

Coverage Gap Discount Program (CGDP) CGDP Portal Direct Payment Process

Sponsor Portal Users Guide

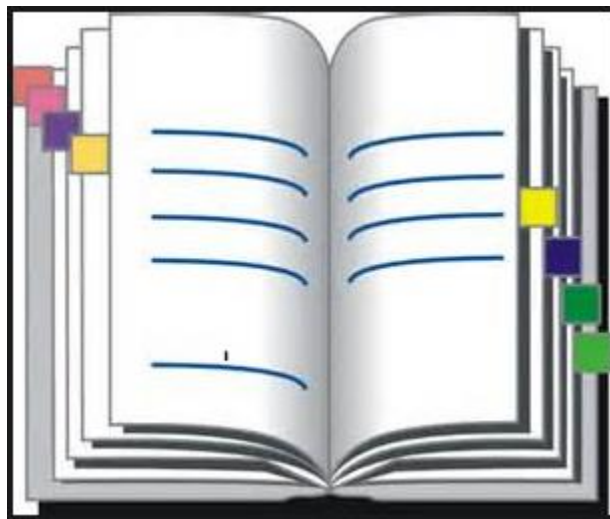


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Sponsor Benefit Year (BY) Closeout Process

CMS is announcing the upcoming release of a set of new reports, the Benefit Year Closeout Invoice Reports for Manufacturers and Part D Sponsors. These reports will be released annually through the Third Party Administrator (TPA) approximately fifteen months after a benefit year's Quarter 17 invoice receipt date.

The close out reports will communicate to Manufacturers the status of all upheld disputes for the closed benefit year. This report will provide information whether or not correction of the disputed Prescription Drug Event (PDE) record has occurred in a manner that resolved the issue that led to the dispute and whether the correction resulted in a financial or non-financial change to the invoice data.

This reporting process also allows the Part D Sponsor to remit payment for any gap discounts invoiced in Q17 that were successfully disputed, and for any successful disputes from previous quarters of the benefit year in which the Part D Sponsor has only recently corrected. Manufacturers should note that successful disputes could result in a full adjustment, partial adjustment, or no adjustment to the gap discount amount.

The benefit year closeout reports will be released on an annual basis with the 2011 Benefit Year Closeout Invoice Reports expected for release on July 15, 2016. The TPA will send a notification when the reports are distributed. The file layouts for the new BY Closeout reports are located on the TPA website under the *References* section.

The subsequent pages display the changes to the CGDP Portal in response to the BY Closeout reports for Sponsors. Tabs affected with the BY Closeout updates are:

- Home tab
- Payments tab
- Reports tab – Invoice reports
- Reports tab – Data reports

CGDP Portal Home Tab

The **Home** tab allows the user to begin research and work with distributed invoices.

The screenshot shows the CGDP Portal Home Tab interface. At the top, there are logos for PALMETTO GBA and CMS, along with navigation links (Contact Us, My Profile, Logout, Help, Reporting) and a login status (Logged on as XHK7, Test Environment). Below the logos is a tabbed navigation bar with 'Home' selected. The main content area is titled 'Sponsor Portal Coverage Gap Discount Program'. It features a filter section (2) with dropdowns for Parent Org ID, Invoice Type, Contract Number, Reporting Period, and Status. A table (4) displays invoice data with columns for Invoice Type, Parent Org ID, Contract Number, Reporting Period, Status, and a Select column. To the right of the table is a welcome message (3) and a status definitions section (5) explaining the status values: Available, Failed, Incomplete, Pending, and Successful. At the bottom right, there is a section (6) titled 'Reporting Periods with no invoice line items' showing a table of contract numbers and reporting periods.

1 Home Payments Completed Receipts Reports Disputes

2 Parent Org ID Invoice Type Contract Number Reporting Period Status 1 - 5 out of 5

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.

4

Invoice Type	Parent Org ID	Contract Number	Reporting Period	Status	Select
Quarterly	H3__8	H3__8	201601	Available	<input type="radio"/>
CY Closeout	H3__8	H3__8	2016	Available	<input type="radio"/>
Quarterly	H3__8	H3__8	201504	Available	<input type="radio"/>
Quarterly	H3__8	H3__8	201503	Available	<input type="radio"/>
Quarterly	H3__8	H3__8	201502	Available	<input type="radio"/>

5

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
Pending All line items have been initiated successfully
Successful All line items have been paid successfully

6

Reporting Periods with no invoice line items

Filter by: Contract Number Reporting Period

Contract Number	Reporting Period
H3__8	201501
H3__8	201404

The **Home** tab contains six regions.

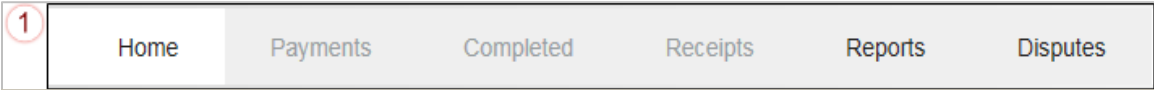
1. **Tabbed region** displays the tabbed page that is currently active. The tabbed region is available in all functionality of the system and provides a user with the ability to move throughout the system.
2. **Filter region** provides a user with the ability to search data listed by the defaulted Parent Organization ID.
3. **Welcome Message region** provides a message of activities that are available in the system.
4. **Filter Results region** displays results based on data entered into the **Filter region**. The **Filter Results region** may contain two types of distributed invoices, Quarterly invoices and CY Closeout invoices.
5. **Status Definitions region** provides definitions of the statuses displayed in the **Filter Results region**.
6. **No Invoice Activity region** displays all reporting periods that did not receive distributed invoices for assigned contract numbers. This region provides notification to Sponsors of periods where there was no coverage gap PDE activity available for the specified reporting period.

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

Tabbed Region – Home

After logging into the Portal, the active tab displayed is the **Home** tab. The **Tabbed region** displays with the available tabs:

- Home
- Reports
- Disputes



Selecting a distribution invoice line for review in the **Filter Results region** on the **Home** tab will activate these tabs in the **Tabbed region**:

- Payments
- Completed
- Receipts



Filter Region – Home

The **Filter region** on the **Home** tab contains six fields to assist a user with narrowing distributed invoice criteria.

2

A Parent Org ID	B Invoice Type	C Contract Number	D Reporting Period	E Status	F 1 - 5 out of 5
ALL ▼	ALL ▼	ALL ▼	ALL ▼	ALL ▼	

- A. Parent Org. ID field defaults to the Parent Organization ID utilized to access the system.
- B. Invoice Type field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one of the following selections:
- BY Closeout
 - Quarterly
- C. Contract Number field allows the user to select a contract number, associated with the Parent Organization ID, from the drop down list.
- Note:** Sponsors may have multiple contract numbers associated with the Parent Organization ID. To view all contract numbers for the Parent Organization ID, users can select 'ALL' from the drop down list.
- D. Reporting Period field allows a user to select reporting periods for distributed invoices, by calendar year and quarter, in YYYYQQ format for quarterly data and by calendar year, in YYYY format for BY Closeout data. To view all distributed invoices, users can select 'ALL' from the drop down list.
- E. Status field allows a user to select a specific status assigned to distributed invoices or allows a user to select 'ALL' to view all statuses assigned. Statuses can be one of six selections:
- Available
 - Failed
 - Incomplete
 - Pending
 - N/A
 - Successful
- F. Item Count field displays the number of invoice line items displayed on the current page of the total number of invoices included for the reporting period.

