Inflation Rebate Program Manufacturer Payment Portal (MPP) User Guide

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Introduction

The Manufacturer Payment Portal (MPP) enhances and expands the current Coverage Gap Discount Program (CGDP) Portal to serve as a centralized location for authorized manufacturer points of contact to view information and to take actions related to the Medicare Prescription Drug Inflation Rebate Program (Inflation Rebates) and other Centers for Medicare & Medicaid Services (CMS) programs. The Inflation Rebates module of the portal, administered by the Third Party Administrator (TPA), will facilitate Inflation Rebates report distribution, suggestion of error (SOE) submissions, and payments. This user guide provides step-by-step instructions on how to perform common tasks and use features within the Inflation Rebate module.

The Inflation Rebates module includes the following pages and functions:

Overview Page

- Where users can access the entry point of all MPP programs, including Inflation Rebates.

Home

- Where users can see an overview of all Preliminary Rebate Reports and Rebate Reports published to the MPP.

Reports

- Where users can export all Preliminary Rebate Reports and Rebate Reports published to the MPP.

Suggestion of Error

- SOE Request
  - Where users can submit a new Suggestion of Error (SOE) on a Preliminary Rebate Report.
- SOE History
  - Where users can see a history of submitted SOEs.

Payments

- Payable
  - Where users can review Rebate Reports with amounts due and submit payments.
- Pending
  - Where users can review scheduled payments and stop payments.
- Submitted
  - Where users can see a list of submitted payments which are in process or have completed processing.

Recommended System Requirements

The following computer and mobile device requirements are recommended to ensure correct functionality of all components of the MPP:

Operating System (OS):

- Windows 10 or later
- Mac OS X 11.x or later

Supported "Desktop" and Mobile Device Internet Browsers*:

- Microsoft Edge: Version 128.x or later
- Google Chrome: Version 128.0.x or later

Recommended Screen Resolution:

- 1024 x 768

Additional Browser Requirements:

- Adobe Acrobat Reader Version Document Cloud (DC) or Adobe Acrobat Pro Version DC
- JavaScript enabled
- Compatibility views disabled
- Pop-up blocker disabled

The MPP website has been designed to adapt automatically to a wide range of devices – from desktop computer monitors to tablets to mobile phones – with a minimum amount of resizing, panning, or scrolling. The website's navigation will adapt to the device from which users are accessing the system.

* The TPA recommends always using the most current browser version that is available.

Inflation Rebates User Roles

Inflation Rebates Module Payment Portal Roles

To initiate and maintain registration for the MPP, manufacturers must have a P Number in the CMS Health Plan Management System (CMS HPMS). Once in CMS HPMS, a manufacturer must maintain an accurate labeler code list associated with their P Number by adding, removing, or transferring labeler codes between P Numbers and must have up to date contacts for Inflation Rebates. The Inflation Rebate Manufacturer Administrator contact will serve as the primary contact for the manufacturer. In addition to the administrator role, each manufacturer must designate additional MPP Inflation Rebate roles by entering contact information for the Inflation Rebate Payment Initiator and Inflation Rebate Reports contacts in CMS HPMS. Each manufacturer can have two MPP users for each CMS HPMS contact: the Inflation Rebate Administrator Contact, Inflation Rebate Payment Initiator Contact, and Inflation Rebate Reports Contact. To grant a third party access to the MPP, manufacturers must enter the third-party contact information as one of the three contact types in CMS HPMS. If the same contact is entered in CMS HPMS for multiple roles, the MPP role with the highest permissions will be assigned to the contact. Additionally, if a user is listed as multiple CMS HPMS contacts, the manufacturer must ensure that the contact information for each CMS HPMS contact is accurate and up to date. This will eliminate discrepancies and ensure all communications are properly received.

Within the MPP, user logins will be associated with one or more Unique ID(s) with one or more labeler code(s) mapped to each Unique ID. The Unique ID is either a five-character value beginning with a P (PXXXX) for manufacturers who will be identified at the P Number level for Inflation Rebates, or, in instances where the manufacturer opts to separate the labeler codes from the P Number for Inflation Rebates, the Unique ID will be a six-character value beginning with a L (LXXXXX).

Assigned MPP user credentials, including User ID, temporary password, and Multi-factor Authentication (MFA) tokens, are specific to individuals and must not be shared. Only the person granted MPP access is authorized by CMS and the TPA to access data within the MPP. If a user is no longer an authorized user for the MPP and its program modules, CMS HPMS must be updated. The new authorized user must update CMS HPMS to obtain their authorized access credentials.

Drug manufacturers should keep CMS HPMS updated with current Inflation Rebate contact information to ensure all program information, including rebate reports, are received and that the manufacturer maintains the ability to pay any rebate owed. Manufacturers should refer to the Drug Manufacturer Management User Manual in the CMS HPMS Drug Manufacturer Contract Management module's documentation page for instructions on how to update contact information. For more information, please visit

the CMS HPMS website as well as the CMS HPMS informational webpage. For technical assistance with CMS HPMS, please contact hpms@cms.hhs.gov or call 1-800-220-2028.

The table below includes the actions each CMS HPMS and TPA user role can perform in the MPP for Inflation Rebates. Each action an administrator, payment initiator, and report's role can perform is indicated in the table by yes (Y) and no (N) identifiers.

Administrator: The administrator is the Inflation Rebate Administrator Contact in CMS HPMS. This role serves as the primary contact for Inflation Rebates and is the only role authorized to submit and update bank account information. Additionally, the administrator can download reports and take payment-related actions. For detailed instructions on how to create or update banking data, please review the Banking Information instructions in the Manufacturer Payment Portal (MPP) Introduction and Login User Guide located under User Guides.

Payment Initiator: The payment initiator is the Inflation Rebate Payment Initiator Contact in CMS HPMS. This role cannot submit or update bank account information but can download reports and take payment-related actions.

Reports: The reports user is the Inflation Rebate Reports Contact in CMS HPMS. This role allows the user to view and download reports.

Inflation Rebates User Role Table

	CMS HPMS Contact and MPP Inflation Rebate Roles		
My Profile	**Administrator**	**Payment Initiator**	**Reports**
Change Password	Y	Y	Y
Update PIN for payment	Y	Y	N
View bank account information	Y	N	N
Enter information in Request Payer Account Modification Form and submit update	Y	N	N
Enter information in Request Payee Account Modification Form and submit update	Y	N	N

Overview	Administrator	Payment Initiator	Reports
Access Inflation Rebates content	Y	Y	Y

Home	Administrator	Payment Initiator	Reports
View last preliminary report for a unique identifier, Medicare program, and reporting period	Y	Y	Y
View last rebate report for a unique identifier, Medicare program, and reporting period	Y	Y	Y

Report	Administrator	Payment Initiator	Reports
Download data dictionary	Y	Y	Y
Download preliminary rebate reports	Y	Y	Y
Download rebate reports	Y	Y	Y

Suggestion of Error (SOE)	Administrator	Payment Initiator	Reports
Download SOE Aids	Y	Y	Y
Submit SOE and upload supporting documentation	Y	Y	Y
View SOE history	Y	Y	Y

Payments Payable	Administrator	Payment Initiator	Reports
View refund amounts due	Y	Y	Y
Update scheduled payment date for one, multiple, or all refund amounts due	Y	Y	N
Select or deselect one, multiple, or all refund amounts for payment	Y	Y	N
Submit payment	Y	Y	N

Payments Pending	Administrator	Payment Initiator	Reports
View pending payments	Y	Y	Y
Select or deselect one, multiple, or all pending transactions to stop payment	Y	Y	N
Submit stop payment	Y	Y	N

Payments Submitted	Administrator	Payment Initiator	Reports
View submitted payments	Y	Y	Y

MPP Login

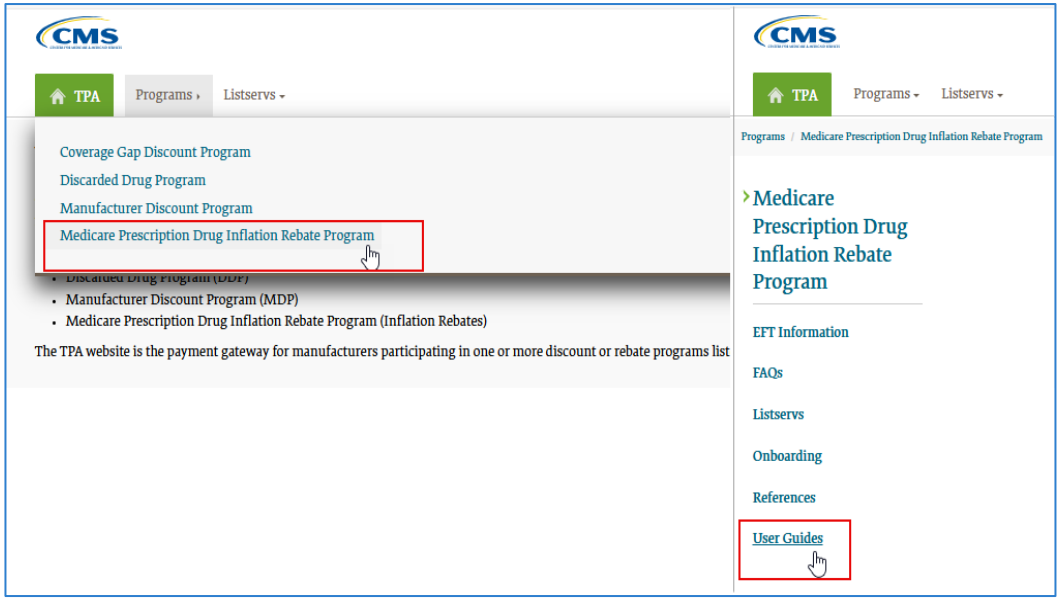
The MPP requires authorization for access, and all authorized users of the MPP and any programs it contains must comply with CMS information security policies, standards, and procedures. Additional information about how to navigate the MPP portal, outside the inflation rebate module, is available in a user guide, Manufacturer Payment Portal (MPP) Introduction and Login User Guide.

Instructions contained within the guide include:

- MPP Location and System Requirements
- Update HPMS Contact Information
- MPP Navigation Links – Login Page
- MPP Portal Login
- MPP – My Profile Instructions

The TPA website (www.tpadministrator.com) contains two links titled "MPP Login." Either link will redirect users to the **MPP Login Page**. To access the MPP, users enter the User ID provided to them by the TPA Operations Team.

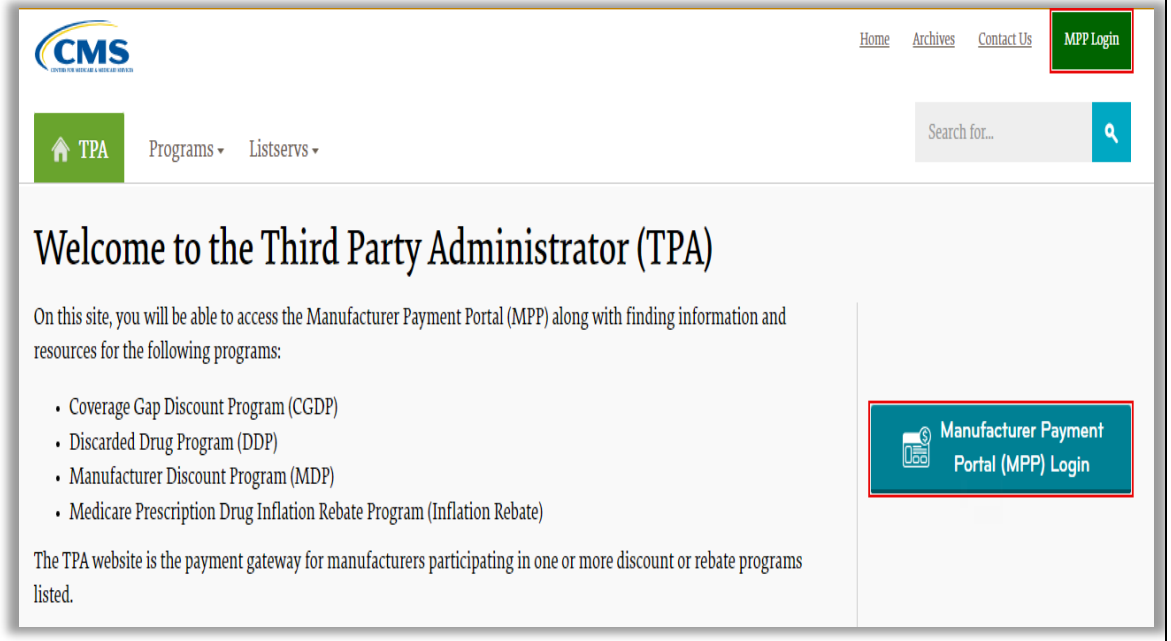
If users need further instructions on logging in, reference the "Manufacturer Payment Portal (MPP) Introduction and Login User Guide" found on the TPA website. The instructions below provide navigation directions to access the login user guide.

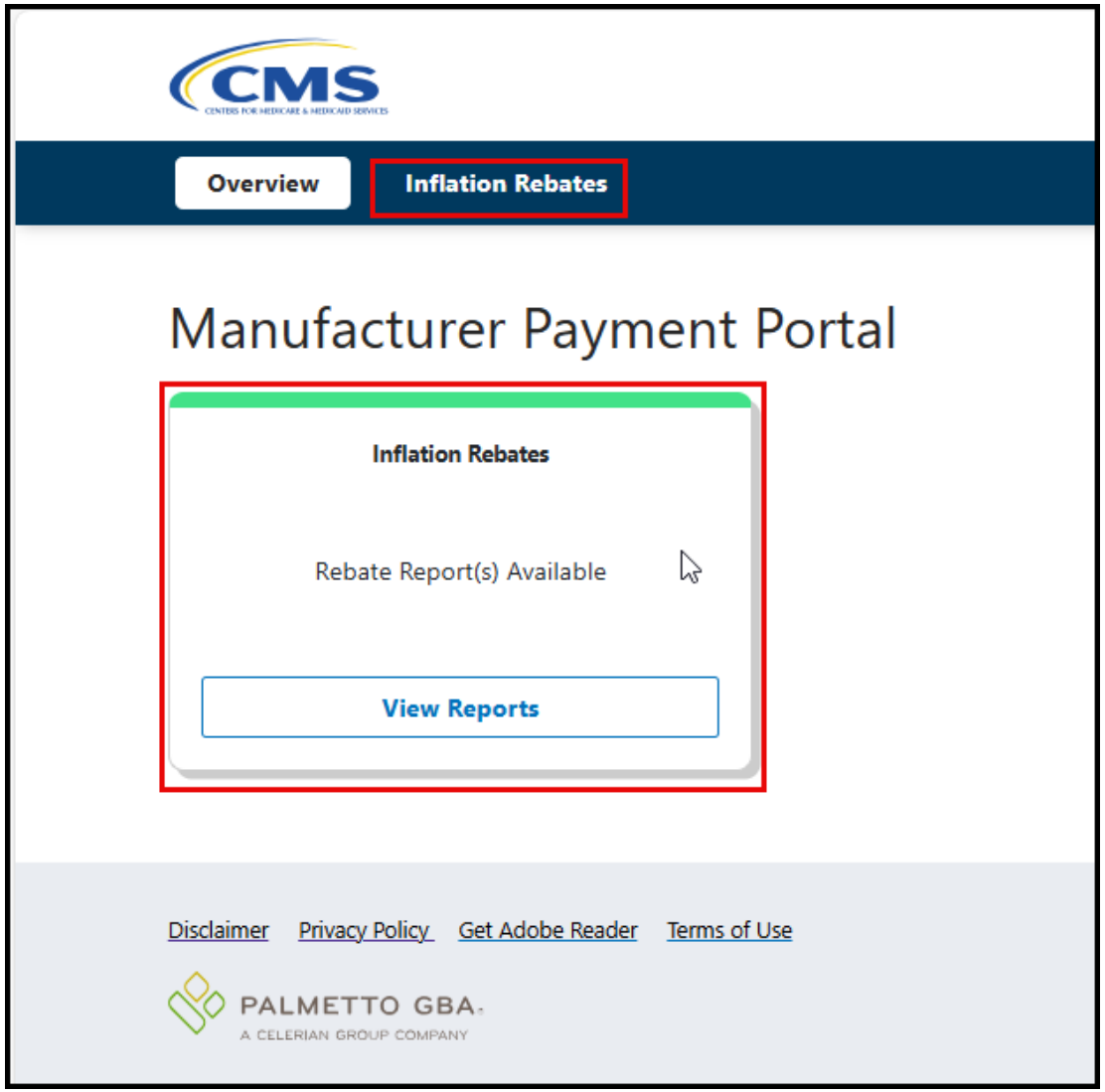
Instructions	Visuals
1. Access TPAdministrator.com and click on the *MPP Login*. • Hover over *Programs* in the horizontal navigation menu and select *Medicare Prescription Drug Inflation Rebate Program.* • Select *User Guides* from the left-hand navigation menu. • Click on the "Manufacturer Payment Portal (MPP) Introduction and Login User Guide" link to open a PDF of the user guide in a separate tab. o For first time users, navigate to the "New User Setup and Login Instructions" section. o For users with accounts already set up, navigate to the "Existing User Login Instructions" section.	

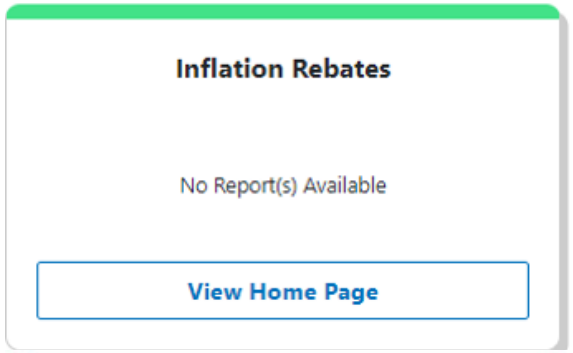
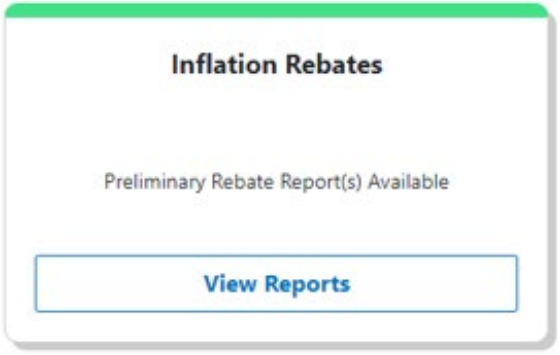
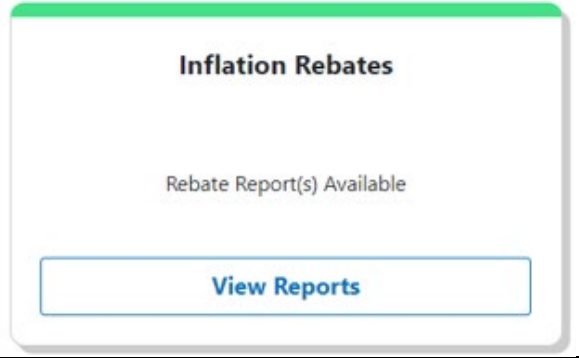
MPP Overview Page

The **MPP Overview Page** includes a feature that notifies users of the most recent Inflation Rebates report(s) published in the MPP. This notification is displayed as text on the overview page, ensuring users are informed about the latest updates.

As an Inflation Rebates manufacturer point of contact, users can access the program via the MPP on the TPAdministrator.com website.

Instructions	Visuals
1. Access TPAdministrator.com and click on the *MPP Login* button.	

Instructions	Visuals
2. After successfully logging in with their user ID, password, and system generated MFA token, users will be directed to the **MPP Overview Page**. This page displays all programs assigned to their user ID as cards.	

Instructions	Visuals
3. The Inflation Rebates content access point provides information about most recent report type (preliminary or rebate) published in the MPP. The data displayed can vary based on the following scenarios: • **No Report(s) Available**: Indicates that no inflation rebate reports have been published for any unique identifier(s) associated with the user ID. • **Preliminary Rebate Report(s) Available**: Indicates that the last report published for a unique identifier associated with the user ID was a preliminary rebate report. • **Rebate Report(s) Available:** Indicates that the last report published for a unique identifier associated with the user ID was a rebate report.	  

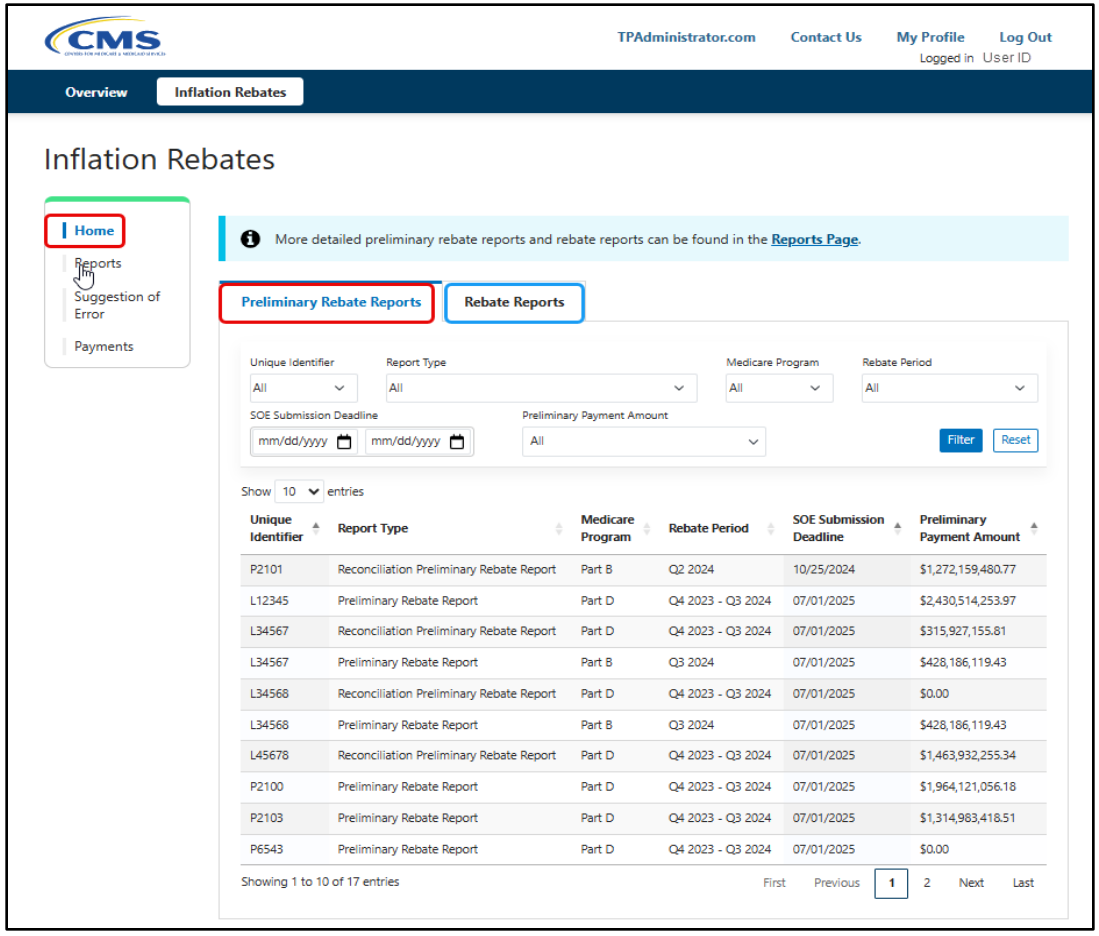
Home Page Overview

The **Home Page** displays a high-level summary of the latest reports published for a unique identifier, Medicare program, and report type. Preliminary rebate reports and rebate reports are organized into separate tabs, each displaying key information such as payment amounts and due dates.

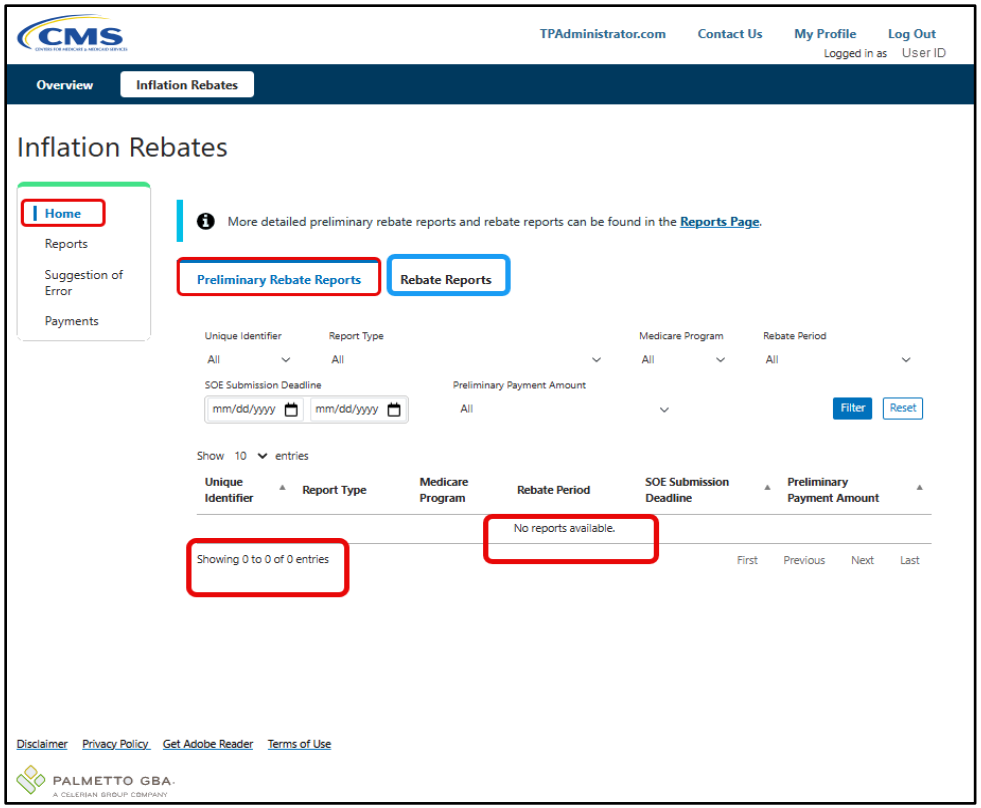
The page defaults to the tab with the most recently published report type (preliminary or rebate), ensuring quick access to the latest information. The reports displayed on each tab are those with the most recent publish date for distinct combinations of a unique identifier, Medicare program (Part B or D), and report type.

Preliminary Rebate Reports Tab

The **Preliminary Rebate Reports Tab** displays key information on the most recently published preliminary rebate report(s) assigned to the user, including the SOE submission deadline. Users can filter the **Preliminary Rebate Reports Tab Table** by unique identifier, report type, Medicare program, rebate period, SOE submission deadline, and preliminary rebate amount.



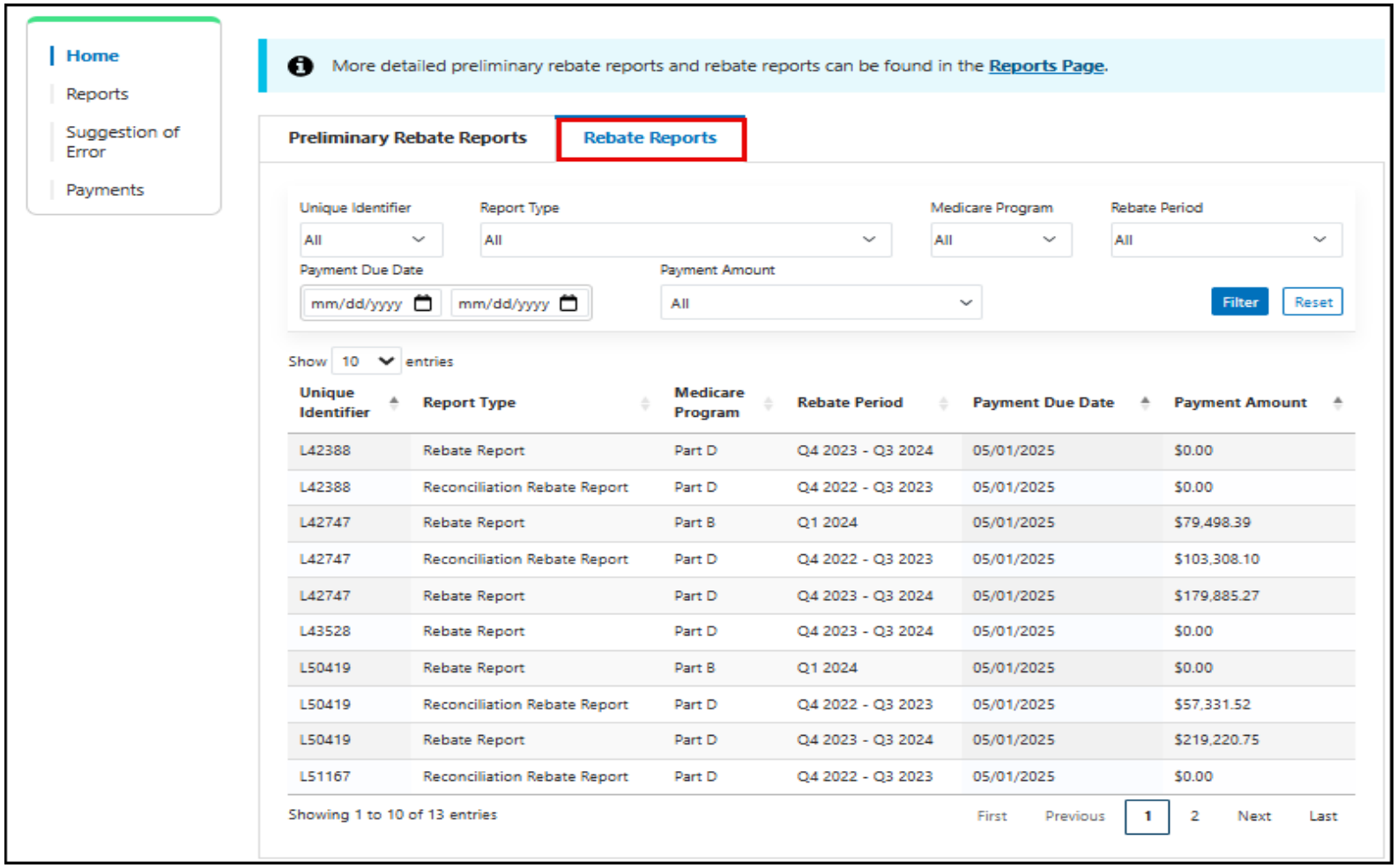
If there are no preliminary rebate reports published for any unique identifier(s) associated with a user's ID, the table will display "No reports available."



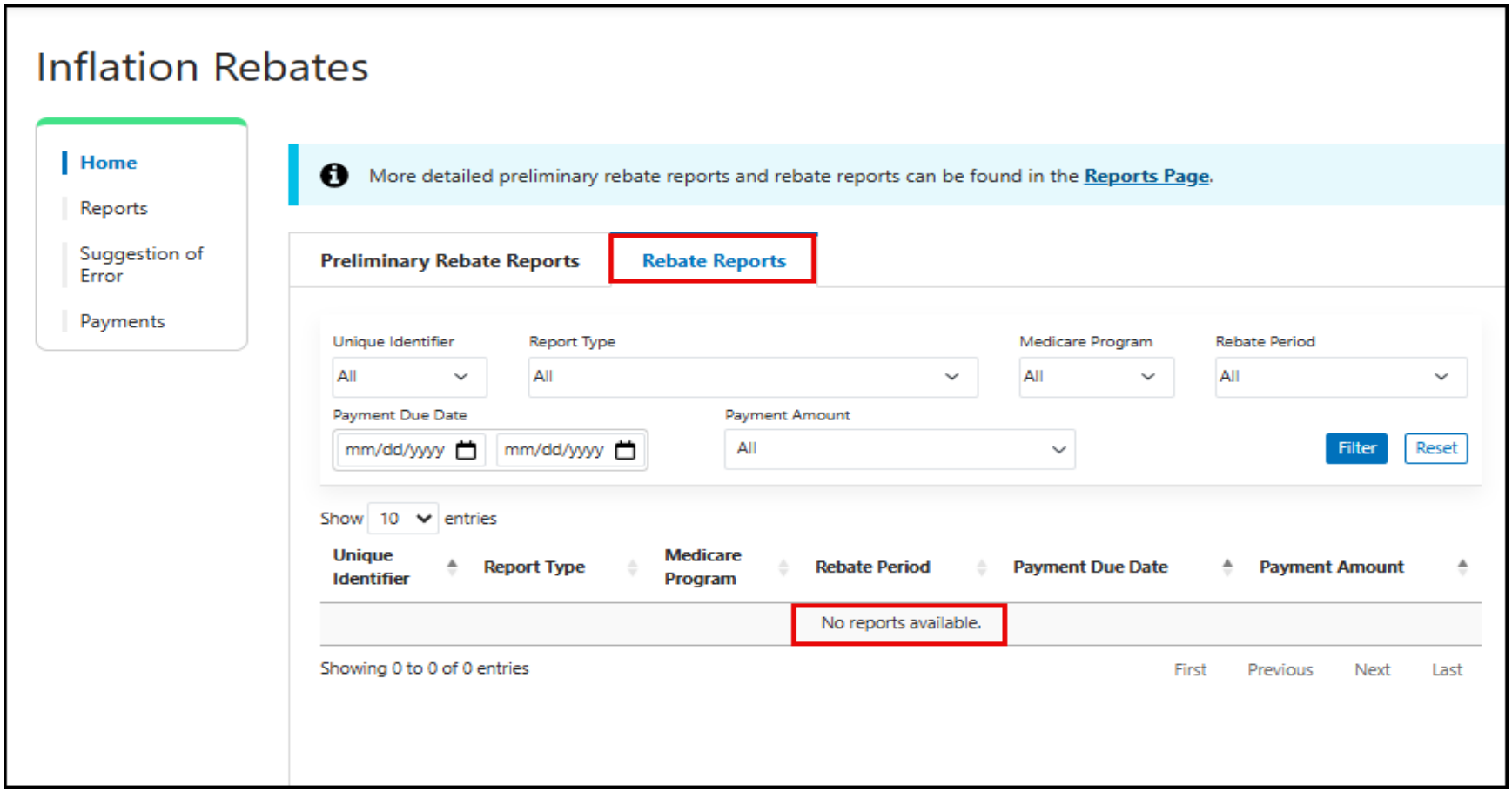
For an outline of other basic features available on the page, refer to the tables listed at the end of the user guide under References (*Table 1: Common Features on All Pages*). To download full preliminary rebate report details, see the *Preliminary Rebate Reports Tab Functionality* section below.

