

*my***Buy**

(MYB_UM_S003_00)

Supplier User's Guide

myBuy GEP SMART Supplier Portal

Chugai Pharmaceutical Co., Ltd.
Procurement Department

(ver1.3)

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01

Introduction

What is myBuy GEP SMART?

myBuy What is myBuy GEP SMART?

- The Chugai Pharmaceutical Group will replace the existing purchasing system with a new purchasing platform, **myBuy GEP SMART**.
- Introducing myBuy GEP SMART enables the Group to enhance communication and ties with our suppliers.
- This user's guide describes the registration, setting, and other information for you to use myBuy GEP SMART. Note that the user's guide mentions **GEP Business Network**, a gateway to access myBuy GEP SMART. To use the GEP Business Network, you also need to register for it.
- If you have any questions, feel free to contact us. We will help you use the system. Contact Information: [Here](#)

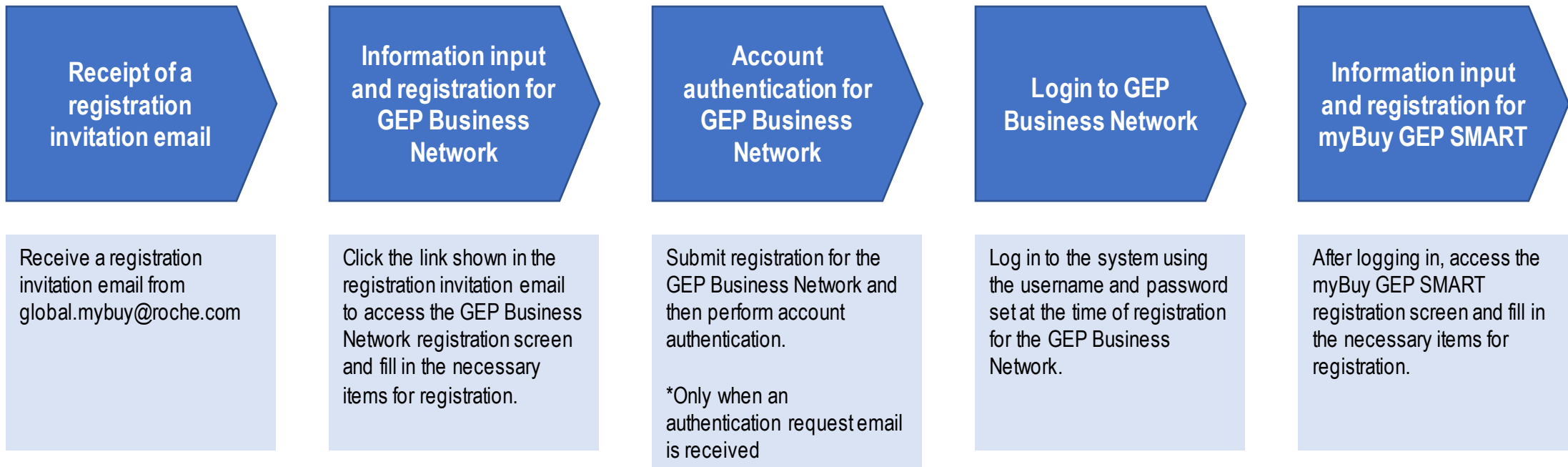


02

How to Register for GEP Business Network and myBuy GEP SMART For New Suppliers

myBuy Registration Flow for myBuy GEP SMART

- myBuy GEP SMART is a supplier portal.
This new portal, equipped with the cloud-based solution of GEP, is designed for suppliers to be able to do online business with us more easily.
- To use myBuy GEP SMART, you need to register for the GEP Business Network (BN) and myBuy GEP SMART.
*Registration is completed in five steps as shown below.
*For details, see the following pages.



myBuy Receipt of a Registration Invitation Email

- Suppliers who use myBuy GEP SMART for the first time will receive a registration invitation email from global.mybuy@roche.com.

- In the registration invitation email sent from global.mybuy@roche.com, click [Click here](#) to access the GEP Business Network registration screen.

ACTION REQUIRED: You're invited to register on the Roche / Genentech buying platform

Dear Supplier,

As a valued partner, you have been selected to collaborate with Roche / Genentech. To initiate this collaboration, we invite you to register on the myBuy GEP SMART platform, which will enable electronic transmission of orders and invoices and provide a historical record of transactions with Roche / Genentech. There are also no transaction fees when using myBuy GEP SMART.

To get started, complete and submit the registration form. [Click here](#) to access the form.

Roche / Genentech is looking forward to working with you.

If you have any technical issues, please contact support@gep.com or call the helpline listed below:

USA: +1 732 428 1578

Asia: +91 22 6137 2148

Europe (Prague): +42 022 598 6501

Additional numbers can be found here:

<https://success.gep.com/s/article/GEP-Customer-Support-Contact-Information>

Sincerely,

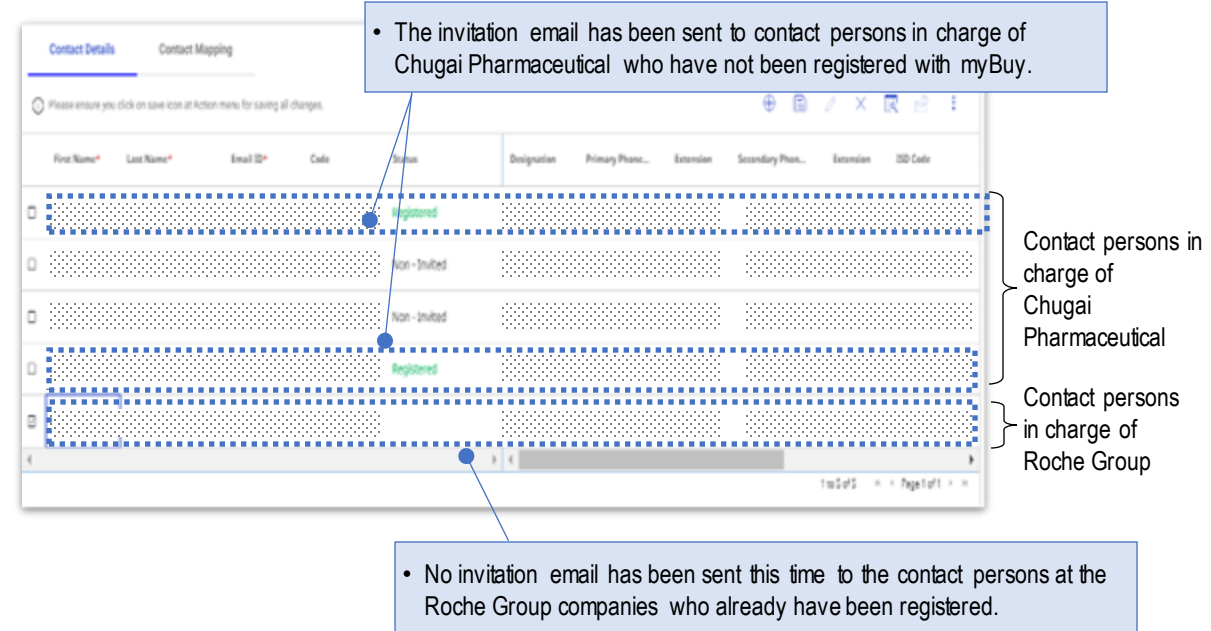
myBuy Supplemental Information on myBuy Invitation Email

- Intended receiver of the invitation email: **Contact persons in charge of Chugai Pharmaceutical who have not been registered with myBuy**
 - Those who have received a myBuy invitation email are asked to perform registration as soon as possible. In the future, myBuy is used for processing our requests for quotations (sending of RFI and RFP), your submission of proposals and quotations, and other transactions for purchasing activities involving certain conditions, including a certain amount or more of money.
 - myBuy is used by the Roche Group companies and Chugai Pharmaceutical Group companies as well as Chugai Pharmaceutical. The Contact Details in myBuy has registered the contact information of the Roche Group companies and Chugai Pharmaceutical Group companies.

myBuy client page



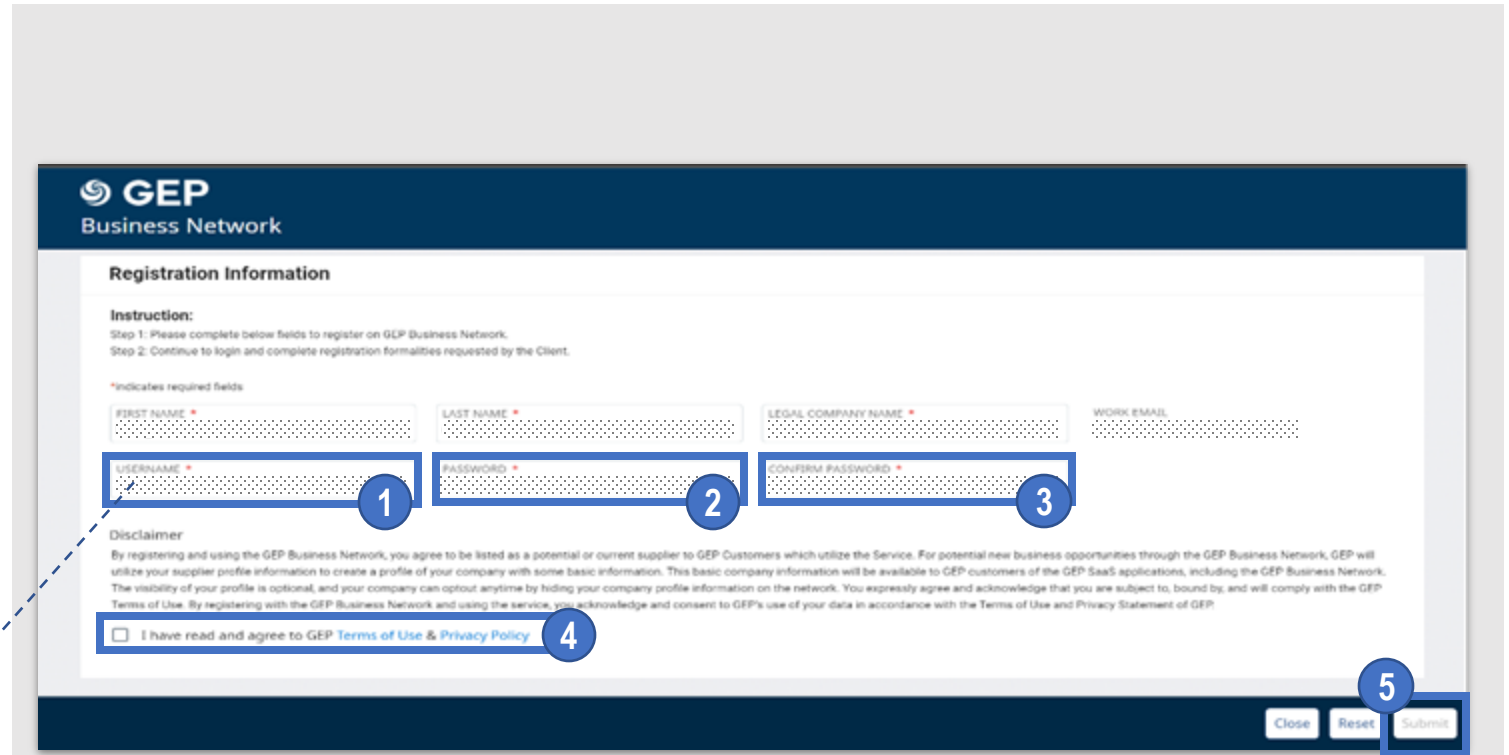
Intended receiver of the invitation email



myBuy How to Register for Business Network

- The following describes how to register for GEP Business Network.

- 1 Fill in the **USERNAME**.
- 2 Fill in the **PASSWORD**.
*The password needs to be reset every 90 days.
- 3 Fill in the **CONFIRM PASSWORD**.
- 4 Read the Disclaimer and select the checkbox of I have read and agree to GEP Terms of Use & Privacy Policy.
- 5 Click **Submit**.



Considerations for entering user names

- **The user name must be at least 6 characters in length and only the following alphabetic characters, numbers, and symbols can be used.**

- ✓ English characters: a~z
- ✓ Numbers:0~9
- ✓ Symbols:The at mark (@), underscore (_), forward slash (/),Back slash, apostrophe ('), period (.)

