

*my***Buy**

(MYB_UM_S003_02)

Supplier User's Guide

myBuy GEP SMART Supplier Portal

Chugai Pharmaceutical Co., Ltd.
Procurement Department

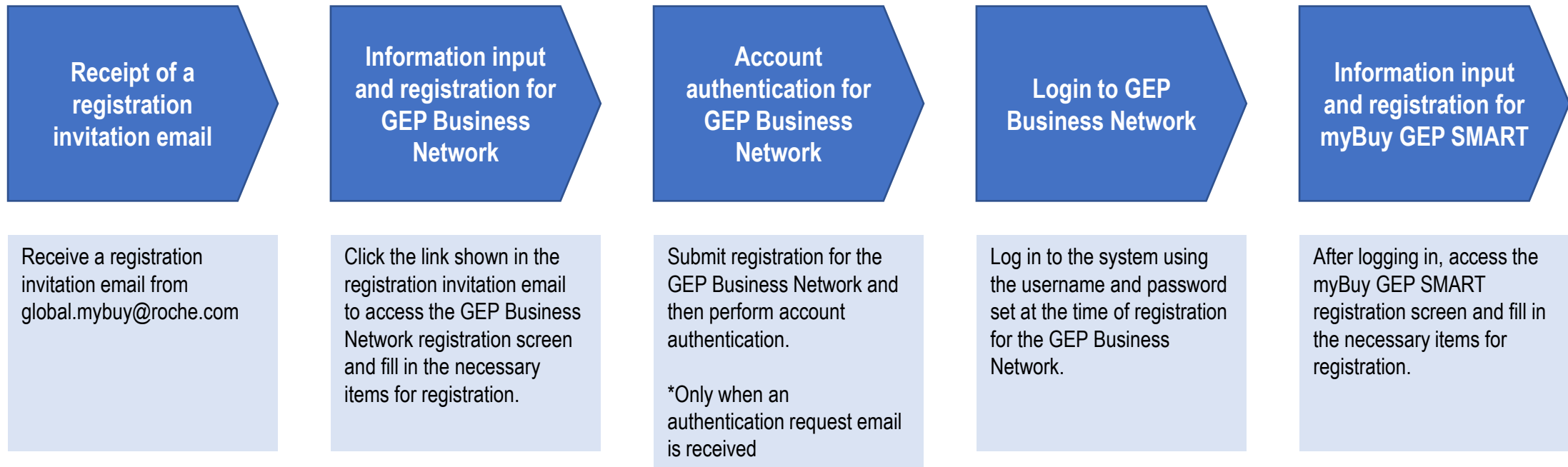
(ver1.2)

02

How to Register for GEP Business Network and myBuy GEP SMART For New Suppliers

myBuy Registration Flow for myBuy GEP SMART

- myBuy GEP SMART is a supplier portal.
This new portal, equipped with the cloud-based solution of GEP, is designed for suppliers to be able to do online business with us more easily.
- To use myBuy GEP SMART, you need to register for the GEP Business Network (BN) and myBuy GEP SMART.
*Registration is completed in five steps as shown below.
*For details, see the following pages.



myBuy Receipt of a Registration Invitation Email

- Suppliers who use myBuy GEP SMART for the first time will receive a registration invitation email from global.mybuy@roche.com.

- In the registration invitation email sent from global.mybuy@roche.com, click [Click here](#) to access the GEP Business Network registration screen.

ACTION REQUIRED: You're invited to register on the Roche / Genentech buying platform

Dear Supplier:

As a valued partner, you have been selected to collaborate with Roche / Genentech. To initiate this collaboration, we invite you to register on the myBuy GEP SMART platform, which will enable electronic transmission of orders and invoices and provide a historical record of transactions with Roche / Genentech. There are also no transaction fees when using myBuy GEP SMART.

To get started, complete and submit the registration form. [Click here](#) to access the form.

Roche / Genentech is looking forward to working with you.

If you have any technical issues, please contact support@gep.com or call the helpline listed below:

USA: +1 732 428 1578

Asia: +91 22 6137 2148

Europe (Prague): +42 022 598 6501

Additional numbers can be found here:

<https://success.gep.com/s/article/GEP-Customer-Support-Contact-Information>

Sincerely,

myBuy Supplemental Information on myBuy Invitation Email

Intended receiver of the invitation email: Contact persons in charge of Chugai Pharmaceutical who have not been registered with myBuy

- Those who have received a myBuy invitation email are asked to perform registration as soon as possible. In the future, myBuy is used for processing our requests for quotations (sending of RFI and RFP), your submission of proposals and quotations, and other transactions for purchasing activities involving certain conditions, including a certain amount or more of money.
- myBuy is used by the Roche Group companies and Chugai Pharmaceutical Group companies as well as Chugai Pharmaceutical. The Contact Details in myBuy has registered the contact information of the Roche Group companies and Chugai Pharmaceutical Group companies.

myBuy client page

Roche

- A client page is set for the whole Roche and Chugai Pharmaceutical Groups.

Intended receiver of the invitation email

Contact Details Contact Mapping

Please ensure you click on save icon at Action menu for saving all changes.

First Name*	Last Name*	Email ID*	Code	Status	Designation	Primary Phone...	Extension	Secondary Phon...	Extension	ISD Code
				Registered						
				Non - Invited						
				Non - Invited						
				Registered						
				Registered						