Rebate Report Tab

The **Rebate Reports Tab** displays key information on the most recently published rebate report(s) assigned to the user. Users can filter the **Rebate Reports Tab Table** by unique identifier, report type, Medicare program, rebate period, payment due date, and payment amount.



If there are no rebate reports published for any unique identifier(s) associated with a user's ID, the table will display "No reports available."

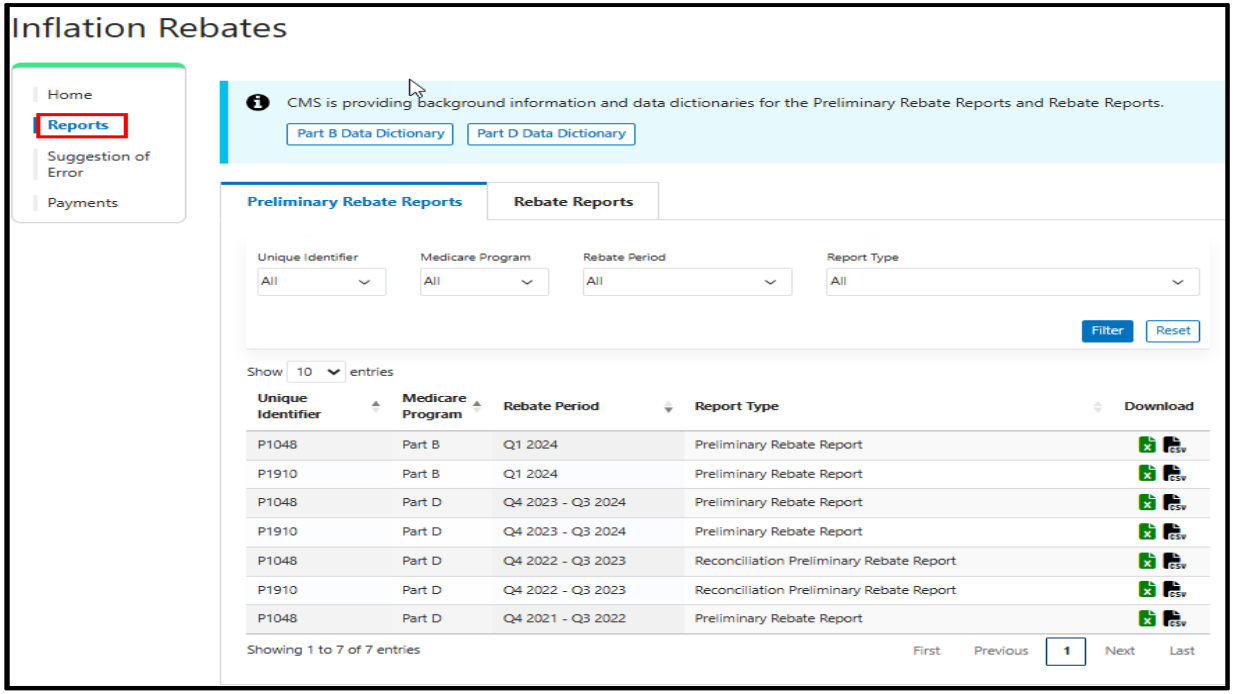


For an outline of other basic features available on the page, refer to the tables listed at the end of the user guide under References (*Table 1: Common Features on All Pages*). To download full rebate report details, see the *Rebate Reports Tab Functionality* section below.

Rebate Reports Page Overview

The **Reports Page** allows users to download preliminary rebate reports and rebate reports to review rebate details for unique identifiers assigned to the user. The reports can be downloaded in either excel or CSV format. The page is divided by function into two tabs: Preliminary Rebate Reports and Rebate Reports.

Report and field background information for the Preliminary Rebate Reports and the Rebate Reports can be found in the Part B and Part D Data Dictionaries. When the user clicks the Part B Data Dictionary or Part D Data Dictionary buttons in the blue banner at the top of the page, a new browser window will open to the TPA website with a link to the respective data dictionary document. The data dictionaries may be periodically updated to reflect current report and field information.



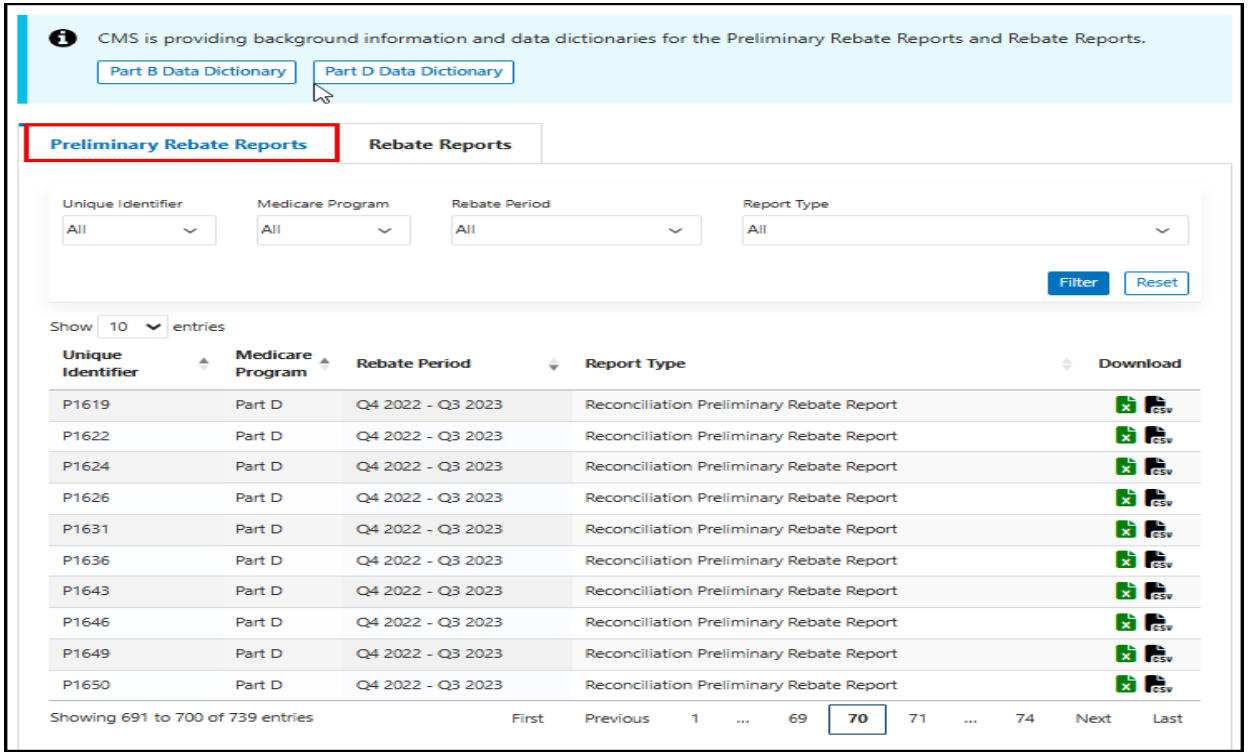
For a detailed outline of each Report Tab with field definitions, refer to the tables listed at the end of the user guide, under References:

- Table 1: Common Features on All Pages
- Table 2: Preliminary Reports Tab
- Table 3: Rebate Reports Tab

Preliminary Rebate Reports Tab Functionality

The **Preliminary Rebate Reports Tab** allows users to select preliminary rebate reports for download. The Preliminary Rebate Reports Tab Table displays a line item for each available preliminary rebate report for all unique identifiers assigned to the user. Report line items are defined by distinct combinations of Unique Identifier, Medicare Program, Reporting Period, and Report Type.

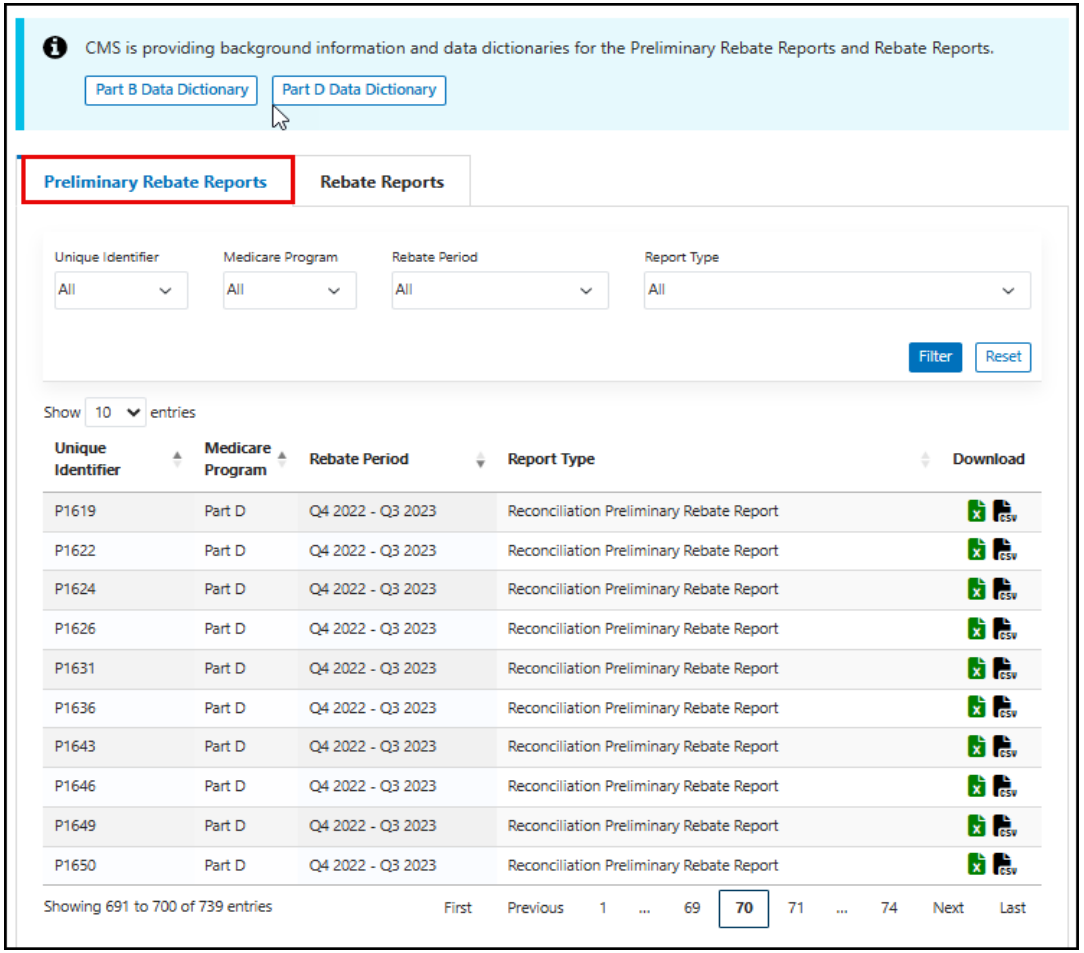
Preliminary rebate reports are published ahead of rebate reports for the manufacturer to review potential rebate amounts owed. Any rebate amounts owed are only based on reports found on the **Rebate Report Tab**.



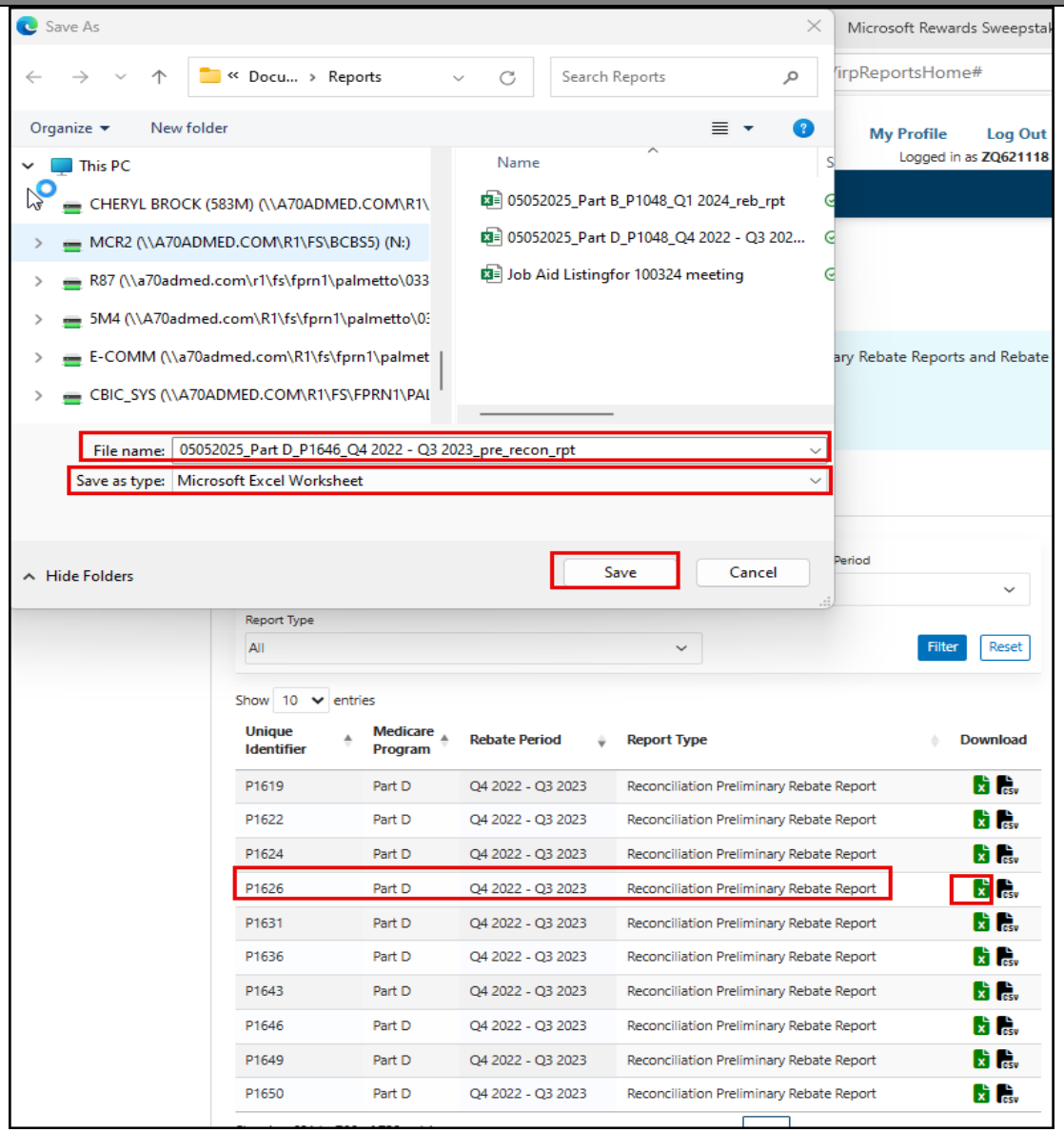
The functionality accessible on the **Preliminary Rebate Reports Tab** is available for all roles. For additional information, refer to *Table 5: Preliminary Reports Tab*.

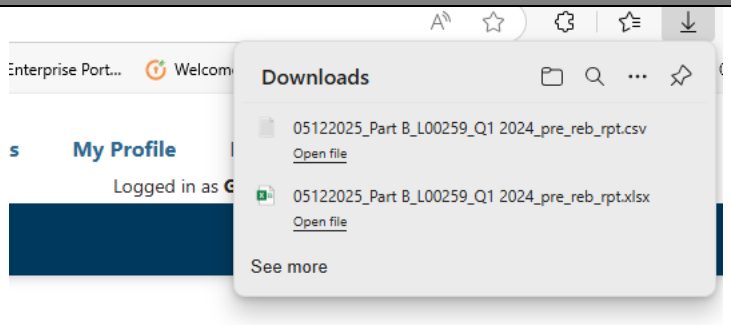
Downloading Preliminary Rebate Reports

This portion of the user guide is intended for users with any role type. It provides detailed steps on how to select a preliminary rebate report to download.

Instructions	Visuals
1. Once in the Inflation Rebates module, select *Reports* from the left-hand navigation menu and click on the **Preliminary Rebate Reports Tab**. 2. Users can filter the report line items displayed by using one or more of the filters listed: • Unique Identifier • Medicare Program • Rebate Period • Report Type	

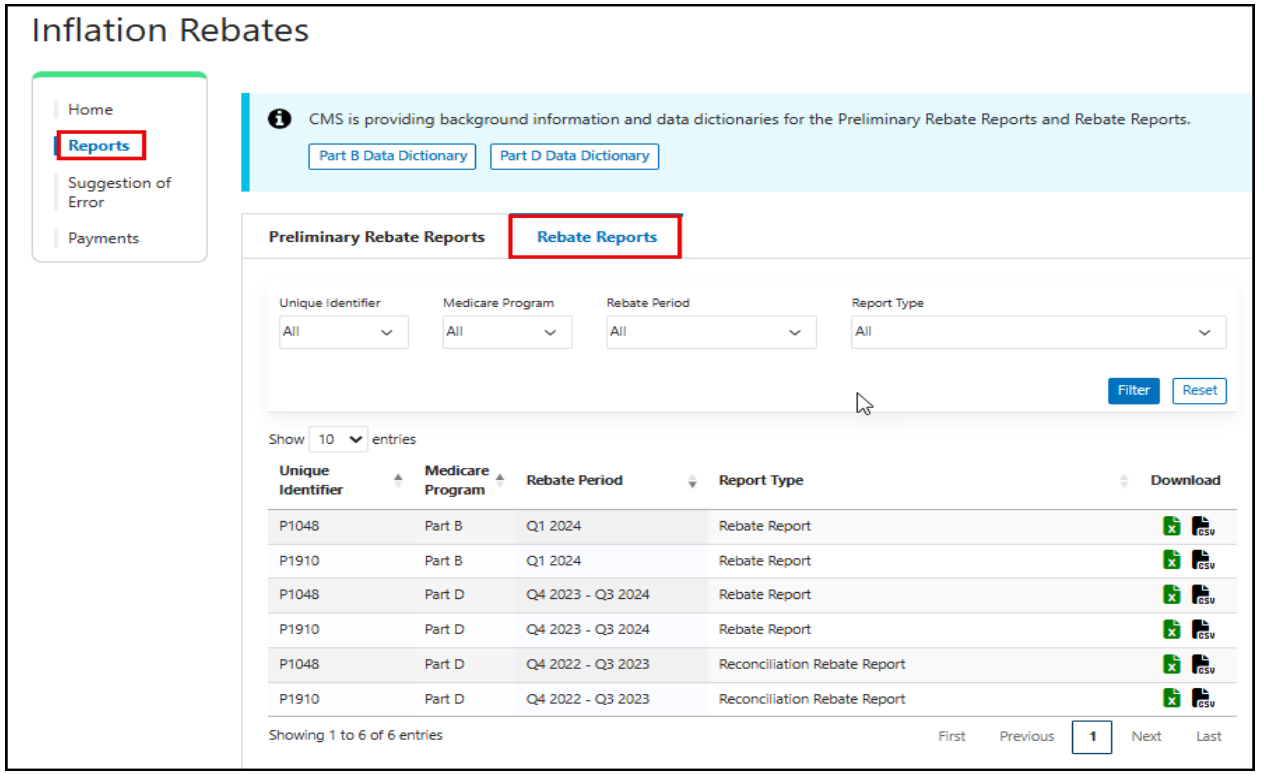
Instructions	Visuals
3. To download a report, users can click on either the Excel (left) or CSV (right) icon next to the report line item the user wants to download. The report will be downloaded into the user's Downloads folder for review outside of the MPP system. 4. The file naming convention is: mmddyyyy_Part[B/D]_Unique ID_Reporting Period_Report Type_Name. (i.e.,05052025_PartD_P1646_Q4 2022 – Q3 2023_pre-recon-rpt)	

Instructions	Visuals
5. These screenshots illustrate the naming convention of the reports and how download results may vary depending on Browser and Windows version and user settings.	

Instructions	Visuals
	

Rebate Reports Tab Functionality

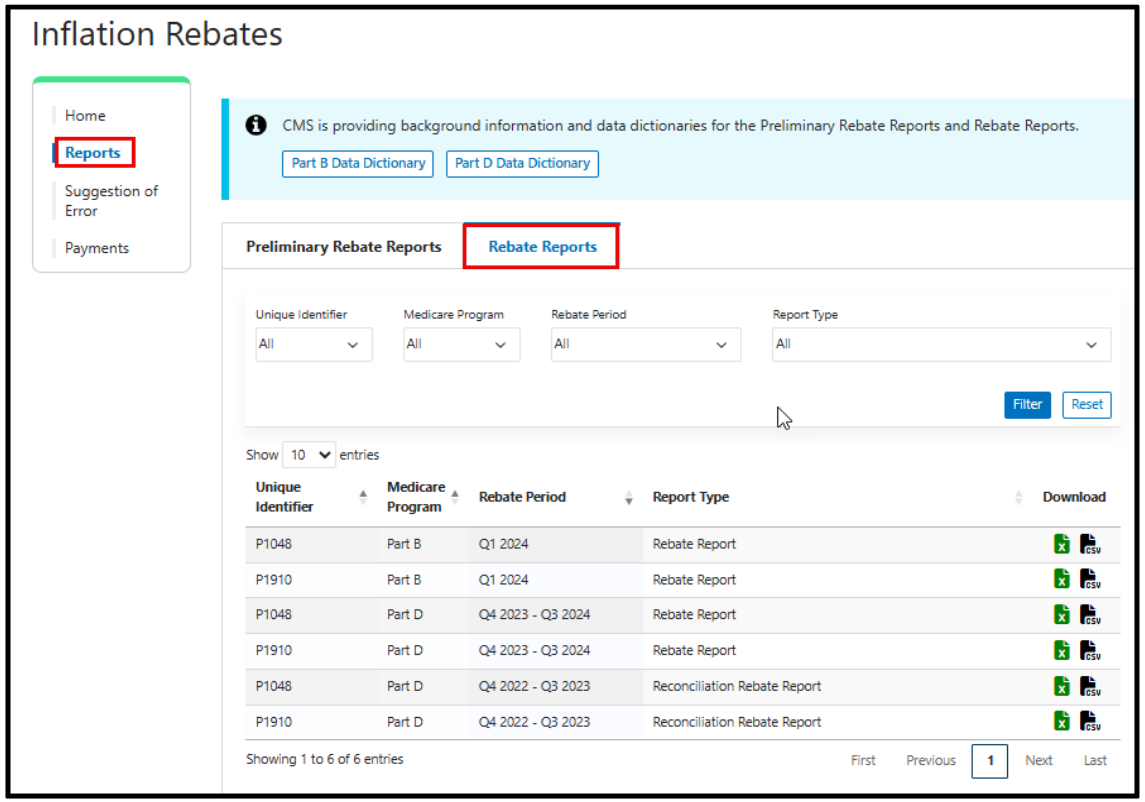
The **Rebate Reports Tab** allows users to select rebate reports for download. The Rebate Reports Tab Table displays a line item for each available rebate report for all unique identifiers assigned to the user. Report line items are defined by distinct combinations of Unique Identifier, Medicare Program, Reporting Period, and Report Type.



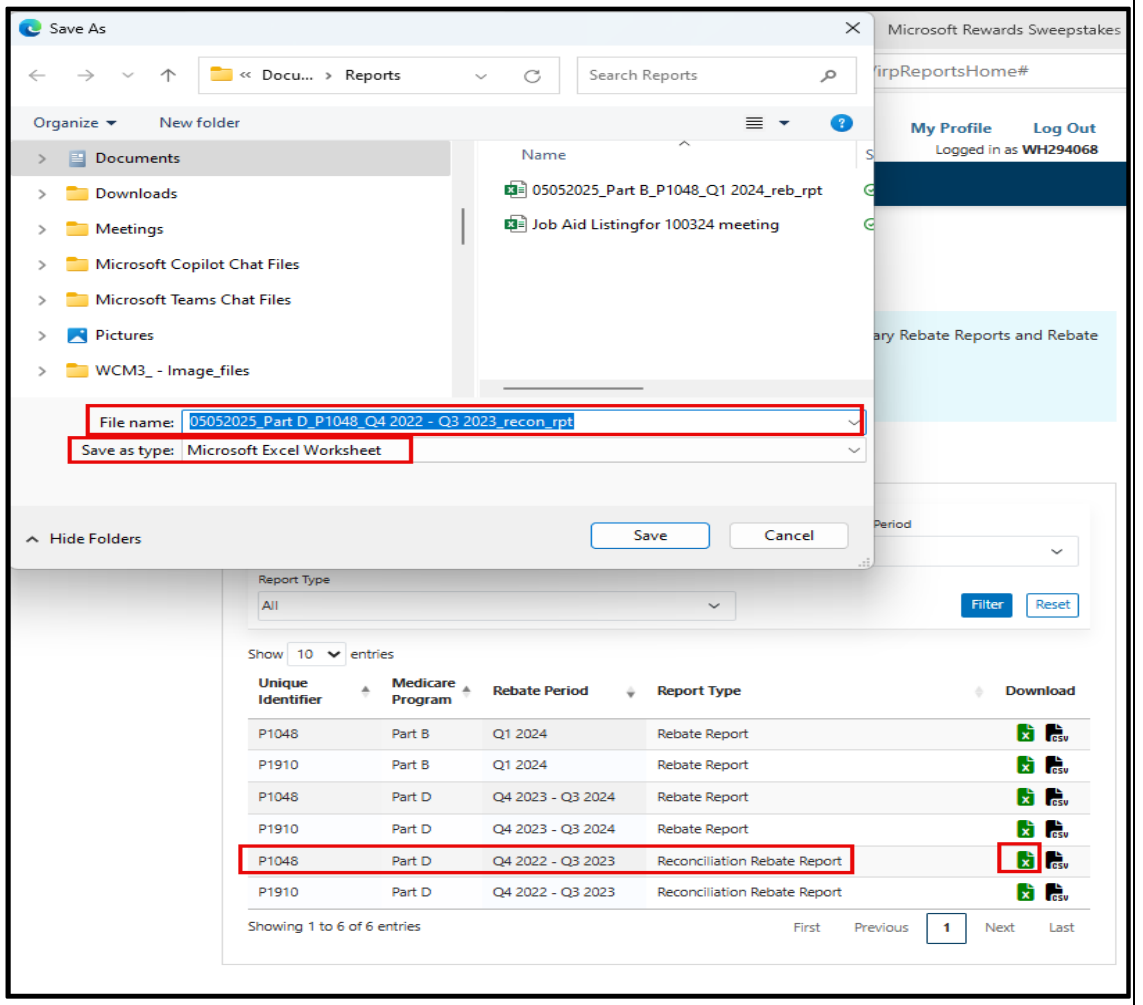
The functionality accessible on the **Rebate Reports Tab** is available for all roles. The differing roles and correlating views are defined in the *Inflation Rebate User Role Table* under the "Inflation Rebates User Roles" Section of the user guide.

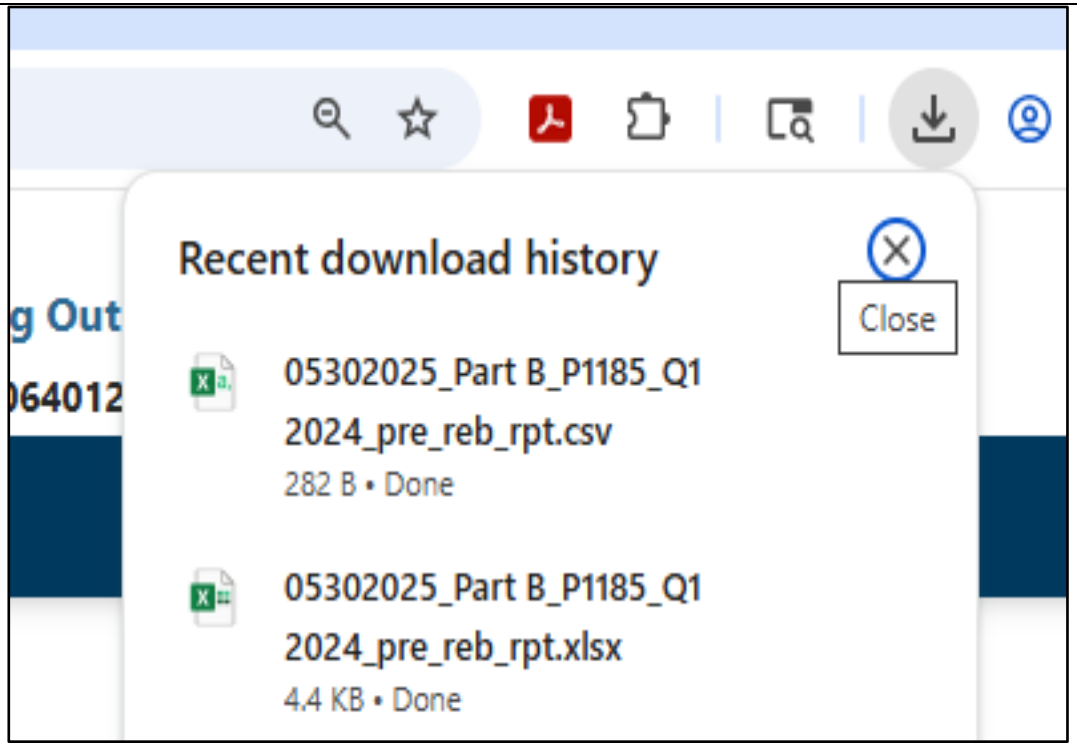
Downloading Rebate Reports

This portion of the user guide is intended for users with any role type. It provides detailed steps on how to select a rebate report to download.

