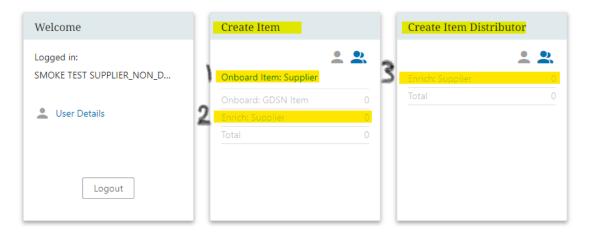
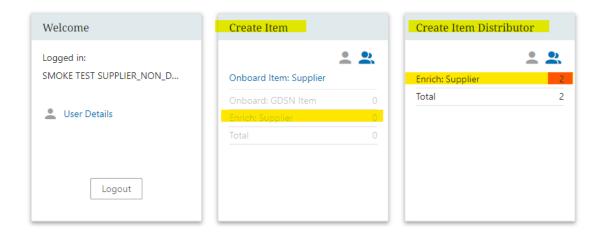
## **Stibo Onboarding Helpful Tips**

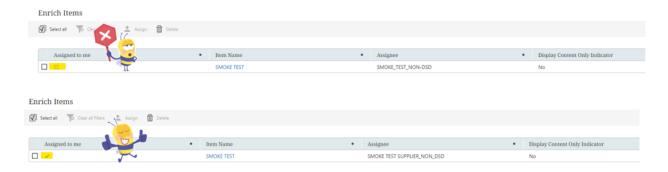
Onboarding is a 3 step process.



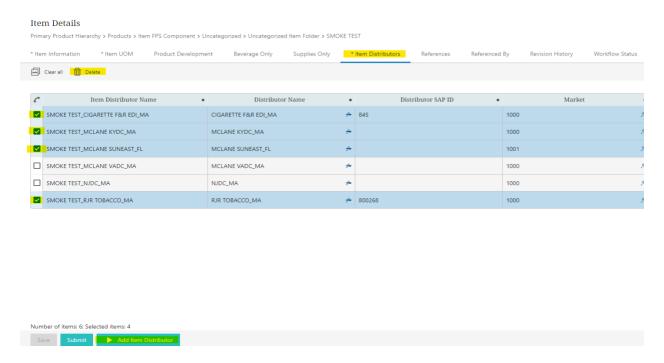
If you have numbers in your workflow – you are not done onboarding!



You must click on the Assigned to me box before entering your item/item distributor record to enrich, otherwise your Submit button will not be clickable.



When you get to Item Distributors tab for Create Item - Click on Add Item Distributor button at the bottom of the screen. All distributors connected to Supplier will appear. Please DELETE the ones you do not wish to set up your item for by clicking the box to the left of the record(s) not needed, then click Delete. You should remove any distributor records NOT needed before submitting and moving to final step of onboarding.



When onboarding an item for multiple distributors (i.e. multiple McLane DCs) you can utilize the Copy Attributes button/functionality to copy all data you entered for one distributor to the others!

