myBuy

(MYB_UM_S003_02)

# Supplier User's Guide
# myBuy GEP SMART Supplier Portal

Chugai Pharmaceutical Co., Ltd.
Procurement Department

(ver1.3)

myBuy

CHUGAI

Roche ロシュ グループ

# 02

# How to Register for GEP Business Network and myBuy GEP SMART

## For New Suppliers

# myBuy Registration Flow for myBuy GEP SMART

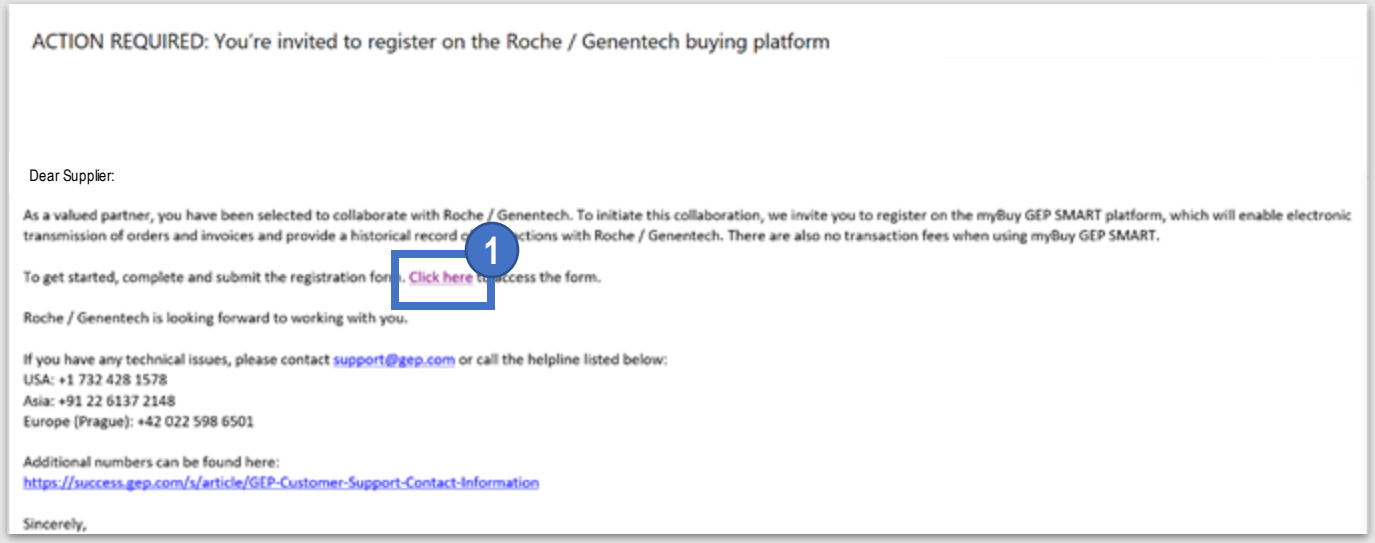
- **myBuy GEP SMART is a supplier portal.**
  **This new portal, equipped with the cloud-based solution of GEP, is designed for suppliers to be able to do online business with us more easily.**
- **To use myBuy GEP SMART, you need to register for the GEP Business Network (BN) and myBuy GEP SMART.**
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

| 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 |
|---|---|---|---|---|
| Receive a registration invitation email from global.mybuy@roche.com | Click the link shown in the registration invitation email to access the GEP Business Network registration screen and fill in the necessary items for registration. | Submit registration for the GEP Business Network and then perform account authentication.<br><br>*Only when an authentication request email is received | Log in to the system using the username and password set at the time of registration for the GEP Business Network. | After logging in, access the myBuy GEP SMART registration screen and fill in the necessary items for registration. |

# 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.

1 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.

1

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,

CHUGAI
Roche ロシュ グループ

# myBuy Supplemental Information on myBuy Invitation Email

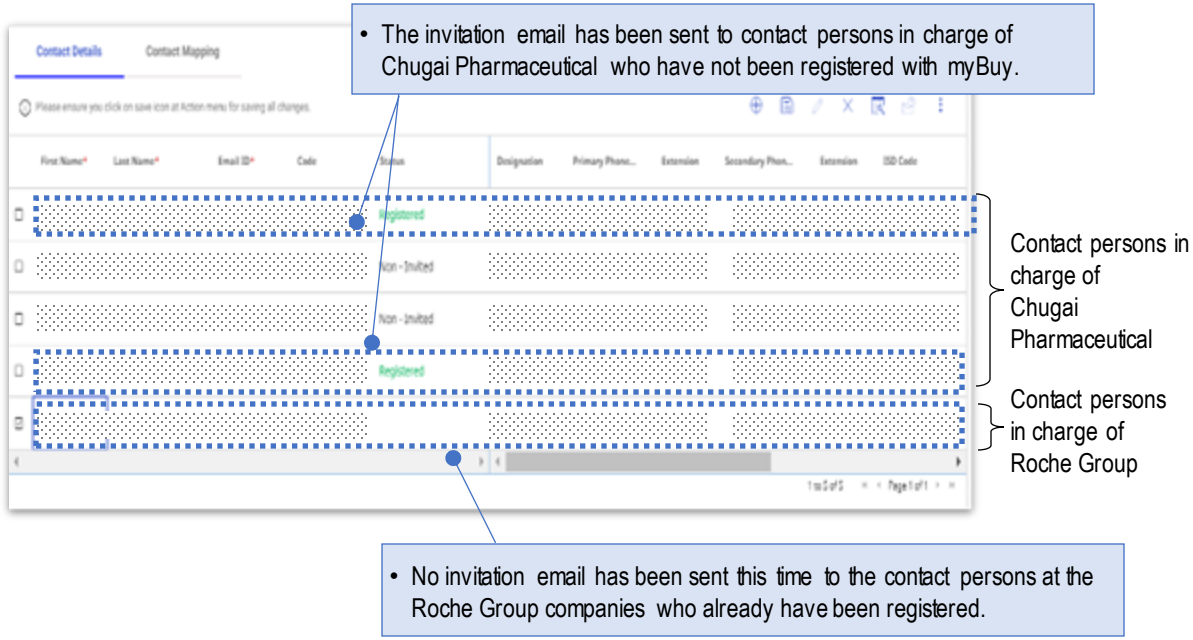
■ **Intended receiver of the invitation email: Contact persons in charge of Chugai Pharmaceutical who have not been registered with myBuy**

- **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

Roche
• A client page is set for the whole Roche and Chugai Pharmaceutical Groups.

