

**Manufacturer Discount Program (MDP)
Manufacturer Payment Portal (MPP)
Sponsor User Guide**



TABLE OF CONTENTS

INTRODUCTION 4

RECOMMENDED SYSTEM REQUIREMENTS/ 6

ACCESS TO THE MDP MODULE VIA MPP 7

MDP USER ROLES..... 8

MDP MODULE DISCOUNT PROGRAM PAYMENT CONTACT AND TPA LIAISON ROLES 8

MDP SPONSOR USER GUIDE 14

MPP OVERVIEW PAGE – MDP FOR SPONSOR..... 14

MDP HOME PAGE FOR SPONSORS 19

PAYMENTS PROCESS NAVIGATION FOR SPONSORS 26

PAY AN INVOICE PAGE NAVIGATION FOR SPONSORS..... 28

PAY AN INVOICE INSTRUCTIONS FOR SPONSORS..... 30

SELECT INDIVIDUAL, MULTIPLE OR ALL INVOICE LINE ITEMS FOR PAYMENT INITIATION INSTRUCTION FOR SPONSORS..... 30

SET SCHEDULED FUTURE DATES FOR INDIVIDUAL INVOICES INSTRUCTION FOR SPONSORS..... 42

UPDATE ALL DATES FOR ALL INVOICE LINE ITEMS PAYMENT INITIATION INSTRUCTION FOR SPONSORS 52

PROCESSING DEFERRED INVOICES FOR SPONSORS 62

DEFER ELIGIBLE INVOICES – TOTAL AVAILABLE LESS THAN \$20.00 INSTRUCTION – SPONSORS 63

PRIOR REPORTING PERIOD DEFER – NO PAYABLE INVOICES DISTRIBUTED FOR REPORTING PERIOD INSTRUCTION – SPONSORS..... 72

PRIOR REPORTING PERIOD DEFER – NO INVOICES DISTRIBUTED FOR CURRENT REPORTING PERIOD INSTRUCTION – SPONSORS 85

PENDING PAYMENTS PAGE FOR SPONSORS 98

PENDING PAYMENTS PAGE 98

PENDING PAYMENTS PAGE INSTRUCTIONS FOR SPONSORS 99

REVIEWING INVOICES..... 99

PROCESSING STOP PAYMENTS FOR SPONSORS 104

COMPLETED PAYMENTS PAGE FOR SPONSORS..... 113

COMPLETED PAYMENT PAGE INSTRUCTIONS FOR SPONSORS 114

REVIEWING INVOICES..... 114

RECEIPTS PAGE FOR SPONSORS 122

HIGH DOLLAR INVOICE LINE ITEM (\$100M+) RECEIPTS INFORMATION FOR SPONSORS 123

REVIEWING RECEIPTS INSTRUCTION FOR SPONSORS 125

REPORTS FOR SPONSORS..... 131

DISPUTE DASHBOARD FOR SPONSORS 145

SUMMARY 153

REFERENCES..... 155

APPENDIX A: ACRONYM LIST 155

APPENDIX B: ERROR MESSAGE DESCRIPTIONS 156

GLOSSARY..... 157

TABLE 1: COMMON FEATURES ON ALL PAGES 161

TABLE 2: HOME PAGE..... 163

TABLE 3: PAY AN INVOICE PAGE.....	166
TABLE 4: PENDING PAYMENTS.....	171
TABLE 5: COMPLETED PAYMENTS.....	173
TABLE 6: RECEIPTS.....	176
TABLE 7: REPORTS.....	179
TABLE 8: DISPUTE DASHBOARD	182

Introduction

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

Beginning in 2025, the Inflation Reduction Act (IRA) introduces manufacturer discounts in the initial and catastrophic coverage phases.¹ Under the MDP, CMS will require Part D sponsors to provide applicable discounts on applicable drugs at point-of-sale (POS).²

As a sponsor participating in the MDP, you have agreed to advance discount amounts on behalf of manufacturers for Part D enrollees who received applicable drugs while in the initial and catastrophic phase of the Part D benefit and to receive reimbursement from or submit adjusted reimbursements to Pharmaceutical Drug Manufacturers (manufacturers) participating in the MDP.

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

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

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

¹ Section 20 of the [Manufacturer Discount Program Final Guidance](https://www.cms.gov/medicare/coverage/prescription-drug-coverage/part-d-information-pharmaceutical-manufacturers) available at <https://www.cms.gov/medicare/coverage/prescription-drug-coverage/part-d-information-pharmaceutical-manufacturers>

² Section 60 of the [Manufacturer Discount Program Final Guidance](https://www.cms.gov/medicare/coverage/prescription-drug-coverage/part-d-information-pharmaceutical-manufacturers) available at <https://www.cms.gov/medicare/coverage/prescription-drug-coverage/part-d-information-pharmaceutical-manufacturers>

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

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

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

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

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

This user guide contains instructions for sponsors.

Recommended System Requirements

The following system functionality is required to access the MPP.

Operating System (OS):

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

Supported Internet Browsers*:

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

Recommended Screen Resolution:

- 1024 x 768

Additional Requirements:

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

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

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

Access to the MDP module via MPP

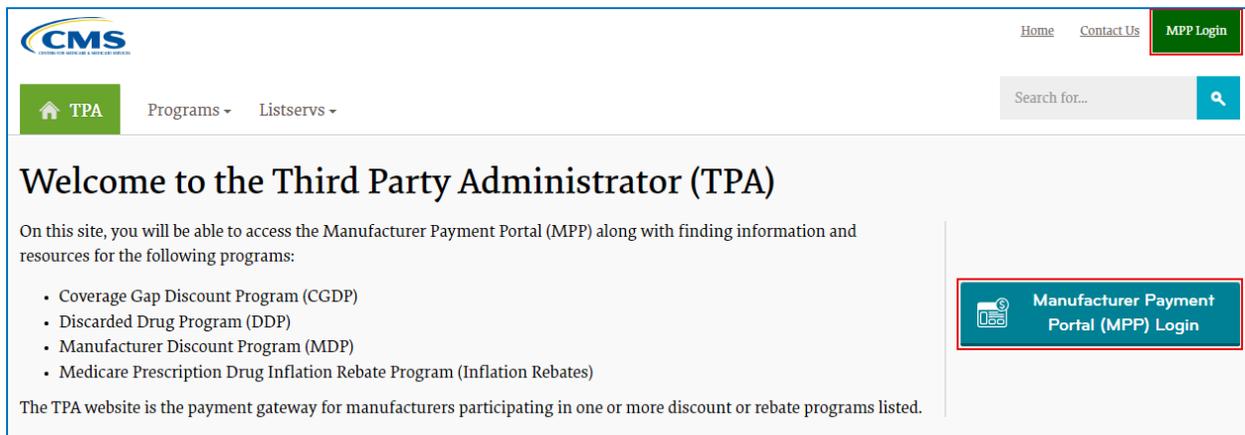
The MPP is a federal information system. To access MDP data, you must be authorized to access both the MPP and the MDP module. Authorized users of the MPP, and all program modules housed within, must adhere to CMS information security policies, standards, and procedures.

Detailed login instructions are located on the [TPAdministrator.com](https://tpadministrator.com) website under “[User Guides](#)” in the **Manufacturer Payment Portal (MPP) Introduction and Login Users Guide**. Instructions contained within the guide include:

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

Note: You will not have the ability to view other program participant’s data.

The TPA website (<https://tpadministrator.com>) contains two links titled “MPP Login.” Either link will redirect you to the MPP Login page.



To access the MPP, enter your User ID provided by the TPA Operations Team. Information available to you is limited to the authorized data associated by roles and permissions assigned to your user ID.

MDP User Roles

MDP Module Discount Program Payment Contact and TPA Liaison Roles

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

The MDP Part D Plan Sponsor payment initiation role is the “*Discount Program Payment Contact*”.

- A *Discount Program Payment Contact* role allows:
 - Full functionality of the MDP module, including initiating payment of distributed invoices, download dispute resolution and reports and ability to request updates to bank account information.

Sponsors have a *TPA Liaison* role for a view only role.

- The *TPA Liaison* role allows:
 - View Only functionality for invoices in the MDP module.
 - Access and ability to request updates to bank account information and download reports.

Important Note:

- Assigned MPP user credentials, User ID and temporary password, are specific to individuals and *must not be shared*. The person granted MPP access is authorized by CMS and the TPA to access data within the MPP.
- If you are no longer the authorized user for the MPP and its program modules, HPMS *must* be updated, and the new authorized user *must* contact the TPA to obtain their authorized access credentials. If you need assistance with HPMS, please contact HPMS Help Desk at hpms@cms.hhs.gov or call 1-800-220-2028.

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

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

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

The screenshot displays the 'Manufacturer Discount Program: Pay an Invoice' page. The top navigation bar includes 'Overview' and 'Manufacturer Discount'. The main content area is titled 'Manufacturer Discount Program: Pay an Invoice'. On the left, a sidebar contains navigation options: Home, Pay an Invoice (highlighted), Pending Payments, Completed Payments, Receipts, Reports, and Dispute Dashboard. The 'Payment Information' section shows a summary of totals: Total Invoiced (\$12.20), Total Pending (\$0.00), Total Successful (\$0.00), Total Available (\$32.20), Total Failed (\$0.00), Total Current Deferred (\$0.00), and Total Previously Deferred (\$20.00). Below this, there are filters for Invoice Period (202304), Payments Due (07/20/2024), P Number (All), and Contract No (H_4). A table of invoice line items is shown with columns for P Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. The table contains 12 entries, with one entry (P Number 8) marked as 'Invalid Payee Data'. At the bottom of the page, there are three numbered callouts: (1) 'Update All Dates' with a calendar icon and a date field, (2) 'Select All Invoices' with a checkbox, and (3) a 'Submit' button.

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

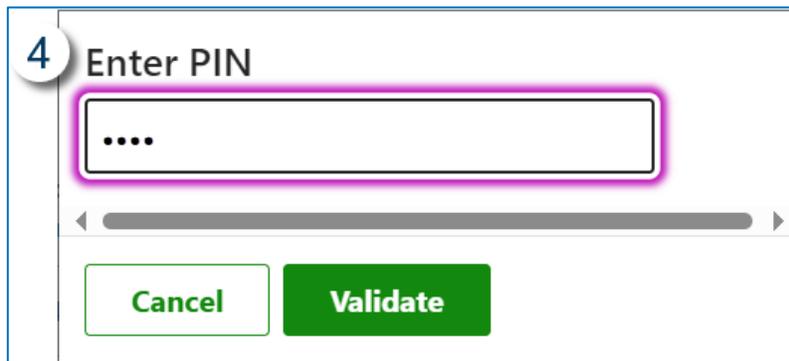
The (1) Update All Dates calendar icon and field provides the ability to select and set a future date for any, or all, individual invoice line items if they are eligible for payment initiation.

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

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

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

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



The image shows a modal window titled "4 Enter PIN". It features a text input field with four dots, a horizontal scrollbar below it, and two buttons at the bottom: "Cancel" and "Validate".

You can set the four-digit numeric PIN by following the instructions located on the [TPAdministrator.com](https://www.tpaadministrator.com) website. For more detailed instructions please access the “**My Profile – Update PIN**” instruction in the **Manufacturer Payment Portal (MPP) Introduction and Login User Guide** located in the [User Guides](#).

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

The screenshot displays the 'Manufacturer Discount Program: Pending Payments' interface. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. The main header reads 'Manufacturer Discount Program: Pending Payments'. A sidebar on the left contains navigation links: Home, Pay an Invoice, Pending Payments (highlighted), Completed Payments, Receipts, Reports, and Dispute Dashboard. The main content area features a 'Pending Payments' section with a note: 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' Below this, there is a 'Show 10 entries' dropdown and a table of pending payments. The table has the following data:

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
___7	\$1.00	07/30/2024	08/02/2024	<input type="checkbox"/>
___9	\$1.50	07/30/2024	08/02/2024	<input type="checkbox"/>

Below the table, it says 'Showing 1 to 2 of 2 entries' and includes pagination controls: First, Previous, 1 (selected), Next, Last. At the bottom right, there are two highlighted elements: a checkbox labeled 'Select All Payments' (circled 5) and a green 'Stop Payment' button (circled 6).

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

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

Instructions for creating or updating banking data is on the [TPAdministrator.com](https://www.tpaadministrator.com) website. The “**Banking Information**” instructions are found in the **Manufacturer Payment Portal (MPP) Introduction and Login User Guide** located in the [User Guides](#). Also, important payment due date and deadlines can be found in the [Medicare Part D Coverage Gap Discount Program \(CGDP\) and Manufacturer Discount Program \(MDP\) Calendar](#) .

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

TPA Liaison – Pay an Invoice & Pending Payments Pages View

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

The screenshot displays the 'Manufacturer Discount Program: Pay an Invoice' interface. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. The main content area is titled 'Manufacturer Discount Program: Pay an Invoice'. On the left, a sidebar contains navigation links: Home, Pay an Invoice (highlighted), Pending Payments, Completed Payments, Receipts, Reports, Dispute Dashboard, and Dispute Submission. The 'Payment Information' section shows a summary of financial data:

\$388,512,332.83 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$388,518,878.15 Total Available
\$0.00 Total Failed	\$0.00 Total Current Deferred	\$6,545.32 Total Previously Deferred	

Below this summary, there are filters for 'Invoice Period: 202402' and 'Payments Due: 12/31/2024', along with dropdowns for 'Contract No' (set to 'All') and 'P Number' (set to 'P__8'). A table of invoices is displayed with columns: Contract Number, Invoiced Amount (\$), Previous Deferred Amount (\$), Payment Date, Defer, Failed, EFT ID, and Initiate Payment. The table contains 10 rows of data. At the bottom of the page, there is a pagination control showing 'Showing 1 to 10 of 628 entries' and a page number '1' selected. Two callouts are present: (1) points to the 'Update All Dates' field, which is a calendar icon that is grayed out; (2) points to the 'Select All Invoices' checkbox, which is also grayed out.

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

- (1) *Update All Dates* calendar will be visible, but field is grayed out and cannot be updated
- (2) *Select All Invoices* checkbox will be visible, but field is grayed out and cannot be updated.

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

The remaining *TPA Liaison* role differences in functionality are located on the **Pending Payments** page.

The screenshot shows the 'Pending Payments' page in the CMS TPA Administrator portal. The page title is 'Manufacturer Discount Program: Pending Payments'. The page includes a navigation menu on the left with options like Home, Pay an Invoice, Pending Payments, Completed Payments, Receipts, Reports, Dispute, and Dashboard. The main content area displays a table of pending payments with columns for P Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. Two entries are listed: P Number 7 with an authorization amount of \$1.00 and P Number 9 with an authorization amount of \$1.50, both submitted on 07/30/2024 and due on 08/02/2024. A 'Select All Payments' checkbox is visible at the bottom right, highlighted with a red box and labeled '4'. A 'Stop Payment' button is also visible, highlighted with a red box and labeled '5'.

(4) *Select All Payments* checkbox will be visible and can be checked for line items that are available to be stopped, however it will **not** execute those changes.

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

Associates assigned the *TPA Liaison* role **can** review distributed invoices, confirm completed payment of invoices, track receipts for quarterly distributed invoice line items, and review and download reports.

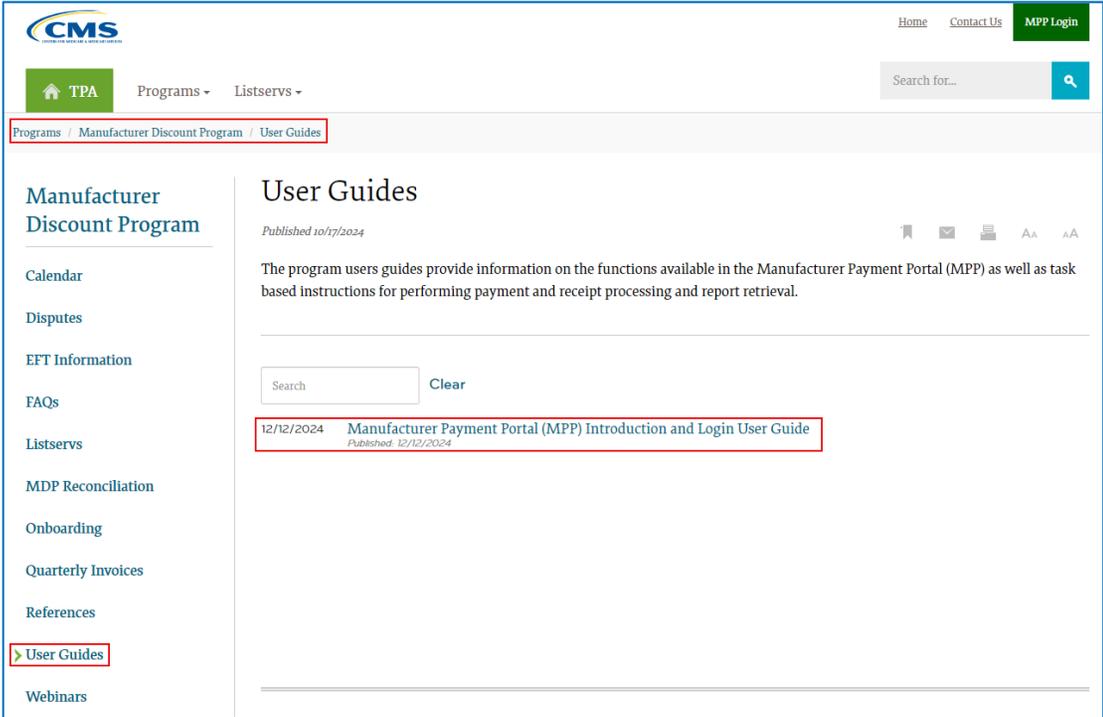
Both the *Discount Program Payment Contact* role and the *TPA Liaison* role can create or update bank account information for their organization.

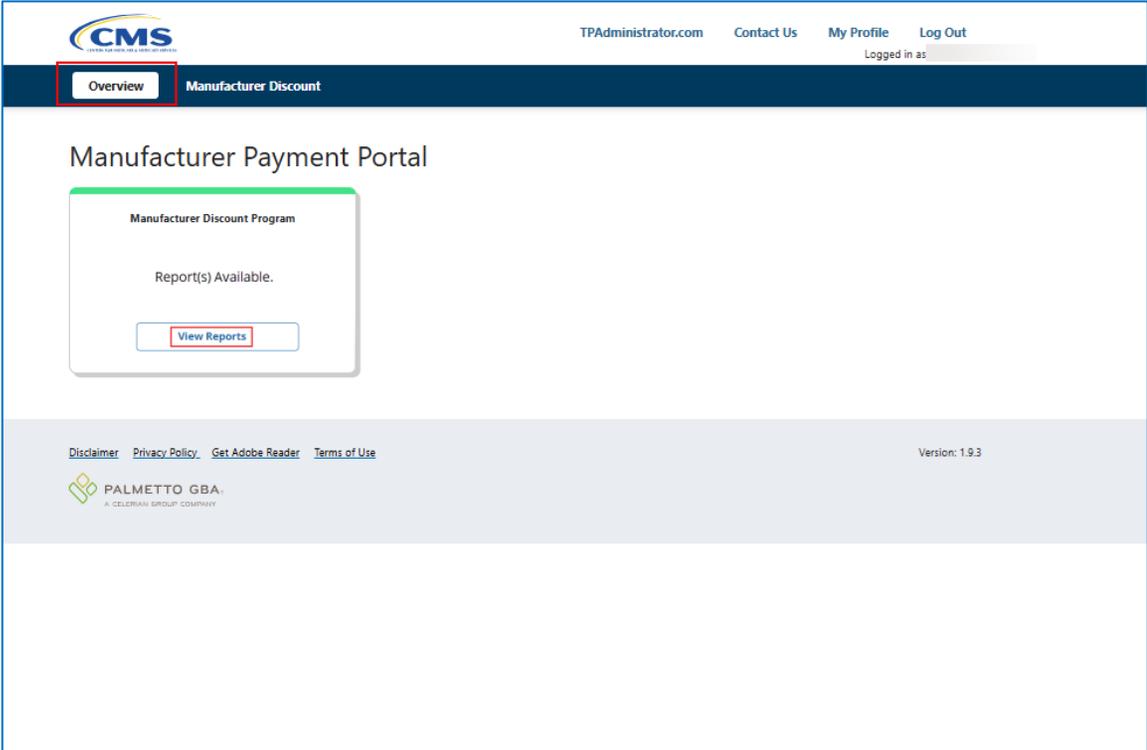
For more detailed instructions to create or update banking data, please review the “**Banking Information**” instructions in the **Manufacturer Payment Portal (MPP) Introduction and Login User Guide** located in the [User Guides](#).

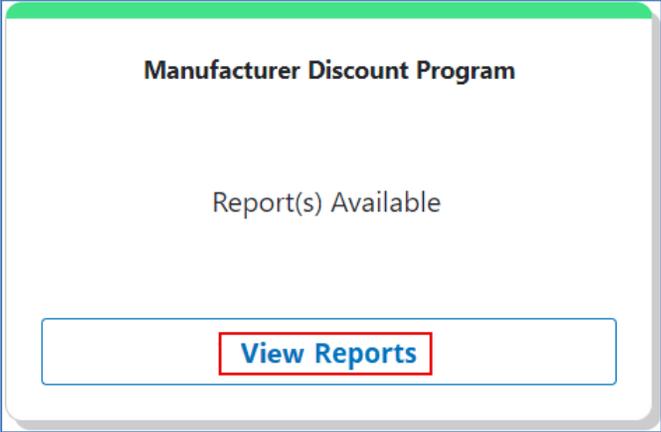
MDP Sponsor User Guide

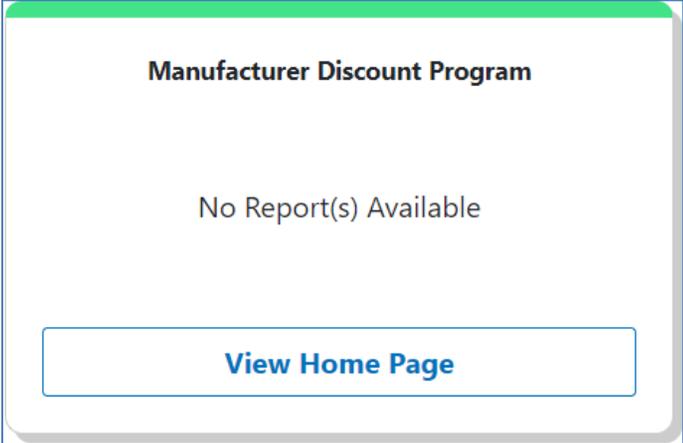
MPP Overview Page – MDP for Sponsor

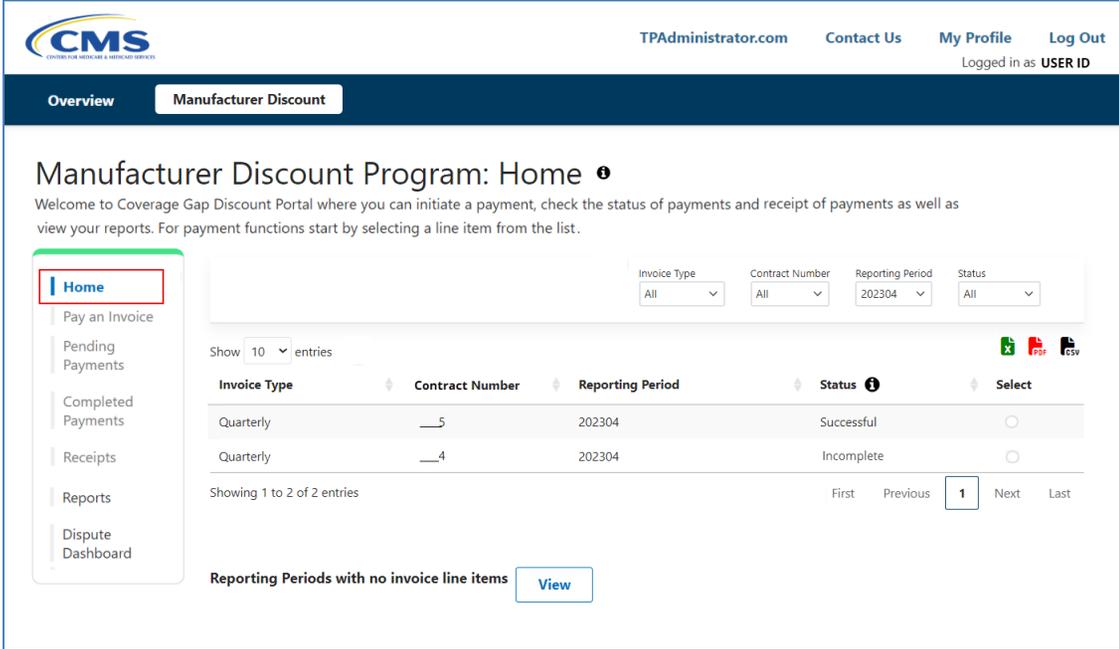
As a MDP sponsor, you can access the program module via the MPP. After successful login to the MPP, you will see the overview cards for the program modules(s) your user ID is authorized to access.

Instructions	Visuals
<p>1. To access the MPP, click on the TPAdministrator.com and click on the MPP Login.</p> <p>If you need further instructions on logging in, choose the “Manufacturer Payment Portal (MPP) Introduction and Login User Guide” found on the MDP User Guides page to access the guide.</p> <ul style="list-style-type: none"> • Select the “New User Setup and Login Instructions” if you are a first-time user to the MPP. • Select the “Existing User Login Instructions” if you have completed new user setup. 	 <p>The screenshot shows the CMS website interface. At the top, there are links for Home, Contact Us, and MPP Login. Below that is a search bar and navigation tabs for Programs and Listservs. The main content area is titled 'User Guides' and includes a search bar and a list of guides. The guide '12/12/2024 Manufacturer Payment Portal (MPP) Introduction and Login User Guide' is highlighted with a red box. The left sidebar contains a list of navigation options: Calendar, Disputes, EFT Information, FAQs, Listservs, MDP Reconciliation, Onboarding, Quarterly Invoices, References, User Guides (highlighted with a red box), and Webinars.</p>

Instructions	Visuals
<p>2. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview Page will appear showing all program modules assigned to your user ID as cards on the page.</p> <ul style="list-style-type: none">• Example of a user ID with access to the MDP only.	

Instructions	Visuals
<p>3. The cards displayed for the MDP will contain data that provides information about quarterly and Benefit Year (BY) closeout invoices.</p> <p>Scenarios for when “<i>View Reports</i>” displays on the card:</p> <ul style="list-style-type: none">• Invoices have been distributed for the current reporting period and invoices are available for payment initiation.• Invoice initiation on all invoices has not been completed for current reporting period.• Some action has been performed on Invoices, but more action needs to be performed before the due date.• Specific scenarios:<ul style="list-style-type: none">• Invoice line items have failed payment processing.• <i>Invalid Payee Data/Invalid Payer Data</i> error messages have been corrected and invoices are now available for initiation.	 <p>The screenshot shows a card titled "Manufacturer Discount Program". Below the title, it says "Report(s) Available". At the bottom of the card, there is a button labeled "View Reports". The card has a light blue border and a green header bar.</p>

Instructions	Visuals
<p>Scenarios for when the message “<u>No Report(s) Available.</u>” displays on the card:</p> <ul style="list-style-type: none">• No payable or receivable invoices are available for you in the current reporting period after the invoices for the current reporting period have been distributed. <p>Note: As part of the agreement with CMS, you are required to submit payment on all invoices for all reporting periods. While the Overview page cards display information for the current reporting period, it is recommended that you review prior reporting periods to verify that they have a <u>Successful</u> status displayed in the Home page.</p> <p>To review additional reporting periods on the Home page, once on the page, update the <u>Invoice Filter</u> labeled <u>Reporting Period</u> to “All” and all reporting periods will display for you to review.</p>	 <p>The screenshot shows a white card with a green header bar. The title "Manufacturer Discount Program" is centered at the top. Below the title, the text "No Report(s) Available" is centered. At the bottom of the card, there is a blue button with the text "View Home Page".</p>

Instructions	Visuals
<p>4. To review the reports available data referenced on the MDP overview card, select the <u><i>View Reports</i></u> button.</p> <p>5. After clicking the button on the card, you will be directed to the MDP Home page.</p>	 <p>The screenshot shows the CMS 'Manufacturer Discount Program: Home' page. The navigation menu on the left includes 'Home', 'Pay an Invoice', 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', 'Dispute', and 'Dashboard'. The 'Home' option is highlighted with a red box. The main content area features a header with the CMS logo and navigation links (TPAdministrator.com, Contact Us, My Profile, Log Out). Below the header, there are tabs for 'Overview' and 'Manufacturer Discount'. The main heading is 'Manufacturer Discount Program: Home'. A welcome message states: 'Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports. For payment functions start by selecting a line item from the list.' Below this, there are filters for Invoice Type (All), Contract Number (All), Reporting Period (202304), and Status (All). A table displays invoice data with columns: Invoice Type, Contract Number, Reporting Period, Status, and Select. The table contains two rows: one for a 'Quarterly' invoice with Contract Number '___5' and Status 'Successful', and another for a 'Quarterly' invoice with Contract Number '___4' and Status 'Incomplete'. A 'View' button is located at the bottom right of the table area.</p>

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

MDP Home Page for Sponsors

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

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

The screenshot shows the 'Manufacturer Discount Program: Home' page. At the top, there is a CMS logo and navigation links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. The user is logged in as 'USER ID'. The page has a dark blue header with 'Overview' and 'Manufacturer Discount' tabs. The main content area is titled 'Manufacturer Discount Program: Home' and includes a welcome message. Below the message are filters for 'Invoice Type', 'Contract Number', 'Reporting Period', and 'Status'. A table displays invoice data with columns: Invoice Type, Contract Number, Reporting Period, Status, and Select. The table shows two entries: one with 'Quarterly' type, '5' contract number, '202304' period, and 'Successful' status; the other with 'Quarterly' type, '4' contract number, '202304' period, and 'N/A' status. A 'View' button is located below the table. A sidebar on the left contains navigation links: Home, Pay an Invoice, Pending Payments, Completed Payments, Receipts, Reports, Dispute, and Dashboard.

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	5	202304	Successful	<input type="radio"/>
Quarterly	4	202304	N/A	<input type="radio"/>

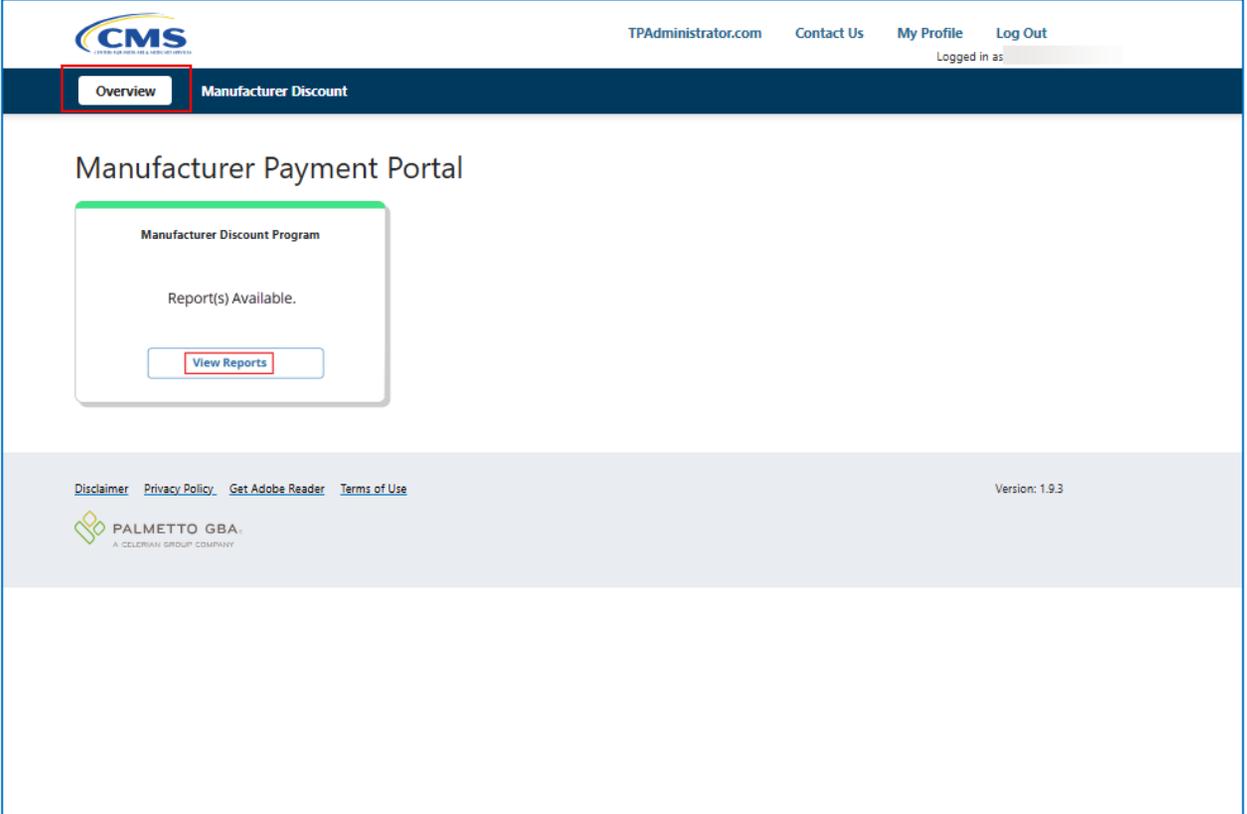
For detailed information about the common features found on each page in the MPP, refer to [Table 1: Common Features on All Pages](#) in the Appendix.

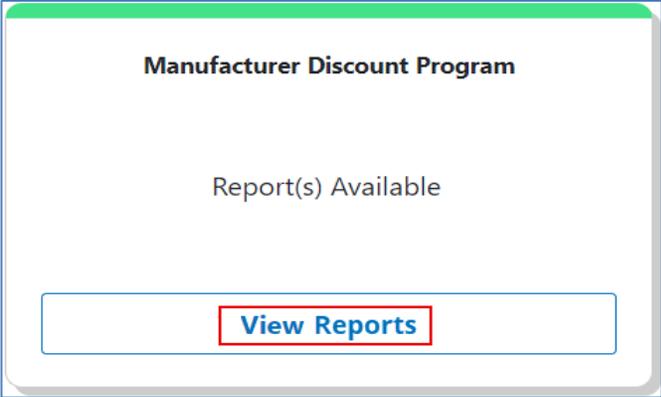
For detailed information about the features available on then the Home page, refer to _____

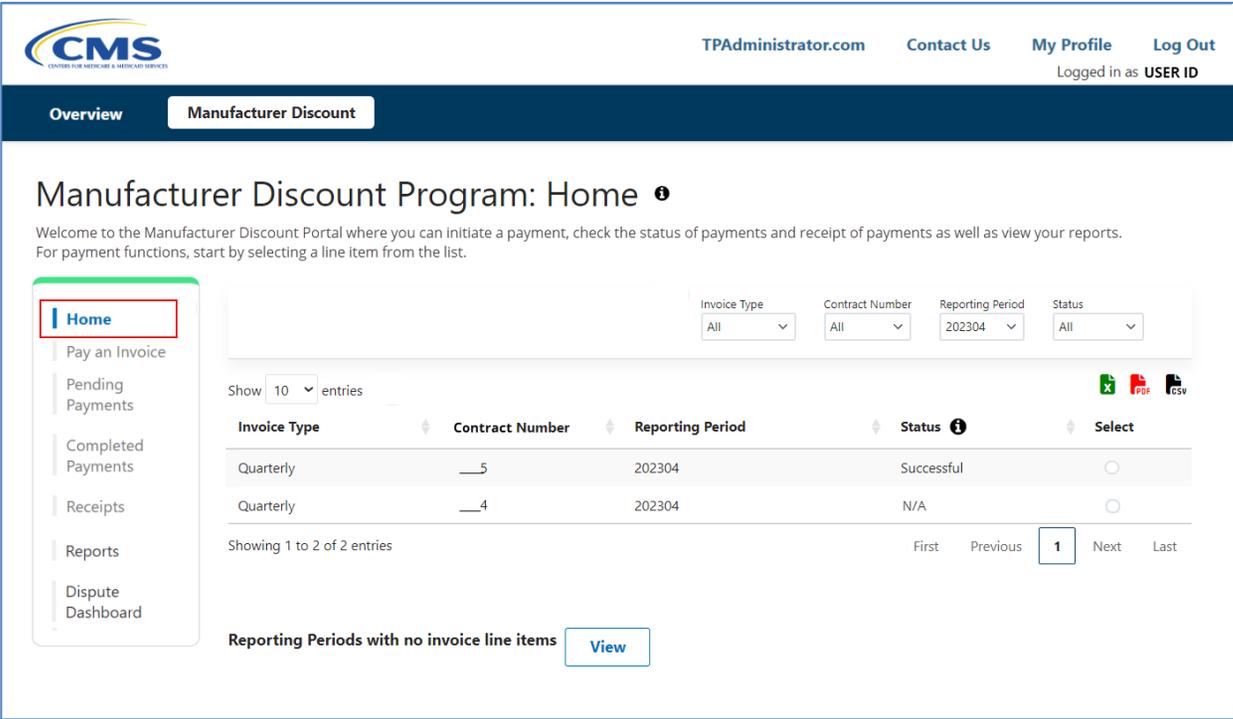
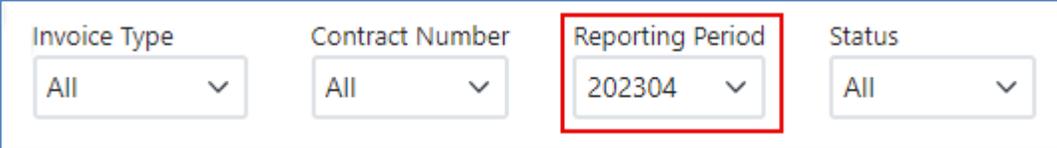
Table 2: Home Page.

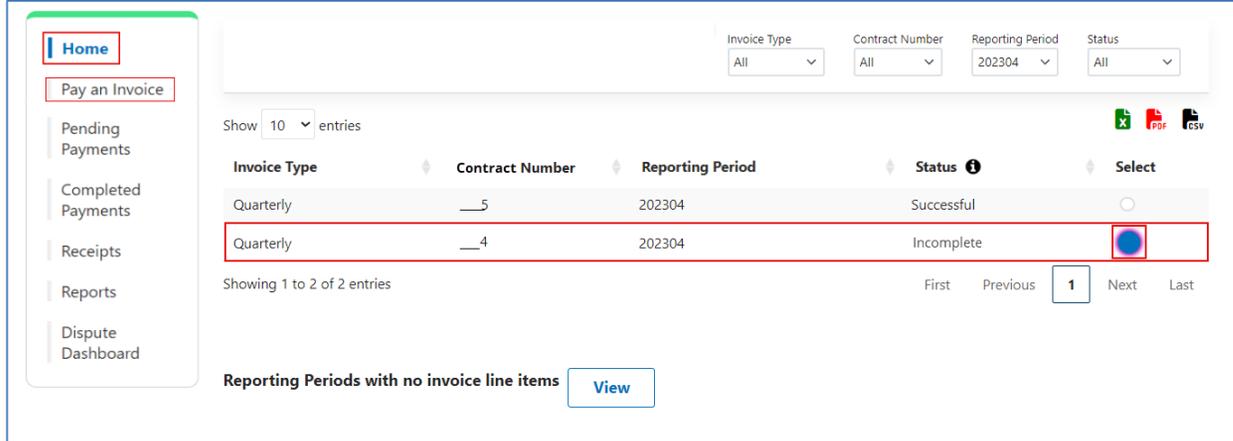
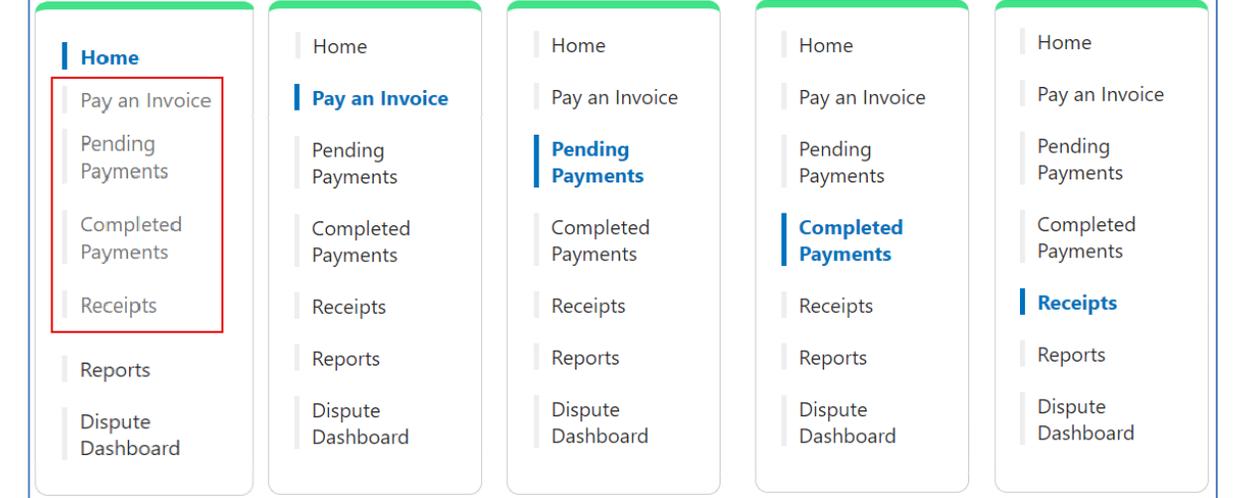
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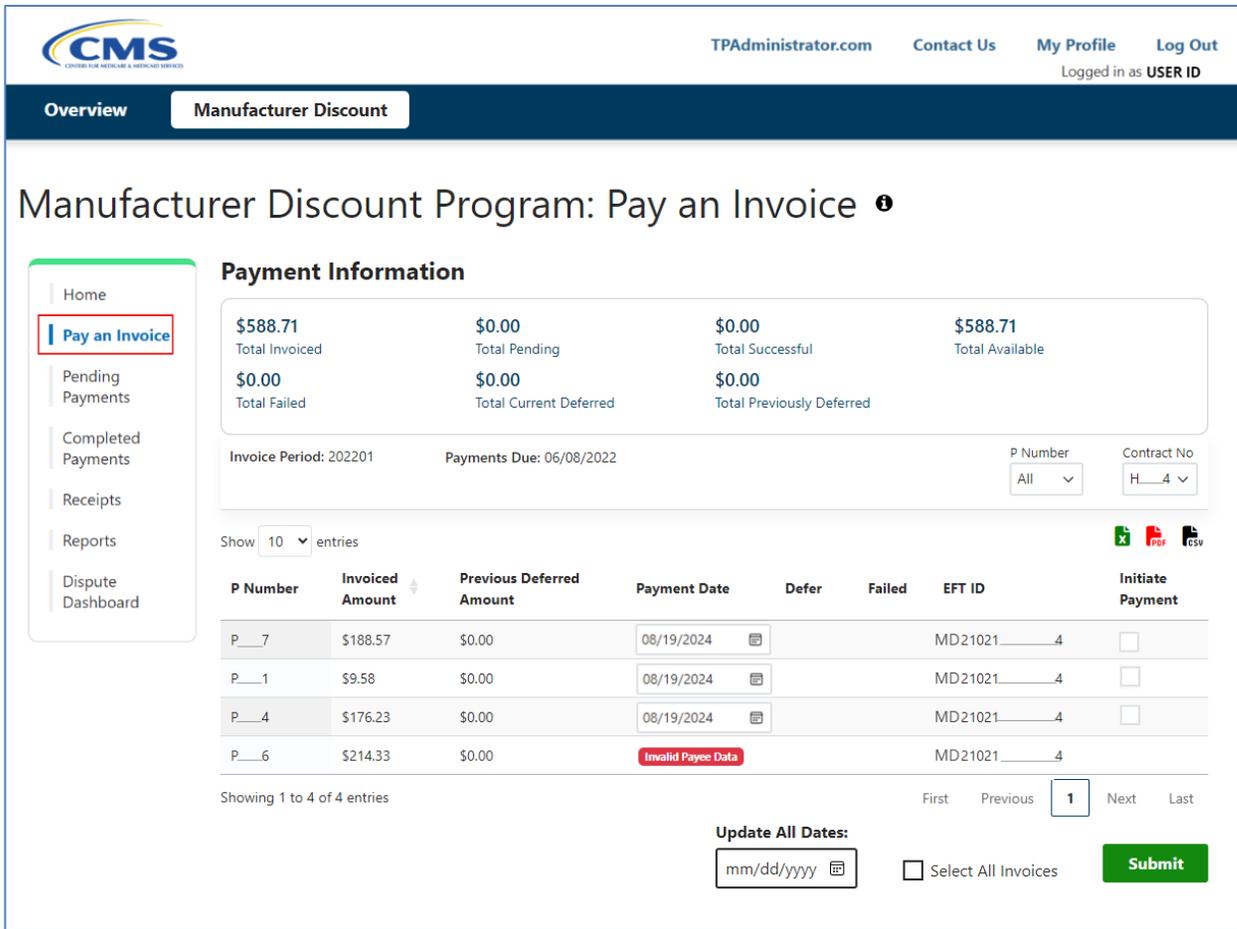
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Instruction	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview Page will appear showing all program modules assigned to your user ID as cards on the page.</p> <p>Example of a user ID with access to the MDP only.</p>	 <p>The screenshot displays the Manufacturer Payment Portal (MPP) Overview Page. At the top, there is a navigation bar with the CMS logo on the left and links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out' on the right. Below the navigation bar, there is a dark blue header with the text 'Overview' and 'Manufacturer Discount'. The main content area features a card titled 'Manufacturer Discount Program' with the text 'Report(s) Available.' and a 'View Reports' button. At the bottom of the page, there are links for 'Disclaimer', 'Privacy Policy', 'Get Adobe Reader', and 'Terms of Use', along with the version number 'Version: 1.93' and the Palmetto GBA logo.</p>

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

Instruction	Visuals															
<p>3. After clicking the <i>View Reports</i> button on the program module overview card, you will be directed to the MDP Home page.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Home' page. On the left is a navigation menu with 'Home' selected. The main area has a filter bar with dropdowns for Invoice Type, Contract Number, Reporting Period, and Status. Below this is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>5</td> <td>202304</td> <td>Successful</td> <td><input type="radio"/></td> </tr> <tr> <td>Quarterly</td> <td>4</td> <td>202304</td> <td>N/A</td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>At the bottom of the table area, there is a 'View' button and a link for 'Reporting Periods with no invoice line items'.</p>	Invoice Type	Contract Number	Reporting Period	Status	Select	Quarterly	5	202304	Successful	<input type="radio"/>	Quarterly	4	202304	N/A	<input type="radio"/>
Invoice Type	Contract Number	Reporting Period	Status	Select												
Quarterly	5	202304	Successful	<input type="radio"/>												
Quarterly	4	202304	N/A	<input type="radio"/>												
<p>4. The Home page defaults to the current reporting period, as shown in the Invoice Filter's <i>Reporting Period</i> filter.</p>	 <p>This close-up shows the filter dropdowns: Invoice Type (All), Contract Number (All), Reporting Period (202304), and Status (All). The 'Reporting Period' dropdown is highlighted with a red box, indicating it is the current selection.</p>															

Instruction	Visuals
<p>5. Once you have verified the table displays your invoices of choice, populate the radio button in the <i>Select</i> column for one invoice line item.</p>	 <p>The screenshot shows a web interface with a sidebar on the left containing navigation links: Home, Pay an Invoice, Pending Payments, Completed Payments, Receipts, Reports, Dispute Dashboard. The main content area has filters for Invoice Type, Contract Number, Reporting Period, and Status. Below the filters is a table with columns: Invoice Type, Contract Number, Reporting Period, Status, and Select. The table contains two rows: 'Quarterly' with contract '___5' and status 'Successful', and 'Quarterly' with contract '___4' and status 'Incomplete'. The radio button in the 'Select' column for the 'Incomplete' row is selected. Below the table are pagination controls and a 'View' button for 'Reporting Periods with no invoice line items'.</p>
<p>6. This action will allow the Pay an Invoice, Pending Payments, Completed Payments, and Receipts page links to be available for selection.</p> <p>The Reports and Dispute Dashboard page links are available for selection anytime.</p>	 <p>The screenshot displays five sidebars representing different page views. The first sidebar has 'Pay an Invoice', 'Pending Payments', 'Completed Payments', and 'Receipts' highlighted with a red box. The other four sidebars show different navigation options highlighted in blue: 'Pay an Invoice', 'Pending Payments', 'Completed Payments', and 'Receipts'.</p>

Instruction	Visuals																																																
<p>7. Select the Pay an Invoice link to open the Pay an Invoice page, shown below.</p>	 <p>The screenshot shows the CMS TPA Administrator portal. The left sidebar contains navigation links: Home, Pay an Invoice (highlighted with a red box), Pending Payments, Completed Payments, Receipts, Reports, and Dispute Dashboard. The main content area is titled 'Manufacturer Discount Program: Pay an Invoice'. It features a 'Payment Information' summary with the following data:</p> <table border="1"> <tr> <td>\$588.71 Total Invoiced</td> <td>\$0.00 Total Pending</td> <td>\$0.00 Total Successful</td> <td>\$588.71 Total Available</td> </tr> <tr> <td>\$0.00 Total Failed</td> <td>\$0.00 Total Current Deferred</td> <td>\$0.00 Total Previously Deferred</td> <td></td> </tr> </table> <p>Below the summary, it shows 'Invoice Period: 202201' and 'Payments Due: 06/08/2022'. There are dropdown menus for 'P Number' (set to 'All') and 'Contract No' (set to 'H_4'). A table of invoices is displayed with the following columns: P Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. The table contains four rows of data:</p> <table border="1"> <thead> <tr> <th>P Number</th> <th>Invoiced Amount</th> <th>Previous Deferred Amount</th> <th>Payment Date</th> <th>Defer</th> <th>Failed</th> <th>EFT ID</th> <th>Initiate Payment</th> </tr> </thead> <tbody> <tr> <td>P_7</td> <td>\$188.57</td> <td>\$0.00</td> <td>08/19/2024</td> <td></td> <td></td> <td>MD21021_4</td> <td><input type="checkbox"/></td> </tr> <tr> <td>P_1</td> <td>\$9.58</td> <td>\$0.00</td> <td>08/19/2024</td> <td></td> <td></td> <td>MD21021_4</td> <td><input type="checkbox"/></td> </tr> <tr> <td>P_4</td> <td>\$176.23</td> <td>\$0.00</td> <td>08/19/2024</td> <td></td> <td></td> <td>MD21021_4</td> <td><input type="checkbox"/></td> </tr> <tr> <td>P_6</td> <td>\$214.33</td> <td>\$0.00</td> <td>Invalid Payee Data</td> <td></td> <td></td> <td>MD21021_4</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>At the bottom, there is a 'Showing 1 to 4 of 4 entries' indicator, pagination controls (First, Previous, 1, Next, Last), and an 'Update All Dates' section with a date input field (mm/dd/yyyy) and a 'Submit' button.</p>	\$588.71 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$588.71 Total Available	\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred		P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment	P_7	\$188.57	\$0.00	08/19/2024			MD21021_4	<input type="checkbox"/>	P_1	\$9.58	\$0.00	08/19/2024			MD21021_4	<input type="checkbox"/>	P_4	\$176.23	\$0.00	08/19/2024			MD21021_4	<input type="checkbox"/>	P_6	\$214.33	\$0.00	Invalid Payee Data			MD21021_4	<input type="checkbox"/>
\$588.71 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$588.71 Total Available																																														
\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred																																															
P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment																																										
P_7	\$188.57	\$0.00	08/19/2024			MD21021_4	<input type="checkbox"/>																																										
P_1	\$9.58	\$0.00	08/19/2024			MD21021_4	<input type="checkbox"/>																																										
P_4	\$176.23	\$0.00	08/19/2024			MD21021_4	<input type="checkbox"/>																																										
P_6	\$214.33	\$0.00	Invalid Payee Data			MD21021_4	<input type="checkbox"/>																																										

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

Payments Process Navigation for Sponsors

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

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

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

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

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

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

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

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

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

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

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

- Invoice line items that have not been initiated by the manufacturer are listed as *Outstanding*.
- Payments that have been initiated are displayed as a *Pending* status.

- A *Received* status notes that funds should be available in your bank account.
- A *Deferred* status means that invoices were deferred until the next reporting period. These invoice items met the system criteria for deferral and have been processed as such by the manufacturer. These deferred items will be available for the manufacturer to initiate payment again on the deferred invoices in the next reporting period.
- A *Failed* status notes that issues occurred with payment processing.

The **Receipts** page will be explained in detail with the [*Receipts Page for Sponsors*](#) in this user guide.

Pay an Invoice Page Navigation for Sponsors

The **Pay an Invoice** page allows you to review and process payment information for invoice line items by sponsor contract number. The information accessible on the **Pay an Invoice** page varies between [Discount Program Payment Contact](#) role and [TPA Liaison](#) role users. Invoices are distributed through the TPA MPP, for more information on upcoming important program dates please reference The [CGDP and MDP Calendar 2024-2028](#) located on the [TPAdministrator.com website](#).

