Coverage Gap Discount Program (CGDP) Manufacturer Portal

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Introduction

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

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

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

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

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

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

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

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

CGDP Portal Login

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

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

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

Detailed login instructions are located on the <u>*TPAdministrator.com*</u> website under *References* in the <u>*CGDP Manufacturer Portal Introduction and Login Users Guide*</u>. Instructions contained within the guide include:

- Initial Security Data Set Up
- Daily Login
- Account Maintenance
- Navigation of the CGDP Portal and its tabs and links
- Note: Users will not have the ability to view other Manufacturers' data.

To correctly exit out of the CGDP Portal, select the <u>Logout</u> link in the upper right hand corner of the active page.

Note: Failing to select the *Logout* link to exit the system will lock a user out of the Portal for a minimum of 30 minutes.

CGDP Portal User Roles

CGDP Portal Payment Initiator Role and Administrator Role

The Portal has two (2) different roles for users to access distributed invoices and reports.

- The **Payment Initiator** role provides the responsibility that allows a user to view all functionality of the Portal, including initiating payment of distributed invoices.
- The **Administrator** role provides the responsibility that allows the primary point of contact user to view all functionality of the Portal, save for the ability to initiate payments.

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

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

For example:

A Manufacturer has designated an associate, Mr. Price, as the primary pointof-contact for the Portal. An authorized HPMS user enters Mr. Price's information into the **TPA Liaison** field, which the TPA can verify to assign both the **Payment Initiator** and **Administrator** role by default. Mr. Price will now have access to the Portal to review files and initiate payments.

The Manufacturer then determines that the Portal payment functionality should be assigned to their financial area. An authorized HPMS user enters Ms. Rentenmark's information in the *CGDP Portal Payment Initiator* field, which the TPA can verify to assign the *Payment Initiator* role to Ms. Rentenmark. She will have access to the Portal to review files and initiate payments while Mr. Price's Portal role will be updated to the *Administrator* role. Mr. Price will still be listed as the primary point-of-contact and will still have access to review files in the Portal.

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

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

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

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

CGDP Portal Payment Initiator Role

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

	TO GBA.	CENTRE	S FOR MEDICARE & MEDICAID SERV	ICES					<u>Conta</u>	ct Us <u>My Profile</u> <u>Logo</u> u	<u>ut Help Reportin</u> Logged on as XP1_6
Hon	ne Pay	ments	Completed	Receipts	Reports	Dis	outes				
lanufa	acturer	Porta		Payme	nte					2	
lanare	letarer	i orta	CODI	rayine	inco					-	
Contract	Number: ALL	v (Invo Corporate ID: XP1	ice Reporting F	Period: 2015 Imber: P1_1			10/09/2015	ſ	Payment Info	ormation
contract		· · ·	corporate ID: XPI	_0 FN0		•	U 1-99	9 OUL 01 228		Total Invoiced	\$40,294.0
					Initiate All					Total Failed	\$0.0
Contract	Invoiced	Previous	Daymont /F	iled Initia) I	Total Deferred Total Pending	\$49.0 \$11,049.9
Sontract Number	Invoiced Amount ↑↓	Deferred Amount	Payment/Fa Date	nied Initia Paym		Failed	EFT	ID		Total Successful	\$11,049.5
			00/02/0010	- -	_					Total Available	\$29,195.0
H32	\$183.15	\$0.00	02/03/2016				CG1502	21_1H3_2	2		
H34	\$27.87	\$0.00	02/03/2016				CG1502	211H34	\sim	Payment Initiation Up	load
H37	\$100.01	\$0.00	02/03/2016				CG1502	21_1H3_7			rowse Upload
H31	\$56.87	\$0.00	02/03/2016				CG1502	211H31			
H39	\$101.00	\$0.00	02/03/2016				CG1502	211H39			
H32	\$5.02	\$0.00	02/03/2016				CG1502	211H32			
Н30	\$202.20	\$0.00	02/03/2016					211H30			
H39	\$95.64	\$0.00	02/03/2016					21_1H3_9 ¥			
H3_9		•					CG1502		J		
ending Tra	ansactions 🤇	Update All 🛛						4 Submit			
Contract	Number A	uthorizatio	n Amt Date Su	bmitted	Payment D	ate	Stop Pay	ment	1		
E0	_4	\$231.87	02/03/	2016	02/08/2016			~			
E3	_4	\$95.64	02/03/	2016	02/04/2016						
E4		\$3,000.46	02/03/		02/04/2016						
E7		\$955.73	02/03/		02/08/2016						
E7		\$2,184.14	02/03/		02/04/2016						
H0		\$2,999.89	02/03/		02/04/2016						
H0 H0		\$75.94 \$508.53	02/03/ 02/03/		02/04/2016						
H0		\$31.88	02/03/		02/04/2016						
H0		\$215.24	02/03/		02/04/2010			\sim			
			52/03/				(5) St		(

Five (5) functions are available with the **Payment Initiator** role.

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

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

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

	X
Coverage Gap Discount Program	
PIN Validation	
••••	
Validate	

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

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

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

CGDP Portal Administrator Role

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

ALMETI CELERIAN GRO	TO GBA:	CONTR	S FOR MEDICARE & MEDICAID SERVICES					<u>Contact</u>	: Us My Profile Logo	ut <u>Help</u> <u>Reportin</u> Logged on as XP1_6
Hon	ne Pa	yments	Completed F	Receipts	Reports	Disputes				
lanufa	acturer	Dorto	CGDP P	ovmont	-			J.	2	
anura	icturei	Fuita		ayment	3			-	-	
			Invoice	Reporting Perio	d: 20150	2 Payments due	e: 10/09/2015			
Contract	Number: ALL	. 🗸 (Corporate ID: XP16	P Numbe	r: P1_1 •	1 -	99 out of 228		Payment Info Total Invoiced	ormation \$40,294.0
				1				<i>`</i>	Total Failed	\$40,294.0
								h	Total Deferred	\$49.0
Contract Number	Invoiced	Previous Deferred	Payment/Falle		Defer	Failed EF	T ID		Total Pending	\$11,049.9
umber	Amount ↑↓	Amount	Date	Payment					Total Successful Total Available	\$0.0 \$29,195.0
H32	\$183.15	\$0.00	02/03/2016			CG1	5021_1H3_2 🔨		Total Available	\$25,155.0
H34	\$27.87	\$0.00	02/03/2016			CG1	50211H34	2		
H37	\$100.01	\$0.00	02/03/2016			CG1	50211H37			
H31	\$56.87	\$0.00	02/03/2016			CG1	50211H31			
H39	\$101.00	\$0.00	02/03/2016			CG1	50211H39			
H32	\$5.02	\$0.00	02/03/2016			CG1	50211H32			
H30	\$202.20	\$0.00	02/03/2016			CG1	50211H30			
H39	\$95.64	\$0.00	02/03/2016				5021_1H3_9			
	(3)						4	ĺ		
ending Tra	ansactions (🕥 1 - 99 ou	t of 293							
Contract	Number A	 uthorizatio	n Amt Date Subm	itted Pay	ment Da	te Stop Pa	ayment)		
E0	_4	\$231.87	02/03/201	6 02/	08/2016		~			
E3	_4	\$95.64	02/03/201	6 02/	04/2016					
E4	_4	\$3,000.46	02/03/201	6 02/	04/2016					
E7	_6	\$955.73	02/03/201	6 02/	08/2016					
E7	.8	\$2,184.14	02/03/201	6 02/	04/2016					
H0		\$2,999.89	02/03/201		04/2016					
H0		\$75.94	02/03/201		04/2016					
H0		\$508.53	02/03/201		04/2016					
H0 H0		\$31.88	02/03/201		04/2016		~			
		\$215.24	02/03/201	b 02/	04/2016			1		

These five (5) functions are **<u>not</u>** available with the **Administrator** role.

- 1. Initiate All
- 2. Payment Initiation Upload region
- 3. Update All
- 4. <u>Submit</u> button
- 5. <u>Stop Payment(s)</u> button

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

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

CGDP Portal Payments

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

- The **Payments** tab provides payment capabilities, similar to an online bill pay function, to allow the selection of one (1), some, or all of the invoices distributed for payment processing. Payments may also be available for deferability, if the amounts fall below the systems deferred allowable amount. Invoices initiated for payment display in the <u>Pending Transactions</u> region until the nightly status update process is generated. Once this process completes, successfully processed initiated invoiced line items will move to the **Completed** tab for status tracking.
- The **Completed** tab provides status information of previously initiated payments that have completed the nightly status update process successfully. Invoices initiated for payment will remain in a *Pending* status until the funds are successfully received in the payee's bank account. At that time, the status of the invoiced line item will update to *Successful*. The *Deferred* status is only available if distributed invoices meet the system criteria for deferral and are processed as such by the Manufacturer.
- The **Receipts** tab provides a listing of invoiced line items due to be paid to Manufacturers by Program-participating Sponsors. Payments not initiated are listed as *Outstanding*. Payments that have been initiated list as a *Pending* status. A *Received* status notes that funds should be available in the payee's bank account. A *Deferred* status means that invoices met the system criteria for deferral and have been processed as such by the Sponsor, and a *Failed* status notes that issues occurred with payment processing.
- The **Reporting** link provides a user with the ability to generate on-demand spreadsheets for invoice line items, receipts, or summary reports for overall totals by reporting period via the Portal. This functionality provides an additional method of printing all invoice and receipt information for a specific reporting period, where the Print Icon, located on each page of the Portal, only provides the ability to print the data visible on an active page.

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

CGDP Portal Payments Tab

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

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

		O GBA:	CENTRES	FOR MEDICARE & MEDICAED SERVICES					Con	act Us <u>My Profile</u> <u>Logo</u>	Logged on as XP18
	Hom	e Pay	ments	Completed Re	eceipts	Reports	Dispu	les			
Man	ufa	cturer	Portal	CGDP Pa	yment	S				2	
				2 Invoice Reporti	na Pariad: 20	1502	(3) Payma	nts due: 12/09/201			
Co	ntract I	Number: ALL	~ c	orporate ID: XP1_8		r: P1_8		1 - 99 out of 526	ີ (5)	Payment Inf	
										Total Invoiced	\$137,938.
					🗆 In	itiate All			_	Total Failed Total Current Deferred	\$141. \$0.
Contr		Invoiced	Previous Deferred	Payment/Failed		Defer	Failed	EFT ID		Total Previously Deferred	\$0.
Numl	per	Amount ↑↓	Amount	Date	Payment	Deler	Falled	EFTID		Total Pending	\$24,744.
нз.	_2	\$212.47	\$0.00	01/13/2016				CG150318H32	~	Total Successful	\$95,966
нз	.8	\$89.53	\$1.75	01/13/2016				CG15031_8H3_8		Total Available	\$17,087
нз		\$808.25	\$0.00	01/13/2016				CG15031_8H3_0	(7)		
нз.	5	\$52.96	\$0.00	01/13/2016				CG15031_8H3_5		Payment Initiation Uplo	pload rowse Upload
нз		\$9.86	\$0.00	01/13/2016				CG15031_8H3_7			10W36
нз		\$631.92	\$0.00	01/13/2016				CG15031_8H3_2			
нз		\$50.51	\$0.00	01/13/2016				CG15031_8H3_4			
нз		\$592.63	\$16.79	01/13/2016				CG15031_8H3_1			
13.		\$592.05	Q10175				Failed -	CG15031_8H3_1			
H2.	_8	\$52.26	\$0.00	01/13/2016			Closed / Invalid Acc	t CG15031_8H2_8	~		
			Update All 🗌	110				Submit			
Pendi	ng Tra	nsactions 🧉	Debit Failed	Due To Debit Block.				1 - 5 out of 5			
Con	tract I	Number Au	thorization	Amt Date Submit	ted Pay	ment Da	te s	top Payment			
	• но		\$6.07	12/22/201	5 11	/02/2015					
	E2		\$2,891.47	12/02/201		/02/2015					
	E3		74,682.34	12/02/201		/02/2015					
	E7		\$7,375.06	12/02/201		/02/2015					

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

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

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

Tabbed Region - Payments

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

In this example, the **Payments** tab is active.



Invoice Reporting Period Region

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

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

2 Invoice Reporting Period: 201503

Payments Due Region

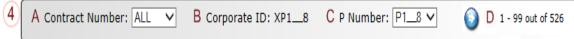
This section of the **Payments** tab displays the final payment due date of all invoice line items for a specified reporting period, based on the calculation of distributed invoice receipt date plus 38 calendar days.

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

3 Payments due: 10/09/2015

Filter Region – Payments

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



- A. <u>Contract Number</u> field allows a user to select specific contract numbers from the drop down list. The drop down list provides update capability to select another contract number with invoice line items within the same reporting period. The field defaults to 'ALL', which displays all contract numbers for the reporting period.
- B. <u>Corporate ID</u> column defaults to the Corporate ID utilized to access the system.
- C. <u>P Number</u> field displays the P number for invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P number with invoice line items within the same reporting period and assigned to the Corporate ID.

Note: In order to view a different reporting period, a user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.

D. <u>Item Count</u> column provides the number of invoice line items displayed on the current page out of the total number of invoices included for the reporting period. This field also contains a <u>Next Page</u> icon to alert the user to multiple pages of distributed invoices, if applicable.

Payment Information Region

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

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

5	\bigcap	<u>Payment Ir</u>	nformation
\sim	А	Total Invoiced	\$137,938.98
	В	Total Failed	\$141.00
	С	Total Current Deferred	\$0.00
	D	Total Previously Deferred	\$0.00
	E	Total Pending	\$24,744.52
	F	Total Successful	\$95,966.02
	G	Total Available	\$17,087.44

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

Payment Initiation Region

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

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

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

6					E 🗆 Init	iate All			
	A Contract Number	B Invoiced Amount ↑↓C	Previous Deferred Amount	D Payment/Failed Date	F Initiate Payment	G Defer	H Failed	EFT ID	
	H32	\$212.47	\$0.00	01/13/2016				CG150318H32	~
	H3 <u>8</u>	\$89.53	\$1.75	01/13/2016				CG15031_8H3_8	
	H30	\$808.25	\$0.00	01/13/2016				CG150318H30	
	H35	\$52.96	\$0.00	01/13/2016				CG15031_8H3_5	
	H37	\$9.86	\$0.00	01/13/2016				CG150318H37	
	H32	\$631.92	\$0.00	01/13/2016				CG15031_8H3_2	
	H34	\$50.51	\$0.00	01/13/2016				CG150318H34	
	H31	\$592.63	\$16.79	01/13/2016				CG15031_8H3_1	
	H28	\$52.26	\$0.00	01/13/2016			Failed - Closed / Invalid Acct	CG15031_8H2_8	~
		JI	Jpdate All 🗌					K Submi	t

- A. <u>Contract Number</u> column displays the Sponsor contract number.
- B. <u>Invoiced Amount</u> column displays the invoice line item amounts due to the Sponsor. This column also provides users with the ability to sort the <u>Invoiced Amount</u> column in ascending or descending amount order, using the directional arrows provided to the right of the column title.

Note: The amount automatically populates from the quarterly invoice and is not subject to modification.

- C. <u>Previous Deferred Amount</u> column displays deferred amounts from prior reporting period(s).
- D. <u>Payment/Failed Date</u> column displays a field that defaults to the current date for an invoice line item payment, in MM/DD/YYYY format.

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

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

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

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

					E 🗹 Initia	ate All			
6	Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID	
	H32	\$212.47	\$0.00	01/13/2016	\checkmark			CG15031_8H3_2	~
	H38	\$89.53	\$1.75	01/13/2016	\checkmark			CG15031_8H3_8	
	H30	\$808.25	\$0.00	01/13/2016	\checkmark			CG15031_8H3_0	
	H35	\$52.96	\$0.00	01/13/2016	\checkmark			CG15031_8H3_5	
	H37	\$9.86	\$0.00	01/13/2016	\checkmark			CG15031_8H3_7	
	H32	\$631.92	\$0.00	01/13/2016	•			CG15031_8H3_2	
	H34	\$50.51	\$0.00	01/13/2016	\checkmark			CG15031_8H3_4	
Į	H31	\$592.63	\$16.79	01/13/2016	•			CG15031_8H3_1	

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

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

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

Additional Notes:

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

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

					🗆 Initia	ate All			
6	Contract Number			Payment/Failed Date	F Initiate Payment	Defer	Failed	EFT ID	
	H32	\$212.47	\$0.00	01/13/2016				CG150318H32	~
	H38	\$89.53	\$1.75	01/13/2016				CG15031_8H3_8	
	H30	\$808.25	\$0.00	01/13/2016	V			CG150318H30	
	H35	\$52.96	\$0.00	01/13/2016				CG15031_8H3_5	
	H37	\$9.86	\$0.00	01/13/2016				CG150318H37	
	H32	\$631.92	\$0.00	01/13/2016				CG15031_8H3_2	
	H34	\$50.51	\$0.00	01/13/2016				CG150318H34	
	H31	\$592.63	\$16.79	01/13/2016				CG15031_8H3_1	

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

The Portal provides the ability to defer payment of distributed invoice line items to a subsequent reporting period *if*:

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

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

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

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

The most important facts to know before deferring an invoice are:

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

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

 Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H39	\$3.45	\$0.00	01/13/2016		G 🗌		CG150318H39

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

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H42	\$0.34	\$2.31	01/13/2016		G		CG150318H32

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

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID	
H4_1	\$66.20	\$6.01	01/13/2016		G		CG150318H31	~

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

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

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer H Failed	EFT ID
H5415	\$238.32	\$0.00	01/13/2016		Failed - Charged Back	CG150318H35
H6609	\$257.00	\$0.00	01/13/2016		Failed - Charged Back	CG15031_8H3_9
H28	\$52.26	\$0.00	01/13/2016		Failed - Closed / Invalid Acct	CG15031_8H2_8

The Failed column displays error messages that can be found in Appendix B.

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

					🗆 Ini	tiate All			
6	Contract Number	Invoiced Amount↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID	
	H32	\$212.47	\$0.00	01/13/2016				CG15031_8H3_2	~
	H38	\$89.53	\$1.75	01/13/2016				СG15031_8H3_8	
	Н30	\$808.25	\$0.00	01/13/2016				CG150318H30	
	H35	\$52.96	\$0.00	01/13/2016				CG15031_8H3_5	
	H37	\$9.86	\$0.00	01/13/2016				CG15031_8H3_7	
	H32	\$631.92	\$0.00	01/13/2016				CG15031_8H3_2	
	H34	\$50.51	\$0.00	01/13/2016				CG15031_8H3_4	
	H31	\$592.63	\$16.79	01/13/2016				CG15031_8H3_1	
	H2_8	\$52.26	\$0.00	01/13/2016			Failed - Closed / Invalid Acct	CG15031_8H2_8	~
			Update All 🗌					Submit	

The format of the <u>EFT ID</u> is **CGYYQQ9999H99999**.

- CG: Coverage Gap payment
- **YYQQ**: Current Reporting Period
- **9999**: Manufacturer P Number (**Note**: P Number displayed without the preceding 'P')
- **H9999**: Sponsor contract number
 - J. <u>Update All Payment Dates</u> check box and field allows a user to set a future date for all displayed invoice line items.

					🗌 In	itiate All			
6	Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID	
	H32	\$212.47	\$0.00	01/19/2016	\checkmark			CG150318H32	~
	Н38	\$89.53	\$1.75	01/19/2016	V			CG15031_8H3_8	
	Н30	\$808.25	\$0.00	01/19/2016	\checkmark			CG150318H30	
	H35	\$52.96	\$0.00	01/19/2016	V			CG150318H35	
	H37	\$9.86	\$0.00	01/19/2016	\checkmark			CG150318H37	
	H32	\$631.92	\$0.00	01/19/2016	\checkmark			CG150318H32	
	H34	\$50.51	\$0.00	01/19/2016	\checkmark			CG150318H34	
	H3_1	\$592.63	\$16.79	01/19/2016	V			CG15031_8H3_1	V
		JL	Jpdate All 🗹	01/19/2016				Subm	it

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

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

• The <u>Update All Payment Date</u> field also contains a <u>Calendar</u> icon to allow a user to update payment dates to a future date. Users can enter the date into the field, in MM/DD/YYYY format, or utilize the <u>Calendar</u> icon to populate the updated payment date.

03/10)/2016					
<		Mar	ch 20	16		>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	Go) To T	oday	Close	9	

(6)J

K. <u>Submit button</u> provides the user one (1)-click functionality to process the active page's selected invoice line items for payment.

					🗆 Ini	tiate All		
6	Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	d Initiate Payment	Defer	Failed	EFT ID
	H32	\$212.47	\$0.00	01/13/2016				CG150318H32
	H38	\$89.53	\$1.75	01/13/2016				CG15031_8H3_8
	H30	\$808.25	\$0.00	01/13/2016				CG150318H30
	H35	\$52.96	\$0.00	01/13/2016				CG15031_8H3_5
	H37	\$9.86	\$0.00	01/13/2016				CG150318H37
	H32	\$631.92	\$0.00	01/13/2016				CG15031_8H3_2
	H34	\$50.51	\$0.00	01/13/2016				CG15031_8H3_4
	H31	\$592.63	\$16.79	01/13/2016				CG15031_8H3_1
	H2_8	\$52.26	\$0.00	01/13/2016			Failed - Closed / Invalid Acct	CG15031_8H2_8
		l	Update All 🗌					K Submit

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

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H86	\$125.37	\$0.00	Please contact TPA				CG150318H86

Examples of why "Please contact TPA" may display:

- Invalid banking information on file for Sponsor
- Sponsor is classified in Receivership status
- Internal Revenue Service (IRS) Levy/Garnishment documentation requests

Payment Initiation Upload Region

The **Payment Initiation Upload region** provides a location for uploading manually created payment files for users working with large volumes of payments for a reporting period. This form contains two (2) fields to assist a user with locating and uploading payment file data. Instructions and reference documents for batch file formatting appear in the <u>Processing Payment Initiation</u> <u>Upload Batch Functionality</u> instructions.

7	Payment Initiation	Upload		
	A	Browse	B	Upload

- A. <u>Browse...</u> field allows a user to search for file data manually created to batch payment files for upload to system.
- B. <u>*Upload*</u> button provides a user one (1)-click functionality to upload batched payment file data to the system for processing.

Pending Transactions Region

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

	15 🕥 G Debit Failed Due		_	H 1 - 5 out of 5
A Contract Number	B Authorization Amt	C Date Submitted	D Payment Date	E Stop Payment
* H03	\$6.07	12/22/2015	11/02/2015	
E20	\$2,891.47	12/02/2015	12/02/2015	
E34	\$74,682.34	12/02/2015	12/02/2015	
E44	\$11,017.15	12/02/2015	12/02/2015	
E76	\$7,375.06	12/02/2015	12/09/2015	

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

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

E. <u>Stop Payment</u> column provides a check box available for selection for future dated payments. The Stop Payment check box allows a user to stop payment processing prior to actual payment.

