

How to access the Membership page for a GPO Member

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

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## Access the Membership page

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

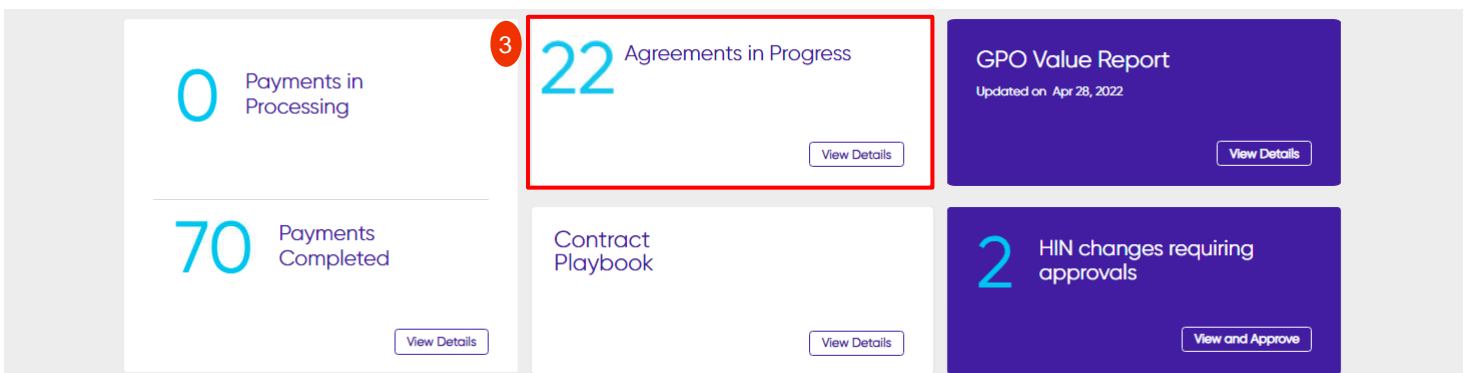
**Note:** The Membership page is only accessible to GPO Members who have GPOconnect Contract access provisioned.



2. Select **Membership 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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4. Select a **Task** to complete in Icertis.

**Note:** The *Agreements in Progress* tab is only accessible to GPO Members 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.

The screenshot shows the Membership page in the GPOconnect system. The page has a navigation bar with tabs: Agreements in Progress, W9 Management, Enrollment Forms, and Drug Opportunities. The 'Agreements in Progress' tab is selected. A table is displayed with columns: Task, Type, Status, and Created Date. The first row is highlighted, and a red box with the number 4 is around the 'Task' column header. The table contains two rows of data, both with 'Agreement' as the Type and 'Review Pending' as the Status. In the top right corner, there is a 'Last refreshed' timestamp and a 'Refresh Data' button.

Task	Type	Status	Created Date
	Agreement	Review Pending	
	Agreement	Review Pending	

## W9 Management

1. Select the **W9 Management** tab.
2. Click **Download W9 Form** to download a fillable PDF W9 form.
3. Complete the fillable PDF W9 form and click **Upload Files** to select the file from your file finder.
4. Click **Send to AB** to upload the file.

