

How to review and redline an agreement for Pharma Partners in GPOconnect

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

## Review and redline an agreement

- 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**.

- Select the desired **Task** on the **Agreements in Progress** page. The status will show as Review Pending.

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 ↓
ABC Manufacturer 2022-2023 GPO Manufacturer Agreement 1 2022	Agreement	Review Pending	August 16, 2022
DEF Manufacturer 2021 Manufacturer Release 2022	Agreement	Review Pending	August 12, 2022
GHIJKL Manufacturer 2021 Manufacturer Release 2022	Agreement	Waiting For Internal Signature	July 26, 2022
MNO Manufacturer Agreement	Agreement	Review Pending	July 22, 2022

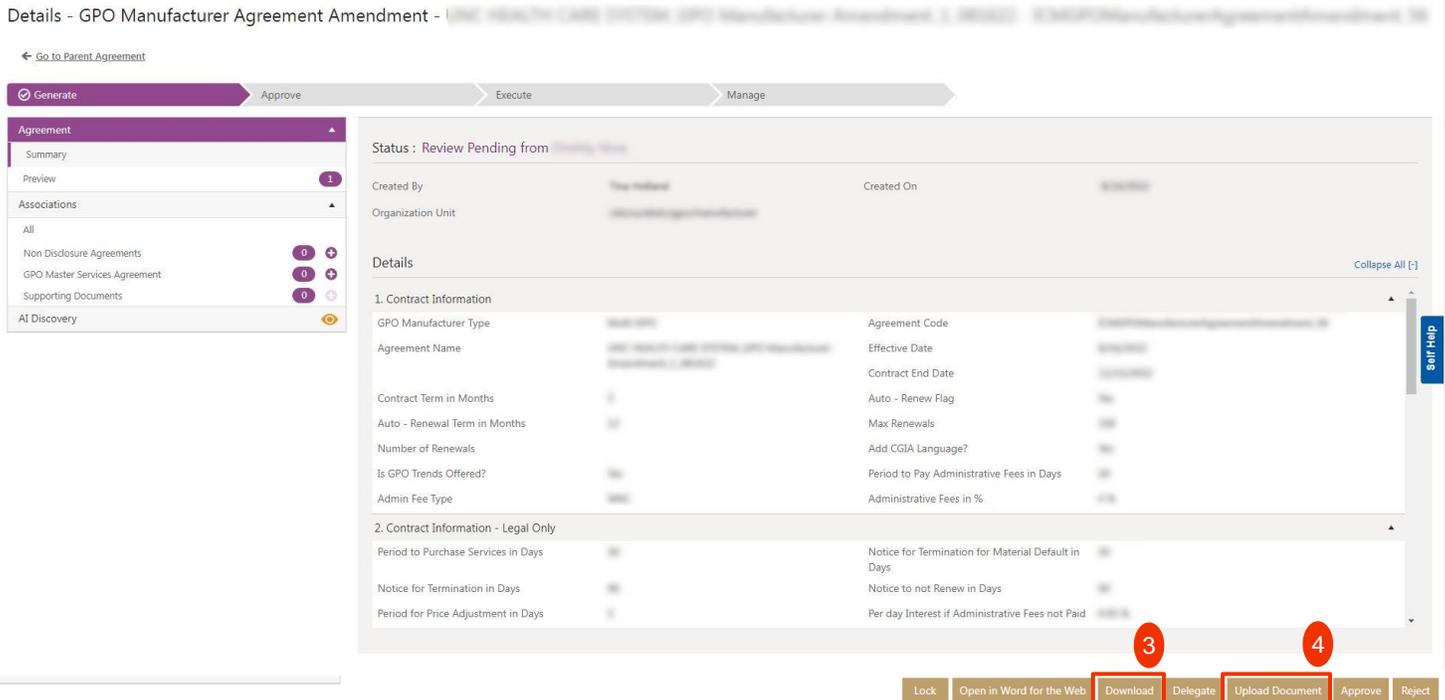
# Contract Review and Redlining Quick Reference Card

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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 document will open in Microsoft Word. Any redlining and deviations will be captured in the agreement. Select **Open in Word for the Web** to use the online Microsoft Word app without downloading the agreement. Save the updated file to your computer.

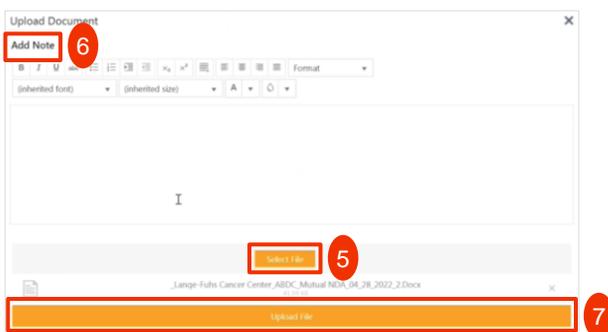
4. Navigate back to the Icertis webpage and select **Upload Document**.



5. Click **Select File** to select the saved file from your file finder.

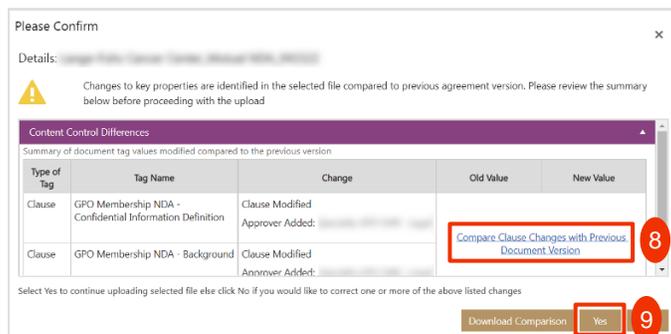
6. Add a note, if applicable.

7. Click **Upload File**.

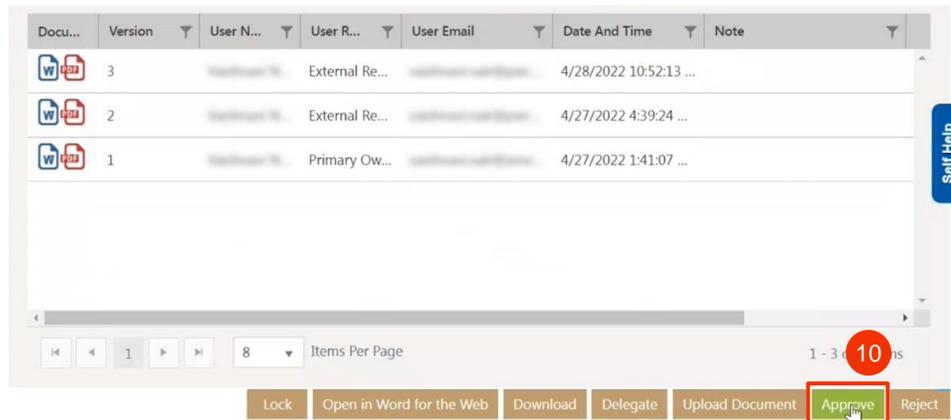


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- You will be prompted to confirm any redlining and deviations in the agreement. Select **Compare Clause Changes with Previous Document Version** to review the changes. Any changes will be highlighted.
- Click **Yes** to complete the upload.



- Once the upload completes, select **Approve** to send it back to your AB contact.



- Add a note, if applicable.

- Click **Add**.

**Note:** Once approved, the agreement will no longer be accessible in GPOconnect.

