

*my***Buy**

(MYB\_UM\_S003\_02)

# **Supplier User's Guide**

## **myBuy GEP SMART Supplier Portal**

Chugai Pharmaceutical Co., Ltd.  
Procurement Department

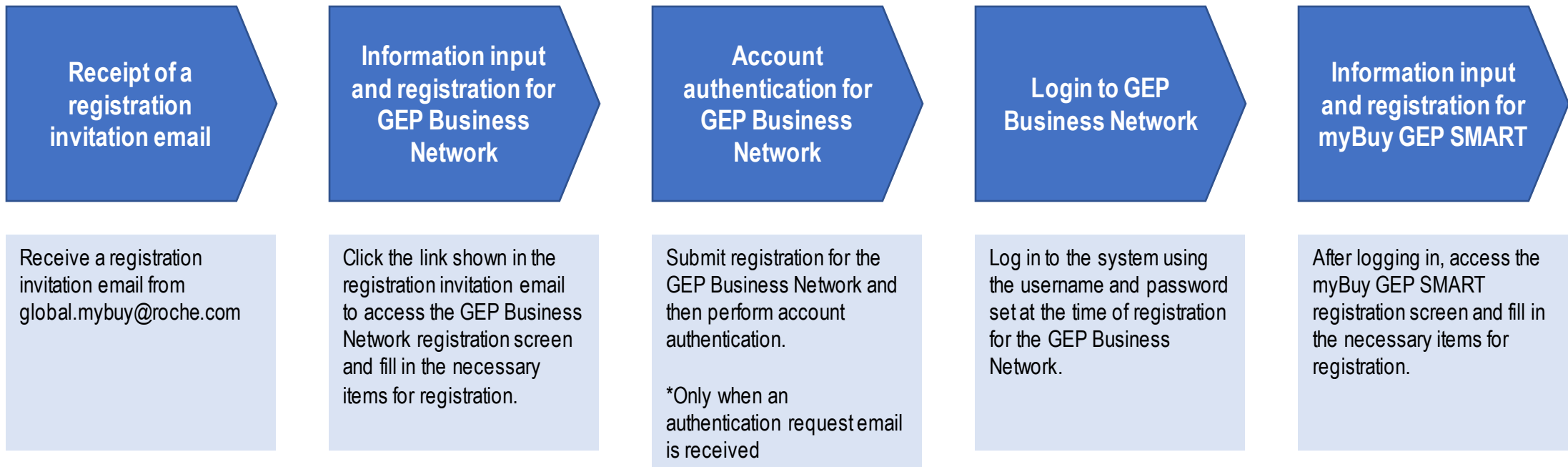
(ver1.3)

# 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](mailto:global.mybuy@roche.com).

- In the registration invitation email sent from [global.mybuy@roche.com](mailto: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](mailto: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



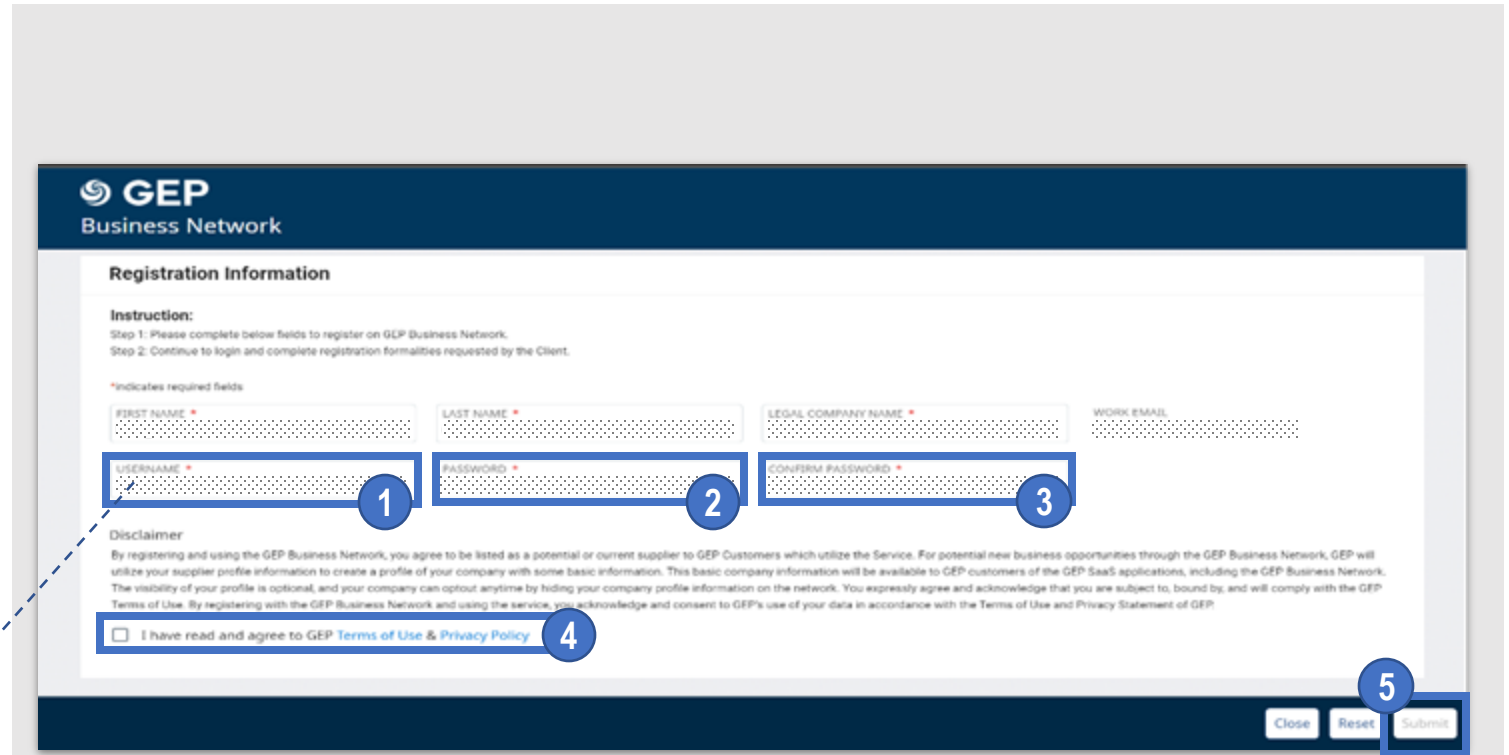
Intended receiver of the invitation email



