

*my***Buy**

(MYB_UM_S004_06)

RFX Guidance

Chugai Pharmaceutical Co., Ltd.
Procurement Department

(ver1.0)

06

RFX

6.1 Basics Details

myBuy Basic Details

■ BASIC DETAILS shows the following items.

- Event Name
- Event Description
- Event Type (e.g., request for proposal)
- Event Currency
- Event Overview
- Category
- Business Unit
- Region

1 You cannot change the **event currency**, which is set by the CHUGAI Sourcing Manager.

2 For the **Region**, “Not Applicable” is shown by the system setting.

▼ BASIC DETAILS

Event Name

Event Description

Event Type

Event Currency
CHF

Event Overview

Category*

Business Unit*

Region*
Not Applicable

6.2 Event Timeline

myBuy Event Timeline: Introduction

- **EVENT TIMELINES** shows the **Response Timeline** set by the CHUGAI Sourcing Manager.
- The **Response Timeline** indicates the deadline of the responses to the RFx.

Important notes:

- All multiple timelines can be viewed in the **EVENT TIMELINES** section even if they are set by the CHUGAI Sourcing Manager. While there are no restrictions on timelines other than the response timeline, please also meet the timelines as well as the response timeline.
- Please be sure to meet the response timeline. If not met, no responses can be submitted.

myBuy Event Timeline: Overview

- 1 **Time Zone:** Time zone set on myBuy
*You can set the time zone as needed in the supplier profile.
- 2 **Name:** Timeline name
- 3 **Start Date & Time** Start date and time of the timeline
- 4 **End Date & Time** End date and time of the timeline
- 5 **Duration:** Remaining days and time before the deadline

EVENT TIMELINES Gantt View

1
 Time Zone:India Standard Time(UTC+5:30)

2 Name	3 Start Date & Time	4 End Date & Time	5 Duration
Response Timeline	11/12/2021 5:30 PM	11/28/2021 4:29 AM	15d 10h 59m

myBuy Event Timeline: Important notes

- Usually, the **response timeline** starts at the same time as the disclosing date of RFX. However, even if the response timeline has not yet started, the RFX may be disclosed.

Important notes

- You can submit responses to the RFX only during the response timeline.
- The closing date and time of the RFX event is shown in the upper right of the RFX page shows.

The screenshot displays the Roche myBuy interface for an RFX event. The top navigation bar includes the Roche logo, a search bar, and user profile icons. A sidebar on the left contains navigation options: Home, My Tasks (with a notification badge), and a menu icon. The main content area shows a 'Participation Confirmed' status and a 'BASIC DETAILS' section for the event 'Supplier Perspective Demo'. A prominent blue box highlights the 'Response closing in 12d 13h 2m 54s' timer in the upper right corner. A 'Discussion Forum' button is also visible next to the timer.

6.3 Buyer Contact Information

myBuy How to Check Buyer Contact Information

- This item enables you to check the contact information of the CHUGAI Sourcing Manager.


BUYER CONTACT INFORMATION (1)			
Name	Designation	Email Address	Contact Number
[Redacted]		[Redacted]	


6.4 Team Member

myBuy Management of Contact Information of Team Members

- **TEAM MEMBERS** shows the representative at your company invited to the RFX by the CHUGAI Sourcing Manager.
- Click **Manage Contacts** to add, delete, or assign members at your company who participate in the RFX event.

TEAM MEMBERS

 Manage Contacts

Name	Viewer	Collaborator	Invitation Status
 [blurred]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[blurred]

myBuy Management of Contact Information of Team Members

- **Manage Contacts** shows all contacts information you have registered for myBuy and enables you to manage the information.
- You can determine which role or privilege should be assigned to each contact information for a specific RFx.

Manage Contacts - [REDACTED]

