

# **RPDM: Supplier Maintenance**



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- User Setup - Password change
- User Setup - One-time agent verification
- Homepage Overview
- Identify new Maintenance vs saved Maintenance
- Initiate New Maintenance
- Complete a Maintenance already in the workflow
- Quick Tips for common Maintenance changes

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## **User Setup – Password Change**

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# New User Email

## Username

From: CVSHealth@cloudmail.stibo.com <CVSHealth@cloudmail.stibo.com>

Subject: [EXTERNAL] CVS Health - Supplier registration credentials 1

\*\*\*\* External Email - Use Caution \*\*\*\*

Hi Test Supplier,

We have created a new user in our Stibo system. Below are the details

Username: TSUPPLIER

**Note:** We recommend that you change your password after your first login.

URL Details [https://cvs-production.scloud.stibo.com/webui/WEBUI\\_CVSSupplierPortal](https://cvs-production.scloud.stibo.com/webui/WEBUI_CVSSupplierPortal) \*Requires Google Chrome (Preferred), Microsoft Edge or Mozilla Firefox browser

Thanks,  
CVS Team

\*\*\*Important: This is a system-generated notification. Please do not reply this email.

## Description / Steps

When a new User has been created, two separate system generated emails are sent from CVSHealth@cloudmail.Stibo.com –

1. Email containing Username
2. Email containing Temporary Password and One-time Verification Token (shown on the next slide)

Both emails will contain the URL for Stibo

## Tips

Confirmation of Username creation will be sent from MDM\_Stibo@cvshealth.com

Upon receipt of the confirmation email, but no email with the username, ensure to check your inbox for quarantined/blocked emails and permit emails from CVSHealth@cloudmail.Stibo.com

# New User Email

## Temporary Password and One-time verification Token

From: CVSHealth@cloudmail.stibo.com <CVSHealth@cloudmail.stibo.com>  
Subject: [EXTERNAL] CVS Health - Supplier verification token **2**

\*\*\*\* External Email - Use Caution \*\*\*\*

Hi Test Supplier,

We have created a new user in our Stibo system. Below are the password and one time verification token details

Password: A&2UZkv1kDd

One Time Verification Token : 205990813

**Note:** We recommend that you change your password after your first login.

URL Details [https://cvs-production.scloud.stibo.com/webui/WEBUI\\_CVSSupplierPortal](https://cvs-production.scloud.stibo.com/webui/WEBUI_CVSSupplierPortal) \*\*Requires Google Chrome (Preferred), Microsoft Edge or Mozilla Firefox browser

Thanks,  
CVS Team

\*\*\*Important: This is a system-generated notification. Please do not reply this email.

## Description / Steps

*When a new User has been created, an email will be sent with the Username and URL*

## Tips

- *Ensure to change your password on first login and complete One-time verification*
- *Supplier data will not be accessible until One-time verification has been completed*
- *One-time verification token should be typed in to avoid extra spaces being copied in if copied and pasted directly from email*

# Password Change

## User Login with temporary password

The screenshot shows the STIBO SYSTEMS login page. The background is a blurred image of a modern building with a curved facade. The STIBO SYSTEMS logo is in the top right corner. The page title is "STEP managed user log in". Below the title, it says "Please log in using the form". There are two input fields: "Username" and "Password". The "Username" field contains the text "TSUPPLIER". The "Password" field contains masked characters. A "Log In" button is located below the password field. There is also a link for "IDP managed user log in" and a link for "CVS Internal Colleagues - Click here".

1. Enter URL for Stibo
2. Enter Username from email
3. Enter temporary password from email
4. Click 'Log-in'

## Description / Steps

1. Enter URL for Stibo
2. Enter Username from email
3. Enter temporary password from email
4. Click 'Log-in'

## Tips

**Do not save the temporary password in Google/browser password manager pop-up.**

Next pages will provide direction on changing your temporary password.

# Password Change

## Click one time agent verification link

Welcome to the STEP Web UI

Supplier-17908912 • Test Supplier • English US • Main

**Links**

- Supplier self onboarding process guidelines
- Link to CVSSuppliers.com
- Advanced Search

**New Supplier Onboarding**

One Time Agent Verific...	1
Supplier Self Onboarding	0
<b>Total</b>	<b>1</b>

**New Agent Onboarding**

One time Agent Verifica...	0
----------------------------	---

**Supplier Maintenance**

Maintain Supplier Data	0
------------------------	---

**Clarification Workflow**

Review	0
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Welcome to the STEP Web UI

Supplier-17908912 • Test Supplier • English US • Main

**Links**

- Supplier self onboarding process guidelines
- Link to CVSSuppliers.com
- Advanced Search

**New Supplier Onboarding**

One Time Agent Verific...	0
Supplier Self Onboarding	0
<b>Total</b>	<b>0</b>

**New Agent Onboarding**

One time Agent Verifica...	1
----------------------------	---

**Supplier Maintenance**

Maintain Supplier Data	0
------------------------	---

**Clarification Workflow**

Review	0
--------	---

**Manage Your Account**

Logged in: [Redacted]

User Details

Logout

## Description / Steps

One Time Agent Verification link will be enabled in one of two places -

- 1. New Supplier Onboarding** – click One Time Agent Verification

**OR**

- 2. New Agent Onboarding** – click One Time Agent Verification

## Tips

- New Supplier Onboarding** – is initiated thru CM Invite
- New Agent Onboarding** – New user Id created by MDM Stibo Team

# Password Change

## Password change

Supplier Creation - One Time Agent Verification - Available						
↶	ID	•	Supplier Name	•	Initiated By	•
			Team Name	•	Date Of Entry	•
			No Of days In Queue	•		
	<a href="#">Supplier-17908912</a>		TEST SUPPLIER		RPDM CM 1	
			CVS Internal Team		Mon Jan 03 2022 09:57:09 GMT-0500 (EST)	
						1 hr 3 min

## Description / Steps

1. Click on the hyperlink 'Supplier - xxxxxxxx'

## Tips



# Password Change

## Password change

User Details

Email

CVS Recommends Password reset on first login

1

\* Have you changed your password upon first time login?