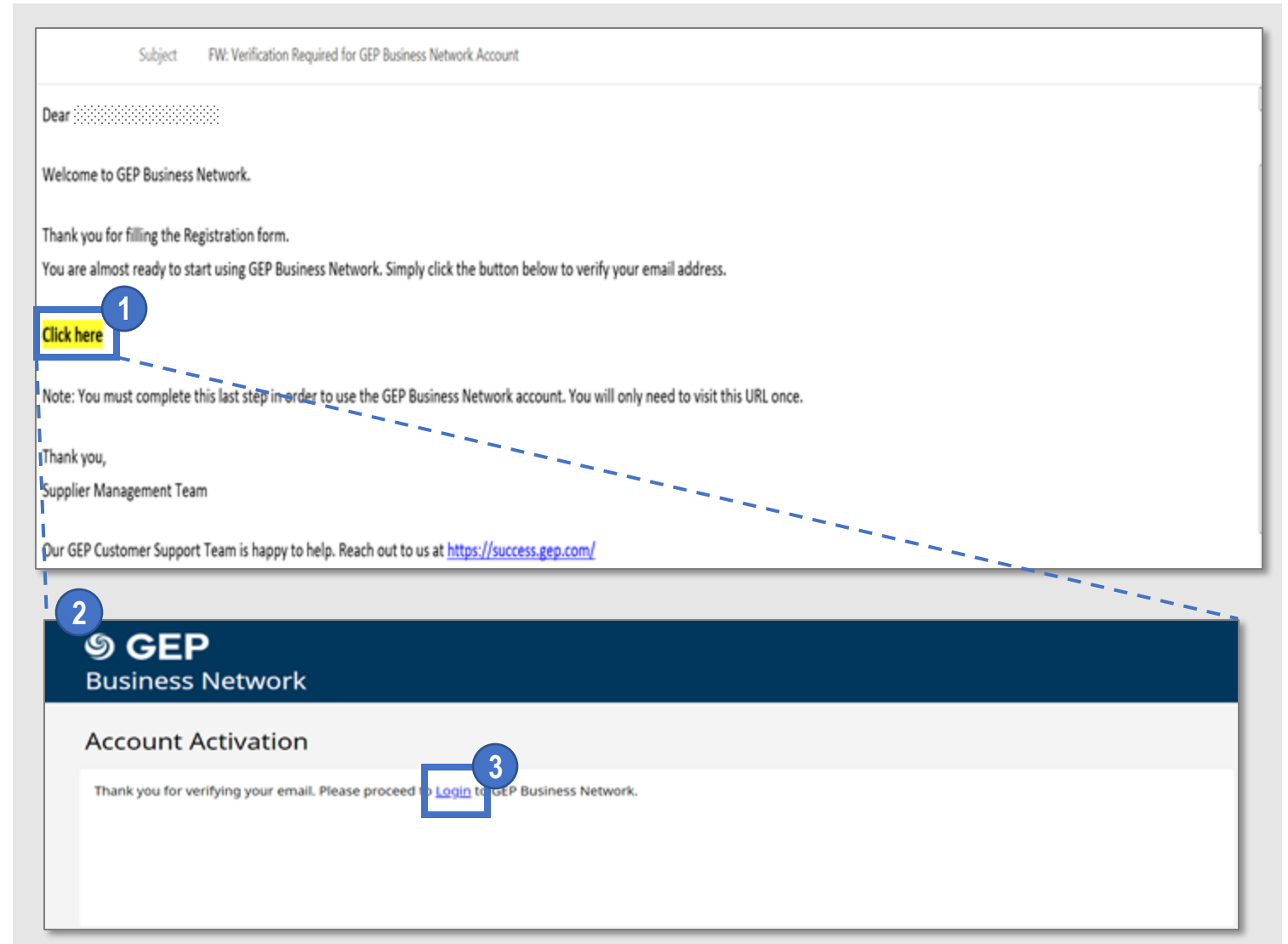
*Do not enter any symbols other than those listed above. [Example]: Hyphen

Other symbols than the above can be entered in the system. However, if these are entered, an error of "Inactive username " will occur in the subsequent operation of Filling in and Registration of Main Registration Form ".

myBuy Account Authentication for GEP Business Network

- Submit registration for GEP Business Network, and if you receive an authentication request email shown on the right, perform account authentication.

- 1 Click [Click here](#) in the received email about account authentication.
- 2 A pop-up window is displayed showing that the account has been authenticated.
- 3 Click [Login](#) to access the GEP Business Network environment.

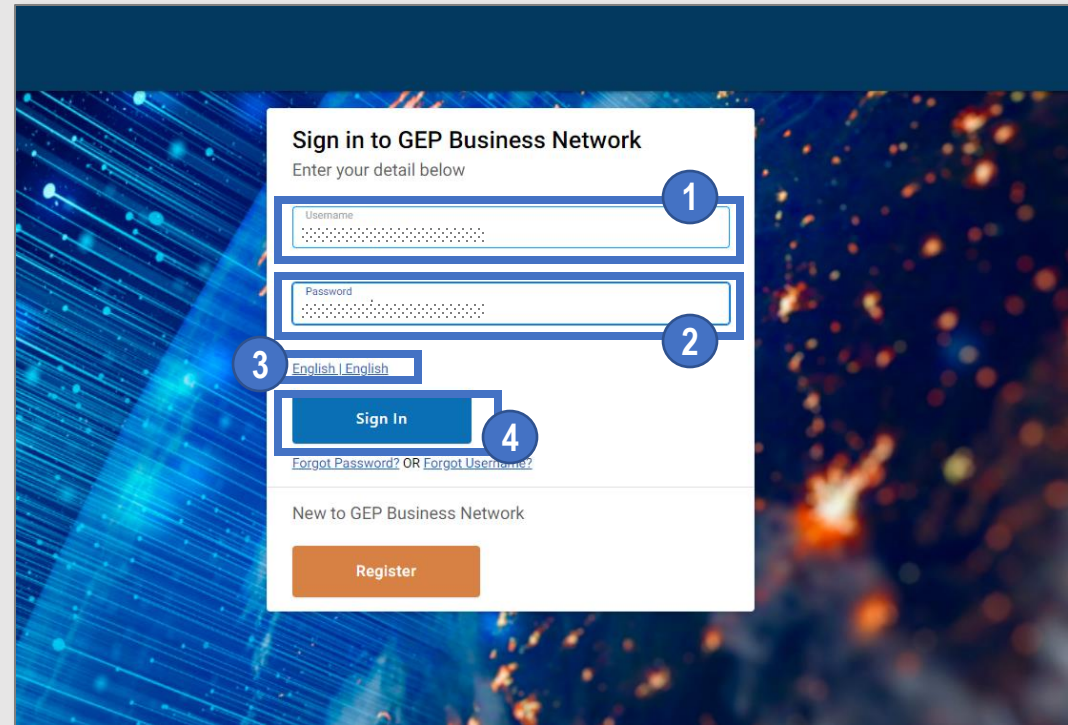


The image shows a sequence of two screenshots. The top screenshot is an email with the subject "FW: Verification Required for GEP Business Network Account". The email body says: "Dear [redacted], Welcome to GEP Business Network. Thank you for filling the Registration form. You are almost ready to start using GEP Business Network. Simply click the button below to verify your email address." A yellow box labeled "1" highlights a "Click here" link. Below the link is a note: "Note: You must complete this last step in order to use the GEP Business Network account. You will only need to visit this URL once." The email is signed "Thank you, Supplier Management Team" and includes a support link: "https://success.gep.com/". The bottom screenshot is a GEP Business Network "Account Activation" page. It says: "Thank you for verifying your email. Please proceed to [Login](#) to GEP Business Network." A blue box labeled "3" highlights the "Login" link. A dashed blue line connects the "Click here" link in the email to the "Login" link on the page.

myBuy Login to Business Network

- Access <https://businessnetwork-idp.gep.com/> to log in to the system.
*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.



myBuy Registration for myBuy GEP SMART

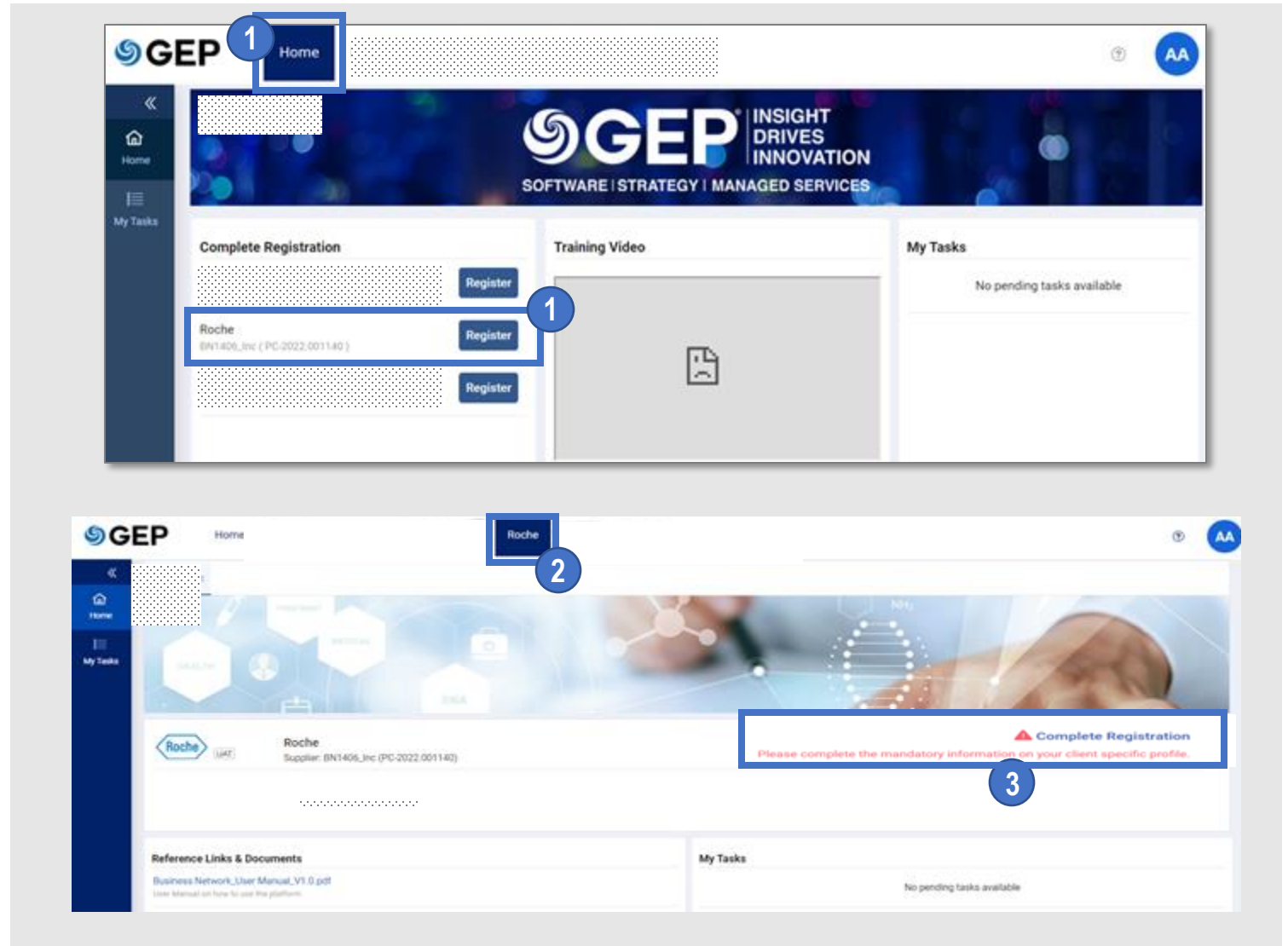
- After logging in, go to the registration screen from the top page of GEP Business Network.

- In the Home tab, click **Register of Roche** under the **Complete Registration** section.

Or

- From the client names displayed on the tabs, click **Roche**.

- Click **Complete Registration**.
 ⚠ If “Complete Registration” is displayed, be sure to complete “Filling in and Registration of Main Registration Form” on the next pages.



The top screenshot shows the GEP Business Network Home page. A blue box labeled '1' highlights the 'Home' tab in the top navigation bar. Below, in the 'Complete Registration' section, a blue box labeled '1' highlights the 'Register' button for the client 'Roche (BN1406, Inc (PC-2022-001140))'.

The bottom screenshot shows the GEP Business Network Home page with the 'Roche' client selected. A blue box labeled '2' highlights the 'Roche' client name in the top navigation bar. Below, in the 'Complete Registration' section, a blue box labeled '3' highlights the 'Complete Registration' button and the warning message: 'Please complete the mandatory information on your client specific profile.'

Points to Consider

- “Complete Registration” may not be displayed at . **3**
- The reason why Complete Registration is not displayed **is because the required registration has already been completed**. In this case, the subsequent Filling in and Registration of Main Registration Form ' is not required.

myBuy Filling in and Registration of Main Registration Form (1)

- Fill in the necessary items of the main registration form to complete registration.
Required items are shown with “”.