Search [REDACTED] Add New Contact

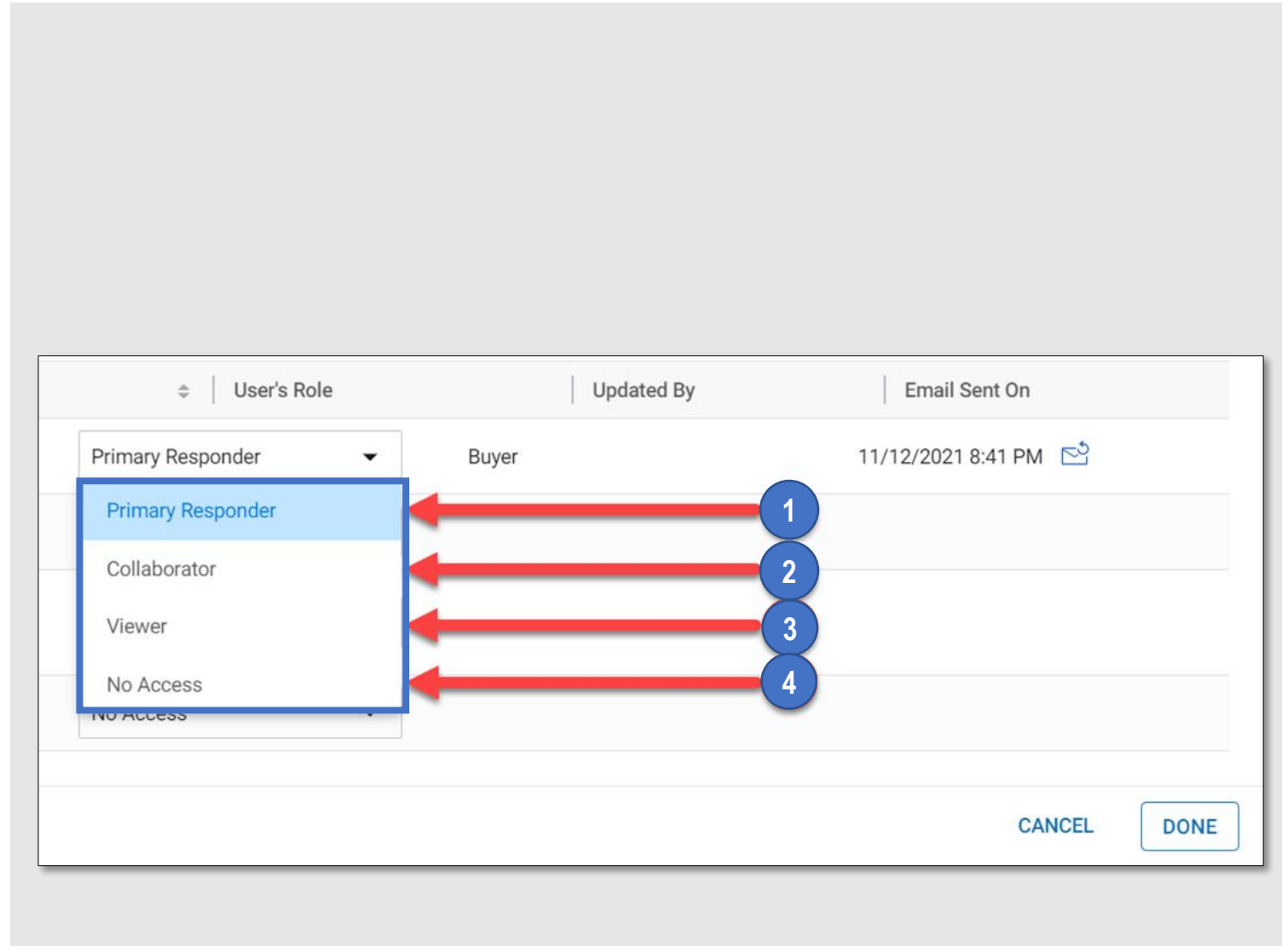
Name & Contact	User's Role	Updated By	Email Sent On
[REDACTED] AG	Primary Responder	Buyer	11/18/2021 9:18 PM
Adrienn M	No Access		
Dummy Contact	No Access		
Sebastian W	No Access		

CANCEL DONE

myBuy Details of Roles

- You can assign the following roles to each contact information.

- Primary Responder:**
 The primary contact in the RFx. The whole RFx process is promoted by the person having this role.
*The primary responder can be assigned to only one person.
- Collaborator:**
 Team members having the same privilege as the primary responder
*Multiple collaborators can be involved in RFx.
- Viewer:**
 Team members having only the viewing access to the event
- No access:**
 This person in charge cannot access the event.

