

Maintenance - Supplier



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. The main content area has two login sections. The first section, 'STEP managed user log in', includes a prompt 'Please log in using the form', a 'Username' field with a red callout '1', a 'Password' field with a red callout '2', a 'Forgot STEP password' link, and a teal 'Log In' button. The second section, 'IDP managed user log in', includes a link 'CVS Internal Colleagues - Click here'. At the bottom, it says 'Powered by Stibo Systems | Copyright © 2021 Stibo Systems, Inc. All rights reserved.'

Description / Steps

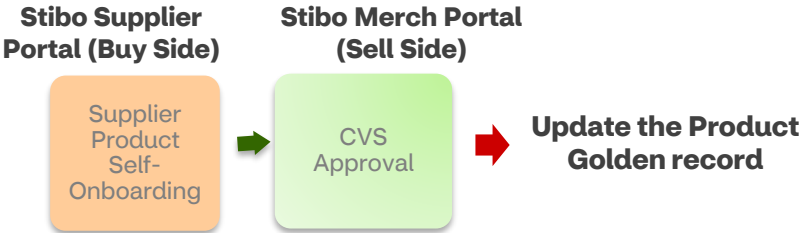
1. Enter URL for Supplier Portal –

https://cvs-production.scloud.stibo.com/webui/WEBUI_CVSSupplierPortal

2. Enter Username and Password

Internal CVS users will use Single Sign On capability and may be prompted to enter User ID / Password

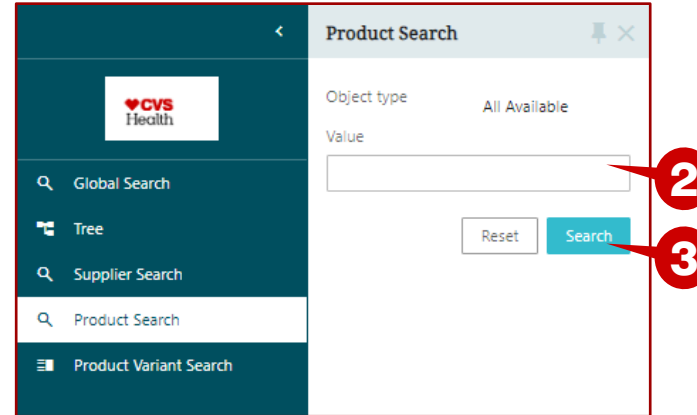
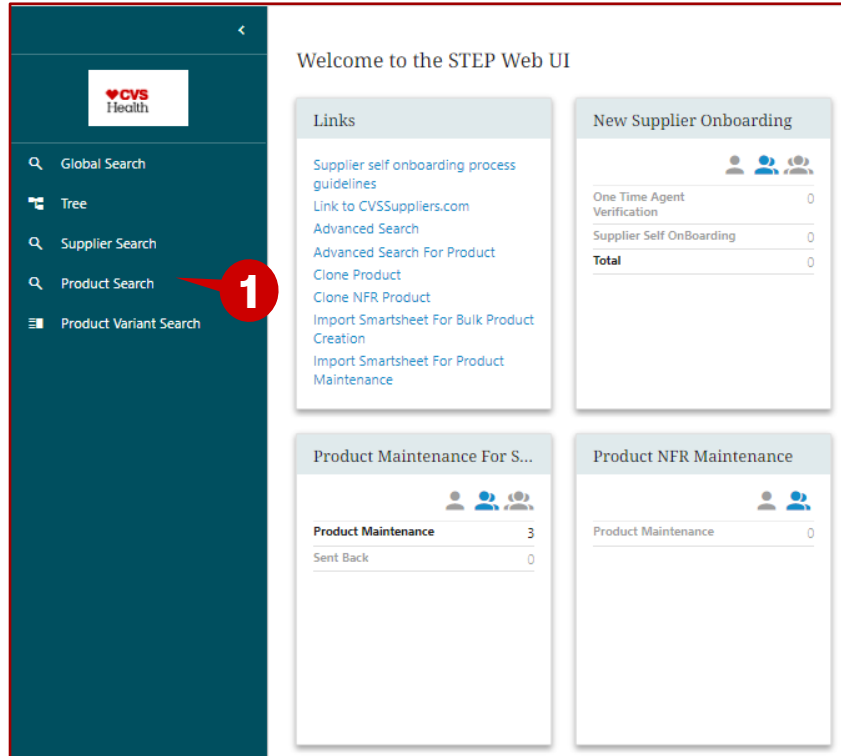
High Level Product Maintenance



