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myBuy

(MYB_UM_S004_00)

# RFx Guidance

Chugai Pharmaceutical Co., Ltd.
Procurement Department

(ver1.2)

# myBuy Table of Contents

# 01 Introduction

# myBuy What is RFx?

■ 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.

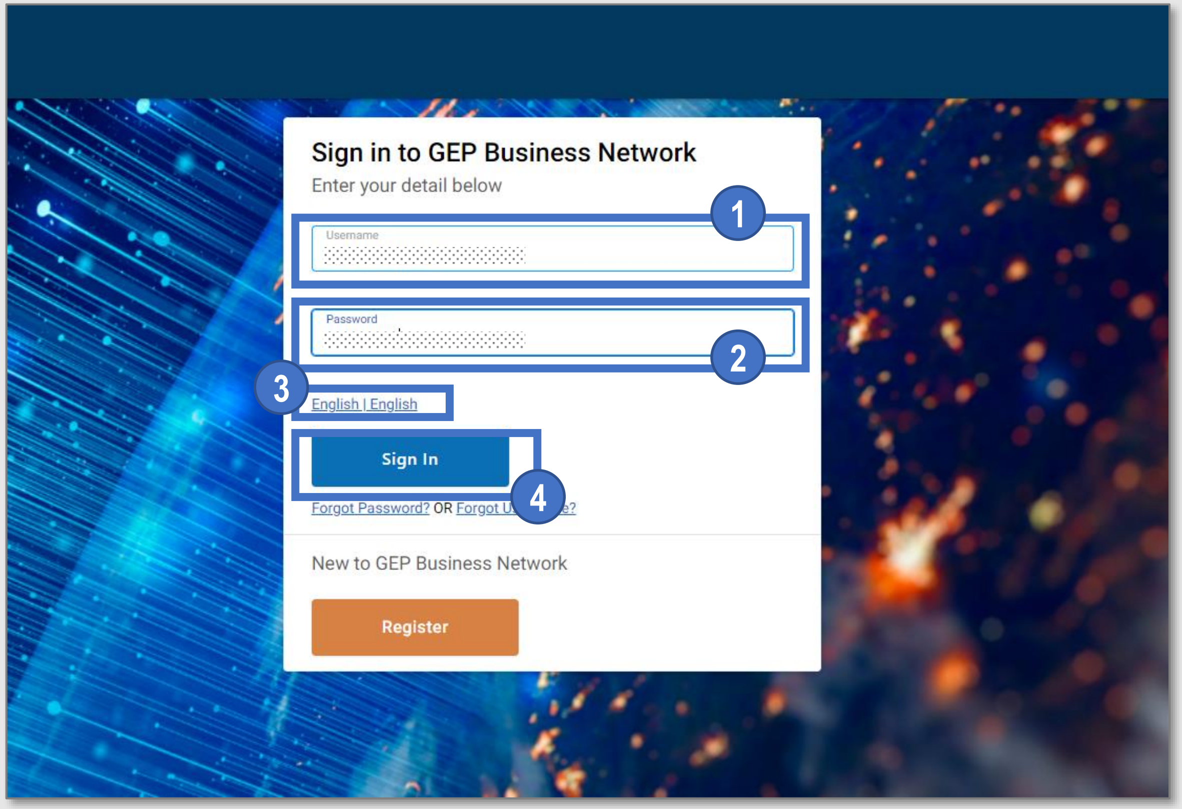
3. **Request for Quotation (RFQ):** A sourcing event where we ask suppliers who meet the conditions to provide a quotation

# 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.

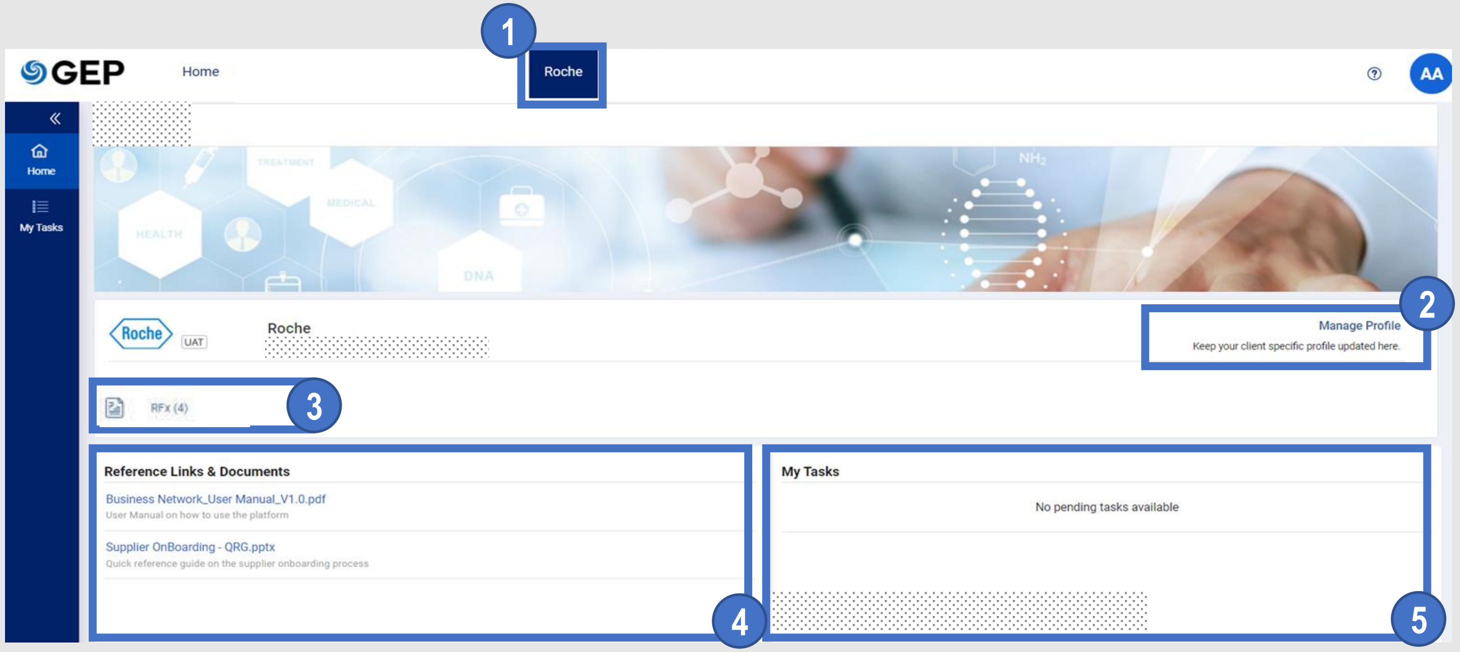
1. Fill in the Username.
2. Fill in the Password.
3. Select a language.
4. Click Sign In.