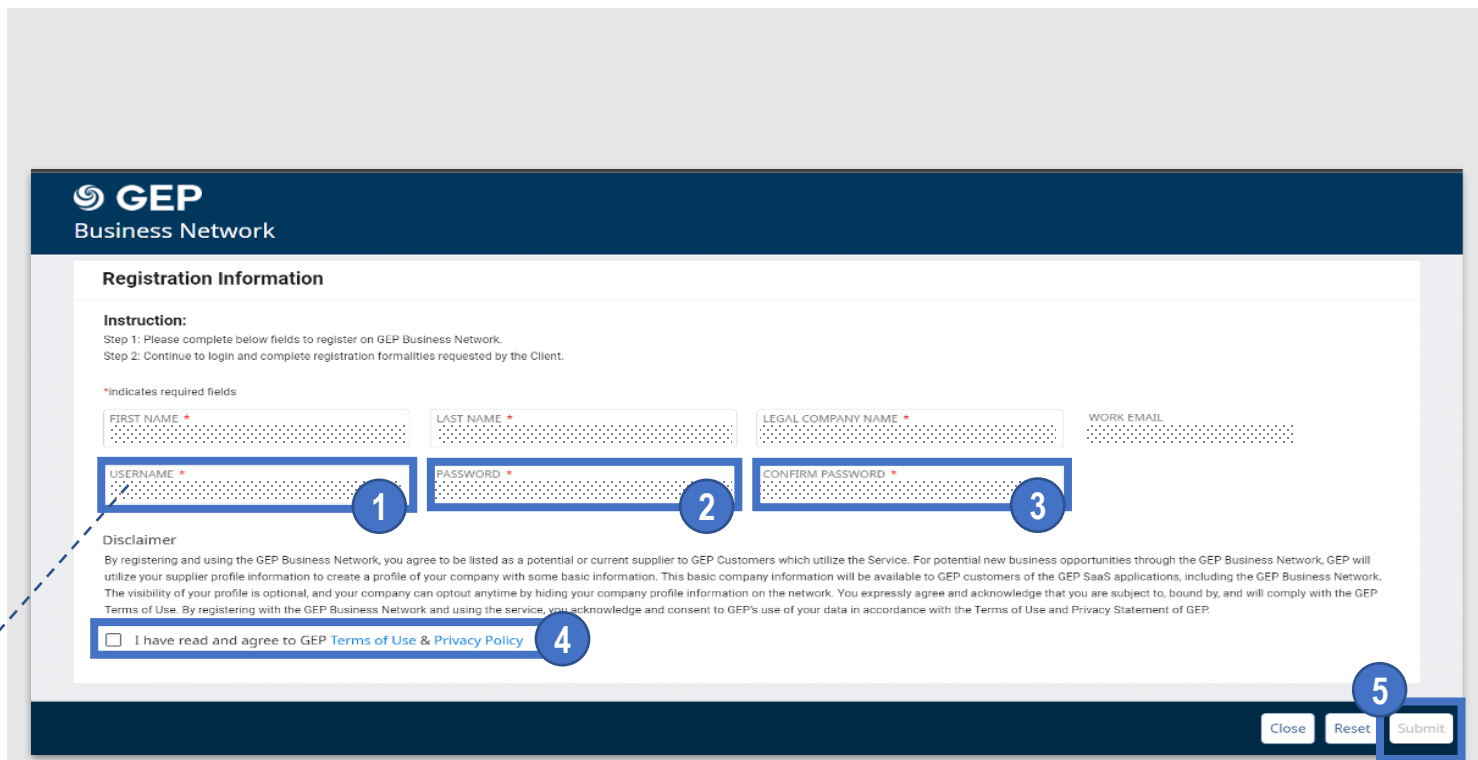
1 to 5 of 5 Page 1 of 1

- The invitation email has been sent to contact persons in charge of Chugai Pharmaceutical who have not been registered with myBuy.
- No invitation email has been sent this time to the contact persons at the Roche Group companies who already have been registered.
- Contact persons in charge of Chugai Pharmaceutical
- Contact persons in charge of Roche Group

myBuy How to Register for Business Network

- The following describes how to register for GEP Business Network.

- 1 Fill in the **USERNAME**.
- 2 Fill in the **PASSWORD**.
*The password needs to be reset every 90 days.
- 3 Fill in the **CONFIRM PASSWORD**.
- 4 Read the **Disclaimer** and select the checkbox of **I have read and agree to GEP Terms of Use & Privacy Policy**.
- 5 Click **Submit**.



GEP Business Network

Registration Information

Instruction:
Step 1: Please complete below fields to register on GEP Business Network.
Step 2: Continue to login and complete registration formalities requested by the Client.

*indicates required fields

FIRST NAME * LAST NAME * LEGAL COMPANY NAME * WORK EMAIL

USERNAME * PASSWORD * CONFIRM PASSWORD *

Disclaimer
By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the service, you acknowledge and consent to GEP's use of your data in accordance with the Terms of Use and Privacy Statement of GEP.

I have read and agree to GEP [Terms of Use & Privacy Policy](#)

Close Reset Submit

Considerations for entering user names

- **The user name must be at least 6 characters in length and only the following alphabetic characters, numbers, and symbols can be used.**

- ✓ English characters: a~z
- ✓ Numbers:0~9
- ✓ Symbols: The at mark (@), underscore (_), forward slash (/),Back slash, apostrophe ('), period (.)

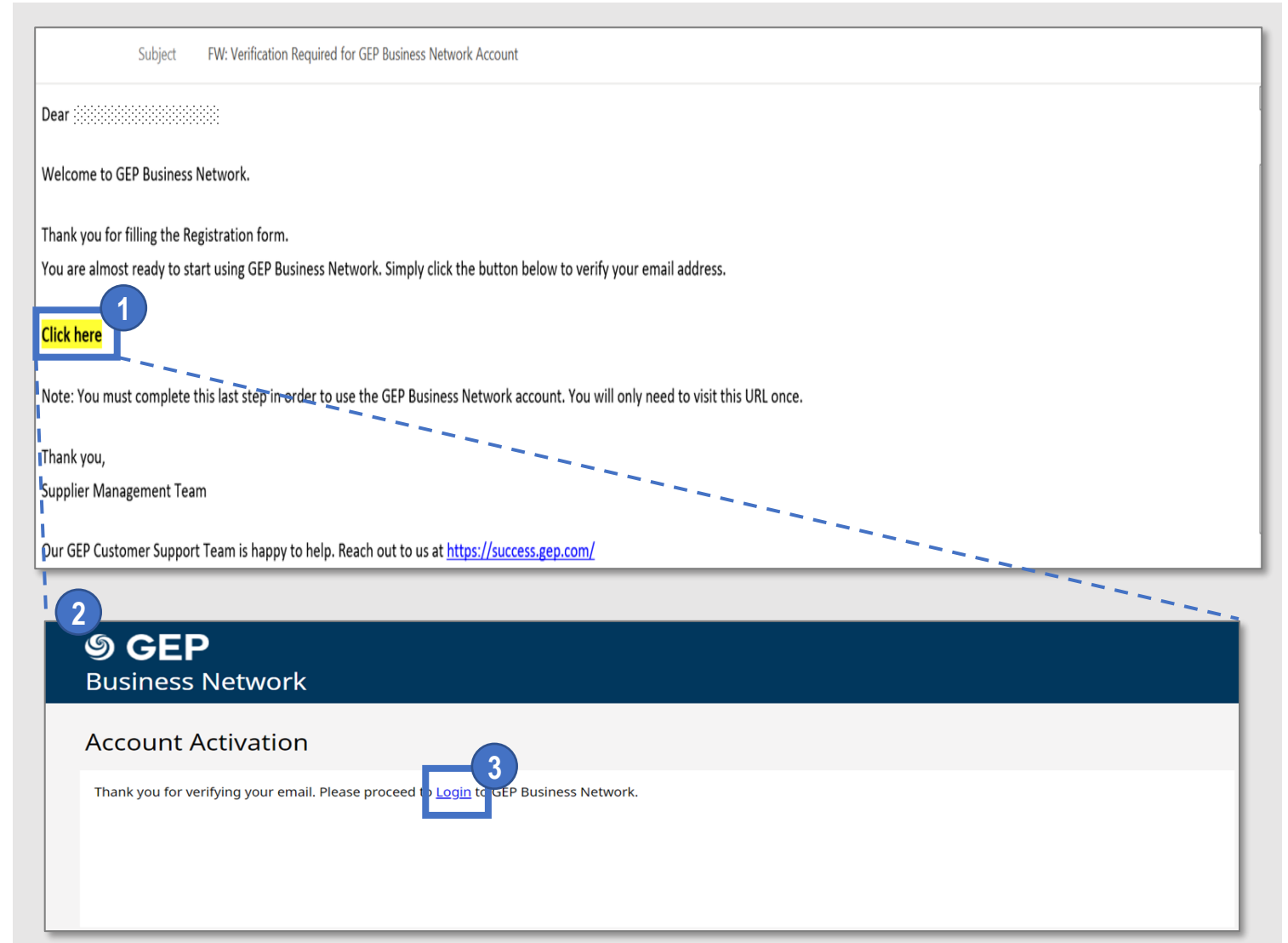
*Do not enter any symbols other than those listed above. [Example]: Hyphen

Other symbols than the above can be entered in the system. However, if these are entered, an error of "Inactive username " will occur in the subsequent operation of Filling in and Registration of Main Registration Form ".

myBuy Account Authentication for GEP Business Network

- Submit registration for GEP Business Network, and if you receive an authentication request email shown on the right, perform account authentication.

- 1 Click [Click here](#) in the received email about account authentication.
- 2 A pop-up window is displayed showing that the account has been authenticated.
- 3 Click [Login](#) to access the GEP Business Network environment.

