

Product Onboarding: Display



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
2. Enter Username and Password

Product Onboarding - Display

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
Total	0

New Agent Onboarding

One time Agent Verification	0
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Clarification Workflow

Review	0
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Supplier Maintenance

Maintain Supplier Data	0
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Onboard new Product

Create New Product

Product Onboarding - In Progress

Products Sent Back By CA	0
Products Sent Back By DM	0
Total	2

Onboard a New NFR Product

Create a New NFR Product

Product Onboarding - In Progress

Products Sent Back By CA	0
Products Sent Back By DM	0
Total	0

Product Maintenance For S...

Product Maintenance	2
Sent Back	0

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

Product Clarification

Clarification	0
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Bulk Product Creation Tem...

Artists Accessories;

Miscellaneous Category

Artists Accessories; Baby Baths/Ba...

Dish Care

Export

Import entities

Drop file here

or

Select file

Manage Your Account

Logged in:
LYN HAMMOND

User Details

Logout

Description / Steps

1. Upon login the user will be in the Stibo home screen
2. Scroll to the Onboard New Product widget
3. Click on Create New Product

Product Onboarding - Display

Product Initiation Screen

The screenshot shows the 'Onboard a New Product' screen. At the top right, there is a 'Self-Help Menu' button and user information: 'TEST SUPPLIER(39486) • Lyn Hammond • English US • Main'. The main content is divided into two sections: 'Product Onboarding Information' and 'Product Classification'.
1. A red circle with the number '1' points to the 'Onboard a New Product' header.
2. A red circle with the number '2' points to the 'Product Onboarding Information' section, which contains:
- 'Product Name' text input with 'product here' and a note: 'Product Name describes what the Product is. Name should not contain values of Brand details, Color and Size info.'
- 'UPC Format' dropdown menu with 'GTIN-14' selected.
- 'UPC(s)' text input with '18456789010911' and a note: 'Please add respective UPC(s) related to product in above text box.'
3. A red circle with the number '3' points to the 'Product Classification' section, which contains:
- 'Is this a display item or a bulk kit?' dropdown menu with 'Yes' selected.
4. A red circle with the number '4' points to the 'Initiate Product Onboarding' button at the bottom left of the screen.

Description / Steps

1. The Onboard a New Product screen will display.
2. Complete the Product Name, UPC Format, and UPC.
3. Select Yes for Is this a display item or bulk kit.
4. Click on Initiate Product Onboarding.

4

Initiate Product Onboarding Reset

Product Onboarding - Display

Product Details Screen

Product Details

Display > product here

Product Name: product here
STIBO Product Hierarchy: Display
Item Status: Pre-Active
Supplier Reference No: 39486
Supplier Name: LYN'S TEST SUPPLIER
Brand Type:

Details ¹ UPC ² Dimensions ³ Packaging Hierarchy Display Costs Display Content ⁴ Specifications

Product Description

- * Product Name: product here ²
Product Name describes what the Product is. Name should not contain values of Brand details, Color and Size info.
- * Supplier Product Description: ³
Please enter the description of the product within maximum of 200 characters.
- Projected In-Store Date(if available): M/d/yyyy
- * Brand: ⁴
Click on Save & Continue after selection of Brand to view the selected Brand.
- Sub Brand:

Product Review

- For National Brand - Select the Approving Category Manager
For Store Brand - Select the Product Development Manager
- * Approving Manager: ⁵
- Product Location**
- * Product Scope: Chainwide ⁶
Please indicate the location the product is serviced to.
- Direct Import Supplier: No
- Bonus**

Submit to CVS Review Save & Continue ⁶

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.
2. Product Name was entered on the previous screen. You can edit, if needed.
3. Enter the Supplier Product Description.
4. Select the Brand. Start typing the brand name and the selection will populate.
5. Select the approving Category Manager.
6. Product Scope is defaulted to Chainwide, change if needed.
7. Click Save & Continue.

Tip

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'.