The <u>Stop Payment</u> check box only displays for pending invoice line item payments that contain a payment date greater than the current calendar date.

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

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

Pen	ding Transactions	1 - 5 out of 5			
C	ontract Number	Authorization Amt	Date Submitted	Payment Date	E Stop Payment
	* H03	\$6.07	12/22/2015	11/02/2015	
	E20	\$2,891.47	12/02/2015	12/02/2015	
	E34	\$74,682.34	12/02/2015	12/02/2015	
	E44	\$11,017.15	12/02/2015	12/02/2015	
	E76	\$7,375.06	12/02/2015	12/09/2015	
					F Stop Paym

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

)	Pending Transaction	5 😡 Debit Failed Due To D	ebit Block.		1 - 5 out of 5
	Contract Number	Authorization Amt	Date Submitted	Payment Date	E Stop Payment
	* H03	\$6.07	12/22/2015	11/02/2015	
	E20	\$2,891.47	12/02/2015	12/02/2015	
	E34	\$74,682.34	12/02/2015	12/02/2015	
	E44	\$11,017.15	12/02/2015	12/02/2015	
	E76	\$7,375.06	12/02/2015	12/09/2015	
					F Stop Payment(s)

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

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

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
* H03	\$6.07	12/22/2015	11/02/2015	
E20	\$2,891.47	12/02/2015	12/02/2015	
E34	\$74,682.34	12/02/2015	12/02/2015	
E44	\$11,017.15	12/02/2015	12/02/2015	
E76	\$7,375.06	12/02/2015	12/09/2015	

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

8

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

8	Pending Transactions	5 💿 🔹 Debit Failed Due	To Debit Block.		H 1 - 5 out of 5
	Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
	* H03	\$6.07	12/22/2015	11/02/2015	
	E20	\$2,891.47	12/02/2015	12/02/2015	
	E34	\$74,682.34	12/02/2015	12/02/2015	
	E44	\$11,017.15	12/02/2015	12/02/2015	
	E76	\$7,375.06	12/02/2015	12/09/2015	
					Stop Payment(s)

CGDP Portal Instructions – Payments Tab

Processing Invoice Payments

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

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

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

- Authorized end users will access the Portal to process invoice line item payments on a quarterly basis due within 38 calendar days from receipt of the distributed invoices. Instructions for logging into the CGDP Portal can be located in the <u>CGDP Manufacturer</u> <u>Portal Introduction and Login Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the <u>Invoice Type</u> field.

CELERIAN GROUP COM	Payments	Completed	Receipts	Reports	Disputes		
anufacture		Coverage G				2	
	oice Type P Nur rterly V ALL	Reporting mber Period	Status		1 - 3 out of 3	you can initiate a p	age Gap Discount Portal where ayment, check the status of ipt of payments as well as view
(nvoice Type Quarterly	P Number P16 P17	Reporting Period 201502 201502	<u>Status</u> Available Available	Select			ons, start by selecting a line o the left of this message.
Quarterly Quarterly	P11	201502	Available	Ō		Failed One or r payment Incomplete One or r N/A No invoi funds du Pending All line it successf	s ready for payment initiations nore items has an unsuccessful : attempt nore items have not been paid ce due for payment. Receipt of e from Manufacturer or Sponso rems have been initiated ully ems have been paid successfu
						Filter by: P NL	
						P Number P16 P16	Reporting Period 201601 201504
						P17 P17	201601 201504
						P1_1	201601

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

			CES			<u>Contact Us</u> <u>My Profi</u>	le Logout Help Reportin Logged on as XP1_ Test Environme
Home	Payments	Completed	Receipts	Reports	Disputes		
lanufactur	er Portal	Coverage G	ap Discou	int Progr	am Home	a	
·	roice Type P Nur rterly V ALL	Reporting Period V ALL V	Status		1 - 3 out of 3	Welcome to Coverage Ga you can initiate a payme payments and receipt of your reports.	
Invoice Type Quarterly	P Number P16	Reporting Period 201502	<u>Status</u> Available	<u>Select</u>		For payment functions, s item from the list to the	
Quarterly Quarterly	P17 P11	201502 201502	Available Available	0		Failed One or more i payment atter Incomplete One or more i N/A No invoice du funds due fror Pending All line items I successfully	tems have not been paid e for payment. Receipt of n Manufacturer or Sponsor.
						Reporting Periods w Filter by: P Number	ith no invoice line items Reporting Period ALL ✓
						P Number	Reporting Period
						P16 P16 P17 P17 P17 P1_1	201601 201504 201601 201504 201601
						P11	201504

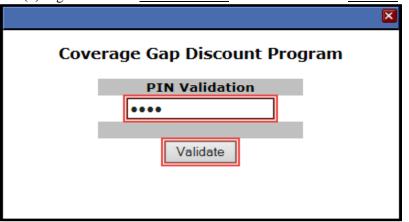
4. On the **Payments** tab, review **Payment Initiation region** and the **Payment Information** region for available invoice line items.

Ho	me Pay	ments	Completed Rec	eipts	Reports	Disp	utes		
anufa	acturer	Portal	CGDP Pa	yment	s			2	
			Invoice Re	porting Perio	d: 20150	2 Payme	ents due: 10/09/2015	Payment Inform	ation
Contract	Number: ALL	✓ Co	rporate ID: XP16	P Numbe	r: P16 `	~	1 - 99 out of 526	Total Invoiced	\$40,066
								Total Failed	\$0
				🗆 Init	tiate All			Total Current Deferred Total Previously Deferred	\$0 \$0
ontract	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID	Total Pending	\$0
umber	Amount ↑↓	Amount	Date	Payment	Derei	ranea		Total Successful	\$0
E04	\$8,031.77	\$0.00	02/01/2016				CG15021_6E0_4	Total Available	\$40,066
E2 0	\$775.07	\$0.00	02/01/2016				CG15021_6E2_0		
E34	\$190.05	\$0.00	02/01/2016				CG15021_6E3_4	Payment Initiation Upload	
E44	\$3,253.39	\$0.00	02/01/2016				CG150216E44	5,011	
	\$495.13	\$0.00	02/01/2016						
E76			02/01/2016				CG150216E76		
E78	\$1,095.71	\$0.00					CG15021_6E7_8		
H04	\$25,697.69	\$0.00					CG15021_6H0_4		
H04	\$7.09	\$0.00	02/01/2016				CG15021_6H0_4		
		Jpdate All 🗌					Submit		

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

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E04	\$8,031.77	\$0.00	02/01/2016				CG15021_6E0_4
E20	\$775.07	\$0.00	02/01/2016				CG150216E20
E34	\$190.05	\$0.00	02/01/2016				CG150216E34
E44	\$3,253.39	\$0.00	02/01/2016				CG150216E44
E76	\$495.13	\$0.00	02/01/2016				CG150216E76
E78	\$1,095.71	\$0.00	02/01/2016				CG15021_6E7_8
H04	\$25,697.69	\$0.00	02/01/2016				CG15021_6H0_4
H04	\$7.09	\$0.00	02/01/2016				CG15021_6H0_4
	ι	Jpdate All 🗌					Submit

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



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

	TO GBA:	CENTER	S FOR MEDICARE & MEDICAR	S D SERVICES					<u>Contact U</u>	<u>s My Profile Logout </u> Lo	Help Reportin
Hor	me Payı acturer	ments Porta		Rece	eipts /ments	Reports	Dis	putes	2		
		rorta		-			2 Paym	ents due: 10/09/20 1			
Contract	Number: ALL	~	Corporate ID:)	<p16< td=""><td>P Numbe</td><td>r: P1_6</td><td>~</td><td>1 – 99 out of 525</td><td></td><td>Payment Inform</td><td></td></p16<>	P Numbe	r: P1_6	~	1 – 99 out of 525		Payment Inform	
					🗆 Init	iate All		•		Total Invoiced Total Failed Total Deferred	\$40,066. \$0. \$0.
Contract Iumber	Invoiced Amount ↑↓	Previous Deferred Amount			Initiate Payment	Defer	Failed	EFT ID		Total Pending Total Successful	\$8,031. \$0.
E2_0	\$775.07	\$0.00	02/02/2016					CG150216E20		Total Available	\$32,034.
E3_4	\$190.05	\$0.00	02/02/2016	-				CG150216E34			
E4_4	\$3,253.39	\$0.00	02/02/2016					CG15021_6E4_4	Pay	ment Initiation Uploa Brow	<u>ad</u> vse Upload
E7_6	\$495.13	\$0.00	02/02/2016					CG150216E76			
E7_8	\$1,095.71	\$0.00	02/02/2016					CG150216E78			
H0_4	\$25,697.69	\$0.00	02/02/2016					CG15021_6H0_4			
H0_4	\$7.09	\$0.00	02/02/2016					CG150216H04			
H0_7	\$158.25	\$0.00	02/02/2016	-				CG15021_6H0_7	~		
		Jpdate All						Submit	Ĩ		
ending Tr	ansactions 🤅) 1 – 1 out									
		thorizatio		Submitte		ment Da		Stop Payment			
E0_	_4	\$8,031.77	02	/02/2016	02	/02/2016					
								Stop Payment(s)			

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

Processing Single Future Dated Invoice Payments

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

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

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

- Authorized end users will access the Portal to select payment dates for invoice line items that differ from the default payment date of the current calendar day. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer Portal Introduction and Login Users</u> <u>Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the <u>Invoice Type</u> field.

PALMETTO G		CMS TERS FOR MEDICARE & MEDICARD SER	VICES			<u>Contact Us</u> <u>My Prof</u> i	le Logout Help Repor Logged on as XP1.	
Home	Payments	Completed	Receipts	Reports	Disputes			
lanufacture	er Portal	Coverage (Gap Discou	nt Progi	am Home			
orporate ID Invo XP1_6 Qua	oice Type P Nur terly V ALL	Reporting nber Period	Status		1 - 3 out of 3	you can initiate a payme	ap Discount Portal where nt, check the status of payments as well as view	
Invoice Type	P Number	Reporting Period	<u>Status</u>	<u>Select</u>		For payment functions, item from the list to the		
Quarterly	P16	201502	Available	0		item from the list to the	ierc or this message.	
Quarterly Quarterly	P17 P11	201502 201502	Available Available	0				_
						funds due from Pending All line items successfully	e for payment. Receipt of n Manufacturer or Sponso	or
						Reporting Periods w	ith no invoice line item	15
						Filter by: P Number	Reporting Period	
						P Number	Reporting Period	
						P16	201601	
						P16	201504	
						P17	201601	
						P17	201504	
						P1_1	201601	
						P11	201504	

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

		CMS S FOR MEDICARE & MEDICAID SERVI	CES			Contact Us My Prof	ile <u>Logout</u> <u>Help</u> <u>Reportin</u> Logged on as XP1 Test Environme
Home	Payments	Completed	Receipts	Reports	Disputes		
lanufacture	er Portal	Coverage G	ap Discou	nt Progr	am Home	2	
Corporate ID Invo XP16 Quar		Reporting ber Period	Status		1 - 3 out of 3	you can initiate a payme	ap Discount Portal where ont, check the status of payments as well as view
Invoice Type Ouarterly	P Number	Reporting Period 201502	<u>Status</u> Available	Select		For payment functions, sitem from the list to the	
Quarterly	P17	201502	Available	0			
						payment atte Incomplete One or more N/A No invoice du funds due fro Pending All line items successfully	tems have not been paid e for payment. Receipt of m Manufacturer or Sponsor.
						P Number	
						P Number	ALL V
						P16	201601
						P16	201504
						P17	201601
						P17	201504 201601
						P1_1 P1_1	201601

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

	OUP COMPANY	CENTER	S FOR MEDICARE & MEDICAID SERVICES						
	acturer	Porta		yment	Reports S	Disp	utes	â	
			Invoice R	eporting Perio			ents due: 10/09/2015	Payment Inform	
Contract	t Number: ALL	~	Corporate ID: XP16	P Numbe	r: P1_6	~	1 - 99 out of 525	Total Invoiced	\$40,066
								Total Failed Total Current Deferred	\$0 \$0
				Init	iate All			Total Previously Deferred	\$0
ontract	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID	Total Pending	\$8,031
lumber	Amount ↑↓	Amount	Date	Payment				Total Successful	\$0
E2_0	\$775.07	\$0.00	02/02/2016				CG150216E20 🔨	Total Available	\$32,034
E3_4	\$190.05	\$0.00	02/02/2016				CG15021_6E3_4		
E4_4	\$3,253.39	\$0.00	02/02/2016				CG150216E44	Payment Initiation Uploa Brow	
E7_6	\$495.13	\$0.00	02/02/2016				CG150216E76		
E7_8	\$1,095.71	\$0.00	02/02/2016						
		\$0.00	02/02/2016				CG150216E78		
H0_4	\$25,697.69		02/02/2016				CG150216H04		
H0_4	\$7.09	\$0.00					CG150216H04		
H0_7	\$158.25	\$0.00	02/02/2016				CG15021_6H0_7		
		Update All					Submit		
ending T	ransactions () 1 - 1 οι	ut of 1						
Contrac	t Number Au	_ uthorizatio	n Amt 🛛 Date Submit	ted Pay	/ment Da	te	Stop Payment		
	_4	\$8,031.77	02/02/2010		2/02/2016				

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

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	I	Paym	ent, Dat	/Faile e	ed		itiate ymen	t Defer	Failed	EFT ID	
E2_0	\$775.07	\$0.00		/2016					_			CG150216E20	~
E3_4	\$190.05	\$0.00	<			iary 2			>			CG150216E34	
E44	\$3,253.39	\$0.00	Sun	Mon		_	Thu	1				CG150216E44	
E7_6	\$495.13	\$0.00	7	1	2	3 10	4 11	5 12	6 13			CG150216E76	
E78	\$1,095.71	\$0.00	14	15	16	17	18	19	20			CG150216E78	
H0_4	\$25,697.69	\$0.00	21	22	23	24	25	26	27			CG150216H04	
H0_4	\$7.09	\$0.00	28	29 Go	To T	oday	Clos	e				CG150216H04	
H0_7	\$158.25	\$0.00	02/02	2016		-		_				CG15021_6H0_7	~
	ι	Jpdate All										Submi	it

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

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount		nt/Failed ate	Initiate Payment	Defer	Failed	EFT ID	
E2_0	\$775.07	\$0.00	02/04/2016		\checkmark			CG150216E20	~
E3_4	\$190.05	\$0.00	02/02/2016					CG150216E34	
E4_4	\$3,253.39	\$0.00	02/02/2016					CG150216E44	
E7_6	\$495.13	\$0.00	02/02/2016					CG150216E76	
E7_8	\$1,095.71	\$0.00	02/02/2016					CG150216E78	
H0_4	\$25,697.69	\$0.00	02/02/2016					CG150216H04	
H0_4	\$7.09	\$0.00	02/02/2016					CG150216H04	
H0_7	\$158.25	\$0.00	02/02/2016					CG15021_6H0_7	~
	ι	Jpdate All						Submit	

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

Coverage Gap Discount Program
PIN Validation
••••
Validate

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

PALMET	TO GBA. DUP COMPANY	CENTER	CMSS IS FOR MEDICARE & MEDICARD SERVICES	_				Contact Us My Profile Logo	ut <u>Help</u> <u>Reporting</u> Logged on as XP16
Hon Manufa	me Payr acturer	ments Porta	I CGDP P	Receipts Payment		Disp		2	
Contract	Number: ALL	~	Invoice Corporate ID: XP1_6	Reporting Perio	d: 20150		ents due: 10/09/2015	Payment Inf Total Invoiced	ormation \$40,066.24
						<u> </u>	01 55 0dc 01 521	Total Failed	\$0.0
				🗌 Init	iate All			Total Current Deferred	\$0.0
Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Faile	d Initiate Payment	Defer	Failed	EFT ID	Total Previously Deferred Total Pending Total Successful	\$0.0 \$8,806.8 \$0.0
E3_4	\$190.05	\$0.00	02/02/2016				CG150216E34	Total Available	\$31,259.4
E44	\$3,253.39	\$0.00	02/02/2016				CG150216E44		
E7_6	\$495.13	\$0.00	02/02/2016				CG150216E76	Payment Initiation Up	Browse Upload
E78	\$1,095.71	\$0.00	02/02/2016				CG150216E78		
H0_4	\$25,697.69	\$0.00	02/02/2016				CG150216H04		
H0_4	\$7.09	\$0.00	02/02/2016				CG150216H04		
H0_7	\$158.25	\$0.00	02/02/2016				CG150216H07		
H0_8	\$243.88	\$0.00	02/02/2016				CG15021_6H0_8		
	ι	Jpdate All					Submit)	
Pending Tr	ansactions 🤅) 1 - 2 ou	t of 2					1	
Contract	Number Au	thorizatio	n Amt 🛛 Date Subr	nitted Pay	/ment Da	te	Stop Payment		
E0_ E2_		\$8,031.77 \$775.07	02/02/20 02/02/20		2/02/2016 2/04/2016				
							Stop Payment(s)		

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

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

Initiate All Payment Processing Functionality and Future Date Processing

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

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

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

- Authorized end users will access the Portal to process payment initiation for multiple invoice line items loaded to the Portal. Instructions for logging into the CGDP Portal can be located in the <u>CGDP Manufacturer Portal Introduction and Login Users Guide</u> located under <u>References</u> on the TPAdministrator.com website.
- 2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the <u>Invoice Type</u> field.

Homo	RPANY CENT	Completed	Descipto	Doporto	Disputos		
Home	Payments er Portal	Completed Coverage G	Receipts	Reports	Disputes am Home	2	
	oice Type P Nur rterly V ALL	Reporting mber Period	Status		1 - 3 out of 3	you can initiate a p	ge Gap Discount Portal when ayment, check the status of ipt of payments as well as vie
nvoice Type Quarterly Quarterly	P Number P16 P17	Reporting Period 201502 201502	<u>Status</u> Available Available	Select		For payment functi	ons, start by selecting a line o the left of this message.
Quarterly	P11	201502	Available	Ō		Failed One or m payment Incomplete One or n N/A No invoic funds du Pending All line it successfi	ore items have not been pair te due for payment. Receipt o e from Manufacturer or Spon ems have been initiated
							ds with no invoice line iter mber Reporting Period
						P16	201601
						P16 P16	201601 201504
						P16 P16 P17	201601 201504 201601
						P16 P16	201601 201504

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

Home Payments Completed Receipts Reports Disputes Ianufacturer Portal Coverage Gap Discount Program Home Image: Complete Type P Number Reporting 1-3 out of 3 Corporate 1D Invoice Type P Number Reporting Status 1-3 out of 3 Invoice Type P Number Reporting Status Select Payments and receipt of payments as well as view you can initiate a payment, check the status of payments and receipt of payments as well as view you can initiate a payment, check the status of payments quarteriy Quarteriy P 17 201502 Available Image: Payment functions, start by selecting a line item from the list to the left of this message. Quarteriy P 17 201502 Available Image: Payment functions, start by selecting a line item from the list to the left of this message. Quarteriy P 17 201502 Available Image: Payment functions, start by selecting a line item from the list to the left of this message. Quarteriy P 17 201502 Available Image: Payment functions, start by selecting a line item from the list to the left of this message. Valiable Image: Payment functions, start by selecting a line item from the list to the left of this message. Pitumer Reporting Period <th></th> <th></th> <th></th> <th>icts</th> <th></th> <th></th> <th>Contact Us My Prof</th> <th>ile Logout Help Reportir Logged on as XP1_ Test Environme</th>				icts			Contact Us My Prof	ile Logout Help Reportir Logged on as XP1_ Test Environme
Corporate ID Invoice Type P Number Reporting 1 - 3 out of 3 XP16 Quarterly ALL ALL Image: Corporate Corporation Corporate Corporate Corporation Corporate Corporation Corporate Corporation Corporate Corporate Corporate Corporate Corporate Corporate Corporate Corporation Corporate Corporate Corporation Corporating Corporation	Home	Payments	Completed	Receipts	Reports	Disputes		
Corporate ID Invoice Type P Number Period Status 1-3 out of 3 XP1_6 Quarterly ALL ALL Invoice Type P Number Reporting Quarterly P1_6 201502 Available Import Select Quarterly P1_1 201502 Available Import Select Select Quarterly P1_1 201502 Available Import Select Select Select Select Select Select S	anufacture	er Portal	Coverage G	ap Discou	int Progr	am Home	<u>a</u>	
Invoice Type P. Number Reporting Poriod Status Select Quarterly P16 201502 Available Image: Construction of the list to the left of this message. Quarterly P17 201502 Available Image: Construction of the list to the left of this message. Quarterly P11 201502 Available Image: Construction of the list to the left of this message. Quarterly P11 201502 Available Image: Construction of the list to the left of this message. Quarterly P11 201502 Available Image: Construction of the list to the left of this message. Quarterly P11 201502 Available Image: Construction of the list to the left of this message. Quarterly P11 201502 Available Image: Construction of the list to the left of this message. Quarterly P11 201502 Available Image: Construction of the list to the left of this message. Quarterly P11 201502 Available Image: Construction of the list to the left of this message. Pilled One or more items have not been paid Image: Construction of the list to the left of this message. Periding All line items h			nber Period			1 - 3 out of 3	you can initiate a payme payments and receipt of	nt, check the status of
Quarterly P1_1 201502 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 Successfully Successful Number Reporting Periods with no invoice line items Filter by: P Number Reporting Period P16 201601 P16 201601 P17 201504 P17 201504 P17 201504 P17 201504			Period		0		For payment functions, s	
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 Successful All line items have been paid successfully Reporting Periods with no invoice line items Filter by: P Number Reporting Period ALL< ✓							Failed One or more i payment atter	tems has an unsuccessful npt
Reporting Periods with no invoice line itemsFilter by:P NumberReporting PeriodP NumberReporting PeriodP NumberReporting PeriodP1_6201601P1_6201601P1_7201601P1_7201601P1_7201504P1_7201601							N/A No invoice due funds due fror Pending All line items l successfully	e for payment. Receipt of n Manufacturer or Sponsor. nave been initiated
Filter by: ALL ALL P Number Reporting Period P16 201601 P16 201504 P17 201601 P17 201504 P11 201504							Reporting Periods w	ith no invoice line items
P16 201601 P16 201504 P17 201601 P17 201504 P17 201504 P11 201504								
P16 201504 P17 201601 P17 201504 P11 201504							P Number	Reporting Period
P1_7 201601 P1_7 201504 P1_1 201601								
P17 201504 P11 201601								
P1_1 201601								

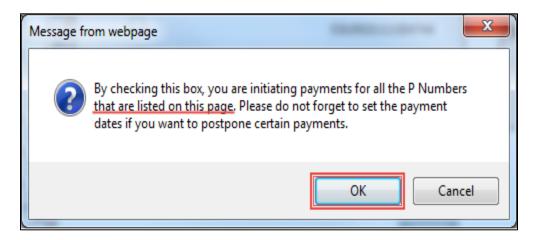
4. On the **Payments** tab, review the number of invoices available in the **Filter Results region** and balances available for payment in the **Payment Information region**.