Note: Sponsors that have not submitted their EFT form will not be able to pay until the information is submitted. Instructions for creating, submitting or updating banking data are on the [TPAdministrator.com](#) website. The “**Banking Information**” instructions are found in the [Manufacturer Payment Portal \(MPP\) Introduction and Login User Guide](#) located under **User Guides**

This difference is defined in these instructions: [MDP Module Discount Program Payment Contact and TPA Liaison Roles](#).

The screen below uses the [Discount Program Payment Contact](#) role to display what will be available for you.

The screenshot displays the 'Pay an Invoice' page for the Manufacturer Discount Program. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. The main heading is 'Manufacturer Discount Program: Pay an Invoice'. On the left, a sidebar menu includes 'Home', 'Pay an Invoice' (highlighted), 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', and 'Dispute Dashboard'. The 'Payment Information' section shows a summary of \$588.71 Total Invoiced, \$0.00 Total Pending, \$0.00 Total Successful, and \$588.71 Total Available. Below this, it indicates 'Invoice Period: 202201' and 'Payments Due: 06/08/2022'. A table lists four invoices with columns for P Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. The first three invoices are for amounts of \$188.57, \$9.58, and \$176.23, all with payment dates of 08/19/2024. The fourth invoice is for \$214.33 and is marked as 'Invalid Payee Data'. At the bottom, there are options to 'Update All Dates' and a 'Submit' button.

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

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

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

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

Pay an Invoice Instructions for Sponsors

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

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

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

The *Select All Invoices* feature is available to initiate payment for all invoice line items distributed to the MDP module for a reporting period.

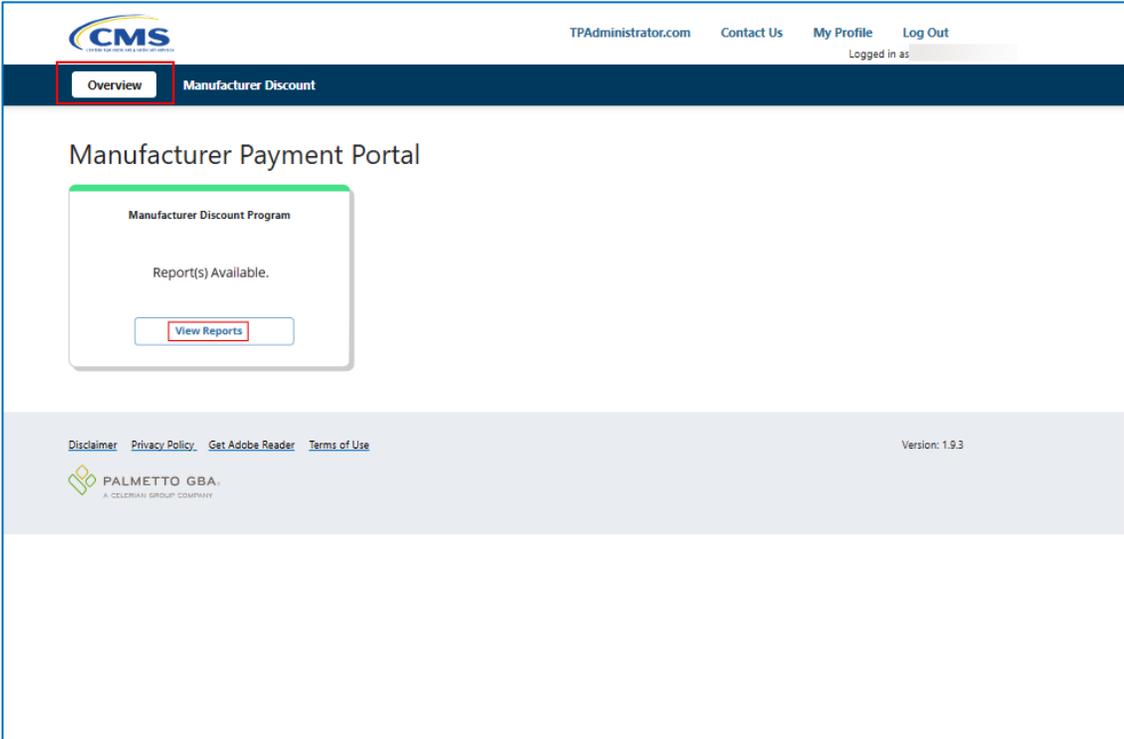
This feature allows you to select all invoice line items in the *Invoice Initiation Table*, including those on additional pages that are not automatically visible, to initiate payment processing on either the current date or a future scheduled date you select.

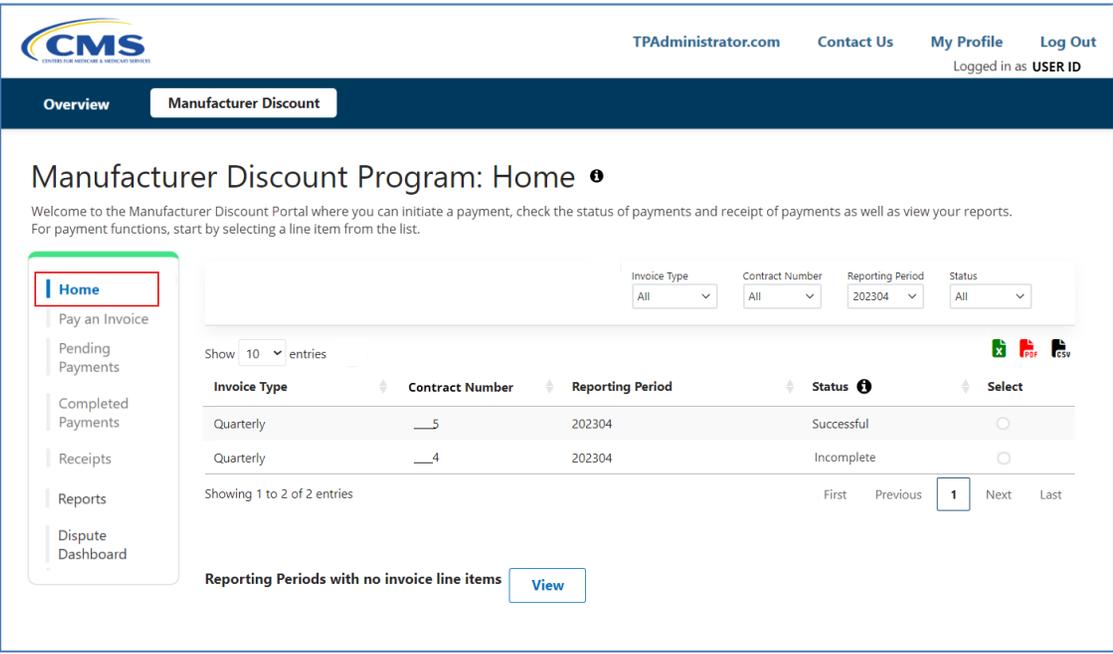
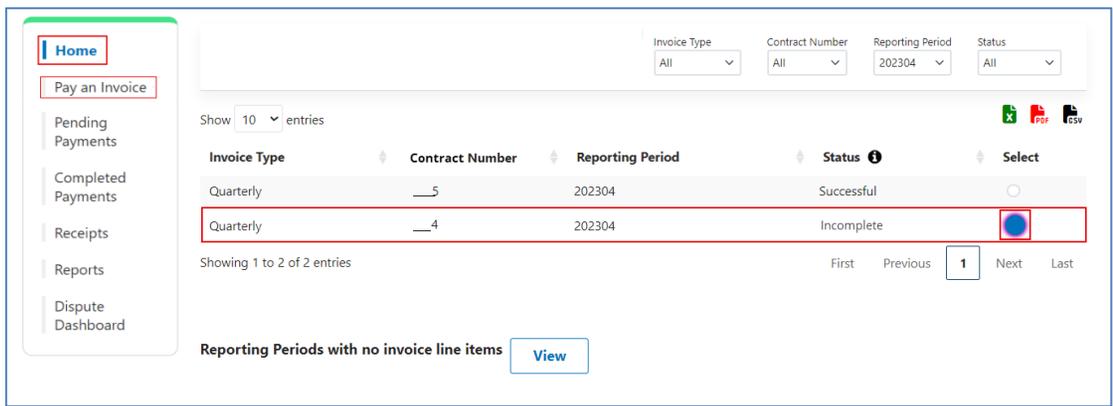
This instruction provides direction on the steps needed to process payments for individual, multiple or all invoice line items utilizing the current calendar day as the payment initiation date.

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

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

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

Instructions	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview page will appear showing all program modules assigned to your user ID as cards on the page.</p> <p>Select the “Manufacturer Discount” card’s <u><i>View Reports</i></u> button or the “Manufacturer Discount” link in the blue navigation bar and open the Home page.</p>	 <p>The screenshot displays the Manufacturer Payment Portal interface. At the top, there is a navigation bar with the CMS logo on the left and links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out' on the right. Below this, a dark blue navigation bar contains the 'Overview' link (highlighted with a red box) and the 'Manufacturer Discount' link. The main content area features a card titled 'Manufacturer Discount Program' with the text 'Report(s) Available.' and a 'View Reports' button (also highlighted with a red box). At the bottom of the page, there are links for 'Disclaimer', 'Privacy Policy', 'Get Adobe Reader', and 'Terms of Use', along with the version number 'Version: 1.9.3' and the Palmetto GBA logo.</p>

Instructions	Visuals
<p>2. This is the Home page.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Home' page. On the left, a navigation menu has 'Home' highlighted with a red box. The main area features a search bar with filters for Invoice Type, Contract Number, Reporting Period, and Status. Below this is a table with columns: Invoice Type, Contract Number, Reporting Period, Status, and Select. The table contains two rows: one for a 'Successful' invoice and one for an 'Incomplete' invoice. The 'Select' column for the 'Incomplete' row has a radio button.</p>
<p>3. Populate the <i>Select</i> radio button for the applicable reporting period.</p> <p>The remainder of the Page Navigation links are activated.</p> <p>Select the Pay an Invoice link to view the invoice line items associated with the selected reporting period.</p>	 <p>This screenshot is similar to the previous one, but the 'Pay an Invoice' link in the navigation menu is highlighted with a red box. Additionally, the radio button in the 'Select' column of the 'Incomplete' row in the table is highlighted with a red box.</p>

Instructions

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

Visuals

The screenshot displays the 'Manufacturer Discount Program: Pay an Invoice' page. On the left is a navigation menu with 'Pay an Invoice' highlighted. The main content area features a 'Payment Information' summary table (labeled 1) and an 'Invoice Initiation Table' (labeled 2). The summary table shows a total invoiced amount of \$217,222.46 and a total available amount of \$217,222.46. The invoice initiation table lists six entries with their respective amounts and dates. At the bottom, there is an 'Update All Dates' section with a date input field and a 'Submit' button.

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

P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$55,332.54	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>
___8	\$7,162.09	\$0.00	Invalid Payee Data			MD2201___3	
___9	\$11,757.90	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>
___0	\$4.30	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>
___1	\$142,294.30	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>
___2	\$671.33	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>

Instructions

5. To choose individual invoice line items for payment processing (example (1)), select the checkbox in the *Initiate Payment* column for the applicable line item. You can select one or more invoice line items using the checkboxes in the *Initiate Payment* column.

Then, click the *Submit* button, located at the bottom right of the *Invoice Initiation Table*, to process the payment.

Visuals

Payment Information 1

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

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

P Number: All Contract No: H_4

Show 10 entries

P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$55,332.54	\$0.00	08/25/2024			MD2201___3	<input checked="" type="checkbox"/>
___8	\$7,162.09	\$0.00	Invalid Payee Data			MD2201___3	<input type="checkbox"/>
___9	\$11,757.90	\$0.00	08/25/2024			MD2201___3	<input checked="" type="checkbox"/>
___0	\$4.30	\$0.00	08/25/2024			MD2201___3	<input type="checkbox"/>
___1	\$142,294.30	\$0.00	08/25/2024			MD2201___3	<input type="checkbox"/>
___2	\$671.33	\$0.00	08/25/2024			MD2201___3	<input type="checkbox"/>

Showing 1 to 6 of 6 entries

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

Instructions

6. To choose all the invoice line items for payment processing, (example (2)), click the Select All Invoices checkbox to enter a checkmark. This action will place a checkmark in all invoice line item's checkboxes that are available for invoice initiation on all pages of the **Pay an Invoice** page.

The invoice line item on row two displaying "Invalid Payee Data" in the Payment Date column, is due to the sponsor's, or payee, bank account, not being able to accept funds until updates are made.

Clicking the Select All Invoices checkbox will populate all invoices on all the pages displayed in the pagination at the lower right of the Invoice Initiation Table for processing. You can use the Show Entries filter to select the number of invoice line items to display from 10 to All.

Even if you do not update the Show Entries filter to display more invoice line items than the default, clicking the Select All Invoices checkbox will activate the checkboxes in the Initiate Payment column to allow you to initiate all available invoices at once.

Visuals

The screenshot displays the 'Pay an Invoice' interface. On the left is a navigation menu with 'Pay an Invoice' selected. The main area shows 'Payment Information' with a summary of \$217,222.46 Total Invoiced, \$0.00 Total Pending, \$0.00 Total Successful, and \$217,222.46 Total Available. Below this is a table of invoice entries with columns for P Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. Row 2 shows an 'Invalid Payee Data' error in the Payment Date column. At the bottom right, there is a 'Select All Invoices' checkbox and a 'Submit' button.

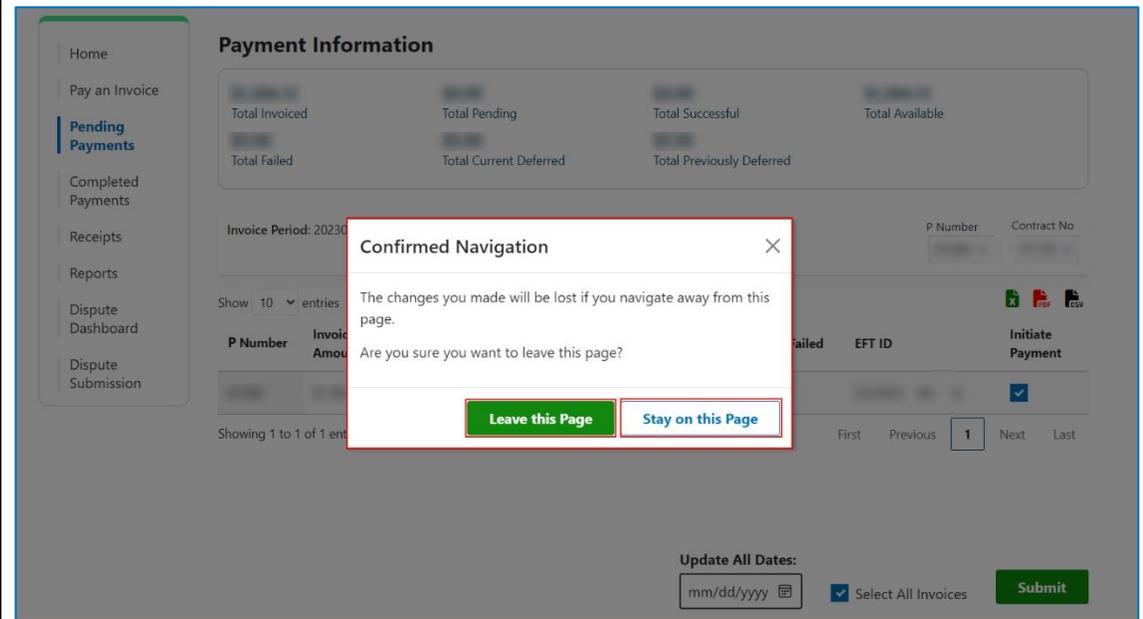
P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$55,332.54	\$0.00	08/25/2024			MD2201____3	<input checked="" type="checkbox"/>
___8	\$7,162.09	\$0.00	Invalid Payee Data			MD2201____3	<input type="checkbox"/>
___9	\$11,757.90	\$0.00	08/25/2024			MD2201____3	<input checked="" type="checkbox"/>
___0	\$4.30	\$0.00	08/25/2024			MD2201____3	<input checked="" type="checkbox"/>
___1	\$142,294.30	\$0.00	08/25/2024			MD2201____3	<input checked="" type="checkbox"/>
___2	\$671.33	\$0.00	08/25/2024			MD2201____3	<input checked="" type="checkbox"/>

Instructions

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

This save functionality is the Submit button.

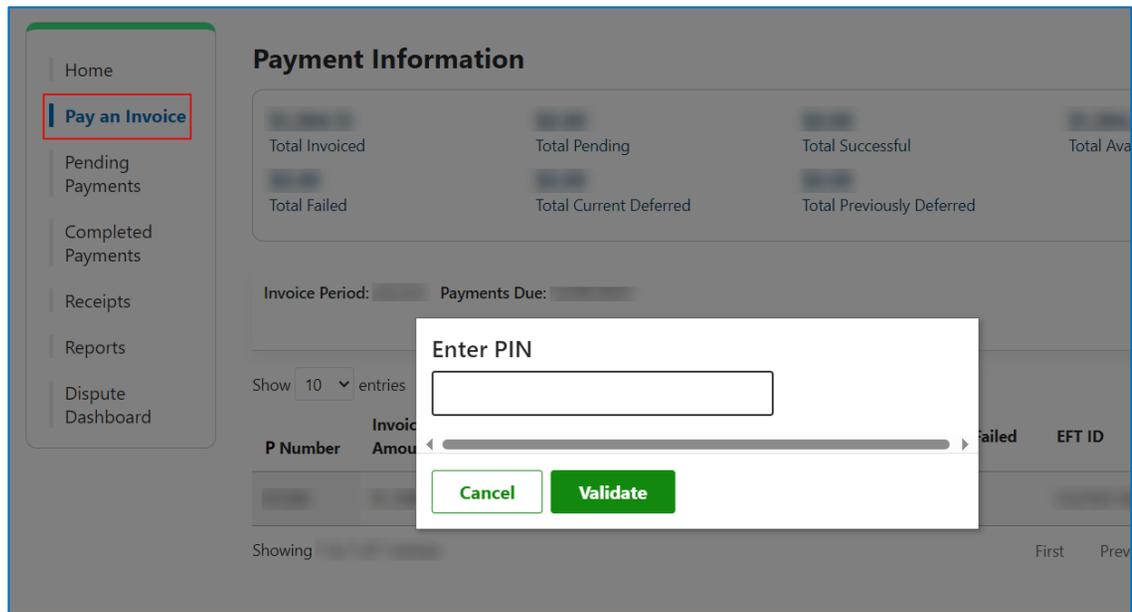
Visuals



Instructions

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

Visuals



Instructions

9. The *Payment Information* section updates the *Total Pending* field with the amounts listed in the **Pending Payments** page.

This example, (1), displays the **Pay an Invoice** page's *Total Pending* field and the *Invoice Initiation Table*'s contents after initiating two individual invoice line items.

Visuals

The screenshot displays the 'Pay an Invoice' page. On the left is a navigation menu with options: Home, Pay an Invoice (highlighted), Pending Payments, Completed Payments, Receipts, Reports, and Dispute Dashboard. The main content area is titled 'Payment Information' and shows a summary of financial data:

- Total Invoiced: \$217,222.46
- Total Pending: \$67,090.44
- Total Successful: \$0.00
- Total Available: \$150,132.02
- Total Failed: \$0.00
- Total Current Deferred: \$0.00
- Total Previously Deferred: \$0.00

Below this summary, it shows 'Invoice Period: 202201' and 'Payments Due: 06/08/2022'. There are dropdown menus for 'P Number' (set to 'All') and 'Contract No' (set to '___4'). A 'Show 10 entries' filter is present, along with icons for Excel, PDF, and CSV exports.

P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___8	\$7,162.09	\$0.00	Invalid Payee Data			MD2201___4	
___0	\$4.30	\$0.00	08/25/2024			MD2201___4	<input type="checkbox"/>
___1	\$142,294.30	\$0.00	08/25/2024			MD2201___4	<input type="checkbox"/>
___2	\$671.33	\$0.00	08/25/2024			MD2201___4	<input type="checkbox"/>

At the bottom, it indicates 'Showing 1 to 4 of 4 entries' and includes pagination controls (First, Previous, 1, Next, Last). There is an 'Update All Dates' section with a date input field (mm/dd/yyyy) and a 'Select All Invoices' checkbox. A green 'Submit' button is located at the bottom right.

Instructions

10. Once the invoice line item has been submitted and the Payment Information section updates, the initiated invoices will move to the **Pending Payments** page for payment processing.

This example (1) displays the **Pending Payments** page after the initiation of the two individual invoice line items.

Visuals

The screenshot shows the 'Manufacturer Discount Program: Pending Payments' page. The page title is 'Manufacturer Discount Program: Pending Payments'. The main heading is 'Pending Payments' with a notification badge '1'. Below the heading, it states 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' There is a 'Show 10 entries' dropdown and icons for download, PDF, and CSV. A table lists two pending payments:

P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment
___7	\$55,332.54	08/19/2024	08/29/2024	<input type="checkbox"/>
___9	\$11,757.90	08/19/2024	08/29/2024	<input type="checkbox"/>

Below the table, it says 'Showing 1 to 2 of 2 entries' and has pagination controls: 'First', 'Previous', '1', 'Next', 'Last'. At the bottom, there is a 'Select All Payments' checkbox and a green 'Stop Payment' button.

Instructions

11. This example, (2), displays the **Pay an Invoice** page *Total Pending* field and the *Invoice Initiation Table's* contents after initiating all available invoice line items.

The invoice line item displaying the “Invalid Payee Data” remains unprocessed for payment. The manufacturer (payee) will have to update bank account information to be able to allow you to initiate the invoice.

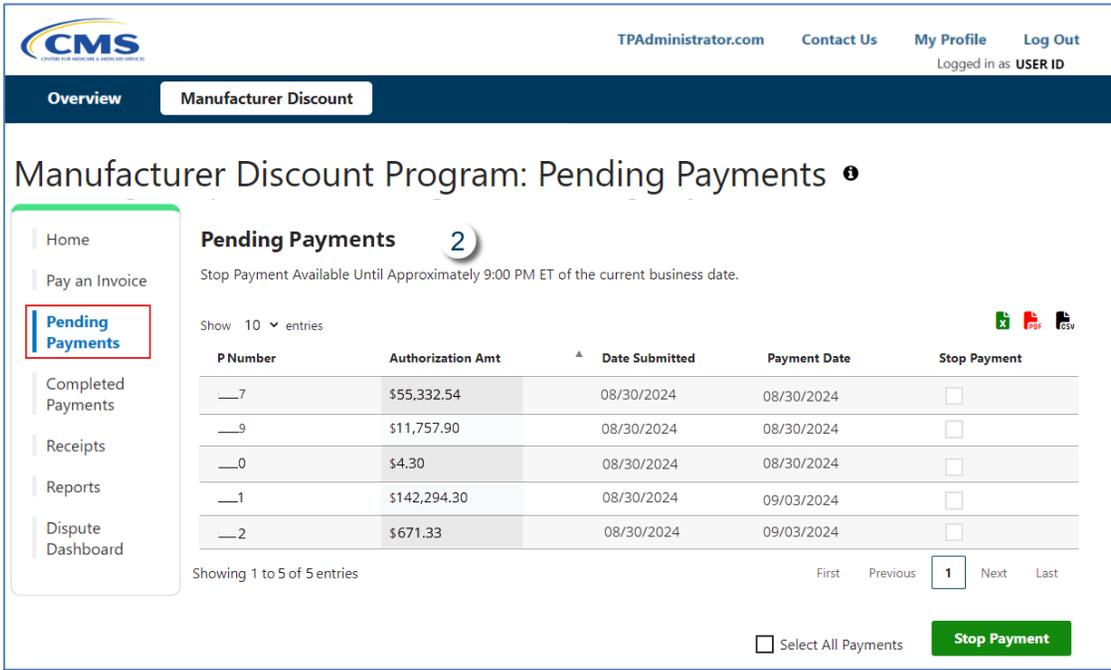
TPA Operations will work with both parties to communicate the status of the outstanding invoice.

Visuals

The screenshot shows the CMS TPA Administrator portal interface. At the top, there is a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a dark blue header with 'Overview' and 'Manufacturer Discount' tabs. The main content area is titled 'Manufacturer Discount Program: Pay an Invoice'. On the left is a sidebar menu with options: Home, Pay an Invoice (highlighted), Pending Payments, Completed Payments, Receipts, Reports, and Dispute Dashboard. The main area features a 'Payment Information' section with a '2' notification badge. It contains a summary table:

\$217,222.46 Total Invoiced	\$210,060.37 Total Pending	\$0.00 Total Successful	\$7,162.09 Total Available
\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred	

Below this, it shows 'Invoice Period: 202201' and 'Payments Due: 06/08/2022'. There are dropdowns for 'P Number' (set to 'All') and 'Contract No' (set to '4'). A 'Show 10 entries' dropdown is also present. The main table below has columns: P Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. One entry is shown with P Number '8', Invoiced Amount '\$7,162.09', Previous Deferred Amount '\$0.00', and a red 'Invalid Payee Data' status. At the bottom right, there is an 'Update All Dates' section with a date input field (mm/dd/yyyy) and a 'Submit' button.

Instructions	Visuals																														
<p>12. This example (2) is of the Pending Payments page after clicking <i>Select All Invoices</i> to initiate all available invoice line items.</p> <p>Note: Instructions for processing stop payments are explained in the <i>Pending Payments Page for Sponsors</i> navigation and review the <i>Processing Stop Payments for Sponsors</i> in this user guide.</p>	 <p>The screenshot shows the 'Pending Payments' page in the CMS MDP Sponsor Manufacturer Payment Portal. The page title is 'Manufacturer Discount Program: Pending Payments'. The left sidebar contains navigation links: Home, Pay an Invoice, Pending Payments (highlighted with a red box), Completed Payments, Receipts, Reports, and Dispute Dashboard. The main content area displays a table of pending payments with the following data:</p> <table border="1"> <thead> <tr> <th>P Number</th> <th>Authorization Amt</th> <th>Date Submitted</th> <th>Payment Date</th> <th>Stop Payment</th> </tr> </thead> <tbody> <tr> <td>___7</td> <td>\$55,332.54</td> <td>08/30/2024</td> <td>08/30/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___9</td> <td>\$11,757.90</td> <td>08/30/2024</td> <td>08/30/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___0</td> <td>\$4.30</td> <td>08/30/2024</td> <td>08/30/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___1</td> <td>\$142,294.30</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___2</td> <td>\$671.33</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Below the table, it says 'Showing 1 to 5 of 5 entries'. At the bottom right, there is a 'Select All Payments' checkbox and a green 'Stop Payment' button.</p>	P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	___7	\$55,332.54	08/30/2024	08/30/2024	<input type="checkbox"/>	___9	\$11,757.90	08/30/2024	08/30/2024	<input type="checkbox"/>	___0	\$4.30	08/30/2024	08/30/2024	<input type="checkbox"/>	___1	\$142,294.30	08/30/2024	09/03/2024	<input type="checkbox"/>	___2	\$671.33	08/30/2024	09/03/2024	<input type="checkbox"/>
P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment																											
___7	\$55,332.54	08/30/2024	08/30/2024	<input type="checkbox"/>																											
___9	\$11,757.90	08/30/2024	08/30/2024	<input type="checkbox"/>																											
___0	\$4.30	08/30/2024	08/30/2024	<input type="checkbox"/>																											
___1	\$142,294.30	08/30/2024	09/03/2024	<input type="checkbox"/>																											
___2	\$671.33	08/30/2024	09/03/2024	<input type="checkbox"/>																											

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

Set Scheduled Future Dates for Individual Invoices Instruction for Sponsors

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

Please Note:

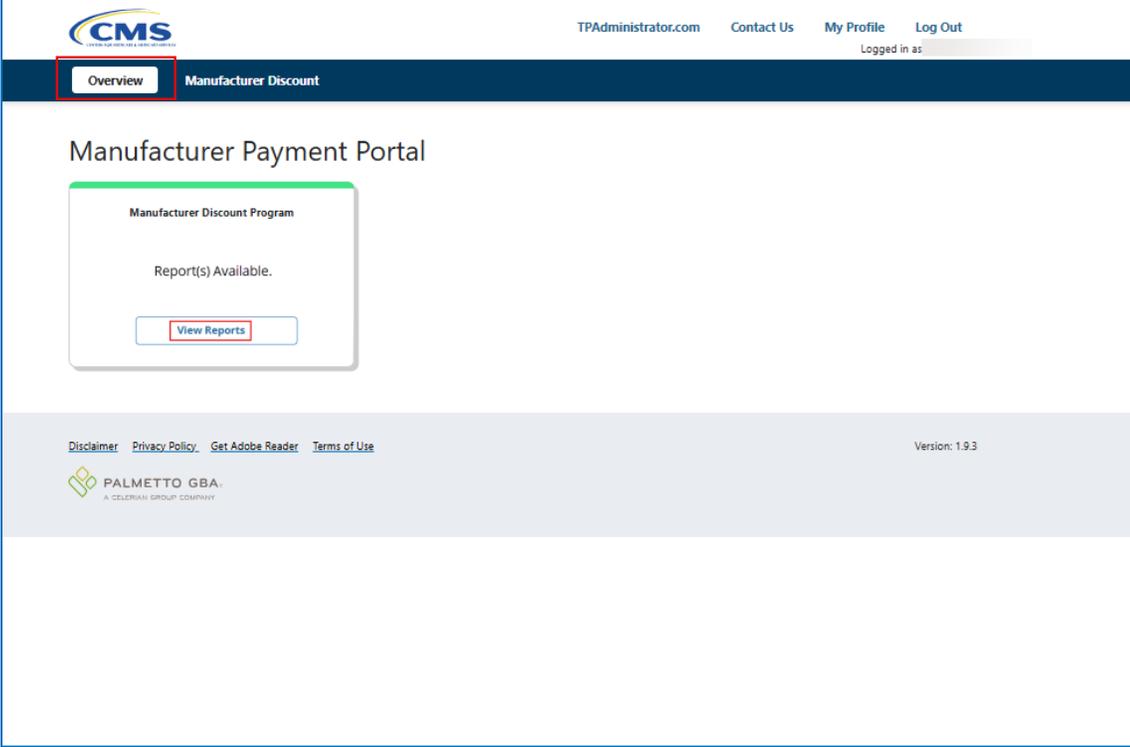
- Completion of this process is limited to sponsor associates assigned the *Discount Program Payment Contact* role.
- The calendar feature for each individual invoice line item works in conjunction with submitting selected invoice line items for payment initiation and processing.
- To save the updated dates in the *Payment Date* column for any invoices, ensure that the checkboxes in the *Initiate Payments* column are selected for the invoice line items to be processed when the *Submit* button is clicked.
- If you leave the MDP module without saving (submitting) your selections, you will be required to update the invoice line items payment dates and select them again for payment initiation.

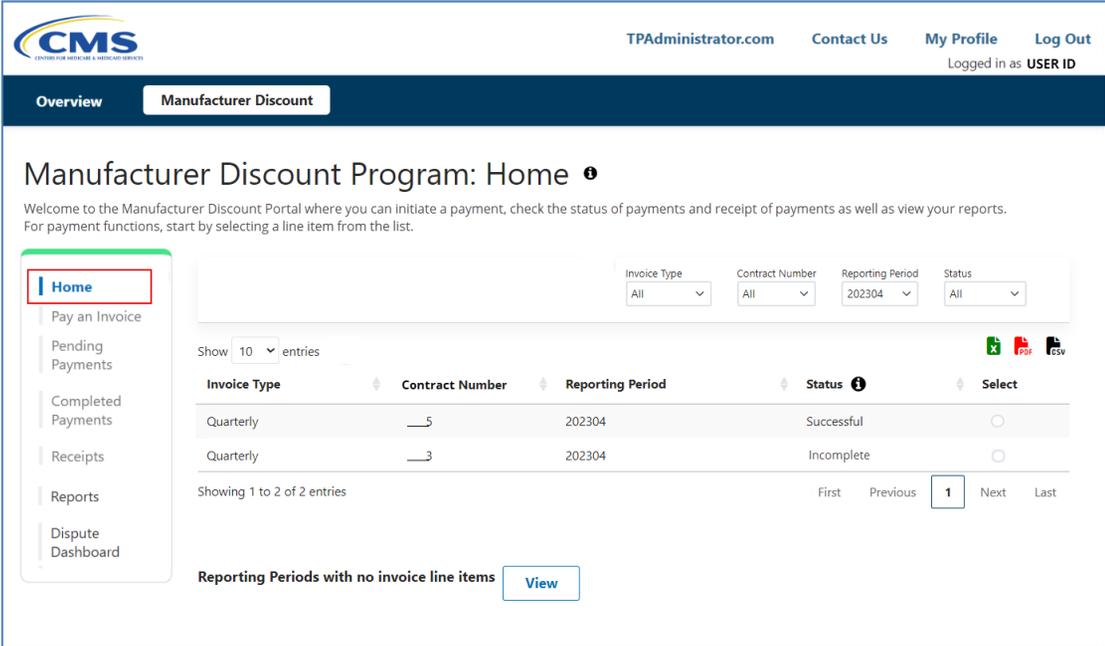
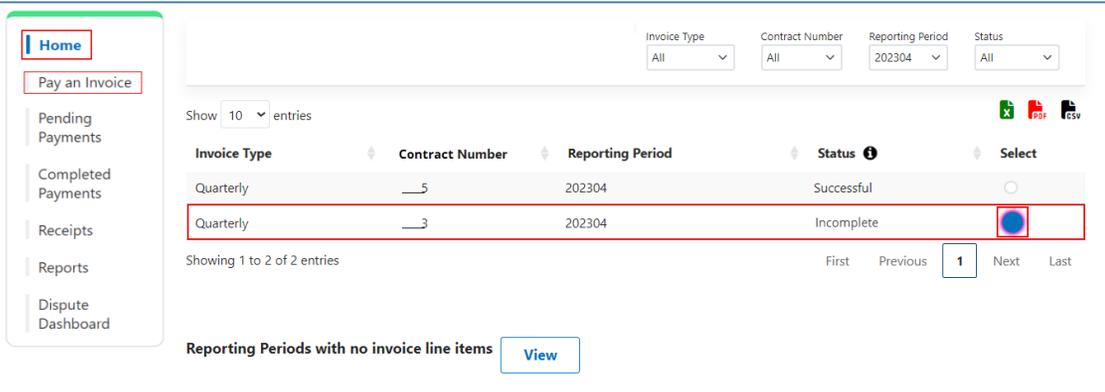
The following instructions provide direction on the steps needed to select invoice line items for future calendar day invoice payment processing.

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

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

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

Instructions	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview page will appear showing all program modules assigned to your user ID as cards on the page. This example only shows MDP.</p> <p>Select the “Manufacturer Discount” card’s <i>View Reports</i> button to access MDP or the “Manufacturer Discount” link in the blue navigation bar and open the Home page.</p>	 <p>The screenshot displays the Manufacturer Payment Portal interface. At the top, there is a navigation bar with the CMS logo on the left and links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out' on the right. Below the navigation bar, a dark blue bar contains the 'Overview' and 'Manufacturer Discount' tabs, with 'Overview' highlighted. The main content area is titled 'Manufacturer Payment Portal' and features a card for the 'Manufacturer Discount Program'. Inside this card, it states 'Report(s) Available.' and includes a 'View Reports' button, which is highlighted with a red box. At the bottom of the page, there is a footer with links for 'Disclaimer', 'Privacy Policy', 'Get Adobe Reader', and 'Terms of Use', along with the Palmetto GBA logo and the text 'Version: 1.9.3'.</p>

Instructions	Visuals															
<p>2. This is the Home page.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Home' page. On the left is a navigation menu with 'Home' highlighted. The main area features a search bar with filters for Invoice Type, Contract Number, Reporting Period, and Status. Below this is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>5</td> <td>202304</td> <td>Successful</td> <td><input type="radio"/></td> </tr> <tr> <td>Quarterly</td> <td>3</td> <td>202304</td> <td>Incomplete</td> <td><input type="radio"/></td> </tr> </tbody> </table>	Invoice Type	Contract Number	Reporting Period	Status	Select	Quarterly	5	202304	Successful	<input type="radio"/>	Quarterly	3	202304	Incomplete	<input type="radio"/>
Invoice Type	Contract Number	Reporting Period	Status	Select												
Quarterly	5	202304	Successful	<input type="radio"/>												
Quarterly	3	202304	Incomplete	<input type="radio"/>												
<p>3. Populate the <i>Select</i> radio button for the applicable reporting period.</p> <p>The remainder of the Page Navigation links are activated.</p> <p>Select the Pay an Invoice link to view the invoice line items associated with the selected reporting period.</p>	 <p>This screenshot is identical to the previous one, but with additional highlights. The 'Pay an Invoice' link in the left navigation menu is highlighted with a red box. In the table, the 'Select' radio button for the 'Incomplete' row is also highlighted with a red box.</p>															

Instructions

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

Visuals

The screenshot displays the 'Manufacturer Discount Program: Pay an Invoice' page. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. The main content area is titled 'Manufacturer Discount Program: Pay an Invoice'. On the left, a sidebar menu includes 'Home', 'Pay an Invoice' (highlighted with a red box), 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', and 'Dispute Dashboard'. The 'Payment Information' section (1) shows a summary of financials: Total Invoiced (\$5.60), Total Pending (\$0.00), Total Successful (\$0.00), Total Available (\$25.60), Total Failed (\$0.00), Total Current Deferred (\$0.00), and Total Previously Deferred (\$20.00). Below this, the 'Invoice Period' is 202201 and 'Payments Due' is 06/08/2022. A table of invoice line items (2) follows, with columns for P Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. The table contains 6 rows of data. At the bottom, there is a 'Showing 1 to 6 of 6 entries' indicator, a date update section, and a 'Submit' button.

P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$1.00	\$20.00	07/30/2024			MD2201___3	<input type="checkbox"/>
___8	\$0.50	\$0.00	Invalid Payee Data			MD2201___3	
___9	\$1.50	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>
___0	\$0.50	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>
___1	\$1.00	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>
___2	\$1.10	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>

Instructions

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

Visuals

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

Payment Information

\$5.60
Total Invoiced

\$0.00
Total Failed

\$0.00
Total Pending

\$0.00
Total Current Deferred

\$0.00
Total Successful

\$20.00
Total Previously Deferred

\$25.60
Total Available

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

Contract No
All ▾
P Number
P__3 ▾

Show 10 entries

P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
__7	\$1.00	\$20.00	08/19/2024 📅			MD22011____3	<input type="checkbox"/>
__8	\$0.50	\$0.00				MD22011____3	<input type="checkbox"/>
__9	\$1.50	\$0.00				MD22011____3	<input type="checkbox"/>
__0	\$0.50	\$0.00				MD22011____3	<input type="checkbox"/>
__1	\$7.50	\$0.00				MD22011____3	<input type="checkbox"/>
__2	\$1.20	\$0.00				MD22011____3	<input type="checkbox"/>

Showing 1 to 6 of 6 entries

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	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
1	2	3	4	5	6	7

Clear Today

Update All Dates:

mm/dd/yyyy 📅

Select All Invoices

First Previous 1 Next Last

Submit

Instructions

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

Visuals

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

Payment Information

\$5.60
Total Invoiced

\$0.00
Total Failed

\$0.00
Total Pending

\$0.00
Total Current Deferred

\$0.00
Total Successful

\$20.00
Total Previously Deferred

\$25.60
Total Available

Invoice Period: 202304 Payments Due: 06/08/2022

P Number Contract No

All 3

Show 10 entries x PDF CSV

P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$1.00	\$20.00	08/31/2024			MD2201___3	<input checked="" type="checkbox"/>
___8	\$0.50	\$0.00	Invalid Payee Data			MD2201___3	
___9	\$1.50	\$0.00	08/31/2024			MD2201___3	<input checked="" type="checkbox"/>
___0	\$0.50	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>
___1	\$7.50	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>
___2	\$1.20	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

Update All Dates:

Select All Invoices

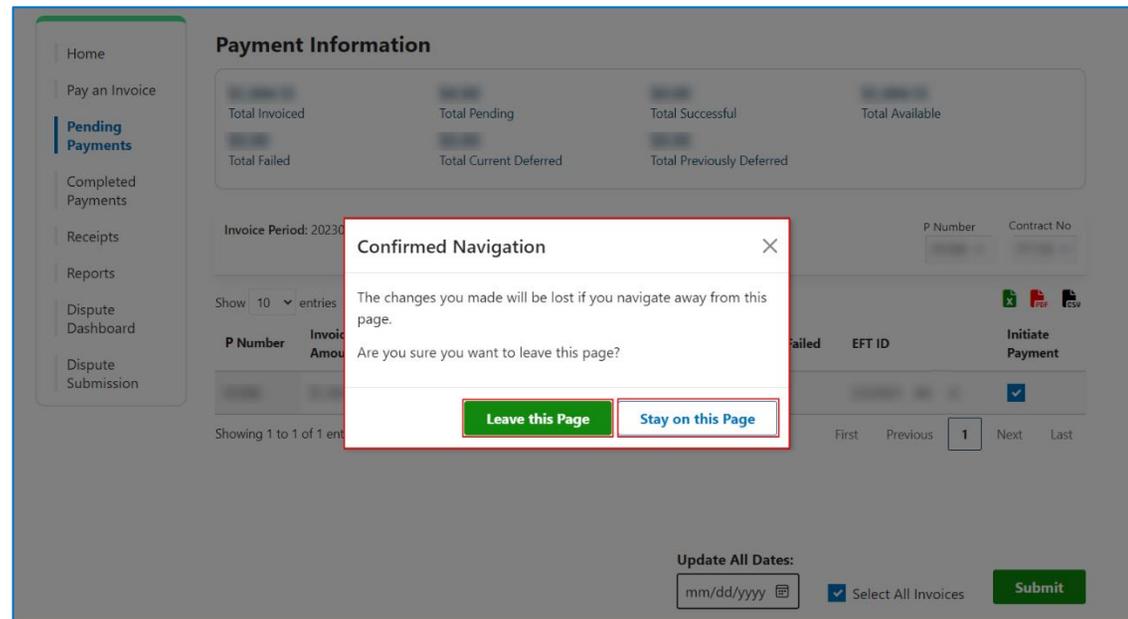
Submit

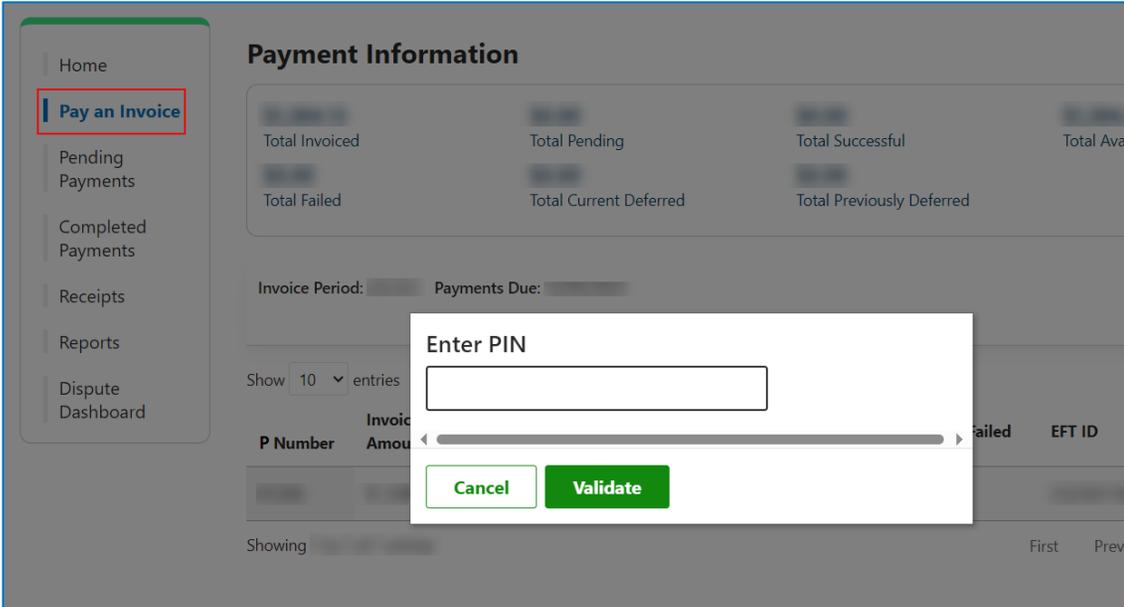
Instructions

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

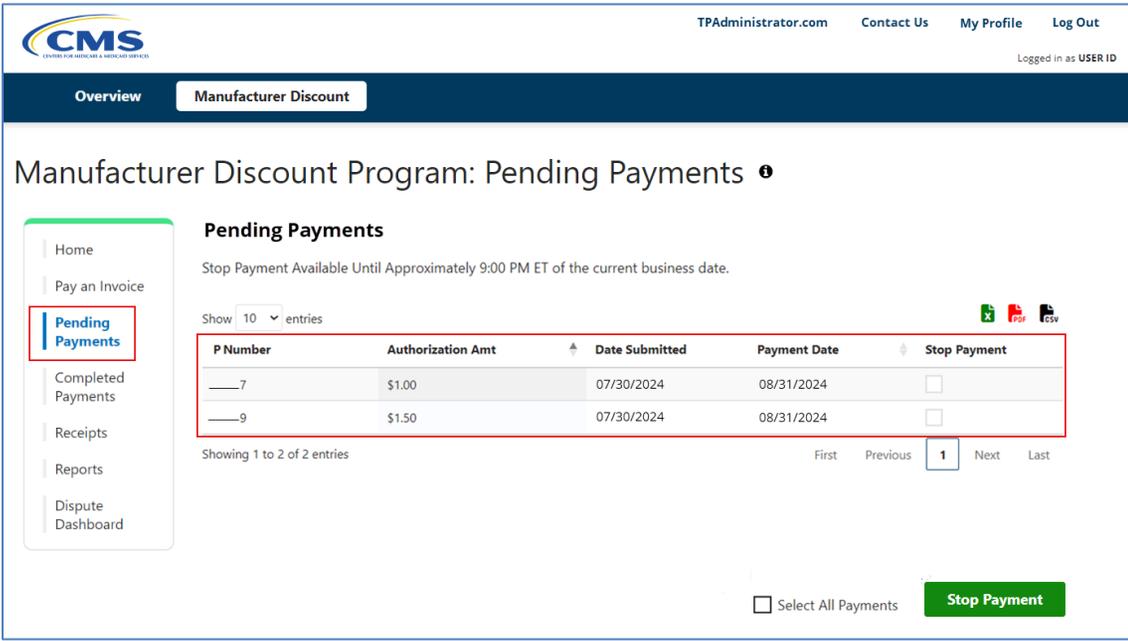
This save functionality is the *Submit* button.

Visuals



Instructions	Visuals
<p>8. To process the submission of the initiated payment, enter the <i>Payment Initiator</i> role's four-digit PIN in the <i>Enter PIN</i> form and select the <i>Validate</i> button.</p>	 <p>The screenshot displays the 'Payment Information' dashboard. On the left, a navigation menu includes 'Home', 'Pay an Invoice' (highlighted with a red box), 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', and 'Dispute Dashboard'. The main area shows summary statistics: Total Invoiced, Total Pending, Total Successful, Total Available, Total Failed, Total Current Deferred, and Total Previously Deferred. Below these are fields for 'Invoice Period' and 'Payments Due'. A modal form titled 'Enter PIN' is overlaid, featuring a text input field and 'Cancel' and 'Validate' buttons. The background is dimmed to show the underlying dashboard content, including a table with columns for 'P Number', 'Invoice Amount', 'Failed', and 'EFT ID'.</p>

Instructions	Visuals																																								
<p>9. Once the scheduled future invoice line-item processes, the <i>Payment Information</i> section's <i>Total Pending</i> field will display the updated amounts and the items initiated will move from the Pay an Invoice page to the Pending Payments page.</p>	<p>Payment Information</p> <p> \$5.60 Total Invoiced \$22.50 Total Pending \$0.00 Total Successful \$3.10 Total Available \$0.00 Total Failed \$0.00 Total Current Deferred \$0.00 Total Previously Deferred </p> <p>Invoice Period: 202201 Payments Due: 06/08/2022 Contract No: All P Number: 3</p> <p>Show 10 entries</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contract Number</th> <th>Invoiced Amount</th> <th>Previous Deferred Amount</th> <th>Payment Date</th> <th>Defer</th> <th>Failed</th> <th>EFT ID</th> <th>Initiate Payment</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>___8</td> <td>\$0.50</td> <td>\$0.00</td> <td>Invalid Payee Data</td> <td></td> <td></td> <td>MD2201___3</td> <td></td> </tr> <tr> <td>___0</td> <td>\$0.50</td> <td>\$0.00</td> <td>07/30/2024</td> <td></td> <td></td> <td>MD2201___3</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___1</td> <td>\$1.00</td> <td>\$0.00</td> <td>07/30/2024</td> <td></td> <td></td> <td>MD2201___3</td> <td><input type="checkbox"/></td> </tr> <tr style="border: 2px solid red;"> <td>___2</td> <td>\$1.10</td> <td>\$0.00</td> <td>07/30/2024</td> <td></td> <td></td> <td>MD2201___3</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Showing 1 to 4 of 4 entries</p> <p style="text-align: right;"> Update All Dates: <input type="text" value="mm/dd/yyyy"/> <input type="checkbox"/> Select All Invoices Submit </p>	Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment	___8	\$0.50	\$0.00	Invalid Payee Data			MD2201___3		___0	\$0.50	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>	___1	\$1.00	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>	___2	\$1.10	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>
Contract Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment																																		
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___0	\$0.50	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>																																		
___1	\$1.00	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>																																		
___2	\$1.10	\$0.00	07/30/2024			MD2201___3	<input type="checkbox"/>																																		

Instructions	Visuals															
<p>10. The initiated invoice line items are visible on the Pending Payments page, once you select the link from the <i>Page Navigation</i> on the left side of the screen.</p> <p>Instructions for navigating the Pending Payments page and processing stop payments are explained in the <i>Pending Payments Page for Sponsors</i>.</p>	 <p>The screenshot displays the 'Manufacturer Discount Program: Pending Payments' interface. At the top, there's a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. The main heading is 'Manufacturer Discount Program: Pending Payments'. Below this, a sidebar on the left contains a 'Page Navigation' menu with 'Pending Payments' highlighted. The main content area shows a 'Pending Payments' section with a note: 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' A table lists two pending payments:</p> <table border="1"><thead><tr><th>P Number</th><th>Authorization Amt</th><th>Date Submitted</th><th>Payment Date</th><th>Stop Payment</th></tr></thead><tbody><tr><td>7</td><td>\$1.00</td><td>07/30/2024</td><td>08/31/2024</td><td><input type="checkbox"/></td></tr><tr><td>9</td><td>\$1.50</td><td>07/30/2024</td><td>08/31/2024</td><td><input type="checkbox"/></td></tr></tbody></table> <p>At the bottom, there are pagination controls (Showing 1 to 2 of 2 entries) and a 'Stop Payment' button.</p>	P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	7	\$1.00	07/30/2024	08/31/2024	<input type="checkbox"/>	9	\$1.50	07/30/2024	08/31/2024	<input type="checkbox"/>
P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment												
7	\$1.00	07/30/2024	08/31/2024	<input type="checkbox"/>												
9	\$1.50	07/30/2024	08/31/2024	<input type="checkbox"/>												

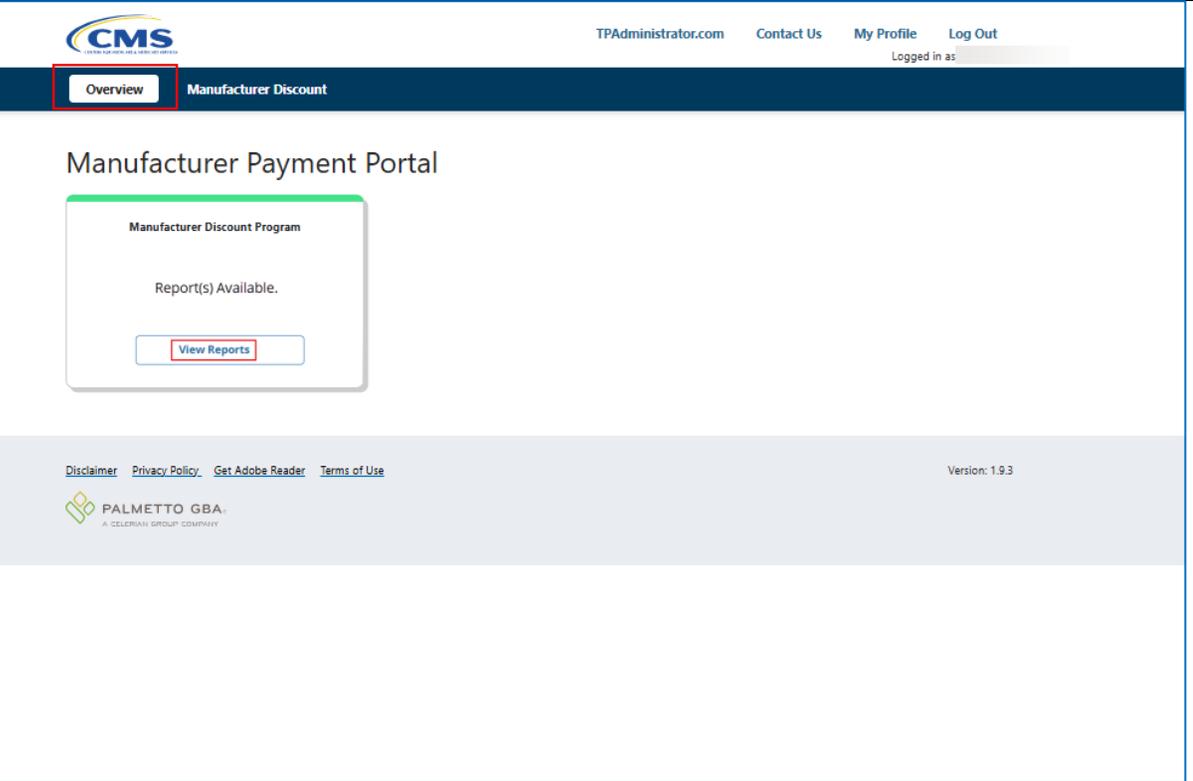
You have now completed payment initiation of an invoice line item with a future scheduled payment date.