# 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 (.)

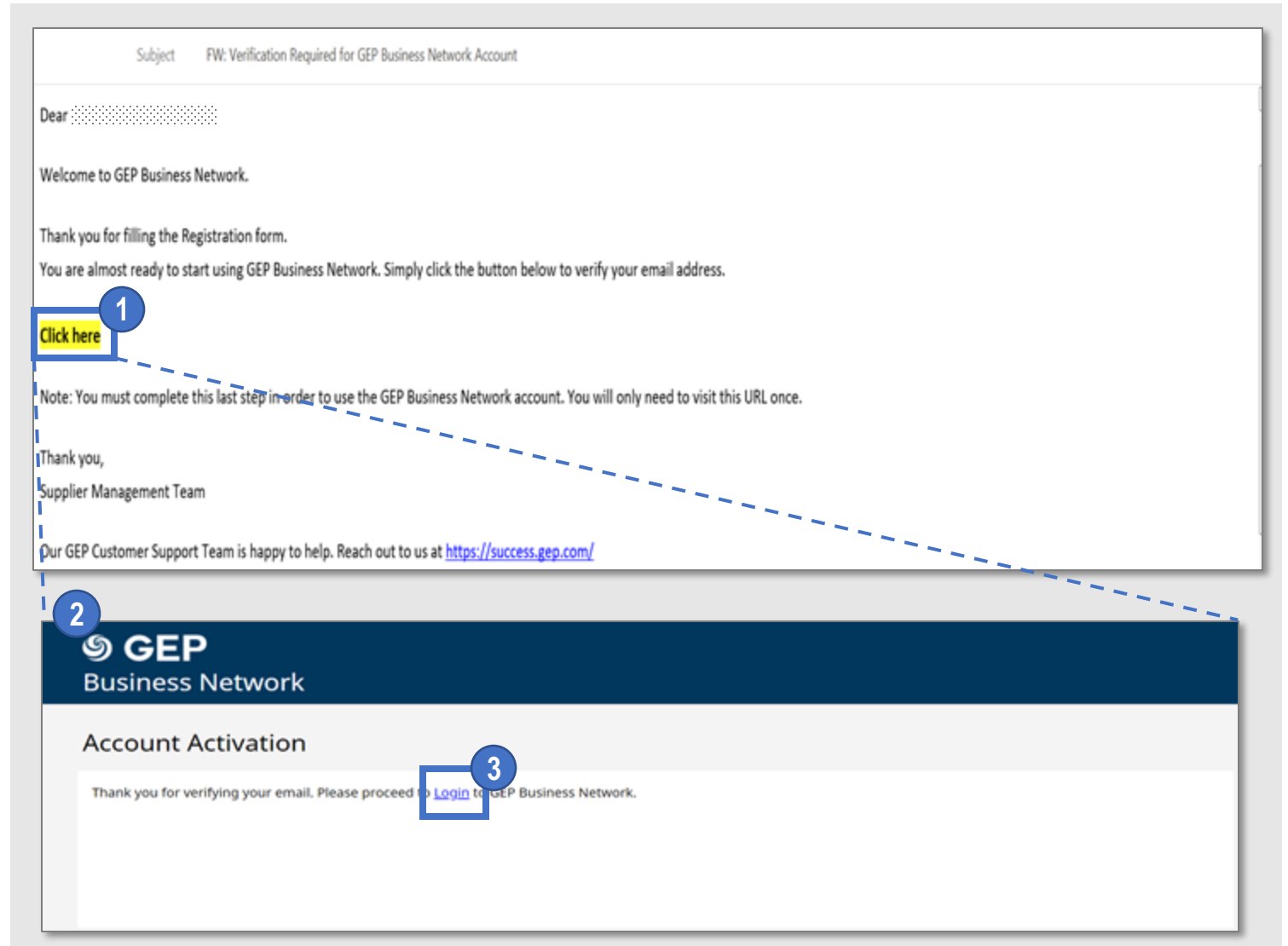
\*Do not enter any symbols other than those listed above. [Example]: Hyphen

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.

