*my***Buy**

(MYB_UM_S003_07)

Supplier User's Guide
myBuy GEP SMART Supplier Portal

Chugai Pharmaceutical Co., Ltd.
Procurement Department

(ver1.0)

07

Supplier Profile Management of myBuy GEP SMART

*my***Buy** How to Change the Supplier's Profile

- To change the supplier's profile, start with the creation of a change request.

1 Log in to the GEP Business Network (https://businessnetwork.gep.com), and access myBuy GEP SMART from **Roche**.

2 Click **Manage Profile**.

3 Click **CREATE CHANGE REQUEST**.

4 On the confirmation screen, click **YES**.

3

*my*Buy Items to be Changed by Suppliers

■ **Enter the correct information for the supplier profile.**

■ **You can change the following items of the supplier profile for myBuy GEP SMART.**

> **BASIC DETAILS**
> Update region and category, upload a logo.

> **CERTIFICATES**
> Upload related certificates.

> **DIVERSITY STATUS**
> Upload information about diversity.

> **LOCATION INFORMATION**
> Update location or other information of each office.

> **CONTACT INFORMATION**
> Add or delete contact information; select or change primary contact information.

> **BUSINESS INFORMATION**
> Update information about the company profile.

> **MARKETING INFORMATION**
> Add or change the website or social media information.
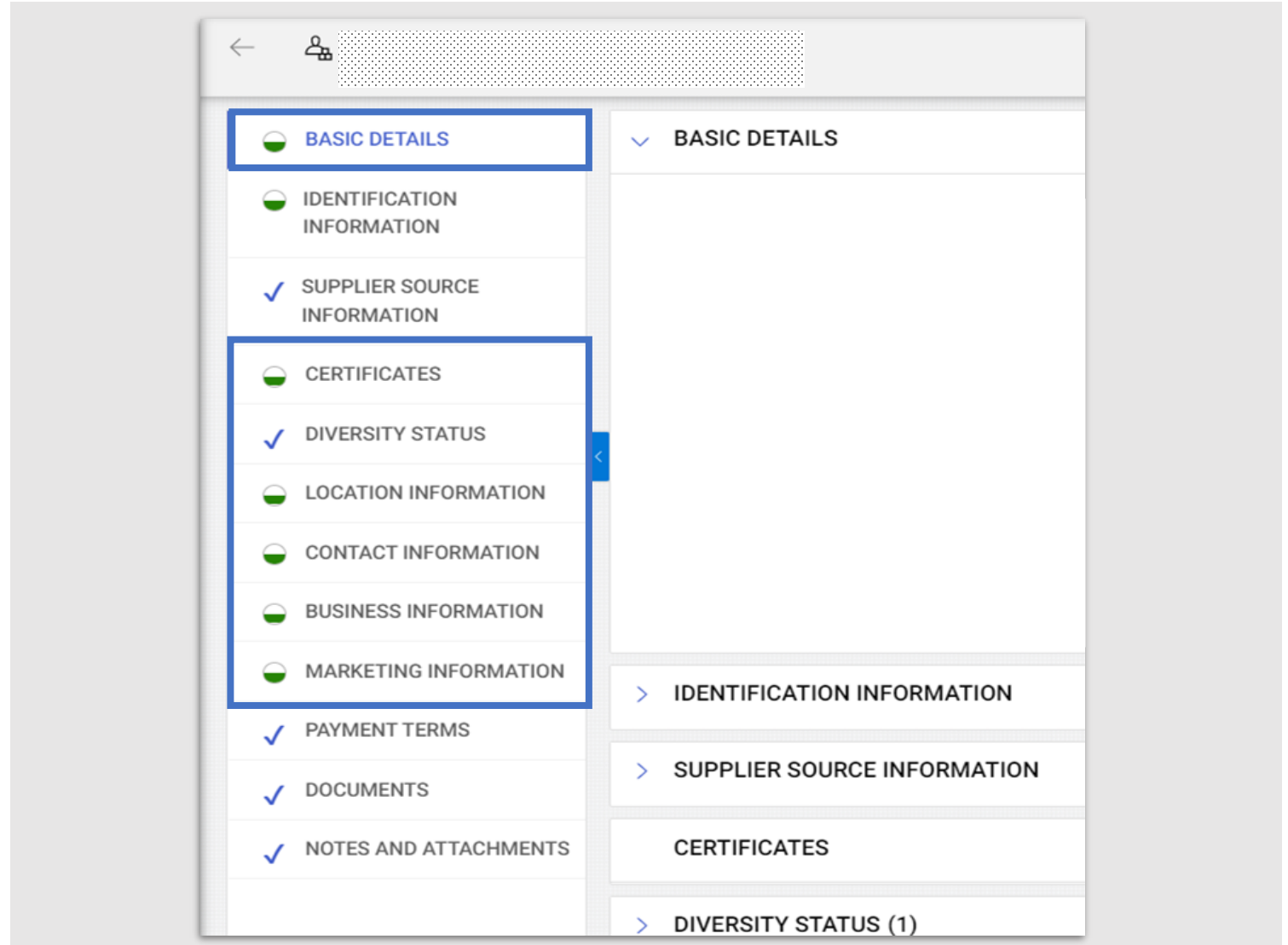
Submission of Change Request

