

How to review and redline an agreement for GPO Members in GPOconnect

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

Review and redline an agreement

1. 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 **Membership and Agreements in Progress**.

The screenshot shows the GPOconnect homepage dashboard. The 'Agreements in Progress' tile is highlighted with a red box and a red circle containing the number 1. Other tiles include 'Rosters Published as of June 24, 2022', 'Overdue Payments', 'Sites Enrolling', and 'Manage Baseline'.

2. Select the desired task on the **Agreements in Progress** tab. The status will show as **Review Pending**.

The screenshot shows the GPOconnect 'Agreements in Progress' page. The 'GPO Membership NDA' task is highlighted with a red box and a red circle containing the number 2. The table shows two tasks: 'GPO Membership NDA' and 'GPO Participation Agreement', both with a status of 'Review Pending'.

Task	Type ↓	Status	Created Date
GPO Membership NDA	Agreement	Review Pending	March 31, 2022
GPO Participation Agreement	Agreement	Review Pending	March 31, 2022

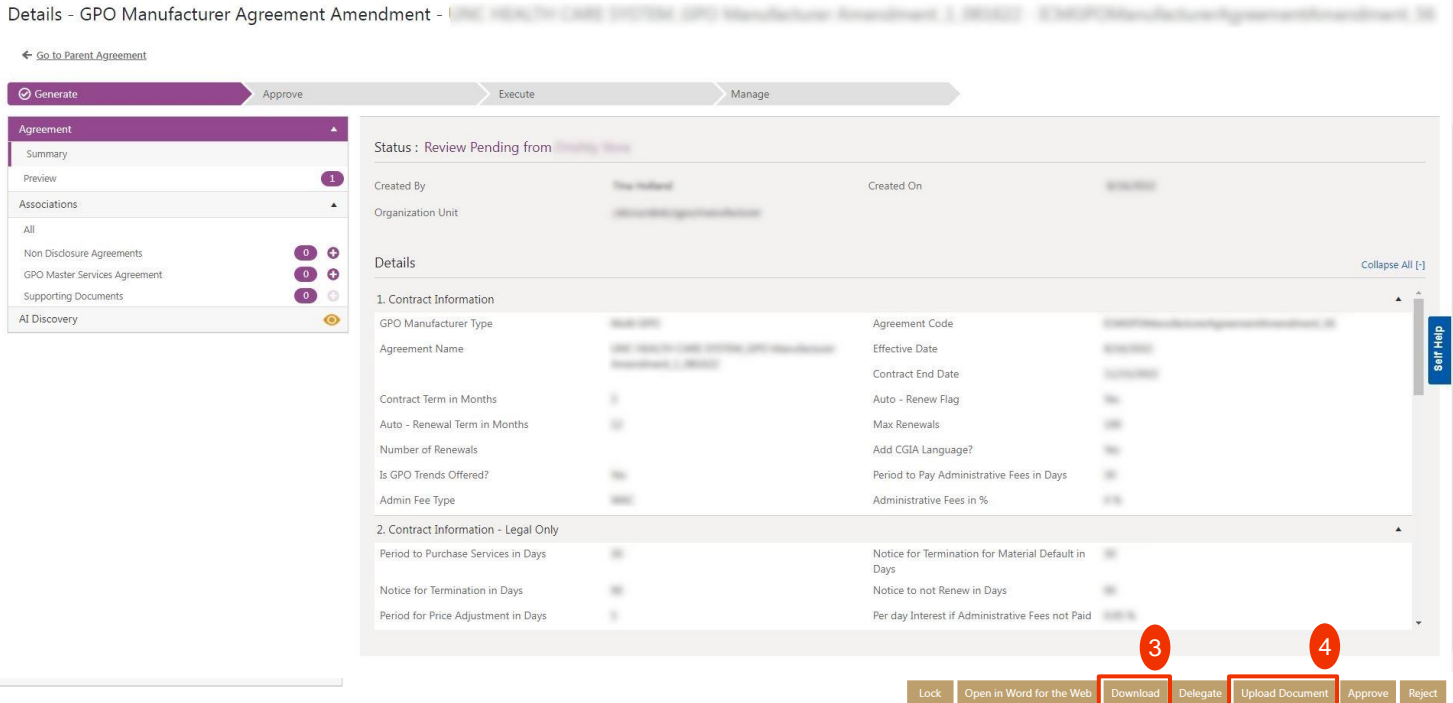
Contract Review and Redlining – GPO Member Quick Reference Card

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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.

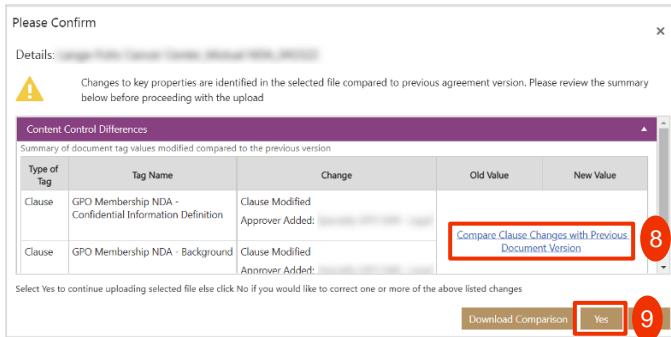
6. If applicable, you can add a note.

7. Click **Upload File**.

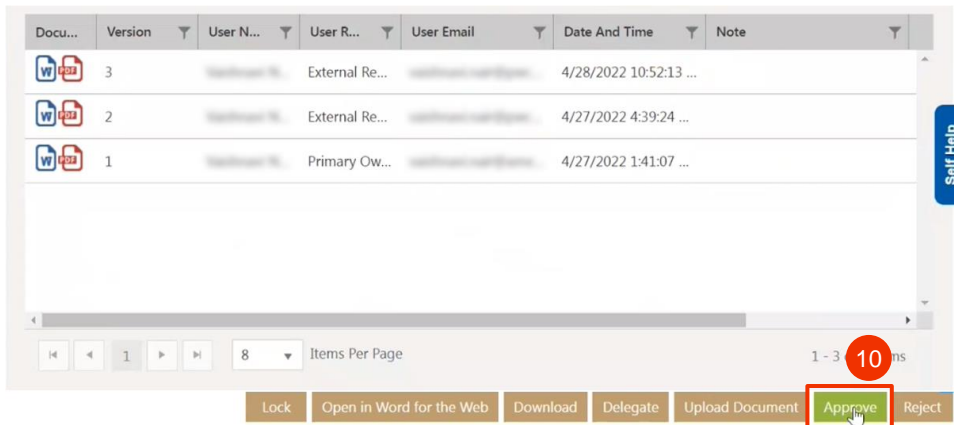


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- You will be prompted to confirm any redlining and deviations in the agreement. Select **Compare Clause Changes with Previous Document Version** to review the changes. Any changes will be highlighted.
- Click **Yes** to complete the upload.



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



- Optionally, you can add a note.
- Click **Add**.

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