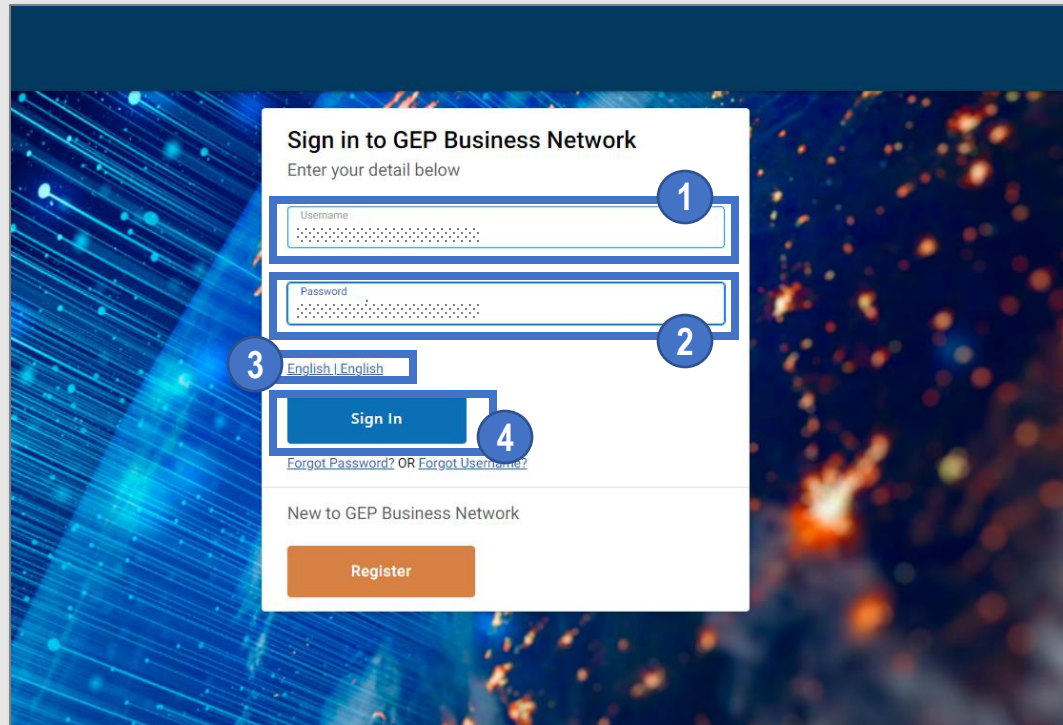


The image shows a sequence of two screenshots. The top screenshot is an email with the subject "FW: Verification Required for GEP Business Network Account". The email body says: "Dear [redacted], Welcome to GEP Business Network. Thank you for filling the Registration form. You are almost ready to start using GEP Business Network. Simply click the button below to verify your email address." A yellow box labeled "1" highlights a "Click here" button. Below the button 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" button 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

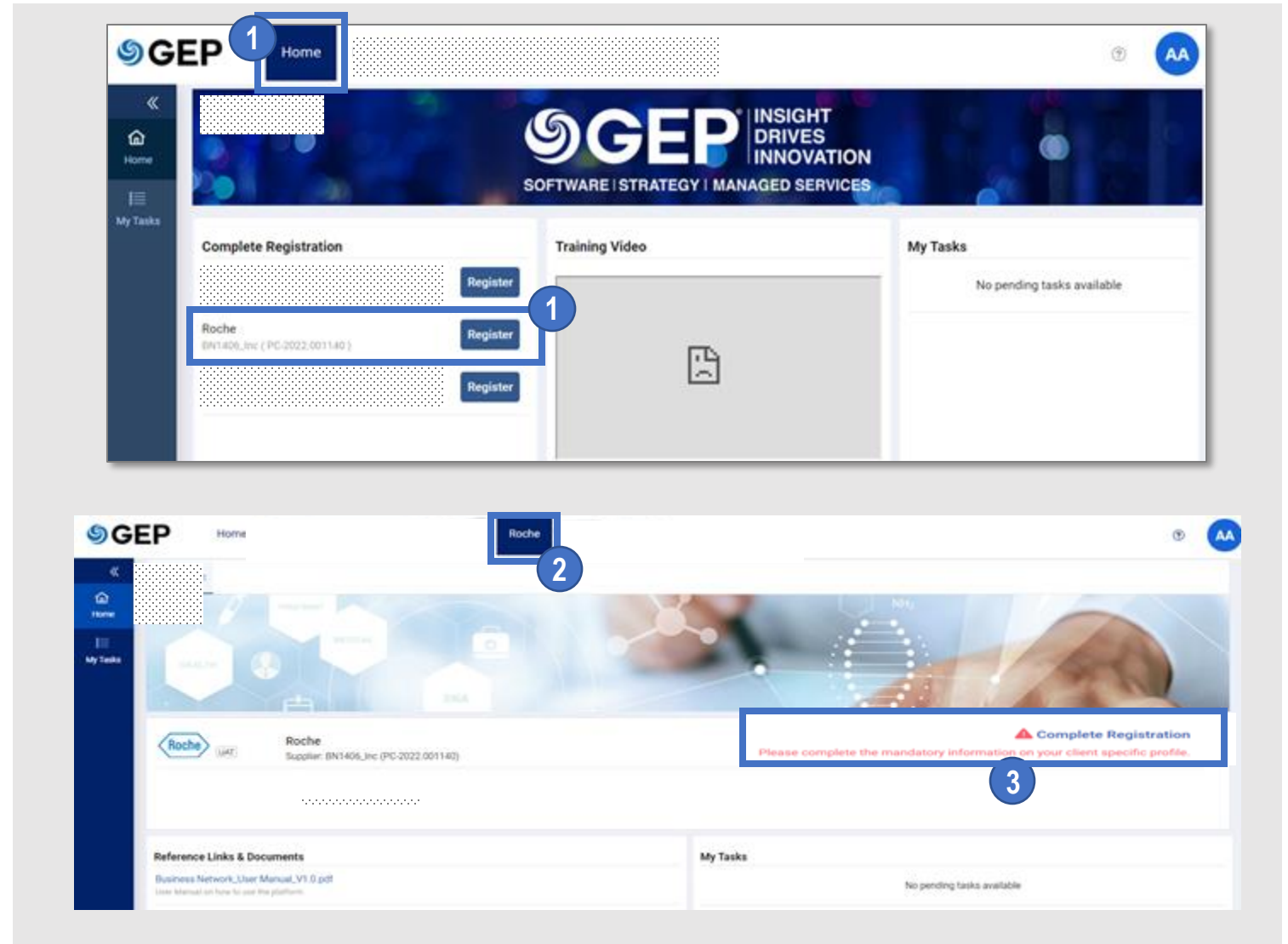
- After logging in, go to the registration screen from the top page of GEP Business Network.

- 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 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 Home page with the 'Roche' client selected. A blue box labeled '2' highlights the 'Roche' tab 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**.

