RPDM: CM & Supplier Clarify
Clarify Process for New Supplier Onboarding

The process illustrates how the clarify option works as a communication tool between the Category Manager and the supplier to answer questions with Payment Terms and Freight Terms.
CM - Clarification

Description / Steps

1. Click on the CVS icon to get to the home page
2. Click Category Analyst Review to review the approved changes
3. Click CM Review and Approve to finalize the onboarding

Vendor # will be assigned

Tips
## Description / Steps

1. Click on the supplier to review and approve

### Tips

- [Image of a table showing supplier details]

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**Category Manager Clarify**

**Clarify during Review**

1. Click on the Payment and Banking tab

2. Click on Payment Group – select from the drop down

3. Select the Payment Terms agreed upon from the drop down

   1. Delete old payment terms

4. Remove the Preferred notes from the box

5. Click the Comments Tab to add a note (This is required)

**Tips**
### Clarify during Review

**Supplier**

KYLA DSD UAT

**Description / Steps**

1. **Click Comments Tab**

2. **Write comments to supplier**
   - This is required to send back to supplier to approve

3. **Click Clarify**
   - Will go back to the supplier to approve
   - Will go back to CM approve bucket for final approval to complete the setup

**Tips**

- Updated payment terms

<table>
<thead>
<tr>
<th>Comments</th>
<th>Supplier Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>updated payment terms</td>
<td></td>
</tr>
</tbody>
</table>
Supplier Clarify – Onboarding
Supplier Clarify

Clarify after CM Review – Supplier approve Changes

1. Click CVS logo to get to this home page
2. Click supplier Self Onboarding link
3. Click the supplier link to complete the onboarding

Tips

Clarification workflow – This is done after vendor is set up and Vendor is active.
Supplier Clarify
Clarify after CM Review – Supplier approve Changes

Description / Steps

1. Click payment and banking
2. Click in choice and select Y
3. Remove the comments
4. Click submit

Set up will go back to the CM for Review and approval

Tips

Comments need to be removed before you click submit.
If you don’t remove the comments, you will get an error message.

Upon submitting the approved terms, the request will go back to the CM workflow to review and approve.