

How to sign an agreement electronically or manually for Pharma Partners in GPOconnect

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

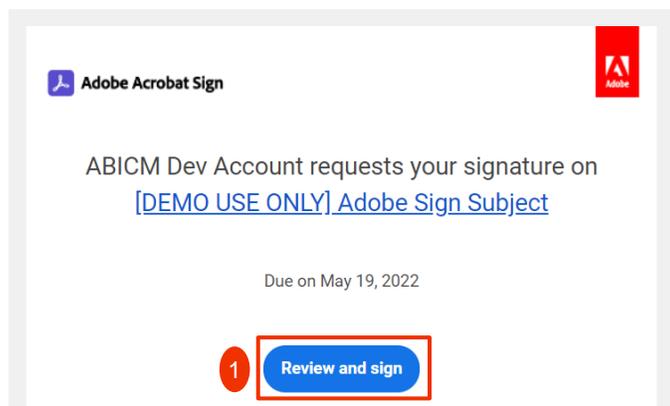
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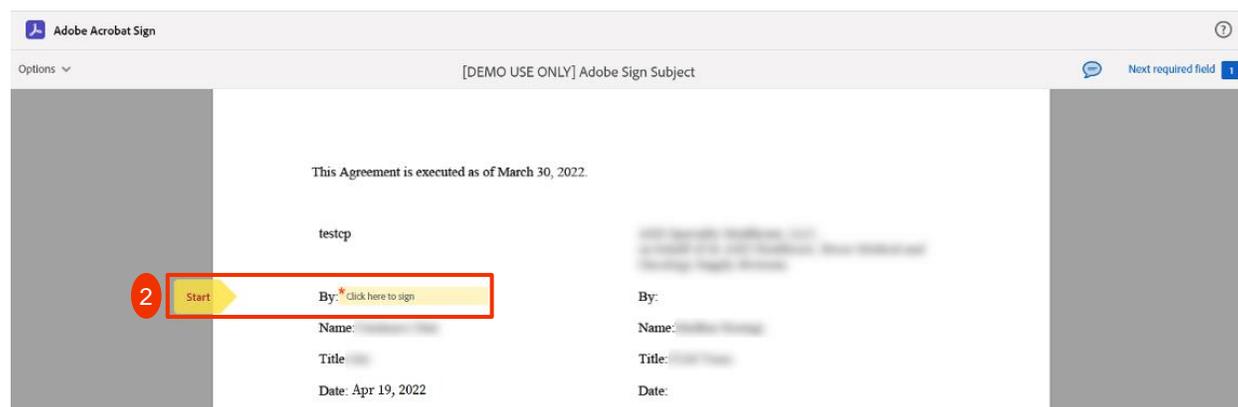
## Sign an agreement electronically via AdobeSign

**Note:** Once an agreement has been signed internally, the status will move to *Waiting for External Signature*. When this happens, the designated external signatory will receive an email notification to sign the agreement.

1. Click **Review and sign** in the email notification.

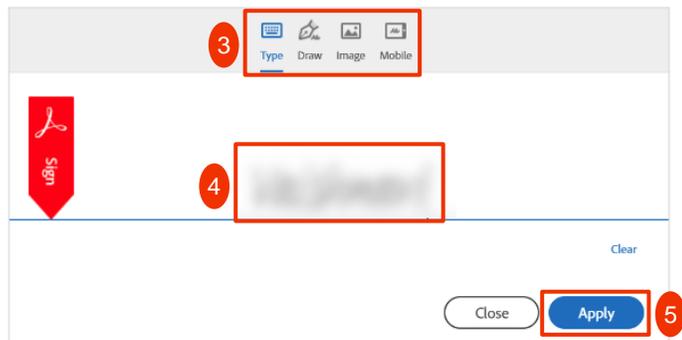


2. In the agreement, select **Click here to sign**.



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3. Select the signature type.
4. Type your signature.
5. Click **Apply**.