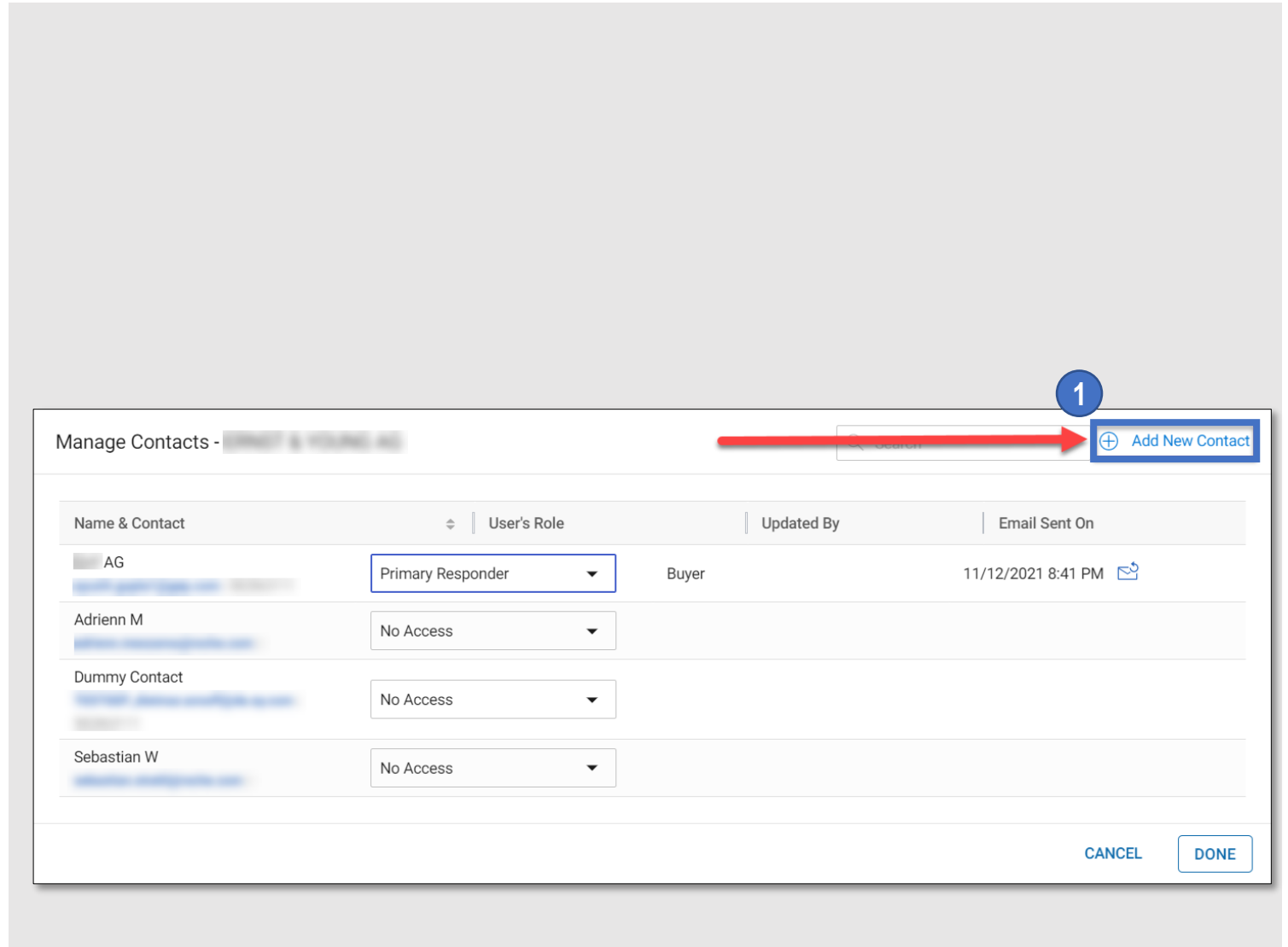


User's Role	Updated By	Email Sent On
Primary Responder	Buyer	11/12/2021 8:41 PM
Collaborator		
Viewer		
No Access		

myBuy Adding New Contact Information (1)

- **Manage Contacts** enables you to add new contact information.
- When adding new contact information, there is no need of approval from the CHUGAI Sourcing Manager.

1 Click **Add New Contact**.



Manage Contacts - **AG**

Search

1 Add New Contact


Name & Contact	User's Role	Updated By	Email Sent On
AG	Primary Responder	Buyer	11/12/2021 8:41 PM
Adrienn M	No Access		
Dummy Contact	No Access		
Sebastian W	No Access		

CANCEL DONE

6.5 Guidelines

myBuy Guidelines

- **GUIDELINES** shows the guidelines provided by the CHUGAI Sourcing Manager that need to be followed when responding to RFx. You can access and download the guidelines.
- Some guidelines allow you to access the content of RFx without prior confirmation.

