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

Manufacturer Portal Users Guide







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Processing Deferred Invoices

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

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

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

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

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

The most important facts to know before deferring an invoice:

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

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

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

Instruction Scenario:

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

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

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

Note:

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

1) Authorized users of the Portal will enter the Corporate ID in the <u>User ID</u> field and the corresponding password into the <u>Password</u> field on the **Login form**.

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



3) On the **Home** tab, select the specific type of invoice from the drop down list located in the <u>Invoice Type</u> field.

PALMETTO GBA. A CELERIAN GROUP COMPANY	Contact Us <u>My Profile</u> <u>Logout</u> <u>Help</u> <u>Reporting</u> Logged on as XP1_7 Test Environment
Home Payments Completed Receipts Reports Disputes	
Manufacturer Portal Coverage Gap Discount Prog	ram 🚔
Corporate ID Invoice Type P Number Reporting 1 - 1 out of 1 XP1_7 Quarterly ALL ALL ALL Invoice Type P Number Reporting Status Select Quarterly P1_7 201502 Available O	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 Doe or more items has an unsuccessful payment attempt Incomplete One or more items have not been paid Invoices requiring payment initiation not applicable. Invoice receipts available All line items have been initiated successfully Successful All line items have been paid successfully Reporting Periods with no invoice line items Filter by: P Number Reporting Period ALL V
	P Number Reporting Period
	P17 201504
	P17 201503

4) Populate the <u>Select</u> radio button for the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

PALMETTO G	BA:	CMSS THES FOR MEDICARE & MEDICAID SER	WICES			<u>Contact Us</u> <u>My Profile</u>	t Logout Help Reporting Logged on as XP1_7 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes		
Manufactu	irer Porta	al Cover	rage Gap	Discou	nt Progra	im 🚔	
Corporate ID Invo XP17 Quart	ice Type P Nur terly 💙 ALL	Reporting	Status		1 - 1 out of 1	Welcome to Coverage Ga you can initiate a paymen payments and receipt of p your reports. For payment functions, st item from the list to the li	p Discount Portal where it, check the status of payments as well as view art by selecting a line aft of this message.
<u>Quarterly</u>	P1_7	Period 201502	Available			Available Invoice is read Failed One or more it payment attente Incomplete One or more it Invoices requirapplicable. Invoices requirapplicable. N/A Applicable. Pending All line items hsuccessfully Successful All line items h	y for payment initiations rems has an unsuccessful npt rems have not been paid ring payment initiation not oice receipts available rave been initiated rave been paid successfully
						Reporting Periods with Filter by: P Number ALL V P Number	h no invoice line items Reporting Period ALL V Reporting Period
						P17 P17 P17	201601 201504 201503

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

PALMET	TO GBA: DUP COMPANY	CENTER						Contact Us My Profile Logo	ut Help Reporting Logged on as XP1 7 Test Environment
Hor	me Pay	ments	Completed	Receipts	Reports	Disputes			
Manufa	acturer	Porta		Payment	S d: 201502	Payments du	e: 10/09/2015	<u>a</u>	
Contract	Number: ALL	~ (Corporate ID: XP1	7 P Numbe	r: P1_7 ∨] 1.	- 3 out of 3	Payment Info	ormation
)	Total Invoiced	\$0.40
				I	nitiate All			Total Current Deferred	\$0.00
Contract	Invoiced	Previous Deferred	Payment/Fail	ed Initiate	Defer	Failed E	FT ID	Total Previously Deferred	\$0.00
Number	Amount † ↓	Amount	Date	Payment				Total Pending	\$0.00
S1_0	\$1.41	\$0.00	06/24/2016				CG15021_7S1_0	Total Successful	\$0.00
S5_5	\$0.70	\$0.00	06/24/2016				CG15021_7S5_5		\$0.10
S7_0	\$4.35	\$0.00	06/24/2016				CG15021_757_0	Payment Initiation Up	beo
Pending Ti	ransactions	Jpdate All					Submit	B	owse Upload
Contract There are n	t Number Au	Ithorizations at	n Amt Date Sub this time.	mitted Pa	yment Date	e Stop F	Payment Stop Payment(s)		

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

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

			Invoice Re	oorting Perio	d: 20150	2 Payme	ents due: 10/09/2015		C.				
Contract	Number: ALL	v 0	Corporate ID: XP1_7	P Number	r: P1_7 •	~	1 - 3 out of 3		Payment Information]			
									Total Invoiced	\$6.46			
								Total Failed	\$0.00				
		- •			litiate All				Total Current Deferred	\$0.00			
Contract	Invoiced	Previous	Payment/Failed	Initiate	Defer	Failed	FET ID		Total Previously Deferred	\$0.00			
Number	Amount ↑↓	Amount	Date	Payment	Derei	Derei	Derei	Delei Falleu	Tuncu			Total Pending	\$0.00
			06/24/2016	_					Total Successful	\$0.00			
S1_0	\$1.41	\$0.00	00/24/2010		H		CG15021_7S1_0		Total Available	\$6.46			
S5_5	\$0.70	\$0.00	06/24/2016				CG15021_7S5_5		5				
S7_0	\$4.35	\$0.00	06/24/2016				CG15021_7S7_0						
	ι	Jpdate All					Submit						