Instructions	Visuals
1. Once in the Inflation Rebates module, select *Reports* from the left-hand navigation menu, and click on the **Rebate Reports Tab**. 2. Users can filter the report line items displayed by using one or more of the filters listed: • Unique Identifier • Medicare Program • Rebate Period • Report Type	

Instructions	Visuals
3. In the Reports Table, locate the rebate report to download. 4. To download a report, users can click on either the *Excel* (left) or *CSV* (right) icon next to the report line item the user wants to download. The report will be downloaded into the user's download folder for review outside of the MPP system. 5. The file naming convention is: mmddyyyy_Part[B/D]_Unique ID_Reporting Period_Report Type_Name (i.e., 05052025_PartD_P1048_Q4 2022 – Q3 2023_recon-rpt)	

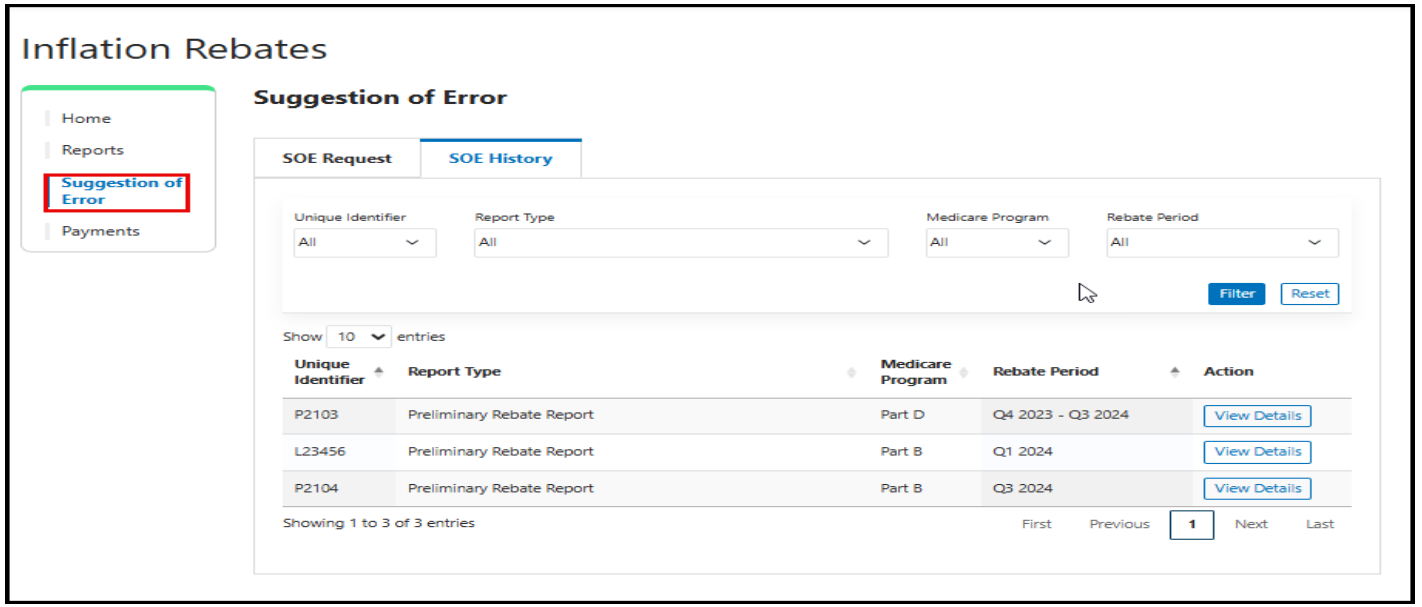
Instructions	Visuals
6. These screenshots illustrate the naming convention of the reports and how download results may vary depending on Browser and Windows version and user settings.	


Recent download history
Close
05302025_Part B_P1185_Q1 2024_pre_reb_rpt.csv
282 B • Done
05302025_Part B_P1185_Q1 2024_pre_reb_rpt.xlsx
4.4 KB • Done

Suggestion of Error Page Overview

The Inflation Rebate Suggestion of Error (SOE) functionality enables users to upload new and see previous SOE submissions made on behalf of drug manufacturers. The SOE page is divided by function into two tabs: SOE Request and SOE History.

- The **SOE Request Tab** allows users to upload SOE submissions for preliminary rebate reports during an open SOE response window for CMS to review.
- The **SOE History Tab** allows users to review the upload details of their SOE submissions.



For a detailed outline of each SOE Tab with field definitions, refer to the tables listed at the end of the user guide, under References:

- Table 4: SOE Request Tab
- Table 5: SOE History Tab

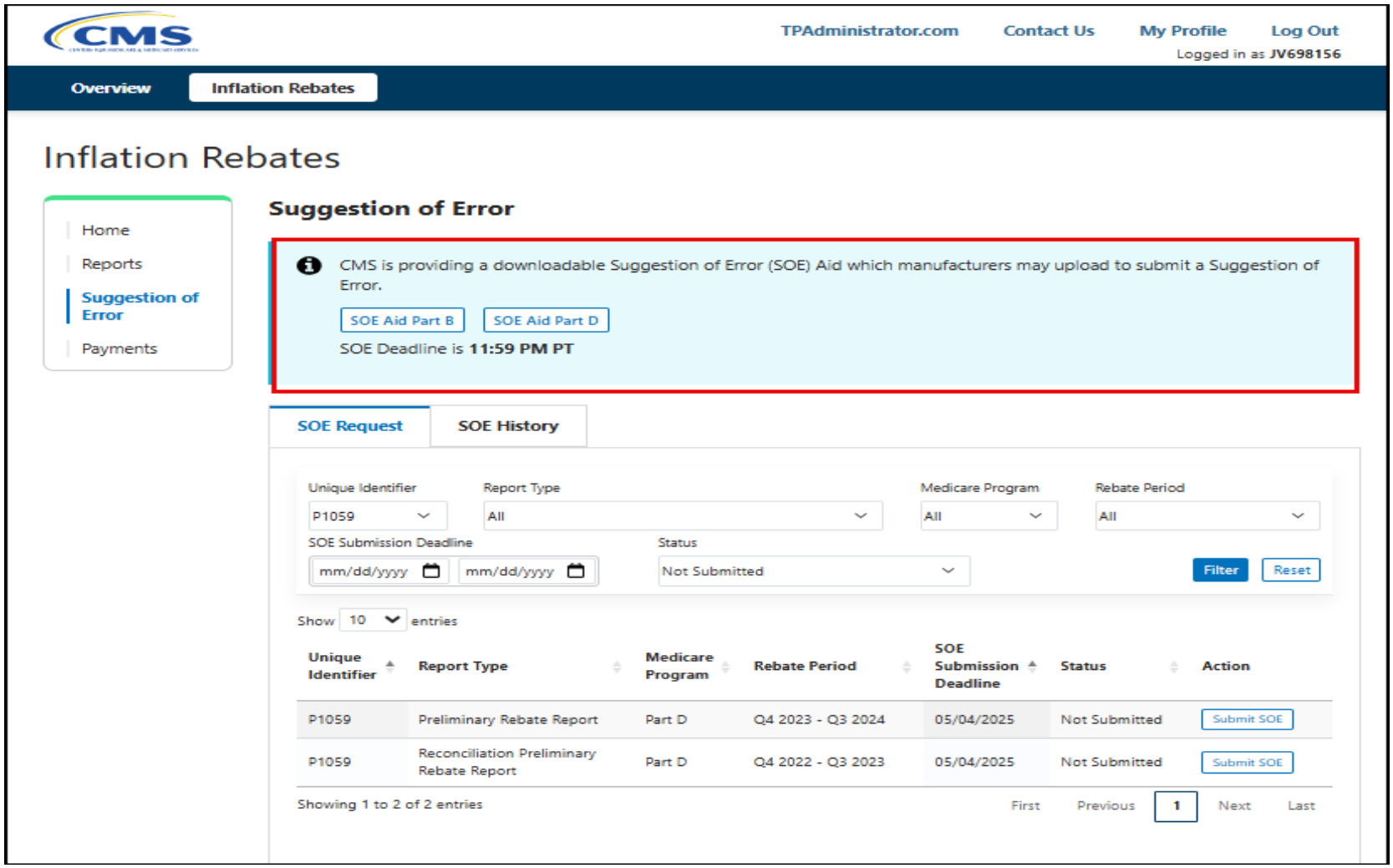
SOE Request Tab Functionality

The **SOE Request Tab** allows users to upload SOE submissions for preliminary rebate reports with an open SOE response window for CMS to review. When the user navigates to the **SOE Page**, the **SOE Request Tab** is displayed if the user has access to any unique ID's that have been issued a preliminary rebate report with an open SOE window. The functionality accessible on the **SOE Request Tab** is available for all roles.

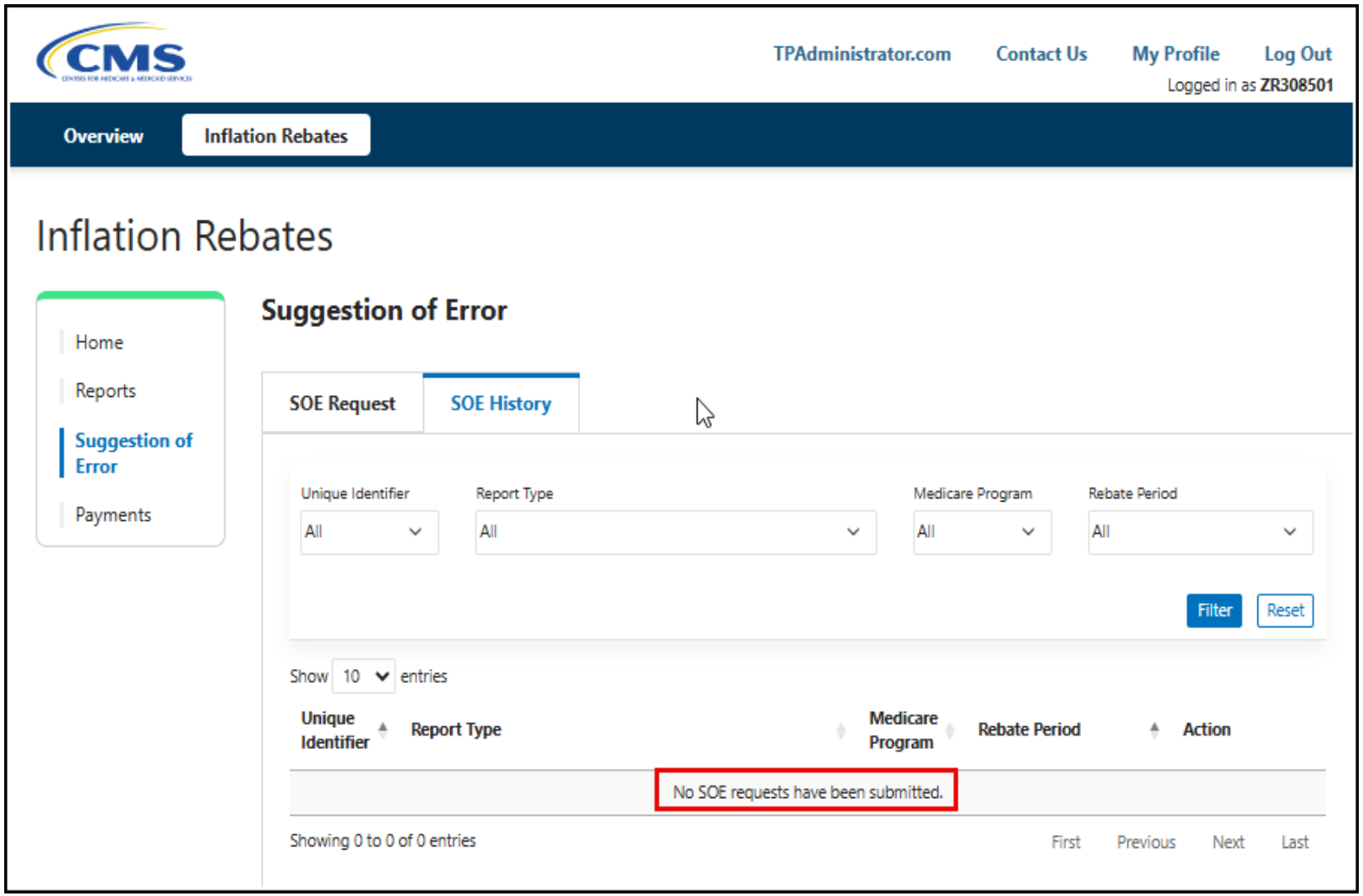
Each line item in the SOE Request Tab Table corresponds to an individual preliminary rebate report, which can be downloaded for a more detailed review on the Reports page. Users can submit multiple SOEs for a single preliminary rebate report during the SOE window, but CMS will only review the last file uploaded at the end of the SOE submission deadline for each unique ID and each report type. The last SOE submission upload file should include all drugs under the unique ID for which the SOE is being submitted.

SOE response windows are only open for a limited period. The SOE Submission Deadline column in the SOE Request Table contains the SOE submission deadline for the corresponding preliminary report. Once the SOE submission deadline has passed, the report will no longer appear on the **SOE Request Tab**.

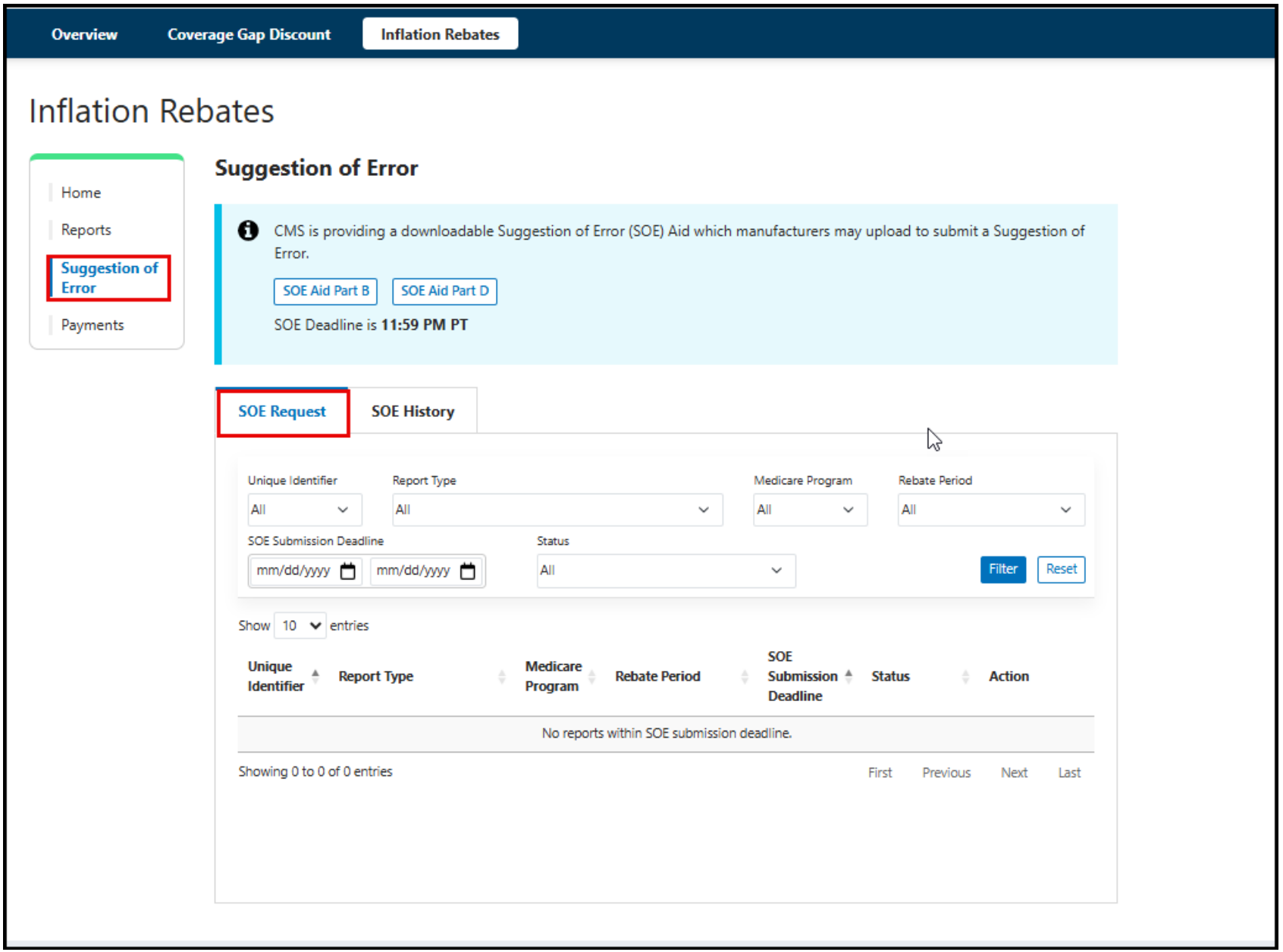
Users can download SOE aids to fill out and upload as their SOE submission. SOE aids can be downloaded from the links at the top of the SOE page (shown below) or within the Medicare Prescription Drug Inflation Rebate Program References section on the TPA site. These aids help ensure that users include all the information that is necessary for a complete SOE submission. There are separate SOE aids for submissions related to Part B and Part D preliminary rebate reports. Each aid has detailed instructions on how to fill them out. In lieu of using the provided SOE Aid, users may elect to upload their own document.



Note: If the user has no preliminary rebate reports with an open SOE window, navigating to the SOE page will display the **SOE History Tab** as the default view. Any user submitted SOEs will appear on the SOE History Tab. If the user has not submitted any SOEs, the SOE History Tab Table will display the message "No SOE requests have been submitted" (shown below).



When SOE Request Table does not contain any preliminary reports available to submit a SOE, the table will display the message “No reports within SOE submission deadline” (shown below).


Overview
Coverage Gap Discount
Inflation Rebates
Inflation Rebates
Home
Reports
Suggestion of Error
Payments
Suggestion of Error
CMS is providing a downloadable Suggestion of Error (SOE) Aid which manufacturers may upload to submit a Suggestion of Error.
SOE Aid Part B
SOE Aid Part D
SOE Deadline is 11:59 PM PT
SOE Request
SOE History
Unique Identifier
All
Report Type
All
Medicare Program
All
Rebate Period
All
SOE Submission Deadline
mm/dd/yyyy
mm/dd/yyyy
Status
All
Filter
Reset
Show 10 entries
Unique Identifier
Report Type
Medicare Program
Rebate Period
SOE Submission Deadline
Status
Action
No reports within SOE submission deadline.
Showing 0 to 0 of 0 entries
First
Previous
Next
Last

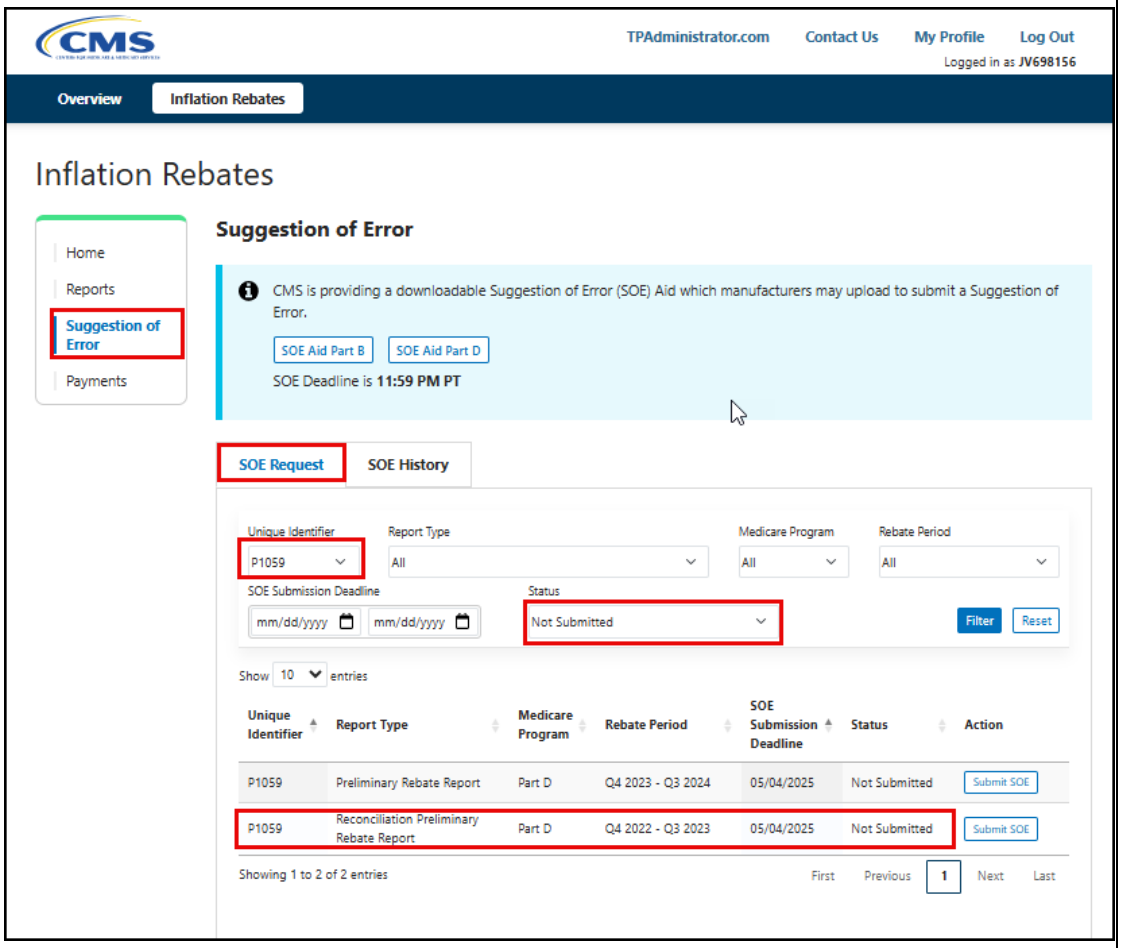
Submitting a Suggestion of Error File

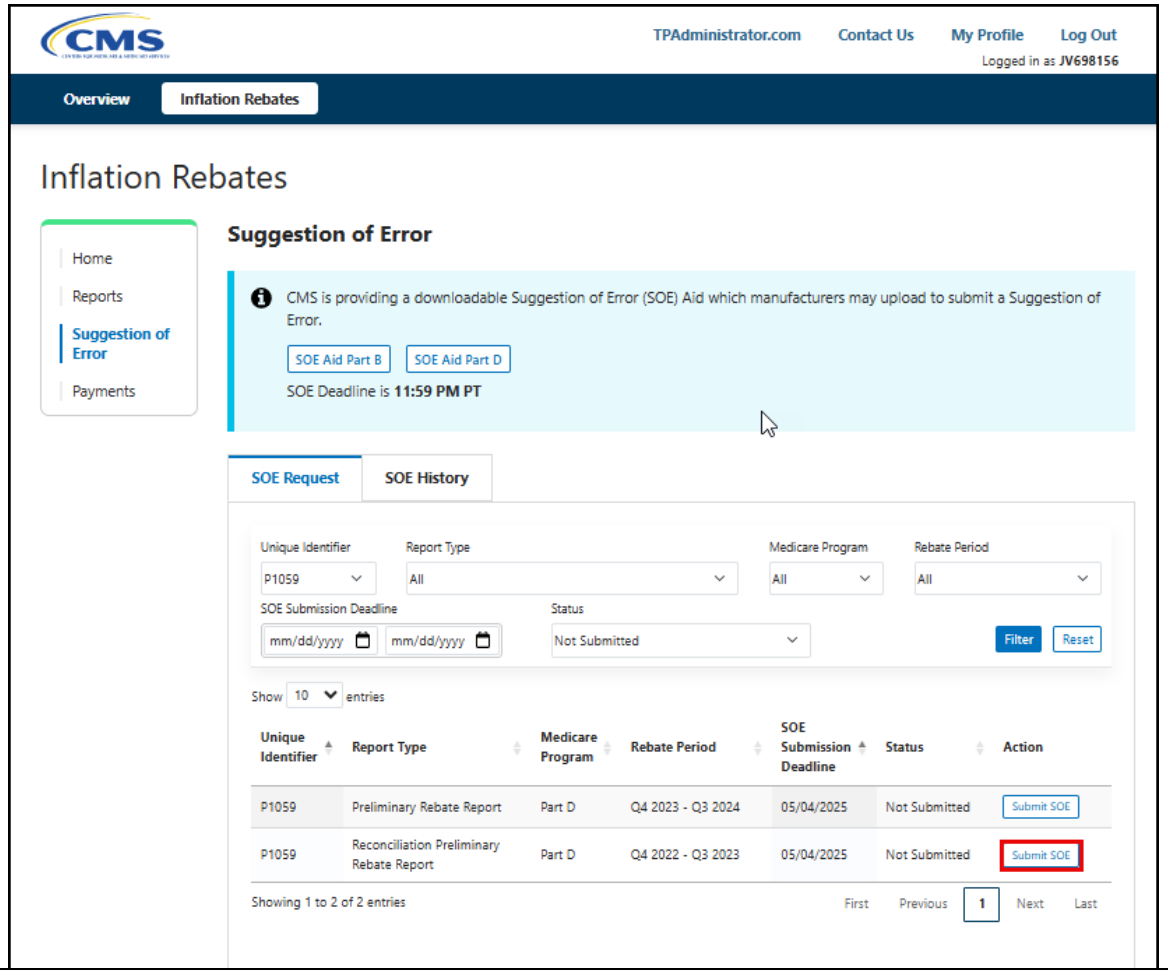
This portion of the guide provides detailed steps on how to search for specific preliminary rebate reports on the **SOE Request Tab** and submit SOE's for them.

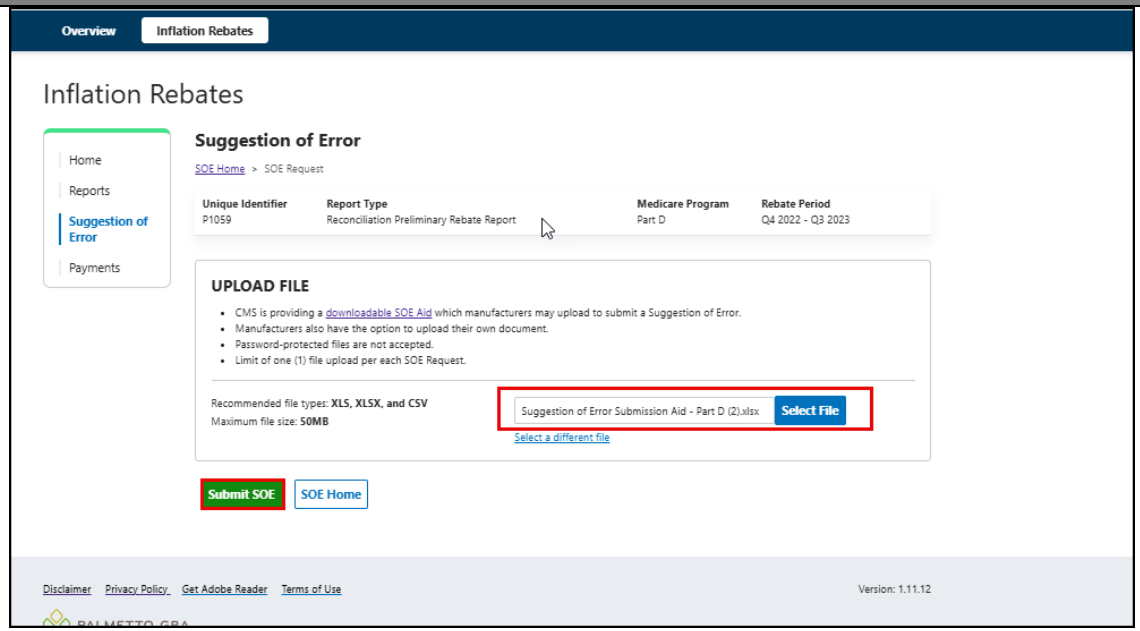
SOE File Requirements

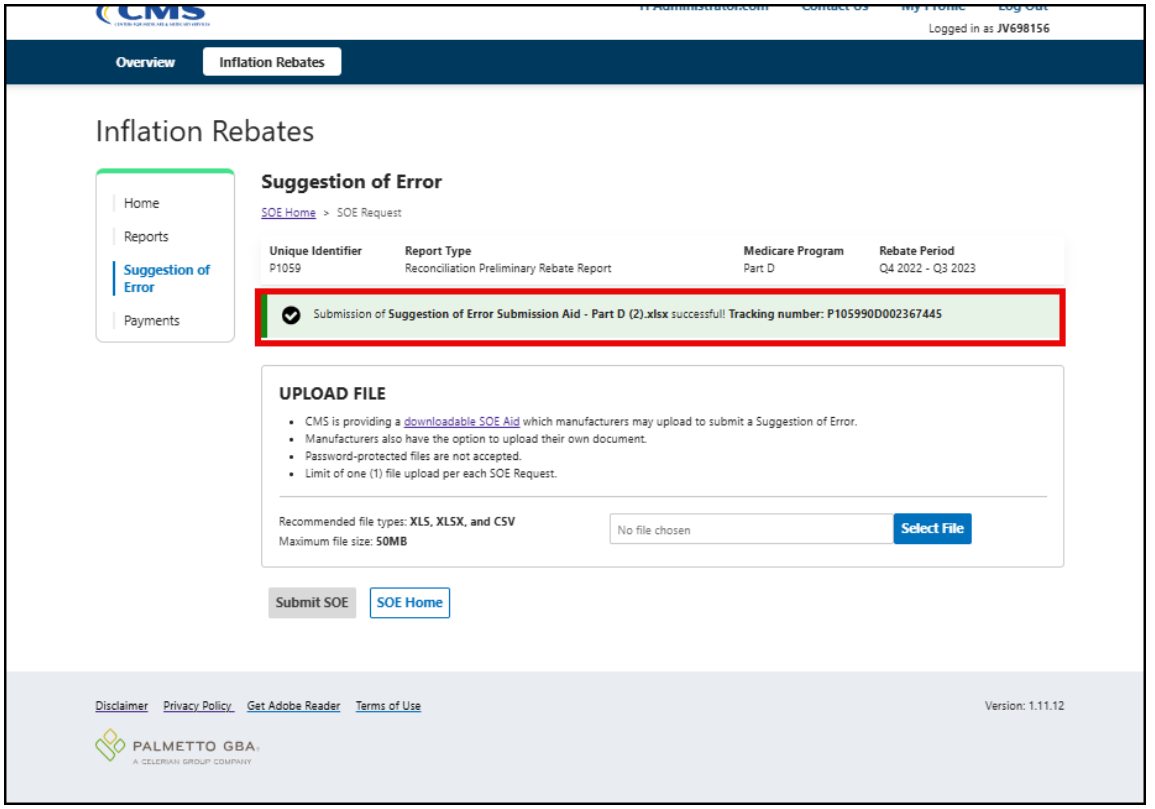
The instructions below assume the user has already filled out an SOE aid or created their own document that includes all necessary information to be considered a complete SOE. Only one file can be uploaded per SOE Request, and it must meet certain criteria:

- The file size must be less than 50MB.
- File Types
  - The recommended file types are XLS, XLSX, and CSV.
  - All acceptable file types are XLS, XLSX, CSV, PDF, DOC, DOCX, and TXT.
- File Name Validation
  - Alphanumeric characters accepted: A-Z, a-z, and 0-9.
  - Special characters accepted: space ( ), hyphen (-), underscore (_), and period (.).
  - Maximum of 150 characters.
- Password-protected files are not accepted.

Instructions	Visuals
1. Once in the Inflation Rebates module, select *Suggestion of Error* from the left-hand navigation menu. The display will default to the **SOE Request Tab** if there are preliminary rebate reports with an open SOE window. 2. Users can filter the report line items displayed by using one or more of the filters listed: • Unique Identifier • Report Type • Medicare Program • Rebate Period • SOE Submission Deadline • Status	

Instructions	Visuals
3. Click on the *Submit SOE* button on the report line item corresponding to the preliminary rebate report for which the user wants to submit an SOE. The user will be directed to the SOE Request upload screen.	

Instructions	Visuals
4. Prior to uploading a file, the user should confirm the SOE submission is for the specific Unique ID, Report Type, Program, and Report Period displayed above the Upload File section. 5. Click on *Select File* to select the file with the SOE submission information. CMS recommends using the Part B or Part D SOE Aid to submit SOE information. 6. Click on *Open* and the document file name will display in the selection box. 7. Click on the *Submit SOE* button to upload the document. The document will not be uploaded until the *Submit SOE* button is clicked.	