▼ GUIDELINES (3)  Download


<input type="checkbox"/>	Guideline Name	Guideline Type	Accepted By	Accepted On
<input type="checkbox"/>		General Guidelines		11/15/2021 2:02 PM
<input type="checkbox"/>		General Guidelines	-	-
<input type="checkbox"/>		General Guidelines		11/15/2021 2:02 PM

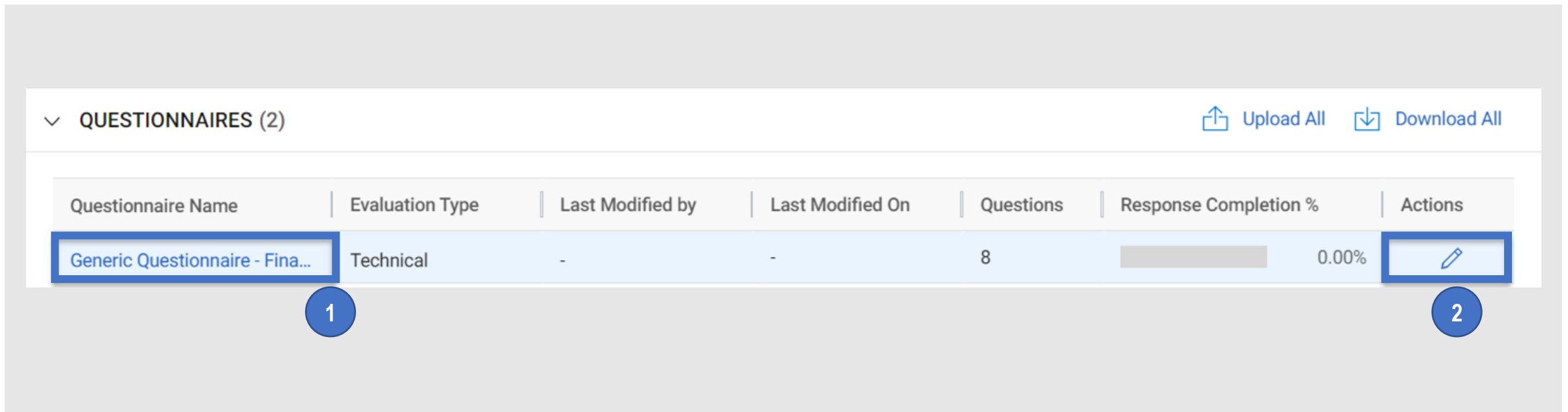
6.6 Questionnaires


myBuy How to Respond to Questionnaires

- In **QUESTIONNAIRES**, you should respond to the questions set by the CHUGAI Sourcing Manager.
- The responses to the questions will be reflected to the evaluation of RFX.
*The number of questions depends on each RFX event.

You can respond to the questions in either of the following ways:

- 1 Click the **questionnaire name**.
- 2 Click the  symbol on the right.

