Coverage Gap Discount Program (CGDP) Manufacturer Portal

Payments Users Guide

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Introduction

Welcome to the Coverage Gap Discount Program (CGDP) Manufacturer Portal Payments Users Guide. This guide provides you, the Manufacturer, information on accessing the CGDP Portal to review, initiate, and track payments on distributed quarterly invoices as well as generate invoice and receipt reports.

As a Manufacturer participating in the CGDP (the Program), you have agreed to reimburse Medicare Part D Sponsors advancing the coverage gap discount amounts on behalf of Medicare beneficiaries who received covered Part D drugs while in the coverage gap phase of the Medicare benefit.

This guide will assist you in complying with the Program requirements by utilizing the CGDP Portal to review distributed quarterly invoices and remit payments to Sponsors for covered prescription drug event (PDE) advances to Medicare beneficiaries as well as review quarterly and/or Benefit Year (BY) Closeout invoice payment receipts due from Sponsors.

The primary function of the CGDP Portal, here forward known as the Portal, is to provide a central repository for Program-qualified PDE invoices to be distributed and paid by Program participants. In order to facilitate this processing, the Portal's direct payment process provides Manufacturers the ability to perform the following Payment functions:

- Invoice review
- Invoice selection for payment initiation
- Invoice payment deferment
- Batch Invoice payment selection
- Automatic payment verification
- Payment receipt review
- Reports retrieval

The Portal allows Manufacturers the ability to review invoice line items due to Medicare Part D Sponsors as well as payments due from Sponsors to Manufacturers. It also provides the ability to initiate bank-to-bank automated clearing house (ACH) transfers for invoice line item payments due to Sponsors, similar to the way online banking customers pay monthly bills.

> **Note**: All invoice payments *must* be processed in the Portal.

The ***CGDP Manufacturer Portal Payments Users Guide*** will provide information on the payment functions available in the Portal as well as tasked-based instructions for performing payment initiations, payment and receipt status review, and invoice and receipt report information retrieval using the Reporting link functionality.

CGDP Portal Login

The Portal is a U.S. government information system. To access the Payment functionality a user must have authorized access to the Portal. Authorized users of the Portal application must adhere to CMS information security policies, standards and procedures.

Once the Portal Login page displays, the Welcome and Site Use warning notification is presented to the authorized user and they are provided with the ability to review the Terms of Use of the application.

To access the Portal, Manufacturers will enter their credential information provided by the TPA Operations Team. The User ID is the Corporate ID number assigned by the CMS Health Plan Management System (HPMS) that categorizes the information loaded to the Portal. Information is limited to only the Manufacturer P numbers associated with the Corporate ID. The TPA provides the initial temporary password to access the Portal to the Manufacturer via email, once the onboarding process is complete.

Detailed login instructions are located on the *TPAdministrator.com* website under ***References*** in the ***CGDP Manufacturer Portal Introduction and Login Users Guide***. Instructions contained within the guide include:
- Initial Security Data Set Up
- Daily Login
- Account Maintenance
- Navigation of the CGDP Portal and its tabs and links
  Note: Users will not have the ability to view other Manufacturers' data.

To correctly exit out of the CGDP Portal, select the *Logout* link in the upper right hand corner of the active page.
> **Note**: Failing to select the *Logout* link to exit the system will lock a user out of the Portal for a minimum of 30 minutes.

CGDP Portal User Roles

CGDP Portal Payment Initiator Role and Administrator Role
The Portal has two (2) different roles for users to access distributed invoices and reports.
- The **Payment Initiator** role provides the responsibility that allows a user to view all functionality of the Portal, including initiating payment of distributed invoices.
- The **Administrator** role provides the responsibility that allows the primary point of contact user to view all functionality of the Portal, save for the ability to initiate payments.

Note: Users will not have the ability to view other Manufacturers' data.

Manufacturer accounts have both the **Payment Initiator** role and **Administrator** role assigned to the primary point of contact as listed by the Manufacturer in the HPMS by default. The **Payment Initiator** role can be assigned to a different person. HPMS must be updated to display the new authorized associate in the CGDP Portal Payment Initiator role. Once HPMS is updated, the new authorized **Payment Initiator** or **Administrator** will contact the TPA Operations in order to receive their user credentials to access the Portal.

> For example:
> A Manufacturer has designated an associate, Mr. Price, as the primary point-of-contact for the Portal. An authorized HPMS user enters Mr. Price's information into the *TPA Liaison* field, which the TPA can verify to assign both the *Payment Initiator* and *Administrator* role by default. Mr. Price will now have access to the Portal to review files and initiate payments.
>
> The Manufacturer then determines that the Portal payment functionality should be assigned to their financial area. An authorized HPMS user enters Ms. Rentenmark's information in the *CGDP Portal Payment Initiator* field, which the TPA can verify to assign the *Payment Initiator* role to Ms. Rentenmark. She will have access to the Portal to review files and initiate payments while Mr. Price's Portal role will be updated to the *Administrator* role. Mr. Price will still be listed as the primary point-of-contact and will still have access to review files in the Portal.

Additional information regarding the Portal functionality for the **Payment Initiator** or **Administrator** role is available in subsequent sections of this manual titled *CGDP Portal Payment Initiator Role and Administrator Role* and in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

> **Note:** Portal User ID's are assigned to a specific person and ***are not to be shared***.
> The person assigned Portal access is authorized by CMS and the TPA to access the data in the Portal. If the authorized user has changed, HPMS *must* be updated and the authorized user *must* contact the TPA to receive their authorized access credentials.

The user assigned the **Administrator** role will not have payment authorization available in the Portal.

The upcoming pages will highlight the differences available between the **Payment Initiator** role and the **Administrator** role in the **Payments** tab**.**

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CGDP Portal Payment Initiator Role

This example of the **Payments** tab displays the view an associate with the **Payment Initiator** role will view.
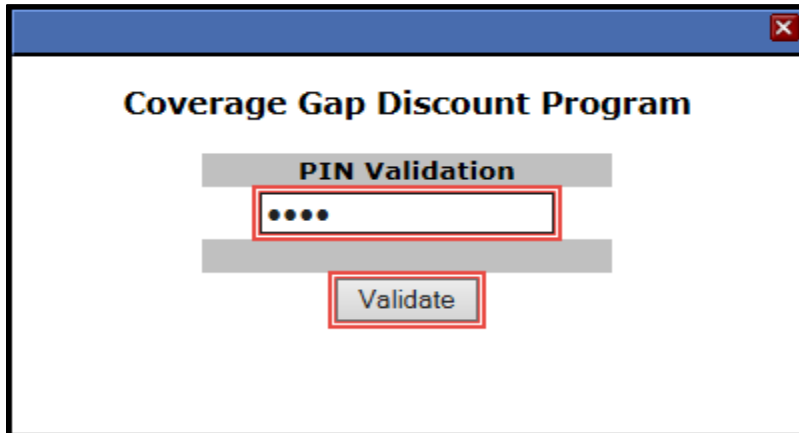

Five (5) functions are available with the **Payment Initiator** role.
1. Initiate All check box provides a user with the functionality to populate the check box with a check mark. This action selects only invoice line items displayed on the active page for payment initiation.
2. **Payment Initiation Upload region** provides a location for uploading manually created payment files for users working with large volumes of payments for a reporting period.
3. Update All check box and field allows a user to set a future date for only invoices displayed on the active page.
4. *Submit* button provides a user one (1)-click functionality to process selected invoice line items for payment.
5. *Stop Payment(s)* button provides a user with one (1)-click functionality to process the selected invoices for stop payment.

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Also assigned to a **Payment Initiator** role is the *PIN Validation* form, which requires the entry of a four (4)-digit numeric PIN once selection of the *Submit*, *Upload* or *Stop Payment(s)* buttons takes place for ANY payment initiation processing.

The **Payment Initiator** role associates can set the four (4)-digit numeric PIN using the <u>Initial Security Data Setup</u> instruction and update the PIN using the <u>Account Maintenance: Update PIN</u> instruction.

The instructions included in this guide provide **Payment Initiation** associates step-by-step guidance to complete payment processing.

1. Processing Invoice Payments
2. Processing Future Dated Invoice Payments
3. Initiate All Payment Processing Functionality
4. Processing Stop Payments
5. Processing Payment Initiation Upload Batch Functionality
6. Processing Deferred Invoices

Administrator role associates can benefit from the instructions provided to understand the payment process and the steps needed to complete processing invoice line item payments by the "*Invoice Paid by 38th Calendar Day After Receipt*" as listed on the ***CGDP Calendar***.

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CGDP Portal Administrator Role

This example displays the view an associate with the **Administrator** role views when selecting the **Payments** tab**.**

These five (5) functions are **not** available with the **Administrator** role.
1. Initiate All
2. **Payment Initiation Upload region**
3. Update All
4. *Submit* button
5. *Stop Payment(s)* button

Associates assigned the **Administrator** role have the ability to review distributed invoices, processed invoices, and payment information totals for distributed quarterly invoice line items.

The upcoming **Payment** functionality instructions provide step-by-step guidance for **Payment Initiator** role associates to complete payment processing. **Administrator** role associates can benefit from these **Payment** functionality instructions to understand the payment process and steps needed to complete processing invoice line item payments by the "*Invoice Paid by 38th Calendar Day After Receipt*" as listed on the **CGDP Calendar**.

CGDP Portal Payments

The primary function of the Portal is to provide a central repository for Program-qualified PDE invoices to be distributed and paid by Program participants. In order to facilitate this processing, the Portal has the following roles and tabs or pages to assist users with reviewing, initiating payments, tracking initiated payments and receivables statuses and generating reports.

- The **Payments** tab provides payment capabilities, similar to an online bill pay function, to allow the selection of one (1), some, or all of the invoices distributed for payment processing. Payments may also be available for deferability, if the amounts fall below the systems deferred allowable amount. Invoices initiated for payment display in the Pending Transactions region until the nightly status update process is generated. Once this process completes, successfully processed initiated invoiced line items will move to the **Completed** tab for status tracking.

- The **Completed** tab provides status information of previously initiated payments that have completed the nightly status update process successfully. Invoices initiated for payment will remain in a *Pending* status until the funds are successfully received in the payee's bank account. At that time, the status of the invoiced line item will update to *Successful*. The *Deferred* status is only available if distributed invoices meet the system criteria for deferral and are processed as such by the Manufacturer.

- The **Receipts** tab provides a listing of invoiced line items due to be paid to Manufacturers by Program-participating Sponsors. Payments not initiated are listed as *Outstanding*. Payments that have been initiated list as a *Pending* status. A *Received* status notes that funds should be available in the payee's bank account. A *Deferred* status means that invoices met the system criteria for deferral and have been processed as such by the Sponsor, and a *Failed* status notes that issues occurred with payment processing.

- The **Reporting** link provides a user with the ability to generate on-demand spreadsheets for invoice line items, receipts, or summary reports for overall totals by reporting period via the Portal. This functionality provides an additional method of printing all invoice and receipt information for a specific reporting period, where the Print Icon, located on each page of the Portal, only provides the ability to print the data visible on an active page.

Instructions for daily login access for the Portal are located in the ***CGDP Manufacturer Portal Information and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

CGDP Portal Payments Tab

The **Payments** tab allows a user to review and process payment information for invoice line items by Sponsor contract number in the Portal. The available regions in the **Payments** tab differ for **Payment Initiator** role users versus **Administrator** role users.

Information provided displays the **Payment Initiator** role to describe the functionality of the **Payments** tab.


The **Payments** tab contains eight (8) regions.

1. **Tabbed region – Payments** displays the tab that is currently active and tabs that are available for selection.
2. **Invoice Reporting Period region** displays the specific quarter reporting period for invoice line items, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.
3. **Payments Due region** displays the date the invoice line items are due to Medicare Part D Sponsors, in MM/DD/YYYY format, based on the reporting period selected in the **Filter region** on the **Home** tab.
4. **Filter region – Payments** allows a user to search data listed by the defaulted Corporate ID.
5. **Payment Information region** displays the numerical totals of all invoice line items and the different categories that each invoice line item may qualify as at a specific point in time, in a tabular format. Invoice line items reclassify as payment functionality is processed.
6. **Payment Initiation region** displays invoice line items based on Contract Number and P Number data entered into the **Filter region – Payments**.
7. **Payment Initiation Upload region** allows a user to upload multiple paid invoice line items data for ease in completing the payment initiation functionality, instead of working with each individual Part D Sponsor invoice line item.
8. **Pending Transactions region** displays invoice line items that are pending payment.

The upcoming pages will describe each region and its associated functions.

Tabbed Region - Payments

The **Tabbed region** allows a user to select different activities to perform while accessing the system.

In this example, the **Payments** tab is active.
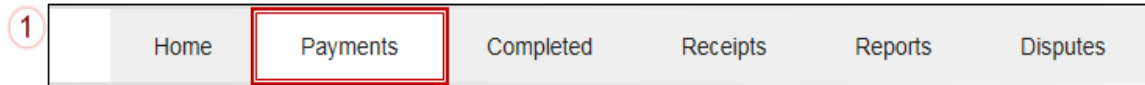
Invoice Reporting Period Region

This section of the **Payments** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.

In the example displayed, the distributed invoice line items appearing in the **Payment Initiation region** are associated with the reporting period listed in the **Invoice Reporting Period region**.

Payments Due Region

This section of the **Payments** tab displays the final payment due date of all invoice line items for a specified reporting period, based on the calculation of distributed invoice receipt date plus 38 calendar days.

In this example, the invoice line items displayed in the **Payment Initiation region** are due by the date listed in the **Payments Due region**.

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Filter Region – Payments

The **Filter region** on the **Payments** tab contains four (4) fields to assist a user with narrowing invoice line item search criteria.

A. Contract Number field allows a user to select specific contract numbers from the drop down list. The drop down list provides update capability to select another contract number with invoice line items within the same reporting period. The field defaults to 'ALL', which displays all contract numbers for the reporting period.
B. Corporate ID column defaults to the Corporate ID utilized to access the system.
C. P Number field displays the P number for invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P number with invoice line items within the same reporting period and assigned to the Corporate ID.
   Note: In order to view a different reporting period, a user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.
D. Item Count column provides the number of invoice line items displayed on the current page out of the total number of invoices included for the reporting period. This field also contains a *Next Page* icon to alert the user to multiple pages of distributed invoices, if applicable.

Payment Information Region

The **Payment Information region** provides a summary view of activities that occur on the active **Payments** page.

This region provides up-to-date data regarding invoice line item activity in a two (2)-column table with eight (8) rows.

	Payment Information	
A	Total Invoiced	$137,938.98
B	Total Failed	$141.00
C	Total Current Deferred	$0.00
D	Total Previously Deferred	$0.00
E	Total Pending	$24,744.52
F	Total Successful	$95,966.02
G	Total Available	$17,087.44

A. Total Invoiced field displays total dollar amount of invoice line items that require payment for the reporting period.
B. Total Failed field displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
C. Total Currently Deferred field displays the total dollar amount of deferred invoice line items postponed from the current reporting period to the subsequent reporting period.
D. Total Previously Deferred field displays the total dollar amount of previously deferred invoice line items postponed from prior reporting periods.
E. Total Pending field displays the total dollar amount of invoice line items selected for payment initiation for the reporting period.
F. Total Successful field displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the **Payment Initiation** or **Pending Transaction regions** of the **Payments** tab.
G. Total Available field displays the total dollar amount of remaining invoice line items requiring payment.

