

Rebate Payment Tracker

Quick Reference Card

How to view rebate payment status and file sharing and messaging with the AB team for a Pharma Partner

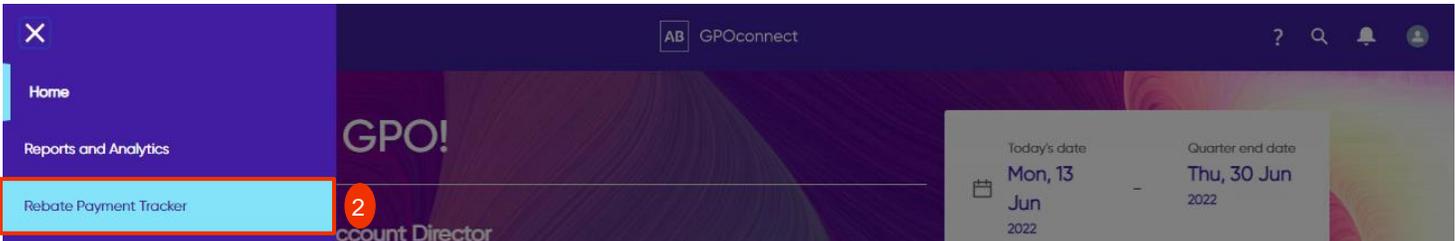
To access AB GPOconnect, use the following URL: <https://workspaceabc.force.com/gpoconnect>

Access the Rebate Payment Tracker

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



2. Select **Rebate Payment Tracker** in the menu.



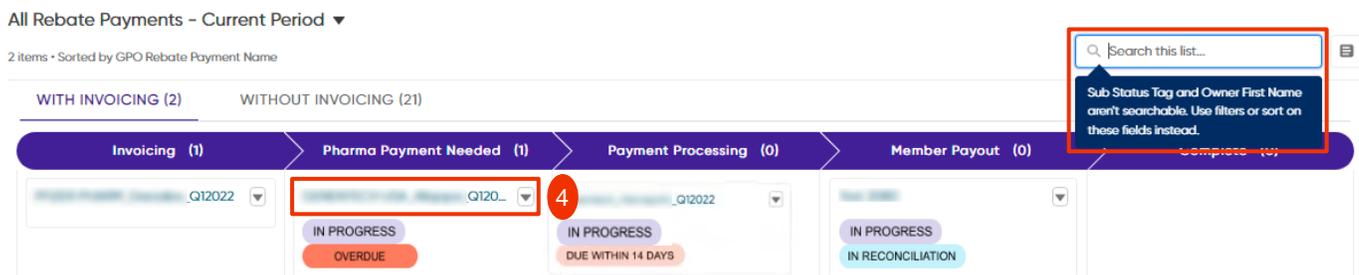
3. Select the desired list view from the dropdown.



4. Select the desired drug.

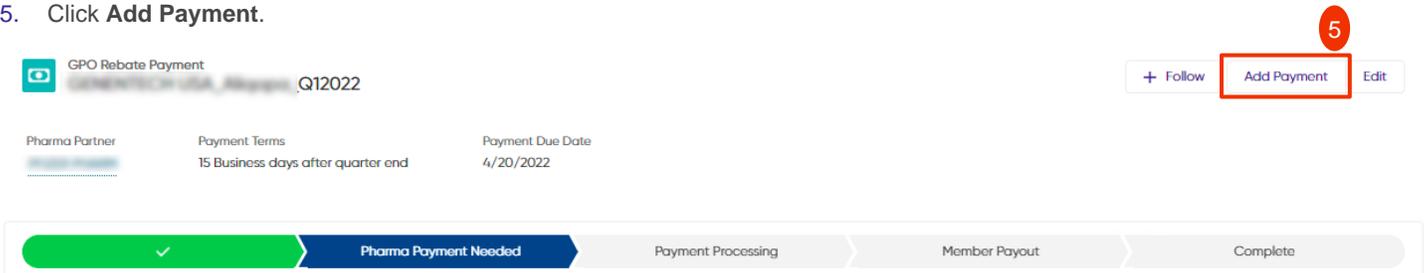
Note: You can search for a drug on the right side of the page.

Note: Rebate payments cards are tagged as **In Progress**, **In Reconciliation**, **Due Within 14 Days**, **Due Within 30 Days**, and **Overdue**.



Add payment information

5. Click **Add Payment**.



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6. Select **Payout File** from the dropdown menu.
7. Click **Next**.

Note: Select **None** to enter payment information without uploading a Payout File. Select **Other** to upload a supporting document if needed.

The screenshot shows the 'Add Payment' form at Step 1 of 3: Select File Type. A dropdown menu is open, showing options: --None--, None, Payout File (highlighted), and Other. Red boxes and numbers 6 and 7 indicate the dropdown and the 'Next' button respectively.

8. Click **Upload Files** to upload a Payout File.

Note: **Upload Files** will not appear if **None** is selected in Step 1 of 3.

9. Input the **Payout Amount**.
10. Input the **Prior Period Adjustment** and **Admin Fee**.

Note: The **Payout Amount**, **Prior Period Adjustment**, and **Admin Fee** fields will not appear if **Other** is selected in Step 1 of 3.

11. Optionally, enter any comments.
12. Click **Next**.

Note: Select **Add Row** to add payments and payment information for the **Payout File** if applicable. A maximum of 18 payments can be added.

