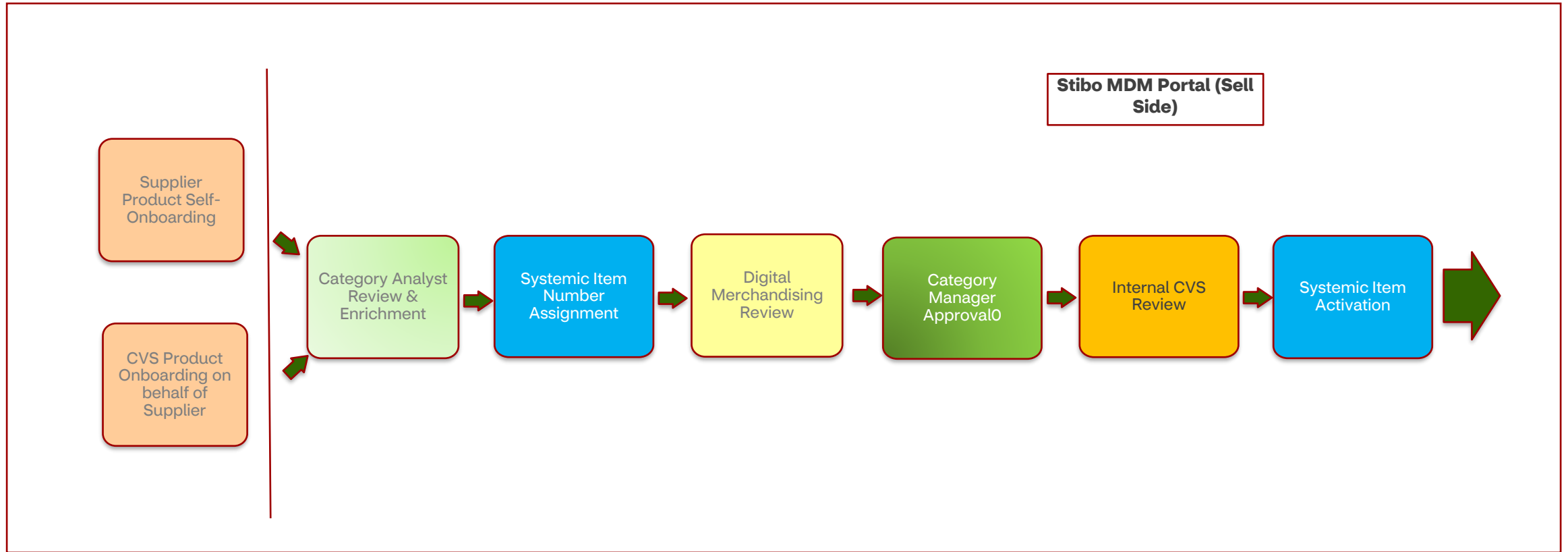


# Product Onboarding: Supplier



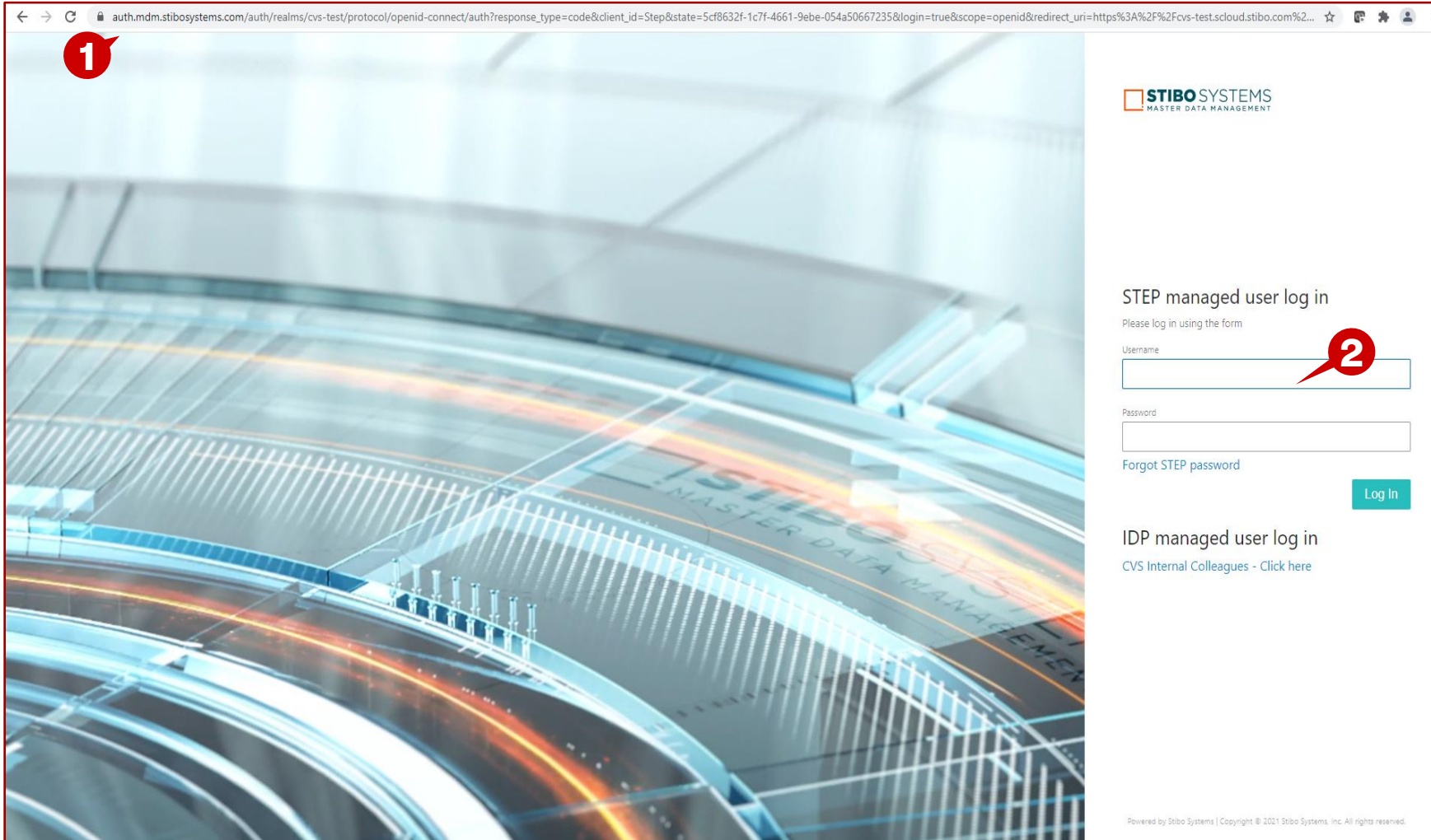
# High Level Product Onboarding Process



- Authorized Supplier can self onboard most Products except for Import Items (Compliance reasons)
- CVS teams can also onboard Products on behalf of Suppliers. (Not all Products are Supplier managed)
  - MDM Team manages most item
- All Products will require Category Analyst Review, Digital Merchandising Review, and Category Manager Approval. Category Analysts and Digital Merchandising can return to Supplier for additional information or questions.

# User Login

## User Login



The screenshot shows a web browser window with the URL `auth.mdm.stibosystems.com/auth/realms/cvs-test/protocol/openid-connect/auth?response_type=code&client_id=Step&state=5cf8632f-1c7f-4661-9ebe-054a50667235&login=true&scope=openid&redirect_uri=https%3A%2F%2Fcvstest.scloud.stibo.com%2F...`. The page features a futuristic background image of a curved structure with glowing orange and blue lines. The STIBO SYSTEMS logo is in the top right corner. The main heading is "STEP managed user log in" with the instruction "Please log in using the form". There are two input fields: "Username" and "Password". A red callout bubble with the number "1" points to the browser address bar. Another red callout bubble with the number "2" points to the "Username" input field. Below the password field is a link "Forgot STEP password". A teal "Log In" button is positioned to the right of the password field. Below the login form is a section for "IDP managed user log in" with a link "CVS Internal Colleagues - Click here". At the bottom, a small footer reads "Powered by Stibo Systems | Copyright © 2021 Stibo Systems, Inc. All rights reserved."

## Description / Steps

1. Enter URL for Supplier Portal –

[https://cvs-production.scloud.stibo.com/webui/WEBUI\\_CVSSupplierPortal](https://cvs-production.scloud.stibo.com/webui/WEBUI_CVSSupplierPortal)

2. Enter Username and Password

# Product Onboarding - Supplier

## Stibo Home Screen

Welcome to the STEP Web UI

Hammond, Lyn (Contractor) • English US • Main

1

Links

- Supplier self onboarding process guidelines
- Link to CVSSuppliers.com
- Advanced Search
- Advanced Search For Product
- Clone Product
- Clone NFR Product
- Import Smartsheet For Bulk Product Creation
- Import Smartsheet For Product Maintenance

New Supplier Onboarding

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

New Agent Onboarding

One time Agent Verification	0
-----------------------------	---

Clarification Workflow

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

Supplier Maintenance

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

Onboard new Product

Create New Product

Product Onboarding - In Progress	14
Products Sent Back By CA	0
Products Sent Back By DM	0
<b>Total</b>	14