# 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.



# 03 Access to RFx

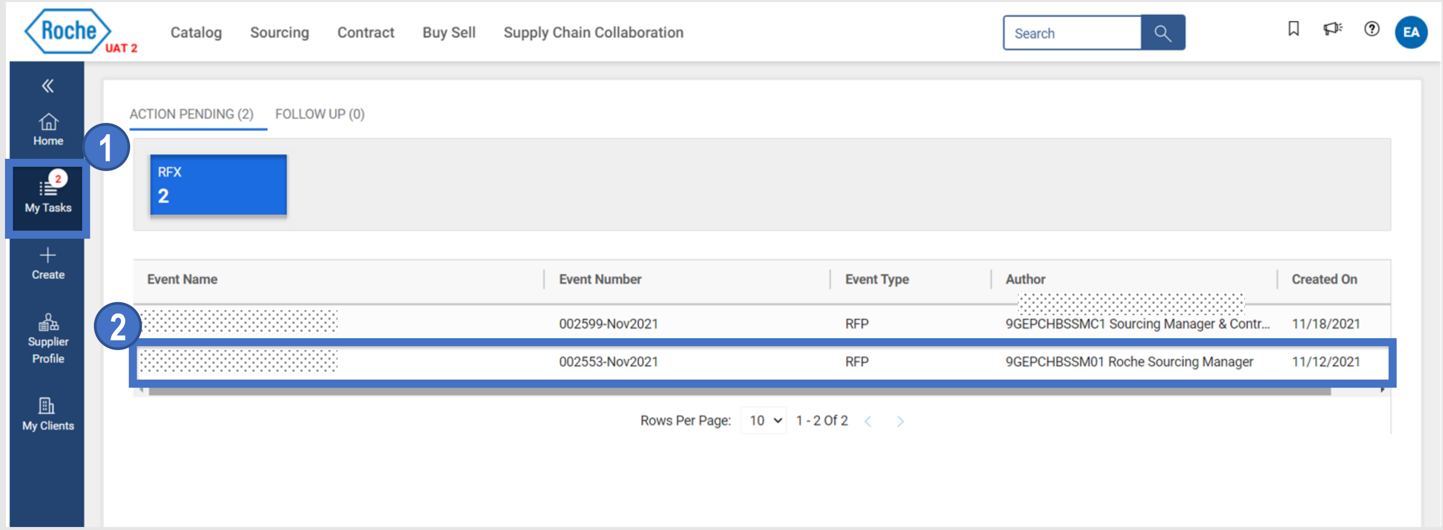
# myBuy How to Access RFx

- 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

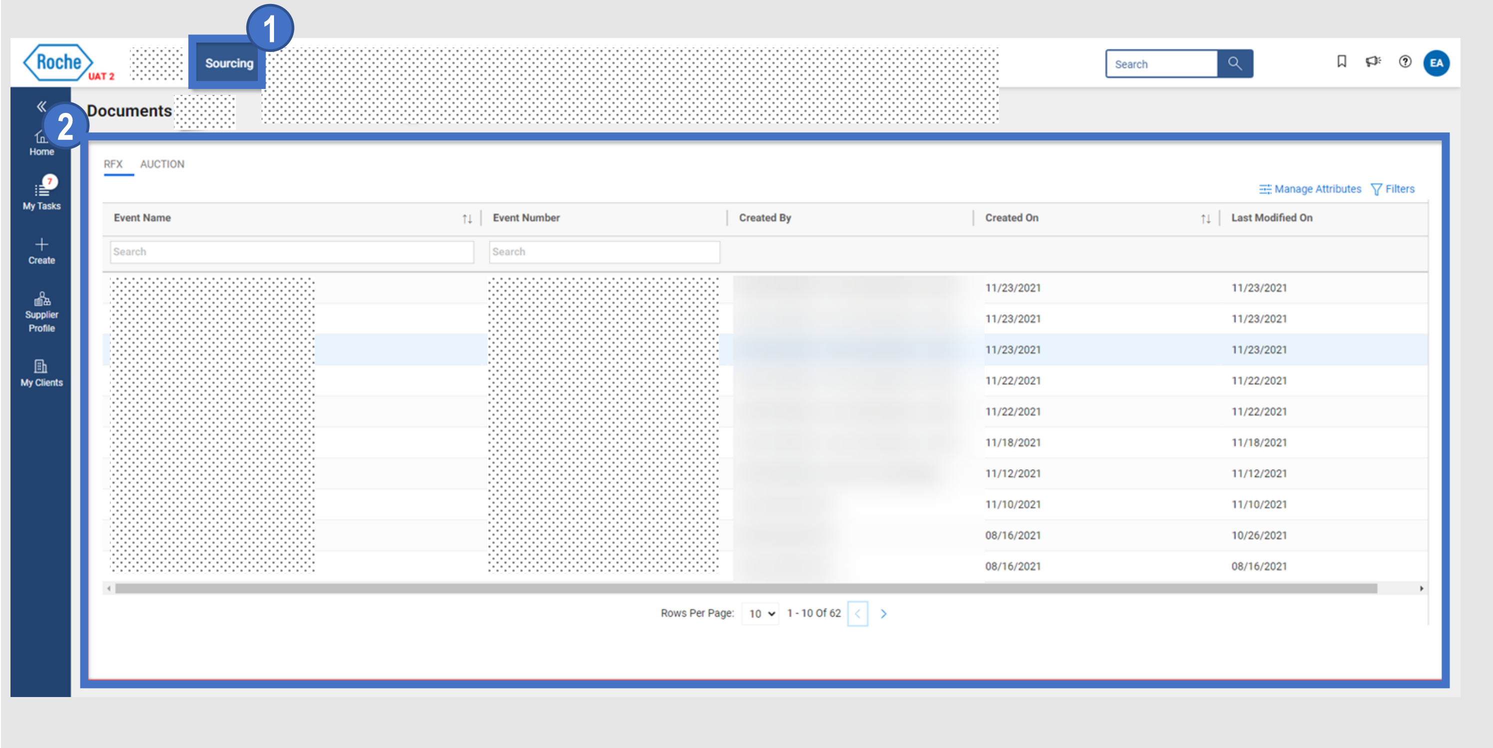
- When you are invited to an RFx event by the CHUGAI Sourcing Manager, a task is added to My Tasks in the workspace.
- When you finish responding to the RFx, the task is no longer displayed in My Tasks.




