Coverage Gap Discount Program (CGDP) Manufacturer Payment Portal (MPP) Sponsor User Guide

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Introduction

Welcome to the Coverage Gap Discount Program (CGDP) Manufacturer Payment Portal (MPP) Sponsor User Guide. This guide provides information for Medicare Part D plan sponsors (sponsors) on how to use the CGDP module in the MPP. It covers how to review invoices, initiate and track payments, review and access dispute resolution reports and various quarterly and benefit year (BY) closeout reports.

The CGDP makes manufacturer discounts available at the point of sale (POS) to Part D enrollees receiving applicable drugs while in the coverage gap phase of the Part D benefit through December 31, 2024. The Inflation Reduction Act of 2022 (IRA) sunsets the CGDP as of January 1, 2025. It also terminates all CGDP Agreements as of January 1, 2025, but stipulates that all responsibilities and duties under such agreements continue to apply with respect to applicable drugs under the CGDP dispensed prior to January 1, 2025.[1]

> As a sponsor participating in the CGDP, you have agreed to advance coverage gap discount amounts on behalf of Part D enrollees who received applicable drugs while in the coverage gap phase of the Part D benefit and receive reimbursement from or submit adjusted reimbursements to pharmaceutical manufacturers (manufacturers) participating in the CGDP.

The primary function of the CGDP module is to provide a central repository for program qualified prescription drug event (PDE) invoices to be distributed and paid by program participants. The MPP offers manufacturers and sponsors the capability to manage CGDP invoicing and payment processing, allowing users to view and perform the following based on their roles and permissions:

- Home Page
- Pay an Invoice
  - Invoice selection for payment initiation
  - Invoice payment deferment
- Pending Payments
  - Stop Payment of invoices
- Completed Payments
- Receipts
- Disputes
  - Dispute Resolution Reports
- Reports
  - Invoice
  - Data
  - Tracking
  - Ad Hoc
  - 1099 Information

The MPP enables sponsors to examine invoice line items owed to manufacturers and payments

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[1] See section 30 of the Manufacturer Discount Program Final Guidance available at: https://www.cms.gov/medicare/coverage/prescription-drug-coverage/part-d-information-pharmaceutical-manufacturers.

expected from manufacturers. Likewise, it allows manufacturers to review invoice line items owed to sponsors and payments due from sponsors to manufacturers.

To assist with invoice payment initiation processing, the MPP provides the ability to initiate bank-to-bank automated clearing house (ACH) transfers for invoice line-item payments due between participating program participants, like the way an online banking customer pays their monthly bills.

The Third Party Administrator (TPA) will manage the MPP, and the program modules housed within, including the CGDP.

> **Note**: _All_ invoice payments must be processed in the MPP.

The **CGDP Manufacturer Payment Portal Sponsors User Guide** will provide information on the full functionality of the MPP, including task-based instructions for scenarios that may occur during reporting period review and processing of invoices.

This user guide contains instructions for sponsors.

Recommended System Requirements

The following system functionality is required to access the MPP.

Operating System (OS):
- Windows 10 or later
- Mac OS X 11.x

Supported Internet Browsers*:
- Microsoft Edge: Version 128.x
- Google Chrome: Version 128.0.x

Recommended Screen Resolution:
- 1024 x 768

Additional Requirements:
- Adobe Acrobat Reader Version Document Cloud (DC) or Adobe Acrobat Pro Version DC
- JavaScript enabled
- Compatibility view disabled
- Pop-up blocker disabled

Note: Although the MPP may be accessible without meeting these requirements, only the options above are supported. Failure to meet these requirements may adversely affect the functionality and layout of the MPP.

*We recommend always using the most current browser version available.

Access to the CGDP module via MPP

The MPP is a Federal information system. To access CGDP data, you must be authorized to access to both the MPP and the CGDP module. Authorized users of the MPP, and all program modules housed within, must adhere to CMS information security policies, standards, and procedures.

Detailed login instructions are located on the **TPAdministrator.com** website under "**User Guides**" in the **Manufacturer Payment Portal (MPP) Introduction and Login Users Guide**. Instructions contained within the guide include:

- MPP Location and Access
- MPP System Requirements
- Update HPMS Contact Information
- MPP Portal Login
- MPP-My Profile Instructions

Note: You <u>will not</u> have the ability to view other program participant's data.

The TPA website (**https://tpadministrator.com**) contains two links titled "MPP Login." Either link will redirect you to the MPP Login page.
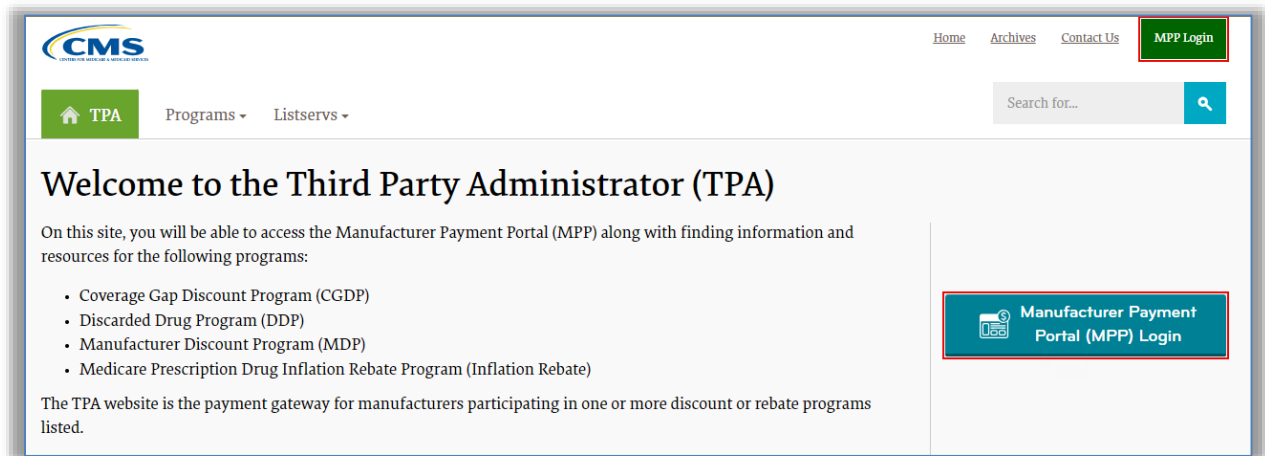
To access the MPP, enter your User ID provided by the TPA Operations Team. Information available to you is limited to the authorized data associated by roles and permissions assigned to your user ID.

CGDP User Roles

CGDP Module Discount Program Payment Contact and Third Party Administrator (TPA) Contact Roles

The CGDP module has two roles that allow access to distributed invoices and reports. These roles assist with assigning authorized access to the CGDP module in the MPP. Information regarding the functionality of the *Discount Program Payment Contact* and *Third Party Administrator (TPA) Contact* roles is also provided to assist with understanding each.

The CGDP Part D plan sponsor payment initiation role is the "*Discount Program Payment Contact*".

- A *Discount Program Payment Contact* role allows:

    • Full functionality of the CGDP module, including initiating payment of distributed invoices, download dispute resolution and reports and ability to request updates to bank account information.

Sponsors have a *Third Party Administrator (TPA) Contact* role for a view only role.

- The *Third Party Administrator (TPA) Contact* role allows:

    • View Only functionality for invoices in the CGDP module.

    • Access and ability to request updates to bank account information and download reports.

    Attention: The HPMS "*Discount Program Payment Contact*" field and the "*Third Party Administrator (TPA) Contact*" field *must* be completed in HPMS. The same user can be assigned both roles. If a different user is assigned the "*Discount Program Payment Contact*" role in HPMS, the assigned "*Third Party Administrator (TPA) Contact*" role user in HPMS, will remain in that role only. Once HPMS is updated, the new authorized "*Discount Program Payment Contact*" will contact the TPA Operations to receive their MPP user credentials, User ID and temporary password, to access the MPP.

Important Note:

- Assigned MPP user credentials, User ID and temporary password, are specific to individuals and *must not be shared*. The person granted MPP access is authorized by CMS and the TPA to access data within the MPP.

- If you are no longer the authorized user for the MPP and its program modules, HPMS *must* be updated, and the new authorized user *must* contact the TPA to obtain their authorized access credentials. If you need assistance with HPMS, please contact HPMS Help Desk at hpms@cms.hhs.gov or call 1-800-220-2028.

Discount Program Payment Contact Role – Pay an Invoice & Pending Payments Pages View

Six functions are available to the MPP *Discount Program Payment Contact* role.

The **Pay an Invoice** page below will display to users with the MPP *Discount Program Payment Contact* role.
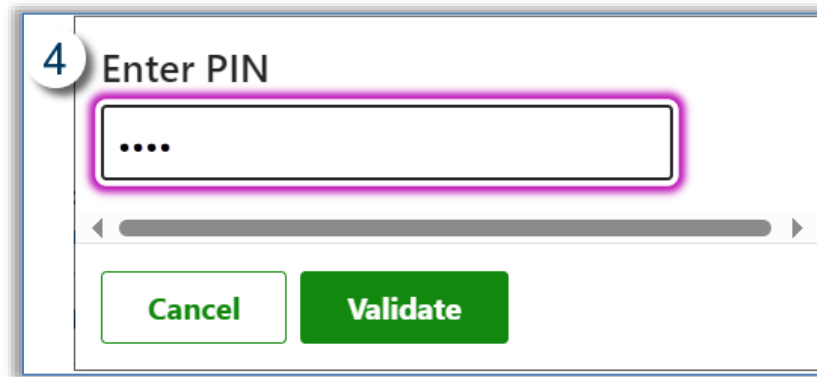

Three functions are located at the bottom of the **Pay an Invoice** page:

The (1) *Update All Dates* calendar icon and field provides the ability to select and set a future date for any, or all, individual invoice line items if they are eligible for payment initiation.

The (2) *Select All Invoices* checkbox allows you to choose the invoices available for payment by populating the checkbox with a check mark. This action selects <u>all</u> invoice line items eligible for payment initiation.

Note: Items not eligible for payment initiation appear in the *Failed* column on the data table. These are invoice line items without an *Initiate Payment* check box and contain a payment failure code.

The (3) *Submit* button provides one-click functionality to process selected invoice line items for payment.

After clicking the *Submit* button, the (4) *Enter PIN* code validation field pop up displays. This field requires entering a four-digit numeric PIN to complete any payment initiation process and to move invoices from the **Pay an Invoice** page to the **Pending Payments** page.

You can set the four-digit numeric PIN by following the instructions located on the **TPAdministrator.com** website. For more detailed instructions please access the "**My Profile – Update PIN**" instruction in the **Manufacturer Payment Portal (MPP) Introduction and Login User Guide** located in the **User Guides**.

The final two *Discount Program Payment Contact* functionalities are located on the **Pending Payments** page.

The (5) *Select All Payments* check box allows you to populate all available Stop Payment checkboxes at one time. This action selects <u>only</u> pending invoice line items displayed on the page. If invoice line items are no longer visible on the **Pending Payments** page, they have been already begun the payment process.

The (6) *Stop Payment* button provides you with one-click functionality to Stop Payment on all invoices selected.

Instructions for creating or updating banking data is on the **TPAdministrator.com** website. The "**Banking Information**" instructions are found in the **Manufacturer Payment Portal (MPP) Introduction and Login User Guide** located in the **User Guides**.

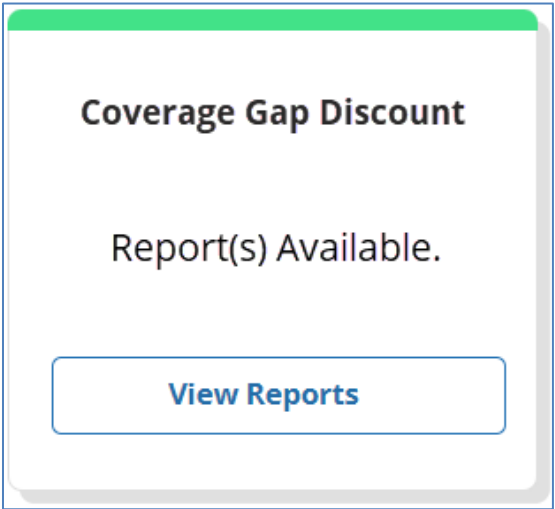This user guide uses a *Discount Program Payment Contact* role perspective to thoroughly explain the functionalities of each page. Users with the *Third Party Administrator (TPA) Contact* role can also find these instructions beneficial for understanding all features available for the CGDP in the MPP.

Third Party Administrator (TPA) Contact – Pay an Invoice & Pending Payments Pages View

The *Third Party Administrator (TPA) Contact* role is **view reports only** *role*. You will not be able to change any data on the screens or submit or stop payments. The **Pay an Invoice** page displays the interface you will observe as a user with the *Third Party Administrator (TPA) Contact* role.

The *Third Party Administrator (TPA) Contact* role will have some of the same features visible on the **Pay An Invoice** screen but will not have a *Submit* button.

(1) *Update All Dates* calendar will be visible and can be updated to change the payment date for all eligible invoices. However, it will **not** execute those changes.

(2) *Select All Invoices* checkbox will be visible and can populate all checkboxes in the "Initiate Payment" column for eligible invoices, allowing for the payment date to be updated for all eligible invoices. However, it will **not** execute those changes.

(3) *Submit* button will **not** be visible.

The remaining *Third Party Administrator (TPA) Contact* role differences in functionality are located on the **Pending Payments** page.
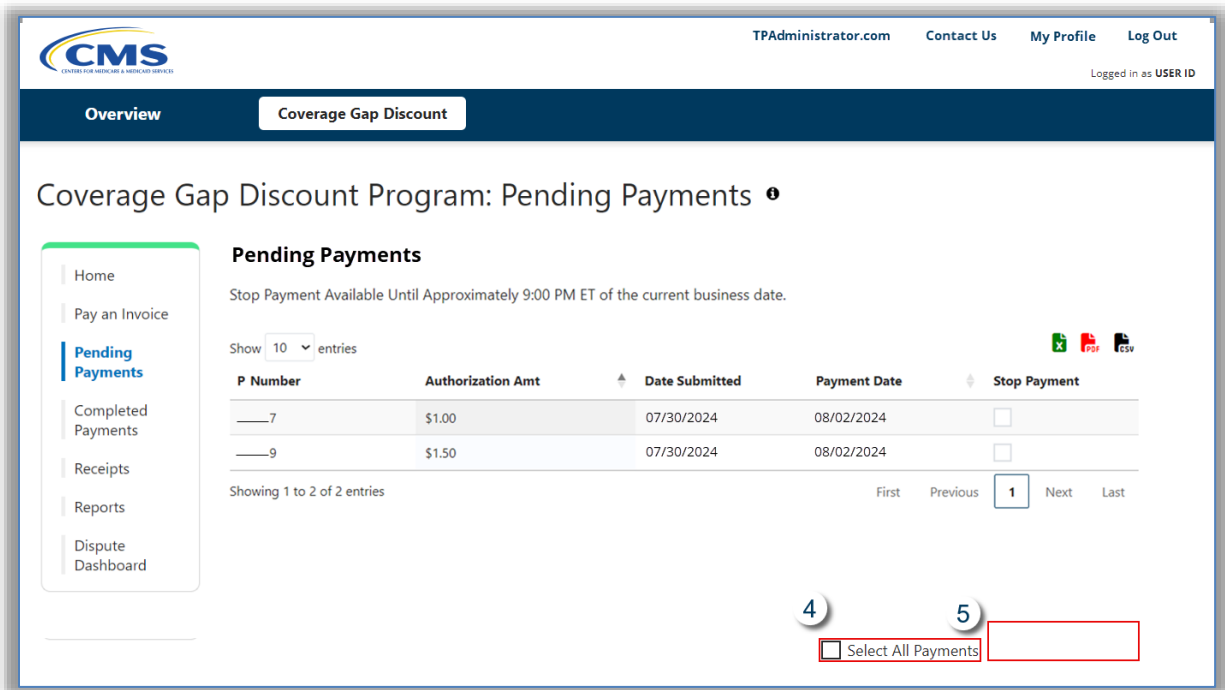
(4) *Select All Payments* checkbox will be visible and can be checked for line items that are available to be stopped. However, it will **not** execute those changes.

(5) *Stop Payment* button will **not** be visible.

Associates assigned the *Third Party Administrator (TPA) Contact* role **can** review distributed invoices, confirm completed payment of invoices, track receipts for quarterly distributed invoice line items, and review and download reports.
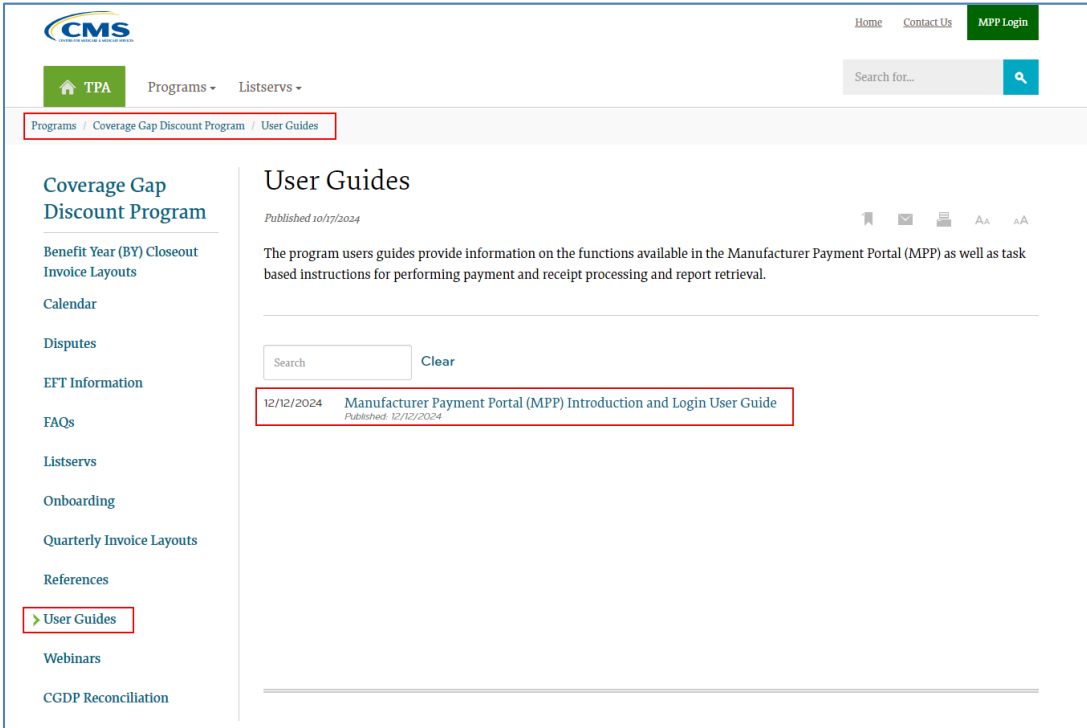
Both the *Discount Program Payment Contact* role and the *Third Party Administrator (TPA) Contact* role can create or update bank account information for their organization.
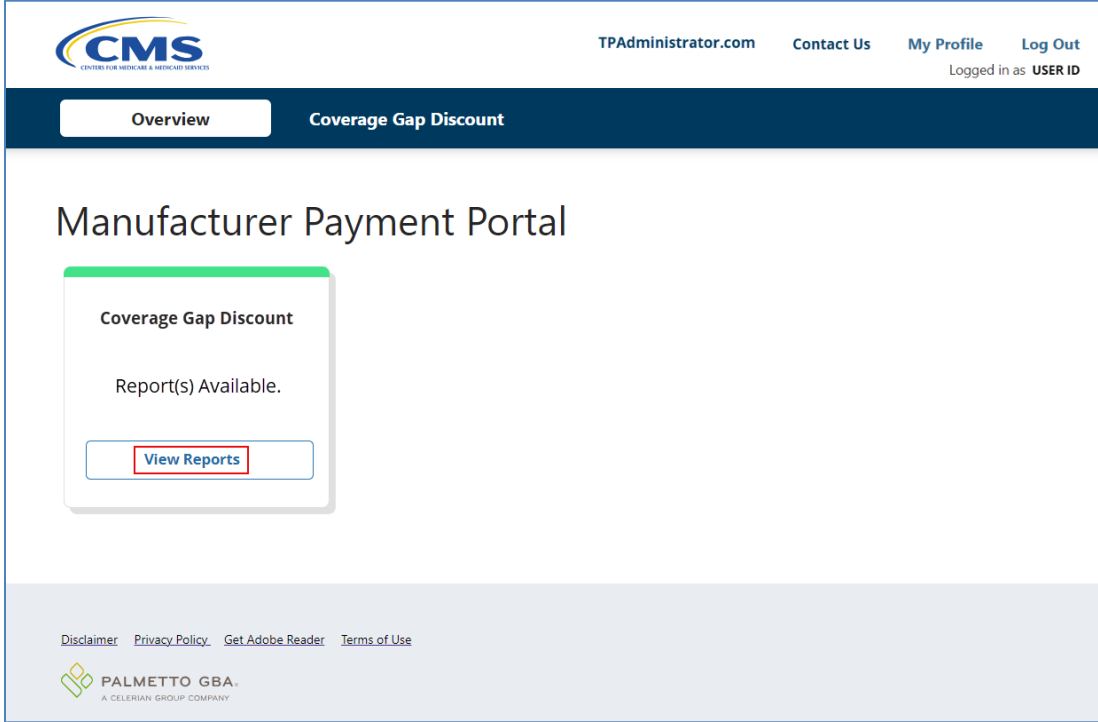
For more detailed instructions to create or update banking data, please review the "**Banking Information**" instructions in the **Manufacturer Payment Portal (MPP) Introduction and Login User Guide** located in the **User Guides**.

