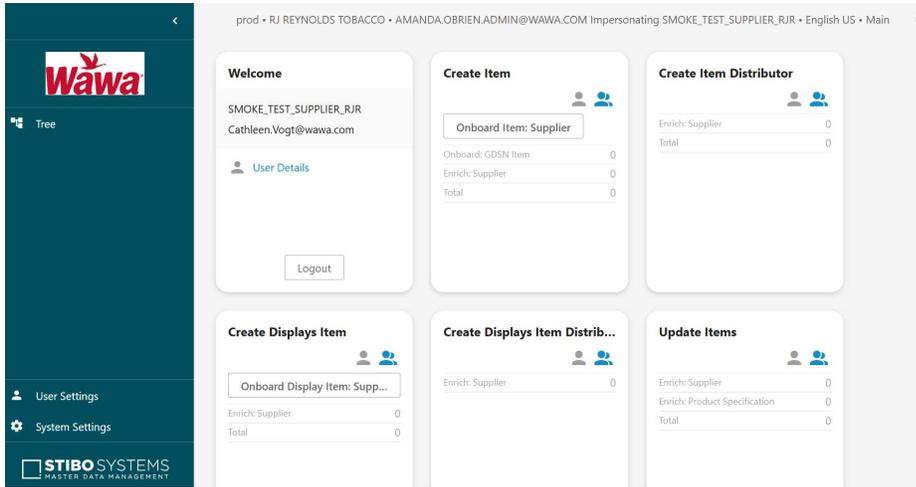




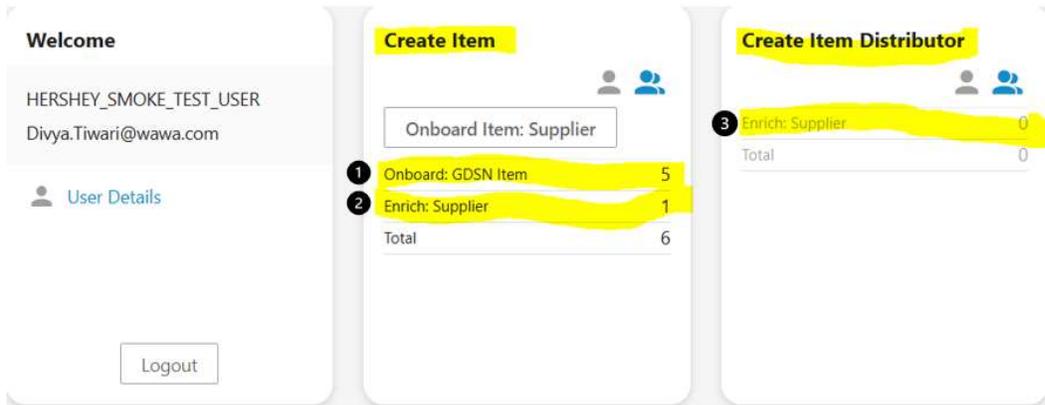
WAWA SUPPLIERS GUIDE TO ONBOARDING ITEMS THROUGH GDSN/STIBO

When a new item is initiated into the onboarding workflow, you will receive a notification email from Stibo.

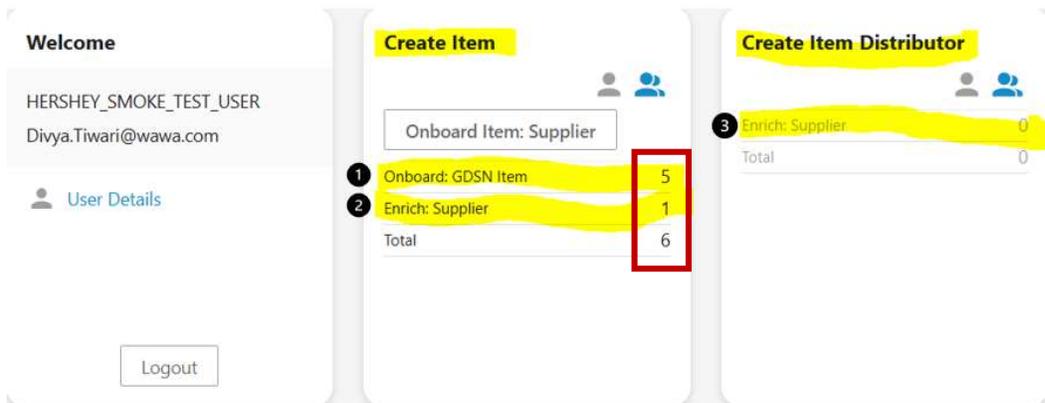
1. Login to Stibo – Instructions can be found [here](#)
2. Once there, you will see the screen below.
 - You will want to bookmark this in your browser as “Stibo login”



