

*my***Buy**

(MYB_UM_S005)

Rfx Guidance

Quick Guide

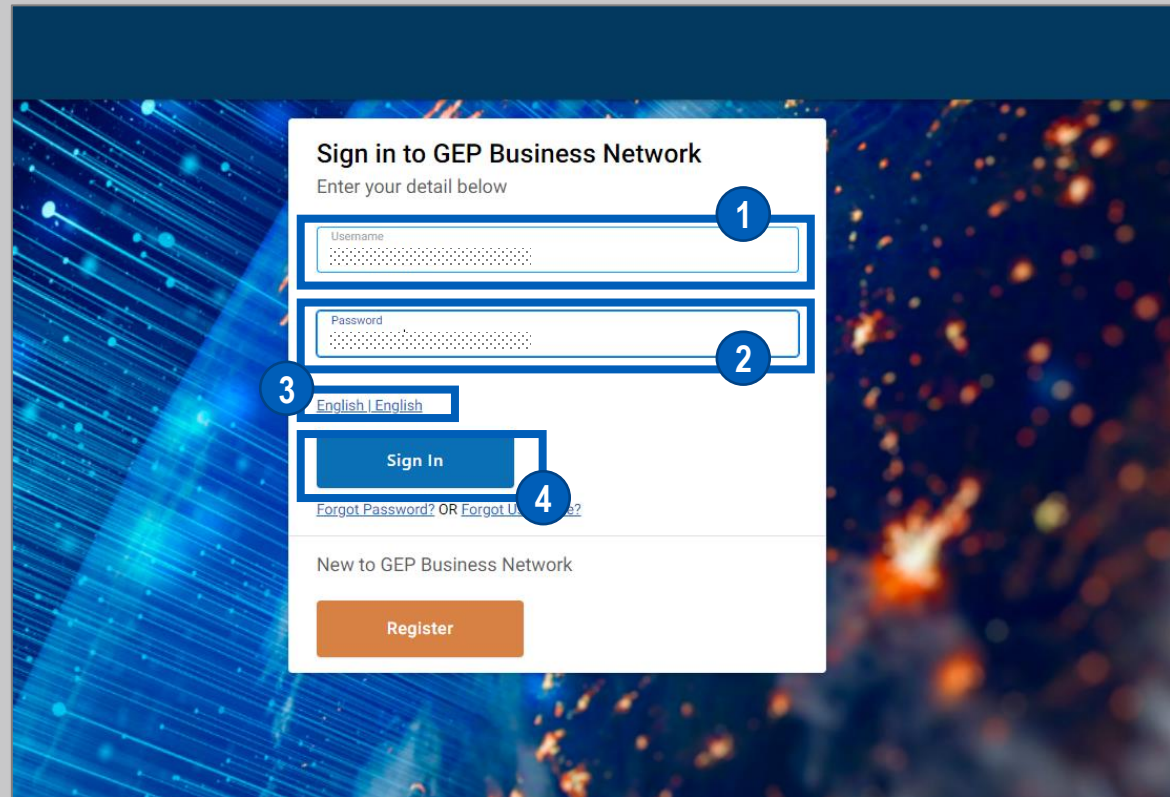
Chugai Pharmaceutical Co., Ltd.
Procurement Department

(ver1.0)

myBuy Login to GEP Business Network

- Access <https://businessnetwork.gep.com> to log in to the GEP Business Network.
*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.



