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CVS Open Account Trade Program (via BNY Mellon)

Dear CVS vendor:

Thank you for inquiring about CVS’s open account trade program handled via BNY Mellon. Below are further details to help guide you through the program. Please feel free to contact us if you have additional questions.

**Process:**

***Notification of new CVS purchase order(s):*** When CVS is ready to send your company a purchase order (or group of orders), they will route the PO information to BNY Mellon. BNY Mellon in turn will email the CVS Open Account Transaction Advice containing the CVS PO information (plus any subsequent changes) to the individuals designated in your vendor profile. Each Open Account Transaction Advice will bear an OAT Reference No. The email contains the terms of payment such as documents required and latest shipment date.

***Presentation of documents:*** At the time of shipment, you will submit your documents accompanied by a cover sheet referencing the applicable OAT reference no. directly to CVS Pharmacy Inc., c/o BNY Mellon, as Processing Agent for CVS to the address noted in our Open Account Transaction Advice. We will notify you of our documents examination result and upon receipt of CVS’s authorization, we will advise you the maturity date of payment. At maturity, payment will be effected after BNY Mellon receives authorization and funding from CVS Pharmacy Inc.

***Pricing:*** BNY Mellon's pricing for processing open account transactions will be a flat $200 plus $20 courier fee for a maximum 20 POs per drawing/presentation, while each additional PO on top of the 20 POs will be charged at $10 per PO.  A single drawing can comprise any number of document sets (invoices, packing lists, etc.), as long as those sets are accompanied by 1 cover letter indicating 1 OAT Reference No.   
  
This fee includes the initial notification of new purchase orders and subsequent PO changes via email to your company, examination of your documents following shipment (to ensure full compliance with CVS’s payment terms), a settlement advice notifying you up front of any penalties/deductions that CVS applies (thereby minimizing reconcilement issues), and the remittance fee.  As part of the open account program, your company will also have access to BNY Mellon’s experienced customer service teams located in both the U.S. and Asia to help with any questions or requests you may have.   
  
As the program progresses, we will be periodically re-evaluating the production workflow, soliciting feedback from vendors such as yourself on areas of improvement, and determining at that point whether we can accommodate any changes to the program that better meet your needs.

Our office address and contact information is attached for your reference.

Sincerely,

John T. Murray, Vice President

Office: 212-815-5769 Email: [john.t.murray@bnymellon.com](mailto:john.t.murray@bnymellon.com)

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Key Contact Information

**\*\*For U.S. and Non-Asia based Vendors\*\***

**Documents are to be presented to the following address:**

CVS PHARMACY INC., C/O THE BANK OF NEW YORK MELLON

AS PROCESSING AGENT FOR CVS PHARMACY INC.

AIM 132-0108

6023 AIRPORT ROAD

ORISKANY, NY 13424 U.S.A.

**Questions:**

***Regarding a specific open account item:***

Tel: 315-765-4627

Email: Trade.Inquiries@BNYMellon.com

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Key Contact Information

***\*\*For Hong Kong-based Vendors\*\****

**Documents are to be presented to the following address:**

Attention: Trade Services Department

CVS PHARMACY INC

C/O THE BANK OF NEW YORK MELLON

Level 14, Three Pacific Place

1 Queen’s Road East

Hong Kong

**In case of queries, please contact the following officers:**

1. ***Regarding payment and status of any open account item:***

Trade Services Department

Kelvin LUK Doc Dispatch Team Tel. 2840 9851

Ada FUNG Department Manager Tel. 2840 9861

Email: [hkoat@bnymellon.com](mailto:hkoat@bnymellon.com)

1. ***Regarding Vendor Profile update:***

Denise Ehnes

Denise.ehnes@cvshealth.com

CC to

Elaine Lamoureux

Elaine.Lamoureux@cvshealth.com

**Vendor Letterhead**

Open Account Cover Sheet

[Sample]

Attention: Trade Services Department

CVS Pharmacy Inc., c/o The Bank of New York Mellon

[Address]

**Re: BNY Mellon O.A.T. Reference No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Attached please find documents pertaining to the above referenced open account reference number.

Amount of This Drawing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Sets of Commercial Invoice Attached: \_\_\_\_\_\_\_\_\_\_\_\_\_

Upon approval, please direct payment to our account as indicated below, quoting our reference number.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Instruction: credit to our USD account number\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have further questions, please contact the individuals named in our Vendor Profile in your record or at person noted below.

Thank you.

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Sample CVS Open Account Transaction Advice

O.A.T. REFERENCE NUMBER: XXXXXXX

CUSTOMER: CVS PHARMACY INC

ATTN: TERRY NORMAN

ONE CVS DRIVE

WOONSOCKET, RI 02895

VENDOR: XYZ

ADDRESS

NET ISSUE AMOUNT: USD XXX

MERCHANDISE DESCRIPTION:

PO NO SHIP TO CITY ITEM ITEM DESCRIPTION

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FDD LAST SHIP CASE CNT FOB VALUE VIA UNIT COST

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XXXX LONG BEACH XXXXX SM XXXX 11XX

2010/11/21 2010/11/24 302 XXXX XMN XXXX

XXXX WOONSOCKET 4XXXX XXXXX XXXX

TERMS:

SHIPPING TERMS: FOB XXXX, CHINA

PLACE OF TAKING IN CHARGE: XXXXX, CHINA

PLACE OF FINAL DESTINATION: AS STATED IN MERCHANDISE DESCRIPTION

LATEST SHIPMENT DATE: AS STATED IN MERCHANDISE DESCRIPTION

PAYMENT TERMS: 60 DAYS SIGHT

PARTIAL SHIPMENT: YES

Documents Required:

ORIGINAL SIGNED COMMERCIAL INVOICE.

ORIGINAL PACKING LIST.

ORIGINAL FREIGHT FORWARDERS CARGO RECEIPT.

FCR MUST INDICATE TRANSACTION DATE AND BE ISSUED BY XXX

XXXXXXX

ADDITIONAL CONDITIONS:

LATEST SHIPMENT DATE REFERS TO XXXX

PAYMENT TERMS 60 DAYS SIGHT

SHIPMENT UP TO XXXX IS ALLOWED.

FOR BANK AND BENEFICIARY INFORMATION:

XXXXXX

XXXXXX

AN OPEN ACCOUNT TRANSACTION FEE OF USD200.00 WILL BE ACCESSED

FROM EACH DOCUMENT PRESENTATION AND WILL BE DEDUCTED FROM

BENEFICIARY PROCEEDS.

DOCUMENTS MUST BE MAILED TO:

Attention: Trade Services Department

CVS PHARMACY INC, c/o THE BANK OF NEW YORK MELLON

[ADDRESS in US or ASIA LOCATION]

PRESENTATION OF DOCUMENT(S) THAT ARE NOT IN COMPLIANCE WITH THE APPLICABLE ANTI-BOYCOTT, ANTI-MONEY LAUNDERING, ANTI-TERRORISM, ANTI-DRUG TRAFFICKING, ECONOMIC SANCTIONS AND SIMILAR LAWS AND REGULATIONS IS NOT ACCEPTABLE. APPLICABLE LAWS VARY DEPENDING ON THE TRANSACTION AND MAY INCLUDE UNITED NATIONS, UNITED STATES AND/OR LOCAL LAWS.