

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 **Account Manager** and/or **Regional Account Manager** and their contact information display.
6. The **GPO Scorecard Watchlist** tile displays. Click **View All** to navigate to the full **GPO Scorecard**.

The screenshot shows the top portion of the AB GPOconnect homepage. At the top left is a navigation menu icon (2). The header area includes a greeting 'Hello, [User Name]' and a date/quarter summary (3) showing 'Today's date: Wed, 19 Oct 2022' and 'Quarter end date: Sat, 31 Dec 2022'. Below this is a '50 days left in the quarter' indicator (4) with a clock icon. The main content area features a 'GPO Scorecard Watchlist' tile (6) with filters for 'Select Account' and 'Select Frequency' (set to 'In Quarter'), and a 'View All' button. The watchlist table includes columns for 'Updated', 'Comments', 'GTD To Be Achieved', 'GTD', 'GTD QTR Good', 'Sold To', and 'Contract Unit Breakdown'.

7. A summary of **Payments in Processing** and **Payments Completed** displays. Click **View Details** to navigate to the **Rebate Payment Summary**.
8. Click **View Details** on the **Contract Playbook** tile to view published **Contract Playbooks**.
9. Click **View and Approve** on the **HIN changes requiring approvals** tile to view and approve open HIN change requests.
10. Click **View Details** on the **Single Dose Comparisons** tile to view scenarios.
11. Click **View Details** on the **GPO Value Report** tile to navigate to Value Report.

The screenshot shows a grid of six summary tiles. The first two tiles (7) are 'Payments in Processing' (0) and 'Payments Completed' (0), both with 'View Details' buttons. The third tile (8) is 'Contract Playbook' with a 'View Details' button. The fourth tile (9) is '2 HIN changes requiring approvals' with a 'View and Approve' button. The fifth tile (10) is '1 Single Dose Comparisons' (Last Updated on Oct 6, 2022) with a 'View Details' button. The sixth tile (11) is 'GPO Value Report' (Updated on Apr 28, 2022) with a 'View Details' button.

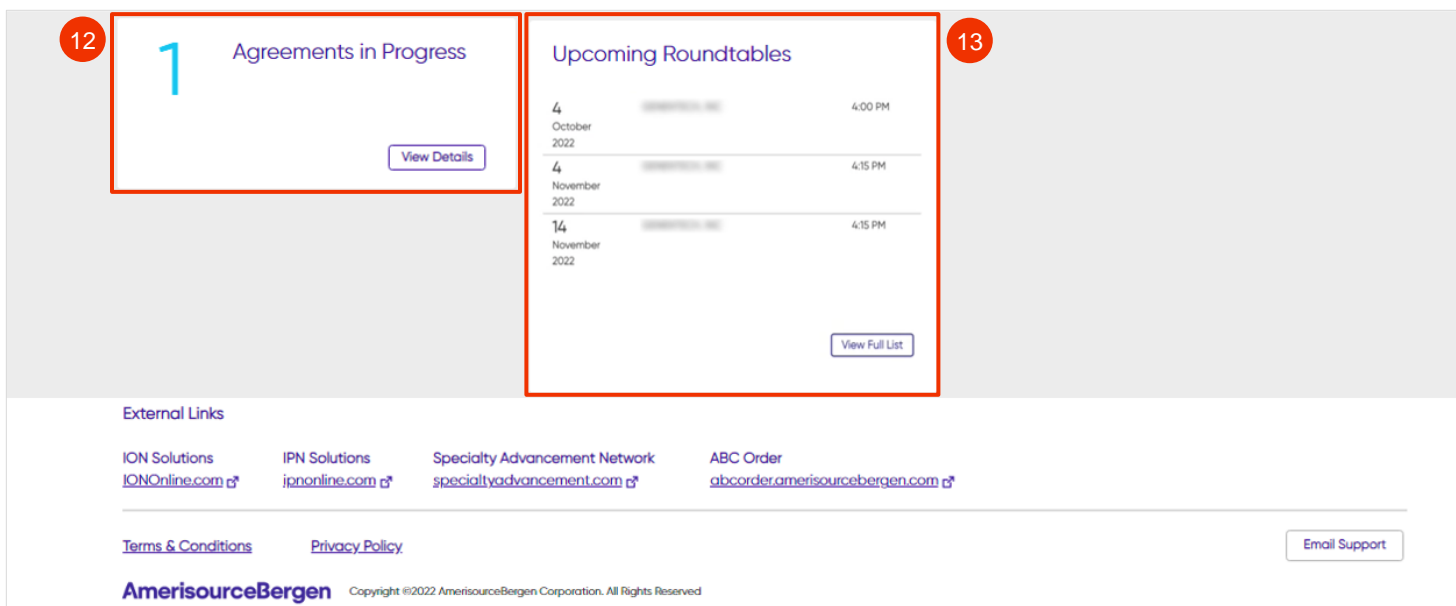
How to navigate the AB GPOconnect homepage

12. Click **View Details** on the **Agreements in Progress** tile to navigate to the **Partnership** page and view pending agreements.

