

Stibo Onboarding Helpful Tips

Onboarding is a 3 step process.

The first screenshot shows the 'Welcome' page with the user logged in as 'SMOKE TEST SUPPLIER_NON_D...'. It includes a 'User Details' link and a 'Logout' button.

The second screenshot, labeled '2', shows the 'Create Item' page. It has a table with the following data:

Onboard Item: Supplier	
Onboard: GDSN Item	0
Enrich: Supplier	0
Total	0

The third screenshot, labeled '3', shows the 'Create Item Distributor' page. It has a table with the following data:

Enrich: Supplier	
Total	0

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

The first screenshot is identical to the previous one.

The second screenshot, labeled '2', shows the 'Create Item' page with the following data:

Onboard Item: Supplier	
Onboard: GDSN Item	0
Enrich: Supplier	0
Total	0

The third screenshot, labeled '3', shows the 'Create Item Distributor' page with the following data:

Enrich: Supplier	
Total	2

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.

The first screenshot shows the 'Enrich Items' table with the 'Assigned to me' box unchecked. A cartoon character with a red 'X' on its head is pointing to the box.

Assigned to me	Item Name	Assignee	Display Content Only Indicator
<input type="checkbox"/>	SMOKE TEST	SMOKE_TEST_NON-DSD	No

The second screenshot shows the 'Assigned to me' box checked. The cartoon character is now happy and giving a thumbs up.

Assigned to me	Item Name	Assignee	Display Content Only Indicator
<input checked="" type="checkbox"/>	SMOKE TEST	SMOKE TEST SUPPLIER_NON-DSD	No

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.

Item Details

Primary Product Hierarchy > Products > Item FPS Component > Uncategorized > Uncategorized Item Folder > SMOKE TEST

* Item Information

* Item UOM

Product Development

Beverage Only

Supplies Only

* Item Distributors

References

Referenced By

Revision History

Workflow Status

Clear all

Delete

	Item Distributor Name	Distributor Name	Distributor SAP ID	Market
<input checked="" type="checkbox"/>	SMOKE TEST_CIGARETTE F&R EDI_MA	CIGARETTE F&R EDI_MA	845	1000
<input checked="" type="checkbox"/>	SMOKE TEST_MCLANE KYDC_MA	MCLANE KYDC_MA		1000
<input checked="" type="checkbox"/>	SMOKE TEST_MCLANE SUNEAST_FL	MCLANE SUNEAST_FL		1001
<input type="checkbox"/>	SMOKE TEST_MCLANE VADC_MA	MCLANE VADC_MA		1000
<input type="checkbox"/>	SMOKE TEST_NJDC_MA	NJDC_MA		1000
<input checked="" type="checkbox"/>	SMOKE TEST_RJR TOBACCO_MA	RJR TOBACCO_MA	800268	1000

Number of items: 6; Selected items: 4

Save

Submit

Add Item Distributor

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!

Item Distributor Details

Primary Product Hierarchy > Products > Item FPS Component > Uncategorized > Uncategorized Item Folder > SMOKE TEST > SMOKE TEST_MCLANE VADC_MA

* Item Distributor Information

* Distributor UOM

Distributors

Revision History

Workflow Status

Clear all filters

Freeze panes

	Name UOM	Supplier Base UOM	* Supplier Pack Qty/Multiplier	GTIN	* Buy UOM	Coding for DC for Buy UOM (Non-DSD only)	* Distribution UOM	* Base Cost(\$)	* Supplier Nation Cost
	CV - Master Case	EA	4	0048880221416	Yes		Yes	16.00	16.00
	EA - Each	EA	1						

Number of items: 2

UOM Reject Reason

Save

Submit

Copy Attributes