

*my***Buy**

(MYB\_UM\_S004\_00)

# RFX Guidance

Chugai Pharmaceutical Co., Ltd.  
Procurement Department

(ver1.2)

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# 01

## Introduction

- RFx is a sourcing event where suppliers and prices are determined for products and services requested by the CHUGAI Sourcing Manager.

- The term, RFx, indicates any of the following:

## 1. Request for Information (RFI):

**A sourcing event where we ask suppliers to provide their information about products or services for requirements, including track records and whether there is room for consideration**

\*A request is made in the planning phase. The information provided for us is used as reference information for us to create specific requirements or as a pre-request for us to choose suppliers to whom RFP is requested.

## 2. Request for Proposal (RFP):

**A sourcing event where we ask suppliers to make a proposal for specific requirements or give us views on matters requested by us**

\*Generally, the RFP is a request for a quotation/proposal together with 3. RFQ described below.

## 3. Request for Quotation (RFQ):

**A sourcing event where we ask suppliers who meet the conditions to provide a quotation**

# 02

## Login to myBuy

# 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.

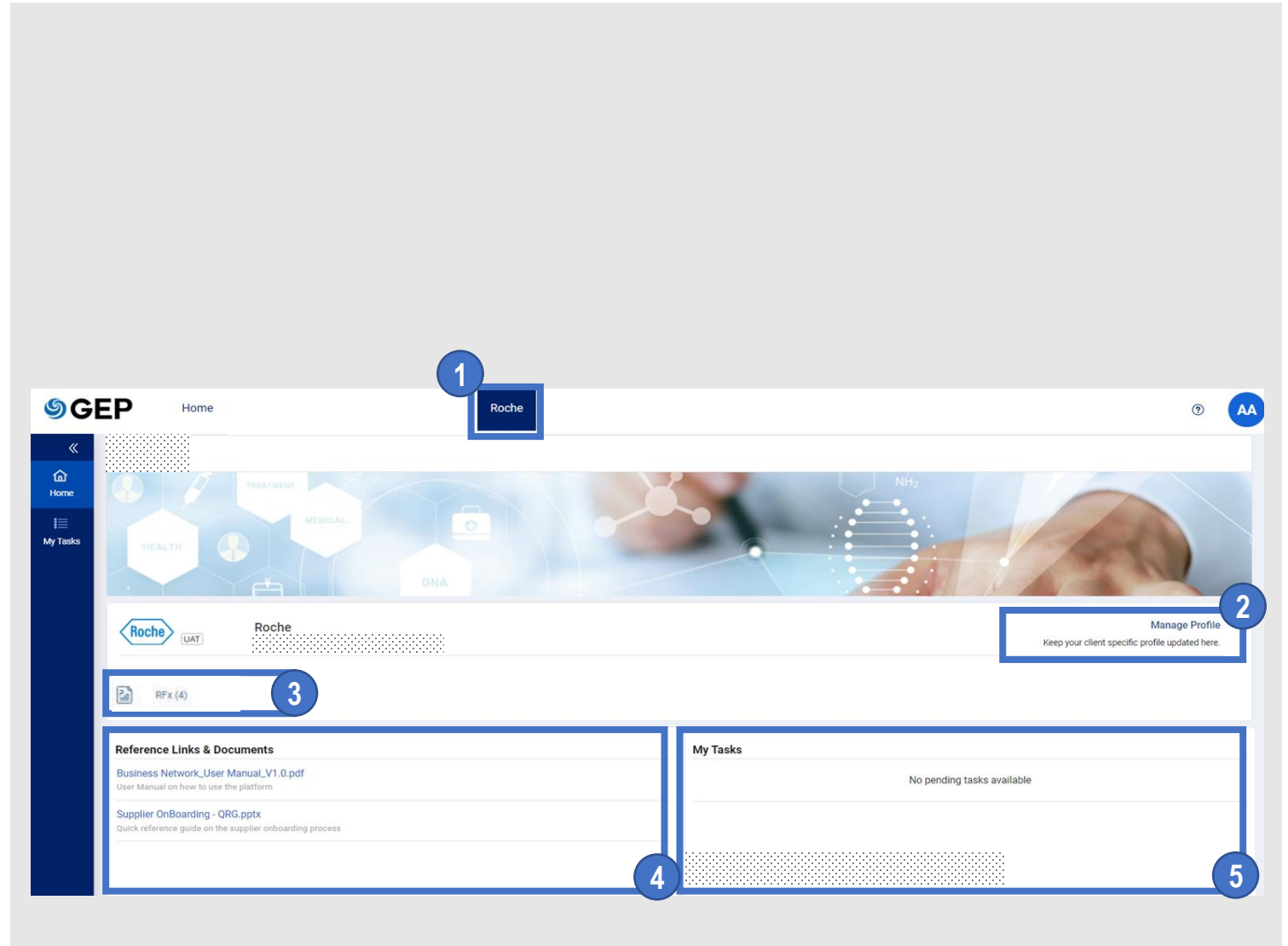
The screenshot shows the login interface for the GEP Business Network. The page has a dark blue header and a background of blue and orange light trails. The main content area is white and contains the following elements:

- 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 language selection dropdown menu, which currently shows **English | English**.
- 4**: A callout pointing to the **Sign In** button.
- Below the **Sign In** button, there are links for **Forgot Password?** and **Forgot Username?**.
- Below the login section, there 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 list of RFx documents.
- Reference Links & Documents:** A section containing links to 'Business Network\_User Manual\_V1.0.pdf' and 'Supplier OnBoarding - QRG.pptx'.
- My Tasks:** A section showing '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 result in the top navigation bar.
- 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.

# 03

## Access to RFX



# **myBuy** How to Access RFx

■ There are three ways to access RFx events as a supplier:

1. Access from **My Tasks**
2. Access from the **Sourcing tab**
3. Access from the **link in the received email**

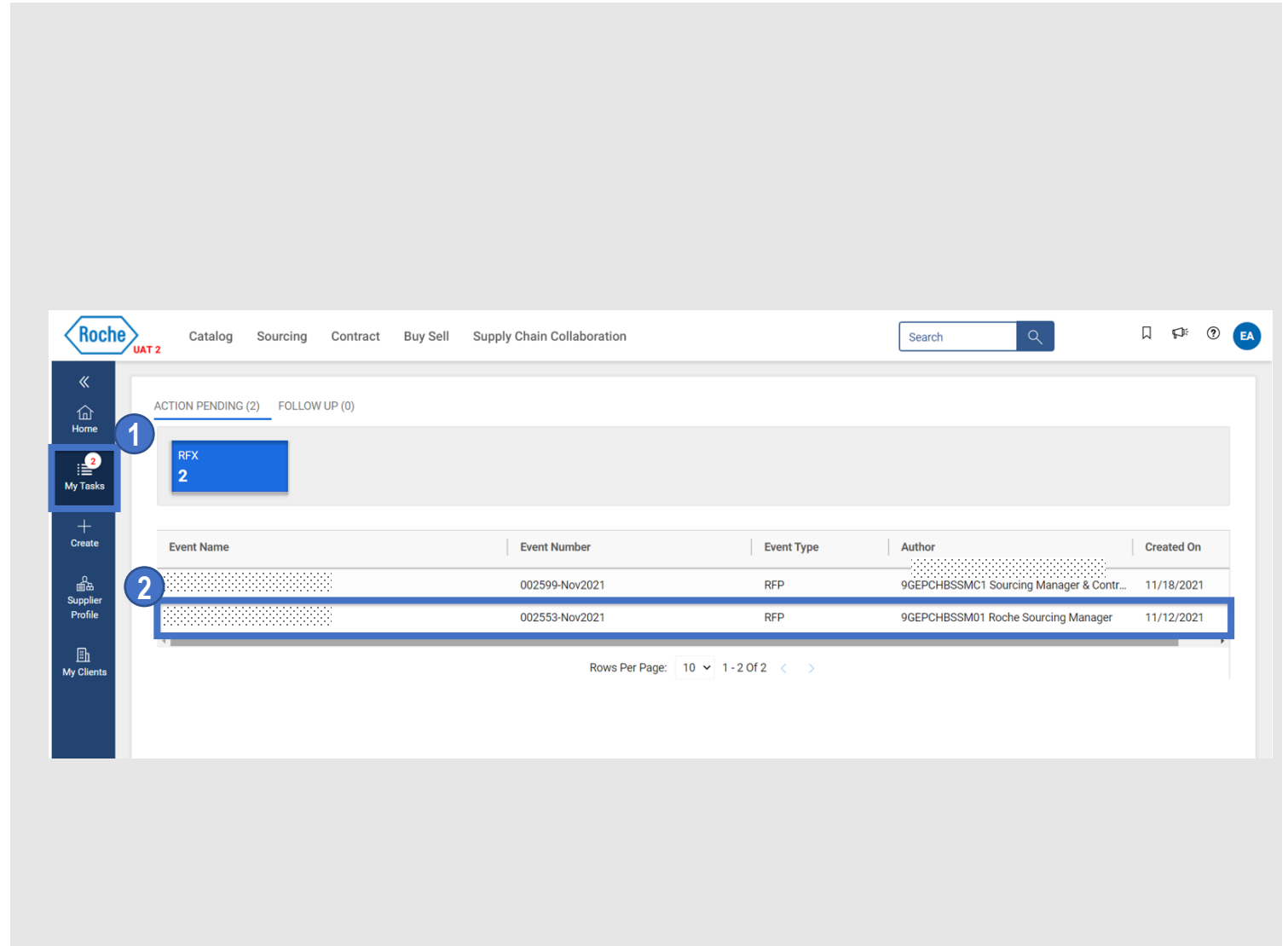
# myBuy 1. Access from My Tasks

- When you are invited to an RFX event by the CHUGAI Sourcing Manager, a task is added to **My Tasks** in the workspace.
- When you finish responding to the RFX, the task is no longer displayed in My Tasks.

1 After logging in, click **My Tasks**.

\*All pending tasks are displayed.

2 Click an **event name** to access its RFX.



Roche UAT 2 Catalog Sourcing Contract Buy Sell Supply Chain Collaboration Search EA

Home My Tasks Create Supplier Profile My Clients

ACTION PENDING (2) FOLLOW UP (0)

RFX 2

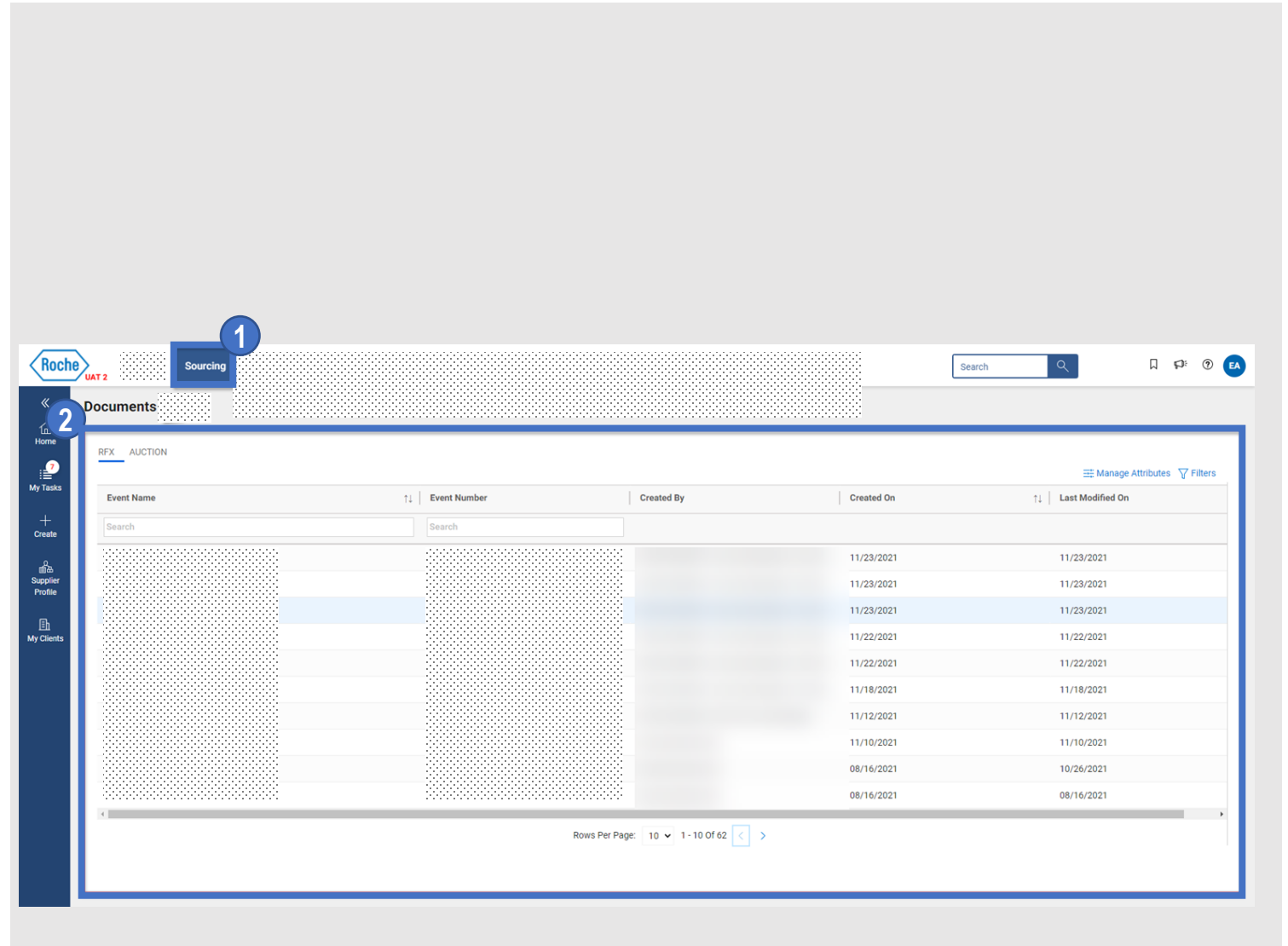
Event Name	Event Number	Event Type	Author	Created On
	002599-Nov2021	RFP	9GEPCHBSSMC1 Sourcing Manager & Contr...	11/18/2021
	002553-Nov2021	RFP	9GEPCHBSSM01 Roche Sourcing Manager	11/12/2021

Rows Per Page: 10 1 - 2 Of 2

# myBuy 2. Access from the Sourcing Tab

- The following describes how to access RFx from the Sourcing tab.