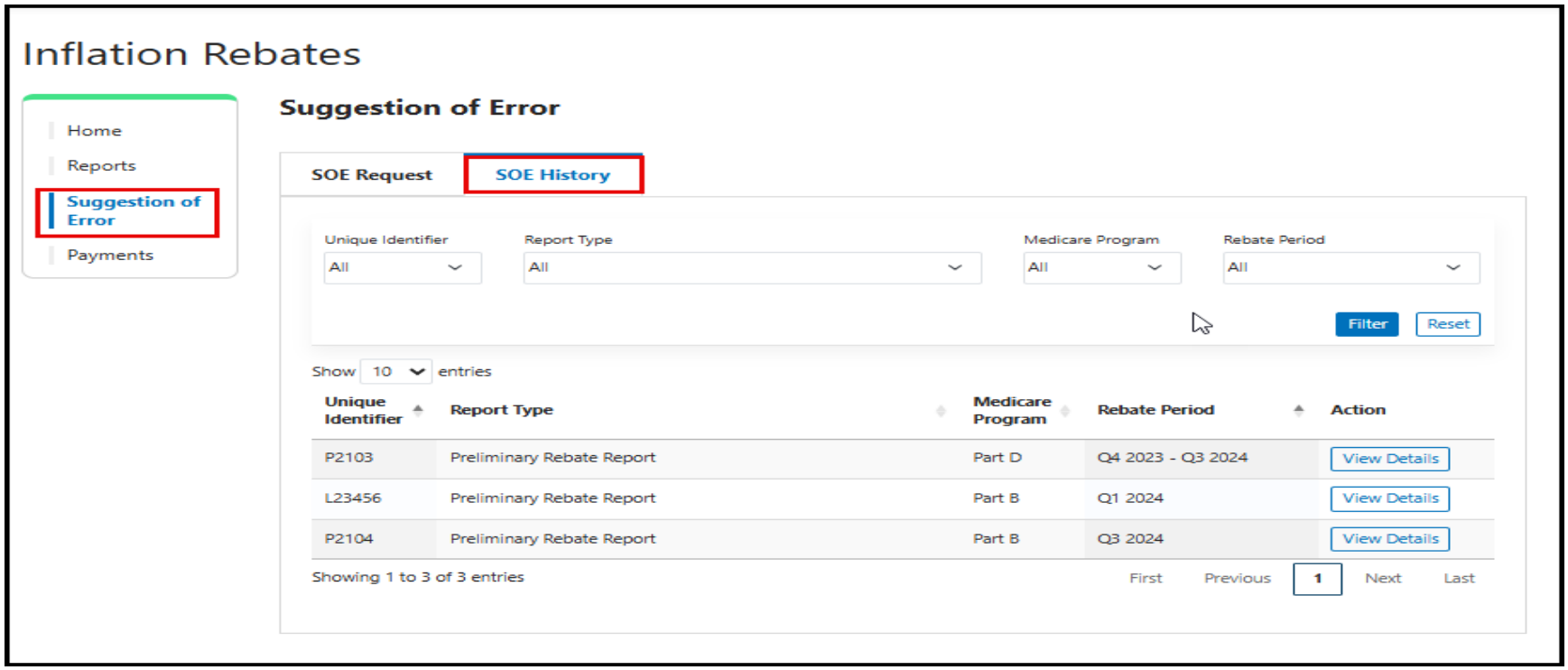
Instructions	Visuals
8. Upon successful submission of an uploaded file, users will receive a successful submission message in a green banner which includes a tracking number assigned to the uploaded file submission.	

SOE History Tab Functionality

The **SOE History Tab** allows users to review the upload details of SOE submissions for preliminary rebate reports associated with any Unique IDs assigned to the user. The SOE History Tab Table displays identifying information about preliminary rebate reports for which an SOE has been submitted. Each preliminary rebate report line item is defined by a unique combination of Unique ID, Medicare Program, Report Type, and Rebate Period.

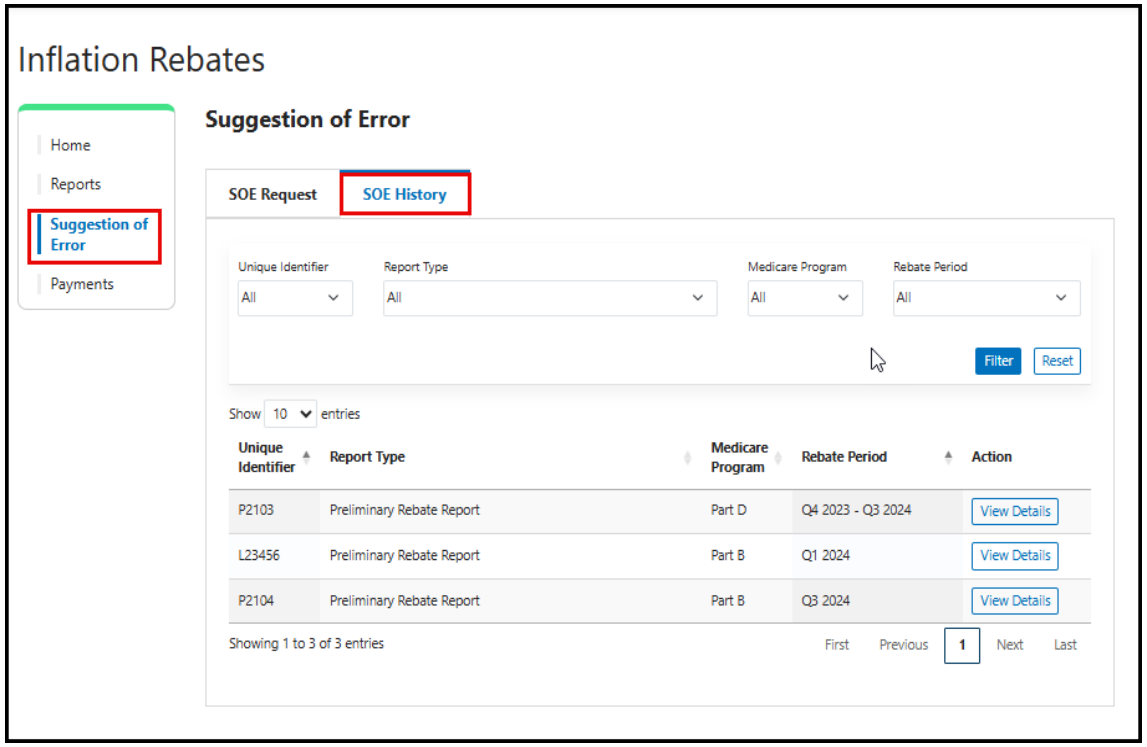
The SOE History Details screen provides upload information for every SOE submission for a selected preliminary rebate report. The user can also confirm if the upload status was successful or if there was an error when uploading the SOE submission.

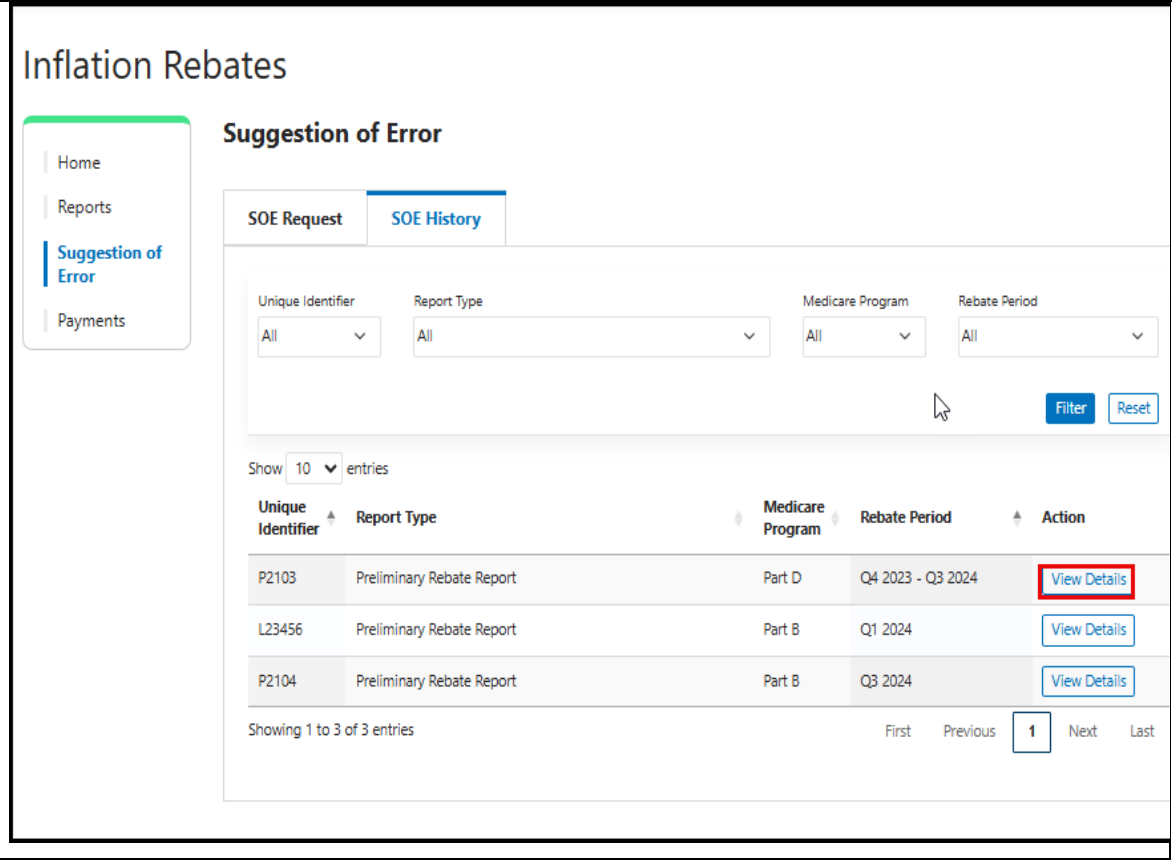
Navigating to the SOE page will display the **SOE History Tab** as the default view when the user has no preliminary rebate reports available with an open SOE window.

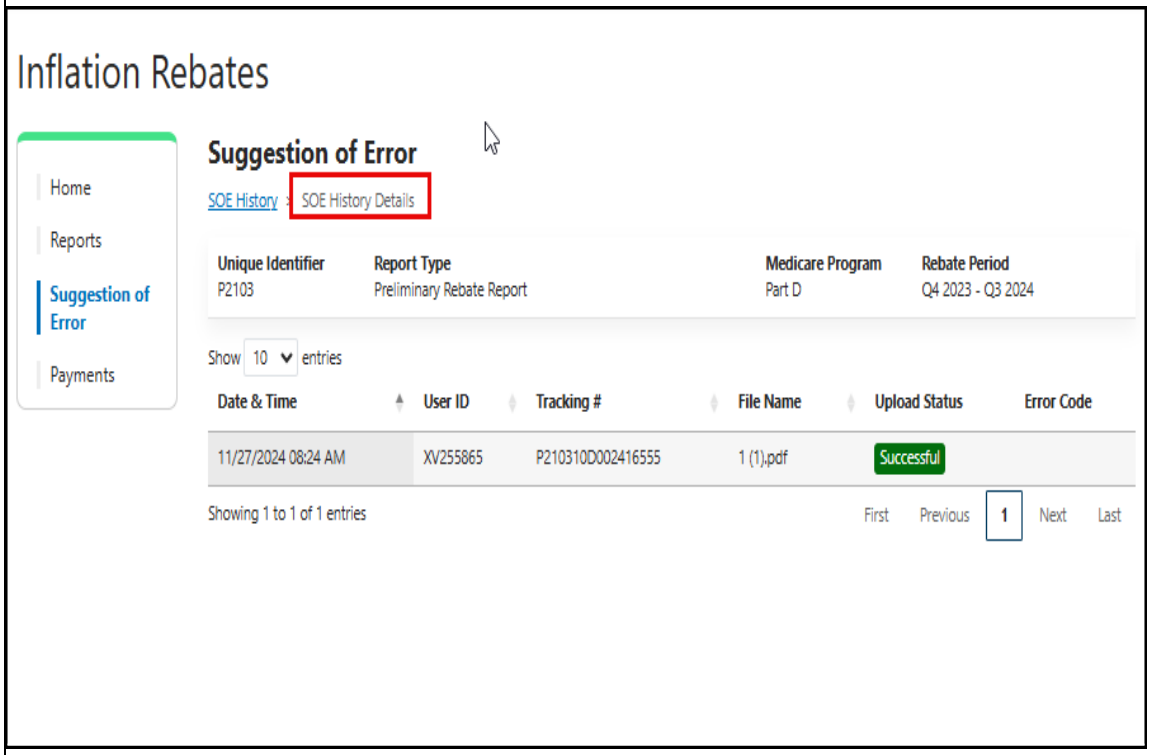


Viewing Submitted SOE History Details

This portion of the guide provides detailed steps on how to search for specific preliminary rebate reports on the **SOE History Tab** and submitted SOE's for them.

Instructions	Visuals
1. Once in the Inflation Rebates module, select *Suggestion of Error* from the left-hand navigation menu. Click on the *SOE History Tab*. The **SOE Page** will default to the **SOE History Tab** when there are no preliminary rebate reports with an open SOE window.	

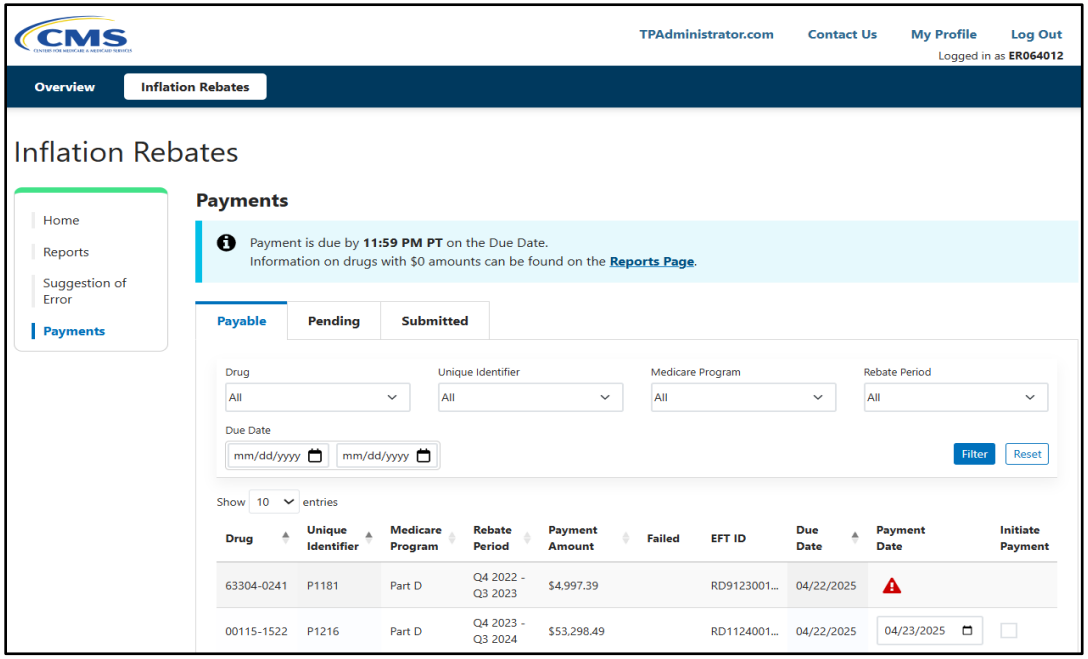
Instructions	Visuals
2. Users can filter the report line items displayed by using one or more of the filters listed: • Unique Identifier • Report Type • Medicare Program • Rebate Period 3. Click the *View Details* button on the report line item corresponding to the preliminary rebate report for which the user wants to review SOE submission information. The user will be directed to the SOE History Details screen for that preliminary rebate report.	

Instructions	Visuals
4. The SOE History Details screen shows all SOE submissions, including the Date & Time the SOE submission was uploaded, the User ID of the user who uploaded the SOE submission, the Tracking number assigned to the SOE submission, the File Name of the SOE upload, the Upload Status (Successful or Failed), and the Error Code (when the upload status is Failed). 5. To return to the **SOE History Tab**, click on the *SOE History* link.	

Payments Page Overview

The **Payments Page** allows users to review outstanding rebate amounts owed by a manufacturer, submit payments on behalf of the manufacturer, and review the status of such payment. The page is further divided by function into three tabs: Payable, Pending, and Submitted.

- The **Payable Tab** allows users to review and process payment information for payment line items, defined by distinct combinations of Unique ID numbers and Drugs.
- The **Pending Tab** displays the payment line items that users have initiated payment for, with either current or scheduled/future payment dates.
- The **Submitted Tab** shows the status of payment line items that have completed the nightly payment processing and are received by the payee's bank account.



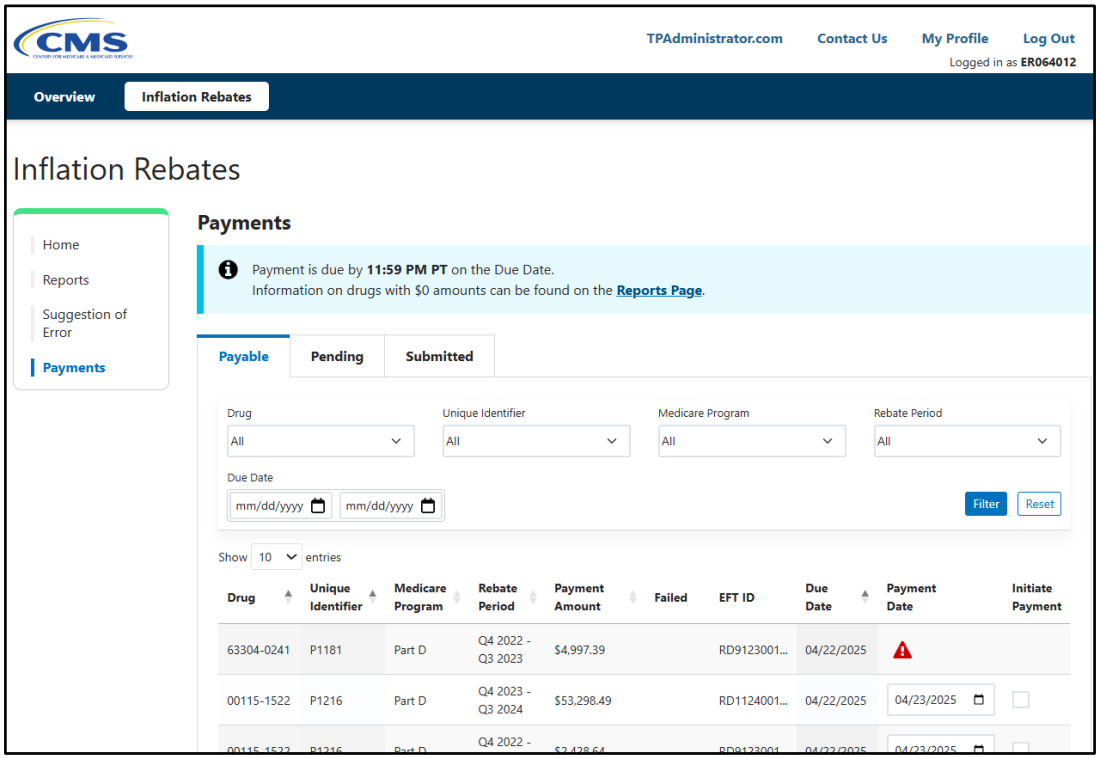
For a detailed outline of each payment tab with field definitions refer to the tables listed at the end of the user guide under References:

- Table 6: Payable Tab
- Table 7: Pending Tab
- Table 8: Submitted Tab

Payable Tab Functionality

The **Payable Tab** allows users to review and process payment information for payment line items, defined by distinct combinations of Unique Identifiers, Drugs, and Reporting Periods. Users can select one, some, or all payment line items with outstanding rebate amounts owed for any unique ID's they have access to for payment processing. Drugs with no rebate amount owed for a specific reporting period will not appear on the **Payable Tab**.

The functionality accessible on the **Payable Tab** varies between roles. The differing roles and correlating views are defined in the Inflation Rebates User Role Table. The screenshots below reflect what the manufacturer administrator and manufacturer payment initiator users will see displayed in the **Payable Tab**. Users with the report role can view payment line items but not submit them for payment processing.



Note: The TPA recommends that payment line items are paid prior to the due date, rather than on the due date. Initiating payment

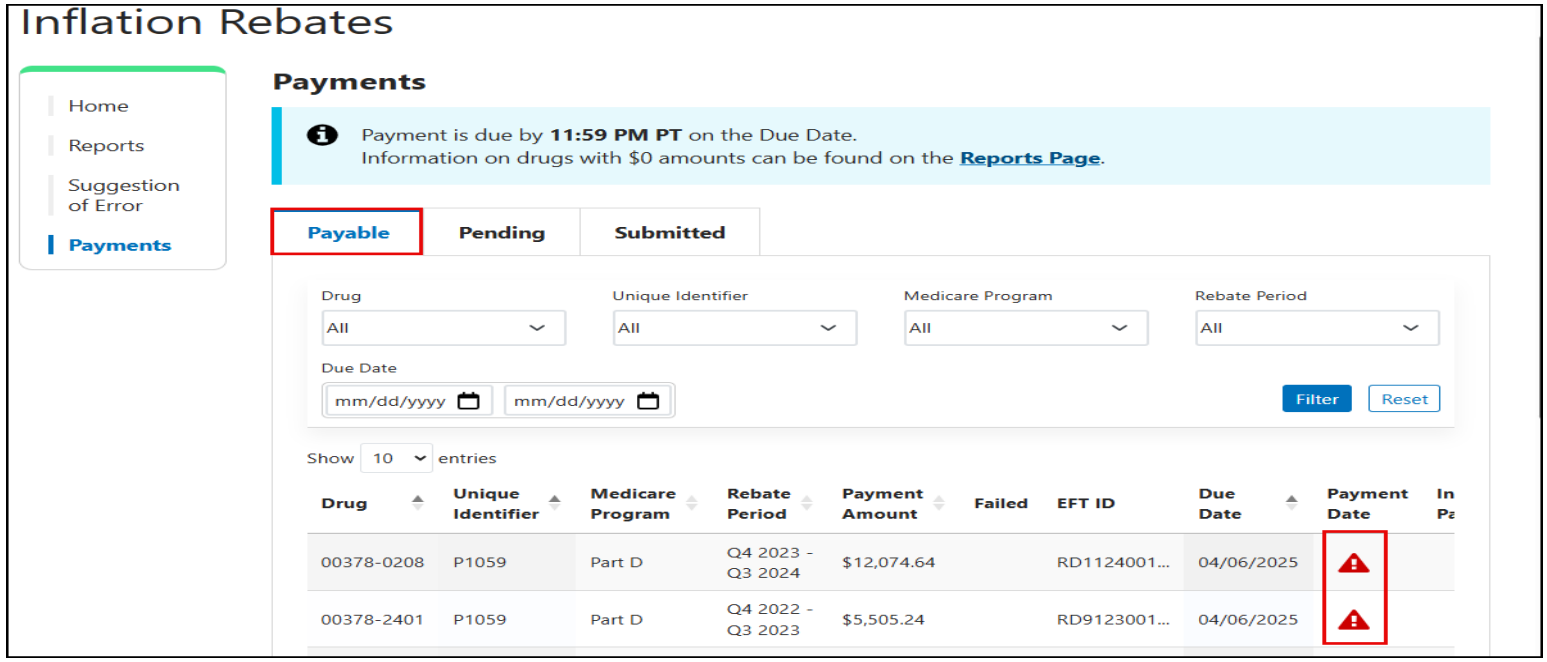
prior to the due date will allow for error-free processing of module-initiated Automated Clearing House (ACH) payments.

Refer to the detailed instructions below to guide users through the **Payable Tab** for the following functions:

- Selecting the Payment Date in the MPP Portal for the Inflation Rebate Program
- Select Individual, Multiple or All Payment Line Items for Payment Initiation in the MPP Portal for the Inflation Rebate Program

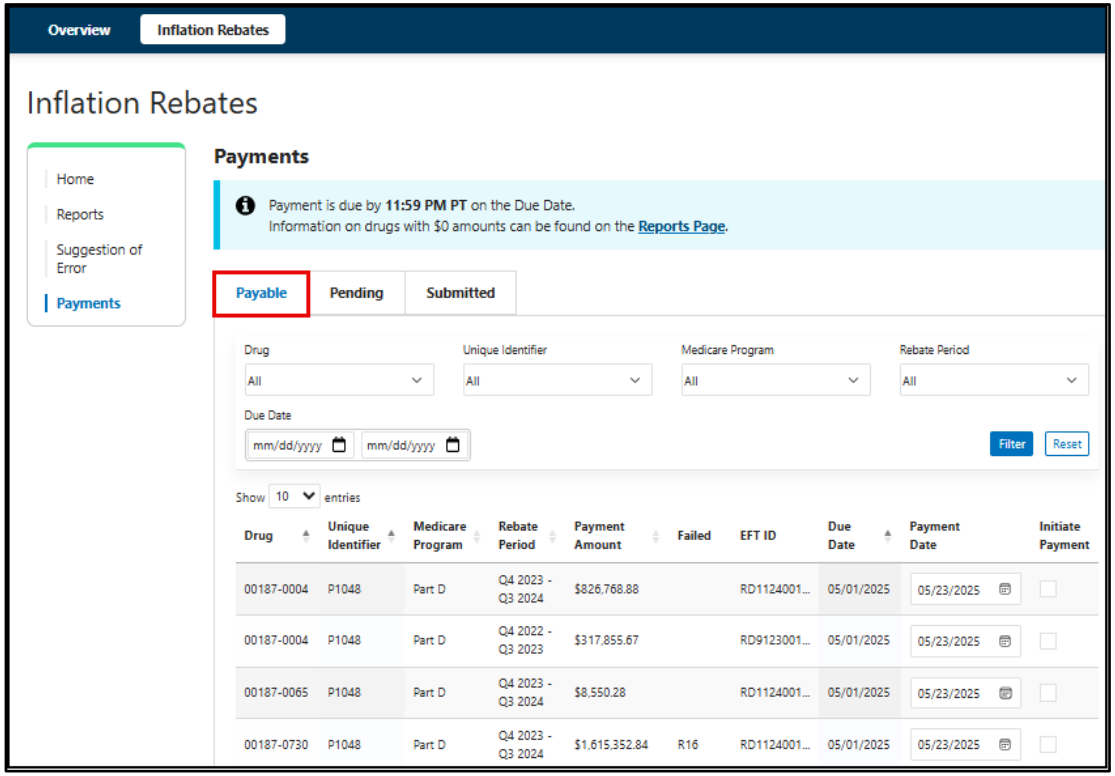
Manufacturers that have not submitted their Electronic Funds Transfer (EFT) form will not be able to pay until the information is submitted. Instructions for creating, submitting or updating banking data is on the TPAdministrator.com website. The Banking Information instructions are found in the Manufacturer Payment Portal (MPP) Introduction and Login User Guide.

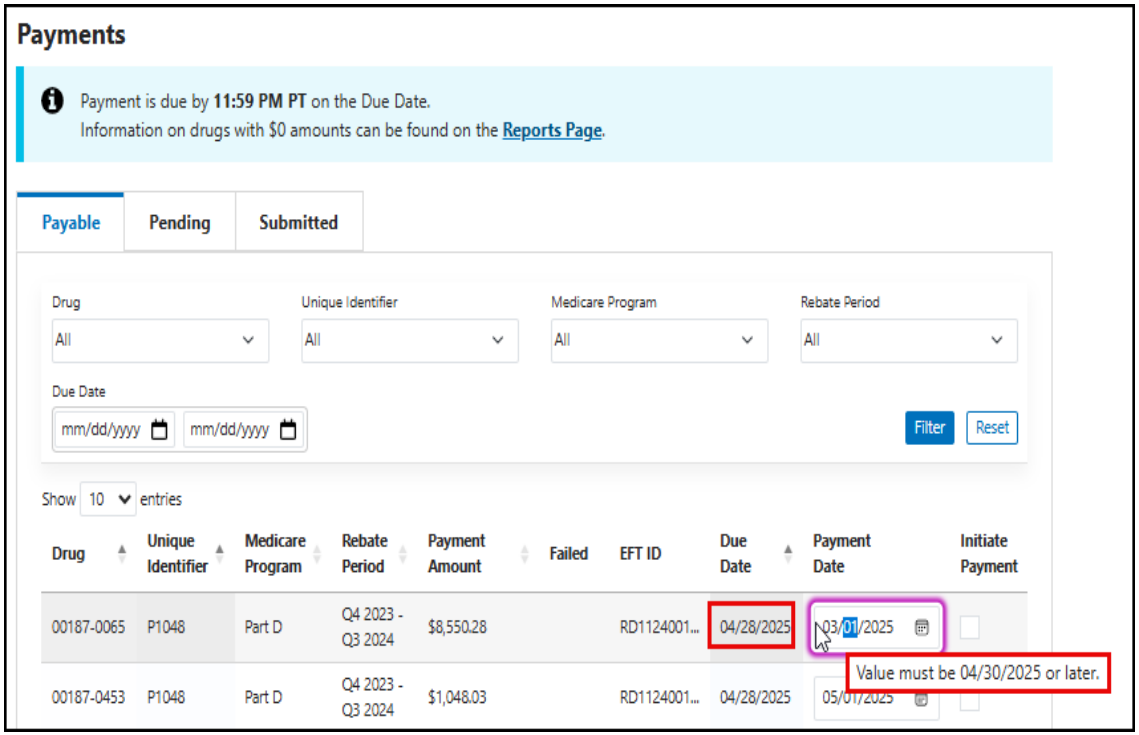
Below is an example of **Payable Tab** where the manufacturer has incomplete bank information or is missing the Payer EFT. The Manufacturer Payment Portal (MPP) Introduction and Login User Guide provides instructions for resolving incomplete or missing Payer EFT.

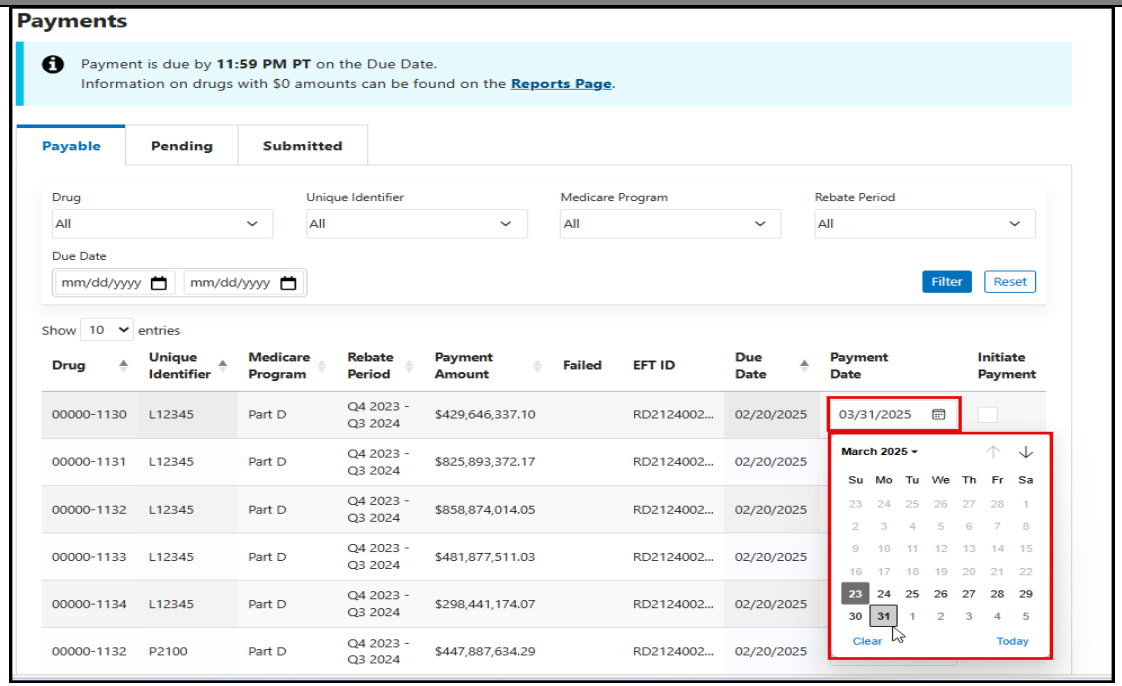


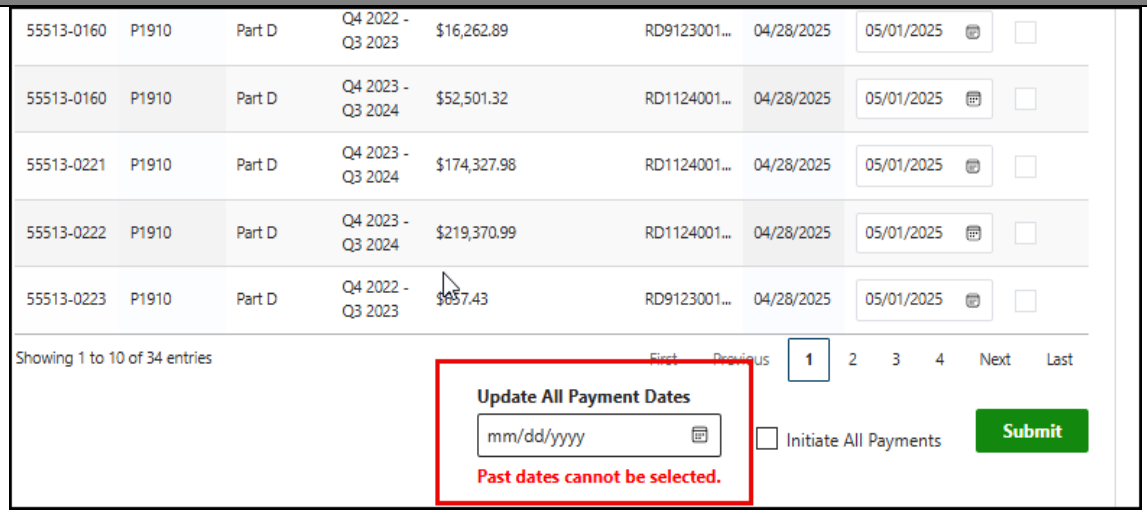
Selecting the Payment Date in the MPP Portal for the Inflation Rebate Program

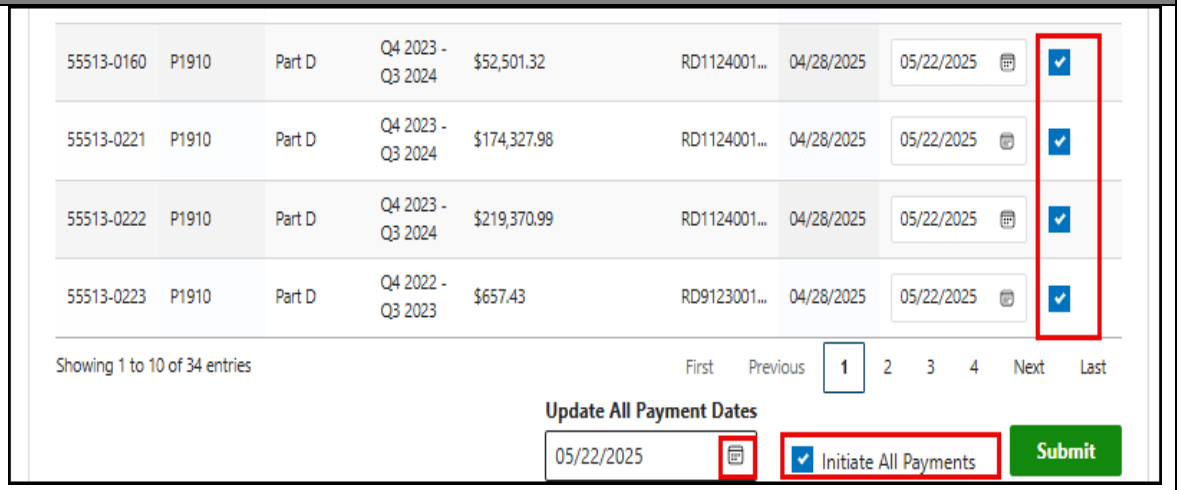
This portion of the guide is intended for users with the roles of Inflation Rebate Manufacturer Administrator and Inflation Rebate Payment Initiator. It provides detailed steps on how to select and update the payment date on the payable tab.

