

Contract Price Activation

Tier Slotting

What is Tier Slotting?

Tier slotting is a process that expedites tier assignments for multiple contracts and facilities, enabling you to batch process tier assignments rather than processing individual requests.



When to use tier slotting

- A new national contract has started
- A contract tier structure is updated
- New facilities are added to an existing system



Tier slotting benefits

- No member action is required
- Prevents duplicates and provides error reports
- Identifies currently pending requests to approve
- When completed, Vizient Catalog is immediately updated to reflect approval for included facilities

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Create a Tier Slot File

To create a tier slot file, select the **Tier Slot** tab in Contract Price Activation.

Download the provided template and open the file in your spreadsheet editor.

Use the template file to provide approved tier information for each facility.

	A	B	C	D	E
1	Contract No.	Price Program ID	Tier ID	Effective Date	Unique Identifier
2	CE7291	45956	002	5/1/2024	54321
3	CE7291	45956	002	5/1/2024	54322
4	CE7291	45956	002	5/1/2024	54323
5	CE7291	45956	002	5/1/2024	54324
6	CE7291	45956	002	5/1/2024	54325
7	CE7291	45956	002	5/1/2024	54326
8	CE7291	45956	002	5/1/2024	54327
9	CE7291	45956	002	5/1/2024	54328

Enter the contract number, price program, approved tier, and effective date for each facility in the respective column.

Provide the unique identifier for each facility, such as the Member ID number.

Field	Description	Data Type	Special Formatting?
Contract No.	Vizient contract number.	Alpha and Numeric	No
Price Program ID	Internal identifier signifying the price program associated with the tier (contracts can have multiple price programs or groups of tiers). Tip: To identify a price program ID, use the Search page in CPA to search for the related contract.	Numeric	No
Tier ID	Tier number (e.g., 001, 002, etc.). One entry per line; no alpha.	Numeric	001 or 1
Effective Date	Start date of pricing.	Date	MM/DD/YYYY
Unique Identifier	Member ID, GLN, LIC, or DEA # for the facility (member ID is most common). Use only one type of identifier per file. Tier slotting is done by facility; all eligible facilities must be included. Tip: If the member has shared facility lists available, refer to the facility lists to ensure you include all eligible facilities. From the toolbar menu in CPA, select My Preferences to view facility lists.	Alpha or Numeric (Depending on identifier type)	No

Upload the Tier Slot File

Tier Slot: Upload

1
Upload
2
Review
3
Complete

Upload File

Importing requires Microsoft Excel .xls, .xlsx format

Please select the unique identifier used in the batch file.

Max 280 characters 0/280

Apply Note above to all requests generated from this Tier Slot file.

Return to the **Tier Slot Upload** page in CPA.

Select the **file** you created from the template.

Select the **unique identifier** that was used in your file.

Add a **note** (required) to provide a description and click **Upload**.

Review and Complete

When the upload is complete, select **Review** to verify your uploaded information before submitting the approval.

Recent Activity

Tier Slot	Reports				
FILE NAME	TRACKING NUMBER	STATUS	DATE CREATED	DATE SUBMITTED	PROGRESS
Tier Slot 0603b.xlsx	TS-249	Review	04/05/2024		Finished
XR0551_Tier Slot_6_1.xlsx	TS-243	Review	06/02/2022	06/02/2022	Finished
CE7291_Tier Slot.xlsx	TS-242	Complete	05/31/2022	05/31/2022	Finished

Review the uploaded records at the bottom of the page to confirm the approved tier information for each facility.

A tier slot number is automatically generated. Make note of the TS number to quickly search and review tier slot information.

Tier Slot: TS-249

Upload **2** Review Complete

Summary

Identify errors or tier changes requiring attention.

Approved Tiers: 4 rows 100%
Errors: 0 rows 0%
Total: 4 rows 100%

Created By: [Supplier Sam](#) | Creation Date: 04/05/2024 | Unique Contracts: 1
Status: | Submission Date: | Unique Price Programs:
Review: - |
File Name: [Tier Slot 0603](#) | Export Approved Tiers | Export All

Export tier approval details.

Approved Tiers | Attachments | Audit

Review approved tiers by facility. Use subtabs to review the tier slot file, attach files, and view the audit log.

Successful Records
The records below will be created upon submitting this request.

