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

CENTERS FOR MEDICARE & MEDICAID SERVICES

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Introduction

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

Beginning in 2025, the Inflation Reduction Act (IRA) introduces manufacturer discounts in the initial and catastrophic coverage phases of the Part D benefit.[1] Part D coverage for applicable drugs is available only for applicable drugs for which the labeler code is covered by an MDP agreement with CMS, as described in section 1860D-14C(b) of the Social Security Act.

> As a manufacturer participating in the MDP, you have agreed to reimburse sponsors advancing the discount amounts on behalf of Part D enrollees who received applicable drugs while in the initial and catastrophic phases of the Part D benefit.

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 manufacturers the capability to manage MDP invoicing and payment processing, allowing you to view and perform the following based on your roles and permissions:

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

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

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

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

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

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

The **MDP MPP Manufacturer 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.

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

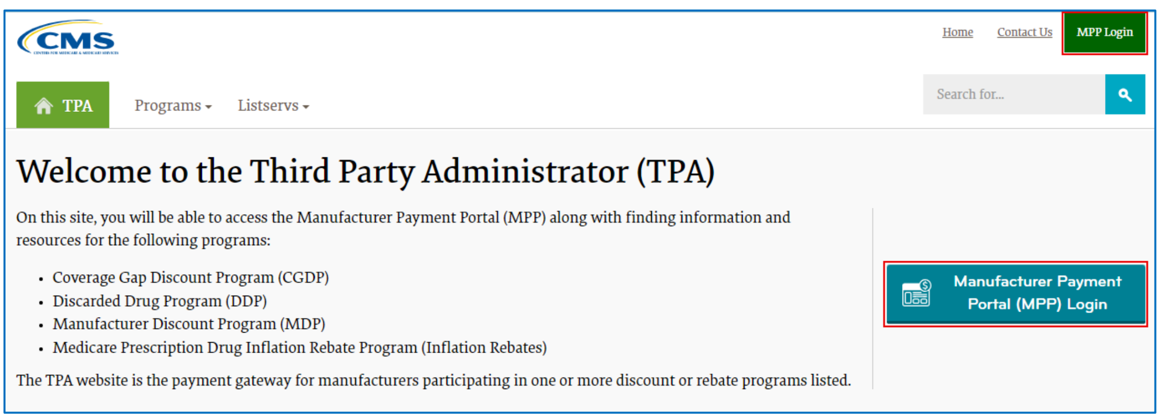
The MPP is a federal information system. To access MDP data, you must be authorized to access both the MPP and the MDP module. Authorized users of the MPP, and all program modules housed within, must adhere to CMS information security policies, standards, and procedures.

Detailed login instructions are located on the TPAdministrator.com website under User Guides in the **Manufacturer Payment Portal (MPP) Introduction and Login Users Guide**. Instructions contained within the guide include: 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 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 *Payment Contact* and *TPA Liaison* roles is also provided to assist with understanding each.

The MDP Pharmaceutical Drug Manufacturers payment initiation role is "*Payment Contact*".

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

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

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

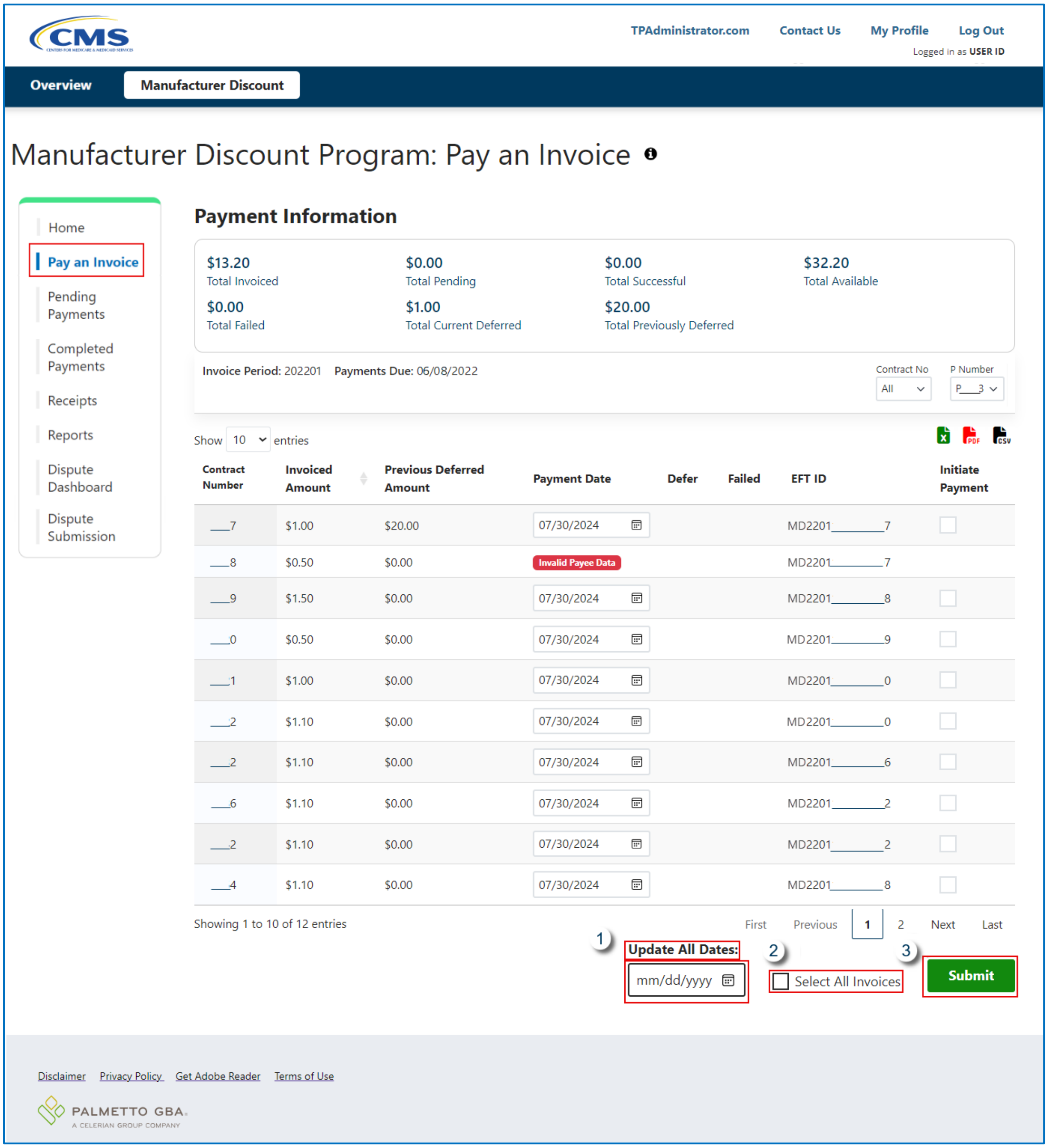
Important Note:

- 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.

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

Six functions are available to the MPP _Payment Contact_ role.

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



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

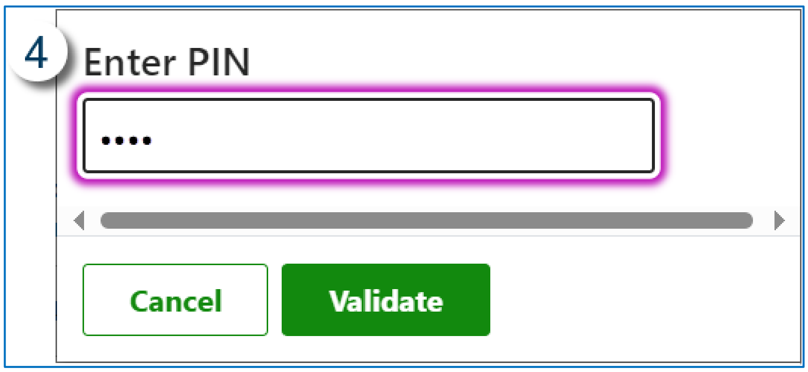
The (1) _Update All Dates_ calendar icon and field provides the ability to select and set a future date for any, or all, individual invoice line items if they are eligible for payment initiation.

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.

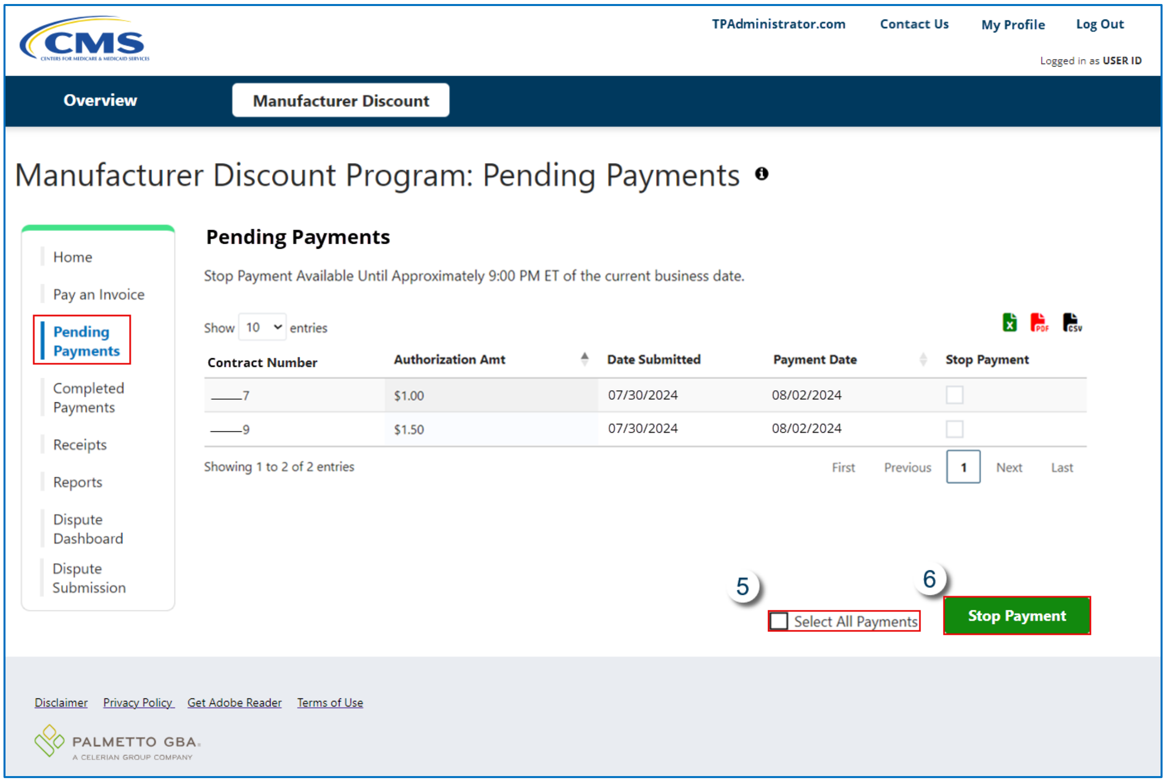
The (3) *Submit* button provides one-click functionality to process selected invoice line items for payment.

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.



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

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



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

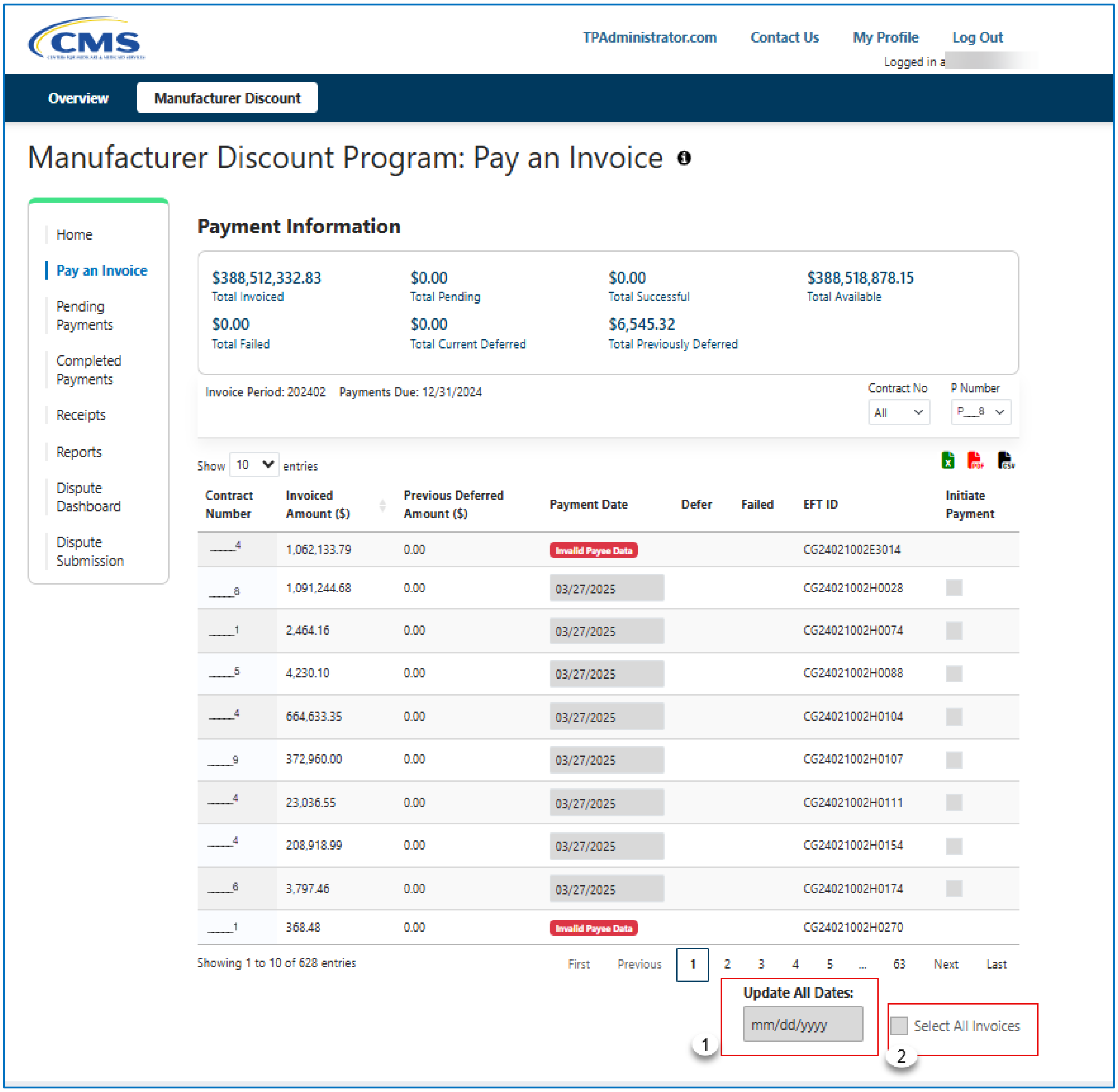
The (6) *Stop Payment* button provides you with one-click functionality to Stop Payment on all invoices selected.

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



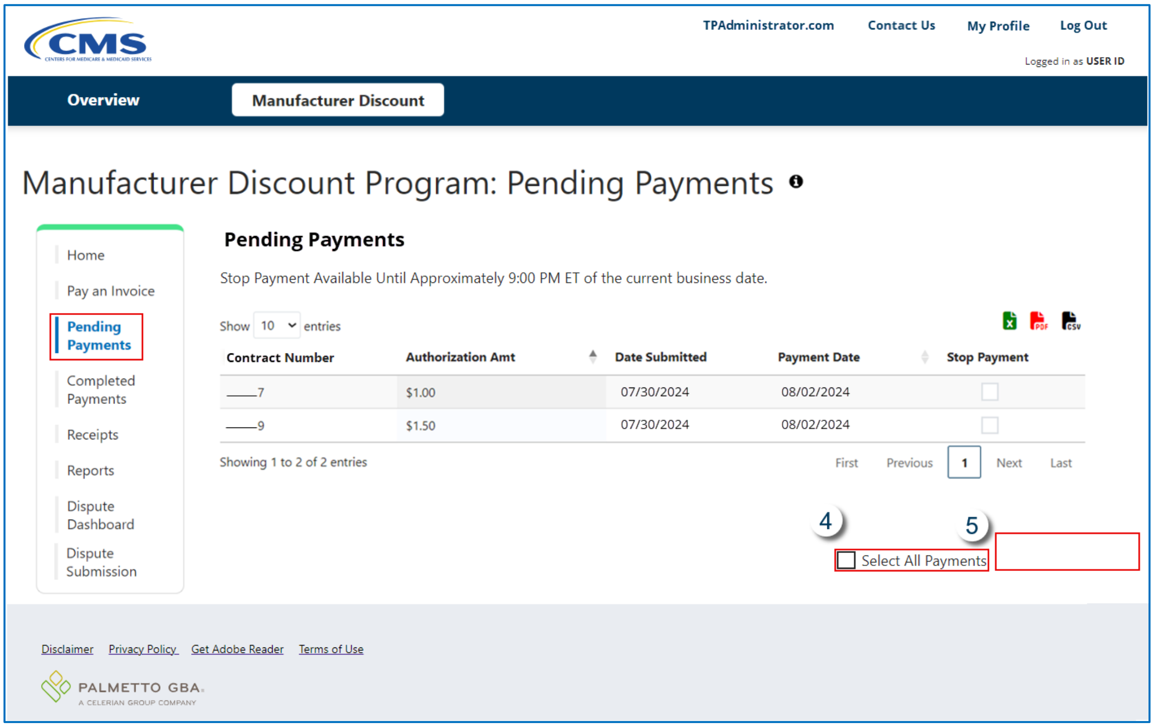
The *TPA Liaison* role will have some of the same features visible on the **Pay An Invoice** screen but will not have a *Submit* button.

(1) *Update All Dates* calendar will be visible; however it is grayed and cannot be updated.

(2) *Select All Invoices* checkbox will be visible; however it is grayed 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.



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

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

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

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

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

MDP Manufacturers User Guide

MPP Overview Page – MDP for Manufacturers

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

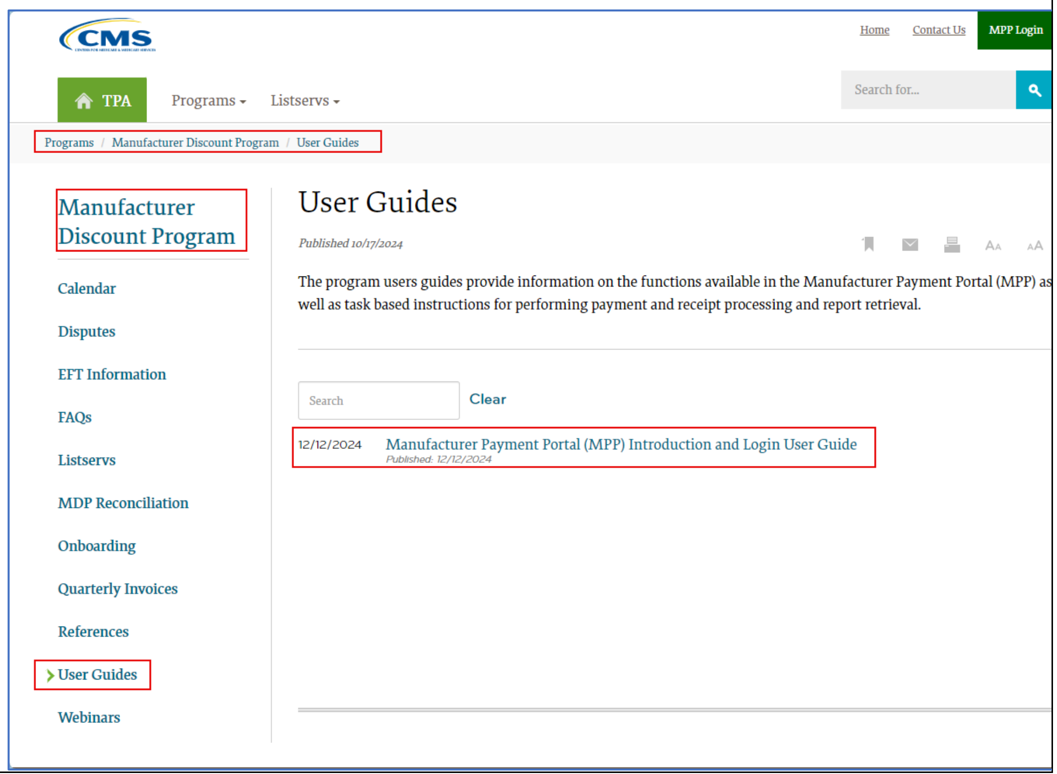
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

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

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

   - Select the “**New User Setup and Login Instructions**” if you are a first-time user to the MPP.
   - Select the “**Existing User Login Instructions**” if you have completed new user setup.

</td><td>



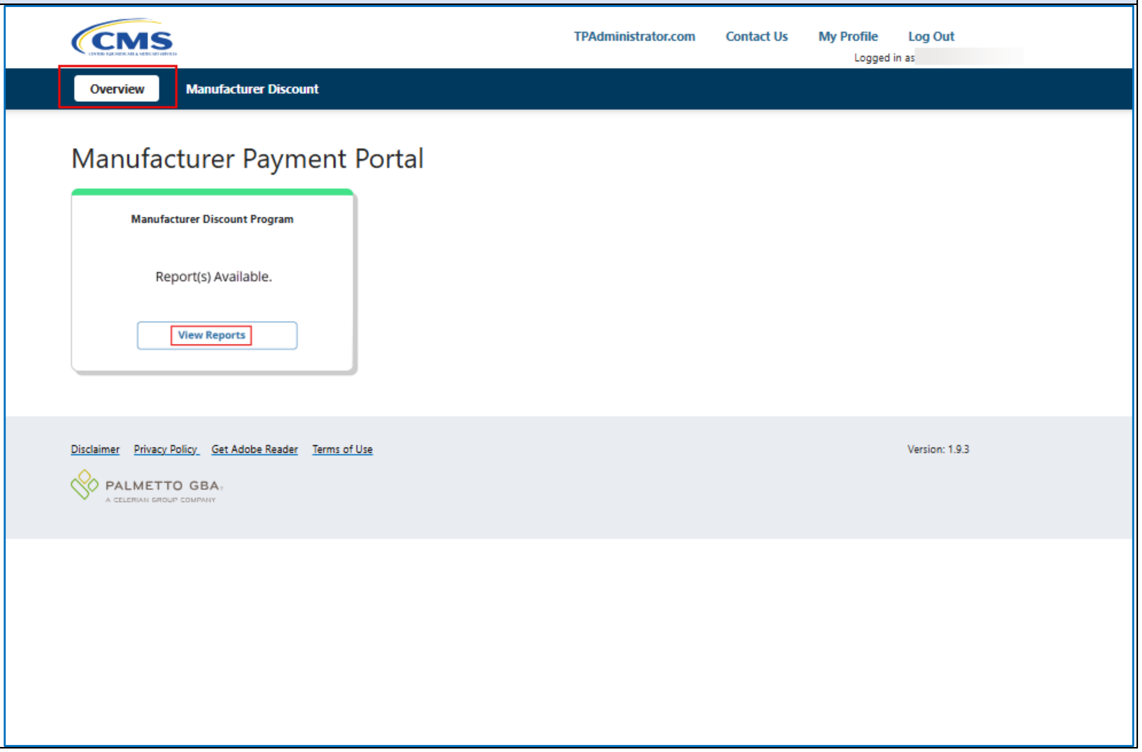
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

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

Example of a user ID with access to the MDP only.

</td><td>



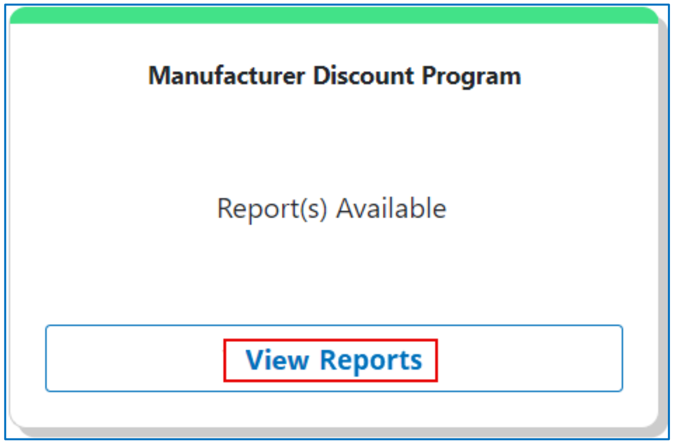
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>
3. The cards displayed for the MDP will contain data that provides information about quarterly and Benefit Year (BY) closeout invoices.

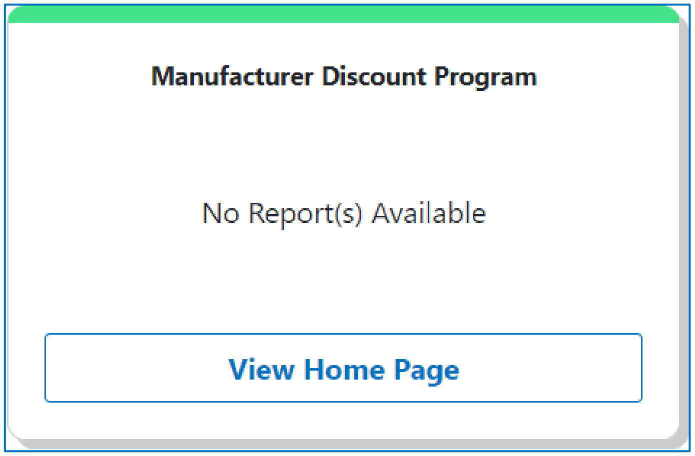
Scenarios for when “<u>View Reports</u>” displays on the card:

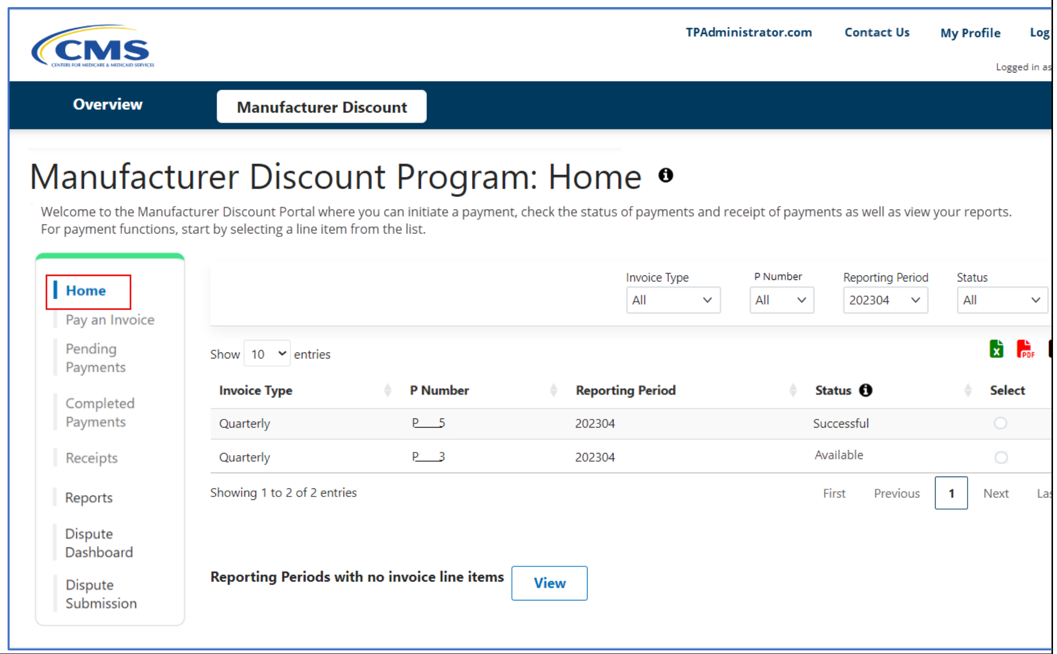
Invoices have been distributed for the current reporting period and invoices are available for payment initiation.
Invoice initiation on all invoices has not been completed for the current reporting period.
Some action has been performed on Invoices, but more action needs to be performed before the due date.
Specific scenarios:

Invoice line items have failed payment processing.
<u>Invalid Payee / Payer Data</u> error messages have been corrected and invoices are now available for initiation.

</td><td>


</td></tr>
</table>

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

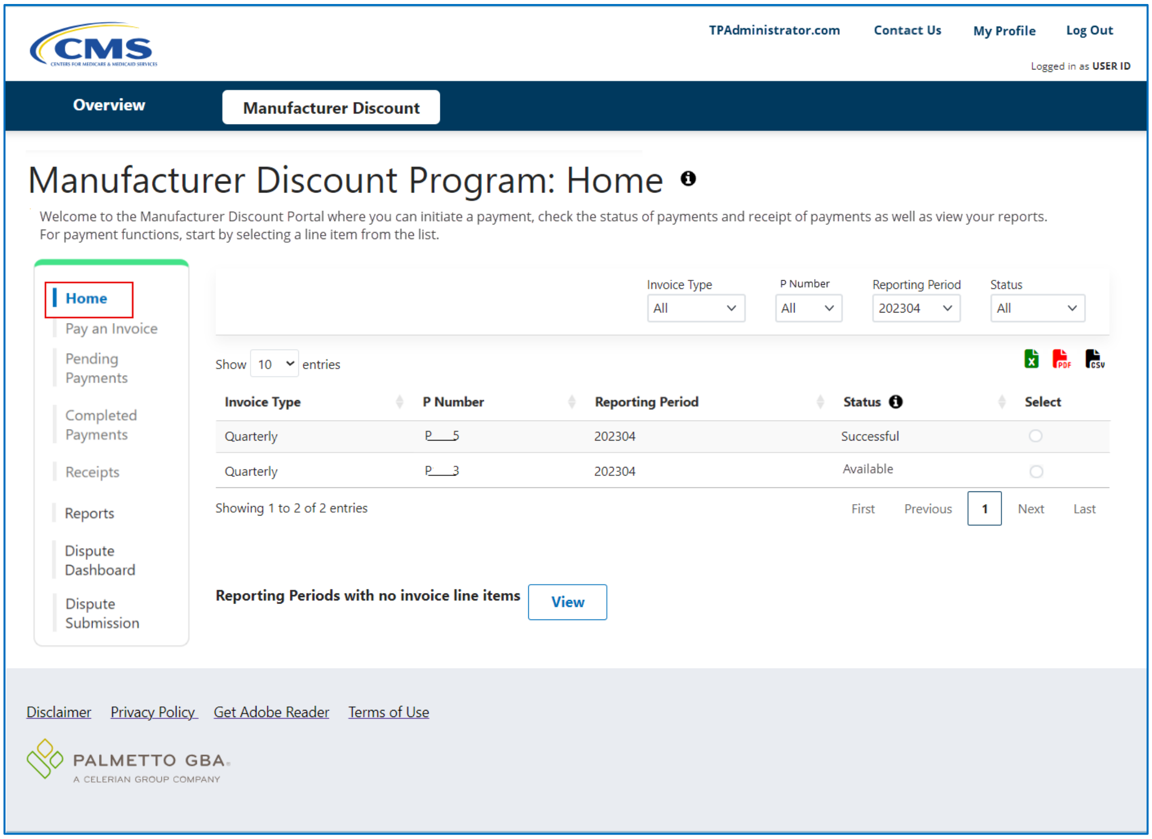
Instructions	Visuals
To review the reports available data referenced on the MDP overview card, select the *View Reports* button. 4. After clicking the button on the card, you will be directed to the MDP **Home** page.	

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

MDP Home Page for Manufacturers

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.



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

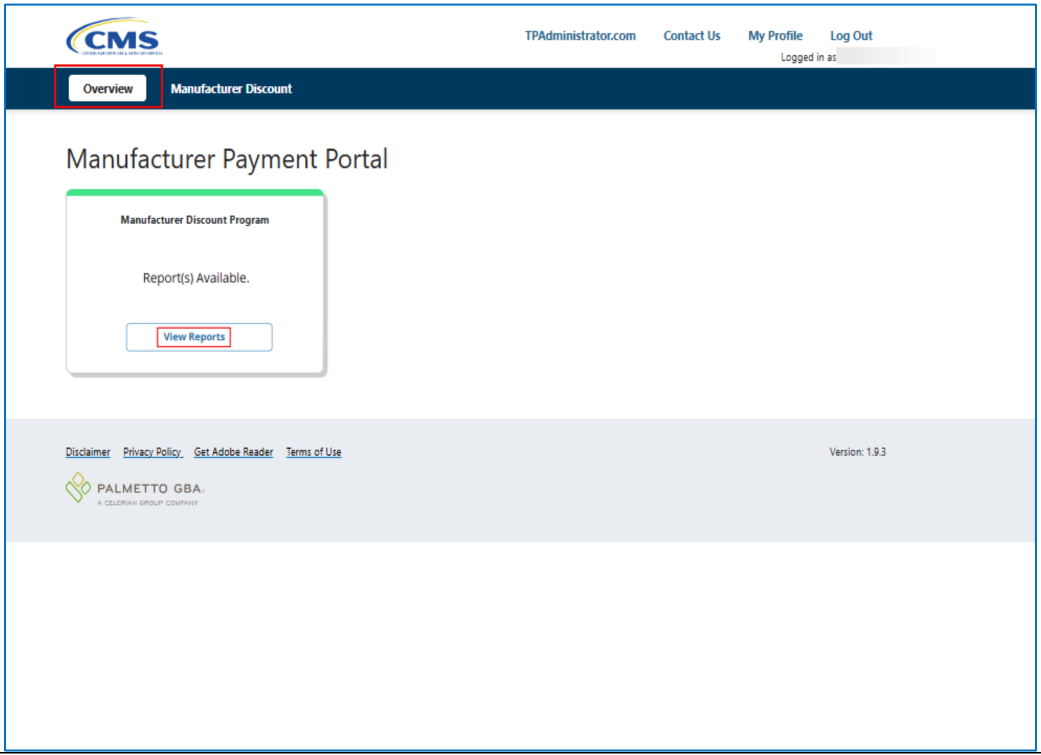
Table 1: Common Features on All Pages in the Appendix.

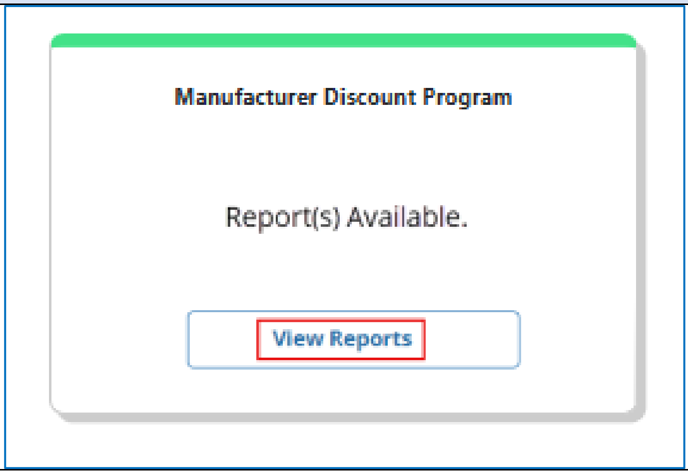
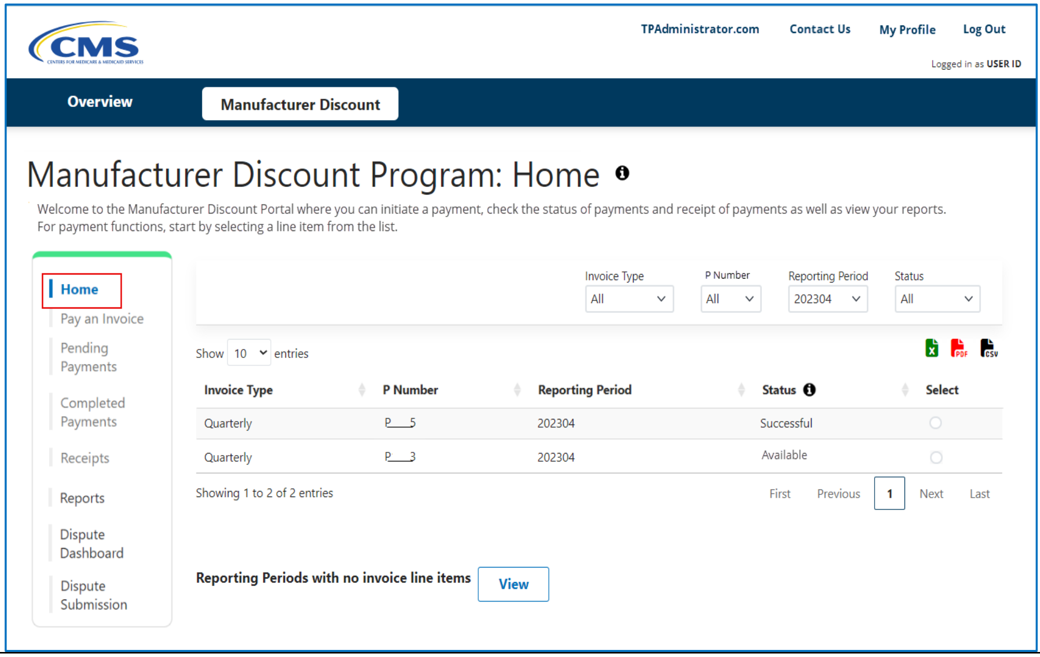
For detailed information about the features available on the Home page, refer to ***Error! Reference source not found.***.

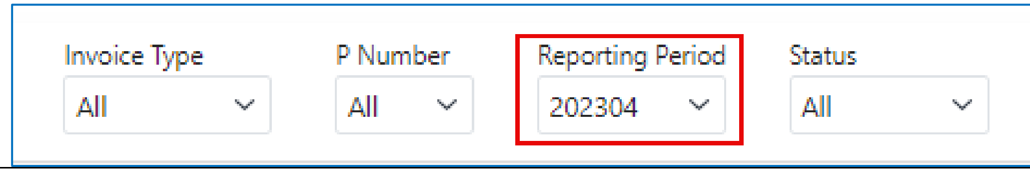
To access the MPP, click on the **[TPAdministrator.com]** and click on the MPP Login.

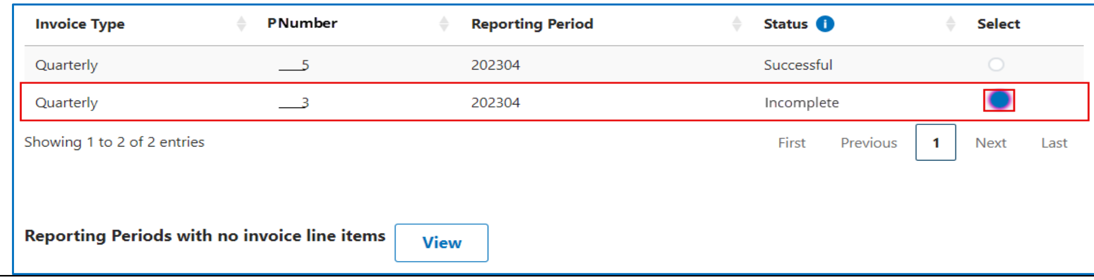
If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the MDP User Guides page to access the guide.

<table>
<tr><th>Instruction</th><th>Visuals</th></tr>
<tr><td>1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the MPP Overview Page will appear showing all program modules assigned to your user ID as cards on the page.

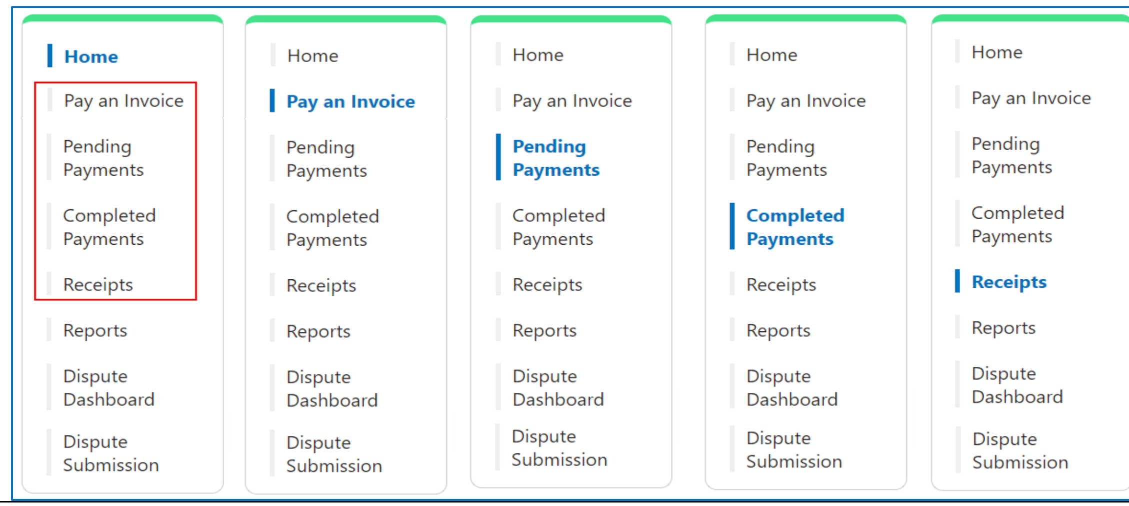
Example of a user ID with access to the MDP only.</td><td>
</td></tr>
</table>

<table>
<tr><th>Instruction</th><th>Visuals</th></tr>
<tr><td>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>.</td><td>
</td></tr>
<tr><td>2. After clicking the <u>View Reports</u> button on the program module overview card, you will be directed to the MDP Home page.</td><td>
</td></tr>
</table>

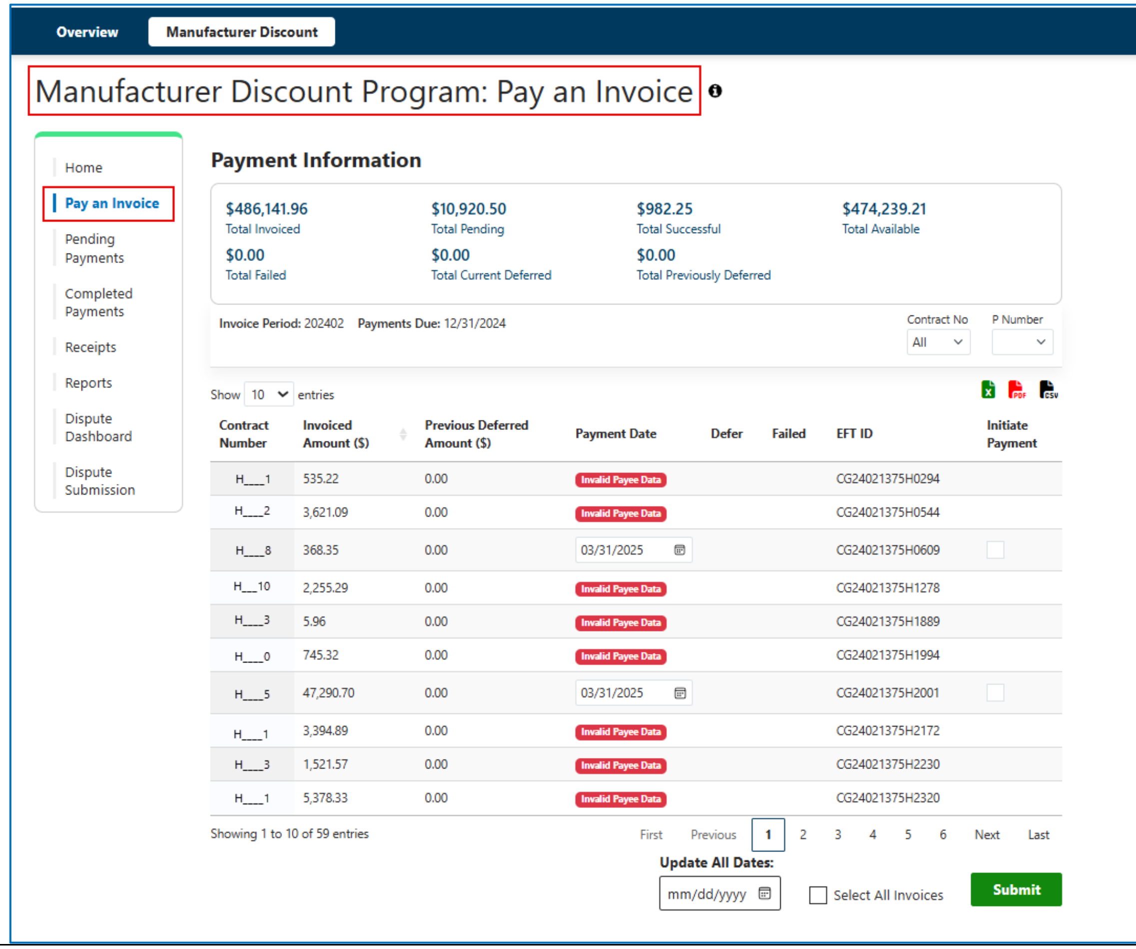
<table>
<tr><th>Instruction</th><th>Visuals</th></tr>
<tr><td>3. The Home page defaults to the current reporting period, as shown in the Invoice Filter’s <u>Reporting Period</u> filter.</td><td>


</td></tr>
<tr><td>4. Once you have verified the table displays your invoices of choice, populate the radio button in the <u>Select</u> column for one invoice line item.</td><td>


</td></tr>
<tr><td>5. This action will allow the Pay an Invoice, Pending Payments, Completed Payments, and Receipts page links to be available for selection.

The Reports, Dispute Dashboard and Dispute Submission page links are available for selection anytime.</td><td>


</td></tr>
</table>

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

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

Payments Process Navigation for Manufacturers

The main purpose of the MPP is to serve as a central hub for distribution and payment of qualified PDE invoices by program 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, like an online bill-pay system, enabling you to select one, some, or all the invoices distributed for payment processing for a reporting period for one or more P Numbers. Invoices may be available for deferment, if the *Total Available* amount of *all invoices distributed* that are less than the systems deferred allowable amount of $20.00.

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

Payments that fail on the due date are not recognized as initiated and will require special handling between the manufacturer and the TPA. Invoices that are not paid by the due date may be subject to civil monetary penalties (CMP) assessed by CMS as per the Manufacturer Discount Program Agreement.

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

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

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

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

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

The **Completed Payments** page will be explained in detail with the ***Error! Reference source not found.*** and instructions on using the features included in the page, in this user guide.

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

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

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

The **Receipts** page will be explained in detail with the ***Error! Reference source not found.*** in this user guide.

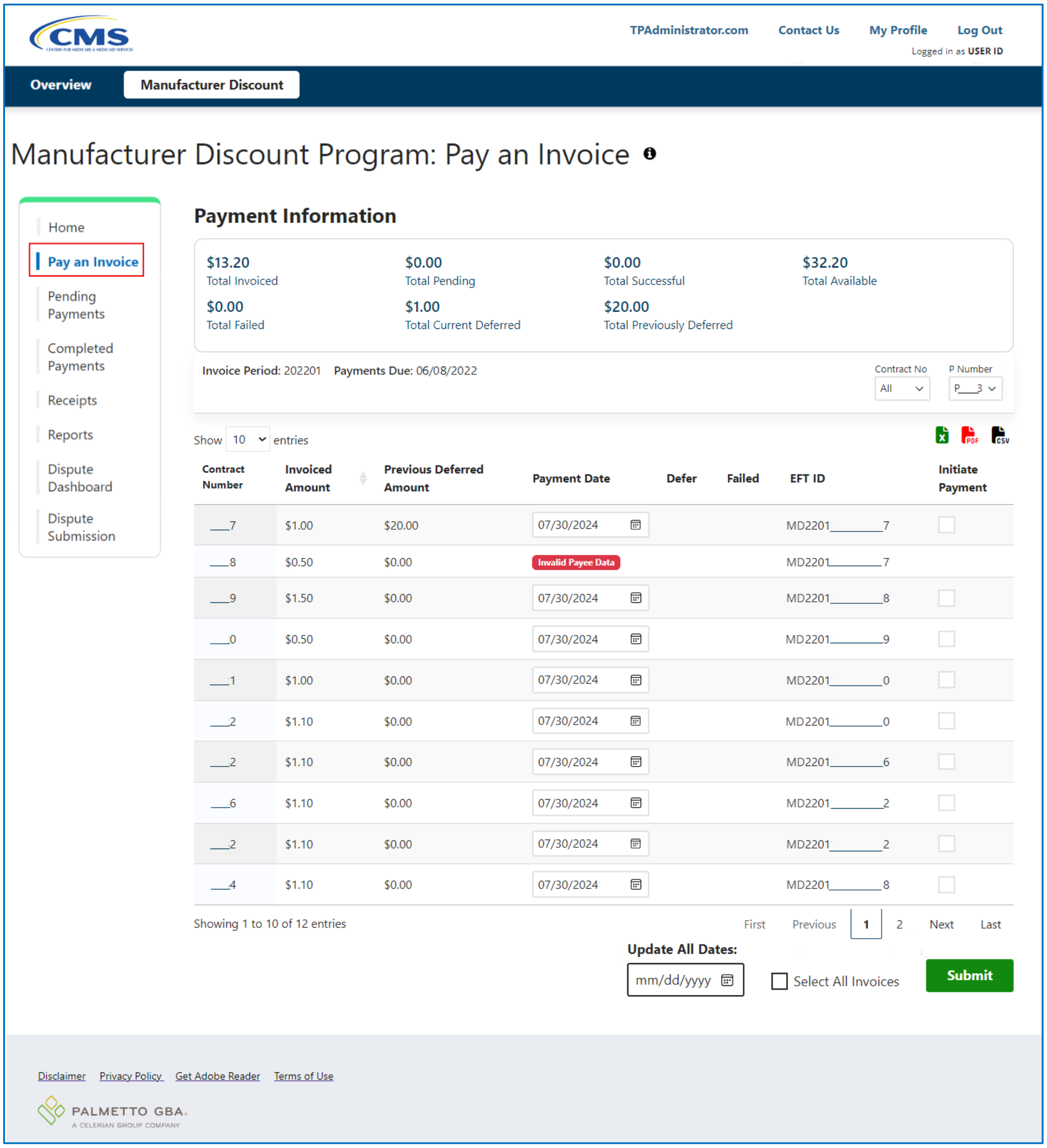
Pay an Invoice Page Navigation for Manufacturers

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

Note: Manufacturers 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 is 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 Payment Contact and TPA Liaison Role*

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



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

Table 1: Common Features on All Pages in the Appendix.

For detailed information about the features available on the **Pay an Invoice** page, refer to ***Error! Reference source not found.***.

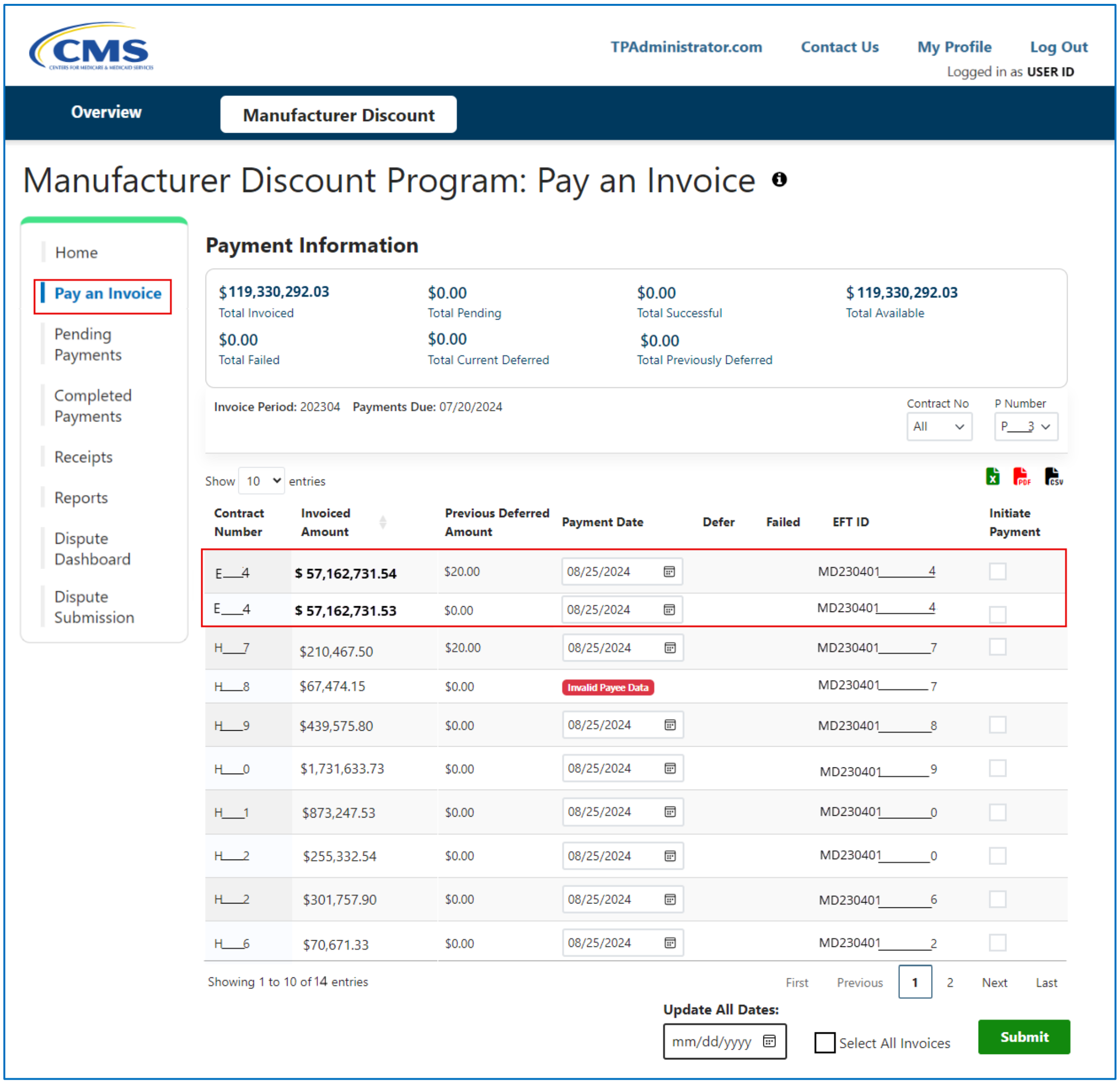
Refer to the following instructions to guide you through the **Pay an Invoice** page for the following functions:

- ***Error! Reference source not found.***
- ***Error! Reference source not found.***
- ***Error! Reference source not found.***
- ***Error! Reference source not found.***
- ***Error! Reference source not found.***
- ***Error! Reference source not found.***
- ***Error! Reference source not found.***

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

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

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



Both the **Pay an Invoice** page and the **Completed Payments** page will display the split invoice line items. When an invoice line item is selected for payment initiation, it will move from the **Pay an Invoice** page to the **Pending Payments** page for processing on the evening of the payment date and then be displayed on the **Completed Payments** page with a *Pending* status for tracking, until the processing distribution of funds to the sponsor's bank account is completed. Once the invoice line item processes successfully, the **Completed Payments** page will display an updated status on the applicable invoice line item of *Successful*.

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

- ***Error! Reference source not found.***
- ***Error! Reference source not found.***
- ***Error! Reference source not found.***

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

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

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

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

Pay an Invoice Instructions for Manufacturers

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

As a manufacturer, you are required to initiate invoice line-item payments quarterly, within 38 calendar days of receiving distributed invoices, using the 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.

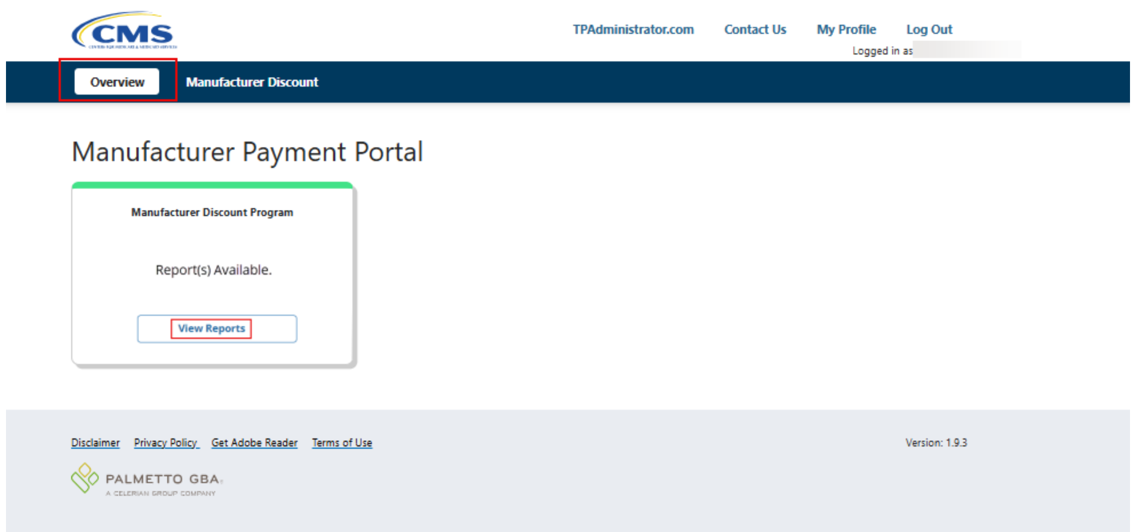
This feature allows you to select all invoice line items in the *Invoice Initiation Table*, including those on additional pages that are not automatically visible, to initiate payment processing on the either the current date or a future scheduled date you select.

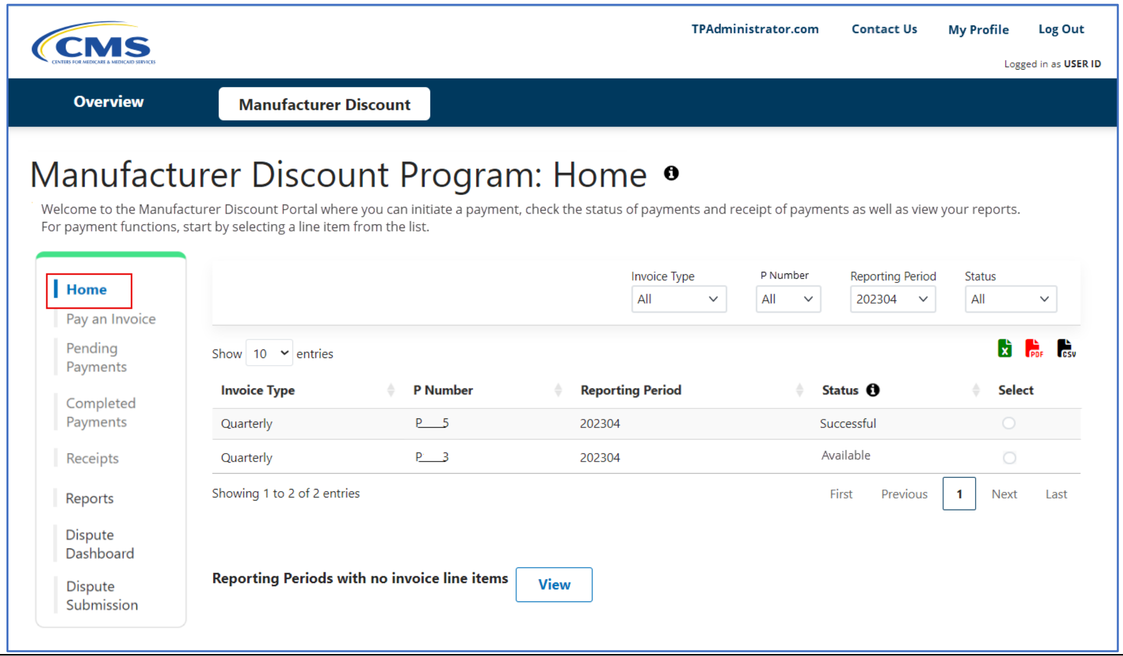
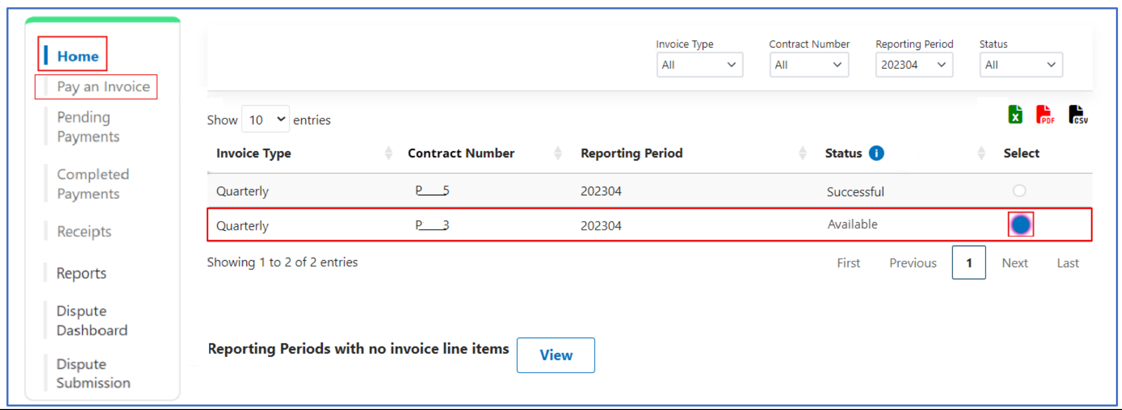
This instruction provides directions on the steps needed to process payments for individual, multiple or all invoice line items utilizing the current calendar day as the payment initiation date.

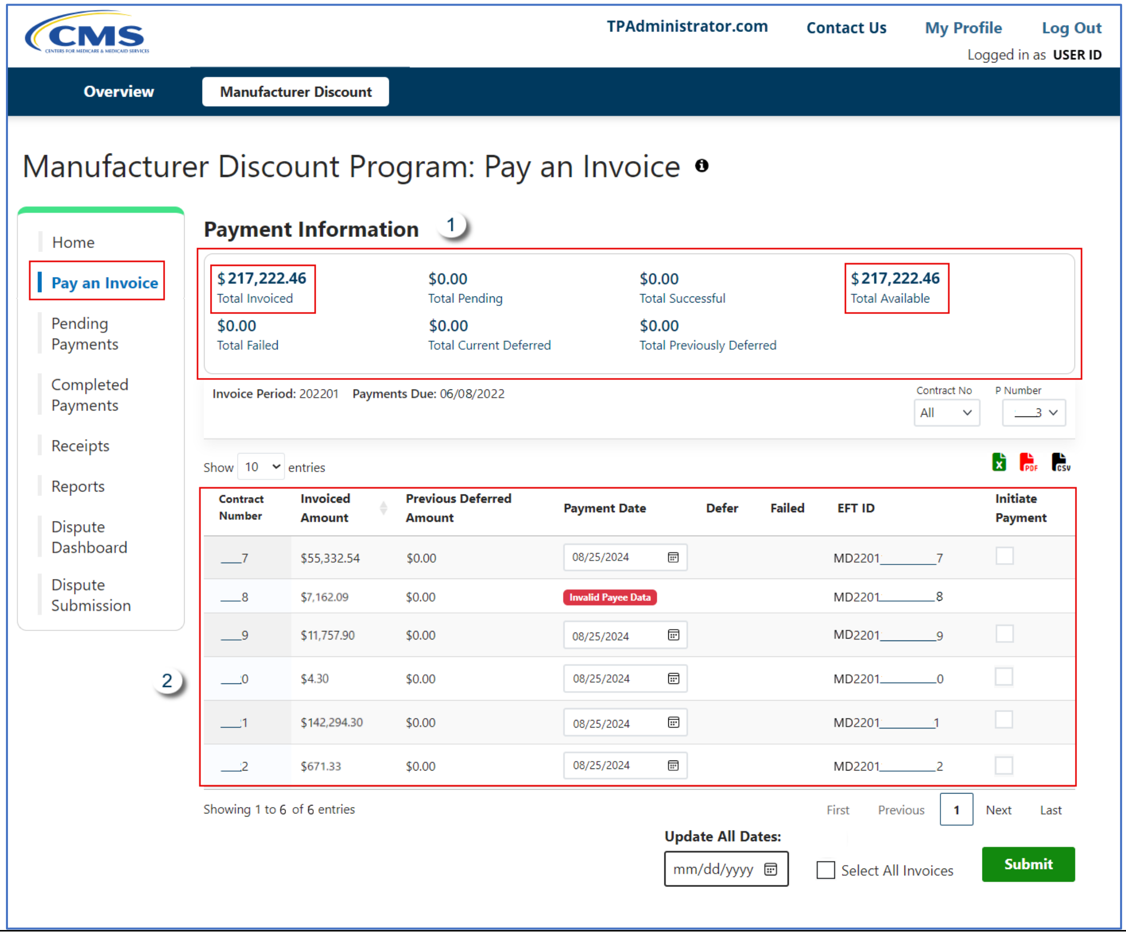
Note: Completion of this process is limited to manufacturer associates assigned the *Payment Contact* role.

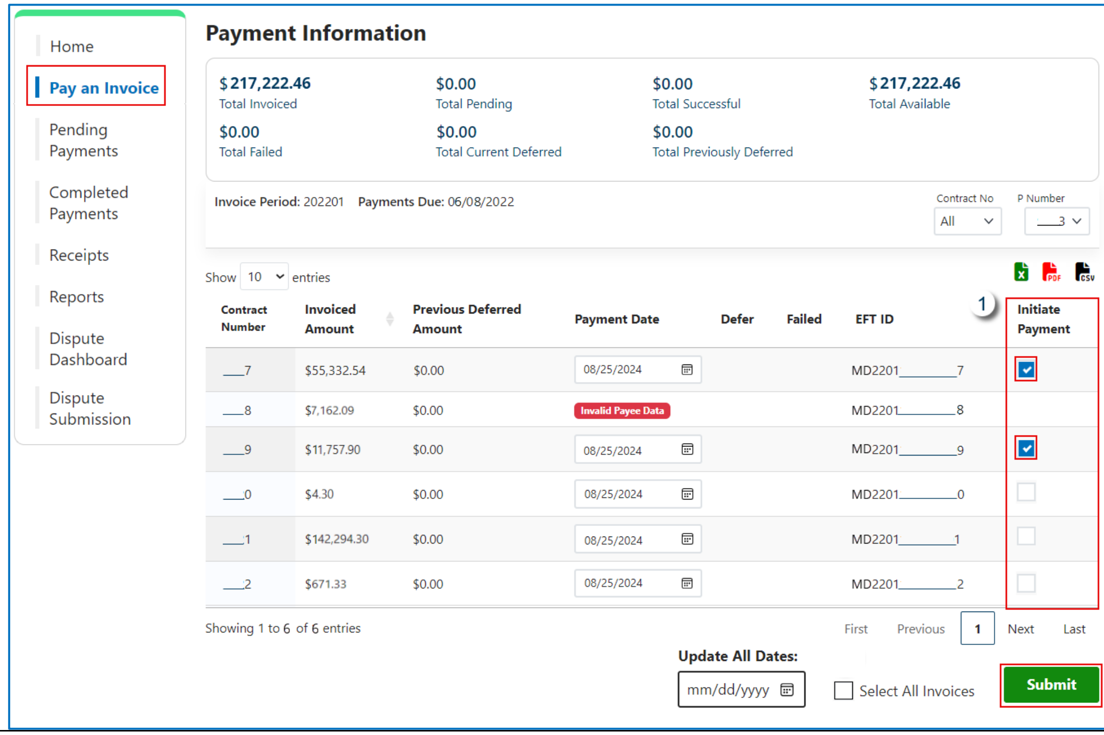
To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

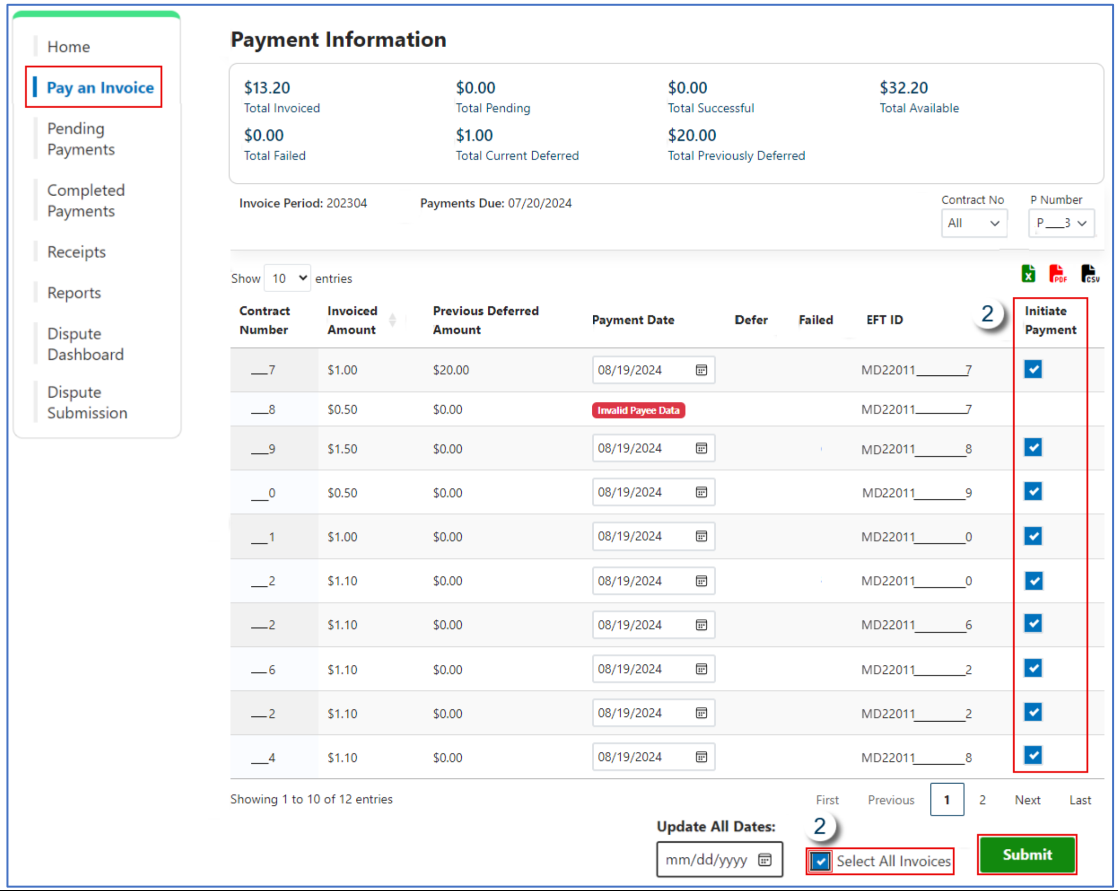
If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the MDP User Guides page to access the guide.

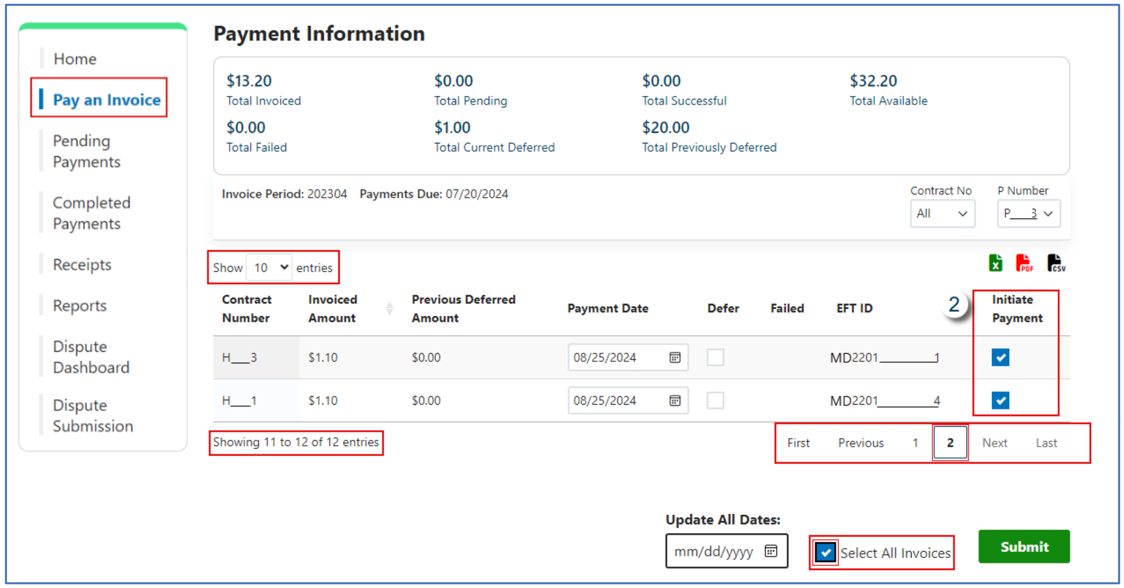
Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. Select the "Manufacturer Discount" card's ***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

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

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

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

Instructions	Visuals
6. To choose all the invoice line items (2) for payment processing, click the Select All Invoices checkbox to enter a checkmark. This action will place a checkmark in all invoice line item's checkboxes that are available for invoice initiation on all pages of the **Pay an Invoice** page. The example (2) displays more than ten invoices due for payment initiation. A total of 11 of the 12 invoices are selected for invoice initiation. The invoice line item on row two displaying "Invalid Payee Data" in the Payment Date column, is due to the sponsor's or payee, bank account, not being able to accept funds until updates are made.	

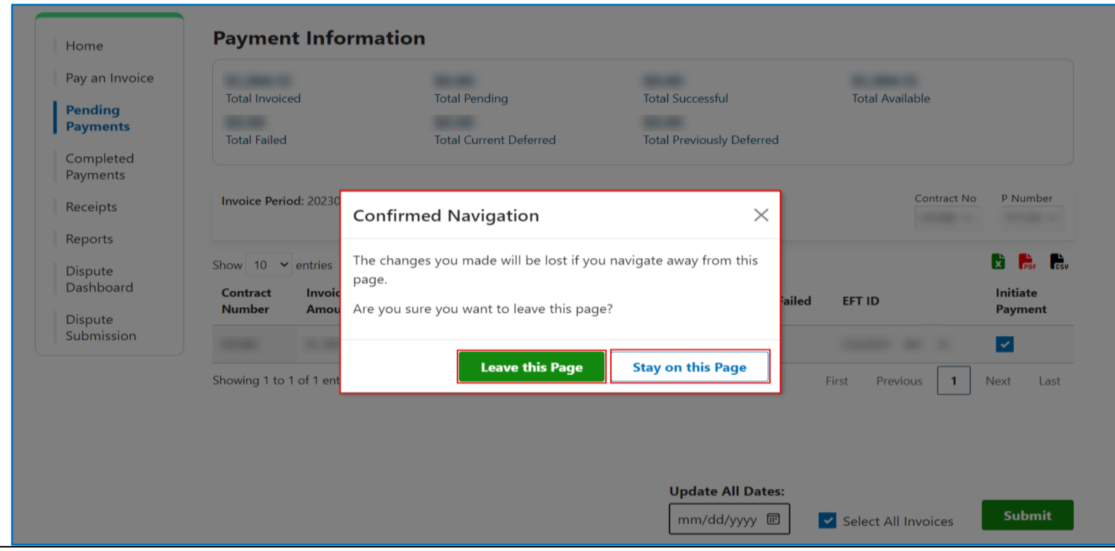
Instructions	Visuals
7. Clicking the *<u>Select All Invoices</u>* checkbox will populate <u>all</u> invoices on all the pages displayed in the pagination at the lower right of the *<u>Invoice Initiation Table</u>* for processing (2). You can use the *<u>Show Entries</u>* filter to select the number of 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 *<u>Select All Invoices</u>* checkbox will activate the checkboxes in the *<u>Initiate Payment</u>* column to allow you to initiate all **available** invoices at once.	