Onboard a New NFR Product

Create a New NFR Product

Product Onboarding - In Progress	0
<b>Total</b>	0

Product Maintenance For S...

Product Maintenance	0
Sent Back	0

Product NFR Maintenance

Product Maintenance	0
---------------------	---

Product Variant Creation

Create New Product Variant

Variant Creation - In Progress	0
Variants Sent Back By Digital Merch	0

Product Variant Maintenance

Variant Maintenance - In Progress	0
Variants Sent Back By Digital Merch	0

Product Clarification

Clarification	0
---------------	---

Import entities

Drop file here

or

Select file

Manage Your Account

Logged in: HAMMOND, LYN (CONTRACTO...

User Details

Logout

2

3

Onboard new Product

Create New Product

Product Onboarding - In Progress	14
Products Sent Back By CA	0
Products Sent Back By DM	0
<b>Total</b>	14

## Description / Steps

Upon login the user will be in the Stibo home screen

1. Scroll to the Onboard New Product widget
2. Click on Create New Product
3. Queues within product onboarding process:


*Supplier Product Onboarding- all items that are process but have not been submitted to CVS for review.*


*Send Back by CA- all items that have been sent back rework by the category analyst.*


*Send Back by DM- all items that have been sent back rework by the digital team.*

## Tip

Recall:

 Represents items assigned to the user logged into the system.

 Represents items assigned to the group where the user is assigned.

 Represents items assigned to anyone.



# Product Onboarding - Supplier

## Onboard New Product Screen

The screenshot shows the 'Onboard a New Product' interface. It is divided into two main sections: 'Product Onboarding Information' and 'Product Classification'. The 'Product Onboarding Information' section contains fields for 'Supplier' (a dropdown menu with the placeholder 'Your Supplier Number Here'), 'Product Name' (a text input field with a note: 'Product Name describes what the Product is. Name should not contain values of Brand details. Color and Size info.'), 'UPC Format' (a dropdown menu), and 'UPC(s)' (a text input field with a note: 'Please add respective UPC(s) related to product in above text box'). The 'Product Classification' section contains a dropdown menu for 'Is this a display item or a bulk kit?' and a 'Stibo Product Hierarchy' dropdown menu with a note: 'STIBO Product Hierarchy is mandatory for merchandise products'. At the bottom, there are two buttons: 'Initiate Product Onboarding' and 'Reset'. Red callout numbers 1 through 7 are placed over the form elements: 1 points to the Supplier dropdown, 2 points to the Product Name text field, 3 points to the UPC Format dropdown, 4 points to the UPC(s) text field, 5 points to the 'Is this a display item or a bulk kit?' dropdown, 6 points to the Stibo Product Hierarchy dropdown, and 7 points to the 'Initiate Product Onboarding' button.