PALMET A CELERIAN GRO		CENTIRS FOR						Contact Us My Profile Logou	It Help Reporting Logged on as XP1_6 Test Environment
Hor	me Payr	ments (Completed Rec	eipts	Reports	Disput	es		
Manufa	acturer	Portal	CGDP Pa	yment	s			2	
Contract	Number: ALL	✓ Cor	Invoice Rep porate ID: XP16	-	d: 20150 r: P1_1		ts due: 10/09/201	5 Payment Infe	ormation
contract	Humber. Hee			- Humbe		<u> </u>	1 35 641 67 234	Total Invoiced	\$3,325,800.58
					nitiate All			Total Failed	\$0.00
		Previous			nitiate All			Total Current Deferred	\$0.00
Contract Number	Invoiced Amount ↑↓	Deferred	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID	Total Previously Deferred Total Pending	\$0.00 \$0.00
E0 4	\$1,602.26	\$0.00	06/17/2016					Total Successful	\$0.00
				_			CG150211E04	Total Available	\$3,325,800.58
E34	\$4,582.92	\$0.00					CG150211E34		
E44	\$1,982.54	\$0.00	06/17/2016				CG150211E44	Payment Initiation Upl	
E76	\$1,291.15	\$0.00	06/17/2016				CG150211E76	Br	owse Upload
E78	\$30,860.69	\$0.00	06/17/2016				CG150211E78		
H04	\$562.41	\$0.00	06/17/2016				CG150211H04		
H04	\$4,828.52	\$0.00	06/17/2016				CG150211H04		
H07	\$1,366.18	\$0.00	06/17/2016				CG150211H07	1	
		Jpdate All 🗆 🛛					Submit	Ĩ	
	ansactions		mt Date Submitt						
	o pending trans			eo Pay	/ment Da	te St	op Payment		
							Stop Payment(s)		

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

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

Invoice Reporting Period: 201502 Payments due: 10/09/2015 Contract Number: ALL Corporate ID: XP1006 P Number: P1111 Corporate ID: XP1006 P Numbe	Invoice Reporting Period: 201502 Payments due: 10/09/2015 Contract Number: ALL Corporate ID: XP1006 P Number: P1111 Previous Deferred Number Amount Payment/Failed Initiate Date Payment/Failed Initiate Payment/Failed Initiate Date Payment/Failed Initiate Date Payment/Failed EFT ID Total Previously Deferred Total Previously Total Previously Total Previously Total Previously Total	Invoice Reporting Period: 201502 Payments due: 10/09/2015 Contract Number: ALL Corporate ID: XP1006 P Number: P1111 1 - 99 out of 294 Image: State of the	Hoi	me Payn	nents	Completed	Receipts	Reports	Dispu	utes			
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6. After reading the message, select the appropriate button to continue. Selection of the OK button accepts the informational message and continues with the payment initiation process.

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

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							-	Total Invoiced	\$3,325,800.
					nitiate All			Total Failed Total Current Deferred	\$0. \$0.
Contract	Invoiced	Previous	Payment/Failed	Initiate				Total Previously Deferred	\$0.
lumber	Amount ↑↓	Deferred Amount	Date	Payment	Defer	Failed	EFT ID	Total Pending	\$0.
			06/17/2016					Total Successful	\$0
E04	\$1,602.26	\$0.00		✓			CG15021_1E0_4	Total Available	\$3,325,800
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E44	\$1,982.54	\$0.00	06/17/2016	✓			CG150211E44	Payment Initiation Uplo	ad
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ending Tr	ansactions								
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							Stop Payment(s)		

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

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

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

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

If it is determined that invoice line items cannot be processed for the current date, the <u>Initiate All</u> functionality provides the ability to update the payment initiation date to a future calendar date.

- To update all invoice line items, use the <u>Update All</u> check box and field located below the **Payment Initiation region**.
- To update individual invoice line items, use the calendar icon located on the specific invoice line.

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

	TO GBA.	CENTRES FOR						Contact Us My Profile Logou	t <u>Help</u> <u>Reporting</u> Logged on as XP1_6 Test Environmen
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10. To update the payment initiation date of individual invoice line items to a date other than the current date, select the calendar icon to the right of the <u>Payment/Failed Date</u> field for the applicable line item. This action expands a calendar that allows selection of a future date for the payment initiation to begin.

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ontract	Invoiced	Previous Deferred	Payment/Failed	Initiate Defer	Failed	EFT ID	Total Previously Deferred	\$0
umber	Amount ↑↓	Amount	Date	Payment Derei	raneu		Total Pending	\$0
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This example displays multiple invoice line items containing updated calendar dates that remain selected as part of the <u>Initiate All</u> functionality.

					nitiate All		
Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E04	\$1,602.26	\$0.00	06/23/2016	\checkmark			CG150211E04
E34	\$4,582.92	\$0.00	06/21/2016	✓			CG150211E34
E44	\$1,982.54	\$0.00	06/23/2016	✓			CG150211E44
E76	\$1,291.15	\$0.00	06/21/2016	✓			CG150211E76
E78	\$30,860.69	\$0.00	06/23/2016	✓			CG150211E78
H04	\$562.41	\$0.00	06/21/2016	✓			CG150211H04
H04	\$4,828.52	\$0.00	06/21/2016				CG150211H04
H07	\$1,366.18	\$0.00	06/21/2016	\checkmark			CG15021_1H0_7
	U	Ipdate All 🗆 🛛	06/21/2016				Submit

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

Coverage Gap Discount Program
PIN Validation
••••
Validate
·

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

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

CELERIAN GRO		CENTERS	FOR MEDICARE & MEDICAID SERVICES						Logged on as XP1 Test Environmen
Hon	ne Payı	ments	Completed R	eceipts	Reports	Disp	utes		
lanufa	acturer	Portal	CGDP Pa	ayment	s			2	
			Invoice F	Reporting Perio	d: 201502	Payme	nts due: 10/09/201		
Contract	Number: ALL	✓ c	orporate ID: XP16	P Numbe	r: P1_1 N	-	1 - 99 out of 195	Payment Ir	
						L	•		\$3,325,800.
					nitiate All			Total Failed	\$0. \$0.
Contract	Invoiced	Previous	Payment/Failed	Initiate				Total Previously Deferred	\$0.
Number	Amount ↑↓	Deferred Amount	Date	Payment	Defer	Failed	EFT ID	Total Pending	\$361,116.
H32	\$4,951.74	\$0.00	06/17/2016					Total Successful	\$0.
			06/17/2016				CG150211H32	Total Available	\$2,964,684.0
H34	\$286.90	\$0.00					CG150211H34		
H37	\$323.46	\$0.00	06/17/2016				CG150211H37	Payment Initiation U	
H31	\$174.38	\$0.00	06/17/2016				CG150211H31		Browse Upload
H39	\$44.52	\$0.00	06/17/2016				CG150211H39		
H32	\$25,253.39	\$0.00	06/17/2016				CG150211H32		
Н30	\$129.59	\$0.00	06/17/2016				CG15021-1H3-0		
H39	\$745.26	\$0.00	06/17/2016				CG150211H39	~	
	l	Jpdate All	06/21/2016				Submit		
Pending Tr	ansactions					i	- 99 out of 99	Ĩ	
Contract	Number Au	thorization	Amt Date Submi	tted Pay	ment Dat	e s	Stop Payment		
E0	_4	\$1,602.26	06/17/2016	5 06/2	23/2016				
E3	_4	\$4,582.92	06/17/2016	5 06/2	21/2016				
E4	_4	\$1,982.54	06/17/2016	5 06/2	23/2016				
E7	_6	\$1,291.15	06/17/2016	6 06/2	21/2016				
E7		\$30,860.69	06/17/2016	-	23/2016				
H0		\$562.41	06/17/2016		21/2016				
H0		\$4,828.52	06/17/2016		21/2016				
H0		\$1,366.18	06/17/2016	-	21/2016				
	-8	\$2,047.29	06/17/2016	06/2	21/2016				

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

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

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

			Invoice Re	porting Perio	d: 20150	02 Payme	ents due: 10/09/2015
Contract	t Number: ALL	✓ 0	Corporate ID: XP16	P Numbe	r: P1_1	~	1 - 99 out of <u>195</u>
				🗆 Ir	nitiate All		
Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H32	\$4,951.74	\$0.00	06/17/2016				CG150211H32 🔨
H34	\$286.90	\$0.00	06/17/2016				CG150211H34
H37	\$323.46	\$0.00	06/17/2016				CG150211H37
H3_1	\$174.38	\$0.00	06/17/2016				CG150211H31
H39	\$44.52	\$0.00	06/17/2016				CG150211H39
H3_2	\$25,253.39	\$0.00	06/17/2016				CG150211H32
H30	\$129.59	\$0.00	06/17/2016				CG150211H30
H39	\$745.26	\$0.00	06/17/2016				CG15021_1H3_9
	ι	Jpdate All	06/21/2016				Submit

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

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

CELERIAN GROUP COMPANY		RF & MEDICARD SERVICES				Logged on as XP16
Home	Payments Comp	pleted Receipts	Reports	Disputes		
anufacture	er Portal	CGDP Paym	ents		<u> </u>	
		Invoice Reportin	g Period: 201502 P	ayments due: 10/09/20	15 Payment Infor	
Contract Number:	ALL 💙 Corpora	te ID: XP16 P	Number: P1_1 V		Total Invoiced	\$3,325,800.
					Total Failed	\$0.
			Initiate All		Total Current Deferred	\$0.
	. Previous _	yment/Failed Init	iate principal		Total Previously Deferred	\$0.
ontract Invoiced lumber Amount	Deterred		ment Defer Fail	led EFT ID	Total Invoiced	
lumber Amount	↑↓ Amount	Date Pay		led EFT ID	Total Successful	\$0.
lumber Amount	Deterred	Date Pay		led EFT ID		\$0.
lumber Amount	↑↓ Amount	Date Pay		led EFT ID	Total Successful Total Available Payment Initiation Uple	\$0. \$0.(
lumber Amount	Deterred Amount emaining invoice line ite Update All 02/04	Date Pay			Total Successful Total Available Payment Initiation Uple	\$0. \$0.(
Iumber Amount	Deterred Amount emaining invoice line ite Update All 02/04	Date Pay		Submi	Total Successful Total Available Payment Initiation Uple	\$0. \$0.
lumber Amount There are no more re ending Transaction	↑↓ Deferred Amount emaining invoice line ite Update All □ 02/04 es	Date Pay	ment Derer Fai	Submi	Total Successful Total Available Payment Initiation Uple	\$0. \$0.
lumber Amount There are no more re ending Transaction Contract Number	Deferred mount undaining involce line ite Update All 02/04 os Authorization Amt	Date Pay	ment Derer Fail	Submi	Total Successful Total Available Payment Initiation Uple	\$0. \$0.
Iumber Amount There are no more re ending Transaction Contract Number E0_4	t Deferred Amount update All 02/04 as Authorization Amt \$1,602.26	Date Pay ams for the quarter. 4/2016 Date Submitted 06/17/2016	Payment Date 06/23/2016	Submi 1 - 99 out of 294 Stop Payment	Total Successful Total Available Payment Initiation Uple	\$0. \$0.
Amount There are no more re ending Transaction Contract Number E0_4 E3_4	t ↓ Deterred maining invoice line ite Update All □ 02/04 ts Authorization Amt \$1,602.26 \$4,582.92	Date Pay Ims for the quarter.	Payment Date 06/23/2016 06/21/2016	Submit 3 1 - 99 out of 294 Stop Payment	Total Successful Total Available Payment Initiation Uple	\$0. \$0.
Amount There are no more re ending Transaction Contract Number E0_4 E3_4 E4_4	1 1 Deterred mount umaining invoice line ite Update All 02/04 as Authorization Amt \$1,602.26 \$4,582.92 \$1,982.54	Date Pay ims for the quarter. i/2016 i/2016 III Date Submitted 06/17/2016 06/17/2016 06/17/2016 06/17/2016 06/17/2016	Payment Date 06/23/2016 06/23/2016 06/23/2016	Submin 1 - 99 out of 294 Stop Payment 	Total Successful Total Available Payment Initiation Uple	\$0. \$0.
There are no more re- ending Transaction Contract Number E0_4 E3_4 E4_4 E7_6	t ⊥ Deferred maining invoice line ite update All 02/04 s Authorization Amt \$1,602.26 \$4,582.92 \$1,982.54 \$1,923.15 \$	Date Pay Imms for the quarter.	Payment Date 06/23/2016 06/21/2016 06/21/2016 06/21/2016	(Submi) 1 - 99 out of 294 Stop Payment	Total Successful Total Available Payment Initiation Uple	\$0. \$0.
Amount There are no more re- rending Transaction Contract Number E0_4 E3_4 E4_4 E4_4 E7_6 E7_8	1 ↓ Deferred maining invoice line ite update All □ 02/04 55 Authorization Amt \$1,602.26 \$4,582.92 \$1,982.54 \$1,982.54 \$1,291.15 \$30,680.69	Date Pay ims for the quarter. 1/2016 ims 1 Date Submitted 06/17/2016 06/17/2016 06/17/2016 06/17/2016 06/17/2016	Payment Date 06/23/2016 06/21/2016 06/21/2016 06/23/2016 06/23/2016	(Submi) 1 - 99 out of 294 Stop Payment	Total Successful Total Available Payment Initiation Uple	\$0. \$0.
Amount There are no more re ending Transaction Contract Number E0_4 E3_4 E4_4 E7_6 E7_6 E7_8 H0_4	1 ↓ Deferred mmaining invoice line ite update All ↓ 02/04 5 Authorization Amt \$1,602.26 \$4,582.92 \$1,982.54 \$1,291.15 \$30,880.69 \$562.41	Date Pay ims for the quarter.	Payment Date 06/23/2016 06/23/2016 06/23/2016 06/21/2016 06/23/2016 06/21/2016	(Submi) 1 - 99 out of 294 Stop Payment	Total Successful Total Available Payment Initiation Uple	\$0. \$0.
Jumber Amount There are no more re- ending Transaction contract Number 604 E34 E44 E76 E78 H04 H04	1 ↓ Deferred maining invoice line ite update All □ 02/04 is Authorization Amt \$1,602.26 \$4,582.92 \$1,982.54 \$1,982.54 \$30,860.69 \$562.41 \$4,828.52	Date Pay ims for the quarter. 1 1/2016 Ims Date Submitted 06/17/2016 06/17/2016 06/17/2016 06/17/2016 06/17/2016 06/17/2016 06/17/2016	Payment Date 06/23/2016 06/23/2016 06/23/2016 06/23/2016 06/23/2016 06/21/2016 06/21/2016	1 - 99 out of 294 Stop Payment	Total Successful Total Available Payment Initiation Uple	\$0. \$0.

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

Processing Stop Payments

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

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

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

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

- Authorized end users will access the Portal to stop the payment processing of future dated invoice line items prior to the completion of the payment process. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer Portal Introduction and Login</u> <u>Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the <u>Invoice Type</u> field.

						Contact Us My Pro	file Logout Help Repo
		TERS FOR MEDICARE & MEDICAID SERV	ACES				Logged on as XP1
CELERIAN GROUP CON							
Home	Payments	Completed	Receipts	Reports	Disputes		
anufactur	er Portal	Coverage C	Gap Discou	int Progr	am Home	۵	
orporate ID Inv	oice Type P Nu	Reporting mber Period	Status		1 - 3 out of 3	Welcome to Coverage	Gap Discount Portal where
·	rterly V ALL	✓ ALL ✓	ALL 🗸				ent, check the status of of payments as well as vie
		Descenting.				your reports.	
Invoice Type	P Number	<u>Reporting</u> <u>Period</u>	<u>Status</u>	<u>Select</u>			start by selecting a line
Quarterly	P16	201502	Available	0		item from the list to th	e left of this message.
Quarterly Quarterly	P17 P11	201502	Available Available	0			
Quarterly	P11	201302	Available	0			ady for payment initiations
							items has an unsuccessfu
						payment att	
						N/A No invoice d	items have not been paid ue for payment. Receipt of
							om Manufacturer or Spons
						Pending All line items	have been initiated
						successfully	have been paid successfu
					J	Successful Air life items	nave been paid successio
						Reporting Periods	with no invoice line iten
						P Numbe	
						Filter by: ALL	ALL V
						P Number	Reporting Period
						P16	201601
						P16	201504
						P17	201601
						P17	201504
						P1 1	201601
						P1_1 P1_1	201601 201504

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

PALMETTO O			ICES			<u>Contact Us</u> <u>My Profi</u>	le Logout Help Repor Logged on as XP1 Test Environ	1_
Home	Payments	Completed	Receipts	Reports	Disputes			
lanufacturo	er Portal	Coverage G	ap Discou	int Progr	am Home	2		
	oice Type P Num rterly V ALL	Reporting ber Period	Status		1 - 3 out of 3	Welcome to Coverage Ga you can initiate a payme payments and receipt of your reports.		,
Invoice Type	P Number	Reporting Period	<u>Status</u>	Select		For payment functions, s item from the list to the		
Quarterly	P16	201502	Available			item from the list to the	left of this message.	
Quarterly Quarterly	P17 P11	201502 201502	Available Available	0			ly for payment initiations	-
						funds due fror Pending All line items l successfully	ems have not been paid for payment. Receipt of n Manufacturer or Sponso	
						Reporting Periods w Filter by: P Number ALL V	Reporting Period	5
						P Number	Reporting Period	
						P16	201601	
						P16	201504	
						P17	201601	
						P17 P11	201504 201601	

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

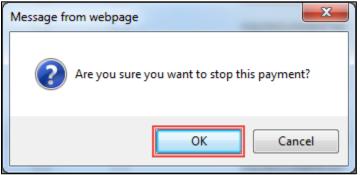
	TO GBA:						2	<u>contact Us</u> <u>My Profile</u> <u>Logout</u> . Log	Help Reporting
Hor	me Pay	ments	Completed R	teceipts	Reports	Dis	putes		
lanufa	acturer	Porta	CGDP P	ayment	s			<u>a</u>	
			Invoice I	Reporting Perio	d: 20150	2 Paym	ents due: 10/09/2015	Payment Informa	ation
Contract	Number: ALL	~	Corporate ID: XP16	P Numbe	er: P1_6	~	1 - 99 out of 524	Total Invoiced	\$40,066
								Total Failed	\$0
				🗆 Init	tiate All			Total Current Deferred	\$0
Contract	Invoiced	Previous		d Initiate				Total Previously Deferred	\$0
lumber	Amount ↑ ↓	Deferred Amount	Date	Payment	Defer	Failed	EFT ID	Total Pending Total Successful	\$8,806
			02/02/2016	_				Total Available	\$31,259
E3_4	\$190.05	\$0.00					CG150216E34		<i>Q</i> 011203
E44	\$3,253.39	\$0.00	02/02/2016				CG150216E44	Payment Initiation Uploa	4
E7_6	\$495.13	\$0.00	02/02/2016				CG150216E76	Brows	
E78	\$1,095.71	\$0.00	02/02/2016				CG150216E78		
H0_4	\$25,697.69	\$0.00	02/02/2016				CG15021_6H0_4		
H0_4	\$7.09	\$0.00	02/02/2016				CG150216H04		
H0_7	\$158.25	\$0.00	02/02/2016						
			02/02/2016				CG150216H07		
H08	\$243.88	\$0.00					CG150216H08		
		Update All					Submit		
ending Tr	ansactions 🧯) 1 – 2 ou	t of 2						
	Number Au				yment Da		Stop Payment		
E0_		\$8,031.77	02/02/20		2/02/2016				
E2_	_0	\$775.07	02/02/20	16 02	2/04/2016				

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

5. To process a stop payment for future dated invoice line items, populate the check box in the <u>Stop Payment</u> column with a check mark and select the <u>Stop Payment(s)</u> button, located at the bottom right of the **Pending Transactions region**, to process the invoice line item stop payment.

Pend	ling Transaction	s 🕥 1 - 2 out of 2			
Co	ntract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
	E04	\$8,031.77	02/02/2016	02/02/2016	
	E20	\$775.07	02/02/2016	02/04/2016	
					Stop Payment(s)

6. The system will display a message requesting additional action after selecting the <u>Stop</u> <u>Payment(s)</u> button.



Note: Selecting the \underline{OK} button to stop pay the invoice line item creates an irreversible event.

- 7. If it is determined that the selected invoice line is not the correct invoice to process for stop payment, select the *Cancel* button to exit the message screen and choose the correct line item.
- 8. Select the <u>OK</u> button to process the stop payment for the invoice line item.

Note: If the \underline{OK} button selected in error, re-process the invoice line item using one (1) of these instructions:

- Processing Invoice Line Item payments
- Processing Future Dated Invoice Line Item payments

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

CELERIAN GR	TO GBA.	ments	Completed	ID SERVICES	eipts	Reports	Die	putes		Logged on as XP1
	acturer				yment		015	putes	<u>i</u>	
			1	invoice Rep	orting Perio	d: 20150	2 Paym	ents due: 10/09/201	5 Payment Inf	formation
Contract	t Number: ALL	~	Corporate ID:	XP16	P Number	r: P1_6	~	1 – 99 out of 525	Total Invoiced	\$40,066
								•	Total Failed	\$C
					🗌 Initi	iate All			Total Current Deferred	\$C \$C
Contract	Invoiced	Previous		t/Failed	Initiate				Total Previously Deferred Total Pending	\$8,031
lumber	Amount ↑↓	Deferred Amount	- Da		Payment	Defer	Failed	EFT ID	Total Successful	\$0,000
E2_0	\$775.07	\$0.00	02/02/2016					CG15021_6E2_0	Total Available	\$ 32,034
E3_4	\$190.05	\$0.00	02/02/2016	-						
			02/02/2016	-				CG150216E34	Payment Initiation U	
E4_4	\$3,253.39	\$0.00	02/02/2016					CG150216E44		Browse Upload
E7_6	\$495.13	\$0.00						CG150216E76		
E7_8	\$1,095.71	\$0.00	02/02/2016					CG150216E78		
H0_4	\$25,697.69	\$0.00	02/02/2016	-				CG150216H04		
H0_4	\$7.09	\$0.00	02/02/2016					CG150216H04		
H0_7	\$158.25	\$0.00	02/02/2016	-				CG15021_6H0_7	1	
	l	Jpdate All						Submit		
ending T	ransactions 🧯) 1 – 1 out	of 1							
Contrac	t Number Au	thorizatio	n Amt Date	e Submitte	ed Pay	ment Da	te	Stop Payment		
FO	_4	\$8,031.77	02	2/02/2016	02	/02/2016				

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

PALMET			DICAID SERVICES				Contact Us My Profile Log	out <u>Help</u> <u>Reporting</u> Logged on as XP1_6
Hor	ne Payments	Complete	d Receipts	Reports	Disputes			
Manufa	acturer Po	rtal CO	DP Paymer	its			a	
			Invoice Reporting Pe	riod: 20150	2 Payments du	ue: 10/09/2015	Payment In	formation
Contract	Number: E2_0 V	Corporate II	D: XP16 P Num	ber: P16	V 🕥 1	- 1 out of 1	Total Invoiced	\$40,066.24
					- ·		Total Failed	\$0.00
				nitiate All			Total Current Deferred	\$0.00
	Pre	vious	_				Total Previously Deferred	\$0.00
Contract Number		Forred Paym	ent/Failed Initiate Date Payme		Failed E	FT ID	Total Pending	\$8,031.77
Number	Amount ↓ Am	nount	Date Payme				Total Successful	\$0.00
E2_0	\$775.07	\$0.00 02/02/2016				CG150216E20	Total Available	\$32,034.47
Pending Tr Contract E0_	Number Author	- 1 out of 1	ate Submitted F 02/02/2016	Payment Da 02/02/2016	•	Submit Payment	Payment Initiation U	pload Browse Upload
						Stop Payment(s)		

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

Processing Payment Initiation Upload Batch Functionality

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

This instruction provides direction on processing invoice batch upload functionality.

