

Coverage Gap Discount Program (CGDP) Manufacturer Portal

The screenshot shows the login page for the Coverage Gap Discount Program (CGDP) Manufacturer Portal. At the top left, there is the Palmetto GBA logo (a stylized green and yellow 'G' shape) and the text 'PALMETTO GBA. A CELERIAN GROUP COMPANY'. To the right is the CMS logo (a blue and yellow arc above the letters 'CMS') with the text 'CENTERS FOR MEDICARE & MEDICAID SERVICES'. Further right are links for 'Contact Us' and 'Help'. Below the logos is a 'Welcome' section containing a list of terms and conditions. The main heading is 'Coverage Gap Discount Program'. Below this is a login form with fields for 'User ID:' and 'Password:', and a 'Login' button. At the bottom, there is a notice: 'The CGDP Portal will be unavailable for scheduled maintenance Sundays from 5-10pm ET. Please arrange to submit transactions before or after this scheduled maintenance period.' and a footer with copyright information: '© 2017 PALMETTO GBA, LLC | [FOIA/ADHES](#) | [PRIVACY POLICY](#) | [GET ADHES BEAKER](#)'.

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Coverage Gap Discount Program

User ID:
Password:

The CGDP Portal will be unavailable for scheduled maintenance Sundays from 5-10pm ET. Please arrange to submit transactions before or after this scheduled maintenance period.

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Payments Users Guide



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Introduction

Welcome to the Coverage Gap Discount Program (CGDP) Manufacturer Portal Payments Users Guide. This guide provides you, the Manufacturer, information on accessing the CGDP Portal to review, initiate, and track payments on distributed quarterly invoices as well as generate invoice and receipt reports.

As a Manufacturer participating in the CGDP (the Program), you have agreed to reimburse Medicare Part D Sponsors advancing the coverage gap discount amounts on behalf of Medicare beneficiaries who received covered Part D drugs while in the coverage gap phase of the Medicare benefit.

This guide will assist you in complying with the Program requirements by utilizing the CGDP Portal to review distributed quarterly invoices and remit payments to Sponsors for covered prescription drug event (PDE) advances to Medicare beneficiaries as well as review quarterly and/or Benefit Year (BY) Closeout invoice payment receipts due from Sponsors.

The primary function of the CGDP Portal, here forward known as the Portal, is to provide a central repository for Program-qualified PDE invoices to be distributed and paid by Program participants. In order to facilitate this processing, the Portal's direct payment process provides Manufacturers the ability to perform the following Payment functions:

- Invoice review
- Invoice selection for payment initiation
- Invoice payment deferment
- Batch Invoice payment selection
- Automatic payment verification
- Payment receipt review
- Reports retrieval

The Portal allows Manufacturers the ability to review invoice line items due to Medicare Part D Sponsors as well as payments due from Sponsors to Manufacturers. It also provides the ability to initiate bank-to-bank automated clearing house (ACH) transfers for invoice line item payments due to Sponsors, similar to the way online banking customers pay monthly bills.

Note: All invoice payments must be processed in the Portal.

The **CGDP Manufacturer Portal Payments Users Guide** will provide information on the payment functions available in the Portal as well as tasked-based instructions for performing payment initiations, payment and receipt status review, and invoice and receipt report information retrieval using the Reporting link functionality.

CGDP Portal Login

The Portal is a U.S. government information system. To access the Payment functionality a user must have authorized access to the Portal.

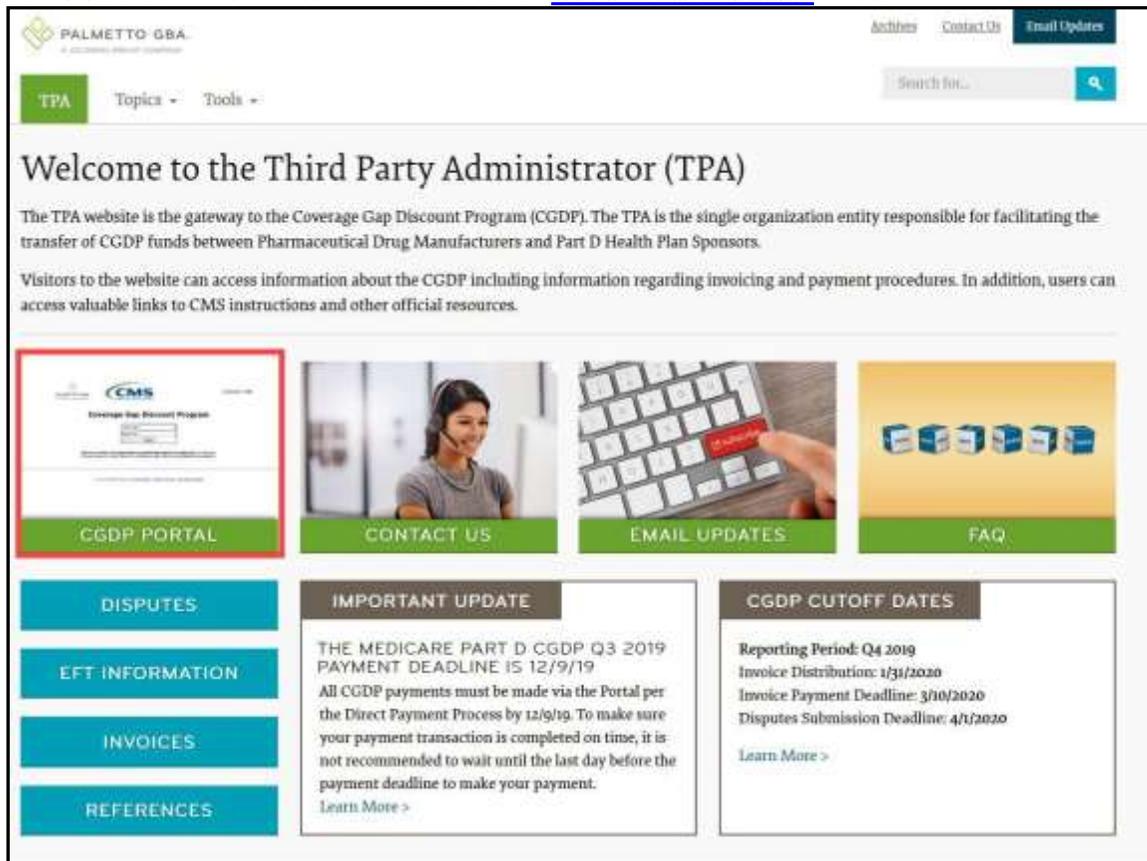
Authorized users of the Portal application must adhere to CMS information security policies, standards, and procedures.

Detailed login instructions are located on the TPAdministrator.com website under [References](#) in the **CGDP Manufacturer Portal Introduction and Login Users Guide**. Instructions contained within the guide include:

- Initial Security Data Set Up
- Daily Login
- Account Maintenance
- Navigation of the CGDP Portal and its tabs and links

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

The CGDP Portal is accessed via a link on the TPAdministrator.com website.



Once the Portal Login page displays, the Welcome and Site Use warning notification is presented to the authorized user and they are provided with the ability to review the Terms of Use of the application.

To access the Portal, Manufacturers will enter their credential information provided by the TPA Operations Team. The User ID is the Corporate ID number assigned by the CMS Health Plan Management System (HPMS) that categorizes the information loaded to the Portal. Information is limited to only the Manufacturer P numbers associated with the Corporate ID. The TPA provides the initial temporary password to access the Portal to the Manufacturer via email, once the onboarding process is complete.

To correctly exit out of the CGDP Portal, select the Logout link in the upper right hand corner of the active page. Do not select the “X” to exit the Portal.

Note: Failing to select the Logout link to exit the system will lock a user out of the Portal **for a minimum of 30 minutes**.

CGDP Portal User Roles

CGDP Portal Payment Initiator Role and Administrator Role

The Portal has two (2) different roles for users to access distributed invoices and reports.

- The **Payment Initiator** role provides the responsibility that allows a user to view all functionality of the Portal, including initiating payment of distributed invoices.
- The **Administrator** role provides the responsibility that allows the primary point of contact user to view all functionality of the Portal, save for the ability to initiate payments.

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

Manufacturer accounts have both the **Payment Initiator** role and **Administrator** role assigned to the primary point of contact as listed by the Manufacturer in the HPMS by default. The **Payment Initiator** role can be assigned to a different person. HPMS must be updated to display the new authorized associate in the CGDP Portal Payment Initiator role. Once HPMS is updated, the new authorized **Payment Initiator** or **Administrator** will contact the TPA Operations in order to receive their user credentials to access the Portal.

For example:

A Manufacturer has designated an associate, Mr. Price, as the primary point-of-contact for the Portal. An authorized HPMS user enters Mr. Price's information in to the **TPA Liaison** field, which the TPA can verify to assign both the **Payment Initiator** and **Administrator** role by default.

Mr. Price will now have access to the Portal to review files and initiate payments.

The Manufacturer then determines that the Portal payment functionality should be assigned to their financial area. An authorized HPMS user enters Ms. Rentenmark's information in the **CGDP Portal Payment Initiator** field, which the TPA can verify to assign the **Payment Initiator** role to Ms. Rentenmark. She will have access to the Portal to review files and initiate payments while Mr. Price's Portal role will be updated to the **Administrator** role. Mr. Price will still be listed as the primary point-of-contact and will still have access to review files in the Portal.

Additional information regarding the Portal functionality for the **Payment Initiator** or **Administrator** role is available in subsequent sections of this manual titled **CGDP Portal Payment Initiator Role and Administrator Role** and in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under [References](#) on the TPAdministrator.com website.

Note: Portal User ID's are assigned to a specific person and are not to be shared. The person assigned Portal access is authorized by CMS and the TPA to access the data in the Portal. If the authorized user has changed, HPMS must be updated and the updated authorized user must contact the TPA to receive their authorized access credentials.

The user assigned the **Administrator** role will not have payment authorization available in the Portal.

The upcoming pages will highlight the differences available between the **Payment Initiator** role and the **Administrator** role in the **Payments** tab.

CGDP Portal Payment Initiator Role

This example of the **Payments** tab displays the view an associate with the **Payment Initiator** role will view.

The screenshot displays the 'Manufacturer Portal CGDP Payments' interface. At the top, there are navigation tabs: Home, Payments (selected), Completed, Receipts, Reports, and Disputes. The main header shows 'Invoice Reporting Period: 201502' and 'Payments due: 10/09/2015'. Below this, there are filters for Contract Number (ALL), Corporate ID (XP1...6), and P Number (P1...1). A '1 Initiate All' button is visible above the main table.

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H3...2	\$183.15	\$0.00	02/03/2016	<input type="checkbox"/>			CG15021...H3...2
H3...4	\$27.87	\$0.00	02/03/2016	<input type="checkbox"/>			CG15021...H3...4
H3...7	\$100.01	\$0.00	02/03/2016	<input type="checkbox"/>			CG15021...H3...7
H3...1	\$58.87	\$0.00	02/03/2016	<input type="checkbox"/>			CG15021...H3...1
H3...9	\$101.00	\$0.00	02/03/2016	<input type="checkbox"/>			CG15021...H3...9
H3...2	\$5.02	\$0.00	02/03/2016	<input type="checkbox"/>			CG15021...H3...2
H3...0	\$202.20	\$0.00	02/03/2016	<input type="checkbox"/>			CG15021...H3...0
H3...9	\$95.64	\$0.00	02/03/2016	<input type="checkbox"/>			CG15021...H3...9

Below the main table, there are three numbered callouts: 3 'Update All' with a date field (02/04/2016) and a '4 Submit' button. Below that is a 'Pending Transactions' section with a '5 Stop Payment' button and a '6 Stop Payment(s)' button.

On the right side, there is a 'Payment Information' summary box, a 'Payment Initiation Upload' box with a 'Browse' button and an 'Upload' button, and an 'Error Description' list containing various error codes (R01-R23).

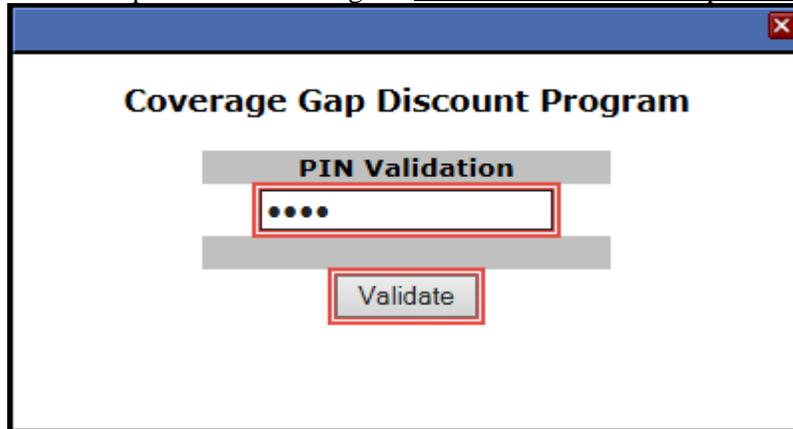
Six (6) functions are available with the **Payment Initiator** role.

1. **Initiate All** check box provides a **Payment Initiator** role user with the functionality to populate the check box with a check mark. This action selects only invoice line items displayed on the active page for payment initiation.
2. **Payment Initiation Upload** region provides a location for uploading manually created payment files for **Payment Initiator** role users working with large volumes of payments for a reporting period.
3. **Update All** check box and field allows a **Payment Initiator** role user to set a future date only for invoices displayed on the active page.
4. **Submit** button provides a **Payment Initiator** role user one (1)-click functionality to process selected invoice line items for payment.
5. **Click to stop all** check box provides a **Payment Initiator** role user with the functionality to populate the check box with a check mark. This action select only pending invoice line items displayed on the active page for stop payment.
6. **Stop Payment(s)** button provides a **Payment Initiator** role user with one (1)-click functionality to process the selected invoices for stop payment.

Also assigned to a **Payment Initiator** role is the PIN Validation form, which requires the entry of a

four (4)-digit numeric PIN once selection of the *Submit*, *Upload* or *Stop Payment(s)* buttons takes place for ANY payment initiation processing.

The **Payment Initiator** role associates can set the four (4)-digit numeric PIN using the Initial Security Data Setup instruction and update the PIN using the Account Maintenance: Update PIN instruction.

A screenshot of a web application window titled "Coverage Gap Discount Program". The window has a blue header bar with a close button (X) in the top right corner. The main content area is white and contains a "PIN Validation" section. This section is enclosed in a grey rectangular box. Inside this box, there is a text input field with four black dots representing a masked PIN. Below the input field is a "Validate" button. Both the input field and the button are highlighted with a red rectangular border.

The instructions included in this guide provide **Payment Initiation** associates step-by-step guidance to complete payment processing.

1. Processing Invoice Payments
2. Processing Future Dated Invoice Payments
3. Initiate All Payment Processing Functionality
4. Processing Stop Payments
5. Processing Payment Initiation Upload Batch Functionality
6. Processing Deferred Invoices

Administrator role associates can benefit from the instructions provided to understand the payment process and the steps needed to complete processing invoice line item payments by the “*Invoice Paid by 38th Calendar Day After Receipt*” as listed on the [Medicare Part D CGDP Calendar](#).

CGDP Portal Administrator Role

This example displays the view an associate with the **Administrator** role views when selecting the **Payments** tab.

The screenshot displays the 'Manufacturer Portal CGDP Payments' interface. At the top, there are navigation tabs: Home, Payments (selected), Completed, Receipts, Reports, and Disputes. The main header includes 'Manufacturer Portal CGDP Payments' and 'Invoice Reporting Period: 201502 Payments due: 10/09/2015'. Below this, there are filter options for Contract Number (ALL), Corporate ID (XPI_6), and P Number (P1_1). A table lists contract details with columns: Contract Number, Invoiced Amount, Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, Failed, and EFT ID. A 'Pending Transactions' table is also present with columns: Contract Number, Authorization Amt, Date Submitted, and Payment Date. On the right side, there is a 'Payment Information' summary and an 'Error Description' list. Six red boxes and numbers (1-6) highlight specific UI elements: 1. 'Initiate All' checkbox, 2. Payment Initiation Upload region, 3. Update All button, 4. Submit button, 5. 'Click to stop all' checkbox, 6. Stop Payment(s) button.

These six (6) functions are **not** available with the **Administrator** role.

1. Initiate All check box will appear but not be functional.
2. **Payment Initiation Upload region**
3. Update All
4. Submit button
5. Click to stop all check box will appear but not be functional.
6. Stop Payment(s) button

Associates assigned the **Administrator** role can review distributed invoices, processed invoices, and payment information totals for distributed quarterly invoice line items.

The upcoming **Payment** functionality instructions provide step-by-step guidance for **Payment Initiator** role associates to complete payment processing. **Administrator** role associates can benefit from these **Payment** functionality instructions to understand the payment process and steps needed to complete processing invoice line item payments by the “*Invoice Paid by 38th Calendar Day After Receipt*” as listed on the [Medicare Part D CGDP Calendar](#).

CGDP Portal Payments

The primary function of the Portal is to provide a central repository for Program-qualified PDE invoices to be distributed and paid by Program participants. In order to facilitate this processing, the Portal has the following roles and tabs or pages to assist users with reviewing, initiating payments, tracking initiated payments and receivables statuses, and generating reports.

- The **Payments** tab provides payment capabilities, similar to an online bill pay function, to allow the selection of one (1), some, or all of the invoices distributed for payment processing. Payments may also be available for deferability, if the amounts fall below the systems deferred allowable amount. Invoices initiated for payment or future dated (scheduled) invoices will display in the Pending Transactions region and are available for stop payment until the nightly status update process is generated. Once this process completes, successfully processed initiated invoiced line items will move to the **Completed** tab for status tracking.

Note: The TPA recommends that invoices are paid prior to the payment due date or the “*Invoice Paid By 38th Calendar Day After Receipt*” date, not on the due date. Initiating payment prior to the due date will allow for error-free processing of Portal-initiated ACH payments.

Payments that error out on the due date are not considered as initiated and will require special handling between the Manufacturer and the TPA. Payments that do not meet the “*Invoice Paid By 38th Calendar Day After Receipt*” due date, may be subject to civil money penalties (CMP) assessed by CMS as per the Manufacturer agreement.

- The **Completed** tab provides status information of previously initiated payments that have completed the nightly status update process successfully. 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 *Successful*. The *Deferred* status is only available if distributed invoices meet the system criteria for deferral and are processed as such by the Manufacturer.
- The **Receipts** tab provides a listing of invoiced line items due to be paid to Manufacturers by Program-participating Sponsors. Payments not initiated are listed as *Outstanding*. Payments that have been initiated list as a *Pending* status. A *Received* status notes that funds should be available in the payee’s bank account. A *Deferred* status means that invoices met the system criteria for deferral and have been processed as such by the Sponsor, and a *Failed* status notes that issues occurred with payment processing.
- The **Reporting** link provides a user with the ability to generate on-demand spreadsheets for invoice line items, receipts, or summary reports for overall totals by reporting period via the Portal. This functionality provides an additional method of printing all invoice and receipt information for a specific reporting period, where the Print Icon, located on each page of the Portal, only provides the ability to print the data visible on an active page.

Instructions for daily login access for the Portal are in the **CGDP Manufacturer Portal Information and Login Users Guide** located under [References](#) on the TPAdministrator.com website.

CGDP Portal Payments Tab

The **Payments** tab allows a user to review and process payment information for invoice line items by Sponsor contract number in the Portal. The available regions in the **Payments** tab differ for **Payment Initiator** role users versus **Administrator** role users.

Information provided displays the **Payment Initiator** role to describe the functionality of the **Payments** tab.

The screenshot shows the 'Manufacturer Portal' for 'CGDP Payments'. At the top, there are navigation tabs: Home, Payments (highlighted with a red box and callout 1), Completed, Receipts, Reports, and Disputes. Below the tabs, the 'Invoice Reporting Period' is set to 201503 (callout 2) and 'Payments due' is 12/09/2015 (callout 3). A search filter region (callout 4) includes 'Contract Number' (set to ALL), 'Corporate ID' (XP1_8), and 'P Number' (P1_8). On the right, a 'Payment Information' summary (callout 5) shows totals for Invoiced, Failed, Deferred, Pending, Successful, and Available amounts. Below this is a 'Payment Initiation Upload' section (callout 7) with a 'Browse' button and an 'Upload' button. An 'Error Description' list (callout 8) includes codes R01 through R11. The main table (callout 6) has columns for Contract Number, Invoiced Amount, Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, Failed, and EFT ID. At the bottom, a 'Pending Transactions' section (callout 9) shows a table with columns for Contract Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment.

The **Payments** tab contains nine (9) regions.

1. **Tabbed region – Payments** displays the tab that is currently active and tabs that are available for selection.
2. **Invoice Reporting Period region** displays the specific quarter reporting period for invoice line items, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.
3. **Payments Due region** displays the date the invoice line items are due to Medicare Part D Sponsors, in MM/DD/YYYY format, based on the reporting period selected in the **Filter region** on the **Home** tab.
4. **Filter region – Payments** allows a user to search data listed by the defaulted Corporate ID.
5. **Payment Information region** displays the numerical totals of all invoice line items and the different categories that each invoice line item may qualify as at a specific point in time, in a tabular format. Invoice line items reclassify as payment functionality is processed.
6. **Payment Initiation region** displays invoice line items based on Contract Number and P

Number data entered in the **Filter region – Payments**.

7. **Payment Initiation Upload region** allows a user to upload multiple paid invoice line items data for ease in completing the payment initiation functionality, instead of working with each individual Part D Sponsor invoice line item.
8. **Error Description region** displays the error codes and descriptions that can appear in the Failed column of the **Payment Initiation region** when an initiated invoice fails payment processing.
9. **Pending Transactions region** displays invoice line items that are pending payment.

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

Tabbed Region – Payments

The **Tabbed region** allows a user to select different activities to perform while accessing the system.

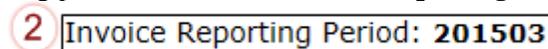
In this example, the **Payments** tab is active.



Invoice Reporting Period Region

This section of the **Payments** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.

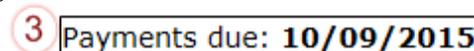
In the example displayed, the distributed invoice line items appearing in the **Payment Initiation region** are associated with the reporting period listed in the **Invoice Reporting Period region**.



Payments Due Region

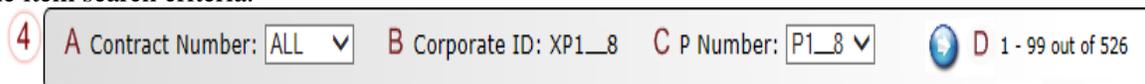
This section of the **Payments** tab displays the final payment due date of all invoice line items for a specified reporting period, based on the calculation of distributed invoice receipt date plus 38 calendar days.

In this example, the invoice line items displayed in the **Payment Initiation region** are due by the date listed in the **Payments Due region**.



Filter Region – Payments

The **Filter region** on the **Payments** tab contains four (4) fields to assist a user with narrowing invoice line item search criteria.



- A. Contract Number field allows a user to select specific contract numbers from the drop down list. The drop down list provides update capability to select another contract number with invoice line items within the same reporting period. The field defaults to 'ALL', which displays all contract numbers for the reporting period.
- B. Corporate ID column defaults to the Corporate ID utilized to access the system.
- C. P Number field displays the P number for invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P number with invoice line items within the same reporting period and assigned to the Corporate ID.

Note: In order to view a different reporting period, a user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.

- D. Item Count column provides the number of invoice line items displayed on the current page out of the total number of invoices included for the reporting period.

This field also contains a *Next Page* icon to alert the user to multiple pages of distributed invoices, if applicable.

Payment Information Region

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

This region provides up-to-date data regarding invoice line item activity in a two (2)-column table with eight (8) rows.

5

Payment Information		
A	Total Invoiced	\$137,938.98
B	Total Failed	\$141.00
C	Total Current Deferred	\$0.00
D	Total Previously Deferred	\$0.00
E	Total Pending	\$24,744.52
F	Total Successful	\$95,966.02
G	Total Available	\$17,087.44

- A. Total Invoiced field displays total dollar amount of invoice line items that require payment for the reporting period.
- B. Total Failed field displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
- C. Total Currently Deferred field displays the total dollar amount of deferred invoice line items postponed from the current reporting period to the subsequent reporting period.
- D. Total Previously Deferred field displays the total dollar amount of previously deferred invoice line items postponed from prior reporting periods.
- E. Total Pending field displays the total dollar amount of invoice line items selected for payment initiation for the reporting period.
- F. Total Successful field displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the **Payment Initiation** or **Pending Transaction regions** of the **Payments** tab.
- G. Total Available field displays the total dollar amount of remaining invoice line items requiring payment.

Payment Initiation Region

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

Note: To generate Excel reports of the invoices listed on the **Payments** tab, use the [CGDP Portal Instructions – Reporting Link](#) located in a subsequent section of this manual.

This region contains eleven columns that assist a user in processing invoice line items for payment.