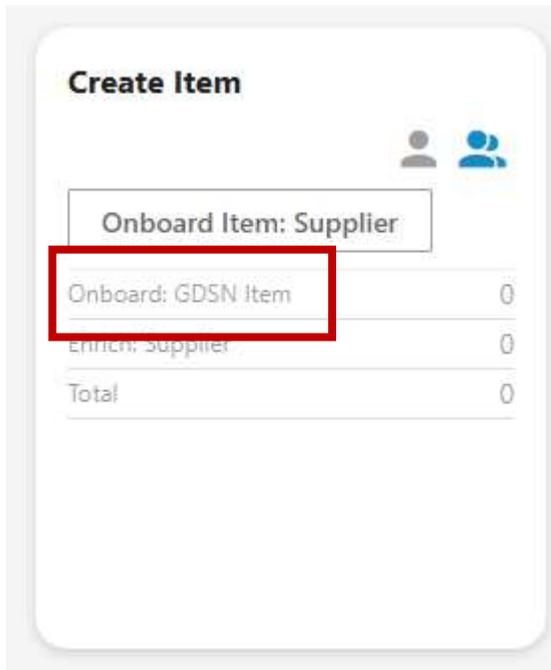
****Please note that onboarding is a 3-step process.**



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



3. To initiate a new item from GDSN into the Stibo workflow, navigate to the “Create Item” widget and click the “Onboard: GDSN Item” link.



- This will take you to the “Enrich Items” task list. Here, you will see all of the items that have been accepted by Wawa through the GDSN.



- Check the box on the left (“Assigned to me”) to assign the item to yourself.
 - *Note – If you do not assign the item to yourself, you will not be able to submit the item record.**
- Click on the Item Name (it will turn blue when you hover on it). This will take you to the Item Details page. You will need to enrich some data on this page:
 - *Notes:**
 - Fields marked with a red asterisk are mandatory for all items
 - Fields marked with a grey asterisk may be mandatory, depending on the item

Initiate GDSN Item

* Item Name

▶ Item Name Help

* Display Content Only Indicator

Content Only should only be set to Yes for items that will only ever ship to store as part of a display/shipper. If you select Yes, the item will not be set up for ordering individually. *IMPORTANT - If you select Yes accidentally, the Wawa team will Reject the item set up which will result in starting item set up from the beginning. *BEST PRACTICE - Only select Yes if you and your Wawa partner have agreed.

* Item Category

▶ Item Category Help

* Product Development Input Required?

Yes for Wawa Branded and Food Service Products and Ingredients

▶ Product Development Input Required Help

* Assign task to Wawa contact

- The **item name** will be prepopulated with the name from the GDSN database
- **Display content only indicator** – If the item is being shipped as part of a display/shipper, you will choose “yes”. Otherwise, choose “no”
- **Item Category** – This will be prepopulated, based on the GPC brick code assigned in the GDSN.
- **Product Development Input Required?** – Please choose “no” unless you are onboarding a new food service ingredient or Wawa branded product.
- **Assign Task to Wawa Contact** – Please choose the Wawa representative that you typically work with to onboard new items.

Once all fields on this Initiate GDSN Item screen are populated, the “Submit” button will be clickable. Click this button to move on to next step.