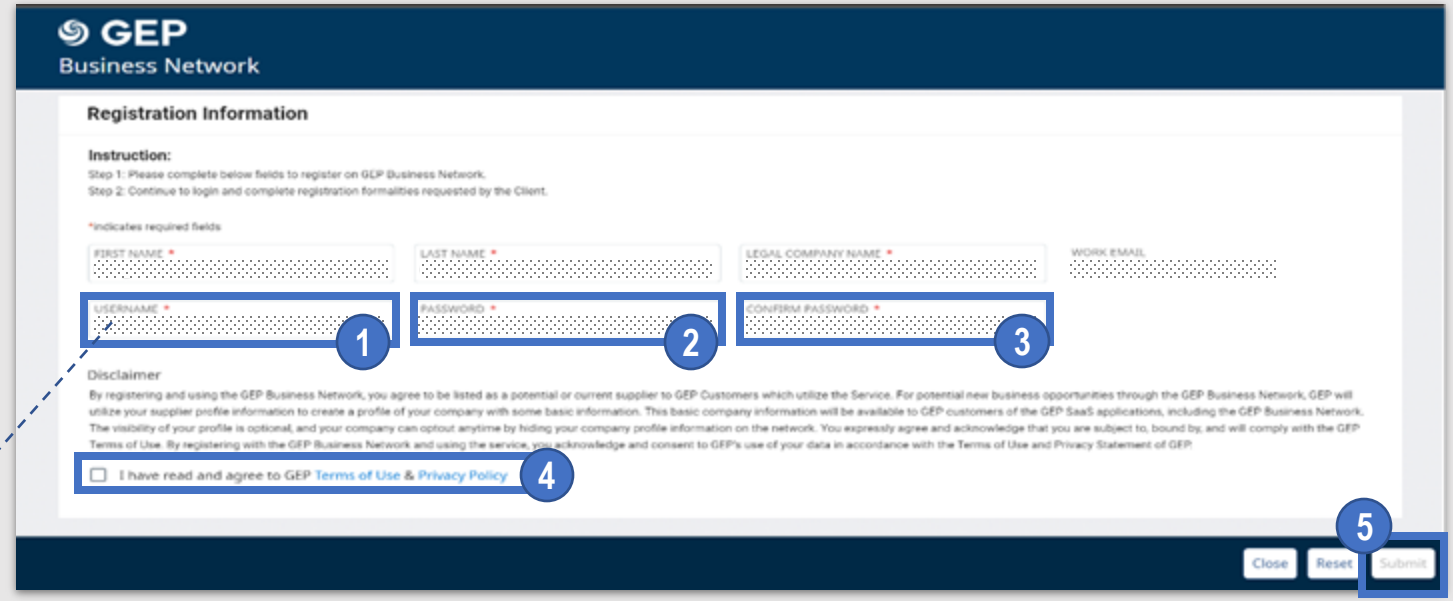
Intended receiver of the invitation email



# 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 (. )

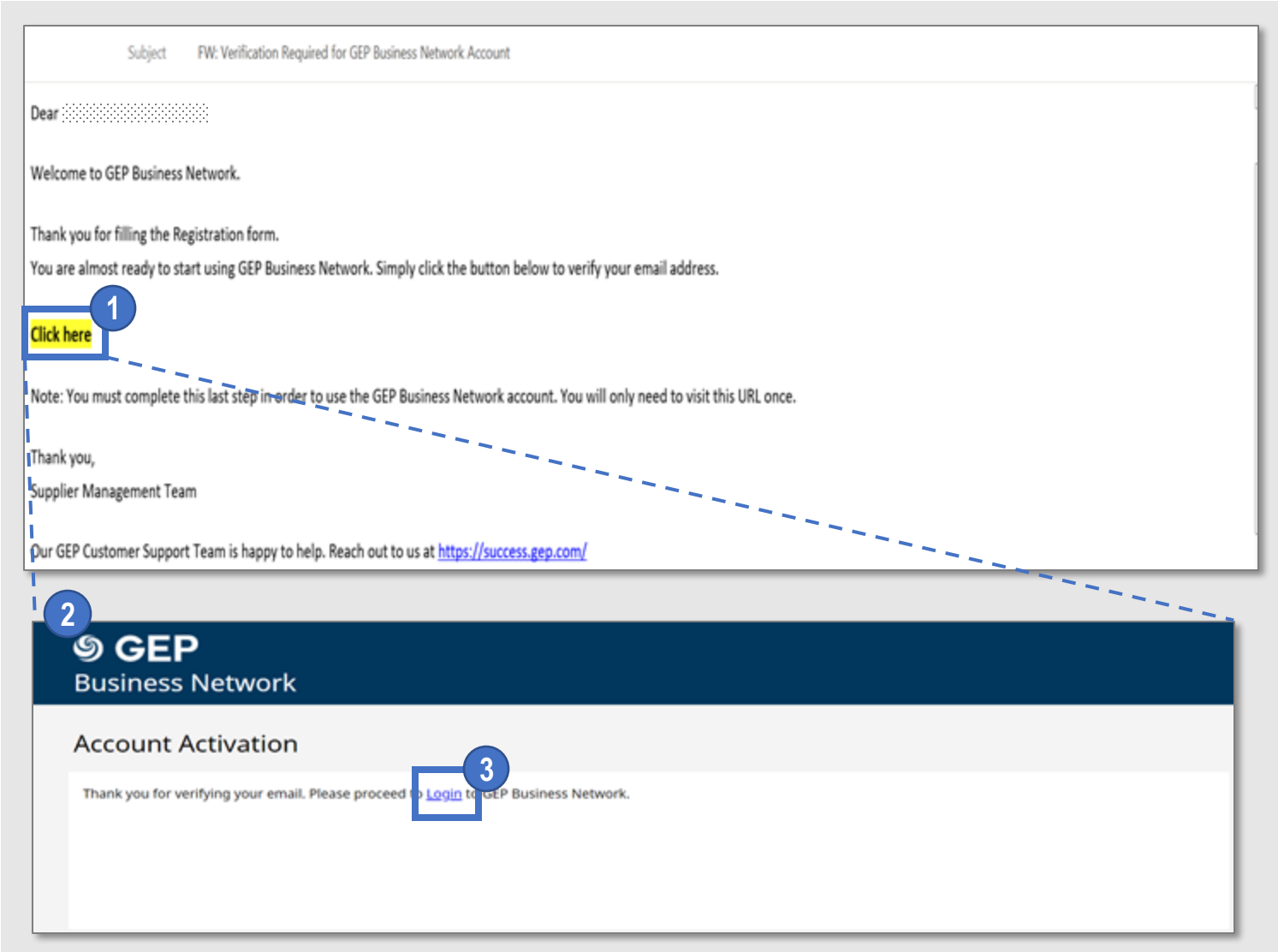
*Do not enter any symbols other than those listed above. [Example]: Hyphen

