

*my***Buy**

(MYB_UM_S003_06)

Supplier User's Guide

myBuy GEP SMART Supplier Portal

Chugai Pharmaceutical Co., Ltd.
Procurement Department

(ver1.0)

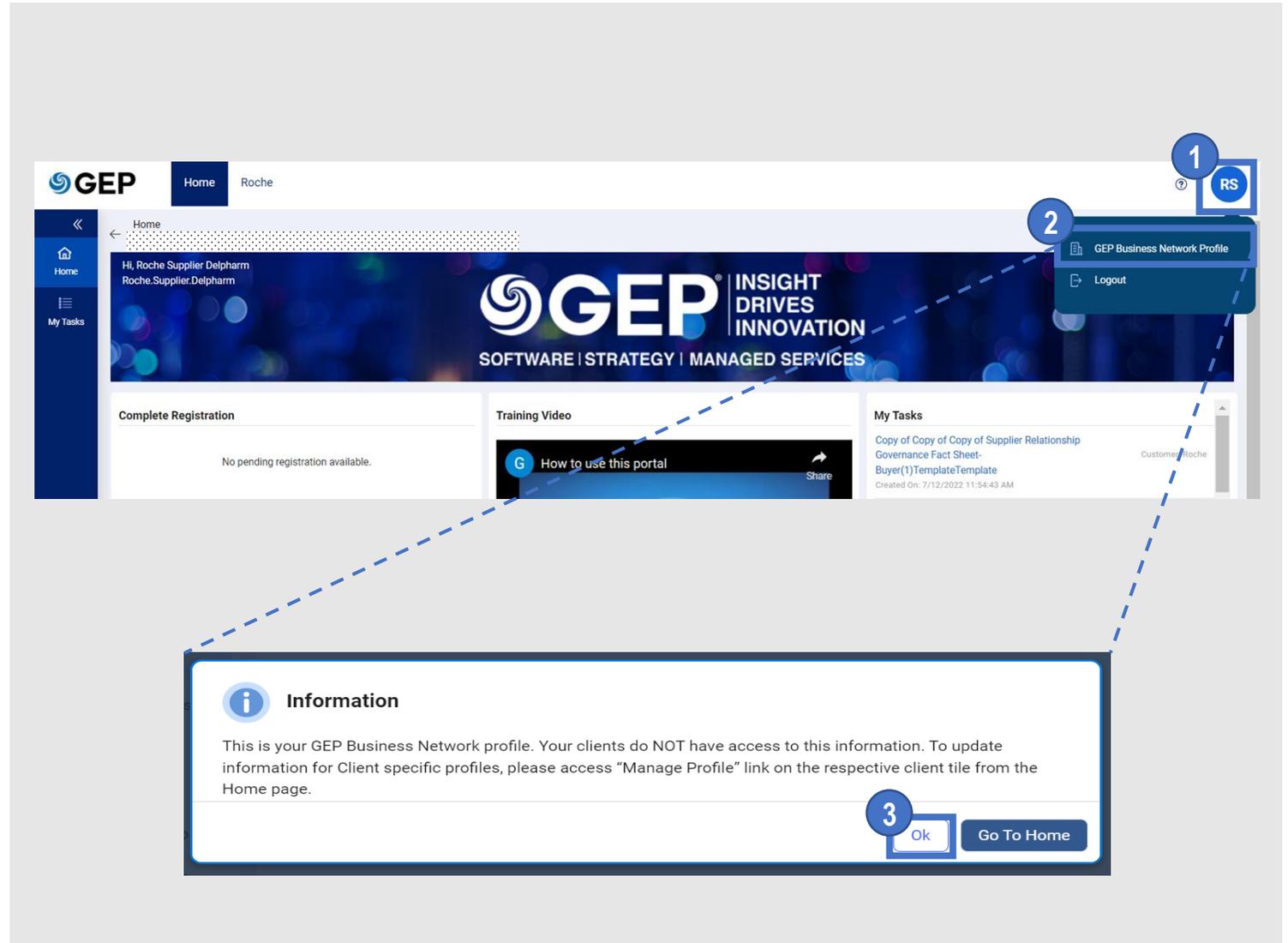
06

Profile Management of GEP Business Network

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**.



The screenshot shows the GEP Business Network interface. At the top right, a profile icon (labeled '1') is visible. A red dashed line points from this icon to a pop-up menu (labeled '2') containing 'GEP Business Network Profile' and 'Logout'. The 'GEP Business Network Profile' option is highlighted with a red circle (labeled '3'). Below the main content area, an information pop-up window is displayed with the following text:

Information

This is your GEP Business Network profile. Your clients do NOT have access to this information. To update information for Client specific profiles, please access "Manage Profile" link on the respective client tile from the Home page.

The pop-up window includes 'Ok' and 'Go To Home' buttons, with the 'Ok' button highlighted by a red circle (labeled '3').

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 displays the 'myBuy' profile update interface. On the left, a 'SECTIONS' sidebar lists: Basic Details, Identification Details, Certificates (0), Diversity (0), Business Information, and Contact Information. The main content area is divided into two sections:

- Diversity (0)**: A box containing the text 'No Diversity Added.' and an '+ Add Diversity' button. A blue circle '4' is positioned at the top right of this box.
- Business Information**: A form with several fields:
 - Currency**: A dropdown menu with 'Please Select' selected. A list of options is shown: US Dollar . USD, Andorran Peseta . AD, United Arab Emirates, Euro . EUR, and Andorran Franc . ADF.
 - 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.
 A blue circle '5' is positioned at the top right of the Business Information form.

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

INNOVATION BEYOND IMAGINATION

myBuy Document Information

Basic information

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1.0	初版	2023/10/2	

Signature of author

Person in charge	Department	Name	Date

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