Note: If a duplicate record is selected, you will be prompted to go back and correct the duplicate record. You can still proceed with the duplicate record, however, only the amounts from the 1st record will display in the Payment Information section.

The screenshot shows the 'Add Payment' form at Step 2 of 3: Upload File & Add Payment Information. The form shows 'File Type: Payout File', 'Add File' section with 'Upload Files' button, 'Payment Record' field with 'ASTRA ZENECA PHARM_Imfinzi_', 'Payout Amount' field with '\$500', 'Prior Period Adjustment' field with '\$250', 'Admin Fee' field with '\$50', 'Enter Comments' field with 'Test Comment', and 'Add Row' checkbox. Red boxes and numbers 8 through 12 indicate the 'Upload Files' button, the 'Payout Amount' field, the 'Prior Period Adjustment' and 'Admin Fee' fields, the 'Enter Comments' field, and the 'Next' button respectively.

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13. Click **Send to AB**.

Note: The payment will automatically move to Payment Processing upon submission to AB if the payment was not already in that stage.

Add Payment

Step 3 of 3: Confirmation

File Type:
Payout File

Files:
Payout File,

Payout Information:
- Payout \$500, Admin Fee \$50, Prior Period Adjustment \$400

[Send to AB](#)

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14. The payment details are populated with the related information. Download the Payout file by clicking the link.

Note: A discrepancy between the **Invoice Amount** and **Payout Amount** is automatically flagged in the Amount Mismatch field.

Note: If an invoice is required, **Invoice Related Information** is available. Download the **Invoice file** by clicking the link.

Note: **Payment Information** can be manually edited by clicking the pencil icon only after the **Add Payment** steps are completed.

GPO Rebate Payment
Q12022

+ Follow Add Payment Edit

Pharma Partner: [Redacted] Payment Terms: 10 Business days after quarter end Payment Due Date: 4/15/2022

Payment Processing Member Payout Complete

DETAILS NOTES

Overview

GPO Rebate Payment Name	Product
Status	Sub-Status
Payment Processing	For Quarter ending Q22022

Invoice Related Information

Date of Invoice Shared	Invoice Amount
7/1/2022, 3:00 PM	\$500

Payment Information

Date of Pharma Payment	Rebate Amount Paid
7/1/2022, 3:06 PM	\$200
Payout file	Amount Mismatch
Download Payout File	Admin Fee
Prior Period Adjustment	\$70
Payment Comment	

Member Payout Related Information

Member Payout Complete	Date Payment Made to Member
<input type="checkbox"/>	

Files(3)

- Payout File
Document Name: [Redacted]
Created Date: 7/1/2022
GPO Rebate Payments: [Redacted]
Owner: [Redacted]
- Invoice
Document Name: [Redacted]
Created Date: 7/1/2022
GPO Rebate Payments: [Redacted]
Owner: [Redacted]
- Invoice
Document Name: [Redacted]
Created Date: 7/1/2022
GPO Rebate Payments: [Redacted]
Owner: [Redacted]

View All

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Messaging with your AB team

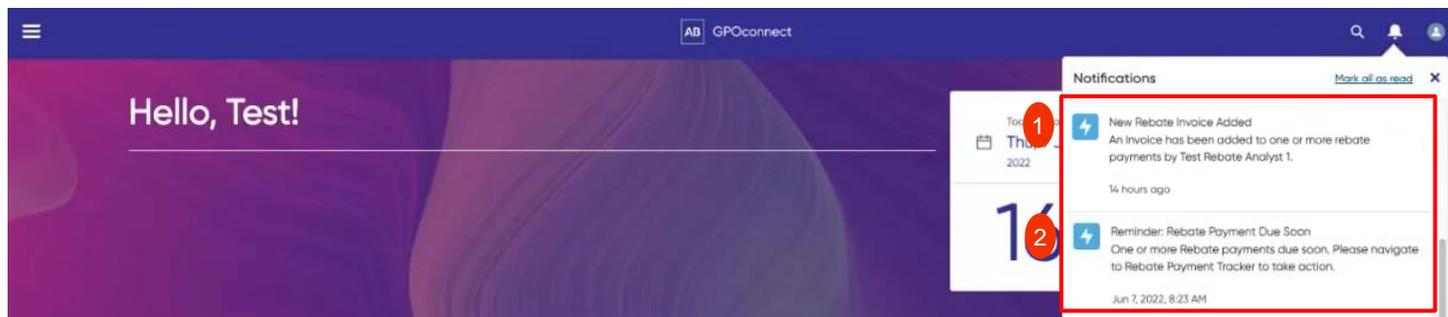
15. Select the **Notes** tab.
16. Share a new update, comment, and like an existing post.
17. Click **Share**.

Note: The rebate analyst in charge of this payment will receive a notification in the portal when the update is shared. All previous posts will be shown on the **Notes** page.



Rebate Payment Tracker notifications

1. Pharma Partner contacts will be notified via the notification bell when a new rebate invoice has been added. Click the notification to navigate to the Rebate Payment Tracker. Look for rebate payments cards in the **Pharma Payment Needed** stage.
2. Pharma Partner contacts will also be notified via the notification bell when payments are approaching the payment due date. Click the notification to navigate to the Rebate Payment Tracker. Look for rebate payments cards with the **Due Within 14/30 Days** tag.



3. Pharma Partner contacts will also be notified via email when a new rebate invoice has been added and when rebate payments are approaching the payment due date.

