

# **STIBO: Supplier Maintenance**



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- Homepage Overview
- User Setup - Password change
- 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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# Maintenance – Change Password

## Description / Steps

1. Click User Details to manually change your password

Welcome to the STEP Web UI

The screenshot displays a dashboard with six main sections:

- Links:** Supplier self onboarding process guidelines, Link to CVSSuppliers.com, Advanced Search.
- New Supplier Onboarding:** One Time Agent Verific... 0, Supplier Self OnBoarding 5, Total 5.
- New Agent Onboarding:** One time Agent Verifica... 0.
- Supplier Maintenance:** Maintain Supplier Data 4.
- Clarification Workflow:** Review 1.
- Manage Your Account:** Logged in: KYLA MULLIN, User Details (highlighted with a red callout bubble containing '1'), Logout button.

## Tips

# Maintenance – Change Password

User Details

User ID KMULLIN

\* Email Address **1**

Old password

New password

Repeat new password

Use the SAVE button to complete the password change.  
You will be logged out and redirected to the home page. Please log in with your ID and new password.

**2**

## Description / Steps

1. Enter your Old Password
  - Enter a new Password
  - Re-Enter the new Password
2. Click Save

## Tips

If you forgot your password, you can click the forgot password button on the login screen

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# Maintenance – Homepage Overview

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# Maintenance – Home Page

The screenshot shows the STEP Web UI home page. A dark blue sidebar on the left contains the CVS Health logo (callout 1), a search bar, and navigation options: Global Search, Tree, and Supplier Search. The main content area is titled 'Welcome to the STEP Web UI' (callout 2) and features six panels: 'Links' with a mouse cursor over 'Supplier self onboarding process guidelines'; 'New Supplier Onboarding' with a table showing counts for 'One Time Agent Verifica...' (0), 'Supplier Self OnBoarding' (6), and 'Total' (6); 'New Agent Onboarding' with 'One time Agent Verifica...' (0); 'Supplier Maintenance' with 'Maintain Supplier Data' (2) (callout 3); 'Clarification Workflow' with 'Review' (0) (callout 4); and 'Manage Your Account' showing 'Logged in: KYLA MULLIN' and a 'Logout' button. A 'Supplier-3' label is in the top right corner.

## Description / Steps

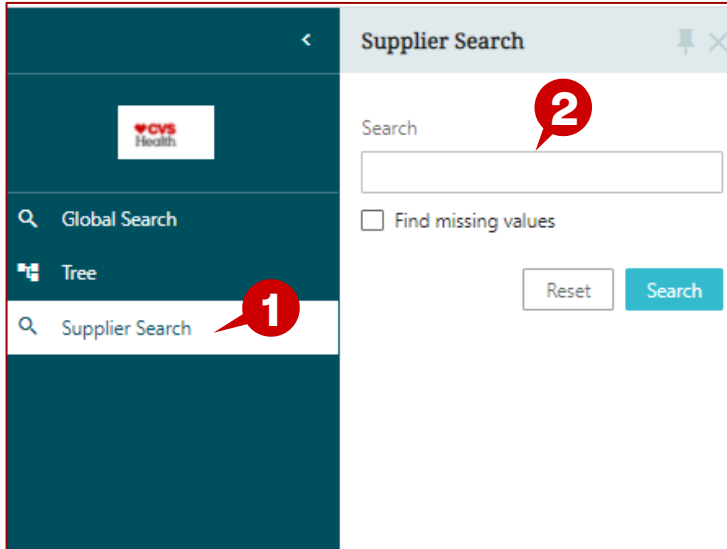
1. Click on the CVS icon to get to the home page
2. **New Supplier Onboarding** – supplier invitations to be completed
3. **Supplier Maintenance** – maintenance that has been started and not submitted.
4. **Clarification workflow** – CM has made changes to your payment terms or shipment terms for you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

## Tips

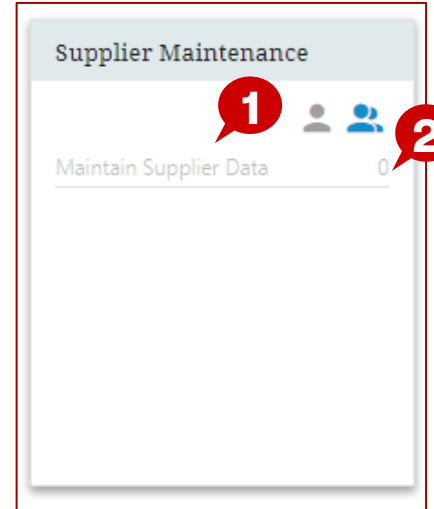
The next slide will help you determine if there is maintenance to be completed

# 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 'Supplier Search' window in a web application. On the left is a dark teal sidebar with the CVS Health logo and navigation options: 'Global Search', 'Tree', and 'Supplier Search' (highlighted with a red callout '1'). The main window has a title bar 'Supplier Search' and a search input field containing '38340' (callout '2'). Below the input is a checkbox for 'Find missing values' and two buttons: 'Reset' and 'Search' (callout '3'). Below the search window is a table with two columns: 'Name' and 'Supplier Reference'. The table contains three rows: 'TEST CLONE SUPPLIER' (reference 38361), 'TEST SUPPLIER' (reference 38340), and 'TEST SUPPLIER CLONE'. The 'TEST SUPPLIER' row is highlighted with a red callout '4'.