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

- Authorized end users will access the Portal to use the invoice batch upload functionality to initiate invoices due for payment on a quarterly basis 38 calendar days from receipt of distributed invoices. Instructions for logging into the CGDP Portal can be located in the <u>CGDP Manufacturer Portal Introduction and Login Users Guide</u> located under <u>References</u> on the TPAdministrator.com website.
- 2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the <u>Invoice Type</u> field.

Home	Paymonte						
	Payments	Completed	Receipts	Reports	Disputes		
anufactur	er Portal	Coverage G	ap Discou	nt Progr	am Home	2	
	oice Type P Nur terly V ALL	Reporting mber Period	Status		1 - 3 out of 3	you can initiate a paym	Gap Discount Portal where nent, check the status of of payments as well as view
nvoice Type	<u>P Number</u>	<u>Reporting</u> <u>Period</u>	<u>Status</u>	Select		For payment functions,	start by selecting a line
Quarterly	P16	201502	Available	0		item from the list to th	e left of this message.
Quarterly Quarterly	P17 P11	201502 201502	Available Available	0			
						N/A No invoice du funds due fro Pending All line items successfully	items have not been paid ue for payment. Receipt of om Manufacturer or Sponso
						Reporting Periods of Filter by:	
						P Number	Reporting Period
						P16	201601
						P16	201504
						P17	201601
						P17	201504
						P1	201501 201601 201504

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

ALMETTO G			CES			<u>Contact Us</u> <u>My Profil</u>	a <u>Logout</u> <u>Help</u> <u>Report</u> Logged on as XP1 . Test Environm
Home	Payments	Completed	Receipts	Reports	Disputes		
anufacture	er Portal	Coverage G	ap Discou	nt Progr	am Home	2	
orporate ID Invo XP16 Quar	oice Type P Num rterly V ALL	Reporting ber Period	Status		1 - 3 out of 3	Welcome to Coverage Ga you can initiate a payment payments and receipt of p	t, check the status of
Invoice Type	<u>P Number</u>	Reporting Period	<u>Status</u>	Select		your reports. For payment functions, st item from the list to the lo	
Quarterly	P16	201502	Available			item nom the list to the li	ert of this message.
Quarterly Quarterly	P17 P11	201502 201502	Available Available	0			
							ams have not been paid for payment. Receipt of Manufacturer or Sponsor ave been initiated
						Reporting Periods with Filter by: P Number ALL	th no invoice line items Reporting Period ALL V
						P Number	Reporting Period
						P16	201601
						P16	201504
						P17	201601
						P17	201504
						P1_1 P1_1	201601 201504
						P1_1	

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

Ho	me Pay	ments	Completed Red	eipts	Reports	Dis	putes		
lanufa	acturer	Portal	CGDP Pa	yment	S				
			Invoice Re	porting Perio	d: 20150 :	2 Paym	ents due: 10/09/2015	Payment Inform	nation
Contract	Number: ALL	✓ Co	orporate ID: XP16	P Numbe	er: P1_7 N	-	🕥 1 – 99 out of 525	Total Invoiced	\$35,221
								Total Failed	\$0
				🗌 Ini	tiate All			Total Current Deferred	\$0 \$0
Contract	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID	Total Previously Deferred Total Pending	\$0
Number	Amount ↑↓	Amount	Date	Payment	Derei	Tuncu		Total Successful	\$0
E04	\$731.27	\$0.00	02/04/2016				CG15021_7E0_4	Total Available	\$35,221
E34	\$1.05	\$0.00	02/04/2016				CG15021_7E3_4		
E78	\$109.75	\$0.00	02/04/2016				CG15021_7E7_8	Payment Initiation Uploa Brow	
H04	\$37.09	\$0.00	02/04/2016				CG150217H04		
H07	\$155.55	\$0.00	02/04/2016				CG150217H0_7		
H08	\$4.88	\$0.00	02/04/2016				CG150217H08		
H00	\$25.84	\$0.00	02/04/2016				CG150217H00		
H0_1	\$87.16	\$0.00	02/04/2016				CG15021_7H0_1		
110_1		Update All							
							Submit		

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

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

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

To print <u>all</u> distributed invoice line items for a specific reporting period on the **Payments** tab, utilize the Accessing the Reporting Link instructions.

The Excel spreadsheet generated by the \underline{Print} icon contains three (3) tabs.

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

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

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

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

This example displays the selected <u>Open</u> button.

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

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

🔀 🗈 📂 😹 🐂 🖧 🐂 🏨 🐏 🔍 × 🧐 × 这 🧱 🏣 🗢 XP1_6_P1_7_201502_invoice_information.xlsx - Microsoft Excel									
F	ile Home Insert	Page Layout	Formulas Data Rev	iew View	_	∨ ? 🗆 ₫	p x		
	l19 - (f _x					~		
	А	В	С	D	E	F			
1	CONTRACT NUMBER	INVOICE AMT	PREVIOUS DEFERRED AMT	PAYMENT/FAILED DATE	FAILED DUE TO	EFT ID			
2	E04	\$731.27	\$0.00	02/04/2016		CG15021_7E0_4			
3	E34	\$1.05	\$0.00	02/04/2016		CG15021_7E3_4			
4	E78	\$109.75	\$0.00	02/04/2016		CG15021_7E7_8			
5	H04	\$37.09	\$0.00	02/04/2016		CG15021_7H0_4			
6	H07	\$155.55	\$0.00	02/04/2016		CG15021_7H0_7			
7	H08	\$4.88	\$0.00	02/04/2016		CG15021_7H0_8			
8	H00	\$25.84	\$0.00	02/04/2016		CG15021_7H0_0			
9	H0_1	\$87.16	\$0.00	02/04/2016		CG15021_7H0_1	-		
14 -	CGDP Payment	s / Pending Tr	ansactions 🧹 Total Payment	Information					
Rea	ady				III II 100%	$\Theta \longrightarrow O$	+ ";		

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

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

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

Detail Record(s):

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

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

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

Example of Batch Header line:

• HDR;XP9999; YYYYQQ

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

Example of a non-deferred invoice line item:

• DET;P9999;H9999;CGYYQQP9999H9999;CYYYMMDD;N

Example of a deferred invoice line item:

• DET; P9999;H9999;CGYYQQP9999H9999;CYYYMMDD;Y

This example displays a batch text file containing one (1) header record and multiple invoice line item records.

The second secon	
File Edit Format View Help	
HDR; XP16; 201502 DET; P17; E04; CG150217E04; 20160204; N DET; P17; E34; CG150217E34; 20160204; N DET; P17; E78; CG150217E78; 20160204; N	*
DET; P17; H04; CG150217H04; 20160204; N DET; P17; H07; CG150217H04; 20160208; N DET; P17; H08; CG150217H08; 20160204; N DET; P17; H00; CG150217H01; 20160208; N DET; P17; H01; CG150217H00; 20160208; N	
De1,F17,N01,C0130217H00,20100208,N	Ŧ

Note: Creation of batch text files can only contain invoice line items for the same reporting period.

- 9. Save the batch text file with all selected invoice line items using a Manufacturer-determined file naming convention.
- 10. On the **Payments** tab, select the **Payment Initiation Upload region**.

11. Select the *Browse*... button to search for the batch text file to be loaded to the Portal.

Payment Initiation Upload								
	Browse	Upload						

- 12. Locate and select the batch text file to load to the Portal and select the <u>Open</u> button to upload the text file to the Portal.
- This example displays the search for a specific batch text file for upload to the Portal.

🤌 Choose File to Upload			X
😋 🕞 🗕 🕌 « 2016 Pymts 🕻	WI Screen 🕨 Upload Batch 🛛 👻 🍫	Search Upload Bate	ch 🔎
Organize 🔻 New folder		:=: •	• 🔳 🔞
Desktop Downloads Recent Places Computer SYSTEM (C:)	Name XP1_6_P1_7_Batch.txt		Date modified 2/4/2016 9:21 A
File nam	e:	All Files (*.*)	Cancel

13. In the **Payment Initiation Upload region**, the computer location of the batch text file populates the field to the left of the *Browse*... button. Select the *Upload* button to load the text file to the Portal.

Payment Initiation I	<u>Jpload</u>	
D:\Users\x_7\Documer	Browse	Upload

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

	×
Coverage Gap Discount Program	
PIN Validation	
••••	
Validate	

15. After the Payment Initiation Upload process completes, the Portal will display a systemgenerated message providing information of the success/failure of invoice line items included in the batch text file. Select the <u>OK</u> button to close the system message.

Message fr	rom webpage	×
4	File upload result Successful: 4 Failed: 4 Please select the Reports tab and select Batc	h to view the details
		ОК

16. To review batch text files select the **Reports** tab and populate the <u>Batch</u> radio button for the selected batch file.

PALMETTO GE		CMS HES FOR MEDICARE & MEDICALD SE	INICES		<u>Contact</u>	: Us My Profile Logout] Log	Help Report ged on as XP1 _
Home	Payments	Completed	Receipts	Reports	Disputes		
Manufactui Report Type O Invoice O Data			Reports	O Ad Hoc		Current Cutoff Ca	londar
		baten O Sponsor	1055 Information	O Ad Hoc		Reporting Period	2015
Corporate ID	P Number	Reporting Period	Invoice Type	1 of 1	Lout of 1	Invoice Paid By	12/09/20
XP16		ALL 🗸	ALL 🗸			Invoice Distribution	10/31/20
						Dispute Submission	01/31/20
						Dispute Distribution	03/01/20
Corporate ID	Submis	ssion Date	Status	Do	ownload File	Last Download Date	•
XP16		at 02/04/2016 1:43 AM	Partially Rejected		O		

17. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.

- <u>Open</u> to view the data in text file format
- <u>Save</u> to save the data in text file format
- <u>Cancel</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save XP1_6_batch_report.txt from apps.tpadministrator.com	? Open	Save	•	Cancel	×
--	--------	------	---	--------	---

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

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

This example displays the downloaded batch text file containing multiple lines with error messages listed at the end of each failed line and multiple lines that processed successfully.

XP1_6_batch_report.txt - Notepad	×
File Edit Format View Help	
HDR; XP16; 201502 DET; P17; E04; CG150217E04; 20160204; N; Payment Initiated DET; P17; E34; CG150217E34; 20160204; N; Payment Initiated DET; P17; E78; CG150217E78; 20160204; N; Payment Initiated DET; P17; H04; CG150217H04; 20160204; N; Invalid EFT ID DET; P17; H07; CG150217H04; 20160208; N; Invalid EFT ID DET; P17; H08; CG150217H08; 20160208; N; Invalid EFT ID DET; P17; H00; CG150217H01; 20160208; N; Invalid EFT ID DET; P17; H00; CG150217H01; 20160208; N; Invalid EFT ID DET; P17; H01; CG150217H00; 20160208; N; Invalid EFT ID	

Note: Refer to the <u>*Help*</u> link located in the top right of any Portal tab or refer to <u>Appendix B: Error Message Descriptions</u> listing for system code descriptions displayed in batch reports.

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

PALMETTO GE		CMS INTERS FOR MEDICARE & MEDICARD SP	BRVICES		<u>Contac</u>	<u>t Us</u> <u>My Profile</u> <u>Logout</u> La	<u>Help</u> <u>Reporting</u> ogged on as XP1_6
Home	Payments	Completed	Receipts	Reports	Disputes		
Manufactu	O Tracking	_	P Reports	O Ad Hoc		Current Cutoff (Calondar
		Batch C Sponso	1099 Information	O Ad Hoc	·	Reporting Period	201503
Corporate ID	P Number	Reporting Period	Invoice Type	1 of	1 out of 1	Invoice Paid By	12/09/2015
XP16		ALL 🗸	ALL 🗸			Invoice Distribution	10/31/2015
						Dispute Submission Dispute Distribution	01/31/2016 03/01/2016
Corporate ID	Subm	nission Date	Status	D	ownload File	Last Download Da	te
	Submitte	d at 02/04/2016				Last downloaded or	n
XP1006	0	11:43 AM	Partially Rejected		0	02/04/2016 @ 11:44	AM

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

	TO GBA:	CENTER	CMSS IS FOR MEDICARE & MEDICAID SERVICES					<u>Contact Us My Profile Logo</u>	ut <u>Help</u> <u>Reportin</u> Logged on as XP1_6
Hor	me Pay	ments	Completed Re	ceipts	Reports	Dispu	tes		
lanufa	acturer	Porta	CGDP Pa	yment	S			2	
			Invoice R	eporting Perio	d: 20150	2 Payme	ents due: 10/09/2015	Payment Info	
Contract	Number: ALL	~	Corporate ID: XP16	P Numbe	er: P1_7	\checkmark	🕥 1 - 99 out of 521	Total Invoiced	\$35,221.0
								Total Failed Total Current Deferred	\$0.0 \$0.0
				🗌 Init	tiate All			Total Previously Deferred	\$0.0
Contract	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID	Total Pending	\$ 846.9
Number	Amount ↑↓	Amount		Payment	Derei	Tuncu		Total Successful	\$0.0
H04	\$37.09	\$0.00	02/04/2016				CG150217H04	Total Available	\$34,374.0
H07	\$155.55	\$0.00	02/04/2016				CG150217H07		
но0	\$25.84	\$0.00	02/04/2016				CG150217H00	Payment Initiation Up B	rowse Upload
H01	\$87.16	\$0.00	02/04/2016				CG150217H01		
H04	\$41.00	\$0.00	02/04/2016				CG150217H04		
H04	\$25.25	\$0.00	02/04/2016				CG150217H04		
H03	\$145.24	\$0.00	02/04/2016				CG150217H03		
H02	\$10.05	\$0.00	02/04/2016				CG150217H02	1	
	I	Update All					Submit		
ending Tr	ansactions 🤅) 1 – 4 out	of 4]	
Contract	Number Au	ıthorizatio	n Amt 🛛 Date Submit	ted Pay	yment Da	te	Stop Payment		
E0_		\$731.27	02/04/201		2/04/2016				
E3_ E7_		\$1.05 \$109.75	02/04/2010		2/04/2016 2/04/2016				
H0_		\$109.75 \$4.88	02/04/2010		2/04/2016				
							Stop Payment(s)		

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

Processing Deferred Invoices

The Portal provides the ability to defer payment of distributed invoice line items to a subsequent reporting period *if*:

- The <u>Total Available</u> amount field in the **Payment Information region** totals less than the Portal's system-default allowable amount and
- A Manufacturer's banking ACH process prevents processing of the total amounts selected for payment initiation that fall below their specified minimum dollar ACH processing amount for a specific payment date.

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

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

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

The most important facts to know before deferring an invoice:

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

Defer Eligible Invoices - Total Available Is Less Than \$20.00 USD

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

Instruction Scenario:

Invoices distributed for a reporting period display a <u>Total Available</u> amount less than the Portal's system-default allowable amount, currently set at \$20.00 USD. The <u>Defer</u> column displays check boxes for all available distributed invoice line items.

Manufacturer's banking institution allows ACH processing for dollar amounts greater than \$10.00 USD. In this scenario, the <u>Total Available</u> amount of all invoices is less than this Manufacturer's bank ACH minimum threshold of \$10.00 USD, so all invoice line items are eligible for deferment.

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

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

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

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

PALMETTO GBA. A CELERIAN GROUP COMPANY	Contact Us My Profile Logout Help Reporting Logged on as XP1_7 Test Environment
Home Payments Completed Receipts Reports Disp	utes
Manufacturer Portal Coverage Gap Discount Program	n Home 🚔
Corporate ID Invoice Type P Number Period Status XP1_7 Quarterly ALL ALL ALL	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions, start by selecting a line item from the list to the left of this message.
Invoice Type P Number Reporting Status Select Quarterly P1_7 201502 Available O	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 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 P Number Reporting Period
	P1_7 201601 P1_7 201504 P1_7 201503

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

						1 01	
PALMETTO G A CELERIAN GROUP COM		CMSS ITERS FOR MEDICARE & MEDICAID SE	RVICES			Contact Us My Profile	<u>Logout</u> <u>Help</u> <u>Reporting</u> Logged on as XP1_7 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes		
Manufactu	irer Port	al Covera	ge Gap Dis	count Pro	ogram Hom	ie 🚔	
Corporate ID Invo XP1_7 Quar Invoice Type Quarterly	oice Type P Nu terly ✓ ALL P Number P1_7	Reporting Period Reporting Period 201502	Status	Select	1 - 1 out of 1	payment attem Incomplete One or more ito N/A No invoice due funds due from Pending All line items h successfully Successful All line items h	t, check the status of ayments as well as view art by selecting a line aft of this message. for payment initiations ams has an unsuccessful pt ams have not been paid for payment. Receipt of Manufacturer or Sponsor. ave been initiated
						P Number P17 P17 P17	Reporting Period 201601 201504 201503
							201000

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

	TO GBA:	CENTER						Contact Us My Profile Logo	DUL Help Reporting Logged on as XP1 7 Test Environment
Н	ome Pay	ments	Completed	Receipts	Reports	Disputes			
	acturer		Invoice		od: 201502		e: 10/09/2015	Payment Inf	formation
Contrac	t Number: ALL	✓ (Corporate ID: XP1	P NUMD	er: P1_7 ∨	1-	3 out of 3	Total Invoiced	\$6.46
					Initiate All			Total Failed Total Current Deferred	\$0.00 \$0.00
Contract	Invoiced	Previous		d Initiate				Total Previously Deferred	\$0.00
Number	Amount ↑↓	Deferred Amount	Date	Payment	Defer I	Failed EF	T ID	Total Pending	\$0.00
			06/24/2016	_	_			Total Successful	\$0.00
S1_0	\$1.41	\$0.00				С	G15021_7S1_0	Total Available	\$6.46
S5_5	\$0.70	\$0.00	06/24/2016			с	G15021_7S5_5		
S7_0	\$4.35	\$0.00	06/24/2016			c	G15021_7S7_0	Payment Initiation Up	load
Pending 1	[ransactions	Update All					Submit	В	Trowse Upload
Contrac	t Number Au	uthorizatio	n Amt 🛛 Date Subr	nitted Pa	yment Date	Stop P	ayment		
There are	no pending tran	isactions at	this time.						
							Stop Payment(s)		

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

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

			Invoice Re	porting Perio	d: 20150	2 Payme	ents due: 10/09/2015		
Contract	Number: ALL	v 0	Corporate ID: XP1_7	P Number	r: P1_7 \	~	1 - 3 out of 3	Payment Information	
								Total Invoiced	\$6.46
								Total Failed	\$0.00
					nitiate All			Total Current Deferred	\$0.00
Contract	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID	Total Previously Deferred	\$0.00
Number	Amount ↑↓	Amount	Date	Payment	Derei	Tuneu		Total Pending	\$0.00
			06/24/2016	_				Total Successful	\$0.00
S1_0	\$1.41	\$0.00					CG15021_7S1_0	Total Available	\$6.46
S5_5	\$0.70	\$0.00	06/24/2016				CG15021_7S5_5	0	
S7_0	\$4.35	\$0.00	06/24/2016				CG15021_757_0		
		Update All					Submit		

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

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

			Invoice Re	porting Perio	d: 20150	2 Payme	nts due: 10/09/2015		
Contract	Number: ALL	v 0	orporate ID: XP1_7	P Number	r: P1_7 N	1	1 - 3 out of 3	Payment Information	
			•					Total Invoiced	\$6.46
								Total Failed	\$0.00
		- •			nitiate All			Total Current Deferred	\$0.00
Contract	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID	Total Previously Deferred	\$0.00
Number	Amount ↑↓	Amount	Date	Payment	Derei	Falleu	CFIID	Total Pending	\$0.00
			06/24/2016	_	C			Total Successful	\$0.00
S1_0	\$1.41	\$0.00			✓		CG15021_751_0	Total Available	\$6.46
S5_5	\$0.70	\$0.00	06/24/2016				CG15021_7S5_5	N	
S7_0	\$4.35	\$0.00	06/24/2016		✓		CG15021_7S7_0		
	l	Update All					Submit		

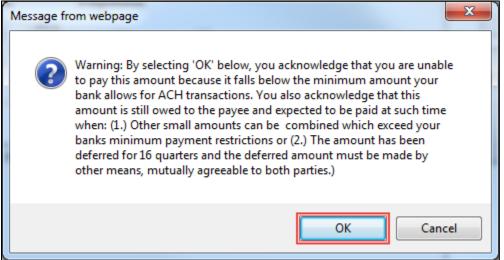
Note: Selecting <u>Defer</u> is <u>only</u> applicable when the <u>Total Available</u> field's total is less than \$20.00 USD <u>and</u> if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing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

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

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

E
Coverage Gap Discount Program
PIN Validation
••••
Validate

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



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

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

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

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

PALMETTO GBA. A CELERIAN GROUP COMPANY	<u>Contact Us My Profile Logo</u>	ut <u>Help</u> <u>Reporting</u> Logged on as XP17 Test Environment
Home Payments Completed Receipts Reports Disputes		
Manufacturer Portal CGDP Payments Invoice Reporting Period: 201502 Payments due: 10/09/2015	2	
Contract Number: ALL V Corporate ID: XP1_7 P Number: P1_7 V	Payment Info	rmation
	Total Invoiced	\$6.46
	Total Failed	\$0.00
Initiate All	Total Current Deferred	\$6.46
Contract Invoiced Previous Payment/Failed Initiate Defer Failed FET ID	Total Previously Deferred	\$0.00
Number Amount Amount Date Payment Perer Paired Part Part	Total Pending	\$0.00
There are no more remaining invoice line items for the quarter.	Total Successful	\$0.00
	Total Available	\$0.00
Update All Im Submit Pending Transactions Contract Number Authorization Amt Date Submitted Payment Date Stop Payment There are no pending transactions at this time. Stop Payment(s)	Payment Initiation Uplo	ad wse Upload

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

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

PALMETTO GBA		1S MEDICALD SERVICES			<u>Contact Us My Profile Log</u>	out <u>Help</u> <u>Reportin</u> Logged on as XP1 Test Environmer
Home	Payments Comple	ted Receipts	Reports Di	sputes		
lanufacture	er Portal C	GDP Comple	eted Payme	nts	<u>ڪ</u>	
Contract Number:	LL V Corporate	ID: XP1_7 P Nun	Invoice F nber: P1_7 V	teporting Period: 20	Payment Informa Total Invoiced	\$6.46
Contract Number	Invoiced Amount	Payment Date	Status	<u>EFTID</u>	Total Received Total Deferred	\$0.0
S10	\$1.41	06/24/2016	Deferred	CG150217S		\$0.0
S55	\$0.70	06/24/2016	Deferred	CG150217S		\$0.0
S7_0	\$4.35	06/24/2016	Deferred	CG1502175	7-0 Total Outstanding	\$0.0
	yments for a different re the desired reporting pe) the Home tab and se	lect the radio button	Deferred Payer has d amount owe bank's ACH Pending Payer initiat The debiting	etermined that the ed is below their minimums ion was successful. process, holding crediting process sti d now be available

You have now completed processing deferred invoice line items.

