

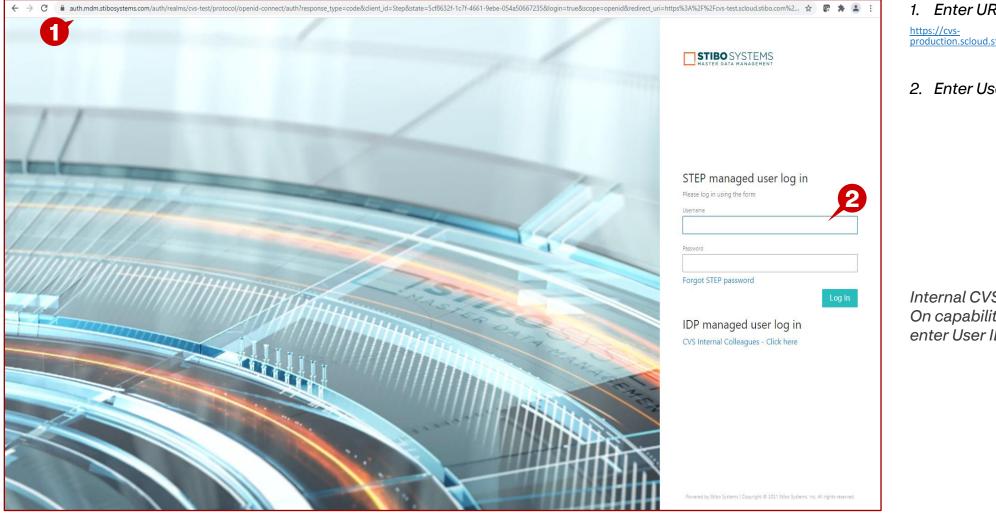




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User Login

User Login



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 -Product name, supplier description, product scope, model number, projected supplier date; Gender Flag, Brand	Auto Approved	Yes - MDM, Pricing, Category Analyst, Digital Merch		
Details	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		



High Level Product Maintenance – Editable Attributes – Con't

Web Tab	Attributes that can be edited	Approval Required	Notification Required
Digital Assets	All	Digital Approval	
Hazmat	Supplier -Product name, supplier description, product scope, model number, projected supplier date; Gender Flag, Brand	Auto Approved	Yes - MDM, Pricing, Category Analyst, Digital Merch
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-Basic Product Search

	Welcome to the STEP Web U	II		_			<	Product Search		∓ ×			
+CVS Health	Links	New Supplier Onbe	oarding		♥CVS Health			Object type Value	All Available				
Q Global Search ■ Tree Q Supplier Search Q Product Search ■ Product Varian	Clone Product Clone NFR Product	One Time Agent Verification Supplier Self OnBoarding Total Product NFR Maint Product Maintenance	0		 Global Search Tree Supplier Search Product Search Product Variant 				Reset	Search	2		
ID .	CVS Item Description	•	CVS Item Number	^	Item Status			ycle Status	•				UPC
Golden-2808	S HEALTH IBUPROFEN 200MG COATED TABLE	ETS	2808		Active	Produ	ct onbo	arding completed	05042800	02803, 050	428274958	8, 0504282	298862
Golden-6205	CVS Nasal Spray Saline Moisturizing Sodium Ch	loride 0.65%	6205		Active	Produ	ct onbo	arding completed	05042827	74590			
Golden-27821	CVS 5X COQ10 200MG		27821		Active	Produ	ct onbo	arding completed	05042865	50028			

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

PC(s)

