

# Coverage Gap Discount Program (CGDP) Sponsor Portal

The screenshot shows the login page for the Coverage Gap Discount Program (CGDP) Sponsor Portal. At the top left, there are logos for Palmetto GBA (A Cellerian Group Company) and CMS (Centers for Medicare & Medicaid Services). To the right, there are links for "Contact Us" and "Help". Below the logos is a "Welcome" section containing a warning banner with several bullet points regarding system security and usage. Below the warning banner is a login form with fields for "User ID" and "Password", and a "Login" button. At the bottom of the page, there is a maintenance notice and a footer with copyright information and links to "DISCLAIMER", "PRIVACY POLICY", and "GET ADOBE READER".

**Palmetto GBA**  
A CELLERIAN GROUP COMPANY

**CMS**  
CENTERS FOR MEDICARE & MEDICAID SERVICES

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### Welcome

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
  - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
  - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Refer to the [Terms of Use](#).

## Coverage Gap Discount Program

User ID:

Password:

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

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## Disputes Users Guide



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## Introduction

Welcome to the Coverage Gap Discount Program (CGDP) Sponsor Portal Dispute Users Guide. This guide provides you, the Sponsor, information on accessing distributed Dispute resolution reports located in the CGDP Portal's Disputes Dashboard.

Pharmaceutical Manufacturers have the ability to dispute prescription drug events (PDEs) included in quarterly invoice reporting. CMS reviews these disputed items and allocates a determination on whether to uphold or deny the item. When a Manufacturer dispute has been upheld, a Part D Sponsor, participating in the CGDP (the Program), that submitted the successfully disputed PDE has 90 days upon discovery, known as the Dispute Distribution date for the applicable quarter, also known as the "*Dispute Resolution Deadline*" on the [CGDP Calendar](#), to submit a corrected PDE to CMS.

The CGDP Portal, here forward known as the Portal, will provide Sponsors the ability to perform the following Dispute functions:

- Resolution reports retrieval
- Invoice dispute determination review

This *CGDP Sponsor Portal Disputes Users Guide* will provide the information necessary to retrieve and review Dispute Resolution reports. These reports result from determinations provided by CMS on dispute requests submitted by Manufacturers and are loaded to the Portal.

## CGDP Portal Login

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

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.

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

To access the Portal, Sponsors will enter their credential information provided by the TPA Operations Team. The User ID is the Parent Organization ID number, assigned by the CMS Health Plan Management System (HPMS), which categorizes the information loaded to the Portal. Information is limited to only Sponsor contract number(s) associated with the Parent Organization ID. The TPA provides the initial temporary password to access the Portal to the Sponsor via email, once the onboarding process is complete.

Detailed login instructions are located in the [CGDP Sponsor Portal Introduction and Login Users Guide](#) located under **References** on the [TPAdministrator.com](http://TPAdministrator.com). 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 Sponsors' data.

To exit out of the Portal properly, select the [Logout](#) link in the upper right hand corner of the active page.

**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 – Disputes Tab

The disputes functionality provides Sponsors with the ability to review resolution reports containing invoiced PDE line item records disputed by Manufacturers and upheld or denied by CMS. The **Dispute Dashboard** allows Sponsors the ability to review results of dispute determination files for both the current period and prior period's dispute reports.

The **Disputes** tab, displayed as the **Dispute Dashboard**, allows a user to select, download, and review dispute resolution reports received, as part of the dispute process. The TPA loads the dispute resolution reports to the Portal in response to dispute determinations provided by CMS. Sponsors are able to review the dispute resolution reports in order to adjust PDE records based on CMS upheld disputes within 90 days from the [CGDP Calendar](#)'s "Dispute Resolution Deadline".

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

The following information provides an overview of the **Dispute Dashboard** located by activating the **Disputes** tab.

**Dispute Dashboard**

Parent Org. ID: H0\_\_0 Contract Number: [ ] Reporting Period: [ ]

**Current Cutoff Calendar (Quarter 201504)**

Invoice Paid By: 03/10/2016 Dispute Submission: 04/01/2016  
 Invoice Distribution: 01/31/2016 Dispute Distribution: 06/08/2016

Resolution File	Download	Download Date	Reporting Period	Contract Number	Number Upheld	Number Denied	Total
Dispute_Resolution_R	<input type="radio"/>		201501	H0__0	0	17	17
Dispute_Resolution_R	<input type="radio"/>		201501	H0__9	0	5	5
Dispute_Resolution_R	<input type="radio"/>		201501	H1__5	0	1	1
Dispute_Resolution_R	<input type="radio"/>	Last downloaded on 02/19/2016 @ 3:41 PM	201501	H2__8	0	3	3
Dispute_Resolution_R	<input type="radio"/>	Last downloaded on 07/23/2015 @ 3:25 PM	201402	H3__4	0	4	4

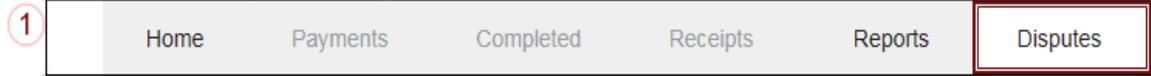
The **Disputes** tab contains four (4) regions.

