*my***Buy**

(MYB_UM_S003_06)

Supplier User's Guide
myBuy GEP SMART Supplier Portal

Chugai Pharmaceutical Co., Ltd.
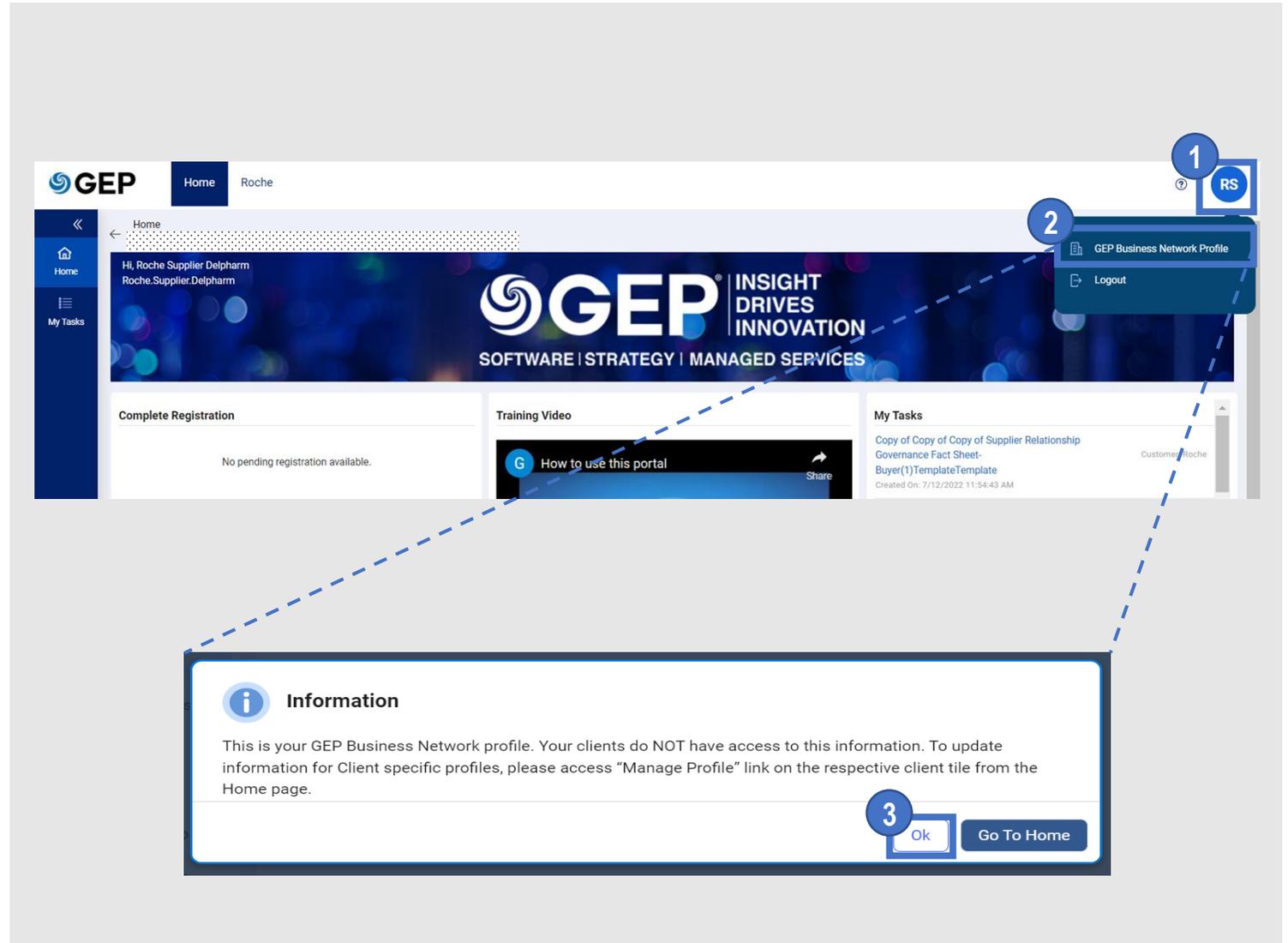Procurement Department

(ver1.0)

06 Profile Management of GEP Business Network

*my*Buy 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.**

*my*Buy Updating the Profile for the GEP Business Network (1)

CHUGAI

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*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

*my*Buy 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.**

INNOVATION BEYOND IMAGINATION

myBuy Document Information

Basic information

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