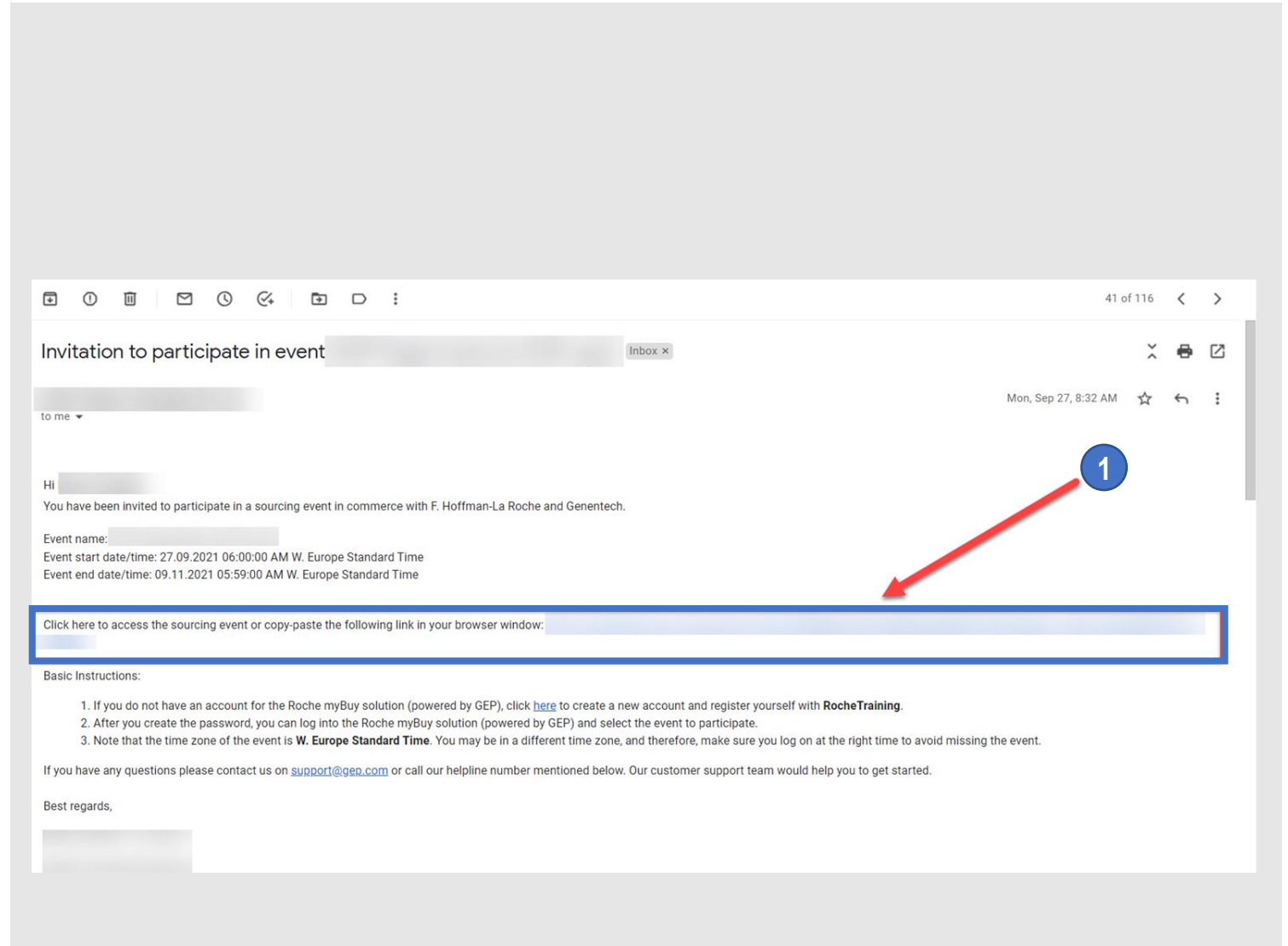
- 1 Click the **Sourcing** tab.
- 2 Click an **event name** to access its RFx.



# myBuy 3. Access from the Link in the Received Email

- The following describes how to access RFX from a received email.

- 1 Click the **link included in an invitation email** about an RFX event to access the RFX.



# 04

## Acceptance of Guidelines

# myBuy Acceptance of Guidelines

- **Access the RFX page, which shows the acceptance items at the top.**  
\*These items are displayed in most cases while whether to display them depends on the RFX setting.
- **You are requested to accept the guidelines and other documents. After accepting the guidelines, you can access the details of RFX events (the rest of the guidelines, questionnaires, price sheets, attachments).**
- **Before accepting the guidelines, you can view other items (additional detailed information, event timeline, information on the CHUGAI Sourcing Manager, team members).**

✓ GUIDELINES PENDING ACCEPTANCE

---

ⓘ Accept the guidelines listed in this section in order to participate in the event. [Download all Guidelines](#)

---

I Accept General Guidelines -(Test-HC) Consulting Specific Guidelines

I Accept General Guidelines -DRAFT - Supplier Guidelines - Introduction

# myBuy How to Accept Guidelines (1)

- Before accepting the guidelines, view them.  
\*You can also download the guidelines.

1 Click the link to guidelines.

Supplier Perspective De... New Response closing in 15d 7h 15m 29s

GUIDELINES PENDING A...

BASIC DETAILS

EVENT TIMELINES

BUYER CONTACT INFOR...

TEAM MEMBERS

GUIDELINES PENDING ACCEPTANCE

① Accept the guidelines listed in this section in order to participate in the event. [Download all Guidelines](#)

I Accept General Guidelines - (Test-HC) Consulting Specific Guidelines

I Accept General Guidelines - DRAFT - Supplier Guidelines - Introduction

BASIC DETAILS

Event Name  
Supplier Perspective Demo

Event Description  
Supplier Perspective Demo of RFX.

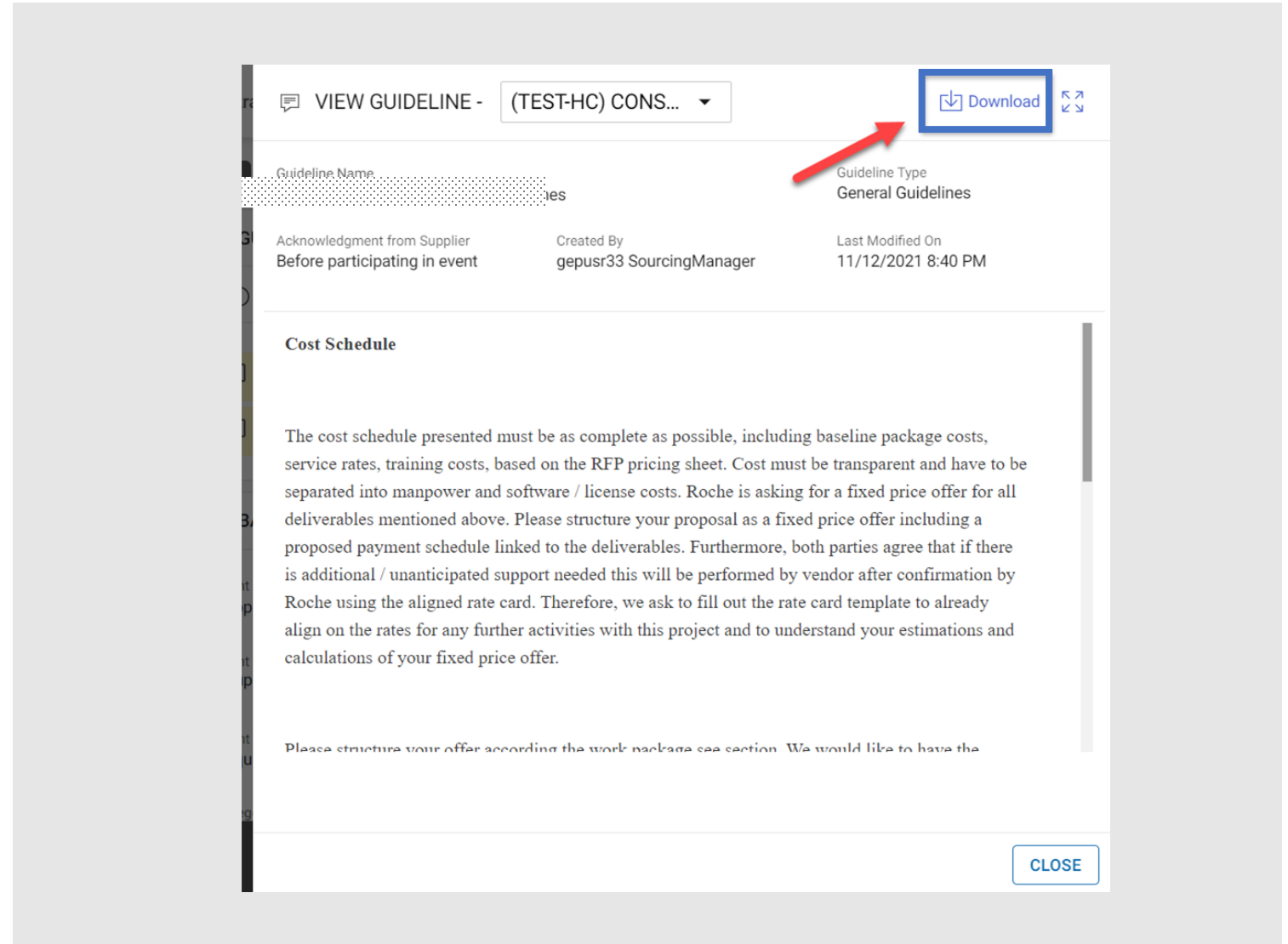
Event Overview  
Request for Proposal CHF 002294-Aug2021...

Category\* Business Unit\* Region\*

CANCEL DECLINE INVITATION ACCEPT GUIDELINES

# myBuy How to Accept Guidelines (2)

- To download guidelines, click **Download**.  
\*The guidelines are downloaded in MS Word format.
- An attachment, if included in the guidelines, will be downloaded as a zip file.  
\*A zip file includes the attachment and MS-Word formatted guidelines.

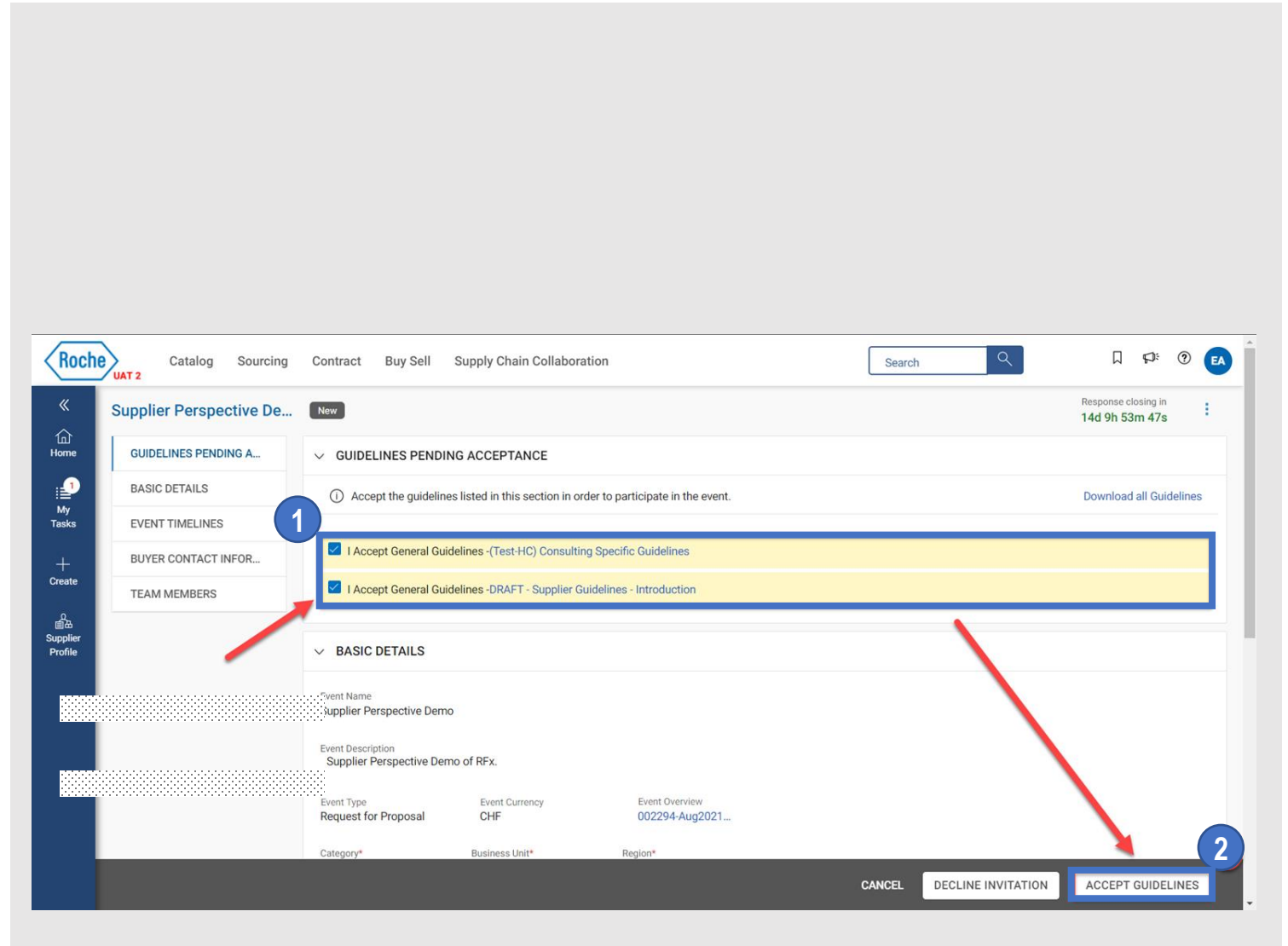




# myBuy How to Accept Guidelines (3)

- After viewing the guidelines, accept them.

- 1 Click the **checkboxes** of all guidelines to accept them.
- 2 After viewing them, click **ACCEPT GUIDELINES**.



