Coverage Gap Discount Program (CGDP) Manufacturer Portal

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

Reports Users Guide





INTRODUCTION	1
CGDP Portal Login	2
CGDP PORTAL REPORTS	4
CGDP Portal – Invoice Reports	
Tabbed Region – Reports	
Report Type Selection Region – Invoice	
Current Cutoff Calendar Region	
Reports Filter Region – Invoice	/
Reports Filter Results Region – Invoice	
CGDP PORTAL INSTRUCTIONS – INVOICE REPORTS	
Accessing Quarterly Invoice Reports	
Accessing Benefit Year (BY) Closeout Invoice Reports	
CGDP PORTAL – DATA REPORTS	
Tabbed Region – Reports	
Report Type Selection Region – Data	
Current Cutoff Calendar Region	
Reports Filter Region – Data	
Reports Filter Results Region – Data	
CGDP PORTAL INSTRUCTIONS - DATA REPORTS	. 18
Accessing Quarterly Invoice Data Reports	
Accessing Benefit Year (BY) Closeout Data Reports	
CGDP PORTAL - TRACKING REPORTS	. 28
Tabbed Region - Reports	. 30
Report Type Selection Region - Tracking	. 30
Current Cutoff Calendar Region	. 30
Reports Filter Region – Tracking	
Reports Filter Results Region – Tracking	
CGDP PORTAL INSTRUCTIONS – TRACKING REPORTS	
Accessing Tracking Reports	
CGDP Portal – Batch Reports	. 35
Tabbed Region – Reports	
Report Type Selection Region – Batch	
Current Cutoff Calendar Region	
Reports Filter Region – Batch	
Reports Filter Results Region – Batch	
CGDP Portal Instructions – Batch Reports	
Accessing Batch Reports	
CGDP Portal – Sponsor 1099 Information Reports	
Tabbed Region – Reports	
Report Type Selection Region – Sponsor 1099 Information	
Current Cutoff Calendar Region	
Corporate ID and Choose Format Region CGDP Portal Instructions – Sponsor 1099 Information Reports	
Accessing Sponsor 1099 Information Reports	
CGDP PORTAL – AD HOC REPORTS	
Tabbed Region – Reports	
Report Type Selection Region – Ad Hoc	
Current Cutoff Calendar Region	
Reports Filter Region – Ad Hoc	
Filter Results Region – Ad Hoc	
CGDP PORTAL INSTRUCTIONS – AD HOC REPORTS	
Submitting and Accessing Ad Hoc Reports	
SUMMARY	56

REFERENCES	57
APPENDIX A: ACRONYM LIST	57
APPENDIX B: ERROR MESSAGE DESCRIPTIONS	58
Payment Batch Error Messages	
Payment Reporting Error Codes – Payments Tab	59
GLOSSARY	

Introduction

Welcome to the Coverage Gap Discount Program (CGDP) Manufacturer Portal Reports Users Guide. This guide provides you, the Manufacturer, with information on accessing the CGDP Portal to review and download reports for distributed quarterly and Benefit Year (BY) Closeout invoices.

As a Manufacturer participating in the CGDP (the Program), you have agreed to reimburse Medicare Part D Sponsors advancing the coverage gap discount amounts on behalf of Medicare beneficiaries who received covered Part D drugs while in the coverage gap phase of the Medicare benefit. This guide will assist you in complying with the Program requirements by utilizing the CGDP Portal to review reports associated with distributed invoices.

The primary function of the CGDP Portal, here forward known as the Portal, is to provide a central repository for CGDP-qualified prescription drug event (PDE) invoices to be distributed and paid by Program participants. In order to facilitate this processing, the Portal's reporting functionality provides Manufacturers the ability to:

- Review invoice line item information in summary (Invoice) and detail (Data) formats.
- Review Tracking reports that provide the history of disputed line item records.
- Review Batch payment reports submitted as part of the payment batch process detailed in the CGDP Manufacturer Portal Payments Users Guide located under <u>*References*</u> on the <u>*TPAdministrator.com*</u> website.
- Review 1099 information pertaining to Sponsors receiving payments as part of the Program.
- Request and review reports that are not available in or have been archived off the Portal, such as Invoice, Data, and Tracking reports, by using the Ad Hoc report functionality.

This **CGDP Manufacturer Portal Reports Users Guide** will provide information on the reporting functions available in the Portal as well as tasked-based instructions for performing report retrieval and review.

CGDP Portal Login

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

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

Detailed login instructions are in the CGDP Manufacturer Portal Introduction and Login Users Guide located under <u>*References*</u> on the <u>*TPAdministrator.com*</u> website. Instructions contained within the guide include:

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

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

The CGDP Portal is accessed via a link on the **<u>TPAdministrator.com</u>** website.



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

To access the Portal, Manufacturers will enter their credential information (User ID and temporary password) provided by the TPA Operations Team. The User ID is the Corporation ID number, which categorizes the information loaded to the Portal. Information is limited to Manufacturer P numbers associated with the Corporation ID only. The TPA provides the initial temporary password to access the Portal to the Manufacturer via email, once the onboarding process is complete.

To correctly exit out of the Portal, you *must* select the *Logout* link in the upper right hand corner of the active page. Do not select the "X" to exit the Portal.

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

CGDP Portal Reports

The Portal not only provides reporting period data in an invoice format, but also provides the data in its original flat file format to Manufacturers. Each participating Drug Manufacturer receives a quarterly invoice report identifying the payment due to each Part D Sponsor for coverage gap activity that occurred during the quarter. Each Manufacturer receives prescription drug event (PDE)-level information for final action PDEs with a gap discount amount greater than zero. In addition, the reports identify what is Part D Sponsors owe Drug Manufacturers due to PDE deletions and adjustments. All Manufacturer reports appear on the Reports tab of the Portal for review and download.

There are six (6) types of reports available on the Reports tab. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc reports.

The Invoice, Data, and Tracking reports are loaded in their original flat file format to the Portal and have report file formats located under the <u>Invoices</u> topic on the <u>TPAdministrator.com</u> website to assist with reading and understanding the format.

The Batch report is presented in the text file format used to load the data to the Portal for processing. The Data, Tracking, and Sponsor 1099 Information reports have data loaded in an Excel spreadsheet formats to display report information for enhanced readability.

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles. The **Reports tab** contains five (5) regions.

- 1. Tabbed region displays the tab that is currently active and tabs available for selection.
- 2. **Report Type Selection region** provides a user with six (6) types of reports to view by selecting the corresponding radio button.
 - Invoice
 - Data
 - Tracking
 - Batch
 - Sponsor 1099 Information
 - Ad Hoc
- 3. Current Cutoff Calendar region provides a user with key program dates for proper processing of distributed invoices.
- 4. **Reports Filter region** allows a user to search data listed by the defaulted Corporate ID.
- 5. Reports Filter Results region displays results based on data selected in the Report Type Selection region. Details displayed in this region depend on the report type selection made. Note: To generate Excel reports of the invoices listed on the Payments or Receipts tabs, use the <u>CGDP Portal Reporting Link</u> instructions located in the CGDP Manufacturer Portal Payments Users Guide located under <u>References</u> on the <u>TPAdministrator.com</u> website.

The following sections provide an overview and step-by-step instructions for the reports available on the **Reports** tab.

CGDP Portal – Invoice Reports

The **Reports tab** – **Invoice** allows a user to review distributed invoice information for quarterly and Benefit Year (BY) Closeout invoices.

The Invoice report for quarterly invoices identifies the positive amounts payable by Manufacturers to Part D Sponsors. Negative amounts summarize the payments Manufacturers will receive from Sponsor as a result of adjusted or deleted PDEs from previous quarters.

The Invoice report for BY Closeout invoices, the Manufacturer Reimbursement Summary Report, allows identification of amounts owed to Manufacturers for upheld disputes by specific contract and by closed benefit year.

	PALMETTO GB/	Consideration	ms	Roceiptis	Reports Dispute			d on as XHM Drivinging
	Manufactur Report Type	er Portal		Reports		3 Current Cutoff	Calendar	
	Corporate ID xP19	P Number Rep	orting Period	Invoice Type	1 < 4 pat of 4	Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	201601 06/06/2016 04/30/2016 06/30/2016 08/29/2016	
ſ	Invoice Type	P Number	Repo	orting Period	Date Loaded	Download File	Last Download	Date
T	BY Closeout	P19		2016	06/29/2016	0	.06/29/2016 @ 1	1:40 AM
1	Quarterly	P19		201504	01/20/2016	0	06/29/2016 @ 1	MA 26:1
ſ	Quarterly	P1_9		201503	10/29/2015	- 0		
	the second se	P19		201502	08/26/2015	0		

The **Reports tab** – **Invoice** contains five (5) regions.

- 1. **Tabbed region** displays the tab that is currently active and tabs available for selection. This tabbed region remains available during report type selection.
- 2. **Report Type Selection region Invoice** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

Note: Descriptions of the <u>Data</u>, <u>Tracking</u>, <u>Batch</u>, <u>Sponsor 1099</u> <u>Information</u>, and <u>Ad Hoc</u> report types follow in subsequent instructional sections of this manual for each report type.

- 3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
- 4. **Reports Filter region Invoice** allows a user to search data listed by the defaulted Corporate ID.
- Reports Filter Results region Invoice displays results based on data selected in the Report Type Selection region. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe, in detail, each region and the functions associated with Invoice Reports functionality.

Tabbed Region – Reports

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

(1)	Home	Payments	Completed	Receipts	Reports	Disputes
-----	------	----------	-----------	----------	---------	----------

Report Type Selection Region – Invoice

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

The default selection for the **Report Type Selection region** is <u>Invoice</u> as displayed in this example.

Invoice OData OTracking OBat	tch \bigcirc Sponsor 1099 Information \bigcirc Ad Hoc
------------------------------	-----------------------------------------------------------

The population of the <u>Invoice</u> radio button allows a user to select and view distributed invoice line reports. The report provides abbreviated information of distributed quarterly and BY Closeout invoices and provides the ability to download the information for review.

Note: Descriptions of the <u>Data</u>, <u>Tracking</u>, <u>Batch</u>, <u>Sponsor 1099 Information</u>, and <u>Ad Hoc</u> report types follow in subsequent sections of this users guide for each report type.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

3

Current Cutoff Calendar

Reporting Period	201601
Invoice Paid By	06/06/2016
Invoice Distribution	04/30/2016
Dispute Submission	06/30/2016
Dispute Distribution	08/29/2016

Reports Filter Region – Invoice

The **Reports Filter region** – **Invoice** contains five (5) columns to assist a user with narrowing distributed invoice search criteria.

4	A Corporate ID	B P Number	C Reporting Period	D Invoice Type	E 1 - 4 out of 4
	XP19	ALL 🗸	ALL 🗸	ALL 🗸	

- A. <u>Corporate ID</u> column defaults to the Corporate ID utilized to access the system.
- B. <u>P Number</u> field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
- C. <u>Reporting Period</u> field allows a user to select reporting periods using a drop down menu. Quarterly distributed invoices are listed by calendar year and quarter, in YYYYQQ format and BY Closeout invoices are listed by calendar year distributed, in YYYY format. To view all distributed invoices, users can select 'ALL' from the drop down list.
- D. <u>Invoice Type</u> field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
 - BY Closeout
 - Quarterly
- E. <u>Item Count</u> column displays the number of line items displayed on the current page of the total number of line items included for the reporting period.

Reports Filter Results Region – Invoice

The **Reports Filter Results region – Invoice** displays information requested for quarterly or BY Closeout invoice reports.

The **Reports Filter Results region – Invoice** contains six (6) columns used to review information of distributed invoices and allows a user to download the information for review.

1	A Invoice Type	B P Number	C Reporting Period	Date Loaded	E Download File	F Last Download Date
Ľ	BY Closeout	P19	2016	06/29/2016	0	06/29/2016 @ 11:40 AM
	Quarterly	P19	201504	01/29/2016	0	06/29/2016 @ 11:33 AM
	Quarterly	P19	201503	10/29/2015	0.	
	Quarterly	P19	201502	08/26/2015	0	

- A. <u>Invoice Type</u> column allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
 - BY Closeout
 - Quarterly
- B. <u>P Number</u> column displays a specific P number, or all P numbers associated with the Corporate ID.
- C. <u>Reporting Period</u> column displays the distributed invoice information by reporting period in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports.
- D. <u>Date Loaded</u> column displays the date the distributed invoice summary files load to the Portal. Date format is DD/MM/YYYY.
- E. <u>Download File</u> column displays radio button to allow downloading of distributed invoice summary information loaded to the Portal.
- F. <u>Last Download Date</u> column displays the last date and time distributed invoice report data retrieved from the Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Invoice Reports

Accessing Quarterly Invoice Reports

Manufacturers can utilize the Portal to view summary reports of invoice line items available for processing. The **Reports tab** – **Invoice** allows a user to select and view distributed invoice line reports. The report provides abbreviated information of distributed invoices and provides the ability to download the information for review.

This instruction provides direction on accessing the **Reports tab** – **Invoice** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review quarterly invoice reports. Instruction for daily login into the Portal can be located in the CGDP Manufacturer Portal Introduction and Login Users Guide located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab to view the report types available for the Manufacturer for the reporting period.

	Disputes	Reports	Recepts	wered	n Cor	Payment		Horte
×.	am Home	t Progra	p Discount	erage Ga	Cov	Porta	urer	anufact
Wetcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of	1 - 17 out of 17		Status	Reporting Period	P Number	іся Тура	Invoi	Corporate 10
payments and receipt of payments as well as view your reports.			ALL V	ALL V	ALL V	Y	ALL	XP16
For payment functions, start by selecting a line item from the list to the left of this message.	Select		Status	Reporting Period	ber	P.Numl	1940 Defi	Invoice Ty
		0	Successful	201702	6	₽1/	0	Quarterly
Available Invoice is ready for payment initiations		0	Successful	201702	7	P1		Quarterly
Failed One or more items has an unsuccessful		9	Successful	201702	1	P1	6	Quarterly
payment attempt		0	N/A	2017	5	P1(at .	BY Closeo
Incomplete One or more items have not been paid		0	Available	201701	6	P1		Quarterly
N/A No invoice due for payment. Receipt of funds due from Manufacturer or		0	Available	201701	2	P1	6	Quarterly
Sponsor.		0	Available	201701	1	P1	6	Quarterly
Pending All line items have been initiated		0	Incomplete	201604	6	P1	6	Quarterly
successfully Successful All line items have been paid successfully		0	Available	201604	,	P1	6	Quarterly
Successful we she name have been paid successful		0	Availabio	201604	t	P1		Quarterly
		0	Available	201603	6	P1	6	Quarterly
		0	Available	201603	7	P1	ē.	Quarterly
Reporting Periods with no invoice line items P Number Reporting Period		0	Available	201603	t.	P1	6	Quarterly
Filter by: ALL V ALL V		0	Available	201602	6	₽1)	6	Quarterly
a descende de desta de		0	Available	201602	7	P1	6	Quarterly
P Number Reporting Period		0	Available	201602	t	P1	Č.	Quarterly
at the second		0	N/A	2016	6	P1_0	it	BY Closeo
P1_6 201704 P1_6 201703								
P1_6 201703 P1_6 201601								
P1_6 201501								
P1_5 201503								

3. On the **Reports** tab, populate the <u>Invoice</u> radio button in the **Report Type Selection region** and select the applicable <u>Invoice Type</u> from the drop down list located in the **Reports Filter region – Invoice**.

