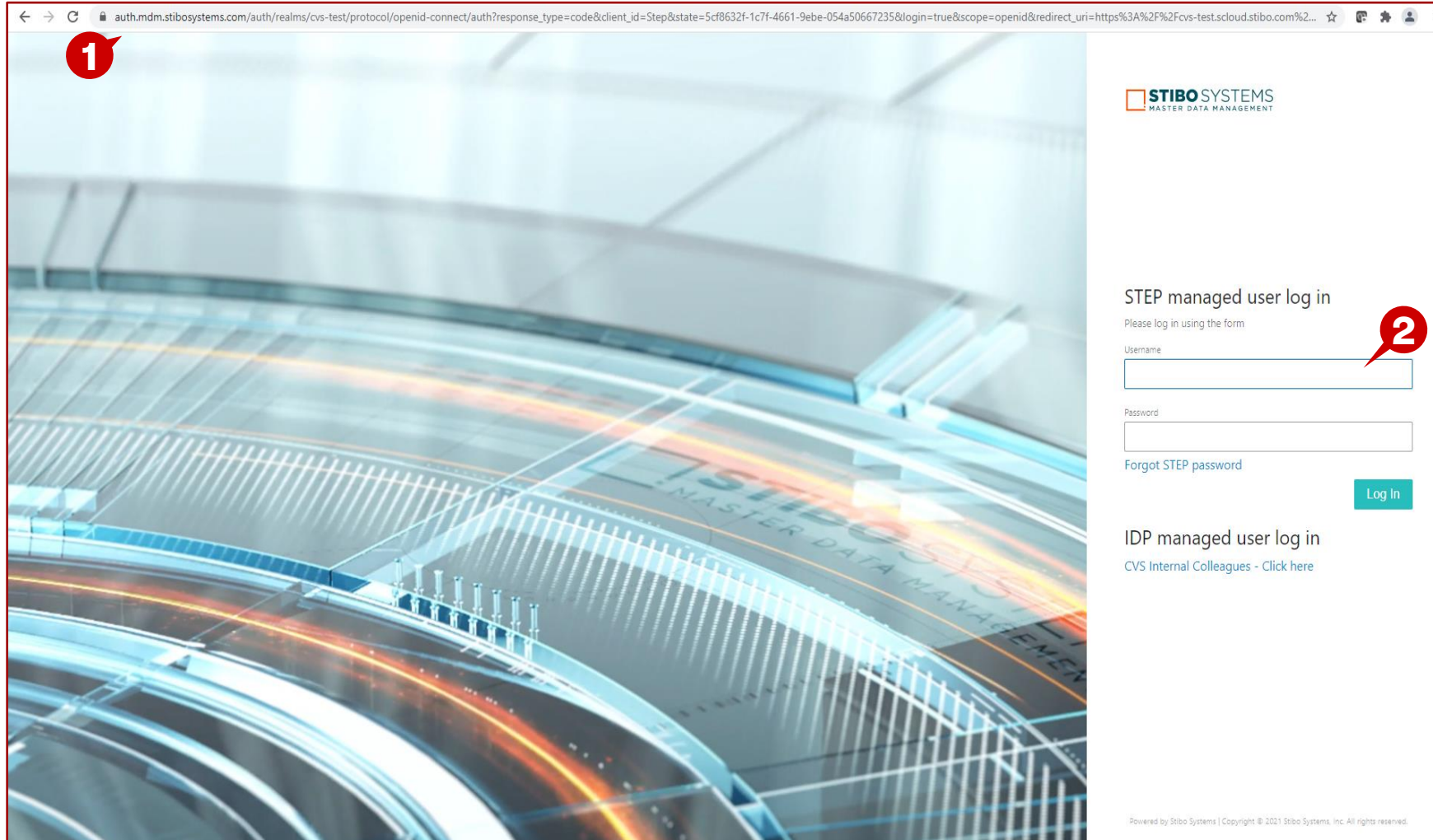


Maintenance - Supplier



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 'Log In' button. The second section, 'IDP managed user log in', includes a link 'CVS Internal Colleagues - Click here'. The footer text reads 'Powered by Stibo Systems | Copyright © 2021 Stibo Systems, Inc. All rights reserved.'

