

***Coverage Gap Discount Program (CGDP)
New CGDP Portal Direct Payment Process (DPP)***

Manufacturer Portal DPP Users Guide

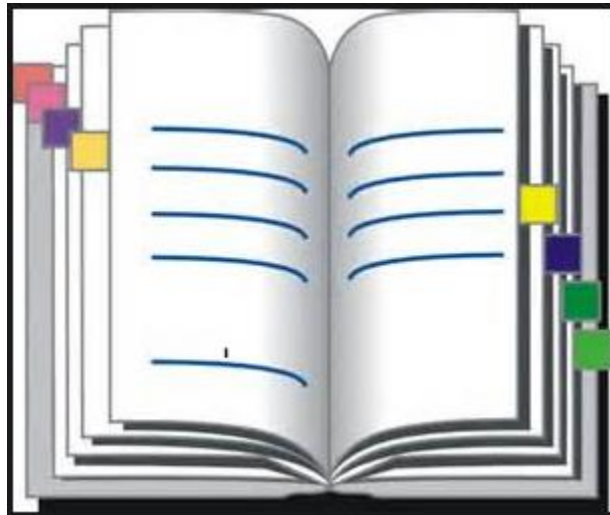


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Introduction

The Third Party Administrator (TPA) is the single point of contact between pharmaceutical Manufacturers and Part D Sponsors with the Coverage Gap Discount Program (CGDP). As stated in the Social Security Act (SSA), section 1860D-14A(d)(3), the TPA is required to receive and transmit information between the Centers for Medicare & Medicaid Services (CMS), pharmaceutical Manufacturers, and other entities as appropriate. It is also required to receive, distribute, or facilitate the distribution of funds of pharmaceutical Manufacturers to appropriate entities, provide adequate and timely information to pharmaceutical Manufacturers, and permit Manufacturers to conduct periodic audits of the data and information used by the TPA to determine Manufacturer discounts for applicable drugs under the Medicare Coverage Gap Discount Program.

TPA Operations established CGDP TPA Mailboxes for Manufacturers to fulfill the statutory requirements in the SSA. Within the mailbox, Manufacturers can select from menu options to access invoices and reports, electronic funds transfer (EFT) file downloads and a payment confirmation guide.

This process presents the following challenges to the completion of the CGDP requirements:

- Actual payments may not match invoiced amounts
- Confirmations may not match actual payments
- Received payments may or may not be confirmed
- Misapplied payments may happen due to missing EFT identifiers.

To help alleviate these challenges, the CGDP Portal Direct Payment Process (DPP) will provide Manufacturers the ability to perform the following:

- Invoice review
- Invoice payment selection
- Invoice payment deferment
- Batch Invoice payment selection
- Automatic payment confirmation
- Payment receipt review
- Invoice dispute filing
- Reports retrieval





The CGDP Portal DPP allows Manufacturers the ability to review each invoice line item due to Medicare Part D Sponsors. 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. The CGDP Portal DPP will become the active system starting with the calendar year 2015 Q2 reporting period.

Utilizing the CGDP Portal DPP will eliminate the need for secure file transfer protocol (SFTP) mailboxes, conversion of invoice files to confirmation files, invoice line item amount payment discrepancies and downloading EFT files to complete the payment process. There will be no payment confirmation reports accepted after August 14, 2015 for any invoicing period.

The Manufacturer Portal DPP Users Guide will provide information on the functions available in the CGDP Portal DPP as well as tasked-based instructions for performing payment, receipt processing and report retrieval.

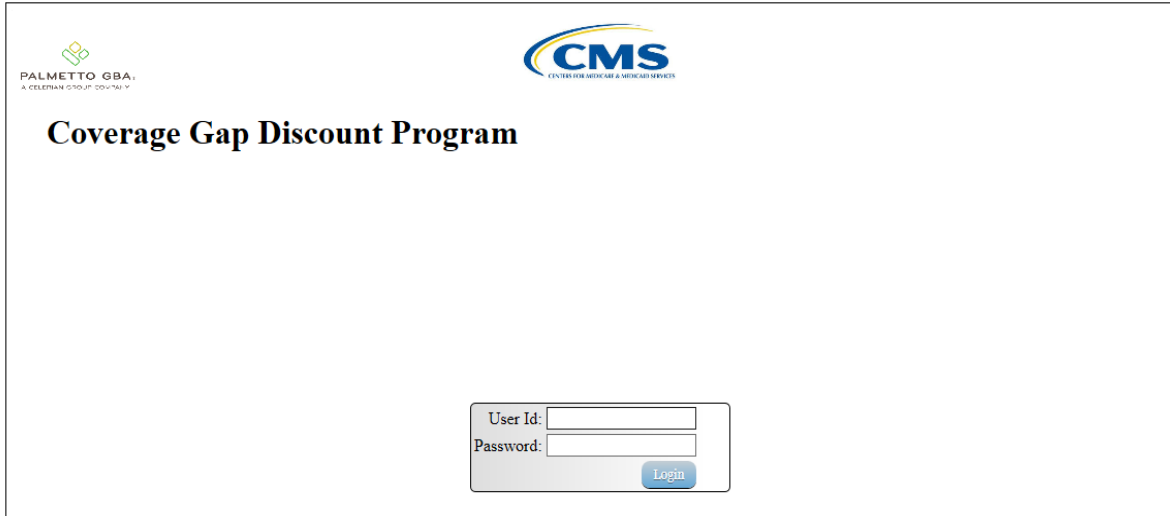
CGDP Portal DPP Icons and Links

There are recurring icons and links throughout the CGDP Portal DPP that appear on the functional tabs in the system.

ICON/LINK	Definition
	<i>Calendar</i> icon provides an expanded calendar that allows users to select future months and dates.
Contact Us	<i>Contact Us</i> link provides contact information for the TPA Operations Team
Help	<i>Help</i> link provides access to the New Direct Payment Process Information section of the TPA Operations website
Logout	<i>Logout</i> link provides one-click access for logging out of the Web Portal DPP system
My Profile	<i>My Profile</i> link provides the ability to update the login password, security questions, or payment initiation PIN.
	<i>Next Page</i> icon provides access to move forward to next page in document
	<i>Prior Page</i> icon provides access to return to prior page in document, when available
	<i>Printer</i> icon provides users with displayed information formatted in a Microsoft Excel file.
Reporting	<i>Reporting</i> link provides a readable version of the data report.

CGDP Portal DPP Functions

CGDP Portal DPP Login



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. Below the title is a login form with two input fields: 'User Id:' and 'Password:', and a 'Login' button.

- 1) To access the CGDP Portal DPP system, Manufacturers will enter their credential information provided by the TPA Operations Team.

The User ID is the Corporate ID, which formally was the Mailbox ID. The Corporate ID number categorizes the information loaded to the CGDP Portal DPP. Information is limited to only the Manufacturer P Numbers associated with the Corporate ID.

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

CGDP Portal DPP Security Settings

- 2) There can potentially be 2 different roles within the portal: one for Administration purposes with no payment initiation capability and another strictly for Payment Initiation purposes. Accounts will be created with both roles for the primary contact by default, but the Payment Initiation role can be assigned to a different person upon receipt of written authorization sent in to the TPA Operations. All first time users with payment initiation authority will also be required to provide a 4 digit pass code for payment purposes.

The screenshot shows the 'Coverage Gap Discount Program' interface. At the top, there are logos for 'PALMETTO GBA. A CLEVELAND GROUP COMPANY' and 'CMS CENTERS FOR MEDICARE & MEDICAID SERVICES'. Navigation links include 'Contact Us', 'My Profile', 'Logout', 'Help', and 'Reporting'. The main heading is 'Coverage Gap Discount Program'. Below it is a red banner with the text 'Security Data Missing'. A message states: 'Due to system security requirements your account will need to be updated with the information below. Please complete the form to proceed.' The form contains two input fields for 'Enter PIN:' and 'Retype PIN:', both highlighted with red boxes. Below these are three sets of questions, each with a dropdown menu for the question and a text input for the answer. A 'Save' button is located at the bottom right of the form.

- 3) The 4 digit PIN must be numeric and entered correctly when retyped. If not you will receive the error message(s) listed below.

This screenshot shows the same 'Coverage Gap Discount Program' interface as above, but with an error message displayed. A red box highlights the 'Error Messages' section, which contains two bullet points: 'New PIN must be numeric.' and 'New PIN and Retype New PIN do not match.' A white arrow points to this error box from the right. Below the error message, the 'Security Data Missing' section is visible. The 'Enter PIN:' field contains four asterisks (****) and the 'Retype PIN:' field contains three asterisks (***). The three question-and-answer pairs are also visible, with the first question being 'What was the house number and street name you lived in as a child?' and the second being 'In what town or city was your first full time job?'. A 'Save' button is at the bottom.

- 4) All first time users, regardless of roles, will also be asked to provide answers to three selected security questions. Use the drop list to choose each question. Note: User must select three different questions.

The screenshot shows the CMS Coverage Gap Discount Program interface. At the top, there are logos for Palmetto GBA and CMS, along with navigation links: Contact Us, My Profile, Logout, Help, and Reporting. The main heading is "Coverage Gap Discount Program". Below this is a red banner that says "Security Data Missing". A message states: "Due to system security requirements your account will need to be updated with the information below. Please complete the form to proceed." The form includes fields for "Enter PIN" and "Retype PIN", both with four asterisks. There are three question sections, each with a dropdown menu for the question and a text box for the answer. The third question is highlighted with a red box, and a white arrow points to it from the right. The questions are: "What primary school did you attend?", "In what town or city did your mother and father meet?", and "What was the house number and street name you lived in as a child? What were the last four digits of your childhood telephone number? What primary school did you attend? In what town or city was your first full time job? In what town or city did you meet your spouse/partner? What are the last five digits of your driver's licence number? In what town or city did your mother and father meet? What time of the day were you born? (hh:mm) What time of the day was your first child born? (hh:mm)".

- 5) The answers to each question should be entered in the *Answer #* boxes. Click Save once all three questions have been chosen and answered.

The screenshot shows the same CMS Coverage Gap Discount Program interface as the previous screenshot. The questions and answer boxes are now filled with answers. The first question is "What time of the day was your first child born? (hh:mm)" and the answer is "....". The second question is "In what town or city was your first full time job?" and the answer is ".....". The third question is "What are the last five digits of your driver's licence number?" and the answer is ".....". A "Save" button is located at the bottom right of the form, highlighted with a red box.

- 6) Once all three questions are answered, one of those questions will be randomly chosen again for you to answer. Once the answer is entered, click *Validate*.

The screenshot shows the Palmetto GBA and CMS logos at the top. Navigation links include [Contact Us](#), [My Profile](#), [Logout](#), [Help](#), and [Reporting](#). The main heading is "Coverage Gap Discount Program". Below it is a red bar with the text "User Validation". The instruction reads: "Due to system security requirements you will need to answer the question below to gain access to the application." The question is "What time of the day was your first child born? (hh:mm)". The answer field contains six dots. A "Validate" button is located below the answer field.

- 7) After 3 failed attempts, you will receive the error message listed below. If you receive this message, please contact TPA Operations to have your account reset. The TPA Operations contact information can be found under the *Contact Us* link.

The screenshot shows the Palmetto GBA and CMS logos at the top. Navigation links include [Contact Us](#), [My Profile](#), [Logout](#), [Help](#), and [Reporting](#). The main heading is "Coverage Gap Discount Program". Below it is a red bar with the text "Error Messages". The error messages are: "The answer is incorrect." and "Please use the 'Contact Us' link to contact TPA Operations for assistance." Below the error messages is another red bar with the text "User Validation". The instruction reads: "Due to system security requirements you will need to answer the question below to gain access to the application." The question is "In what town or city was your first full time job?". The answer field contains three dots. A "Validate" button is located below the answer field.

- 8) The user will also have the option to change his/her security information through the functions located under the *My Profile* link as seen below.



- 9) The user will have the option to *Change Password*, change *Two-Way Authentication*, or *Update Pin*.



- 10) If the user chooses *Change Password*, the following screen will be displayed. The old password must be entered and the rules designated for password changes must be followed. Once the changes are made, click *Save*.

A screenshot of the CMS portal's 'Password Modification' screen. The page title is 'Coverage Gap Discount Program'. Below the title, it says 'Logged on as' followed by a greyed-out area. The main heading is 'Password Modification'. Underneath, there are 'Rules for Passwords:' listed as follows:

- Is at least 8 characters long.
- Must contain an upper case letter.
- Must contain a lower case letter.
- Must have at least one special character (such as @#\$).
- Must contain numbers (0-9) and letters (A-Z, a-z).
- Must start with a letter.

Below the rules, there are three input fields: 'Current Password:', 'New Password:', and 'Retype New Password:'. At the bottom, there are two buttons: 'Save' and 'Cancel'.

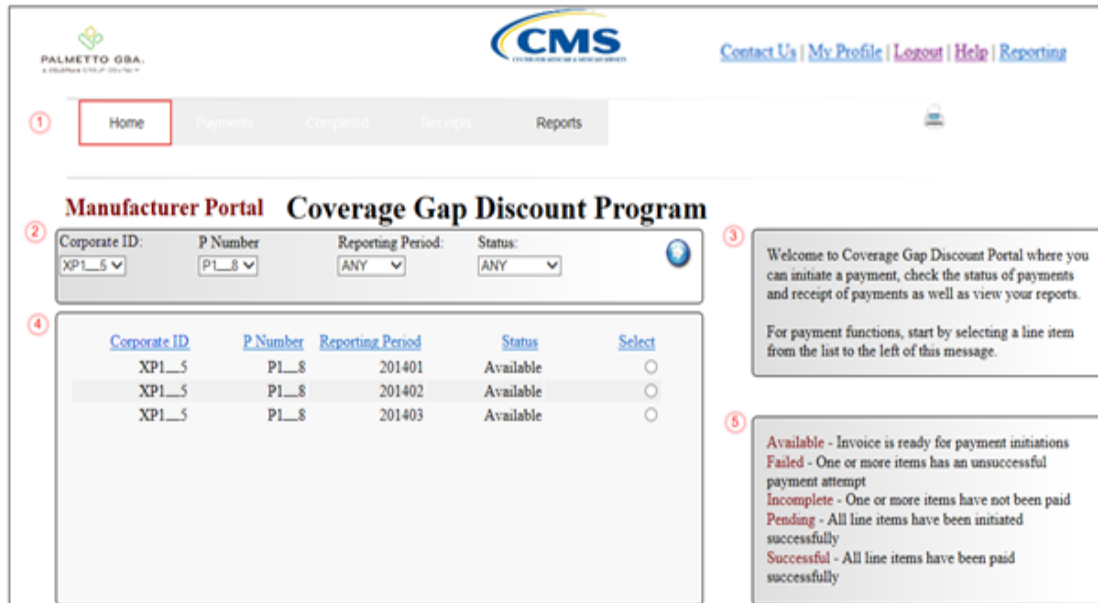
- 11) If the user chooses *Two-Factor Authentication* and wishes to change his/her security questions, the following screen will be displayed. Note: The current questions and answers will be displayed. Make the changes then click *Save*.

The screenshot shows the 'Coverage Gap Discount Program' interface. At the top left is the Palmetto GBA logo (A Celerian Group Company) and at the top right is the CMS logo (Centers for Medicare & Medicaid Services). The title 'Coverage Gap Discount Program' is centered. Below it, it says 'Logged on as .'. A grey header bar contains the text 'Two-Factor Authentication Information'. There are three question-answer pairs, each with a dropdown menu for the question and a text input field for the answer. The questions are: 'What was the house number and street name you lived in as a child?', 'In what town or city was your first full time job?', and 'What time of the day was your first child born? (hh:mm)'. Each answer field contains four dots. At the bottom, there are 'Save' and 'Cancel' buttons.

- 12) If the user chooses *Update Pin* and he/she is authorized to initiate payments, the following screen will be displayed. The old pin must be entered and the new pin a four digit numeric code.

The screenshot shows the 'Coverage Gap Discount Program' interface for PIN modification. At the top left is the Palmetto GBA logo (A Celerian Group Company) and at the top right is the CMS logo (Centers for Medicare & Medicaid Services). The title 'Coverage Gap Discount Program' is centered. Below it, it says 'Logged on as'. A grey header bar contains the text 'PIN Modification'. There are three text input fields labeled 'Old PIN:', 'New PIN:', and 'Retype New PIN:'. At the bottom, there are 'Save' and 'Cancel' buttons.

CGDP Portal DPP Home Tab



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

The **Home** tab has the following five 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. **Home Filter region:** provides a user with the ability to search data listed by the defaulted Corporate ID, formerly the Mailbox ID.
3. **Home Welcome Message region:** provides a message of activities that are available in the system.
4. **Home Filter Results region:** displays results based on data entered into the Filter region.
5. **Home Status Definitions region:** provides definitions of the statuses displayed in the Filter Results region.

The following pages will describe each region and its associated functions in detail.

Tabbed Region – Home



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

- Home
- Reports


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

- Payments
- Completed
- Receipts



Home Filter Region

②

A Corporate ID:	B P Number	C Reporting Period:	D Status:	
XP1_5	P1_8	ANY	ANY	

The **Home Filter region** contains the following four fields to assist a user with narrowing distributed invoice criteria:

- A. Corporate ID: field defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the system.
- B. P Number: allows the user to select a Manufacturer P Number, associated with the Corporate ID, from the drop down list.
Note: Manufacturers may have multiple P Numbers associated with the Corporate ID. To view all P Numbers for the Corporate ID, users can select 'ANY' from the drop down list.
- C. Reporting Period: allows the user select reporting periods for distributed invoices, by calendar year and quarter, in YYYYQQ format. To view all distributed invoices, users can select 'ANY' from the drop down list.
- D. Status: allows the user select a specific status assigned to distributed invoices or allows a user to select 'ANY' to view all statuses assigned. Statuses can be one of five selections:
 - Available
 - Failed
 - Incomplete
 - Pending
 - Successful

Home Welcome Message Region

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.

The **Home Welcome Message region** 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.

Home Filter Results Region

④

A	<u>Corporate ID</u>	B	<u>P Number</u>	C	<u>Reporting Period</u>	D	<u>Status</u>	E	<u>Select</u>
	XP1__5		P1__8		201401		Available		<input type="radio"/>
	XP1__5		P1__8		201402		Available		<input type="radio"/>
	XP1__5		P1__8		201403		Available		<input type="radio"/>

The **Home Filter Results region** displays information requested by using the fields in the **Home Filter region** based on the data requested in the P Number, Reporting Period, or Status fields.

The **Home Filter Results region** contains the following five fields that assist a user in reviewing distributed invoices for processing payment initiations:

- A. Corporate ID: field defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the system.
- B. P Number: displays a specific P Number or all P Numbers associated with the Corporate ID, based on the distributed invoice line selected in the **Home Filter region**.
- C. Reporting Period: displays invoices distributed by calendar year and quarter, in YYYYQQ format. Display can contain specific quarters or all distributed quarters, based on the selection in the **Home Filter region**.
- D. Status: displays the status of distributed invoices. Display can contain data for one status type or display all statuses, based on the selection criteria entered in the **Home Filter region**.
- E. Select: allows the user 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**.

In the following example, the distributed invoice selected displays the status of Available.

④

	<u>Corporate ID</u>	<u>P Number</u>	<u>Reporting Period</u>	<u>Status</u>	E	<u>Select</u>
	XP1__5	P1__8	201401	Available		<input checked="" type="radio"/>
	XP1__5	P1__8	201402	Available		<input type="radio"/>
	XP1__5	P1__8	201403	Available		<input type="radio"/>

Home Status Definitions

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

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

CGDP Portal DPP Payments Tab

The screenshot displays the 'Manufacturer Portal CGDP Payments' interface. At the top, there is a navigation bar with 'Payments' highlighted. The main content area is titled 'Manufacturer Portal CGDP Payments' and includes a filter region for 'Invoiced Reporting Period: 201404'. Below this is a table of invoice line items with columns for Contract Number, Invoiced Amt., Previous Deferred Amount, Payment / Failed Date, Initiate Payment, Defer, and Failed. To the right is a 'Payment Information' summary box showing totals for Invoiced, Failed, Deferred, Pending, Successful, and Available amounts. Below the main table is a 'Payment Initiation Upload' section with a 'Browse' button and an 'Upload' button. At the bottom is a 'Pending Transactions' table with columns for Contract Number, Authorization Amt., Date Submitted, Payment Date, and Stop Payment.

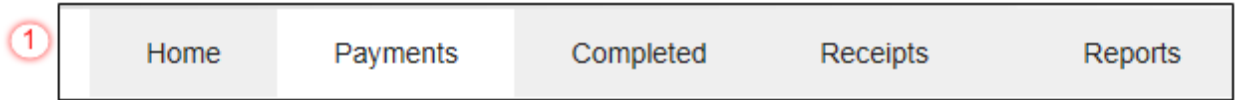
The **Payments** tab allows the user to review and process payment information for invoice line items by Part D Sponsor Contract Number.

The **Payments** tab has the following eight regions:

1. **Tabbed region:** displays the tabbed page that is currently active.
2. **Payments 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 **Home Filter region**.
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 **Home Filter region**.
4. **Payments Filter region:** allows the 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. **Payments Initiation region:** displays invoice line items based on Contract Number and P Number data entered into the **Payments Filter region**.
7. **Payments Initiation Upload region:** allows the user to create and upload multiple paid invoice line item data for ease in completing the payment functionality, instead of working with each individual Part D Sponsor invoice line item.
8. **Payments Pending Transactions region:** displays invoice line items that are pending payment.

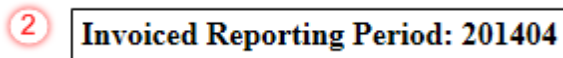
The following pages will describe each region and its associated functions.

Tabbed Region – Payments



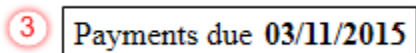
The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Payments** tab is active.

Payments Invoiced Reporting Period Region



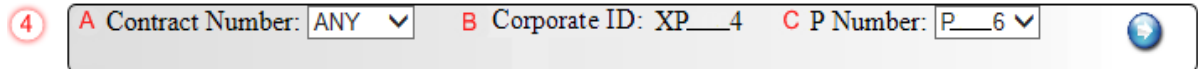
This section of the **Payments** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**. In this example, the invoice line items for the 4th quarter of calendar year 2014 will appear in the **Payment Initiation region** on the **Payments** tab.


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 the 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**.

Payments Filter Region



4 A Contract Number: ANY ▼ B Corporate ID: XP__4 C P Number: P__6 ▼ 

The **Payments Filter region** contains the following three fields to assist a user with narrowing invoice line item search criteria.

- A. Contract Number: allows the 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 'ANY', which displays all Contract Numbers for the reporting period.
- B. Corporate ID: field defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the system.
- C. P Number: 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 from those assigned to the Corporate ID.
Note: this field will only allow updates to P Numbers that have invoice line items in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.

Payment Information Region

5

<u>Payment Information</u>		
A	Total Invoiced	70360.45
B	Total Failed	0.00
C	Total Deferred	0.00
D	Total Pending	2561.76
E	Total Successful	0.00
F	Total Available	67798.69

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

This region contains the following six fields to provide up-to-date data regarding invoice line item activity:

- A. Total Invoiced: displays total dollar amount of invoice line items that require payment for the reporting period.
- B. 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.
- C. Total Deferred: displays the total dollar amount of deferred invoice line items with amounts less than the system-default allowable amount to the subsequent reporting period.
- D. Total Pending: displays the total dollar amount of invoice line items selected for payment for the reporting period.
- E. Total Successful: displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the **Payments Initiation** or **Payments Pending Transaction regions** of the **Payments** tab.
- F. Total Available: displays the total dollar amount of remaining invoice line items requiring payment.