Welcome Message Region

The **Welcome Message region** on the **Home** tab provides a quick overview of some of the tasks that are available in the system as well as providing instruction for beginning the payment functionality process.

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.

Filter Results Region – Home

The **Filter Results region** on the **Home** tab displays information requested in the **Filter region – Home** based on the data selected in the Invoice Type, Contract Number, Reporting Period, or Status fields.

The **Filter Results region** contains six fields that assist a user in reviewing distributed invoices for processing.

4

A <u>Invoice Type</u>	B <u>Parent Org ID</u>	C <u>Contract Number</u>	D <u>Reporting Period</u>	E <u>Status</u>	F <u>Select</u>
Quarterly	H3__8	H3__8	201601	Available	<input type="radio"/>
CY Closeout	H3__8	H3__8	2016	Available	<input type="radio"/>
Quarterly	H3__8	H3__8	201504	Available	<input type="radio"/>
Quarterly	H3__8	H3__8	201503	Available	<input type="radio"/>
Quarterly	H3__8	H3__8	201502	Available	<input type="radio"/>

- A. Invoice Type field displays the types of invoices available, either Quarterly or BY Closeout.
- B. Parent Org. ID field defaults to the Parent Organization ID utilized to access the system.
- C. Contract Number field displays a specific contract number or all contract numbers associated with the Parent Organization ID, based on the distributed invoice line selected in the **Filter region** on the **Home** tab.
- D. Reporting Period field displays BY Closeout invoices by calendar year, in YYYY format and quarterly invoices distributed by calendar year and quarter, in YYYYQQ format. Display can contain specific reporting periods or all distributed reporting periods, based on the selection criteria used in the **Filter region**.
- E. Status field displays the status of distributed invoices. The field can display data for one status type or display all statuses, based on the selection criteria entered in the **Filter region**.
- F. Select radio button allows the user to select an individual distributed invoice line to access invoice line items associated with the invoice. This action also activates all tabs in the **Tabbed region**.

This example displays the populated Select radio button for a specific invoice line item.

4

A <u>Invoice Type</u>	B <u>Parent Org ID</u>	C <u>Contract Number</u>	D <u>Reporting Period</u>	E <u>Status</u>	F <u>Select</u>
Quarterly	H3__8	H3__8	201601	Available	<input checked="" type="radio"/>
CY Closeout	H3__8	H3__8	2016	Available	<input type="radio"/>
Quarterly	H3__8	H3__8	201504	Available	<input type="radio"/>
Quarterly	H3__8	H3__8	201503	Available	<input type="radio"/>
Quarterly	H3__8	H3__8	201502	Available	<input type="radio"/>

Status Definitions Region

The **Status Definitions region** on the **Home** tab provides explanations of each of the statuses that may display in the **Filter Results region**.

5

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
Pending	All line items have been initiated successfully
Successful	All line items have been paid successfully

No Invoice Activity Region

The **No Invoice Activity region** on the **Home** tab provides a listing of contract numbers without distributed invoices for specific reporting periods.

The **No Invoice Activity region** contains two fields that assist a user in reviewing reporting periods with no invoice distributions.

6

Reporting Periods with no invoice line items

Filter **A** Contract Number **B** Reporting Period
by:

Contract Number	Reporting Period
H3__8	201501
H3__8	201404

- A. Contract Number field displays a specific contract number or all contract numbers associated with the Parent Organization ID. Users are able to sort via the drop down menu in the field to view a specific Contract Number. Field defaults to 'ALL'.
- B. Reporting Period field displays reporting periods with no distributed invoices for Contract Numbers associated with the Parent Organization ID. Users are able to sort via the drop down menu in the field to view a specific Reporting Period. Field defaults to 'ALL'.

If there are no reporting periods to display in the **No Invoice Activity region**, the region will appear like this:

Reporting Periods with no invoice line items
Filter Contract Number Reporting Period
by:

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

CGDP Portal BY Closeout Invoice Payments

The **Payments** tab allows a user to review and process payment information for invoice line items by contract number.

The screenshot displays the 'Payments' tab in the CGDP Portal. At the top, there are navigation links: 'Contact Us', 'My Profile', 'Logout', 'Help', and 'Reporting'. The user is logged in as 'XHK7' in a 'Test Environment'. The main navigation bar includes 'Home', 'Payments' (highlighted), 'Completed', 'Receipts', 'Reports', and 'Disputes'. Below this, the page title is 'Sponsor Portal CGDP Payments'. A filter section shows 'Reimbursement Report Year: 2016' and 'Payments due: 08/19/2016'. A search bar contains 'P Number: ALL', 'Parent Org. ID: H8_4', and 'Contract Number: H8_4'. A table of payment transactions is shown with columns: P Number, Invoiced Amount, Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, Failed, and EFT ID. The table contains one row with P Number 'P1_6', Invoiced Amount '\$9.86', Previous Deferred Amount '\$0.00', Payment/Failed Date '06/20/2016', and EFT ID 'UD20161_6H8_4'. To the right, a 'Payment Information' summary shows: Total Invoiced \$9.86, Total Failed \$0.00, Total Current Deferred \$0.00, Total Previously Deferred \$0.00, Total Pending \$0.00, Total Successful \$0.00, and Total Available \$9.86. At the bottom, a 'Pending Transactions' section shows 'There are no pending transactions at this time.' and a 'Stop Payment(s)' button.

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 **EFT ID** field pertaining to BY Closeout invoices in the **Payment Initiation region**
- Absence of the **Payment Initiation Upload region** in the **Payments** tab

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

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

Reimbursement Report Year Region

For BY Closeout invoicing, this section of the **Payments** tab displays the specified reimbursement report year, in YYYY format, based on the Invoice Type 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 reimbursement report year listed in the **Reimbursement Report Year region**.

2 Reimbursement Report Year: 2016

Payment Initiation Region

This region contains the same eleven fields that are available when processing quarterly invoice payments that assist a user in processing invoice line items for payment.

The following field has updated information for the BY Closeout invoice processing.

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

6

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__6	\$9.86	\$0.00	06/20/2016	<input type="checkbox"/>	<input type="checkbox"/>		UD20161__6H8__4

Initiate All ☐

Update All ☐

Submit

The format of the EFT ID 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

Information provided in the instructions displays the **Payment Initiator** role to describe the functionality of the **Payments** tab for the BY Closeout process.

