

Coverage Gap Discount Program (CGDP) Manufacturer Portal

The screenshot shows the login page for the Coverage Gap Discount Program (CGDP) Manufacturer Portal. At the top left, there are logos for Palmetto GBA (A Cellerian Group Company) and CMS (Centers for Medicare & Medicaid Services). A "Contact Us | Help" link is located at the top right. Below the logos is a "Welcome" section containing a warning banner with the following text:

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
 - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
 - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Below the warning banner, there is a link to "Terms of Use".

The main heading is "Coverage Gap Discount Program". Below this is a login form with the following fields:

User ID:
Password:

At the bottom of the login form, there is a notice: "The CGDP Portal will be unavailable for scheduled maintenance Sundays from 5-10pm ET. Please arrange to submit transactions before or after this scheduled maintenance period."

At the very bottom of the page, there is a copyright notice: "© 2017 PALMETTO GBA, LLC | [DISCLAIMER](#) | [PRIVACY POLICY](#) | [GET ADOBE READER](#)"

Reports Users Guide



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Introduction

Welcome to the Coverage Gap Discount Program (CGDP) Manufacturer Portal Reports Users Guide. This guide provides you, the Manufacturer, with information on accessing the CGDP Portal to review and download reports for distributed quarterly and Benefit Year (BY) Closeout invoices.

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 reports associated with distributed invoices.

The primary function of the CGDP Portal, here forward known as the Portal, is to provide a central repository for CGDP-qualified prescription drug event (PDE) invoices to be distributed and paid by Program participants. In order to facilitate this processing, the Portal's reporting functionality provides Manufacturers the ability to:

- Review invoice line item information in summary (Invoice) and detail (Data) formats.
- Review Tracking reports that provide the history of disputed line item records.
- Review Batch payment reports submitted as part of the payment batch process detailed in the ***CGDP Manufacturer Portal Payments Users Guide*** located under ***References*** on the TPAdministrator.com website.
- Review 1099 information pertaining to Sponsors receiving payments as part of the Program.
- Request and review reports that are not available in or have been archived off the Portal, such as Invoice, Data, and Tracking reports, using the Ad Hoc report functionality.

This ***CGDP Manufacturer Portal Reports Users Guide*** will provide information on the reporting functions available in the Portal as well as tasked-based instructions for performing report retrieval and review.

CGDP Portal Login

The Portal is a U.S. government information system. To access the Reports 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 (User ID and temporary password) provided by the TPA Operations Team. The User ID is the Corporation ID number, which categorizes the information loaded to the Portal. Information is limited to Manufacturer P numbers associated with the Corporation ID only. 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 in the ***CGDP Manufacturer Portal Introduction and Login Users Guide*** located under ***References*** on the TPAdministrator.com website. Instructions contained within the guide include:

- Initial Security Data Set Up
- Daily Login
- Account Maintenance
- Navigation of the Portal and its tabs and links

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

To correctly exit out of the Portal, you *must* 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 Reports

The Portal not only provides reporting period data in an invoice format, but also provides the data in its original flat file format to Manufacturers. Each participating Drug Manufacturer receives a quarterly invoice report identifying the payment due to each Part D Sponsor for coverage gap activity that occurred during the quarter. Each Manufacturer receives prescription drug event (PDE)-level information for final action PDEs with a gap discount amount greater than zero. In addition, the reports identify what is Part D Sponsors owe Drug Manufacturers due to PDE deletions and adjustments. All Manufacturer reports appear on the Reports tab of the Portal for review and download.

There are six (6) types of reports available on the Reports tab. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc reports. The Invoice, Data, and Tracking reports are loaded in their original flat file format to the Portal and have report file formats located on the TPAdministrator.com website to assist with reading and understanding the format. The Batch report is presented in the text file format used to load the data to the Portal for processing. The Data, Tracking, and Sponsor 1099 Information reports have data loaded in an Excel spreadsheet formats to display report information for enhanced readability.

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles. The **Reports tab** contains five (5) regions.

1. **Tabbed region** displays the tab that is currently active and tabs available for selection.
2. **Report Type Selection region** provides a user with six (6) types of reports to view by selecting the corresponding radio button.
 - Invoice
 - Data
 - Tracking
 - Batch
 - Sponsor 1099 Information
 - Ad Hoc
3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of distributed invoices.
4. **Reports Filter region** allows a user to search data listed by the defaulted Corporate ID.
5. **Reports Filter Results region** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

Note: To generate Excel reports of the invoices listed on the **Payments** or **Receipts** tabs, use the [CGDP Portal Reporting Link](#) instructions located in the [CGDP Manufacturer Portal Payments Users Guide](#) located under **References** on the [TPAdministrator.com](#) website.

The following sections provide an overview and step-by-step instructions for the reports available on the **Reports** tab.

CGDP Portal – Invoice Reports

The **Reports tab – Invoice** allows a user to review distributed invoice information for quarterly and Benefit Year (BY) Closeout invoices.

The Invoice report for quarterly invoices identifies the positive amounts payable by Manufacturers to Part D Sponsors. Negative amounts summarize the payments Manufacturers will receive from Sponsor as a result of adjusted or deleted PDEs from previous quarters. The Invoice report for BY Closeout invoices, the Manufacturer Reimbursement Summary Report, allows identification of amounts owed to Manufacturers for upheld disputes by specific contract and by closed benefit year.

The screenshot shows the 'Manufacturer Portal CGDP Reports' interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links like 'Contact Us', 'My Profile', 'Logout', 'Help', and 'Reporting'. A user is logged in as 'XHK7' in a 'Test Environment'. The main navigation bar includes 'Home', 'Payments', 'Completed', 'Receipts', 'Reports' (highlighted with a red box), and 'Disputes'. Below this, the 'Report Type' section has radio buttons for 'Invoice' (selected), 'Data', 'Tracking', 'Batch', 'Sponsor 1099 Information', and 'Ad Hoc'. A 'Current Cutoff Calendar' box shows dates for Reporting Period, Invoice Paid By, Invoice Distribution, Dispute Submission, and Dispute Distribution. A filter section includes 'Corporate ID' (XP1__9), 'P Number' (ALL), 'Reporting Period' (ALL), and 'Invoice Type' (ALL). At the bottom, a table displays the results of the report selection.

| Invoice Type | P Number | Reporting Period | Date Loaded | Download File | Last Download Date |
|--------------|----------|------------------|-------------|-----------------------|-----------------------|
| BY Closeout | P1__9 | 2016 | 06/29/2016 | <input type="radio"/> | 06/29/2016 @ 11:40 AM |
| Quarterly | P1__9 | 201504 | 01/29/2016 | <input type="radio"/> | 06/29/2016 @ 11:33 AM |
| Quarterly | P1__9 | 201503 | 10/29/2015 | <input type="radio"/> | |
| Quarterly | P1__9 | 201502 | 08/26/2015 | <input type="radio"/> | |

The **Reports tab – Invoice** contains five (5) regions.

- Tabbed region** displays the tab that is currently active and tabs available for selection. This tabbed region remains available during report type selection.
- Report Type Selection region – Invoice** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.
Note: Descriptions of the Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc report types follow in subsequent instructional sections of the manual for each report type.
- Current Cutoff Calendar region** provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
- Reports Filter region – Invoice** allows a user to search data listed by the defaulted Corporate ID.
- Reports Filter Results region – Invoice** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe, in detail, each region and the functions associated with Invoice Reports functionality.

Tabbed Region – Reports

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



Report Type Selection Region – Invoice

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

The default selection for the **Report Type Selection region** is Invoice as displayed in this example.

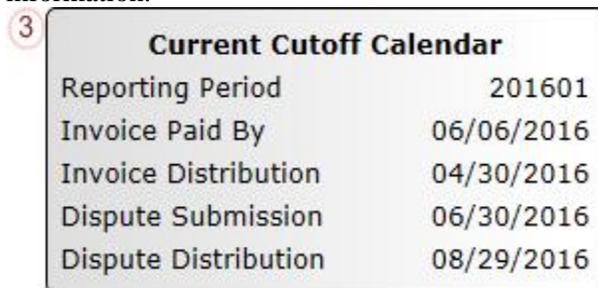


The population of the Invoice radio button allows a user to select and view distributed invoice line reports. The report provides abbreviated information of distributed quarterly and BY Closeout invoices and provides the ability to download the information for review.

Note: Descriptions of the Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc report types follow in subsequent sections of this users guide for each report type.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.



A table titled 'Current Cutoff Calendar' with two columns: the first column lists reporting activities and the second column lists dates. A red circle containing the number 3 is positioned to the left of the table.

| Current Cutoff Calendar | |
|-------------------------|------------|
| Reporting Period | 201601 |
| Invoice Paid By | 06/06/2016 |
| Invoice Distribution | 04/30/2016 |
| Dispute Submission | 06/30/2016 |
| Dispute Distribution | 08/29/2016 |

Reports Filter Region – Invoice

The **Reports Filter region – Invoice** contains five (5) columns to assist a user with narrowing distributed invoice search criteria.

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| A Corporate ID | B P Number | C Reporting Period | D Invoice Type | E 1 - 4 out of 4 |
|----------------|------------|--------------------|----------------|------------------|
| XP1__9 | ALL ▼ | ALL ▼ | ALL ▼ | |

- A. Corporate ID column defaults to the Corporate ID utilized to access the system.
- B. P Number field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
- C. Reporting Period field allows a user to select reporting periods using a drop down menu. Quarterly distributed invoices are listed by calendar year and quarter, in YYYYQQ format and BY Closeout invoices are listed by calendar year distributed, in YYYY format. To view all distributed invoices, users can select ‘ALL’ from the drop down list.
- D. Invoice Type field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
 - BY Closeout
 - Quarterly
- E. Item Count column displays the number of line items displayed on the current page of the total number of line items included for the reporting period.

Reports Filter Results Region – Invoice

The **Reports Filter Results region – Invoice** displays information requested for quarterly or BY Closeout invoice reports.

The **Reports Filter Results region – Invoice** contains six (6) columns used to review information of distributed invoices and allows a user to download the information for review.

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| A Invoice Type | B P Number | C Reporting Period | D Date Loaded | E Download File | F Last Download Date |
|----------------|------------|--------------------|---------------|-----------------------|-----------------------|
| BY Closeout | P1__9 | 2016 | 06/29/2016 | <input type="radio"/> | 06/29/2016 @ 11:40 AM |
| Quarterly | P1__9 | 201504 | 01/29/2016 | <input type="radio"/> | 06/29/2016 @ 11:33 AM |
| Quarterly | P1__9 | 201503 | 10/29/2015 | <input type="radio"/> | |
| Quarterly | P1__9 | 201502 | 08/26/2015 | <input type="radio"/> | |

- A. Invoice Type column allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
 - BY Closeout
 - Quarterly
- B. P Number column displays a specific P number or all P numbers associated with the Corporate ID.
- C. Reporting Period column displays the distributed invoice information by reporting period in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports.
- D. Date Loaded column displays the date the distributed invoice summary files load to the Portal. Date format is DD/MM/YYYY.
- E. Download File column displays radio button to allow downloading of distributed invoice summary information loaded to the Portal.
- F. Last Download Date column displays the last date and time distributed invoice report data retrieved from the Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions –Invoice Reports

Accessing Quarterly Invoice Reports

Manufacturers are able to utilize the Portal to view summary reports of invoice line items available for processing. The **Reports tab – Invoice** allows a user to select and view distributed invoice line reports. The report provides abbreviated information of distributed invoices and provides the ability to download the information for review.

This instruction provides direction on accessing the **Reports tab – Invoice** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review quarterly invoice 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 display. Select the **Reports** tab to view the report types available for the Manufacturer for the reporting period.

Corporate ID: XP1__6 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 17 out of 17

| Invoice Type | P Number | Reporting Period | Status | Select |
|--------------|----------|------------------|------------|-----------------------|
| Quarterly | P1__6 | 201702 | Successful | <input type="radio"/> |
| Quarterly | P1__7 | 201702 | Successful | <input type="radio"/> |
| Quarterly | P1__1 | 201702 | Successful | <input type="radio"/> |
| BY Closeout | P1__6 | 2017 | N/A | <input type="radio"/> |
| Quarterly | P1__6 | 201701 | Available | <input type="radio"/> |
| Quarterly | P1__7 | 201701 | Available | <input type="radio"/> |
| Quarterly | P1__1 | 201701 | Available | <input type="radio"/> |
| Quarterly | P1__6 | 201604 | Incomplete | <input type="radio"/> |
| Quarterly | P1__7 | 201604 | Available | <input type="radio"/> |
| Quarterly | P1__1 | 201604 | Available | <input type="radio"/> |
| Quarterly | P1__6 | 201603 | Available | <input type="radio"/> |
| Quarterly | P1__7 | 201603 | Available | <input type="radio"/> |
| Quarterly | P1__1 | 201603 | Available | <input type="radio"/> |
| Quarterly | P1__6 | 201602 | Available | <input type="radio"/> |
| Quarterly | P1__7 | 201602 | Available | <input type="radio"/> |
| Quarterly | P1__1 | 201602 | Available | <input type="radio"/> |
| BY Closeout | P1__6 | 2016 | N/A | <input type="radio"/> |

Reporting Periods with no invoice line items
Filter by: P Number: ALL | Reporting Period: ALL

| P Number | Reporting Period |
|----------|------------------|
| P1__6 | 201704 |
| P1__6 | 201703 |
| P1__6 | 201601 |
| P1__6 | 201504 |
| P1__6 | 201503 |

- On the **Reports** tab, populate the **Invoice** radio button in the **Report Type Selection** region and select the applicable **Invoice Type** from the drop down list located in the **Reports Filter** region – **Invoice**.

The screenshot shows the 'Reports' tab selected in the navigation menu. The 'Report Type' section has 'Invoice' selected. The 'Invoice Type' dropdown is set to 'Quarterly'. The 'Current Cutoff Calendar' shows a reporting period of 201503. The table below lists report entries for Corporate ID XP1__6.

| Corporate ID | P Number | Reporting Period | Date Loaded | Download File | Last Download Date |
|--------------|----------|------------------|-------------|-----------------------|----------------------|
| XP1__6 | P1__6 | 201503 | 10/29/2015 | <input type="radio"/> | |
| | P1__7 | 201503 | 10/29/2015 | <input type="radio"/> | 11/03/2015 @ 3:51 PM |
| | P1__1 | 201503 | 10/29/2015 | <input type="radio"/> | 11/03/2015 @ 3:52 PM |
| | P1__6 | 201502 | 08/26/2015 | <input type="radio"/> | 09/08/2015 @ 3:47 PM |
| | P1__7 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:44 PM |
| | P1__1 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:44 PM |

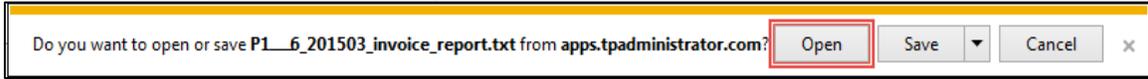
- To view the quarterly invoice summary reports, populate the **Download File** radio button that corresponds to the applicable **P Number** in the **Reports Filter Results** region – **Invoice**.