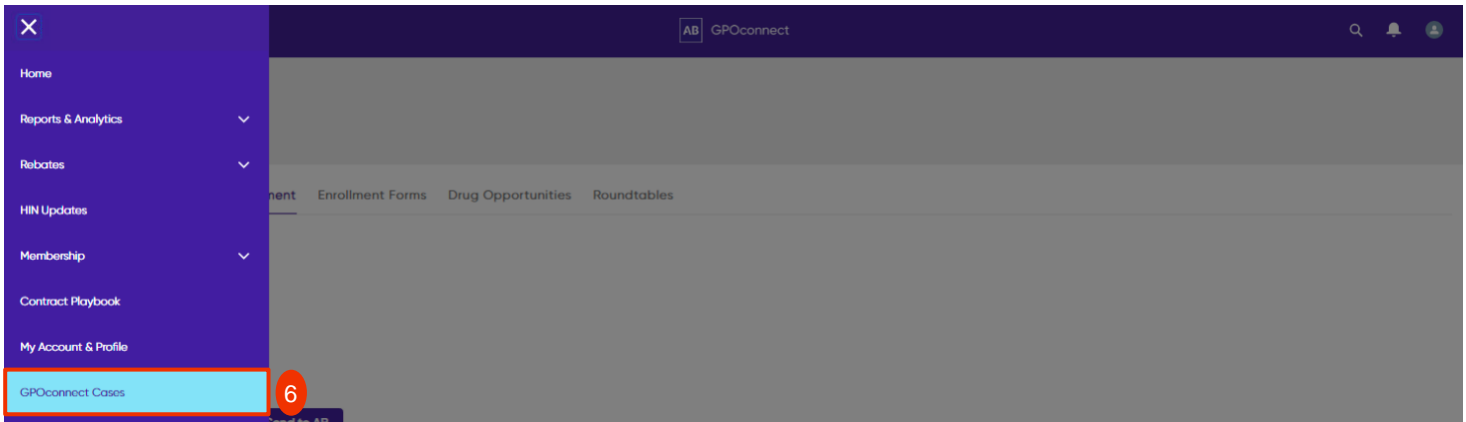
The screenshot shows the W9 Management page in the GPOconnect system. The 'W9 Management' tab is selected in the navigation bar. Below the navigation bar, there are four numbered steps: 1. A red box with the number 1 is around the 'W9 Management' tab. 2. A red box with the number 2 is around the 'Download W9 Form' link. 3. A red box with the number 3 is around the 'Upload Files' button. 4. A red box with the number 4 is around the 'Send to AB' button. The page also shows a 'Step 1: Download W9 Form' label and a '2: Upload your completed W9 file to AB' label.

5. A GPOconnect case is created to track the request.

The screenshot shows a confirmation message in the W9 Management section. The message reads: "Thank you for uploading DemoW9.pdf! We have created Case [redacted] to track your request. To view your cases, simply select GPOconnect Cases from the navigation menu."

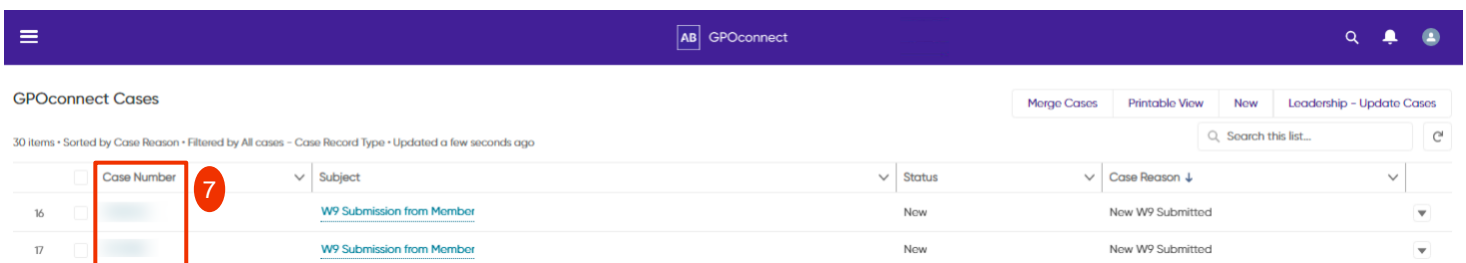
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6. To view the case, select **GPOconnect Cases** in the navigation menu.