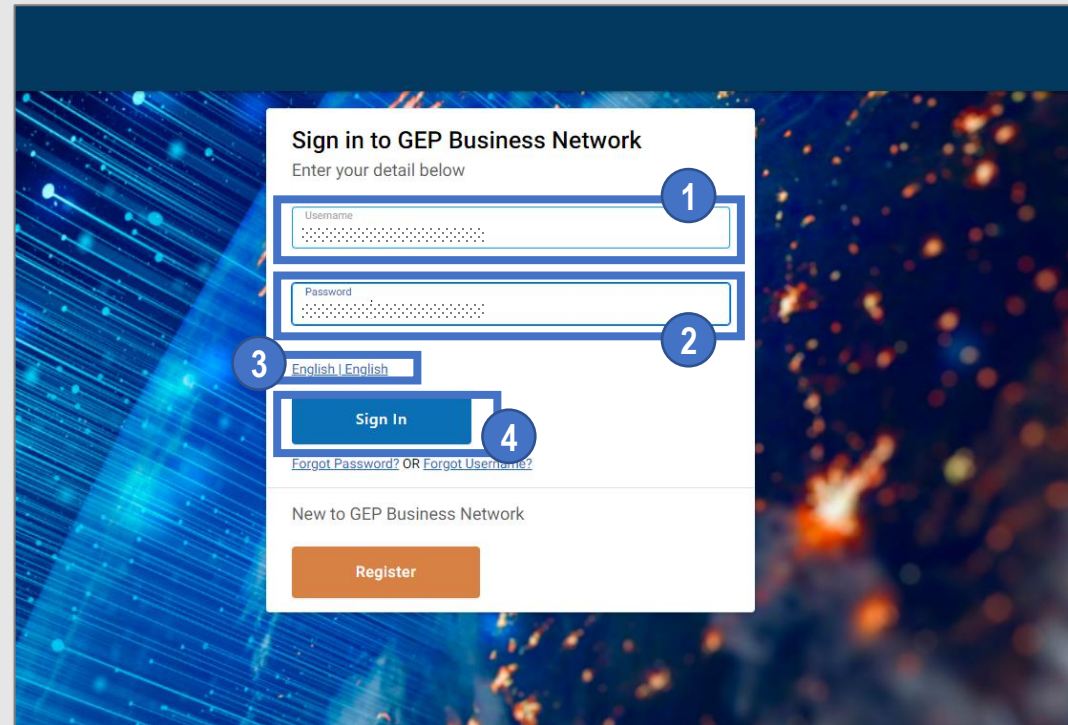


The image shows a sequence of steps for account authentication. It starts with an email from GEP Business Network. The email subject is "FW: Verification Required for GEP Business Network Account". The body of the email says: "Dear [redacted], Welcome to GEP Business Network. Thank you for filling the Registration form. You are almost ready to start using GEP Business Network. Simply click the button below to verify your email address." A yellow box with a blue circle containing the number "1" highlights a "Click here" link. Below the email, a note says: "Note: You must complete this last step in order to use the GEP Business Network account. You will only need to visit this URL once." The email is signed by the "Supplier Management Team" and includes a support link: "https://success.gep.com/". Below the email is a screenshot of the GEP Business Network account activation page. The page has a dark blue header with the GEP logo and "Business Network". The main content area is titled "Account Activation" and contains the text: "Thank you for verifying your email. Please proceed to [Login](#) to GEP Business Network." A blue box with a blue circle containing the number "3" highlights the "Login" link.

myBuy Login to Business Network

- Access <https://businessnetwork-idp.gep.com/> to log in to the system.
*It is recommended to bookmark the URL.

- 1 Fill in the **Username**.
- 2 Fill in the **Password**.
- 3 Select a **language**.
- 4 Click **Sign In**.



The screenshot shows the login interface for the GEP Business Network. The page has a dark blue header and a background of blue and orange light trails. The main content area is white and contains the following elements:

- Sign in to GEP Business Network**: The main heading.
- Enter your detail below**: A sub-heading.
- Step 1**: A text input field for the **Username**.
- Step 2**: A password input field for the **Password**.
- Step 3**: A language selection dropdown menu currently set to **English | English**.
- Step 4**: A blue **Sign In** button.
- Below the sign in button: [Forgot Password?](#) OR [Forgot Username?](#)
- New to GEP Business Network**: A section for new users.
- Register**: An orange button for new users.

myBuy Registration for myBuy GEP SMART

- After logging in, go to the registration screen from the top page of GEP Business Network.

- In the Home tab, click **Register of Roche** under the **Complete Registration** section.

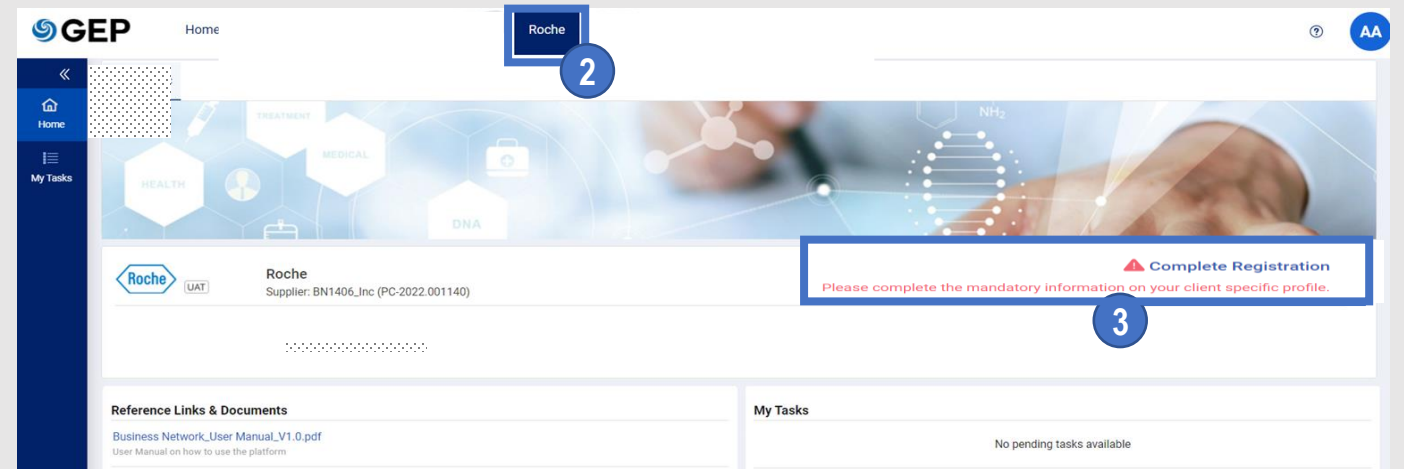
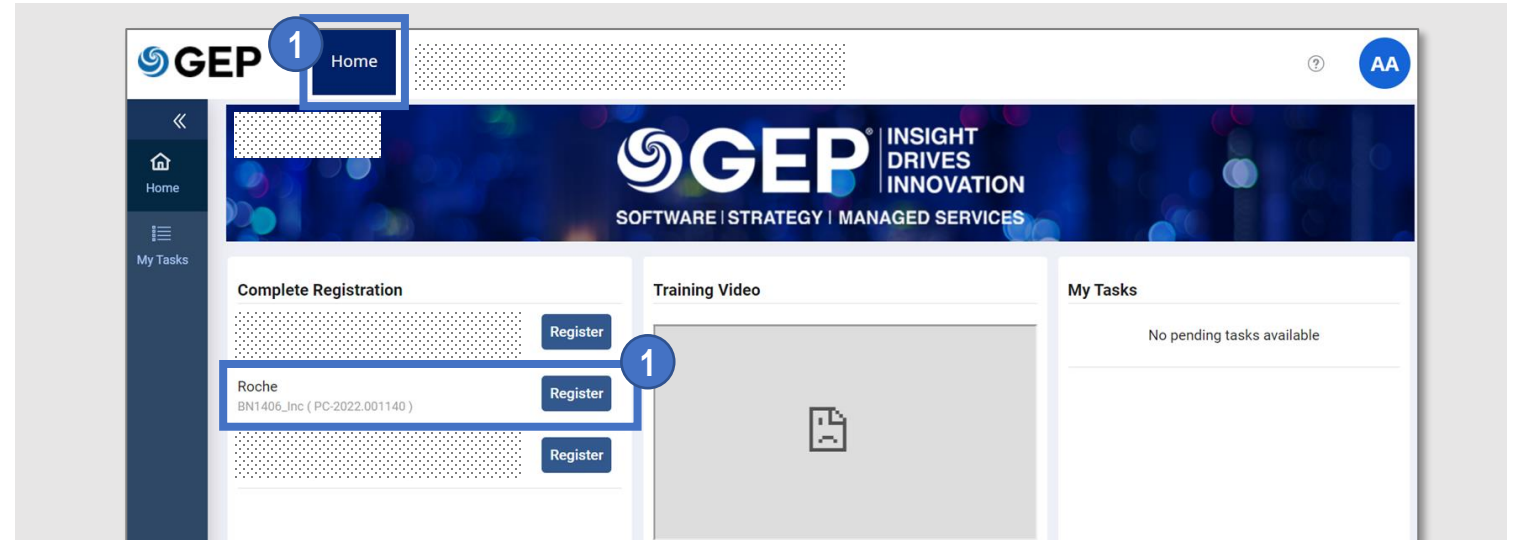
Or