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

8. If the <u>*Submit*</u> 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 <u>*Submit*</u> button.

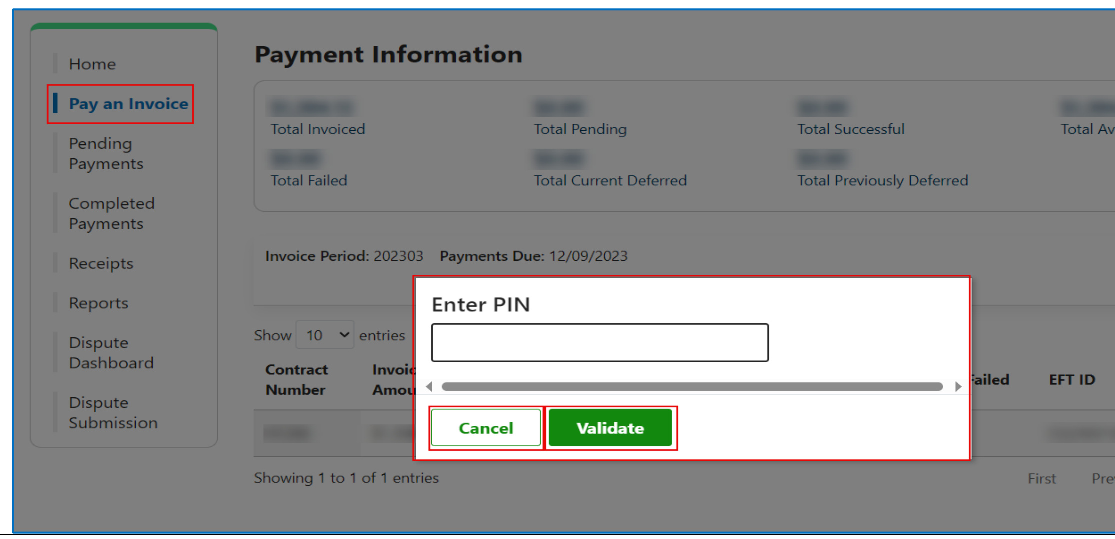
</td><td>



</td></tr>
<tr><td>

9. To process the submission of the initiated payment(s), enter the <u>*Payment Contract*</u> role's four-digit PIN in the <u>*Enter PIN*</u> form and select the <u>*Validate*</u> button.

</td><td>

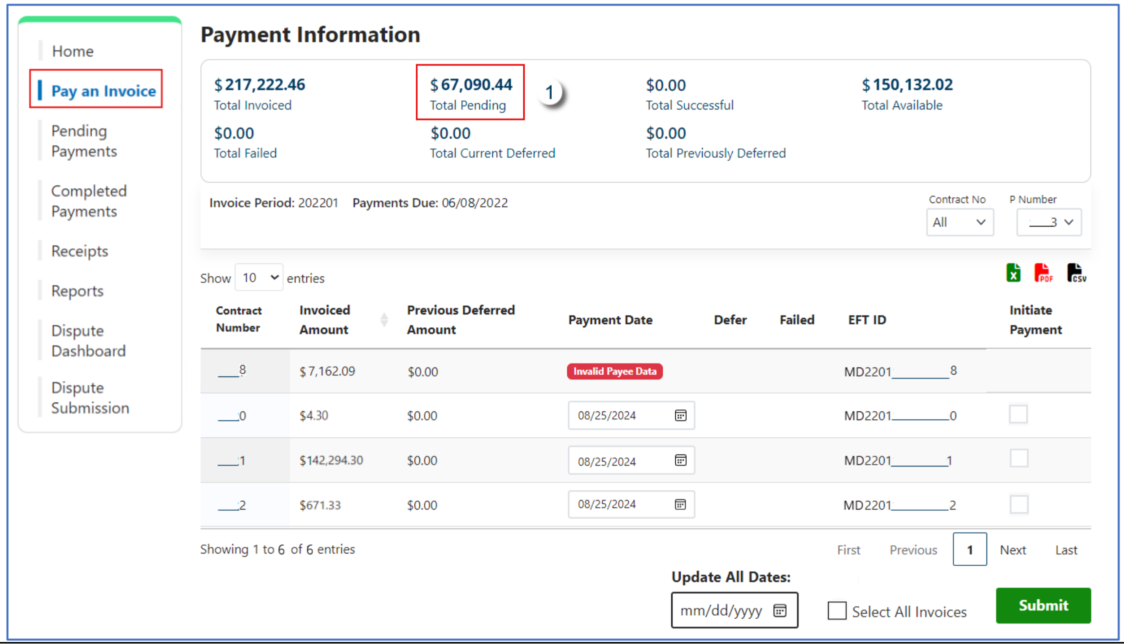


</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

10. 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.

</td><td>



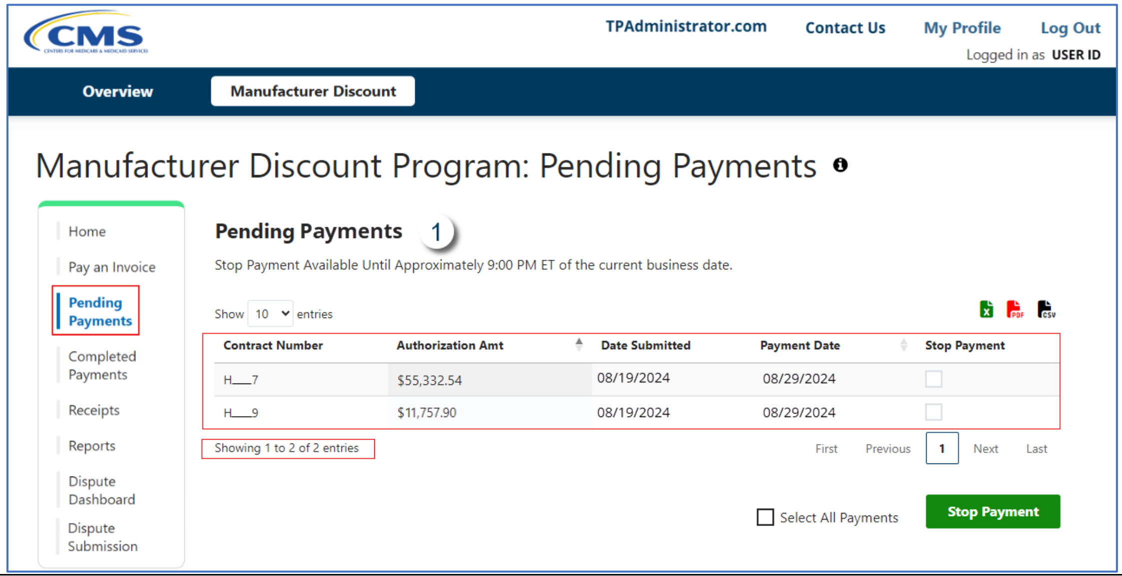
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

11. Once the invoice line item has been submitted and the <u>*Payment Information*</u> 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.

</td><td>



</td></tr>
</table>

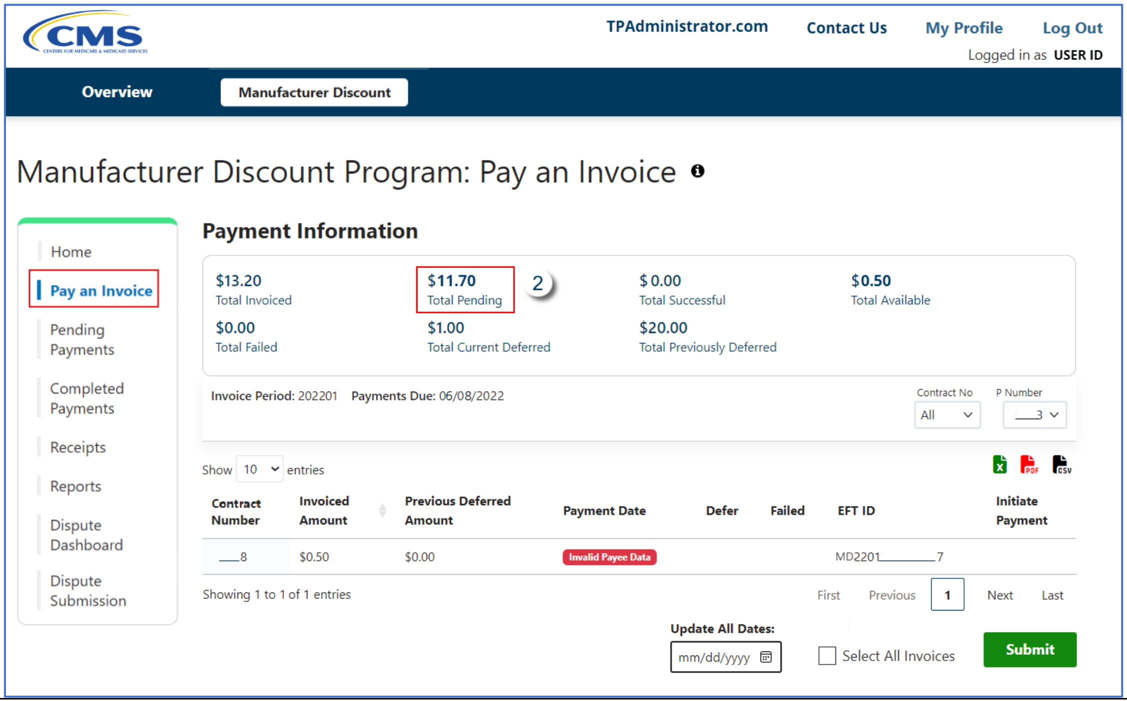
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

12. This example (2) displays the **Pay an Invoice** page *<u>Total Pending</u>* field and the *<u>Invoice Initiation Table’s</u>* contents after initiating all available invoice line items.

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

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

</td><td>



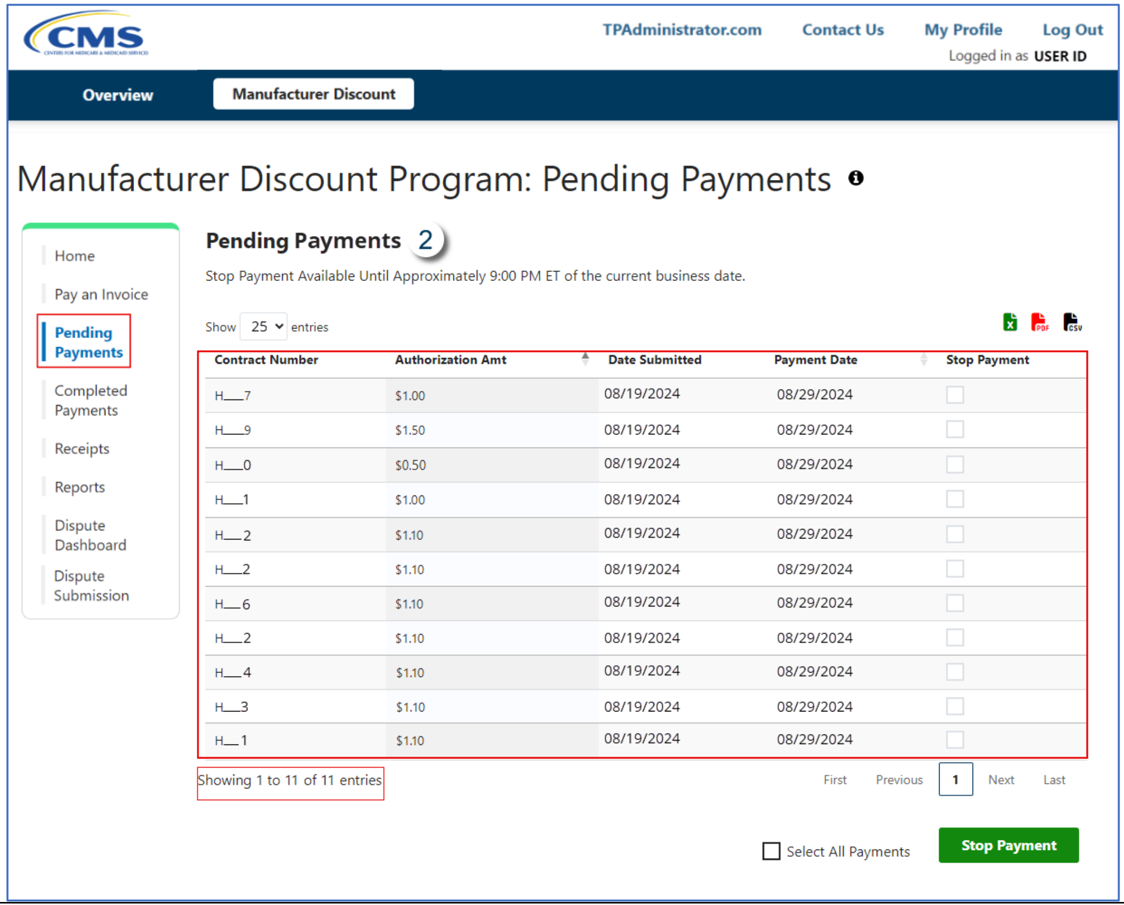
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

13. This example (2) is of the **Pending Payments** page after clicking *<u>Select All Invoices</u>* to initiate all available invoice line items.

Note: Instructions for processing stop payments are explained in the Pending Payments Page for Manufacturers navigation and review the Processing Stop Payments in this user guide.

</td><td>



</td></tr>
</table>

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

Set Scheduled Future Dates for Individual Invoices Instruction for Manufacturers

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

Please Note:

- Completion of this process is limited to manufacturer associates assigned the *Payment Contact* role.
- The calendar feature for each individual invoice line item works in conjunction with submitting selected invoice line items for payment initiation and processing.
- To save the updated dates in the *Payment Date* column for any invoices, ensure that the checkboxes in the *Initiate Payments* column are selected for the invoice line items to be processed when the *Submit* button is clicked.
- If you leave the 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 directions 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.

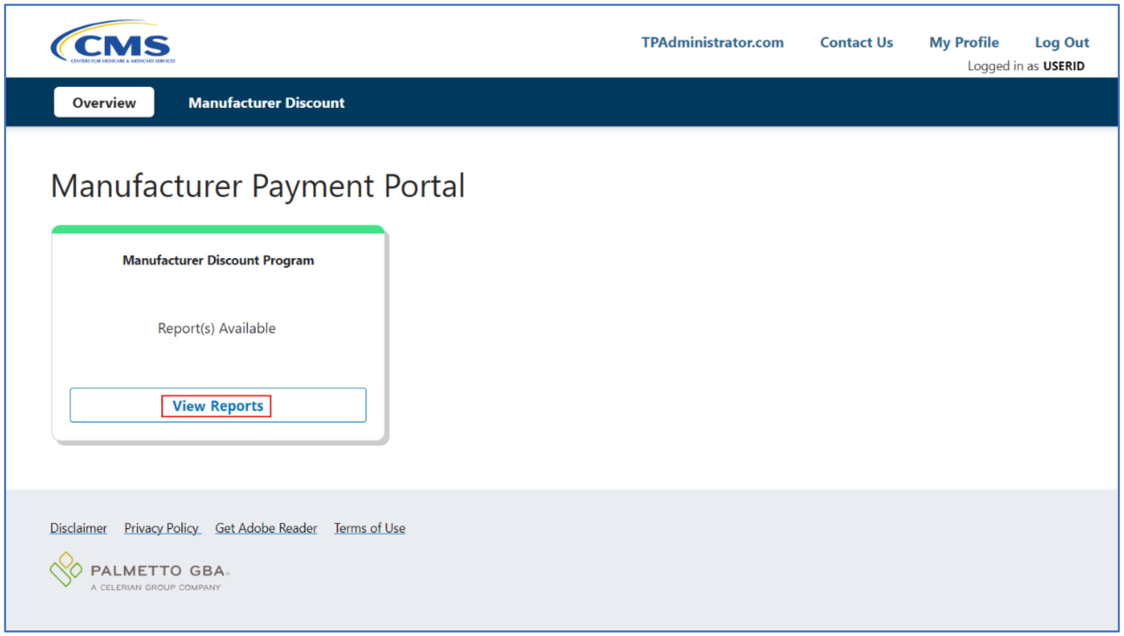
If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the MDP User Guides page to access the guide.

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

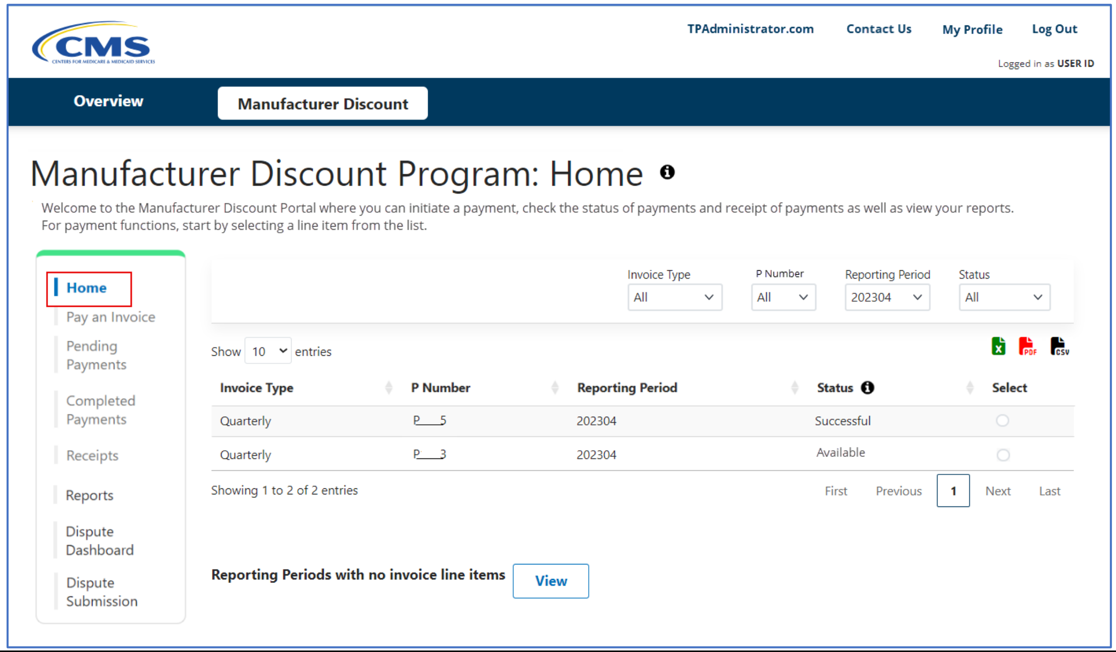
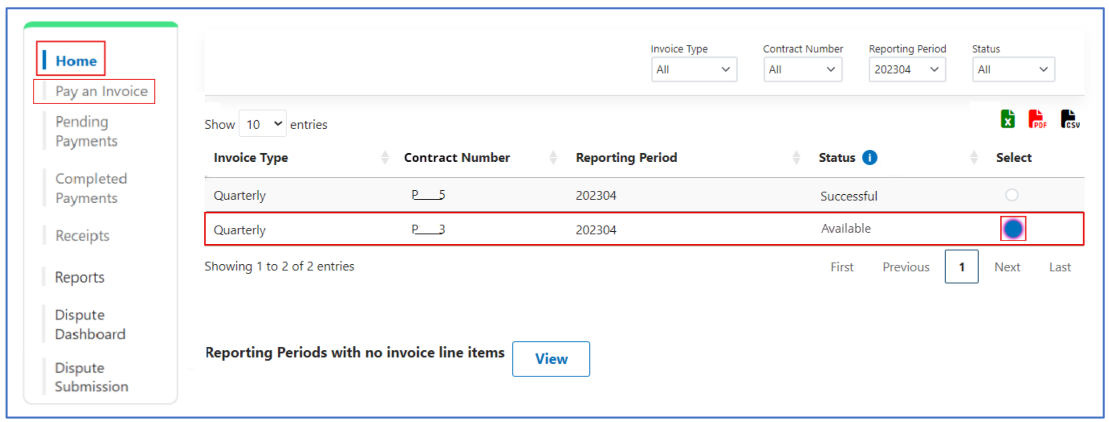
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. This example only shows MDP.

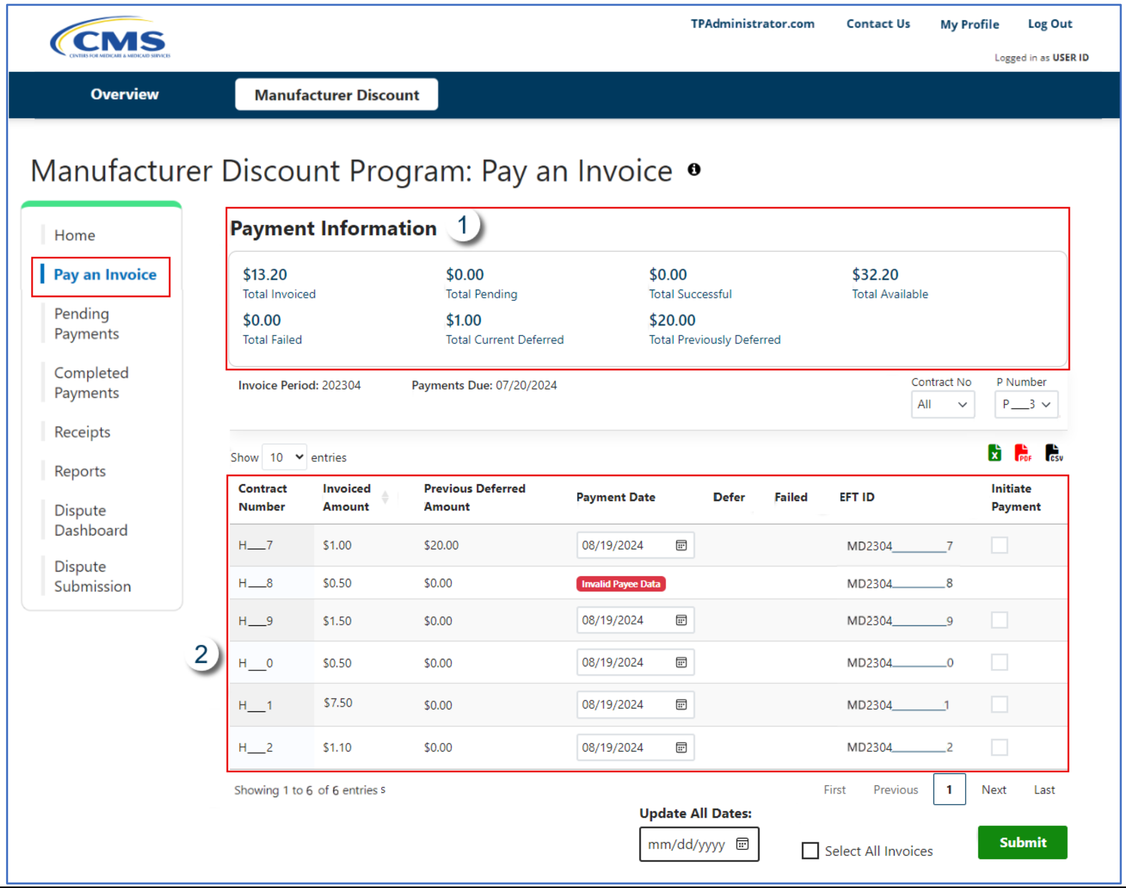
   Select the “Manufacturer Discount” card’s *View Reports* button to access MDP or the “Manufacturer Discount” link in the blue navigation bar and open the **Home** page.

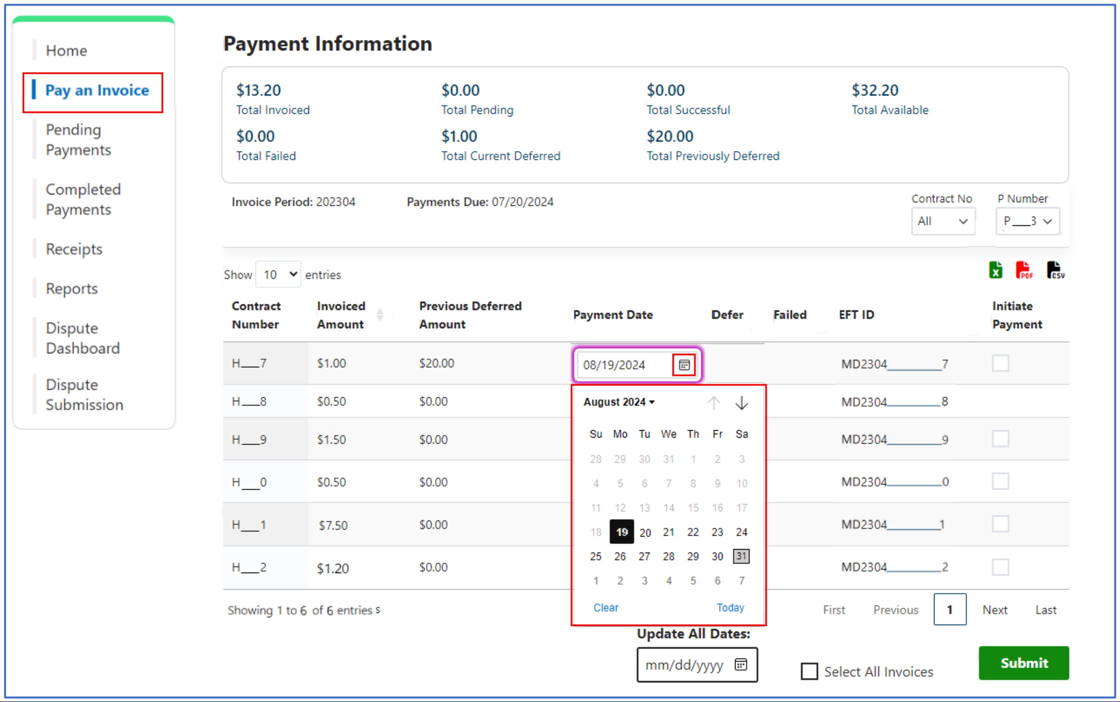
</td><td>

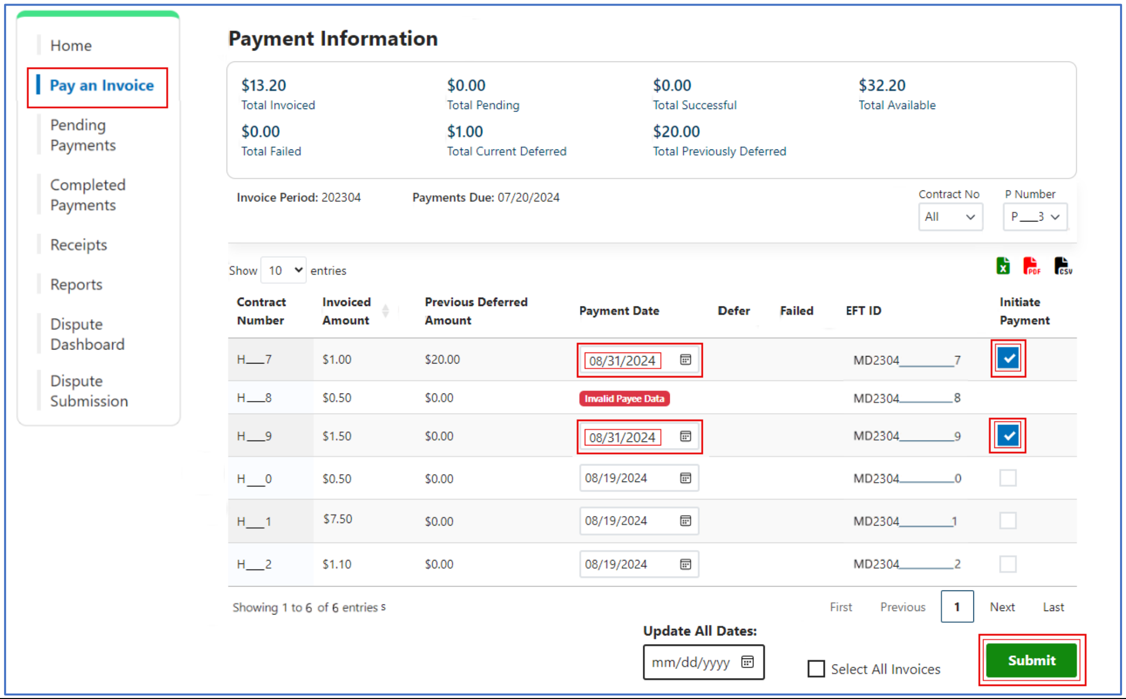


</td></tr>
</table>

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

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

Instructions	Visuals
• 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.	

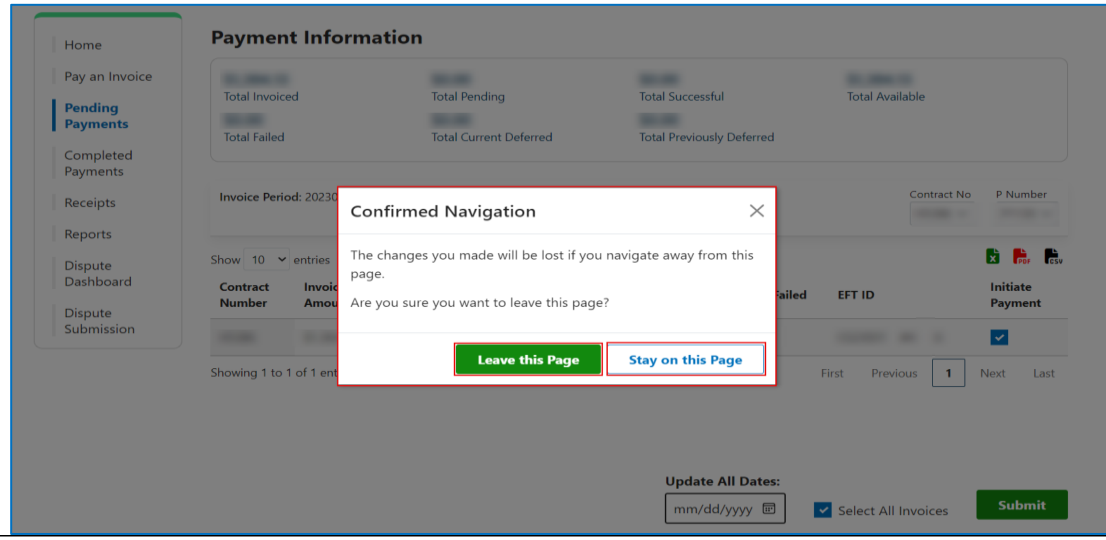
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>5. To process a scheduled future-dated invoice line item, check the box in the <u>Initiate Payment</u> column and click the <u>Submit</u> button at the bottom right of the <u>Invoice Initiations Table</u>.</td><td>
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

6. If the *<u>Submit</u>* 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 *<u>Submit</u>* button.

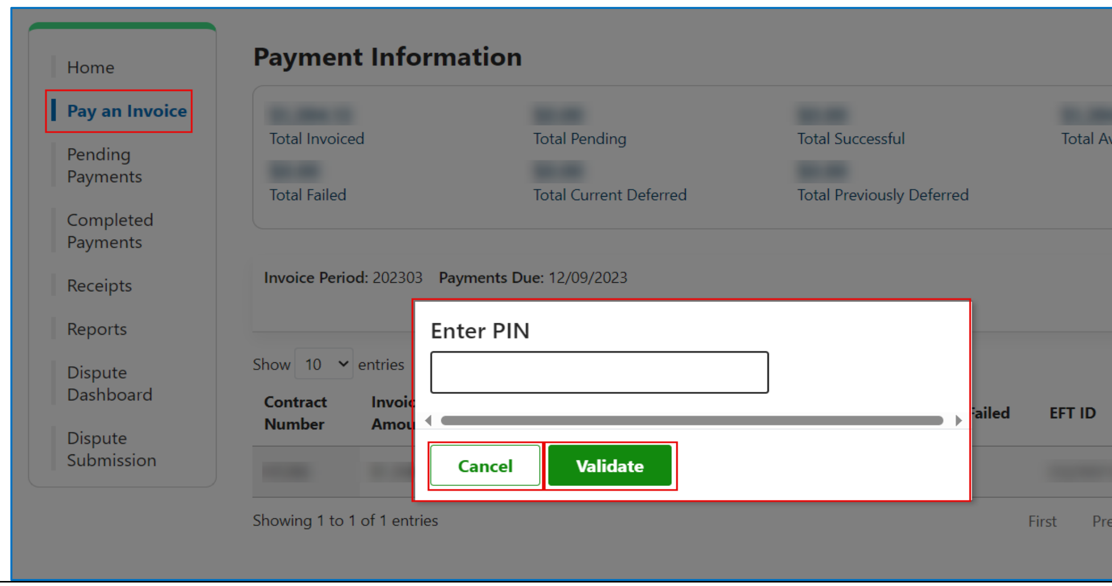
</td><td>



</td></tr>
<tr><td>

7. To process the submission of the initiated payment, enter the *<u>Payment Contact</u>* role's four-digit PIN in the *<u>Enter PIN</u>* form and select the *<u>Validate</u>* button.

</td><td>



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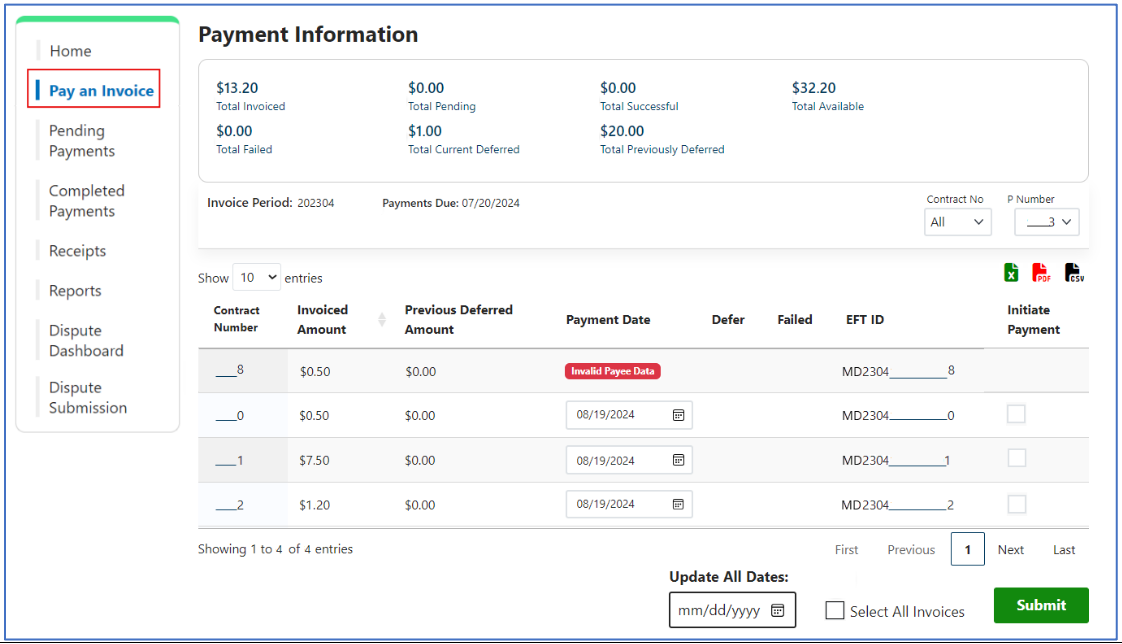
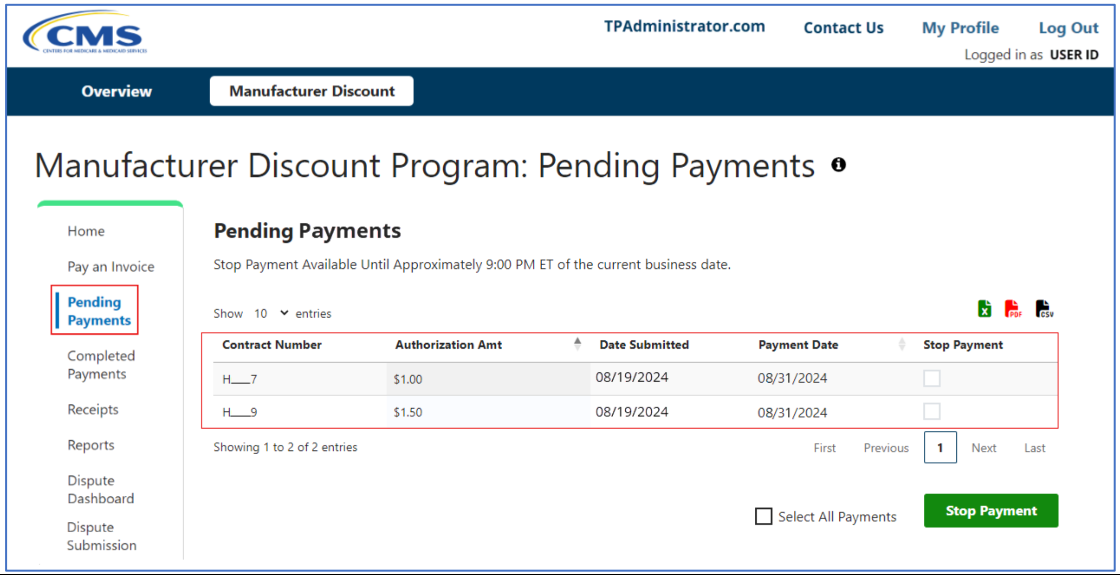
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>8. Once the scheduled future invoice line item processes, the <u>Payment Information</u> section’s <u>Total Pending</u> field will display the updated amounts and the items initiated will move from the Pay an Invoice page to the Pending Payments page.</td><td>
</td></tr>
</table>

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

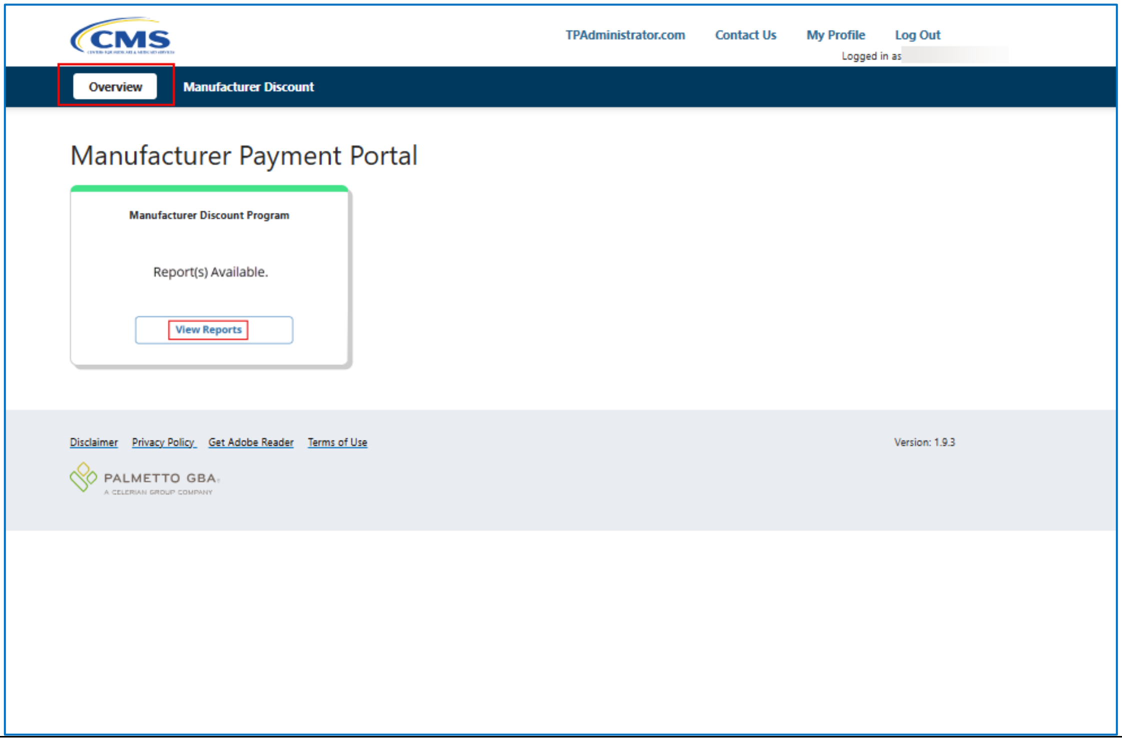
You have now completed payment initiation of an invoice line item with a future scheduled payment date.

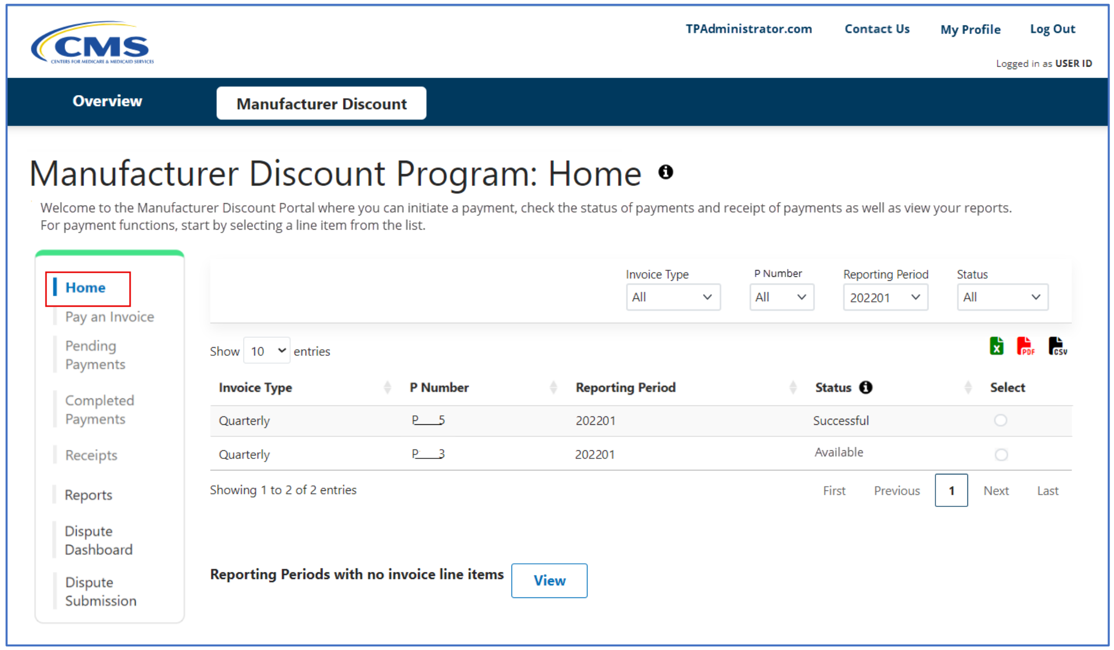
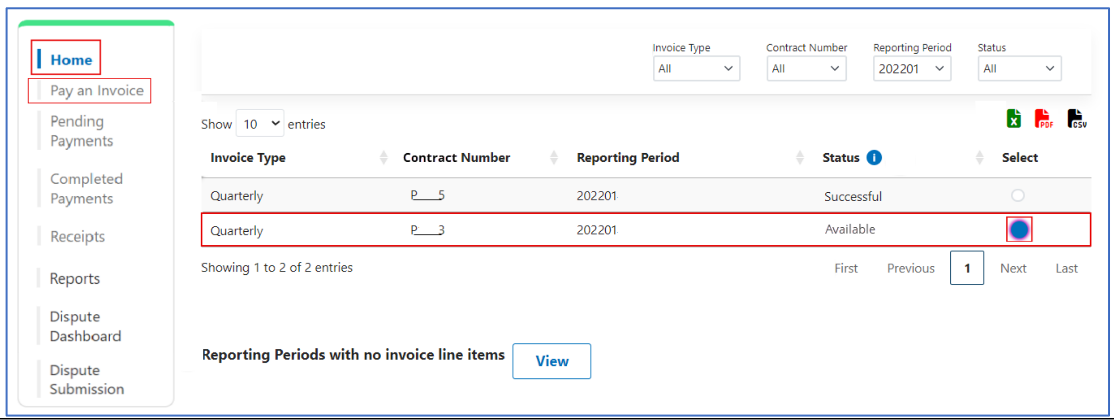
Update All Dates for All Invoice Line Items Payment Initiation Instruction for Manufacturers

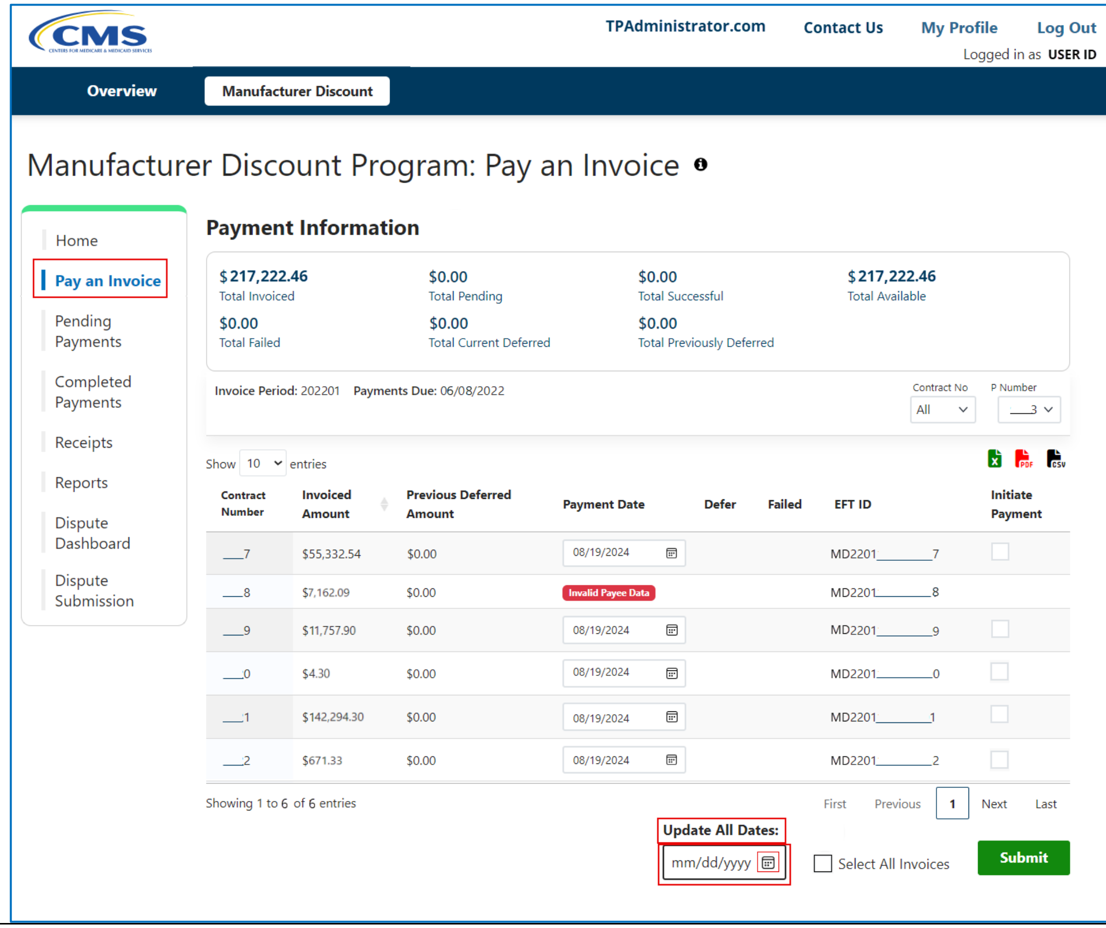
To update all invoice line items from the default current date, use the *Update All Dates* feature. This allows you to set a future payment initiation date for all invoice line items ready for processing.

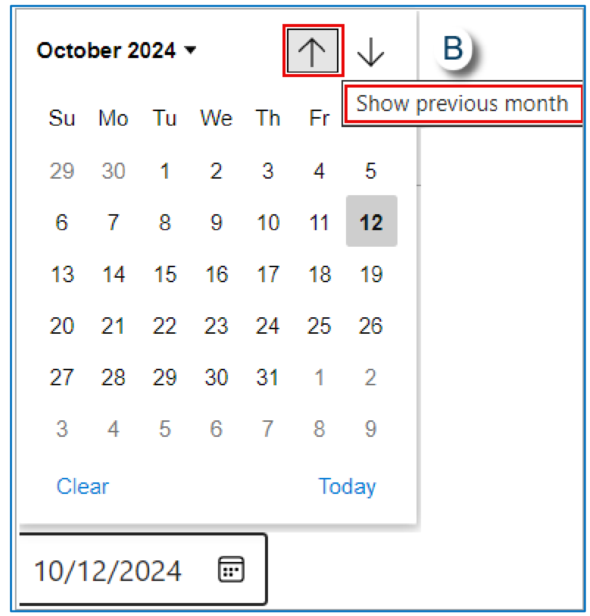
To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

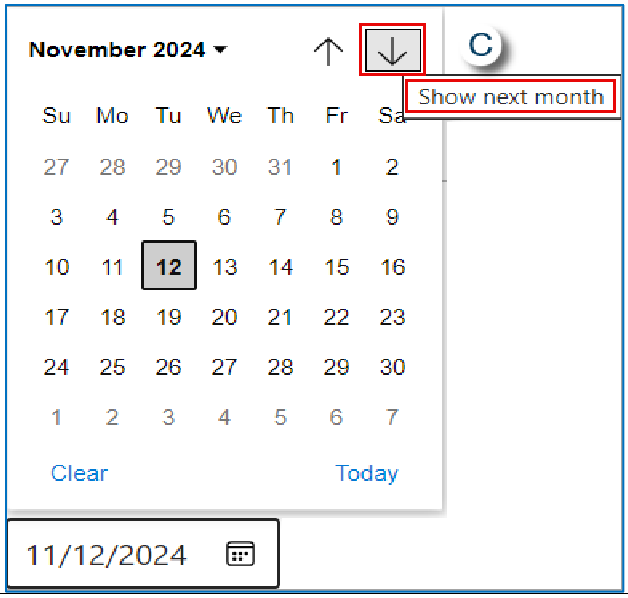
If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the MDP User Guides page to access the guide.

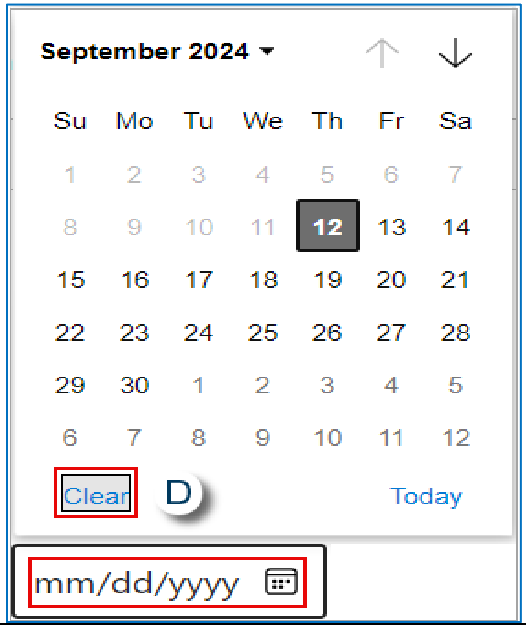
Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated multi-factor authentication (MFA) token, the **MPP Overview** page will appear showing all program modules assigned to your user ID as cards on the page. Select either the "Manufacturer Discount" card's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

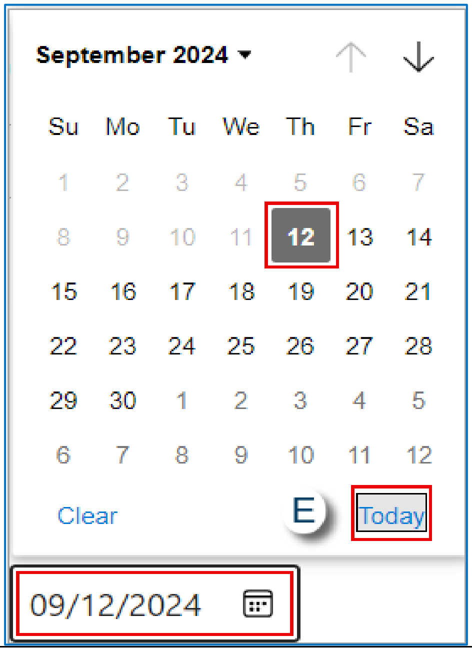
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>2. This is the Home page.</td><td>
</td></tr>
<tr><td>3. Populate the <u>Select</u> radio button for the applicable reporting period. The remainder of the Page Navigation links are activated. Select the Pay an Invoice link to view the invoice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

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

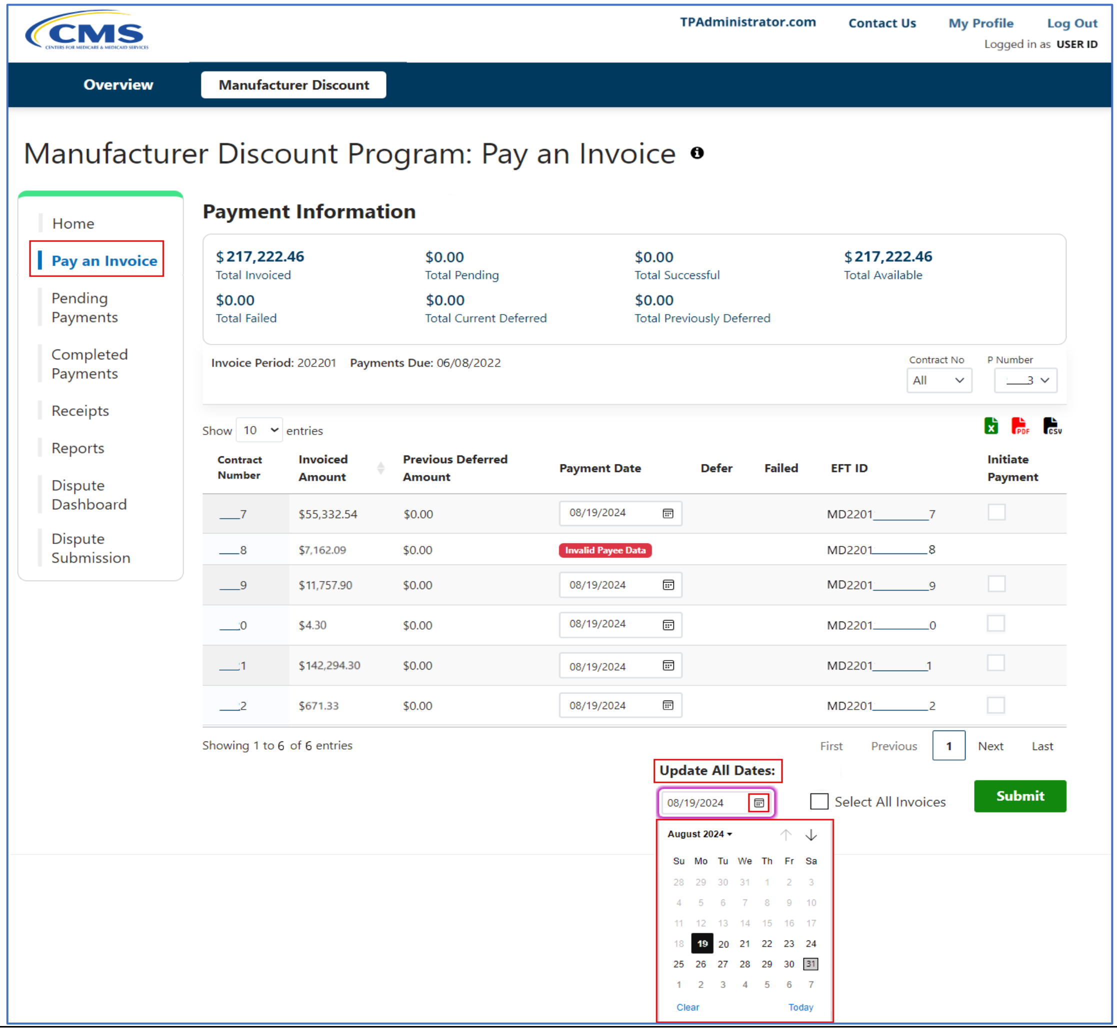
Instructions	Visuals
5. There are five features of the *Update All Dates* field and calendar that are available for you to use to select your future scheduled dates if you do not want to key in the date manually in the field. A. *Calendar* icon date picker allows you to access the calendar associated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

Instructions	Visuals
C. *Show Next Month* down arrow is available for you to move forward in the calendar to view future scheduled dates in upcoming months. Future schedule dates in the calendar available for selection are displayed in black font. The calendar will automatically mark, in a grey box, the same day in the next or previous month.	

Instructions	Visuals
6. The *Clear* link allows you to select the link and clear the *Update All Dates* field and return you to the current business date on the calendar popup. Current date is outlined in black with grey background. Past dates in the calendar are not available for selection and display in a light grey font.	

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

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>8. Select the calendar icon in the <u>Update All Dates</u> field to select a future scheduled date for <u>all</u> the available payment initiations applicable date.

On the calendar, select the month and future scheduled date to be updated for the invoices.</td><td>
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

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

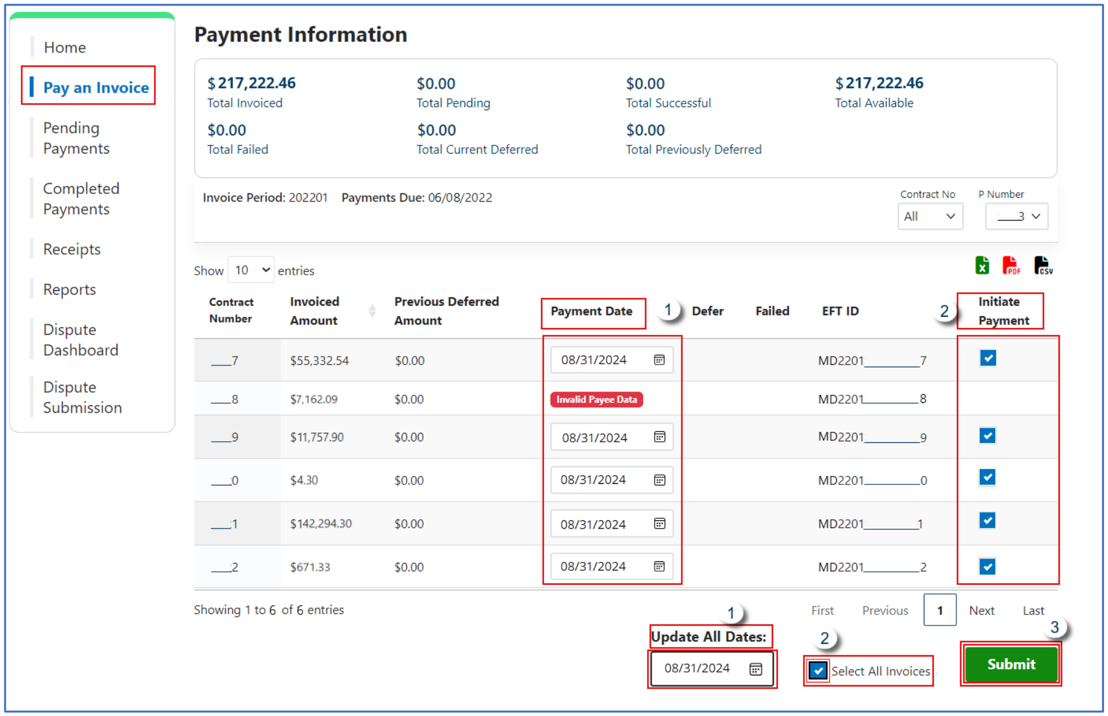
   To complete the update process, verify that you have selected invoices for payment initiation and the *Select All Invoices* (2) checkbox has been selected for all available invoices.

   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.

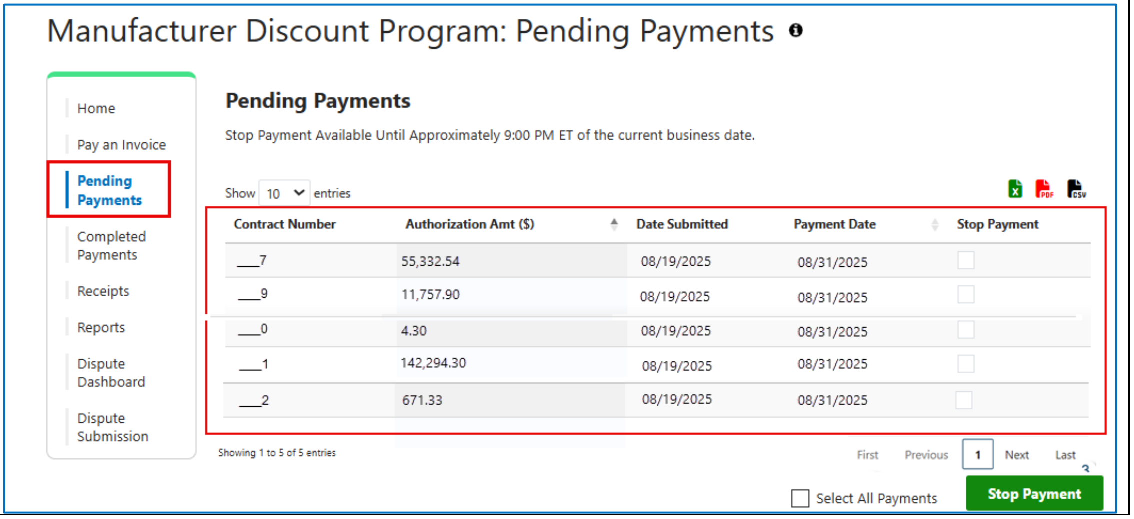
   To update individual invoice line items, use the *Payment Date* field's calendar icon to expand the calendar associated with the specific invoice line. Reference the ***Error! Reference source not found.***.

</td><td>



</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>10. The Pending Payments page will display the invoice line items processed for payment with the updated payment date.

Instructions to learn about navigating the Pending Payments page is presented in the <u>Pending Payments Page for Manufacturers</u> in this user guide.</td><td>
</td></tr>
</table>

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

Processing Deferred Invoices for Manufacturers

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

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

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

The most important facts to know before deferring an invoice:

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

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

Defer Eligible Invoices – Total Available Less Than $20.00 Instruction – Manufacturers

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

Example:

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

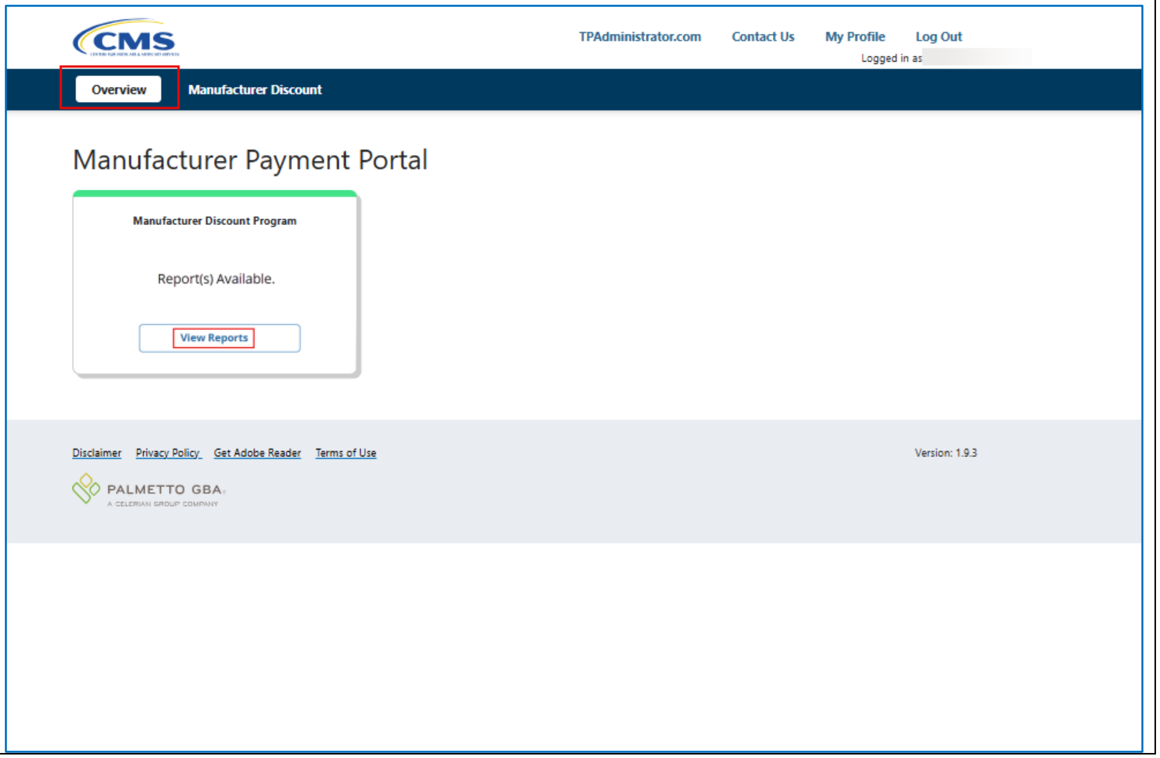
Please Note:

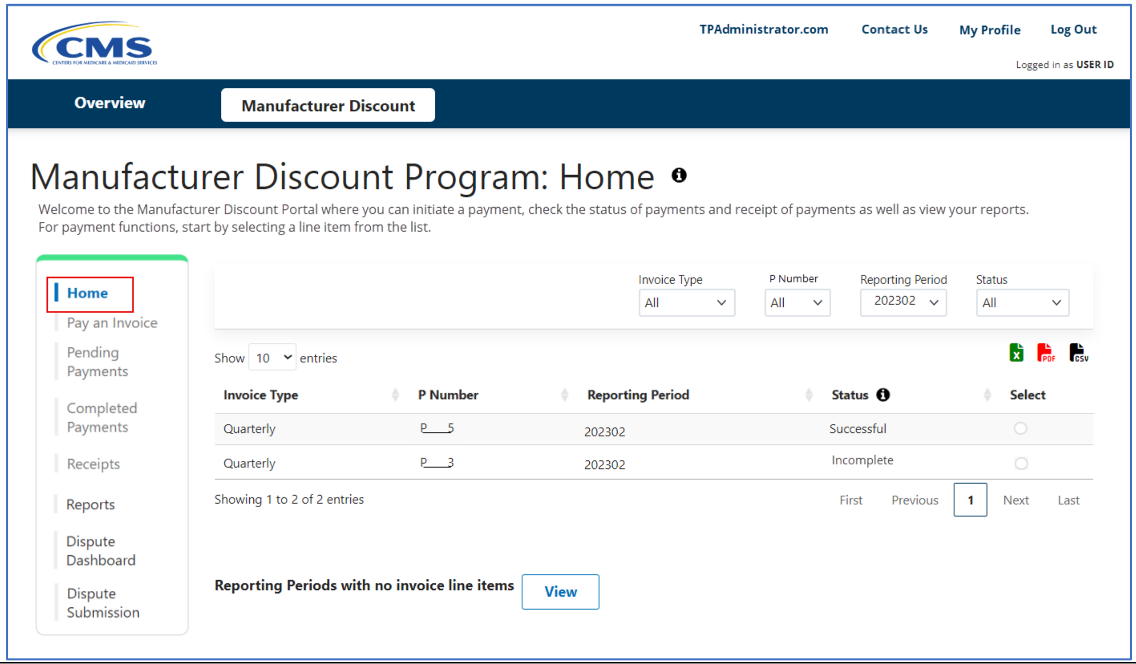
- Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.
- Completion of this process is limited to manufacturer associates assigned the ***Payment Contact*** role.

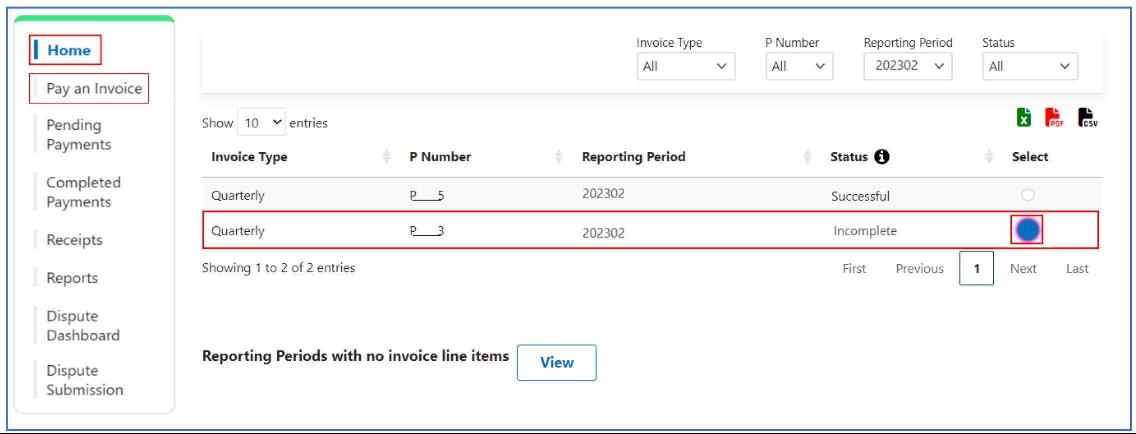
When the ***Defer*** checkbox is visible and the ***Total Available*** for all invoices exceeds your bank's minimum processing threshold, you should not use the ***Defer*** option. The TPA will draft funds as a lump sum for all selected invoices, not as individual line items.

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

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

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

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>2. This is the **Home** page.</td><td>
</td></tr>
<tr><td>3. Populate the *<u>Select</u>* 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</td><td>
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

4. On the **Pay an Invoice** page, review the ***Payment Information*** section's ***Total Available*** field to note the total dollar amount of available invoices.

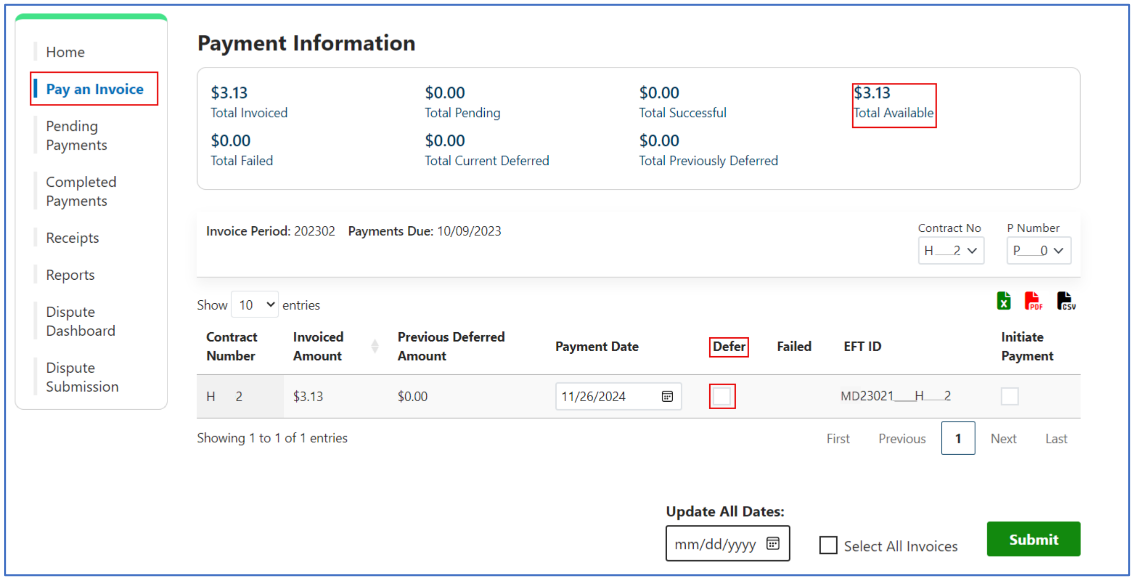
   This example displays the available ***Defer*** column's checkbox for *all* available invoice line items that are less than the systems-default allowable amount of $20.00 USD.

   Note: The ***Defer*** column will display checkboxes only if the ***Total Available*** amount in the ***Payment Information*** section is less than $20.00 USD.

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

   Before deferring invoice payments, ensure you know your bank's minimum ACH threshold.

</td><td>



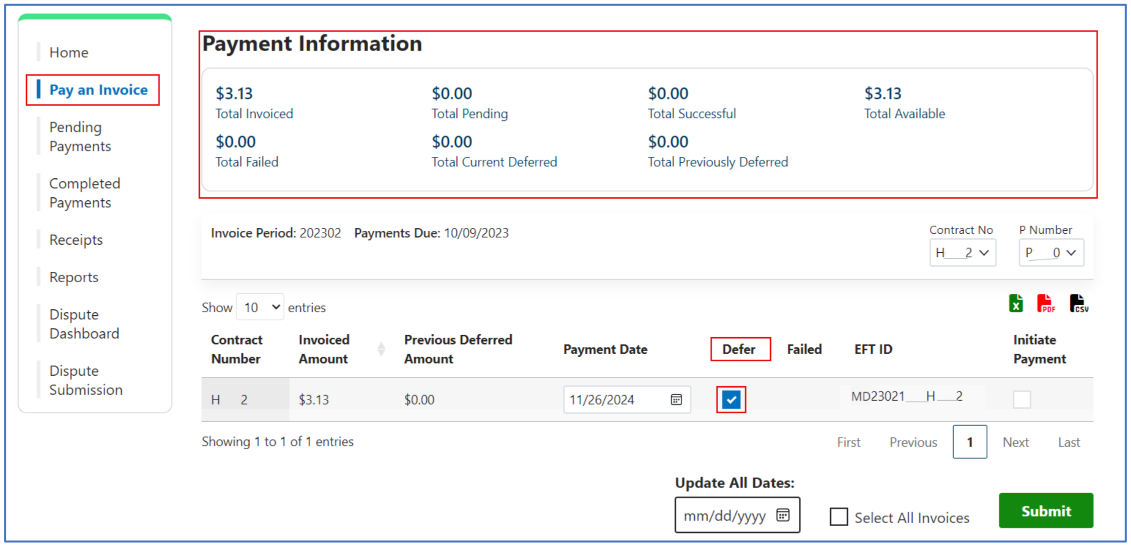
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

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>.