2 Please click on below change password link to reset your password

Change Password [Click here](#)

\* One Time Verification Token

## Description / Steps

1. Enter 'N' against the question "Have you changed your password upon first time login?"
  - Entering 'N' will populate the section to change your password
2. Click on "Click here" (a new window will be opened to change your password)

## Tips

- Do not enter 'Y' if you have not changed your password. The system will not allow successful one-time verification until the password has been changed

# Password Change

## Password change

### User Details

User ID

TSUPPLIER

\* Email Address

1 Test\_Supplier@Test.com

Old password

2 .....

New password

3 .....

Repeat new password

.....

Use the save button to reset your password. The reset will log you out of the system Please log in with your new credentials.

4

Save

Reset

## Description / Steps

1. Enter temporary password from email
2. Enter new password of your choice
3. Re-enter new password
4. Click 'Save' (**do not click 'Reset'**)

**You will be logged out and redirected to the login screen required to log in with your new password**

## Tips

The next page outlines steps to complete One-time agent verification using the token

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## **User Setup – One-time agent verification**

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# One time agent verification

## New password login

The screenshot shows the Stibo Systems login page. The browser address bar contains the URL: `auth.mdm.stibosystems.com/auth/realms/cvs-uat/protocol/openid-connect/auth?response_type=code&client_id=Step&state=10a5f2c0-2434-4ab7-963a-bb65568a58ec&login=true&scope=openid&redirect_uri=https%3A%2F%2Fcvss-uat.scloud.stibo.c...`. The page features the Stibo Systems logo (MASTER DATA MANAGEMENT) and a background image of a modern building. The login form is titled "STEP managed user log in" and includes the instruction "Please log in using the form". It has two input fields: "Username" with the value "TSUPPLIER" and "Password" with masked characters. A "Log In" button is located below the password field. Below the main login form, there is a section for "IDP managed user log in" with a link for "CVS Internal Colleagues - Click here". Red numbered callouts (1-4) are overlaid on the image: 1 points to the browser address bar, 2 points to the Username field, 3 points to the Password field, and 4 points to the Log In button.

## Description / Steps

*Once the password has been changed and you have been redirected to login screen -*

1. *Enter URL for Stibo*
2. *Enter Username from email*
3. *Enter newly created password*
4. *Click 'Log-in'*

## Tips

# One time agent verification

Supplier

## Select One-time agent verification link

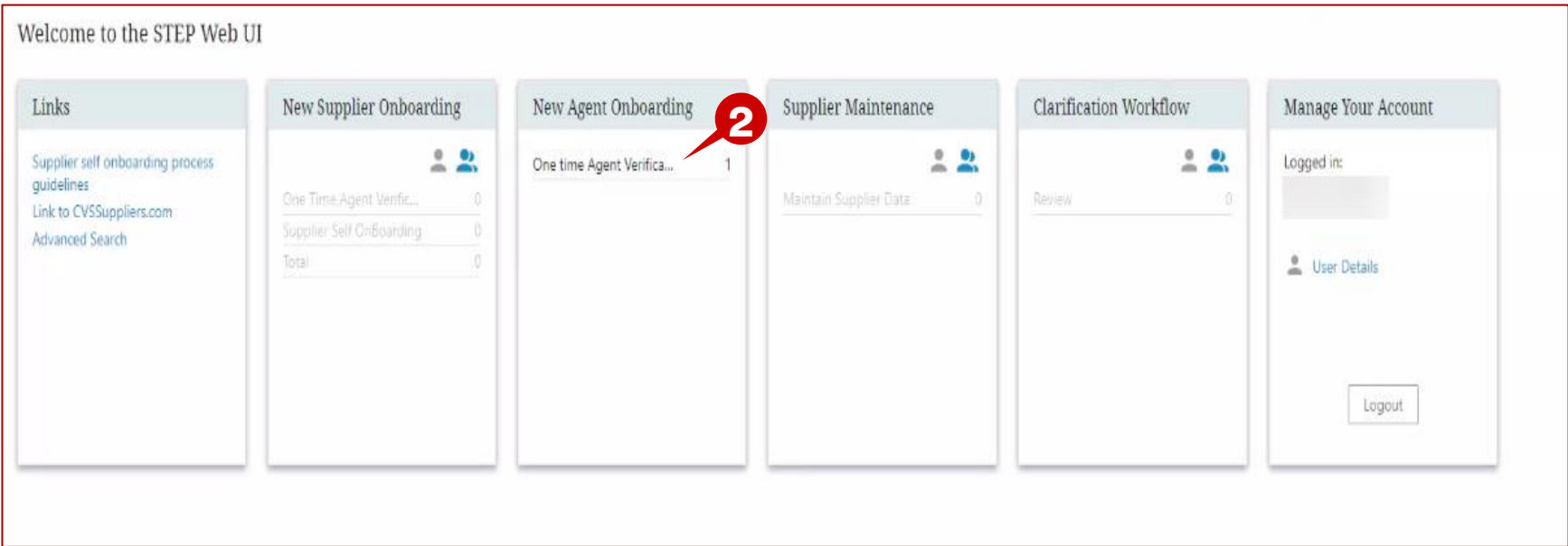
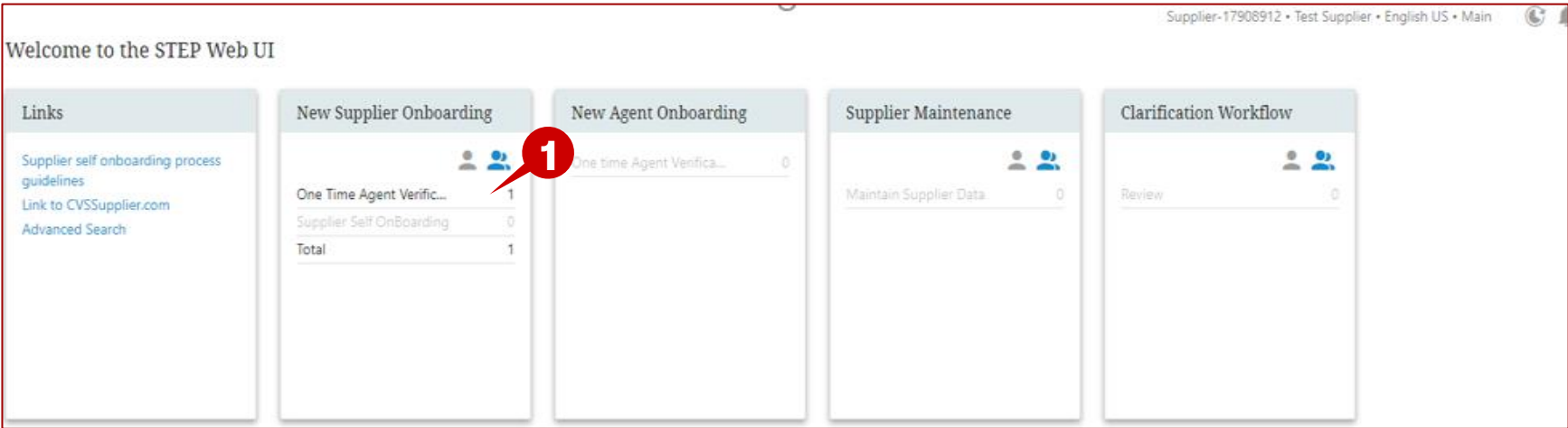
## Description / Steps