The screenshot shows the 'Reports' tab selected. The 'Report Type' is 'Invoice' and 'Invoice Type' is 'Quarterly'. The 'Current Cutoff Calendar' remains the same. In the table, the 'Download File' radio button for the entry with P Number P1__6 is now selected.

| Corporate ID | P Number | Reporting Period | Date Loaded | Download File | Last Download Date |
|--------------|----------|------------------|-------------|----------------------------------|----------------------|
| XP1__6 | P1__6 | 201503 | 10/29/2015 | <input checked="" type="radio"/> | |
| | P1__7 | 201503 | 10/29/2015 | <input type="radio"/> | 11/03/2015 @ 3:51 PM |
| | P1__1 | 201503 | 10/29/2015 | <input type="radio"/> | 11/03/2015 @ 3:52 PM |
| | P1__6 | 201502 | 08/26/2015 | <input type="radio"/> | 09/08/2015 @ 3:47 PM |
| | P1__7 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:44 PM |
| | P1__1 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:44 PM |

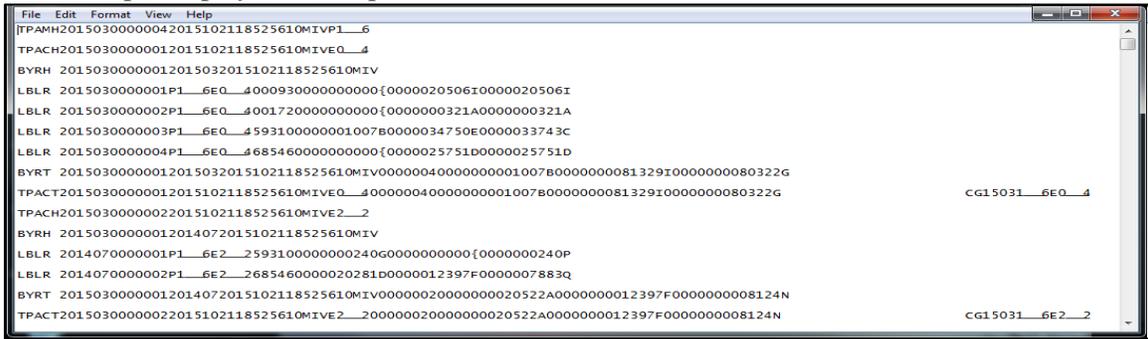
- Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the data in text file format
 - Save to save the data in text file format
 - Cancel to exit the decision message

This example displays the selected Open button.



- After selecting the Open button, the text file information for the quarterly invoice summary report output will display.

This example displays an excerpt of a text file for invoice line items.



- Once review of text file is complete, return to the **Reports** tab.
- The **Reports Filter Results region – Invoice** will display the date and time of the last download of the specific quarterly invoice summary report in the Last Download column.

Manufacturer Portal CGDP Reports

Report Type: Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

Corporate ID: XP1__6 | P Number: ALL | Reporting Period: ALL | Invoice Type: Quarterly | 1 - 6 out of 6

| Corporate ID | P Number | Reporting Period | Date Loaded | Download File | Last Download Date |
|--------------|----------|------------------|-------------|-----------------------|----------------------|
| XP1__6 | P1__6 | 201503 | 10/29/2015 | <input type="radio"/> | 01/06/2016 @ 9:24 AM |
| | P1__7 | 201503 | 10/29/2015 | <input type="radio"/> | 11/03/2015 @ 3:51 PM |
| | P1__1 | 201503 | 10/29/2015 | <input type="radio"/> | 11/03/2015 @ 3:52 PM |
| | P1__6 | 201502 | 08/26/2015 | <input type="radio"/> | 09/08/2015 @ 3:47 PM |
| | P1__7 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:44 PM |
| | P1__1 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:44 PM |

You have now completed accessing quarterly invoice summary reports.

Accessing Benefit Year (BY) Closeout Invoice Reports

Manufacturers are able to utilize the Portal to view BY Closeout invoice summary reports of upheld dispute invoices due from Sponsors. The Manufacturer Reimbursement Summary Report allows Manufacturers to identify any amounts owed from the Sponsor for upheld disputes by specific contracts and by benefit year.

This instruction provides direction on accessing the **Reports tab – Invoice** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review BY Closeout invoice 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 display. Select the **Reports** tab to view the report types available for the Manufacturer for the reporting period.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XP1__9 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 5 out of 5

| Invoice Type | P Number | Reporting Period | Status | Select |
|--------------|----------|------------------|-----------|-----------------------|
| BY Closeout | P1__9 | 2016 | N/A | <input type="radio"/> |
| Quarterly | P1__9 | 201601 | Available | <input type="radio"/> |
| Quarterly | P1__9 | 201504 | Available | <input type="radio"/> |
| Quarterly | P1__9 | 201503 | Available | <input type="radio"/> |
| Quarterly | P1__9 | 201502 | Available | <input type="radio"/> |

Reporting Periods with no invoice line items
Filter by: P Number: ALL | Reporting Period: ALL
P Number: | Reporting Period: | There is an invoice report for the selected P Number

- On the **Reports** tab, populate the Invoice radio button in the **Report Type Selection region** and select the applicable Invoice Type from the drop down list located in the **Reports Filter region – Invoice**.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as **XHK7**
 Test Environment

[Home](#) | [Payments](#) | [Completed](#) | [Receipts](#) | **Reports** | [Disputes](#)

Manufacturer Portal CGDP Reports

Report Type
 Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

| Corporate ID | P Number | Reporting Period | Invoice Type | 1 - 1 out of 1 |
|--------------|----------|------------------|--------------|----------------|
| XP1__9 | ALL | ALL | BY Closeout | |

Current Cutoff Calendar

| | |
|----------------------|------------|
| Reporting Period | 201601 |
| Invoice Paid By | 06/06/2016 |
| Invoice Distribution | 04/30/2016 |
| Dispute Submission | 06/30/2016 |
| Dispute Distribution | 08/29/2016 |

| Invoice Type | P Number | Reporting Period | Date Loaded | Download File | Last Download Date |
|--------------|----------|------------------|-------------|-----------------------|--------------------|
| BY Closeout | P1__9 | 2016 | 06/29/2016 | <input type="radio"/> | |

- To view a specific invoice line item report, populate the Download File radio button that corresponds to the applicable P Number in the **Reports Filter Results region – Invoice**.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as **XHK7**
 Test Environment

[Home](#) | [Payments](#) | [Completed](#) | [Receipts](#) | **Reports** | [Disputes](#)

Manufacturer Portal CGDP Reports

Report Type
 Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

| Corporate ID | P Number | Reporting Period | Invoice Type | 1 - 1 out of 1 |
|--------------|----------|------------------|--------------|----------------|
| XP1__9 | ALL | ALL | BY Closeout | |

Current Cutoff Calendar

| | |
|----------------------|------------|
| Reporting Period | 201601 |
| Invoice Paid By | 06/06/2016 |
| Invoice Distribution | 04/30/2016 |
| Dispute Submission | 06/30/2016 |
| Dispute Distribution | 08/29/2016 |

| Invoice Type | P Number | Reporting Period | Date Loaded | Download File | Last Download Date |
|--------------|----------|------------------|-------------|----------------------------------|--------------------|
| BY Closeout | P1__9 | 2016 | 06/29/2016 | <input checked="" type="radio"/> | |

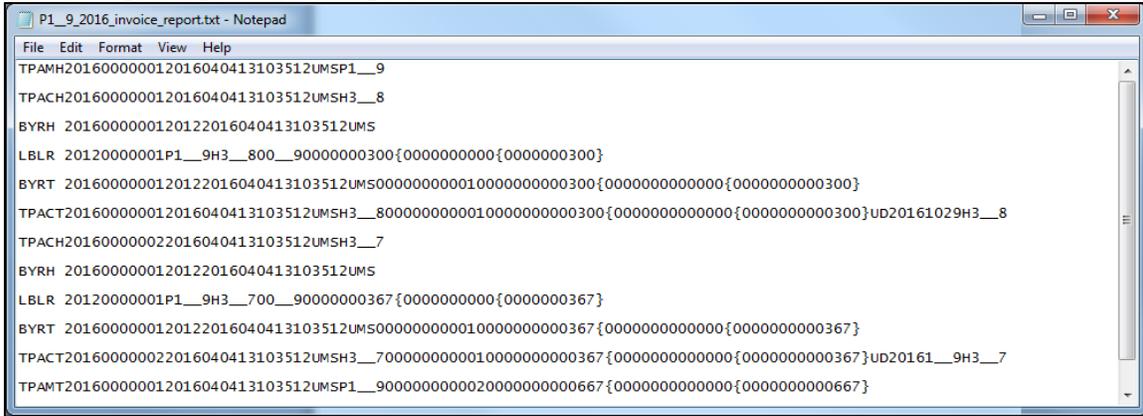
- Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the data in text file format
 - Save to save the data in text file format
 - Cancel to exit the decision message

This example displays the selected Open button.

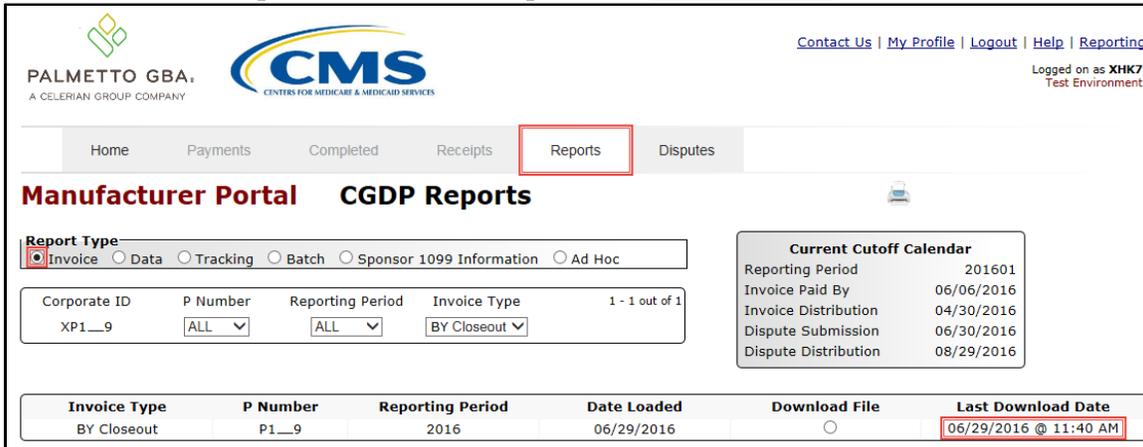
Do you want to open or save P1__9_2016_invoice_report.txt from a70lppaltdi003.a70adexmed.com?

- After selecting the *Open* button, the text file information for the invoice line item will display.

This example displays an excerpt of a text file for BY Closeout invoice line items.



- Once review of text file is complete, return to the **Reports** tab.
- The **Reports Filter Results region – Invoice** will display the date and time of the last download of the specific BY Closeout report in the Last Download column.



You have now completed accessing BY Closeout summary invoice reports.

CGDP Portal – Data Reports

The **Reports tab – Data** allows a user to review detail information on distributed invoices for quarterly and BY Closeout invoices.

The screenshot shows the 'Reports' tab selected in the navigation menu. The 'Report Type' section has 'Data' selected. The 'Current Cutoff Calendar' shows the reporting period as 201601. The 'Reports Filter Results' table is as follows:

| Invoice Type | P Number | Reporting Period | Date Loaded | Download File | Last Report Downloaded Date | Download Spreadsheet | Last Spreadsheet Downloaded Date |
|--------------|----------|------------------|-------------|-----------------------|-----------------------------|-----------------------|----------------------------------|
| BY Closeout | P1__9 | 2016 | 06/29/2016 | <input type="radio"/> | | <input type="radio"/> | |
| Quarterly | P1__9 | 201504 | 01/29/2016 | <input type="radio"/> | | <input type="radio"/> | |
| Quarterly | P1__9 | 201503 | 10/29/2015 | <input type="radio"/> | | <input type="radio"/> | |
| Quarterly | P1__9 | 201502 | 08/26/2015 | <input type="radio"/> | | <input type="radio"/> | |

The **Reports tab** is available for both **Administrator** and **Payment Initiator** roles.

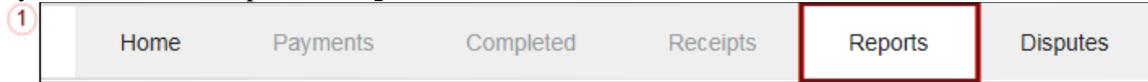
The **Reports tab – Data** contains five (5) regions.

1. **Tabbed region** displays the tab that is currently active and the tabs available for selection.
2. **Report Type Selection region – Data** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.
Note: Descriptions of the Tracking, Batch, Sponsor 1099 Information, and Ad Hoc report types follow in subsequent instructional sections of the manual for each report type. Description and instruction of the Invoice report type is located in the previous section.
3. **Current Cutoff Calendar region** provides user with key program dates for proper processing of invoice line items.
4. **Reports Filter region – Data** allows a user to search for data listed by the defaulted Corporate ID or P number.
5. **Reports Filter Results region – Data** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe, in detail, each region and the functions associated with Data Reports functionality.

Tabbed Region – Reports

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



Report Type Selection Region – Data

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

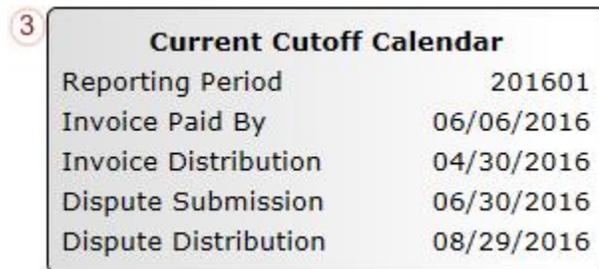
This example displays the populated Data radio button.



The population of the Data radio button provides a user with reports containing quarterly or BY Closeout detail information of the PDE's data combined to create the total invoice line item amount distributed to the Manufacturer.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.



A screenshot of a 'Current Cutoff Calendar' region. It is a table with two columns: the first column lists reporting activities, and the second column lists the corresponding dates. A circled number '3' is positioned to the left of the table.

| Current Cutoff Calendar | |
|-------------------------|------------|
| Reporting Period | 201601 |
| Invoice Paid By | 06/06/2016 |
| Invoice Distribution | 04/30/2016 |
| Dispute Submission | 06/30/2016 |
| Dispute Distribution | 08/29/2016 |

Reports Filter Region – Data

The **Reports Filter region – Data** contains five (5) fields to assist a user with narrowing invoice line item data search criteria.

