Enrollment Announcements – Partner

AmerisourceBergen

Quick Reference Card

How to access Enrollment Announcements in GPOconnect

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

You can view, approve, or reject Enrollment Announcements directly in GPOconnect. You will receive notifications when enrollment announcements are available. Each announcement must be approved or rejected for the contract to begin and for the member to make purchases.

View Enrollment Announcements

1. Select **Partnership > Enrollment Announcements** from the navigation menu in the upper left corner.



2. Select the Enrollment Announcements tab.

Agreements in Progress	SOW's and Deliverables Execut	ed Agreements Enrollment	Announcements 2	5	6	
Name	Account Number	GPO Member Announcement	Associate Sites	Effective Date	Approve All	Reject All
1000	06	MA-00	1.000 (all 10.000) (b) (b) (b) (b) (b) (b) (b) (b) (b) (b	3/7/2024 🛗	✓ Approve	× Reject
	01	MA-00		3/7/2024 🛗	✓ Approve	× Reject
GPO Contact Survey	06	MA-00	1.0824 (1812) (112) 8802 887 12	3/7/2024 🛗	✓ Approve	× Reject
GPO Contact Survey	01	MA-00		3/7/2024 🛗	✓ Approve	× Reject
	06	MA-00		3/7/2024 🛗	✓ Approve	× Reject

3. Enrollment Announcements can be announcement-only or dec-based. Dec-based announcements include dec forms for review, which are shown as blue hyperlinks. Click the **Name** to review the form.

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- 4. Click the GPO Member Announcement number for additional details.
 - a. If you have questions or comments about the announcement, enter them under the "Post" section and click **Share** to send them to the enrollment team.
 - b. View the agreements and any other files attached to the announcement. Click **Add Files** to send additional files to the enrollment team.

Announcement ID MA-OC Account Number	Owner <u>i</u> Effective Date	Post a Share an update Share
Created By	Last Modified By	Sort by: Most Recent Activity V. Search this feed
Attached Agreements	b ccount Number Document Status	
Files (2)	Add File	
Title Owner	Last Modified Size 4/10/2024, 5:39 AM 1.2MB	
x.5	3/12/2024, 10:39 AM 9KB	V All Collaborate here!

Back on the Enrollment Announcement tab, enter the **Effective Date** for the enrollment. This is the date the member will be enrolled.

ľ	ffectiv	/e Date	,				
{	9/19	/2022	≣]			
		5	Septem	ber	Þ	202	22 +
~	Sun	Mon	Tue	Wed	Thu	Fri	Sat
{	28	29	30	31	1	2	3
{	4	5	6	7	8	9	10
{	11	12	13	14	15	16	17
	18	19	20	E	22	23	24
}	25	26	27	28	29	30	1
	2	3	4	5	6	7	8
{				Today			

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- 5. Click Approve or Reject on an individual enrollment. You can also click Approve All or Reject All.
 - a. If you Reject an enrollment, select the **Reason** from the dropdown.
 - b. If you select Other as the reason, enter details to explain.
 - c. Click Save.

(i) Select Reject Reaso	n				
Please select a reason fo	r the reject selection				
* Select reject reason:					
Other	Other 💌				
Please provide details for 'C	Other':				
Please provide details	for 'Other'				
	Save				

Note: Once you approve an enrollment, the member will be enrolled as of the date you entered. If you reject an enrollment, it will be sent to the enrollment team to address the specified reasons.

6. Click Send to AB when finished.