One Time Agent Verification link will be enabled in one of two places -

1. **New Supplier Onboarding** – click One Time Agent Verification

**OR**

2. **New Agent Onboarding** – click One Time Agent Verification



## Tips

# One time agent verification

## Enter One-time verification token

### Supplier Details

ID	Supplier-17908912
Supplier Name	TEST SUPPLIER

CVS Recommends Password reset on first login

1

\* Have you changed your password upon first time login?

2

\* One Time Verification Token

205990813

3

Verify

## Description / Steps

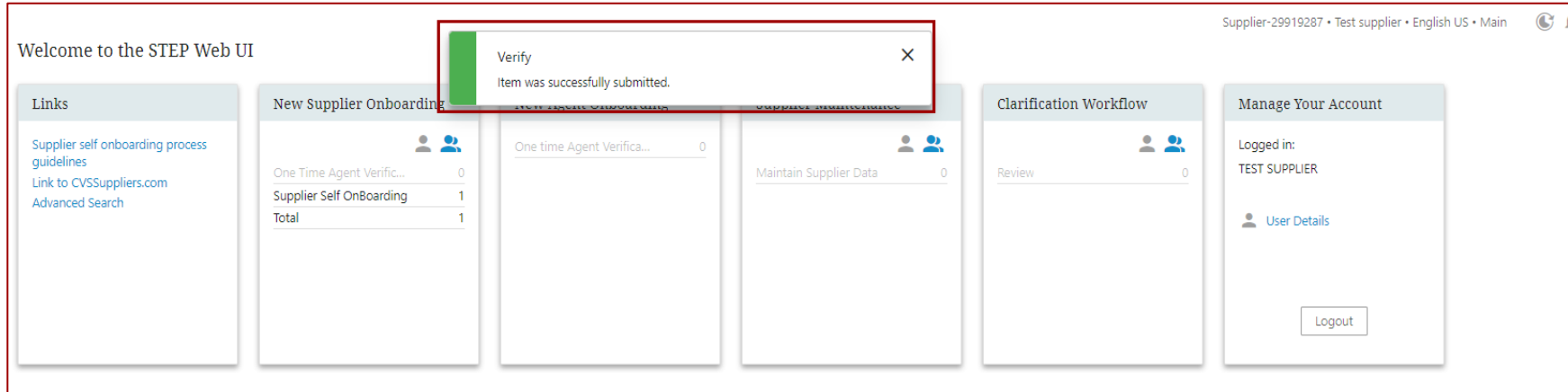
1. Select 'Y' from the dropdown to verify that the password was changed after first login
2. Enter the token number provided in the email and click outside the box/anywhere on the page
3. Click 'Verify'

## Tips

- **One-time verification token should be typed in** to avoid extra spaces being copied in if copied and pasted directly from email
- **Supplier data will not be accessible until One-time verification has been completed**

# One time agent verification

## One-time verification token – successful



## Description / Steps

*You will be navigated back to the main screen with a pop-up which indicates that verification was completed successfully.*