1. After logging in, click My Tasks.
   *All pending tasks are displayed.
2. Click an event name to access its RFx.

# myBuy 2. Access from the Sourcing Tab

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

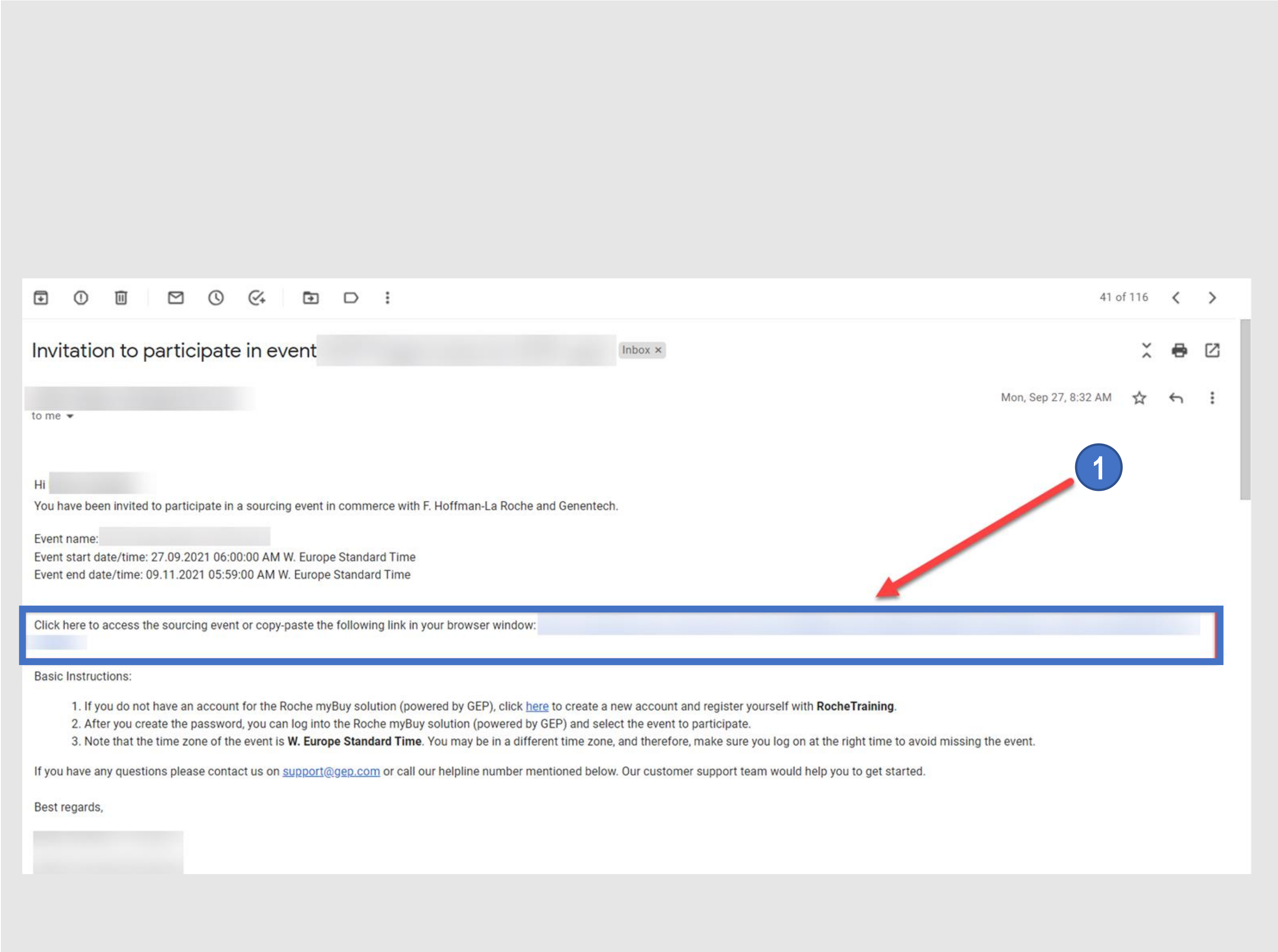



1. Click the Sourcing tab.
2. Click an event name to access its RFx.

# 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.



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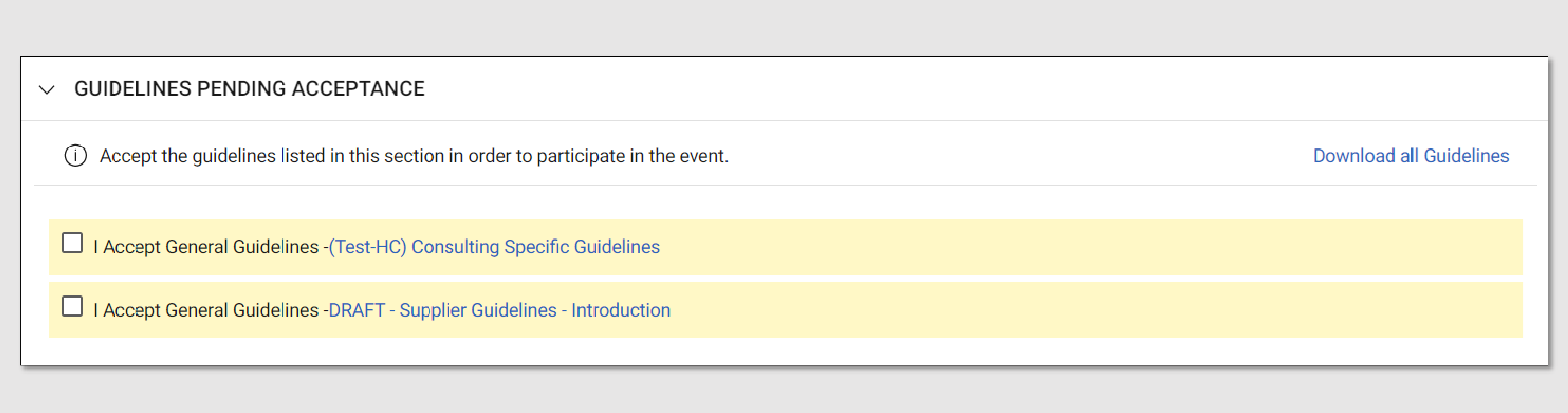
# 04 Acceptance of Guidelines

