

STIBO: Supplier Maintenance



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- Identify new Maintenance vs saved Maintenance
- Initiate New Maintenance – CVS/Supplier
- Complete a Maintenance already in the workflow
- Quick Tips for common Maintenance changes

User Setup – Password Change

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

Maintenance – Homepage Overview

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 Verific...' (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

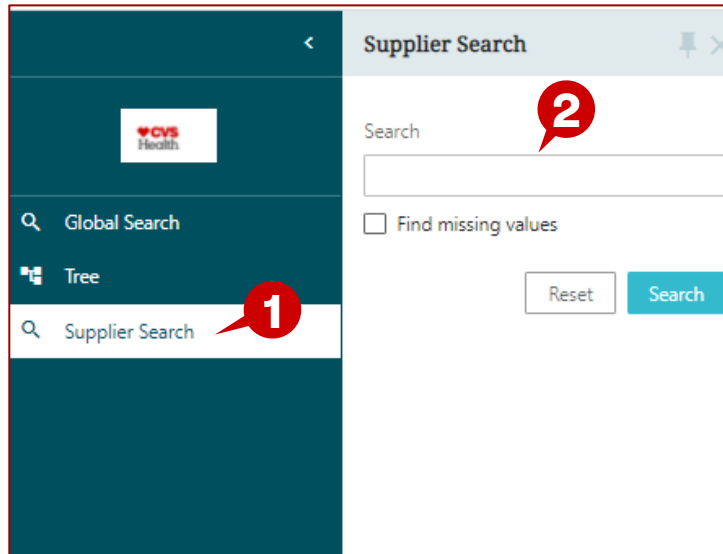
1. Click on the CVS icon to get to the home page
2. **New Supplier Onboarding** – supplier invitations to be completed
3. **Supplier Maintenance** – maintenance that has been started and not submitted.
4. **Clarification workflow** – CM has made changes to your payment terms or shipment terms for you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

Tips

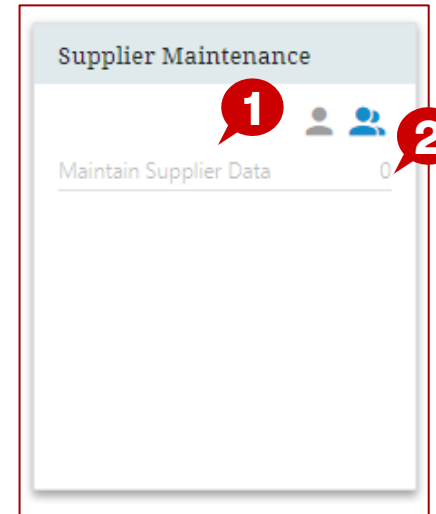
The next slide will help you determine if there is maintenance to be completed

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 pages 9 thru 15)

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

Saved Supplier Maintenance

Saved Supplier Maintenance (detailed in pages 16 thru 19)

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

**New Maintenance
CVS Initiated**

Supplier Data Maintenance

Stibo Home Screen

Welcome to the STEP Web UI

The screenshot displays the Stibo Home Screen with the following sections:

- Links:**
 - Supplier self onboarding process guidelines
 - Link to CVSSupplier.com
 - Advanced Search
- New Supplier Onboarding:**
 - One Time Agent Verific... 0
 - Supplier Self OnBoarding 0
 - Total 0
- New Agent Onboarding:**
 - One time Agent Verifica... 0
- Supplier Maintenance:**
 - Maintain Supplier Data 1

A red circle with the number '1' is placed over the 'Maintain Supplier Data' link in the Supplier Maintenance section.

Description / Steps

Upon login the user will be in the Stibo home screen. If CVS Health has made a change that requires attention, it will be in the "Supplier Maintenance" workflow

1. Click "Maintain Supplier Data"

Tips

Supplier Data Maintenance

Supplier Maintenance Workflow

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

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 clicking and selecting "Y" on the CHOICE box against the Acknowledgement.

Clear all filters

Acknowledgement	Supplier Comments	CVS Comments	User	Date	Comment History
<input type="checkbox"/>		PO Name Change	RPDM CM 1	05-Jan-2022	RPDM CM 1: 05-Jan-2022 02:12:09: PO Name Change

1 2

3

Save Submit

Description / Steps

Comments will indicate what has changed and the supplier will be asked to acknowledge the change. Additionally, comments can be sent back to CVS Health

- Based on the comment, supplier can review the change in the appropriate worksheet
- Double click the Acknowledgement and select "Y" or "N"
 - Enter supplier comments (**optional**)
 - "Submit" acknowledgement / comments

Tips

**New Maintenance
Supplier Initiated**

New Maintenance – Supplier Search

The screenshot shows the 'Supplier Search' window in the CVS Health system. On the left, a navigation menu has 'Supplier Search' highlighted with a red callout '1'. The main window has a search box containing '38340' with a red callout '2'. Below the search box is a checkbox for 'Find missing values' and a blue 'Search' button with a red callout '3'. A 'Reset' button is also present. Below the search window, a table displays search results with a red callout '4' pointing to the first 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 page 17

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*

Supplier already in Maintenance Workflow

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 Verifica...	0
Supplier Self OnBoarding	6
Total	6

New Agent Onboarding

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

Supplier Maintenance

Maintain Supplier Data	2
------------------------	---

Clarification Workflow

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

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
Supplier-11860320	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
Supplier-19330922	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

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*

Quick Tips for Common Maintenance Changes

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 ¹ 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

The screenshot shows the 'Pay Supplier' list on the left and the 'Add Pay Supplier' dialog box on the right. In the list, the 'Add Pay Supplier' button is circled with a red '1'. In the dialog box, the 'Reference Type' dropdown is set to 'Pay Supplier' and the 'Reference Target' dropdown is open, with a tree icon circled by a red '2'. The dialog box has 'Cancel' and 'OK' buttons.

