

*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

# myBuy How to Change the Supplier's Profile

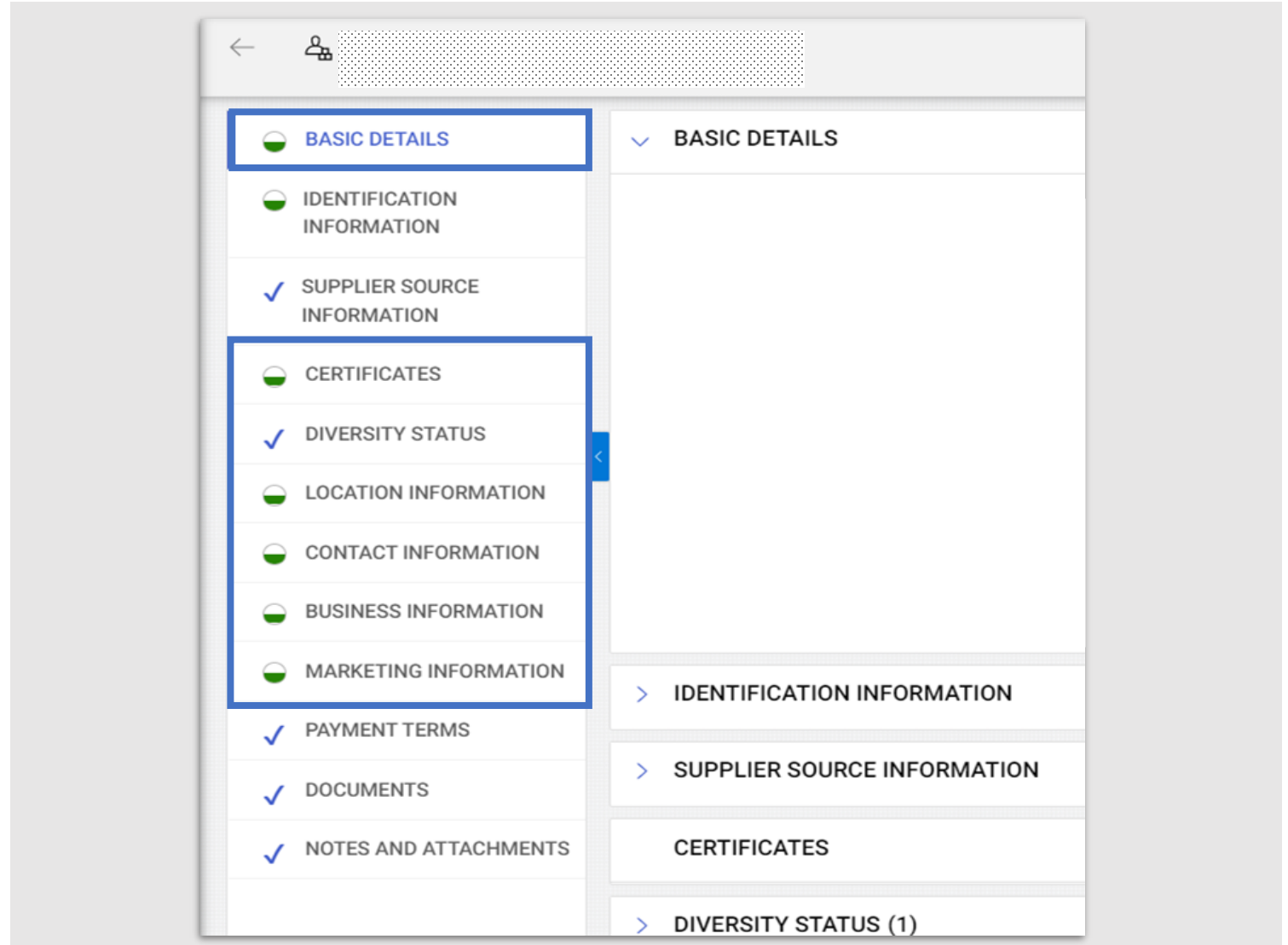
- To change the supplier's profile, start with the creation of a change request.