Web Tab	Attributes that can be edited	Approval Required	Notification Required
STIBO Production Hierarchy	Hierarchy & all related attributes	Category Analyst Approval	No
Details	Supplier - name, supplier description, product scope, model number, projected supplier date; Gender Flag, Brand	Auto Approved	Yes - MDM, Pricing, Category Analyst, Digital Merch
Details	Product title, product videos & romance copy	Auto Approved	Yes - Digital
Dimensions	All	May require CA/CM Approval	Yes, RISD
Cost & Retail	MAP, MSRP	No	Yes - Pricing
Packaging Hierarchy	All	No	Yes - to inventory planners
Display Content	Left grid that contains content items – only editable when Display Maintainable is Yes	Category Analyst Approval	No
Display Content	All right-side attributes are editable	No	No
Specifications	All	Web attributes – Digital Merch approval Dimensions – Category Analyst Approval Rest of attributes are auto approved	Yes - MDM, Pricing when consumer pack details are changed
FDA Compliant Attributes	All	Category Analyst Approval	No

Maintenance- Supplier

Maintenance– Basic Product Search



Description / Steps

1. Click on Product Search.
2. Enter Search criteria in the box.
3. Click on Search
4. The product(s) are displayed in the results pane.
5. Click on the blue hyperlink to open the product. Or, put a check in the box and click Update Item.

Tips

In this basic search, you can search by entering a word(s) from the product description, supplier number, CVS Item number.

ID	CVS Item Description	CVS Item Number	Item Status	Life Cycle Status	UPC(s)
Golden-2808	CVS HEALTH IBUPROFEN 200MG COATED TABLETS	2808	Active	Product onboarding completed	050428002803, 050428274958, 050428298862
Golden-6205	CVS Nasal Spray Saline Moisturizing Sodium Chloride 0.65%	6205	Active	Product onboarding completed	050428274590
Golden-27821	CVS 5X COQ10 200MG	27821	Active	Product onboarding completed	050428650028

Maintenance- Supplier

Maintenance- Product Details

Product Details

1

Self-Help M

TEST SUPPLIER/394861 • Lyn Hammond • English US • Main

Merchandise > Healthcare > Health Treatments/Aids > Pain Relief Products > General/Multi-use Pain Relief > Adult > CVS Headache Relief - 3

Product Name

CVS Headache Relief - 3

Supplier Reference No:

STIBO Product Hierarchy

Adult

Supplier Name

Item Status

Active

Brand Type

STIBO Product Hierarchy Attributes

Details

UPC

Dimensions

Packaging Hierarchy

Cost and Retail

Specifications

Regulatory

Hazmat

Review Comments

FDA/Compliant Attributes

Additional MHE Attributes

Title

Supplier Contacts

STIBO Product Hierarchy

Adult

Product Type

Pain Relievers

Color

Material

Lifestage

Concern

Headache

Form

Softgels

Size

Quantity

61-120 CT

As seen on TV

Features

ADA- Accepted

Tested to be Trusted

Key Ingredients

Caffeine

Primary Flavor

Health Goals

Ingredient Preference

Symptom

Headache

Homeopathic

No

Benefit

Gender

As seen on TV

Update Item

2

Description / Steps

1. The Product Details page is opened.
2. Click on Update Item

Maintenance- Supplier

Maintenance– Update Product

Description / Steps

Self-He

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Product Details

Merchandise > Healthcare > Health Treatments/Aids > Pain Relief Products > General/Multi-use Pain Relief > Adult > CVS Headache Relief - 3

Product NameCVS Headache Relief - 3

Supplier Reference No:

STIBO Product Hierarchy Node NameAdult

Supplier Name

Item StatusActive

Brand Type

CVS Item Number109948

1

STIBO Product Hierarchy Attributes

Details

UPC

Dimensions

Packaging Hierarchy

Cost and Retail

Specifications

Digital Assets

Regulatory

Hazmat

FDA/Compliant Attributes

MHE

STIBO Product HierarchyAdult

Product TypePain Relievers

Color

Material

Lifestage

ConcernHeadache

FormSoftgels

Size

Quantity61-120 CT

Features

ADA- Accepted

Tested to be Trusted

Key IngredientsCaffeine

Primary Flavor

Health Goals

Ingredient Preference

SymptomHeadache

HomeopathicNo

Benefit

Gender

As seen on TV

Save & Continue

Submit

2

1. Go through the various tabs and make updates
2. Click on Submit

Maintenance- Supplier

Maintenance – Home Screen

Welcome to the STEP Web UI

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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

Total

0

New Agent Onboarding

One time Agent Verification

0

Maintenance

Review

0

Maintain Supplier Data

0

Onboard new Product

Create New Product

Product Onboarding - In Progress

4

Products Sent Back By CA

0

Products Sent Back By DM

0

Total

4

Onboard a New NFR Product

Create a New NFR Product

Product Onboarding - In Progress

0

Total

0

Product Maintenance For S...

Product Maintenance

7

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; Artists Brushes...

Miscellaneous Category

Artists Accessories; Baby Baths/Ba...

Dish Care

Export

Import entities

Drop file here

or

Select file

Description / Steps

1. Go to the Links widget.
2. Click on Advanced Search for Product.

Maintenance- Supplier

Maintenance– Advanced Product Search

Advanced Search For Product

Self-Help

English US • Main

1

Drag search criteria here to build your search

My Searches

☆ Active Item Search For Sup... 1

2

Search

Create collection

Clear

Select all

Update item(s)

ID	Name	CVS Item Number	Item Brand Type	Category Name	Sub Category Name	Segment Name
No existing records						

Selected Items: 0

Description / Steps

1. Advanced Product Search screen opens.
2. Click on Active Item Search for Suppliers.

Maintenance– Update Product

Description / Steps

1. *Search criteria are placed in the search area.*
2. *Make sure CVS Item Number is selected.*
3. *Put in list of item numbers.*
4. *Click on Search.*
5. *Search results are returned. Click on Select all.*
6. *All items are highlighted. Click on Update Item(s).*
7. *Message box appears – will show if item(s) are placed in the workflow or if they are not available to be placed in the workflow..*

Advanced Search For Product

Search from List

Type in or paste list of entries here

Number of pasted entries: 0

CVS Item Number

And

Object type

BuySide Item (BuySide_Item)

And

Attribute

Item Status (AT_ItemStatus)

Active (2)

☐ Include inherited values

Search
Create collection
Clear

Search from List

Type in or paste list of entries here

Number of pasted entries: 0

CVS Item Number

<Select Type ID>

ID

Name

CVS Item Number

Search from List

Type in or paste list of entries here

Number of pasted entries: 5

CVS Item Number

Select all

Update Item(s)

ID	Name	CVS Item Number	Item Brand Type	Category Name	Sub Category Name	Segment Name
Buy-118282201	CVS Headache Relief - 3	109948	Private Label	PAIN RELIEVERS	IBUPROFEN	200MG GELS
Buy-118282203	CVS Headache Relief - 50	110010	Private Label	PAIN RELIEVERS	NAPROXEN	NAPROXEN
Buy-118381457	CVS Headache Relief - 10	111769	Private Label	PAIN RELIEVERS	NAPROXEN	NAPROXEN
Buy-118381458	CVS Headache Relief - 11	111774	Private Label	PAIN RELIEVERS	NAPROXEN	NAPROXEN
Buy-118381459	CVS Headache Relief - 12	111879	Private Label	PAIN RELIEVERS	NAPROXEN	NAPROXEN

My Searches

Active Item Search For Sup...

Clear all

Update Item(s)

ID	Name
<input checked="" type="checkbox"/> Buy-118282201	CVS Headache Relief - 3
<input checked="" type="checkbox"/> Buy-118282203	CVS Headache Relief - 50
<input checked="" type="checkbox"/> Buy-118381457	CVS Headache Relief - 10
<input checked="" type="checkbox"/> Buy-118381458	CVS Headache Relief - 11
<input checked="" type="checkbox"/> Buy-118381459	CVS Headache Relief - 12

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Maintenance- Supplier

Maintenance– Home Screen

Welcome to the STEP Web UI

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

Review

0

Maintenance

Maintain Supplier Data

0

Onboard new Product

Create New Product

Product Onboarding - In Progress

4

Products Sent Back By CA

0

Products Sent Back By DM

0

Total

4

Onboard a New NFR Product

Create a New NFR Product

Product Onboarding - In Progress

0

Total

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

Bulk Product Creation Tem...