13. 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 GPO Members with the appropriate access configured.

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

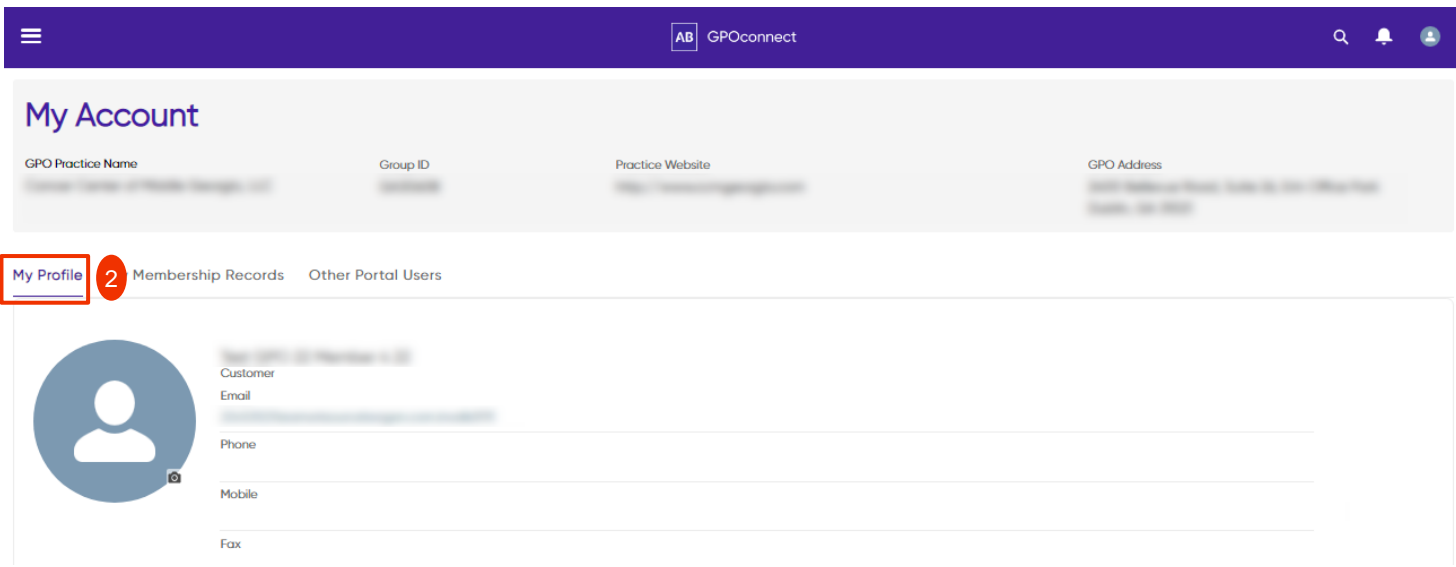


View My Account & Profile

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



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



How to navigate the AB GPOconnect homepage

3. The **My Membership Records** tab displays the associated practices for your account.

My Profile **My Membership Records** 3 Other Portal Users

MY MEMBERSHIP RECORDS

Practice Name	SAP Account Number	Address	Practice Website
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

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

My Profile My Membership Records **Other Portal Users** 4

Other Portal Users

First Name	Last Name	Email	Privilege
[Redacted]	[Redacted]	[Redacted]	Full
[Redacted]	[Redacted]	[Redacted]	Full
[Redacted]	[Redacted]	[Redacted]	Full

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

My Profile My Membership Records **Other Portal Users**

Other Portal Users

First Name	Last Name	Email	Privilege
[Redacted]	[Redacted]	[Redacted]	Full
[Redacted]	[Redacted]	[Redacted]	Full
[Redacted]	[Redacted]	[Redacted]	Full

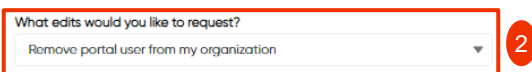
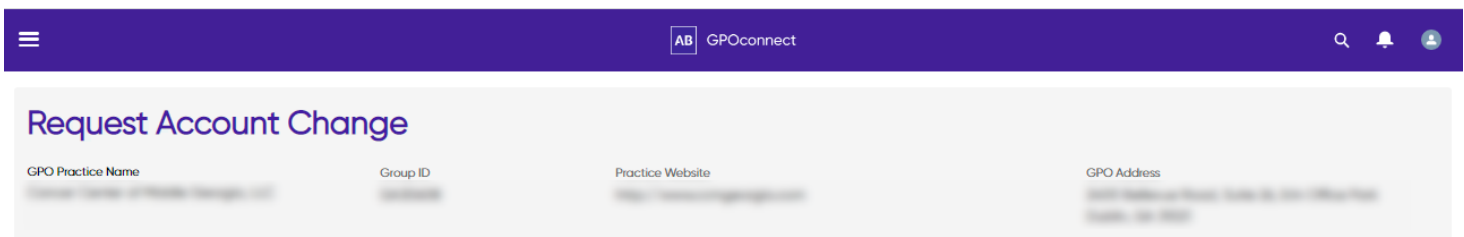
How to navigate the AB GPOconnect homepage

Request Account Changes

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



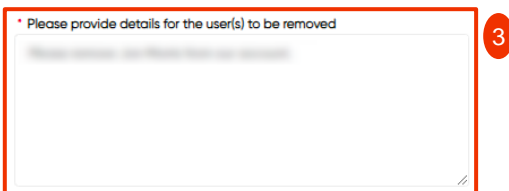
2. Select the desired account change from the dropdown menu.
3. Provide details for the request.
4. Specify a reason for the account change from the dropdown menu.
5. Click **Submit**.



