

How to access the Membership page

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

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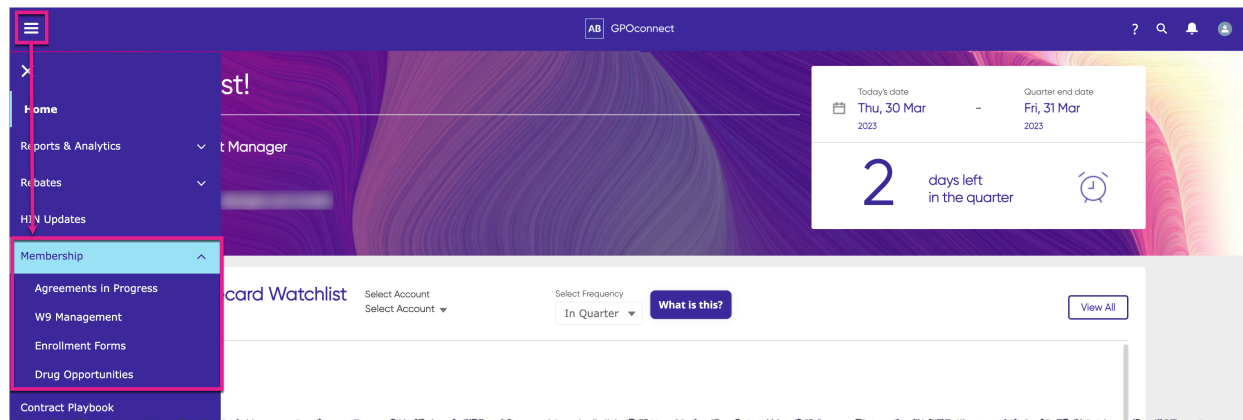
How to access the Membership page

Access the Membership Page

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

The Membership page allows you to access Agreements in Progress, W9 Management, Enrollment Forms, and Drug Opportunities (for SAN Members only).

To access any of these areas, from the navigation menu in the upper left corner, select **Membership** and select one of the items below it.

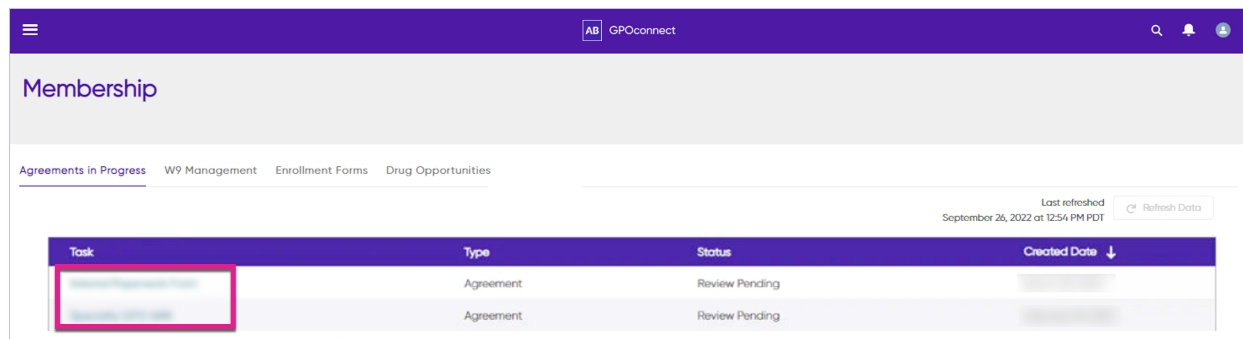


Note: There is a known issue with the sub-menu. Regardless of the item you select, the Agreements in Progress tab opens. Click the link for the tab you want to view at the top of that page.

Agreements in Progress

Note: The Agreements in Progress tab is only accessible to GPO Members with Icertis access provisioned.

