



## AP VENDOR PORTAL GUIDE

### Table of Contents

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Activation	2
Profile Setup	3
SAP Authentication: Mobile Phone Version	4
SAP Authentication: Desktop Version	5
For Users With Existing Profile Account and Have Not Set Up Two-Factor Authentication	8
User Login and Entering the Two-Factor Authentication Passcode	11
View Invoices (open payables)	15
View Payments	18
Password Change	21
Error Messages & SAP References	22



## Activation

Once AP has approved your access you will receive the below email from [notification@sapnetworkmail.com](mailto:notification@sapnetworkmail.com) to activate your account.

Click on the link below to activate your account.

### CVS Health Vendor Portal

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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://aiqoe2nnw.accounts.ondemand.com/ids/activation?token=11BF25A60FC3F8D728E27C68C8AE597A261126F12C2911BF1E736570EAC490C641677BA1C0A95487705DF22B87E4F212F536>

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

### Account

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.

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

#### Tell Us About Yourself

First Name

Last Name

E-Mail

#### 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)

**YOU CAN ONLY USE ONE DEVICE (EITHER YOUR PHONE OR DESKTOP) TO  
DOWNLOAD THE SAP TWO-FACTOR AUTHENTICATION**

If the SAP Two-Factor Authentication is downloaded on multiple devices, then the user will not be able to log into the CVS AP vendor portal.



## SAP Authenticator: Mobile Phone Version

Note: If the SAP Two-Factor Authenticator is already on your desktop, do not download the mobile version.

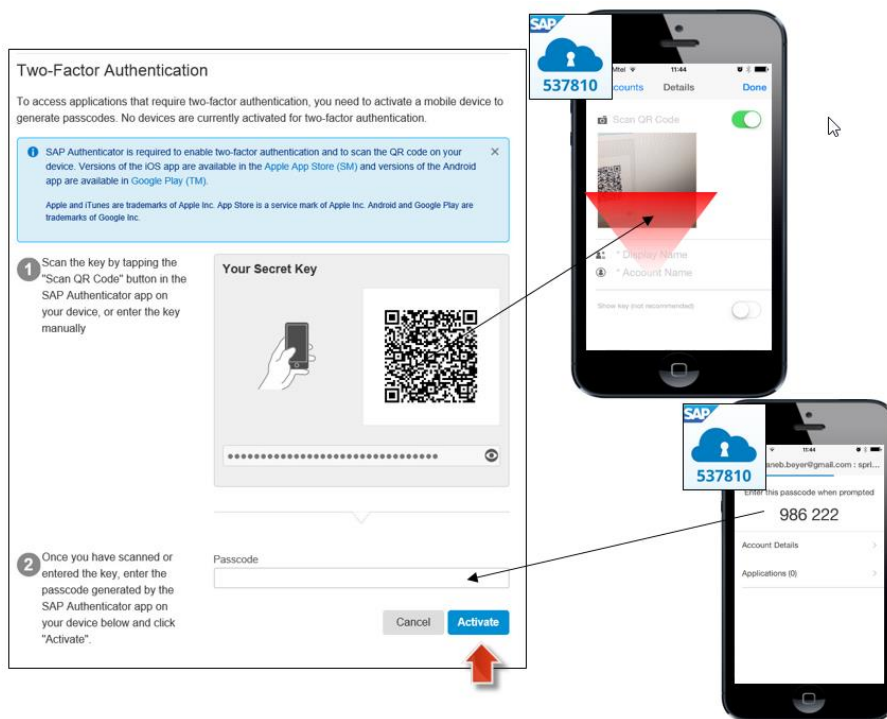
This App is available on Google playstore for Android

[https://play.google.com/store/apps/details?id=com.sap.csi.authenticator&hl=en\\_US](https://play.google.com/store/apps/details?id=com.sap.csi.authenticator&hl=en_US)

and Appstore for IOS.

<https://itunes.apple.com/us/app/sap-authenticator/id868171828>

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



**NOTE:** Please make sure that your phone's date/time settings are set to "Automatically" to account for any time differences.