Onboard a New Product

Product Onboarding Information

Supplier: Your Supplier Number Here

\* Product Name: Product Name describes what the Product is. Name should not contain values of Brand details. Color and Size info.

\* UPC Format

\* UPC(s): Please add respective UPC(s) related to product in above text box

Product Classification

\* Is this a display item or a bulk kit?

Stibo Product Hierarchy

STIBO Product Hierarchy is mandatory for merchandise products

Initiate Product Onboarding Reset

## Description / Steps

1. Click on the + and choose the supplier. Search or browse to select the appropriate supplier. (This option is only enabled if the user represents multiple suppliers)
2. Type in the product name, not more than 60 characters. (review the note under the field for CVS guidelines)
3. Select the UPC format.
4. Enter the UPC. The UPC will be checked for validity by the system
5. Select yes/no for Is this a display or a bulk kit?
6. If no, is selected, the Product Hierarchy drop down list will be displayed. Select the appropriate category. A leaf node must be selected, the system will alert you if a leaf node is not selected.
7. Once the mandatory information is complete, the Initiate Product Onboarding button changes color. Click on the button to submit the product.

# Product Onboarding - Supplier

## Product Details – STIBO Product Hierarchy Attributes

Product Details

Hammond, Lyn (Contractor) • English US • Main

Merchandise > Baby > Personal Hygiene Products > Child Incontinence > Sleep / Overnight Training Pants > DOMESTIC TEST ITEM

Product Name  
Domestic test item  
Supplier Reference No:

STIBO Product Hierarchy  
Sleep / Overnight Training Pants  
Supplier Name

Item Status  
Pre-Active  
Brand Type

STIBO Product Hierarchy Attributes

Details

FDA/Compliant Attributes

UPC

Dimensions

Packaging Hierarchy

Cost and Retail

Specifications

Digital Assets

Regulatory

Hazmat

STIBO Product Hierarchy

Sleep / Overnight Training Pants

Click on Save & Continue after selection of STIBO Product Hierarchy

Product Type

Color

Lifestage

Concern

Form

Scent

Size

Quantity

SPF

Key Ingredients

Benefit

Skin Type

Specialties

Gender

Submit to CVS Review

Save & Continue

## Description / Steps

1. Information entered on the product initiation screen is shown.
2. Product Hierarchy that was entered on the previous screen. You can edit, if needed.
3. Enter applicable attributes – some are mandatory. These attributes are determined by the selected product Hierarchy.
4. Click Save & Continue.

## Tips

Some of the attributes are mandatory but not marked as mandatory. This is because they are conditionally required attributes based on the hierarchy node that is selected.

Upon Submit to CVS Review, business rules will execute. An error will be noted if the attribute was not completed but is required.

# Product Onboarding - Supplier

## Product Details Home Screen – Details Tab

Product Details

Merchandise > Baby > Personal Hygiene Products > Child Incontinence > Sleep / Overnight Training Pants > CVS Training pant for Boys Size 3T-4T

Product Name: CVS Training pant for Boys Size 3T-4T  
STIBO Product Hierarchy: Sleep / Overnight Training Pants  
Item Status: Pre-Active  
Supplier Reference No: 11111  
Supplier Name: GARCOA LABS, INCORPORATED  
Brand Type:

STIBO Product Hierarchy Attributes Details FDA/Compliant Attributes UPC Dimensions Packaging Hierarchy Cost and Retail Specifications Digital Assets Regulatory Hazmat

**Product Description**

\* Product Name: CVS Training pant for Boys Size 3T-4T  
Product Name describes what the Product is. Name should not contain values of Brand details, Color and Size info.

\* Product Title: CVS Training pant for Boys Size 3T-4T

Product Videos

Romance Copy 1  
Romance Copy 2  
Supplier Product Description  
Please enter the description of the product within maximum of 200 characters

Projected In-Store Date(if available): M/d/yyyy

\* Brand  
Click on Save & Continue after selection of Brand to view the selected Brand

Sub Brand  
Model Number  
Scan Card Product: No  
\* Does the Item Packaging have a Gender (men/women)? No

**Product Review**

For National Brand - Select the Approving Category Manager  
For Store Brand - Select the Product Development Manager

\* Approving Manager

**Product Location**

\* Product Scope: Chainwide  
Please indicate the location the product is serviced to

Direct Import Supplier: No

**Bonus**

\* Is this a Bonus Item?

Submit to CVS Review Save & Continue

## Description / Steps

1. The numbers in orange next to each tab indicates that number of mandatory fields that need/remain to be completed on each tab. ( \* indicate that a field is mandatory)
2. Product Name was entered on the product initiation screen. You can edit, if needed.
3. Enter the Product Title.
4. Enter URLs to Product Videos.
5. Enter the Product text fields.
6. Enter the Brand, if known.  
(continues on the next slide)

## Tips

Romance Copy 2 requires two entries. After you come out of the field, another box will display.

If you don't have Brand Information/don't enter Brand Information, the Brand will be set to 'NONBRANDED' and Brand Type will be set to 'Non-Branded National'.

Brand has type ahead feature to narrow the choices





# Product Onboarding - Supplier

## Product Details Home Screen – Details Tab (con't)

Hammond, Lyn (Contractor) • English US • Main

### Product Details

Merchandise > Baby > Personal Hygiene Products > Child Incontinence > Sleep / Overnight Training Pants > CVS Training pant for Boys Size 3T-4T

Product Name	CVS Training pant for Boys Size 3T-4T	Supplier Reference No:	
STIBO Product Hierarchy	Sleep / Overnight Training Pants	Supplier Name	
Item Status	Pre-Active	Brand Type	

STIBO Product Hierarchy Attributes   Details   **FDA/Compliant Attributes** <sup>1</sup>   UPC   Dimensions <sup>2</sup>   Packaging Hierarchy   Cost and Retail <sup>2</sup>   Specifications   Digital Assets <sup>1</sup>   Regulatory <sup>1</sup>   Hazmat <sup>2</sup>

**Product Description**

\* Product Name

Product Name describes what the Product is .Name should not contain values of Brand details, Color and Size info.