6 E Initiate All

A Contract Number	B Invoiced Amount ↑↓	C Previous Deferred Amount	D Payment/Failed Date	F Initiate Payment	G Defer	H Failed	I EFT ID
H3__2	\$212.47	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__2
H3__8	\$89.53	\$1.75	01/13/2016	<input type="checkbox"/>			CG15031__8H3__8
H3__0	\$808.25	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__0
H3__5	\$52.96	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__5
H3__7	\$9.86	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__7
H3__2	\$631.92	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__2
H3__4	\$50.51	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__4
H3__1	\$592.63	\$16.79	01/13/2016	<input type="checkbox"/>			CG15031__8H3__1
H2__8	\$52.26	\$0.00	01/13/2016	<input type="checkbox"/>		R04	CG15031__8H2__8

J Update All

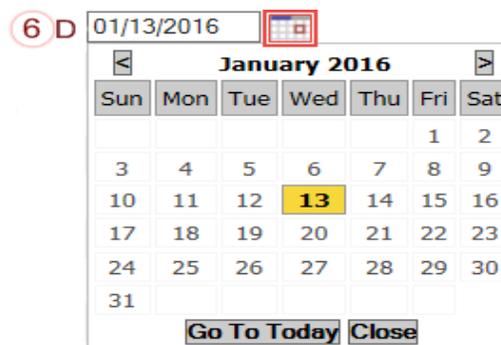
K

- A. Contract Number column displays the Sponsor contract number.
- B. Invoiced Amount column displays the invoice line item amounts due to the Sponsor. This column also provides users with the ability to sort the Invoiced Amount column in ascending or descending amount order, using the directional arrows provided to the right of the column title.

Note: The dollar amount displaying in the Invoiced Amount column automatically populates from the quarterly invoice and is **not subject to modification**.

- C. Previous Deferred Amount column displays deferred amounts from prior reporting period(s).
- D. Payment/Failed Date column displays a field that defaults to the current date for an invoice line item payment, in MM/DD/YYYY format.

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



- E. Initiate All check box provides a user with the functionality to populate the check box with a check mark, which selects all displayed invoice line items on the active page to be paid.

This example displays the populated Initiate All check box as well as all check boxes for the invoice line items on the active page.

6 Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H3__2	\$212.47	\$0.00	01/13/2016	<input checked="" type="checkbox"/>			CG15031__8H3__2
H3__8	\$89.53	\$1.75	01/13/2016	<input checked="" type="checkbox"/>			CG15031__8H3__8
H3__0	\$808.25	\$0.00	01/13/2016	<input checked="" type="checkbox"/>			CG15031__8H3__0
H3__5	\$52.96	\$0.00	01/13/2016	<input checked="" type="checkbox"/>			CG15031__8H3__5
H3__7	\$9.86	\$0.00	01/13/2016	<input checked="" type="checkbox"/>			CG15031__8H3__7
H3__2	\$631.92	\$0.00	01/13/2016	<input checked="" type="checkbox"/>			CG15031__8H3__2
H3__4	\$50.51	\$0.00	01/13/2016	<input checked="" type="checkbox"/>			CG15031__8H3__4
H3__1	\$592.63	\$16.79	01/13/2016	<input checked="" type="checkbox"/>			CG15031__8H3__1

The Payment /Failed Date will default to the current date when the Initiate All functionality is used. It will display the date that a payment initiation failed payment processing.

Note: Selecting the Initiate All check box will **only** affect invoice line items displayed on the active page in the **Payment Initiation region**.

To process all invoice line items utilizing the Initiate All function a user must populate the Initiate All check box for the invoice line items displayed on the active page, update the Payment/Failed Date, if applicable and select the Submit button. The user must then re-select the Initiate All button for the new page of invoice line items displayed and select the Submit button. The Initiate All process should be repeated until the **Payment Initiation region** displays “There are no more remaining invoice line items for the quarter.”

Additional Notes:

- Removing the check mark from the Initiate All check box will remove all Initiate Payment check marks for invoice line items on the active page.
- Selecting the Next Page icon prior to selecting the Submit button will undo the Initiate All check box selection for the prior page.

F. Initiate Payment column allows the user to populate the check box with a check mark to allow the payment process to begin for an individual invoice line item.

6 Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H3__2	\$212.47	\$0.00	01/13/2016	<input checked="" type="checkbox"/>			CG15031__8H3__2
H3__8	\$89.53	\$1.75	01/13/2016	<input checked="" type="checkbox"/>			CG15031__8H3__8
H3__0	\$808.25	\$0.00	01/13/2016	<input checked="" type="checkbox"/>			CG15031__8H3__0
H3__5	\$52.96	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__5
H3__7	\$9.86	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__7
H3__2	\$631.92	\$0.00	01/13/2016	<input checked="" type="checkbox"/>			CG15031__8H3__2
H3__4	\$50.51	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__4
H3__1	\$592.63	\$16.79	01/13/2016	<input checked="" type="checkbox"/>			CG15031__8H3__1

G. Defer column provides check boxes available for selection when the Total Available amount in the **Payment Information region** totals less than the system-default allowable amount, currently designated as \$20.00 United States Dollars (USD).

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

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

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

Defer functionality becomes available if the amount listed in the Total Available field is less than the Portal’s defer-default allowable amount, currently designated as \$20.00 USD.

For example, a Manufacturer’s banking institution allows ACH processing for dollar amounts greater than \$15.00. If the Total Available field displays a total between \$15.00 and the system-default allowable amount, the items should not be deferred to the subsequent reporting period, even if the Defer check box is available.

The most important facts to know before deferring an invoice are:

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

This example displays one (1) distributed payable invoice listed in the Invoiced Amount field that is less than the system-default allowable amount and this Manufacturer’s ACH low-dollar amount threshold. The Defer column displays a check box for the invoice line item for deferral to the subsequent reporting period.

⑥

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H3__9	\$3.45	\$0.00	01/13/2016	<input type="checkbox"/>	G <input type="checkbox"/>		CG15031__8H3__9

This example displays one (1) distributed payable invoice listed in the Invoiced Amount and one (1) deferred invoice listed in the Previous Deferred Amount that total less than the system-default allowable amount and this Manufacturers ACH low-dollar amount threshold. The Defer column displays a check box for invoice line item for deferral to the subsequent reporting period.

⑥

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H4__2	\$0.34	\$2.31	01/13/2016	<input type="checkbox"/>	G <input type="checkbox"/>		CG15031__8H3__2

This example displays one (1) distributed payable invoice listed in the Invoiced Amount and one (1) deferred invoice listed in the Previous Deferred Amount that total greater than the system- default allowable amount and the Manufacturer’s ACH low-dollar amount threshold, which disqualifies the invoice line items for deferral to the subsequent reporting period.

6

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H4__1	\$66.20	\$6.01	01/13/2016	<input type="checkbox"/>	G		CG15031__8H3__1

For more details on the Defer process, refer to the [Processing Deferred Invoices](#) instructions.

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

6

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	H	Failed	EFT ID
H5__5	\$238.32	\$0.00	01/13/2016	<input type="checkbox"/>			R01	CG15031__8H3__5
H6__9	\$257.00	\$0.00	01/13/2016	<input type="checkbox"/>			R29	CG15031__8H3__9
H2__8	\$52.26	\$0.00	01/13/2016	<input type="checkbox"/>			R04	CG15031__8H2__8

The Failed column displays error codes. The complete list of error codes and their descriptions can be found in [Appendix B: Error Message Descriptions](#) table labeled Payment Reporting Error Codes – Payments Tab.

I. EFT ID column provides a descriptive identifier for distributed invoice payments made to Manufacturers to allow reconciliation of payments received.

6

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H3__2	\$212.47	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__2
H3__8	\$89.53	\$1.75	01/13/2016	<input type="checkbox"/>			CG15031__8H3__8
H3__0	\$808.25	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__0
H3__5	\$52.96	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__5
H3__7	\$9.86	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__7
H3__2	\$631.92	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__2
H3__4	\$50.51	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__4
H3__1	\$592.63	\$16.79	01/13/2016	<input type="checkbox"/>			CG15031__8H3__1
H2__8	\$52.26	\$0.00	01/13/2016	<input type="checkbox"/>		R04	CG15031__8H2__8

Initiate All

Update All

Submit

The format of the EFT ID is **CGYYQQ9999H9999**.

- **CG**: Coverage Gap payment
- **YYQQ**: Current Reporting Period
- **9999**: Manufacturer P Number (**Note**: P Number displayed without the preceding ‘P’)
- **H9999**: Sponsor contract number

J. Update All Payment Dates check box and field allows a user to set a future date for all displayed invoice line items.

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H3__2	\$212.47	\$0.00	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__2
H3__8	\$89.53	\$1.75	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__8
H3__0	\$808.25	\$0.00	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__0
H3__5	\$52.96	\$0.00	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__5
H3__7	\$9.86	\$0.00	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__7
H3__2	\$631.92	\$0.00	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__2
H3__4	\$50.51	\$0.00	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__4
H3__1	\$592.63	\$16.79	01/19/2016	<input checked="" type="checkbox"/>			CG15031__8H3__1

Update All

Note: Selection of the check box and update of the calendar date in the Update All Payment Dates field will affect only invoice line items displayed in the active **Payment Initiation region**. Do not select the Next Page icon, if available, before selecting the Submit button. Selecting the Next Page icon before selecting Submit will erase the prior pages updated payment data.

To process all distributed invoice line items utilizing the Update All Payment Dates field, a user must perform the Update All Payment Dates action on the active **Payment Initiation region** page and select the Submit button. Repeat the Update All Payment Dates action and select the Submit button for the invoice line items displayed on the page, until all invoice line items are processed.

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

6 J 03/10/2016

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

K. Submit button provides the user one (1)-click functionality to process the active page's selected invoice line items for payment.

6

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H3__2	\$212.47	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__2
H3__8	\$89.53	\$1.75	01/13/2016	<input type="checkbox"/>			CG15031__8H3__8
H3__0	\$808.25	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__0
H3__5	\$52.96	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__5
H3__7	\$9.86	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__7
H3__2	\$631.92	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__2
H3__4	\$50.51	\$0.00	01/13/2016	<input type="checkbox"/>			CG15031__8H3__4
H3__1	\$592.63	\$16.79	01/13/2016	<input type="checkbox"/>			CG15031__8H3__1
H2__8	\$52.26	\$0.00	01/13/2016	<input type="checkbox"/>		R04	CG15031__8H2__8

Update All

K

The **Payment Initiation region** may display “*Please contact TPA*” for invoice line items in lieu of the Payment/Failed Date, Initiate Payment, Defer and Failed columns data. Contact the TPA Operations staff to request assistance with processing of these invoice line items.

6

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H8__6	\$125.37	\$0.00	Please contact TPA				CG15031__8H8__6

Examples of why “*Please contact TPA*” may display:

- Invalid banking information on file for Sponsor
- Sponsor is classified in Receivership status
- Internal Revenue Service (IRS) Levy/Garnishment documentation requests

Payment Initiation Upload Region

The **Payment Initiation Upload region** provides a location for uploading manually created payment files for users working with large volumes of payments for a reporting period. This form contains two (2) fields to assist a user with locating and uploading payment file data. Instructions and reference documents for batch file formatting appear in the *Processing Payment Initiation Upload Batch Functionality* instructions.

7

Payment Initiation Upload

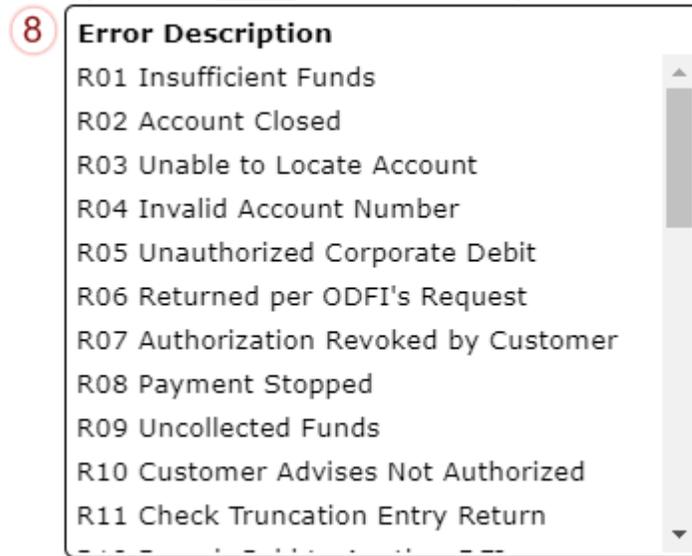
A B

- A. Browse... field allows a user to search for file data manually created to batch payment files for upload to system.

- B. Upload button provides a user one (1)-click functionality to upload batched payment file data to the system for processing.

Error Description Region

The **Error Description region** on the **Payments** tab is a scrollable region which displays error codes and their descriptions that appear in the **Failed** field (H) in the **Payment Initiation region**.



The Error Description region provides a complete list of the error codes and their descriptions in [Appendix B: Error Message Descriptions](#) table labeled Payment Reporting Error Codes – Payments Tab.

Pending Transactions Region

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

This form contains eight (8) fields used to display invoice line items selected for payment.

A screenshot of the "Pending Transactions" region. At the top left is a circled "9". To the right of the title is a message: "A Stop Payment Available Until Approximately 9:00 PM ET". Further right is a "B" icon and "1 - 5 out of 5". Below this is a table with columns: "C Contract Number", "D Authorization Amt", "E Date Submitted", "F Payment Date", and "G Stop Payment". Below the table is a button "H Stop Payment(s)".

C Contract Number	D Authorization Amt	E Date Submitted	F Payment Date	G Stop Payment
H0__3	\$6.07	12/22/2015	01/02/2016	<input type="checkbox"/>
E2__0	\$2,891.47	12/02/2015	12/02/2015	<input type="checkbox"/>
E3__4	\$74,682.34	12/02/2015	12/02/2015	<input type="checkbox"/>
E4__4	\$11,017.15	12/02/2015	12/02/2015	<input type="checkbox"/>
E7__6	\$7,375.06	12/02/2015	12/09/2015	<input type="checkbox"/>

- A. Stop Payment Available Until Approximately 9:00 PM ET: Reminder message that the ability to stop payment on pending invoices will be available until approximately 9:00 PM ET. Once pending invoice line items are no longer visible in the **Pending Transaction region**, the ability to perform a stop pay on those items has ended.
- B. Item Count column provides a user with information regarding the number of transactions that are available for review. This information located above the **Stop**

Payment column in the Pending Transactions region.

9 Pending Transactions *A Stop Payment Available Until Approximately 9:00 PM ET* B 1 - 5 out of 5

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
H0__3	\$6.07	12/22/2015	01/02/2016	<input type="checkbox"/>
E2__0	\$2,891.47	12/02/2015	12/02/2015	<input type="checkbox"/>
E3__4	\$74,682.34	12/02/2015	12/02/2015	<input type="checkbox"/>
E4__4	\$11,017.15	12/02/2015	12/02/2015	<input type="checkbox"/>
E7__6	\$7,375.06	12/02/2015	12/09/2015	<input type="checkbox"/>

Click to stop all:

[Stop Payment\(s\)](#)

- C. Contract Number column displays the contract number.
- D. Authorization Amt. column displays the amount authorized, including amounts located in the Invoiced Amount and Previous Deferred Amount fields, as payment to the Sponsor.
- E. Date Submitted column displays the calendar date the invoice line item transferred from the **Payment Initiation region** to the **Pending Transactions region**, in MM/DD/YYYY format.
- F. Payment Date column displays the calendar date that initiates the request for withdrawal of funds from user's bank account, in MM/DD/YYYY format.
- G. Stop Payment column provides two functions for a user. A Click to stop all check box and an individual check box that allows a user to select initiated payments for stop payment.
 - The Click to stop all check box allows a user to select the invoices available on the active Pending Transaction region for stop payment. If there are more than 99 invoices available in the **Pending Transaction region**, the Click to stop all will only stop the first 99 invoices visible in the active **Pending Transaction region**.
 - The Stop Payment check box associated with each individual invoice payment line item allows a user to an individual payment from processing prior to payment processing. The Stop Payment check box displays for all pending invoice line items in the **Pending Transaction region**. The Stop Payment feature is available until approximately 9:00 PM ET. Invoices are eligible for stop payment as long as they are visible in the **Pending Transaction region**.

9 Pending Transactions *Stop Payment Available Until Approximately 9:00 PM ET* 1 - 5 out of 5

C Contract Number	D Authorization Amt	E Date Submitted	F Payment Date	G Stop Payment
H0__3	\$6.07	12/22/2015	01/02/2016	<input type="checkbox"/>
E2__0	\$2,891.47	12/02/2015	12/02/2015	<input type="checkbox"/>
E3__4	\$74,682.34	12/02/2015	12/02/2015	<input type="checkbox"/>
E4__4	\$11,017.15	12/02/2015	12/02/2015	<input type="checkbox"/>
E7__6	\$7,375.06	12/02/2015	12/09/2015	<input type="checkbox"/>

Click to stop all:

[Stop Payment\(s\)](#)

This example displays an individual invoice payment with a future date marked for stop payment.

9 Pending Transactions <small>Stop Payment Available Until Approximately 9:00 PM ET</small>					1 - 5 out of 5
Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	
H0__3	\$6.07	12/22/2015	01/02/2016	<input type="checkbox"/>	
E2__0	\$2,891.47	12/02/2015	12/02/2015	<input type="checkbox"/>	
E3__4	\$74,682.34	12/02/2015	12/02/2015	<input type="checkbox"/>	
E4__4	\$11,017.15	12/02/2015	12/02/2015	<input type="checkbox"/>	
E7__6	\$7,375.06	12/02/2015	12/09/2015	<input checked="" type="checkbox"/>	

[Stop Payment\(s\)](#)

This example displays multiple payments with a current date marked for stop payment.

9 Pending Transactions <small>Stop Payment Available Until Approximately 9:00 PM ET</small>					1 - 5 out of 5
Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	
H0__3	\$6.07	12/22/2015	01/02/2016	<input type="checkbox"/>	
E2__0	\$2,891.47	12/02/2015	12/02/2015	<input checked="" type="checkbox"/>	
E3__4	\$74,682.34	12/02/2015	12/02/2015	<input checked="" type="checkbox"/>	
E4__4	\$11,017.15	12/02/2015	12/02/2015	<input type="checkbox"/>	
E7__6	\$7,375.06	12/02/2015	12/09/2015	<input type="checkbox"/>	

[Stop Payment\(s\)](#)

This example displays the **Pending Transaction region** after the invoices have been processed for payment.

9 Pending Transactions <small>Stop Payment Available Until Approximately 9:00 PM ET</small>				
Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

[Stop Payment\(s\)](#)

- H. *Stop Payment(s)* button provides a user with one (1)-click functionality to process the selected invoices for stop payment. This activity will remove the invoice line item from the **Pending Transactions region** and reassign it to the **Payment Initiation region**.

9 Pending Transactions <small>Stop Payment Available Until Approximately 9:00 PM ET</small>					1 - 5 out of 5
Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	
H0__3	\$6.07	12/22/2015	01/02/2016	<input type="checkbox"/>	
E2__0	\$2,891.47	12/02/2015	12/02/2015	<input type="checkbox"/>	
E3__4	\$74,682.34	12/02/2015	12/02/2015	<input type="checkbox"/>	
E4__4	\$11,017.15	12/02/2015	12/02/2015	<input type="checkbox"/>	
E7__6	\$7,375.06	12/02/2015	12/09/2015	<input type="checkbox"/>	

H [Stop Payment\(s\)](#)

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

Manufacturers may receive what appear to be duplicate invoice line items payable to the same Sponsor in a specific quarter. These are not duplicate invoice line items. These line items are derived from a single invoice line item that exceeded the National Automated Clearing House Association (Nacha) size limit of \$99,999,999.99 for automated clearing house (ACH) payments in the Portal for the applicable quarter. Any invoice line item that is equal to or exceeds \$100,000,000.00 (\$100M+) is referred to as a high dollar invoice line item.

When a high dollar invoice line item occurs in an invoice reporting period, the original invoice line item will be equally split into two invoice line items and will be formatted in **bold** to stand out from other line items. An example of a **bolded** split line item is provided in the screen shot below. The split line items will be the same, i.e. 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.

These invoice line items are loaded to the Portal for the same Contract Numbers and displayed on the Manufacturer Portal **Payments Tab** as **bolded** invoice line items to allow an authorized user to process payment initiations to the Sponsor.

Both the **Payments Tab** and the **Completed Tab** will display the split invoice line items, as both deal with invoice line items that are due to be paid by the Manufacturer. When an invoice line item is selected for payment initiation, it will move from the **Payments Tab** to the **Completed Tab** and will carry a "Pending" status until the dollar amounts are processed out of the bank account. Once the invoice line item processes successfully, the **Completed Tab** will display an updated status on the applicable invoice line item of "Successful".

When a Manufacturer will be receiving a high dollar invoice line item(s) split into two invoice line items in a reporting period, the TPA will individually notify the Manufacturer's TPA Payment Initiator role (HPMS's Coverage Gap Discount Program (CGDP) Payment Contact) and TPA Primary Contact role (HPMS's TPA Liaison) via email.

Split high dollar invoice line items can be processed using the instructions in this Users Guide referenced below. Refer to the following instructions for information on processing invoice line items: [Processing Invoice Payments](#), [Processing Single Future Dated Invoice Payments](#), [Initiate All Payment Processing Functionality and Future Date Processing](#), and [Processing Payment Initiation Upload Batch Functionality](#).

Split high dollar invoice line item transactions can also have stop payments processed if a future 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. A stop payment would need to be submitted for both split high dollar invoice line items to stop the entire original high dollar invoice line item. Refer to the [Processing Stop Payments](#) instructions in this Users Guide for details on stop payments.

The reports available on the **Reports Tab** 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, which Manufacturers are able to download via the **Reports Tab**. Refer to the [Accessing Quarterly Invoice Reports](#) instruction located in the **CGDP Manufacturer Portal Reports Users Guide** located under [References](#) on the TPAdministrator.com website to download the Invoice Report.

CGDP Portal Instructions – Payments Tab

Processing Invoice Payments Instruction

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

This instruction provides direction on the steps needed to process payments for individual 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 Initiator** role.

1. Authorized end users will access the Portal to process invoice line item payments on a quarterly basis due within 38 calendar days from receipt of the distributed invoices. Instructions for daily login into the CGDP Portal are in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under [References](#) on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the Invoice Type field.

The screenshot shows the 'Manufacturer Portal Coverage Gap Discount Program Home' interface. At the top, there are navigation tabs: Home, Payments, Completed, Receipts, Reports, and Disputes. The 'Home' tab is selected. Below the navigation, there are filter fields for Corporate ID (XP1...6), Invoice Type (Quarterly), P Number (ALL), Reporting Period (ALL), and Status (ALL). A table below these filters lists invoice items with columns for Invoice Type, P Number, Reporting Period, Status, and a Select checkbox. The table contains three rows of quarterly invoices, all with a status of 'Available'. To the right of the table, there is a welcome message and a legend for invoice statuses: Available, Failed, Incomplete, N/A, Pending, and Successful. At the bottom right, there is a section for 'Reporting Periods with no invoice line items' with a filter by P Number and Reporting Period, and a table listing these periods.

Corporate ID	Invoice Type	P Number	Reporting Period	Status
XP1...6	Quarterly	ALL	ALL	ALL

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...6	201502	Available	<input type="radio"/>
Quarterly	P1...7	201502	Available	<input type="radio"/>
Quarterly	P1...1	201502	Available	<input type="radio"/>

P Number	Reporting Period
P1...6	201601
P1...6	201504
P1...7	201601
P1...7	201504
P1...1	201601
P1...1	201504

- Populate the **Select** radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XP1...6 Invoice Type: Quarterly P Number: ALL Reporting Period: ALL Status: ALL 1 - 3 out of 3

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...6	201502	Available	<input checked="" type="radio"/>
Quarterly	P1...7	201502	Available	<input type="radio"/>
Quarterly	P1...1	201502	Available	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt.
Incomplete One or more items have not been paid
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

Reporting Periods with no Invoice line items
 Filter by: P Number: ALL Reporting Period: ALL

P Number	Reporting Period
P1...6	201601
P1...6	201504
P1...7	201601
P1...7	201504
P1...1	201601
P1...1	201504

- On the Payments tab, review Payment Initiation region and the Payment Information region for available invoice line items.

Manufacturer Portal CGDP Payments

Invoice Reporting Period: 201502 Payments due: 10/09/2015

Contract Number: ALL Corporate ID: XP1...6 P Number: P1...6 1 - 99 out of 525

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E0...4	\$8,031.77	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021...5E0...4
E2...0	\$775.07	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021...5E2...0
E3...4	\$190.05	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021...5E3...4
E4...4	\$3,253.39	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021...5E4...4
E7...6	\$495.13	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021...5E7...6
E7...8	\$1,095.71	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021...5E7...8
H0...4	\$25,697.69	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021...5H0...4
H0...4	\$7.09	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021...5H0...4

Payment Information

Total Invoiced	\$40,066.24
Total Failed	\$0.00
Total Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$40,066.24

Payment Initiation Upload

Error 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

Pending Transactions Stop Payment Available Until Approximately 9:00 PM ET

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

- To select an individual invoice line item for payment processing, populate a check mark in the Initiate Payment check box then select the Submit button, located at the bottom right of the **Payment Initiation region**, to process the invoice line item payment.

