

# Bulk Product Creation - Supplier



# User Login

## User Login

1

STIBO SYSTEMS  
MASTER DATA MANAGEMENT

STEP managed user log in  
Please log in using the form

Username

Password

[Forgot STEP password](#)

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](https://cvs-production.scloud.stibo.com/webui/WEBUI_CVSSupplierPortal)
2. Enter Username and Password

# Product Onboarding – Bulk Product Creation

## Stibo Home Screen

Welcome to the STEP Web UI

Self-Help Menu TEST SUPPLIER(39486) • Lyn Hammond • 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>	<b>0</b>

New Agent Onboarding

One time Agent Verification	0
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Clarification Workflow

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

Supplier Maintenance

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

Onboard new Product

Create New Product	0
Product Onboarding - In Progress	2
Products Sent Back By CA	0
Products Sent Back By DM	0
<b>Total</b>	<b>2</b>

Onboard a New NFR Product

Create a New NFR Product	0
Product Onboarding - In Progress	0
<b>Total</b>	<b>0</b>

Product Maintenance For S...

Product Maintenance	2
Sent Back	0

Product NFR Maintenance

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

Product Variant Creation

Create New Product Variant	0
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
---------------	---

Bulk Product Creation Tem... Import entities

Miscellaneous Category

Artists Accessories; Baby Baths/Ba...

Dish Care

Drop file here

Select file

Select a Leaf Node

Browse Search

- Merchandise (EXT\_10002)
  - Arts and Crafts (EXT\_10005)
    - Arts/Crafts/Needlework Supplies (EXT\_10034)
      - Artists Painting/Drawing Supplies (EXT\_10138)
        - Artists Accessories (EXT\_10519)**
        - Artists Brushes/Applicators (EXT\_10520)
        - Artists Canvas/Pre-primed Boards (EXT\_10521)
        - Artists Drawing Boards (EXT\_10522)
        - Artists Easels (EXT\_10523)
      - Artists Painting/Drawing Supplies Other (EXT\_10525)
      - Artists Painting/Drawing Supplies Variety Packs (EXT\_10526)

Cancel OK

Manage Your Account

Logged in: LYN HAMMOND

User Details

Logout

User Settings

System Settings

STIBO SYSTEMS MASTER DATA MANAGEMENT

## Description / Steps

Upon login the user will be in the Stibo home screen

1. Scroll to the Onboard Bulk Product Creation widget
2. Click on the hierarchy icon
3. Browse to find the category that you are going to upload. If you are going to upload multiple categories, you can multi-select by holding down the ctrl key.
4. Click on OK

Select a Leaf Node

Browse Search

- Merchandise (EXT\_10002)
  - Arts and Crafts (EXT\_10005)
    - Baby (EXT\_10010)
    - Beauty (EXT\_10009)
    - Books and Maps (EXT\_10008)
    - Cleaning (EXT\_10007)
    - Clothing (EXT\_10006)
    - Computers and Accessories (EXT\_10011)
    - Electrical Supplies (EXT\_10012)
    - Food, Beverages, and Consumables (EXT\_10013)
    - Footwear (EXT\_10014)

Cancel OK

# Product Onboarding – Bulk Product Updates

## Stibo Home Screen – Exporting the Smartsheet

Welcome to the STEP Web UI

Self-Help Menu TEST SUPPLIER(39486) • Lyn Hammond • 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>	<b>0</b>

**New Agent Onboarding**

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

**Clarification Workflow**

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

**Supplier Maintenance**

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

**Onboard new Product**

Create New Product

<b>Product Onboarding - In Progress</b>	<b>2</b>
Products Sent Back By CA	0
Products Sent Back By DM	0
<b>Total</b>	<b>2</b>

**Onboard a New NFR Product**

Create a New NFR Product

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

**Product Maintenance For S...**

<b>Product Maintenance</b>	<b>2</b>
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
---------------	---

**Bulk Product Creation Tem...**

Artists Accessories;

Miscellaneous Category

Artists Accessories; Baby Baths/Ba...

Dish Care

**Export**

**Import entities**

Drop file here

or

Select file

**Tip**

## Description / Steps

1. The categories are populated in the box.
2. Click on Export.

## Tip

There is a miscellaneous Category that you can download that will not contain the Stibo Product Hierarchy attributes. Once the sheet is imported into Stibo, you could complete those attributes for the items.