1. **Tabbed region** displays the tab that is currently active and tabs available for selection.
2. **Filter region – Disputes** allows a user to search data listed by the defaulted Parent Organization ID.
3. **Current Cutoff Calendar region** displays specific quarter cutoff dates, in a MM/DD/YYYY format, for the most recent quarter. The current quarter date displays in the title bar of the region, in parentheses, displayed in YYYYQQ format.
4. **Resolution File region** displays reports containing the Number Upheld (approved) and Number Denied dispute resolution files for specific reporting periods that have been reviewed and determinations made by CMS Upheld line items will require adjustment by Sponsors. Denied line items will remain unchanged.

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

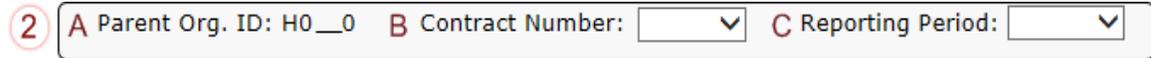
### Tabbed Region – Disputes

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



### Filter Region – Disputes

The **Filter region – Disputes** contains three (3) columns to assist a user with narrowing dispute search criteria.

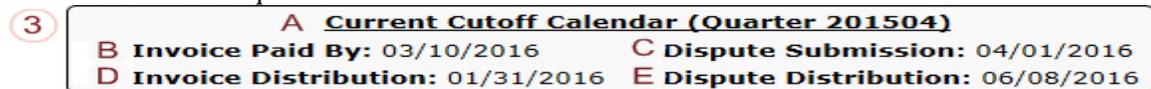


- A. Parent Org ID column defaults to the Corporate ID utilized to access the system.
- B. Contract Number field displays the contract number. This field contains a drop down list that will display contract numbers associated with the Parent Organization ID.  
**Note:** This field will only allow updates to contract numbers that are associated with the Parent Organization ID and have had dispute resolution reports loaded to the Portal.
- C. Reporting Period field allows a user to view all applicable reporting periods or select specific reporting periods from the drop down list.

### Current Cutoff Calendar Region

The **Current Cutoff Calendar region** displays important program cutoff dates for the current quarter.

The calendar region contains five (5) auto-populated fields to keep users aware of specific due dates for the current quarter.



- A. Current Cutoff Calendar (Quarter YYYYQQ) field displays the current quarter in an YYYYQQ format.
- B. Invoice Paid By field displays the due date for Sponsors to pay amounts invoiced to each contract, known as the “*Invoice Paid By 38<sup>th</sup> Calendar Day After Receipt*” as listed on the [CGDP Calendar](#). Invoice payments are due to be paid by the Sponsor within but not over 38 calendar days after the “*Quarterly Invoice Receipt Date*”, which is the next calendar day after the “*Quarterly Invoice Distribution*” date on the [CGDP Calendar](#).  
**Note:** TPA recommends that invoices are paid prior to the payment due date or the “*Invoice Paid By 38<sup>th</sup> Calendar Day After Receipt*” date, not on the due date. Initiating payment prior to the due date will allow for error-free processing of Portal-initiated ACH payments. Payments that error out on the due date are not considered as initiated and will require special handling between the Sponsor and the TPA.
- C. Dispute Submission field displays the last date Manufacturers can submit disputes for the quarter. The Dispute Submission date, also known as the “*Dispute Submission*”

*Deadline*” on the [CGDP Calendar](#), is sixty (60) calendar days after the “*Quarterly Invoice Receipt Date*”.

- D. Invoice Distribution field displays the date the TPA loads the invoices to the Portal.
- E. Dispute Distribution field displays the last date TPA/CMS will provide response reports for disputes filed for the current quarter. The Dispute Distribution date, also known as the “*Dispute Resolution Deadline*” on the [CGDP Calendar](#), is sixty (60) calendar days after the Dispute Submission date.

### Resolution File Region

The **Resolution File region** on the **Disputes** tab displays information regarding the disposition of dispute files. Resolution files are loaded to the Portal on the Dispute Distribution date for the applicable quarter, also known as the “*Dispute Resolution Deadline*” on the [CGDP Calendar](#).

