

How to navigate the AB GPOconnect homepage

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

## Navigate the homepage

1. Once you are logged in to AB GPOconnect, the homepage will display.
2. Access the Navigation menu in the top left corner.
3. **Today's date** and **Quarter end date** display.
4. Working **days left in the quarter** display.
5. Your **Corporate Account Director** and their contact information display.
6. The **Rosters** tile displays the number of published rosters. Click **View Rosters** to navigate to your rosters.
7. The **Overdue Payments** tile displays the number of overdue payments. Click **Take Action** to navigate to the Rebate Payment Tracker.
8. Click **View Details** on the **Manage Baselines** tile to navigate to the **GPO File Tracker**.
9. Click **View Details** on the **Sites Enrolling** tile to navigate to **Enrollment Announcements** in the Partnership page.
10. Click **View Details** on the **Agreements in Progress** tile to navigate to the **Partnership** page and view pending agreements.

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

The screenshot shows the AB GPOconnect homepage interface. The top navigation bar includes a menu icon (2), the 'AB GPOconnect' logo, and search, notification, and user profile icons. The main content area features a personalized greeting 'Hello, [Name]' (6). Below this, a 'Your Corporate Account Director' tile (5) displays contact information. A date summary widget (3) shows 'Today's date: Tue, 18 Oct 2022' and 'Quarter end date: Sat, 31 Dec 2022'. A '51 days left in the quarter' widget (4) includes a clock icon. The dashboard consists of five tiles: '12 Rosters Published as of October 11, 2022' with a 'View Rosters' button (6); '0 Overdue Payments' with a 'Take Action' button (7); 'Manage Baseline' with a 'View Details' button (8); '1 Sites Enrolling' with a 'View Details' button (9); and '0 Agreements in Progress' with a 'View Details' button (10). A background image of a pharmacist is visible behind the bottom row of tiles.

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11. View confirmed upcoming roundtable dates on the **Upcoming Roundtables** tile.

**Note:** Click **View Full List** to view a full list of upcoming and completed Roundtables. The **Upcoming Roundtables** page and tile are only available to Pharma Partners with the appropriate access configured.

12. The homepage footer includes various links as well as a link to request email support.

The screenshot displays the 'Upcoming Roundtables' tile on the homepage. The tile is titled 'Upcoming Roundtables' and contains a table with three rows of data. A red circle with the number '11' is positioned to the right of the tile. Below the table is a 'View Full List' button. The footer section includes 'External Links' with four links: 'ION Solutions' (IONOnline.com), 'IPN Solutions' (ipnonline.com), 'Specialty Advancement Network' (specialtyadvancement.com), and 'ABC Order' (abcorder.amerisourcebergen.com). There are also links for 'Terms & Conditions' and 'Privacy Policy', and an 'Email Support' button. The footer also features the AmerisourceBergen logo and copyright information: 'Copyright ©2022 AmerisourceBergen Corporation. All Rights Reserved'.

Date	Time
4 October 2022	4:00 PM
4 November 2022	4:15 PM
14 November 2022	4:15 PM

[View Full List](#)

**External Links**

- [ION Solutions](#) [IONOnline.com](#)
- [IPN Solutions](#) [ipnonline.com](#)
- [Specialty Advancement Network](#) [specialtyadvancement.com](#)
- [ABC Order](#) [abcorder.amerisourcebergen.com](#)

[Terms & Conditions](#) [Privacy Policy](#) [Email Support](#)

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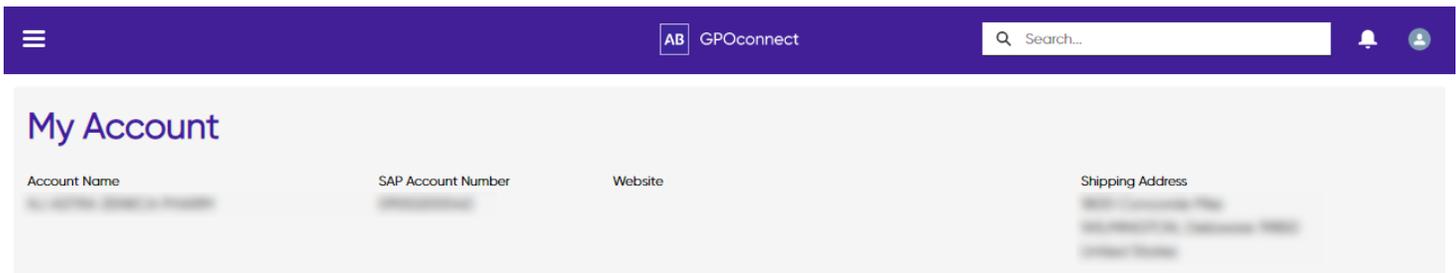
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## View My Account & Profile

1. Select the avatar icon in the top right corner and **My Account & Profile** to view and edit general account information.