## Tips

*User setup is completed.*

*Next slides will provide an overview of Stibo Homepage*

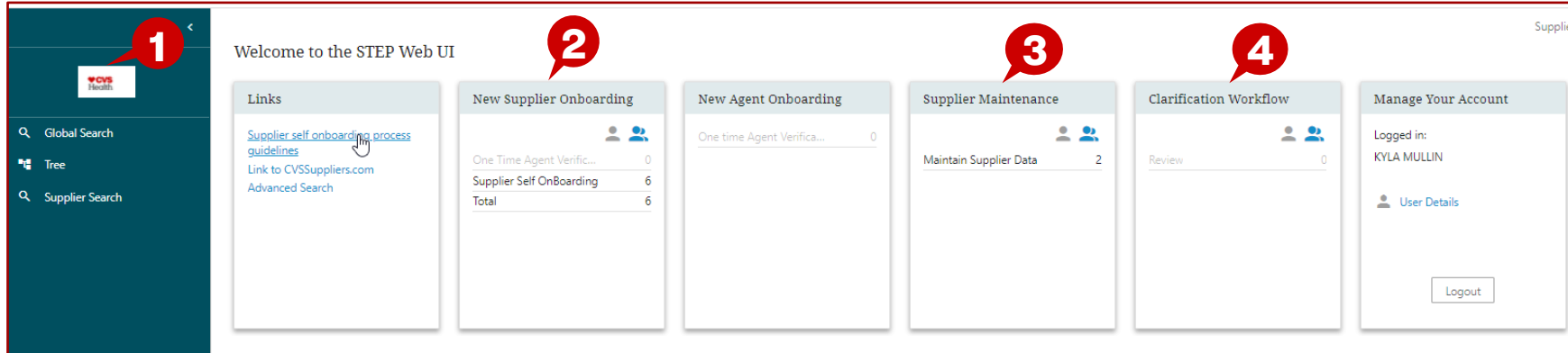
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# Maintenance – Homepage Overview

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# Maintenance – Home Page



## Description / Steps

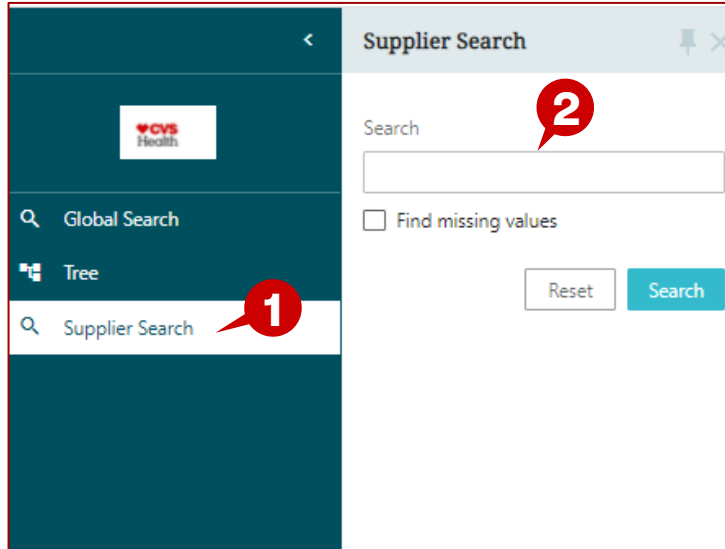
1. Click on the CVS icon to get to the home page
2. **New Supplier Onboarding** – supplier invitations to be completed
3. **Supplier Maintenance** – maintenance that has been started and not submitted.
4. **Clarification workflow** – CM has made changes to your payment terms or shipment terms for you to approve

## Tips

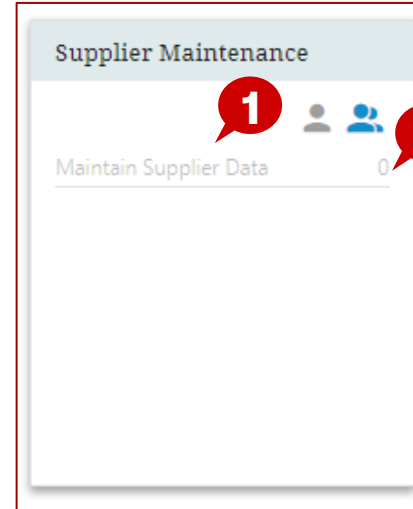
The next slide will help you determine if there is maintenance to be completed

# Maintenance – Select New or Saved Maintenance

## New maintenance



## Maintenance In Progress (Saved but not Submitted)



## New Maintenance

**Click on the CVS icon to get to the home page**

**New Maintenance (detailed in Slides 19 thru 22)**

1. Select supplier search
2. Begin typing in the supplier number to select the supplier

## Saved Supplier Maintenance

**Saved Supplier Maintenance (detailed in Slides 23 thru 26)**

*Maintenance has been started and not submitted*

1. Hyper link will show if there is maintenance to complete
2. If nothing shows, there is no maintenance in your workflow

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**Maintenance – New Maintenance**

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# New Maintenance – Supplier Search

The screenshot shows the CVS Health 'Supplier Search' window. On the left is a dark teal sidebar with the CVS Health logo and three search options: 'Global Search', 'Tree', and 'Supplier Search'. A red callout '1' points to the 'Supplier Search' option. The main window has a light blue header with the title 'Supplier Search' and a close button. Below the header is a search area with a text box containing '38340' (callout '2'), a checkbox for 'Find missing values', and two buttons: 'Reset' and 'Search' (callout '3'). Below the search area is a table with two columns: 'Name' and 'Supplier Reference'. The table contains three rows: 'TEST CLONE SUPPLIER' with reference '38361', 'TEST SUPPLIER' with reference '38340', and 'TEST SUPPLIER CLONE'. A red callout '4' points to the 'TEST SUPPLIER' row.