4

| | | | | |
|---------------------------------|--------------------------|----------------------------------|------------------------------|-------------------------|
| A Corporate ID XP1__9 | B P Number ALL | C Reporting Period ALL | D Invoice Type ALL | E 1 - 2 out of 2 |
|---------------------------------|--------------------------|----------------------------------|------------------------------|-------------------------|

- A. Corporate ID column defaults to the Corporate ID utilized to access the system.
- B. P Number field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
- C. Reporting Period field allows a user select reporting periods for quarterly distributed invoices by calendar year and quarter, in YYYYQQ format or BY Closeout invoices by calendar year distributed, in YYYY format. To view all distributed invoice reports, users can select ‘ALL’ from the drop down list.
- D. Invoice Type field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
 - BY Closeout
 - Quarterly
- E. Item Count column displays the number of line items displayed on the current page of the total number of line items included for the reporting period

Reports Filter Results Region – Data

The **Reports Filter Results region – Data** displays information requested for data reports and contains eight (8) columns that assist a user in reviewing invoice line item detail information of approved PDE files and provides the ability to download the detail information for review.

5

| A Invoice Type | B P Number | C Reporting Period | D Date Loaded | E Download File | F Last Report Downloaded Date | G Download Spreadsheet | H Last Spreadsheet Downloaded Date |
|-----------------------|-------------------|---------------------------|----------------------|------------------------|--------------------------------------|-------------------------------|---|
| BY Closeout | P1__9 | 2016 | 06/29/2016 | <input type="radio"/> | | <input type="radio"/> | |
| Quarterly | P1__9 | 201504 | 01/29/2016 | <input type="radio"/> | | <input type="radio"/> | |
| Quarterly | P1__9 | 201503 | 10/29/2015 | <input type="radio"/> | | <input type="radio"/> | |
| Quarterly | P1__9 | 201502 | 08/26/2015 | <input type="radio"/> | | <input type="radio"/> | |

- A. Invoice Type column allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
 - BY Closeout
 - Quarterly
- B. P Number column displays a specific P number or all P numbers associated with the Corporate ID and based on the criteria selected in the **Reports Filter region – Data**.
- C. Reporting Period column displays the distributed invoice summary by reporting period, in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports.
- D. Date Loaded column displays the date the distributed invoice detail files load to the Portal. Date format is DD/MM/YYYY.
- E. Download File column displays a radio button to allow downloading of distributed invoice summary information loaded to the system in text file format.
- F. Last Report Downloaded Date column displays the last date and time distributed invoice summary data retrieved from the Portal. Date format is MM/DD/ YYYY. Time format is HH:MM AM/PM.

- G. Download Spreadsheet column displays a radio button to allow downloading of distributed invoice summary information loaded to the system in an Excel spreadsheet format.
- H. Last Spreadsheet Downloaded Date column displays the last date and time distributed spreadsheet invoice summary data retrieved from the Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Data Reports

Accessing Quarterly Invoice Data Reports

Manufacturers are able to utilize the Portal to view detailed data reports for distributed invoice line items. The **Reports tab – Data** provides a user with reports containing detail information of the PDE’s combined to create the total invoice line item amount distributed to the Manufacturer.

This instruction provides direction on accessing the **Reports tab – Data** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review quarterly invoice data 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 display. Select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XP1__6 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 17 out of 17

| Invoice Type | P Number | Reporting Period | Status | Select |
|--------------|----------|------------------|------------|-----------------------|
| Quarterly | P1__6 | 201702 | Successful | <input type="radio"/> |
| Quarterly | P1__7 | 201702 | Successful | <input type="radio"/> |
| Quarterly | P1__1 | 201702 | Successful | <input type="radio"/> |
| BY Closeout | P1__6 | 2017 | N/A | <input type="radio"/> |
| Quarterly | P1__6 | 201701 | Available | <input type="radio"/> |
| Quarterly | P1__7 | 201701 | Available | <input type="radio"/> |
| Quarterly | P1__1 | 201701 | Available | <input type="radio"/> |
| Quarterly | P1__6 | 201604 | Incomplete | <input type="radio"/> |
| Quarterly | P1__7 | 201604 | Available | <input type="radio"/> |
| Quarterly | P1__1 | 201604 | Available | <input type="radio"/> |
| Quarterly | P1__6 | 201603 | Available | <input type="radio"/> |
| Quarterly | P1__7 | 201603 | Available | <input type="radio"/> |
| Quarterly | P1__1 | 201603 | Available | <input type="radio"/> |
| Quarterly | P1__6 | 201602 | Available | <input type="radio"/> |
| Quarterly | P1__7 | 201602 | Available | <input type="radio"/> |
| Quarterly | P1__1 | 201602 | Available | <input type="radio"/> |
| BY Closeout | P1__6 | 2016 | N/A | <input type="radio"/> |

Reporting Periods with no invoice line items

Filter by: P Number: ALL | Reporting Period: ALL

| P Number | Reporting Period |
|----------|------------------|
| P1__6 | 201704 |
| P1__6 | 201703 |
| P1__6 | 201601 |
| P1__6 | 201504 |
| P1__6 | 201503 |

- On the **Reports** tab, populate the Data radio button in the **Report Type Selection region** and select the applicable Invoice Type from the drop down list located in the **Reports Filter region – Data**.

Manufacturer Portal CGDP Reports

Report Type: Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

Corporate ID: XP1__6 P Number: ALL Reporting Period: ALL Invoice Type: Quarterly 1 - 6 out of 6

Current Cutoff Calendar
 Reporting Period: 201503
 Invoice Paid By: 12/09/2015
 Invoice Distribution: 10/31/2015
 Dispute Submission: 12/31/2015
 Dispute Distribution: 03/01/2016

| Corporate ID | P Number | Reporting Period | Date Loaded | Download File | Last Report Downloaded Date | Download Spreadsheet | Last Spreadsheet Downloaded Date |
|--------------|----------|------------------|-------------|-----------------------|-----------------------------|-----------------------|----------------------------------|
| XP1__6 | P1__6 | 201503 | 10/29/2015 | <input type="radio"/> | | <input type="radio"/> | |
| | P1__7 | 201503 | 10/29/2015 | <input type="radio"/> | 11/03/2015 @ 3:56 PM | <input type="radio"/> | |
| | P1__1 | 201503 | 10/29/2015 | <input type="radio"/> | 11/03/2015 @ 3:57 PM | <input type="radio"/> | |
| | P1__6 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:45 PM | <input type="radio"/> | |
| | P1__7 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:47 PM | <input type="radio"/> | 09/02/2015 @ 11:57 AM |
| | P1__1 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:48 PM | <input type="radio"/> | 09/02/2015 @ 11:57 AM |

- To view the detail invoice line item report in a text file format, populate the Download File radio button that corresponds to the applicable P Number in the **Reports Filter Results region – Data**.

Manufacturer Portal CGDP Reports

Report Type: Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

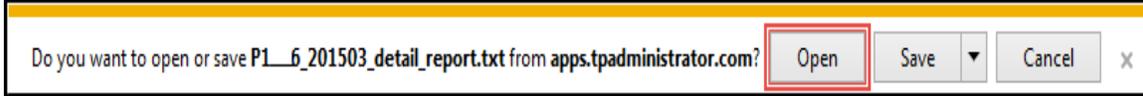
Corporate ID: XP1__6 P Number: ALL Reporting Period: ALL Invoice Type: Quarterly 1 - 6 out of 6

Current Cutoff Calendar
 Reporting Period: 201503
 Invoice Paid By: 12/09/2015
 Invoice Distribution: 10/31/2015
 Dispute Submission: 12/31/2015
 Dispute Distribution: 03/01/2016

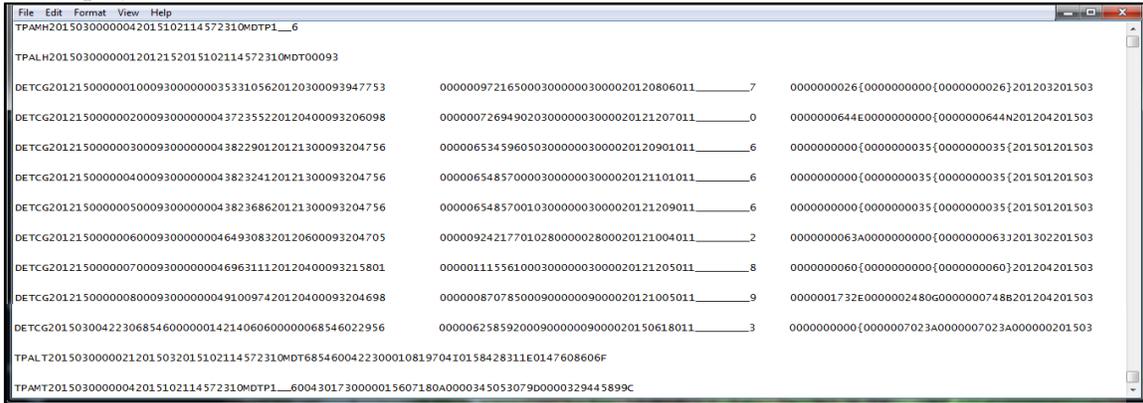
| Corporate ID | P Number | Reporting Period | Date Loaded | Download File | Last Report Downloaded Date | Download Spreadsheet | Last Spreadsheet Downloaded Date |
|--------------|----------|------------------|-------------|----------------------------------|-----------------------------|-----------------------|----------------------------------|
| XP1__6 | P1__6 | 201503 | 10/29/2015 | <input checked="" type="radio"/> | | <input type="radio"/> | |
| | P1__7 | 201503 | 10/29/2015 | <input type="radio"/> | 11/03/2015 @ 3:56 PM | <input type="radio"/> | |
| | P1__1 | 201503 | 10/29/2015 | <input type="radio"/> | 11/03/2015 @ 3:57 PM | <input type="radio"/> | |
| | P1__6 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:45 PM | <input type="radio"/> | |
| | P1__7 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:47 PM | <input type="radio"/> | 09/02/2015 @ 11:57 AM |
| | P1__1 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:48 PM | <input type="radio"/> | 09/02/2015 @ 11:57 AM |

- 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.



- After selecting the Open button, the text file information for the invoice line item will display.



- Once review of text file is complete, return to the **Reports** tab.
- The **Reports Filter Results region – Data** will display the date and time of the last download of the specific invoice line item(s) in the Last Report Downloaded Date column.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as X__7

Home
Payments
Completed
Receipts
Reports
Disputes

Manufacturer Portal CGDP Reports

Report Type: Invoice **Data** Tracking Batch Sponsor 1099 Information Ad Hoc

| Corporate ID | P Number | Reporting Period | Invoice Type | 1 - 6 out of 6 |
|--------------|----------|------------------|--------------|----------------|
| XP1__6 | ALL | ALL | Quarterly | |

Current Cutoff Calendar

| | |
|----------------------|------------|
| Reporting Period | 201503 |
| Invoice Paid By | 12/09/2015 |
| Invoice Distribution | 10/31/2015 |
| Dispute Submission | 12/31/2015 |
| Dispute Distribution | 03/01/2016 |

| Corporate ID | P Number | Reporting Period | Date Loaded | Download File | Last Report Downloaded Date | Download Spreadsheet | Last Spreadsheet Downloaded Date |
|--------------|----------|------------------|-------------|---------------|-----------------------------|----------------------|----------------------------------|
| XP1__6 | P1__6 | 201503 | 10/29/2015 | ○ | 11/03/2015 @ 3:53 PM | ○ | |
| | P1__7 | 201503 | 10/29/2015 | ○ | 11/03/2015 @ 3:56 PM | ○ | |
| | P1__1 | 201503 | 10/29/2015 | ○ | 11/03/2015 @ 3:57 PM | ○ | |
| | P1__6 | 201502 | 08/26/2015 | ○ | 09/03/2015 @ 2:45 PM | ○ | |
| | P1__7 | 201502 | 08/26/2015 | ○ | 09/03/2015 @ 2:47 PM | ○ | 09/02/2015 @ 11:57 AM |
| | P1__1 | 201502 | 08/26/2015 | ○ | 09/03/2015 @ 2:48 PM | ○ | 09/02/2015 @ 11:57 AM |

9. To view the detail invoice line item report in an Excel spreadsheet format, populate the Download Spreadsheet radio button that corresponds to the applicable P Number in the **Reports Filter Results region – Data**.

The screenshot shows the 'Manufacturer Portal CGDP Reports' interface. At the top, there are navigation tabs: Home, Payments, Completed, Receipts, Reports (highlighted with a red box), and Disputes. Below the tabs, there are filter options for Report Type (Invoice, Data, Tracking, Batch, Sponsor 1099 Information, Ad Hoc), Corporate ID (XP1__6), P Number (ALL), Reporting Period (ALL), and Invoice Type (Quarterly). A 'Current Cutoff Calendar' box shows reporting details for 201503. Below the filters is a table with columns: Corporate ID, P Number, Reporting Period, Date Loaded, Download File, Last Report Downloaded Date, Download Spreadsheet, and Last Spreadsheet Downloaded Date. The table contains several rows of data, with the first row having a red box around the 'Download Spreadsheet' radio button.

| Corporate ID | P Number | Reporting Period | Date Loaded | Download File | Last Report Downloaded Date | Download Spreadsheet | Last Spreadsheet Downloaded Date |
|--------------|----------|------------------|-------------|-----------------------|-----------------------------|----------------------------------|----------------------------------|
| XP1__6 | P1__6 | 201503 | 10/29/2015 | <input type="radio"/> | 11/03/2015 @ 3:53 PM | <input checked="" type="radio"/> | |
| | P1__7 | 201503 | 10/29/2015 | <input type="radio"/> | 11/03/2015 @ 3:56 PM | <input type="radio"/> | |
| | P1__1 | 201503 | 10/29/2015 | <input type="radio"/> | 11/03/2015 @ 3:57 PM | <input type="radio"/> | |
| | P1__6 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:45 PM | <input type="radio"/> | |
| | P1__7 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:47 PM | <input type="radio"/> | 09/02/2015 @ 11:57 AM |
| | P1__1 | 201502 | 08/26/2015 | <input type="radio"/> | 09/03/2015 @ 2:48 PM | <input type="radio"/> | 09/02/2015 @ 11:57 AM |

10. A separate window may open requiring a user to make a selection regarding the information contained in the data file summary section. Since Excel spreadsheets can only contain a limited number of lines of data, multiple sections may be available for download.

The screenshot shows a browser window titled 'Select Spreadsheet Section - Internet Explorer' with the URL 'https://apps.tpadadministrator.com/tpacgdp/SpreadsheetSelectionServlet'. The main content area contains a message: 'Due to the large volume of data needed to generate this report, the most efficient option at this time is to download the report in sections. Please select each section from the list below.' Below the message is a dropdown menu with options 'Section 1' through 'Section 9', and a 'Download Report' button highlighted with a red box.

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 Excel spreadsheet format
 - Save to save the data in Excel spreadsheet format
 - Cancel to exit the decision message

This example displays the selected Open button.

The screenshot shows a file save dialog box with the text: 'Do you want to open or save P1__6_201503_readable_detail_report.xls from a70lppaltdi003.a70adexmed.com?'. There are three buttons: 'Open' (highlighted with a red box), 'Save', and 'Cancel'.