CGDP Sponsor User Guide
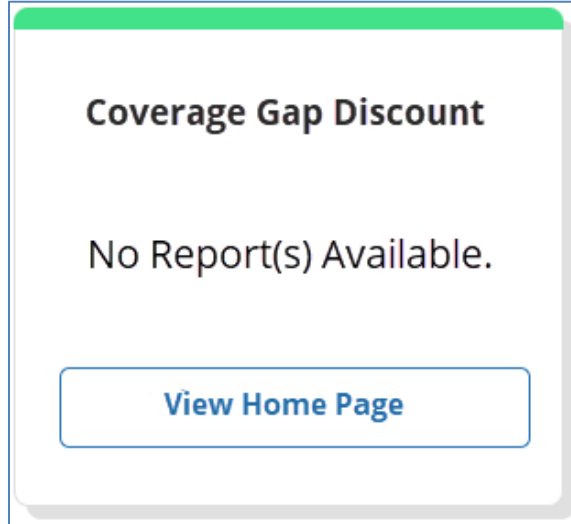
MPP Overview Page – CGDP for Sponsor
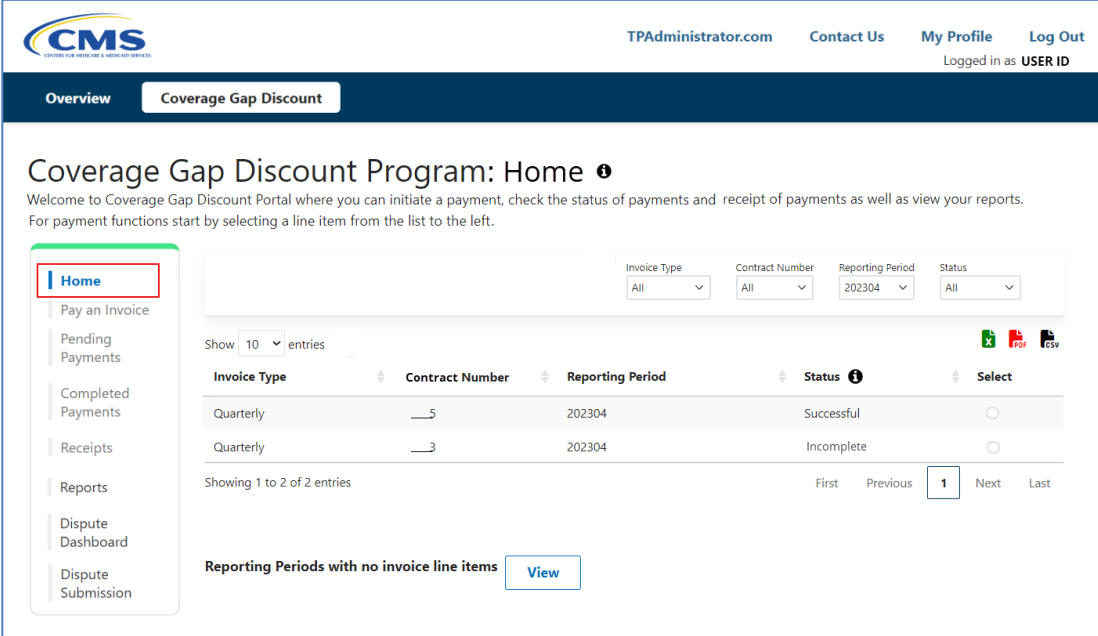
As a CGDP sponsor, you can access the program module via the MPP. After successful login to the MPP, you will see the overview cards for the program modules(s) your user ID is authorized to access.

Instructions	Visuals
1. To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login. If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide. • Select the "**New User Setup and Login Instructions**" if you are a first time user to the MPP. • Select the "**Existing User Login Instructions**" if you have completed new user setup.	

Instructions	Visuals
2. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview Page** will appear showing all program modules assigned to your user ID as cards on the page. • Example of a user ID with access to the CGDP only.	

Instructions	Visuals

3. The cards displayed for the CGDP will contain data that provides information about quarterly and Benefit Year (BY) closeout invoices.
 	
Scenarios for when "*View Reports*" displays on the card:
 	
• Invoices have been distributed for the current reporting period and invoices are available for payment initiation.
• Invoice initiation on all invoices has not been completed for current reporting period.
• Some action has been performed on Invoices, but more action needs to be performed before the due date.
• Specific scenarios:
   • Invoice line items have failed payment processing.
   • *Invalid Payee / Payer Data* error messages have been corrected and invoices are now available for initiation.
	Coverage Gap Discount
	
	Report(s) Available.
	
	View Reports

Instructions	Visuals
Scenarios for when the message "*No Report(s) Available.*" displays on the card: • No payable or receivable invoices are available for you in the current reporting period after the invoices for the current reporting period have been distributed. **Note:** As part of the agreement with CMS, you are required to submit payment on all invoices for all reporting periods. While the Overview page cards display information for the current reporting period, it is recommended that you review prior reporting periods to verify that they have a *Successful* status displayed in the **Home** page. To review additional reporting periods on the **Home** page, once on the page, update the *Invoice Filter* labeled *Reporting Period* to "All" and all reporting periods will display for you to review.	**Coverage Gap Discount** No Report(s) Available. **View Home Page**

Instructions	Visuals
4. To review the reports available data referenced on the CGDP overview card, select the _View Reports_ button. 5. After clicking the button on the card, you will be directed to the CGDP **Home** page.	

You have now successfully accessed the **MPP Overview** page and discovered the possible text that may appear on the card along with their meanings. The next instructions will guide you through the functionality of the **Home** page.

CGDP Home Page for Sponsors

After logging into MPP and selecting the overview card for CGDP on the **MPP Overview** page, you will be taken to the **Home** page.

This page allows you to choose your distributed invoices associated with available reporting periods in the CGDP. The page navigation, located on the left of your screen, will provide access to the page links shown; however, not all links are available until you select an invoice type and reporting period to view.

For detailed information about the common features found on each page in the MPP, refer to *Table 1: Common Features on All Pages* in the Appendix.

For detailed information about the features available on then the Home page, refer to

Table 2: Home Page.
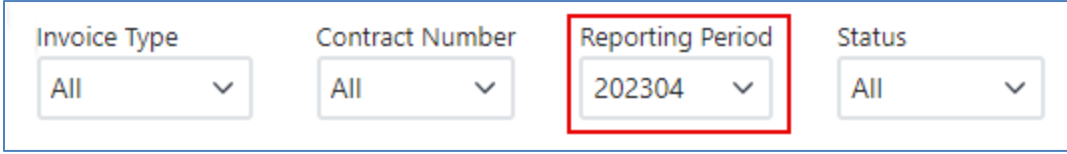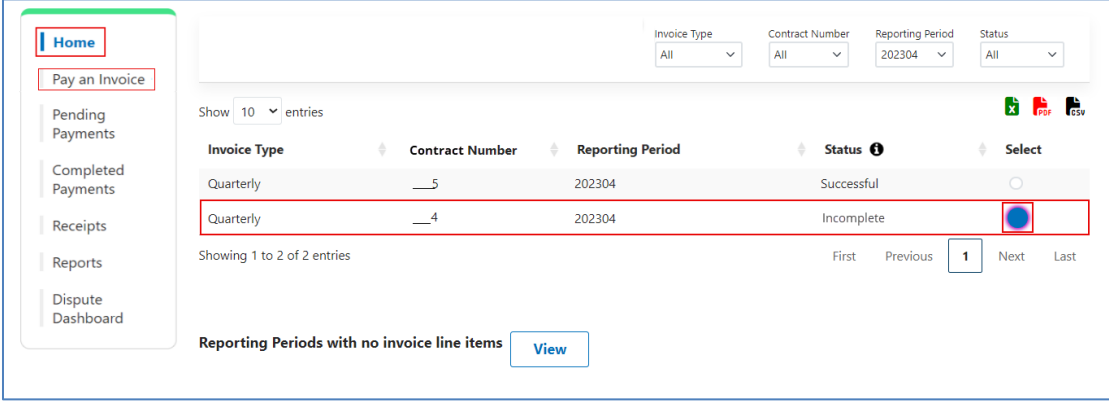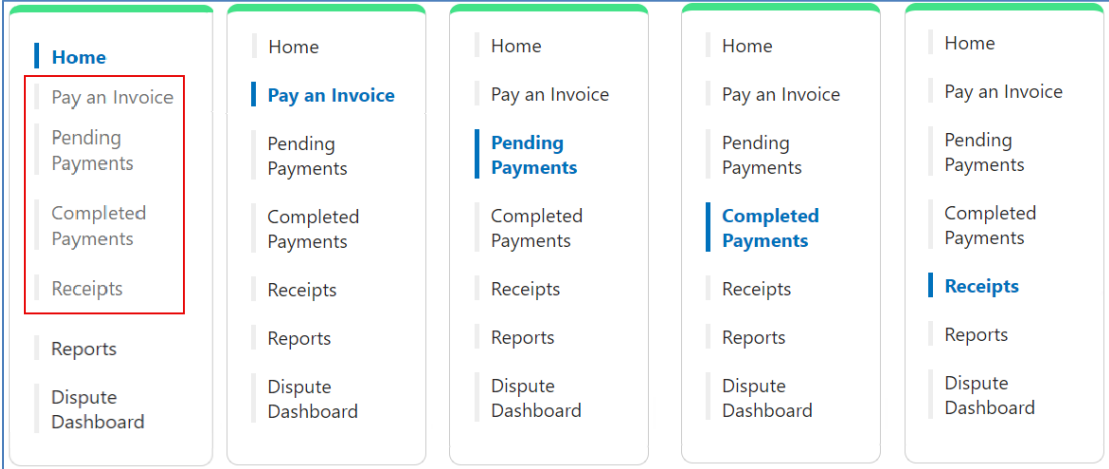
To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.
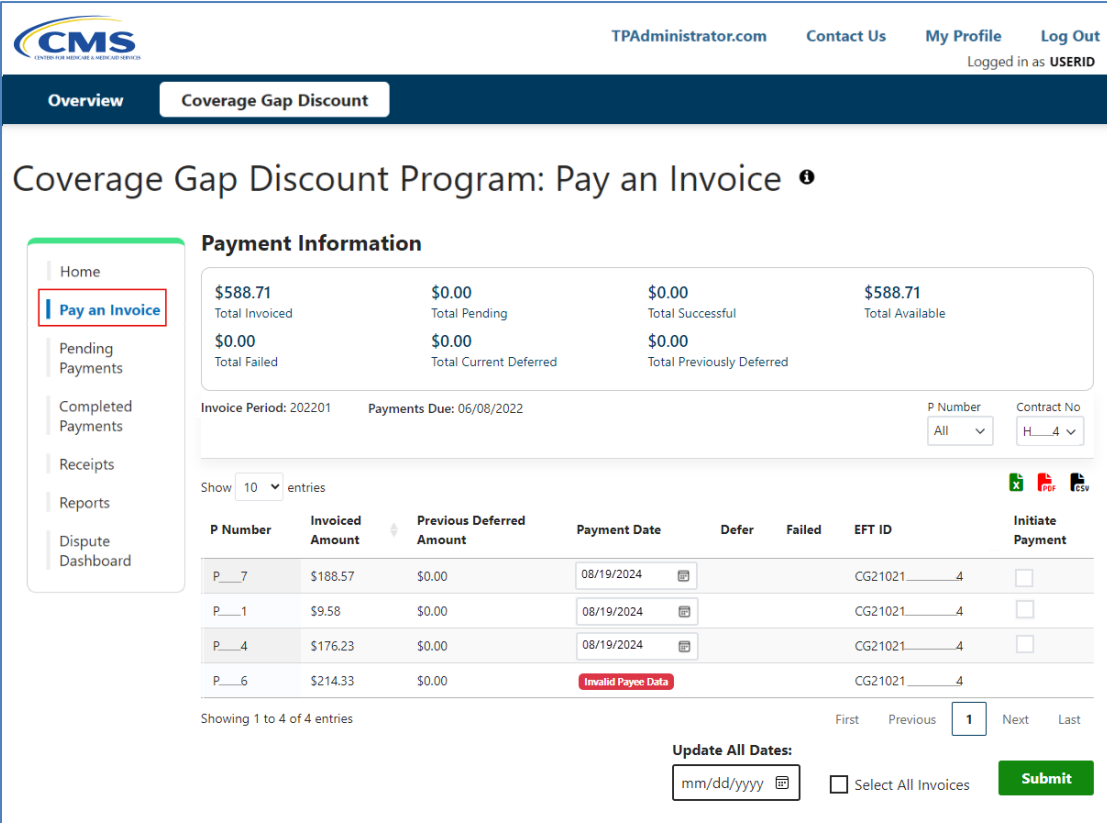
If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide.

Instruction	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview Page** will appear showing all program modules assigned to your user ID as cards on the page. Example of a user ID with access to the CGDP only.	

Instruction	Visuals
2. To review the data referenced on the CGDP card, select the button at the bottom of the card that displays the text *View Reports*.	**Coverage Gap Discount Program** Report(s) Available **View Reports**
3. After clicking the *View Reports* button on the program module overview card, you will be directed to the CGDP **Home** page.	

Instruction	Visuals
4. The **Home** page defaults to the current reporting period, as shown in the Invoice Filter's *Reporting Period* filter.	
5. Once you have verified the table displays your invoices of choice, populate the radio button in the *Select* column for one invoice line item.	
6. This action will allow the **Pay an Invoice**, **Pending Payments**, **Completed Payments**, and **Receipts** page links to be available for selection. The **Reports**, **Dispute Dashboard** and **Dispute Submission** page links are available for selection anytime.	

Instruction	Visuals
7. Select the **Pay an Invoice** link to open the **Pay an Invoice** page, shown below.	

You have now discovered the features available on the **Home** page.

Payments Process Navigation for Sponsors

The main purpose of the MPP is to serve as a central hub for distributing and paying qualified PDE invoices by participating sponsors. It offers information and instructions to help you review due invoices, initiate payments, track payment and receivables statuses, and generate reports.

The **Pay an Invoice** page offers payment functionalities, similar to an online bill-pay system, enabling you to select one, some, or all the invoices distributed for payment processing for a reporting period for one or more P Numbers. Invoices may be available for deferment, if the _Total Available_ amount of _all invoices distributed_ that are less than the systems deferred allowable amount of $20.00.

Note: The TPA recommends that invoices are paid prior to the payment due date, not on the due date. Initiating payment prior to the due date will allow for error-free processing of module-initiated ACH payments.

Payments that fail on the due date are not recognized as initiated and will require special handling between the sponsor and the TPA.

The **Pending Payments** page displays the invoices that you have initiated for payment, with either current or scheduled/future payment dates. These initiated invoices will be processed for payment each business day at 9:00 pm ET, based on the payment date you have selected the invoice to be drafted from your company's account.

Once this process completes, successfully processed initiated invoiced line items will move to the **Completed Payments** page for status tracking.

Prior to the payment processing at 9:00 pm ET, you may choose a stop payment on one, some, or all initiated line items, so they are not selected for payment by the payment process. These stopped items will re-appear on the **Pay an Invoice** page for you to re-initiate before the payment due date.

The **Pending Payments** page will be explained in detail, with the _Pending Payments Page_ and instructions on using the features included in the page, in this user guide.

The **Completed Payments** page shows the status of payments that have completed the nightly payment processing. Invoices initiated for payment will remain in a _Pending_ status until the funds are successfully received in the payee's bank account. At that time, the status of the invoiced line item will update to display _Successful_. The _Deferred_ status appears for invoice line items that meet the deferral criteria. Deferment of invoices will be explained in the **Pay an Invoice** section of this manual.

The **Completed Payments** page will be explained in detail with the _Completed Payments Page for Sponsors_ and instructions on using the features included in the page, in this user guide.

The **Receipts** page provides you a list of invoiced line items that are due to be paid to you by program-participating sponsors.

- Invoice line items that have not been initiated by the sponsor are listed as _Outstanding_.

- Payments that have been initiated are displayed as a _Pending_ status.

- A _Received_ status notes that funds should be available in your bank account.

- A *Deferred* status means that invoices were deferred until the next reporting period. These invoice items met the system criteria for deferral and have been processed as such by the sponsor. These deferred items will be available for the sponsor to initiate payment again on the deferred invoices in the next reporting period.

- A *Failed* status notes that issues occurred with payment processing.

The **Receipts** page will be explained in detail with the *Receipts Page for Sponsors* in this user guide.

Pay an Invoice Page Navigation for Sponsors

The **Pay an Invoice** page allows you to review and process payment information for invoice line items by sponsor contract number. The information accessible on the **Pay an Invoice** page varies between *Discount Program Payment Contact* role and *Third Party Administrator (TPA) Contact* role users.

This difference is defined in these instructions: *CGDP Module Discount Program Payment Contact and Third Party Administrator (TPA) Contact Roles.*

The screen below uses the *Discount Program Payment Contact* role to display what will be available for you.

For detailed information about the common features found on each page in the MPP, refer to *Table 1: Common Features on All Pages* in the Appendix.

For detailed information about the features available on the **Pay an Invoice** page, refer to *Table 3: Pay an Invoice Page*.

Refer to the following instructions to guide you through the **Pay an Invoice** page for the following functions:

- *Select Individual, Multiple or All Invoice Line Items for Payment Initiation Instruction for Sponsors*

- *Set Scheduled Future Dates for Individual Invoices Instruction for Sponsors*

- *Update All Dates for All Invoice Line Items Payment Initiation Instruction for Sponsors*

- *Defer Eligible Invoices – Total Available Less Than $20.00 Instruction – Sponsors*

- *Prior Reporting Period Defer – No Payable Invoices Distributed for Reporting Period Instruction – Sponsors*

- *Prior Reporting Period Defer – No Invoices Distributed for Current Reporting Period Instruction – Sponsors*

Pay an Invoice Instructions for Sponsors

Select Individual, Multiple or All Invoice Line Items for Payment Initiation Instruction for Sponsors

As a sponsor, you should initiate invoice line-item payments quarterly, within 38 calendar days of receiving distributed invoices, using the CGDP module in the MPP.

The module allows you to process payments for individual invoice line items with a default payment date of the current calendar day.

The *Select All Invoices* feature is available to initiate payment for <u>all</u> invoice line items distributed to the CGDP module for a reporting period.

This feature allows you to select <u>all</u> invoice line items in the *Invoice Initiation Table*, including those on additional pages that are not automatically visible, to initiate payment processing on the either the current date or a future scheduled date you select.
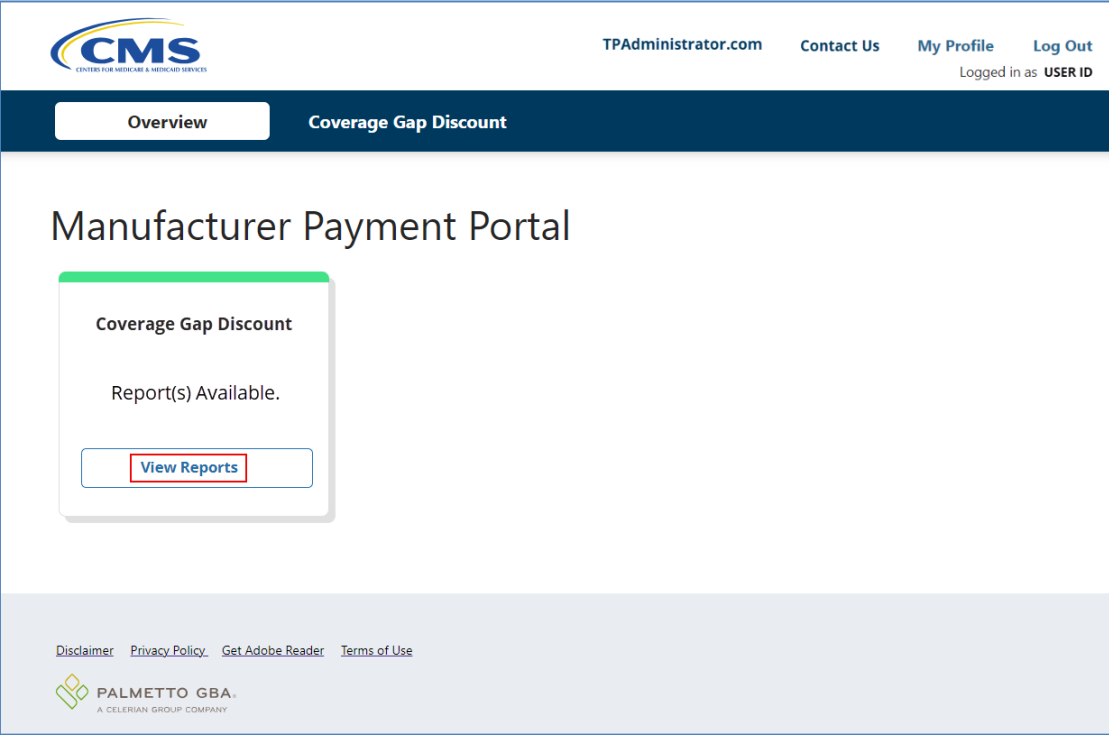
This instruction provides direction on the steps needed to process payments for individual, multiple or all invoice line items utilizing the current calendar day as the payment initiation date.

Note: Completion of this process is limited to sponsor associates assigned the *Discount Program Payment Contact* role.

To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. Select the "Coverage Gap Discount" card's *View Reports* button or the "Coverage Gap Discount" link in the blue navigation bar and open the **Home** page.	

Instructions	Visuals
2. This is the **Home** page.	
3. Populate the *Select* radio button for the applicable reporting period. The remainder of the **Page Navigation** links are activated. Select the **Pay an Invoice** link to view the invoice line items associated with the selected reporting period.	

Instructions	Visuals
4. On the **Pay an Invoice** page, review the _Payment Information_ (1) and the _Invoice Initiation Table_ (2) for available invoice line items.	

Instructions	Visuals
5. To choose individual invoice line items for payment processing (1), select the checkbox in the *Initiate Payment* column for the applicable line item. You can select one or more invoice line items using the checkboxes in the *Initiate Payment* column. Then, click the *Submit* button, located at the bottom right of the *Invoice Initiation Table*, to process the payment.	

