

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



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Introduction

Welcome to the Coverage Gap Discount Program (CGDP) Manufacturer Payment Portal (MPP) User Guide. This guide provides information for Pharmaceutical Drug Manufacturers (manufacturers) on how to use the CGDP module in the MPP. It covers how to review invoices, initiate and track payments, submit disputes, and access various quarterly and benefit year (BY) closeout reports. Note that only manufacturers can submit disputes.

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 manufacturer participating in the CGDP, you have agreed to reimburse sponsors advancing the 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.

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
- Reports
 - Invoice
 - Data
 - Tracking
 - Ad Hoc
 - Sponsor 1099 Information
- Disputes
 - Dispute Reports
 - Dispute Return Reports
 - Dispute Resolution Reports
 - Disputes Submission
 - Dispute Builder

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

- Dispute Upload
- Dispute Status

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

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 MPP 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 manufacturers.

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

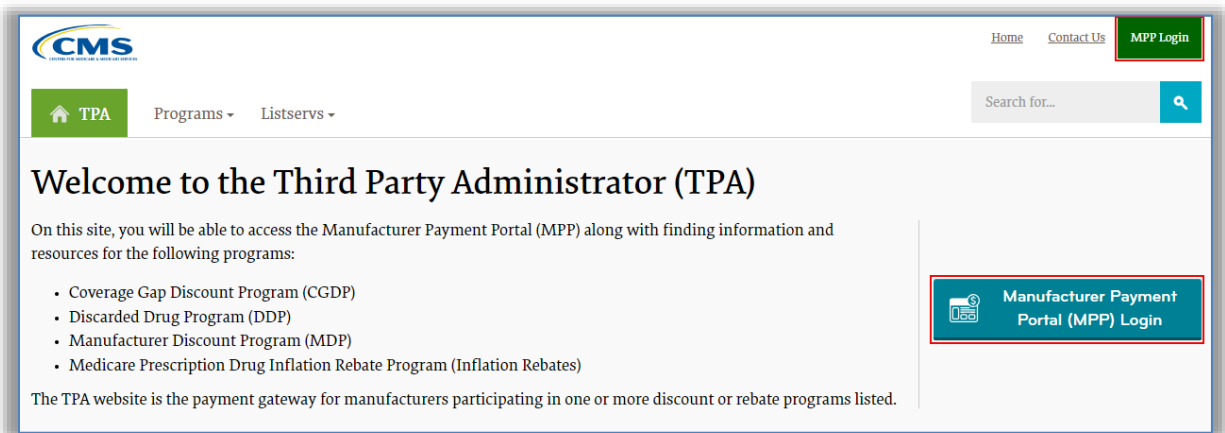
The MPP is a Federal information system. To access CGDP data, you must be authorized to access to both the MPP and the CGDP module. Authorized users of the MPP, and all program modules housed within, must adhere to CMS information security policies, standards, and procedures.

Detailed login instructions are located on the [TPAdministrator.com](https://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 will not 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 Payment Contact and TPA Liaison 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 Payment Contact and TPA Liaison roles is also provided to assist with understanding each.

The CGDP Pharmaceutical Drug Manufacturers payment initiation role is “Payment Contact”.

- A Payment Contact role allows:
 - Full functionality of the CGDP module, including initiating payment of distributed invoices, dispute submissions and ability to request updates to bank account information.

Manufacturers have a TPA Liaison role for a view only role.

- The TPA Liaison 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 “Payment Contact” field and the “TPA Liaison” field must be completed in HPMS. The same user can be assigned both roles. If a different user is assigned the “Payment Contact” role in HPMS, the assigned “TPA Liaison” role user in HPMS, will remain in that role only. Once HPMS is updated, the new authorized “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.

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

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

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

The screenshot displays the 'Pay an Invoice' interface for the Coverage Gap Discount Program. At the top, there is a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. The main header shows 'Coverage Gap Discount Program: Pay an Invoice'. A left sidebar contains navigation options like 'Home', 'Pay an Invoice', 'Pending Payments', etc. The 'Payment Information' section shows totals for Invoiced, Pending, Successful, Available, Failed, Current Deferred, and Previously Deferred amounts. Below this is a table of invoice entries with columns for Contract Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. At the bottom, there are three callouts: (1) 'Update All Dates' with a calendar icon, (2) 'Select All Invoices' with a checkbox, and (3) a green 'Submit' button.

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

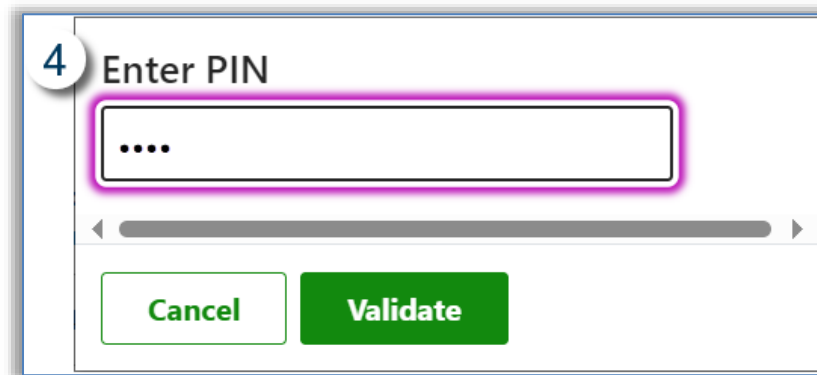
The (1) *Update All Dates* calendar icon and field provides the ability to select and set a future date for any, or all, individual invoice line items if they are eligible for payment initiation.

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 all 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.



The image shows a modal window titled "4 Enter PIN". It features a text input field with four dots, indicating a four-digit PIN. Below the input field is a horizontal scrollbar. At the bottom of the modal are two buttons: "Cancel" and "Validate".

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 *Payment Contact* functionalities are located on the [Pending Payments](#) page.

The screenshot shows the CMS TPA Administrator interface. At the top, there's a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below that, a dark blue header contains 'Overview' and 'Coverage Gap Discount'. The main heading is 'Coverage Gap Discount Program: Pending Payments'. A left sidebar lists navigation options: Home, Pay an Invoice, Pending Payments (highlighted with a red box), Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area is titled 'Pending Payments' and includes a notice: 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' Below this is a table with columns: Contract Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. Two entries are shown: Contract 7 with \$1.00 and Contract 9 with \$1.50. At the bottom right, there's a 'Select All Payments' checkbox (callout 5) and a green 'Stop Payment' button (callout 6). The footer contains links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo.

The (5) *Select All Payments* check box allows you to populate all available Stop Payment checkboxes at one time. This action selects only 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](https://www.cms.gov/tpa) 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 *Payment Contact* role perspective to thoroughly explain the functionalities of each page. Users with the *TPA Liaison* role can also find these instructions beneficial for understanding all features available for the CGDP in the MPP.

TPA Liaison – Pay an Invoice & Pending Payments Pages View

The *TPA Liaison* 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 *TPA Liaison* role.

The screenshot shows the 'Pay an Invoice' page for the Coverage Gap Discount Program. The page is titled 'Coverage Gap Discount Program: Pay an Invoice'. On the left is a sidebar with navigation options: Home, Pay an Invoice (highlighted), Pending Payments, Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area shows 'Payment Information' with a summary of totals: Total Invoiced (\$13.20), Total Pending (\$0.00), Total Successful (\$0.00), Total Available (\$32.20), Total Failed (\$0.00), Total Current Deferred (\$1.00), and Total Previously Deferred (\$20.00). Below this is a table of invoices with columns: Contract Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. The table contains 12 rows of invoice data. At the bottom of the table, there is a date picker labeled 'Update All Dates:' with a calendar icon and a checkbox labeled 'Select All Invoices'. Callout 1 points to the date picker, and callout 2 points to the 'Select All Invoices' checkbox. Callout 3 points to an empty text box next to the checkbox. The page footer includes a disclaimer, privacy policy, and the Palmetto GBA logo.

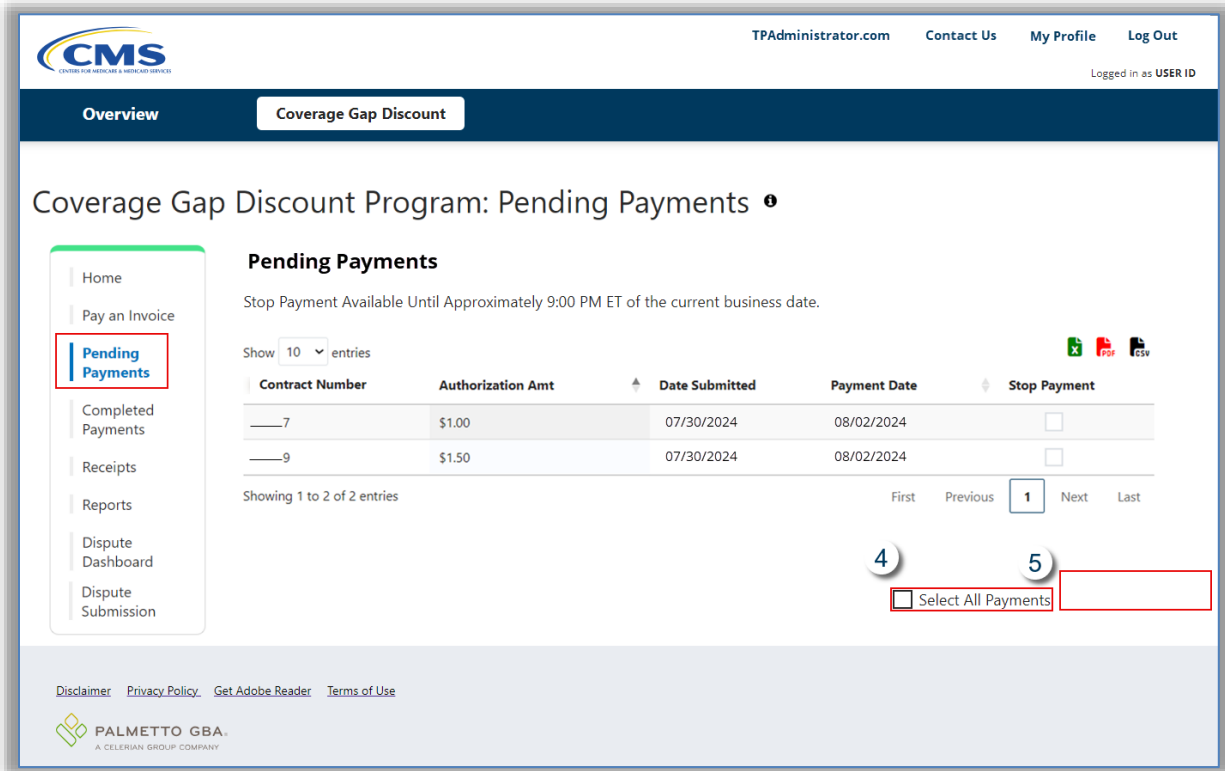
The *TPA Liaison* role will have some of the same features visible on the **Pay An Invoice** screen but will not have a *Submit* button.

- (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 TPA Liaison 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 TPA Liaison role **can** review distributed invoices, confirm completed payment of invoices, track receipts for quarterly distributed invoice line items, submit disputes (manufacturer only), and review and download reports.

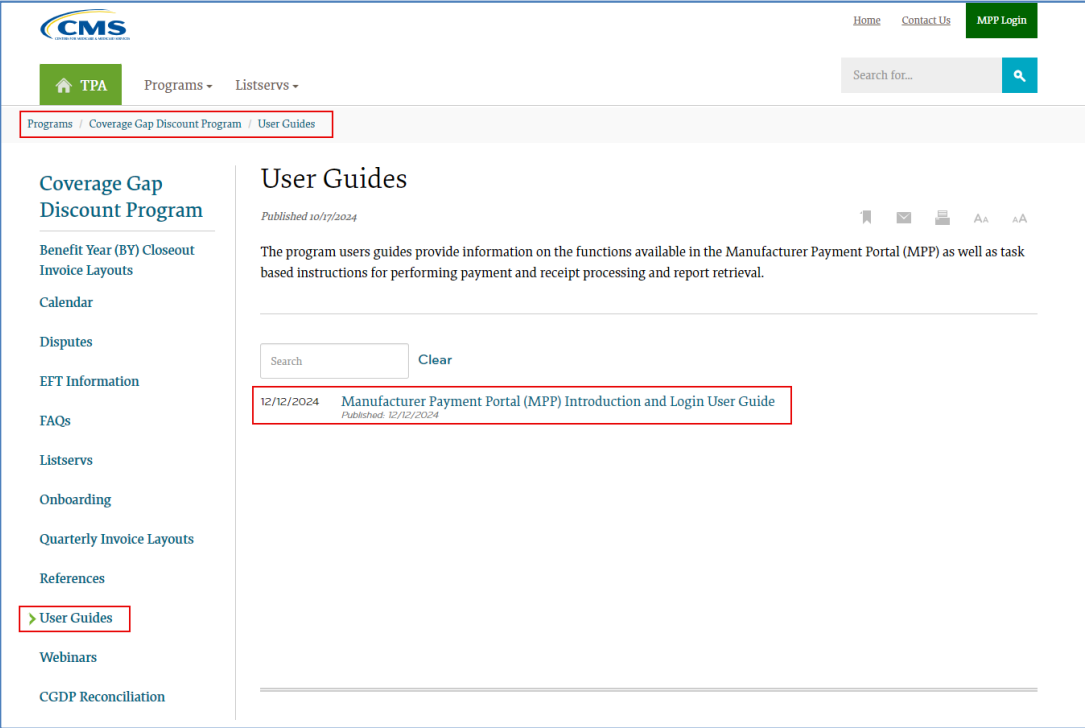
Both the Payment Contact role and the TPA Liaison role can create or update bank account information for their organization.

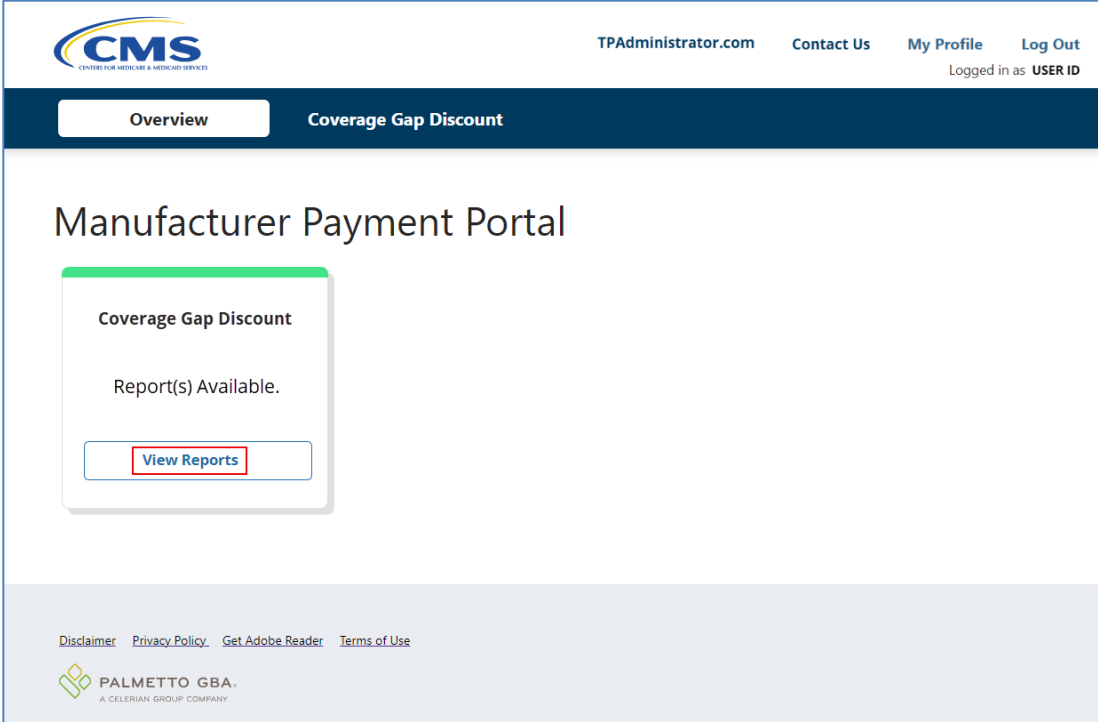
For more detailed instructions to create or update banking data, please review the “**Banking Information**” instructions in the **Manufacturer Payment Portal (MPP) Introduction and Login User Guide** located in the [User Guides](#).

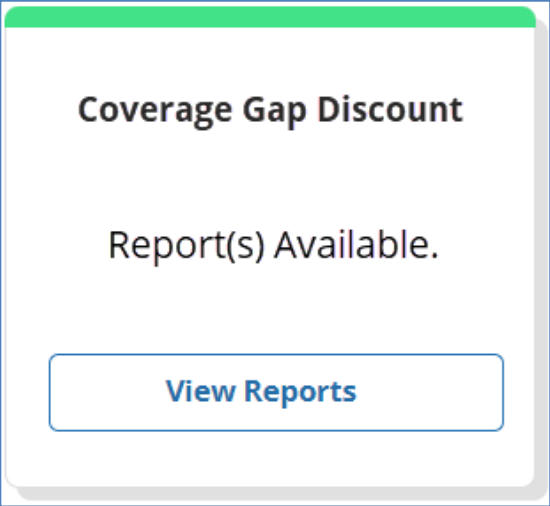
CGDP Manufacturers User Guide

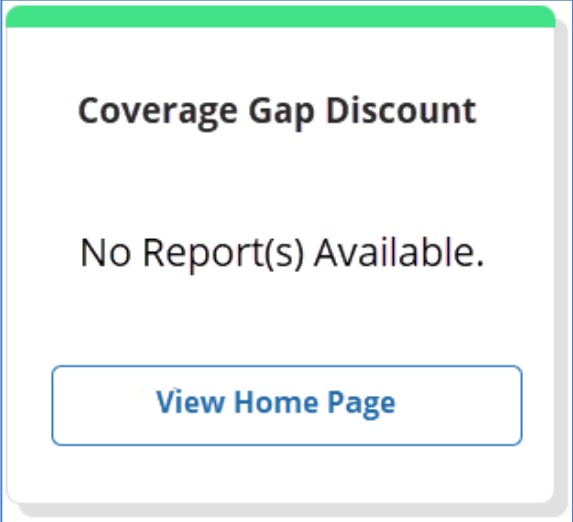
MPP Overview Page – CGDP for Manufacturers

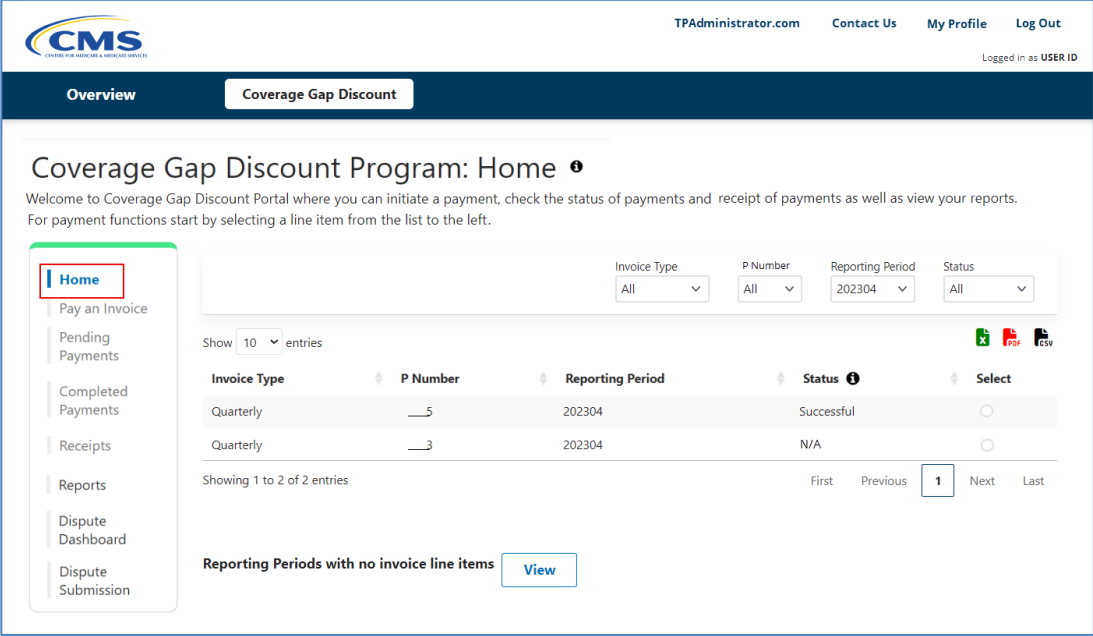
As a CGDP manufacturer, you can access the program module via the MPP. After successful login to the MPP, you will see the overview cards for the program modules(s) your user ID is authorized to access.

Instructions	Visuals
<p>1. To access the MPP, click on the TPAAdministrator.com and click on the MPP Login.</p> <p>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.</p> <ul style="list-style-type: none">• 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.	 <p>The screenshot shows the CMS MPP User Guides page. The breadcrumb trail is 'Programs / Coverage Gap Discount Program / User Guides'. The left sidebar lists various program features, with 'User Guides' highlighted. The main content area is titled 'User Guides' and includes a search bar and a list of guides. The first guide listed is '12/12/2024 Manufacturer Payment Portal (MPP) Introduction and Login User Guide', which is highlighted with a red box.</p>

Instructions	Visuals
<p>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.</p> <p>Example of a user ID with access to the CGDP only.</p>	 <p>The screenshot displays the Manufacturer Payment Portal interface. At the top left is the CMS logo (Centers for Medicare & Medicaid Services). To the right are navigation links: TPAdministrator.com, Contact Us, My Profile, and Log Out. Below these links, it indicates the user is logged in as 'USER ID'. A dark blue navigation bar contains two tabs: 'Overview' (selected) and 'Coverage Gap Discount'. The main content area features a large heading 'Manufacturer Payment Portal' and a card titled 'Coverage Gap Discount' with the text 'Report(s) Available.' and a 'View Reports' button. The footer includes links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo and the text 'PALMETTO GBA - A CELERIAN GROUP COMPANY'.</p>

Instructions	Visuals
<p>3. The cards displayed for the CGDP will contain data that provides information about quarterly and Benefit Year (BY) closeout invoices.</p> <p>Scenarios for when “<i>View Reports</i>” displays on the card:</p> <ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• Invoice line items have failed payment processing.• <i>Invalid Payee Data/Invalid Payer Data</i> error messages have been corrected and invoices are now available for initiation.	 <p>The image shows a white card with a green header bar. The text on the card reads "Coverage Gap Discount" in bold, followed by "Report(s) Available." in a smaller font. At the bottom of the card is a blue button with the text "View Reports" in white.</p>

Instructions	Visuals
<p>Scenarios for when the message “<u>No Report(s) Available.</u>” displays on the card:</p> <ul style="list-style-type: none">• 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. <p>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 <u>Successful</u> status displayed in the Home page.</p> <p>To review additional reporting periods on the Home page, once on the page, update the <u>Invoice Filter</u> labeled <u>Reporting Period</u> to “All” and all reporting periods will display for you to review.</p>	 <p>The image shows a white card with a green header bar. The text on the card reads "Coverage Gap Discount" in bold, followed by "No Report(s) Available." in a larger font. At the bottom of the card is a blue button with the text "View Home Page".</p>

Instructions	Visuals
<p>4. To review the reports available data referenced on the CGDP overview card, select the <u><i>View Reports</i></u> button.</p> <p>After clicking the button on the card, you will be directed to the CGDP Home page.</p>	 <p>The screenshot shows the 'Coverage Gap Discount Program: Home' page. On the left is a navigation menu with 'Home' selected. The main area has a header with filters for Invoice Type (All), P Number (All), Reporting Period (202304), and Status (All). Below the filters is a table with 2 entries. The first entry is 'Quarterly' with P Number '5' and Reporting Period '202304', with a status of 'Successful'. The second entry is 'Quarterly' with P Number '3' and Reporting Period '202304', with a status of 'N/A'. A 'View' button is present at the bottom of the table.</p>

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 Manufacturers

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.

The screenshot displays the 'Coverage Gap Discount Program: Home' page. At the top, there is a navigation bar with 'Overview' and 'Coverage Gap Discount' tabs. The main heading is 'Coverage Gap Discount Program: Home'. Below the heading, a welcome message states: 'Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions start by selecting a line item from the list to the left.' The page features a left-hand navigation menu with options: Home (highlighted), Pay an Invoice, Pending Payments, Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area includes filter dropdowns for Invoice Type (All), P Number (All), Reporting Period (202304), and Status (All). Below the filters, it shows 'Show 10 entries' and icons for XLS, PDF, and CSV. A table lists invoice entries:

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	5	202304	Successful	<input type="radio"/>
Quarterly	3	202304	Incomplete	<input type="radio"/>

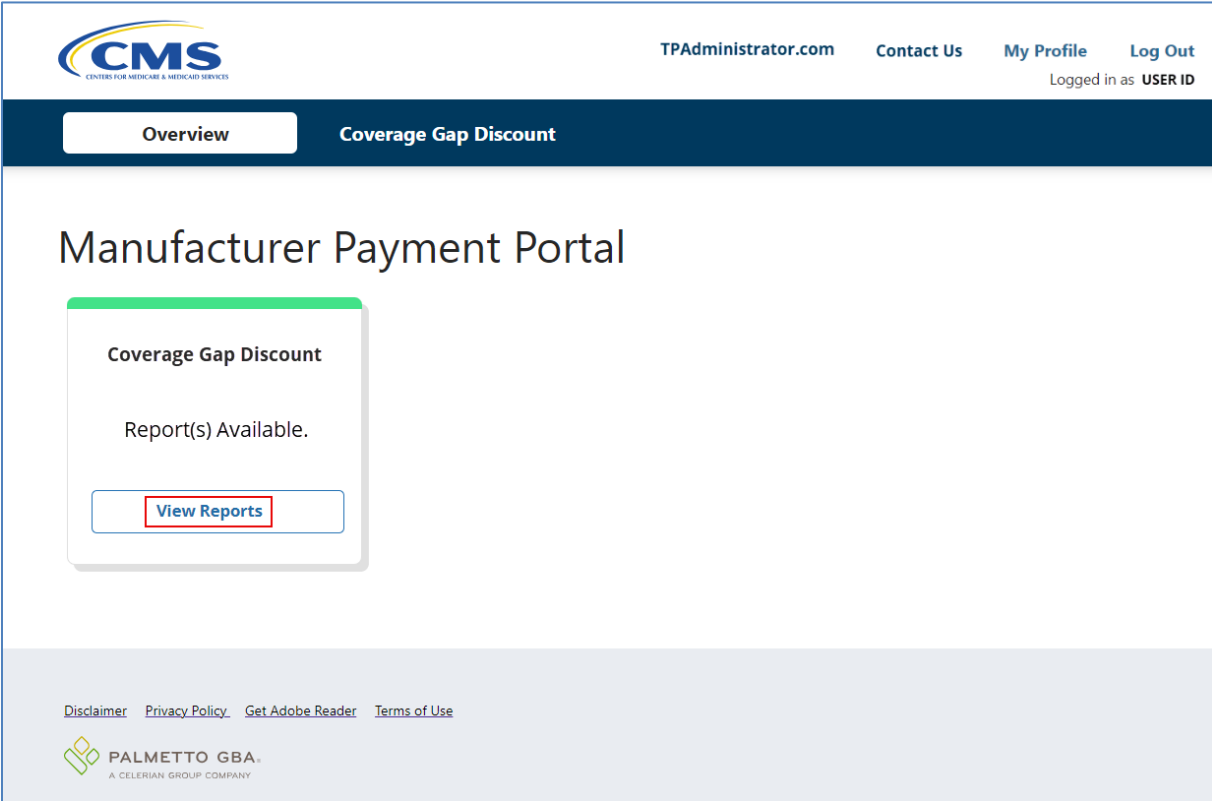
Below the table, it indicates 'Showing 1 to 2 of 2 entries' and provides navigation links: First, Previous, 1 (selected), Next, Last. At the bottom of the table area, there is a section titled 'Reporting Periods with no invoice line items' and a 'View' button. The footer contains links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo.

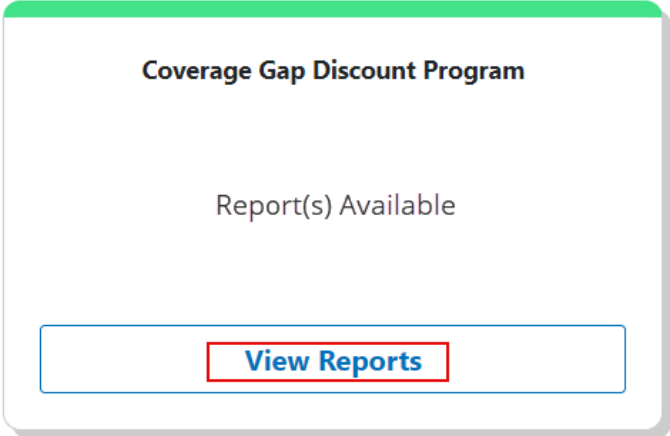
For detailed information about the common features found on each page in the MPP, refer to the Appendix.

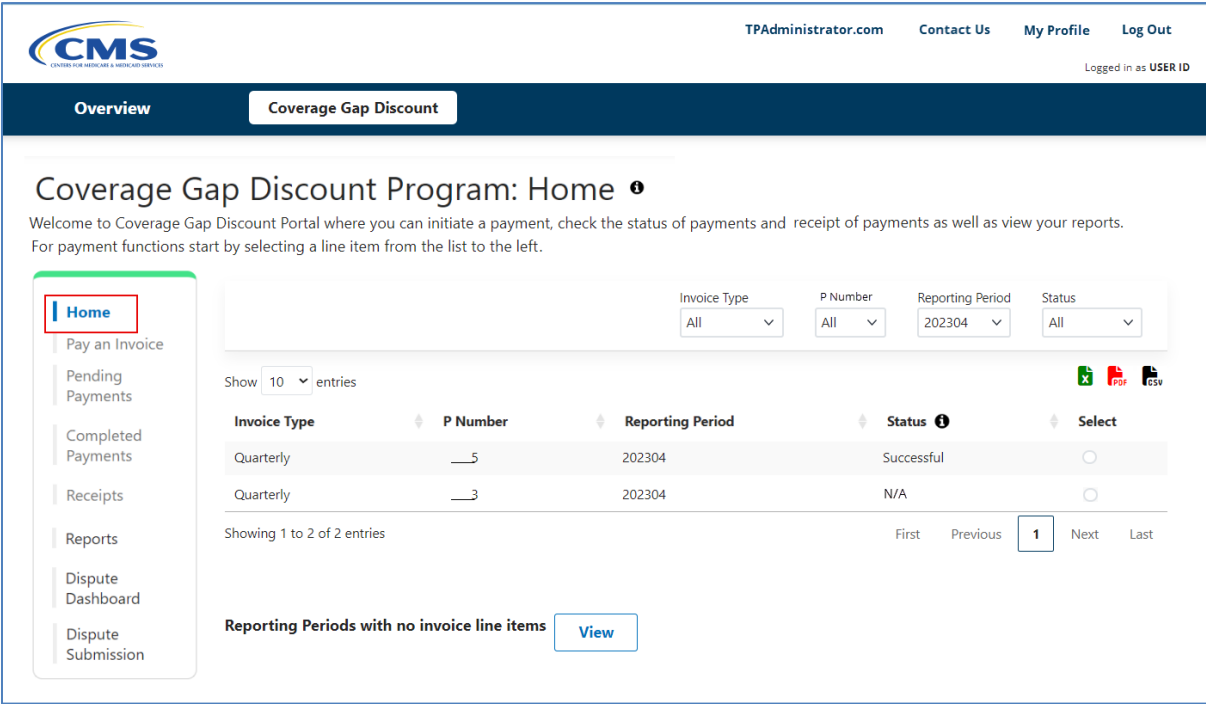
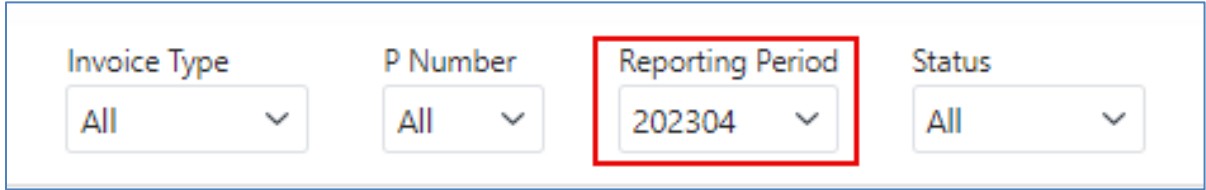
For detailed information about the features available on the Home page, refer to [Table 2: Home Page](#).

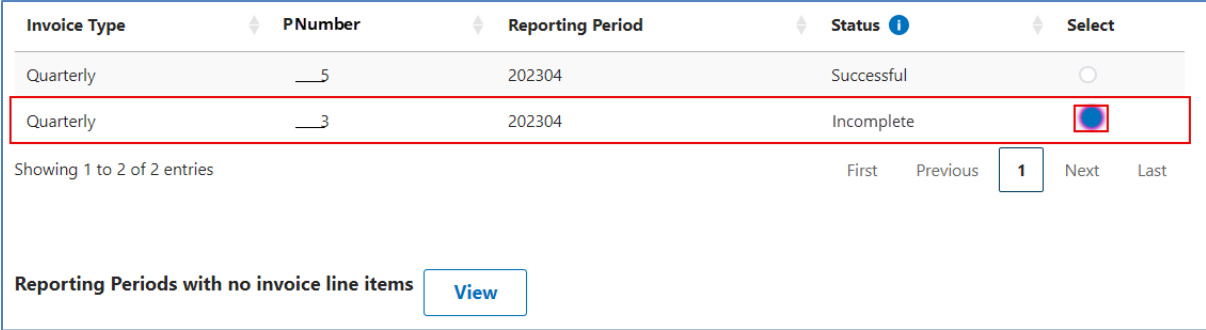
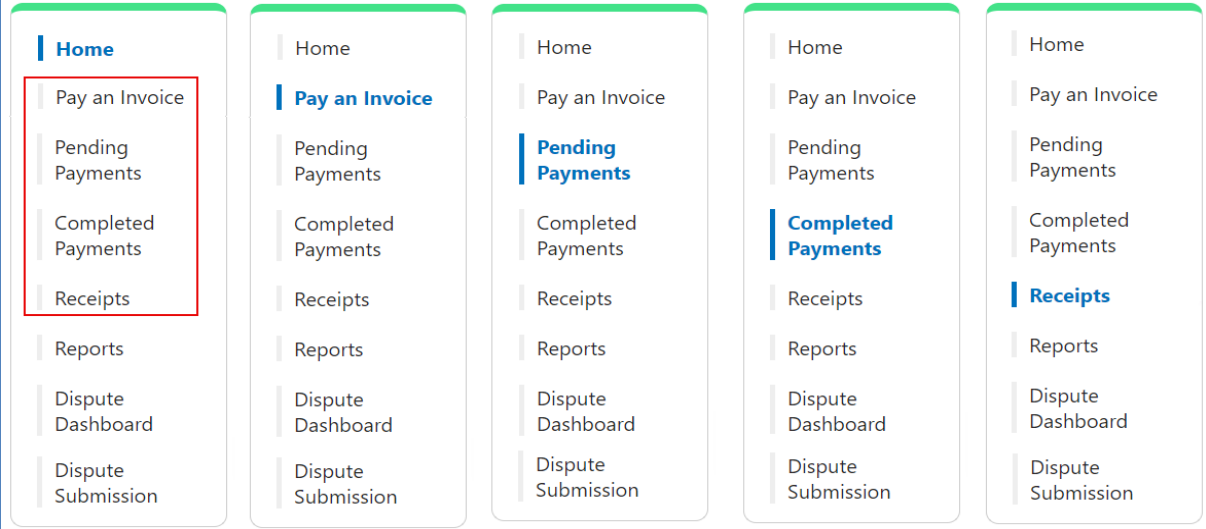
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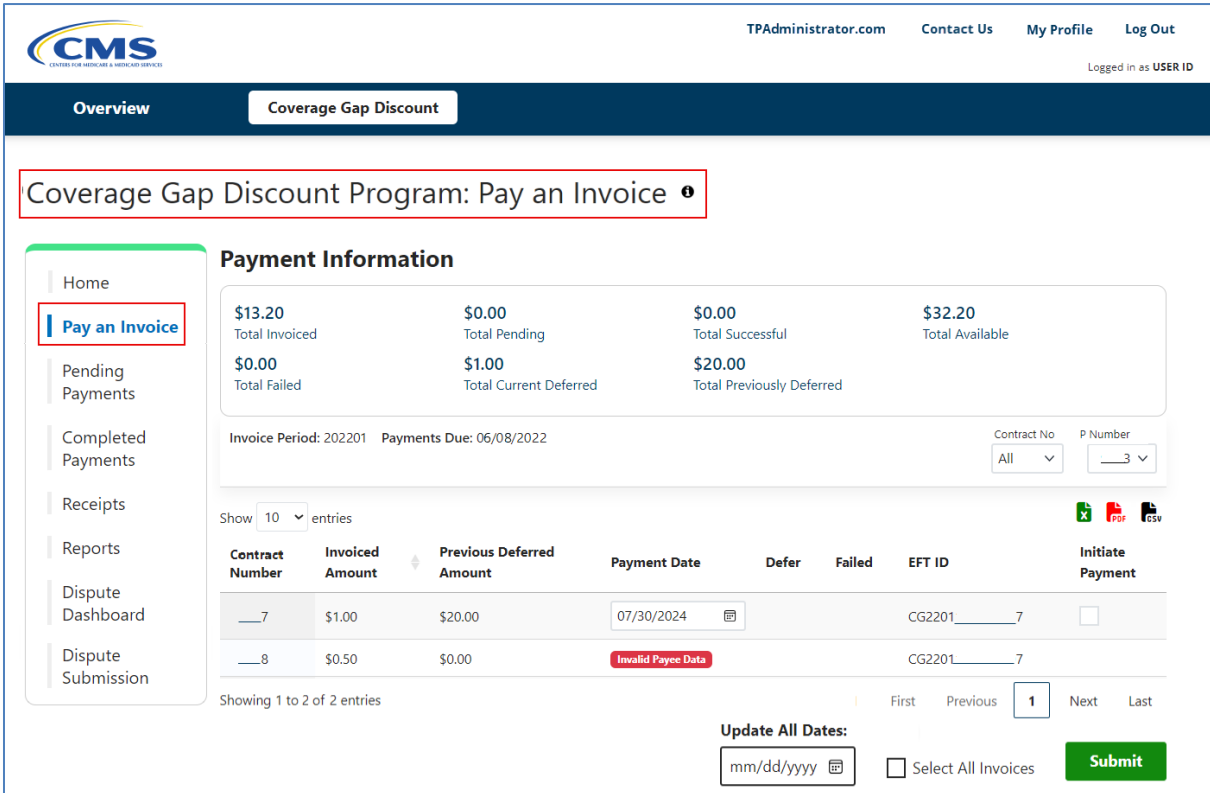
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<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview Page will appear showing all program modules assigned to your user ID as cards on the page.</p> <p>Example of a user ID with access to the CGDP only.</p>	 <p>The screenshot shows the Manufacturer Payment Portal (MPP) Overview Page. At the top left is the CMS logo (Centers for Medicare & Medicaid Services). To the right are navigation links: TPAdministrator.com, Contact Us, My Profile, and Log Out. Below these links, it says "Logged in as USER ID". A dark blue navigation bar contains two buttons: "Overview" (highlighted) and "Coverage Gap Discount". The main content area features a card titled "Coverage Gap Discount" with the text "Report(s) Available." and a "View Reports" button. At the bottom of the page, there are links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo (A Cellerian Group Company).</p>

Instruction	Visuals
<p>2. To review the data referenced on the CGDP card, select the button at the bottom of the card that displays the text <i>View Reports</i>.</p>	 <p>The screenshot shows a white card with a green header bar. The text on the card reads "Coverage Gap Discount Program" at the top, followed by "Report(s) Available" in the center. At the bottom, there is a blue button with the text "View Reports" inside a red rectangular border.</p>

Instruction	Visuals															
<p>3. After clicking the <i>View Reports</i> button on the program module overview card, you will be directed to the CGDP Home page.</p>	 <p>The screenshot shows the 'Coverage Gap Discount Program: Home' page. At the top, there is a navigation bar with 'Overview' and 'Coverage Gap Discount' tabs. Below this, the page title is 'Coverage Gap Discount Program: Home'. A welcome message states: 'Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions start by selecting a line item from the list to the left.' Below the message are filter dropdowns for 'Invoice Type' (All), 'P Number' (All), 'Reporting Period' (202304), and 'Status' (All). A table shows two entries:</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>P Number</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>—5</td> <td>202304</td> <td>Successful</td> <td><input type="radio"/></td> </tr> <tr> <td>Quarterly</td> <td>—3</td> <td>202304</td> <td>N/A</td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>Below the table, it says 'Showing 1 to 2 of 2 entries' and 'Reporting Periods with no invoice line items' with a 'View' button. The 'Reporting Period' filter dropdown is highlighted with a red box.</p>	Invoice Type	P Number	Reporting Period	Status	Select	Quarterly	—5	202304	Successful	<input type="radio"/>	Quarterly	—3	202304	N/A	<input type="radio"/>
Invoice Type	P Number	Reporting Period	Status	Select												
Quarterly	—5	202304	Successful	<input type="radio"/>												
Quarterly	—3	202304	N/A	<input type="radio"/>												
<p>4. The Home page defaults to the current reporting period, as shown in the Invoice Filter's <i>Reporting Period</i> filter.</p>	 <p>This close-up shows the filter dropdowns: 'Invoice Type' (All), 'P Number' (All), 'Reporting Period' (202304), and 'Status' (All). The 'Reporting Period' dropdown is highlighted with a red box.</p>															

Instruction	Visuals															
<p>5. Once you have verified the table displays your invoices of choice, populate the radio button in the <i>Select</i> column for one invoice line item.</p>	 <p>The screenshot shows a table with the following columns: Invoice Type, PNumber, Reporting Period, Status, and Select. The second row is highlighted with a red border. The 'Select' column for this row contains a selected radio button.</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>PNumber</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>5</td> <td>202304</td> <td>Successful</td> <td><input type="radio"/></td> </tr> <tr style="border: 2px solid red;"> <td>Quarterly</td> <td>3</td> <td>202304</td> <td>Incomplete</td> <td><input checked="" type="radio"/></td> </tr> </tbody> </table> <p>Showing 1 to 2 of 2 entries</p> <p>Reporting Periods with no invoice line items View</p>	Invoice Type	PNumber	Reporting Period	Status	Select	Quarterly	5	202304	Successful	<input type="radio"/>	Quarterly	3	202304	Incomplete	<input checked="" type="radio"/>
Invoice Type	PNumber	Reporting Period	Status	Select												
Quarterly	5	202304	Successful	<input type="radio"/>												
Quarterly	3	202304	Incomplete	<input checked="" type="radio"/>												
<p>6. This action will allow the Pay an Invoice, Pending Payments, Completed Payments, and Receipts page links to be available for selection.</p> <p>The Reports, Dispute Dashboard and Dispute Submission page links are available for selection anytime.</p>	 <p>The screenshot shows five navigation panels. The first panel has a red box around the following links: Home, Pay an Invoice, Pending Payments, Completed Payments, and Receipts.</p> <ul style="list-style-type: none"> Panel 1: Home, Pay an Invoice, Pending Payments, Completed Payments, Receipts Panel 2: Home, Pay an Invoice, Pending Payments, Completed Payments, Receipts Panel 3: Home, Pay an Invoice, Pending Payments, Completed Payments, Receipts Panel 4: Home, Pay an Invoice, Pending Payments, Completed Payments, Receipts Panel 5: Home, Pay an Invoice, Pending Payments, Completed Payments, Receipts 															

Instruction	Visuals																																
<p>7. Select the Pay an Invoice link to open the Pay an Invoice page, shown below.</p>	 <p>The screenshot displays the CMS 'Coverage Gap Discount Program: Pay an Invoice' page. The left sidebar contains navigation links: Home, Pay an Invoice (highlighted with a red box), Pending Payments, Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area features a 'Payment Information' summary with the following data:</p> <table border="1"> <tr> <td>\$13.20 Total Invoiced</td> <td>\$0.00 Total Pending</td> <td>\$0.00 Total Successful</td> <td>\$32.20 Total Available</td> </tr> <tr> <td>\$0.00 Total Failed</td> <td>\$1.00 Total Current Deferred</td> <td>\$20.00 Total Previously Deferred</td> <td></td> </tr> </table> <p>Below this is a table of invoices with the following columns: Contract Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. Two invoices are listed:</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Invoiced Amount</th> <th>Previous Deferred Amount</th> <th>Payment Date</th> <th>Defer</th> <th>Failed</th> <th>EFT ID</th> <th>Initiate Payment</th> </tr> </thead> <tbody> <tr> <td>___7</td> <td>\$1.00</td> <td>\$20.00</td> <td>07/30/2024</td> <td></td> <td></td> <td>CG2201___7</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___8</td> <td>\$0.50</td> <td>\$0.00</td> <td>Invalid Payee Data</td> <td></td> <td></td> <td>CG2201___7</td> <td></td> </tr> </tbody> </table> <p>At the bottom right, there is an 'Update All Dates' section with a date input field (mm/dd/yyyy) and a 'Submit' button.</p>	\$13.20 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$32.20 Total Available	\$0.00 Total Failed	\$1.00 Total Current Deferred	\$20.00 Total Previously Deferred		Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment	___7	\$1.00	\$20.00	07/30/2024			CG2201___7	<input type="checkbox"/>	___8	\$0.50	\$0.00	Invalid Payee Data			CG2201___7	
\$13.20 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$32.20 Total Available																														
\$0.00 Total Failed	\$1.00 Total Current Deferred	\$20.00 Total Previously Deferred																															
Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment																										
___7	\$1.00	\$20.00	07/30/2024			CG2201___7	<input type="checkbox"/>																										
___8	\$0.50	\$0.00	Invalid Payee Data			CG2201___7																											

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

Payments Process Navigation for Manufacturers

The main purpose of the MPP is to serve as a central hub for distributing and paying qualified PDE invoices by participating manufacturers. 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 manufacturer and the TPA. Invoices that are not paid by the due date, may be subject to civil monetary penalties (CMP) assessed by CMS as per the Manufacturer Agreement.

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 for Manufacturers](#) 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 Manufacturers](#) and instructions on using the features included in the page, in this user guide.

The **Receipts** page provides you with 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 for Manufacturers](#) in this user guide.

Pay an Invoice Page Navigation for Manufacturers

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 Payment Contact role and TPA Liaison role users.

This difference is defined in these instructions: [CGDP Module Payment Contact and TPA Liaison Role](#)

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

The screenshot displays the 'Pay an Invoice' page for the Coverage Gap Discount Program. The page includes a navigation menu on the left, a summary of payment information, and a table of invoice entries.

Payment Information Summary:

\$13.20 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$32.20 Total Available
\$0.00 Total Failed	\$1.00 Total Current Deferred	\$20.00 Total Previously Deferred	

Invoice Period: 202201 Payments Due: 06/08/2022

Contract No: All P Number: P_3

Show 10 entries

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$1.00	\$20.00	07/30/2024			CG2201___7	<input type="checkbox"/>
___8	\$0.50	\$0.00	Invalid Payee Data			CG2201___7	<input type="checkbox"/>
___9	\$1.50	\$0.00	07/30/2024			CG2201___8	<input type="checkbox"/>
___0	\$0.50	\$0.00	07/30/2024			CG2201___9	<input type="checkbox"/>
___1	\$1.00	\$0.00	07/30/2024			CG2201___0	<input type="checkbox"/>
___2	\$1.10	\$0.00	07/30/2024			CG2201___0	<input type="checkbox"/>
___2	\$1.10	\$0.00	07/30/2024			CG2201___6	<input type="checkbox"/>
___6	\$1.10	\$0.00	07/30/2024			CG2201___2	<input type="checkbox"/>
___2	\$1.10	\$0.00	07/30/2024			CG2201___2	<input type="checkbox"/>
___4	\$1.10	\$0.00	07/30/2024			CG2201___8	<input type="checkbox"/>

Showing 1 to 10 of 12 entries

First Previous **1** 2 Next Last

Update All Dates: Select All Invoices

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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 Manufacturers](#)
- [Set Scheduled Future Dates for Individual Invoices Instruction for Manufacturers](#)
- [Update All Dates for All Invoice Line Items Payment Initiation Instruction for Manufacturers](#)
- [Defer Eligible Invoices – Total Available Less Than \\$20.00 Instruction – Manufacturers](#)
- [Prior Reporting Period Defer – No Payable Invoices Distributed for Reporting Period Instruction – Manufacturers](#)
- [Prior Reporting Period Defer – No Invoices Distributed for Current Reporting Period Instruction – Manufacturers](#)

High Dollar Invoice Line Item (\$100M+) Payments Information for Manufacturers

Manufacturers may receive invoices that total more than \$100,000,000 (\$100M+) in a reporting period. When this occurs, 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 allow payment processing for the manufacturer and receipt by the sponsor process and pay. These line items may appear to be duplicate invoice line items payable to the same sponsor in a specific quarter, but they are not. The original invoice line item 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.

CMS TPA Administrator.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
 Dispute Submission

Payment Information

\$ 119,330,292.03 Total Invoiced	\$ 0.00 Total Pending	\$ 0.00 Total Successful	\$ 119,330,292.03 Total Available
\$ 0.00 Total Failed	\$ 0.00 Total Current Deferred	\$ 0.00 Total Previously Deferred	

Invoice Period: 202304 Payments Due: 07/20/2024 Contract No: All P Number: P_3

Show 10 entries

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
E__4	\$ 57,162,731.54	\$20.00	08/25/2024			CG2201__4	<input type="checkbox"/>
E__4	\$ 57,162,731.53	\$0.00	08/25/2024			CG2201__4	<input type="checkbox"/>
H__7	\$210,467.50	\$20.00	08/25/2024			CG2201__7	<input type="checkbox"/>
H__8	\$67,474.15	\$0.00	Invalid Payee Data			CG2201__7	<input type="checkbox"/>
H__9	\$439,575.80	\$0.00	08/25/2024			CG2201__8	<input type="checkbox"/>
H__0	\$1,731,633.73	\$0.00	08/25/2024			CG2201__9	<input type="checkbox"/>
H__1	\$873,247.53	\$0.00	08/25/2024			CG2201__0	<input type="checkbox"/>
H__2	\$255,332.54	\$0.00	08/25/2024			CG2201__0	<input type="checkbox"/>
H__2	\$301,757.90	\$0.00	08/25/2024			CG2201__6	<input type="checkbox"/>
H__6	\$70,671.33	\$0.00	08/25/2024			CG2201__2	<input type="checkbox"/>

Showing 1 to 10 of 14 entries

Update All Dates: mm/dd/yyyy Select All Invoices **Submit**

Both the **Pay an Invoice** page and the **Completed Payments** page will display the split invoice line items. When an invoice line item is selected for payment initiation, it will move from the **Pay an Invoice** page to the **Pending Payments** page for processing on the evening of the payment date and then be displayed on the **Completed Payments** page 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 **Completed Payments** page will display an updated status on the applicable invoice line item of *Successful*.

Split high dollar invoice line items can be processed using the instructions in this user guide. Refer to the following instructions for information on processing invoice line items:

- [Select Individual, Multiple or All Invoice Line Items for Payment Initiation Instruction for Manufacturers](#)
- [Set Scheduled Future Dates for Individual Invoices Instruction for Manufacturers](#)
- [Update All Dates for All Invoice Line Items Payment Initiation Instruction for Manufacturers](#)

Split high-dollar invoice line-item transactions can also have stop payments processed if a future scheduled date has been used on the invoice and the future date has not passed. However, the stop payment functionality will only affect the individual invoice line item that is selected for stop payment.

As a manufacturer working with high dollar invoice line items, you will need to submit a stop payment for both split high dollar invoice line items to stop the entire original high dollar invoice line item.

Refer to the [Pending Payments Page for Manufacturers](#) in this user guide for details on how to use the stop payments feature on the **Pending Payments** page.

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.

Pay an Invoice Instructions for Manufacturers

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

As a manufacturer, you are required to 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 all invoice line items distributed to the CGDP module for a reporting period.

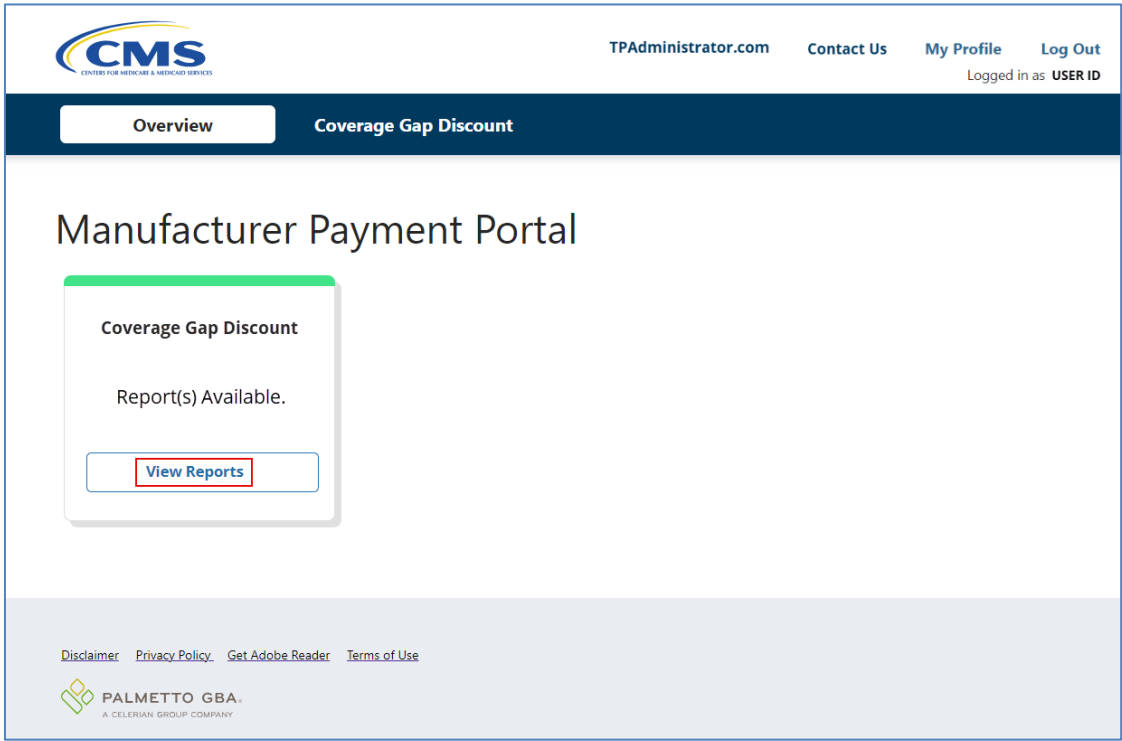
This feature allows you to select all invoice line items in the *Invoice Initiation Table*, including those on additional pages that are not automatically visible, to initiate payment processing on either the current date or a future scheduled date you select.

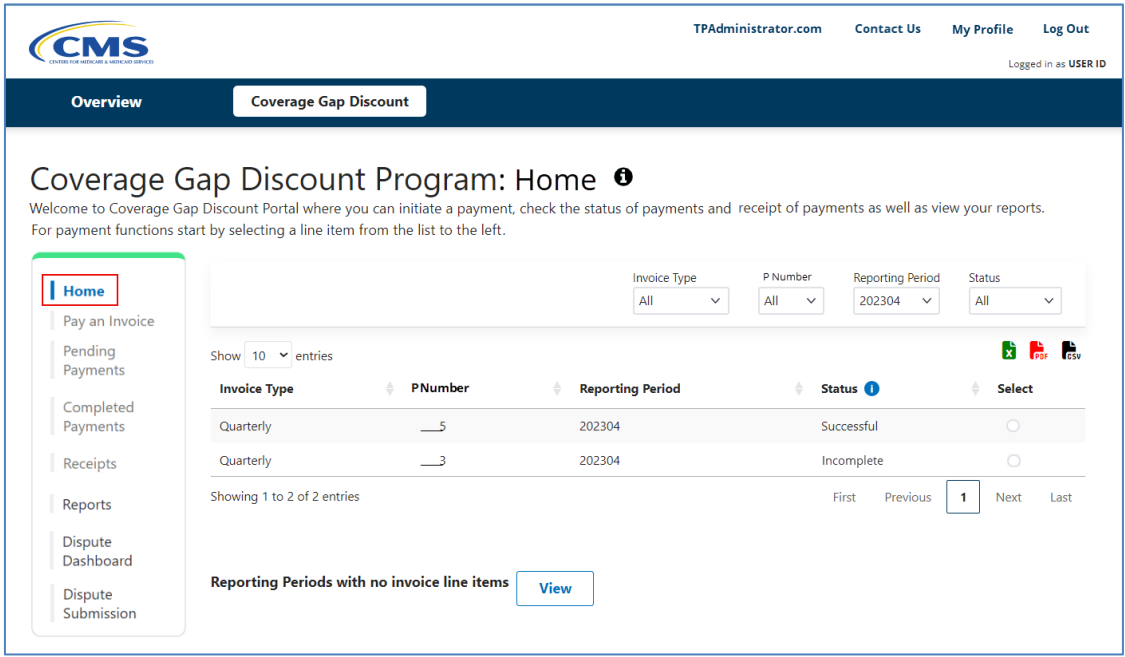
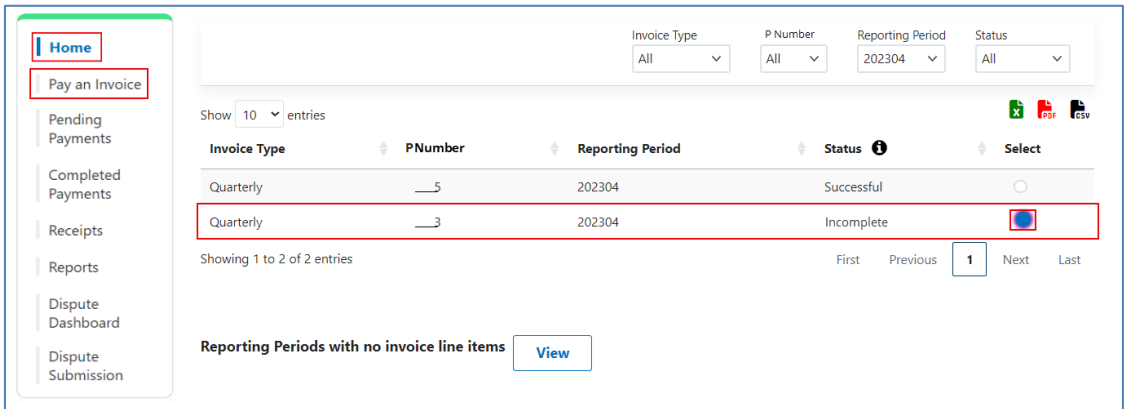
This instruction provides direction on the steps needed to process payments for individual, multiple or all invoice line items utilizing the current calendar day as the payment initiation date.

Note: Completion of this process is limited to manufacturer associates assigned the *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
<p>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.</p> <p>Select the “Coverage Gap Discount” card’s <u>View Reports</u> button or the “Coverage Gap Discount” link in the blue navigation bar and open the Home page.</p>	 <p>The screenshot displays the Manufacturer Payment Portal interface. At the top left is the CMS logo (Centers for Medicare & Medicaid Services). To the right, there are links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out', with a status indicator 'Logged in as USER ID'. Below this is a dark blue navigation bar with two buttons: 'Overview' and 'Coverage Gap Discount'. The main content area features the title 'Manufacturer Payment Portal' and a card titled 'Coverage Gap Discount' which contains the text 'Report(s) Available.' and a 'View Reports' button. At the bottom of the page, there are links for 'Disclaimer', 'Privacy Policy', 'Get Adobe Reader', and 'Terms of Use', along with the Palmetto GBA logo and the text 'PALMETTO GBA. A CELESTIAN GROUP COMPANY'.</p>

Instructions	Visuals															
<p>2. This is the Home page.</p>	 <p>The screenshot shows the 'Coverage Gap Discount Program: Home' page. At the top, there is a navigation bar with 'Overview' and 'Coverage Gap Discount' tabs. Below this, the page title is 'Coverage Gap Discount Program: Home'. A welcome message states: 'Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions start by selecting a line item from the list to the left.' On the left side, there is a navigation menu with 'Home' selected. The main content area features a table with the following data:</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>PNumber</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>___5</td> <td>202304</td> <td>Successful</td> <td><input type="radio"/></td> </tr> <tr> <td>Quarterly</td> <td>___3</td> <td>202304</td> <td>Incomplete</td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>Below the table, there is a 'Reporting Periods with no invoice line items' section with a 'View' button.</p>	Invoice Type	PNumber	Reporting Period	Status	Select	Quarterly	___5	202304	Successful	<input type="radio"/>	Quarterly	___3	202304	Incomplete	<input type="radio"/>
Invoice Type	PNumber	Reporting Period	Status	Select												
Quarterly	___5	202304	Successful	<input type="radio"/>												
Quarterly	___3	202304	Incomplete	<input type="radio"/>												
<p>3. Populate the <i>Select</i> radio button for the applicable reporting period.</p> <p>The remainder of the Page Navigation links are activated.</p> <p>Select the Pay an Invoice link to view the invoice line items associated with the selected reporting period.</p>	 <p>This screenshot is similar to the first one, but with additional highlights. In the left navigation menu, the 'Pay an Invoice' link is highlighted with a red box. In the main table, the 'Incomplete' row is highlighted with a red box, and the radio button in the 'Select' column for that row is also highlighted with a red box.</p>															

Instructions

- On the **Pay an Invoice** page, review the *Payment Information* (1) and the *Invoice Initiation Table* (2) for available invoice line items.

Visuals

The screenshot displays the 'Coverage Gap Discount Program: Pay an Invoice' interface. At the top, there are navigation links for Resources, Contact Us, My Profile, and Log Out. Below this is a header with 'Overview/Summary' and 'Coverage Gap Discount'. The main title is 'Coverage Gap Discount Program: Pay an Invoice'. On the left is a sidebar with navigation options: Home, Pay an Invoice (highlighted), Pending Payments, Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area is titled 'Payment Information' and contains a summary table:

\$217,222.46 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$217,222.46 Total Available
\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred	

Below the summary, there are filters for 'Invoice Period: 202201' and 'Payments Due: 06/08/2022', along with dropdowns for 'Contract No' (set to 'All') and 'P Number' (set to '3'). There are also icons for XLS, PDF, and CSV exports. A 'Show 10 entries' option is present. The main data is presented in a table:

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$55,332.54	\$0.00	08/25/2024			CG2201___7	<input type="checkbox"/>
___8	\$7,162.09	\$0.00	Invalid Payee Data			CG2201___8	<input type="checkbox"/>
___9	\$11,757.90	\$0.00	08/25/2024			CG2201___9	<input type="checkbox"/>
___0	\$4.30	\$0.00	08/25/2024			CG2201___0	<input type="checkbox"/>
___1	\$142,294.30	\$0.00	08/25/2024			CG2201___1	<input type="checkbox"/>
___2	\$671.33	\$0.00	08/25/2024			CG2201___2	<input type="checkbox"/>

At the bottom, there is a pagination control showing 'Showing 1 to 6 of 6 entries' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'. There is also an 'Update All Dates:' section with a date input field (mm/dd/yyyy), a checkbox for 'Select All Invoices', and a 'Submit' button.

Instructions	Visuals																																																								
<p>5. To choose individual invoice line items for payment processing, select the checkbox in the <i>Initiate Payment</i> column for the applicable line item. You can select one or more invoice line items using the checkboxes in the <i>Initiate Payment</i> column.</p> <p>Then, click the <i>Submit</i> button, located at the bottom right of the <i>Invoice Initiation Table</i>, to process the payment.</p>	<div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;">Home <li style="margin-bottom: 5px; border: 1px solid red; padding: 2px;">Pay an Invoice <li style="margin-bottom: 5px;">Pending Payments <li style="margin-bottom: 5px;">Completed Payments <li style="margin-bottom: 5px;">Receipts <li style="margin-bottom: 5px;">Reports <li style="margin-bottom: 5px;">Dispute Dashboard <li style="margin-bottom: 5px;">Dispute Submission </div> <div style="width: 75%;"> <h3 style="margin: 0;">Payment Information</h3> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="text-align: center;"> \$ 217,222.46 <small>Total Invoiced</small> </div> <div style="text-align: center;"> \$0.00 <small>Total Pending</small> </div> <div style="text-align: center;"> \$0.00 <small>Total Successful</small> </div> <div style="text-align: center;"> \$ 217,222.46 <small>Total Available</small> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="text-align: center;"> \$0.00 <small>Total Failed</small> </div> <div style="text-align: center;"> \$0.00 <small>Total Current Deferred</small> </div> <div style="text-align: center;"> \$0.00 <small>Total Previously Deferred</small> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Invoice Period: 202201 Payments Due: 06/08/2022 <div style="text-align: right;"> <small>Contract No</small> All </div> <div style="text-align: right;"> <small>P Number</small> 3 </div> </div> <div style="margin-bottom: 10px;"> <small>Show</small> 10 <small>entries</small> <div style="float: right; text-align: right;"> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 10%;">Contract Number</th> <th style="width: 15%;">Invoiced Amount</th> <th style="width: 15%;">Previous Deferred Amount</th> <th style="width: 15%;">Payment Date</th> <th style="width: 5%;">Defer</th> <th style="width: 5%;">Failed</th> <th style="width: 15%;">EFT ID</th> <th style="width: 10%; text-align: center;">Initiate Payment</th> </tr> </thead> <tbody> <tr> <td>___7</td> <td>\$55,332.54</td> <td>\$0.00</td> <td>08/25/2024</td> <td></td> <td></td> <td>CG2201___7</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>___8</td> <td>\$7,162.09</td> <td>\$0.00</td> <td style="background-color: #f8d7da;">Invalid Payee Data</td> <td></td> <td></td> <td>CG2201___8</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>___9</td> <td>\$11,757.90</td> <td>\$0.00</td> <td>08/25/2024</td> <td></td> <td></td> <td>CG2201___9</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>___0</td> <td>\$4.30</td> <td>\$0.00</td> <td>08/25/2024</td> <td></td> <td></td> <td>CG2201___0</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>___1</td> <td>\$142,294.30</td> <td>\$0.00</td> <td>08/25/2024</td> <td></td> <td></td> <td>CG2201___1</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>___2</td> <td>\$671.33</td> <td>\$0.00</td> <td>08/25/2024</td> <td></td> <td></td> <td>CG2201___2</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Showing 1 to 6 of 6 entries <div style="text-align: right;"> <small>First</small> <small>Previous</small> 1 <small>Next</small> <small>Last</small> </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <small>Update All Dates:</small> <input type="text" value="mm/dd/yyyy"/> </div> <div> <input type="checkbox"/> <small>Select All Invoices</small> </div> <div style="text-align: right;"> <div style="border: 1px solid red; padding: 2px 10px; background-color: #28a745; color: white; font-weight: bold; font-size: small;">Submit</div> </div> </div> </div> </div> </div> </div>	Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment	___7	\$55,332.54	\$0.00	08/25/2024			CG2201___7	<input checked="" type="checkbox"/>	___8	\$7,162.09	\$0.00	Invalid Payee Data			CG2201___8	<input type="checkbox"/>	___9	\$11,757.90	\$0.00	08/25/2024			CG2201___9	<input checked="" type="checkbox"/>	___0	\$4.30	\$0.00	08/25/2024			CG2201___0	<input type="checkbox"/>	___1	\$142,294.30	\$0.00	08/25/2024			CG2201___1	<input type="checkbox"/>	___2	\$671.33	\$0.00	08/25/2024			CG2201___2	<input type="checkbox"/>
Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment																																																		
___7	\$55,332.54	\$0.00	08/25/2024			CG2201___7	<input checked="" type="checkbox"/>																																																		
___8	\$7,162.09	\$0.00	Invalid Payee Data			CG2201___8	<input type="checkbox"/>																																																		
___9	\$11,757.90	\$0.00	08/25/2024			CG2201___9	<input checked="" type="checkbox"/>																																																		
___0	\$4.30	\$0.00	08/25/2024			CG2201___0	<input type="checkbox"/>																																																		
___1	\$142,294.30	\$0.00	08/25/2024			CG2201___1	<input type="checkbox"/>																																																		
___2	\$671.33	\$0.00	08/25/2024			CG2201___2	<input type="checkbox"/>																																																		

Instructions

6. To choose all the invoice line items for payment processing, 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 example displays more than ten invoices due for payment initiation. A total of 11 of the 12 invoices are selected for invoice initiation.