CONTRACTS	PRICE PROGRAM ID	TIER ID	EFFECTIVE DATE	UNIQUE ID	FACILITY NAME	SYSTEM ID	SYSTEM NAME
CE2990	32283	001	06/03/2022	54321	ABC Health South	543	ABC Health System
CE2990	32283	001	06/03/2022	54322	ABC Health North	543	ABC Health System
CE2990	32283	001	06/03/2022	54323	Demo Health Facility 01	542	Demo Health System
CE2990	32283	001	06/03/2022	54324	Demo Health Facility 02	542	Demo Health System

Cancel Submit

If there are no errors to correct or tier changes required, click **Submit** to complete the tier approval.

You can cancel the tier slot if needed.

Identify Errors

If there is a problem with the uploaded tier slot file, an **Errors** subtab is displayed.

CONTRACTS	PRICE PROGRAM ID	TIER ID	EFFECTIVE DATE	UNIQUE ID	FACILITY NAME
M54554 Invalid Contract	Invalid Price Program	001	04/05/2024	53421 Invalid Member ID	

Review the error indicators.

Open the **Actions** menu to export the Errors report.

Revise the tier slot file to fix the errors, and re-upload the file.

Verify Tier Changes

If a facility in the tier slot already has a supplier approved tier or pending tier request for the selected price program, you will be required to verify the tier change for each of those facilities before submitting the approval.

When this occurs, a **Tier Changes** subtab is displayed with each facility's approved/pending tier information.

	MEMBER ID	FACILITY NAME	CONTRACT NUMBER	PRICE PROGRAM ID	UPLOADED TIER	UPLOADED EFFECTIVE DATE	APPROVED TIER as of 04/05/24	APPROVED EFFECTIVE DATE	PENDING TIER as of 04/05/24	PENDING EFFECTIVE DATE
<input type="checkbox"/>	543	ABC Health	CE2990	32284	003	04/05/2024	003	11/01/2021		

Leave the checkbox blank to exclude the facility from the tier slot process.

Add a checkmark to proceed with tier slot approval for the facility.



After reviewing tier changes, select the **Approved Tiers** subtab to review approved facilities as applicable.

Once you have confirmed tier assignments for the included facilities, click **Submit** to complete the approval process.

Finding Tier Slot Uploads

To quickly locate your recent pending, completed, and canceled tier slot submissions, open the Settings menu at the top right of any page and select **Recent Activity**.

The screenshot shows the 'Recent Activity' page. On the left, a user menu is open, showing 'Logged in as Supplier Sam' and 'Recent Activity' selected. A callout box points to the 'Recent Activity' link with the text 'Select the status link to review tier slot details.' The main table lists tier slot submissions with columns for File Name, Tracking Number, Status, Date Created, Date Submitted, and Progress. The 'Status' column contains links for 'Review', 'Cancelled', and 'Complete'. A callout box points to the 'Review' link for the first row.

FILE NAME	TRACKING NUMBER	STATUS	DATE CREATED	DATE SUBMITTED	PROGRESS
Tier Slot 06.xlsx	TS-249	Review	04/05/2024		Finished
Tier Slot 03.xlsx	TS-246	Cancelled	06/03/2023		Finished
FM0195_Tier Slot Surg gloves.xlsx	TS-219	Complete	05/24/2023	05/24/2023	Finished

To locate historical tier slot submissions, select **Search** from the top menu bar.

The screenshot shows the 'Search' page. A callout box points to the 'Record Type' dropdown menu, which is set to 'Tier Slot'. Another callout box points to the 'Status' dropdown menu, which is set to 'Review'. A third callout box points to the 'Search' button with the text 'Add filters, such as Status, to narrow the results. Click Search to view results.' The 'Search' button is highlighted with a hand cursor.

From search results, select a **Request ID** to view details on a tier slot submission.

The screenshot shows the search results page. A callout box points to the 'Facility Status' column, which contains indicators for the number of facilities with tier changes, errors, etc. The callout text is 'Hover over indicators for details on number of facilities with tier changes, errors, etc.' The table lists search results with columns for Request ID, Contract Number - Supplier Name, Designated Member ID - Name, Created Date, Completed Date, Overall Status, and Facility Status. The 'Facility Status' column contains indicators for the number of facilities with tier changes, errors, etc. A callout box points to the '30' indicator for Request ID TS-250, with the text 'Changes: 30 out of 30'. The 'Request ID' 'TS-249' is highlighted with a hand cursor.

REQUEST ID	CONTRACT NUMBER - SUPPLIER NAME	DESIGNATED MEMBER ID - NAME	CREATED DATE	COMPLETED DATE	OVERALL STATUS	FACILITY STATUS
TS-250	View All	Not Yet Designated	04/06/2024	-	Review	30
TS-249	View All	Not Yet Designated	04/05/2024	-	Review	4
TS-246	View All	Not Yet Designated	02/03/2024	-	Review	1



Need Help?

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