   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 manufacturers and sponsors.

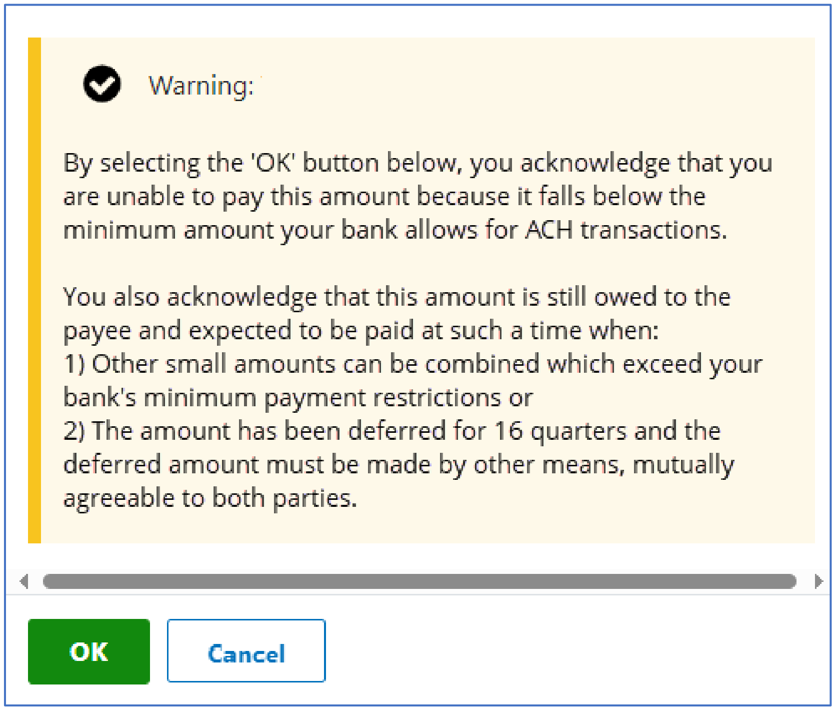
</td><td>



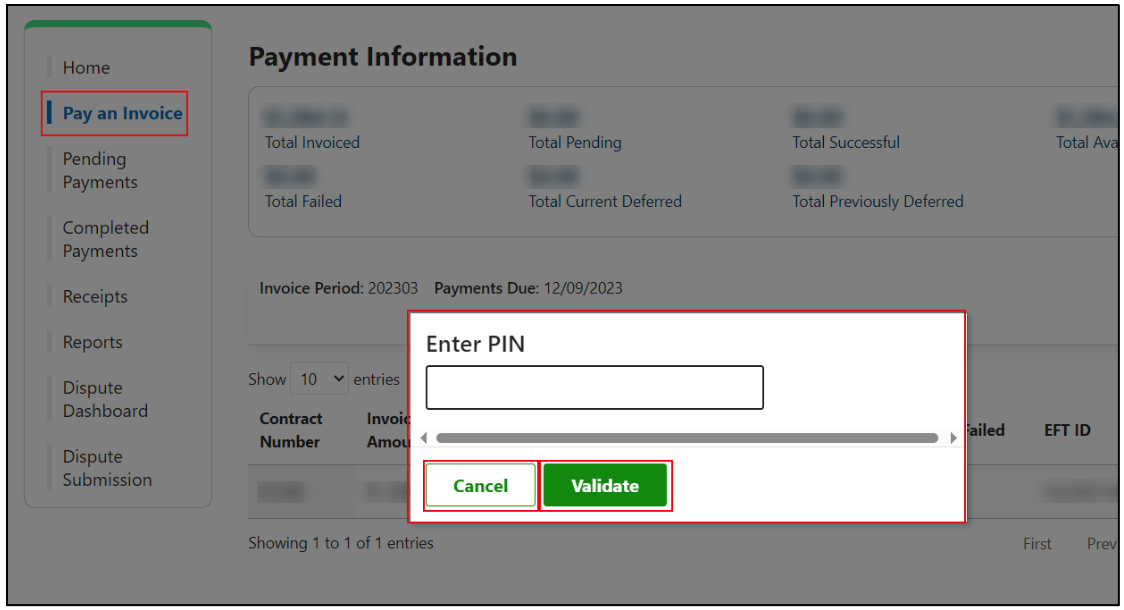
</td></tr>
</table>

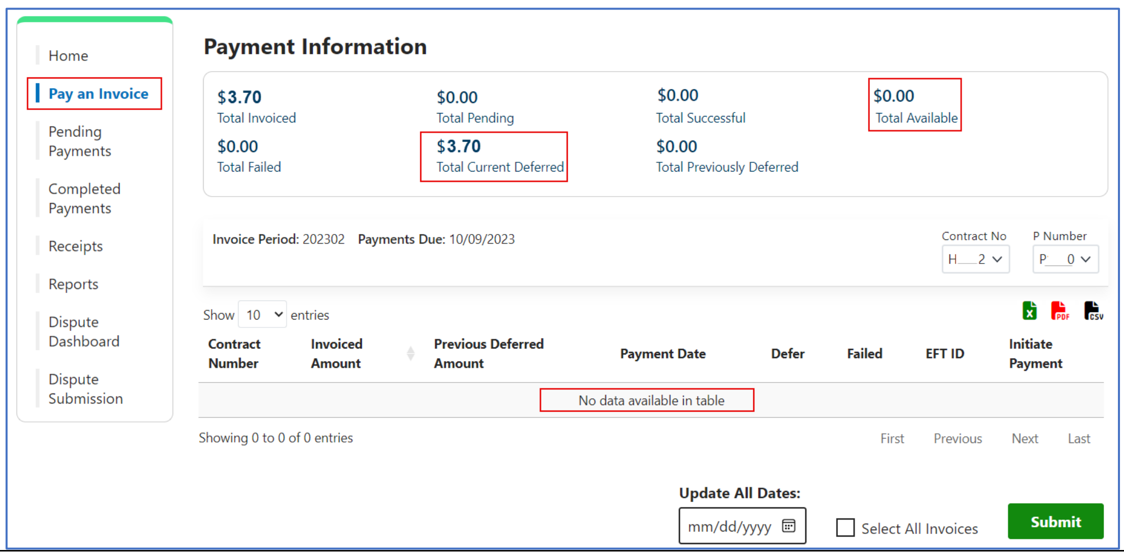
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>
6. The system will display a “Warning” message to you after you select the <u>Submit</u> button.

Note: Review the message and, if you agree with its contents, click OK to continue.

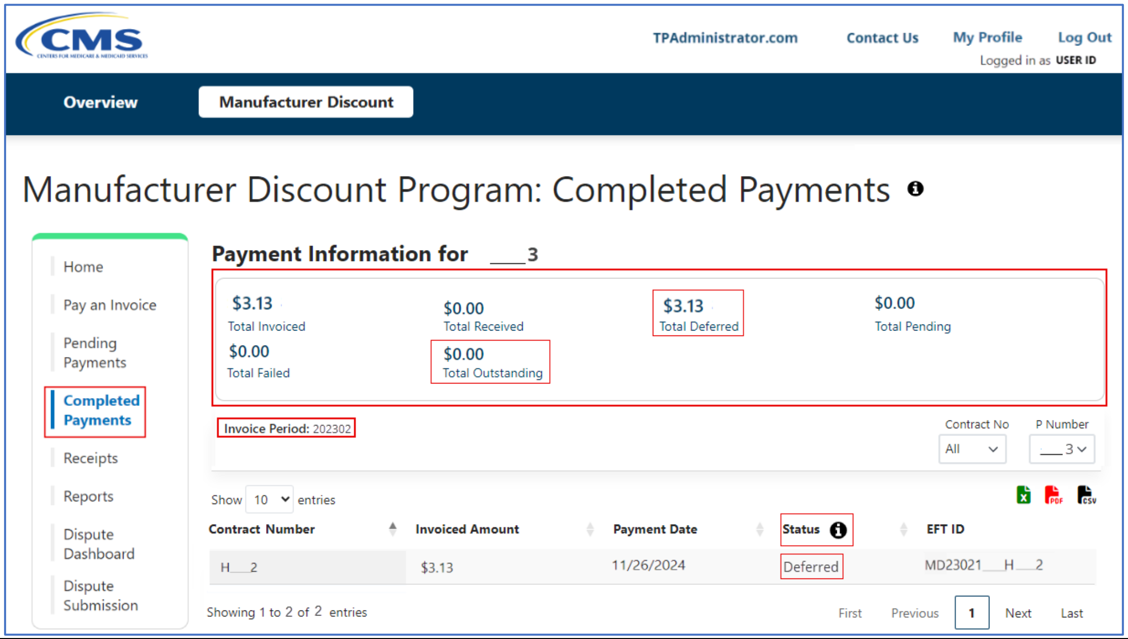
If the selected items are incorrect, click <u>Cancel</u> to exit and return to <u>Invoice Initiation Table</u> on the Pay an Invoice page.
</td><td>


</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>7. After selecting <u>OK</u> on the warning message, enter your four-digit PIN in the <u>Enter PIN</u> field and click the <u>Validate</u> button to complete the submission process for deferring invoices.</td><td>


</td></tr>
<tr><td>8. Once the defer process is complete, review the <u>Payment Information</u> section’s <u>Total Current Deferred</u> and <u>Total Previously Deferred</u> fields for updated amounts.</td><td>


</td></tr>
</table>

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

You have now completed processing deferred invoice line items.

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

Defer Instruction Scenario – No payable invoices distributed:

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

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

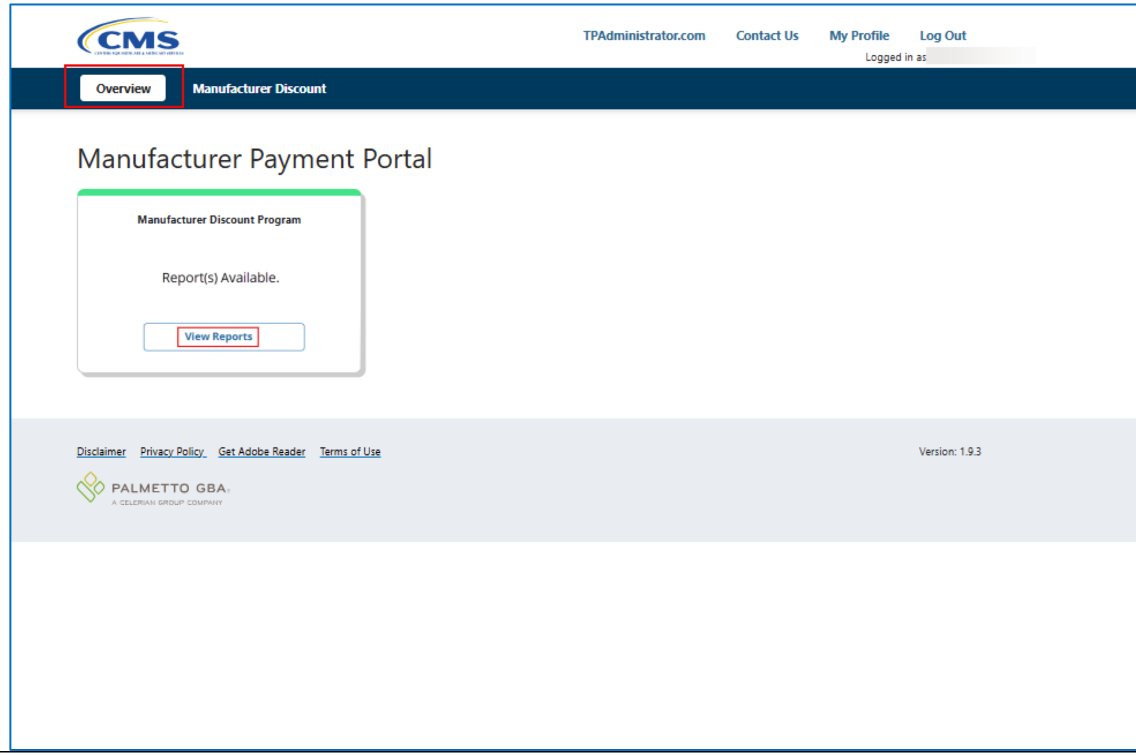
Please Note:

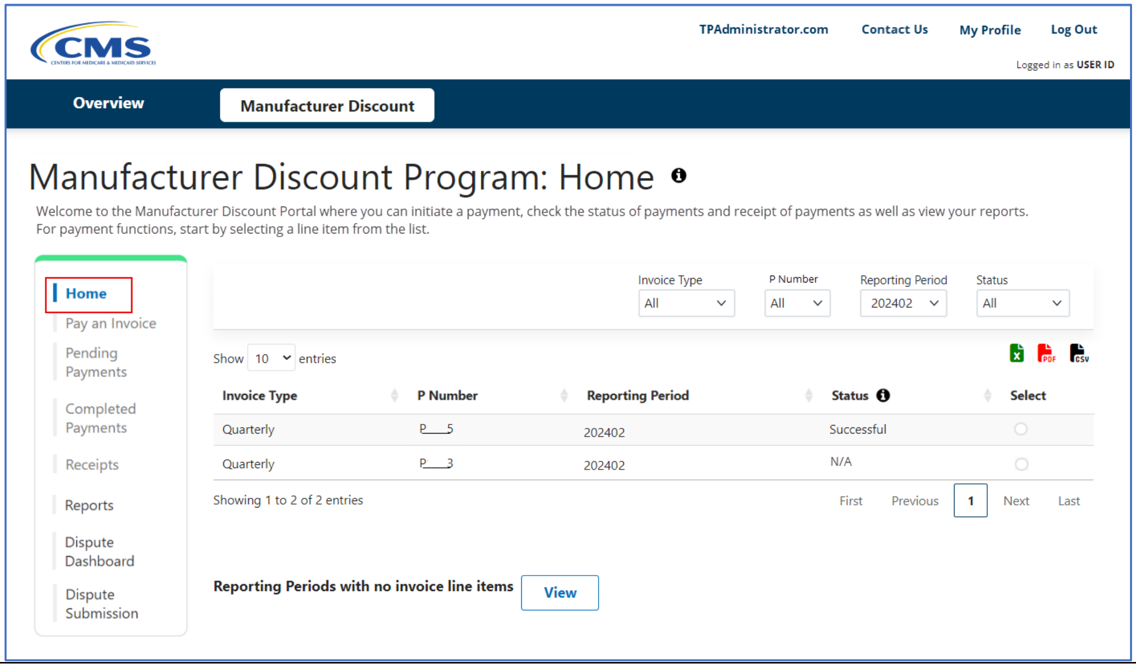
- Completion of this process is limited to manufacturer associates assigned the *Payment Contact* role.
- Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

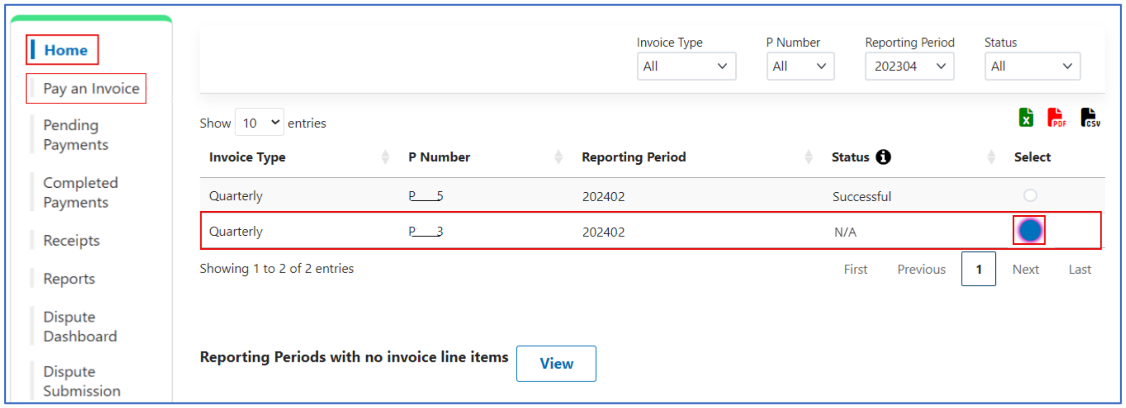
The following instructions provide directions on how to process previously deferred items when the current reporting period has no payable invoice activity available.

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

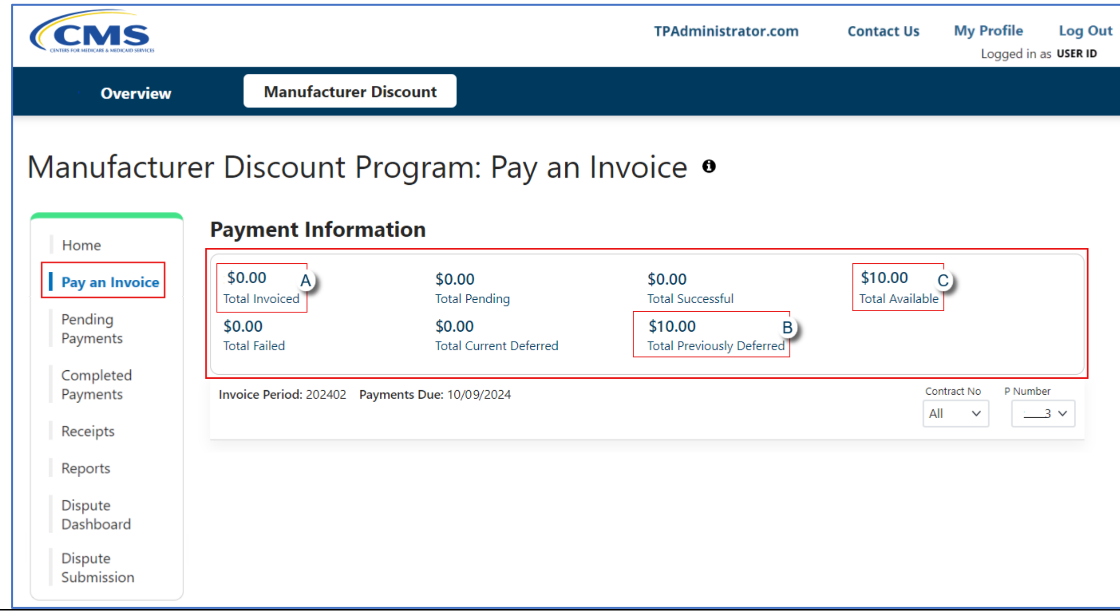
If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the MDP User Guides page to access the guide.

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

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>2. This is the Home page.</td><td>
</td></tr>
</table>

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

Instructions	Visuals

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

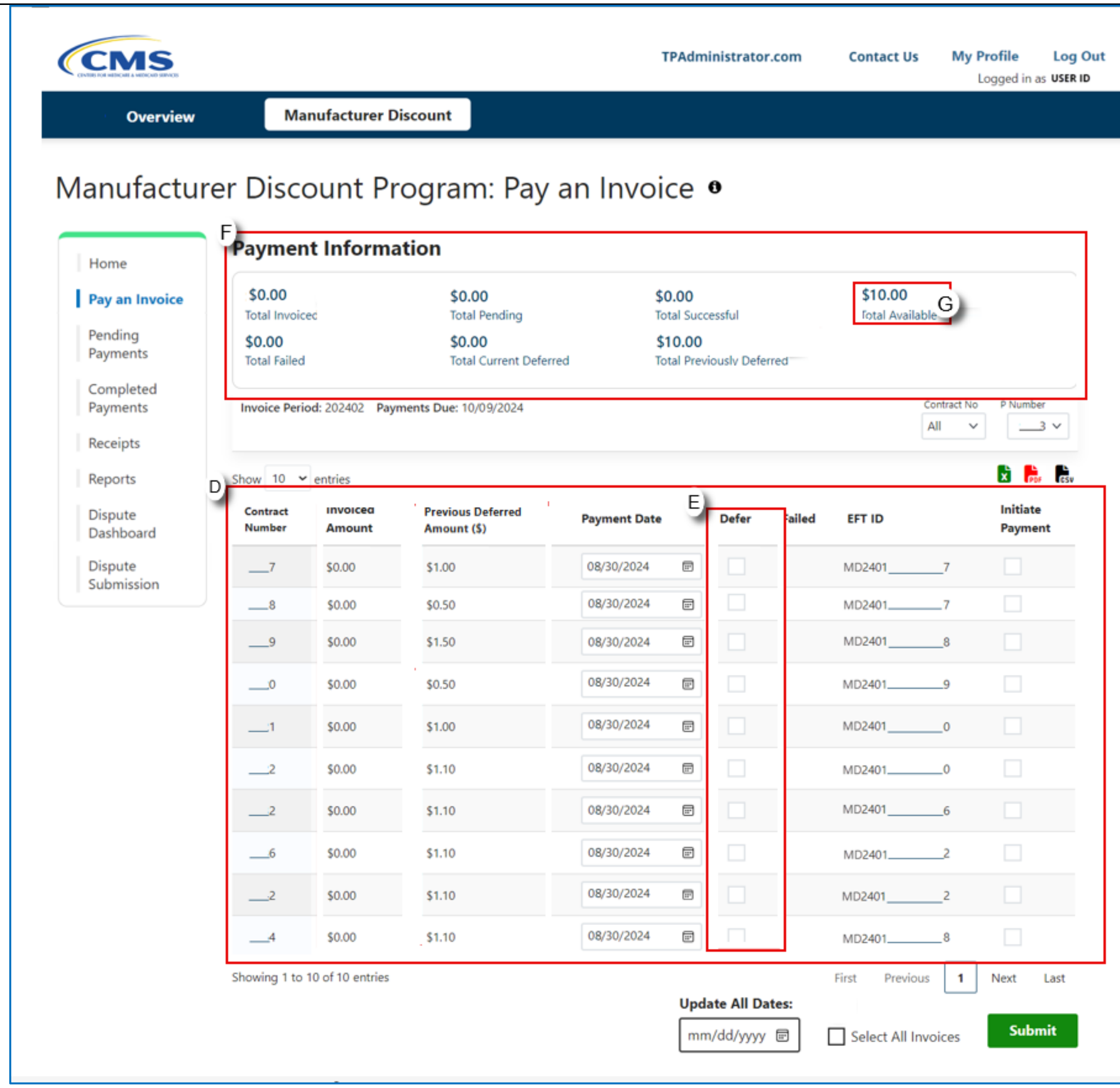
- Review the invoice line items in the (D)*Invoice Initiation Table* and notice that the (E) *Defer* checkboxes are available when the (F) *Payment Information* section's (G)*Total Available* field displays an amount less than $20.00.

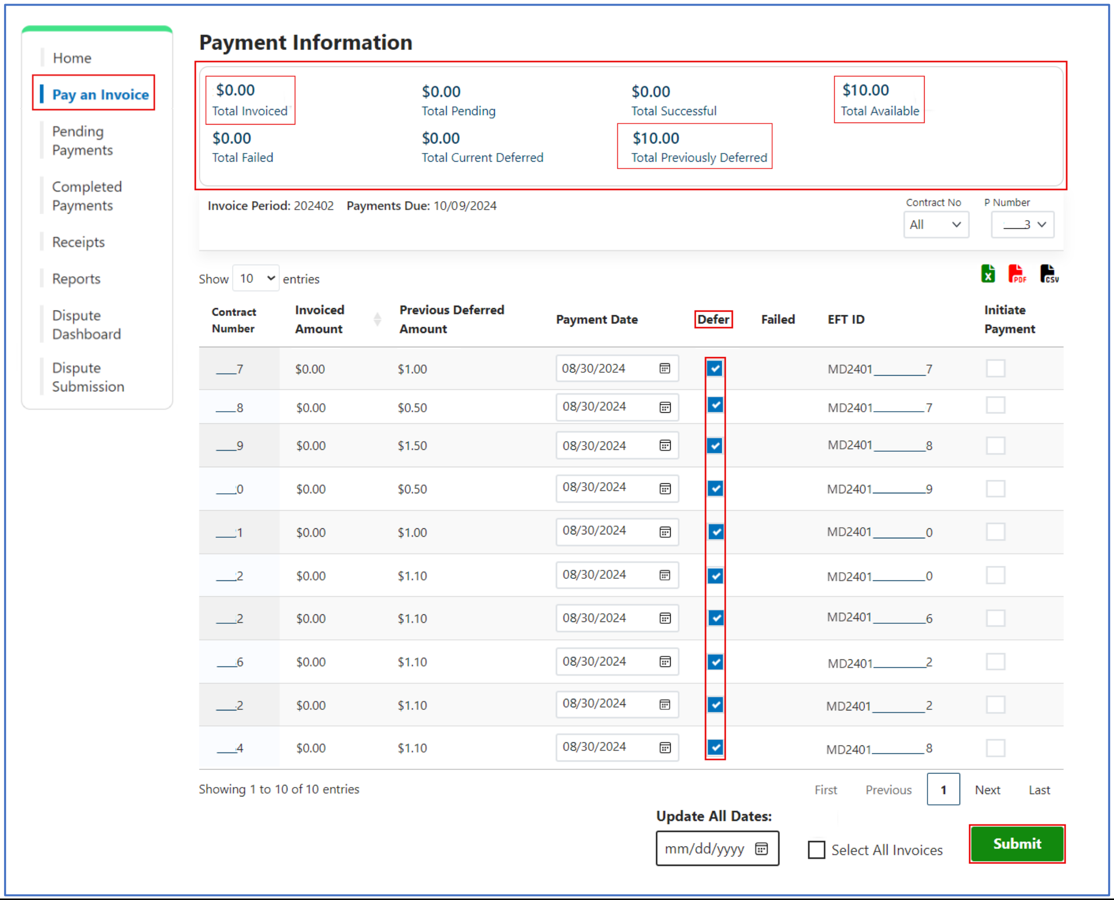
This example displays active *Defer* checkboxes for the invoice line items visible in the *Previous Deferred Amount* column that is less than the system allowable amount of $20.00 and that may be below a manufacturer's bank ACH minimum threshold amount.

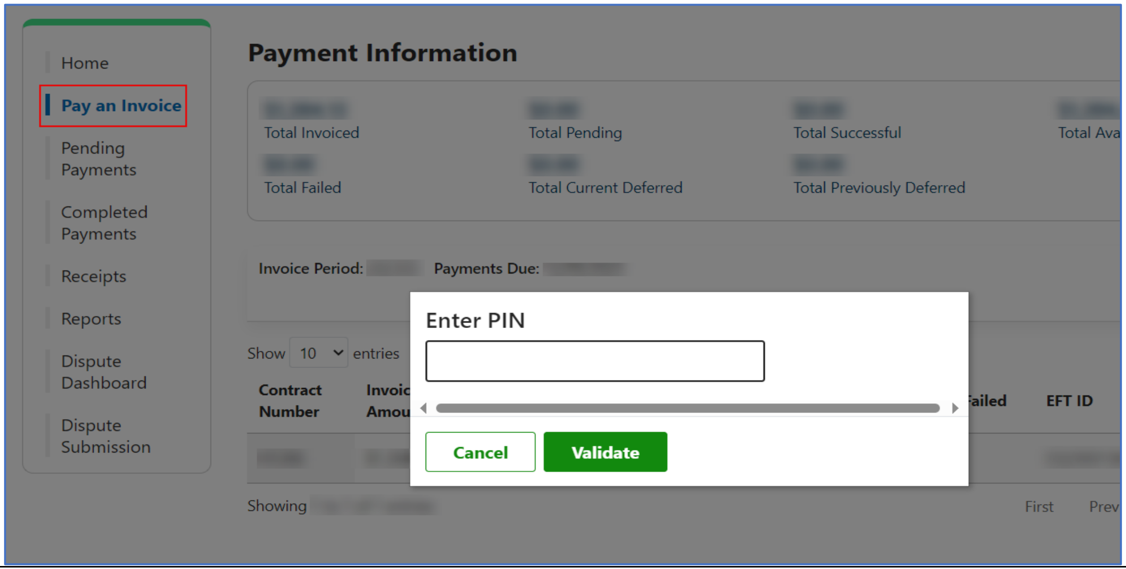
Please Note:

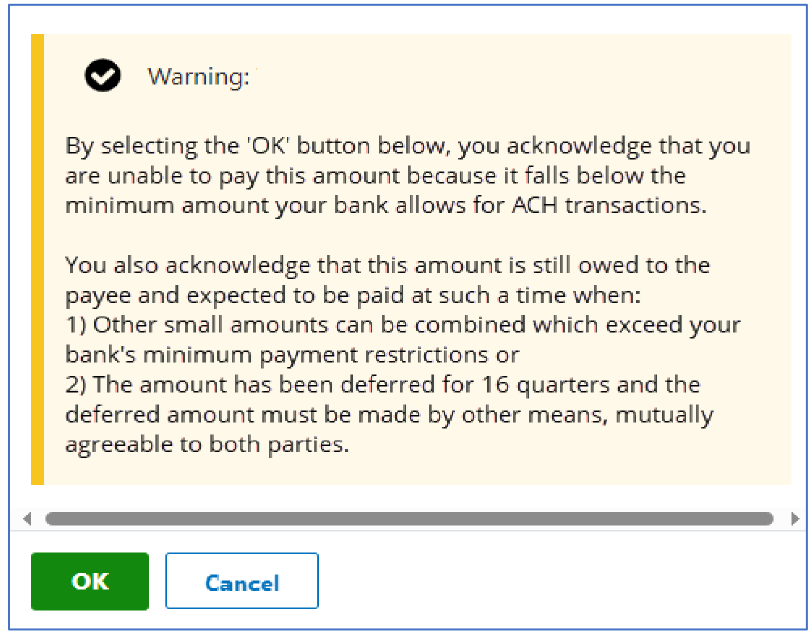
There are no payable *Invoiced Amount*s available in this scenario.

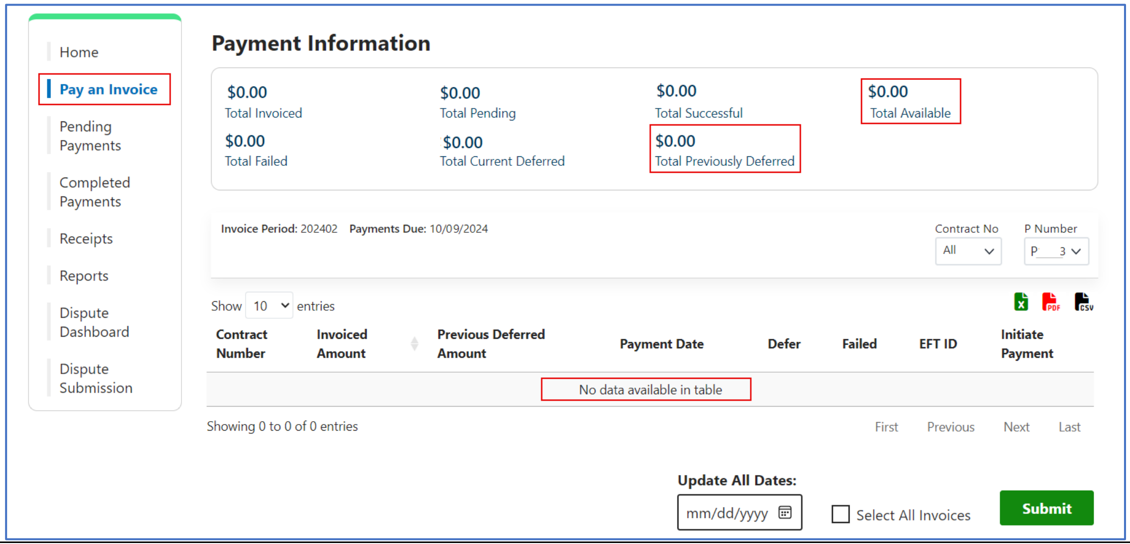
Just because the *Defer* check box is available, does not mean it should be used. Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing. If the manufacturer's banking institution can process the amount displayed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

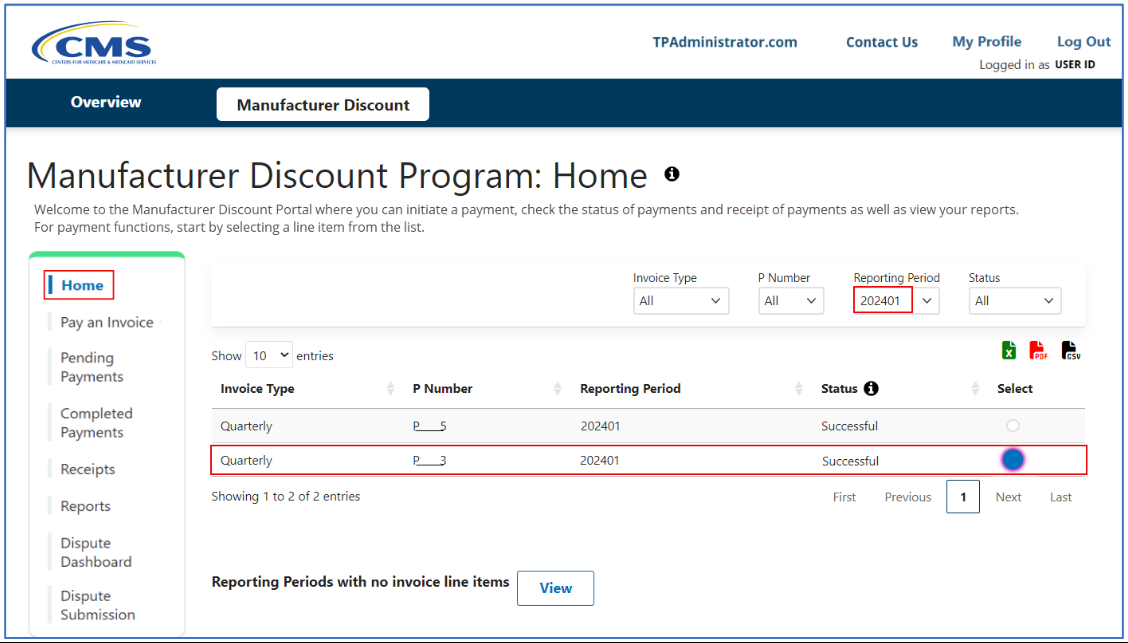


Instructions	Visuals
5. Populate the *Defer* column's checkboxes with checkmarks to select all invoice line item(s) for deferment and select the *Submit* button, located at the bottom right of the *Invoice Initiation Table*. **Note:** The *Select All Invoices* feature will not populate the *Defer* checkboxes,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

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

Instructions	Visuals
7. The system displays a "Warning" message to you after you select the *Submit* button. **Note**: Selecting the *OK* button to defer the invoice line item to the subsequent period creates an irreversible event. If it is determined that the selected line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item. Select *OK* to defer the selected invoice line item.	

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>8. 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.</td><td>
</td></tr>
</table>

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

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

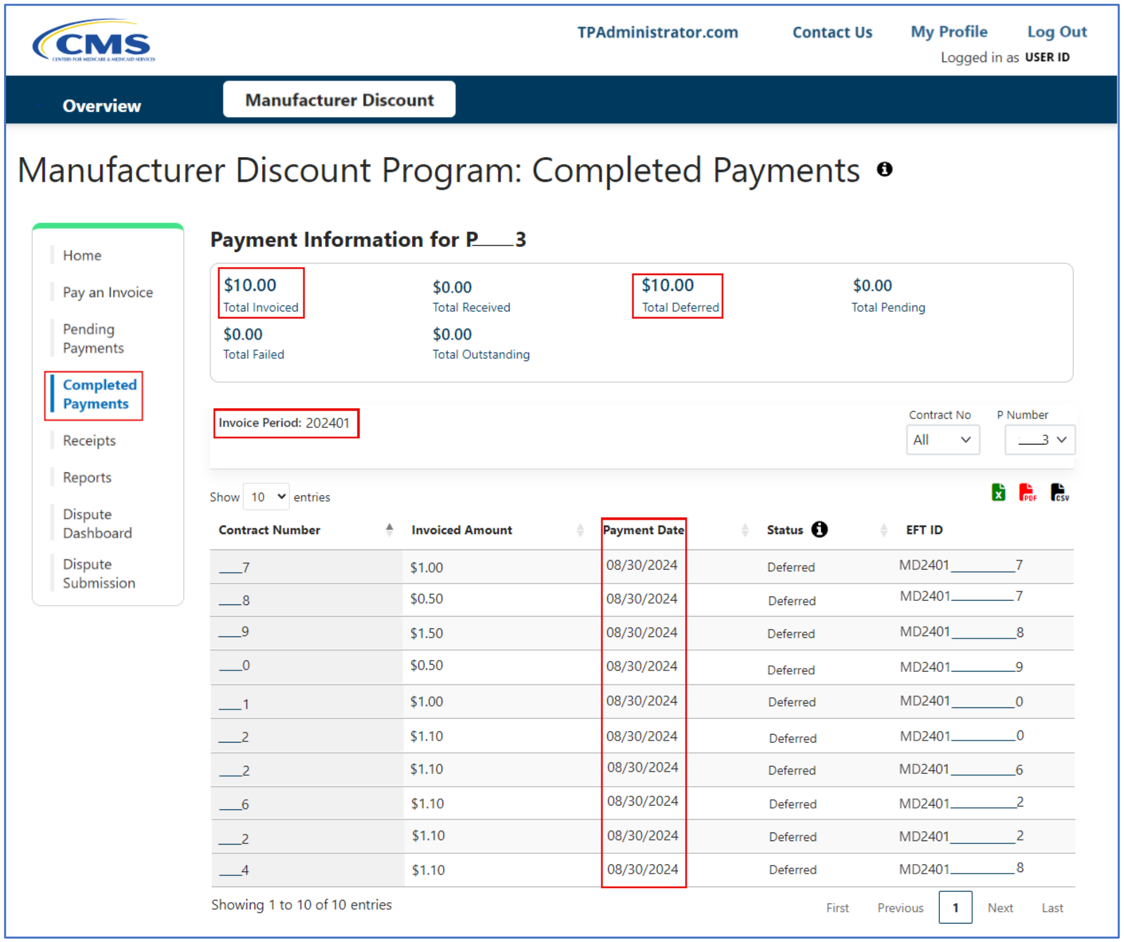
10. Select the **Completed Payments** page and review the data listed in the *Completed Transactions Table*.

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

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

    The **Completed Payments** page will be presented later in this user guide for manufacturers.

</td><td>



</td></tr>
</table>

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

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

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

Defer Instruction Scenario – No Invoices Distributed:

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

The 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.

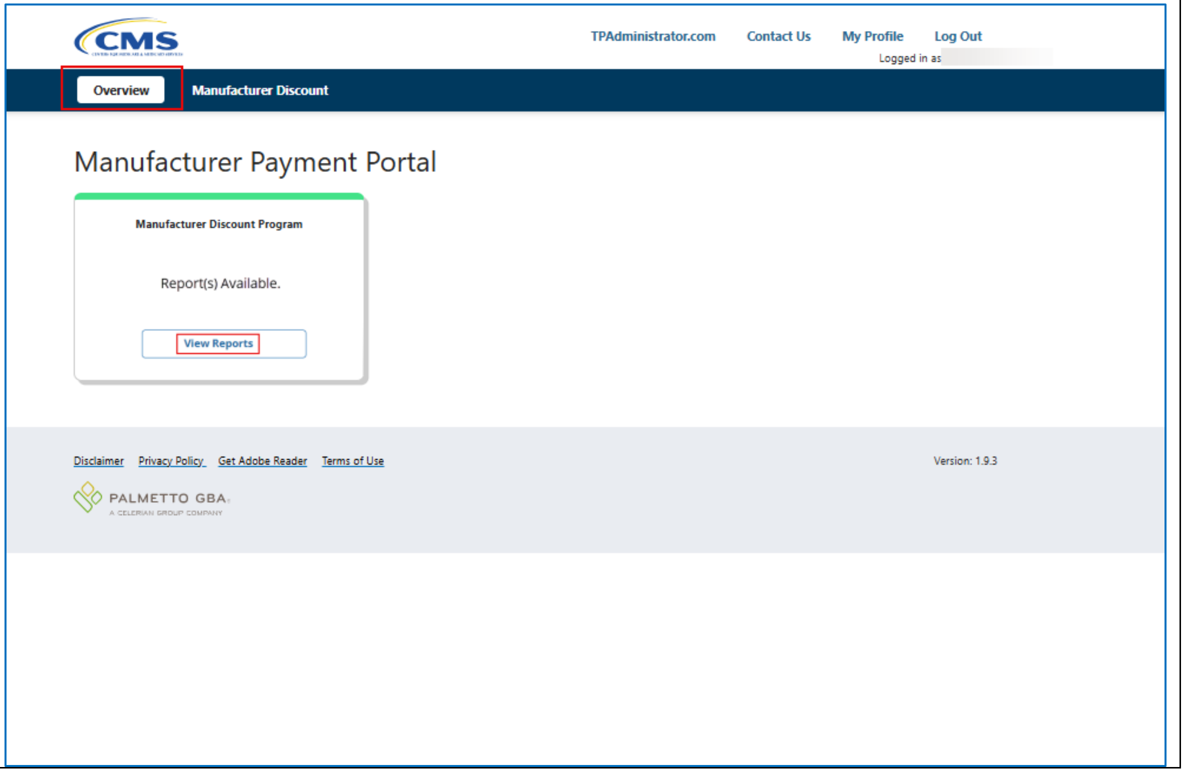
In this scenario, the prior period's deferred items require processing, even though the current period has no invoices distributed for payment or receipt. The *Total Available* amount of all invoices is less than this manufacturer's bank ACH minimum threshold of $15.00 USD, so all invoice line items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

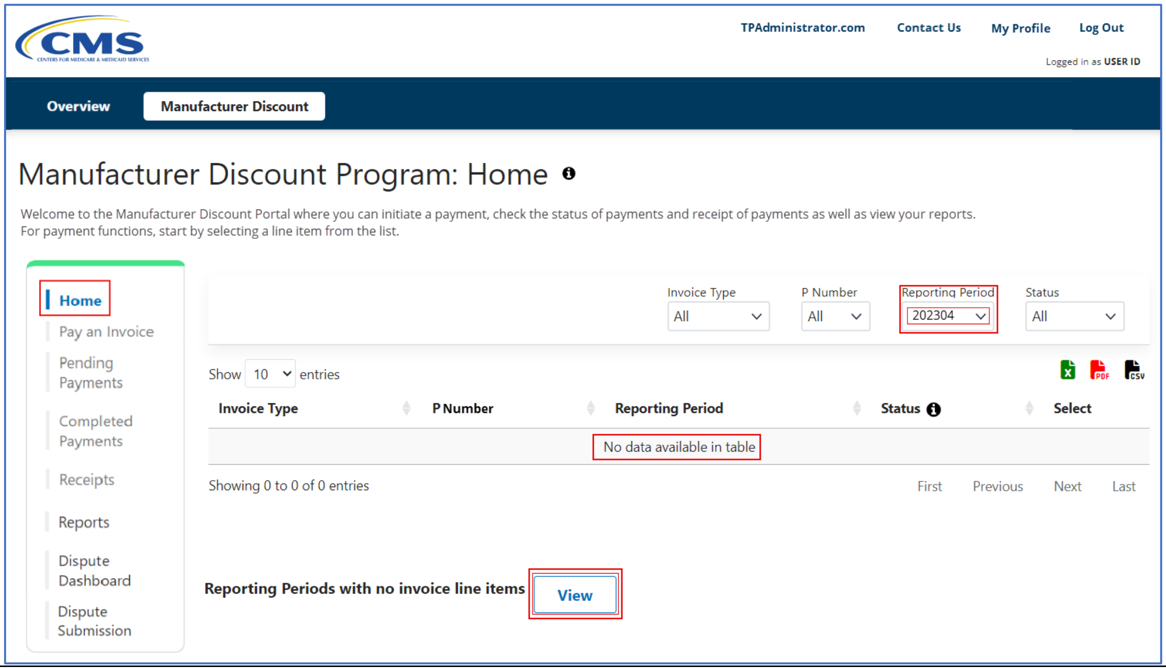
Remember: Manufacturers are responsible for verifying with their banking institution the specific threshold for low-dollar ACH amounts permitted for processing.

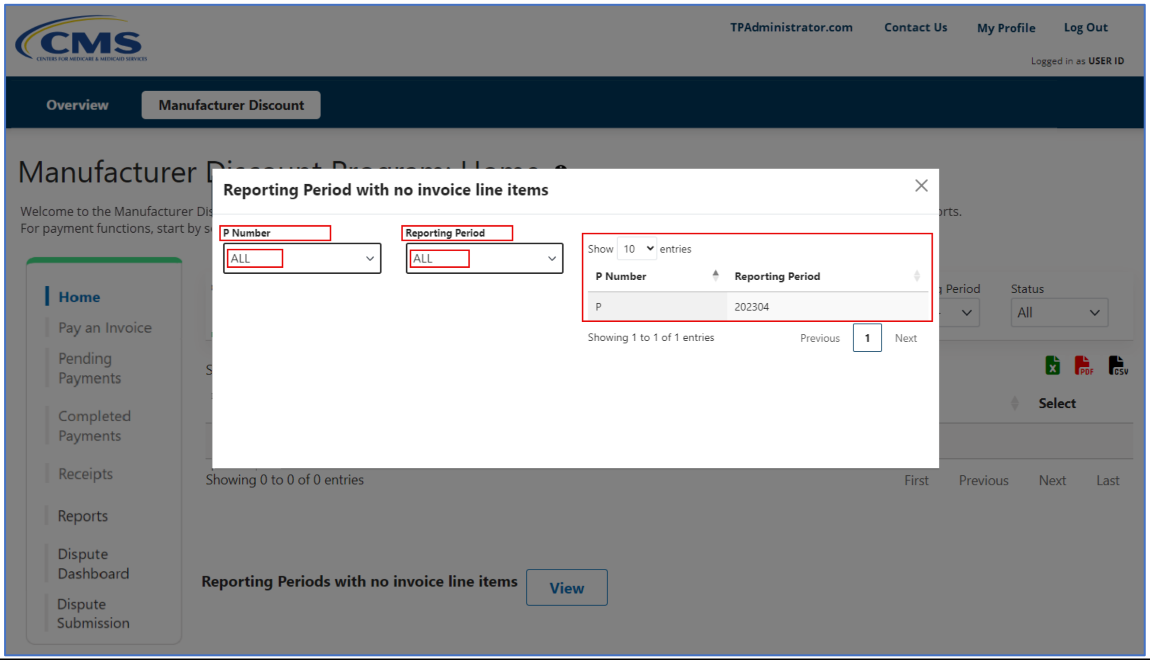
Note: Completion of this process is limited to manufacturer associates assigned the *Payment Contact* role.

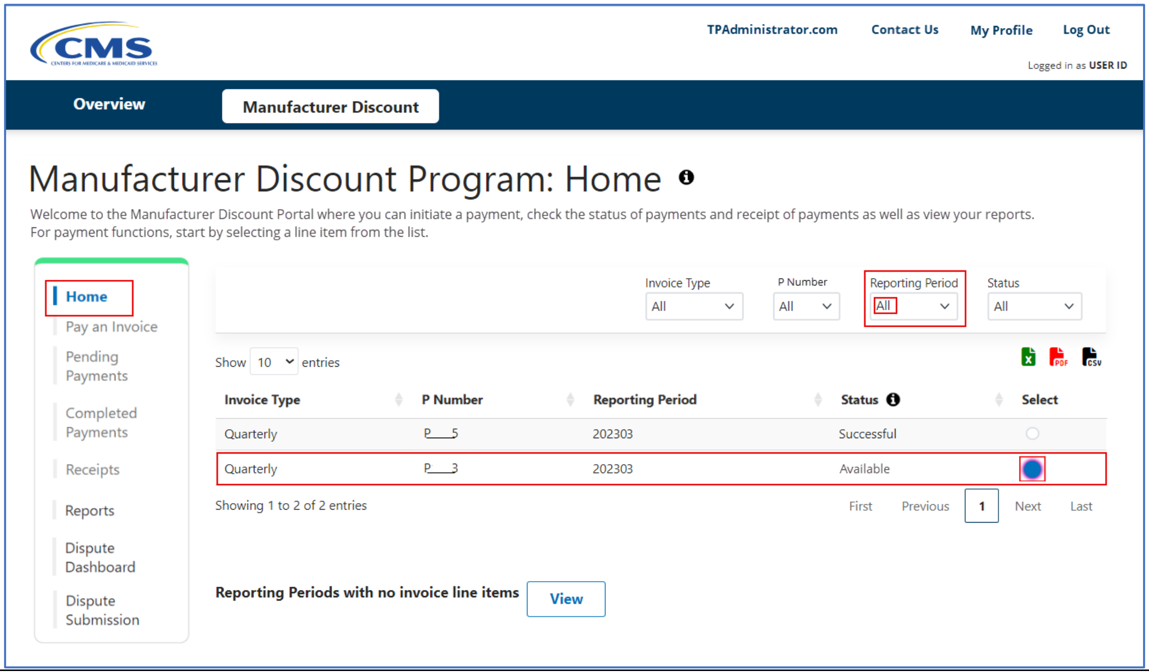
To access the MPP, click on the TPAdministrator.com and click on the MPP Login.

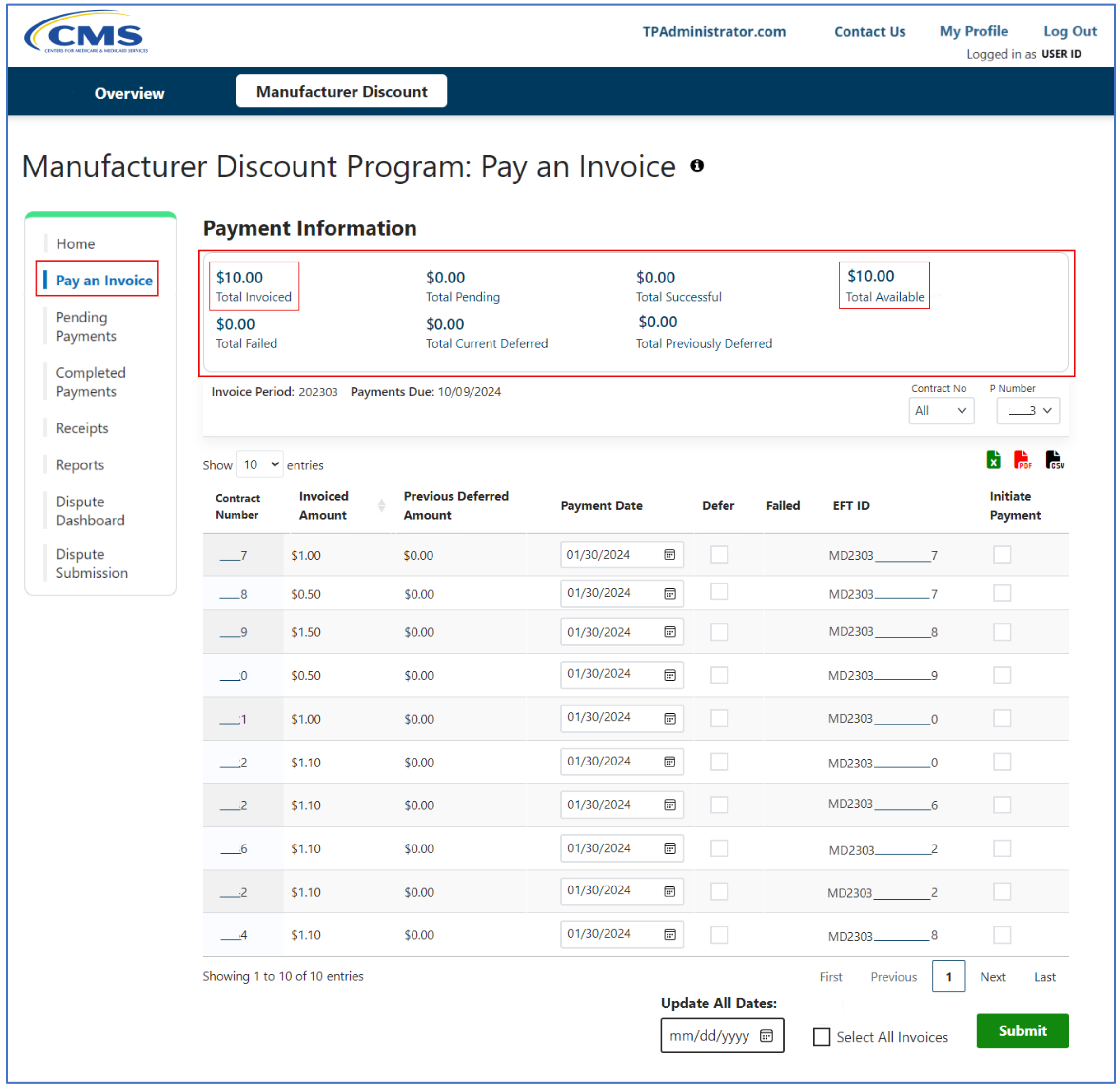
If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the MDP User Guides page to access the guide.

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

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

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>3. The pop up window that appears, after selecting the View button, provides a view of the data for specific P Numbers and reporting periods.</td><td>
</td></tr>
</table>

Instructions	Visuals
4. We recommend that you return to the **Home** page and update the *Reporting Period* filter to “All” to display all reporting periods for any items that may require your review and action. Review the *Status* column for any line items that do not appear with *Successful* listed. These line items should be selected and reviewed for additional action, as you are responsible for initiating successful payments to sponsors for all invoiced amounts.	

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

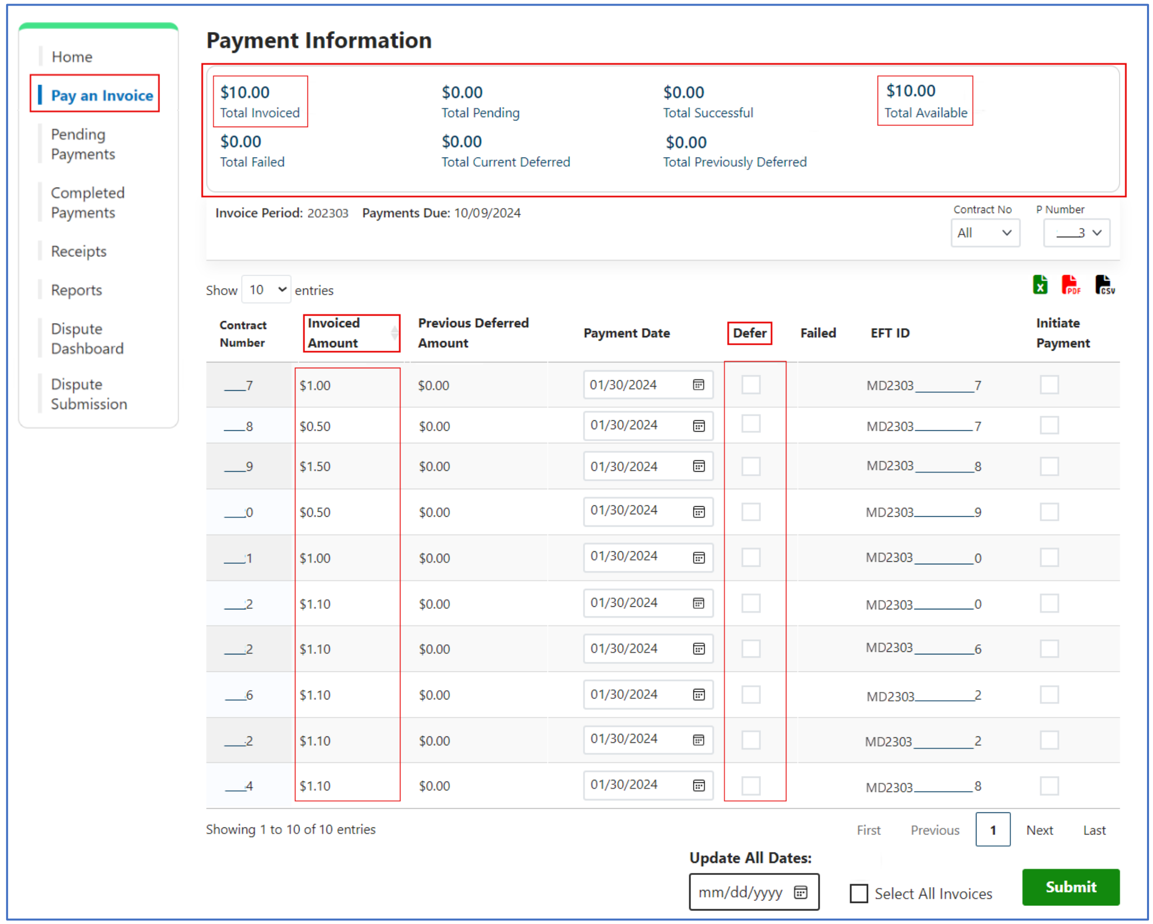
Instructions	Visuals

5. Review the invoice line items in the *Invoice Initiation Table* and note that the *Defer* column's check box is only available when the *Payment Information* section's *Total Available* field displays an amount less than $20.00 USD.

   This example displays active *Defer* checkboxes for invoice line items that fall below the systems allowable amount of $20.00 and fall below this manufacturer's bank ACH minimum threshold amount.

   Remember: Just because the *Defer* checkbox is available does not mean it should be used. As a manufacturer, you are responsible for verifying with your banking institution the specific threshold for low-dollar ACH amounts permitted for processing. Initiated invoices are processed as a lump sum debit, not individual line items.

   If your banking institution can process the amount displayed for the *Total Available* field, then you should not utilize the *Defer* process.

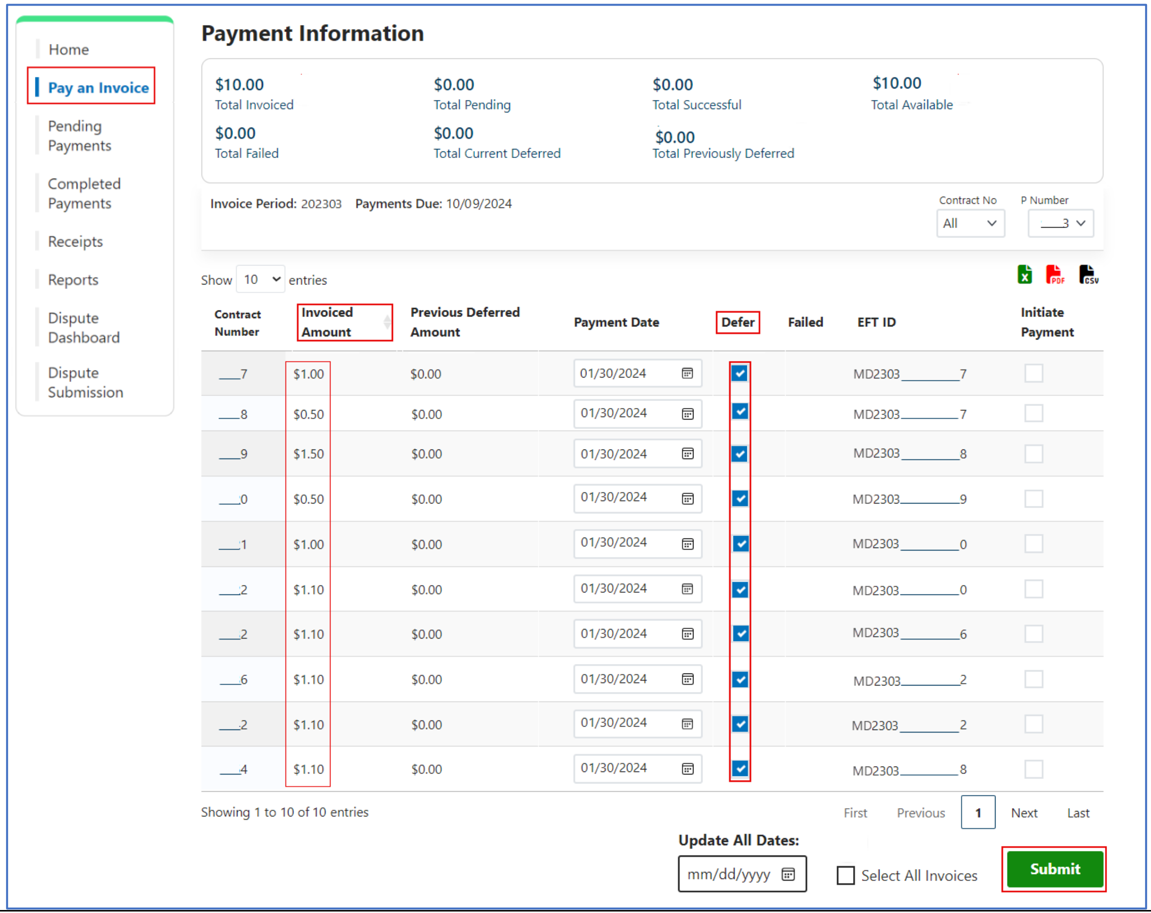


<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

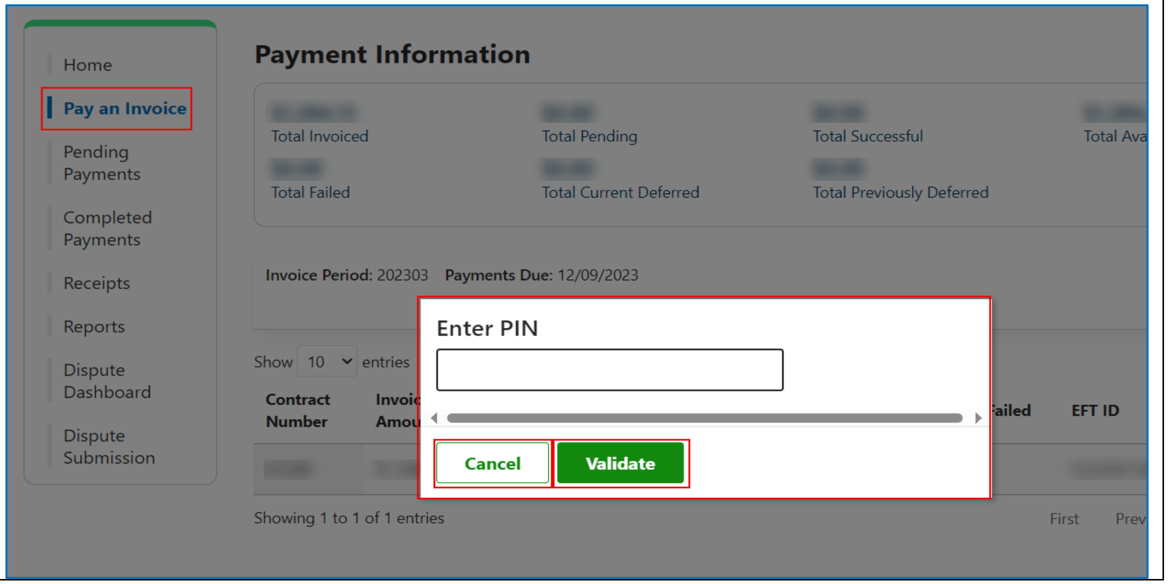
6. Populate the *Defer* checkboxes with a check mark to select all invoice line item(s) for deferment and select the *Submit* button, located at the bottom right of the *Invoice Initiation Table*.

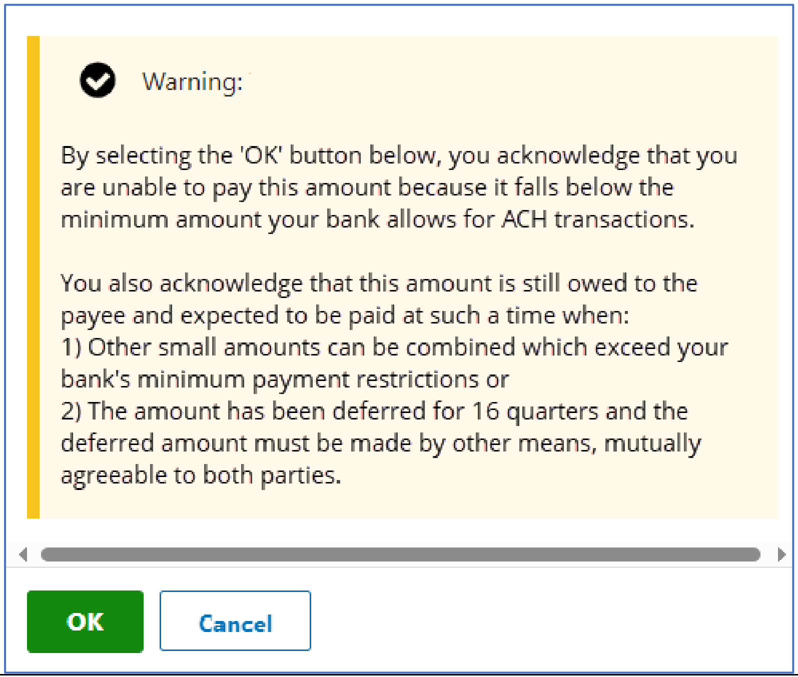
Note: Selecting *Defer* is only applicable when the *Total Available* field’s total is less than $20.00 and the total selected by the manufacturer will be processed according to their bank’s specific threshold for low-dollar ACH amounts permitted for processing.

</td><td>

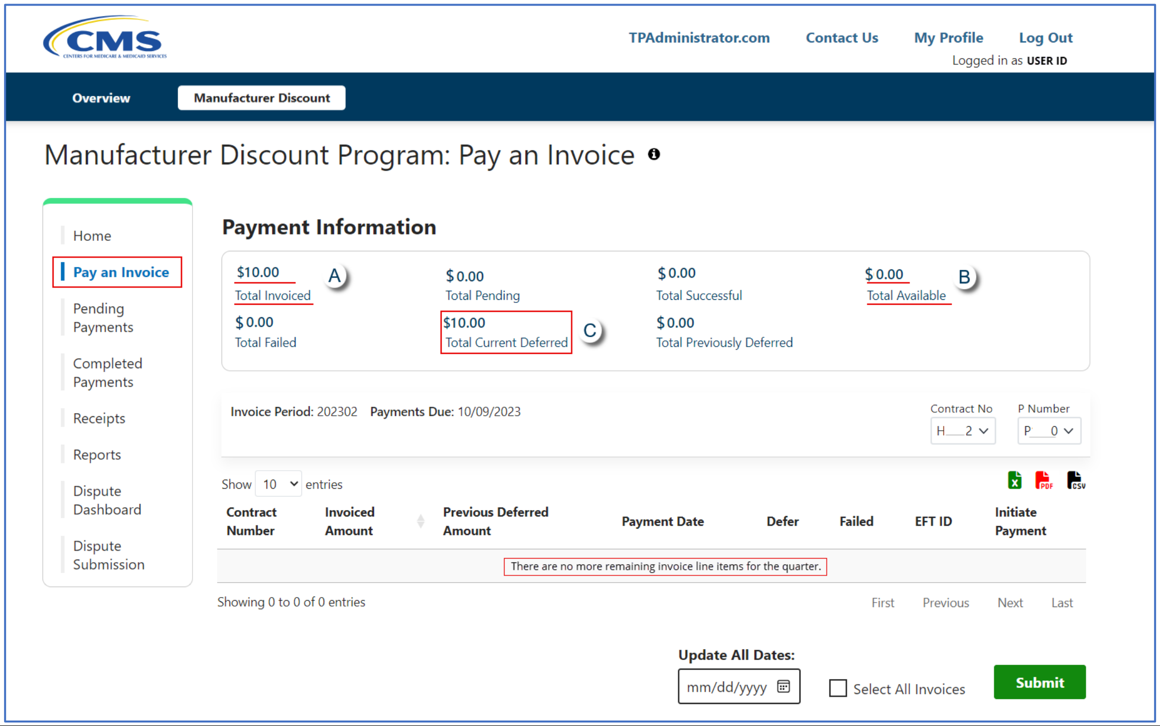


</td></tr>
</table>

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

Instructions	Visuals
8. The system displays a “Warning” message to you after you select the *Submit* button. **Note**: Selecting the *OK* button to defer the invoice line item to the subsequent period creates an irreversible event. If it is determined that the selected line is not the correct deferrable invoice to process, utilize the *Cancel* button to exit the message screen and update the invoice line item. Select *OK* to defer the selected invoice line item.	

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>9. Once the defer process is complete, review the <u>Payment Information</u> section's <u>Total Current Deferred</u> field for updated amounts.</td><td>



</td></tr>
</table>

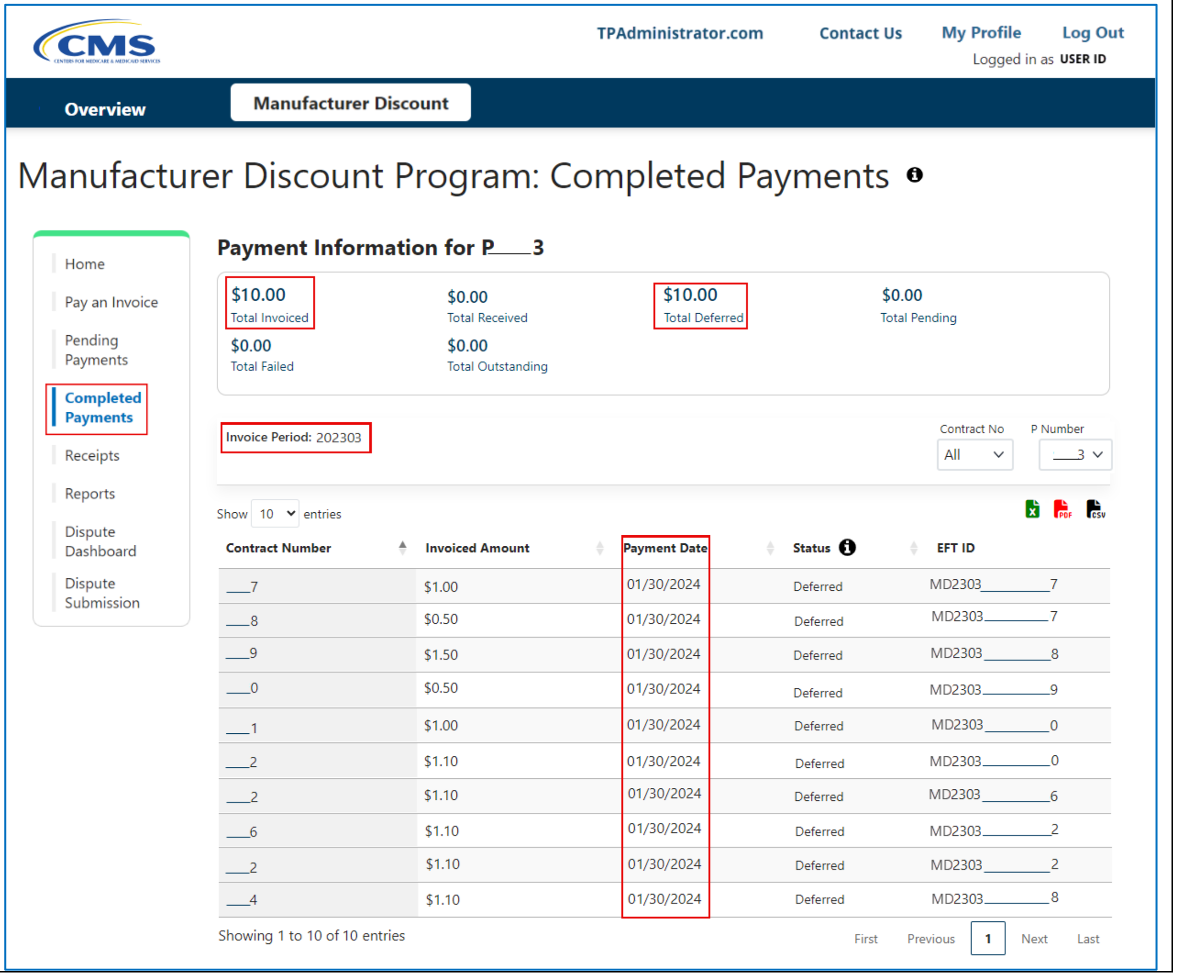
Instructions

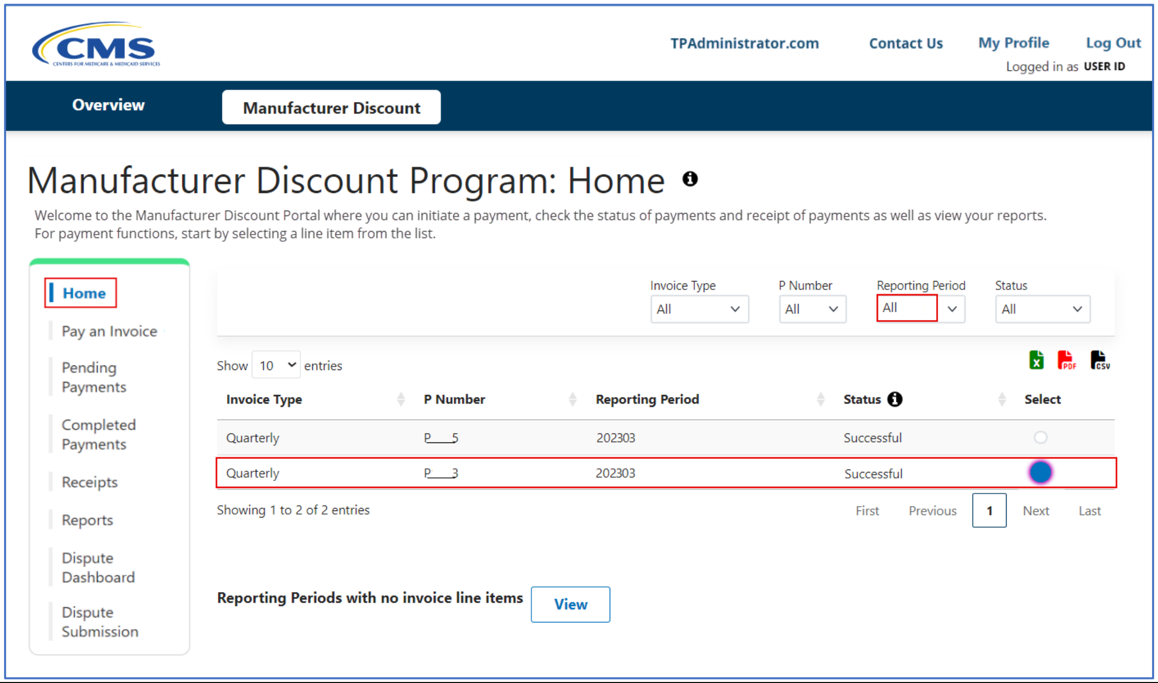
10. Select the **Completed Payments** page and review the data listed in the *Completed Transactions Table*.