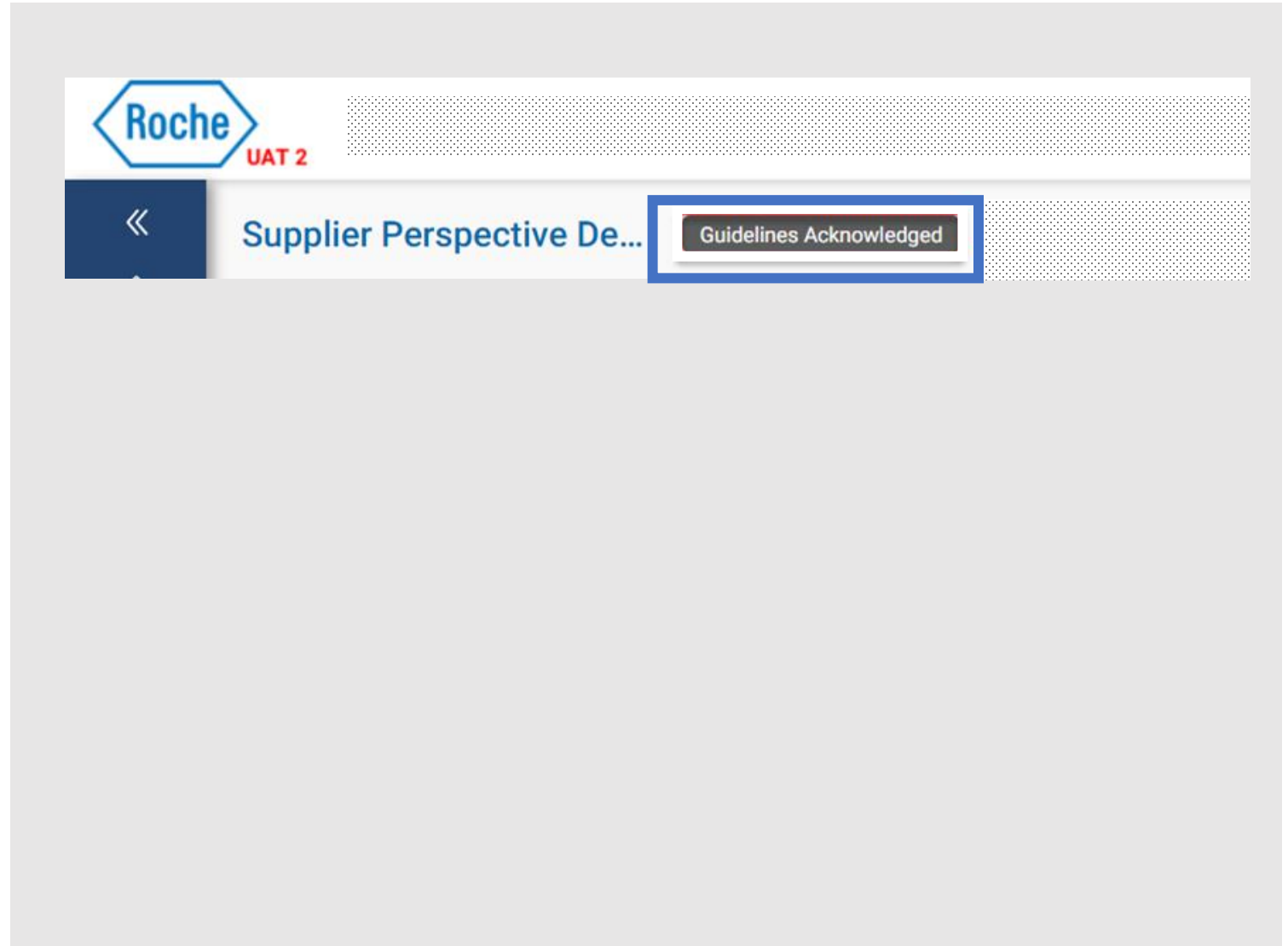
# myBuy Display after Accepting Guidelines

- After the guidelines are accepted, the RFx status changes to **Guideline Acknowledged**.

## Important notes

- Once the RFx status is changed, you can view all RFx events information.

At this stage, you cannot submit responses to RFx.



# 05

## Expression of Willingness to Participate

# myBuy Expression of Willingness to Participate

- To participate in RFX events, you need to express your willingness to participate.

1 Click the checkbox of “My organization wishes to participate in this event” in the lower left.

2 Click **CONFIRM PARTICIPATION**.

\*After taking the steps above, the expression of willingness to participate in the RFX event will be sent to the CHUGAI Sourcing Manager.

3 A pop-up window opens. Click **OK**.

\*This message notifies you of successful registration for participation.

4 The status of RFX changes to **Participation Confirmed**.

# myBuy When Not Participating in RFX Event

- If you do not wish to participate in the RFX event, you can decline the invitation.

## Important notes

- Once you decline the invitation, you cannot participate in the event unless the CHUGAI Sourcing Manager invite you again.

- 1 Click **DECLINE INVITATION**.
- 2 On the confirmation pop-up window, click **YES**.
- 3 Select an applicable reason from the drop-down list.  
\*The text input of the reason is possible in the comment field.
- 4 To upload another attachment, click the icon.
- 5 Click **DONE**.
- 6 When a pop-up window opens, click **OK**.

The screenshot illustrates the process of declining an RFX event invitation. It shows three main stages:

- Step 1:** A button labeled "DECLINE INVITATION" is highlighted with a blue box and a circled "1". An arrow points from this button to the next screen.
- Step 2:** A confirmation pop-up window titled "CONFIRMATION" appears. It asks, "Are you sure you want to decline the invitation for this event?". The "YES" button is highlighted with a blue box and a circled "2".
- Step 3:** The "DECLINE EVENT" form is shown. A blue box highlights the "Reasons" dropdown menu, which is set to "My organization does not agree with the terms & conditions/NDA/etc". A circled "3" is next to this dropdown.
- Step 4:** A blue box highlights the attachment icon (a document with a plus sign) in the bottom right corner of the form. A circled "4" is next to it.
- Step 5:** A blue box highlights the "DONE" button at the bottom right of the form. A circled "5" is next to it.

06

RFX

# 6.1 Basics Details

# myBuy Basic Details

■ BASIC DETAILS shows the following items.

- Event Name
- Event Description
- Event Type (e.g., request for proposal)
- Event Currency
- Event Overview
- Category
- Business Unit
- Region

1 You cannot change the **event currency**, which is set by the CHUGAI Sourcing Manager.

2 For the **Region**, “Not Applicable” is shown by the system setting.

▼ BASIC DETAILS

Event Name

Event Description

Event Description

Event Type

Event Currency  
CHF

Event Overview

Category\*

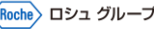
Business Unit\*

Region\*  
Not Applicable



## 6.2 Event Timeline

# myBuy Event Timeline: Introduction



- **EVENT TIMELINES** shows the **Response Timeline** set by the CHUGAI Sourcing Manager.
- The **Response Timeline** indicates the deadline of the responses to the RFx.

## Important notes:

- All multiple timelines can be viewed in the **EVENT TIMELINES** section even if they are set by the CHUGAI Sourcing Manager. While there are no restrictions on timelines other than the response timeline, please also meet the timelines as well as the response timeline.
- Please be sure to meet the response timeline. If not met, no responses can be submitted.

# myBuy Event Timeline: Overview

- 1 **Time Zone:** Time zone set on myBuy  
\*You can set the time zone as needed in the supplier profile.
- 2 **Name:** Timeline name
- 3 **Start Date & Time** Start date and time of the timeline
- 4 **End Date & Time** End date and time of the timeline
- 5 **Duration:** Remaining days and time before the deadline

EVENT TIMELINES Gantt View

1
 Time Zone:India Standard Time(UTC+5:30)

<span style="border: 1px solid #007bff; border-radius: 50%; padding: 2px 6px; font-weight: bold; font-size: 1.2em;">2</span> Name	<span style="border: 1px solid #007bff; border-radius: 50%; padding: 2px 6px; font-weight: bold; font-size: 1.2em;">3</span> Start Date & Time	<span style="border: 1px solid #007bff; border-radius: 50%; padding: 2px 6px; font-weight: bold; font-size: 1.2em;">4</span> End Date & Time	<span style="border: 1px solid #007bff; border-radius: 50%; padding: 2px 6px; font-weight: bold; font-size: 1.2em;">5</span> Duration
Response Timeline	11/12/2021 5:30 PM	11/28/2021 4:29 AM	15d 10h 59m

# myBuy Event Timeline: Important notes

- Usually, the **response timeline** starts at the same time as the disclosing date of RFX. However, even if the response timeline has not yet started, the RFX may be disclosed.

## Important notes

- You can submit responses to the RFX only during the response timeline.
- The closing date and time of the RFX event is shown in the upper right of the RFX page shows.

The screenshot displays the Roche myBuy interface for an RFX event. The top navigation bar includes the Roche logo, a search bar, and user profile information (EA). A notification banner at the top right indicates "Response closing in 12d 13h 2m 54s". The main content area shows a "Participation Confirmed" status and a "BASIC DETAILS" section with the event name "Supplier Perspective Demo". The left sidebar contains navigation options: Home, My Tasks (with a notification badge), and a menu icon.

## 6.3 Buyer Contact Information

# myBuy How to Check Buyer Contact Information

- This item enables you to check the contact information of the CHUGAI Sourcing Manager.

## ▼ BUYER CONTACT INFORMATION (1)

Name	Designation	Email Address	Contact Number
[Redacted]		[Redacted]	





## 6.4 Team Member

# myBuy Management of Contact Information of Team Members

- **TEAM MEMBERS** shows the representative at your company invited to the RFx by the CHUGAI Sourcing Manager.
- Click **Manage Contacts** to add, delete, or assign members at your company who participate in the RFx event.

TEAM MEMBERS

 Manage Contacts



Name	Viewer	Collaborator	Invitation Status
 [blurred]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[blurred]



# myBuy Management of Contact Information of Team Members

- **Manage Contacts** shows all contacts information you have registered for myBuy and enables you to manage the information.
- You can determine which role or privilege should be assigned to each contact information for a specific RFx.

Manage Contacts - **CHUGAI & TOSHIBA AG**  [+ Add New Contact](#)

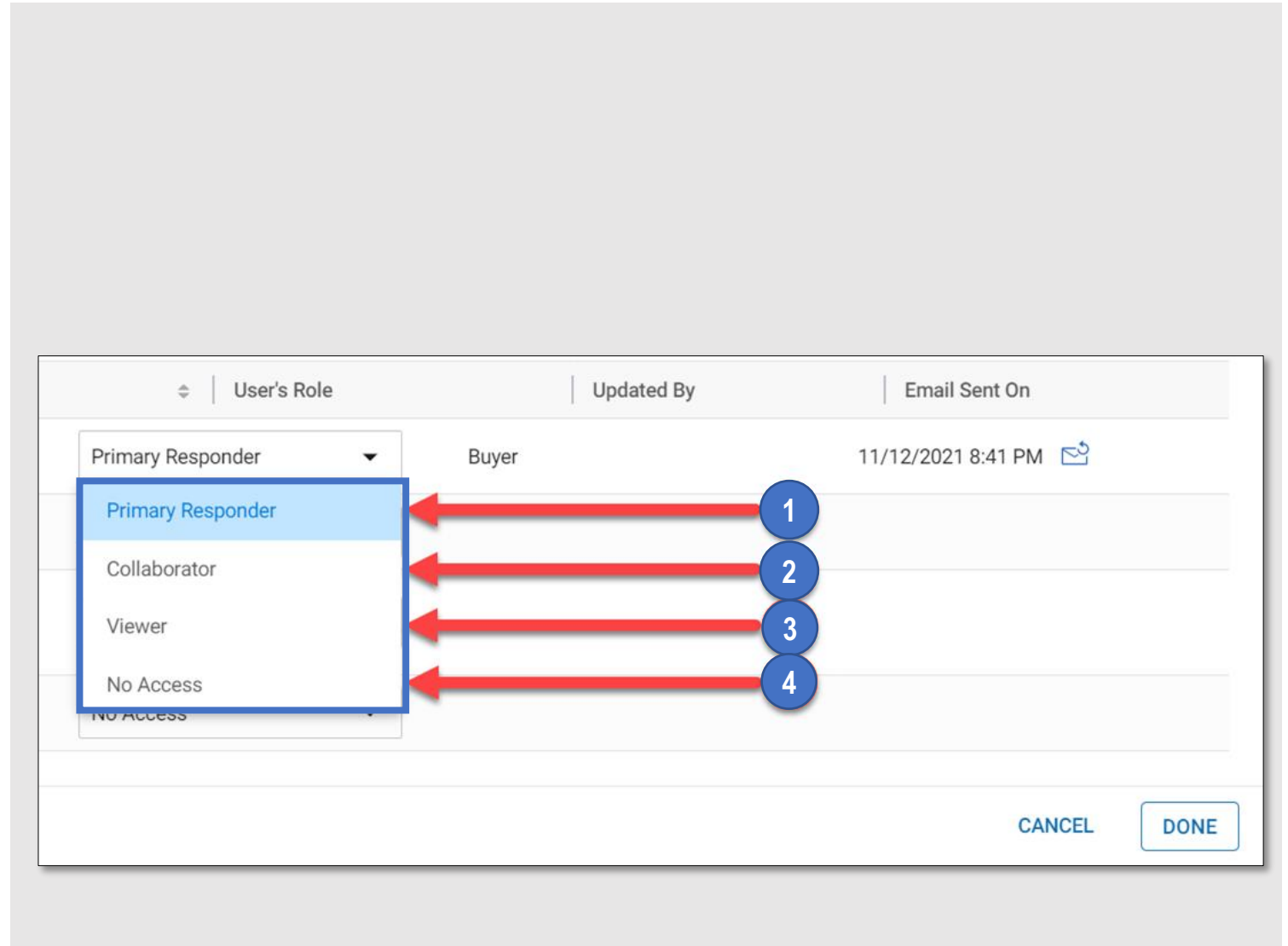
Name & Contact	User's Role	Updated By	Email Sent On
 AG <a href="#">[Redacted]</a>	Primary Responder ▼	Buyer	11/18/2021 9:18 PM 
Adrienn M <a href="#">[Redacted]</a>	No Access ▼		
Dummy Contact <a href="#">[Redacted]</a>	No Access ▼		
Sebastian W <a href="#">[Redacted]</a>	No Access ▼		

[CANCEL](#) [DONE](#)

# myBuy Details of Roles

- You can assign the following roles to each contact information.