The **Resolution File region** contains eight (8) columns that assist a user in reviewing final determinations provided by CMS.

4	A Resolution File	B Download	C Download Date	D Reporting Period	E Contract Number	F Number Upheld	G Number Denied	H Total
	Dispute_Resolution_R	<input type="radio"/>		201501	H0__0	0	17	17
	Dispute_Resolution_R	<input type="radio"/>		201501	H0__9	0	5	5
	Dispute_Resolution_R	<input type="radio"/>		201501	H1__5	0	1	1
	Dispute_Resolution_R	<input type="radio"/>	Last downloaded on 02/19/2016 @ 3:41 PM	201501	H2__8	0	3	3
	Dispute_Resolution_R	<input type="radio"/>	Last downloaded on 07/23/2015 @ 3:25 PM	201402	H3__4	0	4	4

- A. Resolution File column displays the unique file name of the resolved dispute file received.
- B. Download column displays a radio button to allow a user the ability to select, download, and review specific reports for upheld and denied line items.
- C. Download Date column displays the most recent download date of a resolution report.
- D. Reporting Period column displays the reporting period associated with disputed invoices contained in the submitted dispute file.
- E. Contract Number column displays the contract number associated with the resolved dispute report file.
- F. Number Upheld column displays the number of dispute records within a dispute file upheld during CMS review.
- G. Number Denied column displays the number of dispute records within a dispute file denied during CMS review.
- H. Total column displays the total number of records included in the Resolution report.

## CGDP Portal Instructions – Disputes

### Accessing Disputes Resolution Files

Sponsors are able to utilize the Portal to review resolution reports for disputed invoice line items on the **Disputes** tab.

This instruction provides direction on accessing the Dispute Resolution reports functionality.

1. Authorized end users will access the Portal to review disputes on the **Dispute Dashboard**. Instructions for logging into the Portal can be located in the [CGDP Sponsor Portal Introduction and Login Users Guide](#) under *References* on the [TPAdministrator.com](http://TPAdministrator.com) website.
2. After successful login, the **Home** tab will appear. Select the **Disputes** tab to view the resolution reports available for Sponsors.

**Parent Org. ID**   **Invoice Type**   **Contract Number**   **Reporting Period**   **Status**   1 - 5 out of 5

Invoice Type	Contract Number	Reporting Period	Status	Select
Quarterly	H7__7	201702	Successful	<input type="radio"/>
Quarterly	H7__7	201701	Available	<input type="radio"/>
Quarterly	H7__7	201604	Available	<input type="radio"/>
Quarterly	H7__7	201603	N/A	<input type="radio"/>
Quarterly	H7__7	201602	N/A	<input type="radio"/>

**Reporting Periods with no invoice line items**

Contract Number	Reporting Period
H7__7	201704
H7__7	201703
H7__7	201504
H7__7	201503
H7__7	201502

- To view a specific Dispute Resolution report in a text file format, populate the radio button in the Download column that corresponds to the appropriate report.

**Sponsor Portal Dispute Dashboard**

Parent Org. ID: H0\_\_0 Contract Number: [v] Reporting Period: [v]

**Current Cutoff Calendar (Quarter 201504)**  
 Invoice Paid By: 03/10/2016 Dispute Submission: 04/01/2016  
 Invoice Distribution: 01/31/2016 Dispute Distribution: 06/08/2016

Resolution File	Download	Download Date	Reporting Period	Contract Number	Number Upheld	Number Denied	Total
Dispute_Resolution_R	<input checked="" type="radio"/>		201501	H0__0	0	17	17
Dispute_Resolution_R	<input type="radio"/>		201501	H0__9	0	5	5
Dispute_Resolution_R	<input type="radio"/>		201501	H1__5	0	1	1
Dispute_Resolution_R	<input type="radio"/>	Last downloaded on 02/19/2016 @ 3:41 PM	201501	H2__8	0	3	3
Dispute_Resolution_R	<input type="radio"/>	Last downloaded on 07/23/2015 @ 3:25 PM	201402	H3__4	0	4	4

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

This example displays the selected Open button.

Do you want to open or save H0\_\_0\_201501\_dispute\_report.txt from a70lppalatedi003.a70adexmed.com?