CREATE ITEM

7. Navigate back to the “Create Item” widget and you will see that there is the number “1” next to the task “Enrich: Supplier”. This indicates that you have 1 task waiting for you, which is the next step. Click on “Enrich: Supplier” and you will be taken to the Task List where you will see the item that you just created.

Enrich Items

Select all Clear all filters Assign Delete

Assigned to me	Item Name	Assignee	Display Content Only Indicator
<input type="checkbox"/>	3M MNTR PEGPK 2.9OZ	HersheyTestUser1	No
<input checked="" type="checkbox"/>	JOLLY RANCHER FREEZE DRIED ORIGINAL	HERSHEY_SMOKE_TEST_USER	No

8. Check the box on the left (“Assigned to me”) to assign the item to yourself.
 - ***Note – If you do not assign the item to yourself, you will not be able to submit the item record.**
9. Click on the Item Name (it will turn blue when you hover on it). This will take you to the Item Details page. You will need to enrich some data on this page:
 - ***Notes:**
 - i. **Fields marked with a red asterisk are mandatory for all items**

- ii. Fields marked with a grey asterisk may be mandatory, depending on the item

10. Begin enriching the item, starting on the “Item information” tab:

Item Details

Primary Product Hierarchy > Products > Item FPS Component > Uncategorized > Uncategorized Item Folder > JOLLY RANCHER FREEZE DRIED ORIGINAL

* Item Information ² * Item UOM Product Development Beverage Only Supplies Only * Item Distributors References R

Item Name	JOLLY RANCHER FREEZE DRIED ORIGINAL
Approved	✗ Never been approved.
WAWA Contact Email	Stephanie.Welch@wawa.com
Supplier Name	THE HERSHEY COMPANY
Supplier Contact Email	Divya.Tiwari@wawa.com
Workflow states	01. Create Items State: Enrich: Supplier

▼ Additional Attributes

Product Description: JOLLY RANCHER FREEZE DRIED ORIGINAL FLAVORS CANDY POUCH (GREEN APPLE, BLUE RASPBERRY & WATERMELON FLAVORS)

Product Development Input Required?: No

* Is product age restricted for sale? No

* Upload product spec sheet(s), including GTINs (UPC barcodes) for each UOM


0_10700_0608...

Images should be PNG, PDF, JPG, DOC, DOCX; If product is part of a display, the spec sheet must apply to the display on which it is merchandised

* Assign Task to Wawa Contact: Stephanie Welch

Item Category: 11-Other Non-Edible

Sub Brand:

Brand Description:

Brand logo: Images should be: PNG, PDF, JPG, DOC, DOCX

Brand Trademark: Images should be: PNG, PDF, JPG, DOC, DOCX

- Product Description – This is an optional field in which you can add item details. This is mapped from the GDSN, so it may be auto-populated with data in Stibo.
- Is product age restricted for sale? This is defaulted to “Yes” for all tobacco and alcohol products and “No” for all other categories.
- Upload product spec sheets – Click on the plus sign 
 - If you have never uploaded the spec sheet, you will need to click “upload and insert asset”
 - Click on “choose files” and navigate to the spec sheet for the item you are onboarding.
 - Images should be PNG, PDF, JPG, DOC, DOCX
 - Click “upload”
 - ***Note – Spec sheet must contain UPC/GTIN numbers for all units of measure. Spec sheets should have as much information as possible, as they are used to ensure the data entered in Stibo is correct.**

Upload and insert asset(s)

File Smoke test...eet file.docx
 No file chosen

1 File(s) selected (13 KB)

- Brand Description – You may include additional details, but this is not mandatory.
- Brand logo and Brand Trademark – If you have these files, please upload them.