Processing BY Closeout Invoice Payments

The release of BY Closeout Invoice Reports for Part D Sponsors occurs annually through the TPA approximately fifteen months after a benefit year's Quarter 17 (Q17) invoice receipt date. This reporting process allows the Part D Sponsor to remit payment for any successfully disputed gap discounts invoiced in Q17 and for any successful disputes from previous quarters of the benefit year in which the Part D Sponsor has only recently corrected. If an upheld dispute for a gap discount invoiced in Q17 occurs, it is possible that the Sponsor would need to reimburse the Manufacturer for all or some portion of the successfully disputed gap discount amount.

Sponsors are required to process BY Closeout invoice line item payments on an annual basis within 38 calendar days from receipt of the distributed invoices. The Portal allows a user to process payments for BY Closeout invoice line items with a default payment date of the current calendar day.

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

All Payment functionality, save for the **Payment Batch Upload** functionality, is available for Sponsors to use to process BY Closeout invoices. These payment functionalities include:

- Processing Future Dated Invoice Payments
- Initiate All Payment Processing Functionality
- Processing Stop Payments
- Processing Deferred Invoices

Note:

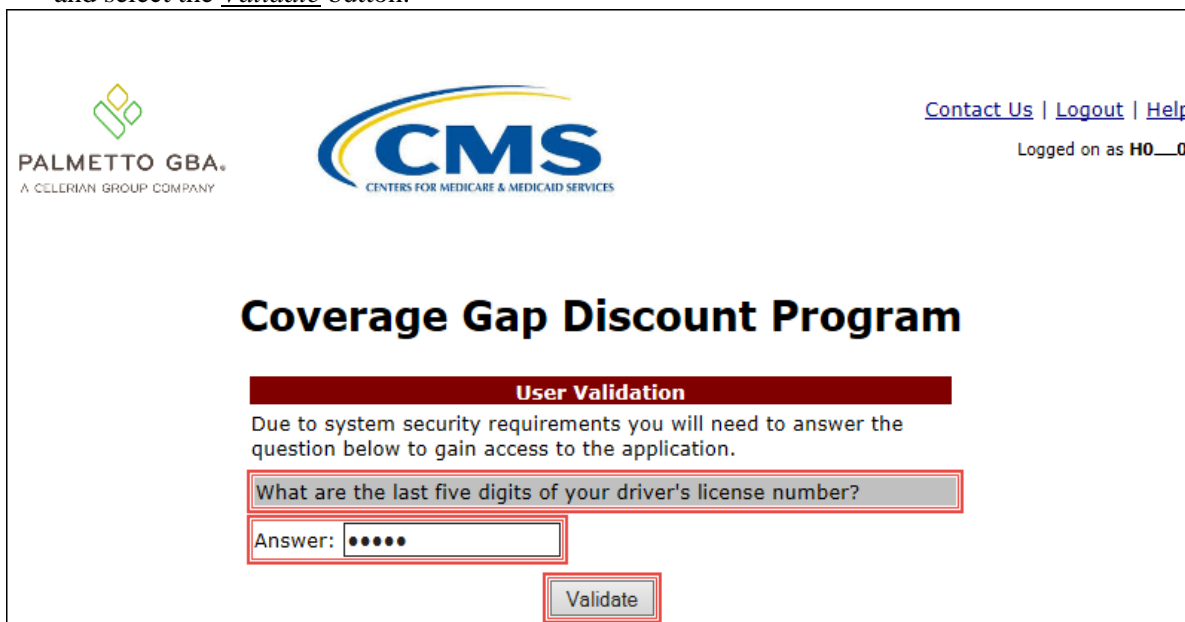
Completion of this process is limited to Sponsor associates assigned the **Payment Initiator** role.

1. Authorized users of the Portal will enter the Parent Organization ID in the User ID field and the corresponding password into the Password field on the **Login form**.



The screenshot shows the login interface for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo, and at the top right is the CMS logo. The title "Coverage Gap Discount Program" is centered in a large, bold, serif font. Below the title is a login box containing two input fields: "User Id:" and "Password:". To the right of the "Password:" field is a blue "Login" button.

- After entering the User ID and Password successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the Validate button.



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Logged on as H0__0

Coverage Gap Discount Program

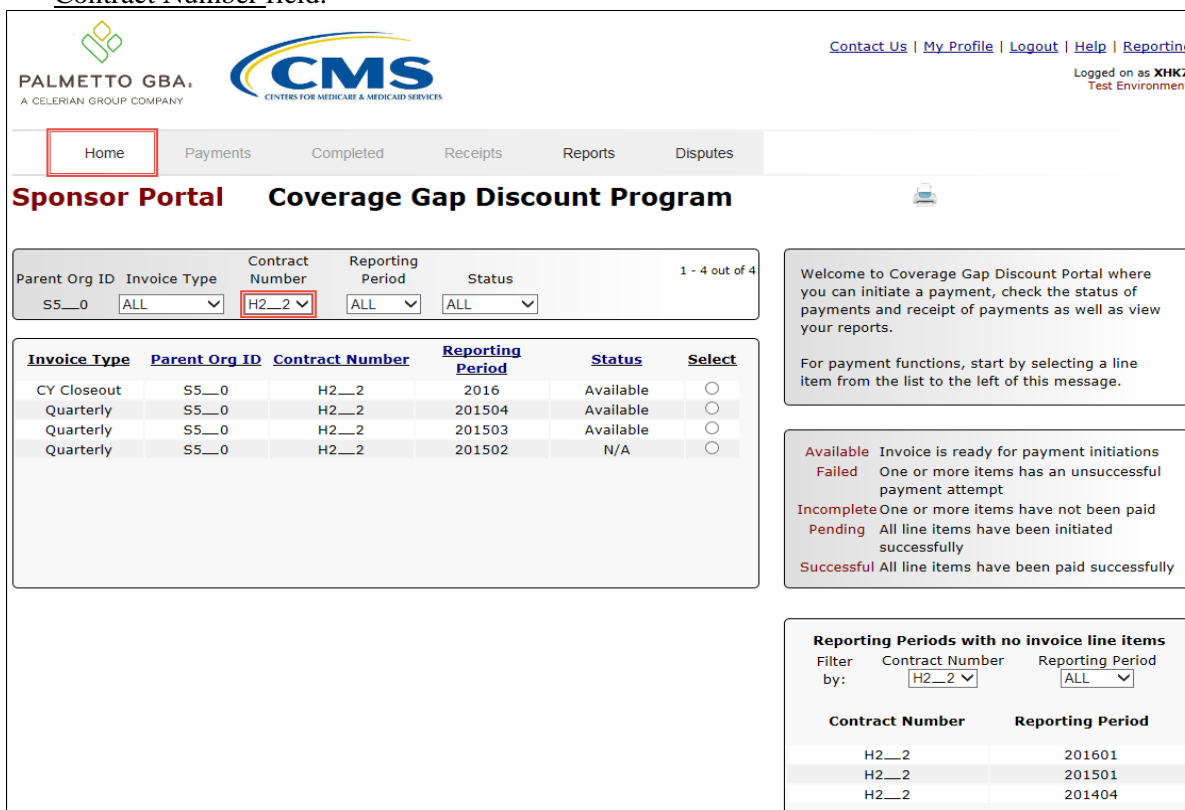
User Validation

Due to system security requirements you will need to answer the question below to gain access to the application.

