Clone an Item - Supplier
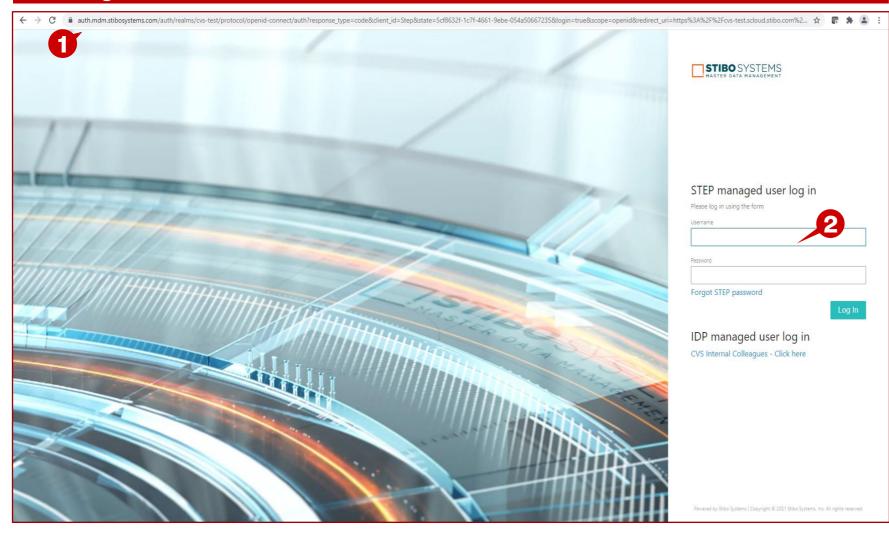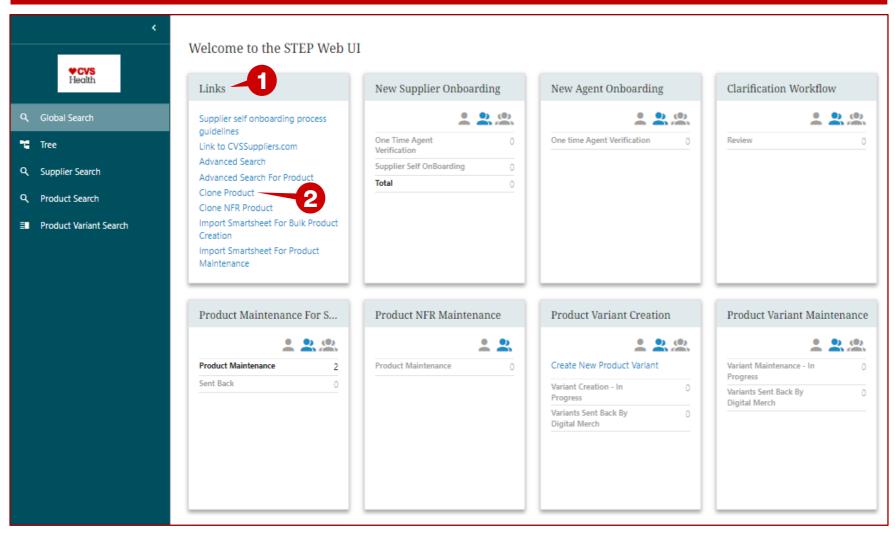
User Login

Description / Steps

1. *Enter URL for Supplier Portal –*

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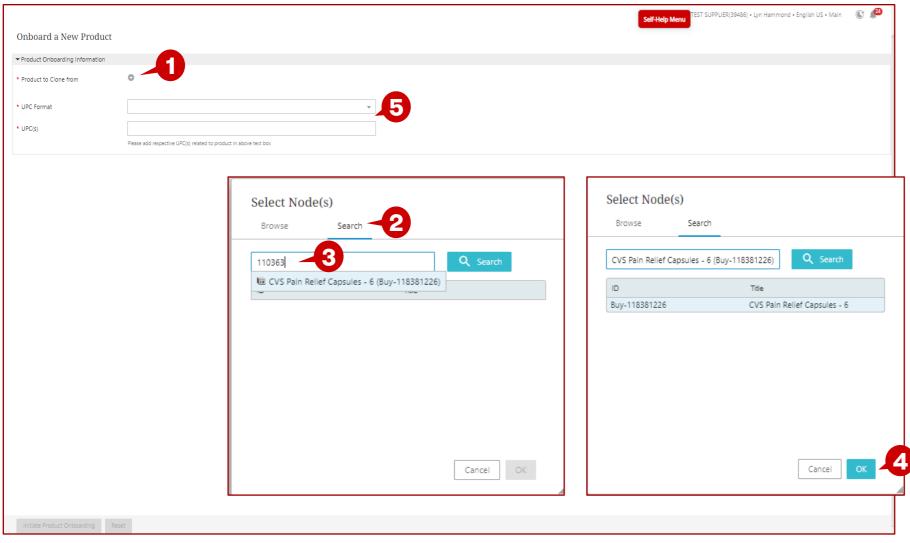
2. *Enter Username and Password*