1 Select English for the **Language**.

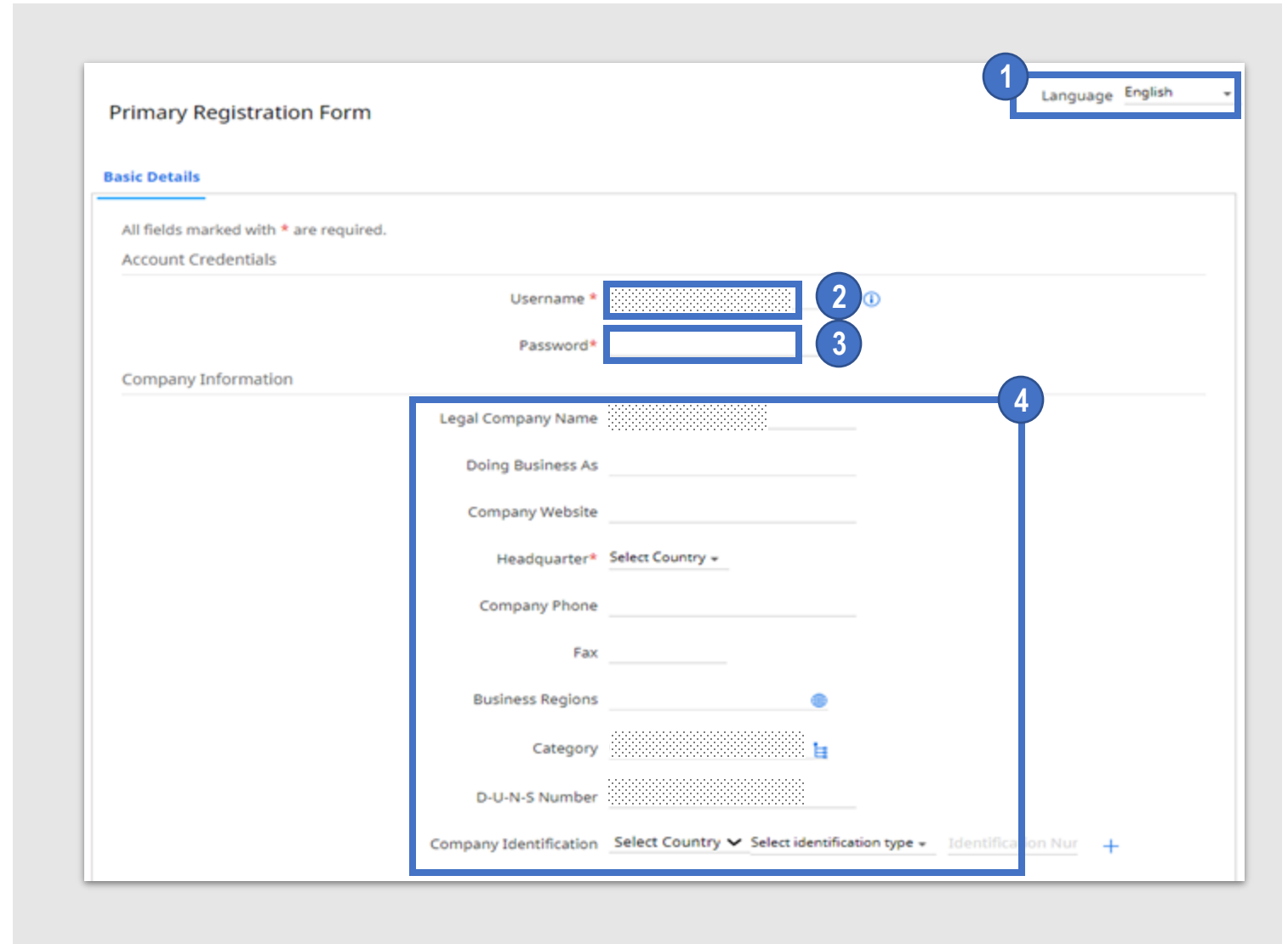
2 The **Username** is prefilled with the information registered for the **Business Network**.

3 Fill in the **Password**.

*It is recommended that you use the same password as the login password for the **Business Network**.

4 Fill in the required items of **Company Information**.

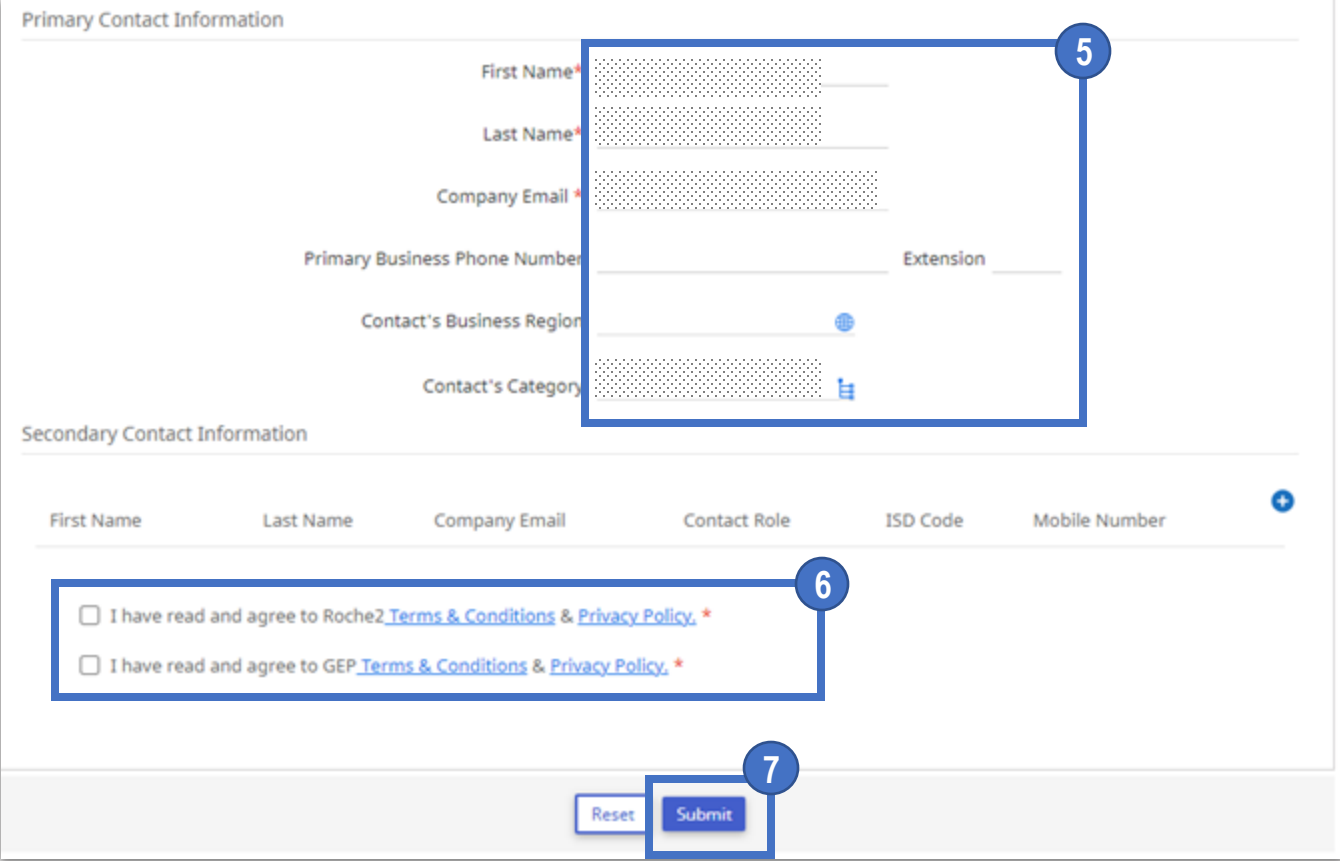
*Some items are prefilled with the information registered for **Business Network**.



The screenshot shows the 'Primary Registration Form' interface. At the top right, a language dropdown menu is set to 'English' (callout 1). Below this, the 'Basic Details' section contains 'Account Credentials' with a 'Username' field (prefilled with a dotted pattern, callout 2) and a 'Password' field (callout 3). The 'Company Information' section includes fields for 'Legal Company Name', 'Doing Business As', 'Company Website', 'Headquarter' (with a 'Select Country' dropdown, callout 4), 'Company Phone', 'Fax', 'Business Regions', 'Category', and 'D-U-N-S Number'. At the bottom, there are 'Company Identification' fields including 'Select Country', 'Select identification type', and 'Identification Nur'.

myBuy Filling in and Registration of Main Registration Form (2)

- 5 Check the information of **Primary Contact Information** and fill in the required items.
- 6 Read the **Terms & Conditions** and **Privacy Policy** and click the checkbox.
- 7 Click **Submit** to complete registration.



Primary Contact Information

First Name*

Last Name*

Company Email*

Primary Business Phone Number Extension

Contact's Business Region

Contact's Category

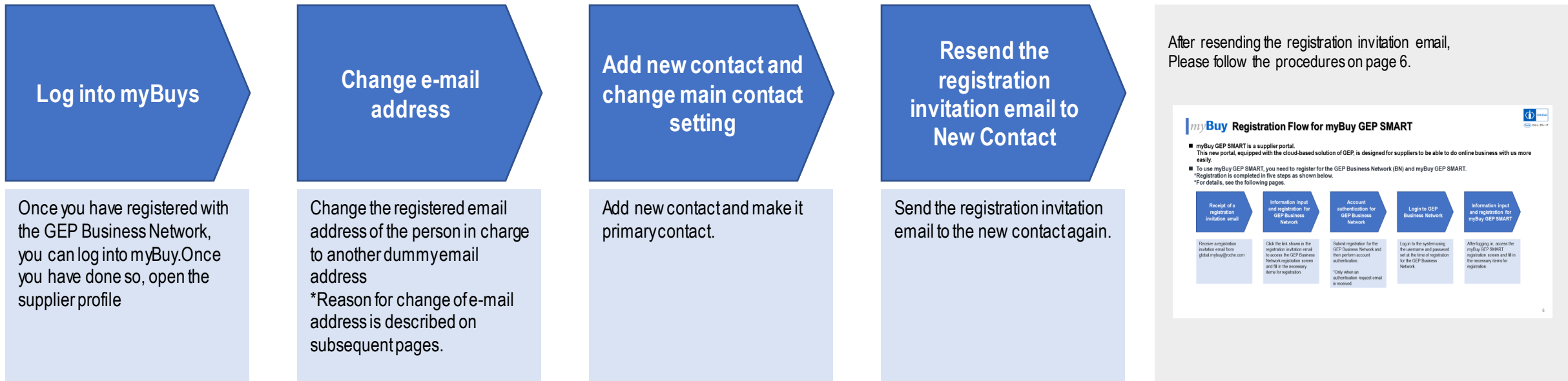
Secondary Contact Information

First Name	Last Name	Company Email	Contact Role	ISD Code	Mobile Number
<input type="checkbox"/> I have read and agree to Roche2 Terms & Conditions & Privacy Policy . *					
<input type="checkbox"/> I have read and agree to GEP Terms & Conditions & Privacy Policy . *					

Reset Submit

myBuy [Note] Handling Registration Error in the Main Registration Form

- **An error occurs if the user name contains an invalid symbol when the main registration form is entered and registered.**
 - ✓ The user name must be at least 6 characters in length and only the following alphabetic characters, numbers, and symbols can be used.
 - English characters: a~z
 - Numbers: 0~9
 - Symbols: The at mark (@), underscore (_), forward slash (/), Back slash, apostrophe ('), period (.)
- **In the event of an error, your registered username cannot be changed. Therefore, you will need to add your new contact to the myBuy contact information, resend the registration invitation email and repeat the steps of “Information input and registration for GEP Business Network”.**
- **It will be completed in the following 4 steps (see the next page and thereafter for details).**



myBuy

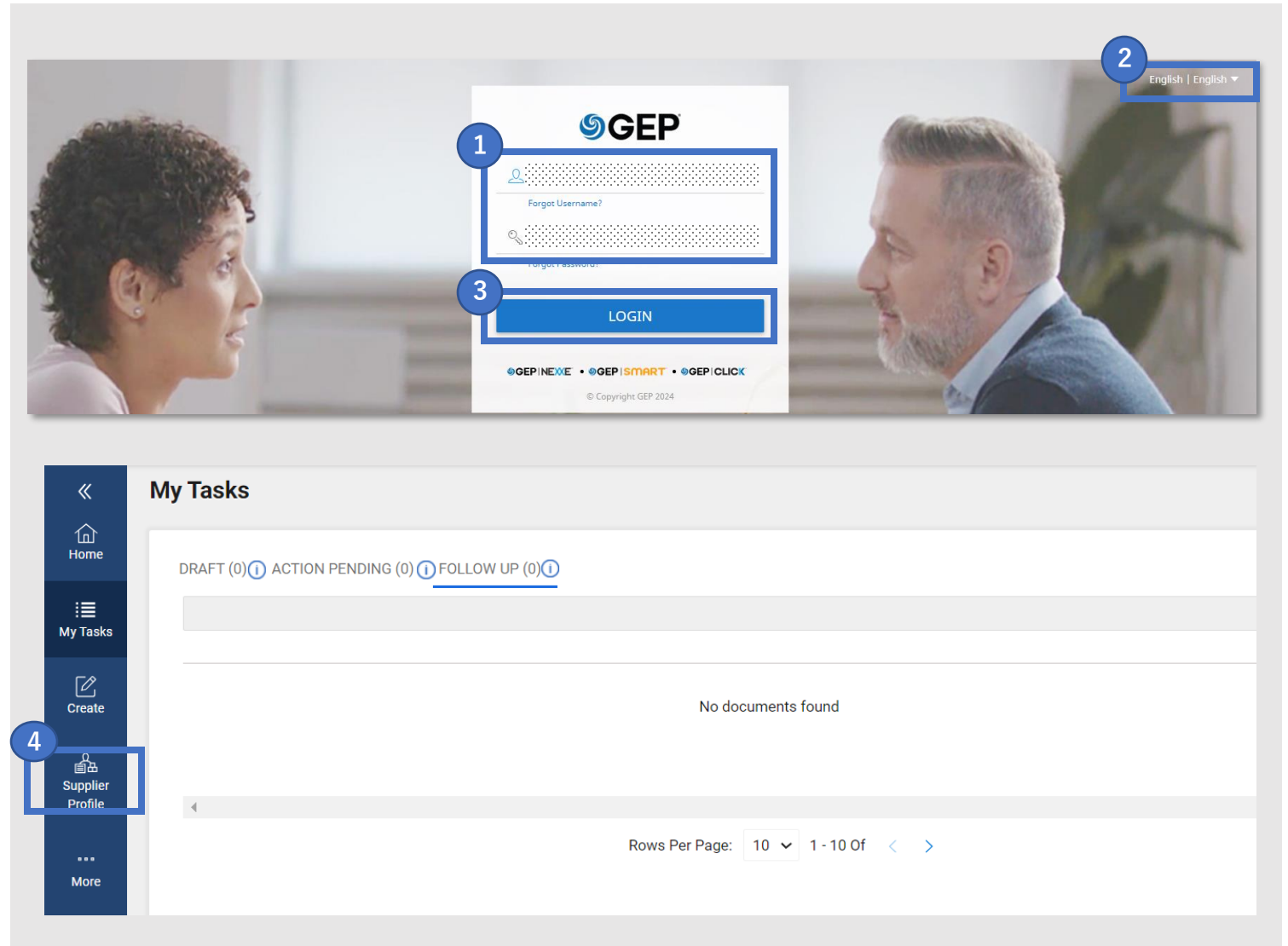
[Note] Actions to be taken in the event of registration error: Login

