

Existing Supplier Users – Request Access to New Supplier Number



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 the Stibo Systems logo (MASTER DATA MANAGEMENT) and a login form titled "STEP managed user log in". The form includes a "Please log in using the form" instruction, "Username" and "Password" input fields, a "Forgot STEP password" link, and a "Log In" button. Below the form is an "IDP managed user log in" section with a "CVS Internal Colleagues - Click here" link. A footer at the bottom reads "Powered by Stibo Systems | Copyright © 2021 Stibo Systems, Inc. All rights reserved." Three red callout boxes with white numbers 1, 2, and 3 are overlaid on the image: callout 1 points to the browser address bar, callout 2 points to the Username input field, and callout 3 points to the Log In button.

Description / Steps

1. Enter URL for Stibo
2. Enter Username and password
3. Click on Log In button

Request access to New Supplier Number

Stibo Home Screen – Manage Your Account Widget

Description / Steps

Upon login the user will be in the Stibo home screen.

1. Go to the Manage Your Account widget.
2. Click on User Details

The screenshot displays the Stibo Home Screen interface. At the top, it says "Welcome to the STEP Web UI" and shows user information: "Self-Help Menu WILLIAM'S TOYS(40196) • Danielle Hammond • English US • Main". The interface is divided into several sections:

- Links:** A list of links including "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", and "Import Smartsheet For Product Maintenance".
- New Supplier Onboarding:** A table with columns for "One Time Agent Verification" (0), "Supplier Self Onboarding" (0), and "Total" (0).
- New Agent Onboarding:** A table with "One time Agent Verification" (0).
- Supplier Maintenance:** A table with "Maintain Supplier Data" (1).
- Clarification Workflow:** A table with "Review" (0).
- Onboard new Product:** A table with "Create New Product" button and a list: "Product Onboarding - In Progress" (6), "Products Sent Back By CA" (1), "Products Sent Back By DM" (0), "Products Awaiting Content Provider Data" (1), and "Total" (8).
- Onboard a New NFR Product:** A table with "Create a New NFR Product" button and a list: "Product Onboarding - In Progress" (0) and "Total" (0).
- Product Maintenance For S...:** A table with "Product Maintenance" (1) and "Sent Back" (0).
- Product NFR Maintenance:** A table with "Product Maintenance" (0).
- Product Variant Creation:** A table with "Create New Product Variant" button and a list: "Variant Creation - In Progress" (0), "Variants Sent Back By Digital Merch" (0).
- Product Variant Maintenance:** A table with "Variant Maintenance - In Progress" (0) and "Variants Sent Back By Digital Merch" (0).
- Product Clarification:** A table with "Clarification" (0).
- Bulk Creation Template Exp...:** A table with "All suppliers" dropdown and "Export" button.
- Bulk Creation Template for ...:** A table with "All suppliers" dropdown, "Merch Default", and "Export" button.
- Manage Your Account:** A widget showing "DANIELLE HAMMOND", "lyn.hammond@cvshealth.com", and a "User Details" link. A red circle with the number "1" points to this widget, and another red circle with the number "2" points to the "User Details" link.
- Logout:** A button at the bottom of the "Manage Your Account" widget.

The bottom left corner features the "STIBO SYSTEMS MASTER DATA MANAGEMENT" logo. The bottom right corner has "User Settings" and "System Settings" links.

Request access to New Supplier Number

User Details

User Details

User ID: DHAMMOND

* Email Address:

Old password:

New password:

Repeat new password:

Use the SAVE button to complete the password change.
You will be logged out and redirected to the home page. Please log in with your ID and new password.

Add to Supplier Group:

1

2 Save **3** Submit Supplier Request

Confirmation

⚠ Do you want to Submit? Please Confirm

Cancel OK

4

Success

Request Submitted Successfully

New Agent Onboarding Supplier Maintenance

5

Description / Steps

1. Enter the supplier number that you are requesting access.
2. Click on Save.
3. Click on Submit Supplier Request.
4. A confirmation window will display and click on OK.
5. A Success message will display.

Tip

You can only request access to one supplier number.

You must wait until the first request is approved before you can submit another request. You will receive an error message.

Error

You currently have a pending request to be added to a supplier Group. Please wait for the decision before requesting a new one