Once the above is completed, you will move to the Inventory Management screen group:

***Note – Some of the data below will be prepopulated from the GDSN. Please verify that it is correct or make changes, as necessary.**

▼ Inventory Management	
* Item Identifier in Manufacturer's system	<input type="text" value="1070053020"/>
	<small>Unique identifier for item in manufacturer systems. If you do not have an internal item number, please enter N/A.</small>
Qty of servings in selling unit	<input type="text" value="3"/>
	<small>If the item is not sold to a customer, please enter 1</small>
* Recommended method of storage at distribution center	<input type="text" value="Ambient"/>
* Recommended method of shipping to stores	<input type="text" value="Ambient"/>
Location of code on outer package	<input type="text" value="bottom right"/>
	<small>for Buy UOM</small>
Min Spec Range for Distribution UOM (ingredient products only)	<input type="text"/>
Max Spec Range for Distribution UOM (ingredient products only)	<input type="text"/>
Hazardous?	<input type="text" value="No"/>
Supplier Lead time in days	<input type="text" value="14"/>
	<small>Supplier to fill out for non-DSD items</small>
Guaranteed shelf life to Distributor (in Days) (*NJDC/MSE/VADC/KYDC)	<input type="text"/>
	<small>Supplier to fill out for non-DSD items</small>

Tray Pack

Pallet Ti
Supplier to fill out for non-DSD items

Pallet Hi
Supplier to fill out for non-DSD items

Pallet Height (in.)
Supplier to fill out for non-DSD items

Pallet Weight (lbs.)
Supplier to fill out for non-DSD items

Pallet Exchange - DC
Supplier to fill out for non-DSD items

- Item identifier in Manufacturer’s system – This is the unique identifier your company assigns to this item.
- Qty of servings in selling unit – The quantity of servings in the package that is sold to the customer. (i.e. pack of cigarettes, pack of cigars, etc.)
- Recommended method of storage at distribution center – Temperature at which product must be stored (Ambient, Frozen, Refrigerated)
- Recommended method of shipping to stores – Temperature at which the product must be shipped (Ambient, Frozen, Refrigerated)
- Location of code on outer package – Where on the case is the barcode located (i.e. bottom left, top right, etc.)
- Min/Max spec ranges – Only applicable for foodservice ingredient items
- Hazardous? – Y or N
- Supplier Lead time in days – Lead time for warehouse; Numeric value
- Guaranteed shelf life to distributor in days - Numeric value
- Tray Pack – Applicable only for Wawa bakery items; Please leave blank
- Pallet Ti/Hi - Numeric value
- Pallet Height in inches - Numeric value
- Pallet Weight in lbs - Numeric value
- Pallet Exchange – DC – Y or N

11. Click “Save” to ensure your work is saved before navigating to the next tab “Item UOM”:

* Item Information * Item UOM Product Development Beverage Only Supplies Only * Item Distributors References Referenced By Revision History Workflow Status

* Supplier Base UOM

Select all Clear all filters Freeze panes Add Reference Remove Reference

	Name	Supplier Base UOM	Supplier Pack Qty/Multiplier	Does item have GTIN?	GTIN	Pre-price indicator	Coding for DC for Buy UOM (Non-DSD only)	Manufacturer Suggested MSRP	Linear Dimension U (inches, centimeters)
<input type="checkbox"/>	CV - Master Case	EA	8	Yes	10010700530209	No			Inches
<input type="checkbox"/>	EA - Each	EA	1	Yes	00010700530202	No			Inches

- Supplier Base Unit Of Measure (UOM) – This is the lowest packaging level of the product, typically “each”. This is mapped from GDSN and should be pre-populated.
- All UOMs (including the base UOM) should be auto-populated from the GDSN data (packaging levels); however, if you need to add an additional UOM, click on the “Add Reference” button and use the search functionality.