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

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

Instruction Scenario:

Invoices distributed for a reporting period display a <u>Total Available</u> amount greater than the Portal's system-default allowable amount, currently set at \$20.00 USD. The <u>Defer</u> check box does not display for any distributed invoice line item *if* the <u>Total Available</u> amount is greater than the Portal's \$20.00 USD default amount.

In this scenario, the <u>Total Available</u> amount of all invoices is greater than the Portal's default amount so all invoice line items are eligible for payment processing and <u>not</u> deferment.

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

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

- Authorized end users will access the Portal to process payments for invoices not eligible for deferment. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer</u> <u>Portal Introduction and Login Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will appear. Select the specific type of invoice from the drop down list located in the <u>Invoice Type</u> field.

CELERIAN GROUP CO		CMS TERS FOR MEDICARE & MEDICAID SERV	ICES			<u>Contact Us</u> <u>My Profile</u>	Logout Help Reportin Logged on as XP1_ Test Environme
Home	Payments	Completed	Receipts	Reports	Disputes		
anufactur	er Portal	Coverage G	ap Discou	nt Progra	am Home		
· .	oice Type P Nur rterly V ALL	Reporting nber Period	Status		1 - 1 out of 1	Welcome to Coverage Gap you can initiate a payment, payments and receipt of pa your reports. For payment functions, star	check the status of yments as well as view
nvoice Type Quarterly	PNumber P1_7	Reporting Period 201502	<u>Status</u> Available	Select		item from the list to the lef	t of this message. for payment initiations
						payment attemp Incomplete One or more iter N/A No invoice due fo	ns have not been paid or payment. Receipt of Manufacturer or Sponsor re been initiated
						Reporting Periods with Filter by: P Number ALL V	no invoice line items Reporting Period ALL 🗸
						P Number	Reporting Period
						P17 P17 P17	201601 201504 201503

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

PALMETTO G			VICES			Contact Us My Profile	e <u>Logout</u> <u>Help</u> <u>Reporting</u> Logged on as XP1 Test Environmen
Home	Payments	Completed	Receipts	Reports	Disputes		
1anufacture	er Portal	Coverage (Gap Discou	ınt Progr	am Home	2	
·	pice Type P Nur terly ♥ ALL	Reporting nber Period	Status ALL V		1 - 1 out of 1	Welcome to Coverage Ga you can initiate a paymer payments and receipt of your reports. For payment functions, sl item from the list to the l	t, check the status of payments as well as view art by selecting a line
Invoice Type	<u>P Number</u> P17	Reporting Period 201502	<u>Status</u> Available	Select		Available Invoice is read Failed One or more it payment atter Incomplete One or more it N/A No invoice due funds due from Pending All line items h successfully	y for payment initiations ems has an unsuccessful apt
						Reporting Periods with Filter by: P Number ALL V P Number	th no invoice line items Reporting Period ALL V Reporting Period
						P17 P17 P17	201601 201504 201503

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

PALMET		CENTERS FOR	MEDICARE A MEDICAID SERVICES					<u>Contact Us</u> <u>My Profile</u> <u>Logou</u>	<u>It Help Reporting</u> Logged on as XP1_7 Test Environment
Hor	ne Payr	nents	Completed Rec	eipts	Reports	Disp	utes		
1anufa	acturer	Portal	CGDP Pa	yment	5			2	
							nts due: 10/09/2015	Payment Infor	mation
Contract	Number: ALL	✓ Cor	porate ID: XP1_7	P Number	r: [P1_7 ·	~	1 - 11 out of 11	Total Invoiced	\$5,405.49
				_				Total Failed	\$0.00
		D			nitiate All			Total Current Deferred	\$0.00
Contract Number	Invoiced	Previous Deferred	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID	Total Previously Deferred	\$0.00 \$0.00
Number	Amount ↑↓	Amount		Payment				Total Pending Total Successful	\$0.00
H01	\$27.24	\$0.00	06/30/2016				CG15021_7H0_1		\$5,405.49
H21	\$474.21	\$0.00	06/30/2016				CG150217H21		
H49	\$71.74	\$0.00	06/30/2016				CG150217H49	Payment Initiation Uplo	ad
H55	\$7.32	\$0.00	06/30/2016				CG15021_7H5_5	Bro	wse Upload
S5_6	\$953.99	\$0.00	06/30/2016				CG150217556		
S5_1	\$955.99	\$0.00	06/30/2016						
			06/30/2016				CG15021_7S5_1		
S50	\$2,243.70	\$0.00	06/30/2016				CG15021_7S5_0		
S50	\$481.41	\$0.00	06/30/2016				CG15021_7S5_0	J	
	L	Ipdate All 🗌					Submit		
Pending Tr	ansactions								
Contract	Number Au	thorization /	Amt Date Submitt	ed Pay	ment Da	te s	Stop Payment	J	
There are n	o pending trans	sactions at thi	s time.						
							Stop Payment(s)		

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

Contract	Number: ALL	✓ Cor	porate ID: XP1_7	P Number			nts due: 10/09/201 1 - 11 out of 11	ň	Payment Info	ormation
Contract			porate ID: XFI/	Pittamber		-	1-11000011		Total Invoiced	\$5,405.49
									Total Failed	\$0.00
				Ir	nitiate All				Total Current Deferred	\$0.00
Contract	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID		Total Previously Deferred	\$0.00
Number	Amount ↑↓	Amount	Date	Payment	Defer	Falled	EFTID		Total Pending	\$0.00
			06/30/2016	_					Total Successful	\$0.00
H01	\$27.24	\$0.00					CG150217H01	^	Total Available	\$5,405.49
H21	\$474.21	\$0.00	06/30/2016				CG150217H21			
H49	\$71.74	\$0.00	06/30/2016				CG150217H49			
H55	\$7.32	\$0.00	06/30/2016				CG150217H55			
S56	\$953.99	\$0.00	06/30/2016				CG150217S56			
S51	\$4.90	\$0.00	06/30/2016				CG150217S51			
S50	\$2,243.70	\$0.00	06/30/2016				CG150217S50			
S50	\$481.41	\$0.00	06/30/2016				CG150217S50	~		
	L	Jpdate All 🗌					Submit	Ĩ.		

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

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

		0	Invoice Re	porting Perio	d: 20150	2 Payme	nts due: 10/09/2015		
Contract	Number: ALL	✓ Cor	porate ID: XP1_7	P Number			1 - 11 out of 11	Payment Info	rmation
								Total Invoiced	\$5,405.49
					nitiate All			Total Failed	\$0.00
					nitiate All			Total Current Deferred	\$0.00
Contract	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID	Total Previously Deferred	\$0.00
Number	Amount ↑↓	Amount	Date	Payment	Defer	Falleu	EFTID	Total Pending	\$0.00
			06/30/2016					Total Successful	\$0.00
H0_1	\$27.24	\$0.00		✓			CG15021_7H0_1	Total Available	\$5,405.49
H21	\$474.21	\$0.00	06/30/2016				CG150217H21		
H49	\$71.74	\$0.00	06/30/2016				CG150217H49		
H55	\$7.32	\$0.00	06/30/2016				CG150217H55		
S56	\$953.99	\$0.00	06/30/2016				CG150217556		
S51	\$4.90	\$0.00	06/30/2016				CG150217S51		
S50	\$2,243.70	\$0.00	06/30/2016				CG15021_7S5_0		
S50	\$481.41	\$0.00	06/30/2016	✓			CG15021_755_0		
	L	Jpdate All 🗆	-				Submit		

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

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

	×
Coverage Gap Discount Program	
PIN Validation	
••••	
Validate	

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

PALMETTO GBA		AS RE & MEDICALD SERVICES			Contact Us My Profile Logou	ut <u>Help</u> <u>Reporting</u> Logged on as XP17 Test Environment
Home	Payments Comp	bleted Receipts	Reports	Disputes		
lanufactur	er Portal	CGDP Paym			2	
Contract Number:	All M Cornerate		g Period: 201502 P mber: P1_7 V	Payments due: 10/09/2015	Payment Info	ormation
Contract Number:	ALL V Corporate	ID: XPI/ P Nu			Total Invoiced	\$5,405.49
					Total Failed	\$0.0
			🗹 Initiate All		Total Current Deferred	\$6.4
Contract Invoice		yment/Failed Init		iled EFT ID	Total Previously Deferred	\$0.0
Number Amount	Amount	Date Pay	ment Delet Fai		Total Pending	\$5,405.4
There are no more	remaining invoice line it	ems for the quarter.			Total Successful	\$0.0
There are no more	remaining invoice line it Update All 🗌	ems for the quarter.		Submit	Total Successful Total Available	
There are no more	Update All			Submit 1 - 11 out of 11	Total Available	\$0.0
Pending Transaction	Update All		Payment Date		Total Available	\$0.0
Pending Transaction	Update All		Payment Date 06/30/2016	1 - 11 out of 11	Total Available	\$0.0
Pending Transaction Contract Number	Update All	Date Submitted	•	1 - 11 out of 11	Total Available	\$0.0
Pending Transaction Contract Number H0_1	Update All	Date Submitted 06/24/2016	06/30/2016	1 - 11 out of 11	Total Available	\$0.0
Pending Transaction Contract Number H01 H21	Update All update	Date Submitted 06/24/2016 06/24/2016	06/30/2016 06/30/2016	1 - 11 out of 11	Total Available	\$0.0
Pending Transaction Contract Number H01 H21 H49	Update All	Date Submitted 06/24/2016 06/24/2016 06/24/2016	06/30/2016 06/30/2016 06/30/2016	1 - 11 out of 11	Total Available	\$0.0
Pending Transaction Contract Number H01 H21 H49 H55	Update All	Date Submitted 06/24/2016 06/24/2016 06/24/2016 06/24/2016	06/30/2016 06/30/2016 06/30/2016 06/30/2016	1 - 11 out of 11	Total Available	\$0.0
Pending Transaction Contract Number H01 H21 H49 H55 S56	Update All	Date Submitted 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016	06/30/2016 06/30/2016 06/30/2016 06/30/2016 06/30/2016	1 - 11 out of 11	Total Available	\$0.0
Pending Transaction Contract Number H01 H21 H49 H55 S56 S51	Update All	Date Submitted 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016	06/30/2016 06/30/2016 06/30/2016 06/30/2016 06/30/2016	1 - 11 out of 11	Total Available	\$0.0
Pending Transaction Contract Number H01 H21 H49 H55 S56 S51 S50	Update All	Date Submitted 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016	06/30/2016 06/30/2016 06/30/2016 06/30/2016 06/30/2016 06/30/2016	1 - 11 out of 11	Total Available	\$0.0
Pending Transaction Contract Number H01 H21 H49 H55 S56 S56 S51 S50 S50 S50	Update All	Date Submitted 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016	06/30/2015 06/30/2016 06/30/2016 06/30/2016 06/30/2016 06/30/2016 06/30/2016	1 - 11 out of 11	Total Available	\$0.0

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

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

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

Instruction Scenario:

Invoices deferred from a prior reporting period require additional processing. The current reporting period contains only distributed invoices for receipt from Sponsors. No payable invoices are available.

In this scenario, the prior period deferred items require processing in the current period; however, the current period does not have any payable invoices. The <u>Total Available</u> amount of all invoices is less than this Manufacturer's bank ACH minimum threshold of \$10.00 USD, so all invoice line items are eligible for deferment

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

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

- 1. Authorized end users will access the Portal to process previously deferred items when the current reporting period has no payable invoice activity available. Instructions for logging into the CGDP Portal can be located in the <u>CGDP Manufacturer Portal Introduction and Login Users Guide</u> located under <u>*References*</u> on the <u>*TPAdministrator.com*</u> website.
- 2. After successful login, the **Home** tab will appear. Select the specific type of invoice from the drop down list located in the <u>Invoice Type</u> field.

			nces			<u>Contact Us My Profile Logout</u> <u>Help Reportin</u> Logged on as XP1_ Test Environme
Home	Payments	Completed	Receipts	Reports	Disputes	
anufacture	er Portal	Coverage G	ap Discou	nt Progr	am Home	<u>a</u>
orporate ID Inv	oice Type P Num	Reporting aber Period	Status		1 - 3 out of 3	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
XP14 Qua	ALL	ALL V Reporting Period	ALL V	Select		For payment functions, start by selecting a line item from the list to the left of this message.
Quarterly Quarterly	P14 P14	201503 201502	N/A Successful	0		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 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 Period P Number Reporting Period Period There is an invoice report for the selected P Number Reporting Period

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

PALMETTO G			WICES			Contact Us My Profile Logout Help Reporting Logged on as XP1_4 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes	
Manufacture	er Portal	Coverage G	3ap Discou	ınt Progi	ram Home	<u>a</u>
Corporate ID Invo XP14 Quar	oice Type P Nur rterly V ALL	Reporting Period	Status		1 - 3 out of 3	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions, start by selecting a line
<u>Invoice Type</u> Quarterly	P Number	Reporting Period 201503	<u>Status</u> N/A	Select		item from the list to the left of this message.
Quarterly Quarterly	P1_4 P1_4	201503	Successful			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 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 There is an invoice report for the selected P Number

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

		CENTERS FOR	MEDICARE & MEDICAID SERVICES					<u>Contact Us</u> <u>My Profile</u> <u>Logout</u> <u>H</u> Logo	elp <u>Reporting</u> ged on as XP1 4 Test Environmen
Hor	ne Payr	nents	Completed Re	ceipts	Reports	Disputes			
lanufa	acturer	Portal		yment		Payments du	e: 12/09/2015	a	
Contract	Number: ALL	✓ Cor	rporate ID: XP1_4	-	r: P1_4 V		- 3 out of 3	Payment Information	on
								Total Invoiced	\$0.00
					nitiate All			Total Failed	\$0.00
Contract	Invoiced	Previous	Payment/Failed	Initiate				Total Current Deferred	\$0.00
Number	Amount ↑ ↓	Deferred	Date	Payment	Defer	Failed E	FT ID	Total Previously Deferred Total Pending	\$3.20
		Amount						Total Successful	\$0.00
H2_1	\$0.00	\$1.40	12/08/2015				CG15021_4H2_1	Total Available	\$3.28
H4_3	\$0.00	\$1.56	12/08/2015				CG15021_4H4_3		
H54	\$0.00	\$0.32	12/08/2015				CG15021_4H5_4	Payment Initiation Upload	
	U	pdate All 🗌					Submit	Browse	Upload
Pending Tr	ansactions								
	Number Au o pending trans			ted Pay	yment Date	stop F	Payment		
							Stop Payment(s)		

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

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

			Invoice Rep	porting Perio	d: 20150	3 Payme	nts due: 12/09/2015		
Contract	Number: ALL	✓ Cor	porate ID: XP1_4	P Number	r: P1_4 '	~	1 - 3 out of 3	Payment Informatio	n
								Total Invoiced	\$0.00
					nitiate All			Total Failed	\$0.00
					ittiate All			Total Current Deferred	\$0.00
Contract	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID	Total Previously Deferred	\$3.28
Number	Amount↑↓	Amount	Date	Payment	Derei	Tuncu		Total Pending	\$0.00
			12/08/2015					Total Successful	\$0.00
H2_1	\$0.00	\$1.40			H		CG15021114H2001	Total Available	\$3.28
H43	\$0.00	\$1.56	12/08/2015				CG15021114H4003	<u> </u>	
H5_4	\$0.00	\$0.32	12/08/2015				CG15021114H5774		
	U	Jpdate All 🗌 🗌					Submit		

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

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

		CENTERS FO	MEDICARE & MEDICAID SERVICES					Contact Us My Profile Logout Hi	elp <u>Reporting</u> red on as XP14 Test Environment
Hon	ne Payn	nents	Completed R	eceipts	Reports	Disput	es		
Manufa	cturer	Portal	CGDP P					â.	
Contract	Number: ALL	✓ Co	Invoice F rporate ID: XP1_4	eporting Perio P Numbe	er: P1_4 N		ts due: 12/09/2015 1 - 3 out of 3	Payment Informatic Total Invoiced	\$0.00
					nitiate All			Total Failed	\$0.00 \$0.00
Contract Number	Invoiced Amount↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID	Total Previously Deferred Total Pending	\$3.28 \$0.00
H2_1	\$0.00	\$1.40	12/08/2015				CG15021114H2001	Total Successful Total Available	\$0.00 \$3.28
H4 3	\$0.00	\$1.56	12/08/2015		~		CG15021114H4003	Total Available	\$5.20
H5_4	\$0.00	\$0.32	12/08/2015		~		CG15021114H5774	Payment Initiation Upload	
Pending Tr		Ipdate All 🗌					Submit	Browse	Upload
	Number Auto pending trans			tted Pa	yment Dai	te St	op Payment		
							Stop Payment(s)		

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

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

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

() 0		
		×
Cove	rage Gap Discount Program	
	PIN Validation	
	••••	
	Validate	

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

Message from webpage	
Warning: By selecting 'OK' below, you acknowledge that you are unable to pay this amount because it falls below the minimum amount your bank allows for ACH transactions. You also acknowledge that this amount is still owed to the payee and expected to be paid at such time when: (1.) Other small amounts can be combined which exceed your banks minimum payment restrictions or (2.) The amount has been deferred for 16 quarters and the deferred amount must be made by other means, mutually agreeable to both parties.)	
OK Cancel]

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

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

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

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

PALMETTO GBA. A CELERIAN GROUP COMPANY	Contact Us My Profile Logout He	Ip <u>Reporting</u> ed on as XP1_4 Test Environment
Home Payments Completed Receipts Reports Disputes		
Manufacturer Portal CGDP Payments Invoice Reporting Period: 201503 Payments due: 12/09/2015	<u>a</u>	
Contract Number: ALL V Corporate ID: XP1_4 P Number: P1_4 V 1 - 4 out of 4	Payment Information	<u>n</u>
	Total Invoiced	\$0.00
☐ Initiate All	Total Failed	\$0.00
	Total Current Deferred	\$0.00
Contract Invoiced Deferred Payment/Failed Initiate Defer Failed FET ID	Total Previously Deferred	\$0.00
Number Amount ↑↓ Deterred Date Payment	Total Pending	\$0.00
There are no more remaining invoice line items for the guarter.	Total Successful	\$0.00
Update All	Total Available	\$0.00
Update All Definition of the submitted o	Payment Initiation Upload Browse	Upload

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

PALMETTO G		CMSS FERS FOR MEDICARE & MEDICARD SERV	ICES			Contact Us My Profile Logout Help Reporting Logged on as XP1_4 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes	
Manufacture	er Portal	Coverage G	Gap Discou	nt Progr	ram Home	
	pice Type P Nur terly ✔ ALL	Reporting nber Period	Status		1 - 3 out of 3	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions, start by selecting a line
Invoice Type	<u>P Number</u>	<u>Reporting</u> <u>Period</u>	<u>Status</u>	Select		item from the list to the left of this message.
Quarterly Quarterly	P14 P14	201503 201502	N/A Successful			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 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 Reporting Period ALL
						P Number Reporting Period There is an invoice report for the selected P Number

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

1	1 7						
PALMETTO GBA	CENTERS FOR MEDICARE	A MEDICAID SERVICES			<u>Conta</u>		lp <u>Reportin</u> d on as XP1 Test Environme
Home F	Payments Comple	eted Receipts	Reports I	Disputes			
Manufacture	r Portal C	GDP Comple	eted Payme	ents	é	<u>.</u>	
			Invoice	Reporting Period	: 201502 ¹ _		
Contract Number: A	LL V Corporate	ID: XP1_4 P Nu	mber: P1_4 🗸	1 - 3 out of		Payment Information for	r P1 <u>4</u>
						Total Invoiced	\$3.2
Contract Number	Invoiced Amount	Payment Date	Status	EFTI	D	Total Received	\$0.0
H21	\$1.40		Deferred	CG15021	4H2 1	Total Deferred	\$3.2
H43	\$1.56		Deferred	CG15021		Total Pending Total Failed	\$0.0 \$0.0
H54	\$0.32		Deferred	CG15021.	_4H54	Total Outstanding	\$0.0
	vments for a different re the desired reporting pe		o the Home tab and s	elect the radio b		Possible Statuses Deferred Payer has determine amount owed is bek bank's ACH minimur Pending Payer initiation was The debiting process period and crediting remain Successful Funds should now b the payee's account	ow their ms successful. s, holding process sti e available

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

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

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

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

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

Instruction Scenario:

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

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

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

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

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

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

PALMETTO G			лсв			Contact Us My Profile Logout Help Reporting Logged on as XP1_4 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes	
Manufacture	r Portal	Coverage G	ap Discou	nt Prog	gram Home	2
Corporate ID Invo XP1_4 Quar Invoice Type Quarterly	ice Type P Num	Acting Periods Have Reporting Period ALL V Reporting Period 201502	e Outstanding Pa	Select	1 - 3 out of 3	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions, start by selecting a line item from the list to the left of this message. 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 paid successfully Successful All line items have been paid successfully Reporting Periods with no invoice line items Filter by: P. Number Reporting Period ALL< V
						P Number Reporting Period P1_4 201503

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

			01		
PALMETTO GBA.		i.			Contact Us My Profile Logout Help Reporting Logged on as XP1_4 Test Environment
Home Payments	Completed	Receipts	Reports	Disputes	
Manufacturer Portal	Coverage Ga	p Discou	nt Progra	am Home	2
One or More Rep	orting Periods Have (Outstanding Pa	yments		Welcome to Coverage Gap Discount Portal where
Corporate ID Invoice Type P Numl XP1_4 ALL V ALL	Reporting ber Period	Status		1 - 3 out of 3	you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions, start by selecting a line
Invoice Type P Number Quarterly P1_4	Reporting Period 201502	<u>Status</u> Incomplete	Select		item from the list to the left of this message. 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
					P Number Reporting Period P Number All P Number Reporting Period P Number Reporting Period P Number Reporting Period P1_4 201503