Instructions	Visuals
6. To choose all the invoice line items for payment processing (2), click the *Select All Invoices* checkbox to enter a checkmark. This action will place a checkmark in all invoice line item's checkboxes that are available for invoice initiation on all pages of the **Pay an Invoice** page. The invoice line item on row two displaying "Invalid Payee Data" in the Payment Date column, is due to the sponsor's, or payee, bank account, not being able to accept funds until updates are made. Clicking the *Select All Invoices* checkbox will populate <u>all</u> invoices on all the pages displayed in the pagination at the lower right of the *Invoice Initiation Table* for processing. You can use the *Show Entries* filter to select the number of invoice line items to display from 10 to All. Even if you do not update the *Show Entries* filter to display more invoice line items than the default, clicking the *Select All Invoices* checkbox will activate the checkboxes in the *Initiate Payment* column to allow you to initiate all available invoices at once.	

Instructions	Visuals
7. If the _Submit_ button is not selected before navigating away from the **Pay an Invoice** page, a warning message will prompt you to save your work to avoid losing changes. This save functionality is the _Submit_ button.	

Instructions	Visuals
8. To process the submission of the initiated payment(s), enter the *Payment Initiator* role's four-digit PIN in the *Enter PIN* form and select the *Validate* button.	

Instructions	Visuals
9. The *Payment Information* section updates the *Total Pending* field with the amounts listed in the **Pending Payments** page. This example displays the **Pay an Invoice** page's *Total Pending* field and the *Invoice Initiation Table's* contents after initiating two individual invoice line items.	

Instructions	Visuals
10. Once the invoice line item has been submitted and the *Payment Information* section updates, the initiated invoices will move to the **Pending Payments** page for payment processing. This example (1) displays the **Pending Payments** page after the initiation of the two individual invoice line items.	

Instructions	Visuals
11. This example displays the **Pay an Invoice** page _Total Pending_ field and the _Invoice Initiation Table's_ contents after initiating all available invoice line items. The invoice line item displaying the "Invalid Payee Data" remains unprocessed for payment. The manufacturer (payee) will have to update bank account information to be able to allow you to initiate the invoice. TPA Operations will work with both parties to communicate the status of the outstanding invoice.	

Instructions	Visuals
12. This example (2) is of the **Pending Payments** page after clicking *Select All Invoices* to initiate all available invoice line items. **Note:** Instructions for processing stop payments are explained in the *Pending Payments Page for Sponsors* navigation and review the *Processing Stop Payments for Sponsors* in this user guide.	 Coverage Gap Discount Program: Pending Payments **Pending Payments** 2 Stop Payment Available Until Approximately 9:00 PM ET of the current business date. Show 10 entries | P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
---	---	---	---	---
___7	$55,332.54	08/30/2024	08/30/2024	☐
___9	$11,757.90	08/30/2024	08/30/2024	☐
___0	$4.30	08/30/2024	08/30/2024	☐
___1	$142,294.30	08/30/2024	09/03/2024	☐
___2	$671.33	08/30/2024	09/03/2024	☐	 Showing 1 to 5 of 5 entries ☐ Select All Payments **Stop Payment**

You have now initiated a payment of individual (1) or multiple (2) invoice line items.

Set Scheduled Future Dates for Individual Invoices Instruction for Sponsors

The MPP allows you to schedule future dated payments for invoice line items by selecting a future date instead of the default date in the calendar feature.

Please Note:
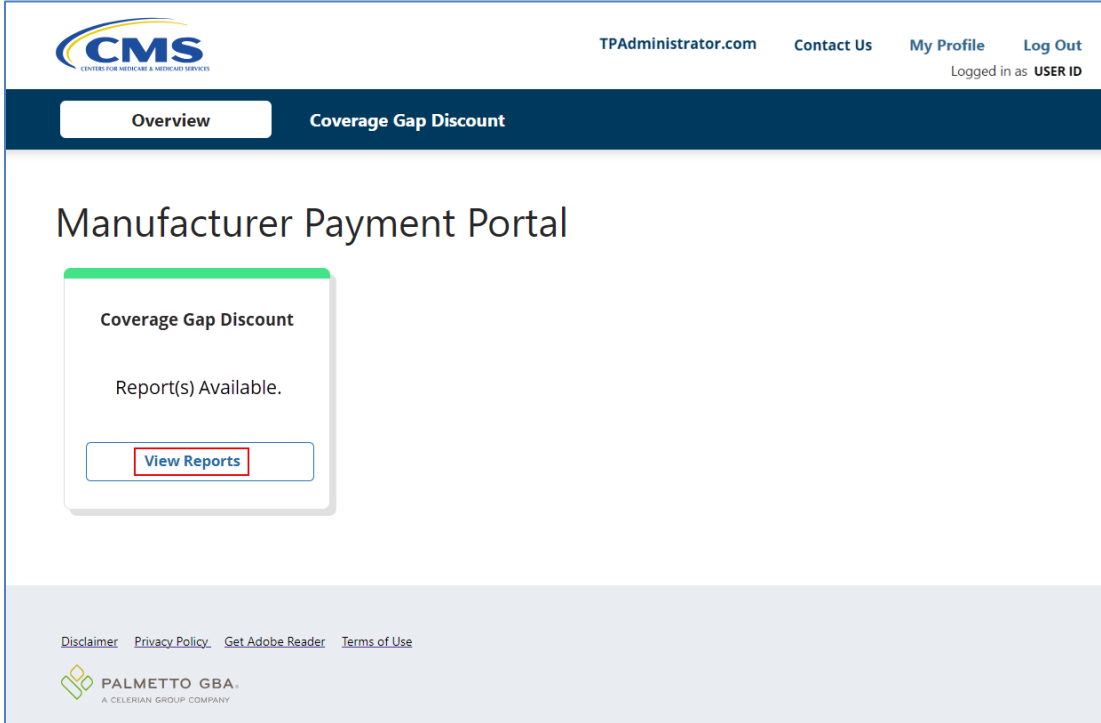
- Completion of this process is limited to sponsor associates assigned the *Discount Program Payment Contact* role.

- The calendar feature for each individual invoice line item works in conjunction with submitting selected invoice line items for payment initiation and processing.

- To save the updated dates in the *Payment Date* column for any invoices, ensure that the checkboxes in the *Initiate Payments* column are selected for the invoice line items to be processed when the *Submit* button is clicked.

- If you leave the CGDP module without saving (submitting) your selections, you will be required to update the invoice line items payment dates and select them again for payment initiation.
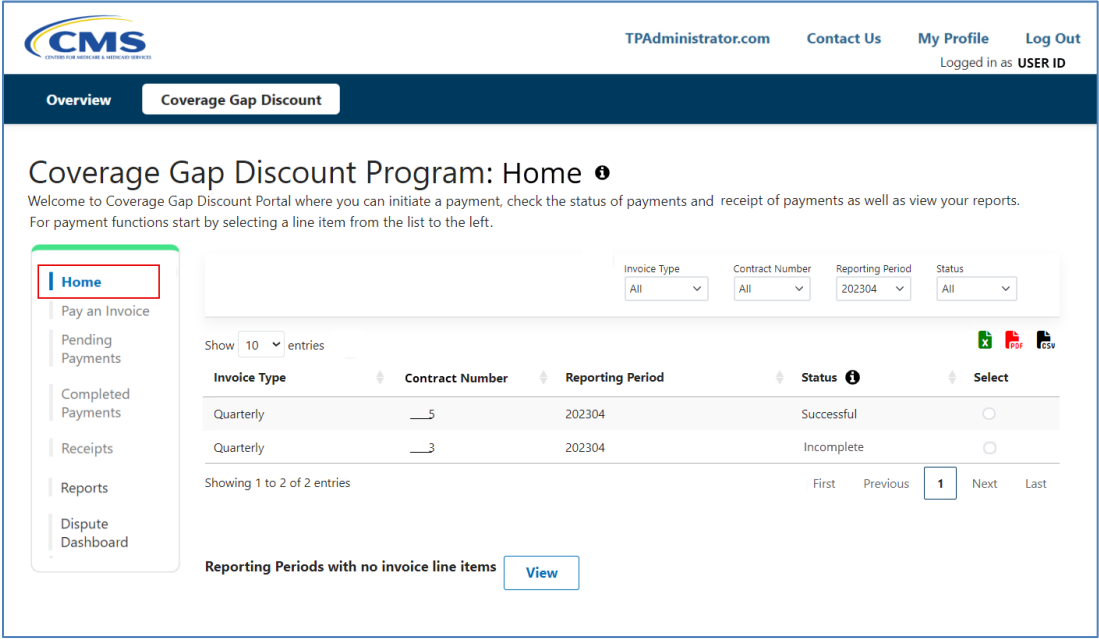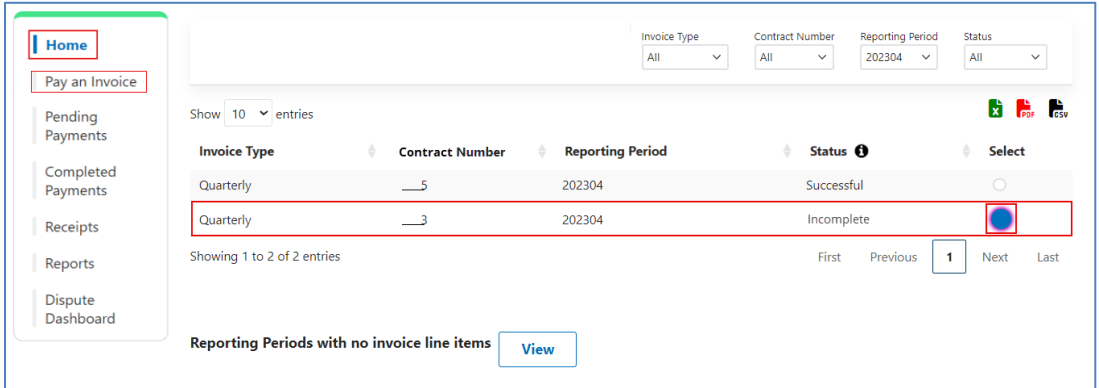
The following instructions provide direction on the steps needed to select invoice line items for future calendar day invoice payment processing.

This instruction demonstrates the process for one invoice line item but can be repeated for multiple invoice line items as needed.

To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. This example only shows CGDP. Select the "Coverage Gap Discount" card's _View Reports_ button to access CGDP or the "Coverage Gap Discount" link in the blue navigation bar and open the **Home** page.	

Instructions	Visuals
2. This is the **Home** page.	
3. Populate the _Select_ radio button for the applicable reporting period. The remainder of the **Page Navigation** links are activated. Select the **Pay an Invoice** link to view the invoice line items associated with the selected reporting period.	

Instructions	Visuals
4. On the **Pay an Invoice** page, review the *Payment Information* (1) on the top portion of the screen and the *Invoice Initiation Table* (2) on the lower portion of the screen for available invoice line items.	

Instructions	Visuals
5. To update an invoice line item payment date, select the *Calendar* icon located on the right of the *Payment Date* field for the specific invoice line item and select the applicable date from the calendar.	

Instructions	Visuals
6. To process a scheduled future-dated invoice line item, check the box in the *Initiate Payment* column and click the *Submit* button at the bottom right of the *Invoice Initiations Table*.	

Instructions	**Visuals**
7. If the *Submit* button is not selected before navigating away from the **Pay an Invoice** page, a warning message will prompt you to save your work to avoid losing changes This save functionality is the *Submit* button.	

Instructions	Visuals
8. To process the submission of the initiated payment, enter the *Payment Initiator* role's four-digit PIN in the *Enter PIN* form and select the *Validate* button.	

Instructions	Visuals
9. Once the scheduled future invoice line item processes, the *Payment Information* section's *Total Pending* field will display the updated amounts and the items initiated will move from the **Pay an Invoice** page to the **Pending Payments** page.	

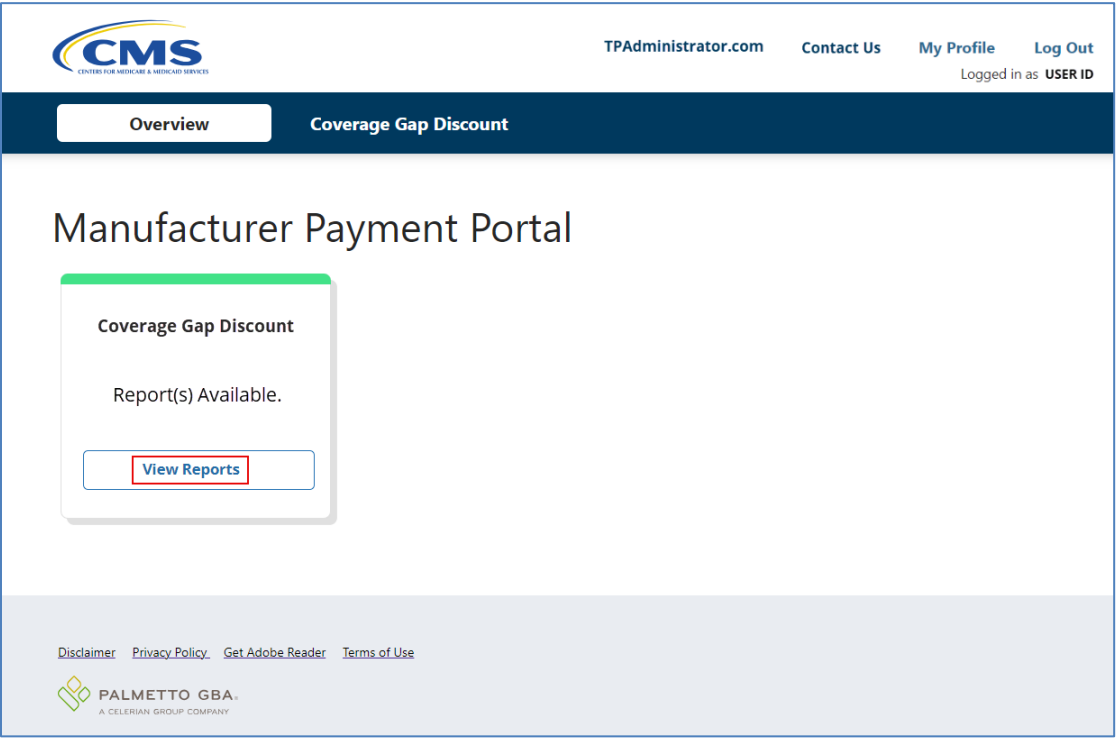| Instructions	Visuals
10. The initiated invoice line items are visible on the **Pending Payments** page, once you select the link from the *Page Navigation* on the left side of the screen. **Note**: Instructions for navigating the **Pending Payments** page and processing stop payments are explained in the *Pending Payments Page for Sponsors*.	

You have now completed payment initiation of an invoice line item with a future scheduled payment date.

Update All Dates for All Invoice Line Items Payment Initiation Instruction for Sponsors

To update all invoice line items from the default current date, use the *Update All Dates* feature. This allows you to set a future payment initiation date for all invoice line items ready for processing.

To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. Select either the "Coverage Gap Discount" card's *View Reports* button to access CGDP or the "Coverage Gap Discount" link in the blue navigation bar and open the **Home** page.	

Instructions	Visuals
2. This is the **Home** page.	
3. Populate the *Select* radio button for the applicable reporting period. The remainder of the **Page Navigation** links are activated. Select the **Pay an Invoice** link to view the invoice line items associated with the selected reporting period	

Instructions	Visuals
4. On the **Pay an Invoice** page select the calendar icon in the _Update All Dates_ field where the date shows MM/DD/YYYY to update all payment initiation dates to a future scheduled date. This field is located below the _Invoice Initiation Table_. **Note**: The invoice line item displaying the "Invalid Payee Data" will be unavailable for the Update All feature and payment. The manufacturer (payee) will have to update bank account information to be able to allow you to initiate the invoice. TPA Operations will work with both parties to communicate the status of the outstanding invoice	

Instructions	Visuals
5. There are five features of the *Update All Dates* field and calendar that are available for you to use to select your future scheduled dates if you do not want to key in the date manually in the field. A. *Calendar* icon date picker allows you to access the calendar associated with the *Update All Dates* field. B. *Show Previous Month* up arrow is available for use when you have first selected the *Show Next Month* down arrow and would like to return to a previous month. Not available if you are on the current business day. Future schedule dates available for selection are displayed in black font in the calendar. The calendar will automatically mark, in a grey box, the same day in the next or previous month.	

Instructions	Visuals
C. _Show Next Month_ down arrow is available for you to move forward in the calendar to view future scheduled dates in upcoming months. Future schedule dates in the calendar available for selection are displayed in black font. The calendar will automatically mark, in a grey box, the same day in the next or previous month.	 <table><tr><td colspan="7">November 2024 ▾ ↑ ↓ C</td></tr><tr><td colspan="7" align="right">Show next month</td></tr><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>**12**</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td colspan="3">Clear</td><td colspan="4" align="right">Today</td></tr></table> 11/12/2024 ▦

Instructions	Visuals
6. The *Clear* link allows you to select the link and clear the *Update All Dates* field and return you to the current business date on the calendar popup. Current date is outlined in black with grey background. Past dates in the calendar are not available for selection and display in a light grey font.	September 2024 calendar popup showing September 2024 with current date 12 highlighted; Su Mo Tu We Th Fr Sa columns; Clear link and Today link; mm/dd/yyyy field.

Instructions	Visuals
7. The *Today* link allows you to select the link and return you to the current business date on the calendar popup and in the *Update All Dates* field.	

Instructions	Visuals
8. Select the calendar icon in the _Update All Dates_ field to select a future scheduled date for <u>all</u> the available payment initiations applicable date. On the calendar, select the month and future scheduled date to be updated for the invoices.	

Instructions	Visuals
9. Once the date is selected in the calendar associated with the *Update All Dates* (1) field, the dates of all invoices available for initiation will be updated with the selected date. To complete the update process, verify that you have selected invoices for payment initiation and the *Select All Invoices* (2) checkbox has been selected for all available invoices. Click the *Submit* (3) button to process the future scheduled invoice line items. **Note**: If you have selected the incorrect date, repeat the steps to open the *Update All Dates* field's calendar icon and select a new date. To update individual invoice line items, use the *Payment Date* field's calendar icon to expand the calendar associated with the specific invoice line. Reference the *Set Scheduled Future Dates for Individual Invoices Instruction for Sponsors*.	

Instructions	Visuals
10. The **Pending Payments** page will display the invoice line items processed for payment with the updated payment date. Instructions to learn about navigating the **Pending Payments** page is presented in the *Pending Payments Page for Sponsors* in this user guide.	

You have now completed processing invoice line items utilizing the *Update All Dates* feature.

Processing Deferred Invoices for Sponsors

The module provides the ability to defer payment of distributed invoice line items to a subsequent reporting period *when the following conditions are met*:

- The *Total Available* amount field in the *Payment Information* section totals less than the system-default allowable amount of $20.00 USD *and*

- When a sponsor's bank's ACH has a specified minimum amount for using ACH to process payments and the selected total invoice amount for payment initiation is less than the bank's stated specified minimum dollar ACH

The defer process is available via a checkbox visible in the Defer column on the **Pay an Invoice** page's *Invoice Initiation Table*.

The most important facts to know before deferring an invoice:

- Defer functionality becomes available if the amount listed in the *Total Available* field is less than the system-default allowable amount, currently designated as $20.00 USD.

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

- All sponsors are responsible for verifying their banking institution's specific threshold for low-dollar ACH amounts permitted for processing.

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

Defer Eligible Invoices – <u>Total Available</u> Less Than $20.00 Instruction – Sponsors

If the <u>*Total Available*</u> amount in the <u>*Payment Information*</u> table is less than the $20.00 USD threshold, checkboxes will appear in the <u>*Defer*</u> column for all available invoice line items.

Example:

> A sponsor's banking institution has an ACH specified minimum processing for dollar amounts greater than $10.00 USD. In this scenario, the <u>*Total Available*</u> amount of all invoices is less than the sponsor's bank ACH minimum threshold, so all invoice line items are eligible for the sponsor to defer the invoices to the subsequent quarter.
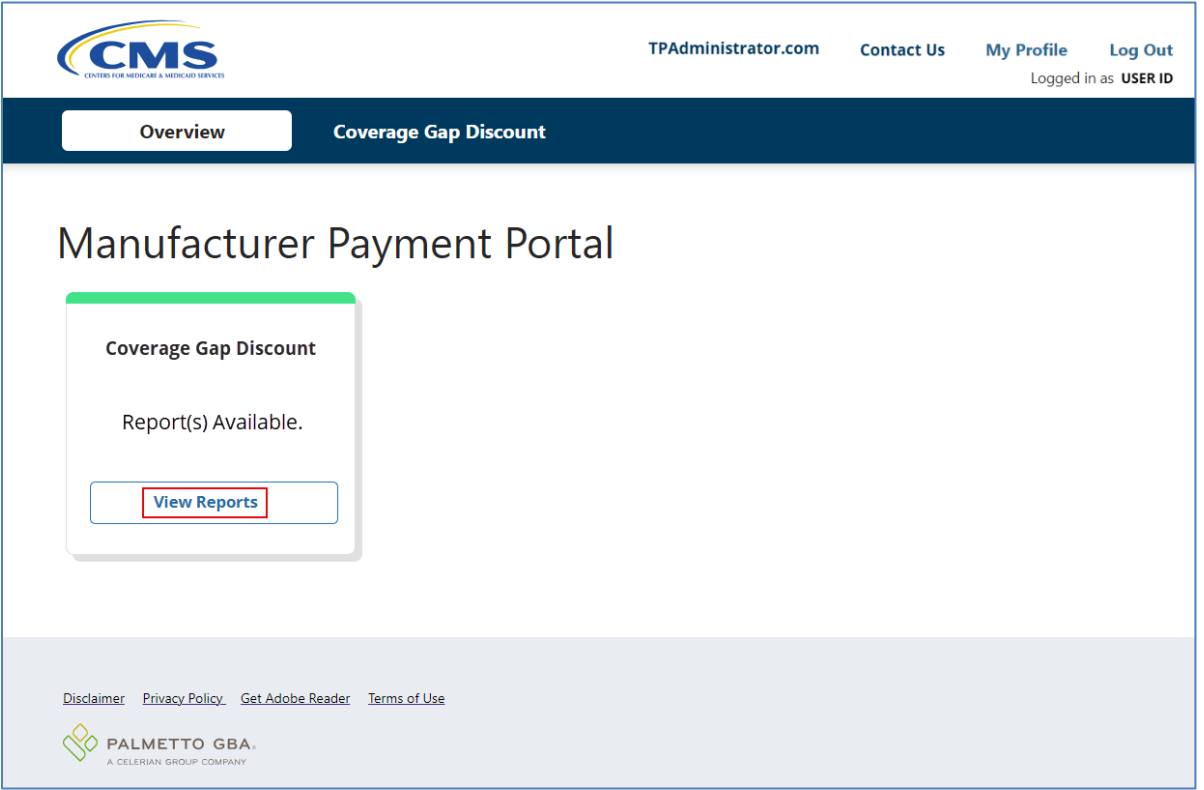
<u>Please Note</u>:

- Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

- Completion of this process is limited to sponsor associates assigned the <u>*Discount Program Payment Contact*</u> role.