Payments Initiation Region

⑥

E <input type="checkbox"/> Initiate All							
A Contract Number	B Invoiced Amt.	C Previous Deferred Amount	D Payment/Failed Date	F Initiate Payment	G Defer	H Failed	
E__4	106.50	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>		
E__4	53.28	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>		
E__8	69.63	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>		
H__0	148.11	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>		
H__1	3.26	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>		
H__3	54.70	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>		
H__7	102.53	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>		

I Update All 12/04/2014 J

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

This region contains the following ten fields that assist a user in processing invoice line items for payment:

- A. Contract Number: displays the Part D Sponsor number.
- B. Invoiced Amt.: displays the invoice line item amounts due to the Part D Sponsor.
Note: This amount is automatically populated from the quarterly invoice and cannot be modified.
- C. Previous Deferred Amount: displays amounts that qualified for deferment from the prior reporting period(s).

D. Payment/Failed Date: displays the current date of a generated invoice line item payment, in MM/DD/YYYY format.

In the following example, the Payment/Failed Date defaults to current date of 12/04/2014.

6

Contract Number	Invoiced Amt.	Previous Deferred Amount	^D Payment / Failed Date	Initiate Payment	Defer	Failed
E_4	106.50	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	

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

In the following example, the calendar has the date of 12/05/2014 selected.

6

D

Payment Date

12/05/2014

< December 2014 >

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

Go To Today Close

- E. Initiate All: 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.

In the following example, the Initiate All check box is populated and all check boxes for the invoice line items on the active page are populated.

6

E <input checked="" type="checkbox"/> Initiate All							
Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	F <input checked="" type="checkbox"/> Initiate Payment	Defer	Failed	
E__4	106.50	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
E__4	53.28	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
E__8	69.63	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
H__0	148.11	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
H__1	3.26	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
H__3	54.70	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
H__7	102.53	0.00	12/04/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

The Payment Date will default to the current date when the Initiate All functionality is used.

Note: Selecting the Initiate All check box will only select invoice line items displayed in the active **Payments Initiation region**. To process all invoice line items utilizing the Initiate All function a user must select the *Next Page* icon, populate the Initiate All check box for the invoice line items displayed on the active page, and select the *Submit* button.

De-selecting the Initiate All check box will remove all Initiate Payment check marks for all invoice line items on the active page.

- F. Initiate Payment: 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.

G. Defer: provides a check box available for selection when the Invoiced Amt. or the combination of the Invoiced Amt. and the Previous Deferred Amount total less than the system-default allowable amount. The process provides the functionality to defer an invoice line item to a subsequent reporting period if the Manufacturers banking ACH process prevents payment of invoice line items that fall below their banks minimum ACH processing amount.

Note: Manufacturers should only utilize deferment when the invoice line item amount is less than their banking ACH process minimum processing amount. The CGDP Portal DPP displays the Defer check box for line items that total less than the current system-default amount of \$20.00 USD. Once the total amount of the Invoiced Amt. or the combination of the Invoiced Amt. and the Previous Deferred Amount fields is greater than the system-default allowable amount, the invoice line item amount is no longer eligible for deferment.

In the following example, the Invoiced Amt. is less than the system-default allowable amount, which qualifies the invoice line item for deferral to the subsequent reporting period.

⑥

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
H__1	3.26	0.00	12/04/2014	<input type="checkbox"/>	G <input type="checkbox"/>	

In the following example, the Invoiced Amt. and the Previous Deferred Amount total less than the system-default allowable amount, which qualifies the invoice line item for deferral to the subsequent reporting period.

⑥

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
H0__2	5.20	5.20	12/05/2014	<input type="checkbox"/>	G <input type="checkbox"/>	
H0__2	4.86	4.86	12/05/2014	<input type="checkbox"/>	G <input type="checkbox"/>	

In the following example, the Invoiced Amt. and the Previous Deferred Amount total more than the system-default allowable amount, which disqualifies the invoice line items for deferral to the subsequent reporting period.

⑥

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
H0__2	228.54	5.20	12/05/2014	<input type="checkbox"/>	G <input type="checkbox"/>	
H1__9	54.77	0.00	12/05/2014	<input type="checkbox"/>	<input type="checkbox"/>	

H. Failed: provides a user an informational message when an invoice line item does not successfully process payments to the Part D Sponsor.

In the following example, the Failed field displays messages such as:

- Initiation Failure
- Batch Initiation Failure
- Batch Defer Failure

6

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	^H Failed
E0__4	851.68	0.00	12/12/2014	<input type="checkbox"/>	<input type="checkbox"/>	Initiation Failure
H0__0	9.51	0.00	12/12/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure
H1__9	1.46	0.00	12/12/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Defer Failure
H4__0	165.07	0.00	12/12/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure

- I. Update All Payment Dates: allows the user to set a future date for all displayed invoice line items.

Note: Selection and update of the calendar date in the Update All Payment Dates field will only affect invoice line items displayed in the active **Payments Initiation region**.

To process all distributed invoice line items utilizing the Update All Payment Dates field, a user must select the *Next Page* icon, repeat the Update All Payment Dates action with the selected payment date for the invoice line items displayed on the active **Payments Initiation region** page, and select the *Submit* button.

⑥

<input type="checkbox"/> Initiate All						
Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
E__4	106.50	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E__4	53.28	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E__8	69.63	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__0	148.11	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__1	3.26	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__3	54.70	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H__7	102.53	0.00	12/04/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/04/2014 J

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

In the following example, the calendar has the date of 12/05/2014 selected.

⑥

D

Payment Date

12/05/2014

December 2014						
<						>
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			
<input type="button" value="Go To Today"/> <input type="button" value="Close"/>						

J. *Submit*: provides a user one-click functionality to process selected invoice line items for payment.

The **Payments Initiation region** may display ‘Please contact TPA’ for invoice line items in lieu of the Payment Date, Initiate Payment, Defer and Failed fields. Users are required to contact the TPA Operations staff to request assistance with processing the invoice line items.

Examples of why ‘Please contact TPA’ may display are:

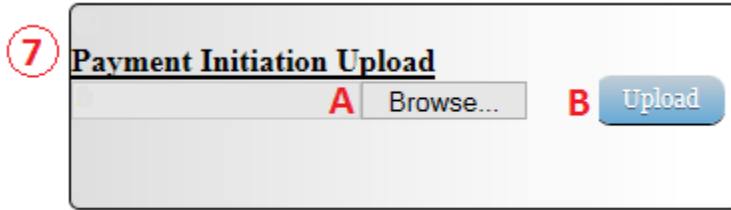
- Invalid banking information on file for Sponsor
- Sponsor is classified in Receivership status
- IRS Levy/Garnishment documentation requests

In the following example, the **Payments Initiation region** displays the message ‘Please contact TPA.’

⑥

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
E0__4	851.68	0.00		Please contact TPA		
H4__0	165.07	0.00		Please contact TPA		

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 fields to assist a user with locating and uploading payment file data. Instructions and reference documents for batch file formatting appear in a later section of this manual to utilize the upload process.

- A. *Browse...*: allows the user to search file data created to batch payment files for upload to the system.
- B. *Upload*: provides a user one-click functionality to upload batched payment file data to the system for processing.

Payments Pending Transactions Region

A Contract Number	B Authorization Amt.	C Date Submitted	D Payment Date	E Stop Payment
H__2	228.54	12/03/2014	12/03/2014	
H__9	223.66	12/01/2014	12/21/2014	<input type="checkbox"/>
H__9	2055.70	12/03/2014	12/21/2014	<input type="checkbox"/>
H__8	53.86	12/03/2014	12/30/2014	<input type="checkbox"/>


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

This form contains the following six fields used to display invoice line items selected for payment.

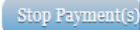
- A. Contract Number: displays the Part D Sponsor number.
- B. Authorization Amt.: displays the amount authorized, including amounts located in the Invoice Amt. and Previous Deferred Amount fields, as payment to the Part D Sponsor.
- C. Date Submitted: displays the calendar date the invoice line item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

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

In the following example, the highlighted payment is not eligible for stop payment, due to the payment not being a future dated payment.


8 Pending Transactions 

Contract Number	Authorization Amt.	Date Submitted	Payment Date	E Stop Payment
H__2	228.54	12/03/2014	12/03/2014	
H__9	223.66	12/03/2014	12/21/2014	<input type="checkbox"/>
H__9	2055.70	12/03/2014	12/21/2014	<input type="checkbox"/>
H__8	53.86	12/03/2014	12/30/2014	<input type="checkbox"/>




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

In the following example, a future dated payment is marked for stop payment.

8 Pending Transactions 

Contract Number	Authorization Amt.	Date Submitted	Payment Date	E Stop Payment
H__2	228.54	12/03/2014	12/03/2014	
H__9	223.66	12/03/2014	12/21/2014	<input type="checkbox"/>
H__9	2055.70	12/03/2014	12/21/2014	<input type="checkbox"/>
H__8	53.86	12/03/2014	12/30/2014	<input checked="" type="checkbox"/>

F 

CGDP Portal DPP Work Instructions – Payments

Processing Invoice Payments

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

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

- 1) Access the CGDP Portal DPP by logging into the system using the Corporate ID, formerly the Mailbox ID, and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page 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 main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- 2) On the **Home** tab, select the specific P Number from the drop down list located in the P Number field.

In the following example, P1__5 populates the P Number field drop down list.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1__5 | P Number: P1__5 | Reporting Period: ANY | Status: ANY

Corporate ID	P Number	Reporting Period	Status	Select
XP1__5	P1__5	201401	Available	<input type="radio"/>
XP1__5	P1__5	201402	Available	<input type="radio"/>
XP1__5	P1__5	201403	Available	<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 successfully
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

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

In the following example, the selected reporting period is 201402.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1__5 | Contract Number: P1__5 | Reporting Period: 201402 | Status: ANY

Corporate ID	P Number	Reporting Period	Status	Select
XP1__5	P1__5	201401	Available	<input type="radio"/>
XP1__5	P1__5	201402	Available	<input checked="" type="radio"/>
XP1__5	P1__5	201403	Available	<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 successfully
Pending - All line items have been initiated successfully
Successful - All line items have been paid successfully

- 4) On the **Payments** tab, review the **Payment Information** region for pending items.

In the following example, the **Total Pending** field contains no pending items.

The screenshot shows the 'Manufacturer Portal CGDP Payments' interface. At the top, there are navigation tabs: Home, **Payments**, Completed, Receipts, and Reports. The main header includes the CMS logo and links for Contact Us, My Profile, Logout, Help, and Reporting. Below the header, there are filters for Contract Number (ANY), Corporate ID (XP1...5), and P Number (P1...5). A table lists contract details with columns for Contract Number, Invoiced Amt., Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, and Failed. To the right, a 'Payment Information' summary box shows: Total Invoiced: 4509374.69, Total Failed: 0.00, Total Deferred: 13.83, **Total Pending: 0.00**, Total Successful: 0.00, and Total Available: 4509360.86. Below this is a 'Payment Initiation Upload' section with a 'Browse...' button and an 'Upload' button. At the bottom, there is a 'Pending Transactions' section with a table that currently has 'No data'.

- 5) Review the **Payments Initiation** region for available invoice line items.

In the following example, the **Payments Initiation** region displays the first page of invoice line items for the selected reporting period.

This screenshot is identical to the previous one, showing the same CMS interface. A red rectangular box highlights the 'Payments Initiation' table, which contains the following data:

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
H0...4	8031.77	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...8	775.07	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

- 6) To select an individual invoice line item for payment processing, populate a check mark in the Initiate Payment check box.

In the following example, the populated Initiate Payment check box corresponds to the invoice line item of \$8,031.77.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
H0__4	8031.77	0.00	12/16/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H0__8	775.07	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/16/2014

Submit

- 7) Select the *Submit* button, located at the bottom right of the **Payments Initiation region**, to process the invoice line item payment.

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

In the following example, the invoice line item amount of \$8,031.77 displays in the **Payments Pending Transactions region**.

The screenshot displays the 'Manufacturer Portal CGDP Payments' interface. At the top, there are navigation tabs: Home, Payments (highlighted with a red box), Completed, Receipts, and Reports. The main header includes the CMS logo and links for Contact Us, My Profile, Logout, Help, and Reporting. Below the header, the 'Manufacturer Portal CGDP Payments' section shows an 'Invoiced Reporting Period: 201402'. There are filters for Contract Number (ANY), Corporate ID (XP1_5), and P Number (P1_5). A 'Payments due 10/09/2014' summary box on the right lists: Total Invoiced (4509374.69), Total Failed (0.00), Total Deferred (13.83), Total Pending (8031.77), Total Successful (0.00), and Total Available (4501329.09). The main table lists transactions with columns for Contract Number, Invoiced Amt., Previous Deferred Amount, Payment / Failed Date, Initiate Payment, Defer, and Failed. A 'Pending Transactions' section at the bottom, outlined in red, shows a single entry for Contract Number H0_4 with an Authorization Amt. of 8031.77, Date Submitted of 12/16/2014, and Payment Date of 12/16/2014. A 'Stop Payment' button is located below this entry.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
H0_8	775.07	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_6	1893.18	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H0_4	8031.77	12/16/2014	12/16/2014	<input type="button" value="Stop Payment"/>

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

In the following example, the Total Pending field displays the amount of \$8,031.77.

The screenshot shows the 'Manufacturer Portal CGDP Payments' interface. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, and Reports. The main header includes the CMS logo and links for Contact Us, My Profile, Logout, Help, and Reporting. Below the header, there are filters for Contract Number (ANY), Corporate ID (XP1_5), and P Number (P1_5). A 'Payments due 10/09/2014' section is visible on the right. The central part of the page features a table with columns: Contract Number, Invoiced Amt., Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, and Failed. Below this table is a 'Pending Transactions' section with a table showing Contract Number, Authorization Amt., Date Submitted, Payment Date, and Stop Payment. On the right side, a 'Payment Information' box is highlighted with a red border, containing the following data:

Payment Information	
Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
Total Pending	8031.77
Total Successful	0.00
Total Available	4501329.09

- 10) For final verification of the processed invoice line item, select the Contract Number from the drop down list in the **Payments Filter region** and enter in the specific Contract Number.

In the following example, H0_4 populates the Contract Number field drop down list and displays no invoice line item data in the **Payments Initiation region**.

This screenshot shows the same portal interface as the previous one, but with the 'Contract Number' dropdown menu set to 'H0_4'. The 'Payments Filter region' now displays 'No data' in a red-bordered box. The 'Payment Information' box on the right now shows a 'Total Pending' value of \$8,031.77, which matches the value in the 'Pending Transactions' table below. The 'Pending Transactions' table shows one entry for Contract Number H0_4 with an Authorization Amt. of 8031.77 and a Payment Date of 12/16/2014.

You have now completed payment of an individual invoice line item.

Processing Future Dated Invoice Payments

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

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

- 1) Access the CGDP Portal DPP by logging into the system using the Corporate ID, formerly the Mailbox ID, and password.

In the following example, the CGDP DPP system login page displays.

The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo and the CMS logo. The title is "Coverage Gap Discount Program". The login form contains two text boxes: "User Id:" and "Password:". A blue "Login" button is located below the password field.

- 2) On the **Home** tab, select the specific P Number from the drop down list located in the P Number field.

In the following example, P1__5 populates the P Number field drop down list.

The screenshot shows the CMS Coverage Gap Discount Program Manufacturer Portal. The 'Home' tab is selected in the navigation bar. The 'Contract Number' dropdown is set to 'P1__5'. Below the filters, a table lists three reporting periods for Corporate ID 'XP1__5': 201401, 201402, and 201403, all with an 'Available' status. The 'Select' column contains radio buttons for each row.

Corporate ID	P Number	Reporting Period	Status	Select
XP1__5	P1__5	201401	Available	<input type="radio"/>
XP1__5	P1__5	201402	Available	<input type="radio"/>
XP1__5	P1__5	201403	Available	<input type="radio"/>

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

In the following example, the selected reporting period is 201402.

The screenshot shows the CMS Coverage Gap Discount Program Manufacturer Portal. The 'Payments' tab is selected in the navigation bar. The 'Reporting Period' dropdown is set to '201402'. In the table below, the row for '201402' is highlighted, and its 'Select' radio button is selected.

Corporate ID	P Number	Reporting Period	Status	Select
XP1__5	P1__5	201401	Available	<input type="radio"/>
XP1__5	P1__5	201402	Available	<input checked="" type="radio"/>
XP1__5	P1__5	201403	Available	<input type="radio"/>

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

In the following example, the **Payments Initiation region** displays the first page of invoice line items for the selected reporting period.

Manufacturer Portal CGDP Payments Invoiced Reporting Period: 201402

Contract Number: ANY Corporate ID: XP1... P Number: P1...5

Payments due 6/30/2014

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
H0_4	8031.77	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_8	775.07	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Payment Information

Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
Total Pending	0.00
Total Successful	0.00
Total Available	4509360.86

Payment Initiation Upload

Browse Upload

Pending Transactions

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

- To update an invoice line item payment date, select the Calendar icon located to the right of the Payment Date field for the specific invoice line item.

In the following example, the date selected on the calendar is 12/31/2014 for the invoice line item of \$775.07.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
H0_8	775.07	0.00	12/31/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_0	190.05	0.00		<input type="checkbox"/>	<input type="checkbox"/>	
H0_4	3253.39	0.00		<input type="checkbox"/>	<input type="checkbox"/>	
H0_8	495.13	0.00		<input type="checkbox"/>	<input type="checkbox"/>	
H0_4	1095.71	0.00		<input type="checkbox"/>	<input type="checkbox"/>	
H0_2	2309.61	0.00		<input type="checkbox"/>	<input type="checkbox"/>	
H0_3	25697.69	0.00		<input type="checkbox"/>	<input type="checkbox"/>	
H0_6	1893.18	0.00		<input type="checkbox"/>	<input type="checkbox"/>	

December 2014

Sun Mon Tue Wed Thu Fri Sat

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Go To Today Close

Update All 12/16/2014 Submit

- 6) To select the future dated individual invoice line item for payment processing, populate a check mark in the Initiate Payment check box.

In the following example, the populated Initiate Payment check box corresponds to the invoice line item of \$775.07.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
H0_8	775.07	0.00	12/31/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H0_0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0_6	1893.18	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/16/2014
 Submit

- 7) Select the *Submit* button, located at the bottom right of the **Payments Initiation region**, to process the invoice line item payment.

- 8) Once the future dated invoice line item processes, the **Payments Pending Transactions region** will update with the newly added pending invoice payment.

In the following example, the invoice line item amount of \$775.07 displays in the **Payments Pending Transactions region**.

Manufacturer Portal CGDP Payments Invoiced Reporting Period: 201402

Contract Number: ANY Corporate ID: XP1...5 P Number: P1...5

Payments due 10/09/2014

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
H0...0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...6	1893.18	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...7	121.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Payment Information

Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
Total Pending	8806.84
Total Successful	0.00
Total Available	4500554.02

Pending Transactions

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H0...4	8031.77	12/16/2014	12/16/2014	
H0...8	775.07	12/16/2014	12/31/2014	<input type="checkbox"/>

Note: The **Payments Pending Transaction** of \$775.07 also displays a check box in the Stop Payment field. Instructions for processing stop payments discussed in separate instruction.

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

In the following example, the Total Pending field displays the total amount of \$8,806.84.

Manufacturer Portal CGDP Payments Invoiced Reporting Period: 201402

Contract Number: ANY Corporate ID: XP1...5 P Number: PT...5

Initiate All

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
H0...0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...6	1893.18	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...7	121.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/16/2014

Payment Information

Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
Total Pending	\$8806.84
Total Successful	0.00
Total Available	4500554.02

Payment Initiation Upload

Pending Transactions

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H0...4	8031.77	12/16/2014	12/16/2014	
H0...8	775.07	12/16/2014	12/31/2014	<input type="checkbox"/>

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

Processing Deferred Invoices

Manufacturers may use the deferred invoice line item process to defer payment of an invoice line item to a subsequent reporting period if their banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.

The design of the CGDP Portal DPP displays the Defer check box for the following situations:

- A) Invoice line item amount totals less than system-default allowable amount
- B) Invoice line item amount and previous deferred amounts total less than the system-default allowable amount

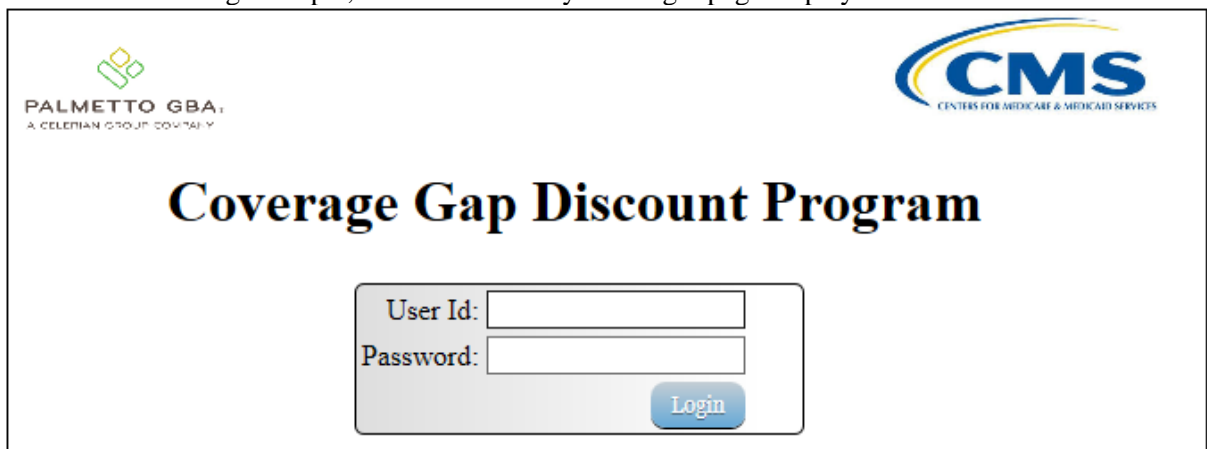
The Defer check box appears in the **Payments Initiation region** when line items total less than the current system-default amount of \$20.00 USD.

Invoice line items will no longer be available for deferment if the total of the individual invoice line item or, the combination of invoice line item and previous deferred invoice line items total greater than the system-default allowable amount, or the invoice line item remains unprocessed for payment for 16 reporting periods.

This work instruction provides direction on processing invoice line item deferment.

- 1) Access the CGDP Portal DPP by logging into the system using the Corporate ID, formerly the Mailbox ID, and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page 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 main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:". A blue "Login" button is positioned to the right of the password field.

- 2) On the **Home** tab, select the specific P Number from the drop down list located in the P Number field.

In the following example, P1__5 populates the P Number field drop down list.

The screenshot shows the CMS Coverage Gap Discount Program portal. The 'Home' tab is selected in the navigation bar. The 'Contract Number' dropdown is set to 'P1__5'. Below the filters, a table lists three reporting periods: 201401, 201402, and 201403, all with an 'Available' status. To the right, there are two informational boxes: a welcome message and a legend for payment statuses.

Corporate ID	P Number	Reporting Period	Status	Select
XP1__5	P1__5	201401	Available	<input type="radio"/>
XP1__5	P1__5	201402	Available	<input type="radio"/>
XP1__5	P1__5	201403	Available	<input type="radio"/>

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

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

In the following example, the selected reporting period is 201402.

The screenshot shows the CMS Coverage Gap Discount Program portal with the 'Payments' tab selected. The 'Reporting Period' dropdown is set to '201402'. In the table below, the row for '201402' is highlighted, and its 'Select' radio button is checked. The right-side informational boxes remain the same as in the previous screenshot.

Corporate ID	P Number	Reporting Period	Status	Select
XP1__5	P1__5	201401	Available	<input type="radio"/>
XP1__5	P1__5	201402	Available	<input checked="" type="radio"/>
XP1__5	P1__5	201403	Available	<input type="radio"/>

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

On the **Payments** tab, review the **Payment Information region** for deferred items.

In the following example, the Total Deferred field contains no deferred items.

- 4) Review the invoice line items in the **Payments Initiation region** and locate an invoice line item with an active **Defer** check box.

