

Maintenance - 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

Log In

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

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2

Description / Steps

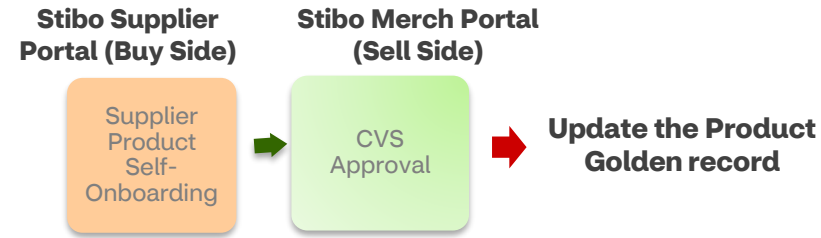
1. Enter URL for Supplier Portal –

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



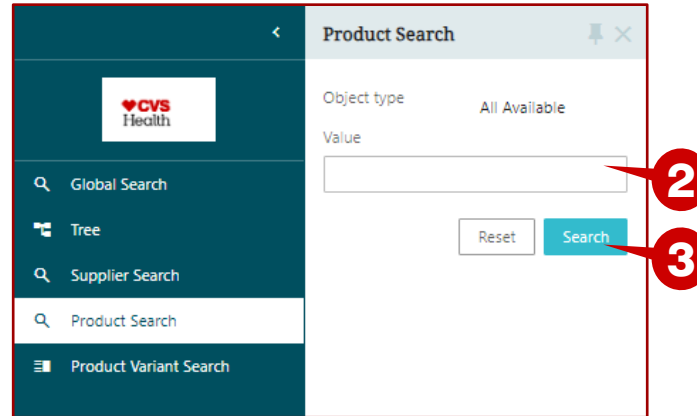
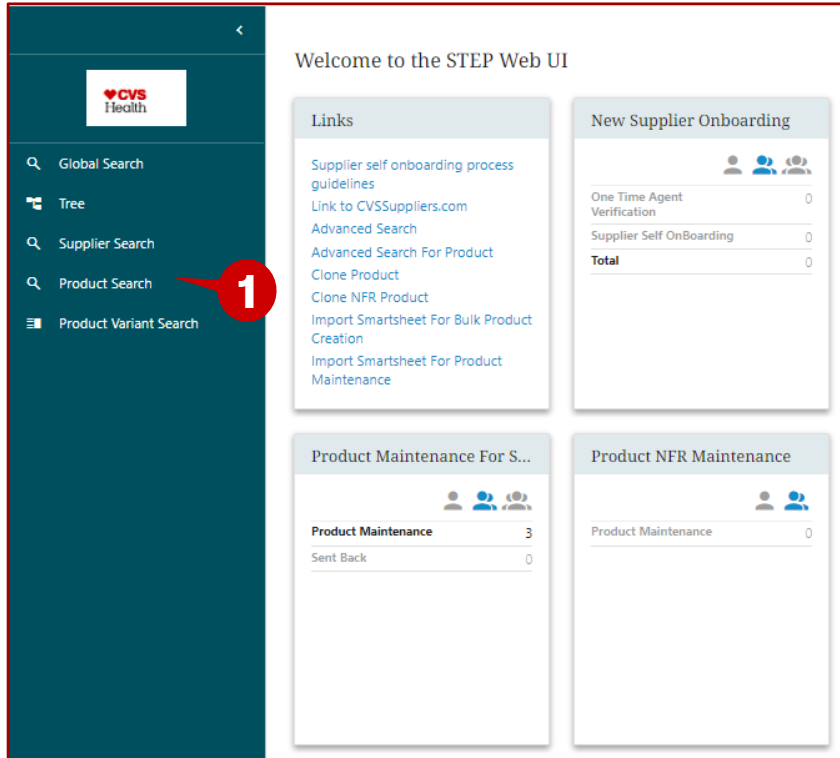
| Web Tab | Attributes that can be edited | Approval Required | Notification Required |
|----------------------------|--|----------------------------|---|
| STIBO Production Hierarchy | Hierarchy & all related attributes | Category Analyst Approval | No |
| Details | Supplier -Product name, supplier 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- 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**