PALMETTO GB		IS		Contact US (Hy Prome	Logout Help Reportin Logged on as XP1
Home	Payments Complete	d Receipts	Reports Dispute		
lanufactu	er Portal CG	DP Reports			2
Corporate ID	P Number Reporting F	Period Invoice Type Custerly	Ad Hoc 1 - 6 out of 6	Current Cutol Reporting Period Invoice Faid By Invoice Distribution Dispute Submission Dispute Distribution	f Calendar 201503 12/09/2015 10/31/2015 12/31/2015 03/01/2016
Corporate ID	P Number	Reporting Period	Date Loaded	Download File	Last Download Date
XP1_6	P16	201503	10/29/2015	0	
	P17	201503	10/29/2015	0	11/03/2015 @ 3:51 9
	P11	201503	10/29/2015	0	11/03/2015 @ 3:52 P
	P16	201502	08/26/2015	0	09/08/2015 @ 3:47 P
	P17	201502	08/26/2015	0	09/03/2015 @ 2:44 P
				0	09/03/2015 @ 2:44 #

4. To view the quarterly invoice summary reports, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region** – **Invoice**.

ALMETTO GB		IS			E Logout Help Reportin Loggid on as XP1
Home	Payments Complet	ed Receipta	Reports Dispute	5	
lanufactu	er Portal C	GDP Reports			1
Corporate ID	Tracking Batch Tracking Batch P Number Reporting ALL ALL		Ad Hoc	Current Cuto Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Orstribution	ff Calendar 201503 12/09/2015 10/31/2015 12/31/2015 03/01/2016
Corporate ID	P Number	Reporting Period	Date Loaded	Download File	Last Download Date
corporate 10		5	215 BAS 1540 1555 A	1997	
XP1_6	P16	201503	10/29/2015		
and the second second	P16 P17	201503 201503	10/29/2015	0	11/03/2015 @ 3:51
Portan and the second	Contraction of the second s				11/03/2015 © 3:51 11/03/2015 © 3:52 09/08/2015 © 3:47

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>*Open*</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save P16_201503_invoice_report.txt from apps.tpadministrator.com	Open	Save	•	Cancel	×
-----------------------------------------------------------------------------------------	------	------	---	--------	---

6. After selecting the <u>Open</u> button, the text file information for the quarterly invoice summary report output will display.

This example displays an excerpt of a text file for invoice line items.

File 688 Format View Help	March 199 August Aug
FPAMH2015030000042015102118525610HTVP10	18
FPACH2015020000012015102118525610H1vEd#	04
MYRH 20150200000012015022015102118525610MTV	
LBLR 2015030000001PL	
LBLR 2015035000002P1BEG4001720000000000(000000321400000063214	
L6LR 2015030000003F166439510000000100780000054730£0000033743£	
LBLR 2015030000004P16E04685460000000000(0000025751D0000025751D	
#Y#Y 2015010000012015022015102118525610+1V0000004000000001007#00000000812281000000080802226	
TFACT20150300000012015102118525610HTvE0400000040060000001007m00000008122910000000803226	cut \$071fe04
TPACH20150500000022015102118525610MTVE22	
BYRH 2019030000012014072013102118525610MIV	
LBLR 2014070000001P1BE225951000000002406000000000000000000000000000	
LBLR 2014070080002P1662265548000802028180080012397#88000087883q	
#V#T 2015030000001201407201510211#525610#1V00000020000000020522A00000000123#7+0000000008124H	
TPAC T20150300000022015102118525610MTVE2200000020000000020522A0000000012397F0000000008124N	cat90316e22
TFAC T20150300000022015102118525610MTVE22000000200800000020522A0000000012397F0000000008124N	cat\$031_6e2_2

- 7. Once review of text file is complete, return to the **Reports** tab.
- 8. The **Reports Filter Results region Invoice** will display the date and time of the last download of the specific quarterly invoice's summary report in the <u>Last Download</u> column.

ALMETTO GB		CMS	S		Contact Lis 1	<u>Sy Profile Logout Help By</u> Logged on as
Home	Fayments.	Completed	Recepts	Reports Disputes		
anufactur	er Por	tal CGDI	P Reports			£
Corporate ID	C Tracking P Number [ALL V]	O Batch O Sponso Reporting Period	or 1099 Information Invoice Type Quarterly V	Ad Hoc	Current Cutof Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	ff Calendar 201503 12/09/2015 10/31/2015 12/31/2015 03/01/2016
Corporate ID	F	Number I	Reporting Period	Date Loaded	Download File	Last Download Date
XP16		P16	201503	10/29/2015	0	01/06/2016 @ 9:24 AM
		P17	201503	10/29/2015	0	11/03/2015 @ 3:51 PM
		P11 P16	201503 201502	10/29/2015 08/26/2015	8	11/03/2015 © 3:52 PM 09/08/2015 © 3:47 PM
		P17	201502	08/26/2015	0	09/03/2015 @ 2:44 PM
		P1	201502	08/26/2015	0	09/03/2015 @ 2:44 PM

You have now completed accessing quarterly invoice summary reports.

Accessing Benefit Year (BY) Closeout Invoice Reports

Manufacturers can utilize the Portal to view BY Closeout invoice summary reports of upheld dispute invoices due from Sponsors. The Manufacturer Reimbursement Summary Report allows Manufacturers to identify any amounts owed from the Sponsor for upheld disputes by specific contracts and by benefit year.

This instruction provides direction on accessing the **Reports tab** – **Invoice** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review BY Closeout invoice reports. Instruction for daily login into the Portal can be located in the CGDP Manufacturer Portal Introduction and Login Users Guide located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab to view the report types available for the Manufacturer for the reporting period.

7.2555	name.			-	-	
Manufactu	urer Portal	Coverag	e Gap Disc	Reports	Oisputes ogram Hon	ie 🚊
orporate ID Inve XP1_9 ALL	olce Type P Numb		Status		1 - S out of S	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
Invoice Type BY Closeout Quarterly	P.Numbar P19 P19	Reporting Period 2016 201601	Status N/A Available	Select		For payment functions, start by selecting a line item from the list to the left of this message.
Quarteriy Quarteriy Quarteriy	P19 P1_9 P1_9 P1_9	201504 201503 201502	Available Available Available	000		Available Invoice is ready for payment initiations Failed One or more items has an unsuccessful payment attempt Incomplete One or more items have not been paid N/A N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor. Pending All line items have been initiated successfully Successfull All line items have been paid successfully
						Reporting Periods with no invoice line items Filter by: P-Number [ALL Reporting Period [ALL Period P Number Reporting Period Period There is an invoice report for the selected P Number Period

3. On the **Reports** tab, populate the <u>Invoice</u> radio button in the **Report Type Selection region** and select the applicable <u>Invoice Type</u> from the drop down list located in the **Reports Filter region** – **Invoice**.

		AS			Contact Us 1 Hu	Profile Logout	Heip Report Logged on as XH Test Environme
Home	Payments Comp	noted Receipts	Reports	Disputes			
lanufactu	rer Portal	CGDP Reports			8		
• Invoice O Data	O Tracking O Batch	Sponsor 1099 Informatio	on O Ad Hoc		Current Cutoff Reporting Period	Calendar 201601	
Corporate ID	P Number Reportin	Invoice Type		out of 1	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	06/06/2016 04/30/2016 06/30/2016 08/29/2016	
XP1_9							

4. To view a specific invoice line item report, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Invoice.**

			orting Period		oaded	Download File	Last Down	
Corporate ID XP1_9		Batch Sponso Reporting Period ALL V	1099 Information Invoice Type BY Closeout V		out of 1	Current Cutoff (Reporting Pariod Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	Calendor 201601 06/06/2016 04/30/2016 06/30/2016 08/29/2016	
lanufactu	rer Porta	CGDF	Reports			8		
Home	Payments	Companied	Recepts	Reports	Disputes			
COLINIAN GROUP CONTY		CMS						Help Repor Logged on as X Test Environm

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save P1_9_2016_invoice_report.txt from a70lppaltedi003.a70adexmed.com? Open Save 🔻 Cancel 🗴

6. After selecting the <u>Open</u> button, the text file information for the invoice line item will display.

This example displays an excerpt of a text file for BY Closeout invoice line items.

P1_9_2016_invoice_report.bt - Notepad	(1) X
File Edit Format View Help	
TPAMH201600000012016040413103512UMSP19	
TPACH201600000012016040413103512UMSH38	
BVRH 201600000120122016040413103512UM5	
LBLR 20120000001P1_9H3_800_9000000300{00000000000000000000000000	
EVRT 2016000000120122016040413103512UM5000000000000000000000000000000000000	
TPACT201600000012016040413103512LMSH3_8000000000000000000000000000000000000	=
TPACH201600000220160404131035120H5H37	
EVRH 2016000000120122016040413103512UM5	
LBLR 20120000001P19H370090000000367{0000000000000000367}	
BVRT 2016000000120122016040413103512UM50000000000000000000367{00000000000000000	
TPACT201600000022016040413103512UMSH3_7000000000100000000367{00000000000000000000367}UD20161_9H3_7	
TPANT201600000012016040413103312LMSP190000000000000000000667 [0000000000000000	

- 7. Once review of text file is complete, return to the **Reports** tab.
- 8. The **Reports Filter Results region Invoice** will display the date and time of the last download of the specific BY Closeout report in the <u>Last Download</u> column.

ALMETTO GE		MS						Logged on as X Test Environm
Home	Payments	Comprehed	Receipts	Reports	Disputes			
lanufactu	er Portal	CGDP	Reports	-		-		
Invoice O Data	O Tracking O Bat	ch O Sponsor	r 1099 Informatio	n 🛛 Ad Hoc		Current Cutoff Reporting Period	201601	
	P Number Rep	oorting Period	Involce Type	1+1	out of 1	Invoice Paid By Invoice Distribution	06/06/2016 04/30/2016	
Corporate ID		and the second se	And a second sec			antranus selatore deren	0.0.200.0010	
Corporate ID XP19		ALL 🗸	BY Closeout 💙			Dispute Submission Dispute Distribution	06/30/2016 08/29/2016	
		(minimum equation)	BY Closeout V	Date I	oaded		08/29/2016	nload Date

You have now completed accessing BY Closeout summary invoice reports.

CGDP Portal – Data Reports

The **Reports tab** – **Data** allows a user to review detail information on distributed invoices for quarterly and BY Closeout invoices.

	PALMETTO		(CM	S			2	votact.Us i My P	rofile Logout	Logget on as X9 Test Environm
0	Home	Pajitio	ntu Completied	Her egts.	Reports	Disputes				
1	lanufact	turer P	ortal CGI	DP Repor	ts			-		
11 r	Corporate ID	ata O Track	ing O Batch O Spo ner Reporting Per			ovt of 1	Reporting Invoice Pa	id By	201601 06/06/2016	
l	XP1_9	ALL		ALL	×		Dispute St Dispute St	ibmission	04/30/2016 06/30/2016 08/29/2016	
1					Download File	Last R		Download		ipreadsheet loaded Date
1	Invoice Type	P Number	Reporting Period	Date Loaded	Dominoud the	Download	and there			
1	Invoice Type BY Closeout	P Number	2016	06/29/2016	0	Download	ing types	0		
			- A - C -		8	Download	nu pate	8		inere care
-	BY Closeout	P19	2016	06/29/2016	0	Download	nu Date	000		

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab – Data** contains five (5) regions.

- 1. Tabbed region displays the tab that is currently active and the tabs available for selection.
- Report Type Selection region Data provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc. Note: Descriptions of the <u>Tracking</u>, <u>Batch</u>, <u>Sponsor 1099 Information</u>, and <u>Ad Hoc</u> report types follow in subsequent instructional sections of the manual for each report type. Description and instruction of the <u>Invoice</u> report type is provided in the previous section.
- 3. Current Cutoff Calendar region provides user with key program dates for proper processing of invoice line items.
- 4. **Reports Filter region Data** allows a user to search for data listed by the defaulted Corporate ID or P number.
- Reports Filter Results region Data displays results based on data selected in the Report Type Selection region. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe, in detail, each region and the functions associated with Data Reports functionality.

Tabbed Region – Reports

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

(1)	Home	Payments	Completed	Receipts	Reports	Disputes
-----	------	----------	-----------	----------	---------	----------

Report Type Selection Region – Data

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated <u>Data</u> radio button.

2	Report Type				
2	🔿 Invoice 💽 Data	O Tracking	O Batch	O Sponsor 1099 Information	O Ad Hoc

The population of the <u>Data</u> radio button provides a user with reports containing quarterly or BY Closeout detail information of the PDE's data combined to create the total invoice line item amount distributed to the Manufacturer.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

Current Cutoff	Calendar
Reporting Period	201601
Invoice Paid By	06/06/2016
Invoice Distribution	04/30/2016
Dispute Submission	06/30/2016
Dispute Distribution	08/29/2016

Reports Filter Region – Data

The **Reports Filter region – Data** contains five (5) fields to assist a user with narrowing invoice line item data search criteria.