- From the client names displayed on the tabs, click **Roche**.

- Click **Complete Registration**.

Points to Consider

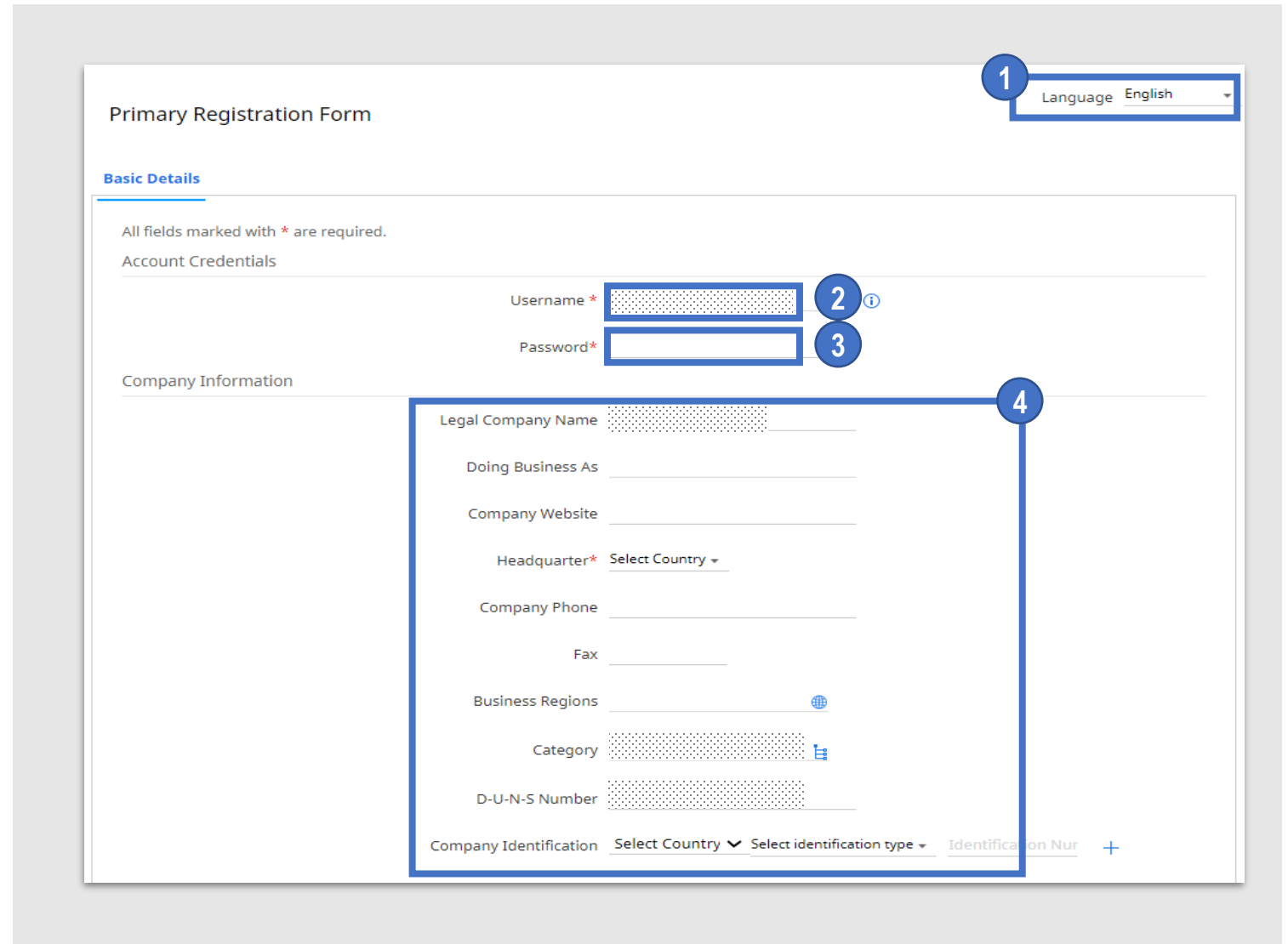
- “Complete Registration” may not be displayed at . **3**
- The reason why Complete Registration is not displayed **is because the required registration has already been completed**. In this case, the subsequent Filling in and Registration of Main Registration Form ' is not required.



myBuy Filling in and Registration of Main Registration Form (1)

- Fill in the necessary items of the main registration form to complete registration.
Required items are shown with “.”