Artists Accessories; Artists Brushes...

Miscellaneous Category

Artists Accessories; Baby Baths/Ba...

Dish Care

Export

Import entities

Drop file here

or

Select file

Description / Steps

1. Go to the Product Maintenance for Suppliers widget.
2. Click on Product Maintenance.

Maintenance- Supplier

Maintenance- Product Maintenance Queue – Export Smartsheet

Description / Steps

1. Product Maintenance queue opens.
2. Select item(s) by clicking in the box next to the item. OR
3. Click Select All to select all items in the queue.

Product Maintenance For Supplier - Product Maintenance - Available

Self-Help

2nd • English US • Main

Select all Clear all filters Apply view Clear view Submit event Export Smartsheet

ID	Name	Is Item A Store Brand Product?	UPCs	Supplier	Assignee	Assigned to me	DateOfEntry	No Of Days in Queue	STIBO Product Hierarchy
<input type="checkbox"/> Buy-118282201	CVS Headache Relief - 3	Yes	18456789010713	LYN'S TEST SUPPLIER(39486)	Lyn Hammond	✓	Thu Aug 17 2023 10:16:43 GMT-0400 (EDT)	3 hrs 31 min	Adult
<input type="checkbox"/> Buy-118282203	CVS Headache Relief - 50	Yes	18456789010737	LYN'S TEST SUPPLIER(39486)	Lyn Hammond	✓	Thu Aug 17 2023 09:18:47 GMT-0400 (EDT)	4 hrs 29 min	Adult
<input type="checkbox"/> Buy-118381457	CVS Headache Relief - 10	Yes	18456789010782	LYN'S TEST SUPPLIER(39486)	Lyn Hammond	✓	Thu Aug 17 2023 10:16:43 GMT-0400 (EDT)	3 hrs 31 min	Headache/Migraine Pain Relief
<input type="checkbox"/> Buy-118381458	CVS Headache Relief - 11	Yes	18456789010799	LYN'S TEST SUPPLIER(39486)	Lyn Hammond	✓	Thu Aug 17 2023 10:16:43 GMT-0400 (EDT)	3 hrs 31 min	Miscellaneous Category
<input type="checkbox"/> Buy-118381459	CVS Headache Relief - 12	Yes	18456789010805	LYN'S TEST SUPPLIER(39486)	Lyn Hammond	✓	Thu Aug 17 2023 10:16:43 GMT-0400 (EDT)	3 hrs 31 min	Miscellaneous Category
<input type="checkbox"/> Buy-118381468	CVS Headache Relief - 50 caplets	Yes	18456789010812	LYN'S TEST SUPPLIER(39486)	Lyn Hammond	✓	Thu Aug 17 2023 09:18:47 GMT-0400 (EDT)	4 hrs 29 min	Adult