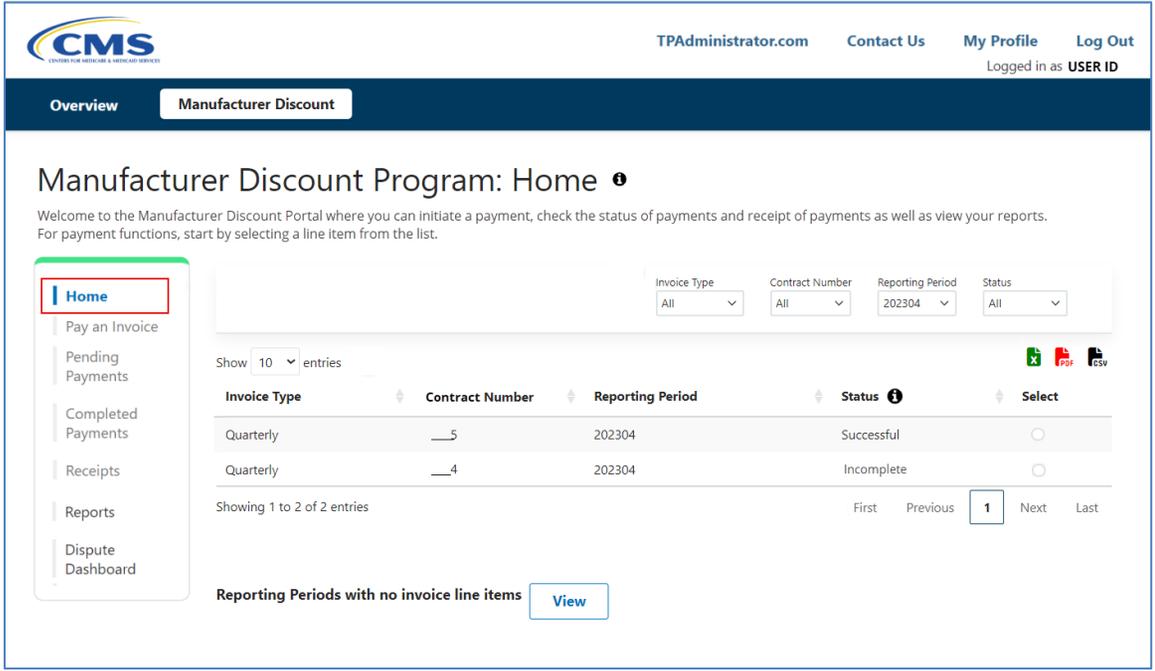
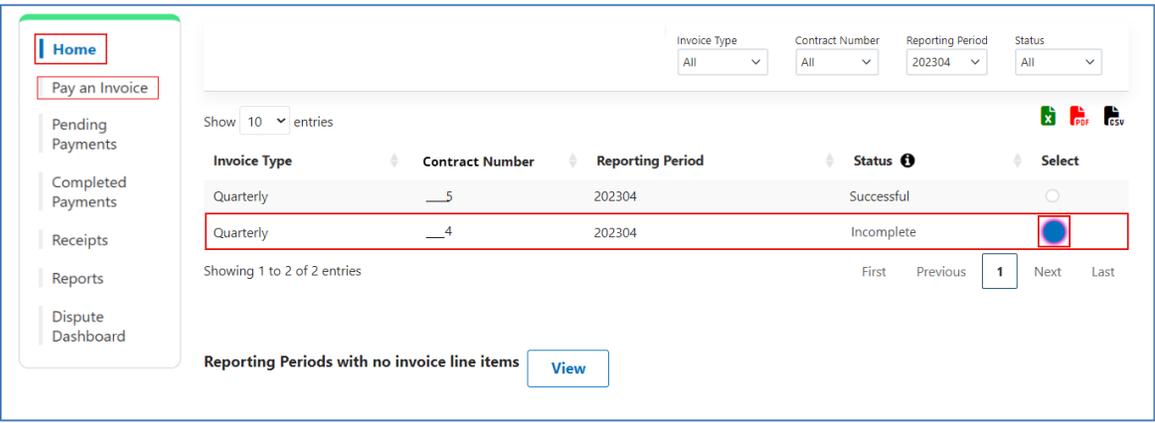
Update All Dates for All Invoice Line Items Payment Initiation Instruction for Sponsors

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

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

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

Instructions	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview page will appear showing all program modules assigned to your user ID as cards on the page.</p> <p>Select either the “Manufacturer Discount” card’s View Reports button to access MDP or the “Manufacturer Discount” link in the blue navigation bar and open the Home page.</p>	 <p>The screenshot displays the MPP Overview page. At the top, there is a navigation bar with the CMS logo on the left and links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out' on the right. Below the navigation bar, there is a dark blue header with 'Overview' and 'Manufacturer Discount' tabs. The 'Overview' tab is selected and highlighted with a red box. The main content area features a card titled 'Manufacturer Discount Program' with the text 'Report(s) Available.' and a 'View Reports' button, which is also highlighted with a red box. At the bottom of the page, there are links for 'Disclaimer', 'Privacy Policy', 'Get Adobe Reader', and 'Terms of Use', along with the version number 'Version: 1.9.3' and the Palmetto GBA logo.</p>

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

Instructions

4. On the **Pay an Invoice** page select the calendar icon in the Update All Dates field where the date shows MM/DD/YYYY to update all payment initiation dates to a future scheduled date.

This field is located below the Invoice Initiation Table.

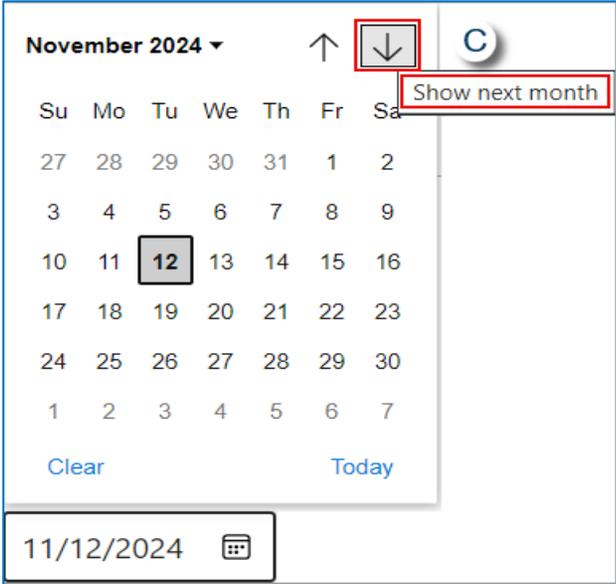
Note: The invoice line item displaying the “Invalid Payee Data” will be unavailable for the Update All feature and payment. The manufacturer (payee) will have to update bank account information to be able to allow you to initiate the invoice.

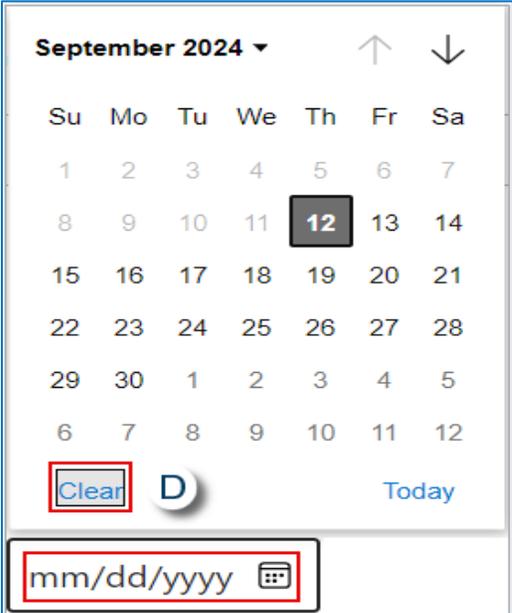
TPA Operations will work with both parties to communicate the status of the outstanding invoice

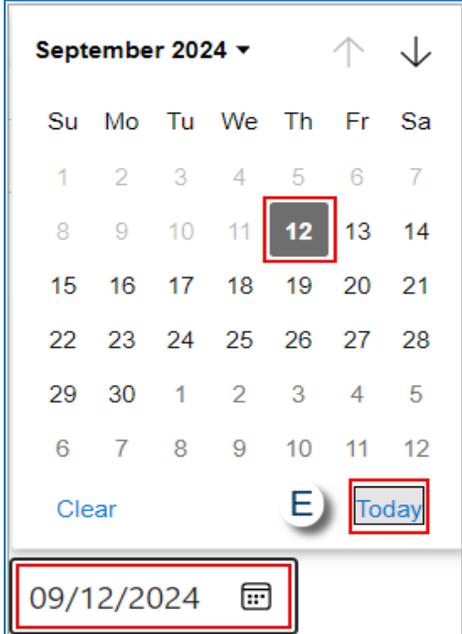
Visuals

The screenshot shows the CMS TPA Administrator portal. The main heading is "Manufacturer Discount Program: Pay an Invoice". On the left is a navigation menu with "Pay an Invoice" selected. The main content area shows "Payment Information" with summary statistics: Total Invoiced (\$588.71), Total Pending (\$0.00), Total Successful (\$0.00), Total Available (\$588.71), Total Failed (\$0.00), Total Current Deferred (\$0.00), and Total Previously Deferred (\$0.00). Below this is a table of invoices with columns: P Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. The table contains four rows, with the last row (P__6) marked as "Invalid Payee Data". At the bottom right, there is a red-bordered box containing the text "Update All Dates:" followed by a date input field showing "mm/dd/yyyy" and a calendar icon. Below this is a "Select All Invoices" checkbox and a "Submit" button.

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

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

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

Instructions	Visuals
<p>7. The <u>Today</u> link allows you to select the link and return you to the current business date on the calendar popup and in the <u>Update All Dates</u> field.</p>	 <p>The visual shows a calendar interface for September 2024. The date 12 is selected and highlighted with a red box. A 'Today' button is also highlighted with a red box. Below the calendar, a date field shows '09/12/2024' with a calendar icon, also highlighted with a red box.</p>

Instructions

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

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

Visuals

The screenshot displays the 'Manufacturer Discount Program: Pay an Invoice' interface. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. The main content area is titled 'Manufacturer Discount Program: Pay an Invoice'. On the left, a sidebar menu includes 'Home', 'Pay an Invoice' (highlighted), 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', and 'Dispute Dashboard'. The 'Payment Information' section shows a summary of \$588.71 Total Invoiced, \$0.00 Total Pending, \$0.00 Total Successful, and \$588.71 Total Available. Below this, there is a table of invoice entries with columns for P Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. A date picker is visible in the 'Payment Date' column for the first row. At the bottom, there is an 'Update All Dates:' section with a date field set to 08/19/2024, a 'Select All Invoices' checkbox, and a 'Submit' button. A calendar widget is open, showing August 2024 with the 19th selected.

Instructions

9. Once the date is selected in the calendar associated with the Update All Dates (1) field, the dates of all invoices available for initiation will be updated with the selected date.

To complete the update process, verify that you have selected invoices for payment initiation and the Select All Invoices (2) checkbox has been selected for all available invoices.

Click the Submit (3) button to process the future scheduled invoice line items.

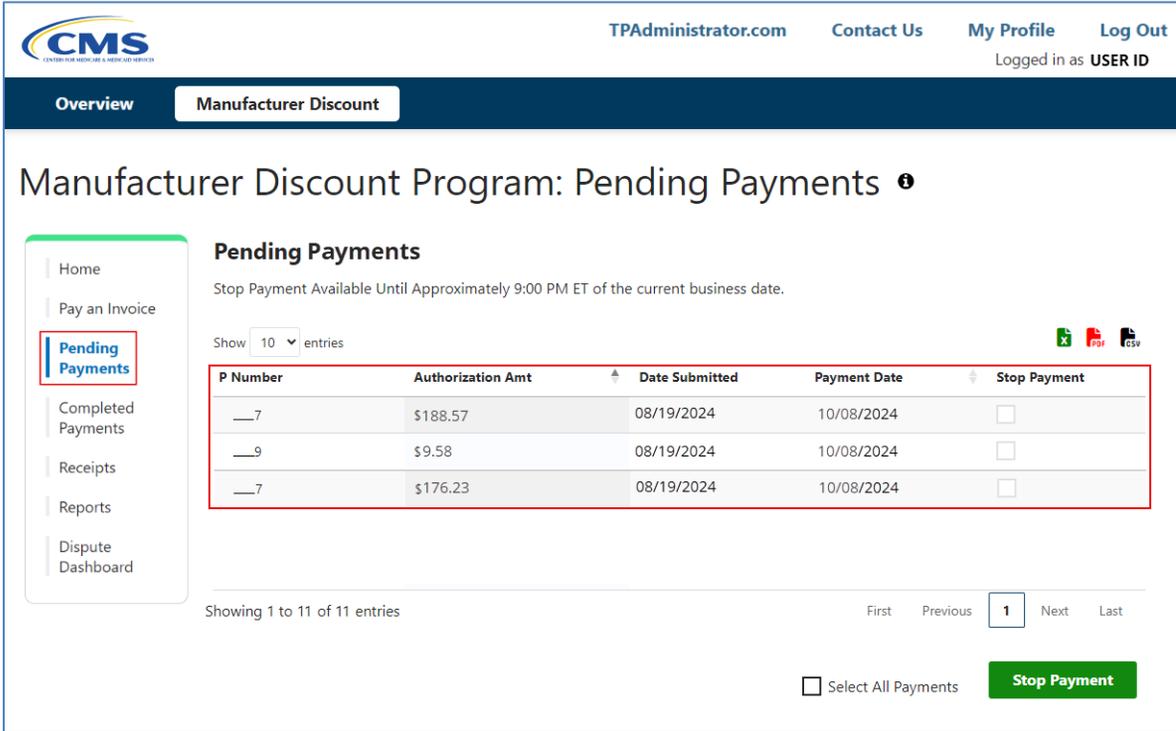
Note: If you have selected the incorrect date, repeat the steps to open the Update All Dates field's calendar icon and select a new date.

To update individual invoice line items, use the Payment Date field's calendar icon to expand the calendar associated with the specific invoice line. Reference the Set Scheduled Future Dates for Individual Invoices Instruction for Sponsors.

Visuals

The screenshot shows the 'Manufacturer Discount Program: Pay an Invoice' page. At the top, there is a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a sidebar with 'Overview' and 'Manufacturer Discount' tabs. The main content area is titled 'Manufacturer Discount Program: Pay an Invoice'. It features a 'Payment Information' section with a summary of financials: Total Invoiced (\$588.71), Total Pending (\$0.00), Total Successful (\$0.00), Total Available (\$588.71), Total Failed (\$0.00), Total Current Deferred (\$0.00), and Total Previously Deferred (\$0.00). Below this is a table of invoice items with columns for P Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, and EFT ID. The 'Payment Date' column has a calendar icon next to it, which is highlighted with a red box and a '1'. The 'Initiate Payment' column has a blue checkmark icon, which is highlighted with a red box and a '2'. At the bottom of the page, there are three buttons: 'Update All Dates' (with a calendar icon), 'Select All Invoices' (with a checked checkbox), and 'Submit' (in green). These three buttons are highlighted with red boxes and numbered '1', '2', and '3' respectively.

P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
P__7	\$188.57	\$0.00	08/31/2024			MD21021__4	<input checked="" type="checkbox"/>
P__1	\$9.58	\$0.00	08/31/2024			MD21021__4	<input checked="" type="checkbox"/>
P__4	\$176.23	\$0.00	08/31/2024			MD21021__4	<input checked="" type="checkbox"/>
P__6	\$214.33	\$0.00	Invalid Payee Data			MD21021__4	

Instructions	Visuals																				
<p>10. The Pending Payments page will display the invoice line items processed for payment with the updated payment date.</p> <p>Instructions to learn about navigating the Pending Payments page is presented in the Pending Payments Page for Sponsors in this user guide.</p>	 <p>The screenshot shows the 'Pending Payments' page in the CMS portal. The page title is 'Manufacturer Discount Program: Pending Payments'. A sidebar on the left contains navigation options: Home, Pay an Invoice, Pending Payments (highlighted with a red box), Completed Payments, Receipts, Reports, and Dispute Dashboard. The main content area displays a table of pending payments with the following data:</p> <table border="1"> <thead> <tr> <th>P Number</th> <th>Authorization Amt</th> <th>Date Submitted</th> <th>Payment Date</th> <th>Stop Payment</th> </tr> </thead> <tbody> <tr> <td>___7</td> <td>\$188.57</td> <td>08/19/2024</td> <td>10/08/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___9</td> <td>\$9.58</td> <td>08/19/2024</td> <td>10/08/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___7</td> <td>\$176.23</td> <td>08/19/2024</td> <td>10/08/2024</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Below the table, there is a pagination control showing 'Showing 1 to 11 of 11 entries' and a '1' in a box. At the bottom right, there is a checkbox for 'Select All Payments' and a green 'Stop Payment' button.</p>	P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	___7	\$188.57	08/19/2024	10/08/2024	<input type="checkbox"/>	___9	\$9.58	08/19/2024	10/08/2024	<input type="checkbox"/>	___7	\$176.23	08/19/2024	10/08/2024	<input type="checkbox"/>
P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment																	
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___9	\$9.58	08/19/2024	10/08/2024	<input type="checkbox"/>																	
___7	\$176.23	08/19/2024	10/08/2024	<input type="checkbox"/>																	

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

Processing Deferred Invoices for Sponsors

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

- The *Total Available* amount field in the *Payment Information* section totals less than the system-default allowable amount of less than \$20.00 USD *and*
- When a sponsor's bank's ACH has a specified minimum amount for using ACH to process payments and the selected total invoice amount for payment initiation is less than the bank's stated specified minimum dollar ACH

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

The most important facts to know before deferring an invoice:

- Defer functionality becomes available if the amount listed in the *Total Available* field is less than the system-default allowable amount, currently designated as \$20.00 USD.
- The payment initiation process used by the MPP initiates a lump sum debit from sponsor bank accounts for the total amount of payments initiated per day, not individual line item debits.
- All sponsors are responsible for verifying their banking institution's specific threshold for low-dollar ACH amounts permitted for processing.

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

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

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

Example:

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

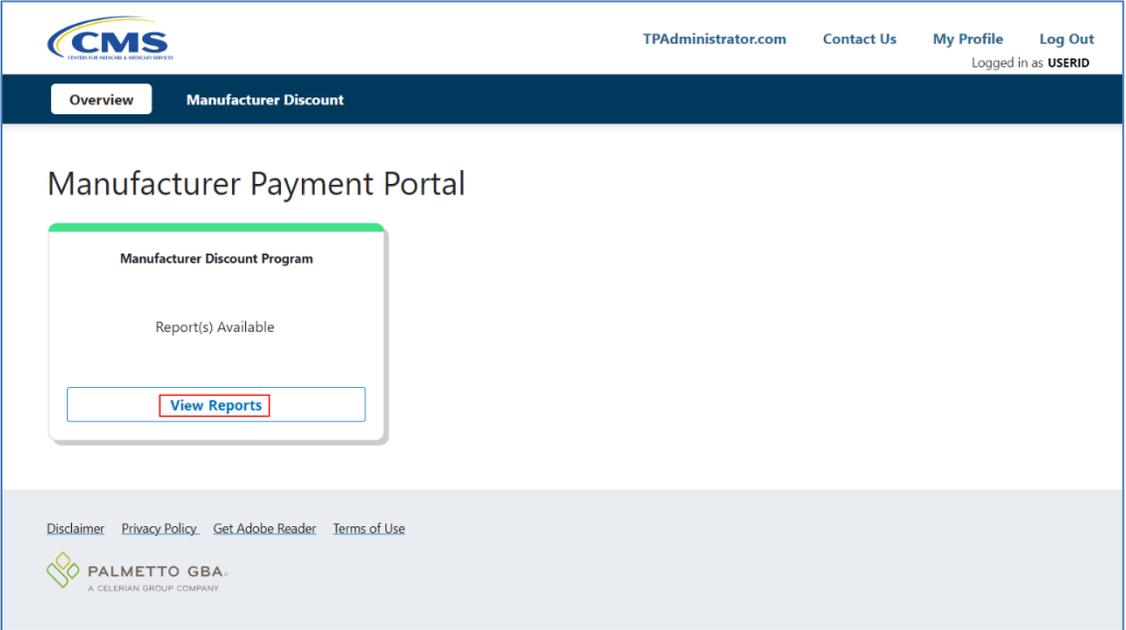
Please Note:

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

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

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

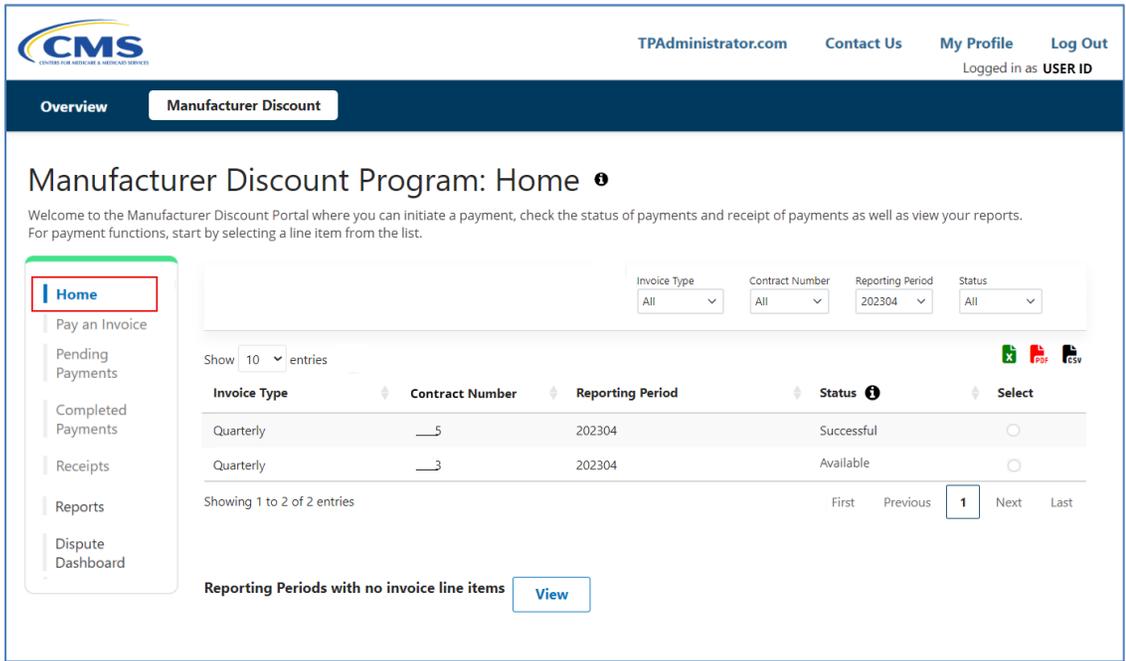
If you need further instructions on logging in, choose the “**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**” found on the MDP [User Guides](#) page to access the guide.

Instructions	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview page will appear showing all program modules assigned to your user ID as cards on the page.</p> <p>Select the “Manufacturer Discount” card’s <i>View Reports</i> button to access MDP and open the Home page.</p>	 <p>The screenshot displays the Manufacturer Payment Portal (MPP) Overview page. At the top left is the CMS logo. The top right navigation bar includes links for TPAdministrator.com, Contact Us, My Profile, and Log Out, with a status indicator 'Logged in as USERID'. Below the navigation is a dark blue header with 'Overview' and 'Manufacturer Discount' tabs. The main content area features the title 'Manufacturer Payment Portal' and a card for the 'Manufacturer Discount Program'. Inside this card, it states 'Report(s) Available' and has a 'View Reports' button. The footer contains links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo and text 'PALMETTO GBA - A CELLERIAN GROUP COMPANY'.</p>

Instructions

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

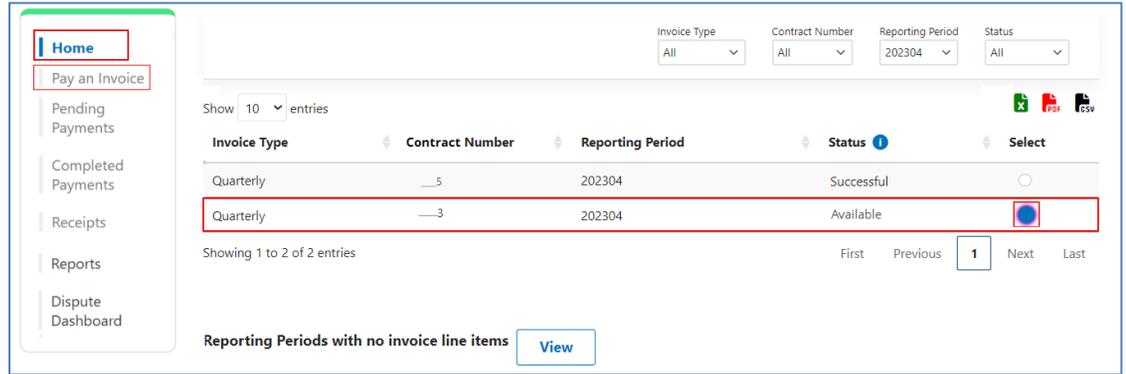
Visuals

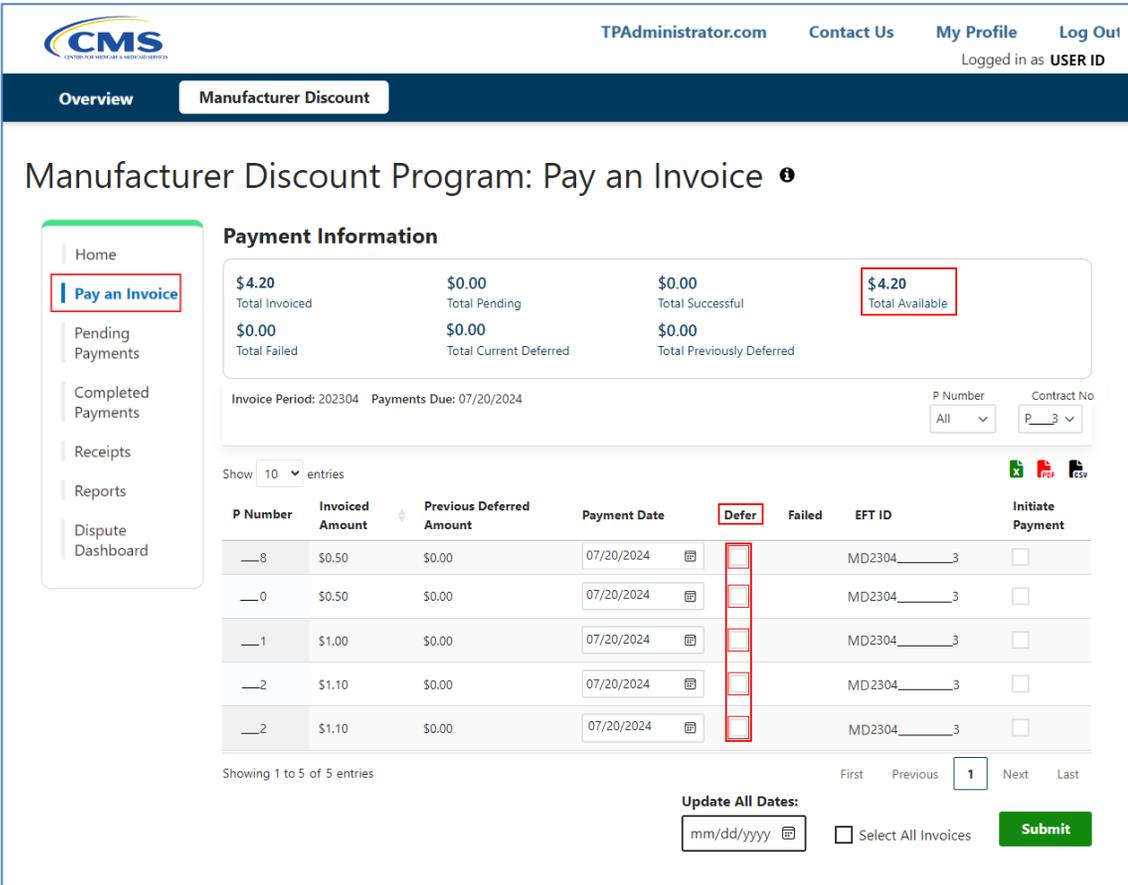


3. Populate the *Select* radio button for the applicable reporting period.

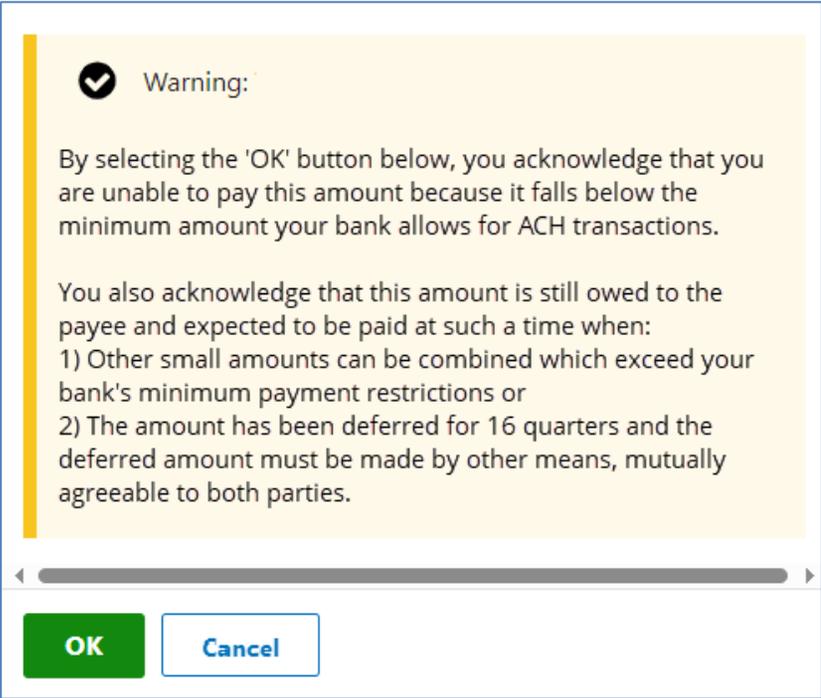
The remainder of the **Page Navigation** links are activated.

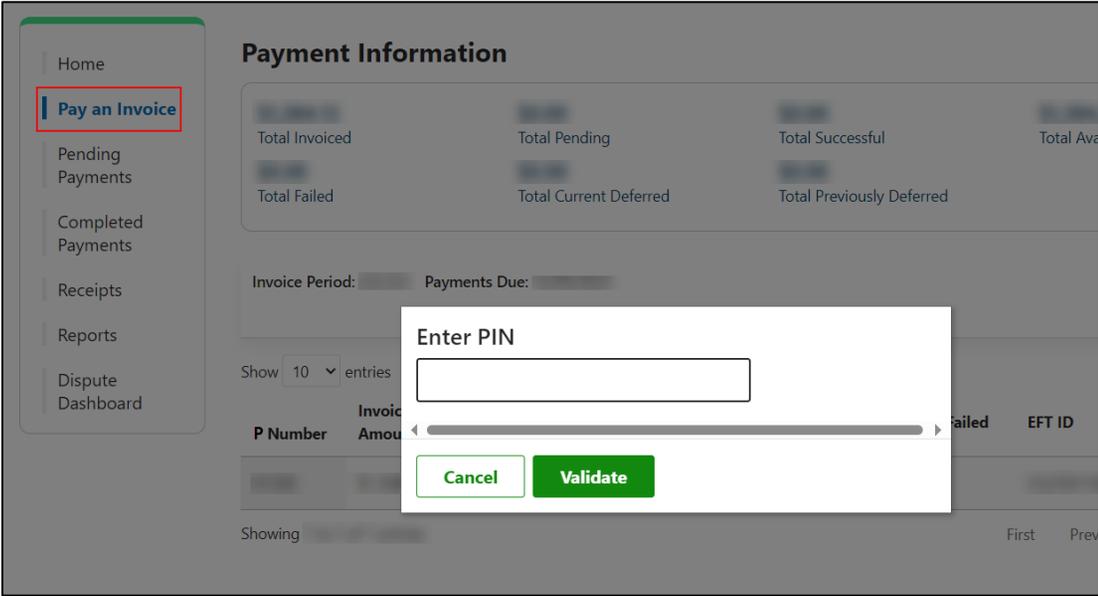
Select the **Pay an Invoice** link to view the invoice line items associated with the selected reporting period



Instructions	Visuals																																																								
<p>4. On the Pay an Invoice page, review the <i>Payment Information</i> section's <i>Total Available</i> field to note the total dollar amount of available invoices.</p> <p>This example displays the available <i>Defer</i> column's checkbox for <i>all</i> available invoice line items that are less than the systems-default allowable amount of \$20.00 USD.</p> <p>Note: The <i>Defer</i> column will display checkboxes only if the <i>Total Available</i> amount in the <i>Payment Information</i> section is less than \$20.00 USD.</p> <p>Remember: When the <i>Defer</i> checkbox is visible and the <i>Total Available</i> for all invoices exceeds your bank's minimum processing threshold, you should not use the <i>Defer</i> option. The TPA will draft funds as a lump sum for all selected invoices, not as individual line items.</p> <p>Before deferring invoice payments, ensure you know your bank's minimum ACH threshold.</p>	 <p>The screenshot displays the 'Manufacturer Discount Program: Pay an Invoice' interface. At the top, there is a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a sub-header with 'Overview' and 'Manufacturer Discount'. The main content area is titled 'Manufacturer Discount Program: Pay an Invoice'. On the left, there is a sidebar with navigation options: Home, Pay an Invoice (highlighted with a red box), Pending Payments, Completed Payments, Receipts, Reports, and Dispute Dashboard. The main area shows a 'Payment Information' summary with the following values:</p> <table border="1"> <tr> <td>\$4.20 Total Invoiced</td> <td>\$0.00 Total Pending</td> <td>\$0.00 Total Successful</td> <td>\$4.20 Total Available</td> </tr> <tr> <td>\$0.00 Total Failed</td> <td>\$0.00 Total Current Deferred</td> <td>\$0.00 Total Previously Deferred</td> <td></td> </tr> </table> <p>Below the summary, there is a table of invoices with the following columns: P Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer (checkboxes), Failed, EFT ID, and Initiate Payment. The 'Defer' column has checkboxes for all five entries, which are highlighted with a red box. The table data is as follows:</p> <table border="1"> <thead> <tr> <th>P Number</th> <th>Invoiced Amount</th> <th>Previous Deferred Amount</th> <th>Payment Date</th> <th>Defer</th> <th>Failed</th> <th>EFT ID</th> <th>Initiate Payment</th> </tr> </thead> <tbody> <tr> <td>___8</td> <td>\$0.50</td> <td>\$0.00</td> <td>07/20/2024</td> <td><input type="checkbox"/></td> <td></td> <td>MD2304____3</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___0</td> <td>\$0.50</td> <td>\$0.00</td> <td>07/20/2024</td> <td><input type="checkbox"/></td> <td></td> <td>MD2304____3</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___1</td> <td>\$1.00</td> <td>\$0.00</td> <td>07/20/2024</td> <td><input type="checkbox"/></td> <td></td> <td>MD2304____3</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___2</td> <td>\$1.10</td> <td>\$0.00</td> <td>07/20/2024</td> <td><input type="checkbox"/></td> <td></td> <td>MD2304____3</td> <td><input type="checkbox"/></td> </tr> <tr> <td>___2</td> <td>\$1.10</td> <td>\$0.00</td> <td>07/20/2024</td> <td><input type="checkbox"/></td> <td></td> <td>MD2304____3</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>At the bottom of the page, there is a 'Showing 1 to 5 of 5 entries' indicator, a date picker for 'Update All Dates' (set to mm/dd/yyyy), a 'Select All Invoices' checkbox, and a 'Submit' button.</p>	\$4.20 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$4.20 Total Available	\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred		P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment	___8	\$0.50	\$0.00	07/20/2024	<input type="checkbox"/>		MD2304____3	<input type="checkbox"/>	___0	\$0.50	\$0.00	07/20/2024	<input type="checkbox"/>		MD2304____3	<input type="checkbox"/>	___1	\$1.00	\$0.00	07/20/2024	<input type="checkbox"/>		MD2304____3	<input type="checkbox"/>	___2	\$1.10	\$0.00	07/20/2024	<input type="checkbox"/>		MD2304____3	<input type="checkbox"/>	___2	\$1.10	\$0.00	07/20/2024	<input type="checkbox"/>		MD2304____3	<input type="checkbox"/>
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Instructions	Visuals																																																
<p>5. Populate each of the <u>Defer</u> checkboxes with a checkmark to select the invoice line item(s) you plan to defer and select the <u>Submit</u> button, located at the bottom right of the <u>Invoice Initiation Table</u>.</p> <p>Note: Invoice line items will no longer be available for deferment if the invoice line item(s) remains unprocessed for payment for a total of 17 reporting periods (initial reporting period plus 16 subsequent reporting periods). In such cases, payment arrangements outside of the MPP and the MDP module will need to be made between participating sponsors and manufacturers.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <ul style="list-style-type: none"> Home <li style="border: 1px solid red; padding: 2px;">Pay an Invoice Pending Payments Completed Payments Receipts Reports Dispute Dashboard </div> <div style="width: 75%;"> <h3 style="margin: 0;">Payment Information</h3> <div style="display: flex; justify-content: space-between; border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="text-align: center;">\$4.20 <small>Total Invoiced</small></div> <div style="text-align: center;">\$0.00 <small>Total Pending</small></div> <div style="text-align: center;">\$0.00 <small>Total Successful</small></div> <div style="text-align: center; border: 1px solid red; padding: 2px;">\$4.20 <small>Total Available</small></div> </div> <div style="display: flex; justify-content: space-between; border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="text-align: center;">\$0.00 <small>Total Failed</small></div> <div style="text-align: center;">\$0.00 <small>Total Current Deferred</small></div> <div style="text-align: center;">\$0.00 <small>Total Previously Deferred</small></div> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-bottom: 10px;"> Invoice Period: 202304 Payments Due: 07/20/2024 P Number: All Contract No: P_3 </div> <div style="margin-bottom: 10px;"> Show 10 entries </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>P Number</th> <th>Invoiced Amount</th> <th>Previous Deferred Amount</th> <th>Payment Date</th> <th style="border: 1px solid red;">Defer</th> <th>Failed</th> <th>EFT ID</th> <th>Initiate Payment</th> </tr> </thead> <tbody> <tr> <td>___8</td> <td>\$0.50</td> <td>\$0.00</td> <td>07/20/2024</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td>MD2304____3</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>___0</td> <td>\$0.50</td> <td>\$0.00</td> <td>07/20/2024</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td>MD2304____3</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>___1</td> <td>\$1.00</td> <td>\$0.00</td> <td>07/20/2024</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td>MD2304____3</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>___2</td> <td>\$1.10</td> <td>\$0.00</td> <td>07/20/2024</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td>MD2304____3</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>___2</td> <td>\$1.10</td> <td>\$0.00</td> <td>07/20/2024</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td>MD2304____3</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; font-size: x-small; margin-bottom: 10px;"> Showing 1 to 5 of 5 entries First Previous 1 Next Last </div> <div style="display: flex; justify-content: flex-end; align-items: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">Update All Dates: mm/dd/yyyy</div> <div style="margin-left: 10px;"><input type="checkbox"/> Select All Invoices</div> <div style="margin-left: 10px; border: 1px solid red; padding: 2px; background-color: green; color: white; font-weight: bold;">Submit</div> </div> </div> </div> </div>	P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment	___8	\$0.50	\$0.00	07/20/2024	<input checked="" type="checkbox"/>		MD2304____3	<input type="checkbox"/>	___0	\$0.50	\$0.00	07/20/2024	<input checked="" type="checkbox"/>		MD2304____3	<input type="checkbox"/>	___1	\$1.00	\$0.00	07/20/2024	<input checked="" type="checkbox"/>		MD2304____3	<input type="checkbox"/>	___2	\$1.10	\$0.00	07/20/2024	<input checked="" type="checkbox"/>		MD2304____3	<input type="checkbox"/>	___2	\$1.10	\$0.00	07/20/2024	<input checked="" type="checkbox"/>		MD2304____3	<input type="checkbox"/>
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___1	\$1.00	\$0.00	07/20/2024	<input checked="" type="checkbox"/>		MD2304____3	<input type="checkbox"/>																																										
___2	\$1.10	\$0.00	07/20/2024	<input checked="" type="checkbox"/>		MD2304____3	<input type="checkbox"/>																																										
___2	\$1.10	\$0.00	07/20/2024	<input checked="" type="checkbox"/>		MD2304____3	<input type="checkbox"/>																																										

Instructions	Visuals
<p>6. The system will display a “Warning” message to you after you select the <i>Submit</i> button.</p> <p>Note: Review the message and, if you agree with its contents, click OK to continue.</p> <p>If the selected items are incorrect, click <i>Cancel</i> to exit and return to <i>Invoice Initiation Table</i> on the Pay an Invoice page.</p>	 <p>The screenshot shows a warning dialog box with a yellow background and a black border. At the top left, there is a black circle containing a white checkmark, followed by the text "Warning:". Below this, the text reads: "By selecting the 'OK' button below, you acknowledge that you are unable to pay this amount because it falls below the minimum amount your bank allows for ACH transactions." This is followed by another line of text: "You also acknowledge that this amount is still owed to the payee and expected to be paid at such a time when:" and then a list of two items: "1) Other small amounts can be combined which exceed your bank's minimum payment restrictions or" and "2) The amount has been deferred for 16 quarters and the deferred amount must be made by other means, mutually agreeable to both parties." At the bottom of the dialog box, there are two buttons: a green "OK" button and a white "Cancel" button with a blue border. A horizontal scrollbar is visible above the buttons.</p>

Instructions	Visuals
<p>7. After selecting <i>OK</i> on the warning message, enter your four-digit PIN in the <i>Enter PIN</i> field and click the <i>Validate</i> button to complete the submission process for deferring invoices.</p>	 <p>The screenshot shows the 'Payment Information' dashboard. On the left, a sidebar menu includes 'Home', 'Pay an Invoice' (highlighted with a red box), 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', and 'Dispute Dashboard'. The main area displays a summary of payment statistics: Total Invoiced, Total Pending, Total Successful, Total Available, Total Failed, Total Current Deferred, and Total Previously Deferred. Below this is a section for 'Invoice Period' and 'Payments Due'. A modal window titled 'Enter PIN' is overlaid on the dashboard, featuring a text input field and two buttons: 'Cancel' and 'Validate'.</p>
<p>8. Once the defer process is complete, review the <i>Payment Information</i> section's <i>Total Current Deferred</i> and <i>Total Previously Deferred</i> fields for updated amounts.</p>	

Instructions	Visuals
	<p>The screenshot displays the 'Manufacturer Discount Program: Pay an Invoice' interface. At the top, the CMS logo and navigation links (TPAdministrator.com, Contact Us, My Profile, Log Out) are visible. The user is logged in as 'USER ID'. The main navigation bar shows 'Overview' and 'Manufacturer Discount'. The left sidebar contains a menu with 'Pay an Invoice' selected. The summary dashboard shows the following metrics:</p> <ul style="list-style-type: none"> Total Invoiced: \$4.20 Total Pending: \$0.00 Total Successful: \$0.00 Total Available: \$0.00 Total Failed: \$0.00 Total Current Deferred: \$4.20 Total Previously Deferred: \$0.00 <p>Below the dashboard, the 'Invoice Period' is 202304 and 'Payments Due' is 07/20/2024. A table of invoice items is shown, but it is empty with the message: 'There are no more remaining invoice line items for the quarter.' The table headers are: P Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. At the bottom, there are controls for 'Update All Dates' (mm/dd/yyyy), a 'Select All Invoices' checkbox, and a 'Submit' button.</p>

Instructions

9. To verify the deferred invoice line items, select the **Completed Payments** page for the current reporting period, and review the data listed in the Completed Payments Table.

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

Visuals

The screenshot shows the 'Manufacturer Discount Program: Completed Payments' page. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. The main content area is titled 'Manufacturer Discount Program: Completed Payments'. On the left, a sidebar contains navigation options: Home, Pay an Invoice, Pending Payments, **Completed Payments** (highlighted), Receipts, Reports, and Dispute Dashboard. The main content area displays 'Payment Information for H___' with a summary table:

\$4.20 Total Invoiced	\$0.00 Total Received	\$4.20 Total Deferred	\$0.00 Total Pending
\$0.00 Total Failed	\$0.00 Total Outstanding		

Below the summary table, there are filters for 'Invoice Period: 202304', 'P Number' (All), and 'Contract No' (___3). A 'Show 10 entries' dropdown is also present. The main table below has the following columns: P Number, Invoiced Amount, Payment Date, Status, and EFT ID. The table contains 5 rows of data, all with a status of 'Deferred' and a payment date of '08/31/2024'. The first row is highlighted with a red border.

P Number	Invoiced Amount	Payment Date	Status	EFT ID
___8	\$0.50	08/31/2024	Deferred	MD23041___3
___0	\$0.50	08/31/2024	Deferred	MD23041___3
___1	\$1.00	08/31/2024	Deferred	MD23041___3
___2	\$1.10	08/31/2024	Deferred	MD23041___3
___2	\$1.10	08/31/2024	Deferred	MD23041___3

At the bottom, there is a pagination control showing 'Showing 1 to 5 of 5 entries' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

You have now completed processing deferred invoice line items.

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

Instruction – Sponsors

Defer Instruction Scenario – No payable invoices distributed:

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

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

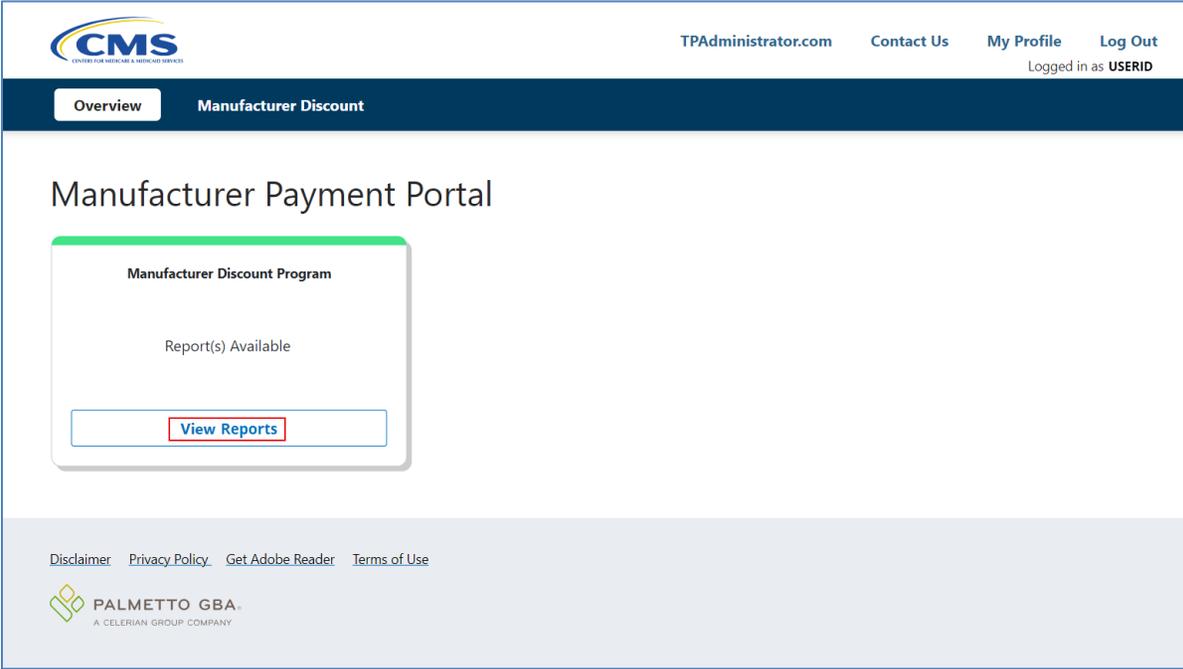
Please Note:

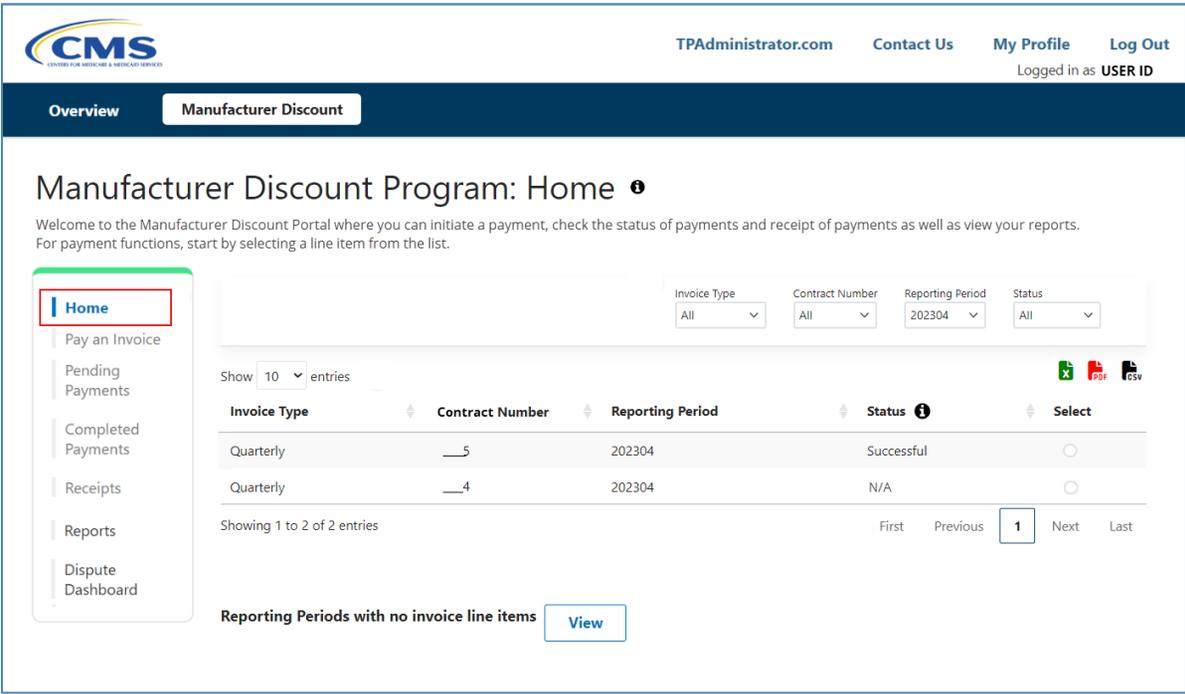
- Completion of this process is limited to sponsor associates assigned the *Discount Program Payment Contact* role.
- Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

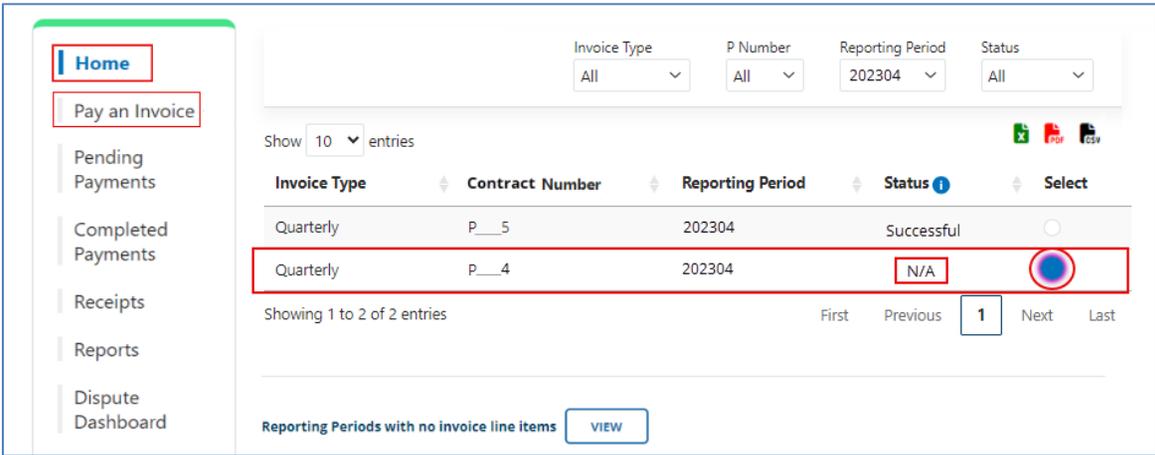
The following instructions provide direction on how to process previously deferred items when the current reporting period has no payable invoice activity available.