# Product Onboarding – Bulk Product Updates

## Exporting the Smartsheet

## Description / Steps

**1** Background Process Details

ID: BGP\_119172656  
Started By: LHAMMOND  
Template ID: SheetExporter  
Status: **2** ✓ Succeeded  
Product Onboarding Smartsheet-2023-08-15\_15.52.47.xlsm  
Started: N/A  
Elapsed: 20 s  
Finished: 8/15/23 3:52:50 PM

**3** Product Onboarding Smartsheet-2023-08-15\_15.52.47.xlsm  
548 KB • Done

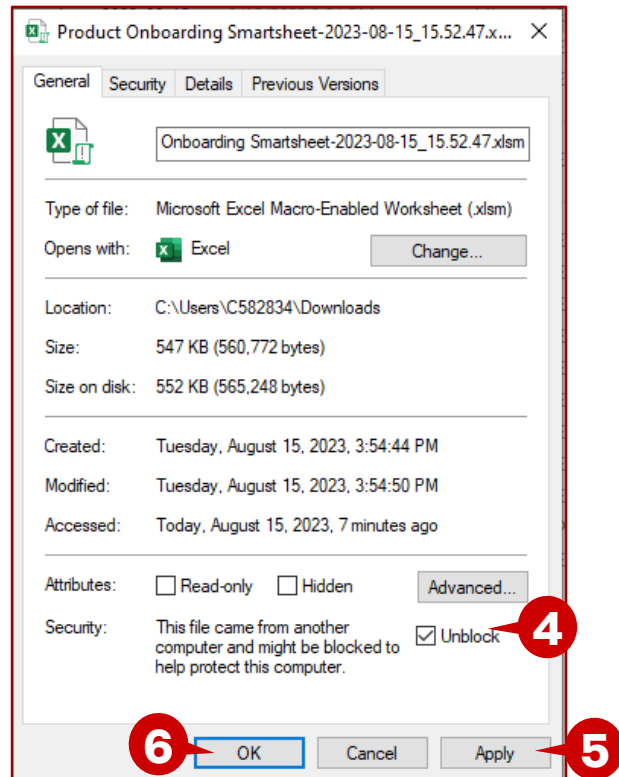
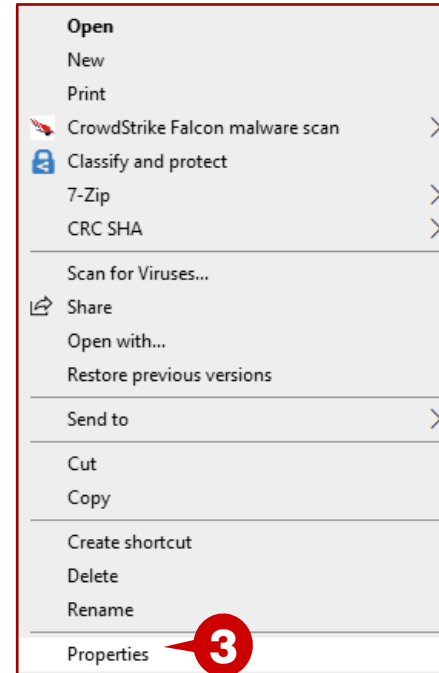
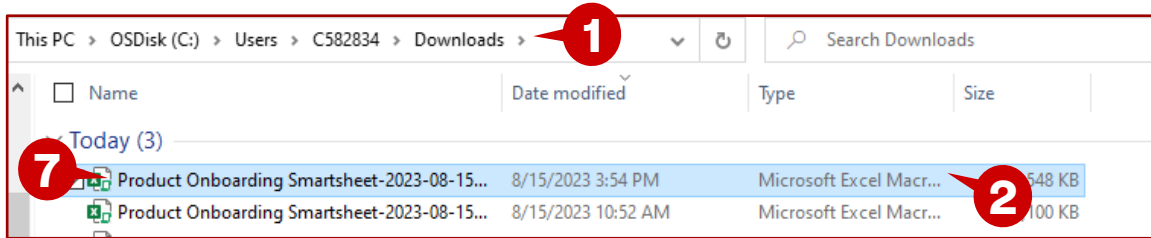
Export

ID	Type	Text
1	Info	Export process started. (Tue Aug 15 15:52:33 EDT 2023)
1778	Info	Logging on to PIM server cvs-uat-app2 as LHAMMOND...
3555	Info	Logged on
5332	Info	Analysis started. (Tue Aug 15 15:52:36 EDT 2023)
7109	Info	Finished analyzing a total of 10 objects (including derived nodes) in 0 seconds. (Tue Aug 15 15:52:36 EDT 2023)
8886	Info	Exporter started, exporting 10 data node objects. (Tue Aug 15 15:52:36 EDT 2023)
10663	Info	Finished exporting a total of 10 data node objects in 0 seconds. (Tue Aug 15 15:52:36 EDT 2023)
12440	Info	Exported 0 assets, 0 classifications, 0 entities, and 10 products. (Tue Aug 15 15:52:36 EDT 2023)
14217	Info	Included 0 assets, 0 classifications, 0 entities, and 7 products due to being cross-referenced or parents. (Tue Aug 15 15:52:36 EDT 2023)
15994	Info	Exported 26 values, 71 references/links, 0 data container objects, and 0 tables. (Tue Aug 15 15:52:36 EDT 2023)
17771	Info	Finalized cross-reference times in 1 seconds. (Tue Aug 15 15:52:36 EDT 2023)

1. The Background Process Details page will open.
2. When the status is Succeeded, click on the blue hyperlink.
3. Click on the folder icon.