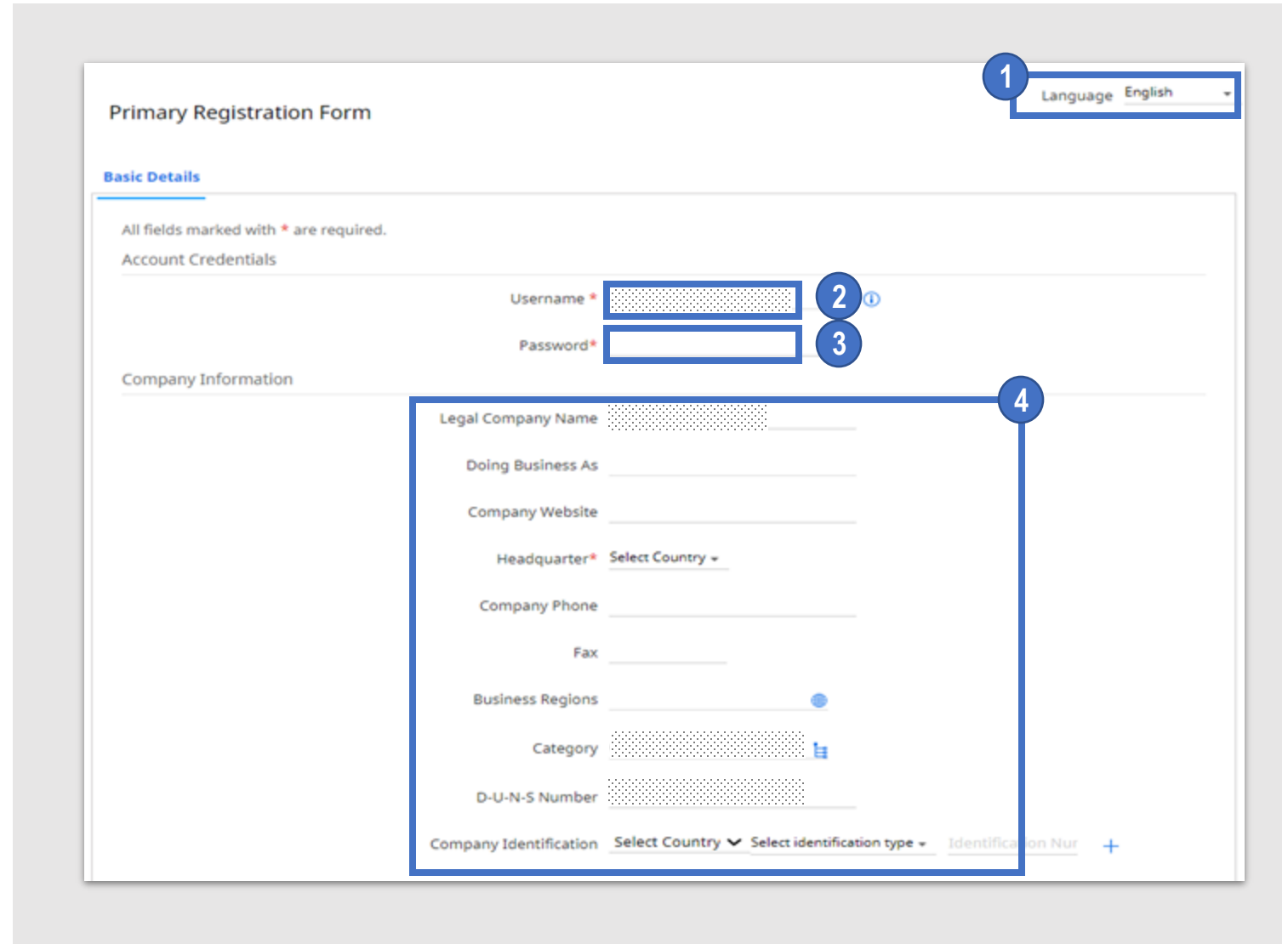
2 The **Username** is prefilled with the information registered for the **Business Network**.

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**.

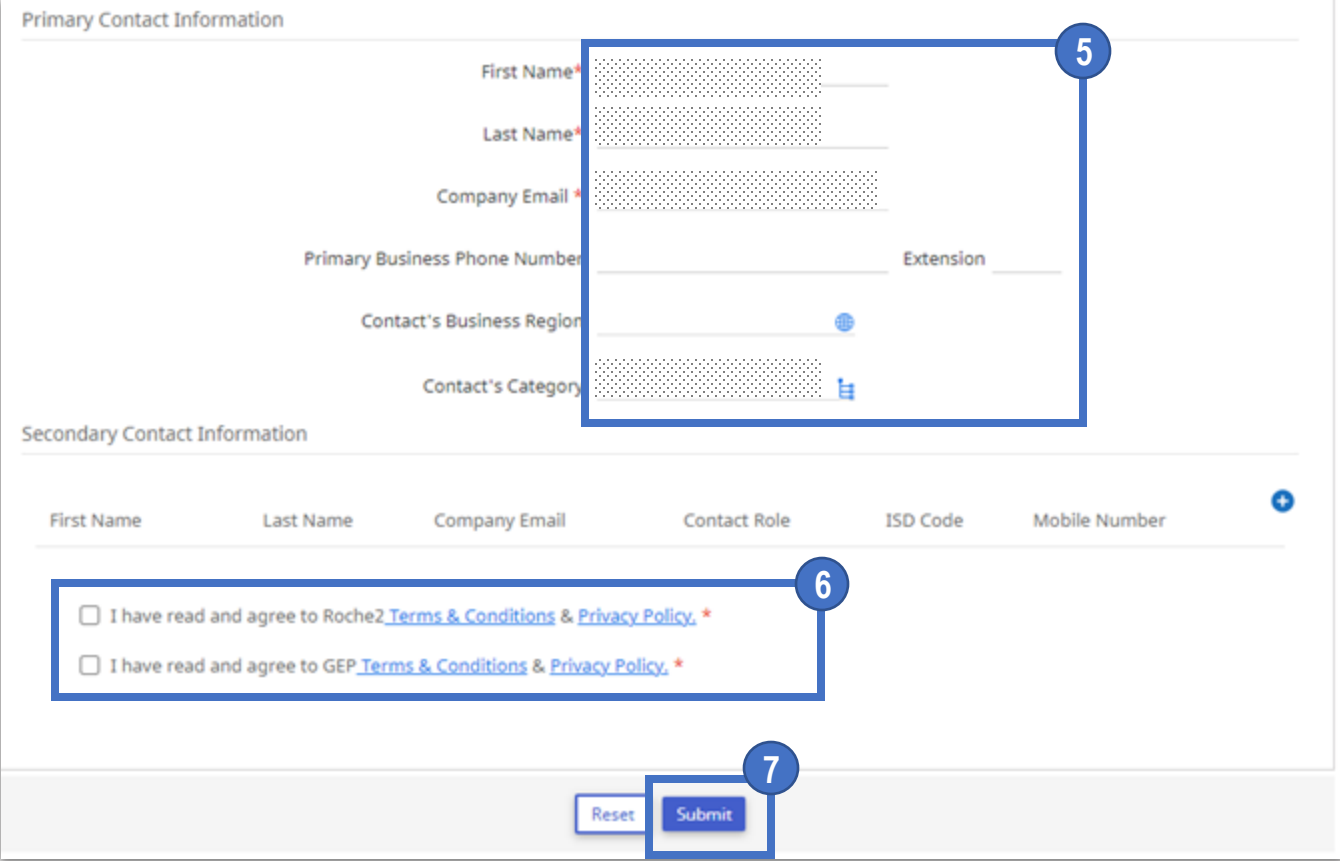
\*Some items are prefilled with the information registered for Business Network.