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



Merchandise > Healthcare >	Maintena	nce- Product Deta	ails		
Add with a share sheller Houlds > General/Muti-use Name Relief > Add > Diversion & Suppler Reference No. \$100 Pooluch Heardony Auit Suppler Reference No. \$100 Pooluch Heardony Auit Suppler Reference No. \$100 Pooluch Heardony Active Bard Tjpe TB00 Pooluch Heardony Altholutes \$100 Pooluch Heardony Active Bardarg Hierzony \$100 Pooluch Heardony Active Bardarg Hierzony \$100 Pooluch Heardony Altholutes Active Stand Tipe TB00 Pooluch Heardony Altholutes \$100 Pooluch Heardony Active Stand Tipe Stand Tipe \$100 Pooluch Heardony Altholutes Active Title Suppler Contacts TB00 Pooluch Heardony Altholutes \$100 Pooluch Heardony Active Stand Tipe Stand Tipe \$100 Pooluch Heardony Active Stand Tipe Stand Tipe \$100 Pooluch Heardony Active Stand Tipe Stand Tipe \$100 Pooluch Heardony Active Stand Tipe \$100 Pooluch Heardony Active Tipe Tipe Tipe Tipe Tipe Tipe Tipe Tip		0		Self	Help M
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Statis Aute Supjer Name Item Status Athe Brind Type TBD Poduct Hierschy Attributes Details UPC Dimensions Reckaging Hierschy Cot and Retail Specifications Regulations Regulat	Merchandise > Healthcare > Health Trea	atments/Aids > Pain Relief Products > General/Multi-use Pain Relief > Adu	ult > CVS Headache Relief - 3		
Statis Adit Supjer Name Item Status Active Brind Type TBD Product Hierarchy Attributes Details UPC Dimensions Rekkaging Hierarchy Cot and Retail Spoc/Foctors Regulations Regulations Relviers <th>Product Name</th> <th>CVS Headache Relief - 3</th> <th>Supplier Reference No:</th> <th></th> <th></th>	Product Name	CVS Headache Relief - 3	Supplier Reference No:		
TBD Product Hierarchy Attribute Data UPC Dimensions Reclarging Hierarchy Cost and Retail Specifications Regulators Review Comments TDA/Compilant Attribute Additional MHE Attributes Title Supplier Contacts STBD Product Hierarchy Aduit	STIBO Product Hierarchy	Adult	Supplier Name		
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STBD Product Herarchy Adult Key Ingredients Caffeine Product Type Pan Relevers Primary Flavor Primary Flavor Color Heath Goals					
Sillo Product Hierory Aduit E Priduct Type Prinary Havor Prinary Havor Color Heath Goals Color Ingredient Preference Matrial Sympton Headach Ufestage Homopathic No Concen Aduit Benefit Forn Sofglas Gender Sympton Benefit System Type Assen on TV System Type Assen on TV Forney System Type	STIBO Product Hierarchy Attributes	Details UPC Dimensions Packaging Hierarchy	Cost and Retail Specifications Regulatory Ha	izmat Review Comments FDA/Compliant Attributes	Additional MHE Attributes Title Supplier Contacts
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ConcernHeadabeBenefitFormSofgesGenderSizeSize on TVAs seen on TVAs seen on TV	Lifestage				
FormSoftgesGenderSizeAs seen on TVQuantity61-20 CTAs seen on TVFeaturesFeatures	Concern	Headache			
Quantity 61-20 CT As seen on TV As seen on TV Features ADA- Accepted	Form	Softgels			
As seen on TV Features ADA- Accepted	Size		As seer	n on TV	
Features ADA- Accepted		61-120 CT			
ADA- Accepted					
	lested to be trusted				
▶ Update Item	▶ Update Item				
	2				

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



Maintenance- Update Product

				Self-Hel	mond • English US • Main 🛞 🔎 1.
Product Details					
	ments/Aids > Pain Relief Products > General/Multi-use Pain Relief > Adu	ult > CVS Headache Relief - 3			
Product Name	CVS Headache Relief - 3	Supplier Reference No:			- 2.
STIBO Product Hierarchy Node Name		Supplier Name			
Item Status	Active	Brand Type			
		CVS Item Number	109948		
STIBO Product Hierarchy Attributes	Details UPC Dimensions Packaging Hierarchy	Cost and Retail Specifications	Digital Assets Regulatory Hazmat	FDA/Compliant Attributes MHE	
STIBO Product Hierarchy	Adult		Key Ingredients	Caffeine	
Product Type	Pain Relievers	*			
Color		Ŧ	Primary Flavor		•
Material		¥	Health Goals		*
Lifestage		Ŧ	Ingredient Preference		*
Concern	Headache	·	Symptom	Headache	·
		Ŧ			
Form	Softgeis	~	Homeopathic	No	
		~	Homeopaulie	NO	
			Benefit		*
Size		*	Gender		
Quantity	61-120 CT	~	As seen on TV		
Features		~	Asseenon iv		
ADA- Accepted		*			
Tested to be Trusted		~			
🕨 Save & Continue 🛛 🔂 Subn	nit -0				

