



Dear «Full_Name»,

Listed below is the information for your user name and initial password for Image Silo.

Image silo is for viewing and printing deductions taken by CVS. Below you will also find detailed instructions for logging on and searching the site for deductions.

- debit memo's that end with the letters V,W, or X are transmitted to the supplier via the EDI 812 Credit/Debit Adjustment
- Images will now be available thru the following link

<HTTPS://LOGIN.IMAGESILO.COM>

Listed below is the information for your user name and initial password

Entity ID	6755
User Name	«User_ID»
Password	«Password»

Once you sign in, you will be asked to change your password. Directions for using the document retrieval system are listed below. Please print and retain them for future reference. If you have any further questions, please feel free to contact your CVS AP Representative.

Sincerely,

AP Warehouse Analyst

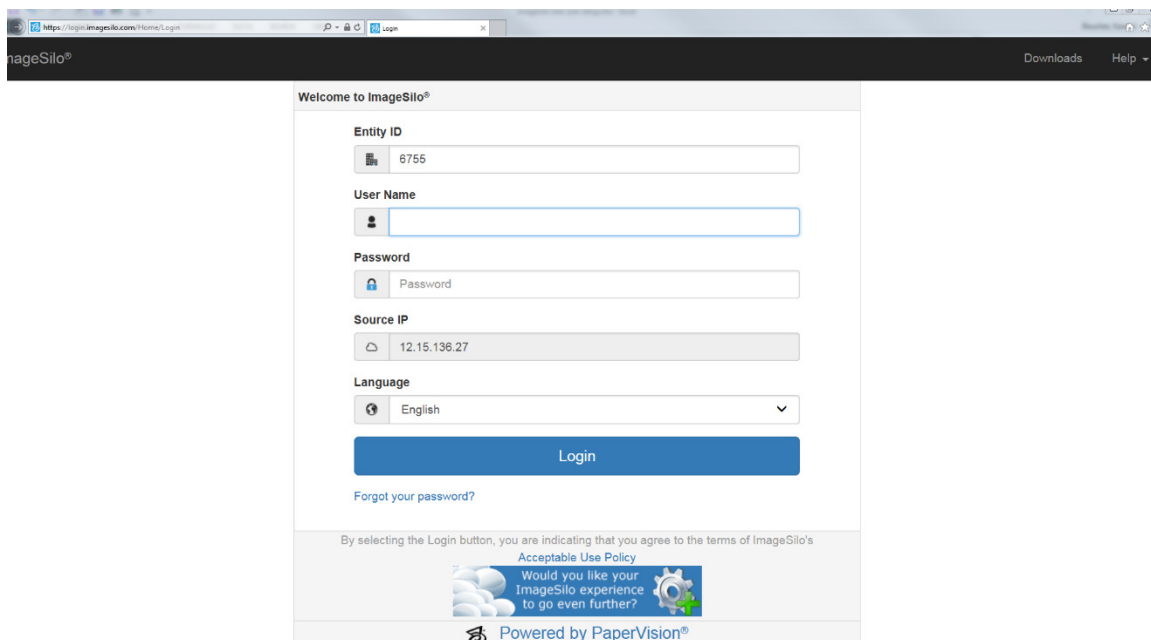
CVS Debit Memo Retrieval Directions – Supplier Directions

CVS Debit memos for invoice related deductions are sent to our suppliers via the EDI 812. All suppliers should work with their EDI area to obtain copies of our invoice related deductions.

In the event that the EDI 812 cannot be converted into a user document, then CVS has provided a website for the suppliers to print down a copy of the deduction.

