

How to access the Partnership page for a Pharma Partner

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

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## Access the Partnership page

1. Select the navigation menu on the left side of the toolbar.

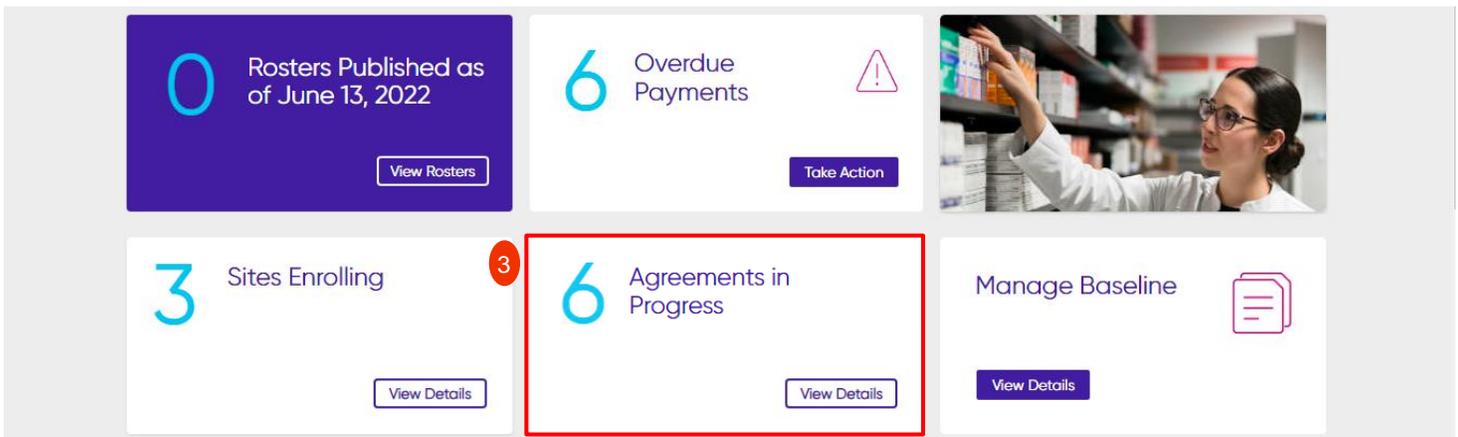
**Note:** The Partnership page is only accessible to Pharma Partners who have GPOconnect Contract access provisioned.



2. Select **Partnership** and **Agreements in Progress**.



3. Alternatively, you can access this page by clicking on the **Agreements in Progress** tile on the homepage.



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## Agreements in Progress

1. Select a **Task** to complete in Icertis.

**Note:** The **Agreements in Progress** tab is only accessible to Pharma Partners who have Icertis access provisioned.

**Note:** Select **Refresh Data** to reload the page. The button will not be available for use for 10 minutes following the last refresh.

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Partnership

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

Last refreshed March 31, 2022, 10:15 AM EDT Refresh Data

| Task | Type      | Status         | Created Date |
|------|-----------|----------------|--------------|
|      | Agreement | Review Pending |              |
|      | Agreement | Review Pending |              |

## SOW's and Deliverables

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

**Note:** Select **Questions?** in the dropdown to send a question regarding a specific SOW to the AB Membership team.

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Filter by Status: All Filter by Calendar Year: All

| SOW Name | Status | Deliverable Calendar Year | Total Cost | Total Cost of Delivered | Total Cost to be Delivered |
|----------|--------|---------------------------|------------|-------------------------|----------------------------|
|          |        |                           |            |                         |                            |
|          |        |                           |            |                         |                            |

Questions?

3. Select a **Deliverable** to view Deliverable details and download individual invoices.

**Note:** Select **Download All Invoices** in the dropdown to batch download all invoices.

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Filter by Status: All Filter by Calendar Year: All

| Deliverable | Total Estimate | Total Actual | Total Variance |
|-------------|----------------|--------------|----------------|
|             |                |              |                |
|             |                |              |                |

Download All Invoices

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4. Select an **Invoice Name** to download an individual invoice.
5. Select **Close** to navigate back to the Deliverable record.

**Deliverable Details**

Deliverable Contract Year: 2022      Deliverable Status: Not Started

Deliverable Date: 03/31/2022

**Financials**

Contracted Quantity: 500      Total Cost of Contracted: \$50,000

Delivered Quantity: 0      Total Cost of Delivered: \$0

Pending Delivery Quantity: 500      Total Cost to be Delivered: \$50,000

**Invoices**

| Name            | Comments  |
|-----------------|---|
| 2022-03-31-0001 | This is the invoice you may have been looking for, please respond if any questions. |

**4** [Name]      **5** [Close]

## Executed Agreements

1. Select the **Executed Agreement** tab to view historical contracts.
2. Select an **Agreement Name** to view a specific contract.

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### Partnership

Agreements in Progress    SOW's and Deliverables    **Executed Agreements**    **1**    Rollment Announcements

Last refreshed: March 31, 2022, 08:44 AM EDT    Refresh Data

| Agreement Name            | Agreement Type | Created Date   | Status   |
|---------------------------|----------------|----------------|----------|
| <b>2</b> [Agreement Name] | Agreement      | March 24, 2022 | [Status] |

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## Enrollment Announcements

1. Select the **Enrollment Announcements** tab to view pending enrollment announcements.
2. Input the **Effective Date** for each Enrollment Announcement.
3. Select **Approve** or **Reject** for the desired Enrollment Announcement.

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

| Name | Associate Sites | Effective Date | Approve All           | Reject All            |
|------|-----------------|----------------|-----------------------|-----------------------|
|      |                 | 5/3/2022       | <input type="radio"/> | <input type="radio"/> |
|      |                 | 6/23/2022      | <input type="radio"/> | <input type="radio"/> |

Send to AB

4. You will need to prove a reject reason for any rejections.

**Note:** When **Other** is selected, an additional field displays to input additional rejection information.

5. Click **Save**.

Select Reject Reason

Please select a reason for the reject selection

Select reject reason:  
Please select a reason

Save

6. Click **Send to AB**.

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

| Name | Associate Sites | Effective Date | Approve                  | Reject                   |
|------|-----------------|----------------|--------------------------|--------------------------|
|      |                 | 5/3/2022       | <input type="checkbox"/> | <input type="checkbox"/> |
|      |                 | 6/23/2022      | <input type="checkbox"/> | <input type="checkbox"/> |

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