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E0__4	\$8,031.77	\$0.00	02/01/2016	<input checked="" type="checkbox"/>			CG15021__6E0__4
E2__0	\$775.07	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021__6E2__0
E3__4	\$190.05	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021__6E3__4
E4__4	\$3,253.39	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021__6E4__4
E7__6	\$495.13	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021__6E7__6
E7__8	\$1,095.71	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021__6E7__8
H0__4	\$25,697.69	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021__6H0__4
H0__4	\$7.09	\$0.00	02/01/2016	<input type="checkbox"/>			CG15021__6H0__4

Update All

- To process the submission of the initiated payment, enter the **Payment Initiator** role four (4)-digit PIN in the PIN Validation form and select the Validate button.

Coverage Gap Discount Program

PIN Validation

●●●●

Validate

- Once the invoice line item processes, review the **Pending Transactions region** for pending invoice line item payments. The **Payment Information region** updates the Total Pending field with the amounts listed in the **Pending Transactions region**.

The screenshot displays the CMS Sponsor Portal interface. At the top, there are navigation links for Contact Us, My Profile, Logout, Help, and Reporting. The main navigation bar includes Home, Payments (highlighted), Completed, Receipts, Reports, and Disputes. The page title is 'Sponsor Portal CGDP Payments'. Below the title, there are filters for Invoice Reporting Period (201504) and Payments due (03/10/2016). A search bar contains P Number (ALL), Parent Org. ID (H0...0), and Contract Number (H0...0). A table lists two invoice items with columns for P Number, Invoiced Amount, Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, Failed, and EFT ID. To the right, a 'Payment Information' summary shows Total Invoiced (\$1,175.14), Total Pailed (\$0.00), Total Current Deferred (\$0.00), Total Previously Deferred (\$0.00), Total Pending (\$101.12), Total Successful (\$0.00), and Total Available (\$1,074.02). Below this is a 'Payment Initiation Upload' section with a 'Browse' button and an 'Upload' button. At the bottom right, an 'Error Description' section lists codes R01 through R04. The 'Pending Transactions' section shows a table with one entry: P Number P1...1, Authorization Amt -\$101.12, Date Submitted 03/23/2016, Payment Date 03/23/2016, and a 'Stop Payment' checkbox.

Note: The **Pending Transaction region** displays both the Click to stop all and a check box in the Stop Payment column. Instructions for processing stop payments are explained in the Processing Stop Payments instruction.

You have now initiated a payment of an individual invoice line item.

Processing Future Dated Invoice Payments Instruction

The Portal allows a user to schedule payments for invoice line items that differ from the default payment date of the current calendar day by selecting a future payment date.

This instruction provides direction on the steps needed to process invoice line items for future calendar day payment processing. This instruction demonstrates the process for one invoice line item but can be repeated for multiple invoice line items as needed.

- Refer to the [Initiate All Functionality for Payment Processing and Future Date Processing Instruction](#) to learn how to process multiple invoice line items for a future scheduled payment date.

Note: Completion of this process is limited to Manufacturer associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to select payment dates for invoice line items that differ from the default payment date of the current calendar day. Instructions for daily login into the Portal are in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under [References](#) on the [TPAdministrator.com](#) website.
2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the **Invoice Type** field.

The screenshot displays the 'Coverage Gap Discount Program Home' page. At the top, there are logos for 'PALMETTO GBA' and 'CMS'. A navigation bar contains tabs for 'Home', 'Payments', 'Completed', 'Receipts', 'Reports', and 'Disputes'. Below the navigation, there is a search filter section with dropdown menus for 'Corporate ID' (XP1...6), 'Invoice Type' (Quarterly), 'P Number' (ALL), 'Reporting Period' (ALL), and 'Status' (ALL). A table lists three invoice items with columns for 'Invoice Type', 'P Number', 'Reporting Period', 'Status', and 'Select'. To the right of the table is a legend explaining the status codes: Available, Failed, Incomplete, N/A, Pending, and Successful. Below the legend is a section titled 'Reporting Periods with no invoice line items' which includes a filter and a list of P Numbers and Reporting Periods.

Corporate ID	Invoice Type	P Number	Reporting Period	Status	1 - 3 out of 3
XP1...6	Quarterly	ALL	ALL	ALL	

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...6	201502	Available	<input type="radio"/>
Quarterly	P1...7	201502	Available	<input type="radio"/>
Quarterly	P1...1	201502	Available	<input type="radio"/>

Available	Failed	Incomplete	N/A	Pending	Successful
Invoice is ready for payment initiations	One or more items has an unsuccessful payment attempt	One or more items have not been paid	No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor.	All line items have been initiated successfully	All line items have been paid successfully

Reporting Periods with no invoice line items	
Filter by:	Reporting Period
P Number: ALL	Reporting Period: ALL
P Number	Reporting Period
P1...6	201601
P1...6	201504
P1...7	201601
P1...7	201504
P1...1	201601
P1...1	201504

- To update an invoice line item payment date, select the *Calendar* icon located to the right of the Payment/Failed Date field for the specific invoice line item and select the applicable date from the calendar.

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E2__0	\$775.07	\$0.00	02/04/2016 	<input type="checkbox"/>			CG15021__6E2__0
E3__4	\$190.05	\$0.00					CG15021__6E3__4
E4__4	\$3,253.39	\$0.00					CG15021__6E4__4
E7__6	\$495.13	\$0.00					CG15021__6E7__6
E7__8	\$1,095.71	\$0.00					CG15021__6E7__8
H0__4	\$25,697.69	\$0.00					CG15021__6H0__4
H0__4	\$7.09	\$0.00					CG15021__6H0__4
H0__7	\$158.25	\$0.00	02/02/2016 	<input type="checkbox"/>			CG15021__6H0__7

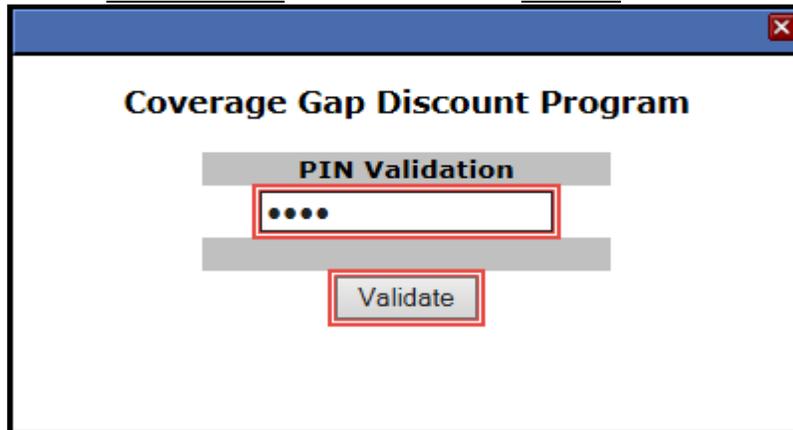
Update All  Submit

- To select the future dated individual invoice line item for payment processing, populate a check mark in the applicable Initiate Payment column and select the *Submit* button, located at the bottom right of the **Payment Initiation region**, to process the invoice line item payment.

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E2__0	\$775.07	\$0.00	02/04/2016 	<input checked="" type="checkbox"/>			CG15021__6E2__0
E3__4	\$190.05	\$0.00	02/02/2016 	<input type="checkbox"/>			CG15021__6E3__4
E4__4	\$3,253.39	\$0.00	02/02/2016 	<input type="checkbox"/>			CG15021__6E4__4
E7__6	\$495.13	\$0.00	02/02/2016 	<input type="checkbox"/>			CG15021__6E7__6
E7__8	\$1,095.71	\$0.00	02/02/2016 	<input type="checkbox"/>			CG15021__6E7__8
H0__4	\$25,697.69	\$0.00	02/02/2016 	<input type="checkbox"/>			CG15021__6H0__4
H0__4	\$7.09	\$0.00	02/02/2016 	<input type="checkbox"/>			CG15021__6H0__4
H0__7	\$158.25	\$0.00	02/02/2016 	<input type="checkbox"/>			CG15021__6H0__7

Update All  Submit

- To process the submission of the future dated payment, enter the **Payment Initiator** role four (4)-digit PIN in the **PIN Validation** form and select the **Validate** button.



- Once the future dated invoice line item processes, the **Pending Transactions** region will update with the newly added pending invoice payment and the **Payment Information** region for the **Total Pending** field for updated amounts.

Payment Information

Total Invoiced	\$40,066.24
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$8,806.84
Total Successful	\$0.00
Total Available	\$31,259.40

Pending Transactions Stop Payment Available Until Approximately 9:00 PM ET

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
E0_4	\$8,031.77	02/02/2016	02/02/2016	<input type="checkbox"/>
E2_0	\$775.07	02/02/2016	02/04/2016	<input type="checkbox"/>

Note: The **Pending Transaction** region displays both the Click to stop all and a check box in the Stop Payment column. Instructions for processing stop payments are explained in the Processing Stop Payments instruction.

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

Initiate All Functionality for Payment Processing and Future Date Processing Instruction

Manufacturers can utilize the Initiate All functionality to process payment initiation for multiple invoice line items loaded to the Portal. The Initiate All function provides the capability to select only invoice line items located on the active page in the **Payment Initiation region** to initiate payment processing on the current date. The Initiate All function also allows for updating payment initiation processing dates to a scheduled future date for any available invoice line item(s) displayed in the active **Payment Initiation region**.

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

Note: Completion of this process is limited to Manufacturer associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to process payment initiation for multiple invoice line items loaded to the Portal. Instructions for daily login into the Portal are in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under [References](#) on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the Invoice Type field.

The screenshot displays the 'Manufacturer Portal' interface for the 'Coverage Gap Discount Program Home'. At the top, there are logos for 'PALMETTO GBA' and 'CMS'. A navigation bar includes 'Home', 'Payments', 'Completed', 'Receipts', 'Reports', and 'Disputes'. Below this, a search/filter area contains fields for 'Corporate ID' (XP1...6), 'Invoice Type' (Quarterly), 'P Number' (ALL), 'Reporting Period' (ALL), and 'Status' (ALL). A table lists three invoice items, all with a status of 'Available'. To the right, a legend explains the status colors: Available (green), Failed (red), Incomplete (orange), N/A (grey), Pending (blue), and Successful (purple). Below the legend, a section titled 'Reporting Periods with no invoice line items' shows a list of P Numbers and Reporting Periods.

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...6	201502	Available	<input type="radio"/>
Quarterly	P1...7	201502	Available	<input type="radio"/>
Quarterly	P1...1	201502	Available	<input type="radio"/>

P Number	Reporting Period
P1...6	201601
P1...6	201504
P1...7	201601
P1...7	201504
P1...1	201601
P1...1	201504

- Populate the **Select** radio button for the applicable reporting period then select the **Payments** tab to view the available invoice line items associated with the selected reporting period.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XP1...6 Invoice Type: Quarterly P Number: ALL Reporting Period: ALL Status: ALL 1 - 3 out of 3

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...6	201502	Available	<input type="radio"/>
Quarterly	P1...7	201502	Available	<input type="radio"/>
Quarterly	P1...1	201502	Available	<input checked="" type="radio"/>

Reporting Periods with no invoice line items

Filter by: P Number: ALL Reporting Period: ALL

P Number	Reporting Period
P1...6	201601
P1...6	201504
P1...7	201601
P1...7	201504
P1...1	201601
P1...1	201504

- On the **Payments** tab, review the number of invoices available in the **Filter Results** region and balances available for payment in the **Payment Information** region.

Manufacturer Portal CGDP Payments

Invoice Reporting Period: 201502 Payments due: 10/09/2015

Contract Number: ALL Corporate ID: XP1...6 P Number: P1...1 1 - 99 out of 254

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E0...4	\$1,602.26	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021...E0...4
E3...4	\$4,582.92	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021...E3...4
E4...4	\$1,982.54	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021...E4...4
E7...6	\$1,291.15	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021...E7...6
E7...8	\$30,860.69	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021...E7...8
H0...4	\$562.41	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021...H0...4
H0...4	\$4,828.52	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021...H0...4
H0...7	\$1,366.18	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021...H0...7

Payment Information

Total Invoiced	\$3,325,800.58
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$3,325,800.58

Payment Initiation Upload

Error 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

Note: Each page can contain up to 99 invoice items. Use the *Next Page* icon to move through each

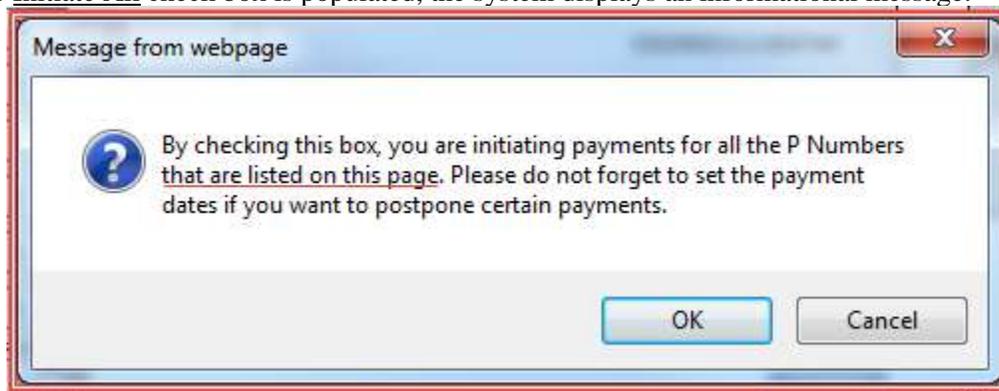
page of invoices. Use the *Prior Page* icon to return to a prior page. The page that displays is known as the active page.

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



Note: The active page will only display up to 99 invoice line items.

Once the Initiate All check box is populated, the system displays an informational message.



6. After reading the message, select the appropriate button to continue. Selection of the OK button accepts the informational message and continues with the payment initiation process.

7. The **Payment Initiation** region displays the Initiate Payment column's check boxes with check marks populated for invoice line items available only on the active page.

The screenshot shows the 'Manufacturer Portal CGDP Payments' interface. At the top, there are logos for Palmetto GBA and CMS. The navigation menu includes Home, Payments (highlighted), Completed, Receipts, Reports, and Disputes. The main header reads 'Manufacturer Portal CGDP Payments'. Below this, there is a section for 'Invoice Reporting Period: 201502' and 'Payments due: 10/09/2015'. A search bar contains 'Contract Number: ALL', 'Corporate ID: XP1_6', and 'P Number: P1_1'. A table of invoice line items is displayed with columns: Contract Number, Invoiced Amount, Previous Deferred Amount, Payment/Failed Date, Initiate Payment (checkboxes with checkmarks), Defer, Failed, and EFT ID. A red box highlights the 'Initiate All' checkbox above the table. To the right, there is a 'Payment Information' summary table and an 'Error Description' list. At the bottom, there is a 'Pending Transactions' section.

Note: The Initiate All check mark selects **only** invoice line items that appear on the active **Payment Initiation** region page. If there are more than 99 invoice line items, they will not be selected by the Initiate All check mark.

The population of the Initiate All check mark does **NOT** select all invoice line items for the reporting period.

In order to utilize the Initiate All functionality for all invoice line items, select each page in the **Payment Initiation** region separately, populate the Initiate All check box, and select the Submit button prior to moving to the next page in the region. Not performing the submission will delete all data entered on the current page.

8. The selection of the Initiate All check box provides the ability to select only displayed invoice line items for payment processing with the payment initiation date set as the current date. If it is determined that all invoice line items displayed should process for payment on the current date, select the Submit button to initiate the payment process.

If it is determined that invoice line items cannot be processed for the current date, the Initiate All functionality provides the ability to update the payment initiation date to a future calendar date.

- To update all invoice line items, use the Update All check box and field located below the **Payment Initiation** region.
- To update individual invoice line items, use the calendar icon located on the specific invoice line.

- To update all payment initiation dates to a future date different from the current business date displayed in the Payment/Failed Date field, select the calendar icon to the right of the Update All check box, located below the **Payment Initiation region**. This action expands a calendar that allows selection of a future date for the payment initiation to begin. Select the applicable date then populate the Update All check box to update the date only for the payments on the active page.

Manufacturer Portal CGDP Payments

Invoice Reporting Period: 201502 Payments due: 10/09/2015

Contract Number: ALL Corporate ID: XP1006 P Number: P1111 1 - 99 out of 294

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E0_4	\$1,602.26	\$0.00	06/21/2016	<input checked="" type="checkbox"/>			CG15021...1E0_4
E3_4	\$4,582.92	\$0.00	06/21/2016	<input checked="" type="checkbox"/>			CG15021...1E3_4
E4_4	\$1,982.54	\$0.00	06/21/2016	<input checked="" type="checkbox"/>			CG15021...1E4_4
E7_6	\$1,291.15	\$0.00	06/21/2016	<input checked="" type="checkbox"/>			CG15021...1E7_6
E7_8	\$30,860.69	\$0.00	06/21/2016	<input checked="" type="checkbox"/>			CG15021...1E7_8
H0_4	\$562.41	\$0.00	06/21/2016	<input checked="" type="checkbox"/>			CG15021...1H0_4
H0_4	\$4,626.52	\$0.00	06/21/2016	<input checked="" type="checkbox"/>			CG15021...1H0_4
H0_7	\$1,366.18	\$0.00	06/21/2016	<input checked="" type="checkbox"/>			CG15021...1H0_7

Update All 06/21/2016

Payment Information

Total Invoiced	\$3,325,800.58
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$3,325,800.58

Payment Initiation Upload

Browse Upload

Error 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

10. To update the payment initiation date of individual invoice line items to a date other than the current date, select the calendar icon to the right of the Payment/Failed Date field for the applicable line item. This action expands a calendar that allows selection of a future date for the payment initiation to begin.

The screenshot shows the 'Manufacturer Portal' interface for 'CGDP Payments'. At the top, there are navigation links like 'Home', 'Payments', 'Completed', 'Receipts', 'Reports', and 'Disputes'. The 'Payments' tab is active. Below the navigation, there's a header for 'Manufacturer Portal CGDP Payments' and a sub-header 'Invoice Reporting Period: 201502 Payments due: 10/09/2015'. A search bar contains 'Contract Number: ALL', 'Corporate ID: XP1006', and 'P Number: P1111'. A table lists invoice line items with columns: Contract Number, Invoiced Amount, Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, Failed, and EFT ID. A calendar pop-up is open over the 'Payment/Failed Date' column, showing the month of June 2016. The date 06/23/2016 is selected. To the right, there are summary boxes for 'Payment Information' and 'Error Description'. The 'Payment Information' box shows totals for Invoiced, Failed, Deferred, Pending, Successful, and Available amounts. The 'Error Description' box lists various error codes like R01, R02, etc.

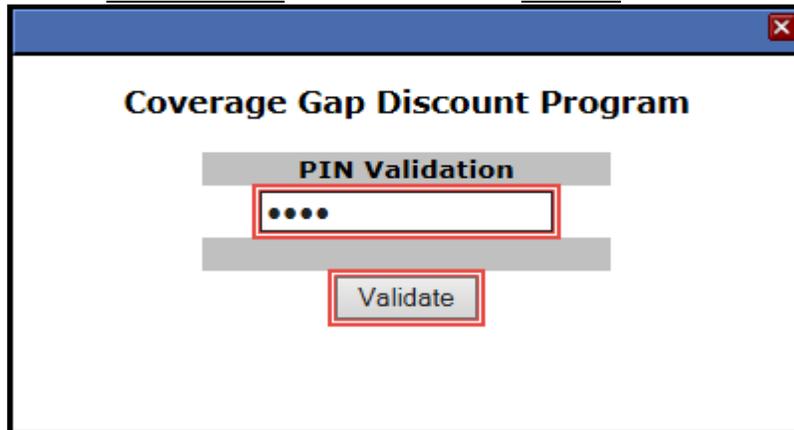
This example displays multiple invoice line items containing updated calendar dates that remain selected as part of the Initiate All functionality.

This is a close-up view of the table from the previous screenshot. The 'Initiate All' checkbox is checked. The table shows the following data:

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E0_4	\$1,602.26	\$0.00	06/23/2016	<input checked="" type="checkbox"/>			CG15021_1E0_4
E3_4	\$4,582.92	\$0.00	06/21/2016	<input checked="" type="checkbox"/>			CG15021_1E3_4
E4_4	\$1,982.54	\$0.00	06/23/2016	<input checked="" type="checkbox"/>			CG15021_1E4_4
E7_6	\$1,291.15	\$0.00	06/21/2016	<input checked="" type="checkbox"/>			CG15021_1E7_6
E7_8	\$30,860.69	\$0.00	06/23/2016	<input checked="" type="checkbox"/>			CG15021_1E7_8
H0_4	\$562.41	\$0.00	06/21/2016	<input checked="" type="checkbox"/>			CG15021_1H0_4
H0_4	\$4,828.52	\$0.00	06/21/2016	<input checked="" type="checkbox"/>			CG15021_1H0_4
H0_7	\$1,366.18	\$0.00	06/21/2016	<input checked="" type="checkbox"/>			CG15021_1H0_7

At the bottom of the table, there is an 'Update All' checkbox, a date field set to '06/21/2016', and a 'Submit' button.

- To process the submission of the payment initiation, enter the **Payment Initiator** role four (4)-digit PIN in the **PIN Validation** form and select the **Validate** button.



- Once the **Initiate All** process is completed for the *active* page, review the **Payment Information** region for updated amounts.

This example displays the **Payment Information** region's **Total Pending** field updated balances. The **Pending Transaction** region displays the invoice line items processed for payment.

Payment Information

Total Invoiced	\$3,325,800.58
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$361,116.57
Total Successful	\$0.00
Total Available	\$2,964,684.01

Pending Transactions Stop Payment Available Until Approximately 9:00 PM ET

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
E0_4	\$1,802.26	06/17/2016	06/23/2016	<input type="checkbox"/>
E3_4	\$4,582.92	06/17/2016	06/21/2016	<input type="checkbox"/>
E4_4	\$1,982.54	06/17/2016	06/23/2016	<input type="checkbox"/>
E7_6	\$1,291.15	06/17/2016	06/21/2016	<input type="checkbox"/>
E7_8	\$30,860.69	06/17/2016	06/23/2016	<input type="checkbox"/>
H0_4	\$562.41	06/17/2016	06/21/2016	<input type="checkbox"/>
H0_4	\$4,828.52	06/17/2016	06/21/2016	<input type="checkbox"/>
H0_7	\$1,366.18	06/17/2016	06/21/2016	<input type="checkbox"/>
H0_8	\$2,047.29	06/17/2016	06/21/2016	<input type="checkbox"/>
H0_1	\$58.36	06/17/2016	06/21/2016	<input type="checkbox"/>

Error Description

- R01 Insufficient Funds
- R02 Account Closed
- R03 Unable to Locate Account
- R04 Invalid Account Number
- R05 Unauthorized Corporate Debit
- R06 Returned per ODPI's Request
- R07 Authorization Revoked by Customer
- R08 Payment Stopped
- R09 Uncollected Funds
- R10 Customer Advises Not Authorized
- R11 Check Truncation Entry Return

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

- Utilizing the Initiate All functionality **does not** initiate all invoice line items for payment processing. You must perform the Initiate All instruction for **each page** of invoice line items for a reporting period.

The following example displays the updated item count of invoices remaining to be processed after selecting Submit on the active page. If there are additional pages of invoice line items remaining to be processed, the **Filter Results** region will display an updated item count and the **Payments Initiation** region will display the next active page of invoices available for payment processing.

Invoice Reporting Period: 201502 Payments due: 10/09/2015							
Contract Number: ALL		Corporate ID: XP1__6		P Number: P1__1		1 - 99 out of 195	
<input type="checkbox"/> Initiate All							
Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H3__2	\$4,951.74	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021__1H3__2
H3__4	\$286.90	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021__1H3__4
H3__7	\$323.46	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021__1H3__7
H3__1	\$174.38	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021__1H3__1
H3__9	\$44.52	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021__1H3__9
H3__2	\$25,253.39	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021__1H3__2
H3__0	\$129.59	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021__1H3__0
H3__9	\$745.26	\$0.00	06/17/2016	<input type="checkbox"/>			CG15021__1H3__9
Update All <input type="checkbox"/>			06/21/2016	<input type="checkbox"/>			

Note: All invoice line items must be paid in order to maintain program compliance. To initiate all remaining invoices for payment, repeat the steps for selecting the Initiate All check box and if applicable, the instructions for update payment dates, then select Submit.

14. Once all invoices have been initiated, review the **Payment Initiation** region to verify that this message displays – ***“There are no more remaining invoice line items for the quarter.”*** In addition, review the **Payment Information** region to verify that the Total Available field displays a \$0.00 dollar amount.