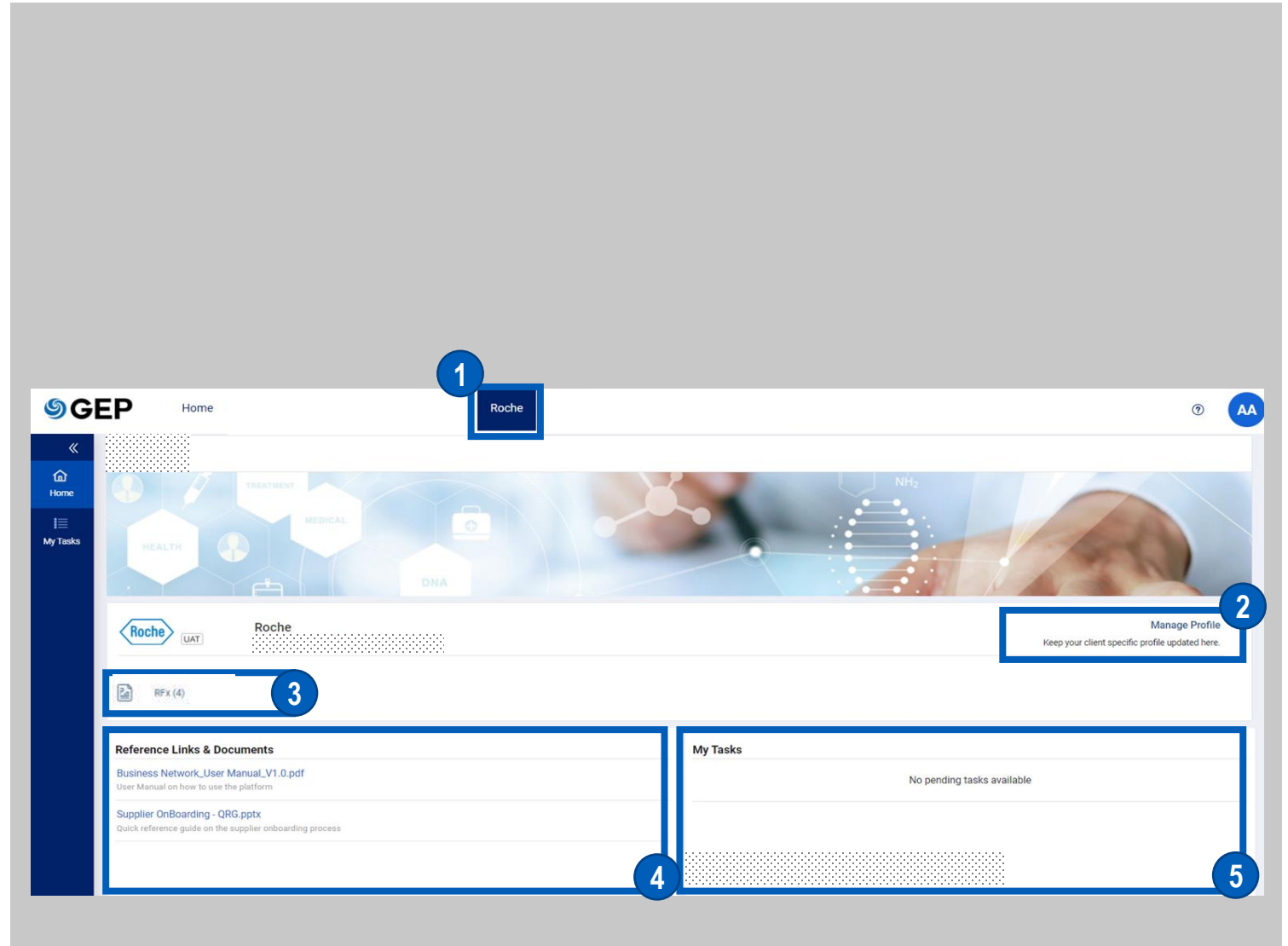
The screenshot shows the login interface for the GEP Business Network. The page has a dark blue header and a background of blue and orange light trails. The main content area is white and contains the following elements:

- Sign in to GEP Business Network**: The main heading.
- Enter your detail below**: A sub-heading.
- 1**: A callout pointing to the **Username** input field.
- 2**: A callout pointing to the **Password** input field.
- 3**: A callout pointing to the language selection dropdown menu, which currently shows **English | English**.
- 4**: A callout pointing to the **Sign In** button.
- Below the **Sign In** button are links for **Forgot Password?** and **Forgot Username?**.
- Below the login section is a section for **New to GEP Business Network** with a **Register** button.

myBuy Access to myBuy GEP SMART

- Select Roche on the GEP Business Network to access myBuy GEP SMART.

