*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

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■ **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.

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

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