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

PALMET A CELERIAN GR	OUP COMPANY	CENTERS FO						Contact Us My Profile Log	gout <u>Help</u> <u>Reporting</u> Logged on as XP1_4 Test Environment
Ho	me Payr	nents	Completed Rec	eipts	Reports	Dispute	s		
Manufa	acturer	Portal	CGDP Pa	-		Payment	s due: 10/09/2015	<u>a</u>	
Contract	Number: ALL	✓ Co	rporate ID: XP1_4		er: P1_4 V		1 - 3 out of 3	Payment Inf	ormation
								Total Invoiced	\$3.28
					nitiate All			Total Failed	\$0.00
		Previous			incluce / lit			Total Current Deferred	\$0.00
Contract Number	Invoiced Amount ↑↓	Deferred	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID	Total Previously Deferred	\$0.00
Number	Amount	Amount	Date	Payment				Total Pending Total Successful	\$0.00
H2_1	\$1.40	\$0.00	12/08/2015				CG15031_4H2_1	Total Available	\$0.00 \$3.28
H4 3	\$1.56	\$0.00	12/08/2015				CG15031_4H4_3		\$3.20
H5_4	\$0.32	\$0.00	12/08/2015				CG15031_4H5_4	Payment Initiation Up	beal
	4	Ipdate All					Submit		rowse Upload
Pending Ti	ransactions								
Contract	Number Au	thorization A	Amt Date Submitt	ed Pay	ment Date	e Sto	p Payment		
There are n	io pending trans	actions at thi	s time.						
							Stop Payment(s)		

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

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

	Invoice Reporting Period: 201502 Payments due: 10/09/2015									
Contract	Contract Number: ALL V Corporate ID: XP1_4 P Number: P1_4 1 - 3 out of 3 Payment Information									
	Total Invoiced \$3.28									
				Total Failed	\$0.00					
									Total Current Deferred	\$0.00
Contract	Invoiced	Previous Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID		Total Previously Deferred	\$0.00
Number	Amount↑↓	Amount	Date	Payment	Derei	Tuncu			Total Pending	\$0.00
			12/08/2015						Total Successful	\$0.00
H2_1	\$1.40	\$0.00			- 14		CG15031_4H2_1		Total Available	\$3.28
H43	\$1.56	\$0.00	12/08/2015				CG15031_4H4_3			
H5_4	\$0.32	\$0.00	12/08/2015				CG15031_4H5_4			
	ι	Jpdate All 🗆 🛛					Submit			

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

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

PALMETTO GBA. A CELERIAN GROUP COMPANY	Contact Us My Profile Logout Help Reporting Logged on as XP1114 Test Environment
Home Payments Completed Receipts Reports Disputes	
Manufacturer Portal CGDP Payments	<u>in</u>
Invoice Reporting Period: 201502 Payments due: 10/09/2015 Contract Number: ALL Corporate ID: XP1_4 P Number: P1_4 1 - 3 out of 3	Payment Information Total Invoiced \$3.28
Initiate All	Total Failed \$0.00 Total Current Deferred \$0.00
Contract Invoiced Previous Payment/Failed Initiate Number Amount↑↓ Amount Date Payment Defer Failed EFT ID	Total Previously Deferred \$0.00 Total Pending \$0.00
H2_1 \$1.40 \$0.00 12/08/2015 CG15031_4H2_1 H4_3 \$1.56 \$0.00 12/08/2015 CG15031_4H4_3	Total Successful \$0.00 Total Available \$3.28
H5_4 \$0.32 \$0.00 12/08/2015 G15031_4H5_4	Payment Initiation Upload Browse
Update All Submit Pending Transactions Contract Number Authorization Amt Date Submitted Payment Date Stop Payment There are no pending transactions at this time. Stop Payment(s)	Browse Upload

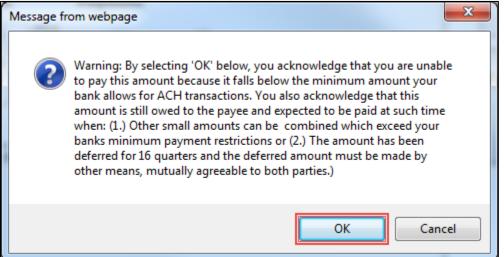
Note: Selecting <u>Defer</u> is <u>only</u> applicable when the <u>Total Available</u> field's total is less than \$20.00 USD <u>and</u> if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing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

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

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

	×
Coverage Gap Discount Program	
PIN Validation	
••••	
Validate	

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



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

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

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

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

PALMETTO GBA. A CELERIAN GROUP COMPANY	<u>Contact Us</u> <u>My Profile</u> <u>Logo</u> u	<u>It Help Reporting</u> Logged on as XP1_4 Test Environment
Home Payments Completed Receipts Reports Disputes		
Manufacturer Portal CGDP Payments Invoice Reporting Period: 201502 Payments due: 10/09/2015	2	
Contract Number: ALL V Corporate ID: XP1_4 P Number: P1_4 V 1 - 3 out of 3	Payment Infor	mation
	Total Invoiced	\$3.28
🗌 Initiate All	Total Failed	\$0.00
	Total Current Deferred	\$3.28
Contract Invoiced Previous Payment/Failed Initiate Defer Failed EFT ID	Total Previously Deferred	\$0.00
Number Amount Amount Date Payment Deter Funed EFFID	Total Pending	\$0.00
There are no more remaining invoice line items for the quarter.	Total Successful	\$0.00
	Total Available	\$0.00
Update All Submit Pending Transactions Stop Payment Contract Number Authorization Amt Date Submitted Payment Date Stop Payment There are no pending transactions at this time. Stop Payment(s) Stop Payment(s)	Payment Initiation Uploa Brow	

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

This example displays the selected invoice line items as Deferred in the Status column.

PALMETTO GBA, a celerian group company	CENTER FOR MEDICARE & MEDICARD SERVICES			<u>Coni</u>	a <u>act Us</u> <u>My Profile</u> <u>Logout</u> Hı	elp <u>Reporting</u> ed on as XP14 Test Environment
Home Payments	Completed R	eceipts Reports	Disputes			
Manufacturer Por	tal CGDP Co	ompleted Pay	ments		2	
Contract Number: ALL	Corporate ID: XP1_4	Inv P Number: P1_4 V		Period: 201502 1	Payment Information fo	or P14
	Corporate ID. XP1_4	P Nulliber. PI_4 V	1 - 3	3 out of 3	Total Invoiced	\$3.28
					Total Received	\$0.00
	ed Amount Paymen			EFTID	Total Deferred	\$3.28
H2_1	\$1.40 12/08/2			50214H21	Total Pending	\$0.00
H43	\$1.56 12/08/2			50214H43	Total Failed	\$0.00
H5_4	\$0.32 12/08/2	2015 Deferred	CG1	5021_4H5_4	Total Outstanding	\$0.00
¹ To view completed payments for line item that contains the desired		d, return to the Home tab a	nd select the ra	idio button	Possible Statuses Deferred Payer has determin amount owed is be bank's ACH minimu Pending Payer initiation was The debiting proces period and crediting remain Successful Funds should now b the payee's account	eed that the low their ims successful. ss, holding g process still be available in

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

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

Corporate ID Invoice Type P Number Period Status 1 - 3 out of 3 XP1_4 ALL ALL ALL ALL Y Invoice Type P Number Reporting Status Select Quarterly P1_4 201502 Successful O N/A No Failed On Pending Status Select Select Quarterly P1_4 201502 Successful O	s <u>My Profile</u> <u>Logout</u> <u>Help</u> <u>Reporting</u> Logged on as XP1_4 Test Environment
Reporting 1-3 out of 3 XP1_4 ALL Invoice Type P Number Period Status Status Select Quarterly P1_4 201502 Successful Incomplete On N/A No fur Period Successful O	
P Nu	overage Gap Discount Portal where e a payment, check the status of receipt of payments as well as view unctions, start by selecting a line list to the left of this message. bloce is ready for payment initiations or more items has an unsuccessful movice due for payment. Receipt of sdue from Manufacturer or Sponsor. ine items have been naid resesfully ine items have been naid successfully Pumber Reporting Period ALL ALL Mathematical continues

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

CGDP Portal – Completed Tab

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

PALMETTO GB		A MEDICAID SERVICES		<u>Cor</u>	ntact Us	<u>My Profile Logout Help R</u> Logged o	eporting n as AJ23
Home	Payments Com	pleted Receipts	Reports	Disputes			
Manufacturer	Portal CGD	P Completed Pa	ayments			a	
			2 Invoi	ce Reporting Period: 201			
Contract Number:	ALL V Corpora	te ID: XP1_7 P Nu	mber: P1_7 🗸	1 - 5 out of 5	(4)	Payment Information	
						Total Invoiced	\$4,033.84
Contract Number	Invoiced Amount	Payment Date	Status	EFTID		Total Received	\$3,958.60
S5 0	\$75.		Pending	CG160417S5	0	Total Deferred	\$0.00
H04	\$320.		Successful	CG16041_7H0		Total Pending	\$75.24
H04	\$1.4	40 07/22/2017	Successful	CG160417H0	_4	Total Failed	\$0.00
H02	\$3,561.3	28 07/22/2017	Successful	CG160417H0	2	Total Outstanding	\$0.0
H0_2	\$75.1	81 07/22/2017	Successful	CG160417H0	_2 6	Possible Status	ies
	payments for a different is the desired reporting	reporting period, return t period.	o the Home tab and	f select the radio button		Deferred Payer has determ amount owed is I bank's ACH minir Pending Payer initiation w The debiting proc period and credit remain Successful Funds should no	pelow their nums as successful. ress, holding ing process still

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

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

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

Tabbed region – Completed

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



Invoice Reporting Period Region

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

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



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

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

Filter Region – Completed

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

3	A Contract Number: ALL	~	^B Corporate ID: XP1_7	^C P Number: P1_7 ∨	D 1 - 5 out of 5
---	------------------------	---	----------------------------------	-------------------------------	------------------

A. <u>Contract Number</u> field allows a user to select specific contract numbers for completed invoice line items.

Note: this field's drop down menu will only allow update to contract numbers that have completed invoice line items in the same reporting period. The field defaults to 'ALL', which displays all contract numbers for the reporting period.

- B. Corporate ID column defaults to the Corporate ID utilized to access the system.
- C. <u>P Number</u> field displays the P number for completed invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. This field's drop down menu provides update capability to select another P number from those assigned to the Corporate ID for the same reporting period.
- D. <u>Item Count</u> column displays the number of invoice line items displayed on the current page of the total number of invoices included for the reporting period.

Payment Information Region

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

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

4		Payment Inform	ation for P1 <u>7</u>
	А	Total Invoiced	\$4,033.84
	в	Total Received	\$3,958.60
	С	Total Deferred	\$0.00
	D	Total Pending	\$75.24
	Е	Total Failed	\$0.00
	F	Total Outstanding	\$0.00

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

Completed Transactions Region

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

				0 01	
5	A Contract Number	B Invoiced Amount	^C Payment Date	D <u>Status</u>	E <u>EFTID</u>
	S50	\$75.24	07/25/2017	Pending	CG160417S50
	H04	\$320.11	07/22/2017	Successful	CG16041_7H0_4
	H04	\$1.40	07/22/2017	Successful	CG16041_7H0_4
	H02	\$3,561.28	07/22/2017	Successful	CG16041_7H0_2
l	H02	\$75.81	07/22/2017	Successful	CG16041_7H0_2

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

Status Definitions Region

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

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

CGDP Portal Instructions – Completed Tab

Reviewing Invoices on the Completed Tab

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

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

- Authorized end users will access the Portal to view the status of quarterly invoice line items that have completed processing. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer Portal Introduction and Login Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the <u>Invoice Type</u> field.

		CMS TERS FOR MEDICARE & MEDICAID SERVE	CES			Contact Us My Profile Logout Help Repo Logged on as J
Home	Payments	Completed	Receipts	Reports	Disputes	
anufacture	er Portal	Coverage G	ap Discou	nt Prograi	n Home	2
orporate ID Invo XP1_7 Qua	oice Type P Nu rterly V ALL	Reporting mber Period	Status		1 - 2 out of 2	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as vie your reports.
Invoice Type	<u>Corporate ID</u>	<u>P Number</u>	<u>Reporting</u> <u>Period</u>	<u>Status</u>	<u>Select</u>	For payment functions, start by selecting a line item from the list to the left of this message.
Quarterly Quarterly	XP17 XP17	P17 P14	201604 201604	Successful Successful	0	item from the list to the left of this message.
						Available Invoice is ready for payment initiation Failed One or more items has an unsuccessf 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 Spon Pending All line items have been initiated successfully Successful All line items have been paid successful
						Reporting Periods with no invoice line iter Filter by: P Number Reporting Period ALL V P Number Reporting Period Reporting Period

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

CELERIAN GROUP CC		CMS TERS FOR MEDICARE & MEDICARD SER	VICES			Contact Us My Profile Logout Help Reportin Logged on as AJ23
Home	Payments	Completed	Receipts	Reports	Disputes	
anufactur	er Portal	Coverage (Gap Discou	nt Progra	m Home	<u>a</u>
	voice Type P Nu arterly V ALL	Reporting mber Period	Status		1 - 2 out of 2	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
Invoice Type Quarterly Quarterly	Corporate ID XP17 XP17	P Number P17 P14	Reporting Period 201604 201604	Status Successful Successful	Select	For payment functions, start by selecting a line item from the list to the left of this message.
						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 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 Reporting Period P Number Reporting Period

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

	→ CENTERS FOR MEDICARE & N	EDICAID SERVICES				Logged o	on as AJ23
Home F	Payments Complete	d Receipts	Reports	Disputes			
lanufacturer F	ortal CGDP	Completed Pa	yments			a	
			Invoid	ce Reporting Perio	i: 201604 ¹		
Contract Number: A	LL 💙 Corporate II	D: XP1_7 P Nur	nber: P1_7 🗸	1 - 5 out o	f 5]	Payment Information	
						Total Invoiced	\$4,033.8
Contract Number	Invoiced Amount	Payment Date	Status	EFT	D	Total Received	\$3,958.6
S50	\$75.24	07/25/2017	Pending	CG16041	0	Total Deferred	\$0.0
H04	\$320.11	07/22/2017	Successful		7H04	Total Pending Total Failed	\$75.2 \$0.0
H04	\$1.40	07/22/2017	Successful	CG16041	7H04	Total Outstanding	\$0.0 \$0.0
H02	\$3,561.28	07/22/2017	Successful	CG16041	7H02	Total Outstanding	\$0.0
H02	\$75.81	07/22/2017	Successful	CG16041	2	Possible Status	
	vments for a different repo the desired reporting peri		o the Home tab and	f select the radio b	utton	Deferred Payer has determ amount owed is bank's ACH minir Pending Payer initiation w The debiting pro- period and credit remain Successful Funds should nov	below their nums vas successful. cess, holding ing process still

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

ALMETTO GBA			IS DICAID SERVICES		2	Contact Us My Profile Logout Help Reporting Logged on as AJ23	
Home	Payments	Completed	d Receipts	Reports D	isputes		
anufacturer	Portal	CGDP C	Completed Pa	yments		â.	
				Invoice	Reporting Period: 2	201604 1	
Contract Number:	ALL 🗸	Corporate ID	: XP17 P Nun	nber: P1_7 🗸	1 - 5 out of 5		2
						Total Invoiced \$4,0	
Contract Number	Invoiced	Amount	Payment Date	Status	EFTID	Total Received \$3,9	
S50		\$75.24	07/25/2017	Pending	CG16041_7	Total Deferred	\$0.0
H04		\$320.11	07/22/2017	Successful	CG16041_7	7H0 4	75.2
H04		\$1.40	07/22/2017	Successful	CG16041_7	7H0 4	\$0.0
H02		\$3,561.28	07/22/2017	Successful	CG16041_7	7H0_2 Total Outstanding	\$0.0
H02		\$75.81	07/22/2017	Successful	CG16041_7	_7H02 Possible Statuses	
To view completed pa ine item that contains				o the Home tab and se	elect the radio butto	ton Deferred Payer has determined that is amount owed is below their bank's ACH minimums Pending Payer initiation was success The debiting process, holdin period and crediting process remain Successful Funds should now be availa	ful. 1g s still
						the payee's account	

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

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

ALMETTO GBA		1S MEDICALD SERVICES			<u>Contact</u>	<u>Us My Profile Logou</u>	i <u>t Help</u> <u>Repor</u> Logged on as A	
Home	Payments Comple	ted Receipts	Reports	Disputes				
anufacturer F	Portal CGDP	Completed Pa	yments			2		
				ce Reporting Po	eriod: 201604			
Contract Number: A	LL 🗸 Corporate	ID: XP1_7 P Nur	nber: P1_7 🗸	1 - 5	out of 5		formation for	P1_7
						Total Inve		\$4,033.
Contract Number	Invoiced Amount	Payment Date	Status	E	FTID	Total Rece		\$3,958
S50	\$75.24	07/25/2017	Pending	CG16	041_755_0	Total Defe		\$0
H04	\$320.11	07/22/2017	Successful		041_7H0_4	Total Per		\$75
H04	\$1.40	07/22/2017	Successful	CG16	041_7H0_4	Total F		\$0
H02	\$3,561.28	07/22/2017	Successful	CG16	041_7H0_2	Total Outstar	nding	\$0
H02	\$75.81	07/22/2017	Successful	CG16	041_7H0_2	-		
	vments for a different re the desired reporting pe		o the Home tab and	l select the rad	lio button	Deferred Payer amou bank' Pending Payer The d	sible Statuses has determined nt owed is belov s ACH minimum initiation was su ebiting process, d and crediting p	v their s uccessful holding
						remai Successful Funds	n	
		@ 2017 PAI METT	O GBA, LLC <u>DISCLAIME</u>		L GET ADORE READ	ER		

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

Contract Number Invoiced Amount Payment Date Status EFTID [55_0 \$75.24 07/22/2017 Pending CG16041755_0] H0_4 \$320.11 07/22/2017 Successful CG160417H0_4 H0_2 \$3,561.28 07/22/2017 Successful CG160417H0_4 H0_2 \$3,561.28 07/22/2017 Successful CG160417H0_2 H0_2 \$75.81 07/22/2017 Successful CG160417H0_2	
Invoice Reporting Period: 201604 Contract Number: ALL Corporate ID: XP1_7 P Number: P1_7 1 - 5 out of 5 Contract Number Invoiced Amount Payment Date Status EFTID S5_0 \$75.24 07/25/2017 Pending CG16041_755_0 H0_4 \$320.11 07/22/2017 Successful CG16041_7H0_4 H0_2 \$3,561.28 07/22/2017 Successful CG16041_7H0_4 H0_2 \$75.81 07/22/2017 Successful CG16041_7H0_2 To view completed payments for a different reporting period, return to the Home tab and select the radio button Det	
Contract Number: ALL Corporate ID: XP1_7 P Number: P1_7 1-5 out of 5 Contract Number Invoiced Amount Payment Date Status EFTID S5_0 \$75.24 07/25/2017 Pending CG16041_755_0 H0_4 \$320.11 07/22/2017 Successful CG16041_7H0_4 H0_2 \$3,561.28 07/22/2017 Successful CG16041_7H0_4 H0_2 \$75.81 07/22/2017 Successful CG16041_7H0_2 H0_2 \$75.81 07/22/2017 Successful CG16041_7H0_2 H0_2 \$75.81 07/22/2017 Successful CG16041_7H0_2	
Contract Number Invoiced Amount Payment Date Status EFTID 55_0 \$75:24 07/25/2017 Pending CG16041755_0 H0_4 \$320.11 07/22/2017 Successful CG160417H0_4 H0_2 \$3,561.28 07/22/2017 Successful CG160417H0_4 H0_2 \$75.81 07/22/2017 Successful CG16041_7H0_4 H0_2 \$75.81 07/22/2017 Successful CG16041_7H0_2 H0_2 \$75.81 07/22/2017 Successful CG16041_7H0_2	
S5_0 \$75.24 07/25/2017 Pending CG16041755_0 H0_4 \$320.11 07/22/2017 Successful CG160417H0_4 H0_4 \$1.40 07/22/2017 Successful CG160417H0_4 H0_2 \$3,561.28 07/22/2017 Successful CG160417H0_4 H0_2 \$3,561.28 07/22/2017 Successful CG160417H0_2 H0_2 \$75.81 07/22/2017 Successful CG160417H0_2 To view completed payments for a different reporting period, return to the Home tab and select the radio button Del	Payment Information for P1_7
S5_0 \$75.24 07/25/2017 Pending CG16041_755_0 H0_4 \$320.11 07/22/2017 Successful CG16041_7H0_4 H0_4 \$1.40 07/22/2017 Successful CG16041_7H0_4 H0_2 \$3,561.28 07/22/2017 Successful CG16041_7H0_4 H0_2 \$3,561.28 07/22/2017 Successful CG16041_7H0_2 H0_2 \$75.81 07/22/2017 Successful CG16041_7H0_2 To view completed payments for a different reporting period, return to the Home tab and select the radio button Del	Total Invoiced \$4,033.8
S5_0 \$75.24 07/25/2017 Pending CG16041755_0 H0_4 \$320.11 07/22/2017 Successful CG160417H0_4 H0_4 \$1.40 07/22/2017 Successful CG160417H0_4 H0_2 \$3,561.28 07/22/2017 Successful CG160417H0_4 H0_2 \$3,561.28 07/22/2017 Successful CG160417H0_2 H0_2 \$75.81 07/22/2017 Successful CG160417H0_2 To view completed payments for a different reporting period, return to the Home tab and select the radio button Del	Total Received \$3,958.6
H0_4 \$320.11 07/22/2017 Successful CG16041_7H0_4 H0_4 \$1.40 07/22/2017 Successful CG16041_7H0_4 H0_2 \$3,561.28 07/22/2017 Successful CG16041_7H0_4 H0_2 \$75.81 07/22/2017 Successful CG16041_7H0_2 H0_2 \$75.81 07/22/2017 Successful CG16041_7H0_2 To view completed payments for a different reporting period, return to the Home tab and select the radio button Del	Total Deferred \$0.0
H0_2 \$3,561.28 07/22/2017 Successful CG16041_7H0_2 H0_2 \$75.81 07/22/2017 Successful CG16041_7H0_2 To view completed payments for a different reporting period, return to the Home tab and select the radio button	Total Pending \$75.2
H0_2 \$3,561.28 0/722/2017 Successful CG16041_7H0_2 H0_2 \$75.81 07/22/2017 Successful CG16041_7H0_2 To view completed payments for a different reporting period, return to the Home tab and select the radio button	Total Failed \$0.0
To view completed payments for a different reporting period, return to the Home tab and select the radio button Del	Total Outstanding \$0.0
	Possible Statuses
	eferred Payer has determined that the amount owed is below their bank's ACH minimums ending Payer initiation was successful. The debiting process, holding period and crediting process stil remain cccessful Funds should now be available in the payee's account

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

PALMETTO GBA		IS MIDICAID SHRVICES			<u>Contact Us</u>	<u>My Profile</u> <u>Logout</u>	t <u>Help</u> <u>Reporting</u> Logged on as XP17 Test Environment
Home	Payments Complete	ed Receipts	Reports E	Disputes			
Manufacture	er Portal CO	GDP Comple	eted Payme	ents	2		
Contract Number:	ALL V Corporate I	D: XP1_7 P Num	Invoice	Reporting Period: 201 1 - 3 out of 3		ayment Informatio Total Invoiced	on for P17 \$6.46
Contract Number	Invoiced Amount	Payment Date	Status	EFTID		Total Received	\$0.00
	\$1.41	06/24/2016	Deferred	CG15021751		Total Deferred Total Pending	\$6.46 \$0.00
S55	\$0.70	06/24/2016	Deferred	CG15021755	55	Total Failed	\$0.00
S7_0	\$4.35	06/24/2016	Deferred	CG15021757	7 <u>0</u> To	otal Outstanding	\$0.00
	ayments for a different rep s the desired reporting peri) the Home tab and s	ect the radio button	Per	Possible Stat erred Payer has dete amount owed i bank's ACH min ding Payer initiation The debiting pr period and cree remain essful Funds should n the payee's acc	rmined that the s below their nimums was successful. rocess, holding diting process still wow be available in

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

You have now completed reviewing completed invoice line items.