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

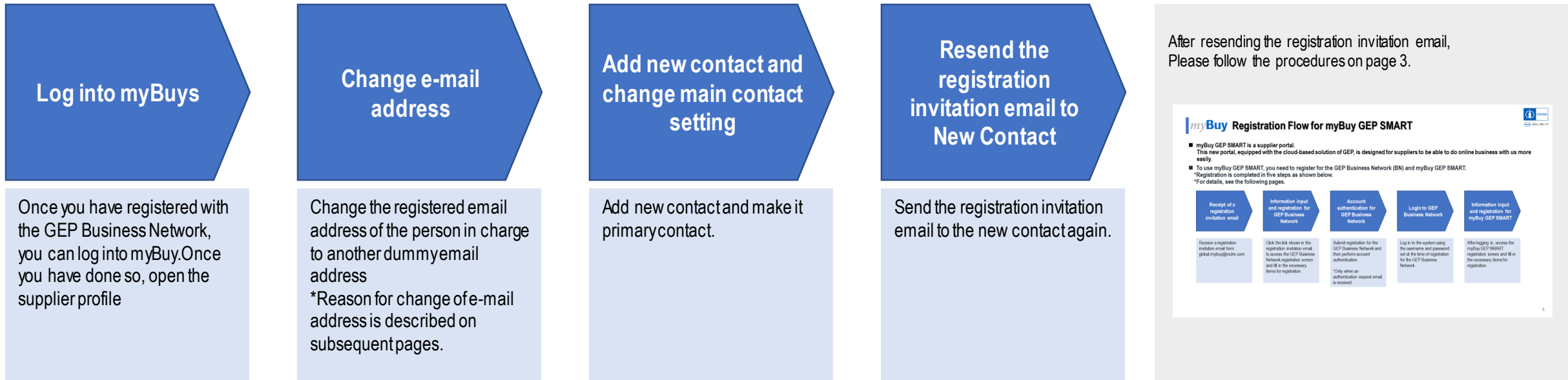
**Secondary Contact Information**

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

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

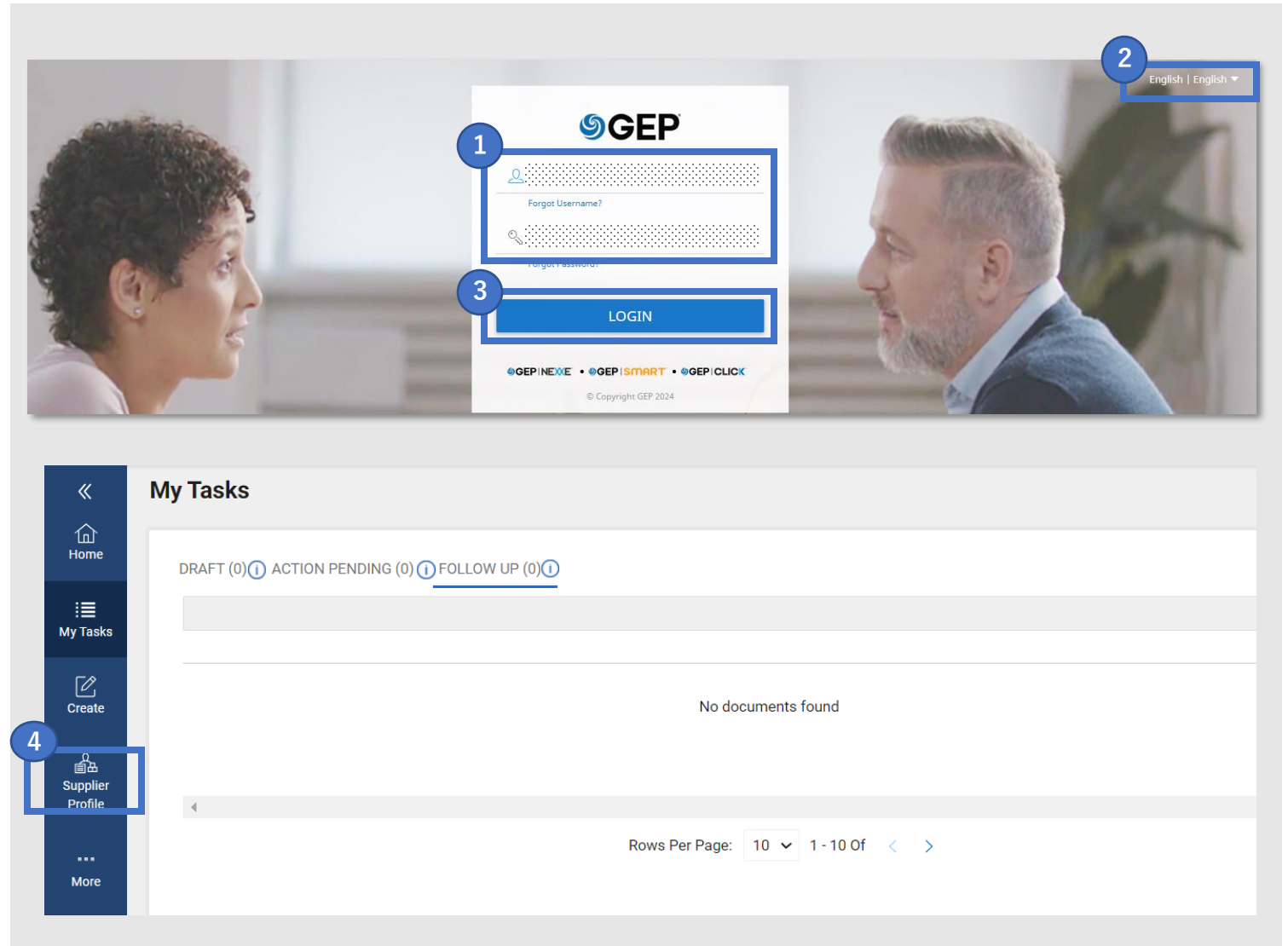
## [Note] Actions to be taken in the event of registration error: Login