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



Maintenance – Home Screen TEST SUPPLIER/39486) • Lyn Hammond • English US • Main Welcome to the STEP Web UI 1 New Supplier Onboarding New Agent Onboarding Links **Onboard new Product** Onboard a New NFR Product enance . . . Supplier self onboarding process guidelines Create a New NFR Product Create New Product One Time Agent One time Agent Verification Review Maintain Supplier Data Link to CVSSuppliers.com Verification Product Onboarding - In Product Onboarding - In Advanced Search A Supplier Self OnBoarding Progress Progress Advanced Search For Product 2 Products Sent Back By CA Total Clone Product Products Sent Back By DM Clone NFR Product Total Import Smartsheet For Bulk Product Creation Import Smartsheet For Product Maintenance Product NFR Maintenance Product Clarification Product Maintenance For S... Product Variant Creation Product Variant Maintenance Bulk Product Creation Tem... Import entities . ٤, Product Maintenance Product Maintenance Create New Product Variant Variant Maintenance - In Clarification Artists Accessories: Artists Brushes... Progress Sent Back Drop file here Variant Creation - In Variants Sent Back By Miscellaneous Category Progress Digital Merch Artists Accessories: Baby Baths/Ba., Variants Sent Back By or Digital Merch Dish Care Select file

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



Maintenance-Advance	ed Product	Search				Description / Steps
Advanced Search For Product				Self-Help	responses the theremond + English US + Main 🛞 🧬	1. Advanced Product Search screen opens.
	Drag search crit	eria here to build your search			My Searches	2. Click on Active Item Search for Suppliers.
Q Search Create collection Clear		× ^				
Select all I Update Item(s)						
ID • Name	CVS Item Number	Item Brand Type	Category Name	Sub Category Name	Segment Name	
Selected items: 0		No existing records				