- **Once all changes are complete, submit a change request.**

  *After being submitted, the change request is sent to and approved by Chugai Pharmaceutical.
  *A new change request can be created only after the submitted change request is approved or denied.

- **Once the request is approved, an email is sent to the primary contact.**

- **You can send a registration invitation email after approving the addition of new contact details.**

1 to 2 of 2 |< < **Page 1 of 1** > >|

> BUSINESS INFORMATION

DELETE   **SUBMIT** ②   SAVE AND EXIT   CLOSE   SAVE ①

① **Click SAVE.**

② **Click SUBMIT.**

③ **On the confirmation screen, click YES.**

(?) **CONFIRMATION**

Do you want to submit the change request?

NO   YES ③
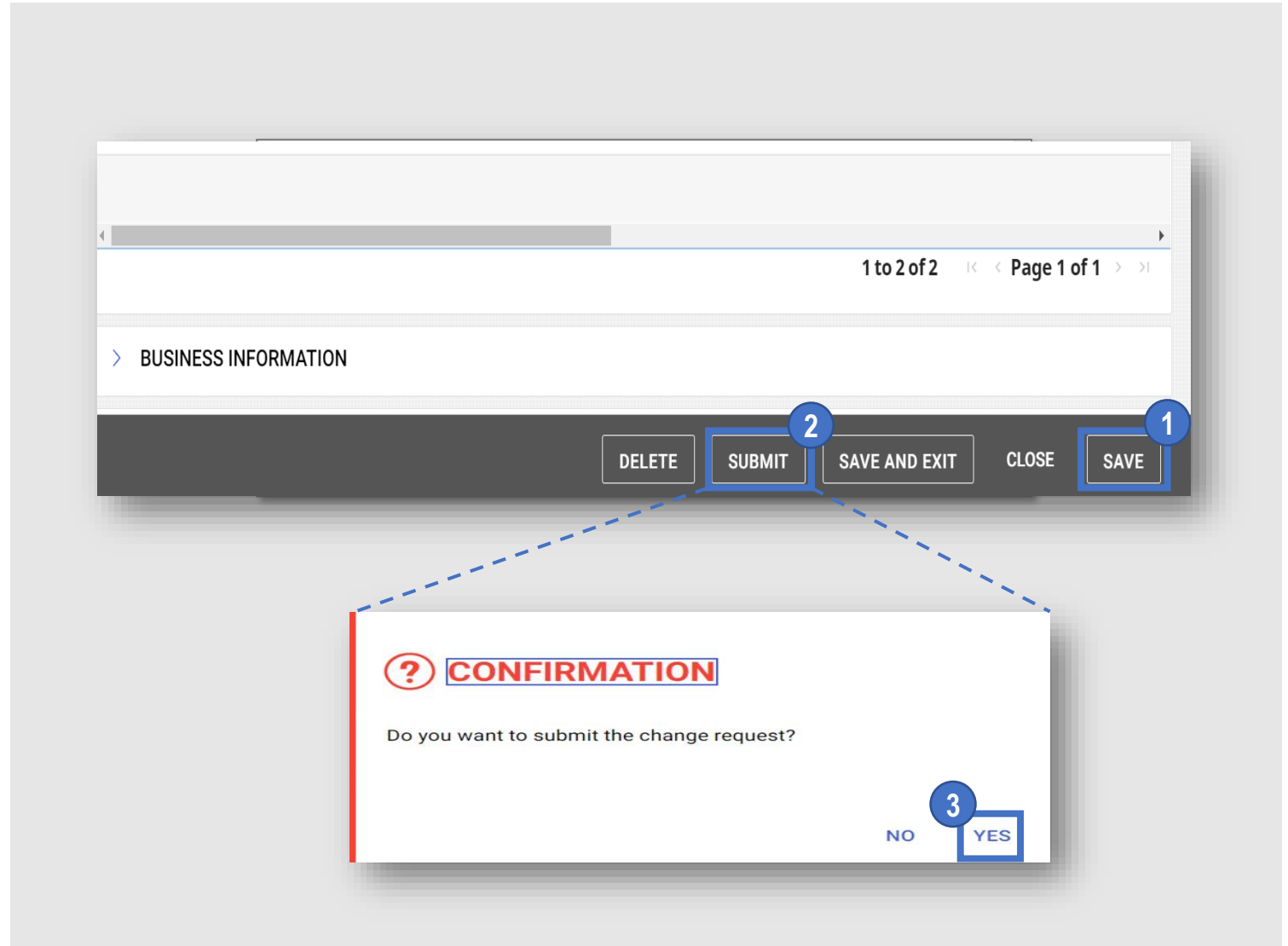
*my*Buy Adding New Contact Information (1)