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.

Visuals

Payment Information

\$13.20 Total Invoiced
 \$0.00 Total Pending
 \$0.00 Total Successful
 \$32.20 Total Available
\$0.00 Total Failed
 \$1.00 Total Current Deferred
 \$20.00 Total Previously Deferred

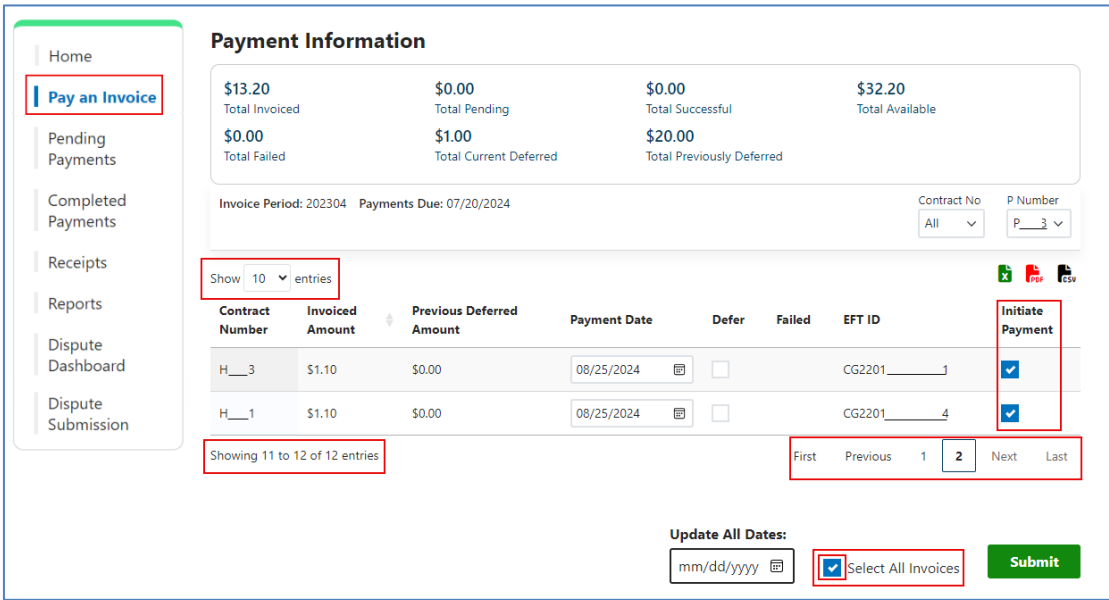
Invoice Period: 202201 Payments Due: 06/08/2022 Contract No: All P Number: P_3

Show 10 entries

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$1.00	\$20.00	07/30/2024			CG2201____7	<input checked="" type="checkbox"/>
___8	\$0.50	\$0.00	Invalid Payee Data			CG2201____7	<input type="checkbox"/>
___9	\$1.50	\$0.00	07/30/2024			CG2201____8	<input checked="" type="checkbox"/>
___0	\$0.50	\$0.00	07/30/2024			CG2201____9	<input checked="" type="checkbox"/>
___1	\$1.00	\$0.00	07/30/2024			CG2201____0	<input checked="" type="checkbox"/>
___2	\$1.10	\$0.00	07/30/2024			CG2201____0	<input checked="" type="checkbox"/>
___2	\$1.10	\$0.00	07/30/2024			CG2201____6	<input checked="" type="checkbox"/>
___6	\$1.10	\$0.00	07/30/2024			CG2201____2	<input checked="" type="checkbox"/>
___2	\$1.10	\$0.00	07/30/2024			CG2201____2	<input checked="" type="checkbox"/>
___4	\$1.10	\$0.00	07/30/2024			CG2201____8	<input checked="" type="checkbox"/>

Showing 1 to 10 of 12 entries First Previous 1 2 Next Last

 Select All Invoices

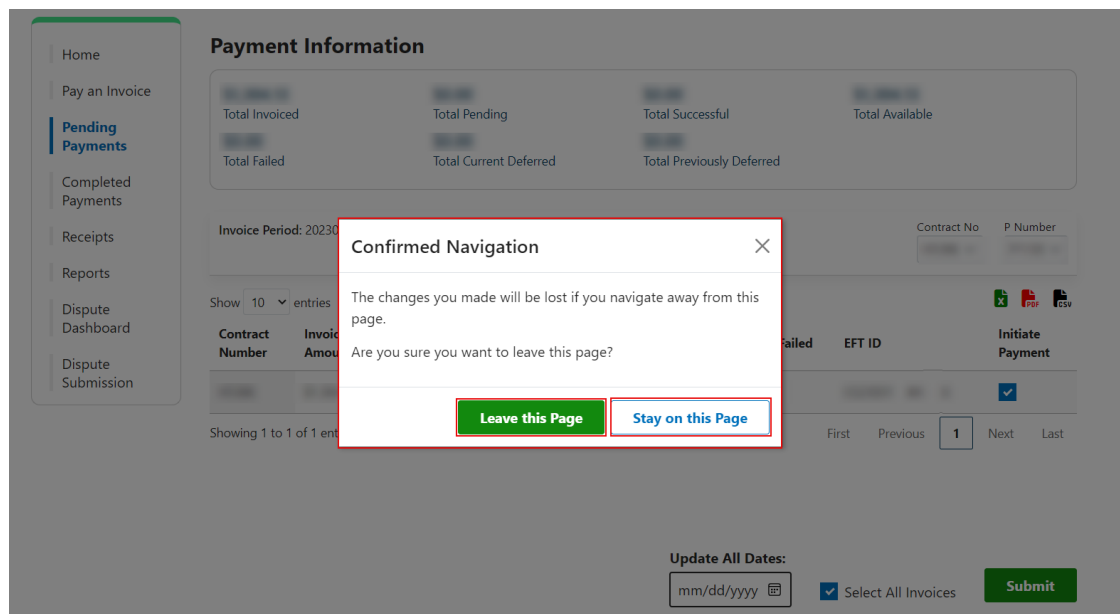
Instructions	Visuals																																
<p>7. Clicking the Select All Invoices checkbox will populate <u>all</u> invoices on all the pages displayed in the pagination at the lower right of the Invoice Initiation Table for processing.</p> <p>You can use the Show Entries filter to select the number of invoice line items to display from 10 to All.</p> <p>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.</p>	 <p>Payment Information</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 25%;">\$13.20 Total Invoiced</td> <td style="width: 25%;">\$0.00 Total Pending</td> <td style="width: 25%;">\$0.00 Total Successful</td> <td style="width: 25%;">\$32.20 Total Available</td> </tr> <tr> <td>\$0.00 Total Failed</td> <td>\$1.00 Total Current Deferred</td> <td>\$20.00 Total Previously Deferred</td> <td></td> </tr> </table> <p>Invoice Period: 202304 Payments Due: 07/20/2024 Contract No: All P Number: P_3</p> <p>Show 10 entries</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contract Number</th> <th>Invoiced Amount</th> <th>Previous Deferred Amount</th> <th>Payment Date</th> <th>Defer</th> <th>Failed</th> <th>EFT ID</th> <th>Initiate Payment</th> </tr> </thead> <tbody> <tr> <td>H__3</td> <td>\$1.10</td> <td>\$0.00</td> <td>08/25/2024</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CG2201_____1</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>H__1</td> <td>\$1.10</td> <td>\$0.00</td> <td>08/25/2024</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CG2201_____4</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Showing 11 to 12 of 12 entries</p> <p style="text-align: right;">First Previous 1 2 Next Last</p> <p>Update All Dates: mm/dd/yyyy <input checked="" type="checkbox"/> Select All Invoices <input type="button" value="Submit"/></p>	\$13.20 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$32.20 Total Available	\$0.00 Total Failed	\$1.00 Total Current Deferred	\$20.00 Total Previously Deferred		Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment	H__3	\$1.10	\$0.00	08/25/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2201_____1	<input checked="" type="checkbox"/>	H__1	\$1.10	\$0.00	08/25/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2201_____4	<input checked="" type="checkbox"/>
\$13.20 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$32.20 Total Available																														
\$0.00 Total Failed	\$1.00 Total Current Deferred	\$20.00 Total Previously Deferred																															
Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment																										
H__3	\$1.10	\$0.00	08/25/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2201_____1	<input checked="" type="checkbox"/>																										
H__1	\$1.10	\$0.00	08/25/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2201_____4	<input checked="" type="checkbox"/>																										

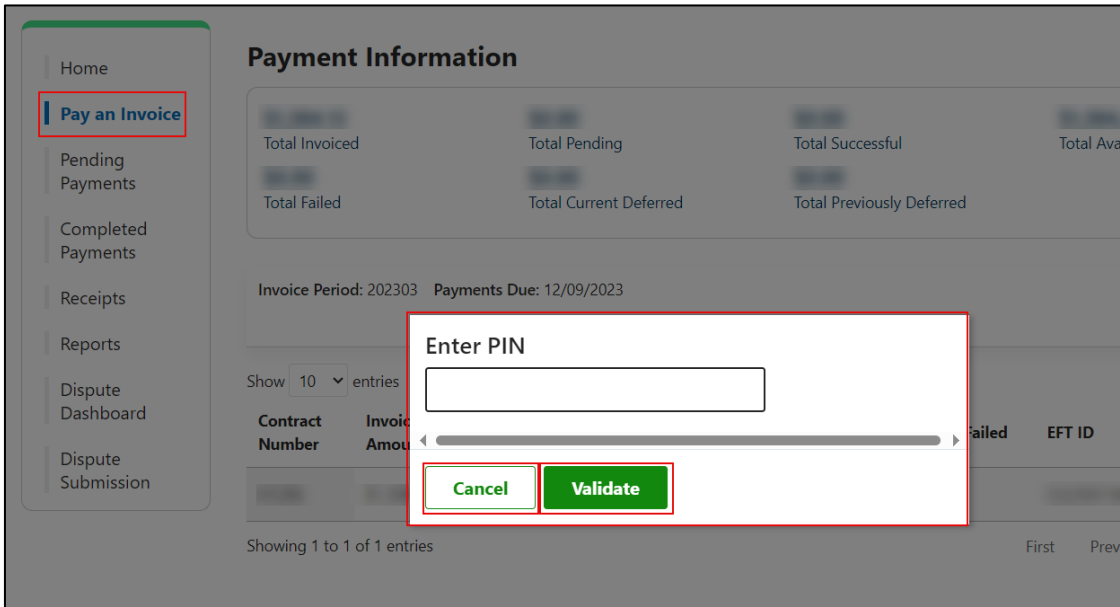
Instructions

8. 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.

Visuals



Instructions	Visuals
<p>9. To process the submission of the initiated payment(s), enter the <i>Payment Contract</i> role's four-digit PIN in the <i>Enter PIN</i> form and select the <i>Validate</i> button.</p>	 <p>The screenshot shows the 'Payment Information' dashboard. On the left sidebar, the 'Pay an Invoice' button is highlighted with a red box. A modal form titled 'Enter PIN' is overlaid on the dashboard, featuring a text input field and two buttons: 'Cancel' and 'Validate', both of which are also highlighted with red boxes. The background dashboard includes a summary of payment statistics (Total Invoiced, Total Pending, Total Successful, Total Failed, Total Current Deferred, Total Previously Deferred) and a table of payment entries.</p>

Instructions

10. 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.

Visuals

The screenshot shows the 'Pay an Invoice' page. On the left is a navigation menu with 'Pay an Invoice' highlighted. The main content area is titled 'Payment Information' and displays summary statistics: Total Invoiced (\$217,222.46), Total Pending (\$67,090.44), Total Successful (\$0.00), Total Available (\$150,132.02), Total Failed (\$0.00), Total Current Deferred (\$0.00), and Total Previously Deferred (\$0.00). Below this is an 'Invoice Period' of 202201 and 'Payments Due' of 06/08/2022. A table shows invoice details with columns for Contract Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. The first row shows an 'Invalid Payee Data' error. At the bottom, there are controls for 'Update All Dates' and a 'Submit' button.

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___8	\$ 7,162.09	\$0.00		Invalid Payee Data		CG2201___8	
___0	\$4.30	\$0.00	08/25/2024			CG2201___0	<input type="checkbox"/>
___1	\$142,294.30	\$0.00	08/25/2024			CG2201___1	<input type="checkbox"/>
___2	\$671.33	\$0.00	08/25/2024			CG2201___2	<input type="checkbox"/>

Instructions

11. 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.

Visuals

The screenshot shows the CMS TPA Administrator portal. The top navigation bar includes the CMS logo, the URL 'TPAdministrator.com', and links for 'Contact Us', 'My Profile', and 'Log Out'. The user is logged in as 'USER ID'. The main content area is titled 'Coverage Gap Discount Program: Pending Payments' and features a 'Pending Payments' section with a notification icon '1'. Below this, there is a table of pending payments:

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
H__7	\$55,332.54	08/19/2024	08/29/2024	<input type="checkbox"/>
H__9	\$11,757.90	08/19/2024	08/29/2024	<input type="checkbox"/>

Below the table, there is a 'Showing 1 to 2 of 2 entries' indicator and a 'Stop Payment' button. The left sidebar contains navigation options: Home, Pay an Invoice, Pending Payments (highlighted), Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission.

Instructions

12. 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 sponsor (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.

Visuals

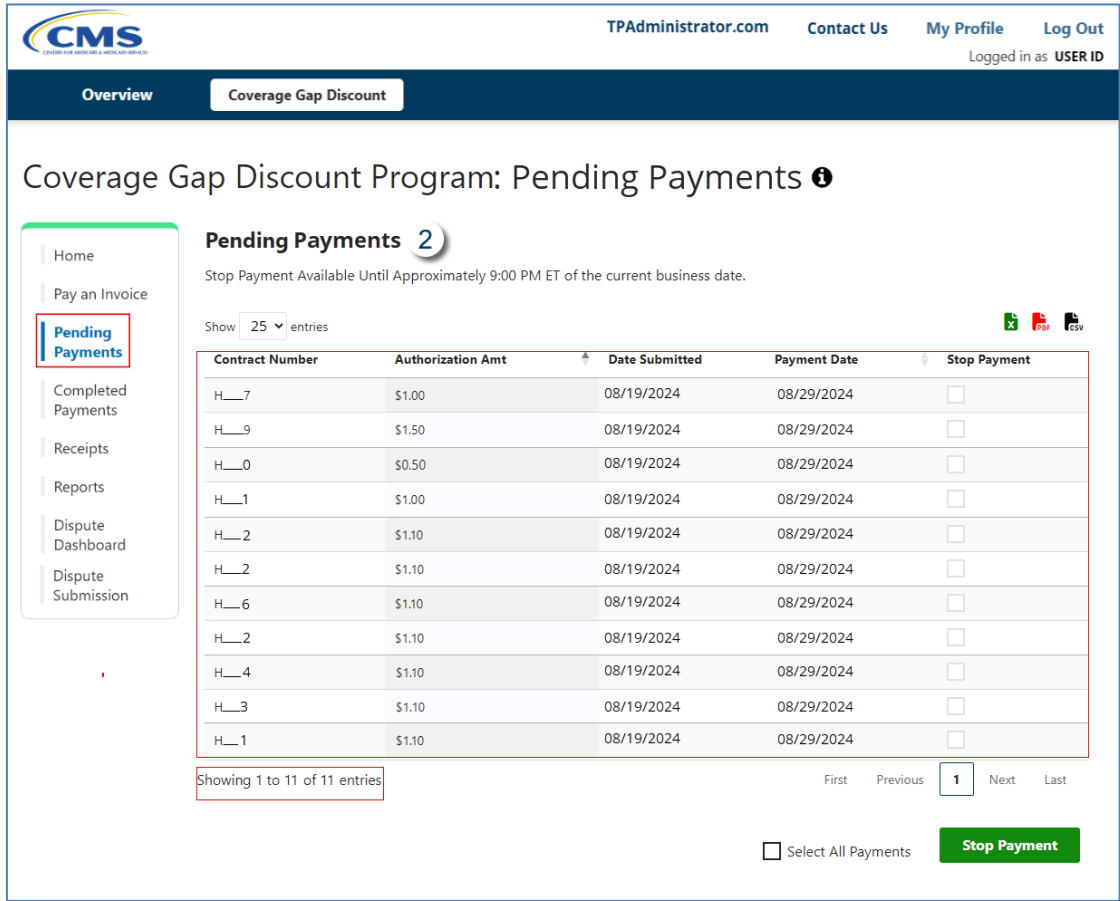
The screenshot shows the CMS TPA Administrator portal interface. At the top, there is a navigation bar with the CMS logo, the URL 'TPAdministrator.com', and links for 'Contact Us', 'My Profile', and 'Log Out'. The user is logged in as 'USER ID'. Below the navigation bar, there are tabs for 'Overview' and 'Coverage Gap Discount'. The main heading is 'Coverage Gap Discount Program: Pay an Invoice'. On the left, there is a sidebar menu with options: Home, Pay an Invoice (highlighted with a red box), Pending Payments, Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area is titled 'Payment Information' and displays a summary of payment statistics:

\$13.20 Total Invoiced	\$11.70 Total Pending	\$ 0.00 Total Successful	\$0.50 Total Available
\$0.00 Total Failed	\$1.00 Total Current Deferred	\$20.00 Total Previously Deferred	

Below the summary, there is a section for 'Invoice Period: 202201' and 'Payments Due: 06/08/2022'. There are dropdown menus for 'Contract No' (set to 'All') and 'P Number' (set to '3'). A 'Show 10 entries' dropdown is also present. Below this is a table of invoice entries:

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___8	\$0.50	\$0.00			Invalid Payee Data	CG2201___7	

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. There are navigation links for 'First', 'Previous', '1', 'Next', and 'Last'. Below the table, there is an 'Update All Dates:' section with a date input field (mm/dd/yyyy) and a 'Select All Invoices' checkbox. A green 'Submit' button is located at the bottom right.

Instructions	Visuals																																																												
<p>13. This example (2) is of the Pending Payments page after clicking <i>Select All Invoices</i> to initiate all available invoice line items.</p> <p>Note: Instructions for processing stop payments are explained in the <i>Pending Payments Page for Manufacturers</i> navigation and review the <i>Processing Stop Payments</i> in this user guide.</p>	 <p>The screenshot displays the 'Coverage Gap Discount Program: Pending Payments' page. At the top, there's a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this, a dark blue header contains 'Overview' and 'Coverage Gap Discount'. The main heading is 'Coverage Gap Discount Program: Pending Payments' with an information icon. A sidebar on the left lists navigation options: Home, Pay an Invoice, Pending Payments (highlighted in red), Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area shows 'Pending Payments 2' with a note: 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' Below this is a table with columns: Contract Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. The table contains 11 rows of data. At the bottom, there are pagination controls showing 'Showing 1 to 11 of 11 entries' and a 'Stop Payment' button.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Authorization Amt</th> <th>Date Submitted</th> <th>Payment Date</th> <th>Stop Payment</th> </tr> </thead> <tbody> <tr><td>H__7</td><td>\$1.00</td><td>08/19/2024</td><td>08/29/2024</td><td><input type="checkbox"/></td></tr> <tr><td>H__9</td><td>\$1.50</td><td>08/19/2024</td><td>08/29/2024</td><td><input type="checkbox"/></td></tr> <tr><td>H__0</td><td>\$0.50</td><td>08/19/2024</td><td>08/29/2024</td><td><input type="checkbox"/></td></tr> <tr><td>H__1</td><td>\$1.00</td><td>08/19/2024</td><td>08/29/2024</td><td><input type="checkbox"/></td></tr> <tr><td>H__2</td><td>\$1.10</td><td>08/19/2024</td><td>08/29/2024</td><td><input type="checkbox"/></td></tr> <tr><td>H__2</td><td>\$1.10</td><td>08/19/2024</td><td>08/29/2024</td><td><input type="checkbox"/></td></tr> <tr><td>H__6</td><td>\$1.10</td><td>08/19/2024</td><td>08/29/2024</td><td><input type="checkbox"/></td></tr> <tr><td>H__2</td><td>\$1.10</td><td>08/19/2024</td><td>08/29/2024</td><td><input type="checkbox"/></td></tr> <tr><td>H__4</td><td>\$1.10</td><td>08/19/2024</td><td>08/29/2024</td><td><input type="checkbox"/></td></tr> <tr><td>H__3</td><td>\$1.10</td><td>08/19/2024</td><td>08/29/2024</td><td><input type="checkbox"/></td></tr> <tr><td>H__1</td><td>\$1.10</td><td>08/19/2024</td><td>08/29/2024</td><td><input type="checkbox"/></td></tr> </tbody> </table>	Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	H__7	\$1.00	08/19/2024	08/29/2024	<input type="checkbox"/>	H__9	\$1.50	08/19/2024	08/29/2024	<input type="checkbox"/>	H__0	\$0.50	08/19/2024	08/29/2024	<input type="checkbox"/>	H__1	\$1.00	08/19/2024	08/29/2024	<input type="checkbox"/>	H__2	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>	H__2	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>	H__6	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>	H__2	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>	H__4	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>	H__3	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>	H__1	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>
Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment																																																									
H__7	\$1.00	08/19/2024	08/29/2024	<input type="checkbox"/>																																																									
H__9	\$1.50	08/19/2024	08/29/2024	<input type="checkbox"/>																																																									
H__0	\$0.50	08/19/2024	08/29/2024	<input type="checkbox"/>																																																									
H__1	\$1.00	08/19/2024	08/29/2024	<input type="checkbox"/>																																																									
H__2	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>																																																									
H__2	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>																																																									
H__6	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>																																																									
H__2	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>																																																									
H__4	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>																																																									
H__3	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>																																																									
H__1	\$1.10	08/19/2024	08/29/2024	<input type="checkbox"/>																																																									

You have now initiated a payment of individual or multiple invoice line items.

Set Scheduled Future Dates for Individual Invoices Instruction for Manufacturers

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:

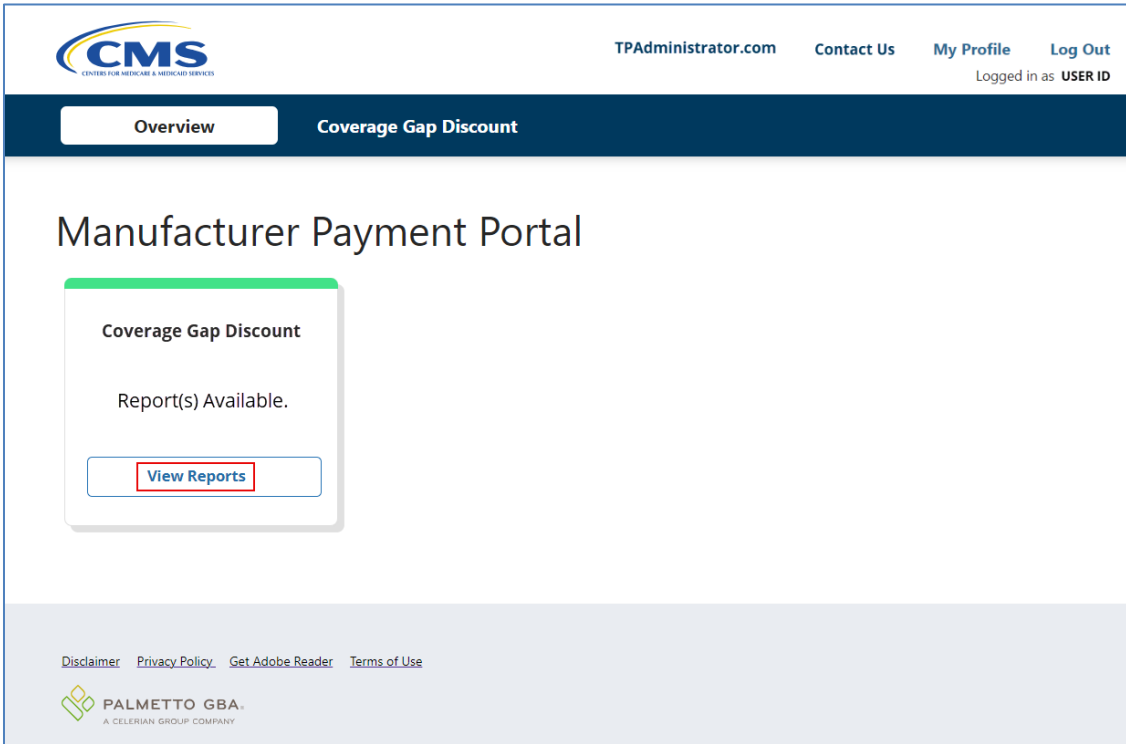
- Completion of this process is limited to manufacturer associates assigned the *Payment Contact* role.
- The calendar feature for each individual invoice line item works in conjunction with submitting selected invoice line items for payment initiation and processing.
- To save the updated dates in the *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.

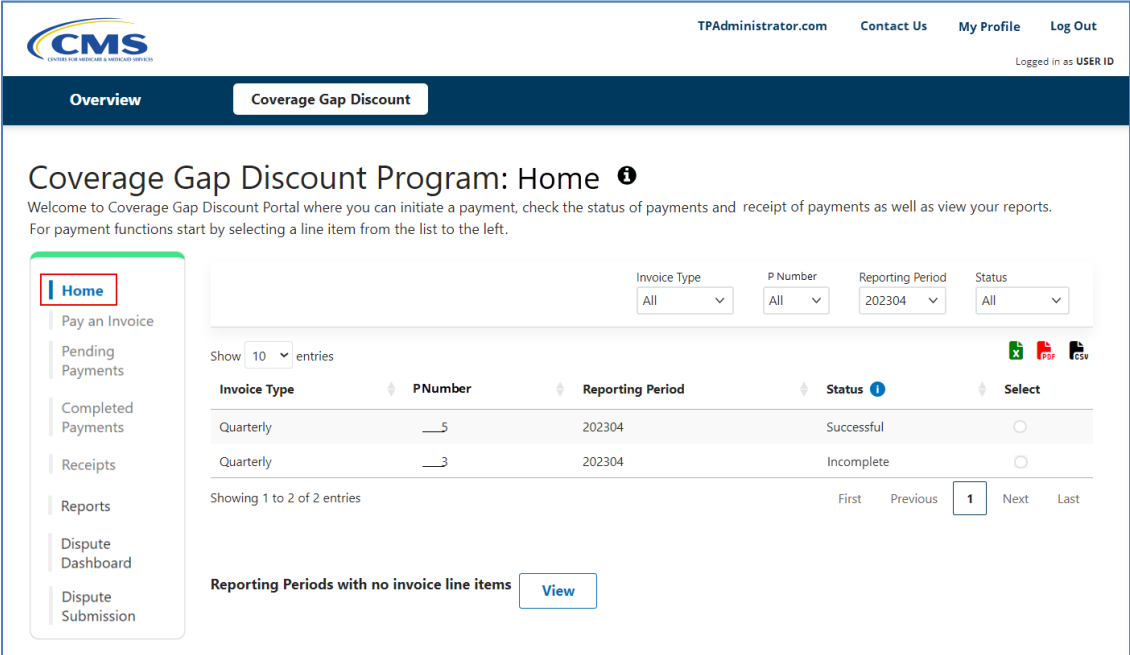
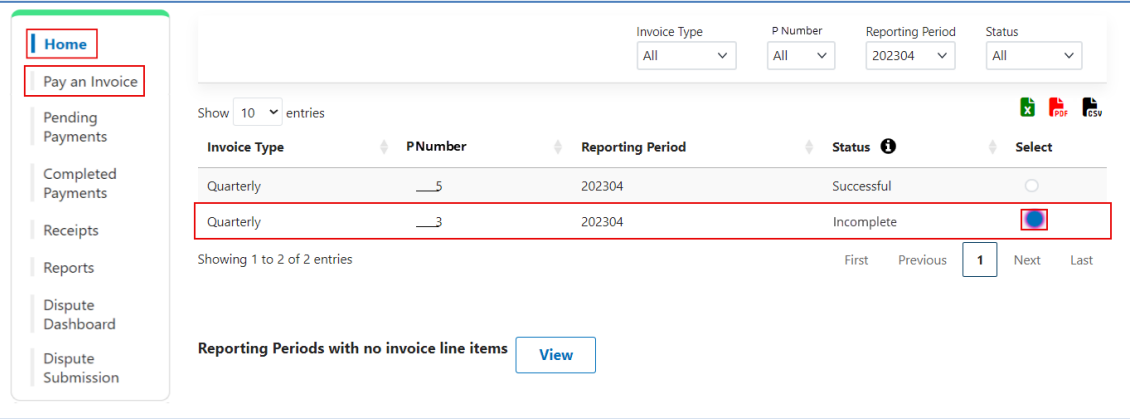
The following instructions provide direction on the steps needed to select invoice line items for future calendar day invoice payment processing.

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
<p>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.</p> <p>Select the “Coverage Gap Discount” card’s <i>View Reports</i> button to access CGDP or the “Coverage Gap Discount” link in the blue navigation bar and open the Home page.</p>	 <p>The screenshot displays the Manufacturer Payment Portal interface. At the top left is the CMS logo (Centers for Medicare & Medicaid Services). The top right navigation bar includes links for TPAAdministrator.com, Contact Us, My Profile, and Log Out, with a status indicator 'Logged in as USER ID'. Below this is a dark blue navigation bar with 'Overview' and 'Coverage Gap Discount' buttons. The main content area features the title 'Manufacturer Payment Portal' and a card for 'Coverage Gap Discount' with the text 'Report(s) Available.' and a 'View Reports' button highlighted with a red box. The footer contains links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo (A Celerian Group Company).</p>

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

Instructions

- 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.

Visuals

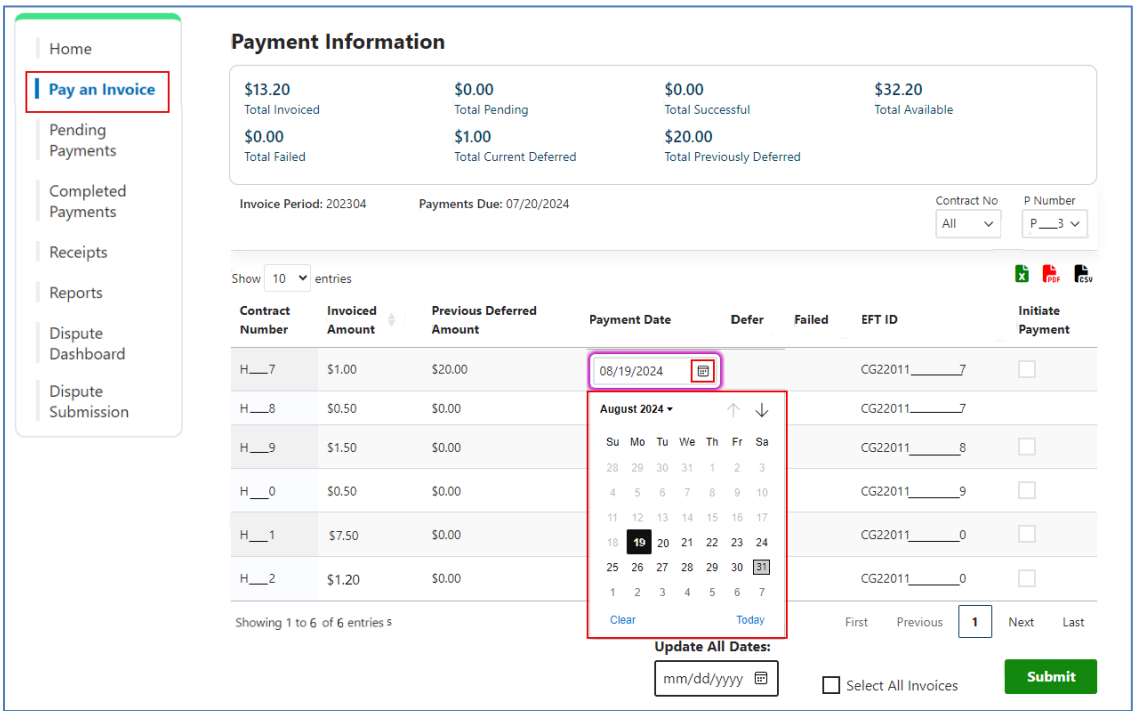
The screenshot displays the 'Coverage Gap Discount Program: Pay an Invoice' interface. At the top, there is a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. The user is logged in as 'USER ID'. Below this is a secondary navigation bar with 'Overview' and 'Coverage Gap Discount'. The main heading is 'Coverage Gap Discount Program: Pay an Invoice'. On the left is a sidebar menu with options like 'Home', 'Pay an Invoice', 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', 'Dispute Dashboard', and 'Dispute Submission'. The 'Pay an Invoice' option is highlighted with a red box and a circled '1'. The main content area features a 'Payment Information' summary table (circled '1') and an 'Invoice Initiation Table' (circled '2').

\$13.20 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$32.20 Total Available
\$0.00 Total Failed	\$1.00 Total Current Deferred	\$20.00 Total Previously Deferred	

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$1.00	\$20.00	07/30/2024			CG2201___7	<input type="checkbox"/>
___8	\$0.50	\$0.00	Invalid Payee Data			CG2201___7	
___9	\$1.50	\$0.00	07/30/2024			CG2201___8	<input type="checkbox"/>
___0	\$0.50	\$0.00	07/30/2024			CG2201___9	<input type="checkbox"/>
___1	\$7.50	\$0.00	07/30/2024			CG2201___0	<input type="checkbox"/>
___2	\$1.20	\$0.00	07/30/2024			CG2201___0	<input type="checkbox"/>

Showing 1 to 6 of 6 entries

Update All Dates: Select All Invoices

Instructions	Visuals
<p>5. To update an invoice line item payment date, select the <u>Calendar</u> icon located on the right of the <u>Payment Date</u> field for the specific invoice line item and select the applicable date from the calendar.</p>	 <p>The screenshot displays the 'Payment Information' section of the portal. On the left is a navigation menu with options: Home, Pay an Invoice (highlighted with a red box), Pending Payments, Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main area shows a summary of payment statistics: Total Invoiced (\$13.20), Total Pending (\$0.00), Total Successful (\$0.00), Total Available (\$32.20), Total Failed (\$0.00), Total Current Deferred (\$1.00), and Total Previously Deferred (\$20.00). Below this is a table of invoice items with columns: Contract Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. The first row (H__7) has a payment date of 08/19/2024, which is highlighted with a red box and a calendar icon. A calendar pop-up is shown for August 2024, with the 19th selected. At the bottom, there are controls for 'Update All Dates' and a 'Submit' button.</p>

Instructions

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*.

Visuals

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

Payment Information

\$13.20
Total Invoiced

\$0.00
Total Failed

\$0.00
Total Pending

\$1.00
Total Current Deferred

\$0.00
Total Successful

\$20.00
Total Previously Deferred

\$32.20
Total Available

Invoice Period: 202201 Payments Due: 06/08/2022

Contract No: P Number:

Show entries

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$1.00	\$20.00	08/31/2024			CG2201___7	<input checked="" type="checkbox"/>
___8	\$0.50	\$0.00	07/30/2024			CG2201___8	<input type="checkbox"/>
___9	\$1.50	\$0.00	08/31/2024			CG2201___9	<input checked="" type="checkbox"/>
___0	\$0.50	\$0.00	07/30/2024			CG2201___0	<input type="checkbox"/>
___1	\$7.50	\$0.00	07/30/2024			CG2201___1	<input type="checkbox"/>
___2	\$1.20	\$0.00	07/30/2024			CG2201___2	<input type="checkbox"/>

Showing 1 to 6 of 6 entries

First Previous Next Last

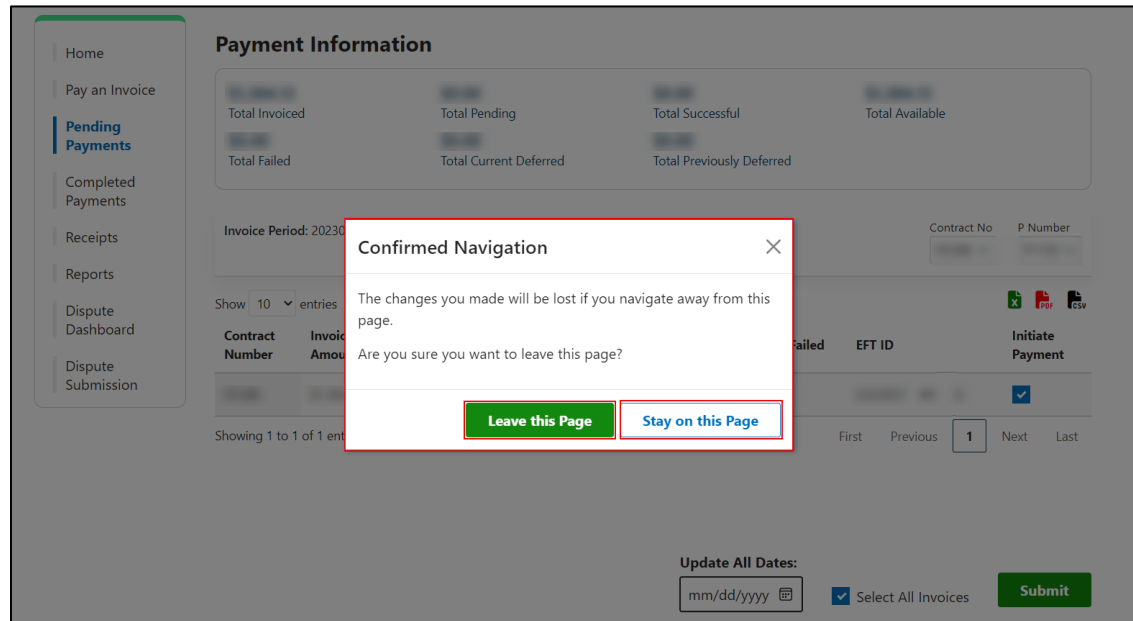
Update All Dates:
 Select All Invoices Submit

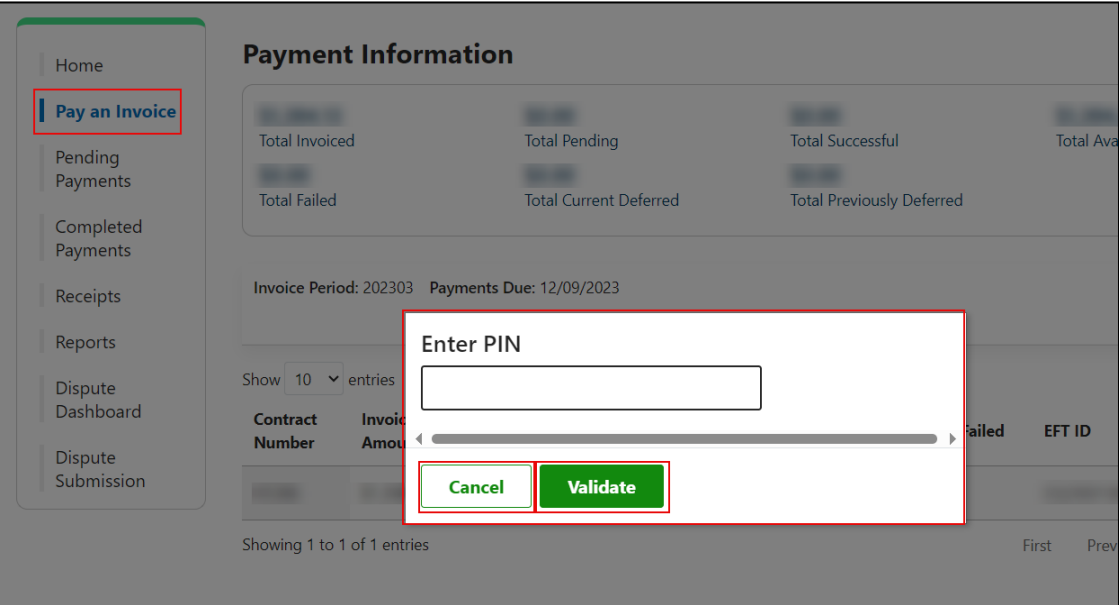
Instructions

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.

Visuals



Instructions	Visuals
<p>8. To process the submission of the initiated payment, enter the <u>Payment Contact</u> role's four-digit PIN in the <u>Enter PIN</u> form and select the <u>Validate</u> button.</p>	 <p>The screenshot shows the 'Payment Information' dashboard. On the left sidebar, the 'Pay an Invoice' button is highlighted with a red box. A modal form titled 'Enter PIN' is overlaid on the dashboard, featuring a text input field and two buttons: 'Cancel' and 'Validate', both highlighted with red boxes. The background dashboard includes a summary of payment statistics (Total Invoiced, Total Pending, Total Successful, Total Failed, Total Current Deferred, Total Previously Deferred), an invoice period of 202303, and a table of payment entries.</p>

Instructions

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.

Visuals

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

Payment Information

\$13.20
Total Invoiced

\$0.00
Total Failed

\$2.50
Total Pending

\$1.00
Total Current Deferred

\$0.00
Total Successful

\$0.00
Total Previously Deferred

\$9.70
Total Available

Invoice Period: 202201 Payments Due: 06/08/2022

Contract No
All ▾

P Number
3 ▾

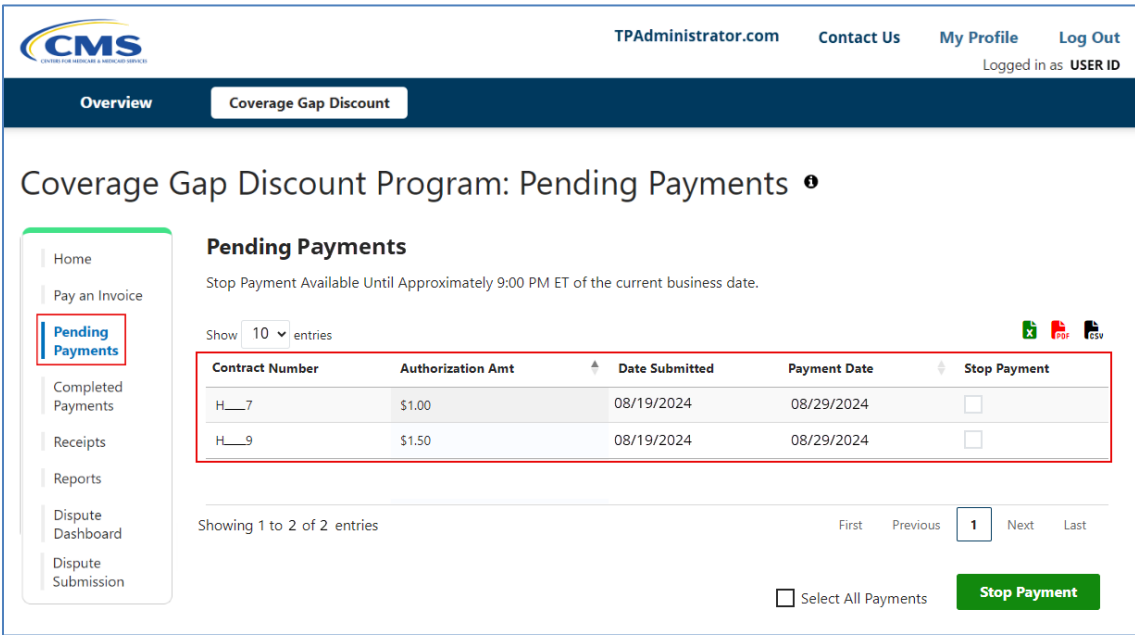
Show 10 ▾ entries 📄 📄 📄

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
__8	\$0.50	\$0.00	Invalid Payee Data			CG2201__7	
__0	\$0.50	\$0.00	07/30/2024 📅			CG2201__9	<input type="checkbox"/>
__1	\$7.50	\$0.00	07/30/2024 📅			CG2201__0	<input type="checkbox"/>
__2	\$1.20	\$0.00	07/30/2024 📅			CG2201__0	<input type="checkbox"/>

Showing 1 to 4 of 4 entries First Previous **1** Next Last

Update All Dates:

Select All Invoices
 Submit

Instructions	Visuals															
<p>10. The initiated invoice line items are visible on the Pending Payments page, once you select the link from the <i>Page Navigation</i> on the left side of the screen.</p> <p>Note: Instructions for navigating the Pending Payments page and processing stop payments are explained in the Pending Payments Page Instructions for Manufacturers.</p>	 <p>The screenshot displays the 'Coverage Gap Discount Program: Pending Payments' interface. At the top, there is a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a secondary navigation bar with 'Overview' and 'Coverage Gap Discount'. The main heading is 'Coverage Gap Discount Program: Pending Payments'. A sidebar on the left contains navigation links: Home, Pay an Invoice, Pending Payments (highlighted with a red box), Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area shows a 'Pending Payments' section with a note: 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' Below this is a table with columns: Contract Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. Two entries are listed: H__7 (\$1.00) and H__9 (\$1.50), both submitted on 08/19/2024 and scheduled for payment on 08/29/2024. The 'Stop Payment' column contains checkboxes. At the bottom, there is a pagination control showing 'Showing 1 to 2 of 2 entries' and a 'Stop Payment' button.</p> <table border="1"><thead><tr><th>Contract Number</th><th>Authorization Amt</th><th>Date Submitted</th><th>Payment Date</th><th>Stop Payment</th></tr></thead><tbody><tr><td>H__7</td><td>\$1.00</td><td>08/19/2024</td><td>08/29/2024</td><td><input type="checkbox"/></td></tr><tr><td>H__9</td><td>\$1.50</td><td>08/19/2024</td><td>08/29/2024</td><td><input type="checkbox"/></td></tr></tbody></table>	Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	H__7	\$1.00	08/19/2024	08/29/2024	<input type="checkbox"/>	H__9	\$1.50	08/19/2024	08/29/2024	<input type="checkbox"/>
Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment												
H__7	\$1.00	08/19/2024	08/29/2024	<input type="checkbox"/>												
H__9	\$1.50	08/19/2024	08/29/2024	<input type="checkbox"/>												

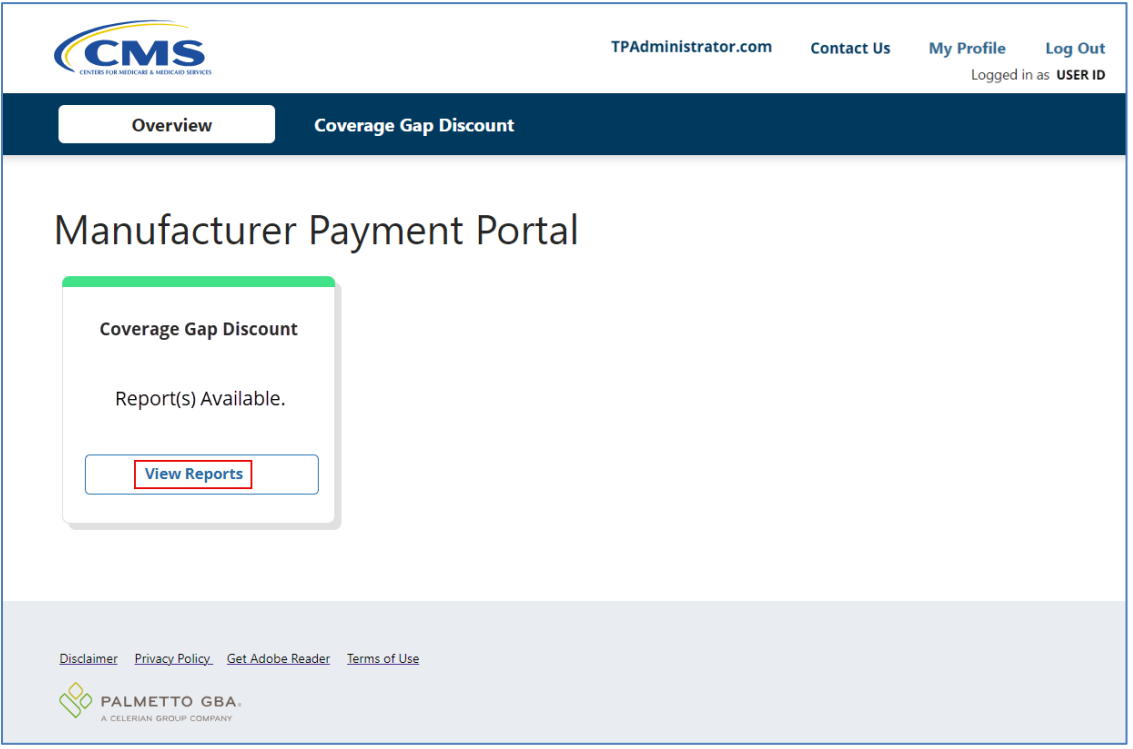
You have now completed payment initiation of an invoice line item with a future scheduled payment date.

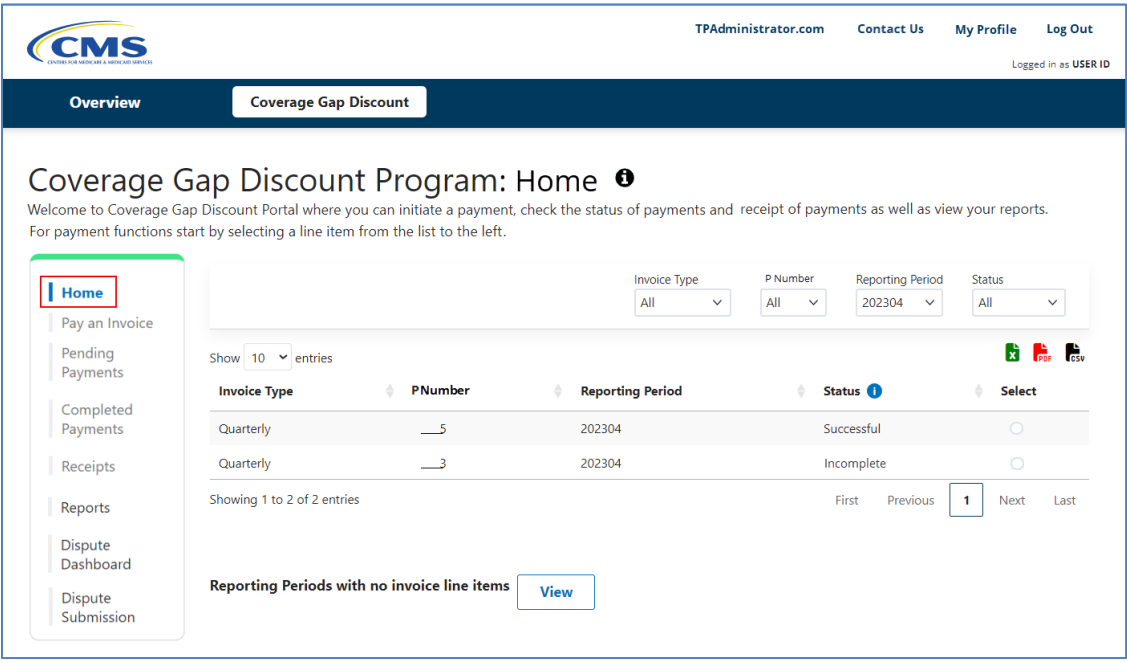
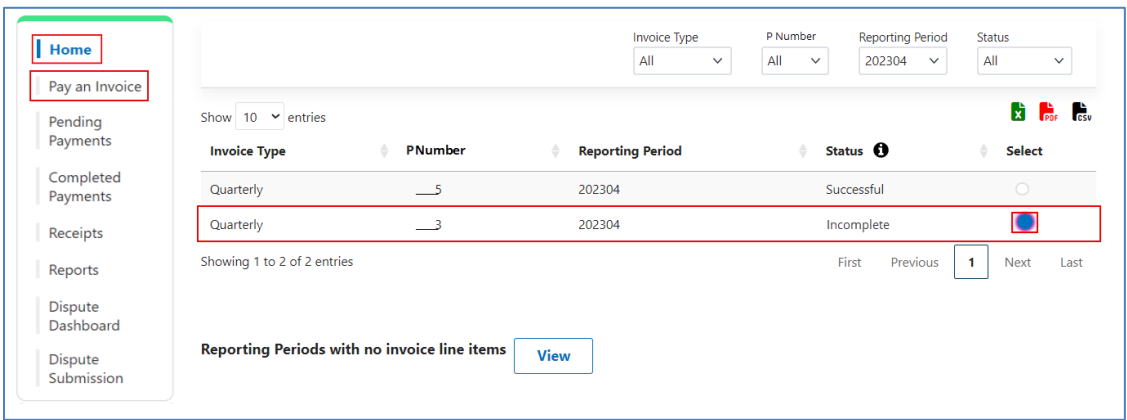
Update All Dates for All Invoice Line Items Payment Initiation Instruction for Manufacturers

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
<p>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.</p> <p>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.</p>	 <p>The screenshot displays the Manufacturer Payment Portal (MPP) Overview page. At the top left is the CMS logo (Centers for Medicare & Medicaid Services). To the right are navigation links: TPAdministrator.com, Contact Us, My Profile, and Log Out. Below these links, it says "Logged in as USER ID". A dark blue navigation bar contains two buttons: "Overview" (highlighted) and "Coverage Gap Discount". The main content area features the heading "Manufacturer Payment Portal" and a card titled "Coverage Gap Discount" with the text "Report(s) Available." and a "View Reports" button. At the bottom of the page, there are links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo (A Cellerian Group Company).</p>

Instructions	Visuals
<p>2. This is the Home page.</p>	 <p>The screenshot shows the 'Coverage Gap Discount Program: Home' page. At the top, there is a navigation bar with the CMS logo, 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a dark blue header with 'Overview' and 'Coverage Gap Discount'. The main content area has a title 'Coverage Gap Discount Program: Home' and a welcome message. A search filter is present with dropdowns for 'Invoice Type' (All), 'P Number' (All), 'Reporting Period' (202304), and 'Status' (All). Below the filter is a table with columns: Invoice Type, PNumber, Reporting Period, Status, and Select. The table contains two rows: 'Quarterly' with PNumber '5' and Status 'Successful', and 'Quarterly' with PNumber '3' and Status 'Incomplete'. A 'View' button is located below the table. The left navigation menu has 'Home' selected.</p>
<p>3. Populate the <i>Select</i> radio button for the applicable reporting period.</p> <p>The remainder of the Page Navigation links are activated.</p> <p>Select the Pay an Invoice link to view the invoice line items associated with the selected reporting period</p>	 <p>This screenshot is similar to the previous one but highlights the 'Pay an Invoice' link in the left navigation menu and the 'Select' radio button for the 'Incomplete' status in the table. The 'Home' link is also highlighted.</p>

Instructions

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 sponsor (payee) will have to update bank account information to be able to allow you to initiate the invoice.

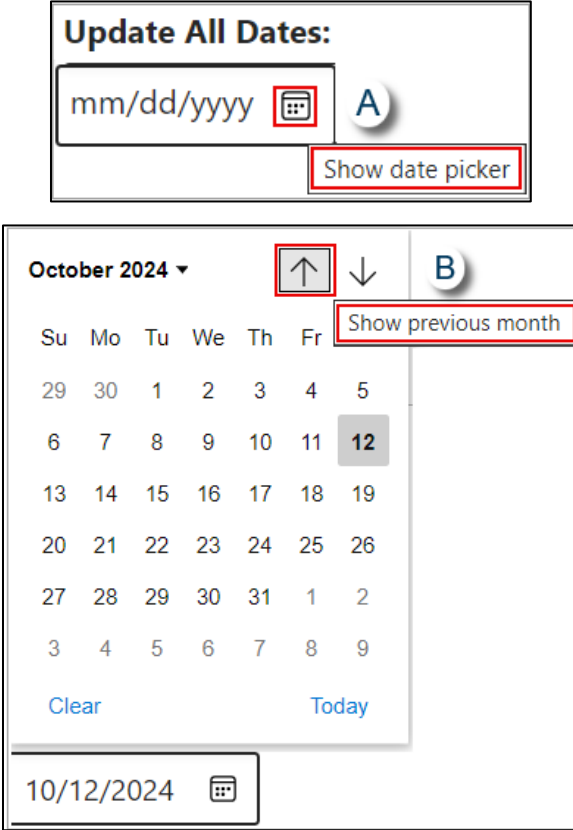
TPA Operations will work with both parties to communicate the status of the outstanding invoice

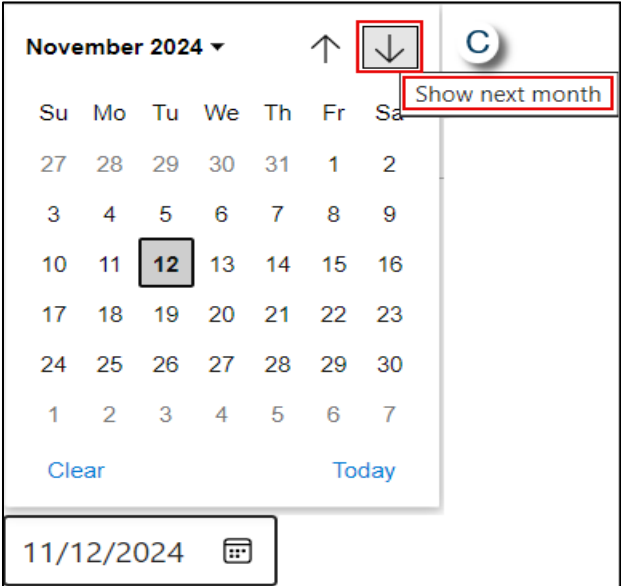
Visuals

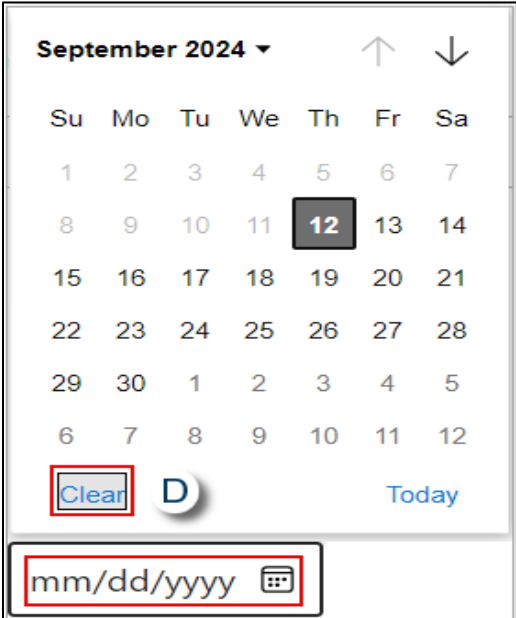
The screenshot displays the 'Coverage Gap Discount Program: Pay an Invoice' interface. At the top, there is a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a sidebar menu with options like 'Home', 'Pay an Invoice', 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', 'Dispute Dashboard', and 'Dispute Submission'. The main content area is titled 'Coverage Gap Discount Program: Pay an Invoice' and includes a 'Payment Information' summary table. Below this is a table of invoice entries with columns for Contract Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. A red banner highlights 'Invalid Payee Data' for contract 8. At the bottom, there is an 'Update All Dates' button with a date input field (mm/dd/yyyy) and a 'Submit' button.

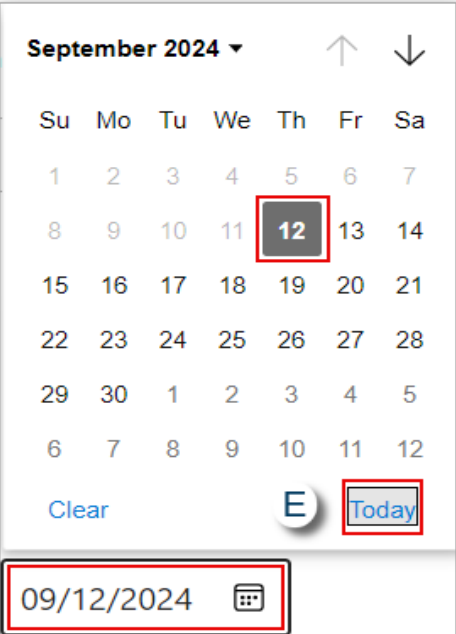
\$217,222.46 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$217,222.46 Total Available
\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred	

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$55,332.54	\$0.00	08/19/2024			CG2201___7	<input type="checkbox"/>
___8	\$7,162.09	\$0.00	Invalid Payee Data			CG2201___8	<input type="checkbox"/>
___9	\$11,757.90	\$0.00	08/19/2024			CG2201___9	<input type="checkbox"/>
___0	\$4.30	\$0.00	08/19/2024			CG2201___0	<input type="checkbox"/>
___1	\$142,294.30	\$0.00	08/19/2024			CG2201___1	<input type="checkbox"/>
___2	\$671.33	\$0.00	08/19/2024			CG2201___2	<input type="checkbox"/>

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

Instructions	Visuals
<p>C. <i>Show Next Month</i> down arrow is available for you to move forward in the calendar to view future scheduled dates in upcoming months.</p> <p>Future schedule dates in the calendar available for selection are displayed in black font.</p> <p>The calendar will automatically mark, in a grey box, the same day in the next or previous month.</p>	 <p>The screenshot displays a calendar for November 2024. At the top, there is a dropdown menu for the month, an up arrow, a down arrow (highlighted with a red box), and a refresh icon. Below the month indicator, the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) are listed. The dates are arranged in a grid. The date '12' is highlighted with a grey box. A red box highlights the 'Show next month' button, which is a down arrow icon. Below the calendar, there are 'Clear' and 'Today' buttons. At the bottom, a date picker shows '11/12/2024' with a calendar icon.</p>

Instructions	Visuals
<p>6. The <u>Clear</u> link allows you to select the link and clear the <u>Update All Dates</u> field and return you to the current business date on the calendar popup.</p> <p>Current date is outlined in black with grey background.</p> <p>Past dates in the calendar are not available for selection and display in a light grey font.</p>	 <p>The screenshot shows a calendar for September 2024. The current date, 12th, is highlighted with a grey background and a black border. A 'Clear' button is visible at the bottom left, and a date input field with a calendar icon is at the bottom. The 'Clear' button and the date input field are both outlined in red.</p>

Instructions	Visuals
<p>7. The <u>Today</u> link allows you to select the link and return you to the current business date on the calendar popup and in the <u>Update All Dates</u> field.</p>	 <p>The visual shows a calendar interface for September 2024. The calendar grid displays days from 1 to 30. The date 12 is highlighted with a red box. Below the calendar, there are several buttons: 'Clear', a large 'E' button, and a 'Today' button which is highlighted with a red box. At the bottom of the interface, there is a date field displaying '09/12/2024' with a calendar icon, also highlighted with a red box.</p>

Instructions

8. Select the calendar icon in the *Update All Dates* field to select a future scheduled date for all the available payment initiations applicable date.

On the calendar, select the month and future scheduled date to be updated for the invoices.

Visuals

The screenshot displays the 'Coverage Gap Discount Program: Pay an Invoice' interface. At the top, there is a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a header with 'Overview' and 'Coverage Gap Discount'. The main content area is titled 'Coverage Gap Discount Program: Pay an Invoice'. On the left, there is a sidebar menu with options: Home, Pay an Invoice (highlighted), Pending Payments, Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main area contains a 'Payment Information' summary with four columns: Total Invoiced (\$217,222.46), Total Pending (\$0.00), Total Successful (\$0.00), and Total Available (\$217,222.46). Below this is a table of invoice entries with columns: Contract Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. The table shows six entries, with the second entry (Contract 8) marked as 'Invalid Payer Data'. At the bottom right, there is an 'Update All Dates' button with a calendar icon, a 'Select All Invoices' checkbox, and a 'Submit' button. A calendar dropdown is open, showing the month of August 2024, with the date 19 highlighted.

Instructions

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.

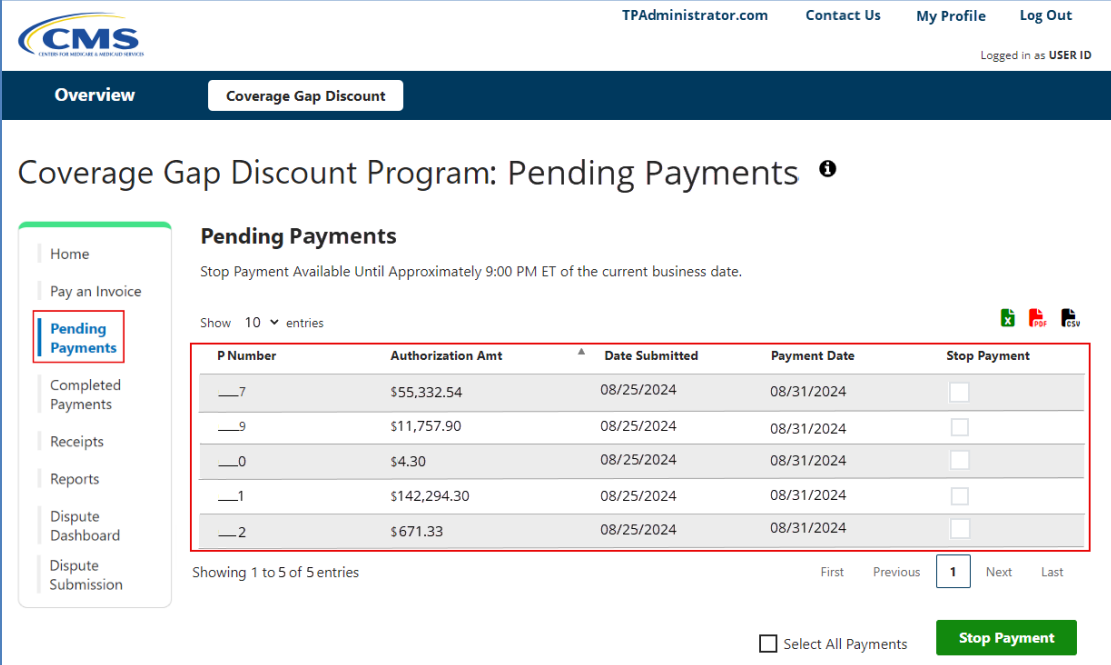
To update individual invoice line items, use the Payment Date field's calendar icon to expand the calendar associated with the specific invoice line.

