

Supplier Reference Guide Final Attestation Process

Reminders:

Supplier should Attest only **Once**, at the completion of the Entire project
Attestation should NOT be completed after (each) individual document/template upload.

Final project attestation should occur only after Supplier has validated that ALL required compliance documentation has been uploaded and was “successfully accepted” by the system.

An “*Upload Status*” email should be received on the day following the Template upload to confirm that ALL template records were “*Successfully Accepted*” by the system.

Before Final Attestation, Supplier should “*Request a Close-Out Report*” following the receipt of the “successful upload status” email and review to validate all HCP “payments/value exchange” details are complete, accurate and not duplicated. All errors must be corrected before Final Attestation.

FINAL PROJECT ATTESTATION:

Step 1: Go to the “Data Template/Document Upload” Login Screen

- Enter PO Number
- Enter appropriate calendar year of majority activity
- Click the “**ATTEST**” button

NOTE: This is different from the regular Upload process where the “Next” button would be clicked

NOTE – Do NOT select a “Data Template/Document Type”

Supplier: 172962 1Suppl Admin

* Data Template/Document Type: ...

* Calendar Year Majority of Activity Performed: 2009

* Purchase Order#: 992199777

or

* Check Requisition#:

* Only one required either Purchase Order OR Check Requisition #.

* Indicates Mandatory

NEXT CLEAR CANCEL **ATTEST**

Totality Tips

Step 2: Final Review/Verification of All Supplier Upload Activity

- If completing the Final Attest process, after clicking the “Attest” button on the “Upload Login” screen, the User will be directed to a Second Screen that will list All Supplier upload activity for the associated PO # (i.e., data templates, related template error files, if applicable, and supporting documents).
- Review the uploaded Documents to verify that all required documents have been attached (refer to the “Compliance Documentation Matrix” for documentation requirements)
- Validate that all uploaded Data Template files have no remaining error files that still need correction

Document File Name	Error File Name	Attested
19621_02TL08107Neopathways_New_Dir_in_Pair_3-6Final_121908114251_data.ppt		No
19621_EPLS Checks OMP0163_121908114253_data.pdf		No
19621_FDA Checks OMP0163_121908114255_data.pdf		No
19621_License Verification OMP0163_121908114256_data.pdf		No
19621_OIG Checks OMP0163_121908114308_data.pdf		No
19621_OMP0163 Advisor Invite 1-3_121908114309_data.doc		No
19621_OMP0163NeoPathways Evaltally_121908114309_data.doc		No
19621_SignInSheet OMP0163_121908114309_data.pdf		No
19621_Signed Agreements OMP0163_121908114309_data.pdf		No
19621_Speaker Training Agenda.FINAL_121908114318_data.doc		No
19621_UPDATED_OMP00163 Attendee List1-3_121908114318_data.doc		No
1909113813_data.csv	ERR_4_1729621_992199777_OMP0163_Data_template_Consulting_HCP_Individual_1_8_011909113813_data.csv	Yes
Expenses.Honorarium_011909113813_data.pdf		Yes
19621_Fudin Govt Permission_011909113825_data.pdf		Yes

Page 2 - Displays all data templates and/or documents that have been uploaded and indicates if they have been attested

Step 3: Complete Final Attestation for the Entire Project

- At the bottom of the screen, check the Box “I attest that allproject”. **NOTE:** This box should be checked ONLY ONE TIME - during the Final Attest process, after verifying all documentation uploaded successfully.
- Click the “Attest” button
- User will be returned to the “Data Template/Document Upload” Login screen

	19621_FDA Checks OMP0163_121908114255_data.pdf 19621_License Verification OMP0163_121908114256_data.pdf 19621_OIG Checks OMP0163_121908114308_data.pdf 19621_OMP0163 Advisor Invite 1-3_121908114309_data.doc 19621_OMP0163NeoPathways Evaltally_121908114309_data.doc 19621_SignInSheet OMP0163_121908114309_data.pdf 19621_Signed Agreements OMP0163_121908114309_data.pdf 19621_Speaker Training Agenda.FINAL_121908114318_data.doc 19621_UPDATED_OMP00163 Attendee List1-3_121908114318_data.doc 19621_Advisor Expenses.Honorarium_011909113813_data.csv 19621_Fudin Govt Permission_011909113825_data.pdf 19621_Hotel Bill OMP0163_011909113825_data.pdf
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All the data templates and/or documents can be “attested” at one time outside of the upload process

** ONLY attest when ALL data and documents for the project are complete.**
 The Project Manager will review and transaction will be closed from further uploads. If you can not upload due to attesting already done, contact project manager to discuss missing documents and reopening transaction.

I attest that all compliance related requirements have been completed for this project.

Step 4: Email notification to Project Manager and Supplier AFTER Supplier Attests

- After a Supplier “Attests”, an email notification will be sent the next day to both the Project Manager and Supplier (*see below*). The email will include project **Close Out Reports** for review.
- Upon receipt of the email, both the Project Manager & Supplier should review the **Close Out Reports** to validate that the HCP payment data is accurate, complete and not duplicated, and that all required documentation has been loaded by the Supplier.
- If corrections or additional documentation is needed, the Supplier and Project Manager should discuss.
- Once all requirements have been met, the Project Manager can formally Close the project in the system

NOTE: Once a project is in “**Closed**” status, a Supplier can no longer upload against the project. If additional documentation or adjustments are needed, Supplier must contact the Project Manager to “re-open” the project.

From: TG@prdus.jnj.com [mailto:TG@prdus.jnj.com]

Sent: Tuesday, January 20, 2009 2:45 PM

To: Project Manager Cc: Supplier

Subject: ACTION REQUIRED: Supplier has completed project deliverables for TOTALITY ID [####] PO/CHK REQ - 99900999, BU - 1860

[VENDOR NAME] the supplier for Totality ID[####] Titled [TOTALITY Project Name] has attested they have completed their project deliverables.

As the Project Manager, you and the supplier will be sent a report within the next business day detailing the dollars related to the project activity with Healthcare Providers. Please review the report, the supplier's documents and attach any additional compliance requirements to close out your project in Totality. You can find this transaction in your *Approved Transactions* tab and "Select Close" to complete project deliverables.

Once your project status is "Closed" in Totality, the supplier can no longer load any additional data templates or documents. If additional uploads are required by the Supplier, you can re-open the project. Once all project deliverables are reviewed and complete you will need to re-close the project.

Note: If you receive this email multiple times for the same project that means your supplier has attested more than once. Please notify the supplier that he/she should only be attesting once, at the completion of the project.

For a quick tutorial on how to review the report that details the dollars related to the project activity with Healthcare Providers, please click on the following link:

<https://totalitygateway.jnj.com/tpextranet/>

Please do not reply back to this email message as this email address is used for outbound messages only. If you are not an intended recipient or if you have received this message in error, please promptly delete this message.

Thank You,
TotalityGateway