

Manufacturer Request for P Number Process

NOTE: *These instructions are for manufacturers that do not already have a contract “P” number through participation in the Coverage Gap Discount Program and would like to participate in the Manufacturer Discount Program that begins on January 1, 2025.*

Manufacturers that wish to participate in the Manufacturer Discount Program beginning with the 2025 calendar year must obtain a P number. A manufacturer that already has a P number will continue to use their existing P number and should not use this process. Manufacturers that do not have a P number can request one by completing the following steps:

- Submit the following information via email to PartDManufacturerDiscountProgram@cms.hhs.gov:
 - Manufacturer Legal Name
 - Data Universal Numbering System (DUNS) Number
 - Employer Identification Number (EIN)
 - Primary Contact First and Last Name
 - Primary Contact Email Address
 - Primary Contact Phone Number
- The subject line of the email should read “[manufacturer name] Request for P Number”.

P numbers for the Manufacturer Discount Program will be issued beginning in November 2023. We recommend that manufacturers submit P number requests as soon as possible to allow sufficient time to obtain a P number and complete the necessary steps to gain access to CMS’ Health Plan Management System (HPMS).

Once CMS receives the Request for P Number email and establishes the P number in HPMS, the primary contact will receive an email containing the pending P number with instructions to obtain access to HPMS. The manufacturer’s Primary Contact and any other contacts entered into HPMS must obtain HPMS access. One or more individuals with authority to make attestations and enter into contracts with CMS on behalf of the manufacturer must obtain signatory access to HPMS to complete the contracting process.

Important: It is the responsibility of the manufacturer to complete the required tasks timely and to solicit CMS for assistance whenever needed. Prior to starting this process, you may wish to add the following email addresses to your email address book and/or “safe senders list” to ensure delivery:

PartDManufacturerDiscountProgram@cms.hhs.gov

HPMS@cms.hhs.gov

HPMSConsultantAccess@cms.hhs.gov

Any questions regarding the P number request process should be sent via email to PartDManufacturerDiscountProgram@cms.hhs.gov.