- 1 Access the client page Roche (Chugai Pharmaceutical).
- 2 Check and edit the supplier's profile.
- 3 Access RfX related or other documents.
- 4 View the reference links and documents.
- 5 Check My Task for documents for which any action is required.



The screenshot displays the GEP Business Network interface for the Roche client page. The interface includes a top navigation bar with the GEP logo and 'Home' text. A sidebar on the left contains navigation options for 'Home' and 'My Tasks'. The main content area features a header with the Roche logo and 'UAT' status, followed by a 'Manage Profile' section with a 'Manage Profile' button and a note: 'Keep your client specific profile updated here.' Below this is a section for 'RFx (4)' documents. The bottom section is divided into two panels: 'Reference Links & Documents' and 'My Tasks'. The 'Reference Links & Documents' panel lists two documents: 'Business Network_User Manual_V1.0.pdf' and 'Supplier OnBoarding - QRG.pptx'. The 'My Tasks' panel shows 'No pending tasks available'. Numbered callouts (1-5) are overlaid on the screenshot to indicate the steps described in the adjacent list.

- There are basically three ways to access RFx events as a supplier:

[Access from My Tasks]

- 1 Click **My Tasks**.
- 2 Click a **document name**.

[Access from the Sourcing tab]

- 3 Click the **Sourcing** tab.
- 4 Click an **event name**.

[Access from the Link in the Received Email]

- 5 Click the **link included in an invitation email** about the RFx event.

The screenshot displays the myBuy interface. The top navigation bar includes 'Home', 'My Tasks', 'Create', 'Supplier Profile', and 'My Clients'. The 'My Tasks' section shows 'ACTION PENDING (2)' and 'FOLLOW UP (0)'. A table lists RFx events with columns for Event Name, Event Number, Event Type, Author, and Created On. The 'Sourcing' tab is selected, showing a list of documents with columns for Event Name, Event Number, Created By, Created On, and Last Modified On. An email invitation is shown below, with a red arrow pointing to a link in the email body.

Event Name	Event Number	Event Type	Author	Created On
	002599-Nov2021	RFP	9GEPCHBSSMC1 Sourcing Manager & Contr...	11/18/2021
	002553-Nov2021	RFP	9GEPCHBSSM01 Roche Sourcing Manager	11/12/2021

Event Name	Event Number	Created By	Created On	Last Modified On
			11/23/2021	11/23/2021
			11/23/2021	11/23/2021
			11/23/2021	11/23/2021
			11/22/2021	11/22/2021

Hi [redacted]
You have been invited to participate in a sourcing event in commerce with F. Hoffman-La Roche and Genentech.
Event name: [redacted]
Event start date/time: 27.09.2021 06:00:00 AM W. Europe Standard Time
Event end date/time: 09.11.2021 05:59:00 AM W. Europe Standard Time

Click here to access the sourcing event or copy-paste the following link in your browser window: [redacted]

myBuy Acceptance of Guidelines

- After viewing the guidelines, accept them.

- 1 Click the **checkboxes** of all guidelines to accept them.
- 2 After viewing them, click **ACCEPT GUIDELINES**.

The screenshot shows the Roche myBuy interface for a 'Supplier Perspective Demo' event. The page is titled 'Supplier Perspective De...' and includes a 'New' button. The main content area is divided into sections: 'GUIDELINES PENDING ACCEPTANCE', 'BASIC DETAILS', 'EVENT TIMELINES', 'BUYER CONTACT INFOR...', and 'TEAM MEMBERS'. Under 'GUIDELINES PENDING ACCEPTANCE', there are two guidelines listed with checked checkboxes:

- I Accept General Guidelines -(Test-HC) Consulting Specific Guidelines
- I Accept General Guidelines -DRAFT - Supplier Guidelines - Introduction

The 'BASIC DETAILS' section shows the following information:

- Event Name: Supplier Perspective Demo
- Event Description: Supplier Perspective Demo of RFx.
- Event Type: Request for Proposal
- Event Currency: CHF
- Event Overview: 002294-Aug2021...