Clone an Item

Description / Steps

Upon login the user will be in the Stibo home screen

1. *Locate Links widget.*

2. *Click on Clone Product*
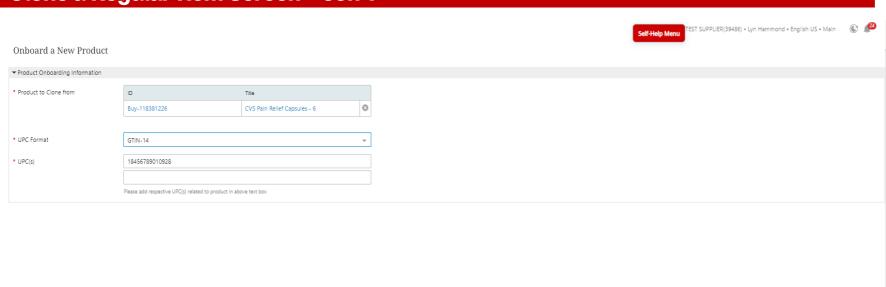
Clone an Item

Clone an Item Screen

Description / Steps

1. *Click the plus sign to select the item.*

2. *This brings up the search window, click on the search tab.*

3. *Enter the CVS Item Number – as you type the item will be displayed. Select the item.*

4. *Click on OK*

5. *Enter the UPC format and the UPC.*

   (steps continue on the next slide)

Clone an Item

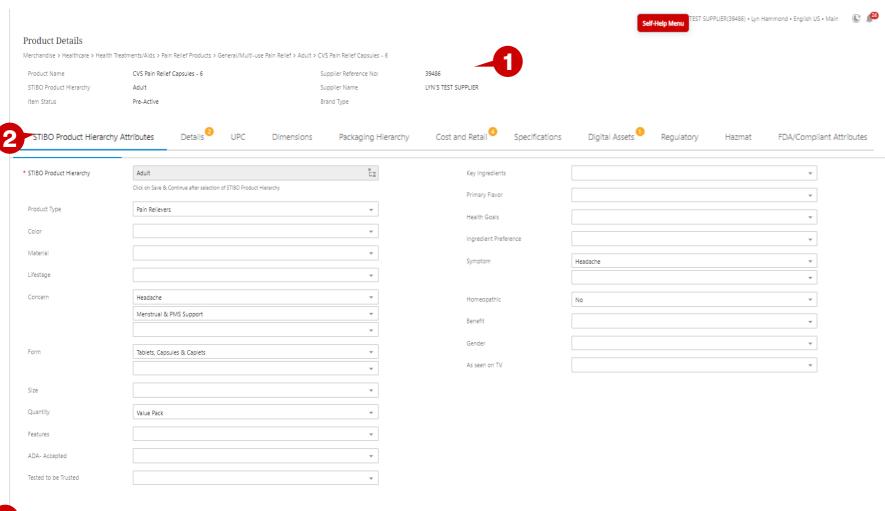## Clone a Regular Item Screen – con't

Description / Steps

Onboard a New Product

▾ Product Onboarding Information

* Product to Clone from	ID	Title	
	Buy-118381226	CVS Pain Relief Capsules - 6	⊗

* UPC Format   GTIN-14

* UPC(s)   18456789010928

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

Self-Help Menu TEST SUPPLIER(39486) • Lyn Hammond • English US • Main

1. *Once all fields are entered, click on Initiate Product Onboarding.*

1

Initiate Product Onboarding   Reset

CVSHealth.

Clone an Item

Product Details Screen

Description / Steps

1. *The Item is created and brings the user to the Product Details screen.*

2. *Go to each tab to complete the required attributes.*

3. *Once all required attributes have been completed, click on Submit to CVS for Review. (This starts the item on the Product Initiation workflow)*