Registration

Vendors will have to self-register using the link below:

**Only Self-Register if you are not a current user. This step are for vendors who do not have access to the vendor portal.**

Apvendorportal.cvshealth.com (NOTE- To use this URL, you have to use CHROME)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click the Register link</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2    | Complete the below fields on the registration page and click Submit when completed.  
**NOTE- Payee Vendor number must be 10 digits. For Merchandise Vendors, leading zeros 00000 will need to be entered before the CVS Vendor Number. For Expense Vendors, 02000 will need to be entered before the CVS Vendor Number.** |
Once you have completed your registration you will receive the below message. Click Submit. You will receive a generated response that AP has received your request and is under review.
Activation

Once AP has approved your access you will receive the below email from notification@sapnetworkmail.com to activate your account.

Click on the link below to activate your account.

CVS Health Vendor Portal

Dear Lisa Ortega,

Thank you for registering with CVS Health Vendor Portal. To activate your account for User Profile, click the link below.

Click here to activate your account

If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.

https://apge2nnw.accounts.ondemand.com/ids/activation?
token=18ef26a60f03f8d726e27c68c8a9f597a261126f12c2911b1f1e736570f4ac496c641677b1c0a9546c705df22b87e4f212e536

Best Regards,

CVS Health AP Team

This link will prompt you to your account. You will then be asked to complete your account information (see below) Click Continue once completed.
Profile Setup

<table>
<thead>
<tr>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>An account has been created for you with SAP Cloud Platform Identity Authentication for use with User Profile. The account information we already have for you is below.</td>
</tr>
</tbody>
</table>

To begin using your account for User Profile, set a password below.

**Tell Us About Yourself**

**First Name**
Lisa

**Last Name**
Ortega

**E-Mail**
lmcamara0924@gmail.com

**Set Password**

**Password**

**Re-Enter Password**

---

You will be directed to your Profile Management (Containing Personal Information, Password, Company Information, Two-Factor Authentication, Social Sign-On and my Data). You will then need to active a Two-Factor Authentication.

The Two-Factor Authentication is a CVS requirement and will need to be completed to access your account. *(NOTE: Do not delete this app as you will need to use the SAP Authentication to access a passcode everytime you login to your account.)*

You are able to use your mobile phone or use your desktop to active your Two-Factor Authentication (see instructions below)

This App is available on Google playstore for Android


and Appstore for IOS.

Once you have downloaded the app. You will scan the QR Code on your Profile page. Your mobile device will provide you a 6 digit number, you will use this to key code into the Passcode as seen below. Then click Activate. This will active your account.

SAP Authenticator: Desktop Version

The mobile version of SAP Authenticator is the preferred and suggested way of logging into the Vendor Portal through MFA. If using the mobile version is not possible, SAP Authenticator can be downloaded through the Microsoft store by following these steps.

1) The following link navigates to the SAP Authenticator App in the Microsoft Store
2) After clicking on “Get”, you will be prompted to sign into your Microsoft account or create one

3) You will then be able to install the application
4) When the SAP Authenticator desktop application opens, you will be prompted to enter the security key which can be obtained by clicking on the “show” icon and copying the key to your clipboard.

Click on the “Show” icon in the Two-Factor page. This will display the Secret Code. Copy & Paste this code into the URL SAP Authenticator field and click continue. A 6 digit code will be displayed. Use this code to key into the Passcode under the Secret Key field and click Active.

**Note:** Downloading the application requires Windows 8 or later. If your system security prevents you from downloading SAP Authenticator to your desktop, please use the mobile version or contact your company IT department to install the app.

Once completed, log out of your profile. In a new browser login using apvendorportal.cvshealth.com and access your account using your email address and passcode (this is the generated code from your SAP Authentication). NOTE – a new code will generate every 30 seconds.
Vendor LOG IN and MFA (Two-Factor Authentication)

FOR VENDORS WITH ACCESS TO PROFILE ACCOUNT AND NEED TO INSTALL MFA.

NOTE- NOT DELETE THE SAP AUTHENTICATOR FROM YOUR DEVISE. YOU WILL NEED IT EVERY TIME YOU LOG INTO THE PORTAL.

First Step:

https://apvendorportal.cvshealth.com

[Image of Vendor Portal Log On Screen]

[Image of Vendor Portal Log On Screen]
For the first time the vendor is requested to enable the Two-Factor Authentication for their Users.