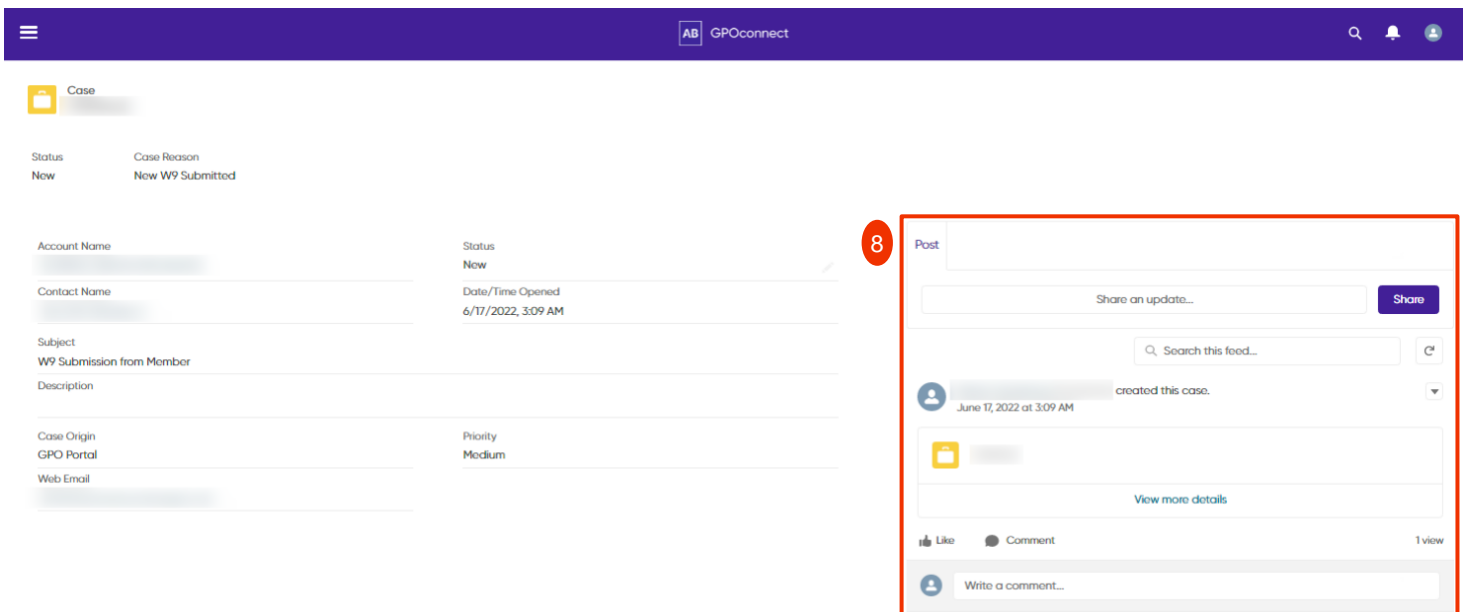


7. Select the **Case Number** to view a specific case.

**Note:** Hover over the **Subject** to preview the case.



8. Use the **Post** section to communicate with your internal AB associate. Share a new update, comment on, or like a previous post.



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## Enrollment Forms

1. Select the **Enrollment Forms** tab.
2. Adjust the status dropdown to filter the Enrollment Forms.
3. Select the desired **Enrollment Form Name** to review the document.

**Note:** Forms that are in the **Ready for Review** status can be electronically or manually signed.

**Note:** The **In Process** status includes **Ready for Review**, **Sent to AB**, and **Sent for Pharma Review**. The **Completed** status includes **Pharma Completed** and **Declined**. Select a completed enrollment form name to view the signed document.

The screenshot shows the GPOconnect Membership page. The 'Enrollment Forms' tab is selected and highlighted with a red box and a circled '1'. A status dropdown menu is set to 'In Process' and highlighted with a red box and a circled '2'. Below the dropdown is a table of enrollment forms with columns for Enrollment Form Name, Enrolling Sites, Manufacturer, Status, and Last Modified. The first row is highlighted with a red box and a circled '3'. The table contains three rows with statuses: 'Sent for Pharma Review', 'Sent to AB', and 'Ready for Review'.