Payment Initiation Region

The **Payment Initiation region** on the **Payments** tab displays information requested in the **Filter region** on the **Payments** tab, based on the data selected in the Contract Number or P Number columns.

> **Note:** To generate Excel reports of the invoices listed on the **Payments** tab, use the *Error! Reference source not found.* instructions located in a subsequent section of this manual.

This region contains eleven columns that assist a user in processing invoice line items for payment.

A Contract Number	B Invoiced Amount ↑↓	C Previous Deferred Amount	D Payment/Failed Date	F Initiate Payment	G Defer	H Failed	I EFT ID
				E ☐ Initiate All			
H3__2	$212.47	$0.00	01/13/2016	☐			CG15031__8H3__2
H3__8	$89.53	$1.75	01/13/2016	☐			CG15031__8H3__8
H3__0	$808.25	$0.00	01/13/2016	☐			CG15031__8H3__0
H3__5	$52.96	$0.00	01/13/2016	☐			CG15031__8H3__5
H3__7	$9.86	$0.00	01/13/2016	☐			CG15031__8H3__7
H3__2	$631.92	$0.00	01/13/2016	☐			CG15031__8H3__2
H3__4	$50.51	$0.00	01/13/2016	☐			CG15031__8H3__4
H3__1	$592.63	$16.79	01/13/2016	☐			CG15031__8H3__1
H2__8	$52.26	$0.00	01/13/2016	☐		Failed – Closed / Invalid Acct	CG15031__8H2__8
J Update All ☐						K	Submit

A. Contract Number column displays the Sponsor contract number.
B. Invoiced Amount column displays the invoice line item amounts due to the Sponsor. This column also provides users with the ability to sort the Invoiced Amount column in ascending or descending amount order, using the directional arrows provided to the right of the column title.
    > **Note**: The amount automatically populates from the quarterly invoice and is not subject to modification.
C. Previous Deferred Amount column displays deferred amounts from prior reporting period(s).
D. Payment/Failed Date column displays a field that defaults to the current date for an invoice line item payment, in MM/DD/YYYY format.

The Payment/Failed Date field also contains a *Calendar* icon to allow a user to change payment dates to a future date. Users can either manually enter the date into the field, in MM/DD/YYYY format or utilize the *Calendar* icon to populate the updated payment date.

6 D | 01/13/2016 |

<	January 2016					>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	**13**	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
	Go To Today		Close			

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E. Initiate All check box provides a user with the functionality to populate the check box with a check mark, which selects all displayed invoice line items on the active page to be paid.

This example displays the populated Initiate All check box as well as all check boxes for the invoice line items on the active page.

	Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
				E ☑ Initiate All				
6	H3__2	$212.47	$0.00	01/13/2016	☑			CG15031__8H3__2
	H3__8	$89.53	$1.75	01/13/2016	☑			CG15031__8H3__8
	H3__0	$808.25	$0.00	01/13/2016	☑			CG15031__8H3__0
	H3__5	$52.96	$0.00	01/13/2016	☑			CG15031__8H3__5
	H3__7	$9.86	$0.00	01/13/2016	☑			CG15031__8H3__7
	H3__2	$631.92	$0.00	01/13/2016	☑			CG15031__8H3__2
	H3__4	$50.51	$0.00	01/13/2016	☑			CG15031__8H3__4
	H3__1	$592.63	$16.79	01/13/2016	☑			CG15031__8H3__1

The Payment /Failed Date will default to the current date when the Initiate All functionality is used. It will display the date that a payment initiation failed payment processing.

Note: Selecting the Initiate All check box will **only** affect invoice line items displayed on the active page in the **Payment Initiation region**.

To process all invoice line items utilizing the Initiate All function a user must populate the Initiate All check box for the invoice line items displayed on the active page, update the Payment/Failed Date, if applicable and select the *Submit* button. The user must then re-select the Initiate All button for the new page of invoice line items displayed and select the *Submit* button. The Initiate All process should be repeated until the **Payment Initiation region** displays "***There are no more remaining invoice line items for the quarter.***"

Additional Notes:
- Removing the check mark from the Initiate All check box will remove all Initiate Payment check marks for invoice line items on the active page.
- Selecting the *Next Page* icon prior to selecting the *Submit* button will undo the U for the prior page.

F. <u>Initiate Payment</u> column allows the user to populate the check box with a check mark to allow the payment process to begin for an individual invoice line item.

⑥	Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	F Initiate Payment	Defer	Failed	EFT ID
	H3__2	$212.47	$0.00	01/13/2016	☑			CG15031__8H3__2
	H3__8	$89.53	$1.75	01/13/2016	☑			CG15031__8H3__8
	H3__0	$808.25	$0.00	01/13/2016	☑			CG15031__8H3__0
	H3__5	$52.96	$0.00	01/13/2016	☐			CG15031__8H3__5
	H3__7	$9.86	$0.00	01/13/2016	☐			CG15031__8H3__7
	H3__2	$631.92	$0.00	01/13/2016	☑			CG15031__8H3__2
	H3__4	$50.51	$0.00	01/13/2016	☐			CG15031__8H3__4
	H3__1	$592.63	$16.79	01/13/2016	☑			CG15031__8H3__1

☐ Initiate All

G. <u>Defer</u> column provides check boxes available for selection when the <u>Total Available</u> amount in the **Payment Information region** totals less than the system-default allowable amount, currently designated as $20.00 United States Dollars (USD).

The Portal provides the ability to defer payment of distributed invoice line items to a subsequent reporting period *if*:
- The <u>Total Available</u> amount field in the **Payment Information region** totals less than the Portal's defer-default allowable amount and
- A Manufacturer's banking ACH process prevents processing of the total amounts selected for payment initiation that fall below their specified minimum dollar ACH processing amount for a specific payment date.

The payment initiation process used by the Portal initiates a lump sum debit from Manufacturer bank accounts for the total amount of payments initiated per day, not individual line item debits.

Defer functionality becomes available if the amount listed in the <u>Total Available</u> field is less than the Portal's defer-default allowable amount, currently designated as $20.00 USD.

For example, a Manufacturer's banking institution allows ACH processing for dollar amounts greater than $15.00. If the <u>Total Available</u> field displays a total between $15.00 and the system-default allowable amount, the items should not be deferred to the subsequent reporting period, even if the <u>Defer</u> check box is available.

The most important facts to know before deferring an invoice are:
- Manufacturers are responsible for verifying their banking institution's specific threshold for low-dollar ACH amounts permitted for processing.
- The Portal processes initiated payments as a lump sum debit from Manufacturer accounts for the total number of invoices selected to initiate on a specific day, not as individual invoice line items.

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This example displays one (1) distributed payable invoice listed in the <u>Invoiced Amount</u> field that is less than the system-default allowable amount and this Manufacturer's ACH low-dollar amount threshold. The <u>Defer</u> column displays a check box for the invoice line item for deferral to the subsequent reporting period.

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H3__9	$3.45	$0.00	01/13/2016	☐	G ☐		CG15031__8H3__9

This example displays one (1) distributed payable invoice listed in the <u>Invoiced Amount</u> and one (1) deferred invoice listed in the <u>Previous Deferred Amount</u> that total less than the system-default allowable amount and this Manufacturers ACH low-dollar amount threshold. The <u>Defer</u> column displays a check box for invoice line item for deferral to the subsequent reporting period.

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H4__2	$0.34	$2.31	01/13/2016	☐	G ☐		CG15031__8H3__2

This example displays one (1) distributed payable invoice listed in the <u>Invoiced Amount</u> and one (1) deferred invoice listed in the <u>Previous Deferred Amount</u> that total greater than the system-default allowable amount and the Manufacturer's ACH low-dollar amount threshold, which disqualifies the invoice line items for deferral to the subsequent reporting period.

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H4__1	$66.20	$6.01	01/13/2016	☐	G		CG15031__8H3__1

For more details on the Defer process, refer to the *Processing Deferred Invoices* instructions.

H. <u>Failed</u> column provides a user an informational message when an invoice line item does not successfully process payments to the Sponsor.

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	H Failed	EFT ID
H5415	$238.32	$0.00	01/13/2016	☐		Failed - Charged Back	CG15031__8H3__5
H6609	$257.00	$0.00	01/13/2016	☐		Failed - Charged Back	CG15031__8H3__9
H2__8	$52.26	$0.00	01/13/2016	☐		Failed - Closed / Invalid Acct	CG15031__8H2__8

The <u>Failed</u> column displays error messages that can be found in Appendix B.

I. <u>EFT ID</u> column provides a descriptive identifier for distributed invoice payments made to Manufacturers to allow reconciliation of payments received.

The format of the <u>EFT ID</u> is **CGYYQQ9999H9999**.
- **CG**: Coverage Gap payment
- **YYQQ**: Current Reporting Period
- **9999**: Manufacturer P Number (**Note**: P Number displayed without the preceding 'P')
- **H9999**: Sponsor contract number

J. <u>Update All Payment Dates</u> check box and field allows a user to set a future date for all displayed invoice line items.

Note: Selection of the check box and update of the calendar date in the <u>Update All Payment Dates</u> field will affect only invoice line items displayed in the active **Payment Initiation region**. Do not select the <u>Next Page</u> icon, if available, before selecting the <u>Submit</u> button. Selecting the <u>Next Page</u> icon before selecting <u>Submit</u> will erase the prior pages updated payment data.

To process all distributed invoice line items utilizing the <u>Update All Payment Dates</u> field, a user must perform the <u>Update All Payment Dates</u> action on the active **Payment Initiation region** page and select the <u>Submit</u> button. Repeat the <u>Update All Payment Dates</u> action and select the <u>Submit</u> button for the invoice line items displayed on the page, until all invoice line items are processed.

- The Update All Payment Date field also contains a *Calendar* icon to allow a user to update payment dates to a future date. Users can enter the date into the field, in MM/DD/YYYY format, or utilize the *Calendar* icon to populate the updated payment date.
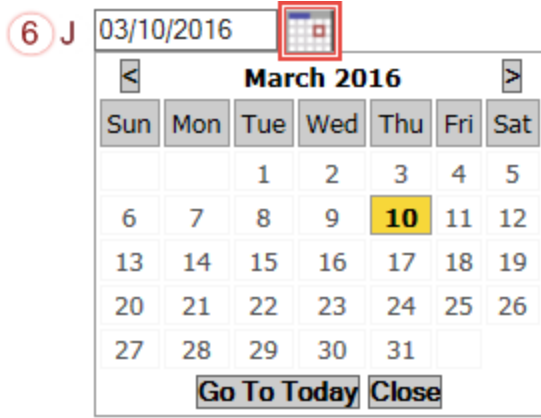
K. *Submit* button provides the user one (1)-click functionality to process the active page's selected invoice line items for payment.

The **Payment Initiation region** may display "*Please contact TPA*" for invoice line items in lieu of the Payment/Failed Date, Initiate Payment, Defer and Failed columns data. Contact the TPA Operations staff to request assistance with processing of these invoice line items.

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H8__6	$125.37	$0.00	*Please contact TPA*				CG15031__8H8__6

Examples of why "*Please contact TPA*" may display:
- Invalid banking information on file for Sponsor
- Sponsor is classified in Receivership status
- Internal Revenue Service (IRS) Levy/Garnishment documentation requests

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Payment Initiation Upload Region

The **Payment Initiation Upload region** provides a location for uploading manually created payment files for users working with large volumes of payments for a reporting period. This form contains two (2) fields to assist a user with locating and uploading payment file data. Instructions and reference documents for batch file formatting appear in the *Processing Payment Initiation Upload Batch Functionality* instructions.
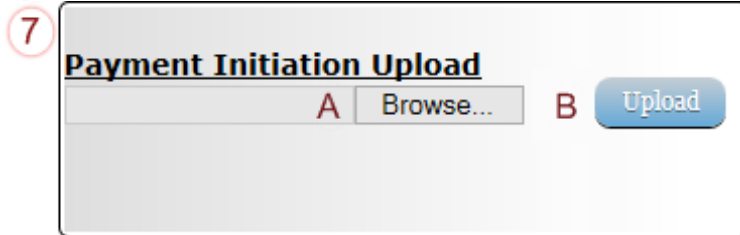
A. *Browse…* field allows a user to search for file data manually created to batch payment files for upload to system.
B. *Upload* button provides a user one (1)-click functionality to upload batched payment file data to the system for processing.

Pending Transactions Region

The **Pending Transactions region** on the **Payments** tab displays information regarding reassigned invoice line items from the **Payment Initiation region** based on payment selection.

This form contains eight (8) fields used to display invoice line items selected for payment.

A. Contract Number column displays the contract number.
B. Authorization Amt. column displays the amount authorized, including amounts located in the Invoiced Amount and Previous Deferred Amount fields, as payment to the Sponsor.
C. Date Submitted column displays the calendar date the invoice line item transferred from the **Payment Initiation region** to the **Pending Transactions region**, in MM/DD/YYYY format.
D. Payment Date column displays the calendar date that initiates the request for withdrawal of funds from user's bank account, in MM/DD/YYYY format.

E. Stop Payment column provides a check box available for selection for future dated payments. The Stop Payment check box allows a user to stop payment processing prior to actual payment.
The Stop Payment check box only displays for pending invoice line item payments that contain a payment date greater than the current calendar date.

F. *Stop Payment(s)* button provides a user with one (1)-click functionality to process the selected invoices for stop payment. This activity will remove the invoice line item from the **Pending Transactions region** and reassign it to the **Payment Initiation region**.

This example displays highlighted payments that are not eligible for stop payment, due to the payment not being a future dated payment.

⑧ Pending Transactions ⓘ Debit Failed Due To Debit Block.				1 - 5 out of 5
Contract Number	**Authorization Amt**	**Date Submitted**	**Payment Date**	**E Stop Payment**
* H0__3	$6.07	12/22/2015	11/02/2015	
E2__0	$2,891.47	12/02/2015	12/02/2015	
E3__4	$74,682.34	12/02/2015	12/02/2015	
E4__4	$11,017.15	12/02/2015	12/02/2015	
E7__6	$7,375.06	12/02/2015	12/09/2015	☐

F Stop Payment(s)

This example displays a future dated payment marked for stop payment.

⑧ Pending Transactions ⓘ Debit Failed Due To Debit Block.				1 - 5 out of 5
Contract Number	**Authorization Amt**	**Date Submitted**	**Payment Date**	**E Stop Payment**
* H0__3	$6.07	12/22/2015	11/02/2015	
E2__0	$2,891.47	12/02/2015	12/02/2015	
E3__4	$74,682.34	12/02/2015	12/02/2015	
E4__4	$11,017.15	12/02/2015	12/02/2015	
E7__6	$7,375.06	12/02/2015	12/09/2015	☑

F Stop Payment(s)

G. Pending Transaction Processing Error Message field provides a user with information regarding transactions that did not process correctly and require TPA Operations assistance. These error messages display to the right of the **Pending Transactions region** title bar.