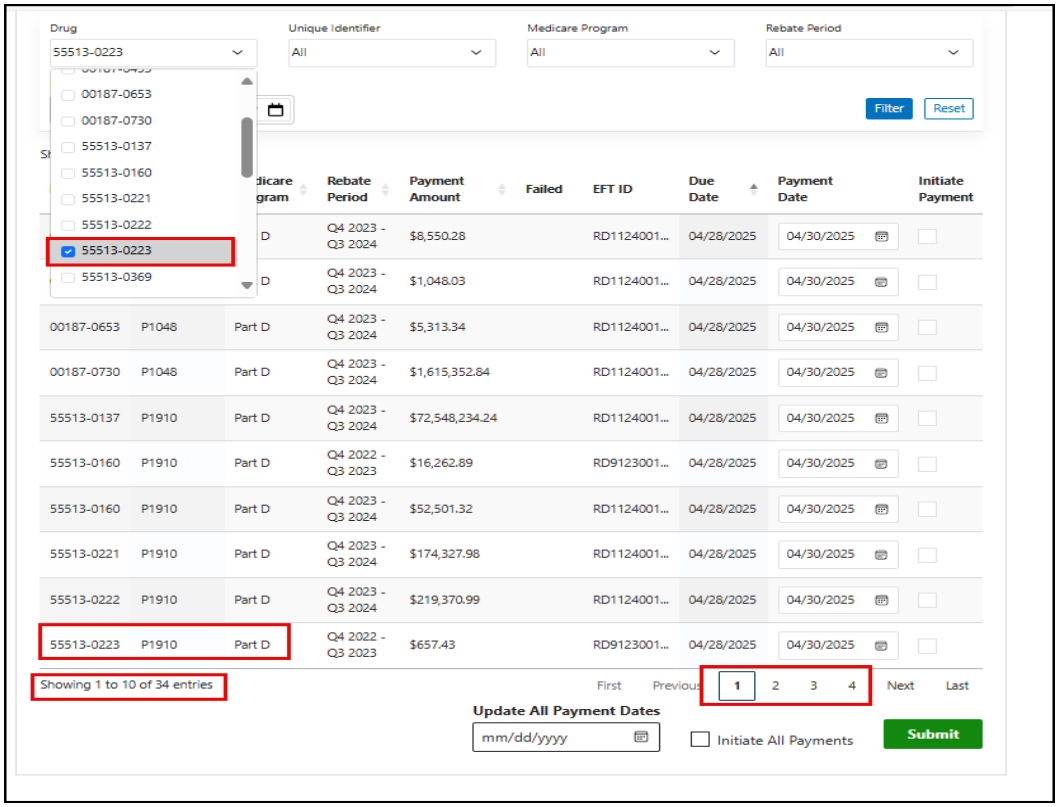
Instructions	Visuals
Once in the Inflation Rebates module, Select *Payments* from the left-hand Navigation menu. It will default to the **Payable Tab.** **Default Date Display** Upon opening the payable payments screen, the payment date field will automatically display the current date. **Updating the Payment Date** Users can update the payment date in two ways, by manually entering a specific date or selecting a date from the Calendar Widget. 1. Manually Entering a Specific Payment Date • Click on the payment date field. Enter the desired date in the format MM/DD/YYYY.	

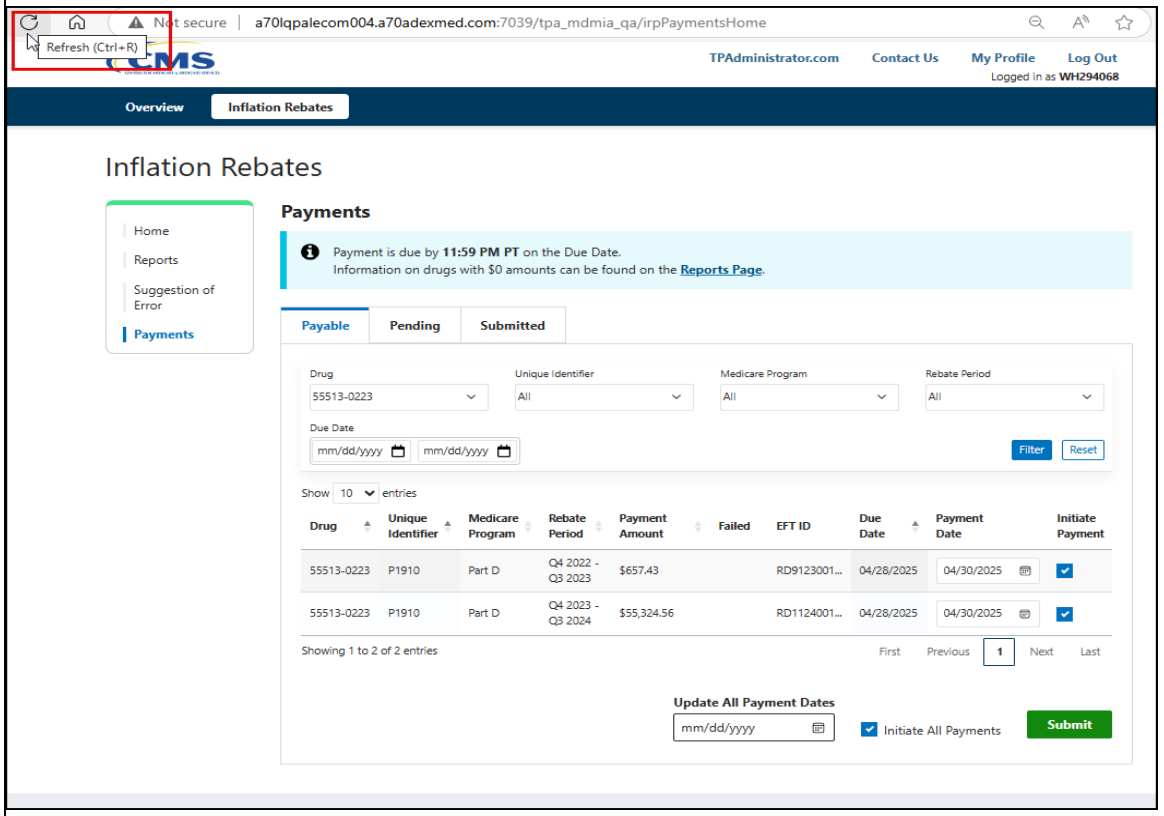
Instructions	Visuals
• **Validation:** The system will validate the date entered to ensure it is the current date or any future date. If a past date is entered, the system will automatically revert the entry to the current date.	

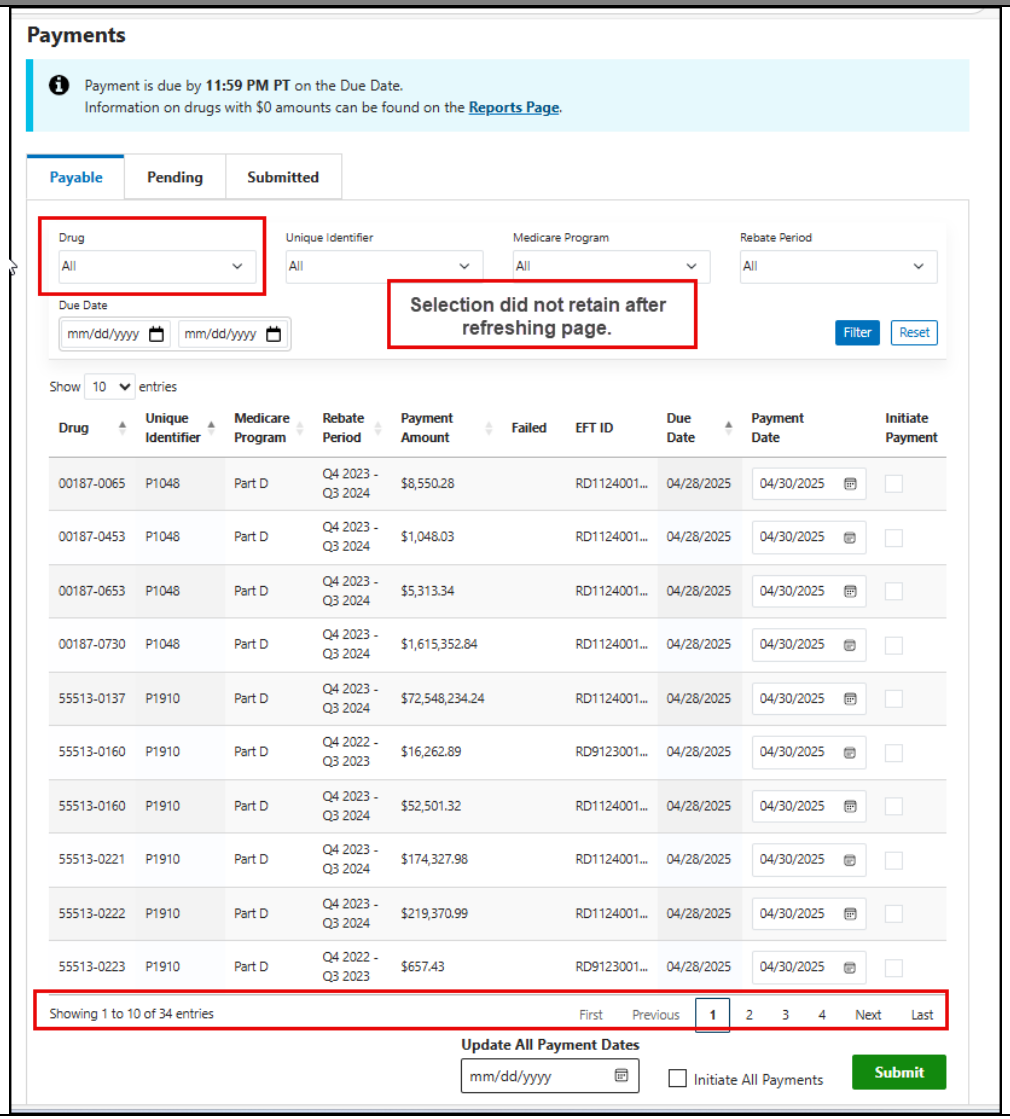
Instructions	Visuals
2. Selecting a Payment Date from the Calendar Widget • Click on the calendar icon next to the payment date field. • Select the desired date from the calendar. • **Validation:** The system will ensure the selected date is the current date or any future date. Past dates are greyed out and not selectable. The system will automatically format the selected date correctly (MM/DD/YYYY)	

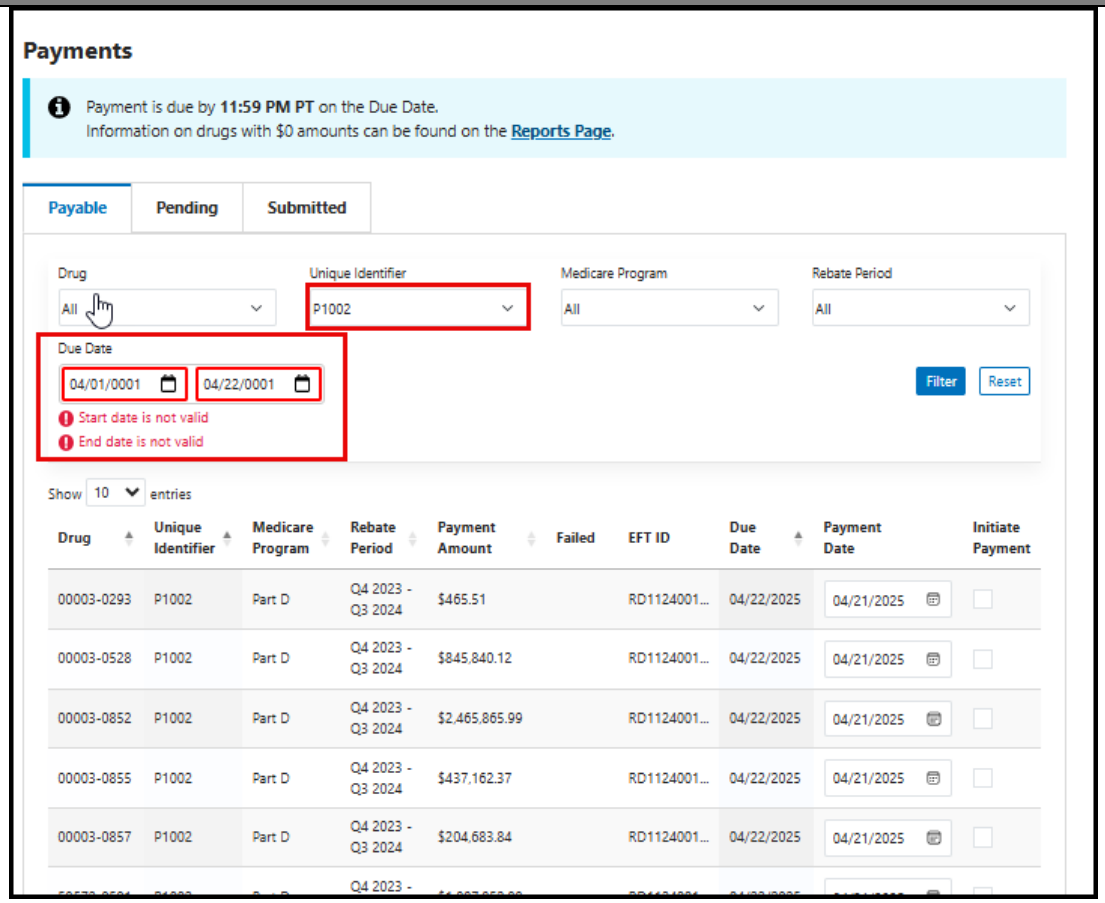
Instructions	Visuals
• **Validation:** The system will ensure the selected date is the current date or any future date. Past dates are greyed out and not selectable. The system will automatically format the selected date correctly (MM/DD/YYYY)	

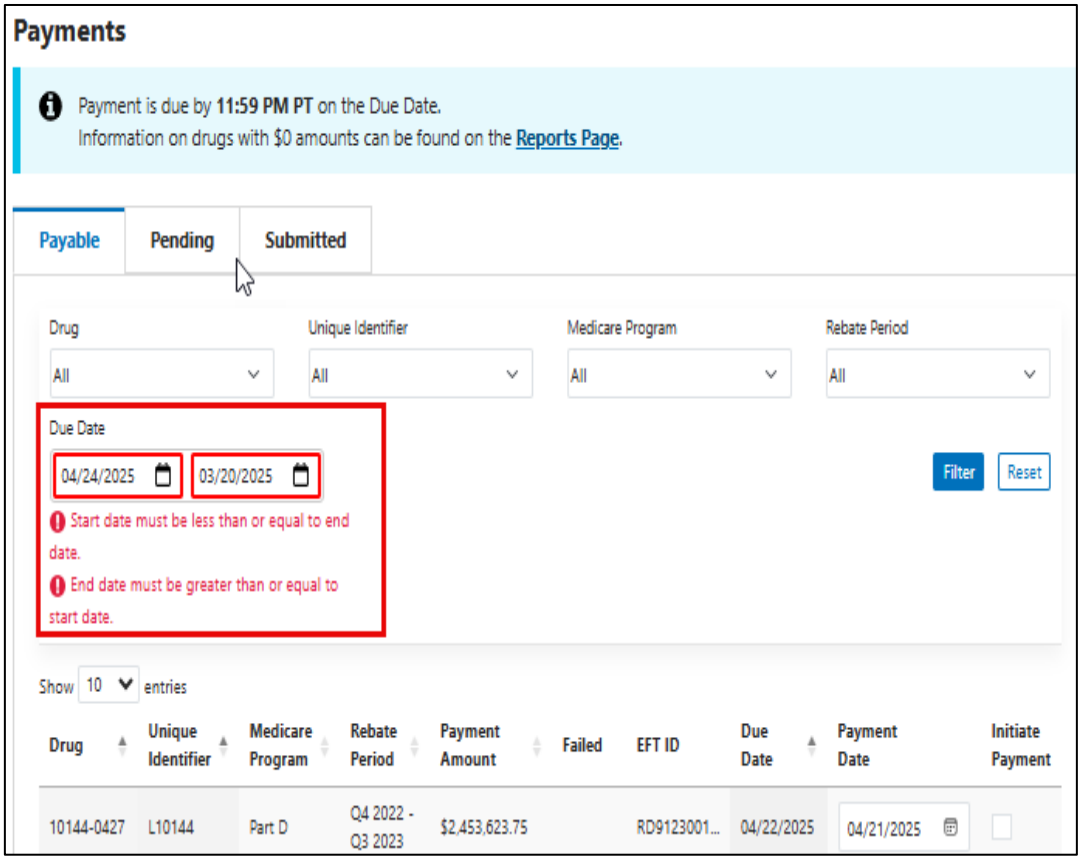
Instructions	Visuals
• If the validation is successful, all items in the Payable Data Table will be updated with the selected date. This includes items across all pages. • **Note:** If filters are applied, only the items meeting the filter criteria will be updated.	

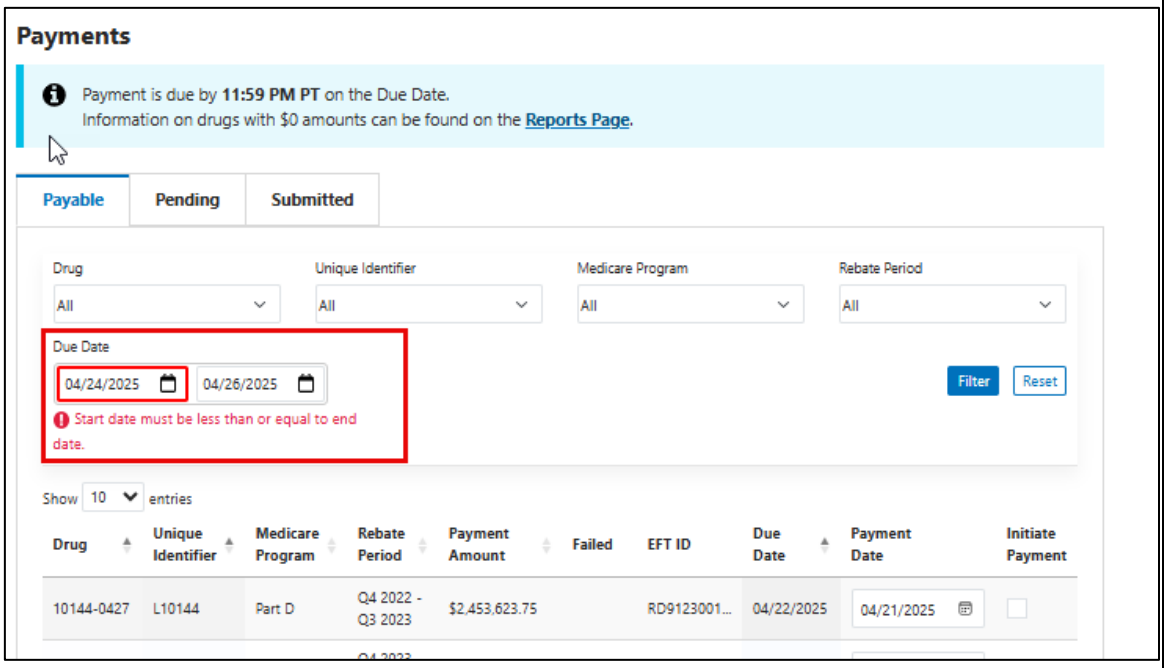
Instructions	Visuals
Pagination • When a user updates the payment date, the system will retain the user's update as they navigate to different pages of the Payable Data Table.	

Instructions	Visuals
• If the user refreshes the page or navigates away from the **Payable Tab** prior to clicking the Submit button and then returns, the user's original selection will **not** be retained.	

Instructions	Visuals
• If the user changes a filter on the Payable Tab prior to clicking the Submit button and then returns, the user's original selection will **not** be retained.	

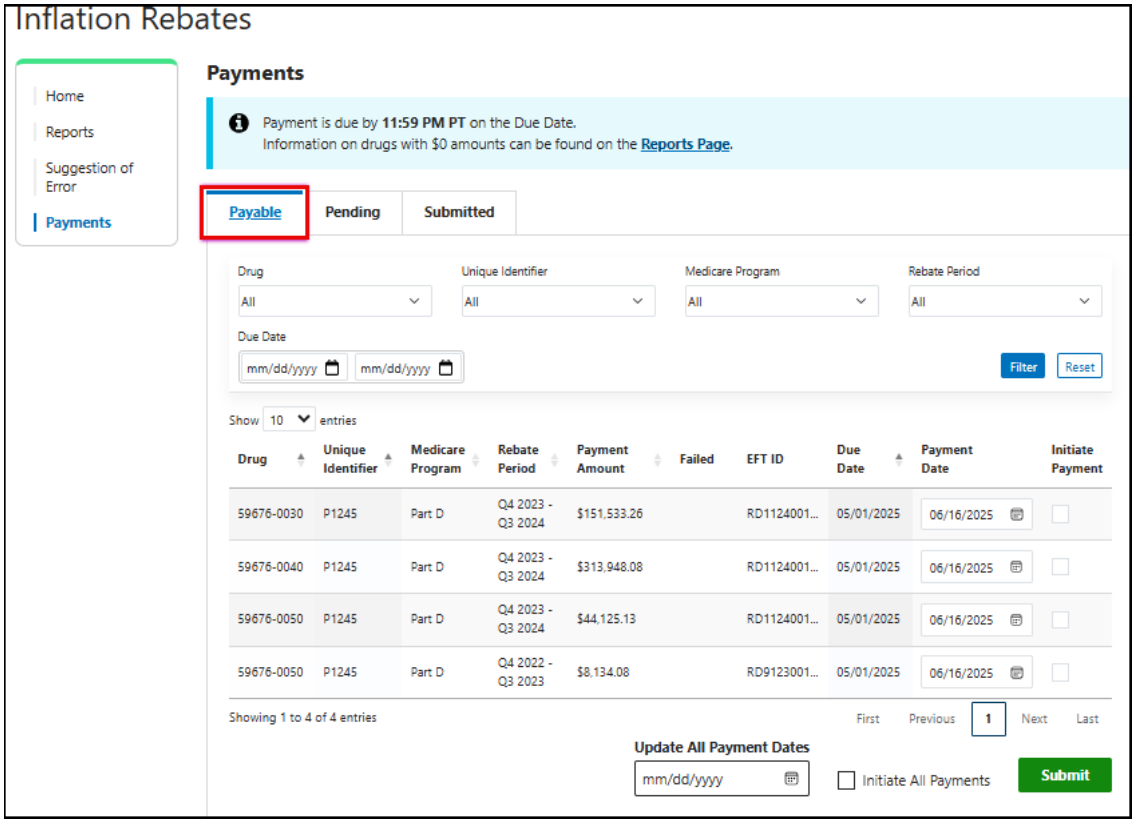
Instructions	Visuals
Due Date Filter Manual Entry: • Users can manually enter start and end dates to filter line items due in a specific time range. • When the user enters an invalid start date, 'Start date is not valid' is displayed and the user is unable to filter. • When the user enters an invalid end date, 'End date is not valid' is displayed and the user is unable to filter. • When the user enters a start date that is later than the end date, 'Start date must be less than or equal to end date' is displayed and the user is unable to filter. • When the user enters an end date that is earlier than the start date, 'End date must be greater than or equal to start date' is displayed and the user is unable to filter.	

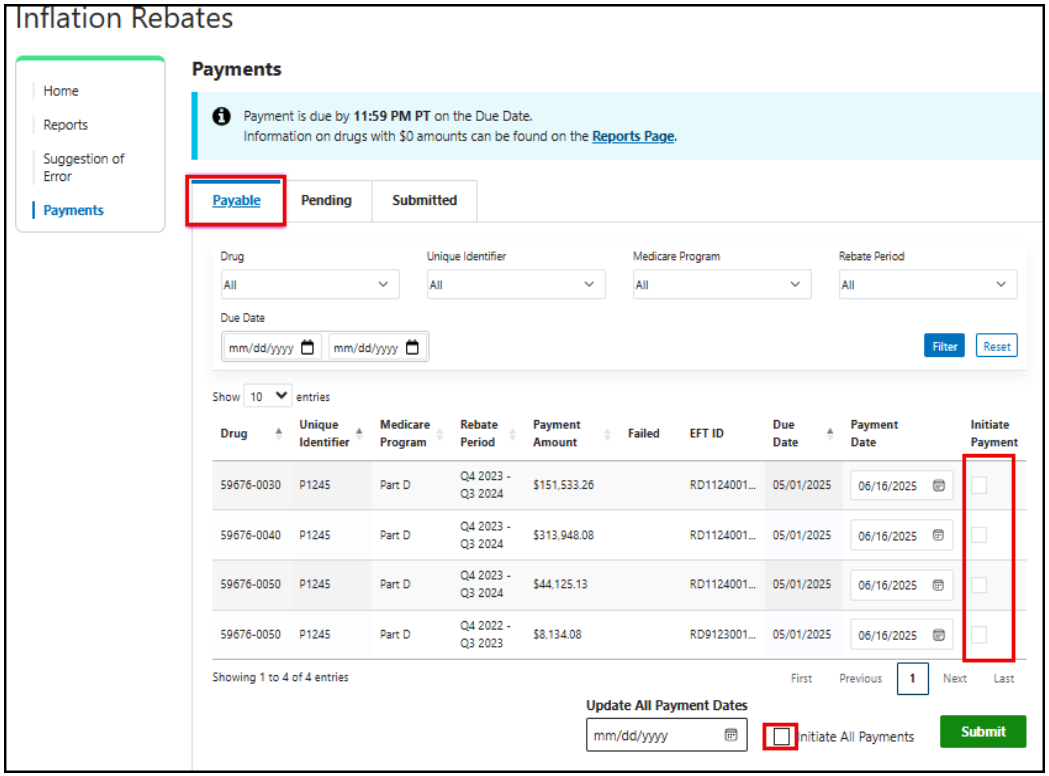
Instructions	Visuals
Due Date Filter Validations: • The start and end dates are validated independently. Validation occurs when focus is on or removed from the field. • If the start date contains an error, an error message is displayed, and the user must resolve the error to remove the message. • If the end date contains an error, an error message is displayed, and the user must resolve the error to remove the message.	

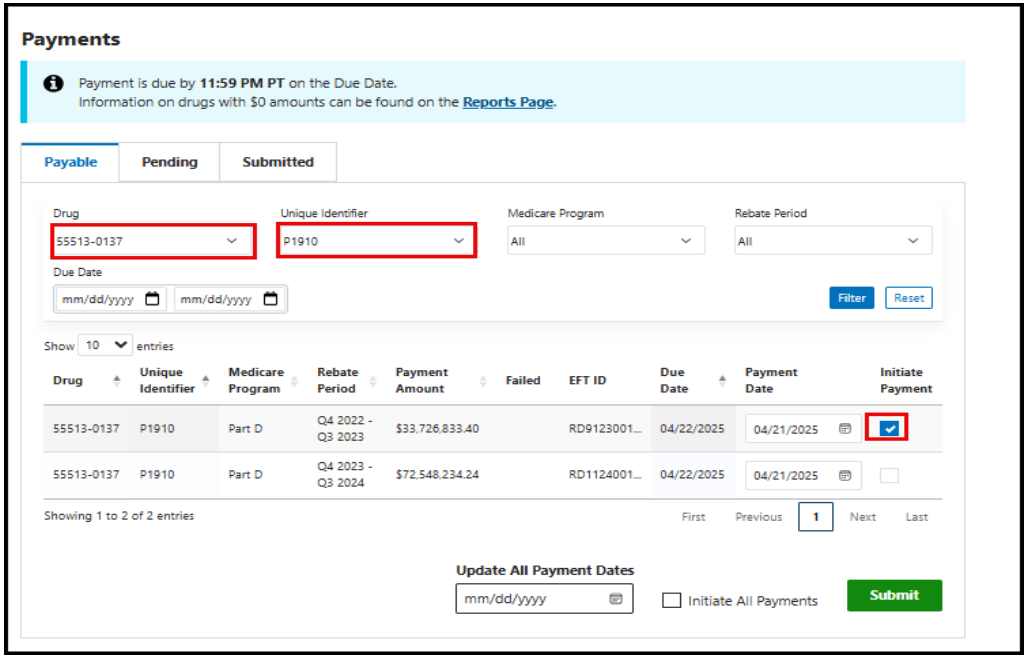
Instructions	Visuals
• If both the start and end dates contain errors, error messages are displayed when the user is focused on or removes focus from each field. The user should focus on both the start and end date and resolve the errors to remove the messages. If updating either the start or end date resolves both errors, the error message will still display until the focus is placed on, then removed from each field. However, the user will be able to filter even when an error message is displayed if the errors have been resolved.	