\* Product Title

Product Videos

\* Romance Copy 1

\* Romance Copy 2

\* Supplier Product Description

Please enter the description of the product within maximum of 200 characters

Projected In-Store Date(if available)

\* Brand

Click on Save & Continue after selection of Brand to view the selected Brand

Sub Brand

Model Number

Scan Card Product

\* Does the Item Packaging have a Gender (men/women)?

**1**

**Product Review**

For National Brand - Select the Approving Category Manager  
For Store Brand - Select the Product Development Manager

\* Approving Manager

**2**

**Product Location**

\* Product Scope

Please indicate the location the product is serviced to

Direct Import Supplier

**3**

**Bonus**

\* Is this a Bonus Item ?

**4**

**Bonus**

\* Is this a Bonus Item ?

If this is a Bonus Item, **Regular Item Number** is Mandatory

**Bonus Reference**

Bonus Type

Regular Item Number

**5**

**6**

Submit to CVS Review   Save & Continue

## Description / Steps

1. Select yes/no for Does the item packaging have a Gender(men/women)?
2. Select the approving Category Manager.
3. Product Scope is defaulted to Chainwide, change if needed.
4. Select Yes/No if the item is a Bonus Item.
5. If the product is a bonus item, enter Bonus Type and the Regular Item Number.
6. Click Save & Continue.

## Tips

If you don't have Brand Information/don't enter Brand Information, the Brand will be set to 'NONBRANDED' and Brand Type will be set to 'Non-Branded National'.

Brand has type ahead feature to narrow the choices



# Product Onboarding - Supplier

## Product Details – FDA/Compliant Attributes Tab

Product Details

Merchandise > Baby > Personal Hygiene Products > Child Incontinence > Sleep / Overnight Training Pants > CVS Training pant for Boys Size 3T-4T

Product Name: CVS Training pant for Boys Size 3T-4T  
STIBO Product Hierarchy: Sleep / Overnight Training Pants  
Item Status: Pre-Active

Supplier Reference No:  
Supplier Name:  
Brand Type:

STIBO Product Hierarchy Attributes Details **FDA/Compliant Attributes** <sup>1</sup> UPC <sup>2</sup> Dimensions <sup>2</sup> Packaging Hierarchy Cost and Retail <sup>2</sup> Specifications Digital Assets <sup>1</sup> Regulatory <sup>1</sup> Hazmat <sup>2</sup>

\* Is Item Regulated By FDA

\* Is Item Regulated By FDA: Yes

\* FDA Item Type:

Cosmetic  
Dietary Supplement  
Food and Beverage  
Medical Device  
OTC Drug

\* Is Item Regulated By FDA: Yes

\* FDA Item Type: Cosmetic

Click on Save & Continue after selection of FDA Item Type

\* Cosmetic Item Type:

Age Restrictions

Age Dosing:

Age Guidelines:

Product Directions/Warnings/Ingredients

Product Directions (Text) 1:

Product Directions (Text) 2:

Product Ingredients (Text):

Product Warnings (Text) 1:

Product Warnings (Text) 2:

Submit to CVS Review Save & Continue <sup>5</sup>

## Description / Steps

1. Select yes/no for Is the Item Regulated by the FDA.
2. If yes, select FDA Item Type.
3. Click on Save & Continue.
4. Based on the FDA Item Type, different attributes will display for completion. Complete the attributes.
5. Click on Save & Continue.

# Product Onboarding - Supplier

## Product Details – UPC Tab

Product Details

Merchandise > Baby > Personal Hygiene Products > Child Incontinence > Sleep / Overnight Training Pants > CVS Training pant for Boys Size 3T-4T

Product Name: CVS Training pant for Boys Size 3T-4T  
STIBO Product Hierarchy: Sleep / Overnight Training Pants  
Item Status: Pre-Active

Supplier Reference No:  
Supplier Name:  
Brand Type:

STIBO Product Hierarchy Attributes Details FDA/Compliant Attributes **UPC** Dimensions Packaging Hierarchy Cost and Retail Specifications Digital Assets Regulatory Hazmat

NOTE: Click on 'Add New UPC' and provide UPC Format and UPC to add a new UPC for the product.  
For adding a System 4 UPC, please click on 'Add System 4 UPC'.  
For removing an UPC, select the UPC and Click on 'Delete UPC'.

1. Action bar: Add New UPC, Add System 4 UPC, Delete UPC

2. Add New UPC button

3. Add value(s) form: UPC Format, UPC(s), Cancel, OK

4. Checkmark box in table

5. Add New UPC, Add System 4 UPC, Delete UPC buttons

6. Success message: UPC deleted Successfully

7. Save & Continue button

ID	UPC Format	UPC Add Date	UPC Description	Primary UPC Indicator	Is UPC Suppressed
1845678901001	GTIN-14	3/28/2023			
400000167114	System 4	3/28/2023			
978020137962	EAN/UCC-13	3/28/2023			

## Description / Steps

1. The action bar where a UPC can be added or deleted.
2. Click on Add a UPC to add a UPC.
3. A pop-up window will display, enter the UPC format, UPC, and click ok. More than 1 UPC can be entered in this window. A row will be added for each UPC entered. (the upc will be checked for validity by the system)
4. To Delete a UPC, click in the box to put a check mark.
5. The Delete UPC becomes available, click on it to delete the UPC.
6. Pop-up window will display that the UPC was deleted successfully.
7. Click on Save & Continue.