12. After selecting the Open button, an Excel spreadsheet containing the invoice line item summary will display.

| | TPAMH - MANUFACTURER P-NUMBER (pos 38-42) | TPAMH - CURRENT REPORTING PERIOD (pos 6-11) | TPALH - LABELER CODE (pos 44-48) | DETCG - RECORD TYPE CODE (pos 1-5) | DETCG - REPORT ID (pos 6-11) | DETCG - SEQUENCE NO (pos 12-18) | DETCG - DETAIL REF NUMBER (pos 19-38) | DETCG - PREVIOUS REPORT ID (pos 39-44) | DETCG - PRODUCT SERVICE ID (pos 45-63) | DETCG - PRESCRIPTION SERVICE REFERENCE NO (pos 64-75) | DETCG - FILL NUMBER (pos 76-77) | DETCG - DAYS SUPPLY (pos 78-80) | DETCG - QUANTITY DISPENSED (pos 81-90) |
|---|---|---|----------------------------------|------------------------------------|------------------------------|---------------------------------|---------------------------------------|--|--|---|---------------------------------|---------------------------------|--|
| 2 | P1_6 | 201503 | 00093 | DETCG | 201215 | 0000001 | 0009300000003531056 | 201203 | 00093947753 | 000000972165 | 00 | 030 | 30.000 |
| 3 | P1_6 | 201503 | 00093 | DETCG | 201215 | 0000002 | 00093000000043723552 | 201204 | 00093206098 | 000000726949 | 02 | 030 | 30.000 |
| 4 | P1_6 | 201503 | 00093 | DETCG | 201215 | 0000003 | 00093000000043822901 | 201213 | 00093204756 | 000006534596 | 05 | 030 | 30.000 |
| 5 | P1_6 | 201503 | 00093 | DETCG | 201215 | 0000004 | 00093000000043823241 | 201213 | 00093204756 | 000006548570 | 00 | 030 | 30.000 |
| 6 | P1_6 | 201503 | 00093 | DETCG | 201215 | 0000005 | 00093000000043823686 | 201213 | 00093204756 | 000006548570 | 01 | 030 | 30.000 |
| 7 | P1_6 | 201503 | 00093 | DETCG | 201215 | 0000006 | 00093000000046493083 | 201206 | 00093204705 | 000009242177 | 01 | 028 | 28.000 |

13. Once review of Excel spreadsheet is complete, return to the **Reports** tab.

14. The **Reports Filter Results region – Data** will display the date and time of the last download of the specific invoice line item(s) in the Last Spreadsheet Downloaded Date column.

Manufacturer Portal CGDP Reports

Report Type: Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

Corporate ID: XP1_6 | P Number: ALL | Reporting Period: ALL | Invoice Type: Quarterly | 1 - 6 out of 6

Current Cutoff Calendar

| | |
|----------------------|------------|
| Reporting Period | 201503 |
| Invoice Paid By | 12/09/2015 |
| Invoice Distribution | 10/31/2015 |
| Dispute Submission | 12/31/2015 |
| Dispute Distribution | 03/01/2016 |

| Corporate ID | P Number | Reporting Period | Date Loaded | Download File | Last Report Downloaded Date | Download Spreadsheet | Last Spreadsheet Downloaded Date |
|--------------|----------|------------------|-------------|---------------|-----------------------------|----------------------|----------------------------------|
| XP1_6 | P1_6 | 201503 | 10/29/2015 | | 11/03/2015 @ 3:53 PM | | 01/19/2016 @ 6:47 PM |
| | P1_7 | 201503 | 10/29/2015 | | 11/03/2015 @ 3:56 PM | | |
| | P1_1 | 201503 | 10/29/2015 | | 11/03/2015 @ 3:57 PM | | |
| P1_6 | P1_6 | 201502 | 08/26/2015 | | 09/03/2015 @ 2:45 PM | | |
| | P1_7 | 201502 | 08/26/2015 | | 09/03/2015 @ 2:47 PM | | 09/02/2015 @ 11:57 AM |
| | P1_1 | 201502 | 08/26/2015 | | 09/03/2015 @ 2:48 PM | | 09/02/2015 @ 11:57 AM |

You have now completed accessing detail invoice line item data reports.

Accessing Benefit Year (BY) Closeout Data Reports

Manufacturers are able to utilize the Portal to view detail data reports for BY Closeout invoice line items. The Manufacturer Reimbursement Detail Report only reports on upheld disputes in which the action taken by the Sponsor to resolve the dispute resulted in a partial or full repayment of the disputed gap discount amount and the respective gap discount amount has not been previously invoiced for Sponsor payment to the Manufacturer.

This instruction provides direction on accessing the **Reports tab – Data** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review BY Closeout invoice data 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 display. Select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XP1___9 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 5 out of 5

| Invoice Type | P Number | Reporting Period | Status | Select |
|--------------|----------|------------------|-----------|-----------------------|
| BY Closeout | P1___9 | 2016 | N/A | <input type="radio"/> |
| Quarterly | P1___9 | 201601 | Available | <input type="radio"/> |
| Quarterly | P1___9 | 201504 | Available | <input type="radio"/> |
| Quarterly | P1___9 | 201503 | Available | <input type="radio"/> |
| Quarterly | P1___9 | 201502 | Available | <input type="radio"/> |

Reporting Periods with no invoice line items
Filter by: P Number: ALL | Reporting Period: ALL

P Number **Reporting Period**
There is an invoice report for the selected P Number

- On the **Reports** tab, populate the Data radio button in the **Report Type Selection region** and select the specific Invoice Type from the drop down list located in the **Reports Filter region – Data**.

The screenshot shows the 'Manufacturer Portal CGDP Reports' interface. The 'Reports' tab is highlighted. In the 'Report Type' section, the 'Data' radio button is selected. In the 'Invoice Type' dropdown menu, 'BY Closeout' is selected. The 'Current Cutoff Calendar' table is also visible.

| Invoice Type | P Number | Reporting Period | Date Loaded | Download File | Last Report Downloaded Date | Download Spreadsheet | Last Spreadsheet Downloaded Date |
|--------------|----------|------------------|-------------|-----------------------|-----------------------------|-----------------------|----------------------------------|
| BY Closeout | P1__9 | 2016 | 06/29/2016 | <input type="radio"/> | | <input type="radio"/> | |

- To view a specific detail invoice line item report in a text file format, populate the Download File radio button that corresponds to the applicable P Number in the **Reports Filter Results region – Data**.

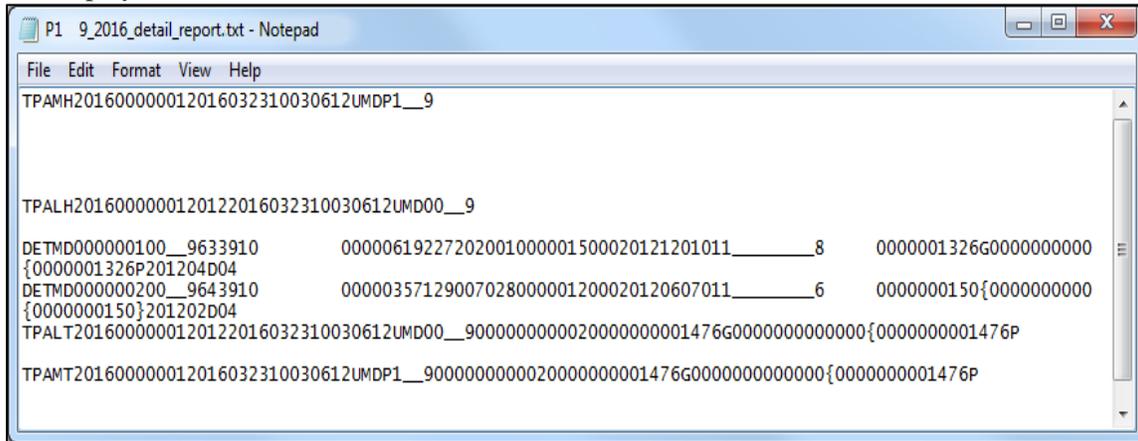
The screenshot shows the same 'Manufacturer Portal CGDP Reports' interface. In the 'Download File' column of the table, the radio button for the 'BY Closeout' row is now selected.

- 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

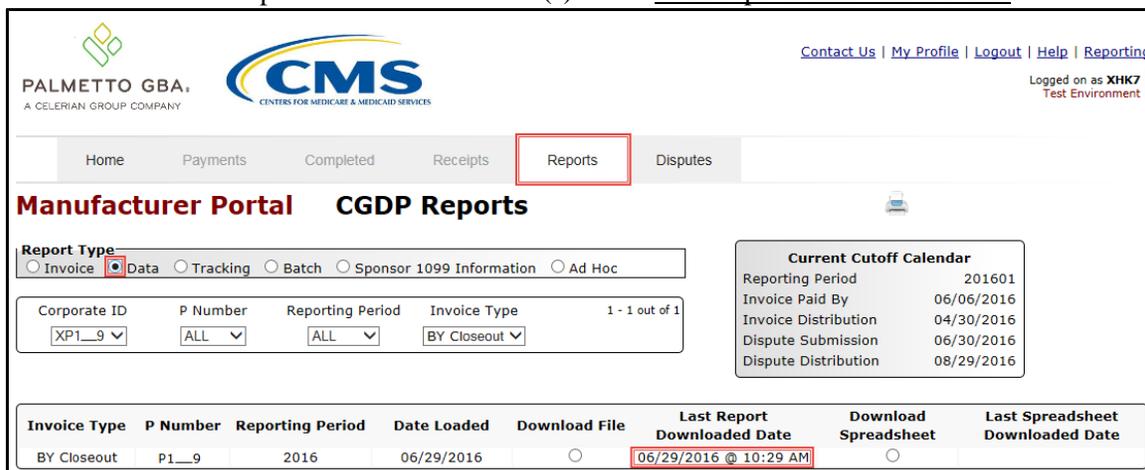
This example displays the selected Open button.

The screenshot shows a dialog box with the text: "Do you want to open or save P1__9_2016_detail_report.txt from a70lppalatedi003.a70adexmed.com?". There are three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' button is highlighted with a red box.

- After selecting the *Open* button, the text file information for the invoice line item will display.



- Once review of text file is complete, return to the **Reports** tab.
- The **Reports Filter Results region – Data** will display the date and time of the last download of the specific invoice line item(s) in the Last Report Downloaded Date column.



9. To view a specific detail invoice line item report in an Excel spreadsheet format, populate the Download Spreadsheet radio button that corresponds to the applicable P Number in the **Reports Filter Results region – Data**.

The screenshot shows the 'Manufacturer Portal CGDP Reports' interface. The 'Reports' tab is selected. Under 'Report Type', the 'Data' radio button is selected. The 'Corporate ID' is 'XP1_9', 'P Number' is 'ALL', 'Reporting Period' is 'ALL', and 'Invoice Type' is 'BY Closeout'. A 'Current Cutoff Calendar' table is visible on the right. At the bottom, a table lists report details, with the 'Download Spreadsheet' column containing a radio button that is selected and highlighted with a red box.

| Invoice Type | P Number | Reporting Period | Date Loaded | Download File | Last Report Downloaded Date | Download Spreadsheet | Last Spreadsheet Downloaded Date |
|--------------|----------|------------------|-------------|-----------------------|-----------------------------|----------------------------------|----------------------------------|
| BY Closeout | P1_9 | 2016 | 06/29/2016 | <input type="radio"/> | 06/29/2016 @ 10:29 AM | <input checked="" type="radio"/> | |

10. A separate window may open requiring a user to make a selection regarding the information contained in the data file summary section. Since Excel spreadsheets can only contain a limited number of lines of data, multiple sections may be available for download.

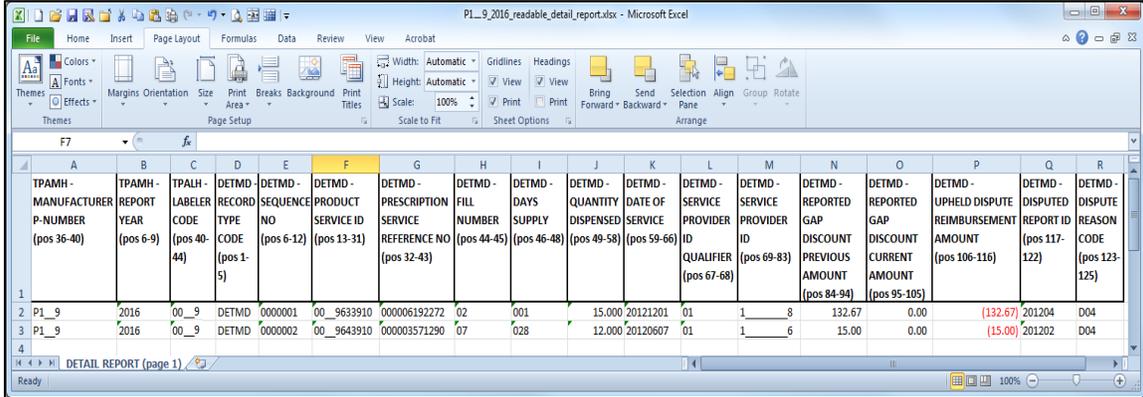
The screenshot shows a browser window titled 'Select Spreadsheet Section - Internet Explorer'. The URL is 'https://apps.tpadadministrator.com/tpacgdp/SpreadsheetSelectionServlet'. The main text reads: 'Due to the large volume of data needed to generate this report, the most efficient option at this time is to download the report in sections. Please select each section from the list below.' A dropdown menu shows 'Section 1' selected, and a 'Download Report' button is highlighted with a red box.

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 Excel spreadsheet format
 - Save to save the data in Excel spreadsheet format
 - Cancel to exit the decision message

This example displays the selected Open button.

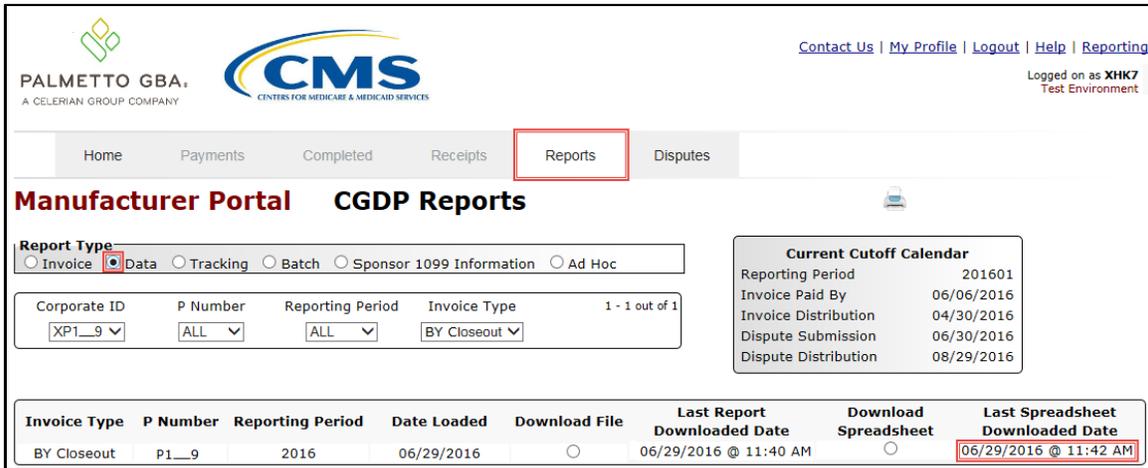
The screenshot shows a file dialog box with the text: 'Do you want to open or save P1_9_2016_readable_detail_report.xlsx from a70lppalatedi003.a70adexmed.com?'. The 'Open' button is highlighted with a red box.