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 | Key Ingredients | Caffeine |
| Product Type | Pain Relievers | Primary Flavor | |
| Color | | Health Goals | |
| Material | | Ingredient Preference | |
| Lifestage | | Symptom | Headache |
| Concern | Headache | Homeopathic | No |
| Form | Softgels | Benefit | |
| Size | | Gender | |
| Quantity | 61-120 CT | As seen on TV | |
| As seen on TV | | | |
| Features | | | |
| ADA- Accepted | | | |
| Tested to be Trusted | | | |

2 Update Item

Description / Steps

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

Maintenance- Supplier

Maintenance- Update Product

Description / Steps

Product Details

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 Node Name: Adult
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

Product Type: Pain Relievers

Color:

Material:

Lifestage:

Concern: Headache

Form: Softgels

Size:

Quantity: 61-120 CT

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:

Save & Continue | Submit

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

Maintenance- Supplier

Maintenance – Home Screen

Welcome to the STEP Web UI

Links

- 1
- 2

- 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

| | |
|--------|---|
| Review | 0 |
|--------|---|

Maintain Supplier Data

| | |
|------------------------|---|
| 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

My Searches

☆ Active Item Search For Sup...

Drag search criteria here to build your search

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- Supplier

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. Click on Export Smartsheet
7. Click OK
8. Once the status changes to Succeeded, click on the blue hyperlink to download the smartsheet.

Advanced Search For Product

Self-Help Menu TEST SUPPLIER(39486) • Lyn Har

Search from List: Type in or paste list of entries here. Number of pasted entries: 0. CVS Item Number

Object type: BuySide Item (BuySide_Item)

Attribute: Item Status (AT_ItemStatus). Active (2) x. Include inherited values

Search, Create collection, Clear

Select all Update Item(s)

My Searches: Active Item Search For Sup...

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: 109948, 110010, 111769. Number of pasted entries: 5. CVS Item Number

Select all Update Item(s) Export Smartsheet

| ID | Name | CVS Item Number | Item Brand Type | Category Name | Sub Category Name |
|--|--------------------------|-----------------|-----------------|----------------|-------------------|
| <input type="checkbox"/> Buy-118282201 | CVS Headache Relief - 3 | 109948 | Private Label | PAIN RELIEVERS | IBUPROFEN |
| <input type="checkbox"/> Buy-118282203 | CVS Headache Relief - 50 | 110010 | Private Label | PAIN RELIEVERS | NAPROXEN |
| <input type="checkbox"/> Buy-118381457 | CVS Headache Relief - 10 | 111769 | Private Label | PAIN RELIEVERS | NAPROXEN |
| <input type="checkbox"/> Buy-118381458 | CVS Headache Relief - 11 | 111774 | Private Label | PAIN RELIEVERS | NAPROXEN |
| <input type="checkbox"/> Buy-118381459 | CVS Headache Relief - 12 | 111879 | Private Label | PAIN RELIEVERS | NAPROXEN |

