

High Level Process for Cost Only Update

How to Update Cost for a DC Product in Stibo

This is a VERY condensed version of the process and Suppliers are STRONGLY urged to review the more detailed process by clicking [here](#) to access the Product Maintenance – Cost Only Update section of the DC Supplier Job Aid.

1 Log into SupplierNet with following URL:
<http://suppliernet.walgreens.com/SupplierNet/login.htm>

Click on **Stibo (Product Setup/Maintenance)** link in **Item/Vendor** tab to reach Supplier dashboard.

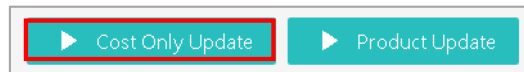
Tip: Use Google Chrome to access Stibo for the best results.

Tip: Ensure you see the correct **SAP Supplier Number** and **ONE ID** displayed in the top right-hand corner. Toggle to the correct Supplier Number if required.

2 Use the **SEARCH** functionality to search for the appropriate approved Product. Click the **magnifying glass** icon to open the Product details. Navigate the different tabs to review the Product data. To initiate the update, click the **Cost Only Update** button.

Tip: You will receive confirmation in a pop-up message that Source Record Update is started.

SEARCH
test
TEST ALLIANCE - DEC 19 (SOR_1327700)
Test 12.12 (SOR_1323255)
Test 2 oz (SOR_1548956)
Test Alliance (SOR_1309423)
Test BP - March 22 (SOR_1388069)
Test BP - November 4 (SOR_1310302)
Test Base - November 4 (SOR_1310271)



3 Click on **Homepage** icon to navigate back to dashboard. Go to the **CHANGE PRODUCT** section and click the **Cost Change** queue.

Tip: List of Products under cost maintenance is listed for you to choose from.

CHANGE PRODUCT	
Change Product	
Product Maintenance	21
Cost Change	6
Rework	4



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- 4 Click the appropriate **blue** Product link to select the Product you need to update.
Tip: You can filter by any of these column by clicking on the “dot” at the top of each.

Source Record Update - Cost Change

Select all Clear filter

	Title	Product Description	Product Type	Product Subtype	GTIN	Import Required?	Distribution Channel	Supplier ID	Supplier Name	Assignee
<input type="checkbox"/>	1/15 Cost Decrease Item	1/15 Cost Decrease Item	Retail	Single Article	263058965022	No	Stores	1010948	ALLIANCE BOOTS (DOM)	tvendotc
<input type="checkbox"/>	5.11 RT DC Cosmetic Import	5.11 RT DC Cosmetic Import	Retail	Single Article	236407892683	Yes	Stores	1010948	ALLIANCE BOOTS (DOM)	tvendotc

- 5 Click the **Add** link to add a new cost.
Tips: If you want to add Temporary Costs, you should choose Temporary (Gross) instead of Invoice cost and choose your Valid From/To dates accordingly.

 Walgreens policy requires that cost increases be submitted with a minimum of **60 days’ notice**.

Costs for Purchase Organizations

Cost Type	Amount	Currency	Packaging Unit Costs	Cost Per Each
Invoice (Gross) Cost	110.0000	US Dollar	Case Pack	11.0000
Invoice (Gross) Cost	116.0000	US Dollar	Case Pack	11.0000

[Add](#)

- 6 The **Cost for Purchase Organizations** window is displayed. Add the details and click the **OK** button. Click **Submit all** to submit your Cost changes for approval.


Costs for Purchase Organizations

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Invoice (Gross) Cost	110.0000	US Dollar	Case Pack	11.0000
Invoice (Gross) Cost	116.0000	US Dollar	Case Pack	11.0000
Invoice (Gross) Cost	120.0000	US Dollar	Case Pack	12.0000

[Add](#)

Approval gained for short lead time?
 No
 Yes

Save tab Reset **Submit all** Cost Validation

 • **Cost Increases:** The change will need to be approved by the Category Manager (Merchant).
 • **Cost Decreases:** The change will be auto-approved and does not require Category Manager (Merchant) approval.