

# Advanced Search & Export- Supplier



# 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 with blue and orange light trails. The Stibo Systems logo is at the top right. The main heading is "STEP managed user log in" with the instruction "Please log in using the form". Below this are two input fields: "Username" and "Password". A link "Forgot STEP password" is positioned below the password field. A teal "Log In" button is to the right of the password field. Below the login section is the "IDP managed user log in" section with a link "CVS Internal Colleagues - Click here". At the bottom, a small footer reads "Powered by Stibo Systems | Copyright © 2021 Stibo Systems, Inc. All rights reserved.".

1

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STIBO SYSTEMS  
MASTER DATA MANAGEMENT

STEP managed user log in  
Please log in using the form

Username

Password

[Forgot STEP password](#)

[Log In](#)

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

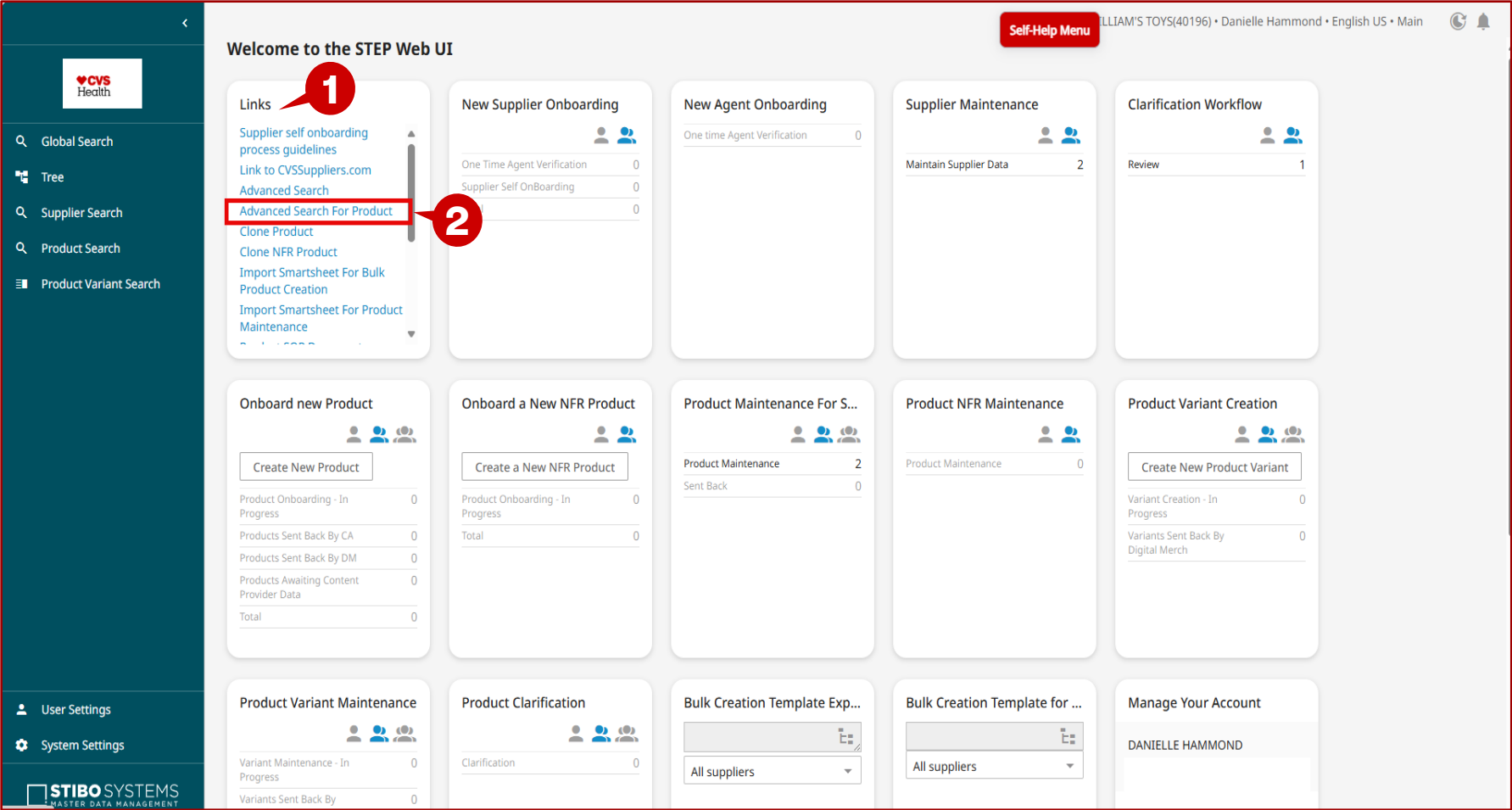
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## Description / Steps

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

# Supplier Home Screen

## Links Widget



## Description / Steps

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

1. Locate the Links widget
2. Click on Advanced Search for Product

# Advance Search Screen

## Search Options

## Description / Steps

1. Click on Active Item Search for Supplier.
2. Search criteria will populate.
3. You can enter a list of CVS Item Numbers or leave blank.
4. If want more than Active status items, click on the drop-down arrow and select other item statuses. (Pre-Active are the items that are in the Onboarding process)
5. Click on Search.