When the <u>*Defer*</u> checkbox is visible and the <u>*Total Available*</u> for all invoices exceeds your bank's minimum processing threshold, you should not use the <u>*Defer*</u> option. The TPA will draft funds as a lump sum for all selected invoices, not as individual line items.

To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. Select the "Coverage Gap Discount" card's *View Reports* button to access CGDP and open the **Home** page.	

Instructions	Visuals
2. This is the **Home** page.	

Instructions	Visuals
3. Populate the *Select* radio button for the applicable reporting period. The remainder of the **Page Navigation** links are activated. Select the **Pay an Invoice** link to view the invoice line items associated with the selected reporting period	

Instructions	Visuals
4. On the **Pay an Invoice** page, review the _Payment Information_ section's _Total Available_ field to note the total dollar amount of available invoices. This example displays the available _Defer_ column's checkbox for _all_ available invoice line items that are less than the systems-default allowable amount of $20.00 USD. **Note**: The _Defer_ column will display checkboxes only if the _Total Available_ amount in the _Payment Information_ section is less than $20.00 USD. **Remember**: When the _Defer_ checkbox is visible and the _Total Available_ for all invoices exceeds your bank's minimum processing threshold, you should not use the _Defer_ option. The TPA will draft funds as a lump sum for all selected invoices, not as individual line items. Before deferring invoice payments, ensure you know your bank's minimum ACH threshold.	

Instructions	Visuals
5. Populate each of the *Defer* checkboxes with a checkmark to select the invoice line item(s) you plan to defer and select the *Submit* button, located at the bottom right of the *Invoice Initiation Table*. **Please Note**: Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for a total of 17 reporting periods (initial reporting period plus 16 subsequent reporting periods). In such cases, payment arrangements outside of the MPP and the CGDP module will need to be made between participating sponsors and manufacturers.	

Instructions	Visuals
6. The system will display a "Warning" message to you after you select the *Submit* button. **Note**: Review the message and, if you agree with its contents, click OK to continue. If the selected items are incorrect, click *Cancel* to exit and return to *Invoice Initiation Table* on the **Pay an Invoice** page.	**Warning:** By selecting the 'OK' button 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 a time when: 1) Other small amounts can be combined which exceed your bank's 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**

Instructions	**Visuals**
7. After selecting *OK* on the warning message, enter your four-digit PIN in the *Enter PIN* field and click the *Validate* button to complete the submission process for deferring invoices.	

Instructions	**Visuals**
8. Once the defer process is complete, review the _Payment Information_ section's _Total Current Deferred_ and _Total Previously Deferred_ fields for updated amounts.	

Instructions	Visuals
9. To verify the deferred invoice line items, select the **Completed Payments** page for the current reporting period, and review the data listed in the *Completed Payments Table*. This example displays the selected invoice line items as *Deferred* in the *Status* column. The *Payment Date* column displays the defer date of the invoice line items.	

You have now completed processing deferred invoice line items.

Prior Reporting Period Defer – No Payable Invoices Distributed for Reporting Period Instruction – Sponsors

Defer Instruction Scenario – No payable invoices distributed:

The **Home** page displays a status of not available (N/A) for an invoice line item when the current period contains only distributed invoices for receipt from manufacturers. No payable invoices are available, however invoices deferred from prior reporting period(s) require additional processing by the sponsor.

The **Pay an Invoice** page's *Total Available* field amount of all invoices for a *prior reporting period* is less than a sponsor's bank's ACH specified minimum threshold, so all invoice line items are again eligible for deferment.

Please Note:

- Completion of this process is limited to sponsor associates assigned the *Discount Program Payment Contact* role.

- Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

The following instructions provide direction on how to process previously deferred items when the current reporting period has no payable invoice activity available.

To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. Select the "Coverage Gap Discount" card's *View Report(s)* button to access CGDP and open the **Home** page.	

Instructions	Visuals
2. This is the **Home** page.	

Instructions	Visuals
3. Populate the radio button in the _Select_ column for the invoice line item with the status of _N/A_. The _N/A_ status corresponds to the sponsor not receiving payable invoices for the reporting period. The remainder of the **Page Navigation** links are activated. Select the **Pay an Invoice** link to view the invoice line items associated with the selected reporting period. **Note**: When there are no payable invoices distributed for the current reporting period, it is necessary that you verify there are no deferred or outstanding items that appear on the **Pay an Invoice** page for prior periods.	

Instructions	Visuals
4. On the **Pay an Invoice** page, review the *Payment Information* section. **Please Note:** • That the *Total Invoiced* (A) field contains zeros, due to sponsors not receiving payable invoices for the reporting period. • However, the *Total Available* (B) and (C) *Total Previously Deferred* fields display the total dollar amount of invoices deferred from the prior period.	

5. Review the invoice line items in the *Invoice Initiation Table* and notice that the *Defer* checkboxes are available when the *Payment Information* section's *Total Available* field displays an amount less than $20.00.

    This example displays active *Defer* checkboxes for the invoice line items visible in the *Previous Deferred Amount* column that is less than the system allowable amount of $20.00 and that may be below a sponsor's bank ACH minimum threshold amount.

Please Note:

    There are no payable *Invoiced Amount*s available in this scenario.

    Just because the *Defer* check box is available, does not mean it should be used. Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. If the sponsor's banking institution can process the amount displayed for the *Total Available* field, the sponsor should not utilize the *Defer* process.

    Initiated invoices are processed as a lump sum debit, not individual line items.

	TPAdministrator.com	Contact Us	My Profile	Log Out

Logged in as **USER ID**

Overview   **Coverage Gap Discount**

Coverage Gap Discount Program: Pay an Invoice ⓘ

Home
Pay an Invoice
Pending Payments
Completed Payments
Receipts
Reports
Dispute Dashboard

Payment Information

$0.00 **A**	$0.00	$0.00	$10.00 **C**
Total Invoiced	Total Pending	Total Successful	Total Available
$0.00	$0.00	$10.00 **B**	
Total Failed	Total Current Deferred	Total Previously Deferred	

Invoice Period: 202304   Payments Due: 07/20/2024

P Number: All ▾   Contract No: ___4 ▾

Show 10 ▾ entries

P Number	Invoiced Amount **A**	Previous Deferred Amount **B**	Payment Date	Defer **C**	Failed	EFT ID	Initiate Payment
___7	$0.00	$1.00	08/30/2024	☐		CG23031_____4	☐
___8	$0.00	$0.50	08/30/2024	☐		CG23031_____4	☐
___9	$0.00	$1.50	08/30/2024	☐		CG23031_____4	☐
___0	$0.00	$0.50	08/30/2024	☐		CG23031_____4	☐
___1	$0.00	$1.00	08/30/2024	☐		CG23031_____4	☐
___2	$0.00	$1.10	08/30/2024	☐		CG23031_____4	☐
___2	$0.00	$1.10	08/30/2024	☐		CG23031_____4	☐
___6	$0.00	$1.10	08/30/2024	☐		CG23031_____4	☐
___2	$0.00	$1.10	08/30/2024	☐		CG23031_____4	☐
___4	$0.00	$1.10	08/30/2024	☐		CG23031_____4	☐

Showing 1 to 10 of 10 entries
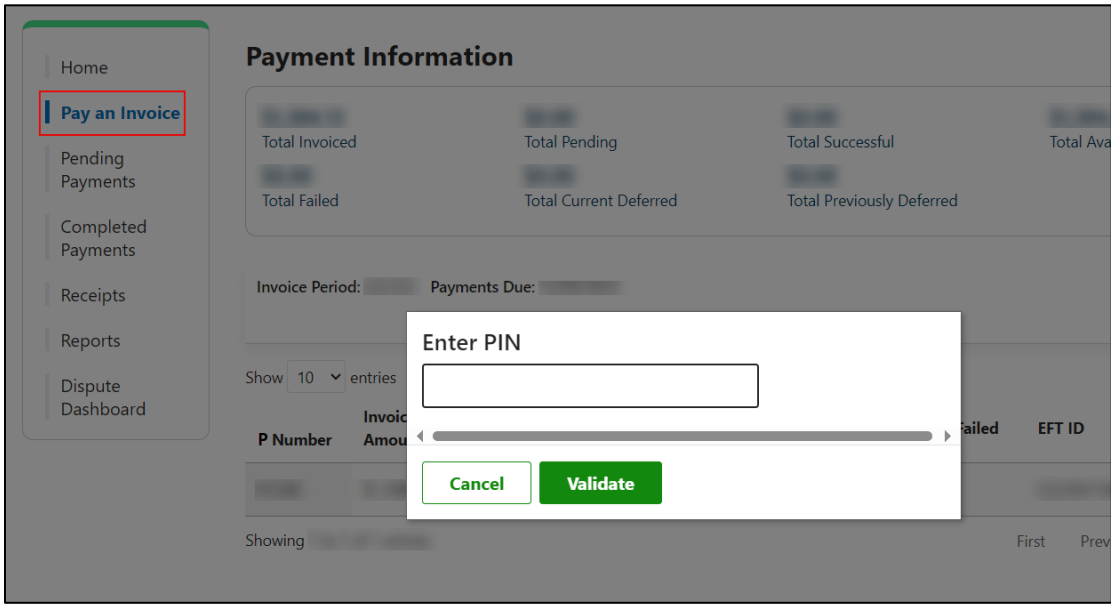
First   Previous   **1**   Next   Last
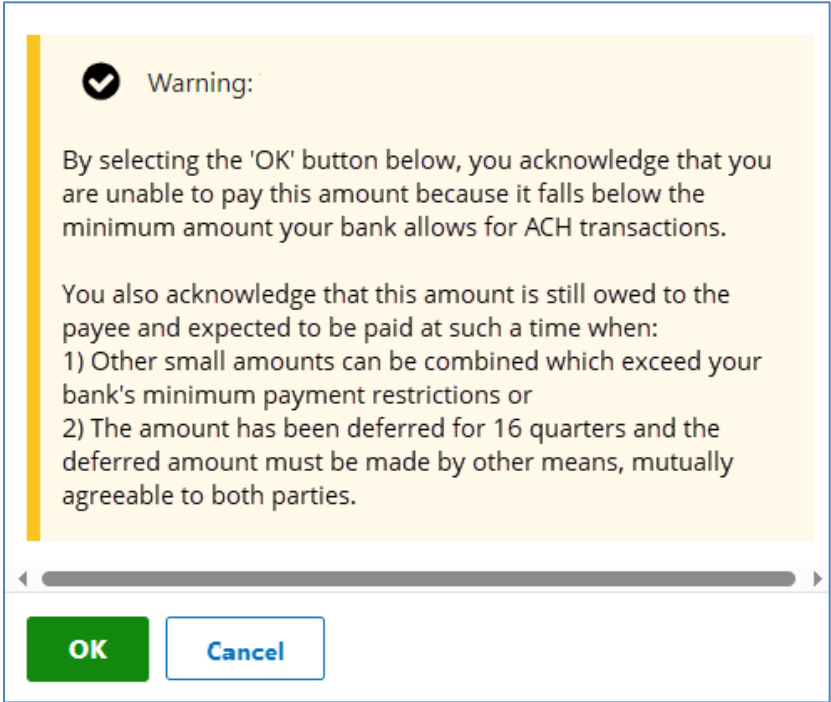
Update All Dates:
mm/dd/yyyy 📅

☐ Select All Invoices   **Submit**

Instructions	Visuals
6. Populate the *Defer* column's checkboxes with checkmarks to select all invoice line item(s) for deferment and select the *Submit* button, located at the bottom right of the *Invoice Initiation Table*. **Note:** The *Select All Invoices* feature will not populate the *Defer* checkboxes, only the *Initiate Payment* column's checkboxes. **Note**: Selecting *Defer* is <u>only</u> applicable when the *Total Available* field's total is less than $20.00 <u>and</u> the total selected by the sponsor will not be processed according to their bank's specific threshold for low-dollar ACH amounts permitted for processing.	

Instructions	**Visuals**
7. To complete the submission process for the invoice deferment, enter the *Payment Initiator* role's four-digit PIN in the *Enter PIN* form and select the Validate button.	

Instructions	Visuals
8. The system displays a "Warning" message to you after you select the *Submit* button. **Note**: Selecting the *OK* button to defer the invoice line item to the subsequent period creates an irreversible event. If it is determined that the selected line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item.	Warning: By selecting the 'OK' button 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 a time when: 1) Other small amounts can be combined which exceed your bank's 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**

Instructions	Visuals
9. Select *OK* to defer the selected invoice line item. Once the defer process is complete, review the *Payment Information* section's *Total Previously Deferred* and *Total Available* fields for updated amounts.	

Instructions	Visuals
10. Because the deferred items were associated to a prior reporting period, you will want to review that quarter's **Completed Payments** page to verify the deferred invoice line items. Return to the **Home** page and select the prior quarter in the _Reporting Period_ filter and populate the _Select_ button for the applicable invoice line item.	

Instructions	Visuals
11. Select the **Completed Payments** page and review the data listed in the *Completed Transactions Table*. This example displays the selected invoice line items as Deferred in the *Status* column. **Note**: The *Payment Date* column displays the most recent deferred date. The **Completed Payments** page will be presented later in this user guide for sponsors.	

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

Prior Reporting Period Defer – No Invoices Distributed for Current Reporting Period Instruction – Sponsors

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

<u>Defer Instruction Scenario – No Invoices Distributed:</u>

The current reporting period did not receive distributed invoices available for payment or receipt, however invoices deferred from a prior reporting period require additional processing.

The CGDP module updates the prior reporting period status to *<u>Available</u>*. Users are required to review any reporting periods with statuses other than *<u>Successful</u>* and perform processing as necessary to remain in program compliance.
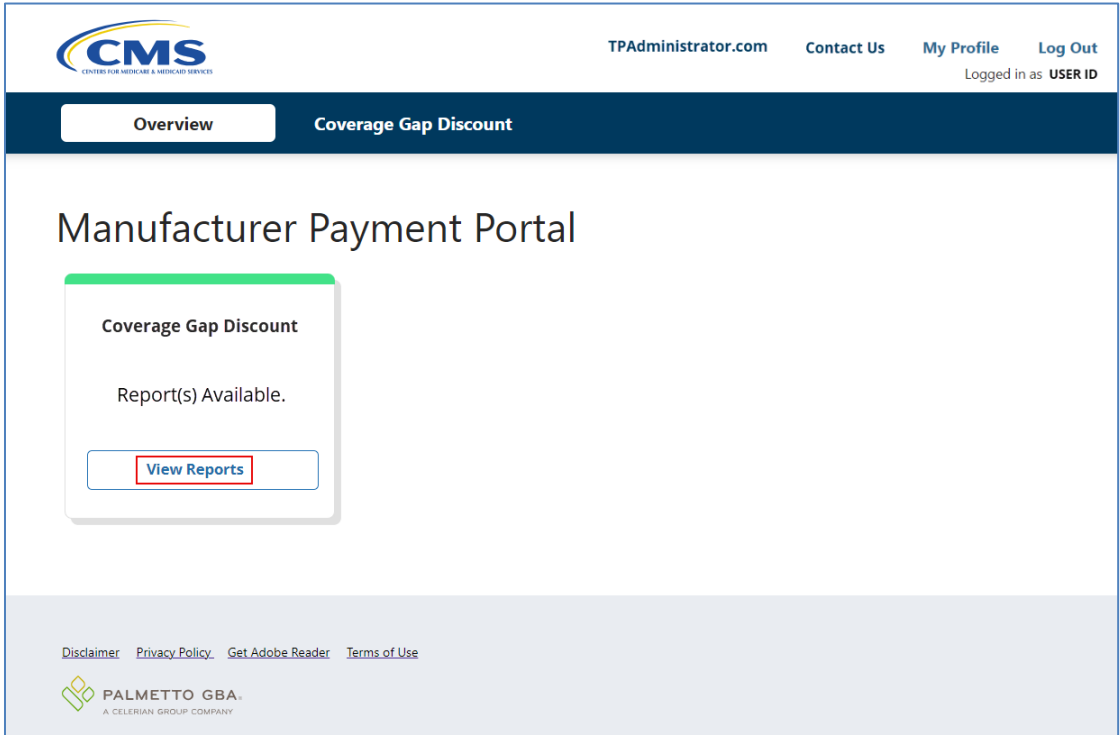
In this scenario, the prior period's deferred items require processing, even though the current period has no invoices distributed for payment or receipt. The *<u>Total Available</u>* amount of all invoices is less than <u>this</u> sponsor's bank's ACH minimum threshold of $15.00 USD, so all invoice line items are eligible for deferment.

<u>Remember</u>: Sponsors 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 sponsor associates assigned the *<u>Discount Program Payment Contact</u>* role.

To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. Select the "Coverage Gap Discount" card's *View Home Page* button to access CGDP and open the **Home** page.	

| Instructions	Visuals
2. This is the **Home** page. When the current reporting period has received no invoices (payable or receivable), the _Reporting Periods with no invoice line items_ section located at the bottom of the **Home** page will list reporting periods that have not received payable and receivable invoices. Select the "View" button to open the _Reporting Periods with no invoice line items_.	

Instructions	Visuals
3. The pop up window that appears, after selecting the *View* button, provides a view of the data for specific Contract Numbers and reporting periods.	
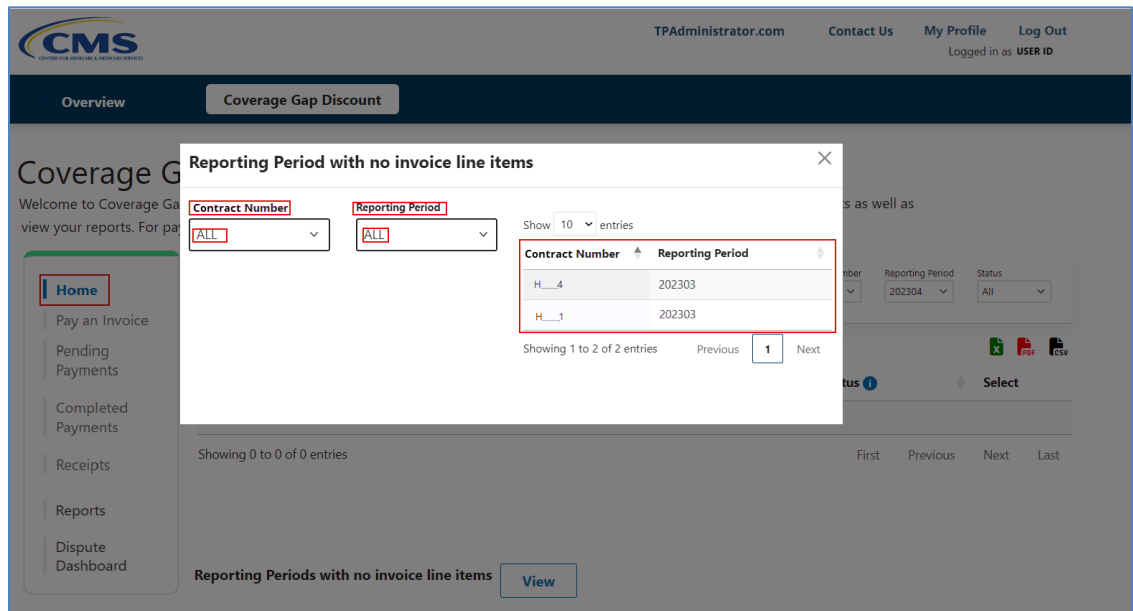
Instructions	Visuals
4. We recommend that you return to the **Home** page and update the *Reporting Period* filter to "All" to display all reporting periods for any items that may require your review and action. Review the *Status* column for any line items that do not appear with *Successful* listed. These line items should be selected and reviewed for additional action, as you are responsible for initiating successful payments to sponsors for all invoiced amounts.	

Instructions	Visuals
5. On the **Pay an Invoice** page, review the _Payment Information_ section's _Total Invoiced_ (A) and _Total Available_ (B) fields to note the total dollar amount of available invoices.	

Instructions	Visuals
6. Review the invoice line items in the *Invoice Initiation Table* and note that the *Defer* column's check box is only available when the *Payment Information* section's *Total Available* field displays an amount less than $20.00 USD. • This example displays active *Defer* checkboxes for invoice line items that fall below the systems allowable amount of $20.00 and falls below this sponsor's bank ACH minimum threshold amount. **Remember**: Just because the *Defer* checkbox is available does not mean it should be used. As a sponsor, you are responsible for verifying with your banking institution the specific threshold for low-dollar ACH amounts permitted for processing. Initiated invoices are processed as a lump sum debit, not individual line items. If your banking institution can process the amount displayed for the *Total Available* field, then you should not utilize the *Defer* process.	

Instructions	Visuals
7. Populate the *Defer* checkboxes 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 *Invoice Initiation Table*. **Note**: Selecting *Defer* is only applicable when the *Total Available* field's total is less than $20.00 and the total selected by the sponsor will be processed according to their bank's specific threshold for low-dollar ACH amounts permitted for processing.	

Instructions	Visuals
8. To complete the submission process for the invoice deferment, enter the _Payment Initiator_ role's four-digit PIN in the _Enter PIN_ form and select the _Validate_ button.	