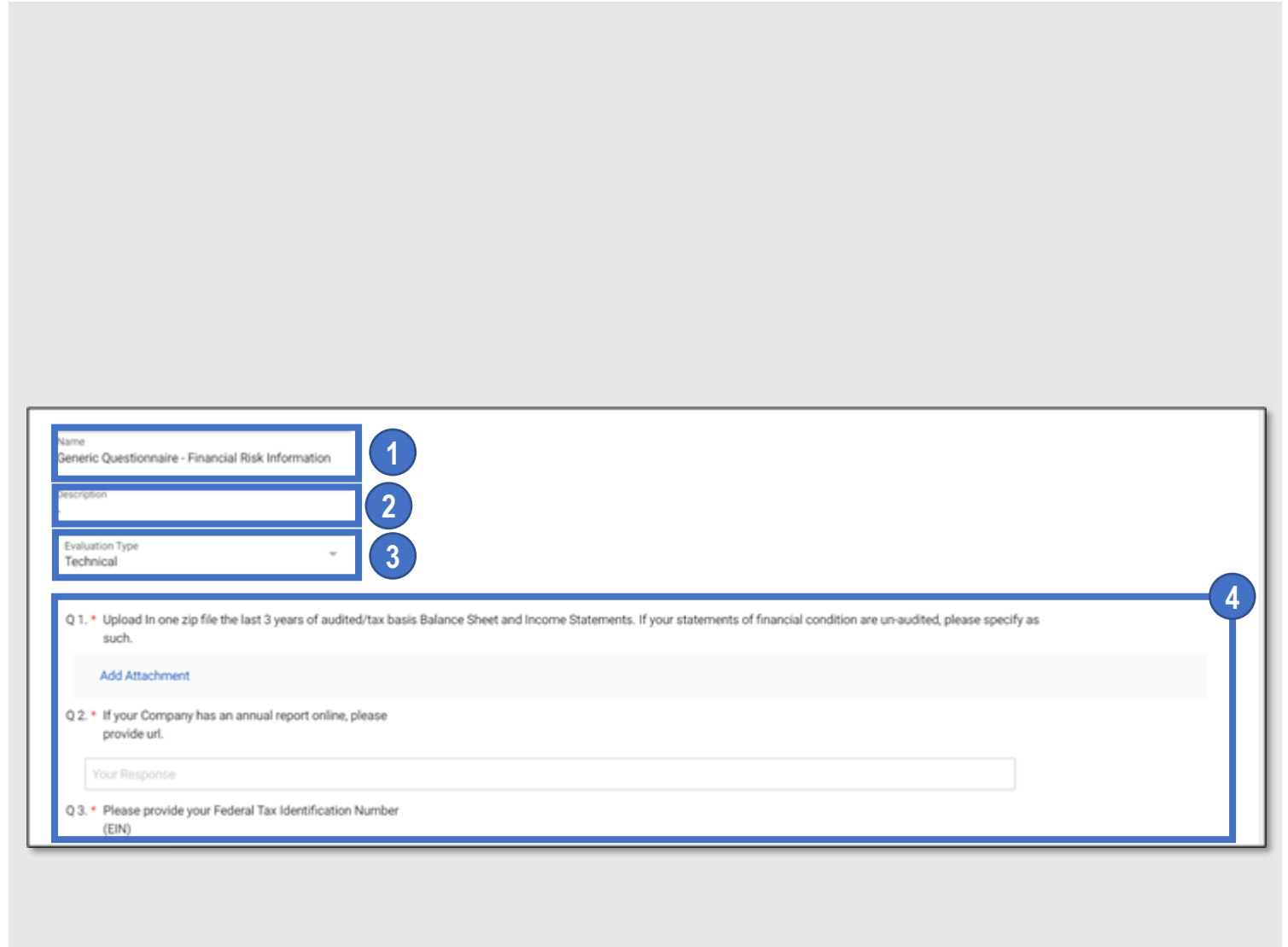


Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %	Actions
Generic Questionnaire - Fina...	Technical	-	-	8	0.00%	

myBuy Questionnaires: Overview

- **Questionnaires** allow you to view the items below.
- In **Questionnaires**, you should respond to the questions in a variety of formats.
- You must respond to the questions with *****.

- 1 **Name:** The name of the questionnaire
- 2 **Description:** Description of the questionnaires (as needed)
- 3 **Evaluation Type**
- 4 **Details of each question**



The screenshot shows a questionnaire form with the following elements:

- 1** Name: Generic Questionnaire - Financial Risk Information
- 2** Description: (Empty text box)
- 3** Evaluation Type: Technical (Dropdown menu)
- 4** Details of each question:
 - Q 1. * Upload In one zip file the last 3 years of audited/tax basis Balance Sheet and Income Statements. If your statements of financial condition are un-audited, please specify as such. (Includes an "Add Attachment" button)
 - Q 2. * If your Company has an annual report online, please provide url. (Includes a "Your Response" text box)
 - Q 3. * Please provide your Federal Tax Identification Number (EIN)

myBuy How to Respond: Responding with Attachment

- By clicking **Add Attachment**, you can upload an attachment for the question.

Q 1. * Upload In one zip file the last 3 years of audited/tax basis Balance Sheet and Income Statements. If your statements of financial condition are un-audited, please specify as such.