# Product Onboarding – Bulk Product Updates

## Exporting the Smartsheet – Opening the file



## Description / Steps

1. The downloads folder opens.
2. Right click on the file.
3. Choose properties.
4. Put a check mark in the Unblock box.
5. Click on Apply.
6. Click on OK.
7. Double click on the file to open the excel file.

# Product Onboarding – Import Bulk Creation

## Exporting the Smartsheet – Reviewing the open file

The screenshot shows the Microsoft Excel interface. At the top, a yellow security warning banner reads "SECURITY WARNING: Macros have been disabled." with an "Enable Content" button. A red circle with the number "1" points to this button. Below the ribbon, the spreadsheet is open to the "ProductsSheet" tab. The table has the following headers in row 10:

	B	C	D	E	F	G	H	I	J
9									
10	* Product Name	Supplier Product Desc	Projected Supplier De	Supplier Brand	Sub Brand	Product Title	Product Videos	Romance Cop	
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									

At the bottom of the spreadsheet, there are several tabs: "Cover", "Artists Accessories", "Artists Brushes Applicators", and "Artists Canvas Pre-primed Boar". A red circle with the number "3" points to the "Artists Accessories" tab. On the right side, a "Vendor Item Enrichment Spreadsheet" dialog box is open, showing details like "User Name: Lyn Hammond", "Vendor Name: LYN'S TEST SUPPLIER(39486)", and "Download Date: 8/15/23 3:52 PM". A red circle with the number "2" points to the "Cover" tab in the dialog box.

## Description / Steps

1. Click on *Enable Content* to enable the macros.
2. The sheet will change to the cover sheet.
3. There are multiple tabs because we chose multiple categories before exporting the sheet.
4. Complete all the blue columns. There are some columns that are not blue that are required such as *UPC Format* and *UPC*.



# Product Onboarding – Import Bulk Creation

## Tips for completing the worksheet

	B	C	D	E	F	G	H	I	J	K	L
9	Validate sheet										
9	Next error										
10	* Product Name	Supplier Product Desc	Projected Supplier Del	Supplier Brand	Sub Brand	Product Title	Product Videos	Romance Copy 1	Romance Copy 2	Does the Item Packagi	Approving Categor
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											

## Description / Steps

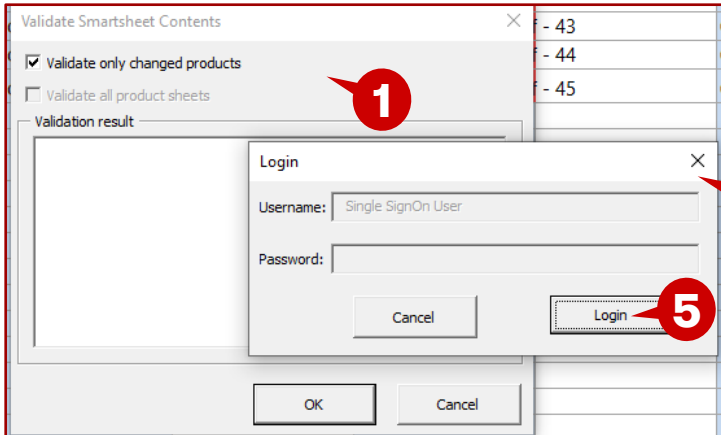
1. Click on the tab next to the Cover tab, in this example, Artists Accessories.
2. The buttons for Validate Sheet and Next Error are in the top left corner of the sheet.
3. The blue columns denote required fields.
4. Recall that Romance Copy 2 requires 3 bullets.
5. You will enter all three bullets in the one field. You will separate each bullet by a semicolon.
6. Once all required fields have been completed, click on Validate sheet.

	B	C	D	E	F	G	H	I	J	K	L
9	Validate sheet										
9	Next error										
10	* Product Name	Supplier Product Desc	Projected Supplier Del	Supplier Brand	Sub Brand	Product Title	Product Videos	Romance Copy 1	Romance Copy 2	Does the Item Packagi	Approving Categor
11									CVS Headache Relief Romance copy 2-1;CVS Headache Relief Romance copy 2-2;CVS Headache Relief Romance copy 2-3		
12											



# Product Onboarding – Import Bulk Creation

## Validating the worksheet



### STEP managed user log in

Please log in using the form

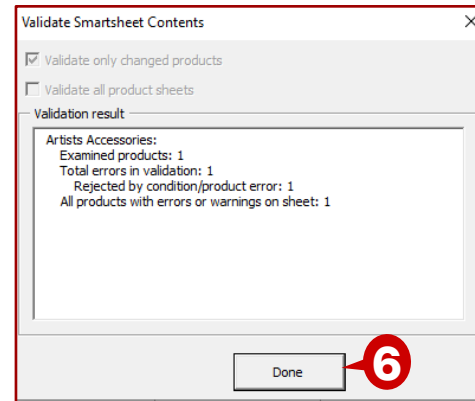
Username  
lhammond

Password  
.....