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 ofFilling 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.**

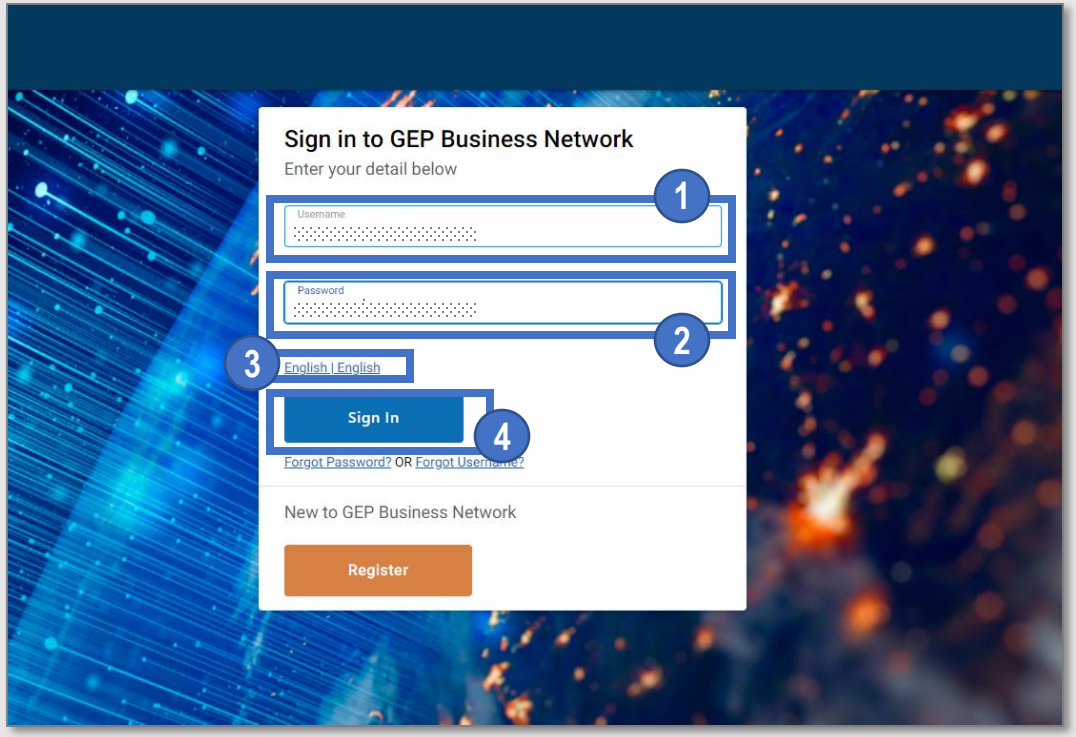
1. Click Click here in the received email about account authentication.
2. A pop-up window is displayed showing that the account has been authenticated.
3. Click Login to access the GEP Business Network environment.



# 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.

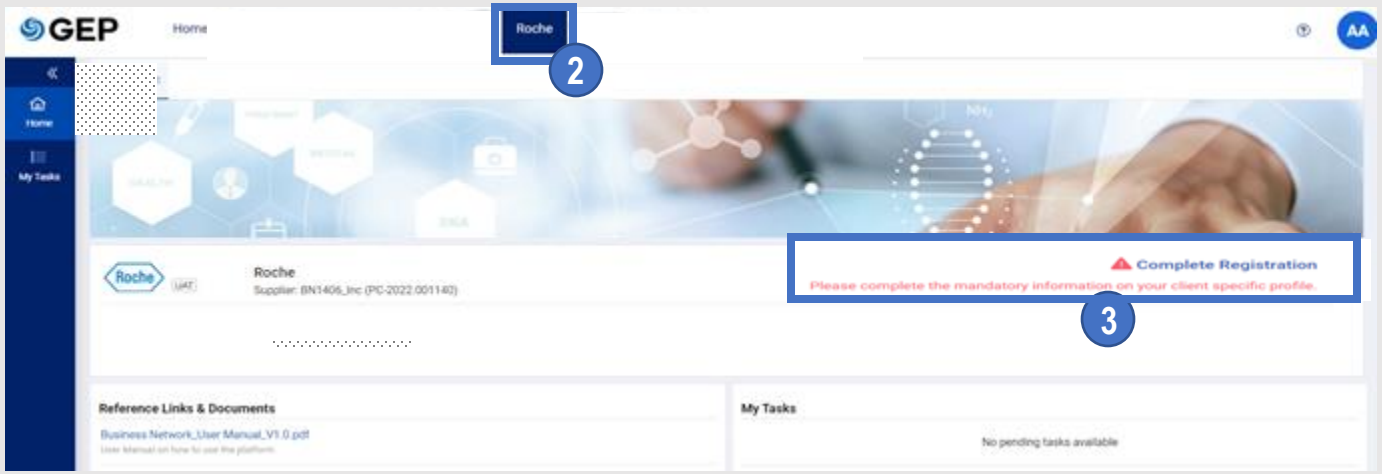
1 In the Home tab, click Register of Roche under the Complete Registration section.