What are the last five digits of your driver's license number?

Answer:

- On the **Home** tab, select the applicable contract number from the drop down list located in the Contract Number field.



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Logged on as XHK7
Test Environment

Home | Payments | Completed | Receipts | Reports | Disputes

Sponsor Portal Coverage Gap Discount Program

Parent Org ID: S5__0 | Invoice Type: ALL | Contract Number: H2__2 | Reporting Period: ALL | Status: ALL | 1 - 4 out of 4

Invoice Type	Parent Org ID	Contract Number	Reporting Period	Status	Select
CY Closeout	S5__0	H2__2	2016	Available	<input type="radio"/>
Quarterly	S5__0	H2__2	201504	Available	<input type="radio"/>
Quarterly	S5__0	H2__2	201503	Available	<input type="radio"/>
Quarterly	S5__0	H2__2	201502	N/A	<input type="radio"/>

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
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: Contract Number: H2__2 | Reporting Period: ALL

Contract Number	Reporting Period
H2__2	201601
H2__2	201501
H2__2	201404

- Populate the **Select** radio button for the applicable reporting period and select the **Payments** tab to view the invoice line items for the selected reporting period.

Sponsor Portal Coverage Gap Discount Program

Parent Org ID: S5__0 Invoice Type: ALL Contract Number: H2__2 Reporting Period: ALL Status: ALL 1 - 4 out of 4

Invoice Type	Parent Org ID	Contract Number	Reporting Period	Status	Select
CY Closeout	S5__0	H2__2	2016	Available	<input checked="" type="radio"/>
Quarterly	S5__0	H2__2	201504	Available	<input type="radio"/>
Quarterly	S5__0	H2__2	201503	Available	<input type="radio"/>
Quarterly	S5__0	H2__2	201502	N/A	<input type="radio"/>

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
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: Contract Number: H2__2 Reporting Period: ALL

Contract Number	Reporting Period
H2__2	201601
H2__2	201501
H2__2	201404

- On the **Payments** tab, review both the **Payment Initiation** region and the **Payment Information** region for pending items.

Sponsor Portal CGDP Payments

Reimbursement Report Year: 2016 Payments due: 08/19/2016

P Number: ALL Parent Org. ID: S5__0 Contract Number: H2__2 1 - 1 out of 1

☐ Initiate All

P Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__9	\$132.67	\$0.00	06/06/2016	<input type="checkbox"/>			UD20161__9H2__2

Update All ☐

Payment Information

Total Invoiced	\$132.67
Total Failed	\$0.00
Total Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$132.67

Pending Transactions

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

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

Payment Initiation Region:

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
P1__9	\$132.67	\$0.00	06/06/2016	<input checked="" type="checkbox"/>			UD20161__9H2__2

Payment Information:

Total Invoiced	\$132.67
Total Failed	\$0.00
Total Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$132.67

Pending Transactions:

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

- To process the submission of the initiated payment, enter the Payment Initiator role four-digit PIN in the PIN Validation form and select the Validate button.

Coverage Gap Discount Program

PIN Validation

••••

Validate

8. Once the invoice line item processes, review the **Pending Transactions** region for pending invoice line item payments.

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments'. The 'Payments' tab is selected. The 'Pending Transactions' table is highlighted with a red box. The table contains one transaction with P Number P1__9, Authorization Amt \$132.67, Date Submitted 06/06/2016, and Payment Date 06/06/2016. The 'Payment Information' table on the right shows 'Total Pending' as \$132.67.

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
There are no pending transactions at this time.							

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
P1__9	\$132.67	06/06/2016	06/06/2016	

Payment Information	
Total Invoiced	\$132.67
Total Failed	\$0.00
Total Deferred	\$0.00
Total Pending	\$132.67
Total Successful	\$0.00
Total Available	\$0.00

9. The **Payment Information** region updates the Total Pending field with the amounts listed in the **Pending Transactions** region.

The screenshot shows the 'Sponsor Portal' for 'CGDP Payments'. The 'Payment Information' table is highlighted with a red box. The table shows 'Total Pending' as \$132.67. The 'Pending Transactions' table below it contains one transaction with P Number P1__9, Authorization Amt \$132.67, Date Submitted 06/06/2016, and Payment Date 06/06/2016.

P Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
There are no pending transactions at this time.							

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
P1__9	\$132.67	06/06/2016	06/06/2016	

Payment Information	
Total Invoiced	\$132.67
Total Failed	\$0.00
Total Deferred	\$0.00
Total Pending	\$132.67
Total Successful	\$0.00
Total Available	\$0.00

- To verify the pending invoice line item, select the **Completed** tab and review the data listed in the **Completed Transactions region**.

This example displays the selected invoice line item as Pending in the Payment Date field.

Sponsor Portal CGDP Completed Payments

Reimbursement Report Year: **2016**¹

P Number: Parent Org. ID: Contract Number:

P Number	Invoiced Amount	Payment Date	Status	EFTID
P1__9	\$132.67	06/06/2016	Pending	UD20161__9H2__2

¹To 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.

Payment Information for H2__2

Total Invoiced	\$132.67
Total Received	\$0.00
Total Deferred	\$0.00
Total Pending	\$132.67
Total Failed	\$0.00
Total Outstanding	\$0.00

Possible Statuses

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

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

CGDP Portal Reports – Invoice

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

Report Type

☒ Invoice ☐ Data ☐ Tracking ☐ Batch ☐ Manufacturer 1099 Information

Parent Org. ID: H4__3 Contract Number: ALL Reporting Period: ALL Invoice Type: ALL 1 - 2 out of 2

Current Cutoff Calendar

Reporting Period	2016
Invoice Paid By	08/23/2016
Invoice Distribution	07/15/2016
Dispute Submission	
Dispute Distribution	

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Download Date
CY Closeout	H4__3	2016	07/06/2016	<input type="radio"/>	
Quarterly	H4__3	201502	07/05/2016	<input type="radio"/>	

The **Reports – Invoice** tab contains five regions.

1. **Tabbed region** displays the tabbed page that is currently active. This tabbed region remains available during report type selection.
2. **Report Type Selection region** provides a user with five types of reports to view.
 - Invoice
 - Data
 - Tracking
 - Batch
 - Manufacturer 1099 Information

This section will define the topic of Invoice reports.

