

# P2P Worksheet/ Attestation

## Helpful Hints

When preparing your 2012 P2P Worksheet file for upload, please review the information provided here. Deviation from these guidelines will cause your file to be rejected. If that occurs, the HPMS page will display applicable error messages. The file will need to be corrected and uploaded again.

## Download Template

Download a 2012 P2P Worksheet template file from the HPMS. (*HPMS > Plan Bids > Part D Attestations > Contract Year 2012 > (Download) > Download P2P Worksheet Template.*) Save the MS Excel file to a location you can access.

## Enter Data

Locate the saved Excel template and open it. Complete the template. The following rules apply:

Column	Column Letter	Rules
Payer Contract Number	A	<ul style="list-style-type: none"><li>• Cannot be blank.</li><li>• Must be a valid Part D contract for the DIR year, and the user must have access rights.</li><li>• Cannot contain the same value as Column B (Contract Number Paid) for the row.</li></ul>
Contract Number Paid	B	<ul style="list-style-type: none"><li>• Must be a valid Part D contract for the DIR year, and the user must have access rights, or be blank.</li><li>• If blank, Column G (Notes) must be populated.</li><li>• Cannot contain the same value as Column A (Payer Contract Number) for the row.</li><li>• The same Contract Number Paid (Column B) cannot be associated with the same Payer Contract Number (Column A) more than once in the file.</li></ul>
Annual Amount Owed	C	<ul style="list-style-type: none"><li>• Must be a positive number or zero. Allows up to 12 digits before the decimal, 2 digits after the decimal.</li><li>• Cannot be blank.</li></ul>
Amount Paid	D	<ul style="list-style-type: none"><li>• Must be a positive number or zero. Allows up to 12 digits before the decimal, 2 digits after the decimal.</li><li>• Cannot be blank.</li></ul>
Report 43 Month & Year	E	<ul style="list-style-type: none"><li>• Text cannot exceed 250 characters.</li></ul>
Report 41 Month & Year	F	<ul style="list-style-type: none"><li>• Text cannot exceed 250 characters.</li></ul>

Column	Column Letter	Rules
Notes	G	<ul style="list-style-type: none"> <li>• Text cannot exceed 500 characters.</li> <li>• Cannot be blank if Column B (Payer Contract Number) is blank.</li> <li>• Cannot be blank when Column D (Amount Paid) does not equal (Column C) Annual Amount Owed.</li> <li>• Cannot be blank if column E (Report 43 Month &amp; Year) and column F (Report 41 Month &amp; Year) are blank.</li> </ul>

**General Rules:**

- There must be 7 header columns and the column names must match the template exactly.
- There must be at least one row of data besides the header row.
- The following are restricted characters that are not allowed in the file:
  - Less than symbol: <
  - Greater than symbol: >
  - Semi-colon: ;

**Save the File**

After entering data into the template file, it must be saved.

- You **must** save the template as a **tab-delimited text file** (ANSI format).
- The steps for saving an excel file as tab-delimited text are:
  - Open the file in Excel. From the Excel menu, choose File > Save As.
  - In the pop-up dialog box, locate the "Save as Type" select list and **choose "Text (Tab Delimited) (\*.txt)." (Note: do NOT save as UTF-8, Unicode, Binary, extended ASCII, Text (Macintosh), or Text (MS-DOS).**
  - Specify the save location and file title (optional) and save the file. If Excel provides a message saying that some of the features are incompatible with Text files, say "Yes" to continue the save.
  - Close the file. If prompted say Yes again to save changes and Yes again to the incompatible features warning.
- There are no required naming conventions for the file.
- Do not use password protection or other encryption on the file.

**Upload the File**

- The upload occurs within the Submit P2P Worksheet/Attestation function. (*HPMS > Plan Bids > Part D Attestations > Contract Year 2012 > (Submit) > Submit P2P Worksheet/Attestation.*)
- Before uploading, you must enter the Payments as of Date. This date cannot be in the future.

## P2P Worksheet/ Attestation – Helpful Hints

- Before uploading be sure of the contracts entered in Column A (Payer Contract Number) of your file. The Submit P2P Worksheet/Attestation function requires you to indicate the contracts you are uploading for. If differences are found between the contracts selected and the contracts in the file, the upload will be rejected.
- Only .txt or .zip files can be uploaded. If a .zip it MUST contain exactly one tab-delimited text file.

### Status Notification

- As the file is uploaded to the HPMS it is immediately processed through a validation check. If there are any issues the screen will provide error notifications. If your file is rejected because of invalid data **none** of the data in the file will be accepted by the system. You must fix the invalid data and repeat the upload steps.
- If the file successfully uploads you **must** also enter your title and then complete the Attestation portion of the function for the upload to be saved. If the Attestation is not completed the uploaded P2P Worksheet will not be saved.
- If you want to validate that the data unloaded matches what was uploaded, you may select the number in the “Number of Rows for the Contract” column on the “Complete Attestation & Upload Supporting Doc” page.
- You may upload as many times as you wish during the upload period. Only the final submission will be accepted and used.

### Troubleshooting Rejected Files

If your file is rejected by the unload tool, in addition to reviewing the error messages that are included in the email notification you may want to read “Troubleshooting Text File Uploads”, which is accessible from the Documentation section (*HPMS > Plan Bids > Part D Attestations > Contract Year 2012 > (Documentation) > Troubleshooting Text File Uploads.*)

### For Additional Assistance

- For technical assistance with the download or upload of your file, you can contact the HPMS Help Desk at 1-800-220-2028 or [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov).
- For guidance and policy questions regarding DIR Reporting, please send an e-mail to [DIR\\_Reporting\\_Reqts@cms.hhs.gov](mailto:DIR_Reporting_Reqts@cms.hhs.gov). For all other questions regarding submission of the P2P Worksheet, sponsors can e-mail Acumen, LLC (Acumen) at [PartDPaymentSupport@acumenllc.com](mailto:PartDPaymentSupport@acumenllc.com).