# *my*Buy Acceptance of Guidelines

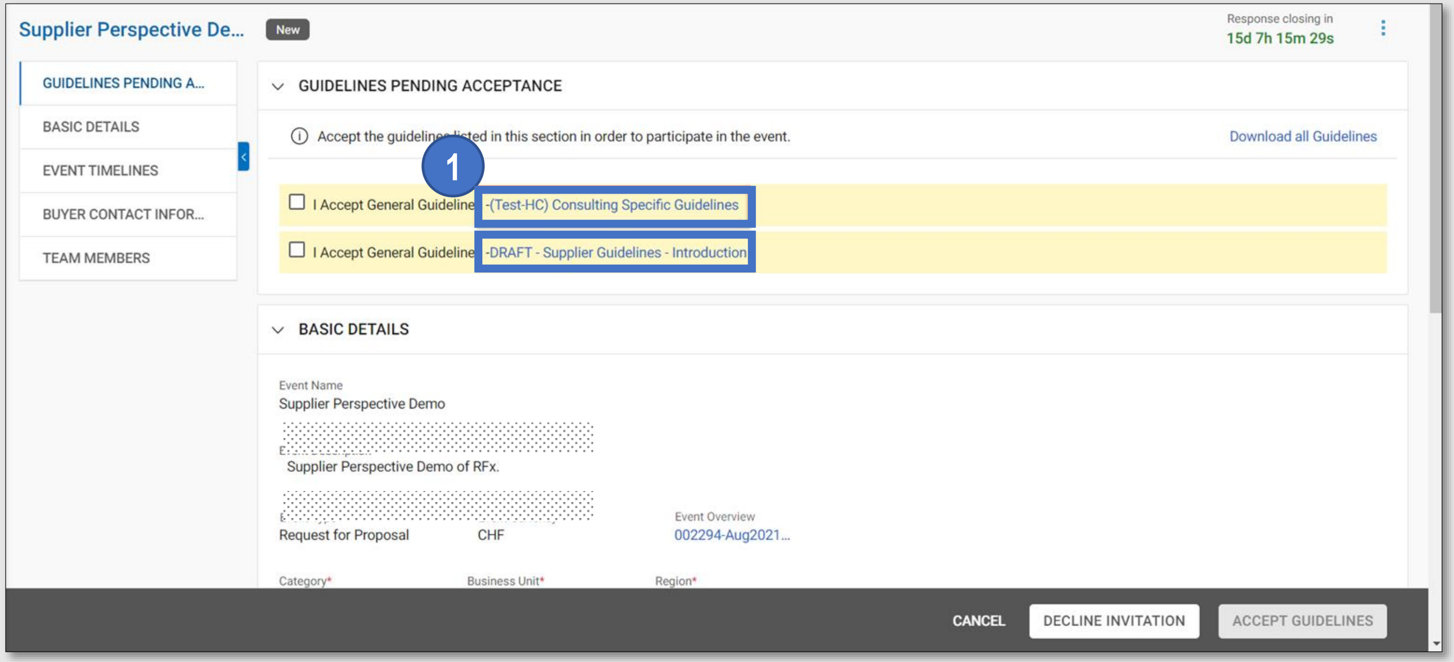
- **Access the RFx page, which shows the acceptance items at the top.**
  *These items are displayed in most cases while whether to display them depends on the RFx setting.
- **You are requested to accept the guidelines and other documents. After accepting the guidelines, you can access the details of 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).**