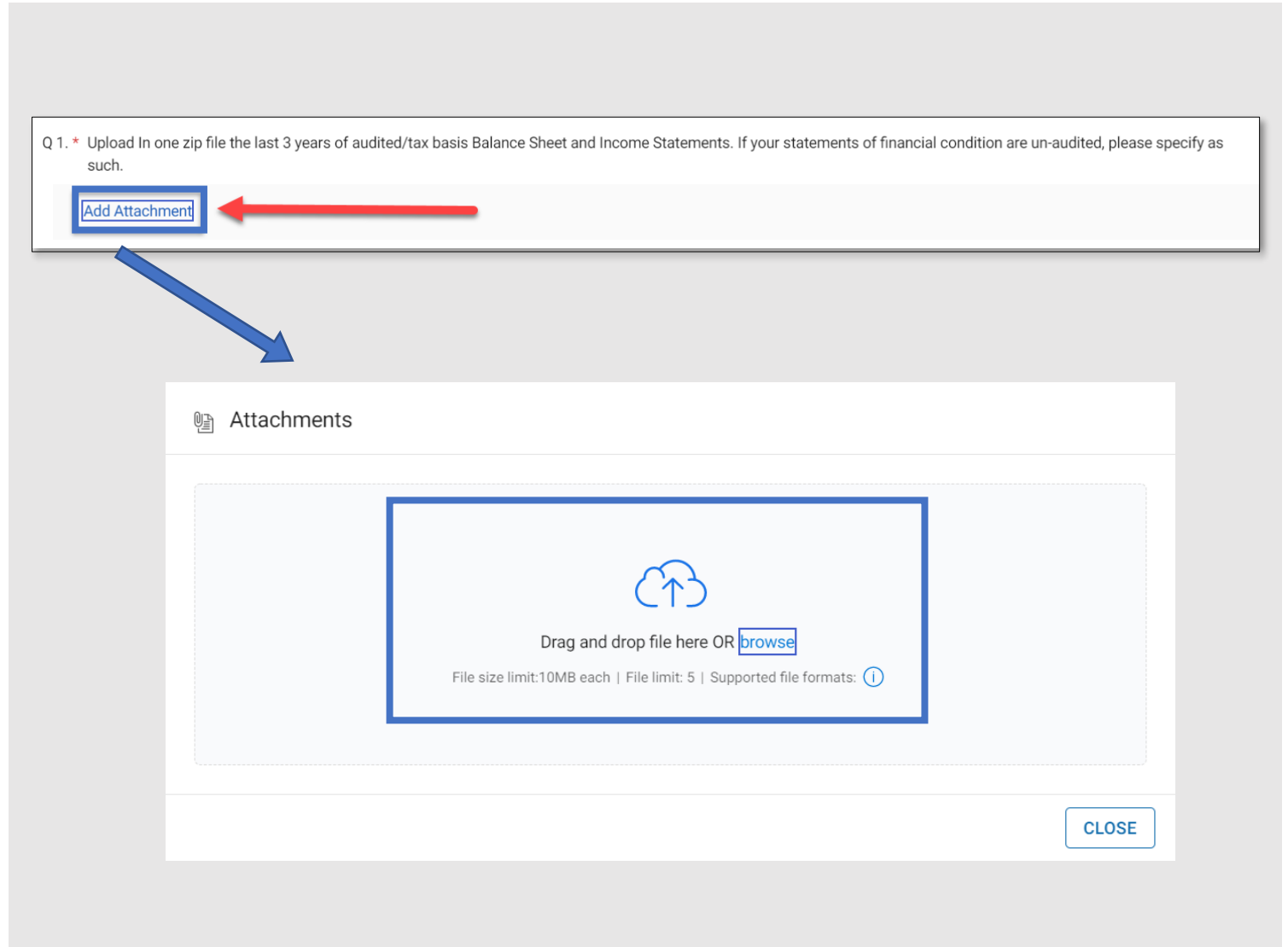
Add Attachment

Attachments

Drag and drop file here OR **browse**

File size limit:10MB each | File limit: 5 | Supported file formats: ⓘ

CLOSE



myBuy How to Respond: Responding in Text

- The following shows three main types of text input. Text should be input in any of these types.
*The screen shot below is in the No. 1 type.
 1. Allows you to input text in one line (up to 100 characters).
 2. Allows you to input text in multiple lines (up to 4,000 characters).
 3. Allows you to input text with format options and without character limits.

Q 2. * If your Company has an annual report online, please provide url.

Your Response

0/100

myBuy How to Respond: Responding in Text + Attachment

- You can respond to the question in text with an attachment.

Q 6. * Please provide a summary of any mergers and acquisitions over the past 5 years.

Your Response

Add Attachment

myBuy How to Respond: Responding from Drop-down List

- You can select a response from the [drop-down list](#).

Q 8. * For this scope of services, payment terms are 60 days. Will you agree to comply to these payment terms for this scope of services?

Please Select

Yes

No

myBuy How to Respond: Responding Using Checkboxes

- By selecting **checkboxes**, you can respond to the question.

*For questions with checkboxes, you can select multiple responses from the displayed options.

Q 2. * Select other locations where you can deliver:

- Basel
- Pennzberg
- Mannheim
- London

myBuy How to Respond: Responding by Selecting Date and Time

- By selecting date and time from the **calendar pop-up**, you can respond to the question.

Q 32. * How many years have you been active in the type of services or products Roche is interested in regarding this RFP

MM/DD/YYYY h:mm A

12 : 00 AM

Nov 2021

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

CANCEL APPLY

myBuy How to Respond: Checking Progress of Responding to the Questions

- The progress of responding is displayed in percentage (%).

Important notes:

- The optional items are also counted; therefore, even if all required items are responded to, the progress may not reach 100%.

