

Quick Reference Card

How to manage baselines in AB GPOconnect

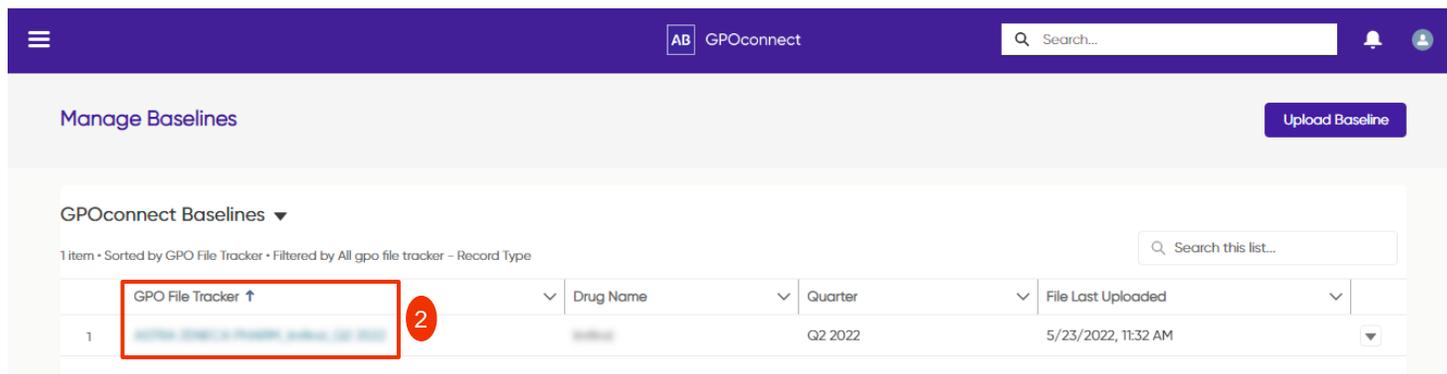
To access AB GPOconnect, use the following URL: <https://workspaceabc.force.com/gpoconnect>

Access Baseline Management

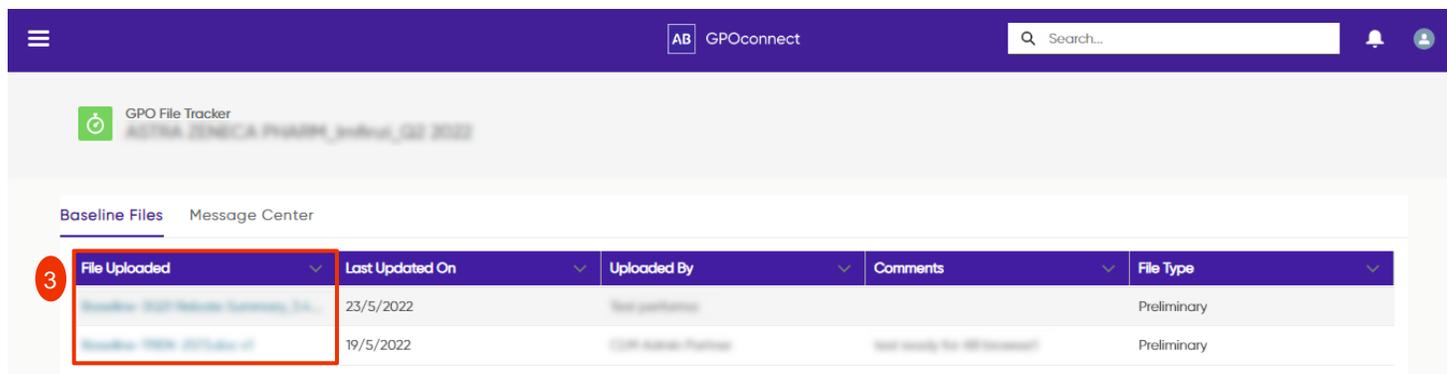
1. Select **Baseline Management** in the Navigation menu.