4	A Corporate ID	B P Number	C Reporting Period	D Invoice Type	E 1 - 2 out of 2
	XP19	ALL 🗸	ALL 🗸	ALL 🗸	

- A. Corporate ID column defaults to the Corporate ID utilized to access the system.
- B. <u>P Number</u> field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
- C. <u>Reporting Period</u> field allows a user select reporting periods for quarterly distributed invoices by calendar year and quarter, in YYYYQQ format or BY Closeout invoices by calendar year distributed, in YYYY format. To view all distributed invoice reports, users can select 'ALL' from the drop down list.
- D. <u>Invoice Type</u> field allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
 - BY Closeout
 - Quarterly
- E. <u>Item Count</u> column displays the number of line items displayed on the current page of the total number of line items included for the reporting period

Reports Filter Results Region – Data

The **Reports Filter Results region** – **Data** displays information requested for data reports and contains eight (8) columns that assist a user in reviewing invoice line item detail information of approved PDE files and provides the ability to download the detail information for review.

Invoice Type	⁸ P Number	Reporting Period	^D Date Loaded	E Download File	F Last Report Downloaded Date	G Download Spreadsheet	H Last Spreadsheet Downloaded Date
BY Closeout	P19	2016	06/29/2016	0		0	
Quarterly	P1_9	201504	01/29/2016	0		0	
Quarterly	P1_9	201503	10/29/2015	0		0	
Quarterly	P1_9	201502	08/26/2015	0		0	

- A. <u>Invoice Type</u> column allows a user to select the type of invoice to view from the drop down menu. Invoice types can be one (1) of the following selections:
 - BY Closeout
 - Quarterly
- B. <u>P Number</u> column displays a specific P number, or all P numbers associated with the Corporate ID and based on the criteria selected in the **Reports Filter region Data**.
- C. <u>Reporting Period</u> column displays the distributed invoice summary by reporting period, in YYYYQQ format for quarterly reports and YYYY for BY Closeout reports.
- D. <u>Date Loaded</u> column displays the date the distributed invoice detail files load to the Portal. Date format is DD/MM/YYYY.
- E. <u>Download File</u> column displays a radio button to allow downloading of distributed invoice summary information loaded to the system in text file format.
- F. <u>Last Report Downloaded Date</u> column displays the last date and time distributed invoice summary data retrieved from the Portal. Date format is MM/DD/ YYYY. Time format is HH:MM AM/PM.

- G. <u>Download Spreadsheet</u> column displays a radio button to allow downloading of distributed invoice summary information loaded to the system in an Excel spreadsheet format.
- H. <u>Last Spreadsheet Downloaded Date</u> column displays the last date and time distributed spreadsheet invoice summary data retrieved from the Portal. Date format is MM/DD/ YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Data Reports

Accessing Quarterly Invoice Data Reports

Manufacturers can utilize the Portal to view detailed data reports for distributed invoice line items. The **Reports tab** – **Data** provides a user with reports containing detail information of the PDE's combined to create the total invoice line item amount distributed to the Manufacturer.

This instruction provides direction on accessing the **Reports tab** – **Data** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review quarterly invoice data reports. Instruction for daily login into the Portal can be located in the CGDP Manufacturer Portal Introduction and Login Users Guide located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

	Disputes	Reports	Receipts 6	uperied.	L Cor	Payments	2	Horte
a	am Home	t Progra	p Discount	verage Ga	Cov	Portal	urer	anufact
Westome to Coverage Gap Discount Portal where you can initiate a payment, check the status of	1 - 17 out of 17		Status	Reporting ber Period		ся Туря	Invol	Corporate ID
payments and receipt of payments as well as view			ALL V	ALL V	ALL V	Y	ALL	XP1_6
your reports.								
For payment functions, start by selecting a line item from the list to the left of this message.		Select	Status	Reporting Period	anc f	P.Numbr	210	Invoice Ty
		0	Successful	201702	5	₽16	e	Quarterly
Available Invoice is ready for payment initiations		0	Successful	201702	7	\$17		Quarterly
Failed One or more items has an unsuccessful		9	Successful	201702		P11	6	Quarterly
payment attempt		0	N/A	2017	5	P16	iit.	BY Closeou
Incomplete One or more items have not been paid		0	Available	201701	5	P16		Quarterly
N/A No invoice due for payment. Receipt of funds due from Ranufacturer or		0	Available	201701	1	P17	6	Quarterly
Sponsor.		0	Availabie	201701		P11	e	Quarterly
Pending All line items have been initiated		0	Incomplete	201604	5	P10	6	Quarterly
successfully Successful All line items have been paid successfully		0	Available	201604	,	P17	6	Quarterly
Successful we she items have been paid successfully		0	Availabie	201604		P11		Quarterly
		0	Available	201603	5	P16	6	Quarterly
Reporting Periods with no invoice line items		0	Available	201603	7	P17	6	Quarterly
D Number Reporting Period		0	Available	201603	t	911	6	Quarterly
Filter by: ALL V ALL V		0	Available	201602	5	₽16	6	Quarterly
I Marce de Anne de		0	Available	201602	7	P17	6	Quarterly
P Number Reporting Period		0	Available	201602		P11	6	Quarterly
and the second		0:	N/A	2016	5	P1_6	it	BY Cluseou
P1_6 201704								
P1_5 201703								
P1_6 201304								
P1_6 201503 ¥								

3. On the **Reports** tab, populate the <u>Data</u> radio button in the **Report Type Selection region** and select the applicable <u>Invoice Type</u> from the drop down list located in the **Reports Filter region** – **Data**.

PALMETTO G		СМ	S				Contact Us My P	rofile Logout	I Help Reportin Logged on as X
Home	Payments	Completed	. Receipts	Repo	rts Dispute	s			
Manufactu	rer Port	al CG	DP Repo	rts			-		
Report Type Invoice Data	OTracking	Batch O Sp	onsor 1099 Infor	mation O Ad H	oc	100	Current Cutoff Ca ng Period	ilendar 201503	Ì
Corporate ID	P Number ALL 💙	Reporting Pe	-	V V	1 - 6 out of 6	Invoice Dispute	Paid By Distribution Submission	12/09/2015 10/31/2015 12/31/2015	
1						F	Distribution	03/01/2016)
Corporate 1D	P Number	Reporting Period	Date Loaded I	Download File	Last Repo Downloaded		Download Spreadsheet	Last Spre Downloa	
XF16	P16	201503	10/29/2015	0			0		
	P17	201503	10/29/2015	0	11/03/2015 @ 3	:56 PM	0		
	P11	201503	10/29/2015	0	11/03/2015 @ 3	:57 PM	0		
	P16	201502	08/26/2015	0	09/03/2015 @ 2	:45 PM	0		
	P1_7	201502	08/26/2015	0	09/03/2015 @ 2	:47 PM	0	09/02/2015	@ 11:57 AM
	P11	201502	08/26/2015	0	09/03/2015 @ 2		0	09/02/2015	and the state of the second state of the secon

To view the detail invoice line item report in a text file format, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region** – **Data**.

ALMETTO G		СМ	S				Contact Us My P	rofile Logout	i <u>Help</u> i <u>Repo</u> Logged on as X
Home	Payments	Completed	. Recepts	Repo	rts Disput	es			
lanufactu	irer Port	al CG	DP Repoi	ts			<u></u>		
Corporate ID	P Number	Batch O Sp Reporting Pe	oneor 1099 Inform		0C 1 - 6 out of 6	Reporti	Current Cutoff Ca ng Period Paid By	alendar 201503 12/09/2015	
XP1_6 ♥	ALL V	ALL	Quarterly	*		Dispute	Distribution Submission Distribution	10/31/2015 12/31/2015 03/01/2016	
Corporate ID	P Number	Reporting Period	Date Loaded D	ownload File	Last Rep Downloaded		Download Spreadsheet	Last Spre Downloa	
XP1_6	P1_6	201503	10/29/2015				0		
	P1_7	201503	10/29/2015	0	11/03/2015 @	3:56 PM	0		
	P11	201503	10/29/2015	0	11/03/2015 @	3:57 PM	0		
	P16	201502	08/26/2015	0	09/03/2015 Ø	2:45 PM	0		
	P1_7	201502	08/26/2015	0	09/03/2015 D	2:47 PM	0	09/02/2015	@ 11:57 AM
	P1_1	201502	08/26/2015	0	09/03/2015 @	7-40 044	0	09/02/2015	

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>Cancel</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save P16_201503_detail_report.txt from apps.tpadministrator.com	?	Open	Sav	/e	•	Cancel	x
----------------------------------------------------------------------------------------	---	------	-----	----	---	--------	---

6. After selecting the <u>Open</u> button, the text file information for the invoice line item will display.

She had formal ties Hulp		al and the set of the
TPANIS2013030000042013102114372310607P18		
19ALA2013030000001201213201310211437231040700093		
DE TEGZ012130000001009930000003533103820120300993947733	00000097216300030000030000201258060117	000000028(00000000000000000000000000000
nc=rc=20121300000020009300900004573353220120400093209098	000000726949020300000030000020121207013	000000084460000000000000008444291204201303
INTC620121300000030009300000004382290120121300093204738	00000651439605030000003000020120901013	000000000000000000000000000000000000000
0E1CG20121309000000009300000004382554120121300093204736	000008348370608300000930000292211818138	000000000000000000000000000000000000000
96TCG20121300000030009300000004382388820171300093204736	000000348370910300000030000201212990138	000000000000000000000000000000000000000
DETC620121300000000009300000004649308520120800093204703	000005242177010280000028000201210040112	000000006340000000000000000000000000000
DE TCG2012130000007000930000000+646311120120400093233601	00000111336100030000009000020121209011	0000000000(0000000000(000000000)291204201305
DETC52012130000008000930000064910097420120400093204698	0000008707899009000090000201210050118	0000001732E0000002480600000057446201204201303
067CG20130300422306834600000014214060800000088346022358	00000823839200090000090000701308180113	0000000000[00000070234000000702340000000022365
TP-4LT20150300000232013032015102114572310+0T6854400422300014	8197041015842831160147808808F	
TP-W4T2015030000004201510211457233040193600430173000000380	718040990345053079009093294458990	

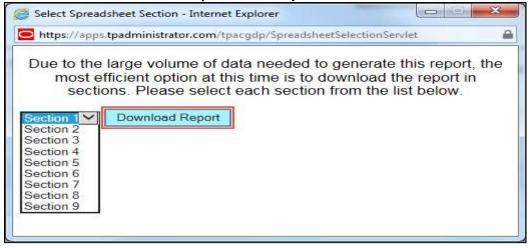
- 7. Once review of text file is complete, return to the **Reports** tab.
- 8. The **Reports Filter Results region Data** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Report Downloaded Date</u> column.

PALMETTO G		СМ	S	2			Contact Us My 3	Profile <mark>i Logout</mark>	I <u>Help</u> I <u>Reporti</u> Logged on as X
Home	Patyments	Completed	Recepts	Répo	rts Disp	ites			
lanufactu			DP Repoi	rts			-		
Invoice	Tracking (Batch O Sp	onsor 1099 Inform	nation O Ad H	toc	1.1.1	Current Cutoff C		1
Corporate ID	P Number	Reporting Pe	riod Invoice T	ype	1 - 6 out of 6	100000000000000000000000000000000000000	ng Period Paid By	201503 12/09/2015	
[XP1_6 ¥]	ALL V	ALL ~	Cuarterty	v]		Dispute	Distribution Submission Distribution	10/31/2015 12/31/2015 03/01/2016	
Corporate ID	P Number	Reporting Period	Date Loaded D	ownload File	Last Re Downloade		Download Spreadsheet		eadsheet ded Date
XP16	P16	201503	10/29/2015	0	11/03/2015 @	3:53 PM	0		
	P1_7	201503	10/29/2015	0	11/03/2015 @	3:56 PM	Ó		
	P1_1	201563	10/29/2015	0	11/03/2015 @	3:57 PH	0		
	P1_6	201502	08/26/2015	O	09/03/2015 @	2:45 PM	0		
	P1_7	201502	08/26/2015	0	09/03/2015 @	2:47 PM	0	09/02/2015	@ 11:57 AM
	P1_1	201502	08/26/2015	0	09/03/2015 @	2:48 PM	0	09/02/2015	@ 11:57 AM

9. To view the detail invoice line item report in an Excel spreadsheet format, populate the <u>Download Spreadsheet</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Data**.

PALMETTO G		СМ	S				Contact Us 1 My P	rofile Logout	I <u>Help</u> <u>Report</u> Logged on as X
Home	Payments	Completed	Recogni	Repo	rts Disputes				
Manufactu	irer Port	al CG	DP Repo	orts	-		*		
Corporate ID	P Number	Batch O Sp Reporting Pe ALL N	ariod Invoice	mation ○Ad H Type ⊻	OC 1 - 5 suit of 6	Reporti Invoice Invoice Dispute	Current Cutoff Ca ng Period Paid By Distribution Submission Distribution	slendar 201503 12/00/2015 10/31/2015 12/31/2015 03/01/2016	
Corporate ID	P Number	Reporting Period	Date Loaded	Download File	Last Repor Downloaded I		Download Spreadsheet	Last Spri Downloa	
XF16	P10	201503	10/29/2015	0	11/03/2015 @ 3	53 PM			
	P17	201503	10/29/2015	0	11/03/2015 @ 3	56 PM	0		
	P1_1	201503	10/29/2015	0	11/03/2015 @ 3:	S7 PM	0		
	F10	201502	08/26/2015	0	09/03/2015 @ 2:	45 PM	0		
	P1_7	201502	08/26/2015	0	09/03/2015 @ 2:	47 PM	0	09/02/2015	@ 11:57 AM
	P1-1	201502	08/26/2015	0	09/03/2015 @ 2:	40.014	0	09/02/2015	A 11.57 AM

10. A separate window may open requiring a user to make a selection regarding the information contained in the data file summary section. Since Excel spreadsheets can only contain a limited number of lines of data, multiple sections may be available for download.