The transactions associated with the processing error message are preceded by an asterisk (*) and are listed first in the **Pending Transactions region** prior to any pending invoice payment activity.

⑧ Pending Transactions ⓘ G Debit Failed Due To Debit Block.				1 - 5 out of 5
Contract Number	**Authorization Amt**	**Date Submitted**	**Payment Date**	**Stop Payment**
* H0__3	$6.07	12/22/2015	11/02/2015	
E2__0	$2,891.47	12/02/2015	12/02/2015	
E3__4	$74,682.34	12/02/2015	12/02/2015	
E4__4	$11,017.15	12/02/2015	12/02/2015	
E7__6	$7,375.06	12/02/2015	12/09/2015	☐

Stop Payment(s)

Examples of Pending Transaction Processing Error Messages can be found in Appendix B.

H. <u>Item Count</u> column provides a user with information regarding the number of transactions that are available for review. This information located above the **Stop Payment** column in the **Pending Transactions region**.

Pending Transactions	Debit Failed Due To Debit Block.			H 1 - 5 out of 5
Contract Number	**Authorization Amt**	**Date Submitted**	**Payment Date**	**Stop Payment**
* H0__3	$6.07	12/22/2015	11/02/2015	
E2__0	$2,891.47	12/02/2015	12/02/2015	
E3__4	$74,682.34	12/02/2015	12/02/2015	
E4__4	$11,017.15	12/02/2015	12/02/2015	
E7__6	$7,375.06	12/02/2015	12/09/2015	☐

Stop Payment(s)

CGDP Portal Instructions –Payments Tab

Processing Invoice Payments

Manufacturers are required to process invoice line item payments on a quarterly basis 38 calendar days from receipt of distributed invoices using the Portal. The Portal allows a user to process payments for individual invoice line items with a default payment date of the current calendar day.

This instruction provides direction on the steps needed to process payments for individual invoice line items utilizing the current calendar day as the payment initiation date.

> **Note**: Completion of this process is limited to Manufacturer associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to process invoice line item payments on a quarterly basis due within 38 calendar days from receipt of the distributed invoices. Instructions for logging into the CGDP Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the Invoice Type field.

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3. Populate the Select radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

4. On the **Payments** tab, review **Payment Initiation region** and the **Payment Information region** for available invoice line items.

5. To select an individual invoice line item for payment processing, populate a check mark in the <u>Initiate Payment</u> check box then select the *Submit* button, located at the bottom right of the **Payment Initiation region**, to process the invoice line item payment.

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E0__4	$8,031.77	$0.00	02/01/2016	☑			CG15021__6E0__4
E2__0	$775.07	$0.00	02/01/2016	☐			CG15021__6E2__0
E3__4	$190.05	$0.00	02/01/2016	☐			CG15021__6E3__4
E4__4	$3,253.39	$0.00	02/01/2016	☐			CG15021__6E4__4
E7__6	$495.13	$0.00	02/01/2016	☐			CG15021__6E7__6
E7__8	$1,095.71	$0.00	02/01/2016	☐			CG15021__6E7__8
H0__4	$25,697.69	$0.00	02/01/2016	☐			CG15021__6H0__4
H0__4	$7.09	$0.00	02/01/2016	☐			CG15021__6H0__4

Update All ☐ [   ]   Submit

6. To process the submission of the initiated payment, enter the **Payment Initiator** role four (4)-digit PIN in the <u>PIN Validation</u> form and select the *Validate* button.

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PIN Validation

[••••]

Validate

7. Once the invoice line item processes, review the **Pending Transactions region** for pending invoice line item payments. The **Payment Information region** updates the Total Pending field with the amounts listed in the **Pending Transactions region**.

You have now initiated a payment of an individual invoice line item.

Processing Single Future Dated Invoice Payments

The Portal allows a user to select payment dates for invoice line items that differ from the default payment date of the current calendar day.

This instruction provides direction on the steps needed to process individual invoice line items for future calendar day payment processing.

> **Note**: Completion of this process is limited to Manufacturer associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to select payment dates for invoice line items that differ from the default payment date of the current calendar day. Instructions for logging into the Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the Invoice Type field.

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3. Populate the <u>Select</u> radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

4. On the **Payments** tab, review the **Payment Initiation region** for available invoice line items.

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5. To update an invoice line item payment date, select the *Calendar* icon located to the right of the Payment/Failed Date field for the specific invoice line item and select the applicable date from the calendar.

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E2__0	$775.07	$0.00	02/04/2016	☐			CG15021__6E2__0
E3__4	$190.05	$0.00					CG15021__6E3__4
E4__4	$3,253.39	$0.00					CG15021__6E4__4
E7__6	$495.13	$0.00					CG15021__6E7__6
E7__8	$1,095.71	$0.00					CG15021__6E7__8
H0__4	$25,697.69	$0.00					CG15021__6H0__4
H0__4	$7.09	$0.00					CG15021__6H0__4
H0__7	$158.25	$0.00	02/02/2016	☐			CG15021__6H0__7

February 2016 calendar showing Go To Today and Close buttons; day 4 highlighted.

Update All ☐   Submit

6. To select the future dated individual invoice line item for payment processing, populate a check mark in the applicable Initiate Payment column and select the *Submit* button, located at the bottom right of the **Payment Initiation region**, to process the invoice line item payment.

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E2__0	$775.07	$0.00	02/04/2016	☑			CG15021__6E2__0
E3__4	$190.05	$0.00	02/02/2016	☐			CG15021__6E3__4
E4__4	$3,253.39	$0.00	02/02/2016	☐			CG15021__6E4__4
E7__6	$495.13	$0.00	02/02/2016	☐			CG15021__6E7__6
E7__8	$1,095.71	$0.00	02/02/2016	☐			CG15021__6E7__8
H0__4	$25,697.69	$0.00	02/02/2016	☐			CG15021__6H0__4
H0__4	$7.09	$0.00	02/02/2016	☐			CG15021__6H0__4
H0__7	$158.25	$0.00	02/02/2016	☐			CG15021__6H0__7

Update All ☐   Submit

7. To process the submission of the future dated payment, enter the **Payment Initiator** role four (4)-digit PIN in the PIN Validation form and select the *Validate* button.

8. Once the future dated invoice line item processes, the **Pending Transactions region** will update with the newly added pending invoice payment and the **Payment Information region** for the Total Pending field for updated amounts.

> **Note**: The **Pending Transaction** also displays a check box in the Stop Payment column. Instructions for processing stop payments discussed in the *Processing Stop Payments* instruction.

You have now completed payment of a future dated invoice line item.

Initiate All Payment Processing Functionality and Future Date Processing

Manufacturers are able to utilize the Initiate All functionality to process payment initiation for multiple invoice line items loaded to the Portal. The Initiate All function provides the capability to select only invoice line items located on the active page in the **Payment Initiation region** to initiate payment processing on the current date. The Initiate All function also allows for updating payment initiation processing dates to a future date for any available invoice line item(s) displayed in the active **Payment Initiation region**.

This instruction provides direction on utilizing the Initiate All functionality and the available features that are included for processing payment initiation.

> **Note**: Completion of this process is limited to Manufacturer associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to process payment initiation for multiple invoice line items loaded to the Portal. Instructions for logging into the CGDP Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the TPAdministrator.com website.

2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the Invoice Type field.

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3. Populate the <u>Select</u> radio button for the applicable reporting period then select the **Payments** tab to view the available invoice line items associated with the selected reporting period.

4. On the **Payments** tab, review the number of invoices available in the **Filter Results region** and balances available for payment in the **Payment Information region**.

Note: Each page can contain up to 99 invoice items. Use the *Next Page* icon to move through each page of invoices. Use the *Prior Page* icon to return to a prior page. The page that displays is known as the *active* page.

5. Populate the <u>Initiate All</u> check box with a check mark to select only invoice line items displayed on the active page. Once the <u>Initiate All</u> check box is populated, the system displays an informational message.

6. After reading the message, select the appropriate button to continue. Selection of the <u>OK</u> button accepts the informational message and continues with the payment initiation process.

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7. The **Payment Initiation region** displays the <u>Initiate Payment</u> column's check boxes with check marks populated for invoice line items available only on the active page.

> **Note**: The <u>Initiate All</u> check mark selects <u>*only*</u> invoice line items that appear on the active **Payment Initiation region** page.

The population of the <u>Initiate All</u> check mark does <u>NOT</u> select all invoice line items for the reporting period.

In order to utilize the <u>Initiate All</u> functionality for all invoice line items, select each page in the **Payment Initiation region** separately, populate the <u>Initiate All</u> check box, and select the <u>*Submit*</u> button prior to moving to the next page in the region. Not performing the submission will delete all data entered on the current page.

8. The selection of the <u>Initiate All</u> check box provides the ability to select only displayed invoice line items for payment processing with the payment initiation date set as the current date. If it is determined that all invoice line items displayed should process for payment on the current date, select the <u>*Submit*</u> button to initiate the payment process.

If it is determined that invoice line items cannot be processed for the current date, the <u>Initiate All</u> functionality provides the ability to update the payment initiation date to a future calendar date.
- To update all invoice line items, use the <u>Update All</u> check box and field located below the **Payment Initiation region**.
- To update individual invoice line items, use the calendar icon located on the specific invoice line.

9. To update <u>all</u> payment initiation dates to a future date different from the current business date displayed in the <u>Payment/Failed Date</u> field, select the calendar icon to the right of the <u>Update All</u> check box, located below the **Payment Initiation region**. This action expands a calendar that allows selection of a future date for the payment initiation to begin. Select the applicable date then populate the <u>Update All</u> check box to update the date only for the payments on the active page.

10. To update the payment initiation date of individual invoice line items to a date other than the current date, select the calendar icon to the right of the <u>Payment/Failed Date</u> field for the applicable line item. This action expands a calendar that allows selection of a future date for the payment initiation to begin.

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This example displays multiple invoice line items containing updated calendar dates that remain selected as part of the <u>Initiate All</u> functionality.

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
				☐ Initiate All			
E0__4	$1,602.26	$0.00	06/23/2016	☑			CG15021__1E0__4
E3__4	$4,582.92	$0.00	06/21/2016	☑			CG15021__1E3__4
E4__4	$1,982.54	$0.00	06/23/2016	☑			CG15021__1E4__4
E7__6	$1,291.15	$0.00	06/21/2016	☑			CG15021__1E7__6
E7__8	$30,860.69	$0.00	06/23/2016	☑			CG15021__1E7__8
H0__4	$562.41	$0.00	06/21/2016	☑			CG15021__1H0__4
H0__4	$4,828.52	$0.00	06/21/2016	☑			CG15021__1H0__4
H0__7	$1,366.18	$0.00	06/21/2016	☑			CG15021__1H0__7

Update All ☐ 06/21/2016   Submit

11. To process the submission of the payment initiation, enter the **Payment Initiator** role four (4)-digit PIN in the <u>PIN Validation</u> form and select the *Validate* button.

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PIN Validation

●●●●

Validate

12. Once the <u>Initiate All</u> process is completed for the active page, review the **Payment Information region** for updated amounts.

This example displays the **Payment Information region's** <u>Total Pending</u> field updated balances. The **Pending Transaction region** displays the invoice line items processed for payment.

Note: the <u>Total Pending</u> field displays the total amount of invoice line items populating the **Pending Transaction region**.

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13. Utilizing the Initiate All functionality **does not** initiate all invoice line items for payment processing. You must perform the Initiate All instruction for **each page** of invoice line items for a reporting period.

The following example displays the updated item count of invoices remaining to be processed after selecting *Submit* on the active page. If there are additional pages of invoice line items remaining to be processed, the **Filter Results region** will display an updated item count and the **Payments Initiation region** will display the next active page of invoices available for payment processing.

Note: All invoice line items must be paid in order to maintain program compliance. To initiate all remaining invoices for payment, repeat the steps for selecting the Initiate All check box and if applicable, the instructions for update payment dates, then select *Submit*.

14. Once all invoices have been initiated, review the **Payment Initiation region** to verify that this message displays – "***There are no more remaining invoice line items for the quarter.***" In addition, review the **Payment Information region** to verify that the Total Available field displays a $0.00 dollar amount.

You have now completed processing invoice line items utilizing the **Initiate All** functionality.

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Processing Stop Payments

The Portal allows Manufacturers to stop the payment processing of future dated invoice line items prior to the completion of the payment process.

The **Stop Payment** process is only available for pending invoice line item payments that contain a payment date greater than the current calendar date. Selecting a pending invoice line item payment for stop payment will reassign the stopped invoice line item to the **Payment Initiation region** for reprocessing.

This instruction provides direction on the steps needed to process stop payments for pending invoice line item payments.

> **Note**: Completion of this process is limited to Manufacturer associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to stop the payment processing of future dated invoice line items prior to the completion of the payment process. Instructions for logging into the Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the <u>Invoice Type</u> field.

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3. Populate the <u>Select</u> radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

4. Review the **Pending Transactions region** to verify future dated invoice line items available for stop payment processing. Future dated invoice line items available for stop payment processing will display a date greater than the current calendar date in the <u>Payment Date</u> column and an active check box in the <u>Stop Payment</u> column.

Note: the Stop Payment process is only available for pending invoice line item payments that contain a payment date greater than the current calendar date.

5. To process a stop payment for future dated invoice line items, populate the check box in the <u>Stop Payment</u> column with a check mark and select the _Stop Payment(s)_ button, located at the

bottom right of the **Pending Transactions region**, to process the invoice line item stop payment.

Pending Transactions ⓘ 1 – 2 out of 2				
Contract Number	**Authorization Amt**	**Date Submitted**	**Payment Date**	**Stop Payment**
E0__4	$8,031.77	02/02/2016	02/02/2016	
E2__0	$775.07	02/02/2016	02/04/2016	☑
				Stop Payment(s)

6. The system will display a message requesting additional action after selecting the *Stop Payment(s)* button.
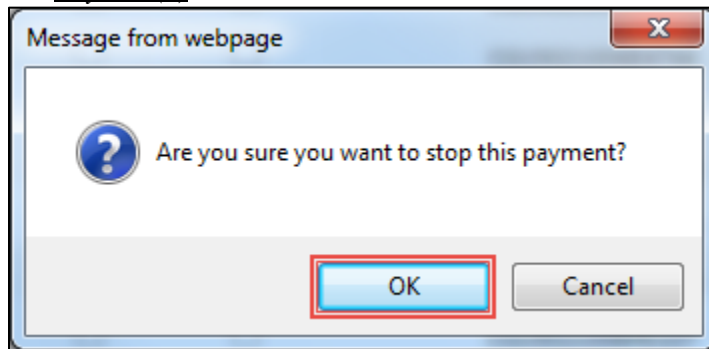
   Note: Selecting the *OK* button to stop pay the invoice line item creates an irreversible event.

