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

Manufacturer Portal Users Guide
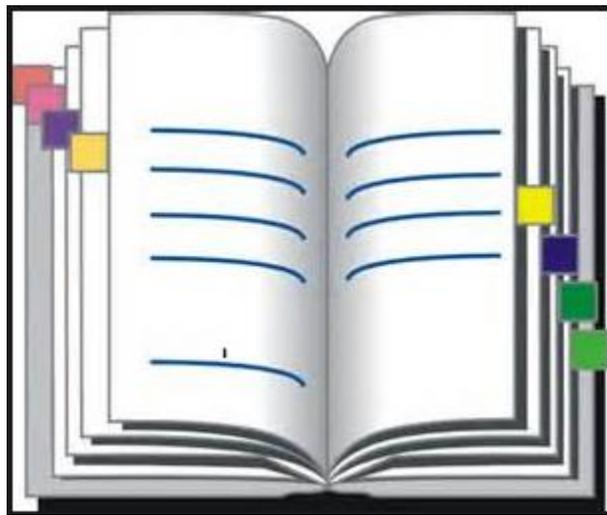
Table of Contents

Processing Deferred Invoices

The CGDP Portal provides the ability to defer payment of distributed invoice line items to a subsequent reporting period *if*:
- The Total Available 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 Total Available 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 – <u>Total Available</u> 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.

Remember: 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 *Validate* 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.

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.

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.

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.

Remember: 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 *Submit* button, located at the bottom right of the **Payment Initiation region**.

Note: Selecting <u>Defer</u> is **only** applicable when the <u>Defer</u> check box is available **and** 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.
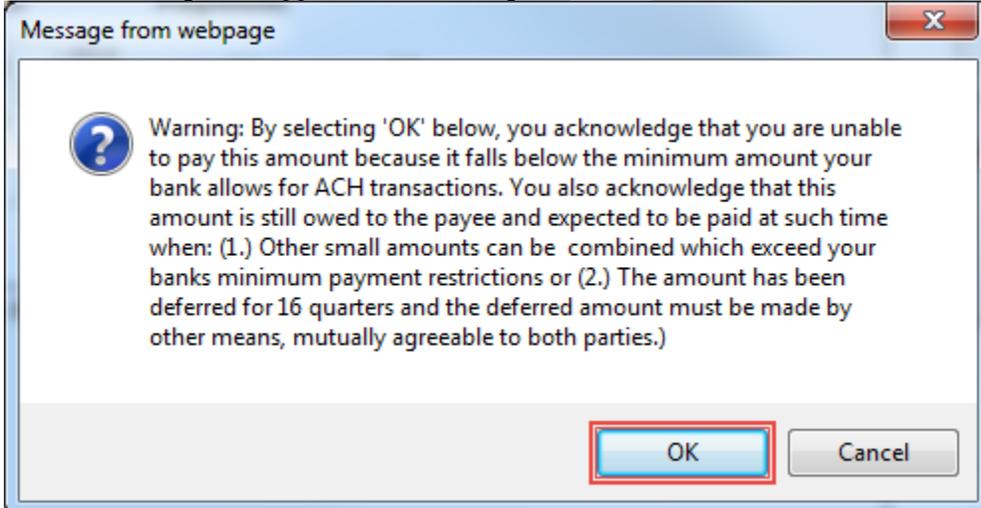
Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

8) To process the submission of the deferred payment, enter the ***Payment Initiation*** 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 <u>*OK*</u> 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 <u>*Cancel*</u> 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** Total Current Deferred field for updated amounts.

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 Status field. The Payment Date field displays the defer date of the invoice line items.

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**.

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 *Validate* 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.

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.

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.

6) Review the invoice line items in the **Payment Initiation region** and notice that the Defer check box is not available when the **Payment Information region's** Total Available 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 Reporting Period: **201502**	Payments due: **10/09/2015**					
Contract Number: ALL ∨	Corporate ID: XP1__7	P Number: P1__7 ∨		1 - 11 out of 11			

☐ Initiate All

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H0__1	$27.24	$0.00	06/30/2016	☐			CG15021__7H0__1
H2__1	$474.21	$0.00	06/30/2016	☐			CG15021__7H2__1
H4__9	$71.74	$0.00	06/30/2016	☐			CG15021__7H4__9
H5__5	$7.32	$0.00	06/30/2016	☐			CG15021__7H5__5
S5__6	$953.99	$0.00	06/30/2016	☐			CG15021__7S5__6
S5__1	$4.90	$0.00	06/30/2016	☐			CG15021__7S5__1
S5__0	$2,243.70	$0.00	06/30/2016	☐			CG15021__7S5__0
S5__0	$481.41	$0.00	06/30/2016	☐			CG15021__7S5__0

Update All ☐   Submit

Payment Information	
Total Invoiced	$5,405.49
Total Failed	$0.00
Total Current Deferred	$0.00
Total Previously Deferred	$0.00
Total Pending	$0.00
Total Successful	$0.00
Total Available	$5,405.49

Note: 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.