- 11. Select one (1) of the decision buttons in the message that appears at the bottom of the screen:
 - <u>Open</u> to view the data in Excel spreadsheet format
 - <u>Save</u> to save the data in Excel spreadsheet format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save P1_6_201503_readable_detail_report.xlsx from a70lppaltedi003.a70adexmed.com? Open Save 🔻 Cancel 🗴

12. After selecting the <u>Open</u> button, an Excel spreadsheet containing the invoice line item summary will display.

1	J Famul Pakha Oliphouti		* 11 * * 12 * 1 4 *	A' X' =	T	an a	Ted General a B Cartar - S - % - G Mann		Constituental Parme annualities - so Tate Union		Dijde Paijae Cel	∑ dobrium * ⊇ F# * ∠ Dear * Table	27 A
T	AL		6 TPAMH	0			0	10 M	Dr. of	0		× 10 0	10
-	PANH - AANUFACTURER - NUMBER pos \$8-42)	TPAMH - CURRENT REPORTING PERIOD (pos 6-11)	TPALH - LABELEH CODE (pos 44-48)	DETCG - RECORD TYPE CODE (pos 1-5)	C 5300 G 10 0 0		DETCG- DETAIL REF NUMBER (pos 19-38)	DETCS - PREVIOUS REPORT ID (pos 39-44)	DETCG - PRODUCT SERVICE ID (pos 45-63)	DETCG - PRESCRIPTION SERVICE REFERENCE NO (pos-64-75)	and the second second	DETCG - DAYS SUPPLY (pos 78-80)	DETCG - QUANTITY DISPENSED (pos 81-90)
F	1_6	201503	00095	DETCG	201215	0000001	0009300000035331056	201209	00093547753	000000972165	00	090	30,000
9	1_8	201503	00090	DETCG	201215	0000002	0009300000043723552		00093206098	000000726949	02	030	30.000
	1_6	201503	00093	DETCG	201215	0000003	00093000000043822901		00093204756	000004534596	05	090	30.000
3	1_4	201503	00093	DETCG	201215	0000004	0009300000043823241	201213	00093204756	000006548570	00	030	30,000
1	1_4	201503	66093	DETCG	201215	0000005	0009300000043823686	201213	00093204756	000006548570	01	030	30.000
1	1_6	203503	00098	DETCG	201215	00000005	00093000000044493083	201206	00093204705	000009242177	01	028	28.000

- 13. Once review of Excel spreadsheet is complete, return to the **Reports** tab.
- 14. The **Reports Filter Results region Data** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Spreadsheet Downloaded Date</u> column.

ALMETTO G	101400	СМ	S				Contact Us My P	rofile Logout	Lingged on as 3
Home	Payments :	Completed	Recepts	Rep	orts Dis	putes			
lanufactu	irer Port	al CG	DP Repo	rts			-		
eport Type Invoice	Tracking	Batch O Sp	onsor 1099 Infor	mation O Ad H	oc	Report	Current Cutoff Co ng Period	alendar 201503	
Corporate ID	P Number	Reporting Pe	2010 0.00000000000	Гура	1 - 6 out of 6	DHC1170-055	Paid By Distribution	12/09/2015 10/31/2015	
XP1_6 ¥	ALL V	ALL	Quarterly	Y		Dispute	Submission Distribution	12/31/2015 03/01/2016	
Corporate ID	P Number	Reporting Period	Date Loaded (Download File	Last Re Download		Download Spreadsheet	Last Spre Downloa	
XP16	P16	201503	10/29/2015	0	11/03/2015 (3:53 PM	0	01/19/2016	@ 6:47 PM
	P1_7	201503	10/29/2015	0	11/03/2015 (3:56 PM	0		
	P11	201503	10/29/2015	0	11/03/2015 (3:57 PM	0		
	P1_6	201502	08/26/2015	0	09/03/2015 (2:45 PM	0		
	P1_7	201502	08/26/2015	0	09/03/2015 (2:47 PM	0	09/02/2015	0 11:57 AM
	P1_1	201502	08/26/2015	0	09/03/2015 (1 2-48 DM	0	09/02/2015	A 11.57 AM

You have now completed accessing detail invoice line item data reports.

Accessing Benefit Year (BY) Closeout Data Reports

Manufacturers can utilize the Portal to view detail data reports for BY Closeout invoice line items. The Manufacturer Reimbursement Detail Report only reports on upheld disputes in which the action taken by the Sponsor to resolve the dispute resulted in a partial or full repayment of the disputed gap discount amount and the respective gap discount amount has not been previously invoiced for Sponsor payment to the Manufacturer.

This instruction provides direction on accessing the **Reports tab** – **Data** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review BY Closeout invoice data reports. Instruction for daily login into the Portal can be located in the CGDP Manufacturer Portal Introduction and Login Users Guide located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

Home	Payments	Completed	Recepts	Reports	Disputes	
Manufactu	irer Portal	Coverag	e Gap Disc	ount Pr	ogram Hon	ne 💻
Corporate ID Invo XP19 ALL	olce Type P Numb		Status		1 - 5 out of 5	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
Invoice Type BY Closeout Quarterly	P.Number P19 P19	Reporting Period 2016 201601	Status N/A Available	Select		For payment functions, start by selecting a line item from the list to the left of this message.
Quarterly Quarterly Quarterly	P1_9 P1_9 P1_9 P1_9	201504 201503 201502	Available Available Available	000		Available Invoice is ready for payment initiations Failed One or more items has an unsuccessful payment attempt Incomplete One or more items have not been paid N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor. Pending All line items have been initiated successfully Successful All line items have been paid successfully
						Reporting Periods with no invoice line items Filter by: P Number [ALL] Reporting Period [ALL] P Number Reporting Period P Number Reporting Period There is an invoice report for the selected P Number

On the **Reports** tab, populate the <u>Data</u> radio button in the **Report Type Selection region** and select the specific <u>Invoice Type</u> from the drop down list located in the **Reports Filter region** – **Data**.

PALMETTO		CMS	5				Profile Logout	Logged on as XHM Told Environme
Home	Payments	Completed	Recupts	Reports	Disputes			
Manufac	turer Port	al CGDI	P Reports	s				
Invoice	Data O'Tracking (Batch O Sponso	or 1099 Informati	an 🛈 Ad Hoc		Current Cutoff (Reporting Period	201601	1
		Reporting Period	Invoice Type	1-1	out of 1	Invoice Paid By Invoice Distribution	06/06/2016 04/30/2016	
Corporate ID		ALL V	BY Classout V	•		Dispute Submission Dispute Distribution	06/30/2016	

 To view a specific detail invoice line item report in a text file format, populate the <u>Download</u> <u>File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results** region – Data.

PALMET A CELEMAN OF	TO GBA.	0	CMS	5			50	ntact Us i My	Profile Logout	Logged on as XHK Test Environment
He	me E	oments.	Completing	Reciripta	Reports	Disputes				
Manuf	acture	Porta	al CGDI	P Report	s			-		
Report Typ		racking C	Batch O Sponso	or 1099 Informat	tion O Ad Hoc		Reporting 9		201601	
Corporate XP1S		tumber 1. ~]	Reporting Period	Invoice Type 8Y Closeout		est of 1	Invoice Pai Invoice Dis Dispute Su Dispute Dis	tribution bmission	06/06/2016 04/30/2016 06/30/2016 08/29/2016	
	ype P Num	har Basa	rting Period D	Date Loaded	Download File	Last R		Downlos	20215-0215-02	Spreadsheet

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected *Open* button.

Do you want to open or save P19_2016_detail_report.txt from a70lppaltedi003.a70adexmed.com?	Open	Save	•	Cancel	x
					· · · · · · · · · · · · · · · · · · ·

6. After selecting the <u>Open</u> button, the text file information for the invoice line item will display.

P1 9_2016_detail_report.txt - Notepad				X
File Edit Format View Help				
TPAMH20160000012016032310030	612UMDP19			
TPALH201600000012012201603231	0030612UMD009			
DETMD0000001009633910 {0000001326P201204D04	00000619227202001000001500020121201011	8	0000001326G0000000000	Ξ
DETMD0000002009643910 {0000000150}201202D04	00000357129007028000001200020120607011	6	0000000150{0000000000	
	0030612UMD0090000000002000000001476G00000	0000000	0{000000001476P	
TPAMT201600000012016032310030	612UMDP190000000002000000001476G00000000	0000{00	0000001476P	
				Ŧ

- 7. Once review of text file is complete, return to the **Reports** tab.
- 8. The **Reports Filter Results region Data** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Report Downloaded Date</u> column.

Home Payments Completed Recepts Disputes Manufacturer Portal CGDP Reports Report Type	
Report Tune	
Report Type	
Invoice Data Tracking Batch Sponsor 1099 Information Ad Hoc Reporting Period 201601	
Corporate ID P Number Reporting Period Invoice Type 1 - 1 out of 1 [XP1_9 v] [ALL v] [ALL v] [BY Closeout v] 1 - 1 out of 1 Invoice Paid By 06/06/2016 Dispute Submission 06/30/2016 Dispute Submission 06/30/2016 Dispute Distribution 06/30/2016	

9. To view a specific detail invoice line item report in an Excel spreadsheet format, populate the <u>Download Spreadsheet</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region – Data**.

		CMS	5			- 250	tact Us T <u>My Profi</u>	IN + LOUGOUL	Logged on as XHK Test Environmen
Home	Flayments	Completed	Recepts	Reports	Disputes				
Manufac	turer Por	rtal CGDI	P Reports				<u>i</u>		
Report Type	ata O Tracking	O Batch O Spons	or 1099 Informatio	on 🖸 Ad Hoc		Curre Reporting Pe	nt Cutoff Calen	dar 201601	
Invoice						tradition being a se	100	501001	
Corporate ID	P Number [ALL ↓	Reporting Period	BY Obseout V		out of 1	Invoice Paid Invoice Distr Dispute Subr	By Of Ibution Of mission Of	201801 6/06/2016 4/30/2016 6/30/2016 8/29/2016	
Corporate ID	ALL 💙	ALL	BY Closeout 🗸		Last R	Invoice Paid Invoice Distr Dispute Subr Dispute Distr	By Of Ibution Of mission Of	6/06/2016 4/30/2016 6/30/2016 8/29/2016 8/29/2016	ipreadsheet loaded Date

10. A separate window may open requiring a user to make a selection regarding the information contained in the data file summary section. Since Excel spreadsheets can only contain a limited number of lines of data, multiple sections may be available for download.

Select Spread	Isheet Section - Internet	Explorer		X
https://apps	.tpadministrator.com/tp	oacgdp/SpreadsheetSelec	ctionServlet	a
most et	fficient option at th	ata needed to gen his time is to downl t each section from	load the report	

- 11. Select one (1) of the decision buttons in the message that appears at the bottom of the screen:
 - <u>Open</u> to view the data in Excel spreadsheet format
 - <u>Save</u> to save the data in Excel spreadsheet format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected *Open* button.

Do you want to open or save P1_9_2016_readable_detail_report.xlsx from a70lppaltedi003.a70adexmed.com?		Save	•		Cancel	Х
--------------------------------------------------------------------------------------------------------	--	------	---	--	--------	---

12. After selecting the <u>Open</u> button, an Excel spreadsheet containing the invoice line item summary will display.

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4	10.00	Lief Pag	a token.	- Firester	2403	Revene - Ve	iei Arnbat											0 = 0
A	Theres	3 6		Ant Ant	Hinto Backy		Liji Hodini Autom (ji) Heapiti Autom (ji) Scotte 200 Konesta Pri	est Va	ww. V Ter			netture Align Balan S	田昌					
	117	(#C)	4															
4	A1 11	1	1.6	. D	E	- F	16	1	(T			1 D.1.	- M	S INC.	0	11 19 11	Ω.	
	MANUFACTURER P-NUMBER	TRANH- REPOILT YEAR (pos 6-9)	LABILIE CODE	TYPE	SEQUENCE NO	SERVICE 10	PRESERVITION	DETMD - FBL NUMBOR (pers 44-45)	DETMO - DWYS SUPPLY (pos 45-48)	QUARTITY DISPENSED	SHALL	SERVICE PROVIDER	SERVICE SERVICE PROVIDER (D (pos-69-63)	REPORTED GAP DISCOUNT PREVIOUS AWOUNT	DETIND- REPORTED GAP DISCOUNT CURRENT AMOUNT (pos 95-105)	DETMD - UPHELD DESPUTE REIMBURGONENT AMOUNT (pos 106 156)		REASON
2	P1_8	2034	00_9	DETIND.	00000000	00_9033910	000006192272	C0	903	15.000	38121200	01	1 <u></u> I	152.87	0.00	1112.67	281204	004
	P[_]	2021	00_3	DETIND	8008002	00_9640910	000003575290	άr	028	12,000	30130607	δn.	16	15.00	6.00	(13.69	201303	008
h	· · ·	PORT (page	10.05	-	-	1						140				_		
1	de l															COLUMN AND	121	0

- 13. Once review of Excel spreadsheet is complete, return to the **Reports** tab.
- 14. The **Reports Filter Results region Data** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Spreadsheet Downloaded Date</u> column.

		CMS	S.			Contract, Marine	r.Profile Logout	Logged on as XH Test Environme
Home	Payments	Completed	Tecopts	Reports	Disputes			
lanufac	turer Porta	al CGDI	P Reports	6		-		
Eport Type Invoice	Nata O Tracking O	Batch O Sponse	or 1099 Information	n O Ad Hoc		Current Cutoff Reporting Period	Calendar 201601	
Corporate ID	P Number	Reporting Period	Invoice Type BY Closeout V	1-1	out of 1	Invoice Paid By Invoice Distribution Dispute Submission	06/06/2016 04/30/2016 06/30/2016	
	P Number	and the second se	C	1-1	out of 1	Invoice Distribution	04/30/2016	

You have now completed accessing BY Closeout detail data reports.

CGDP Portal – Tracking Reports

The **Reports tab** – **Tracking** provides Manufacturers with the capability to select and view the cumulative BY Closeout reports that provide the status of all upheld disputes for the closed benefit year.

The Upheld Dispute Tracking Report for Manufacturers is a report that will provide the Manufacturer with the status of invoiced PDEs that were disputed and subsequently upheld. The purpose of the report is to inform Manufacturers of any adjustment or deletion activity undertaken by the Sponsor in response to the upheld dispute.

As a reminder, Manufacturers should consider that not all adjustments to a PDE record in response to an upheld dispute will result in a full or even partial reimbursement of the gap discount to the Manufacturer. Part D Sponsors can make changes to both financial and/or non-financial elements on the PDE record to resolve the issue that led to the successfully disputed PDE, for example through an adjustment to a field such as Fill Number, Days' Supply or Quantity Dispensed on the PDE record. This type of resolution may or may not result in the Manufacturer receiving the gap discount amount back.

	PALMETTO GB		CMS				Souther for 1 dr	Profile Logout Help Be Loged on Test Env
	Home	Payments.	Completed	Hecepts	Reports	Disputes		
M	lanufactur	er Port	al CGDP	Reports			-	
R	Invoice Data	Tracking	OBatch OSponsor	1099 Information	O Ad Hoc		3 Current Cutoff Reporting Period	201601
	Corporate ID XP1_9	P Number	Reporting Period	Invoice Type BY Closeout V	1-1	out of 1	Invoice Paid By Invoice Distribution Dispute Submission	06/06/2016 04/30/2016 06/30/2016
							Dispute Distribution	08/29/2016
	Invoice Type		Number	Reporting ID	Date	Loaded	Download File	Last Download Da

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab – Tracking** contains five (5) regions.