Add Reference

Reference Type:

Reference Target:

- Once all Units of Measure (UOMs) are selected, click “OK” and you will see them added to the table.
- Supplier Pack Qty Multiplier:
 - CV – How many total units are in the Case?
 - IP – How many ‘Eaches’ are in an inner pack?
 - EA – Base unit = 1
- Does Item have GTIN? This will be auto-populated from GDSN
- GTIN – These will also be populated from GDSN.
 - If you added an additional UOM, please add the 14 digital GTIN number (use leading zeros, if needed)
- Pre-Price Indicator – Is the price printed on the packaging? Yes or No
- Coding for DC for Buy UOM (Non-DSD only) – What type of code is printed on the master case? *This is not a mandatory field, so it can be left blank if you are unsure.*

* Item Information * Item UOM Product Development Beverage Only Supplies Only * Item Distributors References Referenced By Revision History Workflow Status

* Supplier Base UOM:

Select all Clear all filters Unfreeze panes Add Reference Remove Reference

Name	* Length	* Width	* Height	* Item Weight UOM	* Net Weight QTY	* Gross Weight QTY	Net Weight in Grams
<input type="checkbox"/> CV - Master Case	13.125	9.5	8.75	Ounce	24.8	1.937	703.0676
<input type="checkbox"/> EA - Each	2.75	6.5	8.5	Ounce	3.1	3.224	87.88345

- Linear dimensions in inches – This is needed for each Unit of Measure and should be populated by the GDSN.
- Net weight qty – Weight of the item without packaging; Input as Ounces for base UOM only (other UOM will be calculated, based on the base UOM). This should be populated by the GDSN.
- Gross Weight Qty – Weight of the item with packaging. This should be populated by the GDSN.

* Item Information * Item UOM Product Development Beverage Only Supplies Only * Item Distributors References Referenced By Revision History Workflow Status

* Supplier Base UOM:

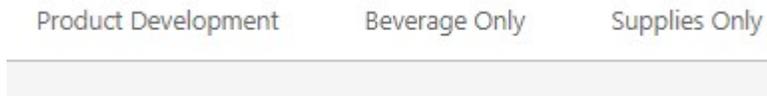
Select all Clear all filters Unfreeze panes Add Reference Remove Reference

Name	Volume UOM	Volume QTY	Is item the base unit (Lowest packaging level)	UPC/Barcode	GS1 Pack Qty/Multiplier	Is trade item a dispatch unit?	Is trade item a consumer unit?
<input type="checkbox"/> CV - Master Case	Cubic Inch	1090.368	No			No	No
<input type="checkbox"/> EA - Each		0	Yes		8	Yes	Yes

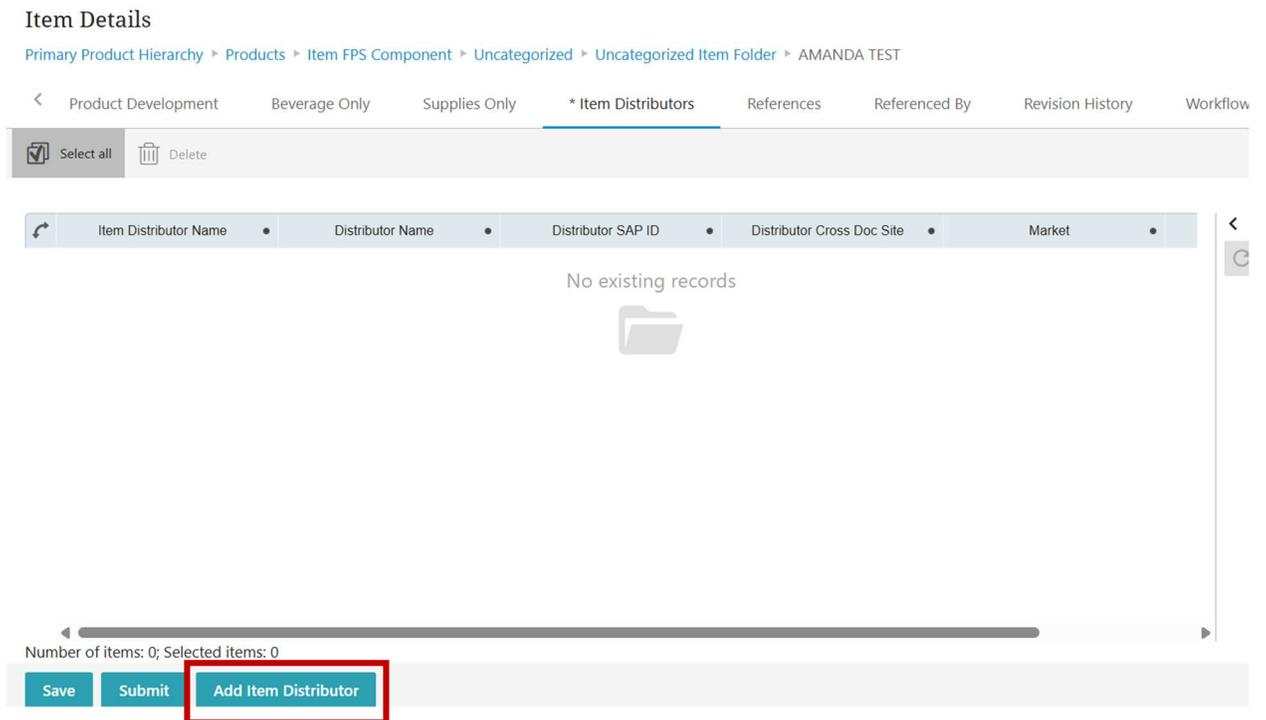
- Volume UOM – Choose cubic feet or cubic inch for CV UOM only. This should be populated by the GDSN.
- Volume Qty – Input the qty of cubic feet for CV UOM only. This should be populated by the GDSN.