2. The **My Profile** tab displays your contact and account information.



### My Profile 2 Other Portal Users

3. The **Other Portal Users** tab displays other users in your organization with AB GPOconnect access.

### My Profile Other Portal Users 3

#### Other Portal Users

First Name	Last Name	Email	Privilege
[blurred]	[blurred]	[blurred]	Full <span>▼</span>
[blurred]	[blurred]	[blurred]	Full <span>▼</span>
[blurred]	[blurred]	[blurred]	Admin <span>▼</span>

4. Admin users can **Edit Permission** for other portal users. The assigned Privilege drives access to certain pages in AB GPOconnect.

#### Other Portal Users

First Name	Last Name	Email	Privilege
[blurred]	[blurred]	[blurred]	Full <span>▼</span>
[blurred]	[blurred]	[blurred]	Full <span>Edit Permission</span> <span>4</span>
[blurred]	[blurred]	[blurred]	Admin <span>▼</span>

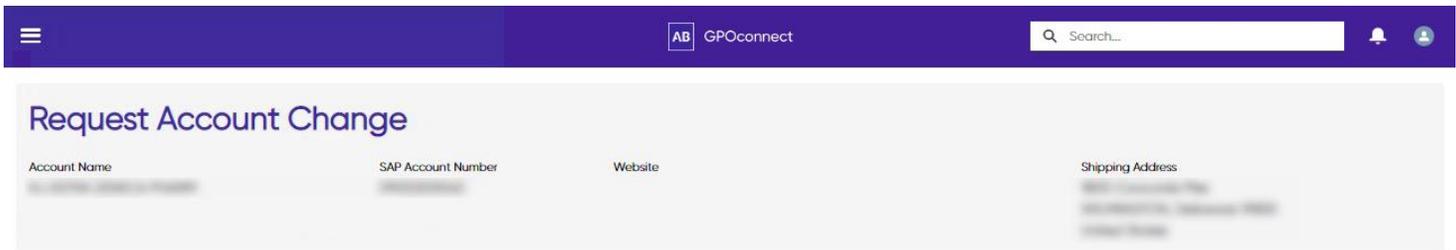
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## Request Account Changes

1. Select the avatar icon in the top right corner and **Request Account Changes**.



2. Select the desired account change from the dropdown menu.
3. Provide details for the request.
4. Specify a reason for the account change from the dropdown menu.
5. Click **Submit**.



What edits would you like to request?

Remove portal user from my organization

2

### Remove user request

#### Instructions

\* All fields marked with an asterisk are required.

\* Please provide details for the user(s) to be removed

Please enter the email address(es) of the users you would like to remove from the GPO Portal.

3

\* Please specify the reason for removing these users from the portal

This user no longer needs access to the portal

4

Submit

5

# AB GPOconnect Homepage – Pharma Partner Quick Reference Card

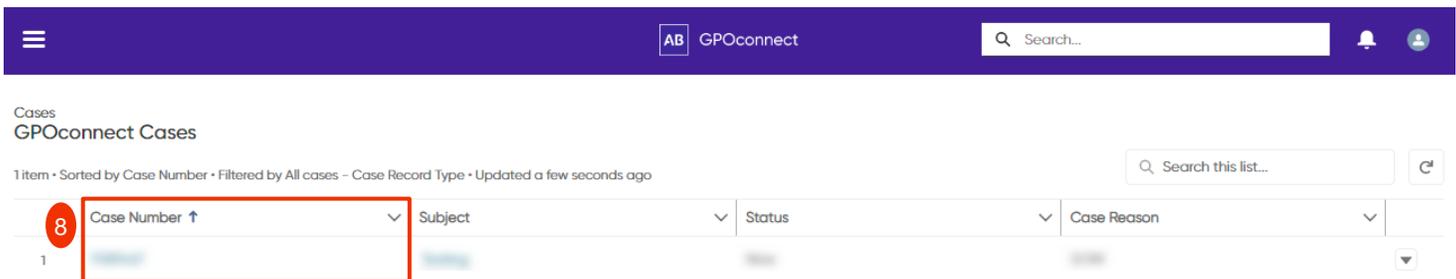
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- When an Account Change Request is made, a GPOconnect case will be created to track the request.
- To view the case, open the navigation menu and select **GPOconnect Cases**.



- Select the desired **Case Number**.



- Like and comment on a previous post.
- Create a new post in the **Share an update** field.