[Forgot STEP password](#)

Log In

4 Smartsheet has been authenticated for user lhammond. You can close this window



## Description / Steps

1. Validate Smartsheet Contents box will display.
2. The login box will display and will open the browser window to the login page.
3. Enter your login credentials and login.
4. The message will display for you to close the window.
5. Click on Login, once you have closed the browser window.
6. The sheet will validate and display the Validation result. Click on Done.
7. The row with the error will display in red. Hover over the cell and the errors will be displayed. In this example, there is a UPC error and Product Type is mandatory and cannot be null.
8. Correct the errors and go through the validation process as outlined above. Although, you will not have to login again.

Validate sheet						
Next error						
* Product Name	Supplier Product Desc	Projected Supplier De	Supplier Brand	Sub Brand	Product Title	Product Videos
CVS Artist Accessory	CVS Artist Accessory		NONBRAND		CVS Artist Accessory	
	<li>18456789010928 is already onboarded by supplier </li><li>Product Type is mandatory and cannot be null</li>					

# Product Onboarding – Bulk Product Creation

## Stibo Home Screen – Import Bulk Smartsheet

The screenshot shows the Stibo Home Screen with a 'Links' widget on the right side. The widget contains the following 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

The 'Import Smartsheet' dialog box is open, showing the 'Select Smartsheet file' section with a 'Choose File' button and a checkbox for 'Import hidden rows'. The 'Open' file dialog is also open, showing the 'Downloads' folder with two files selected:

- Product Onboarding Smartsheet-2023-08-15\_15.52.47.xlsm
- Product Onboarding Smartsheet-2023-08-15\_10.35.32.xlsm

The 'File name' field in the 'Open' dialog is set to 'Product Onboarding Smartsheet-2023-08-15\_15.52.47.xlsm' and the 'Open' button is highlighted.

## Description / Steps

1. Go back to the Supplier Web Portal home screen and locate the Links widget.
2. Click on Import Smartsheet for Bulk Product Creation.
3. Click on Choose File.
4. File Open dialog box will display, highlight the file that you just updated and validated.
5. Click on Open.
6. The file name will be in the Import Smartsheet box, click on OK>
7. The background process window will open letting you know that the import process has started.

The 'Import Smartsheet' dialog box is shown with the 'Select Smartsheet file' section. The 'Choose File' button is highlighted, and the file name 'Product Onboard...-15\_15.52.47.xlsm' is displayed. The 'Import hidden rows' checkbox is checked, and the 'OK' button is highlighted.

# Product Onboarding – Import – Bulk Creation

## Import Process Screen

Creation of background process initiated [BGP\\_86575245](#) (Web UI Smartsheet Import) ✕

**1**

Node Details

Started By: RPDM MDM 1

ID: BGP\_86575245

Template ID: Import Manager Pipeline

Status: ✓ Succeeded **3**

Started: 3/29/23 4:03:59 PM

Elapsed: 4 s

Finished: 3/29/23 4:04:00 PM

**2**

Export

ID	Type	Text
1	Info	Retrieval started (Wed Mar 29 16:03:59 EDT 2023)
1778	Info	Retrieved 559178 bytes (Wed Mar 29 16:03:59 EDT 2023)
3555	Info	Conversion started (Wed Mar 29 16:03:59 EDT 2023)
5332	Info	Converted 0 objects (Wed Mar 29 16:03:59 EDT 2023)
7109	Info	Logged on
8886	Info	Mapping started (Wed Mar 29 16:04:00 EDT 2023)
10663	Info	Mapping completed (Wed Mar 29 16:04:00 EDT 2023)
12440	Info	Import Started
14217	Info	Logged On
15994	Info	Using import mode "domain"
17771	Info	Starting first import pass (creating system setup objects)
19548	Info	Starting second import pass (importing data)

**4**

CVS Health

Tree

Quick Search

Supplier Search

Planogram Search

Pricing Link Search

Product Search

User Settings

System Settings

STIBO SYSTEMS  
MASTER DATA MANAGEMENT

## Description / Steps

1. Click on the blue hyperlink.
2. This will open the window with the details of the upload.
3. The status will show Succeeded when the import is finished and successful.
4. This the detail pane and can be scrolled to see each of the steps of the import. This would outline any errors that are reported during the upload process.