■ After logging into mybuy, open **Supplier Profile**

- 1 <https://smart.gep.com> Access, Username and Password, and Enter
- 2 Select Language
- 3 Click LOGIN
- 4 Click on **Supplier Profile**

Points to consider regarding response methods



- Once you have completed your registration to GEP Business Network, you can log into myBuy from the screen on the right (URL in 1)



The screenshot shows two parts of the user interface. The top part is the GEP login page, which includes a language selection dropdown (labeled 2) and a login form with fields for Username (labeled 1) and Password (labeled 3), and a LOGIN button. The bottom part is the 'My Tasks' page, which shows a sidebar with navigation options: Home, My Tasks, Create, Supplier Profile (labeled 4), and More. The main content area displays task counts: DRAFT (0), ACTION PENDING (0), and FOLLOW UP (0). Below this, it states 'No documents found' and includes a pagination control showing 'Rows Per Page: 10' and '1 - 10 Of'.

myBuy [Note]Actions to be taken in the event of registration error: Change of e-mail address

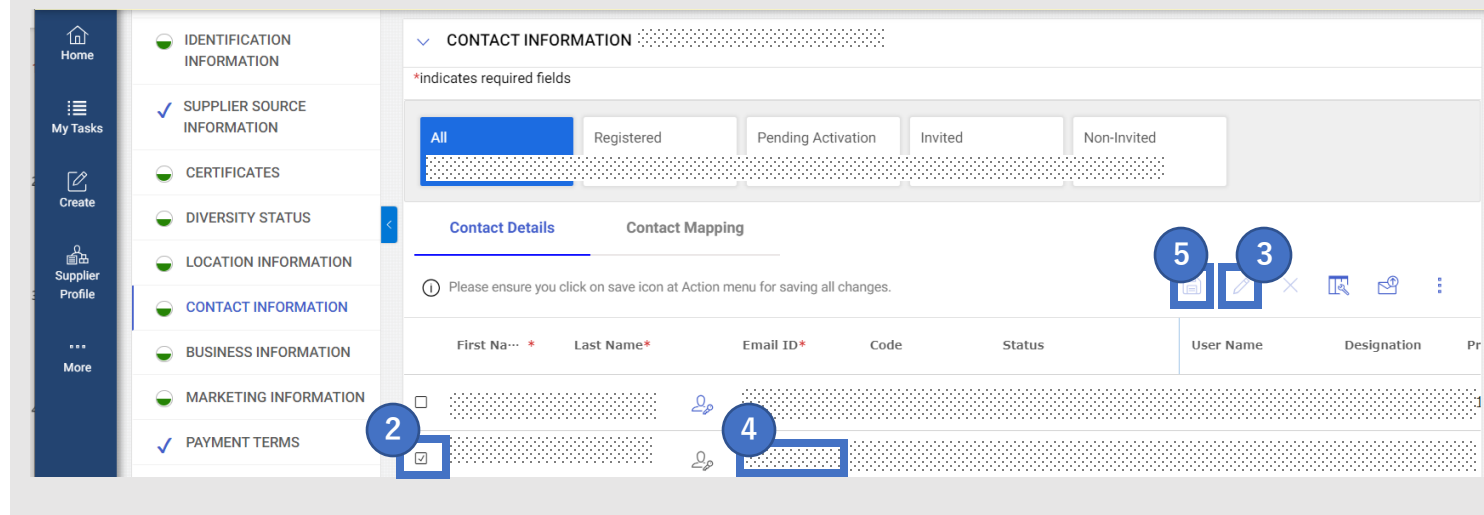
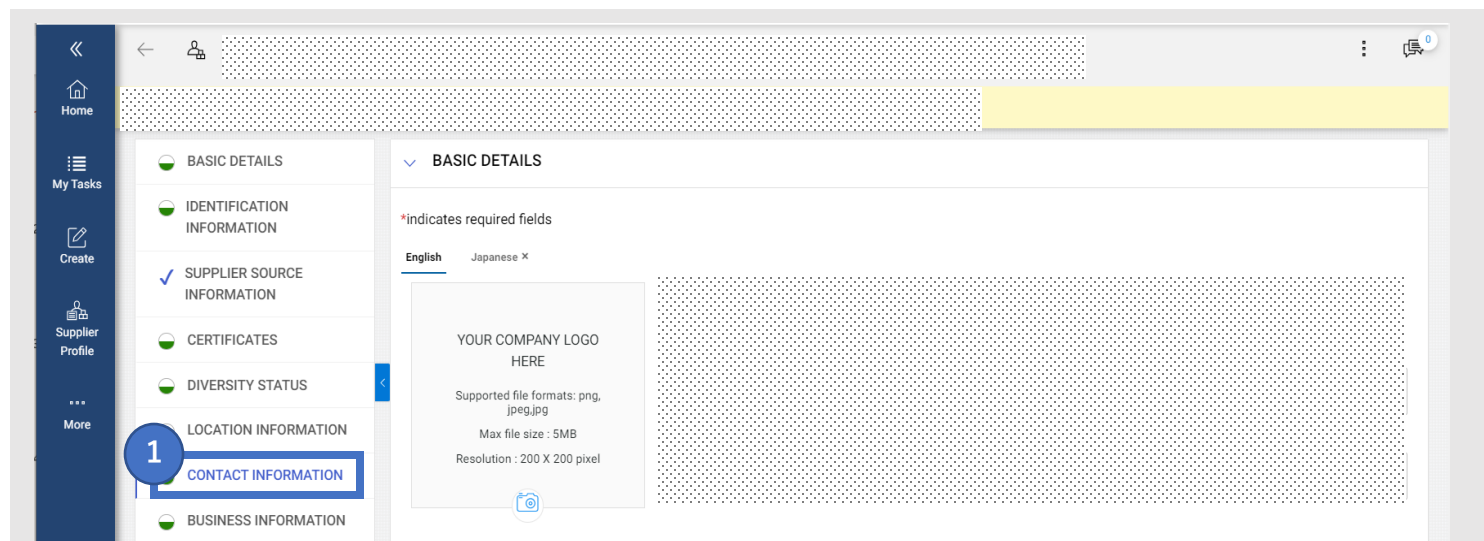
Change your registered email address

- 1 Click **CONTACT INFORMATION**
- 2 Click **Checkbox** with the symbol that cannot be used
- 3 Click  **icon**
- 4 Change the registered **email address** to the following **email address**
myBuy@chugai-pharm.co.jp
- 5 Click  **icon**

Additional Notes for changing your email address

This operation is required because the system does not allow the use of an email address registered in the contact information as a new contact.

- If an error occurs when entering the above e-mail address (myBuy@chugai-pharm.co.jp), please refer to the following manual and contact us.
S-0. Contact Information
- Subsequently, Add New contact and resend invitation email



[Note] Actions to be taken in the event of registration error:

Add new contact information / change Primary contact information

- After changing the email address, add a new contact and change the primary contact settings

1 Click  icon

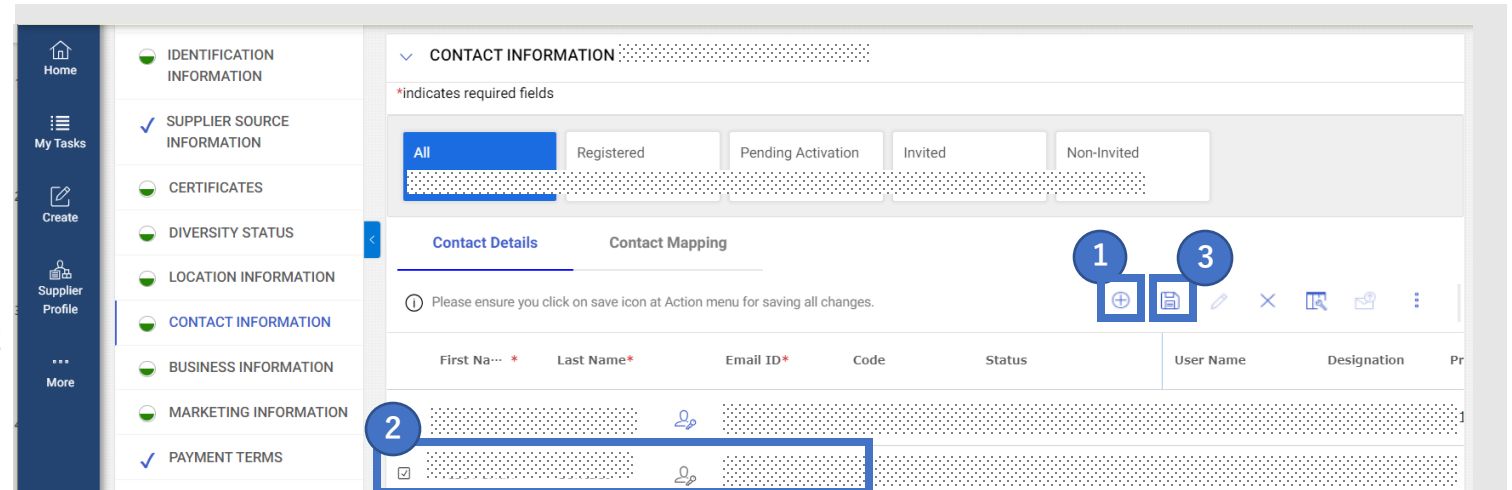
2 Enter **First Name, Last Name, Email ID** as New Contact

3 Click  icon to save

4 Click  icon

Additional Notes for Primary Contact

- By setting it as the primary contact, you can perform "Filling in and Registration of Main Registration Form".
- The icon will change from gray to blue if you set it to Primary Contact



CONTACT INFORMATION

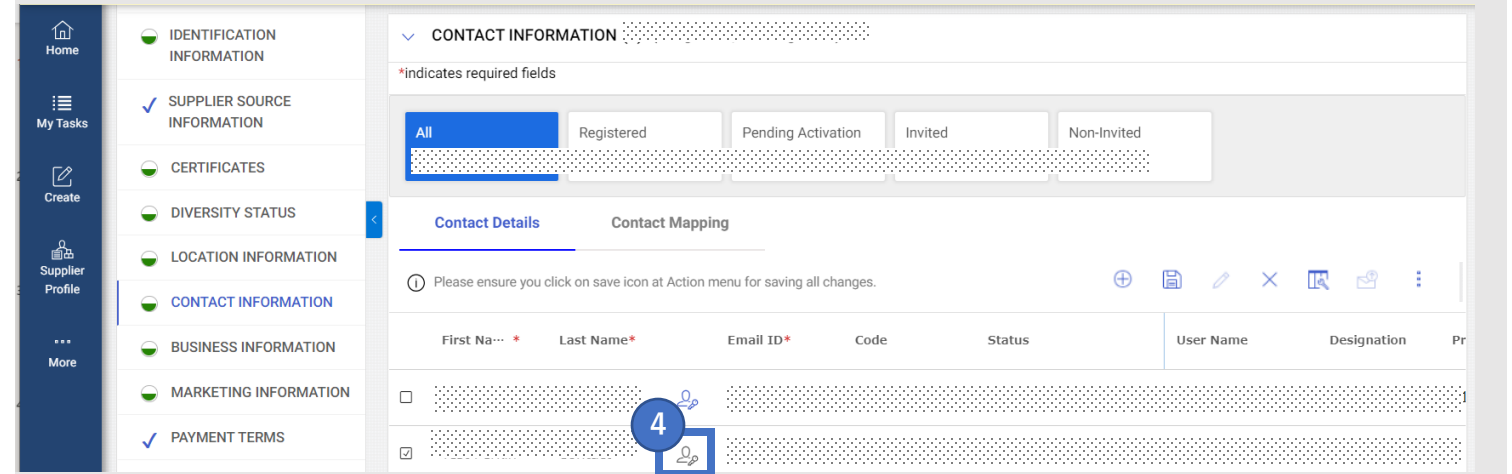
*indicates required fields

All Registered Pending Activation Invited Non-Invited

Contact Details Contact Mapping

Please ensure you click on save icon at Action menu for saving all changes.

First Na...	Last Name*	Email ID*	Code	Status	User Name	Designation	Pr



CONTACT INFORMATION

*indicates required fields

All Registered Pending Activation Invited Non-Invited

Contact Details Contact Mapping

Please ensure you click on save icon at Action menu for saving all changes.