***Note: There are several other fields to the right of Volume that are mapped from GDSN. No action necessary for these fields.**

12. The next 3 tabs are specific to foodservice ingredients, beverages and supplies. Unless you see a grey asterisk (*), there is no data to enrich on the 'Product Development', 'Beverage Only' or 'Supplies Only' tabs.



13. Move to the 'Item Distributors' tab and add your item distributors using the "Add Item Distributor" button.



You will see a row created for each distributor that is authorized to distribute your product.

14. If the product will be distributed by all of the distributors, you can hit the “submit” button.

If only a sub-set of distributors will be authorized, you will need to check the box next to the distributors that ARE NOT authorized and then click the “delete” button.

***Note:** You may delete the distributors that are not relevant for the item; however, you must have at least 1 distributor remaining. You will not be able to delete all distributors from this screen.

Item Details

Primary Product Hierarchy > Products > Item FPS Component > Uncategorized > Uncategorized Item

* Item Information * Item UOM Product Development Beverage Only Suppl

Select all Delete

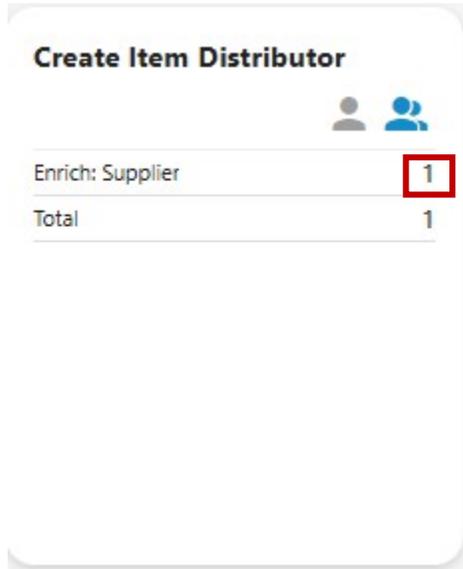
	Item Distributor Name	Distributor Name	
<input checked="" type="checkbox"/>	JOLLY RANCHER FREEZE DRIED ORIGINAL_MCLANE KYDC_MA	MCLANE KYDC_MA	
<input type="checkbox"/>	JOLLY RANCHER FREEZE DRIED ORIGINAL_MCLANE SUNEAST_FL	MCLANE SUNEAST_FL	
<input type="checkbox"/>	JOLLY RANCHER FREEZE DRIED ORIGINAL_MCLANE VADC_MA	MCLANE VADC_MA	
<input type="checkbox"/>	JOLLY RANCHER FREEZE DRIED ORIGINAL_NJDC_MA	NJDC_MA	

You will see the selected rows disappear. At this point, you are ready to “submit” your item record using the “submit” button.

