

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

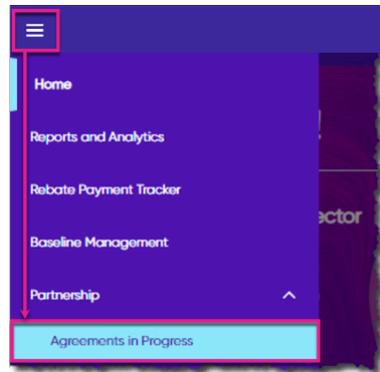
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Agreements in Progress

1. Select the navigation menu on the left side of the toolbar and select **Partnership > Agreements in Progress**. You can also access the page by clicking on the **Agreements in Progress** tile on the homepage.

Note: The Partnership page is only accessible to Pharma Partners who have GPOconnect Contract access provisioned.



1. Select a task on the **Agreements in Progress** tab.

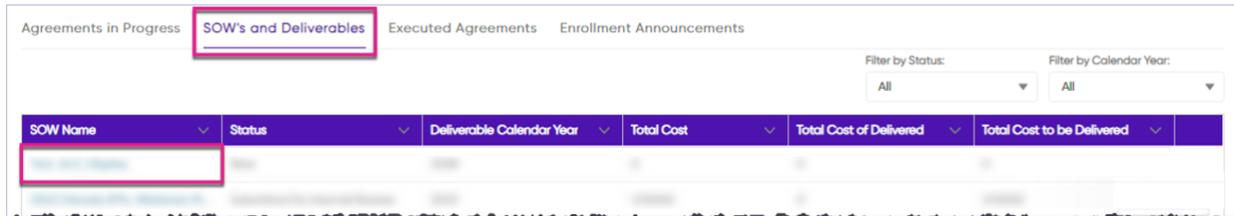
A screenshot of the 'Agreements in Progress' tab in a software application. The tab is selected, and the page displays a table of tasks. The table has four columns: Task, Type, Status, and Created Date. The first row is highlighted with a red box. The table also includes a 'Refresh Data' button and a timestamp indicating the last refresh time.

Task	Type	Status	Created Date ↓
Agreement - [Task Name]	Agreement	Review Pending	August 16, 2022
Agreement - [Task Name]	Agreement	Review Pending	August 12, 2022
Agreement - [Task Name]	Agreement	Waiting For Internal Signature	July 26, 2022
Agreement - [Task Name]	Agreement	Review Pending	July 22, 2022

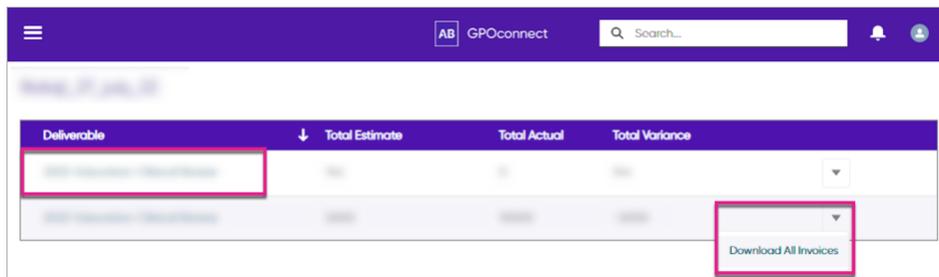
Note: The Agreements in Progress tab is only accessible to Pharma Partners who have Icertis access provisioned. Select Refresh Data to reload the page. The button will not be available for use for 10 minutes following the last refresh.