7. If it is determined that the selected invoice line is not the correct invoice to process for stop payment, select the *Cancel* button to exit the message screen and choose the correct line item.

8. Select the *OK* button to process the stop payment for the invoice line item.
   Note: If the *OK* button selected in error, re-process the invoice line item using one (1) of these instructions:
   • *Processing Invoice Line Item payments*
   • *Processing Future Dated Invoice Line Item payments*

9. Once the stop payment processes, review both the **Payment Information region** to verify the <u>Total Pending</u> field amount no longer includes the amount of the stop paid invoice line item(s) and the **Pending Transactions region** no longer contains the invoice line item(s).

10. For final verification of the processed stop payment invoice line item, select the specific contract number from the <u>Contract Number</u> field drop down list in the **Filter region**.

You have now completed a stop payment of an invoice line item.

Processing Payment Initiation Upload Batch Functionality

Manufacturers are able to utilize the **Payment Initiation Upload** functionality to select multiple invoice line items for payment processing into one (1) batch text file versus utilizing individual invoice line item processing or the Initiate All payment functionality. A batch text file is a creation of a semi-colon delimited text file, which is loaded to the Portal for processing. Once the upload is completed, results of the batch text file upload are available for review via the **Reports tab – Batch** functionality.

This instruction provides direction on processing invoice batch upload functionality.

> **Note**: Completion of this process is limited to Manufacturer associates assigned
> the **Payment Initiator** role.

1. Authorized end users will access the Portal to use the invoice batch upload functionality to initiate invoices due for payment on a quarterly basis 38 calendar days from receipt of distributed invoices. Instructions for logging into the CGDP Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the TPAdministrator.com website.

2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the <u>Invoice Type</u> field.

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3. Populate the <u>Select</u> radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

4. On the **Payments** tab, review the **Payment Initiation** and **Payment Information regions** for available invoice line items.

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5. To view invoice line items in an Excel spreadsheet format, there are two (2) functions that assist with displaying invoice information in Excel formats, the *Print* icon and the *Reporting* link. This instruction demonstrates the *Print* icon output. Instructions for the *Reporting* link are located in the *Accessing the Reporting Link* instructions in this manual.

The *Print* icon allows a user to view formatted information regarding only the invoice line items displayed on the active page in the **Payments** tab in a Microsoft Office Excel spreadsheet format.

> **Note**: The *Print* icon will only print ***up to 99 invoice line items*** in an excel file. This is the maximum amount of invoice line items that can display on an active page in the **Payments** tab. If a reporting period contains more than 99 distributed invoice line items, a user will have to access each **Payments** page of invoices listed and select the *Print* icon for each active page.
>
> To print *all* distributed invoice line items for a specific reporting period on the **Payments** tab, utilize the *Accessing the Reporting Link* instructions.

The Excel spreadsheet generated by the *Print* icon contains three (3) tabs.

*   Invoice line item data corresponding to the active **Payment Initiation region** page displays on the CGDP Payments tab of the spreadsheet.
*   Invoice line item data corresponding to the active **Pending Transactions region** page displays on the Pending Transactions tab of the spreadsheet.
*   Summary information corresponding to data visible in the **Payment Information region** displays on the Total Payment Information tab of the spreadsheet.

The Microsoft Excel spreadsheet allows a user to view all invoice line items displayed on the active **Payments Initiation region** page (up to 99 invoices per page) without requiring a user to scroll through the data. It provides a format that allows users the ability to massage invoice line item data required in creating Batch text files.

In order to view *all* invoices in a spreadsheet format, the *Reporting* link functionality allows a user to print *all* invoice line items for a specific reporting period. To utilize the *Reporting* link to print *all* payable invoice line items on the **Payments** tab or receivable invoice line items on the **Receipts** tab, refer to the *Accessing the Reporting Link* instructions in this manual.

6. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
   - *Open* to view the active **Payment Initiation region** data in an Excel file format
   - *Save* to save the active **Payment Initiation region** data in Excel file format
   - *Cancel* to exit the decision message

This example displays the selected *Open* button.

Do you want to open or save **XP1__6_P1__7_201502_invoice_information.xlsx** from **apps.tpadministrator.com?**	Open	Save ▼	Cancel	✕

7. After selecting the *Open* button, the file information for the active **Payment Initiation region** page will display in Microsoft Excel.

This example displays the invoice line items only found on the active page of the **Payment Initiation region** with the current date displayed in the Payment/Failed Date column.

	A	B	C	D	E	F
1	CONTRACT NUMBER	INVOICE AMT	PREVIOUS DEFERRED AMT	PAYMENT/FAILED DATE	FAILED DUE TO	EFT ID
2	E0__4	$731.27	$0.00	02/04/2016		CG15021__7E0__4
3	E3__4	$1.05	$0.00	02/04/2016		CG15021__7E3__4
4	E7__8	$109.75	$0.00	02/04/2016		CG15021__7E7__8
5	H0__4	$37.09	$0.00	02/04/2016		CG15021__7H0__4
6	H0__7	$155.55	$0.00	02/04/2016		CG15021__7H0__7
7	H0__8	$4.88	$0.00	02/04/2016		CG15021__7H0__8
8	H0__0	$25.84	$0.00	02/04/2016		CG15021__7H0__0
9	H0__1	$87.16	$0.00	02/04/2016		CG15021__7H0__1

Tabs: CGDP Payments / Pending Transactions / Total Payment Information

Note: The *Print* icon will download and display invoice line items for only the active **Payment Initiation region** page. To view all invoice line items for a reporting period, refer to the *Accessing the Reporting Link* instruction for creating invoice reports.

Use the Microsoft Excel file(s) to determine which of the invoice line items to include in the batch text file.

8. For each invoice line item to be included in the batch text file, collect this information:
   Header Record:
   - Corporate ID
   - Reporting Period

   Detail Record(s):
   - P Number
   - Contract Number
   - EFT ID information
   - Payment date
   - Defer Invoice (Yes or No)

Once the information is collected for each invoice line item, create batch lines using information referenced in Appendix C: Manufacturer Payment Initiation Upload Batch Input Requirements for assistance with formatting batch text files.

Batch Header Line consists of 'HDR' to notate header line followed by a semi-colon (;), Corporate ID followed by a semi-colon (;) and Reporting Period, in YYYYQQ format.

Example of Batch Header line:
- HDR;XP9999; YYYYQQ

Batch Detail Line consists of 'DET' to notate detail line followed by a semi-colon (;), P number followed by a semi-colon (;), contract number followed by a semi-colon (;), EFT ID information, in CGYYQQ9999H9999 format, followed by a semi-colon (;), Payment date, in CYYYMMDD format, followed by a semi-colon (;), 'N' for not Deferred or 'Y' for Deferred invoice line items.

Example of a non-deferred invoice line item:
- DET;P9999;H9999;CGYYQQP9999H9999;CYYYMMDD;N

Example of a deferred invoice line item:
- DET; P9999;H9999;CGYYQQP9999H9999;CYYYMMDD;Y

This example displays a batch text file containing one (1) header record and multiple invoice line item records.
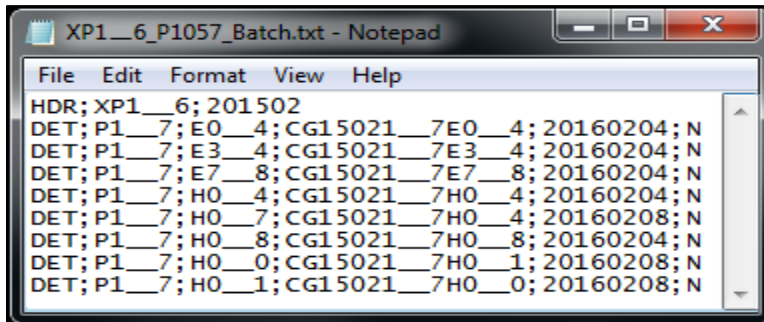
Note: Creation of batch text files can only contain invoice line items for the same reporting period.

9. Save the batch text file with all selected invoice line items using a Manufacturer-determined file naming convention.

10. On the **Payments** tab, select the **Payment Initiation Upload region**.

11. Select the _Browse..._ button to search for the batch text file to be loaded to the Portal.

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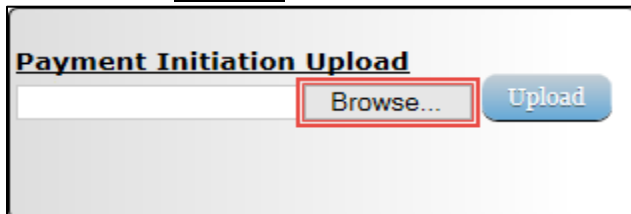
12. Locate and select the batch text file to load to the Portal and select the _Open_ button to upload the text file to the Portal.

This example displays the search for a specific batch text file for upload to the Portal.
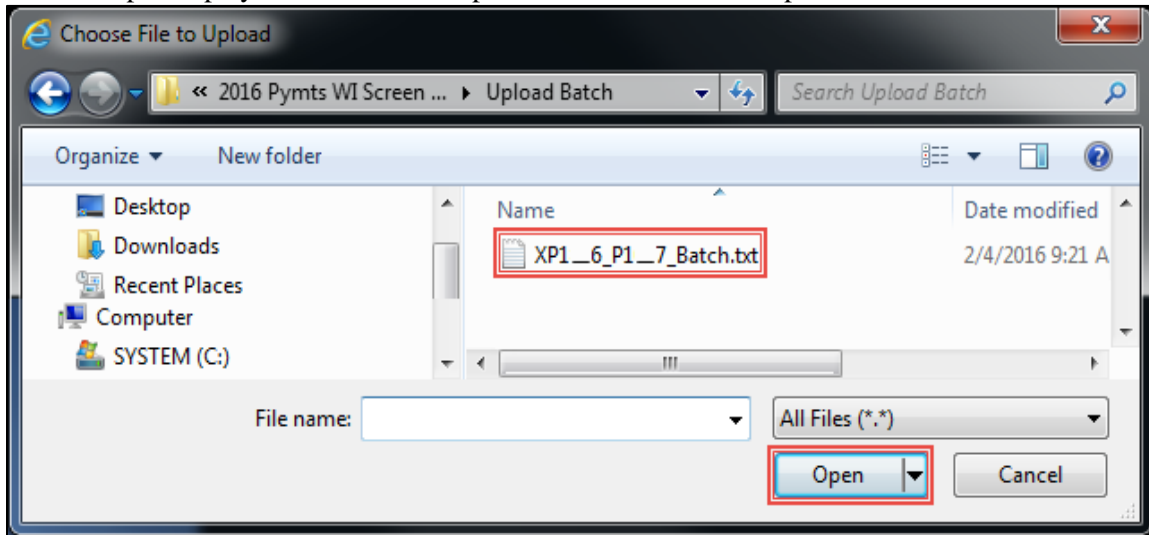
13. In the **Payment Initiation Upload region**, the computer location of the batch text file populates the field to the left of the _Browse..._ button. Select the _Upload_ button to load the text file to the Portal.
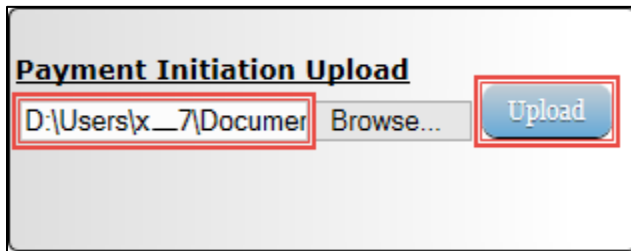
14. To process the submission of the payment initiation file, enter the **Payment Initiator** role four (4)-digit PIN in the PIN Validation form and select the _Validate_ button.
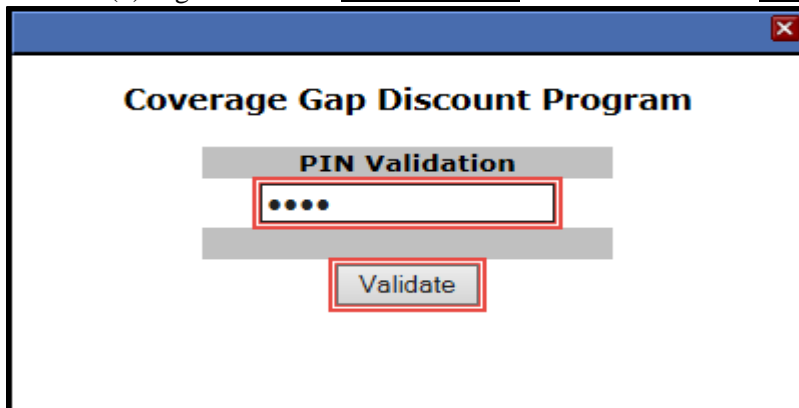
15. After the Payment Initiation Upload process completes, the Portal will display a system-generated message providing information of the success/failure of invoice line items included in the batch text file. Select the _OK_ button to close the system message.
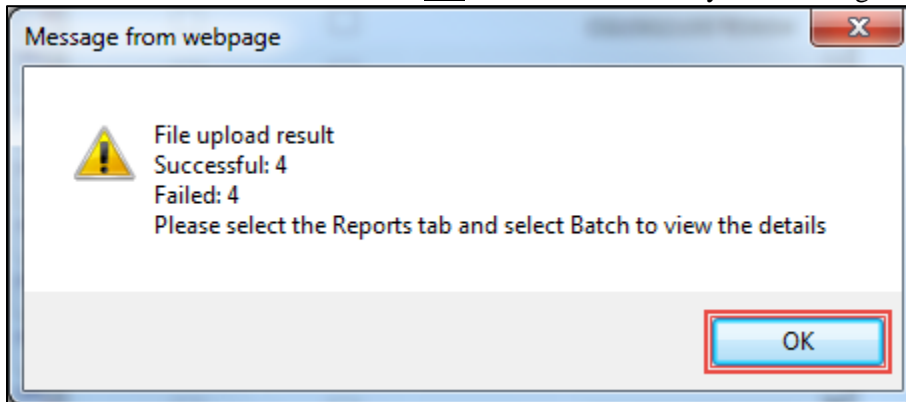
16. To review batch text files select the **Reports** tab and populate the Batch radio button for the selected batch file.
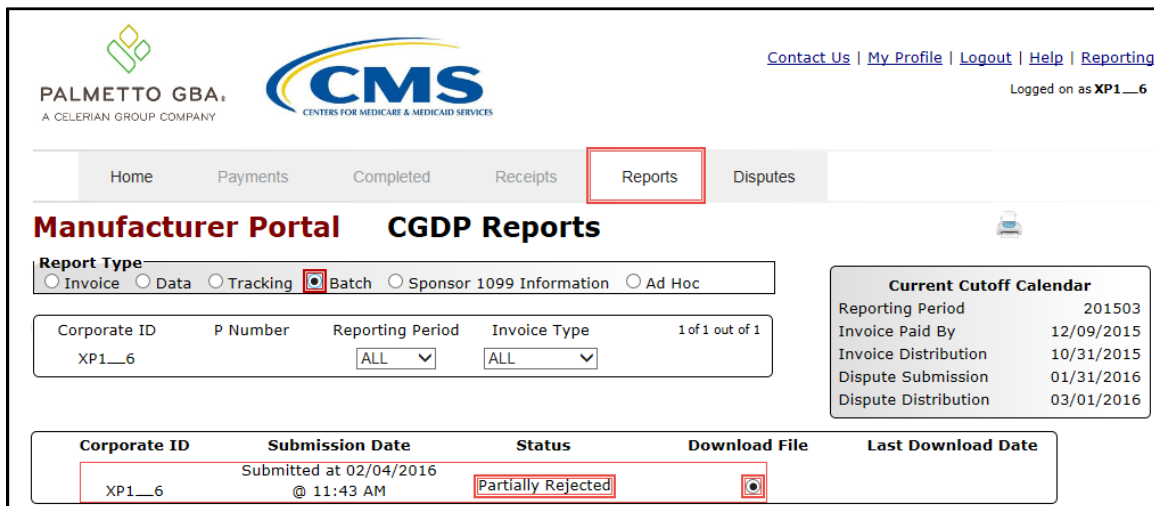
17. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
    - _Open_ to view the data in text file format
    - _Save_ to save the data in text file format
    - _Cancel_ to exit the decision message

This example displays the selected _Open_ button.