Maintenance-Update Product

Advanced Search For I	Product			Self-Help N	Menu TEST SUPPLIER(39486) + Lyn Har		1.	Search cr search ar
:≡ Search from List Type in or paste list of entries		Attribute em Status (AT_ItemStatus) ::			My Searches	rch For Sun	2.	Make sure selected.
here		Active (2) ×	·		>		З.	Put in list
Number of pasted entries: 0 CVS Item Number v		Include inherited values					4.	Click on S
Q Search Create collect	tion Clear			om List paste list of entries	:≡ Search from List 109948 110010	3	5.	Search re on Select
Select all I Update Item(s)	a)		here		111760	•	6.	Click on E
			Number of CVS Item I	pasted entries: 0	Number of pasted entr	ies: 5	7.	Click OK
			<select td="" ty<=""><td></td><td></td><td></td><td>8.</td><td>Once the Succeede</td></select>				8.	Once the Succeede
		6	Name CVS Item I	Number				hyperlink
🕥 Select all 🕨	Update Item(s)							hyperlink
Select all	 Update Item(s) Export Sn Name 				Sub Category Name	Export Sr	nartsheet	hyperlink
ID		martsheet	CVS Item I	Number		-		hyperlink smartshe
ID Buy-118282201	Name	CVS Item Number	Item Brand Type	• Category Name	Sub Category Name	-	nartsheet sheet Export Config	hyperlink smartshe
ID Buy-118282201 Buy-118282203	Name CVS Headache Relief - 3	CVS Item Number 109948	Item Brand Type Private Label	Category Name PAIN RELIEVERS	Sub Category Name IBUPROFEN	Choose Smarts		hyperlink smartshee
ID Buy-116282203 Buy-118381457	Name CVS Headache Relief - 3 CVS Headache Relief - 50	CVS Item Number 109948 110010	Item Brand Type Private Label Private Label	Category Name PAIN RELIEVERS PAIN RELIEVERS	Sub Category Name IBUPROFEN NAPROXEN	Choose Smarts	sheet Export Config	hyperlink smartshee
	Name CVS Headache Relief - 3 CVS Headache Relief - 50 CVS Headache Relief - 10	CVS Item Number 109948 110010 111769	Item Brand Type Private Label Private Label Private Label Private Label	Vumber Category Name PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS Background Process	Sub Category Name IBUPROFEN NAPROXEN NAPROXEN NAPROXEN Details	Choose Smarts	sheet Export Config	hyperlink smartshee guration Export Smartsheet
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ID Buy-118282201 Buy-118282203 Buy-118381457 Buy-118381458	Name CVS Headache Relief - 3 CVS Headache Relief - 50 CVS Headache Relief - 10 CVS Headache Relief - 11	CVS tem Number 109948 110010 111769 111774	Item Brand Type Private Label Private Label Private Label Private Label Private Label Private Label	Vumber Category Name PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS DAIN RELIEVERS ID Started By		Choose Smarts Product Supp	sheet Export Config	hyperlink smartshee guration Export Smartsheet
ID Buy-118282203 Buy-118381457 Buy-118381458	Name CVS Headache Relief - 3 CVS Headache Relief - 50 CVS Headache Relief - 10 CVS Headache Relief - 11	CVS tem Number 109948 110010 111769 111774	Item Brand Type Private Label Private Label Private Label Private Label Private Label Private Label	Vumber Category Name PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS DAIN RELIEVERS ID Started By Template ID	Sub Category Name IBUPROFEN NAPROXEN NAPROXEN Details BGP_119271734 LHAMMOND Export Manager Pipeline	Choose Smarts Product Supp	sheet Export Config	hyperlink smartshee guration Export Smartsheet
ID Buy-118282201 Buy-118282203 Buy-118381457 Buy-118381458 Buy-118381459	Name CVS Headache Relief - 3 CVS Headache Relief - 50 CVS Headache Relief - 10 CVS Headache Relief - 11 CVS Headache Relief - 12	CVS Item Number 109948 110010 111769 111774 111879	Item Brand Type Private Label Private Label Private Label Private Label Private Label Private Label	Vumber Category Name PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS ID Started By Template ID Status	Sub Category Name IBUPROFEN NAPROXEN NAPROXEN Details BGP_119271734 LHAMMON Export Manager Pipeline - Succeeded Product_Supplier_Maintenance_Mass_Upload-2023-	Choose Smarts Product Supp	sheet Export Config	hyperlink smartshee guration Export Smartsheet
ID Buy-118282201 Buy-118282203 Buy-118381457 Buy-118381456 Buy-118381459	Name CVS Headache Relief - 3 CVS Headache Relief - 50 CVS Headache Relief - 10 CVS Headache Relief - 11	CVS Item Number 109948 110010 111769 111774 111879	Item Brand Type Private Label Private Label Private Label Private Label Private Label Private Label	Vumber Category Name PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS PAIN RELIEVERS Background Process ID Started By Template ID Started Started	Sub Category Name IBUPROFEN NAPROXEN NAPROXEN Details BGP_119271734 LHANMOND Export Manager Pipeline - Succeeded Product_Supplier_Maintenance_Mass_Upload-2023- N/A	Choose Smarts Product Supp	sheet Export Config	hyperlink smartshee guration Export Smartsheet