Or

2 From the client names displayed on the tabs, click Roche.

3 Click Complete Registration.

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

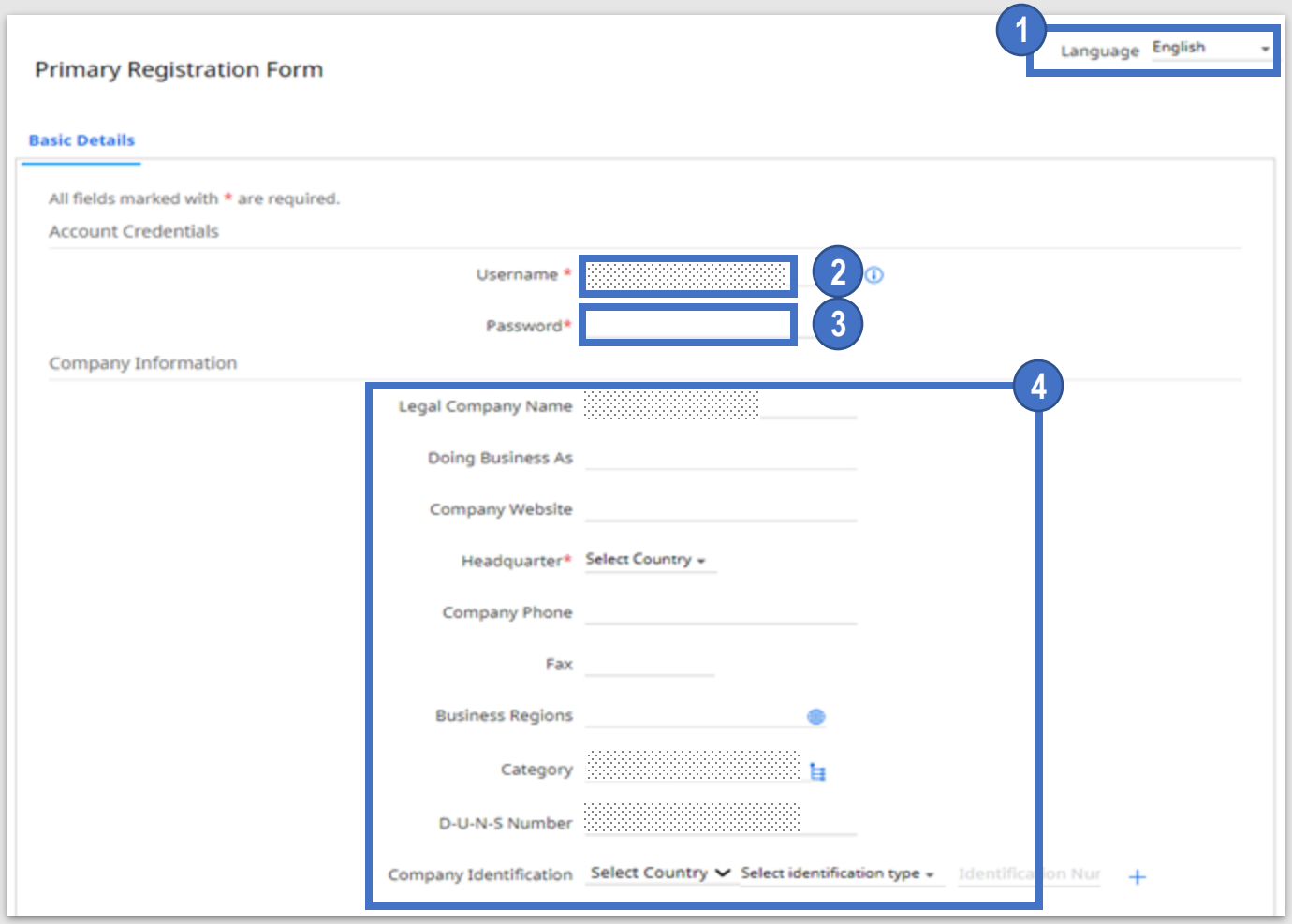



**Points to Consider**

- “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.