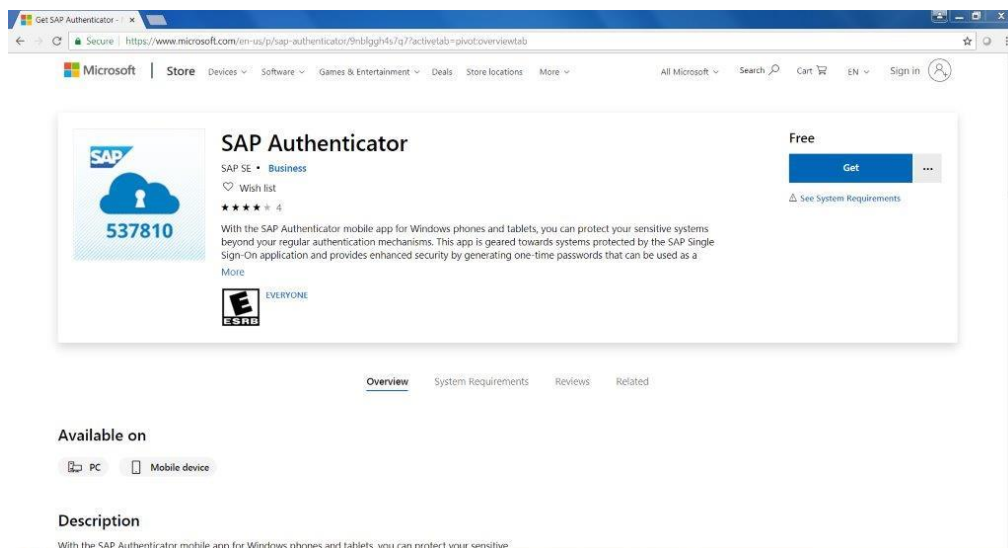
## SAP Authenticator: Desktop Version

Note: Before downloading the SAP application on your computer, please ensure the following:

- The SAP Two-Factor is not already downloaded on your mobile phone
- You will need to use the Chrome Browser
- Must have Windows 8 or later
- You must ensure there are no internal firewalls set up. You will need to contact your internal IT area to confirm. If there are firewalls, then your IT area must download this for you.

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.

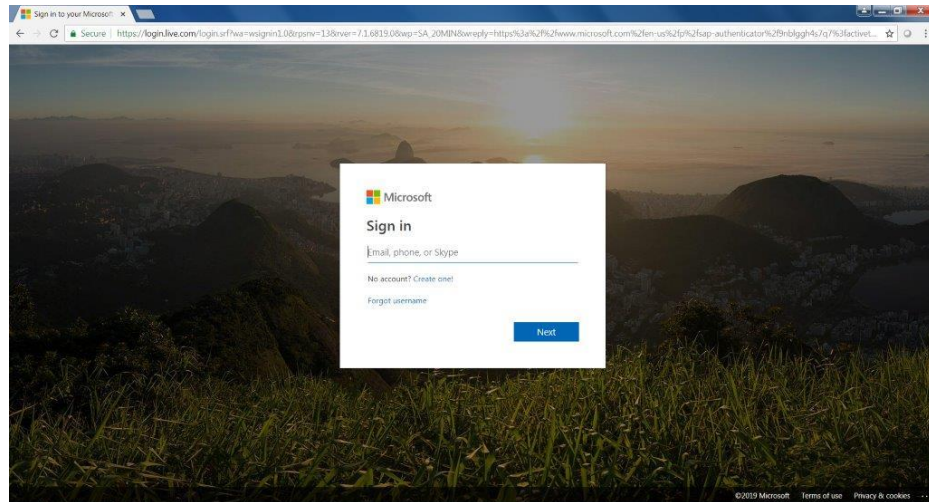
- 1) The following link navigates to the SAP Authenticator App in the Microsoft Store  
<https://www.microsoft.com/en-us/p/sap-authenticator/9nblggh4s7q7?activetab=pivot:overviewtab>