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

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

Visuals



<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>11. To verify the status of the reporting period, return to the Home page to view the <u>Status</u> column.</td><td>
</td></tr>
</table>

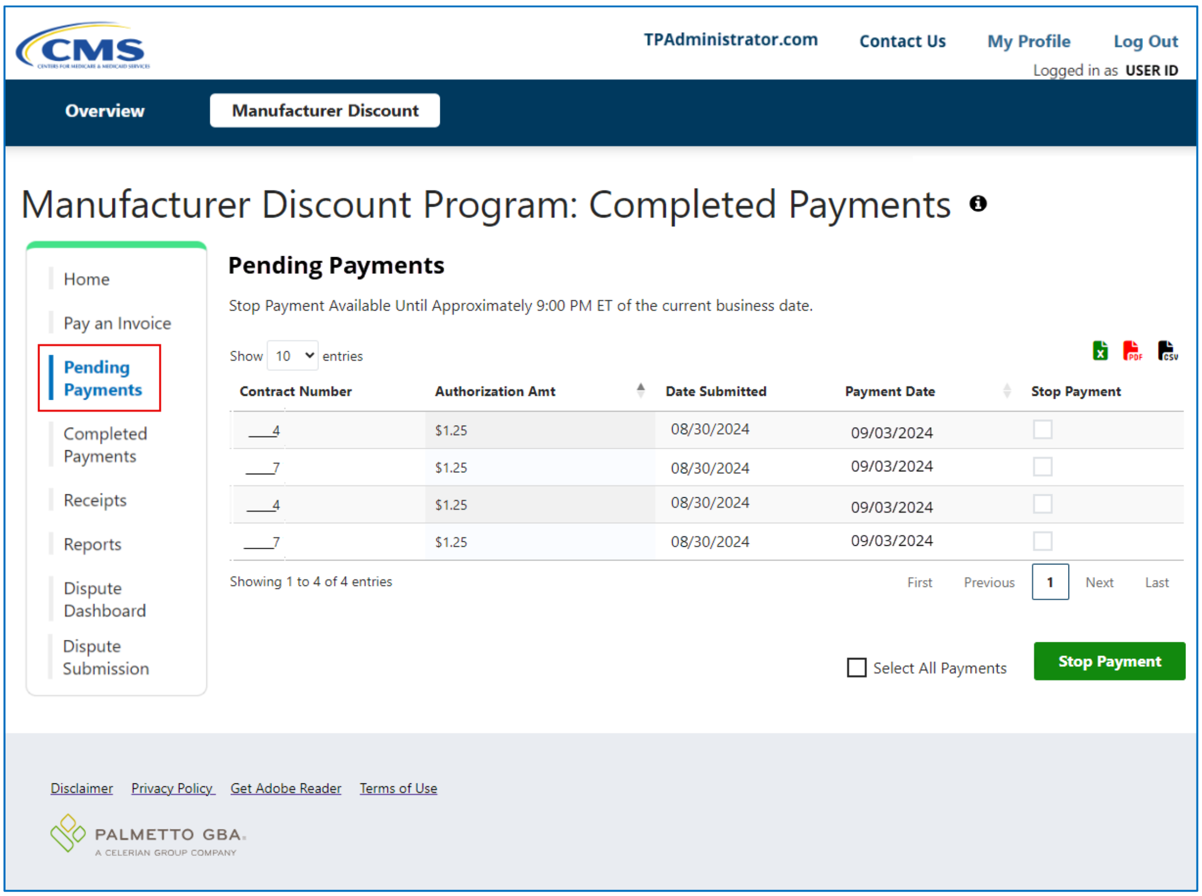
You have now completed processing a previously deferred invoice line item when the current reporting period received no invoice line items.

Pending Payments Page for Manufacturers

Pending Payments Page

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

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

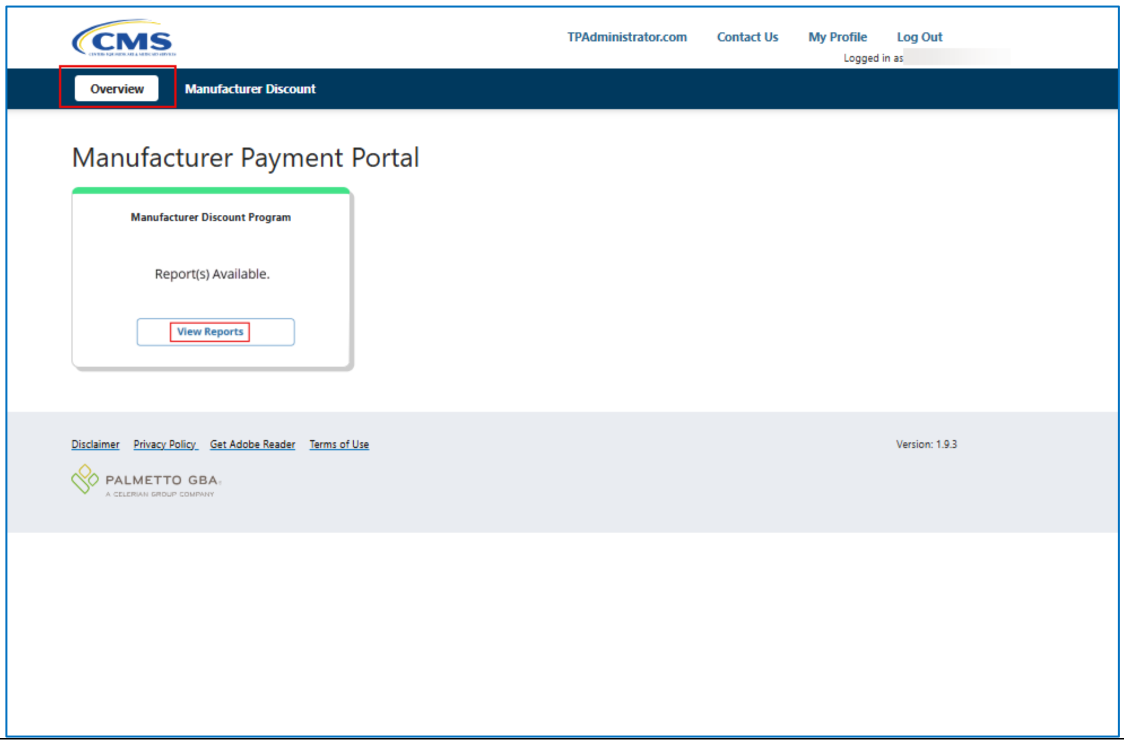


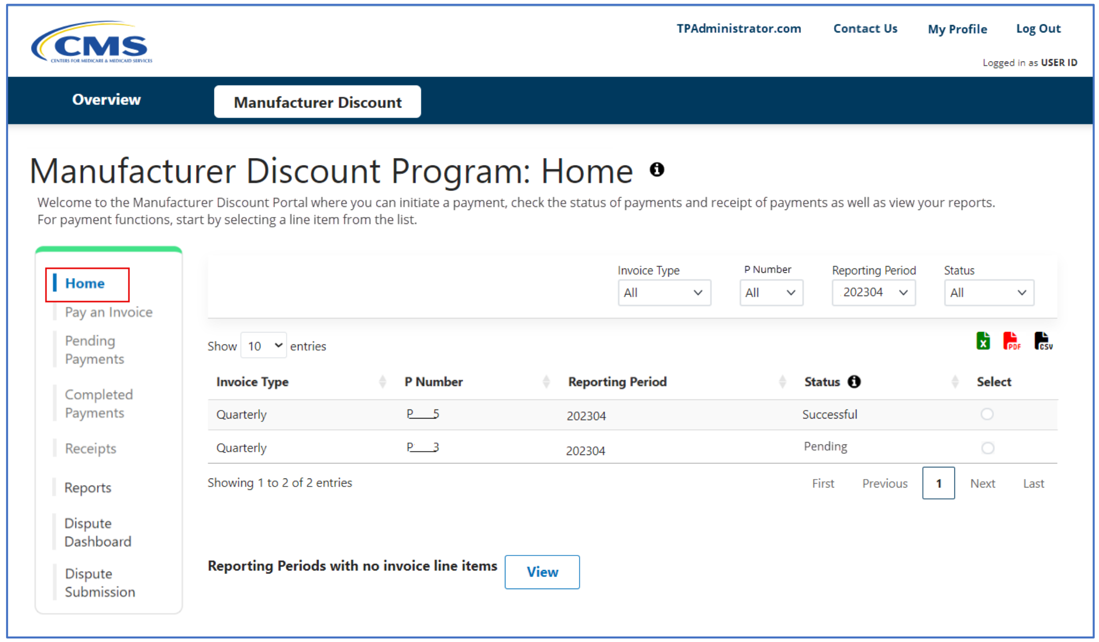
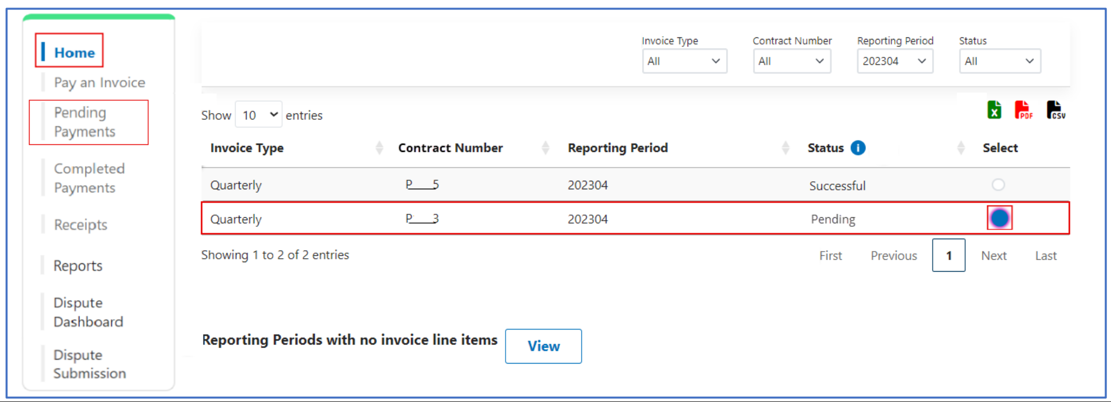
Pending Payments Page Instructions for Manufacturers

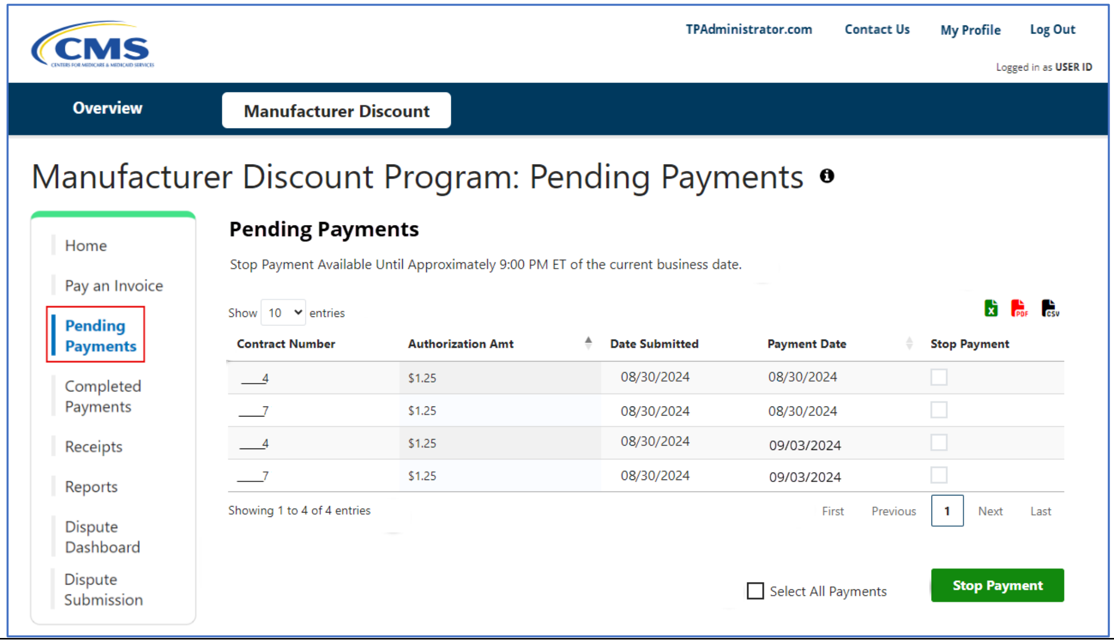
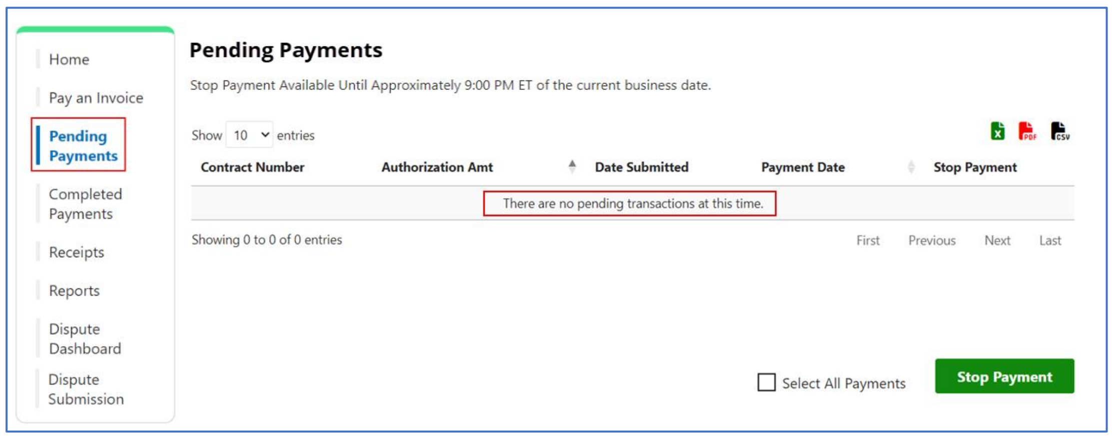
Reviewing Invoices

To access the MPP, click on the [**TPAdministrator.com**]() and click on the MPP Login.

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

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

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>2. This is the Home page.</td><td>
</td></tr>
<tr><td>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.</td><td>
</td></tr>
</table>

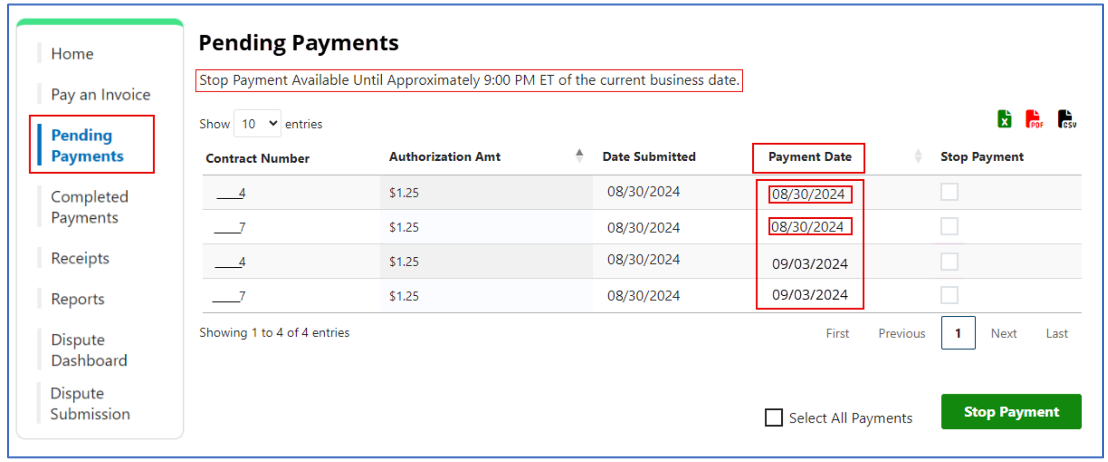
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>4. If you have initiated invoices for payment processing, they will appear on the <u>Pending Payments Table</u> until the date displayed in the <u>Payment Date</u> column equals the current business date.</td><td>
</td></tr>
<tr><td>5. If 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.”</td><td>
</td></tr>
</table>

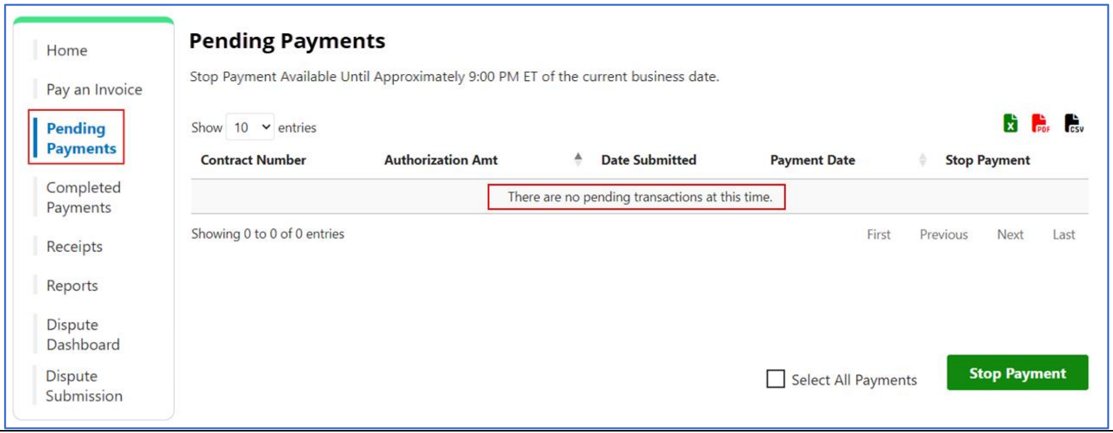
6. Review the *Payment Date* column's date. If the date is the same as the current business date, you have until approximately 9:00 PM ET to perform a stop payment on any or all invoices with the same date as the current business date.
Once the *Payment Date* is equal to the current business date, then 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 9:00 PM ET. Once the invoices are no longer visible on the *Pending Payments Table* the stop payment feature in the module is no longer available for those specific invoices.

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

   The Processing Stop Payments for Manufacturers instruction for the **Pending Payments** page is provided next.



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

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

Processing Stop Payments for Manufacturers

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 with information on the steps needed to process stop payments for pending invoice line-item payments.

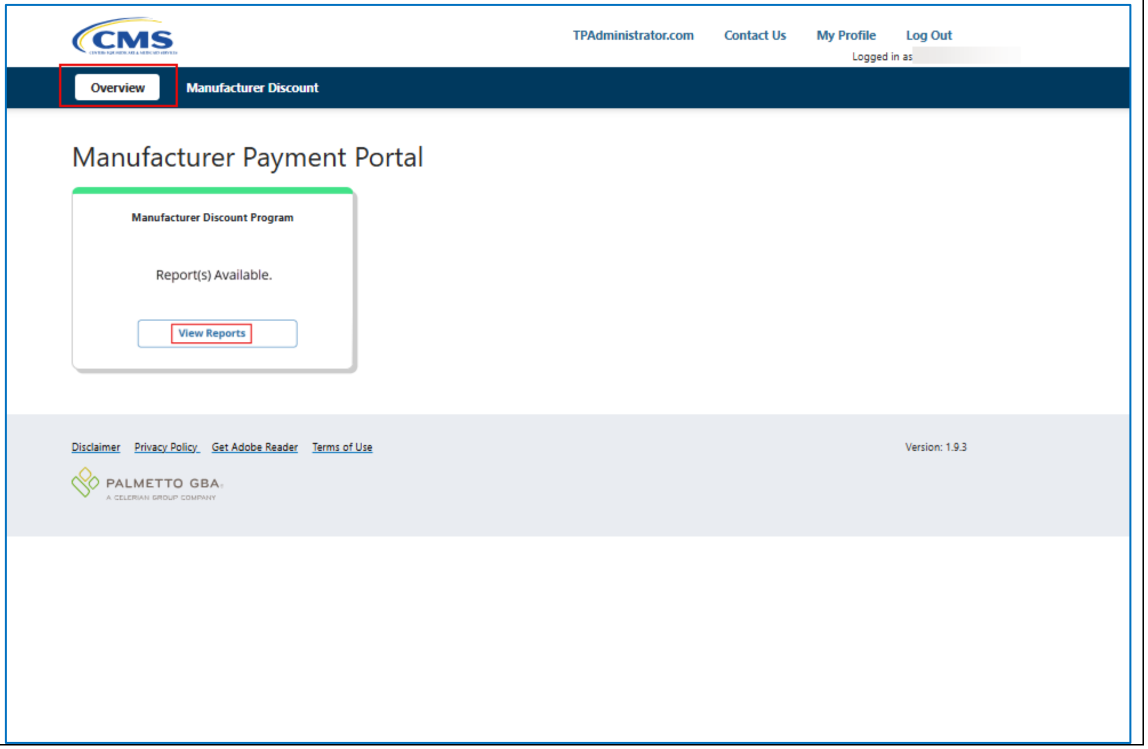
Please Note:

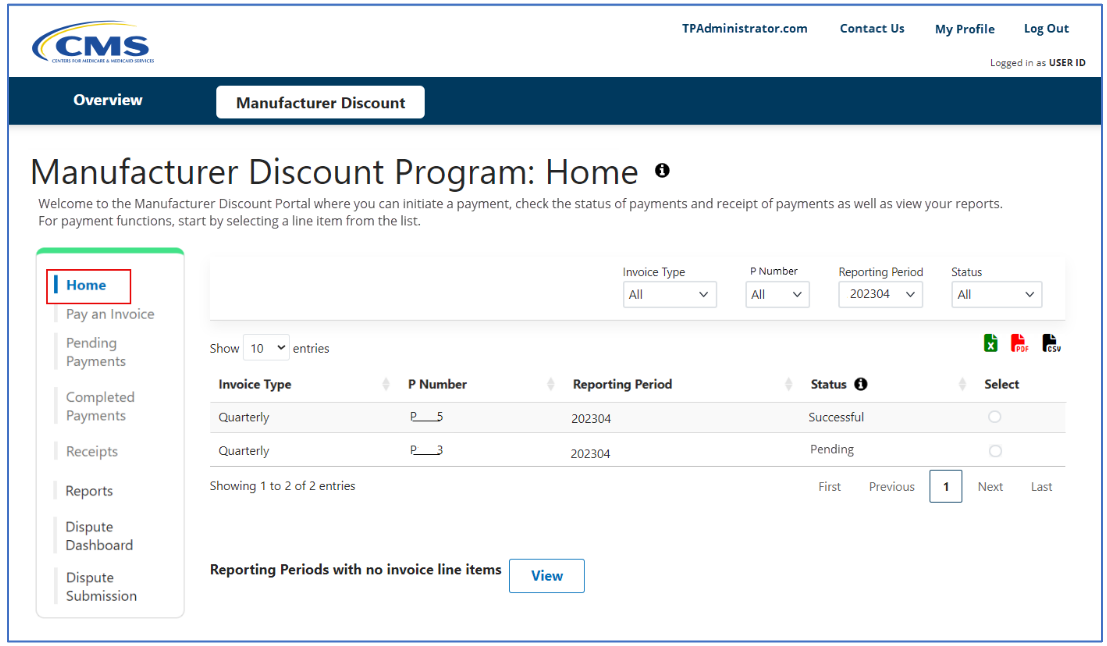
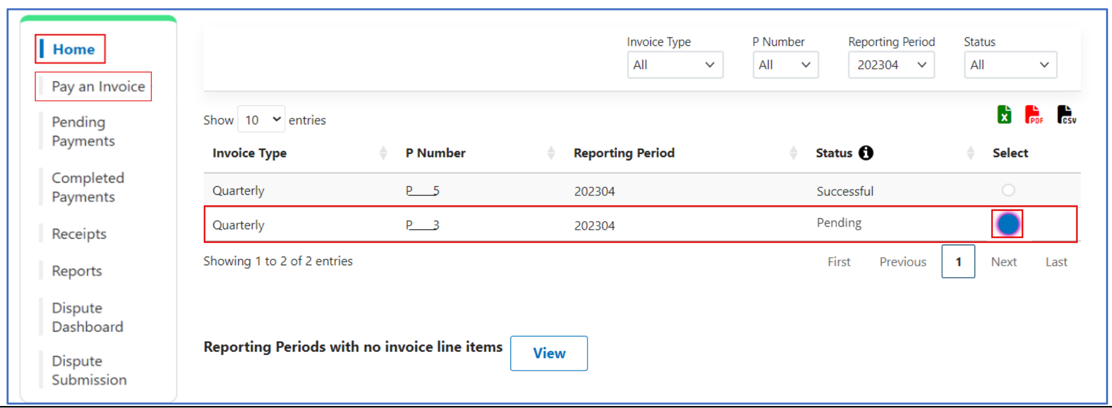
- Completion of this process is limited to Manufacturer associates assigned the *Payment Contact* role.

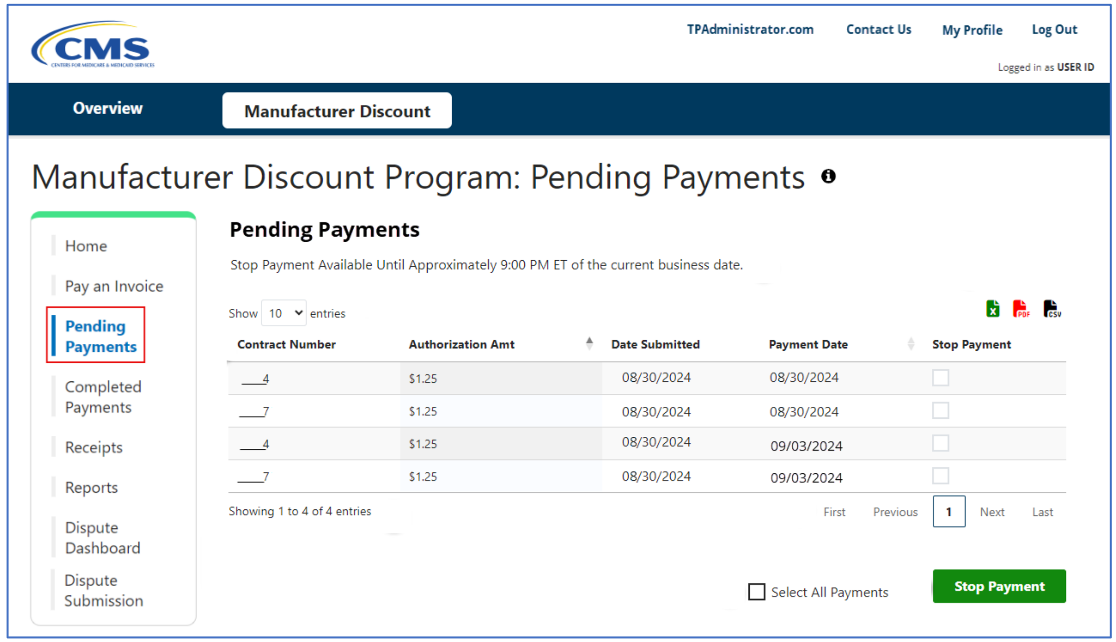
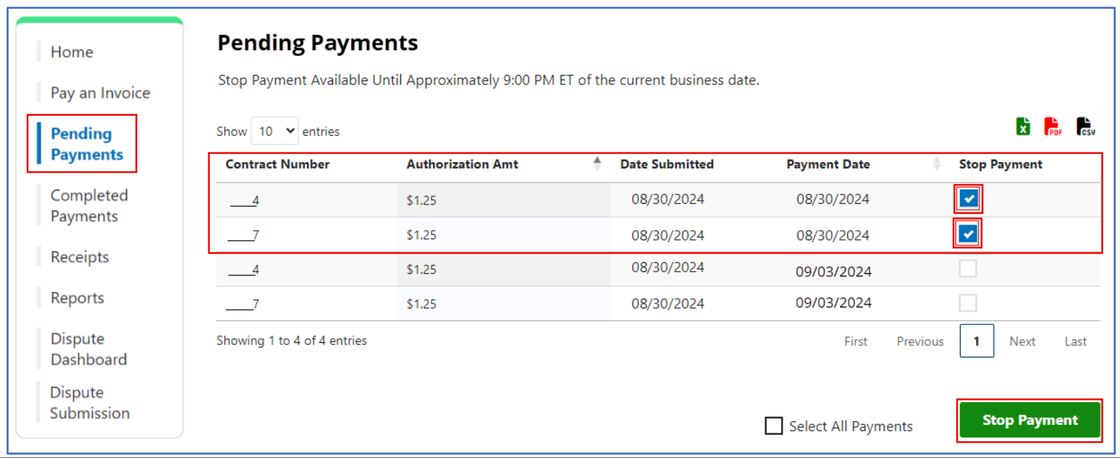
Stop Payments for Individual and Multiple Invoices Instructions – Manufacturers

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

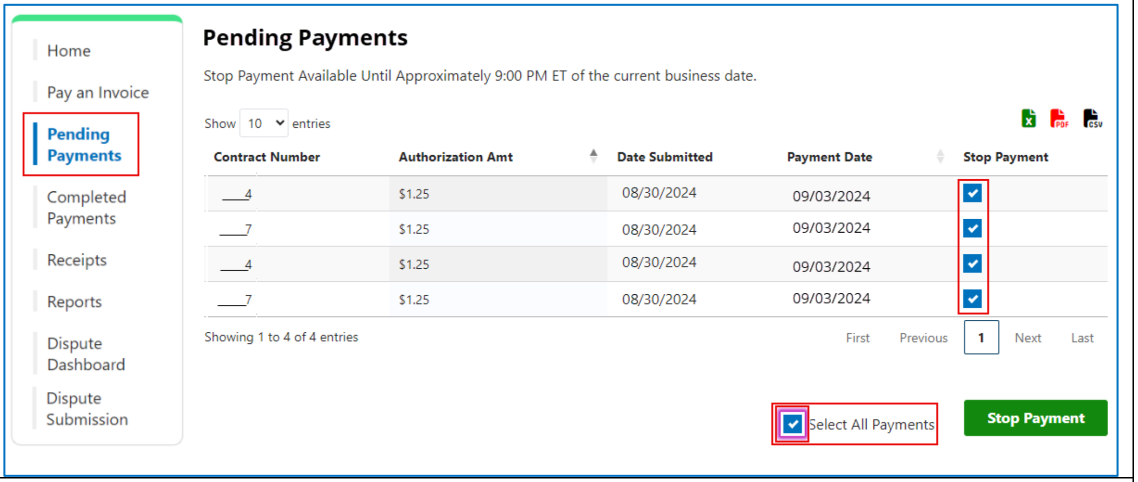
If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the MDP User Guides page to access the guide.

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

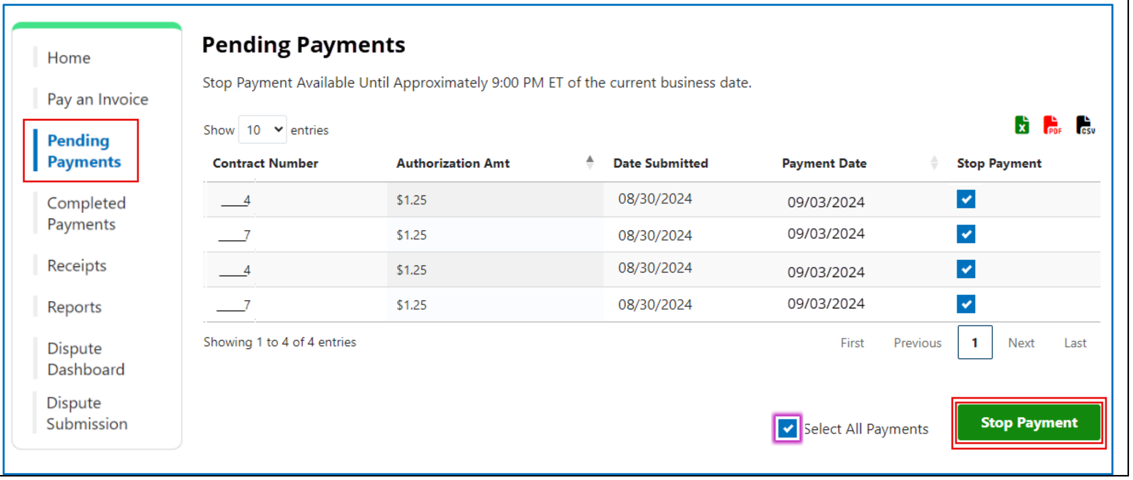
Instructions	Visuals
2. This is the **Home** page.	
3. Select the invoice line item for review on the **Home** page, then select the **Pending Payments** page link.	

Instructions	Visuals
4. Review the **Pending Payments** page to verify invoice line items have been either initiated for payment processing or scheduled for a future processing date and are still displayed in the region. Invoice line items available for stop payment processing will display in the *Pending Payments Table*.	
5. To process a stop payment for individual invoice line items, populate the checkbox in the *Stop Payment* column with a checkmark and select the *Stop Payment* button, located at the bottom right of the **Pending Payments** page.	

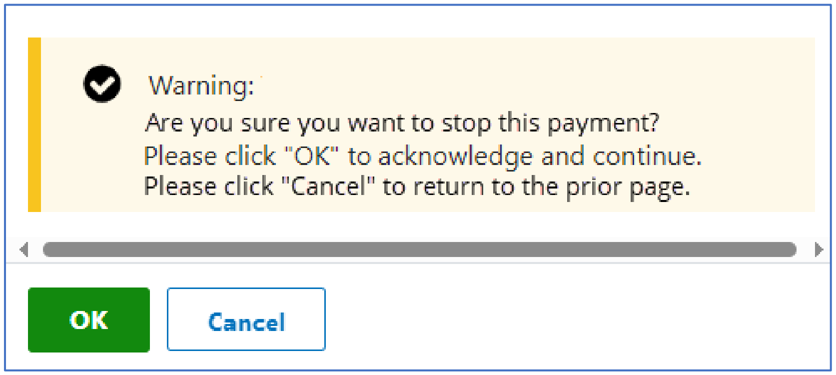
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>6. Now if all the invoice line items appearing on the Pending Payments page need to be stopped, you can use the <u>Select All Payments</u> checkbox to populate all the checkboxes in the <u>Stop Payment</u> column with a checkmark in the <u>Pending Payments Table</u>.</td><td>

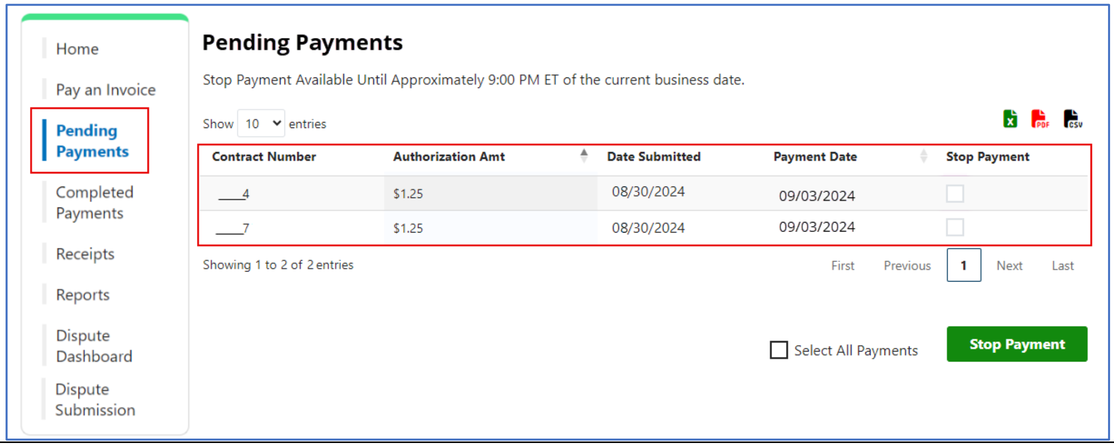
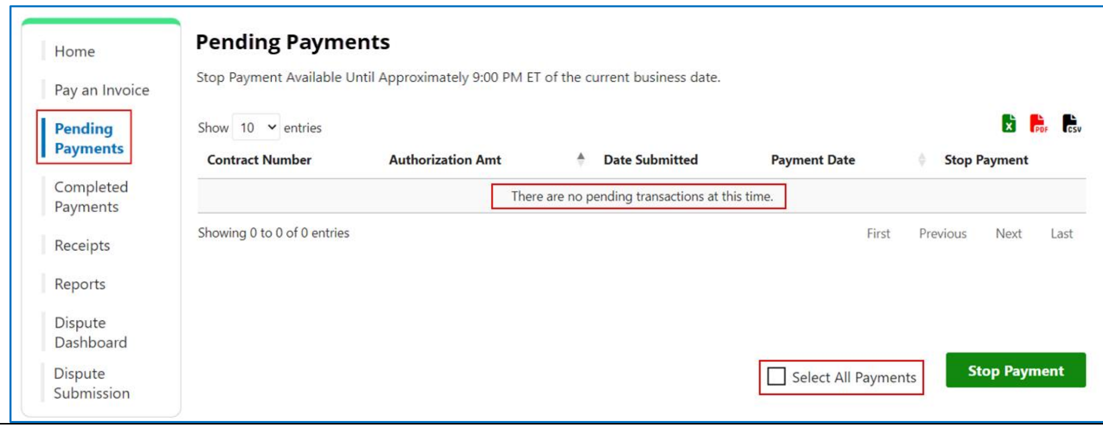


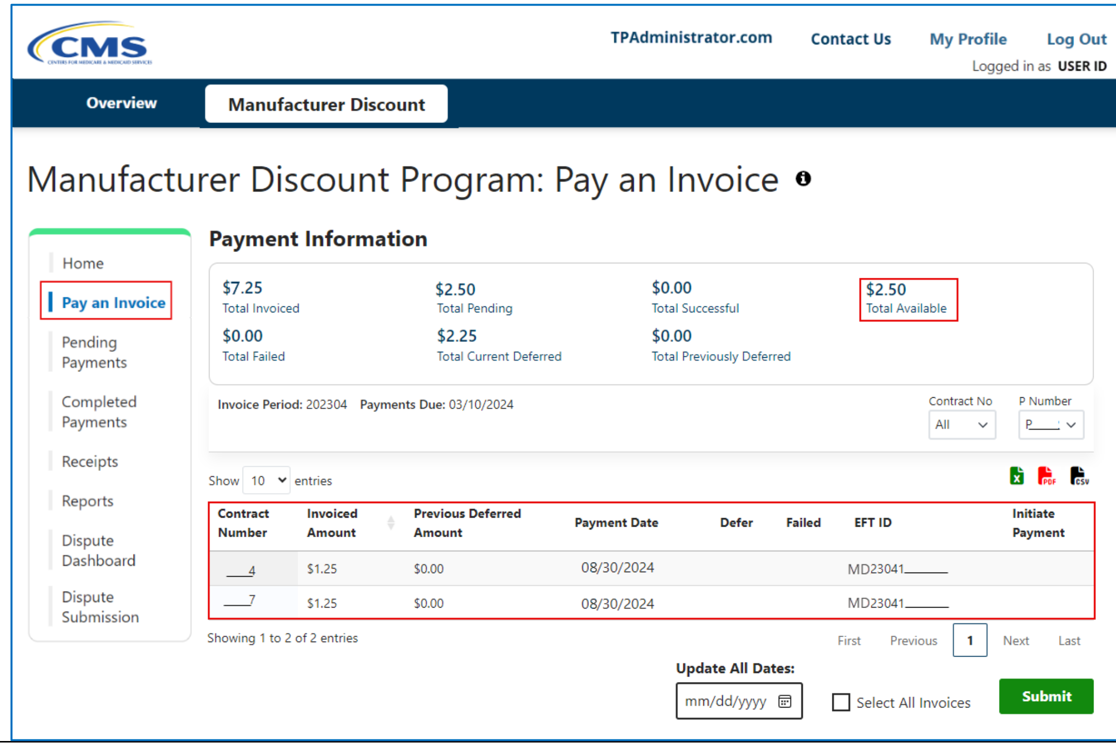
</td></tr>
<tr><td>7. To process stop payments, select the <u>Stop Payment</u> button, located at the bottom right of the Pending Payments page.</td><td>



</td></tr>
</table>

Instructions	Visuals
8. The system will display a message requesting additional action after selecting the *Stop Payment* button. Select the *OK* button to process the stop payment for the invoice line item. If it is determined that the selected invoice line is not the correct invoice to process for stop payment, select the *Cancel* button to exit the message screen and choose the correct line item. ***Note***: *Selecting the OK button to stop pay the invoice line item creates an irreversible event.* If the OK button is selected in error, re-process the invoice line item this instruction: *Error! Reference source not found.*	

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>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.</td><td>
</td></tr>
<tr><td>10. For stop payments using the <u>Select All Payments</u>, the Pending Payments page will display this message after processing the request.
Message states: “There are no pending transactions at this time.”</td><td>
</td></tr>
</table>

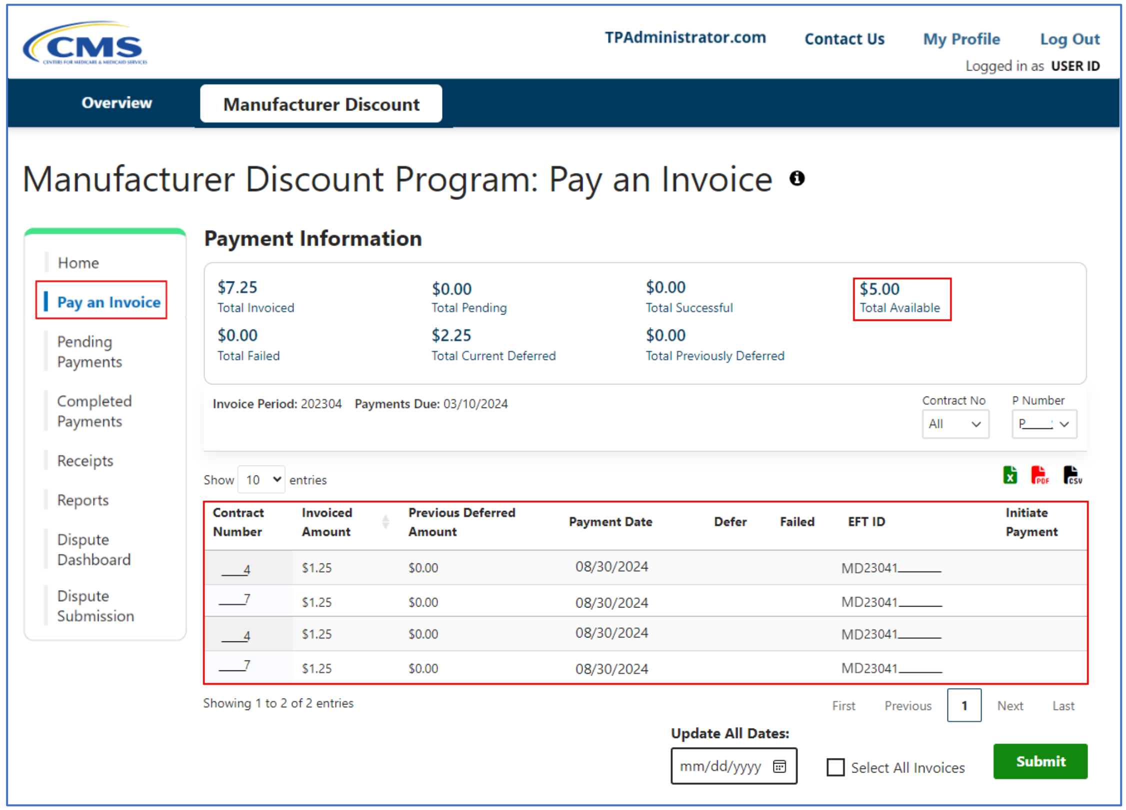
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>11. For individual stop payment requests, select the Pay an Invoice page link in the navigation, and verify that the invoices stopped now appear in the <u>Invoice Initiation Table</u> and the <u>Total Available</u> field and in the <u>Payment Information</u> section.</td><td>
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

12. For stop payments using the *Select All Payments*, the **Pay an Invoice** page link in the navigation, and verify that the invoices stopped now appear in the *Invoice Initiation Table* and the *Total Available* field and in the *Payment Information* section.

    To re-process the invoice line items refer to this instruction: *Error! Reference source not found.*

</td><td>

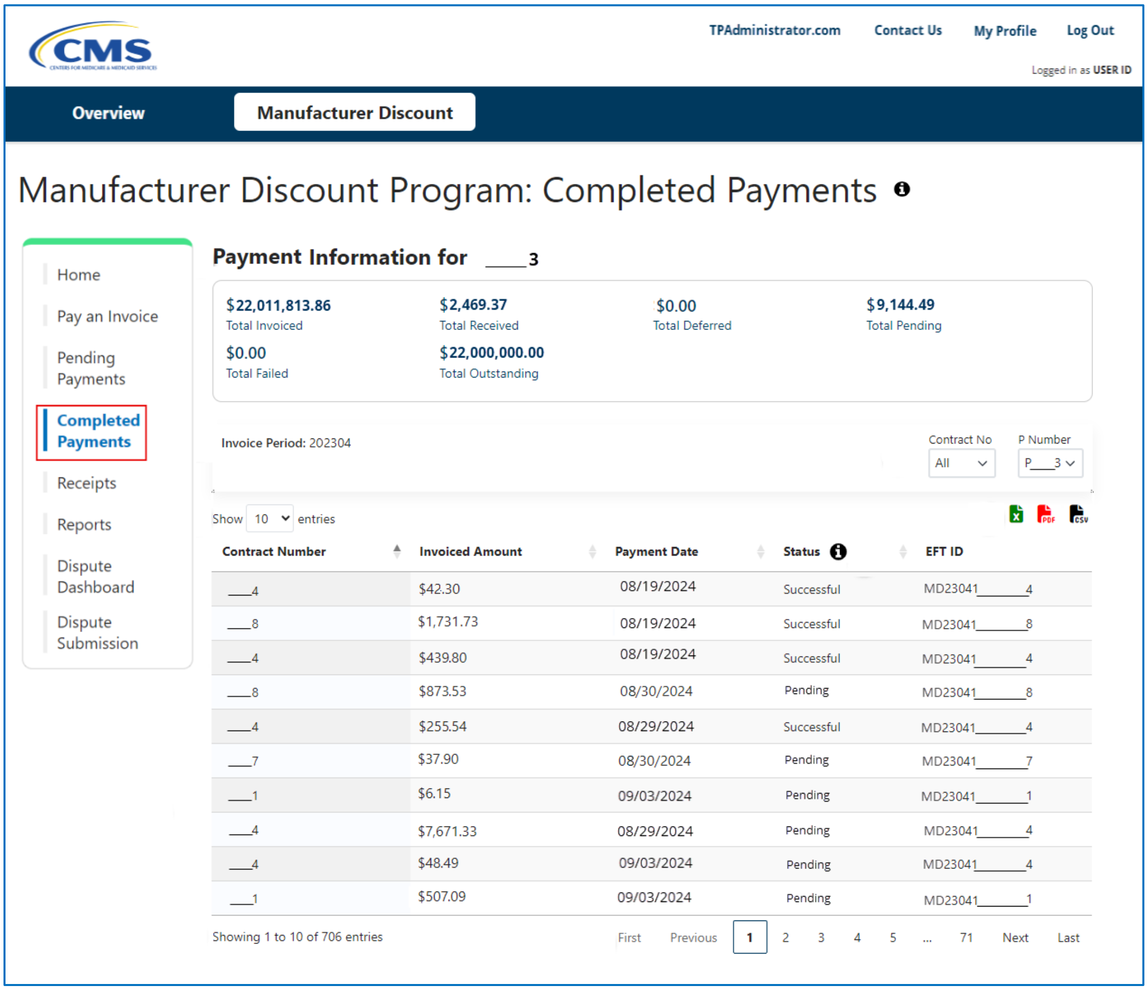


</td></tr>
</table>

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

Completed Payments Page for Manufacturers

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



The **Completed Payments** page has 15 fields, forms and columns for your use. Refer to ***Error! Reference source not found.*** to review the features available.

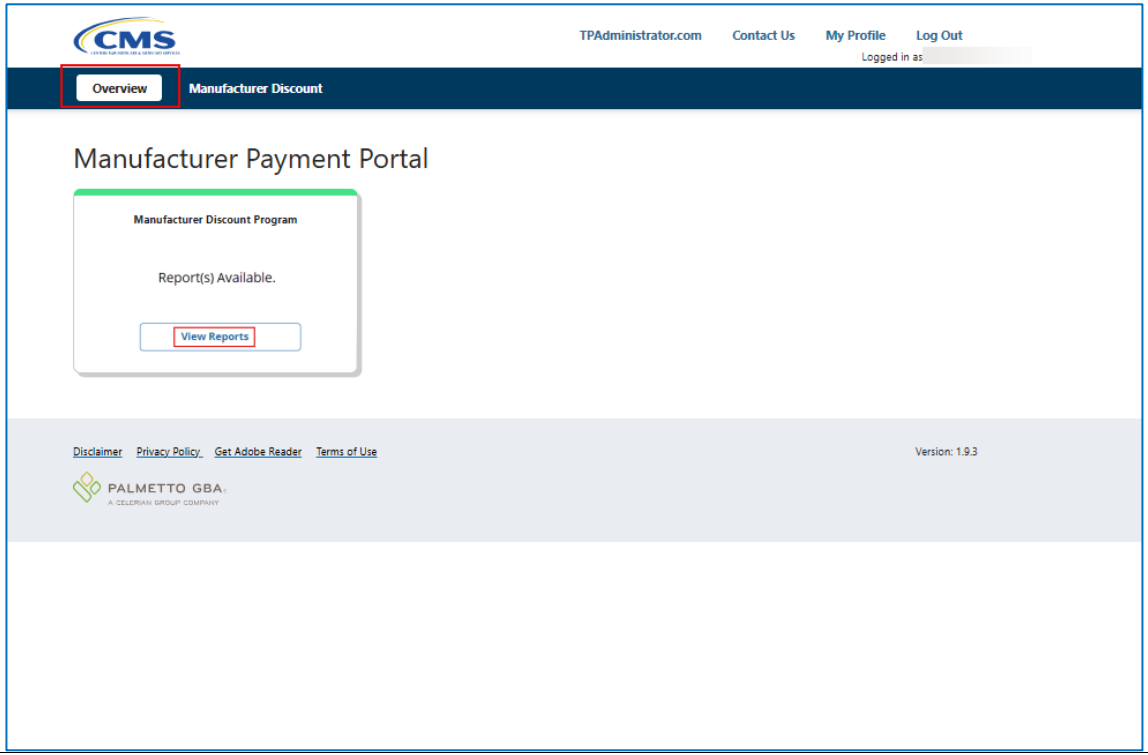
Completed Payment Page Instructions for Manufacturers

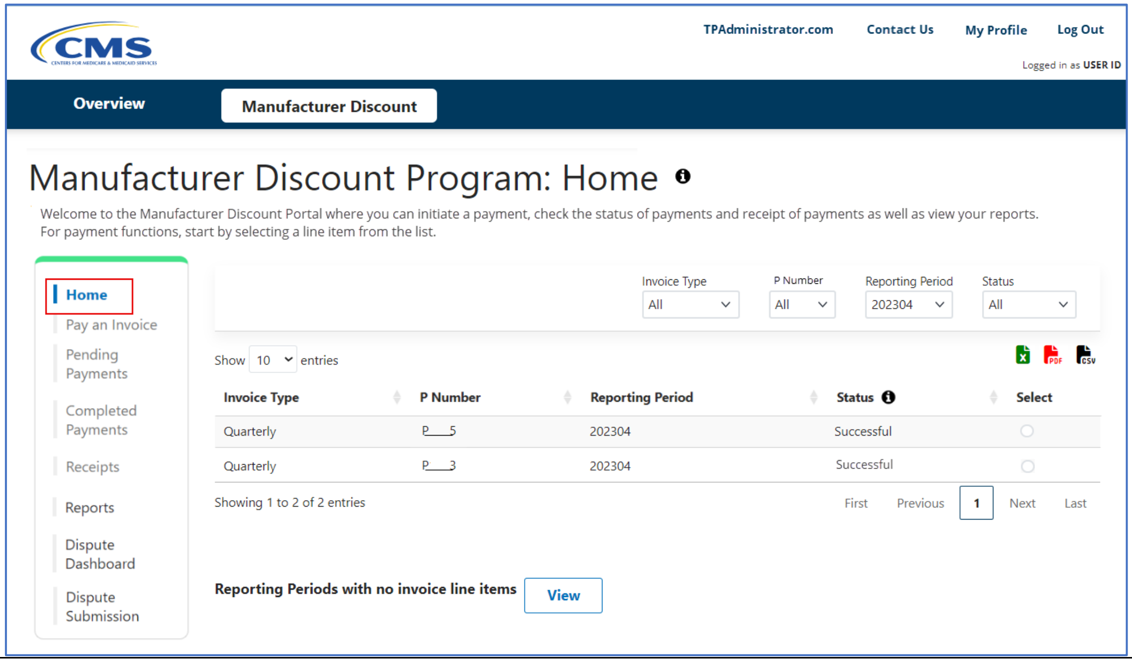
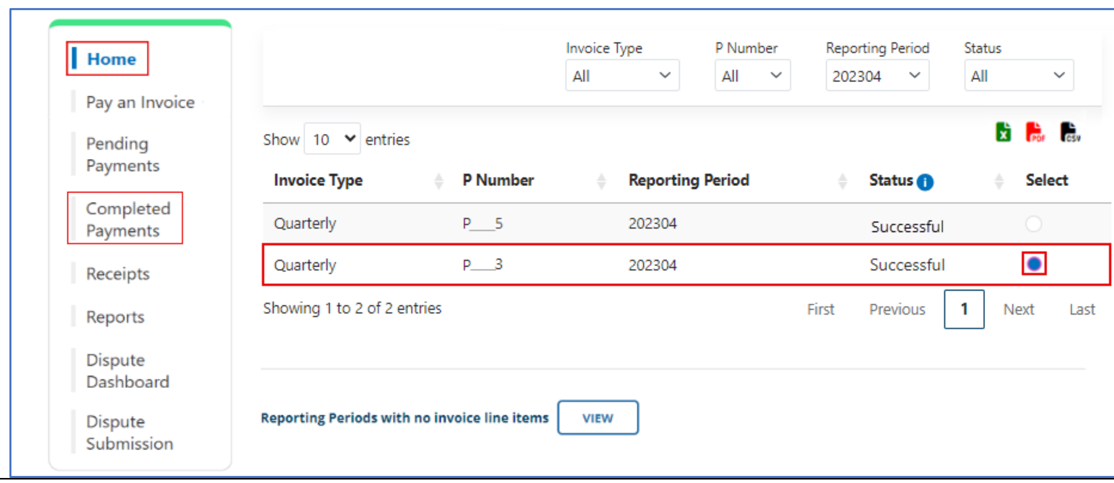
Reviewing Invoices

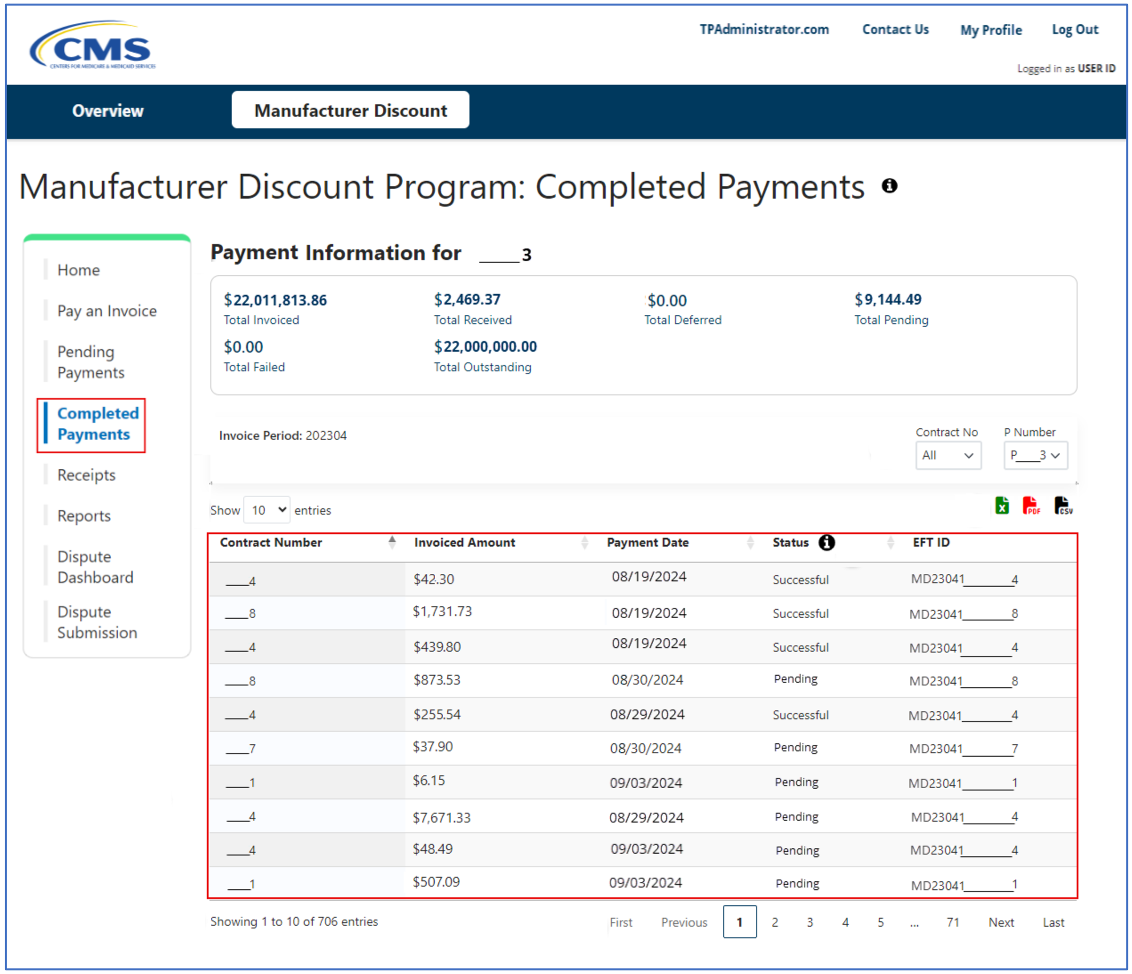
Manufacturers can utilize the MDP module to view the status of invoice line items that have completed processing. The **Completed Payments** page provides manufacturers with the capability to view the status of Quarterly invoices, such as *Deferred*, *Pending*, or *Successful* quarterly invoice payments.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

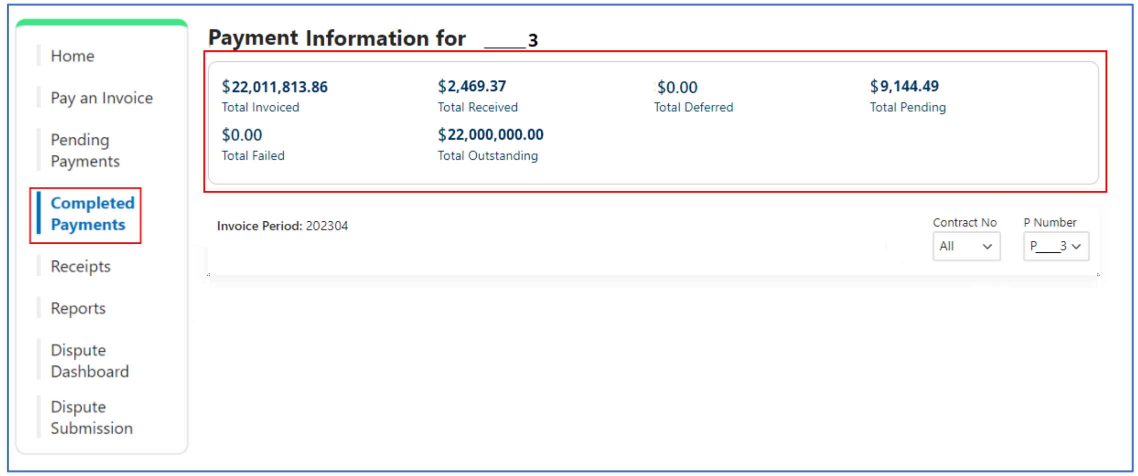
To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

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

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>2. This is the Home page.</td><td>
</td></tr>
<tr><td>3. Select the invoice line item for review on the Home page, then select the Completed Payments page link.</td><td>
</td></tr>
</table>

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

Instructions	Visuals
4. On the **Completed Payments** page review the *Payment Information* section for *Pending* and *Successful* (*Received*) invoice line items. **Note**: *Defer* for invoice line items are only available when the **Pay an Invoice** page's *Total Available* field's total is less than $20.00 USD and the manufacturer's bank ACH process prevents processing total amounts selected for payment initiation that fall below their bank's specified minimum ACH processing amount.	

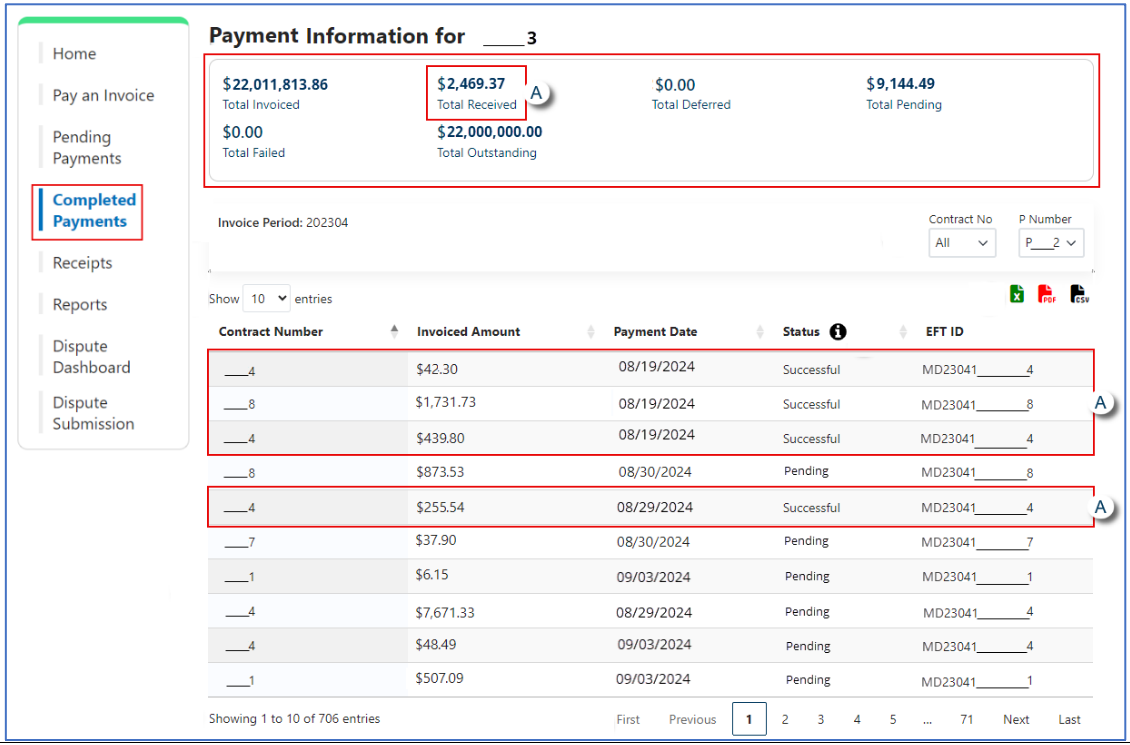
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

5. 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.

</td><td>



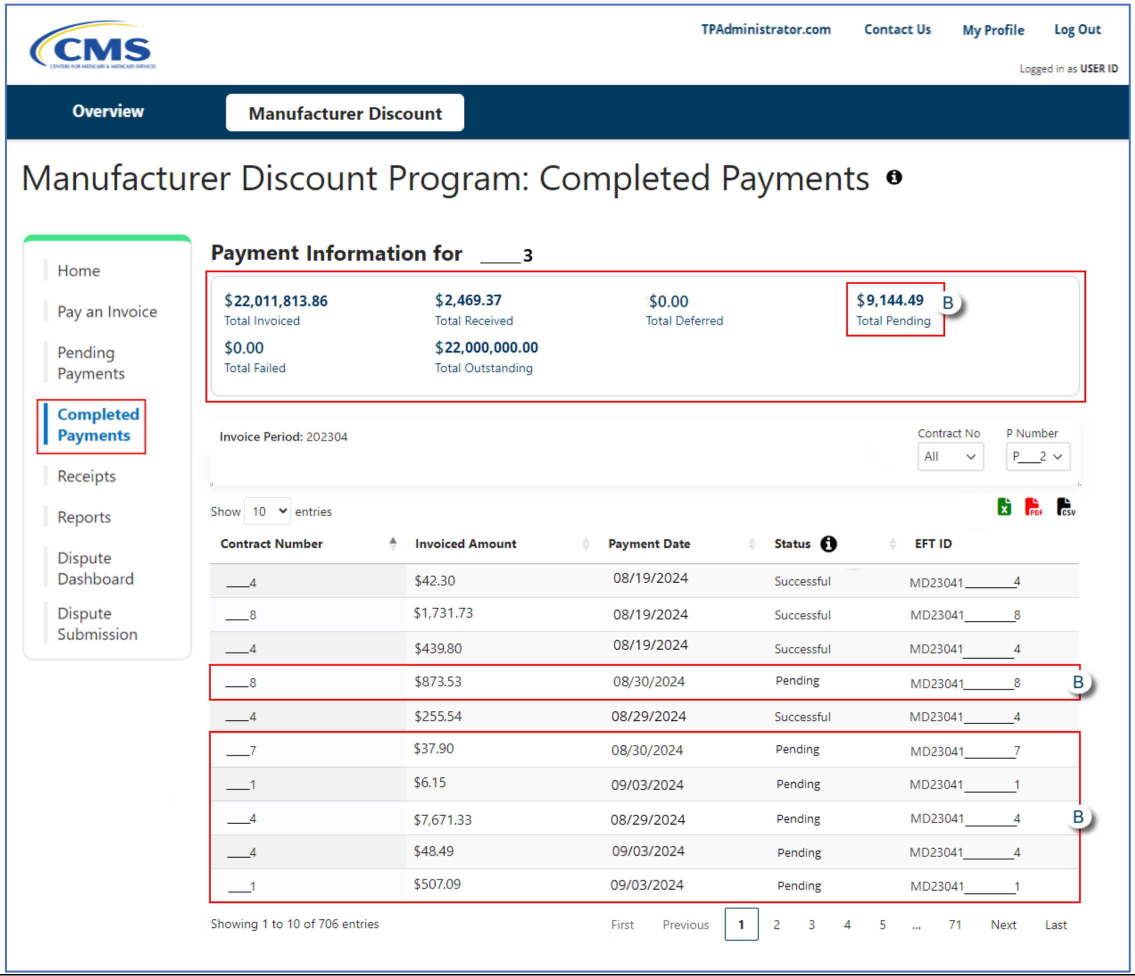
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

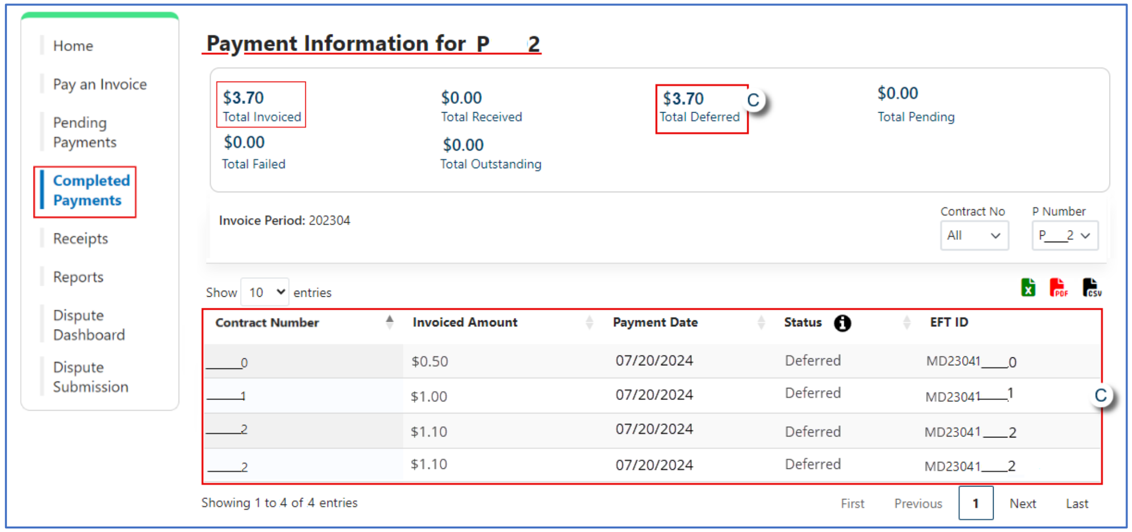
6. Review the invoice line items in the *Completed Payments Table* and locate an invoice line item with the *Status* column populated with *Pending*.

   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.

</td><td>



</td></tr>
</table>

Instructions	Visuals
7. In reporting periods where the amount displayed in <u>*Total Available*</u> field on the **Pay an Invoice** page for the distributed invoices equals less than $20.00 <u>*and*</u> the invoices have been deferred, the <u>*Status*</u> column in the <u>*Completed Payments Table*</u> will display <u>*Deferred*</u>. Example of a manufacturer with deferred invoice line items. **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.	

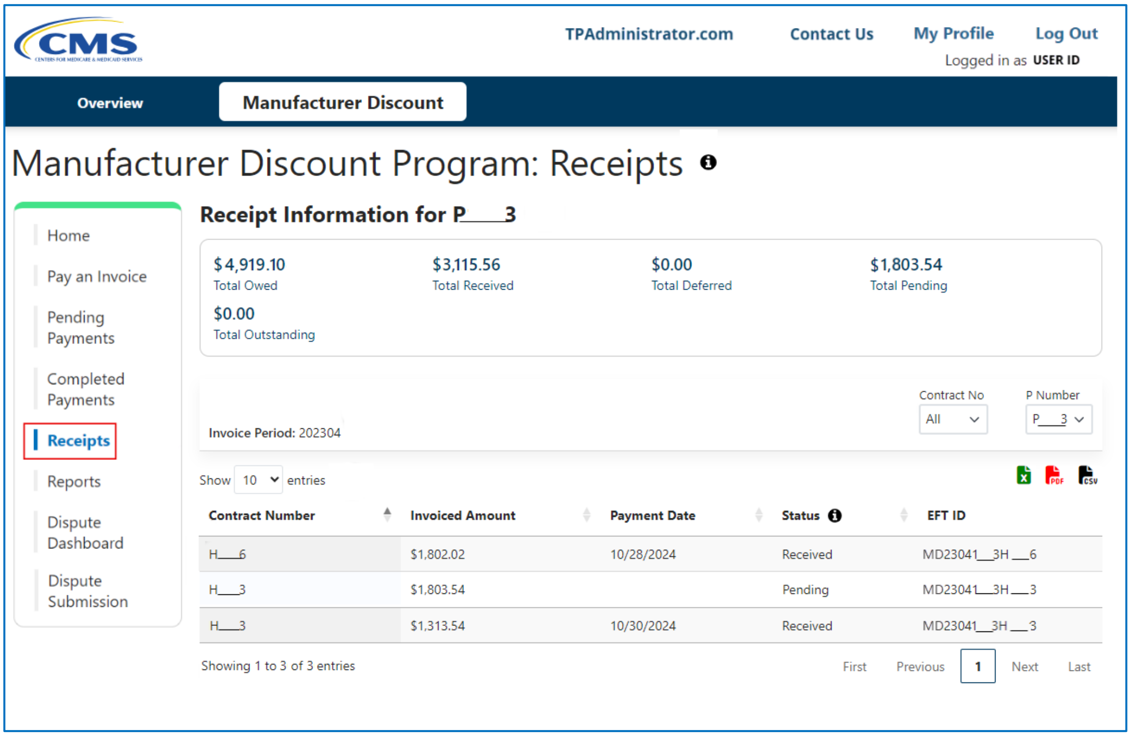
You have now completed reviewing completed invoice line items.

Receipts for Manufacturers

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

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

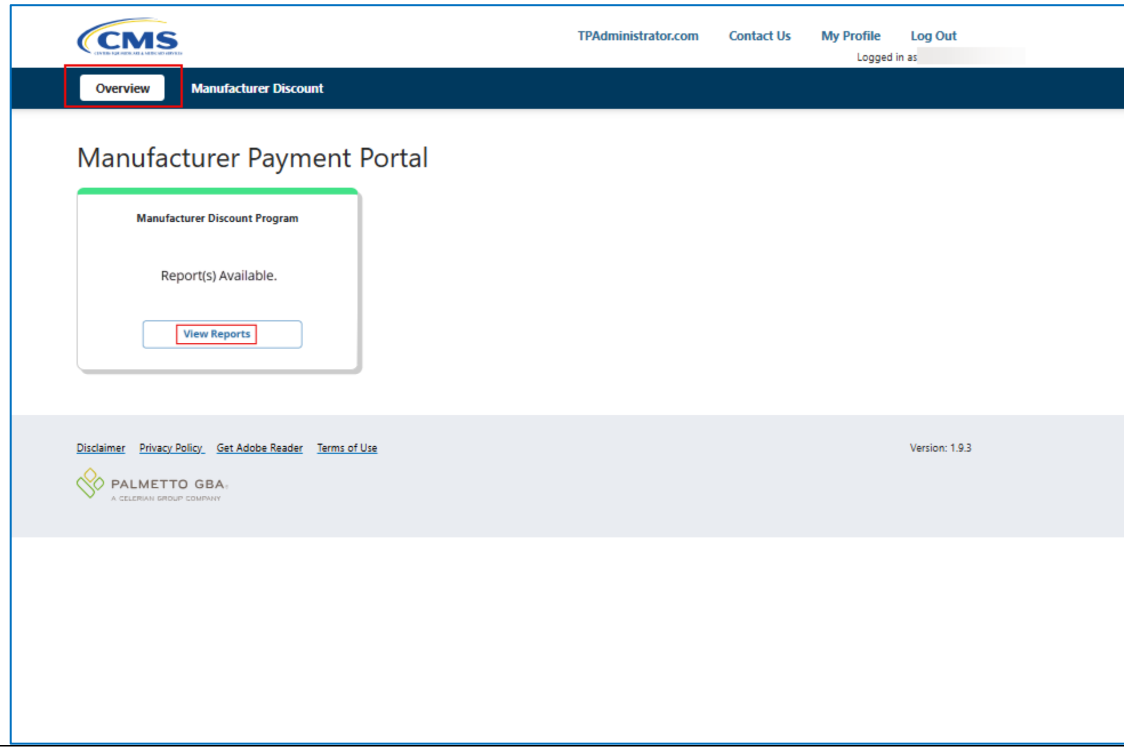
For detailed information about the fields on the Receipts page, refer to *Table 6: Receipts* in the Appendix.