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

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

			Invoice Re	porting Period	d: 201502	2 Payme	nts due: 10/09/2015																			
Contract	Number: ALL	✓ 0	Corporate ID: XP1_7	P Number	r: P1_7 N		1 - 3 out of 3	Payment	Information																	
								Total Invoice	d \$6.46																	
								Total Faile	d \$0.00																	
					nitiate All			Total Current Deferre	d \$0.00																	
Contract	Invoiced	Deferred	Payment/Failed	Initiate	Defer	Failod	FET ID	Total Previously Deferre	d \$0.00																	
Number	Amount ↑↓	Amount	Date	Payment	Derer 1	Derei	Derei	Derei	Derei	Delei	Derei	Derei	Derei	Derei		2 27 21	Derei	Derei	Derei	Derer			ranea		Total Pendin	g \$0.00
			06/24/2016	_				Total Successfu	il \$0.00																	
S1_0	\$1.41	\$0.00	00/24/2010		⊻		CG15021_7S1_0	Total Availabl	e \$6.46																	
S5_5	\$0.70	\$0.00	06/24/2016		✓		CG15021_7S5_5	5																		
S7_0	\$4.35	\$0.00	06/24/2016		\checkmark		CG15021_7S7_0																			
	ι	Jpdate All 🗌					Submit																			

Note: Selecting <u>Defer</u> is <u>only</u> applicable when the <u>Defer</u> check box is available <u>and</u> if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

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

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

The first of the second second for the second							
×							
Coverage Gap Discount Program							
PIN Validation							
••••							
Validate							

9) This message will appear after selecting the <u>Submit</u> button.



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

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

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

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

PALMETTO GBA.	Contact Us My Profile Logo	ut <u>Help</u> <u>Reporting</u> Logged on as XP17 Test Environment					
Home Payments Completed Receipts Reports Disputes							
Manufacturer Portal CGDP Payments	â						
Contract Number: All X Corporate ID: XP1 7 P. Number: P1 7 X	Payment Infor	mation					
	Total Invoiced	\$6.46					
	Total Failed	\$0.00					
	Total Current Deferred	\$6.46					
Contract Invoiced Previous Payment/Failed Initiate Defer Failed FET ID	Total Previously Deferred	\$0.00					
Number Amount Amount Date Payment Deter Funce Fifty	Total Pending	\$0.00					
There are no more remaining invoice line items for the quarter.	Total Successful	\$0.00					
	Total Available	\$0.00					
Update All Pending Transactions Contract Number Authorization Amt Date Submitted Payment Date Stop Payment There are no pending transactions at this time. Stop Payment(s)							

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

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

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	Home	Payments	Complete	d Receipts	Reports	Disputes				
Man	ufactur	er Porta	al CG	DP Comple	eted Paym	ents		2		
Con	tract Number:		Corporate ID	• XD1 7 D Nur	Invoid	ce Reporting Pe	eriod: 201502 ¹	Paymen	t Information	1 for P1_7
	crace maniper.		corporate in			1 30		Total	Invoiced	\$6.46
(Total I	Received	\$0.00
Contr	act Number	Invoiced	Amount	Payment Date	Status	E	FTID	Total	Deferred	\$6.46
	S10		\$1.41	06/24/2016	Deferred	CG15	0217510	Total	Pending	\$0.00
	S55		\$0.70	06/24/2016	Deferred	CG15	0217S55	Tot	al Failed	\$0.00
	S7_0		\$4.35	06/24/2016	Deferred	CG15	0217570	Total Out	standing	\$0.00
¹ To vie line ite	ew completed µ em that contair	payments for a ns the desired r	different repo reporting perio	rting period, return t d.	o the Home tab and	l select the rad	lio button	Deferred Pa ar ba Pending Pa Th pe re Successful Fu th	Possible Statu: ayer has detern nount owed is ank's ACH minin ayer initiation w re debiting proo ariod and credit main unds should noi re payee's acco	ses nined that the below their mums ras successful. cess, holding ting process still w be available in unt

You have now completed processing deferred invoice line items.

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

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

Instruction Scenario:

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

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

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

Note:

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

1) Authorized users of the Portal will enter the Corporate ID in the <u>User ID</u> field and the corresponding password into the <u>Password</u> field on the **Login form**.

PALMETTO GBA. A CELERIAN GROUP COMPANY	CENTERS FOR MEDICARE & MEDICAID SERVICES	<u>Contact Us</u> <u>Help</u>
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	User ID: Password: Login	

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



3) On the **Home** tab, select the specific type of invoice from the drop down list located in the <u>Invoice Type</u> field.