Name	Supplier Reference
TEST CLONE SUPPLIER	38361
TEST SUPPLIER	38340
TEST SUPPLIER CLONE	

## Description / Steps

1. Click on 'Supplier Search'
2. Enter Supplier Name or reference number in the text box
3. Click 'Search'
4. Select the Supplier Name

## Tips

# New Maintenance – Begin Update

Supplier

TEST SUPPLIER SUPPLIER PROFILE • ID: Supplier-17908912  
CVS Reference ID : 38340 • Status : Active • Pay Name : TEST SUPPLIER • PO Name : TEST SUPPLIER Name Change • Primary Category : 04-ORAL HYGIENE • Type : Merchandise Warehouse • Sub Type : Domestic

Supplier Overview Address Payment & Banking Supply Chain Ship Lane Compliance EDI Contact Documents Ownership

▼ Details

Supplier Name

TEST SUPPLIER

\* Supplier Type

Merchandise Warehouse

Status

Active

\* Supplier Sub Type

Domestic

PO Name

TEST SUPPLIER Name Change

\* Pay Name

TEST SUPPLIER

DBA

TEST SUPPLIER

\* Legal Status

C-Corporation

\* Product/Service Description

Oral Care Products

Supplier Status Date

03-Jan-2022

\* Is this Supplier onboarding due to Merger?

N

Parent Supplier

N

\* Supplier Manages Data

Y

▼ Category

Clear all filters

↺	Code	Name	Is Primary ?
	04	ORAL HYGIENE	Y
	71	TRIAL TRAVEL	

Number of items: 2

▼ Pay Supplier

Clear all filters

↺	Supplier Reference	Name
	38340	TEST SUPPLIER

Number of items: 1

Do you want to copy Pay Supplier's Pay Name as PayName?

1

Update

## Description / Steps

1. Once the Supplier record opens, click on 'Update'

## Tips

If you get below error message, skip to slide 23

Error  
Supplier is already in maintenance workflow

# New Maintenance –Segments to Edit

## Editable Segments

Supplier

KYLA'S UAT 1

SUPPLIER PROFILE • ID: Supplier-11860320

CVS Reference ID : 31081 • Status : Active • Pay Name : KYLA'S UAT 1 • PO Name : KYLA'S UAT 1 • Primary Category : 12-DIET/NUTRITION • Type : Merchandise Warehouse • Sub Type : Domestic

Comments

Supplier Overview

Address

Payment & Banking

Supply Chain

Ship Lane

Compliance

EDI

Contact

Documents

Ownership

▼ Comments

NOTE : Please acknowledge you have addressed each comment(s) below before you click on SUBMIT. Your acknowledgement is required to submit your changes for CVS review. Please confirm your choice by double-clicking and s CHOICE box against the Acknowledgement.

Clear all filters

Acknowledge  
ment

Supplier  
Comments

CVS  
Comments

User

Date

Comment  
History

No existing records

Number of items: 0

▶ Save

Submit

## Description / Steps

Each section will contain attributes you can edit.


Attributes not listed are managed by CVS only

Once changes are complete you must click submit

If no changes were made, click submit to release from workflow

### Supplier segment listing to review

- Comments (will be blank when initiating a new maintenance)
- Supplier Overview
- Address
- Payment and Banking
- Supply Chain
- Ship Lane
- Compliance
- EDI
- Contact
- Documents

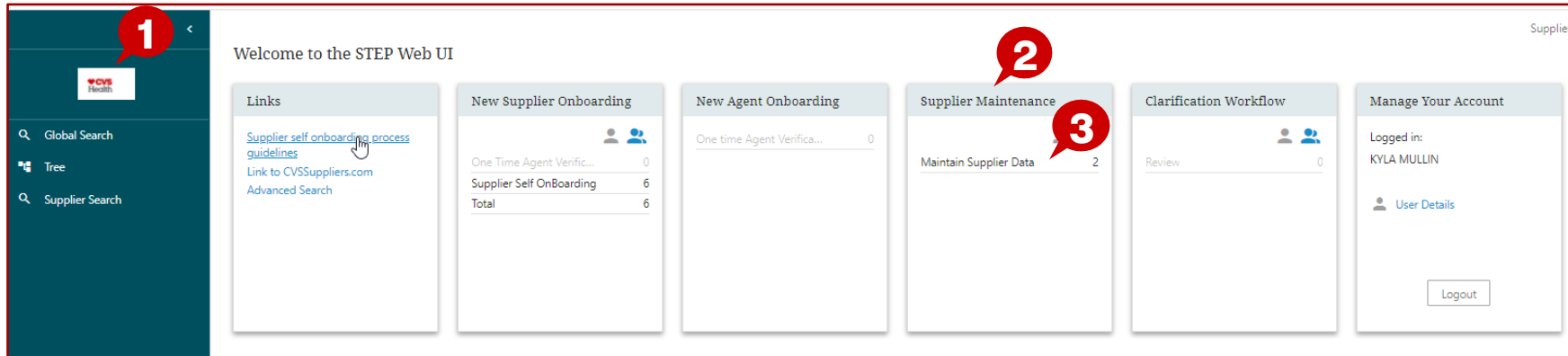
 CVSHealth.