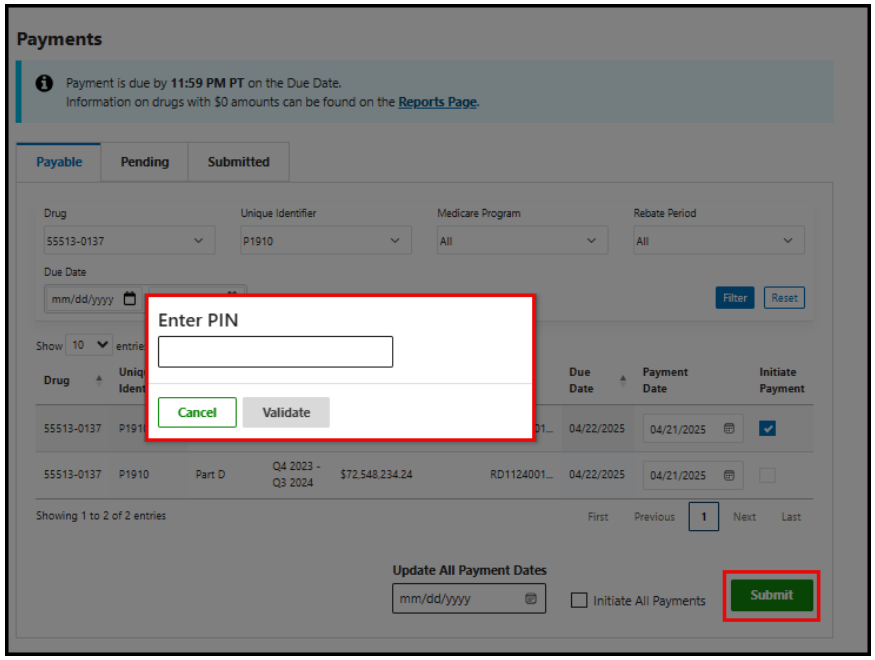
Select Individual, Multiple or All Payment Line Items for Payment Initiation in the MPP Portal for the Inflation Rebate Program

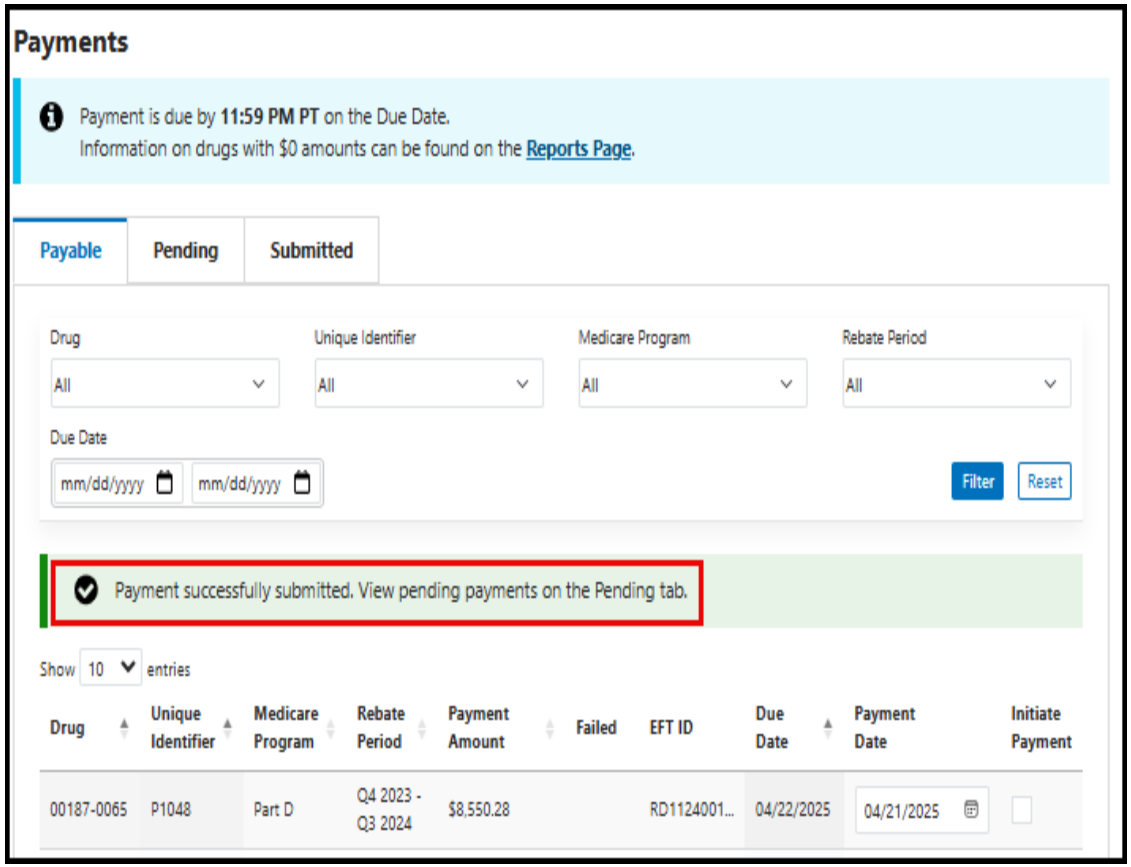
This portion of the guide is intended for users with the roles of Inflation Rebate Manufacturer Administrator and Inflation Rebate Payment Initiator. It provides detailed steps on how to select payment line items for payment initiation on the Payable Tab.

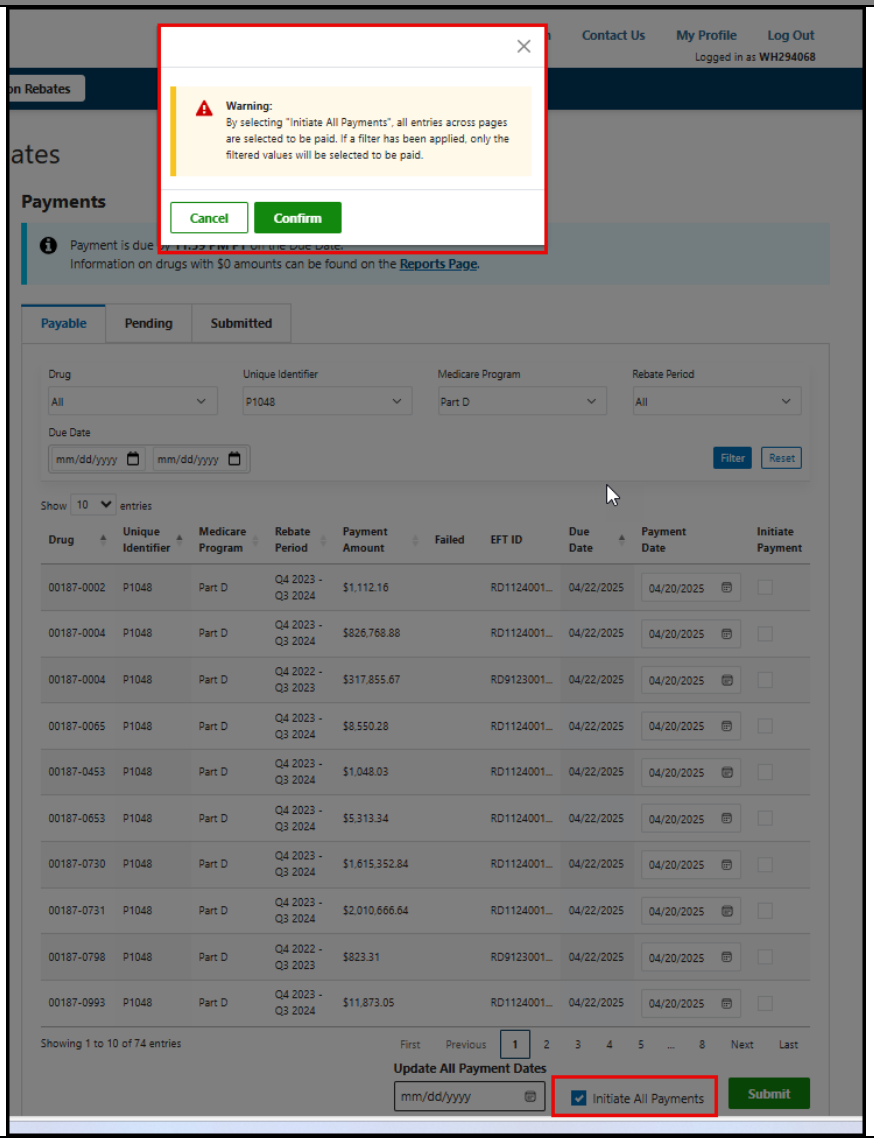
Instructions	Visuals
1. Once in the Inflation Rebates module, Select *Payments* from the left-hand Navigation menu. It will default to the **Payable Tab.**	

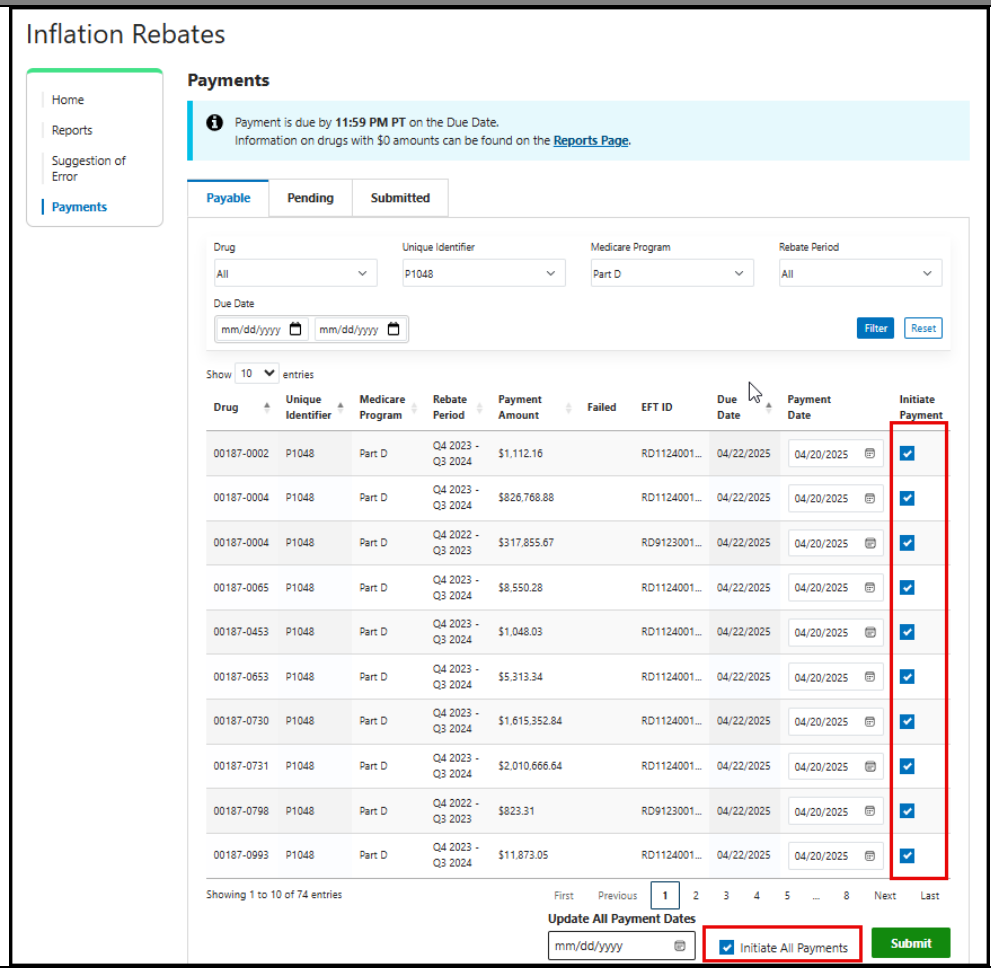
Instructions	Visuals
Selecting Initiate Payment Users can update the initiate payment in two ways: 1. Manually Selecting Specific Payment Line Items Individually. 2. Select *Initiate All Payments*.	

Instructions	Visuals
Steps to Update the Initiate Payment Selection Manually Selecting Specific Payment Line Items Individually 1. Users may narrow down the payment line items displayed by using the filters if there are specific line items users want to pay (i.e., Unique Identifier, Medicare Program). 2. To choose individual payment line items (1) for payment processing, select the checkbox in the *Initiate Payment* column for the applicable line item. Users can select one or more payment line items using the checkboxes in the *Initiate Payment* column. 3. Then, click the *Submit* button, located at the bottom right corner.	

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

Instructions	Visuals
5. After the PIN has been validated and payment has been submitted the following message will display "Payment successfully submitted. View pending payments on the Pending tab." **Note:** If your payment date is past the due date, users will receive a warning message: "You have selected a date that is AFTER the invoice due date. By clicking *Confirm*, you acknowledge that the late payment may be subject to a civil money penalty." Select *Cancel* if you need to change the date or *Confirm* to keep it.	

Instructions	Visuals
Selecting Initiate All Payments 1. Users may narrow down the payment line items displayed by using the filters if there are specific line items users want to pay. i.e., Unique Identifier, Medicare Program. 2. To choose all the payment line items (2) for payment processing, click the *Initiate All Payments* checkbox. This action will place a checkmark on all payment line items' checkboxes that are available for payment initiation on all pages of the **Payable Tab**. 3. A warning message will display stating that "By selecting 'initiate All Payments,' all entries across pages are selected to be paid. If a filter has been applied, only the filtered values will be selected to be paid." Click *Cancel* or *Confirm*. 4. After clicking *Confirm*, the payment line items now display a blue checkbox under Initiate Payment.	

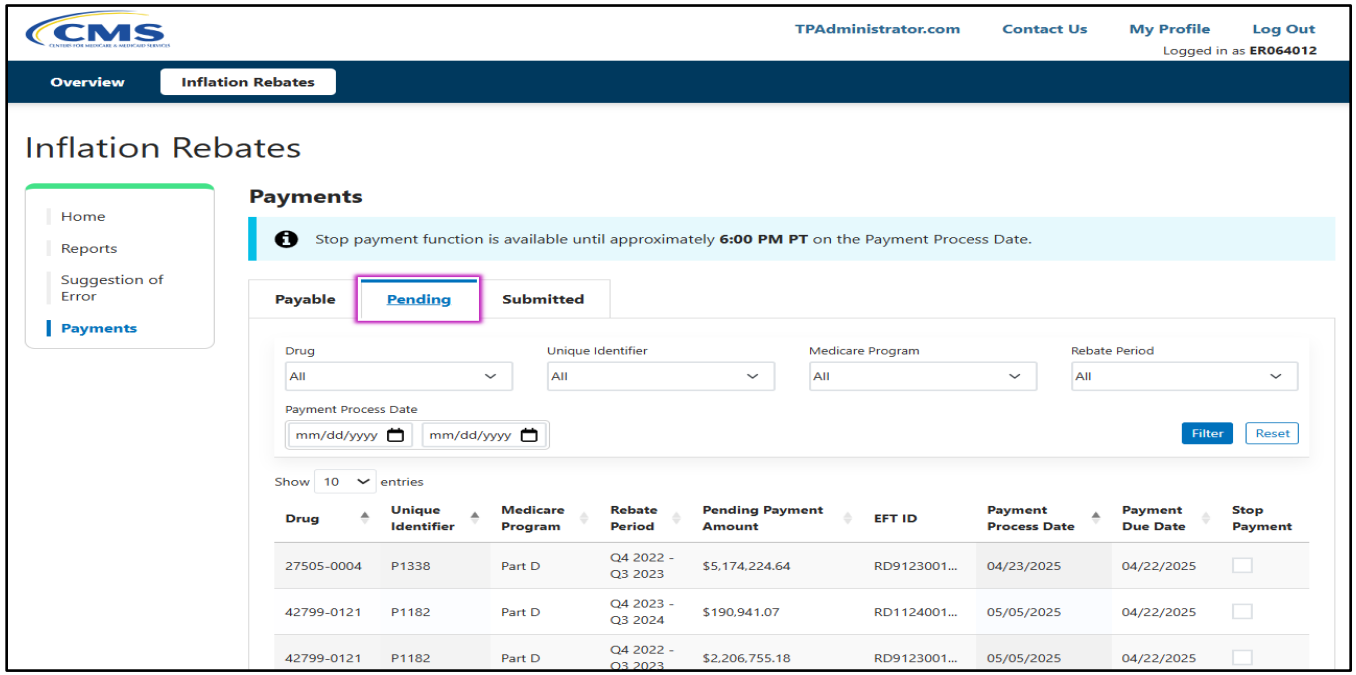
Instructions	Visuals
Note: Even if users do not update the Show Entries filter to display more payment line items on a single page than the default if 10, clicking the *Initiate All Payments* checkbox will activate the checkboxes in the *Initiate Payment* column for all available payment line items.	

Pending Tab Functionality

The **Pending Tab** displays the payment line items that users have initiated payment for, with either current or scheduled/future payment dates. These initiated payments will be processed each business day at 9:00 pm ET (6:00 pm PT) on the payment date the user selected. Payments that fail on the due date are not recognized as initiated and will require special handling between the manufacturer and the TPA on the **Payable Tab** before submitting.

Prior to payment processing on the scheduled Payment Process Date, users may choose to stop payment on one, some, or all initiated line items. These stopped items will re-appear on the Payable Tab for users to re-initiate the line item for payment.

Once payment processing has been initiated, each drug with a successfully processed payment will move to the **Submitted** Tab for status tracking.



Refer to the detailed instructions below to guide you through the **Pending Tab** for the following functions:

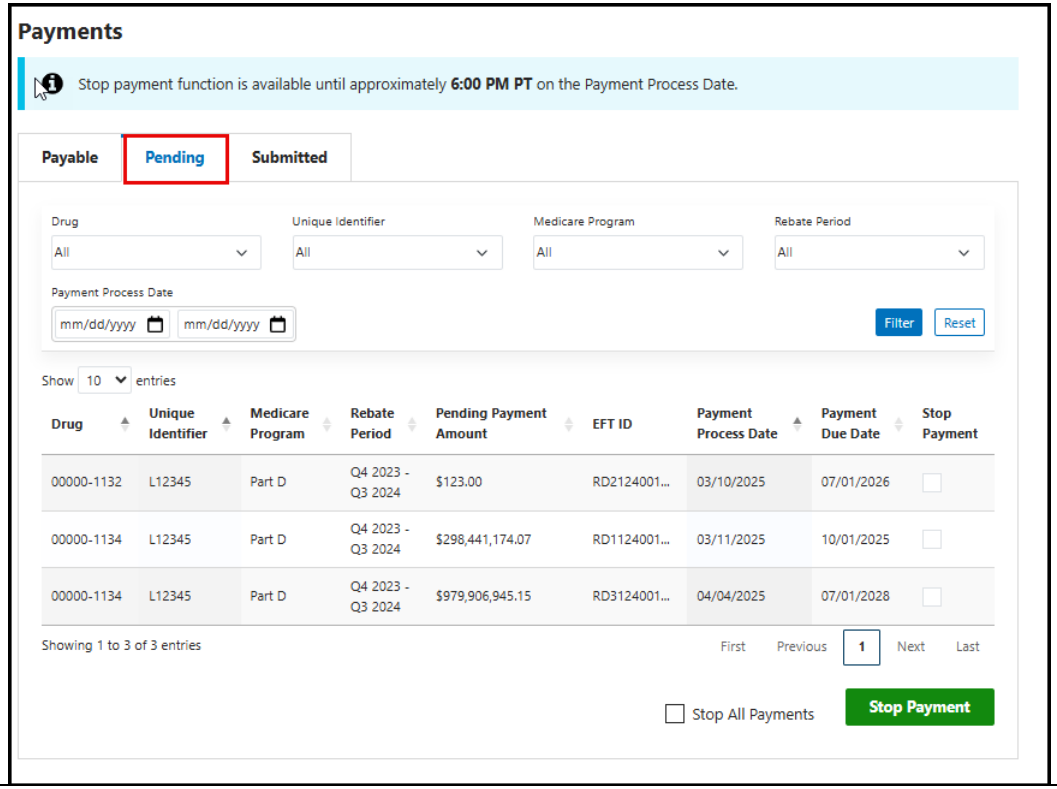
- Stop Payments for Individual and Multiple Payment Line Items

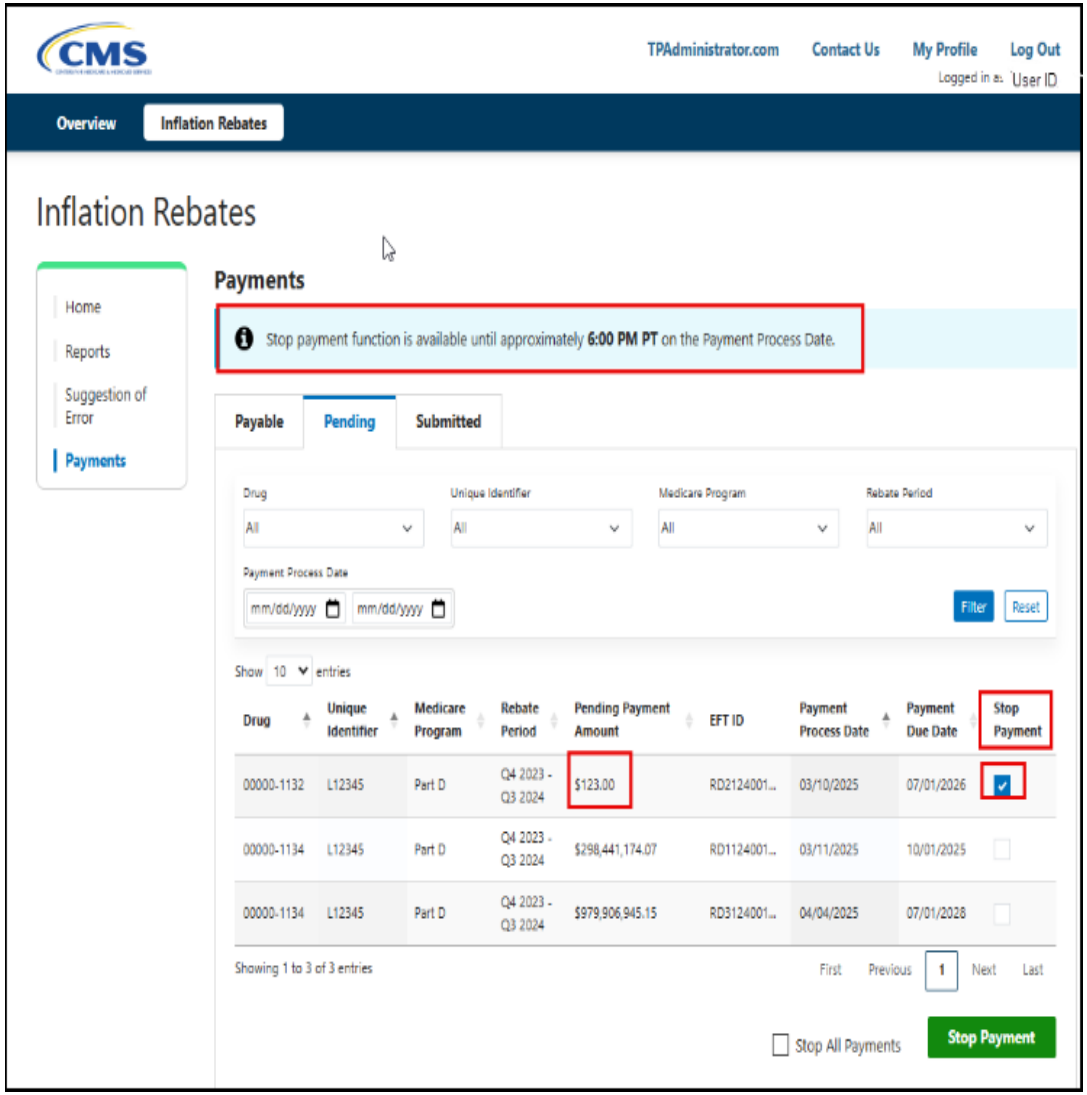
Stop Payments for Individual and Multiple Payment Line Items Instructions

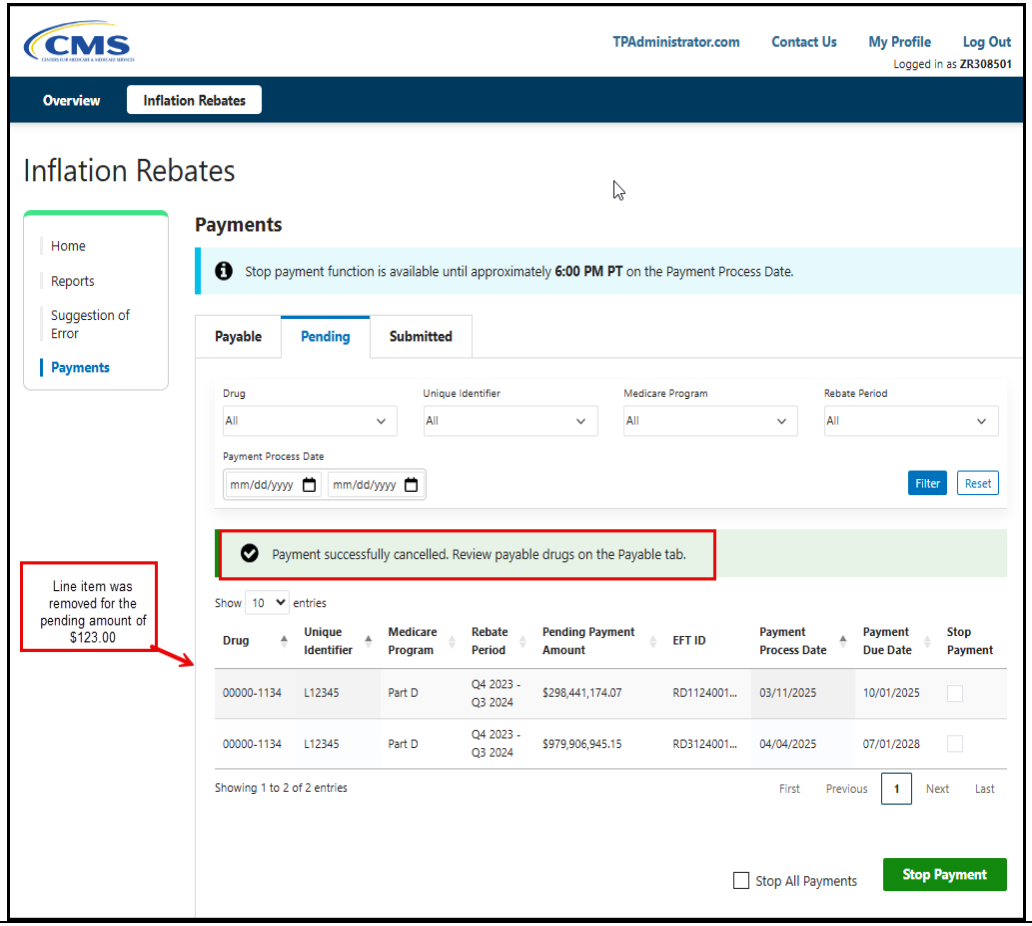
The Inflation Rebates module allows users to stop the processing of both the current and future scheduled payment line items prior to the completion of the payment process, which commences at approximately 9:00 pm ET (6:00 pm PT) on the scheduled Payment Processing Date.

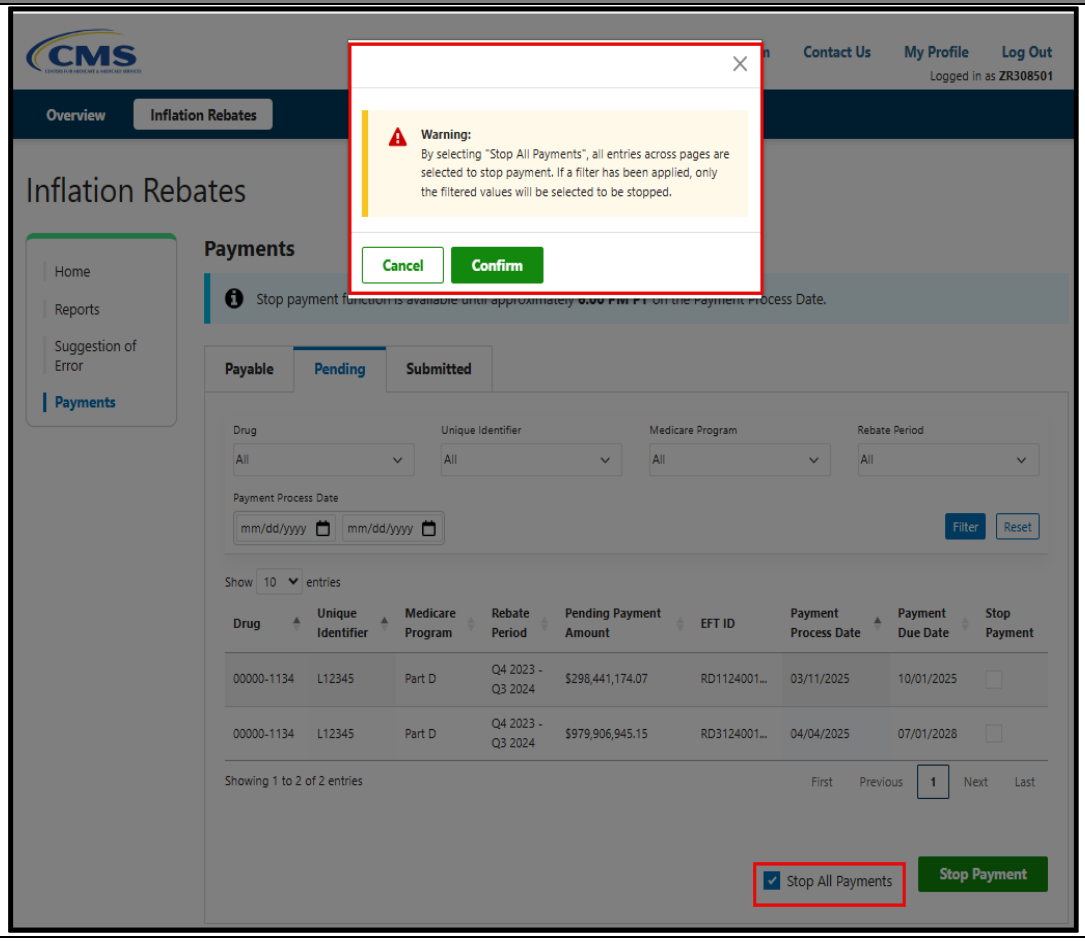
The Stop Payment feature is available for any initiated payment line item that appears on the **Pending Tab**. Selecting a pending line item for stop payment will return the payment item to the Payable Data Table on the **Payable Tab** to be reinitiated.

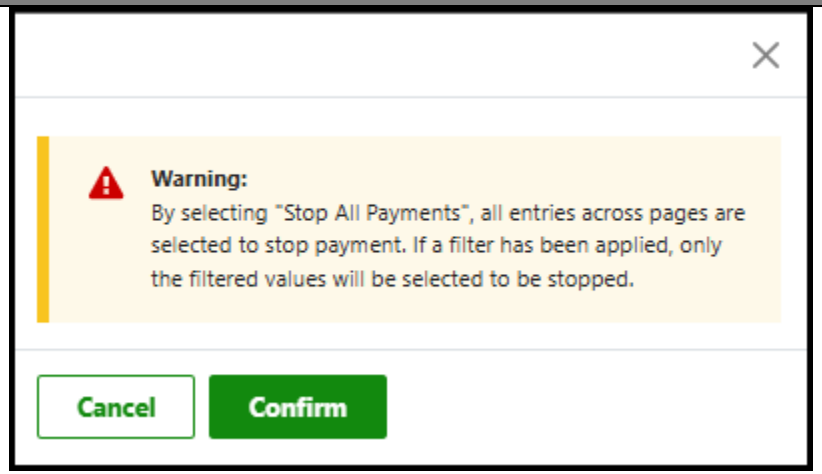
The following instructions provide information on the steps needed to process stop payments for pending payment line items.

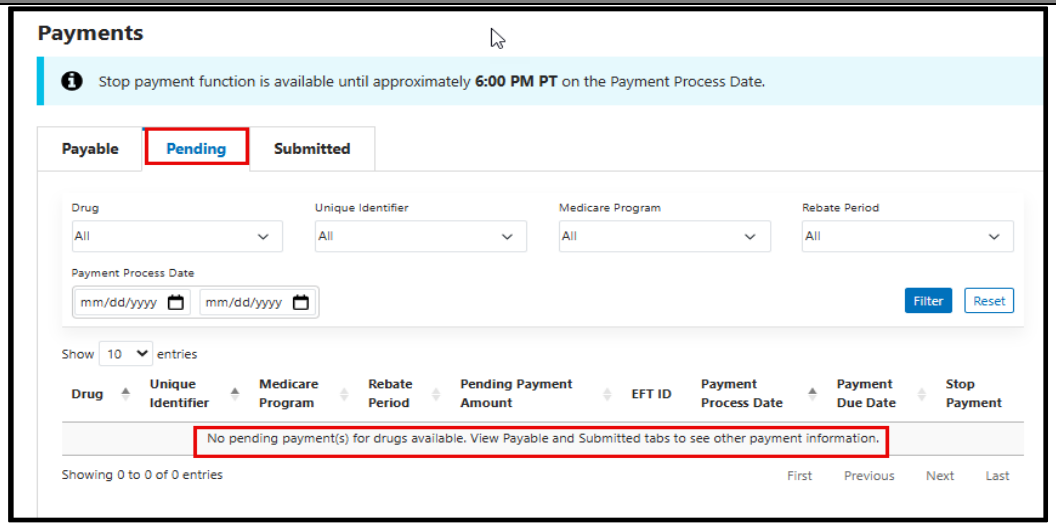
Instructions	Visuals
Stopping a Payment 1. Go to the **Pending Tab** to review payment line items that have either been initiated for payment processing or scheduled for a future processing date. Payment line items that can be stopped for payment processing will display in the Pending Payments Table.	

Instructions	Visuals
2. To stop payment for individual payment line items, check the checkbox in the *Stop Payment* column, and select the *Stop Payment* button, located at the bottom right of the **Pending Tab**. 3. After the Stop Payment button is clicked, the line item is removed from the **Pending Tab** and the system will display the message "Payment successfully cancelled. Review Payable drugs on the Payable tab."	

Instructions	Visuals
4. The individual payment line item that a stop payment was issued on will now display on the **Payable Tab**.	