■ **You can add new contact information.**

① **When you start creating a change request, Change request is in progress is displayed in the upper part of the screen.**

② **Select CONTACT INFORMATION to display the contacts list.**

③ **The status of contact information is displayed in the upper part of the screen.**

- **All**
  The total number of entered contacts

- **Registered**
  The number of users registered for myBuy

- **Pending Activation**
  The number of users who have received an invitation and are working on registration or waiting for approval

- **Invited**
  The number of users to whom a registration invitation email has been sent

- **Non-invited**
  The number of users to whom a registration invitation email has not been sent

Change request is in progress ①

BASIC DETAILS	∨ BASIC DETAILS
IDENTIFICATION INFORMATION	*indicates required fields
CERTIFICATES	
DIVERSITY STATUS	YOUR COMPANY LOGO HERE
LOCATION INFORMATION	Supported file formats: png, jpeg.jpg
CONTACT INFORMATION ②	Max file size : 5MB
BUSINESS INFORMATION	Resolution : 200 X 200 pixel
TRANSACTION TYPE	

Supplier's Legal Name* | Parent Company's Identifica... | Parent Company Name

Doing Business As | Formerly Known As | Category*

Region | Supplier Managers* | Status

∨ CONTACT INFORMATION(2) (1 Registered , 1 Non Registered)   ⊕ Add New Contact
*indicates required fields