At the bottom of the page, there are three buttons: 'CANCEL', 'DECLINE INVITATION', and 'ACCEPT GUIDELINES'. The 'ACCEPT GUIDELINES' button is highlighted with a blue border and a red arrow pointing to it from the highlighted guidelines above.

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.

3 A pop-up window opens. Click **OK**.

*This message notifies you of successful registration for participation.


4 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 invites 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**.



The screenshot illustrates the process of declining an RFX event invitation. It shows a main interface with two buttons: 'DECLINE INVITATION' (highlighted with a blue box and labeled '1') and 'ACCEPT GUIDELINES'. A blue arrow points from the 'DECLINE INVITATION' button to a confirmation pop-up window. The confirmation window, titled 'CONFIRMATION', asks 'Are you sure you want to decline the invitation for this event?' and has 'NO' and 'YES' buttons, with 'YES' highlighted and labeled '2'. Another blue arrow points from the 'YES' button to a 'DECLINE EVENT' form. The form has a 'Reasons' dropdown menu with the selected text 'My organization does not agree with the terms & conditions/NDA/etc', a text input field labeled 'Type your comment here', and an upload icon (labeled '4'). At the bottom of the form are 'CANCEL' and 'DONE' buttons, with 'DONE' highlighted and labeled '5'. A third blue arrow points from the 'DECLINE INVITATION' button to the 'DECLINE EVENT' form, labeled '3'.

myBuy Viewing RFX Information: 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

myBuy Viewing RFX Information: Event Timeline

- EVENT TIMELINES** shows the **Response Timeline (deadline for response to RFX)** set by the **CHUGAI Sourcing Manager**.
 *The closing date and time of the RFX event is also shown in the upper right of the RFX page.
- Please be sure to meet the response timeline. If not met, no responses can be submitted.**

The screenshot shows the 'EVENT TIMELINES' section of the myBuy interface. It features a table with the following data:

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

Callout 1 points to the 'Time Zone: India Standard Time(UTC+5:30)' field. Callout 2 points to the 'Name' field. Callout 3 points to the 'Start Date & Time' field. Callout 4 points to the 'End Date & Time' field. Callout 5 points to the 'Duration' field.

The bottom part of the screenshot shows the overall RFX page layout, including a 'Response closing in 12d 13h 2m 54s' indicator and a 'Discussion Forum' button.

- 1 Time Zone:**
 Time zone set on myBuy
- 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

Viewing RFx Information: 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]	