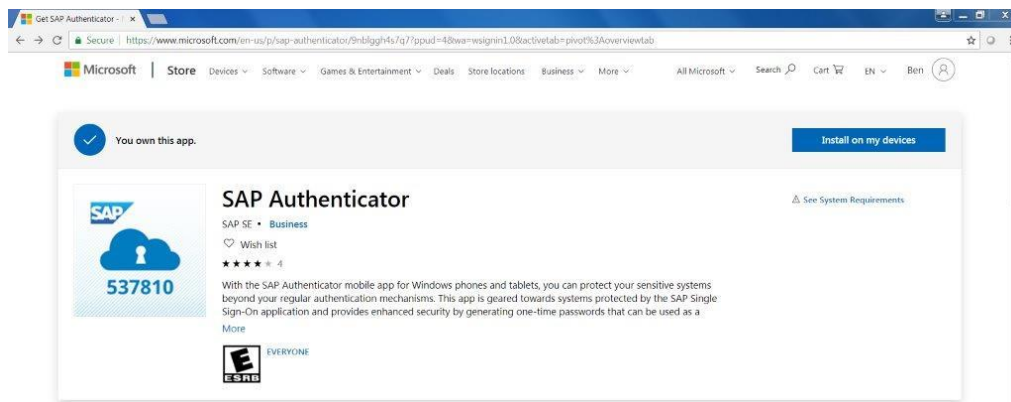
- 2) After clicking on “Get”, you will be prompted to sign into your Microsoft account or create one.