12. After selecting the Open button, an Excel spreadsheet containing the invoice line item summary will display.



13. Once review of Excel spreadsheet is complete, return to the **Reports** tab.

14. The **Reports Filter Results region – Data** will display the date and time of the last download of the specific invoice line item(s) in the Last Spreadsheet Downloaded Date column.



You have now completed accessing BY Closeout detail data reports.

CGDP Portal – Tracking Reports

The **Reports tab – Tracking** provides Manufacturers with the capability to select and view the cumulative BY Closeout reports that provide the status of all upheld disputes for the closed benefit year.

The Upheld Dispute Tracking Report for Manufacturers is a report that will provide the Manufacturer with the status of invoiced PDEs that were disputed and subsequently upheld. The purpose of the report is to inform Manufacturers of any adjustment or deletion activity undertaken by the Sponsor in response to the upheld dispute.

As a reminder, Manufacturers should consider that not all adjustments to a PDE record in response to an upheld dispute will result in a full or even partial reimbursement of the gap discount to the Manufacturer. Part D Sponsors can make changes to both financial and/or non-financial elements on the PDE record to resolve the issue that led to the successfully disputed PDE, for example through an adjustment to a field such as Fill Number, Days' Supply or Quantity Dispensed on the PDE record. This type of resolution may or may not result in the Manufacturer receiving the gap discount amount back.

The screenshot shows the 'Manufacturer Portal CGDP Reports' interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links and a user login status. The main navigation bar includes 'Home', 'Payments', 'Completed', 'Receipts', 'Reports' (highlighted with a red box and a circled '1'), and 'Disputes'. Below this, the 'Report Type' section (circled '2') has radio buttons for 'Invoice', 'Data', 'Tracking' (selected), 'Batch', 'Sponsor 1099 Information', and 'Ad Hoc'. A filter section (circled '4') includes 'Corporate ID' (XP1_9), 'P Number' (ALL), 'Reporting Period' (ALL), and 'Invoice Type' (BY Closeout). A 'Current Cutoff Calendar' box (circled '3') shows dates for Reporting Period, Invoice Paid By, Invoice Distribution, Dispute Submission, and Dispute Distribution. At the bottom, a table (circled '5') lists reports with columns for Invoice Type, P Number, Reporting ID, Date Loaded, Download File, and Last Download Date.

| Invoice Type | P Number | Reporting ID | Date Loaded | Download File | Last Download Date |
|--------------|----------|--------------|-------------|---------------|----------------------|
| BY Closeout | P1_9 | 2016 | 06/14/2016 | | 06/29/2016 @ 2:33 PM |

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab – Tracking** contains five (5) regions.

1. **Tabbed region** displays the tab that is currently active and the tabs available for selection. This tabbed region remains the same during report type selection.
2. **Report Type Selection region – Tracking** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

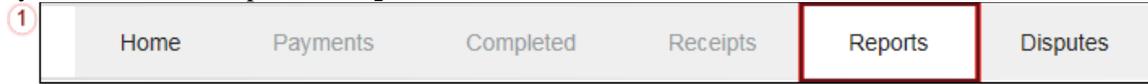
Note: Descriptions of the Batch, Sponsor 1099 Information, and Ad Hoc report types follow in subsequent instructional sections of the manual for each report type. Descriptions and instructions of the Invoice and Data report types are located in prior sections.
3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
4. **Reports Filter region – Tracking** allows the user to search data listed by the defaulted Corporate ID.

5. **Reports Filter Results region – Tracking** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe each region and the functions associated with Reports – Tracking functionality.

Tabbed Region - Reports

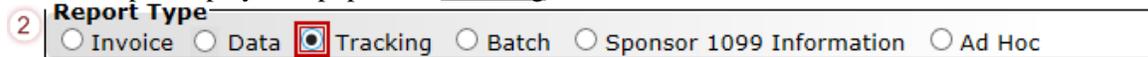
The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Reports** tab is active.



Report Type Selection Region - Tracking

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated Tracking radio button.

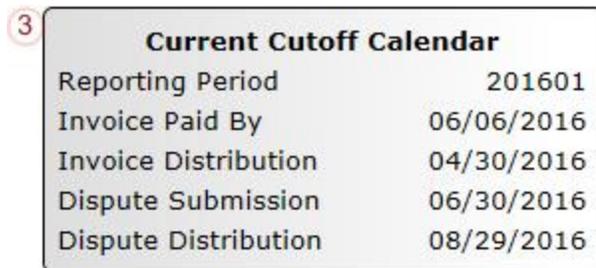


The population of the Tracking radio button allows a user to select and view distributed invoice line reports.

The Tracking report will provide Drug Manufacturers the history of gap discounts invoiced in Q17 which were successfully disputed but not invoiced to Sponsors as due to the Drug Manufacturer in any invoicing cycle after Q17. The Tracking report will also provide changes that Part D Sponsors make to non-financial data on disputed PDE records if that change resolves the issue that was the basis for the upheld dispute for the benefit year. Any successful disputes or appeals from previous quarters of the benefit year for which the Part D Sponsor has not taken action would be included in this report as well.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.



A table titled 'Current Cutoff Calendar' with five rows of data. A red circle containing the number 3 is positioned to the left of the table.

| Current Cutoff Calendar | |
|-------------------------|------------|
| Reporting Period | 201601 |
| Invoice Paid By | 06/06/2016 |
| Invoice Distribution | 04/30/2016 |
| Dispute Submission | 06/30/2016 |
| Dispute Distribution | 08/29/2016 |

Reports Filter Region – Tracking

The **Reports Filter region – Tracking** contains five (5) fields to assist a user with narrowing distributed invoice search criteria.

4

| A Corporate ID | B P Number | C Reporting Period | D Invoice Type | E 1 - 1 out of 1 |
|----------------|------------|--------------------|----------------|------------------|
| XP1_9 | ALL | ALL | BY Closeout | |

- Corporate ID column defaults to the Corporate ID utilized to access the system.
- P Number field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
- Reporting Period field allows a user select reporting periods for distributed BY Closeout invoices by calendar year in YYYY format. To view all distributed invoices, users can select 'ALL' from the drop down list.
- Invoice Type field allows a user to select the type of invoice report to view from the drop down menu. The Invoice Type field defaults to BY Closeout.
- Item Count column displays the number of tracking report line items appearing on the current page of the total number of tracking reports included for the reporting period.

Reports Filter Results Region – Tracking

The **Reports Filter Results region - Tracking** displays information requested for tracking reports.

The **Report Filter Results region – Tracking** contains six (6) columns used to review the BY Closeout benefit year reports that provide the status of each gap discount PDE saved in the CMS database and allows the user to download the information for review.

5

| A Invoice Type | B P Number | C Reporting ID | D Date Loaded | E Download File | F Last Download Date |
|----------------|------------|----------------|---------------|-----------------------|----------------------|
| BY Closeout | P1_9 | 2016 | 06/14/2016 | <input type="radio"/> | 06/29/2016 @ 2:33 PM |

- Invoice Type column displays the type of invoice selected in the **Reports Filter region** and defaults to BY Closeout.
- P Number column displays a specific P number or all P numbers associated with the Corporate ID.
- Reporting ID column displays distributed BY Closeout tracking report by corresponding reporting period, in YYYY format.
- Date Loaded column displays the date the distributed BY Closeout tracking reports are loaded to the Portal. Date format is DD/MM/YYYY.
- Download File column displays a radio button to allow downloading of distributed BY Closeout information loaded to the Portal.
- Last Downloaded Date column displays the last date and time distributed BY Closeout report data retrieved from the Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Tracking Reports

Accessing Tracking Reports

Manufacturers are able to utilize the Portal to view tracking reports that contain disputed invoice line item history. The **Reports tab – Tracking** provides Manufacturers with the capability to select and view the cumulative BY Closeout report that display the status of all upheld disputes for the closed benefit year. Information provided in the tracking report will communicate whether or not correction of the disputed PDE record has occurred in a manner that resolved the issue that led to the dispute and whether the correction resulted in a financial or non-financial change to the invoice data. Any successful disputes or appeals from previous quarters of the benefit year for which the Part D Sponsor has not taken action would be included in this report as well.

This instruction provides direction on accessing the **Reports tab – Tracking** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review BY Closeout tracking 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 display. Select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

Corporate ID: XP1___9 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 5 out of 5

| Invoice Type | P Number | Reporting Period | Status | Select |
|--------------|----------|------------------|-----------|-----------------------|
| BY Closeout | P1___9 | 2016 | N/A | <input type="radio"/> |
| Quarterly | P1___9 | 201601 | Available | <input type="radio"/> |
| Quarterly | P1___9 | 201504 | Available | <input type="radio"/> |
| Quarterly | P1___9 | 201503 | Available | <input type="radio"/> |
| Quarterly | P1___9 | 201502 | Available | <input type="radio"/> |

Reporting Periods with no invoice line items
Filter by: P Number: ALL | Reporting Period: ALL
P Number: | Reporting Period: |
There is an invoice report for the selected P Number

- On the **Reports** tab, populate the Tracking radio button in the **Report Type Selection** region and select BY Closeout from the Invoice Type drop down list located in the **Reports Filter** region.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as **XHK7**
 Test Environment

[Home](#) | [Payments](#) | [Completed](#) | [Receipts](#) | **Reports** | [Disputes](#)

Manufacturer Portal CGDP Reports

Report Type
 Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

| Corporate ID | P Number | Reporting Period | Invoice Type | 1 - 1 out of 1 |
|--------------|----------|------------------|--------------|----------------|
| XP1__9 | ALL | ALL | BY Closeout | |

Current Cutoff Calendar

| | |
|----------------------|------------|
| Reporting Period | 201601 |
| Invoice Paid By | 06/06/2016 |
| Invoice Distribution | 04/30/2016 |
| Dispute Submission | 06/30/2016 |
| Dispute Distribution | 08/29/2016 |

| Invoice Type | P Number | Reporting ID | Date Loaded | Download File | Last Downloaded Date |
|--------------|----------|--------------|-------------|-----------------------|----------------------|
| BY Closeout | P1__9 | 2016 | 06/14/2016 | <input type="radio"/> | |

- To view a specific cumulative BY Closeout report, populate the Download File radio button that corresponds to the applicable P Number in the **Reports Filter Results** region.

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as **XHK7**
 Test Environment

[Home](#) | [Payments](#) | [Completed](#) | [Receipts](#) | **Reports** | [Disputes](#)

Manufacturer Portal CGDP Reports

Report Type
 Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

| Corporate ID | P Number | Reporting Period | Invoice Type | 1 - 1 out of 1 |
|--------------|----------|------------------|--------------|----------------|
| XP1__9 | ALL | ALL | BY Closeout | |

Current Cutoff Calendar

| | |
|----------------------|------------|
| Reporting Period | 201601 |
| Invoice Paid By | 06/06/2016 |
| Invoice Distribution | 04/30/2016 |
| Dispute Submission | 06/30/2016 |
| Dispute Distribution | 08/29/2016 |

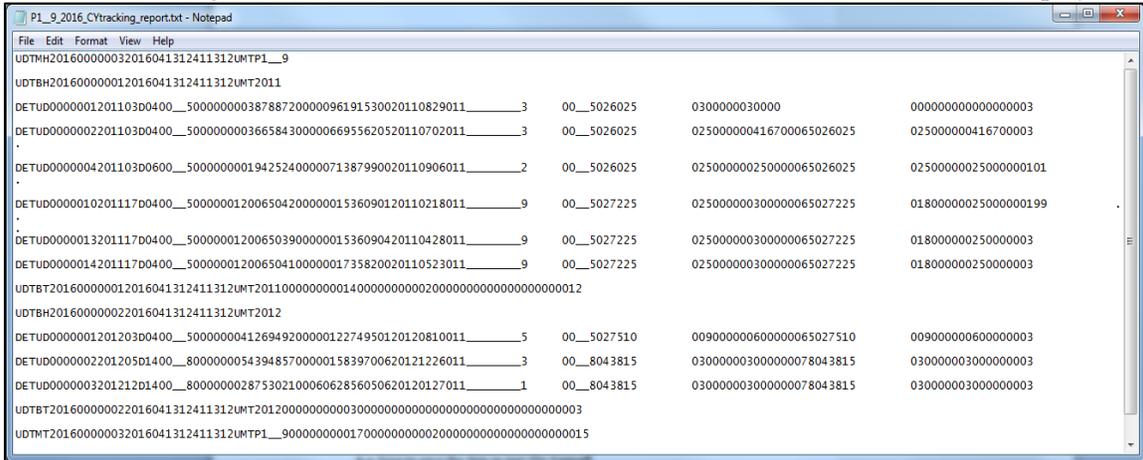
| Invoice Type | P Number | Reporting ID | Date Loaded | Download File | Last Downloaded Date |
|--------------|----------|--------------|-------------|----------------------------------|----------------------|
| BY Closeout | P1__9 | 2016 | 06/14/2016 | <input checked="" type="radio"/> | |

- 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.

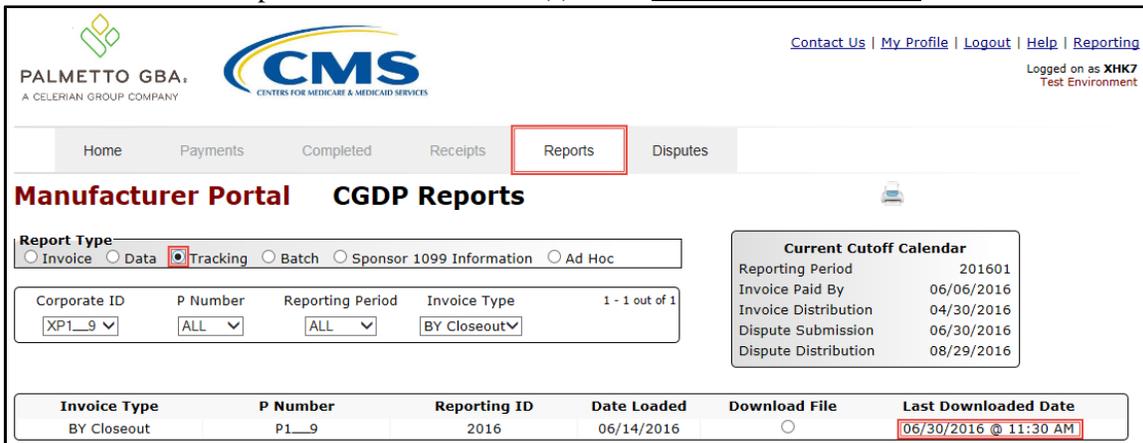
Do you want to open or save P1__9_2016_tracking_report.txt from a70lppaltdi003.a70adexmed.com?