In the following example, the invoice line item for \$13.83 contains an active **Defer** check box.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
H0__4	8031.77	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	775.07	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__7	13.83	0.00	12/15/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H0__0	190.05	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	3253.39	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	495.13	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	1095.71	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/15/2014 Submit

Note: The design of the CGDP Portal DPP displays the Defer check box for the following situations:

- Invoice line item amounts located in the Invoiced Amt. field total less than system-default allowable amount.
- Invoice line item amounts located in both the Invoiced Amt. and the Previous Deferred Amount fields total less that the system-default allowable amount.

- 5) Populate the Defer check box with a check mark to select the invoice line item requiring deferral to the subsequent reporting period.

In the following example, the invoice line item for \$13.83 now contains a check mark in the Defer check box.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
H0__4	8031.77	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	775.07	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__7	13.83	0.00	12/15/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H0__0	190.05	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	3253.39	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	495.13	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	1095.71	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	

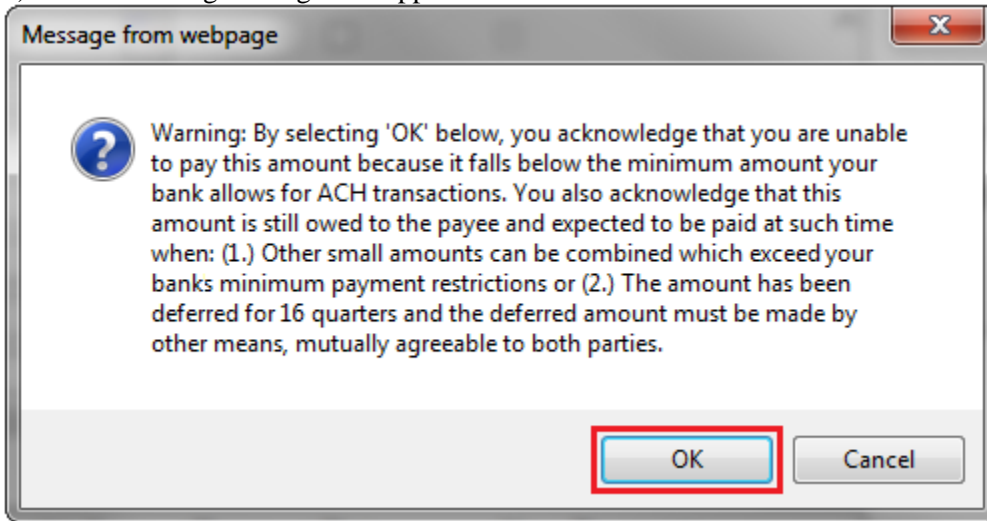
Update All 12/15/2014 Submit

Note: Selecting Defer is applicable only if the Manufacturers’ bank ACH process prevents payment of invoice line items that fall below the 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 entities.

- 6) Select the *Submit* button, located at the bottom right of the **Payments Initiation region**, to defer the invoice line item to the subsequent reporting period.

7) The following message will appear after the *Submit* button is selected:



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

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

- 8) Select *OK* to defer the selected invoice line item.
- 9) Once the defer process is complete, review the **Payment Information region** Total Deferred field for updated amounts.

In the following example, the Total Deferred field contains deferred items totaling \$13.83.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
H0__4	8031.77	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	775.07	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__7	13.83	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__0	190.05	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	3253.39	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	495.13	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	1095.71	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__2	2309.61	0.00	12/15/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Payment Information	
Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
Total Pending	0.00
Total Successful	0.00
Total Available	4509360.86

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

In the following example, the listed invoice line item of \$13.83 displays as Deferred in the Payment Date field.

The screenshot shows the 'Manufacturer Portal CGDP Completed Payments' interface. At the top, there are navigation tabs: Home, Payments, Completed (highlighted with a red box), Receipts, and Reports. Below the tabs, the page title is 'Manufacturer Portal CGDP Completed Payments' and the 'Invoiced Reporting Period' is '201402'. There are search fields for 'Corporate ID: XP1...5', 'P number: P1...5', and 'Contract: H0...7'. Below these fields is a table with the following data:

Contract	Invoiced Amt.	Payment Date	EFTID
H0...7	13.83	Deferred	CG14021...5H0...7

At the bottom of the screenshot, there is a note: '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'.

You have now completed processing a deferred invoice line item.

Initiate All Payment Processing Functionality

Manufacturers are able to utilize the Initiate All functionality to process payment initiation for multiple invoice line items loaded to the CGDP Portal DPP. The Initiate All function provides the capability to select all invoice line items located in the active **Payments Initiation region** to initiate payment processing on the current date. The Initiate All function also allows for updating payment initiation processing dates to a future date for any available invoice line items displayed in the active **Payments Initiation region**. The functionality also allows the de-selection of specific invoice line items from the payment initiation process such as deferrable invoice line items.

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

- 1) Access the CGDP Portal DPP by logging into the system using the Corporate ID, formerly the Mailbox ID, and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo (A CELEBRIAN GROUP COMPANY) in the top left and the CMS logo (CENTERS FOR MEDICARE & MEDICAID SERVICES) in the top right. The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- 2) On the **Home** tab, select the specific P Number from the drop down list located in the P Number field.

In the following example, P1__8 populates the P Number field drop down list.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1__5 | **P Number: P1__8** | Reporting Period: ANY | Status: ANY

Corporate ID	P Number	Reporting Period	Status	Select
XP1__5	P1__8	201401	Available	<input type="radio"/>
XP1__5	P1__8	201402	Available	<input type="radio"/>
XP1__5	P1__8	201403	Available	<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

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

In the following example, the selected reporting period is 201402.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1__5 | P Number: P1__8 | **Reporting Period: 201402** | Status: ANY

Corporate ID	P Number	Reporting Period	Status	Select
XP1__5	P1__8	201401	Available	<input type="radio"/>
XP1__5	P1__8	201402	Available	<input checked="" type="radio"/>
XP1__5	P1__8	201403	Available	<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

- 4) On the **Payments** tab, review the **Payment Information** region to view the balances displayed.

In the following example, the Total Failed, Total Deferred, Total Pending, and Total Successful fields contain zero amounts listed.

Manufacturer Portal CGDP Payments Invoiced Reporting Period: 201402

Contract Number: ANY Corporate ID: XP1...5 P Number: P1...5

Payments due 3/31/2014

Payment Information	
Total Invoiced	36314.70
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	36314.70

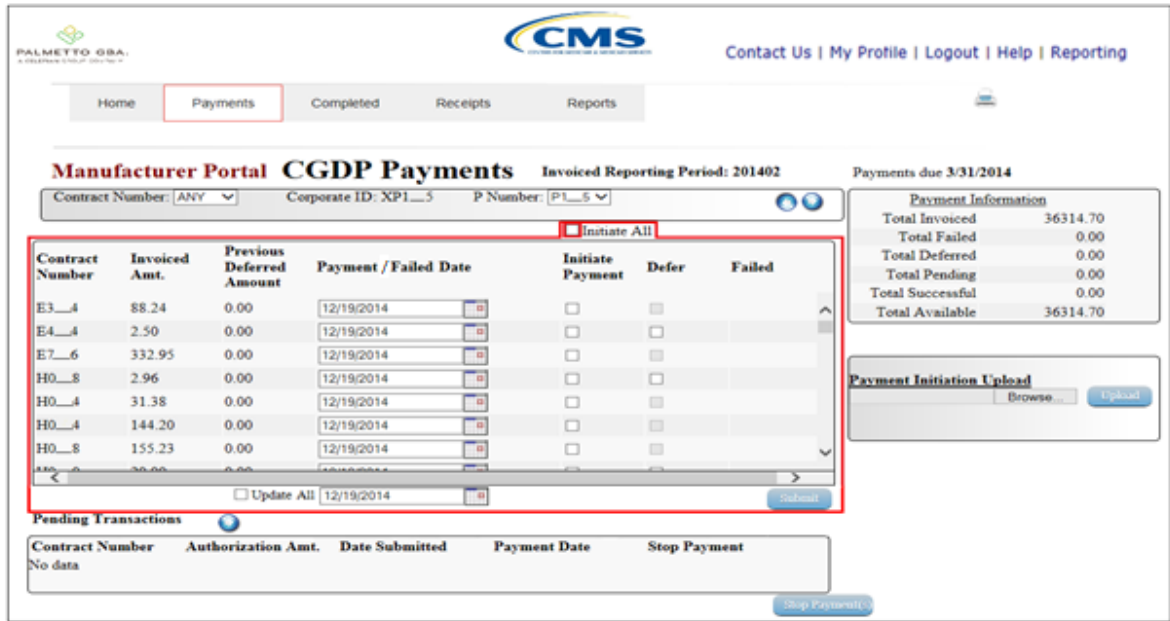
Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
E3...4	88.24	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E4...4	2.50	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
E7...6	332.95	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...8	2.96	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...4	31.38	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...4	144.20	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...8	155.23	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Pending Transactions

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

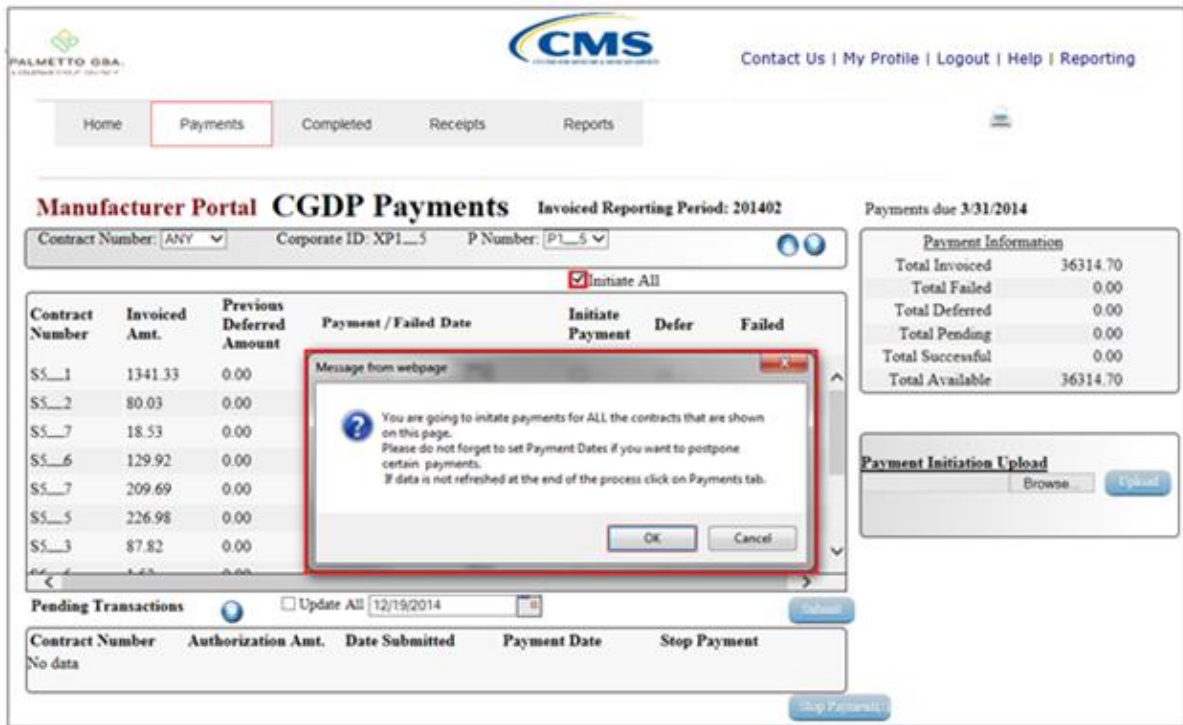
- 5) Review the invoice line items in the **Payments Initiation** region and locate the Initiate All check box.

In the following example, the **Payments Initiation** region and the Initiate All check box display.

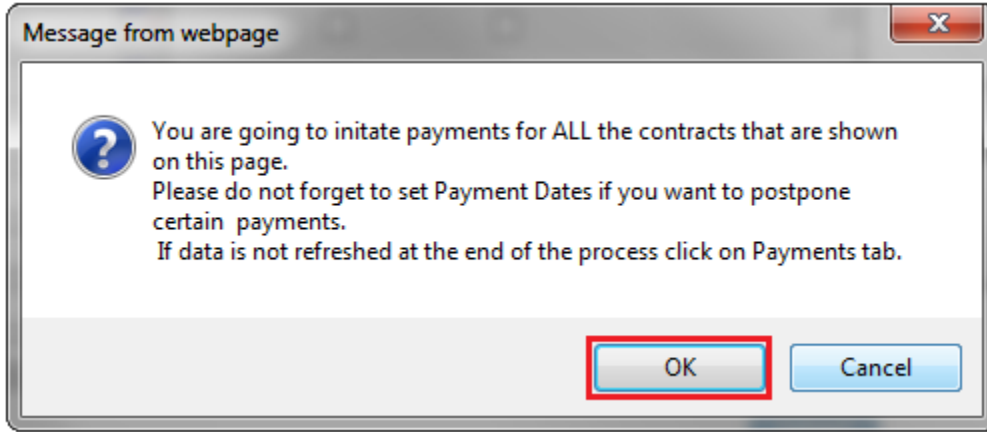


- 6) Populate the Initiate All check box with a check mark to select all invoice line items displayed on the active page. Once the Initiate All check box is populated, the system displays an informational message.

In the following example, the populated Initiate All check box and an informational message display.



In the following example, the Initiate All informational message displays with the *OK* button highlighted.



- 7) Select the *OK* button to accept the informational message.
- 8) The **Payments Initiation region** displays the Initiate Payment field check box with a check mark populated for all invoice line items available on the active page.

In the following example, the Initiate Payment field displays populated check marks for all invoice line items.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
SS__1	1341.33	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SS__2	80.03	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SS__7	18.53	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SS__6	129.92	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SS__7	209.69	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SS__5	226.98	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SS__3	87.82	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Note: The Initiate All check mark selects only those invoice line items that appear on the active **Payments Initiation region** page. **The population of the Initiate All check mark does NOT select all invoice line items for the reporting period.** In order to utilize the Initiate All functionality for all invoice line items, select each page in the **Payments Initiation region**, and complete the steps introduced in this work instruction, if applicable, prior to moving to the next page in the **region**. If any of the steps included in this instruction are incomplete prior to moving to the next page, all data entered on the current page will be lost.

- 9) The selection of the Initiate All check box provides the ability to select all 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 *Submit* button to initiate the payment process.

If it is determined that invoice line items cannot be processed in the current reporting period or for the current date, the Initiate All functionality provides the ability to defer individual invoice line items to remove them from the payment processing functionality. It also provides the ability to update the payment initiation date to a future calendar date for all invoice line items or individual invoice line items.

10) To defer invoice line items that fall below the Manufacturer banking ACH processing minimum threshold, populate the Defer field check box for those invoice line items. Selection of the Defer field check box automatically de-selects the Initiate Payment field check box for the invoice line item.

In the following example, the selected Defer check box populates for the invoice line item amounts of \$18.53 and \$1.53.

Manufacturer Portal CGDP Payments Invoiced Reporting Period: 201402

Contract Number: ANY Corporate ID: XP1_5 P Number: P1_5

Initiate All

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
S5_2	80.03	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5_7	18.53	0.00	12/19/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
S5_6	129.92	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5_7	209.69	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5_5	226.98	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S5_3	87.82	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S6_5	1.53	0.00	12/19/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
S7_4	261.97	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Update All 12/19/2014

Payment Information

Total Invoiced	36314.70
Total Failed	0.00
Total Deferred	0.00
Total Pending	0.00
Total Successful	0.00
Total Available	36314.70

Payment Initiation Upload

Pending Transactions

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
No data				

- 11) To update the payment initiation date to a future date, select the calendar icon to the right of the Payment Date field. This action expands a calendar that allows selection of a future date for the payment initiation to begin.

In the following example, the invoice line item of \$80.03 displays the updated calendar date of 12/31/2014, which is visible in the Payment Date field and the expanded calendar.

The screenshot shows the 'Manufacturer Portal CGDP Payments' interface. A table lists invoice items with columns for Contract Number, Invoiced Amt., Previous Deferred Amount, Payment / Failed Date, Initiate Payment, Defer, and Failed. The first row (S5_2) has an amount of 80.03 and a date of 12/31/2014. A calendar is expanded for this date, showing the month of December 2014 with the 31st highlighted. The 'Initiate All' checkbox is checked. On the right, a 'Payment Information' summary shows a total invoiced amount of 36314.70. A 'Payment Initiation Upload' section is also visible.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
S5_2	80.03	0.00	12/31/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S5_7	18.53	0.00	12/19/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S5_6	129.92	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S5_7	209.69	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S5_5	226.98	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S5_3	87.82	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S6_5	1.53	0.00	12/19/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S7_4	261.97	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

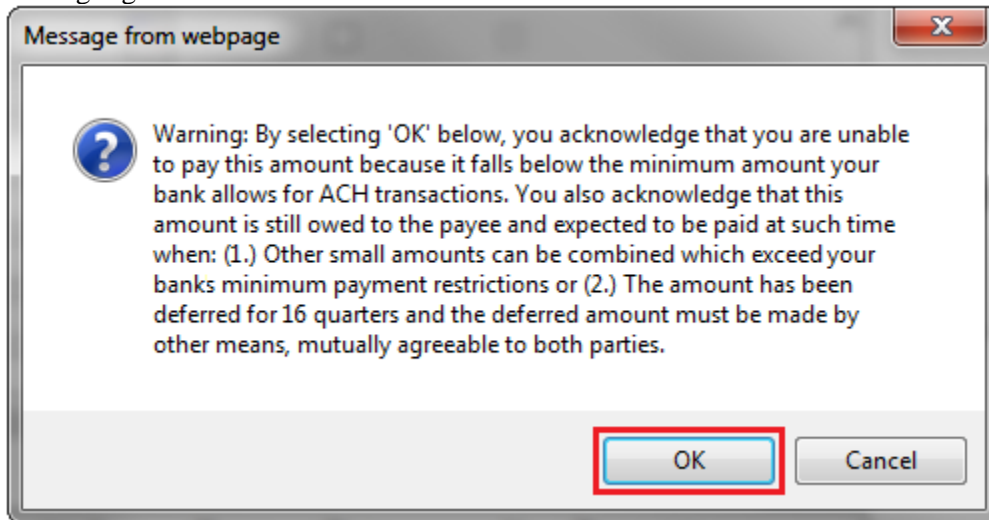
In the following example, the invoice line items of \$80.03 and \$209.69 display updated calendar dates and remain selected as part of the Initiate All functionality.

This screenshot shows the same interface as the previous one, but with the 'Initiate All' checkbox checked. The 'Payment / Failed Date' column now shows updated dates for the first two rows: 12/31/2014 and 12/23/2014. The 'Initiate Payment' checkboxes for these two rows are now checked. The 'Payment Information' summary on the right remains the same.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
S5_2	80.03	0.00	12/31/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S5_7	18.53	0.00	12/19/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S5_6	129.92	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S5_7	209.69	0.00	12/23/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S5_5	226.98	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S5_3	87.82	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S6_5	1.53	0.00	12/19/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S7_4	261.97	0.00	12/19/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 12) Once selection of all deferred invoice line items, de-selected invoice line items or update of payment initiation dates are completed, select the *Submit* button to begin the payment initiation process.
- 13) If deferred invoice line items are included in the submission of the payment initiation process, the system will display a deferment qualifications warning message.

In the following example, the Defer Warning Message displays with the *OK* button highlighted.



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

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

- 14) Select *OK* to defer the selected invoice line item.

15) Once the Initiate All process is completed, review the **Payment Information** region for updated amounts.

In the following example, the **Payment Information** region Total Deferred field displays a balance of \$32.61 and the Total Pending field displays a balance of \$4,084.49.

Manufacturer Portal CGDP Payments Invoiced Reporting Period: 201402

Contract Number: ANY Corporate ID: XP1...5 P Number: P1...5

Initiate All

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
H4...6	20.40	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H4...7	21.64	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H4...2	20.69	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H4...2	69.69	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H4...2	100.14	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H4...7	1.77	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H4...4	0.53	0.00	12/19/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Update All 12/19/2014

Payment Information

Total Invoiced	36314.70
Total Failed	0.00
Total Deferred	32.61
Total Pending	4084.49
Total Successful	0.00
Total Available	32197.60

Payment Initiation Upload

Pending Transactions

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
S5...1	1341.33	12/19/2014	12/19/2014	
S5...2	80.03	12/19/2014	12/31/2014	<input type="checkbox"/>
S5...6	129.92	12/19/2014	12/19/2014	
S5...7	209.69	12/19/2014	12/23/2014	<input type="checkbox"/>
S5...5	226.98	12/19/2014	12/19/2014	
S5...3	87.82	12/19/2014	12/19/2014	
S7...4	261.97	12/19/2014	12/19/2014	
S7...0	1116.47	12/19/2014	12/31/2014	<input type="checkbox"/>
S8...1	24.13	12/19/2014	12/19/2014	
S9...9	606.15	12/19/2014	12/29/2014	<input type="checkbox"/>

Note: the Total Pending field displays the total amount of invoice line items populating the **Payments Pending Transaction** region.

- 16) To review the deferred invoice line items, select the **Completed** tab and review the data listed in the **Completed Transactions** region.

In the following example, the listed invoice line items of \$32.61 display as Deferred in the Payment Date field.

The screenshot shows the 'Manufacturer Portal CGDP Completed Payments' interface. The 'Completed' tab is selected. The 'Invoiced Reporting Period' is set to 201401. The interface includes a search bar with filters for Corporate ID, P number, and Contract. A table lists invoice items with columns for Contract, Invoiced Amt., Payment Date, and EFTID. A summary box on the right shows 'Payment Information' with values for Total Invoiced, Total Pending, Total Deferred, Total Failed, Total Successful, and Total Outstanding.

Contract	Invoiced Amt.	Payment Date	EFTID
S5__7	18.53	Deferred	CG14011068S5937
S6__5	1.53	Deferred	CG14011068S6875
S8__7	12.55	Deferred	CG14011068S8067

Payment Information	
Total Invoiced	36314.70
Total Pending	2072.15
Total Deferred	32.61
Total Failed	0.00
Total Successful	0.00
Total Outstanding	32197.60

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

Note: the Total Pending field on the **Completed** tab contains the total of invoice line items with payment initiation dates that were not future dated.

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

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 batch text file versus utilizing individual invoice line item processing or the Initiate All system functionality. A batch text file is a creation of a semi-colon delimited text file, which is uploaded to the CGDP Portal DPP system for processing. Once the upload is completed, results of the batch text file upload are available for review via the Reports – Batch functionality.

This work instruction provides direction on processing invoice batch upload functionality.

- 1) Access the CGDP Portal DPP by logging into the system using the Corporate ID, formerly the Mailbox ID, and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page 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 main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- 2) On the **Home** tab, select the specific P Number from the drop down list located in the P Number field.

In the following example, P1__8 populates the P Number field drop down list.

The screenshot shows the CMS Coverage Gap Discount Program portal. The 'Home' tab is selected in the top navigation bar. Below the navigation bar, the 'Manufacturer Portal Coverage Gap Discount Program' header is visible. A search bar contains the following fields: Corporate ID (XP1__8), P Number (P1__8), Reporting Period (ANY), and Status (ANY). Below the search bar is a table with the following data:

Corporate ID	P Number	Reporting Period	Status	Select
XP1__8	P1__8	201401	Available	<input type="radio"/>
XP1__8	P1__8	201402	Available	<input type="radio"/>
XP1__8	P1__8	201403	Available	<input type="radio"/>

On the right side of the page, there is a welcome message and a legend for the status values:

- 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

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

In the following example, the selected reporting period is 201402.

The screenshot shows the CMS Coverage Gap Discount Program portal. The 'Payments' tab is selected in the top navigation bar. The search bar contains the following fields: Corporate ID (XP1__8), P Number (P1__8), Reporting Period (ANY), and Status (ANY). Below the search bar is a table with the following data:

Corporate ID	P Number	Reporting Period	Status	Select
XP1__8	P1__8	201401	Available	<input type="radio"/>
XP1__8	P1__8	201402	Available	<input checked="" type="radio"/>
XP1__8	P1__8	201403	Available	<input type="radio"/>

On the right side of the page, there is a welcome message and a legend for the status values:

- 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

- 4) On the **Payments** tab, review the **Payments Initiation region** to view the invoice line items available for payment processing.