- 1. **Tabbed region** displays the tab that is currently active and the tabs available for selection. This tabbed region remains the same during report type selection.
- Report Type Selection region Tracking provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc. Note: Descriptions of the <u>Batch, Sponsor 1099 Information</u>, and <u>Ad Hoc</u> report types follow in subsequent instructional sections of the manual for each report type. Descriptions and instructions of the <u>Invoice</u> and <u>Data</u> report types are provided in prior sections.
- 3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of distributed invoices. This calendar region remains the same during report type selection.
- 4. **Reports Filter region Tracking** allows the user to search data listed by the defaulted Corporate ID.

5. **Reports Filter Results region – Tracking** displays results based on data selected in the **Report Type Selection region**. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe each region and the functions associated with Reports – Tracking functionality.

Tabbed Region - Reports

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

1	Home	Payments	Completed	Receipts	Reports	Disputes
---	------	----------	-----------	----------	---------	----------

Report Type Selection Region - Tracking

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated <u>Tracking</u> radio button.

2 Report Type O Invoice O Data I Tracking O Batch O Sponsor 1099 Information O Ad Hoc	0	Report Typ	e – – – – – – – – – – – – – – – – – – –				
	2	○ Invoice	O Data	Tracking	O Batch	○ Sponsor 1099 Information	O Ad Hoc

The population of the <u>Tracking</u> radio button allows a user to select and view distributed invoice line reports.

The Tracking report will provide Drug Manufacturers the history of gap discounts invoiced in Q17 which were successfully disputed but not invoiced to Sponsors as due to the Drug Manufacturer in any invoicing cycle after Q17. The Tracking report will also provide changes that Part D Sponsors make to non-financial data on disputed PDE records if that change resolves the issue that was the basis for the upheld dispute for the benefit year. Any successful disputes or appeals from previous quarters of the benefit year for which the Part D Sponsor has not taken action would be included in this report as well.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

3	Current Cutoff Calendar							
	Reporting Period	201601						
	Invoice Paid By	06/06/2016						
	Invoice Distribution	04/30/2016						
	Dispute Submission	06/30/2016						
	Dispute Distribution	08/29/2016						

Reports Filter Region – Tracking

The **Reports Filter region** – **Tracking** contains five (5) fields to assist a user with narrowing distributed invoice search criteria.

4	A Corporate ID	B P Number	C Reporting Period	D Invoice Type	E 1 - 1 out of 1
	XP19	ALL 🗸	ALL 🗸	BY Closeout∨	

- A. Corporate ID column defaults to the Corporate ID utilized to access the system.
- B. <u>P Number</u> field displays the P number for distributed invoices. The drop down list provides update capability to select any P number from those assigned to the Corporate ID.
- C. <u>Reporting Period</u> field allows a user select reporting periods for distributed BY Closeout invoices by calendar year in YYYY format. To view all distributed invoices, users can select 'ALL' from the drop down list.
- D. <u>Invoice Type</u> field allows a user to select the type of invoice report to view from the drop down menu. The <u>Invoice Type</u> field defaults to BY Closeout.
- E. <u>Item Count</u> column displays the number of tracking report line items appearing on the current page of the total number of tracking reports included for the reporting period.

Reports Filter Results Region – Tracking

The Reports Filter Results region - Tracking displays information requested for tracking reports.

The **Report Filter Results region** – **Tracking** contains six (6) columns used to review the BY Closeout benefit year reports that provide the status of each gap discount PDE saved in the CMS database and allows the user to download the information for review.

5	A Invoice Type	8 P Number	C Reporting ID	D Date Loaded	E Download File	F Last Download Date	1
	BY Closeout	P1_9	2016	06/14/2016	0	06/29/2016 @ 2:33 PM	

- A. <u>Invoice Type</u> column displays the type of invoice selected in the **Reports Filter region** and defaults to BY Closeout.
- B. <u>P Number</u> column displays a specific P number, or all P numbers associated with the Corporate ID.
- C. <u>Reporting ID</u> column displays distributed BY Closeout tracking report by corresponding reporting period, in YYYY format.
- D. <u>Date Loaded</u> column displays the date the distributed BY Closeout tracking reports are loaded to the Portal. Date format is DD/MM/YYYY.
- E. <u>Download File</u> column displays a radio button to allow downloading of distributed BY Closeout information loaded to the Portal.
- F. <u>Last Downloaded Date</u> column displays the last date and time distributed BY Closeout report data retrieved from the Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Tracking Reports

Accessing Tracking Reports

Manufacturers can utilize the Portal to view tracking reports that contain disputed invoice line item history. The **Reports tab** – **Tracking** provides Manufacturers with the capability to select and view the cumulative BY Closeout report that display the status of all upheld disputes for the closed benefit year. Information provided in the tracking report will communicate whether correction of the disputed PDE record has occurred in a manner that resolved the issue that led to the dispute and whether the correction resulted in a financial or non-financial change to the invoice data. Any successful disputes or appeals from previous quarters of the benefit year for which the Part D Sponsor has not taken action would be included in this report as well.

This instruction provides direction on accessing the **Reports tab** – **Tracking** and the functions available for use. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review BY Closeout tracking reports. Instruction for daily login into the Portal can be located in the CGDP Manufacturer Portal Introduction and Login Users Guide located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for the Manufacturer for the reporting period.

Home	Payments	Completed	Recepts	Reports	Disputes	
Manufactu	irer Portal	Coverag	e Gap Disc	ount Pr	ogram Hon	ne 🛋
orporate ID Invo XP19 ALL	ice Type P Numbr		Status		I - S out of S	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
Invoice Type BY Closeout Quarterly	P.Number P19 P19	Reporting Period 2016 201601	Status N/A Available	Select		For payment functions, start by selecting a line item from the list to the left of this message.
Quarterly Quarterly Quarterly	P19 P19 P19	201504 201503 201502	Available Available Available	000		Available Invoice is ready for payment initiations Failed One or more items has an unsuccessful payment attempt Incomplete One or more items have not been paid N/A No invoice due for payment. Receipt of funds due from Manufacturer or Sponsor. Fending All line items have been paid successfully Successfully
						Reporting Periods with no invoice line items Filter by: P Number [ALL Reporting Period [ALL Period P Number Reporting Period Period There is an invoice report for the selected P Number P Number P Number

3. On the **Reports** tab, populate the <u>Tracking</u> radio button in the **Report Type Selection** region and select BY Closeout from the <u>Invoice Type</u> drop down list located in the **Reports Filter** region.

PALMETTO GB		8		Contact Us M	y Profile Logout Help Reportin Legged on as XMM Test Environme
Home	Payments Completion	Recepts R	aports Disputes		
Manufactur	er Portal CGDI	P Reports		á	
Report Type O Invoice O Data	• Tracking O Batch O Sponso	or 1099 Information	Ad Hoc	Current Cutoff Reporting Period	Calendar 201601
Corporate ID	P Number Reporting Period	Invoice Type BY Closeout	1 - 1 out of 1	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	06/06/2016 04/30/2016 06/30/2016 08/29/2016
Invoice Type	P Number	Reporting ID 2016	Date Loaded 06/14/2016	Download File	Last Downloaded Date

4. To view a specific cumulative BY Closeout report, populate the <u>Download File</u> radio button that corresponds to the applicable <u>P Number</u> in the **Reports Filter Results region**.

PALMETTO GB		MS			Contact.Us Hy	Profile Logout Help Reportin Logged on as XHK Test Environme
Home	Payments (Completent Reco	pes Reports	Disputes		
Manufactur	er Portal	CGDP Rep	orts		-	
O Invoice O Data	Tracking 🔿 Bab	ch 🔿 Sponsor 1099 In	formation O Ad Ho	c	Current Cutoff Reporting Period	Calendar 201601
Corporate ID	and the second se		ce Type seout ❤	I - 1 out of 1	Invoice Paid 8y Invoice Distribution Dispute Submission Dispute Distribution	06/06/2016 04/30/2016 06/30/2016 08/29/2016
Invoice Type BY Closeout	P Num P1	1999 - Contra 1997 - Contra 19		ste Loaded 6/14/2016	Download File	Last Downloaded Date

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected <u>Open</u> button.

Do you want to open or save P19_2016_tracking_report.txt from a70lppaltedi003.a70adexmed.com?	Open	Save	•	Cancel	х

6. After selecting the <u>Open</u> button, the file information for the invoice line item will display.

Rie Edit Format Ven Hela					
U078H201400000032016041312411312UMTP19					-
I078H201400000012016041312411312(M12011					
metup0000001201103p04005000000038788720000096191530020110829011	_3 00_5	5026025	0300000030000	00000000000000000000003	
mtub0000002201103b04005000000036658430000066955629520110702011	_3 00;_3	1026023	025000000416700065026025	02500000416700003	
xtup0000004201103p060050000000194252400000713879900020110806011	_2 00_5	5026025	025000000250000065026025	0250000025000000101	
0x Tup000001020111700400\$0000001200650420000001136090120110218011	_9 00_5	5027225	025000000300000065027225	01800000325000000199	1
KTUD00000112011170040050000001200450190000001516090420110424011	0 00_5	5027225	02550000030000065027225	01800000230000001	
06 TuD0000014 20111760400100000012006 504100000017 1582002011052 1011	9 00_5	1027223	02500000030000065027225	01800000250000003	
ID76T2014000000120160413124113120412011000000001400000000000	5100000000				
078H2016000000220160413124113120M72012					
DETVD0000001201203004000000000412694920000012274950120120810013	3 00_3	5027510	0090000060000065027310	00900000600000003	
xe Tub00000002201205b140080000000543948570000015839700620121226011	_3 00_8	8043815	03000000300000078043815	030000003000000003	
mm/b0000003201212b1400,80000000287530210006062856050620120127011	1 00_8	8043815	03000000300000078043815	030000003000000003	
IDTBT20150000022016041312411312IMT201200000000030000000000000000000000000	6000000000				
UDTWT201600000032016041313411312UNTF1000000000170000000000000000000000000	00000000015				

- 7. Once review of text file is complete, return to the **Reports** tab.
- 8. The **Reports Filter Results region Tracking** will display the date and time of the last download of the specific invoice line item(s) in the <u>Last Downloaded Date</u> column.

								Legged on Test Envi
Home	Payments	Completent	Recepts	Reports	Disputes			
lanufactu	rer Por	tal CGDP	Reports			a		
O Involce O Data	Tracking	O Batch O Sponsor	O Ad Hoc		Current Cutof Reporting Period	f Calendar 201601		
C THANDE C Date								
Corporate ID	P Number	Reporting Period	Invoice Type BY ClosedutY	1-1	sut of 1	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	06/06/2016 04/30/2016 06/30/2016 08/29/2016	

You have now completed accessing BY Closeout tracking reports in the Portal.

CGDP Portal – Batch Reports

The **Reports tab** – **Batch** provides the user with the ability to review payment batch information submitted via the Portal.

Home Manufact	Paymenta	tangeted	Ren		ports	Disputer					
Report Type		Batch O Sponsor Reporting Period [ALL V]	ं	ormation O	Ad Hoc 1 - 34 tu	10/34		Current Cutoff (Reporting Period Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	Colendar 2014 08/33/2014 07/01/2014		
Corpora	e ID	Submission Dat	e	st	tatus		_	Download File	Last Do	wnload Date	
×P1_	8	Submitted at 09/18/20 4:14 PM	15 @	Successfull	ly processe	t		0	01/21/2016	© 10:29 AM	
		Submitted at 09/11/20 3:22 PH	15 @	Successfull	ly processe			0	01/21/2016	@ 10:41 AM	
		Submitted at 09/11/20 3:19 PM	15 0	Totally	Rejected			0	01/21/2016	@ 10:41 AM	
		Submitted at 08/18/20 11:22 AM	15 0	Partially	Rejected			0	01/22/2016	0 1/24 PM	
		Submitted at 07/29/20 2:50 PM	15.0	Partially	Rejected			0	01/21/2016	@ 10/39 AM	
		Submitted at 07/29/20 2:48 PM	15 Ø	Totally	Rejected			0	07/29/2015	0 2:49 PM	
		Submitted at 07/28/20 1:23 PM		Partially	Rejected			0	07/28/2015	5 @ 1:23 PH	
(Submitted at 07/28/20	15.0	149444	Relacted			6	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	MG 10-11 DM	

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab – Batch** contains five (5) regions.

- 1. **Tabbed region** displays the tab that is currently active and the tabs available for selection.
- Report Type Selection region Batch provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc. Note: Descriptions of the Sponsor 1099 Information and Ad Hoc report types follow in subsequent instructional sections of the manual. Descriptions and instructions of the Invoice, Data, and Tracking report types are provided in prior sections.
- 3. Current Cutoff Calendar region provides a user with key program dates for proper processing of invoice line items.
- 4. **Reports Filter region Batch** allows a user to search data listed by the defaulted Corporate ID.
- Reports Filter Results region Batch displays results based on data selected in the Report Type Selection region. Details displayed in this region depend on the report type selection made.

The upcoming pages will describe each region and the functions associated with Batch Reports functionality.

Tabbed Region – Reports

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

(1)	Home	Payments	Completed	Receipts	Reports	Disputes
-----	------	----------	-----------	----------	---------	----------

Report Type Selection Region – Batch

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated <u>Batch</u> radio button.

2	Report Typ	be		_			_
2		O Data	○ Tracking	Batch	O Sponsor 1099 Information	O Ad Hoc	
		-					

The population of the <u>Batch</u> radio button provides a user with reports containing uploaded batch file results when using the **Payment Initiation Upload** process. A user can view batch file status for successful processing, partially or totally rejected batch file uploads and review errors associated with rejected records.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

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

Reports Filter Region – Batch

The **Reports Filter region** – **Batch** contains five (5) columns to allow a user to view batch file data uploaded to the system.

4	A Corporate ID	B P Number	C Reporting Period	D Invoice Type	E 1 - 34 out of 34
	XP18		ALL 🗸	ALL 🗸	

- A. <u>Corporate ID</u> column defaults to the Corporate ID utilized to access the system.
- B. <u>P Number</u> field remains blank.
- C. <u>Reporting Period</u> field allows a user to select reporting periods for quarterly distributed invoices, by calendar year and quarter, in YYYYQQ format. To view all distributed invoices, users can select 'ALL' from the drop down list.
- D. <u>Invoice Type</u> field allows a user to select the type of invoice to view from the drop down menu. Manufacturers will use the <u>Invoice Type</u> of Quarterly.