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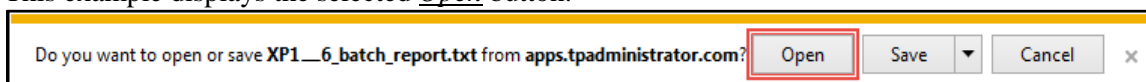
18. Review the downloaded batch text file for processing messages following each batch file line item.

For failed batch file items each error should be reviewed and updated in a modified **Payment Initiation Upload** batch text file to correct the errors prior to uploading the batch text file to the Portal.

This example displays the downloaded batch text file containing multiple lines with error messages listed at the end of each failed line and multiple lines that processed successfully.
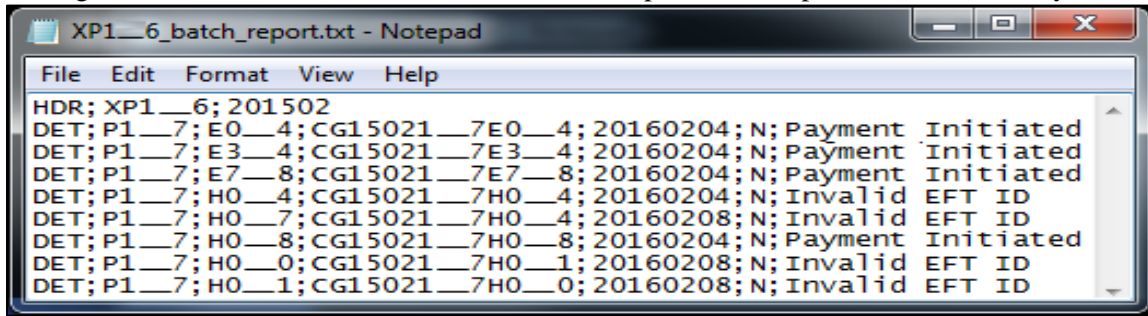
Note: Refer to the _Help_ link located in the top right of any Portal tab or refer to Appendix B: Error Message Descriptions listing for system code descriptions displayed in batch reports.

19. Return to the **Reports** tab to review the Last Download Date column populated with the most recent date and time of download for the file.

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20. To review the successfully initiated invoice line item payments, select the **Payments** tab and review the **Pending Transactions region** and the **Payment Information region**.

You have now completed creation, upload, and review of a payment batch text file for the **Payment Initiation Upload** functionality.

Processing Deferred Invoices

The Portal provides the ability to defer payment of distributed invoice line items to a subsequent reporting period *if*:
- The Total Available amount field in the **Payment Information region** totals less than the Portal's system-default allowable amount and
- A Manufacturer's banking ACH process prevents processing of the total amounts selected for payment initiation that fall below their specified minimum dollar ACH processing amount for a specific payment date.

The payment initiation process used by the Portal initiates a lump sum debit from Manufacturer bank accounts for the total amount of payments initiated per day, not individual line item debits.

Defer functionality becomes available if the amount listed in the Total Available field is less than the Portal's system-default allowable amount, currently designated as $20.00 USD.

The instructions provided present different scenarios for how the Defer process functionality works.

The most important facts to know before deferring an invoice:
- All Manufacturers are responsible for verifying their banking institution's specific threshold for low-dollar ACH amounts permitted for processing.
- The Portal processes initiated payments as a lump sum debit from Manufacturer accounts for the total number of invoices selected to initiate on a specific day, not as individual invoice line items.

Defer Eligible Invoices – <u>Total Available</u> Is Less Than $20.00 USD

This instruction provides direction on when to use the defer process.

> <u>Instruction Scenario</u>:
> Invoices distributed for a reporting period display a <u>Total Available</u> amount less than the Portal's system-default allowable amount, currently set at $20.00 USD. The <u>Defer</u> column displays check boxes for all available distributed invoice line items.
>
> Manufacturer's banking institution allows ACH processing for dollar amounts greater than $10.00 USD. In this scenario, the <u>Total Available</u> amount of all invoices is less than this Manufacturer's bank ACH minimum threshold of $10.00 USD, so all invoice line items are eligible for deferment.

<u>Remember</u>: Just because the <u>Defer</u> check box is available does not mean it should be used. Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

> **Note**: Completion of this process is limited to Manufacturer associates assigned the ***<u>Payment Initiation</u>*** role.

1. Authorized end users will access the Portal to review invoices due for payment and use the deferment process, if applicable. Instructions for logging into the CGDP Portal can be located in the CGDP Manufacturer Portal Introduction and Login Users Guide located under ***<u>References</u>*** on the *<u>TPAdministrator.com</u>* website.

2. After successful login, the **Home** tab will appear. Select the specific type of invoice from the drop down list located in the <u>Invoice Type</u> field.

3. Populate the <u>Select</u> radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

4. On the **Payments** tab, review the **Payment Information region's** <u>Total Available</u> field to note the total dollar amount of available invoices.

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5. Review the invoice line items in the **Payment Initiation region** and notice that the <u>Defer</u> column displays check boxes only when the **Payment Information region's** <u>Total Available</u> field displays an amount less than $20.00 USD.

This example displays activated <u>Defer</u> column check boxes for invoice line items that fall below the Portal allowable amount of $20.00 USD and fall below this Manufacturer's bank ACH minimum threshold amount.

> ***Remember***: Just because the <u>Defer</u> check box is available does not mean it should be used. Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. If the Manufacturer's banking institution can process the amount displayed for an invoice item, the Manufacturer **should not** utilize the Defer process for that line item.

6. Populate the <u>Defer</u> check boxes with a check mark to select all invoice line item(s) for deferment and select the *Submit* button, located at the bottom right of the **Payment Initiation region**.

> **Note**: Selecting <u>Defer</u> is **only** applicable when the <u>Total Available</u> field's total is less than $20.00 USD **and** if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require separate payment processing between the two (2) entities.

7. To process the submission of the deferred payment, enter the ***Payment Initiation*** role four (4)-digit PIN in the <u>PIN Validation</u> form and select the *Validate* button.

The system will display a Message from Webpage after selecting the *Submit* button.

Note: Selecting the *OK* button to defer the invoice line item to the subsequent period creates an irreversible event.

If it is determined that the selected line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item.

8. Select *OK* to defer the selected invoice line item.

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9. Once the defer process is complete, review the **Payment Information region's** Total Current Deferred field for updated amounts.

10. To verify the deferred invoice line items, select the **Completed** tab, and review the data listed in the **Completed Transactions region**.

This example displays the selected invoice line items as Deferred in the Status column. The Payment Date column displays the defer date of the invoice line items.

You have now completed processing deferred invoice line items.

Non-Eligible Defer – <u>Total Available</u> Greater Than $20.00 USD

This instruction provides direction on when the deferment process is not applicable.

> Instruction Scenario:
> Invoices distributed for a reporting period display a <u>Total Available</u> amount greater than the Portal's system-default allowable amount, currently set at $20.00 USD. The <u>Defer</u> check box does not display for any distributed invoice line item *if* the <u>Total Available</u> amount is greater than the Portal's $20.00 USD default amount.
>
> In this scenario, the <u>Total Available</u> amount of all invoices is greater than the Portal's default amount so all invoice line items are eligible for payment processing and <u>not</u> deferment.

<u>Remember</u>: Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

> **Note**: Completion of this process is limited to Manufacturer associates assigned the ***Payment Initiation*** role.

1. Authorized end users will access the Portal to process payments for invoices not eligible for deferment. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer Portal Introduction and Login Users Guide</u> located under ***References*** on the <u>TPAdministrator.com</u> website.

2. After successful login, the **Home** tab will appear. Select the specific type of invoice from the drop down list located in the <u>Invoice Type</u> field.

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3. Populate the <u>Select</u> radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

4. On the **Payments** tab, review the **Payment Information region's** <u>Total Available</u> field to note the total dollar amount of available invoices.

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5. Review the invoice line items in the **Payment Initiation region** and notice that the <u>Defer</u> check box is not available when the **Payment Information region's** <u>Total Available</u> field displays an amount greater than $20.00 USD, even when invoice line item amounts are less than the Portal's system-default allowable amount.

> **Note**: The payment initiation process used by the Portal initiates a lump sum debit from Manufacturer bank accounts for the total amount of payments initiated, not individual line item debits.

6. Populate the <u>Initiate All</u> check box with a check mark to select all invoice line item(s) for payment initiation and select the *Submit* button, located at the bottom right of the **Payments Initiation region**.

> **Note:** Selecting <u>Defer</u> is **only** applicable when the <u>Total Available</u> field's total is less than $20.00 USD **and** if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

7. To process payment initiation, enter the ***Payment Initiation*** role four (4)-digit PIN in the <u>PIN Validation</u> form and select the *Validate* button.

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8. Once the process is complete, review the **Payment Information region's** <u>Total Pending</u> and <u>Total Available</u> fields for updated amounts.

You have now completed working with invoice line items totaling greater than the Portal's system-default allowable amounts.

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Prior Reporting Period Defer – N/A Payable Invoices Distributed for Reporting Period

This instruction provides direction on how to process previously deferred items when the current reporting period has no payable invoice activity available.

> Instruction Scenario:
> Invoices deferred from a prior reporting period require additional processing. The current reporting period contains only distributed invoices for receipt from Sponsors. No payable invoices are available.
>
> In this scenario, the prior period deferred items require processing in the current period; however, the current period does not have any payable invoices. The <u>Total Available</u> amount of all invoices is less than this Manufacturer's bank ACH minimum threshold of $10.00 USD, so all invoice line items are eligible for deferment

Remember: Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

> **Note**: Completion of this process is limited to Manufacturer associates assigned the ***Payment Initiation*** role.

1. Authorized end users will access the Portal to process previously deferred items when the current reporting period has no payable invoice activity available. Instructions for logging into the CGDP Portal can be located in the <u>CGDP Manufacturer Portal Introduction and Login Users Guide</u> located under ***References*** on the *TPAdministrator.com* website.

2. After successful login, the **Home** tab will appear. Select the specific type of invoice from the drop down list located in the <u>Invoice Type</u> field.

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3. Populate the <u>Select</u> radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

4. On the **Payments** tab, review the **Payment Information region**. Note that the <u>Total Invoiced</u> field contains zeros, due to the Manufacturer not receiving payable invoices for the reporting period. However, the <u>Total Previously Deferred</u> and <u>Total Available</u> fields display the total dollar amount of invoices deferred from the prior period.

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5. Review the invoice line items in the **Payment Initiation region** and notice that the <u>Defer</u> check box is available when the **Payment Information region's** <u>Total Available</u> field displays an amount less than $20.00 USD.

This example displays active <u>Defer</u> check boxes for <u>Previous Deferred Amount</u> invoice line items that fall below the Portal's allowable amount of $20.00 USD and fall below this Manufacturer's bank ACH minimum threshold amount. Note that there are no <u>Invoiced Amounts</u> available in this scenario.

> *Remember*: Just because the <u>Defer</u> check box is available does not mean it should be used. Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. Initiated invoices are processed as a lump sum debit, not individual line items. If the Manufacturer's banking institution can process the amount displayed for the <u>Total Available</u> field, the Manufacturer **should not** utilize the Defer process.

6. Populate the <u>Defer</u> column's check boxes with a check mark to select all invoice line item(s) for deferment and select the *Submit* button, located at the bottom right of the **Payment Initiation region**.

> **Note**: Selecting <u>Defer</u> is **only** applicable when the <u>Total Available</u> field's total is less than $20.00 USD **and** if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.
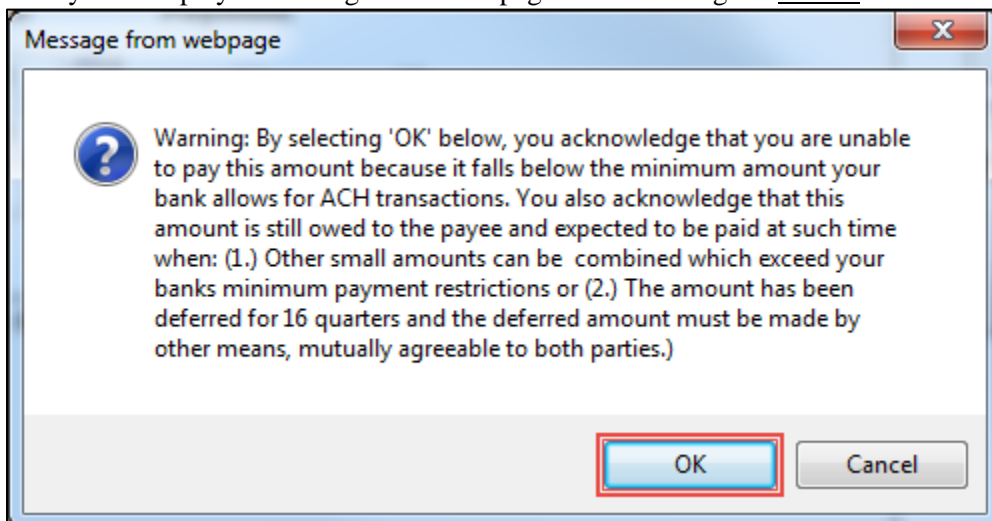
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Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two (2) entities.

7. To process the submission of the deferred payment, enter the ***Payment Initiation*** role four (4)-digit PIN in the <u>PIN Validation</u> form and select the *Validate* button.

The system displays a Message from Webpage after selecting the *Submit* button.

> **Note:** Selecting the *OK* button to defer the invoice line item to the subsequent period creates an irreversible event.

If it is determined that the selected line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item.

8. Select *OK* to defer the selected invoice line item.

9. Once the defer process is complete, review the **Payment Information region's** Total Previously Deferred and Total Available fields for updated amounts.