In the following example, the **Payments Initiation region** displays invoice line items available for payment initiation processing and the location of the *Printer* icon.

- 5) To view all invoice line items for a reporting period, select the *Printer* icon located between the links found in the upper right hand corner and the **Payments Due** region.

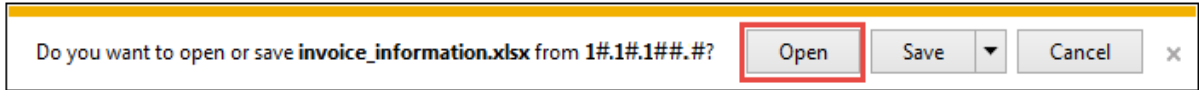
The *Printer* icon allows a user to view formatted information regarding active invoice line items displayed on the **Payments** tab in a Microsoft Office Excel spreadsheet format. The Excel spreadsheet contains three tabs:

- Invoice line item data corresponding to the active **Payments Initiation region** page displayed
- Invoice line item data corresponding to the active **Payments Pending Transactions region** page displayed
- Summary of total invoice amounts displayed in the **Payment Information region**

The Microsoft Excel spreadsheet allows the user to view all invoice line items displayed on the active **Payments Initiation region** without requiring the 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.

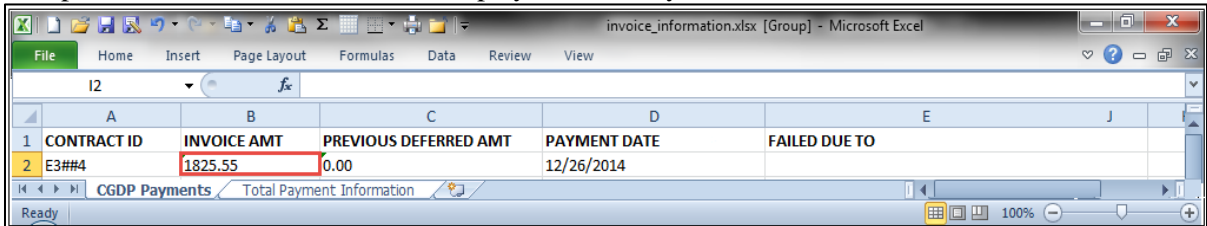
- 6) Select one of the following decision buttons in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
 - *Save*: save the data in text file format
 - *Cancel*: exit the decision message

In the following example, the selected button, *Open*, allows a user to view all invoice line items displayed on the active **Payments Initiation region**.



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

In the following example, the invoice line item for \$1,825.55 displays in a Microsoft Excel spreadsheet with the current date displayed in the Payment Date field.



Note: The *Printer* icon will only download and display invoice line items for the active **Payments Initiation region** page. To view all invoice line items for a reporting period, select the Print icon on each page of the **Payments Initiation region**.

- 8) Use Microsoft Excel file(s) to determine which of the invoice line items to include in the batch text file.
- 9) For each invoice line item to be included in the batch text file, collect the following information:
- Corporate ID, formerly the Mailbox ID
 - Reporting Period
 - P Number initiating payment
 - Contract Number due funds
 - EFT ID information
 - Payment date
 - Defer Invoice (Yes or No)

10) Once the information is collected for each invoice line item, create batch lines using text format, for each invoice line item containing the following information:

Note: Refer to Appendix B in the Reference section for assistance with formatting batch text files.

- Batch Header Line: '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;XP1__8;201401
- Batch Detail Line: '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 CGYYQQ####H#### format, followed by a semi-colon (;), Payment date, in YYYYMMDD format, followed by a semi-colon (;), 'N' for not Deferred or 'Y' for Deferred invoice line items.

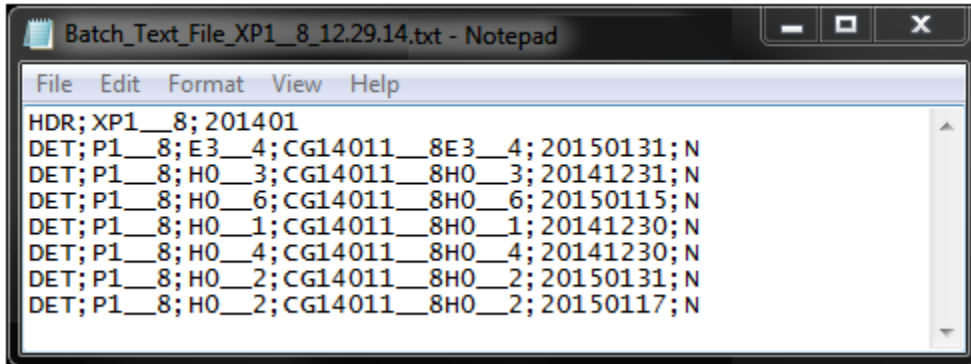
Example of a non-deferred invoice line item with payment date of 12/29/2014:

- DET;P1__8;E3__4;CG14011__8E3__4;20141229;N

Example of a deferred invoice line item with defer date of 01/15/2015:

- DET;P1__8;E3__5;CG14011__8E3__5;20150115;Y

In the following example, the batch text file contains one header record and seven invoice line item records.



```
Batch_Text_File_XP1__8_12.29.14.txt - Notepad
File Edit Format View Help
HDR;XP1__8;201401
DET;P1__8;E3__4;CG14011__8E3__4;20150131;N
DET;P1__8;H0__3;CG14011__8H0__3;20141231;N
DET;P1__8;H0__6;CG14011__8H0__6;20150115;N
DET;P1__8;H0__1;CG14011__8H0__1;20141230;N
DET;P1__8;H0__4;CG14011__8H0__4;20141230;N
DET;P1__8;H0__2;CG14011__8H0__2;20150131;N
DET;P1__8;H0__2;CG14011__8H0__2;20150117;N
```

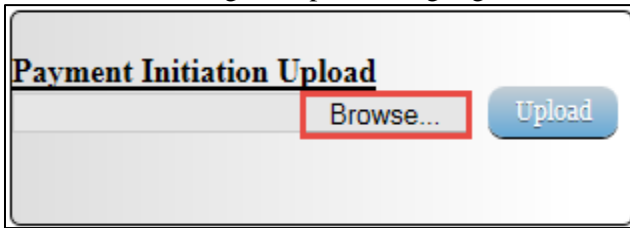
Note: Creation of batch text files can only contain invoice line items for the same reporting period.

11) Save the batch text file, once created with all selected invoice line items, using a Manufacturer-determined file naming convention.

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

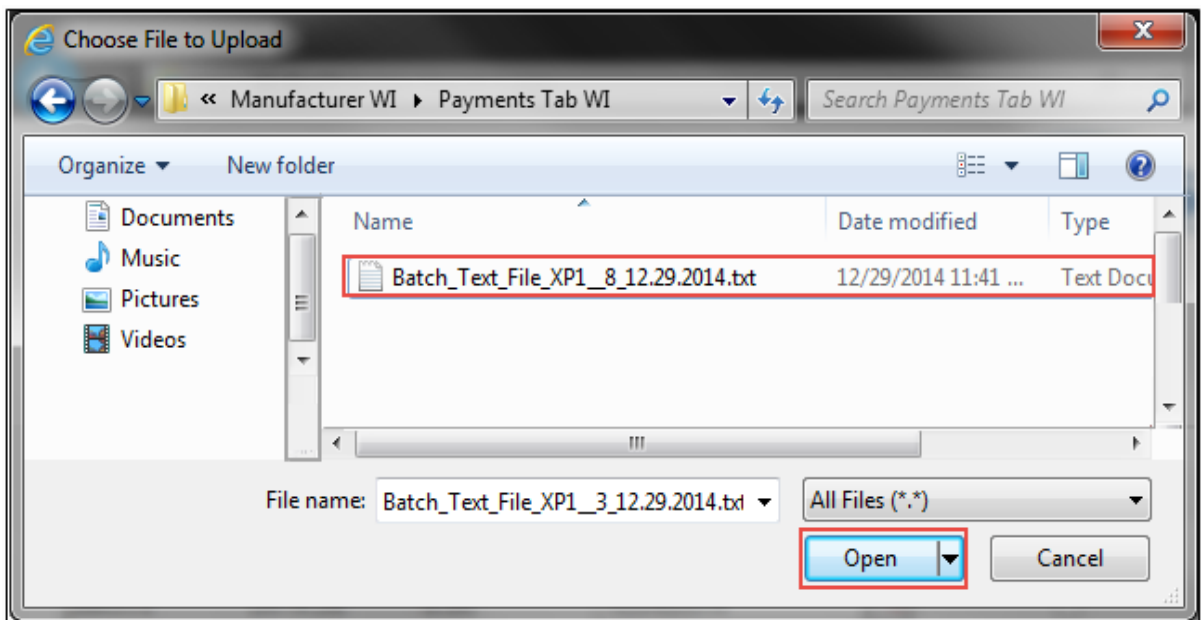
- 13) Select the *Browse...* button to search for the batch text file to be loaded to the CGDP Portal DPP system.

In the following example, the highlighted button is the *Browse...* button



- 14) Locate and select the batch text file to load to the CGDP Portal DPP system

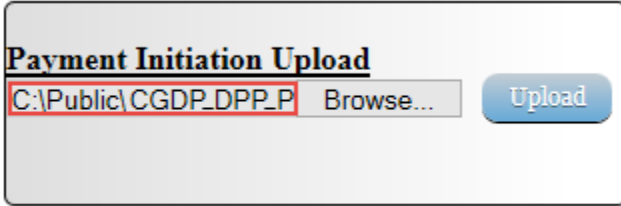
In the following example, the batch text file titled *Batch_Text_File_XP1__8_12.29.2014.txt* is located.



- 15) Click the *Open* button to upload the text file to the CGDP Portal DPP system.

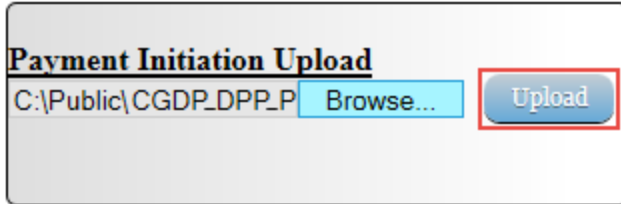
- 16) In the **Payment Initiation Upload region**, the computer location of the batch text file populates the field to the left of the *Browse...* button.

In the following example, the selected batch file name displays to the left of the *Browse...* button.



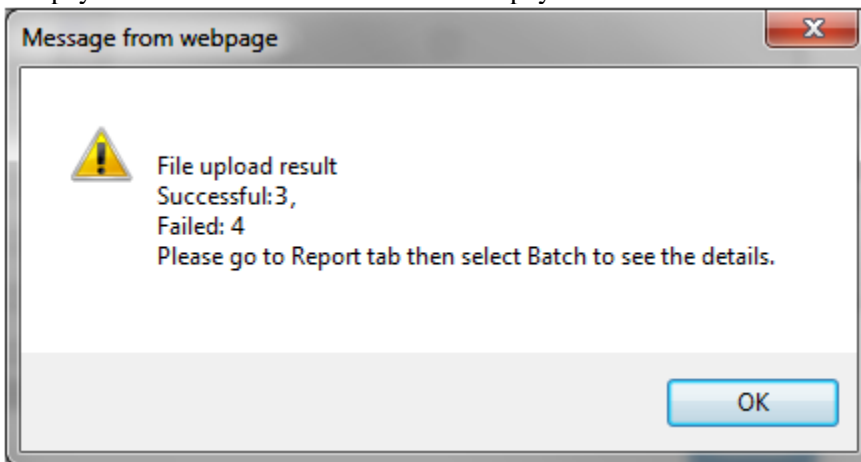
17) Select the *Upload* button to load the text file to the CGDP Portal DPP system.

In the following example, the button selected is the *Upload* button.



18) After the Payment Initiation Upload process completes, the CGDP Portal DPP system will display a system-generated message providing information of the success/failure of invoice line items included in the batch text file.

In the following example, the system message displays that three files successfully completed payment initiation and four files failed payment initiation.



19) Select the *OK* button to close the system message.

20) The invoice line items that failed the batch initiation process display failed messages in the Failed column of the **Payments Initiation region** of the **Payments** tab.

In the following example, the **Payments Initiation region** displays failed messages and the **Payment Information region** displays the total dollar amount of failed invoice line items.

The screenshot displays the 'Manufacturer Portal CGDP Payments' interface. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, and Reports. The main header includes the CMS logo and links for Contact Us, My Profile, Logout, Help, and Reporting. Below the header, there are filters for Contract Number (ANY), Corporate ID (XP1...8), and P Number (P1...8). A 'Payments due 6/8/2014' notification is present. The central table lists invoice items with columns for Contract Number, Invoiced Amt., Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, and Failed. The 'Failed' column contains messages like 'Batch Initiation Failure'. To the right, a 'Payment Information' summary shows: Total Invoiced: 506829.46, Total Failed: 8679.81, Total Deferred: 0.00, Total Pending: 9860.88, Total Successful: 0.00, and Total Available: 488288.77. Below this is a 'Payment Initiation Upload' section with a 'Browse...' button and an 'Upload' button. At the bottom of the table, there is an 'Update All' checkbox and a date field set to 12/19/2014, along with a 'Submit' button.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed
E3...4	1825.55	0.00	12/29/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure
H0...1	1974.28	0.00	12/29/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure
H0...2	3028.95	0.00	12/29/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure
H0...7	1851.03	0.00	12/29/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure

Payment Information	
Total Invoiced	506829.46
Total Failed	8679.81
Total Deferred	0.00
Total Pending	9860.88
Total Successful	0.00
Total Available	488288.77

21) The successfully initiated invoice line item payments display in the **Payments Pending Transactions region**.

In the following example, the **Payments Pending Transaction region** displays the successful, pending, and authorized invoice line item amounts and the **Payment Information region** displays the Total Pending dollar amount of pending invoice line items.

Manufacturer Portal CGDP Payments Invoiced Reporting Period: 201402

Contract Number: ANY Corporate ID: XP1...8 P Number: P1...8

Payments due 6/8/2014

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
E3...4	1825.55	0.00	12/29/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure
H0...1	1974.28	0.00	12/29/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure
H0...2	3028.95	0.00	12/29/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure
H0...3	1851.03	0.00	12/29/2014	<input type="checkbox"/>	<input type="checkbox"/>	Batch Initiation Failure

Initiate All

Update All 12/19/2014

Pending Transactions

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H0...3	4258.61	12/29/2014	12/31/2014	<input type="checkbox"/>
H0...6	3702.06	12/29/2014	01/15/2015	<input type="checkbox"/>
H0...4	1900.21	12/29/2014	12/30/2014	<input type="checkbox"/>

Payment Information

Total Invoiced	506829.46
Total Failed	8679.81
Total Deferred	0.00
Total Pending	9860.88
Total Successful	0.00
Total Available	488288.77

Payment Initiation Upload

Browse... Upload

Stop Payments

- 22) To review the successful and failed batch text files, select the **Reports** tab and populate the Batch radio button.

In the following example, the displayed **Reports – Batch** page with the Batch radio button selected.

Manufacturer Portal CGDP Reports

Invoice
 Data
 Dispute
 Batch
 Sponsor 1099 Information

Corporate ID: XP1...8

Corporate ID	Description	Batch ID	Date Time	Download	Status	Last Download
XP1...8	Batch init. 201401	501	20141229 12:58	<input type="radio"/>	4 Failed / 3 Successful	
XP1...8	Batch init. none	493	20141226 03:09	<input type="radio"/>	File rejected	

Current Cutoff Calendar

Reporting Period	201403
Invoice Paid by	01/12/2014
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

- 23) Populate the radio button in the Download column to correspond to the reviewable batch file.

In the following example, the selected item is the batch file containing Failed and Successful line items.

Manufacturer Portal CGDP Reports

Invoice
 Data
 Dispute
 Batch
 Sponsor 1099 Information

Corporate ID: XP1...8

Corporate ID	Description	Batch ID	Date Time	Download	Status	Last Download
XP1...8	Batch init. 201401	501	20141229 12:58	<input checked="" type="radio"/>	4 Failed / 3 Successful	
XP1...8	Batch init. none	493	20141226 03:09	<input type="radio"/>	File rejected	

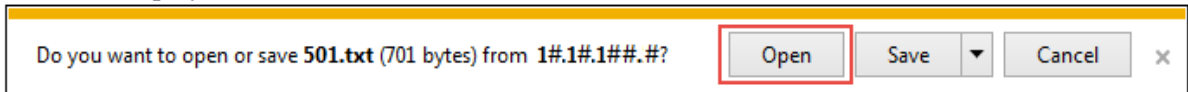
Current Cutoff Calendar

Reporting Period	201403
Invoice Paid by	01/12/2014
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

24) Select one of the following decision buttons in the message that appears at the bottom of the screen:

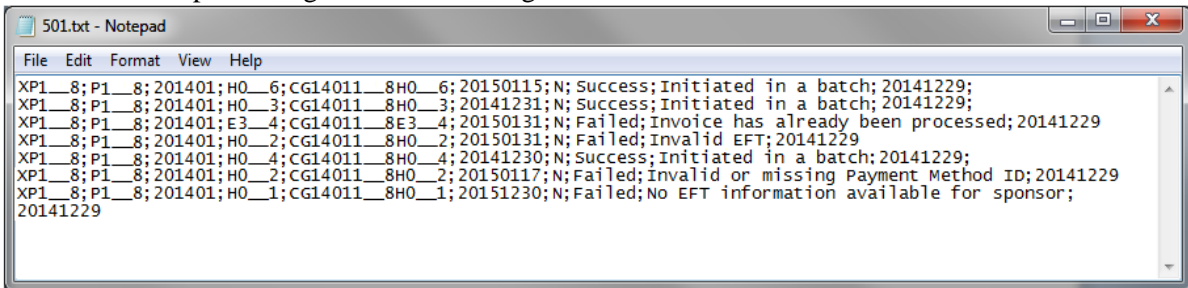
- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.



25) Review the downloaded batch text file for line items containing failures and update the **Payment Initiation Upload** batch text file to correct the errors prior to reloading the batch text file to the CGDP Portal DPP system.

In the following example, the downloaded batch text file displays seven lines, four of which failed batch processing with error messages listed in the file.



Note: Refer to the Help link located in the top right of any Portal tab or refer to Appendix B for system code descriptions displayed in batch reports.

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

Processing Stop Payments

The CGDP Portal DPP 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 **Payments Initiation region** for reprocessing.

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

- 1) Access the CGDP Portal DPP by logging into the system using the Corporate ID, formerly the Mailbox ID, and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page 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. Below the title is a login form with two input fields: 'User Id:' and 'Password:', and a blue 'Login' button.

- 2) On the **Home** tab, select the specific P Number from the drop down list located in the P Number field.

In the following example, P1__5 populates the P Number field drop down list.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1__5 | Contract Number: P1__5 | Reporting Period: ANY | Status: ANY

Corporate ID	P Number	Reporting Period	Status	Select
XP1__5	P1__5	201401	Available	<input type="radio"/>
XP1__5	P1__5	201402	Available	<input type="radio"/>
XP1__5	P1__5	201403	Available	<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

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

In the following example, the selected reporting period is 201402.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1__5 | Contract Number: P1__5 | Reporting Period: 201402 | Status: ANY

Corporate ID	P Number	Reporting Period	Status	Select
XP1__5	P1__5	201401	Available	<input type="radio"/>
XP1__5	P1__5	201402	Available	<input checked="" type="radio"/>
XP1__5	P1__5	201403	Available	<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

- 4) On the **Payments** tab, review the **Payment Information** region to verify the Total Pending line amount listed.

In the following example, the Total Pending field displays the amount of \$8,806.84, which is the combined total of items listed in the **Payments Pending Transactions** region.

The screenshot displays the 'Manufacturer Portal CGDP Payments' interface. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, and Reports. The main header includes the Palmetto GBA logo, the CMS logo, and links for Contact Us, My Profile, Logout, Help, and Reporting. Below the navigation, the page title is 'Manufacturer Portal CGDP Payments' with an 'Invoiced Reporting Period: 201402'. There are filters for Contract Number (ANY), Corporate ID (XP1...5), and P Number (P1...5). A 'Payments due 10/09/2014' section is highlighted with a red box, containing a 'Payment Information' table. Below this is a 'Payment Initiation Upload' section with a 'Browse...' button and an 'Upload' button. The main table lists transactions with columns for Contract Number, Invoiced Amt., Previous Deferred Amount, Payment / Failed Date, Initiate Payment, Defer, and Failed. At the bottom, a 'Pending Transactions' table is highlighted with a red box, showing Contract Number, Authorization Amt., Date Submitted, Payment Date, and Stop Payment. A 'Stop Payments' button is located at the bottom right of the Pending Transactions table.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
H0__0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__6	1893.18	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0__7	121.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H0__4	8031.77	12/16/2014	12/16/2014	
H0__8	775.07	12/16/2014	12/31/2014	<input type="checkbox"/>

- 5) Review the **Payments 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 Payment Date field and an active check box in the Stop Payment field.

In the following example, the stop payment eligible invoice line item amount of \$775.07 displays in the **Payments Pending Transactions region**.

Manufacturer Portal CGDP Payments Invoiced Reporting Period: 201402

Contract Number: ANY Corporate ID: XP1...5 P Number: P1...5

Payments due 10/09/2014

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
H0...0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...6	1893.18	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...7	121.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Payment Information

Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
Total Pending	8806.84
Total Successful	0.00
Total Available	4500554.02


Pending Transactions

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H0...4	8031.77	12/16/2014	12/16/2014	<input type="checkbox"/>
H0...8	775.07	12/16/2014	12/31/2014	<input checked="" type="checkbox"/>

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.

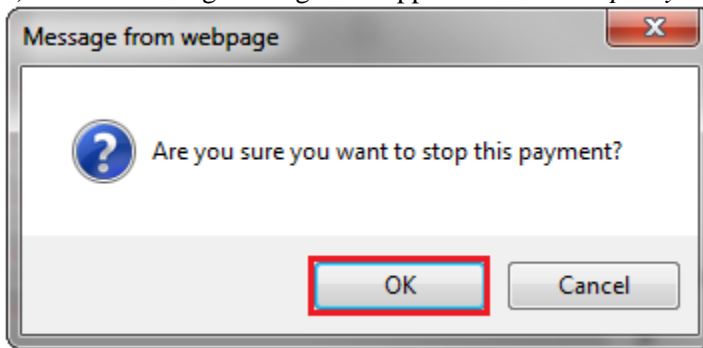
- 6) To process a stop payment for future dated invoice line items, populate the check box in the Stop Payment field with a check mark.

In the following example, the populated Stop Payment check box corresponds to the future dated invoice line item of \$775.07.

Pending Transactions 				
Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H0__4	8031.77	12/16/2014	12/16/2014	<input type="checkbox"/>
H0__8	775.07	12/16/2014	12/31/2014	<input checked="" type="checkbox"/>

- 7) Select the *Stop Payment(s)* button, located at the bottom right of the **Payments Pending Transactions** region, to process the invoice line item stop payment.

- 8) The following message will appear after the *Stop Payment(s)* button is selected:



Note: Selecting the *OK* button to stop pay the invoice line item creates an un-reversible event.

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

If the *OK* button selected in error, reprocess the invoice line item using one of the following work instructions:

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

- 9) Select the *OK* button to process the stop payment for the invoice line item.

- 10) Once the stop payment functionality processes, review both the **Payment Information region** to verify the Total Pending field amount no longer includes the amount of the stop paid invoice line item(s) and the **Payments Pending Transactions region** no longer contains the invoice line item(s).