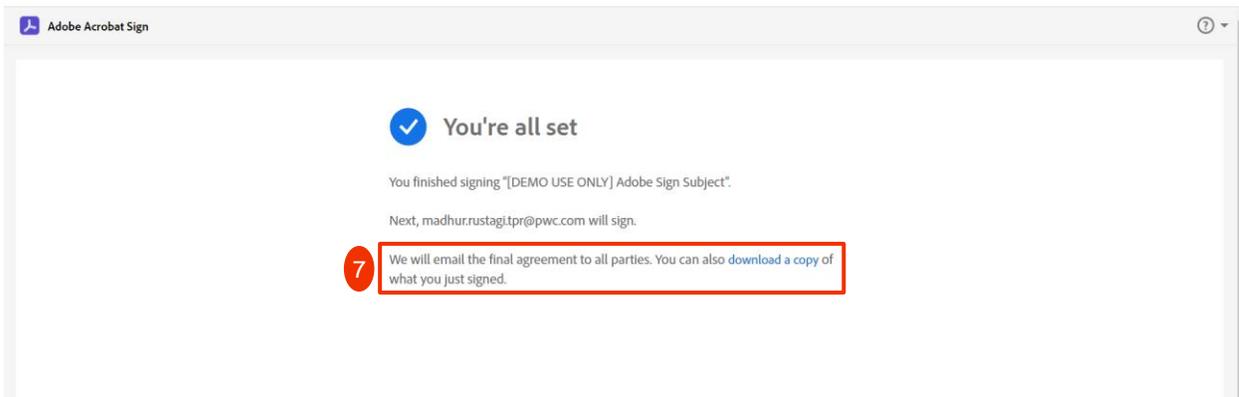


6. Verify your signature is updated in the agreement.



7. If desired, select **download a copy** in the confirmation page to download a copy of the signed agreement.

**Note:** Once both internal and external parties sign the agreement, the status will move to Executed.



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## Sign an agreement manually (wet signature)

1. Once you are logged into GPOconnect, select the **Agreements in Progress** tile on the homepage.

**Note:** You can also access this page in the navigation menu by selecting **Partnership** and **Agreements in Progress**.

The screenshot shows a dashboard with several tiles. The 'Agreements in Progress' tile, which displays the number '4', is highlighted with a red border and a red circle containing the number '1'. Other tiles include 'Rosters Published as of June 24, 2022' (with a '2' in a blue circle), 'Overdue Payments' (with an '8' and a warning icon), 'Sites Enrolling' (with a '0'), and 'Manage Baseline'. Each tile has a 'View Details' button. A photograph of a pharmacist is visible on the right side of the dashboard.

2. Select the desired task on the **Agreements in Progress** tab.

### Partnership

Agreements in Progress   SOW's and Deliverables   Executed Agreements   Enrollment Announcements

Last refreshed  
August 22, 2022 at 02:51 PM EDT   Refresh Data

Task	Type	Status	Created Date ↓
MSD - HAZARDOUS WASTE (HW) - Manufacturing Agreement - 2022	Agreement	Review Pending	August 16, 2022
MSD - HAZARDOUS WASTE (HW) - Manufacturing Agreement - 2022	Agreement	Review Pending	August 12, 2022
Logistics - Fuel Dispenser - 2022 Manufacturing Agreement	Agreement	Waiting For Internal Signature	July 26, 2022
MSD - Manufacturing Agreement	Agreement	Review Pending	July 22, 2022

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3. You will be navigated to an external webpage in Icertis. Scroll down and select **Download** to download the agreement.

**Note:** The designated external signatory will also receive an email notification when the status has moved to **Waiting for External Signature**. The email includes a link to download the agreement.

4. Print the agreement and manually sign in the designated places. Scan and save the signed copy.

5. Navigate back to the Icertis webpage, and select **Upload Signed Copy**.

Contract Terms in Years: 3  
Auto-Renewal Term in Years: 3  
Max Renewals: 100  
Notice For Termination in Days: 30

Auto - Renew Flag: No  
Auto - Renewal Term in Months:  
Number of Renewals:

2. AB Entity Details

Business Unit Name	ABSC	AB Entity Name	AmerisourceBergen Services Corporation
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Download All Download Confidential Upload Signed Copy Reject Recall

6. Click **Select File** and select the signed copy from your file finder.

7. Optionally, add a note.

8. Click **Upload File**.

Upload Document

Add Note 7

B I U ... Format

(inherited font) (inherited size) A

Select File 6

\_TestCp\_ABSC\_GPO Product\_03\_30\_2022\_2 (1).Pdf

Upload File 8

9. Once both parties have signed the agreement, the status will move to **Executed**.

Details - GPO Product Agreement - TestCp\_GPO Product\_03302022 - 8262747ProductAgreement\_000

Generate Approve Execute Manage

Agreement

Summary

Details

Preview 1

Versions

Status : Executed 9

Created By: ... Created On: April 19, 2022

Organization Unit: ...