## Tip

If the search from list box is left blank, it will return all the items for **all** the suppliers that you are assigned to view/maintenance.

The screenshot shows the 'Advanced Search For Product' interface. At the top right, there is a 'Self-Help Menu' and a user profile section for 'LLIAM'S TOYS(40196) • Danielle Hammond • English US • Main'. The main search area is titled 'Advanced Search For Product' and contains a large dashed box with the text 'Drag search criteria here to build your search'. To the right of this box is a 'My Searches' sidebar with three options: 'Active Item Search For S...', 'Asset Search', and 'Packaging Search'. A red circle with the number '1' points to the 'Active Item Search For S...' option. Below the main search area, there is a search criteria builder. It includes a 'Search' button, a 'Create collection' button, and a 'Clear' button. Below these are 'Select all', 'Clear all filters', and 'Update Item' buttons. A table with columns 'ID' and 'Name' is shown, with a note 'No existing records'. Below the table is a 'Selected Items: 0' label. The search criteria builder has three main sections: 'Object type' with a dropdown set to 'BuySide Item (BuySide\_Item)', 'Search from List' with a text input and a 'CVS Item Number' dropdown, and 'Attribute' with a dropdown set to 'Item Status (AT\_ItemStatus)'. A red circle with the number '2' points to the 'Search from List' section. A red circle with the number '3' points to the 'Object type' dropdown. A red circle with the number '4' points to the 'Attribute' dropdown, which is open showing a list of item statuses: 'Active (2)', 'Cancelled (5)', 'Discontinued (9)', 'Pending Activation (99)', 'Pending Disco (7)', and 'Pre-Active (1)'. A red circle with the number '5' points to the 'Search' button at the bottom left. To the right of the 'Attribute' dropdown is a 'Not' button and a 'Hierarchy' dropdown set to 'RX (EXT\_50)'. Below the search criteria builder is a table with columns: 'ID', 'Name', 'CVS Item Number', 'Item Brand Type', 'Category Name', 'Sub Category Name', 'Segment Name', and 'Onboarding Date of Exit'. A note 'No existing records' is shown below the table. At the bottom left, there is a 'Selected Items: 0' label.

# Advance Search Screen

## Search Results

CVS Health

Global Search

Tree

Supplier Search

Product Search

Product Variant Search

User Settings

System Settings

STIBO SYSTEMS  
MASTER DATA MANAGEMENT

Self-Help Menu

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

Advanced Search For Product

Object type

BuySide Item (BuySide\_Item)

And

Search from List

Type in or paste list of entries here

Number of pasted entries: 0

CVS Item Number

And

Attribute

Item Status (AT\_ItemStatus)

Active (2) × Pre-Active (1) ×

Include inherited values

Not

Search

Create collection

Clear

2

Select all

Clear all filters

Update Item(s)

Export Smartsheet

Packaging Smartsheet Export

Product Asset Metadata Export

Product Onboarding Export

ID	Name	CVS Item Number	Item Brand Type	Category Name	Sub Category Name	Segment Name	Onboarding Date of Exit
<input type="checkbox"/> Buy-169413711	4 Pc Lilac Satin Spa Robe Set	797401	Private Label	CELEBRATIONS	GIFTING	SEASONAL GIFTING	Fri Nov 10 2023 03:46:11 GMT-0500 (EST)
<input type="checkbox"/> Buy-169413715	4 Pc Peach Satin Spa Robe Set mothe	811335	Private Label	CELEBRATIONS	GIFTING	SEASONAL GIFTING	Fri Nov 10 2023 03:46:20 GMT-0500 (EST)
<input type="checkbox"/> Buy-169413719	SAMANTHA LILAC TOTE MOTHERS DAY	825731	Private Label	CELEBRATIONS	GIFTING	SEASONAL GIFTING	Fri Nov 10 2023 03:46:28 GMT-0500 (EST)
<input type="checkbox"/> Buy-169413723	KELSEY PEACH TOTE MOTHERS DAY	877306	Private Label	CELEBRATIONS	GIFTING	SEASONAL GIFTING	Fri Nov 10 2023 03:46:36 GMT-0500 (EST)
<input type="checkbox"/> Buy-170129323	Wet/Dry Swimsuit Pouch	335419		SEASONAL	SUMMER	FASHION ACCESSORIES	Wed Nov 15 2023 06:58:49 GMT-0500 (EST)
<input type="checkbox"/> Buy-170129327	WET DRY SWIMSUIT POUCH	242530		APPAREL	SUMMER	SUMMER BAGS	Wed Nov 15 2023 06:59:04 GMT-0500 (EST)
<input type="checkbox"/> Buy-194112376	TEST 1		National Brand				
<input type="checkbox"/> Buy-194125709	WILLIAM'S TOY CARS		Private Label				Tue Aug 06 2024 14:08:09 GMT-0500 (EST)