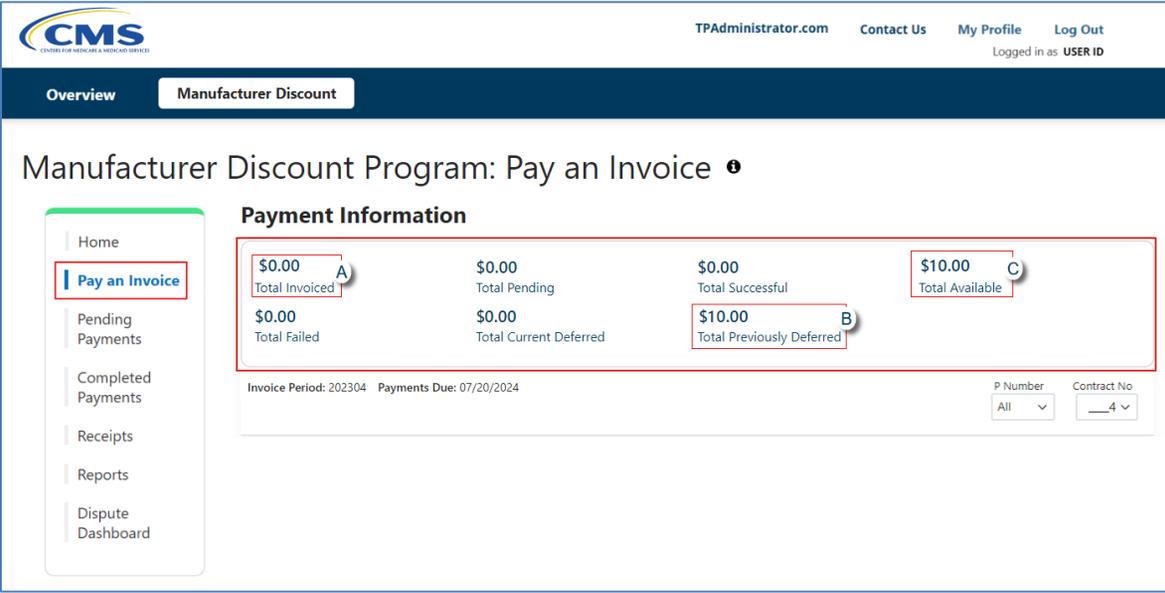
To access the MPP, click on the TPAdministrator.com and click on the MPP Login.

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

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

Instructions	Visuals															
<p>2. This is the Home page.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Home' page. On the left is a navigation menu with 'Home' selected. The main content area features a header with the CMS logo and navigation links (TPAdministrator.com, Contact Us, My Profile, Log Out). Below the header is a breadcrumb for 'Manufacturer Discount' and a title 'Manufacturer Discount Program: Home'. A welcome message states: 'Welcome to the Manufacturer 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.' Below this is a filter section with dropdowns for Invoice Type (All), Contract Number (All), Reporting Period (202304), and Status (All). A table displays two entries:</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>___5</td> <td>202304</td> <td>Successful</td> <td><input type="radio"/></td> </tr> <tr> <td>Quarterly</td> <td>___4</td> <td>202304</td> <td>N/A</td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>Below the table, it says 'Showing 1 to 2 of 2 entries' and includes pagination links: First, Previous, 1 (selected), Next, Last. At the bottom, there is a link 'Reporting Periods with no invoice line items View'.</p>	Invoice Type	Contract Number	Reporting Period	Status	Select	Quarterly	___5	202304	Successful	<input type="radio"/>	Quarterly	___4	202304	N/A	<input type="radio"/>
Invoice Type	Contract Number	Reporting Period	Status	Select												
Quarterly	___5	202304	Successful	<input type="radio"/>												
Quarterly	___4	202304	N/A	<input type="radio"/>												

Instructions	Visuals
<p>3. Populate the radio button in the <i>Select</i> column for the invoice line item with the status of <i>N/A</i>.</p> <p>The <i>N/A</i> status corresponds to the sponsor not receiving payable invoices for the reporting period.</p> <p>The remainder of the Page Navigation links are activated.</p> <p>Select the Pay an Invoice link to view the invoice line items associated with the selected reporting period.</p> <p>Note: When there are no payable invoices distributed for the current reporting period, it is necessary that you verify there are no deferred or outstanding items that appear on the Pay an Invoice page for prior periods.</p>	 <p>The screenshot shows the MDP Sponsor Payment Portal interface. On the left sidebar, the 'Pay an Invoice' link is highlighted with a red box. The main content area displays a table of invoice items. The table has columns for Invoice Type, Contract Number, Reporting Period, Status, and Select. The second row is highlighted with a red box, showing 'Quarterly', 'P__4', '202304', 'N/A', and a radio button. The 'Home' link in the sidebar is also highlighted with a red box. The table shows two entries, with the first entry having a status of 'Successful' and the second entry having a status of 'N/A'. The 'Select' column for the 'N/A' entry has a radio button that is highlighted with a blue circle. The 'Reporting Period' is set to '202304'. The 'Invoice Type' is set to 'Quarterly'. The 'Contract Number' is 'P__4'. The 'Status' is 'N/A'. The 'Select' column has a radio button. The table shows 'Showing 1 to 2 of 2 entries'. The 'Reporting Periods with no invoice line items' link is highlighted with a blue box.</p>

Instructions	Visuals								
<p>4. On the Pay an Invoice page, review the <i>Payment Information</i> section.</p> <p>Please Note:</p> <ul style="list-style-type: none"> That the <i>Total Invoiced</i> (A) field contains zeros, due to the sponsor not receiving payable invoices for the reporting period. However, the <i>Total Available</i> (B) and (C) <i>Total Previously Deferred</i> fields display the total dollar amount of invoices deferred from the prior period. 	 <p>The screenshot shows the 'Manufacturer Discount Program: Pay an Invoice' page. The 'Payment Information' table is as follows:</p> <table border="1"> <tr> <td>\$0.00 Total Invoiced (A)</td> <td>\$0.00 Total Pending</td> <td>\$0.00 Total Successful</td> <td>\$10.00 Total Available (C)</td> </tr> <tr> <td>\$0.00 Total Failed</td> <td>\$0.00 Total Current Deferred</td> <td>\$10.00 Total Previously Deferred (B)</td> <td></td> </tr> </table> <p>Additional details from the screenshot: Invoice Period: 202304, Payments Due: 07/20/2024. P Number: All, Contract No: 4.</p>	\$0.00 Total Invoiced (A)	\$0.00 Total Pending	\$0.00 Total Successful	\$10.00 Total Available (C)	\$0.00 Total Failed	\$0.00 Total Current Deferred	\$10.00 Total Previously Deferred (B)	
\$0.00 Total Invoiced (A)	\$0.00 Total Pending	\$0.00 Total Successful	\$10.00 Total Available (C)						
\$0.00 Total Failed	\$0.00 Total Current Deferred	\$10.00 Total Previously Deferred (B)							

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

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

Please Note:

- There are no payable *Invoiced Amounts* available in this scenario.
- Just because the *Defer* check box is available, does not mean it should be used. Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. If the sponsor's

The screenshot shows the 'Manufacturer Discount Program: Pay an Invoice' page. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. The main content area is titled 'Manufacturer Discount Program: Pay an Invoice'. On the left, there is a sidebar menu with options like 'Home', 'Pay an Invoice', 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', and 'Dispute Dashboard'. The 'Pay an Invoice' option is highlighted.

The 'Payment Information' section displays a summary of payment status:

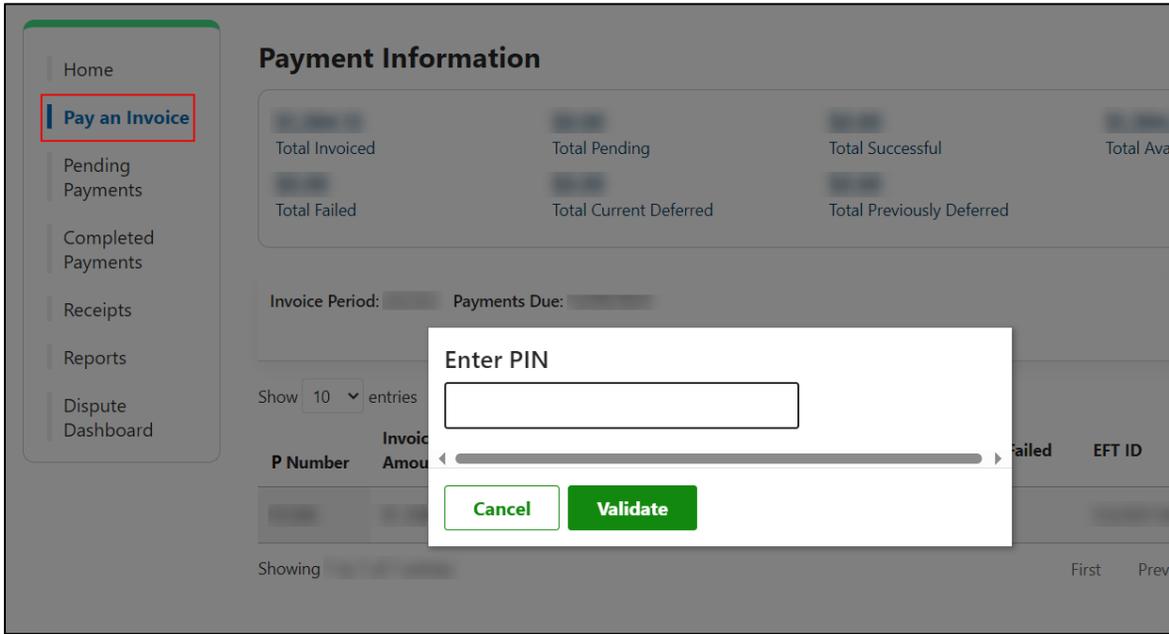
- Total Invoiced: \$0.00 (labeled A)
- Total Pending: \$0.00
- Total Successful: \$0.00
- Total Available: \$10.00 (labeled C)
- Total Failed: \$0.00
- Total Current Deferred: \$0.00
- Total Previously Deferred: \$10.00 (labeled B)

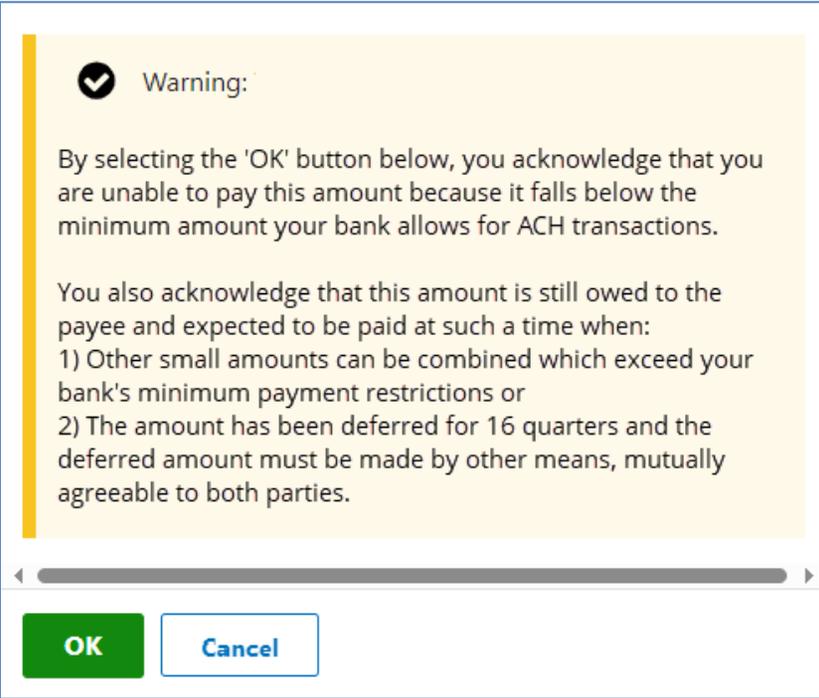
Below this summary, there is a table of invoice entries. The table has columns for 'P Number', 'Invoiced Amount', 'Previous Deferred Amount', 'Payment Date', 'Defer', 'Failed', 'EFT ID', and 'Initiate Payment'. The 'Defer' column contains checkboxes for each row. The 'Previous Deferred Amount' column shows values ranging from \$0.50 to \$1.10. The 'Payment Date' for all entries is 08/30/2024. The 'EFT ID' for all entries is MD23041____4. The 'Initiate Payment' column contains checkboxes for each row.

At the bottom of the page, there is a 'Showing 1 to 10 of 10 entries' indicator, a 'First Previous 1 Next Last' navigation bar, and an 'Update All Dates:' section with a date input field (mm/dd/yyyy) and a 'Submit' button. There is also a 'Select All Invoices' checkbox.

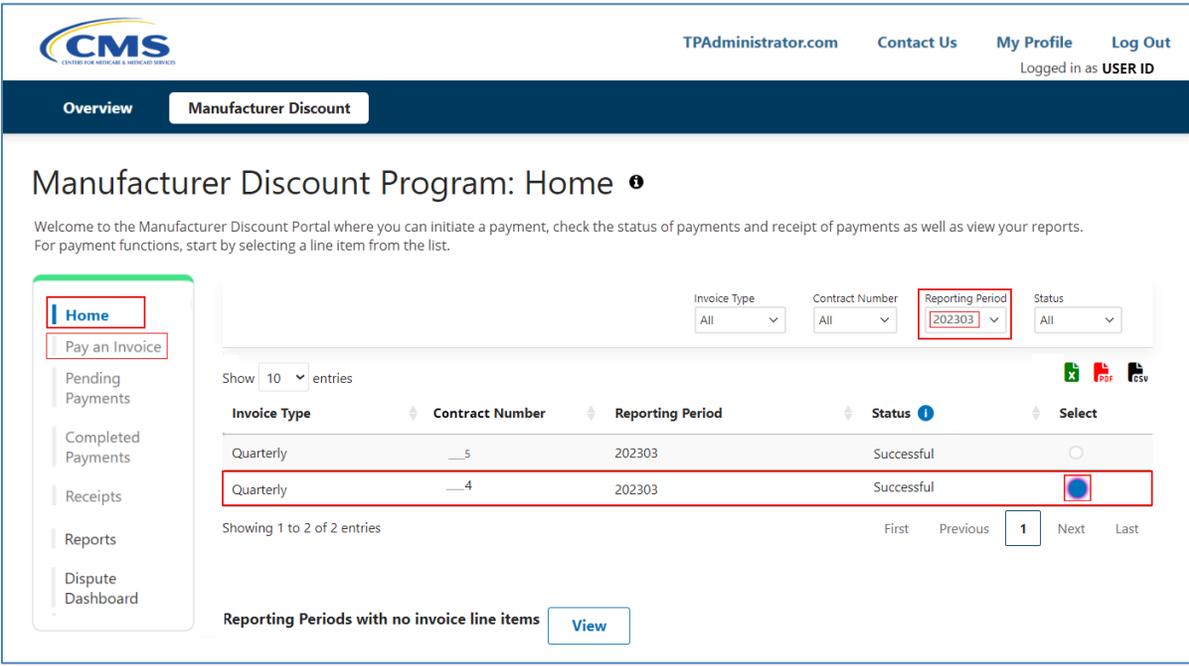
Instructions	Visuals
<p>banking institution can process the amount displayed for the <i>Total Available</i> field, the manufacturer should not utilize the <i>Defer</i> process.</p> <ul style="list-style-type: none">• Initiated invoices are processed as a lump sum debit, not individual line items.	

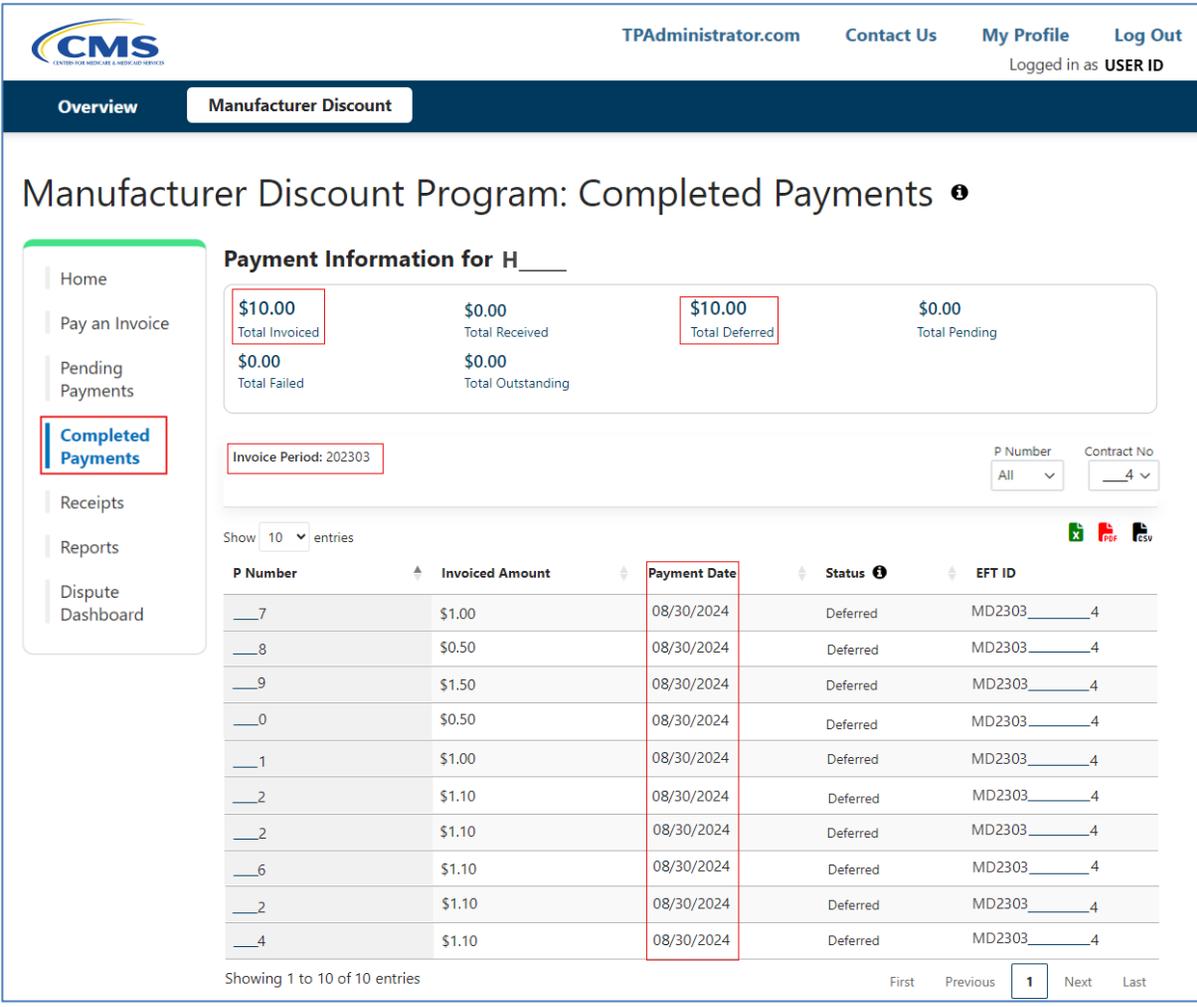
Instructions	Visuals																																																																																								
<p>6. Populate the <i>Defer</i> column's checkboxes with checkmarks to select all invoice line item(s) for deferment and select the <i>Submit</i> button, located at the bottom right of the <i>Invoice Initiation Table</i>.</p> <p>Note: The <i>Select All Invoices</i> feature will not populate the <i>Defer</i> checkboxes, only the <i>Initiate Payment</i> column's checkboxes.</p> <p>Note: Selecting <i>Defer</i> is <u>only</u> applicable when the <i>Total Available</i> field's total is less than \$20.00 <u>and</u> the total selected by the sponsor will not be processed according to their bank's specific threshold for low-dollar ACH amounts permitted for processing.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;">Home <li style="margin-bottom: 5px; border: 1px solid red; padding: 2px;">Pay an Invoice <li style="margin-bottom: 5px;">Pending Payments <li style="margin-bottom: 5px;">Completed Payments <li style="margin-bottom: 5px;">Receipts <li style="margin-bottom: 5px;">Reports <li style="margin-bottom: 5px;">Dispute Dashboard </div> <div style="width: 75%;"> <h3 style="margin: 0;">Payment Information</h3> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="text-align: center;">\$0.00 <small>Total Invoiced</small></div> <div style="text-align: center;">\$0.00 <small>Total Pending</small></div> <div style="text-align: center;">\$0.00 <small>Total Successful</small></div> <div style="text-align: center;">\$10.00 <small>Total Available</small></div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="text-align: center;">\$0.00 <small>Total Failed</small></div> <div style="text-align: center;">\$0.00 <small>Total Current Deferred</small></div> <div style="text-align: center;">\$10.00 <small>Total Previously Deferred</small></div> </div> <p style="font-size: small; margin-bottom: 10px;">Invoice Period: 202304 Payments Due: 07/20/2024</p> <div style="display: flex; justify-content: flex-end; margin-bottom: 10px;"> <div style="margin-right: 20px;">P Number All</div> <div>Contract No __4</div> </div> <p style="font-size: x-small; margin-bottom: 10px;">Show 10 entries</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>P Number</th> <th>Invoiced Amount</th> <th>Previous Deferred Amount</th> <th>Payment Date</th> <th>Defer</th> <th>Failed</th> <th>EFT ID</th> <th>Initiate Payment</th> </tr> </thead> <tbody> <tr><td>__7</td><td>\$0.00</td><td>\$1.00</td><td>08/30/2024</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td><td>MD23041____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__8</td><td>\$0.00</td><td>\$0.50</td><td>08/30/2024</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td><td>MD23041____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__9</td><td>\$0.00</td><td>\$1.50</td><td>08/30/2024</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td><td>MD23041____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__0</td><td>\$0.00</td><td>\$0.50</td><td>08/30/2024</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td><td>MD23041____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__1</td><td>\$0.00</td><td>\$1.00</td><td>08/30/2024</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td><td>MD23041____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__2</td><td>\$0.00</td><td>\$1.10</td><td>08/30/2024</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td><td>MD23041____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__2</td><td>\$0.00</td><td>\$1.10</td><td>08/30/2024</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td><td>MD23041____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__6</td><td>\$0.00</td><td>\$1.10</td><td>08/30/2024</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td><td>MD23041____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__2</td><td>\$0.00</td><td>\$1.10</td><td>08/30/2024</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td><td>MD23041____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__4</td><td>\$0.00</td><td>\$1.10</td><td>08/30/2024</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td><td>MD23041____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table> <p style="font-size: x-small; margin-bottom: 10px;">Showing 1 to 10 of 10 entries</p> <div style="display: flex; justify-content: flex-end; margin-bottom: 10px;"> First Previous 1 Next Last </div> <div style="display: flex; justify-content: flex-end; align-items: center;"> <div style="margin-right: 20px;"> <p style="font-size: x-small; margin: 0;">Update All Dates:</p> <input style="width: 60px; height: 20px; border: 1px solid #ccc;" type="text" value="mm/dd/yyyy"/> </div> <div style="margin-right: 20px;"> <input type="checkbox"/> Select All Invoices </div> <div style="border: 1px solid red; padding: 5px 15px; background-color: #2e8b57; color: white; font-weight: bold;">Submit</div> </div> </div> </div> </div>	P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment	__7	\$0.00	\$1.00	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>	__8	\$0.00	\$0.50	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>	__9	\$0.00	\$1.50	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>	__0	\$0.00	\$0.50	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>	__1	\$0.00	\$1.00	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>	__2	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>	__2	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>	__6	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>	__2	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>	__4	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>
P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment																																																																																		
__7	\$0.00	\$1.00	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>																																																																																		
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__9	\$0.00	\$1.50	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>																																																																																		
__0	\$0.00	\$0.50	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>																																																																																		
__1	\$0.00	\$1.00	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>																																																																																		
__2	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>																																																																																		
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__6	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>																																																																																		
__2	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>																																																																																		
__4	\$0.00	\$1.10	08/30/2024	<input checked="" type="checkbox"/>		MD23041____4	<input type="checkbox"/>																																																																																		

Instructions	Visuals
<p>7. To complete the submission process for the invoice deferment, enter the <i>Payment Initiator</i> role's four-digit PIN in the <i>Enter PIN</i> form and select the Validate button.</p>	 <p>The screenshot displays the 'Payment Information' dashboard. On the left is a navigation menu with options: Home, Pay an Invoice (highlighted with a red box), Pending Payments, Completed Payments, Receipts, Reports, and Dispute Dashboard. The main area shows summary statistics: Total Invoiced, Total Pending, Total Successful, Total Available, Total Failed, Total Current Deferred, and Total Previously Deferred. Below these are fields for Invoice Period and Payments Due. A modal form titled 'Enter PIN' is overlaid, featuring a text input field and 'Cancel' and 'Validate' buttons. At the bottom of the dashboard, there is a table with columns for P Number, Invoice Amount, and EFT ID, and a 'Showing' indicator.</p>

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

Instructions	Visuals																								
<p>9. Select <u>OK</u> to defer the selected invoice line item.</p> <p>10. Once the defer process is complete, review the <u>Payment Information</u> section's <u>Total Previously Deferred</u> and <u>Total Available</u> fields for updated amounts.</p>	<p>Payment Information</p> <table border="1"> <tr> <td>\$0.00 Total Invoiced</td> <td>\$0.00 Total Pending</td> <td>\$0.00 Total Successful</td> <td>\$0.00 Total Available</td> </tr> <tr> <td>\$0.00 Total Failed</td> <td>\$0.00 Total Current Deferred</td> <td>\$0.00 Total Previously Deferred</td> <td></td> </tr> </table> <p>Invoice Period: 202304 Payments Due: 07/20/2024</p> <p>P Number: All Contract No: 4</p> <p>Show 10 entries</p> <table border="1"> <thead> <tr> <th>P Number</th> <th>Invoiced Amount</th> <th>Previous Deferred Amount</th> <th>Payment Date</th> <th>Defer</th> <th>Failed</th> <th>EFT ID</th> <th>Initiate Payment</th> </tr> </thead> <tbody> <tr> <td colspan="8">There are no more remaining invoice line items for the quarter.</td> </tr> </tbody> </table> <p>Showing 0 to 0 of 0 entries</p> <p>Update All Dates: mm/dd/yyyy <input type="checkbox"/> Select All Invoices Submit</p>	\$0.00 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$0.00 Total Available	\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred		P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment	There are no more remaining invoice line items for the quarter.							
\$0.00 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$0.00 Total Available																						
\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred																							
P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment																		
There are no more remaining invoice line items for the quarter.																									

Instructions	Visuals															
<p>11. Because the deferred items were associated to a prior reporting period, you will want to review that quarter's Completed Payments page to verify the deferred invoice line items. Return to the Home page and select the prior quarter in the <i>Reporting Period</i> filter and populate the <i>Select</i> button for the applicable invoice line item.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Home' page. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. Below this, there are filters for 'Invoice Type' (All), 'Contract Number' (All), 'Reporting Period' (202303), and 'Status' (All). A table displays invoice entries with columns for 'Invoice Type', 'Contract Number', 'Reporting Period', 'Status', and 'Select'. The second row of the table is highlighted with a red border, and the 'Select' button for that row is circled in blue. Below the table, there is a 'View' button for 'Reporting Periods with no invoice line items'.</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>—5</td> <td>202303</td> <td>Successful</td> <td><input type="radio"/></td> </tr> <tr style="border: 2px solid red;"> <td>Quarterly</td> <td>—4</td> <td>202303</td> <td>Successful</td> <td><input checked="" type="radio"/></td> </tr> </tbody> </table>	Invoice Type	Contract Number	Reporting Period	Status	Select	Quarterly	—5	202303	Successful	<input type="radio"/>	Quarterly	—4	202303	Successful	<input checked="" type="radio"/>
Invoice Type	Contract Number	Reporting Period	Status	Select												
Quarterly	—5	202303	Successful	<input type="radio"/>												
Quarterly	—4	202303	Successful	<input checked="" type="radio"/>												

Instructions	Visuals
<p>12. Select the Completed Payments page and review the data listed in the <u>Completed Transactions Table</u>.</p> <p>This example displays the selected invoice line items as Deferred in the <u>Status</u> column.</p> <p>Note: The <u>Payment Date</u> column displays the most recent deferred date.</p> <p>The Completed Payments page will be presented later in this user guide for sponsors.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Completed Payments' page. At the top, there's a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. Below that, a summary box shows: Total Invoiced: \$10.00, Total Received: \$0.00, Total Deferred: \$10.00, and Total Pending: \$0.00. A table of invoice line items follows, with columns: P Number, Invoiced Amount, Payment Date, Status, and EFT ID. The 'Payment Date' column is highlighted in red in the original image. The table contains 10 rows of data, all with a status of 'Deferred' and a payment date of '08/30/2024'. A sidebar on the left contains navigation options like 'Home', 'Pay an Invoice', 'Completed Payments', etc.</p>

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

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

Instruction – Sponsors

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

Defer Instruction Scenario – No Invoices Distributed:

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

The MDP module updates the prior reporting period status to *Incomplete*. Users are required to review any reporting periods with statuses other than *Successful* and perform processing as necessary to remain in program compliance.

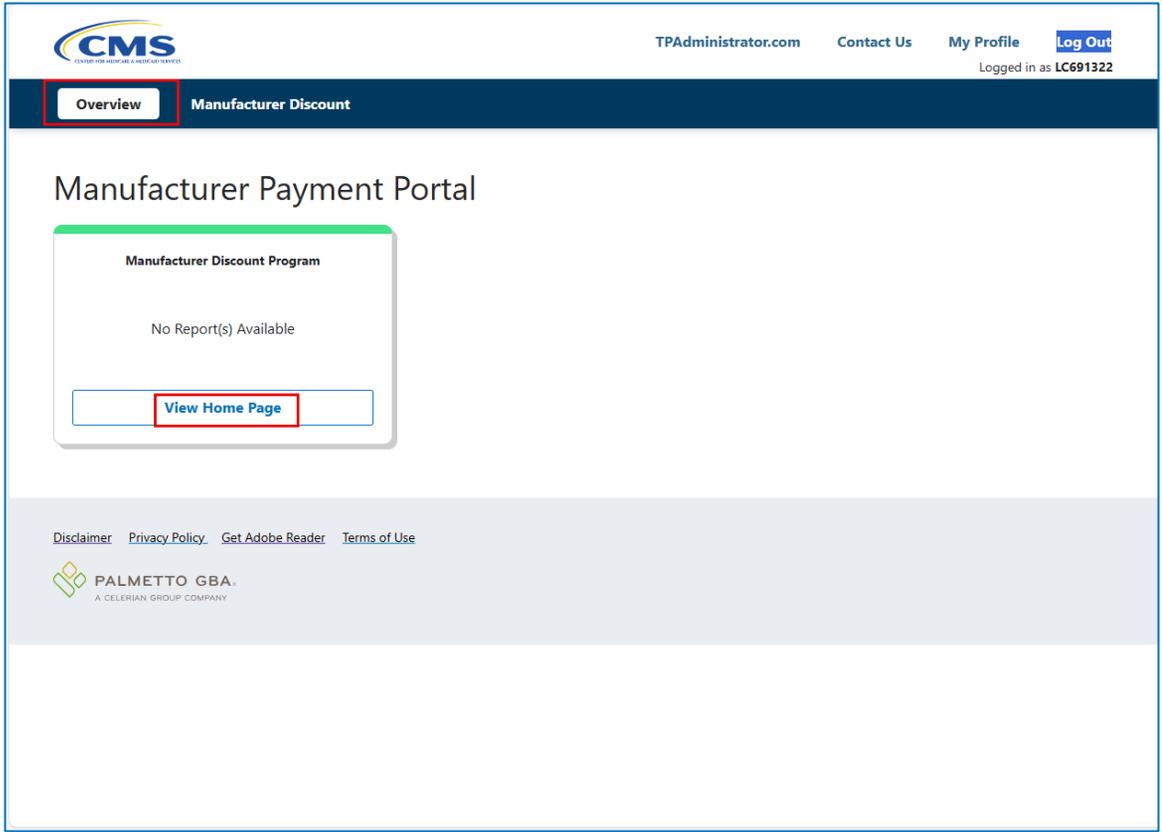
In this scenario, the prior period's deferred items require processing, even though the current period has no invoices distributed for payment or receipt. The *Total Available* amount of all invoices is less than this sponsor's bank's ACH minimum threshold of \$15.00 USD, so all invoice line items are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

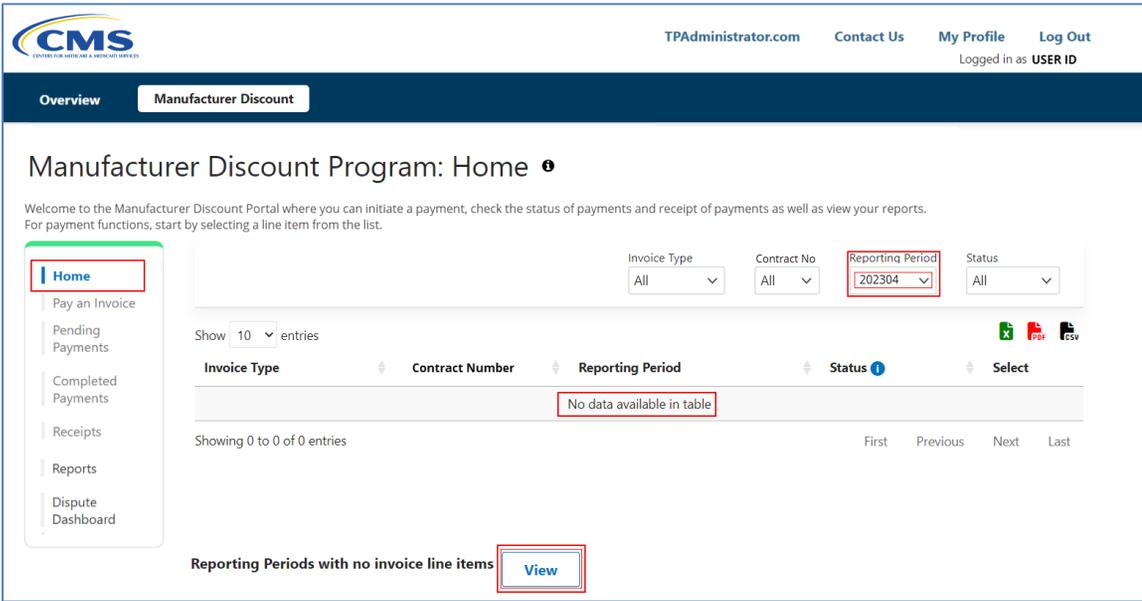
Remember: Sponsors are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

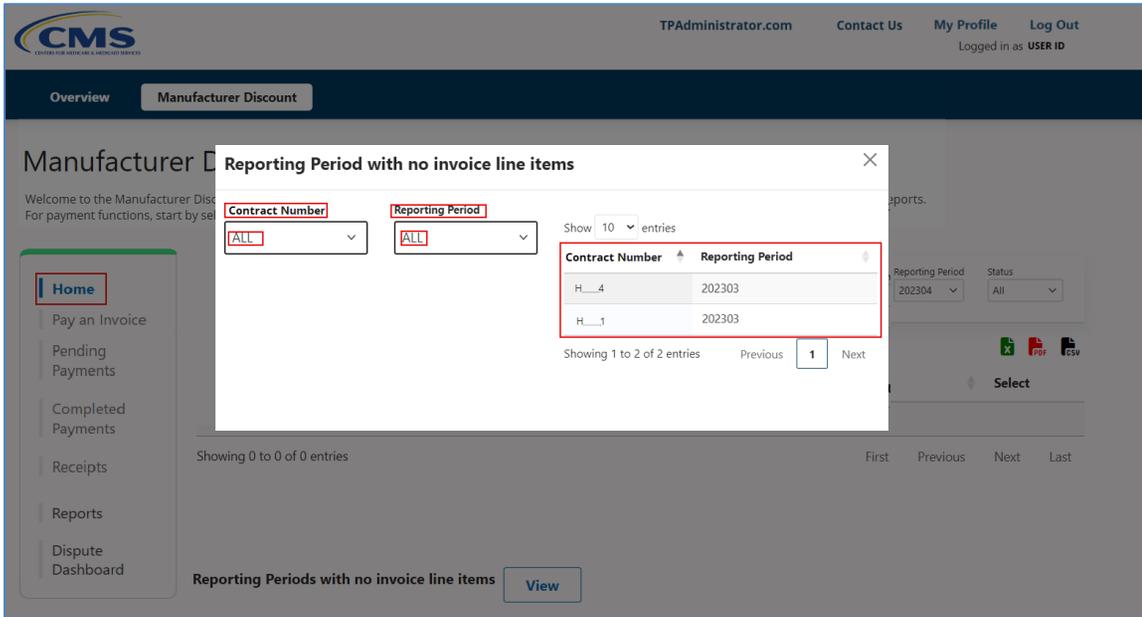
Note: Completion of this process is limited to sponsor associates assigned the *Discount Program Payment Contact* role.

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

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

Instructions	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview page will appear showing all program modules assigned to your user ID as cards on the page.</p> <p>Select the “Manufacturer Discount” card’s <i>View Home Page</i> button to access MDP and open the Home page.</p>	 <p>The screenshot displays the Manufacturer Payment Portal (MPP) interface. At the top left is the CMS logo. The top right contains navigation links: TPAdministrator.com, Contact Us, My Profile, and Log Out. Below these is a dark blue header with 'Overview' and 'Manufacturer Discount' tabs. The main content area features a card titled 'Manufacturer Discount Program' with the text 'No Report(s) Available' and a 'View Home Page' button. The footer includes links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo and the text 'PALMETTO GBA. A CELERIAN GROUP COMPANY'.</p>

Instructions	Visuals
<p>2. This is the Home page.</p> <p>When the current reporting period has received no invoices (payable or receivable), the <u>Reporting Periods with no invoice line items</u> section located at the bottom of the Home page will list reporting periods that have not received payable and receivable invoices.</p> <p>Select the “View” button to open the <u>Reporting Periods with no invoice line items</u>.</p>	 <p>The screenshot displays the 'Manufacturer Discount Program: Home' page. At the top left is the CMS logo. The top right shows navigation links: 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out', with a note 'Logged in as USER ID'. Below this is a dark blue navigation bar with 'Overview' and 'Manufacturer Discount' tabs. The main heading is 'Manufacturer Discount Program: Home'. A welcome message states: 'Welcome to the Manufacturer 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.' Below the message are filter dropdowns for 'Invoice Type' (All), 'Contract No' (All), 'Reporting Period' (202304), and 'Status' (All). A 'Show 10 entries' dropdown is also present. The table below has columns: 'Invoice Type', 'Contract Number', 'Reporting Period', 'Status', and 'Select'. The table is empty, with a message 'No data available in table'. At the bottom, there is a section titled 'Reporting Periods with no invoice line items' with a 'View' button.</p>

Instructions	Visuals
<p>3. The pop up window that appears, after selecting the <i>View</i> button, provides a view of the data for specific Contract Numbers and reporting periods.</p>	 <p>The screenshot shows the CMS TPA Administrator portal. A pop-up window titled "Reporting Period with no invoice line items" is displayed. It features two dropdown menus for "Contract Number" and "Reporting Period", both set to "ALL". Below these is a table with two columns: "Contract Number" and "Reporting Period". The table contains two rows: "H__4" with "202303" and "H__1" with "202303". The table is paginated, showing "Showing 1 to 2 of 2 entries" and "Previous 1 Next". The background shows the "Manufacturer Discount" section with a "View" button highlighted.</p>

Instructions

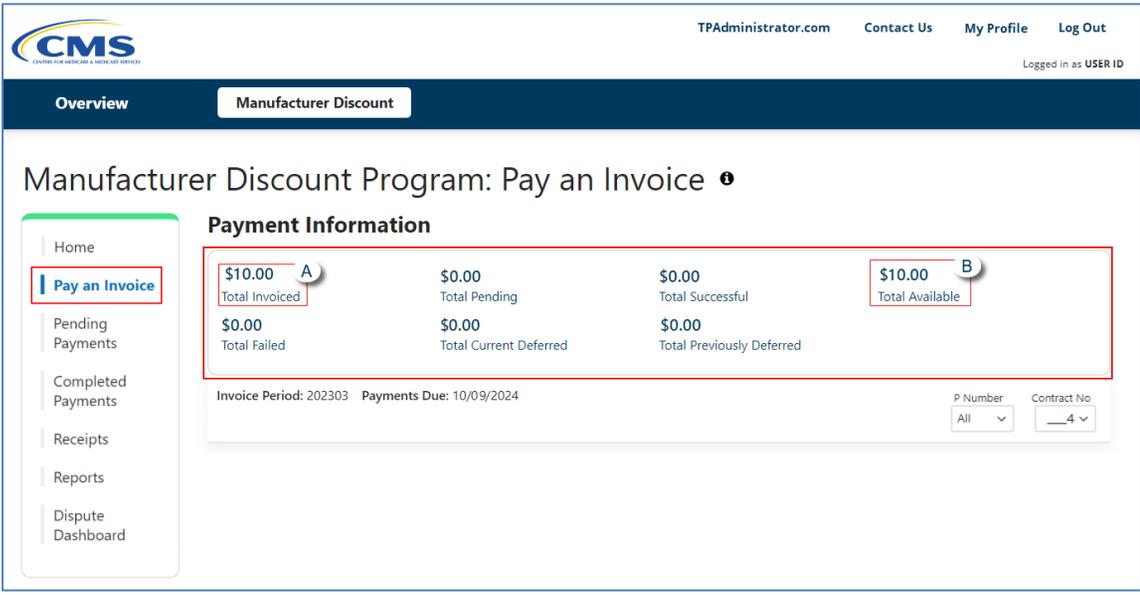
4. We recommend that you return to the **Home** page and update the *Reporting Period* filter to “All” to display all reporting periods for any items that may require your review and action.

Review the *Status* column for any line items that do not appear with *Successful* listed.

These line items should be selected and reviewed for additional action, as you are responsible for initiating successful payments to sponsors for all invoiced amounts.

Visuals

The screenshot displays the 'Manufacturer Discount Program: Home' page. At the top, there is a navigation bar with the CMS logo, 'TPAdministrator.com', and links for 'Contact Us', 'My Profile', and 'Log Out'. The user is logged in as 'USER ID'. Below the navigation bar, there are tabs for 'Overview' and 'Manufacturer Discount'. The main content area features a heading 'Manufacturer Discount Program: Home' and a welcome message. A filter section includes dropdown menus for 'Invoice Type' (All), 'Contract Number' (All), 'Reporting Period' (All), and 'Status' (All). Below the filters, there is a 'Show 10 entries' option and a table with columns: 'Invoice Type', 'Contract Number', 'Reporting Period', 'Status', and 'Select'. The table contains three rows: 'Quarterly' with contract number '___5' and reporting period '202303' (Status: Successful), 'Quarterly' with contract number '___4' and reporting period '202303' (Status: Available), and 'Quarterly' with contract number '___5' and reporting period '202302' (Status: Successful). The 'Available' status in the second row is highlighted with a red box. At the bottom, there is a 'Reporting Periods with no invoice line items' section with a 'VIEW' button.

Instructions	Visuals								
<p>5. On the Pay an Invoice page, review the <i>Payment Information</i> section's <i>Total Invoiced</i> (A) and <i>Total Available</i> (B) fields to note the total dollar amount of available invoices.</p>	 <p>The screenshot displays the 'Manufacturer Discount Program: Pay an Invoice' page. At the top, there is a navigation bar with the CMS logo, 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a dark blue header with 'Overview' and 'Manufacturer Discount' tabs. The main content area is titled 'Manufacturer Discount Program: Pay an Invoice'. On the left, there is a vertical navigation menu with options: Home, Pay an Invoice (highlighted with a red box), Pending Payments, Completed Payments, Receipts, Reports, and Dispute Dashboard. The 'Payment Information' section features a table with the following data:</p> <table border="1" data-bbox="982 500 1892 630"> <tr> <td>\$10.00 Total Invoiced</td> <td>\$0.00 Total Pending</td> <td>\$0.00 Total Successful</td> <td>\$10.00 Total Available</td> </tr> <tr> <td>\$0.00 Total Failed</td> <td>\$0.00 Total Current Deferred</td> <td>\$0.00 Total Previously Deferred</td> <td></td> </tr> </table> <p>Below the table, it shows 'Invoice Period: 202303' and 'Payments Due: 10/09/2024'. There are also dropdown menus for 'P Number' (set to 'All') and 'Contract No' (set to '4').</p>	\$10.00 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$10.00 Total Available	\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred	
\$10.00 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$10.00 Total Available						
\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred							

Instructions	Visuals																																																																																														
<p>6. Review the invoice line items in the <u>Invoice Initiation Table</u> and note that the <u>Defer</u> column's check box is only available when the <u>Payment Information</u> section's <u>Total Available</u> field displays an amount less than \$20.00 USD.</p> <ul style="list-style-type: none"> This example displays active <u>Defer</u> checkboxes for invoice line items that fall below the systems allowable amount of \$20.00 and falls below this sponsor's bank ACH minimum threshold amount. <p>Remember: Just because the <u>Defer</u> checkbox is available does not mean it should be used. As a sponsor, you are responsible for verifying with your banking institution the specific threshold for low-dollar ACH amounts permitted for processing. Initiated invoices are processed as a lump sum debit, not individual line items.</p> <p>If your banking institution can process the amount displayed for the <u>Total Available</u> field, then you should not utilize the <u>Defer</u> process.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p style="text-align: center; margin: 0;">Home</p> <p style="text-align: center; margin: 0; border: 1px solid red; color: blue; font-weight: bold;">Pay an Invoice</p> <p style="text-align: center; margin: 0;">Pending Payments</p> <p style="text-align: center; margin: 0;">Completed Payments</p> <p style="text-align: center; margin: 0;">Receipts</p> <p style="text-align: center; margin: 0;">Reports</p> <p style="text-align: center; margin: 0;">Dispute Dashboard</p> </div> <div style="flex-grow: 1;"> <h3 style="margin: 0;">Payment Information</h3> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; border-right: 1px solid #ccc;"> A \$10.00 Total Invoiced </td> <td style="width: 33%; text-align: center; border-right: 1px solid #ccc;"> \$0.00 Total Pending </td> <td style="width: 33%; text-align: center;"> \$0.00 Total Successful </td> </tr> <tr> <td style="text-align: center; border-right: 1px solid #ccc;"> \$0.00 Total Failed </td> <td style="text-align: center; border-right: 1px solid #ccc;"> \$0.00 Total Current Deferred </td> <td style="text-align: center;"> \$0.00 Total Previously Deferred </td> </tr> </table> </div> <div style="margin-bottom: 10px;"> <p style="font-size: small; margin: 0;">Invoice Period: 202303 Payments Due: 10/09/2024</p> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="font-size: x-small;">P Number All</div> <div style="font-size: x-small;">Contract No __4</div> </div> </div> <div style="margin-bottom: 10px;"> <p style="font-size: x-small; margin: 0;">Show 10 entries A B</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 10%;">P Number</th> <th style="width: 15%;">Invoiced Amount</th> <th style="width: 15%;">Previous Deferred Amount</th> <th style="width: 15%;">Payment Date</th> <th style="width: 5%;">Defer</th> <th style="width: 5%;">Failed</th> <th style="width: 20%;">EFT ID</th> <th style="width: 10%;">Initiate Payment</th> </tr> </thead> <tbody> <tr><td>__7</td><td>\$1.00</td><td>\$0.00</td><td>08/30/2024</td><td style="text-align: center;"><input type="checkbox"/></td><td></td><td>MD23031____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__8</td><td>\$0.50</td><td>\$0.00</td><td>08/30/2024</td><td style="text-align: center;"><input type="checkbox"/></td><td></td><td>MD23031____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__9</td><td>\$1.50</td><td>\$0.00</td><td>08/30/2024</td><td style="text-align: center;"><input type="checkbox"/></td><td></td><td>MD23031____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__0</td><td>\$0.50</td><td>\$0.00</td><td>08/30/2024</td><td style="text-align: center;"><input type="checkbox"/></td><td></td><td>MD23031____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__1</td><td>\$1.00</td><td>\$0.00</td><td>08/30/2024</td><td style="text-align: center;"><input type="checkbox"/></td><td></td><td>MD23031____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__2</td><td>\$1.10</td><td>\$0.00</td><td>08/30/2024</td><td style="text-align: center;"><input type="checkbox"/></td><td></td><td>MD23031____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__2</td><td>\$1.10</td><td>\$0.00</td><td>08/30/2024</td><td style="text-align: center;"><input type="checkbox"/></td><td></td><td>MD23031____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__6</td><td>\$1.10</td><td>\$0.00</td><td>08/30/2024</td><td style="text-align: center;"><input type="checkbox"/></td><td></td><td>MD23031____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__2</td><td>\$1.10</td><td>\$0.00</td><td>08/30/2024</td><td style="text-align: center;"><input type="checkbox"/></td><td></td><td>MD23031____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>__4</td><td>\$1.10</td><td>\$0.00</td><td>08/30/2024</td><td style="text-align: center;"><input type="checkbox"/></td><td></td><td>MD23031____4</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table> </div> <div style="font-size: x-small; margin-top: 10px;"> <p>Showing 1 to 10 of 10 entries</p> <div style="display: flex; justify-content: flex-end; gap: 10px;"> First Previous 1 Next Last </div> <div style="margin-top: 5px;"> <p style="font-size: x-small; margin: 0;">Update All Dates:</p> <div style="display: flex; align-items: center; gap: 10px;"> <input style="font-size: x-small;" type="text" value="mm/dd/yyyy"/> <input type="checkbox"/> Select All Invoices </div> </div> </div> </div> </div> </div>	A \$10.00 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred	P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment	__7	\$1.00	\$0.00	08/30/2024	<input type="checkbox"/>		MD23031____4	<input type="checkbox"/>	__8	\$0.50	\$0.00	08/30/2024	<input type="checkbox"/>		MD23031____4	<input type="checkbox"/>	__9	\$1.50	\$0.00	08/30/2024	<input type="checkbox"/>		MD23031____4	<input type="checkbox"/>	__0	\$0.50	\$0.00	08/30/2024	<input type="checkbox"/>		MD23031____4	<input type="checkbox"/>	__1	\$1.00	\$0.00	08/30/2024	<input type="checkbox"/>		MD23031____4	<input type="checkbox"/>	__2	\$1.10	\$0.00	08/30/2024	<input type="checkbox"/>		MD23031____4	<input type="checkbox"/>	__2	\$1.10	\$0.00	08/30/2024	<input type="checkbox"/>		MD23031____4	<input type="checkbox"/>	__6	\$1.10	\$0.00	08/30/2024	<input type="checkbox"/>		MD23031____4	<input type="checkbox"/>	__2	\$1.10	\$0.00	08/30/2024	<input type="checkbox"/>		MD23031____4	<input type="checkbox"/>	__4	\$1.10	\$0.00	08/30/2024	<input type="checkbox"/>		MD23031____4	<input type="checkbox"/>
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Instructions

7. Populate the *Defer* checkboxes with a check mark to select all invoice line item(s) for deferment and select the *Submit* button, located at the bottom right of the *Invoice Initiation Table*.