Description / Steps

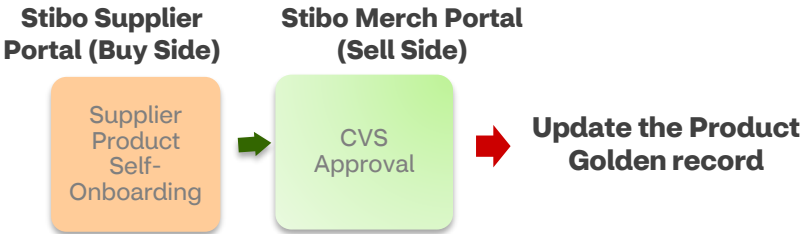
1. Enter URL for Supplier Portal –

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



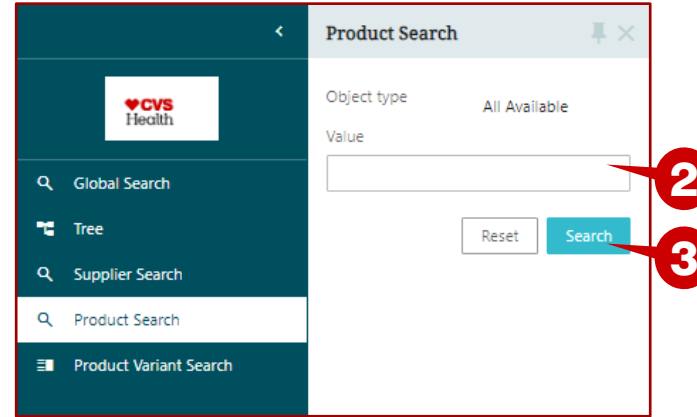
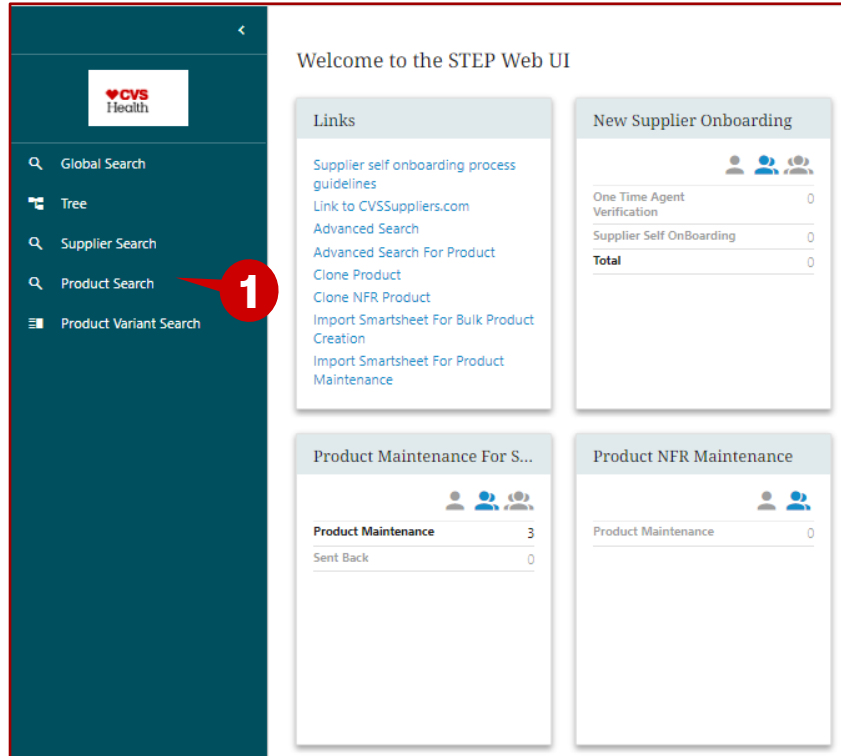
Web Tab	Attributes that can be edited	Approval Required	Notification Required
STIBO Production Hierarchy	Hierarchy & all related attributes	Category Analyst Approval	No
Details	Supplier -Product name, supplier description, product scope, model number, projected supplier date; Gender Flag, Brand	Auto 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

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

mond • English US • Main

4

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

TFCT 511PPI1FR139486 • Lyn Hammond • English US • Main

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](#)

2

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- 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.

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

Advanced Search For Product

1

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) X
Include inherited values

4

Search

Create collection

Clear

My Searches
☆ Active Item Search For Sup...

3

Search from List
Type in or paste list of entries here
Number of pasted entries: 5
CVS Item Number

2

CVS Item Number
<Select Type ID>
ID
Name
CVS Item Number

5

Select all

Update Item(s)