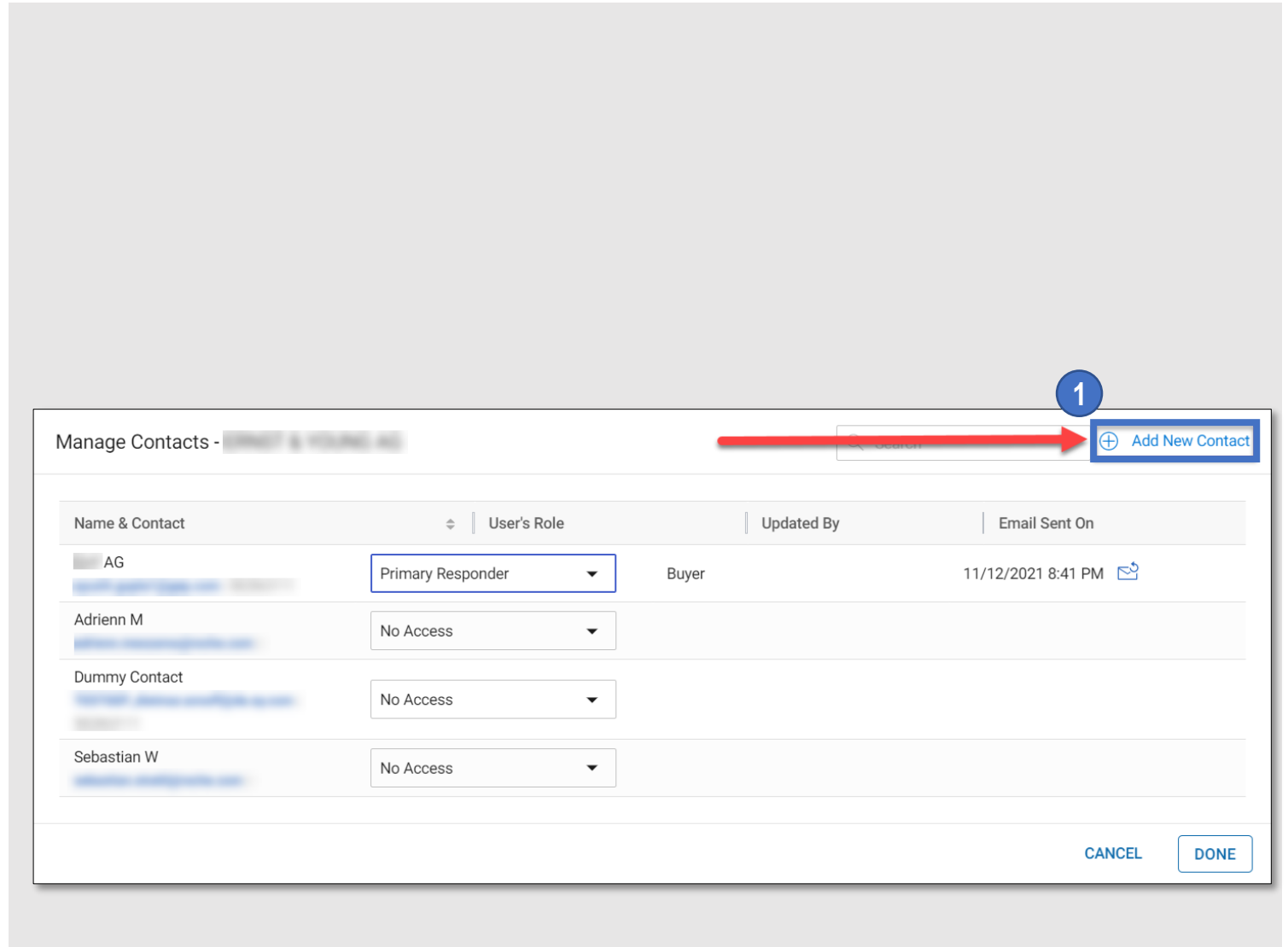
- Primary Responder:**  
 The primary contact in the RFx. The whole RFx process is promoted by the person having this role.  
\*The primary responder can be assigned to only one person.
- Collaborator:**  
 Team members having the same privilege as the primary responder  
\*Multiple collaborators can be involved in RFx.
- Viewer:**  
 Team members having only the viewing access to the event
- No access:**  
 This person in charge cannot access the event.



# myBuy Adding New Contact Information (1)

- **Manage Contacts** enables you to add new contact information.
- When adding new contact information, there is no need of approval from the CHUGAI Sourcing Manager.

1 Click **Add New Contact**.



Manage Contacts - **AG**

Search

**1** Add New Contact

Name & Contact	User's Role	Updated By	Email Sent On
AG	Primary Responder	Buyer	11/12/2021 8:41 PM
Adrienn M	No Access		
Dummy Contact	No Access		
Sebastian W	No Access		


CANCEL DONE



# 6.5 Guidelines

# myBuy Guidelines

- **GUIDELINES** shows the guidelines provided by the CHUGAI Sourcing Manager that need to be followed when responding to RFx. You can access and download the guidelines.
- Some guidelines allow you to access the content of RFx without prior confirmation.

▼ GUIDELINES (3)  Download


<input type="checkbox"/>	Guideline Name	Guideline Type	Accepted By	Accepted On
<input type="checkbox"/>	[Redacted]	General Guidelines	[Redacted]	11/15/2021 2:02 PM
<input type="checkbox"/>	[Redacted]	General Guidelines	-	-
<input type="checkbox"/>	[Redacted]	General Guidelines	[Redacted]	11/15/2021 2:02 PM

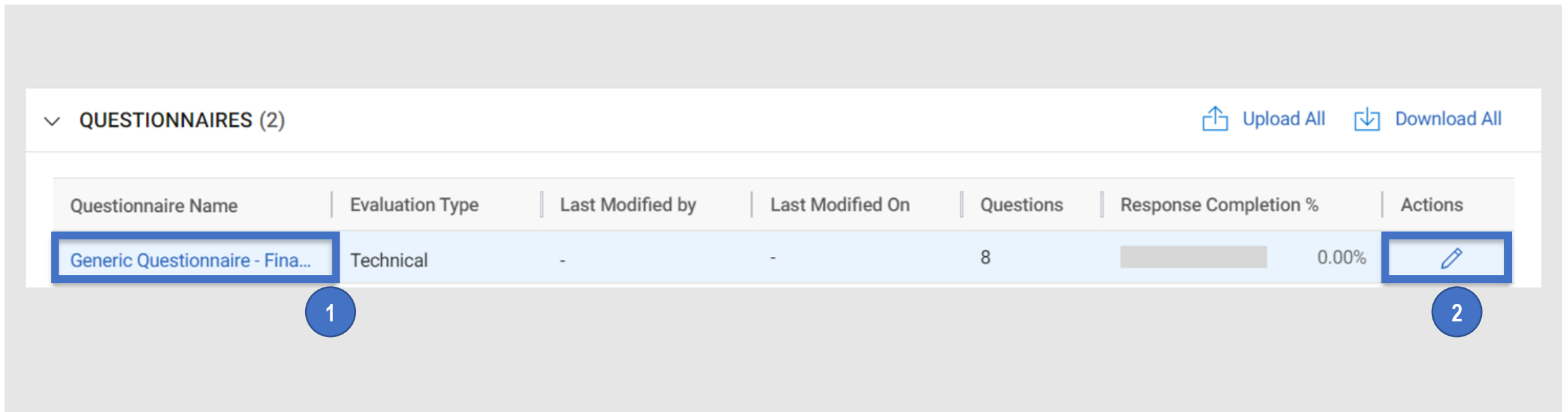
## 6.6 Questionnaires

# myBuy How to Respond to Questionnaires


- In **QUESTIONNAIRES**, you should respond to the questions set by the CHUGAI Sourcing Manager.
- The responses to the questions will be reflected to the evaluation of RFX.  
\*The number of questions depends on each RFX event.

You can respond to the questions in either of the following ways:

- 1 Click the **questionnaire name**.
- 2 Click the  symbol on the right.



QUESTIONNAIRES (2) Upload All Download All

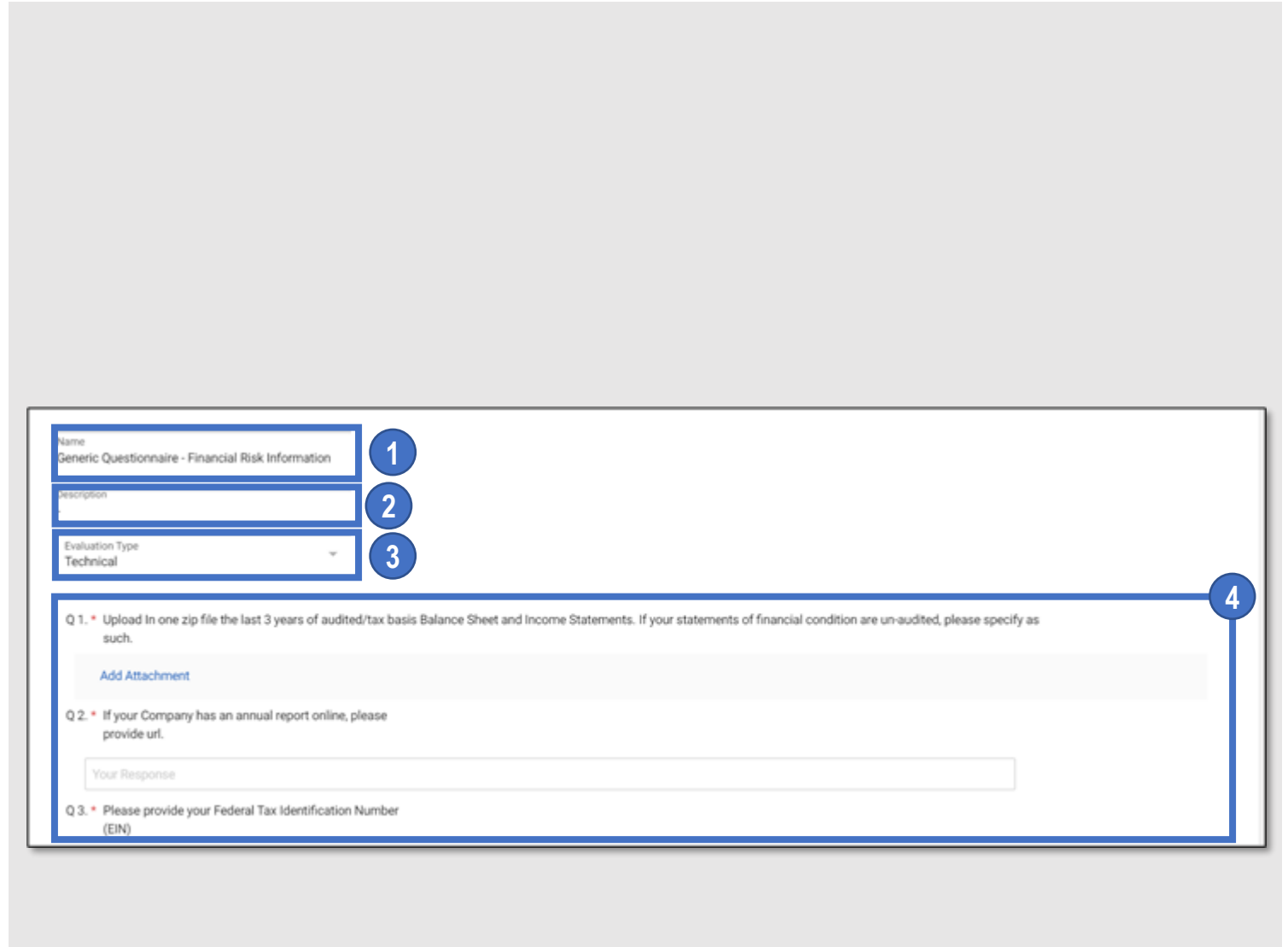
Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %	Actions
Generic Questionnaire - Fina...	Technical	-	-	8	0.00%	



# myBuy Questionnaires: Overview

- **Questionnaires** allow you to view the items below.
- In **Questionnaires**, you should respond to the questions in a variety of formats.
- You must respond to the questions with **\***.

- 1 **Name:** The name of the questionnaire
- 2 **Description:** Description of the questionnaires (as needed)
- 3 **Evaluation Type**
- 4 **Details of each question**



The screenshot shows a questionnaire form with the following elements:

- 1** Name: Generic Questionnaire - Financial Risk Information
- 2** Description: (Empty text field)
- 3** Evaluation Type: Technical (Dropdown menu)
- 4** Details of each question:
  - Q 1. \* Upload In one zip file the last 3 years of audited/tax basis Balance Sheet and Income Statements. If your statements of financial condition are un-audited, please specify as such. (Includes an "Add Attachment" button)
  - Q 2. \* If your Company has an annual report online, please provide url. (Includes a "Your Response" text input field)
  - Q 3. \* Please provide your Federal Tax Identification Number (EIN)

# myBuy How to Respond: Responding with Attachment

- By clicking **Add Attachment**, you can upload an attachment for the question.

Q 1. \* Upload In one zip file the last 3 years of audited/tax basis Balance Sheet and Income Statements. If your statements of financial condition are un-audited, please specify as such.