Instructions	Visuals
9. The system displays a "Warning" message to you after you select the _Submit_ button. **Note**: Selecting the _OK_ button to defer the invoice line item to the subsequent period creates an irreversible event. If it is determined that the selected line is not the correct deferrable invoice to process, utilize the _Cancel_ button to exit the message screen and update the invoice line item. Select _OK_ to defer the selected invoice line item.	Warning: By selecting the 'OK' button 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 a time when: 1) Other small amounts can be combined which exceed your bank's 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

Instructions	Visuals
10. Once the defer process is complete, review the *Payment Information* section's *Total Current Deferred* field for updated amounts.	

Instructions	Visuals
11. Select the **Completed Payments** page and review the data listed in the *Completed Transactions Table*. This example displays the selected invoice line items as *Deferred* in the *Status* column. **Note**: The *Payment Date* column displays the most recent deferred date.	

Instructions	Visuals
12. To verify the status of the reporting period, return to the **Home** page to view the *Status* column.	

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

Pending Payments Page for Sponsors

Pending Payments Page

The **Pending Payments** page displays the initiated invoices pending payment processing that were selected from the *Invoice Initiation Table*, located on the **Pay an Invoice** page. The **Pending Payments** page provides you with the ability to review those invoices pending payment processing and, if needed, perform a stop payment in the module, so that invoices will not be included in the nightly payment cycle.

This page contains eight fields used to display invoice line items pending payment processing.

Pending Payments Page Instructions for Sponsors

Reviewing Invoices

To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. Select the "Coverage Gap Discount" card's *View Reports* button to access CGDP and open the **Home** page.	

Instructions	Visuals
2. This is the **Home** page.	
3. Select the invoice line item for review on the **Home** page, then select the **Pending Payments** page link. The **Pending Payments** page's content relies on payment initiation of invoices located on the **Pay an Invoice** page.	

Instructions	Visuals
4. If you have initiated invoices for payment processing, they will appear on the *Pending Payments Table* until the date displayed in the *Payment Date* column equals the current business date.	
5. If you have not initiated invoice for payment processing, the **Pending Payments** page will appear with the message "There are no pending transactions at this time."	

6. Review the *Payment Date* column's date. If the date is the same as the current business date, you have until approximately 9:00 PM ET to perform a stop payment on any or all invoices with the same date as the current business date.

Once the *Payment Date* is equal to the current business date, then they will be processed for payment withdrawal from your bank account as a lump sum for the total amount initiated.

When working with current business dated initiated invoices, it is imperative that if you wish to stop selected invoices from processing, that you do so prior to the 9:00 PM ET time. Once the invoices are no longer visible on the *Pending Payments Table* the stop payment feature in the module is no longer available for those specific invoices.

When reviewing the *Payment Date* column, if the date is a future calendar date scheduled for payment initiation, you can also stop payment any invoices with future dates.

The *Processing Stop Payments for* for the **Pending Payments** page is provided
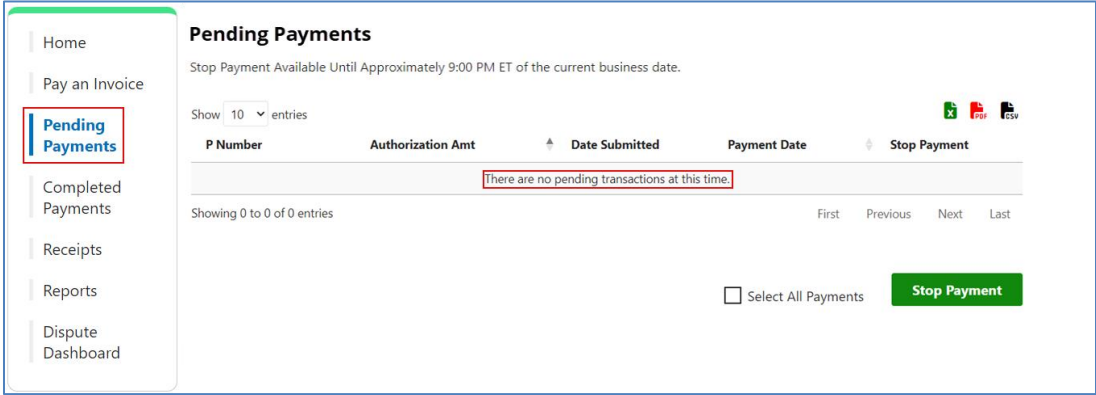
	Pending Payments				
Home					
Pay an Invoice	Stop Payment Available Until Approximately 9:00 PM ET of the current business date.				
Pending Payments	Show 10 entries				
Completed Payments	**P Number**	**Authorization Amt**	**Date Submitted**	**Payment Date**	**Stop Payment**
	___4	$1.25	08/30/2024	08/30/2024	☐
Receipts	___7	$1.25	08/30/2024	08/30/2024	☐
Reports	___4	$1.25	08/30/2024	09/03/2024	☐
Dispute Dashboard	___7	$1.25	08/30/2024	09/03/2024	☐
	Showing 1 to 4 of 4 entries			First Previous **1** Next Last	

☐ Select All Payments   **Stop Payment**

Instructions	Visuals
next.	
7. Once either payment processing or stop payment has been completed for all invoices displayed in the *Pending Payments Table*, this screen message will appear:	

You have now completed reviewing pending invoices on the **Pending Payments** page.

Processing Stop Payments for Sponsors

The CGDP module allows you to stop the processing of both current and future schedule dated initiated invoice line items prior to the completion of the payment process, which commences at approximately 9:00 PM ET on the scheduled _Payment Date_.

The _Stop Payment_ feature is available for any initiated invoice that appears on the **Pending Payment** page. Selecting a pending invoice line item for stop payment will reassign the stopped invoice line item to the _Invoice Initiation Table_ on the **Pay an Invoice** page for reprocessing.

The following instructions provide you information on the steps needed to process stop payments for pending invoice line-item payments.
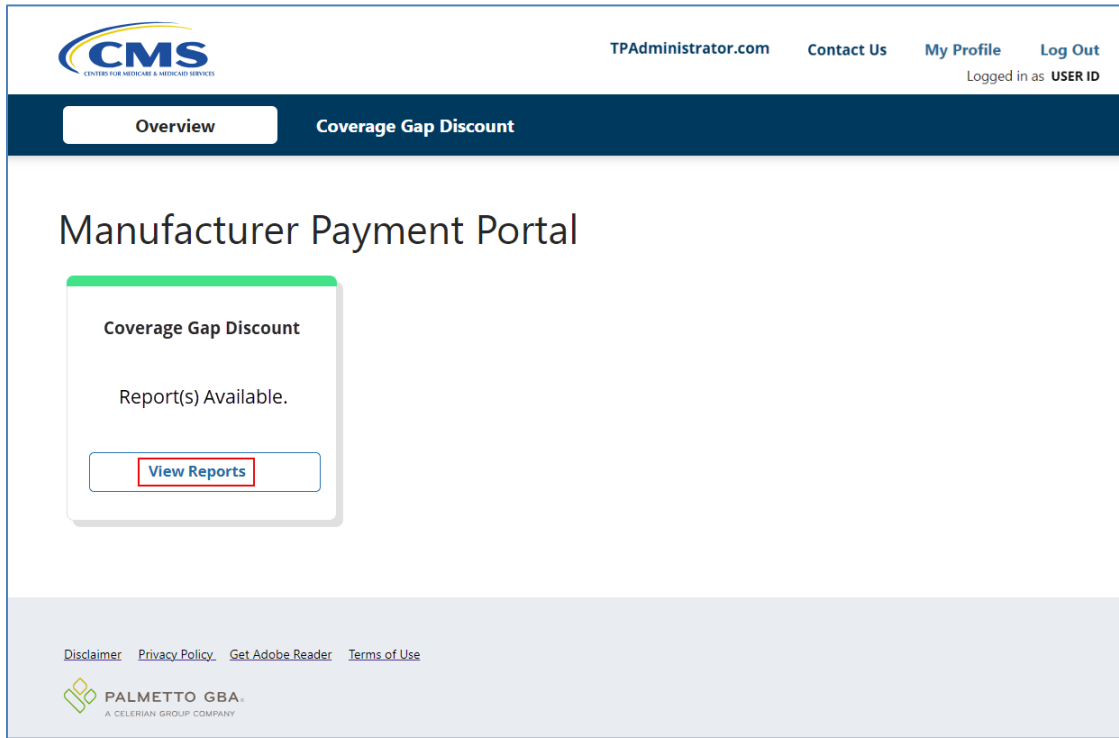
Please Note:
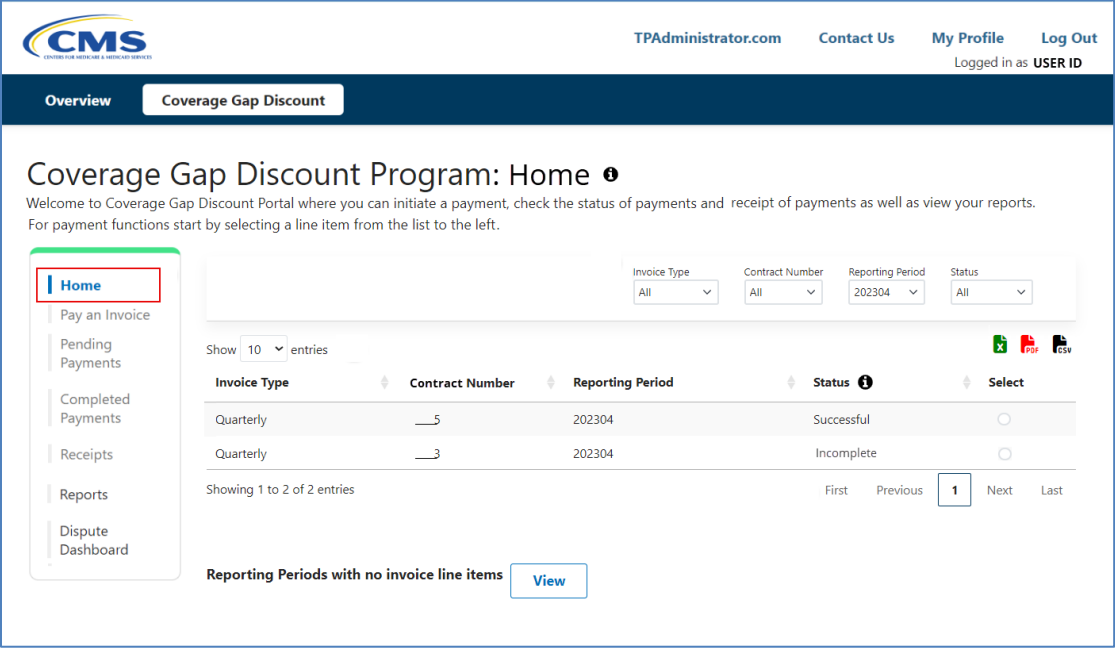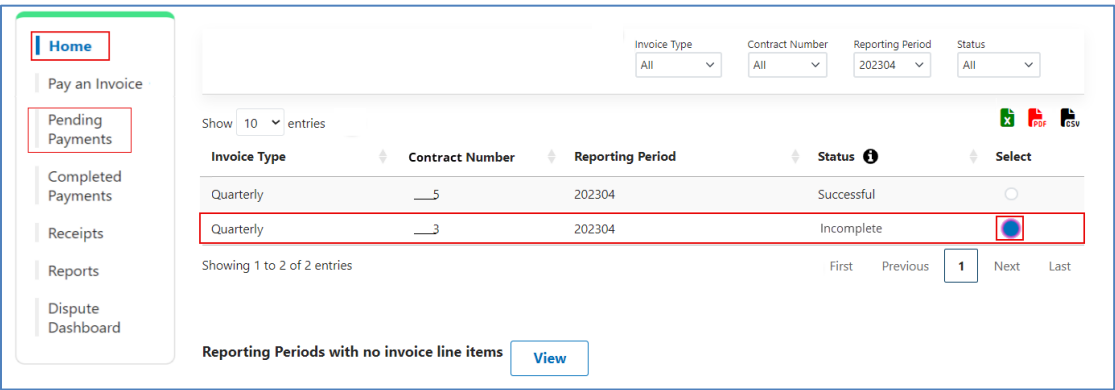
- Completion of this process is limited to sponsor associates assigned the _Discount Program Payment Contact_ role.

Stop Payments for Individual and Multiple Invoices Instructions – Sponsors

To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. Select the "Coverage Gap Discount" card's *View Reports* button to access CGDP and open the **Home** page.	

Instructions	Visuals
2. This is the **Home** page.	
3. Select the invoice line item for review on the **Home** page, then select the **Pending Payments** page link.	

Instructions	Visuals
4. Review the **Pending Payments** page to verify invoice line items have been either initiated for payment processing or scheduled for a future processing date and are still displayed in the region. Invoice line items available for stop payment processing will display in the _Pending Payments Table_.	

Instructions	Visuals
5. To process a stop payment for individual invoice line items, populate the checkbox in the *Stop Payment* column with a checkmark and select the *Stop Payment* button, located at the bottom right of the **Pending Payments** page.	
6. Now if all the invoice line items appearing on the **Pending Payments** page need to be stopped, you can use the *Select All Payments* checkbox to populate all the checkboxes in the *Stop Payment* column with a checkmark in the *Pending Payments Table*.	
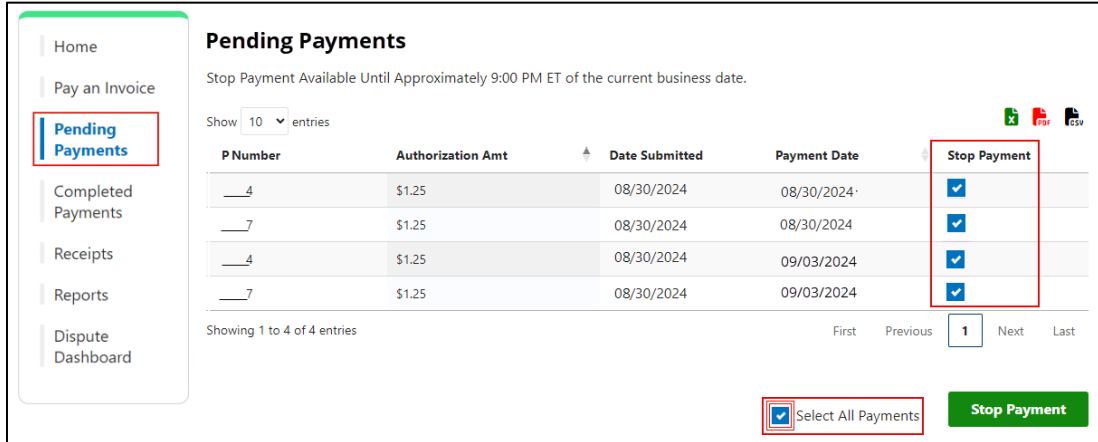
Instructions	Visuals
7. To process stop payments, select the *Stop Payment* button, located at the bottom right of the **Pending Payments** page.	

Instructions	Visuals
8. The system will display a message requesting additional action after selecting the _Stop Payment_ button. Select the _OK_ button to process the stop payment for the invoice line item. If it is determined that the selected invoice line is not the correct invoice to process for stop payment, select the _Cancel_ button to exit the message screen and choose the correct line item. **Note**: _Selecting the OK button to stop pay the invoice line item creates an irreversible event._ If the OK button is selected in error, re-process the invoice line item this instruction: _Select Individual, Multiple or All Invoice Line Items for Payment Initiation Instruction for Sponsors._	Warning: Are you sure you want to stop this payment? Please click "OK" to acknowledge and continue. Please click "Cancel" to return to the prior page. OK Cancel

Instructions	Visuals
9. For individual stop payments, the **Pending Payments** page will no longer contain the individual invoice line item(s) previously selected once the stop payment request is processed.	
10. For stop payments using the _Select All Payments_, the **Pending Payments** page will display this message after processing the request. Message states: "There are no pending transactions at this time."	

Instructions	Visuals
11. For individual stop payment requests, select the **Pay an Invoice** page link in the navigation, and verify that the invoices stopped now appear in the _Invoice Initiation Table_ and the _Total Available_ field and in the _Payment Information_ section.	

Instructions	Visuals
12. For stop payments using the *Select All Payments*, the **Pay an Invoice** page link in the navigation, and verify that the invoices stopped now appear in the *Invoice Initiation Table* and the *Total Available* field and in the *Payment Information* section. To re-process the invoice line items refer to this instruction: *Select Individual, Multiple or All Invoice Line Items for Payment Initiation Instruction for Sponsors.*	

You have now completed stop payments of individual invoice line items and all invoice line items using the *Select All Payments* checkmark.

Completed Payments Page for Sponsors

The **Completed Payments** page allows you to review completed payment information for invoice line items by contract number and status.

The **Completed Payments** page has 15 fields, forms and columns for your use. Refer to *Table 5: Completed Payments* to review the features available.
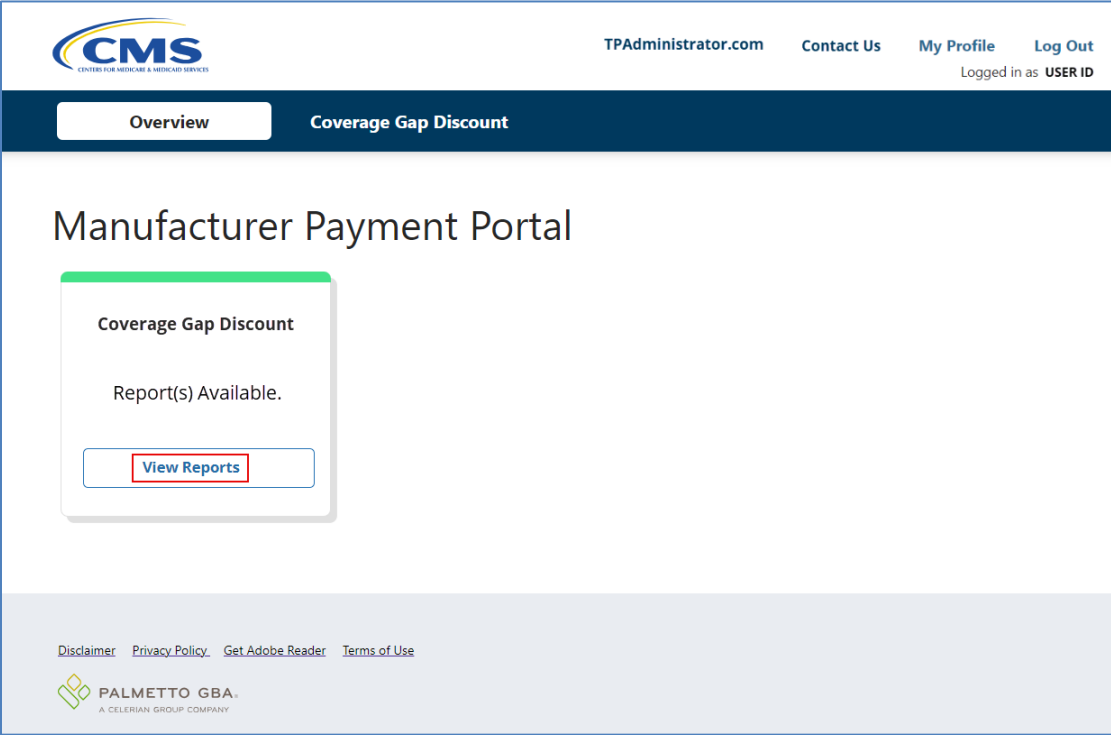
Completed Payment Page Instructions for Sponsors
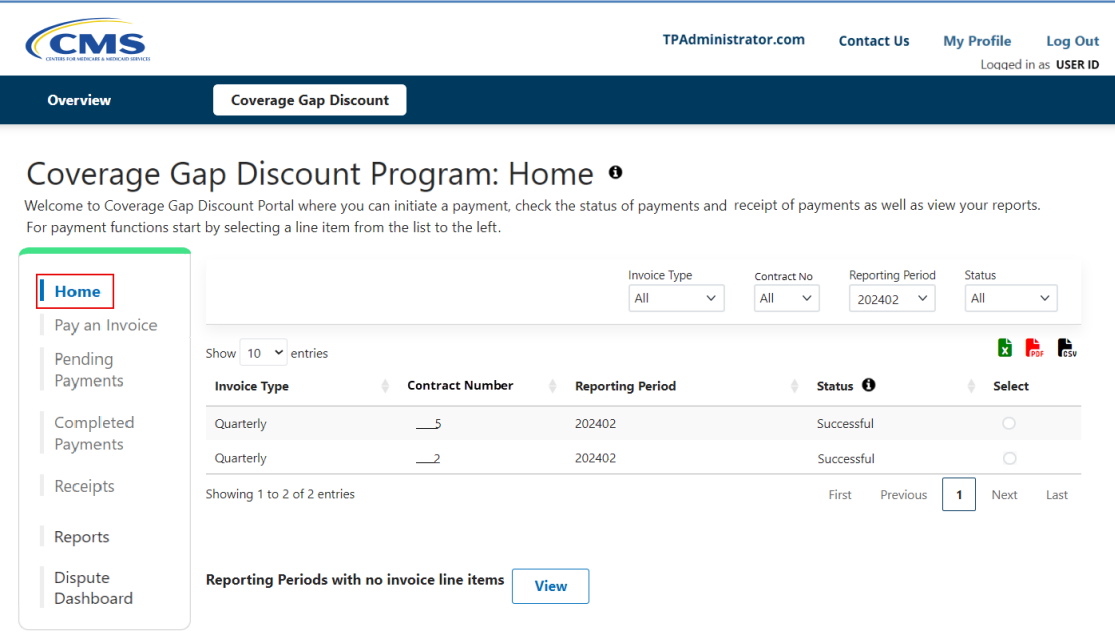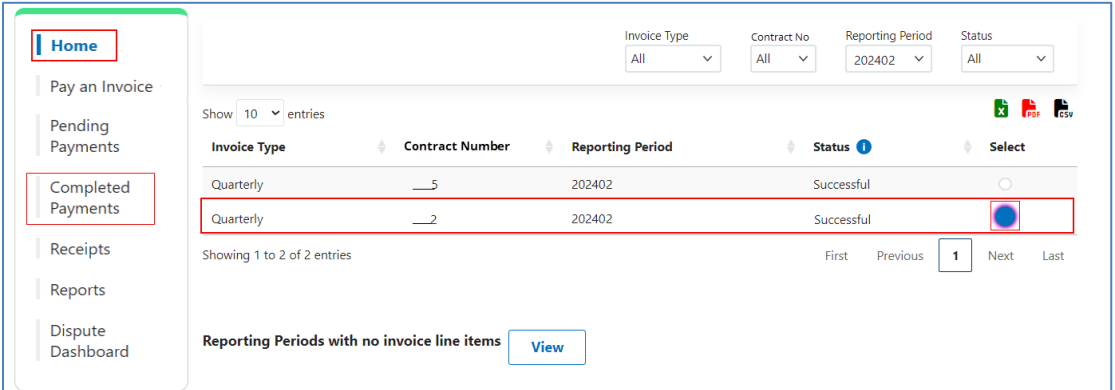
Reviewing Invoices

Sponsors can utilize the CGDP module to view the status of invoice line items that have completed processing. The **Completed Payments** page provides sponsors with the capability to view the status of Quarterly invoices, such as *Deferred*, *Pending*, or *Successful* quarterly invoice payments. The following instructions provide direction on accessing and reviewing the **Completed Payments** and its contents in reference to Quarterly invoices.