In the following example, the **Payment Information region** displays an updated balance of \$8,031.77 in the Total Pending field, and the **Payments Pending Transactions region** no longer contains the invoice line item for \$775.07.

The screenshot shows the 'Manufacturer Portal CGDP Payments' interface. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, and Reports. The main header includes the CMS logo and navigation links: Contact Us | My Profile | Logout | Help | Reporting. Below the header, there are search filters for Contract Number (ANY), Corporate ID (XP1...5), and P Number (P1...5). A 'Payments due 10/09/2014' notification is present. The central area features a table of invoices with columns for Contract Number, Invoiced Amt., Previous Deferred Amount, Payment / Failed Date, Initiate Payment, Defer, and Failed. A 'Payment Information' summary box on the right shows: Total Invoiced (4509374.69), Total Failed (0.00), Total Deferred (13.83), Total Pending (8031.77), Total Successful (0.00), and Total Available (4501329.09). Below the invoice table is a 'Pending Transactions' table with columns for Contract Number, Authorization Amt., Date Submitted, Payment Date, and Stop Payment. A 'Stop Payments' button is located at the bottom right of the Pending Transactions table.

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
H0...8	775.07	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...0	190.05	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...4	3253.39	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...8	495.13	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...4	1095.71	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...2	2309.61	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...3	25697.69	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	
H0...6	1893.18	0.00	12/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H0...4	8031.77	12/16/2014	12/16/2014	

- For final verification of the processed invoice line item stop payment, select the Contract Number from the drop down list in the **Payments Filter region** and enter in the specific Contract Number.

In the following example, H0__8 populates the Contract Number field drop down list and displays the reinstated invoice line item data in the **Payments Initiation region**.

Manufacturer Portal CGDP Payments Invoiced Reporting Period: 201402

Contract Number: H0__8 Corporate ID: XP1__5 P Number: P1__5

Payments due 10/09/2014

Contract Number	Invoiced Amt.	Previous Deferred Amount	Payment / Failed Date	Initiate Payment	Defer	Failed
H0__8	775.07	0.00	12/17/2014	<input type="checkbox"/>	<input type="checkbox"/>	

Payment Information

Total Invoiced	4509374.69
Total Failed	0.00
Total Deferred	13.83
Total Pending	8031.77
Total Successful	0.00
Total Available	4501329.09

Pending Transactions

Contract Number	Authorization Amt.	Date Submitted	Payment Date	Stop Payment
H0__4	8031.77	12/16/2014	12/16/2014	

Payment Initiation Upload

Browse... Upload

Stop Payment

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

CGDP Portal DPP Completed Payments Tab

The screenshot shows the 'Completed Payments' tab in the CGDP Portal. At the top, there is a navigation bar with 'Completed' highlighted. Below it, the 'Manufacturer Portal' header is visible. A search filter region contains 'Corporate ID: XP_4', 'P number: P_8', and 'Contract: ANY'. The main content area features a table of payment data with columns for Contract, Invoiced Amt., Payment Date, and EFTID. To the right, a 'Payment Information' summary box displays totals for Invoiced, Pending, Deferred, Failed, Successful, and Outstanding amounts.

Contract	Invoiced Amt.	Payment Date	EFTID
H__3	2.68	Deferred	CG14011__8H__3
H__5	5.00	Deferred	CG14011__8H__5
H__2	5.77	Deferred	CG14011__8H__2
H__2	223.66	12/01/2014	CG14011__8H__2
H__1	228.54	12/03/2014	CG14011__8H__1

Payment Information	
Total Invoiced	5749457.70
Total Pending	5743941.15
Total Deferred	13.45
Total Failed	5050.90
Total Successful	452.20
Total Outstanding	0.00

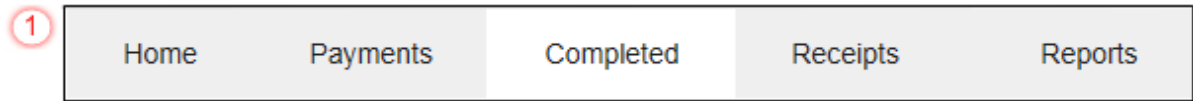
The **Completed Payments** tab allows the user to review completed payment information for invoice line items by Part D Sponsor Contract Number.

The **Completed Payments** tab has the following six regions:

1. **Tabbed region:** displays the tabbed page that is currently active.
2. **Completed Payments Invoiced 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. **Completed Payments Filter region:** allows the user to search data listed by the defaulted Corporate ID, formerly the Mailbox ID.
4. **Completed Payments 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 Payments Transaction region:** displays results based on data entered into the **Filter region**.

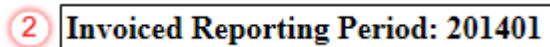
The following pages will describe each region and its associated functions.

Tabbed Region – Completed Payments



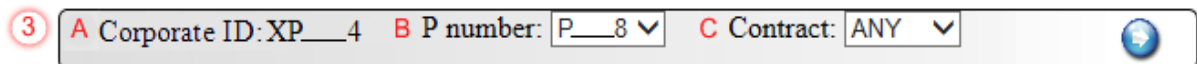
The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Completed Payments** tab is active.

Completed Payments Invoiced Reporting Period Region



This section of the **Completed Payments** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**. In this example, the invoice line items for the 1st quarter of calendar year 2014 will appear in the **Completed Payments Filter Results region** of the **Completed Payments** tab.

Completed Payments Filter Region



The **Completed Payments Filter region** contains the following three fields to assist the user with narrowing invoice line item search criteria.

- A. Corporate ID: field defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the system.
- B. P Number: displays the P Number for completed 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 completed invoice line items in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.
- C. Contract Number: allows the user to select specific Contract Numbers from the drop down list. The drop down list provides update capability to select another Contract Number with completed invoice line items within the same reporting period. The field defaults to 'ANY', which displays all Contract Numbers for the reporting period.

Completed Payments Payment Information Region

④

<u>Payment Information</u>		
A	Total Invoiced	5749457.70
B	Total Pending	5743941.15
C	Total Deferred	13.45
D	Total Failed	5050.90
E	Total Successful	452.20
F	Total Outstanding	0.00

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

This region contains the following six fields provide up-to-date data regarding completed invoice line item activity.

- A. Total Invoiced: displays total dollar amount of invoice line items that completed processing for the reporting period.
- B. Total Pending: displays the total dollar amount of invoice line items selected for payment for the reporting period.
- C. Total Deferred: displays the total dollar amount of deferred invoice line items with amounts less than the system-default allowable amount to the subsequent reporting period.
- D. 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.
- E. Total Successful: displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the **Payments Initiation** or **Payments Pending Transaction regions** of the **Payments** tab.
- F. Total Outstanding: displays the total dollar amount of remaining invoice line items requiring processing.

Completed Payments Transactions Region

⑤

A Contract	B Invoiced Amt.	C Payment Date	D EFTID
H__3	2.68	Deferred	CG14011__8H__3
H__5	5.00	Deferred	CG14011__8H__5
H__2	5.77	Deferred	CG14011__8H__2
H__2	223.66	12/01/2014	CG14011__8H__2
H__1	228.54	12/03/2014	CG14011__8H__1

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

This region contains the following four fields that provide up-to-date data regarding paid invoice activity.

- A. Contract: displays the Part D Sponsor Contract Number.
- B. Invoiced Amt.: displays the invoice line item amounts due to the Part D Sponsor.
- C. Payment Date: displays information regarding the status of the payment.
 - Displays 'Deferred' if invoice line item selected to be deferred to subsequent reporting period.
 - Displays calendar date, in MM/DD/YYYY format, for the date that initiates the request for withdrawal of scheduled funds from user's bank account.
- D. EFT ID: displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; ##### for the P Number and ##### for the Contract Number. Example: CG14011##8H###3.

CGDP Portal DPP Work Instructions – Completed Payments

Utilizing the Completed Payments Tab

Manufacturers are able to utilize the CGDP DPP system to view the status of invoice line items that have completed processing. The **Completed Payments** tab provides Manufacturers with the capability to view deferred invoices or finalized invoice payments.

This work instruction provides direction on accessing the **Completed Payments** tab and the functions available for use.

- 1) Access the CGDP Portal DPP by logging into the system using the Corporate ID, formerly the Mailbox ID, and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo (A CELEBRIAN GROUP COMPANY) and the CMS logo (CENTERS FOR MEDICARE & MEDICAID SERVICES). The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- 2) On the **Home** tab, select the specific P Number from the drop down list located in the P Number field.

In the following example, P1__8 populates the P Number field drop down list.

The screenshot shows the CMS Coverage Gap Discount Program Manufacturer Portal. The 'Home' tab is selected in the navigation bar. The 'P Number' dropdown menu is open, showing 'P1__8' as the selected option. The main content area displays a table with columns for Corporate ID, P Number, Reporting Period, Status, and Select. The table contains three rows of data. To the right of the table, there are two informational boxes: one with a welcome message and another with a legend for payment statuses.

Corporate ID	P Number	Reporting Period	Status	Select
XP1__5	P1__8	201401	Available	<input type="radio"/>
XP1__5	P1__8	201402	Available	<input type="radio"/>
XP1__5	P1__8	201403	Available	<input type="radio"/>

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

- 3) Populate the Select radio button for the reporting period and select the **Completed Payments** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201402.

The screenshot shows the CMS Coverage Gap Discount Program Manufacturer Portal. The 'Completed' tab is selected in the navigation bar. The 'Reporting Period' dropdown menu is open, showing '201402' as the selected option. The main content area displays a table with columns for Corporate ID, P Number, Reporting Period, Status, and Select. The table contains three rows of data. The second row, corresponding to the selected reporting period, is highlighted with a red border. To the right of the table, there are two informational boxes: one with a welcome message and another with a legend for payment statuses.

Corporate ID	P Number	Reporting Period	Status	Select
XP1__5	P1__8	201401	Available	<input type="radio"/>
XP1__5	P1__8	201402	Available	<input checked="" type="radio"/>
XP1__5	P1__8	201403	Available	<input type="radio"/>

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

- On the **Completed Payments** tab, select the applicable P Number from the drop down list located in the **Completed Payments Filter** region.

In the following example, P1__8 populates the P Number field drop down list.

The screenshot shows the 'Completed Payments' tab selected. The 'Manufacturer Portal' header is visible. The 'Invoiced Reporting Period' is set to 201401. The filter region shows 'Corporate ID: XP1__5', 'PNumber: P1__8', and 'Contract: ANY'. A table of payment data is displayed below the filter.

Contract	Invoiced Amt.	Payment Date	EFTID
S5__7	18.53	Deferred	CG14011__8S5__7
S5__5	226.98	12/19/2014	CG14011__8S5__5
S5__3	87.82	12/19/2014	CG14011__8S5__3
S6__5	1.53	Deferred	CG14011__8S6__5
S8__7	12.55	Deferred	CG14011__8S8__7

Payment Information summary:

Total Invoiced	36314.70
Total Deferred	32.61
Total Failed	0.00
Total Pending	1757.35
Total Successful	314.80
Total Outstanding	32197.60

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

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

In the following example, the Total Deferred field contains a total of \$32.61 and the Total Successful field contains a total of \$314.80

This screenshot is identical to the previous one, but the 'Payment Information' region is highlighted with a red border. The values for 'Total Deferred' (32.61) and 'Total Successful' (314.80) are also highlighted with red boxes.

Total Invoiced	36314.70
Total Deferred	32.61
Total Failed	0.00
Total Pending	1757.35
Total Successful	314.80
Total Outstanding	32197.60

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

- 6) Review the invoice line items in the **Completed Payments Transaction region** and locate an invoice line item with the Payment Date populated with Deferred.

In the following example, the invoice line items of \$18.53, \$1.53, and \$12.55 display with the Payment Date of Deferred.

The screenshot shows the 'Manufacturer Portal CGDP Completed Payments' interface. The 'Completed' tab is selected. The 'Invoiced Reporting Period' is 201401. The search filters are Corporate ID: XP1__5, PNumber: P1__8, and Contract: ANY. The main table lists invoice line items with the following data:

Contract	Invoiced Amt.	Payment Date	EFTID
S5__7	18.53	Deferred	CG14011__8S5__7
S5__5	226.98	12/19/2014	CG14011__8S5__5
S5__3	87.82	12/19/2014	CG14011__8S5__3
S6__5	1.53	Deferred	CG14011__8S6__5
S8__7	12.55	Deferred	CG14011__8S8__7

The 'Payment Information' summary table on the right shows the following values:

Payment Information	
Total Invoiced	36314.70
Total Deferred	32.61
Total Failed	0.00
Total Pending	1757.35
Total Successful	314.80
Total Outstanding	32197.60

A note at the bottom states: '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.'

- 7) Review the invoice line items in the **Completed Payments Transaction region** and locate an invoice line item with the Payment Date populated with a date payment processing completed.

In the following example, the invoice line items of \$226.98 and \$87.82 display with the completed Payment Date of 12/19/2014.

The screenshot shows the 'Manufacturer Portal CGDP Completed Payments' interface. The 'Completed' tab is selected. The 'Invoiced Reporting Period' is 201401. The search filters are Corporate ID: XP1__5, PNumber: P1__8, and Contract: ANY. The main table lists invoice line items with the following data:

Contract	Invoiced Amt.	Payment Date	EFTID
S5__7	18.53	Deferred	CG14011__8S5__7
S5__5	226.98	12/19/2014	CG14011__8S5__5
S5__3	87.82	12/19/2014	CG14011__8S5__3
S6__5	1.53	Deferred	CG14011__8S6__5
S8__7	12.55	Deferred	CG14011__8S8__7

The 'Payment Information' summary table on the right shows the following values:

Payment Information	
Total Invoiced	36314.70
Total Deferred	32.61
Total Failed	0.00
Total Pending	1757.35
Total Successful	314.80
Total Outstanding	32197.60

A note at the bottom states: '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.'

You have now completed reviewing completed invoice line items.

CGDP Portal DPP Receipt Status Tab

Manufacturer Portal CGDP Receipt Status Invoiced Reporting Period: 201403

Contract Number: ANY Corporate ID: XP1_8 P Number: P1_8

Contract	Invoiced Amt.	Payment Date	EFTID	Status
S1__0	613.10	12/30/2014	CG14031__8S1__0	Received
H1__2	2.86	12/30/2014	CG14031__8H1__2	Deferred
S5__0	1570.91		CG14031__8S5__0	Outstanding
H3__2	445.12		CG14031__8H3__2	Outstanding
H0__1	75.38		CG14031__8H0__1	Outstanding
H1__9	352.00		CG14031__8H1__9	Outstanding

Payment Information

Total Owed	3059.37
Total Received	613.10
Total Deferred	2.86
Total Pending	0.00
Total Outstanding	2443.41

Received - Payment is in your account
Pending - Payment has been initiated
Outstanding - No payment activity
Deferred - Invoice amount falls below minimum

The **Receipt Status** tab allows the user to review negative invoice line item information for updated invoiced line items by Part D Sponsor Contract Number.

The **Receipt Status** tab has the following six regions:

1. **Tabbed region:** displays the tabbed page that is currently active.
2. **Receipt Status Invoiced 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 **Home Filter region**.
3. **Receipt Status Filter region:** allows the user to search data listed by the defaulted Corporate ID, formerly the Mailbox ID.
4. **Receipt Status Payment Information region:** displays the numerical totals of all negative invoice line items and 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. **Receipt Status Filter Results region:** displays results based on data entered into the **Receipt Status Filter region**.
6. **Receipt Status definitions:** provides definitions of the statuses displayed in the **Receipt Status Filter Results region**.

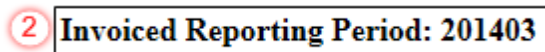
The following pages will describe each region and its associated functions.

Tabbed Region – Receipt Status



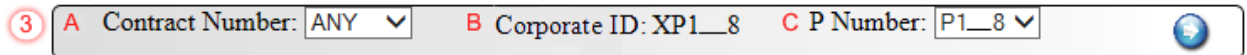
The **Tabbed region** allows the user to select different activities to perform while accessing the system. In this example, the **Receipt Status** tab is active.

Receipt Status Invoiced Reporting Period Region



This section of the **Receipt Status** tab displays the specified reporting period, in YYYYQQ format, based on the reporting period selected in the **Home Filter region**. In this example, the invoice line items for the 3rd quarter of calendar year 2014 will appear in the **Receipt Status Filter Results region** of the **Receipt Status** tab.

Receipt Status Filter Region



The **Receipt Status Filter region** contains the following three fields to assist a user with narrowing invoice line item search criteria.

- A. Contract Number: allows the user to select specific contract numbers from the drop down list. The drop down list provides update capability to select another contract number with negative line items due within the same reporting period. The field defaults to 'ANY', which displays all contract numbers for the reporting period.
- B. Corporate ID: field defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the system.
- C. P Number: 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, the user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.

Receipt Status Payment Information Region

4

<u>Payment Information</u>		
A	Total Owed	307.16
B	Total Received	0.00
C	Total Deferred	0.00
D	Total Pending	0.00
E	Total Outstanding	307.16

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

This region contains the following four fields provide up-to-date data regarding negative invoice line item activity.

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

Receipt Status Filter Results Region

5	A Contract	B Invoiced Amt.	C Payment Date	D EFTID	E Status
	S1__0	613.10	12/30/2014	CG14031__8S1__0	Received
	H1__2	2.86	12/30/2014	CG14031__8H1__2	Deferred
	S5__0	1570.91		CG14031__8S5__0	Outstanding
	H3__2	445.12		CG14031__8H3__2	Outstanding
	H0__1	75.38		CG14031__8H0__1	Outstanding
	H1__9	352.00		CG14031__8H1__9	Outstanding

The **Receipt Status Filter Results region** contains the following five fields that provide lists of negative invoice line items that are waiting for payment from a Part D Sponsor.

- A. **Contract**: displays the Part D Sponsor Contract Number.
- B. **Invoiced Amt.**: displays the negative invoice line item amounts due from the Part D Sponsor.
- C. **Payment Date**: 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 calendar date, in MM/DD/YYYY format, for payments containing a status of ‘Deferred’.
 - Displays blank field for pending payments containing a status of ‘Outstanding’.
- D. **EFT ID**: displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; four-digit P Number and five-digit Sponsor Contract Number for invoice line items with a Received status.
 - Example: CG14011__8H__2
- E. **Status**: displays the status of negative invoice line items listed in the **Receipt Status Filter Results region**.

Receipt Status Definition Region

6

Received - Payment is in your account
Pending - Payment has been initiated
Outstanding - No payment activity
Deferred - Invoice amount falls below minimum

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

CGDP Portal DPP Work Instructions – Receipt Status

Utilizing the Receipt Status Tab

Manufacturers are able to utilize the CGDP DPP system to view the status of negative invoice line items that are due for receipt. The **Receipt Status** tab provides Manufacturers with the capability to view the status invoice payments due from Sponsors.

This work instruction provides direction on accessing the **Receipt Status** tab and the functions available for use.

- 1) Access the CGDP Portal DPP by logging into the system using the Corporate ID, formerly the Mailbox ID, and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page 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 main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- 2) On the **Home** tab, select the specific P Number from the drop down list located in the P Number field.

In the following example, P1__8 populates the P Number field drop down list.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1__8 | P Number: P1__8 | Reporting Period: ANY | Status: ANY

Corporate ID	P Number	Reporting Period	Status	Select
XP1__8	P1__8	201401	Available	<input type="radio"/>
XP1__8	P1__8	201402	Available	<input type="radio"/>
XP1__8	P1__8	201403	Available	<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

- 3) Populate the Select radio button for the reporting period and select the **Receipt Status** tab to view the invoice line items for the specific reporting period.

In the following example, the selected reporting period is 201403.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1__8 | P Number: P1__8 | Reporting Period: 201403 | Status: ANY

Corporate ID	P Number	Reporting Period	Status	Select
XP1__8	P1__8	201401	Available	<input type="radio"/>
XP1__8	P1__8	201402	Available	<input type="radio"/>
XP1__8	P1__8	201403	Available	<input checked="" 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

- 4) On the **Receipt Status** tab, select the applicable P Number from the drop down list located in the **Receipt Status Filter** region.

In the following example, P1__8 populates the P Number field drop down list.

Manufacturer Portal CGDP Receipt Status Invoiced Reporting Period: 201403

Contract Number: ANY Corporate ID: XP1__8 P Number: P1__8

Contract	Invoiced Amt.	Payment Date	EFTID	Status
S1__0	613.10	12/30/2014	CG14031__SS1__0	Received
H1__2	2.86	12/30/2014	CG14031__SH1__2	Deferred
S5__0	1570.91		CG14031__SS5__0	Outstanding
H3__2	445.12		CG14031__SH3__2	Outstanding
H0__1	75.38		CG14031__SH0__1	Outstanding
H1__9	352.00		CG14031__SH1__9	Outstanding

Payment Information

Total Owed	3059.37
Total Received	613.10
Total Deferred	2.86
Total Pending	0.00
Total Outstanding	2443.41

Received - Payment is in your account
 Pending - Payment has been initiated
 Outstanding - No payment activity
 Deferred - Invoice amount falls below minimum

- 5) On the **Receipt Status** tab, review the **Payment Information** region for deferred, received, and outstanding negative invoice line items.

In the following example, the Total Deferred field contains a total of \$2.86; the Total Pending field contains a total of \$0.00; the Total Received field contains a total of \$613.10 and the Total Outstanding field contains at a total of \$2,443.41.

Manufacturer Portal CGDP Receipt Status Invoiced Reporting Period: 201403

Contract Number: ANY Corporate ID: XP1__8 P Number: P1__8

Contract	Invoiced Amt.	Payment Date	EFTID	Status
S1__0	613.10	12/30/2014	CG14031__SS1__0	Received
H1__2	2.86	12/30/2014	CG14031__SH1__2	Deferred
S5__0	1570.91		CG14031__SS5__0	Outstanding
H3__2	445.12		CG14031__SH3__2	Outstanding
H0__1	75.38		CG14031__SH0__1	Outstanding
H1__9	352.00		CG14031__SH1__9	Outstanding

Payment Information

Total Owed	3059.37
Total Received	613.10
Total Deferred	2.86
Total Pending	0.00
Total Outstanding	2443.41

Received - Payment is in your account
 Pending - Payment has been initiated
 Outstanding - No payment activity
 Deferred - Invoice amount falls below minimum

- 6) Review the invoice line items in the **Receipt Status Filter Results region** and locate a negative invoice line item with the Status populated with Deferred.

In the following example, the negative invoice line item of \$2.86 displays with the Status of Deferred.

Manufacturer Portal CGDP Receipt Status Invoiced Reporting Period: 201403

Contract Number: ANY Corporate ID: XP1...8 P Number: P1...8

Contract	Invoiced Amt.	Payment Date	EFTID	Status
S1...0	613.10	12/30/2014	CG14031...S1...0	Received
H1...2	2.86	12/30/2014	CG14031...H1...2	Deferred
S5...0	1570.91		CG14031...S5...0	Outstanding
H3...2	445.12		CG14031...H3...2	Outstanding
H0...1	75.38		CG14031...H0...1	Outstanding
H1...9	352.00		CG14031...H1...9	Outstanding

Payment Information

Total Owed	3059.37
Total Received	613.10
Total Deferred	2.86
Total Pending	0.00
Total Outstanding	2443.41

Received - Payment is in your account
 Pending - Payment has been initiated
 Outstanding - No payment activity
 Deferred - Invoice amount falls below minimum

- 7) Review the invoice line items in the **Receipt Status Filter Results region** and locate a negative invoice line item with the Status populated with Received.

In the following example, the negative invoice line item of \$613.10 displays with the Status of Received.

