

## Supplier Quick Reference Final Project 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 after the uploaded template has been validated by the system to confirm that All template records were “*Successfully Accepted*” by the system.

Before Final Attestation (and on a regular/quarterly basis), Supplier should “*Request a Close-Out Report*” to validate that all HCP “payments/value exchange” details for the project are complete, accurate and not duplicated. *All upload 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

**Supplier: 344725 401App Admin**

\* Data Template/Document Type: ...

\* For Data/Document uploads please provide the year which most closely relates to when the HCP value exchanges occurred: 2010

\* Purchase Order#: 992213710

**or**

\* Check Requisition#: [Empty]

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

\* Indicates Mandatory

Buttons: NEXT, CLEAR, CANCEL, **ATTEST**, CLOSE OUT REPORT

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

## 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
<a href="#">19621_02TL08107Neopathways_New_Dir_in_Pair_3-6Final_121908114251_data.ppt</a>		No
<a href="#">19621_EPLS Checks OMP0163_121908114253_data.pdf</a>		No
<a href="#">19621_FDA Checks OMP0163_121908114255_data.pdf</a>		No
<a href="#">19621_License Verification OMP0163_121908114256_data.pdf</a>		No
<a href="#">19621_OIG Checks OMP0163_121908114308_data.pdf</a>		No
<a href="#">19621_OMP0163 Advisor Invite 1-3_121908114309_data.doc</a>		No
<a href="#">19621_OMP0163NeoPathways Evaltally_121908114309_data.doc</a>		No
<a href="#">19621_SignInSheet OMP0163_121908114309_data.pdf</a>		No
<a href="#">19621_Signed Agreements OMP0163_121908114309_data.pdf</a>		No
<a href="#">19621_Speaker Training Agenda.FINAL_121908114318_data.doc</a>		No
<a href="#">19621_UPDATED_OMP00163 Attendee List1-3_121908114318_data.doc</a>		No
<a href="#">1909113813_data.csv</a>	<a href="#">ERR_4_1729621_992199777_OMP0163_Data_template_Consulting_HCP_Individual_1_8_011909113813_data.csv</a>	Yes
<a href="#">19621_Advisor Expenses.Honorarium_011909113813_data.pdf</a>		Yes
<a href="#">19621_Fudin Govt Permission_011909113825_data.pdf</a>		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

Final Attestation consists of TWO parts:

1. Attest - that the Final Activity report for the project has been reviewed and is accurate
  2. Attest – that all compliance requirements for the entire project have been met
- Check the appropriate boxes
  - Click the “Attest” button **NOTE:** This will attest to ALL the uploaded files listed on the screen
  - User will be returned to the “Data Template/Document Upload” Login screen

**INSTRUCTIONS**

- **Final Project Attestation:** Attest only after **All** required documentation for the **entire completed project** (i.e., documents/data templates) has been uploaded and "successfully accepted /v
- Before Attesting, "Request a Close Out Report" and review to validate that all uploaded HCP value exchange data and documents are complete and accurate.
- All HCP data template errors and duplicate data records must be corrected and validated **before** attesting.
- After Supplier completes **Final Project Attestation**, the Project Manager will review the transaction activity and Close the project if no further documentation is required. If Supplier cannot up

Attest Status: Activity Report Attestation has been completed for all uploaded documents and data templates : **No**

I have reviewed the "**Activity Report**" for the **final project** and Attest that all data is complete and accurate.

I attest that all compliance related requirements have been completed for the **entire project**.

**ATTEST** **BACK**

**\*\*IMPORTANT NOTE:** If you have previously attested and are uploading additional documents/data, you must review a Final Activity Report and Re-Attest by checking the appropriate boxes.\*\*

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

- After a Supplier “Attests”, an email notification will be sent 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