# myBuy How to Accept Guidelines (1)

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

1 **Click the link to guidelines.**



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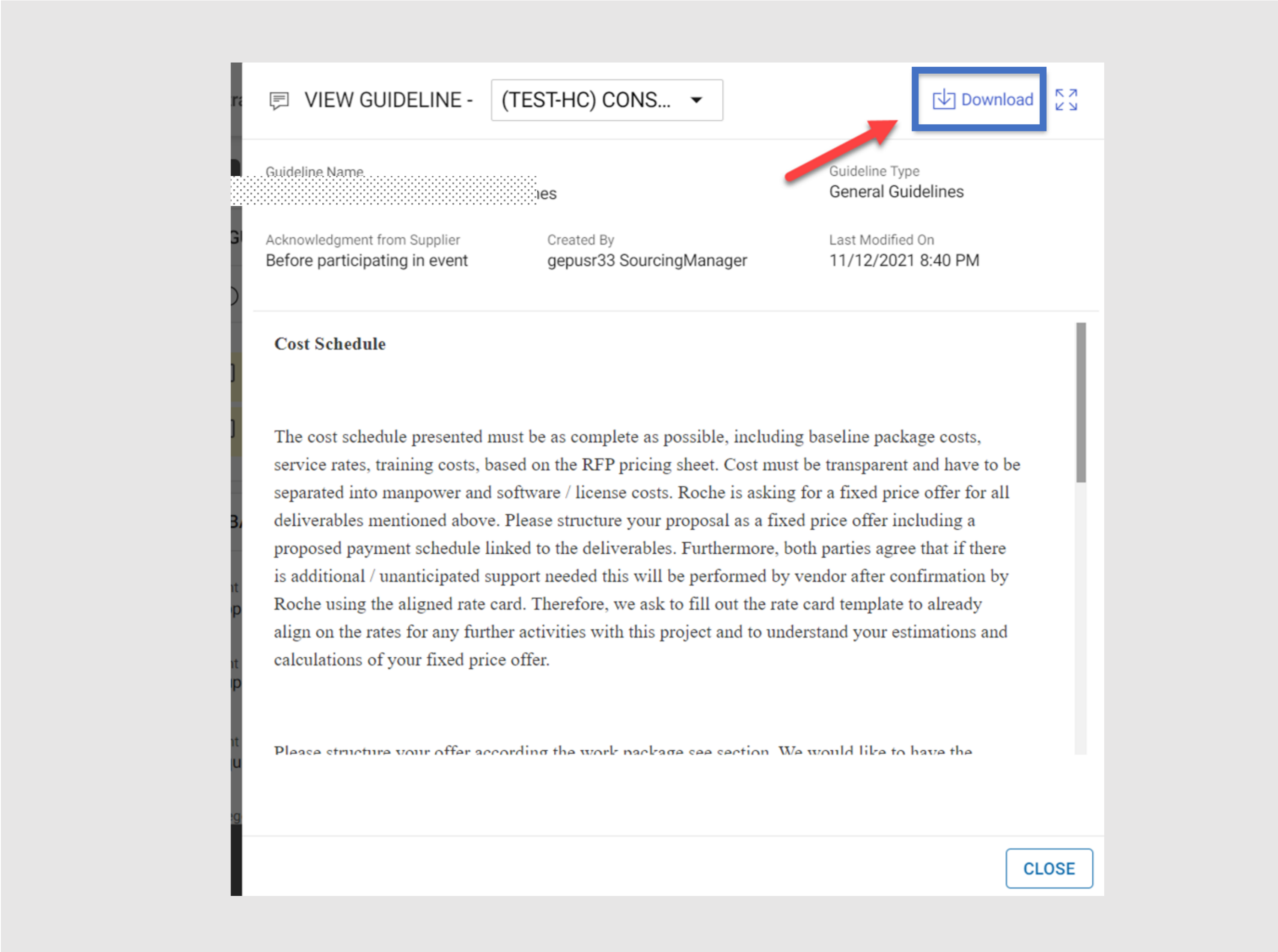
# myBuy How to Accept Guidelines (2)

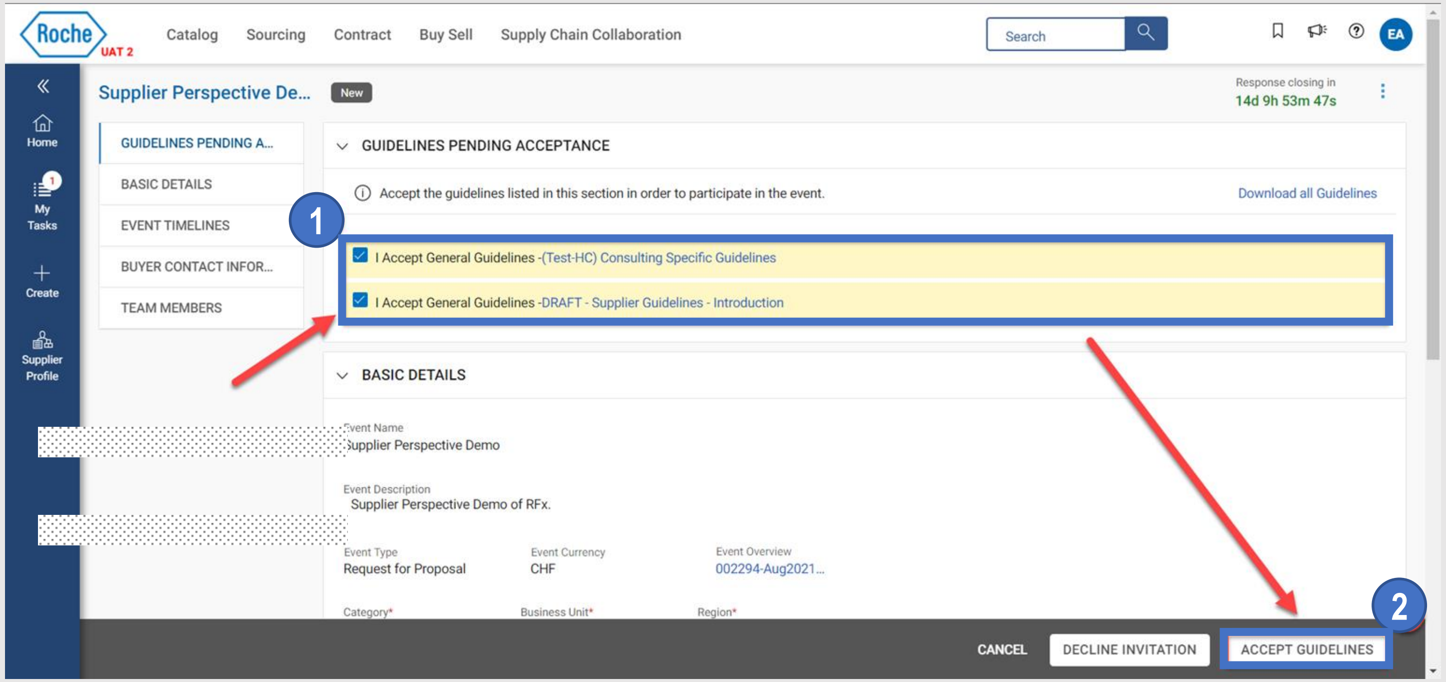
- **To download guidelines, click Download.**
  *The guidelines are downloaded in MS Word format.
- **An attachment, if included in the guidelines, will be downloaded as a zip file.**
  *A zip file includes the attachment and MS-Word formatted guidelines.