- After selecting the Open button, review the downloaded text file of the dispute resolution report.

```

H0__0_201501_dispute_report.txt - Notepad
File Edit Format View Help
TPACH20150100000132015082716274210CDRH0__0
TPAMH20150100000012015082716274210CDRP1__8
BYRH 20150100000012015012015082716274210CDR
DETTD201501000468400650000001214924500000000065175014      00000102242800021000000300020150316011_____2
150755313021102999      41#####9A      H01500240000000000
{0000000256F0000000256F000000201501D032
BYRT 20150100000012015012015082716274210CDR000000010000000000000001
TPAMT20150100000012015082716274210CDRP1__8000000010000000000000001
TPACT20150100000132015082716274210CDRH0__0000000170000000000000017
    
```

**Note:** Report formats for the **CGDP Contract Dispute files** are currently listed under the Manufacturer Disputes link on the TPAAdministrator.com website.

6. Once review of text file is complete, return to the **Disputes** tab.
7. The **Resolution File** region will display the date and time of the last download of the specific dispute resolution report in the Download Date column.

Parent Org. ID: H0\_\_0 Contract Number:  Reporting Period:

**Current Cutoff Calendar (Quarter 201504)**  
 Invoice Paid By: 03/10/2016 Dispute Submission: 04/01/2016  
 Invoice Distribution: 01/31/2016 Dispute Distribution: 06/08/2016

Resolution File	Download	Download Date	Reporting Period	Contract Number	Number Upheld	Number Denied	Total
Dispute_Resolution_R	<input type="radio"/>	Last downloaded on 03/15/2016 @ 3:33 PM	201501	H0__0	0	17	17
Dispute_Resolution_R	<input type="radio"/>		201501	H0__9	0	5	5
Dispute_Resolution_R	<input type="radio"/>		201501	H1__5	0	1	1
Dispute_Resolution_R	<input type="radio"/>	Last downloaded on 02/19/2016 @ 3:41 PM	201501	H2__8	0	3	3
Dispute_Resolution_R	<input type="radio"/>	Last downloaded on 07/23/2015 @ 3:25 PM	201402	H3__4	0	4	4

You have now completed accessing Dispute Resolution reports on the **Disputes** tab.

## Summary

This Sponsor Users Guide provided an overview of the CGDP Portal's **Disputes** tab functionality.

The **Dispute Dashboard** lists resolution reports received by the TPA and loaded to the Portal in response to dispute determinations provided by CMS, and allows a user to review dispute resolution files received as part of the dispute process.

Sponsors utilize the Dispute resolution reports to adjust PDE records based on CMS upheld disputes within 90 days from "*Dispute Resolution Deadline*" as listed on the [CGDP Calendar](#).

**Note:** Report formats are located under *Manufacturer Disputes* on the [TPAdministrator.com](#) website to assist with reading the text file formats of the for the Contractor Dispute file.

## References

### Appendix A: Acronym List

Acronym	Description
ACH	Automated Clearing House
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 B: Error Message Descriptions

<b>Error Descriptions</b>	<b>Process</b>
<b>Batch File Errors</b>	
File rejected: File must start with a header record	Batch
File rejected: Invalid Header record	Batch
File rejected: Each header record must contain 'HDR', Primary ID and Reporting period	Batch
File Rejected: Invalid Reporting Period	Batch
Header row without details	Batch
Partially Rejected	Batch
Totally Rejected	Batch
File Rejected: Improperly Formatted	Batch
Primary Id and logon do not match	Batch
Line item not found.	Batch
Batch Initiation Failure	Batch
Batch Defer Failure	Batch
<b>Initiation Failure Errors</b>	
Debit Failed Due to Closed/Invalid Account	Initiation: Bank Error
Debit Failed Due to Insufficient Funds	Initiation: Bank Error
Debit Failed Due to Suspended Account	Initiation: Bank Error
Debit Failed Due to Charged Back Account	Initiation: Bank Error
Debit Failed Due to Resolved Account	Initiation: Bank Error
Debit Failed Due to Debit Block	Initiation: Bank Error
Scheduled payment date before invoice distribution date	Initiation
Other UNKNOWN ERROR	Initiation
Invalid Bank Account	Initiation
Invalid CARE Account	Initiation
Initiation Failure	Initiation
<b>Post-Initiation Failure Errors</b>	
Credit Failed Due to Closed/Invalid Account	Post-Initiation
Credit Failed Due to Charged Back Account	Post-Initiation
<b>Reporting Failure Errors</b>	
Unknown failure	Reporting
Line item has been already processed	Reporting
Single amount exception velocity amount	Reporting
Terminal disabled	Reporting
Other UNKNOWN ERROR	Reporting
Your request cannot be processed, Please revise your data and retry	Reporting
Declined	Reporting
Processing System Error	Reporting
Failed - Closed / Invalid Acct	Reporting
Failed - Non-Sufficient funds	Reporting
Failed - Charged Back	Reporting
Failed - Resolved	Reporting
Invalid Routing Number	Reporting
Terminal disabled	Reporting