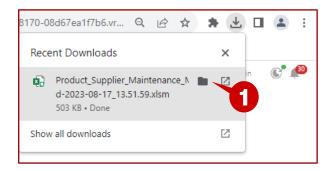
Description / Steps

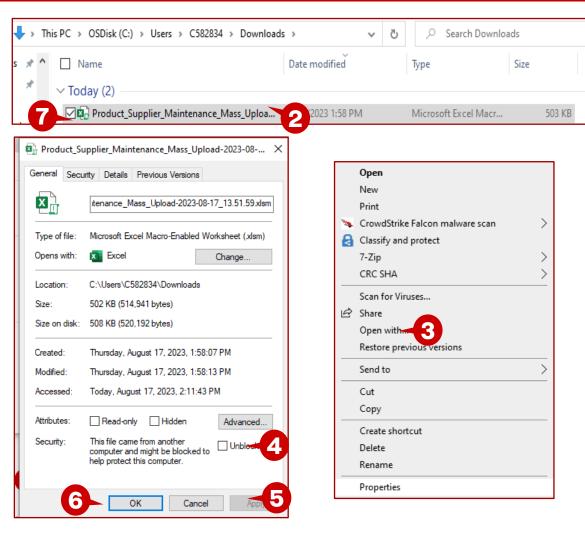
- Search criteria are placed in the search area.
- Make sure CVS Item Number is selected.
- Put in list of item numbers.
- Click on Search.
- Search results are returned. Click on Select all.
- Click on Export Smartsheet
- Click OK
- Once the status changes to Succeeded, click on the blue yperlink to download the martsheet.

♦ CVSHealth.

Product Onboarding – Bulk Product Updates

Exporting the Smartsheet – Opening the file





- 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

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	/S Item Number	Name	Product Name	Romance Copy 1	Romance Copy 2			rections (Te Product Ingr				(Те
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								Vendor Item Enrichm	ent Spreadsheet			
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_									tains one or more sheets			
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								The functionality of t	his workbook may be red	uced if Macros	are disabled. To	enable Ma
									able Macros in the securi			
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a du	Se Accessibility: Inv	estinate				3						
	ACCESSIONLY. IN	estituare				0		display a selection di	contain the ≡ symbol at alog for choosing values a re cells in the correspond	nd/or referen	ces from multi-v	alued lists.
								Color Coder				2
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									ccessories Artists Brus			vas Pre-prir

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.





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Product Onboarding – Import Bulk Creation

Tips for completing the worksheet

A	utoSave 💽 🖁 🐇) · (' · B · ₹	Product_Supplier_Mainte	nance_Mass_Upload-2024-	-07-05_16.31.11.xlsm ⑦ I	No Label 🗸 🛛 🔎 Se	earch	Hamn	nond, Janice HJ	፹ - □ ×
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_										

- 1. Click on the tab next to the Cover tab, in this example, General Multi-use Pain Relief.
- 2. Enter your updates and save your sheet.
- 3. 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

Validate only changed products Validate all product sheets Validation result		× - 43 - 44 - 45			STEP managed Please log in using the form Username	-	
	Login		×		lhammond		
	Username: Single Sign	nOn User	2		Password		
	Password:			-	Forgot STEP password	<u></u>	
	Ca	ancel	Login 5			Log In	-3
-	ок	Cancel			Validate Smarts		×
					✓ Validate only ✓ Validate all pr	changed products oduct sheets	
					Validation resul	t	
Smartsheet has been au	thenticated for us	er lhammond. You can	n close this window			Done	6
Validate sheet							
Validate sheet Next error							
Next error Product Name Supp		Projected Supplie	r De Supplier Brand	Sub	Brand	Product Title	Product Video
Next error Product Name Supp VS Artist Accessory	Artist Accessory		r Del Supplier Brand NONBRAND			CVS Artist Accessory	Product Vide

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.