Q 3. Please provide your Federal tax identification number (EIN)

25% RESPONSE COMPLETENESS

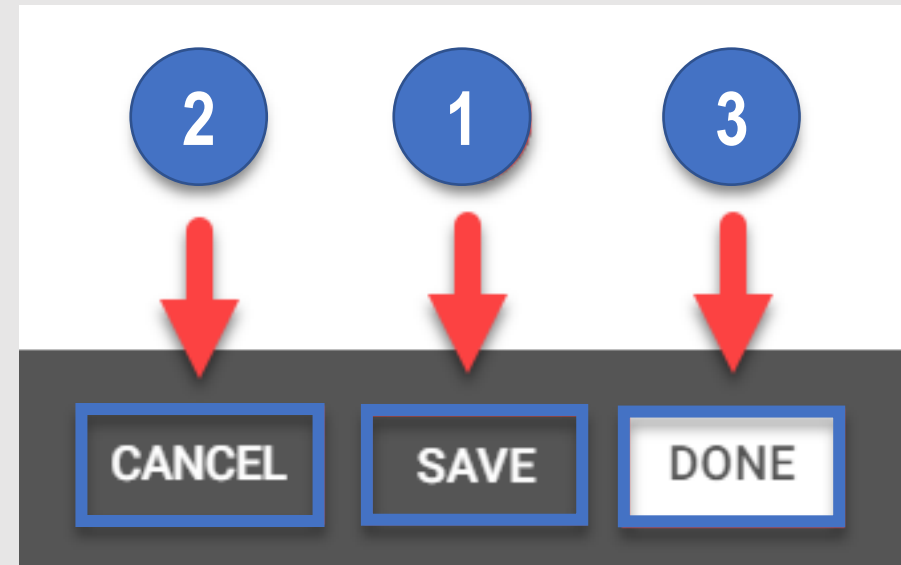
CANCEL

SAVE

DONE

myBuy Saving/Canceling Responses

- 1 Click **SAVE**:
Save the current responses.
*You can continue to respond to the questions even after saving the responses.
- 2 Click **CANCEL**:
Delete unsaved responses.
- 3 Click **DONE**:
Save the current responses and return to the main page of RfX.




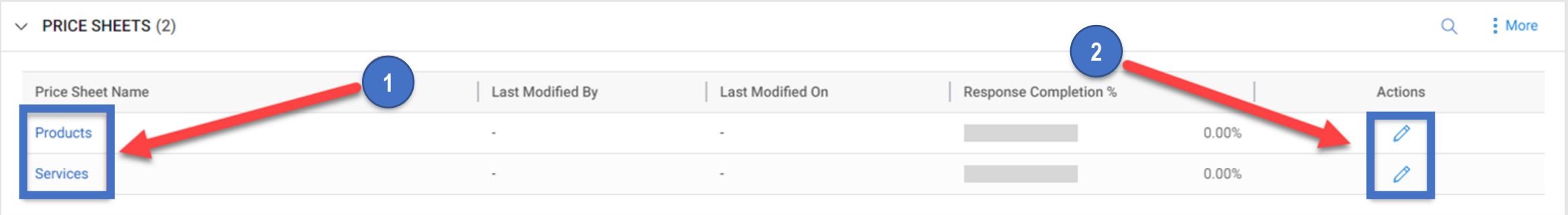
6.7 Price sheets

myBuy Price Sheets: How to Proceed with Quotation Response



- In **PRICE SHEETS**, you should submit quotations for products or services specified by the CHUGAI Sourcing Manager.
*The number of price sheets depends on each the RFX.

Submit quotation using the price sheets in either of the following ways.

- 1 Click a **price sheet**.
- 2 Click the  icon on the right.



PRICE SHEETS (2)

Price Sheet Name	Last Modified By	Last Modified On	Response Completion %	Actions
Products Services	-	-	0.00%	
	-	-	0.00%	

myBuy Price Sheets: Quotation Response/Submission

- Enter your intension to submit quotation and the quotation amount.
- The rows and columns in the price sheets cannot be edited.

- 1 By default, the **Intent to Bid** of each item is set to "Yes." The response can be selected for each row.
 Yes: Intend to submit quotation for this item.
 No: Not intend to submit quotation for this item.
- 2 Enter a **unit price** for each item.
- 3 Once all items are filled out, click **Done**.

Price Sheet Name: [Text Box] Price Sheet Type: [Text Box] Hide Description

Price Sheet Description: [Text Box]

Displaying 8 of total 8 rows

	A	B	C	D	E	F	G
	Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	Total Price (CHF)
1	es	Laptop	10001	20	PC : Piece		CHF 0.00
2	es	Screen	10002	20	PC : Piece		CHF 0.00
3	es	Mouse	10003	20	PC : Piece		CHF 0.00
4	es	Keyboard	10004	20	PC : Piece		CHF 0.00
5	es	Server	10005	1	PC : Piece		CHF 0.00
6	es	Firewall	10006	1	PC : Piece		CHF 0.00
7	es	Printer	10007	2	PC : Piece		CHF 0.00
8	es	Patch Cable	10008	200	M : Meter		CHF 0.00
9							CHF 0.00
10							CHF 0.00

Products Services

CANCEL DONE

Price Sheets: Transcription of Responses from Your Created Quotation in Excel

- You can also copy quotations from your created Excel sheet.
- On the Excel sheet, press CTRL + C keys to copy your response, and press CTRL + V keys to paste it to the price sheet on myBuy.