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

Visuals

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

Payment Information

\$10.00
Total Invoiced

\$0.00
Total Failed

\$0.00
Total Pending

\$0.00
Total Current Deferred

\$0.00
Total Successful

\$0.00
Total Previously Deferred

\$10.00
Total Available

Invoice Period: 202303 Payments Due: 10/09/2024

P Number
All
Contract No
4

Show 10 entries

P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___7	\$1.00	\$0.00	08/30/2024	<input checked="" type="checkbox"/>		MD23031____4	<input type="checkbox"/>
___8	\$0.50	\$0.00	08/30/2024	<input checked="" type="checkbox"/>		MD23031____4	<input type="checkbox"/>
___9	\$1.50	\$0.00	08/30/2024	<input checked="" type="checkbox"/>		MD23031____4	<input type="checkbox"/>
___0	\$0.50	\$0.00	08/30/2024	<input checked="" type="checkbox"/>		MD23031____4	<input type="checkbox"/>
___1	\$1.00	\$0.00	08/30/2024	<input checked="" type="checkbox"/>		MD23031____4	<input type="checkbox"/>
___2	\$1.10	\$0.00	08/30/2024	<input checked="" type="checkbox"/>		MD23031____4	<input type="checkbox"/>
___2	\$1.10	\$0.00	08/30/2024	<input checked="" type="checkbox"/>		MD23031____4	<input type="checkbox"/>
___6	\$1.10	\$0.00	08/30/2024	<input checked="" type="checkbox"/>		MD23031____4	<input type="checkbox"/>
___2	\$1.10	\$0.00	08/30/2024	<input checked="" type="checkbox"/>		MD23031____4	<input type="checkbox"/>
___4	\$1.10	\$0.00	08/30/2024	<input checked="" type="checkbox"/>		MD23031____4	<input type="checkbox"/>

Showing 1 to 10 of 10 entries

Update All Dates:

 Select All Invoices

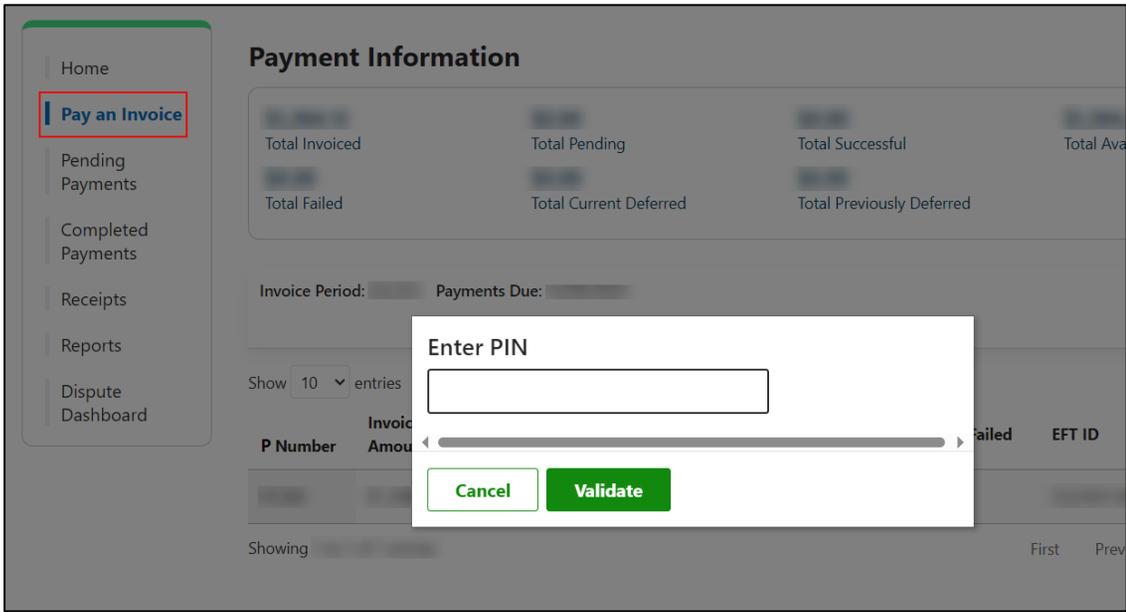
 First Previous 1 Next Last

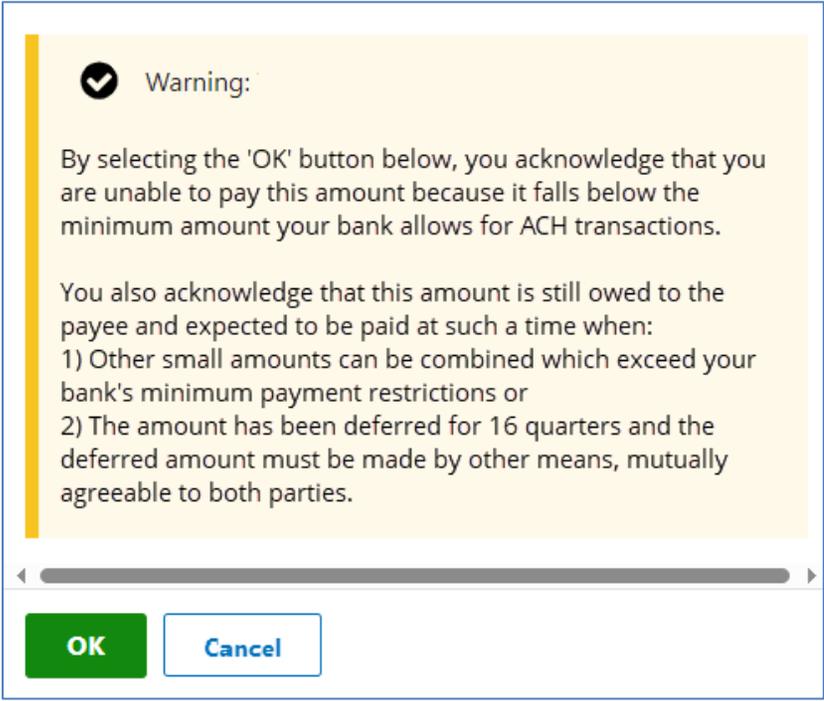
Submit

Instructions

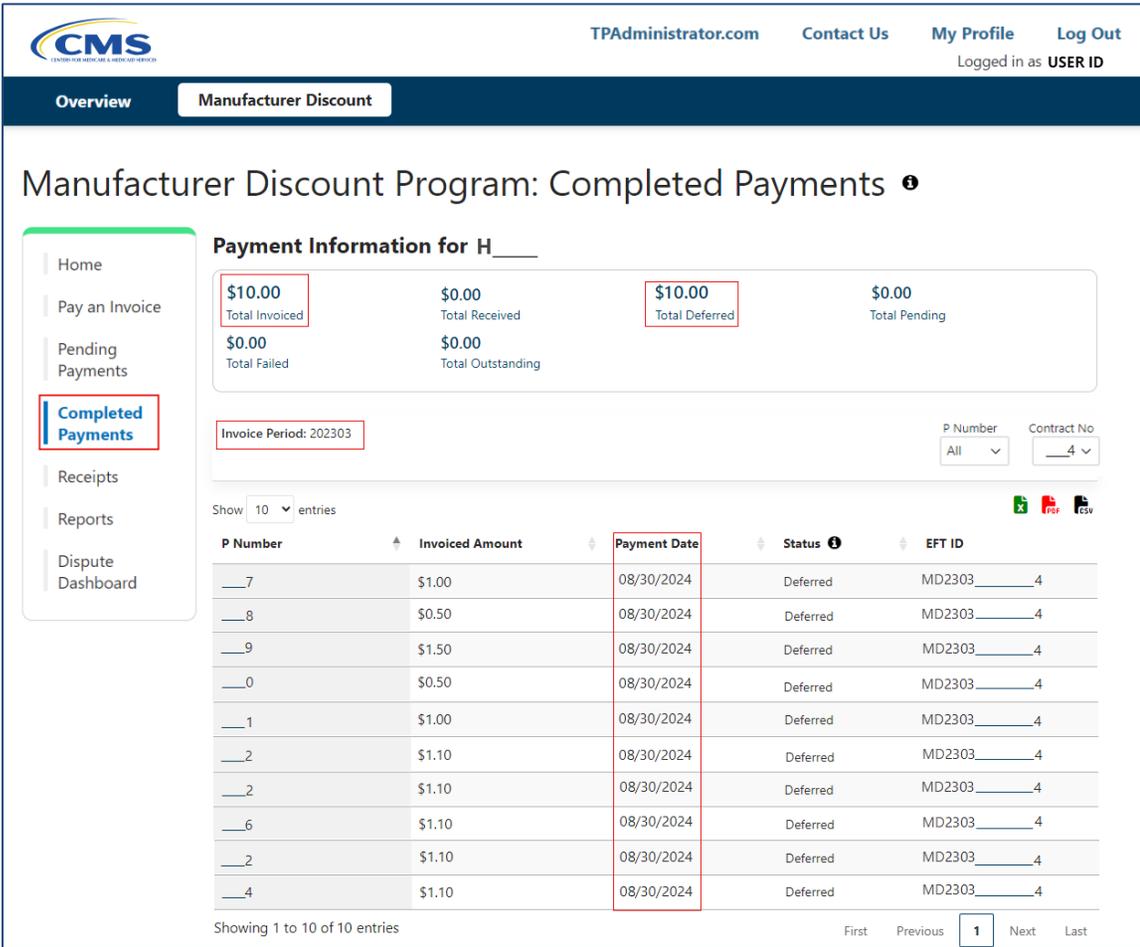
8. To complete the submission process for the invoice deferment, enter the Discount Program Payment Contact role's four-digit PIN in the Enter PIN form and select the Validate button.

Visuals



Instructions	Visuals
<p>9. The system displays a “Warning” message to you after you select the <i>Submit</i> button.</p> <p>Note: Selecting the <i>OK</i> button to defer the invoice line item to the subsequent period creates an irreversible event.</p> <p>If it is determined that the selected line is not the correct deferrable invoice to process, utilize the <i>Cancel</i> button to exit the message screen and update the invoice line item.</p> <p>10. Select <i>OK</i> to defer the selected invoice line item.</p>	 <p>The visual shows a warning dialog box with a yellow background. At the top left is a checkmark icon followed by the text "Warning:". Below this, the text reads: "By selecting the 'OK' button below, you acknowledge that you are unable to pay this amount because it falls below the minimum amount your bank allows for ACH transactions." This is followed by another paragraph: "You also acknowledge that this amount is still owed to the payee and expected to be paid at such a time when:" and a list of two points: "1) Other small amounts can be combined which exceed your bank's minimum payment restrictions or" and "2) The amount has been deferred for 16 quarters and the deferred amount must be made by other means, mutually agreeable to both parties." At the bottom of the dialog box are two buttons: a green "OK" button and a blue "Cancel" button. A horizontal scrollbar is visible above the buttons.</p>

Instructions	Visuals								
<p>11. Once the defer process is complete, review the <i>Payment Information</i> section's <i>Total Current Deferred</i> field for updated amounts.</p>	<p>The screenshot displays the 'Payment Information' dashboard. On the left is a navigation menu with options: Home, Pay an Invoice (highlighted), Pending Payments, Completed Payments, Receipts, Reports, and Dispute Dashboard. The main content area shows a summary of payment statistics:</p> <table border="1"> <tr> <td>\$10.00 Total Invoiced</td> <td>\$0.00 Total Pending</td> <td>\$0.00 Total Successful</td> <td>\$0.00 Total Available</td> </tr> <tr> <td>\$0.00 Total Failed</td> <td>\$10.00 Total Current Deferred</td> <td>\$0.00 Total Previously Deferred</td> <td></td> </tr> </table> <p>Below the summary, it shows 'Invoice Period: 202303' and 'Payments Due: 10/09/2024'. There are dropdown menus for 'P Number' (set to 'All') and 'Contract No' (set to '4'). A 'Show 10 entries' dropdown is also present. A table with columns 'P Number', 'Invoiced Amount', 'Previous Deferred Amount', 'Payment Date', 'Defer', 'Failed', 'EFT ID', and 'Initiate Payment' is shown. A message in a red box states: 'There are no more remaining invoice line items for the quarter.' At the bottom, there is an 'Update All Dates:' section with a date input field (mm/dd/yyyy), a 'Select All Invoices' checkbox, and a green 'Submit' button.</p>	\$10.00 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$0.00 Total Available	\$0.00 Total Failed	\$10.00 Total Current Deferred	\$0.00 Total Previously Deferred	
\$10.00 Total Invoiced	\$0.00 Total Pending	\$0.00 Total Successful	\$0.00 Total Available						
\$0.00 Total Failed	\$10.00 Total Current Deferred	\$0.00 Total Previously Deferred							

Instructions	Visuals
<p>12. Select the Completed Payments page and review the data listed in the <u>Completed Transactions Table</u>.</p> <p>This example displays the selected invoice line items as <u>Deferred</u> in the <u>Status</u> column.</p> <p>Note: The <u>Payment Date</u> column displays the most recent deferred date.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Completed Payments' page. At the top, there's a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. Below that, a summary box displays payment information: Total Invoiced (\$10.00), Total Received (\$0.00), Total Deferred (\$10.00), and Total Pending (\$0.00). A sidebar on the left lists navigation options, with 'Completed Payments' selected. The main content area features a table of invoice items with columns: P Number, Invoiced Amount, Payment Date, Status, and EFT ID. The 'Payment Date' column is highlighted with a red box. The table shows 10 entries, all with a status of 'Deferred' and a payment date of '08/30/2024'. At the bottom, there are pagination controls showing 'Showing 1 to 10 of 10 entries' and a page number '1' selected.</p>

Instructions

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

Visuals

The screenshot displays the 'Manufacturer Discount Program: Home' page. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. Below this, the page title is 'Manufacturer Discount Program: Home'. A welcome message states: 'Welcome to the Manufacturer 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.' Below the message is a filter section with dropdowns for 'Invoice Type' (All), 'P Number' (All), 'Reporting Period' (All), and 'Status' (All). A 'Show 10 entries' option is present. The main content is a table with columns: 'Invoice Type', 'Contract Number', 'Reporting Period', 'Status', and 'Select'. The table contains three rows of data. The second row is highlighted with a red border and shows 'Quarterly', 'P...4', '202303', and 'Successful'. Below the table, there is a pagination control showing 'Showing 1 to 2 of 2 entries' and buttons for 'First', 'Previous', '1', 'Next', and 'Last'. At the bottom, there is a link for 'Reporting Periods with no invoice line items' and a 'VIEW' button.

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

Pending Payments Page for Sponsors

Pending Payments Page

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

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

The screenshot shows the 'Pending Payments' page for a Manufacturer Discount Program. The page includes a navigation sidebar with options like Home, Pay an Invoice, Pending Payments (highlighted), Completed Payments, Receipts, Reports, and Dispute Dashboard. The main content area features a table with the following data:

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

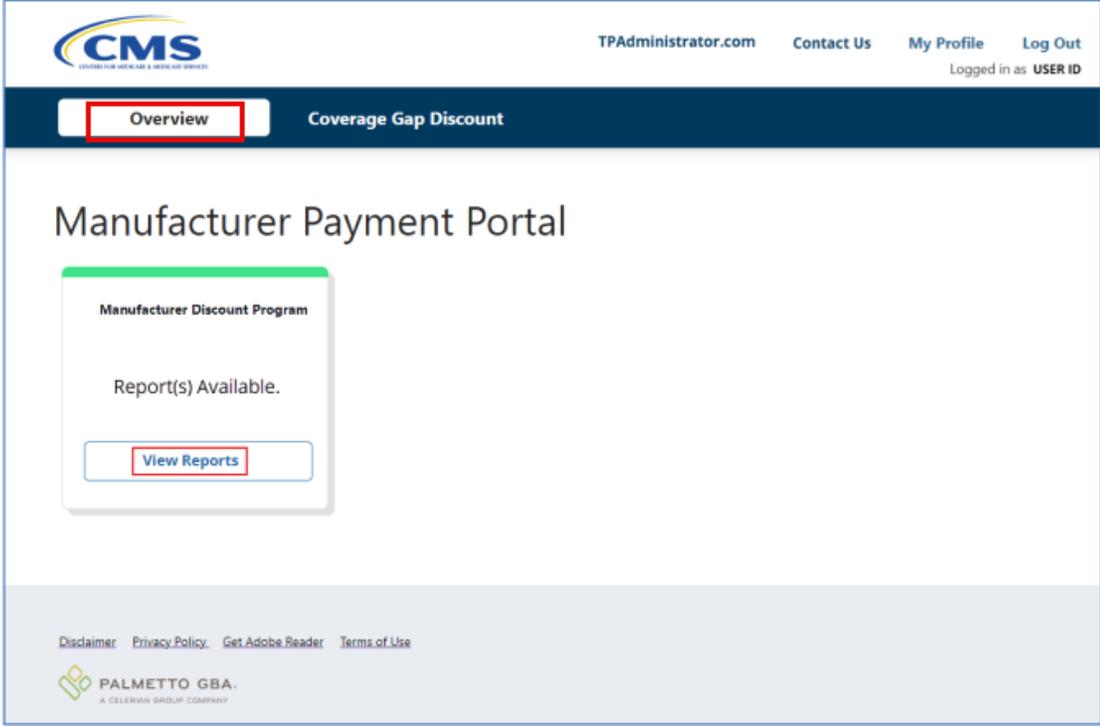
Below the table, there are navigation controls: 'Showing 1 to 4 of 4 entries', 'First', 'Previous', '1', 'Next', and 'Last'. At the bottom right, there is a checkbox for 'Select All Payments' and a green 'Stop Payment' button.

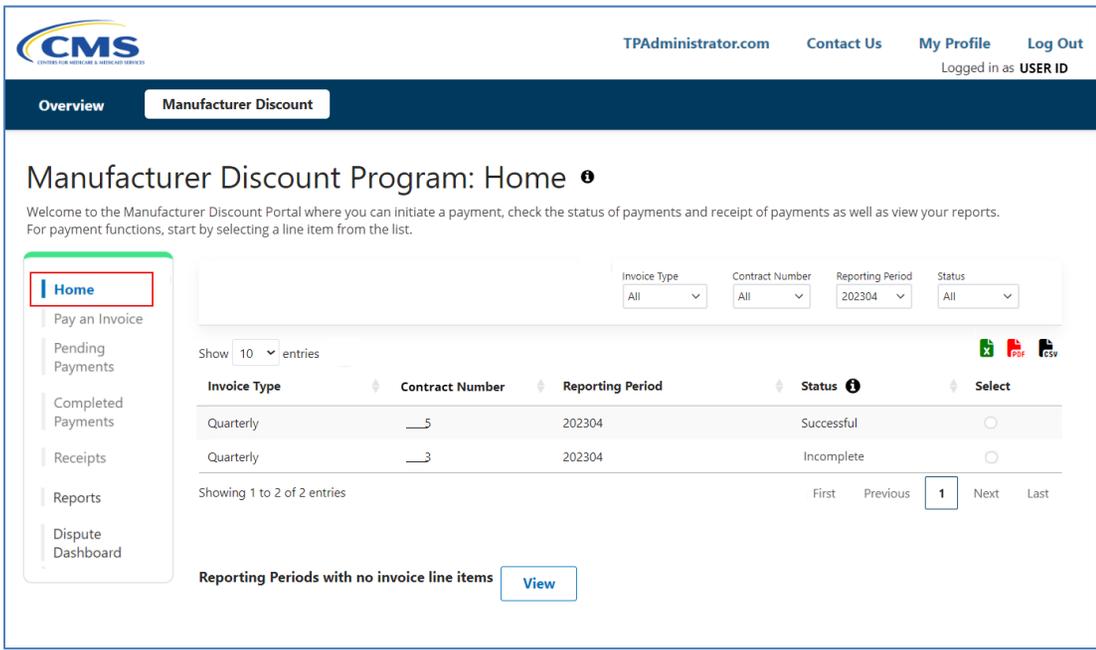
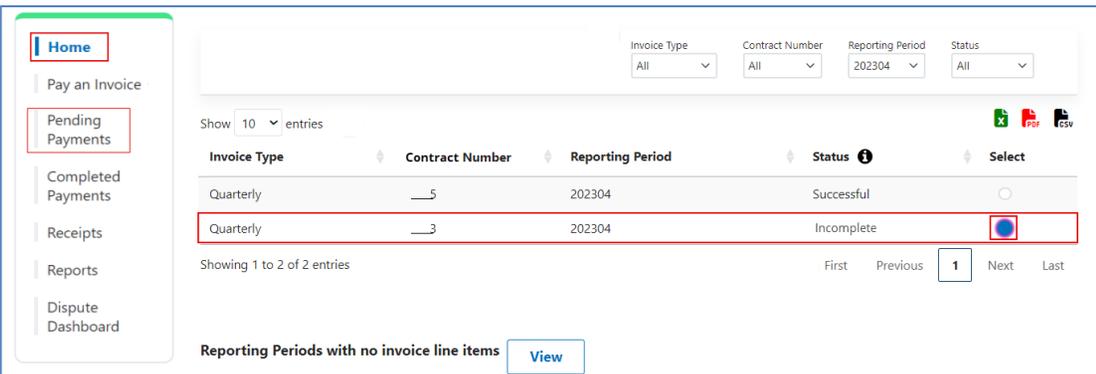
Pending Payments Page Instructions for Sponsors

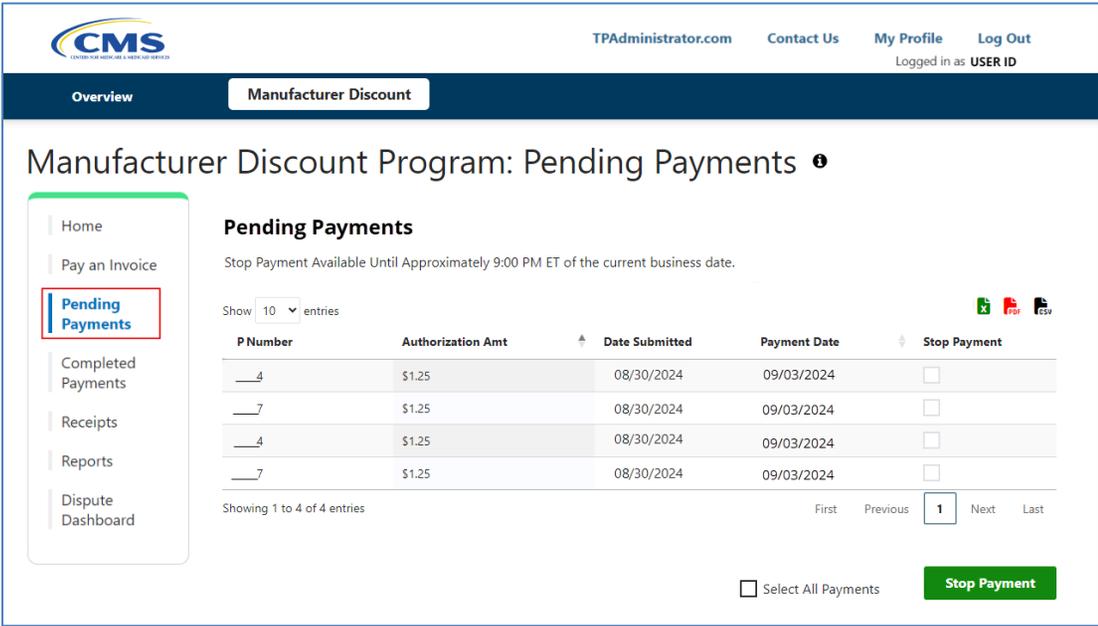
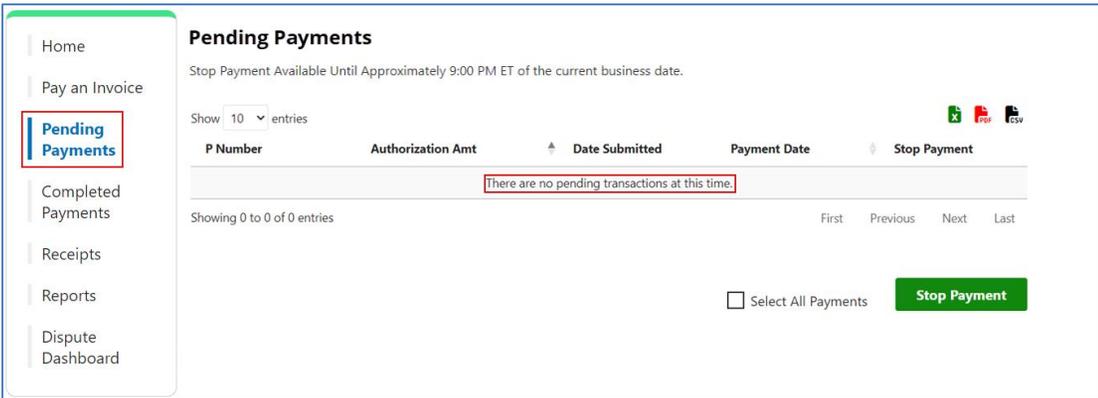
Reviewing Invoices

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

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

Instructions	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview page will appear showing all program modules assigned to your user ID as cards on the page.</p> <p>Select the “Manufacturer Discount” card’s <i>View Reports</i> button to access MDP and open the Home page.</p>	 <p>The screenshot displays the MPP Overview page. At the top, there is a navigation bar with the CMS logo on the left and links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out' on the right. Below the navigation bar, a dark blue header contains the 'Overview' tab (highlighted with a red box) and the 'Coverage Gap Discount' section. The main content area features a card titled 'Manufacturer Discount Program' which states 'Report(s) Available.' and includes a 'View Reports' button (also highlighted with a red box). The footer contains a disclaimer, privacy policy, and Adobe Reader links, along with the Palmetto GBA logo and text: 'PALMETTO GBA. A CELLERIAN GROUP COMPANY'.</p>

Instructions	Visuals															
<p>2. This is the Home page.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Home' page. The left sidebar contains a menu with 'Home' highlighted in a red box. The main content area features a search bar with filters for Invoice Type, Contract Number, Reporting Period, and Status. Below the search bar is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>—5</td> <td>202304</td> <td>Successful</td> <td><input type="radio"/></td> </tr> <tr> <td>Quarterly</td> <td>—3</td> <td>202304</td> <td>Incomplete</td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>Showing 1 to 2 of 2 entries. A 'View' button is located below the table.</p>	Invoice Type	Contract Number	Reporting Period	Status	Select	Quarterly	—5	202304	Successful	<input type="radio"/>	Quarterly	—3	202304	Incomplete	<input type="radio"/>
Invoice Type	Contract Number	Reporting Period	Status	Select												
Quarterly	—5	202304	Successful	<input type="radio"/>												
Quarterly	—3	202304	Incomplete	<input type="radio"/>												
<p>3. Select the invoice line item for review on the Home page, then select the Pending Payments page link. The Pending Payments page's content relies on payment initiation of invoices located on the Pay an Invoice page.</p>	 <p>The screenshot shows the same 'Manufacturer Discount Program: Home' page. In this view, the 'Pending Payments' link in the left sidebar is highlighted with a red box. Additionally, the 'Incomplete' entry in the table is highlighted with a red box, and its 'Select' radio button is also highlighted.</p>															

Instructions	Visuals																									
<p>4. If you have initiated invoices for payment processing, they will appear on the <u>Pending Payments Table</u> until the date displayed in the <u>Payment Date</u> column equals the current business date.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Pending Payments' page. The left sidebar has 'Pending Payments' highlighted. The main content area shows a table with 4 entries. The table has columns: P Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. The entries are:</p> <table border="1"> <thead> <tr> <th>P Number</th> <th>Authorization Amt</th> <th>Date Submitted</th> <th>Payment Date</th> <th>Stop Payment</th> </tr> </thead> <tbody> <tr> <td>—4</td> <td>\$1.25</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>—7</td> <td>\$1.25</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>—4</td> <td>\$1.25</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>—7</td> <td>\$1.25</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Showing 1 to 4 of 4 entries. Navigation: First, Previous, 1, Next, Last. A 'Stop Payment' button is visible at the bottom right.</p>	P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	—4	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>	—7	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>	—4	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>	—7	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>
P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment																						
—4	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>																						
—7	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>																						
—4	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>																						
—7	\$1.25	08/30/2024	09/03/2024	<input type="checkbox"/>																						
<p>5. If you have not initiated invoice for payment processing, the Pending Payments page will appear with the message “There are no pending transactions at this time.”</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Pending Payments' page. The left sidebar has 'Pending Payments' highlighted. The main content area shows a message: "There are no pending transactions at this time." The table area is empty. Navigation: First, Previous, Next, Last. A 'Stop Payment' button is visible at the bottom right.</p>																									

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

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

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

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

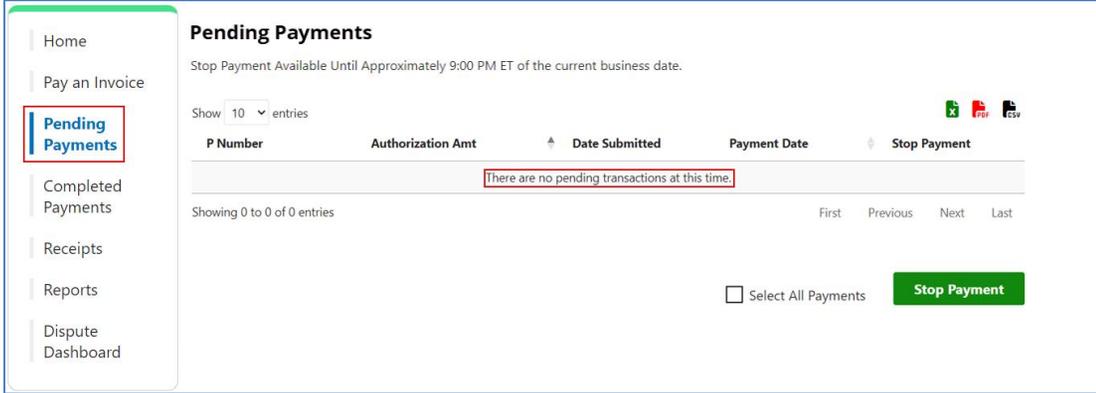
The [Processing Stop Payments for Sponsors](#) instruction for the **Pending**

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

Showing 1 to 4 of 4 entries

First Previous **1** Next Last

Select All Payments Stop Payment

Instructions	Visuals
<p>Payments page is provided next.</p>	
<p>7. Once either payment processing or stop payment has been completed for all invoices displayed in the <u><i>Pending Payments Table</i></u>, this screen message will appear:</p>	 <p>The screenshot shows the 'Pending Payments' interface. On the left is a navigation menu with 'Pending Payments' highlighted. The main content area has a title 'Pending Payments' and a note: 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' Below this is a table with columns: 'P Number', 'Authorization Amt', 'Date Submitted', 'Payment Date', and 'Stop Payment'. A message in a red box states: 'There are no pending transactions at this time.' At the bottom right, there is a 'Select All Payments' checkbox and a green 'Stop Payment' button.</p>

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

Processing Stop Payments for Sponsors

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

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

The following instructions provide you information on the steps needed to process stop payments for pending invoice line-item payments.

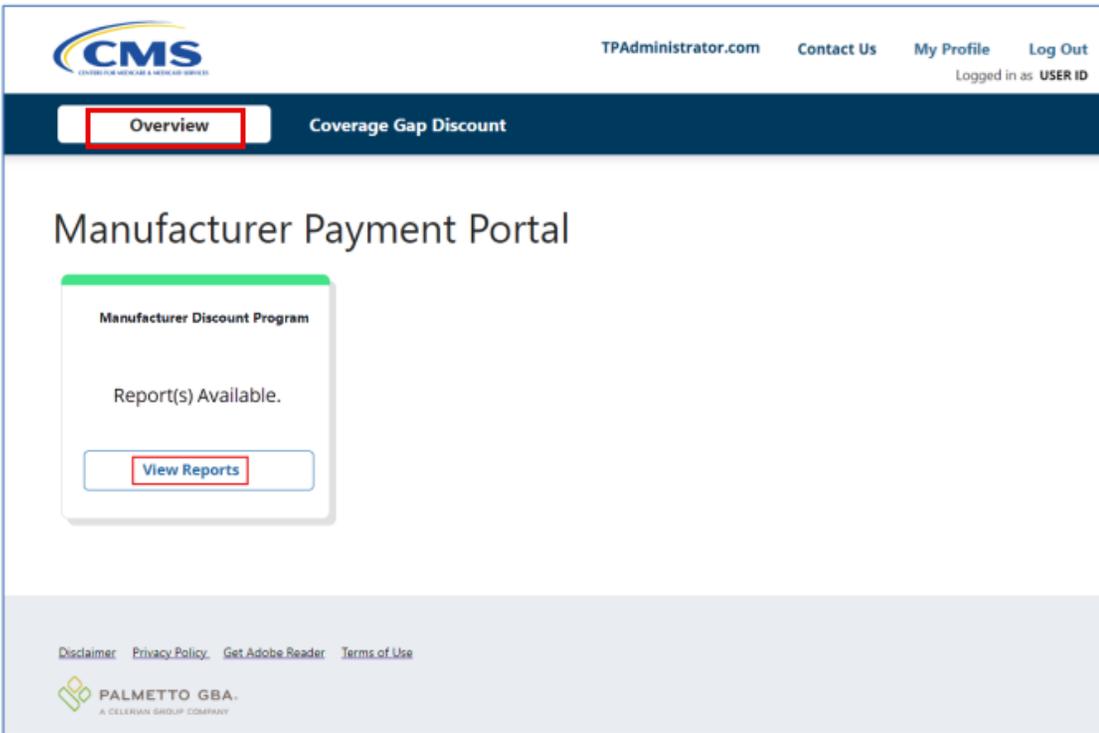
Please Note:

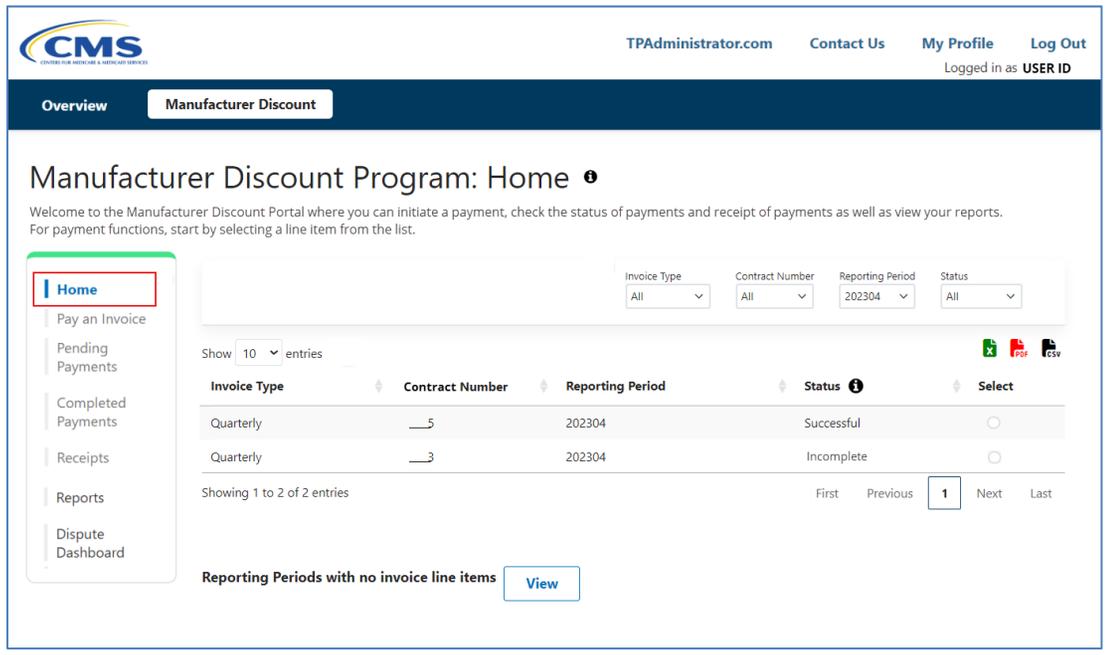
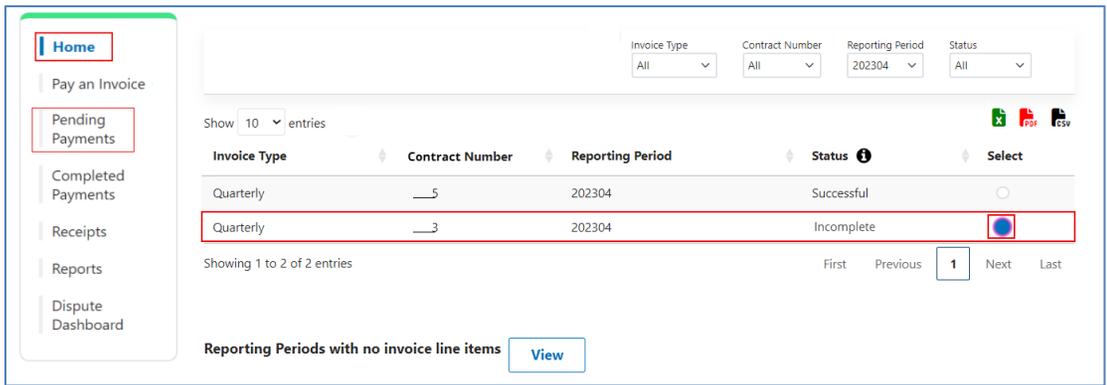
- Completion of this process is limited to sponsor associates assigned the *Discount Program Payment Contact* role.

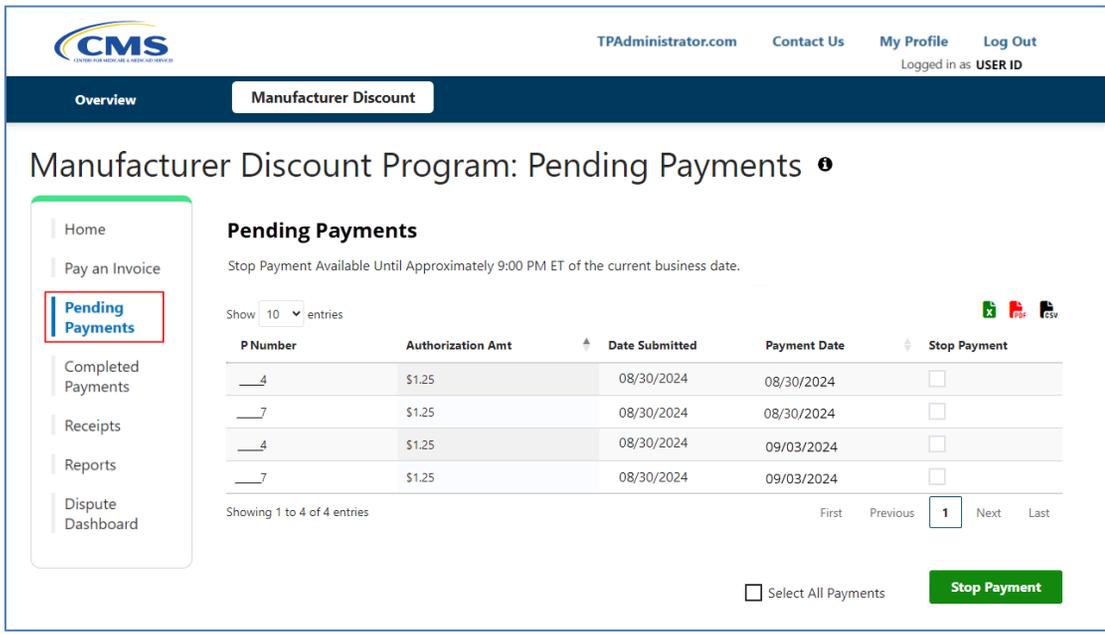
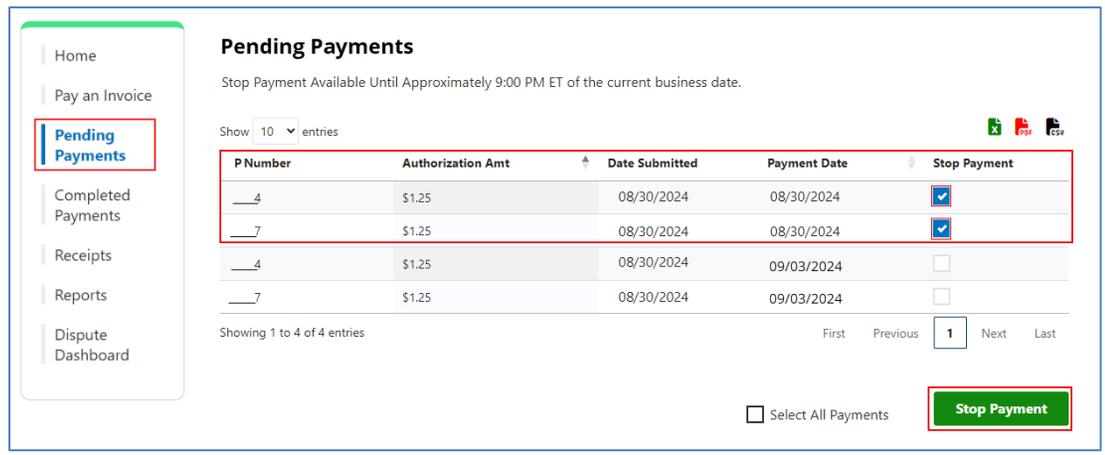
Stop Payments for Individual and Multiple Invoices Instructions – Sponsors

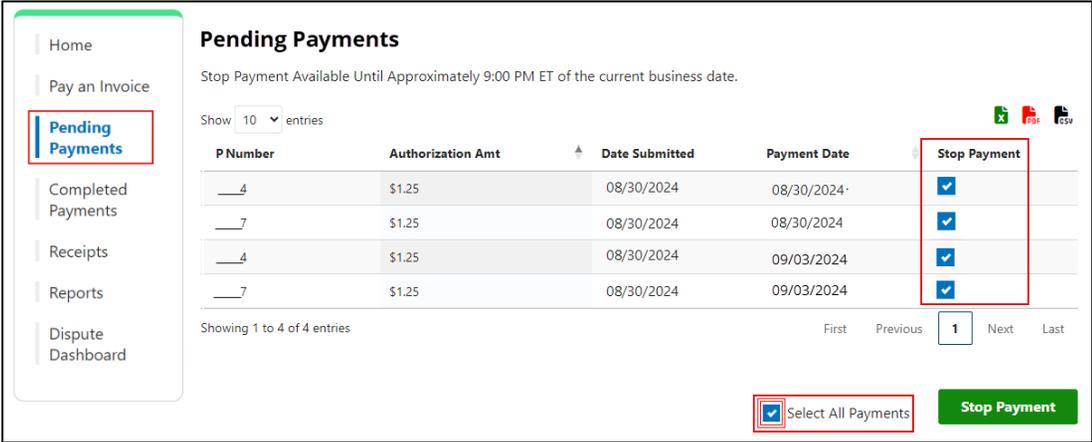
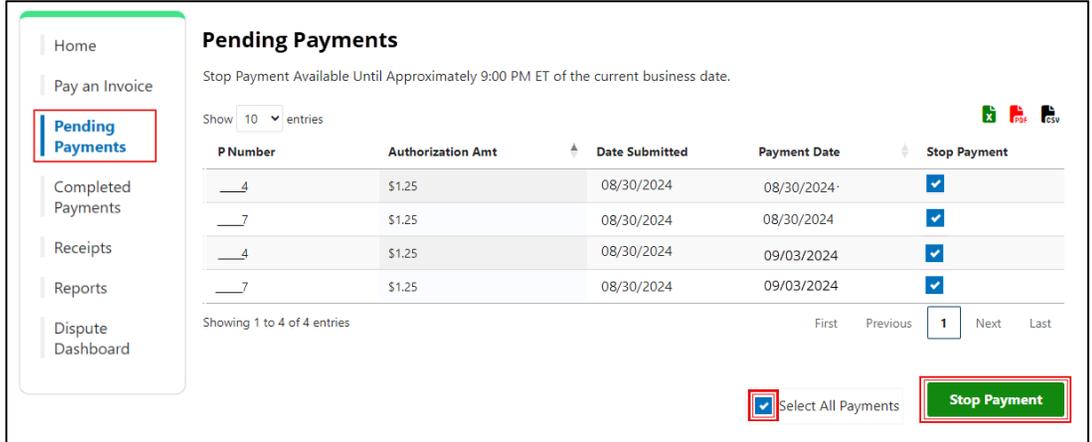
To access the MPP, click on the TPAdministrator.com and click on the MPP Login.

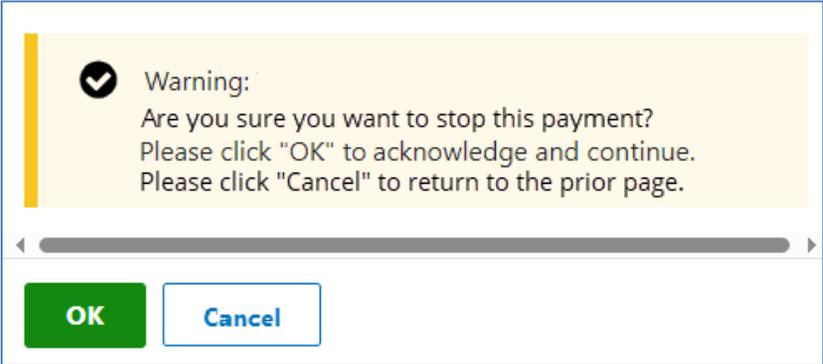
If you need further instructions on logging in, choose the “**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**” found on the MDP [User Guides](#) page to access the guide.

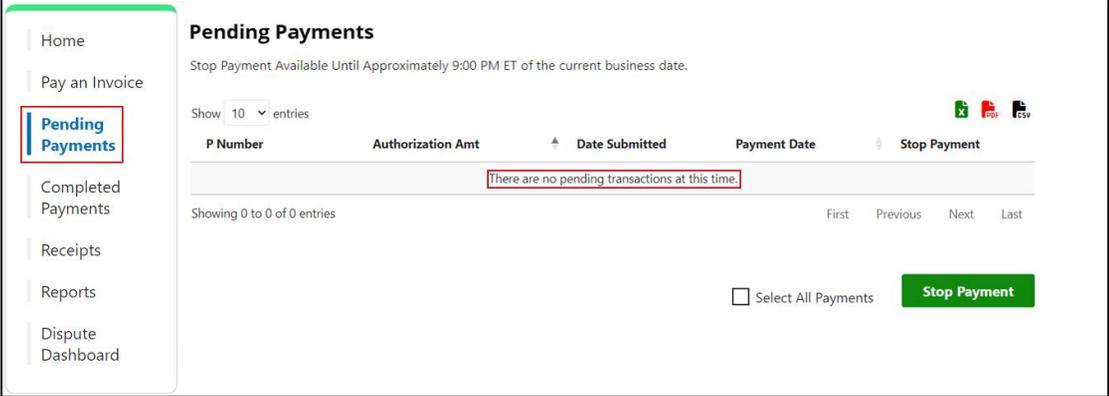
Instructions	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview page will appear showing all program modules assigned to your user ID as cards on the page.</p> <p>Select the “Manufacturer Discount” card’s <i>View Reports</i> button to access MDP and open the Home page.</p>	

Instructions	Visuals															
<p>2. This is the Home page.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Home' page. On the left is a navigation menu with 'Home' selected. The main area has a search bar and filter dropdowns. Below is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>___5</td> <td>202304</td> <td>Successful</td> <td><input type="radio"/></td> </tr> <tr> <td>Quarterly</td> <td>___3</td> <td>202304</td> <td>Incomplete</td> <td><input checked="" type="radio"/></td> </tr> </tbody> </table>	Invoice Type	Contract Number	Reporting Period	Status	Select	Quarterly	___5	202304	Successful	<input type="radio"/>	Quarterly	___3	202304	Incomplete	<input checked="" type="radio"/>
Invoice Type	Contract Number	Reporting Period	Status	Select												
Quarterly	___5	202304	Successful	<input type="radio"/>												
Quarterly	___3	202304	Incomplete	<input checked="" type="radio"/>												
<p>3. Select the invoice line item for review on the Home page, then select the Pending Payments page link.</p>	 <p>This screenshot is identical to the previous one, but the 'Pending Payments' link in the left navigation menu is highlighted with a red box.</p>															

Instructions	Visuals
<p>4. Review the Pending Payments page to verify invoice line items have been either initiated for payment processing or scheduled for a future processing date and are still displayed in the region. Invoice line items available for stop payment processing will display in the <u><i>Pending Payments Table</i></u>.</p>	 <p>The screenshot shows the 'Pending Payments' page. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. Below the navigation bar, the page title is 'Manufacturer Discount Program: Pending Payments'. A sidebar on the left contains links for 'Home', 'Pay an Invoice', 'Pending Payments' (highlighted with a red box), 'Completed Payments', 'Receipts', 'Reports', and 'Dispute Dashboard'. The main content area displays a table of pending payments with columns: P Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. The table contains 4 rows of data. The 'Stop Payment' column has unchecked checkboxes for all rows. Below the table, there is a 'Showing 1 to 4 of 4 entries' indicator, navigation buttons (First, Previous, 1, Next, Last), and a 'Select All Payments' checkbox. A green 'Stop Payment' button is located at the bottom right.</p>
<p>5. To process a stop payment for individual invoice line items, populate the checkbox in the <u><i>Stop Payment</i></u> column with a checkmark and select the <u><i>Stop Payment</i></u> button, located at the bottom right of the Pending Payments page.</p>	 <p>This screenshot is identical to the previous one, but the first two rows in the 'Stop Payment' column now have checked checkboxes. The 'Stop Payment' button at the bottom right is highlighted with a red box.</p>

Instructions	Visuals																									
<p>6. Now if all the invoice line items appearing on the Pending Payments page need to be stopped, you can use the <i>Select All Payments</i> checkbox to populate all the checkboxes in the <i>Stop Payment</i> column with a checkmark in the <i>Pending Payments Table</i>.</p>	 <p>The screenshot shows the 'Pending Payments' page with a table of four entries. The 'Stop Payment' column contains blue checkmarks for all entries. At the bottom right, the 'Select All Payments' checkbox and the 'Stop Payment' button are highlighted with red boxes.</p> <table border="1"> <thead> <tr> <th>P Number</th> <th>Authorization Amt</th> <th>Date Submitted</th> <th>Payment Date</th> <th>Stop Payment</th> </tr> </thead> <tbody> <tr> <td>___4</td> <td>\$1.25</td> <td>08/30/2024</td> <td>08/30/2024</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>___7</td> <td>\$1.25</td> <td>08/30/2024</td> <td>08/30/2024</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>___4</td> <td>\$1.25</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>___7</td> <td>\$1.25</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	___4	\$1.25	08/30/2024	08/30/2024	<input checked="" type="checkbox"/>	___7	\$1.25	08/30/2024	08/30/2024	<input checked="" type="checkbox"/>	___4	\$1.25	08/30/2024	09/03/2024	<input checked="" type="checkbox"/>	___7	\$1.25	08/30/2024	09/03/2024	<input checked="" type="checkbox"/>
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___4	\$1.25	08/30/2024	09/03/2024	<input checked="" type="checkbox"/>																						
___7	\$1.25	08/30/2024	09/03/2024	<input checked="" type="checkbox"/>																						
<p>7. To process stop payments, select the <i>Stop Payment</i> button, located at the bottom right of the Pending Payments page.</p>	 <p>The screenshot shows the 'Pending Payments' page with the 'Stop Payment' button highlighted with a red box at the bottom right.</p> <table border="1"> <thead> <tr> <th>P Number</th> <th>Authorization Amt</th> <th>Date Submitted</th> <th>Payment Date</th> <th>Stop Payment</th> </tr> </thead> <tbody> <tr> <td>___4</td> <td>\$1.25</td> <td>08/30/2024</td> <td>08/30/2024</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>___7</td> <td>\$1.25</td> <td>08/30/2024</td> <td>08/30/2024</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>___4</td> <td>\$1.25</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>___7</td> <td>\$1.25</td> <td>08/30/2024</td> <td>09/03/2024</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment	___4	\$1.25	08/30/2024	08/30/2024	<input checked="" type="checkbox"/>	___7	\$1.25	08/30/2024	08/30/2024	<input checked="" type="checkbox"/>	___4	\$1.25	08/30/2024	09/03/2024	<input checked="" type="checkbox"/>	___7	\$1.25	08/30/2024	09/03/2024	<input checked="" type="checkbox"/>
P Number	Authorization Amt	Date Submitted	Payment Date	Stop Payment																						
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___7	\$1.25	08/30/2024	09/03/2024	<input checked="" type="checkbox"/>																						

Instructions	Visuals
<p>8. The system will display a message requesting additional action after selecting the <u>Stop Payment</u> button. Select the <u>OK</u> button to process the stop payment for the invoice line item.</p> <p>If it is determined that the selected invoice line is not the correct invoice to process for stop payment, select the <u>Cancel</u> button to exit the message screen and choose the correct line item.</p> <p><i>Note: Selecting the OK button to stop pay the invoice line item creates an irreversible event. If the <u>OK</u> button is selected in error, re-process the invoice line item this instruction:</i></p> <p><i><u>Select Individual, Multiple or All Invoice Line Items for Payment Initiation Instruction for Sponsors.</u></i></p>	 <p>The visual shows a warning dialog box with a yellow background and a black checkmark icon. The text inside the dialog reads: "Warning: Are you sure you want to stop this payment? Please click 'OK' to acknowledge and continue. Please click 'Cancel' to return to the prior page." Below the text is a horizontal scrollbar and two buttons: a green "OK" button and a blue "Cancel" button.</p>

Instructions	Visuals
<p>9. For individual stop payments, the Pending Payments page will no longer contain the individual invoice line item(s) previously selected once the stop payment request is processed.</p>	 <p>The screenshot shows the 'Pending Payments' page with a sidebar on the left containing navigation options: Home, Pay an Invoice, Pending Payments (highlighted with a red box), Completed Payments, Receipts, Reports, and Dispute Dashboard. The main content area has the title 'Pending Payments' and a sub-header 'Stop Payment Available Until Approximately 9:00 PM ET of the current business date.' Below this is a 'Show 10 entries' dropdown and three icons (Excel, PDF, CSV). A table with the following columns is displayed: P Number, Authorization Amt, Date Submitted, Payment Date, and Stop Payment. Two rows of data are shown, both with a red box around the 'Payment Date' column. The first row has P Number '4', Authorization Amt '\$1.25', Date Submitted '08/30/2024', and Payment Date '09/03/2024'. The second row has P Number '7', Authorization Amt '\$1.25', Date Submitted '08/30/2024', and Payment Date '09/03/2024'. Below the table is a pagination control showing 'Showing 1 to 2 of 2 entries' and buttons for 'First', 'Previous', '1', 'Next', and 'Last'. At the bottom right, there is a checkbox for 'Select All Payments' and a green 'Stop Payment' button.</p>
<p>10. For stop payments using the <i>Select All Payments</i>, the Pending Payments page will display this message after processing the request. Message states: “There are no pending transactions at this time.”</p>	 <p>The screenshot shows the 'Pending Payments' page with the same sidebar as above. The main content area has the title 'Pending Payments' and the same sub-header. Below the 'Show 10 entries' dropdown and icons, a message box with a red border contains the text 'There are no pending transactions at this time.' Below the message, the text 'Showing 0 to 0 of 0 entries' is displayed, followed by 'First', 'Previous', 'Next', and 'Last' buttons. At the bottom right, there is a checkbox for 'Select All Payments' and a green 'Stop Payment' button.</p>

Instructions

11. For individual stop payment requests, select the **Pay an Invoice** page link in the navigation, and verify that the invoices stopped now appear in the Invoice Initiation Table and the Total Available field and in the Payment Information section.