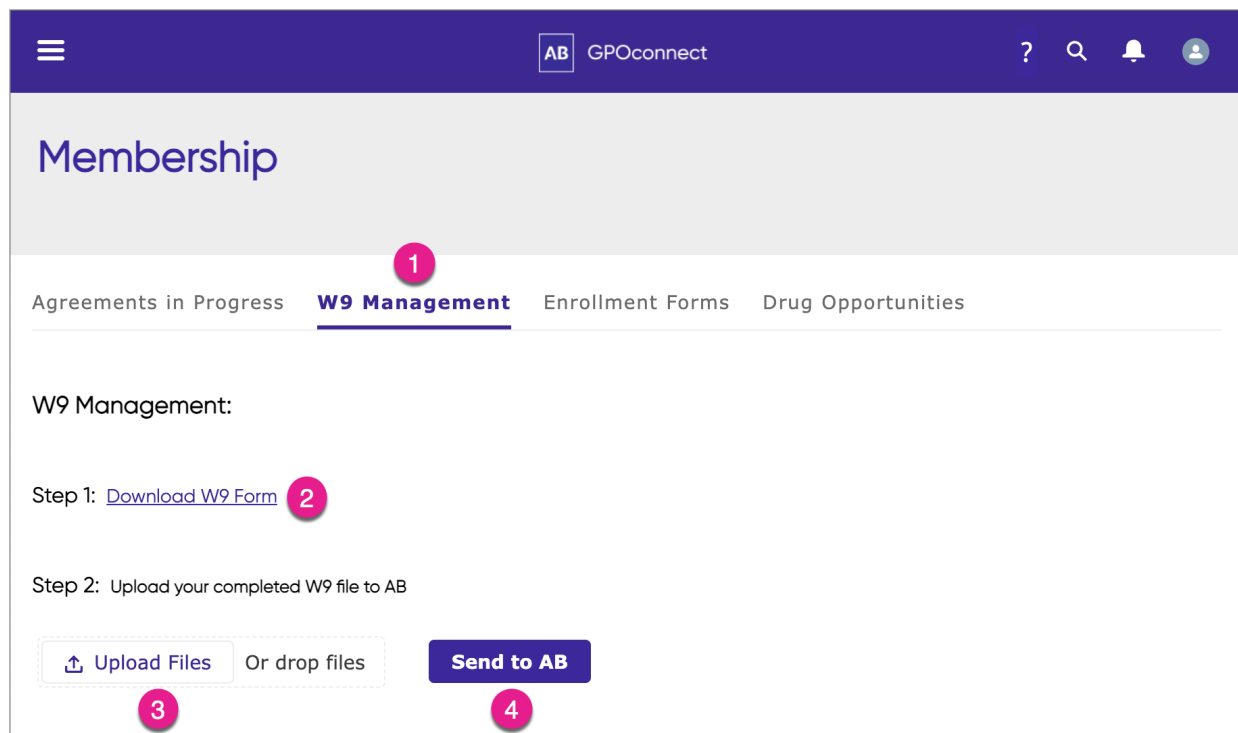
1. Select the Agreements in Progress tab.
2. Select **Refresh Data** to reload the page. The button will not be available for 10 minutes following the last refresh.
3. From the list, select a **Task** to complete in Icertis.



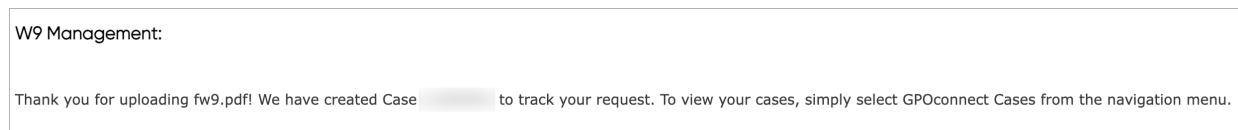
How to access the Membership page

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 or drop the files into the window.
4. Click **Send to AB** to upload the file.



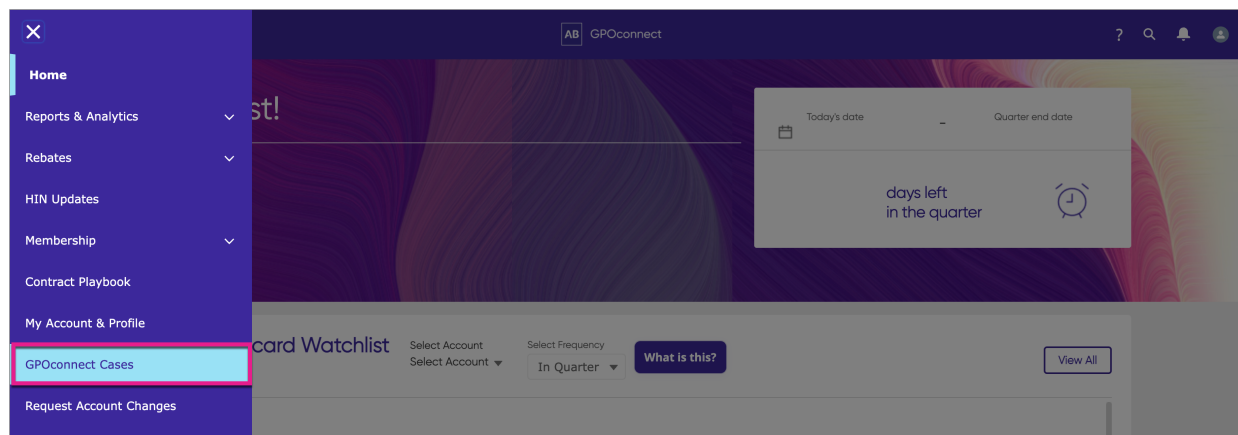
5. A GPOconnect case is created to track the request.