# Product Onboarding - Supplier

## Product Details – Dimensions Tab

Product Details

Merchandise > Baby > Personal Hygiene Products > Child Incontinence > Sleep / Overnight Training Pants > CVS Training pant for Boys Size 3T-4T

Product Name: CVS Training pant for Boys Size 3T-4T  
STIBO Product Hierarchy: Sleep / Overnight Training Pants  
Item Status: Pre-Active  
Supplier Reference No:  
Supplier Name:  
Brand Type:

STIBO Product Hierarchy Attributes Details FDA/Compliant Attributes UPC Dimensions Packaging Hierarchy Cost and Retail Specifications Digital Assets Regulatory Hazmat

\* Height: 12  
\* Width: 12  
\* Depth: 12  
\* Dimension UOM: IN-INCHES

\* Weight: 5  
\* Weight UOM: LB-POUNDS

\* Consumer Size Quantity: 1  
\* Consumer Size Quantity UOM: BG-BAG  
\* Stackable Product Indicator: No

\* Flex Packaging: No  
Tray Depth:  
Tray Height:  
Tray Width:

\* Multipack: No

Height	Distance from the bottom edge to the top edge of the object.
Width	Distance from the left edge to the right edge of the object.
Depth	Distance from the front edge to the back edge of the object.

Submit to CVS Review Save & Continue

## Description / Steps

1. Enter all dimensions and select the appropriate UOM
2. Enter weight and UOM
3. Enter the Consumer Size Quantity, Consumer Size UOM, Stackable Product Indicator.
4. Select yes or no if the product has Flex Packaging.
5. Enter Tray Depth, Height, and Width, if applicable.
6. Select yes or no, if the product is a multipack
7. If yes, enter the Multipack Packaging Type and Quantity
8. Click Save & Continue

## Product Details – Packaging Hierarchy Tab

### Description / Steps

- ## Tips

*If there is not a separate UPC for each packaging type, enter the case UPC for all three.*

*The weight of the case, layer, and pallet, should be + or - 30% of the order units multiplied by the weight of 1 item.*  
*Example: If case has 10 order units, the weight of case should be + or - 5% of 50 Lbs (45-55 Lbs)*

# Product Onboarding - Supplier

## Product Details – Packaging Hierarchy (Con't) – Delete Packaging Type

1. Click on the check mark in the packaging type to be deleted.

2. Click the box Unlink: Unlinking a lower level will clear all the upper level contents within the hierarchy.

3. Unlink from hierarchy box will display, click OK.

4. The packaging type icon will be deleted.

## Description / Steps

1. Click on the check mark in the packaging type to be deleted.
2. Click the box Unlink: Unlinking a lower level will clear all the upper level contents within the hierarchy.
3. Unlink from hierarchy box will display, click OK.
4. The packaging type icon will be deleted.
5. Click Save & Continue

STIBO Product Hierarchy Attributes Details UPC Dimensions Packaging Hierarchy Cost and Retail Specifications Digital Assets Regulatory

BuySide Item CVS Training pan...

Clear all Create Inner Pack Create Case Create Layer Create Pallet

CVS Training pant for Boys Size 3T-4T	
Name	CVS Training pant for Boys Size 3T-4T
* Height	
* Width	
* Depth	
* Weight	
No of Order Units	
Volume	
Product UPC/GTIN Format	System 4
Product UPC/GTIN	400000075716
Packaging UPC/GTIN Format	
Packaging UPC / GTIN	
Packaging UPC Begin Date	
Packaging UPC Description	

Number of items: 1; Selected items: 1

Submit to CVS Review Save & Continue

# Product Onboarding - Supplier

## Product Details – Cost and Retail Tab

**Product Details**  
Merchandise > Baby > Personal Hygiene Products > Child Incontinence > Sleep / Overnight Training Pants > CVS Training pant for Boys Size 3T-4T

Product Name: CVS Training pant for Boys Size 3T-4T  
STIBO Product Hierarchy: Sleep / Overnight Training Pants  
Item Status: Pre-Active  
Supplier Reference No:  
Supplier Name  
Brand Type

STIBO Product Hierarchy Attributes | Details | FDA/Compliant Attributes | UPC | Dimensions | Packaging Hierarchy | **Cost and Retail** | Specifications | Digital Assets | Regulatory | Hazmat

\* Unit Cost:

Click on Save & Continue button before clicking on 'Cascade Unit Cost to all DCs'.

Cascade Unit Cost to all DCs

Warehouse	* Unit Cost
<input type="checkbox"/> Bessemer, AL	
<input type="checkbox"/> Chemung, NY	
<input type="checkbox"/> Conroe, TX	
<input type="checkbox"/> Ennis, TX	
<input type="checkbox"/> Fredericksburg, VA	
<input type="checkbox"/> Honolulu, HI	
<input type="checkbox"/> Indianapolis, IN	
<input type="checkbox"/> Kansas City, MO	
<input type="checkbox"/> Knoxville, TN	
<input type="checkbox"/> La Habra, CA	
<input type="checkbox"/> Lumberton, NJ	
<input type="checkbox"/> North Augusta, SC	
<input type="checkbox"/> Novi, MI	

Novi, MI  
Orlando, FL  
Patterson, CA  
Phoenix, AZ  
Puerto Rico, PR  
Somerset, PA  
Vero Beach, FL  
Woonsocket, RI

Less than truck load cost:   
MAP (Minimum Advertising Price):   
\* MSRP Quantity:   
\* MSRP Amount:   
\* Pre-Price Product:   
Tiered Cost:

\* Pre-Price Product: Yes  
\* Pre-Price Retail:   
\* Pre-Price Package Qty: 1

Submit for CA Review | **Save & Continue**

## Description / Steps

1. Enter the Unit Cost and click on Save & Continue.
2. The cost can be cascaded to all warehouses, or,
3. The cost can be entered for each individual DC.
4. The rest of the list of the warehouses
5. Enter the MRSP Quantity and Amount.
6. Enter yes or no, if the product is pre-priced.
7. If yes, enter Pre-Price retail. Pre-Price Package Qty is defaulted to 1, change if needed.
8. Click Save & Continue

## Tips

If Unit Cost is entered individually for each warehouse, do not click on Cascade Unit Cost. This will overwrite any data entered in the individual DC Unit Cost field.

If only a few have a different DC Unit Cost, Cascade Unit Cost to all DC's and update the ones that need to be changed.