Manufacturer Portal CGDP Receipt Status Invoiced Reporting Period: 201403

Contract Number: ANY Corporate ID: XP1...8 P Number: P1...8

Contract	Invoiced Amt.	Payment Date	EFTID	Status
S1...0	613.10	12/30/2014	CG14031...S1...0	Received
H1...2	2.86	12/30/2014	CG14031...H1...2	Deferred
S5...0	1570.91		CG14031...S5...0	Outstanding
H3...2	445.12		CG14031...H3...2	Outstanding
H0...1	75.38		CG14031...H0...1	Outstanding
H1...9	352.00		CG14031...H1...9	Outstanding

Payment Information

Total Owed	3059.37
Total Received	613.10
Total Deferred	2.86
Total Pending	0.00
Total Outstanding	2443.41

Received - Payment is in your account
 Pending - Payment has been initiated
 Outstanding - No payment activity
 Deferred - Invoice amount falls below minimum

- 8) Review the invoice line items in the **Receipt Status Transaction** region and locate an invoice line item with the Status populated with Pending.

In the following example, the invoice line item of \$0.00 displays the Status of Pending.

Manufacturer Portal CGDP Receipt Status Invoiced Reporting Period: 201403

Contract Number: ANY Corporate ID: XP1...8 P Number: P1...8

Contract	Invoiced Amt.	Payment Date	EFTID	Status
S1...0	613.10	12/30/2014	CG14031...8S1...0	Received
H1...2	2.86	12/30/2014	CG14031...8H1...2	Deferred
SS...0	1570.91		CG14031...8S5...0	Outstanding
H3...2	445.12		CG14031...8H3...2	Outstanding
H0...1	75.38		CG14031...8H0...1	Outstanding
H1...9	352.00		CG14031...8H1...9	Outstanding

Payment Information

Total Owed	3059.37
Total Received	613.10
Total Deferred	2.86
Total Pending	0.00
Total Outstanding	2443.41

Received - Payment is in your account
 Pending - Payment has been initiated
 Outstanding - No payment activity
 Deferred - Invoice amount falls below minimum

- 9) Review the invoice line items in the **Receipt Status Filter Results** region and locate a negative invoice line item with the Status populated with Outstanding.

In the following example, the negative invoice line items totaling \$2,443.41 displays with the Status of Outstanding.

Manufacturer Portal CGDP Receipt Status Invoiced Reporting Period: 201403

Contract Number: ANY Corporate ID: XP1...8 P Number: P1...8

Contract	Invoiced Amt.	Payment Date	EFTID	Status
S1...0	613.10	12/30/2014	CG14031...8S1...0	Received
H1...2	2.86	12/30/2014	CG14031...8H1...2	Deferred
SS...0	1570.91		CG14031...8S5...0	Outstanding
H3...2	445.12		CG14031...8H3...2	Outstanding
H0...1	75.38		CG14031...8H0...1	Outstanding
H1...9	352.00		CG14031...8H1...9	Outstanding

Payment Information

Total Owed	3059.37
Total Received	613.10
Total Deferred	2.86
Total Pending	0.00
Total Outstanding	2443.41

Received - Payment is in your account
 Pending - Payment has been initiated
 Outstanding - No payment activity
 Deferred - Invoice amount falls below minimum

You have now completed reviewing invoice line item receipts.

CGDP Portal DPP Reports – Invoices

The screenshot displays the 'Manufacturer Portal CGDP Reports' interface. At the top, there is a navigation bar with 'Reports' selected. Below this, the 'Current Cutoff Calendar' provides key dates: Reporting Period (201404), Invoice Paid by (03/11/2015), Invoice Distribution (01/31/2015), Dispute Submission (04/02/2015), and Dispute Distribution (06/01/2015). The main section features a 'Report Type Selection' area with radio buttons for Invoice, Data, Dispute, Batch, and Sponsor 1099 Information. Below this is a search filter with 'Corporate ID' set to 'XP1...4' and 'P Number' set to 'ANY'. A table at the bottom shows the results of the search, with columns for Corporate ID, P Number, Reporting Period, Date Loaded, Download, and Last Download.

Corporate ID	P Number	Reporting Period	Date Loaded	Download	Last Download
XP1...4	P1...4	201404	01/31/2015	<input type="radio"/>	
	P1...8	201404	01/31/2015	<input type="radio"/>	
	P1...1	201404	01/31/2015	<input type="radio"/>	

The **Reports – Invoice** tab allows the user to review distributed invoice information.

The **Reports – Invoice** tab has the following five regions:

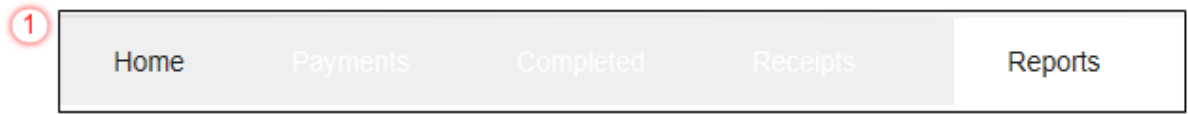
1. **Tabbed region:** displays the tabbed page that is currently active. This tabbed region remains available during report type selection.
2. **Reports Current Cutoff Calendar region:** provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
3. **Report Type Selection region:** provides a user with four types of reports to view.
 - Invoice
 - Data
 - Dispute
 - Batch
 - Sponsor 1099 Information

This section of the users guide will define the topic of Invoice reports.

4. **Reports Filter region:** allows the user to search data listed by the defaulted Corporate ID, formerly the Mailbox 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 following pages will describe, in detail, each region and the functions associated with Invoice Reports functionality.

Tabbed Region – Reports



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

Reports Current Cutoff Calendar Region

Current Cutoff Calendar	
Reporting Period	201404
Invoice Paid by	03/11/2015
Invoice Distribution	01/31/2015
Dispute Submission	04/02/2015
Dispute Distribution	06/01/2015

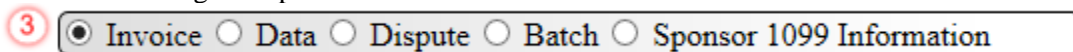
The **Reports Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Invoice Region

The **Reports Type Selection region** provides a user with the following four report selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Batch
- Sponsor 1099 Information

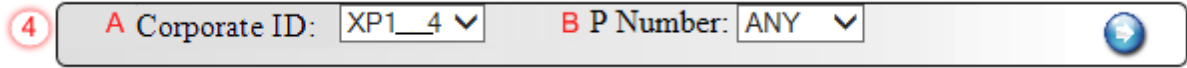
The default selection for the **Report Type Selection region** is Invoice, displayed in the following example.



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

Note: Definition of the Data, Dispute, and Batch report type selections provided later in the manual for each report type.

Reports Filter – Invoice Region



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

- A. Corporate ID: field defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the system.
- B. P Number: displays the P Number for distributed invoices. The drop down list provides update capability to select any P Number from those assigned to the Corporate ID.

Reports Filter Results – Invoice Region

5	A Corporate ID	B P Number	C Reporting Period	D Date Loaded	E Download	F Last Download
	XP1__4	P1__4	201404	01/31/2015	<input type="radio"/>	
		P1__8	201404	01/31/2015	<input type="radio"/>	
		P1__1	201404	01/31/2015	<input type="radio"/>	

The **Reports Filter Results – Invoices region** displays information requested for invoice reports.

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

- A. Corporate ID: field defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the system.
- B. P Number: displays a specific P Number or all P Numbers associated with the Corporate ID.
- C. Reporting Period: displays the distributed invoice information by reporting period in YYYYQQ format.
- D. Date Loaded: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
- E. Download: displays radio button to allow downloading of distributed invoice summary information loaded to the system.
- F. Last Download: 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 DPP Work Instructions – Invoice Reports

Accessing Invoice Reports

Manufacturers are able to utilize the CGDP DPP system to view summary reports of received invoice line items for processing. The **Reports – Invoices** tab allows Manufacturers to view the summary invoice line items due to Sponsors.

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

- 1) Access the CGDP Portal DPP by logging into the system using the Corporate ID, formerly the Mailbox ID, and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo (A CELEBRIAN GROUP COMPANY) and the CMS logo (CENTERS FOR MEDICARE & MEDICAID SERVICES). The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- 2) On the **Home** tab, select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

In the following example, the selected tab is the **Reports** tab.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1_4 P Number: ANY Reporting Period: ANY Status: ANY

Corporate ID	P Number	Reporting Period	Status	Select
XP1_4	P1_8	201401	Available	<input type="radio"/>
XP1_4	P1_1	201402	Available	<input type="radio"/>
XP1_4	P1_3	201403	Available	<input type="radio"/>

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

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

In the following example, the Invoice radio button is populated and ANY populates the P Number field drop down list

Manufacturer Portal CGDP Reports

Invoice Data Dispute Batch Sponsor 1099 Information

Corporate ID: XP1_8 P Number: ANY

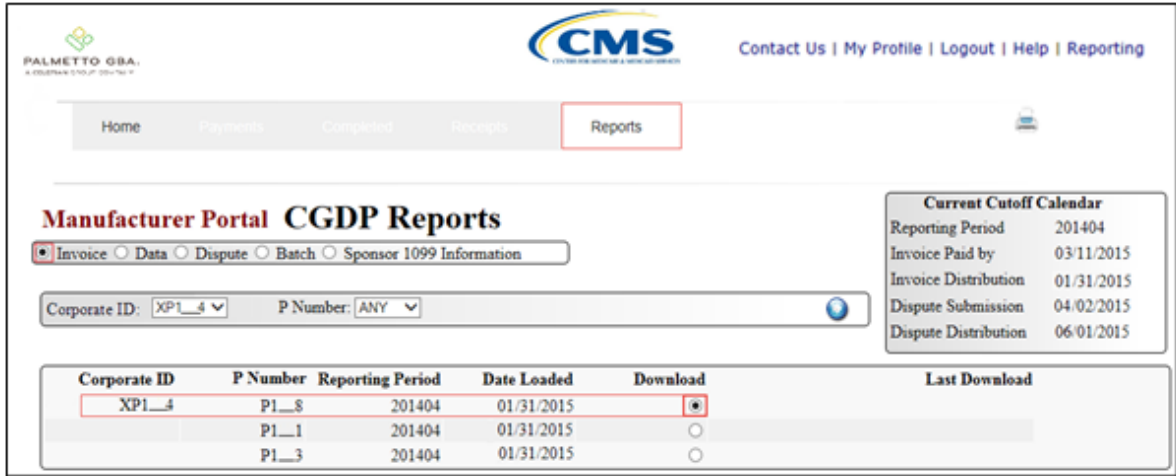
Current Cutoff Calendar

Reporting Period	201404
Invoice Paid by	03/11/2015
Invoice Distribution	01/31/2015
Dispute Submission	04/02/2015
Dispute Distribution	06/01/2015

Corporate ID	P Number	Reporting Period	Date Loaded	Download	Last Download
XP1_8	P1_8	201401	04/08/2015	<input type="radio"/>	
	P1_4	201403	04/06/2015	<input type="radio"/>	
	P1_9	201404	04/06/2015	<input type="radio"/>	

- 4) To view the summary invoice line item report, populate the radio button that corresponds to the applicable P Number in the **Reports Filter Results – Invoice region**.

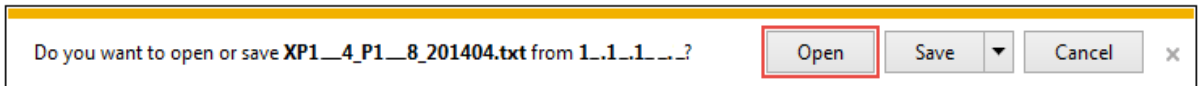
In the following example, the radio button corresponding to P Number P1__8 is populated.



- 5) Select one of the following decision buttons in the message that appears at the bottom of the screen:

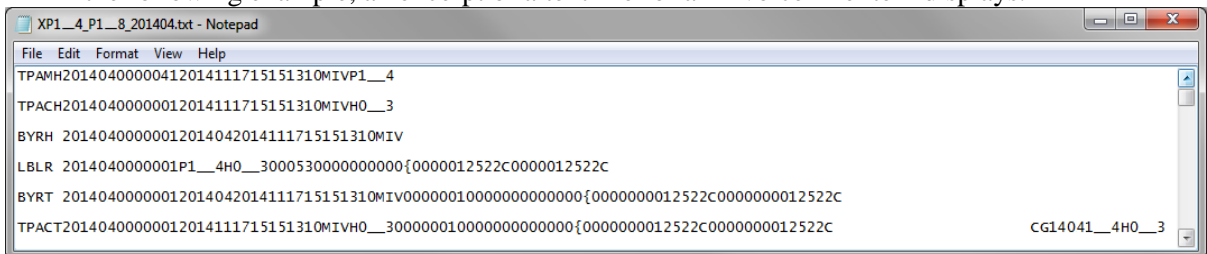
- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.



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

In the following example, an excerpt of a text file for an invoice line item displays.



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

- 8) The **Reports Filter Results – Invoice region** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific invoice line item(s) in the Last Download field.

In the following example, the date of 20150102 and the time of 01:16 populate the Last Download field.

Manufacturer Portal CGDP Reports

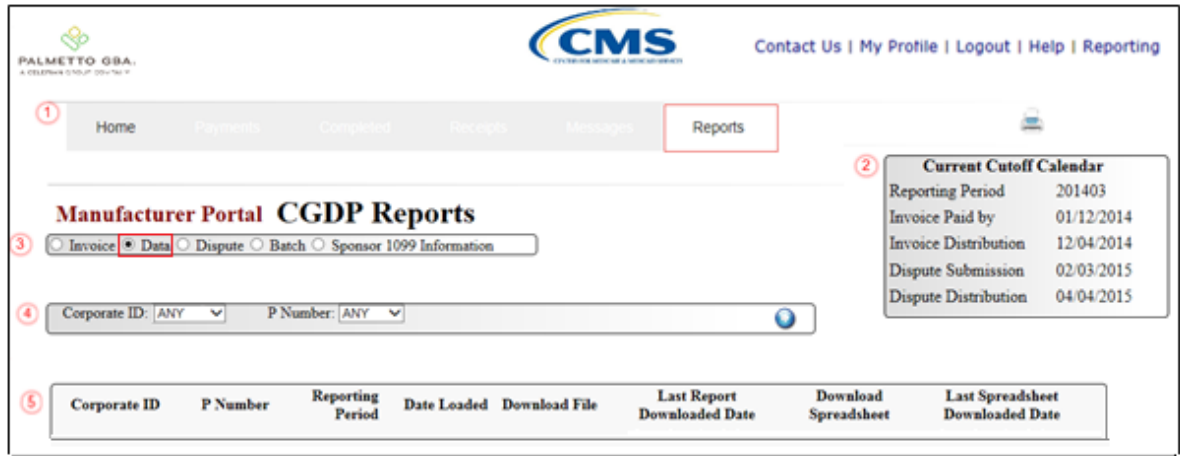
Invoice
 Data
 Dispute
 Batch
 Sponsor 1099 Information

Corporate ID: XP1_4 P Number: ANY

Corporate ID	P Number	Reporting Period	Date Loaded	Download	Last Download
XP1_4	P1_8	201404	01/31/2015	<input type="radio"/>	20150102 01:16
	P1_1	201404	01/31/2015	<input type="radio"/>	
	P1_3	201404	01/31/2015	<input type="radio"/>	

You have now completed accessing invoice line item reports.

CGDP Portal DPP Reports – Data



The **Reports – Data** tab allows the user to review data information.

The **Reports – Data** tab has the following five regions:

1. **Tabbed region:** displays the tabbed page that is currently active.
2. **Reports Current Cutoff Calendar region:** provides user with key program dates for proper processing of invoice line items.
3. **Report Type Selection region:** provides a user with four types of reports to view.
 - Invoice
 - Data
 - Dispute
 - Batch
 - Sponsor 1099 Information

This section of the users guide will define the topic of Data reports.

4. **Reports Filter region:** allows the user to search for data listed by the defaulted Corporate ID, formerly the Mailbox ID and P Number
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 following pages will describe, in detail, each region and the functions associated with Data Reports functionality.

Tabbed Region – Reports



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

Reports Current Cutoff Calendar Region

A box titled 'Current Cutoff Calendar' containing a table with the following data:

Current Cutoff Calendar	
Reporting Period	201404
Invoice Paid by	03/11/2015
Invoice Distribution	01/31/2015
Dispute Submission	04/02/2015
Dispute Distribution	06/01/2015

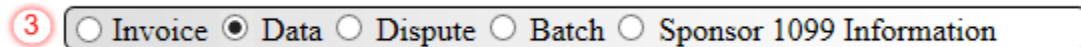
The **Reports Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Data Region

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Batch
- Sponsor 1099 Information


The following example displays the Data radio button populated.



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

Note: Definition of the Dispute and Batch report type selections provided later in the manual for each report type.

Reports Filter – Data Region

4 A Corporate ID: XP1__8 ▾ B P Number: ANY ▾ 

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

- A. Corporate ID: field defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the system.
- B. P Number: displays the P Number for distributed invoices. 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 distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

Reports Filter Results – Data Region

5

A Corporate ID	B P Number	C Reporting Period	D Date Loaded	E Download File	F Last Report Downloaded Date	G Download Spreadsheet	H Last Spreadsheet Downloaded Date
XP1__4	P1__1	201404	04/24/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 4:48 PM	<input type="radio"/>	Last downloaded on 04/29/2015 @ 4:48 PM
	P1__3	201404	04/24/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 1:24 PM	<input type="radio"/>	Last downloaded on 04/29/2015 @ 1:24 PM

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

The Data region contains the following eight fields that assist a user in reviewing invoice line item detail information of approved PDE’s and provides the ability to download the detail information for review.

- A. Corporate ID: (currently displaying Primary ID) field defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the system.
- B. P Number: (currently displaying Manufacturer ID) displays a specific Manufacturer P Number or all Manufacturer P Numbers associated with the Corporate ID.
- C. Reporting Period: displays the distributed invoice summary by reporting period, in YYYYQQ format.
- D. Date Loaded: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
- E. Download File: displays radio button to allow downloading of distributed invoice summary information loaded to the system.
- F. Last Report Downloaded Date: displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is YYYYMMDD. Time format is HH:MM.
- G. Download Spreadsheet: displays radio button to allow downloading of the spreadsheet of distributed invoice summary information loaded to the system.

H. Last Spreadsheet Downloaded Date: displays the last date and time distributed spreadsheet invoice summary data retrieved from the Web Portal. Date format is YYYYMMDD. Time format is HH:MM

CGDP Portal DPP Work Instructions – Data Reports

Accessing Data Reports

Manufacturers are able to utilize the CGDP DPP system to view detail reports of received invoice line items for processing. The **Reports – Data** tab allows Manufacturers to view the detail invoice line items due to Sponsors.

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

- 1) Access the CGDP Portal DPP by logging into the system using the Corporate ID, formerly the Mailbox ID, and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo (A CELEBRIAN GROUP COMPANY) and the CMS logo (CENTERS FOR MEDICARE & MEDICAID SERVICES). The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- 2) On the **Home** tab, select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

In the following example, the selected tab is the Reports tab.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1_4 P Number: ANY Reporting Period: ANY Status: ANY

Corporate ID	P Number	Reporting Period	Status	Select
XP1_4	P1_8	201401	Available	<input type="radio"/>
XP1_4	P1_1	201402	Available	<input type="radio"/>
XP1_4	P1_3	201403	Available	<input type="radio"/>

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

- 3) On the **Reports** tab, populate the Data radio button located in the **Report Type Selection** region.

In the following example, the Data radio button is populated.

Manufacturer Portal CGDP Reports

Invoice Data Dispute Batch Sponsor 1099 Information

Corporate ID: XP1_4 P Number: ANY

Corporate ID	P Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
XP1_4	P1_1	201404	04/24/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 4:48 PM	<input type="radio"/>	Last downloaded on 04/29/2015 @ 4:48 PM
	P1_3	201404	04/24/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 1:24 PM	<input type="radio"/>	Last downloaded on 04/29/2015 @ 1:24 PM

Current Cutoff Calendar	
Reporting Period	201403
Invoice Paid by	01/12/2014
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

- 4) On the **Reports** tab, select the applicable P Number from the drop down list located in the **Reports Filter – Data** region.

In the following example, ANY populates the P Number field drop down list.

Manufacturer Portal CGDP Reports

Invoice
 Data
 Dispute
 Batch
 Sponsor 1099 Information

Corporate ID: XP1__4 P Number: ANY

Corporate ID	P Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
XP1__4	P1__1	201404	04/24/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 4:48 PM	<input type="radio"/>	Last downloaded on 04/29/2015 @ 4:48 PM
	P1__3	201404	04/24/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 1:24 PM	<input type="radio"/>	Last downloaded on 04/29/2015 @ 1:24 PM

Current Cutoff Calendar

Reporting Period: 201403
 Invoice Paid by: 01/12/2014
 Invoice Distribution: 12/04/2014
 Dispute Submission: 02/03/2015
 Dispute Distribution: 04/04/2015

- 5) To view the detail invoice line item report, populate the radio button that corresponds to the applicable P Number in the **Reports Filter Results – Data** region.

In the following example, the radio button corresponding to P Number P1__8 is populated.

Manufacturer Portal CGDP Reports

Invoice
 Data
 Dispute
 Batch
 Sponsor 1099 Information

Corporate ID: XP1__4 P Number: ANY

Corporate ID	P Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
XP1__4	P1__1	201404	04/24/2015	<input checked="" type="radio"/>	Last downloaded on 04/29/2015 @ 4:48 PM	<input type="radio"/>	Last downloaded on 04/29/2015 @ 4:48 PM
	P1__3	201404	04/24/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 1:24 PM	<input type="radio"/>	Last downloaded on 04/29/2015 @ 1:24 PM

Current Cutoff Calendar

Reporting Period: 201403
 Invoice Paid by: 01/12/2014
 Invoice Distribution: 12/04/2014
 Dispute Submission: 02/03/2015
 Dispute Distribution: 04/04/2015

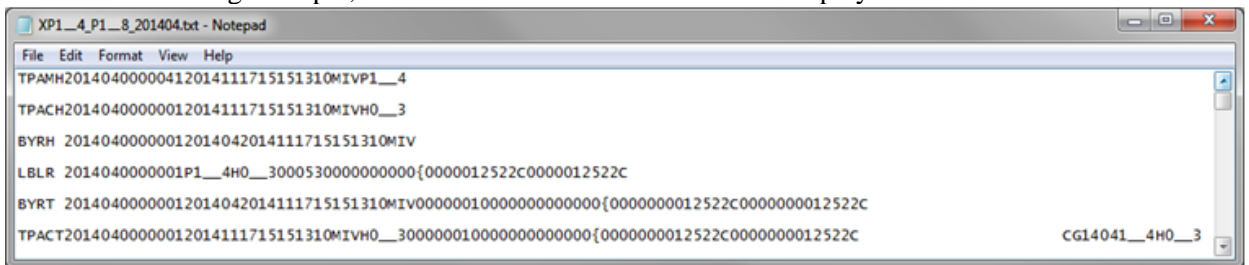
- 6) Select one of the following decision buttons in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
 - *Save*: save the data in text file format
 - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.



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

In the following example, the text file for an invoice line item displays.



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

- 9) The **Reports Filter Results – Data region** will display the date and time of the last download of the specific invoice line item(s) in the Last Report Download Date and the Last Spreadsheet Download Date field.
- 10) In the following example, the date of 04/29/2015 and the time of 4:48 PM populates both the Last Report Download Date and the Last Spreadsheet Download Date field (when both have been downloaded).

The screenshot shows the 'Manufacturer Portal CGDP Reports' interface. The 'Data' radio button is selected. Below the filters, a table displays report data:

Corporate ID	P Number	Reporting Period	Date Loaded	Download File	Last Report Downloaded Date	Download Spreadsheet	Last Spreadsheet Downloaded Date
XP1...4	P1...1	201404	04/24/2015	*	Last downloaded on 04/29/2015 @ 4:48 PM	<input type="radio"/>	Last downloaded on 04/29/2015 @ 4:48 PM
	P1...3	201404	04/24/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 1:24 PM	<input type="radio"/>	Last downloaded on 04/29/2015 @ 1:24 PM

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

CGDP Portal DPP Reports – Dispute



The **Reports – Disputes** tab allows the user to review dispute information.

