Reduce your workload – automate your reports

Data Delivery Portal (DDP) enhancements in Premier

Release Notes

May 2020

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DDP feature can save you time

Our recent enhancement in Premier eBill is the Data Delivery Portal (DDP) feature.

Here are some of the highlights for company administrators.

- DDP allows reports and files to be automatically generated and delivered straight to your Secure File Transfer Protocol (SFTP) server on a daily, weekly or monthly basis.
- So, instead of logging in and running the report or downloading the file yourself, it comes right to you.
- With this latest enhancement, we've added the ability to run unbilled usage reporting, allowing you to receive even more data straight to your SFTP server.

To learn more about DDP and how to set up your SFTP server, contact your account representative.

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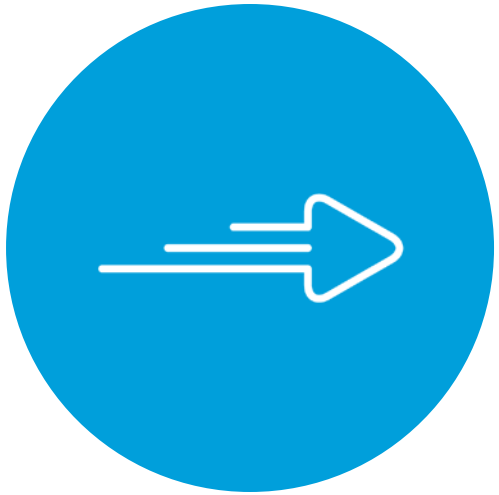
Why set up DDP?



Save time with automatic reporting

Set up email alerts to stay informed

New unbilled usage reporting available

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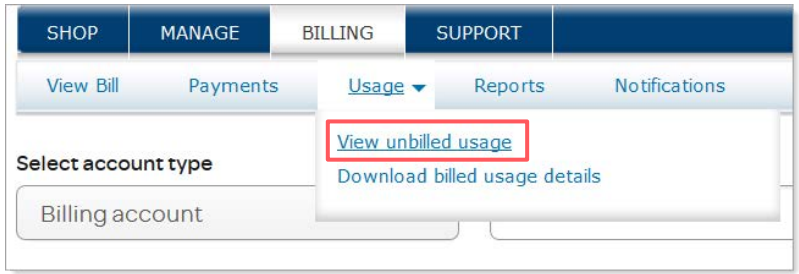
To schedule unbilled usage reports – after your SFTP server has been set up

Administrators with an active DDP profile can schedule unbilled usage reports to be delivered straight to their SFTP server.