The screenshot shows the myBuy GEP SMART interface for a supplier profile. The top navigation bar includes the GE logo, a search bar with 'Roche' entered, and a user profile icon. The main content area displays the supplier profile for Roche (Supplier: BN1406\_Inc (PC-2022.001140)). A 'Manage Profile' button is highlighted with a blue box and the number 2. Below this, a detailed view of the profile is shown, with a 'CREATE CHANGE REQUEST' button highlighted with a blue box and the number 3. A confirmation dialog box is overlaid on the bottom right, asking 'Are you sure you want to create Change Request?' with a 'YES' button highlighted with a blue box and the number 4. The dialog also includes a note: 'Note: In case of a change request is not submitted, supplier manager will have an option to cancel your change request so that other users can make the changes'.

- 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**.

# myBuy Items to be Changed by Suppliers

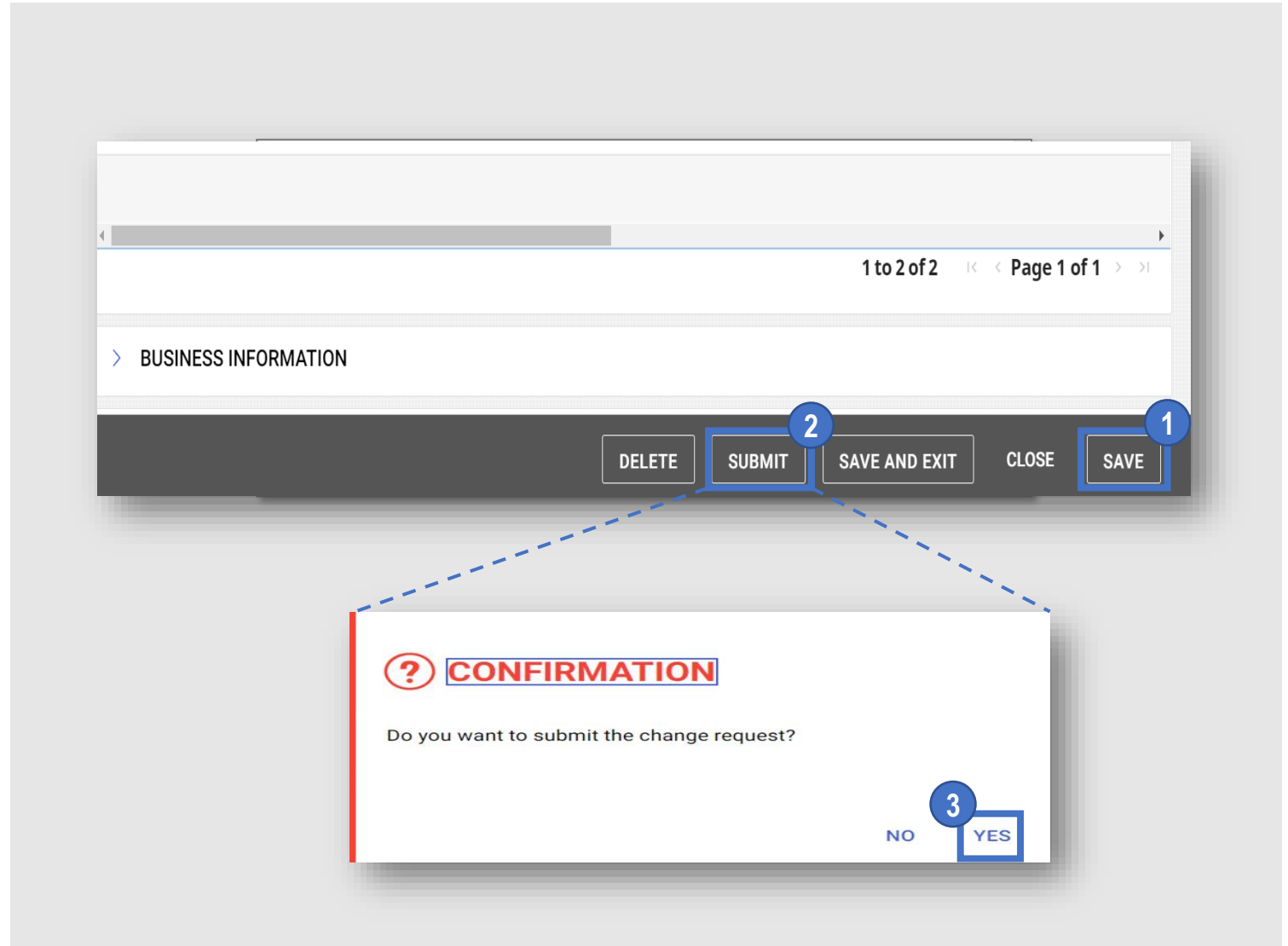
- Enter the correct information for the supplier profile.
- You can change the following items of the supplier profile for myBuy GEP SMART.
  - **BASIC DETAILS**  
Update region and category, upload a logo.
  - **CERTIFICATES**  
Upload related certificates.
  - **DIVERSITY STATUS**  
Upload information 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.