To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. Select the "Coverage Gap Discount" card's _View Reports_ button to access CGDP and open the **Home** page.	

Instructions	Visuals
2. This is the **Home** page.	
3. Select the invoice line item for review on the **Home** page, then select the **Completed Payments** page link.	

Instructions	Visuals
4. On the **Completed Payments** page and view the *Completed Payments Table* for invoice line item data displaying on the page.	

Instructions	Visuals
5. On the **Completed Payments** page review the *Payment Information* section for *Pending* and *Successful* (*Received*) invoice line items. **Note**: *Defer* for invoice line items are <u>only</u> available when the **Pay an Invoice** page's *Total Available* field's total is less than $20.00 USD and the sponsor's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.	<table><tr><td>Home Pay an Invoice Pending Payments **Completed Payments** Receipts Reports Dispute Dashboard</td><td>**Payment Information for** ____2 $11,613.86 — Total Invoiced $2,469.37 — Total Received $0.00 — Total Deferred $9,144.49 — Total Pending $0.00 — Total Failed $0.00 — Total Outstanding **Invoice Period:** 202402 P Number: All Contract No: ____2</td></tr></table>

Instructions	Visuals
6. Review the invoice line items in the *Completed Payments Table* and locate an invoice line item with the *Status* column populated with *Successful* (A). A successful invoice line item represents that funds should be available in the payee's account. Totals for successfully processed payments will appear in the *Total Received* (A) field in the *Payment Information* table at the top of the page.	

Instructions	Visuals
7. Review the invoice line items in the *Completed Payments Table* and locate an invoice line item with the *Status* column populated with *Pending*. A *Pending* status represents that payment is initiated for the line item, but the debiting process, holding period and crediting processes remain to be completed.	

Instructions	Visuals
8. In reporting periods where the amount displayed in *Total Available* field on the **Pay an Invoice** page for the distributed invoices equals less than $20.00 *and* the invoices have been deferred, the *Status* column in the *Completed Payments Table* will display *Deferred*. Example of a sponsor with deferred invoice line items. **Please Note**: *Defer* is applicable <u>only</u> if the amount in the *Total Available* field for all invoices distributed is less than $20.00 USD <u>and</u> your bank ACH process prevents processing of invoice line items that fall below your banking institution's minimum ACH processing amount.	

You have now completed reviewing completed invoice line items.

Receipts Page for Sponsors

The **Receipts** page allows you to review your Quarterly invoice line item amounts due from manufacturers. Invoice receipt information is displayed by P Number in the *Receipts Table*.

The invoice line item selected on the **Home** page drives the information displayed on the **Receipts** page. However, you can use the *Contract Number* filter field to choose other Contract Numbers assigned to your User ID.

For detailed information about the fields on the Receipts page, refer to *Table 6: Receipts* in the Appendix.

High Dollar Invoice Line Item ($100M+) Receipts Information for Sponsors

Sponsors may receive multiple invoice payments from manufacturers that total more than $100,000,000 ($100M+) in a reporting period. This occurs when the invoice line items are too large to process, due to National Automated Clearing House Association (Nacha) size limits of no more than $99,999,999.99 for a single ACH transaction. Any invoice line item that is equal to or exceeds $100M+ is considered a high-dollar invoice line item and will be split to process and pay. These line items may appear to be duplicate invoice line items that have been paid to the same sponsor in a specific quarter, but they are not. The original invoice line item over $100M+ will be split into smaller invoice line items and will be formatted in **bold** to stand out from other line items, as seen in the screenshot below.

The split line items will appear to be a duplicate amount if the $100M+ high dollar invoice line item was an even dollar amount or will have a $0.01 difference in totals if the $100M+ high dollar invoice line item was an odd dollar amount. If after the initial split, the new invoices remain over the $100M+ amount, they will be split again, creating additional invoice line items that will be payable to the same sponsor.

The **Receipts** page will display the split invoice line items due from manufacturers to sponsors
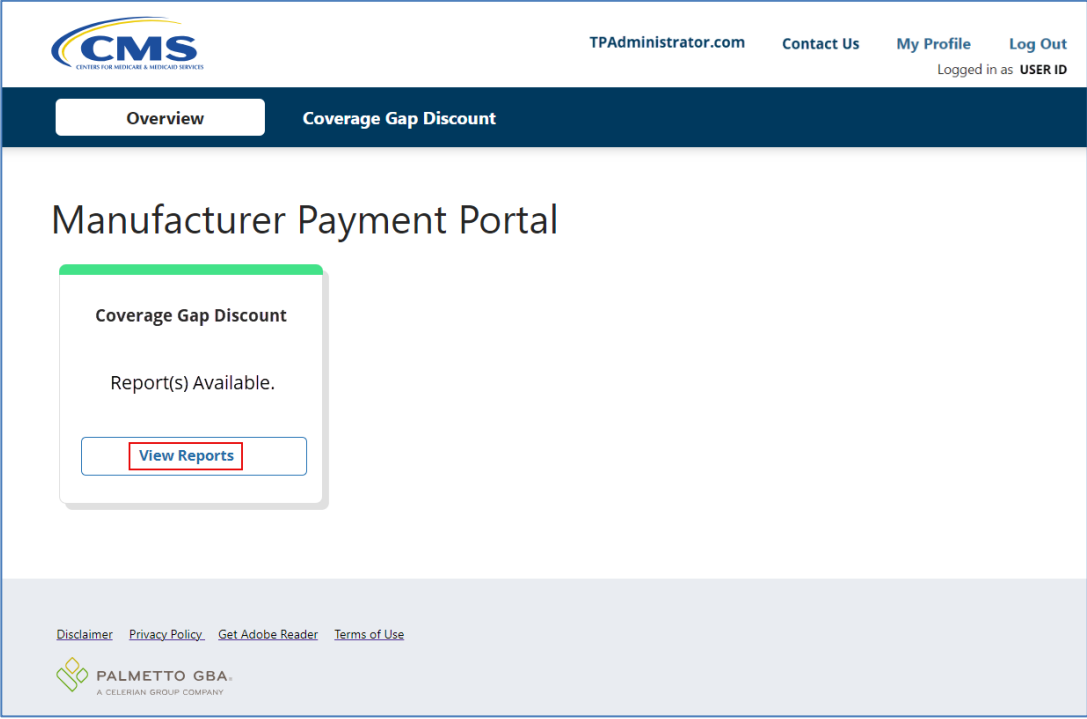
as *Outstanding* until the manufacturer initiates payment for the invoices based on the payment date. The status of the invoices will be updated based payment processing with a *Pending* status for tracking, until the processing distribution of funds to the sponsor's bank account is completed. Once the invoice line item processes successfully, the **Receipts** page will display an updated status on the applicable invoice line item of *Successful*.

The Data report available on the **Reports** page will contain the original invoice showing the single high-dollar invoice line-item amount, not the split dollar amounts. The Invoice report will not have any changes to its format and is available to download via the **Reports** page.
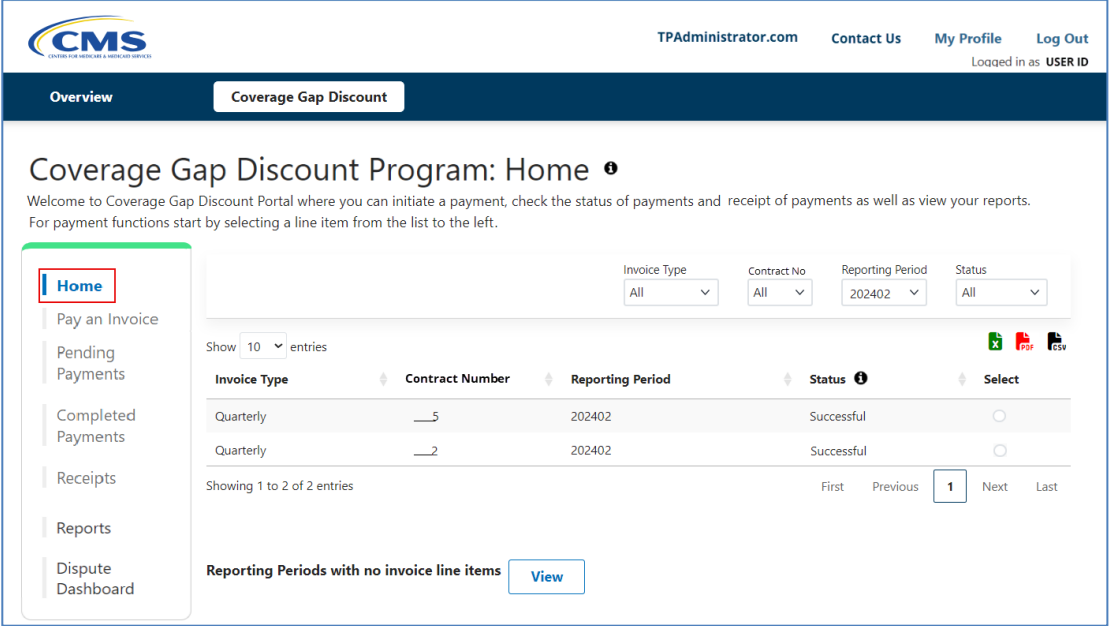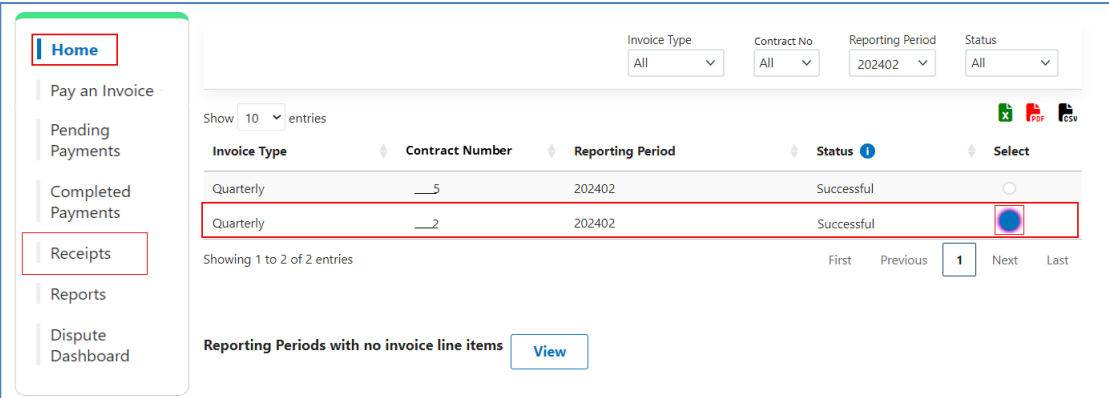
Reviewing Receipts Instruction for Sponsors

To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. Select the "Coverage Gap Discount" card's *View Reports* button to access CGDP and open the **Home** page.	

Instructions	Visuals
2. This is the **Home** page.	
3. Select the invoice line item for review on the **Home** page, then select the **Receipts** page link.	

Instructions	Visuals
4. On the **Receipts** page, view the _Receipts Table_ for invoice line item data displaying on the page.	

Instructions	Visuals
5. To *Export* the data that is visible in the table, select one of the three icons: Excel, PDF or CSV **Note:** This action will only export the columns that are displayed in the *Receipts Table*.	
6. You can review your Quarterly receipts by comparing the *Receipt Information* section to the *Receipt Table* contents.	

Instructions	Visuals
7. In this example, there are two received invoice line items and one pending line item.	

Instructions	Visuals
8. Review the *Status* column's Information icon ![info] to view the statuses that may be visible in the *Receipts Table*. To review the statuses and their definitions, refer to *Table 6: Receipts*.	**Deferred:** Payer has determined that the amount owed is below their bank's ACH minimums. **Failed:** Debiting of the Payer's account or crediting of your account was unsuccessful. **Outstanding:** Payer has not yet initiated payment. **Pending:** Payer has initiated payment. The debiting process, holding period and crediting process still remain. **Received:** Funds should now be available in your account. Status ⓘ

You have now completed reviewing Quarterly invoice line item receipts.

Reports for Sponsors

The **Reports** page in the CGDP module allows sponsors to view and select Invoice, Data, and Tracking reports based on Contract Numbers assigned to their User ID for both Quarterly and BY Closeout Invoice Reports.

The following instructions will demonstrate how to review and download reports available on the Reports page:

- Invoice
- Data
- Tracking
- Manufacturer 1099 Information (covered in a separate instruction)

The *Invoice* and *Data* reports are provided in their original file format on the MPP available to download as a text file. Refer to the ***Manufacturer Quarterly Invoice Reports Layouts*** topic on the ***TPAdministrator.com*** website for assistance with reading and understanding the format. The Tracking reports layouts are located under the ***Manufacturer Benefit Year (BY Closeout Invoice Report Layouts)*** topic on the ***TPAdministrator.com*** website.

The **Reports** page is available for both *Third Party Administrator (TPA) Contact* and *Discount Program Payment Contact* roles.

For detailed information about the fields on the Reports page, refer to *Table 7: Reports* in the Appendix.

To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. Select the "Coverage Gap Discount" card's *View Reports* button to access CGDP and open the **Home** page.	

Instructions	Visuals
2. The **Home** page will be displayed.	

Instructions	Visuals
3. Select the **Reports** link to view the **Reports** page and the report types available to view for the selected reporting period.	

In the Visuals column:

Coverage Gap Discount Program: Reports

Important Dates (Quarter 202402)

08/31/2024	12/31/2024	10/31/2024	12/30/2024
Invoice Distribution	Invoice Payment Deadline	Dispute Submission Deadline	Dispute Disposition Distribution

Reporting Type: Invoice Contract Number: All Reporting Period: All Invoice Type: All

Manufacturer 1099 Information

Show 10 entries

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download
BY Closeout	H___1	2022	08/29/2022	
BY Closeout	H___2	2022	04/26/2022	
Quarterly	H___2	202301	04/27/2023	
Quarterly	H___2	202203	10/25/2022	
Quarterly	H___1	202204	01/26/2023	
Quarterly	H___2	202204	01/26/2023	
Quarterly	H___2	202202	08/29/2022	
Quarterly	H___2	202302	11/06/2023	
Quarterly	H___2	202304	03/13/2024	
Quarterly	H___1	202304	11/11/2024	
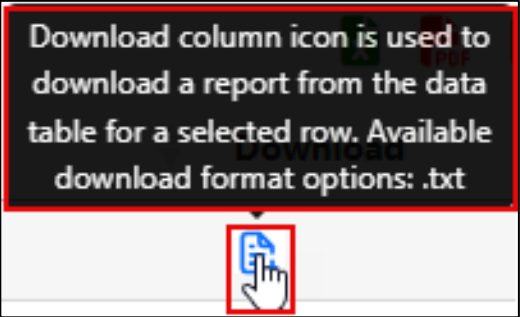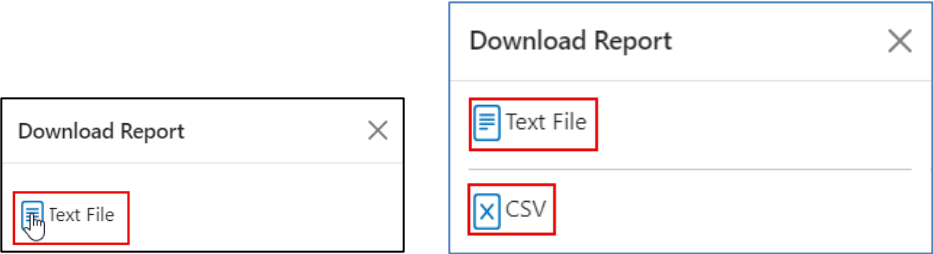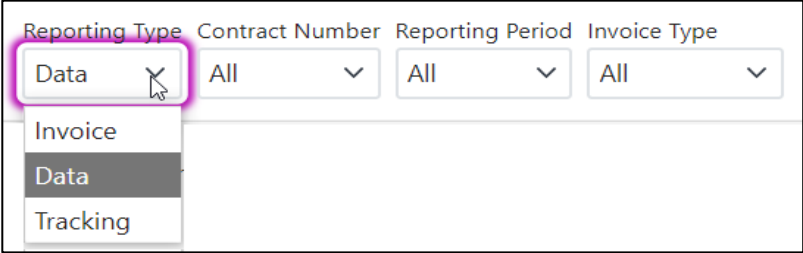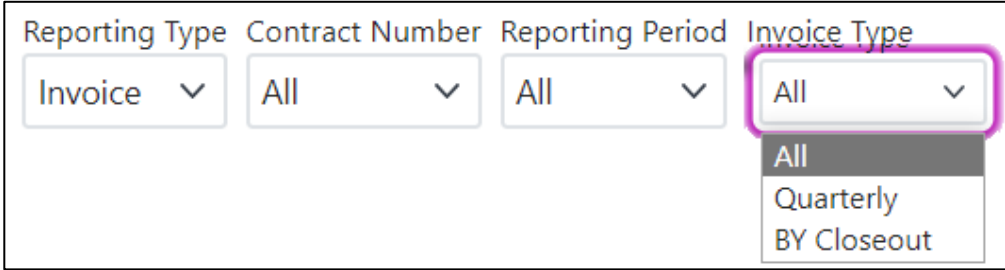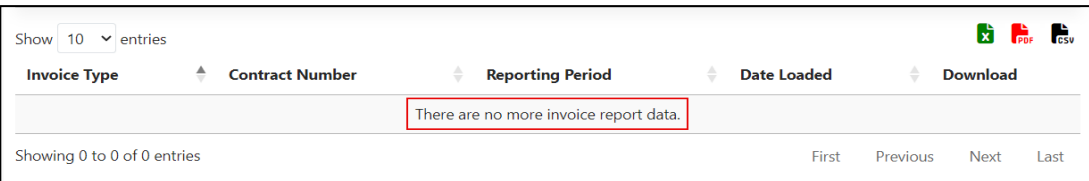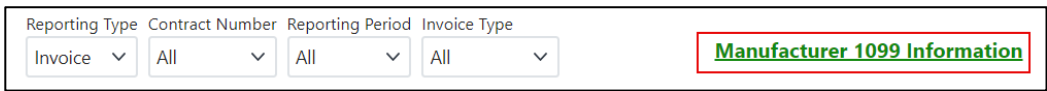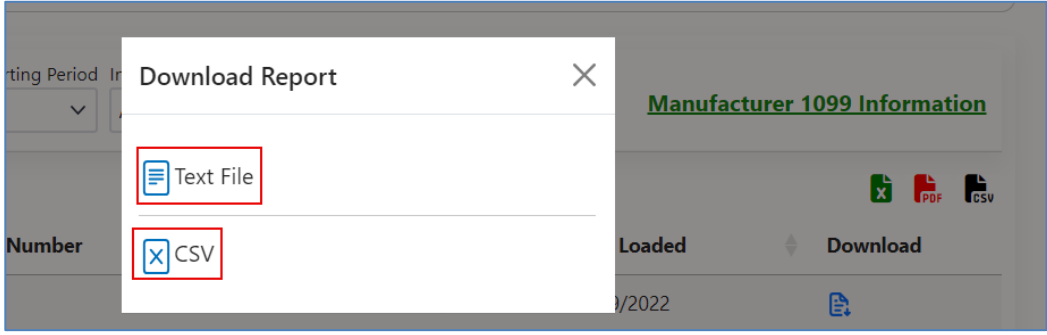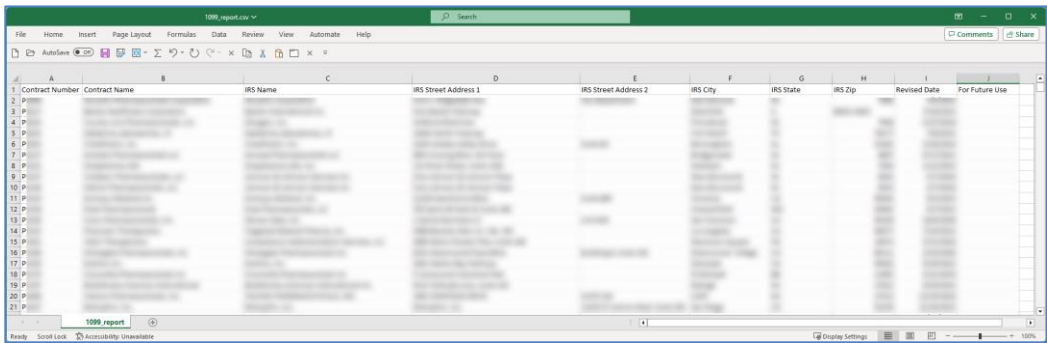
Showing 1 to 10 of 15 entries   First Previous 1 2 Next Last

Instructions	Visuals
4. On the **Reports** page the _Reporting Type_ filter field defaults to _Invoice_ and all other filters default to "All".	
5. To export the data that you see in the table, select one of the three icons: Excel, PDF, or CSV .	

Instructions	Visuals
Example of an exported Excel file report.	