### ■ 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 displays the GEP login interface and the myBuy dashboard. In the login page, step 1 points to the login form, step 2 to the language selector, and step 3 to the LOGIN button. In the dashboard, step 4 points to the 'Supplier Profile' option in the sidebar. The dashboard shows 'My Tasks' with categories: DRAFT (0), ACTION PENDING (0), and FOLLOW UP (0). Below this, it states 'No documents found'. At the bottom, there is 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

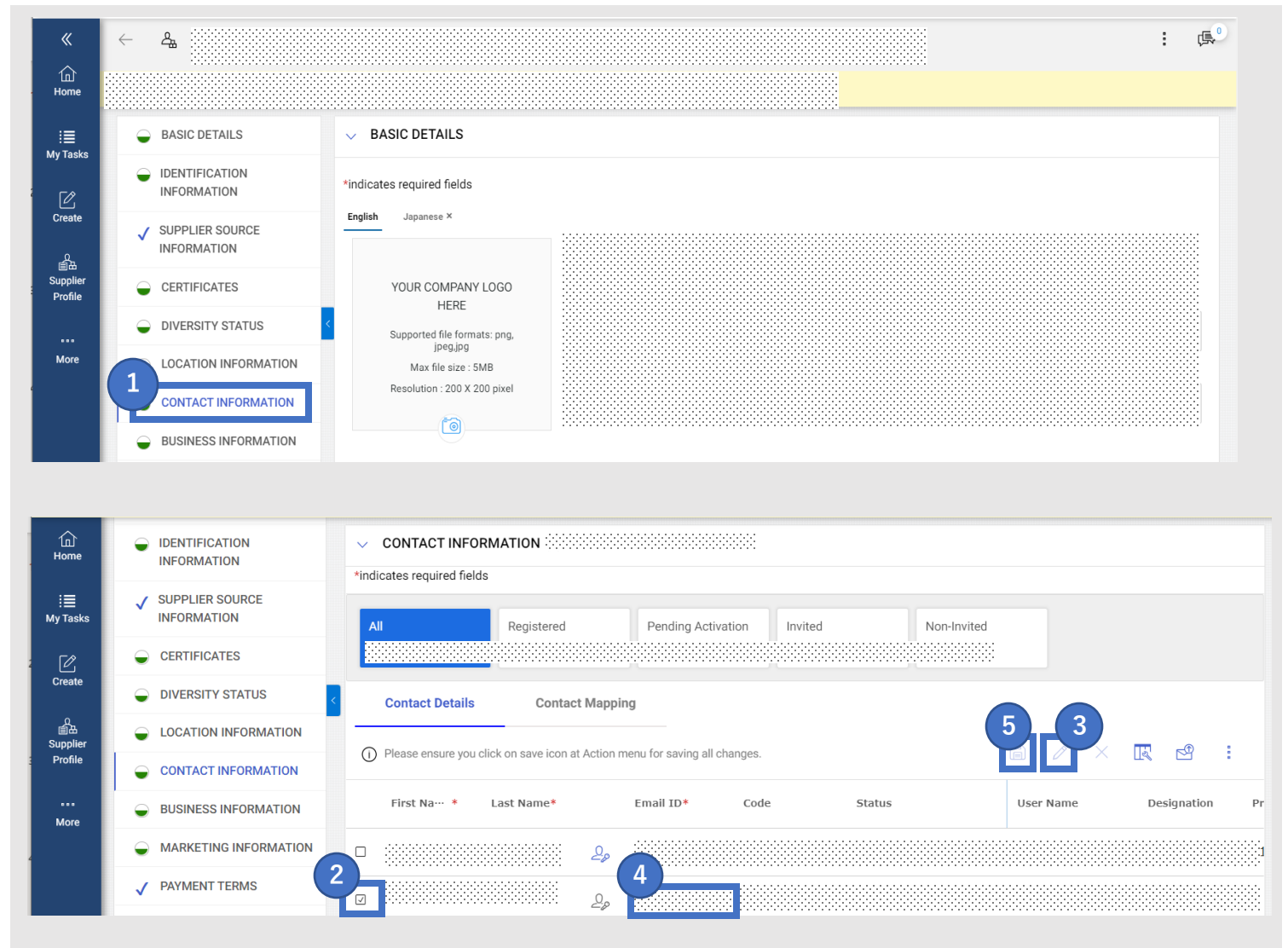
## Change your registered email address

- 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



The screenshot displays the myBuy system interface. The top section shows the 'BASIC DETAILS' page with a sidebar menu. The 'CONTACT INFORMATION' option is highlighted with a blue box and a '1' in a blue circle. The bottom section shows the 'CONTACT INFORMATION' page with a table of contacts. A blue box highlights a contact with a '2' in a blue circle. A blue box highlights the 'Email ID\*' field with a '4' in a blue circle. A blue box highlights the 'save' icon in the action menu with a '5' in a blue circle. Another blue box highlights the 'edit' icon with a '3' in a blue circle.