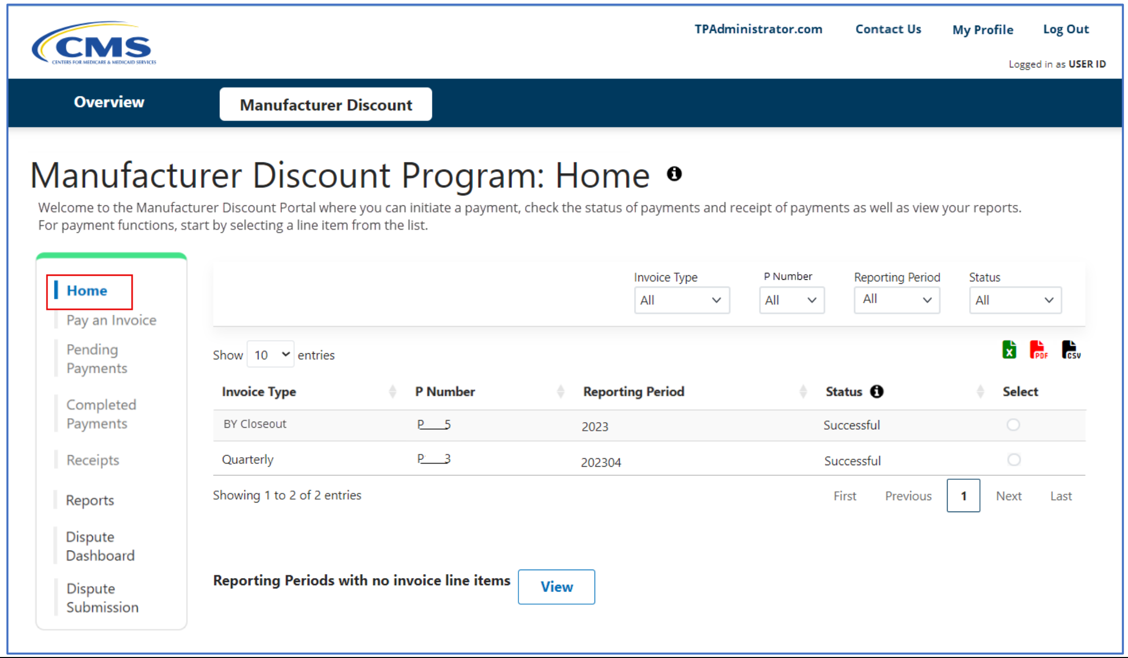


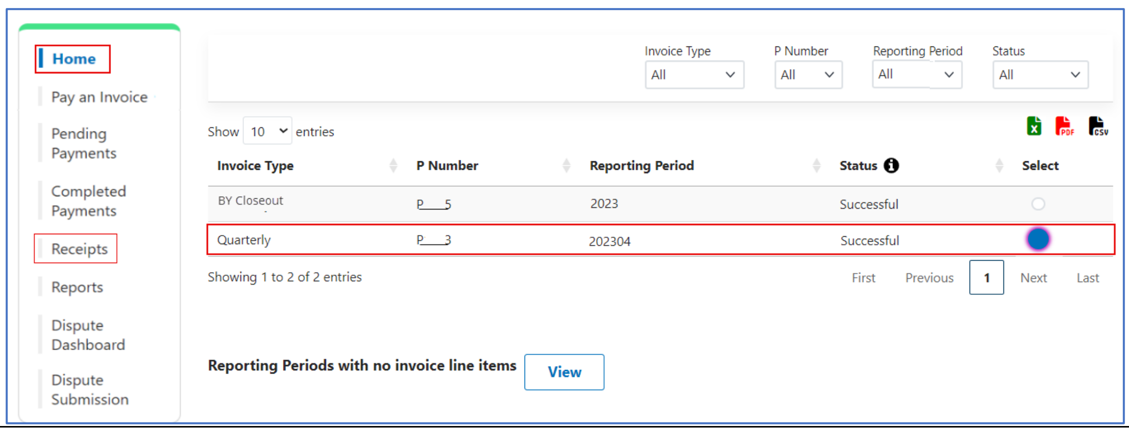
Reviewing Receipts Instruction for Manufacturers

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

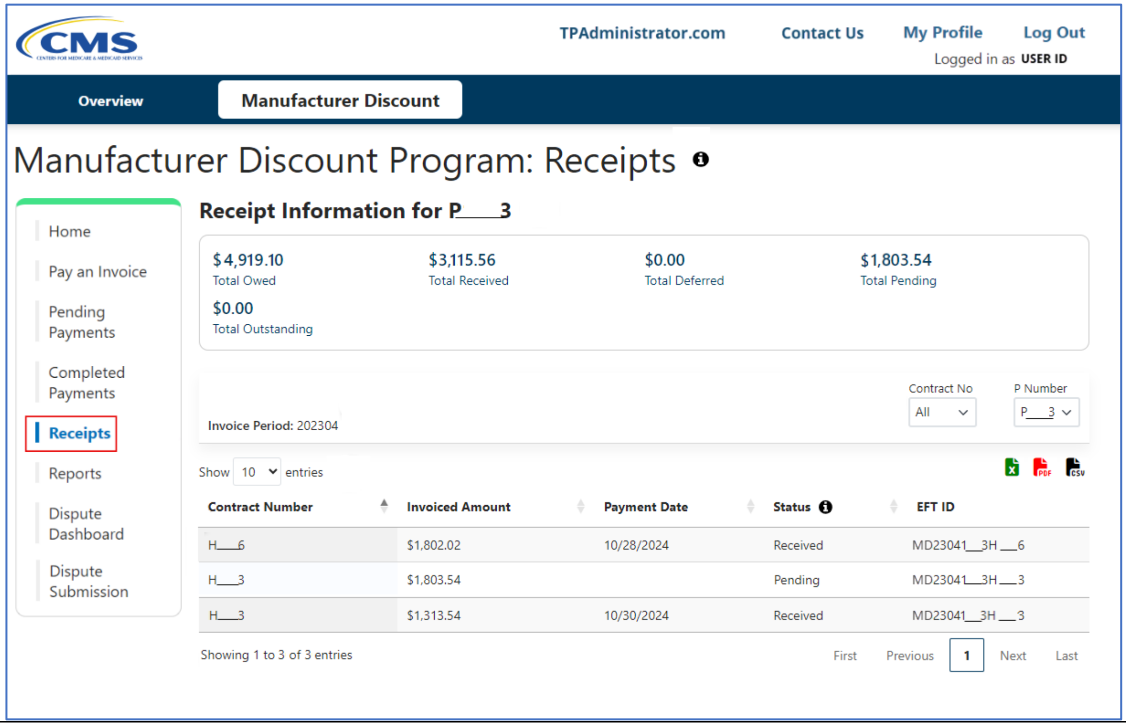
If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the MDP User Guides page to access the guide.

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

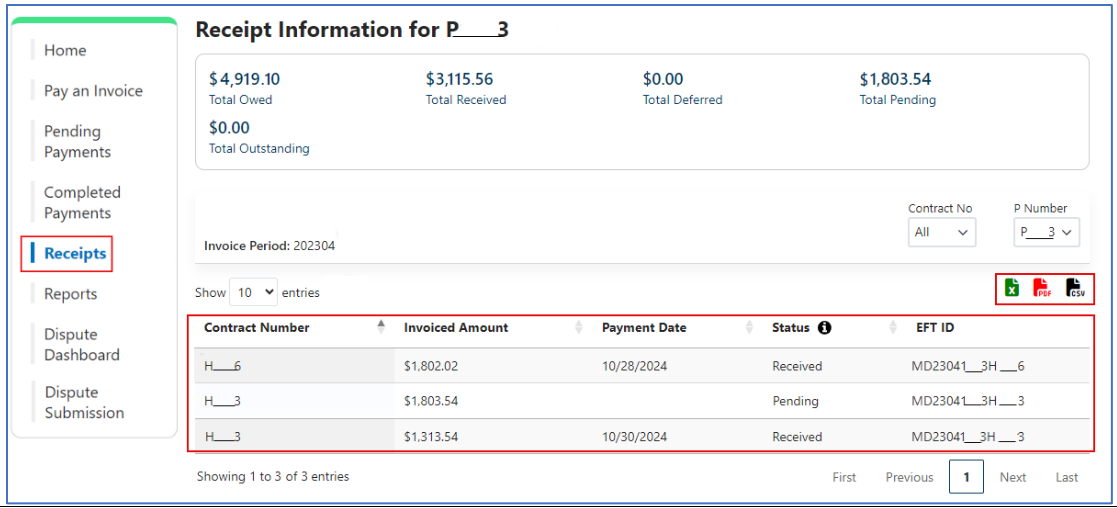
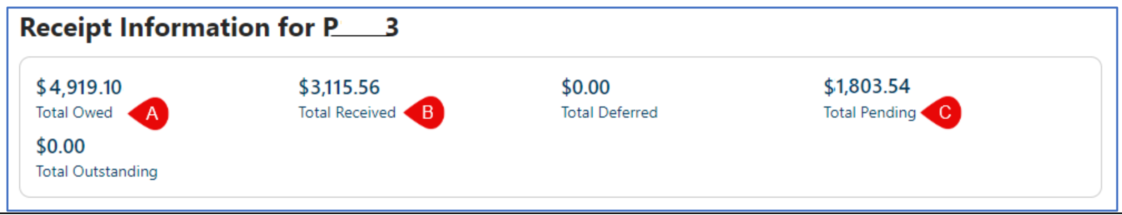
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>2. This is the Home page.</td><td>


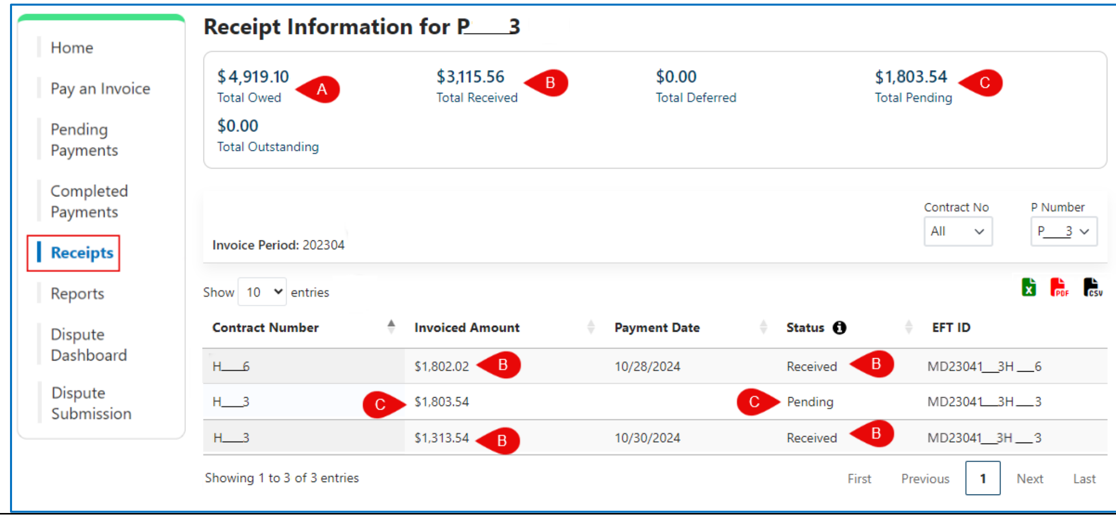
</td></tr>
<tr><td>3. Select the radio button next to the invoice line item for review on the Home page, then select the Receipts page link.</td><td>


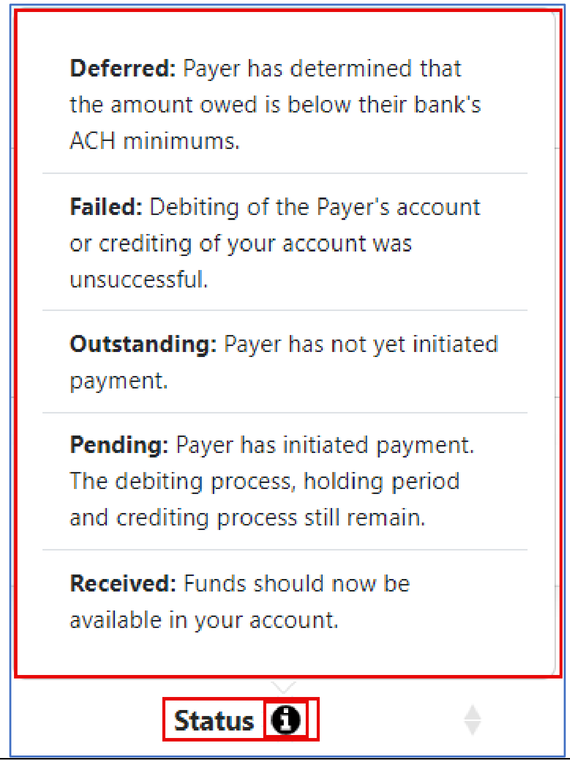
</td></tr>
</table>

Instructions	Visuals
• On the **Receipts** page, view the ***Receipts Table*** for invoice line-item data displaying on the page.	

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>4. To <u>Export</u> the data that is visible in the table, select one of the three icons Excel, PDF or CSV .

Note: This action will only export the columns that are displayed in the <u>Receipts Table</u>.</td><td></td></tr>
<tr><td>5. You can review your Quarterly receipts by comparing the <u>Receipt Information</u> section to the <u>Receipt Table</u> contents.</td><td></td></tr>
</table>

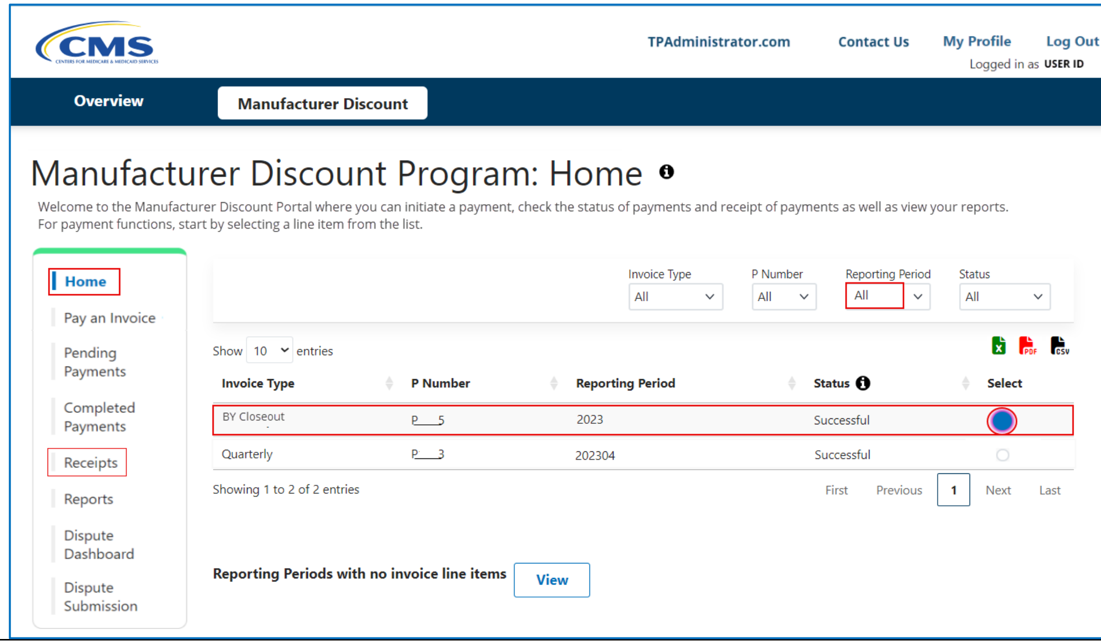
Instructions	Visuals
In this example, there are two received invoice line items (B) and one pending line item (C).	

Instructions	Visuals
6. Review the ***Status*** column's Information icon  to view the statuses that may be visible in the ***Receipts Table***. To review the statuses and their definitions, refer to *Table 6: Receipts*.	

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

7. To review BY Closeout invoices, return to the **Home** page and select the radio button next to the BY Closeout invoice line item you want to review. This will enable the **Receipts** link for you to click on.

</td><td>



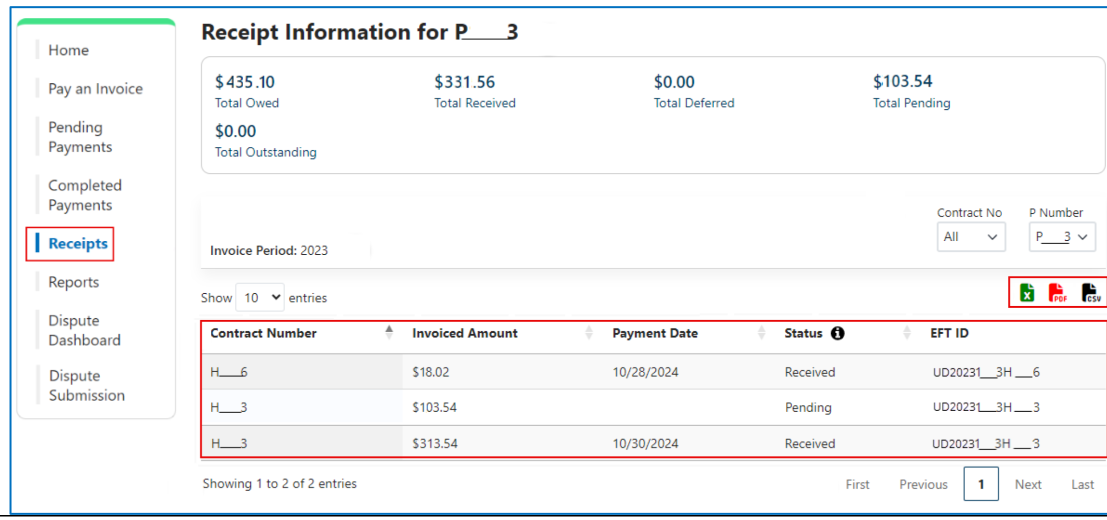
</td></tr>
<tr><td>

- You can view the data in the *Receipts Table*.

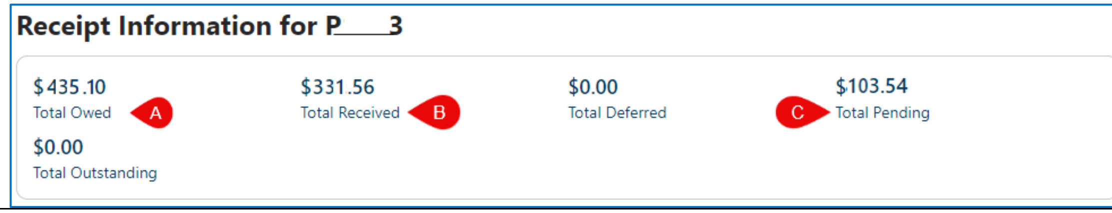
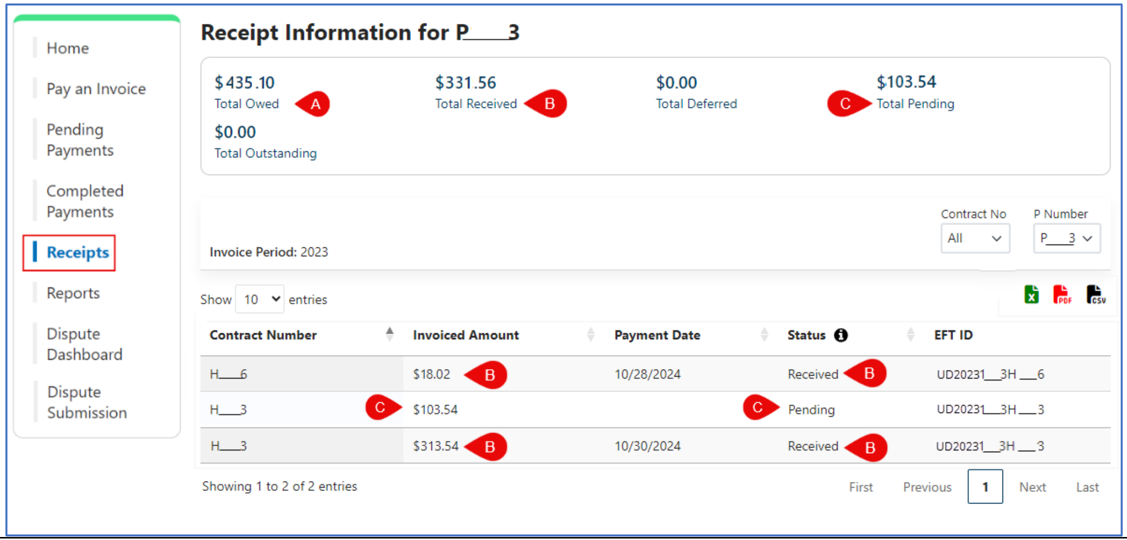
To *Export* the data that is visible in the table, select one of the three icons: Excel, PDF, or CSV. .

Note: This action will only export the columns that are displayed in the *Receipts Table*.

</td><td>



</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>8. You can review your receipts by comparing the <u>Receipt Information</u> section to the <u>Receipt Table</u> contents.</td><td>
</td></tr>
<tr><td>In this example, there are two received invoice line items and one pending line item.</td><td>
</td></tr>
</table>

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

Reports for Manufacturers

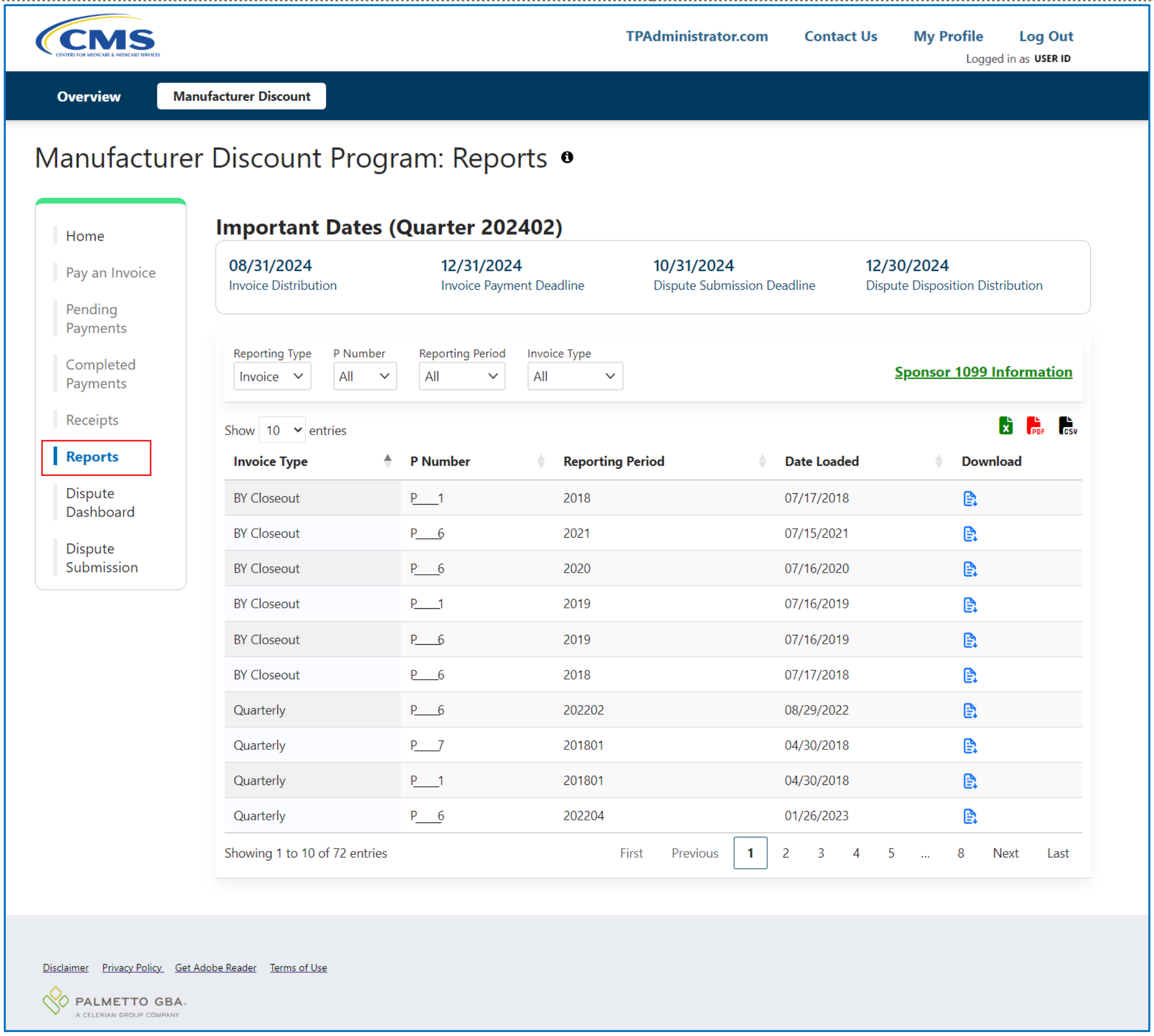
The **Reports** page in the MDP module allows manufacturers to view and select Invoice, Data, and Tracking reports based on P Numbers assigned to their User ID for both Quarterly and BY Closeout Invoice Reports.

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

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

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

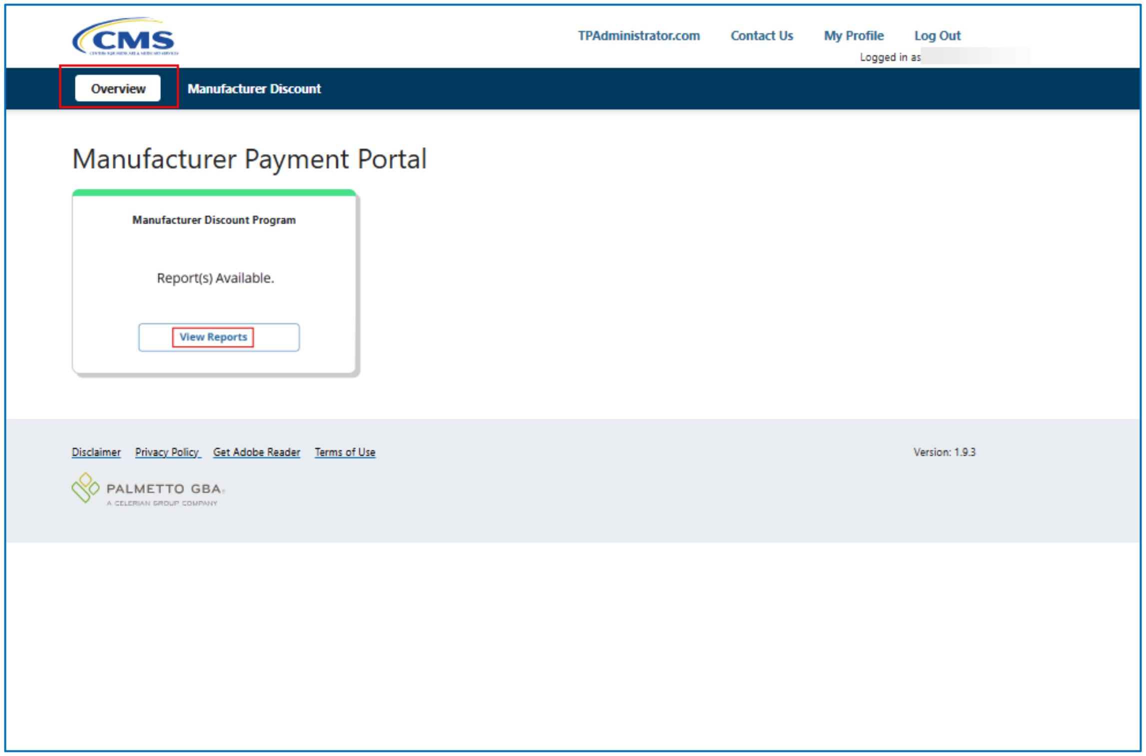
The **Reports** page is available for both *Payment Contact* and *TPA Liaison* roles.

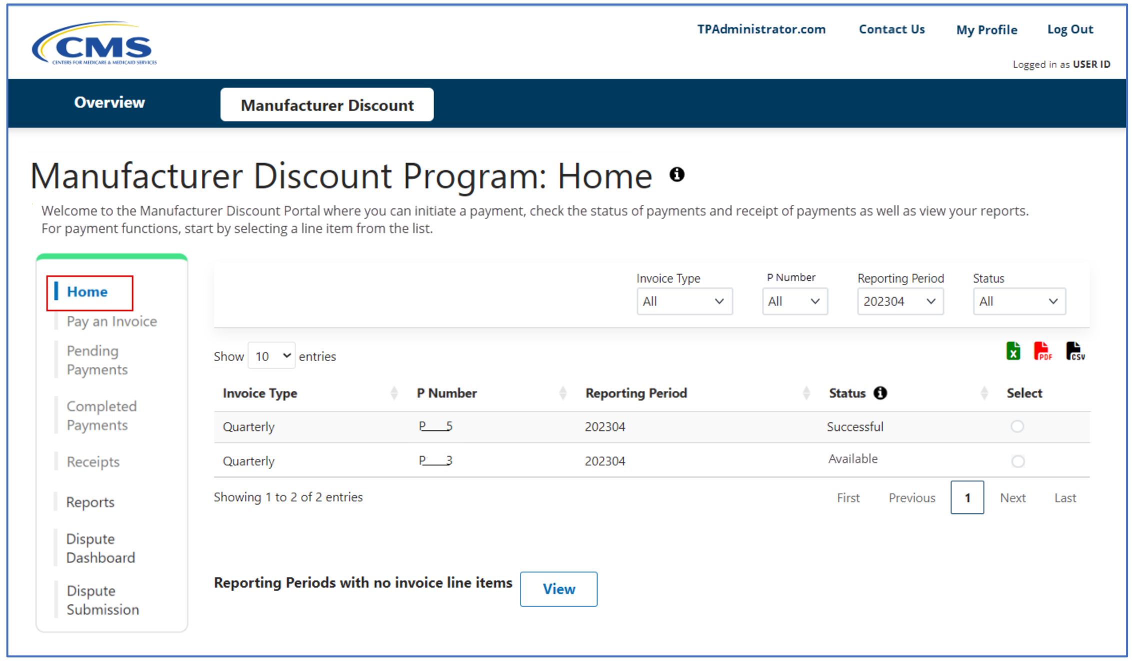


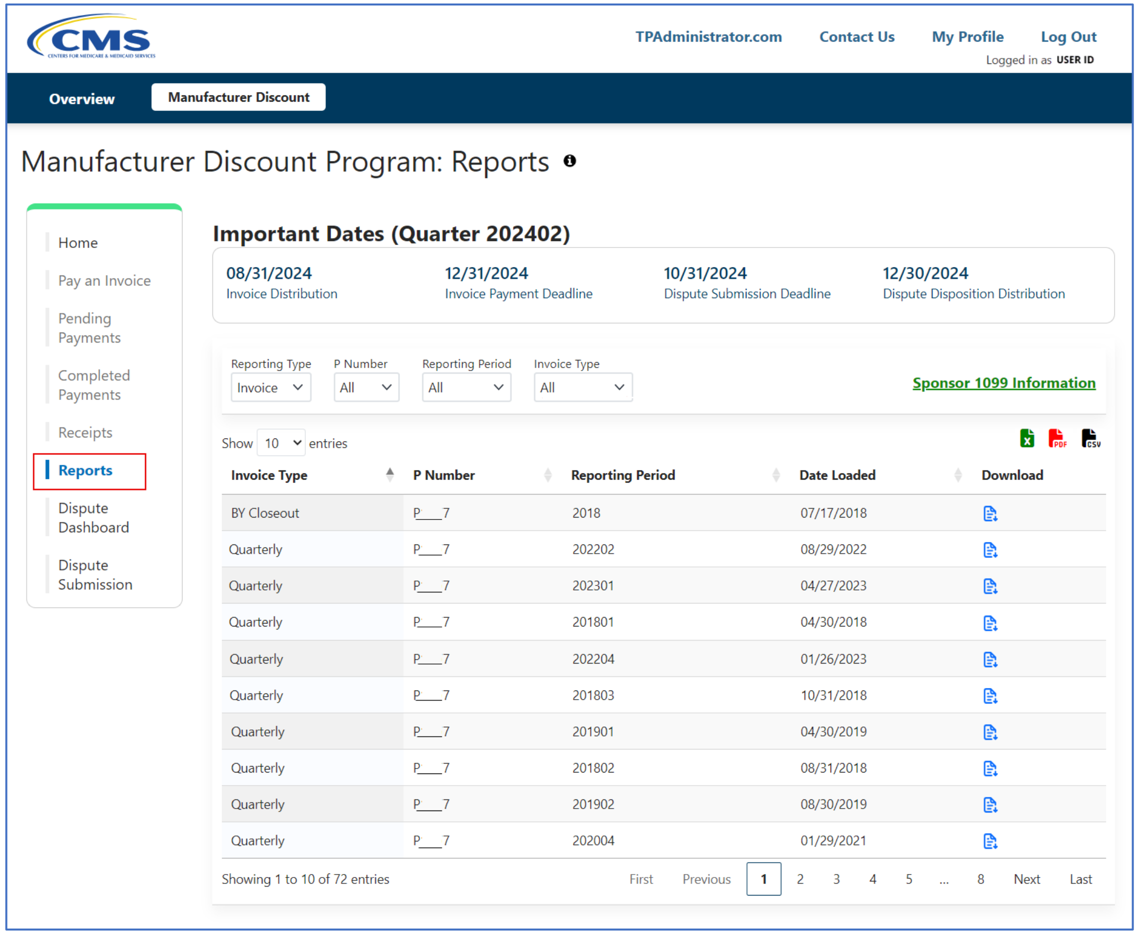
For detailed information about the fields on the Reports page, refer to ***Error! Reference source not found.*** in the Appendix.

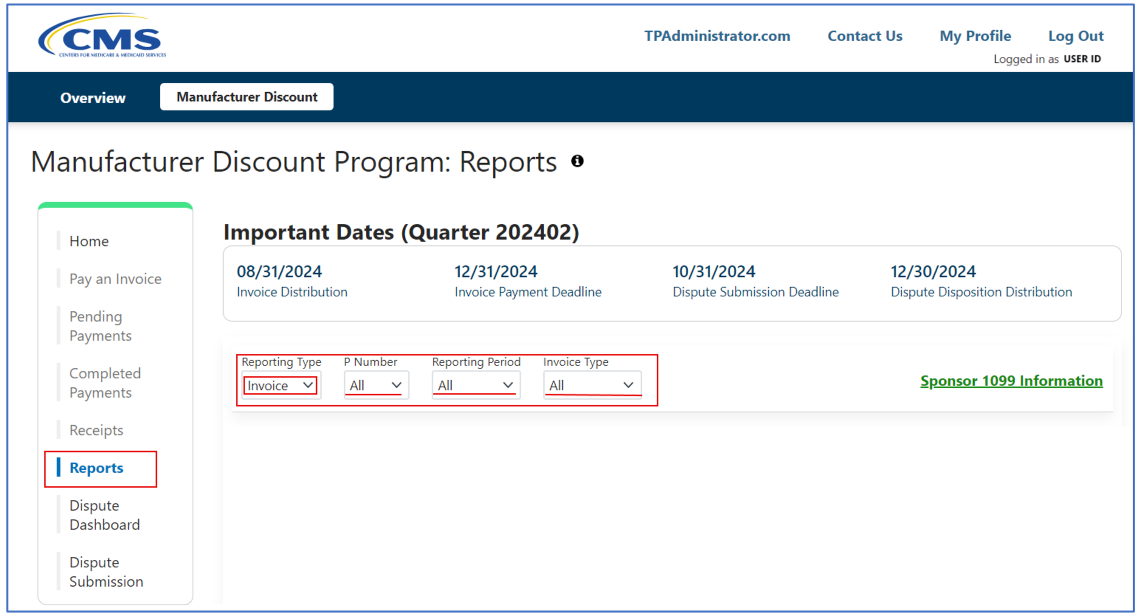
To access the MPP, click on the [**TPAdministrator.com**](https://www.tpadministrator.com) and click on the MPP Login.

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

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>2. The Home page will be displayed.</td><td>
</td></tr>
</table>

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

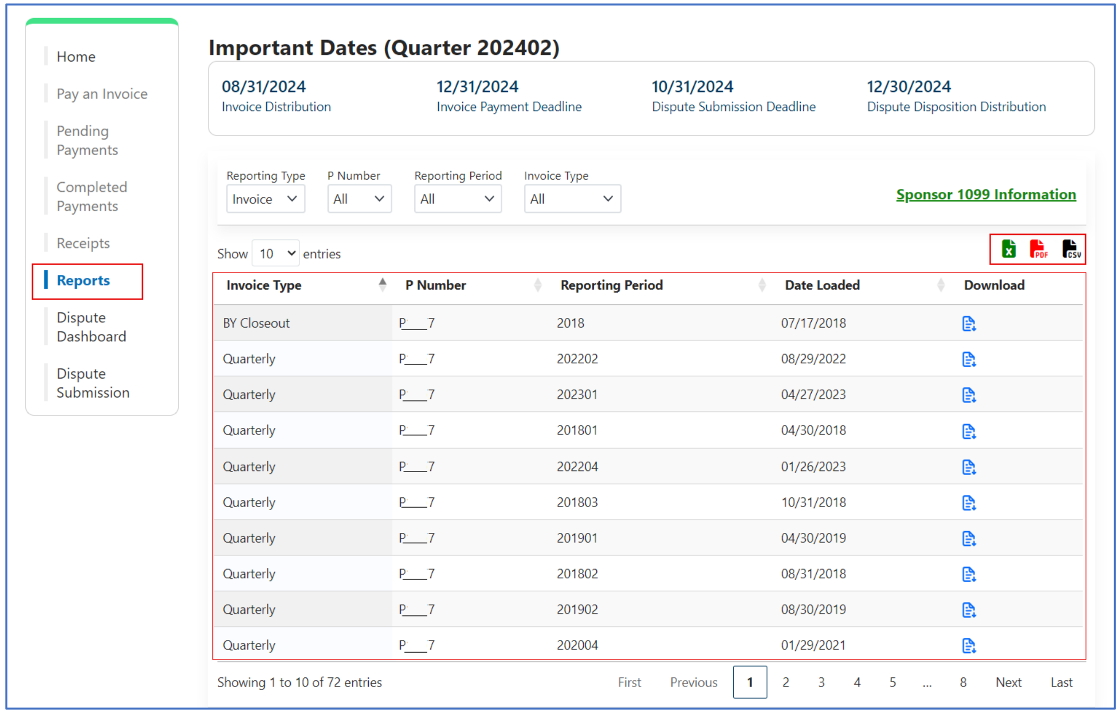
Instructions	Visuals
4. On the **Reports** page the *Reporting Type* filter field defaults to *Invoice* and all other filters default to "All".	

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

5. To export the data that you see in the table, select one of the three icons: Excel, PDF or CSV. 

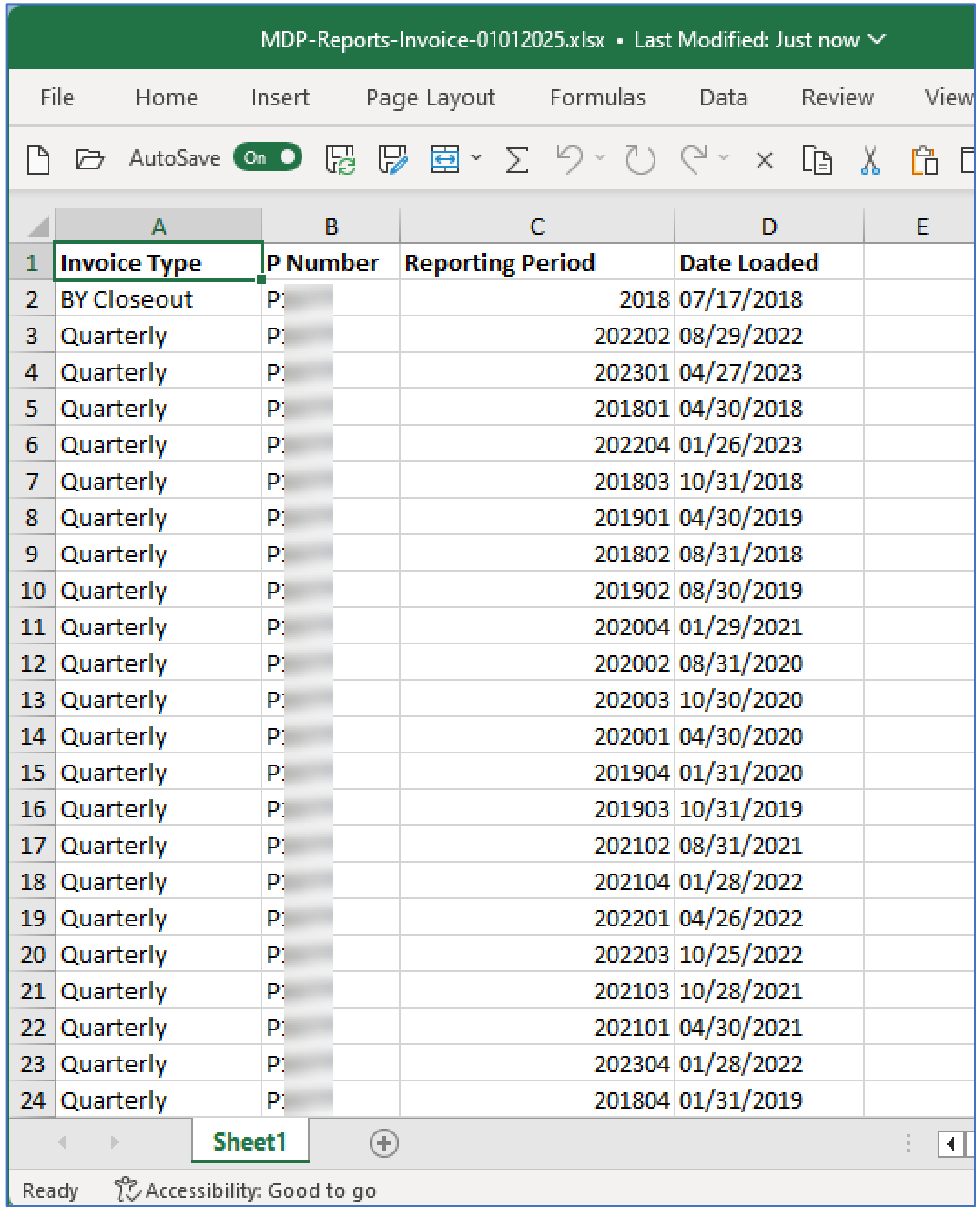
.

</td><td>



</td></tr>
</table>

Example of an exported Excel file report.



	A	B	C	D	E
1	**Invoice Type**	**P Number**	**Reporting Period**	**Date Loaded**	
2	BY Closeout	P[illegible]	2018	07/17/2018	
3	Quarterly	P[illegible]	202202	08/29/2022	
4	Quarterly	P[illegible]	202301	04/27/2023	
5	Quarterly	P[illegible]	201801	04/30/2018	
6	Quarterly	P[illegible]	202204	01/26/2023	
7	Quarterly	P[illegible]	201803	10/31/2018	
8	Quarterly	P[illegible]	201901	04/30/2019	
9	Quarterly	P[illegible]	201802	08/31/2018	
10	Quarterly	P[illegible]	201902	08/30/2019	
11	Quarterly	P[illegible]	202004	01/29/2021	
12	Quarterly	P[illegible]	202002	08/31/2020	
13	Quarterly	P[illegible]	202003	10/30/2020	
14	Quarterly	P[illegible]	202001	04/30/2020	
15	Quarterly	P[illegible]	201904	01/31/2020	
16	Quarterly	P[illegible]	201903	10/31/2019	
17	Quarterly	P[illegible]	202102	08/31/2021	
18	Quarterly	P[illegible]	202104	01/28/2022	
19	Quarterly	P[illegible]	202201	04/26/2022	
20	Quarterly	P[illegible]	202203	10/25/2022	
21	Quarterly	P[illegible]	202103	10/28/2021	
22	Quarterly	P[illegible]	202101	04/30/2021	
23	Quarterly	P[illegible]	202304	01/28/2022	
24	Quarterly	P[illegible]	201804	01/31/2019	

Example of an exported .pdf file report.

MDP Reports Page

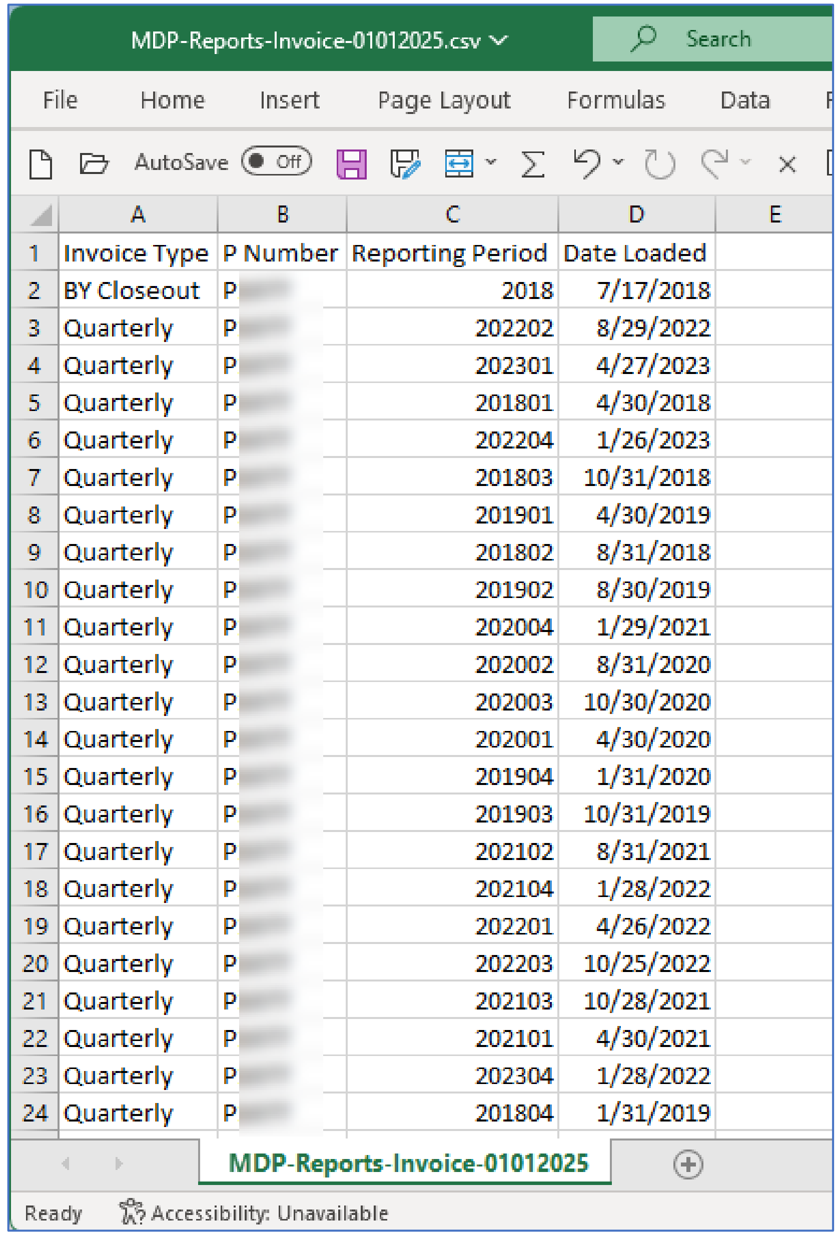
MDP Reports Invoice Data

Invoice Type	P Number	Reporting Period	Date Loaded
BY Closeout	P [illegible]	2018	07/17/2018
Quarterly	P [illegible]	202202	08/29/2022
Quarterly	P [illegible]	202301	04/27/2023
Quarterly	P [illegible]	201801	04/30/2018
Quarterly	P [illegible]	202204	01/26/2023
Quarterly	P [illegible]	201803	10/31/2018
Quarterly	P [illegible]	201901	04/30/2019
Quarterly	P [illegible]	201802	08/31/2018
Quarterly	P [illegible]	201902	08/30/2019
Quarterly	P [illegible]	202004	01/29/2021
Quarterly	P [illegible]	202002	08/31/2020
Quarterly	P [illegible]	202003	10/30/2020
Quarterly	P [illegible]	202001	04/30/2020
Quarterly	P [illegible]	201904	01/31/2020
Quarterly	P [illegible]	201903	10/31/2019
Quarterly	P [illegible]	202102	08/31/2021
Quarterly	P [illegible]	202104	01/28/2022
Quarterly	P [illegible]	202201	04/26/2022
Quarterly	P [illegible]	202203	10/25/2022
Quarterly	P [illegible]	202103	10/28/2021
Quarterly	P [illegible]	202101	04/30/2021
Quarterly	P [illegible]	202304	01/28/2022
Quarterly	P [illegible]	201804	01/31/2019

Page 1 of 3
MPP

Example of an exported .csv file report.

Note: When using the Export feature, all line items for the selected *Reporting Type* will be displayed on the report.



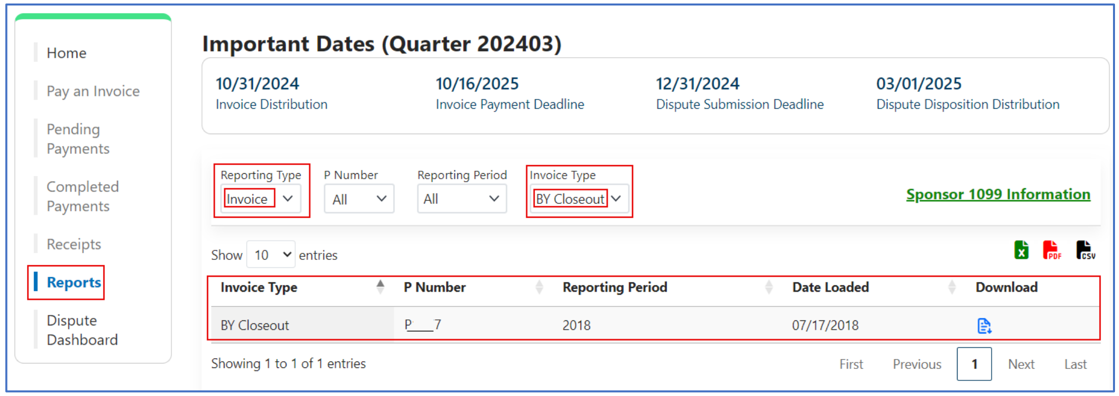
	A	B	C	D	E
1	Invoice Type	P Number	Reporting Period	Date Loaded	
2	BY Closeout	P	2018	7/17/2018	
3	Quarterly	P	202202	8/29/2022	
4	Quarterly	P	202301	4/27/2023	
5	Quarterly	P	201801	4/30/2018	
6	Quarterly	P	202204	1/26/2023	
7	Quarterly	P	201803	10/31/2018	
8	Quarterly	P	201901	4/30/2019	
9	Quarterly	P	201802	8/31/2018	
10	Quarterly	P	201902	8/30/2019	
11	Quarterly	P	202004	1/29/2021	
12	Quarterly	P	202002	8/31/2020	
13	Quarterly	P	202003	10/30/2020	
14	Quarterly	P	202001	4/30/2020	
15	Quarterly	P	201904	1/31/2020	
16	Quarterly	P	201903	10/31/2019	
17	Quarterly	P	202102	8/31/2021	
18	Quarterly	P	202104	1/28/2022	
19	Quarterly	P	202201	4/26/2022	
20	Quarterly	P	202203	10/25/2022	
21	Quarterly	P	202103	10/28/2021	
22	Quarterly	P	202101	4/30/2021	
23	Quarterly	P	202304	1/28/2022	
24	Quarterly	P	201804	1/31/2019	

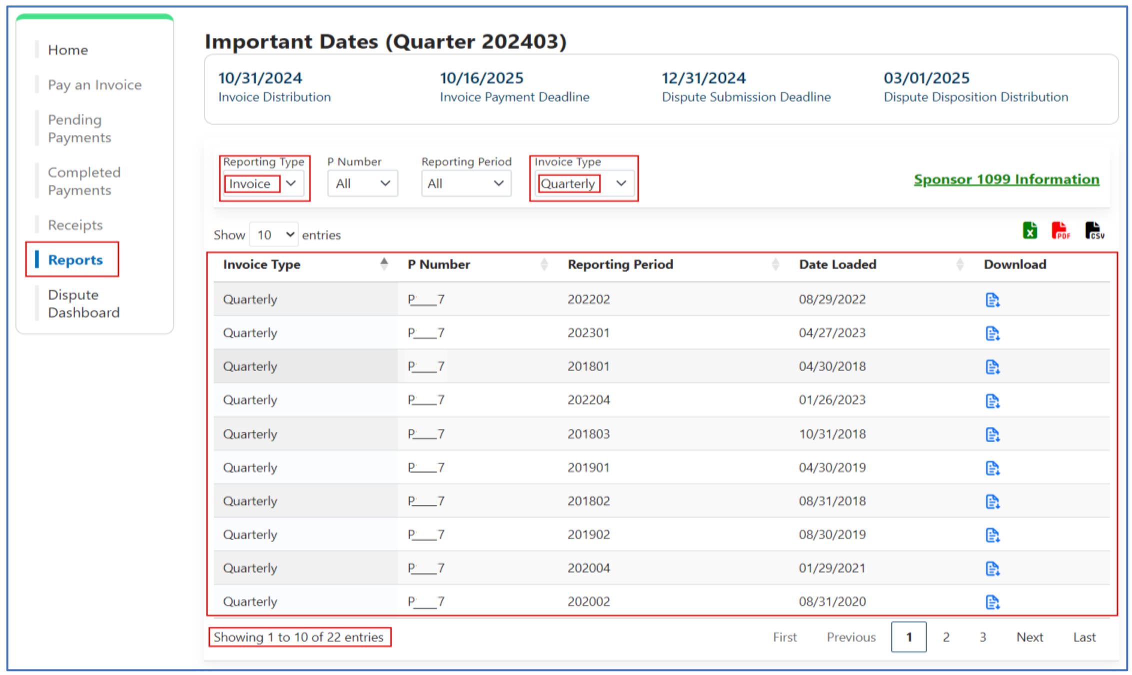
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

6. You can also apply additional filters to narrow down your search.

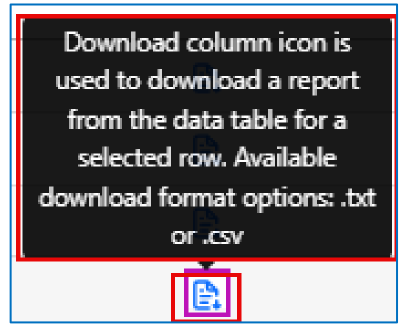
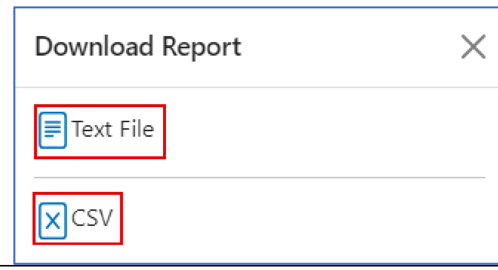
   For example, you can filter by the <u>*Invoice Type*</u> such as <u>*Quarterly*</u> or <u>*BY Closeout*</u>.

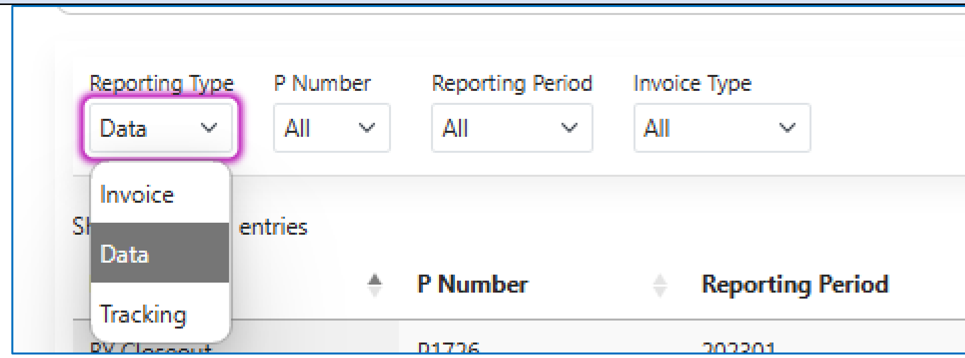
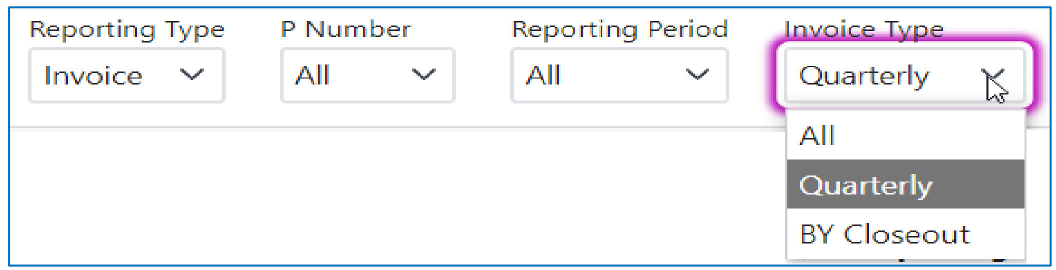
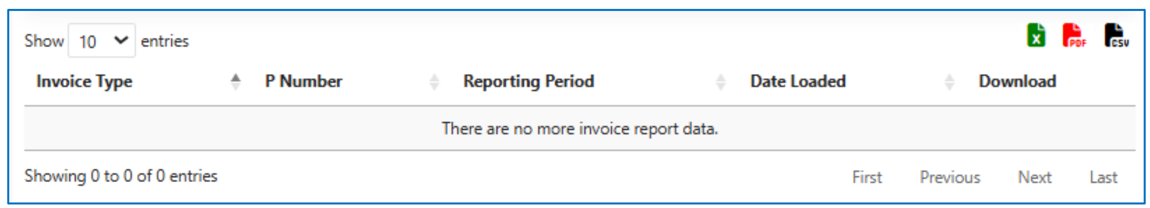
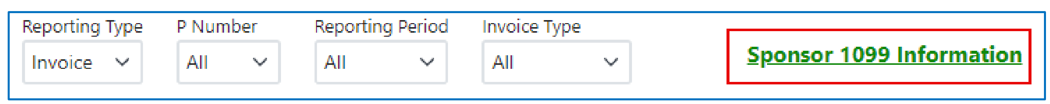
</td><td>

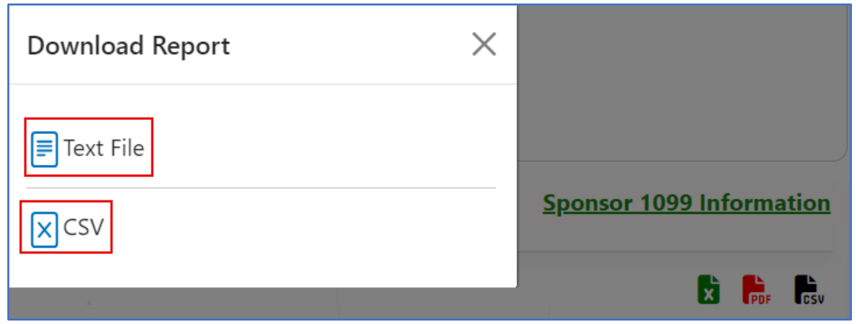
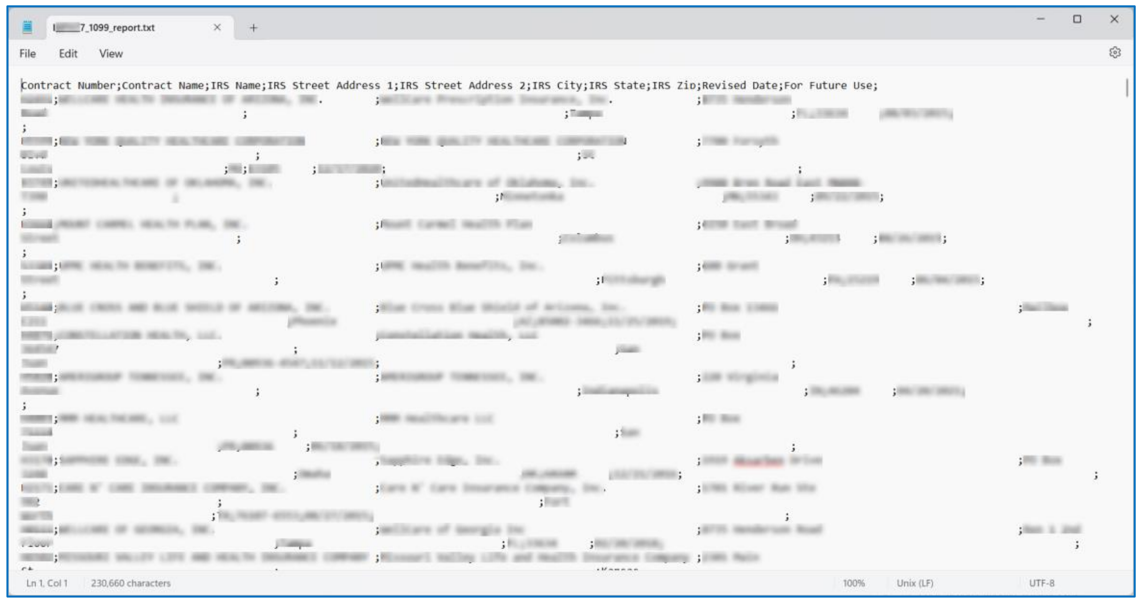


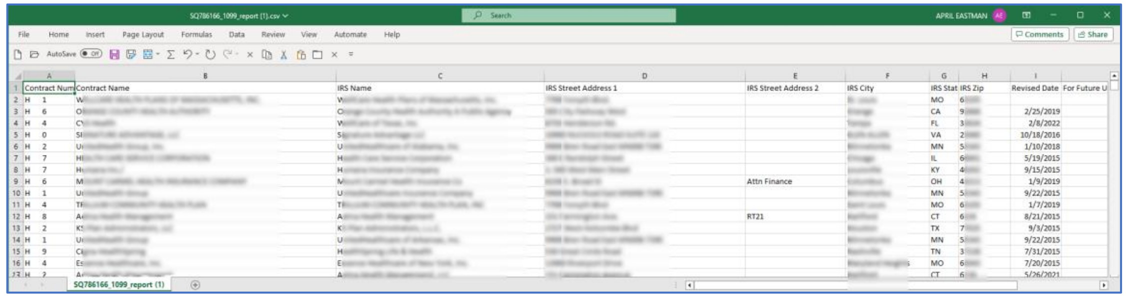
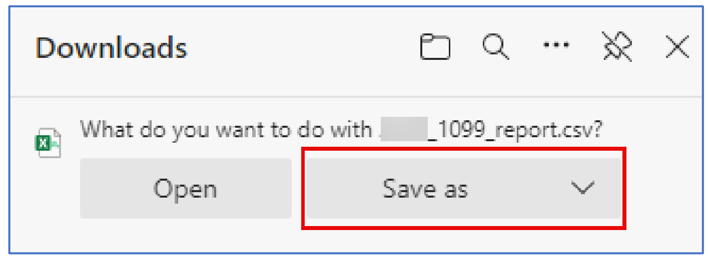


</td></tr>
</table>

Instructions	Visuals
• To download the entire selected report, click on the blue icon in the Download column. When you hover over the blue icon, a message displays: "Download column icon is used to download a report from the data table for a selected row. Available download format options: (report options of .txt and/or .csv displayed.)	
7. On the *Download Report* popup, select the desired format from the available options. *Invoice, Tracking, Data* and *1099 Information* download options: .txt and .csv	
• To choose a different *Reporting Type* to download, use the *Reporting Type* filter and select the desired type, such as *Data* or *Tracking*.	

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td></td><td>
</td></tr>
<tr><td>8. To choose a different <u>Invoice Type</u> for download, use the <u>Invoice Type</u> filter and select the desired type, such as <u>Quarterly</u> or <u>BY Closeout</u>.</td><td>
</td></tr>
<tr><td>9. If no reports are available to download, the <u>Reports Table</u> will display a message:
“There are no more invoice report data.”</td><td>
</td></tr>
<tr><td>10. Manufacturers can access the <u>Sponsor 1099 Information Reports</u> to assist with 1099 reporting for payments made to sponsors. Both the Administrator and Payment Initiator roles have access to download this report.</td><td>
</td></tr>
</table>

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

Instructions	Visuals
Example of the ***Sponsor 1099 Information*** report in .csv format:	
12. Save your downloaded report to a desired location on your computer.	

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

Dispute Dashboard for Manufacturers

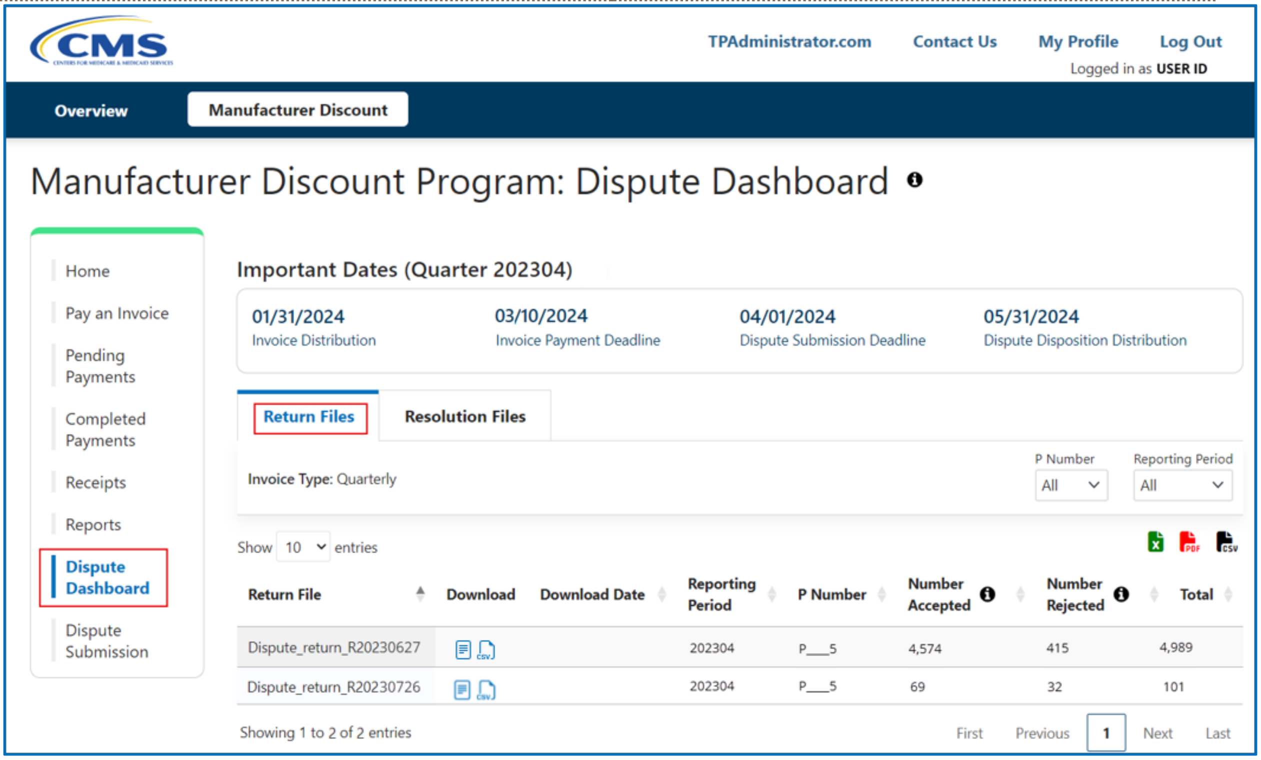
The Disputes functionality allows manufacturers participating in the MDP to request a CMS review of the current quarter prescription drug event (PDE) line items. Per the Manufacturer Discount Program Agreement, Part D Manufacturers have 60 calendar days from the *Invoice Receipt Date* to submit a dispute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

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

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

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

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

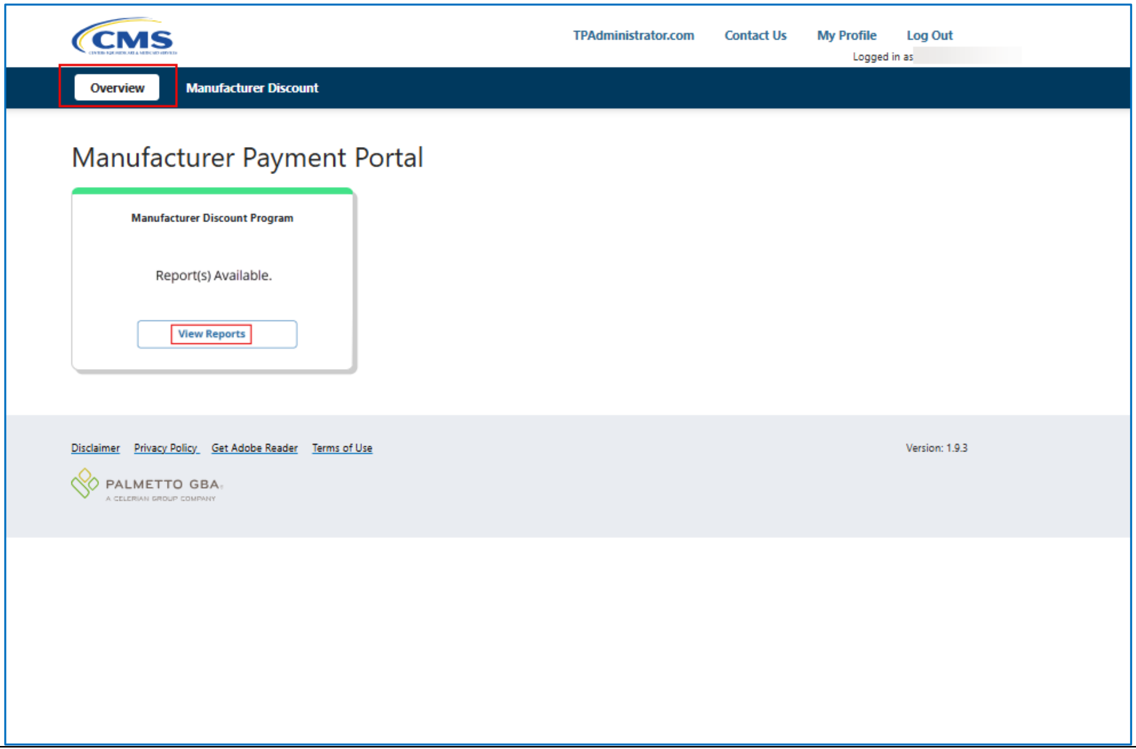


The following instructions will guide you on how to access and review the **Dispute Dashboard** page along with using the *Return File* and *Resolution Files tabs*.

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

To access the MPP, click on the [**TPAdministrator.com**]() and click on the MPP Login.

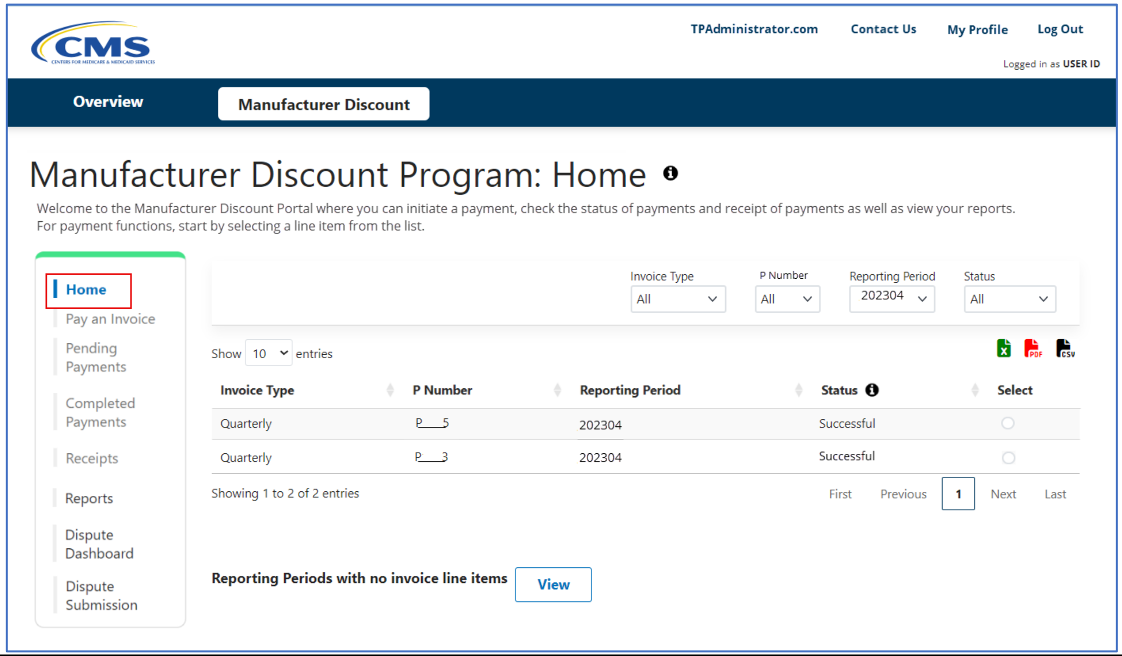
If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the CGDP User Guides page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated MFA token, the **MPP Overview** page will display showing all programs assigned to your user ID as cards on the page. Select the "Manufacturer Discount Program" card's *View Reports* button or the "Manufacturer Discount Program" link in the blue navigation bar.	