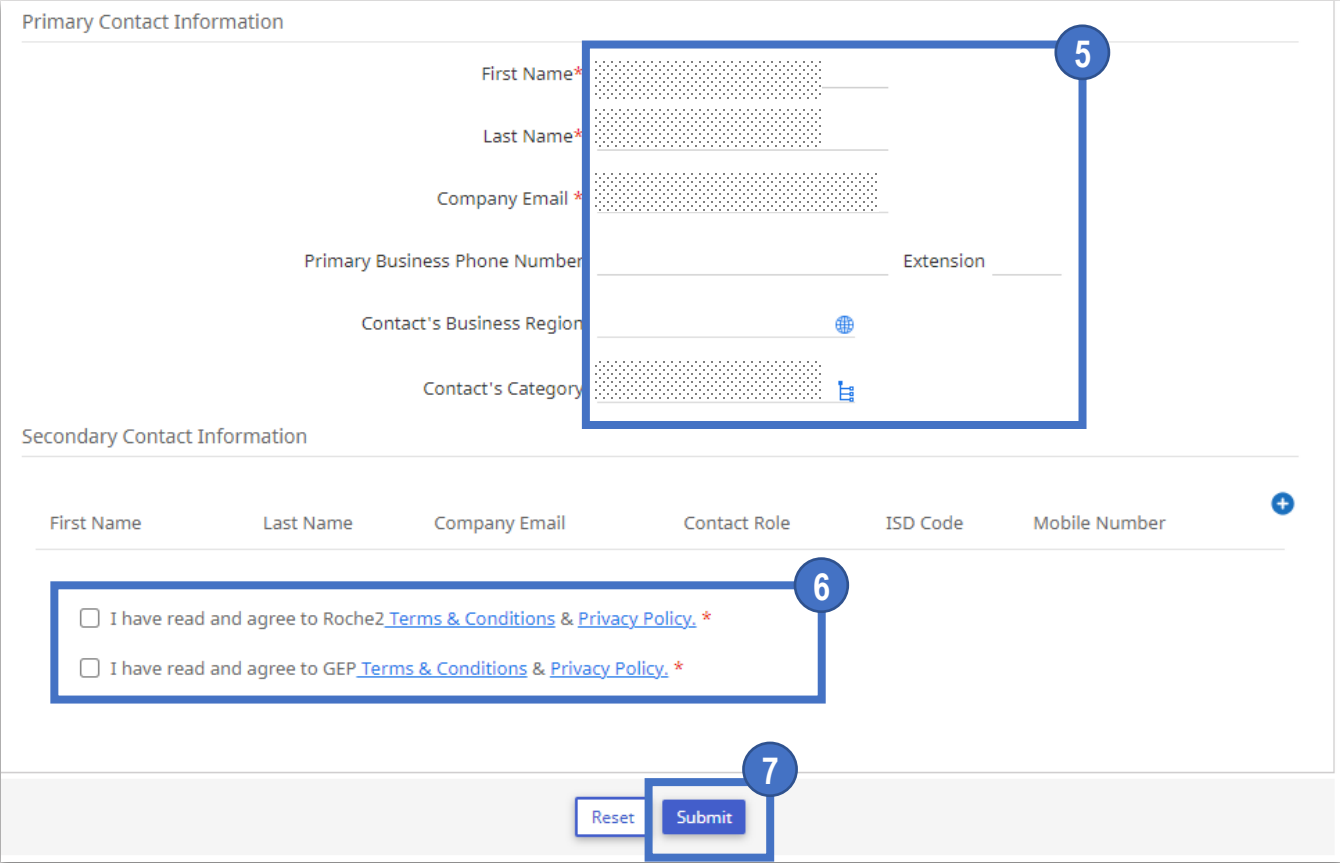
- Select English for the **Language**.
- The **Username** is prefilled with the information registered for the Business Network.
- Fill in the **Password**.
*It is recommended that you use the same password as the login password for the Business Network.
- Fill in the required items of **Company Information**.
*Some items are prefilled with the information registered for Business Network.



The screenshot shows the 'Primary Registration Form' interface. At the top right, a language dropdown menu is set to 'English', marked with a blue circle '1'. Below this, the 'Basic Details' section contains 'Account Credentials' with a 'Username *' field (prefilled with a dotted pattern) marked with a blue circle '2' and an information icon, and a 'Password*' field marked with a blue circle '3'. The 'Company Information' section is outlined with a blue box and marked with a blue circle '4'. It includes fields for 'Legal Company Name', 'Doing Business As', 'Company Website', 'Headquarter*' (with a 'Select Country' dropdown), 'Company Phone', 'Fax', 'Business Regions' (with a globe icon), 'Category' (with a dotted pattern and a list icon), 'D-U-N-S Number' (with a dotted pattern), and 'Company Identification' (with 'Select Country', 'Select identification type', and 'Identification Nur' dropdowns, and a plus sign).

myBuy Filling in and Registration of Main Registration Form (2)

- 5 Check the information of **Primary Contact Information** and fill in the required items.
- 6 Read the **Terms & Conditions** and **Privacy Policy** and click the checkbox.
- 7 Click **Submit** to complete registration.

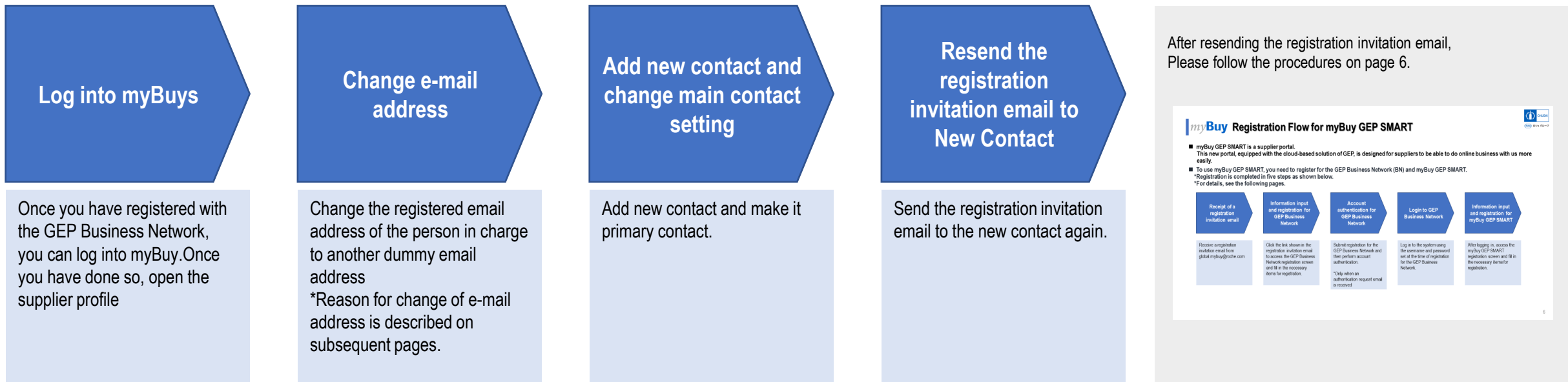


The screenshot displays the registration form with three numbered callouts:

- 5** A blue box highlights the **Primary Contact Information** section, which includes fields for First Name*, Last Name*, Company Email*, Primary Business Phone Number, Extension, Contact's Business Region (with a globe icon), and Contact's Category (with a list icon).
- 6** A blue box highlights the **Secondary Contact Information** section, which contains two checkboxes: I have read and agree to Roche2 [Terms & Conditions](#) & [Privacy Policy](#). * and I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#). *
- 7** A blue box highlights the **Submit** button at the bottom right of the form.

myBuy [Note] Handling Registration Error in the Main Registration Form

- An error occurs if the user name contains an invalid symbol when the main registration form is entered and registered.
 - ✓ The user name must be at least 6 characters in length and only the following alphabetic characters, numbers, and symbols can be used.
 - English characters: a~z
 - Numbers: 0~9
 - Symbols: The at mark (@), underscore (_), forward slash (/), Back slash, apostrophe ('), period (.)
- In the event of an error, your registered username cannot be changed. Therefore, you will need to add your new contact to the myBuy contact information, resend the registration invitation email and repeat the steps of “Information input and registration for GEP Business Network”.
- It will be completed in the following 4 steps (see the next page and thereafter for details).