# 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.



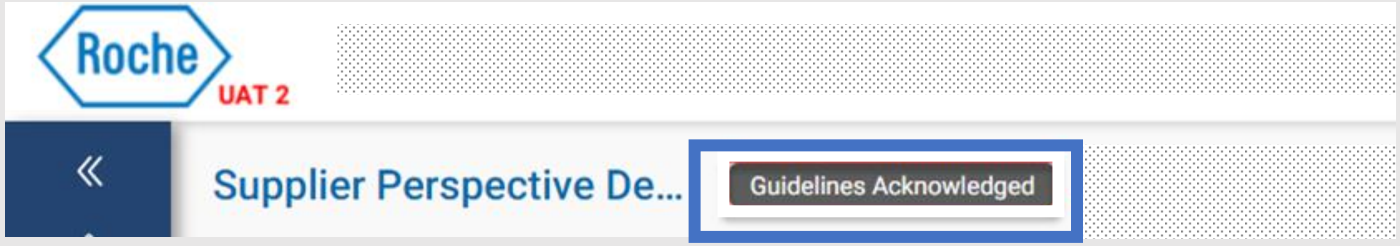
# myBuy Display after Accepting Guidelines

- 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.



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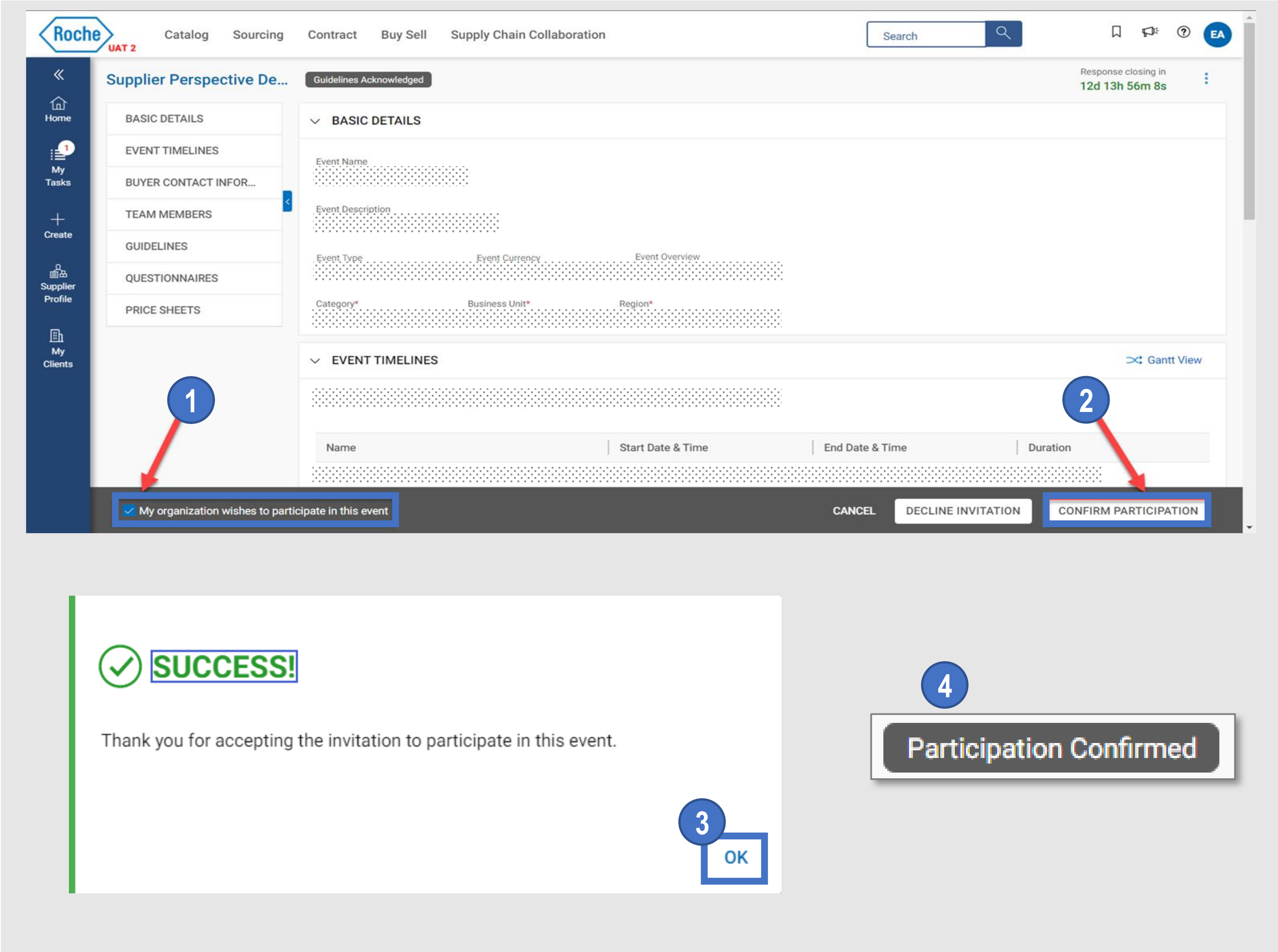
# 05 Expression of Willingness to Participate