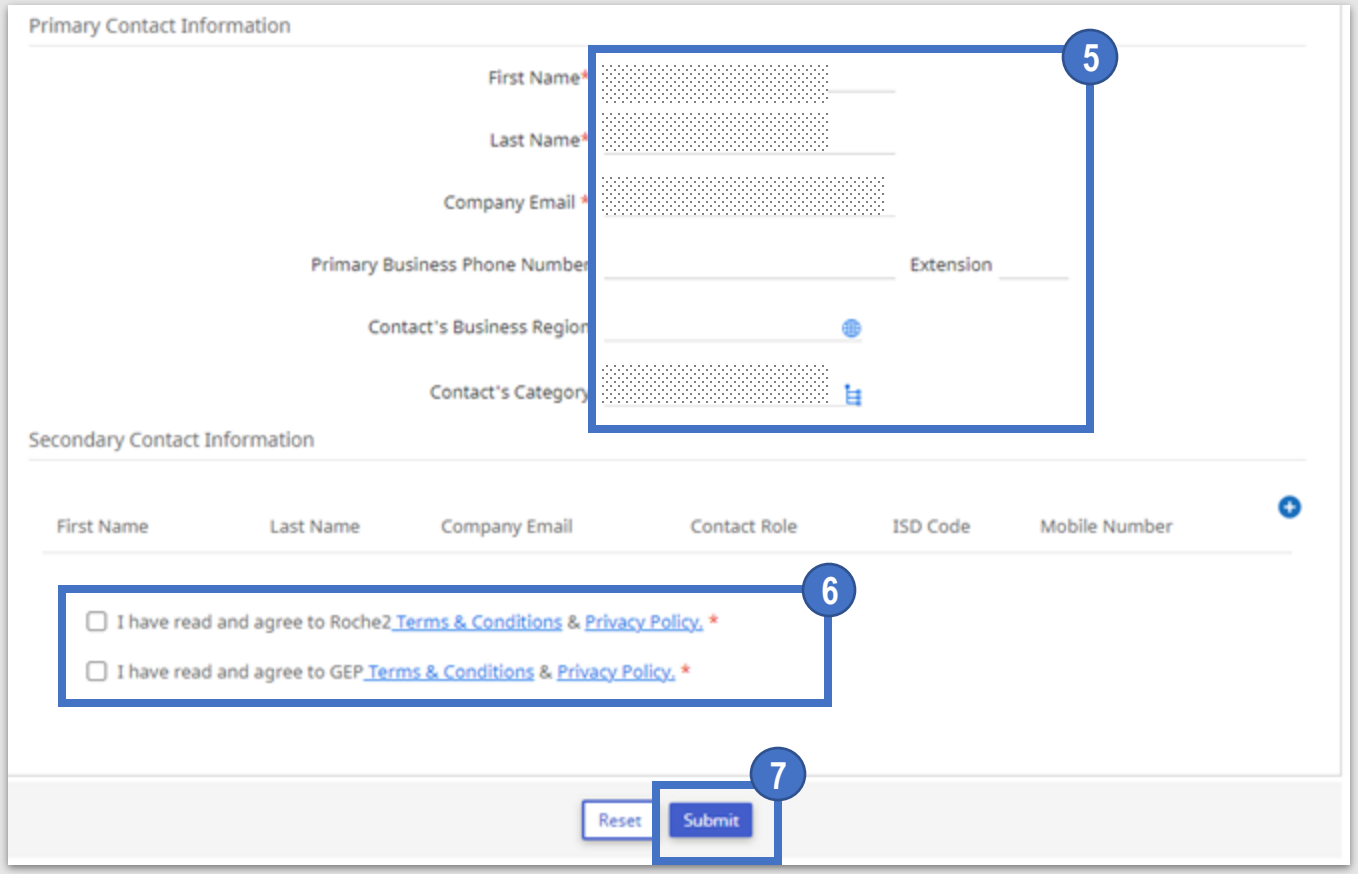
4. **Fill in the required items of Company Information.**
*Some items are prefilled with the information registered for Business Network.

# 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.



# 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).**

**Log into myBuys**

Once you have registered with the GEP Business Network, you can log into myBuy.Once you have done so, open the supplier profile

**Change e-mail address**

Change the registered email address of the person in charge to another dummy email address
*Reason for change of e-mail address is described on subsequent pages.

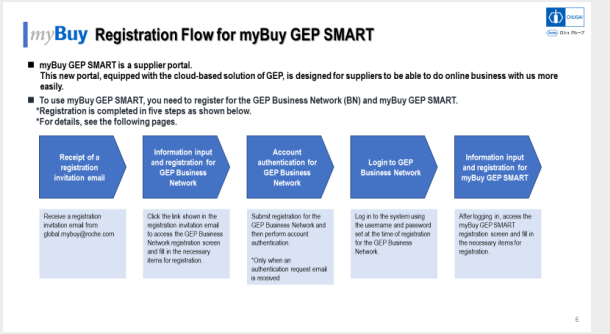
**Add new contact and change main contact setting**

Add new contact and make it primary contact.

**Resend the registration invitation email to New Contact**

Send the registration invitation email to the new contact again.

After resending the registration invitation email,
Please follow the procedures on page 3.



myBuy

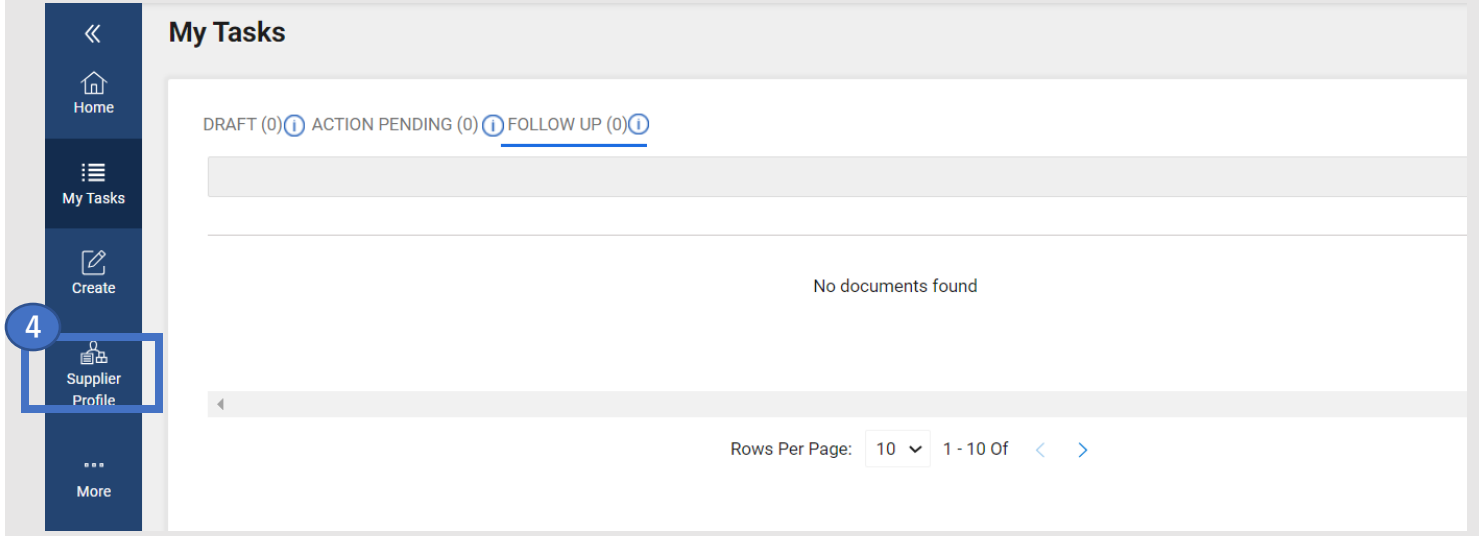
# [Note]Actions to be taken in the event of registration error: Login