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

2. The **Home** page is displayed.

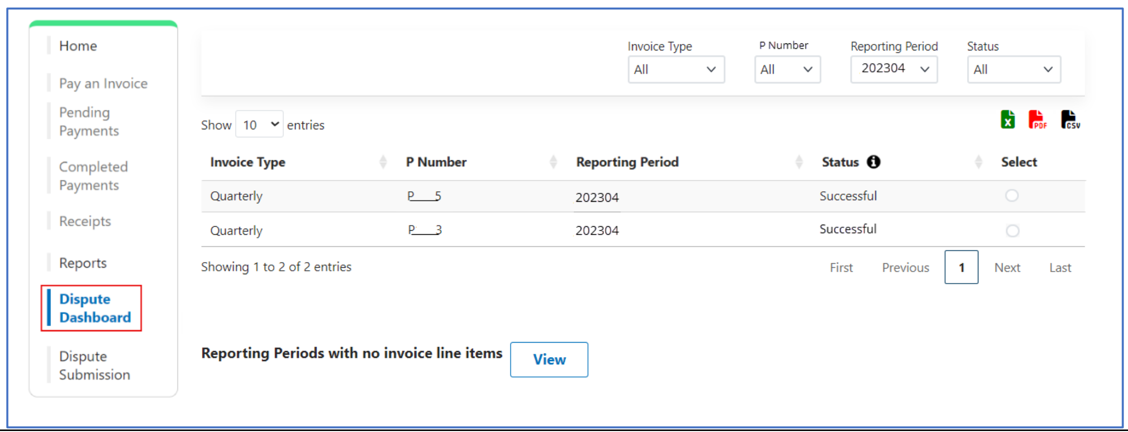
</td><td>



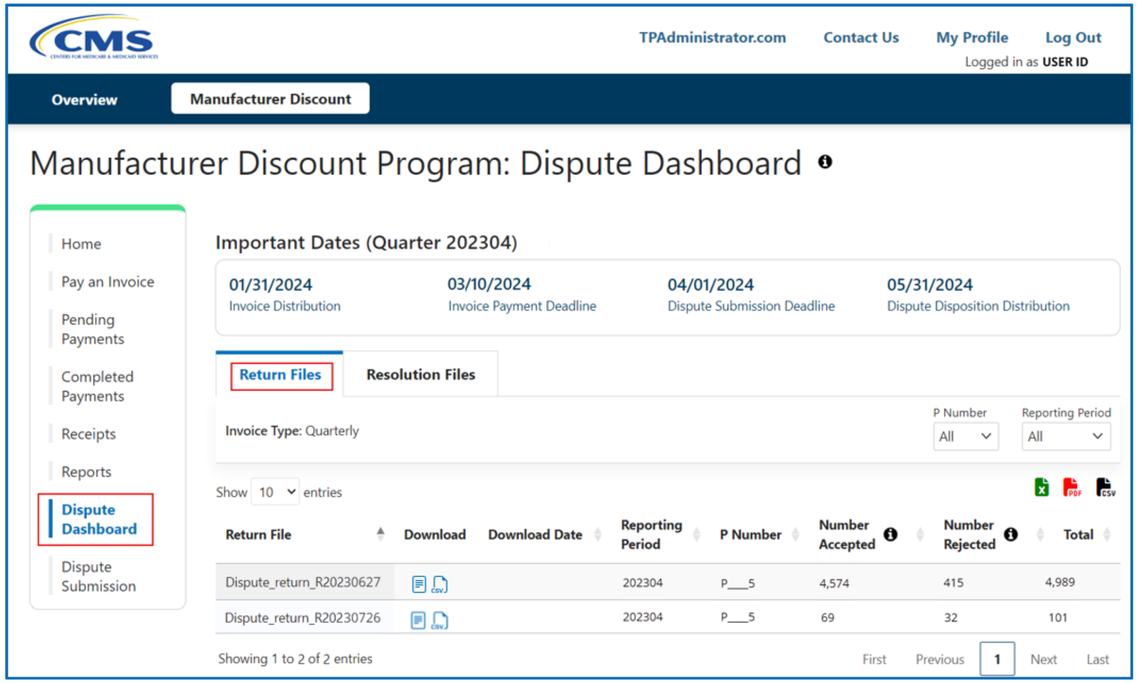
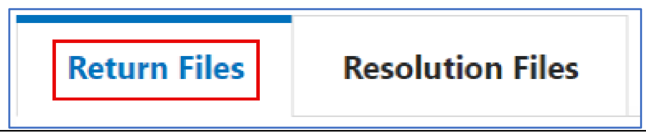
</td></tr>
<tr><td>

3. Click on the **Dispute Dashboard** link in the left navigation menu to view and download available dispute return and resolution reports.

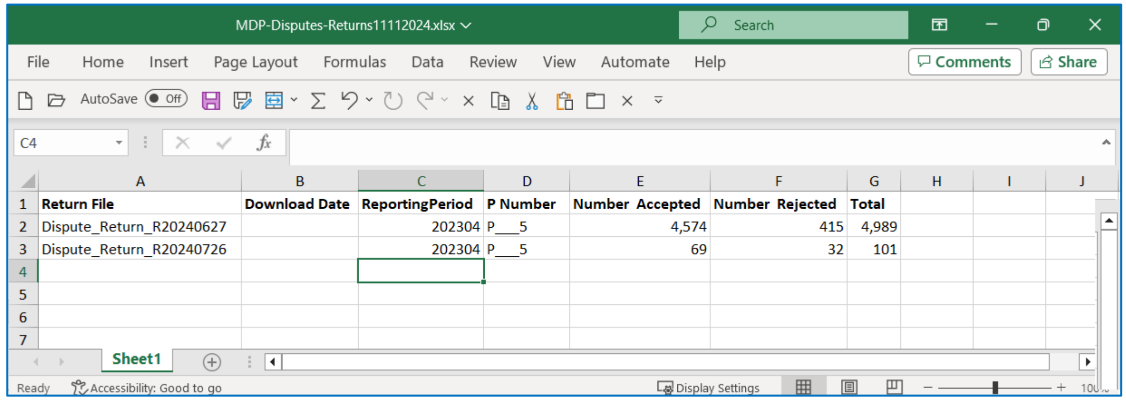
</td><td>



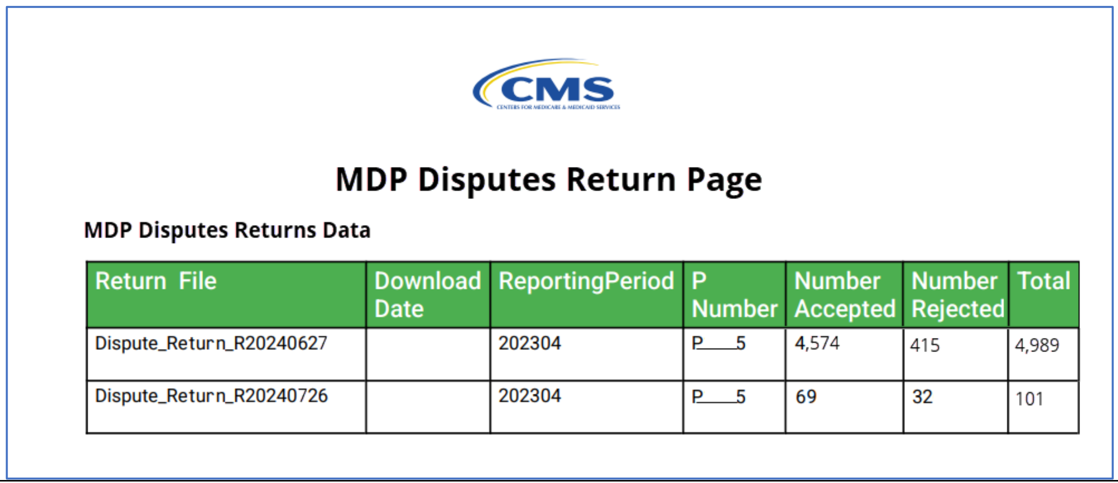
</td></tr>
</table>

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

Instructions	Visuals
• Review the data on the Return File Table to verify that your submitted dispute file's return report is displayed. To export what is listed in the table, select one of the three export icons, Excel, PDF or CSV. Example of the Excel download for the *Return Files Table* content.	
Example of the .pdf download for the *Return Files Table* content.	



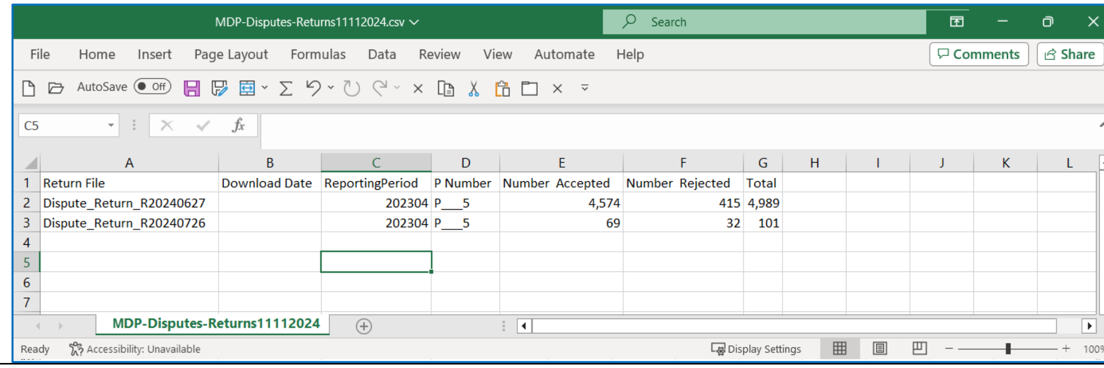
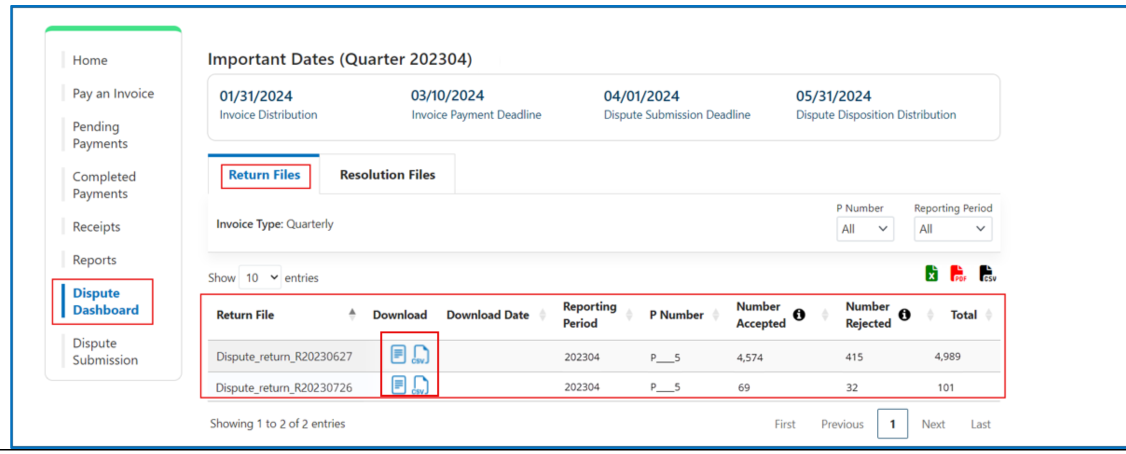
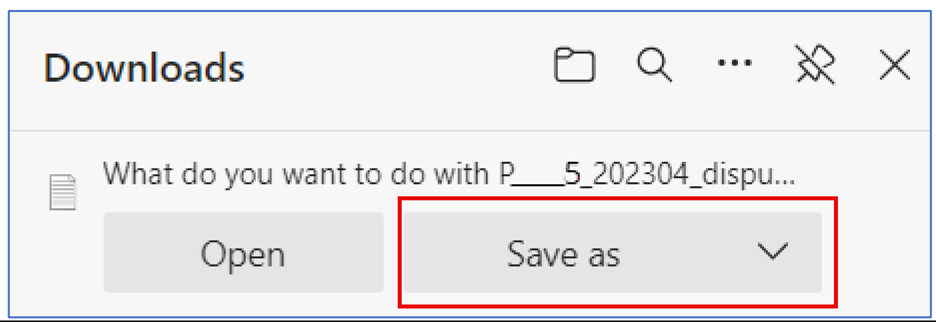
	A	B	C	D	E	F	G
1	Return File	Download Date	ReportingPeriod	P Number	Number Accepted	Number Rejected	Total
2	Dispute_Return_R20240627		202304	P___5	4,574	415	4,989
3	Dispute_Return_R20240726		202304	P___5	69	32	101

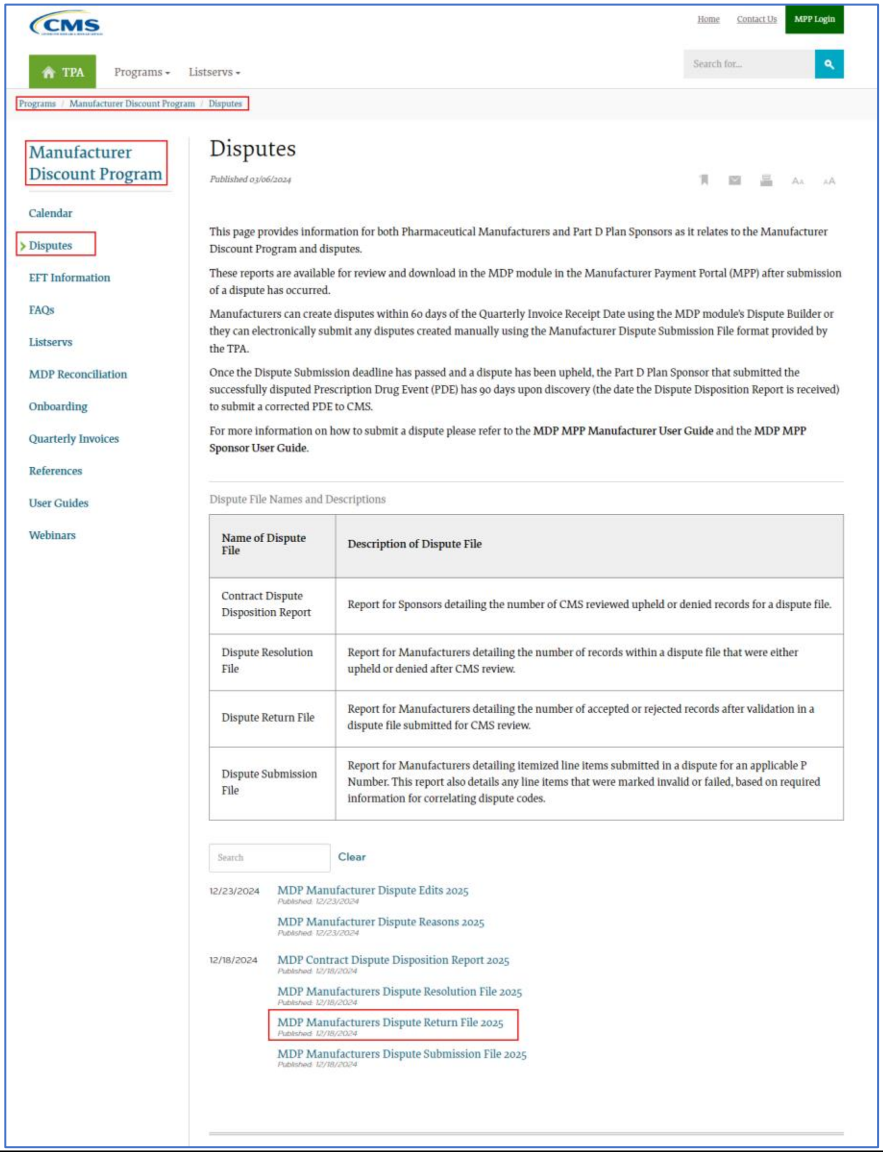


MDP Disputes Return Page

MDP Disputes Returns Data

Return File	Download Date	ReportingPeriod	P Number	Number Accepted	Number Rejected	Total
Dispute_Return_R20240627		202304	P___5	4,574	415	4,989
Dispute_Return_R20240726		202304	P___5	69	32	101

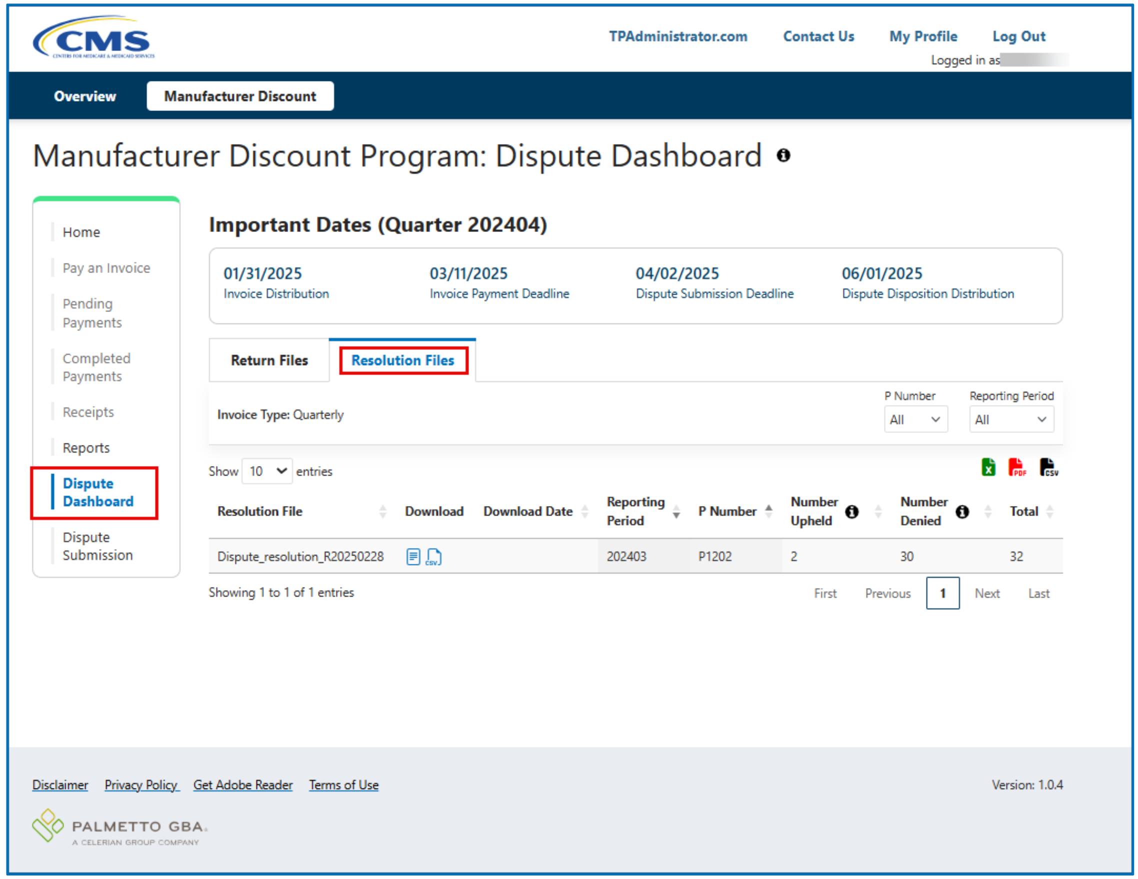
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>Example of the .csv download for the <u>Return Files Table</u> content.</td><td>
</td></tr>
<tr><td>Click the <u>Download</u> icon next to the report you want to download. You have the option to download into a text or a CSV format for additional review.</td><td>
</td></tr>
<tr><td>5. Save the downloaded report to a desired location on your computer. Note: Your download message may appear different than the example displayed here. Follow your on-screen instructions for downloading your reports.</td><td>
</td></tr>
</table>

Instructions	Visuals
6. Open the downloaded text file. You can refer to the "Dispute Return 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.	

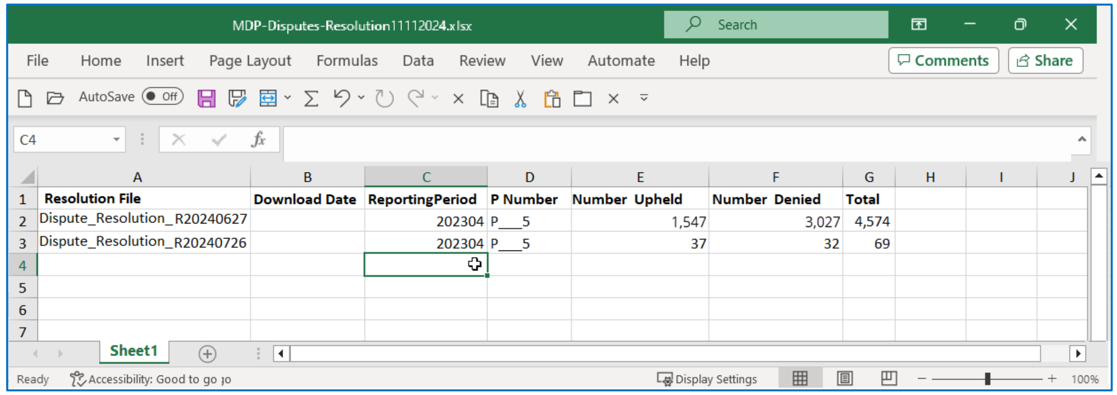
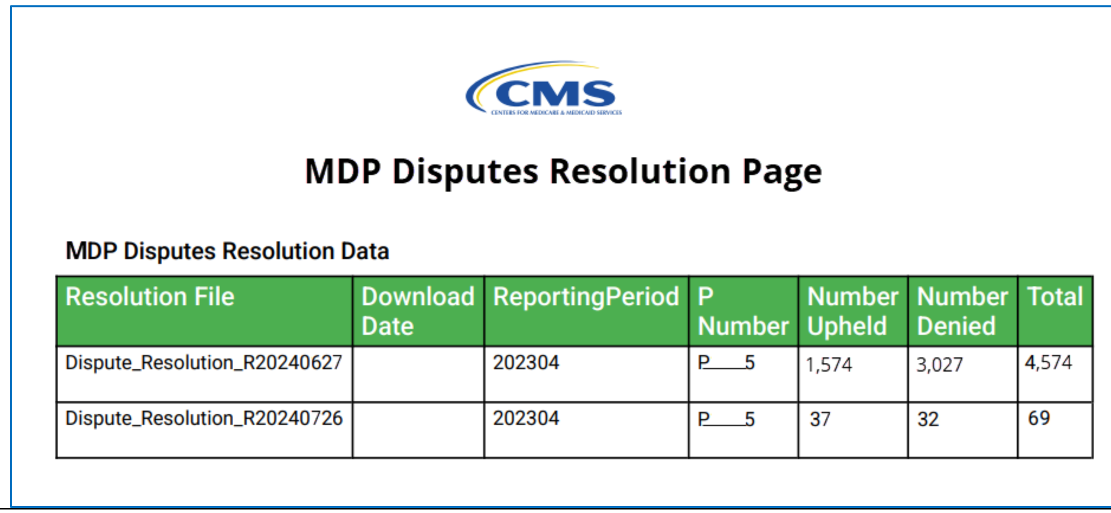
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

- Click on the <u>*Resolution Files*</u> tab to review dispute files that have been reviewed by CMS.

</td><td>



</td></tr>
</table>

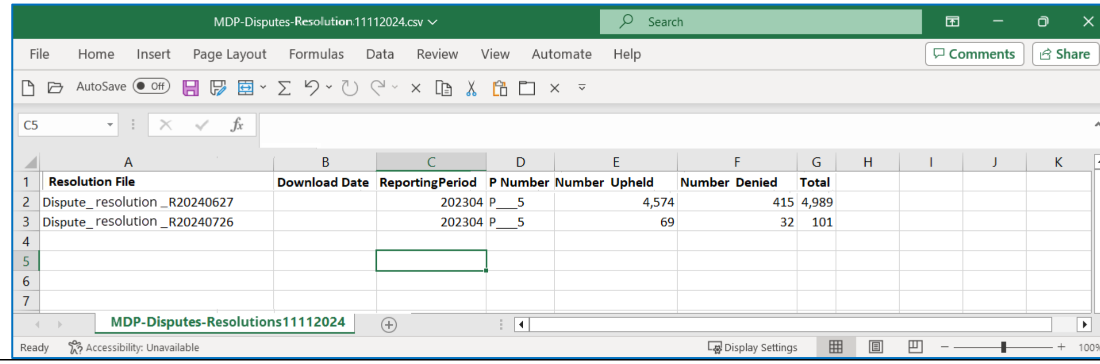
Instructions	Visuals
7. Review the data on the *Resolution Files Table* to verify that your submitted dispute file's return report is displayed. To export what is listed in the table, select one of the three export icons to download in Excel, PDF or CSV.  Example of the Excel download for the *Resolution Files Table* content.	
Example of the .pdf download for the *Resolution Files Table* content.	

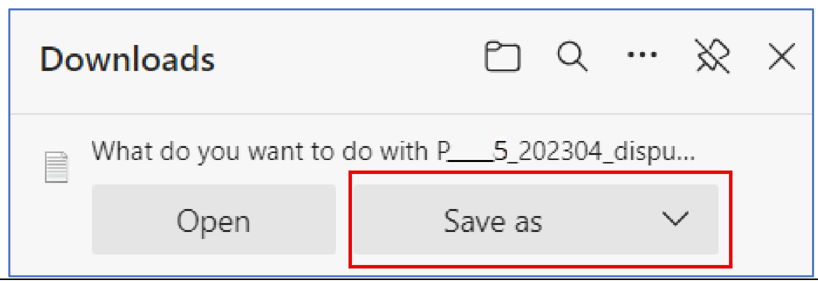
CMS

MDP Disputes Resolution Page

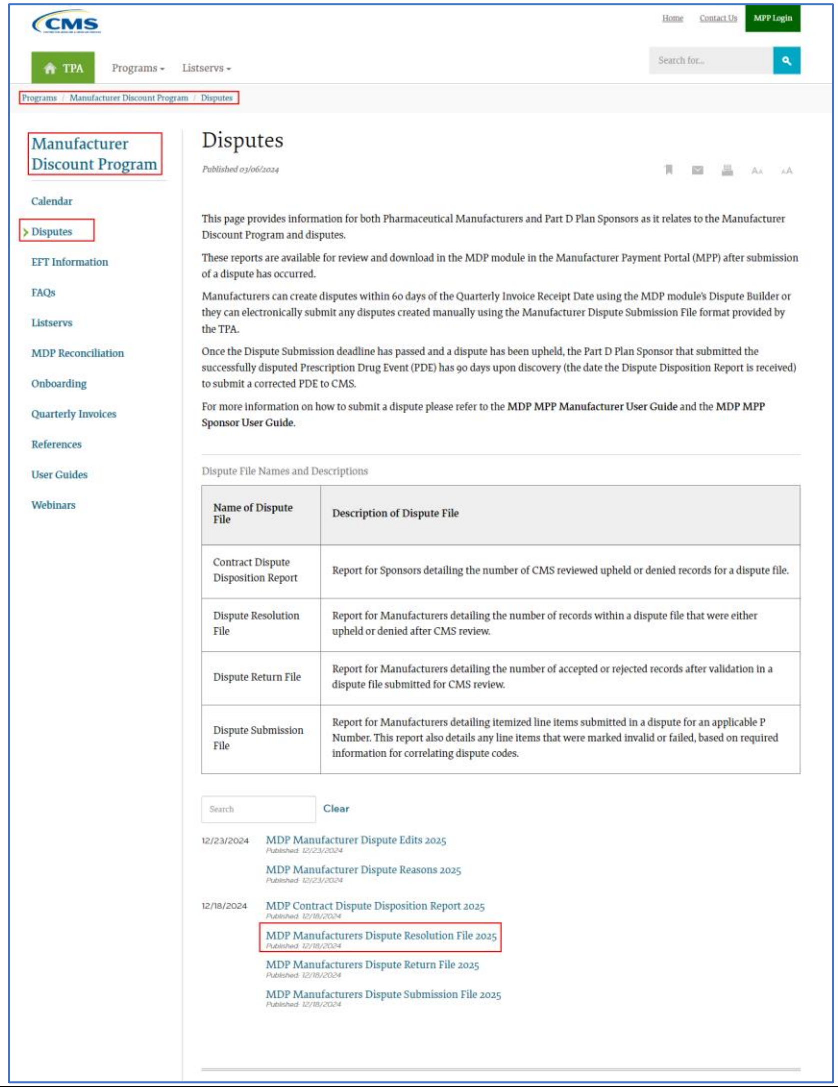
MDP Disputes Resolution Data

Resolution File	Download Date	ReportingPeriod	P Number	Number Upheld	Number Denied	Total
Dispute_Resolution_R20240627		202304	P___5	1,574	3,027	4,574
Dispute_Resolution_R20240726		202304	P___5	37	32	69

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>Example of the .csv download for the <u>Resolution Files Table</u> content.</td><td>

<table>
<tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th></tr>
<tr><td>1</td><td>Resolution File</td><td>Download Date</td><td>ReportingPeriod</td><td>P Number</td><td>Number Upheld</td><td>Number Denied</td><td>Total</td></tr>
<tr><td>2</td><td>Dispute_resolution _R20240627</td><td></td><td>202304</td><td>P___5</td><td>4,574</td><td>415</td><td>4,989</td></tr>
<tr><td>3</td><td>Dispute_resolution _R20240726</td><td></td><td>202304</td><td>P___5</td><td>69</td><td>32</td><td>101</td></tr>
</table></td></tr>
<tr><td>Click the <u>Download</u> icon next to the report you want to download into a text file format or csv file format for additional review.</td><td></td></tr>
<tr><td>8. Save the downloaded report to a desired location on your computer. Note: Your download message may appear different than the example displayed here. Follow your on-screen instructions for downloading your reports.</td><td>
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>9. Open the downloaded text file.

You can refer to the “MDP Manufacturer Dispute Resolution File 2025” on the **TPAdministrator.com** under the “Manufacturer Discount Program” page, in the “Disputes” subtopic, for assistance with reading this .txt format.</td><td>
</td></tr>
</table>

You have now completed accessing Dispute *__Return Files__* and *__Resolution Files__* reports on the **Dispute Dashboard** page.

Dispute Submission for Manufacturers

The Dispute Submission page in the MDP module helps manufacturers create, submit, and review dispute files for the current invoice reporting period. It has three tabs: the *Dispute Builder*, *Dispute File Upload*, and the *Dispute Status*.

- *Dispute Builder*: This tab helps you create dispute files from the current quarter's invoice data report. You can select and submit disputes for individual or multiple invoice line item, choose the applicable dispute reason code, and enter the required information needed for a dispute.

  For complete instructions, refer to the *Dispute Builder Instructions*.

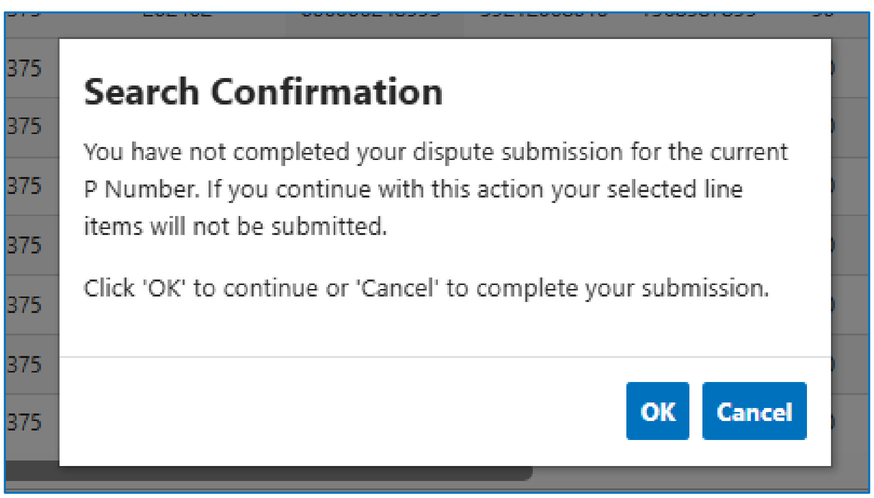
- *Dispute File Upload*: This tab helps you upload dispute files created from the current quarter's report data. Instructions for creating and uploading a dispute are available in the 'Manufacturer Dispute Submission and Attachment Overview' document on **TPAdministrator.com**.

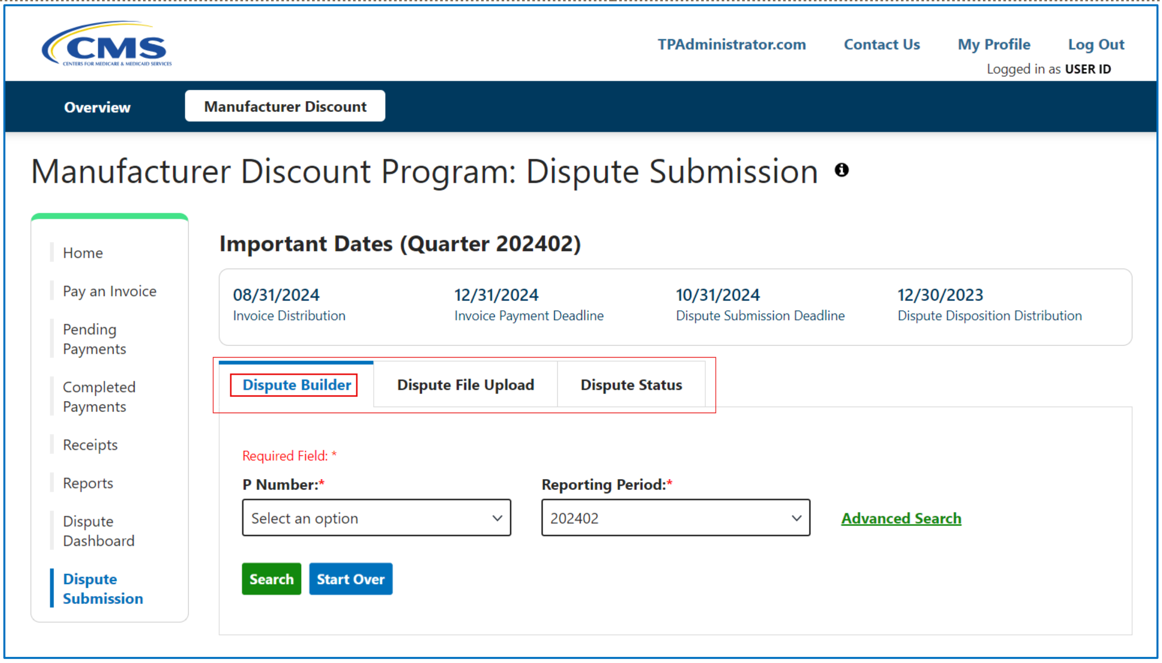
  For more details, refer to the *Dispute File Upload Instructions*.

- *Dispute Status*: This tab shows the status of submitted dispute files before they are sent to CMS for review. Uploaded or builder-created dispute files undergo additional validations before sent to CMS for final review.

  Detailed information on dispute statuses is provided in the *Dispute Status Instructions*.

Note: Dispute files can only contain data records for a single P Number for the active reporting period. **User can only submit 1 P Number in a dispute file. Multiple P Number cannot be submitted. The following notification will display if a user attempts to add a different P Number to an existing dispute file. User will need to submit the file for a single P Number and then create a new submission for the next P Number.**





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

For detailed information about the fields on the Dispute Dashboard, refer to

Table 9: Dispute Submission in the Appendix.

Dispute Builder

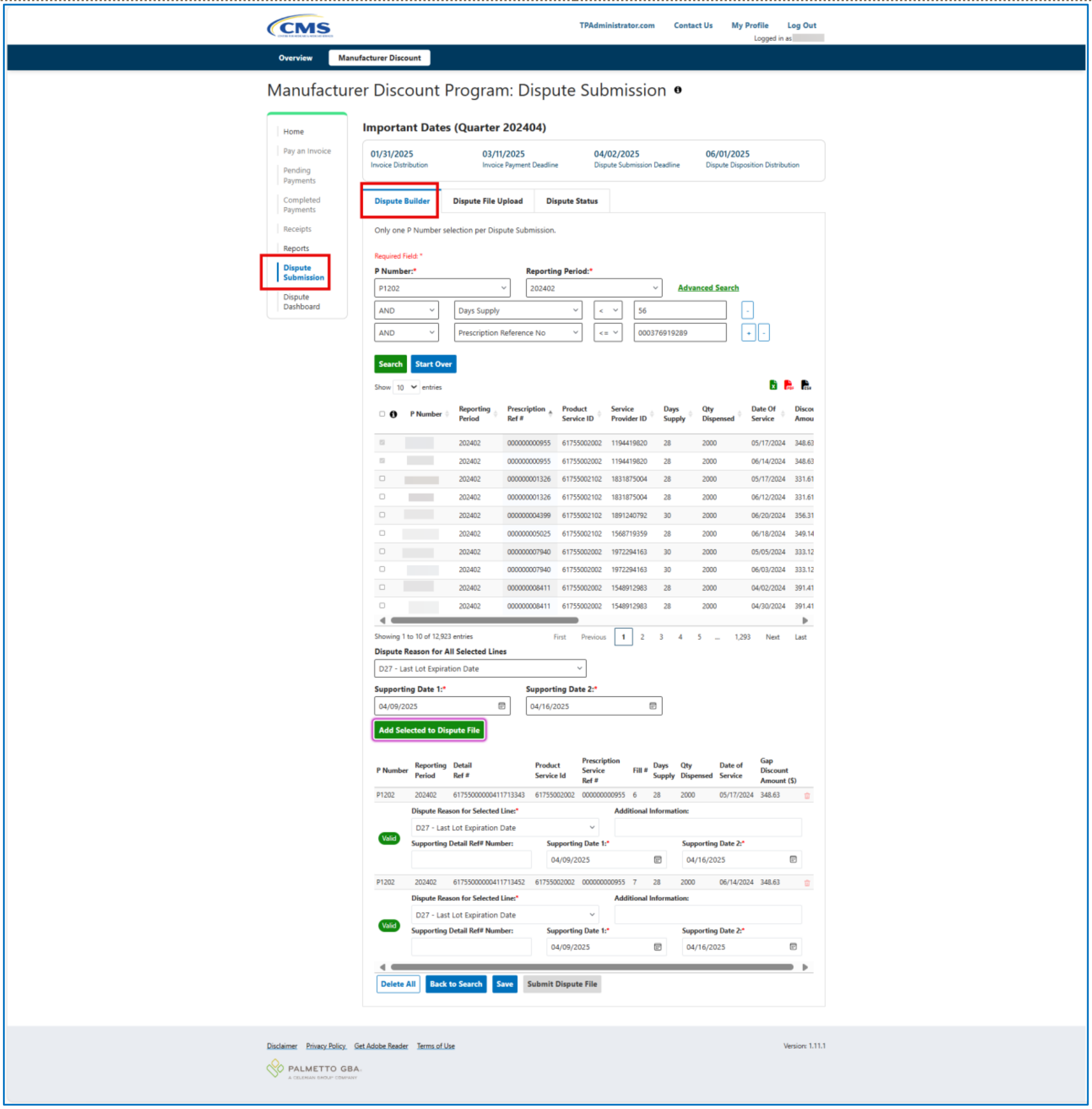
The *Dispute Builder* tab allows you to create dispute files from the current quarter's data report. Use it to search and select PDE line-item records for a single P Number, including the necessary information to support and complete dispute files. You can choose the applicable dispute reason code from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

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

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

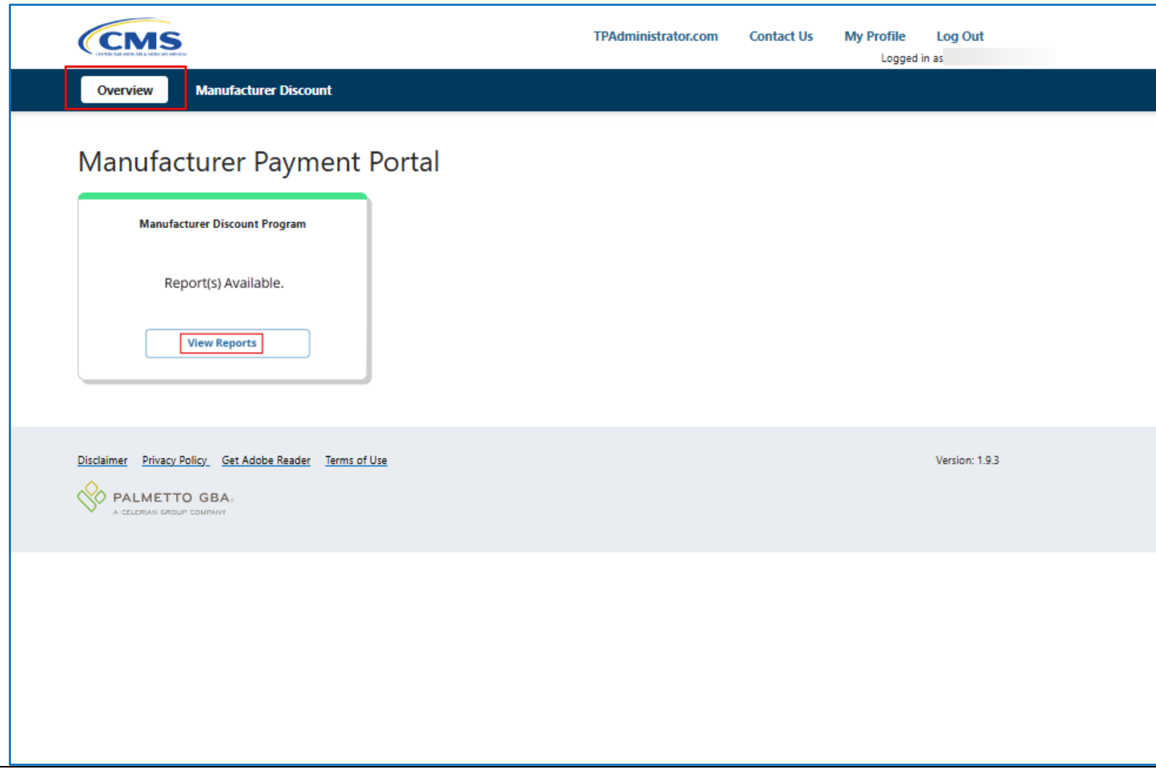
This instruction provides guidance for submitting disputes via the Dispute Builder functionality.

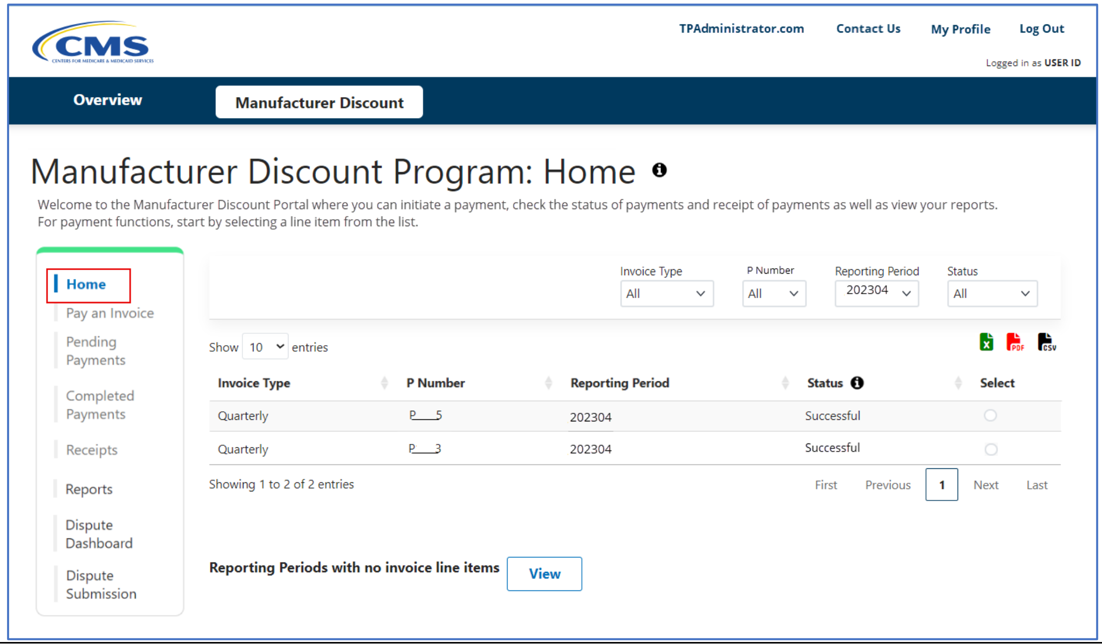
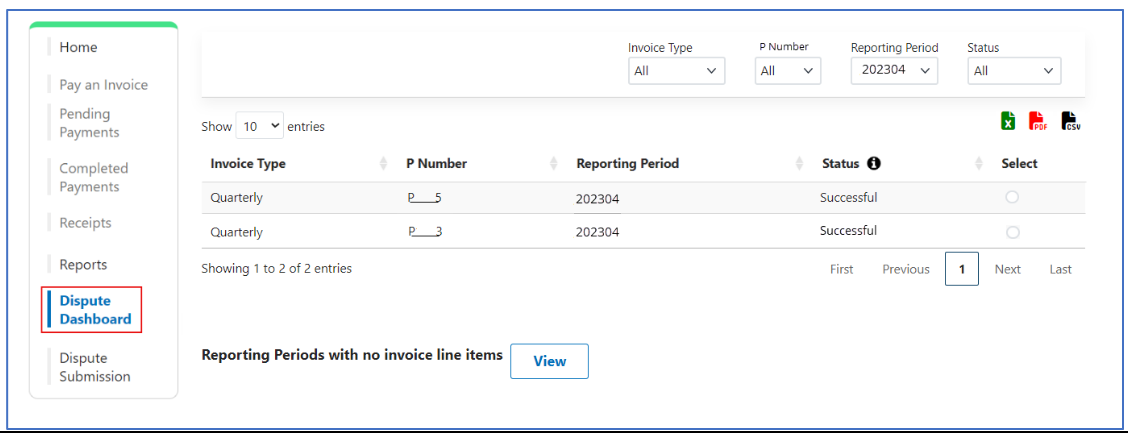
For detailed information about the fields on the Dispute Dashboard, refer to *Table 10: Disputes* in the Appendix.


TPAdministrator.com
Contact Us
My Profile
Log Out
Overview
Manufacturer Discount
Manufacturer Discount Program: Dispute Submission
Home
Pay an Invoice
Pending Payments
Completed Payments
Receipts
Reports
Dispute Submission
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
Dispute Builder
Dispute File Upload
Dispute Status
Only one P Number selection per Dispute Submission.
Required Field: *
P Number:*
Reporting Period:*
Advanced Search
Search
Start Over
Dispute Reason for All Selected Lines
D27 - Last Lot Expiration Date
Supporting Date 1:*
Supporting Date 2:*
Add Selected to Dispute File
Delete All
Back to Search
Save
Submit Dispute File
Disclaimer
Privacy Policy
Get Adobe Reader
Terms of Use
PALMETTO GBA

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
1. After successfully logging in with your user ID, password and system generated MFA token, the **MPP Overview** page will display showing all programs assigned to your user ID as cards on the page. Select the "Manufacturer Discount" card's *__View Reports__* button or the "Manufacturer Discount" link in the blue navigation bar.	

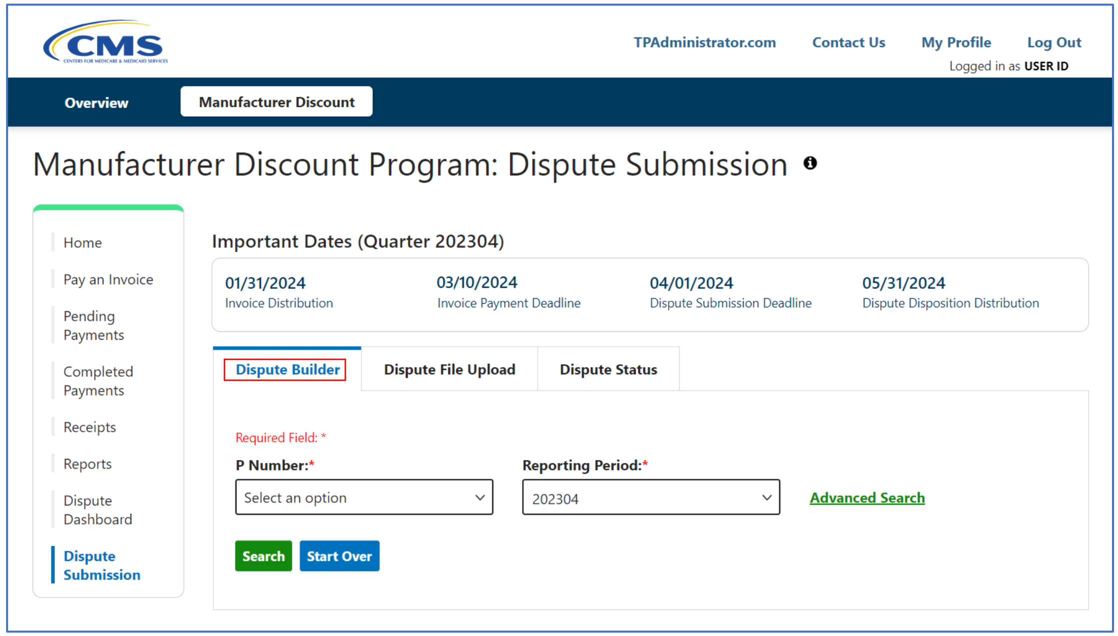
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>2. The Home page is displayed.</td><td>
</td></tr>
<tr><td>3. Click on the Dispute Submission link in the left navigation menu to view the three tabs on the Dispute Submission page.</td><td>
</td></tr>
</table>

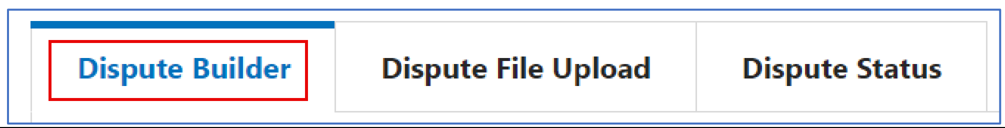
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

4. The default view is the *Dispute Builder* tab which displays two fields to search for the report you want to dispute.

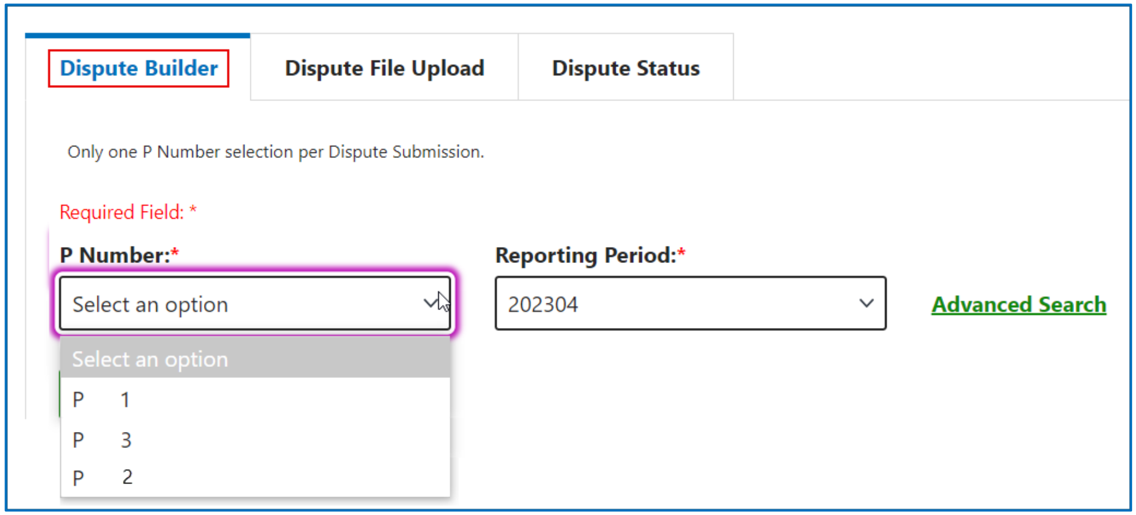
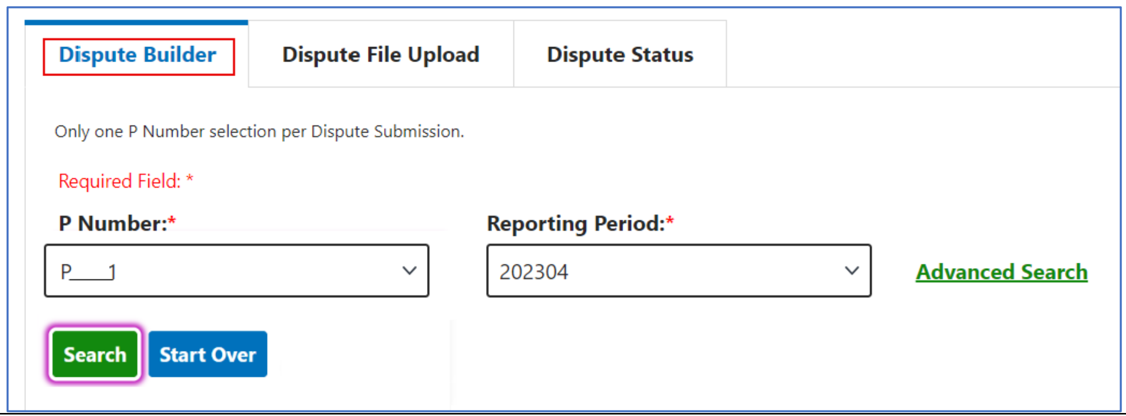
The *Dispute Builder* helps you create error-free dispute files. Use the search feature to review and select PDE invoice Line items by P Number. You can then choose the dispute reason code and add supporting information for all selected line items.

</td><td>

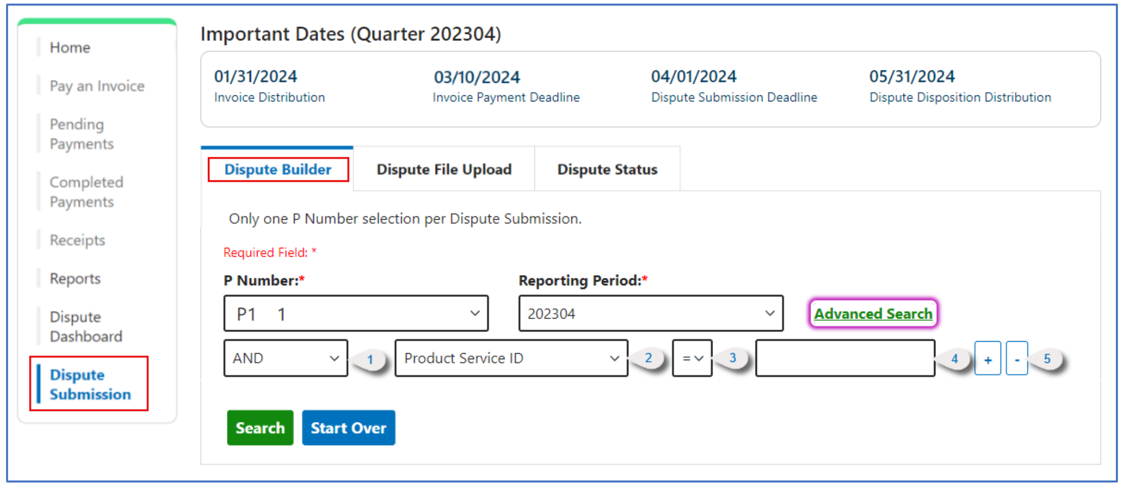


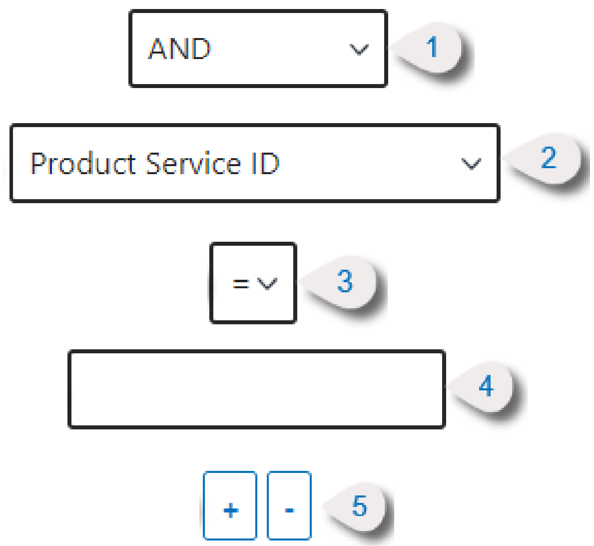


</td></tr>
</table>

Instructions	Visuals
5. To start creating your dispute file, select the *P Number* field and choose the P Number you want included. **Note:** To improve your search results and response time, use the *Advanced Search* instead of only selecting *P Number* and the current *Reporting Period.* Once you select a P Number, only that P Number will be allowed in the dispute file until the file is completed.	

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>6. To select specific criteria, click on the <u>Advanced Search</u> link.

The <u>Advance Search</u> has four fields.
The first (1) field is the <u>AND</u> qualifier.
The second (2) field contains categories of field names from the Data Report to choose from. The default field name is “Product Service ID”.
The third (3) field is a mathematical qualifier for selecting values based on provided mathematical symbols. The default symbol is (=).
The fourth (4) field is a blank freeform field to enter the numerical qualifying value that goes with the third field.
The fifth (5) field has two buttons to either add (+) or remove (-) rows to further refine your search.</td><td>


</td></tr>
<tr><td>7. The page will expand to show the number of line items</td><td></td></tr>
</table>

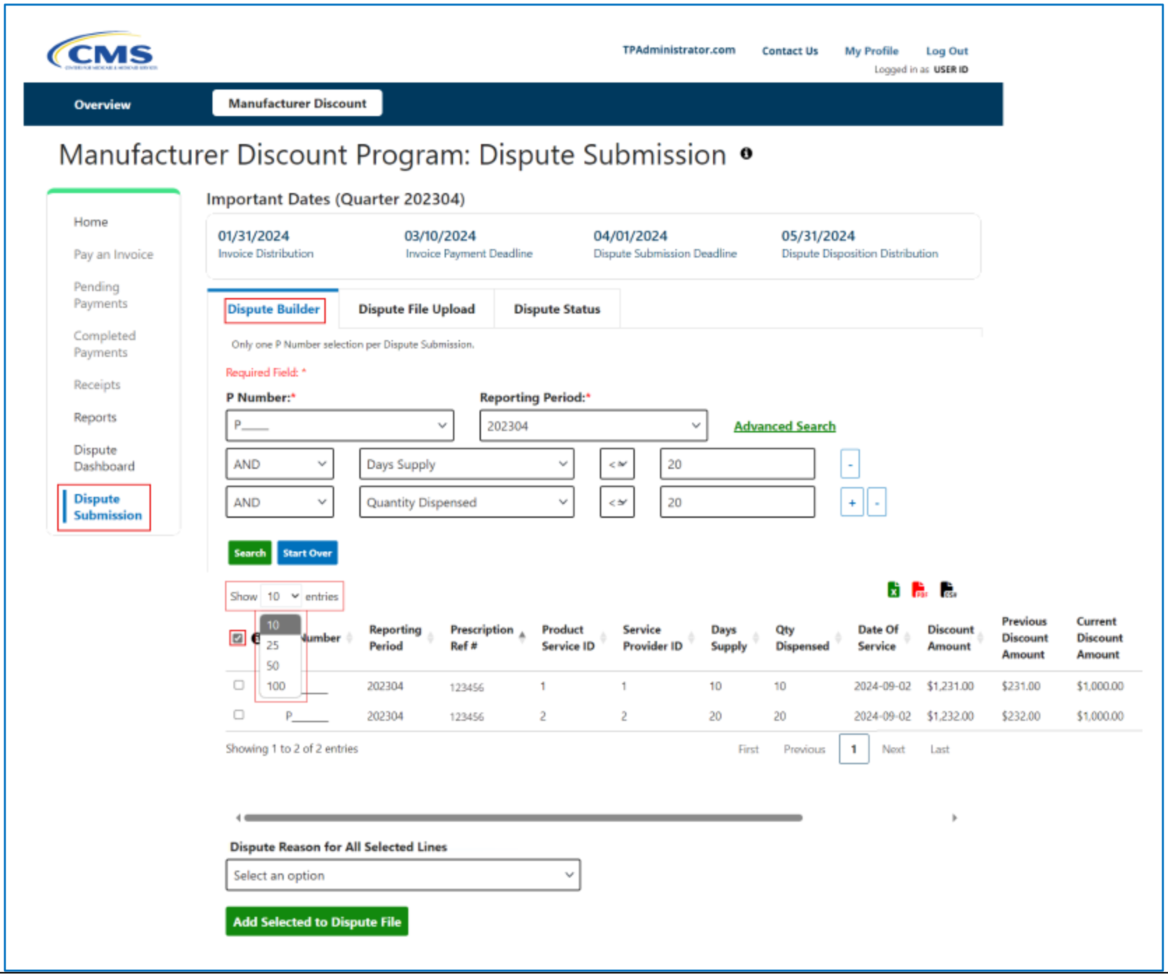
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

matching the search criteria.

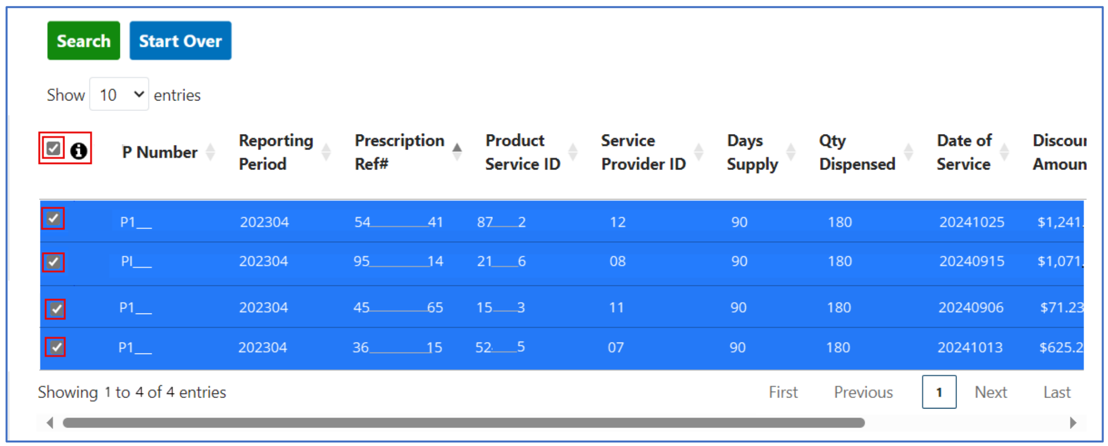
Use the scroll bar beneath the search data to view the line items.

- The Show Entries filter will allow viewing of 10, 25, 50 or 100 line items. “All” will not be available in the <u>*Dispute Builder*</u>. Use the pagination beneath the table to view the next page of returned search line items and select those for the dispute file.

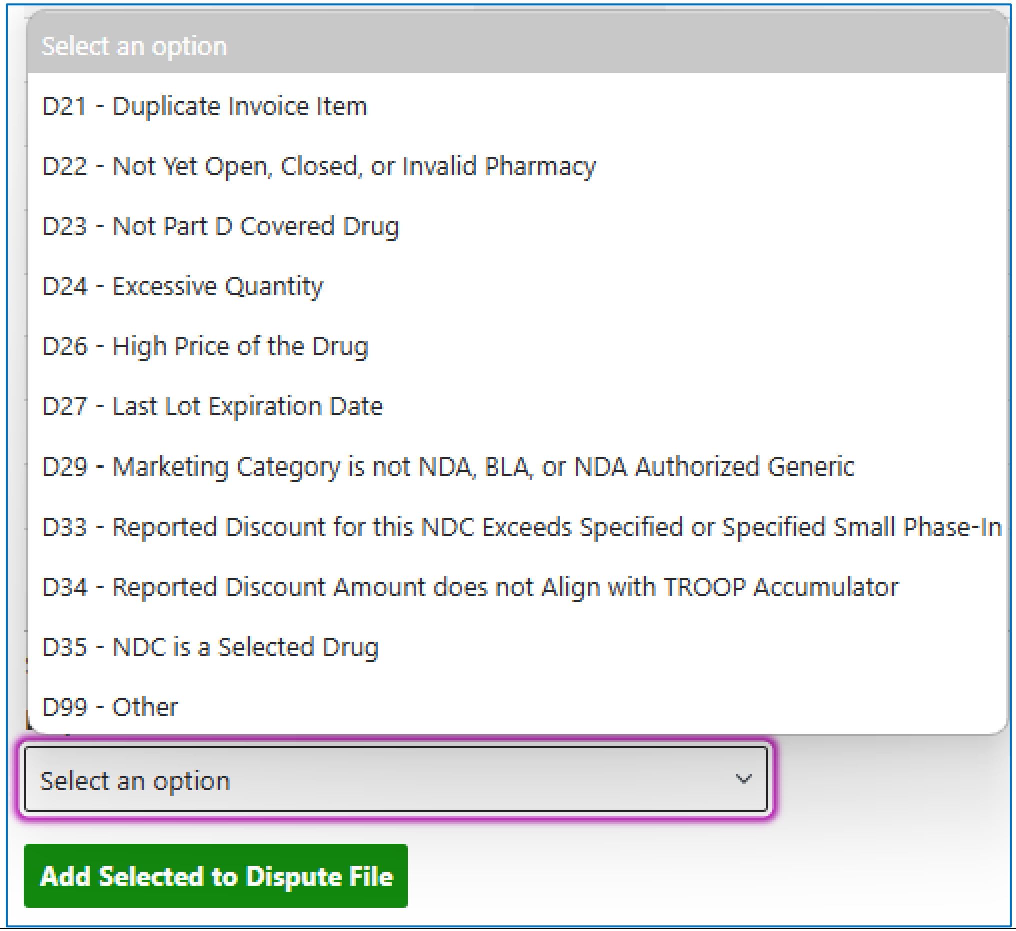
</td><td>

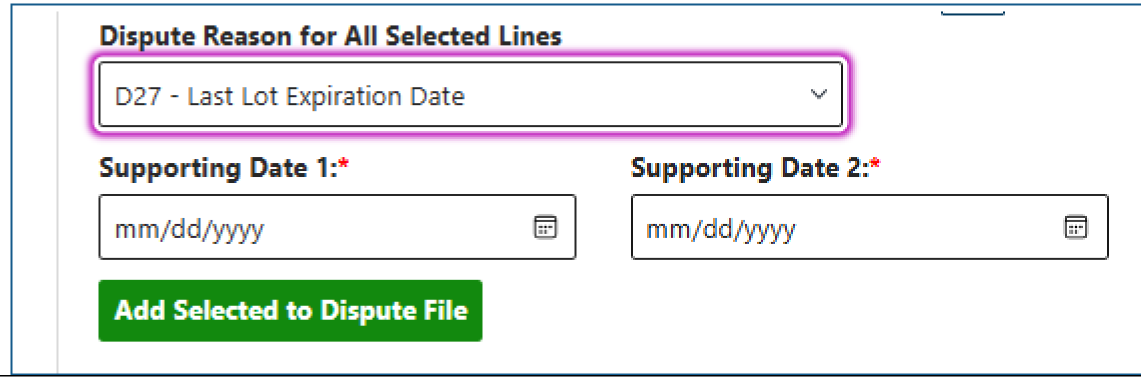


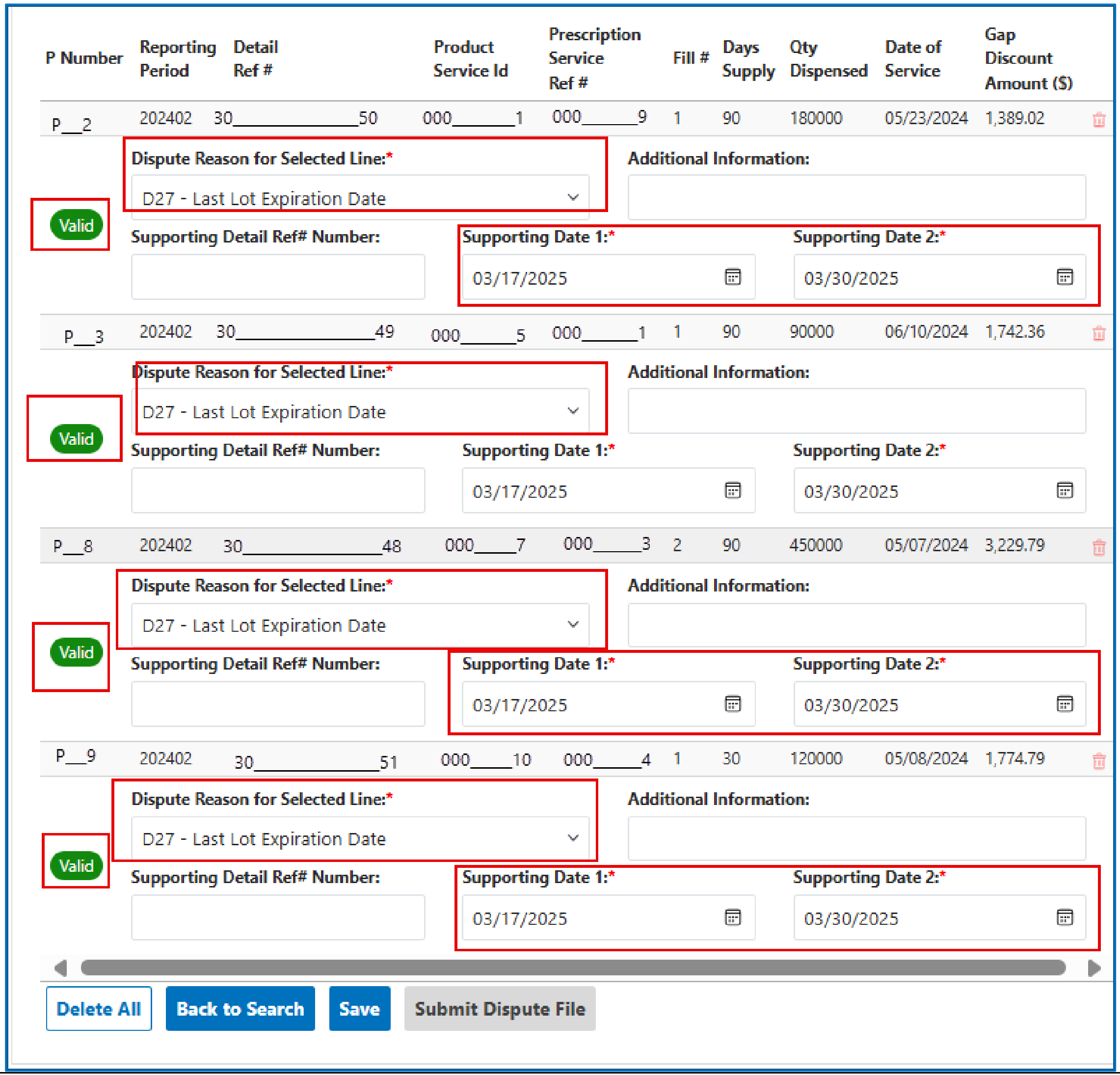
</td></tr>
</table>

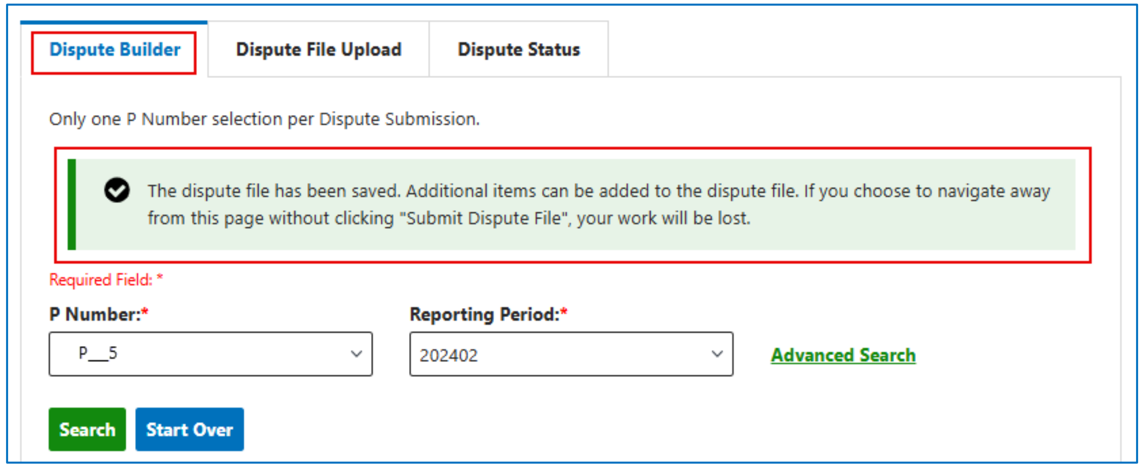
Instructions	Visuals
To include specific lines in the dispute file, check the box next to the row.	
To include all lines for the displayed page, check the box in the title row next to the information icon, , which will select all displayed rows. The information icon, , message states: • This checkbox allows a user to select ALL line-item records to be reviewed and chosen for a dispute file. The checkbox is only applicable to the page that is being reviewed. In order to select ALL items from additional pages, use	

Instructions	Visuals
pagination to display the desired page and select ALL on that specific page. • If left unchecked a user can select individual line items for a specific row to be reviewed and chosen for a dispute file.	

Instructions	Visuals
8. After selecting the line items to add to the dispute file, the *Dispute Builder* screen will display the *Dispute Reason for* All *Selected Lines* field. The dropdown menu will display the reason codes for disputes. Based on the selected reason code, additional required fields will display and will need to be completed.	

Instructions	Visuals
Example of dispute code with required fields for completion:	
9. After adding the dispute reason and required information, click the *<u>Add Selected to Dispute</u>* File button. The screen will expand to display the selected line items and information entered for the dispute. Please be sure to enter all required (marked with *) information per dispute reason selected. In the screenshot, the D27 dispute reason is listed as an example. • To save the *<u>Valid</u>* dispute line items, click the *<u>Save</u>* button located at the bottom of the table.	