Product Maintenance For Supplier - Product Maintenance - Available

Clear all Clear all filters Apply view Clear view Submit event Export Smartsheet

ID	Name	Is Item A Store Brand Product?	UPCs	Supplier	Assignee	Assigned to me	DateOfEntry	No Of Days in Queue	STIBO Product Hierarchy
<input checked="" type="checkbox"/> Buy-118282201	CVS Headache Relief - 3	Yes	18456789010713	LYN'S TEST SUPPLIER(39486)	Lyn Hammond	✓	Thu Aug 17 2023 10:16:43 GMT-0400 (EDT)	3 hrs 31 min	Adult
<input checked="" type="checkbox"/> Buy-118282203	CVS Headache Relief - 50	Yes	18456789010737	LYN'S TEST SUPPLIER(39486)	Lyn Hammond	✓	Thu Aug 17 2023 09:18:47 GMT-0400 (EDT)	4 hrs 29 min	Adult
<input checked="" type="checkbox"/> Buy-118381457	CVS Headache Relief - 10	Yes	18456789010782	LYN'S TEST SUPPLIER(39486)	Lyn Hammond	✓	Thu Aug 17 2023 10:16:43 GMT-0400 (EDT)	3 hrs 31 min	Headache/Migraine Pain Relief
<input checked="" type="checkbox"/> Buy-118381458	CVS Headache Relief - 11	Yes	18456789010799	LYN'S TEST SUPPLIER(39486)	Lyn Hammond	✓	Thu Aug 17 2023 10:16:43 GMT-0400 (EDT)	3 hrs 31 min	Miscellaneous Category
<input checked="" type="checkbox"/> Buy-118381459	CVS Headache Relief - 12	Yes	18456789010805	LYN'S TEST SUPPLIER(39486)	Lyn Hammond	✓	Thu Aug 17 2023 10:16:43 GMT-0400 (EDT)	3 hrs 31 min	Miscellaneous Category
<input checked="" type="checkbox"/> Buy-118381468	CVS Headache Relief - 50 caplets	Yes	18456789010812	LYN'S TEST SUPPLIER(39486)	Lyn Hammond	✓	Thu Aug 17 2023 09:18:47 GMT-0400 (EDT)	4 hrs 29 min	Adult

Export Smartsheet

Choose Smartsheet Export Configuration

Product Supplier Maintenance Export Smartsheet

Cancel

OK

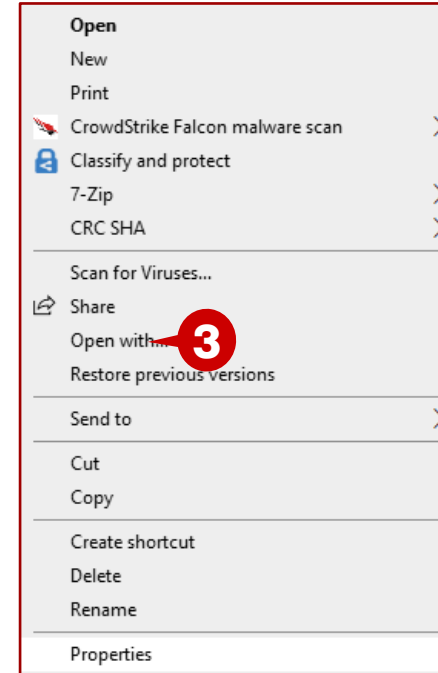
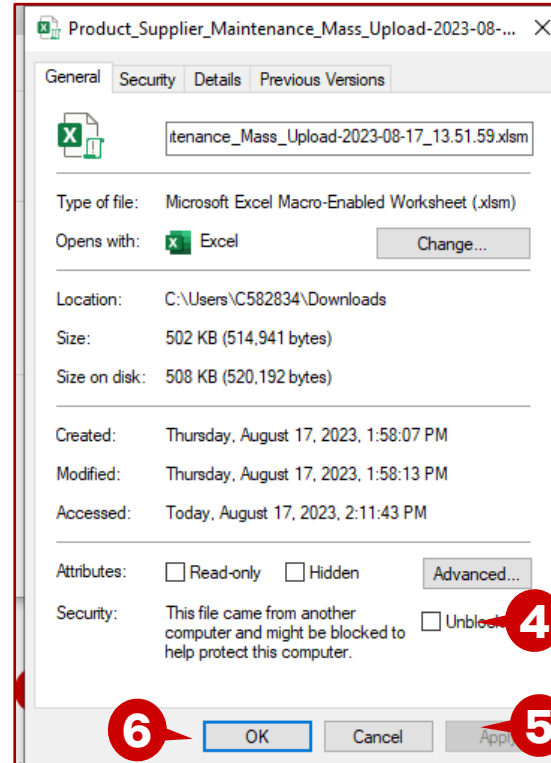
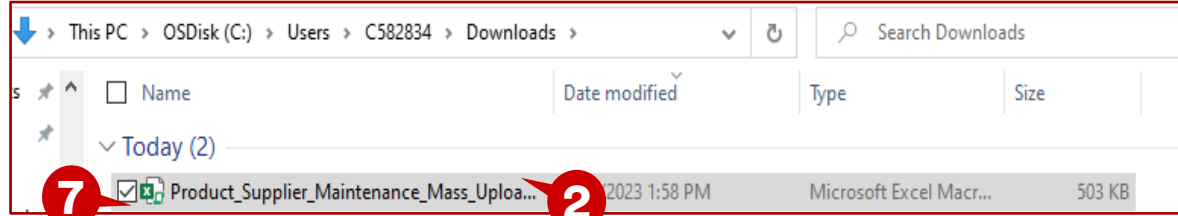
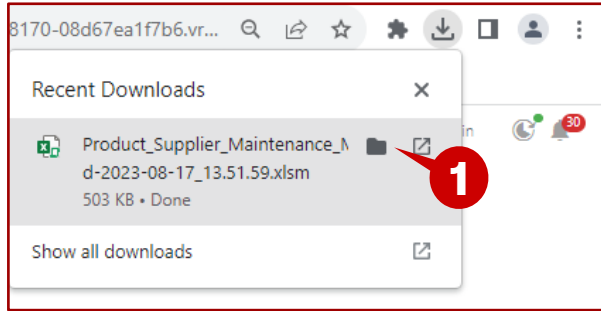
Background Process Details