The screenshot displays the 'Manufacturer Portal CGDP Payments' interface. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, Reports, and Disputes. The main header shows 'Manufacturer Portal CGDP Payments' and 'Invoice Reporting Period: 201502' with 'Payments due: 10/09/2015'. Below this, there are filters for Contract Number (ALL), Corporate ID (XPI...6), and P Number (PI...1). A button 'Initiate All' is visible. A message box states: 'There are no more remaining invoice line items for the quarter.' Below this is a table of 'Pending Transactions' with columns: Contract Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. The Stop Payment column includes a 'Click to stop all' link and a checkbox. To the right, there is a 'Payment Information' summary table and an 'Error Description' list.

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
There are no more remaining invoice line items for the quarter.							

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
E0_4	\$1,602.26	06/17/2016	06/23/2016	<input type="checkbox"/>
E3_4	\$4,582.92	06/17/2016	06/21/2016	<input type="checkbox"/>
E4_4	\$1,982.54	06/17/2016	06/23/2016	<input type="checkbox"/>
E7_6	\$1,291.15	06/17/2016	06/21/2016	<input type="checkbox"/>
E7_8	\$30,860.69	06/17/2016	06/23/2016	<input type="checkbox"/>
H0_4	\$562.41	06/17/2016	06/21/2016	<input type="checkbox"/>
H0_4	\$4,828.52	06/17/2016	06/21/2016	<input type="checkbox"/>
H0_7	\$1,366.18	06/17/2016	06/21/2016	<input type="checkbox"/>
H0_8	\$2,047.29	06/17/2016	06/21/2016	<input type="checkbox"/>
H0_1	\$58.36	06/17/2016	06/21/2016	<input type="checkbox"/>

Payment Information	
Total Invoiced	\$3,325,800.58
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Invoiced	\$3,325,800.58
Total Successful	\$0.00
Total Available	\$0.00

Error 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

Note: The **Pending Transaction** region displays both the Click to stop all and a check box in the Stop Payment column. Instructions for processing stop payments are explained in the Processing Stop Payments instruction.

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

Processing Stop Payments Instruction

The Portal allows Manufacturers to stop the payment processing of both current and future schedule dated invoice line items prior to the completion of the payment process, which commences at approximately 9:00 PM ET.

The **Stop Payment** process is available for any initiated invoice that appears in the **Pending Transaction region**. Selecting a pending invoice line item for stop payment will reassign the stopped invoice line item to the **Payment Initiation region** for reprocessing.

This instruction provides direction on the steps needed to process stop payments for pending individual, multiple, or all invoice line item payments that appear in the **Pending Transaction region**.

Note: Completion of this process is limited to Manufacturer associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to stop the payment processing of initiated or scheduled invoice line items prior to the completion of the payment process. Instructions for daily login into the Portal are in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under [References](#) on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the **Invoice Type** field.

The screenshot displays the 'Manufacturer Portal' interface for the 'Coverage Gap Discount Program Home'. At the top, there are logos for 'PALMETTO GBA' and 'CMS'. A navigation bar includes 'Home', 'Payments', 'Completed', 'Receipts', 'Reports', and 'Disputes'. Below this, a search filter section allows users to filter by 'Corporate ID' (XP1...6), 'Invoice Type' (Quarterly), 'P Number' (ALL), 'Reporting Period' (ALL), and 'Status' (ALL). A table lists three invoice line items, all with a status of 'Available'. To the right, a legend defines the status categories: Available, Failed, Incomplete, N/A, Pending, and Successful. At the bottom right, a section titled 'Reporting Periods with no invoice line items' shows a list of P Numbers and Reporting Periods.

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...6	201502	Available	<input type="radio"/>
Quarterly	P1...7	201502	Available	<input type="radio"/>
Quarterly	P1...1	201502	Available	<input type="radio"/>

P Number	Reporting Period
P1...6	201601
P1...6	201504
P1...7	201601
P1...7	201504
P1...1	201601
P1...1	201504

- Populate the **Select** radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XP1_6 Invoice Type: Quarterly P Number: ALL Reporting Period: ALL Status: ALL 1 - 3 out of 3

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1_6	201502	Available	<input checked="" type="radio"/>
Quarterly	P1_7	201502	Available	<input type="radio"/>
Quarterly	P1_1	201502	Available	<input type="radio"/>

Payment Information Legend:
Available: Invoice is ready for payment initiations
Failed: One or more items has an unsuccessful payment attempt
Incomplete: One or more items have not been paid
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

Reporting Periods with no invoice line items
 Filter by: P Number: ALL Reporting Period: ALL

P Number	Reporting Period
P1_6	201601
P1_6	201504
P1_7	201601
P1_7	201504
P1_1	201601
P1_1	201504

- Review the **Pending Transactions** region 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 both the **Click to stop all** check box and an active check box for each individual line item in the **Stop Payment** column.

Manufacturer Portal CGDP Payments

Invoice Reporting Period: 201502 Payments due: 10/09/2015

Contract Number: ALL Corporate ID: XP1_6 P Number: P1_6 1 - 99 out of 524

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E3_4	\$190.85	\$0.00	02/02/2016	<input type="checkbox"/>			CG15021_#E3_4
E4_4	\$3,253.39	\$0.00	02/02/2016	<input type="checkbox"/>			CG15021_#E4_4
E7_6	\$495.13	\$0.00	02/02/2016	<input type="checkbox"/>			CG15021_#E7_4
E7_8	\$1,095.71	\$0.00	02/02/2016	<input type="checkbox"/>			CG15021_#E7_8
H0_4	\$25,697.69	\$0.00	02/02/2016	<input type="checkbox"/>			CG15021_#H0_4
H0_4	\$7.09	\$0.00	02/02/2016	<input type="checkbox"/>			CG15021_#H0_4
H0_7	\$158.25	\$0.00	02/02/2016	<input type="checkbox"/>			CG15021_#H0_7
H0_8	\$243.88	\$0.00	02/02/2016	<input type="checkbox"/>			CG15021_#H0_8

Pending Transactions Stop Payment Available Until Approximately 3:00 PM ET 1 - 2 out of 2

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
E0_4	\$8,031.77	02/02/2016	02/02/2016	<input type="checkbox"/>
E2_0	\$775.07	02/02/2016	02/04/2016	<input type="checkbox"/>

Payment Information Summary:
 Total Invoiced: \$40,066.24
 Total Failed: \$0.00
 Total Current Deferred: \$0.00
 Total Previously Deferred: \$0.00
Total Pending: \$8,806.84
 Total Successful: \$0.00
 Total Available: \$31,259.40

Error Description Legend:
 R01 Insufficient Funds
 R02 Account Closed
 R03 Unable to Locate Account
 R04 Invalid Account Number
 R05 Unauthorized Corporate Debit
 R06 Returned per ODP's Request
 R07 Authorization Revoked by Customer
 R08 Payment Stopped
 R09 Uncollected Funds
 R10 Customer Advises Not Authorized
 R11 Check Truncation Entry Return

5. Stop payments will be available until approximately 9:00 PM ET to allow an authorized user to process stop payments for current and scheduled (future dated) invoices as long as the invoice line items appear in the **Pending Transaction region**. Once the payment process begins, the **Pending Transaction region** will be emptied, and all invoice line items selected for payment will be processed
6. To process a stop payment for invoice line items, determine if the stop is for an individual line item, multiple line items, or all line items.
 - a) If you are performing a stop payment for an individual line item, populate the individual check box with a check mark associated with the invoice line item to be stopped in the Stop Payment column. Select the Stop Payment(s) button, located at the bottom right of the **Pending Transactions region** to process the stop payment request.

Pending Transactions <small>Stop Payment Available Until Approximately 9:00 PM ET</small>					1 - 2 out of 2
Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	
E0__4	\$8,031.77	02/02/2016	02/02/2016	<input type="checkbox"/>	Stop Payment(s)
E2__0	\$775.07	02/02/2016	02/04/2016	<input checked="" type="checkbox"/>	
E0__4	\$25,697.69	02/02/2016	02/02/2016	<input type="checkbox"/>	
E7__6	\$495.13	02/02/2016	02/06/2016	<input type="checkbox"/>	
<small>Click to stop all:</small> <input type="checkbox"/>					

- b) If you are performing a stop payment for multiple line items, populate the individual check boxes with a check mark associated with the invoice line items to be stopped in the Stop Payment column. Select the Stop Payment(s) button, located at the bottom right of the **Pending Transactions region** to process the stop payment request.

Pending Transactions <small>Stop Payment Available Until Approximately 9:00 PM ET</small>					1 - 2 out of 2
Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	
E0__4	\$8,031.77	02/02/2016	02/02/2016	<input checked="" type="checkbox"/>	Stop Payment(s)
E2__0	\$775.07	02/02/2016	02/04/2016	<input checked="" type="checkbox"/>	
E0__4	\$25,697.69	02/02/2016	02/02/2016	<input type="checkbox"/>	
E7__6	\$495.13	02/02/2016	02/06/2016	<input type="checkbox"/>	
<small>Click to stop all:</small> <input type="checkbox"/>					

- c) If you are performing a stop payment for all line items, populate the Click to stop all check box with a check mark in the Stop Payment column. Select the Stop Payment(s) button, located at the bottom right of the **Pending Transactions region** to process the stop payment request.

Pending Transactions <small>Stop Payment Available Until Approximately 9:00 PM ET</small>					1 - 2 out of 2
Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	
E0__4	\$8,031.77	02/02/2016	02/02/2016	<input checked="" type="checkbox"/>	Stop Payment(s)
E2__0	\$775.07	02/02/2016	02/04/2016	<input checked="" type="checkbox"/>	
E0__4	\$25,697.69	02/02/2016	02/02/2016	<input checked="" type="checkbox"/>	
E7__6	\$495.13	02/02/2016	02/06/2016	<input checked="" type="checkbox"/>	
<small>Click to stop all:</small> <input checked="" type="checkbox"/>					

Note: Selecting the Click to stop all check box will only stop the invoice line items displayed on the active page of the **Pending Transaction region**.

If there are more than 99 items that need to be stopped, the Click to stop all check box will need to be populated for the active page and the Stop Payment(s) button selected. If the Stop Payment(s) button is **not** selected prior to moving to the next page all data will be lost on the prior page.

7. The system will display a message requesting additional action after selecting the Stop Payment(s) button.



Note: Selecting the OK button to stop pay the invoice line item creates an irreversible event.

8. If it is determined that the selected invoice line is not the correct invoice to process for stop payment, select the Cancel button to exit the message screen and choose the correct line item.
9. Select the OK button to process the stop payment for the invoice line item.

Note: If the OK button selected in error, re-process the invoice line item using one (1) of these instructions:

- [Processing Invoice Payments](#)
- [Processing Future Dated Invoice Payments](#)

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

Payment Information

Total Invoiced	\$40,066.24
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$8,031.77
Total Successful	\$0.00
Total Available	\$32,034.47

Pending Transactions

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
E0_4	\$8,031.77	02/02/2016	02/02/2016	<input type="checkbox"/>

11. For final verification of the processed stop payment invoice line item, select the specific contract number from the **Contract Number** field drop down list in the **Filter region**.

Filter region

Contract Number: **E2_0** Corporate ID: XP1_6 P Number: P1_6

Payment Information

Total Invoiced	\$40,066.24
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$32,034.47

You have now completed a stop payment of an individual invoice line items, multiple invoice line items or all line items available for stop payment in the **Pending Transaction region**.

Processing Payment Initiation Upload Batch Instruction

Manufacturers can utilize the **Payment Initiation Upload** functionality to select multiple invoice line items for payment processing in one (1) batch text file versus utilizing individual invoice line item processing or the Initiate All payment functionality. A batch text file is a creation of a semi-colon delimited text file, which is loaded to the Portal for processing. Once the upload is completed, results of the batch text file upload are available for review via the **Reports tab – Batch** functionality.

This instruction provides direction on processing invoice batch upload functionality.

Note: Completion of this process is limited to Manufacturer associates assigned the **Payment Initiator** role.

1. Authorized end users will access the Portal to use the invoice batch upload functionality to initiate invoices due for payment on a quarterly basis 38 calendar days from receipt of distributed invoices. Instructions for daily login into the Portal are in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under [References](#) on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the **Invoice Type** field.

Corporate ID: XP1...6 | Invoice Type: Quarterly | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 3 out of 3

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...6	201502	Available	<input type="radio"/>
Quarterly	P1...7	201502	Available	<input type="radio"/>
Quarterly	P1...1	201502	Available	<input type="radio"/>

Reporting Periods with no invoice line items
Filter by: P Number: ALL | Reporting Period: ALL

P Number	Reporting Period
P1...6	201601
P1...6	201504
P1...7	201601
P1...7	201504
P1...1	201601
P1...1	201504

- Populate the **Select** radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XP1...6 Invoice Type: Quarterly P Number: ALL Reporting Period: ALL Status: ALL 1 - 3 out of 3

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...6	201502	Available	<input type="radio"/>
Quarterly	P1...7	201502	Available	<input type="radio"/>
Quarterly	P1...1	201502	Available	<input type="radio"/>

Reporting Periods with no invoice line items

P Number	Reporting Period
P1...6	201601
P1...6	201504
P1...7	201501
P1...7	201504
P1...1	201601
P1...1	201504

- On the **Payments** tab, review the **Payment Initiation** and **Payment Information** regions for available invoice line items.

Manufacturer Portal CGDP Payments

Invoice Reporting Period: 201502 Payments due: 10/09/2015

Contract Number: ALL Corporate ID: XP1...6 P Number: P1...7 1 - 99 out of 525

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
E0...4	\$731.27	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021...7E0...4
E3...4	\$1.05	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021...7E3...4
E7...8	\$109.75	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021...7E7...8
H0...4	\$37.09	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021...7H0...4
H0...7	\$155.55	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021...7H0...7
H0...8	\$4.88	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021...7H0...8
H0...0	\$25.84	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021...7H0...0
H0...1	\$87.16	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021...7H0...1

Payment Information

Total Invoiced	\$35,221.00
Total Failed	\$0.00
Total Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$35,221.00

Payment Initiation Upload

Error 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

5. To view invoice line items in an Excel spreadsheet format, there are two (2) functions that assist with displaying invoice information in Excel formats, the Print icon and the Reporting link.

This instruction demonstrates the Print icon output.

Instructions for the Reporting link are in the [Accessing the Reporting Link Instruction](#) in this manual.

The Print icon allows a user to view formatted information regarding only the invoice line items displayed on the active page in the **Payments** tab in a Microsoft Office Excel spreadsheet format.

Note: The Print icon will only print up to 99 invoice line items in an excel file. This is the maximum amount of invoice line items that can display on an active page in the **Payments** tab. If a reporting period contains more than 99 distributed invoice line items, a user will have to access each **Payments** page of invoices listed and select the Print icon for each active page to create separate documents.

The Excel spreadsheet generated by the Print icon contains three (3) tabs for each active page printed.

- Invoice line item data corresponding to the active **Payment Initiation region** page displays on the CGDP Payments tab of the spreadsheet.
- Invoice line item data corresponding to the active **Pending Transactions region** page displays on the Pending Transactions tab of the spreadsheet.
- Summary information corresponding to data visible in the **Payment Information region** displays on the Total Payment Information tab of the spreadsheet.

The Microsoft Excel spreadsheet allows a user to view all invoice line items displayed on the active **Payments Initiation region** page (up to 99 invoices per page) without requiring a user to scroll through the data. It provides a format that allows users the ability to massage invoice line item data required in creating Batch text files.

To print all payable invoice line items on the **Payments** tab or receivable invoice line items on the **Receipts** tab via the Reporting link to, refer to the [Accessing the Reporting Link Instruction](#) in this manual.

6. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the active **Payment Initiation region** data in an Excel file format
 - Save to save the active **Payment Initiation region** data in Excel file format
 - Cancel to exit the decision message

This example displays the selected Open button.



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

This example displays the invoice line items only found on the active page of the **Payment Initiation region** with the current date displayed in the **Payment/Failed Date** column.

	A	B	C	D	E	F
1	CONTRACT NUMBER	INVOICE AMT	PREVIOUS DEFERRED AMT	PAYMENT/FAILED DATE	FAILED DUE TO	EFT ID
2	E0_4	\$731.27	\$0.00	02/04/2016		CG15021_7E0_4
3	E3_4	\$1.05	\$0.00	02/04/2016		CG15021_7E3_4
4	E7_8	\$109.75	\$0.00	02/04/2016		CG15021_7E7_8
5	H0_4	\$37.09	\$0.00	02/04/2016		CG15021_7H0_4
6	H0_7	\$155.55	\$0.00	02/04/2016		CG15021_7H0_7
7	H0_8	\$4.88	\$0.00	02/04/2016		CG15021_7H0_8
8	H0_0	\$25.84	\$0.00	02/04/2016		CG15021_7H0_0
9	H0_1	\$87.16	\$0.00	02/04/2016		CG15021_7H0_1

Note: The **Print** icon will download and display invoice line items for *only* the active **Payment Initiation region** page. To view *all* invoice line items for a reporting period, refer to the *Accessing the Reporting Link Instruction* instruction for creating invoice reports.

Use the Microsoft Excel file(s) to determine which of the invoice line items to include in the batch text file.

- For each invoice line item to be included in the batch text file, collect this information:
Header Record:
 - Corporate ID
 - Reporting Period
 Detail Record(s):
 - P Number
 - Contract Number
 - EFT ID information
 - Payment date
 - Defer Invoice (Yes or No)

Once the information is collected for each invoice line item, create batch lines using information referenced in Appendix C: Manufacturer Payment Initiation Upload Batch Input Requirements for assistance with formatting batch text files.

Batch Header Line consists of 'HDR' to notate header line followed by a semi-colon (;), Corporate ID followed by a semi-colon (;) and Reporting Period, in YYYYQQ format.

Example of Batch Header line:

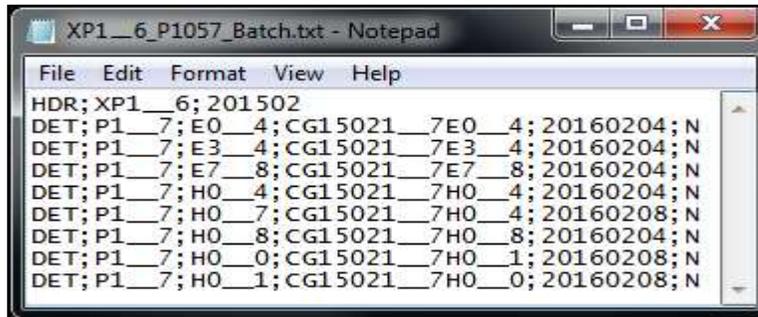
- HDR;XP9999; YYYYQQ

Batch Detail Line consists of 'DET' to notate detail line followed by a semi-colon (;), P number followed by a semi-colon (;), contract number followed by a semi-colon (;), EFT ID information, in CGYYQQ9999H9999 format, followed by a semi-colon (;), Payment date, in CYYMMDD format, followed by a semi-colon (;), and 'N' for an invoice line item.

Example of an invoice line item:

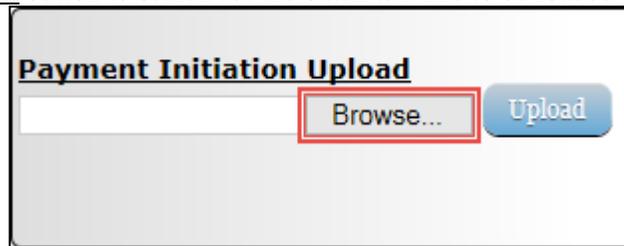
- DET;P9999;H9999;CGYYQQ9999H9999;CYYMMDD;N

This example displays a batch text file containing one (1) header record and multiple invoice line item records.



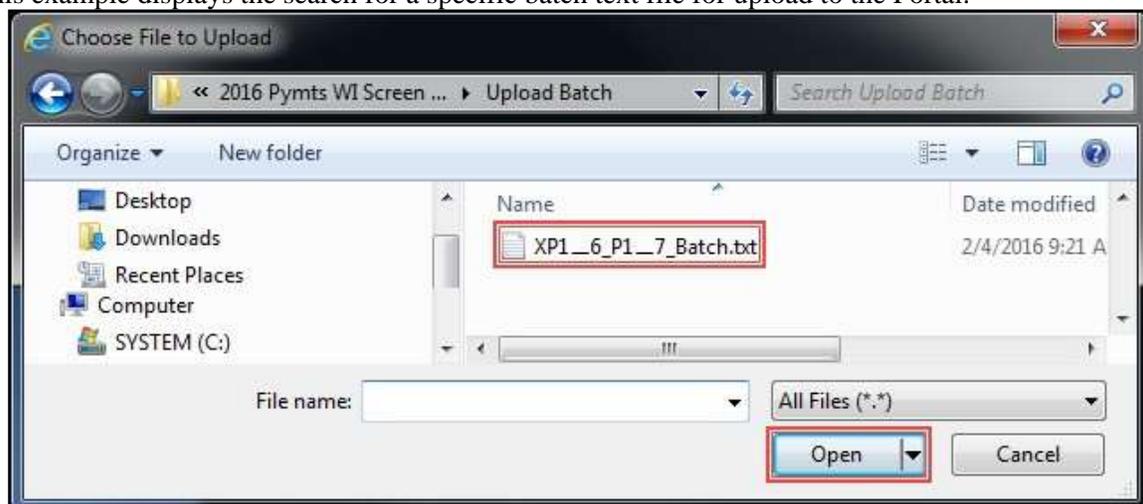
Note: Creation of batch text files can only contain invoice line items for the same reporting period.

9. Save the batch text file with all selected invoice line items using a Manufacturer-determined file naming convention.
10. On the Payments tab, select the Payment Initiation Upload region.
11. Select the *Browse...* button to search for the batch text file to be loaded to the Portal.

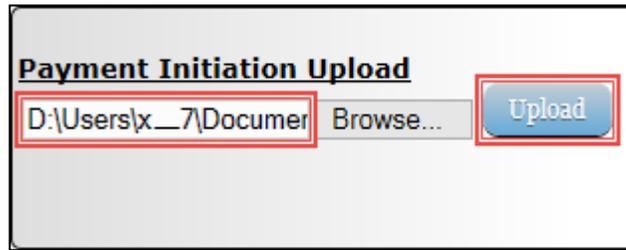


12. Locate and select the batch text file to load to the Portal and select the *Open* button to upload the text file to the Portal.

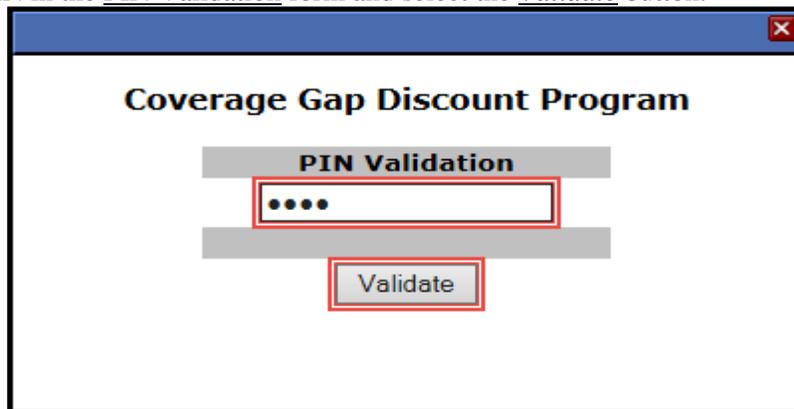
This example displays the search for a specific batch text file for upload to the Portal.



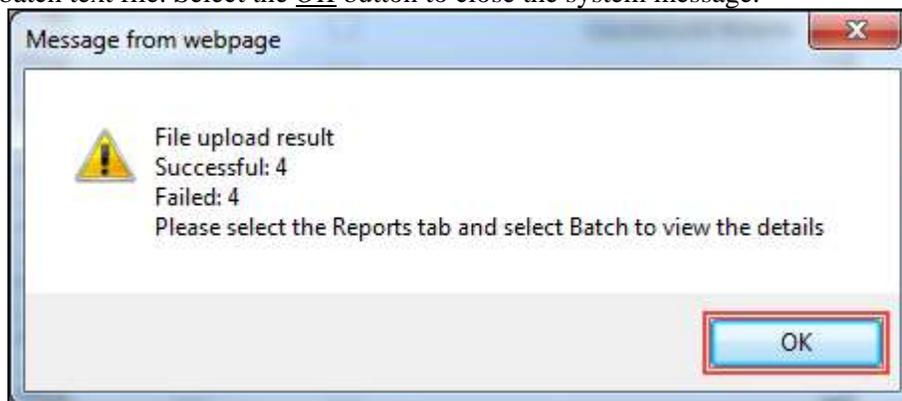
13. In the **Payment Initiation Upload** region, the computer location of the batch text file populates the field to the left of the *Browse...* button. Select the *Upload* button to load the text file to the Portal.