# Product Onboarding - Supplier

## Product Details – Specifications Tab

Product Details

Merchandise > Baby > Personal Hygiene Products > Child Incontinence > Sleep / Overnight Training Pants > CVS Training pant for Boys Size 3T-4T

Product Name: CVS Training pant for Boys Size 3T-4T  
STIBO Product Hierarchy: Sleep / Overnight Training Pants  
Item Status: Pre-Active  
Supplier Reference No:  
Supplier Name:  
Brand Type:

STIBO Product Hierarchy Attributes Details FDA/Compliant Attributes UPC Dimensions Packaging Hierarchy Cost and Retail Specifications Digital Assets 1 Regulatory 1 Hazmat 2

Additional Attributes

- \* Country Of Origin: United States of America (1)
- Is This Item Date Coded? (2)
- Manufacturer Disco
- Security Tag Type (4)
- Electronic Article Surveillance

Web Attributes

- Scent
- SPF
- Absorbency
- Finish
- Flavor
- Form
- skuSize
- skuCount
- skuPack
- skuConcern
- Color Description
- Color Family
- Strength
- Swatch Hex Value
- As seen on TV

5

6

Submit to CVS Review Save & Continue

## Description / Steps

1. Select the Country of Origin – it's defaulted to United State of America.
2. Select yes or no for Is This Item Date Coded?
3. If yes, enter the Date Code Type
4. Enter the other applicable attributes in the Additional Attributes section.
5. Enter any applicable web attributes.
6. Click Save & Continue

\* Date Code Type: Expiration Date readable (3)

Date Code Desc: yyyyymmdd

Manufactured Shelf Life Weeks



# Product Onboarding - Supplier

## Product Details – Digital Assets Tab

Product Details

Merchandise > Baby > Personal Hygiene Products > Child Incontinence > Sleep / Overnight Training Pants > CVS Training pant for Boys Size 3T-4T

Product Name: CVS Training pant for Boys Size 3T-4T  
STIBO Product Hierarchy: Sleep / Overnight Training Pants  
Item Status: Pre-Active

Supplier Reference No:  
Supplier Name  
Brand Type

STIBO Product Hierarchy Attributes Details FDA/Compliant Attributes UPC Dimensions Packaging Hierarchy Cost and Retail Specifications Digital Assets Regulatory Hazmat

\* Packaging Finalized: No

Product Primary Image: testAsset

Secondary Product Image: testAsset, testAsset

Other Assets: +

Digital Hierarchy: +

OTCHS Hierarchy: +

NOTE: Only one image can be added as Primary Product Image. At least two images must be added as secondary images. Please add Assets (that are not images) in Other Assets. Please click on "Save & Continue" to view the Assets.

Insert asset(s)  
Upload and insert asset(s)

Asset Name	Asset Type	Asset Start Date	Asset Expiry Date	Reference type
testAsset	Product Image	11/22/2022	M/d/yyyy	Product Primary Image

Submit to CVS Review Save & Continue

## Description / Steps

1. Select yes or no for Packaging Finalized.
2. Add images by clicking the plus sign next to the image to be uploaded.
3. Choose to insert an asset or upload and insert an asset.  
(Detailed instruction on next slide)
4. Upload and insert asset will allow the image to be uploaded. Click on Choose File to select the image to be uploaded.
5. Insert an asset, will allow an uploaded image to be used.
6. Table with all the images that are associated with the product.
7. Click Save & Continue

# Product Onboarding - Supplier

## Product Details – Digital Assets Tab – Con't

1. Insert asset(s)  
Upload and insert asset(s)

2. Upload and insert asset(s)  
File: Choose Files No file chosen  
0 File(s) selected (0 KB)  
Cancel Upload

3. Test.jpg

4. Open

5. Upload and insert asset(s)  
File: Choose Files Test.jpg  
Choose Files No file chosen  
1 File(s) selected (327 KB)  
Cancel Upload

6. Upload

7. Asset Import has been started in background process BGP\_88579006

8. Test

9. Product Primary Image

10. Save & Continue

Asset Name	Asset Type	Asset Start Date	Asset Expiry Date	Reference type
Test	Product Image	4/3/2023	M/d/yyyy	Product Primary Image

## Description / Steps

1. Choose to upload and insert an asset.
2. Upload and insert asset will allow the image to be uploaded. Click on Choose File to select the image to be uploaded.
3. Browse to the image and select.
4. Click on Open.
5. The file to be uploaded will be displayed in the pop-up window.
6. Click Upload.
7. Pop-up will display that the background process has started. Close the window.
8. If the image is successfully uploaded and meets the minimum requirements, the preview will be displayed.
9. A row will be added in the table, as well.
10. Click on Save and Continue.

# Product Onboarding - Supplier

## Product Details – Digital Assets Tab – Con't

**Step 1:** Insert asset(s) / Upload and insert asset(s)

**Step 2:** Select Node(s) - Browse

**Step 3:** Select Node(s) - Search

**Step 4:** Gum (88578984)

**Step 5:** OK

**Step 6:** Table with all the images that are associated with the product.

**Step 7:** On the Search tab, enter the name of the asset and select it.

**Step 8:** Click ok and the image will be added into the table, the same as step 6.

**Step 9:** Click Save and Continue

Secondary Product Image

Other Assets

Digital Hierarchy

OTCHS Hierarchy

Asset Name	Asset Type	Asset Start Date	Asset Expiry Date	Reference type
Gum	Product Image	4/3/2023	M/d/yyyy	Secondary Product Image
Test	Product Image	4/3/2023	M/d/yyyy	Product Primary Image

Submit to CVS Review | Save & Continue

## Description / Steps

1. Choose to insert an asset.
2. Select Node(s) pop-up window will display, browse for the image in your supplier folder and choose assets.
3. Select the asset.
4. Browse to the image and select. Click on Open.
5. Insert an asset, will allow an uploaded image to be used.
6. Table with all the images that are associated with the product.
7. On the Search tab, enter the name of the asset and select it.
8. Click ok and the image will be added into the table, the same as step 6.
9. Click Save and Continue