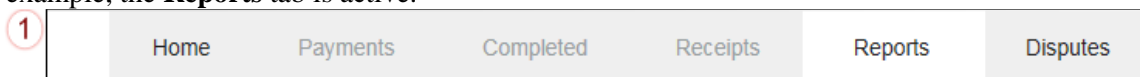
Note: Description of the Data, Tracking, Batch, and Manufacturer 1099 Information report types follow in subsequent sections of the manual for each report type.

3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
4. **Reports Filter region** allows a user to search data listed by the defaulted Parent Org. ID.
5. **Reports Filter Results region** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

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

Tabbed Region – Reports

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

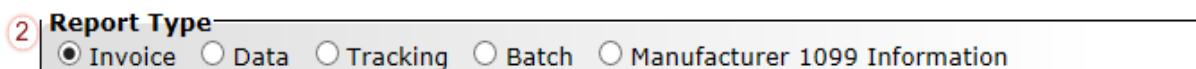


Report Type Selection Region – Invoice

The **Report Type Selection region** provides a user with five report selections to display or download distributed files and reports.

- Invoice
- Data
- Tracking
- Batch
- Manufacturer 1099 Information

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

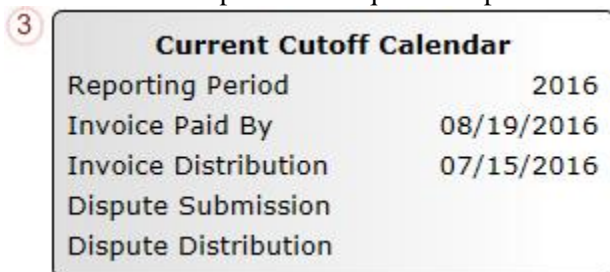


The population of the Invoice radio button allows a user to select and view distributed invoice line reports. The report provides abbreviated information of distributed quarterly and BY Closeout invoices and provides the ability to download the information for review.

Note: Description of the Data, Tracking, Batch, and Manufacturer 1099 Information report types follow in subsequent sections of the user guide for each report type.

Current Cutoff Calendar Region

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



Reports Filter Region – Invoice

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

4

A Parent Org. ID	B Contract Number	C Reporting Period	D Invoice Type	E 1 - 2 out of 2
H4__3	ALL	ALL	ALL	

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

Reports Filter Results Region – Invoice

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

The **Reports Filter Results region – Invoices** contains six fields used to review information of distributed invoices and allows a user to download the information for review.

5

A Invoice Type	B Contract Number	C Reporting Period	D Date Loaded	E Download File	F Last Download Date
CY Closeout	H4__3	2016	07/06/2016	<input type="radio"/>	
Quarterly	H4__3	201502	07/05/2016	<input type="radio"/>	

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

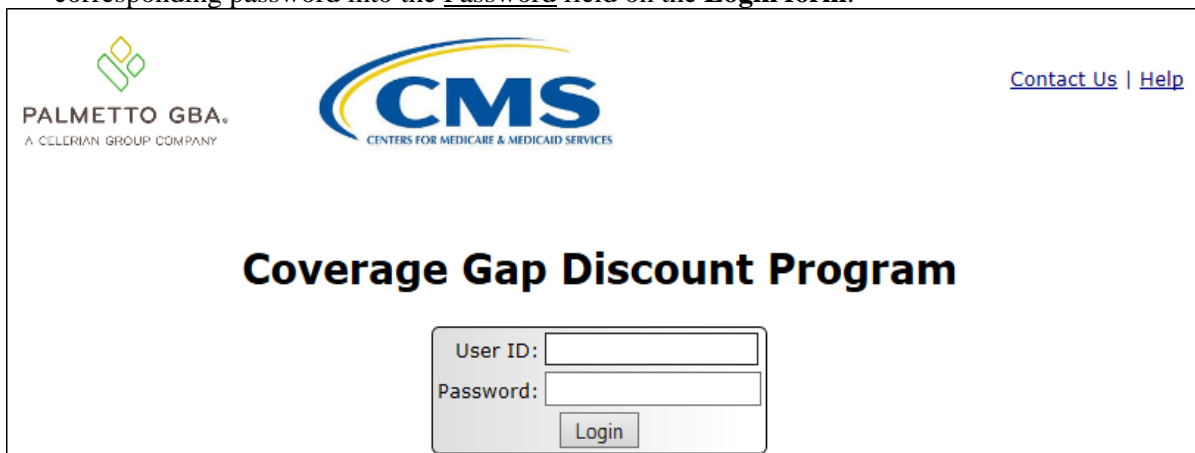
CGDP Portal Instructions –Invoice Reports

Accessing BY Closeout Invoice Reports

Sponsors are able to utilize the CGDP Portal to view BY Closeout invoice summary reports of upheld dispute invoices due to Manufacturers. The Contract Reimbursement Summary Reports allows Sponsors to identify any amounts owed to the Manufacturer for upheld disputes by Manufacturer P-number.

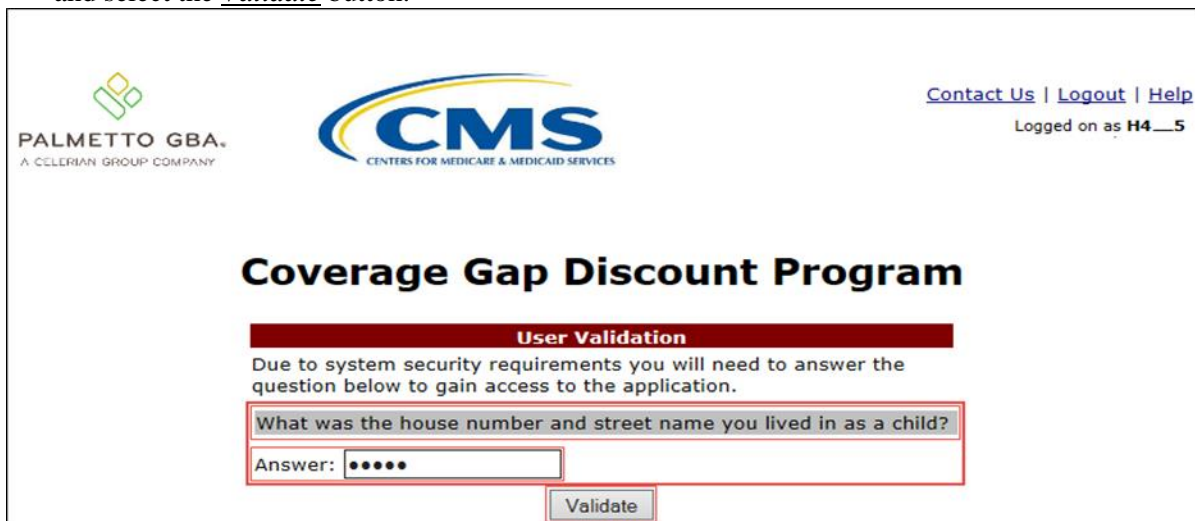
This instruction provides direction on accessing the **Reports – Invoice** tab and the functions available for use.