Enrollment Form Name	Enrolling Sites	Manufacturer	Status	Last Modified
			Sent for Pharma Review	
			Sent to AB	
			Ready for Review	

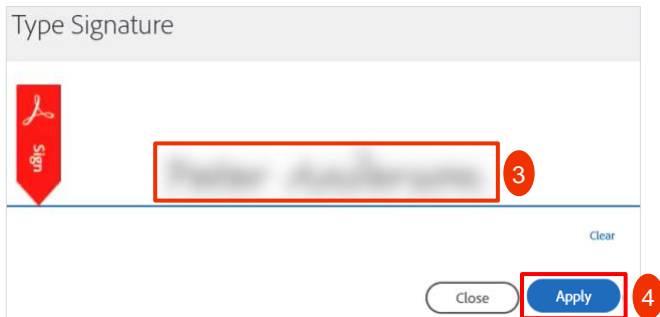
## Electronic Signature

1. If your practice supports electronic signatures, Adobe Acrobat Sign™ will launch.
2. In the form, select **Click here to sign**.

The screenshot shows the Adobe Acrobat Sign interface. A yellow 'Start' button is visible. A red box highlights the 'Signature: Click here to sign' button, with a circled '1' next to it. A message box from 'AmerisourceBergen' is displayed, stating 'Please review and sign this document.' The document title is 'Closed Door In-Office Pharmacy Physician Group Practice Certification'. The document content includes a placeholder for the name of the pharmacy/physician group practice and a list of conditions, including one about being a physician group practice part of a network.

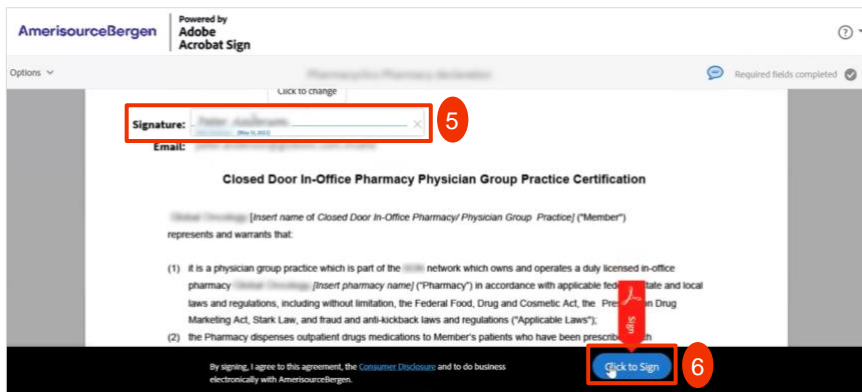
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3. Type your signature.
4. Click **Apply**.



The screenshot shows a text input field labeled "Type Signature". A red box highlights the input field, with a red circle containing the number "3" next to it. Below the input field are two buttons: "Close" and "Apply". The "Apply" button is highlighted with a red box and a red circle containing the number "4".

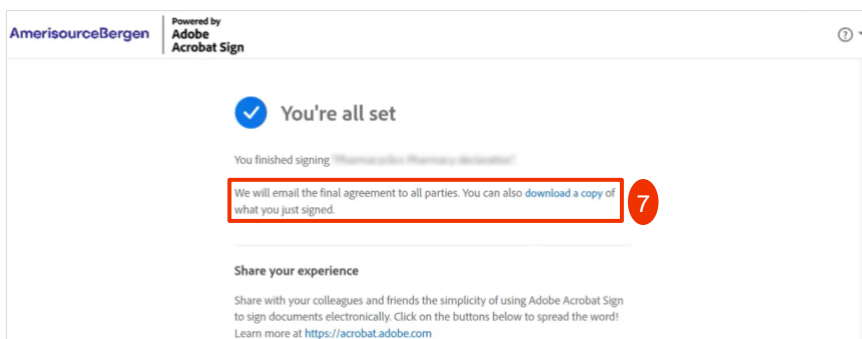
5. Verify your signature updated in the form.
6. Select **Click to Sign**.