myBuy Questionnaires: How to Respond

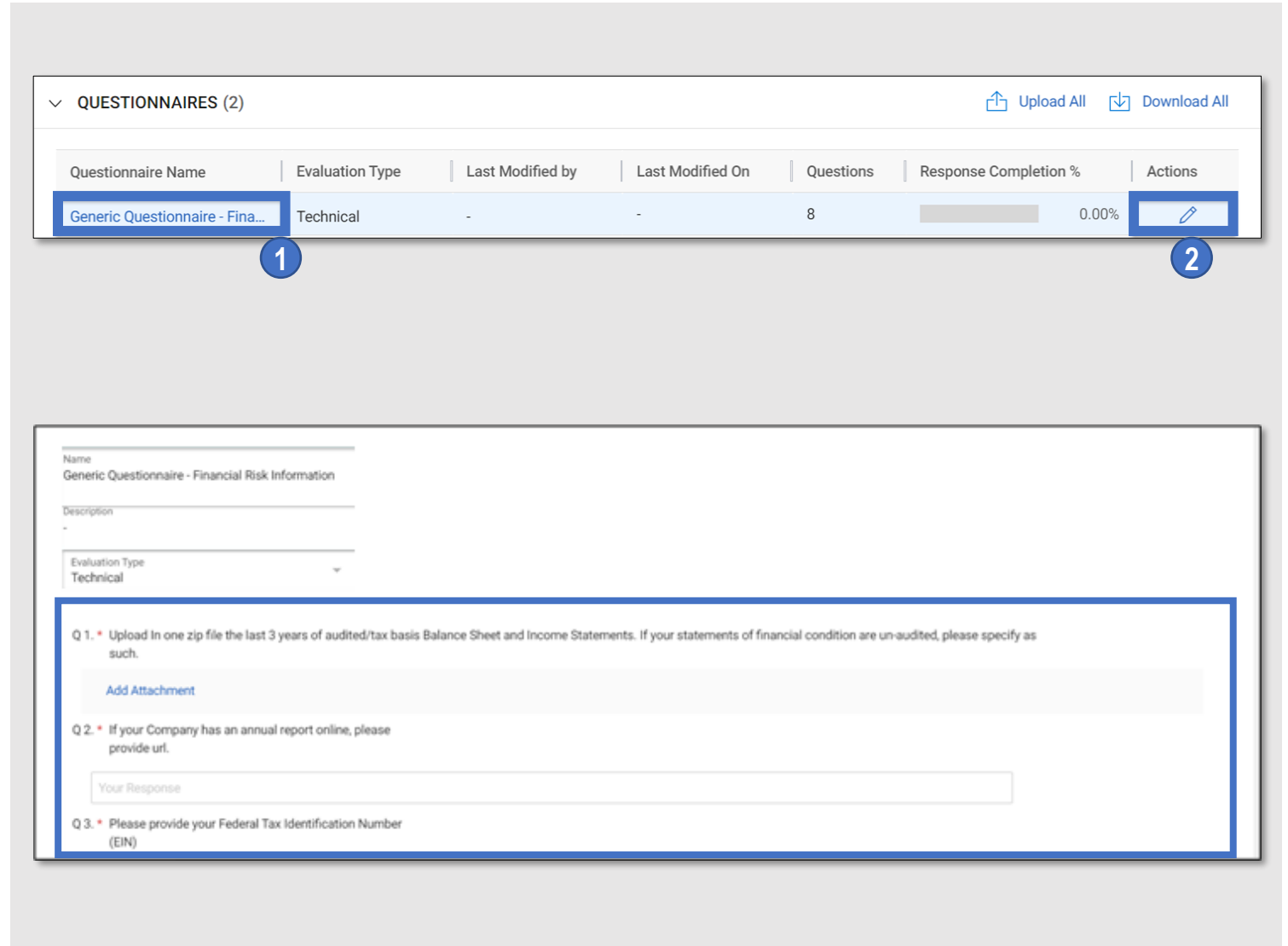
- In **Questionnaires**, you should respond to the questions in a variety of formats.
- You must respond to the questions with *****.

[Access to Questionnaires]

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

[Response type]

- Responding with Attachment
- Responding in Text
- Responding in Text + Attachment
- Responding from Drop-down List
- Responding Using Checkboxes
- Responding by Selecting Date and Time



The screenshot displays the 'QUESTIONNAIRES (2)' section of the myBuy interface. At the top right, there are 'Upload All' and 'Download All' buttons. Below is a table with columns: Questionnaire Name, Evaluation Type, Last Modified by, Last Modified On, Questions, Response Completion %, and Actions. The first row is highlighted with a blue box and labeled '1', containing 'Generic Questionnaire - Fina...', 'Technical', '-', '-', '8', a progress bar at 0.00%, and a pencil icon labeled '2'.

