

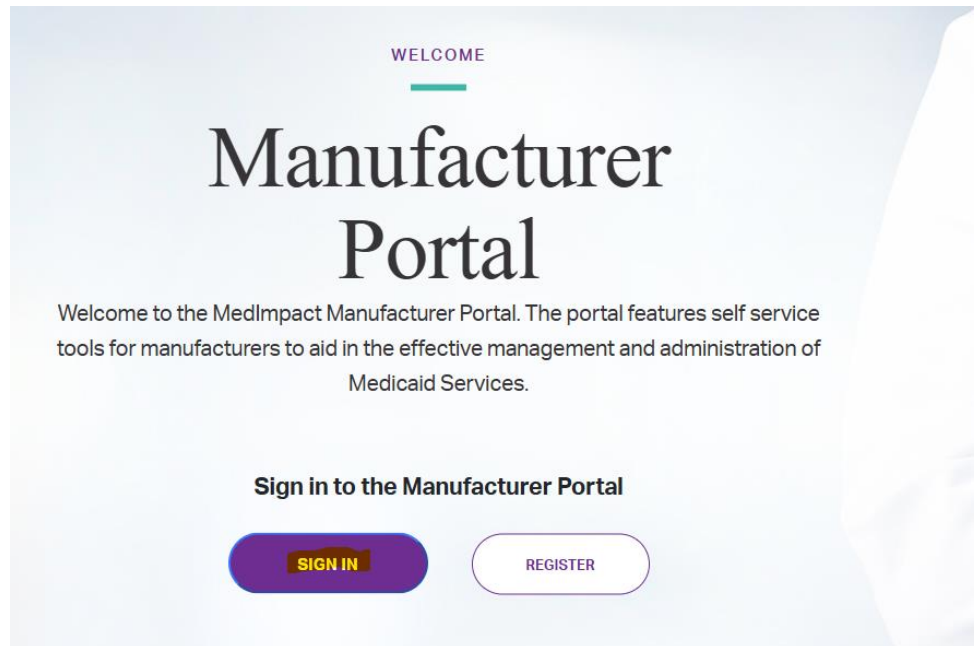


Guide To Submitting An Offer

Fee-For-Service Medicaid – Supplemental Rebate Offers

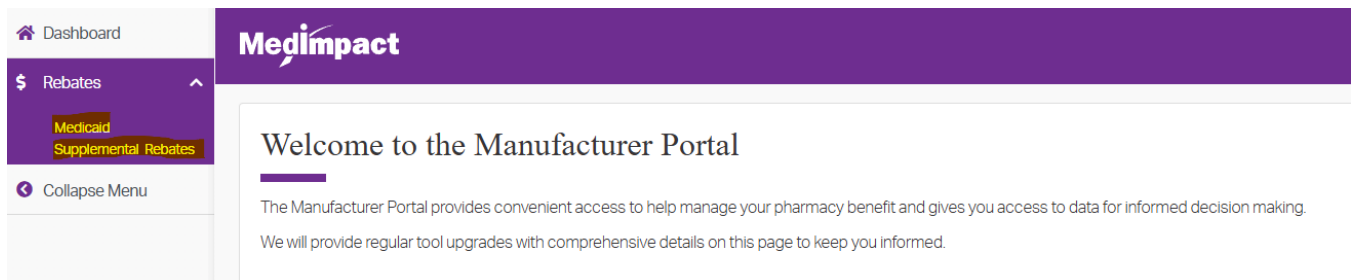
Step 1: Log into the Manufacturer Portal.

- Manufacturers wishing to submit supplemental rebate offers for state consideration should log into the portal by clicking the Sign In button. Please note that registration and approval is required before manufacturers have access to the secure portal.



Step 2: Navigating from the Dashboard.

- Once logged in, manufacturers will be brought to the dashboard screen. To navigate to the solicitation screen, click on the Rebates drop-down on the top-left and select Medicaid Supplemental Rebates.





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Step 3: Accept or Decline to Bid.

- Manufacturers will next see open solicitations and will need to indicate whether they intend to submit any supplemental rebate bids. Users will need to select the radio button next to the solicitation name and then either the Plan to Bid or Decline to Bid options.