3) Click next

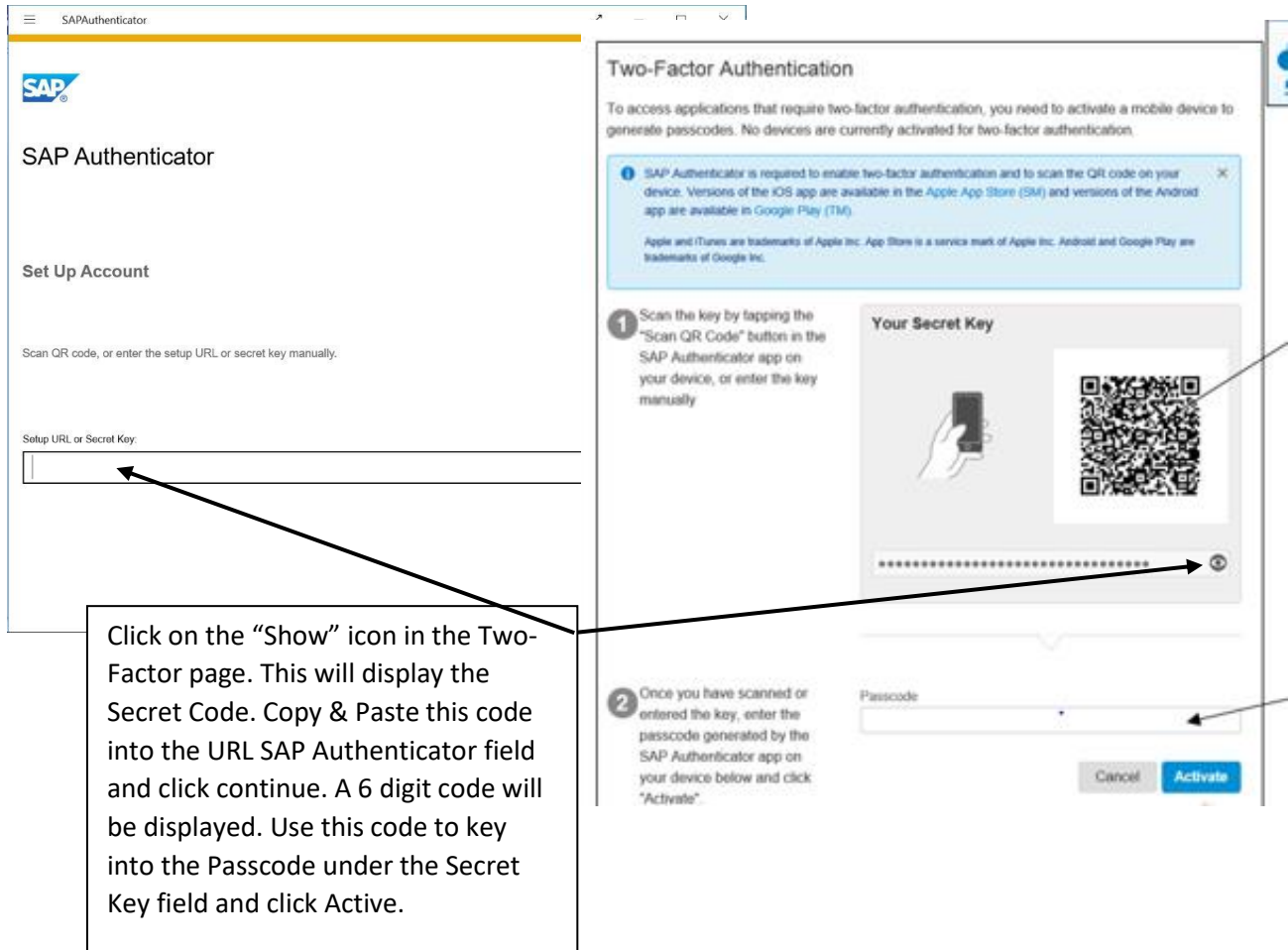


4) You will then be able to install the application. (click install on my devices)





- 5) 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.



It is important to copy all **25 digits** of the secret key into the Secret Key field

**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](http://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.



## FOR USERS WITH AN EXISTING PROFILE ACCOUNT AND HAVE NOT SET UP TWO-FACTOR AUTHENTICATION

**This step is only needed if the user has not completed the activation of the SAP Two-Factor Authentication either on their mobile phone or desktop. If you have already completed this, proceed to the Login Page.**

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

- 1) Sign into the vendor portal at <https://apvendorportal.cvshealth.com>

<https://aiqoe2nnw.accounts.ondemand.com/saml2/idp/sso/aiqoe2nnw.accounts.ondemand.com>

CVSDEV

### Log On

E-Mail, ID, or User Name

  
  
  
  
[Forgot password?](#)

Powered by  
 SAP Cloud Platform

- 2) Enter your user name and password and click on Continue

<https://aiqoe2nnw.accounts.ondemand.com/saml2/idp/sso/aiqoe2nnw.accounts.ondemand.com>

CVSDEV

### Log On

E-Mail, ID, or User Name

  
[Change](#)  
  

Password

  
  
☐ Remember me  
  
  
  
[Forgot password?](#)

Powered by  
 SAP Cloud Platform





If the SAP Two-Factor is not already set up on your profile, you will be directed to this page. Click on the Profile Page to start the Two-Factor Authentication process.

<https://aiqoe2nnw.accounts.ondemand.com/saml2/idp/sso/aiqoe2nnw.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

sudarshan.sakunia@cvshealth.com

Passcode \*

\*Required

Continue

Powered by  
**SAP** Cloud Platform

3) Click on Activate.

<https://aiqoe2nnw.accounts.ondemand.com/ui/protected/profilemanagement>

By e-mail --

By telephone --

Edit

## 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.

Activate

## Social Sign-On

Your account does not currently use social sign-on. To link your account with a social sign-on provider, click one of the social network buttons next time you log on.

Proceed to the instructions to either download the SAP Two-Factor Authentication either from your phone (Page 4) or desktop (Page 5).

Once the Two-Factor has been completed, you will see that the device has been configured to your account.



## Example of a succesful actived Two-Factor Authentication

<https://aiqoe2nnw.accounts.ondemand.com/ui/protected/profilemanagement>

### Contact Preferences

By e-mail	--
By telephone	--

Edit

---

### Two-Factor Authentication

✓

You have a device configured for two-factor authentication

Deactivate

Once you receive this successful message, log out of the user profile page.




## User Login And Entering the Two-Factor Authenticator Passcode

### 1) Enter your email address and click log On

← → ↻ [aiqoe2nnw.accounts.ondemand.com/saml2/idp/sso/aiqoe2nnw.accounts.ondemand.com](https://aiqoe2nnw.accounts.ondemand.com/saml2/idp/sso/aiqoe2nnw.accounts.ondemand.com)

Apps IBM Content Navig... BI launch pad Log On - J.P. Morga... Vendor Portal




VENDOR PORTAL

### Log On

E-Mail or User Name

[Log On](#)


[Forgot password?](#)

Powered by 

### 2) Enter your password and click Log On

← → ↻ [aiqoe2nnw.accounts.ondemand.com/saml2/idp/sso/aiqoe2nnw.accounts.ondemand.com](https://aiqoe2nnw.accounts.ondemand.com/saml2/idp/sso/aiqoe2nnw.accounts.ondemand.com)

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VENDOR PORTAL

### Log On

E-Mail or User Name

[Change](#)

