

*my***Buy**

(MYB\_UM\_S003\_08)

# **Supplier User's Guide**

## **myBuy GEP SMART Supplier Portal**

Chugai Pharmaceutical Co., Ltd.  
Procurement Department

(ver1.0)

# 08

## **Sending myBuy GEP SMART Registration Invitation to New Contacts**

- Once new contact information is approved, you can send a registration invitation email.  
\*To share RFx events with concerned parties, they need to perform registration.

The screenshot displays the 'Contact Details' section of the myBuy GEP SMART system. A table lists contact information, including First Name, Last Name, Email ID, Code, Status, Designation, Primary Phone, Extension, and Secondary Phone. The 'Status' column shows 'Registered' for two contacts and 'Non - Invited' for one. A blue dashed line indicates the workflow: 1. Clicking the checkbox for the 'Non - Invited' contact. 2. Clicking the 'Invite' icon in the top right of the table. 3. A new window titled 'INVITE SUPPLIER' opens, showing the recipient email 'shloka.jadhav@gep.com'. 4. A language dropdown menu is set to 'English'. 5. The 'SEND' button is highlighted at the bottom right of the window.

- 1 Click the **checkbox** of new contact information.
- 2 Click the icon.
- 3 A new window opens showing a registration invitation email.  
\*The content does not need editing.
- 4 Select a **language**.
- 5 Click **SEND**.

# INNOVATION BEYOND IMAGINATION

# myBuy Document Information

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## Signature of author

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