myBuy

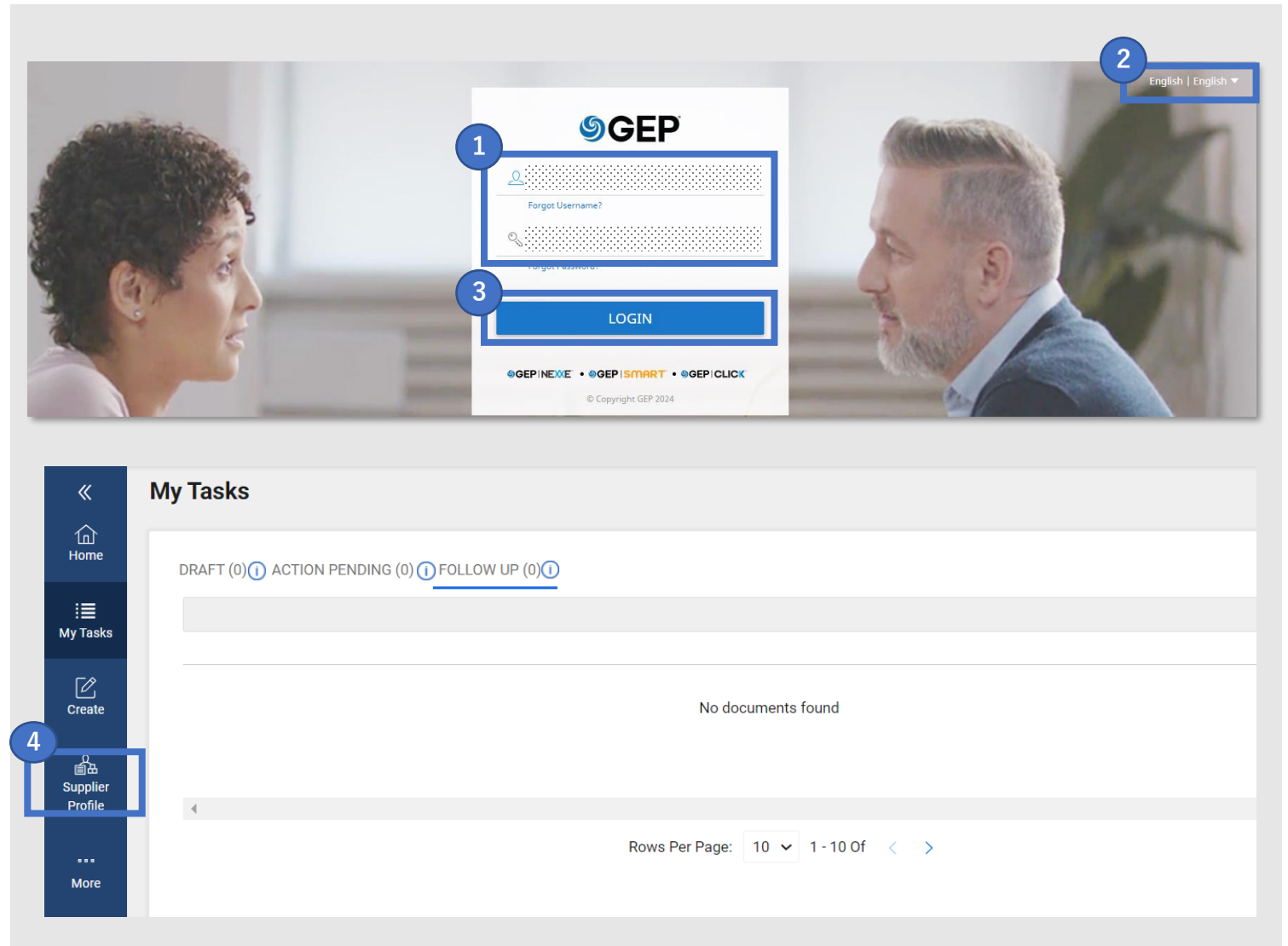
[Note] Actions to be taken in the event of registration error: Login

■ After logging into mybuy, open **Supplier Profile**

- 1 <https://smart.gep.com> Access, Username and Password, and Enter
- 2 Select Language
- 3 Click LOGIN
- 4 Click on **Supplier Profile**

Points to consider regarding response methods



- Once you have completed your registration to GEP Business Network, you can log into myBuy from the screen on the right (URL in 1)



The screenshot displays two parts of the user interface. The top part shows the GEP login page with a woman and a man in the background. A blue box highlights the login form, with numbered callouts: 1 points to the username field, 2 to the language selection dropdown (English | English), 3 to the LOGIN button, and 4 to the Supplier Profile link in the sidebar. The bottom part shows the 'My Tasks' page with a sidebar containing Home, My Tasks, Create, Supplier Profile (highlighted with callout 4), and More. The main content area shows task counts: DRAFT (0), ACTION PENDING (0), and FOLLOW UP (0). Below this, it states 'No documents found' and includes a pagination control showing 'Rows Per Page: 10' and '1 - 10 Of'.

myBuy [Note]Actions to be taken in the event of registration error: Change of e-mail address

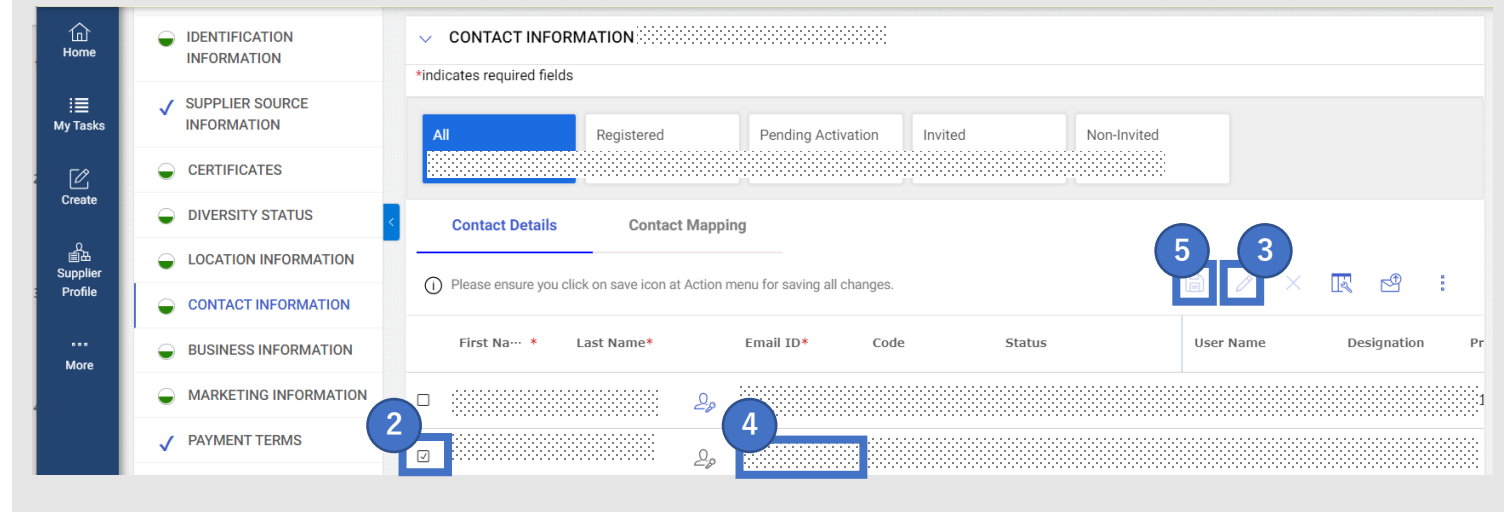
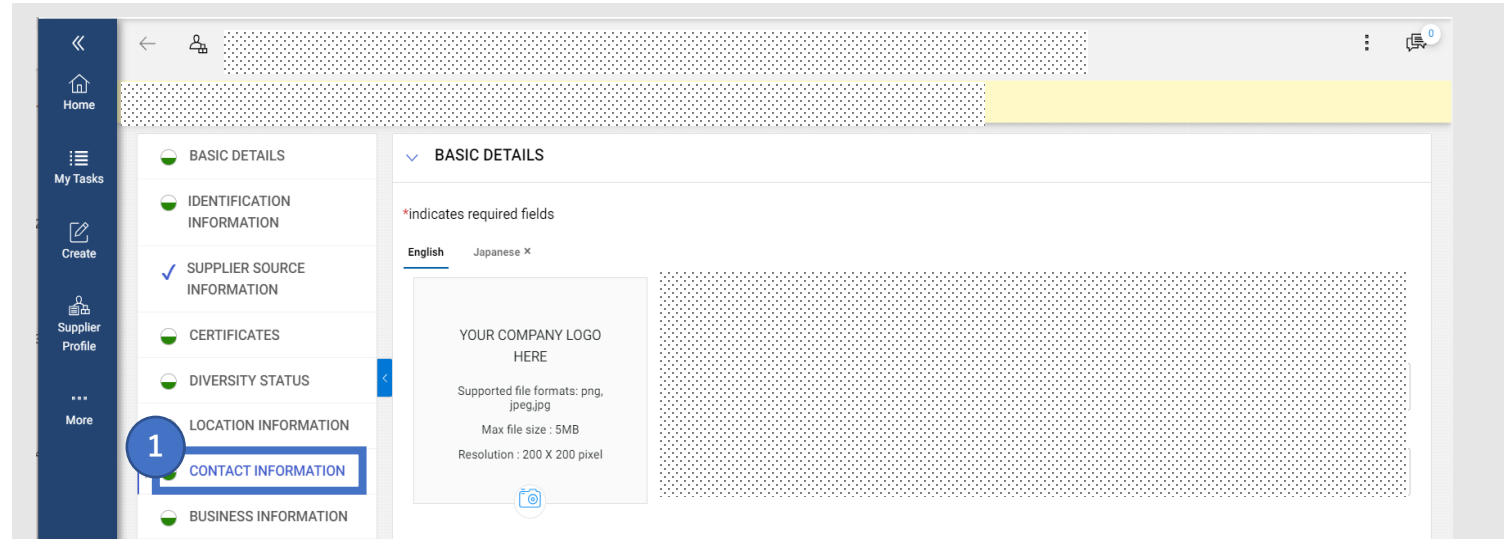
Change your registered email address