First Na...	Last Name*	Email ID*	Code	Status	User Name	Designation	Pr



[Note] Actions to be taken in the event of registration error:

Resend the registration invitation email to New Contact

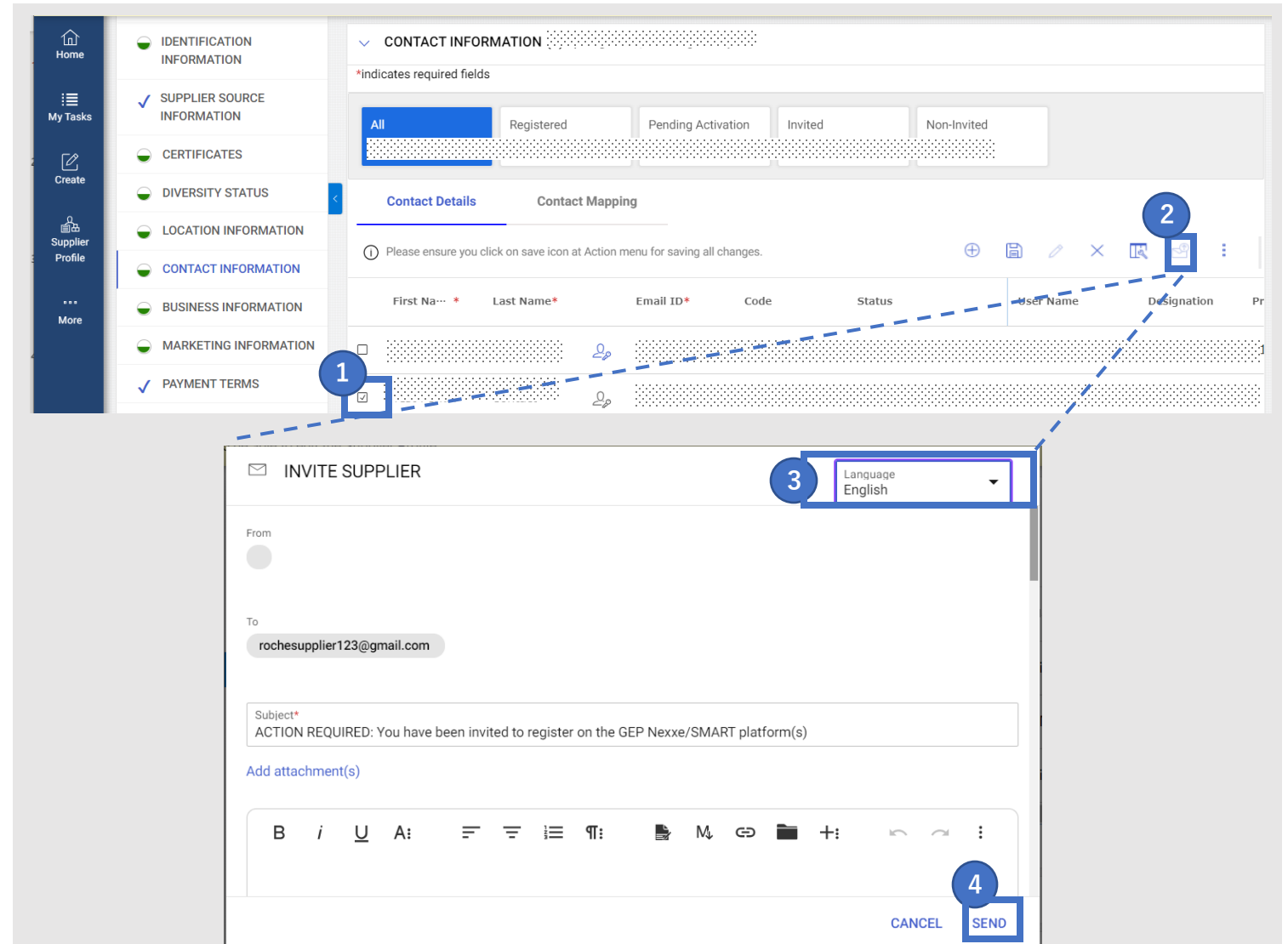
- After adding a new contact and changing the primary contact settings, send a registration invitation email to the new contact.

1 Click **Checkbox** of new contact

2 Click  icon

3 Select **Language**

4 Click **SEND**



The screenshot displays the myBuy interface. On the left, a sidebar contains navigation options: Home, My Tasks, Create, Supplier Profile, and More. The main content area is titled 'CONTACT INFORMATION' and includes a table of contacts. The table has columns for First Name, Last Name, Email ID, Code, Status, User Name, and Designation. A checkbox in the first row is highlighted with a blue circle and the number 1. An envelope icon in the action menu of the first row is highlighted with a blue circle and the number 2. A modal window titled 'INVITE SUPPLIER' is open, showing the 'To' field with the email address 'rochesupplier123@gmail.com' and the 'Subject' field with the text 'ACTION REQUIRED: You have been invited to register on the GEP Nexxe/SMART platform(s)'. A language dropdown menu is highlighted with a blue circle and the number 3, showing 'Language English'. The 'SEND' button in the bottom right corner of the modal is highlighted with a blue circle and the number 4.



[Note] Actions to be taken in the event of registration error:

Actions after sending invitation e-mail to new contact

- Re-run GEP Business Network registration, after email invitation received

Additional Notes for Contact information with symbol not allowed

- After the completion of registration, Contacts containing symbols that cannot be used will become unnecessary and should be deleted.
- Please refer to the manual that describes how to delete contact information.
S-2-07. Supplier Profile Management of myBuy GEP SMART


Receipt of a registration invitation email

Information input and registration for GEP Business Network

Account authentication for GEP Business Network

Login to GEP Business Network

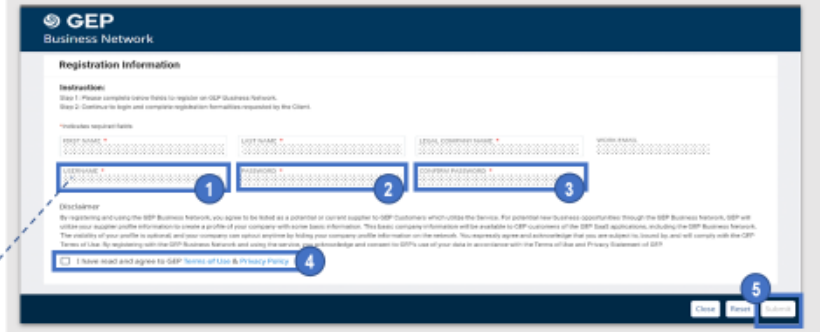
Information input and registration for myBuy GEP SMART



myBuy How to Register for Business Network

- The following describes how to register for GEP Business Network.

- 1 Fill in the **USERNAME**.
- 2 Fill in the **PASSWORD**.
*The password needs to be reset every 90 days.
- 3 Fill in the **CONFIRM PASSWORD**.
- 4 Read the **Disclaimer** and select the checkbox of **I have read and agree to GEP Terms of Use & Privacy Policy**.
- 5 Click **Submit**.



Considerations for entering user names

- **The user name must be at least 6 characters in length and only the following alphabetic characters, numbers, and symbols can be used.**
- ✓ English characters: a-z
- ✓ Numbers 0-9
- ✓ Symbols: The at mark (@), underscore (_), forward slash (/), Back slash, apostrophe ('), period (.)

*Do not enter any symbols other than those listed above. [Example]: Hyphen

Other symbols than the above can be entered in the system. However, if these are entered, an error of 'inactive username' will occur in the subsequent operation of Filling in and Registration of Main Registration Form.

03

How to Register for GEP Business Network

For Existing GEP SMART Users

Login to GEP Business Network (For Existing GEP SMART Users)

- If you are already a user of GEP SMART, use the same login information for myBuy GEP SMART to log in to the GEP Business Network. (No reregistration is necessary.)
- Access <https://businessnetwork.gep.com> to log in.
*It is recommended to bookmark the URL.

- 1 Fill in the **Username** with the same username for myBuy GEP SMART.
- 2 Fill in the **Password** with the same password for myBuy GEP SMART.
- 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 **English | English** language selection dropdown.
- 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.

04

How to Access myBuy GEP SMART from GEP Business Network

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.

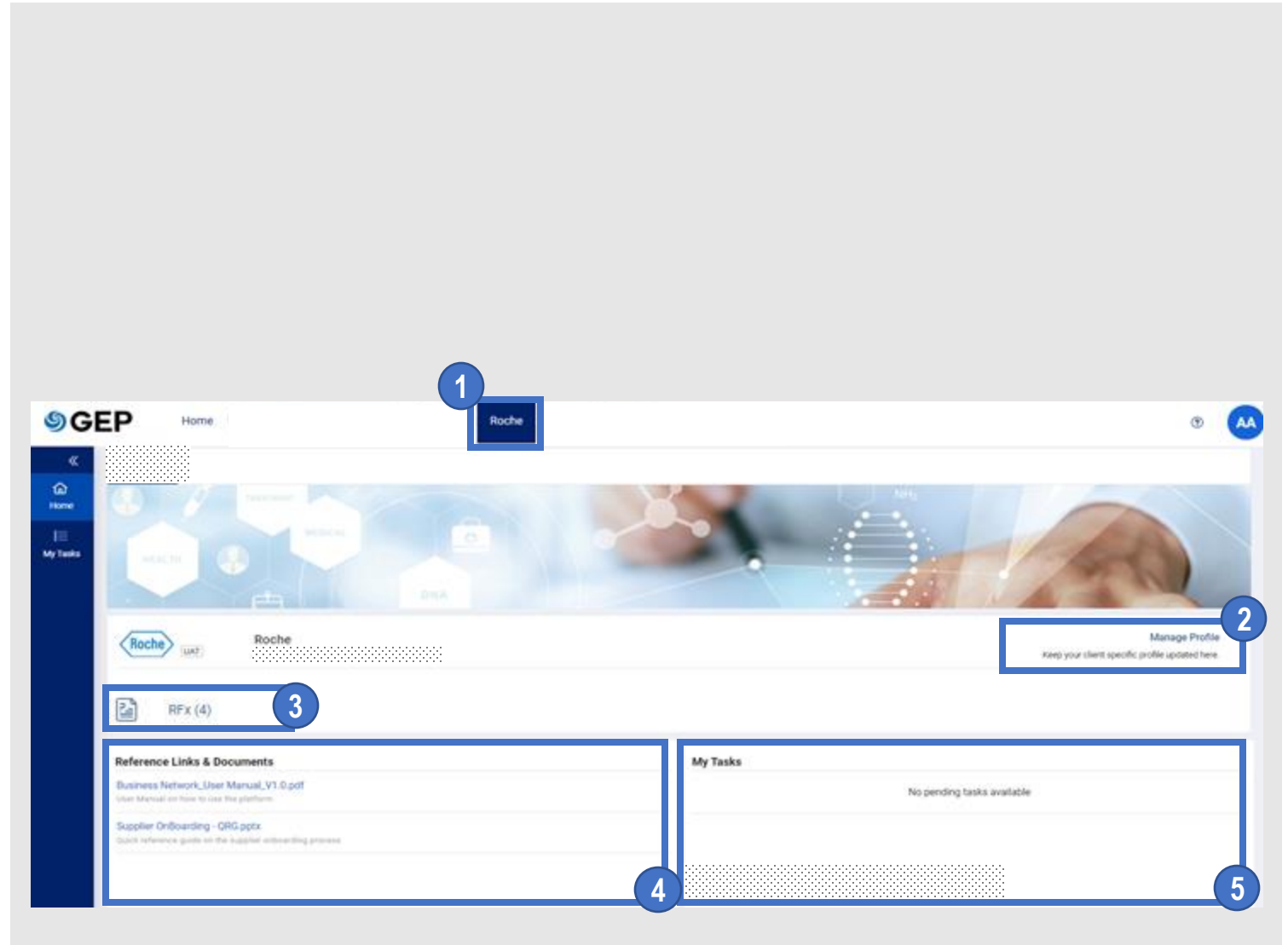
The screenshot shows the login interface for the GEP Business Network. The page has a dark blue header and a background of blue and orange light trails. The main content area is white and contains the following elements:

- Sign in to GEP Business Network**: The main heading.
- Enter your detail below**: A sub-heading.
- Username**: A text input field with a blue border and a blue circle with the number '1' to its right.
- Password**: A text input field with a blue border and a blue circle with the number '2' to its right.
- Language**: A dropdown menu showing 'English | English' with a blue circle with the number '3' to its left.
- Sign In**: A blue button with white text and a blue circle with the number '4' to its right.
- Forgot Password? OR Forgot Username?**: A link below the Sign In button.
- New to GEP Business Network**: A sub-heading.
- Register**: An orange button with white text.

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.



05

If You Forget the Username or Password for GEP Business Network

myBuy Re-acquisition of Username and Password

- If you forget the username or password for the GEP Business Network, you can check or reset it from the registered email address.

Rechecking the username

- 1 Click **Forgot Username?**
- 2 Enter the registered **email**.
*The username will be sent to the email address.

Resetting the password

- 3 Click **Forgot Password?**
- 4 Enter the **Username**.
*A link for resetting the password will be sent to the registered email address.
*If the email with the link does not reach you, please check the spam/junk folder to find the email from support@gep.com.

