

STIBO READINESS CHECKLIST

What to know

Wawa is introducing a new master data management platform called Stibo

- Stibo replaces our current “new item form” process
- Wawa will provide you with all the resources you need to transition to the new Stibo onboarding process
- Once a category goes live with the Stibo onboarding process, suppliers of items within that category will manage all item data in Stibo.
- The MDM team at Wawa will rely on user feedback to continuously refine the Stibo tool throughout its lifecycle, so your feedback is not only appreciated but necessary to meet our mutual needs.

Roles and Responsibilities

Please complete the following activities prior to onboarding your first item.

- Test login
 - Review all training materials
- Once you have completed the initial log in and reviewed training, you can begin to onboard
- Login to Stibo and submit your item data
 - Escalate technical issues via StiboUserSupport@wawa.com
 - Direct data questions to the Article Leader
 - Provide ongoing feedback

The entire end to end onboarding process is approximately 3 weeks. Please be prepared to complete your onboarding tasks by March 2nd to keep the process on track and on time

STIBO Preparation Checklist

Use this checklist to prepare yourself for the upcoming reset. Ensure impacted members of your team are aware and have the appropriate access.

	ACTION ITEMS	Resources
Step 1	Log in to Stibo <ul style="list-style-type: none"> <input type="checkbox"/> Type https://mdm.wawa.com in your web browser or click the Stibo Log In Page link in the Resources section. Chrome is the preferred browser for Stibo, though it will work in other browsers. <ul style="list-style-type: none"> ▪ Save the log in page to your favorites for easy access later! <input type="checkbox"/> Use the First Time User Log In Job Aid to create a password. If you are unable to successfully log in, please send an e-mail to StiboUserSupport@wawa.com and let your assortment manager know via Teams chat that you are unable to log in. 	<ul style="list-style-type: none"> <input type="checkbox"/> First Time User Log In Job Aid <input type="checkbox"/> Click Stibo Log In Page to set up your password
Step 2	Review Training Resources for Suppliers <p><i>Best Practice tip: Schedule time to review all training materials before you begin to onboard.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Recommended path to completing the training material. <ul style="list-style-type: none"> ▪ Stibo Process Supplier job aid to see how new items move through the new automated process <p>(continued on page 2)</p>	Resources <ul style="list-style-type: none"> <input type="checkbox"/> Stibo Process Supplier

TOPIC	CONTENT	Resources
Step 2 continued	<p><i>Recommended path to completing the training material continued from page 1</i></p> <ul style="list-style-type: none"> ❑ Attributes by Role and Glossary(Excel file): A list of attributes you are responsible for populating in Stibo. Here you can find a list of all the information needed to onboard items along with a description of each attribute. The second tab is a glossary of terms. This is a good resource to have available when you begin onboarding. ❑ Stibo navigation help: there are 4 recorded demos in the folder that will walk you through the Stibo onboarding process. Recommended order to completing them: <ol style="list-style-type: none"> 1. Intro to Stibo Home Page: review the home page layout and simple navigation. 2. Create Item Workflow: Step by step process for setting up a new items in Stibo. Use the Create Item: UOM Job Aid on Unit UOM tab 3. Create Item Distributor Workflow: Step by step process for setting up Item Distributors in Stibo 4. How to check Item Status: How to check on the status of item in the onboarding process. ❑ Support Plan (PDF): Access this document to learn how to escalate issues and/or provide feedback on your experience using Stibo 	<p>All resources below are available in Training Resources for Suppliers</p> <ul style="list-style-type: none"> ❑ Attribute by Role and Glossary ❑ Intro to Stibo Homepage ❑ Create Item Workflow ❑ Create Item: UOM Job Aid ❑ Create Item Distributor Workflow ❑ How to Check Item Status ❑ Support Plan
Step 3	<p>Begin Onboarding</p> <ul style="list-style-type: none"> ❑ Reference e-mail communication from Wawa that lists new items to onboard to begin ❑ Complete the Create Item and Create Item Distributor Workflow for each item you are onboarding. Use training materials as needed to help you through the process. ❑ Check item status using the How to Check Item Status job aid if you want to track the progress of the new item through the process. ❑ Once you've completed your onboarding and clicked submit, you are done. However, if an item needs further edits or refinement you will receive an automated e-mail from Stibo indicating an item has been rejected back to you. Refer to the comments section of the e-mail for details on why the item was sent back to you. Complete any necessary edits and re-submit as appropriate. 	<ul style="list-style-type: none"> ❑ Wawa e-mail with list of new items and dates ❑ Training Job Aids as needed
Step 4	<p>E-mail with link to feedback survey</p> <ul style="list-style-type: none"> ❑ Wawa is committed to continual process improvement. To ensure we meet your needs, we would love to get your feedback and ideas on how to make onboarding new items the best it can be. ❑ Onboard all new items using Stibo going forward. 	<ul style="list-style-type: none"> ❑ Feedback survey to be sent in email