# Product Onboarding - Supplier

## Product Details – Regulatory

Product Details

Lyn Hammond • English US • Main

Merchandise > Baby > Personal Hygiene Products > Child Incontinence > Sleep / Overnight Training Pants > CVS Training pant for Boys Size 3T-4T

Product Name

CVS Training pant for Boys Size 3T-4T

Supplier Reference No:

STIBO Product Hierarchy

Sleep / Overnight Training Pants

Supplier Name

Item Status

Pre-Active

Brand Type

STIBO Product Hierarchy Attributes

Details

FDA/Compliant Attributes

UPC

Dimensions

Packaging Hierarchy

Cost and Retail

Specifications

Digital Assets

Regulatory

Hazmat

Contains CBD

Yes

Contains PSE- E

Yes

\* Salt Gram Weight

\* Salt Gram Weight UOM

Contains Controlled Substances

Yes

Controlled Substance Details

Controlled Substance Percentage

Submit to CVS Review

Save & Continue

## Description / Steps

1. Enter Yes/No if the product contains CBD.
2. If the item contains PSE-E or Controlled Substances, enter yes and answer the questions that follow.
3. Click Save & Continue

# Product Onboarding - Supplier

## Product Details – Hazmat Tab

## Description / Steps

Product Details

Merchandise > Baby > Personal Hygiene Products > Child Incontinence > Sleep / Overnight Training Pants > CVS Training pant for Boys Size 3T-4T

Product Name: CVS Training pant for Boys Size 3T-4T  
STIBO Product Hierarchy: Sleep / Overnight Training Pants  
Item Status: Pre-Active  
Supplier Reference No:  
Supplier Name:  
Brand Type:

STIB(STIBO) Product Hierarchy Attributes Details FDA/Compliant Attributes UPC Dimensions Packaging Hierarchy Cost and Retail Specifications Digital Assets Regulatory Hazmat

\* CONTAINS harmful chemicals  
\* CONTAINS Pesticides  
\* CONTAINS hazardous material  
\* CONTAINS Light bulb/amp  
\* IS Electronic AND CONTAINS Circuit board  
\* REQUIRES Battery

\* Does the item fall within any categories listed on the right?

If you answered "Yes" to any of the questions above OR the item falls within the categories noted to the right, please fill the WERCS Applicability Information below

WPS (WERCS) Registered

Submit For CA Review Save & Continue

Submit to CVS Review Save & Continue

The Following product types require entry into WERCSmart.

Arts & Crafts – Clay, Fabric Dye, Glue, Paint, Plaster

Automotive – Antifreeze, Brake Fluid, Car or Boat Wash, Car or Boat Wax, Degreaser, Fuel, Fuel Additive, Gasoline, Hydraulic Fluid, Polish, Refrigerant, Tire and Wheel Cleaner, Transmission Fluid, Windshield Washer Fluid

Cleaning Supplies – Air Freshener, Bathroom and Tile Cleaner, Bleach, Carpet Cleaner, Degreaser, Deodorizer, Dishwasher Detergent, Disinfectant, Fabric Softener, Floor Polish and Wax, Glass Cleaner, Laundry Detergent, Polish, Oven Cleaner, Sanitizer, Stain Remover, Water Softener, Wood Cleaner

Grocery – Cooking Oil, Food Coloring, Energy Bars, Food Item Dispensed by Compressed Gas, Vitamin Drinks, Water or Food Flavor Enhancers

Health & Beauty – Adhesives, Antiperspirant, Astringent, Cleansing Wipes, Blush, Body Lotion or Cream, Body Oil, Body Wash, Bronzer, Bubble Bath, Conditioner, Cosmetics, Dental Whitening Products, Deodorant, Eye Drops, Eyeliner, Floss, Foundation, Fragrance, Hair Colorant, Hair Styling Products, Hand Sanitizer, Lip Balm, Lip Gloss, Make-up Remover, Nail Polish, Nail Polish Remover, Shampoo, Shaving Cream or Gel, Soap, Sun Care, Sunscreen, Temporary Tattoos, Toothpaste

Home Improvement – Adhesives, Anti-Stain, Asphalt, Bonding Adhesive, Etching Chemical, Faux Finishing Coating, Fire Extinguisher, Floor Wax, Glue, Grout, Paint Thinner, Sealant, Shellac, Stain, Tape

Lawn & Garden – Aislecide, Animal Deterrent, Charcoal, Fertilizer

If you answered 'Yes' to any of the questions above, please fill the WERCS Applicability Information below

WPS (WERCS) Registered Yes

WERCS ID

1. Enter Hazmat details
2. Select yes or no if the items fall into in any of the categories listed to the right.
3. Select yes or no if the product is WPS Registered
4. If yes, enter the WERCS ID
5. Click Save & Continue
6. Click on Submit for CA Review, once complete.

# Product Onboarding - Supplier

## Product Details – Submit to CVS - Errors

The screenshot shows the 'Product Details' form for 'CVS Training pant for Boys Size 3T-4T'. The form includes fields for Product Name, STIBO Product Hierarchy, Item Status, Supplier Reference No., Supplier Name, and Brand Type. A red box labeled '2' highlights an 'Error' message: 'Please provide at least three Primary Product Images. Skin Type is mandatory and cannot be null. Lifestage is mandatory and cannot be null. Quantity is mandatory and cannot be null. Size is mandatory and cannot be null. Gender is mandatory and cannot be null. Product Type is mandatory and cannot be null.' A red box labeled '5' highlights a bell icon in the top right corner. A red box labeled '4' highlights a 'Success' message: 'Item submitted Successfully'. A red box labeled '1' highlights the 'Submit to CVS Review' button. A red box labeled '3' highlights the 'Save & Continue' button. A red box labeled '6' highlights a 'Dismiss All' button in the bottom right corner.