6. After selecting the *Open* button, the file information for the invoice line item will display.



7. Once review of text file is complete, return to the **Reports** tab.

8. The **Reports Filter Results** region – **Tracking** will display the date and time of the last download of the specific invoice line item(s) in the Last Downloaded Date column.



You have now completed accessing BY Closeout tracking reports in the Portal.

CGDP Portal – Batch Reports

The **Reports** tab – **Batch** provides the user with the ability to review payment batch information submitted via the Portal.

Manufacturer Portal CGDP Reports

Report Type: Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

Corporate ID: XP1__8 P Number: Reporting Period: ALL Invoice Type: ALL 1 - 34 out of 34

Current Cutoff Calendar
 Reporting Period: 2016
 Invoice Paid By: 08/23/2016
 Invoice Distribution: 07/01/2016
 Dispute Submission:
 Dispute Distribution:

| Corporate ID | Submission Date | Status | Download File | Last Download Date |
|--------------|------------------------------------|------------------------|---------------|-----------------------|
| XP1__8 | Submitted at 09/18/2015 @ 4:14 PM | Successfully processed | | 01/21/2016 @ 10:29 AM |
| | Submitted at 09/11/2015 @ 3:22 PM | Successfully processed | | 01/21/2016 @ 10:41 AM |
| | Submitted at 09/11/2015 @ 3:19 PM | Totally Rejected | | 01/21/2016 @ 10:41 AM |
| | Submitted at 08/18/2015 @ 11:22 AM | Partially Rejected | | 01/22/2016 @ 1:24 PM |
| | Submitted at 07/29/2015 @ 2:50 PM | Partially Rejected | | 01/21/2016 @ 10:39 AM |
| | Submitted at 07/29/2015 @ 2:48 PM | Totally Rejected | | 07/29/2015 @ 2:49 PM |
| | Submitted at 07/28/2015 @ 1:23 PM | Partially Rejected | | 07/28/2015 @ 1:23 PM |
| | Submitted at 07/28/2015 @ 1:21 PM | Partially Rejected | | 07/28/2015 @ 1:21 PM |

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

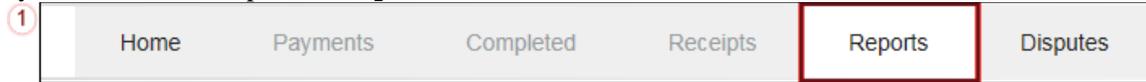
The **Reports** tab – **Batch** contains five (5) regions.

1. **Tabbed region** displays the tab that is currently active and the tabs available for selection.
2. **Report Type Selection region – Batch** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.
Note: Descriptions of the Sponsor 1099 Information and Ad Hoc report types follow in subsequent instructional sections of the manual. Descriptions and instructions of the Invoice, Data, and Tracking report types are located in prior sections.
3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of invoice line items.
4. **Reports Filter region – Batch** allows a user to search data listed by the defaulted Corporate ID.
5. **Reports Filter Results region – Batch** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe each region and the functions associated with Batch Reports functionality.

Tabbed Region – Reports

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



Report Type Selection Region – Batch

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated Batch radio button.



The population of the Batch radio button provides a user with reports containing uploaded batch file results when using the **Payment Initiation Upload** process. A user is able to view batch file status for successful processing, partially or totally rejected batch file uploads and review errors associated with rejected records.

Current Cutoff Calendar Region

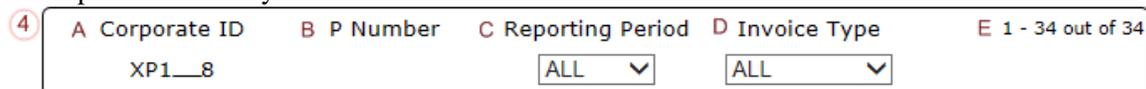
The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

A table titled 'Current Cutoff Calendar' with two columns: the field name and the date. The table is enclosed in a box with a red circle containing the number 3.

| Current Cutoff Calendar | |
|-------------------------|------------|
| Reporting Period | 201503 |
| Invoice Paid By | 12/09/2015 |
| Invoice Distribution | 10/31/2015 |
| Dispute Submission | 12/31/2015 |
| Dispute Distribution | 03/01/2016 |

Reports Filter Region – Batch

The **Reports Filter region – Batch** contains five (5) columns to allow a user to view batch file data uploaded to the system.



- A. Corporate ID column defaults to the Corporate ID utilized to access the system.
- B. P Number field remains blank.
- C. Reporting Period field allows a user to select reporting periods for quarterly distributed invoices, by calendar year and quarter, in YYYYQQ format. To view all distributed invoices, users can select 'ALL' from the drop down list.
- D. Invoice Type field allows a user to select the type of invoice to view from the drop down menu. Manufacturers will use the Invoice Type of Quarterly.

Note: The Invoice Type of BY Closeout will not produce batch reports because Manufacturers will not process payments for BY Closeout invoices.

- E. Item Count column displays the number of line items displayed on the current page of the total number of line items included for the reporting period.

Reports Filter Results Region – Batch

The **Reports Filter Results region – Batch** contains five (5) columns used to review batched payment initiation files loaded to the system.

| 5 A Corporate ID | B Submission Date | C Status | D Download File | E Last Download Date |
|------------------|------------------------------------|------------------------|-----------------------|-----------------------|
| XP1__8 | Submitted at 09/18/2015 @ 4:14 PM | Successfully processed | <input type="radio"/> | 01/21/2016 @ 10:29 AM |
| | Submitted at 09/11/2015 @ 3:22 PM | Successfully processed | <input type="radio"/> | 01/21/2016 @ 10:41 AM |
| | Submitted at 09/11/2015 @ 3:19 PM | Totally Rejected | <input type="radio"/> | 01/21/2016 @ 10:41 AM |
| | Submitted at 08/18/2015 @ 11:22 AM | Partially Rejected | <input type="radio"/> | 01/22/2016 @ 1:24 PM |
| | Submitted at 07/29/2015 @ 2:50 PM | Partially Rejected | <input type="radio"/> | 01/21/2016 @ 10:39 AM |
| | Submitted at 07/29/2015 @ 2:48 PM | Totally Rejected | <input type="radio"/> | 07/29/2015 @ 2:49 PM |
| | Submitted at 07/28/2015 @ 1:23 PM | Partially Rejected | <input type="radio"/> | 07/28/2015 @ 1:23 PM |
| | Submitted at 07/28/2015 @ 1:21 PM | Partially Rejected | <input type="radio"/> | 07/28/2015 @ 1:21 PM |

- A. Corporate ID column defaults to the Corporate ID utilized to access the system.
- B. Submission Date column 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.
- C. Status column provides the condition of the batch file loaded to the system. Processed batches display statuses such as successfully processed, partially rejected (containing line failures), or totally rejected.
- D. Download File column displays a radio button to allow downloading of batch file information loaded to the system.
- E. Last Download Date column displays the last date and time batch summary data retrieved from the Portal. Date format is MM/DD/ YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Batch Reports

Accessing Batch Reports

Manufacturers are able to utilize the **Reports tab – Batch** functionality to review the outcome of the payment processing batch text files for multiple invoice line items and provide a user with reports containing uploaded batch file results when using the **Payment Initiation Upload** process. A user is able to view batch file status for successful processing, partially or totally rejected batch file uploads and review errors associated with rejected records.

This instruction provides direction on accessing invoice batch reports functionality. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review batch 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 display. Select the **Reports** tab to view the report types available for the Manufacturer for the reporting period.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XP1__8 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 1 out of 1

| Invoice Type | P Number | Reporting Period | Status | Select |
|--------------|----------|------------------|-----------|-----------------------|
| Quarterly | P1__8 | 201502 | Available | <input type="radio"/> |

Legend:

- Available** Invoice is ready for payment initiations
- Failed** One or more items has an unsuccessful payment attempt
- Incomplete** One or more items have not been paid
- N/A** No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.
- Pending** All line items have been initiated successfully
- Successful** All line items have been paid successfully

Reporting Periods with no invoice line items

Filter by: P Number: ALL | Reporting Period: ALL

| P Number | Reporting Period |
|----------|------------------|
| P1__8 | 201601 |
| P1__8 | 201504 |
| P1__8 | 201503 |
| P1__9 | 201601 |
| P1__9 | 201504 |
| P1__9 | 201503 |
| P1__9 | 201502 |

3. On the **Reports** tab, populate the **Batch** radio button in the **Report Type Selection** region.

Manufacturer Portal CGDP Reports

Report Type
 Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

Corporate ID: XP1__8 P Number: Reporting Period: ALL Invoice Type: ALL 1 - 34 out of 34

Current Cutoff Calendar
 Reporting Period: 2016
 Invoice Paid By: 08/23/2016
 Invoice Distribution: 07/01/2016
 Dispute Submission:
 Dispute Distribution:

| Corporate ID | Submission Date | Status | Download File | Last Download Date |
|--------------|------------------------------------|------------------------|-----------------------|-----------------------|
| XP1__8 | Submitted at 09/18/2015 @ 4:14 PM | Successfully processed | <input type="radio"/> | 01/21/2016 @ 10:29 AM |
| | Submitted at 09/11/2015 @ 3:22 PM | Successfully processed | <input type="radio"/> | 01/21/2016 @ 10:41 AM |
| | Submitted at 09/11/2015 @ 3:19 PM | Totally Rejected | <input type="radio"/> | 01/21/2016 @ 10:41 AM |
| | Submitted at 08/18/2015 @ 11:22 AM | Partially Rejected | <input type="radio"/> | 01/22/2016 @ 1:24 PM |
| | Submitted at 07/29/2015 @ 2:50 PM | Partially Rejected | <input type="radio"/> | 01/21/2016 @ 10:39 AM |
| | Submitted at 07/29/2015 @ 2:48 PM | Totally Rejected | <input type="radio"/> | 07/29/2015 @ 2:49 PM |
| | Submitted at 07/29/2015 @ 2:46 PM | Totally Rejected | <input type="radio"/> | 07/29/2015 @ 2:47 PM |
| | Submitted at 07/28/2015 @ 4:40 PM | Partially Rejected | <input type="radio"/> | 12/28/2015 @ 2:33 PM |
| | Submitted at 07/28/2015 @ 3:16 PM | Totally Rejected | <input type="radio"/> | 07/28/2015 @ 3:17 PM |
| | Submitted at 07/28/2015 @ 3:14 PM | Partially Rejected | <input type="radio"/> | |
| | Submitted at 07/28/2015 @ 1:23 PM | Partially Rejected | <input type="radio"/> | 07/28/2015 @ 1:23 PM |
| | Submitted at 07/28/2015 @ 1:21 PM | Partially Rejected | <input type="radio"/> | 07/28/2015 @ 1:21 PM |

4. Populate the Download File radio button to correspond to the applicable batch file to review.

The screenshot shows the 'Manufacturer Portal CGDP Reports' interface. The 'Report Type' is set to 'Batch'. A table lists submission records with columns for Corporate ID, Submission Date, Status, Download File, and Last Download Date. The 'Download File' column contains radio buttons, with the one for the record submitted on 07/28/2015 at 3:14 PM selected.

| Corporate ID | Submission Date | Status | Download File | Last Download Date |
|--------------|------------------------------------|------------------------|----------------------------------|-----------------------|
| XP1__8 | Submitted at 09/18/2015 @ 4:14 PM | Successfully processed | <input type="radio"/> | 01/21/2016 @ 10:29 AM |
| | Submitted at 09/11/2015 @ 3:22 PM | Successfully processed | <input type="radio"/> | 01/21/2016 @ 10:41 AM |
| | Submitted at 09/11/2015 @ 3:19 PM | Totally Rejected | <input type="radio"/> | 01/21/2016 @ 10:41 AM |
| | Submitted at 08/18/2015 @ 11:22 AM | Partially Rejected | <input type="radio"/> | 01/22/2016 @ 1:24 PM |
| | Submitted at 07/29/2015 @ 2:50 PM | Partially Rejected | <input type="radio"/> | 01/21/2016 @ 10:39 AM |
| | Submitted at 07/29/2015 @ 2:48 PM | Totally Rejected | <input type="radio"/> | 07/29/2015 @ 2:49 PM |
| | Submitted at 07/29/2015 @ 2:46 PM | Totally Rejected | <input type="radio"/> | 07/29/2015 @ 2:47 PM |
| | Submitted at 07/28/2015 @ 4:40 PM | Partially Rejected | <input type="radio"/> | 12/28/2015 @ 2:33 PM |
| | Submitted at 07/28/2015 @ 3:16 PM | Totally Rejected | <input type="radio"/> | 07/28/2015 @ 3:17 PM |
| | Submitted at 07/28/2015 @ 3:14 PM | Partially Rejected | <input checked="" type="radio"/> | |
| | Submitted at 07/28/2015 @ 1:23 PM | Partially Rejected | <input type="radio"/> | 07/28/2015 @ 1:23 PM |
| | Submitted at 07/28/2015 @ 1:21 PM | Partially Rejected | <input type="radio"/> | 07/28/2015 @ 1:21 PM |

5. 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.

The dialog box asks: "Do you want to open or save XP1__8_batch_report.txt from apps.tpadministrator.com?". The 'Open' button is highlighted with a red box.

6. After selecting the Open button, review the downloaded batch text file for line items containing both success and failed line items.

The Notepad window displays the following text:

```
HDR;XP1__8;201501
DET;P1__8;E2__2;CG15011__8E2__2;20150821;N;Scheduled Payment for Future Date
DET;P1__8;E3__4;CG15011__8E3__4;20150821;N;Invalid bank account
DET;P1__8;H0__1;CG15011__8H0__1;20150818;Y;Invalid bank account
DET;P1__8;H0__8;CG15011__8H0__8;20150818;N;Invalid bank account
DET;P1__8;H0__9;CG15011__8H0__9;20150821;Y;Deferred
```

7. Once review of text file is complete, return to the **Reports** tab.

8. The **Reports Filter Results** region – **Batch** will display the date and time of the last download of the specific batch file item(s) in the Last Download column.