PALMETTO GBA. A CELERIAN GROUP COMPANY	Contact Us My Profile Logout Help Reporting Logged on as XP1_7 Test Environment
Home Payments Completed Receipts Reports Disputes	
Manufacturer Portal Coverage Gap Discount Progra	im 🚔
Corporate ID Invoice Type P Number Reporting Period 1 - 1 out of 1 XP1_7 Quarterly ALL ALL ALL Invoice Type P Number Reporting Period Status Select Quarterly P1_7 201502 Available O	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions, start by selecting a line item from the list to the left of this message. Available Invoice is ready for payment initiations Failed One or more items has an unsuccessful payment attempt Incomplete One or more items have not been paid Pending All line items have been initiated successfully Successful All line items have been paid successfully
	Reporting Periods with no invoice line items Filter by: P. Number ALL Reporting Period ALL P Number Reporting Period P17 201601 P17 201504 P17 201503

4) Populate the <u>Select</u> radio button for the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

PALMETTO G	BA:	CMS FERS FOR MEDICARE & MEDICARD SER	WICES			<u>Contact Us</u> <u>My Profile</u>	t Logout Help Reporting Logged on as XP1_7 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes		
Manufactu	irer Porta	al Cover	rage Gap	Discou	int Progra	im 🚔	
Corporate ID Invo XP1_7 Quar	ice Type P Nur terly V ALL	Reporting Period	Status		1 - 1 out of 1	Welcome to Coverage Gaj you can initiate a paymen payments and receipt of p your reports. For payment functions, st item from the list to the l	p Discount Portal where t, check the status of payments as well as view art by selecting a line aft of this message.
Quarterly	P.Number P17	Period 201502	<u>Status</u> Available	Select		Available Invoice is read Failed One or more it payment atten Incomplete One or more it n/A Invoices require applicable. Inv Pending All line items h Successful All line items h	y for payment initiations rems has an unsuccessful npt sems have not been paid ing payment initiation not oice receipts available nave been initiated nave been paid successfully
						Reporting Periods with Filter by: P Number P Number P17 P17 P17	h no invoice line items Reporting Period ALL V Reporting Period 201601 201504 201503

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

	TO GBA.	CENTERS FOR	MEDICARE & MEDICAID SERVICES					Contact Us My Profile Logout L	Help Reporting ogged on as XP1_7 Test Environment
Hor	me Payr	ments	Completed Rec	eipts	Reports	Disp	utes		
Manufa	acturer	Portal	CGDP Pa	yment	5			ē.	
			Invoice Re	porting Perio	: 20150	2 Payme	nts due: 10/09/2015	Bayment Informa	tion
Contract	Number: ALL	Cor	rporate ID: XP17	P Number	r: [P1_7 \	~	1 - 11 out of 11	Total Invoiced	\$5,405.49
								Total Failed	\$0.00
		Dravious			nitiate All			Total Current Deferred	\$0.00
Contract Number		Deferred	Payment/Failed	Initiate Payment	Defer	Failed	EFT ID	Total Previously Deferred	\$0.00
Number	Amount	Amount	Date	Payment				Total Successful	\$0.00
H01	\$27.24	\$0.00	06/30/2016				CG150217H01 🔨	Total Available	\$5,405.49
H21	\$474.21	\$0.00	06/30/2016				CG150217H21		
H49	\$71.74	\$0.00	06/30/2016				CG15021_7H4_9	Payment Initiation Upload	
H5 5	\$7.32	\$0.00	06/30/2016				CG15021 7H5 5	Browse	Upload
55 6	\$053.00	\$0.00	06/30/2016				CC15021 755 6		
CE 1	\$355.55	¢0.00	06/30/2016				0015021_735_0		
55_1	\$4.90	\$0.00	06/30/2016				CG15021_/S5_1		
55_0	\$2,243.70	\$0.00	06/20/2016				CG15021_7S5_0		
S50	\$481.41	\$0.00	06/30/2016				CG15021_7S5_0		
	L	Jpdate All 🗌					Submit		
Pending T	ransactions								
Contract	Number Au	thorization /	Amt Date Submitt	ed Pav	ment Da	te	Stop Payment		
There are n	o pending trans	sactions at thi	s time.				. ,		
							Stop Payment(s)		

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

			Invoice Rep	oorting Period	d: 20150	2 Paymer	nts due: 10/09/2015		
Contract	Number: ALL	✓ Cor	Payment Informa	<u>ition</u>					
			Total Invoiced	\$5,405.49					
								Total Failed	\$0.00
					nitiate All			Total Current Deferred	\$0.00
Contract	Invoiced	Previous	Payment/Failed	Initiate	Defen	Falled		Total Previously Deferred	\$0.00
Number	Amount↑↓	Amount	Date	Payment	Deler	Falled	EFTID	Total Pending	\$0.00
				_				Total Successful	\$0.00
H01	\$27.24	\$0.00	06/30/2016				CG15021_7H0_1 🔨	Total Available	\$5,405.49
H21	\$474.21	\$0.00	06/30/2016				CG150217H21		
H49	\$71.74	\$0.00	06/30/2016				CG150217H49		
H55	\$7.32	\$0.00	06/30/2016				CG150217H55		
S56	\$953.99	\$0.00	06/30/2016				CG150217S56		
S51	\$4.90	\$0.00	06/30/2016				CG150217S51		
S50	\$2,243.70	\$0.00	06/30/2016				CG150217S50		
S50	\$481.41	\$0.00	06/30/2016				CG15021_7S5_0		
	ι	Jpdate All 🗆					Submit		