Instructions	Visuals
Example of an exported .pdf file report.	**CGDP Reports Page** **CGDP Reports Invoice Data** | Invoice Type	Contract Number	Reporting Period	Date Loaded
---	---	---	---
BY Closeout	1	2022	8/29/2022
BY Closeout	2	2022	4/26/2022
Quarterly	2	202301	4/27/2023
Quarterly	2	202203	10/25/2022
Quarterly	1	202204	1/26/2023
Quarterly	2	202204	1/26/2023
Quarterly	2	202202	8/29/2022
Quarterly	2	202302	11/6/2023
Quarterly	2	202304	3/13/2024
Quarterly	1	202304	11/11/2024
Quarterly	1	202204	1/26/2023
Quarterly	1	202202	8/29/2022
Quarterly	1	202302	11/6/2023
Quarterly	1	202304	3/13/2024
Quarterly	1	202202	11/11/2022	 Page 1 of 1 MPP

Instructions	Visuals
Example of an exported .csv file report. **Note**: When using the Export feature, all line items for the selected *Reporting Type* will be displayed on the report.	
6. You can also apply additional filters to narrow down your search. For example, you can filter by the	

Instructions	Visuals
Invoice Type such as *Quarterly* or *BY Closeout*.	

Instructions	Visuals
7. To download the entire selected report, click on the blue icon ⬇️ in the Download column. When you hover over the blue icon ⬇️ , a message displays: "Download column icon is used to download a report from the data table for a selected row. Available download format options: (report options of .txt and/or .csv displayed.)	Download column icon is used to download a report from the data table for a selected row. Available download format options: .txt
8. On the _Download Report_ popup, select the desired format from the available options. • _Invoice_ and _Tracking_ download options: .txt • _Data_ and _1099 Information_ download options: .txt and .csv	Download Report ✕ Text File Download Report ✕ Text File CSV
9. To choose a different _Reporting Type_ to download, use the _Reporting Type_ filter and select the desired type, such as _Data_ or _Tracking_.	Reporting Type Contract Number Reporting Period Invoice Type Data ▾ All ▾ All ▾ All ▾ Invoice Data Tracking

Instructions	Visuals
10. To choose a different *Invoice Type* for download, use the *Invoice Type* filter and select the desired type, such as *Quarterly* or *BY Closeout*.	Reporting Type Contract Number Reporting Period Invoice Type Invoice ▼ All ▼ All ▼ All ▼ All Quarterly BY Closeout
11. If no reports are available to download, the *Reports Table* will display a message: "There are no more invoice report data."	Show 10 ▼ entries Invoice Type	Contract Number	Reporting Period	Date Loaded	Download There are no more invoice report data. Showing 0 to 0 of 0 entries First Previous Next Last
12. Sponsors can access the *Manufacturer 1099 Information Reports* to assist with 1099 reporting for payments made to sponsors. Both the *Third Party Administrator (TPA) Contact* and *Discount Program Payment Contact* roles have access to download this report.	Reporting Type Contract Number Reporting Period Invoice Type Invoice ▼ All ▼ All ▼ All ▼ **Manufacturer 1099 Information**

Instructions	Visuals
13. Choose the desired file format from the available options in the Download *Report* popup.	
Example of the *Manufacturer 1099 Information* report in .txt format:	
Example of the *Manufacturer 1099 Information* report in .csv format:	

Instructions	Visuals
14. Save your downloaded report to a desired location on your computer.	

You have now learned about how to export and download reports on the **Reports** page.

Dispute Dashboard for Sponsors

The **Dispute Dashboard** functionality allows sponsors participating in the CGDP to download and review the Dispute Resolution reports for prescription drug event (PDE) line items disputed by program-participating manufacturers and upheld by CMS. The **Dispute Dashboard** contains dispute determination files for both the current period and prior period's dispute reports.

Manufacturers are required to pay all PDE line items by the *Invoice Payment Deadline*, even if it is disputed. The *Invoice Payment Deadline* is the 38th calendar day after receipt, as specified in the *Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar* on the *TPAdministrator.com* website.

A Part D Sponsor who initially submits a PDE that has been disputed and upheld by CMS has 90 days after the Dispute Resolution Report is distributed to submit a corrected PDE to CMS. The distribution date is listed as the CGDP Calendar's "*Dispute Resolution Deadline*". The Dispute Resolution report in the Dispute Dashboard contains a listing of all Disputes that passed initial and final dispute edits and obtained decisions of Upheld or Denied from CMS.

The following instructions will guide you on how to access and review the **Dispute Dashboard** page and the resolution reports available for download and review.

For detailed information about the fields on the **Dispute Dashboard**, refer to *Table 8: Dispute Dashboard* in the Appendix.

To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP **User Guides** page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. Select the "Coverage Gap Discount" card's *View Reports* button to access CGDP and open the **Home** page.	

Instructions	Visuals
2. The **Home** page will be displayed.	
3. Click on the **Dispute Dashboard** link in the left navigation menu to view and download available dispute return and resolution reports.	

Instructions	Visuals
4. Click on the *Resolution Files* tab to review dispute files that have been reviewed by CMS.	
5. Review the data on the *Resolution Files Table* to verify that your submitted dispute file's return report is displayed. To export what is listed in the table, select one of the three export icons to download in Excel, PDF or CSV. Example of the Excel download for the *Resolution Files Table* content.	
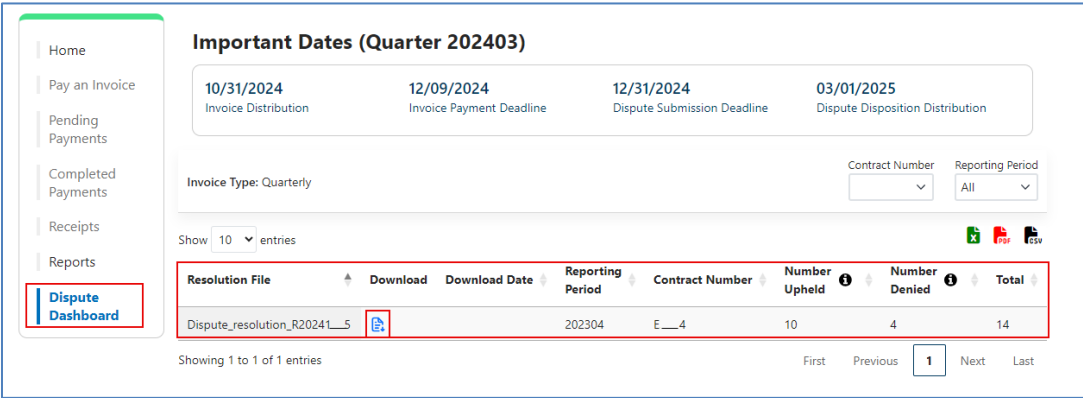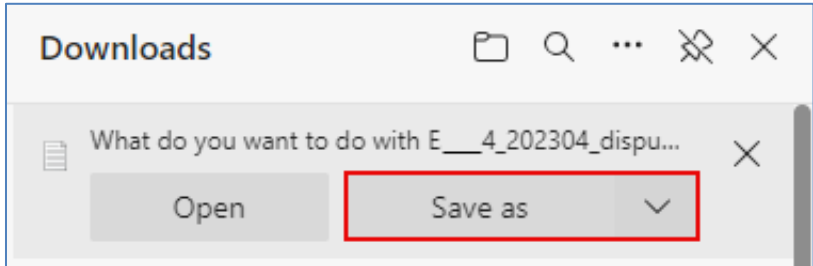
Instructions	Visuals
Example of the .pfd download for the _Resolution Files Table_ content.	
Example of the .csv download for the _Resolution Files Table_ content.	

Instructions	Visuals
6. Click the _Download_ icon next to the report you want to download into a text file for additional review.	
7. Save the downloaded report to a desired location on your computer. **Note**: Your download message may appear different than the example displayed here. Follow your on-screen instructions for downloading your reports.	

Instructions	Visuals
8. Open the downloaded text file. You can refer to the "Dispute Resolution File [Effective 1/1/2025]" on the **TPAdministrator.com** under the "Coverage Gap Discount Program" page, in the "Disputes" subtopic, for assistance with reading this .txt format.	

Summary

This **CGDP MPP Sponsor** User Guide introduced you to the module's features.

The primary function of the CGDP module is to provide a central repository for CGDP-qualified PDE invoices to be distributed and paid by CGDP participating sponsors with the ability to initiate bank to bank ACH transfers, like the way online banking customers pay monthly bills.

You have learned that the module houses invoices for Quarterly and BY Closeout invoices and has two different roles for users to access distributed invoices and reports: The *Discount Program Payment Contact* role and the *Third Party Administrator (TPA) Contact* role.

This user guide also introduced the following functionality available to authorized sponsor users:

- The **Pay an Invoice** page provides payment capabilities to allow the selection of one, some, or all the invoices distributed for payment processing. Invoice payments can be scheduled (future dated) and stop payments can be processed if certain criteria are met. Payments may also be available for deferment if the *Total Available* invoice amount due is less than the systems deferred allowable amount of $20.00 USD.

  Please Note:

  > The TPA recommends that invoices are paid prior to the payment due date, **not on the due date**. Initiating payment prior to the due date will allow for error-free processing of module-initiated ACH payments.

  > Payments that error out on the due date are not considered as initiated and will require special handling between the sponsor, the manufacturer and the TPA.

- The **Pending Payments** page provides stop payment functionality to stop payment processing on initiated invoices, prior to the payment process beginning each evening around 9:00 PM ET.

- The **Completed Payment** page provides status information of previously initiated payments that have completed the nightly status update process.
- **Receipts**: The Receipts page lists invoiced line items due to be paid to sponsors by manufacturers. It shows the amounts, payment status, and originating manufacturer, so you can verify when funds post to your bank account.

- **Reports**: The CGDP module provides reporting period data in both invoice and flat file formats. Reports are distributed on the "Quarterly Invoice Receipt Date" as defined in the ***Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar***. The guide covers four types of reports: Invoice, Data, Tracking, and Manufacturer 1099 Information, available for review and retrieval.

- **Dispute Dashboard**: The Dispute Dashboard lists resolution reports containing CMS-upheld disputes.

  Please Note:
  Report formats are available under the **Disputes** page on the **TPAdministrator.com** website to help read the text file formats of the Resolution Dispute file.

Finally, you discovered that all payments should be completed in the module on or before the payment date listed in the *Payments Due* field, as listed on the **Pay an Invoice** page and as noted in the "*Invoice Paid By 38th Calendar Day After Receipt*" date as defined in the ***Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar***.

References

Appendix A: Acronym List

Acronym	Description
ACH	Automated Clearing House
BY Closeout	Benefit Year Closeout
CGDP	Coverage Gap Discount Program
CMP	Civil Money Penalty
CMS	Centers for Medicare & Medicaid Services
DC	Document Cloud
EFT	Electronic Funds Transfer
EFT ID	Electronic Funds Transfer Identification
ET	Eastern Time Zone
HPMS	Health Plan Management System
ID	Identifier or Identification
IRA	Inflationary Reduction Act of 2022
IRS	Internal Revenue Service
MFA	Multi-factor Authentication
MPP	Manufacturer Payment Portal application
Nacha	National Automated Clearing House Association
PIN	Personal Identification Number
PDE	Prescription Drug Event
POS	Point of Sale
OS	Operating System
TLS	Transport Security Layer
TPA	Third Party Administrators
USD	United States Dollar
YYYYQQ	4-digit calendar year and 2-digit quarter (01, 02, 03, 04) (ex: 202401)
YYQQ	Reporting Period designator in the EFT ID.

Appendix B: Error Message Descriptions

Payment Reporting Error Codes – Pay an Invoice Page

Payment Reporting Error Codes	Code Description
R01	Insufficient Funds
R02	Account Closed
R03	Unable to Locate Account
R04	Invalid Account Number
R05	Unauthorized Corporate Debit
R06	Returned per ODFI's Request
R07	Authorization Revoked by Customer
R08	Payment Stopped
R09	Uncollected Funds
R10	Customer Advises Not Authorized
R11	Check Truncation Entry Return
R12	Branch Sold to Another DFI
R13	RDFI Not Qualified for ACH
R14	Payee Deceased
R15	Beneficiary Deceased
R16	Account Frozen
R17	File Record Field Errors RDFI
R20	Non-Transaction Account
R23	Credit Entry Refused by Receiver
R24	Duplicate Entry
R29	Debit Block
R31	Permissible Return Entry
R33	Return of XCK Entry
R37	Source Document Previously Paid
R38	Source Document Stop Paid
R39	Improper Source Document
R50	State Law Affecting RCK Acceptance
R51	Ineligible Item
R52	Stop Payment ADJ
R53	Check and ACH Presented
R61	Misrouted Return
R67	Duplicate Return
R68	Untimely Return
R69	Transaction Field Error
R70	Permissible Return Entry Declined

Glossary

Term	Definition
Authorization Amount	Displays the amount authorized for payment processing, including amounts located in the Invoice Amount and Previous Deferred Amount fields.
Available	Status designation of an invoice that represents that an item is ready for payment initiation.
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.
Data	Report type that displays the detail information of distributed invoices and invoice line items and provides the ability to download files for review.
Date Loaded	Displays the invoice distribution date. This date corresponds to the end of month after the reporting period closing. Date format is DD/MM/YYYY.
Date Submitted	Displays the calendar date, in MM/DD/YYYY format, the invoice line item was processed for payment initiation.
Defer	Provides a check box available for selection when the Invoiced Amount or the combination of the Invoiced Amount and the Previous Deferred Amount total less than the system-defaulted allowable amount ($20.00 USD). Invoice line items can only be deferred if the manufacturer or sponsor banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that represents that invoice amount is less than the system-defaulted allowable amount ($20.00 USD) minimum. Invoice line items can only be deferred if the manufacturer or sponsor banking ACH process prevents payment of invoice line items that fall below their bank's minimum ACH processing amount.
Dispute	Report type that provides the ability to enter dispute requests and review the status of entered requests.
Dispute Disposition Distribution	Field that displays the date Dispute disposition reports are due to be loaded to the module. *Dispute Disposition Distribution* date, also listed as the "Dispute Resolution Deadline" column, is located on the Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar on the TPAdministrator.com website.
Dispute Submission Deadline	Field that displays the date Dispute submissions are due to be entered in the module. *Dispute Submission Deadline* date is located in the Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar on the TPAdministrator.com website.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.

Term	Definition
EFTID	Displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; 9999 for the P number and Z9999 for the contract number. Example: CG14039999Z9999.
Failed (Status)	Status designation of an invoice that represents 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.
Incomplete	Status designation of an invoice that represents 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	Field that displays the date distributed invoices were posted to the module. The *Invoice Distribution* date, also known as the [Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar] "Quarterly Invoice Distribution", is located on the [TPAdministrator.com] website.
Invoice Payment Deadline	Field that displays the final due date all invoice line items are to be processed for payment. The *Invoice Paid By* date, also known as the [Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar] "Invoice Paid By 38th Calendar Day After Receipt" is located on the [TPAdministrator.com] website.
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 was retrieved from the MPP. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
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 a wholesale distributor of drugs, or a retail pharmacy licensed under State law, but includes entities otherwise engaged in repackaging or changing the container, wrapper, or labeling of any applicable drug product in furtherance of the distribution of the applicable drug from the original place of manufacture to the person who makes the final delivery or sale to the ultimate consumer or user. *From 42 CFR § 423.2305.*

Term	Definition
My Profile	Provides ability to enter and review business contact information for manufacturers or sponsors.
Outstanding	Status designation of an invoice that represents no payment activity has taken place.
P Number	Unique number assigned to the manufacturer by CMS.
Payment Date	Displays current date of a generated invoice line item payment in MM/DD/YYYY format.
Payments Due	Region of the active tab that provides the final date invoice line item payment initiations due to complete initiation.
Payment/Failed Date	Displays the date a specific invoice line item payment initiation successfully processed or where payment initiation failed the payment initiation process.
Pending	Status designation of an invoice that represents that all line items have been initiated successfully.
Previous Deferred Amount	Displays amounts that qualified for deferment from the prior reporting period(s).
Received	Status designation of an invoice that represents payment is in the applicable bank account.
Reporting Period	Quarter and Calendar year, in YYYYQQ format, prescription drug event data distributed to manufacturers or sponsors. BY Closeout reimbursement period, in YYYY format, for quarter 17 upheld disputes not offset in prior quarter invoice distributions.
Sponsor	A Part D Plan (PDP) Sponsor, Medicare Advantage (MA) organization offering a MA-prescription drug (PD) plan, a Program of All-Inclusive Care for the Elderly (PACE) organization offering a PACE plan including qualified prescription drug coverage, and a cost plan offering qualified prescription drug coverage. *From42 CFR § 423.4*
Status	The current designation of an invoice line item within the system.
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 represents 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 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 sponsors: Displays the total dollar amount of invoice line items due from manufacturers.

Term	Definition
Total Pending	Displays the total dollar amount of invoice line items selected for payment for the reporting period.
Total Received	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 Payment Initiation or Pending Transaction regions of the Payments tab.
User ID	Credential information provided by TPA to Sponsor for access to system. User ID is the Parent Organization ID for Sponsor or a randomly generated User ID.

Table 1: Common Features on All Pages
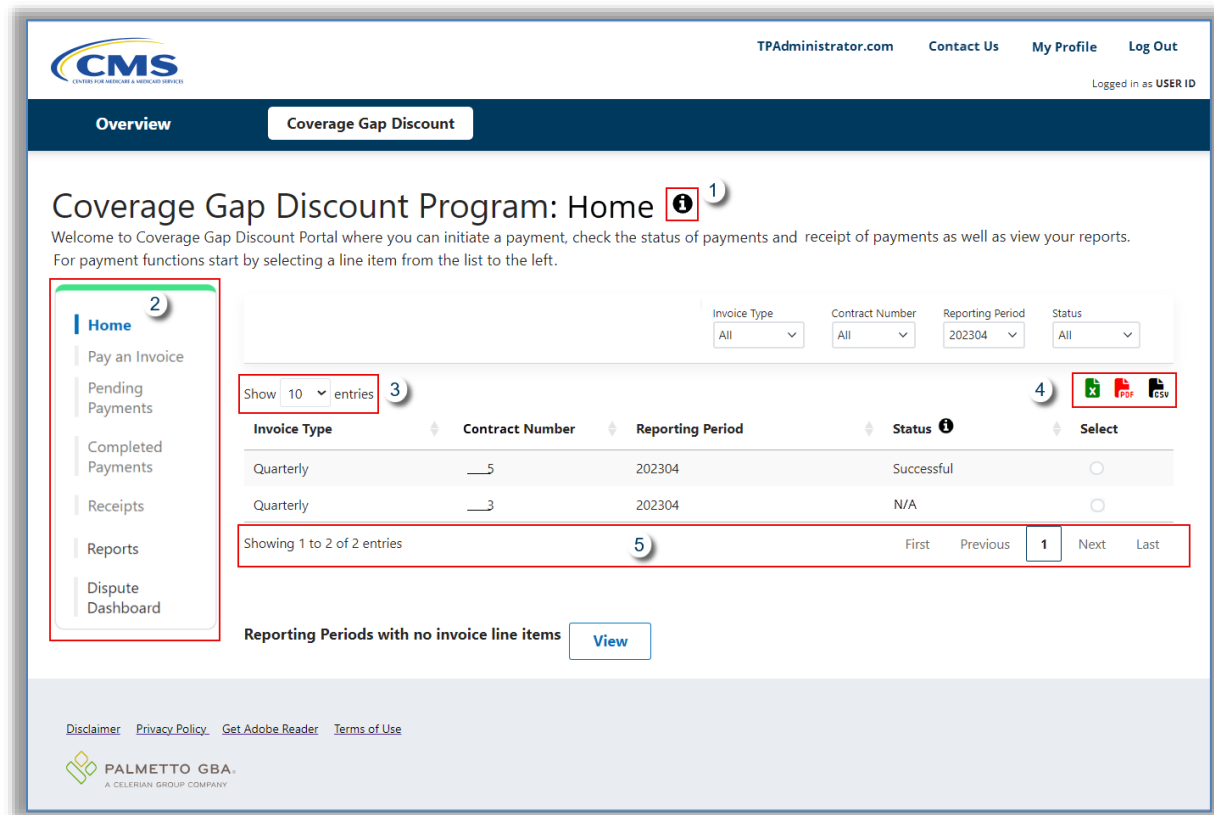
Number	Feature	Description
1.	*Information Icon*	Provides informational messages.
2.	*Page Navigation*	Is on the left side of the page and highlights the page that is currently active. It allows you to select different activities to perform while accessing the system. It is available on All pages of the MPP.
3.	*Show Entries Filter*	Allows selection of the number of entries that are visible in any given table. The drop-down defaults to 10 entries per page, but you can also choose from 25, 50, 100 or All. This feature is available on all pages in the module.
4.	*Export*	Allows you to download information in te formats that are displayed.
5.	*Pagination*	Use the pagination controls at the bottom of the page to navigate through multiple pages of data. Click the the "Next" and "Previous" buttons to move between pages. This helps you view and manage large sets of data efficiently.

Table 2: Home Page

Number	Field Name	Description
1.	*Invoice Filter: Invoice Type*	Contains a drop-down function that allows selection of "Quarterly" and "BY Closeout" invoice types. Field defaults to All. **Note**: Only one selection can be chosen from the drop-down menu at a time.
2.	*Invoice Filter: Contract Number*	Contains a drop-down function that allows selection of Contract Numbers associated with your user ID. Field defaults to All. Based on authorization, access to more than one Contract Number may be available in the filter drop-down.
3.	*Invoice Filter: Reporting Period*	Provides a list of the past reporting periods for an authorized user can view. Defaults to the current reporting period loaded to the MPP. Quarterly reporting periods display as (YYYYQQ format) and benefit year (BY) closeout (YYYY format).