☒	Solicitation Name
☒	MASS_2025_SOLICITATION

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 [Plan To Bid](#)

 [Decline To Bid](#)

Step 4: Navigate to the offer Manage Offers screen.

- In the top right corner, manufacturers will see “My Solicitations”. Users need to click this button and select Manage Offers from the drop-down menu.

My Solicitations ▼

- After selection of Manage Offers, a Manufacturer Solicitations Search will appear on the screen. In the Status box, select Open from the drop-down menu. In the Solicitation Name box, select the current solicitation name matching the solicitation you are placing a bid on. Once complete, select the Search button.

Manufacturer Solicitations Search

Status:

Solicitation Name:

[SEARCH](#)

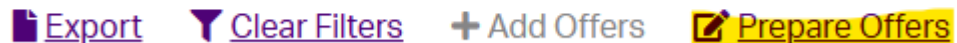


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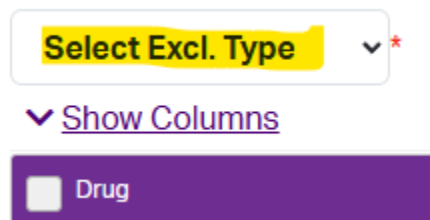
Step 5: Select Prepare Offers

- Next, users must select the Prepare Offers for the products they wish to submit bids on. On the screen, users should select the “Prepare Offers” button.

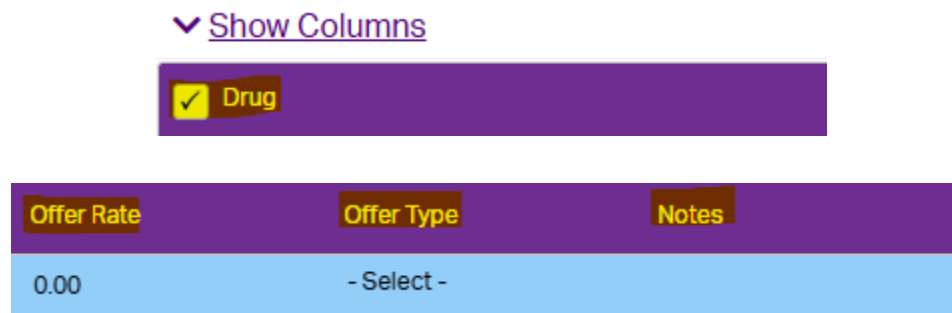


Step 6: Select Offer Type and Enter Information

- After users complete the previous step, a new drop-down menu named “Select Excl. Type” will appear on the top left above the drug information. This drop-down menu indicates the exclusivity level of the offer (i.e., 1 of 1, 1 of 2, etc.) and will need to be selected before further offer details are placed in the system.



- Once an offer exclusivity level is selected, users will select the radio button next to the individual drug line and then be able to input the following offer information: Offer Rate, Offer Type, and Notes. Users will see these three fields by scrolling to the right on the individual drug line.





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- Each required field should contain the following information:
 - **Offer Rate** – this should be the proposed offer rate being submitted by the manufacturer. For example, if submitting a GNUP offer this would be the proposed GNUP rate.
 - **Offer Type** – this should be the type of supplemental rebate offer the manufacturer is submitting for consideration. This field contains a drop-down list for the following offer types: GNUP, WAC Based, Value Based, and Other.
 - ****Please note the State of Colorado only accepts GNUP offer types.**
 - **Notes** – this field should be used to list any additional offer details such as utilization management limitations, step through requirements, etc.

Step 7: Add Offers

- Once you have completed entry of the offer information, select the “+Add Offers” button at the top right of the solicitation screen.

 [Clear Filters](#)   [Cancel](#)

Step 8: Enter Additional Offers (if needed)

- Manufacturers who wish to submit multiple offers with different exclusivity levels can do so. Users should repeat steps 6 and 7 until they have entered the total number of offers, they would like to submit for consideration.

Step 9: Send Offers For Consideration

- Once manufacturers have entered their desired number of offers for a solicitation, they will need to send them in for review. From the Offer List section, select “Send Offers”