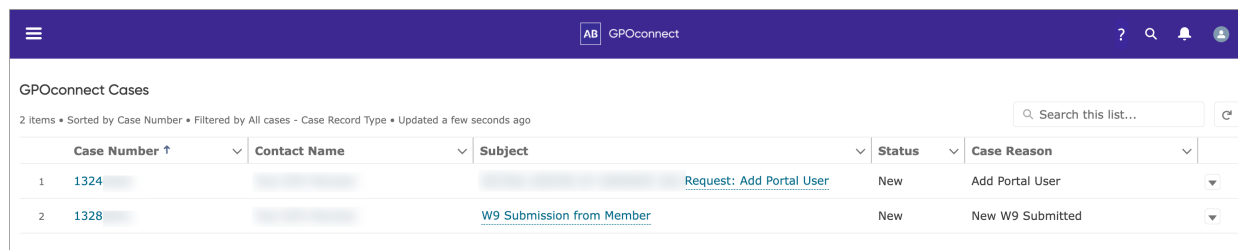
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Review GPOconnect Cases

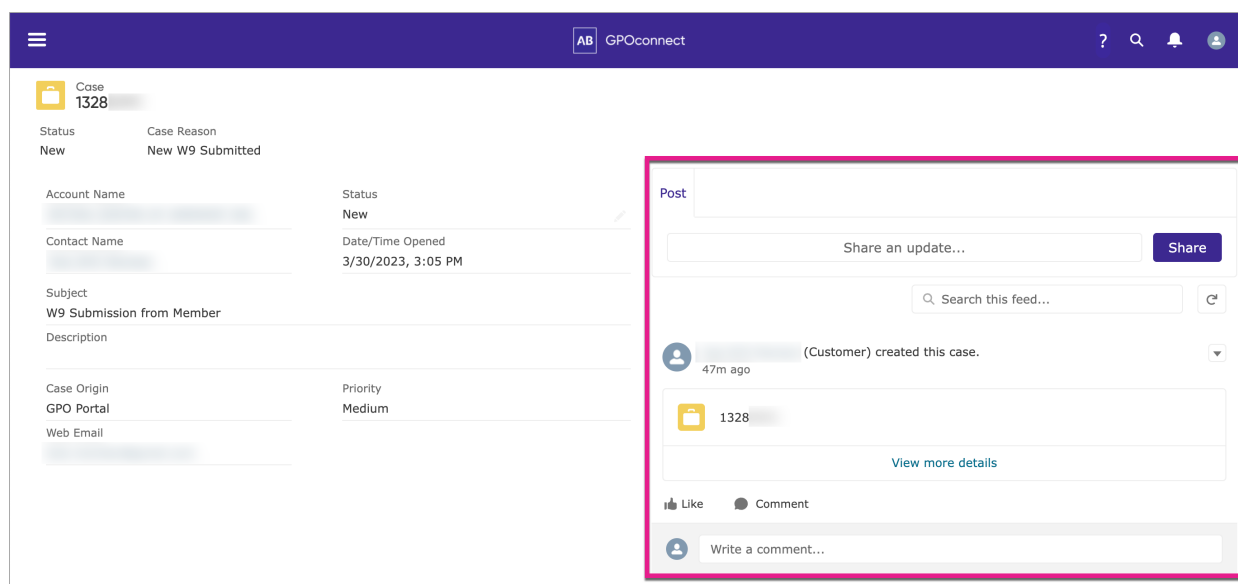
1. To view the case, select **GPOconnect Cases** in the navigation menu.