Note: The Invoice Type of BY Closeout will not produce batch reports because Manufacturers will not process payments for BY Closeout invoices.

E. <u>Item Count</u> column displays the number of line items displayed on the current page of the total number of line items included for the reporting period.

Reports Filter Results Region – Batch

The **Reports Filter Results region – Batch** contains five (5) columns used to review batched payment initiation files loaded to the system.

5 A Corr	porate ID	B Submission Date	C Status	D Download File	E Last Download Date
×	(P18	Submitted at 09/18/2015 @ 4:14 PM	Successfully processed	0	01/21/2016 @ 10:29 AM
		Submitted at 09/11/2015 @ 3:22 PM	Successfully processed	0	01/21/2016 @ 10:41 AM
		Submitted at 09/11/2015 3:19 PM	Totally Rejected	0	01/21/2016 @ 10:41 AM
		Submitted at 08/18/2015 @ 11:22 AM	Partially Rejected	0	01/22/2016 @ 1:24 PM
		Submitted at 07/29/2015 @ 2:50 PM	Partially Rejected	0	01/21/2016 @ 10:39 AM
		Submitted at 07/29/2015 @ 2:48 PM	Totally Rejected	0	07/29/2015 @ 2:49 PM
		Submitted at 07/28/2015 @ 1:23 PM	Partially Rejected	0	07/28/2015 @ 1:23 PM
		Submitted at 07/28/2015 @	Partially Rejected	0	07/28/2015 @ 1-21 PM

- A. Corporate ID column defaults to the Corporate ID utilized to access the system.
- B. <u>Submission Date</u> column displays the batch file date and time for files loaded to the system. Date format is MM/DD/ YYYY. Time format is HH:MM AM/PM.
- C. <u>Status</u> column provides the condition of the batch file loaded to the system. Processed batches display statuses such as successfully processed, partially rejected (containing line failures), or totally rejected.
- D. <u>Download File</u> column displays a radio button to allow downloading of batch file information loaded to the system.
- E. <u>Last Download Date</u> column displays the last date and time batch summary data retrieved from the Portal. Date format is MM/DD/ YYYY. Time format is HH:MM AM/PM.

CGDP Portal Instructions – Batch Reports

Accessing Batch Reports

Manufacturers can utilize the **Reports tab** – **Batch** functionality to review the outcome of the payment processing batch text files for multiple invoice line items and provide a user with reports containing uploaded batch file results when using the **Payment Initiation Upload** process. A user can view batch file status for successful processing, partially or totally rejected batch file uploads and review errors associated with rejected records.

This instruction provides direction on accessing invoice batch reports functionality. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review batch reports. Instruction for daily login into the Portal can be located in the CGDP Manufacturer Portal Introduction and Login Users Guide located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab to view the report types available for the Manufacturer for the reporting period.

ALMETTO GI		CI	MS						Logged on as XP1. Test Environm	
Home	Payments	Our	npietins	Recepts:	Reports	Disputes				
anufacture	Portal	Cov	erage G	ap Discou	nt Prog	ram Home		10		
Corporate ID Invol xP18 ALL	~ [A	Number	Reporting Feriod	Status		1 - 1 out of 1	you can init payments a your report	liate a payment ind receipt of pi s.	Discount Portal where , check the status of lyments as well as view	
Quarterly	P Number P1_8		Period 101502	Status Available	Select				rt by selecting a line It of this message.	
							Failed S Incomplete C N/A b Pending A	One or more ite sayment attemp one or more ite to invoice due f unds due from Al line items ha successfully	for payment initiations ms has an unsuccessfu & ms have not been paid or payment. Receipt of Manufacturer or Spons ve been initiated ve been paid successfu	ıl I For,
							Reportin Filter by:	g Periods with P Number ALL	Reporting Period	
							PN	lumber	Reporting Period	
							P1. P1. P1. P1.	8 8 9 9	201601 201504 201503 201501 201504	
								9	201503	

3. On the **Reports** tab, populate the <u>Batch</u> radio button in the **Report Type Selection region**.

ALMETTO GBA,	(CMS			Logged	on as XP1_0
Home Paym	ents Completed Rece	gis Reports Disputes			
lanufacturer l	Portal CGDP Rep	ports			
eport Type Invoice O Data O Trac	king 💽 Batch 🔿 Sponsor 1099 Is	nformation O Ad Hoc	Current Cutoff Calendar Reporting Period 2016		
Corporate ID P Num	ber Reporting Period Invol	ce Type 1 - 34 nut of 54	Invoice Paid By	08/23/2016	
XP1B	ALL V ALL	×	Invoice Distribution Dispute Submission	07/01/2016	
			Dispute Distribution		
Corporate ID	Submission Date	Status	Download File	Last Down	load Date
XP1	Submitted at 09/18/2015 @ 4:14 PM	Successfully processed	Ö	01/21/2016 0	10:29 AM
	Submitted at 09/11/2015 @ 3:22 PM	Successfully processed	0	01/21/2016 @	10:41 AM
	Submitted at 09/11/2015 @ 3:19 PM	Totally Rejected	ö	01/21/2016 @	10:41 AM
	Submitted at 08/18/2015 @	Partially Rejected	ò	01/22/2016 0	
	Submitted at 07/29/2015 @ 2:50 PM	Partially Rejected	ö	01/21/2016 @	
	Submitted at 07/29/2015 @ 2:48 PM	Totally Rejected	0	07/29/2015 ¢	
	Submitted at 07/29/2015 @ 2:46 PM	Totally Rejected	o	07/29/2015 0	
	Submitted at 07/28/2015 @ 4:40 PM	Partially Rejected	0	12/28/2015 0	
	Submitted at 07/28/2015 @ 3:16 PM	Totally Rejected	0	07/28/2015 0	
	Submitted at 07/28/2015 @ 3:14 PM	Partially Rejected	0		Standard.
	Submitted at 07/28/2015 @ 1:23 PM	Partially Rejected	0	07/28/2015 0	1:23 PM
	a said of the	- arctant reference		01120120120 0	and pro

4. Populate the <u>Download File</u> radio button to correspond to the applicable batch file to review.

PALMETTO G		CMS				Contact Us My Profile		an XP1_B
Home	Creyonne	Completed	Receipts	Reports	Disputes			
lanufactu	rer Po	rtal CGDP R		-				
Report Type O Invoice O Data	Tracking	Batch O Sponsor 10		Current Cutoff Calendar Reporting Period 2016				
Corporate ID	P Number		involce		ut of 34	Invoice Paid By Invoice Distribution	08/23/2016 07/01/2016	
xP16		ALL V	11	Ŷ		Dispute Submission Dispute Distribution		
Corporate	ID	Submission Date		Status		Download File	Last Dow	nioad Date
XP1B		Submitted at 09/18/2015 4:14 PM	0	Successfully process	ed	0	01/21/2016 @	10:29 AM
		Submitted at 09/11/2015 3:22 PM	•	Successfully process	ed	0	01/21/2016 0	10:41 AM
		Submitted at 09/11/2015 3:19 PM	0	Totally Rejected		0	01/21/2016 0	10:41 AM
		Submitted at 08/18/2015 11:22 AM	0	Partially Rejected		0	01/22/2016 (5 1:24 PM
		Submitted at 07/29/2015 2:50 PM	٥	Partially Rejected		0	01/21/2016 0	10:39 AM
		Submitted at 07/29/2015 2:48 PM	0	Totally Rejected		0	07/29/2015 (5 2:49 PM
		Submitted at 07/29/2015 2:46 PM	0	Totally Rejected		0	07/29/2015 (5 2:47 PM
		Submitted at 07/28/2015 4:40 PM	0	Partially Rejected		0	12/28/2015 (
		Submitted at 07/28/2015 3:16 PM	ø	Totally Rejected		0	07/28/2015 (12112
		Submitted at 07/28/2015 3:14 PM	0	Partially Rejected				
		Submitted at 07/28/2015 1:23 PM	ø	Partially Rejected		0	07/28/2015 (5 1 22 DM
		CONTRACTOR OF THE OWNER	0	Farmany rejected			07/20/2013 (a siza set

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>*Open*</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected *Open* button.

Do you want to open or save XP1_8_batch_report.txt from apps.tpadministrator.com?	Open	Save	•	Cancel	×
-----------------------------------------------------------------------------------	------	------	---	--------	---

6. After selecting the <u>Open</u> button, review the downloaded batch text file for line items containing both success and failed line items.

XP1_8_batch_report.txt - Notepad	x
File Edit Format View Help	
HDR;XP18;201501 DET;P18;E22;CG150118E22;20150821;N;Scheduled Payment for Future Date DET;P18;E34;CG150118E34;20150821;N;Invalid bank account DET;P18;H01;CG150118H01;20150818;Y;Invalid bank account DET;P18;H08;CG150118H08;20150818;N;Invalid bank account DET;P18;H09;CG150118H09;20150821;Y;Deferred	*

7. Once review of text file is complete, return to the **Reports** tab.

8. The **Reports Filter Results region** – **Batch** will display the date and time of the last download of the specific batch file item(s) in the <u>Last Download</u> column.

ALMETTO GBA			Contact Us My Pro	2010/02/02/02/02/02	i on as XP1	5
Home	Payments Completed Roce	mili Reports Disputes				
lanufacture	er Portal CGDP Rep	ports	=			
eport Type Invoice O Data	Tracking Batch O Sponsor 1099 1	nformation O Ad Hoc	Current Cutoff Reporting Period	2016		
Corporate ID XP18	P Number Reporting Period Invol ALL V ALL	ce Type 1 - 34 sut of 34	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	08/23/2016 07/01/2016		
Corporate ID	Submission Date	Status	Download File	Last Down	nload Date	1
XP10	Submitted at 00/18/2015 @ 4:14 PM	Successfully processed	0	01/21/2016 @	10:29 AM	
	Submitted at 09/11/2015 3:22 PM	Successfully processed	Ó	01/21/2016 @	10:41 AM	
	Submitted at 09/11/2015 @ 3:19 PM	Totally Rejected	0	01/21/2016 0	10:41 AM	
	Submitted at 08/18/2015 @ 11:22 AM	Partially Rejected	ö	01/22/2016 (0 1:24 PM	
	Submitted at 07/29/2015 @ 2:50 PM	Partially Rejected	0	01/21/2016 @	10:39 AM	
	Submitted at 07/29/2015 @ 2:48 PM	Totally Rejected	0	07/29/2015 (3 2:49 PM	
	Submitted at 07/29/2015 @ 2:46 PM	Totally Rejected	0	07/29/2015 (\$ 2:47 PM	
	Submitted at 07/28/2015 @ 4:40 PM	Partially Rejected	0	12/28/2015 () Z:33 PM	
	Submitted at 07/28/2015 @ 3:16 PM	Totally Rejected	0	07/28/2015 0	3:17 PM	
	Submitted at 07/28/2015 @ 3:14 PM	Partially Rejected	ø	07/19/2016 (0 10:11 AM	
	Submitted at 07/28/2015 @ 1:23 PM	Partially Rejected	o	07/28/2015 (\$ 1:23 PM	1
	Submitted at 07/28/2015 @	Partially Rejected		07/26/2015.0		

You have now completed accessing Batch Reports.

CGDP Portal – Sponsor 1099 Information Reports

The **Reports tab** – **Sponsor 1099 Information** provides a user with the ability to review Sponsor 1099 related non-bank account information for entities receiving payments from Manufacturers via the Portal.

This 1099 information report will give a user relevant, easily identifiable, non-bank account information for Sponsors such as business name, tax identification number/employer identification number (TIN/EIN), and mailing address.

	LMETTO G		CMS	5		Contact	Us <u>My Profile</u> Logout L	Help Reportin
12	Home	Payments	Completed	Receipts	Reports	Disputes		
Rep	nufacture ort Type nvoice ① Data		CGDP Rep		tion O Ad Hoc		Current Cutoff Reporting Period	2017
i) C	orporate ID XP1_8						Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	08/26/2017 07/19/2017
1000	ose Format Iownload Tex	File O Downloa	d Spreadsheet				72	

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The Reports tab – Sponsor 1099 Information contains four (4) regions.

- 1. **Tabbed region Reports** displays tabs available for selection and the tab that is currently active.
- 2. **Report Type Selection region Sponsor 1099 Information** provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

Note: Description of the <u>Ad Hoc</u> report type follows in a subsequent instructional section of the manual. Descriptions and instructions of the <u>Invoice</u>, <u>Data</u>, <u>Tracking</u>, and <u>Batch</u> report types are provided in prior sections.

- 3. **Current Cutoff Calendar region** provides a user with key program dates for proper processing of invoice line items.
- 4. **Corporate ID Choose Format region** displays the defaulted Corporate ID and allows the user to select the report format to download the **Sponsor 1099 Information** report, in either a text file or Excel spreadsheet.

The upcoming pages will describe each region and the functions associated with <u>Sponsor 1099</u> <u>Information</u> Reports functionality.

Tabbed Region – Reports

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

(1)	Home	Payments	Completed	Receipts	Reports	Disputes
-----	------	----------	-----------	----------	---------	----------

Report Type Selection Region – Sponsor 1099 Information

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated <u>Sponsor 1099 Information</u> radio button.

2	Report Typ	e				
2	O Invoice	O Data	O Tracking	O Batch	Sponsor 1099 Information	O Ad Hoc
		0 0000	· · · · · · · · · · · · · · · · · · ·	U Daten		· //d ///04

The population of the <u>Sponsor 1099 Information</u> radio button provides a Manufacturer with 1099 information for each sponsor participating in the Program. This 1099 information report will provide a user with relevant, easily identifiable, non-bank account information for Sponsors. A user can view the file in text or spreadsheet format.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

3	Current Cutoff	Calendar
	Reporting Period	201601
	Invoice Paid By	06/06/2016
	Invoice Distribution	04/30/2016
	Dispute Submission	06/30/2016
	Dispute Distribution	08/29/2016

Corporate ID and Choose Format Region

The **Corporate ID and Choose Format region** contains the <u>Corporate ID</u> column that defaults to the Corporate ID utilized to access the Portal and allows a user to view 1099 data uploaded to the system. It also contains two (2) radio buttons to allow a user to select between text files or Excel spreadsheet files to view 1099 data.