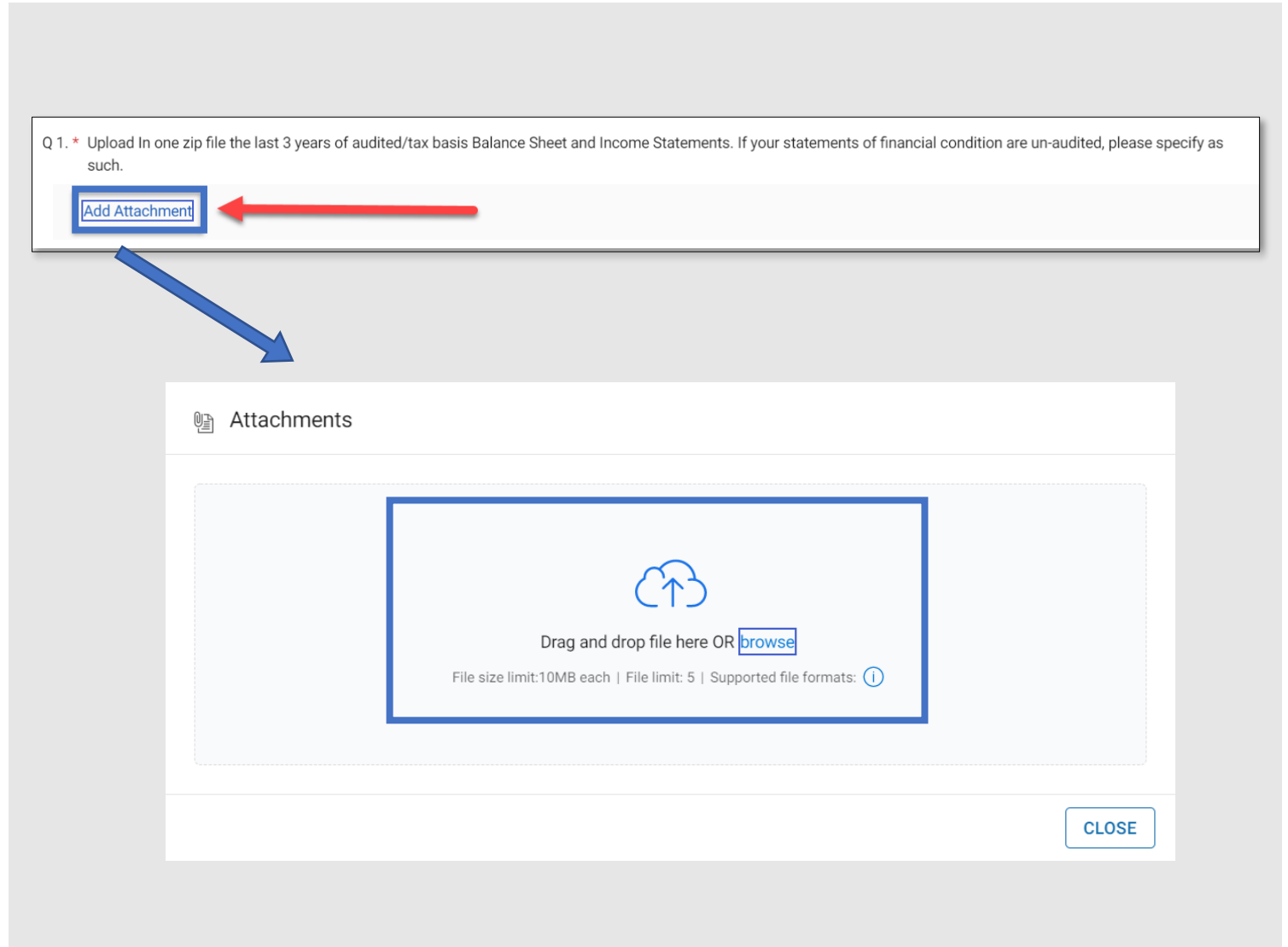
**Add Attachment**

Attachments

Drag and drop file here OR **browse**

File size limit:10MB each | File limit: 5 | Supported file formats: ⓘ

**CLOSE**



# myBuy How to Respond: Responding in Text

- The following shows three main types of text input. Text should be input in any of these types.  
\*The screen shot below is in the No. 1 type.
  1. Allows you to input text in one line (up to 100 characters).
  2. Allows you to input text in multiple lines (up to 4,000 characters).
  3. Allows you to input text with format options and without character limits.

Q 2. \* If your Company has an annual report online, please provide url.

Your Response

0/100

# myBuy How to Respond: Responding in Text + Attachment

- You can respond to the question in text with an attachment.

Q 6. \* Please provide a summary of any mergers and acquisitions over the past 5 years.

Your Response

Add Attachment

# myBuy How to Respond: Responding from Drop-down List

- You can select a response from the [drop-down list](#).

Q 8. \* For this scope of services, payment terms are 60 days. Will you agree to comply to these payment terms for this scope of services?

Please Select

Yes

No

# myBuy How to Respond: Responding Using Checkboxes

- By selecting **checkboxes**, you can respond to the question.

\*For questions with checkboxes, you can select multiple responses from the displayed options.

Q 2. \* Select other locations where you can deliver:

- Basel
- Pennzberg
- Mannheim
- London

# myBuy How to Respond: Responding by Selecting Date and Time

- By selecting date and time from the **calendar pop-up**, you can respond to the question.

Q 32. \* How many years have you been active in the type of services or products Roche is interested in regarding this RFP

MM/DD/YYYY h:mm A

12 : 00 AM

Nov 2021

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

CANCEL APPLY

# myBuy How to Respond: Checking Progress of Responding to the Questions

- The progress of responding is displayed in percentage (%).

## Important notes:

- The optional items are also counted; therefore, even if all required items are responded to, the progress may not reach 100%.

Q 3. Please provide your Federal tax identification number (EIN)

25% RESPONSE COMPLETENESS

CANCEL

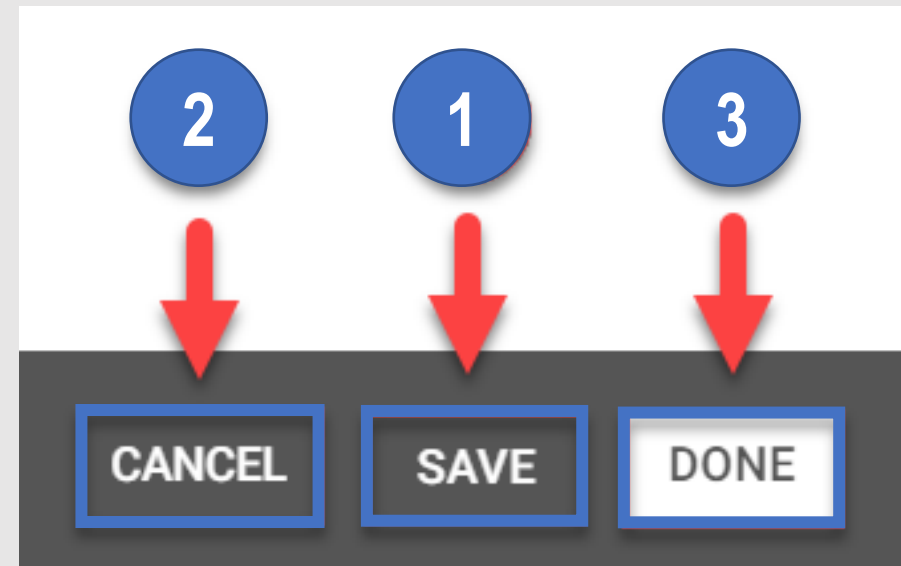
SAVE

DONE



# myBuy Saving/Canceling Responses

- 1 Click **SAVE**:  
Save the current responses.  
\*You can continue to respond to the questions even after saving the responses.
- 2 Click **CANCEL**:  
Delete unsaved responses.
- 3 Click **DONE**:  
Save the current responses and return to the main page of RfX.




## 6.7 Price sheets



# myBuy Price Sheets: How to Proceed with Quotation Response

- In **PRICE SHEETS**, you should submit quotations for products or services specified by the CHUGAI Sourcing Manager.  
\*The number of price sheets depends on each the RFX.

Submit quotation using the price sheets in either of the following ways.

- 1 Click a **price sheet**.
- 2 Click the  icon on the right.

PRICE SHEETS (2) 🔍 More

Price Sheet Name	Last Modified By	Last Modified On	Response Completion %	Actions
<div style="border: 2px solid blue; padding: 2px;"> <a href="#">Products</a>  <a href="#">Services</a> </div>	-	-	<div style="width: 50px; height: 15px; background-color: #ccc;"></div> 0.00%	<div style="border: 2px solid blue; padding: 2px;">    </div>
	-	-	<div style="width: 50px; height: 15px; background-color: #ccc;"></div> 0.00%	

# myBuy Price Sheets: Quotation Response/Submission

- Enter your intension to submit quotation and the quotation amount.
- The rows and columns in the price sheets cannot be edited.

- 1 By default, the **Intent to Bid** of each item is set to "Yes." The response can be selected for each row.  
 Yes: Intend to submit quotation for this item.  
 No: Not intend to submit quotation for this item.
- 2 Enter a **unit price** for each item.
- 3 Once all items are filled out, click **Done**.

Price Sheet Name: [Text Box] Price Sheet Type: [Text Box] Hide Description

Price Sheet Description: [Text Box]

Displaying 8 of total 8 rows

	A	B	C	D	E	F	G
	Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	Total Price (CHF)
1	es	Laptop	10001	20	PC : Piece		CHF 0.00
2	es	Screen	10002	20	PC : Piece		CHF 0.00
3	es	Mouse	10003	20	PC : Piece		CHF 0.00
4	es	Keyboard	10004	20	PC : Piece		CHF 0.00
5	es	Server	10005	1	PC : Piece		CHF 0.00
6	es	Firewall	10006	1	PC : Piece		CHF 0.00
7	es	Printer	10007	2	PC : Piece		CHF 0.00
8	es	Patch Cable	10008	200	M : Meter		CHF 0.00
9							CHF 0.00
10							CHF 0.00

Products Services

CANCEL DONE

# Price Sheets: Transcription of Responses from Your Created Quotation in Excel

- You can also copy quotations from your created Excel sheet.
- On the Excel sheet, press CTRL + C keys to copy your response, and press CTRL + V keys to paste it to the price sheet on myBuy.

The screenshot displays the myBuy interface for creating a price sheet. On the left, a form titled 'Price Sheet Name: Products' and 'Price Sheet Type: Materials' is shown. Below the form is a table with columns for 'Column Type', 'Column Name', and 'Computed'. The table lists various items with their respective prices and total prices.

Column Type :	Drop Down	Text	Text	Numeric	Drop Down	Currency	Computed
Column Name:	*Intent to Bid	*Item name	*Item number	*Volume	*Unit	*Price per unit(CHF)	Total price(CHF)
Yes	Laptop	10001		20	PC : Piece	CHF 20.00	CHF 400.00
Yes	Screen	10002		20	PC : Piece	CHF 39.00	CHF 780.00
Yes	Mouse	10003		20	PC : Piece	CHF 12.00	CHF 240.00
Yes	Keyboard	10004		20	PC : Piece	CHF 43.00	CHF 860.00
Yes	Server	10005		1	PC : Piece	CHF 23.00	CHF 23.00
Yes	Firewall	10006		1	PC : Piece	CHF 435.00	CHF 435.00
Yes	Printer	10007		2	PC : Piece	CHF 123.00	CHF 246.00
Yes	Patch Cable	10008		200	M : Meter	CHF 23.00	CHF 4'600.00

On the right, an Excel spreadsheet shows the same data transcribed into a table. The columns are labeled A through G, corresponding to the columns in the myBuy form. The data is as follows:

	A	B	C	D	E	F	G
1	*Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	Total Price (CHF)
2	Yes	Laptop	10001		20 PC : Piece	CHF 20.00	CHF 400.00
3	Yes	Screen	10002		20 PC : Piece	CHF 39.00	CHF 780.00
4	Yes	Mouse	10003		20 PC : Piece	CHF 12.00	CHF 240.00
5	Yes	Keyboard	10004		20 PC : Piece	CHF 43.00	CHF 860.00
6	Yes	Server	10005		1 PC : Piece	CHF 23.00	CHF 23.00
7	Yes	Firewall	10006		1 PC : Piece	CHF 435.00	CHF 435.00
8	Yes	Printer	10007		2 PC : Piece	CHF 123.00	CHF 246.00
9	Yes	Patch Cable	10008		200 M : Meter	CHF 23.00	CHF 4,600.00

Blue arrows indicate the flow of data from the myBuy form to the Excel spreadsheet. One arrow points from the 'Total price(CHF)' column of the myBuy table to the 'Total Price (CHF)' column of the Excel spreadsheet. Another arrow points from the 'Item name' column of the myBuy table to the 'Item Name' column of the Excel spreadsheet.

## 6.8 Attachments

# myBuy Viewing and Attaching Materials

- This screen displays attachments and support materials attached by the CHUGAI Sourcing Manager.  
\*The **Buyer** tab displays the attachments added by the CHUGAI Sourcing Manager.
- You can add **your attachments and materials (quotations, proposals)**.  
\*The **Supplier** tab displays the added attachments.

- 1 To view materials attached by the CHUGAI Sourcing Manager, click the **attachment name**.
- 2 Drag and drop a file to the **attachment field**.
- 3 This field displays materials added by the supplier.

The screenshot shows the 'myBuy' interface with a sidebar on the left containing navigation options: Home, My Tasks, Create, Supplier Profile, and More. The main content area is divided into two sections: 'BUYER ATTACHMENTS (1)' and 'SUPPLIER ATTACHMENTS (1)'. Both sections have a table with columns for Attachment Name, Added On, File Size, and Comments. In the 'BUYER ATTACHMENTS' table, the first row is highlighted with a blue box and a circled '1'. In the 'SUPPLIER ATTACHMENTS' section, there is a large blue box with a cloud icon and the text 'Drag and drop file here OR browse', with a circled '2' next to it. Below this, the 'SUPPLIER ATTACHMENTS' table shows one row with the attachment name 'testtest Supplier.xlsx', a 'Technical' classification, and a date of '25/02/2024 8:35 AM'. This row is highlighted with a blue box and a circled '3'. At the bottom of the interface, there are buttons for 'Validate', 'CANCEL', and 'SUBMIT RESPONSE'.