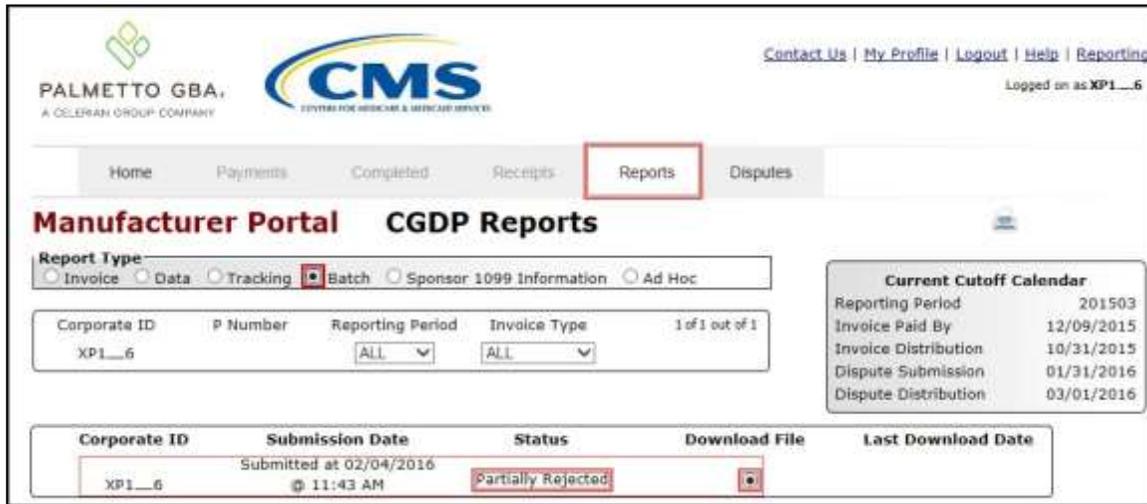
14. To process the submission of the payment initiation file, enter the **Payment Initiator** role four (4)-digit PIN in the *PIN Validation* form and select the *Validate* button.



15. After the Payment Initiation Upload process completes, the Portal will display a system-generated message providing information of the success/failure of invoice line items included in the batch text file. Select the *OK* button to close the system message.



16. To review batch text files, select the **Reports** tab and populate the Batch radio button for the selected batch file.



17. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.

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

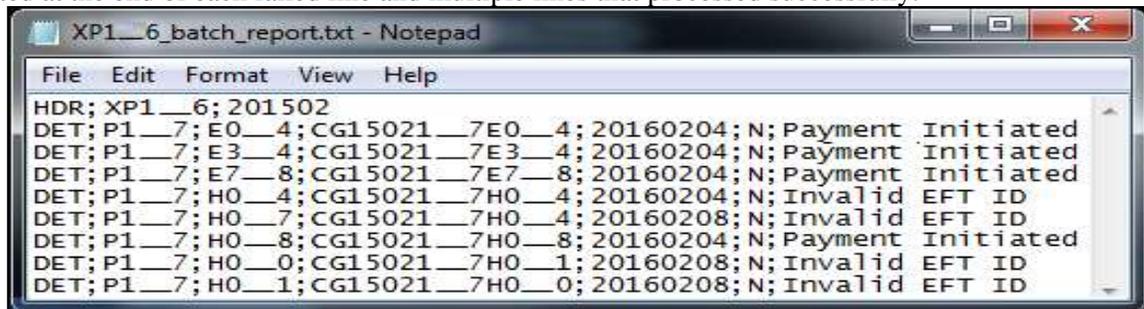
This example displays the selected Open button.



18. Review the downloaded batch text file for processing messages following each batch file line item.

For failed batch file items each error should be reviewed and updated in a modified **Payment Initiation Upload** batch text file to correct the errors prior to uploading the batch text file to the Portal.

This example displays the downloaded batch text file containing multiple lines with error messages listed at the end of each failed line and multiple lines that processed successfully.



Note: Refer to the [Help](#) link located in the top right of any Portal tab or refer to [Appendix B: Error Message Descriptions](#) listing for system code descriptions displayed in batch reports.

19. Return to the **Reports** tab to review the Last Download Date column populated with the most recent date and time of download for the file.

Manufacturer Portal CGDP Reports

Report Type: Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc

Corporate ID: XP1006 | P Number: | Reporting Period: ALL | Invoice Type: ALL | 1 of 1 out of 1

Current Cutoff Calendar

Reporting Period	201503
Invoice Paid By	12/09/2015
Invoice Distribution	10/31/2015
Dispute Submission	01/31/2016
Dispute Distribution	03/01/2016

Corporate ID	Submission Date	Status	Download File	Last Download Date
XP1006	Submitted at 02/04/2016 11:43 AM	Partially Rejected		Last downloaded on 02/04/2016 11:44 AM

20. To review the successfully initiated invoice line item payments, select the **Payments** tab and review the **Pending Transactions** region and the **Payment Information** region.

Manufacturer Portal CGDP Payments

Invoice Reporting Period: 201502 | Payments due: 10/09/2015

Contract Number: ALL | Corporate ID: XP1006 | P Number: P107 | 1 - 99 out of 521

Initiate All

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H0_4	\$37.09	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021_7H0_4
H0_7	\$156.55	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021_7H0_7
H0_0	\$25.84	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021_7H0_0
H0_1	\$87.16	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021_7H0_1
H0_4	\$41.00	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021_7H0_4
H0_4	\$25.25	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021_7H0_4
H0_3	\$145.24	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021_7H0_3
H0_2	\$10.05	\$0.00	02/04/2016	<input type="checkbox"/>			CG15021_7H0_2

Update All

Pending Transactions Stop Payment Available Until Approximately 9:00 PM ET | 1 - 2 out of 2

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
E0_4	\$731.27	02/04/2016	02/04/2016	<input type="checkbox"/>
E7_8	\$109.75	02/04/2016	02/04/2016	<input type="checkbox"/>

Payment Information

Total Invoiced	\$35,221.00
Total Failed	\$0.00
Total Deferred	\$5.93
Total Pending	\$841.02
Total Successful	\$0.00
Total Available	\$34,374.05

Payment Initiation Upload

Error 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

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

Processing Deferred Invoices

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

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

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

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

The instructions provided present different scenarios for how the Defer process functionality works. The most important facts to know before deferring an invoice:

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

Defer Eligible Invoices – Total Available Less Than \$20.00 USD Instruction

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

Defer Instruction Scenario – Total less than \$20.00:

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

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

Remember: 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.

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

1. Authorized end users will access the Portal to review invoices due for payment and use the deferment process, if applicable. Instructions for daily login into the Portal are in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under [References](#) on the TPAdministrator.com website.

- After successful login, the **Home** tab will appear. Select the specific type of invoice from the drop down list located in the **Invoice Type** field.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XP1...7 | Invoice Type: Quarterly | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 1 out of 1

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...7	201502	Available	<input type="radio"/>

Reporting Periods with no invoice line items

Filter by: P Number: ALL | Reporting Period: ALL

P Number	Reporting Period
P1...7	201601
P1...7	201504
P1...7	201503

- Populate the **Select** radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XP1...7 | Invoice Type: Quarterly | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 1 out of 1

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...7	201502	Available	<input checked="" type="radio"/>

Reporting Periods with no invoice line items

Filter by: P Number: ALL | Reporting Period: ALL

P Number	Reporting Period
P1...7	201601
P1...7	201504
P1...7	201503

- On the **Payments** tab, review the **Payment Information** region's Total Available field to note the total dollar amount of available invoices.

The screenshot shows the 'Manufacturer Portal CGDP Payments' interface. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, Reports, and Disputes. Below the tabs, the 'Invoice Reporting Period' is 201502 and 'Payments due' is 10/09/2015. A search bar contains 'Contract Number: ALL', 'Corporate ID: XP1...7', and 'P Number: P1...7'. The 'Payment Information' summary table on the right is as follows:

Payment Information	
Total Invoiced	\$6.46
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$6.46

The main table below has columns: Contract Number, Invoiced Amount, Previous Deferred Amount, Payment/Failed Date, Initiate Payment, Defer, Failed, and EFT ID. Three rows are visible with Invoiced Amounts of \$1.41, \$0.70, and \$4.35. The 'Defer' column contains empty checkboxes for all three rows.

- Review the invoice line items in the **Payment Initiation** region and notice that the Defer column displays check boxes only when the **Payment Information** region's Total Available field displays an amount less than \$20.00 USD.

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

This screenshot is similar to the previous one but highlights the 'Defer' column. In the main table, the 'Defer' column now contains checked checkboxes for all three invoice line items. The 'Total Available' field in the 'Payment Information' summary table remains \$6.46.

Remember: 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 in the Total Available field, the Manufacturer **should not** utilize the Defer process for that line item.

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

Invoice Reporting Period: 201502 Payments due: 10/09/2015

Contract Number: ALL Corporate ID: XP1_7 P Number: P1_7 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
S1_0	\$1.41	\$0.00	06/24/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DG15021_751_0
S5_5	\$0.70	\$0.00	06/24/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DG15021_755_5
S7_0	\$4.35	\$0.00	06/24/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DG15021_757_0

Update All

Payment Information

Total Invoiced	\$6.46
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$6.46

Note: Selecting Defer is **only** applicable when the Total Available field's total is **less than** \$20.00 USD **and if** the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require separate payment processing between the two (2) entities.

- To process the submission of the deferred payment, enter the Payment Initiation role four (4)- digit PIN in the PIN Validation form and select the Validate button.

Coverage Gap Discount Program

PIN Validation

●●●●

The system will display a "Message from webpage" after selecting the Submit button.

Message from webpage

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

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

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

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

The screenshot shows the 'CGDP Payments' screen. The 'Payments' tab is selected. The 'Payment Information' region is highlighted with a red box and contains the following data:

Payment Information	
Total Invoiced	\$6.46
Total Failed	\$0.00
Total Current Deferred	\$6.46
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$0.00

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

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

The screenshot shows the 'CGDP Completed Payments' screen. The 'Completed' tab is selected. The main table displays the following data:

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
S1__0	\$1.41	06/24/2016	Deferred	CG15021__751__0
S5__5	\$0.70	06/24/2016	Deferred	CG15021__755__5
S7__0	\$4.35	06/24/2016	Deferred	CG15021__757__0

The 'Payment Information for P1__7' region is also visible, showing:

Payment Information for P1__7	
Total Invoiced	\$6.46
Total Received	\$0.00
Total Deferred	\$6.46
Total Pending	\$0.00
Total Failed	\$0.00
Total Outstanding	\$0.00

You have now completed processing deferred invoice line items.

Non-Eligible Defer – Total Available Greater Than \$20.00 USD Instruction

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

Defer Instruction Scenario – Total greater than \$20.00:

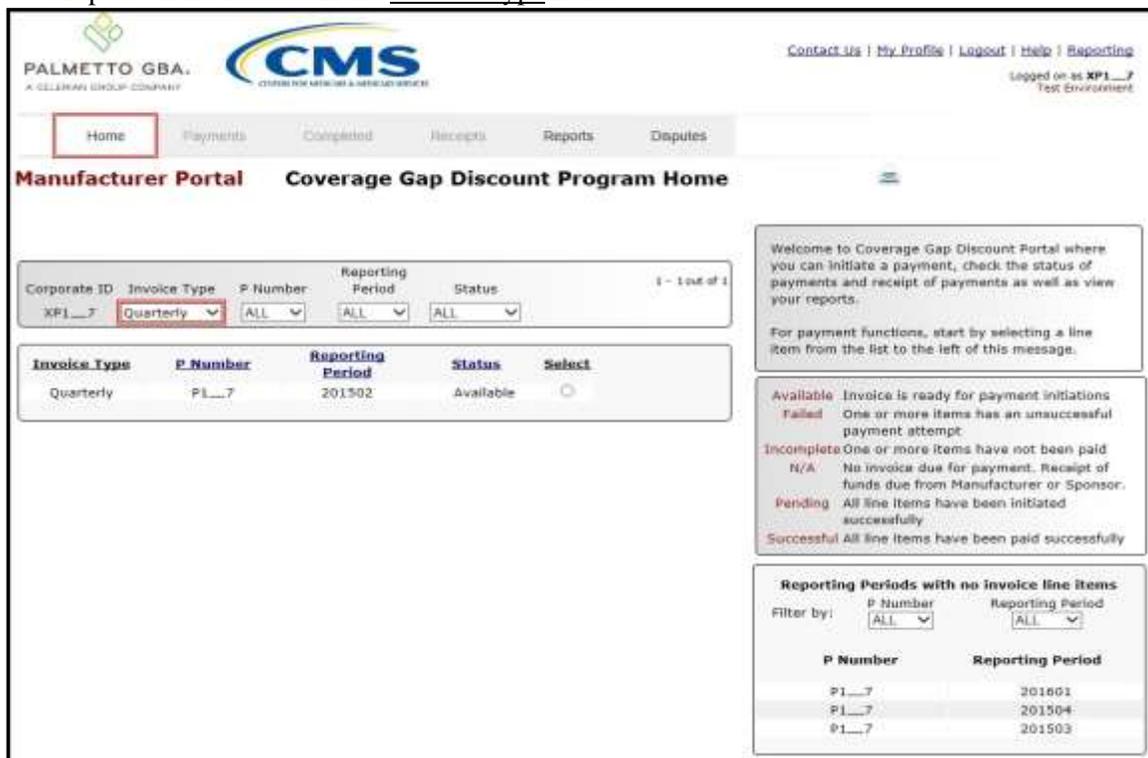
Invoices distributed for a reporting period display a Total Available amount greater than the Portal’s system-default allowable amount, currently set at \$20.00 USD. The Defer check box does not display for any distributed invoice line item *if* the Total Available amount is greater than the Portal’s \$20.00 USD default amount.

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

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

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

1. Authorized end users will access the Portal to process payments for invoices not eligible for deferment. Instructions for daily login into the Portal are in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under References on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the specific type of invoice from the drop down list located in the Invoice Type field.



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

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H0...1	\$27.24	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7H0...1
H2...1	\$474.21	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7H2...1
H4...3	\$71.74	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7H4...3
H5...5	\$7.32	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7H5...5
SS...6	\$953.99	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7SS...6
SS...1	\$4.90	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7SS...1
SS...0	\$2,243.70	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7SS...0
SS...0	\$481.41	\$0.00	06/30/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7SS...0

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

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

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H0...1	\$27.24	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7H0...1
H2...1	\$474.21	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7H2...1
H4...9	\$71.74	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7H4...9
H5...5	\$7.32	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7H5...5
SS...6	\$953.99	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7SS...6
SS...1	\$4.90	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7SS...1
SS...0	\$2,243.70	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7SS...0
SS...0	\$481.41	\$0.00	06/30/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15021-7SS...0

Note: Selecting Defer is **only** applicable when the Total Available field's total is less than \$20.00 USD **and** if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

- To process payment initiation, enter the Payment Initiation role four (4)-digit PIN in the PIN Validation form and select the Validate button.

Prior Reporting Period Defer – N/A Payable Invoices Distributed for Reporting Period Instruction

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

Defer Instruction Scenario – No payable invoices distributed:

Invoices deferred from a prior reporting period require additional processing.

The current reporting period contains only distributed invoices for receipt from Sponsors. No payable invoices are available.

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

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

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

1. Authorized end users will access the Portal to process previously deferred items when the current reporting period has no payable invoice activity available. Instructions for daily login into the CGDP Portal are in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under [References](#) on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the specific type of invoice from the drop down list located in the Invoice Type field.

Corporate ID: XPS...4 Invoice Type: Quarterly P Number: ALL Reporting Period: ALL Status: ALL 1 - 3 out of 3

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	PL...4	201503	N/A	<input type="checkbox"/>
Quarterly	PL...4	201502	Successful	<input type="checkbox"/>

Reporting Periods with no invoice line items
Filter by: P Number: ALL Reporting Period: ALL
P Number: Reporting Period
There is an invoice report for the selected P Number.

- Populate the **Select** radio button for the applicable reporting period then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XP1_4 Invoice Type: Quarterly P Number: ALL Reporting Period: ALL Status: ALL 1 - 3 out of 3

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1_4	201503	N/A	<input type="radio"/>
Quarterly	P1_4	201502	Successful	<input type="radio"/>

Payment Information Legend:
Available: Invoice is ready for payment initiations
Failed: One or more items has an unsuccessful payment attempt
Incomplete: One or more items have not been paid
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

Reporting Periods with no invoice line items
 Filter by: P Number: ALL Reporting Period: ALL
 P Number: Reporting Period:
 There is an invoice report for the selected P Number.

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

Manufacturer Portal CGDP Payments

Invoice Reporting Period: 201503 Payments due: 12/09/2015

Contract Number: ALL Corporate ID: XP1_4 P Number: P1_4 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H2_1	\$0.00	\$1.40	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>		CG15021_AH2_1
H4_3	\$0.00	\$1.56	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>		CG15021_AH4_3
H5_4	\$0.00	\$0.32	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>		CG15021_AH5_4

Update All

Payment Information

Total Invoiced	\$0.00
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$3.28
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$3.28

Payment Initiation Upload

Error Description
 R01 Insufficient Funds.
 R02 Account Closed.
 R03 Unable to Locate Account.
 R04 Invalid Account Number.

Pending Transactions Stop Payment Available Until Approximately 9:00 PM ET

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

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

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

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H2_1	\$0.00	\$1.40	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG1502114H3001
H4_3	\$0.00	\$1.56	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG1502114H4003
HS_4	\$0.00	\$0.32	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG1502114H5774

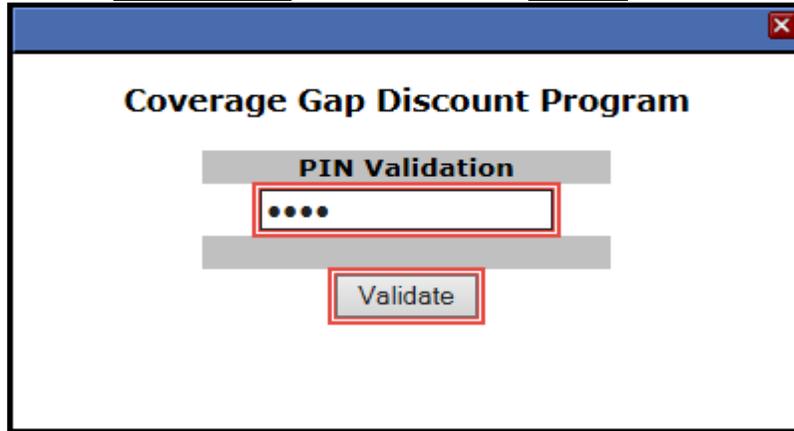
Remember: Just because the Defer check box is available does not mean it should be used. Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. Initiated invoices are processed as a lump sum debit, not individual line items. If the Manufacturer's banking institution can process the amount displayed for the Total Available field, the Manufacturer **should not** utilize the Defer process.

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

Note: Selecting Defer is **only** applicable when the Total Available field's total is less than \$20.00 USD **and** if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

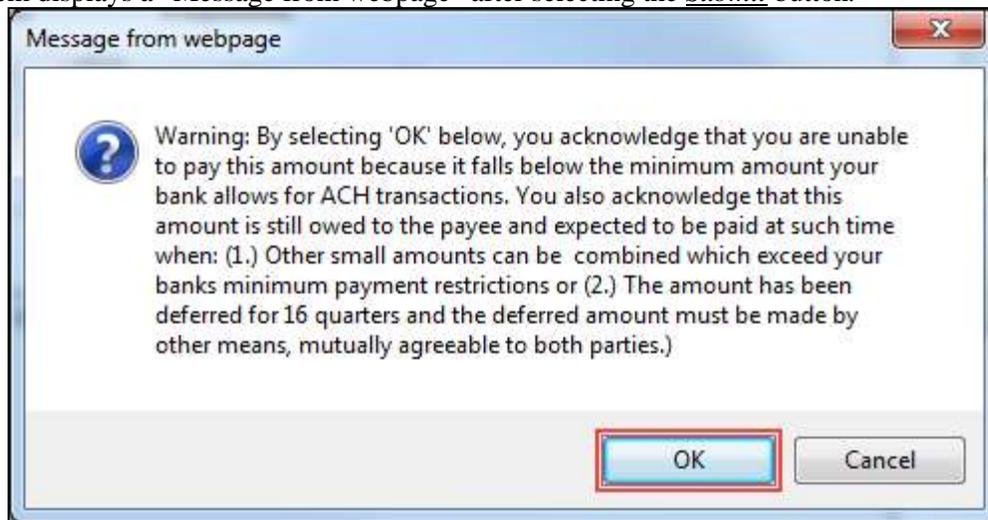
Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two (2) entities.

7. To process the submission of the deferred payment, enter the **Payment Initiation** role four (4)- digit PIN in the **PIN Validation** form and select the **Validate** button.



The screenshot shows a web application window titled "Coverage Gap Discount Program". Inside the window, there is a section titled "PIN Validation". Below this title is a text input field containing four dots, representing a masked PIN. A red rectangular box highlights this input field. Below the input field is a button labeled "Validate", which is also highlighted with a red rectangular box.

The system displays a "Message from webpage" after selecting the **Submit** button.



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

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

8. Select **OK** to defer the selected invoice line item.

9. Once the defer process is complete, review the **Payment Information** region's Total Previously Deferred and Total Available fields for updated amounts.

The screenshot shows the 'Manufacturer Portal CGDP Payments' interface. At the top, there are navigation tabs: Home, Payments (highlighted), Completed, Receipts, Reports, and Disputes. The main header reads 'Manufacturer Portal CGDP Payments'. Below this, there are filters for 'Contract Number: ALL', 'Corporate ID: XP1...4', and 'P Number: P1...4'. A message states 'Invoice Reporting Period: 201503 Payments due: 12/09/2015'. A table titled 'Payment Information' is highlighted with a red border, showing the following data:

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

Below the table, there is a 'Payment Initiation Upload' section with a 'Browse...' button and a 'Upload' button. A 'Pending Transactions' section at the bottom indicates 'There are no pending transactions at this time.' and includes a 'See Transactions' button.

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

The screenshot shows the 'Manufacturer Portal Coverage Gap Discount Program Home' interface. The navigation tabs are Home (highlighted), Payments, Completed, Receipts, Reports, and Disputes. The main header reads 'Manufacturer Portal Coverage Gap Discount Program Home'. There are filters for 'Corporate ID: XP1...4', 'Invoice Type: Quarterly', 'P Number: ALL', 'Reporting Period: ALL', and 'Status: ALL'. A table lists invoice items:

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...4	201503	N/A	<input type="radio"/>
Quarterly	P1...4	201502	Successful	<input checked="" type="radio"/>

To the right of the table is a legend explaining the status codes:

- Available** Invoice is ready for payment initiations
- Failed** One or more items has an unsuccessful payment attempt
- Incomplete** One or more items have not been paid
- N/A** 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

Below the legend is a section titled 'Reporting Periods with no invoice line items' with filters for 'P Number' (ALL) and 'Reporting Period' (ALL). A message at the bottom states 'There is an invoice report for the selected P Number.'

11. Select the **Completed** tab and review the data listed in the **Completed Transactions region**.

This example displays the selected invoice line items as Deferred in the Status column.

The screenshot displays the 'Completed' tab in the 'Manufacturer Portal' for 'CGDP Completed Payments'. The 'Invoice Reporting Period' is set to 201502. A table lists three invoice line items, all with a 'Deferred' status and a 'Payment Date' of 12/08/2015. A summary box on the right shows 'Payment Information for P1_4' with a 'Total Deferred' of \$3.28. A 'Possible Statuses' box explains that 'Deferred' means the payer has determined the amount owed is below their bank's ACH minimums.

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
H2__1	\$1.40	12/08/2015	Deferred	CG15021__4H2__1
H4__3	\$1.56	12/08/2015	Deferred	CG15021__4H4__3
H5__4	\$0.32	12/08/2015	Deferred	CG15021__4H5__4

Payment Information for P1_4	
Total Invoiced	\$3.28
Total Received	\$0.00
Total Deferred	\$3.28
Total Pending	\$0.00
Total Failed	\$0.00
Total Outstanding	\$0.00

Possible Statuses

- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Pending** Payer initiation was successful. The debiting process, holding period and crediting process still remain
- Successful** Funds should now be available in the payee's account

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

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

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

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

Defer Instruction Scenario – No Invoice Distributed:

Invoices deferred from a prior reporting period require additional processing.

The current reporting period did not receive distributed invoices available for payment or receipt.

The Portal updates the prior reporting period status to Incomplete as well as updating the reporting period line item with a red font. Users are required to review any reporting periods with statuses other than Successful and perform processing as necessary to remain in program compliance.

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

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

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

1. Authorized end users will access the Portal to process previously deferred items when the current reporting period has no invoice activity available. Instructions for daily login into the Portal are in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under [References](#) on the TPAdministrator.com website.

2. After successful login, the **Home** tab will appear. Review the following sections:
 - System message above the Filter region displays “One or More Reporting Periods Have Outstanding Payments.”
 - Updated status of prior reporting periods in the **Filter Results** region, the example displays the updated status of Incomplete
 - **No Invoice Reporting** region displays the current reporting period

One or More Reporting Periods Have Outstanding Payments

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available Invoice is ready for payment initiations
 Failed One or more items has an unsuccessful payment attempt
 Incomplete One or more items have not been paid
 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

Reporting Periods with no invoice line items

Filter by: P Number Reporting Period
 ALL ALL

P Number	Reporting Period
P1...4	201503

- Populate the **Select** radio button for the applicable reporting period with the updated status of Incomplete, displayed in red font, and then select the **Payments** tab to view the invoice line items associated with the selected reporting period.