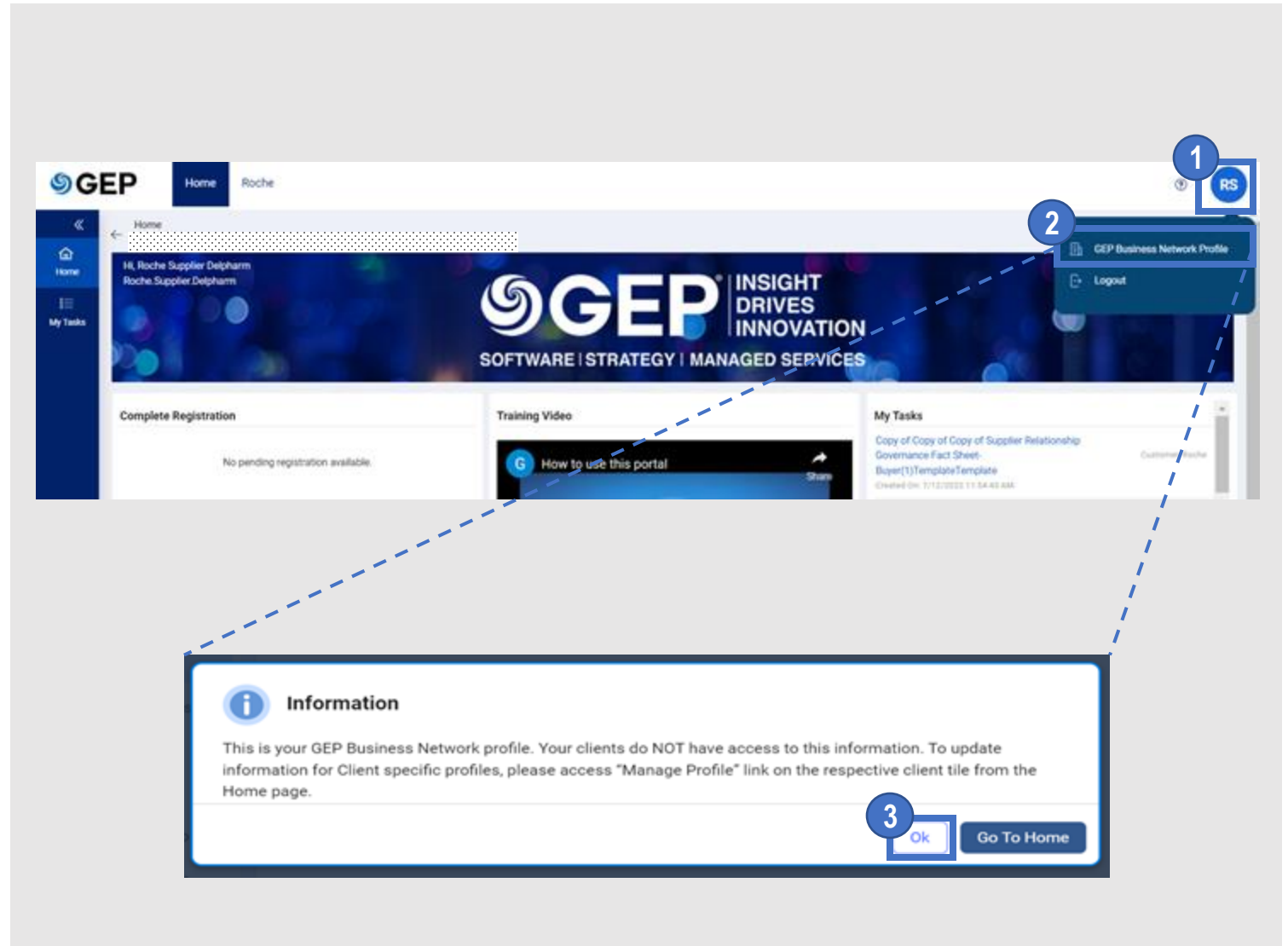
06

Profile Management of GEP Business Network

myBuy Profile Management of GEP Business Network

- The profile information for the GEP Business Network is disclosed only to suppliers and GEP.
- There is a restriction on access to the profile information to prevent it from being disclosed to other clients.
*The profile management is optional.

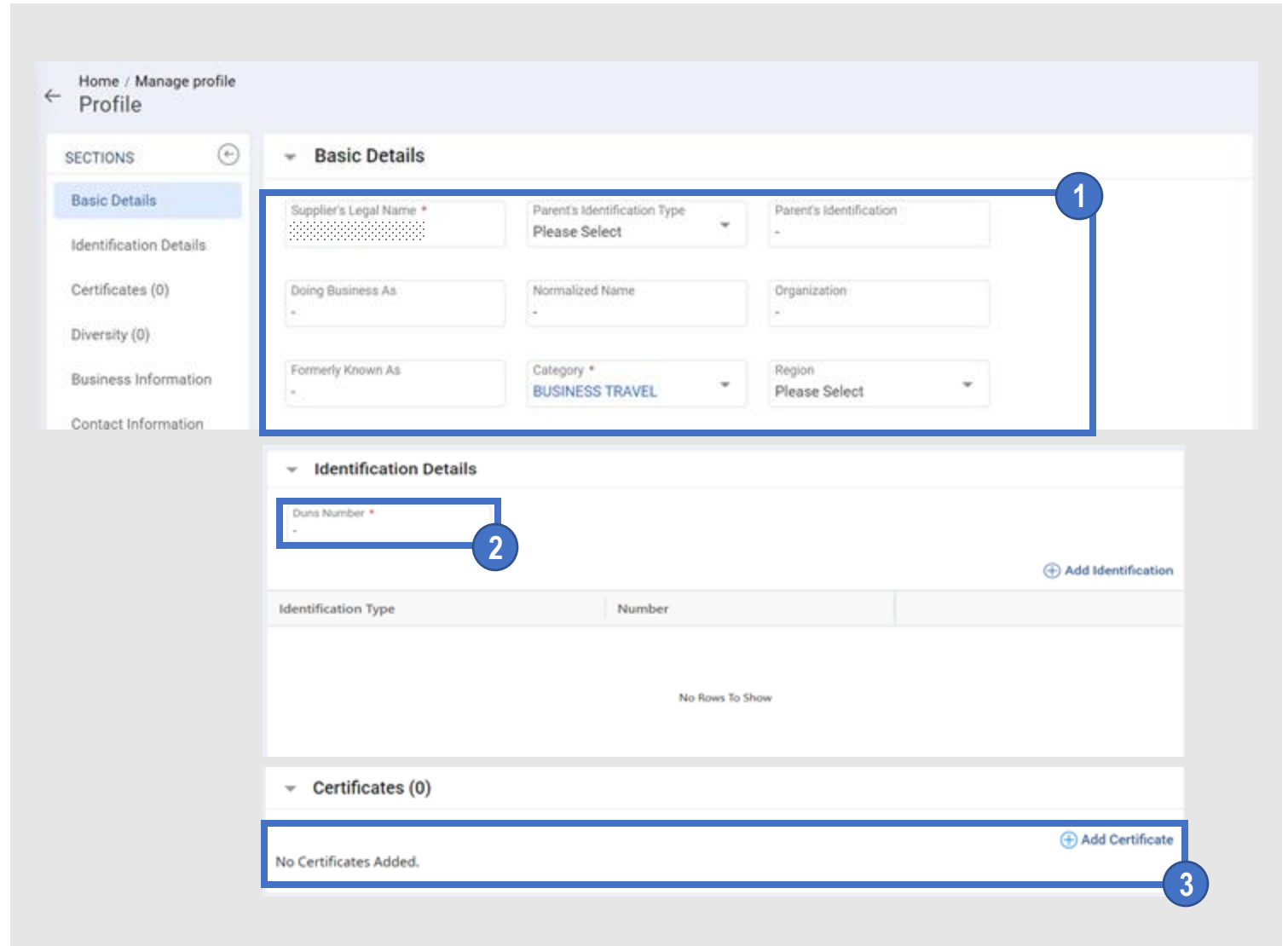
- 1 Click the **profile icon**.
- 2 Select **GEP Business Network Profile**.
*A pop-up window is displayed.
- 3 Click **Ok**.



myBuy Updating the Profile for the GEP Business Network (1)

*The profile information management of the GEP Business Network is optional.

- 1 Update the details under the **Basic Details** section.
- 2 Update the **Duns Number** under the **Identification Details** section.
- 3 Upload related **certificates**.
*As needed



Home / Manage profile
Profile

SECTIONS

- Basic Details
- Identification Details
- Certificates (0)
- Diversity (0)
- Business Information
- Contact Information

Basic Details

Supplier's Legal Name *

Parent's Identification Type **Please Select**

Parent's Identification

Doing Business As

Normalized Name

Organization

Formerly Known As

Category * **BUSINESS TRAVEL**

Region **Please Select**

Identification Details

Duns Number *

[+ Add Identification](#)

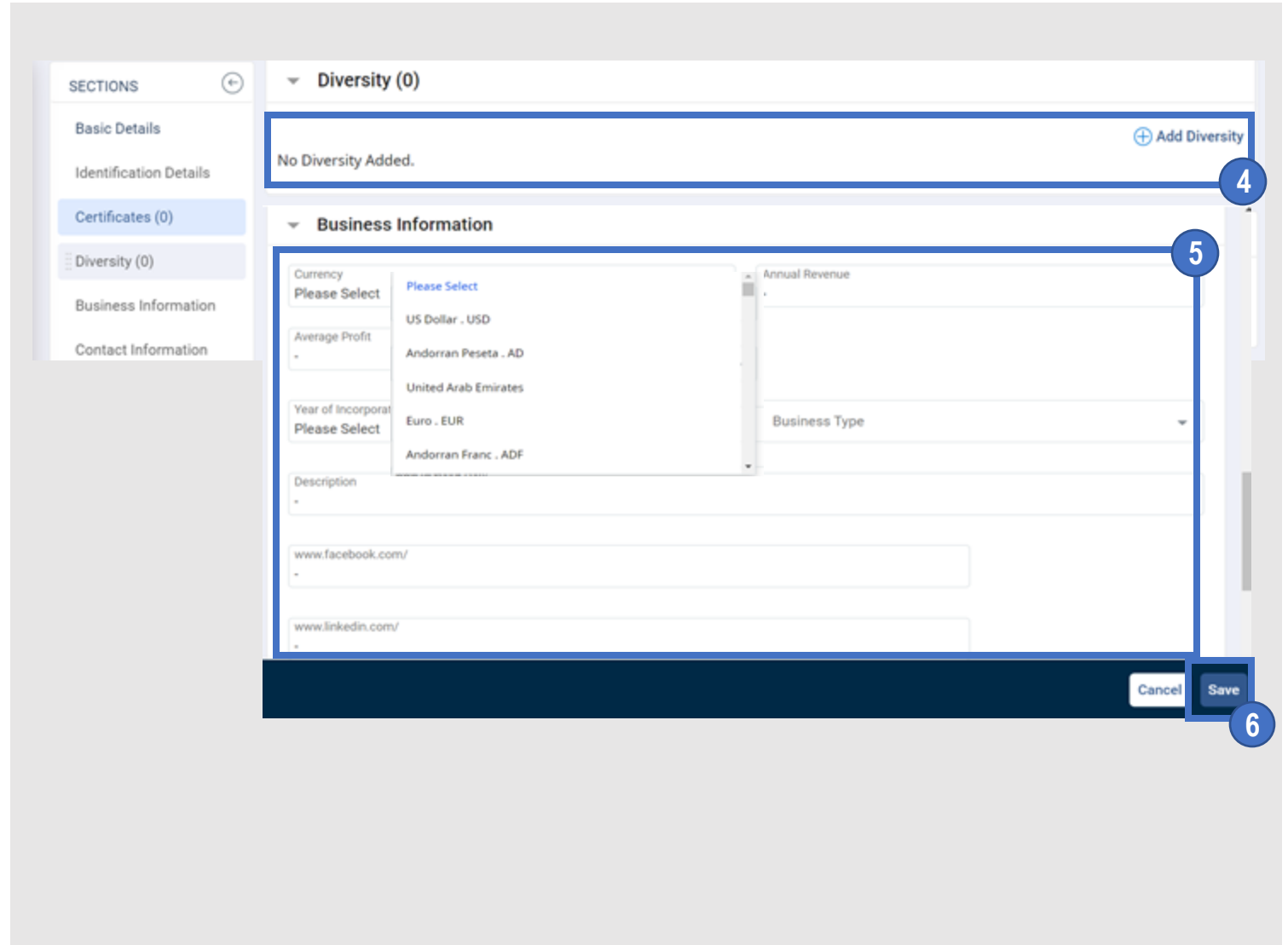
Identification Type	Number
No Rows To Show	

Certificates (0)

No Certificates Added. [+ Add Certificate](#)

myBuy Updating the Profile for the GEP Business Network (2)

- 4 Upload information about Diversity.
*As needed
- 5 Update Business Information.
- 6 After updating the necessary information, click Save.



The screenshot shows a web interface for updating a profile. On the left is a sidebar with 'SECTIONS' including Basic Details, Identification Details, Certificates (0), Diversity (0), Business Information, and Contact Information. The main area is divided into two sections:

- Diversity (0):** A box containing the text 'No Diversity Added.' and an '+ Add Diversity' button. A blue circle with the number '4' is positioned at the bottom right of this box.
- Business Information:** A form with several fields:
 - Currency:** A dropdown menu with 'Please Select' and a list of options: US Dollar - USD, Andorran Peseta - AD, United Arab Emirates, Euro - EUR, and Andorran Franc - ADF. A blue circle with the number '5' is at the top right of this dropdown.
 - Annual Revenue:** A text input field.
 - Business Type:** A dropdown menu.
 - Description:** A text input field.
 - www.facebook.com/:** A text input field.
 - www.linkedin.com/:** A text input field.