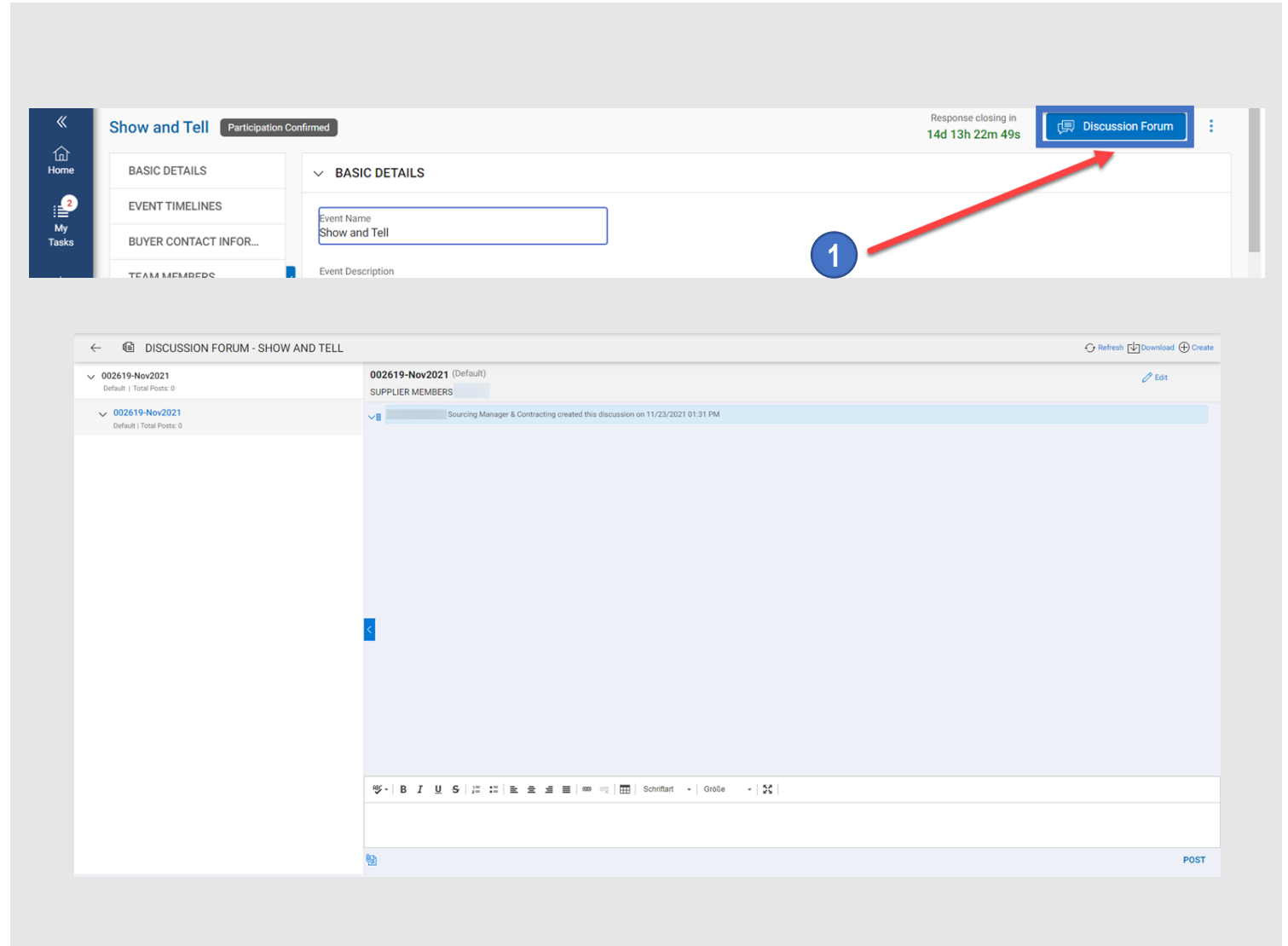
# 07

## Discussion Forum



# myBuy Discussion Forum: Overview

- You can use **DISCUSSION FORUM** to communicate with the **CHUGAI Sourcing Manager**.
  - \*DISCUSSION FORUM will be available after an event is disclosed and you participate in the event.
  - \*A discussion forum created by your company is disclosed only to the CHUGAI Sourcing Manager.



**1 Click Discussion Forum.**

\*The icon is displayed only for the members invited to participate in the RFX event.

# myBuy Starting Discussion

- You can start a discussion within the RFX event.

1 Click (+ Create).

2 Click **Create Discussion**.

3 Enter a **discussion name** and select a **topic name**.

4 Select **members who participate** in the event.

5 Click **SAVE**.

Contact Name	Role	View	Post	Admin
[Redacted]	Primary	✓	✓	✓

- You can start a topic within the RFX event.

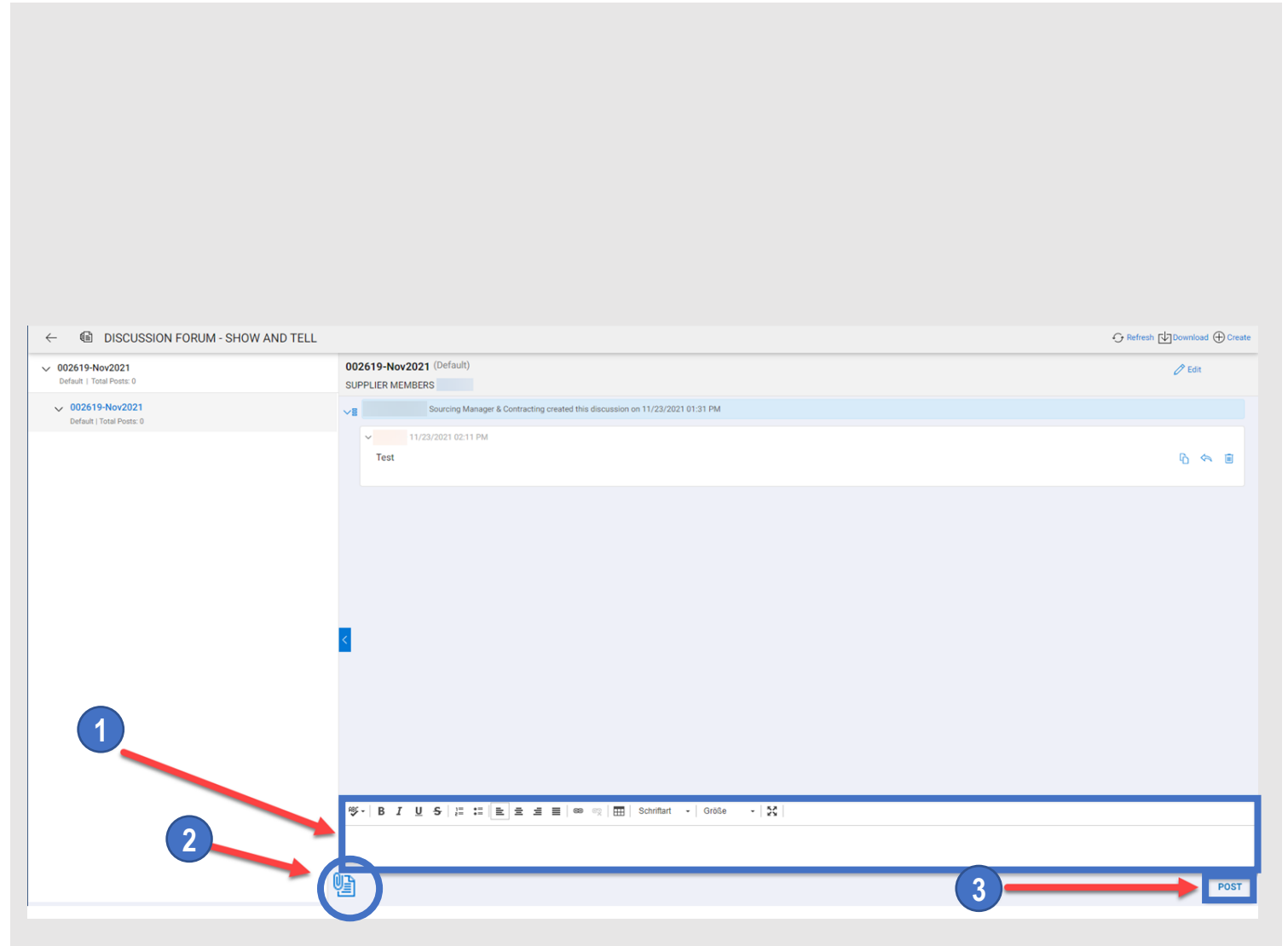
The screenshot shows two views of the 'DISCUSSION FORUM - SHOW AND TELL' interface. The top view shows the main forum with a '+ Create' button in the top right corner, indicated by a red arrow and a blue circle labeled '1'. The bottom view shows the same forum with a dropdown menu open, showing 'Create Topic' and 'Create Discussion' options, with a red arrow and a blue circle labeled '2' pointing to the 'Create Topic' option. Below this, a modal form titled 'Add New Topic' is shown. It has a text input field labeled 'Topic Name \*' with a blue circle labeled '3' at its end. At the bottom right of the form are 'CANCEL' and 'SAVE' buttons, with a blue circle labeled '4' at the 'SAVE' button.

- 1 Click (+ Create).
- 2 Click **Create Topic**.
- 3 Enter a **topic name**.
- 4 Click **SAVE**.

# myBuy Posting Chat Messages

- You can post chat messages in the discussion forum.

- 1 Enter a **message or comment**.  
\*The text editing options are available as needed.
- 2 You can add attachments.
- 3 Click **POST** to post the message.

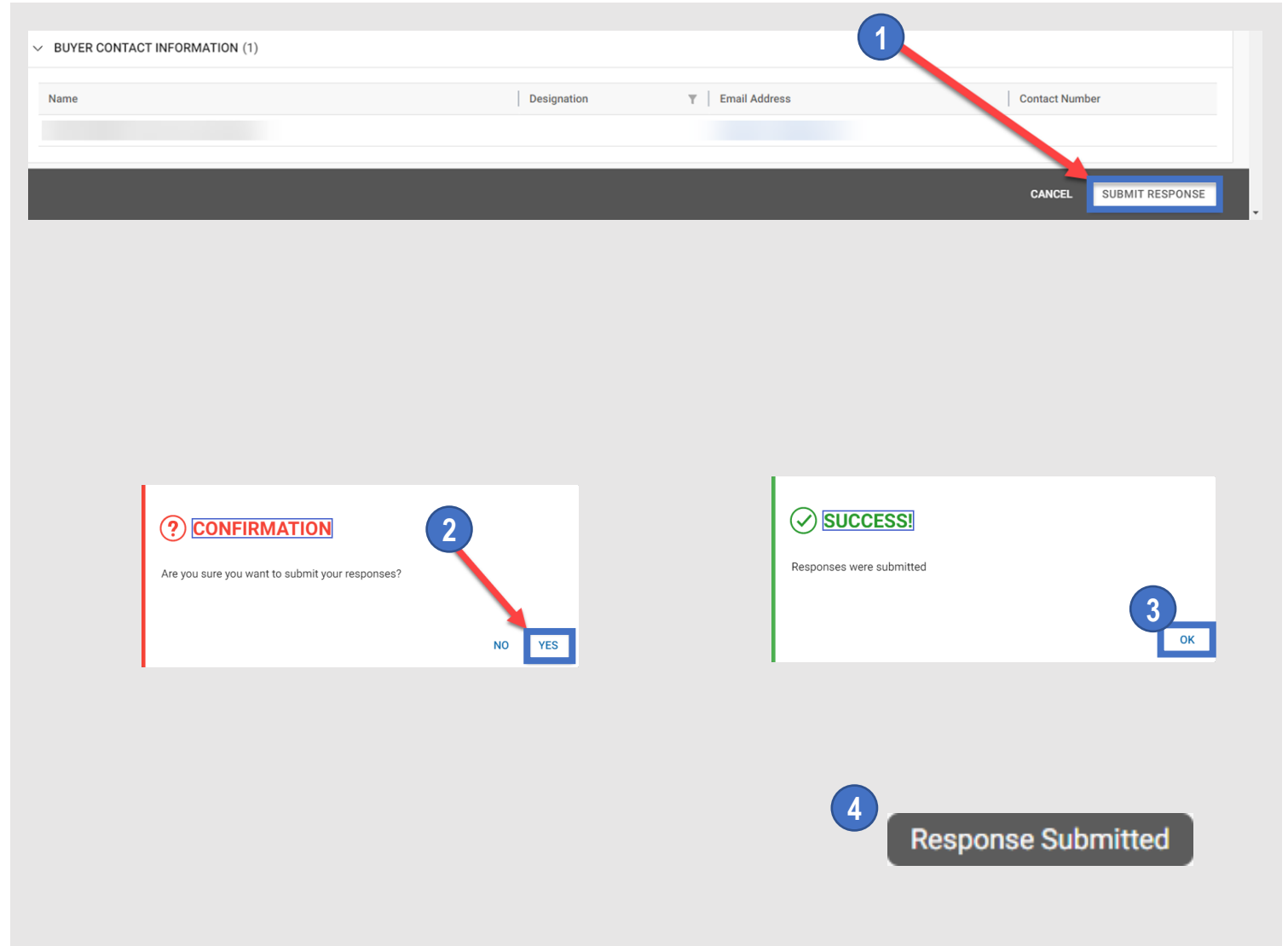


# 08

## Submission of Responses

# myBuy Submission of Responses

- Check the details of the RFX, respond to the questionnaires and price sheets, and submit them.



The screenshot illustrates the submission process in four steps:

- Step 1:** A red arrow points to the **SUBMIT RESPONSE** button in the bottom right corner of the **BUYER CONTACT INFORMATION (1)** form.
- Step 2:** A red arrow points to the **YES** button in a **CONFIRMATION** dialog box that asks, "Are you sure you want to submit your responses?".
- Step 3:** A red arrow points to the **OK** button in a **SUCCESS!** dialog box that displays "Responses were submitted".
- Step 4:** A red arrow points to a dark grey button labeled **Response Submitted**.

- 1 Click **SUBMIT RESPONSE**.
- 2 Click **YES**.
- 3 Click **OK**.
- 4 When the response is submitted, the event status changes to **Response Submitted**.