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

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

			Invoice Rep	orting Period	d: 20150	2 Paymer	nts due: 10/09/2015	P	
Contract	Number: ALL	✓ Cor	porate ID: XP17	P Number	r: P1_7	~	1 - 11 out of 11	Payment Info	ormation
			•					Total Invoiced	\$5,405.49
								Total Failed	\$0.00
		- •		Ir Ir	nitiate All			Total Current Deferred	\$0.00
Contract	Invoiced	Previous	Payment/Failed	Initiate	Defer	Follad		Total Previously Deferred	\$0.00
Number	Amount ↑↓	Amount	Date	Payment	Delei	raileu	CFIID	Total Pending	\$0.00
			00000010					Total Successful	\$0.00
H01	\$27.24	\$0.00	00/30/2010	\checkmark			CG15021_7H0_1 🔨	Total Available	\$5,405.49
H21	\$474.21	\$0.00	06/30/2016				CG150217H21		
H49	\$71.74	\$0.00	06/30/2016	✓			CG150217H49		
H55	\$7.32	\$0.00	06/30/2016	✓			CG150217H55		
S56	\$953.99	\$0.00	06/30/2016	✓			CG150217S56		
S51	\$4.90	\$0.00	06/30/2016	✓			CG15021_7S5_1		
S50	\$2,243.70	\$0.00	06/30/2016	✓			CG15021_7S5_0		
S50	\$481.41	\$0.00	06/30/2016	\checkmark			CG15021_755_0		
	ι	Jpdate All 🗌					Submit		

Note: Selecting <u>Defer</u> is <u>only</u> applicable when the <u>Defer</u> check box is available <u>and</u> if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

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

		X
Cover	age Gap Discount Program	
	PIN Validation	
	••••	
	Validate	

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

PALMETTO GBA		AS RE & MEDICAID SERVICES			<u>Contact Us</u> <u>My Profile</u> <u>Logout</u> I	Help Reporting ogged on as XP1_7 Test Environment
Home	Payments Comp	leted Receipts	Reports	Disputes		
Manufacture	er Portal	CGDP Paym	ents	Payments due: 10/09/201	<u>a</u>	
Contract Number:	ALL V Corporate	ID: XP1_7 P Nu	mber: P1_7 V	-,	Payment Inform	ation
					Total Invoiced	\$5,405.49
			✓ Initiate All		Total Failed	\$0.00
	. Previous				Total Current Deferred	\$6.46
Contract Invoiced Number Amount	Deferred Pa	yment/Failed Init Date Pav	iate Defer Fai ment	iled EFT ID	Total Previously Deferred	\$0.00
There are no more r	remaining invoice line it	ems for the quarter.			Total Successful	\$0.00
					Total Available	\$0.00
	Update All	•		Submit		
Pending Transaction	าร			1 - 11 out of 11	Payment Initiation Uploa	đ
Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	Brow	Se Upload
H01	\$27.24	06/24/2016	06/30/2016			
H21	\$474.21	06/24/2016	06/30/2016	· · · · · · · · · · · · · · · · · · ·	•	
H49	\$71.74	06/24/2016	06/30/2016			
H55	\$7.32	06/24/2016	06/30/2016			
S56	\$953.99	06/24/2016	06/30/2016			
S5_1	\$4.90	06/24/2016	06/30/2016			
S50	\$2,243.70	06/24/2016	06/30/2016			
S50	\$481.41	06/24/2016	06/30/2016			
S50	\$475.79	06/24/2016	06/30/2016			
58_1	\$474.77	06/24/2016	06/30/2016			
				Stop Payment(s)		

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

Prior Reporting Period Deferment - N/A Payable Invoices Distributed for Reporting Period

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

Instruction Scenario:

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

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

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

Note:

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

1) Authorized users of the Portal will enter the Corporate ID in the <u>User ID</u> field and the corresponding password into the <u>Password</u> field on the **Login form**.

PALMETTO GBA. A CELERIAN GROUP COMPANY	CENTERS FOR MEDICARE & MEDICAID SERVICES	<u>Contact Us</u> <u>Help</u>
C	Coverage Gap Discount Program	
	User ID: Password: Login	

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



3) On the **Home** tab, select the specific type of invoice from the drop down list located in the <u>Invoice Type</u> field.