# 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.

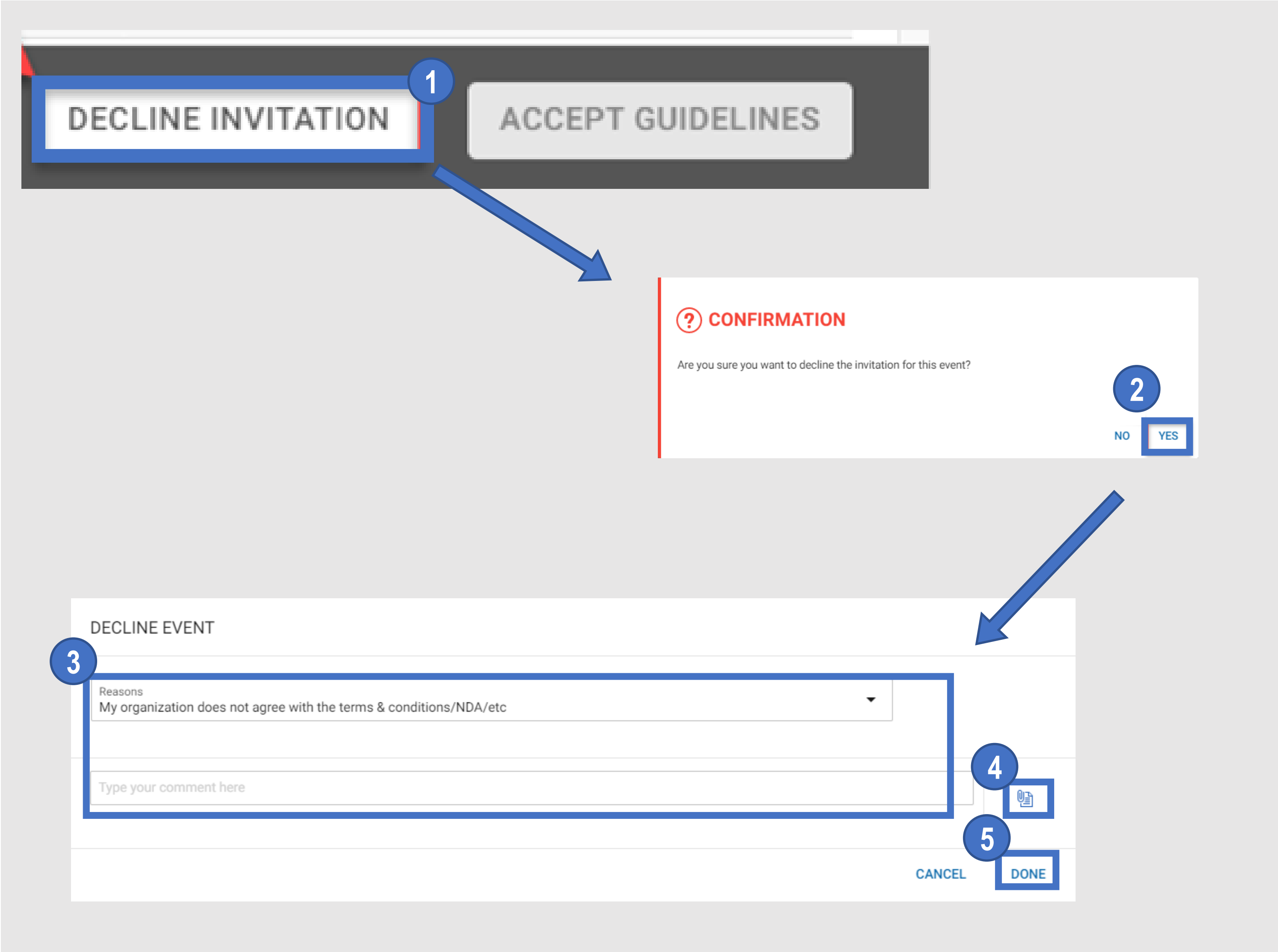
# myBuy When Not Participating in RFx Event

- 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.