Password

☐ Remember me

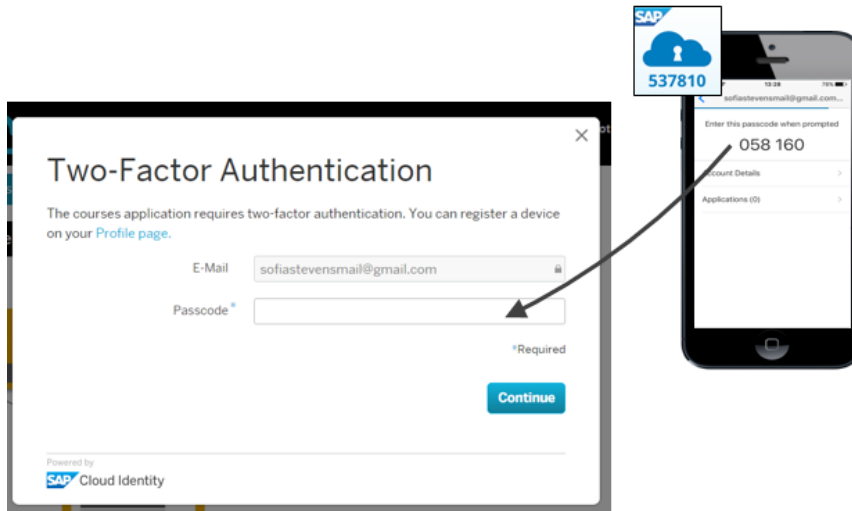
[Log On](#)

[Forgot password?](#)

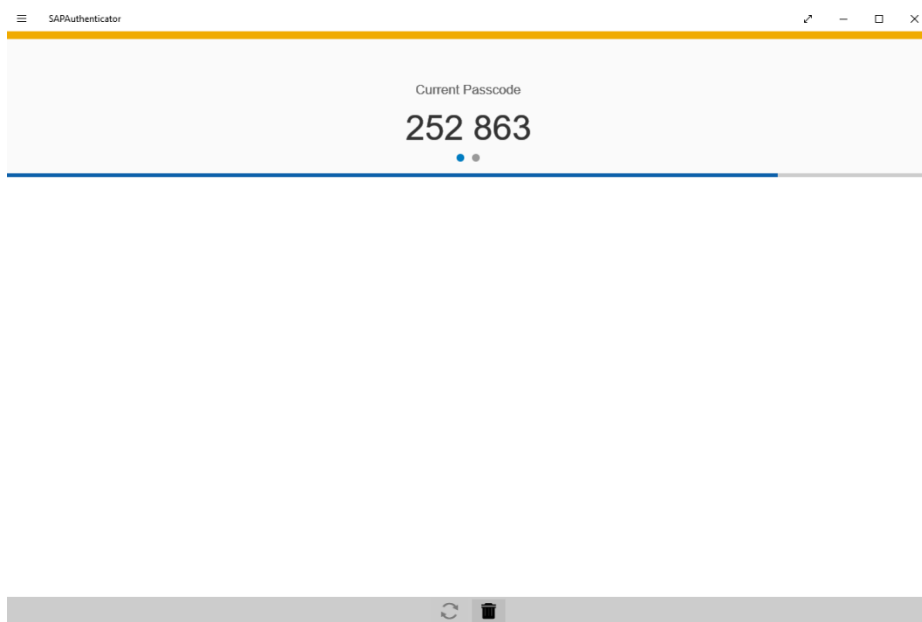


- 3) In the initial authentication screen, key in the generated passcode from the SAP Authenticator App to the Passcode field to login to the Vendor portal application.

**Example of using your mobile phone.**



**Example of using your desktop.**





- 4) Enter the generated 6 digit passcode provide (either using your phone or desktop version) into the passcode field and click Continue. This generate code will change every 30 seconds.

← → ↻ [aiqoe2nnw.accounts.ondemand.com/saml2/idp/sso/aiqoe2nnw.accounts.ondemand.com](https://aiqoe2nnw.accounts.ondemand.com/saml2/idp/sso/aiqoe2nnw.accounts.ondemand.com)

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## Two-Factor Authentication

To proceed, please enter the time-based passcode generated by your mobile device.

E-Mail or User Name

Passcode \*

\*Required

[Continue](#)

Powered by SAP Cloud Platform

Once the user has successfully logged in to the portal, the user will be directed to the CVS Vendor Portal Dashboard (as seen below)

There will be three tiles that can be accessed by clicking on the tile shown below.

