

Clone an Item - Supplier



User Login

User Login

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STIBO SYSTEMS
MASTER DATA MANAGEMENT

STEP managed user log in
Please log in using the form

Username

Password

Forgot STEP password

Log In

IDP managed user log in
CVS Internal Colleagues - [Click here](#)

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Description / Steps

1. Enter URL for Supplier Portal –
https://cvs-production.scloud.stibo.com/webui/WEBUI_CVSSupplierPortal
2. Enter Username and Password

Clone an Item

Stibo Home Screen

Welcome to the STEP Web UI

1 Links

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

Product Maintenance For S...

Product Maintenance	2
Sent Back	0

New Supplier Onboarding

One Time Agent Verification	0
Supplier Self OnBoarding	0
Total	0

New Agent Onboarding

One time Agent Verification	0
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Clarification Workflow

Review	0
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Product NFR Maintenance

Product Maintenance	0
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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

Description / Steps

Upon login the user will be in the Stibo home screen

1. Locate Links widget.
2. Click on Clone Product

Clone an Item

Clone an Item Screen

Onboard a New Product

Self-Help Menu TEST SUPPLIER(39486) • Lyn Hammond • English US • Main

Product Onboarding Information

Product to Clone from

UPC Format

UPC(s)

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

Select Node(s)

Browse Search

110363 Search

CVS Pain Relief Capsules - 6 (Buy-118381226)

ID Title

Buy-118381226 CVS Pain Relief Capsules - 6

Cancel OK

Initiate Product Onboarding Reset

Description / Steps

1. Click the plus sign to select the item.
2. This brings up the search window, click on the search tab.
3. Enter the CVS Item Number – as you type the item will be displayed. Select the item.
4. Click on OK
5. Enter the UPC format and the UPC. (steps continue on the next slide)

Clone an Item

Clone a Regular Item Screen – con't

Description / Steps

Onboard a New Product

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Product Onboarding Information

Product to Clone from

ID	Title
Buy-118381226	CVS Pain Relief Capsules - 6

UPC Format

GTIN-14

UPC(s)

18456789010928

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

1 Initiate Product Onboarding Reset

1. Once all fields are entered, click on *Initiate Product Onboarding*.

Clone an Item

Product Details Screen

Product Details

Merchandise > Healthcare > Health Treatments/Aids > Pain Relief Products > General/Multi-use Pain Relief > Adult > CVS Pain Relief Capsules - 6

Product Name: CVS Pain Relief Capsules - 6 Supplier Reference No: 39486
STIBO Product Hierarchy: Adult Supplier Name: LYN'S TEST SUPPLIER
Item Status: Pre-Active Brand Type:

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

* STIBO Product Hierarchy: Adult
Click on Save & Continue after selection of STIBO Product Hierarchy

Product Type: Pain Relievers
Color:
Material:
Lifestage:
Concern: Headache, Menstrual & PMS Support
Form: Tablets, Capsules & Caplets
Size:
Quantity: Value Pack
Features:
ADA- Accepted:
Tested to be Trusted:

Key Ingredients:
Primary Flavor:
Health Goals:
Ingredient Preference:
Symptom: Headache
Homeopathic: No
Benefit:
Gender:
As seen on TV:

3 Submit to CVS Review Save & Continue

Description / Steps

1. The Item is created and brings the user to the Product Details screen.
2. Go to each tab to complete the required attributes.
3. Once all required attributes have been completed, click on Submit to CVS for Review. (This starts the item on the Product Initiation workflow)