Instructions	Visuals
Valid = For the selected dispute reason, all required fields and supporting information is added to the dispute line item. Invalid = For the selected dispute reason, there is missing required information and/or missing supporting information for the dispute line item. This will activate the *Complete Dispute File* button for submitting the dispute file.	

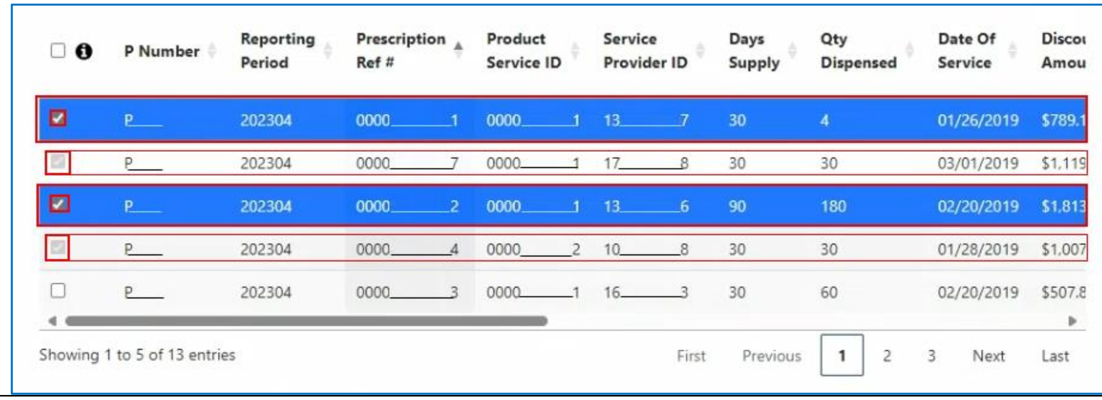
Instructions	Visuals
• The system will display the message “The Dispute file has been saved. Additional items can be added to the dispute file. If you choose to navigate from this page without clicking 'submit Dispute File’, your work will be lost.” at the top of the <u>*Dispute Builder*</u> tab. **Please note: I**f the line items are in a status of <u>*Invalid*</u>, they will be saved, but the <u>*Submit Dispute File*</u> button will not become active until all dispute file records are in a <u>*Valid*</u> status to allow submission of the dispute file.	 
• If all line items were not selected initially, you can add more dispute line items with different reason codes by clicking the <u>*Back To Search*</u> button. **Important note:** When adding additional line items to a dispute file, previously selected and added line items will display as selected	

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

in search table with greyed out checkmarks.

To reset these greyed-out line items, the line item must be deleted from the dispute file. Reference step 16 for deleting a dispute file line item.

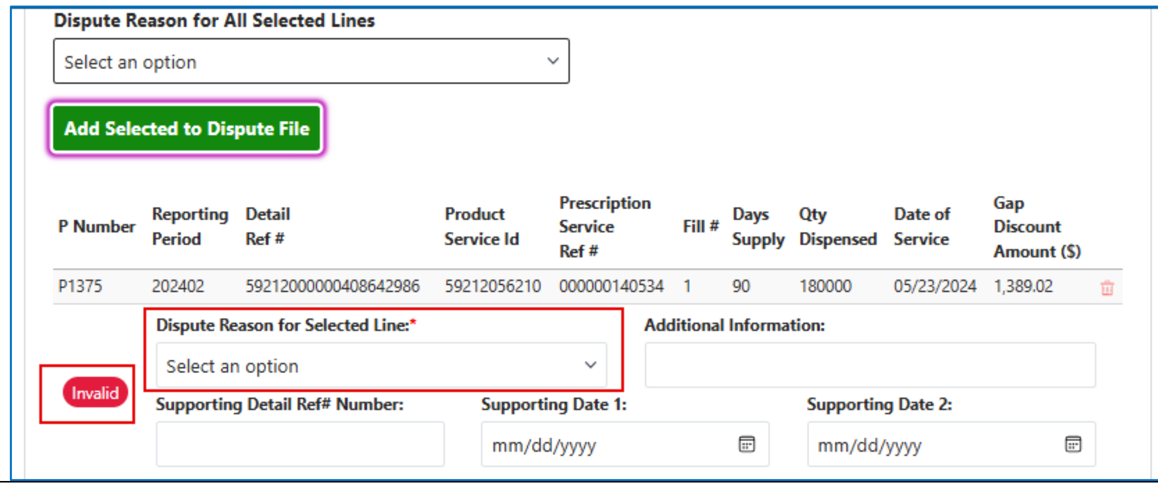
</td><td>



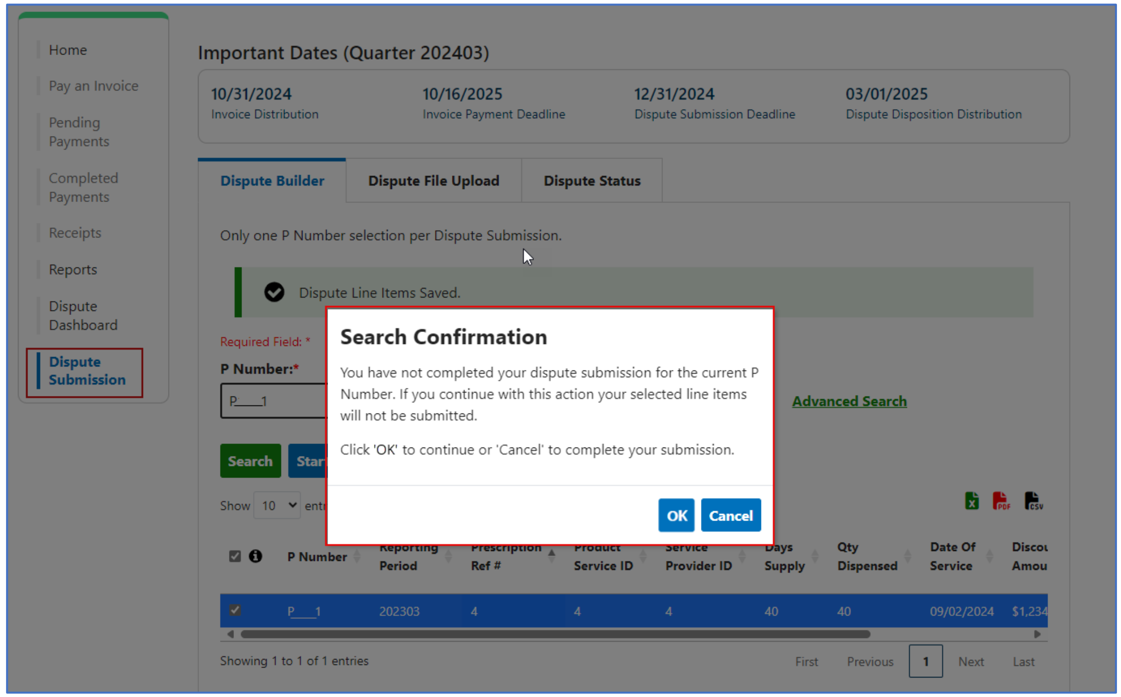
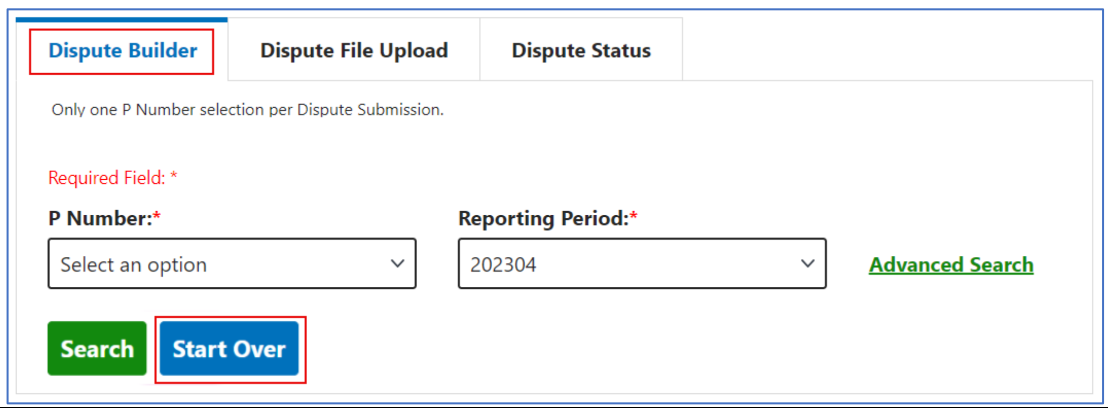
</td></tr>
<tr><td>

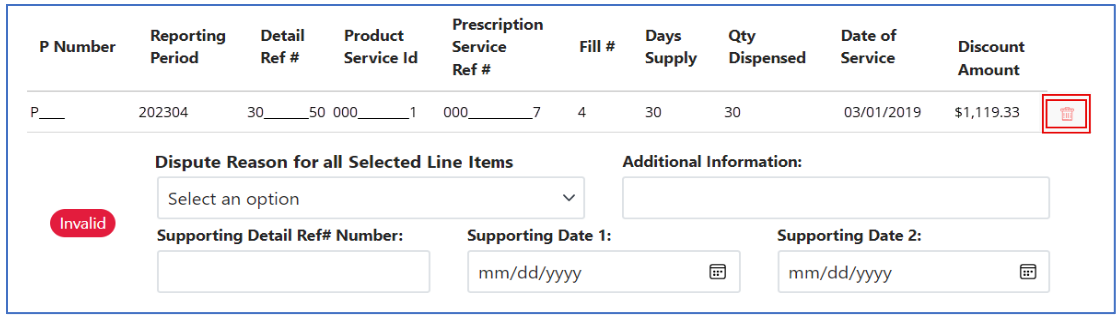
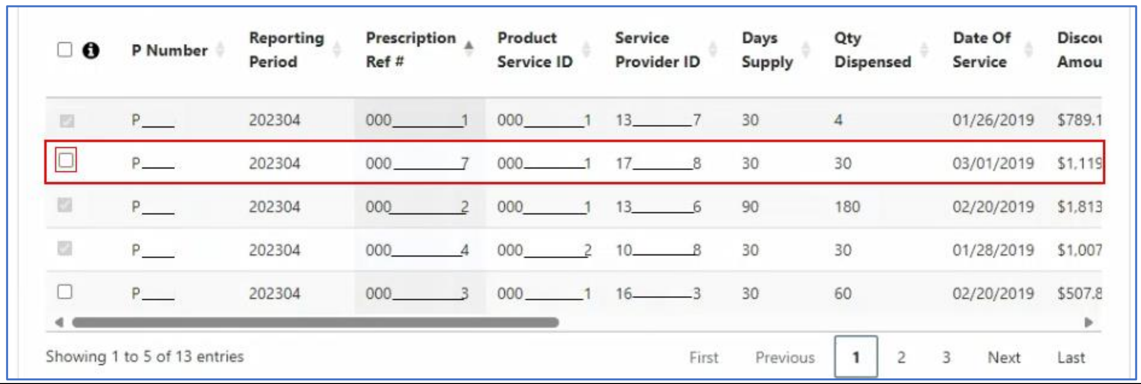
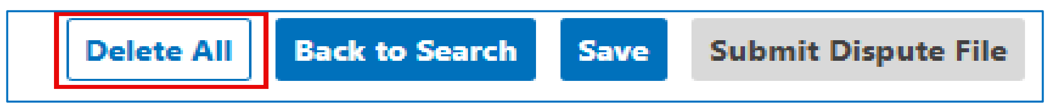
- If the *<u>Dispute Reason for</u>* All *<u>Selected Line Items</u>* field is not used, the line items will be marked as invalid and will require manual entry of the dispute reason codes for each line item along with any required information.

</td><td>

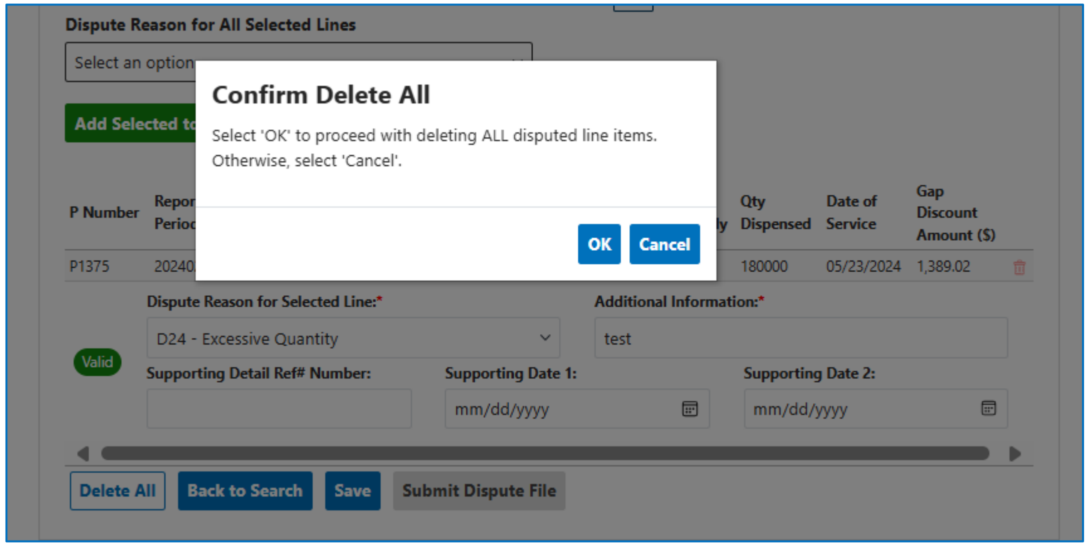


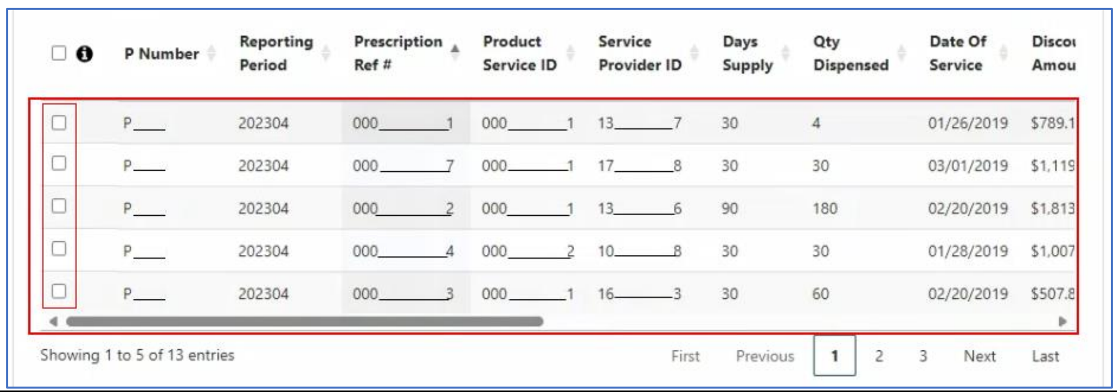
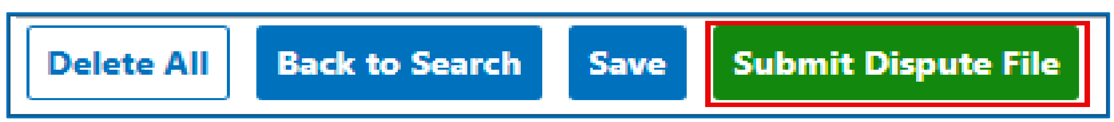
</td></tr>
</table>

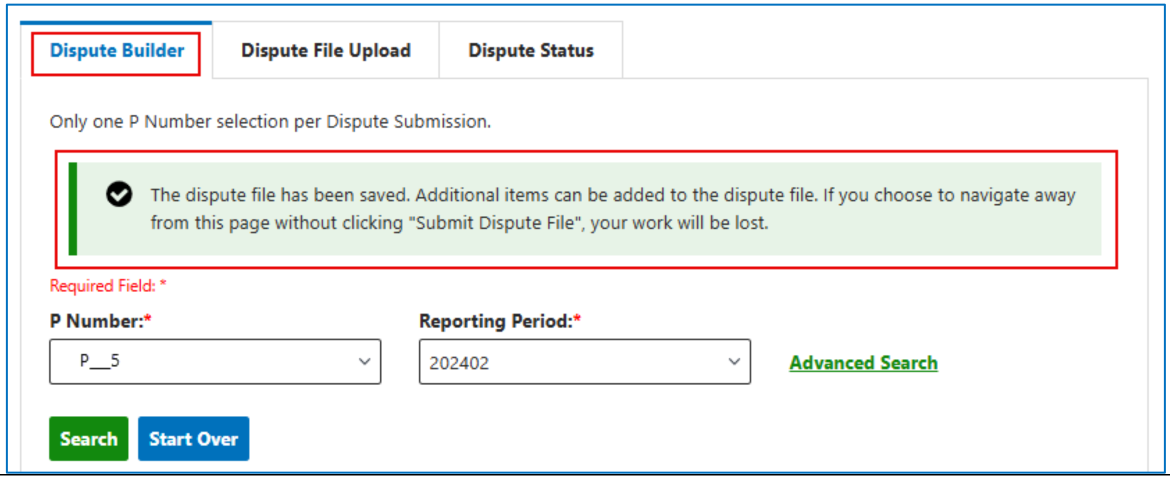
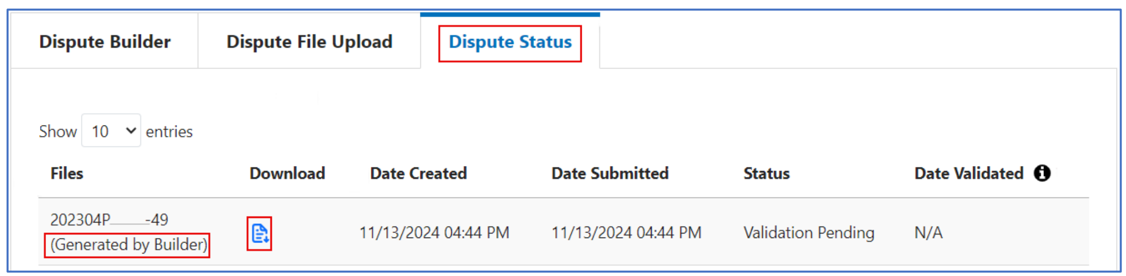
Instructions	Visuals
10. **Important Note**: A dispute file can contain only one P Number per file. If you select another P Number from the *P Number* search field and select the *Search* button, the system will display a warning message that states: "You have not completed your dispute submission for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

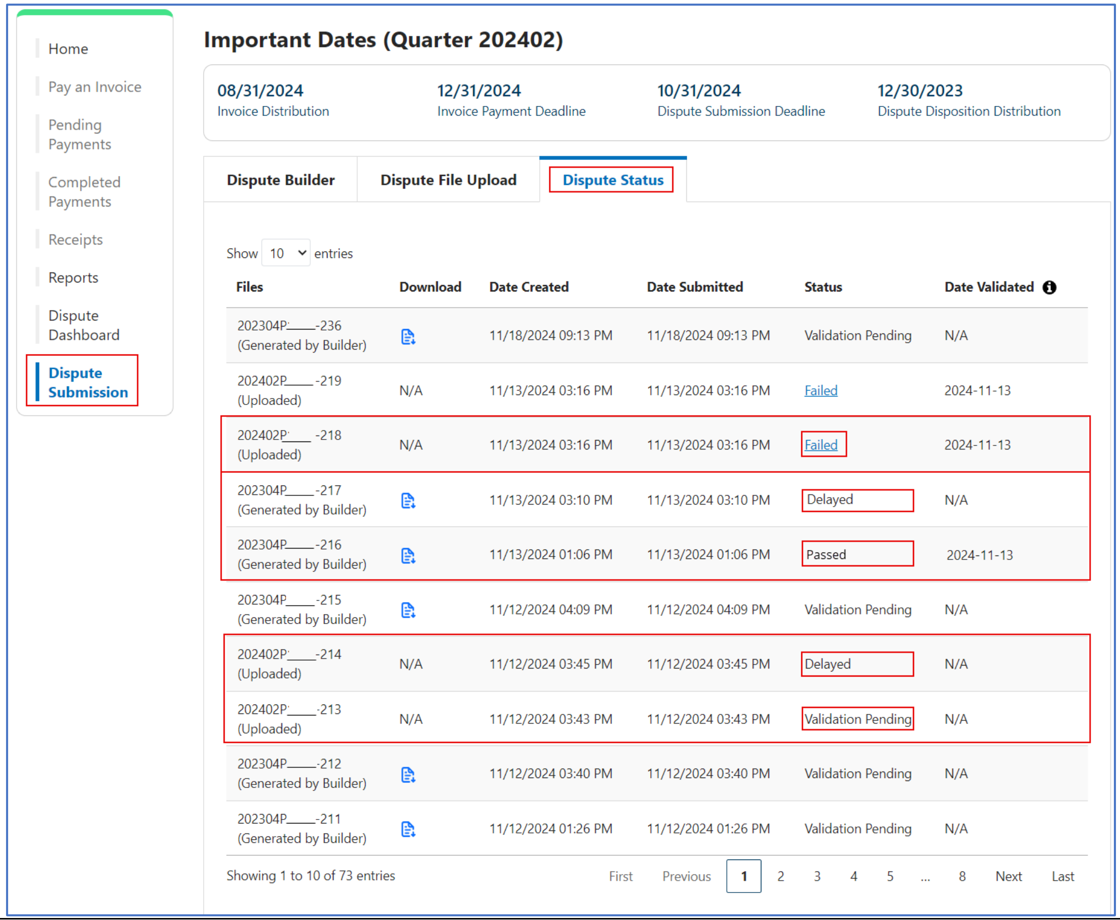
Instructions	Visuals
12. To delete a single row in the dispute builder, click the trash can icon at the end of the line item. This action will release the greyed-out selected dispute record to be available for re-selection again.	 
13. To delete all rows included in the dispute builder, click the *Delete All* button at the bottom of the page.	

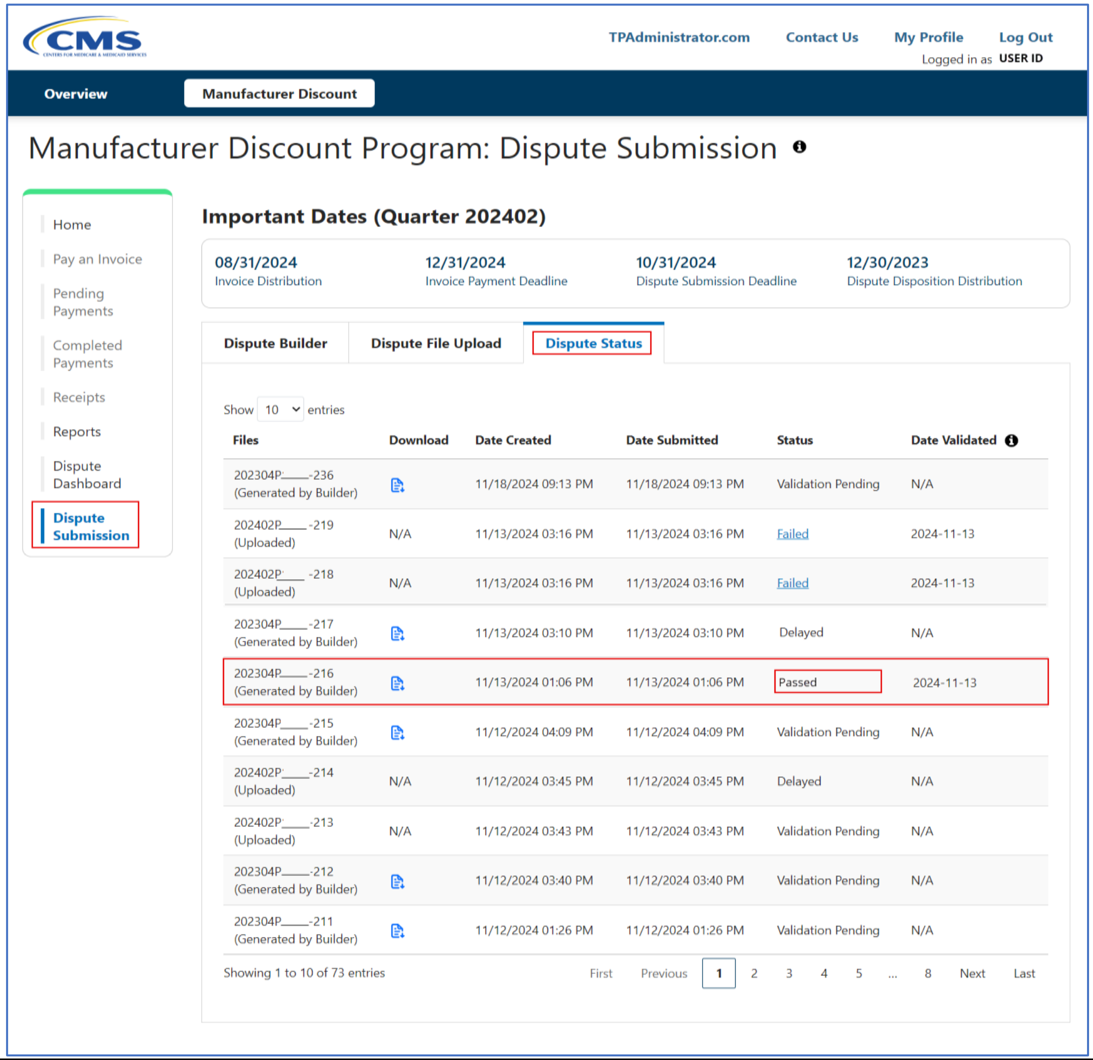
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>14. A confirmation message will display:
"Confirm Delete All Select OK to proceed with deleting ALL disputed line items. Otherwise, select Cancel."

This action will release all greyed-out selected dispute records in the file to be available for re-selection again.</td><td>


</td></tr>
<tr><td>If all line items in your dispute builder are in a <u>Valid</u> status, click the <u>Submit Dispute File</u> button.</td><td>
</td></tr>
</table>

Instructions	Visuals
Important Note: The **Submit** ***Dispute File*** button will only be activated when all line items in a dispute file are in *Valid* status.	
• The following message will display at the top of the *Dispute Builder* tab. “The dispute file has been saved. Additional items can be added to the dispute file. If you choose to navigate away from this page without clicking “Submit Dispute File”, your work will be lost.”.	
15. Select the *Dispute Status* tab to view the status of your submitted dispute file. You can download the dispute file you built by using the *Download* icon . The file will be assigned a status of Validation Pending.	

Instructions	Visuals
16. The dispute file(s) submitted will undergo additional validations and will be assigned the status of ***Passed*** if there are no errors. The file will be assigned a status of ***Failed*** if errors are found. The Status column will have a hyperlink to the Passed or Failed file that can be downloaded. This ***Passed*** or ***Failed*** file will include information of what failed validation, to allow for correction and resubmission. If multiple files for the same P Number are submitted on the same day, only one file will be sent within a 24-hour period. Additional files after the first ***Passed*** file will receive a ***Delayed*** status.	

Instructions	Visuals
17. After your dispute is in a *Passed* status, it will be sent to CMS for review by 4:00 PM ET. If submitted after 4:00PM ET, it will be validated and sent the next business day at 4:00 PM ET. The dispute file results will be posted on the **Dispute Dashboard** page's *Return Files* tab. For information on reviewing a Return Files tab report on the Dispute Dashboard page, reference the ***Error! Reference source not found.***	

You have now completed accessing the *Dispute Builder* and creating a dispute report generated by the builder on the **Dispute Submission** page.

Dispute File Upload Tab

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

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

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

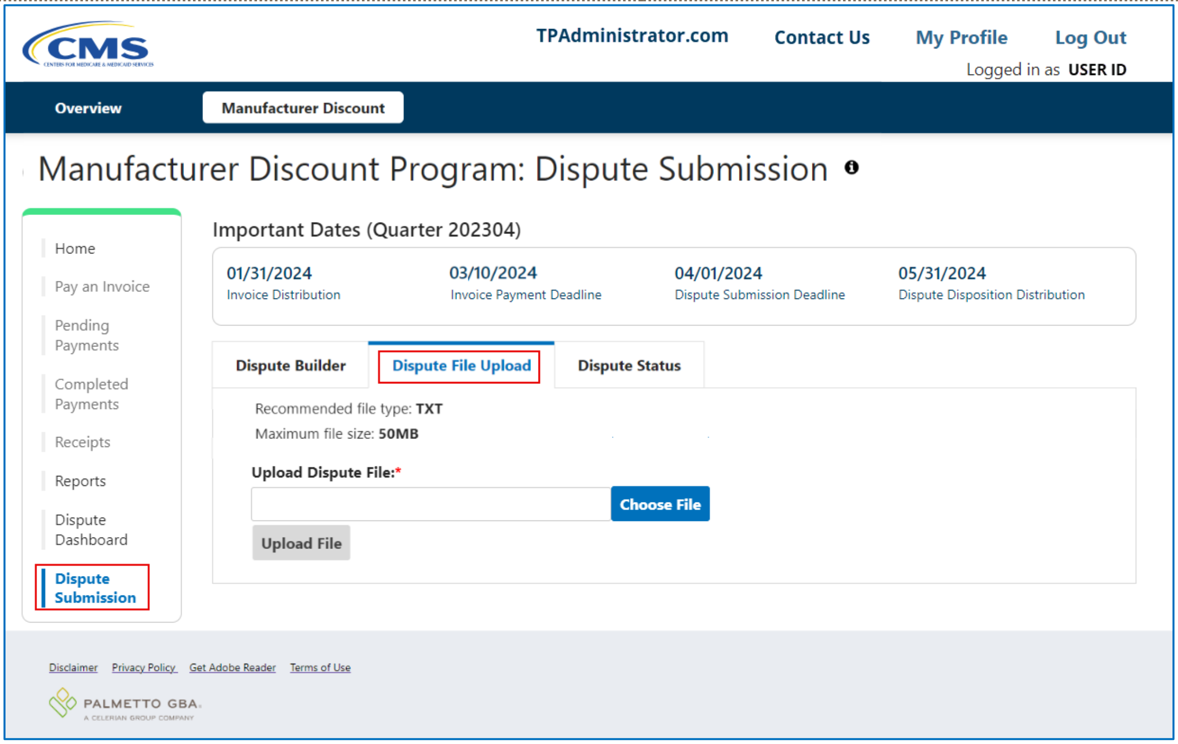
Delayed files will receive a *Delayed Dispute Submission* message and will be processed in the next 24-hour cycle. If multiple files receive a *Delayed* status, each file will process 24 hours after the previous file completes processing.

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

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

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

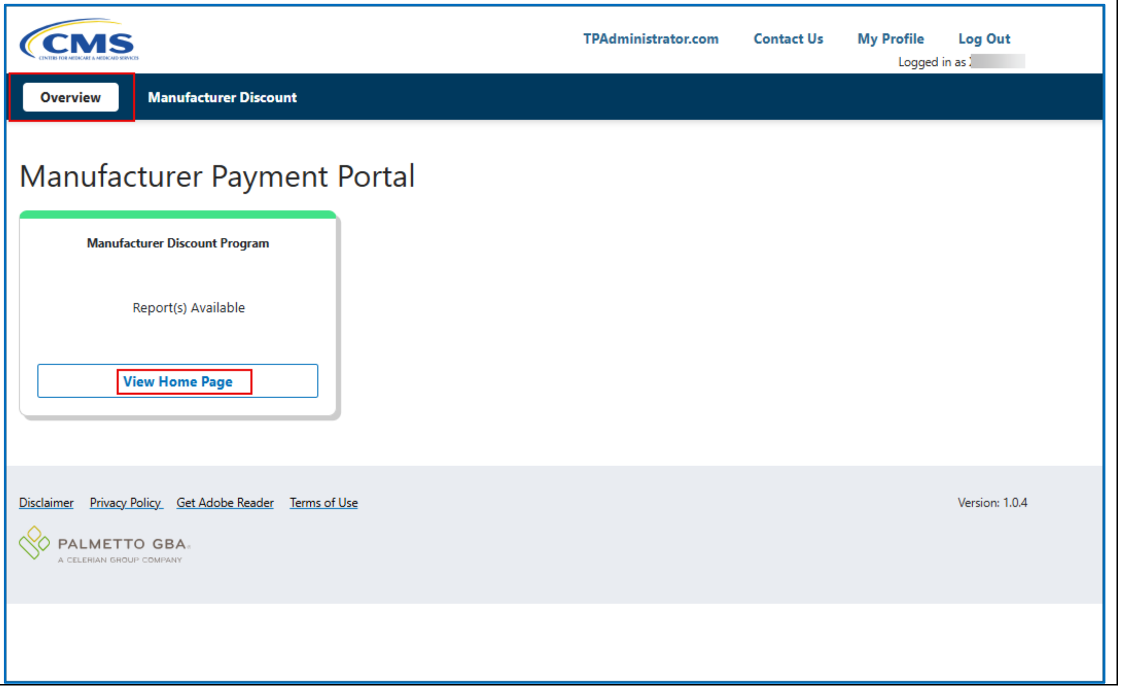
There is a prerequisite for this instruction. It will require the creation of a manual dispute file. Instructions for creating a manual dispute file are available using the "Manual Dispute Submission and Attachment Overview" document located under ***Disputes*** on the **TPAdministrator.com** website.

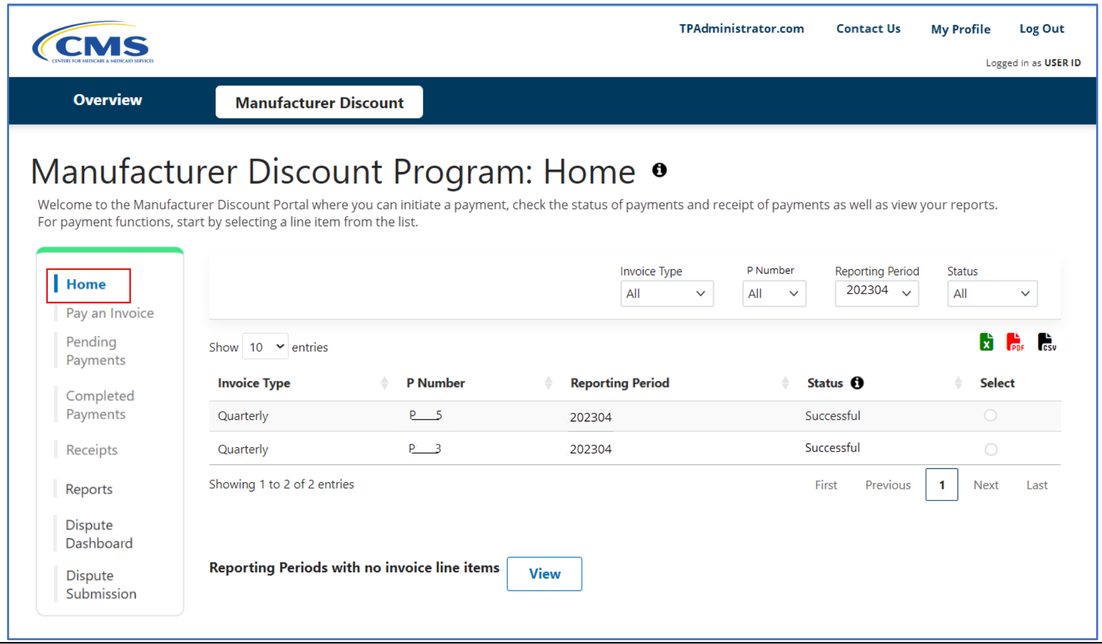
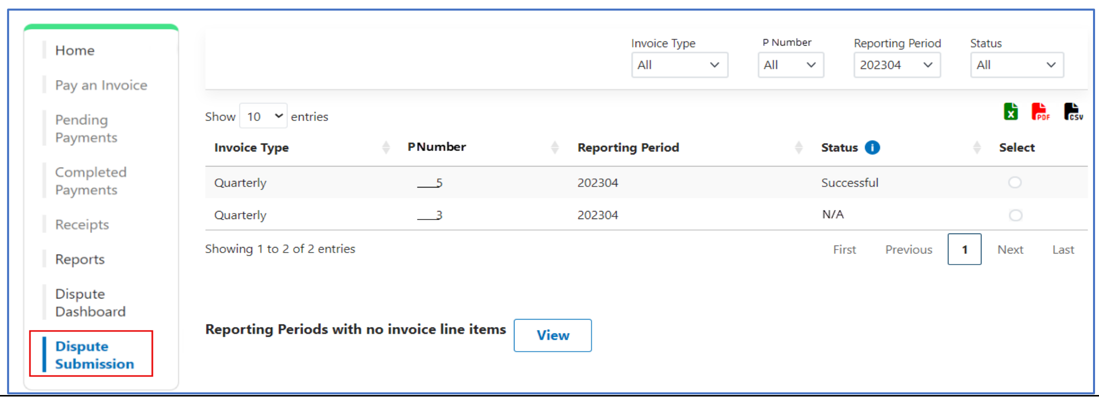


For detailed information about the fields on the Dispute Dashboard, refer to *Table 11: Dispute File Upload* in the Appendix.

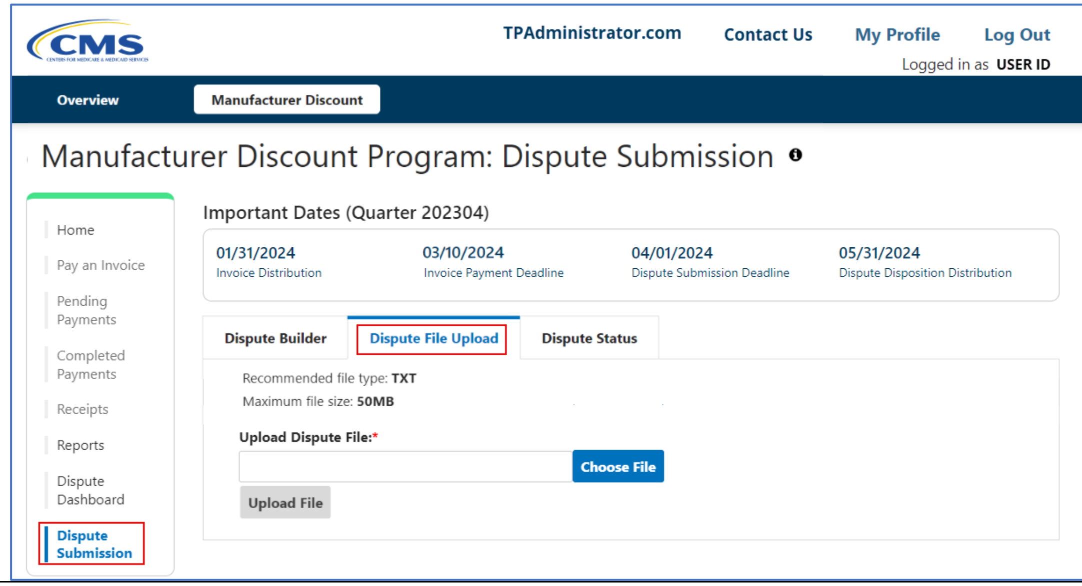
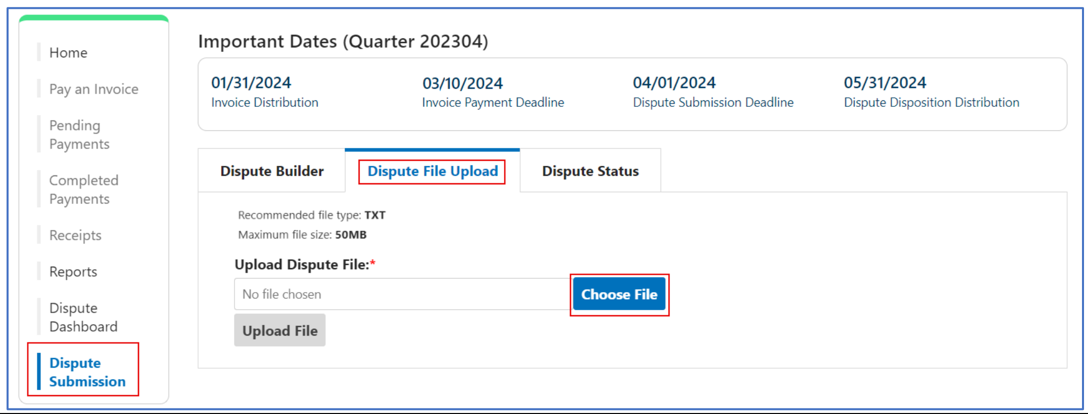
To access the MPP, click on the [**TPAdministrator.com**]() and click on the MPP Login.

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

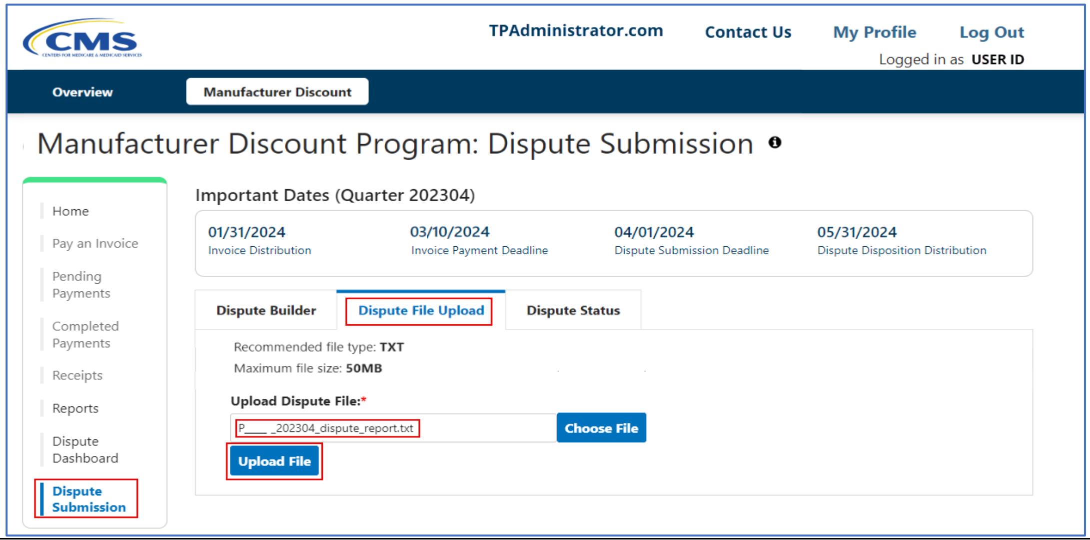
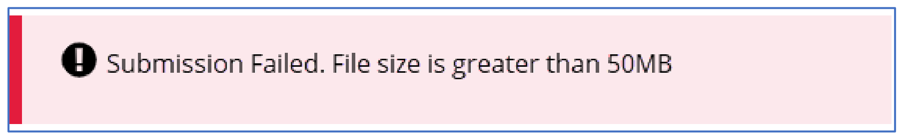
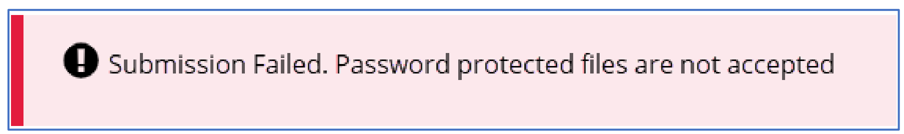
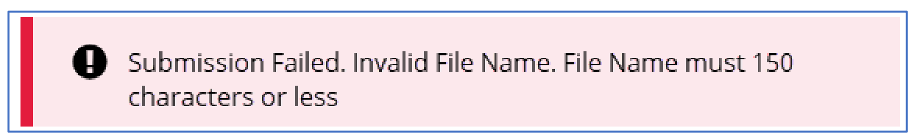
Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated MFA token, the **MPP Overview** page will display showing all programs assigned to your user ID as cards on the page. Select the "Manufacturer Discount Program" card's *View* Home page button or the "Manufacturer Discount" link in the blue navigation bar.	

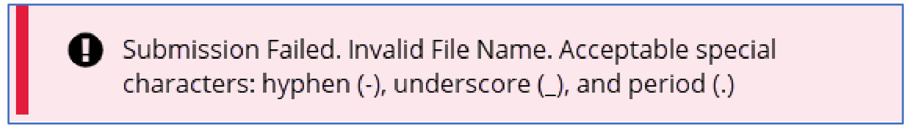
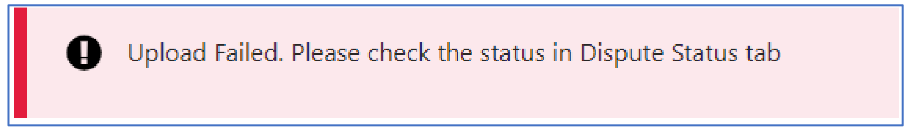
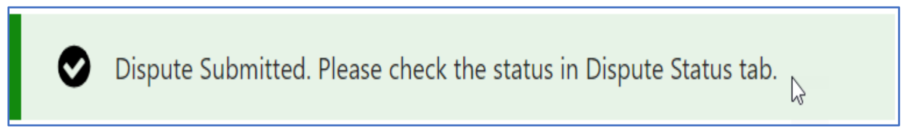
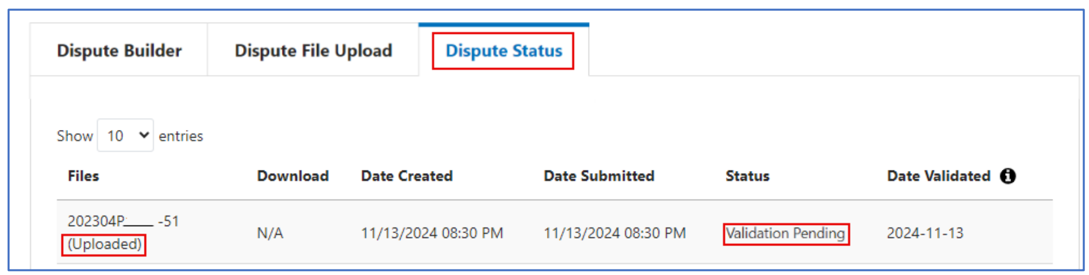
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>2. The Home page is displayed.</td><td>
</td></tr>
<tr><td>3. Click on the Dispute Submission link in the left navigation menu to access the Dispute Submission page.</td><td>
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>4. The Dispute Submission page displays three tabs.

Choose the second tab for <u>Dispute File Upload</u> tab.</td><td>
</td></tr>
<tr><td>5. To upload your dispute file, click on the <u>Choose File</u> button.</td><td>
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>6. Find the file you want to upload, on your computer and select it.

Once the file name displays in the <u>Upload Dispute File</u>* <u>Choose File</u> box, the <u>Upload File</u> button becomes active.
Click the Upload File button to upload your file.
The MDP module will generate a name for the file that consists of the current quarter information in YYYYQQ format followed by the P Number then a sequential number assigned by the system.</td><td>
</td></tr>
<tr><td>7. When the file size of the uploaded file is too large, the following error messages will display: “Submission Failed. File size is greater than 50MB.”</td><td>
</td></tr>
<tr><td>8. When a password protected file is uploaded, the following error message would display: “Submission Failed. Password protected files are not accepted.”</td><td>
</td></tr>
<tr><td>9. When a password protected file is uploaded, the following error message would display: “Submission Failed. Invalid File Name. File Name must 150 characters or less.”</td><td>
</td></tr>
</table>

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

Refer to *[Dispute Dashboard for Manufacturers]* for instructions on viewing dispute return reports.

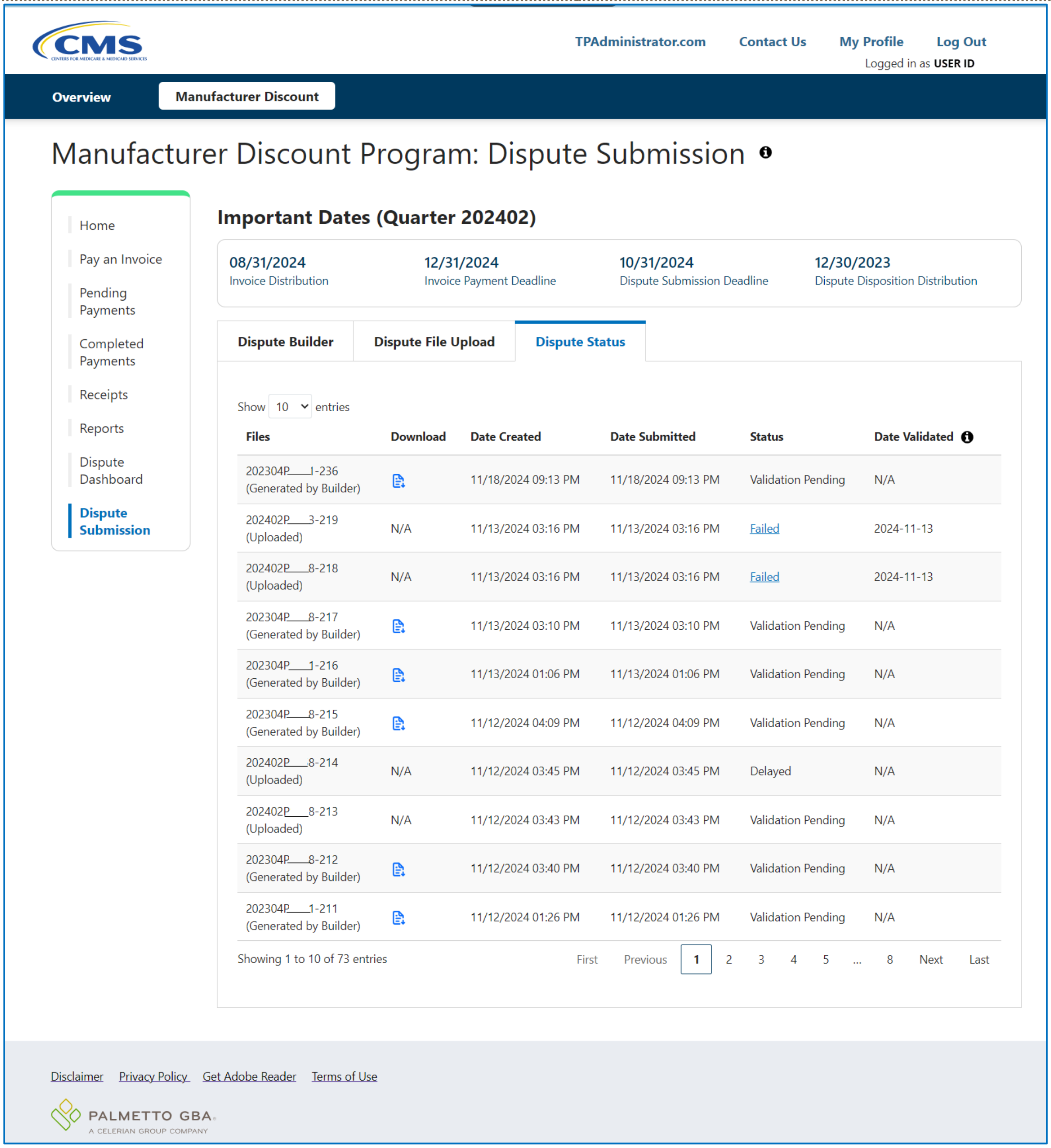
You have successfully completed submitting a manual dispute text file using the **Dispute Submission** page.

Dispute Status Tab

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

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

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

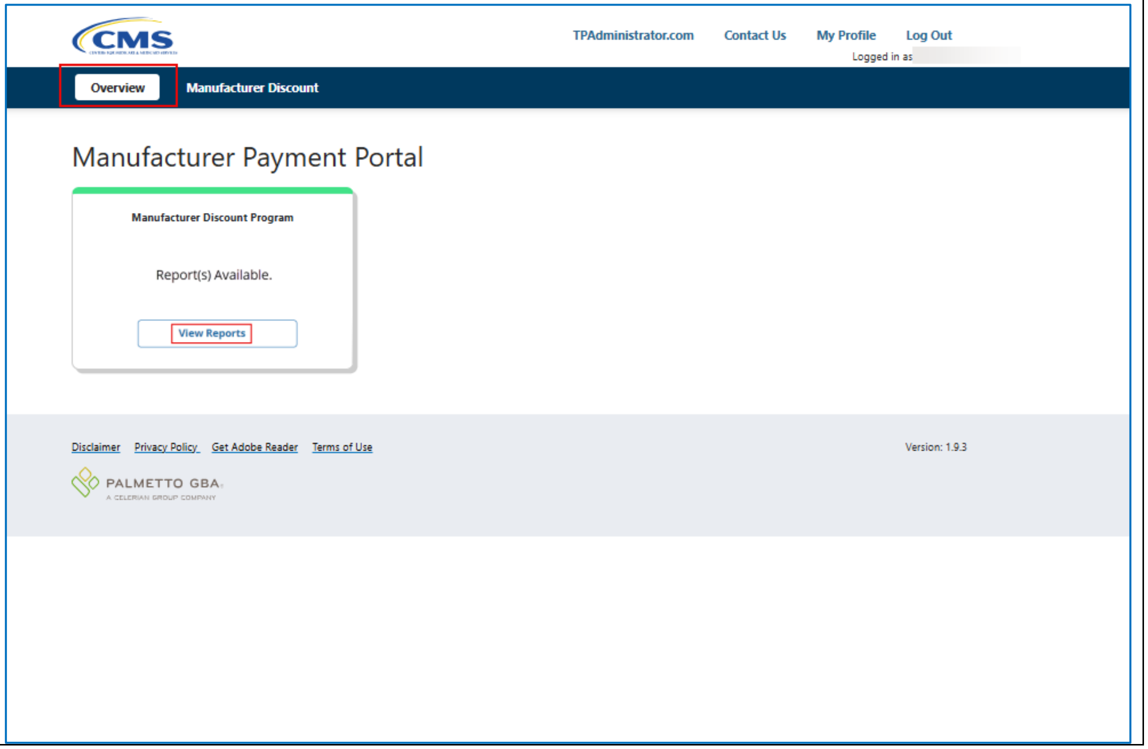


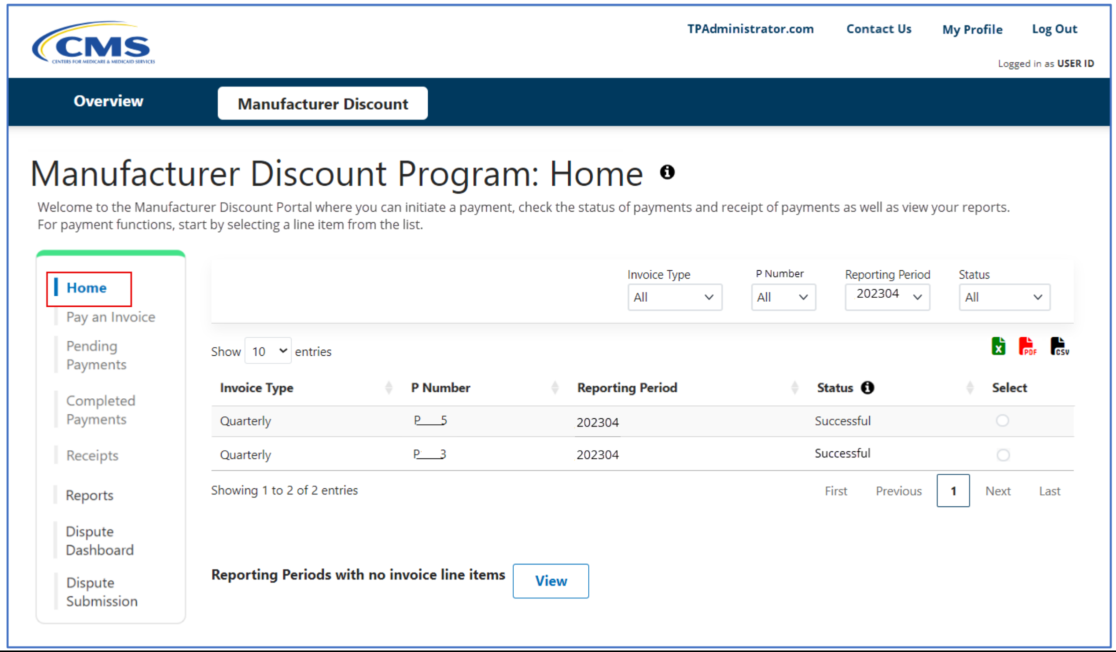
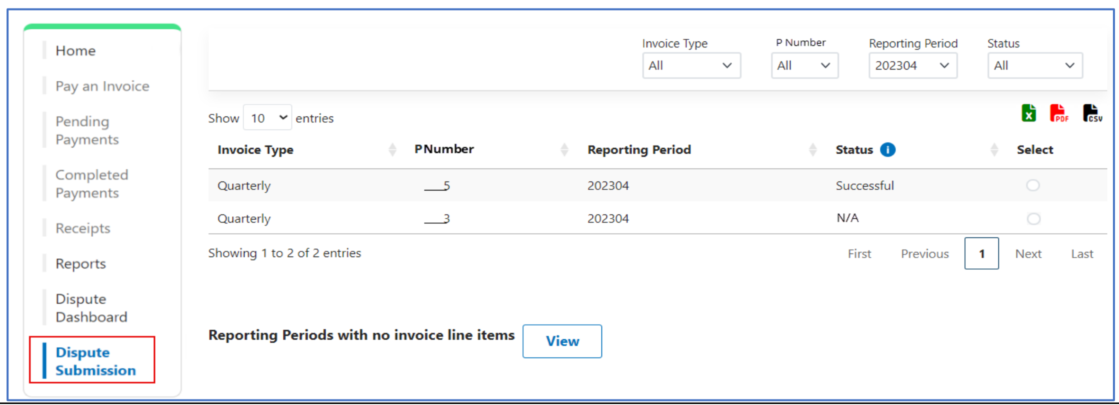
For detailed information about the fields on the Dispute Status tab, refer to

Table 12: Dispute Status in the Appendix.

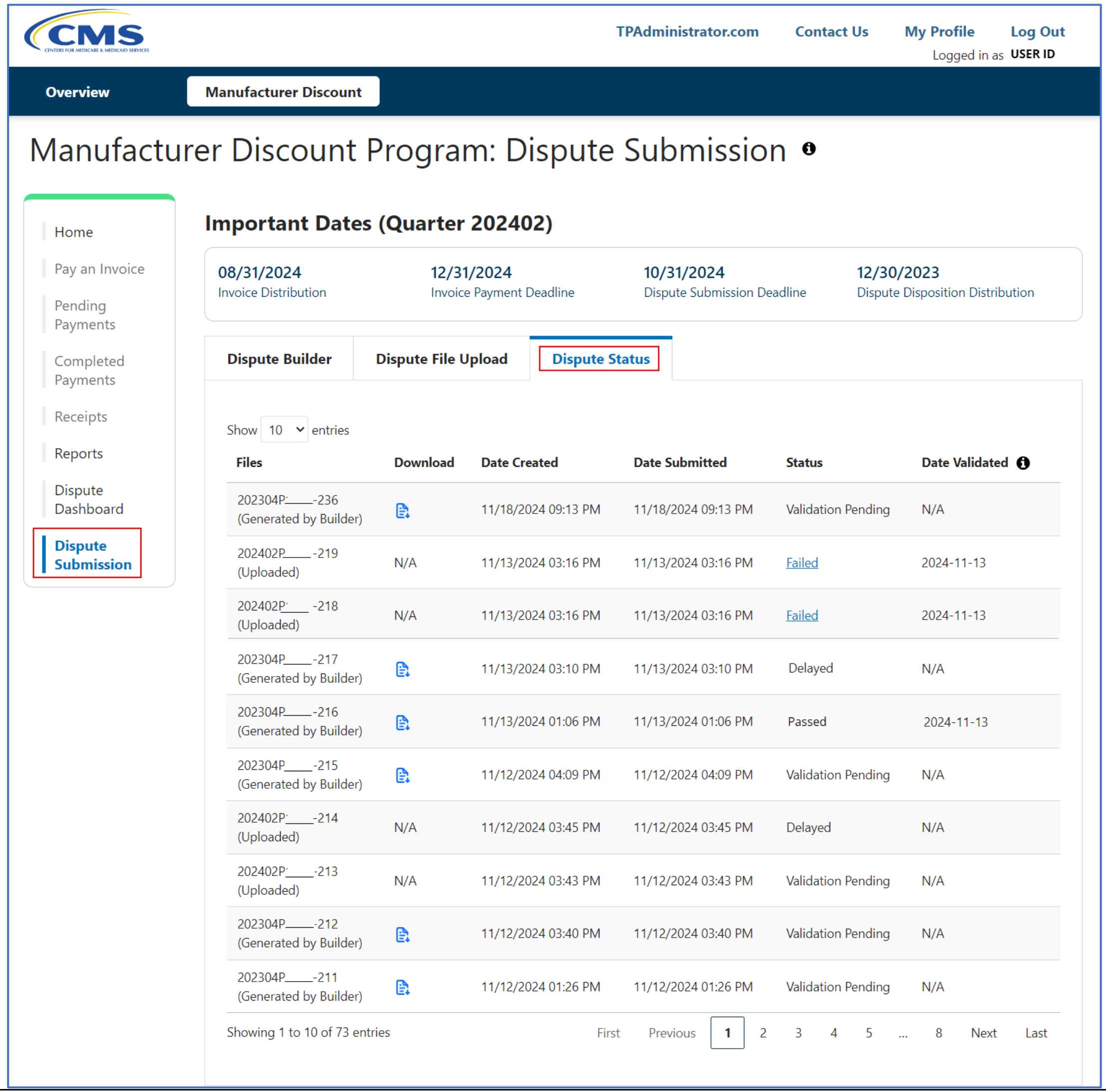
To access the MPP, click on the **TPAdministrator.com** and click on the MPP Login.

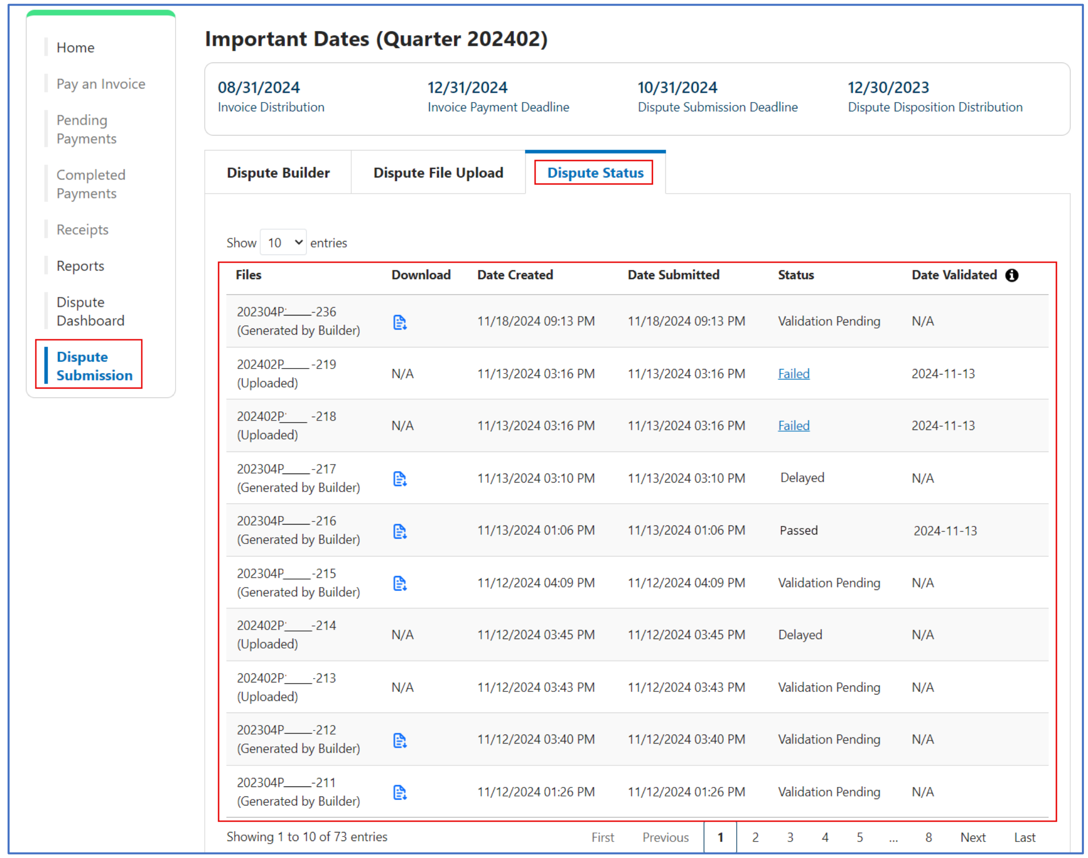
If you need further instructions on logging in, choose the "**Manufacturer Payment Portal (MPP) Introduction and Login User Guide**" found on the MDP User Guides page to access the guide.

Instructions	Visuals
1. After successfully logging in with your user ID, password and system generated MFA token, the **MPP Overview** page will display showing all programs assigned to your user ID as cards on the page. Select the "Manufacturer Discount Program" card's *View* Home Page button or the "Manufacturer Discount" link in the blue navigation bar.	

Instructions	Visuals
2. The **Home** page is displayed.	
3. Click on the **Dispute Submission** link in the left navigation menu access the **Dispute Submission** page.	

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>4. The Dispute Submission page displays three tabs.

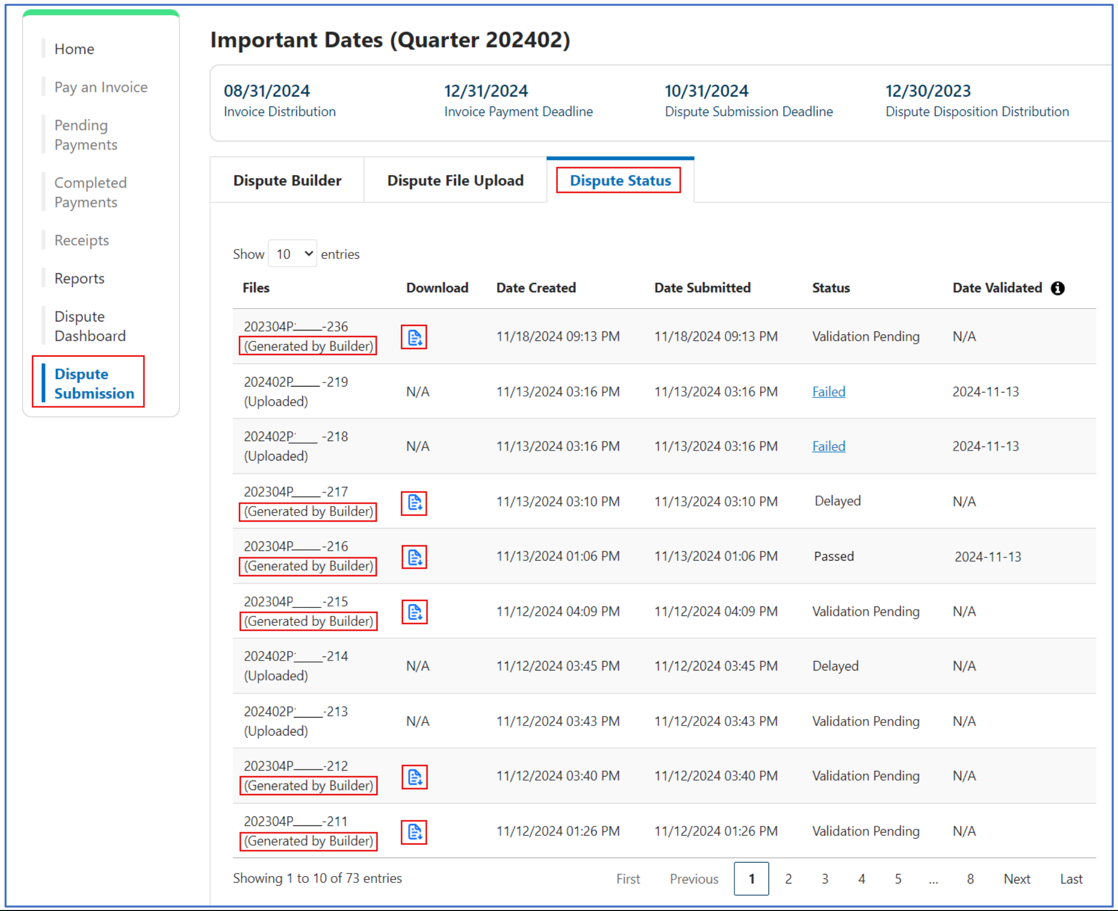
Choose the third tab for <u>Dispute Status</u>.</td><td>
</td></tr>
</table>

Instructions	Visuals
• Review the ***Status Table*** to see the dispute files that have been either been ***Uploaded*** or ***Generated by Builder***.	

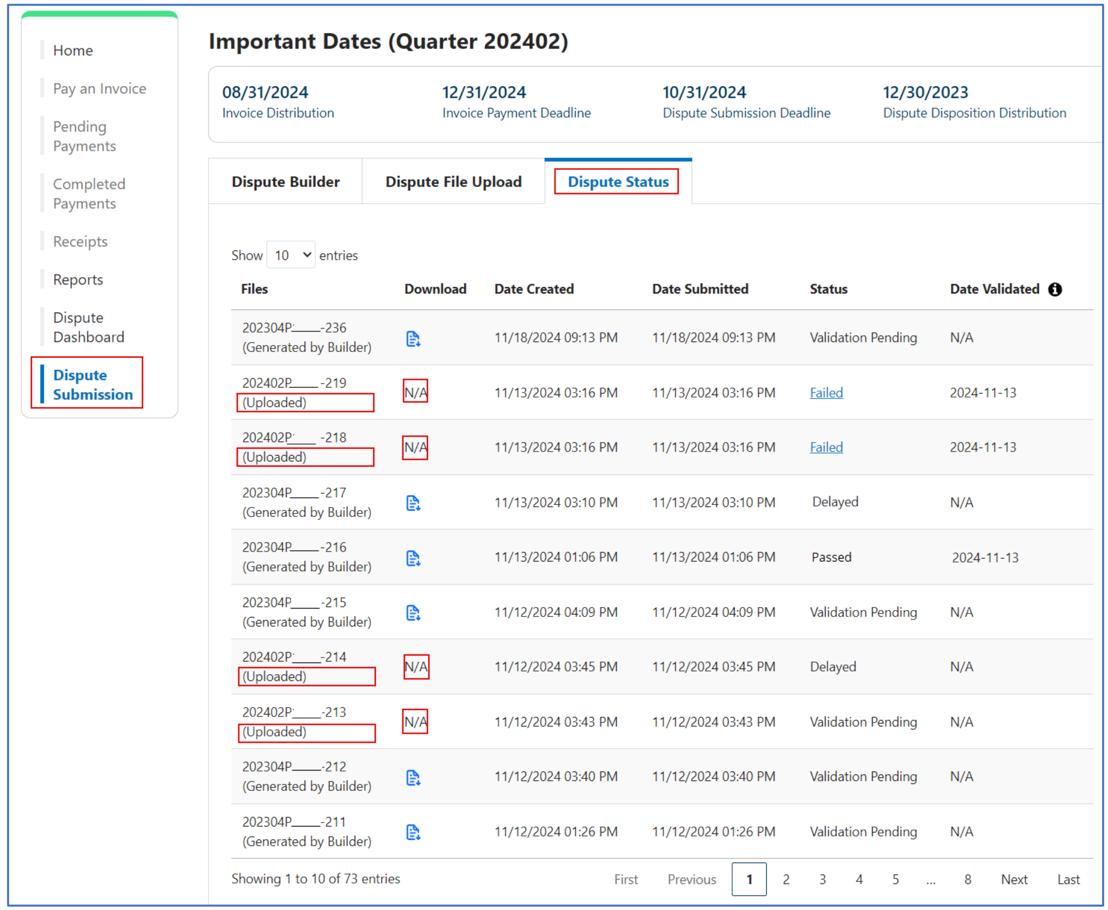
<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

5. Dispute files that have been *Generated by Builder* have a download icon  to download the file created using the *Dispute Builder*.

</td><td>



</td></tr>
</table>

Instructions	Visuals
6. *Uploaded* dispute files do not have a download icon because the manufacturer already has a copy since it was uploaded to the portal. Uploaded files will undergo additional validations, including: • Dispute file formatting, such as the required header and trailer records, line item spacing, etc. • Completion of required data for dispute reason code such as required supporting information, formatting of dates, etc.	

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>

7. Dispute file statuses are:

A. Delayed: This status is assigned to duplicate files submitted within the same 24-hour cycle. These will be processes in the next cycle, 24 hours apart.

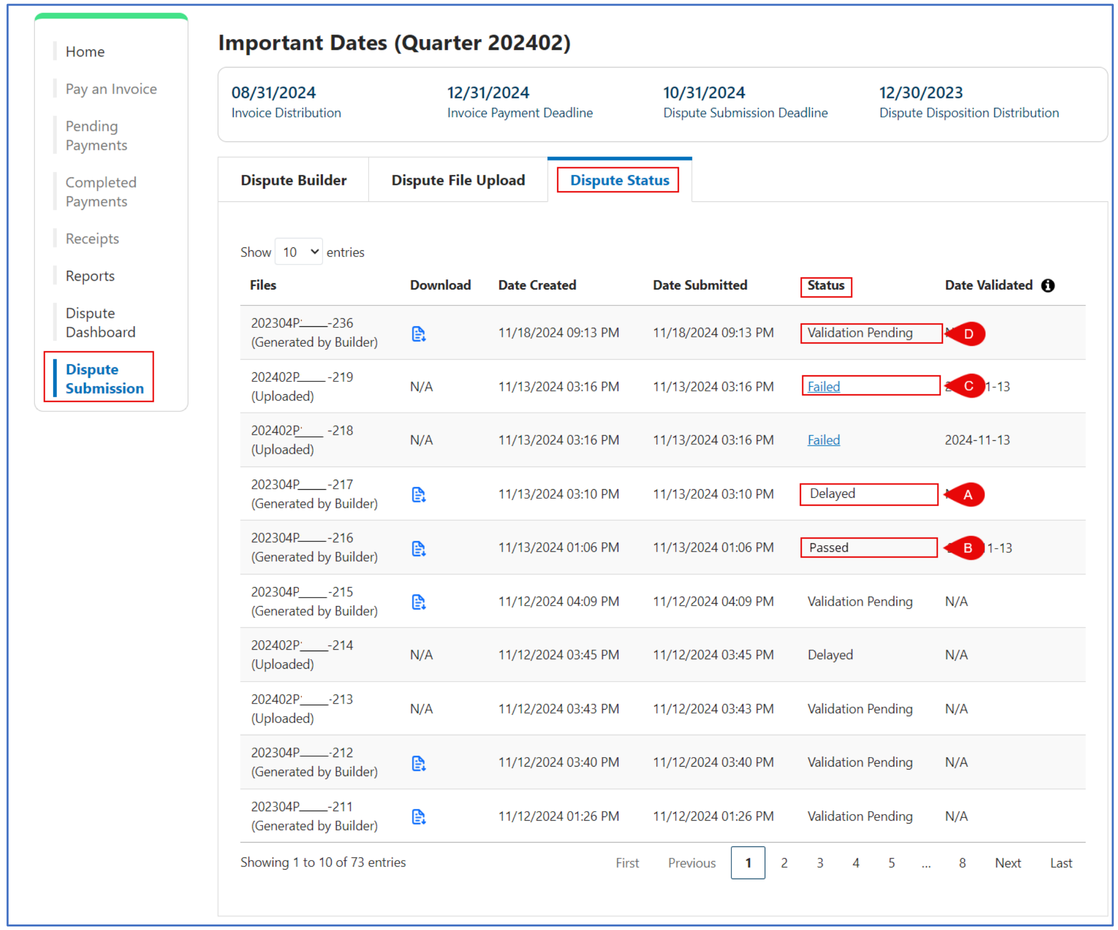
B. Failed: This status is assigned if any line has errors. Click the *Failed* status hyperlink to download the report and correct or remove failed items before resubmitting.