Export Smartsheet

6

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

7

Cancel

OK

8

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.xlsm

Started N/A

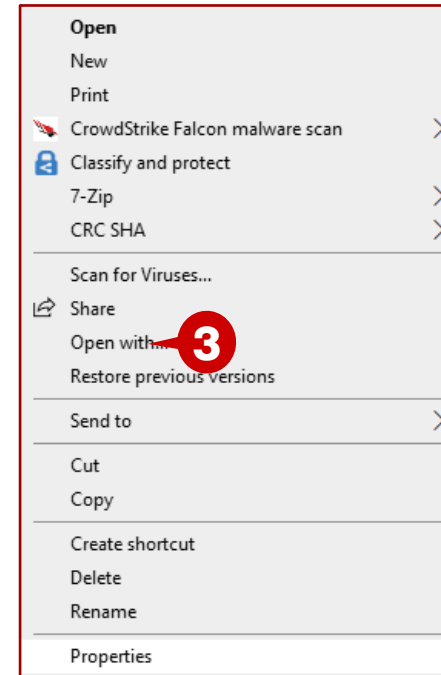
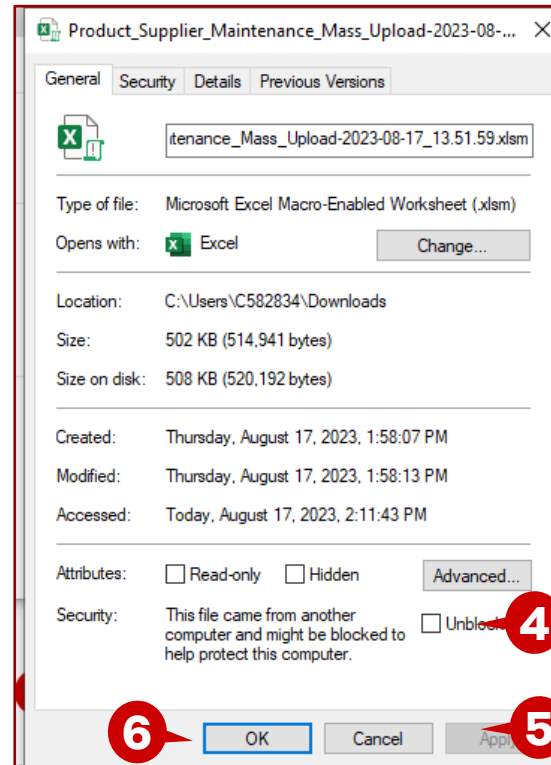
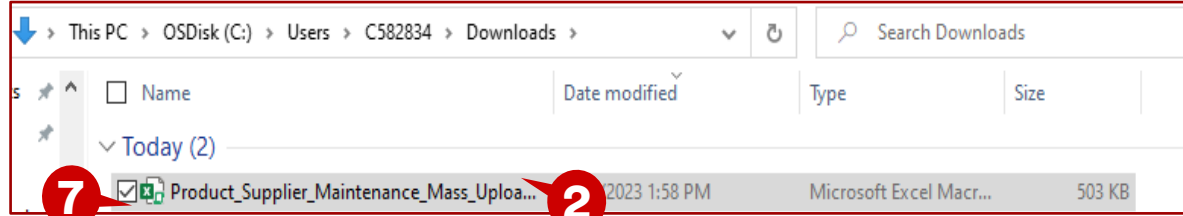
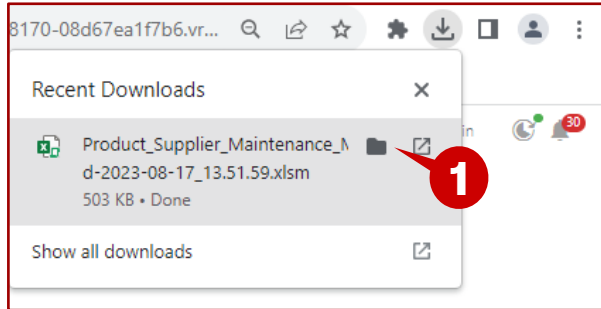
Elapsed 4 s

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 Updates

Exporting the Smartsheet – Reviewing the open file

The screenshot shows the Microsoft Excel interface. A yellow security warning banner at the top states "SECURITY WARNING: Macros have been disabled." with a red circle and the number "1" pointing to the "Enable Content" button. Below the banner, the spreadsheet "ProductsSheet" is visible. The first row (row 10) contains headers: "CVS Item Number", "Name", "Product Name", "Romance Copy 1", "Romance Copy 2", "Product Directions (Te", "Product Directions (Te", "Product Ingredients (T", "Product Warnings (Te", "Product Warnings (Te". The second row (row 11) contains data: "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". At the bottom, the worksheet tabs are visible: "Cover", "General Multi-use Pain Relief", "Headache Migraine Pain Relief", and "Merchandise". A red circle and the number "3" point to the "+" button next to the "Merchandise" tab.

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.

The screenshot shows the "Vendor Item Enrichment Spreadsheet" cover sheet. It contains the following information:

- User Name: Lyn Hammond
- Vendor Name: LYN'S TEST SUPPLIER(39486)
- Download Date: 8/15/23 3:52 PM

Below this information, there are three paragraphs of text:

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.

At the bottom, the worksheet tabs are visible: "Cover", "Artists Accessories", "Artists Brushes Applicators", and "Artists Canvas Pre-primed Boar". A red circle and the number "2" point to the "Cover" tab.