Reference the Set Scheduled Future Dates for Individual Invoices Instruction for Manufacturers.

Visuals

The screenshot displays the 'Coverage Gap Discount Program: Pay an Invoice' interface. At the top, there is a navigation bar with 'Overview' and 'Coverage Gap Discount' tabs. The main content area is titled 'Coverage Gap Discount Program: Pay an Invoice'. On the left, a sidebar menu includes 'Home', 'Pay an Invoice' (highlighted with a red box), 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', 'Dispute Dashboard', and 'Dispute Submission'. The main area features a 'Payment Information' section with a summary of totals: Total Invoiced (\$217,222.46), Total Pending (\$0.00), Total Successful (\$0.00), Total Available (\$217,222.46), Total Failed (\$0.00), Total Current Deferred (\$0.00), and Total Previously Deferred (\$0.00). Below this is a table of invoice entries with columns for Contract Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, and EFT ID. The 'Payment Date' column is highlighted with a red box and a circled '1'. The 'Initiate Payment' column is also highlighted with a red box and a circled '2'. At the bottom, there are three action buttons: 'Update All Dates:' (with a calendar icon and a circled '1'), 'Select All Invoices' (with a checked checkbox and a circled '2'), and 'Submit' (with a green background and a circled '3').

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$55,332.54	\$0.00	08/31/2024			CG2201___7	<input checked="" type="checkbox"/>
___8	\$7,162.09	\$0.00	Invalid Payee Data			CG2201___8	
___9	\$11,757.90	\$0.00	08/31/2024			CG2201___9	<input checked="" type="checkbox"/>
___0	\$4.30	\$0.00	08/31/2024			CG2201___0	<input checked="" type="checkbox"/>
___1	\$142,294.30	\$0.00	08/31/2024			CG2201___1	<input checked="" type="checkbox"/>
___2	\$671.33	\$0.00	08/31/2024			CG2201___2	<input checked="" type="checkbox"/>

Instructions	Visuals																														
<p>10. The Pending Payments page will display the invoice line items processed for payment with the updated payment date.</p> <p>Instructions to learn about navigating the Pending Payments page is presented in the Pending Payments Page for Manufacturers in this user guide.</p>	 <p>The screenshot shows the 'Pending Payments' page in the CMS system. The page title is 'Coverage Gap Discount Program: Pending Payments'. Below the title, there is a section for 'Pending Payments' with a sub-header 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' A table lists five pending payments with the following data:</p> <table border="1"> <thead> <tr> <th>P Number</th> <th>Authorization Amt</th> <th>Date Submitted</th> <th>Payment Date</th> <th>Stop Payment</th> </tr> </thead> <tbody> <tr> <td>___7</td> <td>\$55,332.54</td> <td>08/25/2024</td> <td>08/31/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___9</td> <td>\$11,757.90</td> <td>08/25/2024</td> <td>08/31/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___0</td> <td>\$4.30</td> <td>08/25/2024</td> <td>08/31/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___1</td> <td>\$142,294.30</td> <td>08/25/2024</td> <td>08/31/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___2</td> <td>\$671.33</td> <td>08/25/2024</td> <td>08/31/2024</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>At the bottom of the table, there is a 'Showing 1 to 5 of 5 entries' indicator and a 'Stop Payment' button.</p>	P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	___7	\$55,332.54	08/25/2024	08/31/2024	<input type="checkbox"/>	___9	\$11,757.90	08/25/2024	08/31/2024	<input type="checkbox"/>	___0	\$4.30	08/25/2024	08/31/2024	<input type="checkbox"/>	___1	\$142,294.30	08/25/2024	08/31/2024	<input type="checkbox"/>	___2	\$671.33	08/25/2024	08/31/2024	<input type="checkbox"/>
P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment																											
___7	\$55,332.54	08/25/2024	08/31/2024	<input type="checkbox"/>																											
___9	\$11,757.90	08/25/2024	08/31/2024	<input type="checkbox"/>																											
___0	\$4.30	08/25/2024	08/31/2024	<input type="checkbox"/>																											
___1	\$142,294.30	08/25/2024	08/31/2024	<input type="checkbox"/>																											
___2	\$671.33	08/25/2024	08/31/2024	<input type="checkbox"/>																											

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

Processing Deferred Invoices for Manufacturers

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 less than \$20.00 USD *and*
- When a manufacturer'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 manufacturer bank accounts for the total amount of payments initiated per day, not individual line item debits.
- All manufacturers 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 – Total Available Less Than \$20.00

Instruction – Manufacturers

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

Example:

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

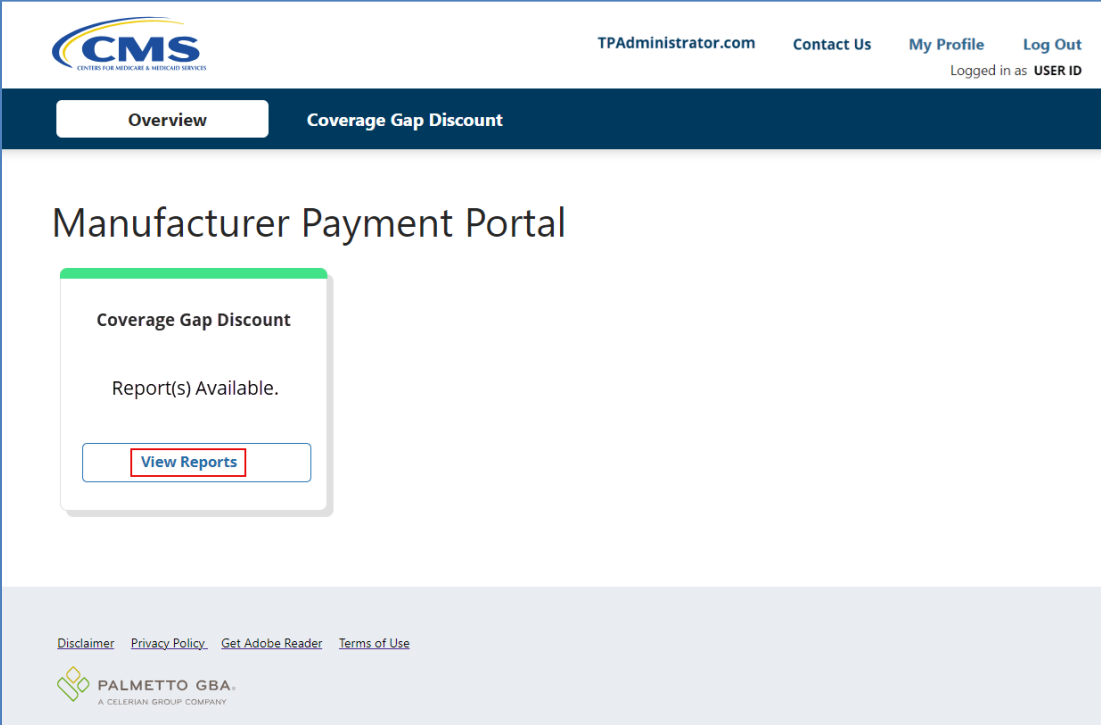
Please Note:

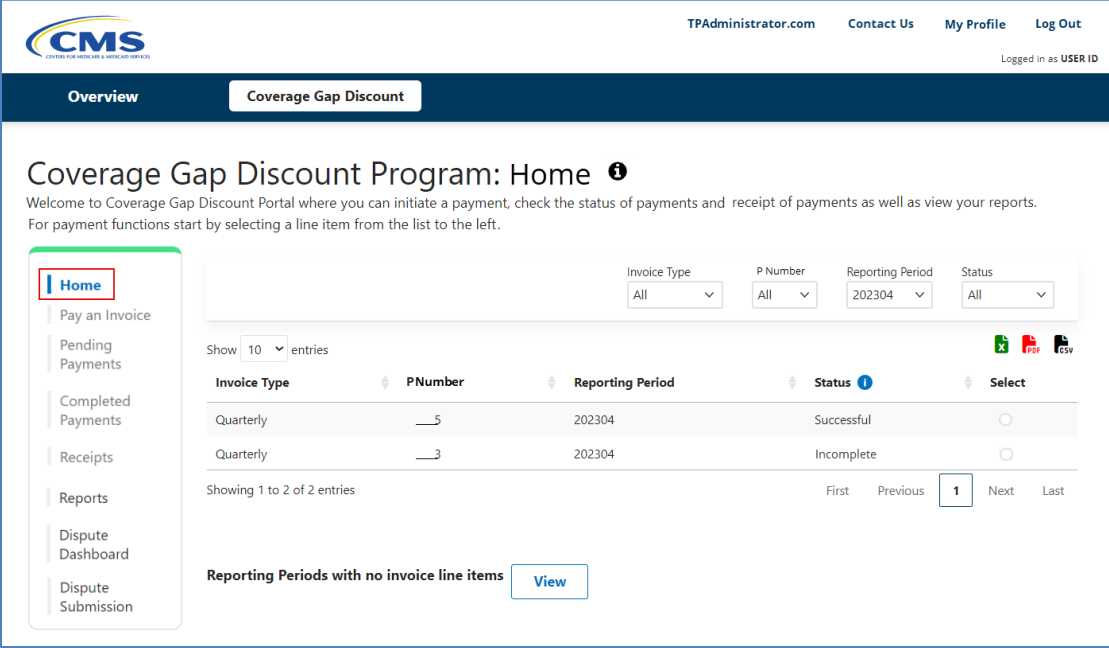
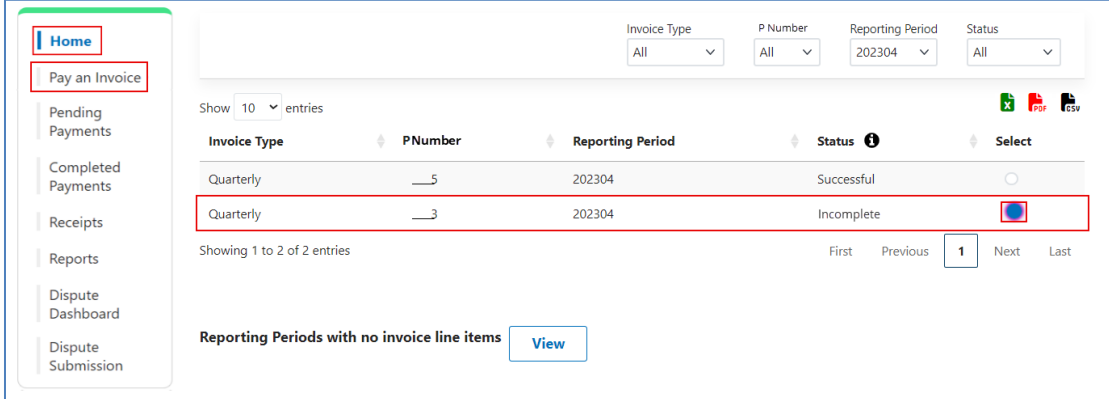
- Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.
- Completion of this process is limited to manufacturer associates assigned the *Payment Contact* role.

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.

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
<p>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.</p> <p>Select the “Coverage Gap Discount” card’s <i>View Reports</i> button to access CGDP and open the Home page.</p>	 <p>The screenshot shows the MPP Overview page. At the top, there is a navigation bar with the CMS logo on the left and links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out' on the right. Below the navigation bar, there is a dark blue header with two tabs: 'Overview' (selected) and 'Coverage Gap Discount'. The main content area features the title 'Manufacturer Payment Portal' and a card for 'Coverage Gap Discount'. The card displays 'Report(s) Available.' and a 'View Reports' button, which is highlighted with a red box. At the bottom of the page, there is a footer with links for 'Disclaimer', 'Privacy Policy', 'Get Adobe Reader', and 'Terms of Use', along with the Palmetto GBA logo and text 'PALMETTO GBA. A CELERIAN GROUP COMPANY'.</p>

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

Instructions

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 item 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.

Visuals

The screenshot shows the CMS Coverage Gap Discount Program: Pay an Invoice interface. At the top, there is a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this, a dark blue header contains 'Overview' and 'Coverage Gap Discount'. The main title is 'Coverage Gap Discount Program: Pay an Invoice'. On the left, a sidebar menu includes 'Home', 'Pay an Invoice' (highlighted with a red box), 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', 'Dispute Dashboard', and 'Dispute Submission'. The main content area is titled 'Payment Information' and contains a summary table:

\$7.70 Total Invoiced	\$2.50 Total Pending	\$0.00 Total Successful	\$4.20 Total Available
\$0.00 Total Failed	\$1.00 Total Current Deferred	\$0.00 Total Previously Deferred	

Below the summary table, there are filters for 'Invoice Period: 202304' and 'Payments Due: 07/20/2024'. A table of invoices is displayed with columns: Contract Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. The 'Defer' column contains checkboxes for each invoice, which are highlighted with a red box. The first invoice has a red error message 'Invalid Payee Data'. At the bottom, there is a 'Showing 1 to 5 of 5 entries' indicator, a date picker for 'Update All Dates', a 'Select All Invoices' checkbox, and a 'Submit' button.

Instructions

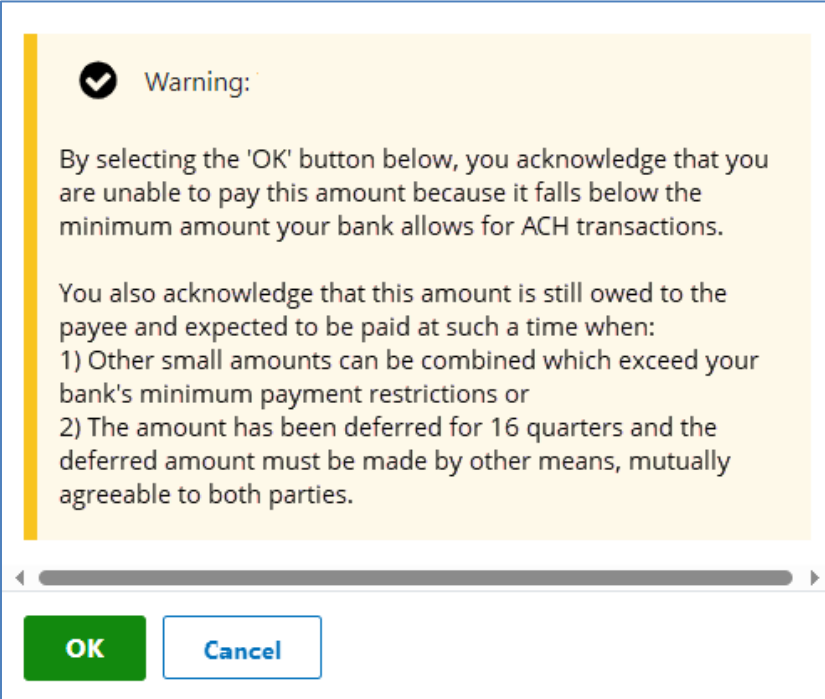
5. Populate each of the Defer checkboxes with a checkmark to select the invoice line item(s) you plan to defer and select the Submit button, located at the bottom right of the Invoice Initiation Table.

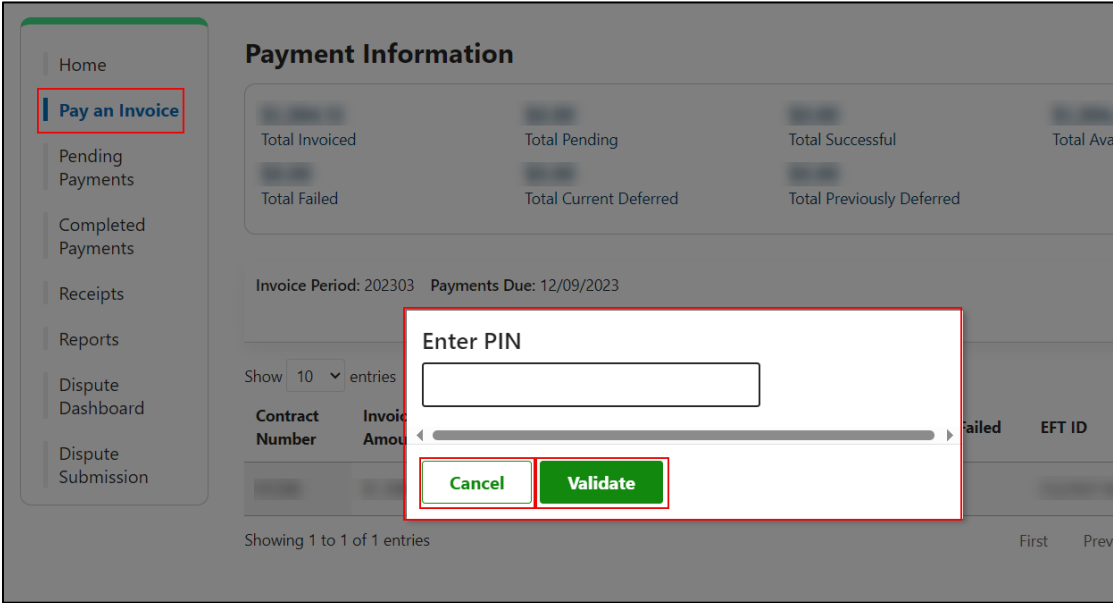
Note: Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for a total of 17 reporting periods (initial reporting period plus 16 subsequent reporting periods). In such cases, payment arrangements outside of the MPP and the CGDP module will need to be made between participating manufacturers and sponsors.

Visuals

The screenshot displays the 'Payment Information' section of the portal. It includes a summary table, invoice details, and a table of invoice entries. The 'Defer' checkbox for the first entry is highlighted with a red box.

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
H 2	\$3.13	\$0.00	11/26/2024	<input checked="" type="checkbox"/>		CG23021 H 2	<input type="checkbox"/>

Instructions	Visuals
<p>6. The system will display a “Warning” message to you after you select the <u>Submit</u> button.</p> <p>Note: Review the message and, if you agree with its contents, click OK to continue.</p> <p>If the selected items are incorrect, click <u>Cancel</u> to exit and return to <u>Invoice Initiation Table</u> on the Pay an Invoice page.</p>	

Instructions	Visuals
<p>7. After selecting <u>OK</u> on the warning message, enter your four-digit PIN in the <u>Enter PIN</u> field and click the <u>Validate</u> button to complete the submission process for deferring invoices.</p>	 <p>The screenshot shows the 'Payment Information' page of the CGDP Manufacturer Payment Portal. A modal box titled 'Enter PIN' is overlaid on the page, containing a text input field and two buttons: 'Cancel' and 'Validate'. The background page shows a sidebar with navigation options like 'Home', 'Pay an Invoice', 'Pending Payments', etc. The main content area displays summary statistics for 'Total Invoiced', 'Total Pending', 'Total Successful', 'Total Available', 'Total Failed', 'Total Current Deferred', and 'Total Previously Deferred'. It also shows the 'Invoice Period: 202303' and 'Payments Due: 12/09/2023'. A table with columns for 'Contract Number', 'Invoice Amount', 'Status', and 'EFT ID' is partially visible.</p>

Instructions

- Once the defer process is complete, review the *Payment Information* section's *Total Current Deferred* and *Total Previously Deferred* fields for updated amounts.

Visuals

The screenshot displays the 'Coverage Gap Discount Program: Pay an Invoice' interface. The top navigation bar includes 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out', with a user logged in as 'USER ID'. The main header shows 'Overview' and 'Coverage Gap Discount'. The left sidebar contains navigation options: Home, Pay an Invoice (highlighted), Pending Payments, Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The 'Payment Information' section shows a summary of financial data:

\$3.70 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$0.00 Total Available
\$0.00 Total Failed	\$3.70 Total Current Deferred	\$0.00 Total Previously Deferred	

Below the summary, the 'Invoice Period' is 202302 and 'Payments Due' is 10/09/2023. The 'Contract No' is H 2 and 'P Number' is P 0. A table with columns for Contract Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment is shown, but it contains no data. At the bottom, there is an 'Update All Dates' section with a date input field (mm/dd/yyyy) and a 'Submit' button.

Instructions

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.

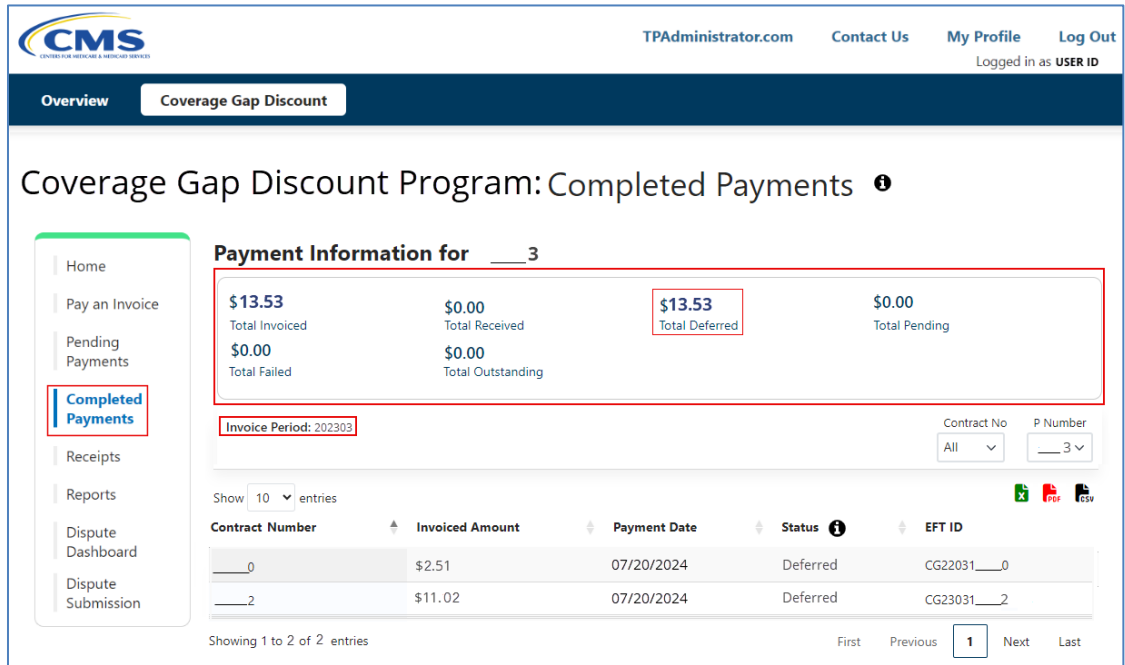
This example displays the selected invoice line items as Deferred in the Status column. The Payment Date column displays the defer date of the invoice line items.

Visuals

The screenshot displays the 'Coverage Gap Discount Program: Completed Payments' interface. At the top, there is a navigation bar with the CMS logo and links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this, a dark blue header contains 'Overview' and 'Coverage Gap Discount'. The main content area is titled 'Coverage Gap Discount Program: Completed Payments'. On the left, a sidebar menu includes 'Home', 'Pay an Invoice', 'Pending Payments', 'Completed Payments' (highlighted with a red box), 'Receipts', 'Reports', 'Dispute Dashboard', and 'Dispute Submission'. The main content area features a 'Payment Information for P__0' summary with four columns: 'Total Invoiced' (\$3.13), 'Total Received' (\$0.00), 'Total Deferred' (\$3.13, highlighted with a red box), and 'Total Pending' (\$0.00). Below this, there are fields for 'Total Failed' (\$0.00) and 'Total Outstanding' (\$0.00, highlighted with a red box). The 'Invoice Period' is set to 202302. A table below shows a single entry with the following data:

Contract Number	Invoiced Amount	Payment Date	Status	EFT ID
H 2	\$3.13	11/26/2024	Deferred	CG23021 H 2

At the bottom of the table, it indicates 'Showing 0 to 0 of 0 entries' and provides navigation options: 'First', 'Previous', 'Next', and 'Last'.

Instructions	Visuals																															
<p>10. To verify the deferred invoice line items for the prior reporting period, select the correct reporting period and line item from the Home page and then select the Completed Payments page, and review the data listed in the <u>Completed Payments Table</u>.</p> <p>This example displays the selected invoice line items as <u>Deferred</u> in the <u>Status</u> column. The <u>Payment Date</u> column displays the <u>defer</u> date of the invoice line items from the current reporting period.</p>	 <p>The screenshot displays the 'Coverage Gap Discount Program: Completed Payments' interface. On the left is a navigation menu with 'Completed Payments' highlighted. The main content area shows 'Payment Information for ___3' with a summary table:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">\$13.53</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$13.53</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="text-align: right;">Total Invoiced</td> <td style="text-align: right;">Total Received</td> <td style="text-align: right;">Total Deferred</td> <td style="text-align: right;">Total Pending</td> </tr> <tr> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total Failed</td> <td style="text-align: right;">Total Outstanding</td> <td></td> <td></td> </tr> </table> <p>Below the summary is a table of invoice entries:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contract Number</th> <th>Invoiced Amount</th> <th>Payment Date</th> <th>Status</th> <th>EFT ID</th> </tr> </thead> <tbody> <tr> <td>___0</td> <td style="text-align: right;">\$2.51</td> <td>07/20/2024</td> <td>Deferred</td> <td>CG22031___0</td> </tr> <tr> <td>___2</td> <td style="text-align: right;">\$11.02</td> <td>07/20/2024</td> <td>Deferred</td> <td>CG23031___2</td> </tr> </tbody> </table> <p>The page also includes filters for 'Invoice Period: 202303', 'Contract No' (All), and 'P Number' (___3). A table footer shows 'Showing 1 to 2 of 2 entries' and navigation buttons (First, Previous, 1, Next, Last).</p>	\$13.53	\$0.00	\$13.53	\$0.00	Total Invoiced	Total Received	Total Deferred	Total Pending	\$0.00	\$0.00			Total Failed	Total Outstanding			Contract Number	Invoiced Amount	Payment Date	Status	EFT ID	___0	\$2.51	07/20/2024	Deferred	CG22031___0	___2	\$11.02	07/20/2024	Deferred	CG23031___2
\$13.53	\$0.00	\$13.53	\$0.00																													
Total Invoiced	Total Received	Total Deferred	Total Pending																													
\$0.00	\$0.00																															
Total Failed	Total Outstanding																															
Contract Number	Invoiced Amount	Payment Date	Status	EFT ID																												
___0	\$2.51	07/20/2024	Deferred	CG22031___0																												
___2	\$11.02	07/20/2024	Deferred	CG23031___2																												

You have now completed processing deferred invoice line items.

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

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 sponsors. No payable invoices are available, however invoices deferred from prior reporting period(s) require additional processing.

The **Pay an Invoice** page's *Total Available* field amount of all invoices for a *prior reporting period* is less than a manufacturer's bank's ACH specified minimum threshold of \$10.00 USD, so all invoice line items are again eligible for deferment.

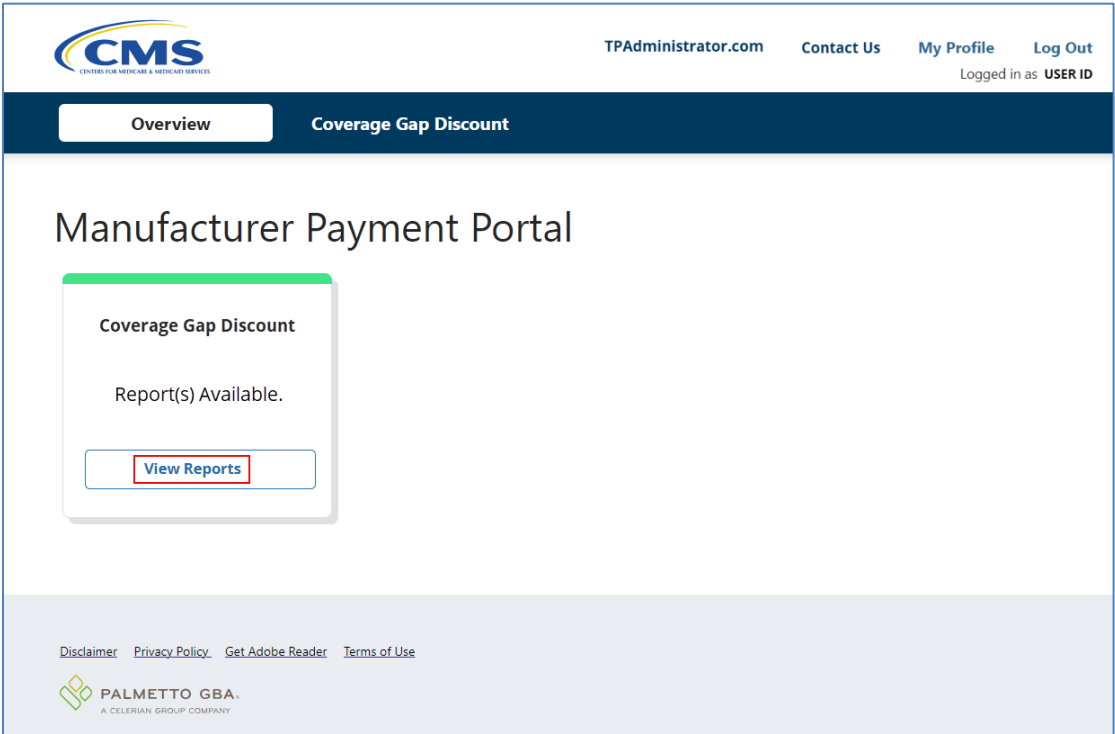
Please Note:

- Completion of this process is limited to manufacturer associates assigned the *Payment Contact* role.
- Manufacturers 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
<p>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.</p> <p>Select the “Coverage Gap Discount” card’s <i>View Report(s)</i> button to access CGDP and open the Home page.</p>	 <p>The screenshot shows the MPP Overview page. At the top left is the CMS logo. To the right are links for TPAdministrator.com, Contact Us, My Profile, and Log Out. Below these links, it says "Logged in as USER ID". A dark blue navigation bar contains two buttons: "Overview" and "Coverage Gap Discount". The main content area features a large heading "Manufacturer Payment Portal" and a card titled "Coverage Gap Discount" with the text "Report(s) Available." and a "View Reports" button. At the bottom of the page, there are links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo.</p>

Instructions

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

Visuals

TPAdministrator.com Contact Us My Profile Log Out
 Logged in as USER ID

Overview Coverage Gap Discount

Coverage Gap Discount Program: Home ⁱ

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions start by selecting a line item from the list to the left.

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

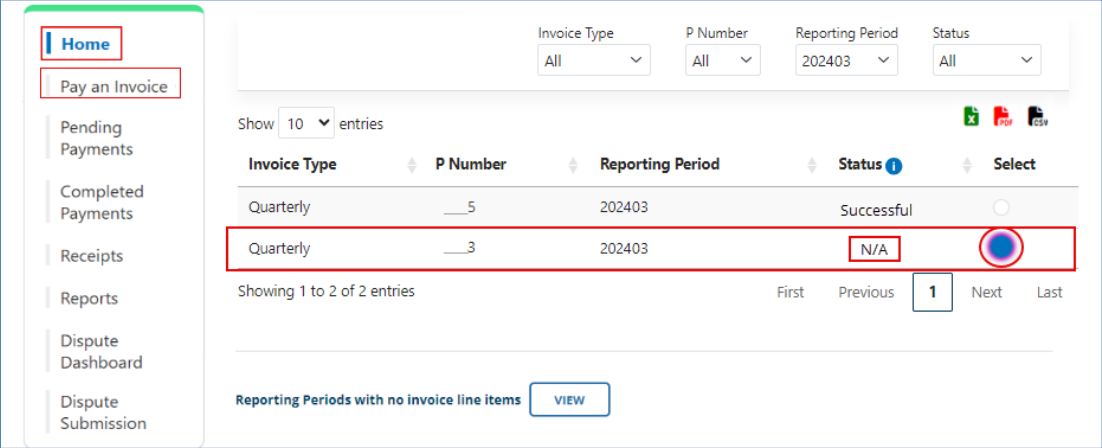
Invoice Type: All
P Number: All
Reporting Period: 202403
Status: All

Show 10 entries ✕ PDF CSV

Invoice Type	P Number	Reporting Period	Status ⁱ	Select
Quarterly	___5	202403	Successful	<input type="radio"/>
Quarterly	___3	202403	N/A	<input type="radio"/>

Showing 1 to 2 of 2 entries First Previous **1** Next Last

Reporting Periods with no invoice line items [View](#)

Instructions	Visuals
<p>3. Populate the radio button in the <i>Select</i> column for the invoice line item with the status of <i>N/A</i>.</p> <p>The <i>N/A</i> status corresponds to the manufacturer not receiving payable invoices for the reporting period.</p> <p>The remainder of the Page Navigation links are activated.</p> <p>Select the Pay an Invoice link to view the invoice line items associated with the selected reporting period.</p> <p>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.</p>	 <p>The screenshot shows the 'Pay an Invoice' page. On the left sidebar, the 'Home' link is highlighted with a red box, and the 'Pay an Invoice' link is also highlighted with a red box. The main content area displays a table of invoice line items. The table has columns for 'Invoice Type', 'P Number', 'Reporting Period', 'Status', and 'Select'. The second row is highlighted with a red border, showing 'Quarterly', '3', '202403', 'N/A', and a radio button. The 'N/A' status and the radio button are also highlighted with red boxes. The 'Showing 1 to 2 of 2 entries' text is visible below the table. At the bottom, there is a 'Reporting Periods with no invoice line items' section with a 'VIEW' button.</p>

Instructions	Visuals
<p>4. On the Pay an Invoice page, review the <u>Payment Information</u> section.</p> <p>Please Note:</p> <ul style="list-style-type: none"> That the <u>Total Invoiced</u> (A) field contains zeros, due to the manufacturer not receiving payable invoices for the reporting period. However, the <u>Total Available</u> (B) and (C) <u>Total Previously Deferred</u> 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 manufacturer's bank ACH minimum threshold amount.

Please Note:

There are no payable *Invoiced Amounts* available in this scenario.

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

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

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

Payment Information

\$0.00
Total Invoiced

\$0.00
Total Failed

\$0.00
Total Pending

\$0.00
Total Current Deferred

\$0.00
Total Successful

\$10.00
Total Previously Deferred

\$10.00
Total Available

Invoice Period: 202403 Payments Due: 10/09/2024

Contract No
All
P Number
3

Show 10 entries

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$0.00	\$1.00	08/30/2024	<input type="checkbox"/>		CG2403___7	<input type="checkbox"/>
___8	\$0.00	\$0.50	08/30/2024	<input type="checkbox"/>		CG2403___7	<input type="checkbox"/>
___9	\$0.00	\$1.50	08/30/2024	<input type="checkbox"/>		CG2403___8	<input type="checkbox"/>
___0	\$0.00	\$0.50	08/30/2024	<input type="checkbox"/>		CG2403___9	<input type="checkbox"/>
___1	\$0.00	\$1.00	08/30/2024	<input type="checkbox"/>		CG2403___0	<input type="checkbox"/>
___2	\$0.00	\$1.10	08/30/2024	<input type="checkbox"/>		CG2403___0	<input type="checkbox"/>
___2	\$0.00	\$1.10	08/30/2024	<input type="checkbox"/>		CG2403___6	<input type="checkbox"/>
___6	\$0.00	\$1.10	08/30/2024	<input type="checkbox"/>		CG2403___2	<input type="checkbox"/>
___2	\$0.00	\$1.10	08/30/2024	<input type="checkbox"/>		CG2403___2	<input type="checkbox"/>
___4	\$0.00	\$1.10	08/30/2024	<input type="checkbox"/>		CG2403___8	<input type="checkbox"/>

Showing 1 to 10 of 10 entries

First
Previous
1
Next
Last

Update All Dates:

Select All Invoices
 Submit

Rev: December 2024

Page 79

User Guide

Instructions

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 only applicable when the Total Available field's total is less than \$20.00 and the total selected by the manufacturer will not be processed according to their bank's specific threshold for low-dollar ACH amounts permitted for processing.

Visuals

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

Payment Information

\$0.00
Total Invoiced

\$0.00
Total Pending

\$0.00
Total Successful

\$10.00
Total Available

\$0.00
Total Failed

\$0.00
Total Current Deferred

\$10.00
Total Previously Deferred

Invoice Period: 202403 Payments Due: 10/09/2024

Contract No
All
P Number
3

Show 10 entries

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$0.00	\$1.00	08/30/2024	<input checked="" type="checkbox"/>		CG2403___7	<input type="checkbox"/>
___8	\$0.00	\$0.50	08/30/2024	<input checked="" type="checkbox"/>		CG2403___7	<input type="checkbox"/>
___9	\$0.00	\$1.50	08/30/2024	<input checked="" type="checkbox"/>		CG2403___8	<input type="checkbox"/>
___0	\$0.00	\$0.50	08/30/2024	<input checked="" type="checkbox"/>		CG2403___9	<input type="checkbox"/>
___1	\$0.00	\$1.00	08/30/2024	<input checked="" type="checkbox"/>		CG2403___0	<input type="checkbox"/>
___2	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		CG2403___0	<input type="checkbox"/>
___2	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		CG2403___6	<input type="checkbox"/>
___6	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		CG2403___2	<input type="checkbox"/>
___2	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		CG2403___2	<input type="checkbox"/>
___4	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		CG2403___8	<input type="checkbox"/>

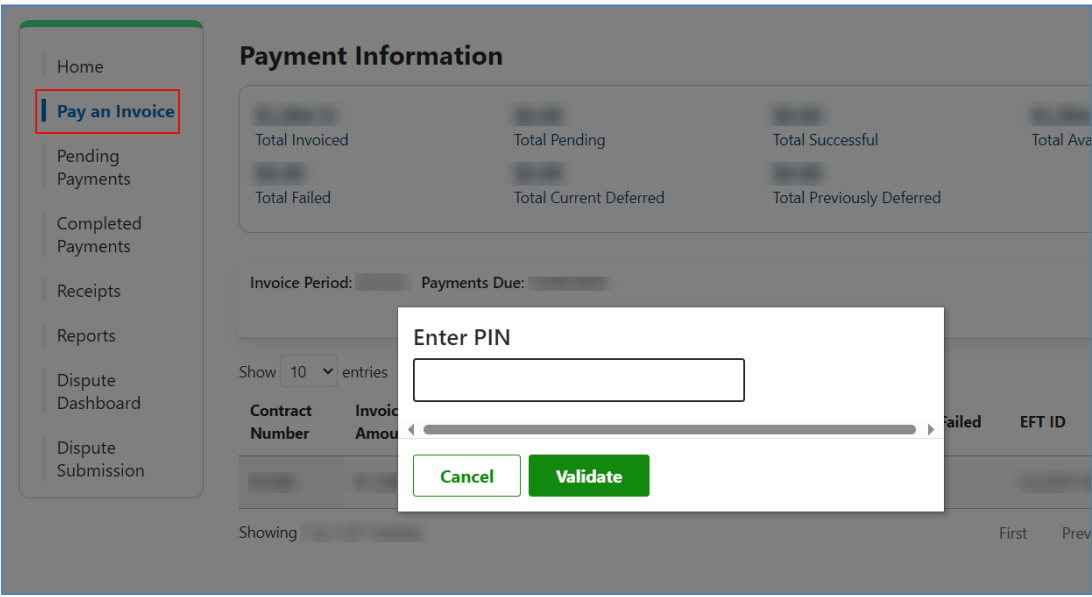
Showing 1 to 10 of 10 entries

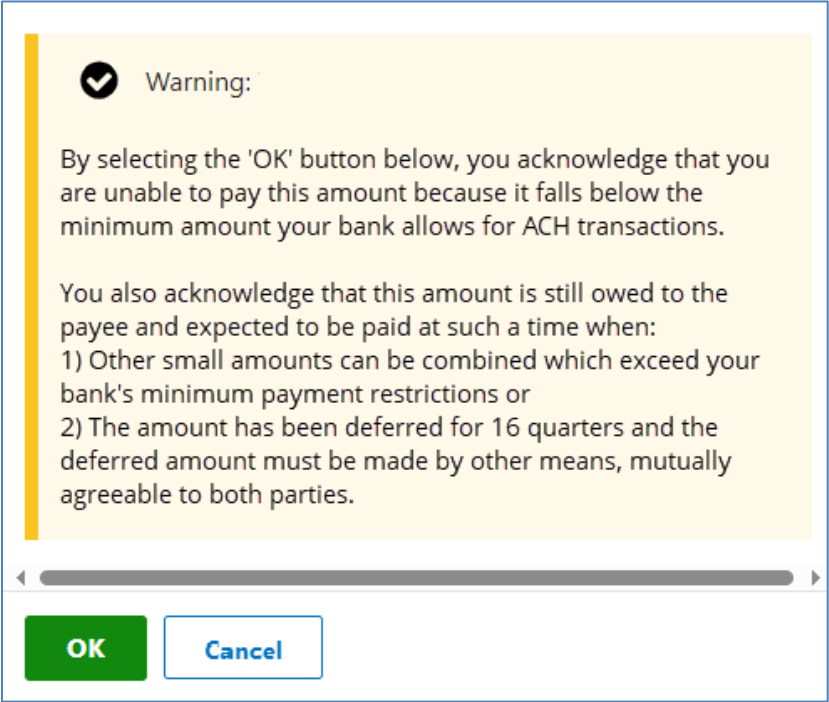
First
Previous
1
Next
Last

Update All Dates:

Select All Invoices

Submit

Instructions	Visuals
<p>7. To complete the submission process for the invoice deferment, enter the <i>Payment Contact</i> role's four-digit PIN in the <i>Enter PIN</i> form and select the <i>Validate</i> button.</p>	 <p>The screenshot shows a web application interface for 'Payment Information'. On the left is a navigation menu with options: Home, Pay an Invoice (highlighted with a red box), Pending Payments, Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main area displays summary statistics: Total Invoiced, Total Pending, Total Successful, Total Available, Total Failed, Total Current Deferred, and Total Previously Deferred. Below these are fields for 'Invoice Period' and 'Payments Due'. A modal window titled 'Enter PIN' is overlaid, containing a text input field and two buttons: 'Cancel' and 'Validate'. The background is dimmed.</p>

Instructions	Visuals
<p>8. The system displays a “Warning” message to you after you select the <u>Submit</u> button.</p> <p>Note: Selecting the <u>OK</u> button to defer the invoice line item to the subsequent period creates an irreversible event.</p> <p>If it is determined that the selected line is not the correct deferrable invoice to process, utilize the <u>Cancel</u> button to exit the message screen and update the invoice line item.</p>	 <p>The visual shows a warning dialog box with a yellow background and a black border. At the top left is a black circle with a white checkmark. To its right is the text "Warning:". Below this is a paragraph: "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." This is followed by another paragraph: "You also acknowledge that this amount is still owed to the payee and expected to be paid at such a time when:" and a list with two items: "1) Other small amounts can be combined which exceed your bank's minimum payment restrictions or" and "2) The amount has been deferred for 16 quarters and the deferred amount must be made by other means, mutually agreeable to both parties." At the bottom of the dialog box are two buttons: a green "OK" button and a white "Cancel" button with a blue border. A horizontal scrollbar is visible above the buttons.</p>

Instructions	Visuals																								
<p>9. Select <u>OK</u> to defer the selected invoice line item.</p> <p>Once the defer process is complete, review the <u>Payment Information</u> section's <u>Total Previously Deferred</u> and <u>Total Available</u> fields for updated amounts.</p>	<p>Payment Information</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="text-align: right;">\$0.00 Total Invoiced</td> <td style="text-align: right;">\$0.00 Total Pending</td> <td style="text-align: right;">\$0.00 Total Successful</td> <td style="text-align: right;">\$0.00 Total Available</td> </tr> <tr> <td style="text-align: right;">\$0.00 Total Failed</td> <td style="text-align: right;">\$0.00 Total Current Deferred</td> <td style="text-align: right;">\$0.00 Total Previously Deferred</td> <td></td> </tr> </table> <p>Invoice Period: 202403 Payments Due: 10/09/2024</p> <p>Contract No: All P Number: 3</p> <p>Show 10 entries</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contract Number</th> <th>Invoiced Amount</th> <th>Previous Deferred Amount</th> <th>Payment Date</th> <th>Defer</th> <th>Failed</th> <th>EFT ID</th> <th>Initiate Payment</th> </tr> </thead> <tbody> <tr> <td colspan="8" style="text-align: center;">There are no more remaining invoice line items for the quarter.</td> </tr> </tbody> </table> <p>Showing 0 to 0 of 0 entries</p> <p style="text-align: right;">First Previous Next Last</p> <p style="text-align: right;">Update All Dates: <input type="text" value="mm/dd/yyyy"/> <input type="checkbox"/> Select All Invoices Submit</p>	\$0.00 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$0.00 Total Available	\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred		Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment	There are no more remaining invoice line items for the quarter.							
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\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred																							
Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment																		
There are no more remaining invoice line items for the quarter.																									

Instructions

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.

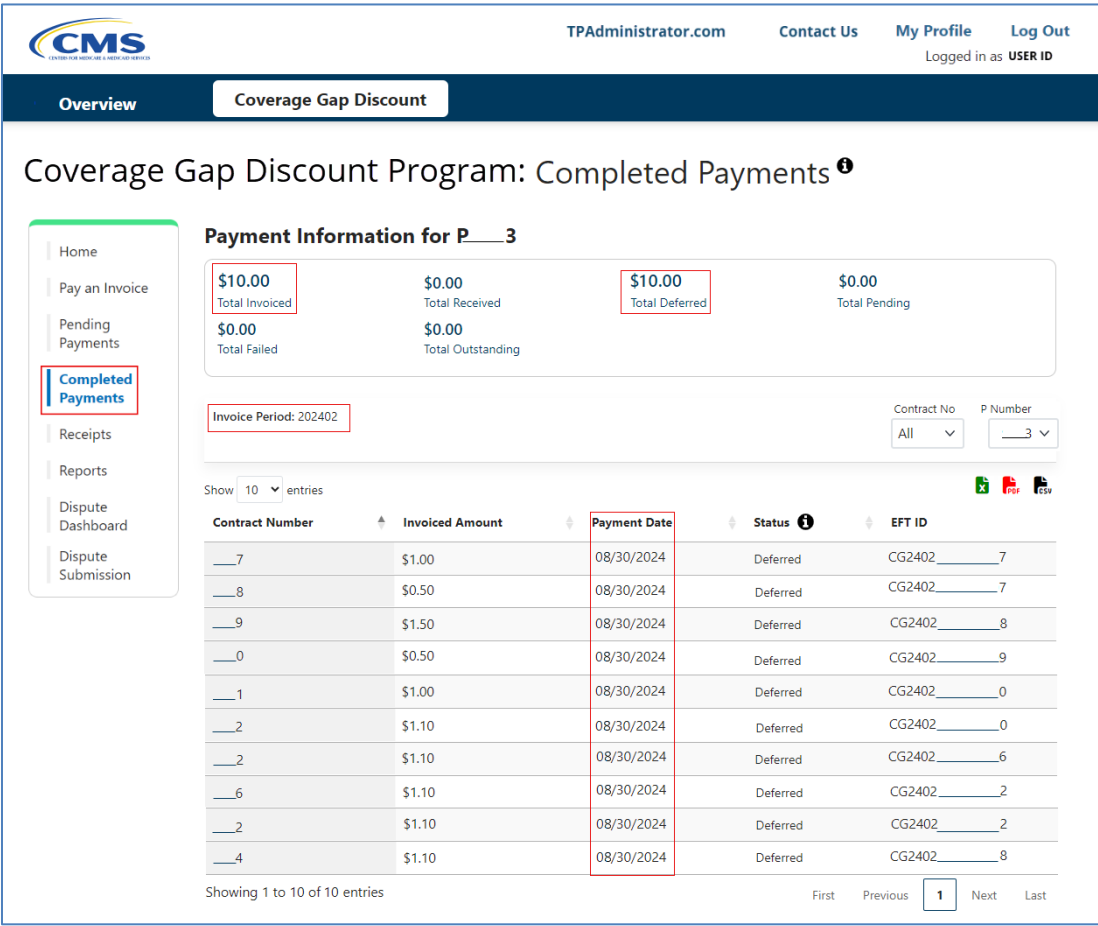
Visuals

The screenshot displays the 'Coverage Gap Discount Program: Home' interface. At the top, there's a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this, a dark blue header contains 'Overview' and 'Coverage Gap Discount'. The main content area features a title 'Coverage Gap Discount Program: Home' and a note: 'Note: This will be replaced by CMS approved text. Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions start by selecting a line item from the list to the left of this message.'

On the left, a sidebar menu includes 'Home', 'Pay an Invoice', 'Pending Payments', 'Completed Payments' (highlighted with a red box), 'Receipts', 'Reports', 'Dispute Dashboard', and 'Dispute Submission'. The main area has filters for 'Invoice Type' (All), 'P Number' (All), 'Reporting Period' (202402), and 'Status' (All). Below the filters, a table shows two entries:

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P 5	202402	Successful	<input type="radio"/>
Quarterly	P 3	202402	Successful	<input checked="" type="radio"/>

At the bottom, there's a 'View' button and a link for 'Reporting Periods with no invoice line items'.

Instructions	Visuals																																																															
<p>11. Select the Completed Payments page and review the data listed in the <u>Completed Transactions Table</u>.</p> <p>This example displays the selected invoice line items as Deferred in the <u>Status</u> column.</p> <p>Note: The <u>Payment Date</u> column displays the most recent deferred date.</p> <p>The Completed Payments page will be presented later in this user guide for manufacturers.</p>	 <p>Coverage Gap Discount Program: Completed Payments</p> <p>Payment Information for P___3</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">\$10.00 Total Invoiced</td> <td style="text-align: center;">\$0.00 Total Received</td> <td style="text-align: center;">\$10.00 Total Deferred</td> <td style="text-align: center;">\$0.00 Total Pending</td> </tr> <tr> <td style="text-align: center;">\$0.00 Total Failed</td> <td style="text-align: center;">\$0.00 Total Outstanding</td> <td></td> <td></td> </tr> </table> <p>Invoice Period: 202402</p> <p>Contract No: All P Number: 3</p> <p>Show 10 entries</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contract Number</th> <th>Invoiced Amount</th> <th>Payment Date</th> <th>Status</th> <th>EFT ID</th> </tr> </thead> <tbody> <tr><td>___7</td><td>\$1.00</td><td>08/30/2024</td><td>Deferred</td><td>CG2402___7</td></tr> <tr><td>___8</td><td>\$0.50</td><td>08/30/2024</td><td>Deferred</td><td>CG2402___7</td></tr> <tr><td>___9</td><td>\$1.50</td><td>08/30/2024</td><td>Deferred</td><td>CG2402___8</td></tr> <tr><td>___0</td><td>\$0.50</td><td>08/30/2024</td><td>Deferred</td><td>CG2402___9</td></tr> <tr><td>___1</td><td>\$1.00</td><td>08/30/2024</td><td>Deferred</td><td>CG2402___0</td></tr> <tr><td>___2</td><td>\$1.10</td><td>08/30/2024</td><td>Deferred</td><td>CG2402___0</td></tr> <tr><td>___2</td><td>\$1.10</td><td>08/30/2024</td><td>Deferred</td><td>CG2402___6</td></tr> <tr><td>___6</td><td>\$1.10</td><td>08/30/2024</td><td>Deferred</td><td>CG2402___2</td></tr> <tr><td>___2</td><td>\$1.10</td><td>08/30/2024</td><td>Deferred</td><td>CG2402___2</td></tr> <tr><td>___4</td><td>\$1.10</td><td>08/30/2024</td><td>Deferred</td><td>CG2402___8</td></tr> </tbody> </table> <p>Showing 1 to 10 of 10 entries</p> <p style="text-align: right;">First Previous 1 Next Last</p>	\$10.00 Total Invoiced	\$0.00 Total Received	\$10.00 Total Deferred	\$0.00 Total Pending	\$0.00 Total Failed	\$0.00 Total Outstanding			Contract Number	Invoiced Amount	Payment Date	Status	EFT ID	___7	\$1.00	08/30/2024	Deferred	CG2402___7	___8	\$0.50	08/30/2024	Deferred	CG2402___7	___9	\$1.50	08/30/2024	Deferred	CG2402___8	___0	\$0.50	08/30/2024	Deferred	CG2402___9	___1	\$1.00	08/30/2024	Deferred	CG2402___0	___2	\$1.10	08/30/2024	Deferred	CG2402___0	___2	\$1.10	08/30/2024	Deferred	CG2402___6	___6	\$1.10	08/30/2024	Deferred	CG2402___2	___2	\$1.10	08/30/2024	Deferred	CG2402___2	___4	\$1.10	08/30/2024	Deferred	CG2402___8
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___4	\$1.10	08/30/2024	Deferred	CG2402___8																																																												

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 – Manufacturers

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

Defer Instruction Scenario – No Invoices Distributed:

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 Available. Users are required to review any reporting periods with statuses other than Successful and perform processing as necessary to remain in program compliance.

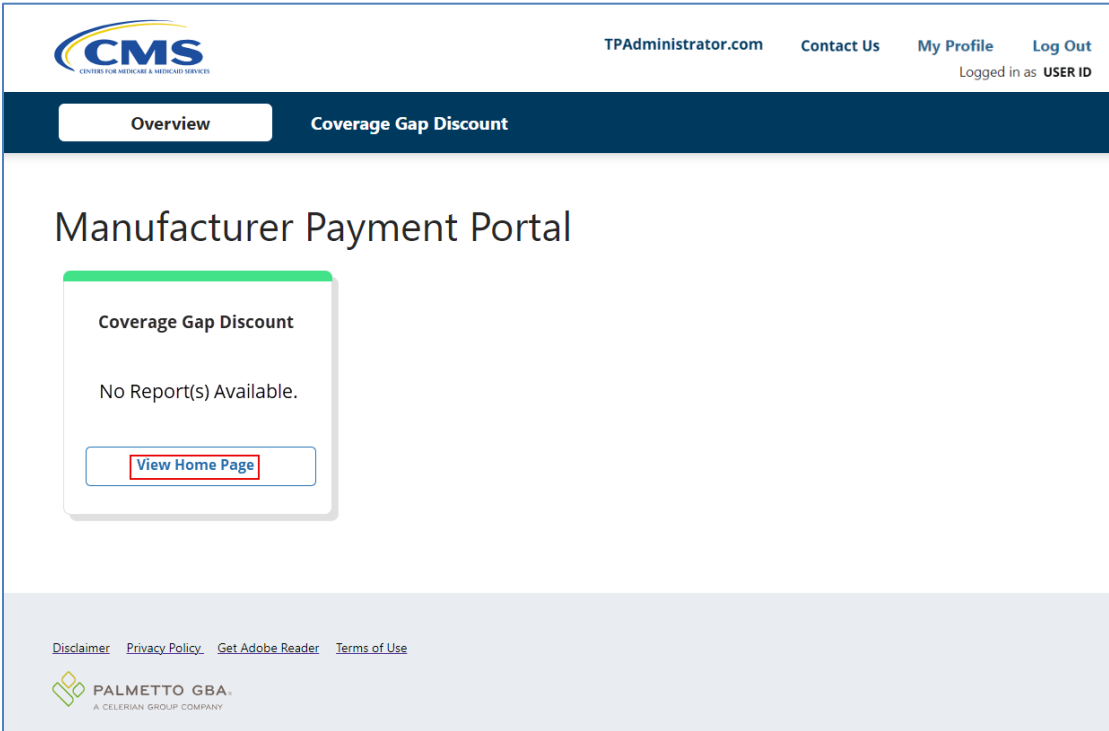
In this scenario, the prior period's deferred items require processing, even though the current period has no invoices distributed for payment or receipt. The Total Available amount of all invoices is less than this manufacturer's bank ACH minimum threshold of \$15.00 USD, so all invoice line items are eligible for deferment.

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

Note: Completion of this process is limited to manufacturer associates assigned the Payment 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
<p>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.</p> <p>Select the “Coverage Gap Discount” card’s <i>View Home Page</i> button to access CGDP and open the Home page.</p>	

Instructions

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.

Visuals

The screenshot displays the 'Coverage Gap Discount Program: Home' page. At the top, there is a navigation bar with the CMS logo, 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a dark blue header with 'Overview' and 'Coverage Gap Discount'. The main content area features a sidebar on the left with a 'Home' button highlighted. The main area contains a welcome message and a table of reporting periods. The table has columns for 'Invoice Type', 'P Number', 'Reporting Period', 'Status', and 'Select'. The 'Reporting Period' column contains a red box around the text 'No data available in table'. Below the table, there is a 'View' button next to the text 'Reporting Periods with no invoice line items'.

Instructions

3. The pop up window that appears, after selecting the *View* button, provides a view of the data for specific P Numbers and reporting periods.

Visuals

The screenshot displays the CMS TPA Administrator portal interface. A pop-up window titled "Reporting Period with no invoice line items" is open, showing a table of reporting periods. The table has two columns: "P Number" and "Reporting Period". The first row contains the values "P" and "202304". The table is currently empty of data, with a message "No data available in table" displayed below it. The pop-up window also includes a "View" button at the bottom right. The background shows the main portal navigation menu and a sidebar with various options like "Home", "Pay an Invoice", "Pending Payments", etc.

Instructions

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.

Visuals

The screenshot shows the CMS Coverage Gap Discount Program Home page. The page header includes the CMS logo, navigation links (TPAdministrator.com, Contact Us, My Profile, Log Out), and the user is logged in as USER ID. The main navigation bar has 'Overview' and 'Coverage Gap Discount' tabs. The page title is 'Coverage Gap Discount Program: Home'. Below the title is a welcome message and a list of filters: Invoice Type (All), Contract Number (All), Reporting Period (All), and Status (All). The main content area shows a table of reporting periods with columns for Invoice Type, Contract Number, Reporting Period, Status, and Select. The table has two entries: one with 'Quarterly' Invoice Type, 'P_5' Contract Number, '202303' Reporting Period, and 'Successful' Status; and another with 'Quarterly' Invoice Type, 'P_3' Contract Number, '202303' Reporting Period, and 'Available' Status. The 'Available' entry is highlighted with a red box. Below the table is a 'View' button and a link to 'Reporting Periods with no invoice line items'.

Instructions

- On the **Pay an Invoice** page, review the Payment Information section's Total Available (B) fields to note the total dollar amount of available invoices.

Visuals

Payment Information

\$10.00 Total Invoiced (A)	\$0.00 Total Pending	\$0.00 Total Successful	\$10.00 Total Available (B)
\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred	

Invoice Period: 202303 Payments Due: 10/09/2023

Contract No: All P Number: 3

Show 10 entries

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$1.00	\$0.00	01/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2303___7	<input type="checkbox"/>
___8	\$0.50	\$0.00	01/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2303___7	<input type="checkbox"/>
___9	\$1.50	\$0.00	01/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2303___8	<input type="checkbox"/>
___0	\$0.50	\$0.00	01/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2303___9	<input type="checkbox"/>
___1	\$1.00	\$0.00	01/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2303___0	<input type="checkbox"/>
___2	\$1.10	\$0.00	01/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2303___0	<input type="checkbox"/>
___2	\$1.10	\$0.00	01/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2303___6	<input type="checkbox"/>
___6	\$1.10	\$0.00	01/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2303___2	<input type="checkbox"/>
___2	\$1.10	\$0.00	01/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2303___2	<input type="checkbox"/>
___4	\$1.10	\$0.00	01/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	CG2303___8	<input type="checkbox"/>

Showing 1 to 10 of 10 entries

Update All Dates: mm/dd/yyyy Select All Invoices

Instructions

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 fall below this manufacturer's bank ACH minimum threshold amount.

Remember: Just because the Defer checkbox is available does not mean it should be used. As a manufacturer, 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.

Visuals

Payment Information

\$10.00 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$10.00 Total Available
\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred	

Invoice Period: 202303 Payments Due: 10/09/2023 Contract No: All P Number: 3

Show 10 entries

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$1.00	\$0.00	01/30/2024	<input type="checkbox"/>		CG2303___7	<input type="checkbox"/>
___8	\$0.50	\$0.00	01/30/2024	<input type="checkbox"/>		CG2303___7	<input type="checkbox"/>
___9	\$1.50	\$0.00	01/30/2024	<input type="checkbox"/>		CG2303___8	<input type="checkbox"/>
___0	\$0.50	\$0.00	01/30/2024	<input type="checkbox"/>		CG2303___9	<input type="checkbox"/>
___1	\$1.00	\$0.00	01/30/2024	<input type="checkbox"/>		CG2303___0	<input type="checkbox"/>
___2	\$1.10	\$0.00	01/30/2024	<input type="checkbox"/>		CG2303___0	<input type="checkbox"/>
___2	\$1.10	\$0.00	01/30/2024	<input type="checkbox"/>		CG2303___6	<input type="checkbox"/>
___6	\$1.10	\$0.00	01/30/2024	<input type="checkbox"/>		CG2303___2	<input type="checkbox"/>
___2	\$1.10	\$0.00	01/30/2024	<input type="checkbox"/>		CG2303___2	<input type="checkbox"/>
___4	\$1.10	\$0.00	01/30/2024	<input type="checkbox"/>		CG2303___8	<input type="checkbox"/>

Showing 1 to 10 of 10 entries

Update All Dates: mm/dd/yyyy Select All Invoices

Instructions

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 manufacturer will be processed according to their bank's specific threshold for low-dollar ACH amounts permitted for processing.

Visuals

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

Payment Information

\$10.00
Total Invoiced

\$0.00
Total Pending

\$0.00
Total Successful

\$10.00
Total Available

\$0.00
Total Failed

\$0.00
Total Current Deferred

\$0.00
Total Previously Deferred

Invoice Period: 202303 Payments Due: 10/09/2023

Contract No: All P Number: 3

Show 10 entries

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$1.00	\$0.00	01/30/2024	<input checked="" type="checkbox"/>		CG2303___7	<input type="checkbox"/>
___8	\$0.50	\$0.00	01/30/2024	<input checked="" type="checkbox"/>		CG2303___7	<input type="checkbox"/>
___9	\$1.50	\$0.00	01/30/2024	<input checked="" type="checkbox"/>		CG2303___8	<input type="checkbox"/>
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___1	\$1.00	\$0.00	01/30/2024	<input checked="" type="checkbox"/>		CG2303___0	<input type="checkbox"/>
___2	\$1.10	\$0.00	01/30/2024	<input checked="" type="checkbox"/>		CG2303___0	<input type="checkbox"/>
___2	\$1.10	\$0.00	01/30/2024	<input checked="" type="checkbox"/>		CG2303___6	<input type="checkbox"/>
___6	\$1.10	\$0.00	01/30/2024	<input checked="" type="checkbox"/>		CG2303___2	<input type="checkbox"/>
___2	\$1.10	\$0.00	01/30/2024	<input checked="" type="checkbox"/>		CG2303___2	<input type="checkbox"/>
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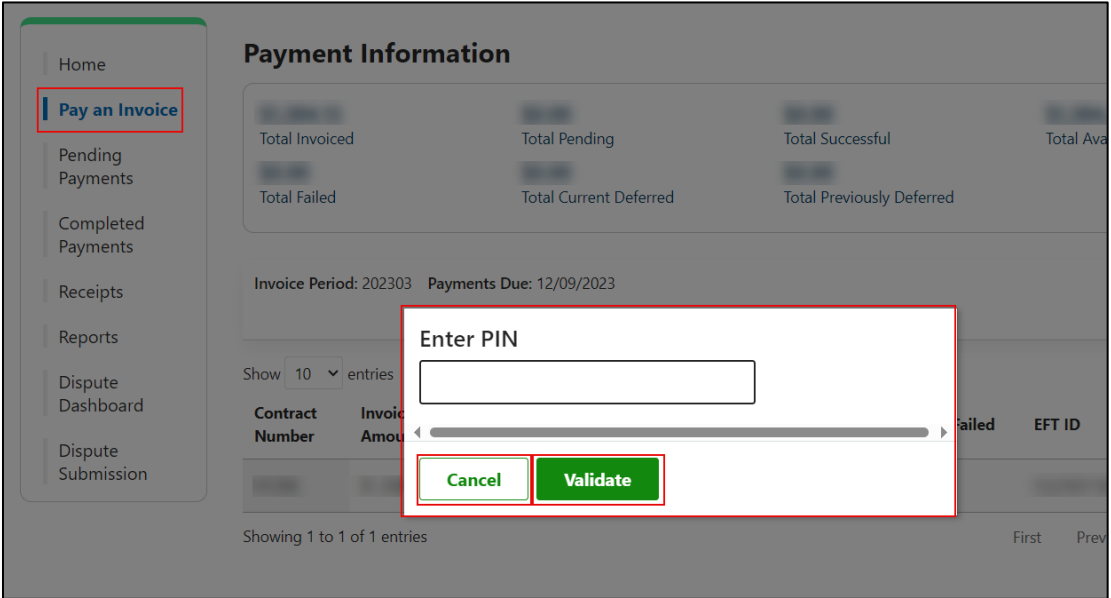
Showing 1 to 10 of 10 entries

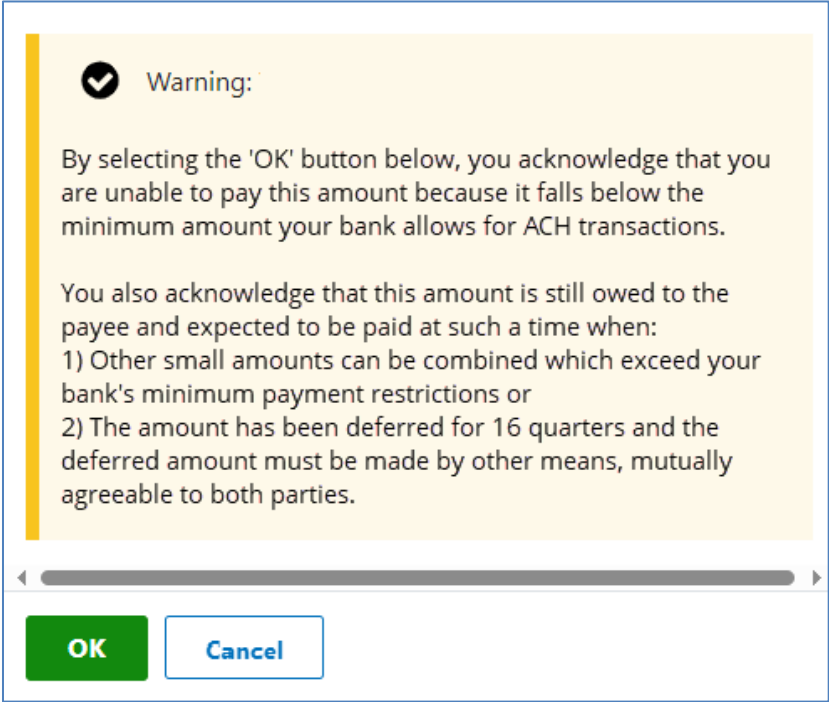
First Previous 1 Next Last

Update All Dates:

Select All Invoices

Submit

Instructions	Visuals
<p>8. To complete the submission process for the invoice deferment, enter the <i>Payment Contact</i> role's four-digit PIN in the <i>Enter PIN</i> form and select the <i>Validate</i> button.</p>	 <p>The screenshot shows the 'Payment Information' page. On the left sidebar, the 'Pay an Invoice' button is highlighted with a red box. A modal form titled 'Enter PIN' is overlaid on the page, featuring a text input field and two buttons: 'Cancel' and 'Validate', both of which are also highlighted with red boxes. The background page shows various payment statistics and a table of invoice entries.</p>

Instructions	Visuals
<p>9. The system displays a “Warning” message to you after you select the <u>Submit</u> button.</p> <p>Note: Selecting the <u>OK</u> button to defer the invoice line item to the subsequent period creates an irreversible event.</p> <p>If it is determined that the selected line is not the correct deferrable invoice to process, utilize the <u>Cancel</u> button to exit the message screen and update the invoice line item.</p> <p>Select <u>OK</u> to defer the selected invoice line item.</p>	 <p>The visual shows a warning dialog box with a yellow background and a black border. At the top left is a black checkmark icon. To its right is the text "Warning:". Below this is a paragraph: "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." This is followed by another paragraph: "You also acknowledge that this amount is still owed to the payee and expected to be paid at such a time when:" and a list of two items: "1) Other small amounts can be combined which exceed your bank's minimum payment restrictions or" and "2) The amount has been deferred for 16 quarters and the deferred amount must be made by other means, mutually agreeable to both parties." At the bottom of the dialog box are two buttons: a green "OK" button and a white "Cancel" button with a blue border. A horizontal scrollbar is visible above the buttons.</p>

Instructions

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

Visuals

The screenshot displays the 'Coverage Gap Discount Program: Pay an Invoice' interface. At the top, there is a navigation bar with the CMS logo, 'TPAdministrator.com', and links for 'Contact Us', 'My Profile', and 'Log Out'. Below this is a secondary navigation bar with 'Overview' and 'Coverage Gap Discount'. The main content area is titled 'Coverage Gap Discount Program: Pay an Invoice'. On the left, a sidebar menu includes 'Home', 'Pay an Invoice' (highlighted with a red box), 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', 'Dispute Dashboard', and 'Dispute Submission'. The 'Payment Information' section is highlighted with a red box and contains the following data:

\$0.00 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$0.00 Total Available
\$0.00 Total Failed	\$10.00 Total Current Deferred	\$0.00 Total Previously Deferred	

Below the 'Payment Information' section, there are filters for 'Invoice Period: 202303' and 'Payments Due: 10/09/2023'. A table with columns 'Contract Number', 'Invoiced Amount', 'Previous Deferred Amount', 'Payment Date', 'Defer', 'Failed', 'EFT ID', and 'Initiate Payment' is shown. A message in a red box states: 'There are no more remaining invoice line items for the quarter.' At the bottom, there is an 'Update All Dates' section with a date input field and a 'Submit' button.