ID BGP_119271734
Started By LHAMMOND
Template ID Export Manager Pipeline
Status ✓ Succeeded
Product_Supplier_Maintenance_Mass_Upload-2023-08-17_13.51.59.xism
Started N/A
Elapsed 4 s
Finished 8/17/23 1:51:59 PM

Export

Product Onboarding – Bulk Product Updates

Exporting the Smartsheet – Opening the file



Description / Steps

1. Click on the folder icon.
2. The downloads folder opens. 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

AutoSave On Product_Supplier_Maintenance_Mass_Upload-2023-08-17_13.51.59.xlsm Search (Alt+Q) Hammond, Lyn (Contractor) HL

File Home Insert Draw Page Layout Formulas Data Review View Help

Clipboard Font Alignment Sensitivity Number Styles Cells Editing Analysis

SECURITY WARNING Macros have been disabled. Enable Content 1

ProductsSheet

CVS Item Number	Name	Product Name	Absorbency	Color Description	Color Family	Finish	Flavor	Form	Scent	skuCount	skuConcern	skuPack	skuSize
109948	CVS Headache Relief -	CVS Headache Relief -											
110010	CVS Headache Relief -	CVS Headache Relief -											
111915	CVS Headache Relief -	CVS Headache Relief -											
111769	CVS Headache Relief -	CVS Headache Relief -											
111774	CVS Headache Relief -	CVS Headache Relief -											
111879	CVS Headache Relief -	CVS Headache Relief -											

3

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. Make your changes and save the file.

Vendor Item Enrichment Spreadsheet

User Name: Lyn Hammond

Vendor Name: LYN'S TEST SUPPLIER(39486)

Download Date: 8/15/23 3:52 PM

This spreadsheet contains one or more sheets with item data that can be altered, validated and subsequently uploaded to the Web UI. Also, you can add new Items to the sheets. It is strongly recommended to validate the data (by clicking the Validate button) before upload to the Web UI.

The functionality of this workbook may be reduced if Macros are disabled. To enable Macros you will need to select Enable Macros in the security dialog that appears when opening the spreadsheet. Please be advised this workbook contains no harmful macros

Column headers that contain the ≡ symbol at the right hand side of the cell can be clicked to display a selection dialog for choosing values and/or references from multi-valued lists. To use, first select one or more cells in the corresponding column, then click the column header.

Color Codes:
Blue = Mandatory. Information must be added.

Cover Artists Accessories Artists Brushes Applicators Artists Canvas Pre-primed Boar

2

Product Onboarding – Import Bulk Creation

Tips for completing the worksheet

The screenshot shows the Microsoft Excel interface with the 'Merchandise' tab selected. The worksheet contains data for product onboarding. The 'Form' column lists 'Gel Cap' for multiple items. The 'Validate sheet' button is highlighted in the top left corner of the worksheet area.