The screenshot shows the membership form with the signature field and the "Click to Sign" button. The signature field is highlighted with a red box and a red circle containing the number "5". The "Click to Sign" button is highlighted with a red box and a red circle containing the number "6".

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

**Note:** The Enrollment Form status will update to Sent to AB.



The screenshot shows the confirmation page with the "You're all set" message. A red box highlights the text "We will email the final agreement to all parties. You can also download a copy of what you just signed." with a red circle containing the number "7" next to it.

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## Manual (wet) Signature

1. If your practice does not support electronic signature, the Enrollment Form Name link will open a PDF copy of the form.
2. Print the form and manually sign in the designated places. Scan and save the signed copy.
3. Select **Upload/Replace** in the dropdown for the desired Enrollment Form.

The screenshot shows the GPOconnect Membership page. At the top, there is a navigation bar with the AmerisourceBergen logo and 'GPOconnect' text. Below the navigation bar, the 'Membership' section is visible. Underneath, there are tabs for 'Agreements in Progress', 'W9 Management', 'Enrollment Forms', and 'Drug Opportunities'. The 'Enrollment Forms' tab is active. Below the tabs, there is a section titled 'Enrollment Forms:' with a search filter set to 'In Process'. A table with columns 'Enrollment Form Name', 'Enrolling Sites', 'Manufacturer', 'Status', and 'Last Modified' is displayed. The table contains three rows. The first two rows have a status of 'Ready for Review', and the last two rows have a status of 'Sent to AB'. A dropdown menu is open for the first 'Ready for Review' row, showing options: 'Upload/Replace', 'Questions?', and 'Decline Document'. The 'Upload/Replace' option is highlighted with a red box and a red circle with the number 3.

4. Select **Upload Files** and select the signed copy from your file finder.

The screenshot shows the 'Upload/Replace' dialog box. It has a title bar with an information icon and the text 'Upload/Replace'. Below the title bar, there is a section titled 'Please select the file to upload:' with a red box around the 'Upload Files' button and a red circle with the number 4. Below this section, there is a section titled 'Your uploaded file:' with a 'Cancel' button and a 'Send to AB' button.

5. Click **Done** once the file successfully uploads.

The screenshot shows the 'Upload Files' dialog box. It has a title bar with the text 'Upload Files'. Below the title bar, there is a section showing a file 'Enrollment Form Demo.pdf' with a size of '184 KB' and a progress bar. A green checkmark is visible next to the file. Below this section, there is a section titled '1 of 1 file uploaded' with a 'Done' button highlighted with a red box and a red circle with the number 5.

6. Click **Send to AB**.

**Note:** The uploaded file will display.

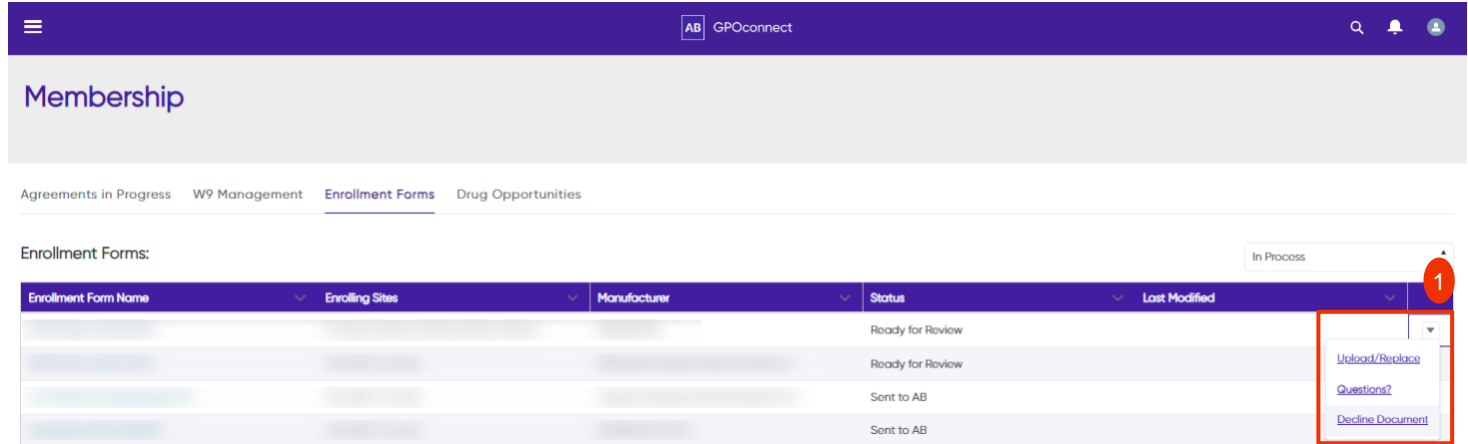
**Note:** The Enrollment Form status will update to Sent to AB.