2. Select the **Case Number** to view a specific case, or hover over the **Subject** to preview the case.



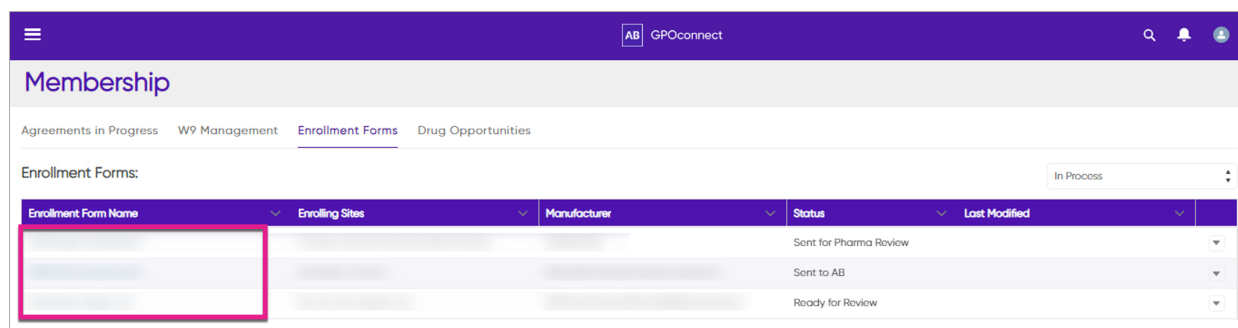
3. Use the **Post** section to communicate with your internal AB associate. Share a new update, comment on it, or like a previous post.



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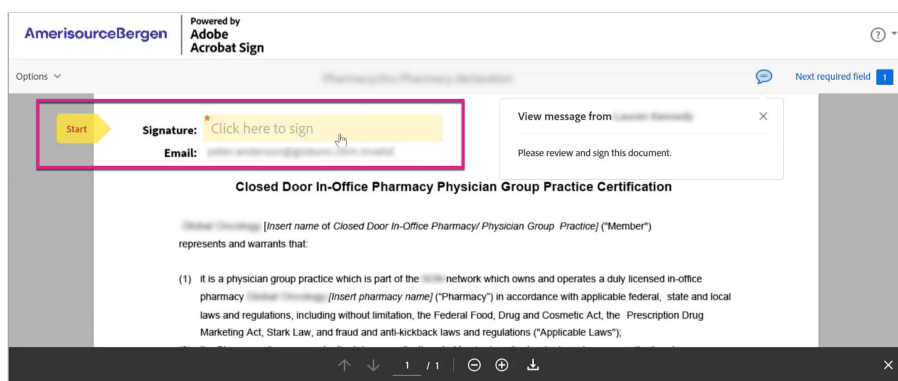
Enrollment Forms

1. Select the **Enrollment Forms** tab.
2. Adjust the **Status** dropdown in the upper right corner to filter the Enrollment Forms. Forms can be in one of these statuses:
 - **Ready for Review:** Forms are ready to be electronically or manually signed.
 - **In Process:** Includes forms that are Ready for Review, Sent to AB, and Sent for Pharma Review.
 - **Completed:** Includes **Pharma Completed** and **Declined**. Select a completed enrollment form to view the signed document.
3. Select the **Enrollment Form Name** to review the document.

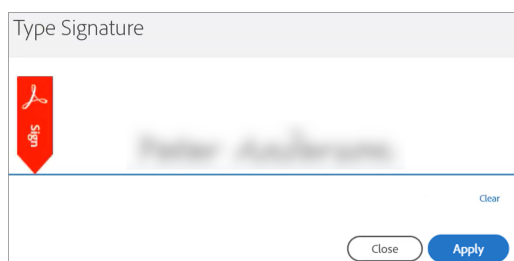


Electronic Signature

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



3. Type your signature in the field, and then click **Apply**.



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- Verify that your signature is updated in the form, and then select **Click to Sign** at the bottom of the document.

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Options

Click to change

Signature: [Signature] (Mar 15, 2022)

Email: [Email]

Required fields completed

Closed Door In-Office Pharmacy Physician Group Practice Certification

[Insert name of Closed Door In-Office Pharmacy/ Physician Group Practice] ("Member") represents and warrants that:

- it is a physician group practice which is part of the [] network which owns and operates a duly licensed in-office pharmacy [] ("Pharmacy") in accordance with applicable federal, state and local laws and regulations, including without limitation, the Federal Food, Drug and Cosmetic Act, the Prescription Drug Marketing Act, Stark Law, and fraud and anti-kickback laws and regulations ("Applicable Laws");
- the Pharmacy dispenses outpatient drugs medications to Member's patients who have been prescribed []

By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with AmerisourceBergen.

Click to Sign

- If desired, select **Download a copy** on the confirmation page to save a copy of the signed form. The Enrollment form status changes to **Sent to AB**.