The **Reports – Disputes** tab has the following five regions:

1. **Tabbed region:** displays the tabbed page that is currently active.
2. **Reports Current Cutoff Calendar region:** provides user with key program dates for proper processing of invoice line items.
3. **Report Type Selection region:** provides a user with four types of reports to view.
 - Invoice
 - Data
 - Dispute
 - Batch
 - Sponsor 1099 Information

This section of the users guide will define the topic of Dispute reports.
4. **Reports Filter region:** allows the user to search data listed by the defaulted Corporate ID, formerly the Mailbox ID. This region also allows the user to upload a dispute file. The radio button is located just below Corporate ID field.
5. **Reports Upload Region-** allows the user to create and upload dispute files.
6. **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 following pages will describe, in detail, each region and the functions associated with Dispute Reports functionality.

Tabbed Region – Reports



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

Reports Current Cutoff Calendar Region

A table titled 'Current Cutoff Calendar' with two columns: the activity name and the date. A red circle with the number 2 is to the left of the table.

Current Cutoff Calendar	
Reporting Period	201404
Invoice Paid by	03/11/2015
Invoice Distribution	01/31/2015
Dispute Submission	04/02/2015
Dispute Distribution	06/01/2015

The **Reports 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 Type Selection – Dispute Region

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Batch
- Sponsor 1099 Information

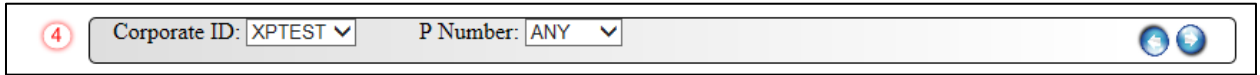
The following example displays the Dispute button populated.



The population of the Dispute radio button provides a user with the ability to submit disputes and review reports for the status of submitted disputes.

Note: Definition of the Batch and Sponsor 1099 Information report type selection provided later in the manual.

Reports Filter – Dispute Region



The **Reports Filter – Dispute region** contains the following two fields to assist a user with narrowing Dispute search criteria.

- A. **Corporate ID:** field defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the system.
- B. **P Number:** displays the P Number for distributed invoices. 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 distributed invoices in the same reporting period. In order to view a different reporting period, the user will need to return to the **Home** tab and select a list with a different reporting period.

Reports Upload – Dispute Region



The **Reports Upload region-Disputes** provide a location for uploading manually created dispute files for a reporting period. This form contains two fields to assist a user with locating and uploading dispute file data.

- A. *Browse...*: allows the user to search dispute file data created for upload to the system.
- B. *Upload Report*: provides a user one-click functionality to upload a dispute file to the system for processing.

Reports Filter Results – Dispute Region

6	A Corporate ID	B P Number	C Reporting Period	D Report Type	E Date Loaded	F Download File	G. Last Download Date
	XPTEST	PTEST	201401	Response	04/28/2015	<input type="radio"/>	
		PTEST	201402	Resolution	04/28/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 2:43 PM
		PTEST	201403	Return	04/28/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 2:43 PM

The **Reports Filter Results – Dispute region** displays information requested for data reports. The Dispute regions contain eight fields that assist a user in submitting and reviewing dispute requests.

- A. Corporate ID: field defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the system.
- B. P Number: displays a specific Manufacturer P Number or all Manufacturer P Numbers associated with the Corporate ID.
- C. Reporting Period: displays the distributed invoice summary by reporting period, in YYYYQQ format.
- D. Report Type: displays the type of report available; Response, Resolution or Return
- E. Date Loaded: displays the invoice distribution date. This date corresponds to the end of month following reporting period closing. Date format is DD/MM/YYYY.
- F. Download File: displays radio button to allow downloading of distributed information loaded to the system.
- G. Last Report Downloaded Date: displays the last date and time distributed information was retrieved from the Web Portal. Date format is YYYYMMDD. Time format is HH:MM.

CGDP Portal DPP Work Instructions – Dispute Reports

Submitting Disputes

Manufacturers are able to utilize the CGDP DPP system to submit disputes of distributed invoice line items. The **Reports – Dispute** tab allows Manufacturers to submit and view disputed invoice line items.

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

- 1) Access the CGDP Portal DPP by logging into the system using the Corporate ID, formerly the Mailbox ID, and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo (A CELEBRIAN GROUP COMPANY) and the CMS logo (CENTERS FOR MEDICARE & MEDICAID SERVICES). The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- 2) On the **Home** tab, select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

In the following example, the selected tab is the Reports tab.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1_4 | P Number: ANY | Reporting Period: ANY | Status: ANY

Corporate ID	P Number	Reporting Period	Status	Select
XP1_4	P1_8	201401	Available	<input type="radio"/>
XP1_4	P1_1	201402	Available	<input type="radio"/>
XP1_4	P1_3	201403	Available	<input type="radio"/>

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

- 3) On the **Reports** tab, populate the Dispute radio button located in the **Report Type Selection** region.

In the following example, the Dispute radio button is populated.

Manufacturer Portal CGDP Reports

Report Type Selection: Invoice Data Dispute Batch Sponsor 1099 Information

Corporate ID: XPTEST | P Number: ANY

Dispute Upload:

Corporate ID	P Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
XPTEST	PTEST	201401	Response	04/28/2015	<input type="radio"/>	
PTEST	PTEST	201402	Resolution	04/28/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 2:43 PM
PTEST	PTEST	201403	Return	04/28/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 2:43 PM

Current Cutoff Calendar

Reporting Period	201501
Invoice Paid by	06/08/2015
Invoice Distribution	04/30/2015
Dispute Submission	06/30/2015
Dispute Distribution	08/29/2015

- 4) On the **Reports** tab, select the applicable P Number from the drop down list located in the **Reports Filter – Dispute** region.

In the following example, ANY populates the P Number field drop down list.

The screenshot shows the 'Manufacturer Portal CGDP Reports' interface. The 'Dispute' radio button is selected. The 'Corporate ID' is 'XPTEST' and the 'P Number' dropdown is set to 'ANY'. A table below lists reports for P Numbers 201401, 201402, and 201403.

Corporate ID	P Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
XPTEST	PTEST	201401	Response	04/28/2015	<input type="radio"/>	
	PTEST	201402	Resolution	04/28/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 2:43 PM
	PTEST	201403	Return	04/28/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 2:43 PM

- 5) To view the detail invoice line item report, populate the radio button that corresponds to the applicable P Number in the **Reports Filter Results – Dispute** region.

In the following example, the radio button corresponding to P Number PTEST is populated.

The screenshot shows the same interface as above, but the 'P Number' dropdown is now set to 'PTEST'. In the table below, the radio button for the PTEST 201402 Resolution report is selected.

Corporate ID	P Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
XPTEST	PTEST	201401	Response	04/28/2015	<input type="radio"/>	
	PTEST	201402	Resolution	04/28/2015	<input checked="" type="radio"/>	Last downloaded on 04/29/2015 @ 2:43 PM
	PTEST	201403	Return	04/28/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 2:43 PM

- 6) Select one of the following decision buttons in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
 - *Save*: save the data in text file format
 - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.



- 7) After clicking the *Open* button, the text file information for the dispute line items will display.

In the following example, a sample text file is displayed.



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

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

In the following example, the date of 04/29/2015 and the time of 2:43 PM populates the Last Download Date field.

The screenshot shows the 'Manufacturer Portal CGDP Reports' interface. At the top, there are navigation links for 'Home', 'Payments', 'Completed', 'Receipts', and 'Reports'. Below this, there are filter options: 'Invoice', 'Data', 'Dispute' (selected), 'Batch', and 'Sponsor 1099 Information'. A search bar contains 'Corporate ID: XPTEST' and 'P Number: ANY'. A 'Dispute Upload' section includes a 'Browse' button and an 'Upload Report' button. On the right, a 'Current Cutoff Calendar' box lists dates for Reporting Period (201501), Invoice Paid by (06/08/2015), Invoice Distribution (04/30/2015), Dispute Submission (06/30/2015), and Dispute Distribution (06/29/2015). The main table has columns: Corporate ID, P Number, Reporting Period, Report Type, Date Loaded, Download File, and Last Download Date. The second row is highlighted with a red border, showing a 'Resolution' report for P Number 201402, dated 04/28/2015, with a download file icon and a 'Last downloaded on 04-29-2015 @ 2:43 PM' timestamp.

Corporate ID	P Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
XPTEST	PTEST	201401	Response	04/28/2015		
	PTEST	201402	Resolution	04/28/2015		Last downloaded on 04-29-2015 @ 2:43 PM
	PTEST	201403	Return	04/28/2015		Last downloaded on 04-29-2015 @ 2:43 PM

You have now completed submitting a distributed invoice line item dispute report.

Accessing Dispute Reports

Manufacturers are able to utilize the CGDP DPP system to submit and review dispute reports for received invoice line items. The **Reports – Dispute** tab allows Manufacturers to submit and view disputed invoice line items.

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

- 1) Access the CGDP Portal DPP by logging into the system using the Corporate ID, formerly the Mailbox ID, and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page for the Coverage Gap Discount Program. It includes the Palmetto GBA logo (A CELEBRIAN GROUP COMPANY) and the CMS logo (CENTERS FOR MEDICARE & MEDICAID SERVICES). The main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- 2) On the **Home** tab, select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

In the following example, the selected tab is the **Reports** tab.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1_4 P Number: ANY Reporting Period: ANY Status: ANY

Corporate ID	P Number	Reporting Period	Status	Select
XP1_4	P1_8	201401	Available	<input type="radio"/>
XP1_4	P1_1	201402	Available	<input type="radio"/>
XP1_4	P1_3	201403	Available	<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

- 3) On the **Reports** tab, populate the Dispute radio button located in the **Report Type Selection** region.

In the following example, the Dispute radio button is populated.

Manufacturer Portal CGDP Reports

Invoice Data **Dispute** Batch Sponsor 1099 Information

Corporate ID: XPTEST P Number: ANY

Dispute Upload:

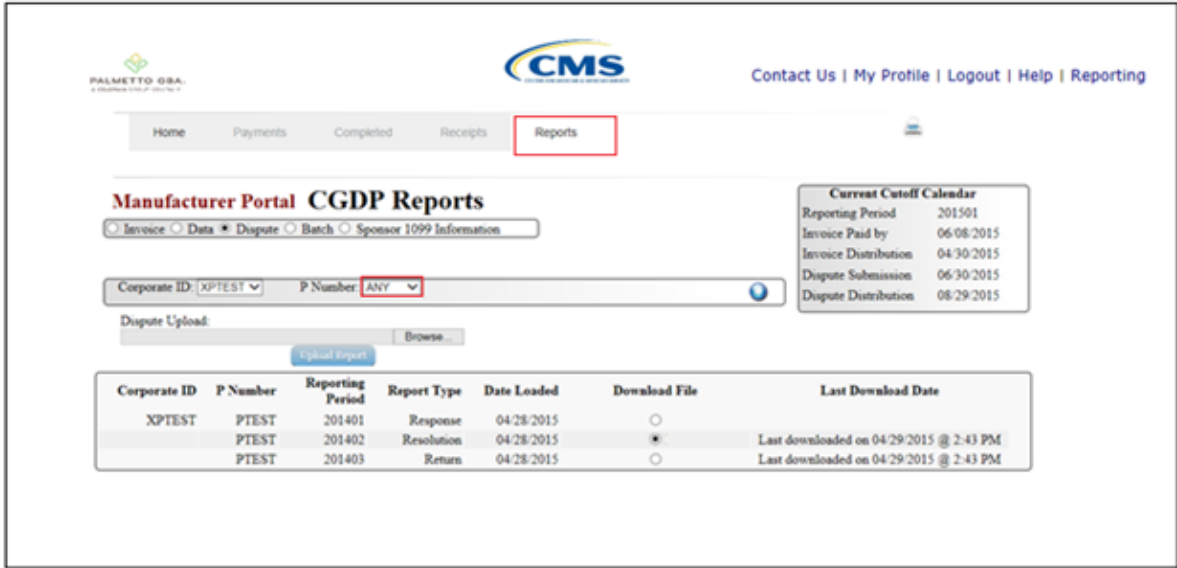
Corporate ID	P Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
XPTEST	PTEST	201401	Response	04/28/2015	<input type="radio"/>	
	PTEST	201402	Resolution	04/28/2015	<input checked="" type="radio"/>	Last downloaded on 04/29/2015 @ 2:43 PM
	PTEST	201403	Return	04/28/2015	<input type="radio"/>	Last downloaded on 04/29/2015 @ 2:43 PM

Current Cutoff Calendar

Reporting Period	201501
Invoice Paid by	06/08/2015
Invoice Distribution	04/30/2015
Dispute Submission	06/30/2015
Dispute Distribution	08/29/2015

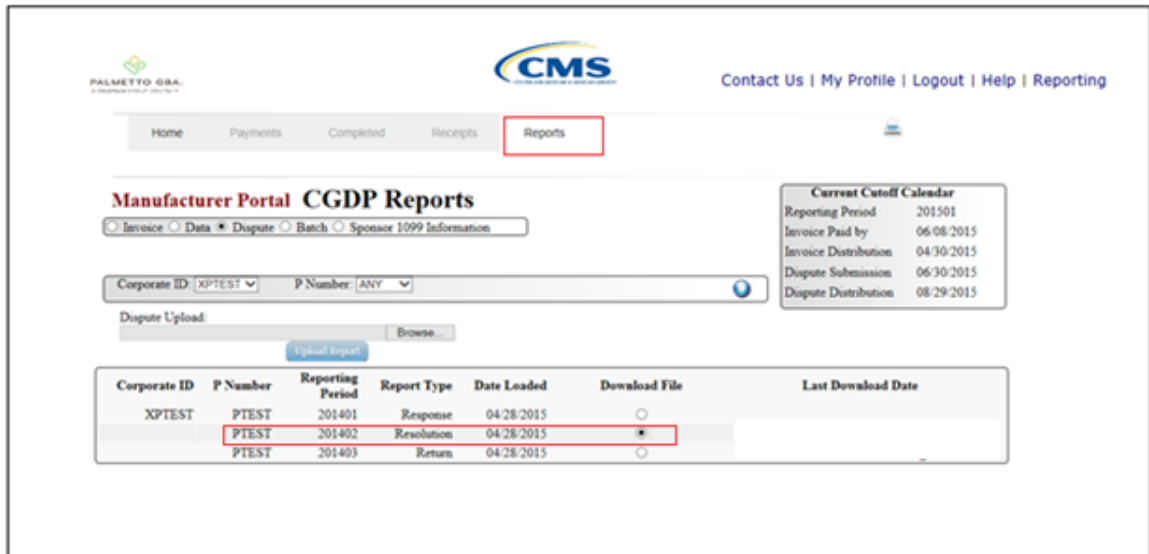
- 4) On the **Reports** tab, select the applicable P Number from the drop down list located in the **Reports Filter – Dispute region**.

In the following example, ANY populates the P Number field drop down list.



- 5) To view the detail invoice line item report, populate the radio button that corresponds to the applicable P Number in the **Reports Filter Results – Dispute region**.

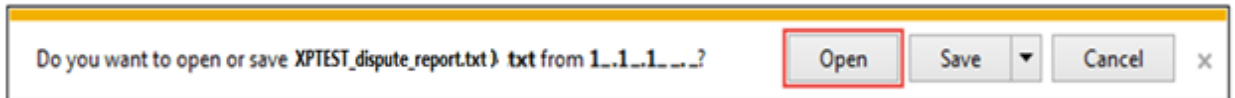
In the following example, the radio button corresponding to P Number P__8 is populated.



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

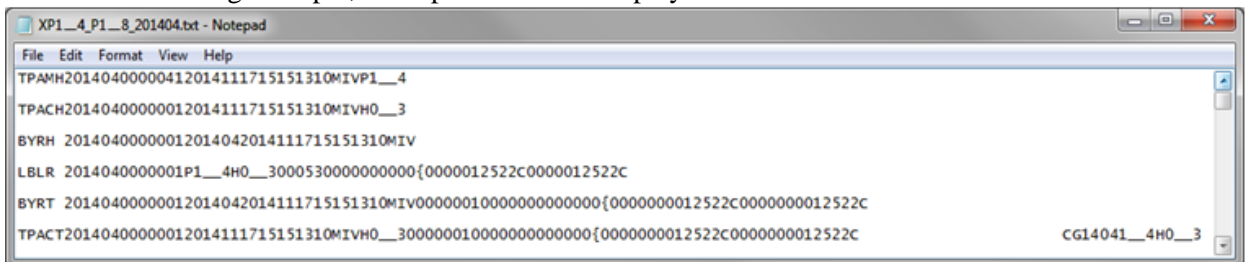
- *Open*: view the data in text file format
- *Save* : save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the text file.



6) After clicking the *Open* button, the text file information for the dispute item will display.

In the following example, a sample text file is displayed.



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

- 8) The **Reports Filter Results – Dispute region** will display the date and time of the last download of the specific invoice line item(s) in the Last Download field.

In the following example, the date of 12/31/2014 and the time of 3:44 PM populates the Last Download field.

Corporate ID	P Number	Reporting Period	Report Type	Date Loaded	Download File	Last Download Date
XPTEST	PTEST	201401	Response	04/28/2015		
	PTEST	201402	Resolution	04/28/2015		Last downloaded on 04/29/2015 @ 2:43 PM
	PTEST	201403	Return	04/28/2015		Last downloaded on 04/29/2015 @ 2:43 PM

You have now completed accessing invoice line item dispute reports.

CGDP Portal DPP Reports – Batch

Manufacturer Portal CGDP Reports

Invoice
 Data
 Dispute
 Batch
 Sponsor 1099 Information

Corporate ID:

Corporate ID	Description	Batch ID	Date Time	Download	Status	Last Download
XP1_8	Batch init. 201401	501	20141229 12:58	<input type="radio"/>	4 Failed / 3 Successful	
XP1_8	Batch init. none	493	20141226 03:09	<input type="radio"/>	File rejected	

The **Reports – Batch** tab allows the user to review batch information.

The **Reports – Batch** tab has the following five regions:

1. **Tabbed region:** displays the tabbed page that is currently active.
2. **Reports Current Cutoff Calendar region:** provides a user with key program dates for proper processing of invoice line items.
3. **Reports Type Selection region:** provides a user with four types of reports to view.
 - Invoice
 - Data
 - Dispute
 - Batch

This section of the users guide will define the topic of Batch reports.
4. **Reports Filter region:** allows the user to search data listed by the defaulted Corporate ID, formerly the Mailbox 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.

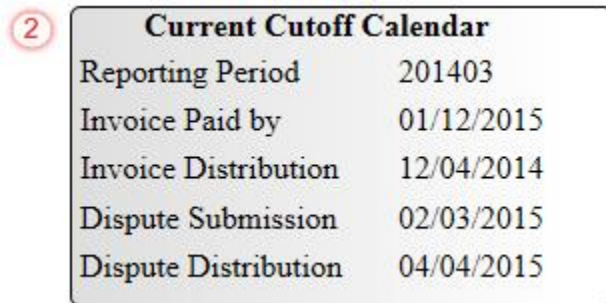
The following pages will describe, in detail, each region and the functions associated with Batch Reports functionality.

Tabbed Region – Reports



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

Reports Current Cutoff Calendar Region



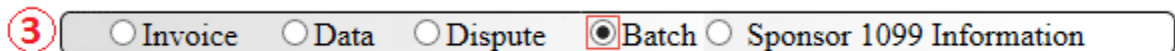
The **Reports Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Batch Region

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports:

- Invoice
- Data
- Dispute
- Batch
- Sponsor 1099 Information

The following example displays the Batch radio button populated.



The population of the Batch radio button provides a user with reports containing uploaded batch file results when using the **Payment Initiation Upload** process. The user

is able to view batch file status for successful upload, partial upload or failed batch file uploads and review errors associated with failed records.

Reports Filter – Batch Region

4 Corporate ID: XP1__8 

The **Reports Filter – Batch region** contains one field that provides batch file data uploaded to the system based on the defaulted Manufacturer Corporate ID, formerly the Mailbox ID, utilized to access the system.

Reports Filter Results – Batch Region

5

A Corporate ID	B Description	C Batch ID	D Date Time	E Download	F Status	G Last Download
XP1__8	Batch init. 201401	501	20141229 12:58	<input type="radio"/>	4 Failed / 3 Successful	
XP1__8	Batch init. none	493	20141226 03:09	<input type="radio"/>	File rejected	

The **Reports Filter Results – Batch region** contains the following seven fields used to review batched payment files loaded to the system.

- A. Corporate ID: field defaults to the Corporate ID, formerly the Mailbox ID, utilized to access the system.
- B. Description: displays the batch file name loaded to the system.
- C. Batch ID: displays the system generated batch number. The numbering convention is based on the order the batch file received by the system.
- D. Date Time: displays the batch file date and time for files loaded to the system. Date format is YYYYMMDD. Time format is HH:MM.
- E. Download: displays radio button to allow downloading of batch file information loaded to the system.
- F. Status: provides the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.
- G. Last Download: displays the last date and time batch summary data retrieved from the Web Portal. Date format is YYYYMMDD. Time format is HH:MM

CGDP Portal DPP Work Instructions – Batch Reports

Accessing Batch Reports

Manufacturers are able to utilize the **Reports – Batch** functionality to review the outcome of the payment processing batch text files for multiple invoice line items. Once batch upload is completed, results of the batch text file upload are available for review via the **Reports – Batch** functionality.

This work instruction provides direction on accessing invoice batch reports functionality.

- 1) Access the CGDP Portal DPP by logging into the system using the Corporate ID, formerly the Mailbox ID, and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page 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 main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- 2) On the **Home** tab, select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

In the following example, the selected tab is the **Reports** tab.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1_8 P Number: P1_8 Reporting Period: ANY Status: ANY

Corporate ID	P Number	Reporting Period	Status	Select
XP1_8	P1_8	201401	Available	<input type="radio"/>
XP1_8	P1_8	201404	Available	<input type="radio"/>

Legend:
 Available - Invoice is ready for payment initiations
 Failed - One or more items has an unsuccessful payment attempt
 Incomplete - One or more items have not been paid
 Pending - All line items have been initiated successfully
 Successful - All line items have been paid successfully

- 3) To review the successful and failed batch text files, select the **Reports** tab and populate the **Batch** radio button.

In the following example, the displayed **Reports – Batch** tab with the **Batch** radio button selected.

Manufacturer Portal CGDP Reports

Invoice Data Dispute Batch Sponsor 1099 Information

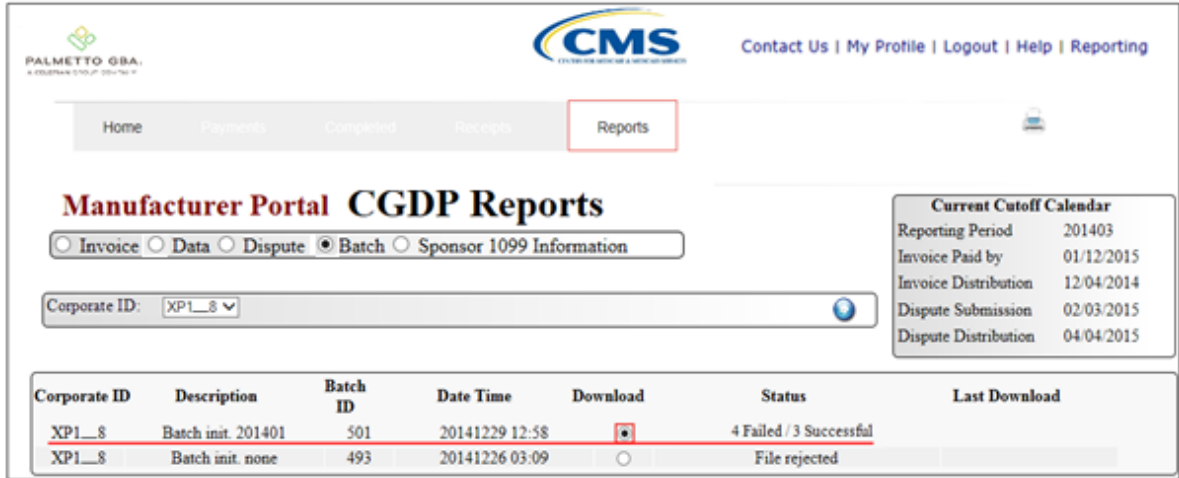
Corporate ID: XP1_8

Corporate ID	Description	Batch ID	Date Time	Download	Status	Last Download
XP1_8	Batch init. 201401	501	20141229 12:58	<input type="radio"/>	4 Failed / 3 Successful	
XP1_8	Batch init. none	493	20141226 03:09	<input type="radio"/>	File rejected	

Current Cutoff Calendar
 Reporting Period: 201403
 Invoice Paid by: 01/12/2015
 Invoice Distribution: 12/04/2014
 Dispute Submission: 02/03/2015
 Dispute Distribution: 04/04/2015

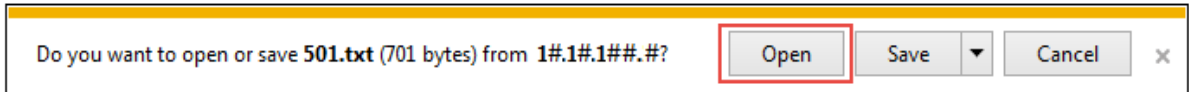
- 4) Populate the radio button in the Download column to correspond to the reviewable batch file.