The screenshot shows the 'Upload/Replace' dialog box. It has a title bar with an information icon and the text 'Upload/Replace'. Below the title bar, there is a section titled 'If you need to replace the uploaded file, use the Upload Files button below:' with a red box around the 'Upload Files' button and a red circle with the number 5. Below this section, there is a section titled 'Your uploaded file:' with a file 'Enrollment Form Demo.pdf' and a timestamp 'Uploaded: 6/3/2022, 07:24 PM'. Below this section, there is a section titled 'Send completed and signed file to AB' with a 'Cancel' button and a 'Send to AB' button highlighted with a red box and a red circle with the number 5.

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## Decline Document

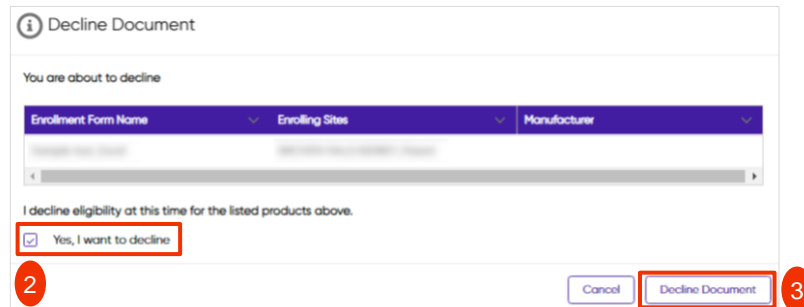
1. If you need to decline an Enrollment Form, select **Decline Document** in the dropdown for the desired Enrollment Form.



The screenshot shows the GPOconnect Membership page. At the top, there is a navigation bar with the AmerisourceBergen logo and 'GPOconnect' text. Below the navigation bar, the 'Membership' section is visible, with tabs for 'Agreements in Progress', 'W9 Management', 'Enrollment Forms', and 'Drug Opportunities'. The 'Enrollment Forms' tab is selected. Below the tabs, there is a section titled 'Enrollment Forms:' with a search filter set to 'In Process'. A table with columns 'Enrollment Form Name', 'Enrolling Sites', 'Manufacturer', 'Status', and 'Last Modified' is displayed. The first row has a dropdown menu open, showing options: 'Upload/Replace', 'Questions?', and 'Decline Document'. A red circle with the number '1' is placed over the dropdown menu.

