

# Rebate Payment Tracker – GPO Member Quick Reference Card

How to track the rebate payment process for a GPO Member

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 **Rebates** in the menu.

**Note:** Select **Rebate Payment Tracker** to display all rebate payment information and select **Rebate Payment Summary** to access the calculated attribution percentage for all participating child sites.



3. **GPO Account Number** and **AB Point of Contact** display.
4. Filter payments by **All**, **Payment in Processing**, or **Payment Complete**.
5. Filter payments by **Grandparent ID**, **Parent ID**, **Contract Name**, **Pharma Partner**, **Payment Method**, and **Timeline**.



### Rebate Payment Summary

Member Name: [blurred]  
GPO Account Number: [blurred]  
For any questions, please reach out on: [GPORebates@amerisourcebergen.com](mailto:GPORebates@amerisourcebergen.com)

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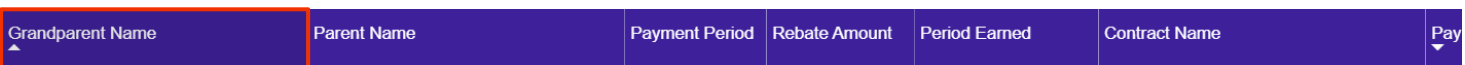
Show All	Payment In Processing	Payment Complete
160	0	160

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Grandparent ID	Parent ID	Contract Name	Pharma Partner	Payment Method	Timeline	Reset All Filters
All	All	All	All	All	All	

Grandparent Name	Parent Name	Payment Period	Rebate Amount	Period Earned	Contract Name	Pay
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

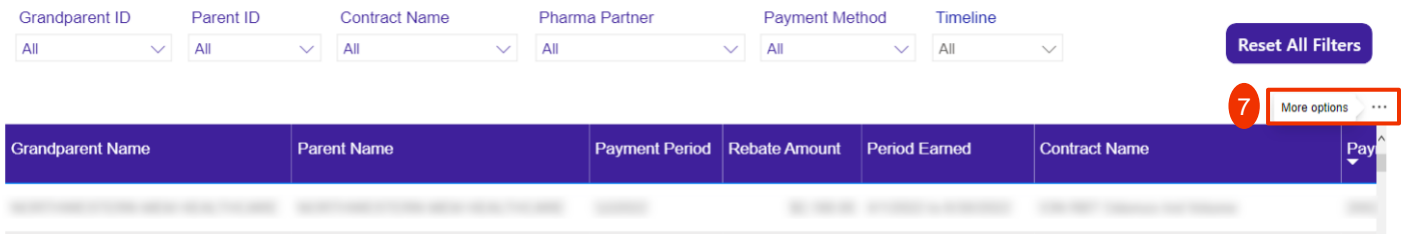
6. Columns can be sorted.



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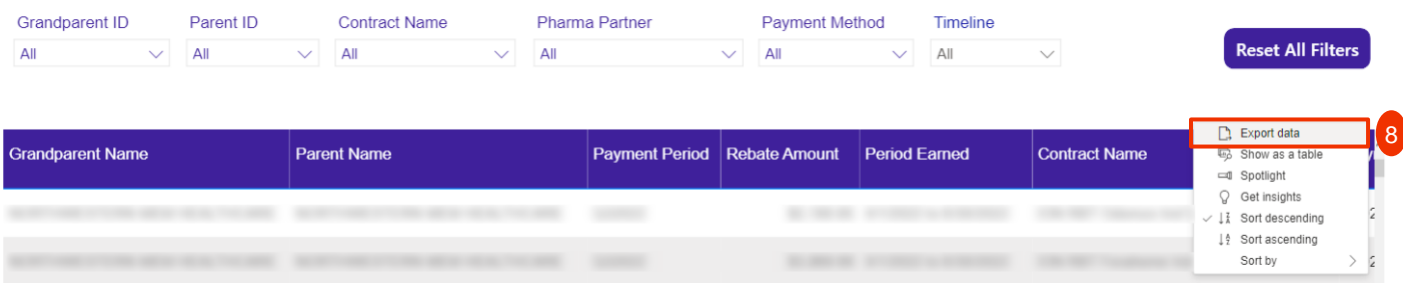
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7. Hover over the table to display a **More Options** menu.



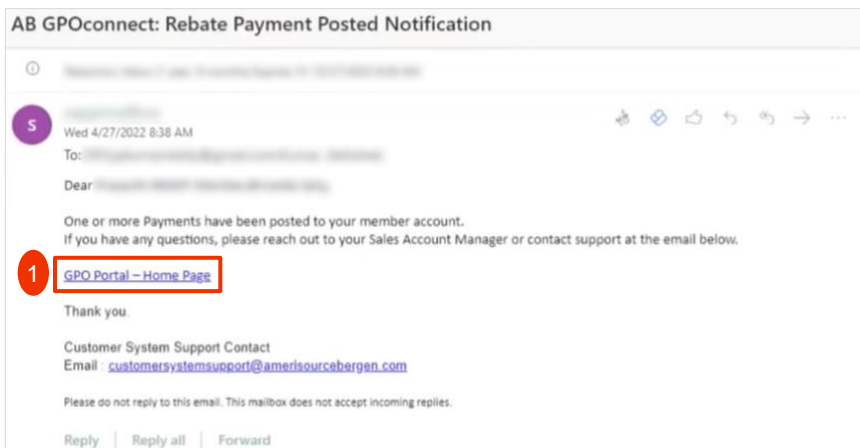
8. Select **Export data** to export to Excel™.

**Note:** Select Data with current layout as the export type.



## Rebate Payment Notifications

1. The primary contact will receive email notifications when rebate payments have been posted. The email contains a link to the GPOconnect homepage.



2. Rebate payment notifications will also appear in the notification bell on the GPOconnect homepage. Click the notification to navigate to the Rebate Payment Tracker.