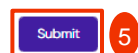
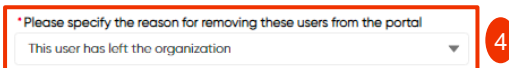
Remove user request

Instructions

* All fields marked with an asterisk are required.



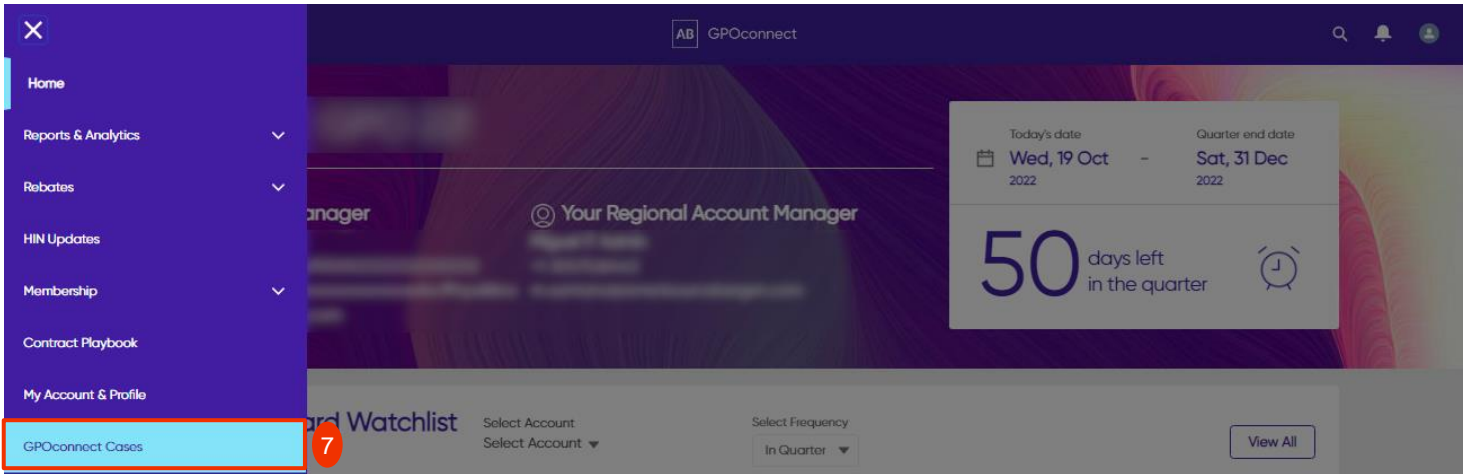
Please enter the email address(es) of the users you would like to remove from the GPO Portal.



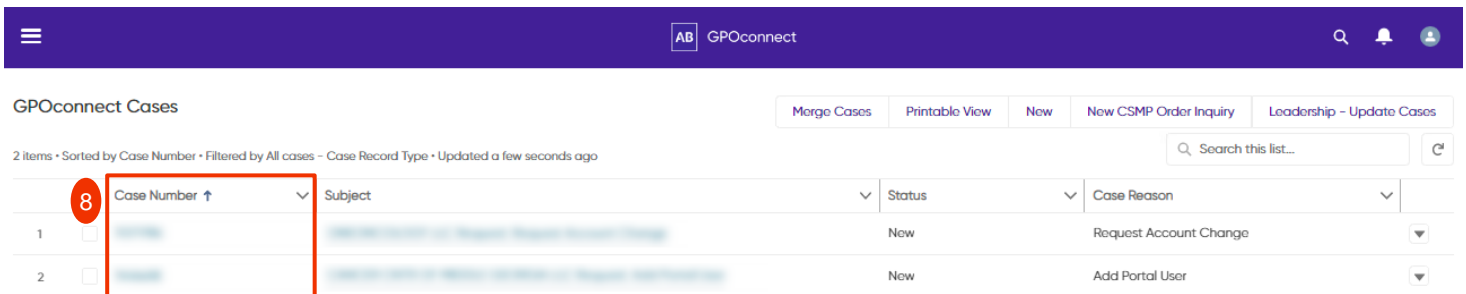
AB GPOconnect Homepage – GPO Member Quick Reference Card

How to navigate the AB GPOconnect homepage

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



- 8. Select the desired **Case Number**.



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