# myBuy 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 Click **SAVE**.
- 2 Click **SUBMIT**.
- 3 On the confirmation screen, click **YES**.



# myBuy 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

The screenshot displays the myBuy interface. At the top, a yellow banner indicates "Change request is in progress" (1). The left sidebar shows navigation options: BASIC DETAILS, IDENTIFICATION INFORMATION, CERTIFICATES, DIVERSITY STATUS, LOCATION INFORMATION, CONTACT INFORMATION (2), BUSINESS INFORMATION, and TRANSACTION TYPE. The main content area shows the "BASIC DETAILS" form with fields for Supplier's Legal Name\*, Parent Company's Identification Number, Parent Company Name, Doing Business As, Formerly Known As, Category\*, Region, Supplier Managers\*, and Status. Below this, the "CONTACT INFORMATION(2) ( 1 Registered , 1 Non Registered )" section is shown (3). It includes a summary table and a list of contacts.

All	Registered	Pending Activation	Invited	Non-Invited
2	1	0	0	1

Full Name	Status	Email ID	Language
<input type="checkbox"/> [Redacted]	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/> [Redacted]	[Redacted]	[Redacted]	[Redacted]

# myBuy 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.

**CONTACT INFORMATION (4)** (2 Registered, 2 Non Registered)

\*indicates required fields

All 4 Registered 2 Pending Activation 0 Invited 0 Non-Invited 2

④ Add New Contact

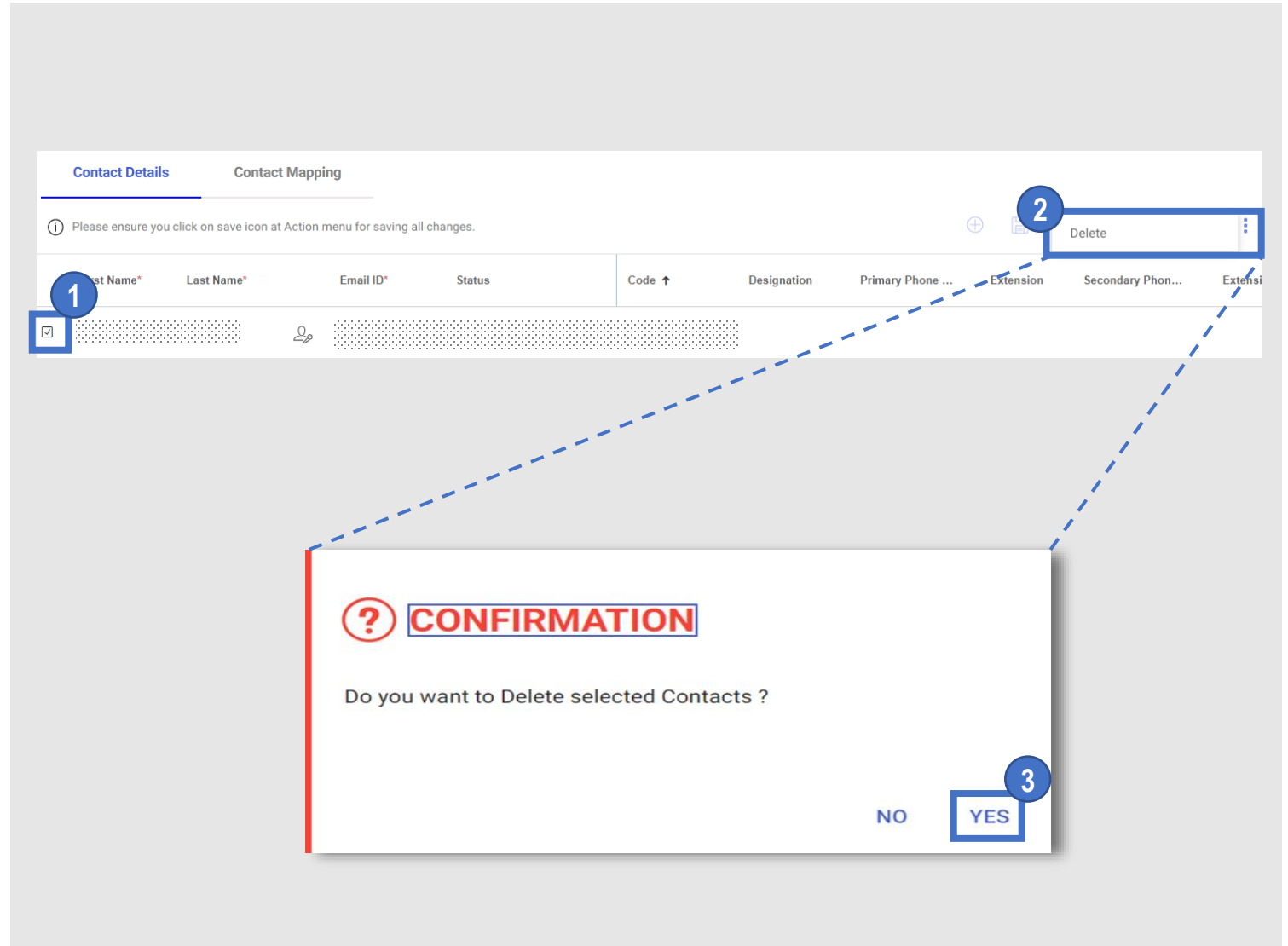