To access ImageSilo, launch Internet Explorer

Type the following address = [HTTPS://LOGIN.IMAGESILO.COM](https://login.imagesilo.com)

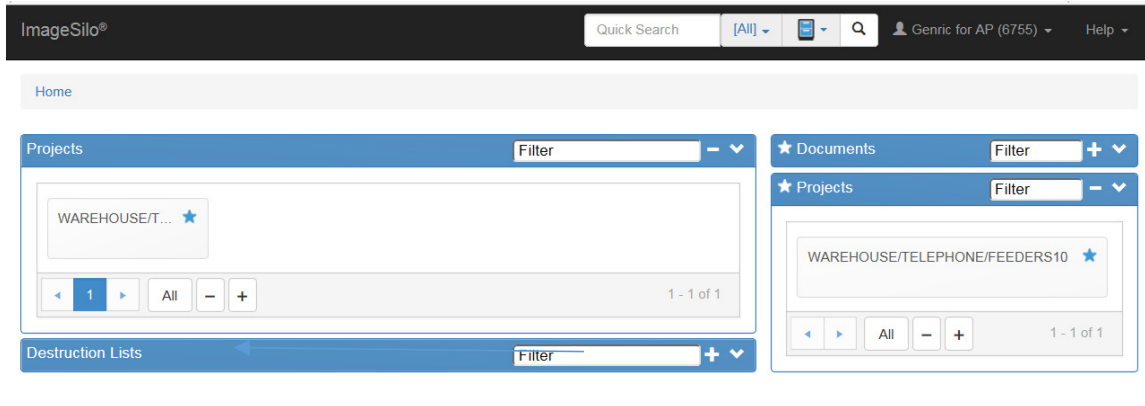


The screenshot shows a web browser window with the address bar displaying "https://login.imagesilo.com/Home/Login". The page title is "Welcome to ImageSilo®". The login form includes the following fields and elements:

- Entity ID:** A text box containing the value "6755".
- User Name:** An empty text box.
- Password:** A text box with a lock icon and the placeholder text "Password".
- Source IP:** A text box containing the value "12.15.136.27".
- Language:** A dropdown menu currently set to "English".
- Login:** A large blue button.
- Forgot your password?:** A link below the Login button.
- Acceptable Use Policy:** A small banner with the text "Would you like your ImageSilo experience to go even further?" and a gear icon.
- Powered by PaperVision®:** A logo at the bottom of the page.

The Entity ID will be 6755. Enter your user name and password. The password is case sensitive and you will be prompted to change your password. The password must be at least 7 characters. The system will prompt you to change your password every 90 days. Please keep track of your password. You can contact your AP Representative if you forget your password and need it reset. Note: Your password for ImageSilo will not affect your password for ESettlement.

Once you are logged in, double click **Warehouse/T...** located on the left side of the screen.



This project is the location of all warehouse AP debit memos from September 1, 2011 forward. You will only be able to view documents that pertain to your own pay supplier number.

To search for a deduction, you can type in the CVS deduction # under invoice number.

You can also search by the following:

Invoice number – CVS deduction #

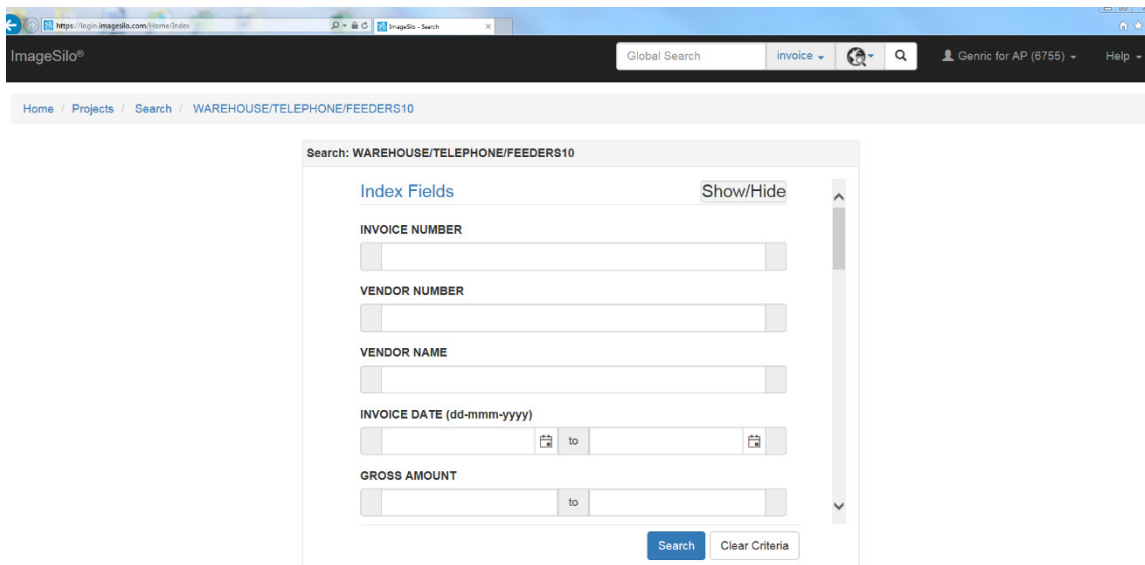
Vendor number – the Supplier's 5 digit PO Vendor #