# 09

## Withdrawing/Resubmitting Responses

# myBuy Withdrawing/Resubmitting Responses (1)

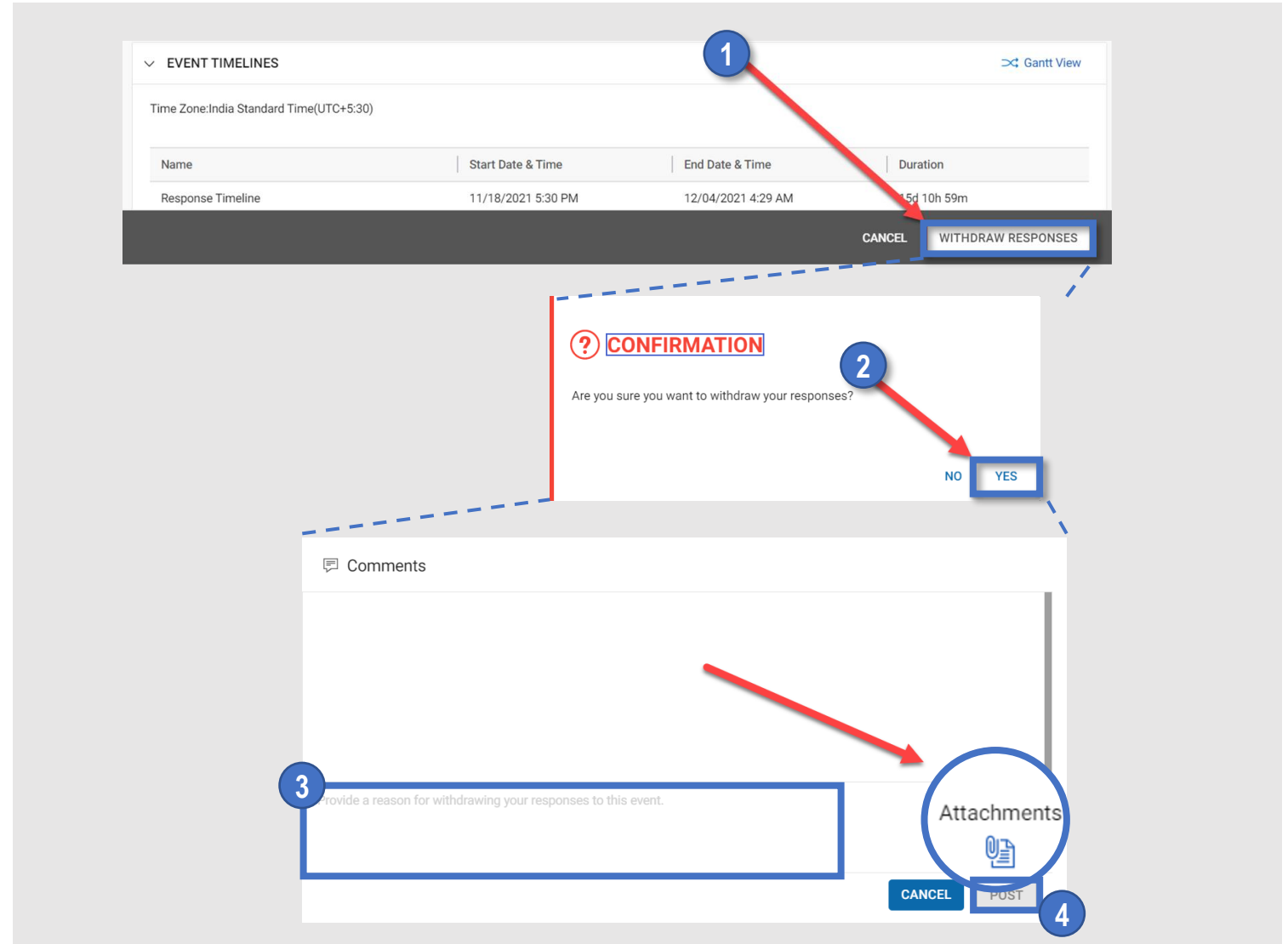
- You can withdraw submitted responses if you need to modify or correct them.

## Withdrawal of Responses

- 1 Click **WITHDRAW RESPONSES**.
- 2 On the confirmation screen, click **YES**.
- 3 Write a **reason for the withdrawal**.
- 4 Click **POST**.

## Supplemental:

- By clicking **Attachments (circled)**, you can upload an attachment.



The screenshot illustrates the withdrawal process in four steps:

- Step 1:** In the 'EVENT TIMELINES' section, a table shows a 'Response Timeline' with start and end dates. A red arrow points to the 'WITHDRAW RESPONSES' button.
- Step 2:** A 'CONFIRMATION' dialog box asks 'Are you sure you want to withdraw your responses?'. A red arrow points to the 'YES' button.
- Step 3:** A 'Comments' section with a text box for providing a reason for withdrawal. A red arrow points to the text box.
- Step 4:** An 'Attachments' section with a file upload icon. A red arrow points to the 'POST' button.



# myBuy Withdrawing/Resubmitting Responses (2)

- You can modify and resubmit responses within the response timeline.
- Complete modifying the materials, such as questionnaires and price sheets, before resubmitting them.

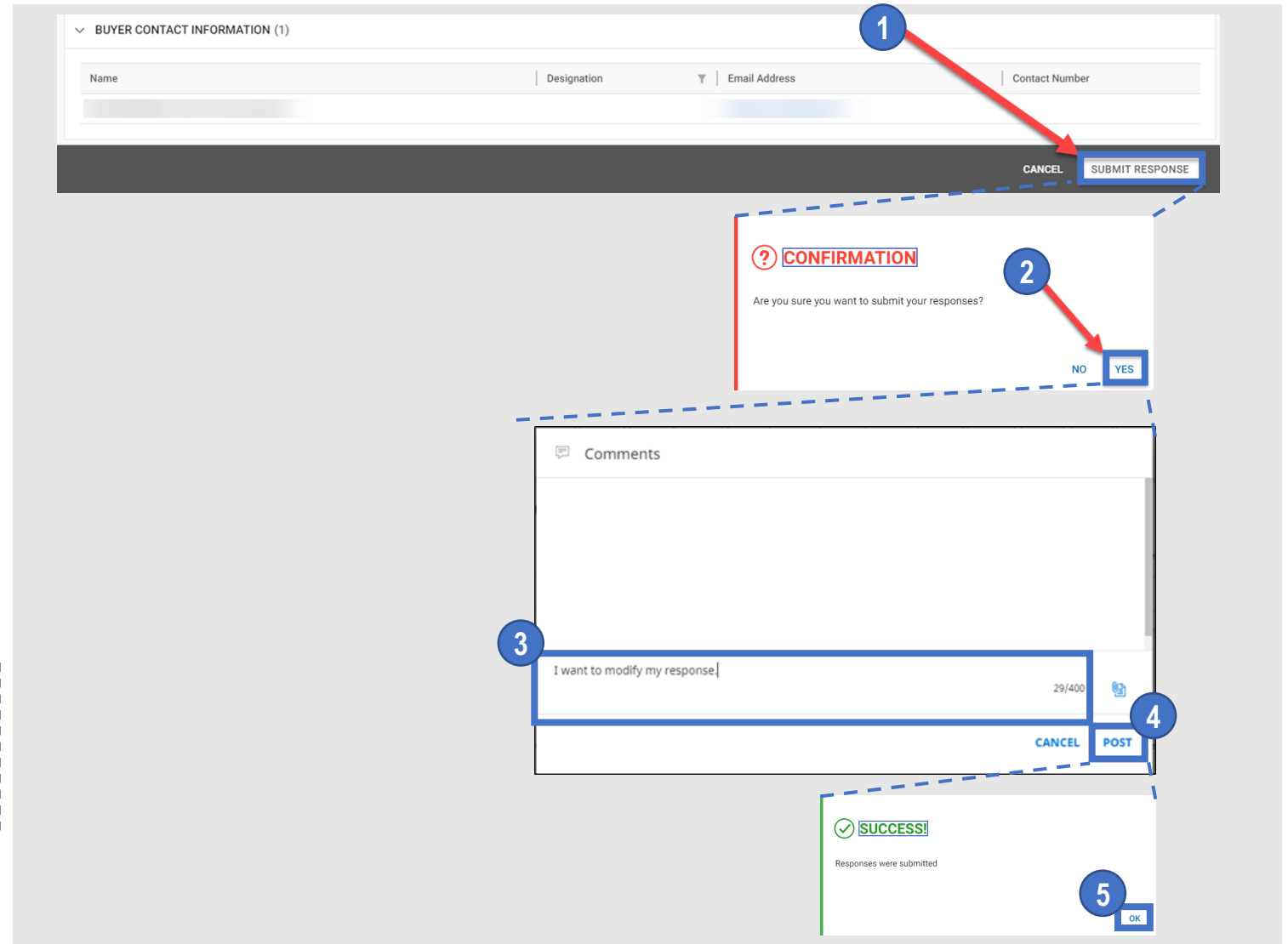
## Resubmitting Responses

- 1 Click **SUBMIT RESPONSE**.
- 2 On the confirmation screen, click **YES**.
- 3 Enter a **comment**.

### Notes on resubmission of responses

- When resubmitting, include in the comment the changes from the responses before withdrawal.

- 4 Click **POST**.
- 5 On the confirmation screen, click **OK**.



The screenshot illustrates the resubmission process in five steps:


- Step 1:** A table titled "BUYER CONTACT INFORMATION (1)" is shown with columns for Name, Designation, Email Address, and Contact Number. A "SUBMIT RESPONSE" button is highlighted in the bottom right corner.
- Step 2:** A confirmation dialog box appears with the text "CONFIRMATION" and "Are you sure you want to submit your responses?". The "YES" button is highlighted.
- Step 3:** A "Comments" section is shown with a text input field containing "I want to modify my response|". The character count "29/400" is visible.
- Step 4:** The "POST" button is highlighted at the bottom right of the comments section.
- Step 5:** A success message "SUCCESS!" is displayed with the text "Responses were submitted". An "OK" button is highlighted at the bottom right.

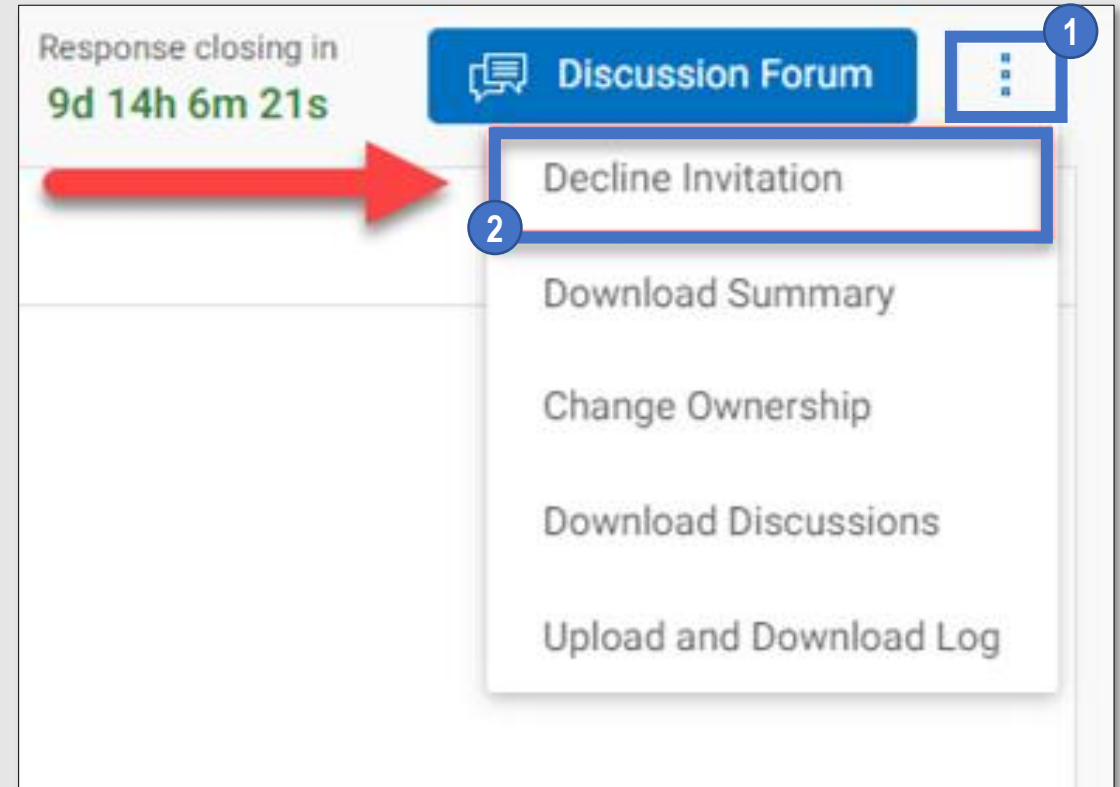
10

Others

# myBuy Declining RFX Event


- You can decline the invitation to an RFX event even after agreeing to participating in it.

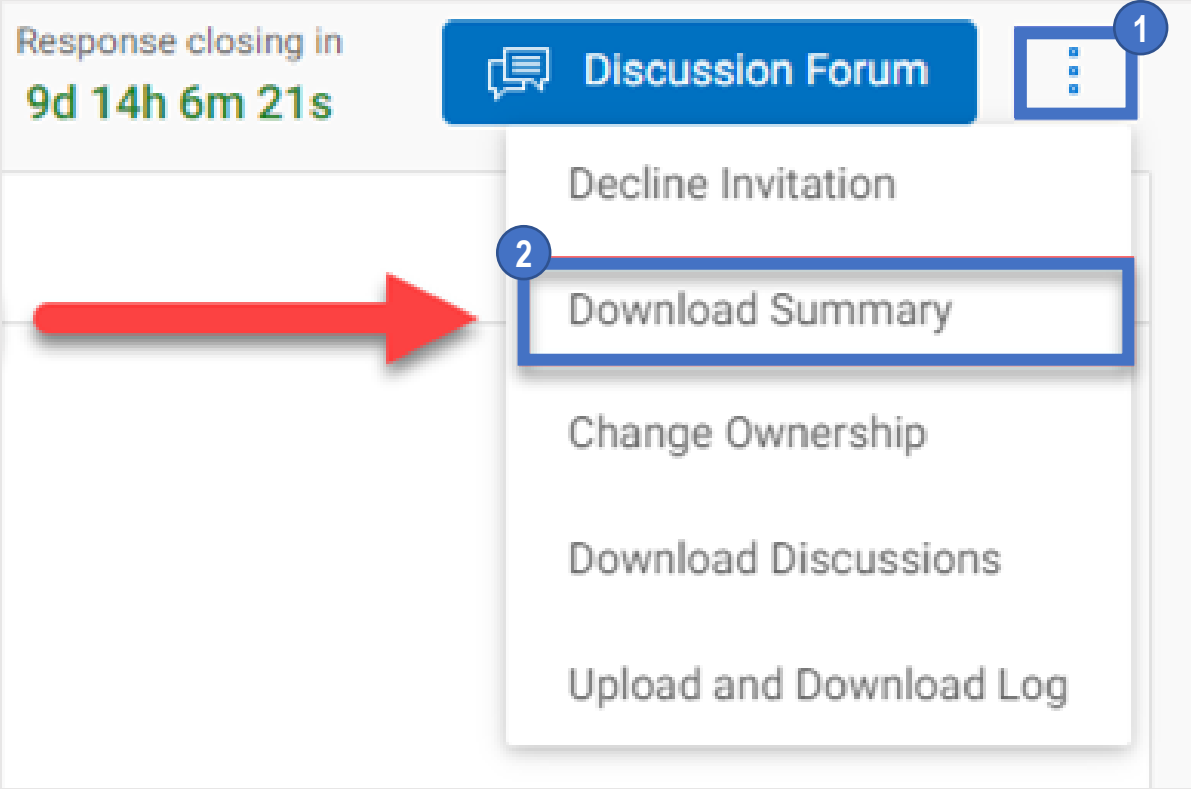
- 1 Click the  icon in the upper right of the RFX event.
- 2 Click [Decline Invitation](#).
- 3 On the confirmation pop-up window, click [Yes](#).
- 4 On the SUCCESS pop-up window, click [OK](#).