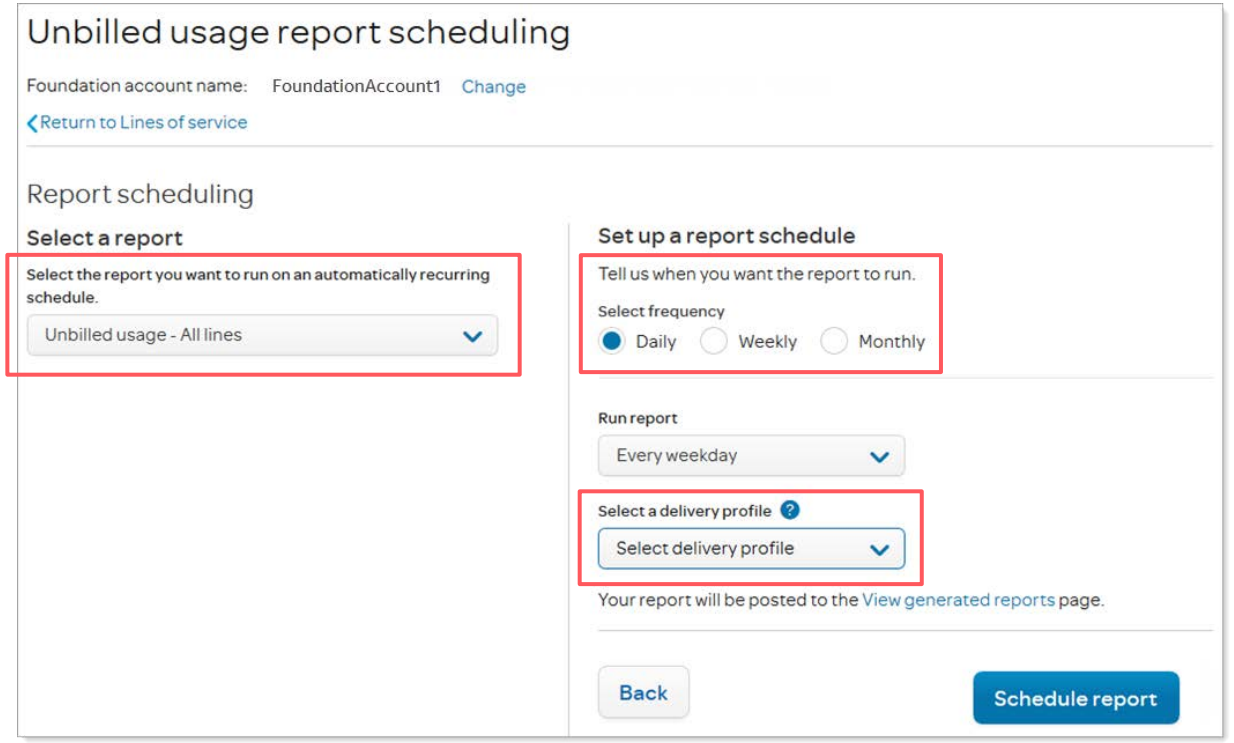
Tip: The enhanced DDP feature lets you schedule reports for one or multiple billing accounts under a foundation account.



To schedule an unbilled usage report:

1. On the Premier homepage, click **BILLING**.
2. Under **Usage**, select **View unbilled usage**.
3. On the **Unbilled usage** page, under **Generate reports**, click **Schedule** (not shown). The **Unbilled usage report scheduling** page appears.
4. Under **Select a report**, click the down arrow and choose the report you want to run.
5. Under **Set up a report schedule**, select when you want the report to run. Choose **Daily**, **Weekly**, or **Monthly**.
6. Under **Select a delivery profile**, click the down arrow and choose the DDP delivery profile you want to use.
7. Click **Schedule report**.

Your scheduled report will be delivered to your SFTP server, or your **View generated reports** page under the **Reports** tab, or both depending on the delivery profile you selected.