The vendor clicks on the profile page, where he can activate the two factor authentication.
Below steps show an example on how to activate MFA using the passcode from the SAP authenticator App.

This App is available on Google playstore for Android


and Appstore for IOS.

Two-Factor Authentication

To access applications that require two-factor authentication, you need to activate a mobile device to generate passcodes. No devices are currently activated for two-factor authentication.

1. SAP Authenticator is required to enable two-factor authentication and to scan the QR code on your device. The iOS version is available in the Apple App Store (SM). The Android version is available in Google Play (TM).

Apple and iTunes are trademarks of Apple Inc. App Store is a service mark of Apple Inc. Android and Google Play are trademarks of Google Inc.

1. Scan the key by tapping the "Scan QR Code" button in the SAP Authenticator app on your device, or enter the key manually.

Your Secret Key

[QR Code Image]

2. Once you have scanned or entered the key, enter the passcode generated by the SAP Authenticator app on your device below and click.

Passcode

[Input Field]

Cancel  Activate

Contact Preferences

By e-mail

By telephone

Edit

Two-Factor Authentication

✓ You have a device configured for two-factor authentication

Deactivate
In the initial authentication screen, key in the generated passcode from the SAP Authenticator App to the Passcode field to login to the Vendor portal application.

https://aiqoe2mnw.accounts.ondemand.com/iam2/idp/soa/aiqoe2mnw.accounts.ondemand.com

Two-Factor Authentication

The CVSDEV application requires time-based two-factor authentication. You can register a device on your Profile page.

E-Mail, ID, or User Name: suitarshan.sakunia@cvshealth.com
Passcode: *****

***To use the SAP Autheication on your desktop, see instructions on page 5.***
Veiw of the vendor portal

SAP references:

https://help.hana.ondemand.com/cloud_identity/0d41cd49f6504f3eaf29b58d616b040f.html

Password Change

Follow these steps to change account password:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigate to log in screen of CVS Vendor Portal.</td>
</tr>
<tr>
<td>2</td>
<td>Click the Forgot Password button.</td>
</tr>
<tr>
<td>3</td>
<td>Enter Email/User Name/User ID</td>
</tr>
<tr>
<td>4</td>
<td>Click the Send button.</td>
</tr>
<tr>
<td>5</td>
<td>Click the link contained in the e-mail and you will be forwarded to a page where you can reset your password</td>
</tr>
</tbody>
</table>
### Error Messages

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Description</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wrong passcode; enter passcode again</td>
<td>You have entered a wrong passcode when setting up an account on additional device or when disabling an account.</td>
<td>Reenter the passcode generated by your mobile device.</td>
</tr>
<tr>
<td></td>
<td>You have not entered the passcode within the specified time interval</td>
<td>Enter the passcode within the specified time interval. It is 30 seconds for users with the SAP Authenticator installed.</td>
</tr>
<tr>
<td></td>
<td>Your clock is not synchronized with the clock on the server.</td>
<td>Configure your mobile device to automatically update the date and time under Settings – General - Date &amp; Time - Set Automatically</td>
</tr>
</tbody>
</table>

### Run Vendor Reports for Invoices

Follow these steps to run vendor reports for invoices:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log in to <a href="#">CVS Vendor Portal</a>.</td>
</tr>
<tr>
<td>2</td>
<td>Click the <strong>Invoices</strong> tile.</td>
</tr>
</tbody>
</table>

3. Invoices are displayed based on the search criteria.
4. Update the filter criteria and click the **Go** button.
Step | Action
---|---
5 | Click the **Export to Spreadsheet** to download the results if needed.
Run Vendor Reports for Payments

Follow these steps to run vendor reports for payments:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log in to CVS Vendor Portal.</td>
</tr>
<tr>
<td>2</td>
<td>Select the Payments tile.</td>
</tr>
<tr>
<td>3</td>
<td>Invoices are displayed based on the search criteria.</td>
</tr>
<tr>
<td>4</td>
<td>Update the filter criteria and click the Go button.</td>
</tr>
</tbody>
</table>
To view invoices associated with payment, click on the > symbol. This will provide you the list of invoices or deduction information.
### Step 5

**Action**

Click the **Export to Spreadsheet** to download the results if needed.