



Chugai Pharmaceutical Co., Ltd. Procurement Department

(ver1.0)





Expression of Willingness to Participate



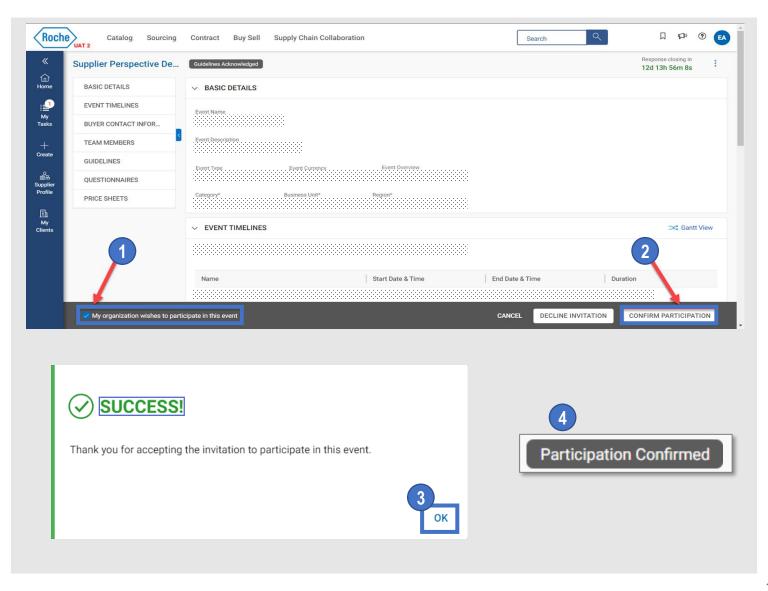
myBuy Expression of Willingness to Participate

■ To participate in RFx events, you need to express your willingness to participate.

- 1 Click the checkbox of "My organization wishes to participate in this event" in the lower left.
- 2 Click CONFIRM PARTICIPATION.

 *After taking the steps above, the expression of willingness to participate in the RFx event will be sent to the CHUGAI Sourcing Manager.
- A pop-up window opens. Click OK.

 *This message notifies you of successful registration for participation.
- The status of RFx changes to Participation Confirmed.



myBuy When Not Participating in RFx Event

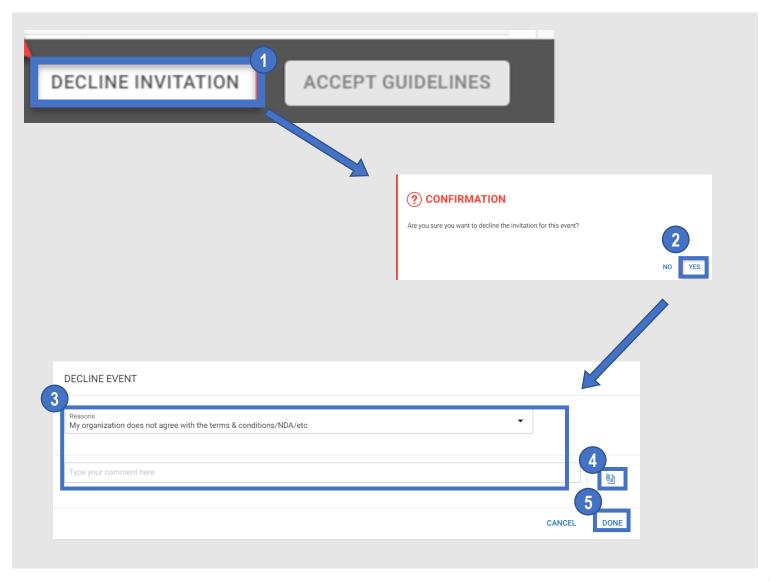


If you do not wish to participate in the RFx event, you can decline the invitation.

Important notes

- Once you decline the invitation, you cannot participate in the event unless the CHUGAI Sourcing Manager invite you again.
- 1 Click DECLINE INVITATION.
- 2 On the confirmation pop-up window, click YES.
- 3 Select an applicable reason from the drop-down list.

 *The text input of the reason is possible in the comment field.
- 4 To upload another attachment, click the 🗓 icon.
- 5 Click DONE.
- 6 When a pop-up window opens, click OK.



INNOVATION BEYOND IMAGINATION

myBuy Document Information



Basic information

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Document storage location	Electronically: 購買部 CoreRepository		
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Related documents	MYB_UM_S004_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/revised by
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