Instructions

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.

Visuals

Payment Information for P___3

\$10.00 Total Invoiced	\$0.00 Total Received	\$10.00 Total Deferred	\$0.00 Total Pending
\$0.00 Total Failed	\$0.00 Total Outstanding		

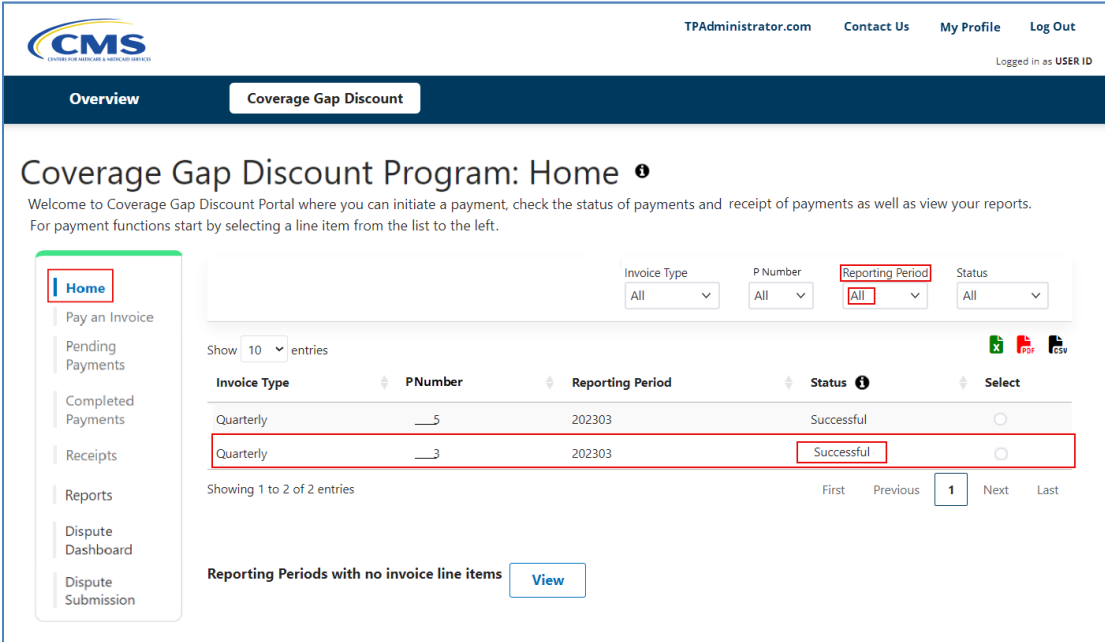
Invoice Period: 202303 Contract No: All P Number: ___3

Show 10 entries

Contract Number	Invoiced Amount	Payment Date	Status	EFT ID
___7	\$1.00	01/30/2024	Deferred	CG2303___7
___8	\$0.50	01/30/2024	Deferred	CG2303___7
___9	\$1.50	01/30/2024	Deferred	CG2303___8
___0	\$0.50	01/30/2024	Deferred	CG2303___9
___1	\$1.00	01/30/2024	Deferred	CG2303___0
___2	\$1.10	01/30/2024	Deferred	CG2303___0
___2	\$1.10	01/30/2024	Deferred	CG2303___6
___6	\$1.10	01/30/2024	Deferred	CG2303___2
___2	\$1.10	01/30/2024	Deferred	CG2303___2
___4	\$1.10	01/30/2024	Deferred	CG2303___8

Showing 1 to 10 of 10 entries

First Previous **1** Next Last

Instructions	Visuals
<p>12. To verify the status of the reporting period, return to the Home page to view the <u>Status</u> column.</p>	 <p>The screenshot displays the 'Coverage Gap Discount Program: Home' page. At the top, there is a navigation bar with the CMS logo and links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a dark blue header with 'Overview' and 'Coverage Gap Discount'. The main content area features a welcome message and a search bar with filters for 'Invoice Type', 'P Number', 'Reporting Period', and 'Status'. A table below the search bar lists reporting periods. The table has columns for 'Invoice Type', 'P Number', 'Reporting Period', 'Status', and 'Select'. Two rows are visible: one for 'Quarterly' with P Number '5' and Reporting Period '202303' (Status 'Successful'), and another for 'Quarterly' with P Number '3' and Reporting Period '202303' (Status 'Successful'). The 'Successful' status in the second row is highlighted with a red box. Below the table, there is a 'View' button and a link for 'Reporting Periods with no invoice line items'.</p>

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 Manufacturers

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.

The screenshot shows the 'Pending Payments' page for the Coverage Gap Discount Program. The page header includes the CMS logo, 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. The user is logged in as 'USER ID'. The navigation bar shows 'Overview' and 'Coverage Gap Discount'. The main heading is 'Coverage Gap Discount Program: Pending Payments'. A sidebar on the left contains navigation links: Home, Pay an Invoice, Pending Payments (highlighted with a red box), Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area is titled 'Pending Payments' and includes a note: 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' Below this is a 'Show 10 entries' dropdown and icons for XLS, PDF, and CSV. A table displays four pending payment entries with columns for Contract Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. The table data is as follows:

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
___4	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>
___7	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>
___4	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>
___7	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>

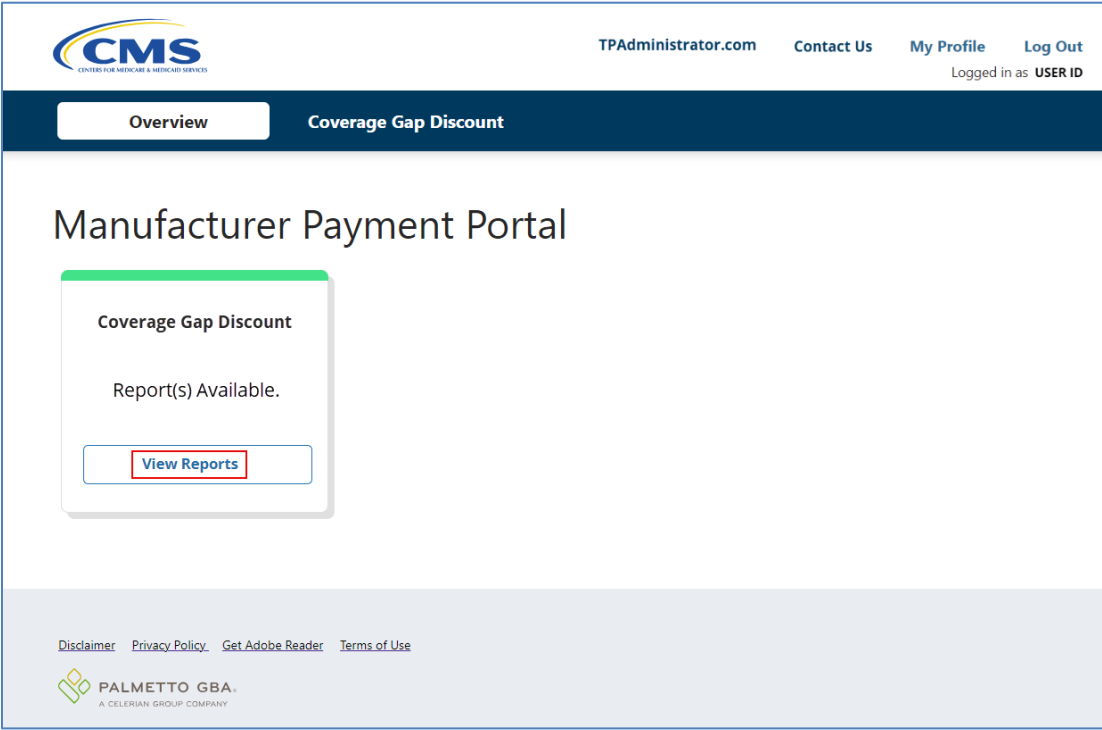
Below the table, it says 'Showing 1 to 4 of 4 entries' and includes pagination links: First, Previous, 1 (selected), Next, Last. At the bottom right, there is a checkbox for 'Select All Payments' and a green 'Stop Payment' button. The footer contains links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo and 'A CELERIAN GROUP COMPANY'.

Pending Payments Page Instructions for Manufacturers

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
<p>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.</p> <p>Select the “Coverage Gap Discount” card’s <i>View Reports</i> button to access CGDP and open the Home page.</p>	 <p>The screenshot shows the Manufacturer Payment Portal (MPP) interface. At the top, there is a navigation bar with the CMS logo on the left and links for TPAdministrator.com, Contact Us, My Profile, and Log Out on the right. Below the navigation bar, there is a dark blue header with two tabs: Overview and Coverage Gap Discount. The main content area displays the title 'Manufacturer Payment Portal' and a card for 'Coverage Gap Discount'. The card contains the text 'Report(s) Available.' and a button labeled 'View Reports'. At the bottom of the page, there is a footer with links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo and text 'PALMETTO GBA. A CELERIAN GROUP COMPANY'.</p>

Instructions

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

Visuals

TPAdministrator.com Contact Us My Profile Log Out
Logged in as USER ID

Overview Coverage Gap Discount

Coverage Gap Discount Program: Home

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions start by selecting a line item from the list.

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

Invoice Type: All P Number: All Reporting Period: 202304 Status: All

Show 10 entries

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P__5	202304	Successful	<input type="radio"/>
Quarterly	P__3	202304	Incomplete	<input type="radio"/>

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Reporting Periods with no invoice line items [VIEW](#)

Instructions

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.

Visuals

The screenshot shows the 'Pending Payments' page. On the left is a navigation menu with the following items: Home, Pay an Invoice, Pending Payments (highlighted with a red box), Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area features a header with filters for Invoice Type (All), P Number (All), Reporting Period (202304), and Status (All). Below the filters, it says 'Show 10 entries' and includes icons for CSV, PDF, and XLS. A table lists invoice entries:

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P__5	202304	Successful	<input type="radio"/>
Quarterly	P__3	202304	Incomplete	<input checked="" type="radio"/>

Below the table, it says 'Showing 1 to 2 of 2 entries' and includes pagination controls: First, Previous, 1 (selected), Next, Last. At the bottom, there is a link 'Reporting Periods with no invoice line items' and a 'VIEW' button.

Instructions

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.

Visuals

The screenshot shows the CMS TP Administrator portal. The top navigation bar includes the CMS logo, the URL 'TPAdministrator.com', and links for 'Contact Us', 'My Profile', and 'Log Out'. The user is logged in as 'USER ID'. The main content area is titled 'Coverage Gap Discount Program: Pending Payments'. A sidebar on the left contains navigation options: Home, Pay an Invoice, Pending Payments (highlighted with a red box), Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area displays a 'Pending Payments' section with a message: 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' Below this is a table with columns: Contract Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. The table contains four entries, each with a contract number ending in 4 or 7, an authorization amount of \$1.25, a date submitted of 08/30/2024, and a payment date of 09/03/2024. A 'Stop Payment' checkbox is present for each entry. At the bottom of the table, there are pagination controls showing 'Showing 1 to 4 of 4 entries' and a '1' in a box. A 'Select All Payments' checkbox and a green 'Stop Payment' button are also visible.

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.”

The screenshot shows the same CMS TP Administrator portal as above, but the 'Pending Payments' section displays a message: 'There are no pending transactions at this time.' The table below this message is empty, and the pagination controls show 'Showing 0 to 0 of 0 entries'. The 'Stop Payment' button and 'Select All Payments' checkbox are still present.

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 Manufacturers](#) instruction for the **Pending Payments** page is provided next.

Pending Payments

Stop Payment Available Until Approximately 9:00 PM ET of the current business date.

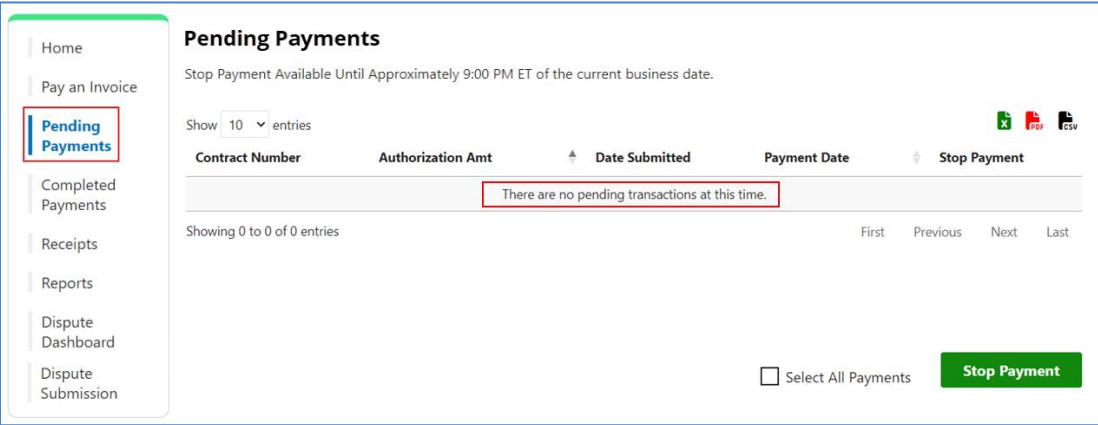
Show 10 entries

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
—4	\$1.25	08/30/2024	08/30/2024	<input type="checkbox"/>
—7	\$1.25	08/30/2024	08/30/2024	<input type="checkbox"/>
—4	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>
—7	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Select All Payments **Stop Payment**

Instructions	Visuals
<p>7. Once either payment processing or stop payment has been completed for all invoices displayed in the <i>Pending Payments Table</i>, this screen message will appear:</p>	 <p>The screenshot displays the 'Pending Payments' interface. On the left is a navigation menu with options: Home, Pay an Invoice, Pending Payments (highlighted with a red box), Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area is titled 'Pending Payments' and includes a sub-header: 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' Below this is a 'Show 10 entries' dropdown. A table header lists columns: Contract Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. A red box highlights a message in the table area: 'There are no pending transactions at this time.' Below the table, it says 'Showing 0 to 0 of 0 entries' and includes pagination links: First, Previous, Next, Last. At the bottom right, there is a checkbox for 'Select All Payments' and a green 'Stop Payment' button.</p>

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

Processing Stop Payments for Manufacturers

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 instruction provides 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 Manufacturer associates assigned the Payment Contact role.

Stop Payments for Individual and Multiple Invoices Instructions – Manufacturers

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
<p>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.</p> <p>Select the “Coverage Gap Discount” card’s <i>View Reports</i> button to access CGDP and open the Home page.</p>	 <p>The screenshot displays the Manufacturer Payment Portal (MPP) Overview page. At the top left is the CMS logo (Centers for Medicare & Medicaid Services). To the right are navigation links: TPAdministrator.com, Contact Us, My Profile, and Log Out. Below these links, it says "Logged in as USER ID". A dark blue navigation bar contains two buttons: "Overview" and "Coverage Gap Discount". The main content area features the heading "Manufacturer Payment Portal" and a card titled "Coverage Gap Discount" with the text "Report(s) Available." and a "View Reports" button. At the bottom of the page, there are links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo (A Celerian Group Company).</p>

Instructions

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

Visuals

TPAdministrator.com Contact Us My Profile Log Out
Logged in as USER ID

Overview Coverage Gap Discount

Coverage Gap Discount Program: Home

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions start by selecting a line item from the list.

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

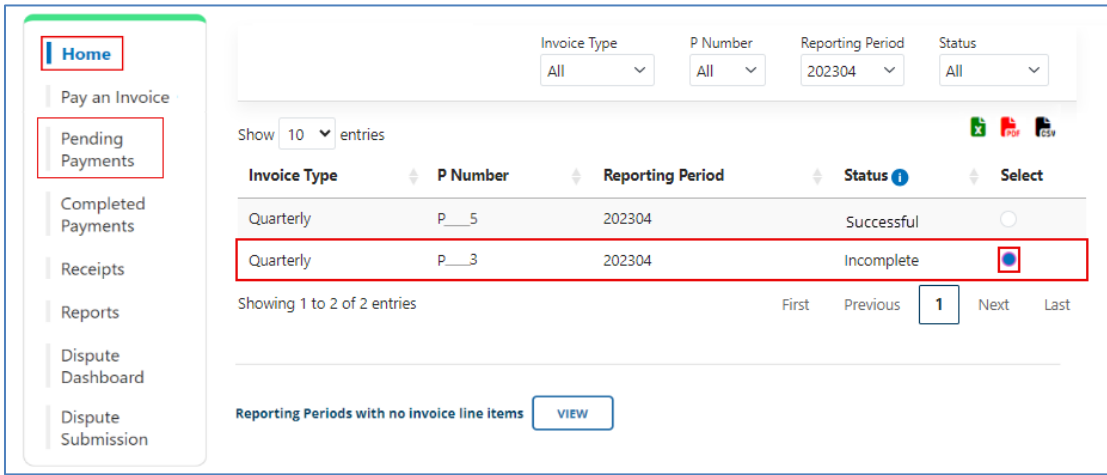
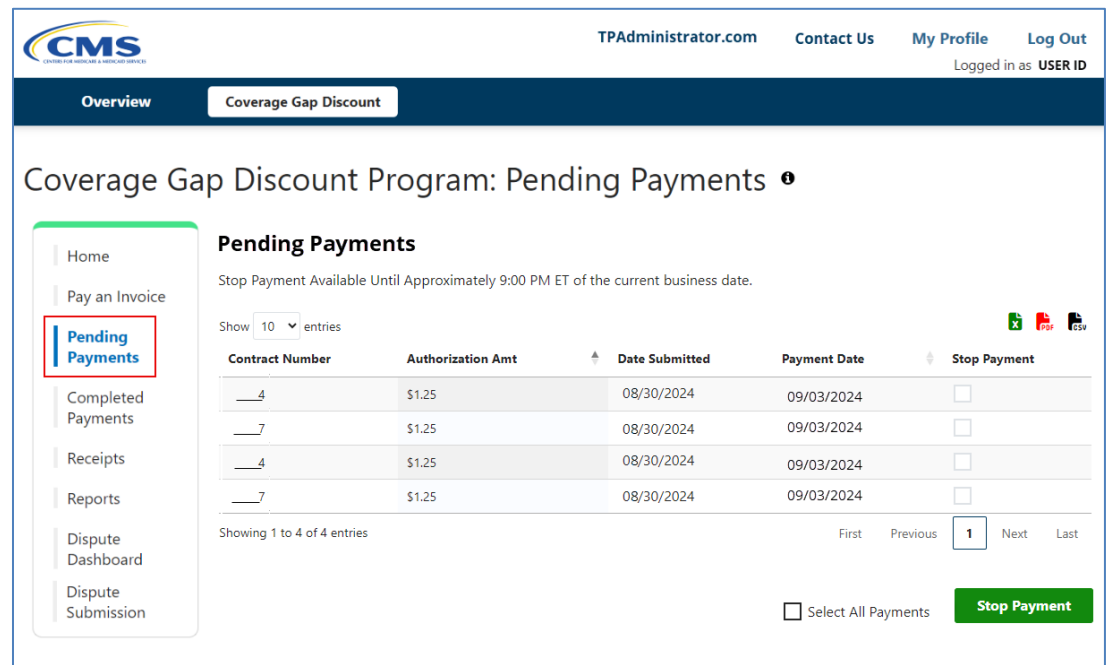
Invoice Type: All P Number: All Reporting Period: 202304 Status: All

Show 10 entries

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P__5	202304	Successful	<input type="radio"/>
Quarterly	P__3	202304	Incomplete	<input type="radio"/>

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Reporting Periods with no invoice line items VIEW

Instructions	Visuals																									
<p>3. Select the invoice line item for review on the Home page, then select the Pending Payments page link.</p>	 <p>The screenshot shows the 'Home' page of the manufacturer payment portal. On the left sidebar, the 'Pending Payments' link is highlighted with a red box. The main content area displays a table of invoice items. The second row is highlighted with a red box, showing 'Quarterly' as the Invoice Type, 'P__3' as the P Number, '202304' as the Reporting Period, and 'Incomplete' as the Status. A blue selection icon is visible in the 'Select' column for this row.</p>																									
<p>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 <u><i>Pending Payments Table</i></u>.</p>	 <p>The screenshot shows the 'Pending Payments' page. The left sidebar has 'Pending Payments' highlighted with a red box. The main content area features a table with the following data:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contract Number</th> <th>Authorization Amt</th> <th>Date Submitted</th> <th>Payment Date</th> <th>Stop Payment</th> </tr> </thead> <tbody> <tr> <td>___4</td> <td>\$1.25</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___7</td> <td>\$1.25</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___4</td> <td>\$1.25</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___7</td> <td>\$1.25</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>At the bottom right, there is a green 'Stop Payment' button and a checkbox labeled 'Select All Payments'.</p>	Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	___4	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>	___7	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>	___4	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>	___7	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>
Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment																						
___4	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>																						
___7	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>																						
___4	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>																						
___7	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>																						

Instructions

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.

Visuals

Pending Payments
 Stop Payment Available Until Approximately 9:00 PM ET of the current business date.

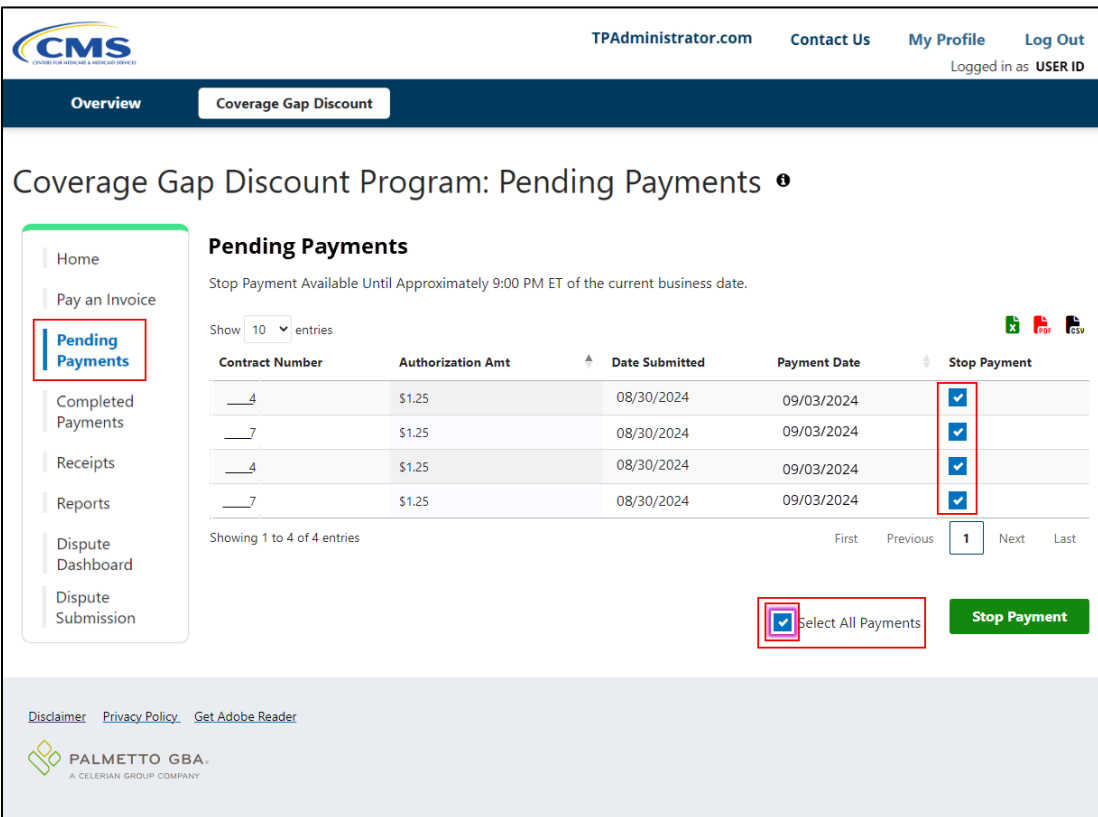
Show 10 entries

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
___4	\$1.25	08/30/2024	08/30/2024	<input checked="" type="checkbox"/>
___7	\$1.25	08/30/2024	08/30/2024	<input checked="" type="checkbox"/>
___4	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>
___7	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>

Showing 1 to 4 of 4 entries

First Previous **1** Next Last

Select All Payments **Stop Payment**

Instructions	Visuals
<p>6. Now if all the invoice line items appearing on the Pending Payments page need to be stopped, you can use the <i>Select All Payments</i> checkbox to populate all the checkboxes in the <i>Stop Payment</i> column with a checkmark in the <i>Pending Payments Table</i>.</p>	 <p>The screenshot displays the CMS TPA Administrator interface. At the top, the CMS logo and navigation links (TPAdministrator.com, Contact Us, My Profile, Log Out) are visible. The user is logged in as 'USER ID'. The main navigation bar includes 'Overview' and 'Coverage Gap Discount'. The page title is 'Coverage Gap Discount Program: Pending Payments'. A left sidebar contains menu items: Home, Pay an Invoice, Pending Payments (highlighted), Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area shows a 'Pending Payments' section with a note: 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' Below this is a table with columns: Contract Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. The table contains four rows of data, each with a checked checkbox in the 'Stop Payment' column. At the bottom of the table, there is a 'Showing 1 to 4 of 4 entries' indicator, pagination controls (First, Previous, 1, Next, Last), a 'Select All Payments' checkbox (highlighted), and a green 'Stop Payment' button.</p>

Instructions

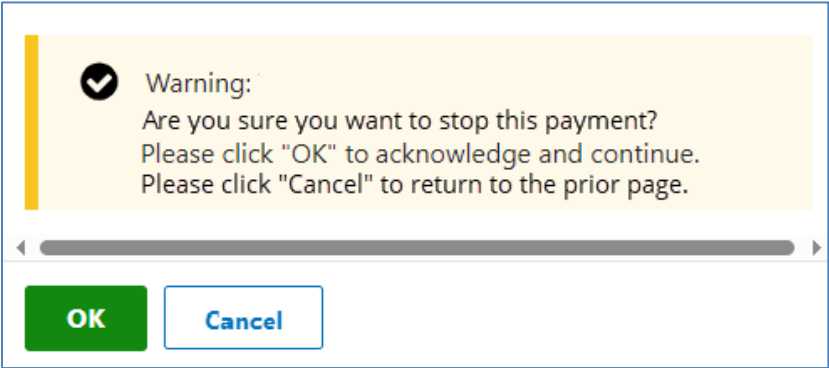
7. To process stop payments, select the Stop Payment button, located at the bottom right of the **Pending Payments** page.

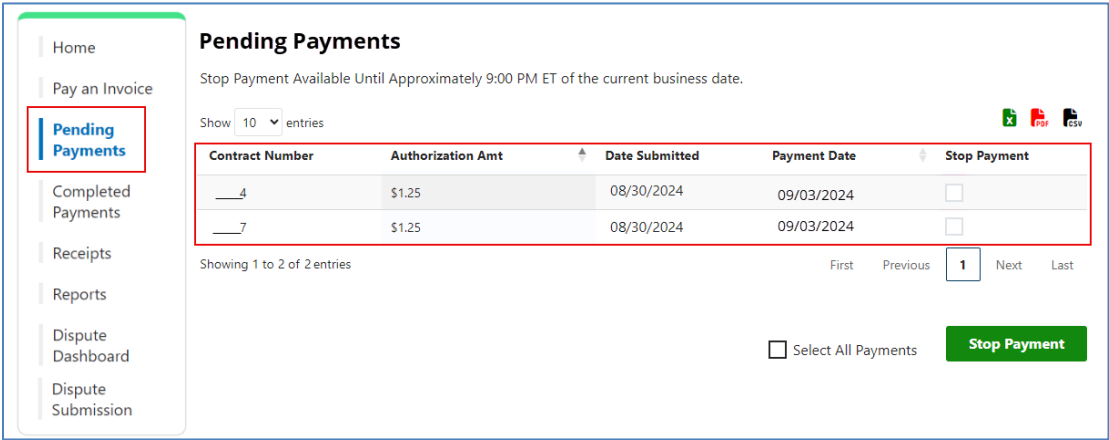
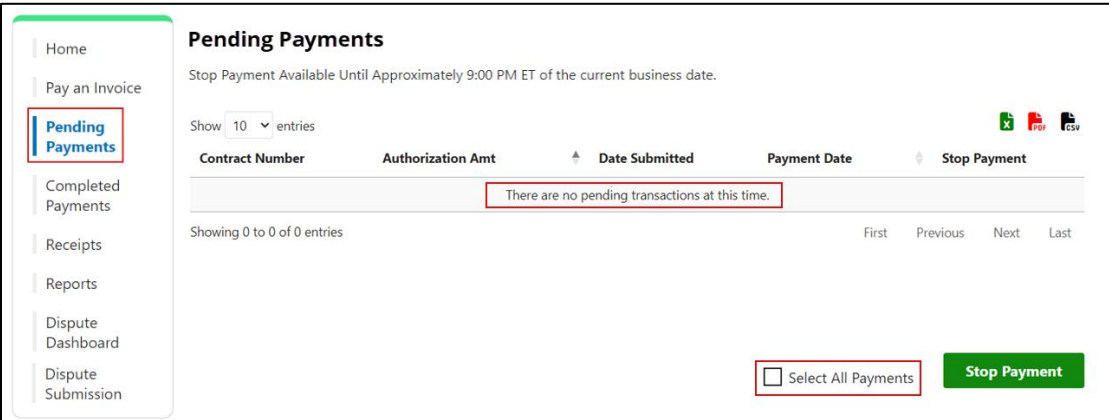
Visuals

The screenshot displays the 'Pending Payments' interface. On the left is a navigation menu with options: Home, Pay an Invoice, Pending Payments (highlighted with a red box), Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area is titled 'Pending Payments' and includes a sub-header 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' Below this is a table with the following data:

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
___4	\$1.25	08/30/2024	09/03/2024	<input checked="" type="checkbox"/>
___7	\$1.25	08/30/2024	09/03/2024	<input checked="" type="checkbox"/>
___4	\$1.25	08/30/2024	09/03/2024	<input checked="" type="checkbox"/>
___7	\$1.25	08/30/2024	09/03/2024	<input checked="" type="checkbox"/>

Below the table, it says 'Showing 1 to 4 of 4 entries' and includes pagination controls: First, Previous, 1 (selected), Next, Last. At the bottom right, there is a 'Select All Payments' checkbox (checked) and a 'Stop Payment' button (highlighted with a green box).

Instructions	Visuals
<p>8. The system will display a message requesting additional action after selecting the <u>Stop Payment</u> button. Select the <u>OK</u> button to process the stop payment for the invoice line item.</p> <p>If it is determined that the selected invoice line is not the correct invoice to process for stop payment, select the <u>Cancel</u> button to exit the message screen and choose the correct line item.</p> <p><i>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:</i></p> <p><u>Select Individual, Multiple or All Invoice Line Items for Payment Initiation Instruction for Manufacturers</u></p>	 <p>The visual shows a warning dialog box with a yellow background and a black checkmark icon. The text inside the dialog reads: "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." Below the text is a horizontal scrollbar. At the bottom of the dialog are two buttons: a green "OK" button and a blue "Cancel" button.</p>

Instructions	Visuals
<p>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.</p>	 <p>The screenshot shows the 'Pending Payments' page with a sidebar on the left containing navigation options: Home, Pay an Invoice, Pending Payments (highlighted with a red box), Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The main content area has the title 'Pending Payments' and a sub-header 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' Below this is a 'Show 10 entries' dropdown and three icons (Excel, PDF, CSV). A table with the following columns is displayed: Contract Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. Two rows of data are shown, both with a 'Stop Payment' checkbox. At the bottom, there is a 'Select All Payments' checkbox and a green 'Stop Payment' button.</p>
<p>10. For stop payments using the <i>Select All Payments</i>, the Pending Payments page will display this message after processing the request.</p> <p>Message states: “There are no pending transactions at this time.”</p>	 <p>The screenshot shows the 'Pending Payments' page with the same sidebar as above. The main content area has the title 'Pending Payments' and the same sub-header. Below the 'Show 10 entries' dropdown and icons, a message box is displayed with the text 'There are no pending transactions at this time.' Below the message, it says 'Showing 0 to 0 of 0 entries' and navigation links for 'First', 'Previous', 'Next', and 'Last'. At the bottom, there is a 'Select All Payments' checkbox and a green 'Stop Payment' button.</p>

Instructions	Visuals																																
<p>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 <u>Invoice Initiation Table</u> and the <u>Total Available</u> field and in the <u>Payment Information</u> section.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right;"> TPAdministrator.com Contact Us My Profile Log Out <small>Logged in as USER ID</small> </div> </div> <div style="background-color: #003366; color: white; padding: 5px; display: flex; justify-content: space-between;"> Overview Coverage Gap Discount </div> <h3 style="text-align: center; margin-top: 10px;">Coverage Gap Discount Program: Pay an Invoice ?</h3> <div style="display: flex; margin-top: 10px;"> <div style="width: 20%; border-right: 1px solid #ccc; padding-right: 5px;"> <ul style="list-style-type: none"> Home <li style="border: 1px solid red; padding: 2px;">Pay an Invoice Pending Payments Completed Payments Receipts Reports Dispute Dashboard Dispute Submission </div> <div style="width: 80%; padding-left: 5px;"> <h4>Payment Information</h4> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%;">\$7.25 <small>Total Invoiced</small></td> <td style="width: 25%;">\$2.50 <small>Total Pending</small></td> <td style="width: 25%;">\$0.00 <small>Total Successful</small></td> <td style="width: 25%; border: 1px solid red;">\$2.50 <small>Total Available</small></td> </tr> <tr> <td>\$0.00 <small>Total Failed</small></td> <td>\$2.25 <small>Total Current Deferred</small></td> <td>\$0.00 <small>Total Previously Deferred</small></td> <td></td> </tr> </table> <p style="font-size: small; margin-top: 5px;">Invoice Period: 202304 Payments Due: 03/10/2024</p> <div style="display: flex; justify-content: space-between; font-size: x-small;"> Contract No: <input type="text" value="All"/> P Number: <input type="text" value="P_____"/> </div> <p style="font-size: x-small; margin-top: 5px;">Show <input type="text" value="10"/> entries</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small; margin-top: 5px;"> <thead> <tr style="border: 1px solid red;"> <th>Contract Number</th> <th>Invoiced Amount</th> <th>Previous Deferred Amount</th> <th>Payment Date</th> <th>Defer</th> <th>Failed</th> <th>EFT ID</th> <th>Initiate Payment</th> </tr> </thead> <tbody> <tr style="border: 1px solid red;"> <td>___4</td> <td>\$1.25</td> <td>\$0.00</td> <td>08/30/2024</td> <td></td> <td></td> <td>CG23041_____</td> <td></td> </tr> <tr style="border: 1px solid red;"> <td>___7</td> <td>\$1.25</td> <td>\$0.00</td> <td>08/30/2024</td> <td></td> <td></td> <td>CG23041_____</td> <td></td> </tr> </tbody> </table> <p style="font-size: x-small; margin-top: 5px;">Showing 1 to 2 of 2 entries</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div> <p style="font-size: x-small; margin: 0;">Update All Dates:</p> <input type="text" value="mm/dd/yyyy"/> </div> <div style="text-align: center;"> First Previous 1 Next Last </div> <div> <input type="checkbox"/> Select All Invoices <input style="background-color: #008000; color: white; padding: 2px 5px;" type="button" value="Submit"/> </div> </div> </div> </div> </div>	\$7.25 <small>Total Invoiced</small>	\$2.50 <small>Total Pending</small>	\$0.00 <small>Total Successful</small>	\$2.50 <small>Total Available</small>	\$0.00 <small>Total Failed</small>	\$2.25 <small>Total Current Deferred</small>	\$0.00 <small>Total Previously Deferred</small>		Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment	___4	\$1.25	\$0.00	08/30/2024			CG23041_____		___7	\$1.25	\$0.00	08/30/2024			CG23041_____	
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___7	\$1.25	\$0.00	08/30/2024			CG23041_____																											

Instructions

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 Manufacturers*

Visuals

The screenshot shows the CMS TP Administrator portal. The main heading is "Coverage Gap Discount Program: Pay an Invoice". On the left is a navigation sidebar with "Pay an Invoice" selected. The main content area is divided into "Payment Information" and a table of invoice entries.

Payment Information Summary:

\$7.25 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$5.00 Total Available
\$0.00 Total Failed	\$2.25 Total Current Deferred	\$0.00 Total Previously Deferred	

Invoice Period: 202304 | Payments Due: 03/10/2024

Contract No: All | P Number: P_____

Show 10 entries

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___4	\$1.25	\$0.00	08/30/2024			CG22031_____	
___7	\$1.25	\$0.00	09/03/2024			CG22031_____	
___4	\$1.25	\$0.00	09/03/2024			CG22031_____	
___7	\$1.25	\$0.00	08/30/2024			CG22031_____	

Showing 1 to 4 of 4 entries

Update All Dates: Select All Invoices

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 Manufacturers

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

Payment Information for P__2

\$22,011,813.86 Total Invoiced	\$2,469.37 Total Received	\$0.00 Total Deferred	\$9,144.49 Total Pending
\$0.00 Total Failed	\$22,000,000.00 Total Outstanding		

Invoice Period: 202402

Contract No: All | P Number: P__2

Show 10 entries

Contract Number	Invoiced Amount	Payment Date	Status	EFT ID
___4	\$42.30	08/19/2024	Successful	CG23041___4
___8	\$1,731.73	08/19/2024	Successful	CG23041___8
___4	\$439.80	08/19/2024	Successful	CG23041___4
___8	\$873.53	08/30/2024	Pending	CG23041___8
___4	\$255.54	08/29/2024	Successful	CG23041___4
___7	\$37.90	08/30/2024	Pending	CG23041___7
___1	\$6.15	09/03/2024	Pending	CG23041___1
___4	\$7,671.33	08/29/2024	Pending	CG23041___4
___4	\$48.49	09/03/2024	Pending	CG23041___4
___1	\$507.09	09/03/2024	Pending	CG23041___1

Showing 1 to 10 of 706 entries

First Previous **1** 2 3 4 5 ... 71 Next Last

The **Completed Payments** page has 15 fields, forms and columns for your use. Refer to [Table 5: Completed Payments](#) to review the features available.

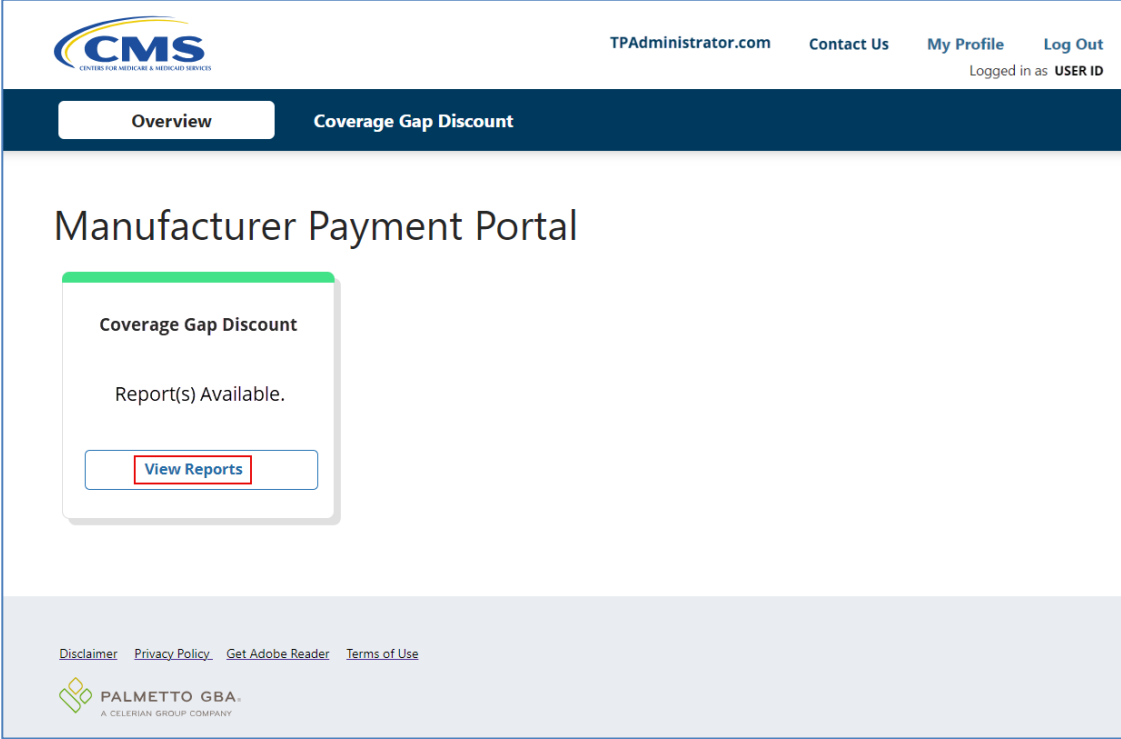
Completed Payment Page Instructions for Manufacturers

Reviewing Invoices

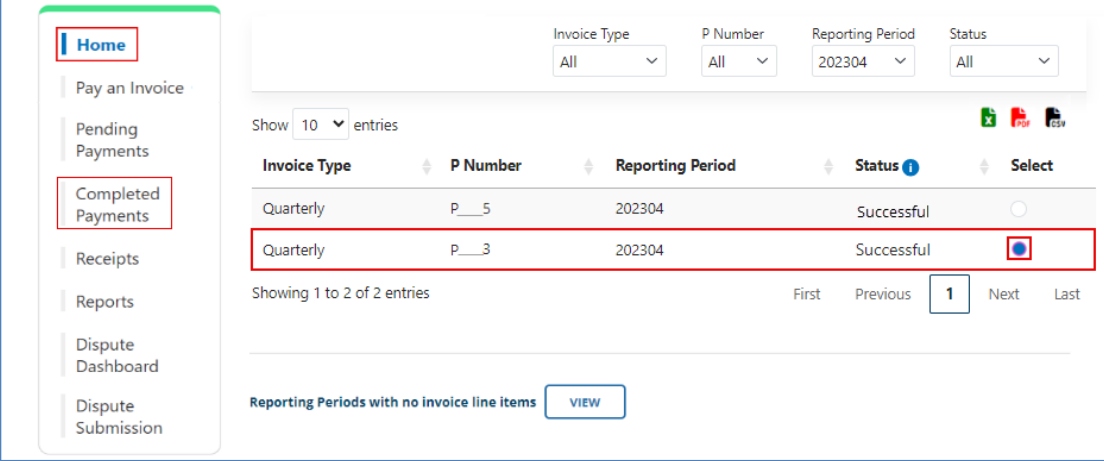
Manufacturers can utilize the CGDP module to view the status of invoice line items that have completed processing. The **Completed Payments** page provides manufacturers with the capability to view the status of Quarterly invoices, such as *Deferred*, *Pending*, or *Successful* quarterly invoice payments. The following instruction provides 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.

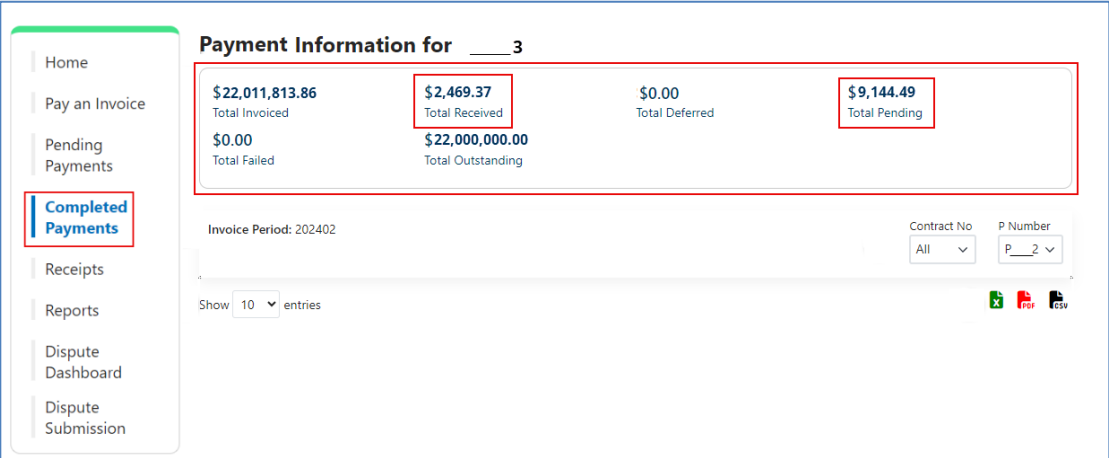
If you need further instructions on logging in, choose the “**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**” found on the CGDP [User Guides](#) page to access the guide.

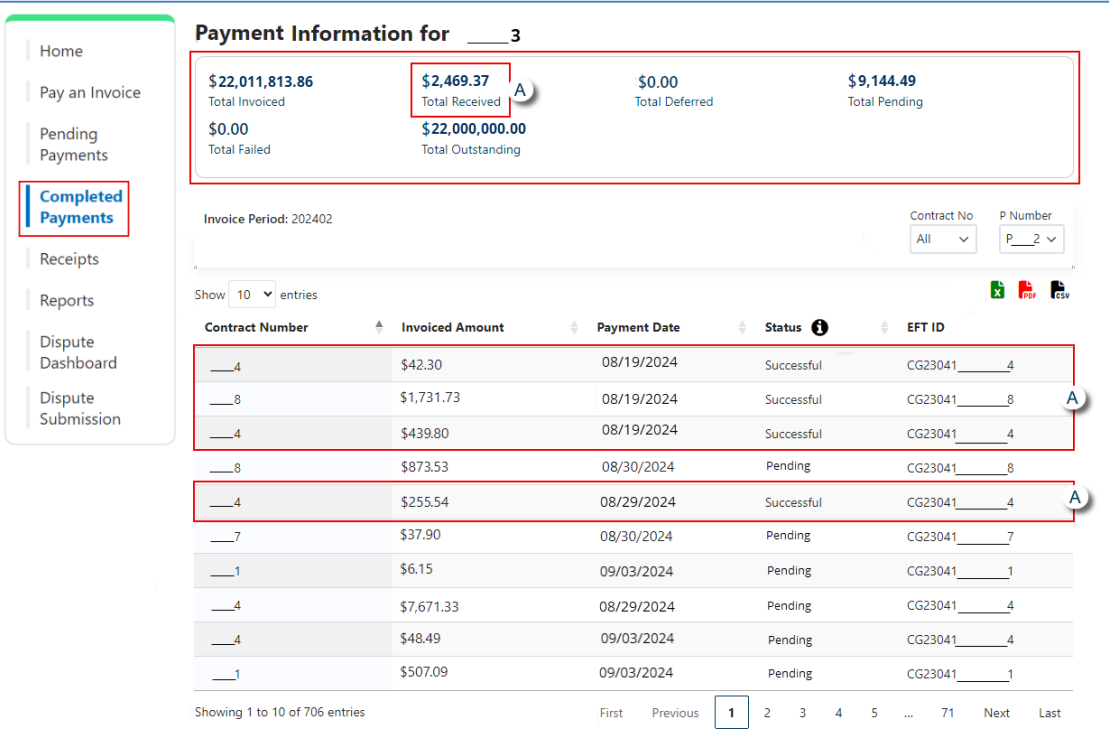
Instructions	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview page will appear showing all program modules assigned to your user ID as cards on the page.</p> <p>Select the “Coverage Gap Discount” card’s <i>View Reports</i> button to access CGDP and open the Home page.</p>	 <p>The screenshot displays the 'Manufacturer Payment Portal' interface. At the top, there is a navigation bar with the CMS logo on the left and links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out' on the right. Below the navigation bar, there are two tabs: 'Overview' and 'Coverage Gap Discount'. The main content area features a card titled 'Coverage Gap Discount' with the text 'Report(s) Available.' and a 'View Reports' button. At the bottom of the page, there are links for 'Disclaimer', 'Privacy Policy', 'Get Adobe Reader', and 'Terms of Use', along with the Palmetto GBA logo and the text 'PALMETTO GBA. A CELERIAN GROUP COMPANY'.</p>

Instructions	Visuals
<p>2. This is the Home page.</p>	

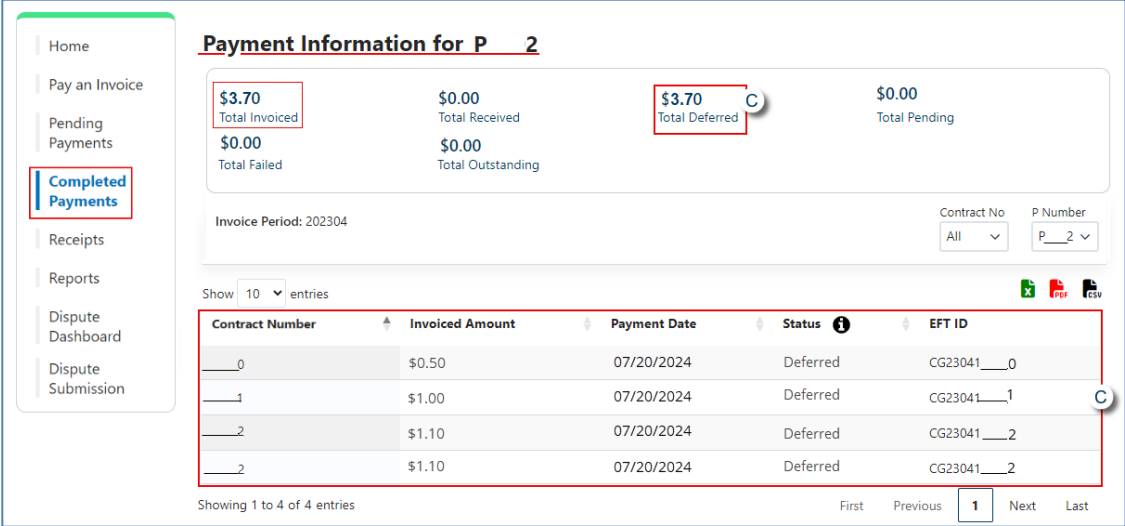
Instructions	Visuals
<p>3. Select the invoice line item for review on the Home page, then select the Completed Payments page link.</p>	 <p>The screenshot displays the 'Completed Payments' page. On the left sidebar, the 'Home' link is highlighted with a red box, and the 'Completed Payments' link is also highlighted with a red box. The main content area features a table with the following columns: Invoice Type, P Number, Reporting Period, Status, and Select. The table contains two rows of data. The second row, representing a 'Quarterly' invoice with P Number 'P__3' and Reporting Period '202304', is highlighted with a red border. The 'Status' for this row is 'Successful', and the 'Select' column contains a blue square icon. Below the table, there is a section titled 'Reporting Periods with no invoice line items' with a 'VIEW' button.</p>

Instructions	Visuals																																																															
<p>4. On the Completed Payments page, and view the <u>Completed Payments Table</u> for invoice line item data displaying on the page.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right;"> TPAdministrator.com Contact Us My Profile Log Out </div> </div> <div style="background-color: #003366; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Overview Coverage Gap Discount </div> <h3 style="text-align: center; margin-top: 10px;">Coverage Gap Discount Program: Completed Payments ?</h3> <div style="display: flex; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 20%; font-size: 0.8em;"> <ul style="list-style-type: none"> Home Pay an Invoice Pending Payments <li style="border: 2px solid red; padding: 2px;">Completed Payments Receipts Reports Dispute Dashboard Dispute Submission </div> <div style="margin-left: 10px;"> <p>Payment Information for <u> 3 </u></p> <table style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <td style="width: 25%;">\$22,011,813.86 <small>Total Invoiced</small></td> <td style="width: 25%;">\$2,469.37 <small>Total Received</small></td> <td style="width: 25%;">\$0.00 <small>Total Deferred</small></td> <td style="width: 25%;">\$9,144.49 <small>Total Pending</small></td> </tr> <tr> <td>\$0.00 <small>Total Failed</small></td> <td>\$22,000,000.00 <small>Total Outstanding</small></td> <td></td> <td></td> </tr> </table> <p style="font-size: 0.7em; margin-top: 5px;">Invoice Period: 202402</p> <div style="display: flex; justify-content: space-between; align-items: center; font-size: 0.7em;"> Contract No P Number </div> <div style="display: flex; justify-content: space-between; align-items: center; font-size: 0.7em;"> All P__2 </div> <p style="font-size: 0.7em; margin-top: 5px;">Show 10 entries</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.7em; text-align: center;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Contract Number</th> <th>Invoiced Amount</th> <th>Payment Date</th> <th>Status</th> <th>EFT ID</th> </tr> </thead> <tbody> <tr><td>___4</td><td>\$42.30</td><td>08/19/2024</td><td>Successful</td><td>CG23041___4</td></tr> <tr><td>___8</td><td>\$1,731.73</td><td>08/19/2024</td><td>Successful</td><td>CG23041___8</td></tr> <tr><td>___4</td><td>\$439.80</td><td>08/19/2024</td><td>Successful</td><td>CG23041___4</td></tr> <tr><td>___8</td><td>\$873.53</td><td>08/30/2024</td><td>Pending</td><td>CG23041___8</td></tr> <tr><td>___4</td><td>\$255.54</td><td>08/29/2024</td><td>Successful</td><td>CG23041___4</td></tr> <tr><td>___7</td><td>\$37.90</td><td>08/30/2024</td><td>Pending</td><td>CG23041___7</td></tr> <tr><td>___1</td><td>\$6.15</td><td>09/03/2024</td><td>Pending</td><td>CG23041___1</td></tr> <tr><td>___4</td><td>\$7,671.33</td><td>08/29/2024</td><td>Pending</td><td>CG23041___4</td></tr> <tr><td>___4</td><td>\$48.49</td><td>09/03/2024</td><td>Pending</td><td>CG23041___4</td></tr> <tr><td>___1</td><td>\$507.09</td><td>09/03/2024</td><td>Pending</td><td>CG23041___1</td></tr> </tbody> </table> <p style="font-size: 0.7em; margin-top: 5px;">Showing 1 to 10 of 706 entries</p> <div style="display: flex; justify-content: center; align-items: center; font-size: 0.7em;"> First Previous 1 2 3 4 5 ... 71 Next Last </div> </div> </div> </div>	\$22,011,813.86 <small>Total Invoiced</small>	\$2,469.37 <small>Total Received</small>	\$0.00 <small>Total Deferred</small>	\$9,144.49 <small>Total Pending</small>	\$0.00 <small>Total Failed</small>	\$22,000,000.00 <small>Total Outstanding</small>			Contract Number	Invoiced Amount	Payment Date	Status	EFT ID	___4	\$42.30	08/19/2024	Successful	CG23041___4	___8	\$1,731.73	08/19/2024	Successful	CG23041___8	___4	\$439.80	08/19/2024	Successful	CG23041___4	___8	\$873.53	08/30/2024	Pending	CG23041___8	___4	\$255.54	08/29/2024	Successful	CG23041___4	___7	\$37.90	08/30/2024	Pending	CG23041___7	___1	\$6.15	09/03/2024	Pending	CG23041___1	___4	\$7,671.33	08/29/2024	Pending	CG23041___4	___4	\$48.49	09/03/2024	Pending	CG23041___4	___1	\$507.09	09/03/2024	Pending	CG23041___1
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___1	\$507.09	09/03/2024	Pending	CG23041___1																																																												

Instructions	Visuals																
<p>5. On the Completed Payments page review the <u>Payment Information</u> section for <u>Pending</u> and <u>Successful (Received)</u> invoice line items.</p> <p>Note: <u>Defer</u> for invoice line items are <u>only</u> available when the Pay an Invoice page's <u>Total Available</u> field's total is less than \$20.00 USD and the manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.</p>	 <p>Payment Information for ___3</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px;"> <tr> <td style="width: 25%;">Total Invoiced</td> <td style="width: 25%; text-align: right;">\$22,011,813.86</td> <td style="width: 25%;">Total Received</td> <td style="width: 25%; text-align: right;">\$2,469.37</td> </tr> <tr> <td>Total Failed</td> <td style="text-align: right;">\$0.00</td> <td>Total Outstanding</td> <td style="text-align: right;">\$22,000,000.00</td> </tr> <tr> <td></td> <td></td> <td>Total Deferred</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td></td> <td></td> <td>Total Pending</td> <td style="text-align: right;">\$9,144.49</td> </tr> </table> <p>Invoice Period: 202402</p> <p>Contract No: All P Number: P_2</p> <p>Show 10 entries</p>	Total Invoiced	\$22,011,813.86	Total Received	\$2,469.37	Total Failed	\$0.00	Total Outstanding	\$22,000,000.00			Total Deferred	\$0.00			Total Pending	\$9,144.49
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Instructions	Visuals
<p>8. In reporting periods where the amount displayed in <u>Total Available</u> field on the Pay an Invoice page for the distributed invoices equals less than \$20.00 <u>and</u> the invoices have been deferred, the <u>Status</u> column in the <u>Completed Payments Table</u> will display <u>Deferred</u>.</p> <p>Example of a manufacturer with deferred invoice line items.</p> <p>Please Note: <u>Defer</u> is applicable <u>only</u> if the amount in the <u>Total Available</u> 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.</p>	

You have now completed reviewing completed invoice line items.

Receipts for Manufacturers

The **Receipts** page allows you to review your Quarterly or Benefit Year (BY) Closeout invoice line items that were upheld in the dispute process, where a sponsor owes you money.

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

For detailed information about the fields on the Receipts page, refer to [Table 6: Receipts](#) in the Appendix.

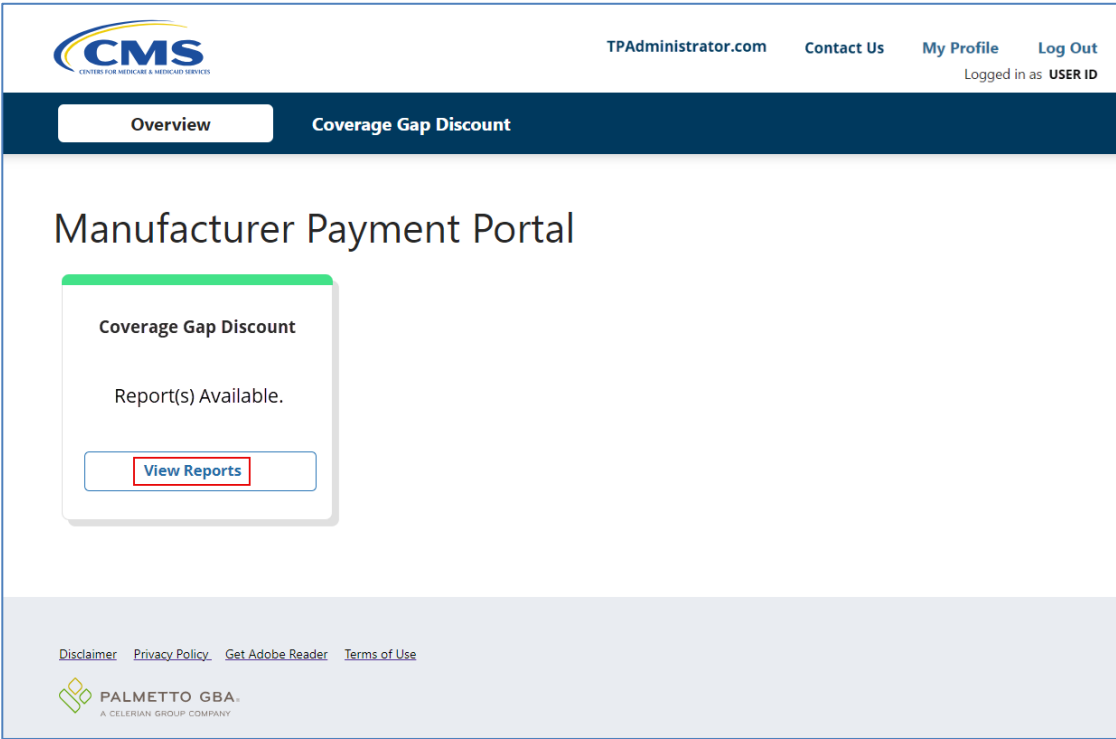
The screenshot shows the 'Coverage Gap Discount Program: Receipts' page. At the top, there's a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this, a dark blue header contains 'Overview' and 'Coverage Gap Discount'. The main title is 'Coverage Gap Discount Program: Receipts'. On the left, a sidebar menu has 'Receipts' highlighted. The main content area shows 'Receipt Information for P_3' with summary statistics: Total Owed (\$4,919.10), Total Received (\$3,115.56), Total Deferred (\$0.00), Total Pending (\$1,313.54), and Total Outstanding (\$0.00). Below this, there are filters for 'Contract No.' (All) and 'P Number' (P_3), and an 'Invoice Period: 202304'. A table lists three entries with columns for Contract Number, Invoiced Amount, Payment Date, Status, and EFT ID. The table shows one entry with a status of 'Received' and two with 'Pending'. At the bottom, it indicates 'Showing 1 to 2 of 2 entries' and has pagination controls.