[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

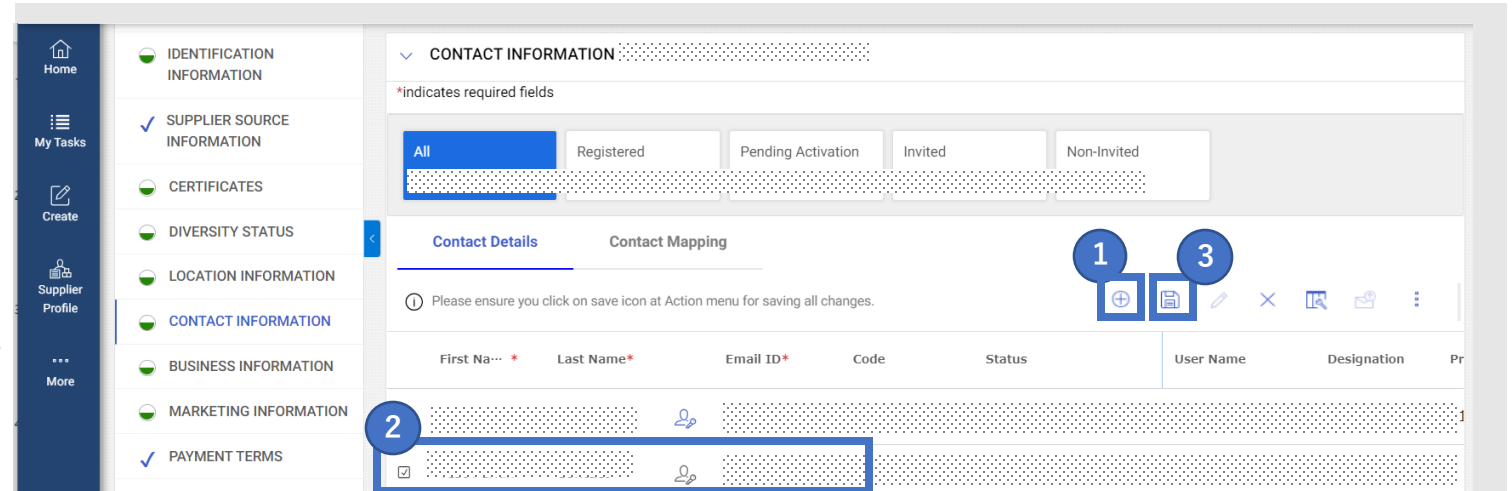
2 Enter **First Name, Last Name, Email ID** as New Contact

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



Home

My Tasks

Create

Supplier Profile

More

IDENTIFICATION INFORMATION

SUPPLIER SOURCE INFORMATION

CERTIFICATES

DIVERSITY STATUS

LOCATION INFORMATION

CONTACT INFORMATION

BUSINESS INFORMATION

MARKETING INFORMATION

PAYMENT TERMS

CONTACT INFORMATION

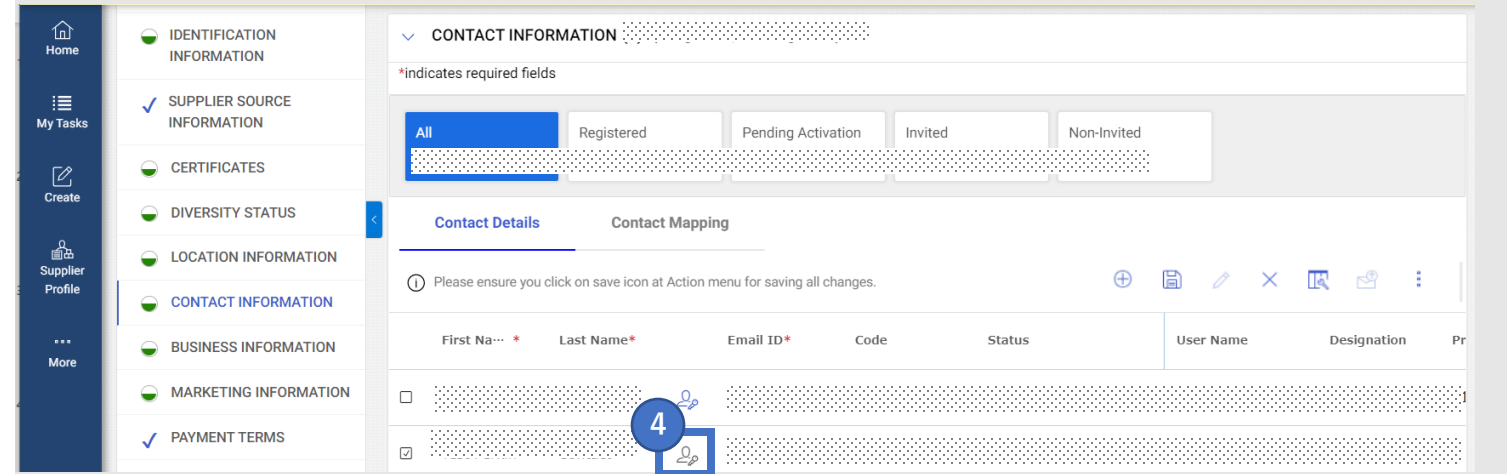
\*indicates required fields

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



Home

My Tasks

Create

Supplier Profile

More

IDENTIFICATION INFORMATION

SUPPLIER SOURCE INFORMATION

CERTIFICATES

DIVERSITY STATUS

LOCATION INFORMATION

CONTACT INFORMATION

BUSINESS INFORMATION

MARKETING INFORMATION

PAYMENT TERMS

CONTACT INFORMATION

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All Registered Pending Activation Invited Non-Invited