Product Onboarding - Display

Product Details – Dimensions Tab

Product Details
Display > PRODUCT HERE

Product Name: product here
STIBO Product Hierarchy: Display
Item Status: Pre-Active

Supplier Reference No: 39486
Supplier Name: LYN'S TEST SUPPLIER
Brand Type: Private Label

Details | UPC | Dimensions ³ | Packaging Hierarchy | Display Costs | Display Content ¹ | Specifications


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

* Weight
* Weight UOM: LB-POUNDS

* Consumer Size Quantity
* Consumer Size Quantity UOM

* Flex Packaging
* Multipack

* Multipack: Yes
Multipack Packaging Type
* Multipack Quantity: 1



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 and UOM
4. Select Yes or No for Flex Packaging.
5. Select Yes or No, if the product is a multipack
6. If yes, enter the Multipack Packaging Type and Quantity
7. Click Save & Continue

Product Onboarding - Display

Product Details – Packaging Hierarchy Tab

Product Details

Display > PRODUCT HERE

Product Name: product here
Supplier Reference No: 39486
STIBO Product Hierarchy: Display
Supplier Name: LYN'S TEST SUPPLIER
Item Status: Pre-Active
Brand Type: Private Label

Details | UPC | Dimensions | **Packaging Hierarchy** | Display Costs | Display Content | Specifications

BuySide Item product here

1 Clear all ▶ Create Inner Pack ▶ **3 Create Case** ▶ Create Layer ▶ Create Pallet

Name	PRODUCT HERE
* Height	2
* Width	2
* Depth	2
* Weight	2
Product UPC/GTIN Format	GTIN-14 <small>fx</small>
Product UPC/GTIN	18456789010911 <small>fx</small>

Number of items: 1; Selected items: 1

▶ Submit to CVS Review ▶ **4 Save & Continue**

Description / Steps

1. This is the action menu – allows the packaging information to be created per each packaging type
2. This is the dimensions that were previously entered on the Dimensions tab for the product.
3. Click on the packaging type to create the package and enter the dimensions, weight, and UPC.
4. Click Save & Continue

Tips

Case, Layer, and Pallet are required.

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 - 5% 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 - Display

Product Details – Display Content

The screenshot shows the 'Product Details' page for 'PRODUCT HERE'. The 'Display Content' tab is active, showing a table with columns: Content Items, Content Item Number, Content UPC's, Content Item Description, and Content Number of Pieces. A table at the top right shows one row: 'Sharpie Twin Tip Blue 1ct Carded' with item number 463717, UPC 071641109353, description 'Sharpie Twin Tip Blue 1ct Carded', and 10 pieces.

Numbered callouts on the interface:

- 1: 'Add Display Content' button.
- 2: 'Add value(s)' dialog box.
- 3: 'Select Node(s)' search dialog box.
- 4: Search results for 'CVS Headache Relief' items.
- 5: 'OK' button in the search results dialog.
- 6: 'Display Scope' dropdown menu.
- 7: 'Display Shipper Type' dropdown menu.
- 8: 'Save & Continue' button.

Description / Steps

1. Click on Add Display Content
2. The Add Value(s) box will display. Click on the hierarchy symbol.
3. Enter the Item Number or part of the description and click on Search.
4. Click on the item and the row will be displayed.
5. Click on OK
6. A row will be entered into the table. Enter the Content Number of Pieces. Continue adding items until all the items in the display are added.
7. Total Number of Pieces in the Display will be calculated.
8. Enter display Shipper type and other optional attributes.
9. Click Save & Continue

Product Onboarding - Display

Product Details – Display Content

The screenshot shows the 'Product Details' page for 'PRODUCT HERE'. The 'Display Content' tab is active, showing a table with columns: Content Items, Content Item Number, Content UPC's, Content Item Description, and Content Number of Pieces. A modal window titled 'Add value(s)' is open, showing a selected item: 'CVS Headache Relief - 10 (Golden-111769)'. The 'Total Number of Pieces in the Display' is 0. The 'Display Shipper Type' dropdown is open, showing '6'. The 'Save & Continue' button is highlighted with a red circle '7'.