10. To verify the deferred invoice line items, return to the **Home** tab and select the prior quarter.

11. Select the **Completed** tab and review the data listed in the **Completed Transactions region**.

This example displays the selected invoice line items as Deferred in the <u>Status</u> column.

Note: The <u>Payment Date</u> column displays the most recent deferred date.

You have now completed processing a previously deferred invoice line item in the following reporting period that received no payable invoice line items.

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Prior Reporting Period Defer – No Invoices Distributed for Current Reporting Period

This instruction provides direction on how to process previously deferred items when the current reporting period has no invoice activity available.

Instruction Scenario:
Invoices deferred from a prior reporting period require additional processing. The current reporting period did not receive distributed invoices available for payment or receipt. The Portal updates the prior reporting period status to Incomplete as well as updating the reporting period line item with a red font. Users are required to review any reporting periods with statuses other than Successful and perform processing as necessary to remain in program compliance.

In this scenario, the prior period deferred items require processing, even though the current period has no invoices distributed for payment or receipt. The Total Available amount of all invoices is less than this Manufacturer's bank ACH minimum threshold of $10.00 USD, so all invoice line items are eligible for deferment.

Remember: Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

> **Note**: Completion of this process is limited to Manufacturer associates assigned the ***Payment Initiation*** role.

1. Authorized end users will access the Portal to process previously deferred items when the current reporting period has no invoice activity available. Instructions for logging into the Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

2. After successful login, the **Home** tab will appear. Review the following sections:
- System message above the **Filter region** displays "*One or More Reporting Periods Have Outstanding Payments*."
- Updated status of prior reporting periods in the **Filter Results region**, the example displays the updated status of Incomplete
- **No Invoice Reporting region** displays the current reporting period

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3. Populate the <u>Select</u> radio button for the applicable reporting period with the updated status of Incomplete, displayed in red font, and then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

4. On the **Payments** tab, review the **Payment Information region's** <u>Total Available</u> field to note the total dollar amount of available invoices.

5. Review the invoice line items in the **Payment Initiation region** and notice that the <u>Defer</u> column's check box is only available when the **Payment Information region's** <u>Total Available</u> field displays an amount less than $20.00 USD.

This example displays active <u>Defer</u> check boxes for invoice line items that fall below the Portal allowable amount of $20.00 USD and fall below this Manufacturer's bank ACH minimum threshold amount.

> ***Remember***: Just because the <u>Defer</u> check box is available does not mean it should be used. Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. Initiated invoices are processed as a lump sum debit, not individual line items. If the Manufacturer's banking institution can process the amount displayed for the <u>Total Available</u> field, the Manufacturer **should not** utilize the Defer process.

6. Populate the <u>Defer</u> check boxes with a check mark to select all invoice line item(s) for deferment and select the *Submit* button, located at the bottom right of the **Payment Initiation region**.

> **Note**: Selecting <u>Defer</u> is **only** applicable when the <u>Total Available</u> field's total is less than $20.00 USD **and** if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two (2) entities.

7. To process the submission of the deferred payment, enter the ***Payment Initiation*** role four (4)-digit PIN in the <u>PIN Validation</u> form and select the *Validate* button.

The system will display a Message from Webpage after selecting the *Submit* button.

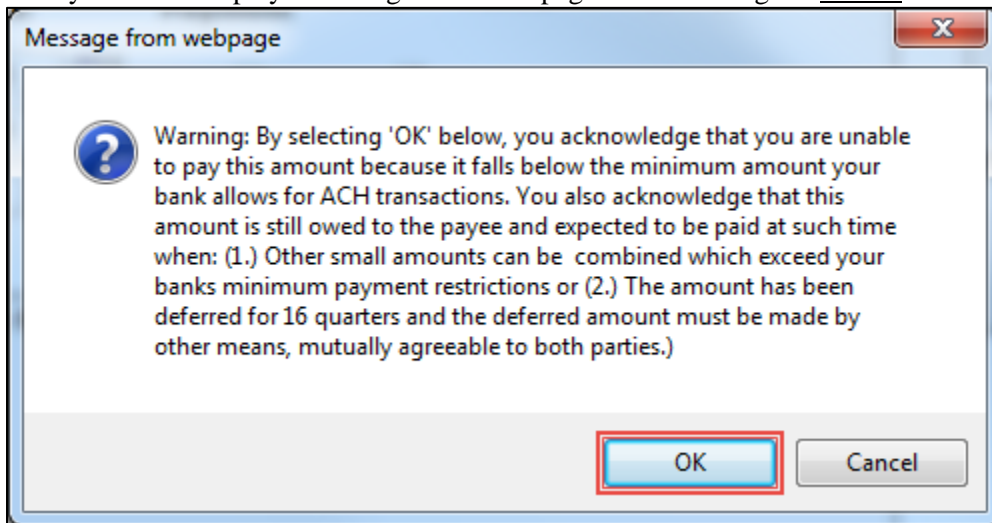   **Note:** Selecting the <u>OK</u> button to defer the invoice line item to the subsequent period creates an irreversible event.

If it is determined that the selected line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item.

8. Select <u>OK</u> to defer the selected invoice line item.

9. Once the defer process is complete, review the **Payment Information region** <u>Total Current Deferred</u> field for updated amounts.

10. Select the **Completed** tab and review the data listed in the **Completed Transactions region**.

This example displays the selected invoice line items as Deferred in the <u>Status</u> column.

Note: The <u>Payment Date</u> column displays the most recent deferred date.

11. To verify the status of the reporting period, return to the **Home** tab to view the <u>Status</u> column.

You have now completed processing a previously deferred invoice line item when the current reporting period received no invoice line items.

CGDP Portal – Completed Tab

The **Completed** tab allows the user to review completed payment information for invoice line items by contract number.

The **Completed** tab has six (6) regions.

1. **Tabbed region** displays the tab that is currently active and tabs available for selection.
2. **Invoice Reporting Period region** displays the specified quarterly reporting period for the invoice line items based on the reporting period selected in the **Home Filter region**, in YYYYQQ format.
3. **Filter region – Completed** allows a user to search data listed by the defaulted Corporate ID.
4. **Completed Payment Information region** displays the numerical totals of all invoice line items and the different categories that each invoice line item may qualify as at a specific point in time. Invoice line items reclassify as they process through the system.
5. **Completed Transactions region** displays results based on data entered into the **Completed Filter region**.
6. **Status Definitions region** provides definitions of the statuses displayed in the **Completed Transaction region**.

The upcoming pages will describe each region and its associated functions.

Tabbed region – Completed

The **Tabbed region** allows a user to select different activities to perform while accessing the system. This example displays the active **Completed** tab.

Invoice Reporting Period Region

This section of the **Completed** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.

In this example, the completed invoice line items appearing in the **Filter Results region** on the **Completed** tab are associated with the reporting period listed in the **Invoice Reporting Period region**.
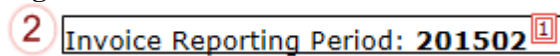
This region also contains a footnote in regards to the data displayed in the **Invoice Reporting Period region**. This footnote provides a user instruction on how to review completed payments for a different reporting period.

> *To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.*

Filter Region – Completed

The **Filter region** on the **Completed** tab contains four (4) fields to assist a user with narrowing invoice line item search criteria.
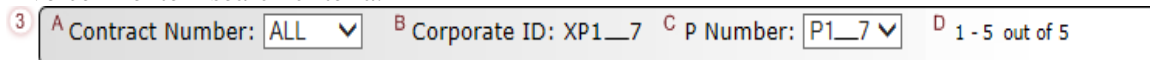
    A. <u>Contract Number</u> field allows a user to select specific contract numbers for completed invoice line items.
       Note: this field's drop down menu will only allow update to contract numbers that have completed invoice line items in the same reporting period. The field defaults to 'ALL', which displays all contract numbers for the reporting period.
    B. <u>Corporate ID</u> column defaults to the Corporate ID utilized to access the system.
    C. <u>P Number</u> field displays the P number for completed invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. This field's drop down menu provides update capability to select another P number from those assigned to the Corporate ID for the same reporting period.
    D. <u>Item Count</u> column displays the number of invoice line items displayed on the current page of the total number of invoices included for the reporting period.

Payment Information Region

The **Payment Information region** provides a summary view of activities that occur on the **Completed** tab.

This region provides up-to-date data regarding completed invoice line item activity in a two (2)-column table with seven (7) rows.

A. <u>Total Invoiced</u> displays total dollar amount of distributed invoice line items for the reporting period.
B. <u>Total Received</u> displays the total dollar amount of invoice line items that have successfully processed. The status of Successful displays in the **Completed Transaction region** in the <u>Status</u> field.
C. <u>Total Deferred</u> displays the total dollar amount of invoice line items deferred to the subsequent reporting period.
D. <u>Total Pending</u> displays the total dollar amount of invoice line items selected for payment for the reporting period.
E. <u>Total Failed</u> displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period. Failed invoice line items appear on the **Payments** tab in the **Payment Initiation region** in the <u>Failed</u> field.
F. <u>Total Outstanding</u> displays the total dollar amount of remaining invoice line items requiring processing.

Completed Transactions Region

The **Completed Transactions region** provides a detail view of successful payments or deferred invoices.

This region contains five (5) columns that provide up-to-date data regarding paid invoice activity.

A Contract Number	B Invoiced Amount	C Payment Date	D Status	E EFTID
S5__0	$75.24	07/25/2017	Pending	CG16041__7S5__0
H0__4	$320.11	07/22/2017	Successful	CG16041__7H0__4
H0__4	$1.40	07/22/2017	Successful	CG16041__7H0__4
H0__2	$3,561.28	07/22/2017	Successful	CG16041__7H0__2
H0__2	$75.81	07/22/2017	Successful	CG16041__7H0__2

A. <u>Contract Number</u> column displays the contract number.
B. <u>Invoiced Amount</u> column displays the invoice line item amounts due to the sponsor.
C. <u>Payment Date</u> column displays information regarding the status of the payment.
   - Displays calendar date, in MM/DD/YYYY format, for the date that initiates the request for withdrawal or deferment of scheduled funds from user's bank account.
D. <u>Status</u> column provides explanations of each of the statuses that may display in regards to completed payments.
E. <u>EFT ID</u> column displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period, 9999 for the P number without the P, and Z9999 for the contract number. Example: CG15029999Z9999.

Status Definitions Region

The **Status Definitions region** on the **Completed** tab provides explanations of each of the statuses that may display in the **Completed Transactions region**.

Possible Statuses	
Deferred	Payer has determined that the amount owed is below their bank's ACH minimums
Pending	Payer initiation was successful. The debiting process, holding period and crediting process still remain
Successful	Funds should now be available in the payee's account

CGDP Portal Instructions – Completed Tab

Reviewing Invoices on the Completed Tab

Manufacturers are able to utilize the Portal to view the status of invoice line items that have completed processing. The **Completed** tab provides Manufacturers with the capability to view the status of Quarterly invoices, such as deferred, pending, or successful Quarterly invoice payments.

This instruction provides direction on accessing and reviewing the **Completed** tab and its contents in reference to Quarterly invoices.

1. Authorized end users will access the Portal to view the status of quarterly invoice line items that have completed processing. Instructions for logging into the Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the <u>Invoice Type</u> field.

3. Populate the <u>Select</u> radio button for the applicable reporting period then select the **Completed** tab to view the invoice line items associated with the selected reporting period.

4. On the **Completed** tab, select the applicable <u>P Number</u> from the drop down list located in the **Filter region**.

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5. On the **Completed** tab, review the **Payment Information region** for pending and successful invoice line items.

Note: Deferred invoice line items are **only** available when the Total Available field's total is less than $20.00 USD **and** the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

6. Review the invoice line items in the **Completed Transactions region** and locate an invoice line item with the Status column populated with *Successful*. A successful invoice line item denotes that fund should be available in the payee's account. Totals for successfully processed payments will appear in the Total Received field in the **Payment Information region**.

7. Review the invoice line items in the **Completed Transactions region** and locate an invoice line item with the Status column populated with *Pending*. A *Pending* status denotes that an invoice line item initially passed the payment initiation process, but the debiting process, holding period and crediting processes remain to be completed.

8. For reporting periods where the distributed invoices' Total Available equals less than $20.00 USD and the invoices have been deferred, the Status column in the **Completed Transactions region** will display Deferred.

Remember: Defer is applicable **only** if the Manufacturer's bank ACH process prevents payment of invoice line items that fall below the Manufacturers banking institutions' minimum ACH processing amount **and** the Total Available amount of invoices distributed is less than $20.00 USD.

You have now completed reviewing completed invoice line items.

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CGDP Portal – Receipts Tab: Quarterly Invoices

The **Receipts** tab allows a user to review quarterly negative invoice line item amounts due from Sponsors displayed by the contract number.

The invoice line item selected on the **Home** tab drives information displayed on the **Receipts** tab.

The **Receipts** tab contains six (6) regions.

1. **Tabbed region** displays the tab that is currently active and tabs available for selection.
2. **Invoice Reporting Period region** displays the specified quarterly reporting period for the negative invoice line items, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.
3. **Filter region – Receipts** allows a user to search data listed by the defaulted Corporate ID.
4. **Receipt Information region** displays the numerical totals of all negative invoice line items. Also displays statuses that each invoice line item may qualify as at a specific point in time. Negative invoice line item statuses reclassify as they process through the system.
5. **Receipts Transactions region** displays results based on data entered into the **Filter region** on the **Receipts** tab.
6. **Status Definitions region** provides definitions of the statuses displayed in the **Receipts Transactions region**.

The upcoming pages will describe each region and its associated functions.

Tabbed Region – Receipts

The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Receipts** tab is active.
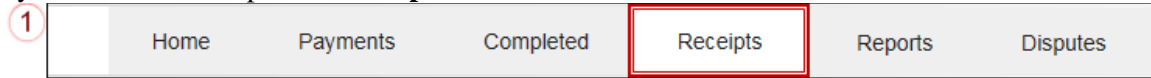
Invoice Reporting Period Region

This section of the **Receipts** tab displays the specified reporting period, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.

In this example, the reporting period listed in the **Invoice Reporting Period region** is associated with the completed invoice line items appearing in the **Receipts Filter Results region**.

This region also contains a footnote in regards to the data displayed in the **Invoice Reporting Period region**. This footnote provides a user instruction on how to review receipt of payments for a different reporting period.

[1]*To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.*

Filter Region – Receipts

The **Filter region** on the **Receipts** tab contains four (4) fields to assist a user with narrowing invoice line item search criteria.
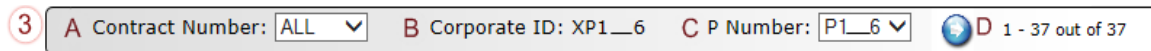
> A. Contract Number field allows a user to select specific contract numbers from the drop down list. The field defaults to 'ALL', which displays all contract numbers for the reporting period. The drop down list provides update capability to select another contract number with negative line items due within the same reporting period for the selected P number displayed in the P Number field.
> B. Corporate ID column defaults to the Corporate ID utilized to access the system.
> C. P Number field displays the P number for negative invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P number from those assigned to the Corporate ID.
>> **Note**: this field will only allow update to P Numbers that have negative invoice line items for the same reporting period. In order to view a different reporting period, a user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.
> D. Item Count column displays the number of invoice line items displayed on the current page of the total number of invoices included for the reporting period.