1. Authorized users of the Portal will enter the Parent Org. ID in the User ID field and the corresponding password into the Password field on the **Login form**.



The screenshot shows the login page of the Coverage Gap Discount Program (CGDP) Portal. At the top left is the Palmetto GBA logo (A Celerian Group Company). In the center is the CMS logo (Centers for Medicare & Medicaid Services). At the top right are links for [Contact Us](#) and [Help](#). The main heading is "Coverage Gap Discount Program". Below this is a login form with two input fields: "User ID:" and "Password:". A "Login" button is positioned below the password field.

2. After entering the User ID and Password successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the Validate button.



The screenshot shows the user validation screen after a successful login. At the top left is the Palmetto GBA logo. In the center is the CMS logo. At the top right are links for [Contact Us](#), [Logout](#), and [Help](#), along with the text "Logged on as H4__5". The main heading is "Coverage Gap Discount Program". Below this is a red banner with the text "User Validation". Under the banner, a message states: "Due to system security requirements you will need to answer the question below to gain access to the application." Below this message is a text box containing the security question: "What was the house number and street name you lived in as a child?". Below the text box is an "Answer:" field with five dots for input. A "Validate" button is located at the bottom right of the form.

- On the **Home** tab, select the **Reports** tab to view the report types available for the Sponsor for the reporting period.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H4__3 Invoice Type: ALL Contract Number: ALL Reporting Period: ALL Status: ALL 1 - 2 out of 2

Invoice Type	Contract Number	Reporting Period	Status	Select
CY Closeout	H4__3	2016	Available	<input type="radio"/>
Quarterly	H4__3	201502	N/A	<input type="radio"/>

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
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: Contract Number: ALL Reporting Period: ALL

Contract Number	Reporting Period
H4__3	201601
H4__3	201504
H4__3	201503

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

Sponsor Portal CGDP Reports

Report Type
☒ Invoice ☐ Data ☐ Tracking ☐ Batch ☐ Manufacturer 1099 Information

Parent Org. ID: H4__3 Contract Number: ALL Reporting Period: ALL Invoice Type: CY Closeout 1 - 1 out of 1

Current Cutoff Calendar

Reporting Period: 2016
 Invoice Paid By: 08/23/2016
 Invoice Distribution: 07/15/2016
 Dispute Submission:
 Dispute Distribution:

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Download Date
CY Closeout	H4__3	2016	07/06/2016	<input type="radio"/>	

23 | Page

9. The **Reports Filter Results region – Invoice** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific BY Closeout report in the Last Download field.

The screenshot shows the CGDP Portal interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links like 'Contact Us', 'My Profile', 'Logout', 'Help', and 'Reporting'. The user is logged in as 'H4__3' in a 'Test Environment'. A navigation bar contains tabs for 'Home', 'Payments', 'Completed', 'Receipts', 'Reports' (which is highlighted with a red box), and 'Disputes'. Below this, the page title is 'Sponsor Portal CGDP Reports'. There are filters for 'Report Type' (with 'Invoice' selected), 'Parent Org. ID' (H4__3), 'Contract Number' (ALL), 'Reporting Period' (ALL), and 'Invoice Type' (CY Closeout). A 'Current Cutoff Calendar' box shows dates for 2016. At the bottom, a table lists report details, with the 'Last Download Date' field highlighted in red.

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Download Date
CY Closeout	H4__3	2016	07/06/2016		07/07/2016 @ 7:35 AM

You have now completed accessing BY Closeout summary invoice reports.

CGDP Portal Reports – Data

The **Reports – Data** tab allows a user to review data information. The Contract Reimbursement Detail Report will report any gap discount payments due to the Manufacturer due to upheld disputes from Quarter 17 or previous quarters of the benefit year.

Report Type

☐ Invoice ☒ Data ☐ Tracking ☐ Batch ☐ Manufacturer 1099 Information

Current Cutoff Calendar

Reporting Period	2016
Invoice Paid By	08/19/2016
Invoice Distribution	07/15/2016
Dispute Submission	
Dispute Distribution	

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
CY Closeout	H2___2	2016	06/10/2016	<input type="radio"/>		<input type="radio"/>	
Quarterly	H2___2	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	
Quarterly	S3___0	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	
Quarterly	S3___0	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	

The **Reports – Data** tab contains five regions.

1. **Tabbed region** displays the tabbed page that is currently active.
2. **Report Type Selection region – Data** provides a user with five types of reports to view.
 - Invoice
 - Data
 - Tracking
 - Batch
 - Manufacturer 1099 Information

This section will define the topic of Data reports.

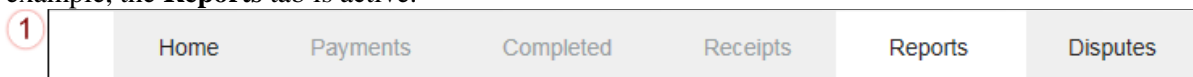
Note: Description of the Tracking, Batch, and Manufacturer 1099 Information report types follow in subsequent sections of the manual for each report type. Description and instruction of Invoice report types located in a prior section.

3. **Current Cutoff Calendar region** provides user with key program dates for proper processing of invoice line items.
4. **Reports Filter region – Data** allows a user to search for data listed by the defaulted Parent Org. ID or contract number.
5. **Reports Filter Results region – Data** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

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

Tabbed Region – Reports

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

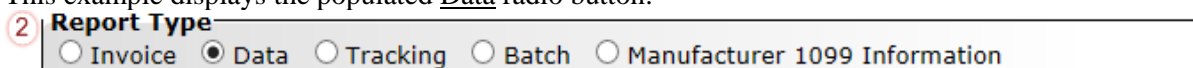


Report Type Selection Region – Data

The **Report Type Selection region** provides a user with five selections to display or download distributed files and reports.

- Invoice
- Data
- Tracking
- Batch
- Manufacturer 1099 Information

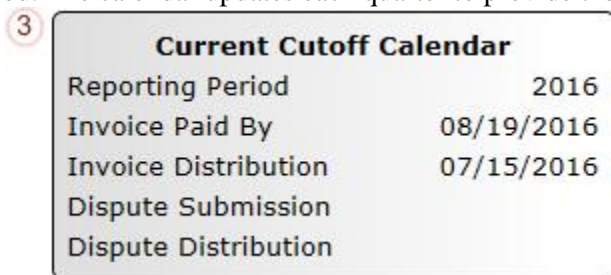
This example displays the populated Data radio button.



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

Current Cutoff Calendar Region

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



Reports Filter Region – Data

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

④

A Parent Org. ID	B Contract Number	C Reporting Period	D Invoice Type	E 1 - 3 out of 3
H2__2 ▾	ALL ▾	ALL ▾	ALL ▾	

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

Reports Filter Results Region – Data

The **Reports Filter Results region – Data** displays information requested for data reports.

The **Reports Filter Results region – Data** contains eight fields that assist a user in reviewing invoice line item detail information of approved PDE files and provides the ability to download the detail information for review.