The detailed view of the selected questionnaire shows the following information:

- Name:** Generic Questionnaire - Financial Risk Information
- Description:** -
- Evaluation Type:** Technical

The response area contains three questions:

- 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 input field)
- Q 3. *** Please provide your Federal Tax Identification Number (EIN)

myBuy Price Sheets: Quotation Response/Submission

- Enter your intention to submit quotation and the quotation amount into the price sheets and submit the quotation response.

The screenshot shows the 'PRICE SHEETS (2)' interface. At the top, there is a table with columns: Price Sheet Name, Last Modified By, Last Modified On, Response Completion %, and Actions. Two price sheets are listed, both with 0.00% completion. The first price sheet is selected, and its details are shown below. The details include a 'Price Sheet Name' and 'Price Sheet Type'. Below that is a table with 10 rows of items. The table has columns: Intent to Bid, Item Name, Item Number, Volume, Unit, Price Per Unit, and Total Price (CHF). The 'Intent to Bid' column is highlighted in blue. The 'Price Per Unit' column is also highlighted in blue. At the bottom right, there are 'CANCEL' and 'DONE' buttons. Red arrows and blue circles with numbers 1 through 5 indicate the steps: 1. Click a price sheet. 2. Or click the edit icon on the right. 3. For Intend to Bid of each item, select Yes or No. 4. Enter a unit price of the item for which you have selected YES. 5. Once all items are filled out, click Done.

Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	Total Price (CHF)
es	Laptop	10001	20	PC : Piece		CHF 0.00
es	Screen	10002	20	PC : Piece		CHF 0.00
es	Mouse	10003	20	PC : Piece		CHF 0.00
es	Keyboard	10004	20	PC : Piece		CHF 0.00
es	Server	10005	1	PC : Piece		CHF 0.00
es	Firewall	10006	1	PC : Piece		CHF 0.00
es	Printer	10007	2	PC : Piece		CHF 0.00
es	Patch Cable	10008	200	M : Meter		CHF 0.00
						CHF 0.00

[Access to Price Sheets]

- Click a price sheet.
- Or click the icon on the right.

[Quotation Response]

- For Intend to Bid of each item, select Yes or No.
- Enter a unit price of the item for which you have selected YES.

[Submission of Quotation Response]

- Once all items are filled out, click Done.