- 1 Click **CONTACT INFORMATION**
- 2 Click **Checkbox** with the symbol that cannot be used
- 3 Click  icon
- 4 Change the registered **email address** to the following **email address**
myBuy@chugai-pharm.co.jp
- 5 Click  icon

Additional Notes for changing your email address

This operation is required because the system does not allow the use of an email address registered in the contact information as a new contact.

- If an error occurs when entering the above e-mail address (myBuy@chugai-pharm.co.jp), please refer to the following manual and contact us.
S-0. Contact Information
- Subsequently, Add New contact and resend invitation email



[Note] Actions to be taken in the event of registration error:

Add new contact information / change Primary contact information

- After changing the email address, add a new contact and change the primary contact settings

1 Click  icon

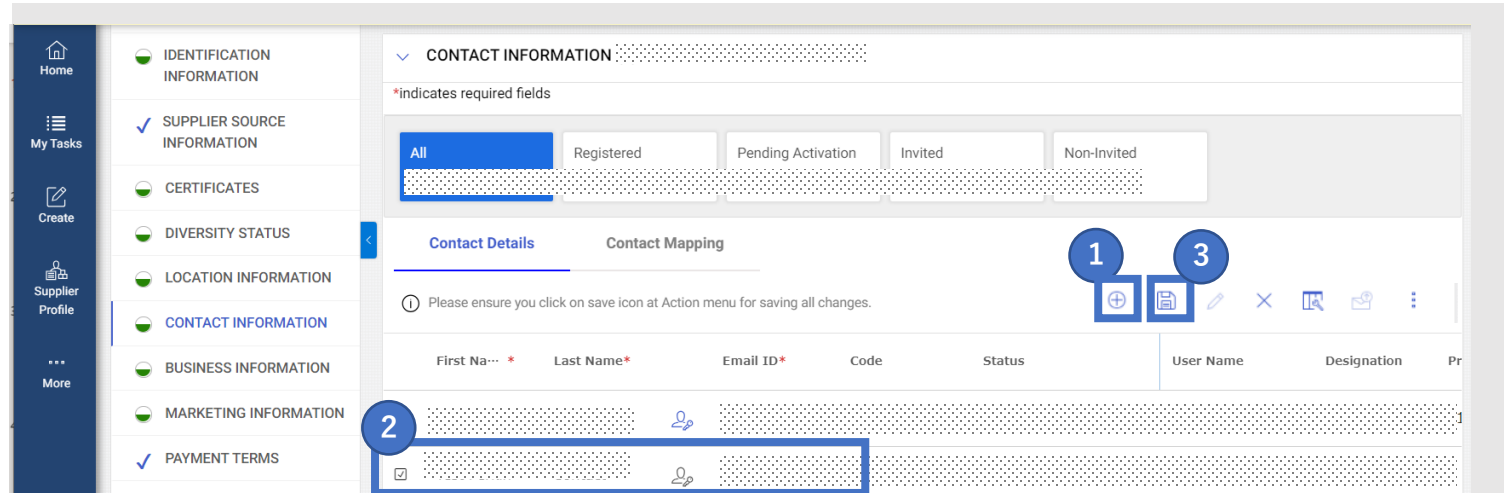
2 Enter **First Name, Last Name, Email ID** as New Contact

3 Click  icon to save

4 Click  icon

Additional Notes for Primary Contact

- By setting it as the primary contact, you can perform "Filling in and Registration of Main Registration Form".
- The icon will change from gray to blue if you set it to Primary Contact



CONTACT INFORMATION

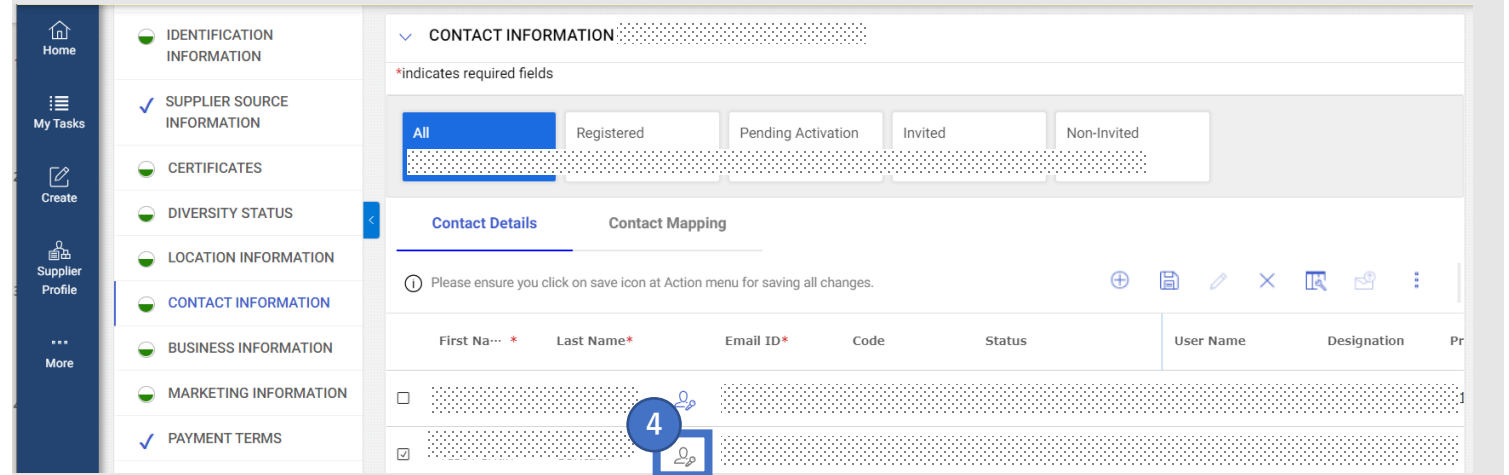
*indicates required fields

All Registered Pending Activation Invited Non-Invited

Contact Details Contact Mapping

Please ensure you click on save icon at Action menu for saving all changes.