PALMETTO G	BA. CINHR	S FOR MEDICARE & MEDICARD SER	WICES			Contact Us My Profile Logout Help Reporting Logged on as XP1_4 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes	
Manufactu	irer Porta	Cove	r <mark>age G</mark> ap	Discou	int Progra	am 🚔
Corporate ID Invo XP1_4 Quar	bice Type P Num terly V	Reporting ber Period	Status		1 - 3 out of 3	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions, start by selecting a line
Invoice Type	<u>P Number</u>	Reporting Period	<u>Status</u>	Select		item from the list to the left of this message.
Quarterly	P1_4 P1_4	201503 201502	Successful	0		Available Invoice is ready for payment initiations Failed One or more items has an unsuccessful payment attempt Incomplete One or more items have not been paid Pending All line items have been initiated successfully Successful All line items have been paid successfully
						Reporting Periods with no invoice line items Filter by: P Number Reporting Period P Number Reporting Period P Number Reporting Period There is an invoice report for the selected P Number

4) Populate the <u>Select</u> radio button for the reporting period then select the **Payments** tab to view the invoice line items for the specific reporting period.

PALMETTO G	BA.		næs			Contact Us My Profile Logout Help Reporting Logged on as XP1_4 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes	
Manufacti	ırer Porta	l Cover	age Gap	Discou	nt Progra	am 🚊
Corporate ID Invo XP14 Quar	pice Type P Num tterly ♥ ALL	Reporting ber Period	Status		1 - 3 out of 3	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions, start by selecting a line
Invoice Type Quarterly Quarterly	P Number P14 P14	Reporting Period 201503 201502	<u>Status</u> N/A Successful	Select		item from the list to the left of this message.
Quitery		201302	Jaccosta			Available Invoice is ready for payment initiations Failed One or more items has an unsuccessful payment attempt Incomplete One or more items have not been paid Pending All line items have been initiated successfully Successful All line items have been paid successfully
						Reporting Periods with no invoice line items Filter by: P Number Reporting Period ALL ALL ALL
						P Number Reporting Period There is an invoice report for the selected P Number

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

	TO GBA:	CENTERS FOR	MEDICARE & MEDICARD SERVICES					Contact Us My Profile Logout He	lp <u>Reporting</u> ed on as XP14 Test Environment
Hon	ne Payr	nents (Completed Rec	eipts	Reports	Dispute	es		
Manufa	acturer	Portal	CGDP Pa	yment	S d: 201503	3 Payment	ts due: 12/09/2015	â.	
Contract	Number: ALL	✓ Cor	porate ID: XP1_4	P Numbe	r: P1_4 N		1 - 3 out of 3	Payment Information	<u>n</u>
								Total Invoiced	\$0.00
					altiste All			Total Failed	\$0.00
		Desulaus		L 1	Ittate All			Total Current Deferred	\$0.00
Contract	Invoiced	Deferred	Payment/Failed	Initiate	Defer	Failed	EFT ID	Total Previously Deferred	\$3.28
Number	Amount ↑↓	Amount	Date	Payment				Total Pending	\$0.00
110 1	¢0.00	¢1.40	12/08/2015					Total Successful	\$0.00
H2_1	\$0.00	\$1.40	10/00/0015	_	_		CG15021_4H2_1	Total Available	\$3.28
H43	\$0.00	\$1.56	12/08/2015				CG15021_4H4_3		
H5_4	\$0.00	\$0.32	12/08/2015				CG15021_4H5_4	Payment Initiation Upload	
	U	Ipdate All 🗆 🛛	-				Submit	Browse	Upload
Pending Tr	ansactions								
Contract There are no	Number Au	thorization A sactions at this	Date Submitt time.	ed Pay	ment Dat	te St	op Payment		
							Stop Payment(s)	1	

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

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

			Invoice Rep	orting Period	d: 20150	3 Payme	ents due: 12/09/2015		
Contract	Number: ALL	✓ Cor	porate ID: XP1_4	P Number	r: P1_4	~	1 - 3 out of 3	Payment Information	
				Total Invoiced	\$0.00				
				Total Failed	\$0.00				
		Durantaria			ittate All			Total Current Deferred	\$0.00
Contract	Invoiced	Deferred	Payment/Failed	Initiate	Defer	Failed	FFT ID	Total Previously Deferred	\$3.28
Number	Amount ↑↓	Amount	Date	Payment				Total Pending	\$0.00
	+0.00	H	12/08/2015					Total Successful	\$0.00
H2_1	\$0.00	\$1.40	12/00/2010		H		CG15021114H2001	Total Available	\$3.28
H43	\$0.00	\$1.56	12/08/2015				CG15021114H4003	-	
H5_4	\$0.00	\$0.32	12/08/2015				CG15021114H5774		
	ι	Jpdate All 🗌					Submit		