Contract Number	Invoiced Amount	Payment Date	Status	EFT ID
H__6	\$1,802.02	10/28/2024	Received	CG23041__3H__6
H__3	\$1,803.54		Pending	CG23041__3H__3
H__3	\$1,313.54	10/30/2024	Received	CG23041__3H__3

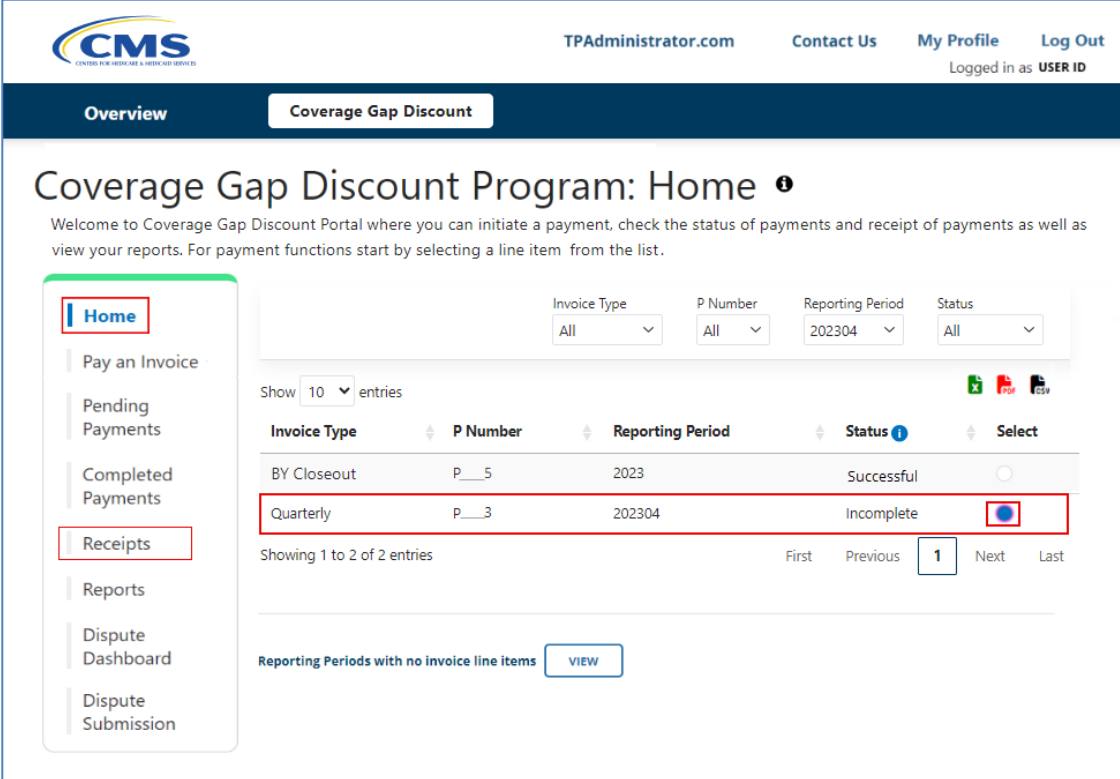
Reviewing Receipts Instruction for Manufacturers

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


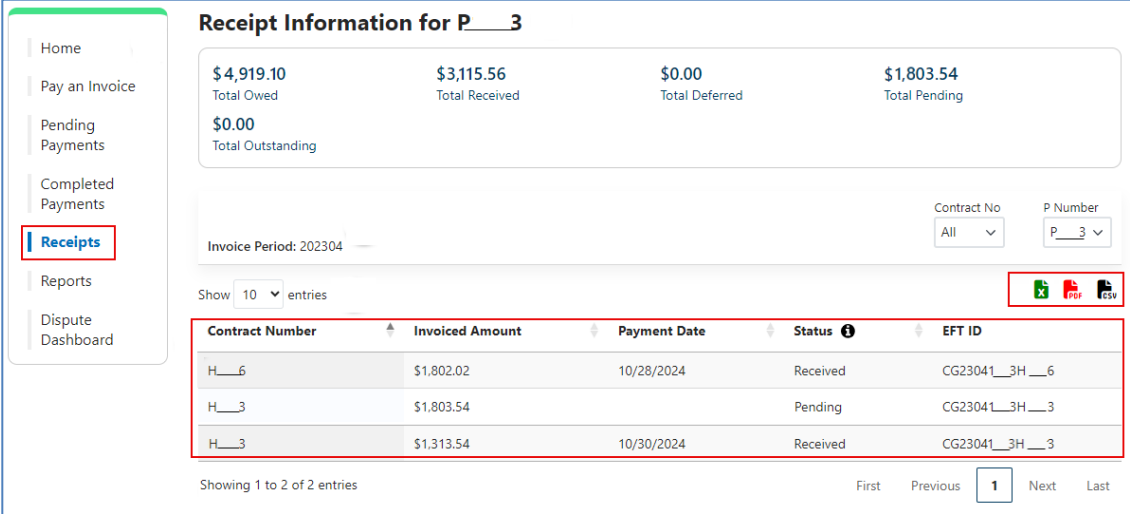
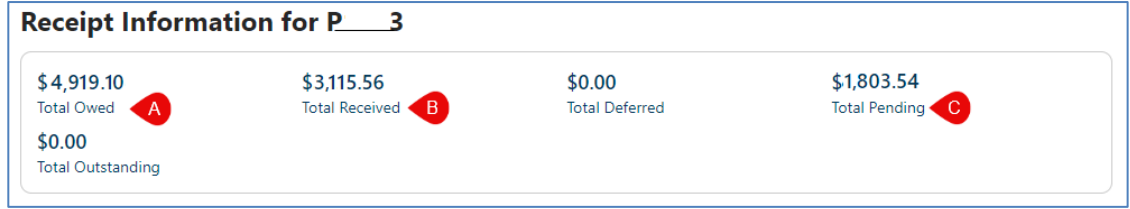
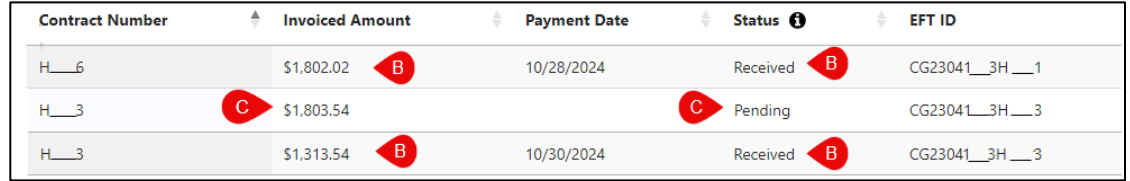
If you need further instructions on logging in, choose the “**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**” found on the CGDP [User Guides](#) page to access the guide.


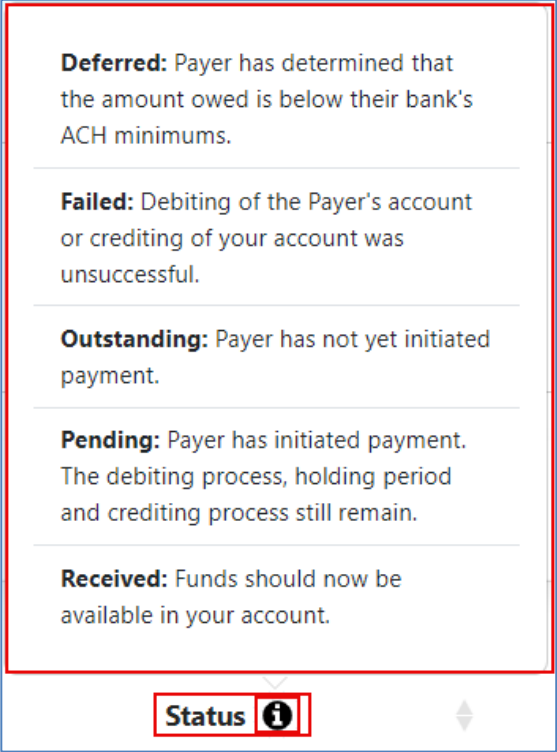

Instructions	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview page will display showing all programs assigned to your user ID as cards on the page.</p> <p>Select the “Coverage Gap Discount” card’s View Reports button or the “Coverage Gap Discount” link in the blue navigation bar.</p>	

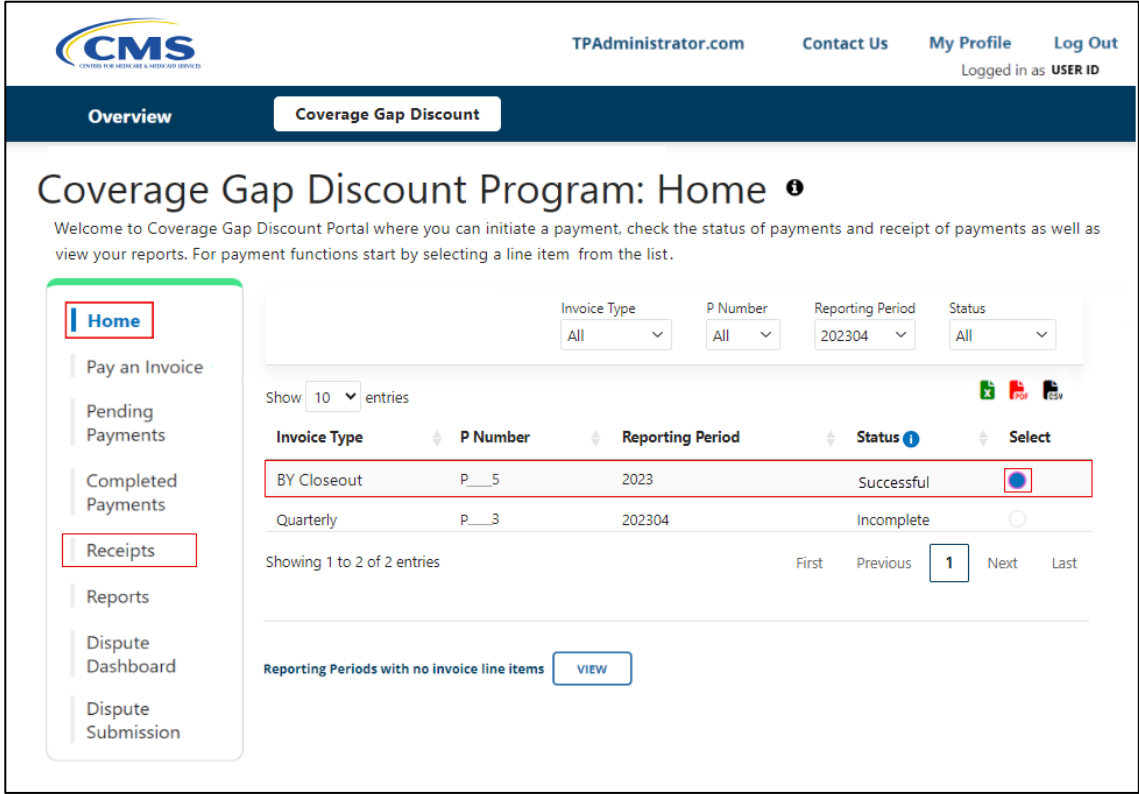
Instructions	Visuals
<p>2. This is the Home page.</p>	



Instructions	Visuals															
<p>3. Select the radio button next to the invoice line item for review on the Home page, then select the Receipts page link.</p>	 <p>The screenshot shows the 'Coverage Gap Discount Program: Home' page. On the left is a navigation menu with 'Home' and 'Receipts' highlighted. The main content area features a table of invoice entries. The second entry, 'Quarterly' with P Number 'P__3' and Reporting Period '202304', is highlighted in red, and its 'Status' is 'Incomplete'. A radio button next to this entry is also highlighted in red. The page includes filters for Invoice Type, P Number, Reporting Period, and Status, and a 'VIEW' button for reporting periods with no invoice line items.</p> <table border="1"><thead><tr><th>Invoice Type</th><th>P Number</th><th>Reporting Period</th><th>Status</th><th>Select</th></tr></thead><tbody><tr><td>BY Closeout</td><td>P__5</td><td>2023</td><td>Successful</td><td><input type="radio"/></td></tr><tr><td>Quarterly</td><td>P__3</td><td>202304</td><td>Incomplete</td><td><input checked="" type="radio"/></td></tr></tbody></table>	Invoice Type	P Number	Reporting Period	Status	Select	BY Closeout	P__5	2023	Successful	<input type="radio"/>	Quarterly	P__3	202304	Incomplete	<input checked="" type="radio"/>
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Instructions	Visuals																												
<p>4. On the Receipts page, view the <u>Receipts Table</u> for invoice line item data displaying on the page.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> TPAdministrator.com Contact Us My Profile Log Out </div> <div style="text-align: right; margin-top: 5px;">Logged in as USER ID</div> <div style="background-color: #003366; color: white; padding: 5px; display: flex; justify-content: space-around; margin-top: 5px;"> Overview Coverage Gap Discount </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center;"> <h3 style="margin: 0;">Coverage Gap Discount Program: Receipts ?</h3> </div> <div style="margin-top: 10px;"> <div style="display: flex;"> <div style="border: 1px solid #ccc; padding: 5px; width: 20%; background-color: #f0f0f0;"> <ul style="list-style-type: none"> Home Pay an Invoice Pending Payments Completed Payments <li style="border: 2px solid red; padding: 2px;">Receipts Reports Dispute Dashboard Dispute Submission </div> <div style="margin-left: 10px;"> <h4>Receipt Information for P__3</h4> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr style="border: 1px solid #ccc;"> <td style="width: 25%;">\$4,919.10 <small>Total Owed</small></td> <td style="width: 25%;">\$3,115.56 <small>Total Received</small></td> <td style="width: 25%;">\$0.00 <small>Total Deferred</small></td> <td style="width: 25%;">\$1,803.54 <small>Total Pending</small></td> </tr> <tr style="border: 1px solid #ccc;"> <td colspan="4">\$0.00 <small>Total Outstanding</small></td> </tr> </table> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> Invoice Period: 202304 <div style="text-align: right;"> Contract No <input type="text" value="All"/> </div> <div style="text-align: right;"> P Number <input type="text" value="P__3"/> </div> </div> <div style="margin-top: 5px;"> Show <input type="text" value="10"/> entries <div style="float: right; text-align: right;"> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Contract Number</th> <th style="text-align: right;">Invoiced Amount</th> <th style="text-align: left;">Payment Date</th> <th style="text-align: left;">Status ?</th> <th style="text-align: left;">EFT ID</th> </tr> </thead> <tbody> <tr> <td>H__6</td> <td style="text-align: right;">\$1,802.02</td> <td>10/28/2024</td> <td>Received</td> <td>CG23041__3H__1</td> </tr> <tr> <td>H__3</td> <td style="text-align: right;">\$1,803.54</td> <td></td> <td>Pending</td> <td>CG23041__3H__3</td> </tr> <tr> <td>H__3</td> <td style="text-align: right;">\$1,313.54</td> <td>10/30/2024</td> <td>Received</td> <td>CG23041__3H__3</td> </tr> </tbody> </table> <div style="margin-top: 10px; font-size: small;"> Showing 1 to 2 of 2 entries <div style="float: right; text-align: right;"> First Previous 1 Next Last </div> </div> </div> </div> </div> </div> </div>	\$4,919.10 <small>Total Owed</small>	\$3,115.56 <small>Total Received</small>	\$0.00 <small>Total Deferred</small>	\$1,803.54 <small>Total Pending</small>	\$0.00 <small>Total Outstanding</small>				Contract Number	Invoiced Amount	Payment Date	Status ?	EFT ID	H__6	\$1,802.02	10/28/2024	Received	CG23041__3H__1	H__3	\$1,803.54		Pending	CG23041__3H__3	H__3	\$1,313.54	10/30/2024	Received	CG23041__3H__3
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Instructions	Visuals
<p>5. To <i>Export</i> the data that is visible in the table, select one of the three icons: Excel, PDF, and CSV.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: This action will only export the columns that are displayed in the <i>Receipts Table</i>.</p>	
<p>6. You can review your Quarterly receipts by comparing the <i>Receipt Information</i> section to the <i>Receipt Table</i> contents.</p>	
<p>In this example, there are two received invoice line items and one pending line item.</p>	

Instructions	Visuals
<p>7. Review the <i>Status</i> column's Information icon  to view the statuses that may be visible in the <i>Receipts Table</i>.</p> <p>To review the statuses and their definitions, refer to Table 6: Receipts.</p>	 <p>Deferred: Payer has determined that the amount owed is below their bank's ACH minimums.</p> <p>Failed: Debiting of the Payer's account or crediting of your account was unsuccessful.</p> <p>Outstanding: Payer has not yet initiated payment.</p> <p>Pending: Payer has initiated payment. The debiting process, holding period and crediting process still remain.</p> <p>Received: Funds should now be available in your account.</p> <p>Status </p>

Instructions	Visuals
<p>8. To review BY Closeout invoices, return to the Home page and select the radio button next to the BY Closeout invoice line item you want to review. This will enable the Receipts link for you to click on.</p>	 <p>The screenshot shows the 'Coverage Gap Discount Program: Home' page. On the left is a navigation menu with options: Home (highlighted), Pay an Invoice, Pending Payments, Completed Payments, Receipts (highlighted), Reports, Dispute Dashboard, and Dispute Submission. The main area has filters for Invoice Type (All), P Number (All), Reporting Period (202304), and Status (All). Below the filters is a table with columns: Invoice Type, P Number, Reporting Period, Status, and Select. The first row is 'BY Closeout' with P Number 'P__5', Reporting Period '2023', Status 'Successful', and a selected radio button. The second row is 'Quarterly' with P Number 'P__3', Reporting Period '202304', and Status 'Incomplete'. At the bottom, there is a 'VIEW' button for 'Reporting Periods with no invoice line items'.</p>

Instructions	Visuals																				
<p>9. You can view the data in the in the <u>Receipts Table</u>.</p> <p>10. To <u>Export</u> the data that is visible in the table, select one of the three icons: Excel, PDF, or CSV.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: This action will only export the columns that are displayed in the <u>Receipts Table</u>.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <ul style="list-style-type: none"> Home Pay an Invoice Pending Payments Completed Payments <li style="background-color: #e1eef6; padding: 2px;">Receipts Reports Dispute Dashboard </div> <div style="width: 75%;"> <h3 style="margin: 0;">Receipt Information for P__3</h3> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">\$435.10 Total Owed</div> <div style="text-align: center;">\$331.56 Total Received</div> <div style="text-align: center;">\$0.00 Total Deferred</div> <div style="text-align: center;">\$103.54 Total Pending</div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>\$0.00 Total Outstanding</div> <div style="text-align: right;"> Contract No: All P Number: P__3 </div> </div> <div style="margin-top: 10px;"> Invoice Period: 2023 Show 10 entries </div> <div style="text-align: right; margin-top: 10px;">  </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Contract Number</th> <th style="text-align: right;">Invoiced Amount</th> <th style="text-align: right;">Payment Date</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">EFT ID</th> </tr> </thead> <tbody> <tr> <td>H__6</td> <td style="text-align: right;">\$18.02</td> <td style="text-align: right;">10/28/2024</td> <td>Received</td> <td>UD20231__3H__6</td> </tr> <tr> <td>H__3</td> <td style="text-align: right;">\$103.54</td> <td></td> <td>Pending</td> <td>UD20231__3H__3</td> </tr> <tr> <td>H__3</td> <td style="text-align: right;">\$313.54</td> <td style="text-align: right;">10/30/2024</td> <td>Received</td> <td>UD20231__3H__3</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px; font-size: small;"> Showing 1 to 2 of 2 entries First Previous 1 Next Last </div> </div> </div> </div>	Contract Number	Invoiced Amount	Payment Date	Status	EFT ID	H__6	\$18.02	10/28/2024	Received	UD20231__3H__6	H__3	\$103.54		Pending	UD20231__3H__3	H__3	\$313.54	10/30/2024	Received	UD20231__3H__3
Contract Number	Invoiced Amount	Payment Date	Status	EFT ID																	
H__6	\$18.02	10/28/2024	Received	UD20231__3H__6																	
H__3	\$103.54		Pending	UD20231__3H__3																	
H__3	\$313.54	10/30/2024	Received	UD20231__3H__3																	
<p>11. You can review your receipts by comparing the <u>Receipt Information</u> section to the <u>Receipt Table</u> contents.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <h3 style="margin: 0;">Receipt Information for P__3</h3> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">\$435.10 Total Owed</div> <div style="text-align: center;">\$331.56 Total Received</div> <div style="text-align: center;">\$0.00 Total Deferred</div> <div style="text-align: center;">\$103.54 Total Pending</div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>\$0.00 Total Outstanding</div> </div> </div> </div> </div> </div></div>																				
<p>In this example, there are two received invoice line items and one pending line item.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Contract Number</th> <th style="text-align: right;">Invoiced Amount</th> <th style="text-align: right;">Payment Date</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">EFT ID</th> </tr> </thead> <tbody> <tr> <td>H__6</td> <td style="text-align: right;">\$18.02</td> <td style="text-align: right;">10/28/2024</td> <td>Received</td> <td>UD20231__3H__6</td> </tr> <tr> <td>H__3</td> <td style="text-align: right;">\$103.54</td> <td></td> <td>Pending</td> <td>UD20231__3H__3</td> </tr> <tr> <td>H__3</td> <td style="text-align: right;">\$313.54</td> <td style="text-align: right;">10/30/2024</td> <td>Received</td> <td>UD20231__3H__3</td> </tr> </tbody> </table> </div>	Contract Number	Invoiced Amount	Payment Date	Status	EFT ID	H__6	\$18.02	10/28/2024	Received	UD20231__3H__6	H__3	\$103.54		Pending	UD20231__3H__3	H__3	\$313.54	10/30/2024	Received	UD20231__3H__3
Contract Number	Invoiced Amount	Payment Date	Status	EFT ID																	
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H__3	\$103.54		Pending	UD20231__3H__3																	
H__3	\$313.54	10/30/2024	Received	UD20231__3H__3																	

You have now completed reviewing Quarterly and BY Closeout invoice line item receipts.

Reports for Manufacturers

The **Reports** page in the CGDP module allows manufacturers to view and select Invoice, Data, and Tracking reports based on P 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
- Sponsor 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.

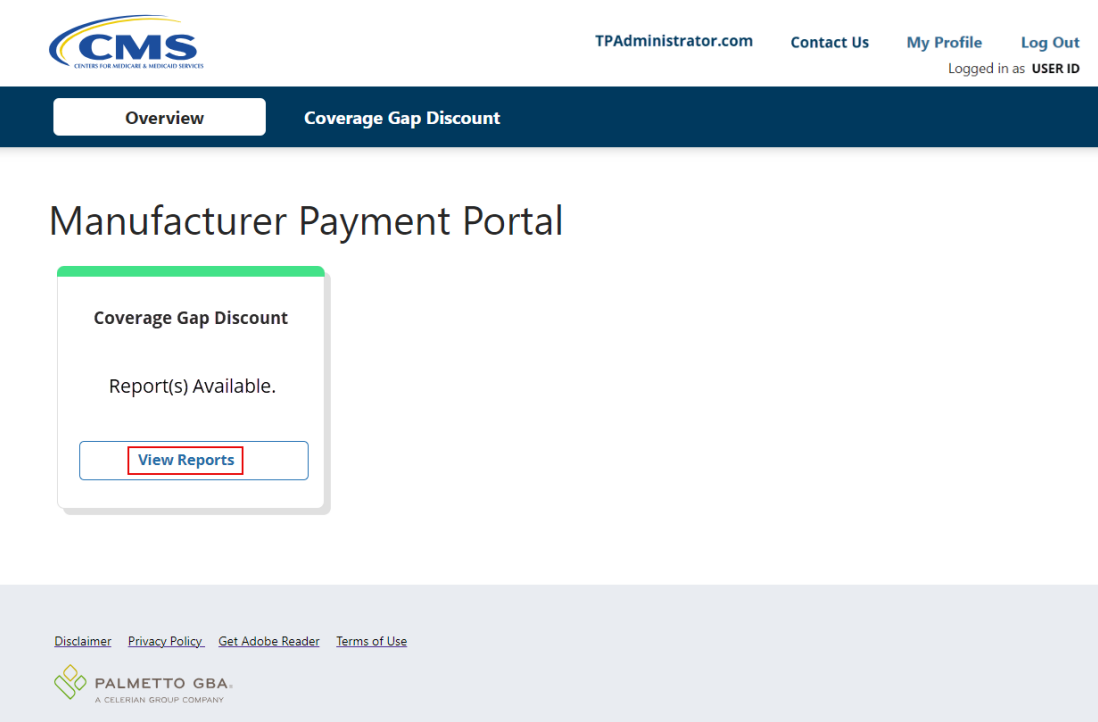
The **Reports** page is available for both *Payment Contact* and *TPA Liaison* roles.

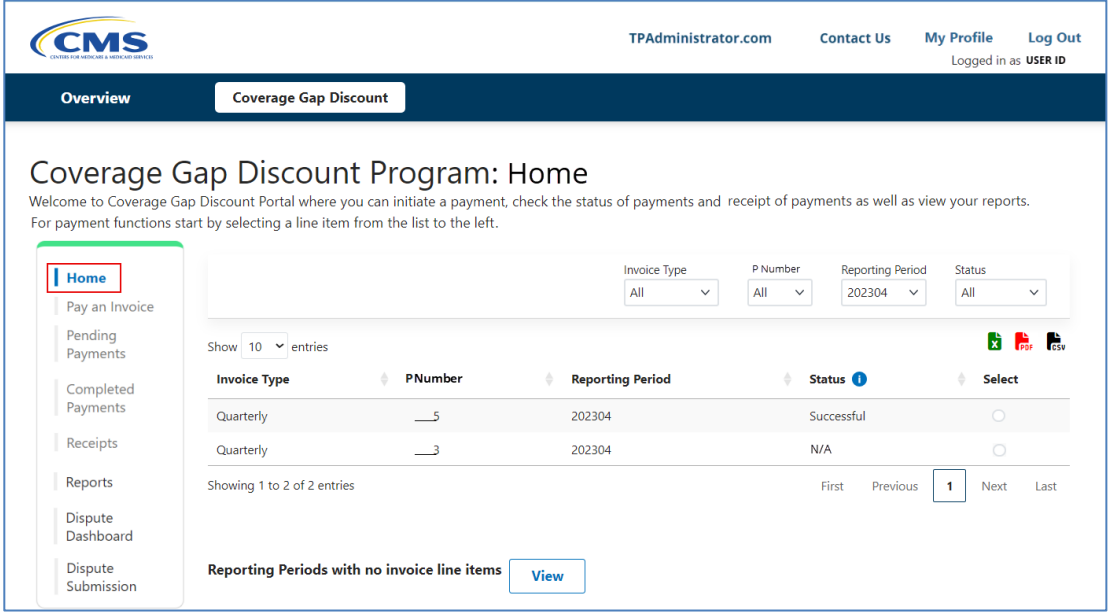
The screenshot shows the CMS TPA Administrator portal. At the top, there is a navigation bar with the CMS logo, 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a dark blue header with 'Overview' and 'Coverage Gap Discount' tabs. The main heading is 'Coverage Gap Discount Program: Reports'. A sidebar on the left contains navigation links: Home, Pay an Invoice, Pending Payments, Completed Payments, Receipts, Reports (highlighted with a red box), Dispute Dashboard, and Dispute Submission. The main content area features 'Important Dates (Quarter 202402)' with four key dates: 08/31/2024 (Invoice Distribution), 12/31/2024 (Invoice Payment Deadline), 10/31/2024 (Dispute Submission Deadline), and 12/30/2024 (Dispute Disposition Distribution). Below this are filter dropdowns for Reporting Type (Invoice), P Number (All), Reporting Period (All), and Invoice Type (All). A 'Sponsor 1099 Information' link is also present. A table displays a list of reports with columns for Invoice Type, P Number, Reporting Period, Date Loaded, and Download. The table shows 10 entries, with the first entry being 'BY Closeout' for P__1 in 2018. A pagination bar at the bottom indicates 'Showing 1 to 10 of 72 entries' and includes navigation options like 'First', 'Previous', '1', '2', '3', '4', '5', '...', '8', 'Next', and 'Last'. At the bottom of the page, there are links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo.

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
<p>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 programs assigned to your user ID as cards on the page.</p> <p>Select the “Coverage Gap Discount” card’s <i>View Reports</i> button or the “Coverage Gap Discount” link in the blue navigation bar.</p>	 <p>The screenshot displays the MPP Overview page. At the top, there is a navigation bar with the CMS logo on the left and links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out' on the right. Below the navigation bar, there are two tabs: 'Overview' (selected) and 'Coverage Gap Discount'. The main content area features the heading 'Manufacturer Payment Portal' and a card titled 'Coverage Gap Discount' with the text 'Report(s) Available.' and a 'View Reports' button. At the bottom of the page, there are links for 'Disclaimer', 'Privacy Policy', 'Get Adobe Reader', and 'Terms of Use', along with the Palmetto GBA logo and the text 'PALMETTO GBA. A CELERIAN GROUP COMPANY'.</p>

Instructions	Visuals															
<p>2. The Home page will be displayed.</p>	 <p>The screenshot displays the 'Coverage Gap Discount Program: Home' page. At the top, there is a navigation bar with the CMS logo, 'TPAdministrator.com', and links for 'Contact Us', 'My Profile', and 'Log Out'. Below this is a sub-header 'Coverage Gap Discount'. The main heading is 'Coverage Gap Discount Program: Home', followed by a welcome message: 'Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions start by selecting a line item from the list to the left.' A left-hand navigation menu is visible, with 'Home' selected. The main content area features a search filter section with dropdowns for 'Invoice Type' (All), 'P Number' (All), 'Reporting Period' (202304), and 'Status' (All). Below this is a table of invoice entries:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Invoice Type</th> <th>PNumber</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>5</td> <td>202304</td> <td>Successful</td> <td><input type="radio"/></td> </tr> <tr> <td>Quarterly</td> <td>3</td> <td>202304</td> <td>N/A</td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>Below the table, it says 'Showing 1 to 2 of 2 entries' and includes pagination links: 'First', 'Previous', '1', 'Next', 'Last'. At the bottom, there is a link 'Reporting Periods with no invoice line items View'.</p>	Invoice Type	PNumber	Reporting Period	Status	Select	Quarterly	5	202304	Successful	<input type="radio"/>	Quarterly	3	202304	N/A	<input type="radio"/>
Invoice Type	PNumber	Reporting Period	Status	Select												
Quarterly	5	202304	Successful	<input type="radio"/>												
Quarterly	3	202304	N/A	<input type="radio"/>												

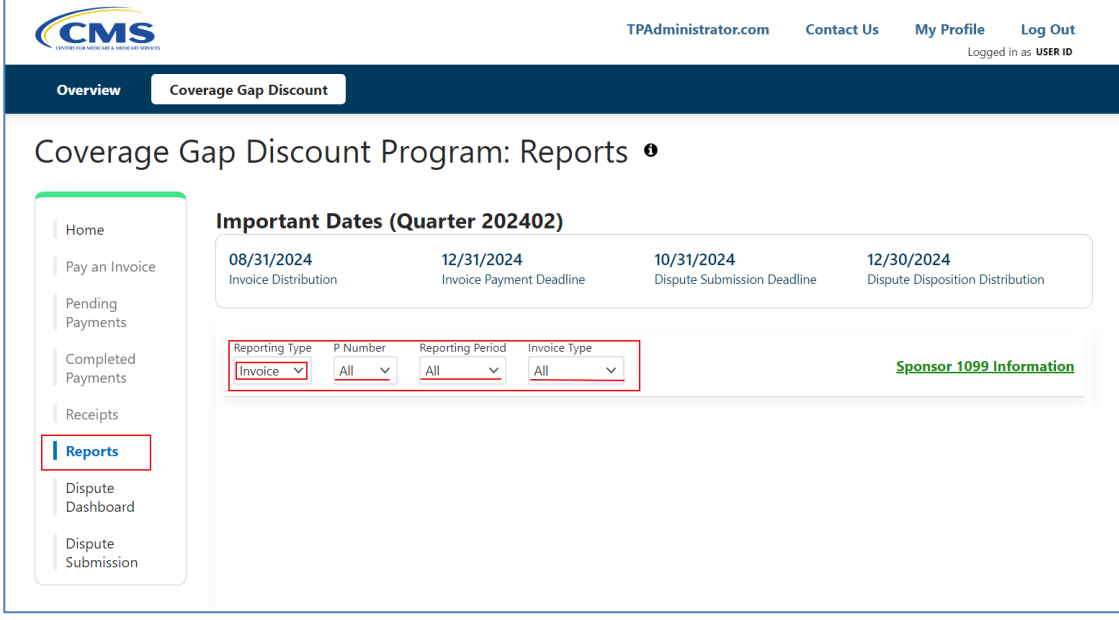
Instructions

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

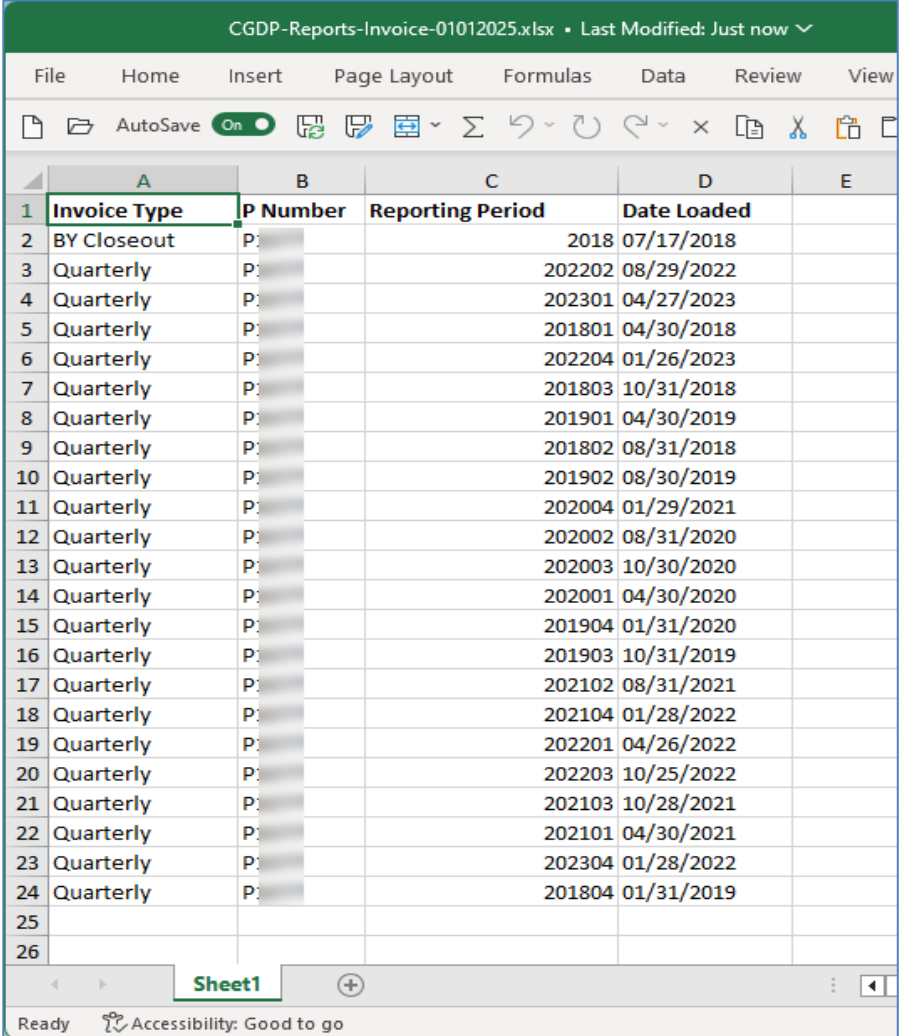
Visuals


The screenshot shows the CMS Coverage Gap Discount Program: Reports page. The navigation menu on the left includes links for Home, Pay an Invoice, Pending Payments, Completed Payments, Receipts, **Reports** (highlighted with a red box), Dispute Dashboard, and Dispute Submission. The main content area features the CMS logo, navigation tabs for Overview and Coverage Gap Discount, and a title 'Coverage Gap Discount Program: Reports' (highlighted with a red box). Below the title is a section for 'Important Dates (Quarter 202403)' with four key dates: 10/31/2024 (Invoice Distribution), 12/09/2024 (Invoice Payment Deadline), 12/31/2024 (Dispute Submission Deadline), and 03/01/2025 (Dispute Disposition Distribution). A filter section allows selection of Reporting Type (Invoice), P Number (All), Reporting Period (All), and Invoice Type (All). A 'Sponsor 1099 Information' link is also present. The main table displays 10 entries of quarterly reports, each with a download icon. The table footer shows 'Showing 1 to 10 of 10 entries' and pagination controls (First, Previous, 1, Next, Last).

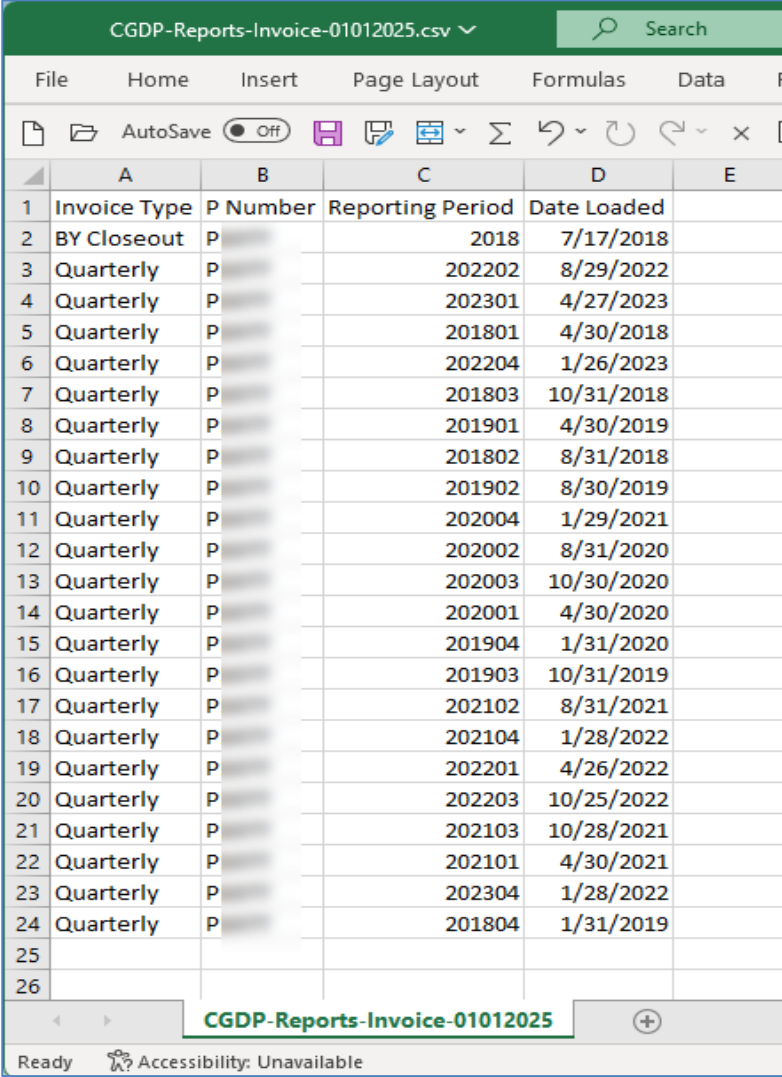
Invoice Type	P Number	Reporting Period	Date Loaded	Download
Quarterly	P__7	202202	09/13/2022	
Quarterly	P__7	202203	01/05/2023	
Quarterly	P__7	202302	10/25/2023	
Quarterly	P__7	202104	04/06/2022	
Quarterly	P__7	202001	08/05/2022	
Quarterly	P__7	202102	04/06/2022	
Quarterly	P__7	201902	01/19/2023	
Quarterly	P__7	202204	03/03/2023	
Quarterly	P__7	202303	11/03/2023	
Quarterly	P__7	202201	05/27/2022	

Instructions	Visuals
<p>4. On the Reports page the <i>Reporting Type</i> filter field defaults to <i>Invoice</i> and all other filters default to “All”.</p>	 <p>The screenshot displays the CMS Coverage Gap Discount Program: Reports page. At the top, there is a navigation bar with the CMS logo, the URL TPAAdministrator.com, and links for Contact Us, My Profile, and Log Out. The user is logged in as USER ID. Below the navigation bar, there are tabs for Overview and Coverage Gap Discount. The main heading is 'Coverage Gap Discount Program: Reports'. On the left, a sidebar menu lists various options: Home, Pay an Invoice, Pending Payments, Completed Payments, Receipts, Reports (highlighted with a red box), Dispute Dashboard, and Dispute Submission. The main content area features 'Important Dates (Quarter 202402)' with four key dates: 08/31/2024 (Invoice Distribution), 12/31/2024 (Invoice Payment Deadline), 10/31/2024 (Dispute Submission Deadline), and 12/30/2024 (Dispute Disposition Distribution). Below this, there is a filter section with four dropdown menus: Reporting Type (set to Invoice), P Number (set to All), Reporting Period (set to All), and Invoice Type (set to All). A link for 'Sponsor 1099 Information' is also present.</p>



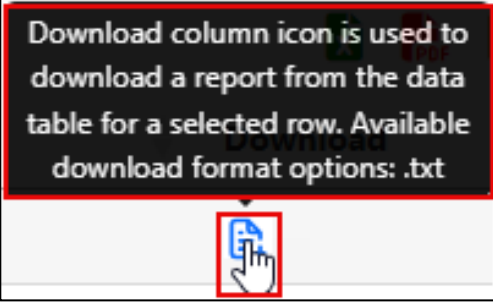
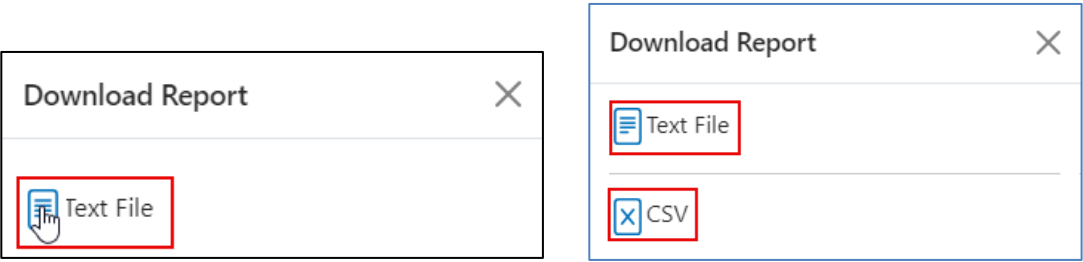
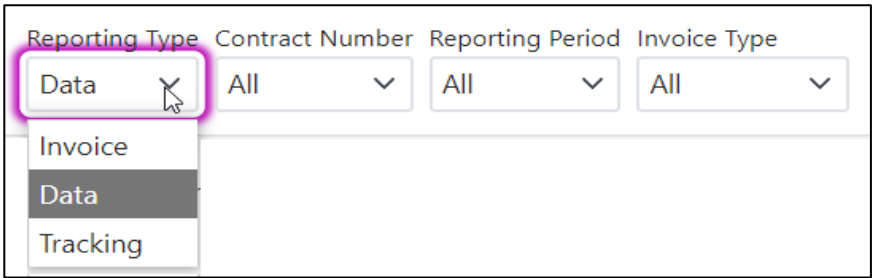
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<p>5. To export the data that you see in the table, select one of the three icons: Excel, PDF or CSV.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> </div>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex;"> <div style="width: 25%; border-right: 1px solid #ccc; padding-right: 5px;"> <ul style="list-style-type: none"> Home Pay an Invoice Pending Payments Completed Payments Receipts <li style="border: 1px solid red; padding: 2px;">Reports Dispute Dashboard Dispute Submission </div> <div style="width: 75%; padding-left: 5px;"> <h3 style="margin: 0;">Important Dates (Quarter 202402)</h3> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="text-align: center;">08/31/2024 <small>Invoice Distribution</small></div> <div style="text-align: center;">12/31/2024 <small>Invoice Payment Deadline</small></div> <div style="text-align: center;">10/31/2024 <small>Dispute Submission Deadline</small></div> <div style="text-align: center;">12/30/2024 <small>Dispute Disposition Distribution</small></div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>Reporting Type <small>Invoice</small></div> <div>P Number <small>All</small></div> <div>Reporting Period <small>All</small></div> <div>Invoice Type <small>All</small></div> </div> </div> <div style="text-align: right; margin-bottom: 10px;">Sponsor 1099 Information</div> <div style="margin-bottom: 5px;">Show 10 entries </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 15%;">Invoice Type</th> <th style="width: 15%;">P Number</th> <th style="width: 20%;">Reporting Period</th> <th style="width: 20%;">Date Loaded</th> <th style="width: 30%;">Download</th> </tr> </thead> <tbody> <tr><td>BY Closeout</td><td>P__7</td><td>2018</td><td>07/17/2018</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>202202</td><td>08/29/2022</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>202301</td><td>04/27/2023</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>201801</td><td>04/30/2018</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>202204</td><td>01/26/2023</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>201803</td><td>10/31/2018</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>201901</td><td>04/30/2019</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>201802</td><td>08/31/2018</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>201902</td><td>08/30/2019</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>202004</td><td>01/29/2021</td><td></td></tr> </tbody> </table> <div style="margin-top: 5px;"> <small>Showing 1 to 10 of 72 entries</small> <div style="float: right; text-align: center;"> <small>First</small> <small>Previous</small> 1 <small>2</small> <small>3</small> <small>4</small> <small>5</small> ... <small>8</small> <small>Next</small> <small>Last</small> </div> </div> </div> </div> </div>	Invoice Type	P Number	Reporting Period	Date Loaded	Download	BY Closeout	P__7	2018	07/17/2018		Quarterly	P__7	202202	08/29/2022		Quarterly	P__7	202301	04/27/2023		Quarterly	P__7	201801	04/30/2018		Quarterly	P__7	202204	01/26/2023		Quarterly	P__7	201803	10/31/2018		Quarterly	P__7	201901	04/30/2019		Quarterly	P__7	201802	08/31/2018		Quarterly	P__7	201902	08/30/2019		Quarterly	P__7	202004	01/29/2021	
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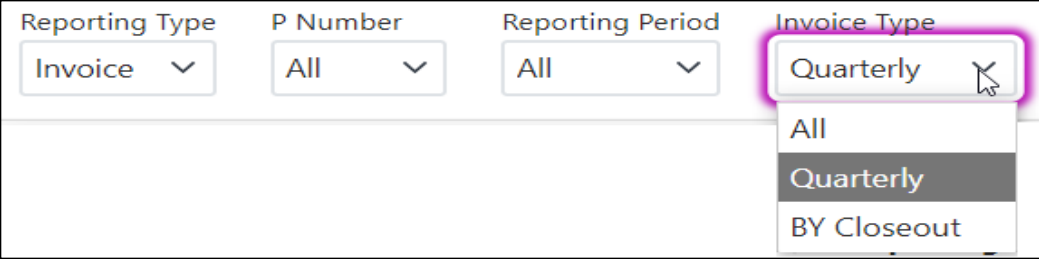
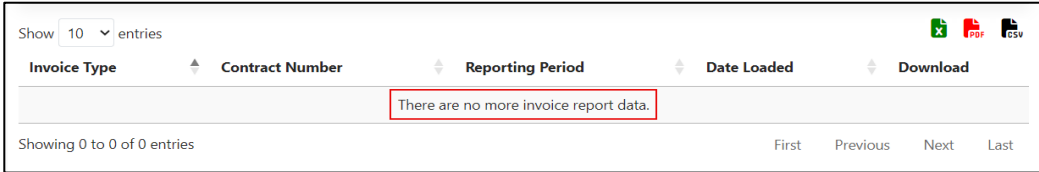
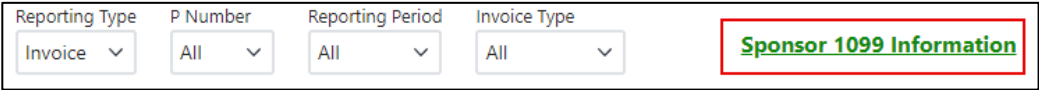
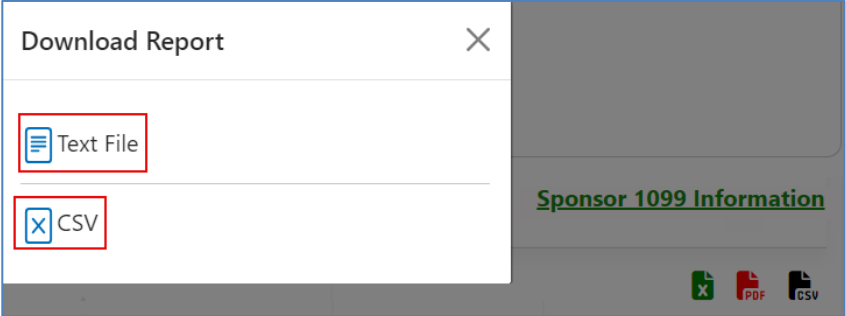
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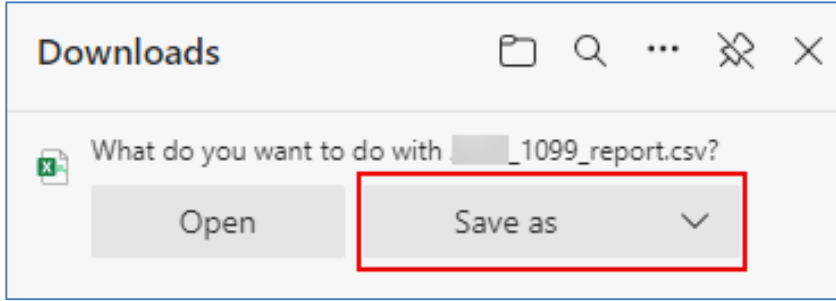
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<p>6. You can also apply additional filters to narrow down your search.</p> <p>For example, you can filter by the <i>Invoice Type</i> such as <u>Quarterly</u> or <u>BY Closeout</u>.</p>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Home Pay an Invoice Pending Payments Completed Payments Receipts Reports Dispute Dashboard </div> <div style="margin-top: 10px;"> <h3 style="margin: 0;">Important Dates (Quarter 202403)</h3> <table style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="text-align: center; width: 25%;">10/31/2024 <small>Invoice Distribution</small></td> <td style="text-align: center; width: 25%;">10/16/2025 <small>Invoice Payment Deadline</small></td> <td style="text-align: center; width: 25%;">12/31/2024 <small>Dispute Submission Deadline</small></td> <td style="text-align: center; width: 25%;">03/01/2025 <small>Dispute Disposition Distribution</small></td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Reporting Type: Invoice P Number: All Reporting Period: All Invoice Type: Quarterly Sponsor 1099 Information </div> <p>Showing 10 entries </p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Invoice Type</th> <th>P Number</th> <th>Reporting Period</th> <th>Date Loaded</th> <th>Download</th> </tr> </thead> <tbody> <tr><td>Quarterly</td><td>P__7</td><td>202202</td><td>08/29/2022</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>202301</td><td>04/27/2023</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>201801</td><td>04/30/2018</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>202204</td><td>01/26/2023</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>201803</td><td>10/31/2018</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>201901</td><td>04/30/2019</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>201802</td><td>08/31/2018</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>201902</td><td>08/30/2019</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>202004</td><td>01/29/2021</td><td></td></tr> <tr><td>Quarterly</td><td>P__7</td><td>202002</td><td>08/31/2020</td><td></td></tr> </tbody> </table> <p>Showing 1 to 10 of 22 entries First Previous 1 2 3 Next Last</p> </div> </div>	10/31/2024 <small>Invoice Distribution</small>	10/16/2025 <small>Invoice Payment Deadline</small>	12/31/2024 <small>Dispute Submission Deadline</small>	03/01/2025 <small>Dispute Disposition Distribution</small>	Invoice Type	P Number	Reporting Period	Date Loaded	Download	Quarterly	P__7	202202	08/29/2022		Quarterly	P__7	202301	04/27/2023		Quarterly	P__7	201801	04/30/2018		Quarterly	P__7	202204	01/26/2023		Quarterly	P__7	201803	10/31/2018		Quarterly	P__7	201901	04/30/2019		Quarterly	P__7	201802	08/31/2018		Quarterly	P__7	201902	08/30/2019		Quarterly	P__7	202004	01/29/2021		Quarterly	P__7	202002	08/31/2020	
10/31/2024 <small>Invoice Distribution</small>	10/16/2025 <small>Invoice Payment Deadline</small>	12/31/2024 <small>Dispute Submission Deadline</small>	03/01/2025 <small>Dispute Disposition Distribution</small>																																																									
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Instructions	Visuals
<p>7. To download the entire selected report, click on the blue icon  in the Download column.</p> <p>When you hover over the blue icon , a message displays:</p> <p>“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.)</p>	
<p>8. On the <u>Download Report</u> popup, select the desired format from the available options.</p> <ul style="list-style-type: none"> • <u>Invoice</u> and <u>Tracking</u> download options: .txt • <u>Data</u> and <u>1099 Information</u> download options: .txt and .csv 	
<p>9. To choose a different <u>Reporting Type</u> to download, use the <u>Reporting Type</u> filter and select the desired type, such as <u>Data</u> or <u>Tracking</u>.</p>	

Instructions	Visuals
<p>10. To choose a different invoice type for download, use the <i>Invoice Type</i> filter and select the desired type, such as <i>Quarterly</i> or <i>BY Closeout</i>.</p>	
<p>11. If no reports are available to download, the <i>Reports Table</i> will display a message: “There are no more invoice report data.”</p>	
<p>12. Manufacturers can access the <i>Sponsor 1099 Information Reports</i> to assist with 1099 reporting for payments made to sponsors. Both the Administrator and Payment Initiator roles have access to download this report.</p>	
<p>13. Choose the desired file format from the available options in the Download <i>Report</i> popup.</p>	

Instructions	Visuals
14. Save your downloaded report to a desired location on your computer.	 A screenshot of a Windows file dialog box titled "Downloads". The dialog box is open to the "Downloads" folder. It displays a question: "What do you want to do with [redacted]_1099_report.csv?". Below the question are two buttons: "Open" and "Save as". The "Save as" button is highlighted with a red rectangular box. The "Save as" button also has a small downward-pointing arrow next to it. The dialog box has standard Windows window controls (minimize, maximize, close) in the top right corner.

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

Dispute Dashboard for Manufacturers

The Disputes functionality allows manufacturers participating in the CGDP to request a CMS review of the current quarter prescription drug event (PDE) line items. Per the Manufacturers' Agreement, Part D Manufacturers have 60 calendar days from the *Invoice Receipt Date* to submit a dispute file. The *Invoice Receipt Date* is defined in Section II (b) of the Manufacturers Agreement:

“Receipt of the invoice shall be considered to be one (1) calendar day after the TPA electronically transmits the invoice to the Manufacturer or otherwise notifies the Manufacturer that it is available (e.g., it is posted on a secure web site for download).”

A PDE line items must be paid 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 CGDP Calendar](#) on the [TPAdministrator.com](#) website.

Manufacturers can create dispute files using the current quarter's data report, either by uploading a text file or using the Dispute Builder functionality. Dispute files are submitted through the CGDP module of the MPP. Note that each file should only include PDEs for a single P Number; files with multiple P Numbers for a user ID will result in errors.

After submitting dispute files, you will review the [Return Files](#) tab for [Accepted/Rejected](#) results of the submitted dispute line items. The [Upheld/Denied](#) results are the final determination from CMS and are found on the [Resolution Files](#) tab. Both are available on the **Dispute Dashboard** page.

Coverage Gap Discount Program: Dispute Dashboard

Important Dates (Quarter 202304)

01/31/2024 Invoice Distribution	03/10/2024 Invoice Payment Deadline	04/01/2024 Dispute Submission Deadline	05/31/2024 Dispute Disposition Distribution
------------------------------------	--	---	--

Return Files | Resolution Files

Invoice Type: Quarterly | P Number: P__5 | Reporting Period: All

Show 10 entries

Return File	Download	Download Date	Reporting Period	P Number	Number Accepted	Number Rejected	Total
Dispute_Return_R20240627			202304	P__5	4,574	415	4,989
Dispute_Return_R20240726			202304	P__5	69	32	101

Showing 1 to 2 of 2 entries | First | Previous | 1 | Next | Last

Disclaimer | Privacy Policy | Get Adobe Reader

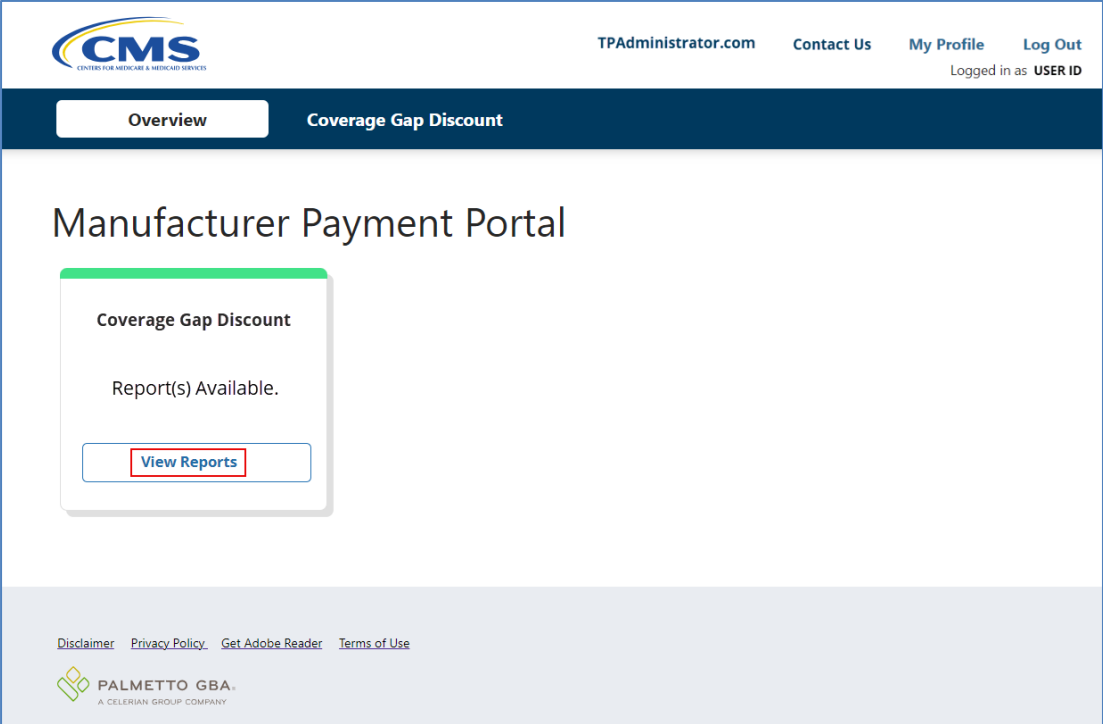
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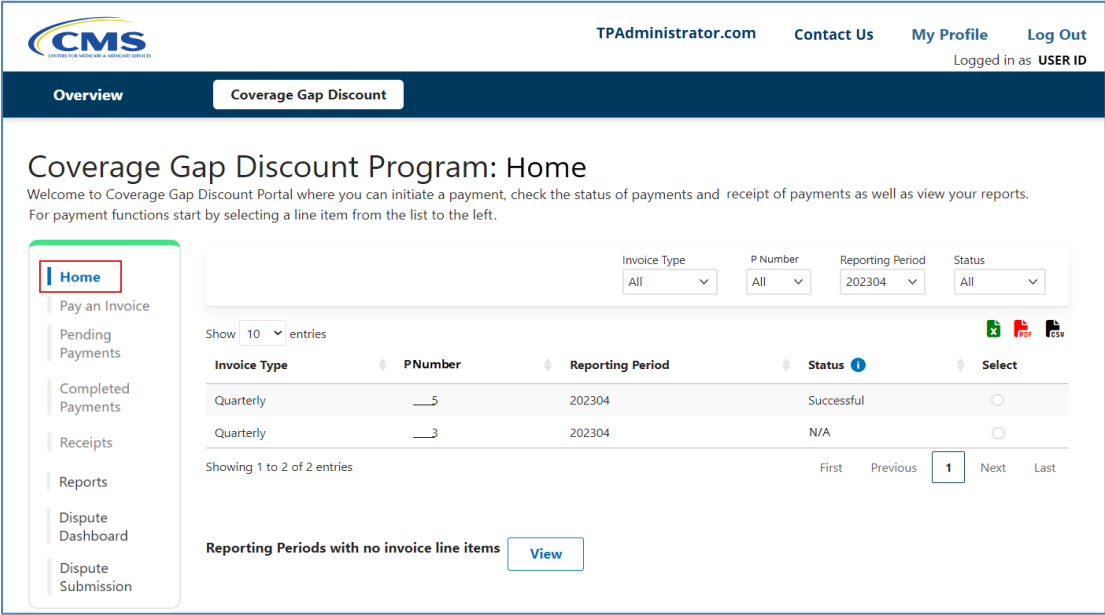
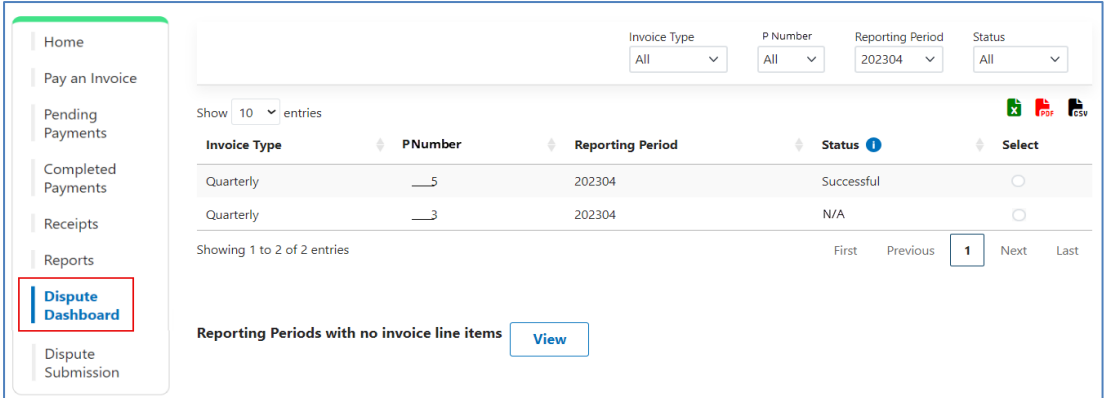
The following instructions will guide you on how to access and review the **Dispute Dashboard** page along with using the Return File and Resolution Files tabs.

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
<p>1. After successfully logging in with your user ID, password and system generated MFA token, the MPP Overview page will display showing all programs assigned to your user ID as cards on the page.</p> <p>Select the “Coverage Gap Discount” card’s View Reports button or the “Coverage Gap Discount” link in the blue navigation bar.</p>	 <p>The screenshot displays the MPP Overview page. At the top left is the CMS logo. To the right are links for TPAdministrator.com, Contact Us, My Profile, and Log Out, with a 'Logged in as USER ID' indicator. A dark blue navigation bar contains 'Overview' and 'Coverage Gap Discount' buttons. The main content area features a 'Manufacturer Payment Portal' heading and a card for 'Coverage Gap Discount' with the text 'Report(s) Available.' and a 'View Reports' button. The footer includes links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo and text 'PALMETTO GBA. A CELERIAN GROUP COMPANY'.</p>

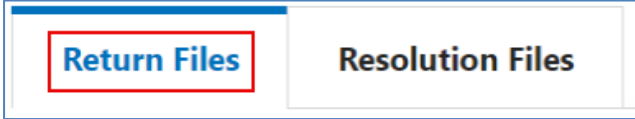
Instructions	Visuals
<p>2. The Home page is displayed.</p>	 <p>The screenshot shows the 'Coverage Gap Discount Program: Home' page. At the top, there is a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a sub-header 'Overview Coverage Gap Discount'. The main heading is 'Coverage Gap Discount Program: Home'. A welcome message states: 'Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions start by selecting a line item from the list to the left.' On the left, a navigation menu is visible with 'Home' highlighted in a red box. The main content area features a search filter with dropdowns for 'Invoice Type' (All), 'P Number' (All), 'Reporting Period' (202304), and 'Status' (All). Below the filter, there is a table with 2 entries. The table has columns for 'Invoice Type', 'PNumber', 'Reporting Period', 'Status', and 'Select'. The first entry is 'Quarterly', '5', '202304', 'Successful', and a radio button. The second entry is 'Quarterly', '3', '202304', 'N/A', and a radio button. Below the table, it says 'Showing 1 to 2 of 2 entries' with navigation buttons 'First', 'Previous', '1', 'Next', and 'Last'. At the bottom, there is a link 'Reporting Periods with no invoice line items View'.</p>
<p>3. Click on the Dispute Dashboard link in the left navigation menu to view and download available dispute return and resolution reports.</p>	 <p>This screenshot is identical to the one above, showing the 'Coverage Gap Discount Program: Home' page. However, in the left navigation menu, the 'Dispute Dashboard' link is highlighted with a red box instead of 'Home'. The rest of the page content, including the search filters, table, and navigation buttons, remains the same.</p>

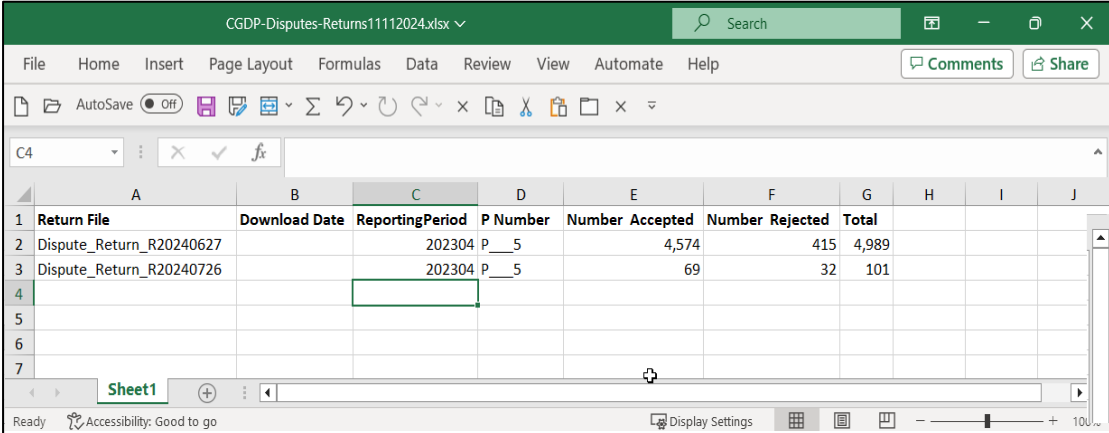
Instructions

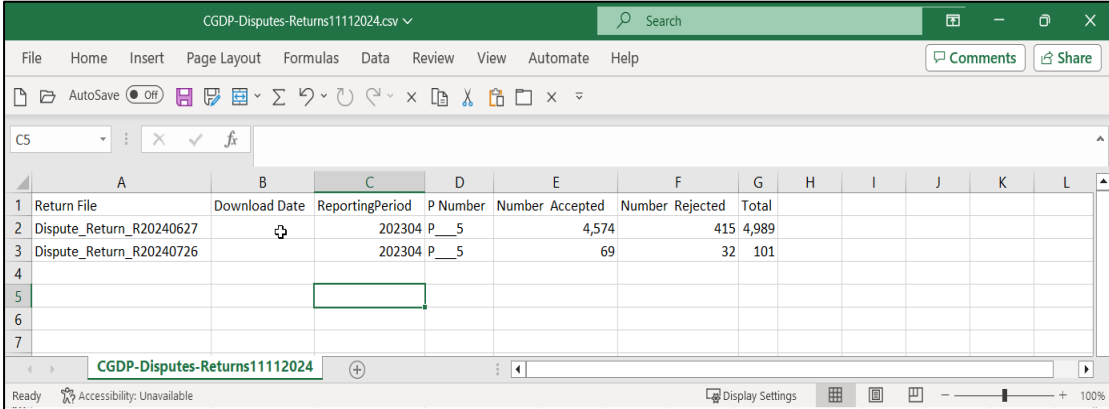
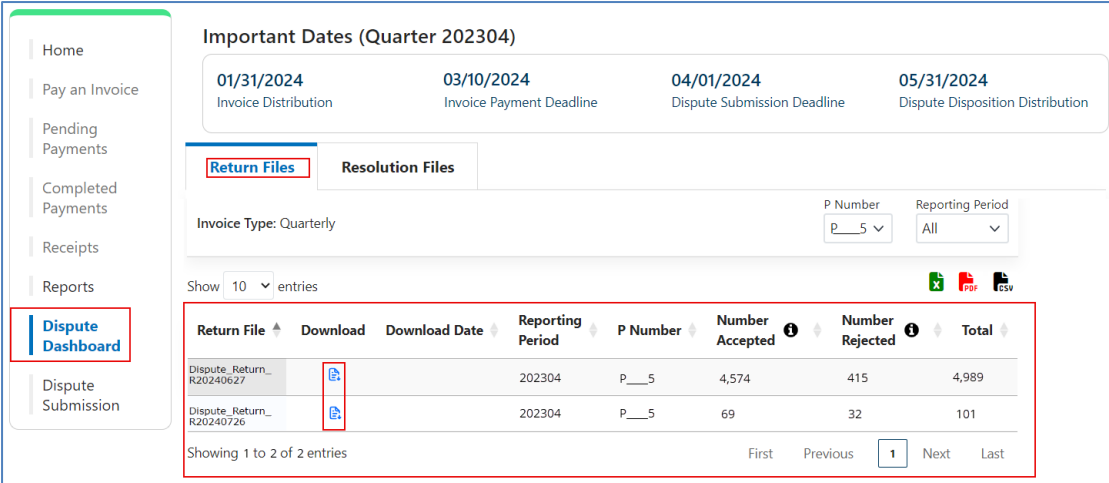
4. The **Dispute Dashboard** page displays, and the Return Files tab is displayed as the default.