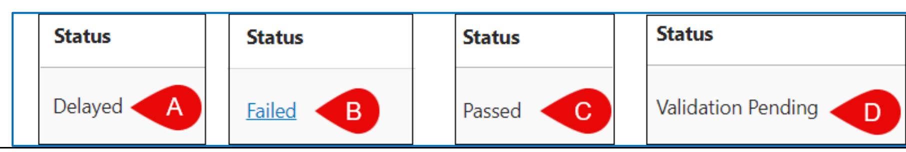
C. Passed: This status is assigned if the files pass additional validation with no errors

D. Validation Pending: This status is assigned when a file is initially submitted with no upload errors.

The module will display the following message if the file is delayed:
"More than one dispute file was submitted in a 24-hour submission window (4:00 PM – 4:00 PM ET). This dispute file will be processed in the next cycle. No action is required."

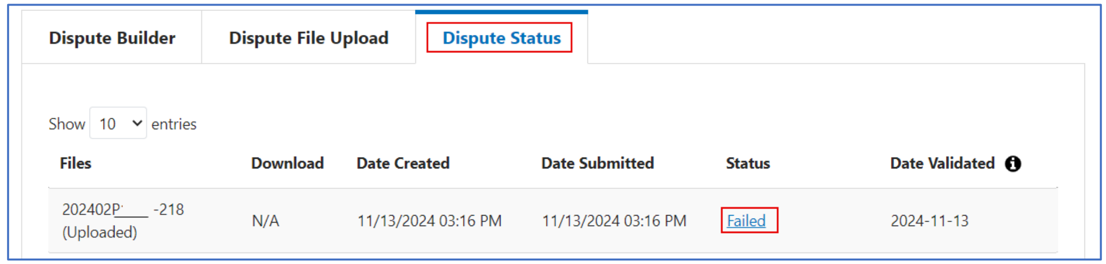
</td><td>

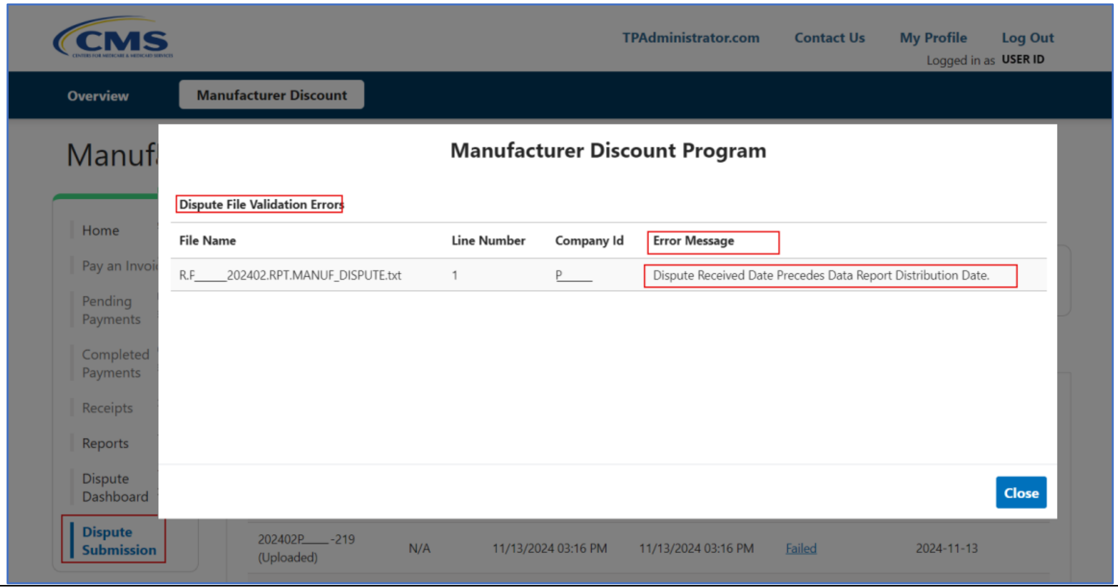




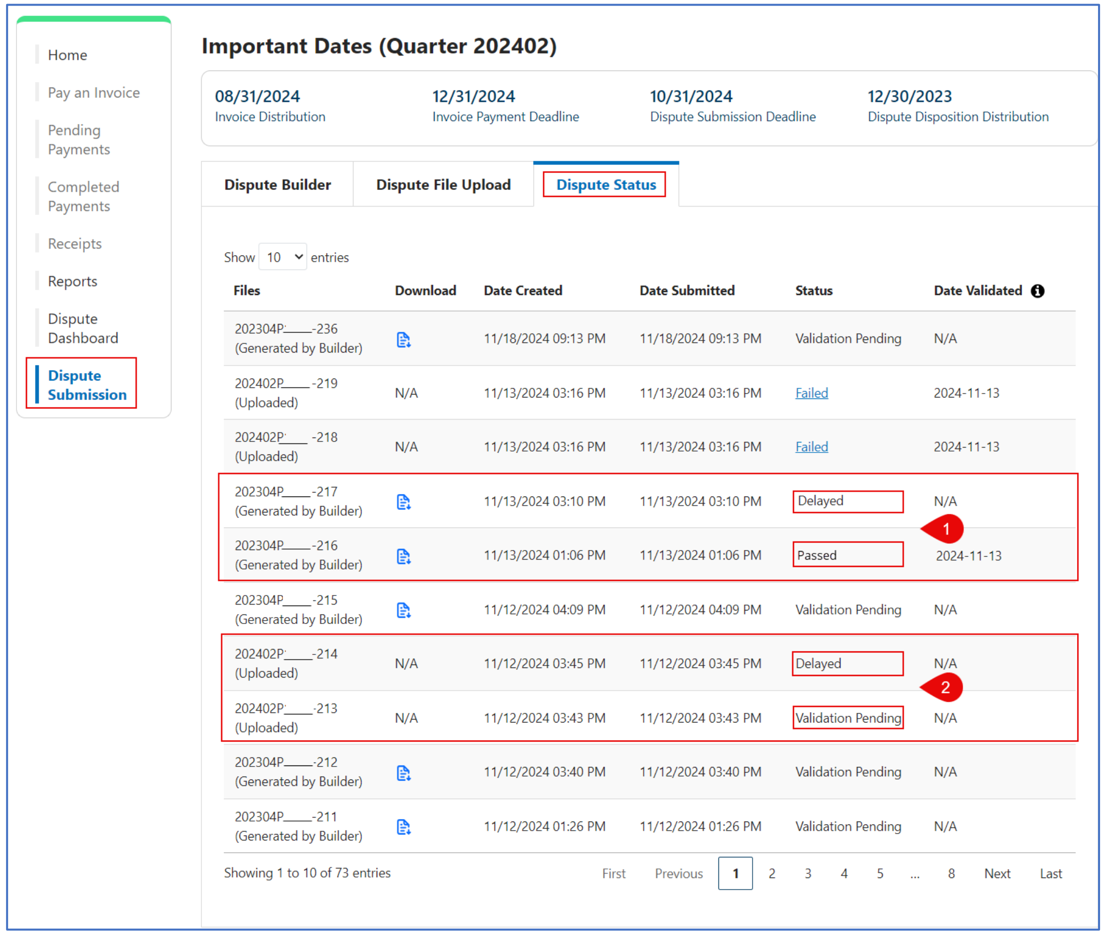
</td></tr>
</table>

<table>
<tr><th>Instructions</th><th>Visuals</th></tr>
<tr><td>
8. If errors are found, the entire file will be marked as Failed as shown here.

To download the failed report, click the <u>Failed</u> status hyperlink. This report will provide details on what did not pass validation, so you can correct or remove the failed items and resubmit the file.
</td><td>




</td></tr>
</table>

Instructions	Visuals
• When the first submitted file receives either a Validation Pending (2) or a Passed status (1), any other files submitted within the same 24-hour cycle with the same P Number will receive a Delayed status due to duplicate file submission. Delayed files will be processed in the next 24-hour cycle. If multiple files receive a Delayed status, each will be processed 24 hours apart.	

You have successfully discovered the ***Dispute Status*** tab functions for viewing submitted dispute files and their statuses and downloading Dispute Builder files and Failed file status reports on the **Dispute Submission** page.

To review Dispute Return files and Dispute Resolution files, please see the Dispute Dashboard section of this user guide.

Summary

This **MDP MPP Manufacturer** 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 Quarterly and BY Closeout invoices and has two different roles for users to access distributed invoices and reports: The *Payment Contact* role and the *TPA Liaison* role.

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

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

  Please Note:

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

- Payments that error out on the due date are not considered as initiated and will require special handling between the manufacturer, the sponsor and the TPA. Invoices that are not paid by the due date may be subject to CMP assessed by CMS as per the Manufacturer agreement.

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

- The **Completed Payment** page provides status information of previously initiated payments that have completed the nightly status update process.

- The **Receipts** page lists invoiced line items due to be paid to manufacturers by sponsors. It shows the amounts, payment status, and originating sponsor, so you can verify when funds post to your bank account.

- The **Reports** page in the 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 Sponsor 1099 Information, available for review and retrieval.

- The **Dispute Dashboard** in the MDP module provides manufacturers with the ability to dispute PDE line items for the current reporting period. The PDE line items must be paid by the invoice payment deadline, even if disputed. The Dispute Dashboard lists return and resolution reports received by the TPA. Return reports respond to submitted dispute files, while resolution reports provide CMS determinations on accepted disputes.

- Manufacturers can create dispute record files using the current quarter's Data report, either manually in a text file format or using the MDP module's Dispute Builder. Both types of files are submitted via the MDP module.
    - 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 MDP module in the MPP on or before the payment date listed in the *Payments Due* field, as listed on the **Pay an Invoice** page and as noted in the "*Invoice Paid By 38th Calendar Day After Receipt*" date as defined in the **Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar**.

References

Appendix A: Acronym List

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

Appendix B: Error Message Descriptions

Payment Reporting Error Codes – Pay an Invoice Page

Payment Reporting Error Codes	Code Description
R01	Insufficient Funds
R02	Account Closed
R03	Unable to Locate Account
R04	Invalid Account Number
R05	Unauthorized Corporate Debit
R06	Returned per ODFI’s Request
R07	Authorization Revoked by Customer
R08	Payment Stopped
R09	Uncollected Funds
R10	Customer Advises Not Authorized
R11	Check Truncation Entry Return
R12	Branch Sold to Another DFI
R13	RDFI Not Qualified for ACH
R14	Payee Deceased

Payment Reporting Error Codes	Code Description
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

Payment Reporting Error Codes	Code Description
R61	Misrouted Return
R67	Duplicate Return
R68	Untimely Return
R69	Transaction Field Error
R70	Permissible Return Entry Declined

Glossary

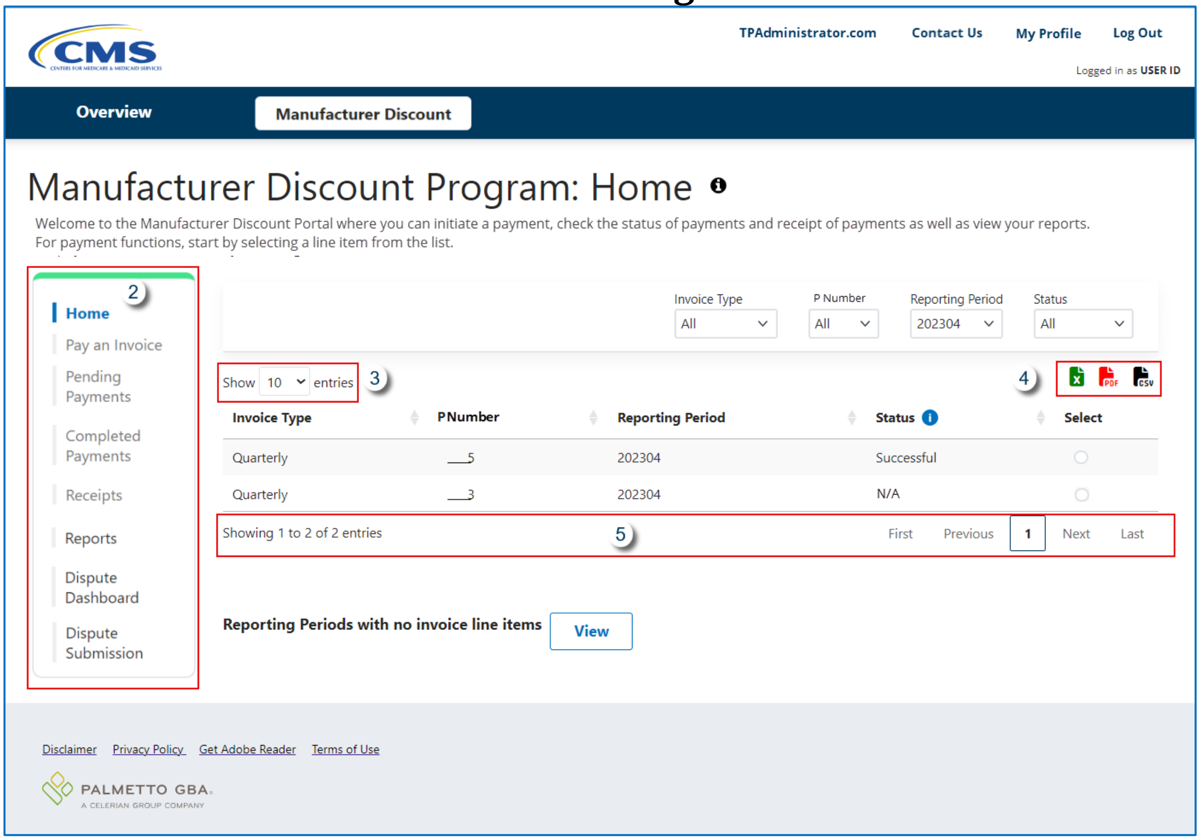
Term	Definition
Authorization Amount	Displays the amount authorized for payment processing, including amounts located in the Invoice Amount and Previous Deferred Amount fields.
Available	Status designation of an invoice that represents that an item is ready for payment initiation.
Contact Us	Provides 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 detailed 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 closes. Date format is DD/MM/YYYY.
Date Submitted	Displays the calendar date, in MM/DD/YYYY format, the invoice line item was processed for payment initiation.
Defer	Provides a check box available for selection when the Invoiced Amount or the combination of the Invoiced Amount and the Previous Deferred Amount total less than the system-defaulted allowable amount. Invoice line items can only be deferred if the manufacturer or sponsor banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that represents that invoice amount falls below minimum. Invoice line items can only be deferred if the manufacturer or sponsor banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Dispute	Report type that provides the ability to enter dispute requests and review the status of entered requests.
Dispute Disposition Distribution	Field that displays the date Dispute disposition reports are due to be loaded to the module. *Dispute Disposition Distribution* date, also listed as the "Dispute Resolution Deadline" column, is located on the Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar on the TPAdministrator.com website.
Dispute Submission Deadline	Field that displays the date Dispute submissions are due to be entered in the module. *Dispute Submission Deadline* date is located in the Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar on the TPAdministrator.com website.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.
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: CG14039999Z9999.

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 ***Invoice Distribution*** date, also known as the Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar "Quarterly Invoice Distribution", is located on the TPAdministrator.com website.
Invoice Payment Deadline	Field that displays the final due date all invoice line items are to be processed for payment. The ***Invoice Paid By*** date, also known as the Medicare Part D Coverage Gap Discount Program (CGDP) and Manufacturer Discount Program (MDP) Calendar "Invoice Paid By 38th Calendar Day After Receipt" is located on the TPAdministrator.com website.
Invoiced Amount	Displays the invoice line item amounts due to either the Manufacturer or Sponsor.
Invoiced Reporting Period	Region of the active tab that provides the reporting period of the invoice line items displayed.
Last Download	Displays the last date and time distributed invoice summary data was retrieved from the MPP. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
Logout	Provides one-click access for logging out of the system.
Manufacturer	Any entity which is engaged in the production, preparation, propagation, compounding, conversion or processing of prescription drug products, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis. Such term does not include a wholesale distributor of drugs or a retail pharmacy licensed under State law, but includes entities otherwise engaged in repackaging or changing the container, wrapper, or labeling of any applicable drug product in furtherance of the distribution of the applicable drug from the original place of manufacture to the person who makes the final delivery or sale to the ultimate consumer or user. *From 42 CFR § 423.2305.*
My Profile	Provides ability to enter and review business contact information for manufacturers or sponsors.
Outstanding	Status designation of an invoice that represents no payment activity has taken place.
P Number	Unique number assigned to the manufacturer by CMS.

Term	Definition
Payment Date	Displays current date of a generated invoice line-item payment in MM/DD/YYYY format.
Payments Due	Region of the active tab that provides the final date invoice line-item payment initiations due to complete initiation.
Payment/Failed Date	Displays the date a specific invoice line-item payment initiation successfully processed or where payment initiation failed the payment initiation process.
Pending	Status designation of an invoice that represents that all line items have been initiated successfully.
Previous Deferred Amount	Displays amounts that qualified for deferment from the prior reporting period(s).
Received	Status designation of an invoice that represents payment is in the applicable bank account.
Reporting Period	Quarter and Calendar year, in YYYYQQ format, prescription drug event data distributed to manufacturers or sponsors. BY Closeout reimbursement period, in YYYY format, for quarter 17 upheld disputes not offset in prior quarter invoice distributions.
Sponsor	A Part D Plan (PDP) Sponsor, Medicare Advantage (MA) organization offering a MA-prescription drug (PD) plan, a Program of All-Inclusive Care for the Elderly (PACE) organization offering a PACE plan including qualified prescription drug coverage, and a cost plan offering qualified prescription drug coverage. *From42 CFR § 423.4*
Status	The current designation of an invoice line item within the system.
Stop Payment	Provides a check box with the ability to stop payment processing prior to actual payment for future dated payments.
Successful	Status designation of an invoice that represents that all line items have been paid successfully.
Total Available	Displays the total dollar amount of remaining invoice line items requiring payment.
Total Deferred	Displays the total dollar amount of deferred invoice line items to the subsequent reporting period.
Total Failed	Displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
Total Invoiced	Displays the total dollar amount of invoice line items that require payment for the reporting period.
Total Outstanding	Displays the total dollar amount of remaining invoice line items requiring processing.
Total Owed	For 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 Information of the Pay an Invoice page.
User ID	Credential information provided by TPA to Manufacturer or Sponsor for access to system. User ID is the Parent Organization ID (Parent Org. ID) for Sponsor.

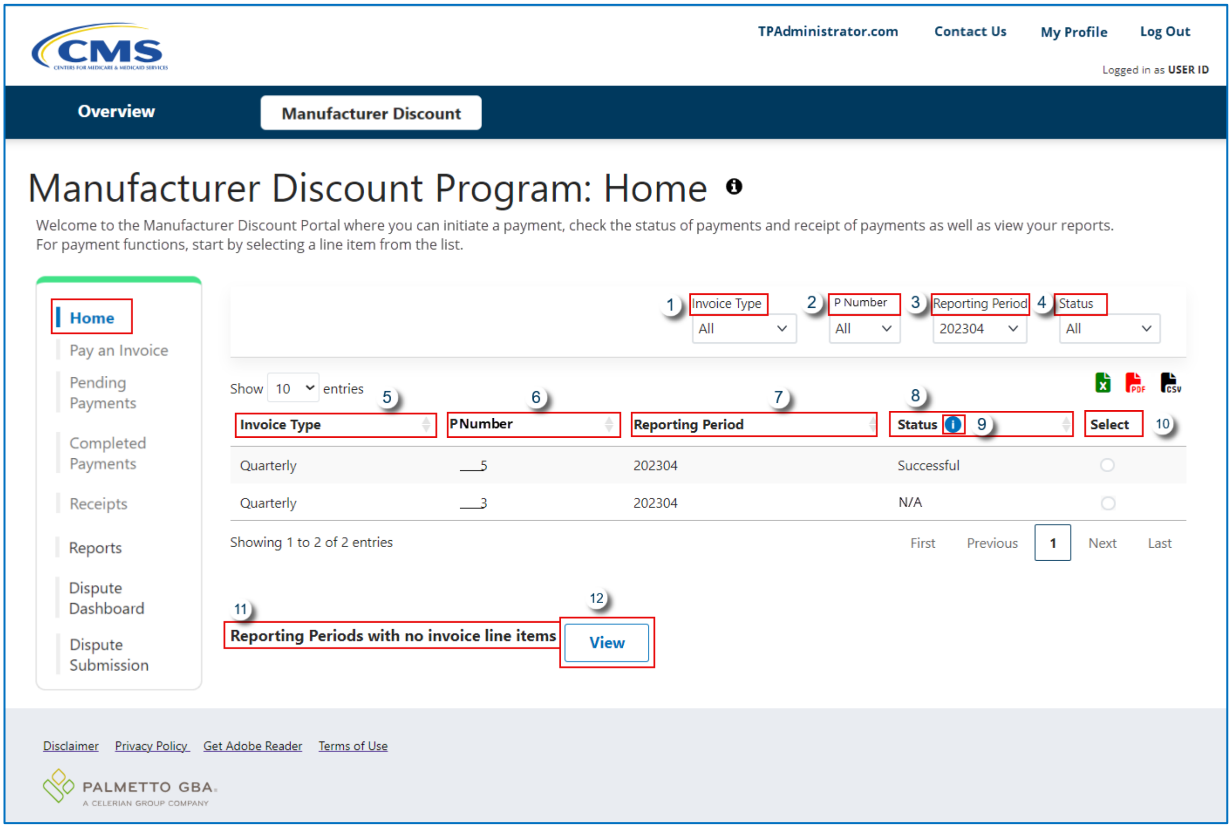
Table 1: Common Features on All Pages



Number	Feature	Description
1.	*Information Icon*	Provides informational messages.
2.	*Page Navigation*	Is on the left side of the page and highlights the page that is currently active. It allows you to select different activities to perform while accessing the system. It is available on All pages of the MPP.
3.	*Show Entries Filter*	Allows selection of the number of entries that are visible in any given table. The drop-down defaults to 10 entries per page, but you can also choose from 25, 50, 100 or All. The Dispute Builder tab will not contain “All: in the drop-down. This feature is available on all pages in the module, save for the Dispute Builder tab, which will not contain “All: in the drop-down.
4.	*Export*	Allows you to download information in te formats that are displayed.

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

Table 2: Home Page

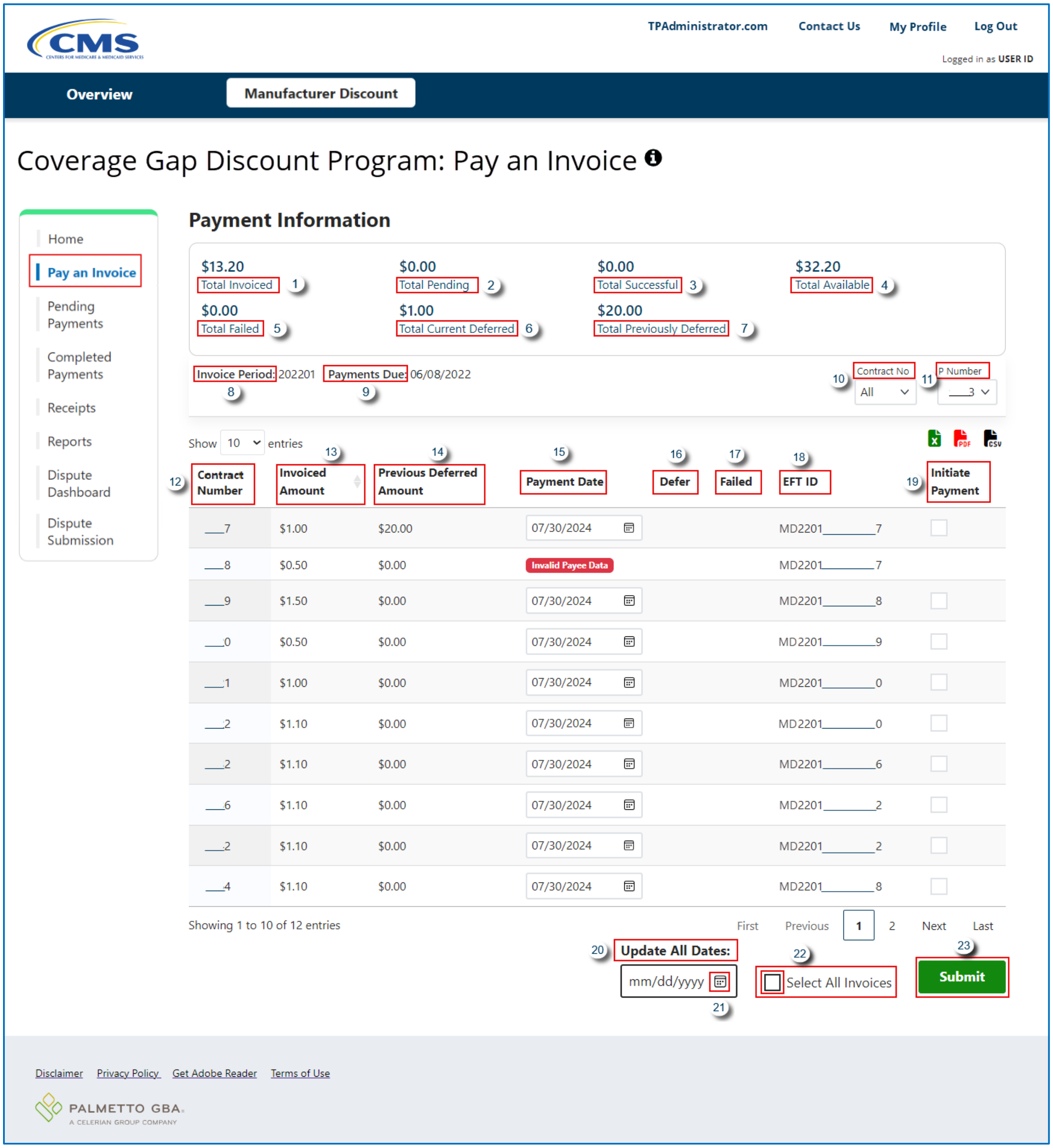


Number	Field Name	Description
1.	*Invoice Filter: Invoice Type*	Contains a drop-down function that allows selection of “Quarterly” and “BY Closeout” invoice types. Field defaults to All. **Note**: Only one selection can be chosen from the drop-down menu at a time.
2.	*Invoice Filter: P Number*	Contains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

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

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

Table 3: Pay an Invoice Page



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

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

Number	Field Name	Description
13.	*Invoice Initiations Table: Invoiced Amount*	Displays the invoice line item amounts due to the sponsor. It can be sorted in ascending or descending order by clicking on the up and down arrows. **Note**: The payment initiation process used by the module initiates a lump sum debit from your bank account for the total amount of payments initiated per day, **not** individual line-item debits.
14.	*Invoice Initiations Table: Previous Deferred Amount*	Displays deferred amounts from prior reporting period(s), when available.
15.	*Invoice Initiations Table: Payment Date*	Defaults to the current date for an invoice line-item payment, in MM/DD/YYYY format. Includes a *Calendar* icon to change individual payment dates to a future scheduled payment date that can be manually entered or selected using the *Calendar icon*. Field may display a message of "Invalid Payee Data" or "Invalid Payer Data" instead of data in the *Payment Date*, *Defer*, and *Initiate Payment* columns. Examples of why "Invalid Payee / Payer Data"" may display: Invalid banking information on file for payee or the payer. Sponsor is classified in Receivership status. Debit Blocks on manufacturer bank accounts. For assistance with processing these invoice line items, please contact TPA Operations by calling 877-534-2772, Option 1 or emailing **tpaoperations@tpadministrator.com**.
16.	*Invoice Initiations Table: Defer*	Provides checkboxes available for selection when the *Total Available* field in the *Payment Information* section is less than $20.00 United States Dollars (USD). For more details on the **Defer** process, refer to the ***Error! Reference source not found.*** instructions.
17.	*Invoice Initiations Table: Failed*	Displays failed code when an invoice line item does not successfully process payments to the sponsor. The error codes visible in the *Failed* column have a cursor hover-over feature that will display the definition of the error code. A complete list of error codes and their descriptions are in the Appendix B: Error Message Description table labeled ***Error! Reference source not found.***.

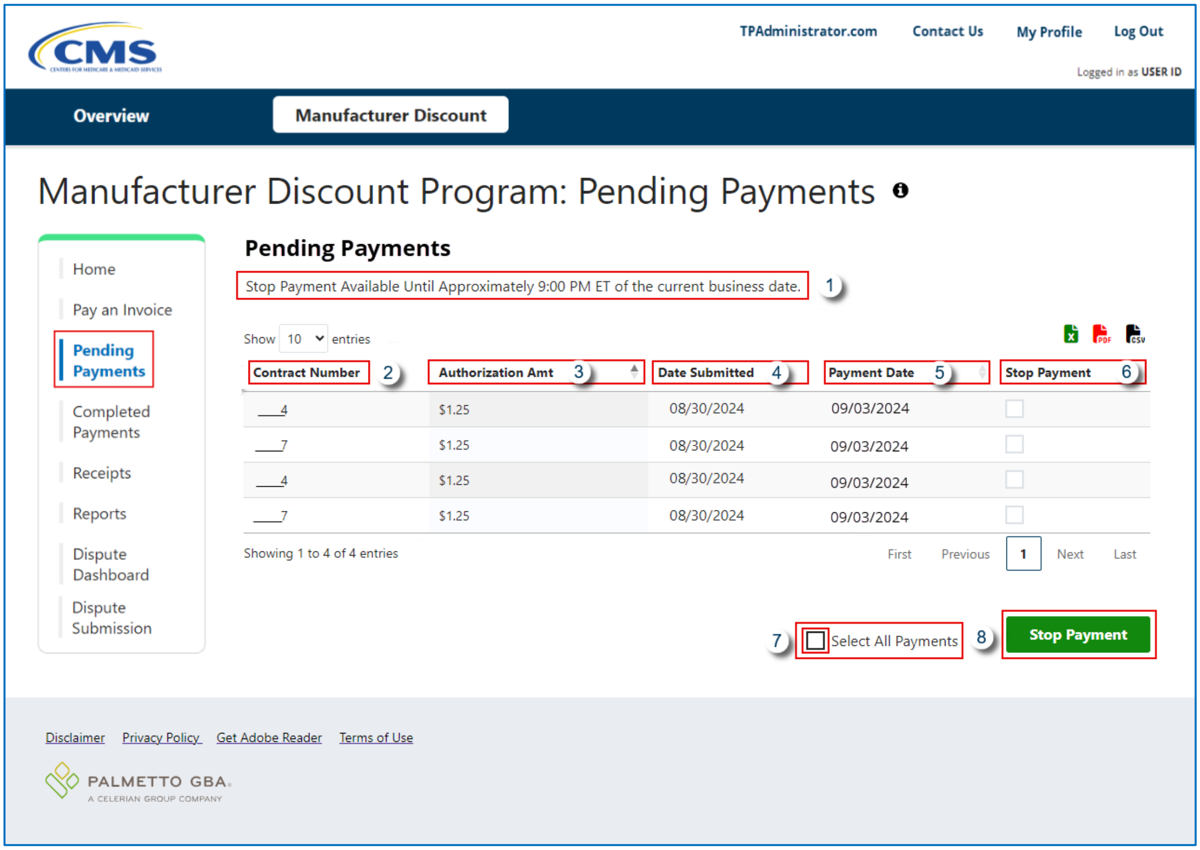
Number	Field Name	Description

18.	*Invoice Initiations Table: EFT ID*	Displays the descriptive identifier for invoice payments and appears on bank statements.
		
		The format of the *EFT ID* for a quarterly invoice is: **MDYYQQ1__3H___6**.
		• **MD**: Manufacturer Discount payment
		• **YYQQ**: Current Reporting Period
		  ○ YY is the last two digits of the calendar year; QQ is 01, 02, 03, or 04.
		• **1__3**: manufacturer P Number displayed without the "P".
		• **H__6**: sponsor Contract Number
		
		The format of the *EFT ID* for a BY Closeout invoice is: **UDYYQQ1__3H___6**.
		• **UD**: Upheld Dispute payment
		• **YYYY**: BY Closeout Reporting Period
		  ○ YYYY is the Calendar Year
		• **1__3**: manufacturer P Number displayed without the "P".
		• **H__6**: sponsor Contract Number

19.	*Invoice Initiations Table: Initiate Payment*	Provides the ability to select one, multiple or all checkboxes to include that invoice line item in the payment process.
20.	*Update All Dates: Calendar Field*	Allows the ability to set a future scheduled date for all invoice line items available for payment initiation. Enter the future scheduled date directly into the field or select the *Calendar* icon to pick the future scheduled date. **Note**: The *Update All Dates* field and the *Calendar* icon will allow selection of the current date and future dates in the future. No selection of a past date in this feature.
21.	*Update All Dates: Calendar Icon*	Provides four features to assist with selecting a date in the future. • *Show Previous Month* up arrow (available after selecting Show Next Month arrow). • *Show Next Month* down arrow. • *Clear* link to clear calendar and return to current date. • *Today* link to return to the current date.

Number	Field Name	Description
22.	*Select All Invoices Checkbox*	Populates a checkmark in all checkboxes in the *Initiate Payment* column to initiate payment for all invoices across all pages of the *Invoice Initiation Table*. Unchecking the *Select All Invoices* checkbox will remove all checkmarks in the *Initiate Payment* column. Once all invoices are submitted for payment, the *Invoice Initiation Table* will display: "There are no more remaining invoice line items for the quarter."
23.	*Submit button*	Provides a one-click function to submit all invoice line items with either a *Defer* checkmark, when applicable, or an *Initiate Payment* checkmark for payment processing. Items on the **Pay an Invoice** page must be saved before navigating away from the page. This save functionality is the *Submit* button. If not submitted, the selected invoice line items for initiation or deferment and updated payment dates will be discarded.

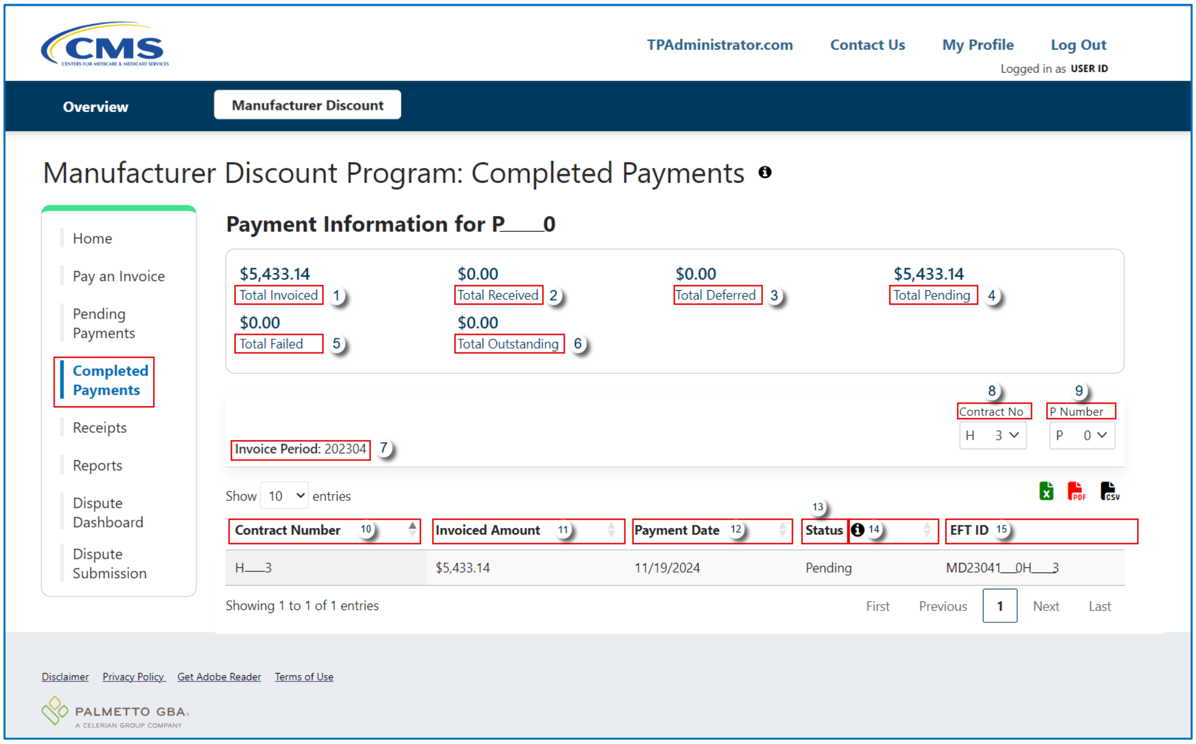
Table 4: Pending Payments



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

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

Table 5: Completed Payments

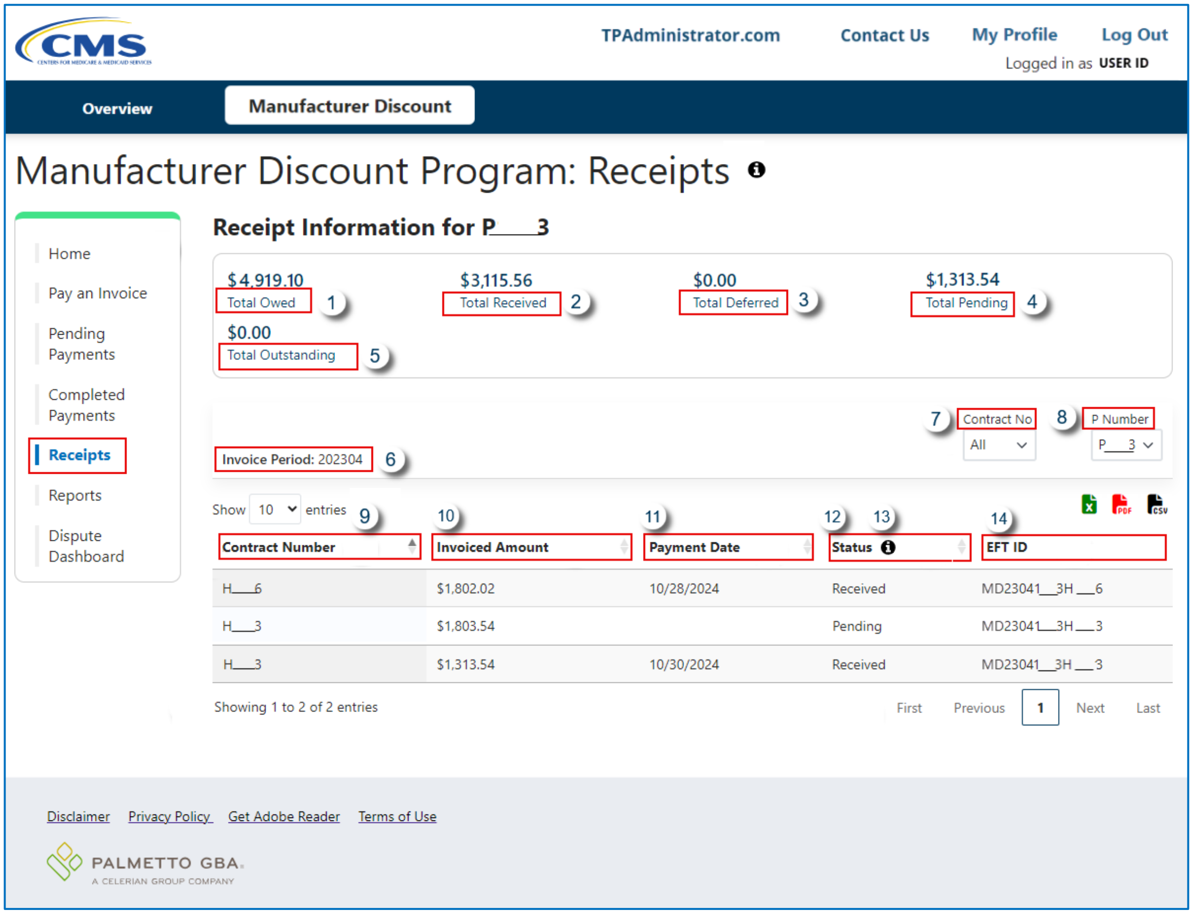


Number	Field Name	Description
1.	*Payment Information: Total Invoiced*	Displays total dollar amount of distributed invoice line items for the reporting period.
2.	*Payment Information: Total Received*	Displays the total dollar amount of invoice line items that have successfully processed. The status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

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

Number	Field Name	Description
13.	*Completed Payments Table: Status*	Displays the applicable status, there are three, that can be assigned to an invoice. It can be sorted in ascending or descending order by clicking on the up and down arrows.
14.	*Completed Payments Table: Status Information Icon*	Displays the definitions of statuses that can be assigned to invoice line items in the *Completed Payments Table.* The statuses and their definitions are: • Deferred: Payer has determined that the amount owed is below their bank's ACH minimums. (Equal to or less than $20 USD) • Pending: Payer initiation was successful. The debiting process, holding period and crediting process still remain. • Successful: Funds should not be available in the payee's account.
15.	*Completed Payments Table: EFT ID*	Displays the descriptive identifier for invoice payments and appears on bank statements. The format of the *EFT ID* for a quarterly invoice is: **MDYYQQ1__3H___6**. • **MD**: Manufacturer Discount payment • **YYQQ**: Current Reporting Period ○ YY is the last two digits of the calendar year; QQ is 01, 02, 03, or 04. • **1__3**: manufacturer P Number displayed without the "P". • **H__6**: sponsor Contract Number

Table 6: Receipts



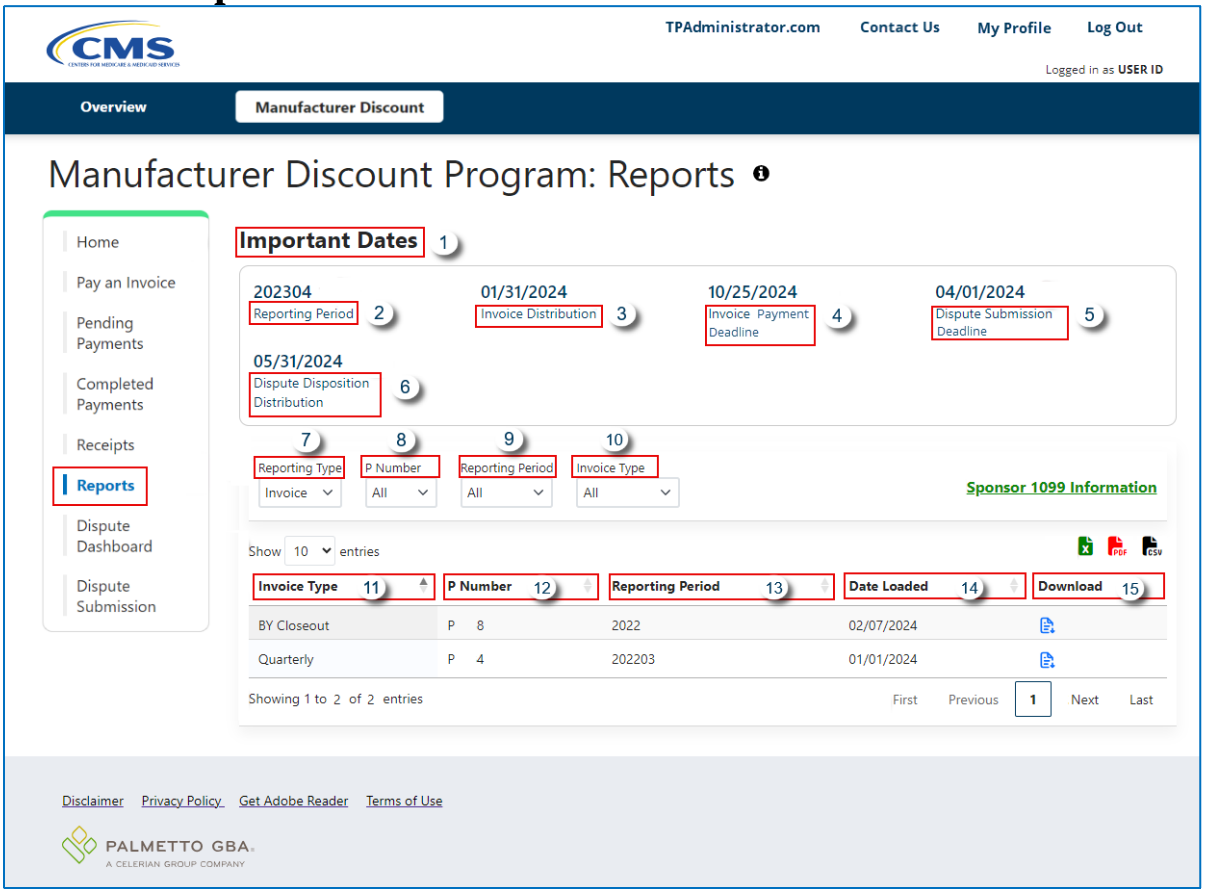
Number	Field Name	Description
1.	*Total Owed*	Displays the total amount of money due for payment from the sponsor invoice line items.
2.	*Total Received*	Displays the total amount of money from the sponsor invoice line items that have been successfully processed and received. The status of *Successful*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

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

Number	Field Name	Description
13.	*Receipts Table: Status Information Icon*	Displays the 5 statuses that may be visible in the Receipts Table. Statuses and their definitions are: *Deferred*: Payer has determined that the amount owed is below their bank's ACH minimums. *Failed*: Debiting of the Payer's account or crediting of your account was unsuccessful. *Outstanding*: Payer has not yet initiated payment. *Pending*: Payer has initiated payment. The debiting process, holding period and crediting process still remain. *Received*: Funds should now be acailable in your account.

14.	*Receipts Table: EFT ID*	Displays the descriptive identifier for invoice payments and appears on bank statements.
		The format of the *EFT ID* for a quarterly invoice is: **MDYYQQ1__3H___6**.
		• **MD**: Manufacturer Discount payment
		• **YYQQ**: Current Reporting Period
		  ○ YY is the last two digits of the calendar year; QQ is 01, 02, 03, or 04.
		• **1__3**: manufacturer P Number displayed without the "P"
		• **H__6**: sponsor Contract Number
		
		The format of the *EFT ID* for a BY Closeout invoice is: **UDYYQQ1__3H___6**.
		• **UD**: Upheld Dispute payment
		• **YYYY**: BY Closeout Reporting Period
		  ○ YYYY is the Calendar Year
		• **1__3**: manufacturer P Number displayed without the "P"
		• **H__6**: sponsor Contract Number

Table 7: Reports

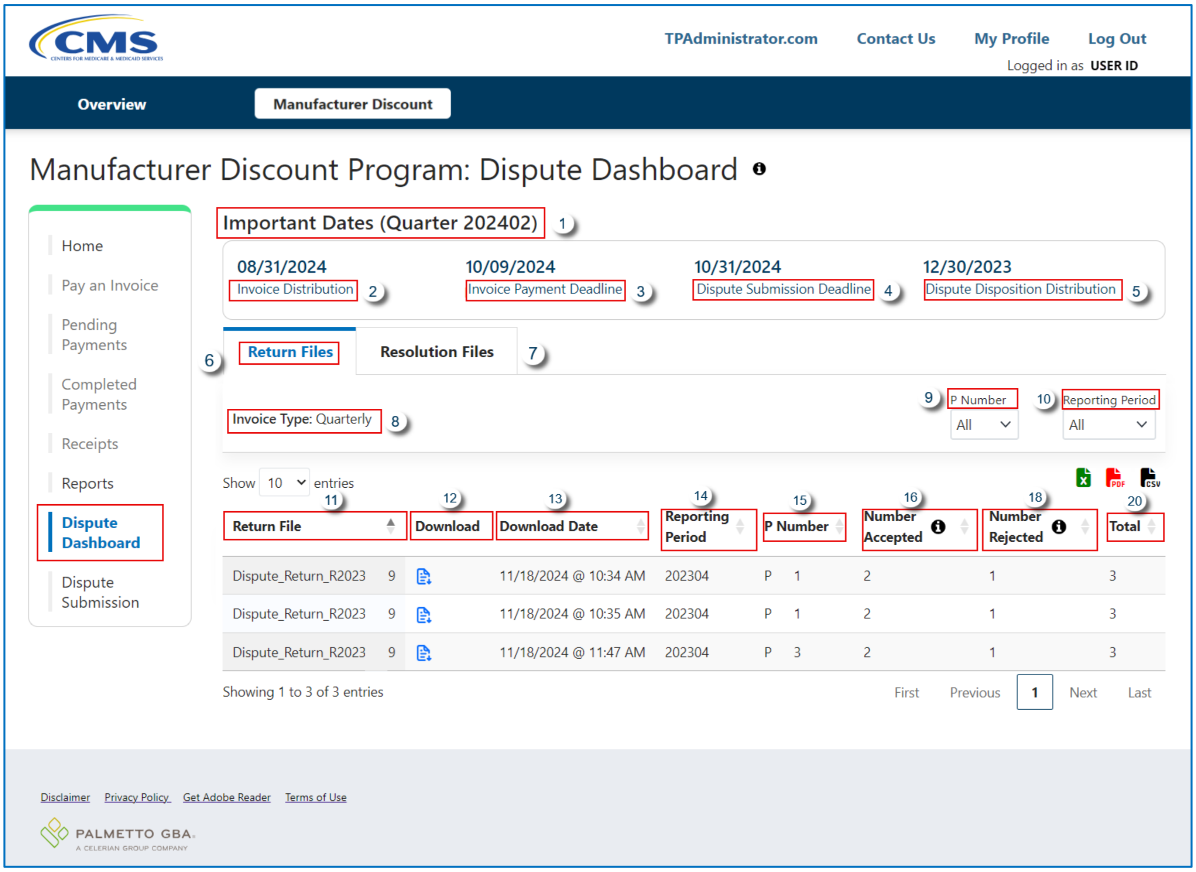


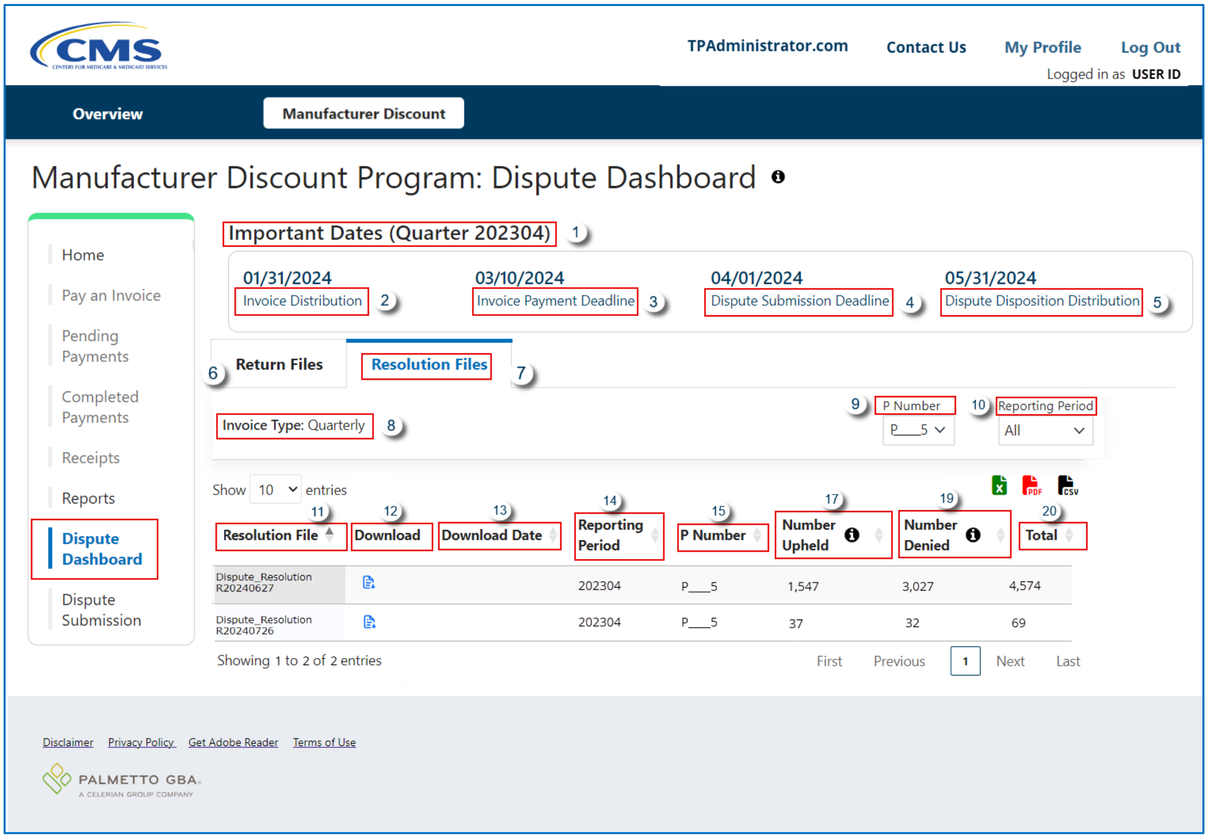
Number	Field Name	Description
1.	*Important Dates*	Provides key program dates to ensure proper processing of distributed invoices.
2.	*Reporting Period*	Displays the current reporting period loaded to the MPP.
3.	*Invoice Distribution*	This is the date when the quarterly invoices are uploaded to the MPP for reviewing the invoice reports and amounts due to sponsors. This occurs 30 calendar days after the end of the PDE Invoice Reporting Period.
4.	*Invoice Payment Deadline*	This is the deadline for submitting invoice payments for the reporting period. It occurs 38 days after the Invoice Receipt Date.
5.	*Dispute Submission Deadline*	This is the deadline for submitting disputes for the current quarter. It occurs 60 days after the Invoice Receipt Date. Submissions must be error-free to proceed through the review and approval process by CMS.

Number	Field Name	Description
6.	*Dispute Disposition Distribution*	This is the date when the outcomes of disputes submitted in the previous quarter are released to the MPP for Manufacturers and Sponsors to review the Upheld and Denied invoices. This occurs 60 days after the Dispute Submission Deadline.
7.	*Reports Filter: Reporting Type*	This filter defaults to "Invoice" and contains a dropdown function that displays the available report types available for selection. The type of reports listed in the drop down are: • *Invoice* • *Data* • *Tracking*
8.	*Reports Filter: P Number*	This filter allows you to select one or more P Numbers associated with your user ID. The field defaults to "All".
9.	*Reports Filter: Reporting Period*	This filter defaults to the current reporting period, which is the most recent reporting period loaded to the MPP. In addition to the current reporting period, the filter will provide a list of the past reporting periods your user ID has authorization to view.
10.	*Reports Filter: Invoice Type*	This filter defaults to "All" and contains a drop-down function that allows you to select "Quarterly" and "BY Closeout" invoices.
11.	*Sponsor 1099 Information*	Provides the ability to review Sponsor 1099 related information for entities receiving payments from you via the MPP. To view the *Sponsor 1099 Information* report, click the text link to generate and open the 1099 report. The 1099 information report will provide relevant information for sponsors, such as business name, tax identification number/employer identification number (TIN/EIN), and mailing address to assist with remitting a 1099 to the sponsors receiving funds from your company.
12.	*Reports Results Table: Invoice Type*	Displays the type of invoice either BY Closeout or Quarterly. It can be sorted in ascending or descending order by clicking on the up and down arrows.
13.	*Reports Results Table: P Number*	Displays a specific P Number, or all P Numbers associated with your User ID. It can be sorted in ascending or descending order by clicking on the up and down arrows.

Number	Field Name	Description
14.	*Reports Results Table: Reporting Period*	Displays the distributed invoice information by reporting period in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports. It can be sorted in ascending or descending order by clicking on the up and down arrows.
15.	*Reports Results Table: Date Loaded*	Displays the date the distributed invoice summary files load to the MPP. Date format is DD/MM/YYYY. It can be sorted in ascending or descending order by clicking on the up and down arrows.
16.	*Reports Results Table: Download*	Provides you with an icon to select to download the specific report in either .txt. or .csv file format.

Table 8: Dispute Dashboard



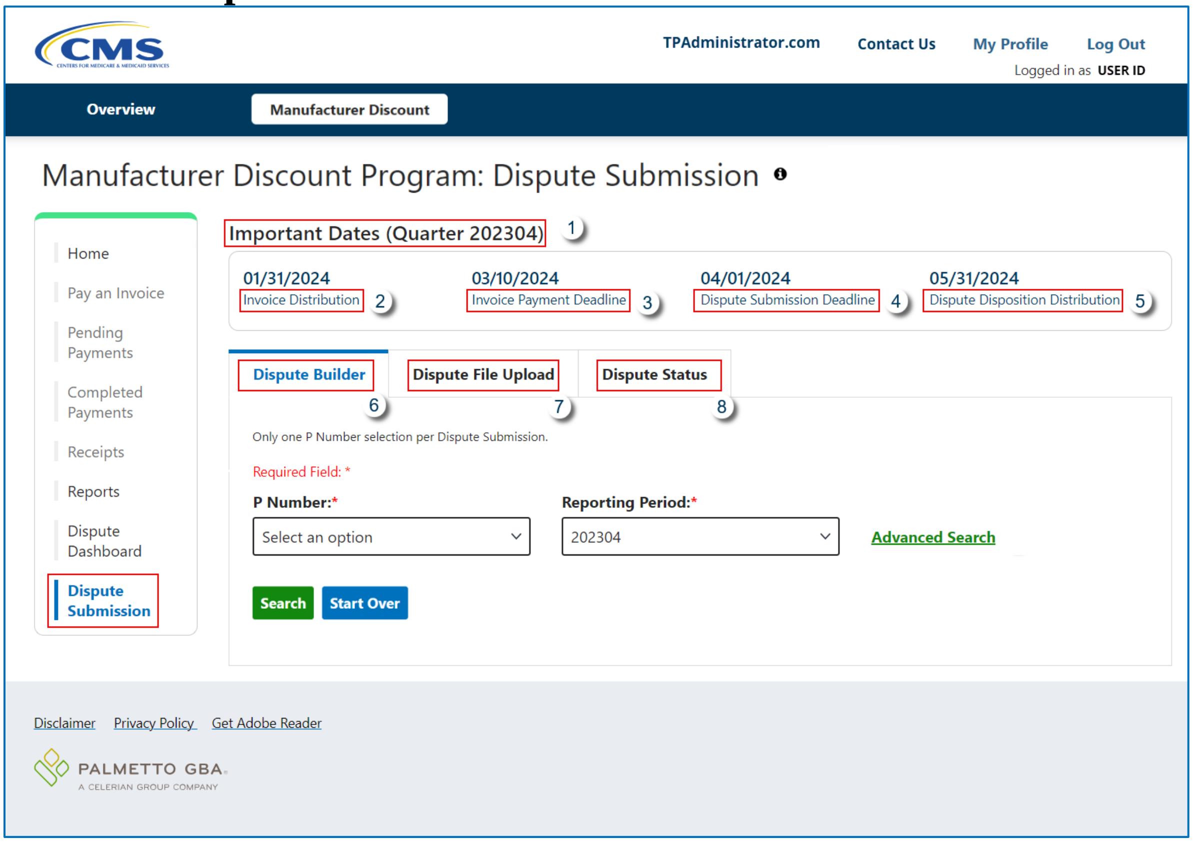


Number	Field Name	Description
1.	Important Dates	Provides key program dates to ensure proper processing of distributed invoices.
2.	*Invoice Distribution*	This is the date when the quarterly invoices are uploaded to the MPP for reviewing the invoice reports and amounts due to sponsors. This occurs 30 calendar days after the end of the PDE Invoice Reporting Period.
3.	*Invoice Payment Deadline*	Payments must be made in the MPP within 38 calendar days after the Invoice Receipt Date. This is equivalent to 38 calendar days after the Invoice Distribution Date.
4.	*Dispute Submission Deadline*	This is the deadline for submitting disputes for the current quarter. It occurs 60 days after the Invoice Receipt Date. Submissions must be error-free to proceed through the review and approval process by CMS.
5.	*Dispute Disposition Distribution*	This is the date when the outcomes of disputes submitted in the previous quarter are released to the MPP for Manufacturers and Sponsors to review the Upheld and Denied invoices. This occurs 60 days after the Dispute Submission Deadline.

Number	Field Name	Description
6.	*Return Files Tab*	Displays reports with the Number Accepted (validated) and Number Rejected (invalidated) dispute return files for the current reporting period that have passed all CMS-system edits. Accepted line item will be sent to CMS for evaluation and resolution. Rejected line items need to be corrected and resubmitted to be eligible for CMS evaluation. Only corrected records should be resubmitted, otherwise previously accepted dispute records will be rejected with a duplicate error.
7.	*Resolution Files Tab*	Displays the dispute resolution report files that have been reviewed and the decisions made by CMS. Upheld line items will require adjustment by sponsors. These adjustments will appear in future reporting periods or in BY Closeout invoices. **Note**: These adjustments may not affect the amount paid to sponsors. Denied line items will remain unchanged.
8.	*Invoice Type*	Displays Quarterly invoice types for which disputes can be submitted.
9.	*Dispute Filters: P Number*	This filter allows you to select one or more P Numbers associated with your User ID. The field defaults to “All”.
10.	*Dispute Filters: Reporting Period*	This filter provides a list of past reporting periods that your user ID is authorized to view, formatted as YYYYQQ. This field defaults to “All”.
11.	*Table Column: Return File or Resolution File*	This column displays a unique file name for each dispute return or resolution file report. These columns can be sorted in ascending or descending order by clicking on the up and down arrows.
12.	*Table Column: Download*	To download the detailed report, click on the blue icon in the Download column. The Return File and the Resolution File can be downloaded in .txt file format or csv file format
13.	*Table Column: Download Date*	This column displays the last date the Return or Resolution file was downloaded.

Number	Field Name	Description
14.	*Table Column: Reporting Period*	This column displays the dispute Return or Resolution file reports by reporting period in YYYYQQ format for quarterly reports. It can be sorted in ascending or descending order by clicking on the up and down arrows.
15.	*Table Column: P Number*	This column displays a specific P Number, or all P Numbers associated with your User ID. It can be sorted in ascending or descending order by clicking on the up and down arrows.
16.	*Table Column: Number Accepted*	This column displays the number of records that passed validation in a submitted dispute file and are eligible for submission to CMS for review on the Return Files tab. Number Accepted message states: “The number of records that passed validation in a submitted dispute file and are eligible for submission to CMS for review.”
17.	*Table Column: Number Upheld*	This column displays the number of dispute records within a dispute file upheld during CMS review on the Resolution Files tab. Number Upheld message states: “The number of dispute records within a dispute file upheld during CMS review.”
18.	*Table Column: Number Rejected*	This column displays the number of records that failed CMS validation in a submitted dispute file on the Return Files tab. These records are not eligible for CMS review. Number Rejected message states: “The number of records that failed validation in a submitted dispute file and are not eligible for submission to CMS for review.”
19.	*Table Column: Number Denied*	This column displays the number of dispute records that were denied during CMS review on the Resolution Files tab. Number Denied message states: “The number of dispute records within a dispute file denied during CMS review.
20.	*Table Column: Total*	This column displays on both the *Return Files* and the *Resolution Files* tabs. The *Return Files* tab’s *Total* column is the sum of the Number Accepted and the Number Rejected columns. The *Resolution Files* tab’s *Total* column is the sum of the Number Upheld and the Number Denied columns

Table 9: Dispute Submission



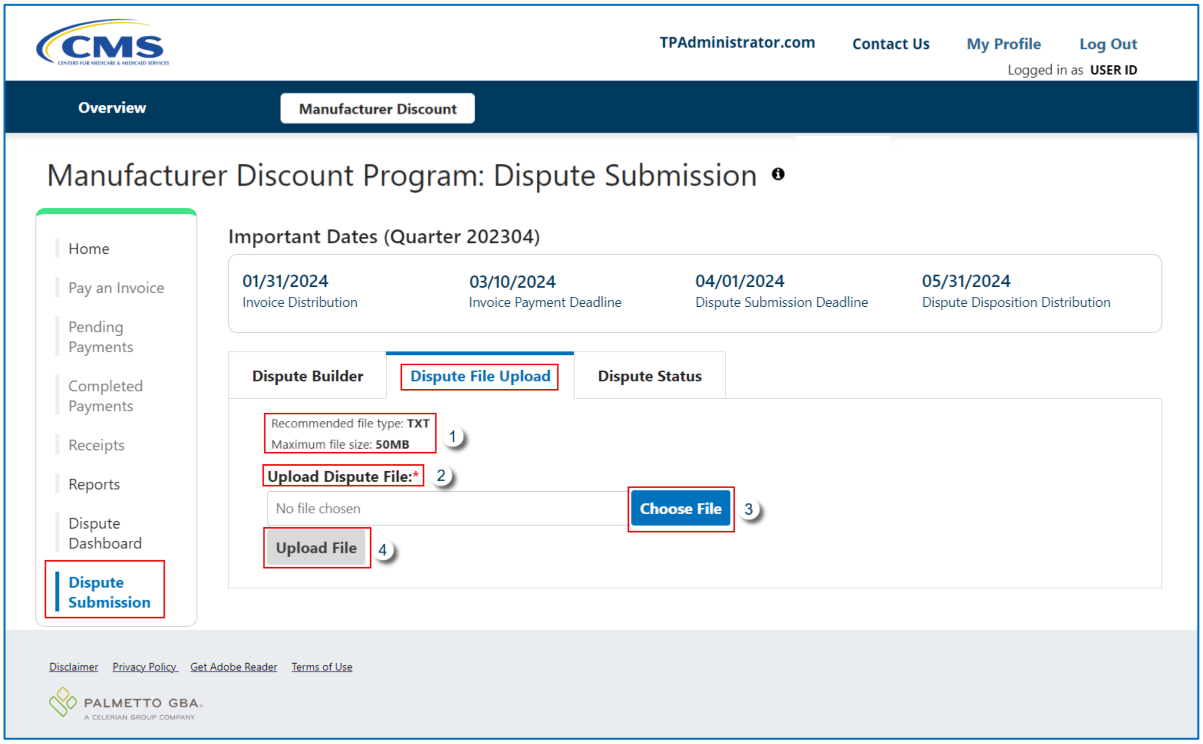
Number	Field Name	Description
1.	Important Dates	Provides key program dates to ensure proper processing of distributed invoices.
2.	*Invoice Distribution*	This is the date when the quarterly invoices are uploaded to the MPP for reviewing the invoice reports and amounts due to sponsors. This occurs 30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

Number	Field Name	Description
5.	*Dispute Disposition Distribution*	This is the date when the outcomes of disputes submitted in the previous quarter are released to the MPP for Manufacturers and Sponsors to review the Upheld and Denied invoices. This occurs 60 days after the Dispute Submission Deadline.
6.	*Dispute Builder Tab*	This tab allows you to search, select, and provide a dispute reason code along with supporting information for submission. You can use the search engine to enter criteria for one P Number for the current reporting period, locate the relevant data, and create a dispute file.
7.	*Dispute File Upload Tab*	This tab allows you to securely upload a manually generated dispute file.
8.	*Dispute Status Tab*	This tab displays the status of dispute files after additional validation and before they are sent to CMS for review. The possible statuses are: Delayed Failed Passed Validation Pending

Table 10: Disputes Builder

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

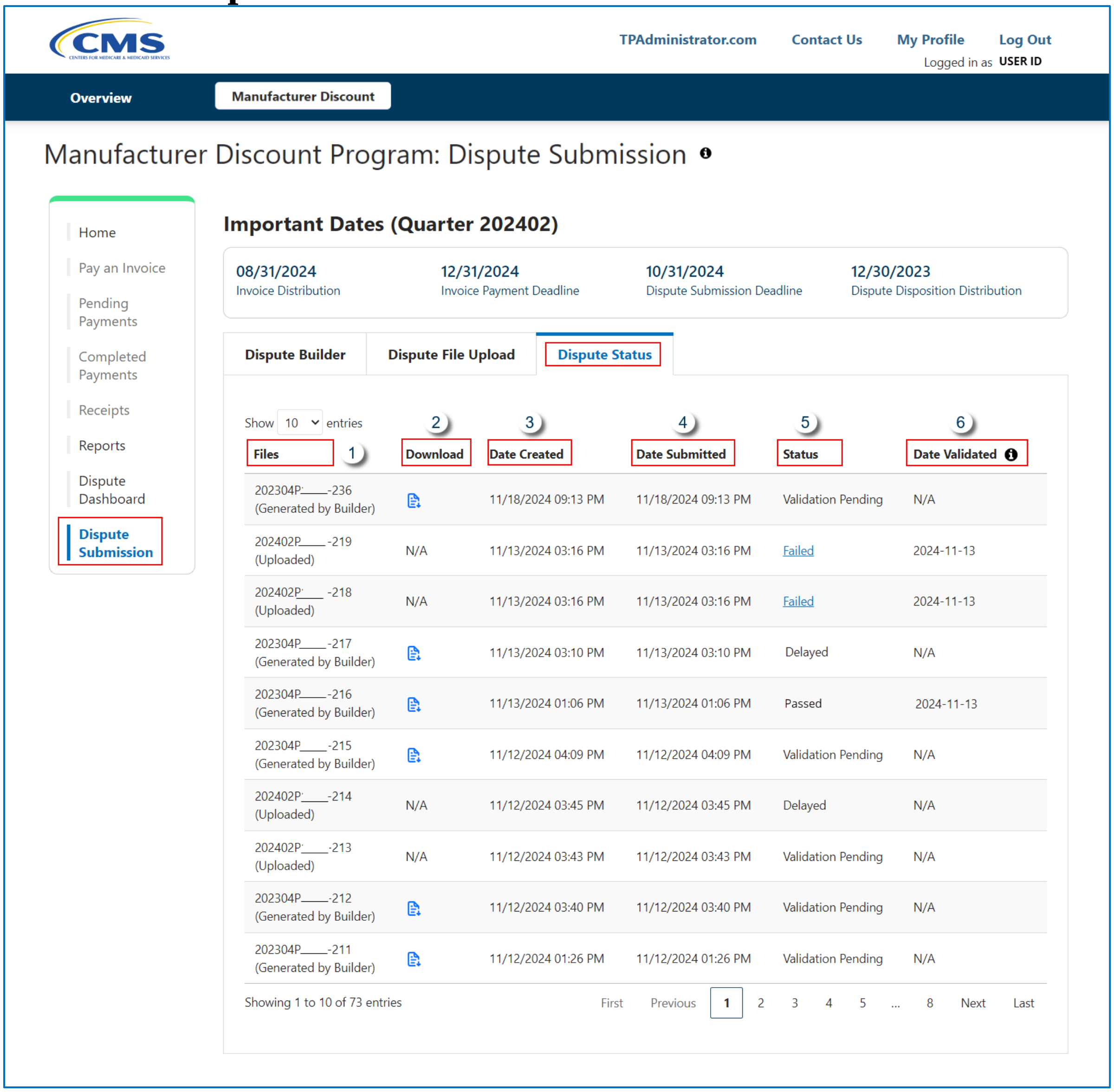
Table 11: Dispute File Upload



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

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

Table 12: Dispute Status



Number	Field Name	Description
1.	*Dispute Status Table Column: Files*	Displays the system generated file number for each dispute file loaded to the module. System generated numbers contain the current quarter information in YYYYQQ format followed by the P Number then a sequential number assigned by the system.
2.	*Dispute Status Table Column: Download*	Displays a download icon to download disputes submitted via the *Dispute Builder* tab. Disputes that have been manually uploaded to the module do not have a download feature, due to the file originated from the manufacturer submitting the dispute.

Number	Field Name	Description
3.	*Dispute Status Table Column: Date Created*	Displays the creation date of the dispute file entered in the portal. Date is displayed in YYYY-MM-DD HH:MM AM/PM format.
4.	*Dispute Status Table Column: Date Submitted*	Displays the submission date of the dispute file in an YYYY-MM-DD HH:MM AM/PM format. The *Date Created* and *Date Submitted* field content may be different for dispute files generated by the *Dispute Builder* functionality, depending on if the files are completed but not submitted on the same day.
5.	*Dispute Status Table Column: Status*	Displays the four statuses that can be assigned to a file: **Delayed**: Indicates that a subsequent Dispute Builder or manually uploaded file for the same P Number, submitted within the same 24-hour period, will be processed in the next cycle. **Failed**: Indicates that a manually uploaded dispute file did not pass initial TPA edits and needs further review and correction before it can proceed to submission to CMS. Contains a hyperlink that will open a report to show the failed errors on the file. **Passed**: Indicates that the dispute file passed final TPA validation edits and is eligible for submission to CMS for review. **Validation Pending**: The default status for all submitted disputes, indicating that additional final validations are being performed before sending the file to CMS for review.
6.	*Dispute Status Table Column: Date Validated*	Displays the date the validation was performed, updating the status to *Passed* or *Failed* for each record in YYYY-MM-DD HH:MM AM/PM format. The default for *Date Validated* is *N/A* (not available) until the validaton process is complete.