Number	Field Name	Description
4.	*Invoice Filter: Status*	Contains a drop-down function that displays the available statuses for you to select from. Filter defaults to All. Statuses are: • *Available*: Invoice is ready for payment initiations. • *Successful*: All line items have been paid successfully. • *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.
5.	*Invoice Table: Invoice Type*	Displays the type of invoice either BY Closeout or Quarterly. It can be sorted in ascending or descending order by clicking on the up and down arrows.
6.	*Invoice Table: Contract Number*	Displays a specific Contract Number, or all Contract Numbers associated with your User ID. It can be sorted in ascending or descending order by clicking on the up and down arrows.
7.	*Invoice Table: Reporting Period*	Displays the distributed invoice information by reporting period in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports. It can be sorted in ascending or descending order by clicking on the up and down arrows.
8.	*Invoice Table: Status*	Displays the six statuses that can be assigned to an invoice: • Available: Invoice is ready for payment initiations • Failed: One or more items have an unsuccessful payment attempt. • Incomplete: One or more items have not been paid. • N/A: No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor. • Pending: All line items have been initiated successfully. • Successful: All line items have been paid successfully.
9.	*Invoice Table: Status Information Icon*	A hover over information icon, , provides a popup with the definition of the statuses available to be displayed for each invoice line item.
10.	*Invoice Table: Select*	Populate a radio button for a specific line item to activate the **Pay an Invoice**, **Pending Payments**, **Completed Payments**, or **Receipts** pages in the *Page Navigation* on the left of the screen.

Number	Field Name	Description
11.	*Reporting Period with no invoice line items section*	Provides information when no payable or receivable invoices are distributed for a specific reporting period. **Home** page displays "No data available in table".
12.	*Reporting Period with no invoice line items View button*	Select the *View* button to view the listing for your P Numbers for the applicable period(s) with no invoice line items.

Table 3: Pay an Invoice Page

Number	Field Name	Description
1.	*Payment Information: Total Invoiced*	Displays total dollar amount of invoice line items that require payment for the reporting period

Number	Field Name	Description
2.	*Payment Information: Total Pending*	Displays the total dollar amount of invoice line items submitted for payment initiation for the reporting period.
3.	*Payment Information: Total Successful*	Displays the total dollar amount of invoice line items, for the selected reporting period, that have successfully paid and are now available on the **Completed Payments** page and no longer visible in the *Invoice Initiations Table* of the **Pay an Invoice** page or the **Pending Payments** page.
4.	*Payment Information: Total Available*	Displays the total dollar amount of remaining outstanding invoice line items requiring payment.
5.	*Payment Information: 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.
6.	*Payment Information: Total Current Deferred*	Displays the total dollar amount of deferred invoice line items postponed from the current reporting period to the subsequent reporting period.
7.	*Payment Information: Total Previously Deferred*	Displays the total dollar amount of previously deferred invoice line items postponed from prior reporting periods.
8.	*Invoice Period field*	Displays the specified reporting quarter in YYYYQQ format, where YYYY represents the calendar year and QQ represents the quarter (01, 02, 03, 04), based on the reporting period selected in the *Invoice Filter* on the **Home** page.
9.	*Payments Due field*	Displays the final due date for all invoice line items for a specified reporting period, based on the calculation of distributed invoice receipt date plus 38 calendar days provided in the Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar on the TPAdministrator.com website.
10.	*Invoice Initiations Filter: P Number*	Provides the ability to select a single P Number with an invoice line item within the same reporting period. The field defaults to "ALL", which displays all P Numbers with invoices for initiation in the selected reporting period.
11.	*Invoice Initiations Filter: Contract No*	Displays the Contract Number. This field defaults based on the distributed invoice selected on the **Home** page.

Number	Field Name	Description
12.	*Invoice Initiations Table: P Number*	Displays the manufacturer P Number to whom the invoice payment should be paid.
13.	*Invoice Initiations Table: Invoiced Amount*	Displays the invoice line item amounts due to the sponsor. It can be sorted in ascending or descending order by clicking on the up and down arrows. **Note**: The payment initiation process used by the module initiates a lump sum debit from your bank account for the total amount of payments initiated per day, **not** individual line-item debits.
14.	*Invoice Initiations Table: Previous Deferred Amount*	Displays deferred amounts from prior reporting period(s), when available.
15.	*Invoice Initiations Table: Payment Date*	Defaults to the current date for an invoice line item payment, in MM/DD/YYYY format. Includes a *Calendar* icon to change individual payment dates to a future scheduled payment date that can be manually entered or selected using the *Calendar icon*. Field may display a message of "Invalid Payee Data" or "Invalid Payer Data" instead of data in the *Payment Date*, *Defer*, and *Initiate Payment* columns. Examples of why "Invalid Payee Data" or "Invalid Payer Data" may display: • Invalid banking information on file for payee or the payer. • Manufacturer is classified in Receivership status. • Debit Blocks on sponsor bank accounts. For assistance with processing these invoice line items, please contact TPA Operations by calling 877-534-2772, Option 1 or emailing **tpaoperations@tpadministrator.com.**
16.	*Invoice Initiations Table: Defer*	Provides checkboxes available for selection when the *Total Available* field in the *Payment Information* section is less than $20.00 United States Dollars (USD). For more details on the **Defer** process, refer to the *Processing Deferred Invoices for Sponsors* instructions.

Number	Field Name	Description
17.	*Invoice Initiations Table: Failed*	Displays failed code when an invoice line item does not successfully process payments to the manufacturer. The error codes visible in the *Failed* column have a cursor hover-over feature that will display the definition of the error code.
		A complete list of error codes and their descriptions are in the Appendix B: Error Message Description table labeled *Payment Reporting Error Codes – Pay an Invoice Page*.
18.	*Invoice Initiations Table: EFT ID*	Displays the descriptive identifier for invoice payments and appears on bank statements.

		The format of the *EFT ID* for a quarterly invoice is:
		CGYYQQ1__3H___6.
		• **CG**: Coverage Gap payment
		• **YYQQ**: Current Reporting Period
		   o YY is last two digits of the calendar year; QQ is 01, 02, 03, or 04.
		• **1__3**: manufacturer P Number displayed without the "P".
		• **H__6**: sponsor Contract Number
		
		The format of the *EFT ID* for a BY Closeout invoice is:
		UDYYQQ1__3H___6.
		• **UD**: Upheld Dispute payment
		• **YYYY**: BY Closeout Reporting Period
		   o YYYY is the Calendar Year
		• **1__3**: manufacturer P Number displayed without the "P".
		• **H__6**: sponsor Contract Number

19.	*Invoice Initiations Table: Initiate Payment*	Provides the ability to select one, multiple or all checkboxes to include that invoice line item in the payment process.
20.	*Update All Dates: Calendar Field*	Allows the ability to set a future scheduled date for all invoice line items available for payment initiation.
		Enter the future scheduled date directly into the field or select the *Calendar* icon to pick the future scheduled date.
		Note: The *Update All Dates* field and the *Calendar* icon will allow selection of the current date and future dates in the future. No selection of a past date in this feature.

Number	Field Name	Description
21.	*Update All Dates: Calendar Icon*	Provides four features to assist with selecting a date in the future. *Show Previous Month* up arrow (available after selecting Show Next Month arrow). *Show Next Month* down arrow. *Clear* link to clear calendar and return to current date. *Today* link to return to the current date.
22.	*Select All Invoices Checkbox*	Populates a checkmark in all checkboxes in the *Initiate Payment* column to initiate payment for all invoices across all pages of the *Invoice Initiation Table*. Unchecking the *Select All Invoices* checkbox will remove all checkmarks in the *Initiate Payment* column. Once all invoices are submitted for payment, the *Invoice Initiation Table* will display: "There are no more remaining invoice line items for the quarter."
23.	*Submit button*	Provides a one-click function to submit all invoice line items with either a *Defer* checkmark, when applicable, or an *Initiate Payment* checkmark for payment processing. Items on the **Pay an Invoice** page must be saved before navigating away from the page. This save functionality is the *Submit* button. If not submitted, the selected invoice line items for initiation or deferment and updated payment dates will be discarded.

Table 4: Pending Payments

Number	Field Name	Description
1.	*Stop Payments Message*	Message providing information on the stop payment process. Messages states "Stop Payment Available Until Approximately 9:00 PM ET of the current business date."
2.	*Pending Payment Table: P Number*	Displays the manufacturer P Number to whom the invoice payment should be paid.
3.	*Pending Payment Table: Authorization Amt*	Displays the amount of the initiated invoice authorized to be processed for payment to the Sponsor
4.	*Pending Payment Table: Date Submitted*	Displays the calendar date the invoice line item(s) were submitted for payment processing from the **Pay an Invoice** page's *Invoice Initiation Table*. Displays in MM/DD/YYYY format.
5.	*Pending Payment Table: Payment Date*	Displays the calendar date that the payment process will occur to request withdrawal of funds from your bank account. Displays in MM/DD/YYYY format.

Number	Field Name	Description
6.	*Pending Payment Table: Stop Payment*	Provides checkboxes for each pending invoice line item allow selection of initiated invoices for stop payment prior to payment processing.
7.	*Select All Payments checkbox*	Provides a checkbox to allow selection of all invoices visible on the *Pending Payment Table* for stop payment. The *Select All Payments* checkbox will populate all checkboxes for all available invoices appearing on all pages of the *Pending Payments Table*.
8.	*Stop Payment button*	Provides a one-click function to process the selected invoices for stop payment. This function will remove selected invoice line item(s) from the **Pending Payments** page and reassign them to the **Pay an Invoice** page's *Invoice Initiation Table* for re-initiation.

Table 5: Completed Payments

Number	Field Name	Description
1.	*Payment Information: Total Invoiced*	Displays total dollar amount of distributed invoice line items for the reporting period.
2.	*Payment Information: Total Received*	Displays the total dollar amount of invoice line items that have successfully processed. The status of Successful displays in the *Completed Payments Table* in the *Status* field.
3.	*Payment Information: Total Deferred*	Displays the total dollar amount of invoice line items deferred to the subsequent reporting period.
4.	*Payment Information: Total Pending*	Displays the total dollar amount of invoice line items selected for payment for the reporting period
5.	*Payment Information: 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. *Failed* invoice line items will reappear on the **Pay an Invoice** page in the *Invoice Initiation Table* with a failed reason code displayed in the *Failed* column for the applicable line item.

Number	Field Name	Description
6.	*Payment Information: Total Outstanding*	Displays the total dollar amount of remaining invoice line items requiring processing
7.	*Invoice Period*	Displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected on the **Home** page. These line items are associated with the reporting period listed in the *Invoice Period* field. The Information Icon 🛈 provides this message for instructions for reviewing different reporting periods. "To view complete payments for a different period, return to the **Home** tab and select the radio button line item that contains the desired reporting period."
8.	*Completed Payments Filter: P Number*	Displays the P Number for completed invoice line items. This field defaults based on the distributed invoice selected on the **Home** page. **Note**: If the logged in user has access to multiple P Numbers, the drop-down menu can allow selection of another P Number from those assigned to the user ID for the same reporting period.
9.	*Completed Payments Filter: Contract Number*	Filter allows selection of specific Contract Numbers for completed invoice line items. Drop down field defaults to "All". **Note**: The drop-down menu will only display Contract Numbers with invoice line items due for the selected reporting period. The field defaults to "All".
10.	*Completed Payments Table: P Number*	Displays the manufacturer P Number to whom the invoice payment has been initiated. It can be sorted in ascending or descending order by clicking on the up and down arrows.
11.	*Completed Payments Table: Invoiced Amount*	Displays the invoice line item amounts due to the sponsor. \ It can be sorted in ascending or descending order by clicking on the up and down arrows. **Note**: The payment initiation process used by the MPP initiates a lump sum debit from your bank account for the total amount of payments initiated per day, **not** individual line-item debits.

Number	Field Name	Description
12.	*Completed Payments Table: Payment Date*	Displays the date an invoice line item payment was selected for payment processing, in MM/DD/YYYY format. It can be sorted in ascending or descending order by clicking on the up and down arrows.
13.	*Completed Payments Table: Status*	Displays the applicable status, there are three, that can be assigned to an invoice. It can be sorted in ascending or descending order by clicking on the up and down arrows.
14.	*Completed Payments Table: Status Information Icon*	Displays the definitions of statuses that can be assigned to invoice line items in the *Completed Payments Table.* The statuses and their definitions are: • Deferred: Payer has determined that the amount owed is below their bank's ACH minimums. (Equal to or less than $20 USD) • Pending: Payer initiation was successful. The debiting process, holding period and crediting process still remain. • Successful: Funds should not be available in the payee's account.
15.	*Completed Payments Table: EFT ID*	Displays the descriptive identifier for invoice payments and appears on bank statements. The format of the *EFT ID* for a quarterly invoice is: **CGYYQQ1__3H___6**. • **CG**: Coverage Gap payment • **YYQQ**: Current Reporting Period o YY is last two digits of the calendar year; QQ is 01, 02, 03, or 04. • **1__3**: manufacturer P Number displayed without the "P". • **H__6**: sponsor Contract Number

Table 6: Receipts

Number	Field Name	Description
1.	*Total Owed*	Displays the total amount of money due for payment from the sponsor invoice line items.
2.	*Total Received*	Displays the total amount of money from the sponsor invoice line items that have been successfully processed and received. The status of *Successful* is displayed in the *Status* field in the *Receipts Table*.
3.	*Total Deferred*	Displays the total amount of money from the sponsor invoice line item(s) that have been deferred to the next reporting period.
4.	*Total Pending*	Displays the total amount of money from the sponsor invoice line items that are due for payment.
5.	*Total Outstanding*	Displays the total amount of money from the remaining invoice line items that still need to be processed by sponsors.

Number	Field Name	Description
6.	*Invoice Period*	Displays the specified quarterly or BY closeout reporting period for the quarterly negative invoice line items or upheld dispute invoice line items. • The quarterly *Invoice Period* is displayed in the YYYYQQ format. o YYYY is the calendar year o QQ is 01, 02, 03, or 04. • The BY Closeout *Invoice Period* is displayed in the YYYY format. o YYYY is the calendar year.
7.	*Receipts Filter: P Number*	This filter field allows you to select individual P Numbers for Receipts. Drop down field defaults to "All".
8.	*Receipts Filter: Contract Number*	This filter field displays the default Contract Number based on the distributed invoice selected on the **Home** page. The drop-down menu allows you to select other Contract Numbers, if available, that are assigned to your user ID for the same reporting period.
9.	*Receipts Table: P Number*	Displays the P Number(s) and can be sorted in ascending or descending order by clicking on the up and down arrows.
10.	*Receipts Table: Invoiced Amount*	Displays the amount due to the sponsor for each invoice line item and can be sorted in ascending or descending order by clicking on the up and down arrows.
11.	*Receipts Table: Payment Date*	Displays information regarding the payment status sorted in ascending or descending order by clicking on the up and down arrows. It displays the payment date in MM/DD/YYYY format, indicating when the manufacturer initiated payment.
12.	*Receipts Table: Status*	Displays the statuses assigned to the invoice line items visible on the Receipts page. It can be sorted in ascending or descending order by clicking on the up and down arrows.

Number	Field Name	Description
13.	*Receipts Table: Status Information Icon*	Displays the 5 statuses that may be visible in the Receipts Table. Statuses and their definitions are: • <u>*Deferred*</u>: Payer has determined that the amount owed is below their bank's ACH minimums. • <u>*Failed*</u>: Debiting of the Payer's account or crediting of your account was unsuccessful. • <u>*Outstanding*</u>: Payer has not yet initiated payment. • <u>*Pending*</u>: Payer has initiated payment. The debiting process, holding period and crediting process still remain. • <u>*Received*</u>: Funds should now be acailable in your account.
14.	*Receipts Table: EFT ID*	Displays the descriptive identifier for invoice payments and appears on bank statements. The format of the <u>*EFT ID*</u> for a quarterly invoice is: **CGYYQQ1__3H___6**. • **CG**: Coverage Gap payment • **YYQQ**: Current Reporting Period o YY is last two digits of the calendar year; QQ is 01, 02, 03, or 04. • **1__3**: manufacturer P Number displayed without the "P" • **H__6**: sponsor Contract Number The format of the <u>*EFT ID*</u> for a BY Closeout invoice is: **UDYYQQ1__3H___6**. • **UD**: Upheld Dispute payment • **YYYY**: BY Closeout Reporting Period o YYYY is the Calendar Year • **1__3**: manufacturer P Number displayed without the "P" • **H__6**: sponsor Contract Number

Table 7: Reports

Number	Field Name	Description
1.	*Important Dates (Quarter YYYYQQ)*	Provides key program dates to ensure proper processing of distributed invoices and the specific quarter that the information is applicable to Quarter dates are in YYYY for calendar year and QQ for quarter (01, 02, 03 or 04) format.
2.	*Invoice Distribution*	This is the date when the quarterly invoices are uploaded to the MPP for reviewing the invoice reports and amounts due to sponsors. This occurs 30 calendar days after the end of the PDE Invoice Reporting Period.

Number	Field Name	Description
3.	*Invoice Payment Deadline*	This is the deadline for submitting invoice payments for the reporting period. It occurs 38 days after the Invoice Receipt Date.
4.	*Dispute Submission Deadline*	This is the deadline for submitting disputes for the current quarter. It occurs 60 days after the Invoice Receipt Date. Submissions must be error-free to proceed through the review and approval process by CMS.
5.	*Dispute Disposition Distribution*	This is the date when the outcomes of disputes submitted in the previous quarter are released to the MPP for Manufacturers and Sponsors to review the Upheld and Denied invoices. This occurs 60 days after the Dispute Submission Deadline.
6.	*Reports Filter: Reporting Type*	This filter defaults to "Invoice" and contains a dropdown function that displays the available report types available for selection. The type of reports listed in the drop down are: • *Invoice* • *Data* • *Tracking*
7.	*Reports Filter: Contract Number*	This filter allows you to select one or more Contract Numbers associated with your user ID. • The field defaults to "All".
8.	*Reports Filter: Reporting Period*	This filter defaults to the current reporting period, which is the most recent reporting period loaded to the MPP. In addition to the current reporting period, the filter will provide a list of the past reporting periods your user ID has authorization to view.
9.	*Reports Filter: Invoice Type*	This filter defaults to "All" and contains a drop-down function that allows you to select "Quarterly" and "BY Closeout" invoices.

Number	Field Name	Description
10.	*Manufacturer 1099 Information*	Provides the ability to review Manufacturer 1099 related information for entities receiving payments from you via the MPP.
		To view the *Manufacturer 1099 Information* report, click the text link to generate and open the 1099 report.
		The 1099 information report will provide relevant information for sponsors, such as business name, tax identification number/employer identification number (TIN/EIN), and mailing address to assist with remitting a 1099 to the sponsors receiving funds from your company.
11.	*Reports Results Table: Invoice Type*	Displays the type of invoice either BY Closeout or Quarterly.
		It can be sorted in ascending or descending order by clicking on the up and down arrows.
12.	*Reports Results Table: Contract Number*	Displays a specific Contract Number, or all Contract Numbers associated with your User ID.
		It can be sorted in ascending or descending order by clicking on the up and down arrows.
13.	*Reports Results Table: Reporting Period*	Displays the distributed invoice information by reporting period in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports.
		It can be sorted in ascending or descending order by clicking on the up and down arrows.
14.	*Reports Results Table: Date Loaded*	Displays the date the distributed invoice summary files load to the MPP. Date format is DD/MM/YYYY.
		It can be sorted in ascending or descending order by clicking on the up and down arrows.
15.	*Reports Results Table: Download*	Provides you with an icon to select to download the specific report in either .txt. or .csv file format.

Table 8: Dispute Dashboard

Number	Field Name	Description
1.	*Important Dates (Quarter YYYYQQ)*	Provides key program dates to ensure proper processing of distributed invoices and the specific quarter that the information is applicable to Quarter dates are in YYYY for calendar year and QQ for quarter (01, 02, 03 or 04) format.
2.	*Invoice Distribution*	This is the date when the quarterly invoices are uploaded to the MPP for reviewing the invoice reports and amounts due to sponsors. This occurs 30 calendar days after the end of the PDE Invoice Reporting Period.
3.	*Invoice Payment Deadline*	Payments must be made in the MPP within 38 calendar days after the Invoice Receipt Date.
4.	*Dispute Submission Deadline*	This is the deadline for submitting disputes for the current quarter. It occurs 60 days after the Invoice Receipt Date. Submissions must be error-free to proceed through the review and approval process by CMS.

Number	Field Name	Description
5.	*Dispute Disposition Distribution*	This is the date when the outcomes of disputes submitted in the previous quarter are released to the MPP for Manufacturers and Sponsors to review the Upheld and Denied invoices. This occurs 60 days after the Dispute Submission Deadline.
6.	*Invoice Type*	Displays Quarterly invoice types for which disputes can be submitted.
7.	*Dispute Filters: Contract Number*	This filter allows you to select one or more Contract Numbers associated with your User ID. The field defaults to "All".
8.	*Dispute Filters: Reporting Period*	This filter provides a list of past reporting periods that your user ID is authorized to view, formatted as YYYYQQ. This field defaults to "All".
9.	*Table Column: Resolution File*	This column displays a unique file name for each dispute resolution file report. These columns can be sorted in ascending or descending order by clicking on the up and down arrows.
10.	*Table Column: Download*	To download the detailed report, click on the blue icon in the Download column. The Return File and the Resolution File will be downloaded in .txt file format.
11.	*Table Column: Download Date*	This column displays the last date the Return or Resolution file was downloaded.
12.	*Table Column: Reporting Period*	This column displays the dispute Return or Resolution file reports by reporting period in YYYYQQ format for quarterly reports. It can be sorted in ascending or descending order by clicking on the up and down arrows.
13.	*Table Column: Contract Number*	This column displays a specific Contract Number, or all Contract Numbers associated with your User ID. It can be sorted in ascending or descending order by clicking on the up and down arrows.

Number	Field Name	Description
14.	*Table Column: Number Upheld*	This column displays the number of dispute records within a dispute file upheld during CMS review on the Resolution Files tab. Number Upheld message states: "The number of dispute records within a dispute file upheld during CMS review."
15.	*Table Column: Number Denied*	This column displays the number of dispute records that were denied during CMS review on the Resolution Files tab. Number Denied message states: "The number of dispute records within a dispute file denied during CMS review.
16.	*Table Column: Total*	This column displays on the *Resolution Files* tabs. The *Resolution Files* tab's *Total* column is the sum of the Number Upheld and the Number Denied columns