- CVS Vendor Portal – this tile view provides a Weekly Net Payments of 5 weeks; Vendor Information, Invoice Title and Payment title. You can access invoice and payment information from this tile. Or you can use the below Invoice and Payment tile from your homepage to access this information.
- Invoice- view of open payables
- Payment- view payment history

← → ↻ [flpnwc-mnofmz0au7.dispatcher.us3.hana.ondemand.com/sites/cvsportal/#Shell-home](https://flpnwc-mnofmz0au7.dispatcher.us3.hana.ondemand.com/sites/cvsportal/#Shell-home)

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Home ▾

### CVS Vendor Portal

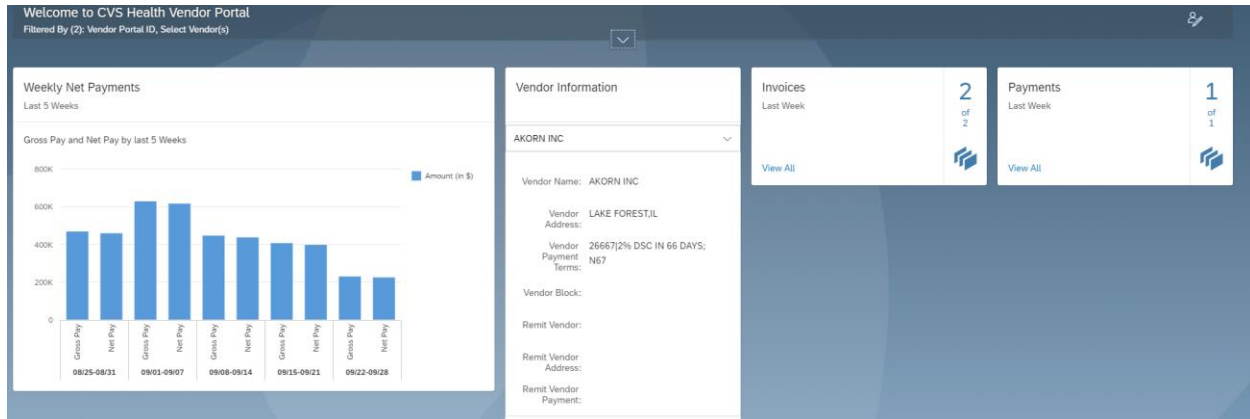
CVS Vendor Portal

Invoices

Payments



## View of the CVS Vendor Portal Page





## View invoices (open payables)

Follow these steps to run reports for invoices:

Step	Action
1	Log in to <b>CVS Vendor Portal</b> .
2	Click the <b>Invoices</b> tile. (Either using the CVS home page or CVS Vendor Portal Tile)

← → ↻ [flpnwc-mnofmz0au7.dispatcher.us3.hana.ondemand.com/sites/cvsportal/#Shell-home](https://flpnwc-mnofmz0au7.dispatcher.us3.hana.ondemand.com/sites/cvsportal/#Shell-home)

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SAP Home ▾

CVS Vendor Portal

CVS Vendor Portal Invoices Payments

2

Welcome to CVS Health Vendor Portal  
Filtered By (2): Vendor Portal ID, Select Vendor(s)

Weekly Net Payments  
Last 5 Weeks

Gross Pay and Net Pay by last 5 Weeks

Amount (in \$)

Week	Gross Pay	Net Pay
08/25-08/31	~500K	~450K
09/01-09/07	~600K	~550K
09/08-09/14	~500K	~450K
09/15-09/21	~450K	~400K
09/22-09/28	~250K	~200K

Vendor Information

AKORN INC

Vendor Name: AKORN INC

Vendor Address: LAKE FOREST, IL

Vendor Payment Terms: 26667(2% DSC IN 66 DAYS; N67

Vendor Block:

Remit Vendor:

Remit Vendor Address:

Remit Vendor Payment:

Invoices Last Week 2 of 2 View All

Payments Last Week 1 of 1 View All



Step	Action
3	Invoices are displayed based on the search criteria. (as seen below)
4	Update the filter criteria and click the <b>Go</b> button.