Visuals

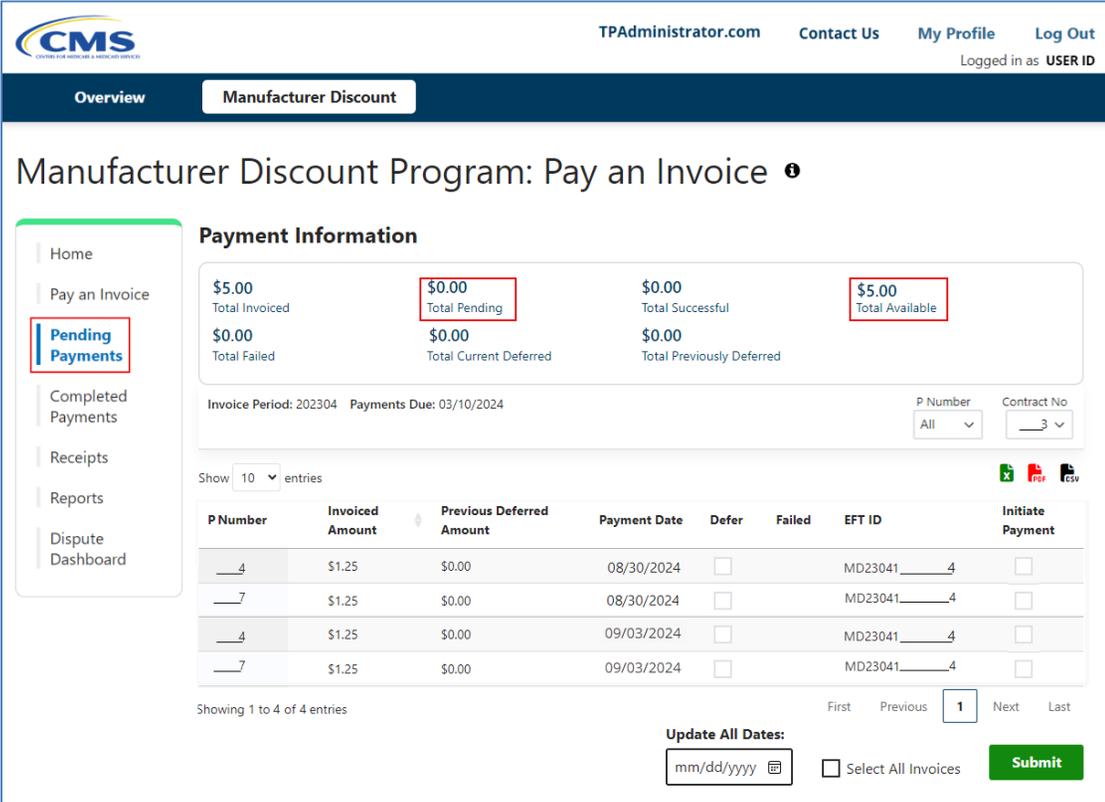
The screenshot shows the CMS TP Administrator portal interface. At the top, there is a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a dark blue header with 'Overview' and 'Manufacturer Discount' tabs. The main heading is 'Manufacturer Discount Program: Pay an Invoice'. On the left is a navigation sidebar with options: Home, Pay an Invoice (highlighted), Pending Payments, Completed Payments, Receipts, Reports, and Dispute Dashboard. The main content area is titled 'Payment Information' and displays a summary of financial data:

\$5.00 Total Invoiced	\$2.50 Total Pending	\$0.00 Total Successful	\$2.50 Total Available
\$0.00 Total Failed	\$0.00 Total Current Deferred	\$0.00 Total Previously Deferred	

Below the summary, it shows 'Invoice Period: 202304' and 'Payments Due: 03/10/2024'. There are dropdown menus for 'P Number' (set to 'All') and 'Contract No' (set to '3'). A 'Show 10 entries' option is present. Below this is a table of invoices:

P Number	Invoiced Amount	Previous Deferred Amount	Payment Date	Defer	Failed	EFT ID	Initiate Payment
___4	\$1.25	\$0.00	08/30/2024	<input type="checkbox"/>		CG23041___3	<input type="checkbox"/>
___7	\$1.25	\$0.00	08/30/2024	<input type="checkbox"/>		CG23041___3	<input type="checkbox"/>

At the bottom, there is a pagination control showing 'Showing 1 to 2 of 2 entries' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'. There is also an 'Update All Dates:' section with a date input field (mm/dd/yyyy), a 'Select All Invoices' checkbox, and a 'Submit' button.

Instructions	Visuals
<p>12. For stop payments using the <i>Select All Payments</i>, the Pay an Invoice page link in the navigation, and verify that the invoices stopped now appear in the <i>Invoice Initiation Table</i> and the <i>Total Available</i> field and in the <i>Payment Information</i> section.</p> <p>To re-process the invoice line items refer to this instruction: <i>Select Individual, Multiple or All Invoice Line Items for Payment Initiation Instruction for Sponsors</i>.</p>	 <p>The screenshot displays the 'Manufacturer Discount Program: Pay an Invoice' interface. At the top, there's a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. The main heading is 'Manufacturer Discount Program: Pay an Invoice'. On the left, a sidebar menu includes 'Home', 'Pay an Invoice', 'Pending Payments' (highlighted with a red box), 'Completed Payments', 'Receipts', 'Reports', and 'Dispute Dashboard'. The 'Payment Information' section shows a summary of financials: Total Invoiced (\$5.00), Total Pending (\$0.00, highlighted with a red box), Total Successful (\$0.00), and Total Available (\$5.00, highlighted with a red box). Below this, there's a table of invoice line items with columns: P Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and Initiate Payment. The table contains four rows of data. At the bottom right, there are controls for 'Update All Dates' and a 'Submit' button.</p>

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

Completed Payments Page for Sponsors

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

Payment Information for ___2

\$11,613.86 Total Invoiced	\$2,469.37 Total Received	\$0.00 Total Deferred	\$9,144.49 Total Pending
\$0.00 Total Failed	\$0.00 Total Outstanding		

Invoice Period: 202402

P Number: All | Contract No: ___2

Show 10 entries

P Number	Invoiced Amount	Payment Date	Status	EFT ID
___4	\$42.30	08/30/2024	Successful	MD24021___2
___8	\$1,731.73	08/30/2024	Successful	MD24021___2
___4	\$439.80	08/30/2024	Successful	MD24021___2
___8	\$873.53	09/03/2024	Pending	MD24021___2
___4	\$255.54	08/30/2024	Successful	MD24021___2
___7	\$37.90	09/03/2024	Pending	MD24021___2
___1	\$6.15	09/03/2024	Pending	MD24021___2
___4	\$7,671.33	09/03/2024	Pending	MD24021___2
___4	\$48.49	09/03/2024	Pending	MD24021___2
___1	\$507.09	09/03/2024	Pending	MD24021___2

Showing 1 to 10 of 10 entries

First Previous **1** Next Last

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

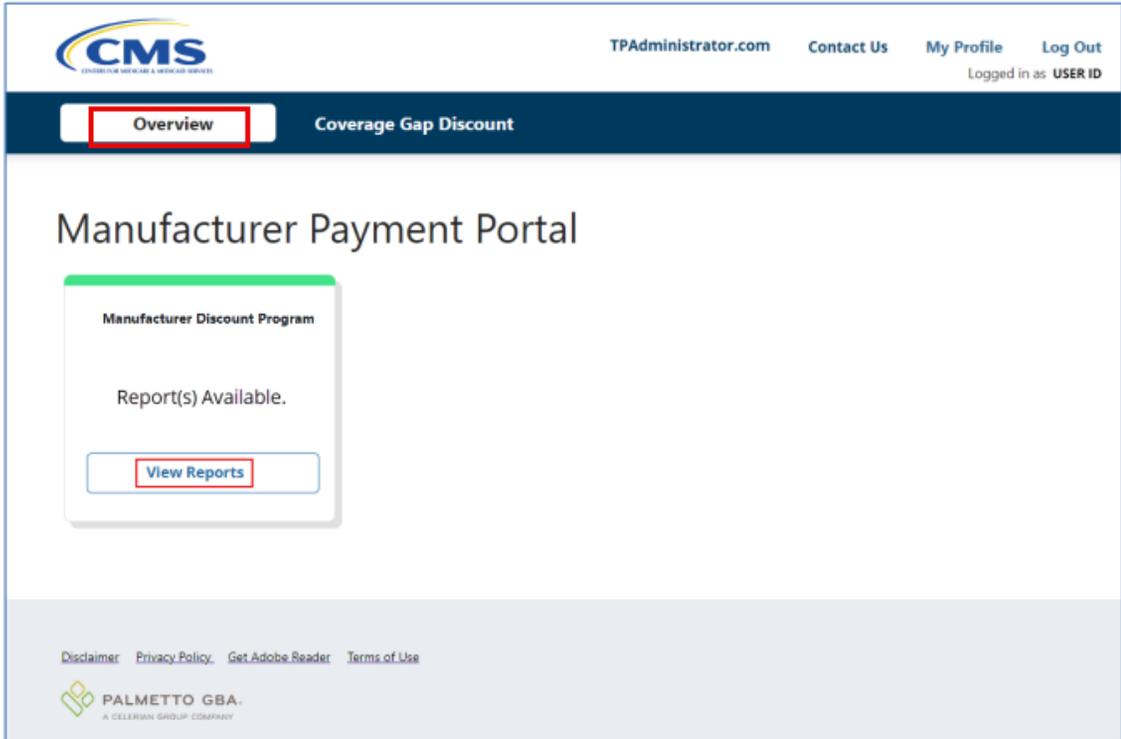
Completed Payment Page Instructions for Sponsors

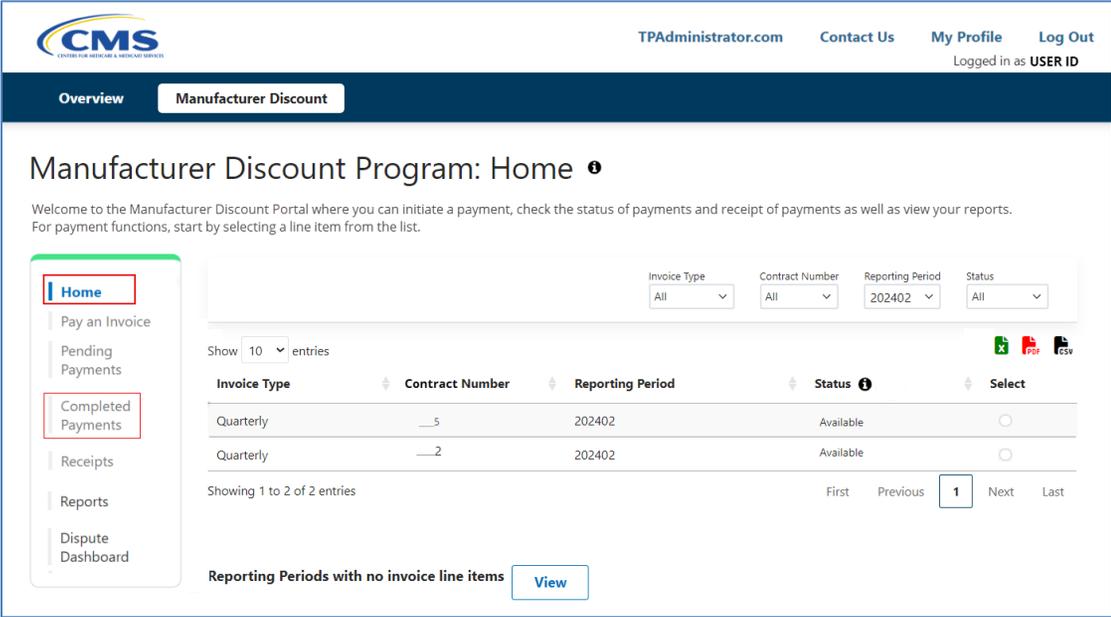
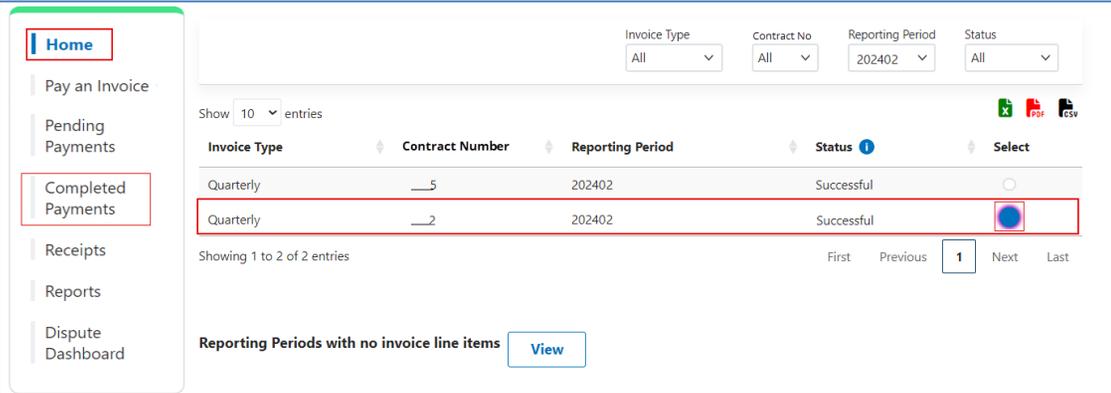
Reviewing Invoices

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

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

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

Instructions	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview page will appear showing all program modules assigned to your user ID as cards on the page.</p> <p>Select the “Coverage Gap Discount” card’s <i>View Reports</i> button to access MDP and open the Home page.</p>	 <p>The screenshot displays the Manufacturer Payment Portal (MPP) interface. At the top, the CMS logo is visible on the left, and navigation links for TPAdministrator.com, Contact Us, My Profile, and Log Out are on the right. The user is logged in as USER ID. The main navigation bar features the 'Overview' tab, which is highlighted with a red box, and the 'Coverage Gap Discount' tab. Below the navigation bar, the page title 'Manufacturer Payment Portal' is centered. A card titled 'Manufacturer Discount Program' is displayed, indicating that 'Report(s) Available.' and featuring a 'View Reports' button, also highlighted with a red box. The footer contains links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo and the text 'PALMETTO GBA. A CELLERIAN GROUP COMPANY'.</p>

Instructions	Visuals															
<p>2. This is the Home page.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Home' page. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. Below this, the page title is 'Manufacturer Discount Program: Home'. A welcome message states: 'Welcome to the Manufacturer 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.' On the left, there is a sidebar menu with options: Home (highlighted), Pay an Invoice, Pending Payments, Completed Payments, Receipts, Reports, and Dispute Dashboard. The main content area features a filter section with dropdowns for Invoice Type (All), Contract Number (All), Reporting Period (202402), and Status (All). Below the filters, there is a 'Show 10 entries' dropdown and icons for XLSX, PDF, and CSV. A table displays the following data:</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>—5</td> <td>202402</td> <td>Available</td> <td><input type="radio"/></td> </tr> <tr> <td>Quarterly</td> <td>—2</td> <td>202402</td> <td>Available</td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>Below the table, it says 'Showing 1 to 2 of 2 entries' and includes navigation links: First, Previous, 1, Next, Last. At the bottom, there is a link for 'Reporting Periods with no invoice line items' and a 'View' button.</p>	Invoice Type	Contract Number	Reporting Period	Status	Select	Quarterly	—5	202402	Available	<input type="radio"/>	Quarterly	—2	202402	Available	<input type="radio"/>
Invoice Type	Contract Number	Reporting Period	Status	Select												
Quarterly	—5	202402	Available	<input type="radio"/>												
Quarterly	—2	202402	Available	<input type="radio"/>												
<p>3. Select the invoice line item for review on the Home page, then select the Completed Payments page link.</p>	 <p>This screenshot is identical to the previous one, but with two changes: the 'Completed Payments' link in the left sidebar is highlighted with a red box, and the second row of the table (Quarterly, —2, 202402, Successful) is highlighted with a red border. The status of this row is now 'Successful'.</p>															

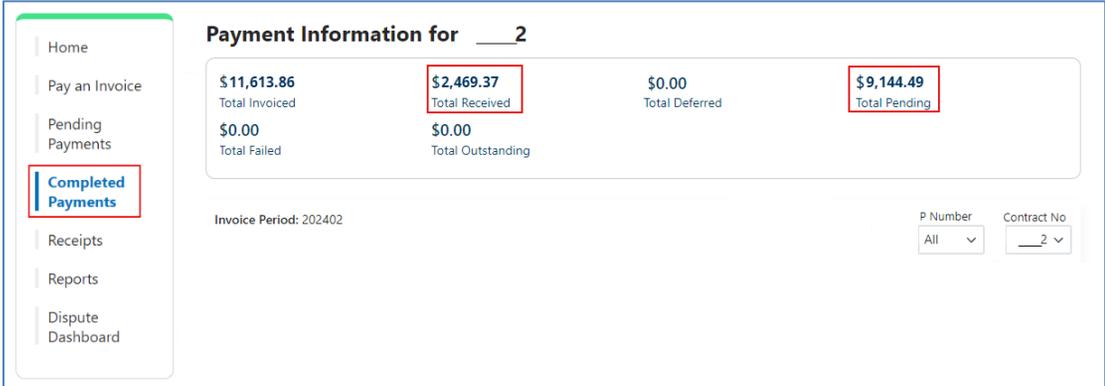
Instructions

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

Visuals

The screenshot displays the 'Manufacturer Discount Program: Completed Payments' page. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. The main heading is 'Manufacturer Discount Program: Completed Payments'. A summary box shows payment information for contract 2, including Total Invoiced (\$11,613.86), Total Received (\$2,469.37), Total Deferred (\$0.00), Total Pending (\$9,144.49), Total Failed (\$0.00), and Total Outstanding (\$0.00). Below this is a table of payment entries with columns for P Number, Invoiced Amount, Payment Date, Status, and EFT ID. The table contains 10 entries, with the first two being successful and the remaining eight pending.

P Number	Invoiced Amount	Payment Date	Status	EFT ID
___4	\$42.30	08/30/2024	Successful	MD24021___2
___8	\$1,731.73	08/30/2024	Successful	MD24021___2
___4	\$439.80	08/30/2024	Successful	MD24021___2
___8	\$873.53	09/03/2024	Pending	MD24021___2
___4	\$255.54	08/30/2024	Successful	MD24021___2
___7	\$37.90	09/03/2024	Pending	MD24021___2
___1	\$6.15	09/03/2024	Pending	MD24021___2
___4	\$7,671.33	09/03/2024	Pending	MD24021___2
___4	\$48.49	09/03/2024	Pending	MD24021___2
___1	\$507.09	09/03/2024	Pending	MD24021___2

Instructions	Visuals												
<p>5. On the Completed Payments page review the <u>Payment Information</u> section for <u>Pending</u> and <u>Successful (Received)</u> invoice line items.</p> <p>Note: <u>Defer</u> for invoice line items are <u>only</u> available when the Pay an Invoice page's <u>Total Available</u> field's total is less than \$20.00 USD and the sponsor's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.</p>	 <p>Payment Information for <u>2</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Total Invoiced</td> <td style="width: 25%;">\$11,613.86</td> <td style="width: 25%;">Total Received</td> <td style="width: 25%;">\$2,469.37</td> </tr> <tr> <td>Total Deferred</td> <td>\$0.00</td> <td>Total Pending</td> <td>\$9,144.49</td> </tr> <tr> <td>Total Failed</td> <td>\$0.00</td> <td>Total Outstanding</td> <td>\$0.00</td> </tr> </table> <p>Invoice Period: 202402</p> <p>P Number: All Contract No: <u>2</u></p>	Total Invoiced	\$11,613.86	Total Received	\$2,469.37	Total Deferred	\$0.00	Total Pending	\$9,144.49	Total Failed	\$0.00	Total Outstanding	\$0.00
Total Invoiced	\$11,613.86	Total Received	\$2,469.37										
Total Deferred	\$0.00	Total Pending	\$9,144.49										
Total Failed	\$0.00	Total Outstanding	\$0.00										

Instructions

6. Review the invoice line items in the *Completed Payments Table* and locate an invoice line item with the *Status* column populated with *Successful* (A).

A successful invoice line item represents that funds should be available in the payee’s account.

Totals for successfully processed payments will appear in the *Total Received* (A) field in the *Payment Information* table at the top of the page.

Visuals

Payment Information for ___2

\$11,613.86 Total Invoiced	\$2,469.37 Total Received (A)	\$0.00 Total Deferred	\$9,144.49 Total Pending
\$0.00 Total Failed	\$0.00 Total Outstanding		

Invoice Period: 202402

P Number: All | Contract No: ___2

Show 10 entries

P Number	Invoiced Amount	Payment Date	Status	EFT ID
___4	\$42.30	08/30/2024	Successful	MD24021___2
___8	\$1,731.73	08/30/2024	Successful	MD24021___2 (A)
___4	\$439.80	08/30/2024	Successful	MD24021___2
___8	\$873.53	09/03/2024	Pending	MD24021___2
___4	\$255.54	08/30/2024	Successful	MD24021___2 (A)
___7	\$37.90	09/03/2024	Pending	MD24021___2
___1	\$6.15	09/03/2024	Pending	MD24021___2
___4	\$7,671.33	09/03/2024	Pending	MD24021___2
___4	\$48.49	09/03/2024	Pending	MD24021___2
___1	\$507.09	09/03/2024	Pending	MD24021___2

Showing 1 to 10 of 10 entries

First Previous 1 Next Last

Instructions

7. Review the invoice line items in the *Completed Payments Table* and locate an invoice line item with the *Status* column populated with *Pending*.

A *Pending* status represents that payment is initiated for the line item, but the debiting process, holding period and crediting processes remain to be completed.

Visuals

Payment Information for ___2

\$11,613.86 Total Invoiced	\$2,469.37 Total Received	\$0.00 Total Deferred	\$9,144.49 B Total Pending
\$0.00 Total Failed	\$0.00 Total Outstanding		

Invoice Period: 202402

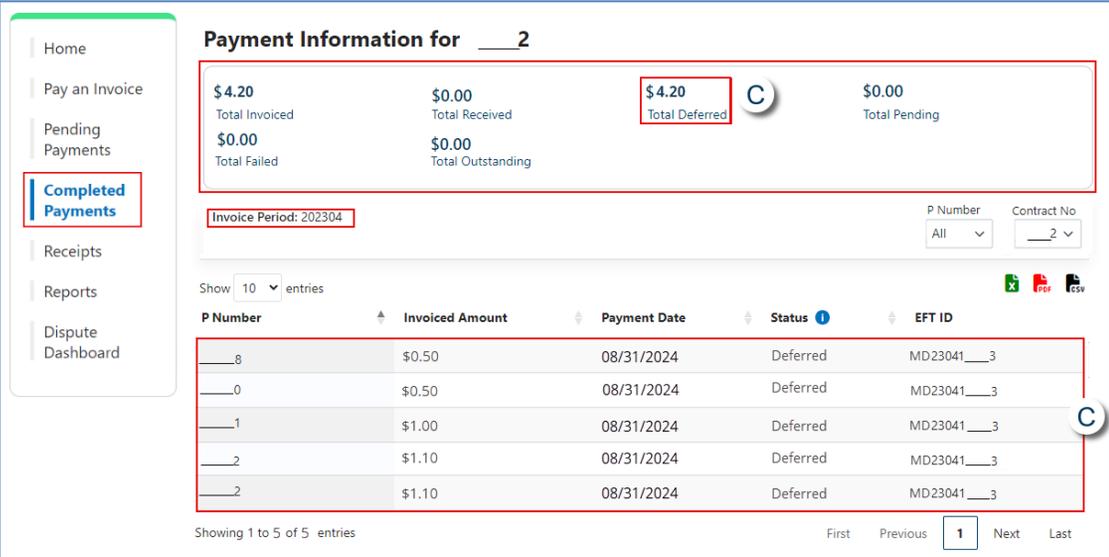
P Number: All | Contract No: ___2

Show 10 entries

P Number	Invoiced Amount	Payment Date	Status	EFT ID
___4	\$42.30	08/30/2024	Successful	MD24021___2
___8	\$1,731.73	08/30/2024	Successful	MD24021___2
___4	\$439.80	08/30/2024	Successful	MD24021___2
___8	\$873.53	09/03/2024	Pending	MD24021___2 B
___4	\$255.54	08/30/2024	Successful	MD24021___2
___7	\$37.90	09/03/2024	Pending	MD24021___2
___1	\$6.15	09/03/2024	Pending	MD24021___2
___4	\$7,671.33	09/03/2024	Pending	MD24021___2 B
___4	\$48.49	09/03/2024	Pending	MD24021___2
___1	\$507.09	09/03/2024	Pending	MD24021___2

Showing 1 to 10 of 10 entries

First Previous **1** Next Last

Instructions	Visuals																																						
<p>8. In reporting periods where the amount displayed in <u>Total Available</u> field on the Pay an Invoice page for the distributed invoices equals less than \$20.00 and the invoices have been deferred, the <u>Status</u> column in the <u>Completed Payments Table</u> will display <u>Deferred</u>.</p> <p>Example of a sponsor with deferred invoice line items.</p> <p>Please Note: <u>Defer</u> is applicable <u>only</u> if the amount in the <u>Total Available</u> field for all invoices distributed is less than \$20.00 USD <u>and</u> your bank ACH process prevents processing of invoice line items that fall below your banking institution’s minimum ACH processing amount.</p>	 <p>Payment Information for ___2</p> <table border="1"> <tr> <td>\$4.20 Total Invoiced</td> <td>\$0.00 Total Received</td> <td>\$4.20 Total Deferred</td> <td>\$0.00 Total Pending</td> </tr> <tr> <td>\$0.00 Total Failed</td> <td>\$0.00 Total Outstanding</td> <td></td> <td></td> </tr> </table> <p>Invoice Period: 202304</p> <p>P Number: All Contract No: ___2</p> <p>Show 10 entries</p> <table border="1"> <thead> <tr> <th>P Number</th> <th>Invoiced Amount</th> <th>Payment Date</th> <th>Status</th> <th>EFT ID</th> </tr> </thead> <tbody> <tr> <td>___8</td> <td>\$0.50</td> <td>08/31/2024</td> <td>Deferred</td> <td>MD23041___3</td> </tr> <tr> <td>___0</td> <td>\$0.50</td> <td>08/31/2024</td> <td>Deferred</td> <td>MD23041___3</td> </tr> <tr> <td>___1</td> <td>\$1.00</td> <td>08/31/2024</td> <td>Deferred</td> <td>MD23041___3</td> </tr> <tr> <td>___2</td> <td>\$1.10</td> <td>08/31/2024</td> <td>Deferred</td> <td>MD23041___3</td> </tr> <tr> <td>___2</td> <td>\$1.10</td> <td>08/31/2024</td> <td>Deferred</td> <td>MD23041___3</td> </tr> </tbody> </table> <p>Showing 1 to 5 of 5 entries</p> <p>First Previous 1 Next Last</p>	\$4.20 Total Invoiced	\$0.00 Total Received	\$4.20 Total Deferred	\$0.00 Total Pending	\$0.00 Total Failed	\$0.00 Total Outstanding			P Number	Invoiced Amount	Payment Date	Status	EFT ID	___8	\$0.50	08/31/2024	Deferred	MD23041___3	___0	\$0.50	08/31/2024	Deferred	MD23041___3	___1	\$1.00	08/31/2024	Deferred	MD23041___3	___2	\$1.10	08/31/2024	Deferred	MD23041___3	___2	\$1.10	08/31/2024	Deferred	MD23041___3
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___1	\$1.00	08/31/2024	Deferred	MD23041___3																																			
___2	\$1.10	08/31/2024	Deferred	MD23041___3																																			
___2	\$1.10	08/31/2024	Deferred	MD23041___3																																			

You have now completed reviewing completed invoice line items.

Receipts Page for Sponsors

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

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

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

The screenshot shows the 'Manufacturer Discount Program: Receipts' page. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. The main heading is 'Manufacturer Discount Program: Receipts'. On the left, a sidebar menu includes 'Home', 'Pay an Invoice', 'Pending Payments', 'Completed Payments', 'Receipts' (highlighted with a red box), 'Reports', and 'Dispute Dashboard'. The main content area shows 'Receipt Information for ___3' with a summary table:

\$4,919.10 Total Owed	\$3,115.56 Total Received	\$0.00 Total Deferred	\$1,803.54 Total Pending
\$0.00 Total Outstanding			

Below the summary, there are filters for 'Invoice Period: 202304', 'P Number' (set to 'All'), and 'Contract No' (set to 'H___3'). A table shows the receipt entries:

P Number	Invoiced Amount	Payment Date	Status	EFT ID
___6	\$1,802.02	10/28/2024	Received	MD23041__6H___3
___3	\$1,803.54		Pending	MD23041__3H___3
___3	\$1,313.54	10/30/2024	Received	MD23041__3H___3

At the bottom, it indicates 'Showing 1 to 3 of 3 entries' and has navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

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

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

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

Manufacturer Discount Program: Receipts

Receipt Information for H__6

\$106,122,574.10 Total Owed	\$0.00 Total Received	\$0.00 Total Deferred	\$0.00 Total Pending
\$106,122,574.10 Total Outstanding			

Invoice Period: 202303

P Number: All | Contract No: H__6

Show 10 entries

P Number	Invoiced Amount	Payment Date	Status	EFT ID
P1__0	\$1,384.13		Outstanding	MD23031__4H__6
P1__1	\$53,060,594.98		Outstanding	MD23031__1H__6
P1__1	\$53,060,594.99		Outstanding	MD23031__1H__6

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

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The **Receipts** page will display the split invoice line items due from manufacturers to sponsors

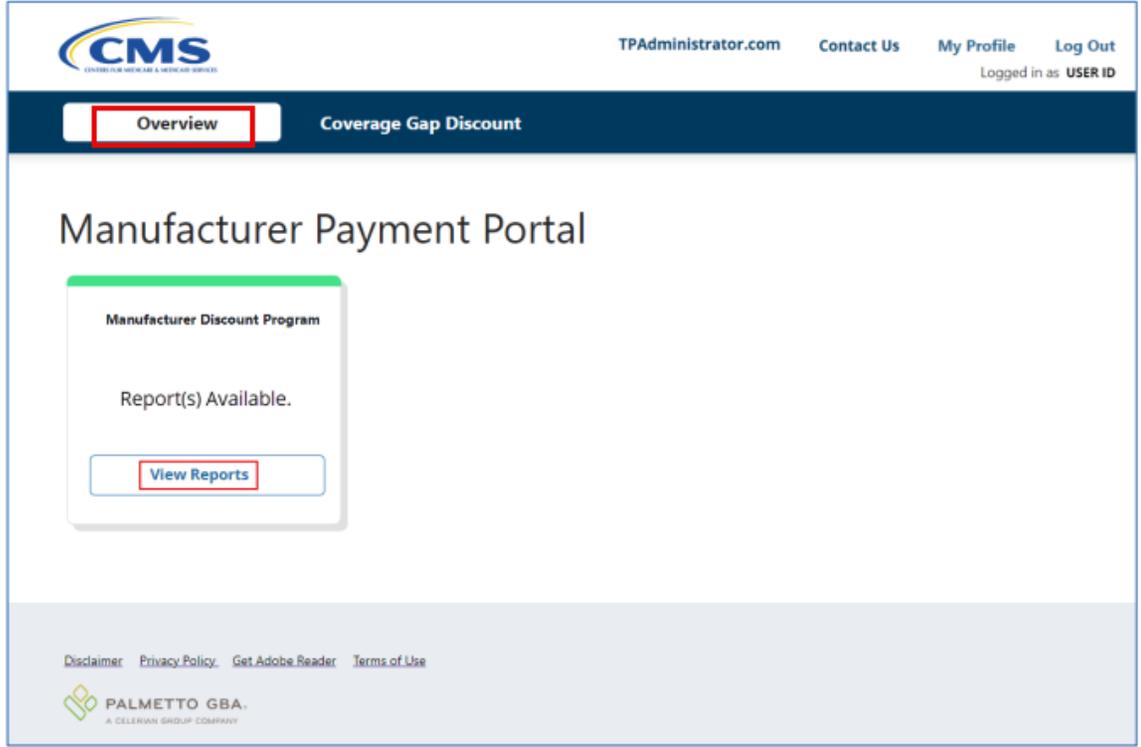
as *Outstanding* until the manufacturer initiates payment for the invoices based on the payment date. The status of the invoices will be updated based payment processing with a *Pending* status for tracking, until the processing distribution of funds to the sponsor's bank account is completed. Once the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

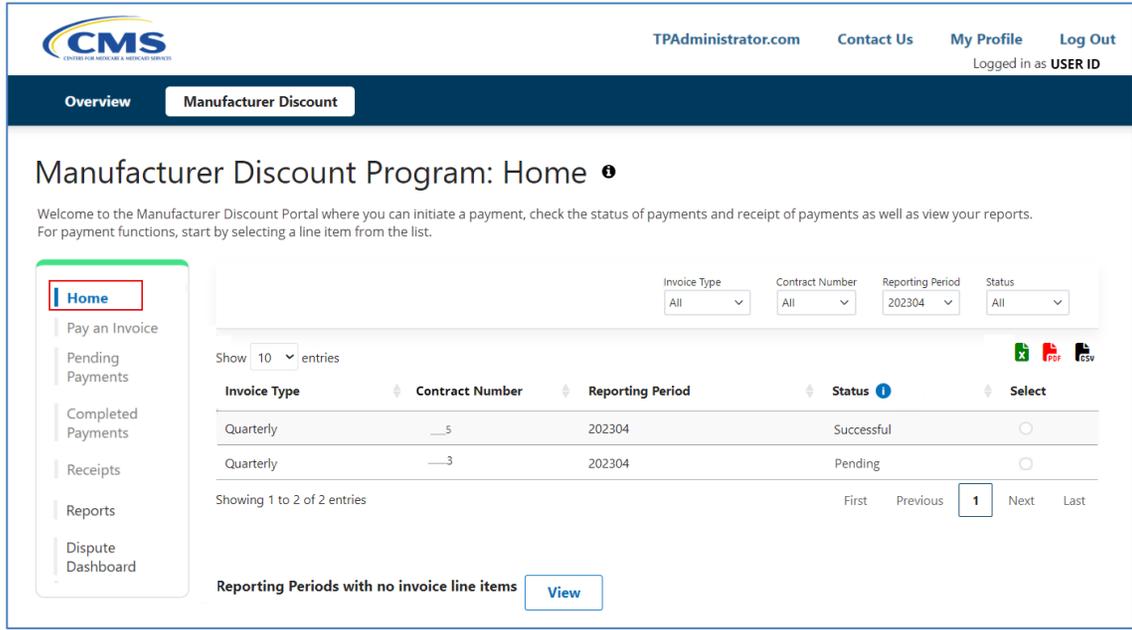
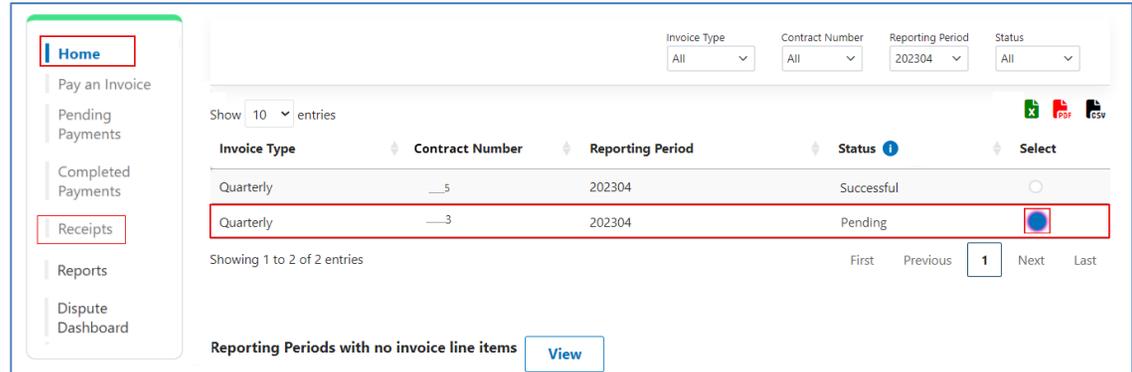
The Data report available on the **Reports** page will contain the original invoice showing the single high-dollar invoice line-item amount, not the split dollar amounts. The Invoice report will not have any changes to its format and is available to download via the **Reports** page.

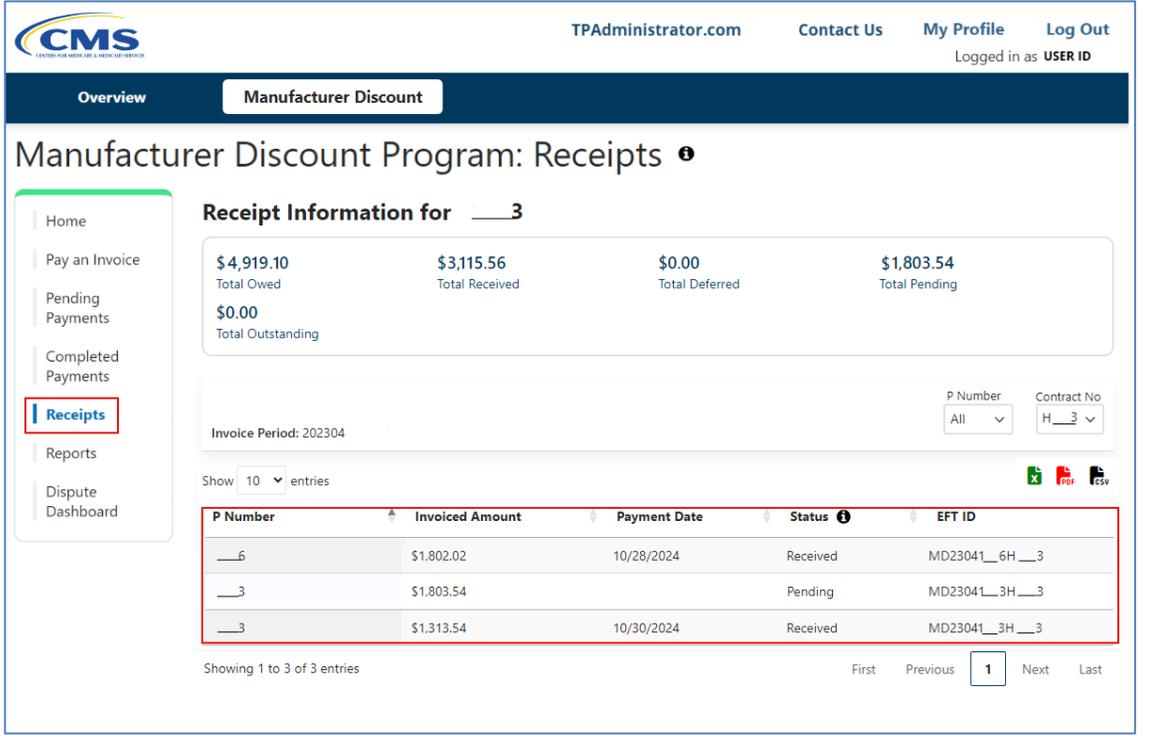
Reviewing Receipts Instruction for Sponsors

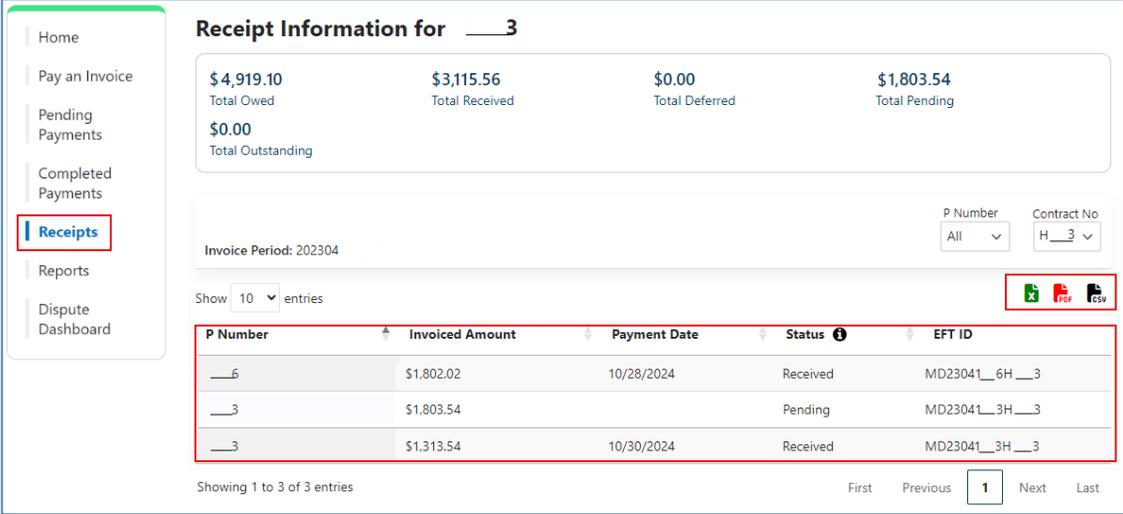
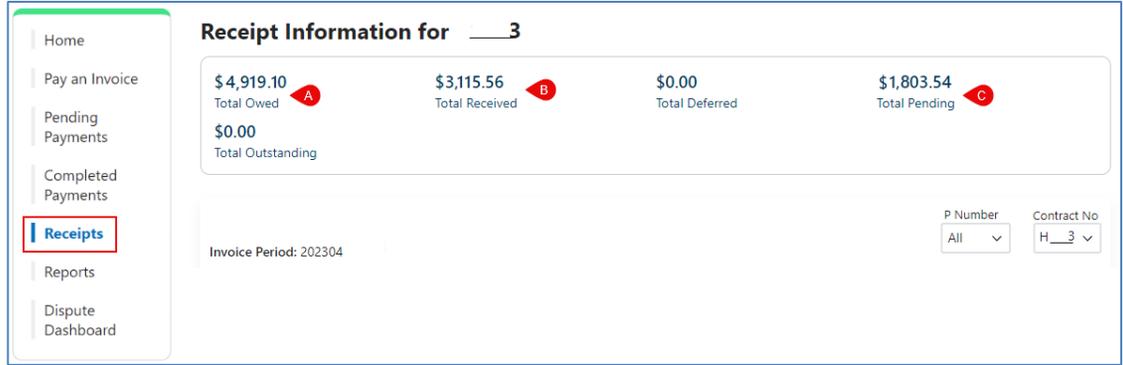
To access the MPP, click on the TPAdministrator.com and click on the MPP Login.

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

Instructions	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview page will appear showing all program modules assigned to your user ID as cards on the page.</p> <p>Select the “Manufacturer Discount” card’s <i>View Reports</i> button to access MDP and open the Home page.</p>	 <p>The screenshot displays the MPP Overview page. At the top, the CMS logo is on the left, and navigation links (TPAdministrator.com, Contact Us, My Profile, Log Out) are on the right. Below the navigation is a dark blue header with 'Overview' and 'Coverage Gap Discount' buttons. The 'Overview' button is highlighted with a red box. The main content area features a 'Manufacturer Discount Program' card with the text 'Report(s) Available.' and a 'View Reports' button, which is also highlighted with a red box. The footer contains a disclaimer, privacy policy, and terms of use, along with the Palmetto GBA logo.</p>

Instructions	Visuals
<p>2. This is the Home page.</p>	
<p>3. Select the radio button next to the invoice line item for review on the Home page, then select the Receipts page link.</p>	

Instructions	Visuals																				
<p>4. On the Receipts page, view the <u>Receipts Table</u> for invoice line item data displaying on the page.</p>	 <p>The screenshot displays the 'Manufacturer Discount Program: Receipts' page. At the top, there's a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. Below this, a summary box shows 'Receipt Information for ___3' with four metrics: Total Owed (\$4,919.10), Total Received (\$3,115.56), Total Deferred (\$0.00), and Total Pending (\$1,803.54). A 'Total Outstanding' of \$0.00 is also shown. Below the summary, there are filters for 'Invoice Period: 202304', 'P Number' (All), and 'Contract No' (H___3). A table of receipts is displayed with columns: P Number, Invoiced Amount, Payment Date, Status, and EFT ID. The table contains three rows of data. A red box highlights the 'Receipts' menu item in the left sidebar and the table of receipts. At the bottom, it shows 'Showing 1 to 3 of 3 entries' and navigation controls.</p> <table border="1"> <thead> <tr> <th>P Number</th> <th>Invoiced Amount</th> <th>Payment Date</th> <th>Status</th> <th>EFT ID</th> </tr> </thead> <tbody> <tr> <td>___6</td> <td>\$1,802.02</td> <td>10/28/2024</td> <td>Received</td> <td>MD23041__6H___3</td> </tr> <tr> <td>___3</td> <td>\$1,803.54</td> <td></td> <td>Pending</td> <td>MD23041__3H___3</td> </tr> <tr> <td>___3</td> <td>\$1,313.54</td> <td>10/30/2024</td> <td>Received</td> <td>MD23041__3H___3</td> </tr> </tbody> </table>	P Number	Invoiced Amount	Payment Date	Status	EFT ID	___6	\$1,802.02	10/28/2024	Received	MD23041__6H___3	___3	\$1,803.54		Pending	MD23041__3H___3	___3	\$1,313.54	10/30/2024	Received	MD23041__3H___3
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___3	\$1,313.54	10/30/2024	Received	MD23041__3H___3																	

Instructions	Visuals																												
<p>5. To <i>Export</i> the data that is visible in the table, select one of the three icons .</p> <p>Note: This action will only export the columns that are displayed in the <i>Receipts Table</i>.</p>	 <p>Receipt Information for ___3</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="text-align: right;">\$4,919.10 Total Owed</td> <td style="text-align: right;">\$3,115.56 Total Received</td> <td style="text-align: right;">\$0.00 Total Deferred</td> <td style="text-align: right;">\$1,803.54 Total Pending</td> </tr> <tr> <td colspan="4" style="text-align: left;">\$0.00 Total Outstanding</td> </tr> </table> <p>Invoice Period: 202304</p> <p>Invoice Table:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>P Number</th> <th>Invoiced Amount</th> <th>Payment Date</th> <th>Status</th> <th>EFT ID</th> </tr> </thead> <tbody> <tr> <td>___6</td> <td style="text-align: right;">\$1,802.02</td> <td style="text-align: center;">10/28/2024</td> <td>Received</td> <td>MD23041__6H___3</td> </tr> <tr> <td>___3</td> <td style="text-align: right;">\$1,803.54</td> <td></td> <td>Pending</td> <td>MD23041__3H___3</td> </tr> <tr> <td>___3</td> <td style="text-align: right;">\$1,313.54</td> <td style="text-align: center;">10/30/2024</td> <td>Received</td> <td>MD23041__3H___3</td> </tr> </tbody> </table> <p>Showing 1 to 3 of 3 entries</p>	\$4,919.10 Total Owed	\$3,115.56 Total Received	\$0.00 Total Deferred	\$1,803.54 Total Pending	\$0.00 Total Outstanding				P Number	Invoiced Amount	Payment Date	Status	EFT ID	___6	\$1,802.02	10/28/2024	Received	MD23041__6H___3	___3	\$1,803.54		Pending	MD23041__3H___3	___3	\$1,313.54	10/30/2024	Received	MD23041__3H___3
\$4,919.10 Total Owed	\$3,115.56 Total Received	\$0.00 Total Deferred	\$1,803.54 Total Pending																										
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___3	\$1,313.54	10/30/2024	Received	MD23041__3H___3																									
<p>6. You can review your Quarterly receipts by comparing the <i>Receipt Information</i> section to the <i>Receipt Table</i> contents.</p>	 <p>Receipt Information for ___3</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="text-align: right;">\$4,919.10 Total Owed A</td> <td style="text-align: right;">\$3,115.56 Total Received B</td> <td style="text-align: right;">\$0.00 Total Deferred</td> <td style="text-align: right;">\$1,803.54 Total Pending C</td> </tr> <tr> <td colspan="4" style="text-align: left;">\$0.00 Total Outstanding</td> </tr> </table> <p>Invoice Period: 202304</p>	\$4,919.10 Total Owed A	\$3,115.56 Total Received B	\$0.00 Total Deferred	\$1,803.54 Total Pending C	\$0.00 Total Outstanding																							
\$4,919.10 Total Owed A	\$3,115.56 Total Received B	\$0.00 Total Deferred	\$1,803.54 Total Pending C																										
\$0.00 Total Outstanding																													

Instructions	Visuals																				
<p>7. In this example, there are two received invoice line items and one pending line item.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <ul style="list-style-type: none"> Home Pay an Invoice Pending Payments Completed Payments <li style="border: 1px solid red; padding: 2px;">Receipts Reports Dispute Dashboard </div> <div style="width: 75%;"> <h3 style="margin: 0;">Receipt Information for ___3</h3> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p>\$4,919.10</p> <p>Total Owed A</p> </div> <div style="text-align: center;"> <p>\$3,115.56</p> <p>Total Received B</p> </div> <div style="text-align: center;"> <p>\$0.00</p> <p>Total Deferred</p> </div> <div style="text-align: center;"> <p>\$1,803.54</p> <p>Total Pending C</p> </div> </div> <p>\$0.00 Total Outstanding</p> <div style="margin-top: 10px;"> <p>Invoice Period: 202304</p> <div style="display: flex; justify-content: flex-end; margin-right: 20px;"> <div style="margin-right: 20px;">P Number All v</div> <div>Contract No H___3 v</div> </div> <p>Show 10 entries x PDF CSV</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="text-align: left;">P Number</th> <th style="text-align: right;">Invoiced Amount</th> <th style="text-align: left;">Payment Date</th> <th style="text-align: left;">Status i</th> <th style="text-align: left;">EFT ID</th> </tr> </thead> <tbody> <tr style="background-color: #f2f2f2;"> <td>___6</td> <td style="text-align: right;">\$1,802.02 B</td> <td>10/28/2024</td> <td>Received B</td> <td>MD23041__6H___3</td> </tr> <tr> <td>___3</td> <td style="text-align: right;">\$1,803.54 C</td> <td></td> <td>Pending C</td> <td>MD23041__3H___3</td> </tr> <tr style="background-color: #f2f2f2;"> <td>___3</td> <td style="text-align: right;">\$1,313.54 B</td> <td>10/30/2024</td> <td>Received B</td> <td>MD23041__3H___3</td> </tr> </tbody> </table> <p style="font-size: x-small; margin-top: 5px;">Showing 1 to 3 of 3 entries First Previous 1 Next Last</p> </div> </div> </div> </div>	P Number	Invoiced Amount	Payment Date	Status i	EFT ID	___6	\$1,802.02 B	10/28/2024	Received B	MD23041__6H___3	___3	\$1,803.54 C		Pending C	MD23041__3H___3	___3	\$1,313.54 B	10/30/2024	Received B	MD23041__3H___3
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___3	\$1,313.54 B	10/30/2024	Received B	MD23041__3H___3																	

Instructions	Visuals
<p>8. Review the <i>Status</i> column's Information icon  to view the statuses that may be visible in the <i>Receipts Table</i>.</p> <p>To review the statuses and their definitions, refer to Table 6: Receipts.</p>	<div style="border: 1px solid red; padding: 10px; margin: 10px auto; width: 80%;"> <p>Deferred: Payer has determined that the amount owed is below their bank's ACH minimums.</p> <hr/> <p>Failed: Debiting of the Payer's account or crediting of your account was unsuccessful.</p> <hr/> <p>Outstanding: Payer has not yet initiated payment.</p> <hr/> <p>Pending: Payer has initiated payment. The debiting process, holding period and crediting process still remain.</p> <hr/> <p>Received: Funds should now be available in your account.</p> </div> <div style="text-align: center; margin-top: 10px;"> Status   </div>

You have now completed reviewing Quarterly invoice line item receipts.

Reports for Sponsors

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

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

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

The *Invoice* and *Data* reports are provided in their original file format on the MPP available to download as a text file. Refer to the [Manufacturer Discount Quarterly Invoice Reports Layouts](#) topic on the [TPAdministrator.com](#) website for assistance with reading and understanding the format. The Tracking reports layouts are also located under the same topic on the [TPAdministrator.com](#) website.

The **Reports** page is available for both [Discount Program Payment Contact](#) and [TPA Liaison](#) roles.