Export Smartsheet

Choose Smartsheet Export Configuration

Product Supplier Maintenance Export Smartsheet

Cancel OK

Background Process Details

ID: BGR_119271734

Started By: LHAMMOND

Template ID: Export Manager Pipeline

Status: Succeeded

Product_Supplier_Maintenance_Mass_Upload-2023-08-17_13:51:59.xlsm

Started: N/A

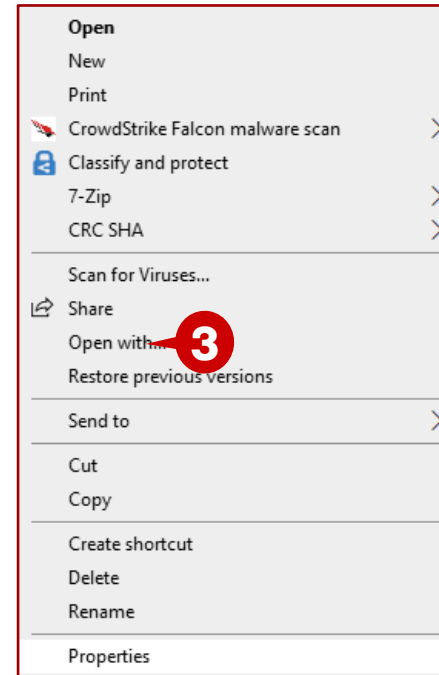
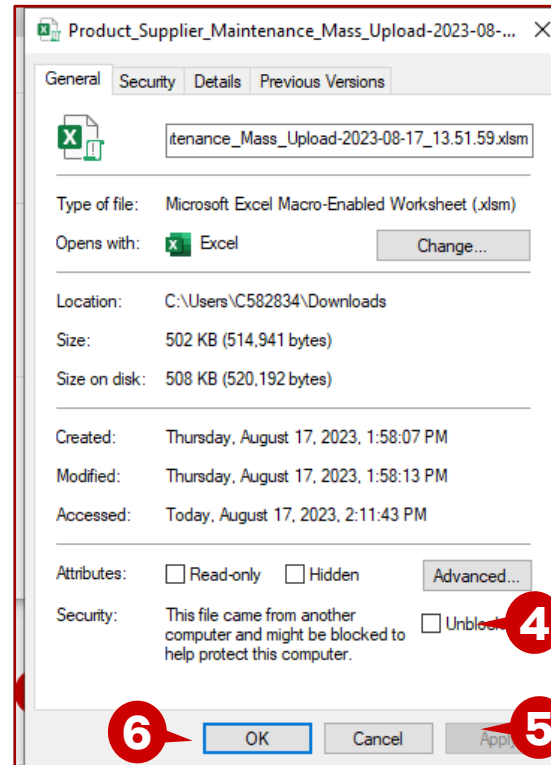
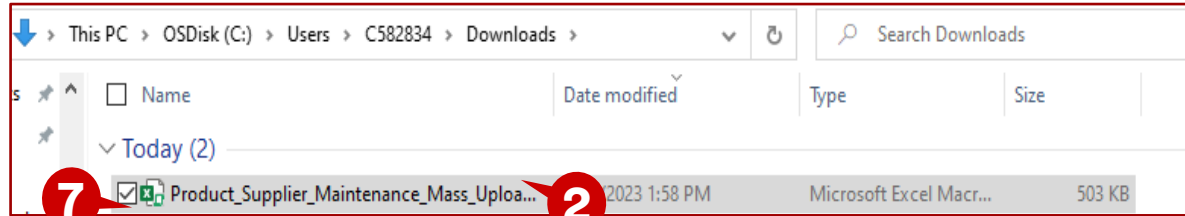
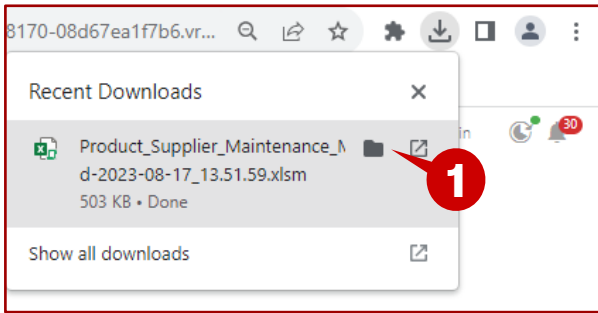
Elapsed: 4 s

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 Off Product_Supplier_Maintenance_Mass_Upload-2024-07-05_16.31.11.xlsx No Label • Saved to this PC Hammond, Janice

File Home Insert Draw Page Layout Formulas Data Review View Automate Help

SECURITY WARNING Macros have been disabled. Enable Content 1

| CVS Item Number | Name | Product Name | Romance Copy 1 | Romance Copy 2 | Product Directions (Te | Product Directions (Te | Product Ingredients (T | Product Warnings (Tex | Product Warnings (T | |
|-----------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|----------------------|------|
| 109948 | CVS Headache Relief - | CVS Headache Relief - | CVS Headache Relief - | CVS Headache Relief - | take one every 4 hours | no more than 12 in a d | ibuprofen | | May cause stomach up | none |

Cover General Multi-use Pain Relief Headache Migraine Pain Relief Merchandise 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 following data in the worksheet:

