

COMPLIANCE ASSESSMENT and NEW ITEM SET UP: WHAT YOU NEED TO KNOW

Dear Supplier:

Below is important information regarding the New Item Setup Process here at CVS/pharmacy. Whether you have a new item coming in right around the corner, or if it's not even on the horizon, please review the very important information below.

All **new items** are required to undergo a WERCS assessment via questionnaire. This questionnaire will be at the beginning of the New Item Form, and you will be **required** to answer Yes, or No to the following:

Is this item chemical containing (including aerosols or bag-on-valve)?

Does this item contain or is it a light bulb/lamp (fluorescent/incandescent/halogen/LED/neon/high pressure sodium/mercury vapor)?

Does this item contain or is it a battery?

Is this item an electronic with a circuit board?

Some of these questions are easier than others! If you do not know for sure if the answer is YES to any of these questions, ask someone in your R&D or Transportation Department.

If you answer **YES** to any of the above questions, your item must be registered with WERCSmart in order for you to complete the New Item Setup Process with CVS.

If the answer is **NO** to ALL questions above, please take a moment to review the detailed listing of applicable products. If your product type is not referenced on that list, you do not need to register your item with WERCSmart and you can proceed through the New Item Setup Process.

Information accuracy is of the utmost importance at this stage in the process. If your item meets the registration criteria and you do not complete the WERCSmart registration process, there is a hard-stop in our system and your item will not be set up until you have completed WERCSmart registration for the item.

How does CVS know if you completed the product registration process? At the end of the WERCSmart product registration process you will be given a "WPS ID". The CVS New Item Form will have a section for the "WPS ID" to be placed, which allows for the New Item Setup Process to continue.

The updated New Item Form is available on CVSSuppliers.com.

HELPFUL TIPS:

KNOW YOUR ITEMS: Being able to accurately answer the (4) four items on the questionnaire is a **must**.

BE PREPARED: Our previous communications provided resources for webinar training sessions and a Product Registration Checklist to help you when compiling information on your product prior to performing the product registration process. **Use them!** If your company has never registered a product with WERCSmart, we strongly suggest coordinating with all applicable departments to ensure going forward, the colleague filling out the New Item Form has the support they need.

GIVE YOURSELF TIME: Compiling the information needed for the registration process can take a good deal of time, but the actual item entry process of your information into WERCSmart can be completed in 30-45 minutes (or greater based on the complexity of your products formulation). The WERCSmart Product Assessment performed by Wercs Professional Services can take 2 to 4 days once all item information has been entered.

LAST RESORT: The CVS Petition Process will be outlined in greater detail for those who contact us indicating they have a product that meets the criteria, yet they cannot get the information necessary for completing the Product Registration Process with WERCSmart. The Petition Application Process is costly, and should be a last resort.

Please contact our CVS WERCSmart Team with any questions - wercsinfo@cvshealth.com