Manufacturer Portal CGDP Reports

Report Type
 Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

Corporate ID: XP1__8 | P Number: | Reporting Period: ALL | Invoice Type: ALL | 1 - 34 out of 34

Current Cutoff Calendar
 Reporting Period: 2016
 Invoice Paid By: 08/23/2016
 Invoice Distribution: 07/01/2016
 Dispute Submission:
 Dispute Distribution:

| Corporate ID | Submission Date | Status | Download File | Last Download Date |
|--------------|------------------------------------|------------------------|-----------------------|-----------------------|
| XP1__8 | Submitted at 09/18/2015 @ 4:14 PM | Successfully processed | <input type="radio"/> | 01/21/2016 @ 10:29 AM |
| | Submitted at 09/11/2015 @ 3:22 PM | Successfully processed | <input type="radio"/> | 01/21/2016 @ 10:41 AM |
| | Submitted at 09/11/2015 @ 3:19 PM | Totally Rejected | <input type="radio"/> | 01/21/2016 @ 10:41 AM |
| | Submitted at 08/18/2015 @ 11:22 AM | Partially Rejected | <input type="radio"/> | 01/22/2016 @ 1:24 PM |
| | Submitted at 07/29/2015 @ 2:50 PM | Partially Rejected | <input type="radio"/> | 01/21/2016 @ 10:39 AM |
| | Submitted at 07/29/2015 @ 2:48 PM | Totally Rejected | <input type="radio"/> | 07/29/2015 @ 2:49 PM |
| | Submitted at 07/29/2015 @ 2:46 PM | Totally Rejected | <input type="radio"/> | 07/29/2015 @ 2:47 PM |
| | Submitted at 07/28/2015 @ 4:40 PM | Partially Rejected | <input type="radio"/> | 12/28/2015 @ 2:33 PM |
| | Submitted at 07/28/2015 @ 3:16 PM | Totally Rejected | <input type="radio"/> | 07/28/2015 @ 3:17 PM |
| | Submitted at 07/28/2015 @ 3:14 PM | Partially Rejected | <input type="radio"/> | 07/19/2016 @ 10:11 AM |
| | Submitted at 07/28/2015 @ 1:23 PM | Partially Rejected | <input type="radio"/> | 07/28/2015 @ 1:23 PM |
| | Submitted at 07/28/2015 @ 1:21 PM | Partially Rejected | <input type="radio"/> | 07/28/2015 @ 1:21 PM |

You have now completed accessing Batch Reports.

CGDP Portal – Sponsor 1099 Information Reports

The **Reports tab – Sponsor 1099 Information** provides a user with the ability to review Sponsor 1099 related non-bank account information for entities receiving payments from Manufacturers via the Portal.

This 1099 information report will give a user relevant, easily identifiable, non-bank account information for Sponsors such as business name, tax identification number/employer identification number (TIN/EIN), and mailing address.

The screenshot shows the 'Reports' tab selected in the navigation menu. The page title is 'Manufacturer Portal CGDP Reports'. The 'Report Type' section has radio buttons for Invoice, Data, Tracking, Batch, Sponsor 1099 Information (selected), and Ad Hoc. The 'Corporate ID' field contains 'XP1__8'. The 'Choose Format' section has radio buttons for Download Text File and Download Spreadsheet. A 'Current Cutoff Calendar' box on the right shows: Reporting Period 2017, Invoice Paid By 08/26/2017, Invoice Distribution 07/19/2017, Dispute Submission, and Dispute Distribution.

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

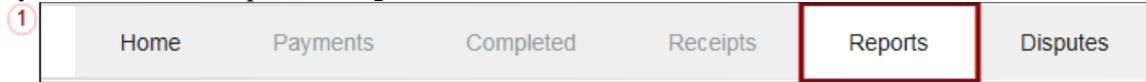
The **Reports tab – Sponsor 1099 Information** contains four (4) regions.

1. **Tabbed region – Reports** displays tabs available for selection and the tab that is currently active.
2. **Report Type Selection region – Sponsor 1099 Information** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.
Note: Description of the Ad Hoc report type follows in a subsequent instructional section of the manual. Descriptions and instructions of the Invoice, Data, Tracking, and Batch report types are located in prior sections.
3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of invoice line items.
4. **Corporate ID Choose Format region** displays the defaulted Corporate ID and allows the user to select the report format to download the **Sponsor 1099 Information** report, in either a text file or Excel spreadsheet.

The upcoming pages will describe each region and the functions associated with Sponsor 1099 Information Reports functionality.

Tabbed Region – Reports

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



Report Type Selection Region – Sponsor 1099 Information

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

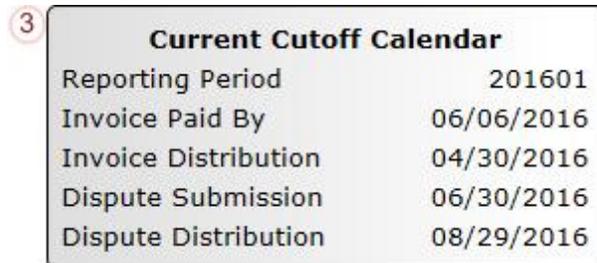
This example displays the populated Sponsor 1099 Information radio button.



The population of the Sponsor 1099 Information radio button provides a Manufacturer with 1099 information for each sponsor participating in the Program. This 1099 information report will provide a user with relevant, easily identifiable, non-bank account information for Sponsors. A user is able to view the file in text or spreadsheet format.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.



A table titled 'Current Cutoff Calendar' with two columns: the field name and the date. The table is enclosed in a box with a red circle containing the number 3.

| Current Cutoff Calendar | |
|-------------------------|------------|
| Reporting Period | 201601 |
| Invoice Paid By | 06/06/2016 |
| Invoice Distribution | 04/30/2016 |
| Dispute Submission | 06/30/2016 |
| Dispute Distribution | 08/29/2016 |

Corporate ID and Choose Format Region

The **Corporate ID and Choose Format region** contains the Corporate ID column that defaults to the Corporate ID utilized to access the Portal and allows a user to view 1099 data uploaded to the system. It also contains two (2) radio buttons to allow a user to select between text files or Excel spreadsheet files to view 1099 data.



- A. Download Text File radio button selected to view the Manufacturer 1099 data in a text file format.
- B. Download Spreadsheet radio button selected to view the Manufacturer 1099 data in an Excel spreadsheet format.

CGDP Portal Instructions – Sponsor 1099 Information Reports

Accessing Sponsor 1099 Information Reports

Manufacturers are able to utilize the **Sponsor 1099 Information Reports** functionality in the Portal to view non-bank account information to assist with 1099 reporting for payments made to Sponsors.

This instruction provides direction on accessing the 1099 information reports functionality. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. Authorized end users will access the Portal to review Sponsor 1099 Information reports. 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 display. Select the **Reports** tab view the report types available for the Manufacturers for the reporting period.

Corporate ID Invoice Type P Number Reporting Period Status 1 - 2 out of 2

| Invoice Type | Corporate ID | P Number | Reporting Period | Status | Select |
|--------------|--------------|----------|------------------|-----------|-----------------------|
| BY Closeout | XP1__8 | P1__8 | 2016 | N/A | <input type="radio"/> |
| Quarterly | XP1__8 | P1__8 | 201502 | Available | <input type="radio"/> |

Reporting Periods with no invoice line items

Filter by: P Number Reporting Period

| P Number | Reporting Period |
|----------|------------------|
| P1__8 | 201601 |
| P1__8 | 201504 |
| P1__8 | 201503 |

- To review the Sponsor 1099 Information, select the **Reports** tab and populate the Sponsor 1099 Information radio button.

The screenshot shows the Palmetto GBA CMS interface. The 'Reports' tab is highlighted with a red box. In the 'Report Type' section, the 'Sponsor 1099 Information' radio button is selected. The 'Current Cutoff Calendar' table is visible on the right.

| Current Cutoff Calendar | |
|-------------------------|------------|
| Reporting Period | 2017 |
| Invoice Paid By | 08/26/2017 |
| Invoice Distribution | 07/19/2017 |
| Dispute Submission | |
| Dispute Distribution | |

- To view the 1099 information in text file format, populate the Download Text File radio button.

The screenshot shows the Palmetto GBA CMS interface. The 'Reports' tab is highlighted with a red box. In the 'Report Type' section, the 'Sponsor 1099 Information' radio button is selected. In the 'Choose Format' section, the 'Download Text File' radio button is selected. The 'Current Cutoff Calendar' table is visible on the right.

| Current Cutoff Calendar | |
|-------------------------|------------|
| Reporting Period | 2017 |
| Invoice Paid By | 08/26/2017 |
| Invoice Distribution | 07/19/2017 |
| Dispute Submission | |
| Dispute Distribution | |

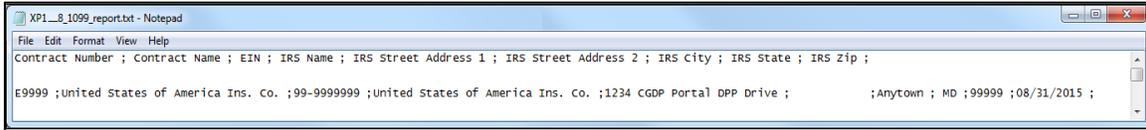
- Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the data in text file format
 - Save to save the data in text file format
 - Cancel to exit the decision message

This example displays the selected Open button.

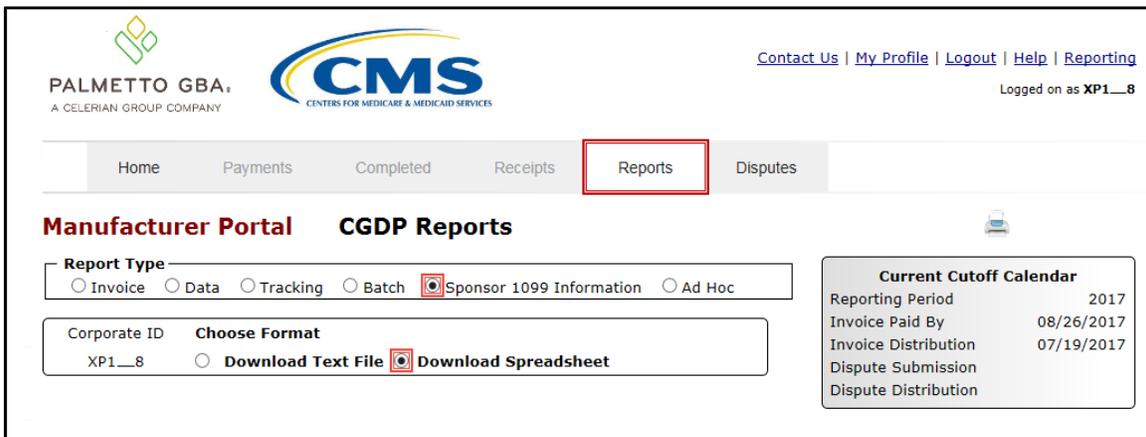
The screenshot shows a file dialog box with the text: "Do you want to open or save XP1__8_1099_report.txt from a70lppalatedi003.a70adexmed.com?". The 'Open' button is highlighted with a red box.

- After selecting the Open button, review the downloaded text file for Sponsor 1099 Information.

This example displays the downloaded text file with the type of information available on the Sponsor 1099 Information report after selecting the Download Text File radio button.



- Once review of the text file is complete, return to the **Reports** tab.
- To view the 1099 information in spreadsheet format, populate the Download Spreadsheet radio button.



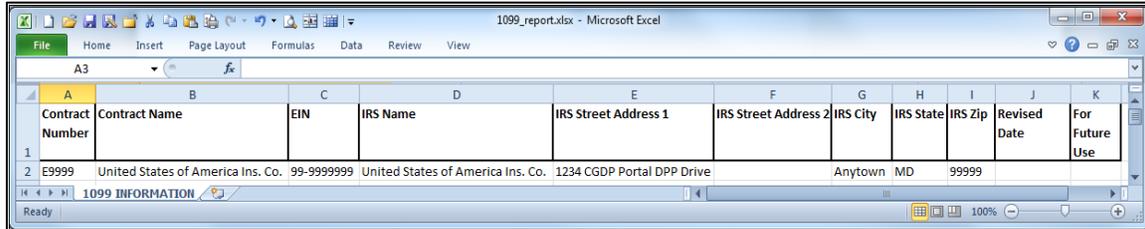
- Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the data in text file format
 - Save to save the data in text file format
 - Cancel to exit the decision message

This example displays the selected Open button.



10. After selecting the *Open* button, review the downloaded Excel spreadsheet for Sponsor 1099 Information

This example displays the type of information available on the Sponsor 1099 Information report after selecting the Download Spreadsheet radio button.



| Contract Number | Contract Name | EIN | IRS Name | IRS Street Address 1 | IRS Street Address 2 | IRS City | IRS State | IRS Zip | Revised Date | For Future Use |
|-----------------|-----------------------------------|------------|-----------------------------------|----------------------------|----------------------|----------|-----------|---------|--------------|----------------|
| E9999 | United States of America Ins. Co. | 99-9999999 | United States of America Ins. Co. | 1234 CGDP Portal DPP Drive | | Anytown | MD | 99999 | | |

11. Once review of the Excel file is complete, return to the **Reports** tab.

You have now completed accessing the Sponsor 1099 Information reports.

CGDP Portal – Ad Hoc Reports

The **Reports tab – Ad Hoc** is used to provide a user with the ability to access special data and reports, such as archived reports or other documentation, which are not readily available on the Portal.

The **Ad Hoc** functionality allows a user to view data requested from the TPA using contact information listed on the *Contact Us* link. Fulfilled report requests are available via the population of the Ad Hoc radio button. Reports that can appear under the Ad Hoc radio button can consist of:

- Archived reports: Reports typically removed from the Portal two (2) years after initial load. Reports that are archived off the Portal consist of:
 - Invoice
 - Data
 - Tracking
 - Dispute Resolution
- Special request data: Reports or notifications that do not conform to the existing report formats available on the Reports tab

Requested reports, accessible via the Ad Hoc radio button, will be available for download for one (1) of the following periods:

- Fourteen (14) calendar days from request date
- Seven (7) calendar days after download

Reports are removed from the system depending on which time period expires first, request date or last download date.

Manufacturer Portal CGDP Reports

Report Type: Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

Corporate ID: XP1__1 P Number: ALL

Current Cutoff Calendar

| P Number | Reporting Period | Report Type | Date Loaded | Download File | Last Downloaded Date |
|----------|------------------|-------------|-------------|-----------------------|----------------------|
| P1__1 | 201404 | Invoice | 07/25/2017 | <input type="radio"/> | |

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

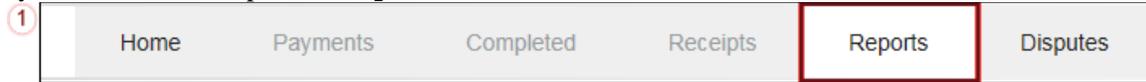
The **Reports tab – Ad Hoc** contains five (5) regions.

1. **Tabbed region – Reports** displays the tabs available for selection and the tab page that is currently active.
2. **Report Type Selection region – Ad Hoc** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.
Note: Descriptions and instructions of the Invoice, Data, Tracking, Batch, and Sponsor 1099 Information report types are located in prior sections.
3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of invoice line items.
4. **Reports Filter region – Ad Hoc** allows a user to search data listed by the defaulted Corporate and all P numbers associated with that Corporate ID.
5. **Reports Filter Results region – Ad Hoc** displays results based on data requested for review.