# myBuy Downloading RFX Event Summary

- You can download the following in a zip file:  
summary, guidelines, price sheets, and  
questionnaires of the RFX event.


- 1 Click the  icon in the upper right of the RFX event.
- 2 Click [Download Summary](#).



The screenshot displays the RFX event interface. At the top left, it shows 'Response closing in 9d 14h 6m 21s'. To the right is a blue 'Discussion Forum' button. In the upper right corner, there is a menu icon (three vertical dots) with a circled '1' next to it. A red arrow points from the 'Download Summary' option in the dropdown menu to the left. The dropdown menu is open, showing options: 'Decline Invitation', 'Download Summary' (highlighted with a blue border and a circled '2'), 'Change Ownership', 'Download Discussions', and 'Upload and Download Log'.

# myBuy Changing Primary Responder

- You can change the primary responder to another person in charge.

- Click the  icon in the upper right of the RFX event.
- Click **Change Ownership**.
- Select a person in charge you wish to assign to the **Primary Responder**.  
\*Only one person can be assigned to Primary Responder.
- Click **DONE**.

The screenshot illustrates the process of changing the primary responder in two main steps:

**Step 1: Accessing the Change Ownership Option**

In the top section, a 'Discussion Forum' button is shown with a 'More options' icon (three vertical dots) to its right. A red arrow points to this icon, which has opened a dropdown menu. The 'Change Ownership' option is highlighted in blue within this menu.

**Step 2: Assigning the Primary Responder**


The bottom section shows the 'Manage Contacts' interface. It features a search bar and an 'Add New Contact' button. Below is a table with the following columns: 'Name & Contact', 'User's Role', 'Updated By', and 'Email Sent On'. The table contains four rows of contact information:

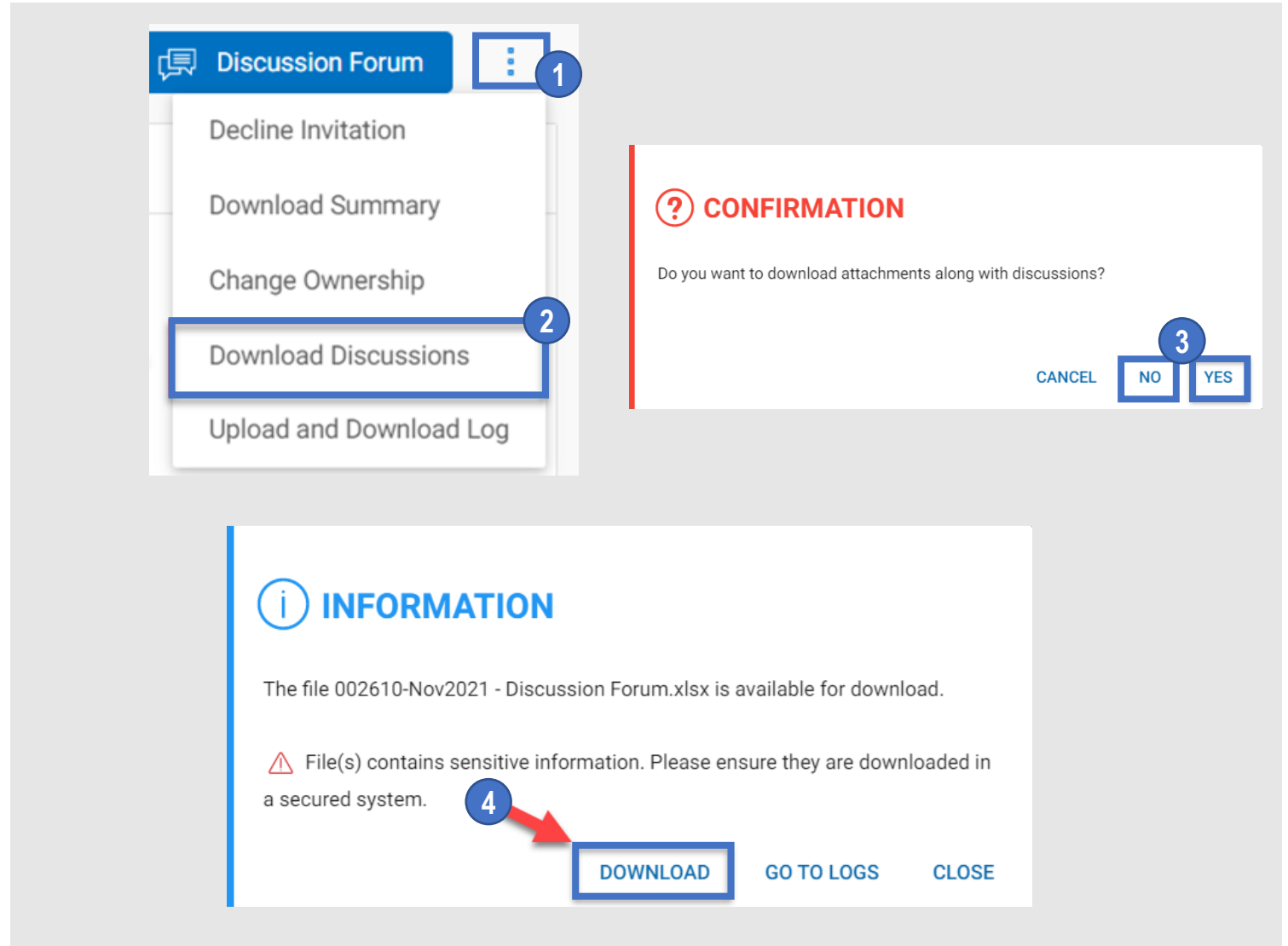
Name & Contact	User's Role	Updated By	Email Sent On
AG	Primary Responder	Buyer	11/22/2021 1:31 PM
Adrienn M	No Access		
Dummy Contact	No Access		
Sebastian W	No Access		

The 'Primary Responder' role for 'AG' is highlighted with a blue box. At the bottom right of the interface, there are 'CANCEL' and 'DONE' buttons, with 'DONE' being the final step in the process.

# myBuy Downloading Discussion History

- You can download the discussion history in the MS Excel format.


- 1 Click the  icon in the upper right of the RFX event.
- 2 Click **Download Discussions**.
- 3 To the question that if you want to download attachments along with discussions, select **YES** or **NO**.
- 4 Click **DOWNLOAD**.
- 5 The file will be downloaded in the MS Excel format to your PC.

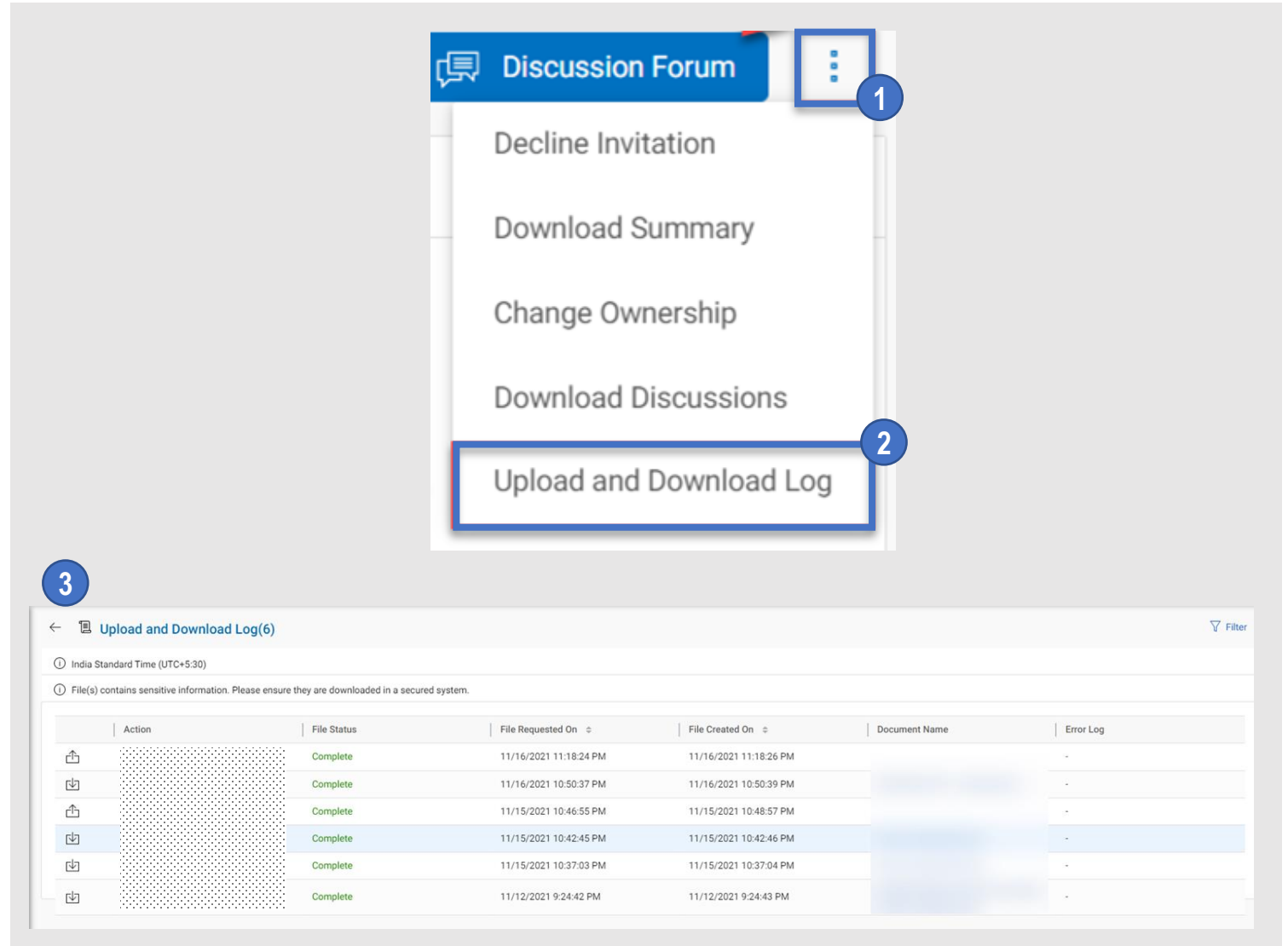


The screenshot illustrates the process of downloading discussion history. It shows a 'Discussion Forum' menu with options: Decline Invitation, Download Summary, Change Ownership, Download Discussions (highlighted with a blue box and circled '2'), and Upload and Download Log. A confirmation dialog asks, 'Do you want to download attachments along with discussions?' with 'NO' and 'YES' buttons (the 'YES' button is circled '3'). Below this, an information dialog states: 'The file 002610-Nov2021 - Discussion Forum.xlsx is available for download.' It includes a warning: 'File(s) contains sensitive information. Please ensure they are downloaded in a secured system.' and a 'DOWNLOAD' button (circled '4' with a red arrow), along with 'GO TO LOGS' and 'CLOSE' buttons.

# myBuy Viewing Upload and Download Logs

- You can view upload and download logs of all files.  
\*This function displays all the files uploaded to or downloaded from the questionnaire and price sheet sections in the RFX event, saving you from moving from section to section for viewing each log file.

- 1 Click the  icon in the upper right of the RFX event.
- 2 Click [Upload and Download Log](#).
- 3 Upload and download logs are displayed.



The screenshot illustrates the process of viewing upload and download logs. It shows a 'Discussion Forum' header with a menu icon (1) that opens a dropdown menu containing options: 'Decline Invitation', 'Download Summary', 'Change Ownership', 'Download Discussions', and 'Upload and Download Log' (2). Below this, the 'Upload and Download Log(6)' page is displayed (3), featuring a table with columns for Action, File Status, File Requested On, File Created On, Document Name, and Error Log. The table contains six rows of log entries, all with a 'Complete' status.

Action	File Status	File Requested On	File Created On	Document Name	Error Log
	Complete	11/16/2021 11:18:24 PM	11/16/2021 11:18:26 PM		-
	Complete	11/16/2021 10:50:37 PM	11/16/2021 10:50:39 PM		-
	Complete	11/15/2021 10:46:55 PM	11/15/2021 10:48:57 PM		-
	Complete	11/15/2021 10:42:45 PM	11/15/2021 10:42:46 PM		-
	Complete	11/15/2021 10:37:03 PM	11/15/2021 10:37:04 PM		-
	Complete	11/12/2021 9:24:42 PM	11/12/2021 9:24:43 PM		-

# INNOVATION BEYOND IMAGINATION



# myBuy Document Information

## Basic information

System name	myBuy Upstream		
Document storage location	Electronically: 購買部 CoreRepository		
Document title	S-3. 【Full ver】 RFXガイド		
Document management No.	MYB_UM_S004_00	Version No.	ver1.2
Related documents	-		

## 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

## Revision history

Version	Reason for revision	Date of creation/revision	Authored/revised by
1.0	初版	2023/10/2	
1.1	09. 回答取り下げ後の再提出について追加	2024/1/30	
1.2	03. 「マイタスクからのアクセス (P.10)」のキャプチャー・説明文更新	2024/2/26	