CGDP Portal – Receipts Tab: Quarterly Invoices

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

CELERIAN GROUP COMPANY	CENTERS FOR MEDICARE & ME	DICAID SERVICES					Logged on as XP16
Home Payn	nents Complete	d Receipts	Reports	Disputes			
lanufacturer	Portal CG	DP Receipt	s			2	
			2 Invoi	ce Reporting Period: 201	502 ¹	<u> </u>	
Contract Number: ALL	 Corporate IE 	: XP16 P Num	nber: P16 🗸	1 - 37 out of 37	4	/	pt Information for P1 6 otal Owed \$10,2
							I Received \$9.6
Contract Number	Invoiced Amount	Payment Date	<u>Status</u>	EFTID			al Deferred \$9,0
E22	\$1,449.91	11/03/2015	Received	CG150216E22			al Pending
H07	\$31.65	09/09/2015	Received	CG150216H07	\sim		utstanding \$6
H21	\$3.88	10/22/2015	Received	CG150216H21			accanalig \$0
H25	\$726.13	09/24/2015	Received	CG150216H25			
H22	\$1,009.68	09/09/2015	Received	CG150216H22	6		Possible Statuses
H33	\$24.00	09/03/2015	Received	CG150216H33		Received	Funds should now be avai
H39	\$320.91	10/22/2015	Received	CG150216H39		Received	in your account
H35	\$23.49	09/09/2015	Received	CG150216H35	i	Pending	
H34	\$21.70	10/04/2015	Received	CG150216H34			The debiting process, hold
H46	\$147.83	10/17/2015	Received	CG150216H46	i		period and crediting proce
	\$73.03	09/04/2015	Received	CG150216H49	6 - C		still remain
H49		09/09/2015	Received	CG150216H48	÷	Outstandin	g Payer has not yet initiated payment
H49 H48	\$95.10						
	\$95.10 \$308.66	09/09/2015	Received	CG150216H40		Deferred	Paver has determined that
H48			Received Received	CG150216H40 CG150216H46		Deferred	Payer has determined that amount owed is below the

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

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

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

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

Tabbed Region – Receipts

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



Invoice Reporting Period Region

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

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

(2)	Invoice	Reporting	Period:	201502
\sim	11110100	Reporting	renou.	201002

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

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

Filter Region – Receipts

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

3	A Contract Number: ALL 🗸	B Corporate ID: XP1_6	C P Number: P1_6 ∨	O 1 - 37 out of 37
---	--------------------------	-----------------------	--------------------	--------------------

- A. <u>Contract Number</u> field allows a user to select specific contract numbers from the drop down list. The field defaults to 'ALL', which displays all contract numbers for the reporting period. The drop down list provides update capability to select another contract number with negative line items due within the same reporting period for the selected P number displayed in the <u>P Number</u> field.
- B. Corporate ID column defaults to the Corporate ID utilized to access the system.
- C. <u>P Number</u> field displays the P number for negative invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P number from those assigned to the Corporate ID.

Note: this field will only allow update to P Numbers that have negative invoice line items for the same reporting period. In order to view a different reporting period, a user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.

D. <u>Item Count</u> column displays the number of invoice line items displayed on the current page of the total number of invoices included for the reporting period.

Receipt Information Region

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

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

(4)		Receipt Informa	ation for P1 6
_	А	Total Owed	\$10,268.46
	В	Total Received	\$9,651.67
	С	Total Deferred	\$0.00
	D	Total Pending	\$0.00
	Е	Total Outstanding	\$616.79

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

Receipts Transactions Region

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

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

(5)	A <u>Contract Number</u>	B Invoiced Amount	C <u>Payment Date</u>	D <u>Status</u>	E <u>eftid</u>	
	E22	\$1,449.91	11/03/2015	Received	CG150216E22	
	H07	\$31.65	09/09/2015	Received	CG150216H07	
	H21	\$3.88	10/22/2015	Received	CG150216H21	
	H25	\$726.13	09/24/2015	Received	CG15021_6H2_5	
	H22	\$1,009.68	09/09/2015	Received	CG150216H22	
	H33	\$24.00	09/03/2015	Received	CG150216H33	
	H39	\$320.91	10/22/2015	Received	CG150216H39	
	H35	\$23.49	09/09/2015	Received	CG150216H35	
	H34	\$21.70	10/04/2015	Received	CG150216H34	
	H46	\$147.83	10/17/2015	Received	CG150216H46	
	H49	\$73.03	09/04/2015	Received	CG150216H49	
	H48	\$95.10	09/09/2015	Received	CG150216H48	
	H40	\$308.66	09/09/2015	Received	CG150216H40	
	H46	\$227.29	09/09/2015	Received	CG150216H46	~
	H4_6	\$65.03	09/09/2015	Received	CG150216H46	

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

- C. <u>Payment Date</u> column displays the date the negative invoice line items processed.
 - Displays calendar date, in MM/DD/YYYY format, for payments containing a status of 'Received'
 - Displays blank field for payments containing a status of 'Deferred', 'Outstanding' or 'Pending'
- D. <u>Status</u> column displays the status of negative invoice line items.
- E. <u>EFT ID</u> column displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period, 9999 for the P number without the P and Z9999 for the contract number. Example: CG150299929999.

Status Definitions Region

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

-	h	8
6	Deferred	Possible Statuses Payer has determined that the amount owed is below their bank's ACH minimums
	Failed	Debiting of the Payer's account or crediting of your account was unsuccessful
	Outstanding	Payer has not yet initiated payment
	Pending	Payer has initiated payment. The debiting process, holding period and crediting process still remain
	Received	Funds should now be available in your account

CGDP Portal Instructions – Receipts Tab: Quarterly Invoices

Reviewing Quarterly Invoice Data on the Receipts Tab

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

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

- Authorized end users will access the Portal to review negative quarterly invoice line item amounts due from Sponsors. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer Portal Introduction and Login Users Guide</u> located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will appear. Select a type of invoice to view from the <u>Invoice Type</u> field.

Anufacturer Portal Coverage Gap Discount Program Home orporate ID Invoice Type P Number Period Status 1 - 4 out of 4 XP1_7 ALL ALL ALL Image: ALL <t< th=""><th>k the status of ts as well as view selecting a line</th></t<>	k the status of ts as well as view selecting a line
porporate ID Invoice Type P Number Period Status 1 - 4 out of 4 XP1_7 ALL ALL ALL ALL y Y nvoice Type P Number Reporting Status Status Status Status Quarterly P1_4 201601 Available O Y For payment functions, start by item from the list to the left of the left	k the status of ts as well as view selecting a line
Number Period Status Select For payment functions, start by item from the list to the left of t	
Quarterly P1_4 201503 Available O Quarterly P1_4 201502 Available O Available Invoice is ready for pa Failed Quarterly P1_4 201502 Available O Failed One or more items ha	iis message.
Incomplete One or more items ha N/A No invoice due for pay funds due from Manuf Pending All line items have bee successfully	ment. Receipt of acturer or Sponsor
Successful All line items have bee	
Reporting Periods with no in Filter by: P Number ALL V	nvoice line items Reporting Period

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

PALMETTO G) CES			Contact Us My Profile Logout Help Reporting Logged on as X_7
Home	Payments	Completed	Receipts	Reports	Disputes	
Manufacture	er Portal	Coverage G	ap Discou	unt Progr	am Home	<u>ک</u>
Corporate ID Inv		Reporting nber Period ALL V Reporting	Status	1	1 - 4 out of 4	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
Invoice Type Quarterly	P Number	Period 201601	<u>Status</u> Available	Select		For payment functions, start by selecting a line item from the list to the left of this message.
Quarterly Quarterly Quarterly	P1 4 P14 P14	201504 201503 201502	Available Available Available			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 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 Reporting Period ALL ALL ALL P Number Reporting Period

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

Home Pa	yments Complete	d Receipts	Reports Di	sputes			
anufacturer	Portal CO	DP Receipt	ts		4		
			Invoice	Reporting Period: 201503 ¹			
Contract Number: ALL	Corporate II): XP17 P Num	nber: P1_4 V	1 - 9 out of 9	Recei	ipt Information f	or P14
					1	Total Owed	\$1,023
Contract Number	Invoiced Amount	Payment Date	Status	EFTID	Tota	al Received	\$83
		Payment Date			Tota	al Deferred	\$
H03	\$0.01		Failure	CG15021_4H0_3		tal Pending	\$10
H40	\$0.92	10/00/0015	Deferred	CG15031_4H4_0	Total O	utstanding	\$8
H58	\$6.80	12/09/2015	Received	CG150314H58	-		
H52	\$105.56		Pending	CG15031_4H5_2		Possible Statuse	es
H62	\$85.88		Outstanding	CG150314H62	Deferred	Payer has deterr	nined that
S50	\$3.56	11/30/2015	Received	CG150314S50		amount owed is below t	
S56	\$161.16	12/16/2015	Received	CG150314S56		bank's ACH mini	mums
S53	\$80.80	11/17/2015	Received	CG15031_4S5_3	Failed	Debiting of the P	
S52	\$158.13	12/16/2015	Received	CG150314S52		or crediting of yo was unsuccessfu	
	different reporting perio	od, return to the Home	e tab and select the i	radio button line item	Outstanding	g Payer has not ye payment	
t contains the desired	reporting period.				Pending	Payer has initiate The debiting pro period and credit	cess, holdir
						still remain	

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

· 🏀		AS			Contact Us	<u>My Profile</u>	Logout <u>Help</u> <u>R</u>	eporting n as X7
CELERIAN GROUP CO		RE & MEDICAID SERVICES					Logged d	n as X/
Home	Payments Comp	leted Receipts	s Reports	Disputes				
anufact	urer Portal	CGDP Rece	ipts			<u>i</u>		
			-					
				ice Reporting Per		Recei	ot Information	for D1 4
Contract Numb	er: ALL V Corporat	e ID: XP1_7 P	Number: P1_4 V	1 - 9 o	ut of 9		otal Owed	\$1,023.5
							I Received	\$831.1
Contract Num					TID	Tota	l Deferred	\$0.9
H03	\$0.0		Failure	CG15021	1H03 🔨	Tot	al Pending	\$105.5
H40	\$0.9		Deferred		4H40	Total O	utstanding	\$85.8
H5_8	\$6.8		Received		4H58			
H52	\$105.5		Pending		4H52		Possible Status	AF
H62	\$85.8		Outstanding		L_4H6_2	Deferred	Payer has deter	
S50	\$3.5		Received		4\$5_0		amount owed is	
S56	\$161.1		Received		4\$5_6		bank's ACH min	imums
S53	\$80.8		Received Received	CG15031		Failed	Debiting of the	
S52	\$158.1	3 12/16/2015	Received	CG15031	-+53_2		or crediting of y was unsuccessf	
	for a different reporting p desired reporting period.	eriod, return to the	Home tab and select t	he radio button l	line item	Outstanding	Payer has not y payment	et initiated
iai contains the	aesnea reporting perioa.					Pending	Payer has initia The debiting pro period and cred still remain	ocess, holding

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

Home Pa	yments Complete	d Receipts	Reports	Disputes			
anufacturer		DP Receipt	·		2		
maractarer					-		
Contract Number: ALL	Corporate IE	V VD1 7 D Num	Invoic	e Reporting Period: 201503		ipt Information	for P14
Contract Number. ALL		7. API/ P Num		1 - 9 out or 9		Total Owed	\$1,02
· · · · ·					Tot	al Received	\$83
Contract Number	Invoiced Amount	Payment Date	<u>Status</u>	EFTID	Tot	al Deferred	\$
H03	\$0.01		Failure	CG150211H03	То	tal Pending	\$10
H40	\$0.92		Deferred	CG15031_4H4_0	Total C	Outstanding	\$8
H58	\$6.80	12/09/2015	Received	CG150314H58			
H52	\$105.56		Pending	CG15031_4H5_2		Possible Status	
H62	\$85.88		Outstanding	CG150314H62	Deferred		
S50	\$3.56	11/30/2015	Received	CG150314S50	Derented	amount owed is	
S56	\$161.16	12/16/2015	Received	CG150314S56		bank's ACH min	nimums
S53	\$80.80	11/17/2015	Received Received	CG15031_4S5_3	Failed	Debiting of the	
S5 <u>2</u>	\$158.13	12/16/2015	Received	CG150314S52		or crediting of y was unsuccessf	
o view receipts for a at contains the desired	different reporting perio	od, return to the Hom	e tab and select th	e radio button line item	Outstandin	g Payer has not y payment	et initiated
contains the desired	reporting period.				Pending	Payer has initia The debiting pr	ocess, holdir
						period and cred still remain	liting proces

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

	ayments Complete	GDP Receipts	·	Disputes			
anufacture	Portal CO	GDP Receipt					
			IS		<u>a</u>		
			Invoice	Reporting Period: 20150	3 ¹		
Contract Number: AL	L 🗸 Corporate II	D: XP1_7 P Num	nber: P1_4 🗸	1 - 9 out of 9	Rece	eipt Information f	or P14
						Total Owed	\$1,023.5
Contract Number	Invoiced Amount	Payment Date	Status	EFTID		tal Received	\$831.
H03	\$0.01	<u>r apinent bate</u>	Failure	CG150211H03	To	tal Deferred	\$0.
H40	\$0.92		Deferred	CG150211H03 CG150314H40		otal Pending	\$105.
H58	\$6.80	12/09/2015	Received	CG15031_4H5_8	lotal	Outstanding	\$85.
H52	\$105.56	,,	Pendina	CG15031_4H5_2			
H62	\$85.88		Outstanding	CG15031_4H6_2		Possible Statuse	es
S50	\$3.56	11/30/2015	Received	CG15031_4S5_0	Deferre		
S56	\$161.16	12/16/2015	Received	CG150314S56		amount owed is bank's ACH mini	
S53	\$80.80	11/17/2015	Received	CG150314S53			
S52	\$158.13	12/16/2015	Received	CG150314S52	 Failed 	Debiting of the P or crediting of ye	
					_	was unsuccessfu	
o view receipts for a	different reporting perio	od return to the Home	a tah and salact tha	radio hutton line item	Outstandi	i <mark>ng</mark> Payer has not ye	et initiated
at contains the desired		a, recurri to the Horne	, tab and select the	radio batton nne item		payment	
	1 21-1-1-1				Pending	The debiting pro	cess, holding
						period and credi	ting process
						period and credi still remain d Funds should no	

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

PALMETTO GBA. A CELERIAN GROUP COMPANY		S DICAID SERVICES			<u>Contact U</u>	s <u>My Profile</u>	<u>Logout Help F</u> Logged	Reporting on as X7
Home Pa	yments Complete	d Receipts	Reports	Disputes				
Manufacturer	Portal CG	DP Receip			1	2		
Contract Number: ALL	Corporate ID	: XP17 P Nur	mber: P1_4 V	ce Reporting Per 1 - 9 or		Recei	pt Information	for P1 <u>4</u>
							Fotal Owed	\$1,023.55
Contract Number	Invoiced Amount	Payment Date	Status	EF	TID		al Received	\$831.19
H03	\$0.01		Failure	CG15021			al Deferred	\$0.92
H40	\$0.92		Deferred		_4H4_0		tal Pending utstanding	\$105.56 \$85.89
H58	\$6.80	12/09/2015	Received		_4H58	Total O	utstanding	\$85.89
H52	\$105.56	,,	Pending		4H52			
H62	\$85.88		Outstanding	CG15031	L4H62		Possible Status	
S50	\$3.56	11/30/2015	Received	CG15031	4\$5_0	Deferred	Payer has deter amount owed is	
S56	\$161.16	12/16/2015	Received	CG15031	4\$5_6		bank's ACH mir	
S53	\$80.80	11/17/2015	Received	CG15031	455_3	Failed	Debiting of the	Payer's account
S5_2	\$158.13	12/16/2015	Received	CG15031	1 <u>4S5_2</u>	- ancu	or crediting of the was unsuccessf	our account
¹ To view receipts for a that contains the desired		d, return to the Hom	e tab and select th	e radio button i	line item	Outstandin	g Payer has not y payment	et initiated
	reporting periodi					Pending	Payer has initia The debiting pr period and crea still remain	ocess, holding
						Received	Funds should n in your account	

You have now completed reviewing invoice line item receipts.

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

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

ALMETTO GBA: CELERIAN GROUP COMPANY		IS IDICAID SERVICES			<u>Contac</u>	<u>t Us</u> <u>My Pro</u>		p <u>Reporting</u> d on as XP1_6 est Environment
Home Pay	ments Complete	d Receipts	Reports E	isputes				
lanufacturer	Portal CO	DP Receip	ts			4		
			2 _{Reimbu}	sement Report Ye	ar: 2016 1			(D 4 - C
Contract Number: ALL	 Corporate II 	D: XP16 P Nur	nber: P1_6 🗸	1 - 5 out of 5	C C	-	ipt Information	
							Total Owed	\$7,462.3
Contract Number	Invoiced Amount	Payment Date	<u>Status</u>	EFTID			al Received	\$2,215.6
H8_7	\$989.93		Pending	UD201616	H87		al Deferred	\$6.4
H8_4	\$3,897.86		Pending	UD20161_6			tal Pending	\$4,887.3
H8_8	\$2,215.63		Received	UD20161_6		lotal	outstanding	\$352.4
H8_4	\$6.43		Deferred	UD20161_6				
H8_1	\$352.48		Outstanding	UD201616			Possible Status	05
To view receipts for a dif	ferent reporting period					Deferred		mined that the below their
ine item that contains the	desired reporting peri	od.				Failed	Debiting of the or crediting of y was unsuccessf	our account
						Outstandin	g Payer has not y payment	et initiated
						Pending	Payer has initia The debiting pr	
							period and cred still remain	

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

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

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

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

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

Reimbursement Report Year Region

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

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

2 Reimbursement Report Year: 2016

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

ITo view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Receipts Transactions Region for BY Closeout Invoices

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

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

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

5	A Contract Number	B Invoiced Amount	C <u>Payment Date</u>	D <u>Status</u>	E <u>EFTID</u>
	H87	\$989.93		Pending	UD20161_6H8_7
	H84	\$3,897.86		Pending	UD201616H84
	H88	\$2,215.63		Received	UD201616H88
	H84	\$6.43		Deferred	UD201616H84
	H81	\$352.48		Outstanding	UD20161_6H8_1

The format of the <u>EFT ID</u> for BY Closeout is **UDYYYY9999H9999**:

- **UD**: Upheld Dispute payment
- **YYYY**: BY Closeout reporting period
- **9999**: Manufacture P Number (**Note**: P Number displayed without the preceding 'P')
- H9999: Sponsor contract number

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

Reviewing BY Closeout Invoices on the Receipts Tab

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

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

- Authorized end users will access the Portal to review BY Closeout invoice line item amounts due from Sponsors. Instructions for logging into the Portal can be located in the <u>CGDP</u> <u>Manufacturer Portal Introduction and Login Users Guide</u> located under <u>References</u> on the TPAdministrator.com website.
- 2. After successful login, the **Home** tab will appear. Select a type of invoice to view from the <u>Invoice Type</u> field.