⑤

A Invoice Type	B Contract Number	C Reporting Period	D Date Loaded	E Download File	F Last Report Downloaded Date	G Download Spreadsheet	H Last Spreadsheet Downloaded Date
CY Closeout	H2__2	2016	06/10/2016	<input type="radio"/>		<input type="radio"/>	
Quarterly	H2__2	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	
Quarterly	S3__0	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	
Quarterly	S3__0	201504	12/31/2015	<input type="radio"/>		<input type="radio"/>	

- A. Invoice Type field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one of the following selections:
 - BY Closeout
 - Quarterly
- B. Contract Number field displays a specific contract number or all contract numbers associated with the Parent Org. ID and based on the criteria selected in the **Reports Filter region – Data**.
- C. Reporting Period field displays the distributed invoice summary by reporting period, in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports.
- D. Date Loaded field displays the date the distributed invoice detail files load to the Portal. Date format is DD/MM/YYYY.
- E. Download File field displays a radio button to allow downloading of distributed invoice summary information loaded to the system in text file format.

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

CGDP Portal Instructions – Data Reports

Accessing BY Closeout Data Reports

Sponsors are able to utilize the CGDP Portal to view detail data reports for BY Closeout invoice line items. The Contract Reimbursement Detail Report will inform the contract of any gap discount payments due to the Manufacturer for upheld disputes from Quarter 17 or previous quarters. The Contract Reimbursement Detail Report only reports on upheld disputes in which the action taken by the Sponsor to resolve the dispute resulted in a partial or full repayment of the disputed gap discount amount and the respective gap discount amount has not been previously invoiced for Sponsor payment to the Manufacturer.

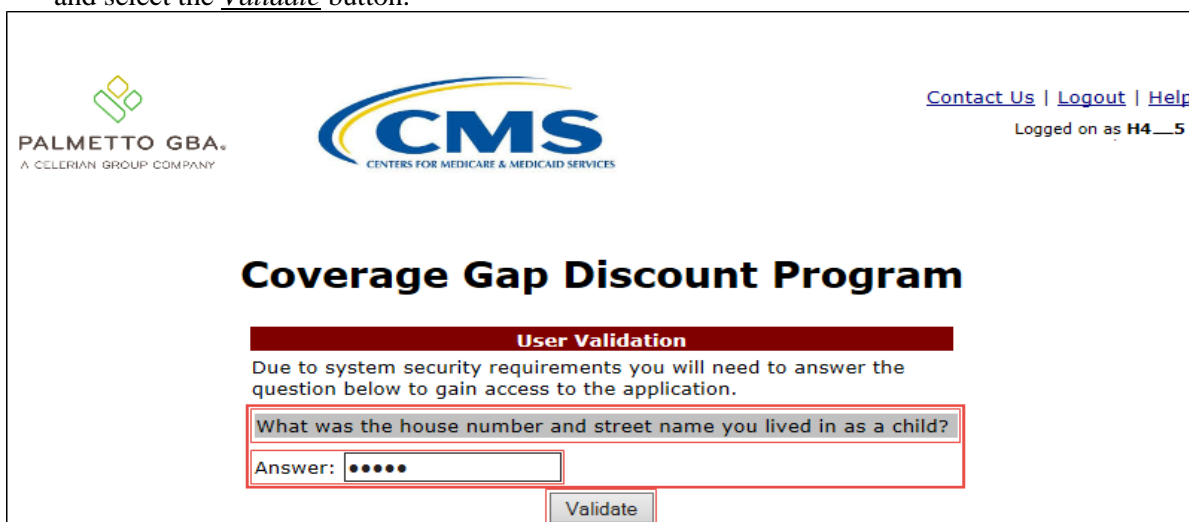
This instruction provides direction on accessing the **Reports – Data** tab and the functions available for use.

1. Authorized users of the Portal will enter the Parent Org. ID in the User ID field and the corresponding password into the Password field on the **Login form**.



The screenshot shows the login page for the Coverage Gap Discount Program. At the top left is the Palmetto GBA logo (A Celerian Group Company). In the center is the CMS logo (Centers for Medicare & Medicaid Services). At the top right are links for [Contact Us](#) and [Help](#). The main heading is "Coverage Gap Discount Program". Below this is a login form with two input fields: "User ID:" and "Password:". A "Login" button is positioned below the password field.

2. After entering the User ID and Password successfully, a random security question appears from the three security questions selected during initial security data setup. Enter the correct answer and select the Validate button.



The screenshot shows the user validation page. At the top left is the Palmetto GBA logo. In the center is the CMS logo. At the top right are links for [Contact Us](#), [Logout](#), and [Help](#), along with the text "Logged on as H4___5". The main heading is "Coverage Gap Discount Program". Below this is a red banner with the text "User Validation". Under the banner, a message states: "Due to system security requirements you will need to answer the question below to gain access to the application." Below this message is a red-bordered box containing a security question: "What was the house number and street name you lived in as a child?". Below the question is an "Answer:" field with five dots for input. A "Validate" button is located at the bottom right of the red-bordered box.

3. On the **Home** tab, select the **Reports** tab view the report types available for the Sponsor for the reporting period.

Sponsor Portal Coverage Gap Discount Program

Parent Org. ID: H4__5 Invoice Type: ALL Contract Number: ALL Reporting Period: ALL Status: ALL 1 - 3 out of 3

Invoice Type	Contract Number	Reporting Period	Status	Select
CY Closeout	H4__5	2016	Available	<input type="radio"/>
Quarterly	H4__5	201504	Available	<input type="radio"/>
Quarterly	H4__5	201503	N/A	<input type="radio"/>

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
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:	Contract Number	Reporting Period
ALL	H4__5	201601
ALL	H4__5	201502

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

Sponsor Portal CGDP Reports

Report Type: ☐ Invoice ☒ Data ☐ Tracking ☐ Batch ☐ Manufacturer 1099 Information

Parent Org. ID: H4__5 Contract Number: ALL Reporting Period: ALL Invoice Type: CY Closeout 1 - 1 out of 1

Current Cutoff Calendar

Reporting Period	2016
Invoice Paid By	08/23/2016
Invoice Distribution	07/15/2016
Dispute Submission	
Dispute Distribution	

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
CY Closeout	H4__5	2016	07/06/2016	<input type="radio"/>		<input type="radio"/>	

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

Sponsor Portal CGDP Reports

Report Type
☐ Invoice ☒ Data ☐ Tracking ☐ Batch ☐ Manufacturer 1099 Information

Parent Org. ID: H4__5 Contract Number: ALL Reporting Period: ALL Invoice Type: CY Closeout 1 - 1 out of 1

Current Cutoff Calendar
 Reporting Period: 2016
 Invoice Paid By: 08/23/2016
 Invoice Distribution: 07/15/2016
 Dispute Submission:
 Dispute Distribution:

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
CY Closeout	H4__5	2016	07/06/2016	<input checked="" type="radio"/>		<input type="radio"/>	

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

This example displays the selected Open button.