Document Number	Document Date	Remit Vendor Number	Invoice Number	Status	Fiscal Year	Profit Center	PO Vendor Number
1913625335	Sep 24, 2019	0000010961	3468019	Open	2019	0000400400	0000010961
1913628275	Sep 24, 2019	0000010961	3468012	Open	2019	0000400600	0000010961

**Note-** For open payables on your account, click on the **Status** field and choose OPEN. This function will clear out the Invoice dates and will display all open invoices that have **NOT** been paid or soon to be paid.

Document Number	Document Date	Remit Vendor Number	Invoice Number	Status	Fiscal Year	Profit Center	PO Vendor Number
-----------------	---------------	---------------------	----------------	--------	-------------	---------------	------------------

Document Number	Document Date	Remit Vendor Number	Invoice Number	Status	Fiscal Year	Profit Center	PO Vendor Number
-----------------	---------------	---------------------	----------------	--------	-------------	---------------	------------------





Step	Action
5	Click the <b>Export to Spreadsheet</b> to download the results if needed.

Invoices ▾

Hide Filter Bar

Filters (1)

Go

Invoice Date (From):  
MMM d, y

Invoice Date (To):  
MMM d, y

Remit Vendor Number:  
0000010961

PO Vendor Number:

Status:  
Open

Amount:

Document Number:

Invoice Number:

Payment Document:

Line Items (311)

Document Number	Document Date	Remit Vendor Number	Invoice Number	Status	Fiscal Year	Profit Center	PO Vendor Number
1913625335	Sep 24, 2019	0000010961	3468019	Open	2019	0000400400	0000010961
1913628275	Sep 24, 2019	0000010961	3468012	Open	2019	0000400600	0000010961
1913547430	Sep 19, 2019	0000010961	3465320	Open	2019	0000400600	0000010961
1913348062	Sep 18, 2019	0000010961	3464342	Open	2019	0000401400	0000010961
1913348691	Sep 18, 2019	0000010961	3464339	Open	2019	0000401500	0000010961
1913348754	Sep 18, 2019	0000010961	3464246	Open	2019	0000401500	0000010961
1913348999	Sep 18, 2019	0000010961	3464238	Open	2019	0000401400	0000010961
1913349369	Sep 18, 2019	0000010961	3464250	Open	2019	0000401400	0000010961

Click on the scroll bar to see additional invoice information



## View Payments

Follow these steps to run vendor reports for payments:

Step	Action
1	Log in to <b>CVS Vendor Portal</b> .
2	Select the <b>Payments</b> tile. (Either using the CVS home page or CVS Vendor Portal Tile)

← → ↻ [flpnwc-mnofmz0au7.dispatcher.us3.hana.ondemand.com/sites/cvsportal#Shell-home](http://flpnwc-mnofmz0au7.dispatcher.us3.hana.ondemand.com/sites/cvsportal#Shell-home)

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SAP Home ▾

CVS Vendor Portal

CVS Vendor Portal Invoices Payments **2**

Welcome to CVS Health Vendor Portal  
Filtered By (2): Vendor Portal ID, Select Vendor(s)

Weekly Net Payments  
Last 5 Weeks

Gross Pay and Net Pay by last 5 Weeks

Amount (in \$)

Period	Gross Pay	Net Pay
08/25-08/31	450K	450K
09/01-09/07	600K	600K
09/08-09/14	450K	450K
09/15-09/21	400K	400K
09/22-09/28	250K	250K

Vendor Information

AKORN INC

Vendor Name: AKORN INC

Vendor Address: LAKE FOREST, IL

Vendor Payment Terms: 26667(2% DSC IN 66 DAYS; N67

Vendor Block:

Remit Vendor:

Remit Vendor Address:

Remit Vendor Payment:

Invoices  
Last Week  
2 of 2  
View All

Payments  
Last Week  
1 of 1  
View All



Step	Action
3	Invoices are displayed based on the search criteria.
4	Update the filter criteria and click the <b>Go</b> button.

Document Number	Document Type	Document Date	Remit Vendor Number	Invoice Number	Fiscal Year	Profit Center	PO Vendor Number
> 1500192174	Vendor Payment	Sep 22, 2019	0000010961		2019		
> 1500174329	Vendor Payment	Sep 15, 2019	0000010961		2019		
> 1500167814	Vendor Payment	Sep 08, 2019	0000010961		2019		
> 1500162589	Vendor Payment	Sep 02, 2019	0000010961		2019		

To view invoices associated with payment, click on the > symbol. This will provide you the list of invoices or deduction information.