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

	Invoice Reporting Period: **201502**	Payments due: **10/09/2015**					
Contract Number: ALL ∨	Corporate ID: XP1__7	P Number: P1__7 ∨		1 - 11 out of 11			

☑ Initiate All

Contract Number	Invoiced Amount ↑↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H0__1	$27.24	$0.00	06/30/2016	☑			CG15021__7H0__1
H2__1	$474.21	$0.00	06/30/2016	☑			CG15021__7H2__1
H4__9	$71.74	$0.00	06/30/2016	☑			CG15021__7H4__9
H5__5	$7.32	$0.00	06/30/2016	☑			CG15021__7H5__5
S5__6	$953.99	$0.00	06/30/2016	☑			CG15021__7S5__6
S5__1	$4.90	$0.00	06/30/2016	☑			CG15021__7S5__1
S5__0	$2,243.70	$0.00	06/30/2016	☑			CG15021__7S5__0
S5__0	$481.41	$0.00	06/30/2016	☑			CG15021__7S5__0

Update All ☐   Submit

Payment Information	
Total Invoiced	$5,405.49
Total Failed	$0.00
Total Current Deferred	$0.00
Total Previously Deferred	$0.00
Total Pending	$0.00
Total Successful	$0.00
Total Available	$5,405.49

Note: Selecting Defer is **only** applicable when the Defer check box is available **and** 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 ***Payment Initiation*** role four-digit PIN in the <u>PIN Validation</u> form and select the *Validate* button.

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.

You have now completed working with invoice line items totaling greater than the Portal's system-default 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 Total Available 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

Remember: 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 User ID field and the corresponding password into the Password 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 *Validate* 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.

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.

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.

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.

Remember: 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 *Submit* button, located at the bottom right of the **Payment Initiation region**.

Note: Selecting <u>Defer</u> is **only** applicable when the <u>Defer</u> check box is available **and** 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.
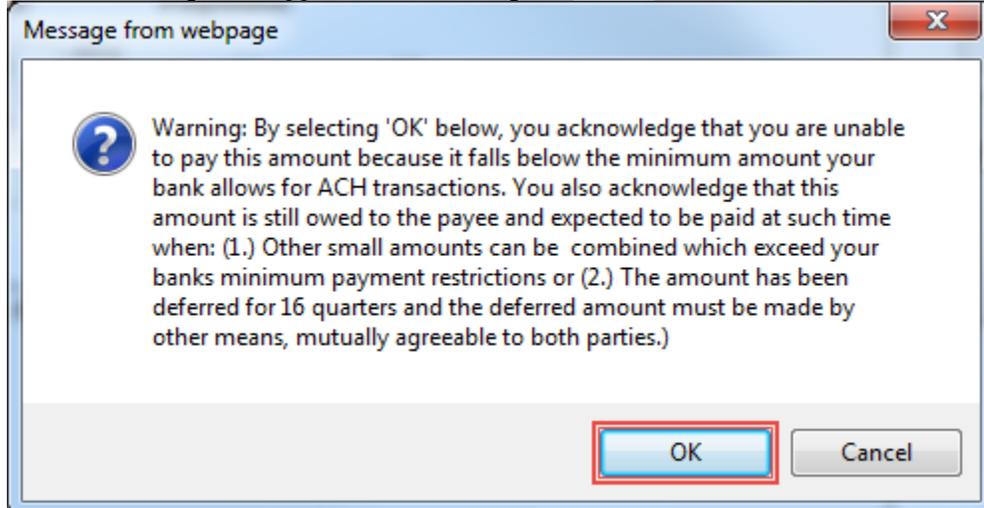
Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

8) To process the submission of the deferred payment, enter the **_Payment Initiation_** 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 <u>*OK*</u> 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 <u>*Cancel*</u> 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** Total Previously Deferred and Total Available fields for updated amounts.

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

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 Status field.
Note: The Payment Date field displays the most recent deferred date.

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

Prior Reporting Period 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 Total Available 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.

Remember: 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 User ID field and the corresponding password into the Password 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 *Validate* 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

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.

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.

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.

Remember: 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 *Submit* button, located at the bottom right of the **Payment Initiation region**.

Note: Selecting <u>Defer</u> is **only** applicable when the <u>Defer</u> check box is available **and** 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.
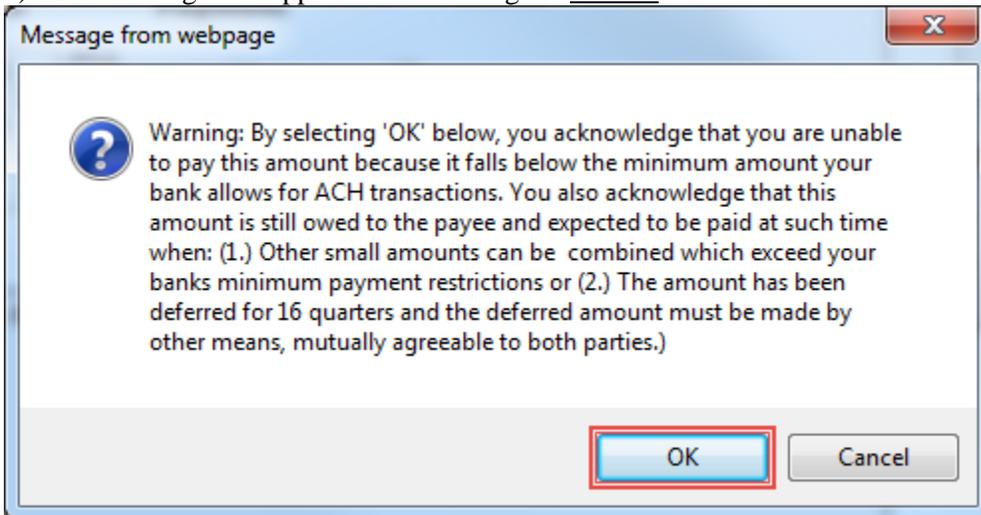
Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two entities.

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

9) This message will appear after selecting the *Submit* button.

Note: Selecting the <u>OK</u> 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 Deferred</u> field for updated amounts.

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.

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

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