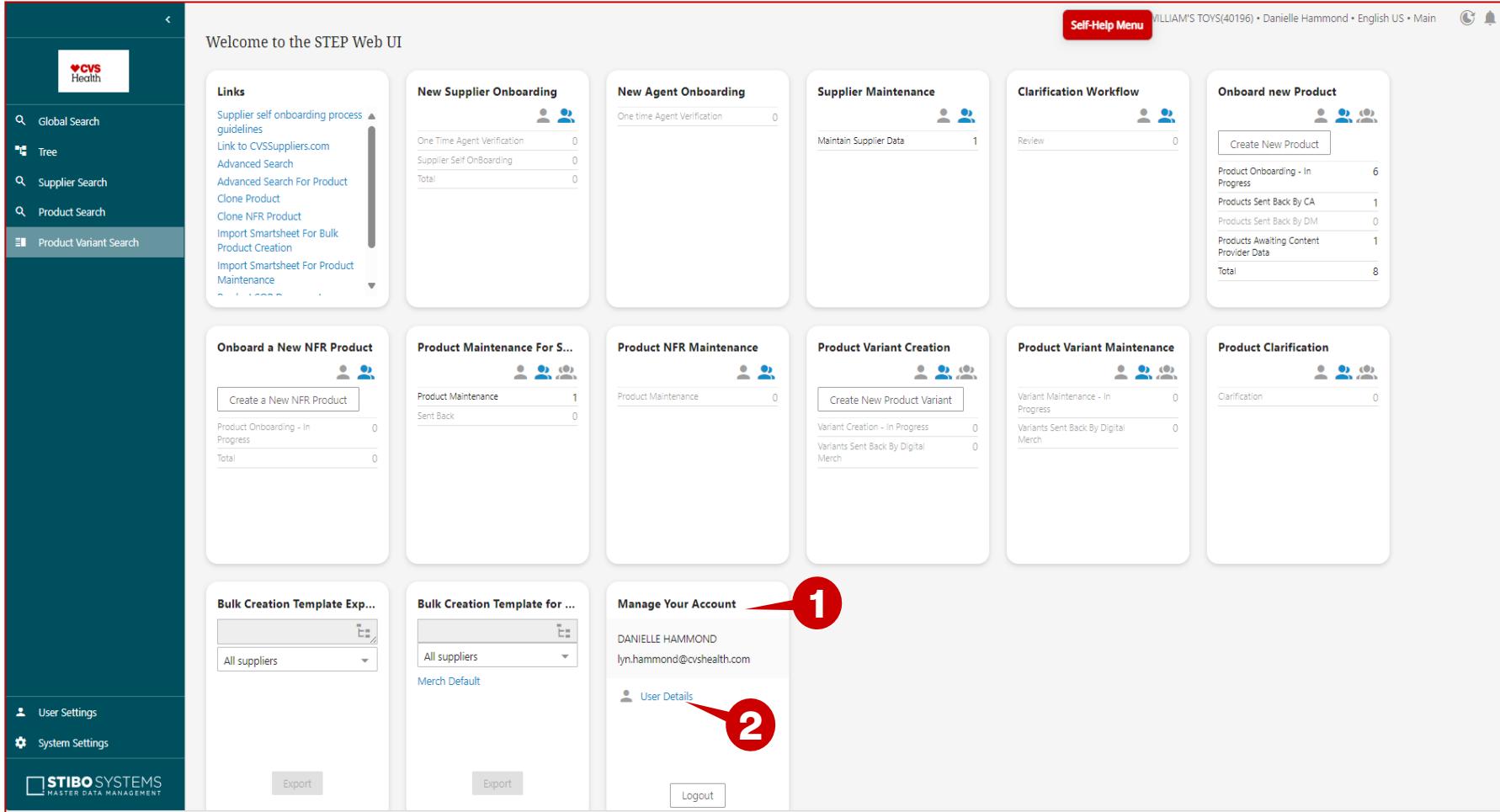
Description / Steps

1. Enter URL for Stibo
2. Enter Username and password
3. Click on Log In button

Request access to New Supplier Number

Stibo Home Screen – Manage Your Account Widget

Description / Steps



The image shows the Stibo Home Screen with a red border around the central content area. The screen features a grid of 12 widgets. The 'Manage Your Account' widget is highlighted with a red box and numbered 1 and 2. Step 1 points to the 'Manage Your Account' button. Step 2 points to the 'User Details' link under the account information.

Welcome to the STEP Web UI

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

New Agent Onboarding

Supplier Maintenance

Clarification Workflow

Onboard new Product

Onboard a New NFR Product

Product Maintenance For S...

Product NFR Maintenance

Product Variant Creation

Product Variant Maintenance

Product Clarification

Bulk Creation Template Exp...

Bulk Creation Template for ...

Manage Your Account

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User Details

Logout

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

1. Go to the Manage Your Account widget.
2. Click on User Details

Request access to New Supplier Number

User Details

User Details

| | |
|---|--------------------------|
| User ID | DHAMMOND |
| * Email Address | lyn.hammond@cvsh |
| Old password | <input type="password"/> |
| New password | <input type="password"/> |
| Repeat new password | <input type="password"/> |
| Use the SAVE button to complete the password change. You will be logged out and redirected to the home page. Please log in with your ID and new password. | |
| Add to Supplier Group | <input type="text"/> |

1

2

3

4

5

Save ► Submit Supplier Request

Success
Request Submitted Successfully

New Agent Onboarding Supplier Maintenance

Description / Steps

1. Enter the supplier number that you are requesting access.
2. Click on Save.
3. Click on Submit Supplier Request.
4. A confirmation window will display and click on OK.
5. A Success message will display.

Tip

You can only request access to one supplier number.

You must wait until the first request is approved before you can submit another request. You will receive an error message.