Document Number	Document Type	Document Date	Remit Vendor Number	Invoice Number	Fiscal Year	PO Vendor Number	Net Amount
> 1500017496	Vendor Payment	Apr 29, 2019	0000016409		2019	0000016409	\$186,788.12



**SAP Payments**

Hide Filter Bar Filters (2) Go

Payment Date (From): Apr 1, 2019 Payment Date (To): Feb 9, 2019 Remit Vendor Number: 1 Item Payment Document: Invoice Number:

Line Items (1)

Document Number	Document Type	Document Date	Remit Vendor Number	Invoice Number	Fiscal Year	PO Vendor Number	Net Amount
1500017496	Vendor Payment	Apr 29, 2019	0000016409		2019	0000016409	\$186,788.12
> 1901412609	Vendor Invoice	Mar 27, 2019	0000016409	SCP524992R	2019		\$5.00
> 1901412669	Vendor Invoice	Mar 27, 2019	0000016409	SCP525273R	2019		\$5.00
> 1901412688	Vendor Invoice	Mar 27, 2019	0000016409	SCP526902R	2019		\$5.00
> 1901412775	Vendor Invoice	Mar 27, 2019	0000016409	SCP532304R	2019		\$5.00
> 1901412798	Vendor Invoice	Mar 27, 2019	0000016409	SCP533015R	2019		\$5.00
> 1901412890	Vendor Invoice	Mar 27, 2019	0000016409	SCP538730R	2019		\$5.00
> 1901413097	Vendor Invoice	Mar 27, 2019	0000016409	SCP546267R	2019		\$5.00

Vendor invoice

Step	Action
5	Click the <b>Export to Spreadsheet</b> to download the results if needed.

**Payments**

Hide Filter Bar Filters (2) Go

Document Date (From): Aug 1, 2016 Document Date (To): Feb 9, 2019 Vendor: 24 Items Document Number: Invoice Number:

Line Items (12)

Document Number	Document Type	Document Date	Vendor Number	Invoice Number	Fiscal Year	Net Amount	Discount Amount	Chi
> 1500002911	Vendor Payment	Jan 23, 2019	0000016113		2019	\$201,706.90	\$9,878.51	
> 1500002813	Vendor Payment	Jan 11, 2019	0000016113		2019	\$3,805.20	\$0.00	
> 1500002813	Vendor Payment	Jan 11, 2019	0000016113		2019	\$13,679,684.32	\$235,140.82	
> 1500025924	Vendor Payment	Dec 13, 2018	0000016113		2018	\$280,483.80	\$2,819.85	
> 1500025924	Vendor Payment	Dec 13, 2018	0000016113		2018	\$701,568.63	\$10,659.94	
> 1500025074	Vendor Payment	Dec 05, 2018	0000016113		2018	\$672.21	\$13.44	

Click on the scroll bar to see additional payment information



## Password Change

Follow these steps to change account password:

**NOTE:** Make sure that your Google account is not auto-populating your pervious password. You will have to update this every time you change/update your password.

Step	Action
1	Navigate to log in screen of <b>CVS Vendor Portal</b> .
2	Click the <b>Forgot Password</b> button.

## Log On

E-Mail, ID, or User Name

Continue

Forgot password?

2

Step	Action
3	Enter Email/User Name/User ID
4	Click the <b>Send</b> button.

## Forgot My Password

Enter your credentials below and click Send. An e-mail with a link to a page where you can reset your password will be sent. Note that the e-mail might take a few minutes to reach your inbox.

E-Mail / User Name / User ID \*

\*Required

Send

4

Step	Action
5	Click the link contained in the e-mail and you will be forwarded to a page where you can reset your password

**Error Messages**

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

SAP references :

[https://help.hana.ondemand.com/cloud\\_identity/Od41cd49f6504f3eaf29b58d616b040f.html](https://help.hana.ondemand.com/cloud_identity/Od41cd49f6504f3eaf29b58d616b040f.html)

<https://blogs.sap.com/2015/07/16/enable-two-factor-authentication-with-sap-cloud-identity-service/>

For Additional common account activation issues and solutions, please refer the Vendor Portal FAQ located on the user's home page.