PALMETTO GBA, a celerian group company	Contact Us My Profile Logout Help Reporting Logged on as XP1_6 Test Environment
Home Payments Completed Receipts Reports Disputes	
Manufacturer Portal Coverage Gap Discount Program Home	ē.
Corporate ID Invoice Type P Number Period Status 1 - 2 out of 2 XP1_6 ALL ALL ALL ALL V	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
Invoice Type P Number Reporting Period Status Select BY Closeout P16 2016 N/A O Quarterly P16 201502 Available O	For payment functions, start by selecting a line item from the list to the left of this message. 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 Reporting Period P Number Reporting Period P Number Reporting Period P 16 201601 P16 201504 P16 201503

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

ALMETTO G		CMS ES FOR MEDICARE & MEDICAID SERVICES				<u>Contact Us</u> <u>My Profile</u>	Logout Help Reportin Logged on as XP1_ Test Environmer
Home	Payments		Receipts	Reports	Disputes	2	
orporate ID Invo XP1_6 ALL			Status	nt Progra	1 - 2 out of 2	Welcome to Coverage Ga you can initiate a paymer payments and receipt of J	it, check the status of
Invoice Type BY Closeout Quarterly	P Number P16 P16	Reporting Period 2016 201502	<u>Status</u> N/A Available	Select		your reports. For payment functions, st item from the list to the l	eft of this message.
						payment attem Incomplete One or more it N/A No invoice due	ems has an unsuccessful pt ems have not been paid for payment. Receipt of Manufacturer or Sponsor.
						successfully Successful All line items h	ave been paid successfully
						Filter by: P Number	Reporting Period
						P16	201601 201504

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

LMETTO GBA: LERIAN GROUP COMPANY		IS EDICAID SERVICES					ed on as XP16 Test Environment
Home Pa	yments Complete	d Receipts	Reports	Disputes			
nufacturer	Portal CO	DP Receipt	ts		2		
				ursement Report Year: 2			
Contract Number: ALL	. V Corporate II	D: XP16 P Nun	nber: P1_6 🗸	1 - 5 out of 5		eceipt Information	
						Total Owed	\$7,46
ontract Number	Invoiced Amount	Payment Date	<u>Status</u>	EFTID		Total Deferred	\$2,21
H8_7	\$989.93		Pending	UD201616H8	.7	Total Pending	\$4,88
H8_4	\$3,897.86		Pending	UD201616H8	.4	al Outstanding	\$35
H88	\$2,215.63		Received	UD201616H8		aroutstanding	400
H84	\$6.43		Deferred	UD201616H8	.4		
H8_1	\$352.48	return to the Home t	Outstanding	UD201616H8	.1 Defe	Possible State red Payer has dete amount owed bank's ACH m	ermined that is below thei
	e desired reporting period				Fail	ed Debiting of the or crediting of was unsuccess	your account
					Outsta	nding Payer has not payment	yet initiated
					Pend	ing Payer has initi The debiting p period and cre still remain	rocess, holdi
					Recei	ved Eunds should	now be avail:

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

ALMETTO GBA.		DICAID SERVICES			Conta	ict Us <u>My Prof</u>		p <u>Reporting</u> d on as XP1_6 est Environment
Home Pay	ments Complete	d Receipts	Reports	Disputes				
anufacturer	Portal CO	DP Receip	ts			_		
				ursement Rep	ort Year: 2016 1			
Contract Number: ALL	 Corporate II 	: XP16 P Nu	mber: P1_6 🗸	1 - 5 (out of 5		pt Information	
						·	Fotal Owed	\$7,462.
Contract Number	Invoiced Amount	Payment Date	Status	E	FTID	L	al Received	\$2,215.
H8_7	\$989.93		Pending	-	16H87		al Deferred	\$6.
H8_4	\$3,897.86		Pending		16H84		al Pending	\$4,887.
H8_8	\$2,215.63		Received		16H88	Total O	utstanding	\$352.
H8 4	\$2,215.03		Deferred		16H84			
H8_1	\$352.48		Outstanding		16H81		Possible Status	es
To view receipts for a dif		return to the Home				Deferred	Payer has deter amount owed is bank's ACH min	below their
ne item that contains the	e desired reporting perio	od.				Failed	Debiting of the or crediting of y was unsuccessf	our account
						Outstandin	g Payer has not y payment	et initiated
						Pending	Payer has initia	
							The debiting pro period and cred still remain	

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

ALMETTO GBA.			<u>Conta</u>	act Us <u>My Profi</u>		p <u>Reporting</u> d on as XP16 est Environment
Home Pay	yments Completed Receipts	Reports	Disputes			
anufacturer	Portal CGDP Receipt	S		2		
		Reimb	ursement Report Year: 2016 ¹			
Contract Number: ALL	✓ Corporate ID: XP16 P Num	ber: P16 🗸	1 - 5 out of 5	Receip	ot Information	for P1 6
					otal Owed	\$7,462
Contract Number	Invoiced Amount Payment Date	Status	EFTID		Received	\$2,215
H8_7	\$989.93	Pending	UD201616H87		I Deferred	\$6
H8 4	\$3,897.86	Pending	UD201616H84		al Pending	\$4,887
H8_8	\$2,215.63	Received	UD201616H88	Total Ou	utstanding	\$352
H8_4	\$6.43	Deferred	UD201616H84			
H8_1	\$352.48	Outstanding	UD201616H81		Possible Statu	
To view receipts for a di	fferent reporting period, return to the Home ta	b and select the ra	dio button	Received		ow be availal
	e desired reporting period.			Pending	Payer has initia The debiting pr period and crea still remain	ocess, holdin
				Outstanding	Payer has not y payment	et initiated
				Deferred	Payer has deter amount owed is bank's ACH mir	s below their
				Failed	Debiting of the or crediting of	Payer's acco

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

- \		E			Contac	<u>t Us</u> <u>My Prof</u>	ile <u>Logout</u> <u>Hel</u>	
ALMETTO GBA: CELERIAN GROUP COMPANY	CENTERS FOR MEDICARE & ME	DICAID SERVICES						d on as XP1_6 est Environment
Home Pay	ments Completed	d Receipts	Reports I	Disputes				
anufacturer	Portal CG	DP Receip	ts					
			Reimbu	rsement Reno	rt Year: 2016 ¹			
Contract Number: ALL	 Corporate ID 	VD1 6 D.N	mber: P1_6 V	1 - 5 ou		Receir	ot Information	for P1 6
Contract Nulliber: ALL	- Corporate IL	PNU		1-500		т	otal Owed	\$7,462.
						Tota	I Received	\$2,215.
Contract Number	Invoiced Amount	Payment Date	<u>Status</u>	EF	TID	Tota	Deferred	\$6.
H8_7	\$989.93		Pending	UD20161	6H87		al Pending	\$4,887.
H8_4	\$3,897.86		Pending	UD20161	6H84	L	utstanding	\$352.
H88	\$2,215.63		Received	UD20161	6H88			40021
H84	\$6.43		Deferred	UD20161	6H84			
H8_1	\$352.48		Outstanding	UD20161	6H81		Possible Status	
o view receipts for a dit	forest reporting period	roturn to the Home	tab and coloct the rac	lia huttan		Deferred	Payer has deter amount owed is bank's ACH min	below their
o view receipts for a di ne item that contains the			tao and select the fac	no button		Failed	Debiting of the or crediting of y was unsuccessfi	Payer's accour our account
						Outstanding	Payer has not y payment	et initiated
						Pending	Payer has initiat	
							period and cred still remain	

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

ALMETTO GBA, ELERIAN GROUP COMPANY				<u>Contact Us</u> <u>My Pr</u>		on as XP16 st Environment
Home Pa		ceipts Reports	Disputes	2		
Contract Number: ALL		-	bursement Report Year 1 - 5 out of 5		e ipt Information f Total Owed	\$7,462
Contract Number	Invoiced Amount Payment	Date Status	EFTID		tal Received	\$2,215
 H87	\$989.93	Pending	UD201616H8	7	tal Deferred	\$6
H8_4	\$3,897.86	Pending	UD201616H8		otal Pending	\$4,887
H8 8	\$2,215.63	Received	UD201616H8	TOLA	Outstanding	\$352
H8_4	\$6.43	Deferred	UD201616H8			
	\$352.48 ifferent reporting period, return to th e desired reporting period.	Outstanding e Home tab and select the r	UD201616H8 adio button	Deferre	amount owed is bank's ACH mini	nined that t below their mums
e tem that contains th	e desired reporting period.			Failed	Debiting of the F or crediting of y was unsuccessfu	our account
				Outstandi	ng Payer has not ye payment	et initiated
				Pending	Payer has initiat The debiting pro period and credi still remain	cess, holdin

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

CGDP Portal Reporting Link

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

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

PALMETTO GBA.	TOT MEDICARE & MEDICARI STEVIES		<u>Contact Us</u> <u>My Profile</u>	Help Logout Reporting Logged on as XP1_6
	Coverage	Gap Discount P	rogram	
	Invoid	e Line Item Reporti	ng	
1 Select which items you want to	display on the report (Detail Report	s Only)		
	te ID 🛛 P Number	Contract Number	Status	
Reportin	ng Period 🛛 Invoice/Receipt Amount	t 🗌 Payment Status Date	Payment Initiation Date	EFT
2 Detail Report Filters				
Report Source 🗸				
Select P Number 🗸 🗸 🗸				
Select Contract ID 🗸 🗸 🗸				
Select By Status	~			
Reporting Period 🗸 🗸 🗸				
Run Query for Detailed Report 3 Manufacturer Summary Report				
Summary Report for P				
Number:				
Reporting Period 🗸				
Manufacturer Status	~			
Run Manufacturer Summary Que	ery			

The **Reporting link** contains three (3) regions.

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

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

Detail Report Column Heading Selection Region

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

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

1) Select which items you want to display on the report (Detail Reports Only)					
A 🗌 Corporate ID	B 🗌 P Number	C 🗌 Contract Number	D 🗌 Status		
E 🗌 Reporting Period	F 🗌 Invoice/Receipt Amount	G 🗌 Payment Status Date	$H \Box$ Payment Initiation Date $I \Box$ EFT		

- A. <u>Corporate ID</u> check box will display Corporate ID column headings for data included in the spreadsheet.
- B. <u>P Number</u> check box will display P number(s) column headings for data included in the spreadsheet.
- C. <u>Contract Number</u> check box will display contract number(s) for data included in spreadsheet.
- D. <u>Status</u> check box will display Status column headings for data included in spreadsheet.
- E. <u>Reporting Period</u> check box will display Reporting Period column headings for data included in the spreadsheet.
- F. <u>Invoice /Receipt Amount</u> check box will display Invoice Amount or Receipt Amount column headings for data included in the spreadsheet.
- G. <u>Payment Status Date</u> check box will display Payment Status Date column headings for data included in the spreadsheet.
- H. <u>Payment Initiation Date</u> check box will display Payment Initiation Date column headings for data included in the spreadsheet.
- I. <u>EFT</u> check box will display EFT column headings for data included in the spreadsheet.

Note: This region is only available for detail Invoice or Receipt reports.

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

Detail Report Filters Region

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

2 Detail Report Filters	
A Report Source	~
B Select P Number	~
C Select Contract ID	✓
D Select By Status	~
E Reporting Period	~
F <u>Run Query for Detai</u>	led Report

A. <u>Report Source</u> field allows users to select between <u>*Invoice*</u> and <u>*Receipt*</u> from the drop down list.

Note: Selection of the <u>Report Source</u> is required to determine the type of data included in the on-demand spreadsheet report.

- B. <u>Select P Number</u> field allows user to select specific P number(s) from the drop down list.
- C. <u>Select Contract ID</u> field allows user to select specific Contract ID(s) from the drop down list.
- D. <u>Select By Status</u> field allows users to select specific Status from the drop down list. Statuses include <u>Completed</u>, <u>Deferred</u>, <u>Failed</u>, <u>Pending</u>, and <u>Unpaid</u>.
- E. <u>Reporting Period</u> field allows users to select specific Reporting Period(s) from the drop down listing.
- F. <u>Run Query for Detailed Report</u> link creates on-demand report spreadsheet(s) with column heading and filter data selections populated by a user.

Note: Population of the <u>Report Source</u> field is required to generate an ondemand spreadsheet report. All other fields are optional and selection of additional filters will limit the data displayed on a report.

Manufacturer Summary Report Region

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

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

3 Manufacturer Summ	ary Report			
A Summary Report for P Number:	~			
B Reporting Period	~			
C Manufacturer Status	~			
D <u>Run Manufacturer Summary Query</u>				

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

filters will limit the data displayed on a report.

CGDP Portal Instructions – Reporting Link

Accessing the Reporting Link

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

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

- Authorized end users will access the Portal to create and review detail invoice and receipt reports. Instructions for logging into the Portal can be located in the <u>CGDP Manufacturer</u> <u>Portal Introduction and Login Users Guide</u> located under <u>References</u> on the TPAdministrator.com website.
- 2. After successful login, the **Home** tab will appear. Select the **Reporting link** in the upper right hand corner of the screen.

Home	Payments	Completed	Receipts	Reports	Disputes	
anufactu	irer Portal	Coverage	e Gap Disc	ount Pro	ogram Hon	1e 🚔
orporate ID Invo XP16 ALL	oice Type P Numb		Status		1 - 3 out of 3	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
nvoice Type	<u>P Number</u>	<u>Reporting</u> <u>Period</u>	<u>Status</u>	<u>Select</u>		For payment functions, start by selecting a line
BY Closeout	P16	2016	Available	0		item from the list to the left of this message.
Quarterly Quarterly	P17 P11	201502 201502	Available Available	0		
						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 ALL
						P Number Reporting Period
						P Number Reporting Period

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

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

PALMETTO GBA.	CINTRE FOR MEDICARE & M	IS IDEAD SIRVES		<u>Contact Us</u> <u>My Profi</u>	le Help Logout Reporting Logged on as XP1_6
		Coverage Ga	ap Discount P	rogram	
		Invoice	Line Item Reporti	ng	
Select which items	you want to display o	n the report (Detail Reports O	nly)		
	Corporate ID	P Number	Contract Number	Status	
	Reporting Period	Invoice/Receipt Amount	Payment Status Date	Payment Initiation Date	EFT EFT
Detail Report Filter	s				
Report Source	~				
Select P Number	\sim				
Select Contract ID	~				
Select By Status	~				
Reporting Period	~				
Run Query for Deta	ilad Damant				
Manufacturer Sum					
Summary Report for Number:					
Reporting Period	\sim				
Manufacturer Status	~				
<u>Run Manufacturer S</u>	Summary Query				

- 4. The upcoming steps provide direction for generating detail invoice and receipt reports utilizing the **Detail Report Column Heading Selection** and **Detail Report Filters regions.**
- 5. The first region of the **Reporting link** page, the **Detail Report Column Heading Selection region**, allows a user to filter information by populating one (1) of the nine (9) check boxes available.

Select which items you wa	elect which items you want to display on the report (Detail Reports Only)				
Corporate ID	P Number	Contract Number	Status		
Reporting Period	Invoice/Receipt Amount	Payment Status Date	Payment Initiation Date	EFT	

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

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

Detail Report Filters	
Report Source	~
Select P Number	~
Select Contract ID	~
Select By Status	~
Reporting Period	~
Run Query for Detaile	ed Report

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

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

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

PALMETTO GBA.			Contact Us My Profile Help Logout Reporting Logged on as XP1_6
	Cov	verage Gap D	iscount Program
		Invoice Line I	tem Reporting
Select which items you w	ant to display on the report (Det	ail Reports Only)	
	Corporate ID P	Number 🗌 Co	ontract Number 🗌 Status
	🗌 Reporting Period 🗌 In	voice/Receipt Amount 🗌 Pa	ayment Status Date 🗌 Payment Initiation Date 🗌 EFT
Detail Report Filters			
Report Source	Invoice V		
Select P Number	~		
Select Contract ID	~		
Select By Status	~		
Reporting Period	~		
Run Query for Detailed R	eport		

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

This example displays the selected <u>Open</u> button.

Do you want to open or save XP1_6_detailed_report.xlsx from apps.tpadministrator.com?	Open	Save	•	Cancel	×
---	------	------	---	--------	---

9. After selecting the <u>Open</u> button, review the Excel spreadsheet output containing invoice data.

	Microsoft Excel - XP1_6_detailed_report.xlsx								
	A1 • CORPORATE ID •								
	А	В	С	D	E	F	G		
	CORPORATE ID	P NUMBER	CONTRACT	INVOICE AMOUNT	REPORTING PERIOD	STATUS DATE	STATUS DESCRIPTION		
1		<u> </u>							
2	XP1_6	P1_6	H44	.01	201501	08/11/2015	Deferred		
3	XP1_6	P1_6	H11	.01	201501	08/11/2015	Deferred		
4	XP1_6	P1_6	H16	.01	201501	08/11/2015	Deferred		
5	XP1_6	P1_6	H08	.01	201501	08/11/2015	Deferred	-	
н	MANUFACTURER REPORT (page 1)								
Re	Ready 100%								

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

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

PALMETTO GBA.	Contact Us My Profile Help Logout Reporting Logged on as XP1_6
	Coverage Gap Discount Program
	Invoice Line Item Reporting
Select which items you	want to display on the report (Detail Reports Only)
	□ Corporate ID □ P Number □ Contract Number □ Status
	🗌 Reporting Period 🗌 Invoice/Receipt Amount 🗌 Payment Status Date 🗌 Payment Initiation Date 🗌 EFT
Detail Report Filters	
Report Source	Receipt V
Select P Number	
Select Contract ID	
Select By Status	
Reporting Period	
Run Query for Detailed	Report

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

This example displays the selected *Open* button.

Cancel	×
	Cancel

12. After selecting the <u>Open</u> button, review the Excel spreadsheet output containing receipts data.

	🔣 🗈 😇 😹 ங 🕺 🏭 🛍 🐏 🍽 - 🧐 - 🐧 🧱 🎬 🗢 🛛 P1_6_detailed_receipt_report.xlsx - Microsoft Excel											
F	File Home Insert Page Layout Formulas Data Review View 👓 😗 🗖 🗊 🗙											
	A1 🔹 🧑 🌆 CORPORATE ID								~			
		A	В	С	D	E	F	G	Н	I.	J	E
	CORP	ORATE	Р	CONTRACT	INVOICE	REPORTING	STATUS	INITIATION	EFT	STATUS	UPDATED BY	
1	ID		NUMBER		AMOUNT	PERIOD	DATE	DATE		DESCRIPTION		
2	XP1	.6	P16	E2_2	812.45	201503	12/15/2015	12/08/2015	CG15031_6E2_2	Successful	SCHED	
3	XP1	.6	P16	E22	1449.91	201502	11/03/2015	10/27/2015	CG15021_6E2_2	Successful	SCHED	
4	XP1	6	P16	H0_7	31.65	201502	09/09/2015	09/02/2015	CG15021_6H0_7	Successful	SCHED	
5	XP1	6	P16	H0_3	158.53	201503	12/15/2015	12/08/2015	CG15031_6H0_3	Successful	SCHED	
6	XP1	6	P16	H1_7	1.77	201504	01/29/2016		CG150416H17	Unpaid		
7	XP1		P16	H2_1	3.88	201502	10/22/2015		CG150216H21	Successful	SCHED	-
14 - 4	H 4 + H MANUFACTURER REPORT (page 1) / SPONSOR REPORT (page 1) / SPONI 4											
Rea	dy									100% 🗩) .::

- 13. The upcoming steps provide direction for generating summary reports utilizing the Manufacturer Summary Report region.
- 14. The final region of the **Reporting link** page, the **Manufacturer Summary Report region**, allows a user to generate summary reports filtered by P number, Reporting Period and Manufacturer Status.

С.J.	Manufacturer Summa	ary Report
	Summary Report for P Number:	~
	Reporting Period	~
	Manufacturer Status	~
	Run Manufacturer Su	<u>mmary Query</u>

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

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

This example displays field selections chosen for a <u>Summary</u> report containing all available data for a Corporate ID.

PALMETTO GBA.	CENTES FOR MEDICAR A M	IS IDLAD SERVICES	<u>Contact Us</u>	<u>My Profile</u> <u>Help</u> <u>Logout</u> <u>R</u> Logged on a	
		Coverage G	ap Discount P	rogram	
		Invoice	Line Item Reporti	ng	
Select which items	you want to display o	n the report (Detail Reports O	only)		
	Corporate ID	P Number	Contract Number	Status	
	Reporting Period	🗌 Invoice/Receipt Amount	Payment Status Date	Payment Initiation Date	EFT
Detail Report Filters	5				
Report Source	\sim				
Select P Number	\sim				
Select Contract ID	\sim				
Select By Status	\sim				
Reporting Period	\sim				
Run Query for Deta	iled Report				
Manufacturer Summ					
Summary Report for Number:	P				
Reporting Period	~				
Manufacturer Status	<u> </u>				
Run Manufacturer S	Summary Query				

16. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.

- <u>Open</u> to view the data in text file format
- <u>Save</u> to save the dispute file in text file format to a user's hard drive or system
- <u>*Cancel*</u> to exit the decision message

This example displays the selected *Open* button.

					_
Do you want to open or save XP1_6_summary_report.xlsx from apps.tpadministrator.com?	Open	Save	•	Cancel	×

17. After selecting the <u>Open</u> button, review the Excel spreadsheet output containing receipts data.

	🕱 🗈 🚁 🖫 🖏 🖆 🖟 🐘 🛱 🔍 × 🤊 × 🐧 🧱 🎼 🗢 XP1_6_summary_report (1).xlsx - Microsoft Excel															
	File Home Insert PageLayout Formulas Data Review View 🗢 😨 🖛 🕬															
	A1 • CORPORATE ID ·															
	А	В	С	D	E	F	G	н	1	J	К	L	М	N	0	E
1	CORPORATE	P NUMBER	REPORTING	NO. OF	UNPAID	NO. OF	COMPLETED	NO. OF	PENDING	NO. OF	DEFERRED	NO. OF	FAILED	TOTAL	TOTAL INVOICE	
1	JID J		PERIOD	UNPAID	AMT	COMPLETED	AMT	PENDING	AMT	DEFERRED	AMT	FAILED	AMT	NO.	AMOUNT	_
2	XP16	P16	201501	540	5.40	0	.00	0	.00	4	.04	0	.00	544	5.44	
3	XP16	P16	201502	507	5.07	0	.00	0	.00	Ó	.00	o	.00	507	5.07	
4	XP16	P16	201503	525	5.25	0	.00	0	.00	0	.00	0	.00	525	5.25	
5	XP16	P17	201501	212	2.12	0	.00	0	.00	0	.00	0	.00	212	2.12	-
н																
Re	ady							_	_				100	% 🗩) .::

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

Summary

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

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

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

This Users Guide also introduced the following functionality available to authorized Manufacturer users:

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

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

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			
ТРА	Third Party Administrators			
TIN	Tax Identification Number			
UPIN	Unique Physician Identification Number			
USD	United States Dollar			

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	Batch			
and Reporting period				
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			

Appendix B: Error Message Descriptions

Appendix C: Manufacturer Payment Initiation Upload Batch Input Requirements

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

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

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

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

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

Data Type	Length	Description
DET	03	Detail record type for batch
Data divider	01	; (semicolon)
P Number	05	Submitting Manufacturer ID
Data divider	01	; (semicolon)
Contract Number	05	Submitting Sponsor contract number
Data divider	01	; (semicolon)
EFT ID	15	CG for Coverage Gap, YYQQ for reporting period, P number, contract number. Example of format: CGYYQQ99999H9999
Data divider	01	; (semicolon)
Payment Initiation Date	08	Date payment of invoice to begin processing, in CCYYMMDD format
Data divider	01	; (semicolon)
Defer	01	Designation for deferment of invoice. Y for Yes to Defer. N for No to Defer.
Data divider	01	
	-	; (semicolon)
EOL	Variable	End of line indicator – Example – CRLF

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

Glossary

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

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

Term	Definition
Previous Deferred Amount	Displays amounts that qualified for deferment from the prior reporting period(s).
Received	Status designation of an invoice that denotes payment is in the applicable bank account.
Reporting Period	Quarter and Calendar year, in YYYYQQ format, prescription drug event data distributed to Manufacturers and Sponsors. BY Closeout reimbursement period, in YYYY format, for quarter 17 upheld disputes not offset in prior quarter invoice distributions.
Sponsor	A Part D Plan (PDP) Sponsor, Medicare Advantage (MA) organization offering a MA-prescription drug (PD) plan, a Program of All-Inclusive Care for the Elderly (PACE) organization offering a PACE plan including qualified prescription drug coverage and a cost plan offering qualified prescription drug coverage. <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.
Total	Displays the total dollar amount of invoice line items that have successfully
Successful	paid and are no longer visible in the Payment Initiation or Pending Transaction regions of the Payments tab.

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