One or More Reporting Periods Have Outstanding Payments

Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.

For payment functions, start by selecting a line item from the list to the left of this message.

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
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

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...4	201502	Incomplete	<input checked="" type="radio"/>

Reporting Periods with no invoice line items

Filter by: P Number: ALL Reporting Period: ALL

P Number	Reporting Period
P1...4	201503

- On the **Payments** tab, review the **Payment Information** region's **Total Available** field to note the total dollar amount of available invoices.

Invoice Reporting Period: 201502 Payments due: 10/09/2015

Contract Number: ALL Corporate ID: XP1...4 P Number: P1...4 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H2...1	\$1.40	\$0.00	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15031...4H2...1
H4...3	\$1.56	\$0.00	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15031...4H4...3
H5...4	\$0.32	\$0.00	12/08/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CG15031...4H5...4

Update All

Payment Information

Total Invoiced	\$3.28
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$3.28

Payment Initiation Upload

Error Description

- R01 Insufficient Funds
- R02 Account Closed
- R03 Unable to Locate Account

Pending Transactions Stop Payment Available Until Approximately 9:00 PM ET

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

- Review the invoice line items in the **Payment Initiation region** and notice that the Defer column's check box is only available when the **Payment Information region's Total Available** field displays an amount less than \$20.00 USD.

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

Invoice Reporting Period: 201502 Payments due: 10/09/2015

Contract Number: ALL Corporate ID: XP1__4 P Number: P1__4 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H2__1	\$1.40	\$0.00	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG15031__4H2__1
H4__3	\$1.56	\$0.00	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG15031__4H4__3
H5__4	\$0.32	\$0.00	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG15031__4H5__4

Update All

Payment Information

Total Invoiced	\$3.28
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$3.28

Remember: 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. Initiated invoices are processed as a lump sum debit, not individual line items. If the Manufacturer's banking institution can process the amount displayed for the Total Available field, the Manufacturer **should not** utilize the Defer process.

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

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Logged in as XP1114
Test Environment

Home Payments Completed Receipts Reports Disputes

Manufacturer Portal CGDP Payments

Invoice Reporting Period: 201502 Payments due: 10/09/2015

Contract Number: ALL Corporate ID: XP1__4 P Number: P1__4 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount ↑ ↓	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
H2__1	\$1.40	\$0.00	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG15031__4H2__1
H4__3	\$1.56	\$0.00	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG15031__4H4__3
H5__4	\$0.32	\$0.00	12/08/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG15031__4H5__4

Update All

Pending Transactions Stop Payment Available Until Approximately 9:00 PM ET
There are no pending transactions at this time.

Payment Information

Total Invoiced	\$3.28
Total Failed	\$0.00
Total Current Deferred	\$0.00
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$3.28

Payment Initiation Upload

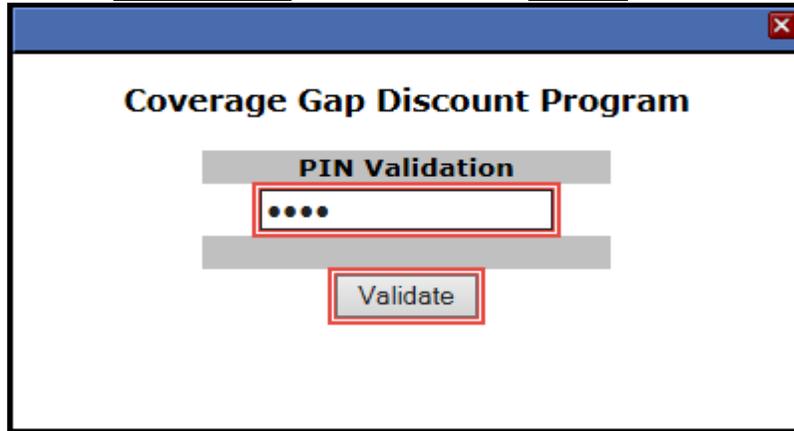
Error Description

- R01 Insufficient Funds
- R02 Account Closed
- R03 Unable to Locate Account

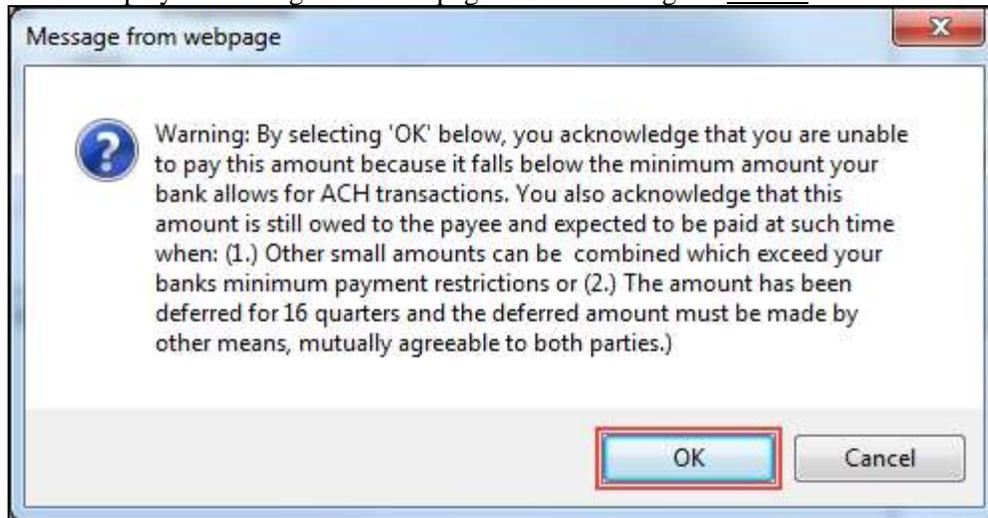
Note: Selecting Defer is **only** applicable when the Total Available field's total is less than \$20.00 USD **and** if the Manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.

Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for 16 reporting periods. Invoice line item(s) in this status will require payment processing between the two (2) entities.

7. To process the submission of the deferred payment, enter the **Payment Initiation** role four (4)- digit PIN in the **PIN Validation** form and select the **Validate** button.

A screenshot of a web application window titled "Coverage Gap Discount Program". Inside the window, there is a section titled "PIN Validation". Below this title is a text input field containing four dots, representing a masked PIN. Below the input field is a button labeled "Validate". Red rectangular boxes highlight the input field and the "Validate" button.

The system will display a "Message from webpage" after selecting the **Submit** button.



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

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

8. Select **OK** to defer the selected invoice line item.

- Once the defer process is complete, review the **Payment Information region** Total Current Deferred field for updated amounts.

Manufacturer Portal CGDP Payments

Invoice Reporting Period: 201502 Payments due: 10/09/2015

Contract Number: ALL Corporate ID: XP1__4 P Number: P1__4 1 - 3 out of 3

Initiate All

Contract Number	Invoiced Amount	Previous Deferred Amount	Payment/Failed Date	Initiate Payment	Defer	Failed	EFT ID
There are no more remaining invoice line items for the quarter.							

Update All

Pending Transactions Stop Payment Available Until Approximately 9:00 PM ET

Contract Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
There are no pending transactions at this time.				

Payment Information

Total Invoiced	\$3.28
Total Failed	\$0.00
Total Current Deferred	\$3.28
Total Previously Deferred	\$0.00
Total Pending	\$0.00
Total Successful	\$0.00
Total Available	\$0.00

Payment Initiation Upload

Browse

- Select the **Completed** tab and review the data listed in the **Completed Transactions region**.

This example displays the selected invoice line items as Deferred in the Status column.

Manufacturer Portal CGDP Completed Payments

Invoice Reporting Period: 201502

Contract Number: ALL Corporate ID: XP1__4 P Number: P1__4 1 - 3 out of 3

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
H2__1	\$1.40	12/08/2015	Deferred	CG15021__4H2__1
H4__3	\$1.56	12/08/2015	Deferred	CG15021__4H4__3
H5__4	\$0.32	12/08/2015	Deferred	CG15021__4H5__4

¹To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Payment Information for P1__4

Total Invoiced	\$3.28
Total Received	\$0.00
Total Deferred	\$3.28
Total Pending	\$0.00
Total Failed	\$0.00
Total Outstanding	\$0.00

Possible Statuses

- Deferred** Payer has determined that the amount owed is below their bank's ACH minimums
- Pending** Payer initiation was successful. The debiting process, holding period and crediting process still remain
- Successful** Funds should now be available in the payee's account

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

11. To verify the status of the reporting period, return to the **Home** tab to view the **Status** column.

Corporate ID: XP1...4 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 3 out of 3

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...4	201502	Successful	<input type="radio"/>

Reporting Periods with no invoice line items
Filter by: P Number: ALL | Reporting Period: ALL

P Number	Reporting Period
P1...4	201503

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

CGDP Portal – Completed Tab

The **Completed** tab allows the user to review completed payment information for invoice line items by contract number.

The screenshot shows the 'Completed' tab in the CGDP Manufacturer Portal. The page includes a navigation menu with 'Completed' highlighted. Below the menu, there is a filter region with the following fields: Contract Number (set to ALL), Corporate ID (XP1...7), P Number (FI...7), and Invoice Reporting Period (2016Q4). A table displays the following data:

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
55_0	\$75.24	07/25/2017	Pending	CG16041...755_0
H0_4	\$320.11	07/22/2017	Successful	CG16041...7H0_4
H0_4	\$1.40	07/22/2017	Successful	CG16041...7H0_4
H0_2	\$3,561.28	07/22/2017	Successful	CG16041...7H0_2
H0_2	\$75.81	07/22/2017	Successful	CG16041...7H0_2

To the right of the table, there is a 'Payment Information for P1...Z' summary box with the following data:

Total Invoiced	\$4,033.84
Total Received	\$3,958.60
Total Deferred	\$0.00
Total Pending	\$75.24
Total Failed	\$0.00
Total Outstanding	\$0.00

Below the summary box is a 'Possible Statuses' box with the following definitions:

- Deferred:** Payer has determined that the amount owed is below their bank's ACH minimums.
- Pending:** Payer initiation was successful. The debiting process, holding period and crediting process still remain.
- Successful:** Funds should now be available in the payee's account.

The **Completed** tab has six (6) regions.

1. **Tabbed region** displays the tab that is currently active and tabs available for selection.
2. **Invoice Reporting Period region** displays the specified quarterly reporting period for the invoice line items based on the reporting period selected in the **Home Filter region**, in YYYYQQ format.
3. **Filter region – Completed** allows a user to search data listed by the defaulted Corporate ID.
4. **Completed Payment Information region** displays the numerical totals of all invoice line items and the different categories that each invoice line item may qualify as at a specific point in time. Invoice line items reclassify as they process through the system.
5. **Completed Transactions region** displays results based on data entered in the Completed Filter region.
6. **Status Definitions region** provides definitions of the statuses displayed in the **Completed Transaction region**.

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

Tabbed region – Completed

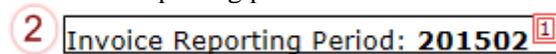
The **Tabbed region** allows a user to select different activities to perform while accessing the system. This example displays the active **Completed** tab.



Invoice Reporting Period Region

This section of the **Completed** tab displays the specified reporting quarter, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.

In this example, the completed invoice line items appearing in the **Filter Results region** on the **Completed** tab are associated with the reporting period listed in the **Invoice Reporting Period region**.

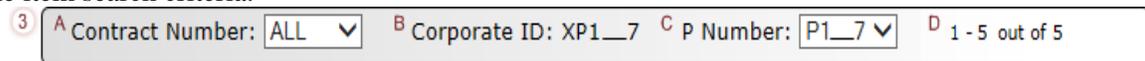


This region also contains a footnote regarding the data displayed in the **Invoice Reporting Period region**. This footnote provides a user instruction on how to review completed payments for a different reporting period.

To view completed payments for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Filter Region – Completed

The **Filter region** on the **Completed** tab contains four (4) fields to assist a user with narrowing invoice line item search criteria.



- A. Contract Number field allows a user to select specific contract numbers for completed invoice line items.

Note: this field's drop down menu will only allow update to contract numbers that have completed invoice line items in the same reporting period. The field defaults to 'ALL', which displays all contract numbers for the reporting period.

- B. Corporate ID column defaults to the Corporate ID utilized to access the system.
- C. P Number field displays the P number for completed invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. This field's drop down menu provides update capability to select another P number from those assigned to the Corporate ID for the same reporting period.
- D. Item Count column displays the number of invoice line items displayed on the current page of the total number of invoices included for the reporting period.

Payment Information Region

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

This region provides up-to-date data regarding completed invoice line item activity in a two (2)-column table with seven (7) rows.

4

Payment Information for P1 __7		
A	Total Invoiced	\$4,033.84
B	Total Received	\$3,958.60
C	Total Deferred	\$0.00
D	Total Pending	\$75.24
E	Total Failed	\$0.00
F	Total Outstanding	\$0.00

- Total Invoiced displays total dollar amount of distributed invoice line items for the reporting period.
- Total Received displays the total dollar amount of invoice line items that have successfully processed. The status of Successful displays in the **Completed Transaction region** in the Status field.
- Total Deferred displays the total dollar amount of invoice line items deferred to the subsequent reporting period.
- Total Pending displays the total dollar amount of invoice line items selected for payment for the 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. Failed invoice line items appear on the **Payments** tab in the **Payment Initiation region** in the Failed field.
- Total Outstanding displays the total dollar amount of remaining invoice line items requiring processing.

Completed Transactions Region

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

This region contains five (5) columns that provide up-to-date data regarding paid invoice activity.

5

A <u>Contract Number</u>	B <u>Invoiced Amount</u>	C <u>Payment Date</u>	D <u>Status</u>	E <u>EFTID</u>
S5__0	\$75.24	07/25/2017	Pending	CG16041__7S5__0
H0__4	\$320.11	07/22/2017	Successful	CG16041__7H0__4
H0__4	\$1.40	07/22/2017	Successful	CG16041__7H0__4
H0__2	\$3,561.28	07/22/2017	Successful	CG16041__7H0__2
H0__2	\$75.81	07/22/2017	Successful	CG16041__7H0__2

- Contract Number column displays the contract number.
- Invoiced Amount column displays the invoice line item amounts due to the sponsor.
- Payment Date column displays information regarding the status of the payment.
 - Displays calendar date, in MM/DD/YYYY format, for the date that initiates the request for withdrawal or deferment of scheduled funds from user's bank

account.

- D. Status column provides explanations of each of the statuses that may display regarding completed payments.
- E. EFT ID column displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period, 9999 for the P number without the P, and Z9999 for the contract number. Example: CG15029999Z9999.

Status Definitions Region

The **Status Definitions region** on the **Completed** tab provides explanations of each of the statuses that may display in the **Completed Transactions region**.

6

Possible Statuses	
Deferred	Payer has determined that the amount owed is below their bank's ACH minimums
Pending	Payer initiation was successful. The debiting process, holding period and crediting process still remain
Successful	Funds should now be available in the payee's account

CGDP Portal Instructions – Completed Tab

Reviewing Invoices on the Completed Tab Instruction

Manufacturers can utilize the Portal to view the status of invoice line items that have completed processing. The **Completed** tab provides Manufacturers with the capability to view the status of Quarterly invoices, such as deferred, pending, or successful Quarterly invoice payments.

This instruction provides direction on accessing and reviewing the **Completed** tab and its contents in reference to Quarterly invoices.

1. Authorized end users will access the Portal to view the status of quarterly invoice line items that have completed processing. Instructions for daily login into the Portal are in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under [References](#) on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the applicable type of invoice from the drop down list located in the Invoice Type field.

The screenshot shows the 'Completed' tab in the CGDP Manufacturer Portal. At the top, there are navigation tabs: Home, Payments, Completed, Receipts, Reports, and Disputes. The 'Completed' tab is selected. Below the navigation is a header for 'Manufacturer Portal Coverage Gap Discount Program Home'. A search/filter area contains fields for Corporate ID (XP1...7), Invoice Type (Quarterly), P Number (ALL), Reporting Period (201604), and Status (ALL). Below this is a table of invoice line items:

Invoice Type	Corporate ID	P Number	Reporting Period	Status	Select
Quarterly	XP1...7	P1...7	201604	Successful	<input type="radio"/>
Quarterly	XP1...7	P1...4	201604	Successful	<input type="radio"/>

On the right side, there is a welcome message and a legend for invoice statuses:

- Available**: Invoice is ready for payment initiations
- Failed**: One or more items has an unsuccessful payment attempt
- Incomplete**: One or more items have not been paid
- N/A**: 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

At the bottom right, there is a section for 'Reporting Periods with no invoice line items' with filter options for P Number and Reporting Period.

- Populate the Select radio button for the applicable reporting period then select the **Completed** tab to view the invoice line items associated with the selected reporting period.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XP1...7 Invoice Type: Quarterly P Number: ALL Reporting Period: 201604 Status: ALL 1 - 2 out of 2

Invoice Type	Corporate ID	P Number	Reporting Period	Status	Select
Quarterly	XP1...7	P1...7	201604	Successful	<input checked="" type="radio"/>
Quarterly	XP1...7	P1...4	201604	Successful	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
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

Reporting Periods with no invoice line items
 Filter by: P Number: ALL Reporting Period: ALL
 P Number Reporting Period

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

Manufacturer Portal CGDP Completed Payments

Contract Number: ALL Corporate ID: XP1...7 P Number: P1...7 Invoice Reporting Period: 201604 1 - 5 out of 5

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
S5...0	\$75.24	07/25/2017	Pending	CG16041...7S5...0
H0...4	\$320.11	07/22/2017	Successful	CG16041...7H0...4
H0...4	\$1.40	07/22/2017	Successful	CG16041...7H0...4
H0...2	\$3,561.26	07/22/2017	Successful	CG16041...7H0...2
H0...2	\$75.81	07/22/2017	Successful	CG16041...7H0...2

Payment Information for P1...7

Total Invoiced	\$4,033.84
Total Received	\$3,958.60
Total Deferred	\$0.00
Total Pending	\$75.24
Total Failed	\$0.00
Total Outstanding	\$0.00

Possible Statuses
Deferred Payer has determined that the amount owed is below their bank's ACH minimums
Pending Payer initiation was successful. The debiting process, holding period and crediting process will remain
Successful Funds should now be available in the payee's account

- On the **Completed** tab, review the **Payment Information region** for pending and successful (received) invoice line items.

The screenshot shows the 'Completed' tab selected in the navigation menu. The page title is 'Manufacturer Portal CGDP Completed Payments'. The 'Invoice Reporting Period' is set to '201604'. The table below shows the following data:

Contract Number	Invoiced Amount	Payment Date	Status	EFID
55_0	\$75.24	07/25/2017	Pending	CG16041_755_0
H0_4	\$320.11	07/22/2017	Successful	CG16041_7H0_4
H0_4	\$1.40	07/22/2017	Successful	CG16041_7H0_4
H0_2	\$3,561.28	07/22/2017	Successful	CG16041_7H0_2
H0_2	\$75.81	07/22/2017	Successful	CG16041_7H0_2

The 'Payment Information for P1_7' summary shows:

- Total Invoiced: \$4,033.84
- Total Received: \$3,958.60
- Total Deferred: \$0.00
- Total Pending: \$75.24
- Total Failed: \$0.00
- Total Outstanding: \$0.00

Possible Statuses:

- Deferred:** Payer has determined that the amount owed is below their bank's ACH minimums.
- Pending:** Payer initiation was successful. The debiting process, holding period and crediting process still remain.
- Successful:** Funds should now be available in the payee's account.

Note: Defer for invoice line items are **only** available when the Total Available 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.

- Review the invoice line items in the **Completed Transactions region** and locate an invoice line item with the Status column populated with *Successful*. A successful invoice line item represents that fund should be available in the payee's account. Totals for successfully processed payments will appear in the Total Received field in the **Payment Information region**.

This screenshot is identical to the one above, but with the 'Total Received' field in the 'Payment Information for P1_7' summary highlighted in red, showing a value of \$3,958.60. Additionally, the 'Successful' status entries in the table are also highlighted in red.

- Review the invoice line items in the **Completed Transactions region** and locate an invoice line item with the Status column populated with *Pending*. A *Pending* status represents that an invoice line item initially passed the payment initiation process, but the debiting process, holding period and crediting processes remain to be completed.

The screenshot shows the 'Completed' tab selected in the navigation menu. The main heading is 'Manufacturer Portal CGDP Completed Payments'. The 'Invoice Reporting Period' is set to 201604. The table below shows invoice line items with the following data:

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
S3_0	\$75.24	07/25/2017	Pending	CG16041_755_0
H0_4	\$320.11	07/22/2017	Successful	CG16041_7H0_4
H0_4	\$1.40	07/22/2017	Successful	CG16041_7H0_4
H0_3	\$3,561.28	07/22/2017	Successful	CG16041_7H0_3
H0_3	\$75.61	07/22/2017	Successful	CG16041_7H0_3

To the right, the 'Payment Information for P1_7' summary shows:

Total Invoiced	\$4,033.64
Total Received	\$3,958.60
Total Deferred	\$0.00
Total Pending	\$75.24
Total Failed	\$0.00
Total Outstanding	\$0.00

The 'Possible Statuses' section explains that a 'Pending' status means 'Payer initiation was successful. The debiting process, holding period and crediting process still remain. Successful Funds should now be available in the payee's account.'

- For reporting periods where the distributed invoices' Total Available equals less than \$20.00 USD and the invoices have been deferred, the Status column in the **Completed Transactions region** will display Deferred.

The screenshot shows the 'Completed' tab selected. The 'Invoice Reporting Period' is set to 201502. The table below shows invoice line items with the following data:

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
S1_0	\$1.41	06/24/2016	Deferred	CG15021_751_0
S5_5	\$0.70	06/24/2016	Deferred	CG15021_755_5
S7_0	\$4.35	06/24/2016	Deferred	CG15021_757_0

The 'Payment Information for P1_7' summary shows:

Total Invoiced	\$6.46
Total Received	\$0.00
Total Deferred	\$6.46
Total Pending	\$0.00
Total Failed	\$0.00
Total Outstanding	\$0.00

The 'Possible Statuses' section explains that a 'Deferred' status means 'Payer has determined that the amount owed is below their bank's ACH minimums.'

Remember: Defer is applicable **only** if the Total Available amount of invoices distributed is less than \$20.00 USD. **and** the Manufacturer's bank ACH process prevents payment of invoice line items that fall below the Manufacturers banking institutions' minimum ACH processing amount

You have now completed reviewing completed invoice line items.

CGDP Portal – Receipts Tab: Quarterly Invoices

The **Receipts** tab allows a user to review quarterly negative invoice line item amounts due from Sponsors displayed by the contract number.

Manufacturer Portal CGDP Receipts

Invoice Reporting Period: 2015Q2

Contract Number: ALL Corporate ID: XP1_6 P Number: P_6 1 - 37 out of 37

Contract Number	Invoiced Amount	Payment Date	Status	IETID
E2_2	\$1,449.91	11/03/2015	Received	CG15021_6E2_2
H0_7	\$31.65	09/09/2015	Received	CG15021_6H0_7
H2_1	\$3.88	10/22/2015	Received	CG15021_6H2_1
H2_5	\$726.13	09/24/2015	Received	CG15021_6H2_5
H2_2	\$1,009.68	09/09/2015	Received	CG15021_6H2_2
H3_3	\$24.00	09/03/2015	Received	CG15021_6H3_3
H3_9	\$320.91	10/22/2015	Received	CG15021_6H3_9
H3_5	\$23.49	09/09/2015	Received	CG15021_6H3_5
H3_4	\$21.70	10/04/2015	Received	CG15021_6H3_4
H4_6	\$147.83	10/17/2015	Received	CG15021_6H4_6
H4_9	\$73.03	09/04/2015	Received	CG15021_6H4_9
H4_8	\$95.10	09/09/2015	Received	CG15021_6H4_8
H4_0	\$308.66	09/09/2015	Received	CG15021_6H4_0
H4_6	\$227.29	09/09/2015	Received	CG15021_6H4_6
H4_6	\$65.03	09/09/2015	Received	CG15021_6H4_6

Receipt Information for P1_6

Total Owed	\$10,268.46
Total Received	\$9,651.67
Total Deferred	\$0.00
Total Pending	\$0.00
Total Outstanding	\$616.79

Possible Statuses

- Received:** Funds should now be available in your account
- Pending:** Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Outstanding:** Payer has not yet initiated payment
- Deferred:** Payer has determined that the amount owed is below their bank's ACH minimums
- Failed:** Debiting of the Payer's account or crediting of your account was unsuccessful

¹To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

The invoice line item selected on the **Home** tab drives information displayed on the **Receipts** tab. The **Receipts** tab contains six (6) regions.