Product Details
Display > PRODUCT HERE

Product Name: product here
Supplier Reference No: 39486
STIBO Product Hierarchy: Display
Supplier Name: LYN'S TEST SUPPLIER
Item Status: Pre-Active
Brand Type: Private Label

Details | UPC | Dimensions | Packaging Hierarchy | Display Costs | **Display Content** | Specifications

Add Display Content | Delete Display Content

* Total Number of Pieces in the Display: 0

Display Scope: [Dropdown]
Display Offshelf/Seasonal/Promo Date: yyyy-MM-dd
* Display Shipper Type: [Dropdown]
Display Material Cost: [Text]
Display Material Type: [Dropdown]
Display Tariff Cost: [Text]

Add value(s)
* Select Node(s): CVS Headache Relief - 10 (Golden-111769)
Cancel | OK

Number of Items: 0; Selected Items: 0

Content Items	* Content Item Number	* Content UPC's	* Content Item Description	* Content Number of Pieces
<input type="checkbox"/> CVS Headache Relief - 10	111769	18456789010782	CVS Headache Relief - 10	10


Submit to CVS Review | **Save & Continue**

Description / Steps

1. The Add Value(s) box will display. Click OK.
2. A row will be entered into the table. Enter the Content Number of Pieces. Continue adding items until all the items in the display are added.
3. Enter the Content Number of Pieces for each content item.
4. Click on Save & Continue.
5. Total Number of Pieces in the Display will be calculated.
6. Enter display Shipper type and other optional attributes.
7. Click Save & Continue

Product Onboarding - Display

Product Details – Display Costs

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Product Details

Display > TEST DISPLAY

Product Name	product here	Supplier Reference No:	39486
STIBO Product Hierarchy	Display	Supplier Name	LYN'S TEST SUPPLIER
Item Status	Pre-Active	Brand Type	Private Label

Details ³ UPC Dimensions ⁴ Packaging Hierarchy Display Content **Display Costs** Specifications

Warehouse	*Unit Cost of Display	*Total Display Cost
Bessemer, AL	13.1	13.1
Chemung, NY	13.1	13.1
Conroe, TX	13.1	13.1
Ennis, TX	13.1	13.1
Fredericksburg, VA	13.1	13.1
Honolulu, HI	13.1	13.1
Indianapolis, IN	13.1	13.1
Kansas City, MO	13.1	13.1
Knoxville, TN	13.1	13.1
La Habra, CA	13.1	13.1
Lumberton, NJ	13.1	13.1
North Augusta, SC	13.1	13.1
Novi, MI	13.1	13.1
Orlando, FL	13.1	13.1
Patterson, CA	13.1	13.1
Phoenix, AZ	13.1	13.1
Puerto Rico, PR	12.6	12.6
Somerset, PA	13.1	13.1
Vero Beach, FL	13.1	13.1

1

Description / Steps

1. *Display Costs are calculated based on the items in the display entered in the previous tab.*

Product Onboarding - Display

Product Details – Specifications

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Product Details
Display > TEST DISPLAY

Product Name	product here	Supplier Reference No:	39486
STIBO Product Hierarchy	Display	Supplier Name	LYN'S TEST SUPPLIER
Item Status	Pre-Active	Brand Type	Private Label

Details UPC Dimensions Packaging Hierarchy Display Content Display Costs **Specifications**

Additional Attributes

Country Of Origin: United States of America **1**

Is This Item Date Coded?

3 Submit to CVS Review **2** Save & Continue

4 Success
Item submitted Successfully

Description / Steps

1. Country of Origin is defaulted. If needed, select a different value.
2. Click Save & Continue
3. Click on Submit to CVS
4. The Success window will display, showing that the Item was submitted successfully.