The screenshot shows the 'Select Node(s)' dialog box with the 'Search' tab selected. The search input field contains '31081' and the 'Search' button is circled with a red '4'. Below the input field, a search result is displayed: 'KYLA'S UAT 1 (Supplier-11860320)' with a tree icon to its left. The dialog box has 'Cancel' and 'OK' buttons.

The screenshot shows the 'Select Node(s)' dialog box with the search results from the previous step. The search input field now contains 'KYLA'S UAT 1 (Supplier-11860320)'. The search result is highlighted. The 'OK' button is circled with a red '5'. The dialog box has 'Cancel' and 'OK' buttons.

The screenshot shows the 'Add Pay Supplier' dialog box. The 'Reference Type' dropdown is set to 'Pay Supplier'. The 'Reference Target' dropdown now contains the selected supplier: 'KYLA'S UAT 1 (Supplier-11860320)'. The 'OK' button is circled with a red '6'. The dialog box has 'Cancel' and 'OK' buttons.

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

1 Clear all Clear all filters Add Existing Address Remove Address 2

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 : 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 3

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 4

Reference Target 999 Main Street, Anytown, RI (Address-17908927) 5

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
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 cvs
- 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

*Address	*Warehouse	*Freight Term	Minimum Dollars	Minimum Unit	Minimum Unit Multiple	Lead Time(days)	Order Multiple
2 456 2a		Prepaid 4					
<input type="checkbox"/> 456 Change Way, Boston, MA (Address-18364052)							
<input type="checkbox"/> 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



Payment & Banking Maintenance

Updating ACH

▼ Details

NOTE : If factor company or different pay supplier is linked then Payment Type ,EDI Invoicing and Banking Attributes will be inherited from linked pay supplier or factor company on click of Save or Submit

EDI Invoicing N

EDI Begin Date

Are you a Supplier providing alcohol products to CVS using this new Supplier number? N

Do you want Pcard capability for Payments? N

* Payment Type CHECK

Are you ACH Capable? N

Description / Steps

ACH Flag must be set to 'Y' in order to update supplier profile with bank details

1. Use the dropdown to change ACH Capable from "N" to "Y"

Tips

Additional fields will appear on the screen when the flag is changed from "N" to "Y"

'Payment Type' field cannot be updated by supplier.

CVS AP team will update Payment Type to ACH once Bank details and Bank Letter have been reviewed and approved.

Next slide shows additional fields available for maintenance

Payment & Banking Maintenance

Update Bank details

* Payment Type	Bank Open Account
Are you ACH Capable?	Y
	If Wire Payment Type is approved by CVS, an additional 4 days will be added to your current terms
Account Type	CHECKING
Bank Name	Chase
Routing Number	123123123
Account Number	11223344
Account Owner First Name	John
Account Owner Last Name	Doe
	<p>IAT PAYEE AFFIRMATION STATEMENT: I represent that I have all requisite power, authority and capacity to execute this U.S. Jurisdiction Affirmation Statement on behalf of my business. I affirm that, regarding electronic payments that CVS Health Corporation may remit to the financial institution for credit to the account that I have designated, the entire payment amount is not subject to being transferred to a foreign bank account. In addition, I acknowledge that electronic payments to the designated account for my business must comply with the provisions of United States law, as well as, if applicable, the requirements of the Office of Foreign Assets Control (OFAC), and that CVS Health Corporation may elect to remit future payments to my business in any manner that it deems necessary to comply applicable laws, rules and regulations. I agree to notify CVS Health Corporation promptly in the event that any of the representations, affirmation or acknowledgements above is no longer correct. Please Check one of the following:</p>
IAT Affirmation	<input checked="" type="checkbox"/> I Agree

Description / Steps

1. Enter details into following fields –
 - Account Type
 - Bank Name
 - Routing Number
 - Account Number
 - Account Owner First Name
 - Account Owner Last Name
 - Select 'I Agree' after reviewing IAT Affirmation Statement

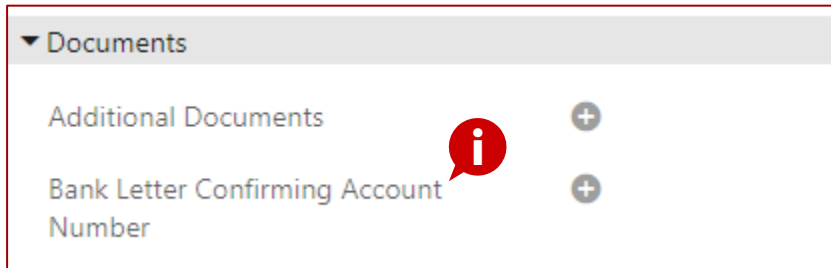
Tips

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

Next slide provides guidance on Bank Letter to be uploaded on Documents tab

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: [Empty text area]

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 Sup
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