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



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



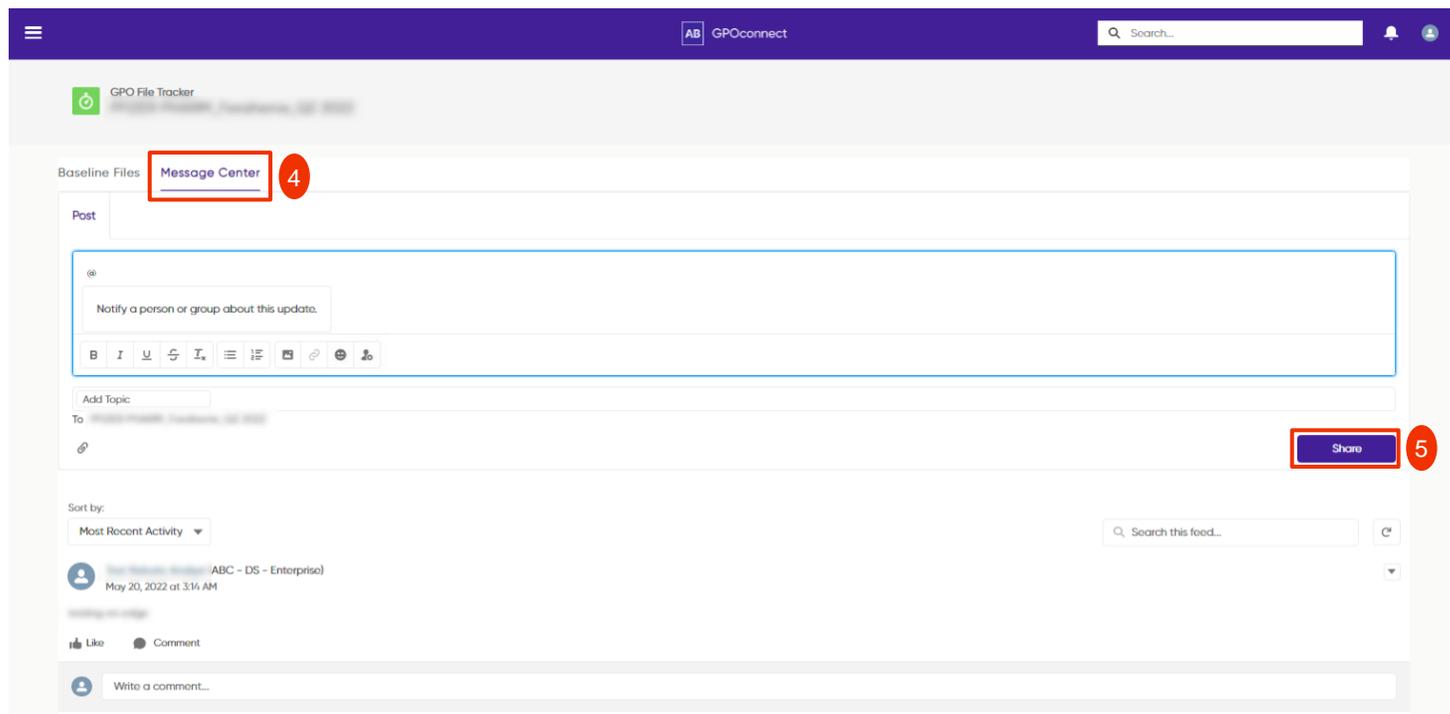
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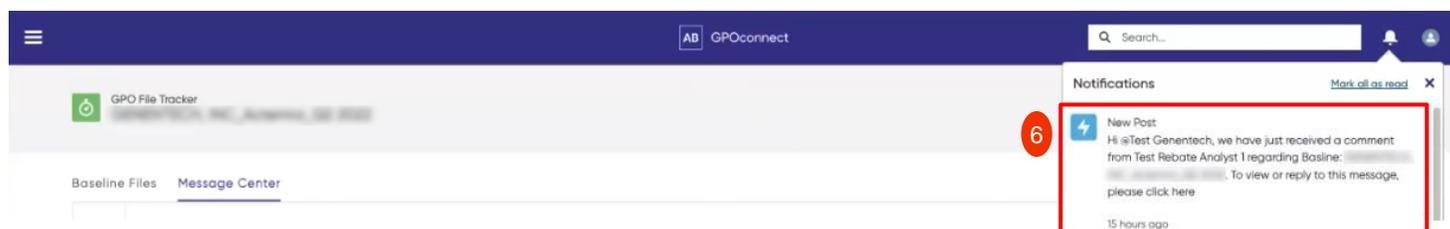
4. Use the **Message Center** tab to communicate with your internal AB associate.

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**.

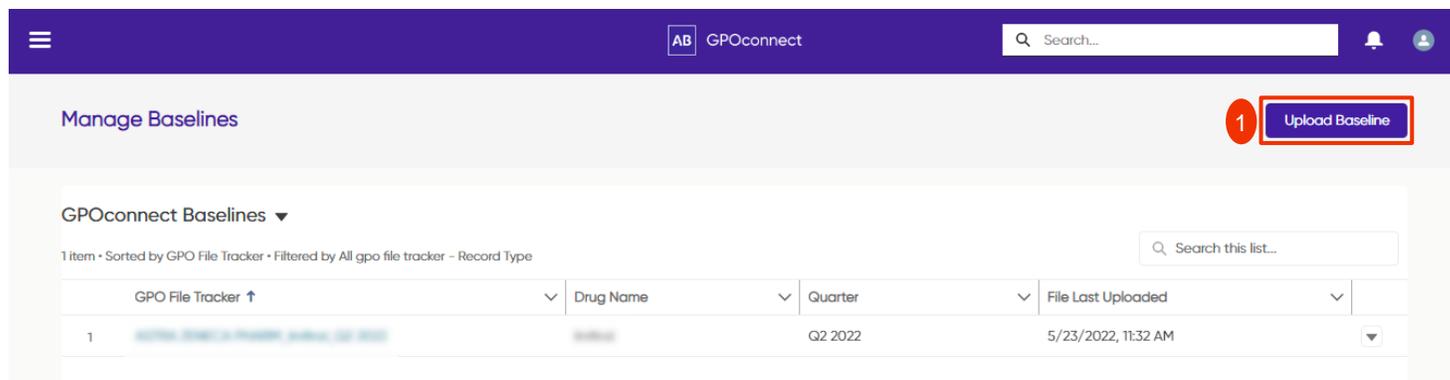


6. The primary Pharma Partner contact will be notified via the notification bell with any message center updates. Click the notification to navigate to the update.



Upload a Baseline File

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



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8. Select the Baseline Records for which you would like to upload a Baseline File.
9. Click **Next**.

Drug Name	Quarter	GPO	Created Date
Initial	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**.

Mark As: Preliminary

Version: v1

Upload Files | Or drop files

Comments for AB: Please see preliminary baseline for...

Send to AB

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

File Uploaded	Last Updated On	Uploaded By	Comments	File Type
Initial - Non-Residence (000-0)	11/5/2022	Tom Garmann	Please see prelim baseline for (000-000000)	Preliminary

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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.



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.