Vendor Name – Supplier PO vendor name

Pay Vendor number – Defaults to suppliers 5 digit pay vendor number

Enter deduction # and then select **Search**

Invoice Date, you can use a range *but it must not be an open ended range* if you use a "From" date you must use a "To" date (e.g.; from Jan 1 2018 to May 1 2018)



The results screen will display all invoices that meet the criteria

Please make sure your search type under options is “And”

Search: WAREHOUSE/TELEPHONE/FEEDERS10

Options

Search Type

And

ImageSilo® Global Search invoice

Home / Projects / Search / WAREHOUSE/TELEPHONE/FEEDERS10

Expand Deselect Detail Refresh List Results Rebuild

Drag and drop here to group by columns

INVOICE NUMBER ↑	VEND...	VENDOR NAME	INV...	GRO...	DUE DATE	VOUCHE...	PAY VENDO...	CLAIM...	SAP PO	F INVOICE PF
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Highlight the invoice, double click, and a new screen will generate providing you with the vendor chargeback based on your invoice number.

ImageSilo - View Document - Win1 - Internet Explorer

https://login.imagesilo.com/Home/DocViewer?EntID=6755&SessionID=12C1104A64644CA5561B30386C53F362DD0613EFB8F9AB8880081DBBAC04D808F28D446542EC4FFFD108D5C255C6B688A4F1

Print Upload Open Previous Next Page Format Version Manage Annotate WorkFlow Sign Options