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**Maintenance – Supplier already in Maintenance Workflow**

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# Maintenance – Supplier is already in Maintenance Workflow



## Description / Steps

1. Click on the CVS icon to get to the home page
2. **Supplier Maintenance** – maintenance that has been started and not submitted.
3. **Maintain Supplier Data** – Link identifying how many vendors have open maintenance
  - Click the link to get to the supplier listing

## Tips

If no maintenance needs to be completed the link will not be active and the count will be zero



# Maintenance –Supplier is already in Maintenance Workflow

Supplier Maintenance Workflow - Maintain Supplier Data - Available

Clear all filters

ID	Supplier Name	Supplier Type	Supplier Sub Type	Status of Registration	Initiated By	Team Name	Date Of Entry	No Of days In Queue
<a href="#">Supplier-11860320</a>	KYLA'S UAT 1	Merchandise Warehouse	Domestic	CM Approval Completed	Kyla Mullin	Supplier	Thu Mar 03 2022 09:17:10 GMT-0500 (EST)	12 d 4 hrs 33 min
<a href="#">Supplier-19330922</a>	KYLA SBT UAT 1	Merchandise DSD	Domestic	CM Approval Completed	Kyla Mullin	Supplier	Wed Jan 19 2022 16:04:57 GMT-0500 (EST)	54 d 21 hrs 45 min

## Description / Steps

1. Supplier ID link - click to continue maintenance that was saved and not submitted
2. “Initiated by” identifies who started the workflow
3. Number of days it has been in the maintenance workflow

## Tips

To start maintenance from the beginning please jump to slide 19

# Maintenance –Supplier is already in Maintenance Workflow

## Editable Segments

Supplier

KYLA'S UAT 1

SUPPLIER PROFILE • ID: Supplier-11860320

CVS Reference ID : 31081 • Status : Active • Pay Name : KYLA'S UAT 1 • PO Name : KYLA'S UAT 1 • Primary Category : 12-DIET/NUTRITION • Type : Merchandise Warehouse • Sub Type : Domestic

Comments

Supplier Overview

Address

Payment & Banking

Supply Chain

Ship Lane

Compliance

EDI

Contact

Documents

Ownership

▼ Comments

NOTE : Please acknowledge you have addressed each comment(s) below before you click on SUBMIT. Your acknowledgement is required to submit your changes for CVS review. Please confirm your choice by double-clicking and s

CHOICE box against the Acknowledgement.

Clear all filters

Acknowledge  
ment

Supplier  
Comments

CVS  
Comments

User

Date

Comment  
History

No existing records

Number of items: 0

▶ Save

Submit

## Description / Steps

Each section will contain attributes you can edit.


Attributes not listed are managed by CVS only

Once changes are complete you must click submit

If no changes were made, click submit to release from workflow

### Supplier segment listing to review

- Comments (will be blank when initiating a new maintenance)
- Supplier Overview
- Address
- Payment and Banking
- Supply Chain
- Ship Lane
- Compliance
- EDI
- Contact
- Documents

 CVSHealth.

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## **Quick Tips for Common Maintenance Changes**

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# Supplier Overview - Maintenance

## Adding a Pay Supplier

Supplier

RICH COFFEE CO

SUPPLIER PROFILE • ID: Supplier-11595383

CVS Reference ID : 38321 • Status : Active • Pay Name : RICH COFFEE CO • PO Name : RICH COFFEE CO • Primary Category : 29-GROCERY • Type : Merchandise Warehouse • Sub Type : Domestic

Comments

Supplier Overview

Address

Payment & Banking

Supply Chain

Ship Lane

Compliance

EDI

Contact

Documents

Ownership

Details

\* Supplier Name

RICH COFFEE CO

Name of the Supplier that might appear on the Purchase Order or Remittance

\* Supplier Type

Merchandise Warehouse

Status

Active

\* Supplier Sub Type

Domestic

PO Name

RICH COFFEE CO

\* Pay Name

RICH COFFEE CO

Name of the Pay Supplier

DBA

RICH COFFEE CO

Doing Business As- Informational Only

\* Legal Status

Corporation

The field defines the legal status of the supplier's company.

\* Product/Service Description

Coffee

Please provide a brief description about the Product & Services that you plan to offer to CVS

Supplier Status Date

09-Dec-2021

\* Is this Supplier onboarding due to Merger?

N

Parent Supplier

N

Category

Clear all filters

	Code	Name	Is Primary ?
	29	GROCERY	Y

Number of items: 1

Pay Supplier

Select all

Clear all filters

Add Pay Supplier

Remove Pay Supplier

	Supplier Reference	Name
<input type="checkbox"/>	38321	RICH COFFEE CO

Number of items: 1; Selected items: 0

Do you want to copy Pay Supplier's Pay Name as PayName?


## Description / Steps

*This field is in 'Supplier Overview'*

## Tips

*Next slide will provide guidelines on adding a Pay Supplier*

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CVS Health.

# Supplier Overview - Maintenance

## Adding a Pay Supplier

**Step 1:** Click on 'Add Pay Supplier' in the top bar.

**Step 2:** Click on the tree icon in the 'Reference Target' dropdown.

**Step 3:** In the 'Search' tab, enter the Pay Vendor #, or Supplier Reference# and select the result.

**Step 4:** Click 'OK'.

**Step 5:** Click 'OK'.

## Description / Steps

1. Click on 'Add Pay Supplier'
2. Click on the tree icon
3. In the 'Search' tab, enter the Pay Vendor #, or Supplier Reference# and select the result
4. Click 'OK'
5. Click 'OK'

## Tips

Click 'Save' to save your entries

# Address Maintenance – Create New Address

## Create an Address

Supplier  
KYLA'S UAT 1 SUPPLIER PROFILE • ID: Supplier-11860320  
CVS Reference ID : 31081 • Status : Active • Pay Name : KYLA'S UAT 1 • PO Name : KYLA'S UAT 1 • Primary Category : 12-DIET/NUTRITION • Type : Merchandise Warehouse • Sub Type : Domestic

Comments Supplier Overview **Address** Payment & Banking Supply Chain Ship Lane Compliance EDI Contact Documents Ownership

NOTE: Click on 'Create New Address' to create a new address and click 'Save New Address' to use in additional address fields below