Overview **Manufacturer Discount**

Manufacturer Discount Program: Reports 🔔

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

Important Dates (Quarter 202402)

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

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

[Manufacturer 1099 Information](#)

Show 10 entries

Invoice Type	Contract Number	Reporting Period	Date Loaded	Download
BY Closeout	H_1	2022	08/29/2022	
BY Closeout	H_2	2022	04/26/2022	
Quarterly	H_2	202301	04/27/2023	
Quarterly	H_2	202203	10/25/2022	
Quarterly	H_1	202204	01/26/2023	
Quarterly	H_2	202204	01/26/2023	
Quarterly	H_2	202202	08/29/2022	
Quarterly	H_2	202302	11/06/2023	
Quarterly	H_2	202304	03/13/2024	
Quarterly	H_1	202304	11/11/2024	

Showing 1 to 10 of 15 entries First Previous **1** 2 Next Last

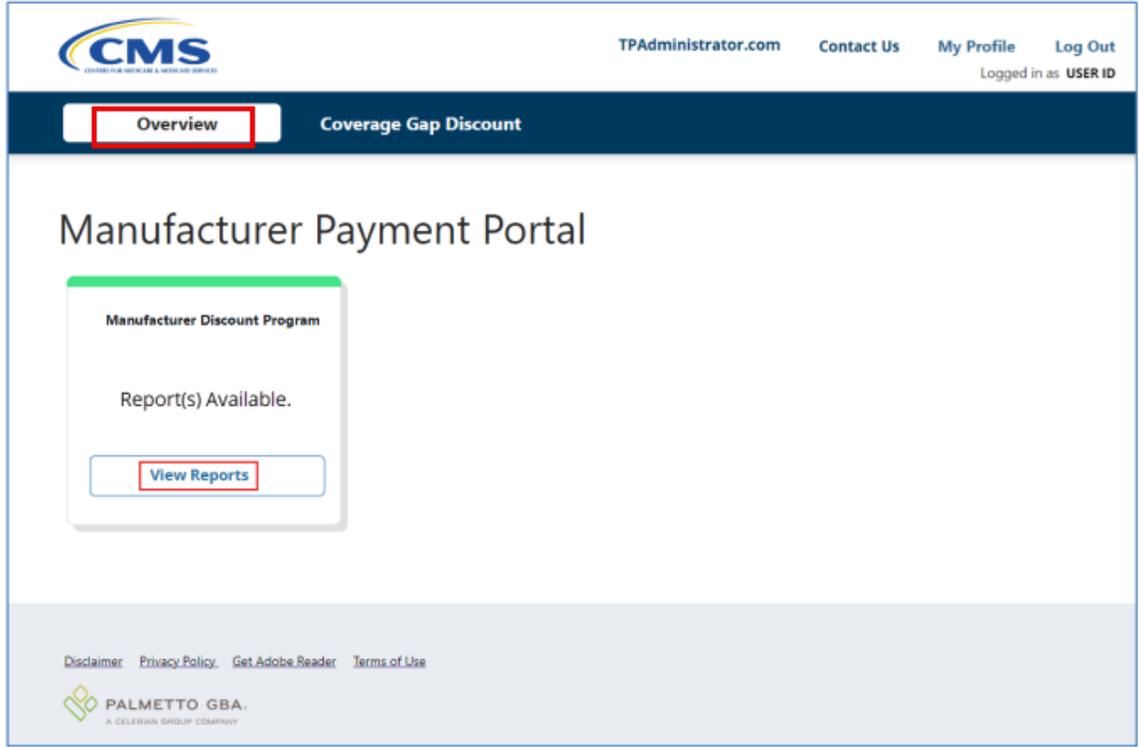
[Disclaimer](#) [Privacy Policy](#) [Get Adobe Reader](#) [Terms of Use](#)

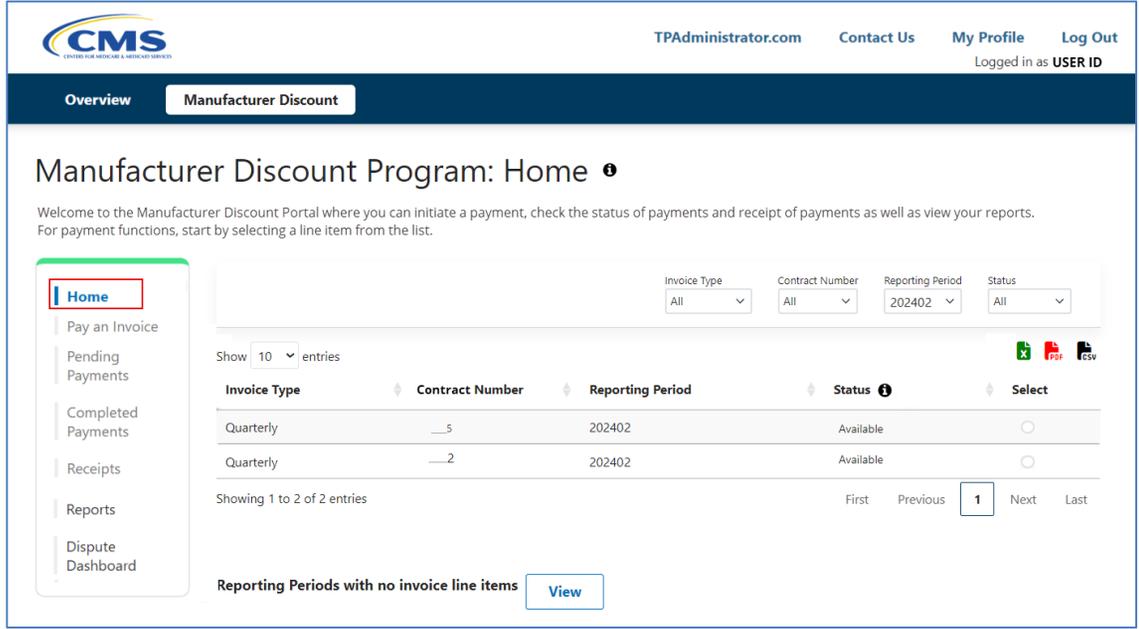


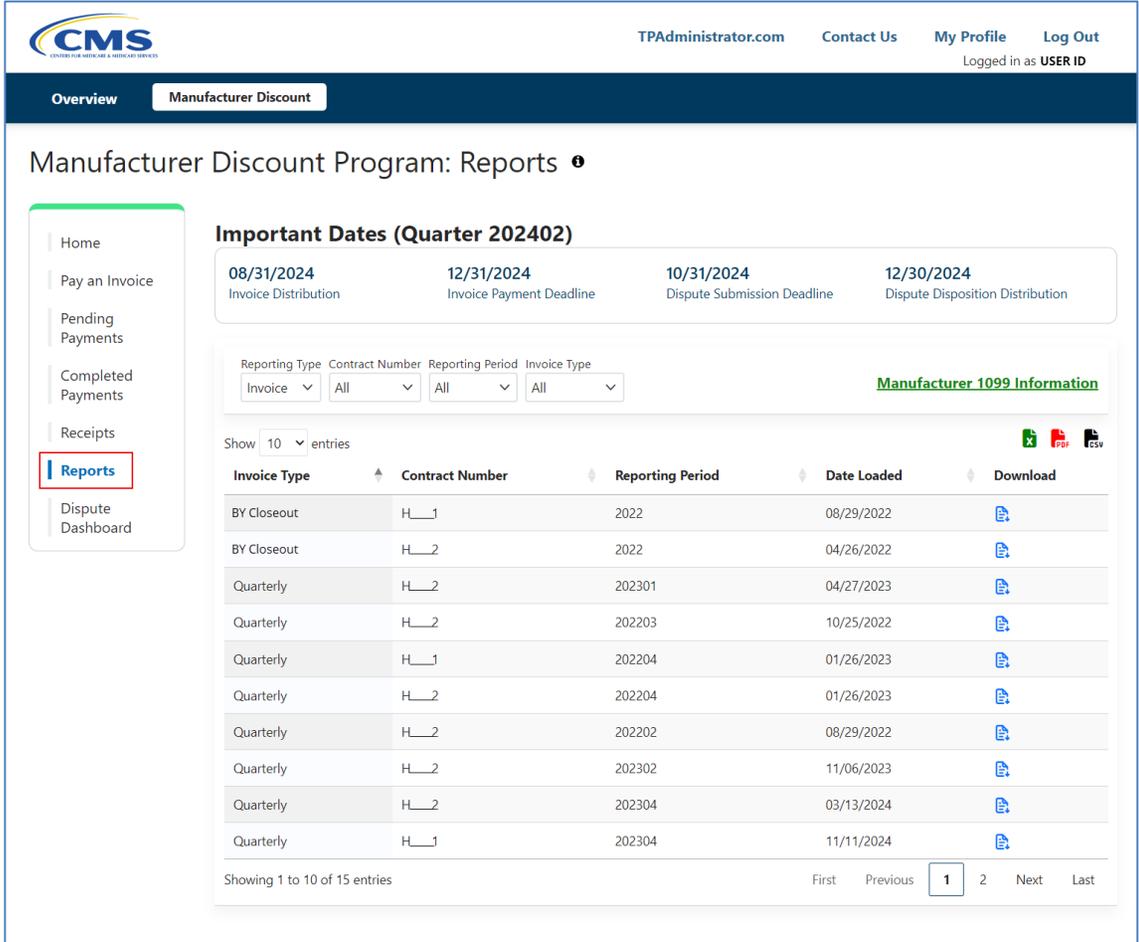
For detailed information about the fields on the Reports page, refer to [Table 7: Reports](#) in the Appendix.

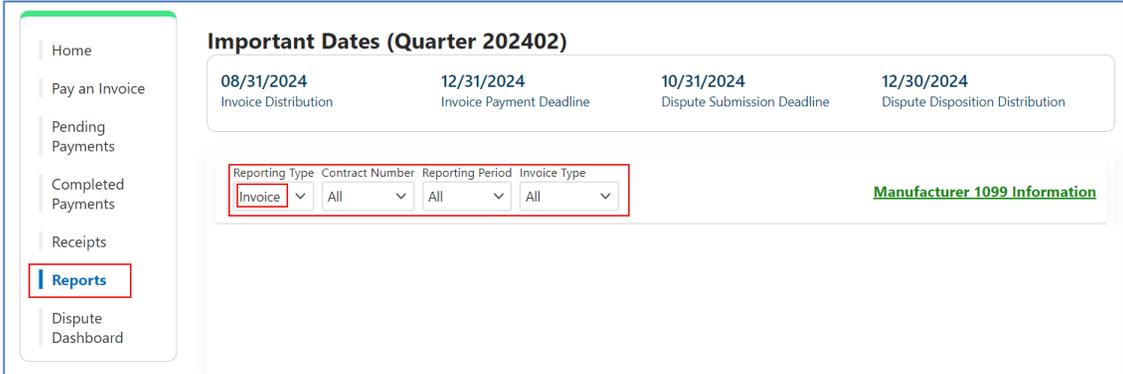
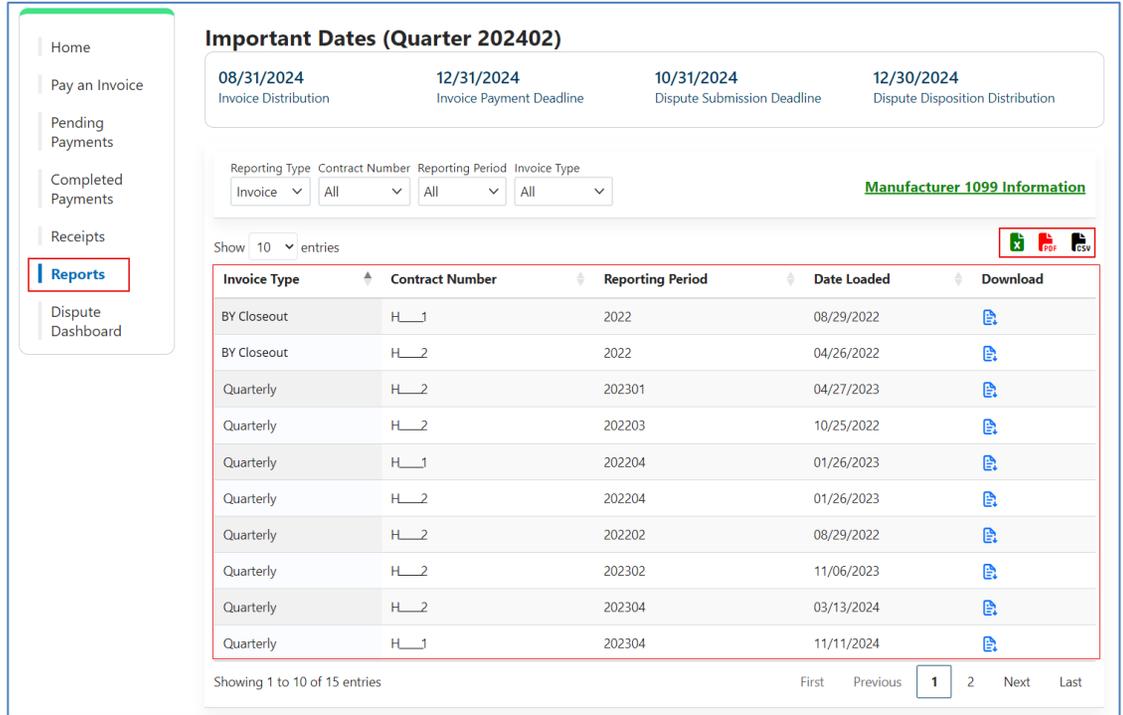
To access the MPP, click on the TPAdministrator.com and click on the MPP Login.

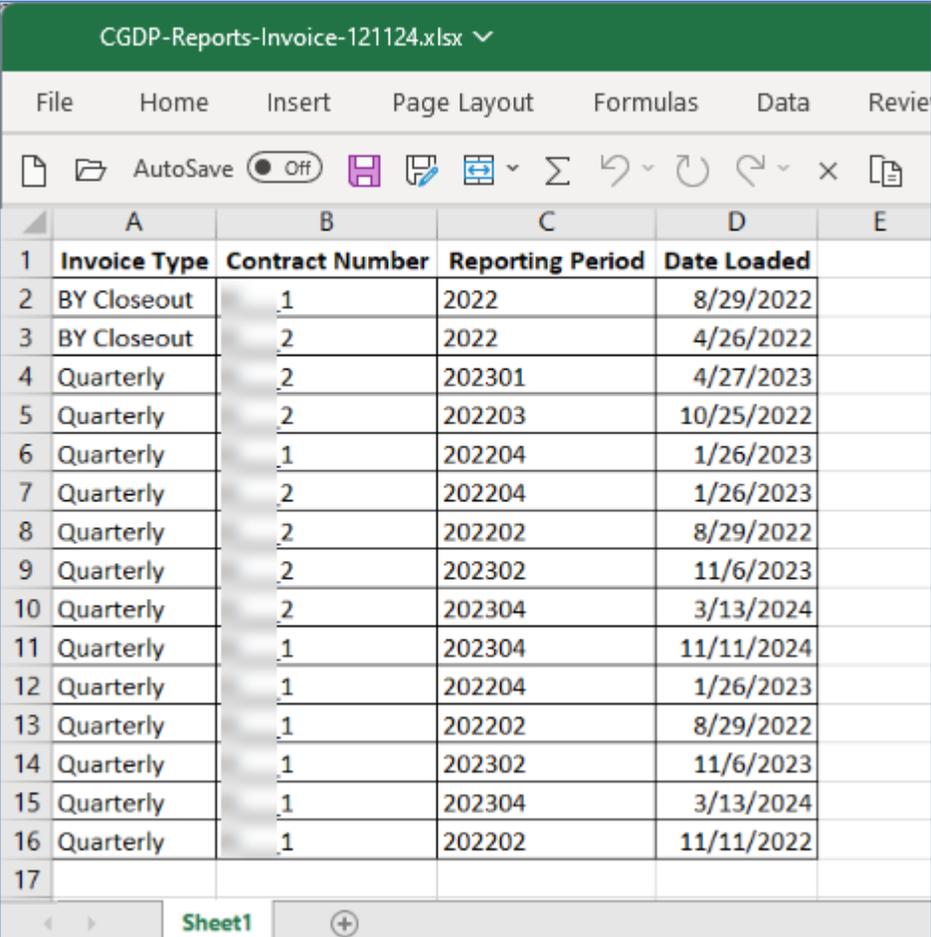
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Instructions	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview page will appear showing all program modules assigned to your user ID as cards on the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

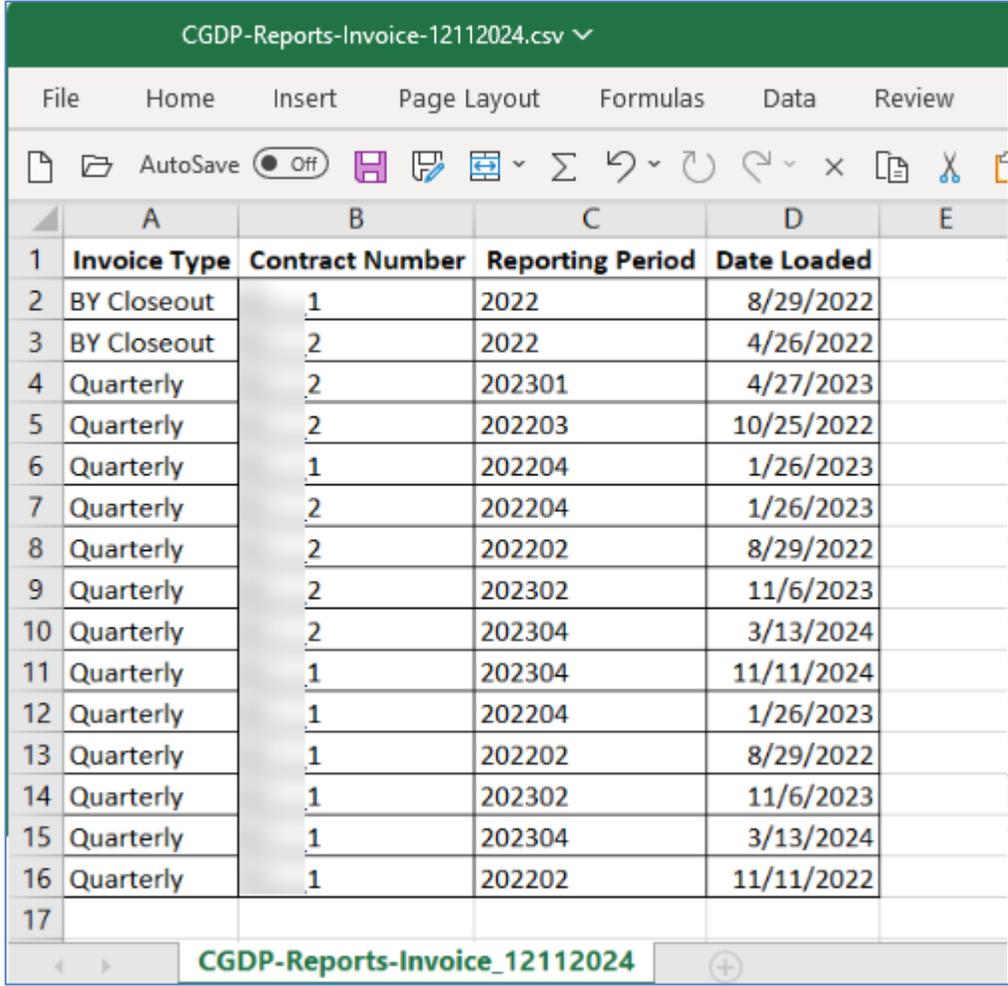
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<p>2. The Home page will be displayed.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Home' page. At the top, there is a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. Below this, the page title is 'Manufacturer Discount Program: Home'. A welcome message states: 'Welcome to the Manufacturer 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.' Below the message is a filter section with dropdowns for 'Invoice Type' (All), 'Contract Number' (All), 'Reporting Period' (202402), and 'Status' (All). A 'Show 10 entries' dropdown is also present. The main data area is a table with the following columns: Invoice Type, Contract Number, Reporting Period, Status, and Select. The table contains two rows of data:</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>—5</td> <td>202402</td> <td>Available</td> <td><input type="radio"/></td> </tr> <tr> <td>Quarterly</td> <td>—2</td> <td>202402</td> <td>Available</td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>Below the table, it says 'Showing 1 to 2 of 2 entries' and 'Reporting Periods with no invoice line items' with a 'View' button. The page also includes a left-hand navigation menu with options like 'Pay an Invoice', 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', and 'Dispute Dashboard'.</p>	Invoice Type	Contract Number	Reporting Period	Status	Select	Quarterly	—5	202402	Available	<input type="radio"/>	Quarterly	—2	202402	Available	<input type="radio"/>
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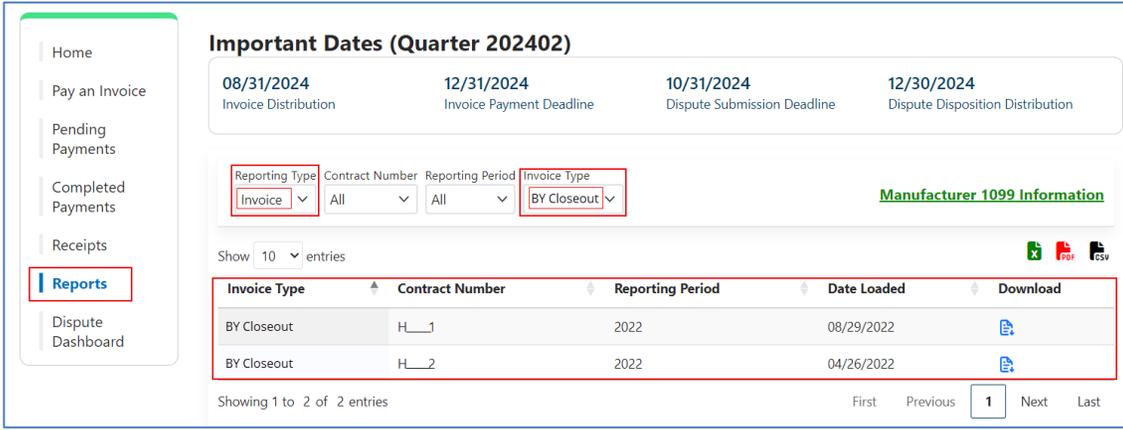
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<p>3. Select the Reports link to view the Reports page and the report types available to view for the selected reporting period.</p>	 <p>The screenshot displays the 'Manufacturer Discount Program: Reports' page. On the left sidebar, the 'Reports' link is highlighted with a red box. The main content area features a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. Below this, there's a section for 'Important Dates (Quarter 202402)' with four key dates: 08/31/2024 (Invoice Distribution), 12/31/2024 (Invoice Payment Deadline), 10/31/2024 (Dispute Submission Deadline), and 12/30/2024 (Dispute Disposition Distribution). A filter section allows users to select 'Reporting Type' (Invoice), 'Contract Number' (All), 'Reporting Period' (All), and 'Invoice Type' (All). A table of reports is displayed with the following data:</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Date Loaded</th> <th>Download</th> </tr> </thead> <tbody> <tr> <td>BY Closeout</td> <td>H_1</td> <td>2022</td> <td>08/29/2022</td> <td>Download</td> </tr> <tr> <td>BY Closeout</td> <td>H_2</td> <td>2022</td> <td>04/26/2022</td> <td>Download</td> </tr> <tr> <td>Quarterly</td> <td>H_2</td> <td>202301</td> <td>04/27/2023</td> <td>Download</td> </tr> <tr> <td>Quarterly</td> <td>H_2</td> <td>202203</td> <td>10/25/2022</td> <td>Download</td> </tr> <tr> <td>Quarterly</td> <td>H_1</td> <td>202204</td> <td>01/26/2023</td> <td>Download</td> </tr> <tr> <td>Quarterly</td> <td>H_2</td> <td>202204</td> <td>01/26/2023</td> <td>Download</td> </tr> <tr> <td>Quarterly</td> <td>H_2</td> <td>202202</td> <td>08/29/2022</td> <td>Download</td> </tr> <tr> <td>Quarterly</td> <td>H_2</td> <td>202302</td> <td>11/06/2023</td> <td>Download</td> </tr> <tr> <td>Quarterly</td> <td>H_2</td> <td>202304</td> <td>03/13/2024</td> <td>Download</td> </tr> <tr> <td>Quarterly</td> <td>H_1</td> <td>202304</td> <td>11/11/2024</td> <td>Download</td> </tr> </tbody> </table> <p>The table shows 10 entries, with a 'Showing 1 to 10 of 15 entries' indicator at the bottom. Navigation links for 'First', 'Previous', '1', '2', 'Next', and 'Last' are provided.</p>	Invoice Type	Contract Number	Reporting Period	Date Loaded	Download	BY Closeout	H_1	2022	08/29/2022	Download	BY Closeout	H_2	2022	04/26/2022	Download	Quarterly	H_2	202301	04/27/2023	Download	Quarterly	H_2	202203	10/25/2022	Download	Quarterly	H_1	202204	01/26/2023	Download	Quarterly	H_2	202204	01/26/2023	Download	Quarterly	H_2	202202	08/29/2022	Download	Quarterly	H_2	202302	11/06/2023	Download	Quarterly	H_2	202304	03/13/2024	Download	Quarterly	H_1	202304	11/11/2024	Download
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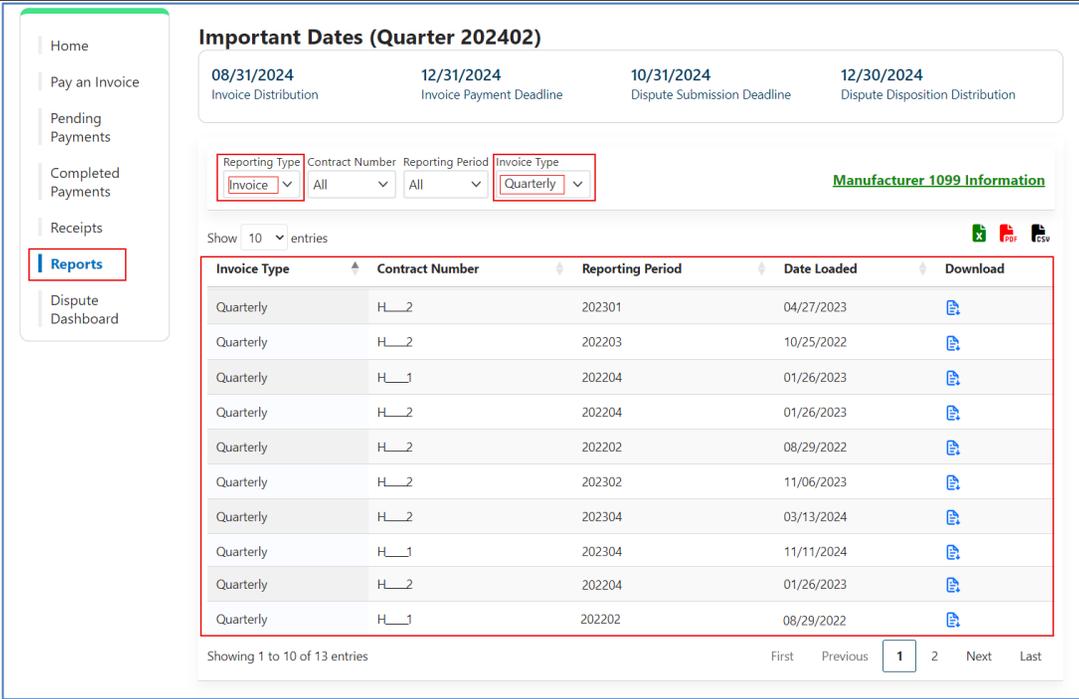
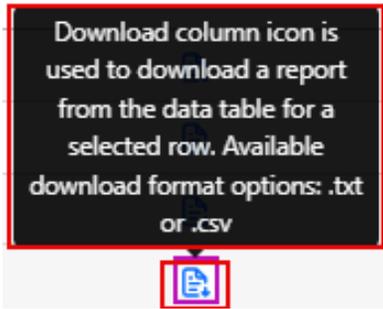
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<p>4. On the Reports page the <i>Reporting Type</i> filter field defaults to <i>Invoice</i> and all other filters default to “All”.</p>	 <p>The screenshot shows the 'Reports' page with a left-hand navigation menu where 'Reports' is selected. The main content area is titled 'Important Dates (Quarter 202402)' and lists four dates: 08/31/2024 (Invoice Distribution), 12/31/2024 (Invoice Payment Deadline), 10/31/2024 (Dispute Submission Deadline), and 12/30/2024 (Dispute Disposition Distribution). Below this, there are four filter dropdowns: 'Reporting Type' (set to 'Invoice'), 'Contract Number' (set to 'All'), 'Reporting Period' (set to 'All'), and 'Invoice Type' (set to 'All'). A link for 'Manufacturer 1099 Information' is visible on the right.</p>																																																							
<p>5. To export the data that you see in the table, select one of the three icons  icons</p>	 <p>The screenshot shows the 'Reports' page with the same navigation and filters as above. Below the filters, there is a 'Show 10 entries' dropdown and three export icons: Excel, PDF, and CSV. A table of data is displayed with the following columns: Invoice Type, Contract Number, Reporting Period, Date Loaded, and Download. The table contains 10 rows of data, with the last row highlighted in red. The table is paginated, showing 'Showing 1 to 10 of 15 entries' and navigation buttons for 'First', 'Previous', '1', '2', 'Next', and 'Last'.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Date Loaded</th> <th>Download</th> </tr> </thead> <tbody> <tr> <td>BY Closeout</td> <td>H__1</td> <td>2022</td> <td>08/29/2022</td> <td></td> </tr> <tr> <td>BY Closeout</td> <td>H__2</td> <td>2022</td> <td>04/26/2022</td> <td></td> </tr> <tr> <td>Quarterly</td> <td>H__2</td> <td>202301</td> <td>04/27/2023</td> <td></td> </tr> <tr> <td>Quarterly</td> <td>H__2</td> <td>202203</td> <td>10/25/2022</td> <td></td> </tr> <tr> <td>Quarterly</td> <td>H__1</td> <td>202204</td> <td>01/26/2023</td> <td></td> </tr> <tr> <td>Quarterly</td> <td>H__2</td> <td>202204</td> <td>01/26/2023</td> <td></td> </tr> <tr> <td>Quarterly</td> <td>H__2</td> <td>202202</td> <td>08/29/2022</td> <td></td> </tr> <tr> <td>Quarterly</td> <td>H__2</td> <td>202302</td> <td>11/06/2023</td> <td></td> </tr> <tr> <td>Quarterly</td> <td>H__2</td> <td>202304</td> <td>03/13/2024</td> <td></td> </tr> <tr> <td>Quarterly</td> <td>H__1</td> <td>202304</td> <td>11/11/2024</td> <td></td> </tr> </tbody> </table>	Invoice Type	Contract Number	Reporting Period	Date Loaded	Download	BY Closeout	H__1	2022	08/29/2022		BY Closeout	H__2	2022	04/26/2022		Quarterly	H__2	202301	04/27/2023		Quarterly	H__2	202203	10/25/2022		Quarterly	H__1	202204	01/26/2023		Quarterly	H__2	202204	01/26/2023		Quarterly	H__2	202202	08/29/2022		Quarterly	H__2	202302	11/06/2023		Quarterly	H__2	202304	03/13/2024		Quarterly	H__1	202304	11/11/2024	
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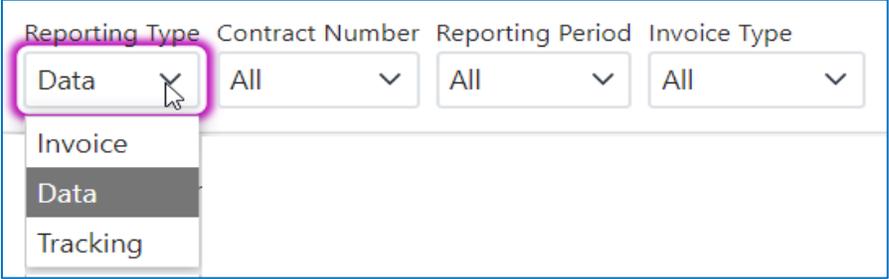
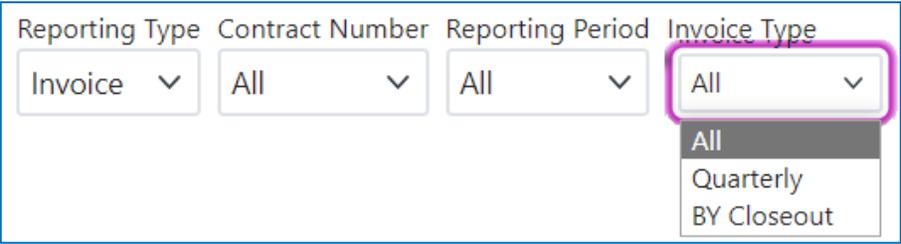
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<p>Example of an exported Excel file report.</p>	 <p>The screenshot shows an Excel spreadsheet titled "CGDP-Reports-Invoice-121124.xlsx". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, and Review. The spreadsheet has the following data:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Invoice Type</td> <td>Contract Number</td> <td>Reporting Period</td> <td>Date Loaded</td> <td></td> </tr> <tr> <td>2</td> <td>BY Closeout</td> <td>1</td> <td>2022</td> <td>8/29/2022</td> <td></td> </tr> <tr> <td>3</td> <td>BY Closeout</td> <td>2</td> <td>2022</td> <td>4/26/2022</td> <td></td> </tr> <tr> <td>4</td> <td>Quarterly</td> <td>2</td> <td>202301</td> <td>4/27/2023</td> <td></td> </tr> <tr> <td>5</td> <td>Quarterly</td> <td>2</td> <td>202203</td> <td>10/25/2022</td> <td></td> </tr> <tr> <td>6</td> <td>Quarterly</td> <td>1</td> <td>202204</td> <td>1/26/2023</td> <td></td> </tr> <tr> <td>7</td> <td>Quarterly</td> <td>2</td> <td>202204</td> <td>1/26/2023</td> <td></td> </tr> <tr> <td>8</td> <td>Quarterly</td> <td>2</td> <td>202202</td> <td>8/29/2022</td> <td></td> </tr> <tr> <td>9</td> <td>Quarterly</td> <td>2</td> <td>202302</td> <td>11/6/2023</td> <td></td> </tr> <tr> <td>10</td> <td>Quarterly</td> <td>2</td> <td>202304</td> <td>3/13/2024</td> <td></td> </tr> <tr> <td>11</td> <td>Quarterly</td> <td>1</td> <td>202304</td> <td>11/11/2024</td> <td></td> </tr> <tr> <td>12</td> <td>Quarterly</td> <td>1</td> <td>202204</td> <td>1/26/2023</td> <td></td> </tr> <tr> <td>13</td> <td>Quarterly</td> <td>1</td> <td>202202</td> <td>8/29/2022</td> <td></td> </tr> <tr> <td>14</td> <td>Quarterly</td> <td>1</td> <td>202302</td> <td>11/6/2023</td> <td></td> </tr> <tr> <td>15</td> <td>Quarterly</td> <td>1</td> <td>202304</td> <td>3/13/2024</td> <td></td> </tr> <tr> <td>16</td> <td>Quarterly</td> <td>1</td> <td>202202</td> <td>11/11/2022</td> <td></td> </tr> <tr> <td>17</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	1	Invoice Type	Contract Number	Reporting Period	Date Loaded		2	BY Closeout	1	2022	8/29/2022		3	BY Closeout	2	2022	4/26/2022		4	Quarterly	2	202301	4/27/2023		5	Quarterly	2	202203	10/25/2022		6	Quarterly	1	202204	1/26/2023		7	Quarterly	2	202204	1/26/2023		8	Quarterly	2	202202	8/29/2022		9	Quarterly	2	202302	11/6/2023		10	Quarterly	2	202304	3/13/2024		11	Quarterly	1	202304	11/11/2024		12	Quarterly	1	202204	1/26/2023		13	Quarterly	1	202202	8/29/2022		14	Quarterly	1	202302	11/6/2023		15	Quarterly	1	202304	3/13/2024		16	Quarterly	1	202202	11/11/2022		17					
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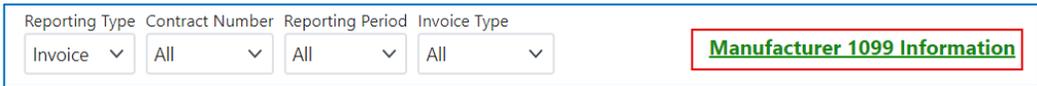
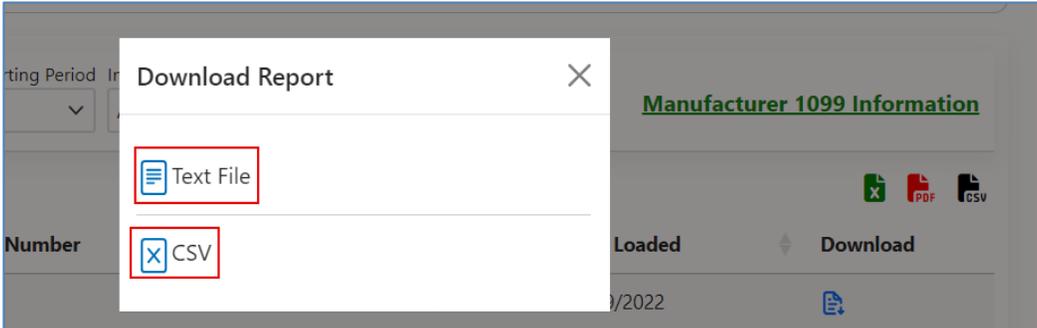
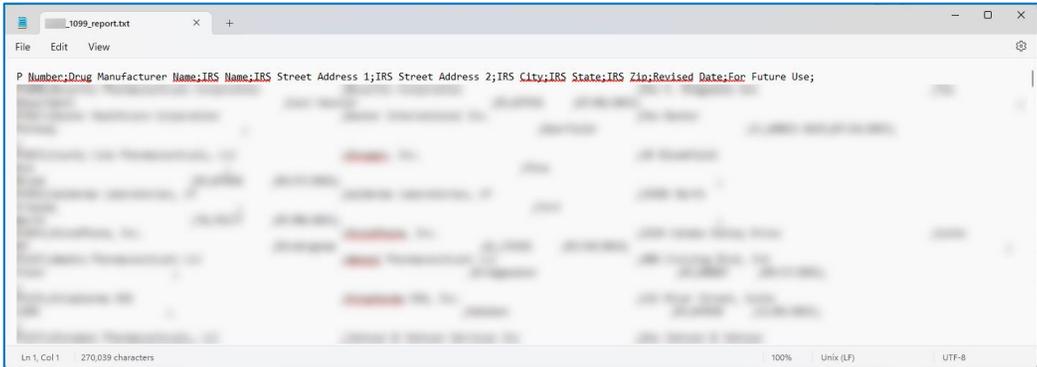
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<p>Example of an exported .pdf file report.</p>	<div style="text-align: center;">  <p>CGDP Reports Page</p> <p>CGDP Reports Invoice Data</p> <table border="1" data-bbox="932 610 1570 1076"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Date Loaded</th> </tr> </thead> <tbody> <tr><td>BY Closeout</td><td>1</td><td>2022</td><td>8/29/2022</td></tr> <tr><td>BY Closeout</td><td>2</td><td>2022</td><td>4/26/2022</td></tr> <tr><td>Quarterly</td><td>2</td><td>202301</td><td>4/27/2023</td></tr> <tr><td>Quarterly</td><td>2</td><td>202203</td><td>10/25/2022</td></tr> <tr><td>Quarterly</td><td>1</td><td>202204</td><td>1/26/2023</td></tr> <tr><td>Quarterly</td><td>2</td><td>202204</td><td>1/26/2023</td></tr> <tr><td>Quarterly</td><td>2</td><td>202202</td><td>8/29/2022</td></tr> <tr><td>Quarterly</td><td>2</td><td>202302</td><td>11/6/2023</td></tr> <tr><td>Quarterly</td><td>2</td><td>202304</td><td>3/13/2024</td></tr> <tr><td>Quarterly</td><td>1</td><td>202304</td><td>11/11/2024</td></tr> <tr><td>Quarterly</td><td>1</td><td>202204</td><td>1/26/2023</td></tr> <tr><td>Quarterly</td><td>1</td><td>202202</td><td>8/29/2022</td></tr> <tr><td>Quarterly</td><td>1</td><td>202302</td><td>11/6/2023</td></tr> <tr><td>Quarterly</td><td>1</td><td>202304</td><td>3/13/2024</td></tr> <tr><td>Quarterly</td><td>1</td><td>202202</td><td>11/11/2022</td></tr> </tbody> </table> <p>Page 1 of 1 MPP</p> </div>	Invoice Type	Contract Number	Reporting Period	Date Loaded	BY Closeout	1	2022	8/29/2022	BY Closeout	2	2022	4/26/2022	Quarterly	2	202301	4/27/2023	Quarterly	2	202203	10/25/2022	Quarterly	1	202204	1/26/2023	Quarterly	2	202204	1/26/2023	Quarterly	2	202202	8/29/2022	Quarterly	2	202302	11/6/2023	Quarterly	2	202304	3/13/2024	Quarterly	1	202304	11/11/2024	Quarterly	1	202204	1/26/2023	Quarterly	1	202202	8/29/2022	Quarterly	1	202302	11/6/2023	Quarterly	1	202304	3/13/2024	Quarterly	1	202202	11/11/2022
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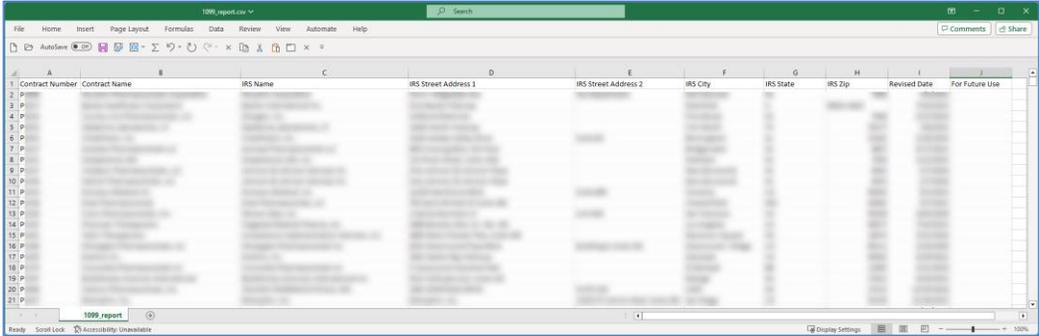
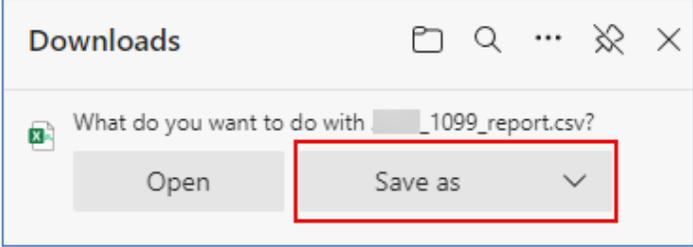
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<p>Example of an exported .csv file report.</p> <p>Note: When using the Export feature, all line items for the selected <u>Reporting Type</u> will be displayed on the report.</p>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9e1f2;"> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Invoice Type</td> <td>Contract Number</td> <td>Reporting Period</td> <td>Date Loaded</td> <td></td> </tr> <tr> <td>2</td> <td>BY Closeout</td> <td>1</td> <td>2022</td> <td>8/29/2022</td> <td></td> </tr> <tr> <td>3</td> <td>BY Closeout</td> <td>2</td> <td>2022</td> <td>4/26/2022</td> <td></td> </tr> <tr> <td>4</td> <td>Quarterly</td> <td>2</td> <td>202301</td> <td>4/27/2023</td> <td></td> </tr> <tr> <td>5</td> <td>Quarterly</td> <td>2</td> <td>202203</td> <td>10/25/2022</td> <td></td> </tr> <tr> <td>6</td> <td>Quarterly</td> <td>1</td> <td>202204</td> <td>1/26/2023</td> <td></td> </tr> <tr> <td>7</td> <td>Quarterly</td> <td>2</td> <td>202204</td> <td>1/26/2023</td> <td></td> </tr> <tr> <td>8</td> <td>Quarterly</td> <td>2</td> <td>202202</td> <td>8/29/2022</td> <td></td> </tr> <tr> <td>9</td> <td>Quarterly</td> <td>2</td> <td>202302</td> <td>11/6/2023</td> <td></td> </tr> <tr> <td>10</td> <td>Quarterly</td> <td>2</td> <td>202304</td> <td>3/13/2024</td> <td></td> </tr> <tr> <td>11</td> <td>Quarterly</td> <td>1</td> <td>202304</td> <td>11/11/2024</td> <td></td> </tr> <tr> <td>12</td> <td>Quarterly</td> <td>1</td> <td>202204</td> <td>1/26/2023</td> <td></td> </tr> <tr> <td>13</td> <td>Quarterly</td> <td>1</td> <td>202202</td> <td>8/29/2022</td> <td></td> </tr> <tr> <td>14</td> <td>Quarterly</td> <td>1</td> <td>202302</td> <td>11/6/2023</td> <td></td> </tr> <tr> <td>15</td> <td>Quarterly</td> <td>1</td> <td>202304</td> <td>3/13/2024</td> <td></td> </tr> <tr> <td>16</td> <td>Quarterly</td> <td>1</td> <td>202202</td> <td>11/11/2022</td> <td></td> </tr> <tr> <td>17</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	1	Invoice Type	Contract Number	Reporting Period	Date Loaded		2	BY Closeout	1	2022	8/29/2022		3	BY Closeout	2	2022	4/26/2022		4	Quarterly	2	202301	4/27/2023		5	Quarterly	2	202203	10/25/2022		6	Quarterly	1	202204	1/26/2023		7	Quarterly	2	202204	1/26/2023		8	Quarterly	2	202202	8/29/2022		9	Quarterly	2	202302	11/6/2023		10	Quarterly	2	202304	3/13/2024		11	Quarterly	1	202304	11/11/2024		12	Quarterly	1	202204	1/26/2023		13	Quarterly	1	202202	8/29/2022		14	Quarterly	1	202302	11/6/2023		15	Quarterly	1	202304	3/13/2024		16	Quarterly	1	202202	11/11/2022		17					
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Instructions	Visuals															
<p>6. You can also apply additional filters to narrow down your search.</p> <p>For example, you can filter by the <u>Invoice Type</u> such as <u>Quarterly</u> or <u>BY Closeout</u>.</p>	 <p>The screenshot displays the 'Important Dates (Quarter 202402)' section with a navigation menu on the left. The filters for 'Reporting Type' (Invoice), 'Contract Number' (All), 'Reporting Period' (All), and 'Invoice Type' (BY Closeout) are highlighted with red boxes. Below the filters is a table with the following data:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Date Loaded</th> <th>Download</th> </tr> </thead> <tbody> <tr> <td>BY Closeout</td> <td>H__1</td> <td>2022</td> <td>08/29/2022</td> <td></td> </tr> <tr> <td>BY Closeout</td> <td>H__2</td> <td>2022</td> <td>04/26/2022</td> <td></td> </tr> </tbody> </table> <p>Showing 1 to 2 of 2 entries</p>	Invoice Type	Contract Number	Reporting Period	Date Loaded	Download	BY Closeout	H__1	2022	08/29/2022		BY Closeout	H__2	2022	04/26/2022	
Invoice Type	Contract Number	Reporting Period	Date Loaded	Download												
BY Closeout	H__1	2022	08/29/2022													
BY Closeout	H__2	2022	04/26/2022													

Instructions	Visuals
	
<p>7. To download the entire selected report, click on the blue icon  in the Download column.</p> <p>When you hover over the blue icon , a message displays:</p> <p>“Download column icon is used to download a report from the data table for a selected row. Available download format options: (report</p>	

Instructions	Visuals
options of .txt and .csv displayed.)	
<p>8. On the <i>Download Report</i> popup, select the desired format from the available options.</p> <ul style="list-style-type: none"> <i>Invoice, Tracking, Data and 1099 Information download options: txt and .csv</i> 	
<p>9. To choose a different <i>Reporting Type</i> to download, use the <i>Reporting Type</i> filter and select the desired type, such as <i>Data</i> or <i>Tracking</i>.</p>	
<p>10. To choose a different <i>Invoice Type</i> for download, use the <i>Invoice Type</i> filter and select the desired type, such as <i>Quarterly</i> or <i>BY Closeout</i>.</p>	
<p>11. If no reports are available to download, the <i>Reports Table</i> will display a message:</p> <p>“There are no more invoice report data.”</p>	

Instructions	Visuals
<p>12. Sponsors can access the <u>Manufacturer 1099 Information Reports</u> to assist with 1099 reporting for payments made to sponsors. Both the <u>TPA Liaison</u> and <u>Discount Program Payment Contact</u> roles have access to download this report.</p>	
<p>13. Choose the desired file format from the available options in the Download <u>Report</u> popup.</p>	
<p>Example of the <u>Manufacturer 1099 Information</u> report in .txt format:</p>	

Instructions	Visuals
<p>Example of the <u>Manufacturer 1099 Information</u> report in .csv format:</p>	
<p>14. Save your downloaded report to a desired location on your computer.</p>	

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

Dispute Dashboard for Sponsors

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

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

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

Important Dates (Quarter 202403)

10/31/2024 Invoice Distribution	12/09/2024 Invoice Payment Deadline	12/31/2024 Dispute Submission Deadline	03/01/2025 Dispute Disposition Distribution
------------------------------------	--	---	--

Invoice Type: Quarterly Contract Number: [Dropdown] Reporting Period: All [Dropdown]

Show 10 entries

Resolution File	Download	Download Date	Reporting Period	Contract Number	Number Upheld	Number Denied	Total
Dispute_resolution_R20241__5	[Download Icon]		202304	E__4	10	4	14

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

Manufacturer Discount Program: Dispute Dashboard

Important Dates (Quarter 202404)

01/31/2025 Invoice Distribution	03/11/2025 Invoice Payment Deadline	04/02/2025 Dispute Submission Deadline	06/01/2025 Dispute Disposition Distribution
------------------------------------	--	---	--

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

Show 10 entries

Resolution File	Download	Download Date	Reporting Period	Contract Number	Number Upheld	Number Denied	Total
Dispute_resolution_R20250228		03/26/2025 @ 07:55 AM	202403	E____7	0	3	3

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

Disclaimer Privacy Policy Get Adobe Reader Terms of Use Version: 1.4.2

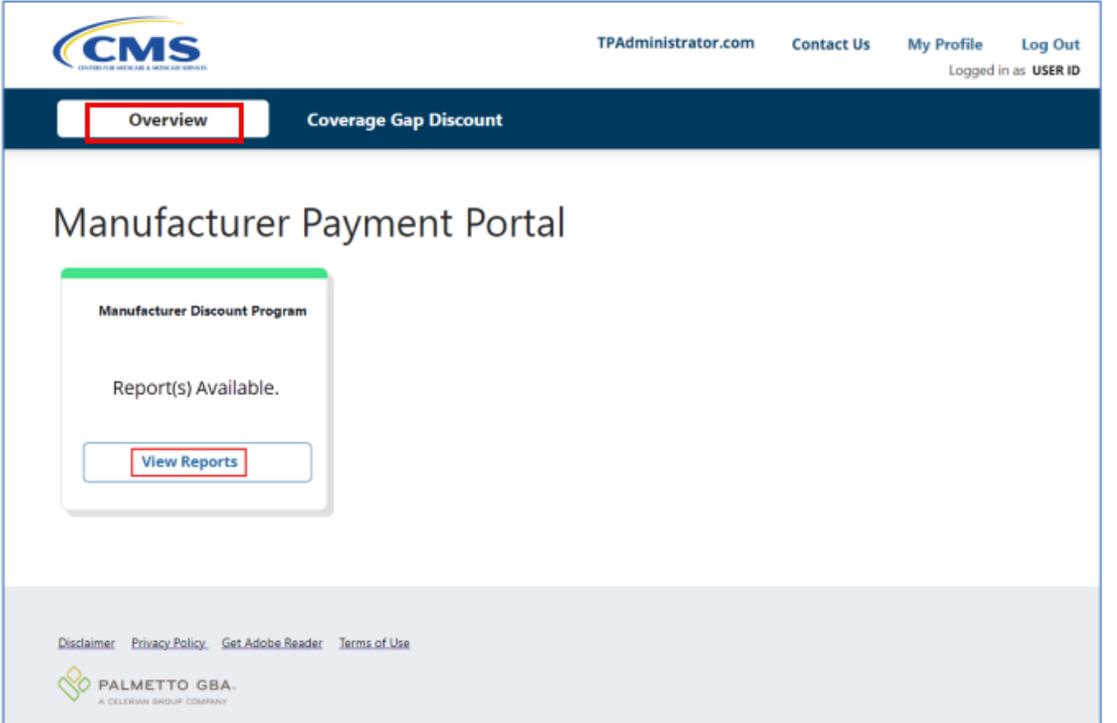
PALMETTO GBA
A CELEBRIAN GROUP COMPANY

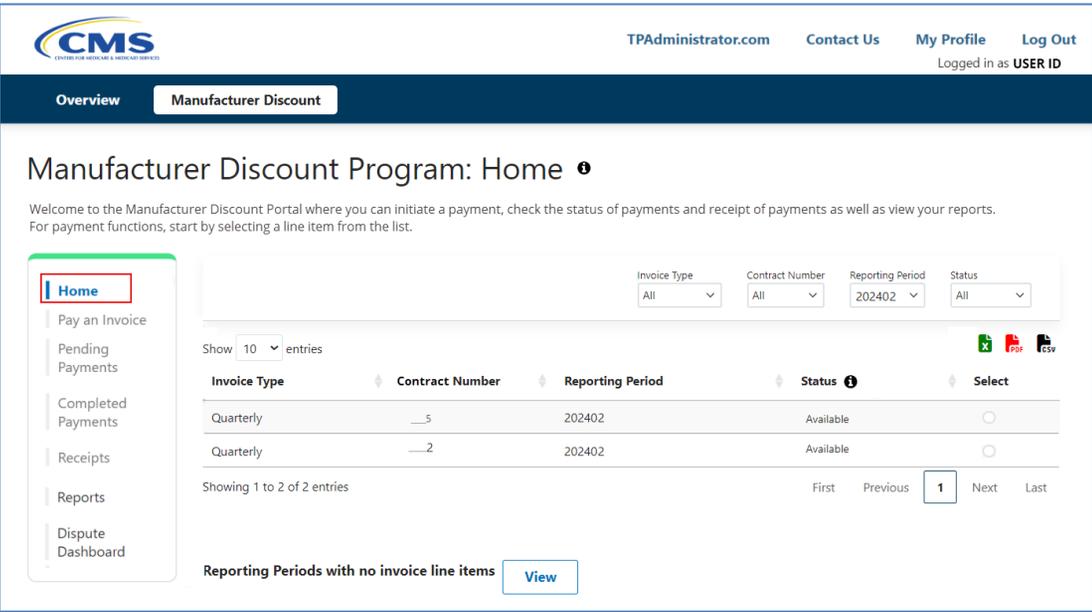
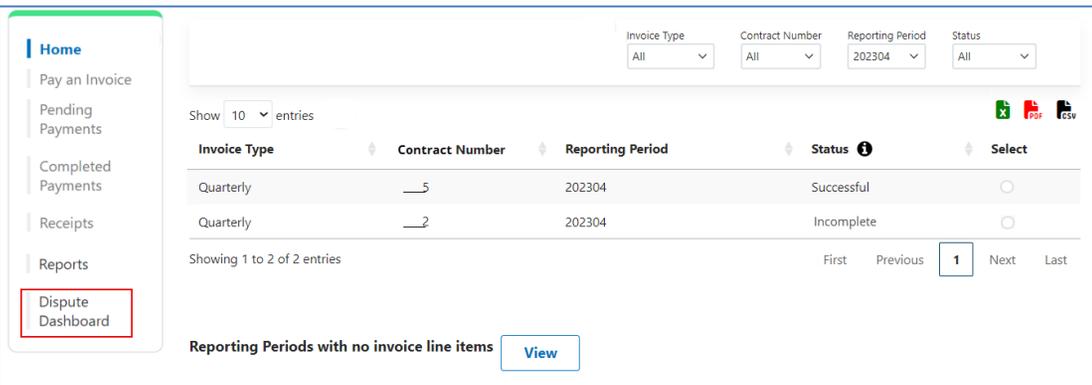
The following instructions will guide you on how to access and review the **Dispute Dashboard** page and the resolution reports available for download and review.