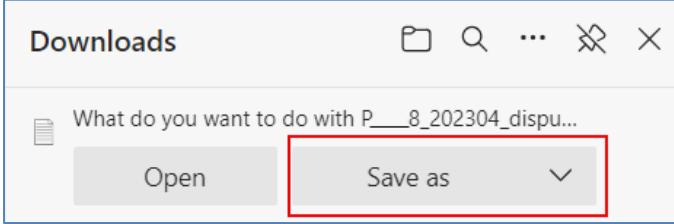
Visuals

The screenshot displays the 'Coverage Gap Discount Program: Dispute Dashboard' interface. At the top, there is a navigation bar with 'Overview/Summary' and 'Coverage Gap Discount' tabs. The main header reads 'Coverage Gap Discount Program: Dispute Dashboard'. On the left, a sidebar menu contains options like 'Home', 'Pay an Invoice', 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', 'Dispute Dashboard' (highlighted with a red box), and 'Dispute Submission'. The main content area features 'Important Dates (Quarter 202304)' with four key dates: 01/31/2024 (Invoice Distribution), 03/10/2024 (Invoice Payment Deadline), 04/01/2024 (Dispute Submission Deadline), and 05/31/2024 (Dispute Disposition Distribution). Below this, there are two tabs: 'Return Files' (highlighted with a red box) and 'Resolution Files'. The 'Return Files' tab shows a table of dispute entries with columns for 'Return File', 'Download', 'Download Date', 'Reporting Period', 'P Number', 'Number Accepted', 'Number Rejected', and 'Total'. Two entries are visible, both for reporting period 202304. At the bottom of the dashboard, there are links for 'Disclaimer', 'Privacy Policy', and 'Get Adobe Reader', along with the Palmetto GBA logo.



Instructions	Visuals																					
<p>5. Review the data on the Return File Table to verify that your submitted dispute file's return report is displayed.</p> <p>To export what is listed in the table, select one of the three export icons, Excel, PDF or CSV.</p> <div style="display: flex; justify-content: center; gap: 10px; margin: 10px 0;"> </div> <p>Example of the Excel download for the <u>Return Files Table</u> content.</p>																						
<p>Example of the .pdf download for the <u>Return Files Table</u> content.</p>	<div style="text-align: center; margin-bottom: 20px;"> <h3>CGDP Disputes Return Page</h3> </div> <p>CGDP Disputes Returns Data</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th>Return File</th> <th>Download Date</th> <th>ReportingPeriod</th> <th>P Number</th> <th>Number Accepted</th> <th>Number Rejected</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Dispute_Return_R20240627</td> <td></td> <td>202304</td> <td>P_5</td> <td>4,574</td> <td>415</td> <td>4,989</td> </tr> <tr> <td>Dispute_Return_R20240726</td> <td></td> <td>202304</td> <td>P_5</td> <td>69</td> <td>32</td> <td>101</td> </tr> </tbody> </table>	Return File	Download Date	ReportingPeriod	P Number	Number Accepted	Number Rejected	Total	Dispute_Return_R20240627		202304	P_5	4,574	415	4,989	Dispute_Return_R20240726		202304	P_5	69	32	101
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Dispute_Return_R20240726		202304	P_5	69	32	101																

Instructions	Visuals
<p>Example of the .csv download for the <u><i>Return Files Table</i></u> content.</p>	
<p>6. Click the <u><i>Download</i></u> icon next to the report you want to download into a text file for additional review.</p>	

Instructions	Visuals
<p>7. Save the downloaded report to a desired location on your computer.</p> <p>Note: Your download message may appear different than the example displayed here. Follow your on-screen instructions for downloading your reports.</p>	 <p>The screenshot shows a Windows file dialog box titled "Downloads". The dialog box contains a search bar and several icons (folder, search, ellipsis, lock, close). Below the search bar, the text reads "What do you want to do with P___8_202304_dispu...". There are two buttons: "Open" and "Save as". The "Save as" button is highlighted with a red rectangle, and a small downward arrow is visible next to it.</p>

Instructions	Visuals
<p>8. Open the downloaded text file.</p> <p>You can refer to the “Dispute Return 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.</p>	<p>The screenshot shows the CMS website interface for the Coverage Gap Discount Program (CGDP) Disputes section. The left-hand navigation menu includes links for 'Coverage Gap Discount Program', 'Disputes', 'Benefit Year (BY) Closeout Invoice Layouts', 'Calendar', 'EFT Information', 'FAQs', 'Listservs', 'Onboarding', 'Quarterly Invoice Layouts', 'References', 'Test Topic', 'User Guides', 'Webinars', and 'CGDP Reconciliation'. The 'Disputes' link is highlighted with a red box. The main content area is titled 'Disputes' and includes a sub-header 'Published 03/19/2024'. The text explains that the CGDP provides information for both Pharmaceutical Manufacturers and Part D Plan Sponsors, and that dispute return files are available for review and download. A search bar is located below the text. The search results list several documents, with 'Dispute Return File [Effective 1/1/2025]' highlighted in a red box. Other documents listed include 'CGDP Contract Dispute File [Effective 1/1/2025]', 'Dispute Resolution Report File [Effective 1/1/2025]', 'Dispute Submission File [Effective 1/1/2025]', 'Dispute Edits [Effective 2/8/2015]', 'Dispute Reasons [Effective 2/8/2015]', and 'Manufacturer Dispute Submission and Attachment Overview'.</p>

Instructions

9. Click on the *Resolution Files* tab to review dispute files that have been reviewed by CMS.

Visuals

TPAdministrator.com Contact Us My Profile Log Out
 Logged in as USER ID

Overview Coverage Gap Discount

Coverage Gap Discount Program: Dispute Dashboard

Important Dates (Quarter 202304)

01/31/2024 Invoice Distribution 03/10/2024 Invoice Payment Deadline 04/01/2024 Dispute Submission Deadline 05/31/2024 Dispute Disposition Distribution

Return Files Resolution Files

Invoice Type: Quarterly P Number: P__5 Reporting Period: All

Show 10 entries


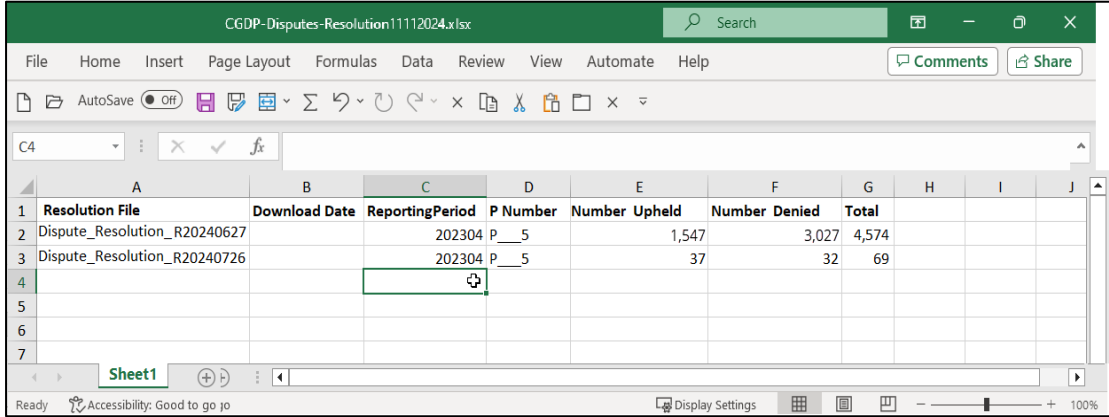

Resolution File	Download	Download Date	Reporting Period	P Number	Number Upheld	Number Denied	Total
Dispute_Resolution R20240627			202304	P__5	1,547	3,027	4,574
Dispute_Resolution R20240726			202304	P__5	37	32	69

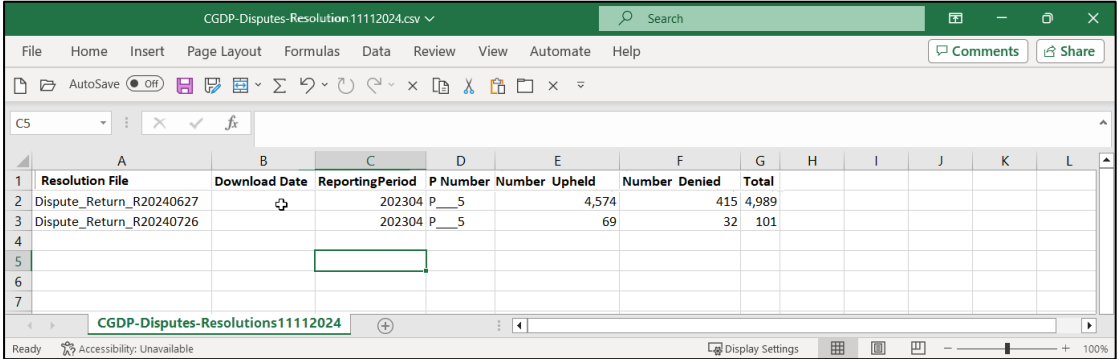
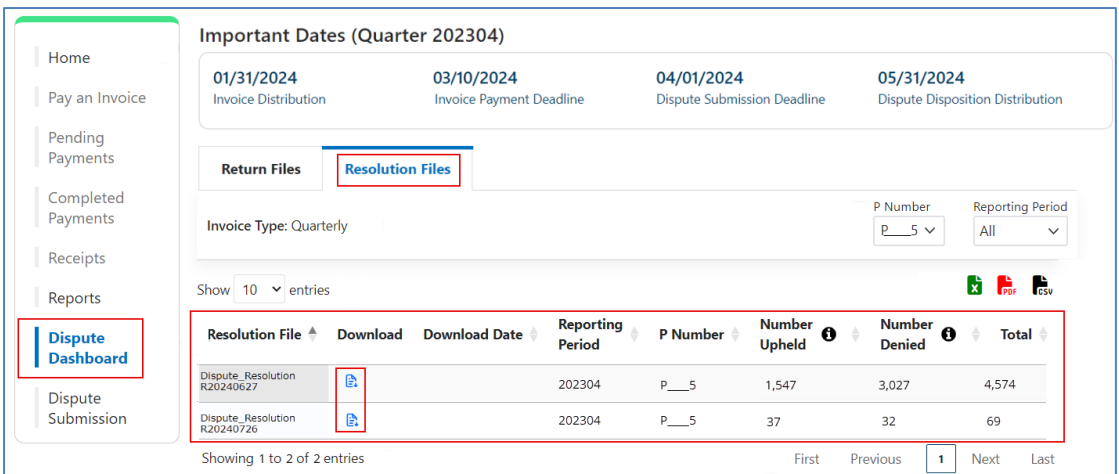
Showing 1 to 2 of 2 entries First Previous 1 Next Last

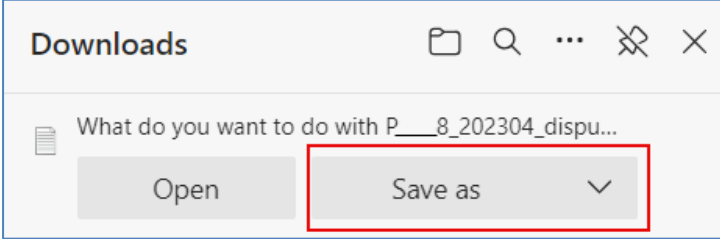
Disclaimer Privacy Policy Get Adobe Reader

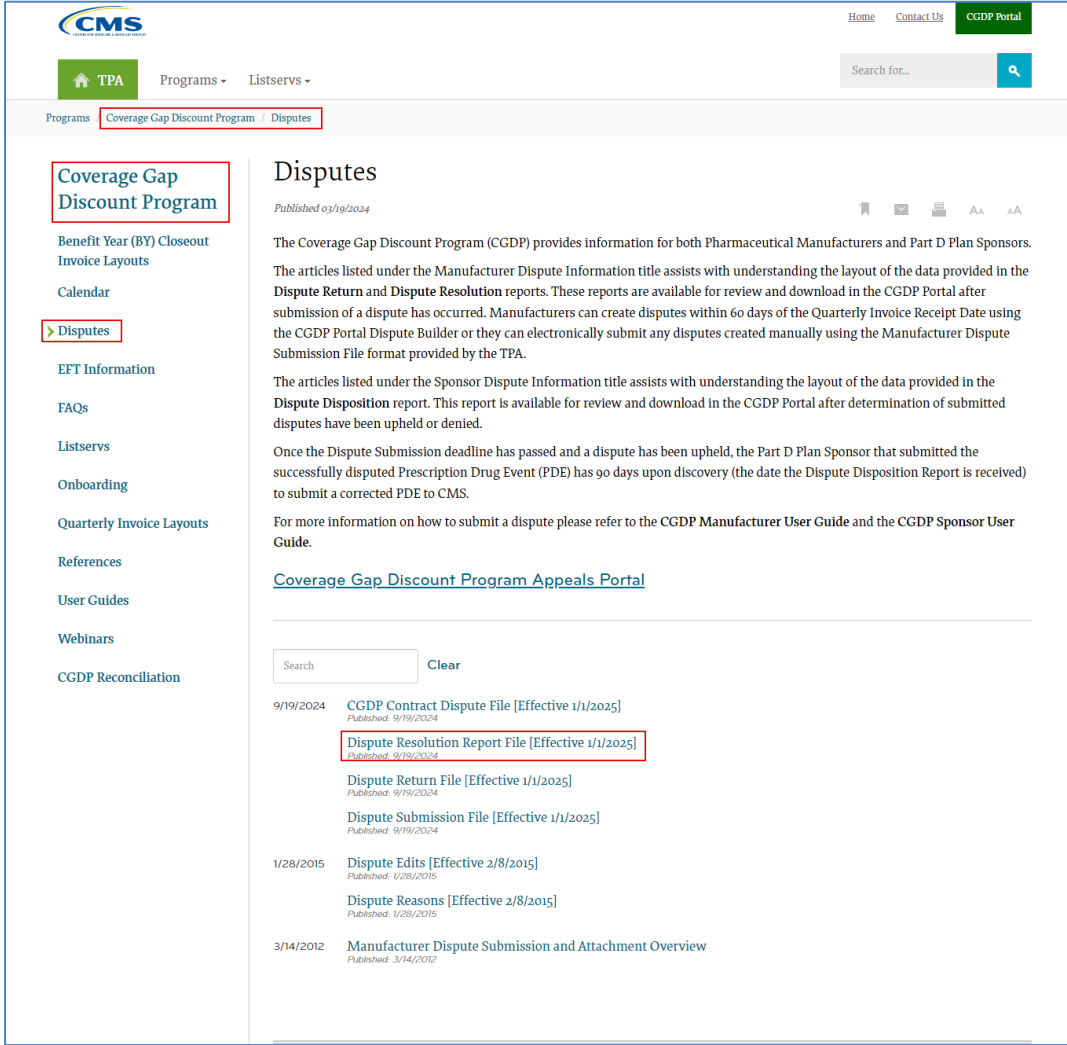
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Return Files Resolution Files

Instructions	Visuals																					
<p>10. Review the data on the <u><i>Resolution Files Table</i></u> to verify that your submitted dispute file's return report is displayed.</p> <p>To export what is listed in the table, select one of the three export icons to download in Excel, PDF or CSV.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Example of the Excel download for the <u><i>Resolution Files Table</i></u> content.</p>																						
<p>Example of the .pdf download for the <u><i>Resolution Files Table</i></u> content.</p>	<div style="text-align: center; margin-bottom: 20px;">  </div> <h3 style="text-align: center; margin: 0;">CGDP Disputes Resolution Page</h3> <p style="text-align: center; margin: 5px 0;">CGDP Disputes Resolution Data</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <thead> <tr style="background-color: #4CAF50; color: white;"> <th>Resolution File</th> <th>Download Date</th> <th>ReportingPeriod</th> <th>P Number</th> <th>Number Upheld</th> <th>Number Denied</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Dispute_Resolution_R20240627</td> <td></td> <td>202304</td> <td>P__5</td> <td>1,574</td> <td>3,027</td> <td>4,574</td> </tr> <tr> <td>Dispute_Resolution_R20240726</td> <td></td> <td>202304</td> <td>P__5</td> <td>37</td> <td>32</td> <td>69</td> </tr> </tbody> </table>	Resolution File	Download Date	ReportingPeriod	P Number	Number Upheld	Number Denied	Total	Dispute_Resolution_R20240627		202304	P__5	1,574	3,027	4,574	Dispute_Resolution_R20240726		202304	P__5	37	32	69
Resolution File	Download Date	ReportingPeriod	P Number	Number Upheld	Number Denied	Total																
Dispute_Resolution_R20240627		202304	P__5	1,574	3,027	4,574																
Dispute_Resolution_R20240726		202304	P__5	37	32	69																

Instructions	Visuals
<p>Example of the .csv download for the <u><i>Resolution Files Table</i></u> content.</p>	
<p>11. Click the <u><i>Download</i></u> icon next to the report you want to download into a text file for additional review.</p>	

Instructions	Visuals
<p>12. Save the downloaded report to a desired location on your computer.</p> <p>Note: Your download message may appear different than the example displayed here. Follow your on-screen instructions for downloading your reports.</p>	 <p>The screenshot shows a Windows File Explorer window titled 'Downloads'. The address bar shows the path to the Downloads folder. Below the address bar, there is a question: 'What do you want to do with P___8_202304_dispu...'. Two options are visible: 'Open' and 'Save as'. The 'Save as' option is highlighted with a red rectangular box, and a small downward arrow is visible next to it, indicating a dropdown menu.</p>

Instructions	Visuals
<p>13. Open the downloaded text file.</p> <p>You can refer to the “Dispute Return 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.</p>	 <p>The screenshot shows the CMS CGDP Portal interface. The top navigation bar includes 'Home', 'Contact Us', and 'CGDP Portal'. The main navigation menu on the left lists various topics, with 'Disputes' selected. The 'Disputes' page content includes:</p> <ul style="list-style-type: none"> Coverage Gap Discount Program (highlighted in red) Benefit Year (BY) Closeout Invoice Layouts Calendar Disputes (highlighted in red) EFT Information FAQs Listservs Onboarding Quarterly Invoice Layouts References User Guides Webinars CGDP Reconciliation <p>The main content area is titled 'Disputes' and published on 03/19/2024. It contains the following text:</p> <p>The Coverage Gap Discount Program (CGDP) provides information for both Pharmaceutical Manufacturers and Part D Plan Sponsors. The articles listed under the Manufacturer Dispute Information title assists with understanding the layout of the data provided in the Dispute Return and Dispute Resolution reports. These reports are available for review and download in the CGDP Portal after submission of a dispute has occurred. Manufacturers can create disputes within 60 days of the Quarterly Invoice Receipt Date using the CGDP Portal Dispute Builder or they can electronically submit any disputes created manually using the Manufacturer Dispute Submission File format provided by the TPA.</p> <p>The articles listed under the Sponsor Dispute Information title assists with understanding the layout of the data provided in the Dispute Disposition report. This report is available for review and download in the CGDP Portal after determination of submitted disputes have been upheld or denied.</p> <p>Once the Dispute Submission deadline has passed and a dispute has been upheld, the Part D Plan Sponsor that submitted the successfully disputed Prescription Drug Event (PDE) has 90 days upon discovery (the date the Dispute Disposition Report is received) to submit a corrected PDE to CMS.</p> <p>For more information on how to submit a dispute please refer to the CGDP Manufacturer User Guide and the CGDP Sponsor User Guide.</p> <p>Coverage Gap Discount Program Appeals Portal</p> <p>Below the text is a search bar and a list of documents:</p> <ul style="list-style-type: none"> 9/19/2024 CGDP Contract Dispute File [Effective 1/1/2025] (Published: 9/19/2024) Dispute Resolution Report File [Effective 1/1/2025] (Published: 9/19/2024) (highlighted in red) Dispute Return File [Effective 1/1/2025] (Published: 9/19/2024) Dispute Submission File [Effective 1/1/2025] (Published: 9/19/2024) 1/28/2015 Dispute Edits [Effective 2/8/2015] (Published: 1/28/2015) Dispute Reasons [Effective 2/8/2015] (Published: 1/28/2015) 3/14/2012 Manufacturer Dispute Submission and Attachment Overview (Published: 3/14/2012)

You have now completed accessing Dispute Return Files and Resolution Files reports on the **Dispute Dashboard** page.

Dispute Submission for Manufacturers

The Dispute Submission page in the CGDP module helps manufacturers create, submit, and review dispute files for the current reporting period. It has three tabs: the *[Dispute Builder](#)*, *[Dispute File Upload](#)*, and the *[Dispute Status](#)*.

- *[Dispute Builder](#)*: This tab helps you create dispute files from the current quarter's report data. You can select and complete dispute files for individual or multiple PDE line item records, choose the applicable dispute reason code, and enter the required information needed for a dispute. For complete instructions, refer to the [Dispute Builder Instructions](#).
- *[Dispute File Upload](#)*: This tab helps you upload dispute files created from the current quarter's report data. Instructions for creating and uploading a dispute are available in the 'Manufacturer Dispute Submission and Attachment Overview' document on TPAAdministrator.com. For more details, refer to the [Dispute File Upload Instructions](#).
- *[Dispute Status](#)*: This tab shows the status of submitted dispute files before they are sent to CMS for review. Uploaded or builder-created dispute files undergo additional validations before sent to CMS for final review. Detailed information on dispute statuses is provided in the [Dispute Status Instructions](#).

Note: Dispute files can only contain data records for a single P Number for the active reporting period. Files with multiple P Number records will error out in the CGDP module.

The upcoming pages will describe the Dispute Submission page and its three tabs in detail.

The screenshot displays the CMS TP Administrator portal interface. At the top, the CMS logo is on the left, and navigation links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out' are on the right. Below this is a dark blue header with 'Overview' and 'Coverage Gap Discount' tabs. The main heading is 'Coverage Gap Discount Program: Dispute Submission'. A sidebar on the left lists various navigation options, with 'Dispute Submission' highlighted in a red box. The main content area shows 'Important Dates (Quarter 202304)' with four dates: 01/31/2024 (Invoice Distribution), 03/10/2024 (Invoice Payment Deadline), 04/01/2024 (Dispute Submission Deadline), and 05/31/2024 (Dispute Disposition Distribution). Below this are three tabs: 'Dispute Builder' (highlighted in a red box), 'Dispute File Upload', and 'Dispute Status'. The 'Dispute Builder' tab contains a search form with a 'Required Field: *' label. It has two dropdown menus: 'P Number: *' with the value 'Select an option' and 'Reporting Period: *' with the value '202304'. There is also an 'Advanced Search' link, a green 'Search' button, and a blue 'Clear' button.

For detailed information about the fields on the Dispute Submission, refer to [Table 9: Dispute Submission](#) in the Appendix.

Dispute Builder


The *Dispute Builder* tab allows you to create dispute files from the current quarter's data report. Use it to search and select PDE line item records for a single P Number, including the necessary information to support and complete dispute files. You can choose the applicable dispute reason code from a provided list and enter the required data.

Note: Only one P Number can be submitted in a dispute file. A warning message will be displayed if an attempt to add additional P Numbers to the dispute file occurs. The Dispute Builder tab is only available between the *Invoice Distribution* and *Dispute Submission Deadline* dates. It is recommended to submit dispute files as soon as you identify eligible invoice line items, rather than waiting until the *Dispute Submission Deadline*, which is 60 days after the *Quarterly Invoice Receipt Date* as listed on the CGDP Calendar.

A dispute file must be in a Passed status to be submitted to CMS for review and determination.

This instruction provides guidance for submitting disputes via the Dispute Builder functionality.

For detailed information about the fields on the Dispute Dashboard, refer to [Table 10: Disputes Builder](#) in the Appendix.



[TPAdministrator.com](#) [Contact Us](#) [My Profile](#) [Log Out](#)
Logged in as USER ID

Overview
Coverage Gap Discount

Coverage Gap Discount Program: Dispute Submission ?

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

Important Dates (Quarter 202304)

01/31/2024 <small>Invoice Distribution</small>	03/10/2024 <small>Invoice Payment Deadline</small>	04/01/2024 <small>Dispute Submission Deadline</small>	05/31/2024 <small>Dispute Disposition Distribution</small>
---	---	--	---

Dispute Builder Dispute File Upload Dispute Status

Only one P Number selection per Dispute Submission.

Required Field: *

P Number:*

Reporting Period:*

[Advanced Search](#)

AND

Days Supply

< >

+

-

AND

Quantity Dispensed

< >

+

-

Search Start Over

Show entries

	P Number	Reporting Period	Prescription Ref#	Product Service ID	Service Provider ID	Days Supply	Qty Dispensed	Date of Service	Discou Amou
✓	P	202304	1	1	1	10	10	2024-09-02	\$1,231
✓	P	202304	2	2	2	20	20	2024-09-02	\$1,232

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Dispute Reason for All Selected Lines (Optional)

D07 - Last Lot Expiration Date

Supporting Date 1:*

Supporting Date 2:*

Add Selected to Dispute File

P Number	Reporting Period	Detail Ref #	Product Service Id	Prescription Service Ref #	Fill #	Days Supply	Qty Dispensed	Date of Service	Gap Discount Amount
P	202304	123465	1	1	1	10	10	2024-09-02	\$1,231.00

Dispute Reason for Selected Lines: Valid

Additional Information:

Supporting Date 1:*

Supporting Date 2:*

P	202304	123465	2	2	2	20	20	2024-09-02	\$1,232.00
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Dispute Reason for Selected Lines: Valid

Additional Information:

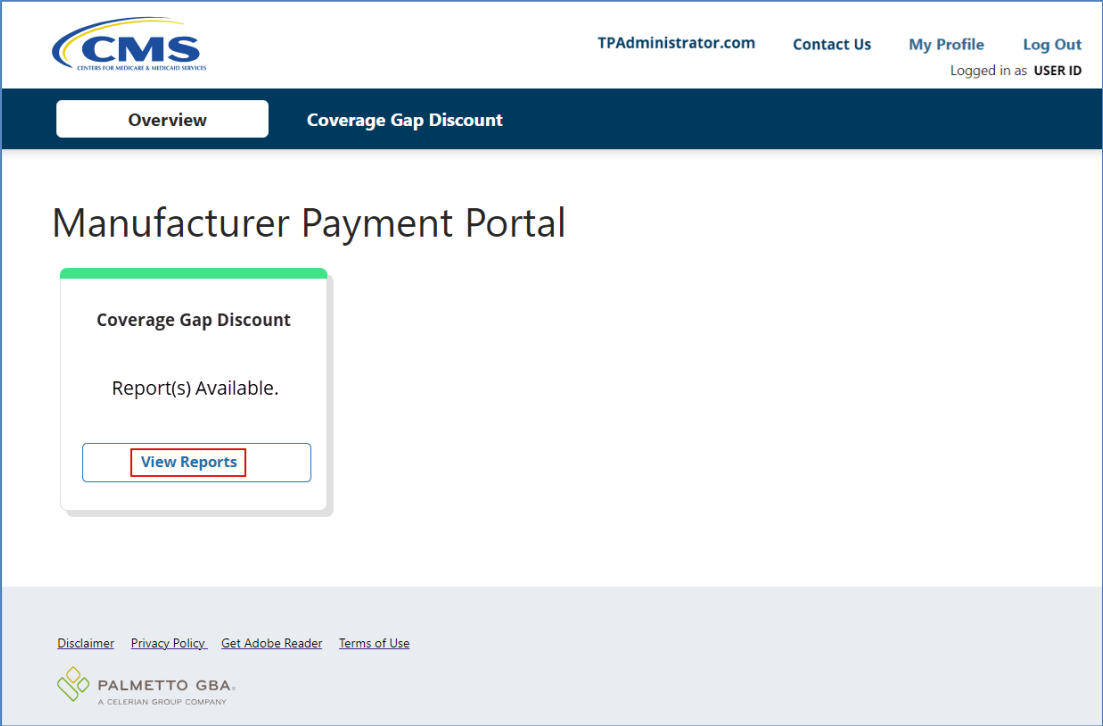
Supporting Date 1:*

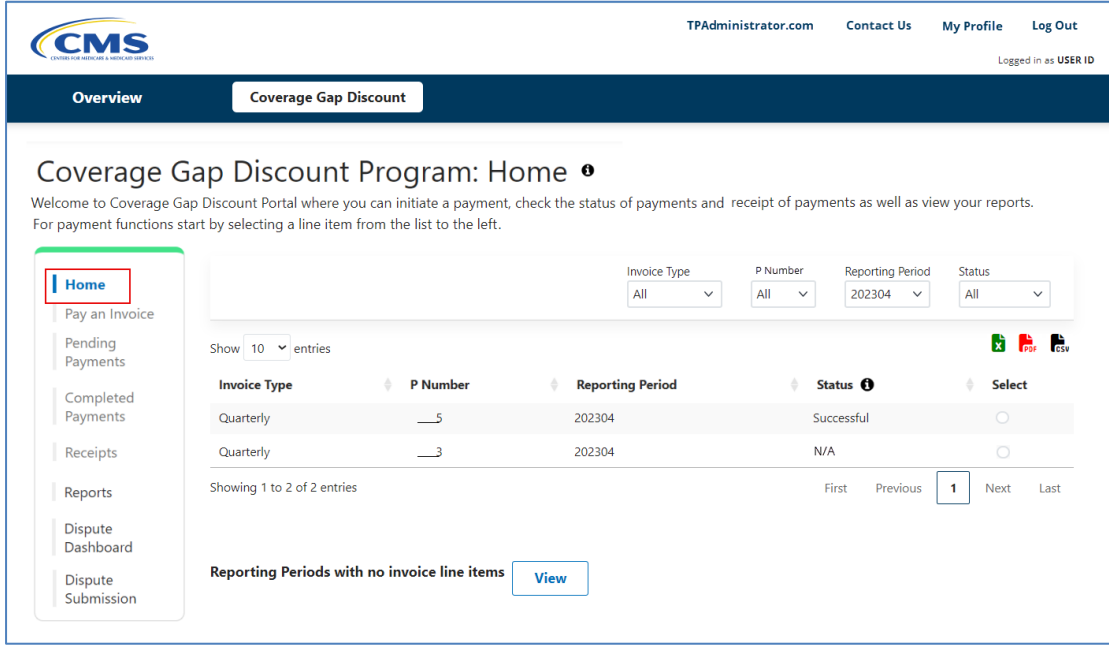
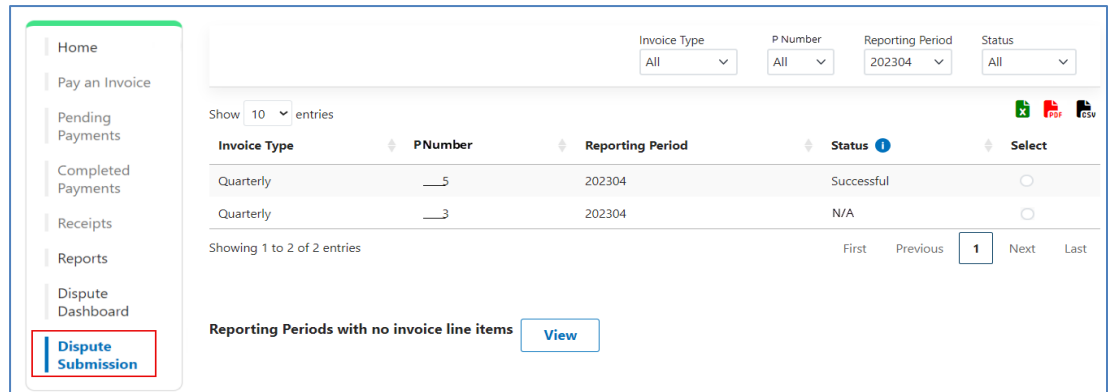
Supporting Date 2:*

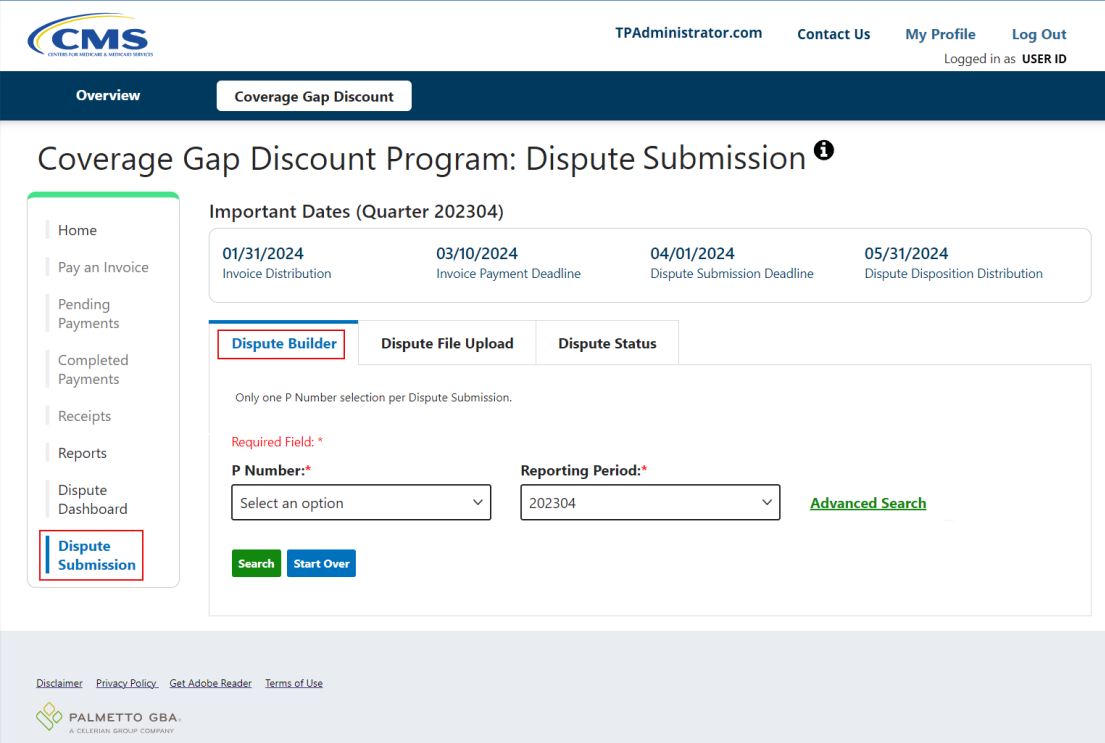
Delete All Back to Search Save Complete Dispute File

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
<p>1. After successfully logging in with your user ID, password and system generated MFA token, the MPP Overview page will display showing all programs assigned to your user ID as cards on the page.</p> <p>Select the “Coverage Gap Discount” card’s <i>View Reports</i> button or the “Coverage Gap Discount” link in the blue navigation bar.</p>	 <p>The screenshot shows the MPP Overview page. At the top left is the CMS logo. To the right are links for TPAdministrator.com, Contact Us, My Profile, and Log Out. Below these links, it says 'Logged in as USER ID'. A dark blue navigation bar contains 'Overview' and 'Coverage Gap Discount'. The main heading is 'Manufacturer Payment Portal'. Below this is a card titled 'Coverage Gap Discount' with the text 'Report(s) Available.' and a 'View Reports' button highlighted with a red border. At the bottom of the page, there are links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo and text 'PALMETTO GBA. A CELERIAN GROUP COMPANY'.</p>


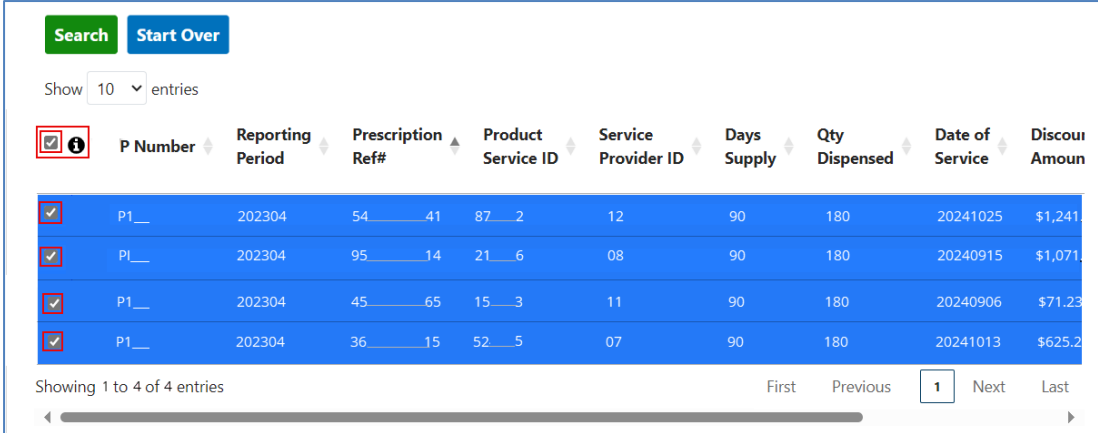
Instructions	Visuals
<p>2. The Home page is displayed.</p>	
<p>3. Click on the Dispute Submission link in the left navigation menu to view the three tabs on the Dispute Submission page.</p>	

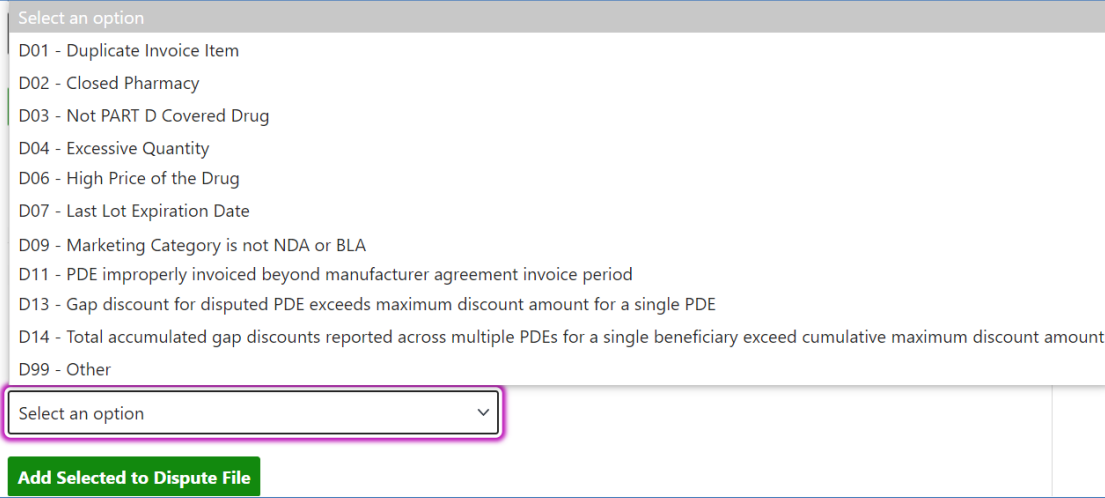
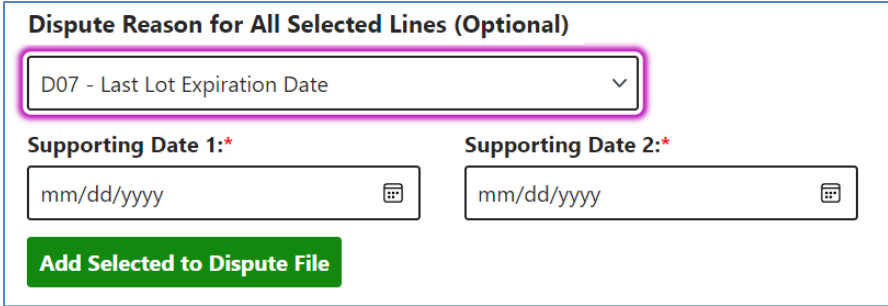
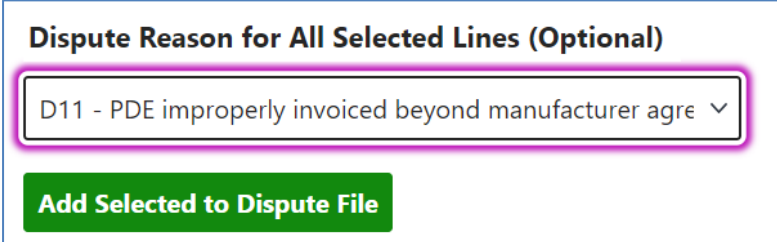
Instructions	Visuals
<p>4. The default view is the <i>Dispute Builder</i> tab which displays two fields to search for the report you want to dispute.</p> <p>The <i>Dispute Builder</i> helps you create error-free dispute files. Use the search feature to review and select PDE invoice Line items by P Number. You can then choose the dispute reason code and add supporting information for all selected line items.</p>	 <p style="text-align: center;"> Dispute Builder Dispute File Upload Dispute Status </p>

Instructions	Visuals
<p>5. To start creating your dispute file, select the <i>P Number</i> field and choose the P Number you want included.</p> <p>Note: To improve your search results and response time, use the <i>Advanced Search</i> instead of only selecting <i>P Number</i> and the current <i>Reporting Period</i>.</p> <p>Once you select a P Number, only that P Number will be allowed in the dispute file until the file is completed.</p>	<p>The visual content consists of two screenshots of the 'Dispute Builder' web interface. Both screenshots show a navigation bar with three tabs: 'Dispute Builder' (highlighted with a red border), 'Dispute File Upload', and 'Dispute Status'. Below the tabs, a message reads 'Only one P Number selection per Dispute Submission.' A red asterisk indicates a 'Required Field: *'. The 'P Number:*' dropdown menu is open in both, showing options 'P 1', 'P 3', and 'P 1'. The 'Reporting Period:*' dropdown menu is set to '202304'. A green 'Advanced Search' link is visible in both. In the bottom screenshot, the 'P Number' dropdown is now closed and shows 'P 1', and a green 'Search' button is highlighted with a red border, next to a blue 'Start Over' button.</p>

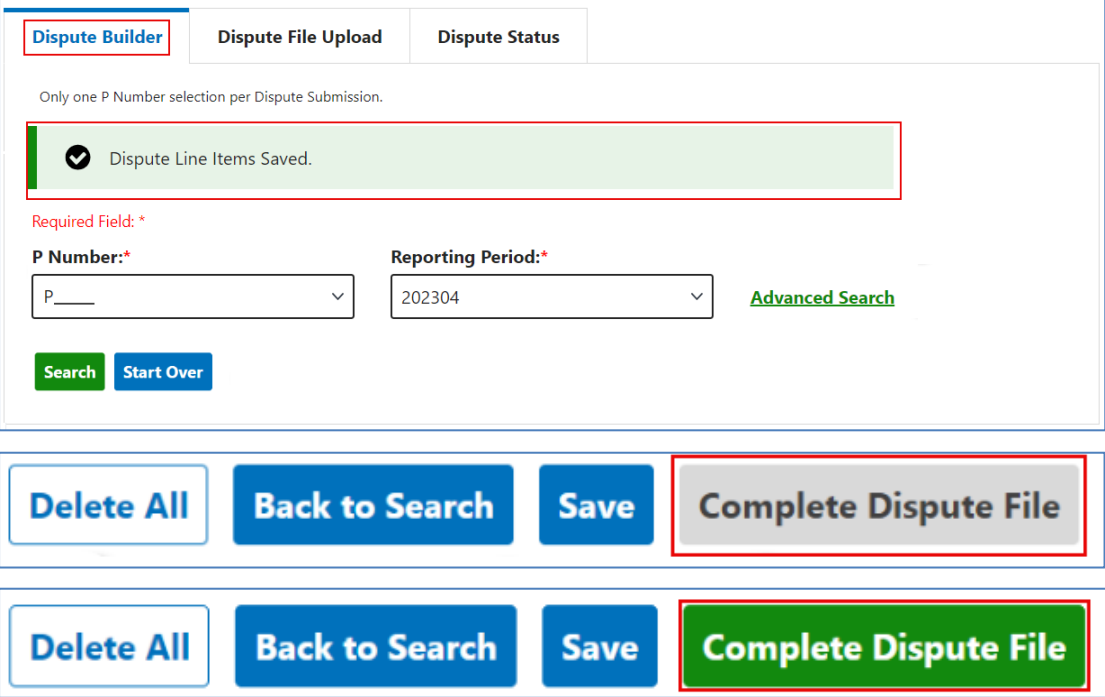

Instructions	Visuals
<p>6. To select specific criteria, click on the <u>Advanced Search</u> link.</p> <p>The <u>Advance Search</u> has four fields.</p> <ul style="list-style-type: none"> The first (1) field is the <u>AND</u> qualifier. The second (2) field contains categories of field names from the Data Report to choose from. The default field name is “Product Service ID”. The third (3) field is a mathematical qualifier for selecting values based on provided mathematical symbols. The default symbol is (=). The fourth (4) field is a blank freeform field to enter the numerical qualifying value that goes with the third field. The fifth (5) field has two buttons to either add (+) or remove (-) rows to further refine your search. 	<p>The screenshot shows the 'Dispute Builder' interface. At the top, there are 'Important Dates (Quarter 202304)' for Invoice Distribution (01/31/2024), Invoice Payment Deadline (03/10/2024), Dispute Submission Deadline (04/01/2024), and Dispute Disposition Distribution (05/31/2024). Below this are tabs for 'Dispute Builder', 'Dispute File Upload', and 'Dispute Status'. A note states 'Only one P Number selection per Dispute Submission.' The 'Required Field: *' section includes a 'P Number: *' dropdown (set to 'P1 1') and a 'Reporting Period: *' dropdown (set to '202304'). The search criteria are built using a sequence of fields: 1. A dropdown menu with 'AND' selected. 2. A dropdown menu with 'Product Service ID' selected. 3. A dropdown menu with '=' selected. 4. A blank text input field. 5. Two buttons, '+' and '-', for adding or removing rows. A green 'Advanced Search' button is also visible.</p>

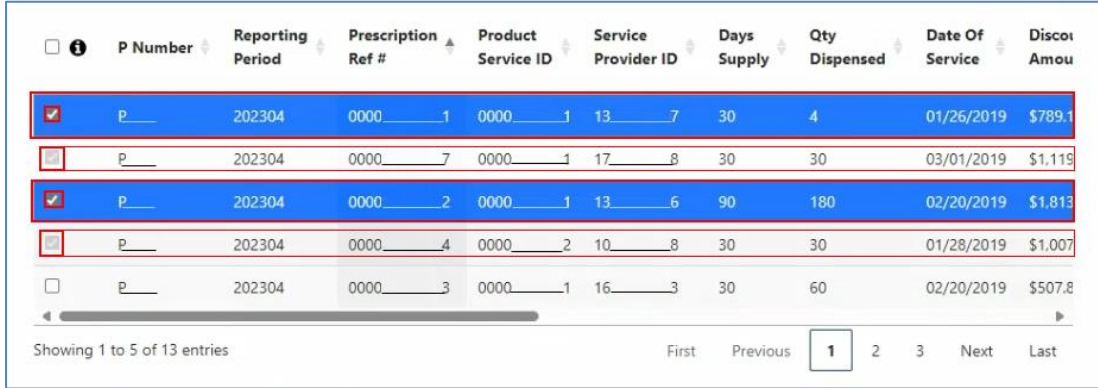
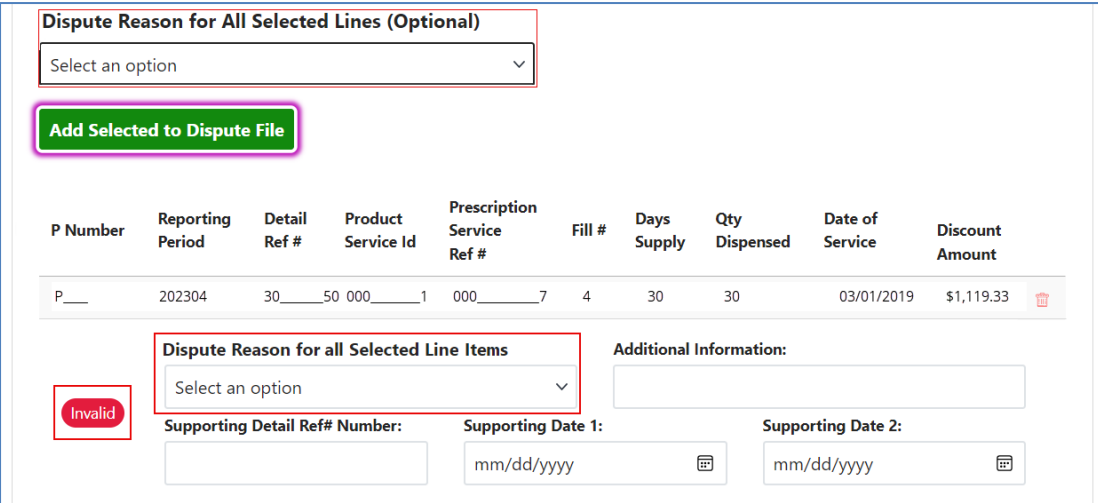
Instructions	Visuals
<p>7. The page will expand to show the number of line items matching the search criteria.</p> <p>Use the scroll bar beneath the search data to view all the fields.</p> <ul style="list-style-type: none"> The Show Entries filter will allow viewing of 10, 25, 50 or 100 line items. “All” will not be available in the <i>Dispute Builder</i>. Use the pagination beneath the table to view the next page of returned search line items and select those for the dispute file. 	

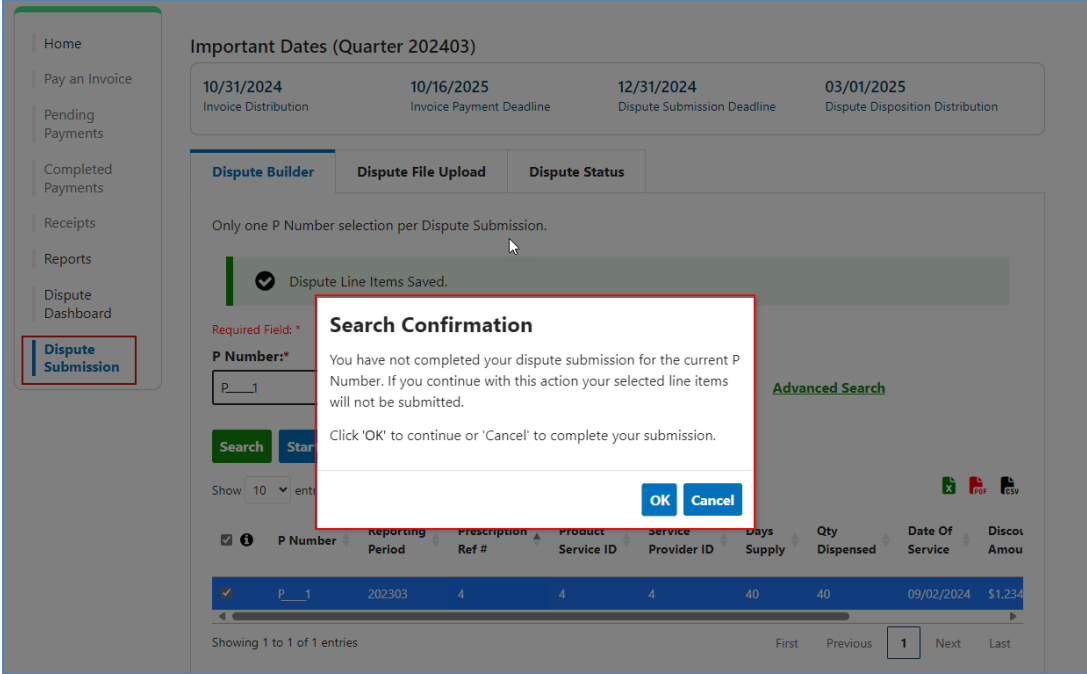
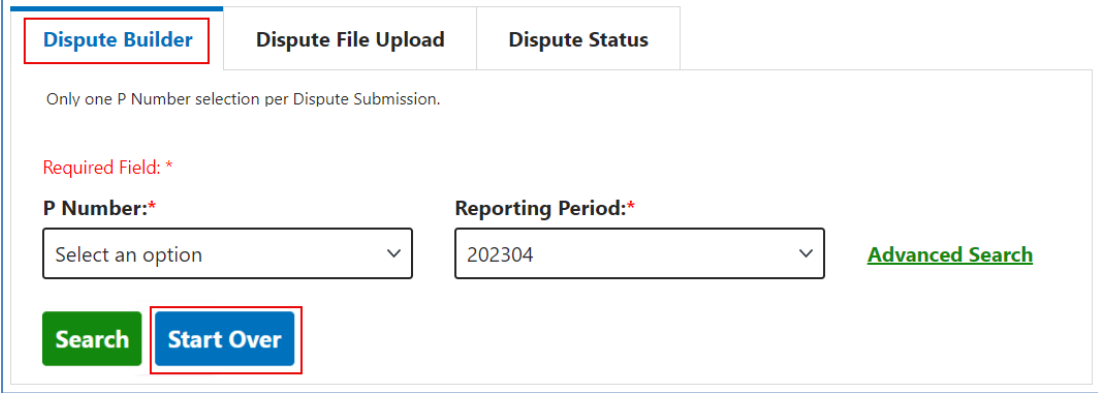
Instructions	Visuals																																																												
<p>To include specific lines in the dispute file, check the box next to the row.</p>	 <p>The screenshot shows a table with the following data:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input type="checkbox"/></th> <th>P Number</th> <th>Reporting Period</th> <th>Prescription Ref #</th> <th>Product Service ID</th> <th>Service Provider ID</th> <th>Days Supply</th> <th>Qty Dispensed</th> <th>Date of Service</th> <th>Discou Amou</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>P_</td> <td>202304</td> <td>0000_1</td> <td>000L_1</td> <td>13_7</td> <td>30</td> <td>4</td> <td>01/26/2019</td> <td>\$789.1</td> </tr> <tr style="background-color: #0070c0; color: white;"> <td><input checked="" type="checkbox"/></td> <td>P_</td> <td>202304</td> <td>0000_7</td> <td>000L_1</td> <td>17_8</td> <td>30</td> <td>30</td> <td>03/01/2019</td> <td>\$1,119</td> </tr> <tr> <td><input type="checkbox"/></td> <td>P_</td> <td>202304</td> <td>0000_2</td> <td>000L_1</td> <td>13_6</td> <td>90</td> <td>180</td> <td>02/20/2019</td> <td>\$1,813</td> </tr> <tr style="background-color: #0070c0; color: white;"> <td><input checked="" type="checkbox"/></td> <td>P_</td> <td>202304</td> <td>0000_4</td> <td>000L_2</td> <td>10_8</td> <td>30</td> <td>30</td> <td>01/28/2019</td> <td>\$1,007</td> </tr> <tr> <td><input type="checkbox"/></td> <td>P_</td> <td>202304</td> <td>0000_3</td> <td>000L_1</td> <td>16_3</td> <td>30</td> <td>60</td> <td>02/20/2019</td> <td>\$507.8</td> </tr> </tbody> </table>	<input type="checkbox"/>	P Number	Reporting Period	Prescription Ref #	Product Service ID	Service Provider ID	Days Supply	Qty Dispensed	Date of Service	Discou Amou	<input type="checkbox"/>	P_	202304	0000_1	000L_1	13_7	30	4	01/26/2019	\$789.1	<input checked="" type="checkbox"/>	P_	202304	0000_7	000L_1	17_8	30	30	03/01/2019	\$1,119	<input type="checkbox"/>	P_	202304	0000_2	000L_1	13_6	90	180	02/20/2019	\$1,813	<input checked="" type="checkbox"/>	P_	202304	0000_4	000L_2	10_8	30	30	01/28/2019	\$1,007	<input type="checkbox"/>	P_	202304	0000_3	000L_1	16_3	30	60	02/20/2019	\$507.8
<input type="checkbox"/>	P Number	Reporting Period	Prescription Ref #	Product Service ID	Service Provider ID	Days Supply	Qty Dispensed	Date of Service	Discou Amou																																																				
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<p>To include all lines, check the box in the title row next to the information icon i, which will select all displayed rows.</p> <p>The information icon, i, message states:</p> <ul style="list-style-type: none"> This checkbox allows a user to select ALL line-item records to be reviewed and chosen for a dispute file. If left unchecked a user can select individual line items for a specific row to be reviewed and chosen for a dispute file. 	 <p>The screenshot shows a table with the following data:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>P Number</th> <th>Reporting Period</th> <th>Prescription Ref#</th> <th>Product Service ID</th> <th>Service Provider ID</th> <th>Days Supply</th> <th>Qty Dispensed</th> <th>Date of Service</th> <th>Discou Amou</th> </tr> </thead> <tbody> <tr style="background-color: #0070c0; color: white;"> <td><input checked="" type="checkbox"/></td> <td>P1_</td> <td>202304</td> <td>54_41</td> <td>87_2</td> <td>12</td> <td>90</td> <td>180</td> <td>20241025</td> <td>\$1,241</td> </tr> <tr style="background-color: #0070c0; color: white;"> <td><input checked="" type="checkbox"/></td> <td>PI_</td> <td>202304</td> <td>95_14</td> <td>21_6</td> <td>08</td> <td>90</td> <td>180</td> <td>20240915</td> <td>\$1,071</td> </tr> <tr style="background-color: #0070c0; color: white;"> <td><input checked="" type="checkbox"/></td> <td>P1_</td> <td>202304</td> <td>45_65</td> <td>15_3</td> <td>11</td> <td>90</td> <td>180</td> <td>20240906</td> <td>\$71.23</td> </tr> <tr style="background-color: #0070c0; color: white;"> <td><input checked="" type="checkbox"/></td> <td>P1_</td> <td>202304</td> <td>36_15</td> <td>52_5</td> <td>07</td> <td>90</td> <td>180</td> <td>20241013</td> <td>\$625.2</td> </tr> </tbody> </table>	<input checked="" type="checkbox"/>	P Number	Reporting Period	Prescription Ref#	Product Service ID	Service Provider ID	Days Supply	Qty Dispensed	Date of Service	Discou Amou	<input checked="" type="checkbox"/>	P1_	202304	54_41	87_2	12	90	180	20241025	\$1,241	<input checked="" type="checkbox"/>	PI_	202304	95_14	21_6	08	90	180	20240915	\$1,071	<input checked="" type="checkbox"/>	P1_	202304	45_65	15_3	11	90	180	20240906	\$71.23	<input checked="" type="checkbox"/>	P1_	202304	36_15	52_5	07	90	180	20241013	\$625.2										
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Instructions	Visuals
<p>8. After selecting the line items to add to the dispute file, the <i>Dispute Builder</i> screen will display the <i>Dispute Reason for All Selected Lines</i> (Optional) field. The drop-down menu will display the reason codes for disputes.</p> <p>Based on the selected reason code, additional required fields will display and will need to be completed.</p>	 <p>The screenshot shows a dropdown menu titled "Select an option" with the following list of reason codes: D01 - Duplicate Invoice Item, D02 - Closed Pharmacy, D03 - Not PART D Covered Drug, D04 - Excessive Quantity, D06 - High Price of the Drug, D07 - Last Lot Expiration Date, D09 - Marketing Category is not NDA or BLA, D11 - PDE improperly invoiced beyond manufacturer agreement invoice period, D13 - Gap discount for disputed PDE exceeds maximum discount amount for a single PDE, D14 - Total accumulated gap discounts reported across multiple PDEs for a single beneficiary exceed cumulative maximum discount amount, and D99 - Other. The "D07 - Last Lot Expiration Date" option is selected and highlighted with a pink border. Below the dropdown is a green button labeled "Add Selected to Dispute File".</p>
<p>Example of dispute code with required fields for completion:</p>	 <p>The screenshot shows the "Dispute Reason for All Selected Lines (Optional)" form. The dropdown menu is set to "D07 - Last Lot Expiration Date" and is highlighted with a pink border. Below the dropdown are two required date fields: "Supporting Date 1:*" and "Supporting Date 2:*". Both fields contain the placeholder text "mm/dd/yyyy" and have calendar icons. A green button labeled "Add Selected to Dispute File" is positioned below the date fields.</p>
<p>Example of dispute code with no required fields for completion:</p>	 <p>The screenshot shows the "Dispute Reason for All Selected Lines (Optional)" form. The dropdown menu is set to "D11 - PDE improperly invoiced beyond manufacturer agre" and is highlighted with a pink border. A green button labeled "Add Selected to Dispute File" is positioned below the dropdown.</p>

Instructions	Visuals
<p>9. After adding the dispute reason and required information, click the <u>Add Selected to Dispute File</u> button.</p> <p>The screen will expand to display the selected line items and information entered for the dispute.</p> <p>Please be sure to enter all required (marked with *) information per dispute reason code selected. In the screenshot, the D07 dispute reason is listed as an example.</p> <p>10. To save the <u>Valid</u> dispute line items, click the <u>Save</u> button located at the bottom of the table.</p> <p>This will activate the <u>Complete Dispute File</u> button for submitting the dispute file, if all records are in a <u>Valid</u> status.</p>	<p>The screenshot displays a table with the following columns: P Number, Reporting Period, Detail Ref #, Product Service Id, Prescription Service Ref #, Fill #, Days Supply, Qty Dispensed, Date of Service, and Discount Amount. Below the table, there are four rows of dispute entry forms. Each row includes a 'Valid' status indicator, a 'Dispute Reason for Selected Line' dropdown menu (set to 'D07 - Last Lot Expiration Date'), an 'Additional Information' field, and two date fields: 'Supporting Date 1*' and 'Supporting Date 2*'. The 'Save' button at the bottom is highlighted with a pink border.</p>

Instructions	Visuals
<p>11. The system will display the message “Dispute Line Items Saved” at the top of the <i>Dispute Builder</i> tab.</p> <p>Please note that if the line items are in a status of <i>Invalid</i>, they will be saved, but the <i>Complete Dispute File</i> button will not become active until all dispute file records are in a <i>Valid</i> status to allow submission of the dispute file.</p>	 <p>The screenshot shows the 'Dispute Builder' tab selected. A green message box at the top states 'Dispute Line Items Saved.' Below this, there are search filters for 'P Number' and 'Reporting Period'. The 'Complete Dispute File' button is highlighted with a red box.</p>
<p>12. If all line items were not selected initially, you can add more dispute line items for the same P Number, with the different or the same dispute reason. Click the <i>Back To Search</i> button to return to the search.</p> <p>Important note: When adding additional line items to a dispute file, previously selected and added line</p>	 <p>The screenshot shows the 'Back to Search' button highlighted with a purple box.</p>

Instructions	Visuals
<p>items will display as selected in the search table with greyed out checkmarks.</p> <p>To reset these greyed-out line items, they must be deleted from the dispute file. Reference step 16 for deleting a dispute file line item.</p>	 <p>The screenshot shows a table with the following columns: P Number, Reporting Period, Prescription Ref #, Product Service ID, Service Provider ID, Days Supply, Qty Dispensed, Date Of Service, and Discou Amou. Five rows are highlighted in blue, each with a red checkmark in the first column. The other two rows are greyed out. The table is paginated, showing 1 to 5 of 13 entries.</p>
<p>13. If the <i>Dispute Reason for All Selected Line Items (Optional)</i> field is not used, the line items will be marked as invalid and will require manual entry of the dispute reasons for each line item along with any required information.</p>	 <p>The screenshot shows a form titled "Dispute Reason for All Selected Lines (Optional)". It features a dropdown menu with "Select an option" and a green "Add Selected to Dispute File" button. Below is a table with columns: P Number, Reporting Period, Detail Ref #, Product Service Id, Prescription Service Ref #, Fill #, Days Supply, Qty Dispensed, Date of Service, and Discount Amount. One row is shown with a red "Invalid" label. Below the table are fields for "Dispute Reason for all Selected Line Items" (dropdown), "Additional Information:" (text area), "Supporting Detail Ref# Number:" (text input), "Supporting Date 1:" (date picker), and "Supporting Date 2:" (date picker).</p>

Instructions	Visuals
<p>14. Important Note: A dispute file can contain only one P Number per file. If you select another P Number from the <i>P Number</i> search field and select the <i>Search</i> button, the system will display a warning message that states:</p> <p>“You have not completed your dispute submission for the current P Number. If you continue with this action your selected line items will not be submitted.</p> <p>Click 'OK' to continue with starting a new search or 'Cancel' to complete your submission.”</p>	
<p>15. If you click ‘OK’, the Dispute Builder will be cleared for a new search.</p> <p>Clicking the <i>Start Over</i> button will clear the Dispute Builder cleared for a new search.</p>	