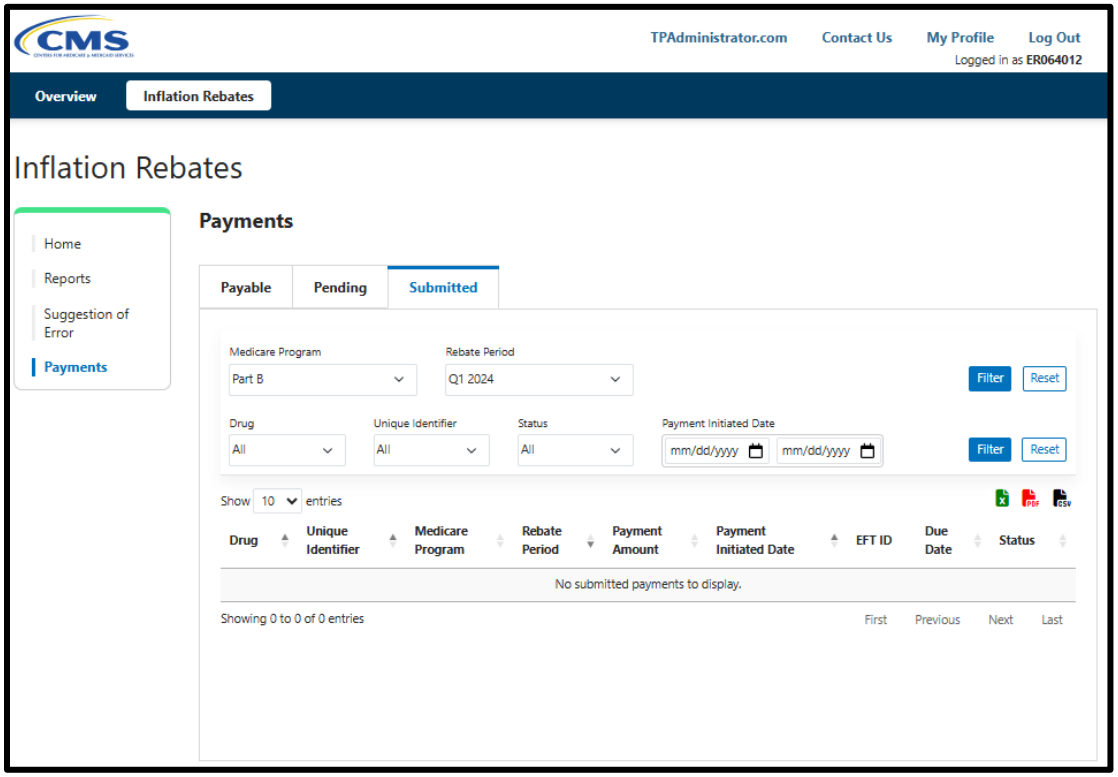
Instructions	Visuals
Stop All Payments 1. If <u>all</u> the payment line items appearing on the **Pending Tab** need to be stopped, users can select the *Stop All Payments* checkbox to populate all the checkboxes in the Stop Payment column with checkmarks.	

Instructions	Visuals
2. Once a user clicks the *Stop All Payments* check box, a warning message will pop up stating that "By selecting 'Stop All Payments' all entries across pages are selected to stop payment. If a filter has been applied, only the filtered values will be selected to be stopped." 3. Select the *Confirm* button to stop payment processing of all payment line items. If it is determined that the selected payment line items are not the correct line items to process for stop payment, select the *Cancel* button to exit the message screen and choose the correct line item(s). If the *Confirm* button is selected in error, re-process the payment line item(s) through the **Payable Tab.**	

Instructions	Visuals
No Pending Payments If a user has not initiated any payments or used the *Stop All Payments* function, the **Pending Tab** will display this message after processing the request: "No pending payment(s) for drugs available. View Payable and Submitted tabs to see other payment information." The **Payable Tab** will display the stopped payment items. To process the payment line items, refer to the Payment Initiation section of this guide.	

Submitted Tab Functionality

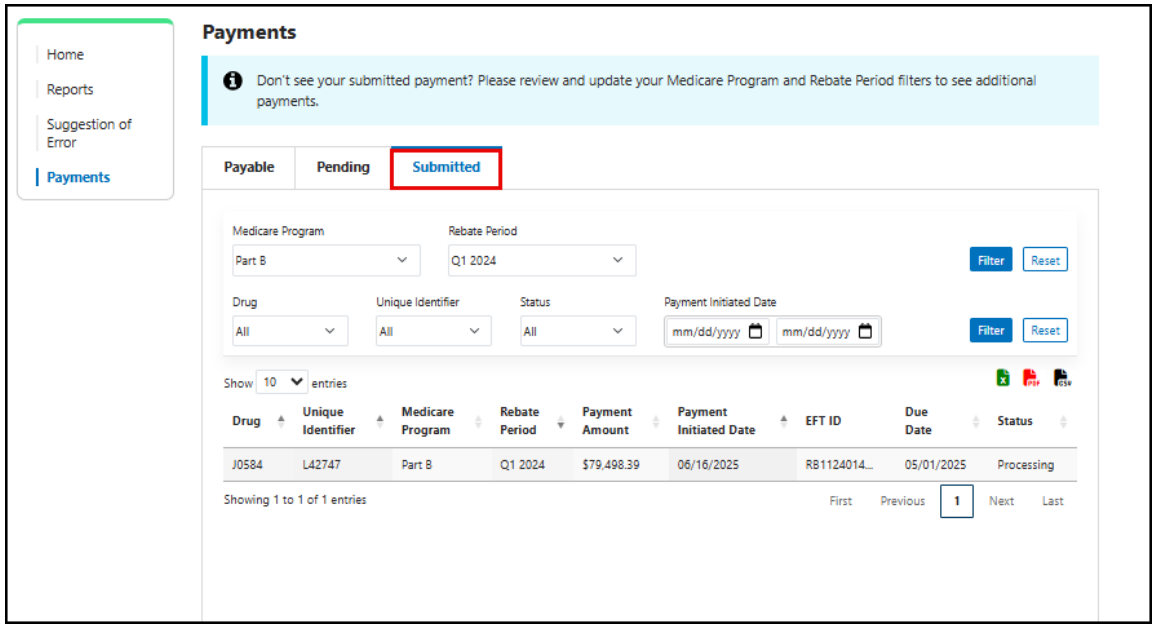
The **Submitted Tab** allows users to view the status of payment line items that have completed the nightly payment processing. Payment line items on the Submitted tab are being processed and will have a *Processing* status. After five banking days without Citibank reporting any failures, the payment line item status will update to display *Successful*.

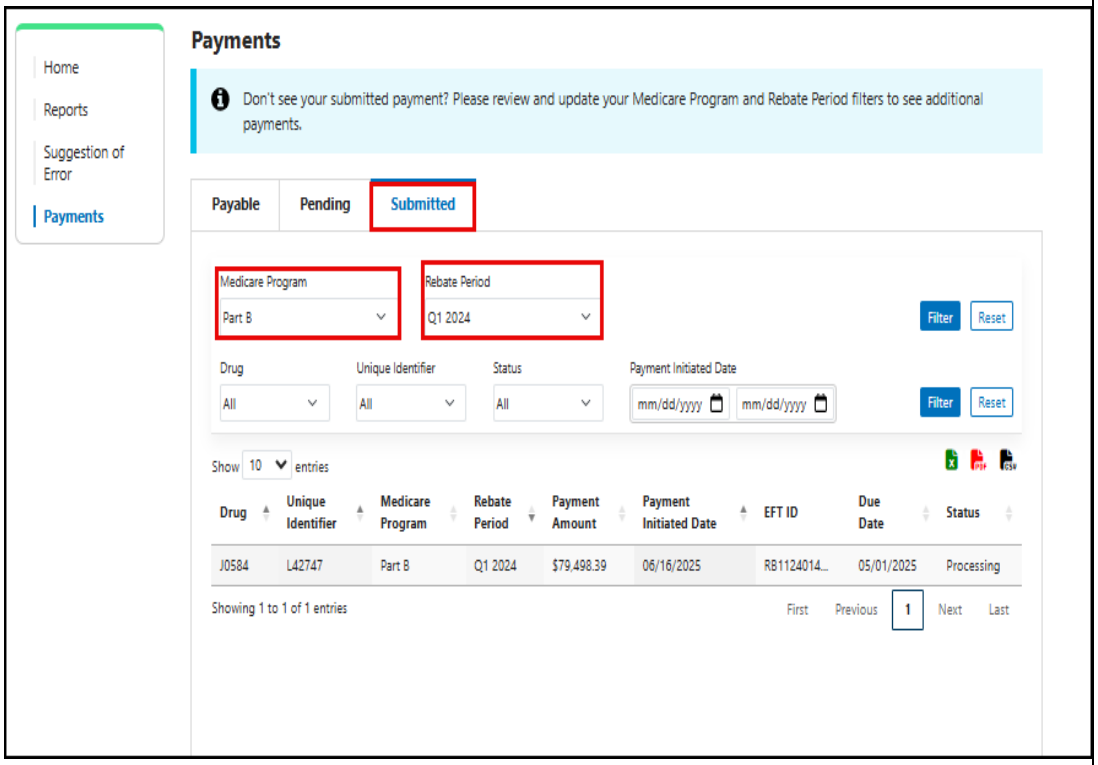


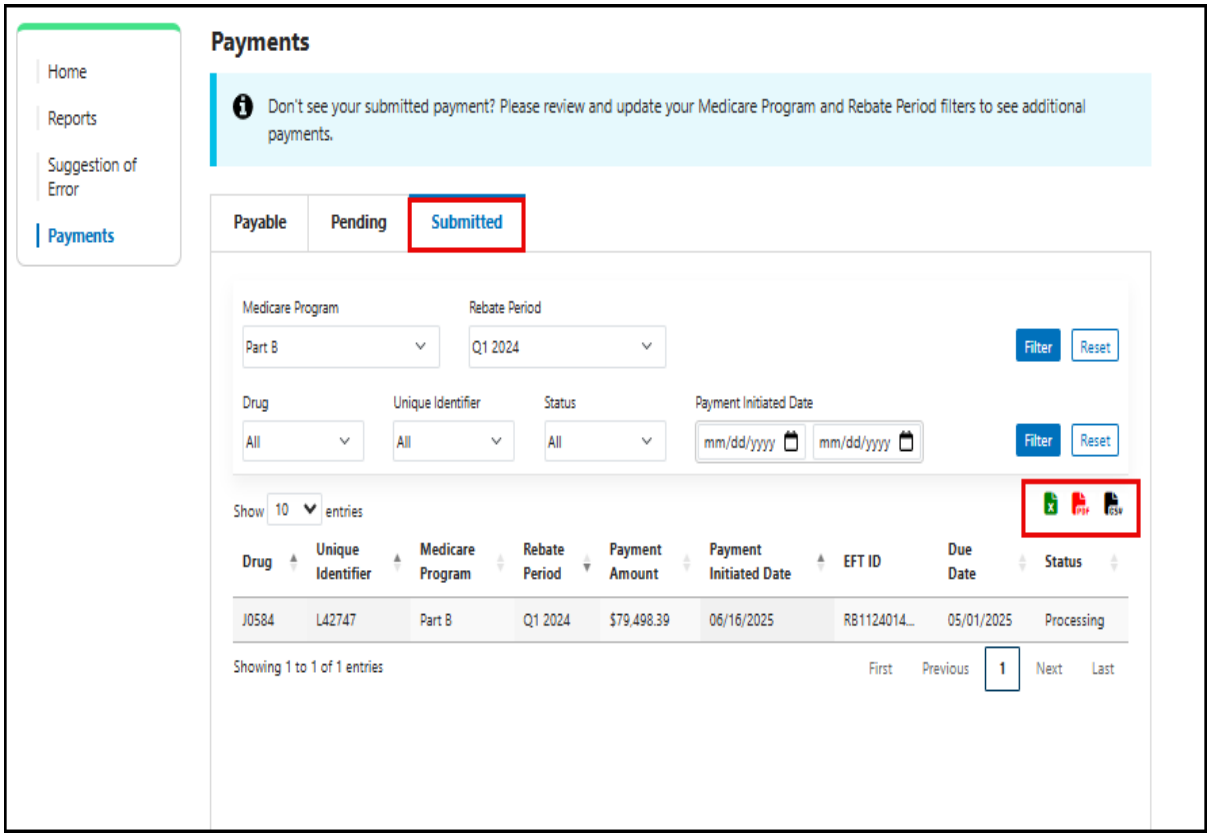
This instruction provides directions to access and review the **Submitted Tab** and its contents in reference to rebate period payment.

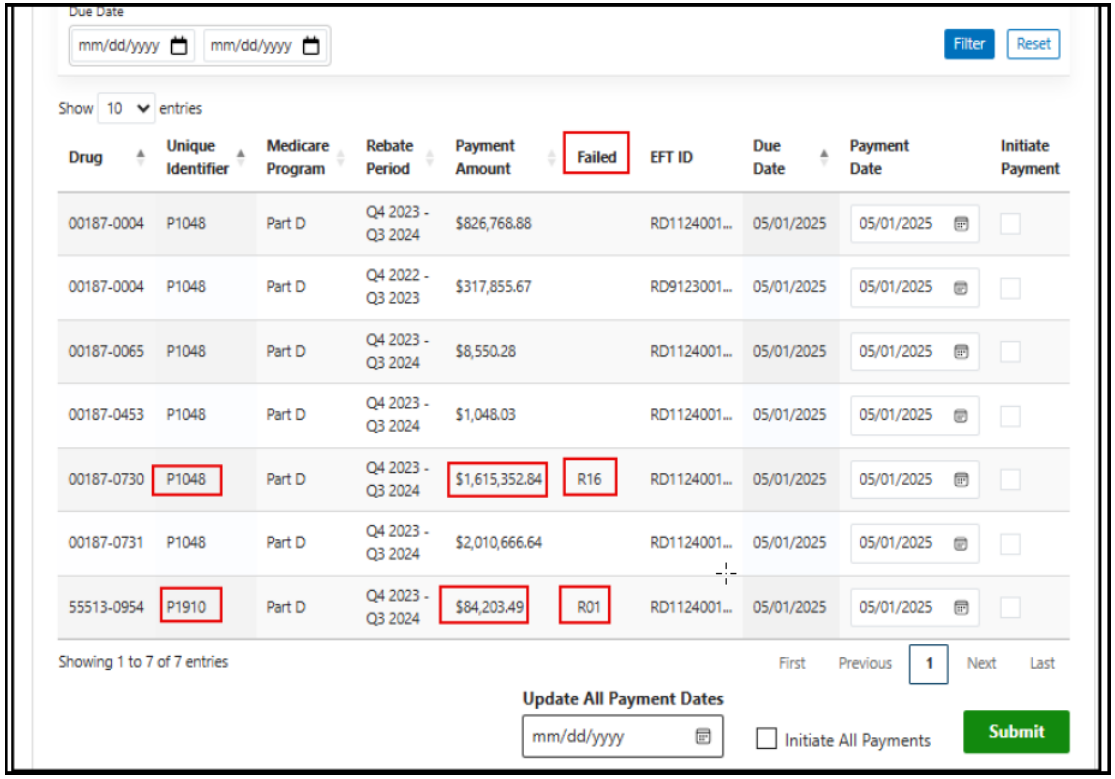
Reviewing Submitted Payments

This instructions shows how users can review submitted payment line items in the **Submitted Tab** of the Paymemts Page.

Instructions	Visuals
Reviewing Payment Line Items 1. Once in the Inflation Rebates module, select *Payments* from the left-hand Navigation menu. Select the **Submitted Tab**. 2. The Submitted Tab Table will default to show any payment line items that have been submitted for processing for the most recent rebate report published.	

Instructions	Visuals
3. To view payment line items from a different reporting period, select the applicable Medicare Program and Rebate Period from the dropdowns above the table, then click Filter. Only one reporting period can be viewed at a time. 4. Users may further narrow down the payment line items displayed by using the second row of filters: Drug, Unique Identifier, Status, and Payment Initiated Date.	

Instructions	Visuals
Exporting Submitted Payment Line Items The icons in the upper right hand corner of the Submitted Tab Table can be used to export the payment line items shown in the Submitted Tab Table to your personal device. Data can be exported as an Excel file (first icon), a PDF (middle icon), or a CSV file (third icon).	

Instructions	Visuals
Failed Payments While a payment line item is in a *Processing* status on the **Submitted Tab**, it is possible for the transaction to fail. This is usually attributed to banking set up issues. Failed payment line items will be moved back to the **Payable Tab** with a failure code displayed, such as the following: • R01 Insufficient Funds • R16 Account Frozen The user should resolve any issues with their bank account and resubmit the line item out for repayment. Some payment failure codes may require the user to contact the TPA Help Desk for resolution.	

Due Date
mm/dd/yyyy mm/dd/yyyy Filter Reset

Show 10 entries

Drug	Unique Identifier	Medicare Program	Rebate Period	Payment Amount	Failed	EFT ID	Due Date	Payment Date	Initiate Payment
00187-0004	P1048	Part D	Q4 2023 - Q3 2024	$826,768.88		RD1124001...	05/01/2025	05/01/2025	
00187-0004	P1048	Part D	Q4 2022 - Q3 2023	$317,855.67		RD9123001...	05/01/2025	05/01/2025	
00187-0065	P1048	Part D	Q4 2023 - Q3 2024	$8,550.28		RD1124001...	05/01/2025	05/01/2025	
00187-0453	P1048	Part D	Q4 2023 - Q3 2024	$1,048.03		RD1124001...	05/01/2025	05/01/2025	
00187-0730	P1048	Part D	Q4 2023 - Q3 2024	$1,615,352.84	R16	RD1124001...	05/01/2025	05/01/2025	
00187-0731	P1048	Part D	Q4 2023 - Q3 2024	$2,010,666.64		RD1124001...	05/01/2025	05/01/2025	
55513-0954	P1910	Part D	Q4 2023 - Q3 2024	$84,203.49	R01	RD1124001...	05/01/2025	05/01/2025	

Showing 1 to 7 of 7 entries First Previous 1 Next Last

Update All Payment Dates
mm/dd/yyyy Initiate All Payments Submit

References

Appendix A: Acronym List

Acronym	Description
ACH	Automated Clearing House
CMP	Civil Money Penalty
CMS	Centers for Medicare & Medicaid Services
DC	Document Cloud
EFT	Electronic Funds Transfer
EFT ID	Electronic Funds Transfer Identification
ET	Eastern Time Zone
CMS HPMS	Centers for Medicare and Medicaid Services Health Plan Management System
ID	Identifier or Identification
IRS	Internal Revenue Service
MFA	Multi-factor Authentication
MPP	Manufacturer Payment Portal application
Nacha	National Automated Clearing House Association
PIN	Personal Identification Number
OS	Operating System
SOE	Suggestion of Error
TPA	Third Party Administrators

Acronym	Description
UI	Unique Identifier
YYYYQQ	4-digit calendar year and 2-digit quarter (01, 02, 03, 04) (ex: 202401)
YYQQ	Reporting Period designator.

Appendix B: Payment Failed Message Descriptions

Payment Reporting Failed Codes – Payable Page

Payment Reporting Failed 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

Payment Reporting Failed Codes	Code Description
R23	Credit Entry Refused by Receiver
R24	Duplicate Entry
R29	Debit Block
R31	Permissible Return Entry
R33	Return of XCK Entry
R37	Source Document Previously Paid
R38	Source Document Stop Paid
R39	Improper Source Document
R50	State Law Affecting RCK Acceptance
R51	Ineligible Item
R52	Stop Payment ADJ
R53	Check and ACH Presented
R61	Misrouted Return
R67	Duplicate Return
R68	Untimely Return
R69	Transaction Field Error
R70	Permissible Return Entry Declined

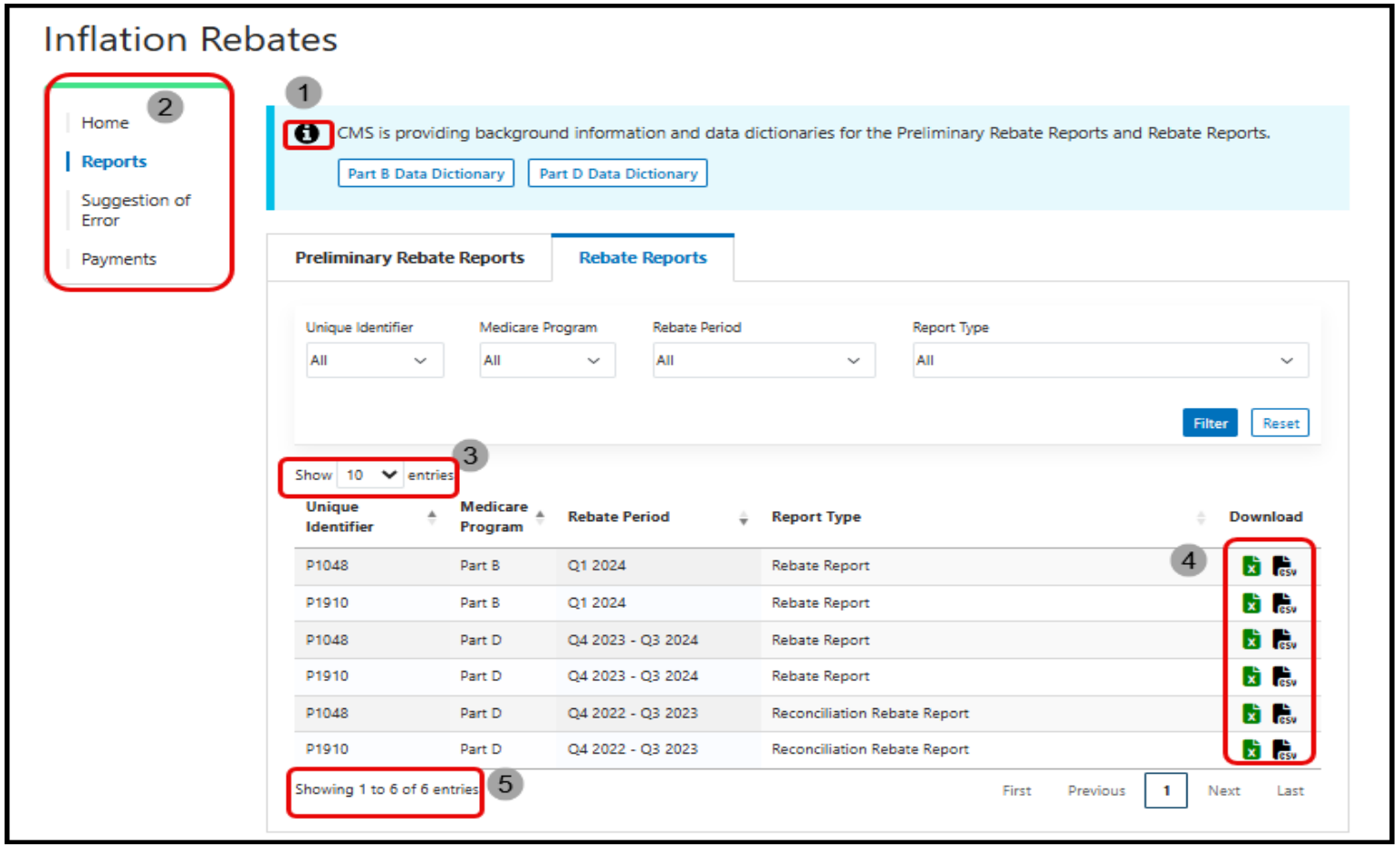
Appendix C: Notification of Changes Codes Message Descriptions

Notification of Change Code	Description
C01	Incorrect DFI Account Number
C02	Incorrect Routing Number
C03	Incorrect Routing Number and Incorrect DFI Account Number
C04	Incorrect Individual Name/Receiving Company Name
C05	Incorrect Transaction Code
C06	Incorrect DFI Account Number and Incorrect Transaction Code
C07	Incorrect Routing Number, Incorrect DFI Account Number and Incorrect Transaction Code
C08	Incorrect Foreign Receiving DFI Identification (IAT Only)
C09	Incorrect Individual Identification Number
C13	Addenda Format Error

Rejected Notification Change Codes	Description
C61	Misrouted NOC
C62	Incorrect Trace Number
C63	Incorrect Company Identification Number
C64	Incorrect Individual Identification Number/Identification Number
C65	Incorrectly Formatted Corrected Data
C66	Incorrect Discretionary Data
C67	Routing Number not from Original Entry Detail Record

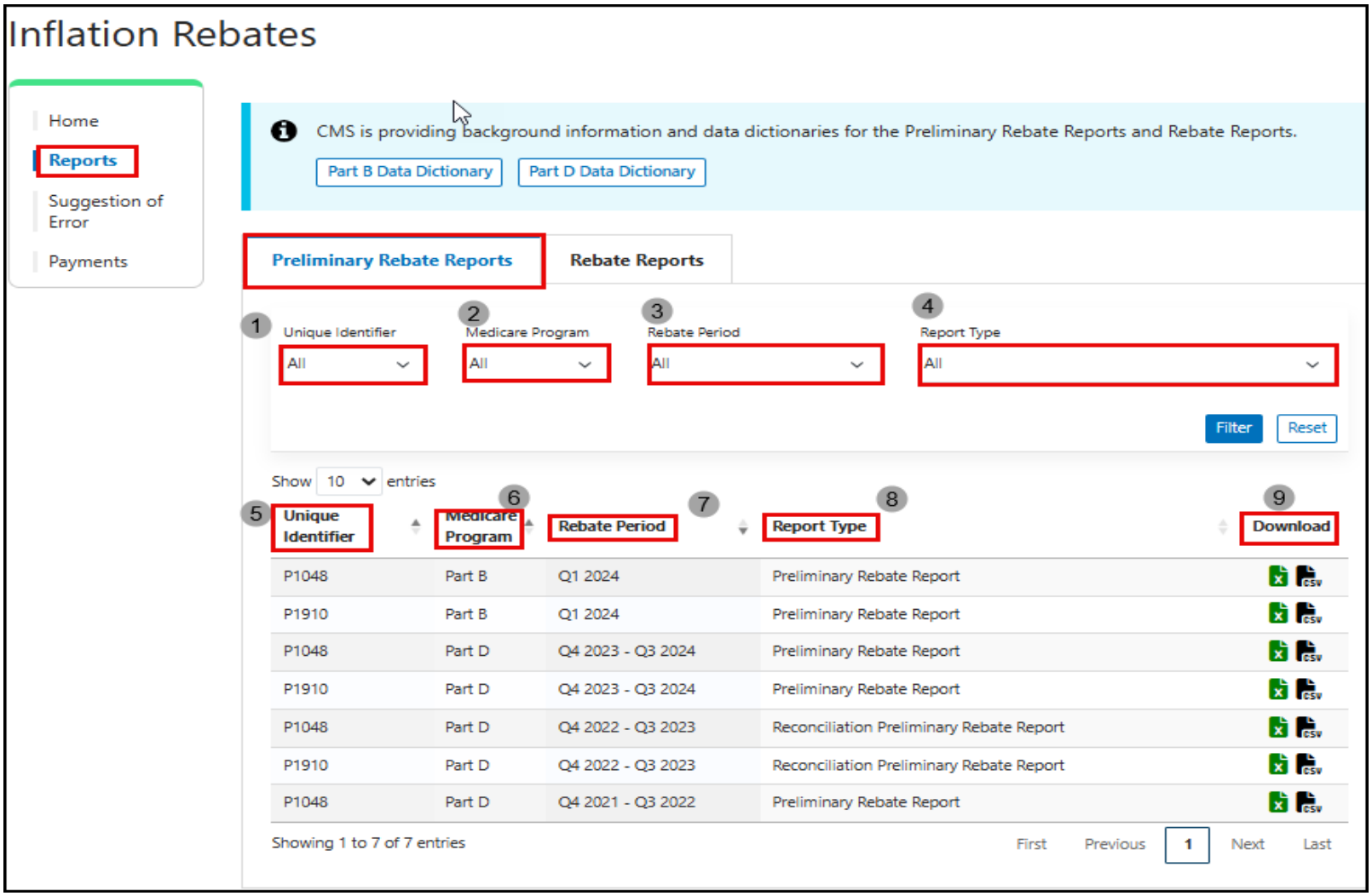
Rejected Notification Change Codes	Description
C68	DFI Account Number not from Original Entry Detail Record

Table 1: Common Features on All Pages



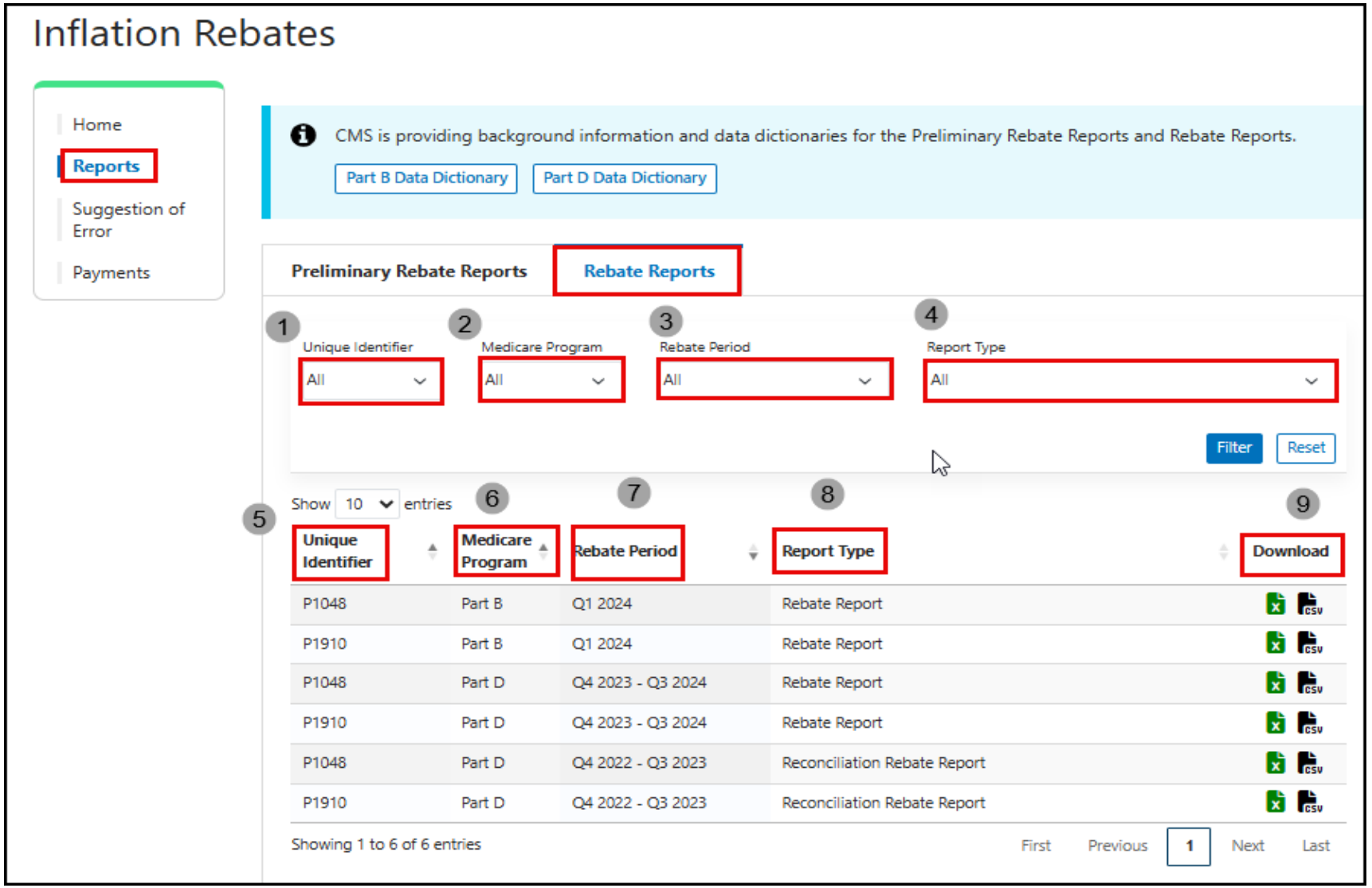
Number	Field Name	Description
1.	Information Icon	Provides informational messages.
2.	Page Navigation	It is on the left side of the page and highlights the page that is currently active. It allows users to select different activities to perform while accessing the system. It is available on All pages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

Table 2: Preliminary Rebate Reports Tab



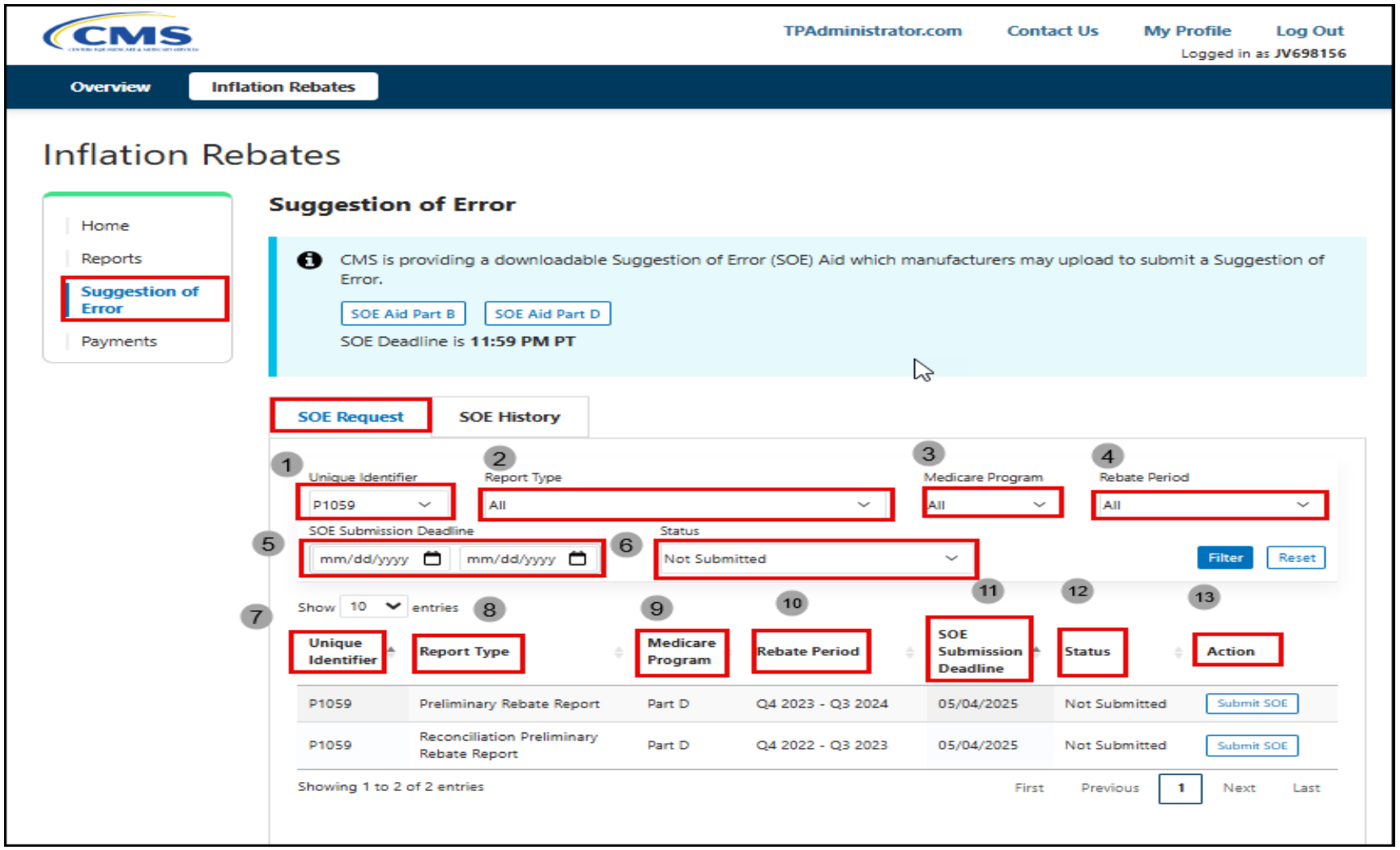
Number	Field Name	Description
1.	Filter: Unique Identifier	This filter field allows users to select one or more Unique Identifiers (UI) associated with their user ID. The field defaults to "All", which displays all UI(s) for a specific Medicare Program, Rebate Period, and Report Type.
2.	Filter: Medicare Program	This column displays the Medicare Program associated with the rebate drug. Options 'Part B,' 'Part D,' or 'All'.
3.	Filter: Rebate Period	This filter field allows users to select one or rebate periods from the drop-down list. The format of the Rebate Period for Part B is Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY. The format of the Rebate Period for Part D is Q# YYYY – Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY.
4.	Filter: Report Type	This filter field allows users to select the type of report that is assigned and available for viewing on the **Preliminary Rebate Reports Tab**. Defaults to 'All'
5.	Unique Identifier	This column displays specific Unique Identifiers associated with rebate drugs listed in the table.
6.	Medicare Program	This column displays the Medicare Program associated with the rebate drug. Options 'Part B' or 'Part D'.
7.	Rebate Period	This column displays the current Rebate Period for the Report Types listed for Part B and D. The format of the Rebate Period for Part B is Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY. The format of the Rebate Period for Part D is Q# YYYY – Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY.
8.	Report Type	This column displays the Report Type that are assigned and available for viewing on the **Preliminary Rebate Reports Tab**.
9.	Download	This column displays the file format types that the report can be downloaded for viewing for reports found on the **Preliminary Rebate Reports Tab**.