▼ Create New Address

☒ Select all ☐ Clear all filters ▶ Create New Address ▶ Save New Address

Name	*Line 1	Line 2	*City	*Country	*State	*Zip	Zip Extension
<input type="checkbox"/> 123 Holly Lane, Boston, MA	<input type="text" value="123 Holly Lane"/>	<input type="text" value="PO Box 123"/>	<input type="text" value="Boston"/>	<input type="text" value="United States of America"/>	<input type="text" value="MA-Massachusetts"/>	<input type="text" value="02777"/>	<input type="text"/>

Number of items: 1; Selected items: 0

NOTE: Click on 'Create New Address' to create a new address and click 'Save New Address' to use in additional address fields below

## Description / Steps

1. Click Create new Address
2. Double click in the line 1 box to begin adding the address
3. Line 2 can be used for PO Box information or skipped

City, State and Zip Code are required

4. **Click Save address when done**
  5. **Pop-up to indicate that the address was created successfully.**
  6. **Address info will then clear out**
- Repeat steps 1 thru 6 for each address that is needed to represent your company

## Tips

Click 'Save' to save your entries

Once address is saved you are ready to add the new existing address

**Upon clicking “Save New Address”, the address will disappear from the Create New Address section but will be available to be reused in other address fields on this page**  **CVS Health.**

Supplier  
KYLA'S UAT 1 SUPPLIER PROFILE • ID: Supplier-11860320  
CVS Reference ID : 31081 • Status : Active • Pay Name : KYLA'S UAT 1 • PO Name : KYLA'S UAT 1 • Primary Category : 12-DIET/NUTRITION • Type : Merchandise Warehouse • Sub Type : Domestic

Comments Supplier Overview **Address** Payment & Banking Supply Chain Ship Lane Compliance EDI Contact Documents Ownership

NOTE: Click on 'Create New Address' to create a new address and click 'Save New Address' to use in additional address fields below

▼ Create New Address

☒ Select all ☐ Clear all filters ▶ Create New Address ▶ Save New Address

Name	*Line 1	Line 2	*City	*Country	*State	*Zip	Zip Extension
No existing records							

Number of items: 0; Selected items: 0

NOTE: Click on 'Create New Address' to create a new address and click 'Save New Address' to use in additional address fields below

# Address Maintenance – Change an Address

## Change Existing Address – Add/Remove

### Supplier

#### KYLA'S UAT 1

SUPPLIER PROFILE • ID: Supplier-11860320  
CVS Reference ID : 31081 • Status : Active • Pay Name : KYLA'S UAT 1 • PO Name : KYLA'S UAT 1 • Primary Category : 12-DIET/NUTRITION • Type : Merchandise Warehouse • Sub Type : Domestic

Comments Supplier Overview **Address** Payment & Banking Supply Chain Ship Lane Compliance EDI Contact Documents Ownership

#### ▼ HQ Address

Clear all Clear all filters Add Existing Address Remove Address

	Name	*Line 1	Line 2	*City	*Country	*State	*Zip	Zip Extension
1	456 Change Way, Boston, MA	456 Change Way		Boston	United States of America	MA-Massachusetts	0777	

Number of items: 1; Selected items: 1

### Supplier

#### TEST SUPPLIER

SUPPLIER PROFILE • ID: Supplier-17908912  
CVS Reference ID : • Status : Pre-Active • Pay Name : TEST SUPPLIER • PO Name : TEST SUPPLIER • Primary Category : 04-ORAL HYGIENE • Type : Merchandise Warehouse • Sub Type : Domestic

Supplier Overview **Address** Payment & Banking Supply Chain Ship Lane Compliance EDI Contact Documents Ownership

**NOTE: HQ Address, Pay/Remit Address, & W-9 Address are required. To re-use a newly entered address, please click SAVE as you go through each address.**

**If you are shipping Products to a CVS Distribution Center/ Warehouse, PO Address, Ship from Address are also required.**

#### ► HQ Address

#### ▼ Remit/Pay Address

**NOTE : If factor company or different pay supplier is linked then the Remit/Pay Address will be inherited from linked factor company or pay supplier.**

Is Same Pay Supplier Linked ? ☒ Y

Select all Clear all filters Create Address Add Existing Address Remove Address Save

	Name	*Line 1	Line 2	*City	*Country	*State	*Zip	Zip Extension
--	------	---------	--------	-------	----------	--------	------	---------------

No existing records

Number of items: 0; Selected items: 0

### Add Existing Address

Reference Type Remit/Pay Address

Reference Target 999 Main Street, Anytown, RI (Address-17908927)

Cancel

OK

## Description / Steps

1. Click the box for the address to remove
2. Click remove address
3. Click Add existing address
4. Enter the address that was previously created by typing in the "Reference Target" field.
5. Select the address and click "OK"

## Tips

- Click 'Save' to save your entries
- The system will not allow you to modify an address. If its incorrect simply remove from the segment and add a newly created address

# Address Maintenance – Change an Address

## Change Existing Address – Add/Remove

### Supplier

#### KYLA'S UAT 1

SUPPLIER PROFILE • ID: Supplier-11860320  
CVS Reference ID : 31081 • Status : Active • Pay Name : KYLA'S UAT 1 • PO Name : KYLA'S UAT 1 • Primary Category : 12-DIET/NUTRITION • Type : Merchandise Warehouse • Sub Type : Domestic

Comments Supplier Overview **Address** Payment & Banking Supply Chain Ship Lane Compliance EDI Contact Documents Ownership

#### ▼ HQ Address

Clear all Clear all filters Add Existing Address Remove Address

	Name	Line 1	Line 2	City	Country	State	Zip	Zip Extension
<input checked="" type="checkbox"/>	456 Change Way, Boston, MA	456 Change Way		Boston	United States of America	MA-Massachusetts	0777	

