

## Supplier “Tip Sheet”

### HCP Data Template Reminders and Tips

#### KEY TEMPLATE REMINDERS

##### “Verify Data” Button:

All templates include a “Verify Data” button. This button performs data template validation for required fields and formatting (i.e., numeric, date, Y/N feature, etc).

**Always** use the “Verify Data” button BEFORE uploading a template file to the system.

**NOTE:** *If the macro button does not work*, please ensure your computer security level settings are set to “Medium”. Running these macros will prevent common errors.

##### Correcting and Re-Loading File Errors:

Any Data Template Record that fails a SYSTEM validation (i.e., uploaded & validated by system) will be rejected & returned in error, and must be corrected and reloaded. **Re-load corrections for ONLY records/lines that were in ERROR. DO NOT** re-load the entire original template file, since this will create duplicate HCP payment records for any lines previously “successfully accepted by the system” (ie., refer to the “Upload Status” email notification received following system validation)

##### Deleting Duplicate Records:

If you have identified duplicate HCP payments/data records that were uploaded, Supplier is required to correct the duplicate information prior to completing final Attestation.



**NOTE:** Supplier will need to process an “Adjustment” template file that includes a negative amount in all applicable Amount records/fields to “zero out” the duplicate payment data.

##### “Read Company Paid Expenses” Column:

Selecting “**N**” allows supplier to bypass the “*Company Paid Expense*” Section if loading **ONLY** “*Direct Reimbursable Expenses*”. If “**Y**” is entered in this column, at least ONE Amount column in the “Company Paid Expenses” Section must have an amount entered.

**Required Fields:** All Data Template columns/fields are “Required” unless noted as “Optional”.

**TIP** - Scroll cursor over the Column Headers/Titles and a pop up box will appear with additional guidance on columns that require specific formatting or are “optional”.

##### **NEW** “Date” Field:

Enter the Actual Check Date (expenses) or Distribution Date (Meals/gifts).

Clinical Site payments – multiple payments made to a site during the same Quarter may be combined into one payment using a “Quarter End” date as the payment date (i.e., 3/31 6/30, etc)

##### **NEW** “# Gifts” & “# Hotel Nights” Fields:

If a # is populated in either of these fields, the associated “Amount” fields become Required (i.e., Gift Purchase & Retail Value; or Lodging amount field)

**TIP** – Do NOT populate these fields with a ZERO. Leave fields Blank IF no gifts/hotel nights apply.

## GENERAL TEMPLATE TIPS:

1. A **JNJ ID #** must be associated with every HCP payment/value exchange

**REMINDER:** A Data Template may be submitted With OR Without a JNJ ID#. The system will perform an automatic search for HCP INDIVIDUALS only (not Institutions), based on Last Name, First Name and State only. This may result in potential errors (non match or multiple matches) that need to be corrected and records re-submitted with a valid JNJ ID#.

2. Only Standard Data Templates **in CSV Format** will be accepted for processing.

**NOTE:** Data template files are downloaded in MS Excel format (\*.xls). A completed Data Template will need to be converted to a Comma Delimited format (\*.csv) for file upload

3. All data template fields are **REQUIRED** unless otherwise noted as “Optional”

**NOTE:** Verification checks are required; entering date the verification check was completed is an “optional” field on the template

4. For each new line of information on the template, all Required fields must be completed (i.e., Purchase Order number is required for each new line of data)

5. Only One PO per template – cannot include multiple PO’s/Check Req’s on the same template

6. A PO# OR Check Requisition # is required for all Templates – only one of these fields will need to be completed based on the type information received from J&J procurement system

7. The PO # must be associated with a valid internal Totality project

8. Include only HCP related expenses (not Supplier, J&J employee, or project logistics expenses)

9. Include only expense information not previously submitted (i.e., NOT Year to Date)

10. No Dollar signs (\$) or Commas (“,”) must be placed in any Expense column

11. No Text should be included in any Amount/Expense columns

12. Expense information must be in **US dollars**

13. Negative amounts will be accepted in an “Amount” column to correct for prior uploaded errors

14. Do not insert "hard" carriage returns in a (text) cell (e.g. ALT+ENTER).

15. The two header rows for every data template are required. Data placed on row 1 or row 2 of a data template will not be processed and an error notification will not be provided.