Do you want to open or save H4__5_2016_detail_report.txt from apps.tpadministrator.com?

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

H4_5_2016_detail_report.txt - Notepad

```
File Edit Format View Help
TPACH201600000012016032310501312UCDH4__5
TPAMH201600000012016032310501312UCDP1__0
BYRH 2016000000120112016032310501312UCD
DETC0000000100__7633910 0000619227202001000001500020121201011__8 0000000000A0000000000{0000000000J201104D04
BYRT 2016000000120112016032310501312UCD000000000001000000000000A0000000000000{000000000000J
TPAMT201600000012016032310501312UCDP1__000000000001000000000000A0000000000000{000000000000J
TPAMH201600000022016032310501312UCDP1__5
BYRH 2016000000120112016032310501312UCD
DETC0000000100__7633910 0000619227202001000001500020121201011__8 0000000000A0000000000{0000000000J201104D04
BYRT 2016000000120112016032310501312UCD000000000001000000000000A0000000000000{000000000000J
TPAMT201600000022016032310501312UCDP1__500000000001000000000000A0000000000000{000000000000J
TPACT201600000012016032310501312UCDH4__500000000002000000000000B0000000000000{000000000000K
```

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

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

The screenshot shows the 'Sponsor Portal CGDP Reports' interface. The 'Reports' tab is selected. Under 'Report Type', 'Data' is selected. The 'Current Cutoff Calendar' shows the reporting period as 2016. The table below shows the 'Last Report Downloaded Date' as 07/07/2016 @ 10:14 AM, which is highlighted with a red box.

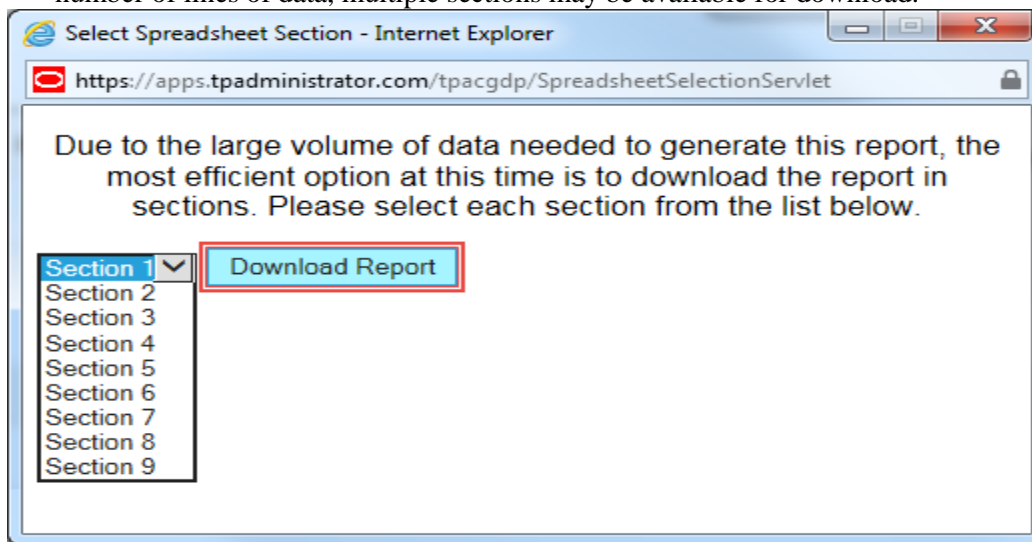
Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
CY Closeout	H4__5	2016	07/06/2016		07/07/2016 @ 10:14 AM		

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

The screenshot shows the 'Sponsor Portal CGDP Reports' interface. The 'Reports' tab is selected. Under 'Report Type', 'Data' is selected. The 'Current Cutoff Calendar' shows the reporting period as 2016. The table below shows the 'Download Spreadsheet' radio button selected, which is highlighted with a red box.

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
CY Closeout	H4__5	2016	07/06/2016		07/07/2016 @ 10:14 AM		

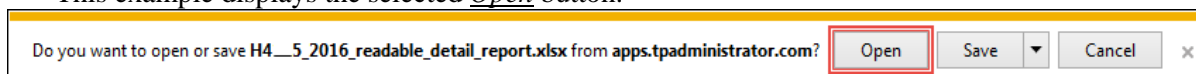
11. A separate window may open requiring a user to make a selection regarding the information contained in the data file summary section. Since Excel spreadsheets can only contain a limited number of lines of data, multiple sections may be available for download.



12. Select one of the decision buttons in the message that appears at the bottom of the screen:

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

This example displays the selected Open button.




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


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	TPACH - SUBMITTING CONTRACT NUMBER (pos 36-40)	TPAMH - REPORT YEAR (pos 6-9)	TPAMH - MANUFACTURER P-NUMBER (pos 36-40)	DETCD - RECORD TYPE CODE (pos 1-5)	DETCD - SEQUENCE NO (pos 6-12)	DETCD - PRODUCT SERVICE ID (pos 13-31)	DETCD - PRESCRIPTION SERVICE REFERENCE NO (pos 32-43)	DETCD - FILL NUMBER (pos 44-45)	DETCD - DAYS SUPPLY (pos 46-48)	DETCD - QUANTITY DISPENSE D (pos 49-50)	DETCD - DATE OF SERVICE (pos 59-66)	DETCD - SERVICE PROVIDER ID QUALIFIER (pos 67-68)	DETCD - SERVICE PROVIDER ID (pos 69-83)	DETCD - REPORTED DISCOUNT PREVIOUS (pos 84-90)
1	H4_5	2016	P1_0	DETCD	0000001	00_7633910	000006192272	02	001	15.000	20121201	01	1	8
2	H4_5	2016	P1_5	DETCD	0000001	00_7633910	000006192272	02	001	15.000	20121201	01	1	8

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

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

CGDP Portal Users Guide Sponsor Benefit Year (BY) Closeout Process


PALMETTO GBA,
A CELERIAN GROUP COMPANY


CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

[Contact Us](#) | [My Profile](#) | [Logout](#) | [Help](#) | [Reporting](#)
 Logged on as **H4___5**
 Test Environment



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

Sponsor Portal **CGDP Reports**

Report Type
☐ Invoice ☒ **Data** ☐ Tracking ☐ Batch ☐ Manufacturer 1099 Information

Parent Org. ID	Contract Number	Reporting Period	Invoice Type	1 - 1 out of 1
H4___5	ALL ▾	ALL ▾	CY Closeout ▾	

Current Cutoff Calendar
 Reporting Period 2016
 Invoice Paid By 08/23/2016
 Invoice Distribution 07/15/2016
 Dispute Submission
 Dispute Distribution

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
CY Closeout	H4___5	2016	07/06/2016		07/07/2016 @ 10:14 AM		07/07/2016 @ 10:18 AM

You have now completed accessing BY Closeout detail data reports.