AP107/APP107A AUTOMATED WAREHOUSE INVOICE MATCH

VENDOR CHARGE BACK

RUN DATE02/10/18

CARRIER 00000 NO CARRIER NAME ON FILE

CORRESPONDENCE REGARDING D.M. NO 0003809028X

PLEASE REFER TO VENDOR ASSISTANCE

CVS

ATTN: ACCOUNTS PAYABLE

PO BOX 3120

WOONSOCKET, RI 02895-

3120

TELEPHONE: (401)765-

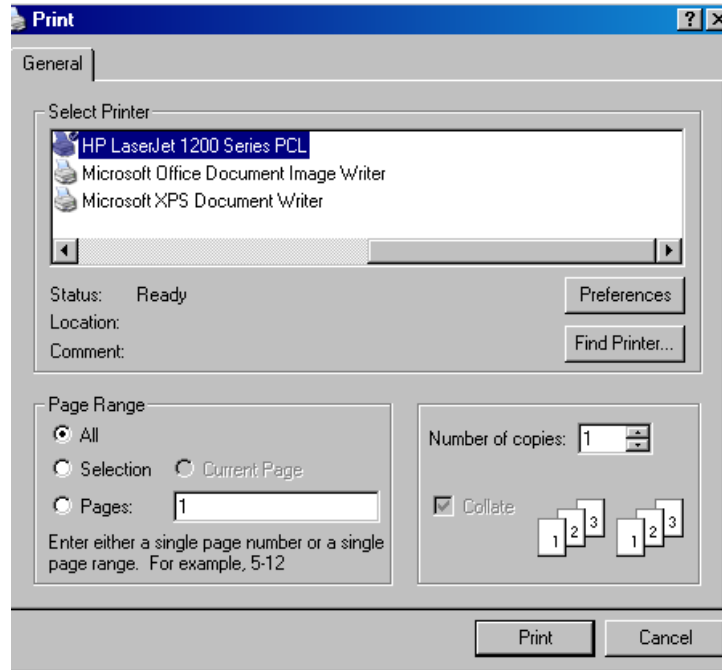
1500

FAX: (401)770-

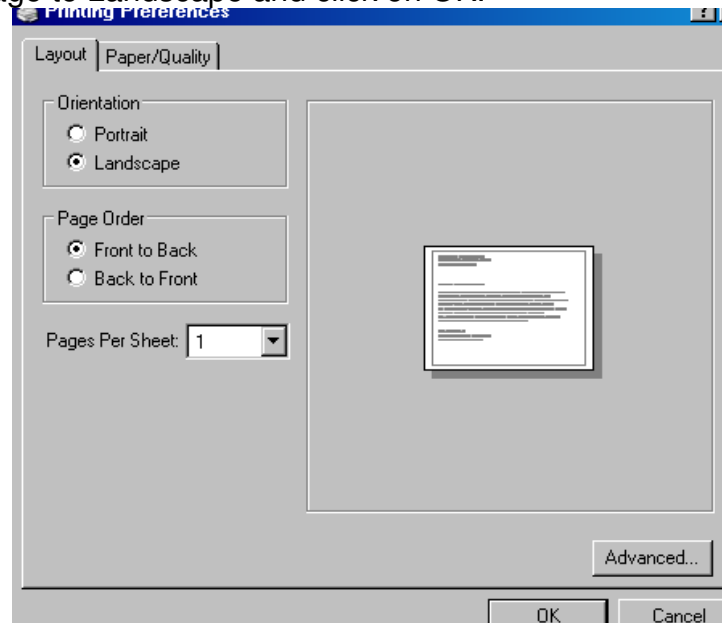
6023

The image can be printed and emailed.

Click on the print button to print the report. To ensure that the report prints landscape, click on the preferences button.

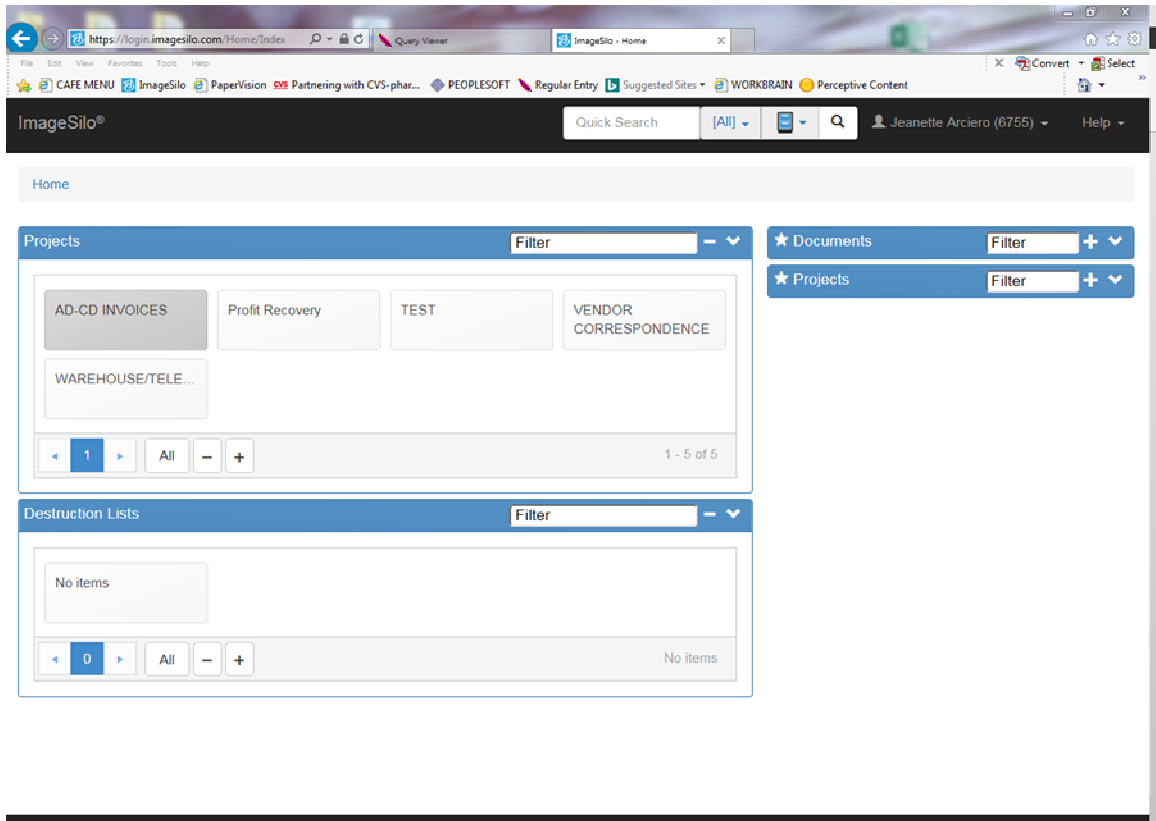


Change the page to Landscape and click on OK.