The upcoming pages will describe each region and the functions associated with Ad Hoc Reports functionality.

Tabbed Region – Reports

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



Report Type Selection Region – Ad Hoc

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

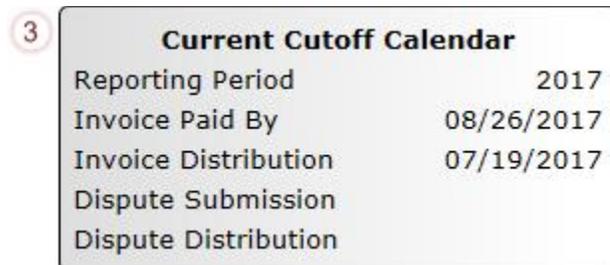
This example displays the populated Ad Hoc radio button.



The population of the Ad Hoc radio button provides a Manufacturer with the ability to request reports for Invoice, Data, Dispute Return, and Dispute Resolution files for data older than Q2 2015.

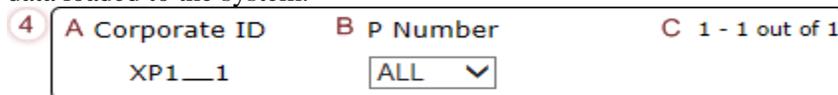
Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.



Reports Filter Region – Ad Hoc

The **Reports Filter region – Ad Hoc** contains three (3) fields that allow a user to view ad hoc data loaded to the system.



- A. Corporate ID column defaults to the Corporate ID utilized to access the system.
- B. P Number field defaults to ALL, but allows a user to sort reports visible by P number associated with the Corporate ID.
- C. Item Count column displays the number line items displayed on the current page of the total number of items available for the Corporate ID.

Filter Results Region – Ad Hoc

The **Reports Filter Results region – Ad Hoc** contains six (6) columns to allow a user to display or download requested reports.

Note: Reports that have a date greater than 2015Q2 will not be available on the Ad Hoc page.

Requested reports will be available for download for one (1) of the following periods: two (2) weeks from request date or one (1) week after download. Reports are removed from the system depending on which time period expires first, request date or last download date.

| 5 | A P Number | B Reporting Period | C Report Type | D Date Loaded | E Download File | F Last Downloaded Date |
|---|------------|--------------------|---------------|---------------|-----------------------|------------------------|
| | P1__1 | 2014Q4 | Invoice | 07/25/2017 | <input type="radio"/> | |

- A. P Number column displays to the P number associated with the specific Report Type requested.
- B. Reporting Period column displays to the quarterly reporting period for the requested Report Type. Format of Reporting Period is YYYYQQ, where YYYY represents the calendar year and QQ represents the quarter. Example: The Reporting Period of 201501 represents calendar year 2015 first quarter.
- C. Report Type column displays to the requested report. Report types available for Ad Hoc requests consist of Invoice, Data, Dispute Return, and Dispute Resolution reports.
- D. Date Loaded column displays the date the requested Ad Hoc file was loaded to the Portal. Files will remain available in the **Reports Filter Results region – Ad Hoc** page for fourteen (14) calendar days from the Date Loaded or seven (7) calendar days after the Last Download Date, whichever comes first.
- E. Download File column displays a radio button to allow a user to view the specific Report Type in a text file format.
- F. Last Download Date column displays the last date the specific Report Type was downloaded in DD/MM/YYYY and HH:MM AM/PM format. Files will remain available in the **Reports Filter Results region – Ad Hoc** page for fourteen (14) calendar days from the Date Loaded or seven (7) calendar days after the Last Download Date, whichever comes first.

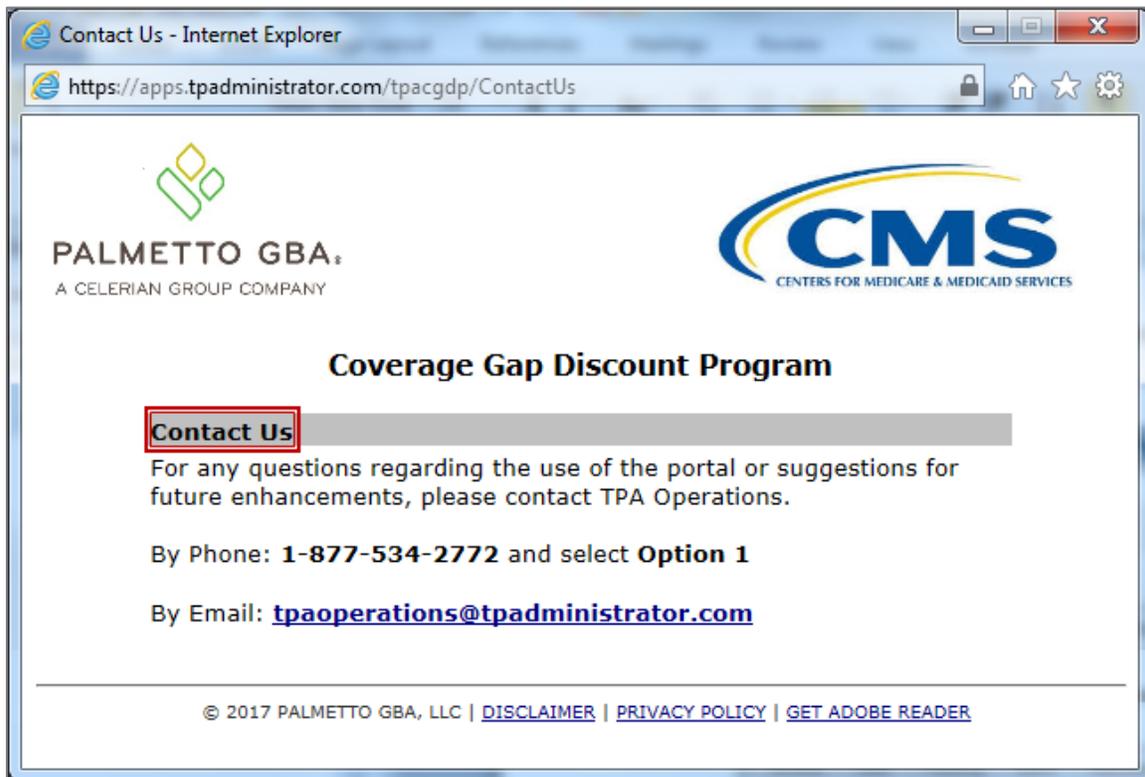
CGDP Portal Instructions – Ad Hoc Reports

Submitting and Accessing Ad Hoc Reports

Manufacturers are able to utilize the **Ad Hoc Reports** functionality to view distributed invoice reports prior to the Q2 2015 invoicing period. Report types available for review on the Ad Hoc report page: Invoice, Data, Dispute Return, or Dispute Resolution reports.

This instruction provides direction on accessing the Ad Hoc reports functionality. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. To submit a request for a CGDP Invoice, Data, or Dispute Resolution report dated 2015Q1 or earlier, users should contact the TPA utilizing the [Contact Us](#) link. The Ad Hoc request, submitted via email or phone, should contain the reporting period and report type, which should be loaded to the Portal for viewing and downloading. Access to submit a request does not require authorized access to the Portal.



- Authorized end users will access the Portal to review completed Ad Hoc reports requests. 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.
- After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for review and download.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XP1__1 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 3 out of 3

| Invoice Type | Corporate ID | P Number | Reporting Period | Status | Select |
|--------------|--------------|----------|------------------|-----------|-----------------------|
| BY Closeout | XP1__1 | P1__1 | 2016 | Available | <input type="radio"/> |
| Quarterly | XP1__1 | P1__1 | 201503 | Available | <input type="radio"/> |
| Quarterly | XP1__1 | P1__1 | 201502 | Available | <input type="radio"/> |

Reporting Periods with no invoice line items
Filter by: A P Number: ALL | B Reporting Period: ALL

| P Number | Reporting Period |
|----------|------------------|
| P1__1 | 201601 |
| P1__1 | 201504 |

- To review the Ad Hoc report request, select the **Reports** tab and populate the Ad Hoc radio button.

Manufacturer Portal CGDP Reports

Report Type: Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

Corporate ID: XP1__1 | P Number: ALL | 1 - 1 out of 1

Current Cutoff Calendar
Reporting Period: 2017
Invoice Paid By: 08/26/2017
Invoice Distribution: 07/19/2017
Dispute Submission:
Dispute Distribution:

| P Number | Reporting Period | Report Type | Date Loaded | Download File | Last Downloaded Date |
|----------|------------------|-------------|-------------|-----------------------|----------------------|
| P1__1 | 201404 | Invoice | 07/25/2017 | <input type="radio"/> | |

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- To view the requested ad hoc reports in text file format, populate the Download File radio button corresponding to the specific requested report.



- 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

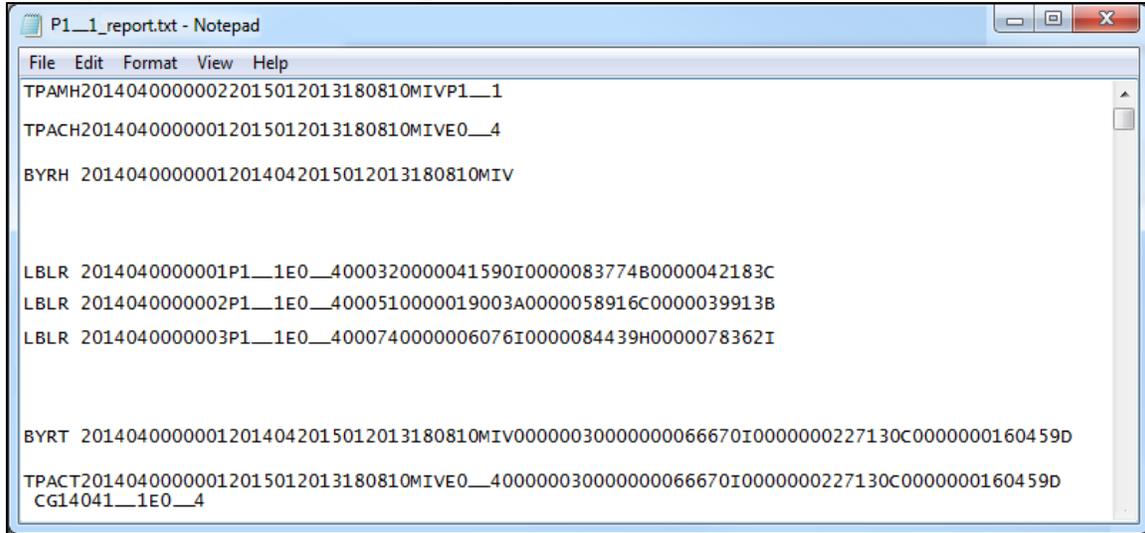
This example displays the selected Save button.



Note: It is recommended to save the requested report, since requested reports will be available for download for one (1) of the following periods: fourteen (14) calendar days from request date or seven (7) calendar days after download. Reports are removed from the system depending on which time period expires first, request date or last download date.

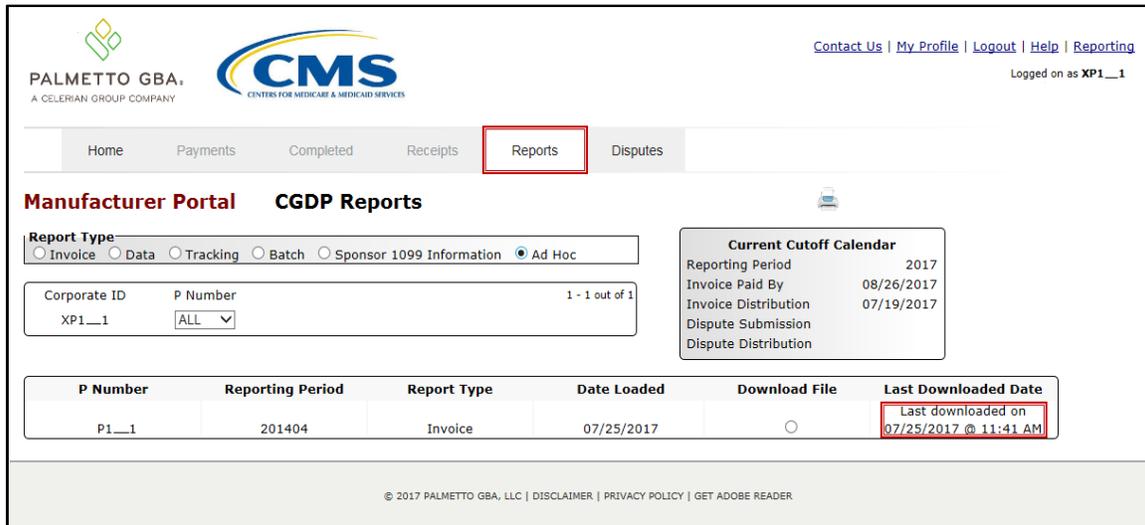
7. After selecting the *Open* button, review the downloaded text file for Ad Hoc reports.

This example displays the downloaded text file with the type of information available on the Ad Hoc report after selecting the corresponding Download File radio button.



8. Once review of the text file is complete, return to the **Reports** tab.

9. 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.



Note: Requested reports will be available for download for one (1) of the following periods: fourteen (14) calendar days from request date or seven (7) calendar days after download. Reports are removed from the system depending on which time period expires first, request date or last download date.

You have now completed submitting and accessing requested Ad Hoc reports.

Summary

This Manufacturer Users Guide introduced the CGDP Portal's reporting functionality.

The Portal not only provides reporting period data in an invoice format, but also provides the data in its original flat file format to Manufacturers. Reports are distributed to the Portal on the "*Quarterly Invoice Receipt Date*" as defined in the [CGDP Calendar](#).

This guide presented six (6) different types of reports available on the Reports tab in the Portal. They are Invoice, Data, Tracking, Batch, Manufacturer 1099 Information, and Ad Hoc reports. All of these Manufacturer reports appear on the Reports tab, both quarterly and BY Closeout reports, which are available for review and retrieval.

Note: Report formats are located on the TPAdministrator.com website to assist end users with reading the text file formats of quarterly and BY Closeout invoice reports.

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 |

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 |

Glossary

| Term | Definition |
|----------------------|--|
| Authorization Amount | Displays the amount authorized for payment processing, including amounts located in the <u>Invoice Amount</u> and <u>Previous Deferred Amount</u> 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 <u>Invoiced Amount</u> or the combination of the <u>Invoiced Amount</u> and the <u>Previous Deferred Amount</u> 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. |

| Term | Definition |
|---------------------------|--|
| 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. |
| 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 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. <i>From Medicare Coverage Gap Discount Program Agreement, item I.j.</i> |
| 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. |

| Term | Definition |
|--------------------------|---|
| 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. |
| 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. <i>From Pub. 100-18: Medicare Prescription Drug Benefit Manual, section 20.</i> |
| 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. |

| Term | Definition |
|------------------|--|
| 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. |
| 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. |