***Note:** If you did not click on the “Assigned to me” box in the task list, the “Submit” button will not be available. If this happens, click “Save” and go back to the home screen (click on goose on top left of page). Navigate to the “Create Item” Task list and assign the record to yourself before reopening the record and submitting.

CREATE ITEM DISTRIBUTOR

15. Now that you've created your item, you will move on to enriching the specific item distributor records. Navigate to the "Create Item Distributor" widget and you will see that there are item distributor records that need to be enriched.



16. Click on the words Enrich: Supplier and you will be taken to the task list, where you will see a row for each distributor that you chose for the item. Assign each record to yourself by checking the small box on the left "assign to me". You will now see your user name in the "assignee" column for those items.

Enrich Item Distributors

The screenshot shows a task list interface with a toolbar at the top containing icons for "Select all", "Clear all filters", "Assign", "Submit", and "Delete". Below the toolbar is a table with three columns: "Assigned to me", "Item Distributor Name", and "Assignee". A red box highlights the "Assignee" column header. The first row of the table has a checked checkbox in the "Assigned to me" column, the distributor name "JOLLY RANCHER FREEZE DRIED ORIGINAL_MCLANE KYDC_MA" in the "Item Distributor Name" column, and the username "HERSHEY_SMOKE_TEST_USER" in the "Assignee" column.

Assigned to me	Item Distributor Name	Assignee
<input checked="" type="checkbox"/>	JOLLY RANCHER FREEZE DRIED ORIGINAL_MCLANE KYDC_MA	HERSHEY_SMOKE_TEST_USER

17. To begin enrichment, you will click on the Item Distributor Name link, which will take you to the "Item Distributor Details" screen.
- Update Notes – You can ignore this field, as it's not relevant when creating new records.

Item Distributor Details

Primary Product Hierarchy > Products > Item FPS Component > Uncategorized > Uncategorized Item Folder > SMOKE TEST TOBACCO 2,21,25 > SMOKE TEST TOBACCO 2,21,25_CIGARETTE F&R EDI_MA

* Item Distributor Information * Distributor UOM Distributors Revision History Workflow Status

Inventory Management - Supplier to fill out only for non-DSD items

* Supplier ID in Distributor System	<input type="text" value="456341"/>
* Supplier Lead time in days	<input type="text" value="14"/>
Supplier to fill out for non-DSD items	
* Guaranteed shelf life to Distributor (in Days) (*NJDC/MSE/VADC/KYDC)	<input type="text" value="365"/>
Supplier to fill out for non-DSD items	
Guaranteed Shelf Life To Store In Days	<input type="text" value="182.5"/>
Inventory Management Supplier Reject Reason	<input type="text" value=""/>
0 characters	

Inventory Management - Distributor

* Item Identifier in Distributor System	<input type="text" value="N/A"/>
Mandatory for all items; If not applicable, for example - McLane, please enter N/A	

Inventory management - Supplier to fill only for McLane items

* Pallet Ti	<input type="text" value="8"/>
Supplier to fill out for non-DSD items	
* Pallet Hi	<input type="text" value="9"/>
Supplier to fill out for non-DSD items	
* Pallet Height (in.)	<input type="text" value="10"/>
Supplier to fill out for non-DSD items	
* Pallet Weight (lbs.)	<input type="text" value="56"/>
Supplier to fill out for non-DSD items	
* Pallet Exchange - DC	<input type="text" value="No"/>
Supplier to fill out for non-DSD items	
* Shipping Point to McLane (City,State,Country)	<input type="text" value="Pittsburgh, PA"/>
Inventory Management Supplier McLane Reject Reason	<input type="text" value=""/>

When writing comments, please include screen header, section and field that needs to be updated.