4	Corporate ID	Choose Format
	XP1_8	A \bigcirc Download Text File B \bigcirc Download Spreadsheet

- A. <u>Download Text File</u> radio button selected to view the Manufacturer 1099 data in a text file format.
- B. <u>Download Spreadsheet</u> radio button selected to view the Manufacturer 1099 data in an Excel spreadsheet format.

CGDP Portal Instructions – Sponsor 1099 Information Reports

Accessing Sponsor 1099 Information Reports

Manufacturers can utilize the **Sponsor 1099 Information Reports** functionality in the Portal to view non-bank account information to assist with 1099 reporting for payments made to Sponsors.

This instruction provides direction on accessing the 1099 information reports functionality. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

- Authorized end users will access the Portal to review Sponsor 1099 Information reports. Instruction for daily login into the CGDP Portal can be located in the CGDP Manufacturer Portal Introduction and Login Users Guide located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 2. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for the Manufacturers for the reporting period.

COLEMAN CHOLP CON	attany -	100000.000.000	COP & MENCLET ROOM	-				Test Environme
Home	Payment	Cur	00000	Recepto	Reports	Disputes		
anufacture	er Portal	Cov	erage G	ap Discou	nt Progra	m Home	÷.	
Corporate ID Inv [XP1_8 v] [ALL	2000 C 000 C 00	P Number	Reporting Period	Status		1 - 2 out of 2	Welcome to Coverage Gap D you can initiate a payment, payments and receipt of pay your reports.	check the status of
Invoice Type BY Closeout	Corporate I		mber 8	Reporting Period 2016	Status N/A	Select	For payment functions, start item from the list to the left	
Quarterly	XP1_8			201502	Available		payment attempt Incomplete One or more item N/A No invoice due for	s has an unsuccessful s have not been paid payment. Receipt of anufacturer or Sponsor, s been initiated
							Reporting Periods with Filter by: P.Number P.Number P.Number	Reporting Period

3. To review the <u>Sponsor 1099 Information</u>, select the **Reports** tab and populate the <u>Sponsor 1099</u> Information radio button.

PALMETTO G	Contraction of the second s	CMS	S		Contact	t. Us T My Profile T Logaut L	Help Heportin ogged on as XP1_1
Home Manufacture	Payments	Compariso CGDP Rep	Recepts .	Reports	Disputes		
- Report Type —	Data O Tracking		onsor 1099 Info	ormation OAd	Нос	Current Cutoff Reporting Period	2017
Corporate ID XP1_8	Choose Format O Download T	ext File 🔿 Down	load Spreadsh	ieet		Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	08/26/2017 07/19/2017

4. To view the 1099 information in text file format, populate the <u>Download Text File</u> radio button.

		CMS	Santa		Contact	LUS My Profile Logout L	Help Reporti Logged on as XP1_
Home	Payments	Completed	Forcespts	Reports	Disputes		
lanufactur	er Portal	CGDP Rep	orts			100	
Aanufacture Report Type — O Invoice O I	er Portal Data O Tracking	CGDP Rep	ports	ormation O Ad	Нос	Current Cutoff Reporting Period	Calendar 201

- 5. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>*Open*</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>Cancel</u> to exit the decision message

This example displays the selected *Open* button.

	Do you want to open or save XP1_8_1099_report.txt from a701ppaltedi003.a70adexmed.com?	Open	Save	•	Cancel	×
--	----------------------------------------------------------------------------------------	------	------	---	--------	---

6. After selecting the <u>Open</u> button, review the downloaded text file for <u>Sponsor 1099 Information</u>.

This example displays the downloaded text file with the type of information available on the <u>Sponsor 1099 Information</u> report after selecting the <u>Download Text File</u> radio button.



- 7. Once review of the text file is complete, return to the **Reports** tab.
- 8. To view the 1099 information in spreadsheet format, populate the <u>Download Spreadsheet</u> radio button.

PALMETTO G		CMS	5		Contact	t Us <u>My Profile</u> <u>Logout</u> I	Help Reportin agged on as XP1
Home	Payments	Completied	Receipts	Reports	Disputes		
Manufactur	er Portal	CGDP Rep	orts				-
 Report Type — 			and the second sec				
	Data O Tracking	O Batch 💌 Sp	ionsor 1099 Info	rmation O Ad	Hoc	Reporting Period Invoice Paid By	201 08/26/201

- 9. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - *Open* to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>Cancel</u> to exit the decision message

This example displays the selected *Open* button.

Do you want to open or save 1099_report.xlsx from apps.tpadministrator.com ?	Open	Save 🔻	Cancel	×

10. After selecting the <u>Open</u> button, review the downloaded Excel spreadsheet for <u>Sponsor 1099</u> <u>Information</u>

This example displays the type of information available on the <u>Sponsor 1099 Information</u> report after selecting the <u>Download Spreadsheet</u> radio button.

	A3										-
4	A	8	C .	0	ŧ	F	0	H	1.	L. I	ĸ
	Contract Number	Contract Name	EIN	IRS Name	IRS Street Address 1	IRS Street Address 2	IRS City	IRS State	1000	Revised Date	For Future Use
F	E9999	United States of America Ins. Co.	93-9999999	United States of America Ins. Co.	1234 CGDP Portal DPP Drive		Anytown	MD	999999		

11. Once review of the Excel file is complete, return to the **Reports** tab.

You have now completed accessing the Sponsor 1099 Information reports.

CGDP Portal – Ad Hoc Reports

The **Reports tab** – Ad Hoc is used to provide a user with the ability to access special data and reports, such as archived reports or other documentation, which are not readily available in the Portal.

The **Ad Hoc** functionality allows a user to view data requested from the TPA using contact information listed on the *Contact Us* link in the Portal. Fulfilled report requests are available via the population of the <u>Ad Hoc</u> radio button.

Note: Access to submit a <u>request</u> for an Ad Hoc report does not require authorized access to the Portal.

Reports that can appear under the <u>Ad Hoc</u> radio button can consist of:

- Archived reports: Reports typically removed from the Portal two (2) years after initial load. Reports that are archived off the Portal consist of:
 - Invoice
 - Data
 - Tracking
- Special request data: Reports or notifications that do not conform to the existing report formats available on the Reports tab

Requested reports, accessible via the <u>Ad Hoc</u> radio button, will be available for download for one (1) of the following periods:

- Fourteen (14) calendar days from request date
- Seven (7) calendar days after download

Reports are removed from the system depending on which time period expires first, request date or last download date.

CLERKIN GROUP COMPN		5 			Logged in as XP1_
Home	Payments Contpanied	Recepts R	eports Disputes		
lanufacture	Portal CGDP Rep	orts			
Report Type O Invoice O Data	O Tracking O Batch O Spons	or 1999 Information	Ad Hoc	Current Cutoff Ca Reporting Period	lendar 2017
Corporate ID XP1_1	P Number		1 - 1 out of 1	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	08/26/2617 07/19/2017
P Number	Reporting Period	Report Type	Date Loaded	Download File	Last Downloaded Date
P11	201494	Invoice	07/25/2017	000000000000000000000000000000000000000	

The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

The **Reports tab – Ad Hoc** contains five (5) regions.

- 1. **Tabbed region Reports** displays the tabs available for selection and the tab page that is currently active.
- Report Type Selection region Ad Hoc provides a user with six (6) types of reports to view. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc. Note: Descriptions and instructions of the <u>Invoice</u>, <u>Data</u>, <u>Tracking</u>, <u>Batch</u>, and Sponsor 1099 Information report types are provided in prior sections.
- 3. Current Cutoff Calendar region provides a user with key program dates for proper processing of invoice line items.
- 4. **Reports Filter region Ad Hoc** allows a user to search data listed by the defaulted Corporate and all P numbers associated with that Corporate ID.
- 5. **Reports Filter Results region Ad Hoc** displays results based on data requested for review.

The upcoming pages will describe each region and the functions associated with <u>Ad Hoc</u> Reports functionality.

Tabbed Region – Reports

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

(1)	Home	Payments	Completed	Receipts	Reports	Disputes
-----	------	----------	-----------	----------	---------	----------

Report Type Selection Region – Ad Hoc

The **Report Type Selection region** provides a user with six (6) report types to display or download distributed files and reports. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc.

This example displays the populated <u>Ad Hoc</u> radio button.

2	Report Typ	be				
2	O Invoice	O Data	○ Tracking	O Batch	O Sponsor 1099 Information	Ad Hoc
		0		0		

The population of the <u>Ad Hoc</u> radio button provides a Manufacturer with the ability to request reports for Invoice, Data, Dispute Return, and Dispute Resolution files for data no longer available in the Portal.

Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays pertinent program dates for the applicable reporting period. The calendar updates each quarter to provide the active reporting period date information.

3	Current Cutoff	Current Cutoff Calendar							
	Reporting Period	2017							
	Invoice Paid By	08/26/2017							
	Invoice Distribution	07/19/2017							
	Dispute Submission								
	Dispute Distribution								

Reports Filter Region – Ad Hoc

The **Reports Filter region** – **Ad Hoc** contains three (3) fields that allow a user to view ad hoc data loaded to the system.

4	A Corporate ID	B P Number	C 1 - 1 out of 1
	XP1_1	ALL 🗸	J

- A. Corporate ID column defaults to the Corporate ID utilized to access the system.
- B. <u>P Number</u> field defaults to ALL, but allows a user to sort reports visible by P number associated with the Corporate ID.
- C. <u>Item Count</u> column displays the number line items displayed on the current page of the total number of items available for the <u>Corporate ID</u>.

Filter Results Region – Ad Hoc

The **Reports Filter Results region – Ad Hoc** contains six (6) columns to allow a user to display or download requested reports.

Note: Reports that have a date greater than 2015Q2 will not be available on the <u>Ad Hoc</u> page.

Requested reports will be available for download for one (1) of the following periods: two (2) weeks from request date or one (1) week after download. Reports are removed from the system depending on which time period expires first, request date or last download date.

5	A P Number	8 Reporting Period	C Report Type	D Date Loaded	E Download File F Last Downloaded Date
	P1_1	201404	Invoice	07/25/2017	0

- A. <u>P Number</u> column displays to the P number associated with the specific <u>Report Type</u> requested.
- B. <u>Reporting Period</u> column displays to the quarterly reporting period for the requested <u>Report Type</u>. Format of <u>Reporting Period</u> is YYYYQQ, where YYYY represents the calendar year and QQ represents the quarter. Example: The <u>Reporting Period</u> of 201501 represents calendar year 2015 first quarter.
- C. <u>Report Type</u> column displays to the requested report. Report types available for Ad Hoc requests consist of Invoice, Data, Dispute Return, and Dispute Resolution reports.
- D. <u>Date Loaded</u> column displays the date the requested Ad Hoc file was loaded to the Portal. Files will remain available in the **Reports Filter Results region Ad Hoc** page for fourteen (14) calendar days from the <u>Date Loaded</u> or seven (7) calendar days after the <u>Last Download Date</u>, whichever comes first.
- E. <u>Download File</u> column displays a radio button to allow a user to view the specific <u>Report Type</u> in a text file format.
- F. Last Download Date column displays the last date the specific <u>Report Type</u> was downloaded in DD/MM/YYYY and HH:MM AM/PM format. Files will remain available in the **Reports Filter Results region Ad Hoc** page for fourteen (14) calendar days from the <u>Date Loaded</u> or seven (7) calendar days after the <u>Last Download</u> <u>Date</u>, whichever comes first.

CGDP Portal Instructions – Ad Hoc Reports

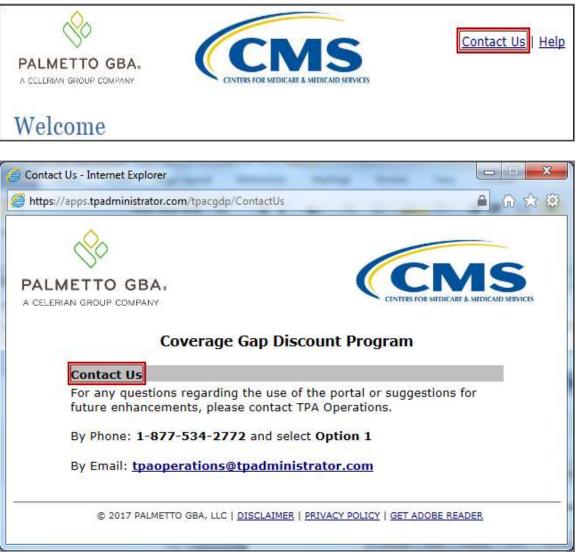
Submitting and Accessing Ad Hoc Reports

Manufacturers can utilize the **Ad Hoc Reports** functionality to view distributed invoice reports prior to the Q2 2015 invoicing period. Report types available for review on the Ad Hoc report page: Invoice, Data, Dispute Return, or Dispute Resolution reports.

This instruction provides direction on accessing the Ad Hoc reports functionality. The **Reports** tab is available for both **Administrator** and **Payment Initiator** roles.

1. To submit a request for an Invoice, Data, or Dispute Resolution report no longer appearing in the Portal, users should contact the TPA utilizing the *Contact Us* link in the Portal. The Ad Hoc request, submitted via email or phone, should contain the reporting period and report type, which should be loaded to the Portal for viewing and downloading.

Access to submit a <u>request</u> for an Ad Hoc report does not require authorized access to the Portal.



- Authorized end users will access the Portal to review completed Ad Hoc reports requests. Instruction for daily login into the Portal can be located in the CGDP Manufacturer Portal Introduction and Login Users Guide located under <u>References</u> on the <u>TPAdministrator.com</u> website.
- 3. After successful login, the **Home** tab will display. Select the **Reports** tab view the report types available for review and download.