■ 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)



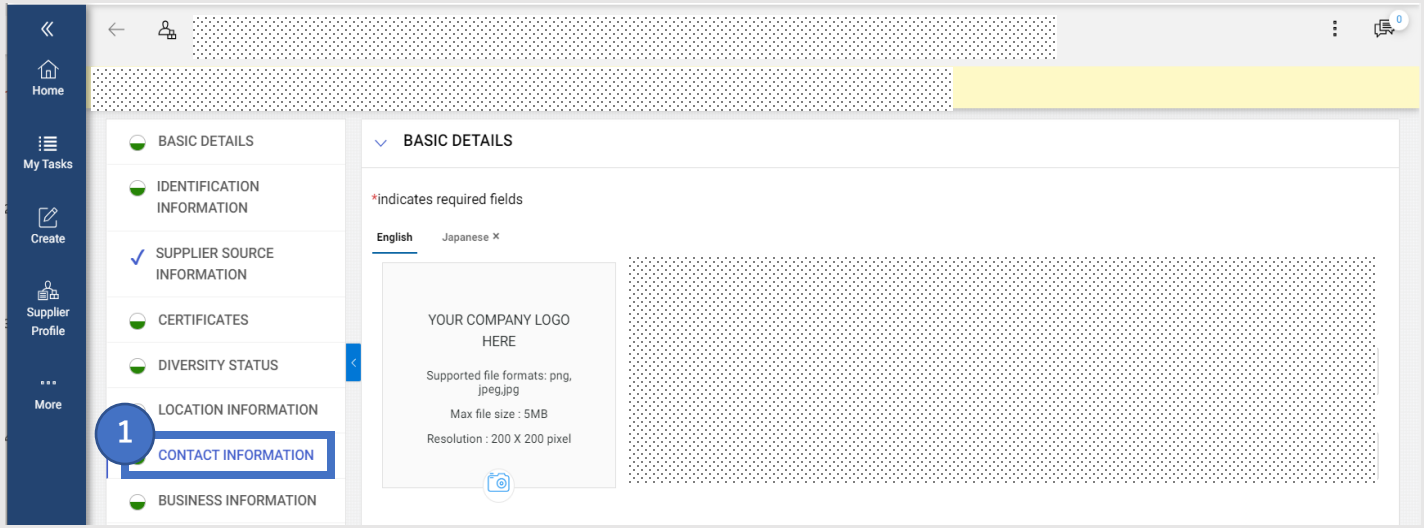
myBuy

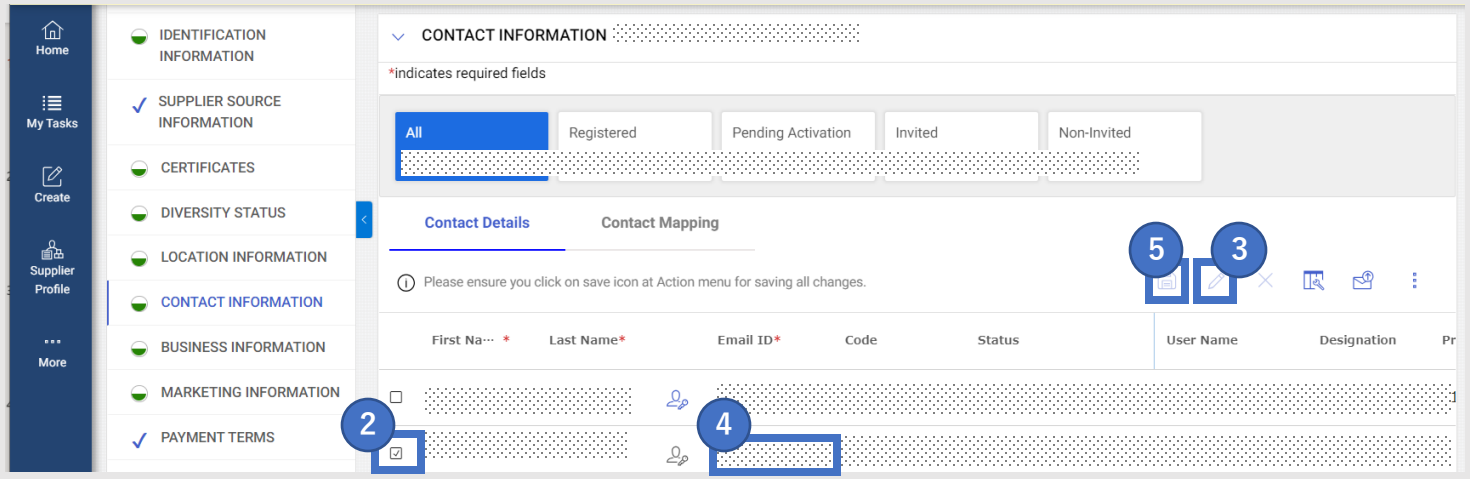
## [Note]Actions to be taken in the event of registration error:

# 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

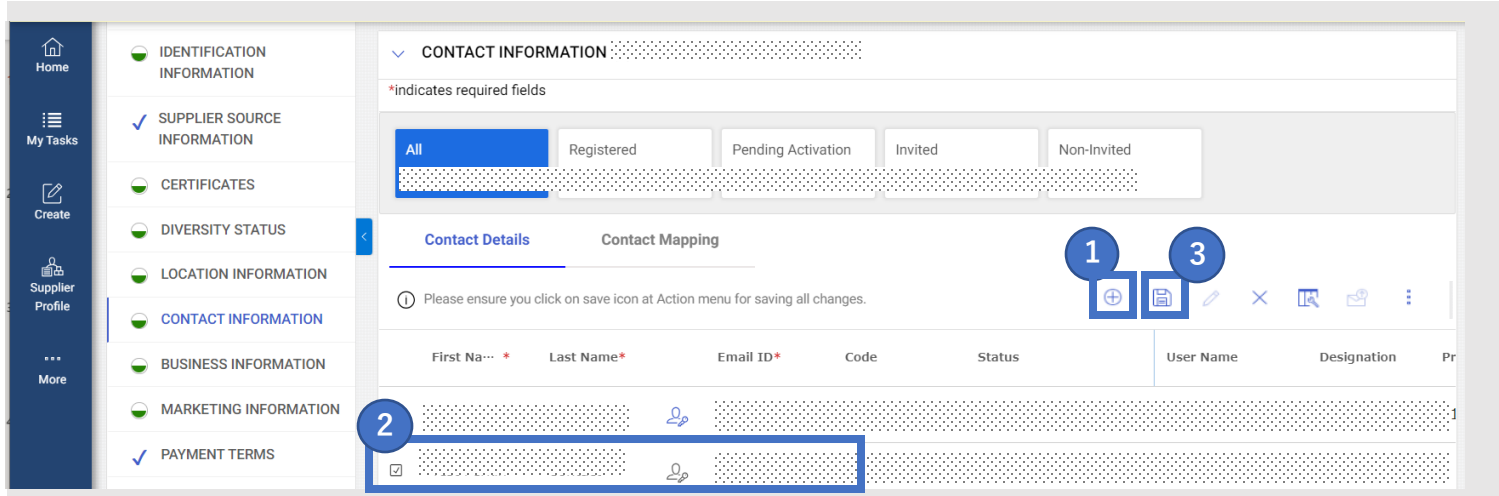
myBuy

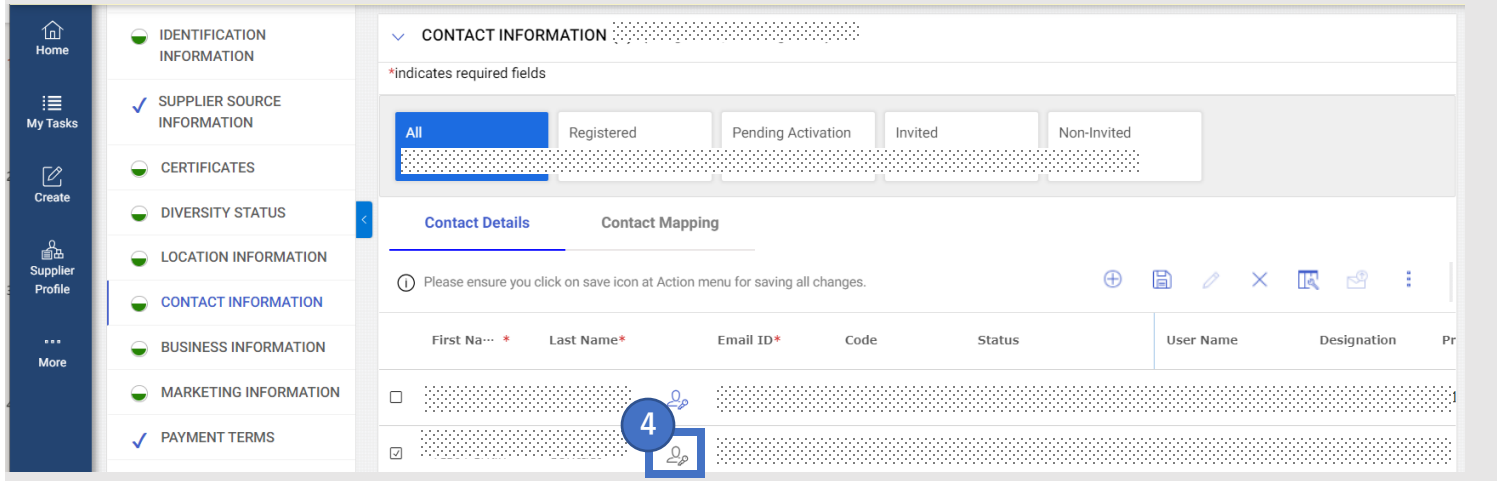
## [Note]Actions to be taken in the event of registration error:

# 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

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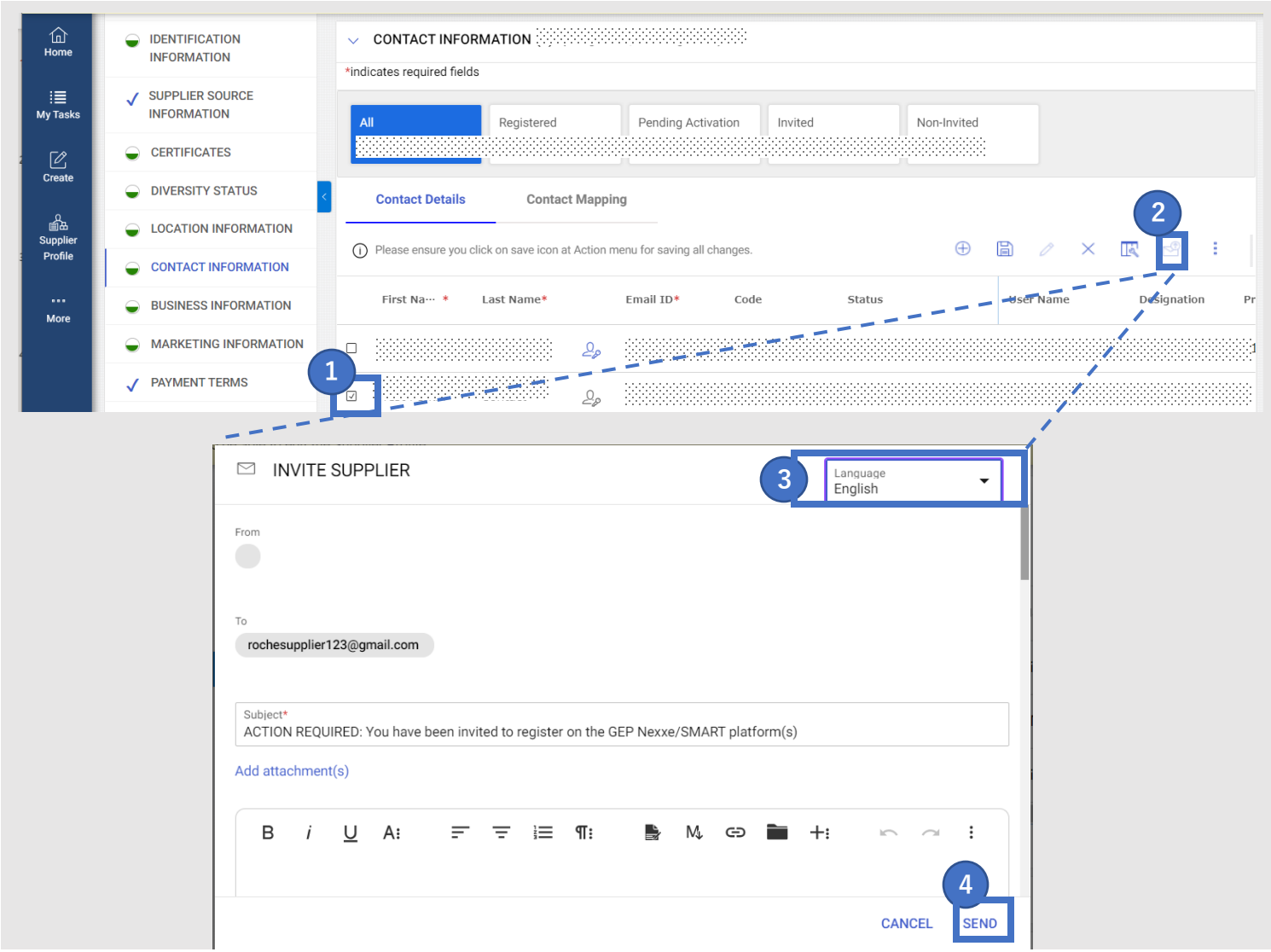
## [Note]Actions to be taken in the event of registration error:

# 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



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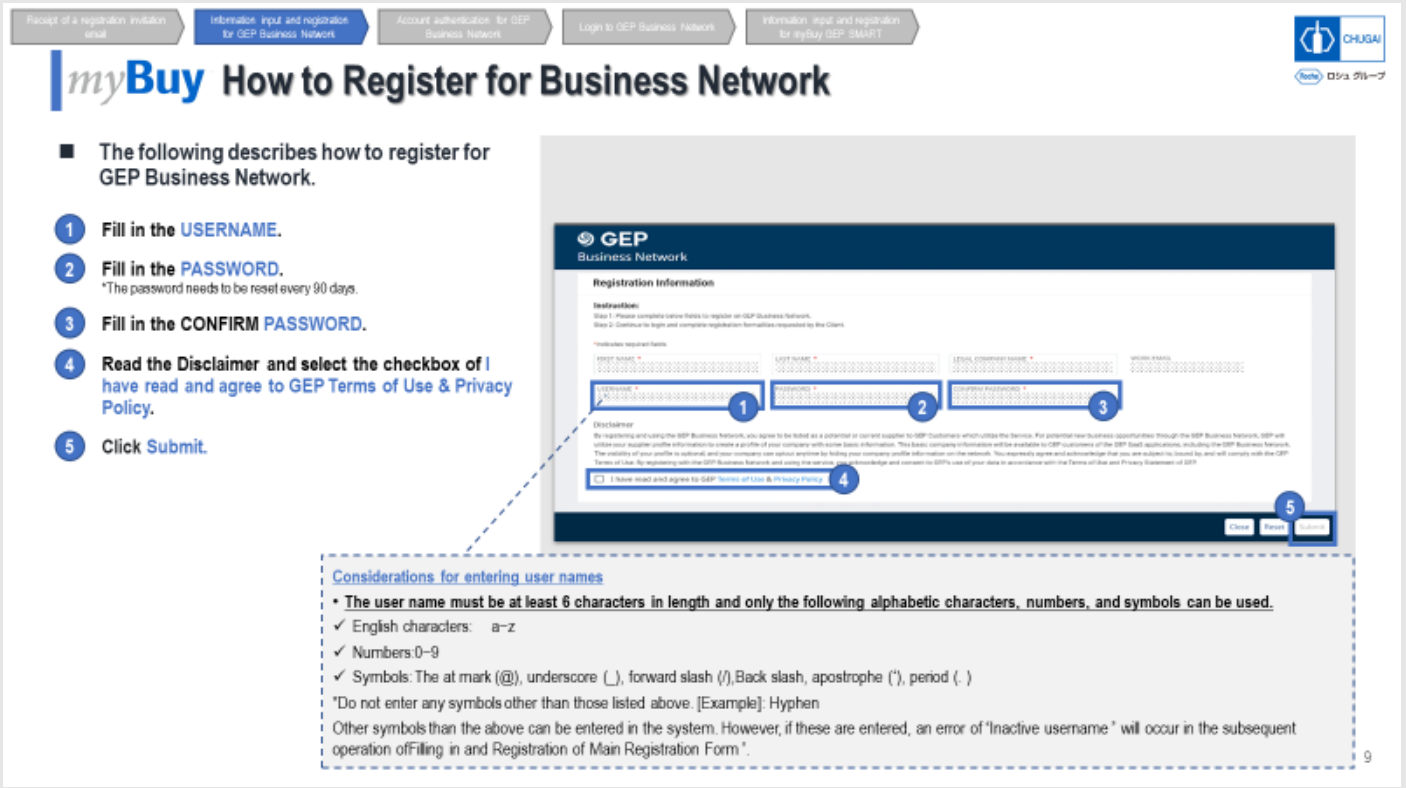
[Note]Actions to be taken in the event of registration error:

# 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



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 |
|---|---|---|---|
| | | | |
| | | | |
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Signature of approver

| Person in charge | Department | Name | Date |
|---|---|---|---|
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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 | ・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<br>・P.12：myBuy GEP SMART登録手順に関する留意事項を追加<br>・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.9：「主登録フォームの入力・登録」に関する注意喚起を追記<br>・P.12：参照先のページ番号を修正 | 2023/5/23 | 田中 秀明 |