- Supplier ID in Distributor's system – For McLane items, this will be pre-populated with the supplier ID that is in McLane's system.
- Supplier Lead Time in Days – This field will be pre-populated with the data that was added on the "item" level; however, if the distributor has a different lead time, please update this field.
- Guaranteed shelf life to distributor in days - This field will be pre-populated with the data that was added on the "item" level; however, if the distributor has a different shelf life, please update this field.
- Item Identifier in Distributor's System – This is the internal ID # that is assigned to the item by the distributor. Please enter N/A.
- Pallet Information – If you enriched this on the item level, these fields will be auto-populated with that information for each distributor record.

- Shipping Point to McLane – If the item is being distributed by McLane, where is it coming from (i.e. Pittsburgh, PA). If the distributor is not McLane, you can leave this blank.

18. Click “Save” and move to next tab, labeled “Distributor UOM”

Item Distributor Details

Primary Product Hierarchy > Products > Item FPS Component > Uncategorized > Uncategorized Item Folder > SMOKE TEST TOBACCO 2.21.25 > SMOKE TEST TOBACCO 2.21.25_CIGARETTE F&R EDL_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
CV - Master Case	EA	300	00012356847857	Yes			
EA - Each	EA	1	00012356947854				
IP - Inner Pack	EA	10	00012366947851			Yes	

Number of items: 3

- Buy UOM – This represents the unit of measure that is purchased by the distributor. Please mark only one UOM as Yes and the leave the others blank.
 - If you do not mark one UOM as “Yes”, the system will not allow you to submit.
- Distribution UOM – This represents the unit of measure that is distributed to Wawa stores. Please mark only one UOM as Yes and the leave the others blank.
 - If you do not mark one UOM as “Yes”, the system will not allow you to submit.

Item Distributor Details

Primary Product Hierarchy > Products > Item FPS Component > Uncategorized > Uncategorized Item Folder > SMOKE TEST TOBACCO 2.21.25 > SMOKE TEST TOBACCO 2.21.25_CIGARETTE F&R EDL_MA

* Item Distributor Information * Distributor UOM Distributors Revision History Workflow Status

Clear all filters Unfreeze panes

Name UOM	Supplier Base UOM	Supplier Pack Qty/Multiplier	GTIN	Base Cost(\$)	Supplier National List Cost	Buying Type
CV - Master Case	EA	300	00012356847857			
EA - Each	EA	1	00012356947854			
IP - Inner Pack	EA	10	00012366947851	58.99	60.00	Truckload

- Base Cost – Add the base cost ONLY for the distribution UOM. The cost of the other UOMs will be calculated upon submission.
 - Supplier National List Cost – Add this cost ONLY for the distribution UOM. The cost of the other UOMs will be calculated upon submission.
- *Note: If you don’t have a national list cost, please enter the base cost in this field.**

19. Once all of the data is enriched on this tab, you will have the option to copy the data to all of the other distributor records using the button labeled “Copy Attributes”.

- Please note that this action will copy the costs, so if the base costs vary, by distributor, you will need to update them on each record.

20. You can then submit the item distributor record using the “submit” button. From there, you will be taken back to the Home Page.

21. To enrich the rest of the item distributor records, navigate back to “Create Item Distributor” widget and click “Enrich: Supplier”. You will see that there are now only 3 items in the task list.

22. Repeat steps 13 through 16 for each item distributor record. Once all item distributor records have been submitted and the “Create Item” and “Create Item Distributor” widgets show “0” tasks, you have finished onboarding.

Create Item



Onboard Item: Supplier

Onboard: GDSN Item	0
Enrich: Supplier	0
Total	0

Create Item Distributor



Enrich: Supplier	0
Total	0

23. Once you have submitted all of your records, the Wawa team will review the data. If anything is not accurate, the Wawa team will have the ability to reject the records back to you. If a record is rejected, you will receive an email notification to go back into Stibo and correct the data.