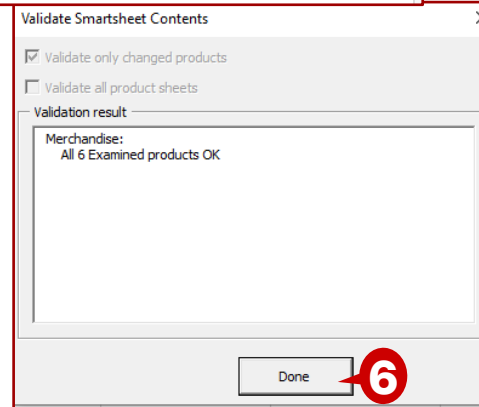
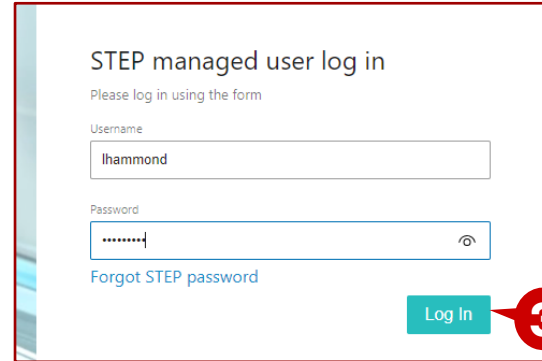
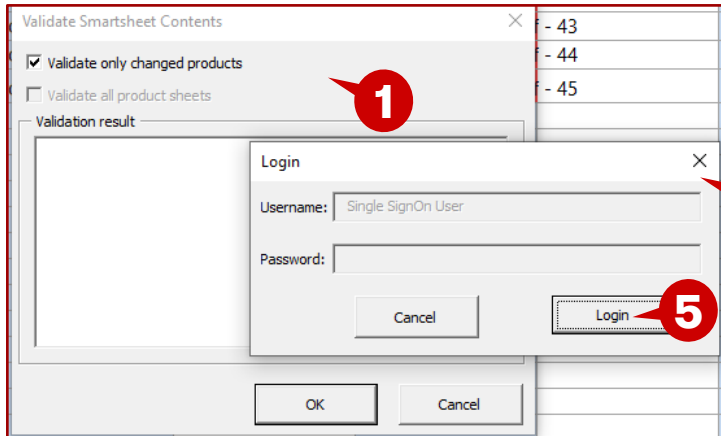
| * CVS Item Number | Name | Product Name | Romance Copy 1 | Romance Copy 2 | Product Directions (Text) | Product Directions (Text) | Product Ingredients (Text) | Product Warnings (Text) | Product Warnings (Text) |
|-------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------------|---------------------------|----------------------------|-------------------------|-------------------------|
| 109948 | CVS Headache Relief - | CVS Headache Relief - | CVS Headache Relief - | CVS Headache Relief - | take one every 4 hours; | no more than 12 in a d | ibuprofen | May cause stomach up | none |

Description / Steps

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



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.

Product Onboarding – Bulk Product Update

Stibo Home Screen – Import Bulk Smartsheet

The screenshot shows the Stibo Home Screen with a 'Links' widget on the right. 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. The 'Import hidden rows' checkbox is checked. The 'OK' 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 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.

Close-up of the 'Import Smartsheet' dialog box. The 'Select Smartsheet file' section shows 'Choose File' and 'No file chosen'. The 'Import hidden rows' checkbox is checked. The 'OK' button is highlighted.

The screenshot shows the Windows File Explorer window with the 'Downloads' folder selected. The file list shows two files:

| Name | Date modified |
|---|--------------------|
| Product_Supplier_Maintenance_Mass_Upload-2023-08-17_13.51.59.xlsx | 8/17/2023 2:18 PM |
| MDM Product UAT Tracker (2).xlsx | 8/17/2023 11:00 AM |

The file 'Product_Supplier_Maintenance_Mass_Upload-2023-08-17_13.51.59.xlsx' is highlighted. The 'Open' button is highlighted.

Close-up of the 'Import Smartsheet' dialog box. The 'Select Smartsheet file' section shows 'Choose File' and 'Product_Supplier...17_13.51.59.xlsx'. The 'Import hidden rows' checkbox is checked. The 'OK' button is highlighted.

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) ✕

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

rpdm mdm 1 • English US • Main

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.