## Appendix C: Manufacturer Dispute Reason Codes and Supporting Data Requirements

Dispute Reason Code	Dispute Reason Description	Supporting Detail Reference Number	Supporting Date 1	Supporting Date 2	Additional Information (Optional/Required)
D01	Duplicate Invoice Item	Reference Number			Provide additional supporting evidence (Optional)
D02	Closed Pharmacy		NCPDP closed date		Provide additional supporting evidence (Optional)
D03	Not PART D Covered Drug				Explain statutory exclusion that applies to this drug (Required)
D04	Excessive Quantity				Excessive quantity on individual invoice item. Provide proprietary benchmark used to identify excessive quantity (Required)
D05	Invalid Days Supply <i>REASON CODE DISABLED 2/8/2015</i>				Provide additional supporting information (Required)
D06	High Price of the Drug				Provide additional supporting information (Required)
D07	Last Lot Expiration Date		NDC directory drop date	Last lot expiration date	Provide additional supporting information (Optional)
D08	Early Fill <i>REASON CODE DISABLED 2/8/2015</i>	Reference Number for early fill disputed			Provide additional supporting information (Required)
D09	Marketing Category is not NDA or BLA		FDA update date		Provide additional supporting information (Optional)

Dispute Reason Code	Dispute Reason Description	Supporting Detail Reference Number	Supporting Date 1	Supporting Date 2	Additional Information (Optional/Required)
D10	Date of Service prior to 01/01/2011 <i>REASON CODE DISABLED</i> 2/8/2015				Provide additional supporting information (Optional)
D11	PDE improperly invoiced beyond Manufacturer agreement invoice period				Provide additional supporting information (Optional)
D12	Invalid Prescription Service Reference Number <i>REASON CODE DISABLED</i> 2/8/2015				Provide additional supporting information (Optional)
D13	Gap discount for disputed PDE exceeds maximum discount amount for a single PDE				Provide additional supporting information (Required)
D14	Total accumulated gap discounts reported across multiple PDEs for a single beneficiary exceed cumulative maximum discount amount				Provide additional supporting information (Required)
D99	Other				Provide additional supporting information (Required)

## Glossary

<b>Term</b>	<b>Definition</b>
Authorization Amount	Displays the amount authorized for payment processing, including amounts located in the Invoice Amount and Previous Deferred Amount fields.
Available	Status designation of an invoice that 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 Invoiced Amount or the combination of the Invoiced Amount and the Previous Deferred Amount total less than the system-defaulted allowable amount. Invoice line items can only be deferred if the Manufacturer or Sponsors banking ACH process prevents payment of invoice line items that fall below the minimum ACH processing amount.
Deferred	Status designation of an invoice that 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 into the Portal.
Download	Displays a radio button to allow downloading of distributed invoice summary information loaded to the system.

<b>Term</b>	<b>Definition</b>
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.
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 Period	Region of the active tab that provides the reporting period of the invoice line items displayed.
Last Download	Displays the last date and time distributed invoice summary data retrieved from the Web Portal. Date format is MM/DD/YYYY. Time format is HH:MM AM/PM.
Logout	Provides one (1)-click access for logging out of the system.
Manufacturer	Any entity which is engaged in the production, preparation, propagation, compounding, conversion or processing of prescription drug products, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis. Such term does not include wholesale distributors or retail pharmacies licensed under State law. <i>From Medicare Coverage Gap Discount Program Agreement, item I.j.</i>
My Profile	Provides ability to enter and review business contact information for Manufacturers and Sponsors.
Outstanding	Status designation of an invoice that denotes no payment activity has taken place.
P Number	Pending contract number assigned by CMS which allows participation in the Coverage Gap Discount Program.
Parent Org. ID	Numerical designation assigned by CMS to Sponsor.
Payment Date	Displays current date of a generated invoice line item payment in MM/DD/YYYY format.
Payments Due	Region of the active tab that provides the final date invoice line item payment initiations due to complete initiation.

<b>Term</b>	<b>Definition</b>
Payment/Failed Date	Displays the date a specific invoice line item payment initiation successfully processed or where payment initiation failed the payment initiation process.
Pending	Status designation of an invoice that denotes that all line items have been initiated successfully.
Previous Deferred Amount	Displays amounts that qualified for deferment from the prior reporting period(s).
Received	Status designation of an invoice that 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. CY 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.

<b>Term</b>	<b>Definition</b>
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.