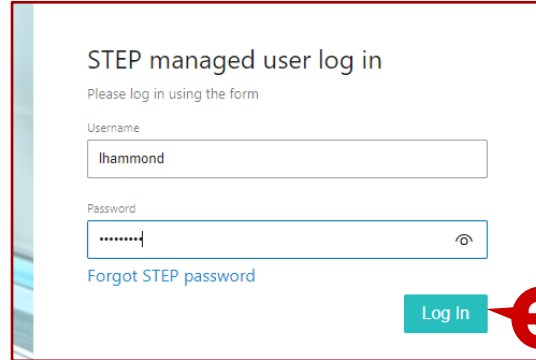
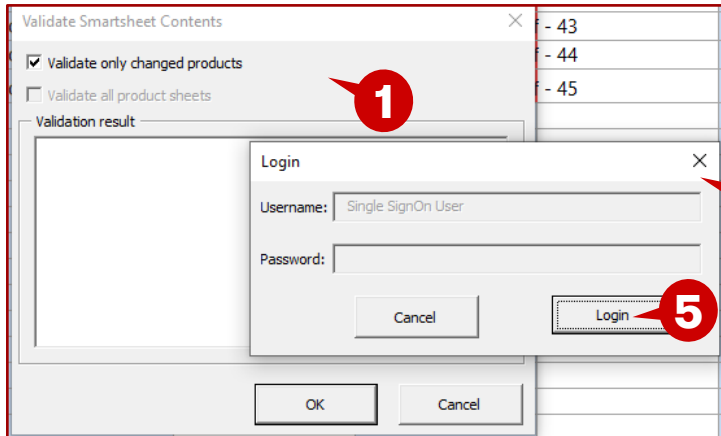
* CVS Item Number	Name	Product Name	Absorbency	Color Description	Color Family	Finish	Flavor	Form	Scent
109948	CVS Headache Relief -	CVS Headache Relief - 3						Gel Cap	
110010	CVS Headache Relief -	CVS Headache Relief -						Gel Cap	
111915	CVS Headache Relief -	CVS Headache Relief -						Gel Cap	
111769	CVS Headache Relief -	CVS Headache Relief -						Gel Cap	
111774	CVS Headache Relief -	CVS Headache Relief -						Gel Cap	
111879	CVS Headache Relief -	CVS Headache Relief -						Gel Cap	

Description / Steps

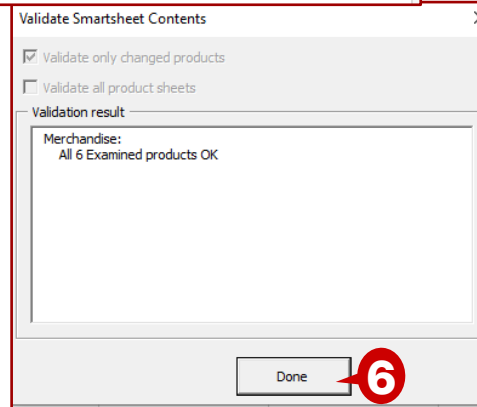
1. Click on the tab next to the Cover tab, in this example, Artists Accessories.
2. The buttons for Validate Sheet and Next Error are in the top left corner of the sheet. Click on Validate sheet.

Product Onboarding – Import Bulk Creation

Validating the worksheet



Log In



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

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	
	18456789010928 is already onboarded by supplier Product Type is mandatory and cannot be null					


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. In our example there were no errors. Click on Done.
7. If there are errors, you will see 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.

Stibo Home Screen – Import Bulk Smartsheet

Description / Steps

1. Go back to the Supplier Web Portal home screen and locate the Links widget.
2. Click on Import Smartsheet for Product Maintenance.
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.





Import Smartsheet

Select Smartsheet file

Product_Supplier...17_13.51.59.xlsm

☒ Import hidden rows

6

Creation of background process initiated [BGP_86575245](#) (Web UI Smartsheet Import)  

Product Onboarding – Import – Bulk Creation

Import Process Screen

Creation of background process initiated [BGP_86575245](#) (Web UI Smartsheet Import) ✕

CVS Health

Tree

Quick Search

Supplier Search

Planogram Search

Pricing Link Search

Product Search

User Settings

System Settings

STIBOSYSTEMS
MASTER DATA MANAGEMENT

Node Details

Started By

ID

Template ID

Status

Started

Elapsed

Finished

RPDM MDM 1

BGP_86575245

Import Manager Pipeline

✓ Succeeded

3/29/23 4:03:59 PM

4 s

3/29/23 4:04:00 PM

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)

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.