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

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

	TO GBA:	CENTIRE R		crs				Contact Us My Profile Logout Helj Logger Tr	0 <u>Reporting</u> d on as XP14 est Environment
Hon	ne Payn	nents	Completed	Receipts	Reports	Disput	es		
Manufa	acturer	Portal	CGDP	Payment	S	0		ē,	
Contract	Number: All	×	Invoi	A R Number	od: 20150	3 Payment	ts due: 12/09/2015	Payment Information	
Contract		C(iporate ID. API_	_+ PNullibe	a. <u>[- 1 _ 7</u> .	*	1 - 3 out of 3	Total Invoiced	\$0.00
								Total Failed	\$0.00
		Brovious			nitiate All			Total Current Deferred	\$0.00
Contract	Invoiced	Deferred	Payment/Fa	iled Initiate	Defer	Failed	EFT ID	Total Previously Deferred	\$3.28
Number	Amount ↑↓	Amount	Date	Payment				Total Pending	\$0.00
H2_1	\$0.00	\$1.40	12/08/2015		\checkmark		CG15021114H2001	Total Successful	\$0.00
H43	\$0.00	\$1.56	12/08/2015		~		CG15021114H4003		
H5_4	\$0.00	\$0.32	12/08/2015		\checkmark		CG15021114H5774	Payment Initiation Upload	
	U	pdate All					Submit	Browse	Upload
Pending Tr	ansactions			_					
Contract	Number Au	thorization	Amt Date Su	bmitted Pa	yment Da	te St	op Payment		
There are no	o pending trans	actions at th	is time.						
							Stop Payment(s)		

Note: Selecting <u>Defer</u> is <u>only</u> applicable when the <u>Defer</u> check box is available <u>and</u> if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

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

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

9) This message will appear after selecting the <u>Submit</u> button.



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

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

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

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

PALMETTO GBA. A CELERIAN GROUP COMPANY	Contact Us My Profile Logol	<u>It Help Reporting</u> Logged on as XP1_4 Test Environment
Home Payments Completed Receipts Reports Disputes		
Manufacturer Portal CGDP Payments	a	
Invoice Reporting Period: 201503 Payments due: 12/09/2015	Payment Info	rmation
	Total Invoiced	\$0.00
	Total Failed	\$0.00
Contract Invoiced Previous Deferred Payment/Failed Initiate Number Amount ↑↓ Deferred Amount Date Payment	Total Current Deferred Total Previously Deferred Total Pending	\$0.00 \$0.00 \$0.00
There are no more remaining invoice line items for the quarter.	Total Successful	\$0.00
	Total Available	\$0.00
Update All Image: Submit Pending Transactions Contract Number Authorization Amt Date Submitted Payment Date Stop Payment There are no pending transactions at this time. Stop Payment Stop Payment	Payment Initiation Uplo	ad wse Upload
Stop Payment(s)		

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

PALMETTO G	BA. CINTR	S FOR MEDICARE & MEDICAID SER	IVICES			Contact Us My Profile Logout Help Reporting Logged on as XP1_4 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes	
Manufactu	irer Porta	Cove	rage Gap	Discou	int Progra	am 🚔
Corporate ID Invo XP1_4 ALL	ice Type P Num	Reporting ber Period	Status		1 - 3 out of 3	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions, start by selecting a line
Invoice Type Quarterly Quarterly	P Number P14 P14	Reporting Period 201503 201502	<u>Status</u> N/A Successful	Select		item from the list to the left of this message. Available Invoice is ready for payment initiations Failed One or more items has an unsuccessful payment attempt
						Incomplete One or more items have not been paid N/A Invoices requiring payment initiation not applicable. Invoice receipts available Pending All line items have been initiated successfully Successful All line items have been paid successfully
						P Number Reporting Period Filter by: P Number Reporting Period ALL ALL ALL
						P Number Reporting Period There is an invoice report for the selected P Number

13) Select the **Completed** tab, and review the data listed in the **Completed Transactions region**.

This example displays the selected invoice line items as Deferred in the <u>Status</u> field. *Note*: The <u>Payment Date</u> field displays the most recent deferred date.

PALMETTO GBA. A CELERIAN GROUP COMPANY		IS HDICAID SHEVICES			<u>Contact</u>	<u>Us My Profile Logou</u>	ut <u>Help</u> <u>Reporting</u> Logged on as XP1_4 Test Environment
Home Pa	ayments Complete	d Receipts	Reports Di	sputes			
Manufacture	r Portal CO	GDP Comple	ted Payme	nts	2		
Contract Number: AL	L V Corporate I	D: XP1_4 P Num	Invoice F nber: P1_4 V	eporting Period: 20 1 - 3 out of 3	1502 ¹	Payment Informat Total Invoiced Total Received	ion for P1 <u>4</u> \$3.28 \$0.00
Contract Number H21 H43 H54	Invoiced Amount \$1.40 \$1.56 \$0.32	Payment Date 12/08/2015 12/08/2015 12/08/2015	<u>Status</u> Deferred Deferred Deferred	EFTID CG150214H CG150214H CG150214H	21 43 54	Total Deferred Total Pending Total Failed Total Outstanding	\$3.28 \$0.00 \$0.00 \$0.00
¹ To view completed payı line item that contains ti	ments for a different rep he desired reporting peri	orting period, return to od.	the Home tab and se	ect the radio button	St.	Possible St. Deferred Payer has det amount owed bank's ACH m Pending Payer initiatio The debiting p period and crr remain uccessful Funds should the payee's a	atuses ermined that the is below their inimums n was successful. process, holding editing process still now be available in ccount

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

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

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

Instruction Scenario:

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

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

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

Note:

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

1) Authorized users of the Portal will enter the Corporate ID in the <u>User ID</u> field and the corresponding password into the <u>Password</u> field on the **Login form**.