At the bottom right of the form are 'Cancel' and 'Save' buttons. A blue circle with the number '6' is positioned at the bottom right of the 'Save' button.

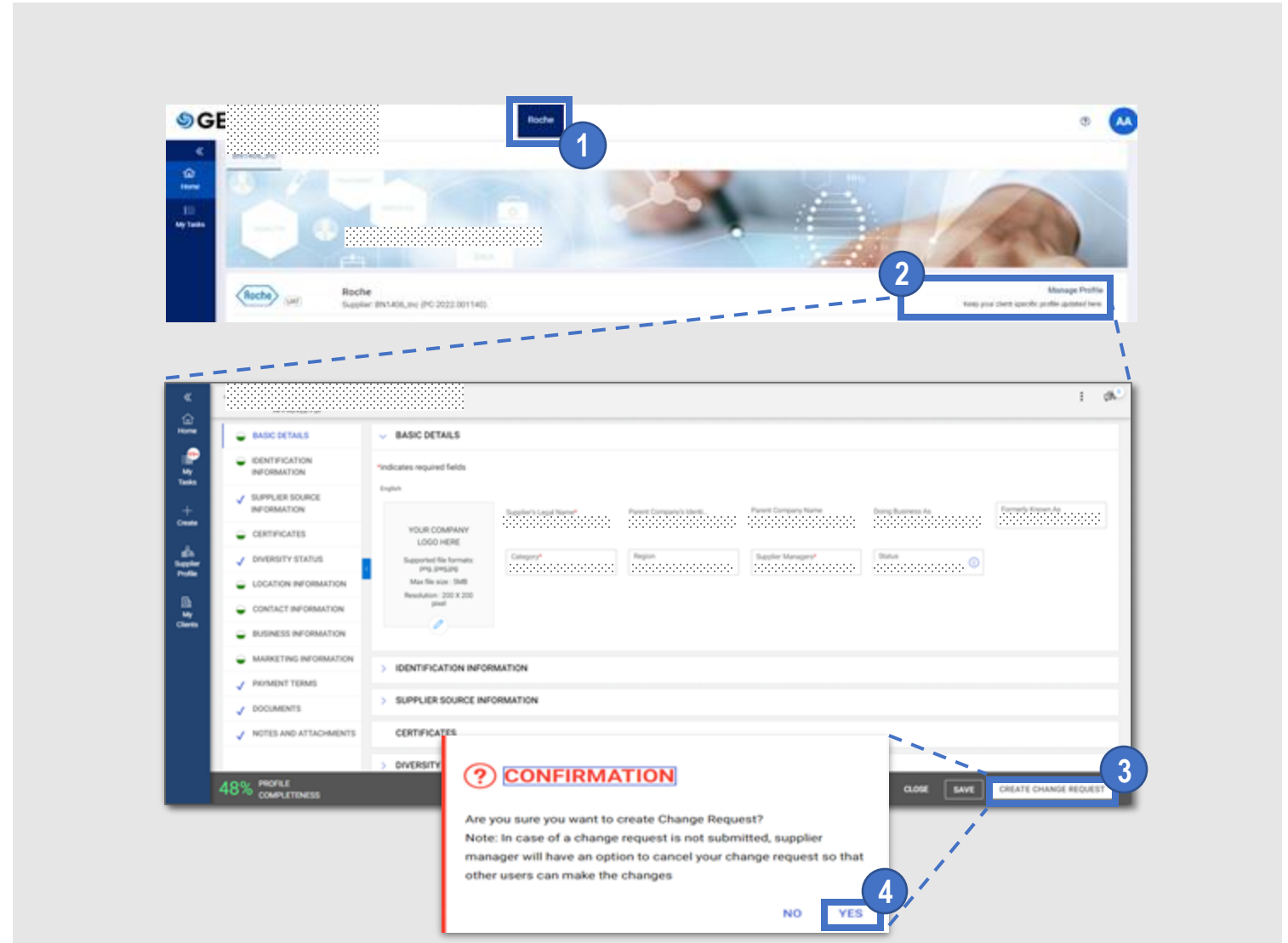
07

Supplier Profile Management of myBuy GEP SMART

myBuy How to Change the Supplier's Profile

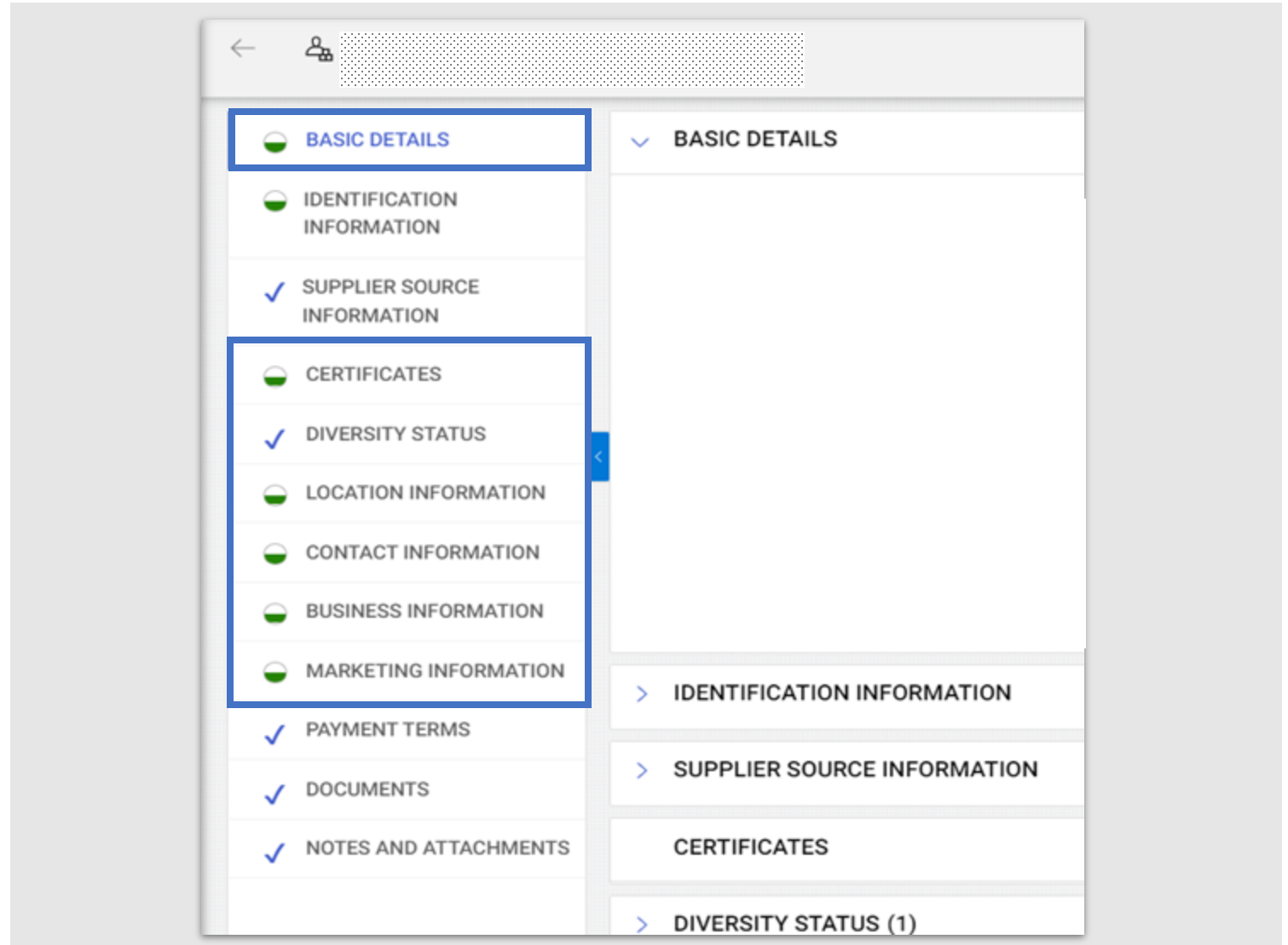
- To change the supplier's profile, start with the creation of a change request.

- 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

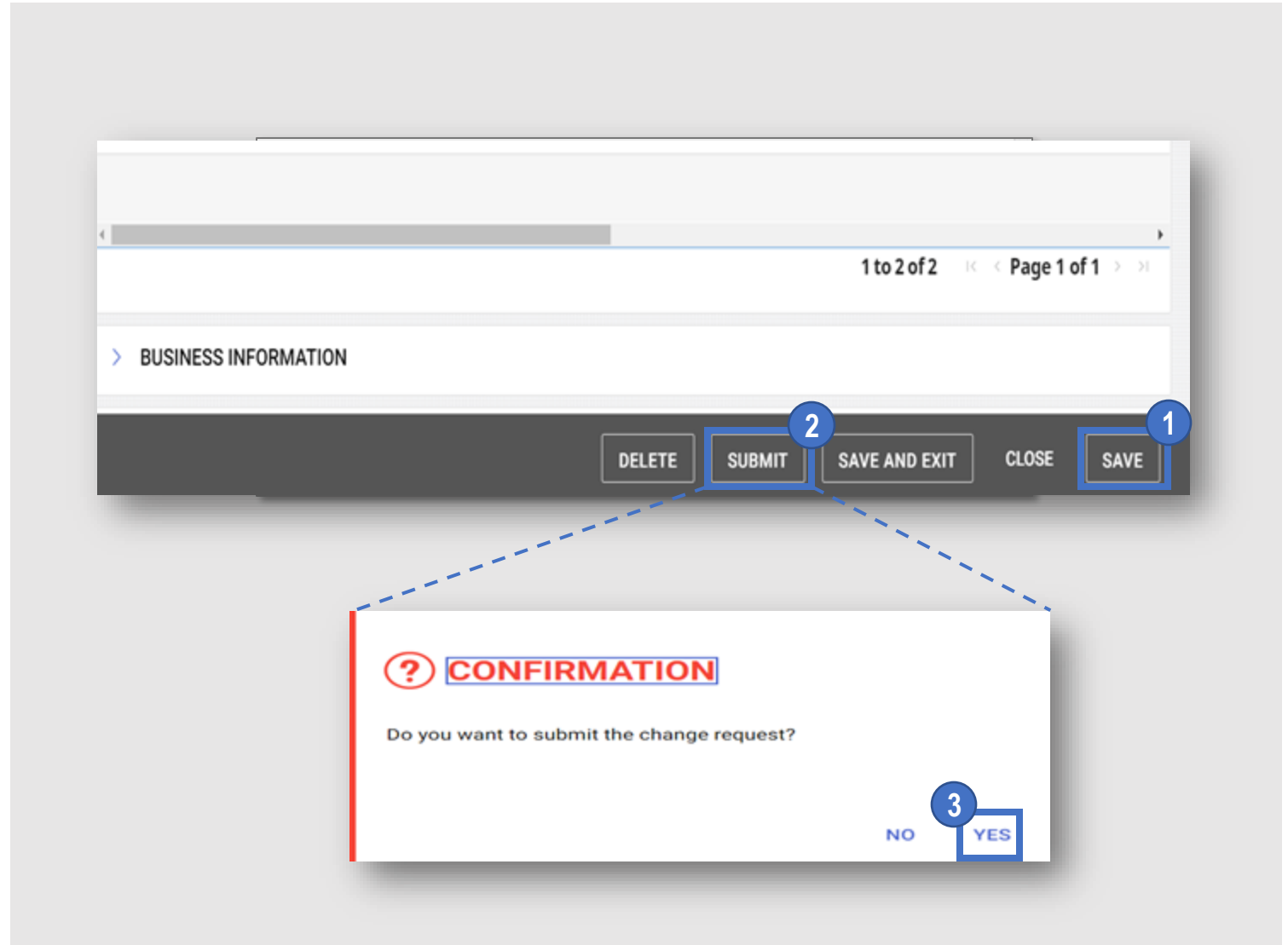
- Enter the correct information for the supplier profile.
- You can change the following items of the supplier profile for myBuy GEP SMART.
 - **BASIC DETAILS**
Update region and category, upload a logo.
 - **CERTIFICATES**
Upload related certificates.
 - **DIVERSITY STATUS**
Upload information about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