SOW's and Deliverables

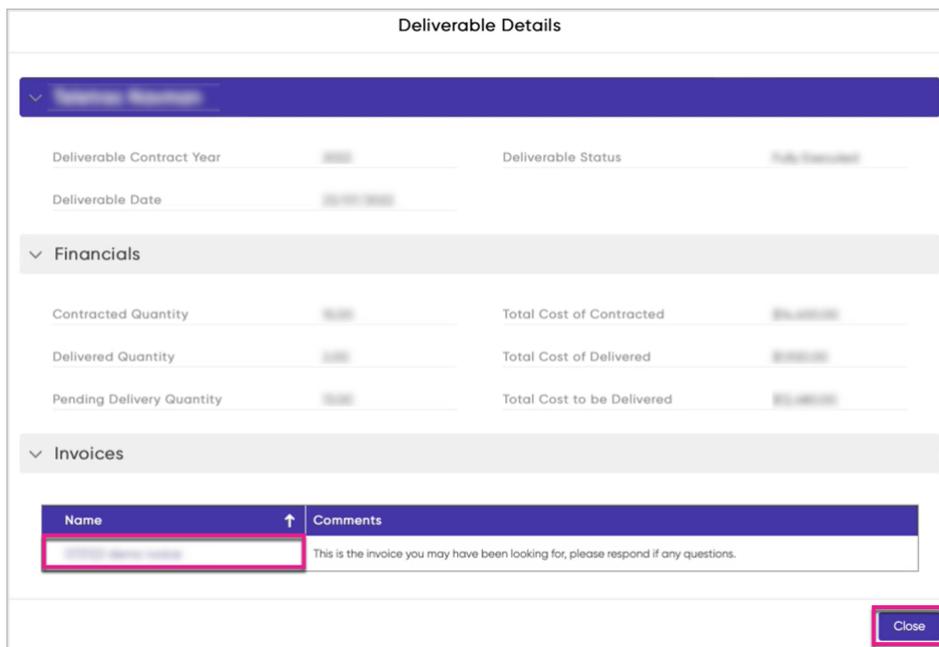
1. Select the **SOW's and Deliverables** tab to view statements of work and deliverables, then select an **SOW Name** to view deliverable information and invoices.



2. Select a **Deliverable** to view its details and download individual invoices, or select **Download All Invoices** from the dropdown to batch download all invoices.



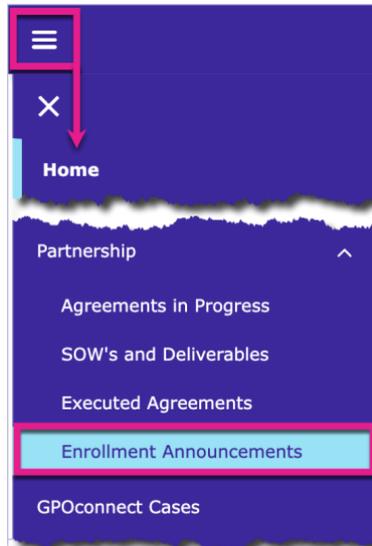
3. Select an **Invoice Name** to download an individual invoice, then click **Close** to go back to the Deliverable record.



Enrollment Announcements

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.