Table 3: Rebate Reports Tab



Number	Field Name	Description
1.	Filter: Unique Identifier	This filter field allows users to select one or more Unique Identifiers (UI) associated with their user ID. The field defaults to "All", which displays all UI(s) for a specific Medicare Program, Rebate Period, and Report Type.
2.	Filter: Medicare Program	This column displays the Medicare Program associated with the rebate drug. Options are 'Part B,' 'Part D' or 'All.'
3.	Filter: Rebate Period	This filter field allows users to select one or rebate periods from the drop-down list. The format of the Rebate Period for Part B is Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY. The format of the Rebate Period for Part D is Q# YYYY – Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY.
4.	Filter: Report Type	This filter field allows users to select the type of report that is assigned and available for viewing on the **Rebate Reports Tab**. Defaults to 'All'
5.	Unique Identifier	This column displays specific Unique Identifiers associated with rebate drugs listed in the table.
6.	Medicare Program	This column displays the Medicare Program associated with the rebate drug. Options 'Part B' or 'Part D'.
7.	Rebate Period	This column displays the Rebate Period for the Report Types listed for Part B and D. The format of the Rebate Period for Part B is Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY. The format of the Rebate Period for Part D is Q# YYYY – Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY.
8.	Report Type	This column displays the Report Type that are assigned and available for viewing on the **Rebate Reports Tab**.
9.	Download	This column displays the file format types that the report can be downloaded for viewing for reports found on the Preliminary **Rebate Reports Tab**.

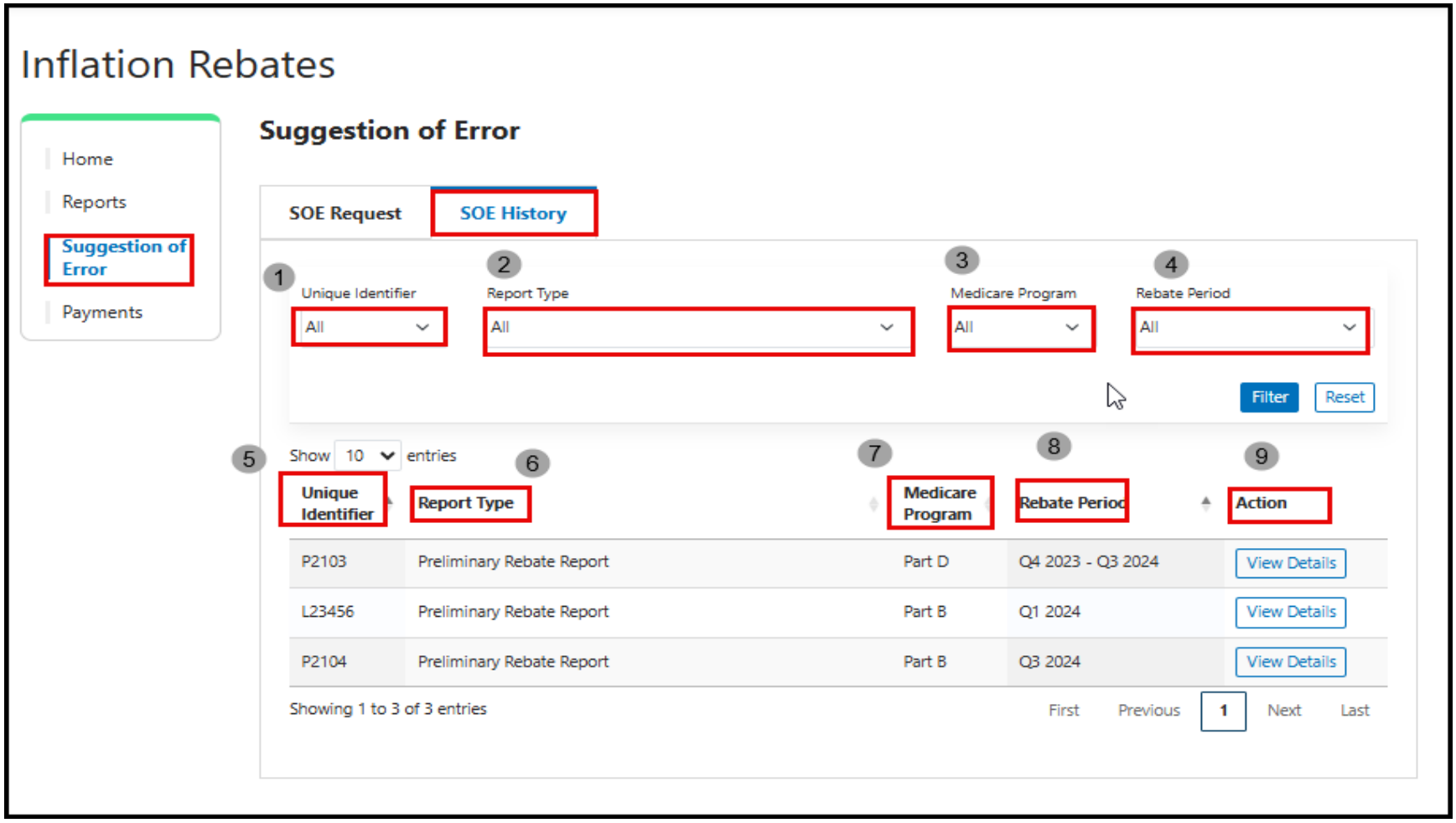
Table 4: SOE Request Tab



Number	Field Name	Description
1.	Filter: Unique Identifier	This filter field allows users to select one or more Unique Identifier associated with their user ID. The field defaults to “All”, which displays all UI(s) for a specific Medicare Program, Rebate Period, and Report Type.
2.	Filter: Report Type	This filter field allows users to select the type of report that is assigned and available for viewing on the **SOE Request Tab**.
3.	Filter: Medicare Program	This column displays the Medicare Program associated with the rebate drug. Options ‘Part B’ or ‘Part D’.
4.	Filter: Rebate Period	This filter field allows users to select one or more rebate periods associated with the Unique Identifier number assigned to their user ID. The Rebate Period defaults to “All” which displays all rebate periods which have preliminary rebate reports. The format of the Rebate Period for Part B is Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY. The format of the Rebate Period for Part D is Q# YYYY – Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY.
5.	Filter: SOE Submission Deadline	This filter field provides users with the ability to enter a range of dates within the Submission period. The Start and/or End date fields allow users to select past or future dates from the calendar icons. Users may also manually enter in the dates in the format of MM/DD/YYYY or select a date in the calendar picker
6.	Filter: Status	Not Submitted or Submitted
7.	Unique Identifier	This column displays specific Unique Identifiers associated with rebate drugs listed in the table.
8.	Report Type	This column displays the Report Type that are assigned and available for viewing on the **SOE Request Tab**.

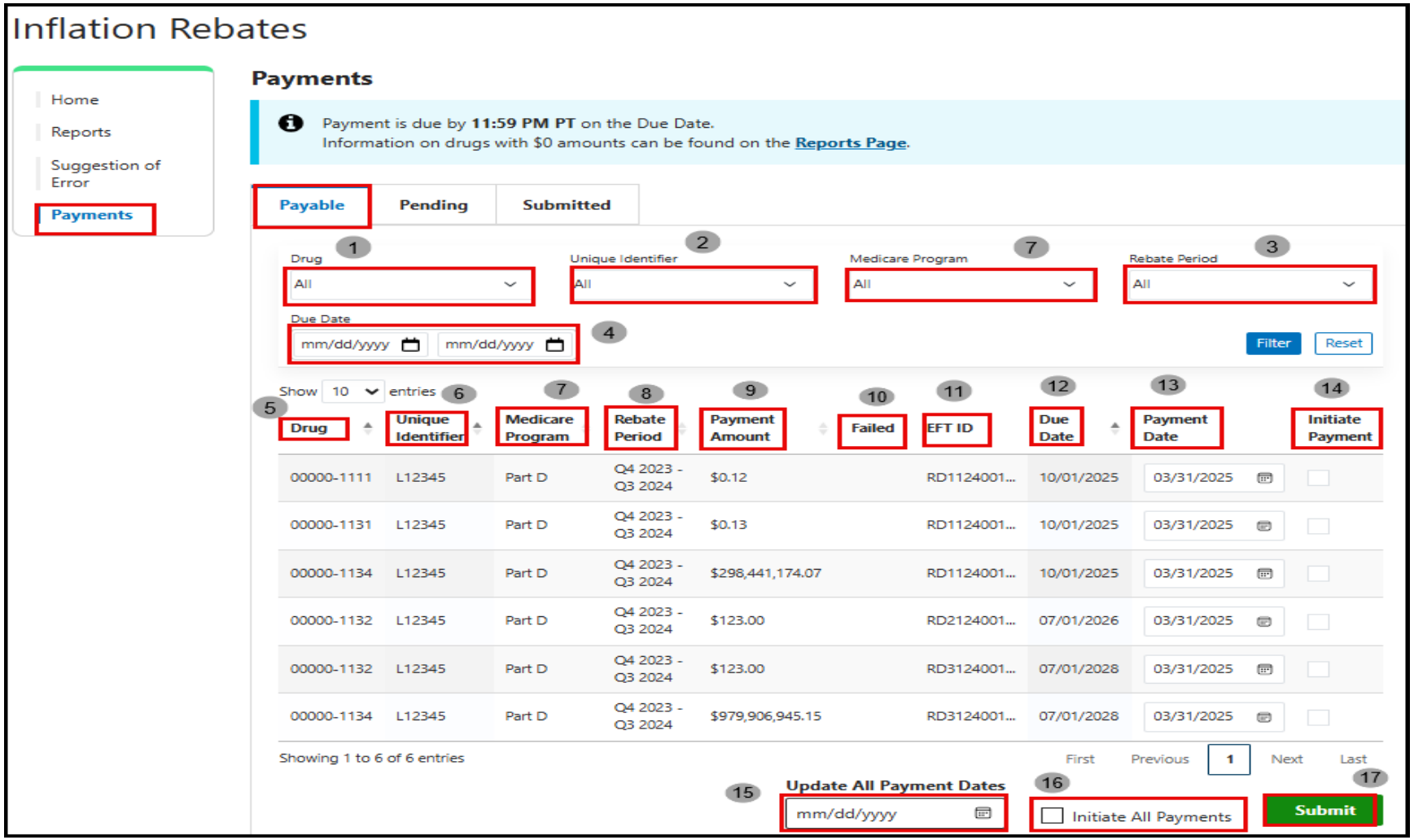
Number	Field Name	Description
9.	Medicare Program	This column displays the Medicare Program associated with the rebate drug. Options 'Part B' or 'Part D'.
10.	Rebate Period	This column displays the Rebate Period for the Report Types listed for Part B and D that was selected. The format of the Rebate Period for Part B is Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY. The format of the Rebate Period for Part D is Q# YYYY – Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY.
11.	SOE Submission Deadline	This filter field provides users with the ability to enter a range of dates within the Submission period. The Start and/or End date fields allow users to select past or future dates from the calendar icons. Users may also manually enter in the dates in the format of MM/DD/YYYY or select a date in the calendar picker
12.	Status	Not Submitted or Submitted
13.	Action	Submit SOE button

Table 5: SOE History Tab



Number	Field Name	Description
1.	Filter: Unique Identifier	This filter field allows users to select one or more Unique Identifier number associated with their user ID. The field defaults to “All”, which displays all UI(s) for a specific Medicare Program, Rebate Period, and Report Type.
2.	Filter: Report Type	This filter field allows users to select the type of report that is assigned and available for viewing on the **SOE History Tab**.
3.	Filter: Medicare Program	This column displays the Medicare Program associated with the rebate drug. Options ‘Part B’ or ‘Part D’.
4.	Filter: Rebate Period	This filter field allows users to select one or more rebate periods associated with the Unique Identifier number assigned to their user ID. The Rebate Period defaults to “All” which displays all rebate periods for that have preliminary reports. The format of the Rebate Period for Part B is Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY. The format of the Rebate Period for Part D is Q# YYYY – Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY.
5.	Unique Identifier	This column displays specific Unique Identifiers associated with rebate drugs listed in the table.
6.	Report Type	This column displays the Report Type that are assigned and available for viewing on the **SOE History Tab.**
7.	Medicare Program	This column displays the Medicare Program associated with the rebate drug. Options ‘Part B’ or ‘Part D’.
8.	Rebate Period	This column displays the Rebate Period for the Report Types listed for Part B and D that was selected. The format of the Rebate Period for Part B is Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY. The format of the Rebate Period for Part D is Q# YYYY – Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY.
9.	Action	View Details button

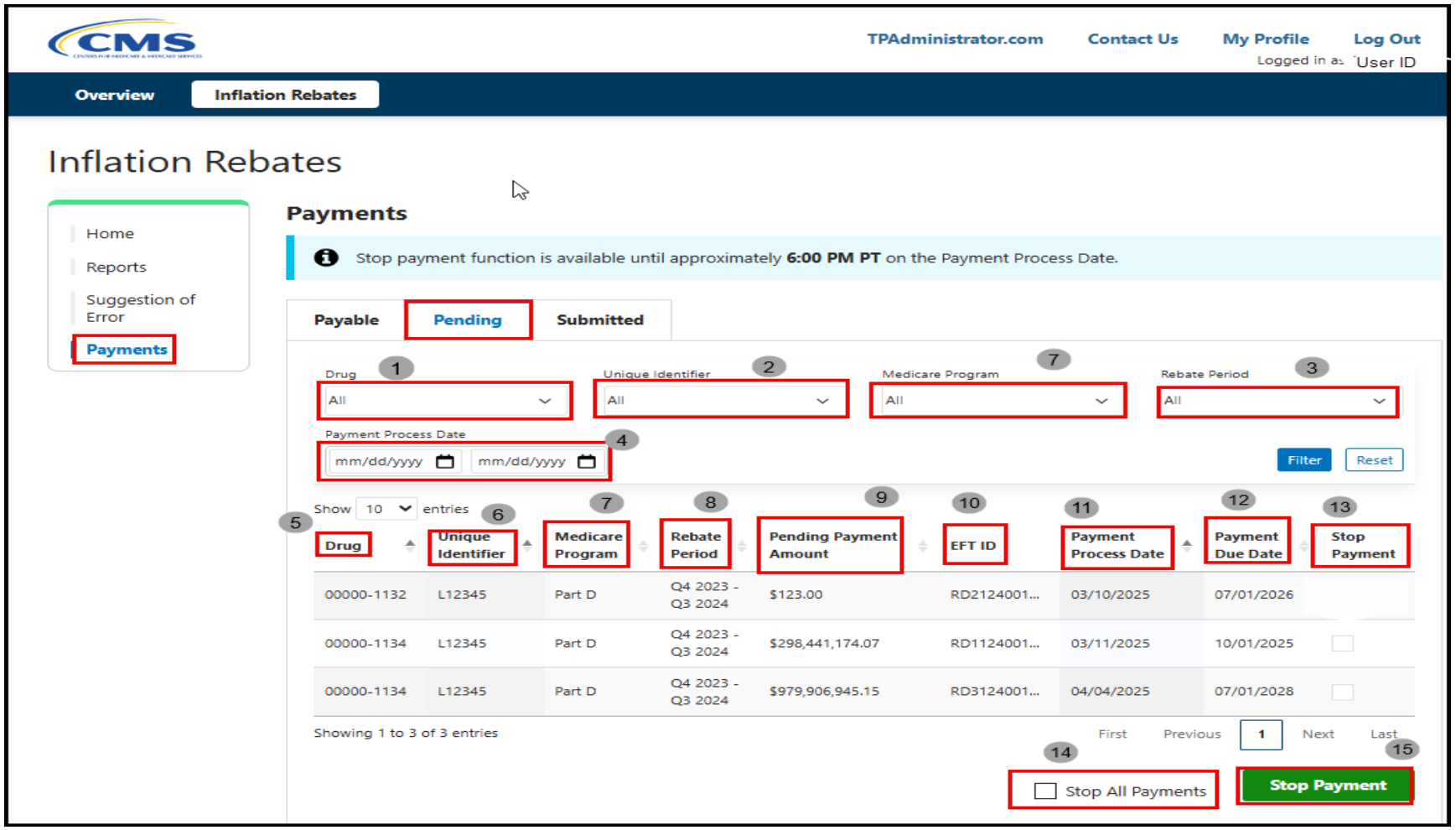
Table 6: Payable Tab



Number	Field Name	Description
1.	Payable Filter: Drug	This filter field allows users to select one or more drugs from the drop-down list. This field defaults to “All”, which displays all drugs with payments due.
2.	Payable Filter: Unique Identifier	This filter field allows users to select one or more Unique Identifiers (UI) associated with their user ID. The field defaults to “All”, which displays all UI with Payments due.
3.	Payable Filter: Rebate Period	This filter field allows users to select one or more rebate periods associated with the UI assigned to their user ID. The Rebate Period defaults to “All” which displays all rebate periods for that have payments due.
4.	Payable Filter: Due Date	This filter field provides users with the ability to enter a range of dates. The Start and/or End date fields allow users to select past or future dates from the calendar icons. Users may also manually enter in the dates in the format of MM/DD/YYYY or select a date in the calendar picker.
5.	Payable Table: Drug	This column displays the HCPCS Code for the drug for Part B and the NDC-9 Code for Part D.
6.	Payable Table: Unique Identifier	This column displays specific Unique Identifier associated with drugs listed in the table.
7.	Payable Table: Medicare Program	This column displays the Medicare Program associated with the rebate drug. Options ‘Part B’ or ‘Part D’.
8.	Payable Table: Rebate Period	This column displays the rebate periods selected from the Payable Filters. Allows users to view multiple rebate periods in the Payable Table.
9.	Payable Table: Payment Amount	This column displays the rebate payment line item amounts due to the Medicare Prescription Drug Inflation Rebate Program. **Note**: The dollar amount displayed automatically populates from the distributed report and is not available for modification.

Number	Field Name	Description
10.	Payable Table: Failed	This column displays the error code if a payment line item is not successfully processed after a payment attempt. The error codes visible in the Failed column have a cursor hover-over feature that will display the definition of the error code. In addition, a complete list of error codes and their descriptions are in the Appendix B: Payment Failed Message Description table labeled "Payment Reporting Failed Codes – Payments Page"
11.	Payable Table: EFT ID	This column displays a descriptive identifier for distributed rebate payments. The EFT ID appears on the bank statements to allow reconciliation of payments sent by manufacturers on the **Submitted Tab.**
12.	Payable Table: Due Date	This column displays the date that the rebate payment is due. This column is static, and the date cannot be updated.
13.	Payable Table: Payment Date	This column displays the current date as the default date. The Calendar icon allows users to select a date in the future to initiate payment. A red warning triangle is present in the Payment Date column when the EFT Payer information has not been established, or previously established EFT Payer information is no longer valid.
14.	Payable Table: Initiate Payment	This column provides a check box for each rebate invoice that is available for payment. If the check box is not visible for the specific line item, the manufacturer bank account information may be missing or there was a prior payment attempt which failed.
15.	Update All Payment Dates	This field will allow users to schedule a date for all available payment line items. Users can either enter the future scheduled date directly into the field or select the Calendar icon to pick the future scheduled date.
16.	Initiate All Payments	This check box allows users to select all available payment line items for initiation in the Initiate Payment column. When checked, it will initiate all payment line items on the current and subsequent pages.
17.	Submit Button	This button allows users to submit their request.

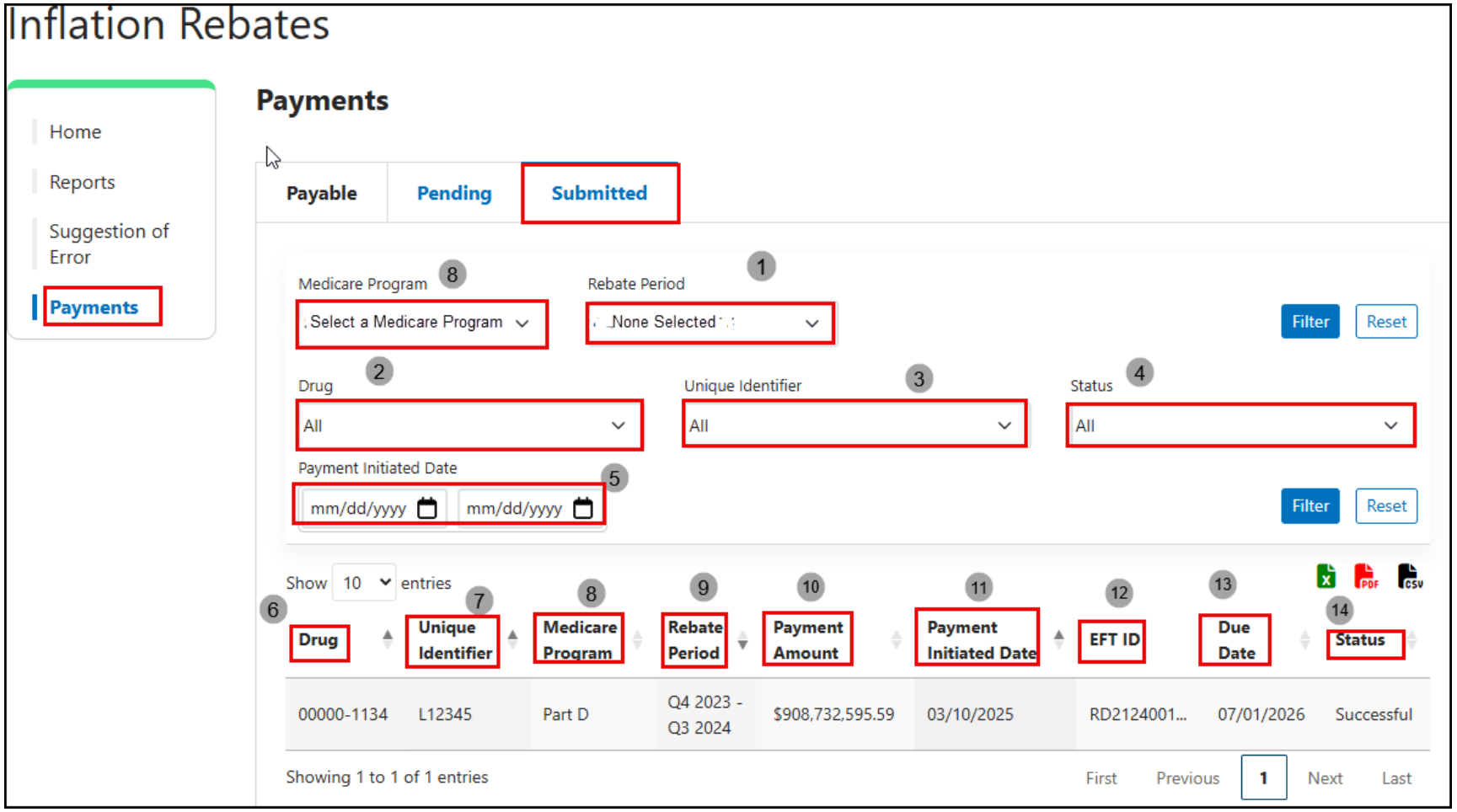
Table 7: Pending Tab



Number	Field Name	Description
1.	Pending Filter: Drug	This filter field allows users to select one or more drugs from the drop-down list. This field defaults to “All”, which displays all drugs with payments due.
2.	Pending Filter: Unique Identifier	This filter field allows users to select one or more Unique Identifier number associated with their user ID. The field defaults to “All”, which displays all UI(s) with Payments due.
3.	Pending Filter: Rebate Period	This filter field allows users to select one or more rebate periods associated with the Unique Identifier number assigned to their user ID. The Rebate Period defaults to “All” which displays all rebate periods for that have payments due
4.	Pending Filter: Due Date	This filter field provides users with the ability to enter a range of dates. The Start and/or End date fields allow users to select past or future dates from the calendar icons. Users may also manually enter in the dates in the format of MM/DD/YYYY or select a date in the calendar picker
5.	Pending Payments Table: Drug	This column displays the HCPCS Code for the drug for Part B. NCD-9 Code for Part D.
6.	Pending Payments Table: Unique Identifier	This column displays specific Unique Identifiers associated with rebate drugs listed in the table.
7.	Pending Payments Table: Medicare Program	This column displays the Medicare Program associated with the rebate drug. Options ‘Part B’ or ‘Part D’.
8.	Pending Payments Table: Rebate Period	This column displays the rebate periods selected from the filters. Allows users to view multiple rebate periods in the table.
9.	Pending Payments Table: Pending Payment Amount	This column displays the amount of the initiated rebate users have authorized to be processed for payment.
10.	Pending Payments Table: EFT ID	This column provides a descriptive identifier for distributed payments. The EFT ID appears on the bank statements to allow reconciliation of payments sent by manufacturers on the **Submitted Tab**
11.	Pending Payments Table: Payment Process Date	This column displays the calendar date that payment processing will occur at 9:00 PM ET. This payment processing will initiate the request for withdrawal of funds from your bank account, on the specified dated listed.

Number	Field Name	Description
12.	Pending Payments Table: Due Date	This column lists the date the rebate payment initiation is due to be completed.
13.	Pending Payments Table: Stop Payment	This column provides individual check boxes for each pending rebate payment line item so that users can select initiated line items to stop payment prior to it processing at 9:00 PM ET.
14.	Stop All Payments Check Box	This is a check box which allows users to select all payment line items in the Pending Payment Table to stop payment. It will automatically check the boxes for all available payment line items in the table. To review the selected checkmarks for additional pages, select the “Next or Last” link in the Pending Payments Table
15.	Stop Payment Button	This button allows users to stop payment on the selected payment line items with a single click. This action will remove the line items from the **Pending Tab** and move it back to the **Payable Tab**’s Payable Table for reinitiation.

Table 8: Submitted Tab



Number	Field Name	Description
1.	Submitting Filter: Rebate Period	This filter field allows users to select one or rebate periods from the drop-down list. The format of the Rebate Period is Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY.
2.	Submitted Filter: Drug	This filter field allows users to select one or more drugs from the drop-down list. This field defaults to "All", which displays all drugs with rebate payments due.
3.	Submitted Filter: Unique Identifier	This filter field allows users to select one or more Unique Identifiers (UI) associated with their user ID. The field defaults to "All", which displays all UI(s) with rebate payments due.
4.	Submitted Filter: Status	This filter allows users to select the statuses that are assigned to submitted rebate payment line items. Statuses available for filtering are Successful and Processing.
5.	Submitted Filter: Payment Initiated Date	This filter field provides users with the ability to enter a range of dates to allow for a broader search of rebate payment line item data. The Start and End date fields allow users to select past or future dates from the calendar icons. Users may also manually enter in the dates in the format of MM/DD/YYYY or select a date in the calendar picker.
6.	Submitted Payments Table: Drug	This column displays the HCPCS Code for the drug for Part B. NCD-9 Code for the drug for Part A.
7.	Submitted Payments Table: Unique Identifier	This column displays specific Unique Identifiers associated with rebate drugs listed in the table.
8.	Submitted Payments Table: Medicare Program	This column displays the Medicare Program associated with the rebate drug. Options 'Part B' or 'Part D'.

Number	Field Name	Description
9.	Submitted Payments Table: Rebate Period	This column displays the rebate periods selected from the filters. Allows users to view multiple rebate periods in the table. The format of the Rebate Period is Q# YYYY, where # equals 1, 2, 3, or 4 and calendar year is represented by the YYYY.
10.	Submitted Payments Table: Payment Amount	This column displays the amount that was initiated for payment and is either processing or has been successfully paid.
11.	Submitted Payments Table: Payment Initiated Date	This column displays the calendar date that rebate payment line items were processed for payment. The date listed in the column appears in MM/DD/YYYY format.
12.	Submitted Payments Table: EFT ID	This column provides a descriptive identifier for distributed rebate payments. The EFT ID appears on the bank statements to allow reconciliation of payments sent by manufacturers on the **Submitted Tab**.
13.	Submitted Payments Table: Due Date	This column lists the date the rebate payment line item initiation was due to be completed.
14.	Submitted Payments Table: Status	This column provides the current status that the rebate payment line item(s) is in during the payment processing. 'Processing' when the ACH file has been sent to the bank. 'Successful' when 5 banking days have passed since Citibank's receipt of the ACH file AND Citibank's response file has not indicated any failures.