

*my***Buy**

(MYB_UM_S003_04)

Supplier User's Guide

myBuy GEP SMART Supplier Portal

Chugai Pharmaceutical Co., Ltd.
Procurement Department

(ver1.0)

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.

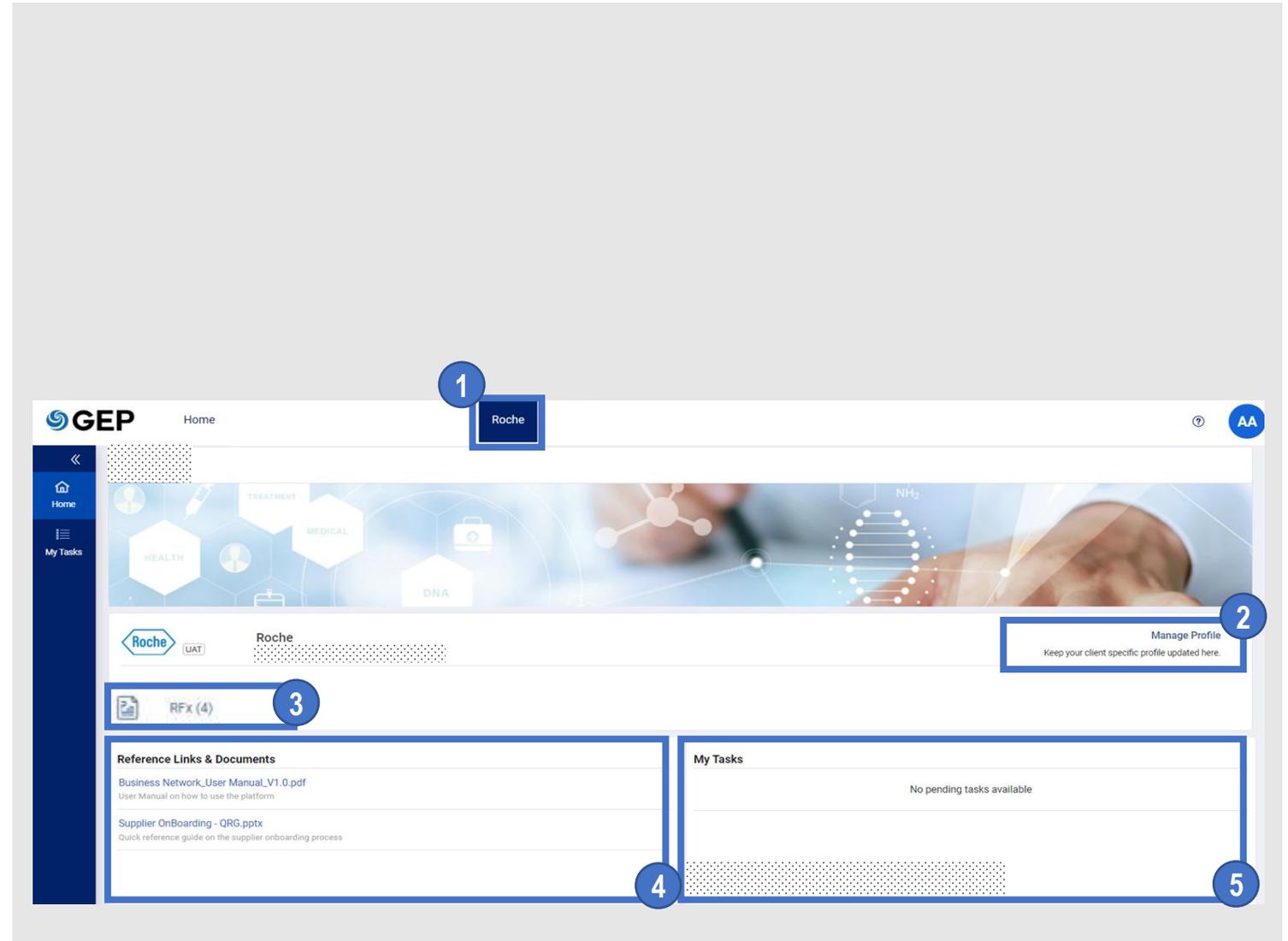
The screenshot shows the login interface for the GEP Business Network. The page has a dark blue header and a background of blue and orange light trails. The main content area is white and contains the following elements:

- Sign in to GEP Business Network**: The main heading.
- Enter your detail below**: A sub-heading.
- 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.

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 shows the GEP Business Network interface for Roche. The interface includes a top navigation bar with the GEP logo and 'Home' text. A search bar contains 'Roche'. Below the navigation bar is a banner image with medical-related icons. The main content area is divided into several sections:

- Roche Profile:** A section with the Roche logo and 'UAT' status. A 'Manage Profile' button is visible, with a note: 'Keep your client specific profile updated here.'
- RfX (4):** A section showing a document icon and the text 'RfX (4)'. This section is highlighted with a blue box and a callout '3'.
- Reference Links & Documents:** A section containing two document links:
 - Business Network_User Manual_V1.0.pdf (User Manual on how to use the platform)
 - Supplier OnBoarding - QRG.pptx (Quick reference guide on the supplier onboarding process)
- My Tasks:** A section with the text 'No pending tasks available'.

Numbered callouts (1-5) are placed over the interface to indicate the steps described in the text:

- 1: Points to the 'Roche' search bar in the top navigation.
- 2: Points to the 'Manage Profile' button in the Roche profile section.
- 3: Points to the 'RfX (4)' section.
- 4: Points to the 'Reference Links & Documents' section.
- 5: Points to the 'My Tasks' section.

INNOVATION BEYOND IMAGINATION

myBuy Document Information

Basic information

System name	myBuy Upstream		
Document storage location	Electronically: 購買部 CoreRepository		
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Related documents	MYB_UM_S003_00		

Revision history

Version	Reason for revision	Date of creation/revision	Authored/revised by
1.0	初版	2023/10/2	

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