The screenshot displays the myBuy interface for creating a price sheet. On the left, a form titled 'Price Sheet Name: Products' and 'Price Sheet Type: Materials' contains a table of items. On the right, an Excel spreadsheet shows the same data transcribed into columns A through G. Blue arrows point from the form's table to the corresponding cells in the Excel spreadsheet, illustrating the data transfer process.

Price Sheet Name:	Products						
Price Sheet Type:	Materials						
Description:							
Column Type :	Drop Down	Text	Text	Numeric	Drop Down	Currency	Computed
Column Name:	*Intent to Bid	*Item name	*Item number	*Volume	*Unit	*Price per unit(CHF)	Total price(CHF)
Yes	Laptop	10001		20 PC : Piece		CHF 20.00	CHF 400.00
Yes	Screen	10002		20 PC : Piece		CHF 39.00	CHF 780.00
Yes	Mouse	10003		20 PC : Piece		CHF 12.00	CHF 240.00
Yes	Keyboard	10004		20 PC : Piece		CHF 43.00	CHF 860.00
Yes	Server	10005		1 PC : Piece		CHF 23.00	CHF 23.00
Yes	Firewall	10006		1 PC : Piece		CHF 435.00	CHF 435.00
Yes	Printer	10007		2 PC : Piece		CHF 123.00	CHF 246.00
Yes	Patch Cable	10008		200 M : Meter		CHF 23.00	CHF 4'600.00

	A	B	C	D	E	F	G
1	*Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	Total Price (CHF)
2	Yes	Laptop	10001		20 PC : Piece	CHF 20.00	CHF 400.00
3	Yes	Screen	10002		20 PC : Piece	CHF 39.00	CHF 780.00
4	Yes	Mouse	10003		20 PC : Piece	CHF 12.00	CHF 240.00
5	Yes	Keyboard	10004		20 PC : Piece	CHF 43.00	CHF 860.00
6	Yes	Server	10005		1 PC : Piece	CHF 23.00	CHF 23.00
7	Yes	Firewall	10006		1 PC : Piece	CHF 435.00	CHF 435.00
8	Yes	Printer	10007		2 PC : Piece	CHF 123.00	CHF 246.00
9	Yes	Patch Cable	10008		200 M : Meter	CHF 23.00	CHF 4,600.00

6.8 Attachments

myBuy Viewing and Attaching Materials

- This screen displays attachments and support materials attached by the CHUGAI Sourcing Manager.
*The **Buyer** tab displays the attachments added by the CHUGAI Sourcing Manager.
- You can add **your attachments and materials (quotations, proposals)**.
*The **Supplier** tab displays the added attachments.

- 1 To view materials attached by the CHUGAI Sourcing Manager, click the **attachment name**.
- 2 Drag and drop a file to the **attachment field**.
- 3 This field displays materials added by the supplier.

The screenshot displays the 'myBuy' interface with a sidebar on the left containing navigation options: Home, My Tasks, Create, Supplier Profile, and More. The main content area is divided into two sections: 'BUYER ATTACHMENTS (1)' and 'SUPPLIER ATTACHMENTS (1)'. Both sections feature a table with columns for Attachment Name, Added On, File Size, and Comments. In the 'BUYER ATTACHMENTS' table, the first row is highlighted with a blue box and a circled '1'. In the 'SUPPLIER ATTACHMENTS' section, a large blue box with a cloud icon and the text 'Drag and drop file here OR browse' is highlighted with a circled '2'. Below this, the 'SUPPLIER ATTACHMENTS' table shows a row for 'testtest Supplier.xlsx' with a 'Technical' classification, highlighted with a blue box and a circled '3'. At the bottom of the interface, there are buttons for 'Validate', 'CANCEL', and 'SUBMIT RESPONSE'.

INNOVATION BEYOND IMAGINATION

myBuy Document Information

Basic information

System name	myBuy Upstream		
Document storage location	Electronically: 購買部 CoreRepository		
Document title	S-3. RFXガイド		
Document management No.	MYB_UM_S004_06	Version No.	ver1.0
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
1.0	初版	2023/10/2	