1

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Selected items: 0

## Description / Steps

1. Search Results.
2. If you want to export the results, click on Select All.

# Advance Search Screen

Export Search Results

Description / Steps

CVS Health

Global Search

Tree

Supplier Search

Product Search

Product Variant Search

User Settings

System Settings

STIBO SYSTEMS  
MASTER DATA MANAGEMENT

Advanced Search For Product

Object type

BuySide Item (BuySide\_Item)

And

Search from List

Type in or paste list of entries here

Number of pasted entries: 0

CVS Item Number

And

Attribute

Item Status (AT\_ItemStatus)

Active (2) × Pre-Active (1) ×

Include inherited values

Not

Search

Create collection

Clear

Clear all

Clear all filters

Update Item(s)

Export Smartsheet

Packaging Smartsheet Export

Product Asset Metadata Export

Product Onboarding Export

ID	Name	CVS Item Number	Item Brand Type	Category Name	Sub Category Name	Segment Name	Onboarding Date of Exit
<input checked="" type="checkbox"/> Buy-169413711	4 Pc Lilac Satin Spa Robe Set	797401	Private Label			ONAL GIFTING	Fri Nov 10 2023 03:46:11 GMT-0500 (EST)
<input checked="" type="checkbox"/> Buy-169413715	4 Pc Peach Satin Spa Robe Set mothe	811335	Private Label			ONAL GIFTING	Fri Nov 10 2023 03:46:20 GMT-0500 (EST)
<input checked="" type="checkbox"/> Buy-169413719	SAMANTHA LILAC TOTE MOTHERS DAY	825731	Private Label			ONAL GIFTING	Fri Nov 10 2023 03:46:28 GMT-0500 (EST)
<input checked="" type="checkbox"/> Buy-169413723	KELSEY PEACH TOTE MOTHERS DAY	877306	Private Label			ONAL GIFTING	Fri Nov 10 2023 03:46:36 GMT-0500 (EST)
<input checked="" type="checkbox"/> Buy-170129323	Wet/Dry Swimsuit Pouch	335419				ION ACCESSORIES	Wed Nov 15 2023 06:58:49 GMT-0500 (EST)
<input checked="" type="checkbox"/> Buy-170129327	WET DRY SWIMSUIT POUCH	242530				MER BAGS	Wed Nov 15 2023 06:59:04 GMT-0500 (EST)
<input checked="" type="checkbox"/> Buy-194112376	TEST 1		National Brand				
<input checked="" type="checkbox"/> Buy-194125709	WILLIAM'S TOY CARS		Private Label				

1-50 of 83 > Selected items: 83

Self-Help Menu

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

My Searches

Active Item Search For S...

Asset Search

Packaging Search

Export

Choose Export Configuration

Supplier Product Onboarding Export

☐ Export data from current context

Cancel export

Start export

Creation of background process initiated: BGP\_195008937 (Export from configuration "Supplier Product Onboarding Export")

1. All items are selected.
2. Click on Product Onboarding Export.
3. Pop-up window for Export will display, click on Start export.
4. Pop-up will display that the background process has started. Click on the blue hyperlink.

# Background Process Screen

## Background Proces Details – Save File

CVS Health

Global Search

Tree

Supplier Search

Product Search

Product Variant Search

User Settings

System Settings

STIBO SYSTEMS  
MASTER DATA MANAGEMENT

Background Process Details

1

2

3

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Self-Help Menu

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

ID

BGP\_195008937

Started By

DHAMMOND

Template ID

Export Manager Pipeline

Status

Succeeded

Started

9/25/25 9:32:20 AM

Elapsed

3 s

Finished

9/25/25 9:32:21 AM

Export

ID	Type	
1	Info	Export process started. (Thu Sep 25 09:32:20 EDT 2025)
1778	Info	Logging on to PIM server 172.17.15.223 as DHAMMOND...
3555	Info	Logged on
5332	Info	Analysis started. (Thu Sep 25 09:32:20 EDT 2025)
7109	Info	Finished analyzing a total of 169 objects (including derived nodes) in 0 seconds. (Thu Sep 25 09:32:20 EDT 2025)
8886	Info	Exporter started, exporting 169 data node objects. (Thu Sep 25 09:32:20 EDT 2025)
10663	Info	Finished exporting a total of 83 data node objects in 0 seconds. (Thu Sep 25 09:32:21 EDT 2025)
12440	Info	Exported 0 assets, 0 classifications, 0 entities, and 83 products. (Thu Sep 25 09:32:21 EDT 2025)
14217	Info	Included 0 assets, 0 classifications, 0 entities, and 0 products due to being cross-referenced or parents. (Thu Sep 25 09:32:21 EDT 2025)
15004	Info	Exported 14,059 values, 0 references/links, 0 data container

Downloads

Supplier Product Onboarding Report-2025-09-25\_09.32.21.xlsx

Open file

Supplier Product Onboarding Report-2025-09-25\_08.43.32.xlsx

Open file

See more

## Description / Steps

1. Background Process Detail screen will open.
2. You will see the status. Once it shows succeeded, you will be able to download your file.
3. Click on the blue hyperlink to download the file.
4. Downloads pop-up will open. Your file will be in your downloads folder.