Receipt Information Region

The **Receipt Information region** provides a summary view of activities that occur on the **Receipts** tab.

This region provides up-to-date data regarding negative invoice line item activity in a two (2)-column table with six (6) rows.

	Receipt Information for P1	6
A	Total Owed	$10,268.46
B	Total Received	$9,651.67
C	Total Deferred	$0.00
D	Total Pending	$0.00
E	Total Outstanding	$616.79

A. <u>Total Owed</u> displays total dollar amount of negative invoice line items due from Sponsors.
B. <u>Total Received</u> displays the total dollar amount of negative invoice line items received from Sponsors.
C. <u>Total Deferred</u> displays the total dollar amount of deferred negative invoice line items less than the system-default allowable amount not received from Sponsors.
D. <u>Total Pending</u> displays total dollar amount of payments initiated but not finalized.
E. <u>Total Outstanding</u> displays the total dollar amount of remaining negative invoice line items requiring payment from Sponsors.

Receipts Transactions Region

The **Receipts Transactions region** contains five (5) columns that provide a list of negative invoice line items that are pending completion of the payment process from a Sponsor.

> **Note:** To generate Excel reports of the invoices listed on the **Receipts** tab, use the *Error! Reference source not found.* instructions.

A Contract Number	B Invoiced Amount	C Payment Date	D Status	E EFTID
E2__2	$1,449.91	11/03/2015	Received	CG15021__6E2__2
H0__7	$31.65	09/09/2015	Received	CG15021__6H0__7
H2__1	$3.88	10/22/2015	Received	CG15021__6H2__1
H2__5	$726.13	09/24/2015	Received	CG15021__6H2__5
H2__2	$1,009.68	09/09/2015	Received	CG15021__6H2__2
H3__3	$24.00	09/03/2015	Received	CG15021__6H3__3
H3__9	$320.91	10/22/2015	Received	CG15021__6H3__9
H3__5	$23.49	09/09/2015	Received	CG15021__6H3__5
H3__4	$21.70	10/04/2015	Received	CG15021__6H3__4
H4__6	$147.83	10/17/2015	Received	CG15021__6H4__6
H4__9	$73.03	09/04/2015	Received	CG15021__6H4__9
H4__8	$95.10	09/09/2015	Received	CG15021__6H4__8
H4__0	$308.66	09/09/2015	Received	CG15021__6H4__0
H4__6	$227.29	09/09/2015	Received	CG15021__6H4__6
H4__6	$65.03	09/09/2015	Received	CG15021__6H4__6

A. <u>Contract Number</u> column displays the contract number.
B. <u>Invoiced Amount</u> column displays the negative invoice line item amounts due from the Sponsor.

C. <u>Payment Date</u> column displays the date the negative invoice line items processed.
- Displays calendar date, in MM/DD/YYYY format, for payments containing a status of 'Received'
- Displays blank field for payments containing a status of 'Deferred', 'Outstanding' or 'Pending'

D. <u>Status</u> column displays the status of negative invoice line items.

E. <u>EFT ID</u> column displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period, 9999 for the P number without the P and Z9999 for the contract number. Example: CG15029999Z9999.

Status Definitions Region

The **Status Definitions region** provides explanations of each of the statuses that may display in the **Receipts Transactions region** in a two (2)-column table with six (6) rows.

Possible Statuses	
Deferred	Payer has determined that the amount owed is below their bank's ACH minimums
Failed	Debiting of the Payer's account or crediting of your account was unsuccessful
Outstanding	Payer has not yet initiated payment
Pending	Payer has initiated payment. The debiting process, holding period and crediting process still remain
Received	Funds should now be available in your account

CGDP Portal Instructions – Receipts Tab: Quarterly Invoices

Reviewing Quarterly Invoice Data on the Receipts Tab

Manufacturers are able to utilize the CGDP Portal to view the status of negative invoice line items that are due for receipt from Sponsors. The invoice line item selected on the **Home** tab drives information displayed on the **Receipts** tab.

This instruction provides direction on accessing the **Receipts** tab and the functions available for use.

1. Authorized end users will access the Portal to review negative quarterly invoice line item amounts due from Sponsors. Instructions for logging into the Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the *TPAdministrator.com* website.

2. After successful login, the **Home** tab will appear. Select a type of invoice to view from the Invoice Type field.

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3. Populate the <u>Select</u> radio button for the applicable reporting period then select the **Receipts** tab to view the invoice line items associated with the selected reporting period.

4. On the **Receipts** tab, review the **Receipt Information region** for totals on the deferred, received, pending, and outstanding negative invoice line items.

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5. Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the Status column populated with Received.

6. Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the Status column populated with Deferred.

7. Review the invoice line items in the **Receipts Transaction region** and locate an invoice line item with the <u>Status</u> column populated with Pending.

8. Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the <u>Status</u> column populated with Outstanding.

You have now completed reviewing invoice line item receipts.

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CGDP Portal – Receipts Tab: Benefit Year (BY) Closeout Invoices

The **Receipts** tab allows a user to review invoice line item amounts due from Sponsors for upheld disputes not previously invoiced for end of benefit year processing for BY Closeout processing in the Portal.

The invoice line item selected on the **Home** tab drives information displayed on the **Receipts** tab.

For the BY Closeout, the differences between quarterly invoice processing and BY Closeout processing are:

- Update of the **Invoice Reporting Period region** to the **Reimbursement Report Year region**
- Update to the format of the <u>EFT ID</u> column pertaining to BY Closeout invoices in the **Receipts Transactions region**

All other **Receipts** tab functionality remains the same.

The next page will display the regions that contain differences in the **Receipts** tab based on processing BY Closeout invoices. All other **Receipts** tab functionality remains the same as quarterly invoice processing.

Reimbursement Report Year Region

For BY Closeout invoicing, this section of the **Receipts** tab displays the specified reimbursement report period, in YYYY format, based on the invoicing period selected on the **Home** tab.

In this example, the report year listed in the **Reimbursement Report Year region** is associated with the completed invoice line items appearing in the **Receipts Filter Results region**.

② Reimbursement Report Year: **2016** [1]

This region also contains a footnote in regards to the data displayed in the **Reimbursement Report Year region**. This footnote provides a user instruction on how to review receipt of payments for a different reporting period.

> [1]To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Receipts Transactions Region for BY Closeout Invoices

The **Receipts Transactions region** contains five (5) columns that provide a list of invoice line items that are pending completion of the payment process from a Sponsor.

The fields displayed in the **Receipts Transactions region** are the same, with the only exception pertaining to the <u>EFT ID</u>. The <u>EFT ID</u> column data pertains to BY Closeout receipt invoice types.

    E. <u>EFT ID</u> column displays EFT identifying information for CY Closeout invoice receipts.

A Contract Number	B Invoiced Amount	C Payment Date	D Status	E EFTID
H8__7	$989.93		Pending	UD20161__6H8__7
H8__4	$3,897.86		Pending	UD20161__6H8__4
H8__8	$2,215.63		Received	UD20161__6H8__8
H8__4	$6.43		Deferred	UD20161__6H8__4
H8__1	$352.48		Outstanding	UD20161__6H8__1

    The format of the <u>EFT ID</u> for BY Closeout is **UDYYYY9999H9999**:
- **UD**: Upheld Dispute payment
- **YYYY**: BY Closeout reporting period
- **9999**: Manufacture P Number (**Note**: P Number displayed without the preceding 'P')
- **H9999**: Sponsor contract number

CGDP Portal Instructions –Receipts Tab: Beneift Year (BY) Closeout Invoices

Reviewing BY Closeout Invoices on the Receipts Tab

Manufacturers are able to utilize the Portal to view the status of BY Closeout negative invoice line items that are due for receipt. The **Receipts** tab provides Manufacturers with the capability to view the status invoice payments due from Sponsors.

This instruction provides direction on accessing the **Receipts** tab for BY Closeout invoicing and the functions available for use.

1. Authorized end users will access the Portal to review BY Closeout invoice line item amounts due from Sponsors. Instructions for logging into the Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the TPAdministrator.com website.

2. After successful login, the **Home** tab will appear. Select a type of invoice to view from the Invoice Type field.

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3. Populate the <u>Select</u> radio button for the reporting period then select the **Receipts** tab to view the invoice line items associated with the selected reporting period.

4. On the **Receipts** tab, review the **Receipt Information region** for deferred, received, pending, and outstanding negative invoice line items.

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5. Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the Status column populated with Received.

6. Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the Status column populated with Deferred.

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7. Review the invoice line items in the **Receipts Transaction region** and locate an invoice line item with the <u>Status</u> column populated with Pending.

8. Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the <u>Status</u> column populated with Outstanding.

You have now completed reviewing BY Closeout invoice line item receipts.

CGDP Portal Reporting Link

The **Reporting link** allows Manufacturers to create on-demand spreadsheets for invoice line items, receipts, or summary reports for overall totals by reporting period via the Portal. The design of the **Reporting link** assists users in creating a report containing all data in one (1) Excel file versus individual pages of data obtained by using the *Print* icon available on each tab.

The **Reporting link** allows a user to generate reports for specific data criteria or all available data criteria for invoice line items or receipts.

The **Reporting link** contains three (3) regions.
1. **Detail Report Column Header Selection region** provides users with ability to select column headings for populating a report with data for invoices or receipts based on the column headings and applicable data chosen for an Excel spreadsheet output.
2. **Detail Report Filters region** allows a user to select specific criteria to display in detail for invoices or receipts.
3. **Manufacturer Summary Report region** allows users to generate payment summary reports for a Corporate ID including payment summary information for all P numbers, Reporting Periods and Payment Statuses or have the ability generate reports based on specific P numbers, Reporting Periods or Payment Statuses, as determined by a user.

The upcoming pages will describe each region and its associated functions.

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Detail Report Column Heading Selection Region

The **Detail Report Column Heading Selection region** provides users with the ability to select specific column headings for populating reports with data for invoices or receipts.

The **Detail Report Column Heading Selection region** contains nine (9) check boxes to provide users with options for populating invoice line item or receipt data to an Excel spreadsheet on-demand report.

① Select which items you want to display on the report (Detail Reports Only)
A ☐ Corporate ID   B ☐ P Number   C ☐ Contract Number   D ☐ Status
E ☐ Reporting Period   F ☐ Invoice/Receipt Amount   G ☐ Payment Status Date   H ☐ Payment Initiation Date   I ☐ EFT
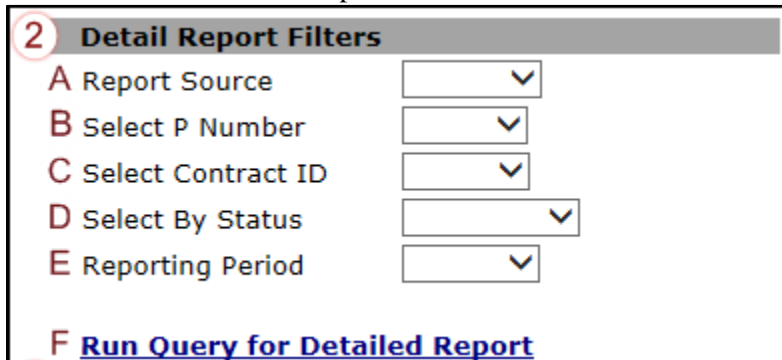
   A. Corporate ID check box will display Corporate ID column headings for data included in the spreadsheet.
   B. P Number check box will display P number(s) column headings for data included in the spreadsheet.
   C. Contract Number check box will display contract number(s) for data included in spreadsheet.
   D. Status check box will display Status column headings for data included in spreadsheet.
   E. Reporting Period check box will display Reporting Period column headings for data included in the spreadsheet.
   F. Invoice /Receipt Amount check box will display Invoice Amount or Receipt Amount column headings for data included in the spreadsheet.
   G. Payment Status Date check box will display Payment Status Date column headings for data included in the spreadsheet.
   H. Payment Initiation Date check box will display Payment Initiation Date column headings for data included in the spreadsheet.
   I. EFT check box will display EFT column headings for data included in the spreadsheet.
       Note: This region is only available for detail Invoice or Receipt reports.

A user is not required to select any of the check boxes. This will populate the on-demand report with all column headings on the spreadsheet output. Selection of additional filters will limit the data displayed on a report.

Detail Report Filters Region

The **Detail Report Filters region** contains six (6) fields to assist a user with defining data included in an on-demand report.

A. <u>Report Source</u> field allows users to select between *Invoice* and *Receipt* from the drop down list.
    Note: Selection of the <u>Report Source</u> is required to determine the type of data included in the on-demand spreadsheet report.
B. <u>Select P Number</u> field allows user to select specific P number(s) from the drop down list.
C. <u>Select Contract ID</u> field allows user to select specific Contract ID(s) from the drop down list.
D. <u>Select By Status</u> field allows users to select specific Status from the drop down list. Statuses include *Completed*, *Deferred*, *Failed*, *Pending*, and *Unpaid*.
E. <u>Reporting Period</u> field allows users to select specific Reporting Period(s) from the drop down listing.
F. <u>Run Query for Detailed Report</u> link creates on-demand report spreadsheet(s) with column heading and filter data selections populated by a user.
    Note: Population of the <u>Report Source</u> field is required to generate an on-demand spreadsheet report. All other fields are optional and selection of additional filters will limit the data displayed on a report.

Manufacturer Summary Report Region
The **Manufacturer Summary Report region** displays selection criteria fields to allow users to customize summary reports based on P number, reporting period or status for payment data only.

The summary report region contains four (4) fields to limit data displayed on the on-demand report spreadsheet.

A. Summary Report for P Number field allows user to select specific P number(s) from the drop down list associated with the Corporate ID.
B. Reporting Period field allows users to select specific reporting period(s) from the drop down listing.
C. Manufacturer Status field allows users to select specific Status from the drop down list. Statuses include *Completed*, *Deferred*, *Failed*, *Pending*, and *Unpaid*.
D. Run Manufacturer Summary Query link creates on-demand report spreadsheet with summary report filter data selections populated by a user.
>   **Note**: Population of all fields is optional and selection of additional filters will limit the data displayed on a report.

CGDP Portal Instructions – Reporting Link

Accessing the Reporting Link

Manufacturers are able to utilize the **Reporting** functionality to view a readable version of the data report in Microsoft Excel via the Portal. This ad hoc/on-demand reporting tool provides users with the ability to filter invoice and receipt related information.

This instruction provides direction on accessing the **Reporting link** and the functions available for use.

1. Authorized end users will access the Portal to create and review detail invoice and receipt reports. Instructions for logging into the Portal can be located in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the TPAdministrator.com website.