1. **Tabbed region** displays the tab that is currently active and tabs available for selection.
2. **Invoice Reporting Period region** displays the specified quarterly reporting period for the negative invoice line items, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.
3. **Filter region – Receipts** allows a user to search data listed by the defaulted Corporate ID.
4. **Receipt Information region** displays the numerical totals of all negative invoice line items. Also displays statuses that each invoice line item may qualify as at a specific point in time. Negative invoice line item statuses reclassify as they process through the system.
5. **Receipts Transactions region** displays results based on data entered in the **Filter region** on the **Receipts** tab.
6. **Status Definitions region** provides definitions of the statuses displayed in the **Receipts Transactions region**.

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

Tabbed Region – Receipts

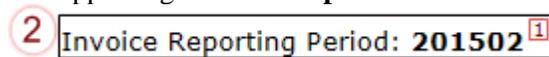
The **Tabbed region** allows a user to select different activities to perform while accessing the system. In this example, the **Receipts** tab is active.



Invoice Reporting Period Region

This section of the **Receipts** tab displays the specified reporting period, in YYYYQQ format, based on the reporting period selected in the **Filter region** on the **Home** tab.

In this example, the reporting period listed in the **Invoice Reporting Period region** is associated with the completed invoice line items appearing in the **Receipts Filter Results region**.



This region also contains a footnote regarding the data displayed in the **Invoice Reporting Period region**. This footnote provides a user instruction on how to review receipt of payments for a different reporting period.

To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Filter Region – Receipts

The **Filter region** on the **Receipts** tab contains four (4) fields to assist a user with narrowing invoice line item search criteria.



- A. Contract Number field allows a user to select specific contract numbers from the drop down list. The field defaults to 'ALL', which displays all contract numbers for the reporting period. The drop down list provides update capability to select another contract number with negative line items due within the same reporting period for the selected P number displayed in the P Number field.
- B. Corporate ID column defaults to the Corporate ID utilized to access the system.
- C. P Number field displays the P number for negative invoice line items. This field defaults based on the distributed invoice selected on the **Home** tab. The drop down list provides update capability to select another P number from those assigned to the Corporate ID.

Note: this field will only allow update to P Numbers that have negative invoice line items for the same reporting period. In order to view a different reporting period, a user will need to return to the **Home** tab and select a distributed invoice with a different reporting period.

- D. Item Count column displays the number of invoice line items displayed on the current page of the total number of invoices included for the reporting period.

Receipt Information Region

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

This region provides up-to-date data regarding negative invoice line item activity in a two (2)-column table with six (6) rows.

4

Receipt Information for P1 6		
A	Total Owed	\$10,268.46
B	Total Received	\$9,651.67
C	Total Deferred	\$0.00
D	Total Pending	\$0.00
E	Total Outstanding	\$616.79

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

Receipts Transactions Region

The **Receipts Transactions region** contains five (5) columns that provide a list of negative invoice line items that are pending completion of the payment process from a Sponsor.

Note: To generate Excel reports of the invoices listed on the **Receipts** tab, use the [CGDP Portal Instructions – Reporting Link](#) instructions.

5

A	Contract Number	B	Invoiced Amount	C	Payment Date	D	Status	E	EFTID
	E2__2		\$1,449.91		11/03/2015		Received		CG15021__6E2__2
	H0__7		\$31.65		09/09/2015		Received		CG15021__6H0__7
	H2__1		\$3.88		10/22/2015		Received		CG15021__6H2__1
	H2__5		\$726.13		09/24/2015		Received		CG15021__6H2__5
	H2__2		\$1,009.68		09/09/2015		Received		CG15021__6H2__2
	H3__3		\$24.00		09/03/2015		Received		CG15021__6H3__3
	H3__9		\$320.91		10/22/2015		Received		CG15021__6H3__9
	H3__5		\$23.49		09/09/2015		Received		CG15021__6H3__5
	H3__4		\$21.70		10/04/2015		Received		CG15021__6H3__4
	H4__6		\$147.83		10/17/2015		Received		CG15021__6H4__6
	H4__9		\$73.03		09/04/2015		Received		CG15021__6H4__9
	H4__8		\$95.10		09/09/2015		Received		CG15021__6H4__8
	H4__0		\$308.66		09/09/2015		Received		CG15021__6H4__0
	H4__6		\$227.29		09/09/2015		Received		CG15021__6H4__6
	H4__6		\$65.03		09/09/2015		Received		CG15021__6H4__6

- A. Contract Number column displays the contract number.
- B. Invoiced Amount column displays the negative invoice line item amounts due from the Sponsor.

- C. Payment Date column displays the date the negative invoice line items processed.
 - Displays calendar date, in MM/DD/YYYY format, for payments containing a status of 'Received'
 - Displays blank field for payments containing a status of 'Deferred', 'Outstanding' or 'Pending'
- D. Status column displays the status of negative invoice line items.
- E. EFT ID column displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period, 9999 for the P number without the P and Z9999 for the contract number. Example: CG15029999Z9999.

Status Definitions Region

The **Status Definitions region** provides explanations of each of the statuses that may display in the **Receipts Transactions region** in a two (2)-column table with six (6) rows.

6	Possible Statuses
Deferred	Payer has determined that the amount owed is below their bank's ACH minimums
Failed	Debiting of the Payer's account or crediting of your account was unsuccessful
Outstanding	Payer has not yet initiated payment
Pending	Payer has initiated payment. The debiting process, holding period and crediting process still remain
Received	Funds should now be available in your account

CGDP Portal Instructions – Receipts Tab: Quarterly Invoices

Reviewing Quarterly Invoice Data on the Receipts Tab Instruction

Manufacturers can utilize the CGDP Portal to view the status of negative invoice line items that are due for receipt from Sponsors. The invoice line item selected on the **Home** tab drives information displayed on the **Receipts** tab.

This instruction provides direction on accessing the **Receipts** tab and the functions available for use.

1. Authorized end users will access the Portal to review negative quarterly invoice line item amounts due from Sponsors. Instructions for daily login into the Portal are in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under [References](#) on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select a type of invoice to view from the **Invoice Type** field.

The screenshot shows the 'Manufacturer Portal' interface for the 'Coverage Gap Discount Program Home'. The 'Home' tab is selected in the navigation menu. Below the navigation, there are filter dropdowns for Corporate ID (XP1_7), Invoice Type (ALL), P Number (ALL), Reporting Period (ALL), and Status (ALL). A table displays the following data:

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1_4	201001	Available	<input type="radio"/>
Quarterly	P1_4	201504	Available	<input type="radio"/>
Quarterly	P1_4	201503	Available	<input type="radio"/>
Quarterly	P1_4	201502	Available	<input type="radio"/>

On the right side, there is a legend for the invoice statuses:

- Available:** Invoice is ready for payment initiations
- Failed:** One or more items has an unsuccessful payment attempt
- Incomplete:** One or more items have not been paid
- N/A:** 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

At the bottom right, there is a section for 'Reporting Periods with no invoice line items' with filter dropdowns for P Number (ALL) and Reporting Period (ALL).

- Populate the **Select** radio button for the applicable reporting period then select the **Receipts** tab to view the invoice line items associated with the selected reporting period.

Manufacturer Portal Coverage Gap Discount Program Home

Corporate ID: XPT...7 Invoice Type: ALL P Number: ALL Reporting Period: ALL Status: ALL 1 - 4 out of 4

Invoice Type	P Number	Reporting Period	Status	Select
Quarterly	P1...4	201001	Available	<input type="radio"/>
Quarterly	P1...4	201504	Available	<input type="radio"/>
Quarterly	P1...4	201503	Available	<input checked="" type="radio"/>
Quarterly	P1...4	201502	Available	<input type="radio"/>

Available Invoice is ready for payment initiations
Failed One or more items has an unsuccessful payment attempt
Incomplete One or more items have not been paid
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

Reporting Periods with no invoice line items
 Filter by: P Number: ALL Reporting Period: ALL

- On the **Receipts** tab, review the **Receipt Information** region for totals on the deferred, received, pending, and outstanding negative invoice line items.

Manufacturer Portal CGDP Receipts

Invoice Reporting Period: 201503
 Contract Number: ALL Corporate ID: XPT...7 P Number: P1...4 1 - 9 out of 9

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
H0...3	\$0.01		Failure	CG15021...4H0...3
H4...0	\$0.92		Deferred	CG15031...4H4...0
H5...8	\$6.80	12/09/2015	Received	CG15031...4H5...8
H5...2	\$105.56		Pending	CG15031...4H5...2
H6...2	\$85.88		Outstanding	CG15031...4H6...2
S3...0	\$3.56	11/30/2015	Received	CG15031...4S3...0
S5...6	\$161.16	12/16/2015	Received	CG15031...4S5...6
S5...3	\$80.80	11/17/2015	Received	CG15031...4S5...3
S5...2	\$158.13	12/16/2015	Received	CG15031...4S5...2

Receipt Information for P1...4

Total Owed	\$1,023.55
Total Received	\$831.19
Total Deferred	\$0.92
Total Pending	\$105.56
Total Outstanding	\$85.89

Possible Statuses
Deferred Payer has determined that the amount owed is below their bank's ACH minimums
Failed Debiting of the Payer's account or crediting of your account was unsuccessful
Outstanding Payer has not yet initiated payment
Pending Payer has initiated payment. The debiting process, holding period and crediting process still remain
Received Funds should now be available in your account

- Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the **Status** column populated with Received.

The screenshot shows the 'Manufacturer Portal CGDP Receipts' interface. At the top, there are navigation tabs: Home, Payments, Completed, Receipts (selected), Reports, and Disputes. Below the tabs, there are filters for Contract Number (ALL), Corporate ID (XP1...), P Number (P1...), and Invoice Reporting Period (201503). A table of invoice line items is displayed with columns: Contract Number, Invoiced Amount, Payment Date, Status, and EFTID. The row for Contract Number H5...8 is highlighted in red, showing a status of 'Received' and a payment date of 12/09/2015. To the right of the table is a 'Receipt Information for P1...4' summary box showing Total Owed (\$1,023.55), Total Received (\$831.19), Total Deferred (\$0.92), Total Pending (\$105.56), and Total Outstanding (\$85.89). Below the table is a note: 'To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.'

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
H0...3	\$0.01		Failure	CG15021...1H0...3
H4...0	\$0.92		Deferred	CG15031...4H4...0
H5...8	\$6.80	12/09/2015	Received	CG15031...4H5...8
H5...2	\$105.56		Pending	CG15031...4H5...2
H6...2	\$85.88		Outstanding	CG15031...4H6...2
SS...0	\$3.56	11/30/2015	Received	CG15031...4SS...0
SS...6	\$161.16	12/16/2015	Received	CG15031...4SS...6
SS...3	\$80.80	11/17/2015	Received	CG15031...4SS...3
SS...2	\$158.13	12/16/2015	Received	CG15031...4SS...2

- Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the **Status** column populated with Deferred.

The screenshot shows the 'Manufacturer Portal CGDP Receipts' interface, similar to the previous one. The 'Receipts' tab is selected. In the table of invoice line items, the row for Contract Number H4...0 is highlighted in red, showing a status of 'Deferred' and no payment date. The 'Receipt Information for P1...4' summary box on the right shows Total Owed (\$1,023.55), Total Received (\$831.19), Total Deferred (\$0.92), Total Pending (\$105.56), and Total Outstanding (\$85.89). The note at the bottom is the same as in the previous screenshot.

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
H0...3	\$0.01		Failure	CG15021...1H0...3
H4...0	\$0.92		Deferred	CG15031...4H4...0
H5...8	\$6.80	12/09/2015	Received	CG15031...4H5...8
H5...2	\$105.56		Pending	CG15031...4H5...2
H6...2	\$85.88		Outstanding	CG15031...4H6...2
SS...0	\$3.56	11/30/2015	Received	CG15031...4SS...0
SS...6	\$161.16	12/16/2015	Received	CG15031...4SS...6
SS...3	\$80.80	11/17/2015	Received	CG15031...4SS...3
SS...2	\$158.13	12/16/2015	Received	CG15031...4SS...2

7. Review the invoice line items in the **Receipts Transaction region** and locate an invoice line item with the Status column populated with Pending.

The screenshot shows the 'Manufacturer Portal CGDP Receipts' interface. At the top, there are navigation tabs: Home, Payments, Completed, Receipts, Reports, and Disputes. The 'Receipts' tab is active. Below the navigation, there are filters for Contract Number (ALL), Corporate ID (XP1...), and P Number (P1...), along with an 'Invoice Reporting Period' of 201503. A table of invoice line items is displayed with columns: Contract Number, Invoiced Amount, Payment Date, Status, and EFTID. The row for H5...2 is highlighted in red, showing a status of 'Pending'. To the right, a 'Receipt Information for P1...4' summary box shows: Total Owed (\$1,023.55), Total Received (\$831.19), Total Deferred (\$0.92), Total Pending (\$105.56), and Total Outstanding (\$85.89). A 'Possible Statuses' legend is also visible on the right.

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
H0...3	\$0.01		Failure	CG15021...1H0...3
H4...0	\$0.92		Deferred	CG15031...4H4...0
H5...8	\$6.80	12/09/2015	Received	CG15031...4H5...8
H5...2	\$105.56		Pending	CG15031...4H5...2
H6...2	\$85.88		Outstanding	CG15031...4H6...2
S5...0	\$3.56	11/30/2015	Received	CG15031...4S5...0
S5...6	\$161.16	12/16/2015	Received	CG15031...4S5...6
S5...3	\$80.80	11/17/2015	Received	CG15031...4S5...3
S5...2	\$158.13	12/16/2015	Received	CG15031...4S5...2

8. Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the Status column populated with Outstanding.

This screenshot is similar to the previous one, but the 'Receipts' tab is highlighted with a red box. In the table of invoice line items, the row for H6...2 is highlighted in red, showing a status of 'Outstanding'. The 'Receipt Information' summary box on the right remains the same as in the previous screenshot.

You have now completed reviewing invoice line item receipts.

CGDP Portal – Receipts Tab: Benefit Year (BY) Closeout Invoices

The **Receipts** tab allows a user to review invoice line item amounts due from Sponsors for upheld disputes not previously invoiced for end of benefit year processing for BY Closeout processing in the Portal.

Manufacturer Portal CGDP Receipts

Reimbursement Report Year: 2016

Contract Number: ALL Corporate ID: XP1_6 P Number: P1_6 1 - 5 out of 5

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
HB_7	\$989.93		Pending	UD20161_6HB_7
HB_4	\$3,897.86		Pending	UD20161_6HB_4
HB_8	\$2,215.63		Received	UD20161_6HB_8
HB_4	\$6.43		Deferred	UD20161_6HB_4
HB_1	\$352.48		Outstanding	UD20161_6HB_1

Receipt Information for P1_6

Total Owed	\$7,462.33
Total Received	\$2,215.63
Total Deferred	\$6.43
Total Pending	\$4,887.79
Total Outstanding	\$352.48

Possible Statuses:

- Deferred:** Payer has determined that the amount owed is below their bank's ACH minimums
- Failed:** Debiting of the Payer's account or crediting of your account was unsuccessful
- Outstanding:** Payer has not yet initiated payment
- Pending:** Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Received:** Funds should now be available in your account

^fTo view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

The invoice line item selected on the **Home** tab drives information displayed on the **Receipts** tab.

For the BY Closeout, the differences between quarterly invoice processing and BY Closeout processing are:

- Update of the Invoice Reporting Period region to the Reimbursement Report Year region
- Update to the format of the EFT ID column pertaining to BY Closeout invoices in the **Receipts Transactions region**.

All other **Receipts** tab functionality remains the same.

The next page will display the regions that contain differences in the **Receipts** tab based on processing BY Closeout invoices. All other **Receipts** tab functionality remains the same as quarterly invoice processing.

Reimbursement Report Year Region

For BY Closeout invoicing, this section of the **Receipts** tab displays the specified reimbursement report period, in YYYY format, based on the invoicing period selected on the **Home** tab.

In this example, the report year listed in the **Reimbursement Report Year region** is associated with the completed invoice line items appearing in the **Receipts Filter Results region**.

2 Reimbursement Report Year: 2016 1

This region also contains a footnote regarding the data displayed in the **Reimbursement Report Year region**. This footnote provides a user instruction on how to review receipt of payments for a different reporting period.

To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

Receipts Transactions Region for BY Closeout Invoices

The **Receipts Transactions region** contains five (5) columns that provide a list of invoice line items that are pending completion of the payment process from a Sponsor.

The fields displayed in the **Receipts Transactions region** are the same, with the only exception pertaining to the EFT ID. The EFT ID column data pertains to BY Closeout receipt invoice types.

E. EFT ID column displays EFT identifying information for BY Closeout invoice receipts.

5

A Contract Number	B Invoiced Amount	C Payment Date	D Status	E EFTID
H8__7	\$989.93		Pending	UD20161__6H8__7
H8__4	\$3,897.86		Pending	UD20161__6H8__4
H8__8	\$2,215.63		Received	UD20161__6H8__8
H8__4	\$6.43		Deferred	UD20161__6H8__4
H8__1	\$352.48		Outstanding	UD20161__6H8__1

The format of the EFT ID for BY Closeout is **UDYYYY9999H9999**:

- **UD**: Upheld Dispute payment
- **YYYY**: BY Closeout reporting period
- **9999**: Manufacture P Number (**Note**: P Number displayed without the preceding 'P')
- **H9999**: Sponsor contract number

CGDP Portal Instructions – Receipts Tab: BY Closeout Invoices

Reviewing BY Closeout Invoices on the Receipts Tab Instruction

Manufacturers can utilize the Portal to view the status of BY Closeout negative invoice line items that are due for receipt. The **Receipts** tab provides Manufacturers with the capability to view the status invoice payments due from Sponsors.

This instruction provides direction on accessing the **Receipts** tab for BY Closeout invoicing and the functions available for use.

1. Authorized end users will access the Portal to review BY Closeout invoice line item amounts due from Sponsors. Instructions for daily login into the Portal are in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under [References](#) on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select a type of invoice to view from the **Invoice Type** field.

Corporate ID: XP1...6 | Invoice Type: ALL | P Number: ALL | Reporting Period: ALL | Status: ALL | 1 - 2 out of 2

Invoice Type	P Number	Reporting Period	Status	Select
BY Closeout	P1...6	2016	N/A	<input type="radio"/>
Quarterly	P1...6	201502	Available	<input type="radio"/>

Reporting Periods with no invoice line items

Filter by: P Number: ALL | Reporting Period: ALL

P Number	Reporting Period
P1...6	201601
P1...6	201504
P1...6	201503

- Populate the **Select** radio button for the reporting period then select the **Receipts** tab to view the invoice line items associated with the selected reporting period.

The screenshot shows the 'Receipts' tab in the CMS Manufacturer Portal. At the top, there are navigation links: Home, Payments, Completed, Receipts (highlighted), Reports, and Disputes. Below the navigation is a header for 'Manufacturer Portal Coverage Gap Discount Program Home'. A filter bar contains dropdown menus for Corporate ID (XP1...6), Invoice Type (ALL), P Number (ALL), Reporting Period (ALL), and Status (ALL). Below this is a table of invoice items:

Invoice Type	P Number	Reporting Period	Status	Select
BY Closeout	P1...6	2016	N/A	<input checked="" type="radio"/>
Quarterly	P1...6	201502	Available	<input type="radio"/>

On the right side, there is a welcome message and a legend for invoice statuses:

- Available:** Invoice is ready for payment initiations
- Failed:** One or more items has an unsuccessful payment attempt
- Incomplete:** One or more items have not been paid
- N/A:** 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

Below the legend is a section for 'Reporting Periods with no invoice line items' with a filter by P Number (ALL) and Reporting Period (ALL). A table lists the following reporting periods:

P Number	Reporting Period
P1...6	201601
P1...6	201504
P1...6	201503

- On the **Receipts** tab, review the **Receipt Information region** for deferred, received, pending, and outstanding negative invoice line items.

The screenshot shows the 'Receipts' tab in the CMS Manufacturer Portal. The header is 'Manufacturer Portal CGDP Receipts'. A filter bar shows Reimbursement Report Year: 2016, Contract Number: ALL, Corporate ID: XP1...6, and P Number: P1...6. Below this is a table of receipts:

Contract Number	Invoiced Amount	Payment Date	Status	EFID
HB...7	\$989.93		Pending	UD20161...6HB...7
HB...4	\$3,697.66		Pending	UD20161...6HB...4
HB...8	\$2,215.63		Received	UD20161...6HB...8
HB...4	\$6.43		Deferred	UD20161...6HB...4
HB...1	\$352.48		Outstanding	UD20161...6HB...1

On the right side, there is a 'Receipt Information for P1...6' summary table:

Total Owed	\$7,462.33
Total Received	\$2,215.63
Total Deferred	\$6.43
Total Pending	\$4,887.79
Total Outstanding	\$352.48

Below the summary table is a legend for 'Possible Statuses':

- Deferred:** Payer has determined that the amount owed is below their bank's ACH minimums
- Failed:** Debiting of the Payer's account or crediting of your account was unsuccessful
- Outstanding:** Payer has not yet initiated payment
- Pending:** Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Received:** Funds should now be available in your account

A footnote at the bottom left states: ¹To view receipts for a different reporting period, return to the Home tab and select the radio button line item that contains the desired reporting period.

- Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the Status column populated with Received.

The screenshot shows the 'Manufacturer Portal CGDP Receipts' page. The 'Receipts' tab is selected. The 'Reimbursement Report Year' is set to 2016. The table below shows invoice line items with the following data:

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
HB__7	\$989.93		Pending	UD20161__6HB__7
HB__4	\$3,897.86		Pending	UD20161__6HB__4
HB__8	\$2,215.63		Received	UD20161__6HB__8
HB__4	\$6.43		Deferred	UD20161__6HB__4
HB__1	\$352.48		Outstanding	UD20161__6HB__1

The 'Received' status for contract number HB__8 is highlighted with a red box. To the right, the 'Receipt Information for P1__6' summary shows:

Total Owed	\$7,462.33
Total Received	\$2,215.63
Total Deferred	\$6.43
Total Pending	\$4,887.79
Total Outstanding	\$352.48

Possible Statuses:

- Deferred:** Payer has determined that the amount owed is below their bank's ACH minimums
- Failed:** Debiting of the Payer's account or crediting of your account was unsuccessful
- Outstanding:** Payer has not yet initiated payment
- Pending:** Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Received:** Funds should now be available in your account

- Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the Status column populated with Deferred.

The screenshot shows the 'Manufacturer Portal CGDP Receipts' page. The 'Receipts' tab is selected. The 'Reimbursement Report Year' is set to 2016. The table below shows invoice line items with the following data:

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
HB__7	\$989.93		Pending	UD20161__6HB__7
HB__4	\$3,897.86		Pending	UD20161__6HB__4
HB__8	\$2,215.63		Received	UD20161__6HB__8
HB__4	\$6.43		Deferred	UD20161__6HB__4
HB__1	\$352.48		Outstanding	UD20161__6HB__1

The 'Deferred' status for contract number HB__4 is highlighted with a red box. To the right, the 'Receipt Information for P1__6' summary shows:

Total Owed	\$7,462.33
Total Received	\$2,215.63
Total Deferred	\$6.43
Total Pending	\$4,887.79
Total Outstanding	\$352.48

Possible Statuses:

- Received:** Funds should now be available in your account
- Pending:** Payer has initiated payment. The debiting process, holding period and crediting process still remain
- Outstanding:** Payer has not yet initiated payment
- Deferred:** Payer has determined that the amount owed is below their bank's ACH minimums
- Failed:** Debiting of the Payer's account or crediting of your account was unsuccessful

- Review the invoice line items in the **Receipts Transaction region** and locate an invoice line item with the **Status** column populated with Pending.

The screenshot shows the 'Manufacturer Portal CGDP Receipts' page. At the top, there are navigation tabs: Home, Payments, Completed, Receipts (highlighted), Reports, and Disputes. Below the tabs, there are filters for Contract Number (ALL), Corporate ID (XP1_6), P Number (P1_6), and Reimbursement Report Year (2016). A table of invoice line items is displayed with the following data:

Contract Number	Invoiced Amount	Payment Date	Status	EFTID
HB_7	\$989.93		Pending	UD20161_6HB_7
HB_4	\$3,897.86		Pending	UD20161_6HB_4
HB_8	\$2,215.63		Received	UD20161_6HB_8
HB_4	\$6.43		Deferred	UD20161_6HB_4
HB_1	\$352.48		Outstanding	UD20161_6HB_1

To the right of the table is a 'Receipt Information for P1_6' summary box:

Total Owed	\$7,462.33
Total Received	\$2,215.63
Total Deferred	\$6.43
Total Pending	\$4,887.79
Total Outstanding	\$352.48

Below the table is a 'Possible Statuses' section:

- Deferred:** Payer has determined that the amount owed is below their bank's ACH minimums.
- Failed:** Debiting of the Payer's account or crediting of your account was unsuccessful.
- Outstanding:** Payer has not yet initiated payment.
- Pending:** Payer has initiated payment. The debiting process, holding period and crediting process still remain.
- Received:** Funds should now be available in your account.

- Review the invoice line items in the **Receipts Transactions region** and locate an invoice line item with the **Status** column populated with Outstanding.