2. Check **Yes, I want to decline.**
3. Click **Decline Document.**

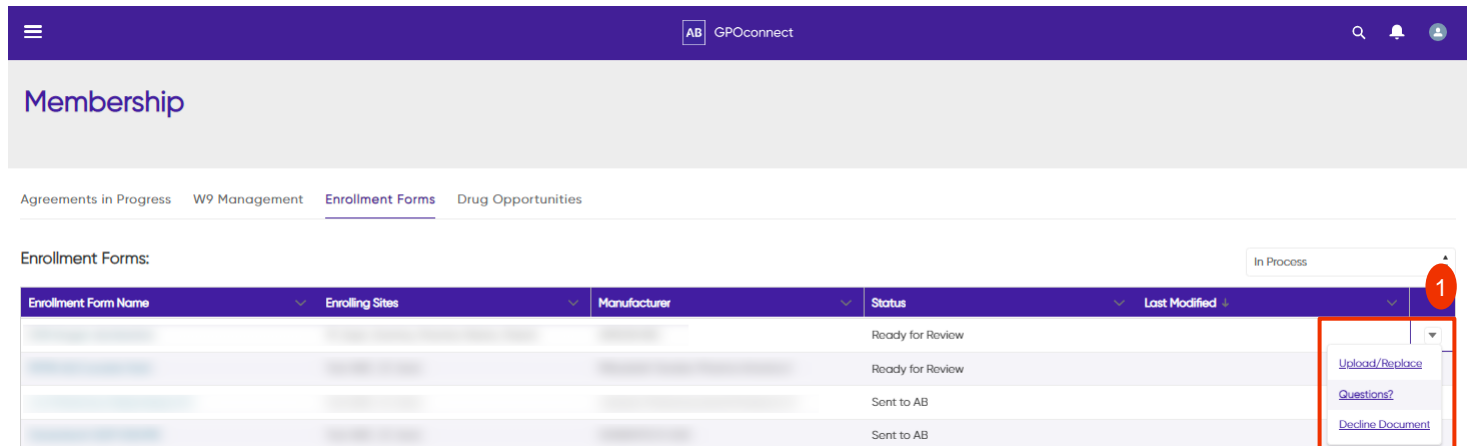
**Note:** The status will update to Declined.



The screenshot shows the 'Decline Document' confirmation dialog. It has a title 'Decline Document' and an information icon. Below the title, it says 'You are about to decline'. There is a table with columns 'Enrollment Form Name', 'Enrolling Sites', and 'Manufacturer'. Below the table, it says 'I decline eligibility at this time for the listed products above.' There is a checkbox labeled 'Yes, I want to decline' which is checked. At the bottom, there are two buttons: 'Cancel' and 'Decline Document'. A red circle with the number '2' is placed over the checkbox, and a red circle with the number '3' is placed over the 'Decline Document' button.

## Questions?

1. Select **Questions?** for a desired Enrollment Form, to submit a question to the GPO Enablement team.



The screenshot shows the GPOconnect Membership page, similar to the first screenshot. The 'Enrollment Forms' table is visible. The first row has a dropdown menu open, showing options: 'Upload/Replace', 'Questions?', and 'Decline Document'. A red circle with the number '1' is placed over the dropdown menu.

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2. Input a **Question summary/title** and a **detailed description**.
3. Click **Send**.

**Note:** A GPOconnect case will be created to track the question. Select GPOconnect cases in the navigation menu to view the case.

Questions

Have questions? Please provide your question below:

**Question summary/title**  
Please provide a brief summary or title for your question

**Question detailed description**  
Please provide the details of your question

Cancel Send

## Drug Opportunities

1. Select the **Drug Opportunities** tab.
2. Toggle the **Opt in/Opt out** button for the desired **Manufacturer/Drug** opportunities.
3. Click **Save**.

**Note:** The **Drug Opportunities** tab will only display active, eligible drug alignments.

AB GPOconnect

Membership

Agreements in Progress W9 Management Enrollment Forms **Drug Opportunities**

Opt in/Opt out Manufacturer/Drug NDC Pricing Performance Opportunity

Active Active Inactive

Save

4. Review the changes and click **Submit**.

Summary

Summary of changes  
Opt In for Opt In for Opt In for

Disclaimer:  
These contract and rebate opportunities are based on historical usage and is strictly an estimate and does not guarantee future savings. Savings would be realized based on eligibility and usage of products at that time. Eligibility is subject to manufacturer approval. By clicking submit, you understand that the above change will be submitted to the AmerisourceBergen Membership Team for processing.

Cancel Submit