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✓ You're all set

You finished signing []

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

Share your experience

Share with your colleagues and friends the simplicity of using Adobe Acrobat Sign to sign documents electronically. Click on the buttons below to spread the word! Learn more at <https://acrobat.adobe.com>

Manual (wet) Signature

- If your practice does not support electronic signatures, clicking the **Enrollment Form Name** opens a PDF copy of the form.
- Print the form and manually sign it in the designated places. Scan and save the signed copy.
- Select **Upload/Replace** in the dropdown for the desired Enrollment Form.

AB GPOconnect

Membership

Agreements in Progress | W9 Management | **Enrollment Forms** | Drug O

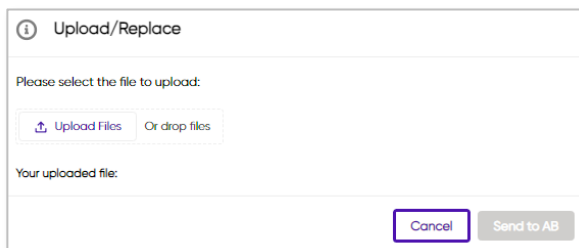
Enrollment Forms: [In Process]

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

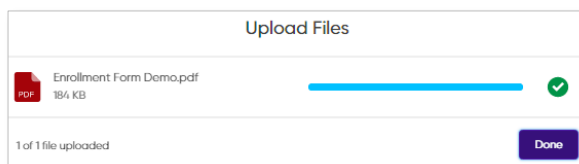
Upload/Replace
Questions?
Decline Document

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4. Click **Upload Files** to select the file, or drop the file into the window.

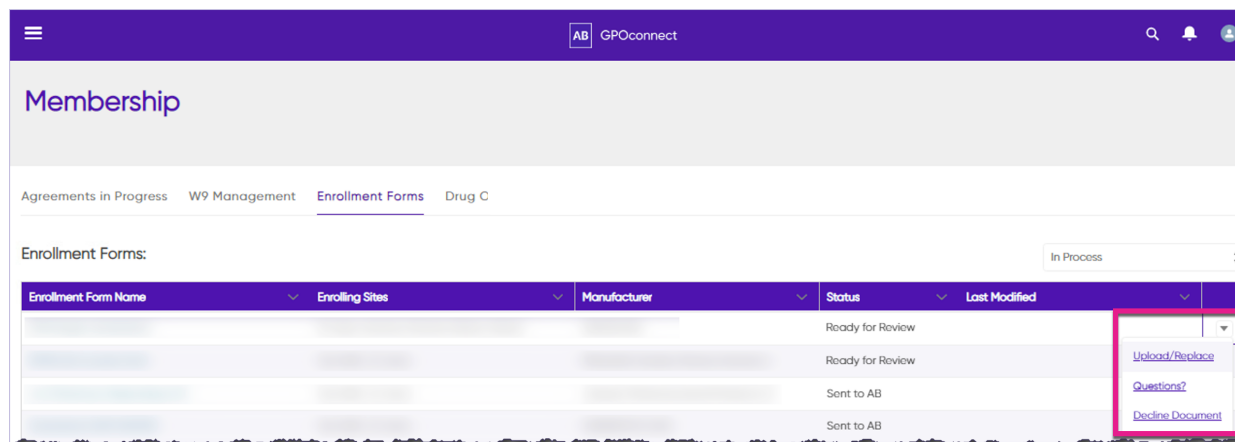


5. Click **Done** once the file successfully uploads, and then click **Send to AB**. The form status changes to **Sent to AB**.