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



- 3) On the **Home** tab, review the following sections:
 - System message above the **Filter region** displays "One or More Reporting Periods Have Outstanding Payments."
 - Updated status of prior reporting periods in the **Filter Results region**, the example displays the updated status of Incomplete
 - No Invoice Reporting region displays the current reporting period

PALMETTO G	BA:	FOR MEDICARE & MEDICAID SERV	ICES			Contact Us My Profile Logout Help Reporting Logged on as XP1_4 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes	
Manufactu	irer Portal	Cover	age Gap	Disco	unt Progra	am 🚔
	One or More Repo	orting Periods Have	e Outstanding Pa	yments		Welcome to Coverage Gap Discount Portal where
Corporate ID Invo XP1_4 Quar	ice Type P Numb terly V ALL	Reporting Period	Status		1 - 3 out of 3	you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions, start by selecting a line
Invoice Type	<u>P Number</u>	Reporting Period	<u>Status</u>	<u>Select</u>		item from the list to the left of this message.
Quarterly	P14	201502	Incomplete	0		Available Invoice is ready for payment initiations Failed One or more items has an unsuccessful payment attempt Incomplete One or more items have not been paid Pending All line items have been initiated successfully Successful All line items have been paid successfully
						Reporting Periods with no invoice line items Filter by: P Number Reporting Period ALL
						P Number Reporting Period P1_4 201503

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

PALMETTO G	BA.	S FOR MEDICARE & MEDICAID SEN	RVICES			Contact Us My Profile Logout Help Reporting Logged on as XP1_4 Test Environment
Home	Payments	Completed	Receipts	Reports	Disputes	
Manufactu	irer Porta	Cover corting Periods Have Reporting Period ALL ~ Reporting Period 201502	ve Outstanding Pa Status ALL V Status Incomplete	ayments Select	1 - 3 out of 3	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. Word 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 Etiter by: <u>P Number</u> Reporting Periods with no invoice line items Main Deriver Complexition of All Line Y P Number Reporting Period
						P14 201503

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

PALMETI A CELERIAN GRO	TO GBA:	CENTERS FOR	MIDICARE & MEDICAID SERVICES					Contact Us <u>My Profile</u> <u>Lo</u>	gout <u>Help</u> <u>Reporting</u> Logged on as XP1_4 Test Environment
Hon	ne Payr	ments	Completed Rec	eipts	Reports	Dispute	s		
Manufa	acturer	Portal	CGDP Pa	yment	S	Davmont	due: 10/00/2015	Ē	
Contract	Number: ALL	✓ Cor	porate ID: XP1_4	P Numbe	er: P1_4 V	ayments	1 - 3 out of 3	Payment In	formation
								Total Invoiced	\$3.28
				🗌 🗌 II	nitiate All			Total Current Deferred	\$0.00
Contract	Invoiced	Previous	Payment/Failed	Initiate				Total Previously Deferred	\$0.00
Number	Amount↑↓	Amount	Date	Payment	Defer	Failed	EFT ID	Total Pending	\$0.00
	** **	+0.00	12/08/2015					Total Successful	\$0.00
H2_1	\$1.40	\$0.00	12/00/2013				CG15031_4H2_1	Total Available	\$3.28
H4_3	\$1.56	\$0.00	12/08/2015				CG15031_4H4_3		
H5_4	\$0.32	\$0.00	12/08/2015				CG15031_4H5_4	Payment Initiation Up	bload
	ι	Jpdate All 🗌					Submit		Browse Upload
Pending Tra	ansactions								
Contract	Number Au	thorization A	ant Date Submitte	ed Pay	ment Date	e Sto	p Payment		
There are no	o pending trans	sactions at this	s time.						
							Stop Payment(s)		

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

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

	Invoice Reporting Period: 201502 Payments due: 10/09/2015													
Contract	Number: ALL	✓ Co	Payment Infor	mation										
			Total Invoiced	\$3.28										
			Total Failed	\$0.00										
		D	Total Current Deferred	\$0.00										
Contract	Invoiced	Previous	Payment/Failed	Initiate	Defer	Failed	FET ID	Total Previously Deferred	\$0.00					
Number	Amount ↑↓	Amount	Date	Payment	Derer Tu	00.01	Derei	Derei	Derei	Derei	runcu		Total Pending	\$0.00
			12/08/2015	_				Total Successful	\$0.00					
H2_1	\$1.40	\$0.00	12/00/2013		H		CG15031_4H2_1	Total Available	\$3.28					
H43	\$1.56	\$0.00	12/08/2015				CG15031_4H4_3							
H5_4	\$0.32	\$0.00	12/08/2015				CG15031_4H5_4							
	ι	Jpdate All 🗌					Submit							