This screenshot is identical to the one above, showing the 'Manufacturer Portal CGDP Receipts' page. The table of invoice line items is the same, but the row for 'HB_1' with a status of 'Outstanding' is highlighted with a red border. The 'Receipt Information for P1_6' summary box and the 'Possible Statuses' section are also identical to the previous screenshot.

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

CGDP Portal Reporting Link

The **Reporting link** allows Manufacturers to create on-demand spreadsheets for invoice line items, receipts, or summary reports for overall totals by reporting period via the Portal. The design of the **Reporting link** assists users in creating a report containing all data in one (1) Excel file versus individual pages of data obtained by using the *Print* icon available on each tab.

The **Reporting link** allows a user to generate reports for specific data criteria or all available data criteria for invoice line items or receipts.

The screenshot shows the 'Coverage Gap Discount Program Invoice Line Item Reporting' interface. At the top, there are logos for 'PALMETTO GBA' and 'CMS'. Navigation links include 'Contact Us', 'My Profile', 'Help', 'Logout', and 'Reporting'. The user is logged in as 'XP1...6'. The main heading is 'Coverage Gap Discount Program Invoice Line Item Reporting'. The interface is divided into three numbered sections: 1. 'Select which items you want to display on the report (Detail Reports Only)' with checkboxes for Corporate ID, P Number, Contract Number, Status, Reporting Period, Invoice/Receipt Amount, Payment Status Date, Payment Initiation Date, and EFT. 2. 'Detail Report Filters' with dropdown menus for Report Source, Select P Number, Select Contract ID, Select By Status, and Reporting Period. 3. 'Manufacturer Summary Report' with dropdown menus for Summary Report for P Number, Reporting Period, and Manufacturer Status. Each section has a 'Run Query' button.

The **Reporting link** contains three (3) regions.

1. **Detail Report Column Header Selection region** provides users with ability to select column headings for populating a report with data for invoices or receipts based on the column headings and applicable data chosen for an Excel spreadsheet output.
2. **Detail Report Filters region** allows a user to select specific criteria to display in detail for invoices or receipts.
3. **Manufacturer Summary Report region** allows users to generate payment summary reports for a Corporate ID including payment summary information for all P numbers, Reporting Periods and Payment Statuses or have the ability generate reports based on specific P numbers, Reporting Periods or Payment Statuses, as determined by a user.

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

Detail Report Column Heading Selection Region

The **Detail Report Column Heading Selection region** provides users with the ability to select specific column headings for populating reports with data for invoices or receipts.

The **Detail Report Column Heading Selection region** contains nine (9) check boxes to provide users with options for populating invoice line item or receipt data to an Excel spreadsheet on-demand report.



1 Select which items you want to display on the report (Detail Reports Only)

<input type="checkbox"/> A Corporate ID	<input type="checkbox"/> B P Number	<input type="checkbox"/> C Contract Number	<input type="checkbox"/> D Status	
<input type="checkbox"/> E Reporting Period	<input type="checkbox"/> F Invoice/Receipt Amount	<input type="checkbox"/> G Payment Status Date	<input type="checkbox"/> H Payment Initiation Date	<input type="checkbox"/> I EFT

- A. Corporate ID check box will display Corporate ID column headings for data included in the spreadsheet.
- B. P Number check box will display P number(s) column headings for data included in the spreadsheet.
- C. Contract Number check box will display contract number(s) for data included in spreadsheet.
- D. Status check box will display Status column headings for data included in spreadsheet.
- E. Reporting Period check box will display Reporting Period column headings for data included in the spreadsheet.
- F. Invoice /Receipt Amount check box will display Invoice Amount or Receipt Amount column headings for data included in the spreadsheet.
- G. Payment Status Date check box will display Payment Status Date column headings for data included in the spreadsheet.
- H. Payment Initiation Date check box will display Payment Initiation Date column headings for data included in the spreadsheet.
- I. EFT check box will display EFT column headings for data included in the spreadsheet.

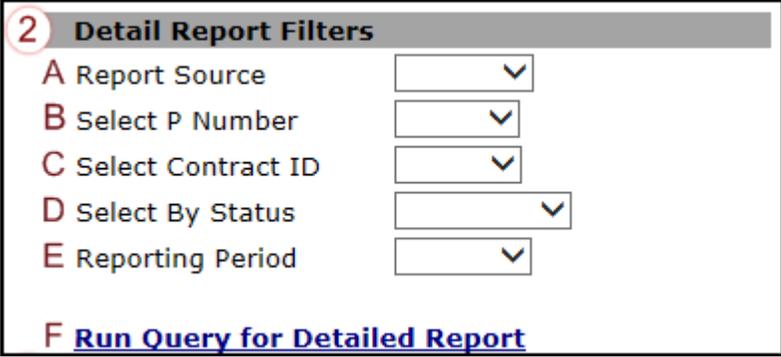
Note: This region is only available for detail *Invoice* or *Receipt* reports.

A user is not required to select any of the check boxes.

Leaving all checkboxes blank will populate the on-demand report with all column headings on the spreadsheet output. Selection of additional filters will limit the data displayed on a report.

Detail Report Filters Region

The **Detail Report Filters region** contains six (6) fields to assist a user with defining data included in an on-demand report.



The screenshot shows a window titled "2 Detail Report Filters". It contains six dropdown menus labeled A through E, and a blue link labeled F. The dropdown menus are: A Report Source, B Select P Number, C Select Contract ID, D Select By Status, and E Reporting Period. The link is "Run Query for Detailed Report".

- A. Report Source field allows users to select between *Invoice* and *Receipt* from the drop down list.

Note: Selection of the Report Source is required to determine the type of data included in the on-demand spreadsheet report.

- B. Select P Number field allows user to select specific P number(s) from the drop down list.
- C. Select Contract ID field allows user to select specific Contract ID(s) from the drop down list.
- D. Select By Status field allows users to select specific Status from the drop down list. Statuses include *Completed*, *Deferred*, *Failed*, *Pending*, and *Unpaid*.
- E. Reporting Period field allows users to select specific Reporting Period(s) from the drop down listing.
- F. Run Query for Detailed Report link creates on-demand report spreadsheet(s) with column heading, and filter data selections populated by a user.

Note: Population of the Report Source field is required to generate an on-demand spreadsheet report. All other fields are optional.

Selection of additional filters will limit the data displayed on a report.

Manufacturer Summary Report Region

The **Manufacturer Summary Report region** displays selection criteria fields to allow users to customize summary reports based on P number, reporting period or status for payment data only.

The summary report region contains four (4) fields to limit data displayed on the on-demand report spreadsheet.

The screenshot shows a form titled "3 Manufacturer Summary Report". It contains four items:

- A Summary Report for P Number: A dropdown menu.
- B Reporting Period: A dropdown menu.
- C Manufacturer Status: A dropdown menu.
- D Run Manufacturer Summary Query: A blue hyperlink.

- A. Summary Report for P Number field allows user to select specific P number(s) from the drop down list associated with the Corporate ID.
- B. Reporting Period field allows users to select specific reporting period(s) from the drop down listing.
- C. Manufacturer Status field allows users to select specific Status from the drop down list. Statuses include *Completed*, *Deferred*, *Failed*, *Pending*, and *Unpaid*.
- D. Run Manufacturer Summary Query link creates on-demand report spreadsheet with summary report filter data selections populated by a user.

Note: Population of all fields is optional.

Selection of additional filters will limit the data displayed on a report.

CGDP Portal Instructions – Reporting Link

Accessing the Reporting Link Instruction

Manufacturers can utilize the **Reporting** functionality to view a readable version of the data report in Microsoft Excel via the Portal. This ad hoc/on-demand reporting tool provides users with the ability to filter invoice and receipt related information.

This instruction provides direction on accessing the **Reporting link** and the functions available for use.

1. Authorized end users will access the Portal to create and review detail invoice and receipt reports. Instructions for daily login into the Portal are in the **CGDP Manufacturer Portal Introduction and Login Users Guide** located under [References](#) on the TPAdministrator.com website.
2. After successful login, the **Home** tab will appear. Select the **Reporting link** in the upper right hand corner of the screen.

The screenshot shows the 'Reporting' page of the CGDP Manufacturer Portal. At the top right, there are links for 'Contact Us', 'My Profile', 'Logout', 'Help', and 'Reporting'. The user is logged in as 'XP1...6' in a 'Test Environment'. The main navigation bar includes 'Home', 'Payments', 'Completed', 'Receipts', 'Reports', and 'Disputes'. The page title is 'Manufacturer Portal Coverage Gap Discount Program Home'. Below this, there are filter fields for 'Corporate ID' (XP1...6), 'Invoice Type' (ALL), 'P Number' (ALL), 'Reporting Period' (ALL), and 'Status' (ALL). A table lists invoice items with columns for 'Invoice Type', 'P Number', 'Reporting Period', 'Status', and 'Select'. The table contains three rows: 'BY Closeout' (P1...6, 2016, Available), 'Quarterly' (P1...7, 201502, Available), and 'Quarterly' (P1...1, 201502, Available). To the right of the table, there are several informational boxes: a welcome message, a note about payment functions, a legend for invoice statuses (Available, Failed, Incomplete, N/A, Pending, Successful), and a section for 'Reporting Periods with no invoice line items' which includes filter fields for 'P Number' and 'Reporting Period'.

3. The **Reporting link** page contains three (3) sections that allow a user to filter ad hoc/on-demand reporting content.
 - Detail Report Column Heading Selection region
 - Detail Report Filters region
 - Manufacturer Summary Report region

- This example displays the **Reporting link** page.

4. The upcoming steps provide direction for generating detail invoice and receipt reports utilizing the **Detail Report Column Heading Selection** and **Detail Report Filters** regions.
5. The first region of the **Reporting link** page, the **Detail Report Column Heading Selection region**, allows a user to filter information by populating one (1) of the nine (9) check boxes available.

Note: Selection of check boxes in this region limits the data displayed in the report output. To view all available data for a Corporate ID for both invoices and receipts, leave all check boxes blank.

6. The second region of the **Reporting link** page, the **Detail Report Filters region**, allows a user to select between *Invoice* or *Receipt* reports. The Report Source field is a required field.

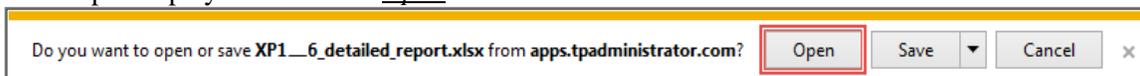
Note: Selection of specific data in each filter in this region limits the data displayed in the report output. To view all available data for a Corporate ID for both invoices and receipts, leave all filter fields blank except the Report Source field then select the Run Query for Detailed Report link to generate the detail report.

- To generate an *Invoice* report, select the **Detail Column Heading Selection region** check boxes applicable to the desired report output, populate the Report Source field using the drop down list and any applicable report filter fields in the **Detail Report Filters region** then select the Run Query for Detailed Report link.

This example displays detail report selections for an *Invoice* report containing all available data for a Corporate ID.

- Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the data in text file format
 - Save to save the dispute file in text file format to a user's hard drive or system
 - Cancel to exit the decision message

This example displays the selected Open button.



- After selecting the Open button, review the Excel spreadsheet output containing invoice data.

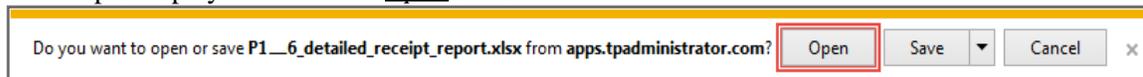
	A	B	C	D	E	F	G
	CORPORATE ID	P NUMBER	CONTRACT	INVOICE AMOUNT	REPORTING PERIOD	STATUS DATE	STATUS DESCRIPTION
1							
2	XP1__6	P1__6	H4__4	.01	201501	08/11/2015	Deferred
3	XP1__6	P1__6	H1__1	.01	201501	08/11/2015	Deferred
4	XP1__6	P1__6	H1__6	.01	201501	08/11/2015	Deferred
5	XP1__6	P1__6	H0__8	.01	201501	08/11/2015	Deferred

- To generate a *Receipt* report, select the **Detail Column Heading Selection** region check boxes applicable to the desired report output, populate the Report Source field using the drop down list and any applicable report filter fields in the **Detail Report Filters** region then select the Run Query for Detailed Report link.

This example displays detail report selections for a *Receipt* report containing all available data for a Corporate ID.

- Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the data in text file format
 - Save to save the dispute file in text file format to a user's hard drive or system
 - Cancel to exit the decision message

This example displays the selected Open button.



- After selecting the Open button, review the Excel spreadsheet output containing receipts data.

	A	B	C	D	E	F	G	H	I	J
1	CORPORATE ID	P NUMBER	CONTRACT	INVOICE AMOUNT	REPORTING PERIOD	STATUS DATE	INITIATION DATE	EFT	STATUS DESCRIPTION	UPDATED BY
2	XP1__6	P1__6	E2__2	812.45	201503	12/15/2015	12/08/2015	CG15031__6E2__2	Successful	SCHED
3	XP1__6	P1__6	E2__2	1449.91	201502	11/03/2015	10/27/2015	CG15021__6E2__2	Successful	SCHED
4	XP1__6	P1__6	H0__7	31.65	201502	09/09/2015	09/02/2015	CG15021__6H0__7	Successful	SCHED
5	XP1__6	P1__6	H0__3	158.53	201503	12/15/2015	12/08/2015	CG15031__6H0__3	Successful	SCHED
6	XP1__6	P1__6	H1__7	1.77	201504	01/29/2016		CG15041__6H1__7	Unpaid	
7	XP1__6	P1__6	H2__1	3.88	201502	10/22/2015	10/15/2015	CG15021__6H2__1	Successful	SCHED

13. The upcoming steps provide direction for generating summary reports utilizing the **Manufacturer Summary Report region**.
14. The final region of the **Reporting link** page, the **Manufacturer Summary Report region**, allows a user to generate summary reports filtered by P number, Reporting Period and Manufacturer Status.

Manufacturer Summary Report

Summary Report for P Number:

Reporting Period:

Manufacturer Status:

[Run Manufacturer Summary Query](#)

Note: Selection of specific data in each filter in this region limits the data displayed in the report output. To view all available data for a Corporate ID, leave all filter fields blank then select the [Run Manufacturer Summary Query](#) link to generate the summary report.

15. To generate a Summary report, populate the drop down listings of each field to limit the data displayed, if applicable and then select the [Run Manufacturer Summary Query](#) link.

This example displays field selections chosen for a Summary report containing all available data for a Corporate ID.

PALMETTO GBA. CMS
Contact Us | My Profile | Help | Logout | Reporting
Logged on as XPI...6

Coverage Gap Discount Program
Invoice Line Item Reporting

Select which items you want to display on the report (Detail Reports Only)

Corporate ID P Number Contract Number Status
 Reporting Period Invoice/Receipt Amount Payment Status Data Payment Initiation Date EFT

Detail Report Filters

Report Source:
 Select P Number:
 Select Contract ID:
 Select By Status:
 Reporting Period:

Run Query for Detailed Report

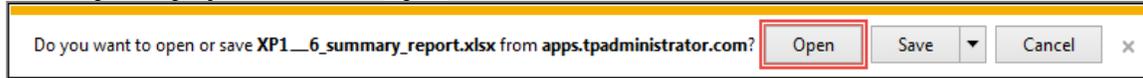
Manufacturer Summary Report

Summary Report for P Number:
 Reporting Period:
 Manufacturer Status:

[Run Manufacturer Summary Query](#)

16. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - Open to view the data in text file format
 - Save to save the dispute file in text file format to a user's hard drive or system
 - Cancel to exit the decision message

This example displays the selected *Open* button.



17. After selecting the *Open* button, review the Excel spreadsheet output containing receipts data.

A screenshot of a Microsoft Excel spreadsheet titled "XP1__6_summary_report (Data)". The spreadsheet displays a table with the following data:

CORPORATE ID															
CORPORATE ID	P NUMBER	REPORTING PERIOD	NO. OF UNPAID	UNPAID AMT	NO. OF COMPLETED	COMPLETED AMT	NO. OF PENDING	PENDING AMT	NO. OF DEFERRED	DEFERRED AMT	NO. OF FAILED	FAILED AMT	TOTAL NO.	TOTAL INVOICE AMOUNT	
XP1__6	P1__6	201501	540	5.40	0	.00	0	.00	4	.04	0	.00	544	5.44	
XP1__6	P1__6	201502	507	5.07	0	.00	0	.00	0	.00	0	.00	507	5.07	
XP1__6	P1__6	201503	525	5.25	0	.00	0	.00	0	.00	0	.00	525	5.25	
XP1__6	P1__7	201501	212	2.12	0	.00	0	.00	0	.00	0	.00	212	2.12	

You have now completed accessing the **Reporting link**.

Summary

This **CGDP Manufacturer Portal Payments Users Guide** introduced the CGDP Portal's **Payments** tab functionality.

The primary function of the Portal is to provide a central repository for Program-qualified PDE invoices to be distributed and paid by Program participating Manufacturers and Sponsors with the ability to initiate bank to bank ACH transfers, similar to the way online banking customer pay monthly bills.

You have learned that the Portal houses invoices for Quarterly and BY Closeout invoices and has two (2) different roles for users to access distributed invoices and reports: The **Payment Initiator** role and the **Administrator** role.

This Users Guide also introduced the following functionality available to authorized Manufacturer users:

- The **Payments** tab provides payment capabilities to allow the selection of one (1), some, or all the invoices distributed for payment processing. Invoice payments can be future dated (scheduled) and stop payments can be processed if certain criteria are met. Payments may also be available for deferability if the total amount due falls below the systems deferred allowable amount.
 - The TPA recommends that invoices are paid prior to the payment due date or the *“Invoice Paid By 38th Calendar Day After Receipt”* date, **not on the due date**. Initiating payment prior to the due date will allow for error-free processing of Portal-initiated ACH payments.

Payments that error out on the due date are not considered as initiated and will require special handling between the Manufacturer and the TPA. Payments that do not meet the *“Invoice Paid By 38th Calendar Day After Receipt”* due date, may be subject to civil money penalties (CMP) assessed by CMS as per the Manufacturer agreement.

- The **Completed** tab provides status information of previously initiated payments that have completed the nightly status update process.
- The **Receipts** tab provides a listing of invoiced line items due to be paid to Manufacturers by Program-participating Sponsors.
- The **Reporting** link provides a user with the ability to generate on-demand spreadsheets for invoice line items, receipts, or summary reports for overall totals by reporting period.

Finally, you learned that all payments are due to be completed in the Portal on or before the payment date listed in the **Payments Due region**, as listed on the **Payments** tab and as noted in the *“Invoice Paid By 38th Calendar Day After Receipt”* as defined in the [Medicare Part D CGDP 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
EFT	Electronic Funds Transfer
HPMS	Health Plan Management System
ID	Identifier or Identification
IRS	Internal Revenue Service
Nacha	National Automated Clearing House Association
PIN	Personal Identification Number
PDE	Prescription Drug Event
TPA	Third Party Administrators
USD	United States Dollar

Appendix B: Error Message Descriptions

Payment Batch Error Messages

Batch Report Errors
File rejected: The report is empty
File rejected. File must start with a header record
File rejected: Improperly Formatted – Missing header and footer
File rejected: Invalid Header record
File rejected: Each header record must contain 'HDR', Primary ID and Reporting period
Primary Id and logon do not match
File rejected: Invalid Reporting Period
Header row without details
Invalid Record Type
Unable to process due to invalid header type
Dtl. record must contain 'DET', ID, EFT, Scheduled Date, Defer (optional). Ensure that semicolons are separating each item on the line
Invalid Detail record
Duplicate line item
P Number is not associated with this Corporate ID
Contract Number is not associated with this Parent Org. ID
Payer account invalid
Payee data account missing – Contact the TPA
Payee account invalid
Invoice line item not found
The payment for this line item is already initiated
The payment for this line item is already deferred
Invalid EFT ID
Payment date contains non-numeric characters
The payment date is in the incorrect format
Payment date cannot be before the current date
The defer indicator is invalid

Payment Reporting Error Codes – Payments Tab

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

Payment Reporting Error Codes	Code Description
R67	Duplicate Return
R68	Untimely Return
R69	Transaction Field Error
R70	Permissible Return Entry Declined

Appendix C:Manufacturer Payment Initiation Upload Batch Input Requirements

Utilize this reference document to format text files for use in the Payment Initiation Upload process.

Collect payment initiation information of the Corporate ID and reporting period to be included in the header record to create a batch upload file.

The format of the Payment Initiation Batch header record will be as follows:

Data Type	Length	Description
HDR	03	Header record type for batch
Data divider	01	; (semicolon)
Corporate ID	06	Responsible Manufacturer XP number or XPT number
Data divider	01	; (semicolon)
Reporting Period	06	Year and Quarter of invoice, in YYYYQQ format
EOL	Variable	End of line indicator – Example – CRLF

Collect payment initiation information of the individual invoice line items selected to be processed and included in the detail record to complete the batch upload file.

The format of the Payment Initiation Batch detail record(s) will be as follows:

Data Type	Length	Description
DET	03	Detail record type for batch
Data divider	01	; (semicolon)
P Number	05	Submitting Manufacturer ID
Data divider	01	; (semicolon)
Contract Number	05	Submitting Sponsor contract number
Data divider	01	; (semicolon)
EFT ID	15	CG for Coverage Gap, YYQQ for reporting period, P number, contract number. Example of format: CGYYQQ9999H9999
Data divider	01	; (semicolon)
Payment Initiation Date	08	Date payment of invoice to begin processing, in CCYYMMDD format
Data divider	01	; (semicolon)
Defer	01	Designation for deferment of invoice. Y for Yes to Defer. N for No to Defer.
Data divider	01	; (semicolon)
EOL	Variable	End of line indicator – Example – CRLF

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.
Batch	Report type that displays batch files uploaded to the system with status and ability to download files for review.
Batch ID	Displays the batch numbering convention, system generated, based on the order the batch file received by the system.
Contact Us	Provides contact information for requesting assistance from the TPA Operations team.
Contract Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program.
Corporate ID	Numerical designation assigned by CMS to Manufacturers. For Manufacturers, the current Mailbox ID will be the Corporate ID.
Data	Report type that displays the detail information of distributed invoices and invoice line items and provides the ability to download files for review.
Date Loaded	Displays the invoice distribution date. This date corresponds to the end of month 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.
Date Time	Displays the batch file date and time for files loaded to the system. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
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 Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that represents that invoice amount falls below minimum. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Description (Batch)	Displays the batch file name loaded to the system.
Dispute	Report type that provides the ability to enter dispute requests and review the status of entered requests.
Dispute Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute distributions are due to be loaded to the Portal.

Term	Definition
Dispute Submission	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute submissions are due to be entered in the Portal.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.
EFTID	Displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; 9999 for the P number and Z9999 for the contract number. Example: CG14039999Z9999.
Failed (Status)	Status designation of an invoice that represents that one (1) or more items have an unsuccessful payment attempt.
Failed (Code)	Provides an informational message when an invoice line item does not successfully process payments to Manufacturers or Sponsors.
Help	Provides link to reference guides and system code messages and descriptions.
Incomplete	Status designation of an invoice that represents that one (1) or more items have not been paid.
Initiate Payment	Provides a check box to allow the payment process to begin for an individual invoice line item.
Invoice	Report type that displays the summary information of distributed invoices and provides the ability to download files for review.
Invoice Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date distributed invoices were posted to the Portal.
Invoice Paid by	Current Cutoff Calendar field that displays the current reporting period data. Displays the final due date all invoice line items are to be processed for payment.
Invoiced Amount	Displays the invoice line item amounts due to either the Manufacturer or Sponsor.
Invoiced Reporting Period	Region of the active tab that provides the reporting period of the invoice line items displayed.
Last Download	Displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
Logout	Provides one (1)-click access for logging out of the system.
Manufacturer	Any entity which is engaged in the production, preparation, propagation, compounding, conversion or processing of prescription drug products, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis. Such term does not include wholesale distributors or retail pharmacies licensed under State law. <i>From Medicare Coverage Gap Discount Program Agreement, item I .j.</i>
My Profile	Provides ability to enter and review business contact information for Manufacturers and Sponsors.

Term	Definition
Outstanding	Status designation of an invoice that represents no payment activity has taken place.
P Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program.
Parent Org. ID	Numerical designation assigned by CMS to Sponsor.
Payment Date	Displays 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 and 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 Pub. 100-18: Medicare Prescription Drug Benefit Manual, section 20.</i>
Status	The current designation of an invoice line item within the system.
Status (Batch)	Displays the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.
Stop Payment	Provides a check box with the ability to stop payment processing prior to actual payment for future dated payments.
Successful	Status designation of an invoice that represents that all line items have been paid successfully.
Total Available	Displays the total dollar amount of remaining invoice line items requiring payment.
Total Deferred	Displays the total dollar amount of deferred invoice line items with amounts less than the allowable amount to the subsequent reporting period.

Term	Definition
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 Initiation or Pending Transaction regions of the Payments tab.
User ID	Credential information provided by TPA to Manufacturer or Sponsor for access to system. User ID is the Corporate ID, formerly the Mailbox ID for Manufacturer. User ID is the Parent Organization ID (Parent Org. ID) for Sponsor.