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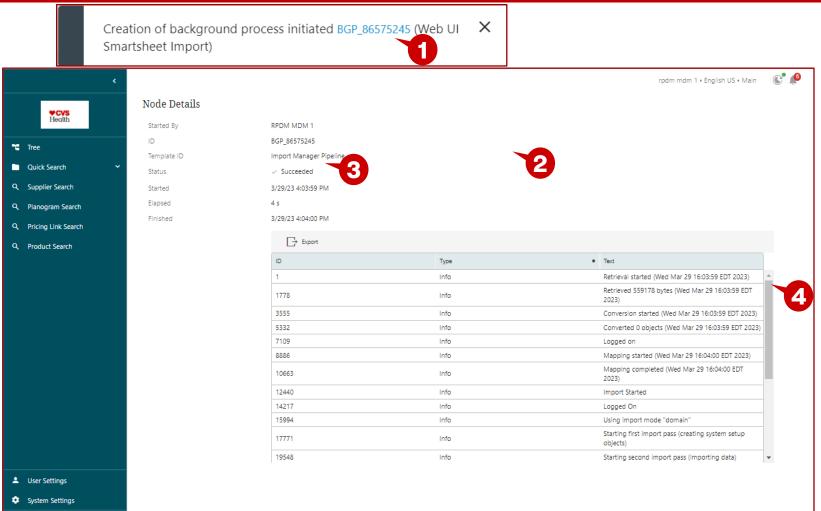
Product Onboarding – Bulk Product Update

Stibo Home Screen – Import Bulk Smartsheet

	Welcome to the STEP Web UL				Self-Help Menu	T SUPPLIER(39486) • Lyn Hammond • English US • Main 🛛 🛞 🥬		1. Go back to the Supplier Web Portal
Q. Global Search	Links rw Supplier Onboarding Supplier set orboarding process publicities Link to Officiality contraction of the Supplier Onboarding One Treat Agent 0	New Agent Onboarding	Clarification Workflow	Supplier Maintenance	Onboard new Product	Onboard a New NER Product	Links	home screen and locate the Links widget.
 Rec Q. Supplier Search Q. Product Search III Product Variant Sea 	Advanced Search Advanced Search For Product Clone NPR Product Clon				Product Onboarding - In 2 Progress 0 Products Sent Back By CA 0 Products Sent Back By DM 0 Total 2	Product Onbearting - In 0 Program Total 0	Supplier self onboarding process guidelines	2. Click on Import Smartsheet for Product Maintenance.
	Import Smartsheet For Product Maintenance						Link to CVSSuppliers.com Advanced Search	3. Click on Choose File.
	Product Maintenance For S Product NFR Maintenance Product NFR Maintenance Set fact Set fact	Product Variant Creation	Product Variant Maintenance Variant Maintenance Variant Maintenance - In Progress Variant Sent Back By 0	Product Clarification	Bulk Product Creation Tem	Import entities	Advanced Search For Product Clone Product Clone NFR Product	 File Open dialog box will display, highlight the file that you just updated and validated.
		Progress Variants Sent Back By 0 Digital Merch	Digital Merch		Dish Care	or	Import Smartsheet For Bulk Product	5. Click on Open.
					Export	Select file	Creation Import Smartsheet For Product Maintenance	6. The file name will be in the Import Smartsheet box, click on OK>
	Import Smartsheet							The background process window will open letting you know that the import process has started.
± User Setta	Select Smartsheet file Choose File No file chosen		$\leftrightarrow \rightarrow \checkmark \uparrow$	🔶 > This PC >	Downloads >		✓ ♂ Search Downloads	
System Settings			-	New folder			≣≣ ▼ 🔟 🔇	Import Smartsheet
STIBOS) MASTER DATA -	Import hidden rows Cancel	OK	 3D Objects Desktop Document Download: 	s Toda	ay (2) roduct_Supplier_M	aintenance_Mass_Upload-2023		Select Smartsheet file Choose File Product_Supplier17_13.51.59.xlsm
			Music	✓ <	1DM Product UAT T	racker (2).xlsx	8/17/2023 11:00 AM	✓ Import hidden rows Cancel OK - 6
				File name:			✓ All Files (*.*) ✓	
			M MOORENMEET		-		Open 5 Lancel	
15	©2021 CVS Health and/or one of	its affiliates. C	Confidential and	proprietary.		Creation of Smartsheet	background process initiated BGP_86575245 (Web U Import)	√ × ◆CVSHealth.

Product Onboarding – Import – Bulk Creation

Import Process Screen



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.



STIBO SYSTEMS