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

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

PALMETTO A CELERIAN GROUP CO	GBA:						Contact Us My Profile Log	out Help Reporting Logged on as XP1114 Test Environment
Home	Payments	Completed Rec	eipts	Reports	Disputes			
Manufact	turer Porta	CGDP Pa	yment	5	Paymonto du	10/00/2015	â	
Contract Num	nber: ALL 🗸	Corporate ID: XP1_4	P Numbe	r: P1_4 V	1 -	3 out of 3	Payment Info	rmation \$3.28
			🗆 Ir	nitiate All			Total Failed	\$0.00
Contract Inv Number Am	voiced Previous nount↑↓ Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer Fa	iled El	FT ID	Total Current Deferred Total Previously Deferred Total Pending	\$0.00 \$0.00 \$0.00
H2_1	\$1.40 \$0.0	0 12/08/2015		✓	c	G15031_4H2_1	Total Successful Total Available	\$0.00 \$3.28
H4_3 H5_4	\$1.56 \$0.0 \$0.32 \$0.0	0 12/08/2015 III		✓	c	G15031_4H4_3	Payment Initiation Uplo	bad
	Update All					Submit	Bro	owse Upload
Pending Transa	actions							
Contract Nun There are no per	nber Authorizatio nding transactions at	n Amt Date Submitt	ed Pay	ment Date	Stop P	ayment		
						Stop Payment(s)		

Note: Selecting <u>Defer</u> is <u>only</u> applicable when the <u>Defer</u> check box is available <u>and</u> if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

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

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

Coverage Gap Discount Program
PIN Validation
••••
Validate

9) This message will appear after selecting the <u>Submit</u> button.

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

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

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

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

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

PALMETTO GBA. A CELERIAN GROUP COMPANY	Contact Us My Profile Logo	ut <u>Help</u> <u>Reporting</u> Logged on as XP1_4 Test Environment
Home Payments Completed Receipts Reports Disputes		
Manufacturer Portal CGDP Payments	<u>ه</u>	
Invoice Reporting Period: 201502 Payments due: 10/09/2015	Payment Infor	mation
Contract Number: ALL Corporate ID: XPI_4 P Number: PI_4 1 - 3 out or 3	Total Invoiced	\$3.28
	Total Failed	\$0.00
	Total Current Deferred	\$3.28
Contract Invoiced Previous Payment/Failed Initiate Defer Failed FFT ID	Total Previously Deferred	\$0.00
Number Amount ↑ Amount Date Payment Perer Pained Errib	Total Pending	\$0.00
There are no more remaining invoice line items for the guarter.	Total Successful	\$0.00
	Total Available	\$0.00
Pending Transactions Contract Number Authorization Amt Date Submitted Payment Date Stop Payment There are no pending transactions at this time. Stop Payment(s)	Payment Initiation Uplo	ad wse Upload

12) Select the **Completed** tab, and review the data listed in the **Completed Transactions region**.

This example displays the selected invoice line items as Deferred in the <u>Status</u> field. *Note*: The <u>Payment Date</u> field displays the most recent deferred date.

PALMETTO GBA.		S SERVICES			<u>Contact Us</u>	<u>My Profile Logout He</u> Logg	elp <u>Reporting</u> ed on as XP14 Test Environment					
Home Pay	yments Completed	Receipts	Reports Di	sputes								
Manufacturer Portal CGDP Completed Payments												
			Invoice F	Reporting Period: 20	502 ¹]					
Contract Number: ALL	 Corporate ID 	XP14 P Nur	nber: P1_4 🗸	1 - 3 out of 3	Pa	<u>yment Information fo</u>	<u>er P1_4</u>					
						Total Received	\$3.20					
Contract Number	Invoiced Amount	Payment Date	Status	EFTID		Total Deferred	\$3.28					
H21	\$1.40	12/08/2015	Deferred	CG150214H2		Total Pending	\$0.00					
H43	\$1.56	12/08/2015	Deferred	CG150214H4	<u>3</u>	Total Failed	\$0.00					
H54	\$0.32	12/08/2015	Deferred	CG150214H5	i_4 Tot	al Outstanding	\$0.00					
						Possible Statuses						
¹ To view completed paym line item that contains the	Defer	Deferred Payer has determined that the amount owed is below their bank's ACH minimums										
					Pend	ing Payer initiation was The debiting proces period and crediting remain	successful. s, holding process still					
					Succes	sful Funds should now b the payee's accoun	oe available in t					

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

PALMETTO G	BA. CINTIS	OR MEDICARE & MEDICAID SERV	NCES			Contact Us My Profile Logout Help Reporting Logged on as XP1_4 Test Environment			
Home	Payments	Completed	Receipts	Reports	Disputes				
Manufacturer Portal Coverage Gap Discount Program 🚔									
Corporate ID Invo XP1_4 ALL	Dice Type P Numb P Number	Reporting er Period ALL V Reporting Period	Status ALL V Status	Select	1 - 3 out of 3	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions, start by selecting a line item from the list to the left of this message.			
Quarterly	P14	201502	Successful	0		Available Invoice is ready for payment initiations Failed One or more items has an unsuccessful payment attempt Incomplete One or more items have not been paid Pending All line items have been initiated successfully Successful All line items have been paid successfully			
						Reporting Periods with no invoice line items Filter by: P Number Reporting Period P Number Reporting Period P1_4 201503			

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