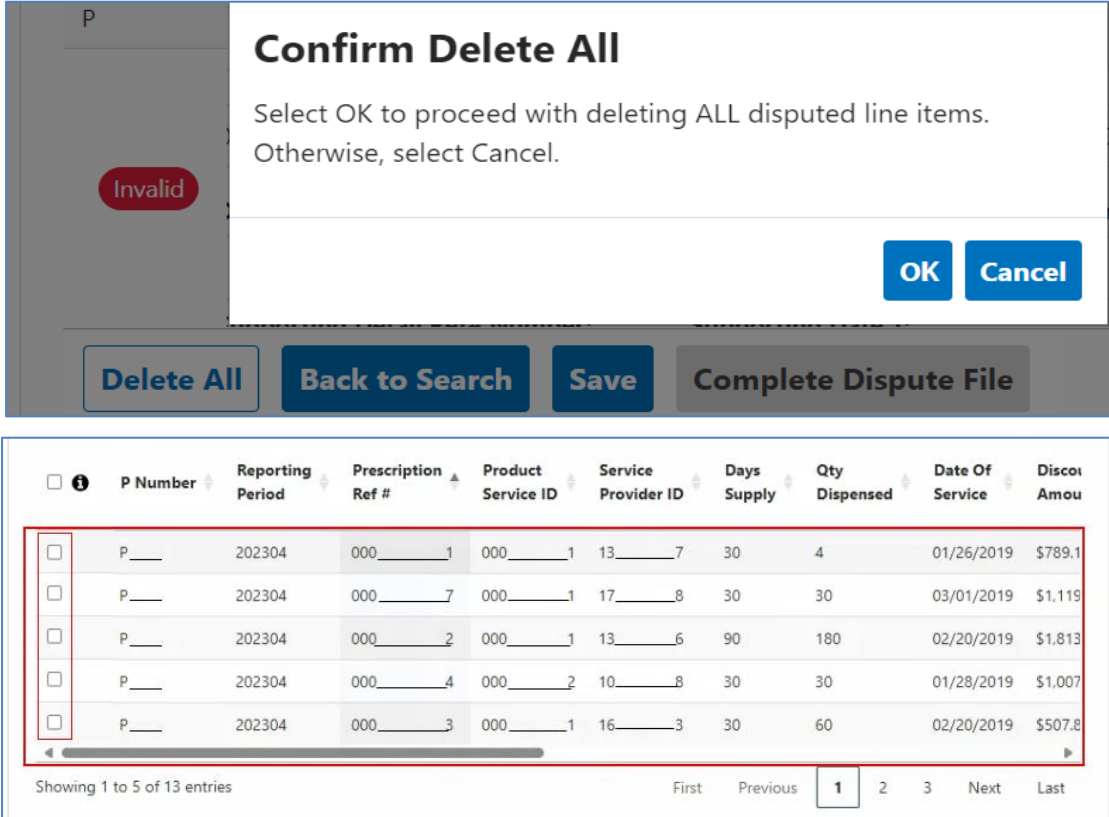

Instructions	Visuals																																																																																		
<p>16. To delete a single row in the dispute builder, click the trash can icon at the end of the line item.</p> <p>This action will release the greyed-out selected dispute record to be available for re-selection again.</p>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">P Number</th> <th style="text-align: left;">Reporting Period</th> <th style="text-align: left;">Detail Ref #</th> <th style="text-align: left;">Product Service Id</th> <th style="text-align: left;">Prescription Service Ref #</th> <th style="text-align: left;">Fill #</th> <th style="text-align: left;">Days Supply</th> <th style="text-align: left;">Qty Dispensed</th> <th style="text-align: left;">Date of Service</th> <th style="text-align: left;">Discount Amount</th> <th style="text-align: center;"></th> </tr> </thead> <tbody> <tr> <td>P___</td> <td>202304</td> <td>30____50</td> <td>000____1</td> <td>000____7</td> <td>4</td> <td>30</td> <td>30</td> <td>03/01/2019</td> <td>\$1,119.33</td> <td style="border: 2px solid red;"></td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p>Dispute Reason for all Selected Line Items Additional Information:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Invalid <input type="text" value="Select an option"/></p> <p>Supporting Detail Ref# Number: <input type="text"/></p> </div> <div style="width: 45%;"> <p>Supporting Date 1: <input type="text" value="mm/dd/yyyy"/> </p> <p>Supporting Date 2: <input type="text" value="mm/dd/yyyy"/> </p> </div> </div> </div> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><input type="checkbox"/> </th> <th style="text-align: left;">P Number</th> <th style="text-align: left;">Reporting Period</th> <th style="text-align: left;">Prescription Ref #</th> <th style="text-align: left;">Product Service ID</th> <th style="text-align: left;">Service Provider ID</th> <th style="text-align: left;">Days Supply</th> <th style="text-align: left;">Qty Dispensed</th> <th style="text-align: left;">Date Of Service</th> <th style="text-align: left;">Discount Amount</th> </tr> </thead> <tbody> <tr style="background-color: #f2f2f2;"> <td><input checked="" type="checkbox"/></td> <td>P___</td> <td>202304</td> <td>000____1</td> <td>000____1</td> <td>13____7</td> <td>30</td> <td>4</td> <td>01/26/2019</td> <td>\$789.1</td> </tr> <tr style="border: 2px solid red;"> <td><input type="checkbox"/></td> <td>P___</td> <td>202304</td> <td>000____7</td> <td>000____1</td> <td>17____8</td> <td>30</td> <td>30</td> <td>03/01/2019</td> <td>\$1,119</td> </tr> <tr style="background-color: #f2f2f2;"> <td><input checked="" type="checkbox"/></td> <td>P___</td> <td>202304</td> <td>000____2</td> <td>000____1</td> <td>13____6</td> <td>90</td> <td>180</td> <td>02/20/2019</td> <td>\$1,813</td> </tr> <tr style="background-color: #f2f2f2;"> <td><input checked="" type="checkbox"/></td> <td>P___</td> <td>202304</td> <td>000____4</td> <td>000____2</td> <td>10____8</td> <td>30</td> <td>30</td> <td>01/28/2019</td> <td>\$1,007</td> </tr> <tr style="background-color: #f2f2f2;"> <td><input type="checkbox"/></td> <td>P___</td> <td>202304</td> <td>000____3</td> <td>000____1</td> <td>16____3</td> <td>30</td> <td>60</td> <td>02/20/2019</td> <td>\$507.8</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">Showing 1 to 5 of 13 entries First Previous 1 2 3 Next Last</p> </div>	P Number	Reporting Period	Detail Ref #	Product Service Id	Prescription Service Ref #	Fill #	Days Supply	Qty Dispensed	Date of Service	Discount Amount		P___	202304	30____50	000____1	000____7	4	30	30	03/01/2019	\$1,119.33		<input type="checkbox"/>	P Number	Reporting Period	Prescription Ref #	Product Service ID	Service Provider ID	Days Supply	Qty Dispensed	Date Of Service	Discount Amount	<input checked="" type="checkbox"/>	P___	202304	000____1	000____1	13____7	30	4	01/26/2019	\$789.1	<input type="checkbox"/>	P___	202304	000____7	000____1	17____8	30	30	03/01/2019	\$1,119	<input checked="" type="checkbox"/>	P___	202304	000____2	000____1	13____6	90	180	02/20/2019	\$1,813	<input checked="" type="checkbox"/>	P___	202304	000____4	000____2	10____8	30	30	01/28/2019	\$1,007	<input type="checkbox"/>	P___	202304	000____3	000____1	16____3	30	60	02/20/2019	\$507.8
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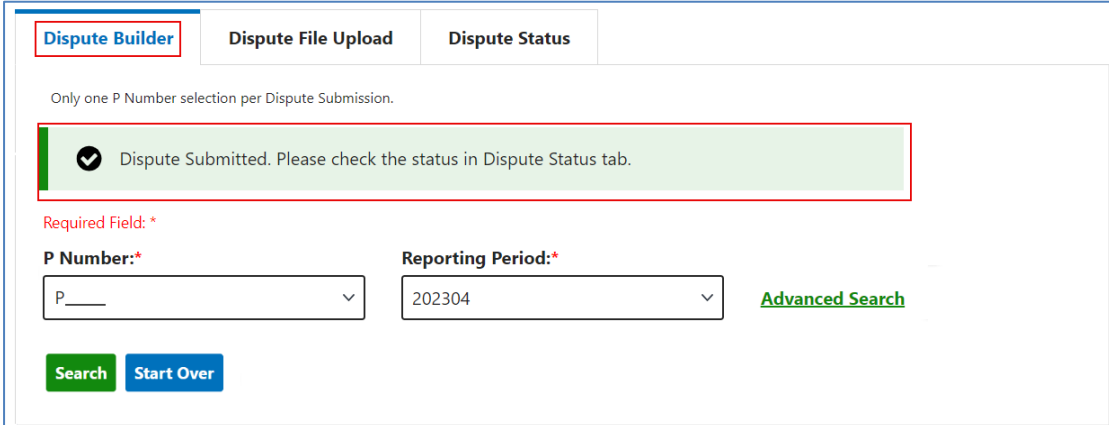

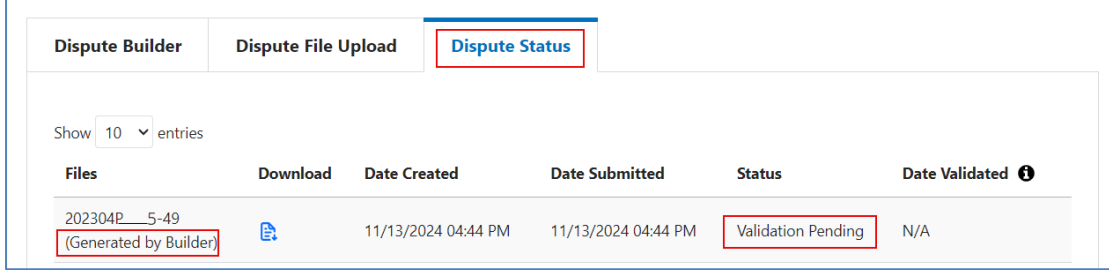



Delete All

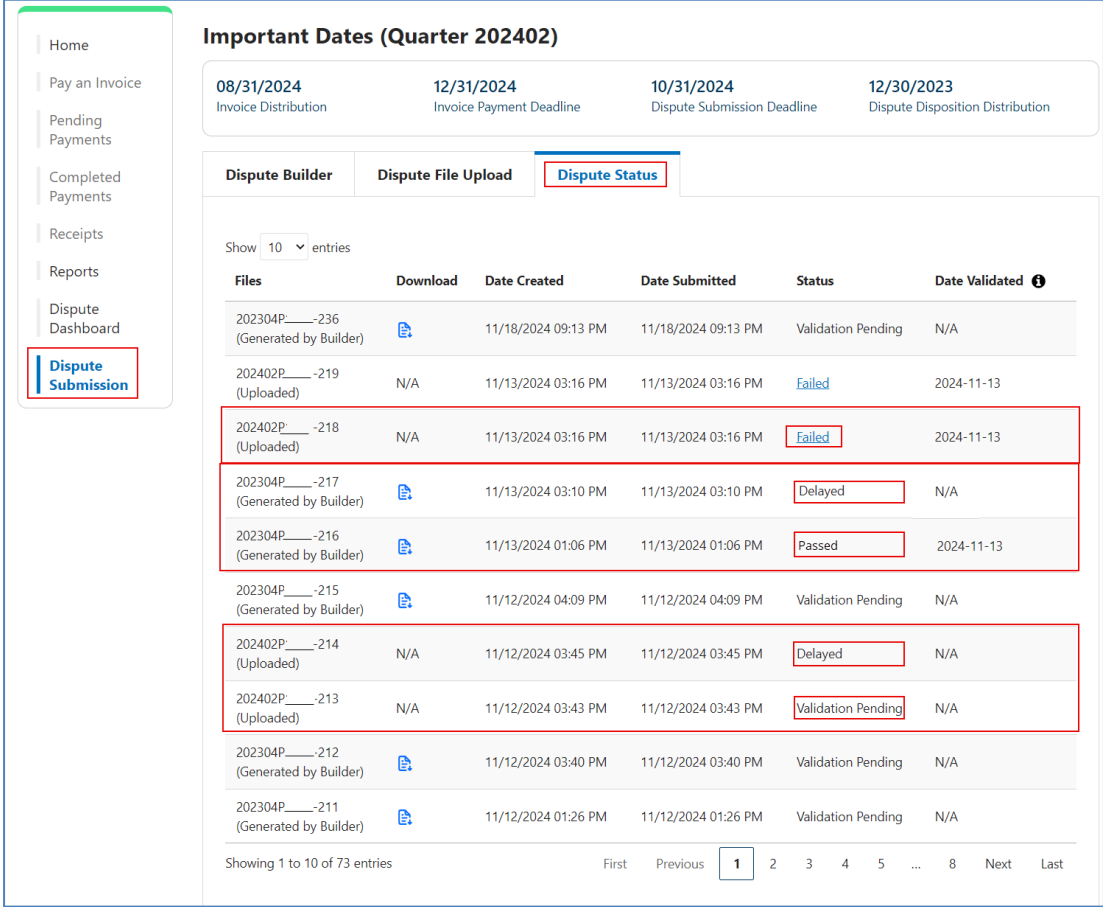
Back to Search

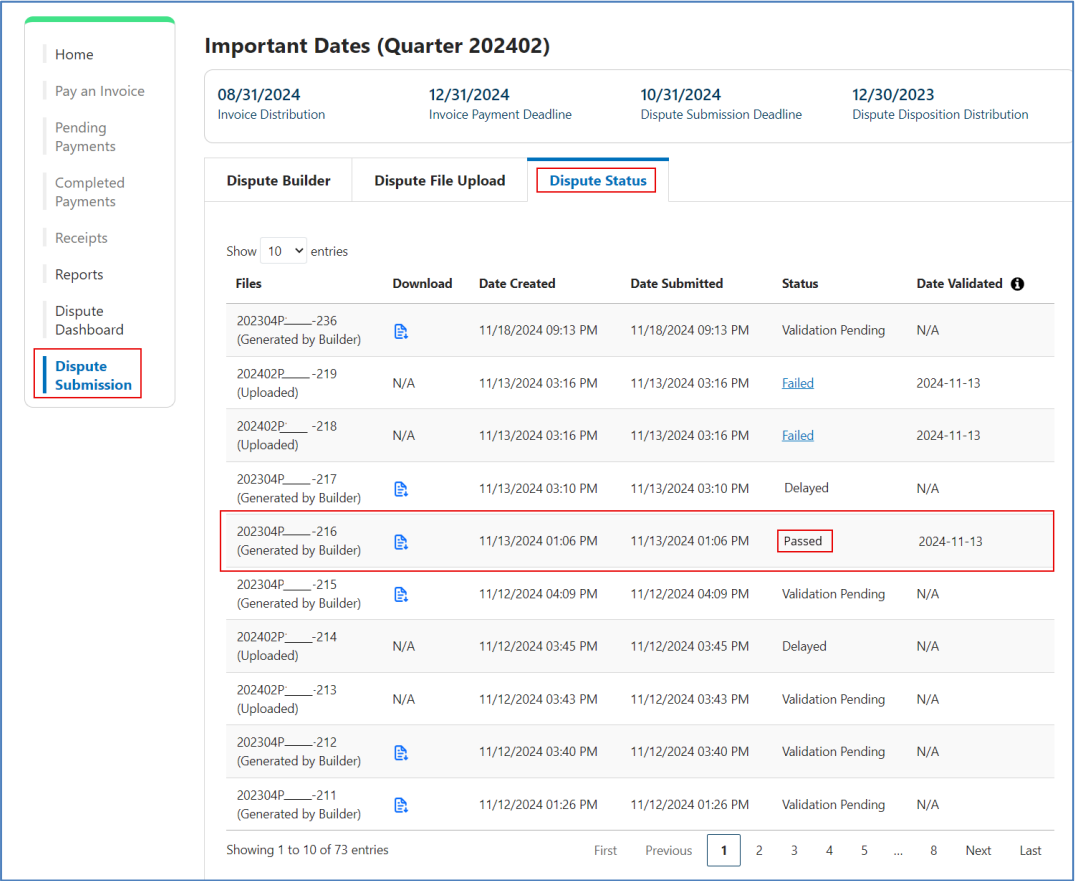
Save

Complete Dispute File

Instructions	Visuals
<p>18. A confirmation message will display:</p> <p>“Confirm Delete All Select OK to proceed with deleting ALL disputed line items. Otherwise, select Cancel.”</p> <p>This action will release all greyed-out selected dispute records in the file to be available for re-selection again.</p>	 <p>The visual shows a 'Confirm Delete All' dialog box with the text: 'Select OK to proceed with deleting ALL disputed line items. Otherwise, select Cancel.' Below the text are 'OK' and 'Cancel' buttons. Below the dialog box are buttons for 'Delete All', 'Back to Search', 'Save', and 'Complete Dispute File'. Below these buttons is a table of dispute records with columns: P Number, Reporting Period, Prescription Ref #, Product Service ID, Service Provider ID, Days Supply, Qty Dispensed, Date Of Service, and Discou Amou. The first five rows of the table are highlighted with a red box. The table shows 5 entries, with a pagination control at the bottom indicating 'Showing 1 to 5 of 13 entries' and buttons for 'First', 'Previous', '1', '2', '3', 'Next', and 'Last'.</p>
<p>19. If all line items in your dispute builder are in a <u>Valid</u> status, click the <u>Complete Dispute File</u> button.</p> <p>Important Note: The <u>Complete Dispute File</u> button will only be activated when all line items in a dispute file are in <u>Valid</u> status.</p>	 <p>The visual shows a row of buttons: 'Delete All', 'Add More', 'Save', and 'Complete Dispute File'. The 'Complete Dispute File' button is highlighted with a red box and a mouse cursor, indicating it is the focus of the instruction.</p>

Instructions	Visuals												
<p>20. The following message will display at the top of the <i>Dispute Builder</i> tab.</p> <p>“Dispute Submitted. Please check the status in Dispute Status tab.”</p>	 <p>The screenshot shows the 'Dispute Builder' tab selected. At the top, there are three tabs: 'Dispute Builder', 'Dispute File Upload', and 'Dispute Status'. Below the tabs, a message box with a green background and a checkmark icon displays: "Dispute Submitted. Please check the status in Dispute Status tab." Below this message, there is a red text label "Required Field: *". There are two dropdown menus: "P Number:" with a value of "P____" and "Reporting Period:" with a value of "202304". To the right of the "Reporting Period" dropdown is a green link "Advanced Search". At the bottom, there are two buttons: "Search" (green) and "Start Over" (blue).</p>												
<p>21. Select the <i>Dispute Status</i> tab to view the status of your submitted dispute file.</p> <p>You can download the dispute file you built by using the <i>Download</i> icon . The file will be assigned a status of Validation Pending.</p>	 <p>The screenshot shows the 'Dispute Status' tab selected. At the top, there are three tabs: 'Dispute Builder', 'Dispute File Upload', and 'Dispute Status'. Below the tabs, there is a "Show 10 entries" dropdown. Below that is a table with the following columns: Files, Download, Date Created, Date Submitted, Status, and Date Validated. The table contains one row with the following data:</p> <table border="1"> <thead> <tr> <th>Files</th> <th>Download</th> <th>Date Created</th> <th>Date Submitted</th> <th>Status</th> <th>Date Validated</th> </tr> </thead> <tbody> <tr> <td>202304P____5-49 (Generated by Builder)</td> <td></td> <td>11/13/2024 04:44 PM</td> <td>11/13/2024 04:44 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> </tbody> </table>	Files	Download	Date Created	Date Submitted	Status	Date Validated	202304P____5-49 (Generated by Builder)		11/13/2024 04:44 PM	11/13/2024 04:44 PM	Validation Pending	N/A
Files	Download	Date Created	Date Submitted	Status	Date Validated								
202304P____5-49 (Generated by Builder)		11/13/2024 04:44 PM	11/13/2024 04:44 PM	Validation Pending	N/A								

Instructions	Visuals																																																																						
<p>22. The dispute file(s) submitted will undergo additional validations and will be assigned the status of <u>Passed</u> if there are no errors</p> <p>The file will be assigned a status of <u>Failed</u> if errors are found. The Status column will have a hyperlink to the Passed or Failed file that can be downloaded.</p> <p>This <u>Passed</u> or <u>Failed</u> file will include information of what failed validation, to allow for correction and resubmission.</p> <p>If multiple files for the same P Number are submitted on the same day, only one file will be sent within a 24-hour period. Additional files after the first <u>Passed</u> file will receive a <u>Delayed</u> status.</p>	 <p>Important Dates (Quarter 202402)</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 25%;">08/31/2024 Invoice Distribution</td> <td style="width: 25%;">12/31/2024 Invoice Payment Deadline</td> <td style="width: 25%;">10/31/2024 Dispute Submission Deadline</td> <td style="width: 25%;">12/30/2023 Dispute Disposition Distribution</td> </tr> </table> <p>Dispute Status</p> <p>Show 10 entries</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Files</th> <th>Download</th> <th>Date Created</th> <th>Date Submitted</th> <th>Status</th> <th>Date Validated ⓘ</th> </tr> </thead> <tbody> <tr> <td>202304P____-236 (Generated by Builder)</td> <td></td> <td>11/18/2024 09:13 PM</td> <td>11/18/2024 09:13 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> <tr> <td>202402P____-219 (Uploaded)</td> <td>N/A</td> <td>11/13/2024 03:16 PM</td> <td>11/13/2024 03:16 PM</td> <td>Failed</td> <td>2024-11-13</td> </tr> <tr style="border: 2px solid red;"> <td>202402P____-218 (Uploaded)</td> <td>N/A</td> <td>11/13/2024 03:16 PM</td> <td>11/13/2024 03:16 PM</td> <td>Failed</td> <td>2024-11-13</td> </tr> <tr style="border: 2px solid red;"> <td>202304P____-217 (Generated by Builder)</td> <td></td> <td>11/13/2024 03:10 PM</td> <td>11/13/2024 03:10 PM</td> <td>Delayed</td> <td>N/A</td> </tr> <tr style="border: 2px solid red;"> <td>202304P____-216 (Generated by Builder)</td> <td></td> <td>11/13/2024 01:06 PM</td> <td>11/13/2024 01:06 PM</td> <td>Passed</td> <td>2024-11-13</td> </tr> <tr> <td>202304P____-215 (Generated by Builder)</td> <td></td> <td>11/12/2024 04:09 PM</td> <td>11/12/2024 04:09 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> <tr style="border: 2px solid red;"> <td>202402P____-214 (Uploaded)</td> <td>N/A</td> <td>11/12/2024 03:45 PM</td> <td>11/12/2024 03:45 PM</td> <td>Delayed</td> <td>N/A</td> </tr> <tr style="border: 2px solid red;"> <td>202402P____-213 (Uploaded)</td> <td>N/A</td> <td>11/12/2024 03:43 PM</td> <td>11/12/2024 03:43 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> <tr> <td>202304P____-212 (Generated by Builder)</td> <td></td> <td>11/12/2024 03:40 PM</td> <td>11/12/2024 03:40 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> <tr> <td>202304P____-211 (Generated by Builder)</td> <td></td> <td>11/12/2024 01:26 PM</td> <td>11/12/2024 01:26 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> </tbody> </table> <p>Showing 1 to 10 of 73 entries</p> <p style="text-align: right;">First Previous 1 2 3 4 5 ... 8 Next Last</p>	08/31/2024 Invoice Distribution	12/31/2024 Invoice Payment Deadline	10/31/2024 Dispute Submission Deadline	12/30/2023 Dispute Disposition Distribution	Files	Download	Date Created	Date Submitted	Status	Date Validated ⓘ	202304P____-236 (Generated by Builder)		11/18/2024 09:13 PM	11/18/2024 09:13 PM	Validation Pending	N/A	202402P____-219 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13	202402P____-218 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13	202304P____-217 (Generated by Builder)		11/13/2024 03:10 PM	11/13/2024 03:10 PM	Delayed	N/A	202304P____-216 (Generated by Builder)		11/13/2024 01:06 PM	11/13/2024 01:06 PM	Passed	2024-11-13	202304P____-215 (Generated by Builder)		11/12/2024 04:09 PM	11/12/2024 04:09 PM	Validation Pending	N/A	202402P____-214 (Uploaded)	N/A	11/12/2024 03:45 PM	11/12/2024 03:45 PM	Delayed	N/A	202402P____-213 (Uploaded)	N/A	11/12/2024 03:43 PM	11/12/2024 03:43 PM	Validation Pending	N/A	202304P____-212 (Generated by Builder)		11/12/2024 03:40 PM	11/12/2024 03:40 PM	Validation Pending	N/A	202304P____-211 (Generated by Builder)		11/12/2024 01:26 PM	11/12/2024 01:26 PM	Validation Pending	N/A
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Instructions	Visuals																																																																						
<p>23. After your dispute is in a <i>Passed</i> status, it will be sent to CMS for review by 4:00 PM ET.</p> <p>If submitted after 4:00PM ET, it will be validated and sent the next business day at 4:00 PM ET.</p> <p>The dispute file results will be posted on the Dispute Dashboard page's <i>Return Files</i> tab.</p> <p>For information on reviewing a Return file report on the Dispute Dashboard page, reference the Dispute Dashboard for Manufacturers.</p>	 <p>Important Dates (Quarter 202402)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">08/31/2024 Invoice Distribution</td> <td style="width: 25%;">12/31/2024 Invoice Payment Deadline</td> <td style="width: 25%;">10/31/2024 Dispute Submission Deadline</td> <td style="width: 25%;">12/30/2023 Dispute Disposition Distribution</td> </tr> </table> <p>Dispute Builder Dispute File Upload Dispute Status</p> <p>Show 10 entries</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th>Files</th> <th>Download</th> <th>Date Created</th> <th>Date Submitted</th> <th>Status</th> <th>Date Validated</th> </tr> </thead> <tbody> <tr> <td>202304P____-236 (Generated by Builder)</td> <td></td> <td>11/18/2024 09:13 PM</td> <td>11/18/2024 09:13 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> <tr> <td>202402P____-219 (Uploaded)</td> <td>N/A</td> <td>11/13/2024 03:16 PM</td> <td>11/13/2024 03:16 PM</td> <td>Failed</td> <td>2024-11-13</td> </tr> <tr> <td>202402P____-218 (Uploaded)</td> <td>N/A</td> <td>11/13/2024 03:16 PM</td> <td>11/13/2024 03:16 PM</td> <td>Failed</td> <td>2024-11-13</td> </tr> <tr> <td>202304P____-217 (Generated by Builder)</td> <td></td> <td>11/13/2024 03:10 PM</td> <td>11/13/2024 03:10 PM</td> <td>Delayed</td> <td>N/A</td> </tr> <tr style="border: 2px solid red;"> <td>202304P____-216 (Generated by Builder)</td> <td></td> <td>11/13/2024 01:06 PM</td> <td>11/13/2024 01:06 PM</td> <td>Passed</td> <td>2024-11-13</td> </tr> <tr> <td>202304P____-215 (Generated by Builder)</td> <td></td> <td>11/12/2024 04:09 PM</td> <td>11/12/2024 04:09 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> <tr> <td>202402P____-214 (Uploaded)</td> <td>N/A</td> <td>11/12/2024 03:45 PM</td> <td>11/12/2024 03:45 PM</td> <td>Delayed</td> <td>N/A</td> </tr> <tr> <td>202402P____-213 (Uploaded)</td> <td>N/A</td> <td>11/12/2024 03:43 PM</td> <td>11/12/2024 03:43 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> <tr> <td>202304P____-212 (Generated by Builder)</td> <td></td> <td>11/12/2024 03:40 PM</td> <td>11/12/2024 03:40 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> <tr> <td>202304P____-211 (Generated by Builder)</td> <td></td> <td>11/12/2024 01:26 PM</td> <td>11/12/2024 01:26 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> </tbody> </table> <p>Showing 1 to 10 of 73 entries</p> <p style="text-align: right;">First Previous 1 2 3 4 5 ... 8 Next Last</p>	08/31/2024 Invoice Distribution	12/31/2024 Invoice Payment Deadline	10/31/2024 Dispute Submission Deadline	12/30/2023 Dispute Disposition Distribution	Files	Download	Date Created	Date Submitted	Status	Date Validated	202304P____-236 (Generated by Builder)		11/18/2024 09:13 PM	11/18/2024 09:13 PM	Validation Pending	N/A	202402P____-219 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13	202402P____-218 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13	202304P____-217 (Generated by Builder)		11/13/2024 03:10 PM	11/13/2024 03:10 PM	Delayed	N/A	202304P____-216 (Generated by Builder)		11/13/2024 01:06 PM	11/13/2024 01:06 PM	Passed	2024-11-13	202304P____-215 (Generated by Builder)		11/12/2024 04:09 PM	11/12/2024 04:09 PM	Validation Pending	N/A	202402P____-214 (Uploaded)	N/A	11/12/2024 03:45 PM	11/12/2024 03:45 PM	Delayed	N/A	202402P____-213 (Uploaded)	N/A	11/12/2024 03:43 PM	11/12/2024 03:43 PM	Validation Pending	N/A	202304P____-212 (Generated by Builder)		11/12/2024 03:40 PM	11/12/2024 03:40 PM	Validation Pending	N/A	202304P____-211 (Generated by Builder)		11/12/2024 01:26 PM	11/12/2024 01:26 PM	Validation Pending	N/A
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You have now completed accessing the *Dispute Builder* and creating a dispute report generated by the builder on the **Dispute Submission** page.

Dispute File Upload Tab

Manufacturers can utilize the CGDP module to submit manually created dispute files containing distributed invoice line items for the current reporting period. The **Dispute Submission** page has a [Dispute File Upload](#) tab for uploading and validating these files.

Note: TPA recommends that submission of dispute files as soon as manufacturers identify dispute-eligible invoice line items, rather than waiting until the “*Dispute Submission Deadline*”, which is 60 days after the “*Quarterly Invoice Receipt Date*” as listed on the [Medicare Part D Coverage Gap Discount Program \(CGDP\) and Manufacturer Discount Program \(MDP\) Calendar](#).

A dispute file must be in a *Passed* status to be submitted to CMS for review and determination. Obtaining a *Passed* status means the dispute file contains the required information for CMS to evaluate the dispute request, but it does not mean the disputed line items have been upheld by CMS.

Delayed files will receive a *Delayed Dispute Submission* message and will be processed in the next 24-hour cycle. If multiple files receive a *Delayed* status, each file will process 24 hours after the previous file completes processing.

Note: If some line item records in a manually uploaded dispute file do not pass validation edits, the entire file will receive a *Failed* status.

Failed records must be corrected or removed and the file resubmitted. The dispute file must receive both a *Passed* status on the *Dispute Status* tab and the dispute records must appear in the *Number Accepted* field on the **Dispute Dashboard** page’s *Return Files* tab before they are eligible for CMS review.

This instruction provides directions on uploading a manually created dispute file on the [Dispute File Upload](#) tab and reviewing file submission error reports on the *Dispute Status* tab. The file must not exceed 50MB.

There is a prerequisite for this instruction. It will require the creation of a manual dispute file. Instructions for creating a manual dispute file are available using the “Manual Dispute Submission and Attachment Overview” document located under [Disputes](#) on the [TPAdministrator.com](#) website.

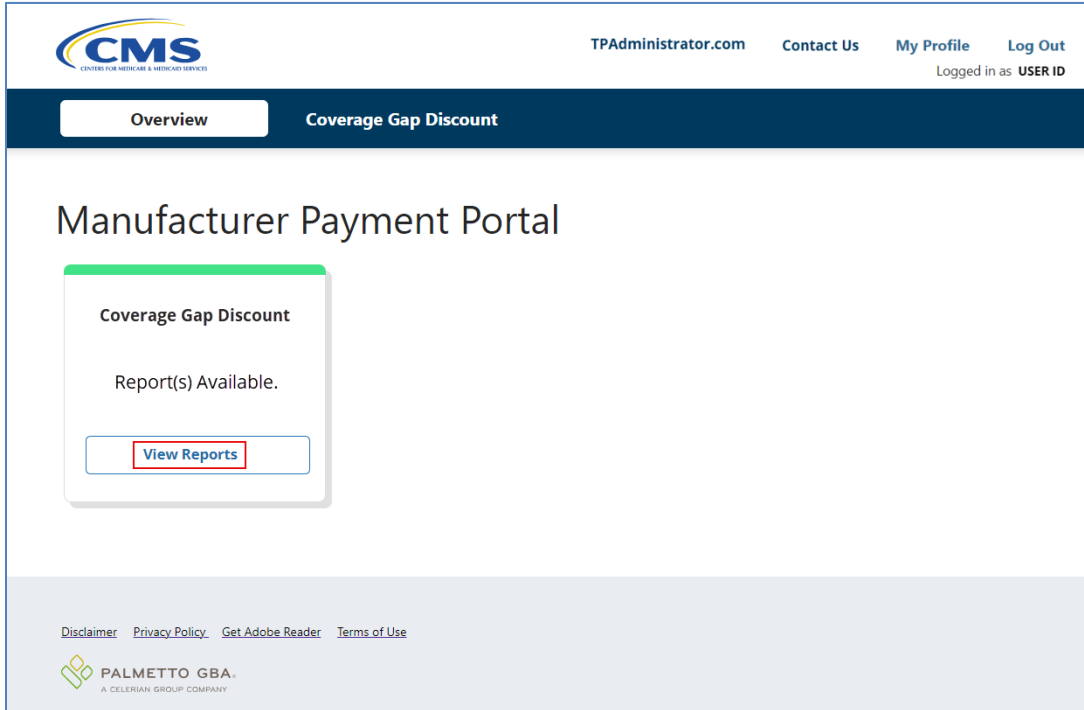
The screenshot shows the CMS website interface for the Coverage Gap Discount Program. At the top, the CMS logo is on the left, and navigation links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out' are on the right. Below the navigation bar, there are tabs for 'Overview' and 'Coverage Gap Discount'. The main heading is 'Coverage Gap Discount Program: Dispute Submission'. On the left is a sidebar menu with options like 'Home', 'Pay an Invoice', 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', 'Dispute Dashboard', and 'Dispute Submission' (which is highlighted). The main content area features a section for 'Important Dates (Quarter 202304)' with a table of dates and events. Below this is a 'Dispute Builder' section with tabs for 'Dispute File Upload' (highlighted), 'Dispute Status', and 'Dispute Builder'. The 'Dispute File Upload' tab contains instructions on file type and size, a file selection area with a 'Choose File' button, and an 'Upload File' button.

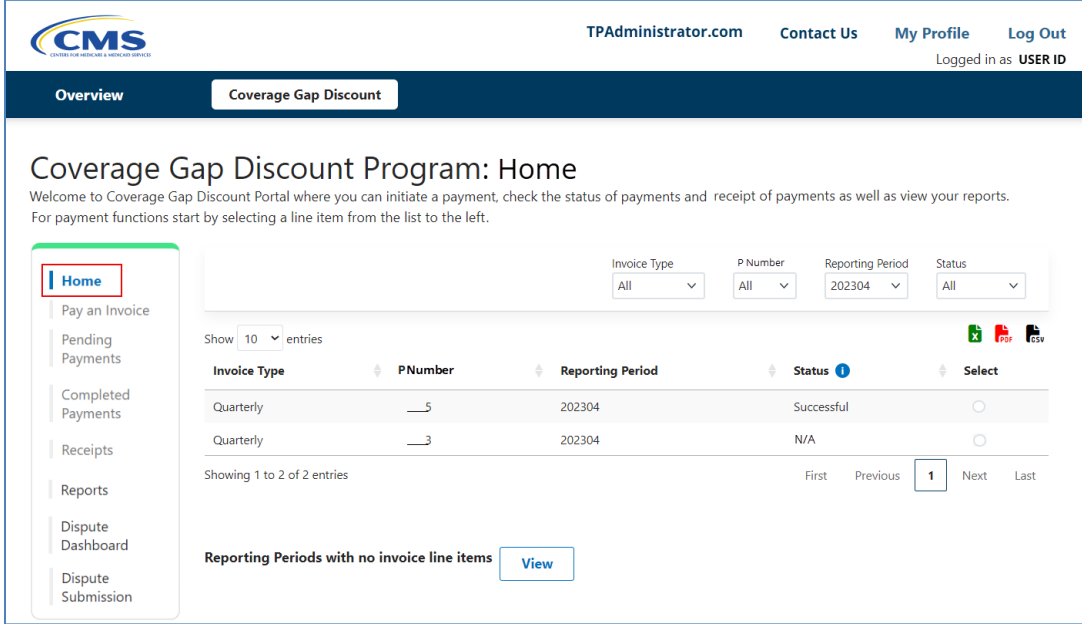
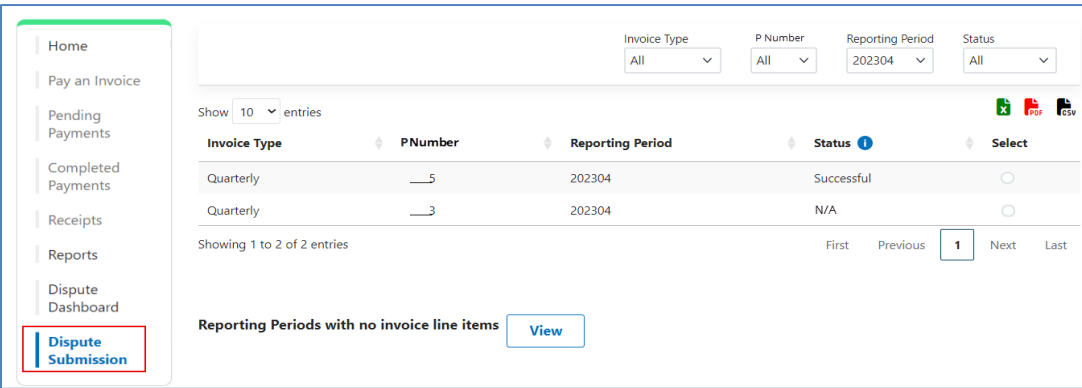
Important Dates (Quarter 202304)			
01/31/2024	03/10/2024	04/01/2024	05/31/2024
Invoice Distribution	Invoice Payment Deadline	Dispute Submission Deadline	Dispute Disposition Distribution

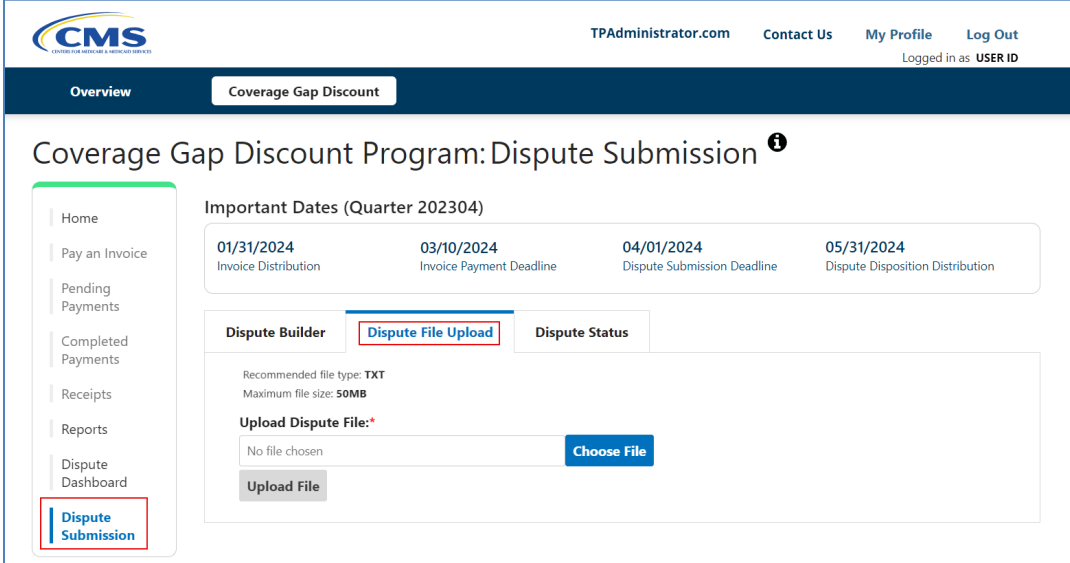
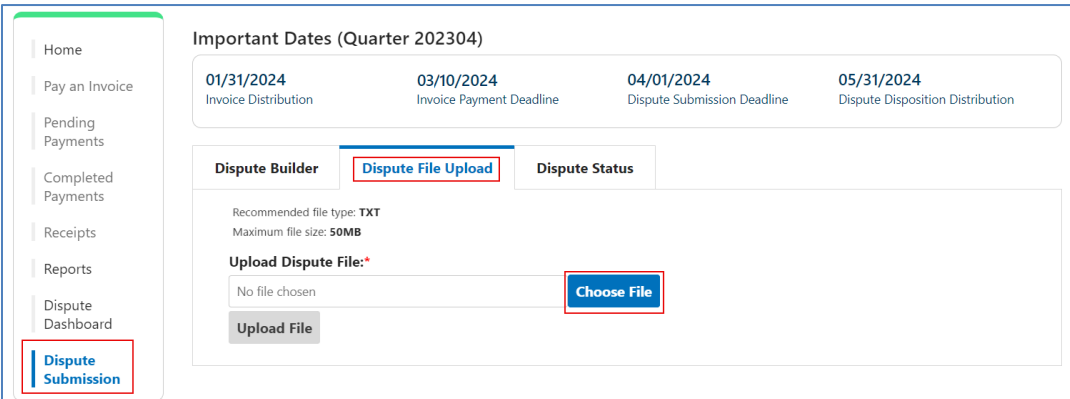
For detailed information about the fields on the Dispute Dashboard, refer to [Table 11: Dispute File Upload](#) in the Appendix.

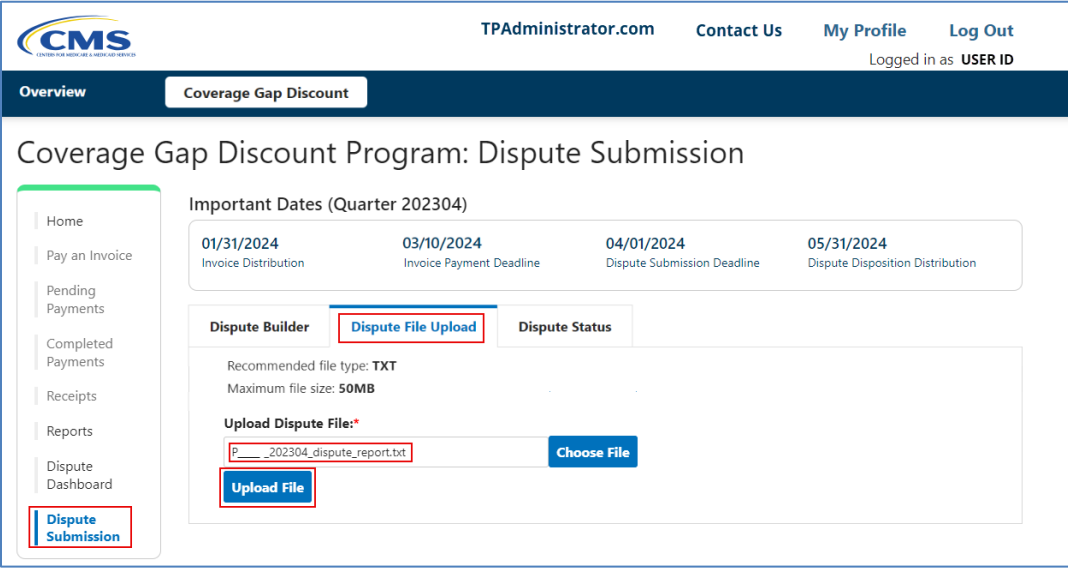
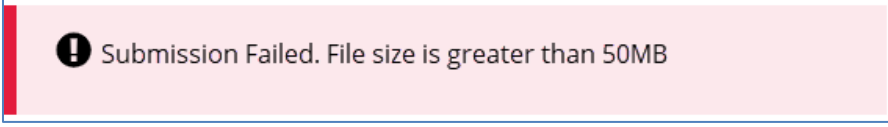
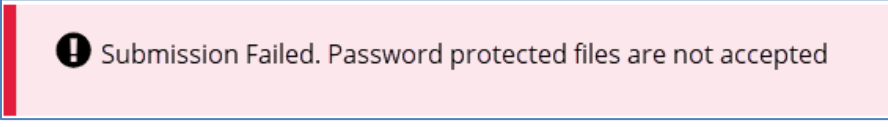
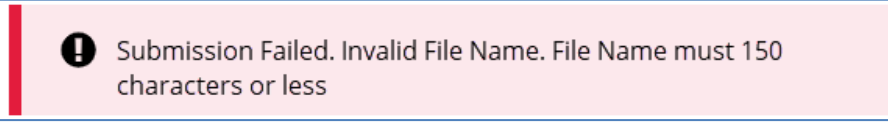
To access the MPP, click on the TPAdministrator.com and click on the MPP Login.

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
<p>1. After successfully logging in with your user ID, password and system generated MFA token, the MPP Overview page will display showing all programs assigned to your user ID as cards on the page.</p> <p>Select the “Coverage Gap Discount” card’s View Reports button or the “Coverage Gap Discount” link in the blue navigation bar.</p>	 <p>The screenshot shows the Manufacturer Payment Portal (MPP) Overview page. At the top left is the CMS logo. To the right are links for TPAdministrator.com, Contact Us, My Profile, and Log Out, along with the text "Logged in as USER ID". Below this is a dark blue navigation bar with two buttons: "Overview" and "Coverage Gap Discount". The main content area features a card titled "Coverage Gap Discount" with the text "Report(s) Available." and a "View Reports" button. At the bottom of the page, there are links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, and the Palmetto GBA logo.</p>

Instructions	Visuals
<p>2. The Home page is displayed.</p>	 <p>The screenshot shows the 'Coverage Gap Discount Program: Home' page. At the top, there is a navigation bar with the CMS logo, 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a sub-header with 'Overview' and 'Coverage Gap Discount'. The main heading is 'Coverage Gap Discount Program: Home'. A welcome message states: 'Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions start by selecting a line item from the list to the left.' Below the message are filters for Invoice Type (All), P Number (All), Reporting Period (202304), and Status (All). A table shows two entries: Quarterly (P Number 5, Status Successful) and Quarterly (P Number 3, Status N/A). The 'Home' link in the left navigation menu is highlighted with a red box.</p>
<p>3. Click on the Dispute Submission link in the left navigation menu to access the Dispute Submission page.</p>	 <p>This screenshot is identical to the previous one, but the 'Dispute Submission' link in the left navigation menu is highlighted with a red box instead of 'Home'.</p>

Instructions	Visuals
<p>4. The Dispute Submission page displays three tabs.</p> <p>Choose the second tab for <i>Dispute File Upload</i> tab.</p>	
<p>5. To upload your dispute file, click on the <i>Choose File</i> button.</p>	

Instructions	Visuals
<p>6. Find the file you want to upload, on your computer and select it.</p> <p>Once the file name displays in the <i>Upload Dispute File*</i> <i>Choose File</i> box, the <i>Upload File</i> button becomes active.</p> <p>Click the Upload File button to upload your file.</p> <p>The CGDP module will generate a name for the file that consists of the current quarter information in YYYYQQ format followed by the P Number then a sequential number assigned by the system.</p>	
<p>7. When the file size of the uploaded file is too large, the following error messages will display: “Submission Failed. File size is greater than 50MB.”</p>	
<p>8. When a password protected file is uploaded, the following error message would display: “Submission Failed. Password protected files are not accepted.”</p>	
<p>9. When a password protected file is uploaded, the following error message would display: “Submission Failed. Invalid File</p>	

Instructions	Visuals
Name. File Name must 150 characters or less.”	
10. When a password protected file is uploaded, the following error message would display: “Submission Failed. Acceptable special characters: hyphen (-), underscore (_), and period (.).”	
11. When errors in the file fail the upload, the following message will display: “Upload Failed. Please check the status in the Dispute Status tab.”	
12. When no errors are found, the following message will display: “Dispute Submitted. Please check the status in the Dispute Status tab.”	
13. Select the Dispute Status tab to view the status of your uploaded file. Refer to the Dispute Status Tab instruction to discover the statuses that will appear for both uploaded and builder created dispute files.	

Refer to [Dispute Dashboard for Manufacturers](#) for instructions on viewing dispute return reports.

You have successfully completed submitting a manual dispute text file using the **Dispute Submission** page.

Dispute Status Tab

The Dispute Status tab allows you to check the status of disputes submitted through the Dispute Builder and Dispute File Upload tabs. This functionality lets you verify and review the status updates of your disputed files, which undergo system verification to ensure they meet CMS requirements.

Note: A Passed status means the dispute file has the necessary information for CMS review, but it does not mean the disputed items have been upheld by CMS.

The Dispute Status Table on the Dispute Status tab displays the loaded dispute files and their status updates. Note that the Dispute Status tab only shows data for the current dispute submission period. All prior submitted dispute data is removed each quarter.

Important Dates (Quarter 202402)

08/31/2024 Invoice Distribution	12/31/2024 Invoice Payment Deadline	10/31/2024 Dispute Submission Deadline	12/30/2023 Dispute Disposition Distribution
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Dispute Status

Files	Download	Date Created	Date Submitted	Status	Date Validated
202304P____-236 (Generated by Builder)		11/18/2024 09:13 PM	11/18/2024 09:13 PM	Validation Pending	N/A
202402P____-219 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13
202402P____-218 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13
202304P____-217 (Generated by Builder)		11/13/2024 03:10 PM	11/13/2024 03:10 PM	Delayed	N/A
202304P____-216 (Generated by Builder)		11/13/2024 01:06 PM	11/13/2024 01:06 PM	Passed	2024-11-13
202304P____-215 (Generated by Builder)		11/12/2024 04:09 PM	11/12/2024 04:09 PM	Validation Pending	N/A
202402P____-214 (Uploaded)	N/A	11/12/2024 03:45 PM	11/12/2024 03:45 PM	Delayed	N/A
202402P____-213 (Uploaded)	N/A	11/12/2024 03:43 PM	11/12/2024 03:43 PM	Validation Pending	N/A
202304P____-212 (Generated by Builder)		11/12/2024 03:40 PM	11/12/2024 03:40 PM	Validation Pending	N/A
202304P____-211 (Generated by Builder)		11/12/2024 01:26 PM	11/12/2024 01:26 PM	Validation Pending	N/A

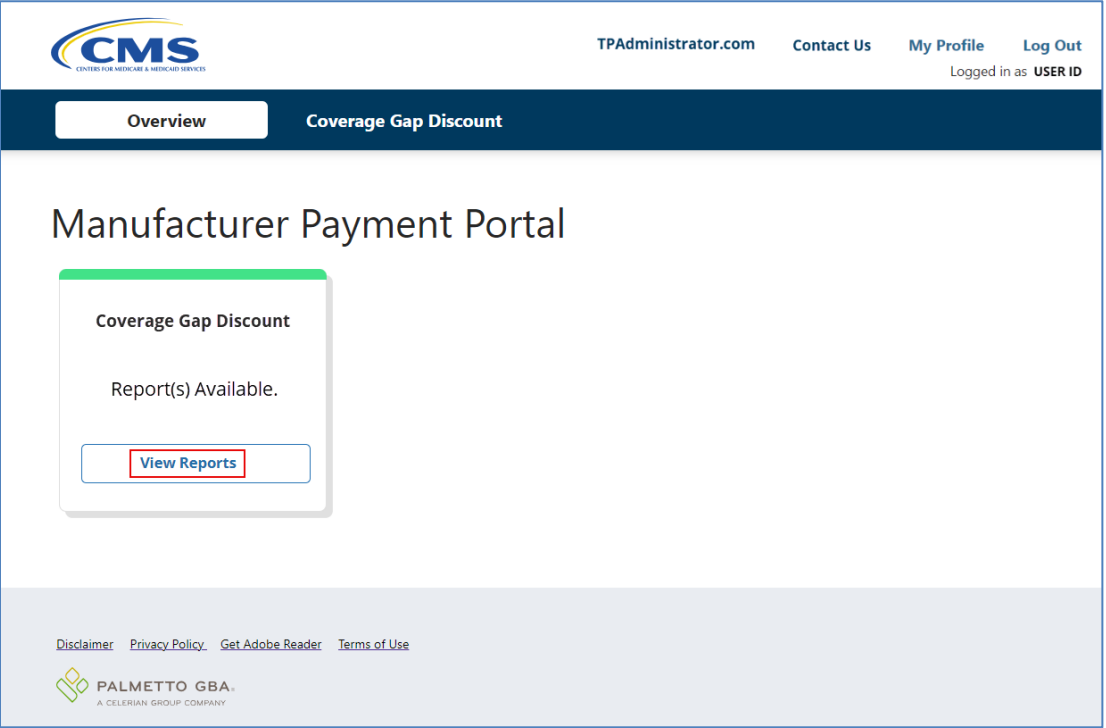
Showing 1 to 10 of 73 entries

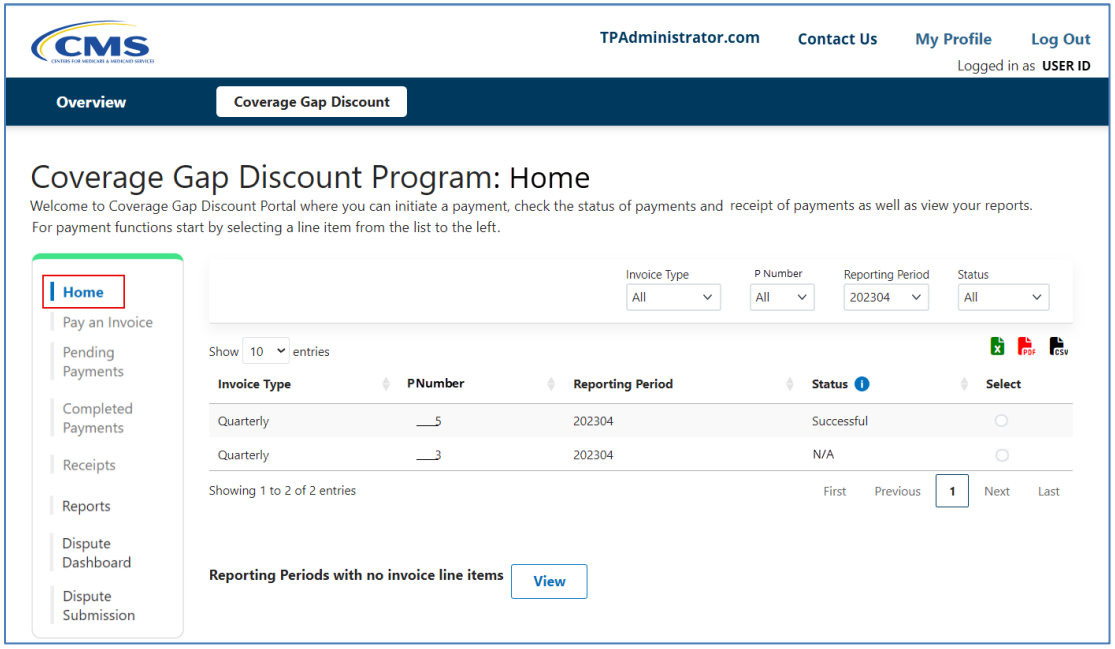
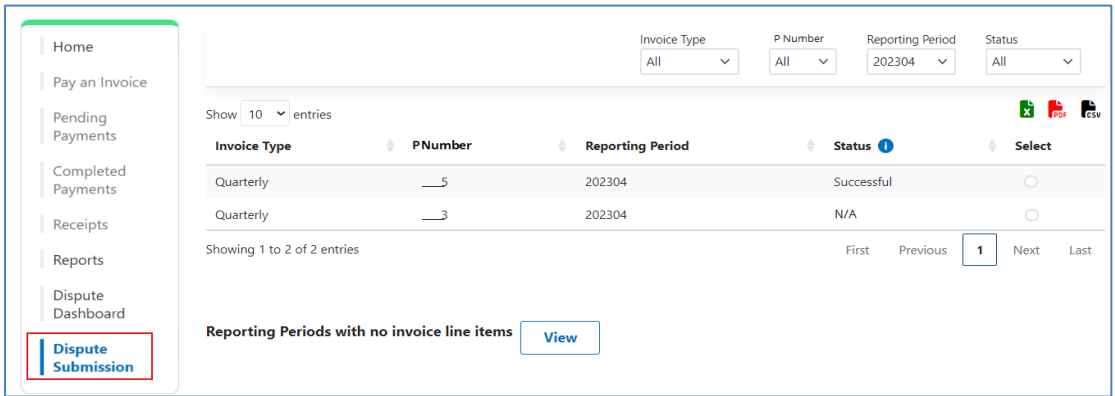
First Previous **1** 2 3 4 5 ... 8 Next Last

For detailed information about the fields on the Dispute Status tab, refer to Table 12: Dispute Status 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
<p>1. After successfully logging in with your user ID, password and system generated MFA token, the MPP Overview page will display showing all programs assigned to your user ID as cards on the page.</p> <p>Select the “Coverage Gap Discount” card’s <i>View Reports</i> button or the “Coverage Gap Discount” link in the blue navigation bar.</p>	 <p>The screenshot displays the MPP Overview page. At the top, there is a navigation bar with the CMS logo on the left and links for TPAdministrator.com, Contact Us, My Profile, and Log Out on the right. Below the navigation bar, there are two tabs: Overview (selected) and Coverage Gap Discount. The main content area features a large heading 'Manufacturer Payment Portal' and a card titled 'Coverage Gap Discount' which contains the text 'Report(s) Available.' and a 'View Reports' button. The footer includes links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo.</p>

Instructions	Visuals															
<p>2. The Home page is displayed.</p>	 <p>The screenshot shows the 'Coverage Gap Discount Program: Home' page. At the top, there is a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a sub-header with 'Overview' and 'Coverage Gap Discount'. The main heading is 'Coverage Gap Discount Program: Home'. A welcome message states: 'Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions start by selecting a line item from the list to the left.' On the left, a navigation menu is visible with 'Home' highlighted in a red box. The main content area features a search filter with dropdowns for 'Invoice Type' (All), 'P Number' (All), 'Reporting Period' (202304), and 'Status' (All). Below the filter is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>PNumber</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>5</td> <td>202304</td> <td>Successful</td> <td><input type="radio"/></td> </tr> <tr> <td>Quarterly</td> <td>3</td> <td>202304</td> <td>N/A</td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>At the bottom, there is a 'Reporting Periods with no invoice line items' section with a 'View' button.</p>	Invoice Type	PNumber	Reporting Period	Status	Select	Quarterly	5	202304	Successful	<input type="radio"/>	Quarterly	3	202304	N/A	<input type="radio"/>
Invoice Type	PNumber	Reporting Period	Status	Select												
Quarterly	5	202304	Successful	<input type="radio"/>												
Quarterly	3	202304	N/A	<input type="radio"/>												
<p>3. Click on the Dispute Submission link in the left navigation menu access the Dispute Submission page.</p>	 <p>This screenshot is identical to the previous one, but the 'Dispute Submission' link in the left navigation menu is highlighted with a red box.</p>															

Instructions

4. The **Dispute Submission** page displays three tabs.

Choose the third tab for *Dispute Status*.

Visuals

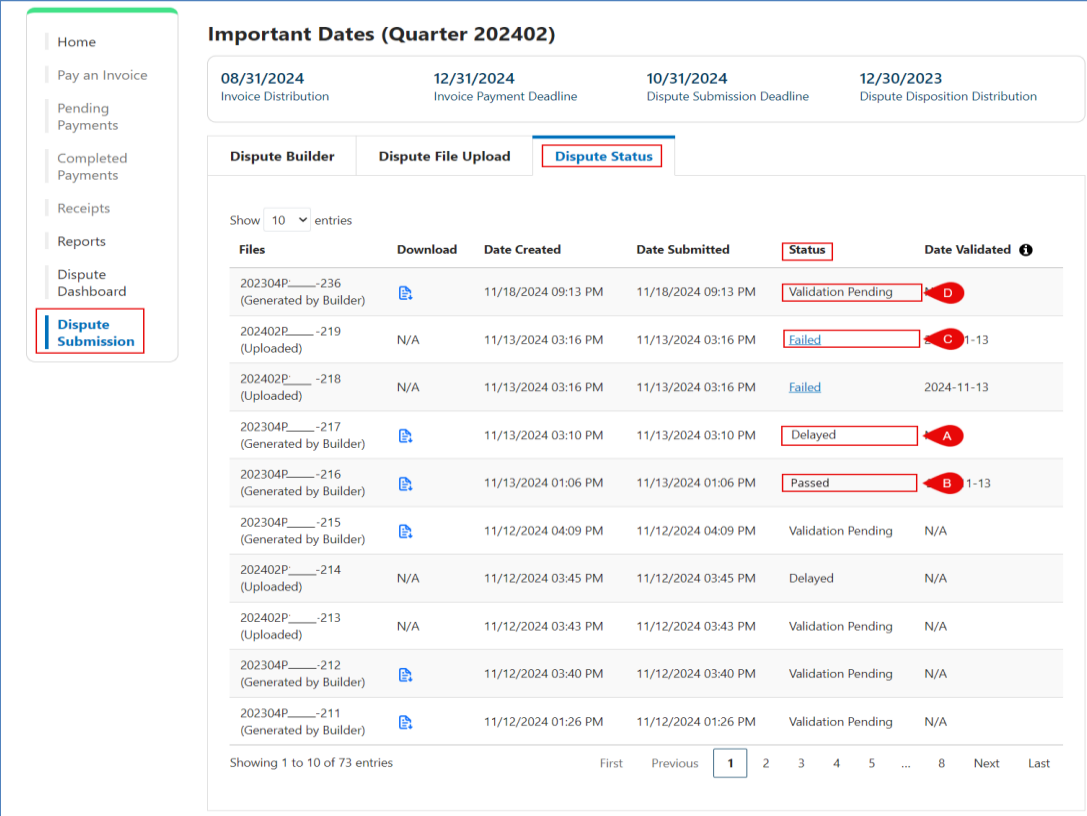
The screenshot shows the CMS TPA Administrator portal. The top navigation bar includes 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. The user is logged in as 'USER ID'. The main navigation menu on the left includes 'Home', 'Pay an Invoice', 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', 'Dispute Dashboard', and 'Dispute Submission' (highlighted with a red box). The main content area is titled 'Coverage Gap Discount Program: Dispute Submission'. It features a 'Coverage Gap Discount' tab and an 'Important Dates (Quarter 202402)' section with the following dates: 08/31/2024 (Invoice Distribution), 12/31/2024 (Invoice Payment Deadline), 10/31/2024 (Dispute Submission Deadline), and 12/30/2023 (Dispute Disposition Distribution). Below this is a 'Dispute Builder' section with three tabs: 'Dispute Builder', 'Dispute File Upload', and 'Dispute Status' (highlighted with a red box). The 'Dispute Status' tab displays a table of dispute entries with columns for 'Files', 'Download', 'Date Created', 'Date Submitted', 'Status', and 'Date Validated'. The table contains 10 entries, with the first entry being '202304P____-236 (Generated by Builder)' and the last being '202304P____-211 (Generated by Builder)'. The table also includes a 'Showing 1 to 10 of 73 entries' indicator and pagination controls.