First Na...	Last Name*	Email ID*	Code	Status	User Name	Designation	Pr



CONTACT INFORMATION

*indicates required fields

All Registered Pending Activation Invited Non-Invited


Contact Details Contact Mapping

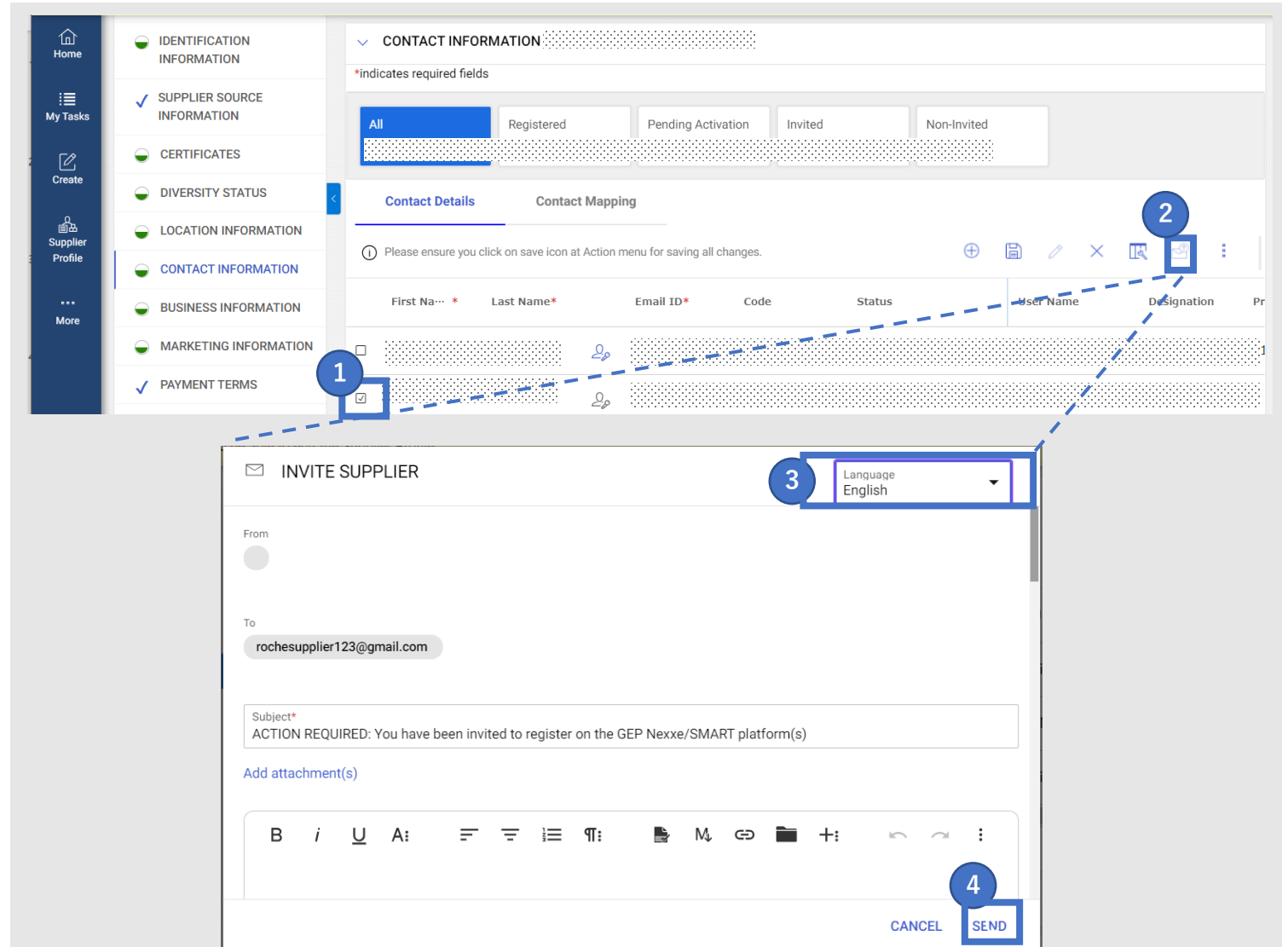
Please ensure you click on save icon at Action menu for saving all changes.

First Na...	Last Name*	Email ID*	Code	Status	User Name	Designation	Pr

myBuy [Note]Actions to be taken in the event of registration error: Resend the registration invitation email to New Contact

- After adding a new contact and changing the primary contact settings, send a registration invitation email to the new contact.

- 1 Click **Checkbox** of new contact
- 2 Click  icon
- 3 Select **Language**
- 4 Click **SEND**



The screenshot displays the myBuy interface. On the left, a sidebar contains navigation options: Home, My Tasks, Create, Supplier Profile, and More. The main content area is titled 'CONTACT INFORMATION' and includes a table of contacts. A blue box labeled '1' highlights a checkbox in the 'CONTACT INFORMATION' table. A blue box labeled '2' highlights an envelope icon in the action menu of the selected contact. A blue box labeled '3' highlights the 'Language' dropdown menu in the 'INVITE SUPPLIER' modal window, which is currently set to 'English'. A blue box labeled '4' highlights the 'SEND' button in the modal window. The modal window also shows the 'To' field with the email address 'rochesupplier123@gmail.com' and the subject line 'ACTION REQUIRED: You have been invited to register on the GEP Nexxe/SMART platform(s)'. The 'SEND' button is located at the bottom right of the modal window.



[Note] Actions to be taken in the event of registration error:



Actions after sending invitation e-mail to new contact

- Re-run GEP Business Network registration, after email invitation received

Additional Notes for Contact information with symbol not allowed


- After the completion of registration, Contacts containing symbols that cannot be used will become unnecessary and should be deleted.
- Please refer to the manual that describes how to delete contact information.
S-2-07. Supplier Profile Management of myBuy GEP SMART

Receipt of a registration invitation email
Information input and registration for GEP Business Network
Account authentication for GEP Business Network
Login to GEP Business Network
Information input and registration for myBuy GEP SMART

 CHUGAI
 ロシュ グループ

myBuy How to Register for Business Network

- The following describes how to register for GEP Business Network.
- 1 Fill in the **USERNAME**.
- 2 Fill in the **PASSWORD**.
*The password needs to be reset every 90 days.
- 3 Fill in the **CONFIRM PASSWORD**.
- 4 Read the **Disclaimer** and select the checkbox of **I have read and agree to GEP Terms of Use & Privacy Policy**.
- 5 Click **Submit**.



Considerations for entering user names

- **The user name must be at least 6 characters in length and only the following alphabetic characters, numbers, and symbols can be used.**
- ✓ English characters: a-z
- ✓ Numbers 0-9
- ✓ Symbols: The at mark (@), underscore (_), forward slash (/), Back slash, apostrophe ('), period (.)

*Do not enter any symbols other than those listed above. [Example]: Hyphen

Other symbols than the above can be entered in the system. However, if these are entered, an error of 'Inactive username' will occur in the subsequent operation of Filling in and Registration of Main Registration Form.

INNOVATION BEYOND IMAGINATION

myBuy Document Information

Basic information

System name	myBuy Upstream		
Document storage location	Electronically: 購買部 CoreRepository		
Document title	S-2. サプライヤユーザーガイド		
Document management No.	MYB_UM_S003_02	Version No.	ver1.2
Related documents	MYB_UM_S003_00		

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

Revision history

Version	Reason for revision	Date of creation/revision	Authored/revisioned by
1.0	初版	2023/10/2	
1.1	P.8にmyBuy招待メールに関する補足追加	2023/12/22	
1.2	<ul style="list-style-type: none"> ・ P.9 : Business Networkの登録方法にユーザー名入力時の留意事項を追加 ・ P.12 : myBuy GEP SMART登録手順に関する留意事項を追加 ・ P.15-20 : 【補足】登録エラー時の対応方法を追加 	2023/3/21	