For detailed information about the fields on the **Dispute Dashboard**, refer to [Table 8: Dispute Dashboard](#) in the Appendix.

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

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

Instructions	Visuals
<p>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview page will appear showing all program modules assigned to your user ID as cards on the page.</p> <p>Select the “Manufacturer Discount” card’s <i>View Reports Page</i> button to access MDP and open the Home page.</p>	 <p>The screenshot shows the MPP Overview page. At the top left is the CMS logo. To the right are links for TPAdministrator.com, Contact Us, My Profile, and Log Out, with a note 'Logged in as USER ID'. Below this is a dark blue navigation bar with 'Overview' (highlighted with a red box) and 'Coverage Gap Discount'. The main heading is 'Manufacturer Payment Portal'. Below it is a card for the 'Manufacturer Discount Program' with the text 'Report(s) Available.' and a 'View Reports' button (highlighted with a red box). The footer contains links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo.</p>

Instructions	Visuals															
<p>2. The Home page will be displayed.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Home' page. The left navigation menu includes 'Home', 'Pay an Invoice', 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', and 'Dispute Dashboard'. The 'Home' link is highlighted with a red box. The main content area features a search bar with filters for Invoice Type, Contract Number, Reporting Period, and Status. Below the search bar is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>—5</td> <td>202402</td> <td>Available</td> <td><input type="radio"/></td> </tr> <tr> <td>Quarterly</td> <td>—2</td> <td>202402</td> <td>Available</td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>At the bottom, there is a 'View' button and a link for 'Reporting Periods with no invoice line items'.</p>	Invoice Type	Contract Number	Reporting Period	Status	Select	Quarterly	—5	202402	Available	<input type="radio"/>	Quarterly	—2	202402	Available	<input type="radio"/>
Invoice Type	Contract Number	Reporting Period	Status	Select												
Quarterly	—5	202402	Available	<input type="radio"/>												
Quarterly	—2	202402	Available	<input type="radio"/>												
<p>3. Click on the Dispute Dashboard link in the left navigation menu to view and download available dispute resolution reports.</p>	 <p>The screenshot shows the 'Manufacturer Discount Program: Home' page. The left navigation menu includes 'Home', 'Pay an Invoice', 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports', and 'Dispute Dashboard'. The 'Dispute Dashboard' link is highlighted with a red box. The main content area features a search bar with filters for Invoice Type, Contract Number, Reporting Period, and Status. Below the search bar is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Invoice Type</th> <th>Contract Number</th> <th>Reporting Period</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Quarterly</td> <td>—5</td> <td>202304</td> <td>Successful</td> <td><input type="radio"/></td> </tr> <tr> <td>Quarterly</td> <td>—2</td> <td>202304</td> <td>Incomplete</td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>At the bottom, there is a 'View' button and a link for 'Reporting Periods with no invoice line items'.</p>	Invoice Type	Contract Number	Reporting Period	Status	Select	Quarterly	—5	202304	Successful	<input type="radio"/>	Quarterly	—2	202304	Incomplete	<input type="radio"/>
Invoice Type	Contract Number	Reporting Period	Status	Select												
Quarterly	—5	202304	Successful	<input type="radio"/>												
Quarterly	—2	202304	Incomplete	<input type="radio"/>												

Instructions

4. The resolution files loaded to the MDP module are available to review the files that have been upheld or denied by CMS. Review the data on the [Resolution Files Table](#) to verify if you have a resolution report displayed.

To export what is listed in the table, select one of the three export icons to download in Excel, PDF or CSV.



Visuals

Manufacturer Discount Program: Dispute Dashboard

Important Dates (Quarter 202404)

01/31/2025 Invoice Distribution	03/11/2025 Invoice Payment Deadline	04/02/2025 Dispute Submission Deadline	06/01/2025 Dispute Disposition Distribution
------------------------------------	--	---	--

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

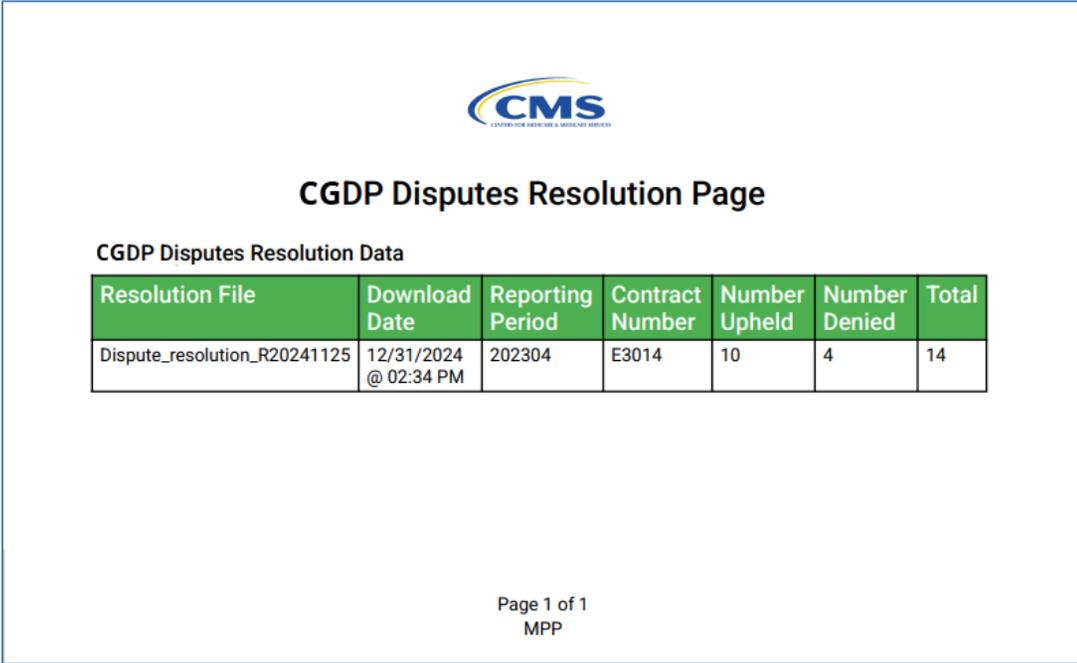
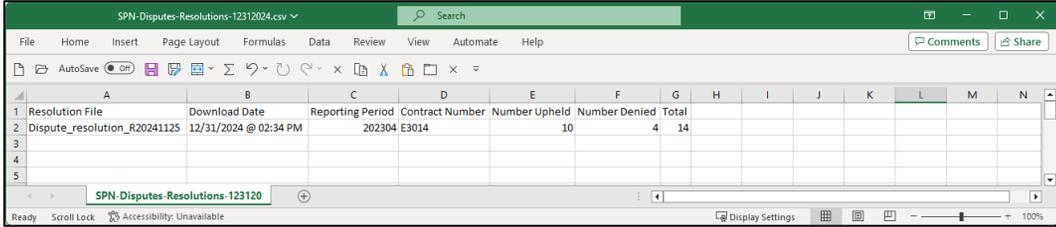
Show 10 entries

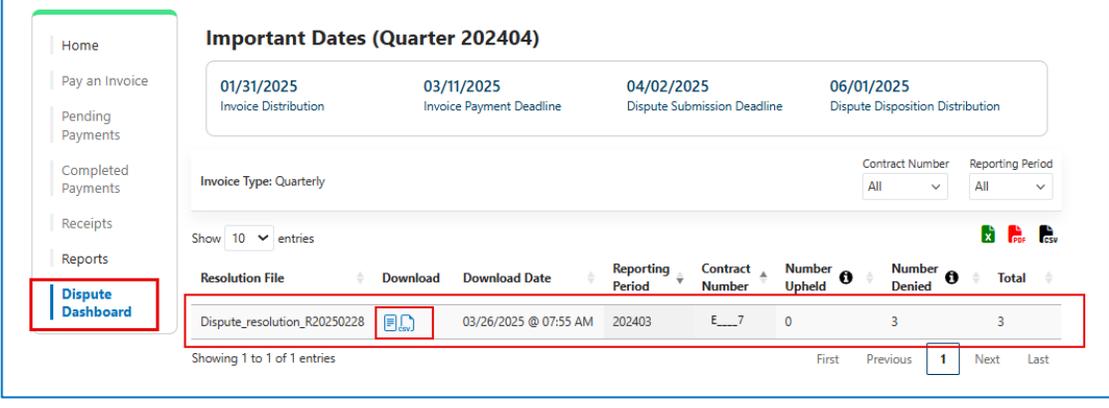
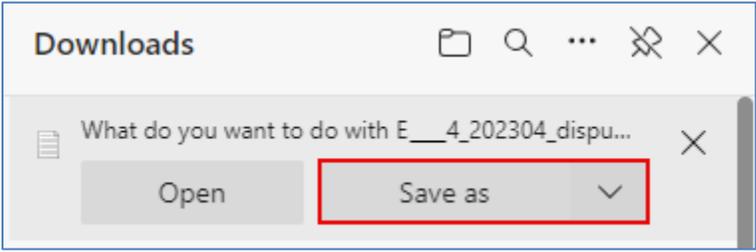
Resolution File	Download	Download Date	Reporting Period	Contract Number	Number Upheld	Number Denied	Total
Dispute_resolution_R20250228		03/26/2025 @ 07:55 AM	202403	E...7	0	3	3

Showing 1 to 1 of 1 entries

Example of the Excel download for the [Resolution Files Table](#) content.

Resolution File	Download Date	Reporting Period	Contract Number	Number Upheld	Number Denied	Total
Dispute_resolution_R2024	12/31/2024 @ 02:34 PM	202304	E...	10	4	14

Instructions	Visuals
<p>Example of the .pfd download for the <u>Resolution Files Table</u> content.</p>	
<p>Example of the .csv download for the <u>Resolution Files Table</u> content.</p>	
<p>5. Click the <u>Download</u> icon next to the report you want to download into a text file for additional review.</p>	

Instructions	Visuals
	 <p>The screenshot shows the 'Dispute Dashboard' for Quarter 202404. It features a sidebar with navigation options: Home, Pay an Invoice, Pending Payments, Completed Payments, Receipts, Reports, and Dispute Dashboard (highlighted). The main area displays 'Important Dates' for the quarter: Invoice Distribution (01/31/2025), Invoice Payment Deadline (03/11/2025), Dispute Submission Deadline (04/02/2025), and Dispute Disposition Distribution (06/01/2025). Below this, there are filters for Invoice Type (Quarterly), Contract Number (All), and Reporting Period (All). A table lists dispute entries with columns: Resolution File, Download, Download Date, Reporting Period, Contract Number, Number Upheld, Number Denied, and Total. One entry is shown: Dispute_resolution_R20250228, downloaded on 03/26/2025 @ 07:55 AM, for reporting period 202403, contract number E___7, with 0 upheld and 3 denied items, totaling 3. A red box highlights the 'Download' icon and the entire row.</p>
<p>6. Save the downloaded report to a desired location on your computer.</p> <p>Note: Your download message may appear different than the example displayed here. Follow your on-screen instructions for downloading your reports.</p>	 <p>The screenshot shows a Windows 'Downloads' dialog box. The title bar reads 'Downloads'. The main text asks 'What do you want to do with E___4_202304_dispu...'. There are two buttons: 'Open' and 'Save as'. The 'Save as' button is highlighted with a red box.</p>

Instructions

7. Open the downloaded text file.
 You can refer to the “Dispute Resolution File [Effective 1/1/2025]” on the TPAdministrator.com under the “Manufacturer Discount Program” page, in the “[Disputes](#)” subtopic, for assistance with reading this .txt format.

Visuals

The screenshot shows the CMS MDP Sponsor Manufacturer Payment Portal. The navigation menu on the left includes 'Calendar', 'Disputes', 'EFT Information', 'FAQs', 'Listservs', 'MDP Reconciliation', 'Onboarding', 'Quarterly Invoices', 'References', 'User Guides', and 'Webinars'. The 'Disputes' page content includes a title 'Disputes' with a publication date of 03/06/2024. The main text explains that the page provides information for both Pharmaceutical Manufacturers and Part D Plan Sponsors regarding the Manufacturer Discount Program and disputes. It states that reports are available for review and download in the MDP module after a dispute has occurred. It also mentions that manufacturers can create disputes within 60 days of the Quarterly Invoice Receipt Date using the MDP module's Dispute Builder or manually using the Manufacturer Dispute Submission File format. A table titled 'Dispute File Names and Descriptions' lists the following files:

Name of Dispute File	Description of Dispute File
Contract Dispute Disposition Report	Report for Sponsors detailing the number of CMS reviewed upheld or denied records for a dispute file.
Dispute Resolution File	Report for Manufacturers detailing the number of records within a dispute file that were either upheld or denied after CMS review.
Dispute Return File	Report for Manufacturers detailing the number of accepted or rejected records after validation in a dispute file submitted for CMS review.
Dispute Submission File	Report for Manufacturers detailing itemized line items submitted in a dispute for an applicable P Number. This report also details any line items that were marked invalid or failed, based on required information for correlating dispute codes.

Below the table, there is a search bar and a list of recent publications. The 'MDP Manufacturers Dispute Resolution File 2025' is highlighted in red in the original image.

Summary

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

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

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

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

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

Please Note:

- The TPA recommends that invoices are paid prior to the payment due date, **not on the due date**. Initiating payment prior to the due date will allow for error-free processing of module-initiated ACH payments.
- Payments that error out on the due date are not considered as initiated and will require special handling between the sponsor, the manufacturer and the TPA.
- The **Pending Payments** page provides stop payment functionality to stop payment processing on initiated invoices, prior to the payment process beginning each evening around 9:00 PM ET.
- The **Completed Payment** page provides status information of previously initiated payments that have completed the nightly status update process.
- **Receipts:** The Receipts page lists invoiced line items due to be paid to sponsors by manufacturers. It shows the amounts, payment status, and originating manufacturer, so you can verify when funds post to your bank account.
- **Reports:** The MDP module provides reporting period data in both invoice and flat file formats. Reports are distributed on the "Quarterly Invoice Receipt Date" as defined in the *Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar*. The guide covers four types of reports: Invoice, Data, Tracking, and Manufacturer 1099 Information, available for review and retrieval.
- **Dispute Dashboard:** The Dispute Dashboard lists resolution reports containing CMS-upheld disputes.
 - **Note:** Report formats are available under the [Disputes](#) page on the [TPAdministrator.com](#) website to help read the text file formats of the Manufacturer Dispute file.

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

References

Appendix A: Acronym List

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

Appendix B: Error Message Descriptions

Payment Reporting Error Codes – Pay an Invoice Page

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

Glossary

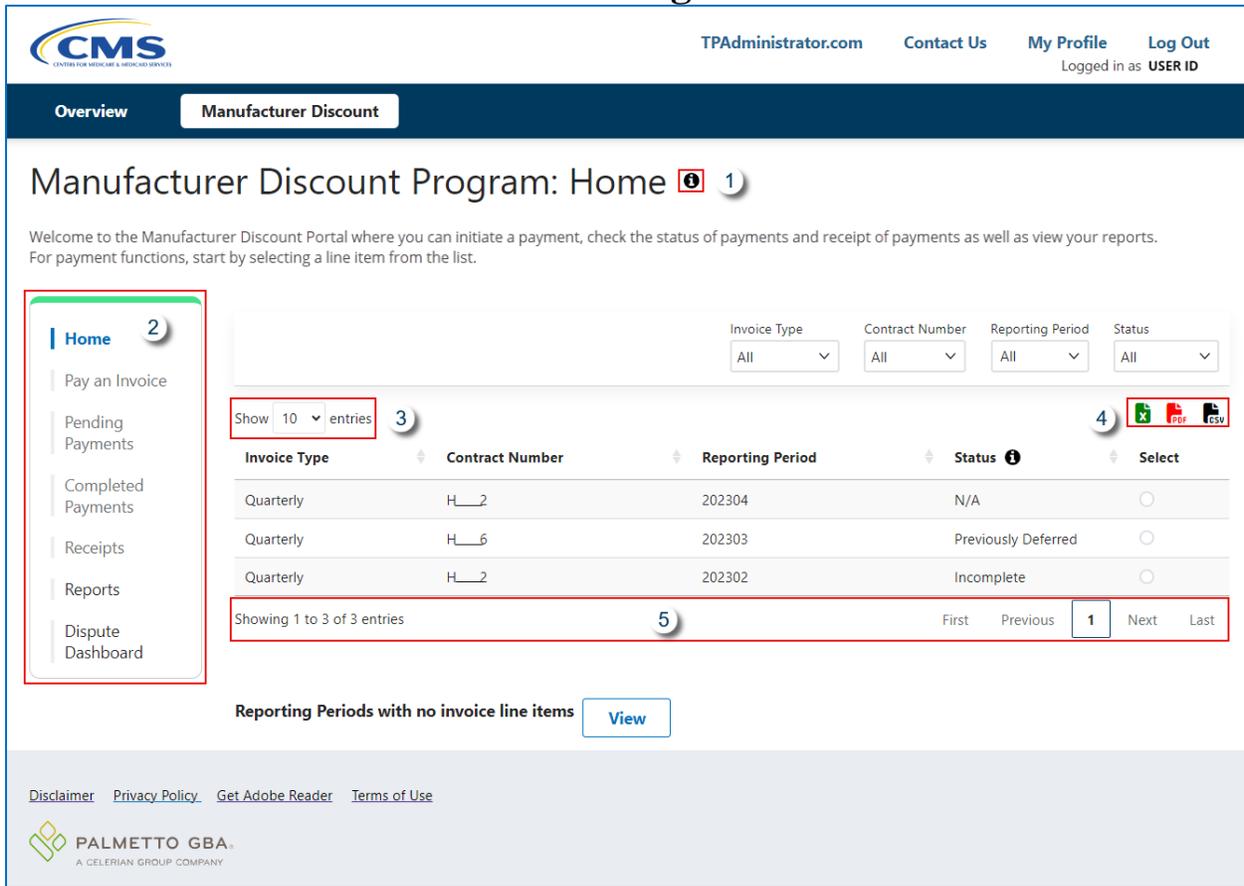
Term	Definition
Authorization Amount	Displays the amount authorized for payment processing, including amounts located in the Invoice Amount and Previous Deferred Amount fields.
Available	Status designation of an invoice that represents that an item is ready for payment initiation.
Contact Us	Provides contact information for requesting assistance from the TPA Operations team.
Contract Number	A unique identifier assigned by CMS for a contract between a plan sponsor and CMS.
Data	Report type that displays the detail information of distributed invoices and invoice line items and provides the ability to download files for review.
Date Loaded	Displays the invoice distribution date. This date corresponds to the end of month after the reporting period closing. Date format is DD/MM/YYYY.
Date Submitted	Displays the calendar date, in MM/DD/YYYY format, the invoice line item was processed for payment initiation.
Defer	Provides a check box available for selection when the Invoiced Amount or the combination of the Invoiced Amount and the Previous Deferred Amount total less than the system-defaulted allowable amount (\$20.00 USD). Invoice line items can only be deferred if the manufacturer or sponsor banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that represents that invoice amount is less than the system-defaulted allowable amount (\$20.00 USD) minimum. Invoice line items can only be deferred if the manufacturer or sponsor banking ACH process prevents payment of invoice line items that fall below their bank's minimum ACH processing amount.
Dispute	Report type that provides the ability for manufacturers to enter dispute requests and review the status of entered requests.
Dispute Disposition Distribution	Field that displays the date Dispute disposition reports are due to be loaded to the module. <i>Dispute Disposition Distribution</i> date, also listed as the "Dispute Resolution Deadline" column, is located on the Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar on the TPAdministrator.com website.
Dispute Submission Deadline	Field that displays the date manufacturer Dispute submissions are due to be entered in the module. <i>Dispute Submission Deadline</i> date is located in the Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar on the TPAdministrator.com website.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.
EFTID	Displays EFT identifying information in the specified format of MD for Manufacturer Discount; YYQQ for the reporting period; 9999 for the P number and Z9999 for the contract number. Example: MD14039999Z9999.

Term	Definition
Failed (Status)	Status designation of an invoice that represents that one or more items have an unsuccessful payment attempt.
Failed (Code)	Provides an informational message when an invoice line item does not successfully process payments to manufacturers or sponsors.
Incomplete	Status designation of an invoice that represents that one or more items have not been paid.
Initiate Payment	Provides a check box to allow the payment process to begin for an individual invoice line item.
Invoice	Report type that displays the summary information of distributed invoices and provides the ability to download files for review.
Invoice Distribution	Field that displays the date distributed invoices were posted to the module. The <i>Invoice Distribution</i> date, also known as the Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar “Quarterly Invoice Distribution”, is located on the TPAdministrator.com website.
Invoice Payment Deadline	Field that displays the final due date all invoice line items are to be processed for payment. The <i>Invoice Paid By</i> date, also known as the Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar “Invoice Paid By 38 th Calendar Day After Receipt” is located on the TPAdministrator.com website.
Invoiced Amount	Displays the invoice line item amounts due to either the Manufacturer or Sponsor.
Invoiced Reporting Period	Region of the active tab that provides the reporting period of the invoice line items displayed.
Last Download	Displays the last date and time distributed invoice summary data was retrieved from the MPP. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
Logout	Provides one-click access for logging out of the system.
Manufacturer	Any entity which is engaged in the production, preparation, propagation, compounding, conversion or processing of prescription drug products, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis. Such term does not include a wholesale distributor of drugs or a retail pharmacy licensed under State law, but includes entities otherwise engaged in repackaging or changing the container, wrapper, or labeling of any applicable drug product in furtherance of the distribution of the applicable drug from the original place of manufacture to the person who makes the final delivery or sale to the ultimate consumer or user. <i>From Section 30 of the Medicare Part D Manufacturer Discount Program Final Guidance .</i>
My Profile	Provides ability to enter and review business contact information for manufacturers or sponsors.

Term	Definition
Outstanding	Status designation of an invoice that represents no payment activity has taken place.
P Number	Unique number assigned to the manufacturer by CMS.
Payment Date	Displays current date of a generated invoice line item payment in MM/DD/YYYY format.
Payments Due	Region of the active tab that provides the final date invoice line item payment initiations due to complete initiation.
Payment/Failed Date	Displays the date a specific invoice line item payment initiation successfully processed or where payment initiation failed the payment initiation process.
Pending	Status designation of an invoice that represents that all line items have been initiated successfully.
Previous Deferred Amount	Displays amounts that qualified for deferment from the prior reporting period(s).
Received	Status designation of an invoice that represents payment is in the applicable bank account.
Reporting Period	Quarter and Calendar year, in YYYYQQ format, prescription drug event data distributed to manufacturers or sponsors. BY Closeout reimbursement period, in YYYY format, for quarter 17 upheld disputes not offset in prior quarter invoice distributions.
Sponsor	A Part D Plan (PDP) Sponsor, Medicare Advantage (MA) organization offering a MA-prescription drug (PD) plan, a Program of All-Inclusive Care for the Elderly (PACE) organization offering a PACE plan including qualified prescription drug coverage, and a cost plan offering qualified prescription drug coverage. <i>From 42 CFR § 423.4</i>
Status	The current designation of an invoice line item within the system.
Stop Payment	Provides a check box with the ability to stop payment processing prior to actual payment for future dated payments.
Successful	Status designation of an invoice that represents that all line items have been paid successfully.
Total Available	Displays the total dollar amount of remaining invoice line items requiring payment.
Total Deferred	Displays the total dollar amount of deferred invoice line items to the subsequent reporting period.
Total Failed	Displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
Total Invoiced	Displays the total dollar amount of invoice line items that require payment for the reporting period.
Total Outstanding	Displays the total dollar amount of remaining invoice line items requiring processing.
Total Owed	For manufacturers: Displays the total dollar amount of negative invoice line items due from sponsors. For sponsors: Displays the total dollar amount of invoice line items due from manufacturers.
Total Pending	Displays the total dollar amount of invoice line items selected for payment for the reporting period.

Term	Definition
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 Sponsor for access to system. User ID is the Parent Org ID for Sponsors.

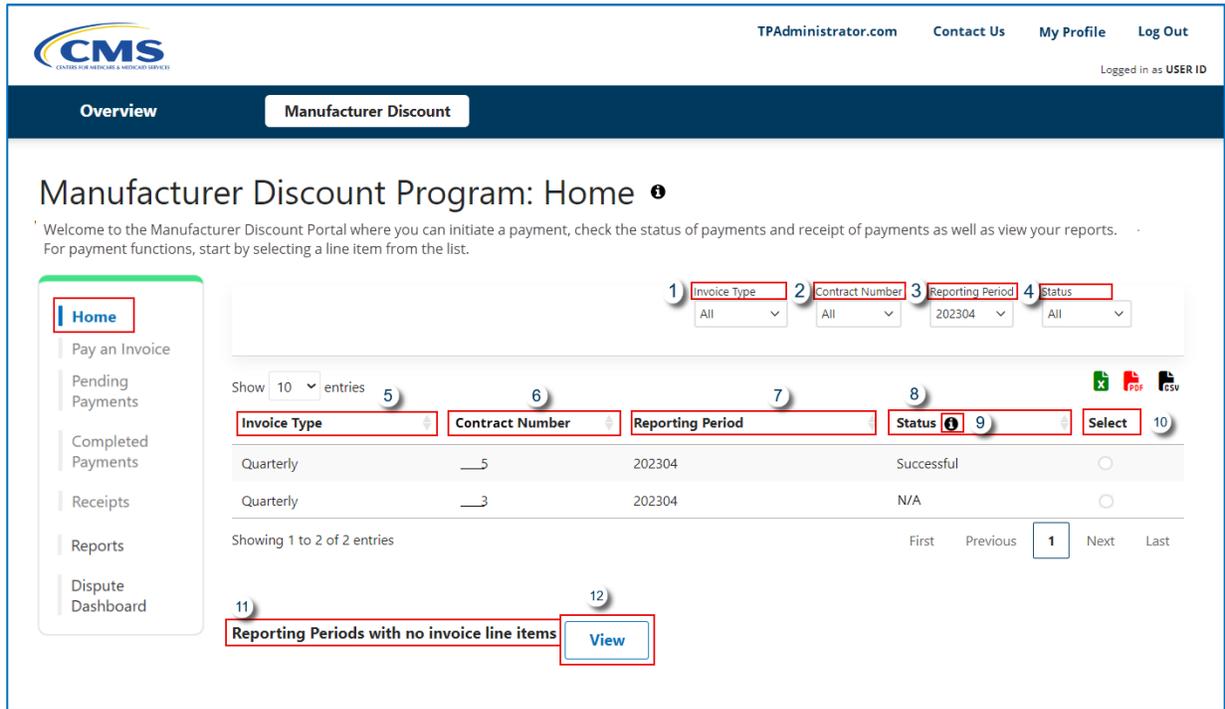
Table 1: Common Features on All Pages



Number	Feature	Description
1.	<i>Information Icon</i>	Provides informational messages.
2.	<i>Page Navigation</i>	Is on the left side of the page and highlights the page that is currently active. It allows you to select different activities to perform while accessing the system. It is available on All pages of the MPP.
3.	<i>Show Entries Filter</i>	Allows selection of the number of entries that are visible in any given table. The drop-down defaults to 10 entries per page, but you can also choose from 25, 50, 100 or All. This feature is available on all pages in the module.
4.	<i>Export</i>	Allows you to download information in the formats that are displayed.

Number	Feature	Description
5.	<i>Pagination</i>	Use the pagination controls at the bottom of the page to navigate through multiple pages of data. Click the the “Next” and “Previous” buttons to move between pages. This helps you view and manage large sets of data efficiently.

Table 2: Home Page



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

Number	Field Name	Description
4.	<i>Invoice Filter: Status</i>	<p>Contains a drop-down function that displays the available statuses for you to select from. Filter defaults to All.</p> <p>Statuses are:</p> <ul style="list-style-type: none"> • <i>Available</i>: Invoice is ready for payment initiations. • <i>Successful</i>: All line items have been paid successfully. • <i>Failed</i>: One or more items has an unsuccessful payment attempt. • <i>Incomplete</i>: One or more items have not been paid. • <i>Pending</i>: All line items have been initiated successfully.
5.	<i>Invoice Table: Invoice Type</i>	<p>Displays the type of invoice either BY Closeout or Quarterly.</p> <p>It can be sorted in ascending or descending order by clicking on the up and down arrows.</p>
6.	<i>Invoice Table: Contract Number</i>	<p>Displays a specific Contract Number, or all Contract Numbers associated with your User ID.</p> <p>It can be sorted in ascending or descending order by clicking on the up and down arrows.</p>
7.	<i>Invoice Table: Reporting Period</i>	<p>Displays the distributed invoice information by reporting period in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports.</p> <p>It can be sorted in ascending or descending order by clicking on the up and down arrows.</p>
8.	<i>Invoice Table: Status</i>	<p>Displays the six statuses that can be assigned to an invoice:</p> <ul style="list-style-type: none"> • Available: Invoice is ready for payment initiations • Failed: One or more items have an unsuccessful payment attempt. • Incomplete: One or more items have not been paid. • N/A: No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor. • Pending: All line items have been initiated successfully. • Successful: All line items have been paid successfully.
9.	<i>Invoice Table: Status Information Icon</i>	<p>A hover over information icon, , provides a popup with the definition of the statuses available to be displayed for each invoice line item.</p>
10.	<i>Invoice Table: Select</i>	<p>Populate a radio button for a specific line item to activate the Pay an Invoice, Pending Payments, Completed Payments, or Receipts pages in the <i>Page Navigation</i> on the left of the screen.</p>

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

Table 3: Pay an Invoice Page

The screenshot displays the 'Pay an Invoice' page in the CMS system. At the top, there is a navigation bar with 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. Below this is a 'Manufacturer Discount' tab. The main heading is 'Manufacturer Discount Program: Pay an Invoice'. On the left is a sidebar with navigation options: Home, Pay an Invoice (highlighted), Pending Payments, Completed Payments, Receipts, Reports, and Dispute Dashboard. The main content area is titled 'Payment Information' and includes a summary of totals: Total Invoiced (\$12.20), Total Pending (\$0.00), Total Successful (\$0.00), Total Available (\$32.20), Total Failed (\$0.00), Total Current Deferred (\$0.00), and Total Previously Deferred (\$20.00). Below this is a table of invoice entries with columns for P Number, Invoiced Amount, Previous Deferred Amount, Payment Date, Defer, Failed, EFT ID, and an Initiate Payment checkbox. At the bottom, there are controls for 'Update All Dates' and 'Select All Invoices', along with a 'Submit' button. Red boxes and numbers 1-23 highlight various elements: 1 (Total Invoiced), 2 (Total Pending), 3 (Total Successful), 4 (Total Available), 5 (Total Failed), 6 (Total Current Deferred), 7 (Total Previously Deferred), 8 (Invoice Period), 9 (Payments Due), 10 (P Number dropdown), 11 (Contract No dropdown), 12 (P Number header), 13 (Invoiced Amount header), 14 (Previous Deferred Amount header), 15 (Payment Date header), 16 (Defer header), 17 (Failed header), 18 (EFT ID header), 19 (Initiate Payment checkbox), 20 (Update All Dates button), 21 (Date input field), 22 (Select All Invoices checkbox), and 23 (Submit button).

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

Number	Field Name	Description
2.	<i>Payment Information: Total Pending</i>	Displays the total dollar amount of invoice line items submitted for payment initiation for the reporting period.
3.	<i>Payment Information: Total Successful</i>	Displays the total dollar amount of invoice line items, for the selected reporting period, that have successfully paid and are now available on the Completed Payments page and no longer visible in the <i>Invoice Initiations Table</i> of the Pay an Invoice page or the Pending Payments page.
4.	<i>Payment Information: Total Available</i>	Displays the total dollar amount of remaining outstanding invoice line items requiring payment.
5.	<i>Payment Information: Total Failed</i>	Displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
6.	<i>Payment Information: Total Current Deferred</i>	Displays the total dollar amount of deferred invoice line items postponed from the current reporting period to the subsequent reporting period.
7.	<i>Payment Information: Total Previously Deferred</i>	Displays the total dollar amount of previously deferred invoice line items postponed from prior reporting periods.
8.	<i>Invoice Period field</i>	Displays the specified reporting quarter in YYYYQQ format, where YYYY represents the calendar year and QQ represents the quarter (01, 02, 03, 04), based on the reporting period selected in the <i>Invoice Filter</i> on the Home page.
9.	<i>Payments Due field</i>	Displays the final due date for all invoice line items for a specified reporting period based on the calculation of distributed invoice receipt date plus 38 calendar days provided in the Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar page on the TPAdministrator.com website.
10.	<i>Invoice Initiations Filter: P Number</i>	Provides the ability to select a single P Number with an invoice line item within the same reporting period. The field defaults to “ALL”, which displays all P Numbers with invoices for initiation in the selected reporting period.
11.	<i>Invoice Initiations Filter: Contract No</i>	Displays the Contract Number. This field defaults based on the distributed invoice selected on the Home page.

Number	Field Name	Description
12.	<i>Invoice Initiations</i> <i>Table: P Number</i>	Displays the manufacturer P Number to whom the invoice payment should be paid.
13.	<i>Invoice Initiations</i> <i>Table: Invoiced Amount</i>	<p>Displays the invoice line item amounts due to the sponsor. It can be sorted in ascending or descending order by clicking on the up and down arrows.</p> <p>Note: The payment initiation process used by the module initiates a lump sum debit from your bank account for the total amount of payments initiated per day, not individual line-item debits.</p>
14.	<i>Invoice Initiations</i> <i>Table: Previous Deferred Amount</i>	Displays deferred amounts from prior reporting period(s), when available.
15.	<i>Invoice Initiations</i> <i>Table: Payment Date</i>	<p>Defaults to the current date for an invoice line item payment, in MM/DD/YYYY format.</p> <p>Includes a <i>Calendar</i> icon to change individual payment dates to a future scheduled payment date that can be manually entered or selected using the <i>Calendar icon</i>.</p> <p>Field may display a message of “Invalid Payee Data” or “Invalid Payer Data” instead of data in the <i>Payment Date</i>, <i>Defer</i>, and <i>Initiate Payment</i> columns.</p> <p>Examples of why “Invalid Payee Data” or “Invalid Payer Data” may display:</p> <ul style="list-style-type: none"> • Invalid banking information on file for payee or the payer. • Manufacturer is classified in Receivership status. • Debit Blocks on sponsor bank accounts. <p>For assistance with processing these invoice line items, please contact TPA Operations by calling 877-534-2772, Option 1 or emailing tpaoperations@tpadministrator.com.</p>
16.	<i>Invoice Initiations</i> <i>Table: Defer</i>	<p>Provides checkboxes available for selection when the <i>Total Available</i> field in the <i>Payment Information</i> section is less than \$20.00 United States Dollars (USD).</p> <p>For more details on the Defer process, refer to the <i>Processing Deferred Invoices for Sponsors</i> instructions.</p>

Number	Field Name	Description
17.	<i>Invoice Initiations</i> <i>Table: Failed</i>	<p>Displays failed code when an invoice line item does not successfully process payments to the manufacturer. The error codes visible in the <i>Failed</i> column have a cursor hover-over feature that will display the definition of the error code.</p> <p>A complete list of error codes and their descriptions are in the Appendix B: Error Message Description table labeled <i>Payment Reporting Error Codes – Pay an Invoice Page</i>.</p>
18.	<i>Invoice Initiations</i> <i>Table: EFT ID</i>	<p>Displays the descriptive identifier for invoice payments and appears on bank statements.</p> <p>The format of the <i>EFT ID</i> for a quarterly invoice is: CGYYQQ1_3H__6.</p> <ul style="list-style-type: none"> • MD: Manufacturer Discount payment • YYQQ: Current Reporting Period <ul style="list-style-type: none"> ○ YY is last two digits of the calendar year; ○ QQ is 01, 02, 03, or 04. • 1__3: manufacturer P Number displayed without the “P”. • H__6: sponsor Contract Number <p>The format of the <i>EFT ID</i> for a BY Closeout invoice is: UDYYQQ1_3H__6.</p> <ul style="list-style-type: none"> • UD: Upheld Dispute payment • YYYY: BY Closeout Reporting Period <ul style="list-style-type: none"> ○ YYYY is the Calendar Year • 1__3: manufacturer P Number displayed without the “P”. • H__6: sponsor Contract Number
19.	<i>Invoice Initiations</i> <i>Table: Initiate Payment</i>	<p>Provides the ability to select one, multiple or all checkboxes to include that invoice line item in the payment process.</p>
20.	<i>Update All Dates:</i> <i>Calendar Field</i>	<p>Allows the ability to set a future scheduled date for all invoice line items available for payment initiation.</p> <p>Enter the future scheduled date directly into the field or select the <i>Calendar</i> icon to pick the future scheduled date.</p> <p>Note: The <i>Update All Dates</i> field and the <i>Calendar</i> icon will allow selection of the current date and future dates in the future. No selection of a past date in this feature.</p>

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

Table 4: Pending Payments

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

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

Table 5: Completed Payments

The screenshot shows the 'Manufacturer Discount Program: Completed Payments' page. At the top, there are navigation links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. The user is logged in as 'USER ID'. The page has a sidebar with navigation options: Home, Pay an Invoice, Pending Payments, **Completed Payments**, Receipts, Reports, and Dispute Dashboard. The main content area is titled 'Payment Information for ___2' and displays a summary of payment statistics:

- Total Invoiced: \$5,433.14 (1)
- Total Received: \$0.00 (2)
- Total Deferred: \$0.00 (3)
- Total Pending: \$5,433.14 (4)
- Total Failed: \$0.00 (5)
- Total Outstanding: \$0.00 (6)

Below the summary, there are filters for 'Invoice Period: 202304' (7), 'P Number' (8) set to 'P 0', and 'Contract No' (9) set to 'H 2'. There are also icons for Excel, PDF, and CSV exports. A table of payment entries is shown with columns: P Number (10), Invoiced Amount (11), Payment Date (12), Status (13), and EFT ID (15). The table contains one entry: P__0, \$5,433.14, 11/19/2024, Pending, MD23041__0H__2. The page shows 'Showing 1 to 1 of 1 entries' and navigation buttons for First, Previous, 1, Next, Last. At the bottom, there are links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo.

Number	Field Name	Description
1.	<i>Payment Information: Total Invoiced</i>	Displays total dollar amount of distributed invoice line items for the reporting period.
2.	<i>Payment Information: Total Received</i>	Displays the total dollar amount of invoice line items that have successfully processed. The status of Successful displays in the <i>Completed Payments Table</i> in the <i>Status</i> field.
3.	<i>Payment Information: Total Deferred</i>	Displays the total dollar amount of invoice line items deferred to the subsequent reporting period.
4.	<i>Payment Information: Total Pending</i>	Displays the total dollar amount of invoice line items selected for payment for the reporting period
5.	<i>Payment Information: Total Failed</i>	Displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period. Failed invoice line items will reappear on the Pay an Invoice page in the <i>Invoice Initiation Table</i> with a failed reason code displayed in the <i>Failed</i> column for the applicable line item.
6.	<i>Payment Information: Total Outstanding</i>	Displays the total dollar amount of remaining invoice line items requiring processing

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

Number	Field Name	Description
13.	<i>Completed Payments Table: Status</i>	<p>Displays the applicable status, there are three, that can be assigned to an invoice.</p> <p>It can be sorted in ascending or descending order by clicking on the up and down arrows.</p>
14.	<i>Completed Payments Table: Status Information Icon</i>	<p>Displays the definitions of statuses that can be assigned to invoice line items in the <i>Completed Payments Table</i>. The statuses and their definitions are:</p> <ul style="list-style-type: none"> • Deferred: Payer has determined that the amount owed is below their bank’s ACH minimums. (Equal to or less than \$20 USD) • Pending: Payer initiation was successful. The debiting process, holding period and crediting process still remain. • Successful: Funds should not be available in the payee’s account.
15.	<i>Completed Payments Table: EFT ID</i>	<p>Displays the descriptive identifier for invoice payments and appears on bank statements.</p> <p>The format of the <i>EFT ID</i> for a quarterly invoice is: CGYYQQ1_3H_6.</p> <ul style="list-style-type: none"> • MD: Manufacturer Discount payment • YYQQ: Current Reporting Period <ul style="list-style-type: none"> ○ YY is last two digits of the calendar year; ○ QQ is 01, 02, 03, or 04. • 1_3: manufacturer P Number displayed without the “P”. • H_6: sponsor Contract Number

Table 6: Receipts

The screenshot shows the 'Manufacturer Discount Program: Receipts' page. At the top, there are navigation links for 'TPAdministrator.com', 'Contact Us', 'My Profile', and 'Log Out'. The user is logged in as 'USER ID'. The main header includes 'Overview' and 'Manufacturer Discount'. The page title is 'Manufacturer Discount Program: Receipts'. On the left is a sidebar with navigation options: Home, Pay an Invoice, Pending Payments, Completed Payments, Receipts (highlighted), Reports, and Dispute Dashboard. The main content area shows 'Receipt Information for ___3' with summary statistics: Total Owed (\$4,919.10), Total Received (\$3,115.56), Total Deferred (\$0.00), Total Pending (\$1,803.54), and Total Outstanding (\$0.00). Below this is a table of receipts with columns: P Number, Invoiced Amount, Payment Date, Status, and EFT ID. The table contains three rows of data. At the bottom, there are links for Disclaimer, Privacy Policy, Get Adobe Reader, and Terms of Use, along with the Palmetto GBA logo.

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

Number	Field Name	Description
6.	<i>Invoice Period</i>	<p>Displays the specified quarterly or BY closeout reporting period for the quarterly negative invoice line items or upheld dispute invoice line items.</p> <ul style="list-style-type: none"> • The quarterly <i>Invoice Period</i> is displayed in the YYYYQQ format. <ul style="list-style-type: none"> ○ YYYY is the calendar year ○ QQ is 01, 02, 03, or 04. • The BY Closeout <i>Invoice Period</i> is displayed in the YYYY format. <ul style="list-style-type: none"> ○ YYYY is the calendar year.
7.	<i>Receipts Filter: P Number</i>	<p>This filter field allows you to select individual P Numbers for Receipts.</p> <p>Drop down field defaults to “All”.</p>
8.	<i>Receipts Filter: Contract Number</i>	<p>This filter field displays the default Contract Number based on the distributed invoice selected on the Home page.</p> <p>The drop-down menu allows you to select other Contract Numbers, if available, that are assigned to your user ID for the same reporting period.</p>
9.	<i>Receipts Table: P Number</i>	<p>Displays the P Number(s) and can be sorted in ascending or descending order by clicking on the up and down arrows.</p>
10.	<i>Receipts Table: Invoiced Amount</i>	<p>Displays the amount due to the sponsor for each invoice line item and can be sorted in ascending or descending order by clicking on the up and down arrows.</p>
11.	<i>Receipts Table: Payment Date</i>	<p>Displays information regarding the payment status sorted in ascending or descending order by clicking on the up and down arrows.</p> <p>It displays the payment date in MM/DD/YYYY format, indicating when the manufacturer initiated payment.</p>
12.	<i>Receipts Table: Status</i>	<p>Displays the statuses assigned to the invoice line items visible on the Receipts page. It can be sorted in ascending or descending order by clicking on the up and down arrows.</p>

Number	Field Name	Description
13.	<i>Receipts Table: Status Information Icon</i>	<p>Displays the 5 statuses that may be visible in the Receipts Table. Statuses and their definitions are:</p> <ul style="list-style-type: none"> • <i>Deferred</i>: Payer has determined that the amount owed is below their bank’s ACH minimums. • <i>Failed</i>: Debiting of the Payer’s account or crediting of your account was unsuccessful. • <i>Outstanding</i>: Payer has not yet initiated payment. • <i>Pending</i>: Payer has initiated payment. The debiting process, holding period and crediting process still remain. • <i>Received</i>: Funds should now be available in your account.
14.	<i>Receipts Table: EFT ID</i>	<p>Displays the descriptive identifier for invoice payments and appears on bank statements.</p> <p>The format of the <i>EFT ID</i> for a quarterly invoice is: CGYYQQ1_3H_6.</p> <ul style="list-style-type: none"> • MD: Manufacturer Discount payment • YYQQ: Current Reporting Period <ul style="list-style-type: none"> ○ YY is last two digits of the calendar year; QQ is 01, 02, 03, or 04. • 1_3: manufacturer P Number displayed without the “P” • H_6: sponsor Contract Number <p>The format of the <i>EFT ID</i> for a BY Closeout invoice is: UDYYQQ1_3H_6.</p> <ul style="list-style-type: none"> • UD: Upheld Dispute payment • YYYY: BY Closeout Reporting Period <ul style="list-style-type: none"> ○ YYYY is the Calendar Year • 1_3: manufacturer P Number displayed without the “P” • H_6: sponsor Contract Number

Table 7: Reports

The screenshot shows the 'Manufacturer Discount Program: Reports' page. At the top, there's a navigation bar with 'Overview' and 'Manufacturer Discount' tabs. The main heading is 'Manufacturer Discount Program: Reports'. On the left is a sidebar menu with options like 'Home', 'Pay an Invoice', 'Pending Payments', 'Completed Payments', 'Receipts', 'Reports' (highlighted), and 'Dispute Dashboard'. The main content area features an 'Important Dates (Quarter 202402)' section with four dates: 08/31/2024 (Invoice Distribution), 12/31/2024 (Invoice Payment Deadline), 10/31/2024 (Dispute Submission Deadline), and 12/30/2024 (Dispute Disposition Distribution). Below this are filter dropdowns for Reporting Type, Contract Number, Reporting Period, and Invoice Type. A table lists report entries with columns for Invoice Type, Contract Number, Reporting Period, Date Loaded, and Download. The table shows various report types like 'BY Closeout' and 'Quarterly' for different contract numbers and reporting periods. At the bottom, there are links for 'Disclaimer', 'Privacy Policy', 'Get Adobe Reader', and 'Terms of Use', along with the Palmetto GBA logo.

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

Number	Field Name	Description
3.	<i>Invoice Payment Deadline</i>	This is the deadline for submitting invoice payments for the reporting period. It occurs 38 days after the Invoice Receipt Date.
4.	<i>Dispute Submission Deadline</i>	This is the deadline for submitting disputes for the current quarter. It occurs 60 days after the Invoice Receipt Date. Submissions must be error-free to proceed through the review and approval process by CMS.
5.	<i>Dispute Disposition Distribution</i>	This is the date when the outcomes of disputes submitted in the previous quarter are released to the MPP for Manufacturers and Sponsors to review the Upheld and Denied invoices. This occurs 60 days after the Dispute Submission Deadline.
6.	<i>Reports Filter: Reporting Type</i>	This filter defaults to “Invoice” and contains a dropdown function that displays the available report types available for selection. The type of reports listed in the drop down are: <ul style="list-style-type: none"> • <i>Invoice</i> • <i>Data</i> • <i>Tracking</i>
7.	<i>Reports Filter: Contract Number</i>	This filter allows you to select one or more Contract Numbers associated with your user ID. <ul style="list-style-type: none"> • The field defaults to “All”.
8.	<i>Reports Filter: Reporting Period</i>	This filter defaults to the current reporting period, which is the most recent reporting period loaded to the MPP. In addition to the current reporting period, the filter will provide a list of the past reporting periods your user ID has authorization to view.
9.	<i>Reports Filter: Invoice Type</i>	This filter defaults to ”All” and contains a drop-down function that allows you to select “Quarterly” and “BY Closeout” invoices.

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

Table 8: Dispute Dashboard

Number	Field Name	Description
1.	<i>Important Dates (Quarter YYYYQQ)</i>	Provides key program dates to ensure proper processing of distributed invoices and the specific quarter that the information is applicable to. Quarter dates are in YYYY for calendar year and QQ for quarter (01, 02, 03 or 04) format.
2.	<i>Invoice Distribution</i>	This is the date when the quarterly invoices are uploaded to the MPP for reviewing the invoice reports and amounts due to sponsors. This occurs 30 calendar days after the end of the PDE Invoice Reporting Period.
3.	<i>Invoice Payment Deadline</i>	Payments should be made in the MPP within 38 calendar days after the Invoice Receipt Date. This is equivalent to 38 calendar days after the Invoice Distribution Date.
4.	<i>Dispute Submission Deadline</i>	This is the deadline for manufacturers to submit disputes for the current quarter. It occurs 60 days after the Invoice Receipt Date.
5.	<i>Dispute Disposition Distribution</i>	This is the date when the outcomes of disputes submitted in the previous quarter are released to the MPP for Manufacturers and Sponsors to review the Upheld and Denied invoices. This occurs 60 days after the Dispute Submission Deadline.

Number	Field Name	Description
6.	<i>Invoice Type</i>	Displays Quarterly invoice types for which disputes can be submitted.
7.	<i>Dispute Filters: Contract Number</i>	This filter allows you to select one or more Contract Numbers associated with your User ID. The field defaults to “All”.
8.	<i>Dispute Filters: Reporting Period</i>	This filter provides a list of past reporting periods that your user ID is authorized to view, formatted as YYYYQQ. This field defaults to “All”.
9.	<i>Table Column: Resolution File</i>	This column displays a unique file name for each dispute resolution file report. These columns can be sorted in ascending or descending order by clicking on the up and down arrows.
10.	<i>Table Column: Download</i>	To download the detailed report, click on the blue icon in the Download column. The Resolution File will be downloaded in .txt file format.
11.	<i>Table Column: Download Date</i>	This column displays the last date the Resolution file was downloaded.
12.	<i>Table Column: Reporting Period</i>	This column displays the dispute Resolution file reports by reporting period in YYYYQQ format for quarterly reports. It can be sorted in ascending or descending order by clicking on the up and down arrows.
13.	<i>Table Column: Contract Number</i>	This column displays a specific Contract Number, or all Contract Numbers associated with your User ID. It can be sorted in ascending or descending order by clicking on the up and down arrows.
14.	<i>Table Column: Number Upheld</i>	This column displays the number of dispute records within a dispute file upheld during CMS review on the Resolution Files tab. Number Upheld message states: “The number of dispute records within a dispute file upheld during CMS review.”

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