Product Details

Merchandise > Baby > Personal Hygiene Products > Child Incontinence > Sleep / Overnight Training Pants > CVS Training pant for Boys Size 3T-4T

Product Name	CVS Training pant for Boys Size 3T-4T	Supplier Reference No.	11111
STIBO Product Hierarchy	Sleep / Overnight Training Pants	Supplier Name	GARCOA LABS, INCORPORATED
Item Status	Pre-Active	Brand Type	National Brand

STIBO Product Hierarchy Attributes Details FDA/Compliant Attributes UPC Dimensions Packaging Hierarchy Cost and Retail Specifications Digital Assets Regulatory Hazmat

\* Is Item Regulated By FDA

Success

Item submitted Successfully

Submit to CVS Review Save & Continue

Error

- Please provide at least three Primary Product Images.
- Skin Type is mandatory and cannot be null
- Lifestage is mandatory and cannot be null
- Quantity is mandatory and cannot be null
- Size is mandatory and cannot be null
- Gender is mandatory and cannot be null
- Product Type is mandatory and cannot be null

Dismiss All

## Description / Steps

1. Now that all required fields have been completed, click on Submit to CVS.
2. If there are any errors, the Errors will display. Correct the errors.
3. Click on Save & Continue and then Submit to CVS Review.
4. The Success message will display when the item is submitted without errors.
5. If you forget your errors, you can click on the bell icon.
6. The panel on the right will open and your latest errors will be at the top.

# Product Onboarding – Supplier Rework

## Stibo Home Screen

Welcome to the STEP Web UI **MDM PORTAL** Hammond, Lyn (Contractor) • English US • Main

**Links**

- Supplier self onboarding process guidelines
- Link to CVSSuppliers.com
- Advanced Search
- Advanced Search For Product
- Clone Product
- Clone NFR Product
- Import Smartsheet For Bulk Product Creation
- Import Smartsheet For Product Maintenance

**New Supplier Onboarding**

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

**New Agent Onboarding**

One time Agent Verification	0
-----------------------------	---

**Clarification Workflow**

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

**Supplier Maintenance**

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

**Onboard new Product**

Create New Product

Product Onboarding - In Progress	14
Products Sent Back By CA	0
Products Sent Back By DM	0
<b>Total</b>	14

**Onboard a New NFR Product**

Create a New NFR Product

Product Onboarding - In Progress	0
<b>Total</b>	0

**Product Maintenance For S...**

Product Maintenance	0
Sent Back	0

**Product NFR Maintenance**

Product Maintenance	0
---------------------	---

**Product Variant Creation**

Create New Product Variant

Variant Creation - In Progress	0
Variants Sent Back By Digital Merch	0

**Product Variant Maintenance**

Variant Maintenance - In Progress	0
Variants Sent Back By Digital Merch	0

**Product Clarification**

Clarification	0
---------------	---

**Import entities**

Drop file here

or

Select file

**Manage Your Account**

Logged in: HAMMOND, LYN (CONTRACTO...

User Details

Logout

**Onboard new Product**

Create New Product

Product Onboarding - In Progress	14
Products Sent Back By CA	0
Products Sent Back By DM	0
<b>Total</b>	14

## Description / Steps

Upon login the user will be in the Stibo home screen

1. Scroll to the Onboard New Product widget
2. Click on Products Sent Back CA or Products Sent Back by DM



# Product Onboarding - Supplier

## Product Onboarding – Buy-side Rework Queue

## Description / Steps

1. Click on **Select All** to select all that are in the queue.
2. Put a check mark in the box to select one or more products.
3. Put a check mark in the box in the **Assign to me** column to assign the selected product(s) to yourself.
4. Click on the blue hyperlink to open the selected product.
5. Click on the **Review Comments** tab to see what needs to be re-worked.

Product Onboarding - Products Sent Back By CA - Available

Lyn Hammond • English US • Main

**1** ☒ Select all ☐ Clear all filters ☐ Apply view ☐ Clear view

ID	Name	UPCs	Assignee	Assigned to me	No Of Days in Queue	Product Type	Product Classification
<b>2</b> <input type="checkbox"/> Buy-47968968	S&H Apple Juice	1144778855222 2223333598152	RPDM_Product_MDM	<b>3</b> <input type="checkbox"/>	6 d 3 hrs 0 min	Merchandise	Alcohol
<input type="checkbox"/> Buy-48145396	STACY Village	1594561231472	RPDM_Product_MDM	<input type="checkbox"/>	6 d 2 hrs 54 min	Merchandise	General Merchandise
<input type="checkbox"/> Buy-58993074	BABY CARE UAT TEST	544233244355	Bhat, Swarna	<input type="checkbox"/>	139 d 23 hrs 0 min	Merchandise	General Merchandise
<input type="checkbox"/> Buy-77504391		400000649641	RPDM_Product_MDM	<input type="checkbox"/>	41 d 12 hrs 43 min		
<input type="checkbox"/> Buy-92586513	DIAL TEST SKU 1	2244556688550	RPDM_Product_MDM	<input type="checkbox"/>		andise	Beauty/Personal Care

Product Onboarding - Products Sent Back By CA - Available

ID	Name	UPCs	Assignee	Assigned to me
<b>4</b> <input checked="" type="checkbox"/> Buy-47968968	S&H Apple Juice	1144778855222 2223333598152	Lyn Hammond	<input checked="" type="checkbox"/>
<input type="checkbox"/> Buy-48145396	STACY Village	1594561231472		<input type="checkbox"/>
<input type="checkbox"/> Buy-58993074	BABY CARE UAT TEST	544233244355		<input type="checkbox"/>
<input type="checkbox"/> Buy-77504391		400000649641		<input type="checkbox"/>
<input type="checkbox"/> Buy-92586513	DIAL TEST SKU 1	2244556688550		<input type="checkbox"/>

**Product Details**

Product Name	S&H Apple Juice	Supplier <a href="#">JA</a>
Product Type	Merchandise	Brand Type
Product Classification	Alcohol	
Item Status	Pre-Active	

Details UPC Dimensions Packaging Hierarchy Cost and Retail Specifications **5** Digital Assets Regulatory Hazmat Review Comments

**Review Comments** select parent

Review Comments approved