Product Onboarding – Import Bulk Updates

Tips for completing the worksheet

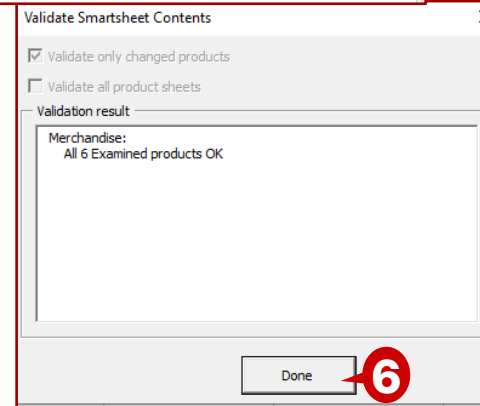
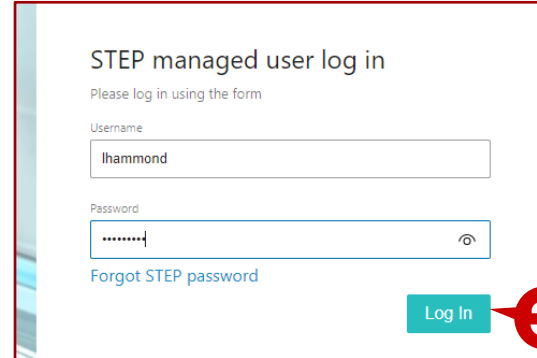
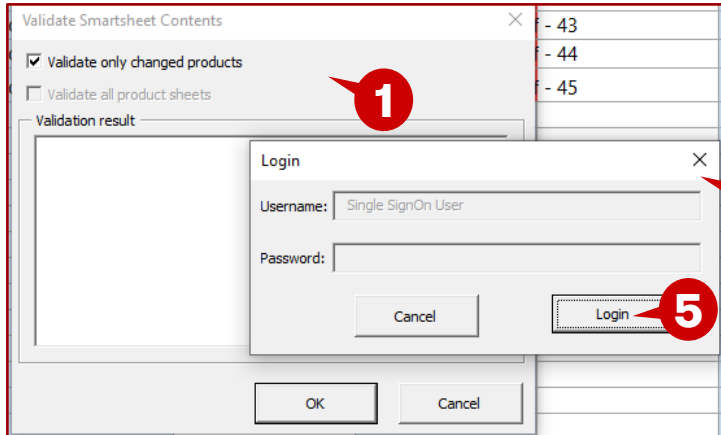
The screenshot shows an Excel spreadsheet titled "Product_Supplier_Maintenance_Mass_Upload-2024-07-05_16.31.11.xlsm". The spreadsheet is divided into several tabs: "Cover", "General Multi-use Pain Relief", "Migraine Pain Relief", and "Merchandise". The "General Multi-use Pain Relief" tab is active. The spreadsheet contains a table with columns: "CVS Item Number", "Name", "Product Name", "Romance Copy 1", "Romance Copy 2", "Product Directions (Te)", "Product Directions (Te)", "Product Ingredients (T)", "Product Warnings (Te)", and "Product Warnings (T)". The first row of data is for CVS Item Number 109948, Name CVS Headache Relief, Product Name CVS Headache Relief, Romance Copy 1 CVS Headache Relief, Romance Copy 2 CVS Headache Relief, Product Directions (Te) take one every 4 hours, no more than 12 in a d, ibuprofen, Product Ingredients (T), Product Warnings (Te) May cause stomach up, and Product Warnings (T) none. Red callouts 1, 2, and 3 highlight specific areas: 1 points to the "General Multi-use Pain Relief" tab, 2 points to the "Romance Copy 2" column header, and 3 points to the "Validate sheet" button in the top left corner of the sheet.

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 Updates

Validating the worksheet



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.

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					

Product Onboarding – Bulk Product Update

Stibo Home Screen – Import Bulk Smartsheet

The screenshot shows the Stibo Home Screen with a sidebar on the left containing search and navigation options. The main area displays a grid of widgets. A red circle with the number 1 points to the 'Links' widget in the top-left corner. A red circle with the number 2 points to the 'Import Smartsheet For Product Maintenance' link within the 'Links' widget. A red circle with the number 3 points to the 'Import Smartsheet' dialog box, which is open and shows the 'Select Smartsheet file' section with a 'Choose File' button. A red circle with the number 4 points to the file 'Product_Supplier_Maintenance_Mass_Upload-2023-08-17_13.51.59.xlsx' in the 'Downloads' folder. A red circle with the number 5 points to the 'Open' button in the file dialog. A red circle with the number 6 points to the 'OK' button in the 'Import Smartsheet' dialog box.

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.

Product Onboarding – Import – Bulk Updates

Import Process Screen

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

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 ByRPDM MDM 1

IDBGP_86575245

Template IDImport Manager Pipeline

Status✓ Succeeded

Started3/29/23 4:03:59 PM

Elapsed4 s

Finished3/29/23 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.