Number of items: 1; Selected items: 1

### Supplier

#### TEST SUPPLIER

SUPPLIER PROFILE • ID: Supplier-17908912  
CVS Reference ID : • Status : Pre-Active • Pay Name : TEST SUPPLIER • PO Name : TEST SUPPLIER • Primary Category :

Supplier Overview **Address** Payment & Banking Supply Chain Ship Lane

**NOTE: HQ Address, Pay/Remit Address, & W-9 Address are required. To re-use a newly entered address**  
**If you are shipping Products to a CVS Distribution Center/ Warehouse, PO Address, Ship from Address**

#### ► HQ Address

#### ▼ Remit/Pay Address

**NOTE : If factor company or different pay supplier is linked then the Remit/Pay Address will be inher**

Is Same Pay Supplier Linked ? ☒ Y

Select all Clear all filters Create Address Add Existing Address Remove Address

	Name	Line 1	Line 2	City	Country
--	------	--------	--------	------	---------

No existing records

Number of items: 0; Selected items: 0

Reference Type Ship From Address

Reference Target

1 cv

1 CVS DR, WOONSOCKET, RI (Address-42976843)

1 CVS DR, WOONSOCKET, 01 (Address-42976842)

1 CVS DR, WOONSOCKET, AQ (Address-42976840)

1 CVS DR, WOONSOCKET, RI (Address-42976838)

1 CVS DR, WOONSOCKET, RI (Address-

## Description / Steps

1. Click in the box to add existing address
2. If there are multiple addresses with the same name take note of the reference number

- **This will need to be the same one used on the Ship lane tab**

## Tips

- Click 'Save' to save your entries
- The system will not allow you to modify an address. If its incorrect simply remove from the segment and add a newly created address



# Ship Lane Maintenance

## Creating a Ship Lane

Supplier

KYLA'S UAT 1 SUPPLIER PROFILE • ID: Supplier-11860320  
CVS Reference ID : 31081 • Status : Active • Pay Name : KYLA'S UAT 1 • PO Name : KYLA'S UAT 1 • Primary Category : 12-DIET/NUTRITION • Type : Merchandise Warehouse • Sub Type : Domestic

Comments Supplier Overview Address Payment & Banking Supply Chain **Ship Lane** Compliance EDI Contact Documents Ownership

☒ Select all ☐ Clear all filters **1** Create New Ship Lane ☐ Remove Reference ▶ Populate all DC's

<b>2</b>	*Address	*Warehouse	*Freight Term	Minimum Dollars	Minimum Unit	Minimum Unit Multiple	Lead Time(days)	Order Multiple
<input type="checkbox"/>	456	<b>2a</b>	Prepaid					

☐ 456 Change Way, Boston, MA (Address-18364052)  
☐ 456 Change Way, Boston, MA (Address-18364052)

Select Node(s)

Browse Search **2a**

456 Change Way, Boston, MA (Address-18364)

☒ 456 Change Way, Boston, MA (Address-18364052)

## Description / Steps

1. Click 'Create New Ship Lane'
2. Double click in 'Address'. Type the address and select it

*2a. Alternate option – Click on the 'tree' icon and use the search bar to enter and select the Address*

3. Double click in "Warehouse" to select a DC from the 'Select Node(s)' dropdown

4. Defaulted to Prepaid unless a different Freight Term has been approved

5. Double click in "Lead Time(days)" to enter a value between 1 and 999

## Tips

**Addresses selected for 'Ship Lane' must be present under 'Ship From Address' for a particular Supplier.**

**If multiple addresses exist ensure the address added has the same reference # as the address tab**

Click "Save" after creating the Ship Lane



# Submit

### Supplier

**TEST SUPPLIER** SUPPLIER PROFILE • ID: Supplier-17908912  
CVS Reference ID : • Status : Pre-Active • Pay Name : TEST SUPPLIER • PO Name : TEST SUPPLIER • Primary Category : 04-ORAL HYGIENE • Type : Merchandise Warehouse • Sub Type : Domestic

Supplier Overview

Address

Payment & Banking

Supply Chain

Ship Lane

Compliance

EDI

Contact

Documents

Ownership

Details

\* Supplier Name

TEST SUPPLIER

Name of the Supplier that might appear on the Purchase Order or Remittance

\* Supplier Type

Merchandise Warehouse

Status

Pre-Active

\* Supplier Sub Type

Domestic

PO Name

TEST SUPPLIER

\* Pay Name

TEST SUPPLIER

Name of the Pay Supplier

DBA

TEST SUPPLIER

Doing Business As- Informational Only

\* Legal Status

C-Corporation

The field defines the legal status of the supplier's company.

\* Product/Service Description

Oral Care Products

Please provide a brief description about the Product & Services that you plan to offer to CVS

Supplier Status Date

03-Jan-2022

\* Is this Supplier onboarding due to Merger?

N

\* Supplier Manages Data

Y

Parent Supplier

N

CVS Comments

Please add EDI Transmission Contact

Supplier Comments

Category

Clear all filters

	Code
<input type="checkbox"/>	04
<input type="checkbox"/>	71

Number of items: 2

Pay Supplier

Select all

Clear

	Supplier
<input type="checkbox"/>	

Number of items: 1; Selected items: 0

Do you want to copy Pay Supplier Pay Name as PayName?

Save

Submit


Clone Supplier

## Description / Steps

1. Scroll to the bottom of the page and enter "Supplier Comments" if needed
2. Click "Submit"

**Changes made will not be published until 'Submit' button is clicked**

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