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 CHOICE box against the Acknowledgement.**

Clear all filters

Acknowledgement	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

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# **Maintenance – Supplier already in Maintenance Workflow**

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# Maintenance – Supplier is already in Maintenance Workflow

Welcome to the STEP Web UI

Supplier-3

Links

- [Supplier self onboarding process guidelines](#)
- [Link to CVSSuppliers.com](#)
- [Advanced Search](#)

New Supplier Onboarding

One Time Agent Verific...	0
Supplier Self OnBoarding	6
Total	6

New Agent Onboarding

One time Agent Verifica...	0
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Supplier Maintenance

Maintain Supplier Data	2
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Clarification Workflow

Review	0
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Manage Your Account

Logged in:  
KYLA MULLIN

[User Details](#)

Logout

## 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 CHOICE box against the Acknowledgement.**

Clear all filters

Acknowledgement	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



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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 <sup>1</sup> 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

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*

# Supplier Overview - Maintenance

## Adding a Pay Supplier

▼ Pay Supplier

Select all Clear all filters Add Pay Supplier Remove Pay Supplier

Supplier Reference Name

No existing records

Add Pay Supplier

Reference Type Pay Supplier

Reference Target select options...

Cancel OK

Select Node(s)

Browse Search

31081 Search

KYLA'S UAT 1 (Supplier-11860320) Supplier Reference

Select Node(s)

Browse Search

KYLA'S UAT 1 (Supplier-11860320) Search

Supplier Search Results Supplier Reference

KYLA'S UAT 1

Cancel OK

Add Pay Supplier

Reference Type Pay Supplier

Reference Target KYLA'S UAT 1 (Supplier-11860320)

Cancel 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
123 Holly Lane, Boston, MA	123 Holly Lane	PO Box 123	Boston	United States of America	MA-Massachusetts	02777	

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.**

Supplier-34685 • Kyla Mullin • English US • Main

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
456 Change Way, Boston, MA	456 Change Way		Boston	United States of America	MA-Massachusetts	0777	

Number of items: 1; Selected items: 1

## 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"

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 p**

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

## 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
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 inherited**

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)
- 2 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

*Address	*Warehouse	*Freight Term	Minimum Dollars	Minimum Unit	Minimum Unit Multiple	Lead Time(days)	Order Multiple
<b>2</b> 456 <b>2a</b>		Prepaid <b>4</b>					

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) Search

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.**

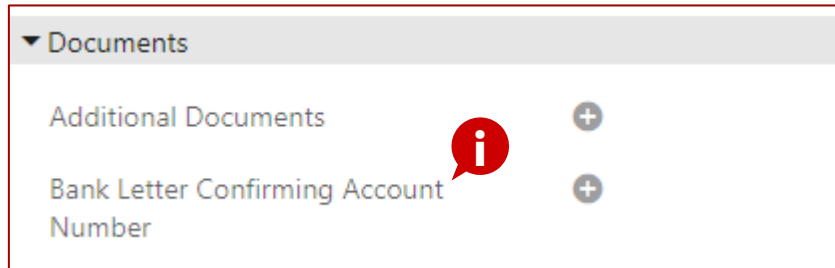
**If multiple addresses exist ensure the address added has the same reference # as the address tab**

Click "Save" after creating the Ship Lane



# Documents – Bank Letter

## Documents – Bank Letter Confirming Account number



## Description / Steps

Suppliers that are ACH Capable are required to upload the document – ‘Bank Letter Confirming Account Number’.

- Bank letter must be:
  - on the bank letter head.
  - dated within 1 year of current date
  - signed by the bank agent
- Bank letter must contain following details:
  - ABA #
  - Account # (**the Account # on the bank letter must match the Account# entered in Stibo**)
  - Account holder name

## Tips

Non compliance to bank letter requirements will lead to the profile not being approved by CVS AP Team and will delay updates from being published



# 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
04
71

Number of items: 2

Pay Supplier

Select all Clear

Suppl
<input type="checkbox"/>

Number of items: 1; Selected ite

Do you want to copy Pay Supp  
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**