First Name*	Last Name*	Email ID*	Code	Status	Designation	Primary Phone...	Extension	Secondary Phon...	Extension	ISD Code
	Suppliers	glo.training_e...	msharfuddin...	Registered						Please Selec
	Indus		te...	Non - Invited		7074212400				Please Selec
	Indus		te...	Non - Invited		7074212400				Please Selec
<input type="checkbox"/>	Surekha	Sonkamble	surekha.sonk...	surekha.sonka...	Registered					Please Selec

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⑥

# myBuy Deleting Contact Information

- You can also delete contact information from the supplier profile.



The screenshot shows the 'Contact Details' tab in the myBuy system. A table lists contact information with columns for First Name, Last Name, Email ID, Status, Code, Designation, Primary Phone, Extension, Secondary Phone, and Extensi. A checkmark in the first row is highlighted with a blue circle '1'. A blue circle '2' highlights the 'Delete' button in the action menu of the first row. A confirmation dialog box is open, titled 'CONFIRMATION' with a question mark icon. The dialog asks 'Do you want to Delete selected Contacts?' and has 'NO' and 'YES' buttons. A blue circle '3' highlights the 'YES' button.

- 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**.



# myBuy 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
<input type="checkbox"/>	[Redacted]		[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	 1	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]		[Redacted]	[Redacted]

# 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