2. After successful login, the **Home** tab will appear. Select the **Reporting link** in the upper right hand corner of the screen.

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3. The **Reporting link** page contains three (3) sections that allow a user to filter ad hoc/on-demand reporting content.
   - Detail Report Column Heading Selection region
   - Detail Report Filters region
   - Manufacturer Summary Report region

This example displays the **Reporting link** page.

4. The upcoming steps provide direction for generating detail invoice and receipt reports utilizing the **Detail Report Column Heading Selection** and **Detail Report Filters regions.**

5. The first region of the **Reporting link** page, the **Detail Report Column Heading Selection region**, allows a user to filter information by populating one (1) of the nine (9) check boxes available.

Note: Selection of check boxes in this region limits the data displayed in the report output. To view all available data for a Corporate ID for both invoices and receipts, leave all check boxes blank.

6. The second region of the **Reporting link** page, the **Detail Report Filters region**, allows a user to select between *Invoice* or *Receipt* reports. The <u>Report Source</u> field is a required field.

Note: Selection of specific data in each filter in this region limits the data displayed in the report output. To view all available data for a Corporate ID for both invoices and receipts, leave all filter fields blank except the <u>Report Source</u> field then select the *Run Query for Detailed Report* link to generate the detail report.

7. To generate an *Invoice* report, select the **Detail Column Heading Selection region** check boxes applicable to the desired report output, populate the <u>Report Source</u> field using the drop down list and any applicable report filter fields in the **Detail Report Filters region** then select the *Run Query for Detailed Report* link.

This example displays detail report selections for an *Invoice* report containing all available data for a Corporate ID.

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8. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
   - *Open* to view the data in text file format
   - *Save* to save the dispute file in text file format to a user's hard drive or system
   - *Cancel* to exit the decision message

This example displays the selected *Open* button.

9. After selecting the *Open* button, review the Excel spreadsheet output containing invoice data.

10. To generate a *Receipt* report, select the **Detail Column Heading Selection region** check boxes applicable to the desired report output, populate the Report Source field using the drop down list and any applicable report filter fields in the **Detail Report Filters region** then select the *Run Query for Detailed Report* link.

This example displays detail report selections for a *Receipt* report containing all available data for a Corporate ID.

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11. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
    - *Open* to view the data in text file format
    - *Save* to save the dispute file in text file format to a user's hard drive or system
    - *Cancel* to exit the decision message

This example displays the selected *Open* button.

12. After selecting the *Open* button, review the Excel spreadsheet output containing receipts data.

13. The upcoming steps provide direction for generating summary reports utilizing the **Manufacturer Summary Report region**.

14. The final region of the **Reporting link** page, the **Manufacturer Summary Report region**, allows a user to generate summary reports filtered by P number, Reporting Period and Manufacturer Status.

> **Note**: Selection of specific data in each filter in this region limits the data displayed in the report output. To view all available data for a Corporate ID, leave all filter fields blank then select the *Run Manufacturer Summary Query* link to generate the summary report.

15. To generate a *Summary* report, populate the drop down listings of each field to limit the data displayed, if applicable and then select the *Run Manufacturer Summary Query* link.

This example displays field selections chosen for a *Summary* report containing all available data for a Corporate ID.

16. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
- *Open* to view the data in text file format
- *Save* to save the dispute file in text file format to a user's hard drive or system
- *Cancel* to exit the decision message

This example displays the selected *Open* button.

17. After selecting the *Open* button, review the Excel spreadsheet output containing receipts data.

You have now completed accessing the **Reporting link**.

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Summary

This Manufacturer Users guide introduced the CGDP Portal's **Payments** tab functionality.

The primary function of the Portal is to provide a central repository for Program-qualified PDE invoices to be distributed and paid by Program participating Manufacturers and Sponsors with the ability to initiate bank to bank ACH transfers, similar to the way online banking customer pay monthly bills.

You have learned that the Portal houses invoices for Quarterly and BY Closeout invoices and has two (2) different roles for users to access distributed invoices and reports: The **Payment Initiator** role and the **Administrator** role.

This Users Guide also introduced the following functionality available to authorized Manufacturer users:
- The **Payments** tab provides payment capabilities to allow the selection of one (1), some, or all of the invoices distributed for payment processing. Invoice payments can be future dated and also stop paid, if certain criteria is met. Payments may also be available for deferability, if the amounts fall below the systems deferred allowable amount.
- The **Completed** tab provides status information of previously initiated payments that have completed the nightly status update process successfully.
- The **Receipts** tab provides a listing of invoiced line items due to be paid to Manufacturers by Program-participating Sponsors.
- The **Reporting** link provides a user with the ability to generate on-demand spreadsheets for invoice line items, receipts, or summary reports for overall totals by reporting period.

Finally, you learned that all payments are due to be completed in the Portal on or before the payment date listed in the **Payments Due region**, as listed on the **Payments** tab and as noted in the "*Invoice Paid By 38th Calendar Day After Receipt*" as defined in the ***CGDP Calendar***.

References

Appendix A: Acronym List

Acronym	Description
ACH	Automated Clearing House
BY	Benefit Year
CGDP	Coverage Gap Discount Program
CMS	Centers for Medicare & Medicaid Services
DPP	Direct Payment Process
EFT	Electronic Funds Transfer
EIN	Employer Identification Number
GBA	Government Benefits Administrators
HPMS	Health Plan Management System
ID	Identifier or Identification
IRS	Internal Revenue Service
NCPDP	National Council of Prescription Drug Programs
NDC	National Drug Coder
NPI	National Provider Identifier
NSF	Non-sufficient Funds
PIN	Personal Identification Number
PDE	Prescription Drug Event
SFTP	Secure File Transfer Protocol
SSA	Social Security Act
TPA	Third Party Administrators
TIN	Tax Identification Number
UPIN	Unique Physician Identification Number
USD	United States Dollar

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Appendix B: Error Message Descriptions

Error Descriptions	Process
Batch File Errors	
File rejected: File must start with a header record	Batch
File rejected: Invalid Header record	Batch
File rejected: Each header record must contain 'HDR', Primary ID and Reporting period	Batch
File Rejected: Invalid Reporting Period	Batch
Header row without details	Batch
Partially Rejected	Batch
Totally Rejected	Batch
File Rejected: Improperly Formatted	Batch
Primary Id and logon do not match	Batch
Line item not found.	Batch
Batch Initiation Failure	Batch
Batch Defer Failure	Batch
Initiation Failure Errors	
Debit Failed Due to Closed/Invalid Account	Initiation: Bank Error
Debit Failed Due to Insufficient Funds	Initiation: Bank Error
Debit Failed Due to Suspended Account	Initiation: Bank Error
Debit Failed Due to Charged Back Account	Initiation: Bank Error
Debit Failed Due to Resolved Account	Initiation: Bank Error
Debit Failed Due to Debit Block	Initiation: Bank Error
Scheduled payment date before invoice distribution date	Initiation
Other UNKNOWN ERROR	Initiation
Invalid Bank Account	Initiation
Invalid CARE Account	Initiation
Initiation Failure	Initiation
Post-Initiation Failure Errors	
Credit Failed Due to Closed/Invalid Account	Post-Initiation
Credit Failed Due to Charged Back Account	Post-Initiation
Reporting Failure Errors	
Unknown failure	Reporting
Line item has been already processed	Reporting
Single amount exception velocity amount	Reporting
Terminal disabled	Reporting
Other UNKNOWN ERROR	Reporting
Your request cannot be processed, Please revise your data and retry	Reporting
Declined	Reporting
Processing System Error	Reporting
Failed - Closed / Invalid Acct	Reporting
Failed - Non-Sufficient funds	Reporting
Failed - Charged Back	Reporting
Failed - Resolved	Reporting
Invalid Routing Number	Reporting
Terminal disabled	Reporting

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Appendix C: Manufacturer Payment Initiation Upload Batch Input Requirements

Utilize this reference document to format text files for use in the Payment Initiation Upload process.

Collect payment initiation information of the Corporate ID and reporting period to be included in the header record to create a batch upload file.

The format of the Payment Initiation Batch header record will be as follows:

Data Type	Length	Description
HDR	03	Header record type for batch
Data divider	01	; (semicolon)
Corporate ID	06	Responsible Manufacturer XP number or XPT number
Data divider	01	; (semicolon)
Reporting Period	06	Year and Quarter of invoice, in YYYYQQ format
EOL	Variable	End of line indicator – Example – CRLF

Collect payment initiation information of the individual invoice line items selected to be processed and included in the detail record to complete the batch upload file.

The format of the Payment Initiation Batch detail record(s) will be as follows:

Data Type	Length	Description
DET	03	Detail record type for batch
Data divider	01	; (semicolon)
P Number	05	Submitting Manufacturer ID
Data divider	01	; (semicolon)
Contract Number	05	Submitting Sponsor contract number
Data divider	01	; (semicolon)
EFT ID	15	CG for Coverage Gap, YYQQ for reporting period, P number, contract number. Example of format: CGYYQQ9999H9999
Data divider	01	; (semicolon)
Payment Initiation Date	08	Date payment of invoice to begin processing, in CCYYMMDD format
Data divider	01	; (semicolon)
Defer	01	Designation for deferment of invoice. Y for Yes to Defer. N for No to Defer.
Data divider	01	; (semicolon)
EOL	Variable	End of line indicator – Example – CRLF

Glossary

Term	Definition
Authorization Amount	Displays the amount authorized for payment processing, including amounts located in the Invoice Amount and Previous Deferred Amount fields.
Available	Status designation of an invoice that denotes that an item is ready for payment initiation.
Batch	Report type that displays batch files uploaded to the system with status and ability to download files for review.
Batch ID	Displays the batch numbering convention, system generated, based on the order the batch file received by the system.
Contact Us	Provides contact information for requesting assistance from the TPA Operations team.
Contract Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program.
Corporate ID	Numerical designation assigned by CMS to Manufacturers. For Manufacturers, the current Mailbox ID will be the Corporate ID.
Data	Report type that displays the detail information of distributed invoices and invoice line items and provides the ability to download files for review.
Date Loaded	Displays the invoice distribution date. This date corresponds to the end of month after the reporting period closing. Date format is DD/MM/YYYY.
Date Submitted	Displays the calendar date, in MM/DD/YYYY format, the invoice line item was processed for payment initiation.
Date Time	Displays the batch file date and time for files loaded to the system. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
Defer	Provides a check box available for selection when the Invoiced Amount or the combination of the Invoiced Amount and the Previous Deferred Amount total less than the system-defaulted allowable amount. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that denotes that invoice amount falls below minimum. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Description (Batch)	Displays the batch file name loaded to the system.
Dispute	Report type that provides the ability to enter dispute requests and review the status of entered requests.
Dispute Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute distributions are due to be loaded to the Portal.
Dispute Submission	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute submissions are due to be entered into the Portal.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.
EFTID	Displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; 9999 for the P number and Z9999 for the contract number. Example: CG14039999Z9999.

Term	Definition
Failed (Status)	Status designation of an invoice that denotes that one (1) or more items have an unsuccessful payment attempt.
Failed (Code)	Provides an informational message when an invoice line item does not successfully process payments to Manufacturers or Sponsors.
Help	Provides link to reference guides and system code messages and descriptions.
Incomplete	Status designation of an invoice that denotes that one (1) or more items have not been paid.
Initiate Payment	Provides a check box to allow the payment process to begin for an individual invoice line item.
Invoice	Report type that displays the summary information of distributed invoices and provides the ability to download files for review.
Invoice Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date distributed invoices were posted to the Portal.
Invoice Paid by	Current Cutoff Calendar field that displays the current reporting period data. Displays the final due date all invoice line items are to be processed for payment.
Invoiced Amount	Displays the invoice line item amounts due to either the Manufacturer or Sponsor.
Invoiced Reporting Period	Region of the active tab that provides the reporting period of the invoice line items displayed.
Last Download	Displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
Logout	Provides one (1)-click access for logging out of the system.
Manufacturer	Any entity which is engaged in the production, preparation, propagation, compounding, conversion or processing of prescription drug products, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis. Such term does not include wholesale distributors or retail pharmacies licensed under State law. *From Medicare Coverage Gap Discount Program Agreement, item I.j.*
My Profile	Provides ability to enter and review business contact information for Manufacturers and Sponsors.
Outstanding	Status designation of an invoice that denotes no payment activity has taken place.
P Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program.
Parent Org. ID	Numerical designation assigned by CMS to Sponsor.
Payment Date	Displays current date of a generated invoice line item payment in MM/DD/YYYY format.
Payments Due	Region of the active tab that provides the final date invoice line item payment initiations due to complete initiation.
Payment/Failed Date	Displays the date a specific invoice line item payment initiation successfully processed or where payment initiation failed the payment initiation process.
Pending	Status designation of an invoice that denotes that all line items have been initiated successfully.

Term	Definition
Previous Deferred Amount	Displays amounts that qualified for deferment from the prior reporting period(s).
Received	Status designation of an invoice that denotes payment is in the applicable bank account.
Reporting Period	Quarter and Calendar year, in YYYYQQ format, prescription drug event data distributed to Manufacturers and Sponsors. BY Closeout reimbursement period, in YYYY format, for quarter 17 upheld disputes not offset in prior quarter invoice distributions.
Sponsor	A Part D Plan (PDP) Sponsor, Medicare Advantage (MA) organization offering a MA-prescription drug (PD) plan, a Program of All-Inclusive Care for the Elderly (PACE) organization offering a PACE plan including qualified prescription drug coverage and a cost plan offering qualified prescription drug coverage. *From Pub. 100-18: Medicare Prescription Drug Benefit Manual, section 20.*
Status	The current designation of an invoice line item within the system.
Status (Batch)	Displays the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.
Stop Payment	Provides a check box with the ability to stop payment processing prior to actual payment for future dated payments.
Successful	Status designation of an invoice that denotes that all line items have been paid successfully.
Total Available	Displays the total dollar amount of remaining invoice line items requiring payment.
Total Deferred	Displays the total dollar amount of deferred invoice line items with amounts less than the allowable amount to the subsequent reporting period.
Total Failed	Displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
Total Invoiced	Displays the total dollar amount of invoice line items that require payment for the reporting period.
Total Outstanding	Displays the total dollar amount of remaining invoice line items requiring processing.
Total Owed	For Manufacturers: Displays the total dollar amount of negative invoice line items due from Sponsors. For Sponsors: Displays the total dollar amount of invoice line items due from Manufacturers.
Total Pending	Displays the total dollar amount of invoice line items selected for payment for the reporting period.
Total Received	For Manufacturers: Displays the total dollar amount of negative invoice line items received from Sponsors. For Sponsor: Displays the total dollar amount of invoice line items received from Manufacturers.
Total Successful	Displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the Payment Initiation or Pending Transaction regions of the Payments tab.

Term	Definition
User ID	Credential information provided by TPA to Manufacturer or Sponsor for access to system. User ID is the Corporate ID, formerly the Mailbox ID for Manufacturer. User ID is the Parent Organization ID (Parent Org. ID) for Sponsor.