Home		Completion	thickets.	Reports	Disputes	
	Payments		Control 1	100000	C	
Manufact	urer Por	tal Coverage	e Gap Disc	ount Pro	gram Hon	ne 🏛
		Reporting				1
Corporate ID In	nvoice Type P	Number Period	Status		1 - 3 out of 3	Welcome to Coverage Gap Discount Portal where you can initiate a payment, check the status of
XP1_1 AL	L V A	L V ALL V	ALL V			you can initiate a payment, check the status of payments and receipt of payments as well as view your reports.
Invoice Type	Corporate ID	P.Number	Reporting Period	<u>Status</u>	Select	For payment functions, start by selecting a line
8Y Closeout	XP1_1	P11	2018	Available	0	item from the list to the left of this message.
Quarterly	XP1_1	P11	201503	Available	0	
Quarterly	XP1_1	P11	201502	Available	0	Available Involce is ready for payment initiations Failed One or more items has an unsuccessful payment attempt Incomplete One or more items have not been paid N/A No invoice due for payment, Receipt of Funds due from Manufacturer or Sponsor Pending All line items have been initiated successfully Successful All line items have been paid successful
						Reporting Periods with no invoice line items Filter by: A P Number B Reporting Period P Number Reporting Period
						P1_1 201601

4. To review the <u>Ad Hoc</u> report request, select the **Reports** tab and populate the <u>Ad Hoc</u> radio button.

PALMETTO GB	1.20	CMS	made			Logged on as XP1_1
Home	Payments	Completion	Nocupia Rep	orts Disputes		
Manufacture	Portal	CGDP Rep	orts	2	=	
Cinvoice O Data	O tracking C	Batch O Sponse	er 1099 Information 💽	Ad Hoc	Current Cutoff Ca Reporting Period	lender 2017
Corporate ID XP1_1	P Number [ALL ♥]			L - 1 out of 1	Invoice Paid By Invoice Distribution Dispute Submission Dispute Distribution	08/26/2017 07/19/2017
P Number	Repo	rting Period	Report Type	Date Loaded 07/25/2017	Download File	Last Downloaded Date

5. To view the requested ad hoc reports in text file format, populate the <u>Download File</u> radio button corresponding to the specific requested report.

PALMETTO GB		CMS					Loggerf um as 30	P1_1
Home	Palements	Companied	Housen	Reports	Disputes			
Manufacturer	Portal	CGDP Rep	orts			±		
Cinvoice O Data	C tracking	O Batch O Sponse	or 1099 Informatio	n 🔹 Ad Hoc		Current Cutoff Ca Reporting Pariod	2017	
Corporate 1D	P Number			1 - 1	out of 1	Invoice Faid By Invoice Distribution	08/26/2017 07/19/2017	
xP1_1	ALL V					Dispute Submission Dispute Distribution	07/19/2017	
P Number	Rep	orting Period	Report Type	D	ste Loaded	Download File	Last Downloaded I	Date
P1		201404	Invoice	0	7/25/2017			

- 6. Select one (1) of the decision buttons in the message that appears at the bottom of the screen.
 - <u>Open</u> to view the data in text file format
 - <u>Save</u> to save the data in text file format
 - <u>*Cancel*</u> to exit the decision message

This example displays the selected *Save* button.

Do you want to open or save P11_report.txt from a ###################################	Open	Save	•	Cancel	×

Note: It is recommended to save the requested report, since requested reports will be available for download for one (1) of the following periods: fourteen (14) calendar days from request date or seven (7) calendar days after download. Reports are removed from the system depending on which time period expires first, request date or last download date.

7. After selecting the <u>Open</u> button, review the downloaded text file for <u>Ad Hoc</u> reports.

This example displays the downloaded text file with the type of information available on the <u>Ad</u> <u>Hoc</u> report after selecting the corresponding <u>Download File</u> radio button.

P1_1_report.txt - Notepad
File Edit Format View Help
TPAMH2014040000022015012013180810MIVP11
TPACH2014040000012015012013180810MIVE04
BYRH 2014040000012014042015012013180810MIV
LBLR 2014040000001P11E0400032000004159010000083774B0000042183C
LBLR 2014040000002P11E04000510000019003A0000058916C0000039913B
LBLR 201404000003P11E0400074000006076I0000084439H0000078362I
BYRT 20140400000012014042015012013180810MIV0000003000000066670I0000000227130C0000000160459D
TPACT20140400000012015012013180810MIVE04000000300000006667010000000227130C000000160459D CG140411E04

- 8. Once review of the text file is complete, return to the **Reports** tab.
- 9. Return to the **Reports** tab to review the <u>Last Download Date</u> column populated with the most recent date and time of download for the file.

PALMETTO GB		S		10000	d. Un 1 My Ecofile 1 Logist 1 Help Logist av	
Home	Payment: Completed	Recepts Re	ports Disputes			
lanufacturer	Portal CGDP Re	ports	100	a.		
Report Type D Invoice O Data	O Tracking O Batch O Spo	nsor 1099 Information 🔹	Ad Hoc	Current Cutoff Cal Reporting Period	iendar 2017	
Corporate ID	P Number		1 - 1 out of 1	Invoice Paid By Invoice Distribution	08/26/2017 07/19/2017	
XP1_1	ALL V			Dispute Submission Dispute Distribution	-07/19/2017	
P Number	Reporting Period	Report Type	Date Loaded	Download File	Last Downloaded Date	
	201404	Invoice	07/25/2017	0	Last downloaded on 07/25/2017 @ 11:41 AM	

Note: Requested reports will be available for download for one (1) of the following periods: fourteen (14) calendar days from request date or seven (7) calendar days after download. Reports are removed from the system depending on which time period expires first, request date or last download date.

You have now completed submitting and accessing requested Ad Hoc reports.

Summary

This **CGDP Manufacturer Portal Reports Users Guide** introduced the CGDP Portal's reporting functionality.

The Portal not only provides reporting period data in an invoice format, but also provides the data in its original flat file format to Manufacturers. Reports are distributed to the Portal on the *"Quarterly Invoice Receipt Date"* as defined in the *Medicare Part D CGDP Calendar*.

This guide presented six (6) different types of reports available on the Reports tab in the Portal. They are Invoice, Data, Tracking, Batch, Sponsor 1099 Information, and Ad Hoc reports.

All these Manufacturer reports appear on the Reports tab, both quarterly and BY Closeout reports, which are available for review and retrieval.

Note: Manufacturer report formats are located under <u>*Invoices*</u> on the <u>*TPAdministrator.com*</u> website to assist end users with reading the text file formats of quarterly and BY Closeout invoice reports.

References

Acronym	Description
ACH	Automated Clearing House
BY	Benefit Year
CGDP	Coverage Gap Discount Program
CMS	Centers for Medicare & Medicaid Services
DPP	Direct Payment Process
EFT	Electronic Funds Transfer
EIN	Employer Identification Number
GBA	Government Benefits Administrators
HPMS	Health Plan Management System
ID	Identifier or Identification
IRS	Internal Revenue Service
NCPDP	National Council of Prescription Drug Programs
NDC	National Drug Coder
NPI	National Provider Identifier
NSF	Non-sufficient Funds
PIN	Personal Identification Number
PDE	Prescription Drug Event
SFTP	Secure File Transfer Protocol
SSA	Social Security Act
TPA	Third Party Administrators
TIN	Tax Identification Number
UPIN	Unique Physician Identification Number
USD	United States Dollar

Appendix A: Acronym List

Appendix B: Error Message Descriptions

Payment Batch Error Messages

Batch Report Errors

File rejected: The report is empty

File rejected. File must start with a header record

File rejected: Improperly Formatted – Missing header and footer

File rejected: Invalid Header record

File rejected: Each header record must contain 'HDR', Primary ID and Reporting period

Primary Id and logon do not match

File rejected: Invalid Reporting Period

Header row without details

Invalid Record Type

Unable to process due to invalid header type

Dtl. record must contain 'DET', ID, EFT, Scheduled Date, Defer (optional). Ensure that semicolons are separating each item on the line

Invalid Detail record

Duplicate line item

P Number is not associated with this Corporate ID

Contract Number is not associated with this Parent Org. ID

Payer account invalid

Payee data account missing – Contact the TPA

Payee account invalid

Invoice line item not found

The payment for this line item is already initiated

The payment for this line item is already deferred

Invalid EFT ID

Payment date contains non-numeric characters

The payment date is in the incorrect format

Payment date cannot be before the current date

The defer indicator is invalid

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

Payment Reporting Error Codes – Payments Tab

Payment Reporting Error Codes	Code Description
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 <u>Invoice Amount</u> and <u>Previous Deferred Amount</u> fields.
Available	Status designation of an invoice that denotes that an item is ready for payment initiation.
Batch	Report type that displays batch files uploaded to the system with status and ability to download files for review.
Batch ID	Displays the batch numbering convention, system generated, based on the order the batch file received by the system.
Contact Us	Provides contact information for requesting assistance from the TPA Operations team.
Contract Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program
Corporate ID	Numerical designation assigned by CMS to Manufacturers. For Manufacturers, the current Mailbox ID will be the Corporate ID.
Data	Report type that displays the detail information of distributed invoices and invoice line items and provides the ability to download files for review.
Date Loaded	Displays the invoice distribution date. This date corresponds to the end of month after the reporting period closing. Date format is DD/MM/YYYY.
Date Submitted	Displays the calendar date, in MM/DD/YYYY format, the invoice line item was processed for payment initiation.
Date Time	Displays the batch file date and time for files loaded to the system. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
Defer	Provides a check box available for selection when the <u>Invoiced Amount</u> or the combination of the <u>Invoiced Amount</u> and the <u>Previous Deferred Amount</u> total less than the system-defaulted allowable amount. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that denotes that invoice amount falls below minimum. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Description (Batch)	Displays the batch file name loaded to the system.
Dispute	Report type that provides the ability to enter dispute requests and review the status of entered requests.
Dispute Distribution	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute distributions are due to be loaded to the Portal.
Dispute Submission	Current Cutoff Calendar field that displays the current reporting period data. Displays the date Dispute submissions are due to be entered in the Portal.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.
EFTID	Displays EFT identifying information in the specified format of CG for Coverage Gap; YYQQ for the reporting period; 9999 for the P number and Z9999 for the contract number. Example: CG14039999Z9999.
Failed (Status)	Status designation of an invoice that denotes that one (1) or more items have an unsuccessful payment attempt.

Term	Definition
Failed (Code)	Provides an informational message when an invoice line item does not
	successfully process payments to Manufacturers or Sponsors.
Help	Provides link to reference guides and system code messages and
	descriptions.
Incomplete	Status designation of an invoice that denotes that one (1) or more items have
	not been paid.
Initiate Payment	Provides a check box to allow the payment process to begin for an individual
-	invoice line item.
Invoice	Report type that displays the summary information of distributed invoices
	and provides the ability to download files for review.
Invoice Distribution	Current Cutoff Calendar field that displays the current reporting period data.
	Displays the date distributed invoices were posted to the Portal.
Invoice Paid by	Current Cutoff Calendar field that displays the current reporting period data.
	Displays the final due date all invoice line items are to be processed for
	payment.
Invoiced Amount	Displays the invoice line item amounts due to either the Manufacturer or
	Sponsor.
Invoiced Reporting	Region of the active tab that provides the reporting period of the invoice line
Period	items displayed.
Last Download	Displays the last date and time distributed invoice summary data retrieved
	from the Portal. Date format is MM/DD/YYYY. Time format is HH:MM
	AM/PM.
Logout	Provides one (1)-click access for logging out of the system.
Manufacturer	Any entity which is engaged in the production, preparation, propagation,
	compounding, conversion or processing of prescription drug products,
	either directly or indirectly, by extraction from substances of natural origin,
	or independently by means of chemical synthesis or by a combination of
	extraction and chemical synthesis. Such term does not include wholesale
	distributors or retail pharmacies licensed under State law. <i>From Medicare</i>
M D C1	Coverage Gap Discount Program Agreement, item I.j.
My Profile	Provides ability to enter and review business contact information for
Oratata a l'ana	Manufacturers and Sponsors.
Outstanding	Status designation of an invoice that denotes no payment activity has taken
D Marah an	place.
P Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program
Derant Org. ID	Numerical designation assigned by CMS to Sponsor.
Parent Org. ID Payment Date	
Payment Date	Displays current date of a generated invoice line item payment in MM/DD/YYYY format.
Devenante Duo	
Payments Due	Region of the active tab that provides the final date invoice line item
Payment/Failed Date	payment initiations due to complete initiation. Displays the date a specific invoice line item payment initiation successfully
r ayment/raneu Date	processed or where payment initiation failed the payment initiation process.
Pending	Status designation of an invoice that denotes that all line items have been
i chung	initiated successfully.
Previous Deferred	Displays amounts that qualified for deferment from the prior reporting
Amount	period(s).
1 millouint	perroa(b).

Term	Definition
Received	Status designation of an invoice that denotes payment is in the applicable bank account
Reporting Period	Quarter and Calendar year, in YYYYQQ format, prescription drug event data distributed to Manufacturers and Sponsors. BY Closeout reimbursement period, in YYYY format, for quarter 17 upheld disputes not offset in prior quarter invoice distributions.
Sponsor	A Part D Plan (PDP) Sponsor, Medicare Advantage (MA) organization offering a MA-prescription drug (PD) plan, a Program of All-Inclusive Care for the Elderly (PACE) organization offering a PACE plan including qualified prescription drug coverage and a cost plan offering qualified prescription drug coverage. <i>From Pub. 100-18: Medicare Prescription Drug Benefit Manual, section 20.</i>
Status	The current designation of an invoice line item within the system.
Status (Batch)	Displays the condition of the batch file loaded to the system. Batches can be successful, partially successful (containing line failures) or failed.
Stop Payment	Provides a check box with the ability to stop payment processing prior to actual payment for future dated payments.
Successful	Status designation of an invoice that denotes that all line items have been paid successfully.
Total Available	Displays the total dollar amount of remaining invoice line items requiring payment.
Total Deferred	Displays the total dollar amount of deferred invoice line items with amounts less than the allowable amount to the subsequent reporting period.
Total Failed	Displays the total dollar amount of invoice line items selected for payment that contained errors and did not complete the payment process for the reporting period.
Total Invoiced	Displays the total dollar amount of invoice line items that require payment for the reporting period.
Total Outstanding	Displays the total dollar amount of remaining invoice line items requiring processing.
Total Owed	For Manufacturers: Displays the total dollar amount of negative invoice line items due from Sponsors. For Sponsors: Displays the total dollar amount of invoice line items due from Manufacturers
Total Pending	Displays the total dollar amount of invoice line items selected for payment for the reporting period.
Total Received	For Manufacturers: Displays the total dollar amount of negative invoice line items received from Sponsors.For Sponsor: Displays the total dollar amount of invoice line items received from Manufacturers.
Total Successful	Displays the total dollar amount of invoice line items that have successfully paid and are no longer visible in the Payment Initiation or Pending Transaction regions of the Payments tab.
User ID	Credential information provided by TPA to Manufacturer or Sponsor for access to system.User ID is the Corporate ID, formerly the Mailbox ID for Manufacturer.User ID is the Parent Organization ID (Parent Org. ID) for Sponsor.