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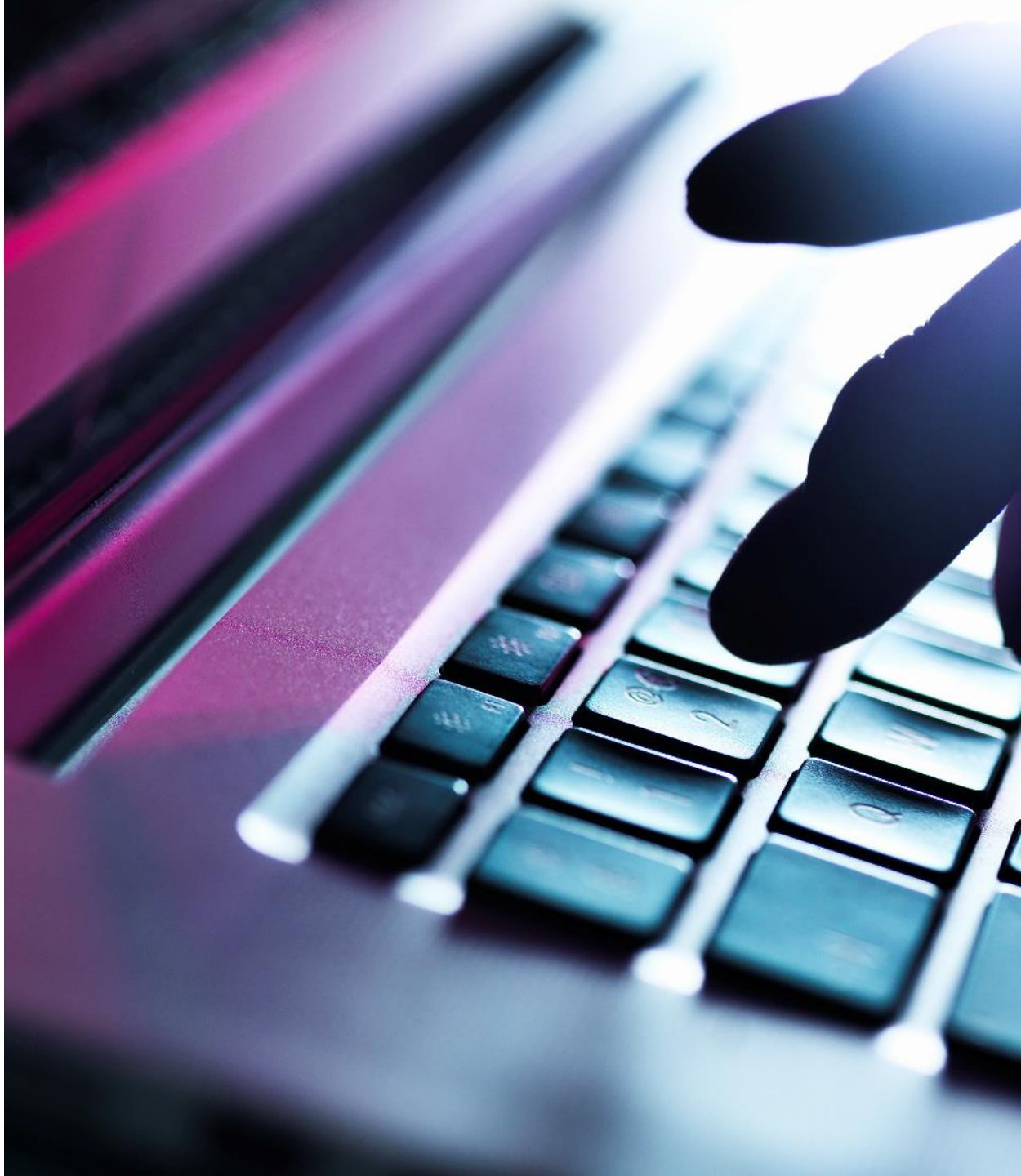
More information

- DDP is available to eligible accounts on a Billing or Reporting foundation account enrolled in the DDP Program.
- Fulfillment foundation accounts are automatically enrolled in the DDP program for Raw Data Output (RDO) files and Unbilled usage reports.
- Company administrators can only set up delivery profiles for foundation accounts for which they have access permissions.
- To learn more about DDP and how to set up your SFTP server, contact your account representative.
- If you don’t have an assigned account representative, you can contact Business Portal Support (BPS) at 866.499.8008, Monday – Friday, 8 a.m. –10 p.m. Eastern Time.



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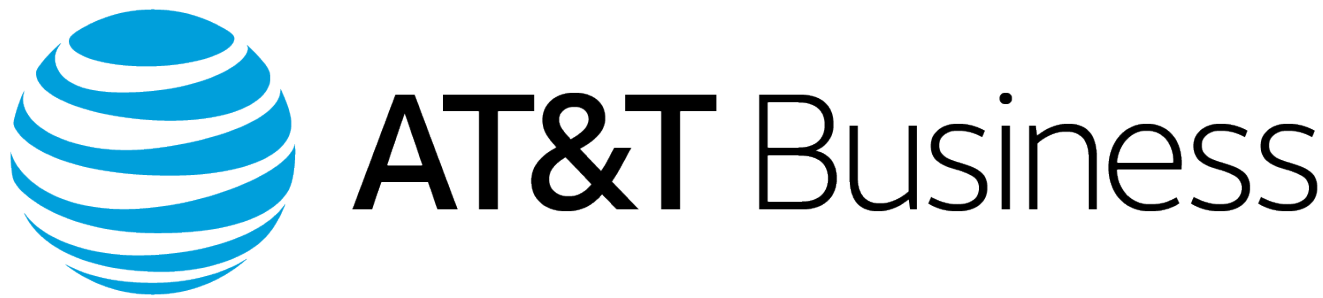
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