



Supplier Portal Security Authorization Form

The CVS Supplier Portal is the website you, as a CVS Supplier, will use to access and maintain pricing information and to review invoices. To ensure the security of this site, CVS maintains stringent policies and standards related to access rights. Please provide us with the below requested information. CVS will not grant access rights to the DSD Vendor Portal until a completed form is returned.

Company Name	
CVS Supplier #	

*CVS Supplier # is a 4-digit code beginning with an alpha character followed by 3 numbers. This is found on any remittance from CVS.

Primary Requestor	
Name	
Phone Number	
Email	
Signature:	signature

Secondary Requestor	
Name	
Phone Number	
Email	
Signature:	signature

*The Primary and Secondary Requestor are authorized individuals at your company responsible for submitting names of approved employees who require access to the CVS Vendor Portal to perform work activities to fulfill this obligation. We request a primary and a backup requestor.

The Requestor is expected to notify CVS of any changes to access rights (e.g. employee with access rights leave the company, request for additional access rights, etc.) via the CVS Supplier Portal Hotline at (401) 770-4410.

Internal Use Only	
CVS Representative Submitting Form & Date	
Qualified Supplier (Yes or No)	
If Not Qualified, State Reason	
Corrected Supplier # (Yes or No)	
New Supplier (Yes or No)	



Access Acknowledgement

In accepting CVS Supplier Portal access, you and your organization agree to the following terms:

- Any and all information, data, applications and computer infrastructure, which you are exposed to, either unintentionally or intentionally, are the property of CVS and is considered confidential.
- An ID and password will be assigned to the person noted below. This ID and its password are for this person only and as such are not to be shared with any other individuals in, or outside your organization.
- Access restrictions are granted based on Authorized Manager requests.
- All downloading or uploading of information must be authorized in advance.
- Probing CVS internal network servers and routers is forbidden.
- Unauthorized access to CVS internal network servers and routers is forbidden.
- Failure to comply with these requirements could result in the following:
 - Voiding of all CVS Contractual obligations.
 - Loss of remote access privileges.
 - Criminal and/or Civil Action against you and your organization.

The below listed individuals will access and utilize the CVS Supplier Portal to manage pricing and/or research invoice data.

Last Name	First Name	M. Initial	Phone Number	Email	Role (Options Below)	Signature User Agrees to CVS Access Acknowledgement
						signature
						signature
						signature
						signature
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						signature
						signature
						signature
						signature

Role Options:
 1 – Cost Management
 2 – Invoice Inquiry
 3 – Cost Management & Invoice Inquiry

Fax completed form (2 pages) to (401) 652-0377.

You will be notified of your ID and password within 2 weeks of form submission.
 For questions, please call the CVS Supplier Portal Hotline at (401) 770-4410.