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Quick Reference Card

How to manage baselines in AB GPOconnect

To access AB GPOconnect, use the following URL: https://workspaceabc.force.com/gpoconnect

Access Baseline Management

1. Select Baseline Management in the Navigation menu.

×	AB GPOconnect			م ،	.	
Home						
Reports and Analytics	: GPO!	Today's date 一 Mon, 23 May -	Quarter end date			
Rebate Payment Tracker	Account Director	2022	2022	-De		
Baseline Management		7Q days left	<i>(</i>)			
Partnership 🗸 🗸	rcebergen.com.invalid		arter 💭			

2. Select the desired GPO File Tracker to view Baseline File information.

≡	AB GPOconnect		-	Q Search			٢			
Manag	ge Baselines							Up	oload Baseline	
GPOco	onnect Baselines 🔻									
1 item • So	1 item • Sorted by GPO File Tracker • Filtered by All gpo file tracker – Record Type						Q Search this list			
	GPO File Tracker 1	×	Drug Name	\sim	Quarter		✓ File Last Uplo	aded	\sim	
1	1016-010-010-010-010-010-010-010-010-010	4	1000		Q2 2022		5/23/2022, 11	:32 AM	•	

3. The Baseline Files tab displays uploaded Baseline Files. Select a Baseline File to download the file.

≡			AB GPOconnect		Q Search		Ļ	٢
	OFO File Tracker	10080-ui_022 2022						
E	aseline Files Message Center							
3	File Uploaded 🛛 🗸 🗸	Last Updated On 🛛 🗸 🗸	Uploaded By 🗸 🗸	Comments	~	File Type	~	
V	Roubles NOT Relate Survey, 311.	23/5/2022	Test partners.			Preliminary		
	Reading TRN 2075-bac of	19/5/2022	CONTRACTOR Partner	had much for All two	-	Preliminary		

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Quick Reference Card

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4. Use the **Message Center** tab to communicate with your internal AB associate.

Note: The assigned, internal Rebate Analyst and your Account Manager will be notified of all communications. Type the @ sign to mention any other direct recipients, who will then receive an email notification when an update is shared. All previous posts will be shown on the **Message Center** page. Like or Comment on an existing post.

5. Click Share.

	AB GPOconnect	Q. Search	
GPO File Tracker			
aseline Files Message Center			
Post			
@			
Notify a person or group about this update.			
То			
Ø			Share
Sort by:			
Most Recent Activity 👻		Q. Search this feed	C
ABC - DS - Enterprise) May 20, 2022 at 3:14 AM			Ŧ
and a second			
📫 Like 🌑 Comment			

6. The primary Pharma Partner contact will be notified via the notification bell with any message center updates. Click the notification to navigate to the update.

=	AB GPOconnect	Q Search
GPO File Tracker		Notifications Mark all as read
		New Post Hi @Test Genentech, we have just received a comment from Test Rebate Analyst 1 regarding Basine:
Baseline Files Message Center		. To view or reply to this message, please click here
		15 hours ago

Upload a Baseline File

7. On the Manage Baselines page, select Upload Baseline.

≡	АВ	GPOconnect	Q Search		.
Manage Baselines					oad Baseline
GPOconnect Baselines				Q Search this list	
GPO File Tracker 1	V Drug Name	✓ Quarter	✓ File Last Up	oloaded	\sim
1 ACTIVATION CONTRACTOR DATA	10000	Q2 2022	5/23/2022,	, 11:32 AM	•

Quick Reference Card

How to manage baselines in AB GPOconnect

8. Select the Baseline Records for which you would like to upload a Baseline File.

9. Click Next.

Upload Baseline			
Step 1 of 2: Select Baseline Records			
Drug Name	V Quarter	V GPO	Created Date V
v 1999	Q2 2022	ION	May 19, 2022, 10:00:27 AM
			Next

- 10. Mark the Baseline File as a Preliminary or Final version.
- 11. Input a Version number.
- 12. Select Upload Files to select the Baseline File from your file finder.

Note: The uploaded file will be attached to all the Baseline Records selected in Step 1 of 2. Once the file uploads, click Done.

- 13. Optionally, you can add Comments for AB.
- 14. Click Send to AB.

Upload Baseline		
Step 2 of 2: Upload File	4	5
Mark As Proliminary	Version *	
L Upload Files Or drop files 6 Comments for AB		
Please see preliminary baseline for		11
		Send to AB

15. The uploaded Baseline File with the relevant information displays in the Baseline Files tab.

=			AB GPOconne	ct	Q Search,	+ @
	OPO File Tracker					
	Baseline Files Message Center					
	File Uploaded 💦 🗸	Last Updated On	V Uploaded By	Comments	V File Type	
9	Routine face Routine view?	11/5/2022	Net Generalth	Please see prelim baseline for	Preliminary	

Quick Reference Card

How to manage baselines in AB GPOconnect

Baseline Notifications

1. Pharma Partner contacts will be notified via the notification bell when baselines are overdue for 4 weeks (28 days). Click the notification to navigate directly to the Manage Baselines page.

=	AB GPOconnect	Q	0	٢
		Notifications		×
Hello,	=	Baseline Overdue There is a baseline that is overdue, please review		
© Your Corporate Account Director		Sep 8, 2022, 6:48 PM •		

2. Pharma Partner contacts will also be notified via email when baselines are overdue for 4 weeks (28 days). Click the GPOconnect link to navigate to the GPOconnect login page.

A	Am To:	erisourceBergen <noreplyab@amerisourcebergen.com></noreplyab@amerisourcebergen.com>	3	5	*	4	
		AmerisourceBergen					
		There is a baseline that is overdue. Please log into GPOconnect to re	eview.				