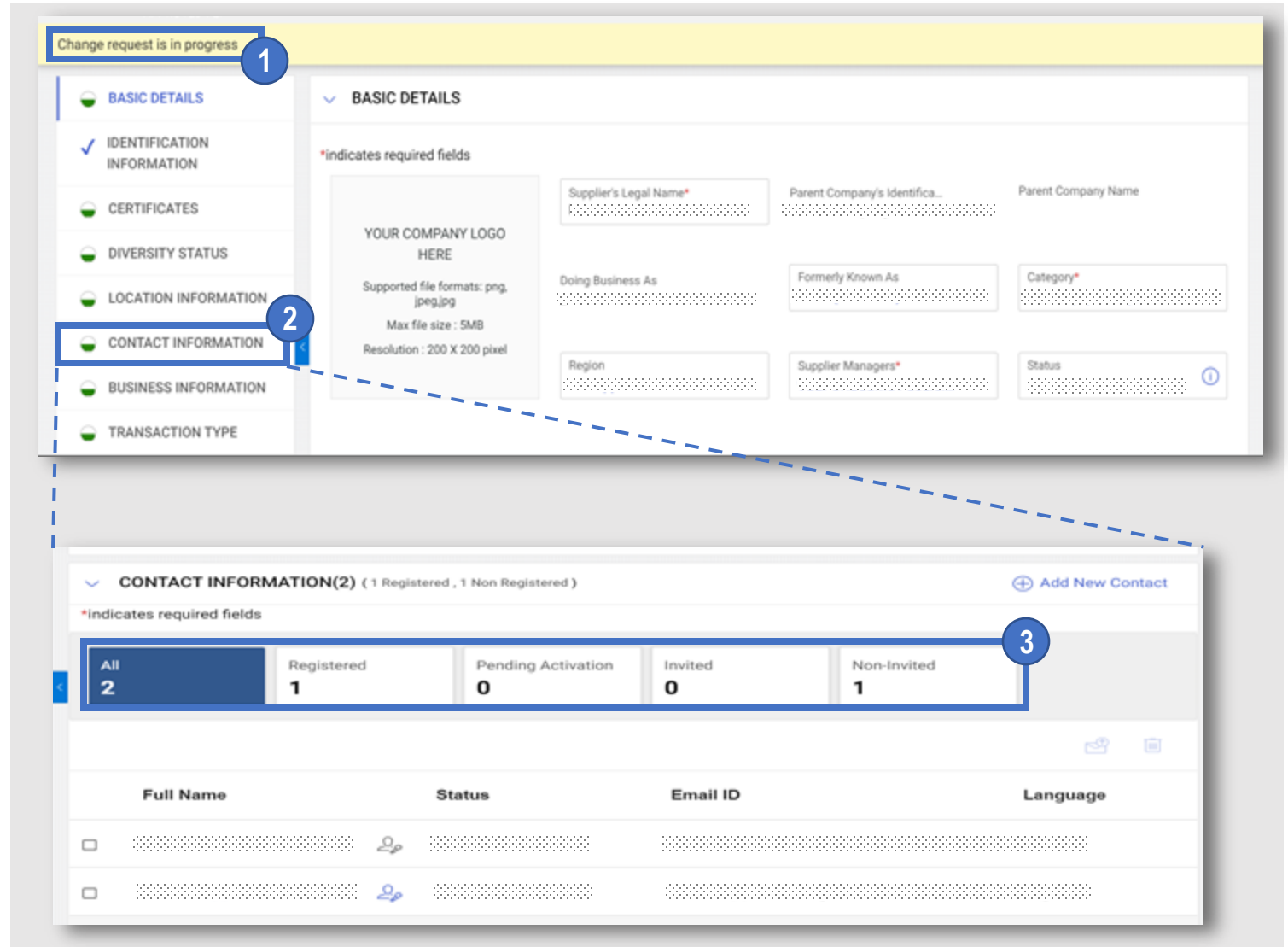
■ You can add new contact information.

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 shows the myBuy interface. At the top, a yellow banner displays "Change request is in progress" with a circled "1" next to it. Below this is a sidebar menu with options: BASIC DETAILS, IDENTIFICATION INFORMATION, CERTIFICATES, DIVERSITY STATUS, LOCATION INFORMATION, CONTACT INFORMATION (highlighted with a circled "2"), BUSINESS INFORMATION, and TRANSACTION TYPE. The main content area shows the "BASIC DETAILS" form with various input fields for company information. Below the form, a "CONTACT INFORMATION(2)" section is visible, featuring a status summary table and an "Add New Contact" button. The status summary table is as follows:

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

A circled "3" highlights the status summary table. Below the table is a list of contacts with columns for Full Name, Status, Email ID, and Language.

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.

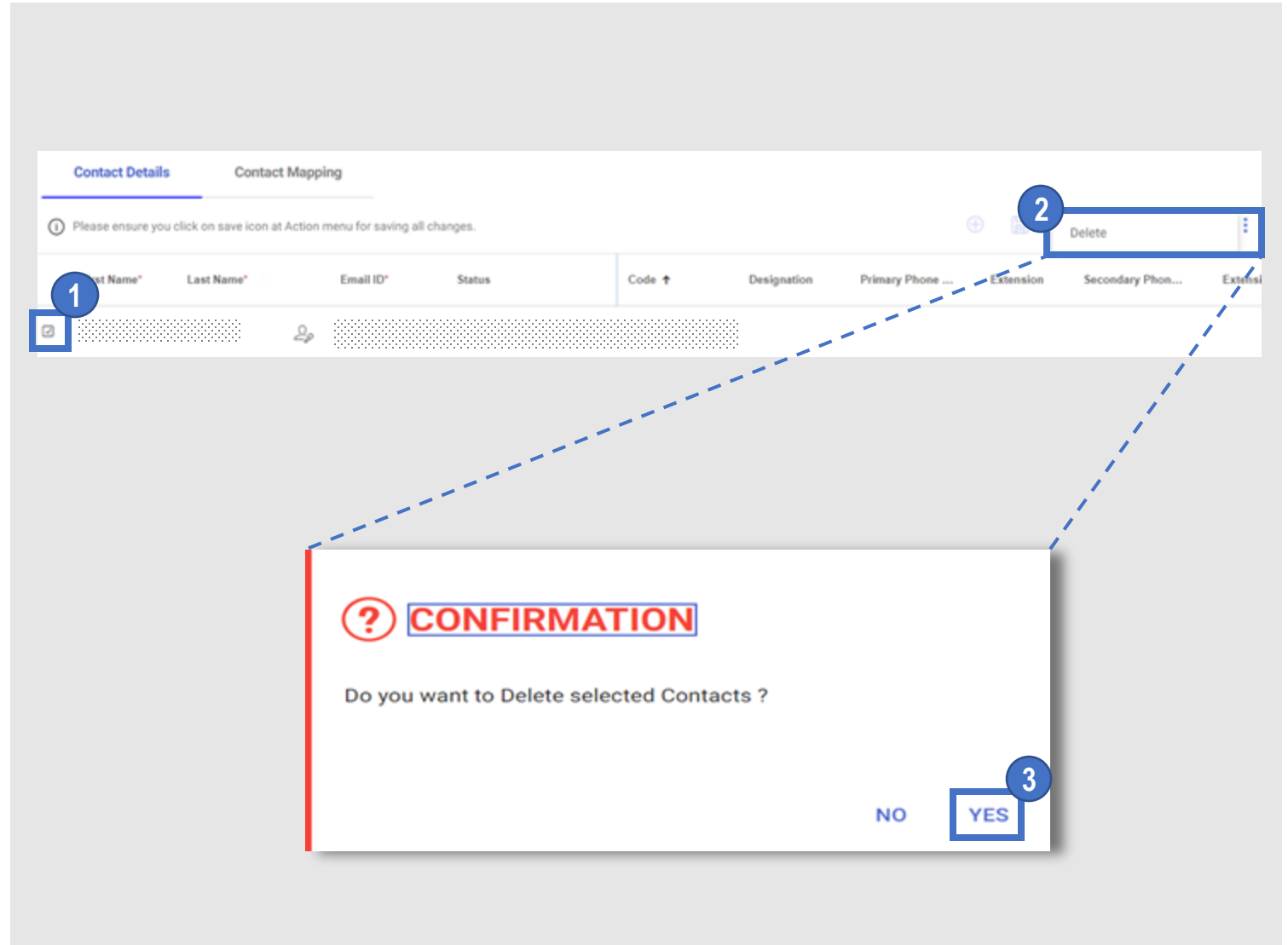
The screenshot displays the 'CONTACT INFORMATION' management interface. The left sidebar contains a navigation menu with 'CONTACT INFORMATION' highlighted. The main content area shows a summary of contact counts and a table of existing contacts. A blue box highlights the 'Add New Contact' button in the top right corner of the table area, with a circled '4' next to it. Another blue box highlights the 'Save' icon in the bottom right corner of the table area, with a circled '6' next to it. A third blue box highlights the input fields for a new contact entry at the bottom of the table, with a circled '5' next to it.

First Name*	Last Name*	Email ID*	Code	Status	Designation	Primary Phone...	Extension	Secondary Phon...	Extension	ISD Code
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Registered	[Redacted]					Please Selec
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Non - Invited	[Redacted]	7074212400				Please Selec
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Non - Invited	[Redacted]	7074212400				Please Selec
Surekha	Sonkamble	surekha.sonk...	surekha.sonka...	Registered						Please Selec
<input type="checkbox"/>	Roche	Suppliers	glo.training_e...	msharfuddin...	Registered					Please Selec
<input type="checkbox"/>	Applied	Indus	[Redacted]	[Redacted]	[Redacted]	2400				Please Selec
<input type="checkbox"/>	Applied	Indus	[Redacted]	[Redacted]	[Redacted]	2400				Please Selec
<input type="checkbox"/>	Surekha	Sonkamble	surekha.sonk...	surekha.sonka...	Registered					Please Selec

myBuy Deleting Contact Information

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

- Click the **check box** of the contact information you want to delete.
- Click the **⋮ icon** and then click **Delete**.
- On the confirmation screen, click **YES**.



myBuy Setting/Updating Primary Contact Information

■ You can set or update primary contact information.

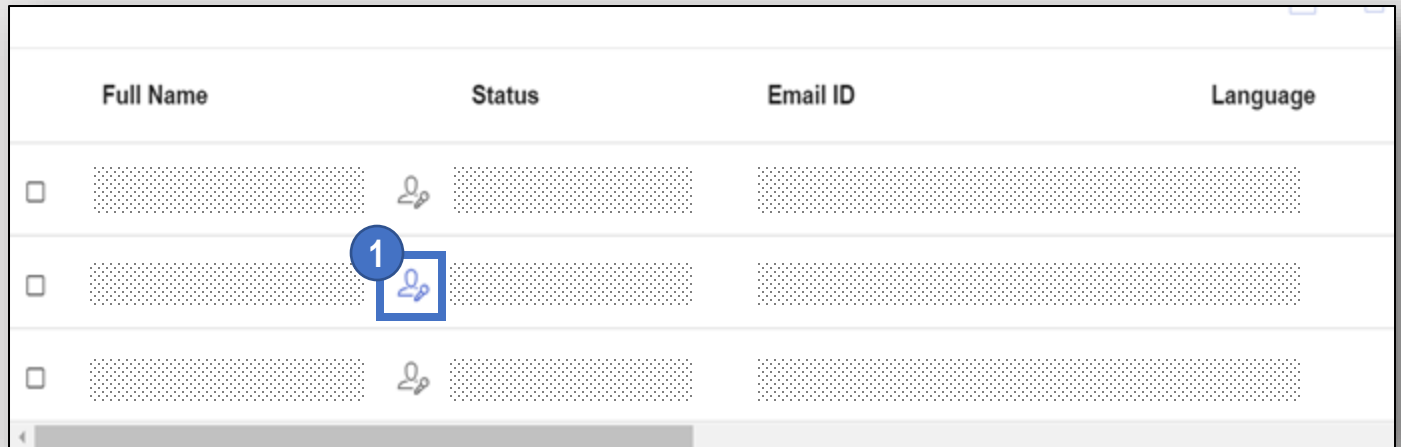
*The primary contact information means the contact information that receives all emails about myBuy GEP SMART sent by us.




*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]		[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]		[Redacted]	[Redacted]

08

Sending myBuy GEP SMART Registration Invitation to New Contacts

- Once new contact information is approved, you can send a registration invitation email.
*To share RFx events with concerned parties, they need to perform registration.

- 1 Click the **checkbox** of new contact information.
- 2 Click the icon.
- 3 A new window opens showing a registration invitation email.
*The content does not need editing.
- 4 Select a **language**.
- 5 Click **SEND**.

The screenshot displays the 'Contact Details' section of the myBuy GEP SMART interface. A table lists contact information with columns for First Name, Last Name, Email ID, Code, Status, Designation, Primary Phone, Extension, Secondary Phone, and Extension. The 'Status' column shows 'Registered' and 'Non - Invited'. A blue dashed line with numbered callouts (1-5) indicates the steps: 1. Clicking the checkbox for a 'Non - Invited' contact; 2. Clicking the 'Invite' icon in the top right; 3. The opening of the 'INVITE SUPPLIER' email composition window; 4. Selecting the language (English) from a dropdown menu; 5. Clicking the 'SEND' button at the bottom right of the email window.

INNOVATION BEYOND IMAGINATION

myBuy Document Information

Basic information

System name	myBuy Upstream		
Document storage location	Electronically: 購買部 CoreRepository		
Document title	S-2. 【Full ver】 サプライヤユーザーガイド		
Document management No.	MYB_UM_S003_00	Version No.	ver1.3
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	田中 秀明
1.1	P.8にmyBuy招待メールに関する補足追加	2023/12/22	田中 秀明
1.2	<ul style="list-style-type: none"> ・ P.9 : Business Networkの登録方法にユーザー名入力時の留意事項を追加 ・ P.12 : myBuy GEP SMART登録手順に関する留意事項を追加 ・ P.15-20 : 【補足】登録エラー時の対応方法を追加 	2023/3/21	田中 秀明
1.3	P.12に「主登録フォームの入力・登録」に関する注意喚起を追記	2023/5/23	田中 秀明