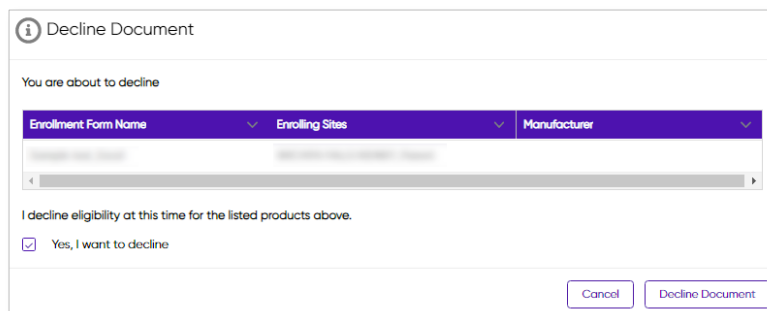


Decline Document

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



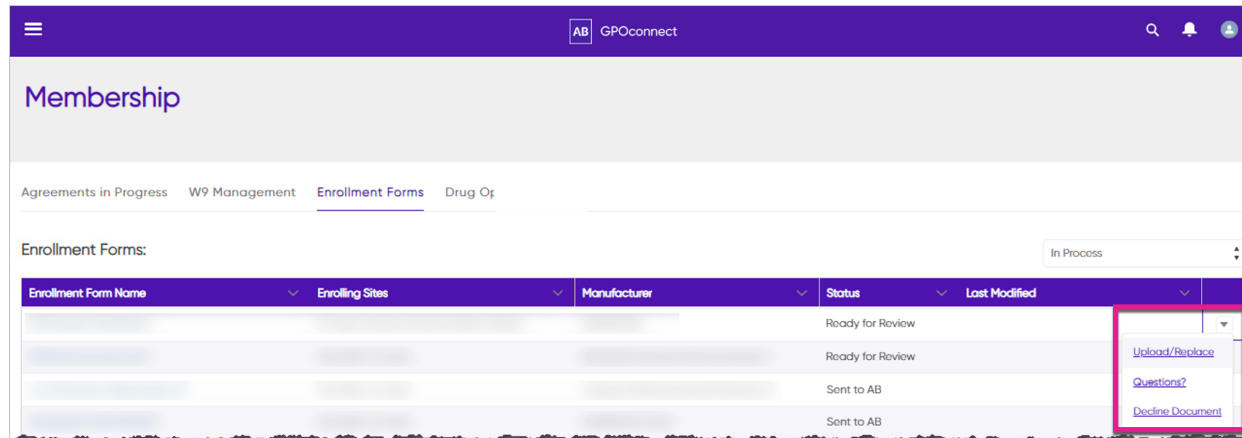
2. Check **Yes, I want to decline**.
3. Click **Decline Document**. The status updates to **Declined**.



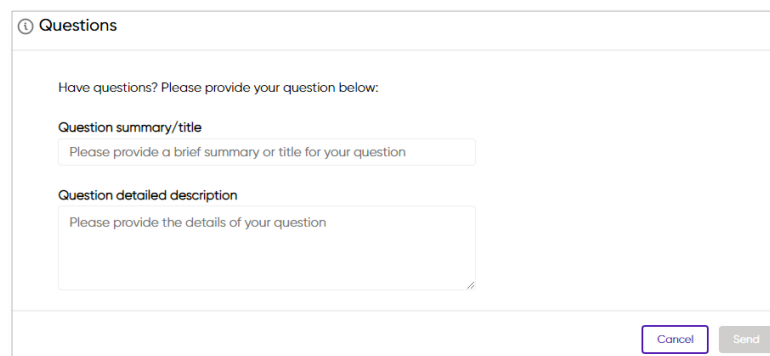
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Questions?

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



2. Enter a **Question summary/title** and a detailed **description**, then click **Send**. A GPOconnect case is created to track the question. Select GPOconnect Cases in the navigation menu to view your cases.



The screenshot shows the 'Questions' form in GPOconnect. The form has a title 'Questions' and a subtitle 'Have questions? Please provide your question below:'. It contains two text input fields: 'Question summary/title' with the placeholder 'Please provide a brief summary or title for your question' and 'Question detailed description' with the placeholder 'Please provide the details of your question'. At the bottom right, there are 'Cancel' and 'Send' buttons.

How to access the Membership page

Drug Opportunities

Health Systems Specialty Network (SAN) members can use this tab to Opt-out of drug opportunities. If you are a member of another GPO, you will see a message that there are no opportunities at this time.

Note: Opting out of opportunities removes Specialty GPO contract pricing from eligible accounts shown in the confirmation screen. If you would like to revisit this opportunity later, contact your AB Sales Rep.

The Drug Opportunities tab displays only active, eligible drug alignments.

1. Select the **Drug Opportunities** tab.
2. Toggle the **Active** button for the desired Manufacturer/Drug opportunities, then click **Save**.

Opt in/Opt out	Account Information	Manufacturer/Drug	NDC	Pricing	Performance Opportunity
<input checked="" type="checkbox"/> Active					

3. On the Summary window, review the changes and click **Submit**.

Summary

Warning: Proceeding will opt you out of the following opportunities with Specialty GPO. Please review the selections below for accuracy. Opting out of the opportunities below will remove Specialty GPO contract pricing from any eligible accounts shown in the list below. If you would like to revisit this opportunity at a later time, please reach out to your AB Sales Rep.

Summary of changes

1. [Redacted]

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.

Note: Changes are only committed once you click Submit.