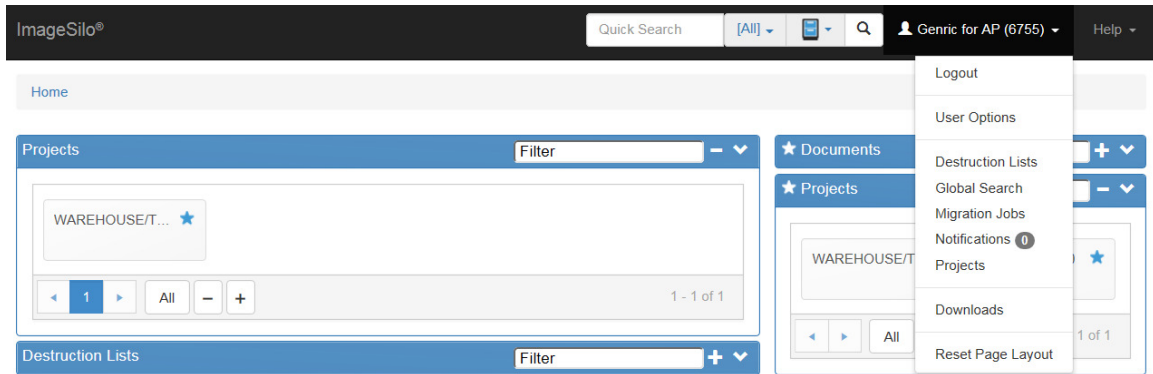
The new 'help' feature is very good. Click the [Help](#) icon located in the top right section of each window. You will be brought to the section related to the window you are at. You can use the index and search options to locate information related to specific questions you may have.



If you have any questions, contact your AP Representative for assistance.

90 + Days of user inactivity on the vendor portal will result in a user ID to be deleted from our document retrieval software, ImageSilo.

There is also a dropdown menu for additional information. Click on downloads from here you can download the complete Image Silo User Guide.



ImageSilo® External Custom Code Server

Description: The ImageSilo® External Custom Code Server provides the ability to execute custom code scripts defined in an E-Form definition.

Requirements: Microsoft® Windows 7 (or higher); Microsoft .NET Framework 4.0 Full package (or greater)

Approximate Size: 10.9 MB

Version: 84.5.0.0

[Download](#)

ImageSilo® WorkFlow Custom Code Server

Description: The ImageSilo® WorkFlow Custom Code Server provides the ability to execute custom code scripts defined in a workflow. It includes a configuration utility that allows a user to specify what Custom Code Worksteps are executed, set the priority, and view the status of the custom code server.

Requirements: Microsoft® Windows 7 (or higher); Microsoft .NET Framework 4.0 Full package (or greater)

Approximate Size: 64.5 MB

Version: 84.5.0.0

[Download](#)

ImageSilo® Tools

Description: ImageSilo® Tools allow users to upload and manage documents directly from Word, Excel, PowerPoint and even Windows Explorer in ImageSilo®, making it easy for users to utilize enterprise content management without leaving their Microsoft® Office application. Drivers are also included to allow printing from any application that supports printing directly to ImageSilo®.

Requirements: Windows® 7 (or higher), Microsoft® Office 2013 32-bit/64-bit, or Microsoft® Office 2016 32-bit/64-bit.

Approximate Size: 52.4 MB

Version: 84.0.0.33

[Download](#)

ImageSilo® User Guide

Description: ImageSilo® User Guide in Adobe® PDF format.

Requirements: Adobe Acrobat® or Adobe Reader® 7.0 or higher

Approximate Size: 1.6 MB

Version: 84.0.0.0

[Download](#)