

*my***Buy**

(MYB_UM_S001)

Contact Information

Chugai Pharmaceutical Co., Ltd.
Procurement Department

(ver1.1)

Category	#	Inquiries	Contacts
Inquiries about requests for quotation through myBuy	1	<p><u>Inquiries about failures or problems with myBuy</u></p> <ul style="list-style-type: none"> • Unable to log in to myBuy • The screen does not change to the next screen by pressing the button; etc. <div style="border: 1px dashed blue; padding: 5px; display: inline-block; color: blue;"> <p>Please try to clear the cache of your browser before contacting GEP.</p> </div>	GEP technical support support@gep.com
	2	<p><u>Inquiries about the operation of myBuy</u></p> <ul style="list-style-type: none"> • Questions about how to register or how to add contact information • Questions about how to fill the question form or price sheet of an RFX event; etc. 	myBuy Inquiry Forms
	3	<p><u>Inquiries about individual purchasing activities (RFX)</u></p> <ul style="list-style-type: none"> • Questions about requirements and conditions for purchasing • Questions arising when making a quotation proposal; etc. 	CHUGAI sourcing manager *For instructions on how to find the contact information, see the following page.
Inquiries about ordering and invoice processing through ProcYON	4	<p><u>Inquiries about ordering and invoice processing (ProcYON)</u></p> <ul style="list-style-type: none"> • Questions about handling details or operation procedure for ordering through ProcYON; etc. 	Chugai Purchasing_In charge of ProcYON procyon@chugai-pharm.co.jp

Reference: How to find the contact information of the person in charge of sourcing

- You can find the CHUGAI sourcing manager on RFX.

- Click **BUYER CONTACT INFORMATION**.
- The screen shows the contact information of the person in charge of sourcing.

The screenshot displays the 'myBuy' interface. On the left, a sidebar contains several menu items: 'BASIC DETAILS', 'EVENT TIMELINES', 'BUYER CONTACT INFORMATION', 'TEAM MEMBERS', 'GUIDELINES', 'QUESTIONNAIRES', and 'PRICE SHEETS'. The 'BUYER CONTACT INFORMATION' item is highlighted with a blue box and a circled '1'. The main content area shows the 'BASIC DETAILS' section, which includes fields for 'Event Name', 'Event Description', 'Event Type' (Request for Proposal), 'Event Currency' (JPY), 'Event Overview', 'Category*' (IT Services (Y40150000)), 'Business Unit*' (Chugai Pharmaceutical), and 'Region*' (Not Applicable). Below this, a section titled 'BUYER CONTACT INFORMATION (1)' contains a table with the following columns: 'Name', 'Designation', 'Email Address', and 'Contact Number'. The 'Email Address' column is highlighted with a blue box and a circled '2'.

INNOVATION BEYOND IMAGINATION

myBuy Document Information

Basic information

System name	myBuy Upstream		
Document storage location	Electronically: 購買部 CoreRepository		
Document title	S-0. 各種お問合せ窓口のご案内		
Document management No.	MYB_UM_S001	Version No.	ver1.1
Related documents	-		

Revision history

Version	Reason for revision	Date of creation/revision	Authored/revised by
1.0	初版	2023/10/30	
1.1	GEP問合せ時の留意事項を追加	2023/12/22	

Signature of author

Person in charge	Department	Name	Date

Signature of reviewer

Person in charge	Department	Name	Date

Signature of approver

Person in charge	Department	Name	Date