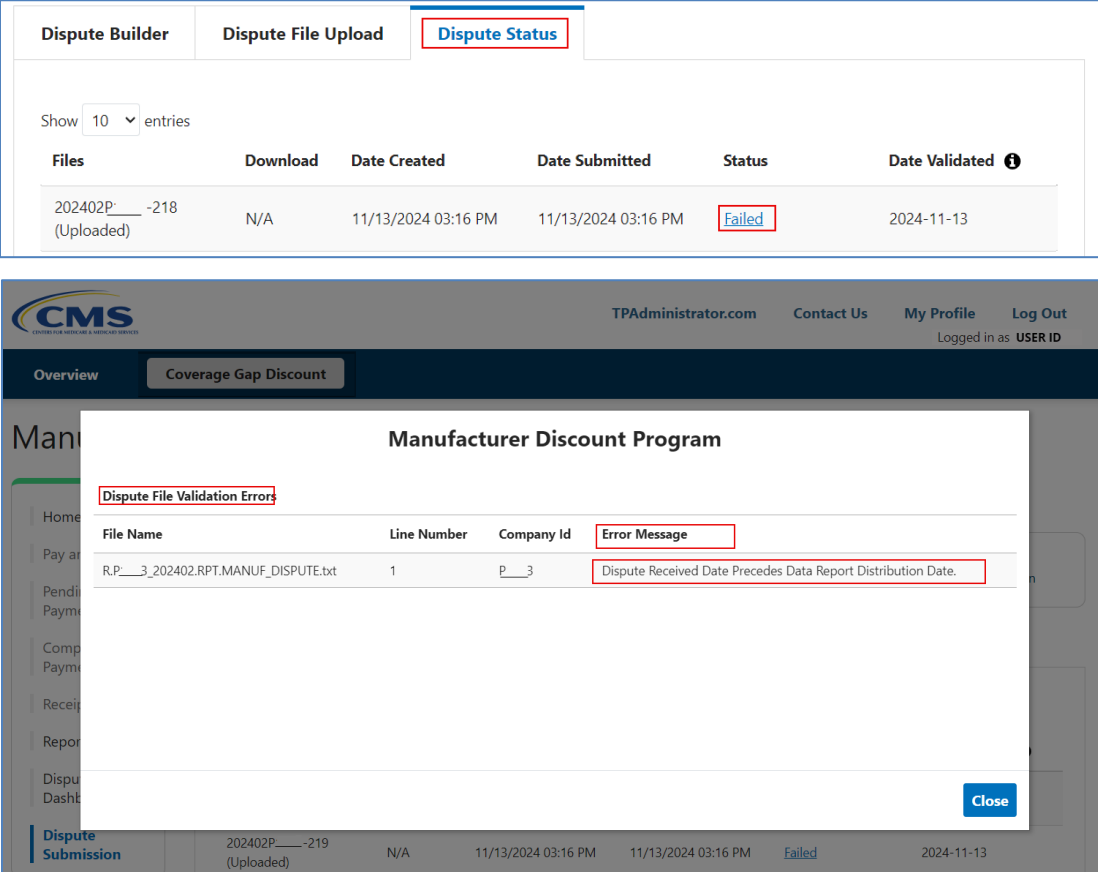
Files	Download	Date Created	Date Submitted	Status	Date Validated ⓘ
202304P____-236 (Generated by Builder)		11/18/2024 09:13 PM	11/18/2024 09:13 PM	Validation Pending	N/A
202402P____-219 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13
202402P____-218 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13
202304P____-217 (Generated by Builder)		11/13/2024 03:10 PM	11/13/2024 03:10 PM	Delayed	N/A
202304P____-216 (Generated by Builder)		11/13/2024 01:06 PM	11/13/2024 01:06 PM	Passed	2024-11-13
202304P____-215 (Generated by Builder)		11/12/2024 04:09 PM	11/12/2024 04:09 PM	Validation Pending	N/A
202402P____-214 (Uploaded)	N/A	11/12/2024 03:45 PM	11/12/2024 03:45 PM	Delayed	N/A
202402P____-213 (Uploaded)	N/A	11/12/2024 03:43 PM	11/12/2024 03:43 PM	Validation Pending	N/A
202304P____-212 (Generated by Builder)		11/12/2024 03:40 PM	11/12/2024 03:40 PM	Validation Pending	N/A
202304P____-211 (Generated by Builder)		11/12/2024 01:26 PM	11/12/2024 01:26 PM	Validation Pending	N/A

Instructions	Visuals																																																																						
<p>5. Review the <i>Status Table</i> to see the dispute files that have been either been <u>Uploaded</u> or <u>Generated by Builder</u>.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 25%;"> <ul style="list-style-type: none"> Home Pay an Invoice Pending Payments Completed Payments Receipts Reports Dispute Dashboard <li style="border: 2px solid red; padding: 2px;">Dispute Submission </div> <div style="width: 75%;"> <h3 style="margin: 0;">Important Dates (Quarter 202402)</h3> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 5px;">08/31/2024 Invoice Distribution</td> <td style="border: 1px solid #ccc; padding: 5px;">12/31/2024 Invoice Payment Deadline</td> <td style="border: 1px solid #ccc; padding: 5px;">10/31/2024 Dispute Submission Deadline</td> <td style="border: 1px solid #ccc; padding: 5px;">12/30/2023 Dispute Disposition Distribution</td> </tr> </table> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Dispute Builder Dispute File Upload Dispute Status </div> <p style="margin-top: 10px;">Show 10 entries</p> <table border="1" style="width: 100%; border-collapse: collapse; border: 2px solid red;"> <thead> <tr> <th style="text-align: left;">Files</th> <th style="text-align: center;">Download</th> <th style="text-align: center;">Date Created</th> <th style="text-align: center;">Date Submitted</th> <th style="text-align: center;">Status</th> <th style="text-align: center;">Date Validated ⓘ</th> </tr> </thead> <tbody> <tr> <td>202304P____-236 (Generated by Builder)</td> <td style="text-align: center;"></td> <td style="text-align: center;">11/18/2024 09:13 PM</td> <td style="text-align: center;">11/18/2024 09:13 PM</td> <td style="text-align: center;">Validation Pending</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>202402P____-219 (Uploaded)</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">11/13/2024 03:16 PM</td> <td style="text-align: center;">11/13/2024 03:16 PM</td> <td style="text-align: center; color: red;">Failed</td> <td style="text-align: center;">2024-11-13</td> </tr> <tr> <td>202402P____-218 (Uploaded)</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">11/13/2024 03:16 PM</td> <td style="text-align: center;">11/13/2024 03:16 PM</td> <td style="text-align: center; color: red;">Failed</td> <td style="text-align: center;">2024-11-13</td> </tr> <tr> <td>202304P____-217 (Generated by Builder)</td> <td style="text-align: center;"></td> <td style="text-align: center;">11/13/2024 03:10 PM</td> <td style="text-align: center;">11/13/2024 03:10 PM</td> <td style="text-align: center;">Delayed</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>202304P____-216 (Generated by Builder)</td> <td style="text-align: center;"></td> <td style="text-align: center;">11/13/2024 01:06 PM</td> <td style="text-align: center;">11/13/2024 01:06 PM</td> <td style="text-align: center;">Passed</td> <td style="text-align: center;">2024-11-13</td> </tr> <tr> <td>202304P____-215 (Generated by Builder)</td> <td style="text-align: center;"></td> <td style="text-align: center;">11/12/2024 04:09 PM</td> <td style="text-align: center;">11/12/2024 04:09 PM</td> <td style="text-align: center;">Validation Pending</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>202402P____-214 (Uploaded)</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">11/12/2024 03:45 PM</td> <td style="text-align: center;">11/12/2024 03:45 PM</td> <td style="text-align: center;">Delayed</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>202402P____-213 (Uploaded)</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">11/12/2024 03:43 PM</td> <td style="text-align: center;">11/12/2024 03:43 PM</td> <td style="text-align: center;">Validation Pending</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>202304P____-212 (Generated by Builder)</td> <td style="text-align: center;"></td> <td style="text-align: center;">11/12/2024 03:40 PM</td> <td style="text-align: center;">11/12/2024 03:40 PM</td> <td style="text-align: center;">Validation Pending</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>202304P____-211 (Generated by Builder)</td> <td style="text-align: center;"></td> <td style="text-align: center;">11/12/2024 01:26 PM</td> <td style="text-align: center;">11/12/2024 01:26 PM</td> <td style="text-align: center;">Validation Pending</td> <td style="text-align: center;">N/A</td> </tr> </tbody> </table> <p style="margin-top: 10px; font-size: 0.8em;">Showing 1 to 10 of 73 entries</p> <div style="display: flex; justify-content: flex-end; align-items: center; gap: 5px; font-size: 0.8em;"> First Previous 1 2 3 4 5 ... 8 Next Last </div> </div> </div> </div>	08/31/2024 Invoice Distribution	12/31/2024 Invoice Payment Deadline	10/31/2024 Dispute Submission Deadline	12/30/2023 Dispute Disposition Distribution	Files	Download	Date Created	Date Submitted	Status	Date Validated ⓘ	202304P____-236 (Generated by Builder)		11/18/2024 09:13 PM	11/18/2024 09:13 PM	Validation Pending	N/A	202402P____-219 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13	202402P____-218 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13	202304P____-217 (Generated by Builder)		11/13/2024 03:10 PM	11/13/2024 03:10 PM	Delayed	N/A	202304P____-216 (Generated by Builder)		11/13/2024 01:06 PM	11/13/2024 01:06 PM	Passed	2024-11-13	202304P____-215 (Generated by Builder)		11/12/2024 04:09 PM	11/12/2024 04:09 PM	Validation Pending	N/A	202402P____-214 (Uploaded)	N/A	11/12/2024 03:45 PM	11/12/2024 03:45 PM	Delayed	N/A	202402P____-213 (Uploaded)	N/A	11/12/2024 03:43 PM	11/12/2024 03:43 PM	Validation Pending	N/A	202304P____-212 (Generated by Builder)		11/12/2024 03:40 PM	11/12/2024 03:40 PM	Validation Pending	N/A	202304P____-211 (Generated by Builder)		11/12/2024 01:26 PM	11/12/2024 01:26 PM	Validation Pending	N/A
08/31/2024 Invoice Distribution	12/31/2024 Invoice Payment Deadline	10/31/2024 Dispute Submission Deadline	12/30/2023 Dispute Disposition Distribution																																																																				
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<p>6. Dispute files that have been <u>Generated by Builder</u> have a download icon to download the file created using the <u>Dispute Builder</u>.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <div style="width: 20%;"> <ul style="list-style-type: none"> Home Pay an Invoice Pending Payments Completed Payments Receipts Reports Dispute Dashboard <li style="border: 1px solid red; padding: 2px;">Dispute Submission </div> <div style="width: 80%;"> <h3 style="margin: 0;">Important Dates (Quarter 202402)</h3> <table style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 25%; text-align: center;">08/31/2024 Invoice Distribution</td> <td style="width: 25%; text-align: center;">12/31/2024 Invoice Payment Deadline</td> <td style="width: 25%; text-align: center;">10/31/2024 Dispute Submission Deadline</td> <td style="width: 25%; text-align: center;">12/30/2023 Dispute Disposition Distribution</td> </tr> </table> <div style="display: flex; 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font-size: 0.8em;">Showing 1 to 10 of 73 entries First Previous 1 2 3 4 5 ... 8 Next Last</p> </div> </div> </div>	08/31/2024 Invoice Distribution	12/31/2024 Invoice Payment Deadline	10/31/2024 Dispute Submission Deadline	12/30/2023 Dispute Disposition Distribution	Files	Download	Date Created	Date Submitted	Status	Date Validated !	202304P____-236 (Generated by Builder)		11/18/2024 09:13 PM	11/18/2024 09:13 PM	Validation Pending	N/A	202402P____-219 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13	202402P____-218 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13	202304P____-217 (Generated by Builder)		11/13/2024 03:10 PM	11/13/2024 03:10 PM	Delayed	N/A	202304P____-216 (Generated by Builder)		11/13/2024 01:06 PM	11/13/2024 01:06 PM	Passed	2024-11-13	202304P____-215 (Generated by Builder)		11/12/2024 04:09 PM	11/12/2024 04:09 PM	Validation Pending	N/A	202402P____-214 (Uploaded)	N/A	11/12/2024 03:45 PM	11/12/2024 03:45 PM	Delayed	N/A	202402P____-213 (Uploaded)	N/A	11/12/2024 03:43 PM	11/12/2024 03:43 PM	Validation Pending	N/A	202304P____-212 (Generated by Builder)		11/12/2024 03:40 PM	11/12/2024 03:40 PM	Validation Pending	N/A	202304P____-211 (Generated by Builder)		11/12/2024 01:26 PM	11/12/2024 01:26 PM	Validation Pending	N/A
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<p>7. <u>Uploaded</u> dispute files do not have a download icon because the manufacturer already has a copy since it was uploaded to the portal.</p> <p>Uploaded files will undergo additional validations, including:</p> <ul style="list-style-type: none"> Dispute file formatting, such as the required header and trailer records, line item spacing, etc. Completion of required data for dispute reason code such as required supporting information, formatting of dates, etc. 	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <div style="width: 30%;"> <p>Home</p> <p>Pay an Invoice</p> <p>Pending Payments</p> <p>Completed Payments</p> <p>Receipts</p> <p>Reports</p> <p>Dispute Dashboard</p> <p style="border: 1px solid red; padding: 2px;">Dispute Submission</p> </div> <div style="width: 70%;"> <h3 style="margin: 0;">Important Dates (Quarter 202402)</h3> <table style="width: 100%; text-align: center; 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<p>8. Dispute file statuses are:</p> <p>A. Delayed: This status is assigned to duplicate files submitted within the same 24-hour cycle. These will be processed in the next cycle, 24 hours apart.</p> <p>B. Failed: This status is assigned if any line has errors. Click the <u>Failed</u> status hyperlink to download the report and correct or remove failed items before resubmitting.</p> <p>C. Passed: This status is assigned if the files pass additional validation with no errors</p> <p>D. Validation Pending: This status is assigned when a file is initially submitted with no upload errors.</p> <p>The module will display the following message if the file is delayed: “More than one dispute file was submitted in a 24-hour submission window (4:00 PM – 4:00 PM ET). This dispute file will be processed in the next cycle. No action is required.”</p>	 <p>Important Dates (Quarter 202402)</p> <p>08/31/2024 Invoice Distribution 12/31/2024 Invoice Payment Deadline 10/31/2024 Dispute Submission Deadline 12/30/2023 Dispute Disposition Distribution</p> <p>Dispute Builder Dispute File Upload Dispute Status</p> <p>Show 10 entries</p> <table border="1"> <thead> <tr> <th>Files</th> <th>Download</th> <th>Date Created</th> <th>Date Submitted</th> <th>Status</th> <th>Date Validated</th> </tr> </thead> <tbody> <tr> <td>202304P____-236 (Generated by Builder)</td> <td></td> <td>11/18/2024 09:13 PM</td> <td>11/18/2024 09:13 PM</td> <td>Validation Pending</td> <td></td> </tr> <tr> <td>202402P____-219 (Uploaded)</td> <td>N/A</td> <td>11/13/2024 03:16 PM</td> <td>11/13/2024 03:16 PM</td> <td>Failed</td> <td> 1-13</td> </tr> <tr> <td>202402P____-218 (Uploaded)</td> <td>N/A</td> <td>11/13/2024 03:16 PM</td> <td>11/13/2024 03:16 PM</td> <td>Failed</td> <td>2024-11-13</td> </tr> <tr> <td>202304P____-217 (Generated by Builder)</td> <td></td> <td>11/13/2024 03:10 PM</td> <td>11/13/2024 03:10 PM</td> <td>Delayed</td> <td></td> </tr> <tr> <td>202304P____-216 (Generated by Builder)</td> <td></td> <td>11/13/2024 01:06 PM</td> <td>11/13/2024 01:06 PM</td> <td>Passed</td> <td> 1-13</td> </tr> <tr> <td>202304P____-215 (Generated by Builder)</td> <td></td> <td>11/12/2024 04:09 PM</td> <td>11/12/2024 04:09 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> <tr> <td>202402P____-214 (Uploaded)</td> <td>N/A</td> <td>11/12/2024 03:45 PM</td> <td>11/12/2024 03:45 PM</td> <td>Delayed</td> <td>N/A</td> </tr> <tr> <td>202402P____-213 (Uploaded)</td> <td>N/A</td> <td>11/12/2024 03:43 PM</td> <td>11/12/2024 03:43 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> <tr> <td>202304P____-212 (Generated by Builder)</td> <td></td> <td>11/12/2024 03:40 PM</td> <td>11/12/2024 03:40 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> <tr> <td>202304P____-211 (Generated by Builder)</td> <td></td> <td>11/12/2024 01:26 PM</td> <td>11/12/2024 01:26 PM</td> <td>Validation Pending</td> <td>N/A</td> </tr> </tbody> </table> <p>Showing 1 to 10 of 73 entries First Previous 1 2 3 4 5 ... 8 Next Last</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>Status</p> <p>Delayed </p> </div> <div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>Status</p> <p>Failed </p> </div> <div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>Status</p> <p>Passed </p> </div> <div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>Status</p> <p>Validation Pending </p> </div> </div>	Files	Download	Date Created	Date Submitted	Status	Date Validated	202304P____-236 (Generated by Builder)		11/18/2024 09:13 PM	11/18/2024 09:13 PM	Validation Pending		202402P____-219 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	1-13	202402P____-218 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13	202304P____-217 (Generated by Builder)		11/13/2024 03:10 PM	11/13/2024 03:10 PM	Delayed		202304P____-216 (Generated by Builder)		11/13/2024 01:06 PM	11/13/2024 01:06 PM	Passed	1-13	202304P____-215 (Generated by Builder)		11/12/2024 04:09 PM	11/12/2024 04:09 PM	Validation Pending	N/A	202402P____-214 (Uploaded)	N/A	11/12/2024 03:45 PM	11/12/2024 03:45 PM	Delayed	N/A	202402P____-213 (Uploaded)	N/A	11/12/2024 03:43 PM	11/12/2024 03:43 PM	Validation Pending	N/A	202304P____-212 (Generated by Builder)		11/12/2024 03:40 PM	11/12/2024 03:40 PM	Validation Pending	N/A	202304P____-211 (Generated by Builder)		11/12/2024 01:26 PM	11/12/2024 01:26 PM	Validation Pending	N/A
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<p>9. If errors are found, the entire file will be marked as Failed as shown here.</p> <p>To download the failed report, click the <i>Failed</i> status hyperlink. This report will provide details on what did not pass validation, so you can correct or remove the failed items and resubmit the file.</p>	 <p>The screenshot displays the 'Dispute Status' tab in the CMS TPA Administrator portal. It shows a table of dispute entries with columns for Files, Download, Date Created, Date Submitted, Status, and Date Validated. One entry is highlighted with a 'Failed' status. A modal window titled 'Dispute File Validation Errors' is open, showing a table with columns for File Name, Line Number, Company Id, and Error Message. The error message for the selected file is 'Dispute Received Date Precedes Data Report Distribution Date.' A 'Close' button is visible in the bottom right of the modal.</p> <table border="1" data-bbox="800 302 1892 557"> <thead> <tr> <th>Files</th> <th>Download</th> <th>Date Created</th> <th>Date Submitted</th> <th>Status</th> <th>Date Validated</th> </tr> </thead> <tbody> <tr> <td>202402P____-218 (Uploaded)</td> <td>N/A</td> <td>11/13/2024 03:16 PM</td> <td>11/13/2024 03:16 PM</td> <td>Failed</td> <td>2024-11-13</td> </tr> </tbody> </table> <table border="1" data-bbox="800 711 1892 1170"> <thead> <tr> <th>File Name</th> <th>Line Number</th> <th>Company Id</th> <th>Error Message</th> </tr> </thead> <tbody> <tr> <td>R.P._3_202402.RPT.MANUF_DISPUTE.txt</td> <td>1</td> <td>P_3</td> <td>Dispute Received Date Precedes Data Report Distribution Date.</td> </tr> </tbody> </table>	Files	Download	Date Created	Date Submitted	Status	Date Validated	202402P____-218 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13	File Name	Line Number	Company Id	Error Message	R.P._3_202402.RPT.MANUF_DISPUTE.txt	1	P_3	Dispute Received Date Precedes Data Report Distribution Date.
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<p>10. When the first submitted file receives either a Validation Pending or a Passed status, any other files submitted within the same 24-hour cycle with the same P Number will receive a Delayed status due to duplicate file submission.</p> <p>Delayed files will be processed in the next 24-hour cycle. If multiple files receive a Delayed status, each will be processed 24 hours apart.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 25%;"> <ul style="list-style-type: none"> Home Pay an Invoice Pending Payments Completed Payments Receipts Reports Dispute Dashboard <li style="border: 1px solid red; padding: 2px;">Dispute Submission </div> <div style="width: 75%;"> <h3 style="margin: 0;">Important Dates (Quarter 202402)</h3> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 5px;">08/31/2024 Invoice Distribution</td> <td style="border: 1px solid #ccc; padding: 5px;">12/31/2024 Invoice Payment Deadline</td> <td style="border: 1px solid #ccc; padding: 5px;">10/31/2024 Dispute Submission Deadline</td> <td style="border: 1px solid #ccc; padding: 5px;">12/30/2023 Dispute Disposition Distribution</td> </tr> </table> <div style="display: flex; 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margin-top: 5px;">Showing 1 to 10 of 73 entries</p> <p style="text-align: right; font-size: small; margin-top: 5px;"> 1 2 3 4 5 ... 8 Next Last </p> </div> </div> </div></div>	08/31/2024 Invoice Distribution	12/31/2024 Invoice Payment Deadline	10/31/2024 Dispute Submission Deadline	12/30/2023 Dispute Disposition Distribution	Files	Download	Date Created	Date Submitted	Status	Date Validated ⓘ	202304P____-236 (Generated by Builder)		11/18/2024 09:13 PM	11/18/2024 09:13 PM	Validation Pending	N/A	202402P____-219 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13	202402P____-218 (Uploaded)	N/A	11/13/2024 03:16 PM	11/13/2024 03:16 PM	Failed	2024-11-13	202304P____-217 (Generated by Builder)		11/13/2024 03:10 PM	11/13/2024 03:10 PM	Delayed	N/A	202304P____-216 (Generated by Builder)		11/13/2024 01:06 PM	11/13/2024 01:06 PM	Passed	2024-11-13	202304P____-215 (Generated by Builder)		11/12/2024 04:09 PM	11/12/2024 04:09 PM	Validation Pending	N/A	202402P____-214 (Uploaded)	N/A	11/12/2024 03:45 PM	11/12/2024 03:45 PM	Delayed	N/A	202402P____-213 (Uploaded)	N/A	11/12/2024 03:43 PM	11/12/2024 03:43 PM	Validation Pending	N/A	202304P____-212 (Generated by Builder)		11/12/2024 03:40 PM	11/12/2024 03:40 PM	Validation Pending	N/A	202304P____-211 (Generated by Builder)		11/12/2024 01:26 PM	11/12/2024 01:26 PM	Validation Pending	N/A
08/31/2024 Invoice Distribution	12/31/2024 Invoice Payment Deadline	10/31/2024 Dispute Submission Deadline	12/30/2023 Dispute Disposition Distribution																																																																				
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You have successfully discovered the *Dispute Status* tab functions for viewing submitted dispute files and their statuses and downloading Dispute Builder files and Failed file status reports on the **Dispute Submission** page.

Summary

This **CGDP MPP Manufacturer** 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 manufacturers 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 *Payment Contact* role and the *TPA Liaison* role.

This user guide also introduced the following functionality available to authorized Manufacturer 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 falls below the systems deferred allowable amount.

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 manufacturer, the sponsor and the TPA. Invoices that are not paid by the due date may be subject to CMP assessed by CMS as per the Manufacturer agreement.

- 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.
- The **Receipts** page lists invoiced line items due to be paid to manufacturers by sponsors. It shows the amounts, payment status, and originating sponsor, so you can verify when funds post to your bank account.
- The **Reports** page in 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 CGDP Calendar. The guide covers four types of reports: Invoice, Data, Tracking, and Sponsor 1099 Information, available for review and retrieval.

- The **Dispute Dashboard** in the CGDP module provides manufacturers with the ability to dispute PDE line items for the current reporting period. The PDE line items must be paid by the invoice payment deadline, even if disputed. The Dispute Dashboard lists return and resolution reports received by the TPA. Return reports respond to submitted dispute files, while resolution reports provide CMS determinations on accepted disputes.
- Manufacturers can create dispute record files using the current quarter's Data report, either manually in a text file format or using the CGDP module's Dispute Builder. Both types of files are submitted via the CGDP module.

Please Note:

Report formats are available on the [Disputes](#) page on the [TPAdministrator.com](#) website to help read the text file formats of the Manufacturer Dispute file.

Finally, you discovered that all payments are due to be completed in the CGDP module in the MPP 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

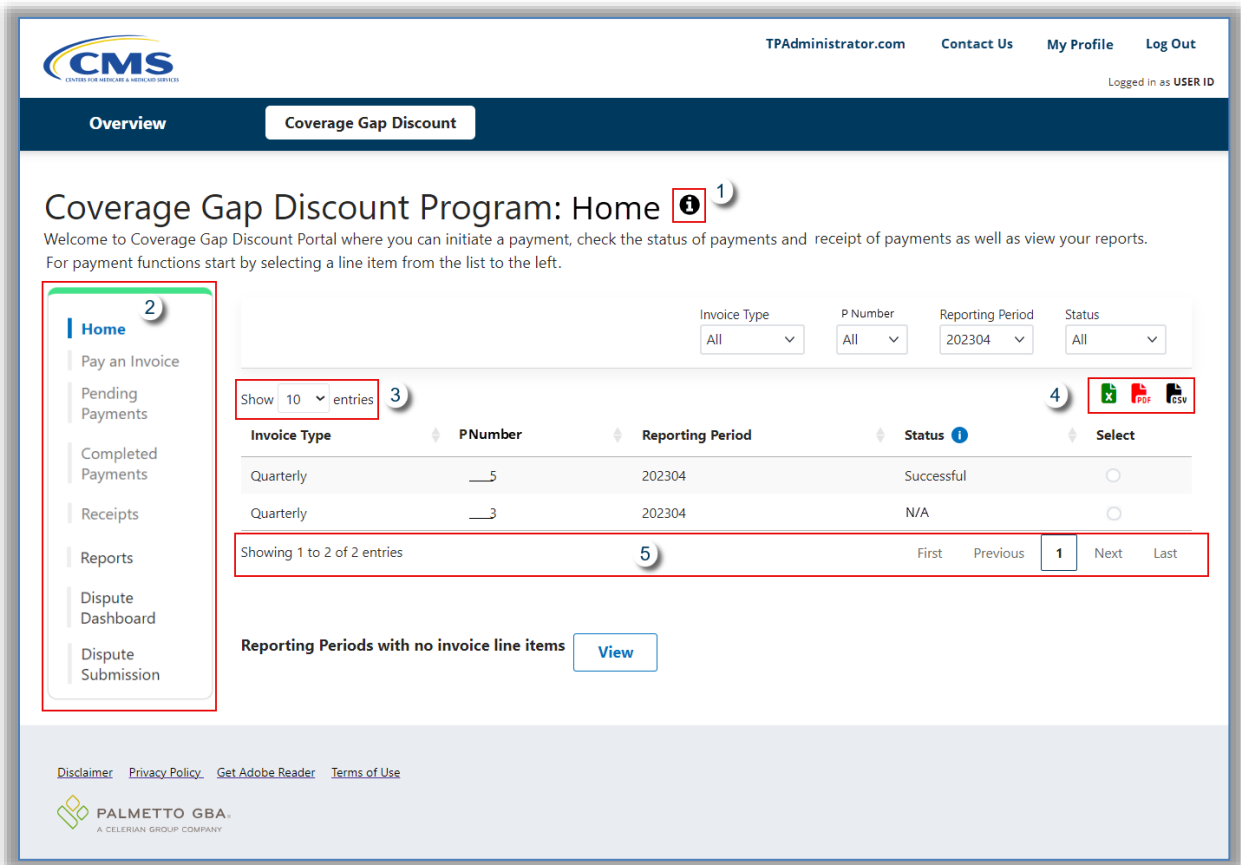
Term	Definition
Authorization Amount	Displays the amount authorized for payment processing, including amounts located in the Invoice Amount and Previous Deferred Amount fields.
Available	Status designation of an invoice that represents that an item is ready for payment initiation.
Contact Us	Provides 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. 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 falls below 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 the 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. <i>Dispute Disposition Distribution</i> 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. <i>Dispute Submission Deadline</i> 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 <i>Invoice Distribution</i> 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 <i>Invoice Paid By</i> date, also known as the Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar “Invoice Paid By 38 th 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.

Term	Definition
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. <i>From 42 CFR § 423.2305.</i>
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. <i>From 42 CFR § 423.4</i>
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.

Term	Definition
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 manufacturers: Displays the total dollar amount of negative invoice line items due from sponsors. For sponsors: Displays the total dollar amount of invoice line items due from manufacturers.
Total Pending	Displays the total dollar amount of invoice line items selected for payment for the reporting period.
Total Received	For manufacturers: Displays the total dollar amount of negative invoice line items received from sponsors. For sponsor: Displays the total dollar amount of invoice line items received from manufacturers.
Total Successful	Displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the Payment Information of the Pay an Invoice page.
User ID	Credential information provided by TPA to Manufacturer for access to system. User ID is the Corporate ID for Manufacturer or a randomly generated User ID.

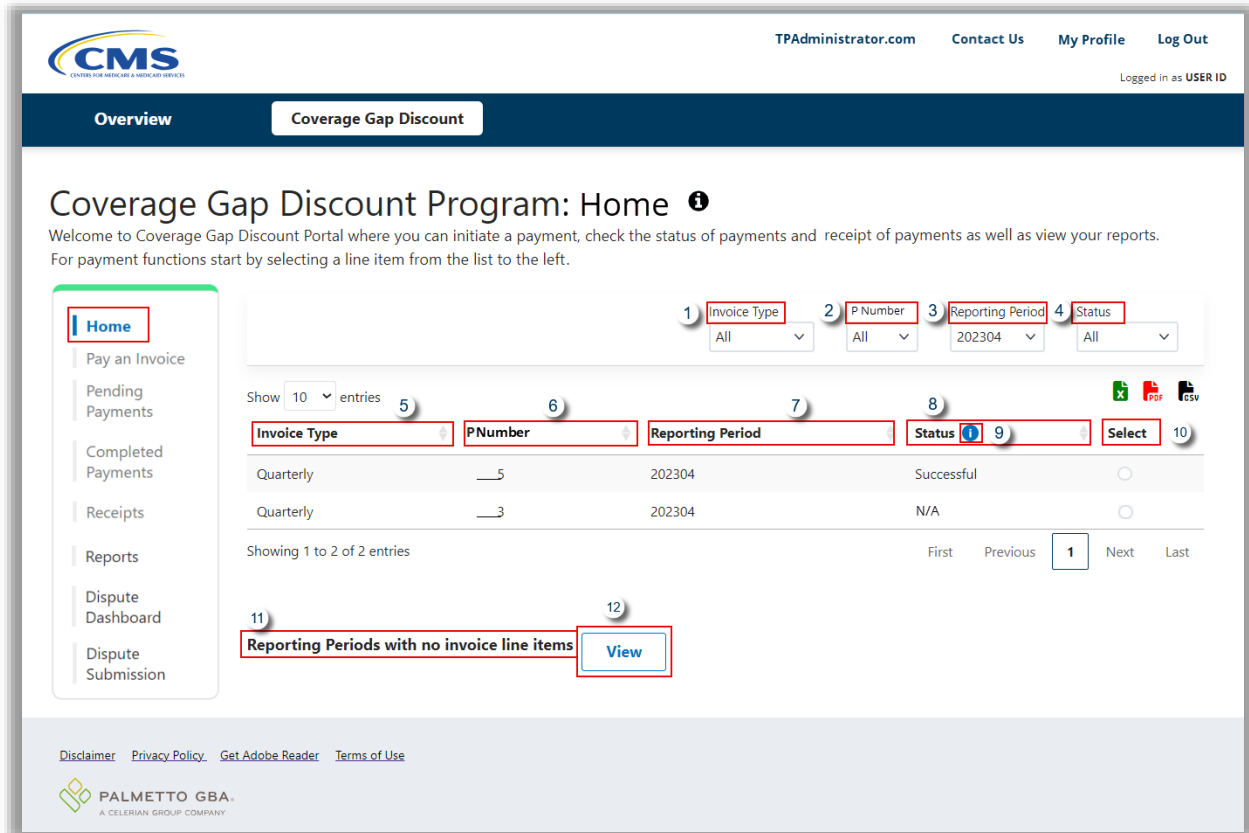
Table 1: Common Features on All Pages




Number	Feature	Description
1.	<i>Information Icon</i>	Provides informational messages.
2.	<i>Page Navigation</i>	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.

Number	Feature	Description
3.	<i>Show Entries Filter</i>	<p>Allows selection of the number of entries that are visible in any given table.</p> <p>The drop-down defaults to 10 entries per page, but you can also choose from 25, 50, 100 or All.</p> <p>The Dispute Builder tab will not contain “All: in the drop-down.</p> <p>This feature is available on all pages in the module, save for the Dispute Builder tab, which will not contain “All: in the drop-down.</p>
4.	<i>Export</i>	<p>Allows you to download information in te formats that are displayed.</p>
5.	<i>Pagination</i>	<p>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.</p>

Table 2: Home Page



Number	Field Name	Description
1.	<i>Invoice Filter: Invoice Type</i>	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.	<i>Invoice Filter: P Number</i>	Contains a drop-down function that allows selection of P Numbers associated with your user ID. Field defaults to All. Based on authorization, access to more than one P Number may be available in the filter drop-down.
3.	<i>Invoice Filter: Reporting Period</i>	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.	<i>Invoice Filter: Status</i>	Contains a drop-down function that displays the available statuses for you to select from. Filter defaults to All. Statuses are: <ul style="list-style-type: none"> • <u>Available</u>: Invoice is ready for payment initiations. • <u>Successful</u>: All line items have been paid successfully. • <u>Failed</u>: One or more items has an unsuccessful payment attempt. • <u>Incomplete</u>: One or more items have not been paid. • <u>Pending</u>: All line items have been initiated successfully.
5.	<i>Invoice Table: Invoice Type</i>	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.	<i>Invoice Table: P Number</i>	Displays a specific P number, or all P numbers associated with your User ID. It can be sorted in ascending or descending order by clicking on the up and down arrows.
7.	<i>Invoice Table: Reporting Period</i>	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.	<i>Invoice Table: Status</i>	Displays the six statuses that can be assigned to an invoice: <ul style="list-style-type: none"> • 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.	<i>Invoice Table: Status Information Icon</i>	A hover over information icon,  , provides a popup with the definition of the statuses available to be displayed for each invoice line item.

Number	Field Name	Description
10.	<i>Invoice Table: Select</i>	Populate a radio button for a specific line item to activate the Pay an Invoice, Pending Payments, Completed Payments, or Receipts pages in the <i>Page Navigation</i> on the left of the screen.
11.	<i>Reporting Period with no invoice line items section</i>	Provides information when no payable or receivable invoices are distributed for a specific reporting period. Home page displays “No data available in table”.
12.	<i>Reporting Period with no invoice line items View button</i>	Select the <i>View</i> 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

CMS 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
- Dispute Submission

Payment Information

\$13.20 Total Invoiced 1	\$0.00 Total Pending 2	\$0.00 Total Successful 3	\$32.20 Total Available 4
\$0.00 Total Failed 5	\$1.00 Total Current Deferred 6	\$20.00 Total Previously Deferred 7	

Invoice Period: 202201 8 Payments Due: 06/08/2022 9

Contract No: All 10 P Number: 3 11

Show 10 13 entries

12 Contract Number	13 Invoiced Amount	14 Previous Deferred Amount	15 Payment Date	16 Defer	17 Failed	18 EFT ID	19 Initiate Payment
___7	\$1.00	\$20.00	07/30/2024 20			CG2201___7	<input type="checkbox"/>
___8	\$0.50	\$0.00	Invalid Payee Data			CG2201___7	<input type="checkbox"/>
___9	\$1.50	\$0.00	07/30/2024 20			CG2201___8	<input type="checkbox"/>
___0	\$0.50	\$0.00	07/30/2024 20			CG2201___9	<input type="checkbox"/>
___1	\$1.00	\$0.00	07/30/2024 20			CG2201___0	<input type="checkbox"/>
___2	\$1.10	\$0.00	07/30/2024 20			CG2201___0	<input type="checkbox"/>
___2	\$1.10	\$0.00	07/30/2024 20			CG2201___6	<input type="checkbox"/>
___6	\$1.10	\$0.00	07/30/2024 20			CG2201___2	<input type="checkbox"/>
___2	\$1.10	\$0.00	07/30/2024 20			CG2201___2	<input type="checkbox"/>
___4	\$1.10	\$0.00	07/30/2024 20			CG2201___8	<input type="checkbox"/>

Showing 1 to 10 of 12 entries

First Previous **1** 2 Next Last

20 Update All Dates: 21 Select All Invoices 22 23

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Number	Field Name	Description
1.	<i>Payment Information: Total Invoiced</i>	Displays total dollar amount of invoice line items that require payment for the reporting period.
2.	<i>Payment Information: Total Pending</i>	Displays the total dollar amount of invoice line items submitted for payment initiation for the reporting period.
3.	<i>Payment Information: Total Successful</i>	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 <i>Invoice Initiations Table</i> of the Pay an Invoice page or the Pending Payments page.
4.	<i>Payment Information: Total Available</i>	Displays the total dollar amount of remaining outstanding invoice line items requiring payment.
5.	<i>Payment Information: Total Failed</i>	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.	<i>Payment Information: Total Current Deferred</i>	Displays the total dollar amount of deferred invoice line items postponed from the current reporting period to the subsequent reporting period.
7.	<i>Payment Information: Total Previously Deferred</i>	Displays the total dollar amount of previously deferred invoice line items postponed from prior reporting periods.
8.	<i>Invoice Period field</i>	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 <i>Invoice Filter</i> on the Home page.
9.	<i>Payments Due field</i>	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.	<i>Invoice Initiations Filter: Contract No</i>	Provides the ability to select a single contract number with an invoice line item within the same reporting period. The field defaults to “ALL”, which displays all contract numbers with invoices for initiation in the selected reporting period.

Number	Field Name	Description
11.	<i>Invoice Initiations</i> <i>Filter: P Number</i>	Displays the P number. This field defaults based on the distributed invoice selected on the Home page.
12.	<i>Invoice Initiations</i> <i>Table: Contract Number</i>	Displays the sponsor Contract Number to whom the invoice payment should be paid.
13.	<i>Invoice Initiations</i> <i>Table: Invoiced Amount</i>	<p>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.</p> <p>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.</p>
14.	<i>Invoice Initiations</i> <i>Table: Previous Deferred Amount</i>	Displays deferred amounts from prior reporting period(s), when available.
15.	<i>Invoice Initiations</i> <i>Table: Payment Date</i>	<p>Defaults to the current date for an invoice line item payment, in MM/DD/YYYY format.</p> <p>Includes a <u>Calendar</u> icon to change individual payment dates to a future scheduled payment date that can be manually entered or selected using the <u>Calendar icon</u>.</p> <p>Field may display a message of “Invalid Payee Data” or “Invalid Payer Data” instead of data in the <u>Payment Date</u>, <u>Defer</u>, and <u>Initiate Payment</u> columns.</p> <p>Examples of why “Invalid Payee Data” or “Invalid Payer Data” may display:</p> <ul style="list-style-type: none"> • Invalid banking information on file for payee or the payer. • Sponsor is classified in Receivership status. • Debit Blocks on manufacturer bank accounts. <p>For assistance with processing these invoice line items, please contact TPA Operations by calling 877-534-2772, Option 1 or emailing tpaoperations@tpadministrator.com.</p>

Number	Field Name	Description
16.	<i>Invoice Initiations Table: Defer</i>	Provides checkboxes available for selection when the <i>Total Available</i> field in the <i>Payment Information</i> section is less than \$20.00 United States Dollars (USD). For more details on the Defer process, refer to the Processing Deferred Invoices for Manufacturers instructions.
17.	<i>Invoice Initiations Table: Failed</i>	Displays failed code when an invoice line item does not successfully process payments to the sponsor. The error codes visible in the <i>Failed</i> 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.	<i>Invoice Initiations Table: EFT ID</i>	Displays the descriptive identifier for invoice payments and appears on bank statements. The format of the <i>EFT ID</i> for a quarterly invoice is: CGYYQQ1_3H_6. <ul style="list-style-type: none"> • CG: Coverage Gap payment • YYQQ: Current Reporting Period <ul style="list-style-type: none"> ○ 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 <i>EFT ID</i> for a BY Closeout invoice is: UDYYQQ1_3H_6. <ul style="list-style-type: none"> • UD: Upheld Dispute payment • YYYY: BY Closeout Reporting Period <ul style="list-style-type: none"> ○ YYYY is the Calendar Year • 1_3: manufacturer P Number displayed without the “P”. • H_6: sponsor Contract Number
19.	<i>Invoice Initiations Table: Initiate Payment</i>	Provides the ability to select one, multiple or all checkboxes to include that invoice line item in the payment process.

Number	Field Name	Description
20.	<i>Update All Dates: Calendar Field</i>	<p>Allows the ability to set a future scheduled date for all invoice line items available for payment initiation.</p> <p>Enter the future scheduled date directly into the field or select the <i>Calendar</i> icon to pick the future scheduled date.</p> <p>Note: The <i>Update All Dates</i> field and the <i>Calendar</i> icon will allow selection of the current date and future dates in the future. No selection of a past date in this feature.</p>
21.	<i>Update All Dates: Calendar Icon</i>	<p>Provides four features to assist with selecting a date in the future.</p> <ul style="list-style-type: none"> • <i>Show Previous Month</i> up arrow (available after selecting Show Next Month arrow). • <i>Show Next Month</i> down arrow. • <i>Clear</i> link to clear calendar and return to current date. • <i>Today</i> link to return to the current date.
22.	<i>Select All Invoices Checkbox</i>	<p>Populates a checkmark in all checkboxes in the <i>Initiate Payment</i> column to initiate payment for all invoices across all pages of the <i>Invoice Initiation Table</i>.</p> <p>Unchecking the <i>Select All Invoices</i> checkbox will remove all checkmarks in the <i>Initiate Payment</i> column.</p> <p>Once all invoices are submitted for payment, the <i>Invoice Initiation Table</i> will display: “There are no more remaining invoice line items for the quarter.”</p>
23.	<i>Submit button</i>	<p>Provides a one-click function to submit all invoice line items with either a <i>Defer</i> checkmark, when applicable, or an <i>Initiate Payment</i> checkmark for payment processing.</p> <p>Items on the Pay an Invoice page must be saved before navigating away from the page.</p> <p>This save functionality is the <i>Submit</i> button.</p> <p>If not submitted, the selected invoice line items for initiation or deferment and updated payment dates will be discarded.</p>

Table 4: Pending Payments


Number	Field Name	Description
1.	<i>Stop Payments Message</i>	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.	<i>Pending Payment Table: Contract Number</i>	Displays the sponsor Contract Number to whom the invoice payment should be paid.
3.	<i>Pending Payment Table: Authorization Amt</i>	Displays the amount of the initiated invoice authorized to be processed for payment to the Sponsor.
4.	<i>Pending Payment Table: Date Submitted</i>	Displays the calendar date the invoice line item(s) were submitted for payment processing from the Pay an Invoice page’s <i>Invoice Initiation Table</i> . Displays in MM/DD/YYYY format.

Number	Field Name	Description
5.	<i>Pending Payment Table: Payment Date</i>	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.
6.	<i>Pending Payment Table: Stop Payment</i>	Provides checkboxes for each pending invoice line item allow selection of initiated invoices for stop payment prior to payment processing.
7.	<i>Select All Payments checkbox</i>	Provides a checkbox to allow selection of all invoices visible on the <i>Pending Payment Table</i> for stop payment. The <i>Select All Payments</i> checkbox will populate all checkboxes for all available invoices appearing on all pages of the <i>Pending Payments Table</i> .
8.	<i>Stop Payment button</i>	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 <i>Invoice Initiation Table</i> for re-initiation.

Table 5: Completed Payments

The screenshot shows the CMS TPA Administrator portal interface. The main heading is "Coverage Gap Discount Program: Completed Payments". On the left is a navigation menu with "Completed Payments" selected. The main content area shows "Payment Information for P 0" with a summary of payment statistics: Total Invoiced (\$5,433.14), Total Received (\$0.00), Total Deferred (\$0.00), Total Pending (\$5,433.14), Total Failed (\$0.00), and Total Outstanding (\$0.00). Below this is an "Invoice Period: 202304" and a table of payment entries. The table has columns for Contract Number, Invoiced Amount, Payment Date, Status, and EFT ID. One entry is shown: Contract Number H-3, Invoiced Amount \$5,433.14, Payment Date 11/19/2024, Status Pending, and EFT ID CG23041_0H-3. The page also includes a sidebar with navigation options like Home, Pay an Invoice, Pending Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission.

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

Number	Field Name	Description
6.	<i>Payment Information: Total Outstanding</i>	Displays the total dollar amount of remaining invoice line items requiring processing.
7.	<i>Invoice Period</i>	<p>Displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected on the Home page.</p> <p>These line items are associated with the reporting period listed in the <i>Invoice Period</i> field.</p> <p>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.”</p>
8.	<i>Completed Payments Filter: Contract Number</i>	<p>Filter allows selection of specific Contract Numbers for completed invoice line items.</p> <p>Drop down field defaults to “All”.</p> <p>Note: The drop-down menu will only display Contract Numbers with invoice line items due for the selected reporting period.</p> <p>The field defaults to “All”.</p>
9.	<i>Completed Payments Filter: P Number</i>	<p>Displays the P Number for completed invoice line items.</p> <p>This field defaults based on the distributed invoice selected on the Home page.</p> <p>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.</p>
10.	<i>Completed Payments Table: Contract Number</i>	<p>Displays the sponsor Contract Number to whom the invoice payment has been initiated.</p> <p>It can be sorted in ascending or descending order by clicking on the up and down arrows.</p>
11.	<i>Completed Payments Table: Invoiced Amount</i>	<p>Displays the invoice line item amounts due to the sponsor.</p> <p>It can be sorted in ascending or descending order by clicking on the up and down arrows.</p> <p>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.</p>

Number	Field Name	Description
12.	<i>Completed Payments Table: Payment Date</i>	<p>Displays the date an invoice line item payment was selected for payment processing, in MM/DD/YYYY format.</p> <p>It can be sorted in ascending or descending order by clicking on the up and down arrows.</p>
13.	<i>Completed Payments Table: Status</i>	<p>Displays the applicable status, there are three, that can be assigned to an invoice.</p> <p>It can be sorted in ascending or descending order by clicking on the up and down arrows.</p>
14.	<i>Completed Payments Table: Status Information Icon</i>	<p>Displays the definitions of statuses that can be assigned to invoice line items in the <u><i>Completed Payments Table</i></u>. The statuses and their definitions are:</p> <ul style="list-style-type: none"> • 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.	<i>Completed Payments Table: EFT ID</i>	<p>Displays the descriptive identifier for invoice payments and appears on bank statements.</p> <p>The format of the <u><i>EFT ID</i></u> for a quarterly invoice is: CGYYQQ1__3H__6.</p> <ul style="list-style-type: none"> • CG: Coverage Gap payment • YYQQ: Current Reporting Period <ul style="list-style-type: none"> ○ 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

The screenshot displays the 'Coverage Gap Discount Program: Receipts' page. At the top, there are navigation links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. The user is logged in as 'USER ID'. The main heading is 'Coverage Gap Discount Program: Receipts'. Below this, there is a 'Receipt Information for P__3' section with four summary boxes: 'Total Owed' (\$4,919.10), 'Total Received' (\$3,115.56), 'Total Deferred' (\$0.00), and 'Total Pending' (\$1,313.54). A fifth box shows 'Total Outstanding' (\$0.00). Below these are filters for 'Invoice Period: 202304', 'Contract No.' (All), and 'P Number' (P__3). A table shows two receipts with columns for Contract Number, Invoiced Amount, Payment Date, Status, and EFT ID. The table is paginated to show 1 to 2 of 2 entries.

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

Number	Field Name	Description
5.	<i>Total Outstanding</i>	Displays the total amount of money from the remaining invoice line items that still need to be processed by sponsors.
6.	<i>Invoice Period</i>	<p>Displays the specified quarterly or BY closeout reporting period for the quarterly negative invoice line items or upheld dispute invoice line items.</p> <ul style="list-style-type: none"> • The quarterly <i>Invoice Period</i> is displayed in the YYYYQQ format. <ul style="list-style-type: none"> ○ YYYY is the calendar year ○ QQ is 01, 02, 03, or 04. • The BY Closeout <i>Invoice Period</i> is displayed in the YYYY format. <ul style="list-style-type: none"> ○ YYYY is the calendar year.
7.	<i>Receipts Filter: Contract Number</i>	<p>This filter field allows you to select individual Contract Numbers for Receipts.</p> <p>Drop down field defaults to “All”.</p>
8.	<i>Receipts Filter: P Number</i>	<p>This filter field displays the default P Number based on the distributed invoice selected on the Home page.</p> <p>The drop-down menu allows you to select other P Numbers, if available, that are assigned to your user ID for the same reporting period.</p>
9.	<i>Receipts Table: Contract Number</i>	Displays the contract number(s) and can be sorted in ascending or descending order by clicking on the up and down arrows.
10.	<i>Receipts Table: Invoiced Amount</i>	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.	<i>Receipts Table: Payment Date</i>	<p>Displays information regarding the payment status sorted in ascending or descending order by clicking on the up and down arrows.</p> <p>It displays the payment date in MM/DD/YYYY format, indicating when the sponsor initiated payment.</p>
12.	<i>Receipts Table: Status</i>	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.	<i>Receipts Table: Status Information Icon</i>	<p>Displays the 5 statuses that may be visible in the Receipts Table. Statuses and their definitions are:</p> <ul style="list-style-type: none"> • <i>Deferred</i>: Payer has determined that the amount owed is below their bank’s ACH minimums. • <i>Failed</i>: Debiting of the Payer’s account or crediting of your account was unsuccessful. • <i>Outstanding</i>: Payer has not yet initiated payment. • <i>Pending</i>: Payer has initiated payment. The debiting process, holding period and crediting process still remain. • <i>Received</i>: Funds should now be available in your account.
14.	<i>Receipts Table: EFT ID</i>	<p>Displays the descriptive identifier for invoice payments and appears on bank statements.</p> <p>The format of the <i>EFT ID</i> for a quarterly invoice is: CGYYQQ1_3H_6.</p> <ul style="list-style-type: none"> • CG: Coverage Gap payment • YYQQ: Current Reporting Period <ul style="list-style-type: none"> ○ 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 <p>The format of the <i>EFT ID</i> for a BY Closeout invoice is: UDYYQQ1_3H_6.</p> <ul style="list-style-type: none"> • UD: Upheld Dispute payment • YYYY: BY Closeout Reporting Period <ul style="list-style-type: none"> ○ YYYY is the Calendar Year • 1_3: manufacturer P Number displayed without the “P” • H_6: sponsor Contract Number

Table 7: Reports

The screenshot displays the 'Coverage Gap Discount Program: Reports' page. On the left is a navigation menu with 'Reports' selected. The main area features an 'Important Dates' section with five key dates: 202304 Reporting Period (2), 01/31/2024 Invoice Distribution (3), 10/25/2024 Invoice Payment Deadline (4), 04/01/2024 Dispute Submission Deadline (5), and 05/31/2024 Dispute Disposition Distribution (6). Below this is a filter section for Reporting Type (Invoice), P Number (All), Reporting Period (All), and Invoice Type (All). A table shows two report entries: 'BY Closeout' with P Number 8, Reporting Period 2022, Date Loaded 02/07/2024, and 'Quarterly' with P Number 4, Reporting Period 202203, Date Loaded 01/01/2024. The page footer includes a disclaimer and the Palmetto GBA logo.

Number	Field Name	Description
1.	Important Dates	Provides key program dates to ensure proper processing of distributed invoices.
2.	<i>Reporting Period</i>	Displays the current reporting period loaded to the MPP.
3.	<i>Invoice Distribution</i>	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
4.	<i>Invoice Payment Deadline</i>	This is the deadline for submitting invoice payments for the reporting period. It occurs 38 days after the Invoice Receipt Date.
5.	<i>Dispute Submission Deadline</i>	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.
6.	<i>Dispute Disposition Distribution</i>	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.
7.	<i>Reports Filter: Reporting Type</i>	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: <ul style="list-style-type: none"> • <i>Invoice</i> • <i>Data</i> • <i>Tracking</i>
8.	<i>Reports Filter: P Number</i>	This filter allows you to select one or more P Numbers associated with your user ID. The field defaults to “All”.
9.	<i>Reports Filter: Reporting Period</i>	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.
10.	<i>Reports Filter: Invoice Type</i>	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
11.	<i>Sponsor 1099 Information</i>	<p>Provides the ability to review Sponsor 1099 related information for entities receiving payments from you via the MPP.</p> <p>To view the Sponsor 1099 Information report, click the text link to generate and open the 1099 report.</p> <p>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.</p>
12.	<i>Reports Results Table: Invoice Type</i>	<p>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.</p>
13.	<i>Reports Results Table: P Number</i>	<p>Displays a specific P Number, or all P Numbers associated with your User ID. It can be sorted in ascending or descending order by clicking on the up and down arrows.</p>
14.	<i>Reports Results Table: Reporting Period</i>	<p>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.</p>
15.	<i>Reports Results Table: Date Loaded</i>	<p>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.</p>
16.	<i>Reports Results Table: Download</i>	<p>Provides you with an icon to select to download the specific report in either .txt. or .csv file format.</p>

Table 8: Dispute Dashboard

Coverage Gap Discount Program: Dispute Dashboard

Important Dates (Quarter 202402)

- 08/31/2024 Invoice Distribution
- 10/09/2024 Invoice Payment Deadline
- 10/31/2024 Dispute Submission Deadline
- 12/30/2023 Dispute Disposition Distribution

Return Files | Resolution Files

Invoice Type: Quarterly | P Number: All | Reporting Period: All

Show 10 entries

Return File	Download	Download Date	Reporting Period	P Number	Number Accepted	Number Rejected	Total
Dispute_Return_R2023	9	11/18/2024 @ 10:34 AM	202304	P 1	2	1	3
Dispute_Return_R2023	9	11/18/2024 @ 10:35 AM	202304	P 1	2	1	3
Dispute_Return_R2023	9	11/18/2024 @ 11:47 AM	202304	P 3	2	1	3

Showing 1 to 3 of 3 entries

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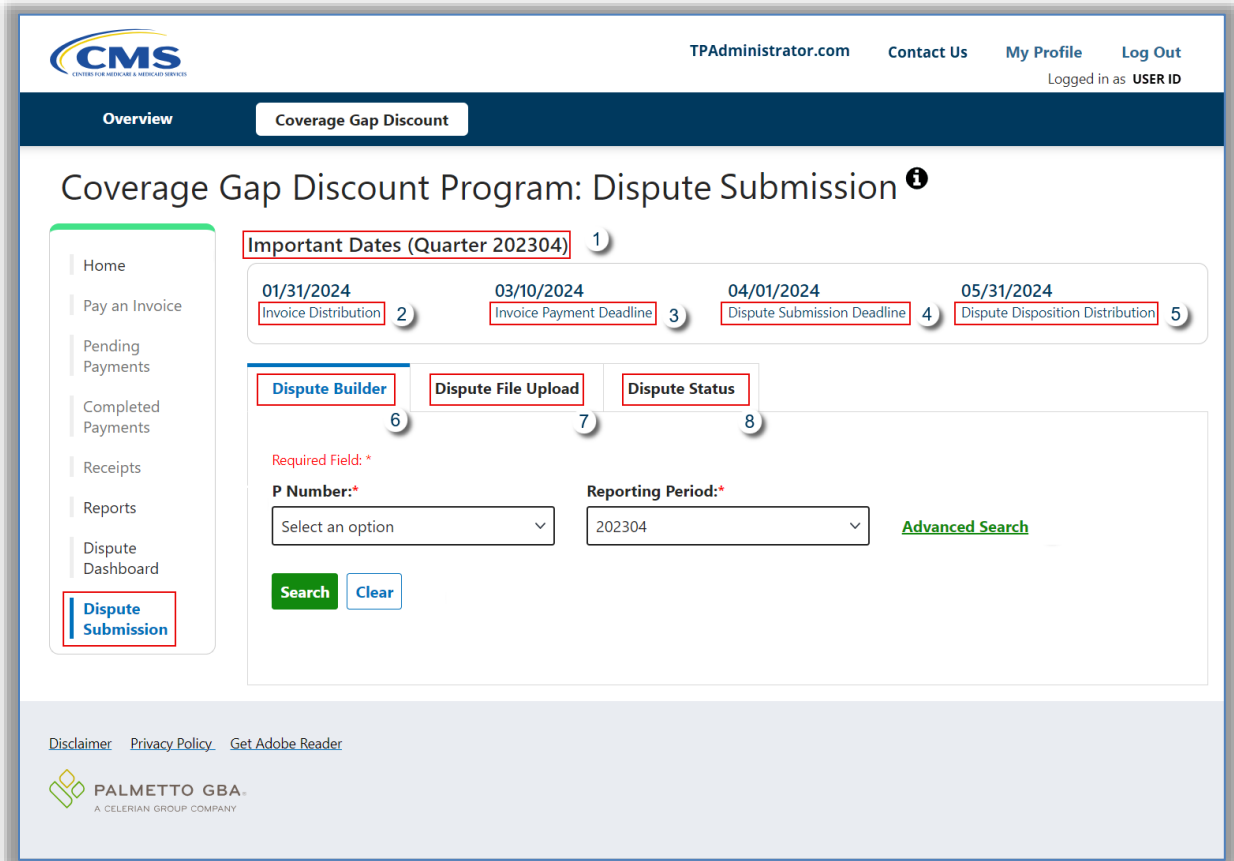
Number	Field Name	Description
1.	Important Dates	Provides key program dates to ensure proper processing of distributed invoices.
2.	<i>Invoice Distribution</i>	This is the date when the quarterly invoices are uploaded to the MPP for reviewing the invoice reports and amounts due to sponsors. This occurs 30 calendar days after the end of the PDE Invoice Reporting Period.
3.	<i>Invoice Payment Deadline</i>	Payments must be made in the MPP within 38 calendar days after the Invoice Receipt Date. This is equivalent to 38 calendar days after the Invoice Distribution Date.
4.	<i>Dispute Submission Deadline</i>	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.	<i>Dispute Disposition Distribution</i>	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.	<i>Return Files Tab</i>	<p>Displays reports with the Number Accepted (validated) and Number Rejected (invalidated) dispute return files for the current reporting period that have passed all CMS-system edits.</p> <ol style="list-style-type: none"> 1. Accepted line item will be sent to CMS for evaluation and resolution. 2. Rejected line items need to be corrected and resubmitted to be eligible for CMS evaluation. 3. Only corrected records should be resubmitted, otherwise previously accepted dispute records will be rejected with a duplicate error.
7.	<i>Resolution Files Tab</i>	<p>Displays the dispute resolution report files that have been reviewed and the decisions made by CMS.</p> <p>Upheld line items will require adjustment by sponsors. These adjustments will appear in future reporting periods or in BY Closeout invoices.</p> <p>Note: These adjustments may not affect the amount paid to sponsors.</p> <p>Denied line items will remain unchanged.</p>
8.	<i>Invoice Type</i>	Displays Quarterly invoice types for which disputes can be submitted.
9.	<i>Dispute Filters: P Number</i>	<p>This filter allows you to select one or more P Numbers associated with your User ID.</p> <p>The field defaults to “All”.</p>
10.	<i>Dispute Filters: Reporting Period</i>	<p>This filter provides a list of past reporting periods that your user ID is authorized to view, formatted as YYYYQQ.</p> <p>This field defaults to “All”.</p>

Number	Field Name	Description
11.	<i>Table Column: Return File or Resolution File</i>	This column displays a unique file name for each dispute return or resolution file report. These columns can be sorted in ascending or descending order by clicking on the up and down arrows.
12.	<i>Table Column: Download</i>	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.
13.	<i>Table Column: Download Date</i>	This column displays the last date the Return or Resolution file was downloaded.
14.	<i>Table Column: Reporting Period</i>	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.
15.	<i>Table Column: P Number</i>	This column displays a specific P Number, or all P Numbers associated with your User ID. It can be sorted in ascending or descending order by clicking on the up and down arrows.
16.	<i>Table Column: Number Accepted</i>	This column displays the number of records that passed validation in a submitted dispute file and are eligible for submission to CMS for review on the Return Files tab. Number Accepted message states: “The number of records that passed validation in a submitted dispute file and are eligible for submission to CMS for review.”
17.	<i>Table Column: Number Upheld</i>	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.”
18.	<i>Table Column: Number Rejected</i>	This column displays the number of records that failed CMS validation in a submitted dispute file on the Return Files tab. These records are not eligible for CMS review. Number Rejected message states: “The number of records that failed validation in a submitted dispute file and are not eligible for submission to CMS for review.”

Number	Field Name	Description
19.	<i>Table Column: Number Denied</i>	<p>This column displays the number of dispute records that were denied during CMS review on the Resolution Files tab.</p> <p>Number Denied message states: “The number of dispute records within a dispute file denied during CMS review.”</p>
20.	<i>Table Column: Total</i>	<p>This column displays on both the Return Files and the Resolution Files tabs.</p> <p>The Return Files tab’s Total column is the sum of the Number Accepted and the Number Rejected columns.</p> <p>The Resolution Files tab’s Total column is the sum of the Number Upheld and the Number Denied columns</p>

Table 9: Dispute Submission



Number	Field Name	Description
1.	Important Dates	Provides key program dates to ensure proper processing of distributed invoices.
2.	<i>Invoice Distribution</i>	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.	<i>Invoice Payment Deadline</i>	Payments must be made in the MPP within 38 calendar days after the Invoice Receipt Date. This is equivalent to 38 calendar days after the Invoice Distribution Date.

Number	Field Name	Description
4.	<i>Dispute Submission Deadline</i>	<p>This is the deadline for submitting disputes for the current quarter. It occurs 60 days after the Invoice Receipt Date.</p> <p>Submissions must be error-free to proceed through the review and approval process by CMS.</p>
5.	<i>Dispute Disposition Distribution</i>	<p>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.</p> <p>This occurs 60 days after the Dispute Submission Deadline.</p>
6.	<i>Dispute Builder Tab</i>	<p>This tab allows you to search, select, and provide a dispute reason code along with supporting information for submission.</p> <p>You can use the search engine to enter criteria for one P Number for the current reporting period, locate the relevant data, and create a dispute file.</p>
7.	<i>Dispute File Upload Tab</i>	<p>This tab allows you to securely upload a manually generated dispute file.</p>
8.	<i>Dispute Status Tab</i>	<p>This tab displays the status of dispute files after additional validation and before they are sent to CMS for review.</p> <p>The possible statuses are:</p> <ul style="list-style-type: none"> • Delayed • Failed • Passed • Validation Pending

Table 10: Disputes Builder

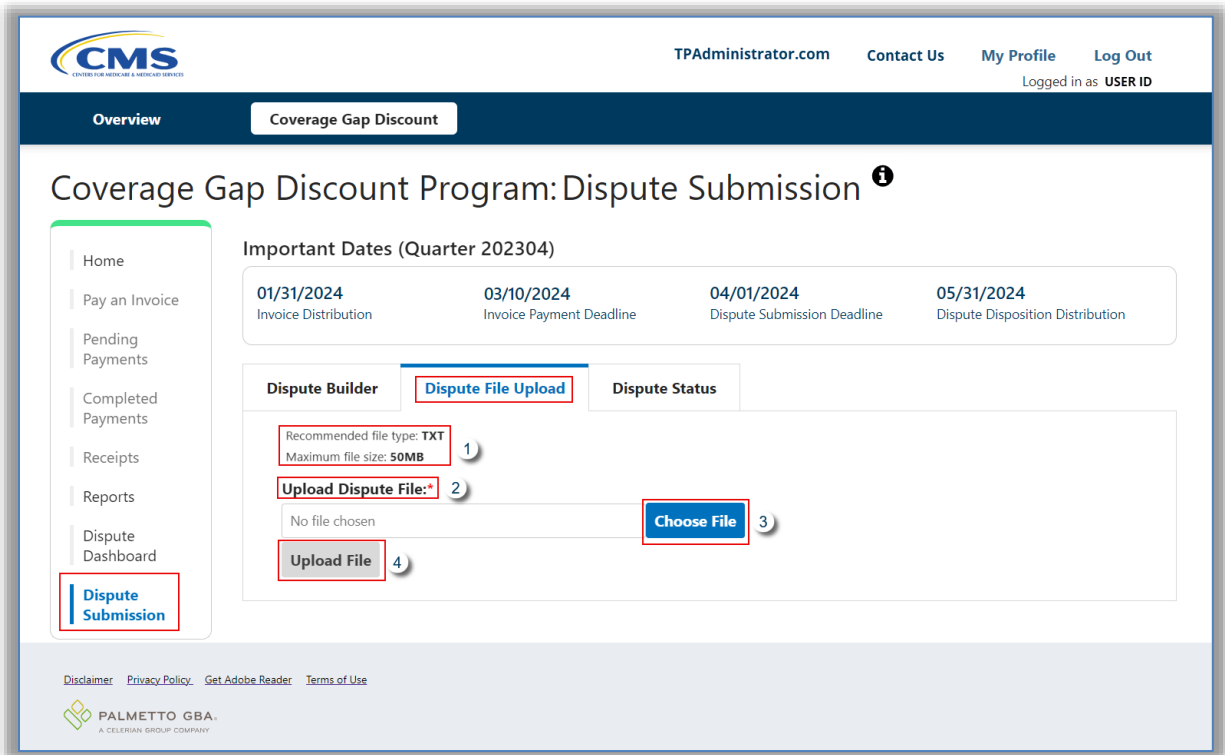
The screenshot displays the 'Dispute Submission' page for the Coverage Gap Discount Program. The page is titled 'Coverage Gap Discount Program: Dispute Submission' and includes a navigation sidebar on the left with options like 'Home', 'Pay an Invoice', and 'Dispute Submission'. The main content area features a search interface with the following elements:

- Important Dates (Quarter 202304):** 01/31/2024 (Invoice Distribution), 10/16/2024 (Invoice Payment Deadline), 04/01/2024 (Dispute Submission Deadline), 05/31/2024 (Dispute Disposition Distribution).
- Search Filters:**
 - 1: Only one P Number selection per Dispute Submission.
 - 2: P Number* (dropdown menu).
 - 3: Reporting Period* (dropdown menu, currently set to 202304).
 - 4: Advanced Search button.
 - AND, Product Service ID, and comparison operators (=, >, <).
 - 5: Search button.
 - 6: Start Over button.
- Table:** A table showing 10 entries, with the first entry selected. The table columns are partially visible and include fields like Invoice ID, Invoice Date, and Dispute Status.
- 7: Dispute Reason for All Selected Lines (Optional)** (dropdown menu).
- 8: Add Selected to Dispute File** button.
- 9: Delete All** button.
- 10: Back to Search** button.
- 11: Save** button.
- 12: Complete Dispute File** button.

The footer of the page includes links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo.

Number	Field Name	Description
1.	<i>Only one P number selection per Dispute Submission message</i>	Static message stating that a dispute file may only contain data for one P Number in a dispute submission.
2.	<i>Dispute Builder Search Fields: P Number</i>	This search field provides a drop down menu to select a P Number associated with your user ID. Note: A dispute file can contain line items for one P Number only. If more than one P Number is included in a dispute file, it will fail builder creation or upload.
3.	<i>Dispute Builder Search Fields: Reporting Period</i>	This search field will default to the current reporting period.
4.	<i>Dispute Builder Search Fields: Advanced Search</i>	This Advanced Search functionality allow you to select additional criteria and limit the number and type of PDE line items displayed for your dispute file.
5.	<i>Search Button</i>	This button allows you to generate a search for the selected criteria.
6.	<i>Start Over Button</i>	This button allows you to reset the search criteria to the default view.
7.	<i>Dispute Reason for All Selected Line Items (Optional)</i>	This field presents a list of dispute reason codes and any required supporting information fields needed, based on the code selected, for all the line items selected.
8.	<i>Add Selected to Dispute File Button</i>	This button allows you to add the selected line items from the search table to the dispute file.
9.	<i>Delete All Button</i>	This button allows you to delete all line items appearing in the table.
10.	<i>Back To Search Button</i>	This button allows you to return to the original search and add additional line items to your dispute file.
11.	<i>Save Button</i>	This button allows you to save the data entered to activate the Complete Dispute File button.
12.	<i>Complete Dispute File Button</i>	This button allows you to complete and submit your dispute file.

Table 11: Dispute File Upload



Number	Field Name	Description
1.	<u>Recommended file type” TXT Maximum file size: 50MB message</u>	Static message that displays the recommended file type and maximum file size to be uploaded for a Dispute File Upload. File type recommended is TXT. File size limit is 50MG.
2.	<u>Upload Dispute File</u>	Provides you the ability to upload a dispute files to the CGDP module for submission for the current quarter. The field has a Choose File button to allow you to search and upload a file from your PC. File size limit is 50MG.
3.	<u>Choose File button</u>	Choos file button allows a user to search their local computer for manual dispute files created for the current reporting period and select them for upload to the CGDP module in the MPP.

Number	Field Name	Description
4.	<i>Upload File Button</i>	<p>Allows you to upload a file.</p> <p>If the uploaded file is successfully loaded, the system will display the following message: “Dispute Submitted. Please check the status in Dispute Status tab.”</p> <p>If the uploaded file fails the load, the system will display the following message: “Upload Failed: Please check the status in Dispute Status tab.”</p> <p>If the uploaded file is too large (greater than 50MB), the system will display the following message: “Submission Failed. File size is greater than 50MB.”</p> <p>If the uploaded file is password protected, the system will display the following message: “Submission failed. Password protected files are not accepted.”</p>

Table 12: Dispute Status

The screenshot shows the CMS TPA Administrator portal. The main heading is "Coverage Gap Discount Program: Dispute Submission". A sidebar on the left contains navigation options, with "Dispute Submission" highlighted. The main content area features "Important Dates (Quarter 202402)" and a "Dispute Status" tab. Below this is a table of dispute submissions with the following columns: Files, Download, Date Created, Date Submitted, Status, and Date Validated. The table contains 10 rows of data, with the first row highlighted. The "Files" column contains a file number (e.g., 202304P____-236) and a download icon. The "Status" column shows various statuses like "Validation Pending", "Failed", "Delayed", and "Passed". The "Date Validated" column shows dates or "N/A".

Number	Field Name	Description
1.	<i>Dispute Status Table Column: Files</i>	Displays the system generated file number for each dispute file loaded to the module. System generated numbers contain the current quarter information in YYYYQQ format followed by the P Number then a sequential number assigned by the system.

Number	Field Name	Description
2.	<i>Dispute Status</i> <i>Table Column:</i> <i>Download</i>	<p>Displays a download icon to download disputes submitted via the Dispute Builder tab.</p> <p>Disputes that have been manually uploaded to the module do not have a download feature, due to the file originated from the manufacturer submitting the dispute.</p>
3.	<i>Dispute Status</i> <i>Table Column:</i> <i>Date Created</i>	<p>Displays the creation date of the dispute file entered in the portal. Date is displayed in YYYY-MM-DD HH:MM AM/PM format.</p>
4.	<i>Dispute Status</i> <i>Table Column:</i> <i>Date Submitted</i>	<p>Displays the submission date of the dispute file in an YYYY-MM-DD HH:MM AM/PM format.</p> <p>The <i>Date Created</i> and <i>Date Submitted</i> field content may be different for dispute files generated by the <i>Dispute Builder</i> functionality, depending on if the files are completed but not submitted on the same day.</p>
5.	<i>Dispute Status</i> <i>Table Column:</i> <i>Status</i>	<p>Displays the four statuses that can be assigned to a file:</p> <ul style="list-style-type: none"> • Delayed: Indicates that a subsequent Dispute Builder or manually uploaded file for the same P Number, submitted within the same 24-hour period, will be processed in the next cycle. • Failed: Indicates that a manually uploaded dispute file did not pass initial TPA edits and needs further review and correction before it can proceed to submission to CMS. Contains a hyperlink that will open a report to show the failed errors on the file. • Passed: Indicates that the dispute file passed final TPA validation edits and is eligible for submission to CMS for review. • Validation Pending: The default status for all submitted disputes, indicating that additional final validations are being performed before sending the file to CMS for review.
6.	<i>Dispute Status</i> <i>Table Column:</i> <i>Date Validated</i>	<p>Displays the date the validation was performed, updating the status to <i>Passed</i> or <i>Failed</i> for each record in YYYY-MM-DD HH:MM AM/PM format.</p> <p>The default for <i>Date Validated</i> is <i>N/A</i> (not available) until the validation process is complete.</p>