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



2. Select the Enrollment Announcements tab.

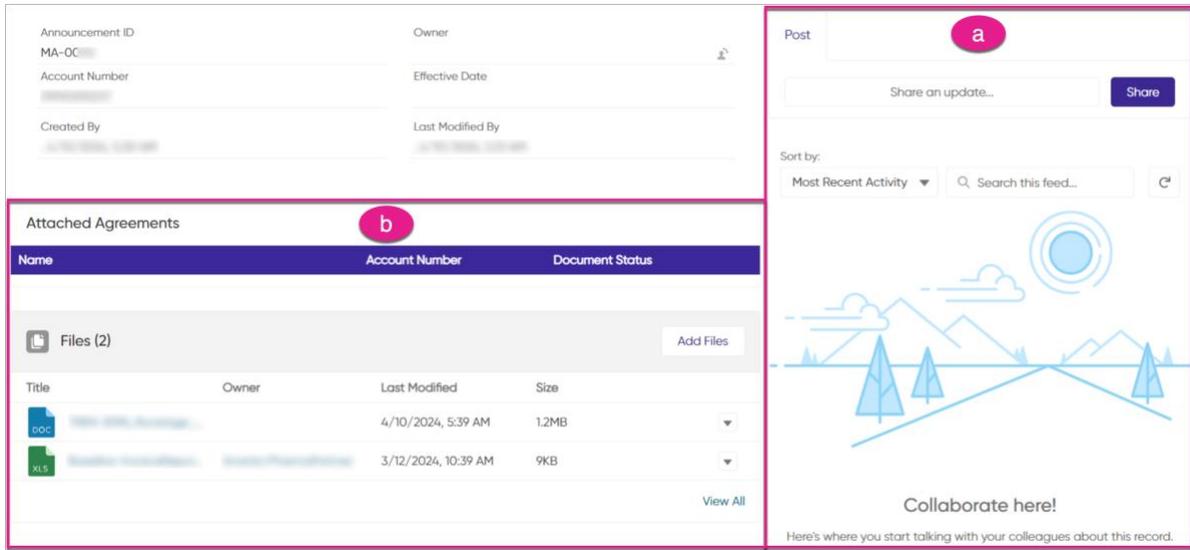
Name	Account Number	GPO Member Announcement	Associate Sites	Effective Date	<input type="radio"/> Approve All	<input type="radio"/> Reject All
[Redacted]	06	MA-00	[Redacted]	3/7/2024	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Reject
[Redacted]	01	MA-00	[Redacted]	3/7/2024	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Reject
GPO Contact Survey	06	MA-00	[Redacted]	3/7/2024	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Reject
GPO Contact Survey	01	MA-00	[Redacted]	3/7/2024	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Reject
[Redacted]	06	MA-00	[Redacted]	3/7/2024	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Reject

Callouts: 2 (tab), 3 (Name), 4 (GPO Member Announcement), 5 (Approve All), 6 (Reject All)

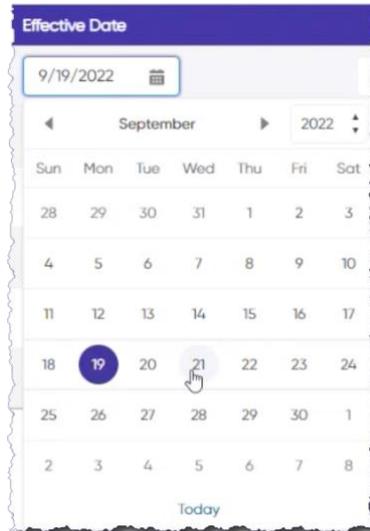
3. Enrollment Announcements can be announcement-only or dec-based. Dec-based announcements include dec forms for review, which are shown as blue hyperlinks. Click the **Name** to review the form.

How to view Agreements in Progress, SOW's and Deliverables, Executed Agreements, and Enrollment Announcements

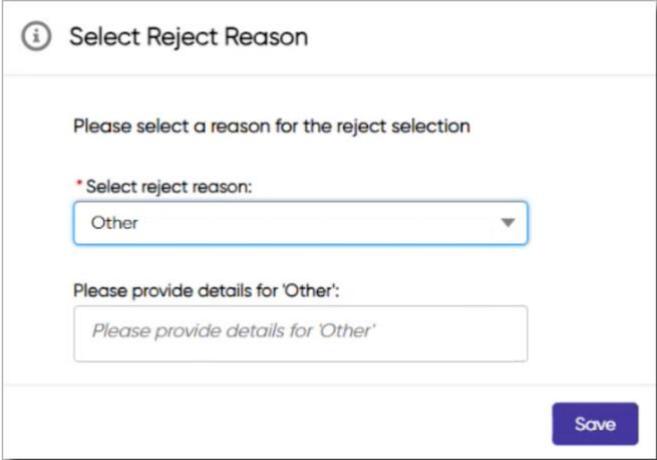
4. Click the **GPO Member Announcement** number for additional details.
 - a. If you have questions or comments about the announcement, enter them under the “Post” section and click **Share** to send them to the enrollment team.
 - b. View the agreements and any other files attached to the announcement.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



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



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**.



Select Reject Reason

Please select a reason for the reject selection

* Select reject reason:

Other

Please provide details for '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.