Contact Details Contact Mapping

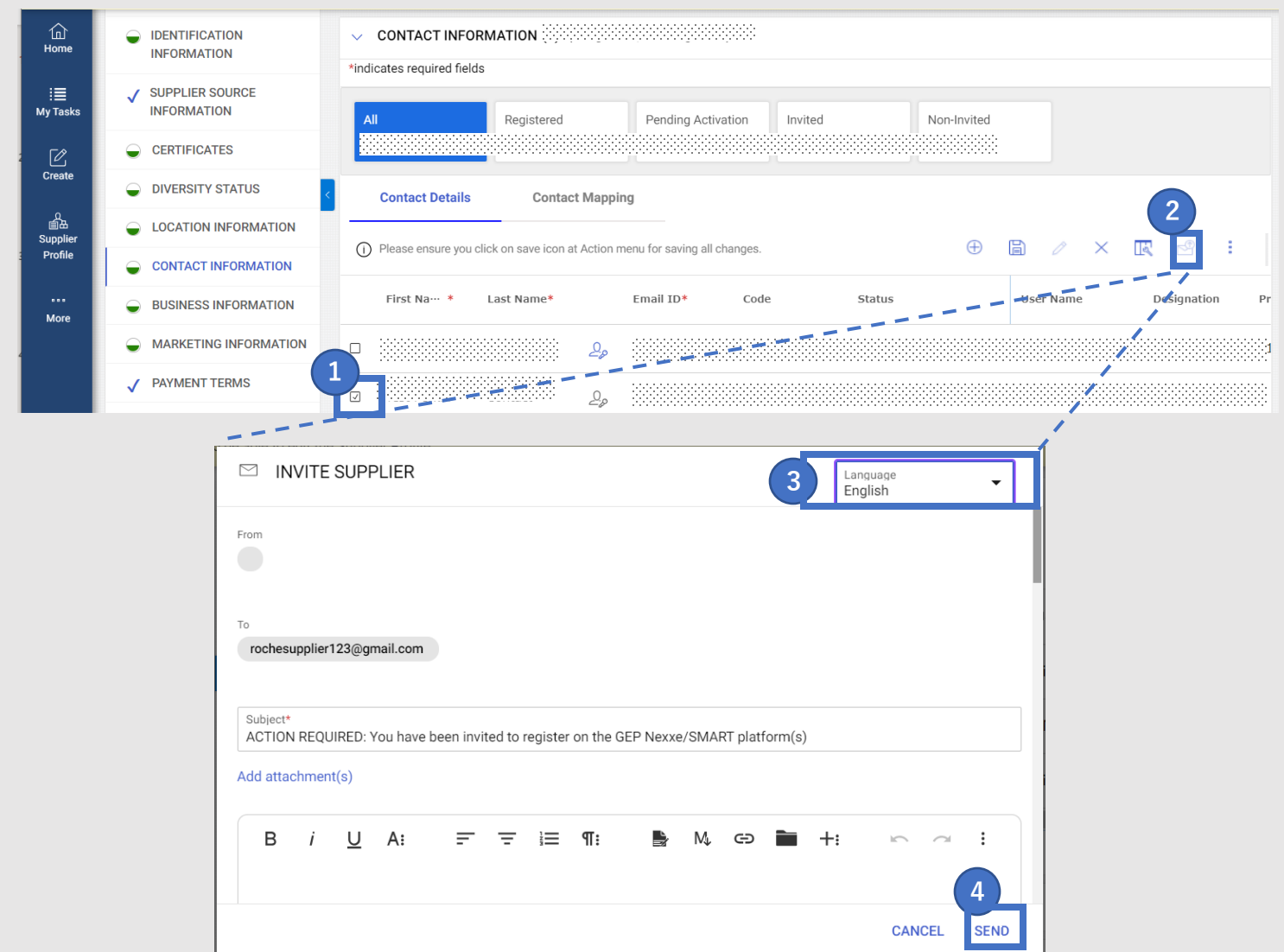
Please ensure you click on save icon at Action menu for saving all changes.

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

# myBuy [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 is highlighted with a blue circle '1' next to a contact's row. To the right of the table, there is an action menu with a blue circle '2' highlighting the 'SEND' icon. Below the table, a modal window titled 'INVITE SUPPLIER' is open. It shows the 'From' field, 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 dropdown menu for 'Language' is highlighted with a blue circle '3', showing 'English' selected. At the bottom right of the modal, the 'SEND' button is highlighted with a blue circle '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

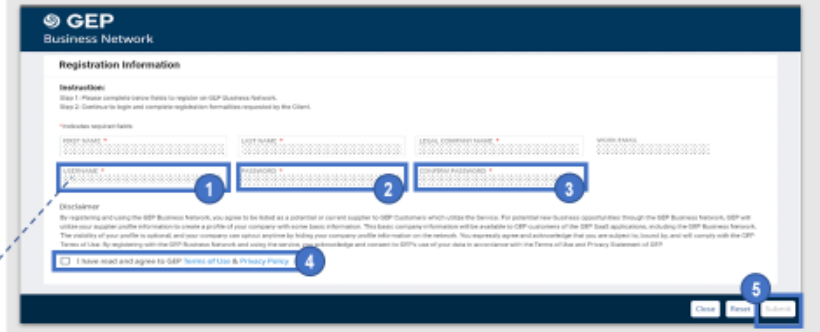
Information input and registration for myBuy GEP SMART



## 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.

# 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_02	Version No.	ver1.3
Related documents	MYB_UM_S003_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/revisioned 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"> <li>・ 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</li> <li>・ P.12：myBuy GEP SMART登録手順に関する留意事項を追加</li> <li>・ P.15-20：【補足】登録エラー時の対応方法を追加</li> </ul>	2023/3/21	田中 秀明
1.3	<ul style="list-style-type: none"> <li>・ P.9：「主登録フォームの入力・登録」に関する注意喚起を追記</li> <li>・ P.12：参照先のページ番号を修正</li> </ul>	2023/5/23	田中 秀明