myBuy Viewing and Attaching Materials

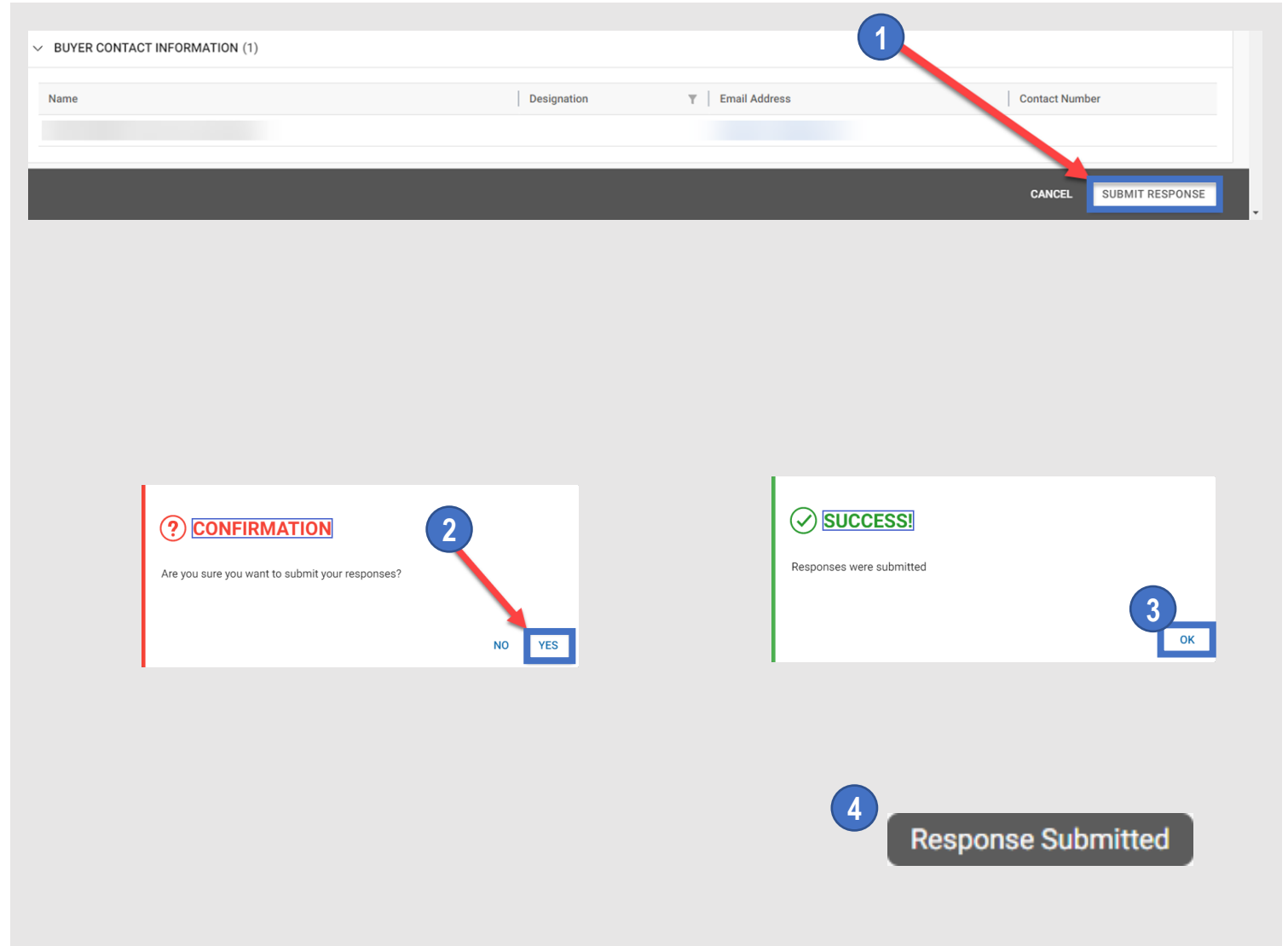
- This screen displays attachments and support materials attached by the CHUGAI Sourcing Manager.
*The **Buyer** tab displays the attachments added by the CHUGAI Sourcing Manager.
- You can add **your attachments and materials (quotations, proposals)**.
*The **Supplier** tab displays the added attachments.

- 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, a table shows a single supplier attachment named 'testtest Supplier.xlsx' with a classification of 'Technical', added on 25/02/2024 8:35 AM, and a file size of 9.0 KB. This row is highlighted with a blue box and a circled '3'. At the bottom of the interface, there are buttons for 'Validate', 'CANCEL', and 'SUBMIT RESPONSE'.

myBuy Submission of Responses

- Check the details of the RFX, respond to the questionnaires and price sheets, and submit them.



The screenshot illustrates the submission process in four steps:

- 1** Click **SUBMIT RESPONSE**. The button is highlighted in the 'BUYER CONTACT INFORMATION' section.
- 2** Click **YES**. A confirmation dialog asks, "Are you sure you want to submit your responses?".
- 3** Click **OK**. A success dialog displays "SUCCESS! Responses were submitted".
- 4** **Response Submitted**. The final status is shown in a dark grey box.

- 1** Click **SUBMIT RESPONSE**.
- 2** Click **YES**.
- 3** Click **OK**.
- 4** When the response is submitted, the event status changes to **Response Submitted**.

INNOVATION BEYOND IMAGINATION

myBuy Document Information

Basic information

System name	myBuy Upstream		
Document storage location	Electronically: 購買部 CoreRepository		
Document title	S-4. RFXガイド (クイックガイド)		
Document management No.	MYB_UM_S005	Version No.	ver1.0
Related documents	-		

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	