In the following example, the selected items are the batch file containing four Failed and three Successful line items.



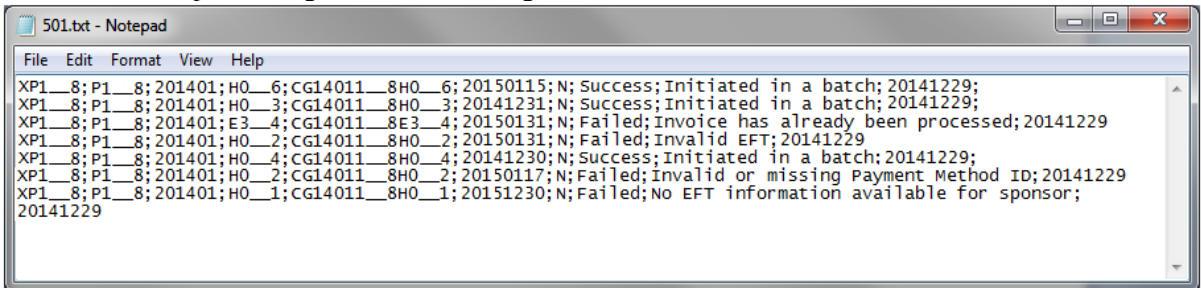
- 5) Select one of the following dialog boxes in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
 - *Save*: save the data in text file format
 - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.



- 6) Review the downloaded batch text file for line items containing both success and failed line items.

In the following example, the downloaded batch text file displays seven lines, four of which failed batch processing with error messages listed in the file.



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

- 8) The **Reports Filter Results – Batch region** will display the date, in YYYYMMDD format, and time, in HH:MM format, of the last download of the specific batch file item(s) in the Last Download field.

In the following example, the date of 20141229 and the time of 12:59 populate the Last Download field.

Manufacturer Portal CGDP Reports

Invoice
 Data
 Dispute
 Batch
 Sponsor 1099 Information

Corporate ID:

Reporting Period	201403
Invoice Paid by	01/12/2015
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

Corporate ID	Description	Batch ID	Date Time	Download	Status	Last Download
XP1__8	Batch init. 201401	501	20141229 12:58		4 Failed / 3 Successful	20141229 12:59
XP1__8	Batch init. none	493	20141226 03:09		File rejected	

You have now completed accessing of Batch Reports.

CGDP Portal Reports – Sponsor 1099 Information

Current Cutoff Calendar	
Reporting Period	201403
Invoice Paid by	01/12/2014
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

The **Reports – Sponsor 1099 Information** tab provides the user with the ability to review Sponsor 1099 related information.

The **Reports – Sponsor 1099 Information** tab has five regions:

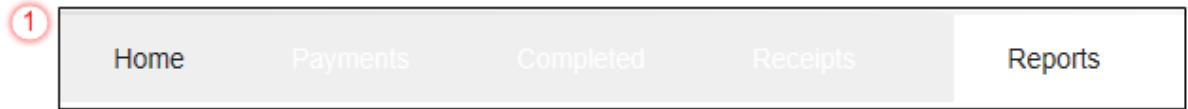
1. **Reports Tabbed region:** displays the tabbed page that is currently active.
2. **Reports Current Cutoff Calendar region:** provides a user with key program dates for proper processing of invoice line items.
3. **Report Type Selection region:** provides a user with four types of reports to view.
 - Invoice
 - Data
 - Dispute
 - Batch
 - Sponsor 1099 Information

This section of the users guide will define the topic of Sponsor1099 Information reports.

4. **Reports Filter region:** allows the user to search data listed by the defaulted Corporate ID.
5. **Reports Filter Results region:** displays results based on data selected in the **Report Type Selection** region. Details displayed in this region depend on the report type selection made.

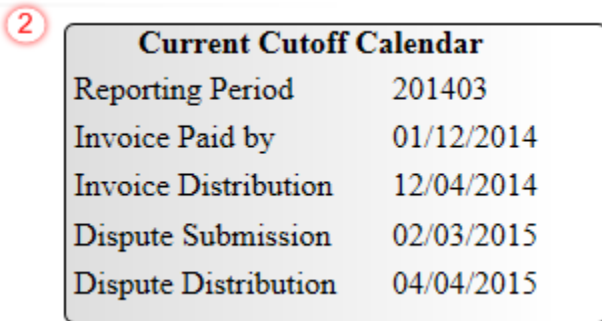
The following pages will describe each region and the functions associated with Sponsor 1099 Information Reports functionality.

Tabbed Region-Reports



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

Reports Current Cutoff Calendar region



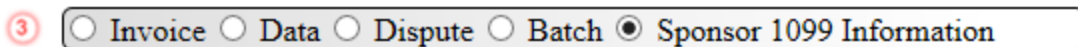
The **Reports Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Reports Type Selection – Sponsor 1099 Information Region

The **Reports Type Selection region** provides a user with four selections to display or download distributed files and reports:


- Invoice
- Data
- Dispute
- Batch
- Sponsor 1099 Information

The following example displays the Sponsor 1099 Information radio button populated.



The population of the Sponsor 1099 Information radio button provides a user with 1099 information for each sponsor. Since the TPA will no longer distribute EFT files, the report will give the user the same relevant information so that sponsors can be easily identified. The user is able to view the file by text or spreadsheet.

Reports Filter – Sponsor 1099 Information Region

4 Parent Org. ID: ANY  

The **Reports Filter – Batch region** contains one field that defaults to the Parent Organization ID utilized to access the system.

Reports Filter Results – Sponsor 1099 Information Region

5 A Download Text File B Download Spreadsheet

The **Reports Filter Results – Sponsor 1099 Information Region** contains two fields used to review 1099 information for sponsors loaded to the system.

- A. Download Text File: View the data in a text format
- B. Download Spreadsheet: View the data on a spreadsheet

CGDP Portal DPP Work Instructions – Sponsor 1099 Information Reports

Accessing Sponsor 1099 Information Reports

Manufacturers are able to utilize the **Sponsor 1099 Information Reports** functionality to view information formerly collected on the EFT file.

This work instruction provides direction on accessing the 1099 information reports functionality.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page 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 main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

- 2) On the **Home** tab, select the **Reports** tab view the report types available for the manufacturers for the reporting period.

In the following example, the selected tab is the **Reports** tab.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: P Number: Reporting Period: Status:

Corporate ID	P Number	Reporting Period	Status	Select
XP1_4	P1_8	201401	Available	<input type="radio"/>
XP1_4	P1_1	201402	Available	<input type="radio"/>
XP1_4	P1_3	201403	Available	<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

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

In the following example, the Sponsor 1099 Information radio button is selected.

Manufacturer Portal CGDP Reports

Invoice Data Dispute Batch **Sponsor 1099 Information**

Corporate ID: P Number:

Download Text File Download Spreadsheet

Current Cutoff Calendar	
Reporting Period	201403
Invoice Paid by	01/12/2014
Invoice Distribution	12/04/2014
Dispute Submission	02/03/2015
Dispute Distribution	04/04/2015

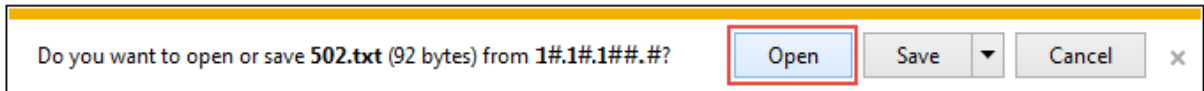
- 4) Populate the radio button in the Download Text File column.

In the following example, the selected file Download Text File button is selected.

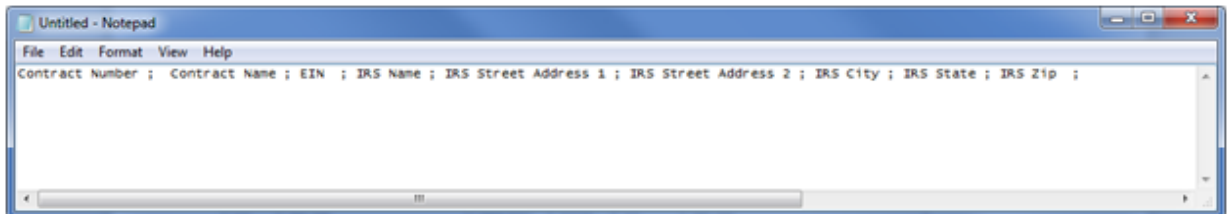


- 5) Select one of the following decision buttons in the message that appears at the bottom of the screen:
- *Open*: view the data in text file format
 - *Save*: save the data in text file format
 - *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all invoice line items displayed in the batch text file.



- 6) In the following example, the downloaded file displays what type of information will be available on the Sponsor 1099 Report when choosing the Download Text File option.



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

8) Populate the radio button in the Download Spreadsheet column.

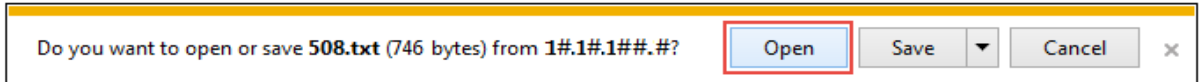
In the following example, the selected Download Spreadsheet button is selected.



9) Select one of the following decision buttons in the message that appears at the bottom of the screen:

- *Open*: view the data in text file format
- *Save*: save the data in text file format
- *Cancel*: exit the decision message

In the following example, the selected *Open* button allows a user to view all line items displayed in the 1099 file in spreadsheet form.



10) In the following example, the downloaded file displays what type of information will be available on the Sponsor 1099 Report by choosing the Download Spreadsheet File option.

	A	B	C	D	E	F	G	H	I
1	Contract Number	Contract Name	EIN	IRS Name	IRS Street Address 1	IRS Street Address 2	IRS City	IRS State	IRS Zip
2									

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

You have now completed accessing of the Sponsor 1099 Information Reports.

CGDP Portal DPP Work Instructions – Reporting Link

Accessing the Reporting Link

Manufacturers are able to utilize the **Reporting** functionality to view a readable version of the data/detail report in Microsoft Excel. This is an ad hoc reporting tool that can be used to filter invoice related information.

This work instruction provides direction on accessing the Reporting link.

- 1) Access the CGDP Portal DPP by logging into the system using the Parent Organization ID and password.

In the following example, the CGDP DPP system login page displays.



The screenshot shows the login page 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 main heading is "Coverage Gap Discount Program". Below the heading is a login form with two input fields: "User Id:" and "Password:", and a blue "Login" button.

2) On the **Home** tab, in the upper right hand corner select *Reporting*.

Manufacturer Portal Coverage Gap Discount Program

Corporate ID: XP1100 | P Number: ALL | Reporting Period: ALL | Status: ALL

Corporate ID	P Number	Reporting Period	Status	Select
XP__00	P__00	201403	Available	<input type="radio"/>
XP__00	P__00	201404	Available	<input type="radio"/>
XP__00	P__00	201501	Available	<input type="radio"/>

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

3) There are 3 sections in which information can be filtered. The first section, in the example listed below, can be filtered by *Corporate ID, P Number, Contract Number, Status, Reporting Period, Invoice Amount or Payment Status Date*.

Note: If a filter is not chosen, all available information for all the P numbers the Corporate ID is responsible for along with all available reporting periods will be provided.

Coverage Gap Discount Program

Invoice Line Item Reporting

Select which items you want to display on the report (Invoice Line Item Report Only)

Corporate ID P Number Contract Number Status
 Reporting Period Invoice Amount Payment Status Date

Reporting Filters (Invoice Line Item Report Only)

Select P Number: [Dropdown]
 Select Contract ID: [Dropdown]
 Select By Status of Invoices: [Dropdown]
 Reporting Period: [Dropdown]

[Run Query for Detailed Report](#)

Manufacturer Summary Report

Summary Report for P Number: [Dropdown]
 Reporting Period: [Dropdown]
 Manufacturer Status: [Dropdown]

[Run Manufacturer Summary Query](#)

- 4) The second section can also be filtered by the following categories; *Select P Number, Select Contract ID, Select By Status of Invoices* or *Reporting Period*.

Note: If a filter is not chosen, all available information for all the P numbers the Corporate ID is responsible for along with all available reporting periods will be provided once the *Run Query for Detailed Report* button is selected.

Coverage Gap Discount Program
Invoice Line Item Reporting

Select which items you want to display on the report (Invoice Line Item Report Only)

Corporate ID P Number Contract Number Status
 Reporting Period Invoice Amount Payment Status Date

Reporting Filters (Invoice Line Item Report Only)

Select P Number: [Dropdown]
 Select Contract ID: [Dropdown]
 Select By Status of Invoices: [Dropdown]
 Reporting Period: [Dropdown]

[Run Query for Detailed Report](#)

Manufacturer Summary Report

Summary Report for P Number: [Dropdown]
 Reporting Period: [Dropdown]
 Manufacturer Status: [Dropdown]

[Run Manufacturer Summary Query](#)

- 5) In the example below, P__00 is selected for reporting period 201501. Once the filters are set, choose *Run Query for Detailed Report* and then click the *Open* decision button.

Coverage Gap Discount Program
Invoice Line Item Reporting

Select which items you want to display on the report (Invoice Line Item Report Only)

Corporate ID P Number Contract Number Status
 Reporting Period Invoice Amount Payment Status Date

Reporting Filters (Invoice Line Item Report Only)

Select P Number: P__00 [Dropdown]
 Select Contract ID: [Dropdown]
 Select By Status of Invoices: [Dropdown]
 Reporting Period: 201501 [Dropdown]

[Run Query for Detailed Report](#)

Manufacturer Summary Report

Summary Report for P Number: [Dropdown]
 Reporting Period: [Dropdown]
 Manufacturer Status: [Dropdown]



[Run Manufacturer Summary Query](#)

Do you want to open or save XP__00_detailed_report.xlsx from a70lppaltdi003.a70adexmed.com? [Open] [Save] [Cancel]

- 6) After clicking the *Open* button, the reporting information will display in Microsoft Excel. In the following example the *Corporate ID, P Number, Contract, Invoice Amount, Reporting Period, Status Date and Status Description* is displayed.

	A	B	C	D	E	F	G	H	I	J	K	L
1	CORPORATE ID	P NUMBER	CONTRACT	INVOICE AMOUNT	REPORTING PERIOD	STATUS DATE	STATUS DESCRIPTION					
2	XP_00	P_00	H****	164.00	201501	07/22/2015	Unpaid					

- 7) If there were no results yielded from the filter, the following message will be displayed.



[Contact Us](#) | [Help](#) | [Logout](#)

Coverage Gap Discount Program

Invoice Line Item Reporting

No results were found for the given set of criteria.

Select which items you want to display on the report (Invoice Line Item Report Only)

Corporate ID
 P Number
 Contract Number
 Status
 Reporting Period
 Invoice Amount
 Payment Status Date

Reporting Filters (Invoice Line Item Report Only)

Select P Number:
 Select Contract ID:
 Select By Status of Invoices:
 Reporting Period:

[Run Query for Detailed Report](#)

Manufacturer Summary Report

Summary Report for P Number:
 Reporting Period:
 Manufacturer Status:

[Run Manufacturer Summary Query](#)

- 8) The third and final section of the *Reporting* link is the *Manufacturer Summary Report*. The information can be filtered by *Summary Report for P Number, Reporting Period, and Manufacturer Status*.

Note: If a filter is not chosen, once the *Run Manufacturer Summary Query* button is clicked, all company related information will be displayed for all available reporting periods.

- 9) In the example below, P__00 is selected and the *Manufacturer Status* selected is *Pending*. Once the filters are set, choose *Run Manufacturer Summary Query* and then click the *Open* decision button.

10) After clicking the Open button, the reporting information will display in Microsoft Excel.

In the following example the *Corporate ID, P Number, Reporting Period, No. of Pending, Payment Amt, Total No. and Total Invoice Amount* is displayed.

The screenshot shows a Microsoft Excel window titled 'XP1100_summary_report - Microsoft Excel'. A yellow security warning banner at the top states 'Application add-ins have been disabled.' Below the ribbon, a table is displayed with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	CORPORATE ID	P NUMBER	REPORTING PERIOD	NO. OF PENDING	PENDING AMT	TOTAL NO.	TOTAL INVOICE AMOUNT						
1													
2	XP_00	P_00	201403	0	.00	121	172894.54						
3	XP_00	P_00	201404	0	.00	161	238102.87						
4	XP_00	P_00	201501	0	.00	118	67427.85						

You have now completed accessing of *Reporting Link*.

References

Appendix A: Acronym List

Acronym	Description
ACH	Automated Clearing House
CGDP	Coverage Gap Discount Program
CMS	Centers for Medicare & Medicaid Services
DPP	Direct Payment Process
EFT	Electronic Funds Transfer
GBA	Government Benefits Administrators
PDE	Prescription Drug Event
SFTP	Secure File Transfer Protocol
SSA	Social Security Act
TPA	Third Party Administrators

Appendix B: System Error Code Descriptions

Error Code	Error Description
A	Available
C	Successful
CF	Clearing House Failure
D	Deferred
DB	Deferred in Batch
F	Failed
F0	Unknown failure
F001	File rejected: Each record must be in a new line
F002	File rejected: File must start with a header record
F003	File rejected: Invalid Header record
F004	File rejected: Invalid Detail record
F005	Primary ID must be 6 characters and start with XP
F006	File rejected: Each header record must contain 'HDR', Primary ID and Reporting period
F007	Invalid defer request
F008	Detail record must contain 'DET', Manufacturer, Sponsor, EFT Scheduled Date, Defer (optional)
F010	Manufacturer is not formatted properly
F011	Header row without details
F012	Already deferred
F013	No EFT information available for Sponsor
F015	Reporting period length must be 6 characters
F016	Invalid header
F017	No EFT information available for Manufacturer
F020	Contract length must be 5 characters
F023	Line item has been already processed
F025	Unparseable date
F030	Date in the past
F035	Invalid EFT
F040	Primary Id and logon do not match
F045	Line item not found.
F050	Line item not found. Attempt to pay negative invoice
F085	Scheduled payment date before invoice distribution date
F103	Single amount exception velocity amount
F105	AUTHENTICATION ERROR (Care account is not set)
F110	Payment method not found
F115	Invalid payment request
F120	Your request cannot be processed. Please revise your data and retry
F125	Routing number not found

Error Code	Error Description
F130	Declined
F135	Configuration is required to use the requested service
F140	The credentials specified do not process for the merchant location specified
F145	Terminal disabled
F150	Other UNKNOWN ERROR
F205	Read timed out
F207	Failed to create service
F209	Processing system error
F211	Invalid or missing Payment Method ID
F212	User not authorized to perform this transaction/amount
F27	Scheduled payment date after payment deadline
F305	File records belong to more than one quarter
F310	Failed - Closed / Invalid Acct
F315	Failed - Non-Sufficient funds
F320	Failed - Suspended
F325	Failed - Charged Back
F330	Failed - Resolved
F335	Invalid or missing account last four
FB	Batch Initiation Failure
FDB	Batch Defer Failure
FS120	<i>Your request cannot be processed. Please revise your data and retry</i>
FS135	<i>Configuration is required to use the requested service</i>
FS140	<i>The credentials specified do not process for the merchant location specified</i>
FS145	<i>Terminal disabled</i>
FS155	<i>AUTHENTICATION ERROR (Care account is not set)</i>
FS160	Payment method not found during scheduled job
FS165	Invalid payment request during scheduled job
FS170	Request failed during a scheduled job
FS255	Read timed out on scheduled job
I	Incomplete
INI	Payment Initiated
INIB	Initiated in a Batch
INIS	Payment Initiated by Scheduler
P	Pending
S	Scheduled Payment for Future Date
SP	Stopped Payment
W27	Scheduled payment date after payment deadline, not used

Appendix C: Manufacturer Payment Initiation Upload Batch Input Requirements

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

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

The format of the header record will be as follows:

Data Type	Length	Description
HDR	03	Header record type for batch
Data divider	01	; (semicolon)
Corporate ID	05	Responsible Manufacturer XP Number or XPT Number
Data divider	01	; (semicolon)
Reporting Period	06	Year and Quarter of invoice, in YYYYQQ format
EOL	Variable	End of line indicator – Example – CRLF

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

The format of the detail record(s) will be as follows

Data Type	Length	Description
DET	03	Detail record type for batch
Data divider	01	; (semicolon)
P Number	05	Submitting Manufacturer ID
Data divider	01	; (semicolon)
Contract Number	05	Submitting Sponsor Contract Number
Data divider	01	; (semicolon)
EFT ID	15	CG for Coverage Gap, YYQQ for reporting period, P Number, Contract Number. Example of format: CGYYQQ####H####
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.
EOL	Variable	End of line indicator – Example – CRLF

Glossary

<u>Term</u>	<u>Definition</u>
Authorization Amount	Displays the amount authorized for payment processing, including amounts located in the <u>Invoice Amt.</u> and <u>Previous Deferred Amount fields.</u>
Available	Status designation of an invoice that denotes that an item is ready for payment initiation.
Batch	Report type that displays batch files uploaded to the system with status and ability to download files for review.
Batch ID	Displays the batch numbering convention, system generated, based on the order the batch file received by the system.
Contact Us	Provides contact information for requesting assistance from the TPA Operations team.
Contract Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program
Corporate ID	Numerical designation assigned by CMS to Manufacturers. For Manufacturers, the current Mailbox ID will be the Corporate ID.
Data	Report type that displays the detail information of distributed invoices and invoice line items and provides the ability to download files for review.
Date Loaded	Displays the invoice distribution date. This date corresponds to the end of month following 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 YYYYMMDD. Time format is HH:MM.
Defer	Provides a check box available for selection when the <u>Invoiced Amt.</u> or the combination of the <u>Invoiced Amt.</u> and the <u>Previous Deferred Amount</u> total less than the system-defaulted allowable amount. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that denotes that invoice amount falls below minimum. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Description (Batch)	Displays the batch file name loaded to the system.
Dispute	Report type that provides the ability to enter dispute requests and review the status of entered requests.
Dispute Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute distributions are due to be loaded to the Portal.
Dispute Submission	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute submissions are due to be entered into the Portal.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.
EFTID	Displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; ##### for the P Number and ##### for the Contract Number. Example: CG14031##1H1##1.

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

Term	Definition
Received	Status designation of an invoice that denotes payment is in the applicable bank account
Reporting Period	Quarter and Calendar year, in YYYYQQ format, that prescription drug event data is distributed to Manufacturers and Sponsors.
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 Successful	Displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the Payments Initiation or Payments Pending Transaction regions of the Payments tab.
User ID	Credential information provided by TPA to Manufacturer or Sponsor for access to system. User ID is the Corporate ID, formerly the Mailbox ID