| All 2 | Registered 1 | Pending Activation 0 | Invited 0 | Non-Invited 1 | ③ |
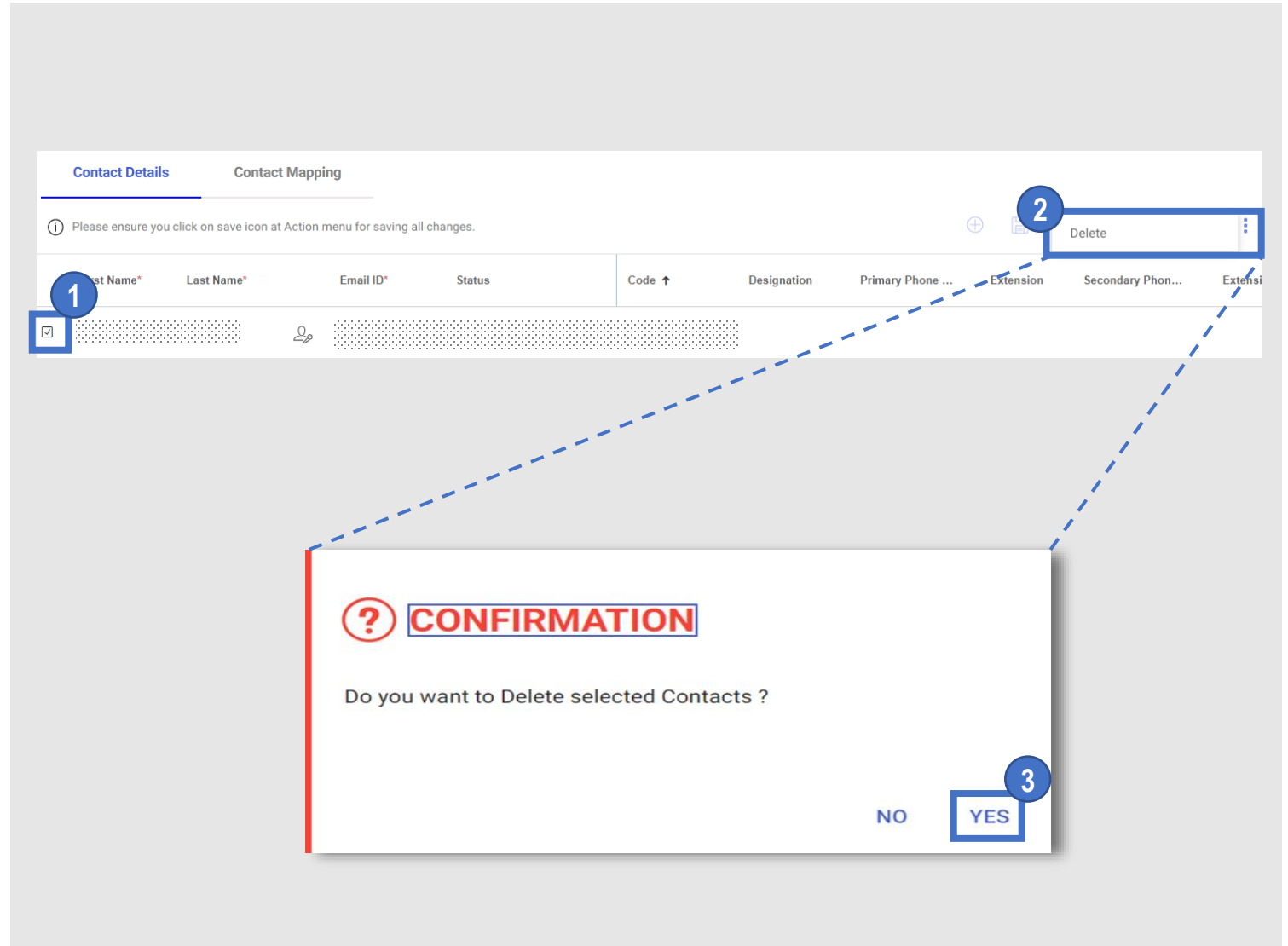
	Full Name	Status	Email ID	Language
☐				
☐				

6

*my*Buy Adding New Contact Information (2)

4 Open **CONTACT INFORMATION** and click the ⊕ icon.

5 Enter **first name, last name, and email ID (email address)** for new contact information.

6 Click the 🖫 icon to save the information.

*my*Buy Deleting Contact Information

■ **You can also delete contact information from the supplier profile.**

1 **Click the check box of the contact information you want to delete.**

2 **Click the ⋮ icon and then click Delete.**

3 **On the confirmation screen, click YES.**

*my***Buy** Setting/Updating Primary Contact Information

■ **You can set or update primary contact information.**
*The primary contact information means the contact information that receives all emails about myBuy GEP SMART sent by us.
*The current primary contact information is shown with the blue icon next to the contact name.

① **Click the icon of the person in charge whom you want to set as the primary contact.**
*The icon will turn from gray to blue and be set as the primary contact.
*To cancel the primary contact, click the blue icon, which turns the icon gray.

	Full Name	Status	Email ID	Language
☐				
☐				
☐				

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_07	Version No.	ver1.0
Related documents	MYB_UM_S003_00		

Revision history

Version	Reason for revision	Date of creation/revision	Authored/revised by
1.0	初版	2023/10/2	

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