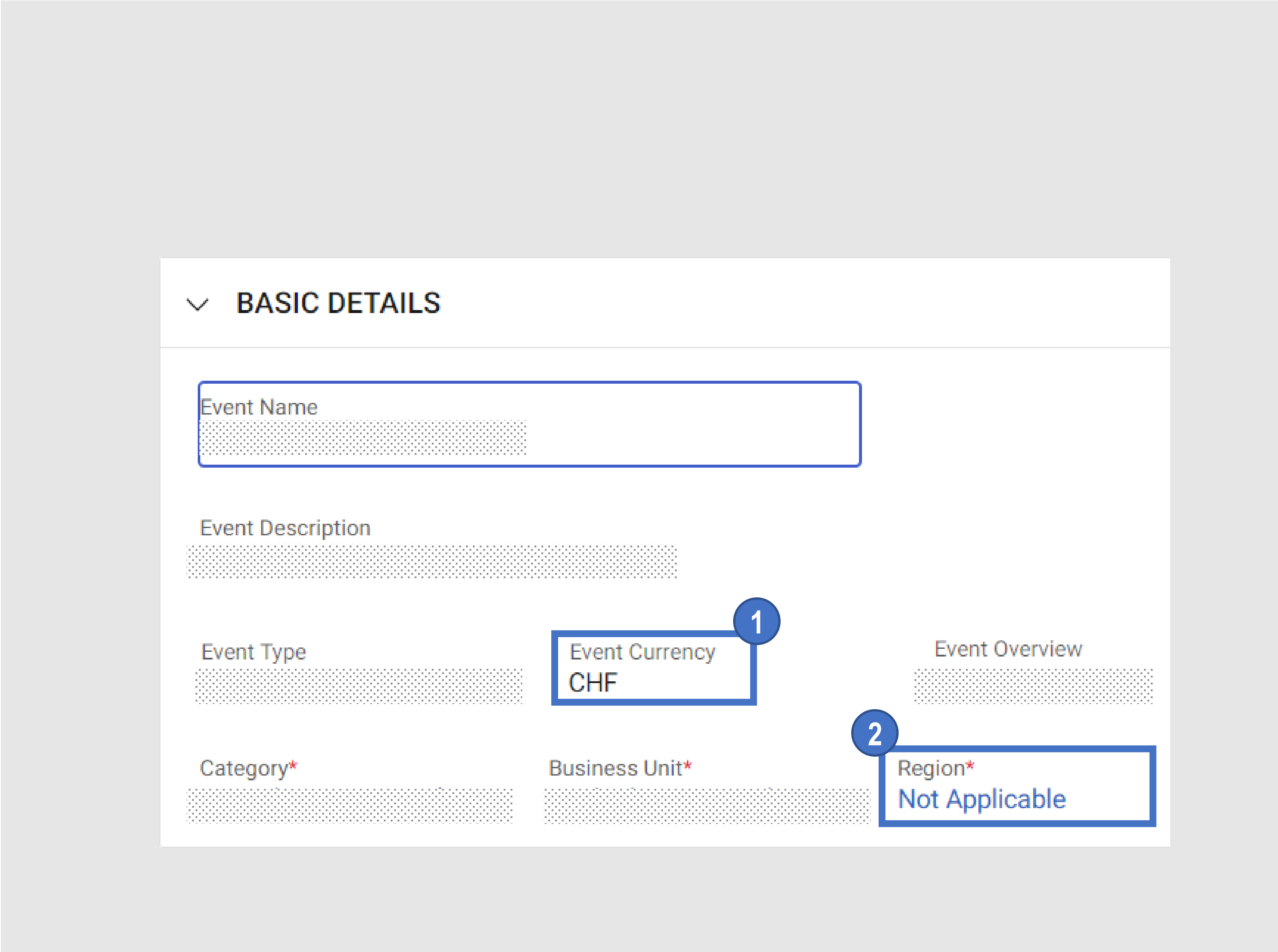
# 06 RFx

# 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.



# 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

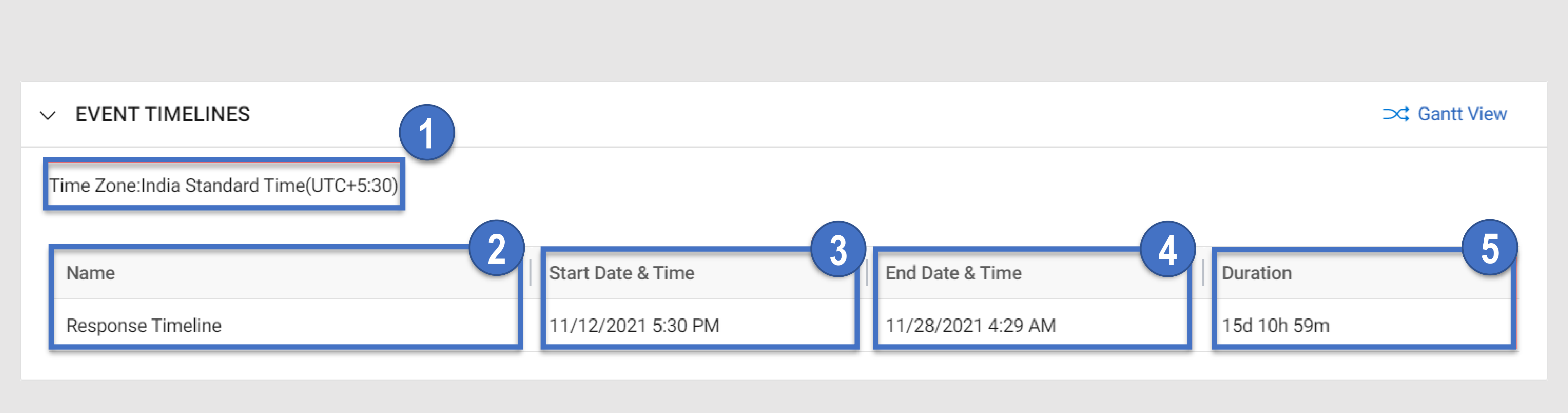
1 **Time Zone:** Time zone set on myBuy
*You can set the time zone as needed in the supplier profile.

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

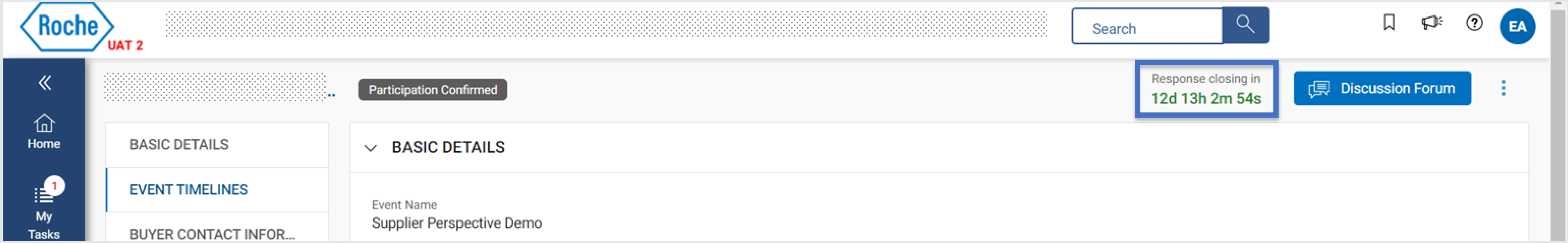


# myBuy Event Timeline: Important notes

- 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.



# 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 |
|---|---|---|---|
| | | | |

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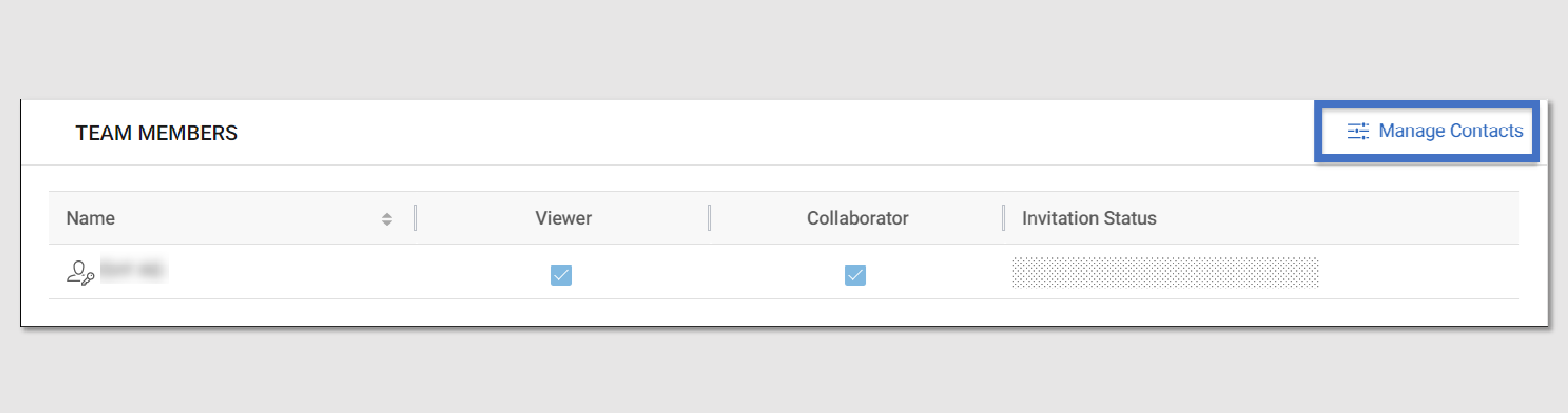
# 6.4 Team Member

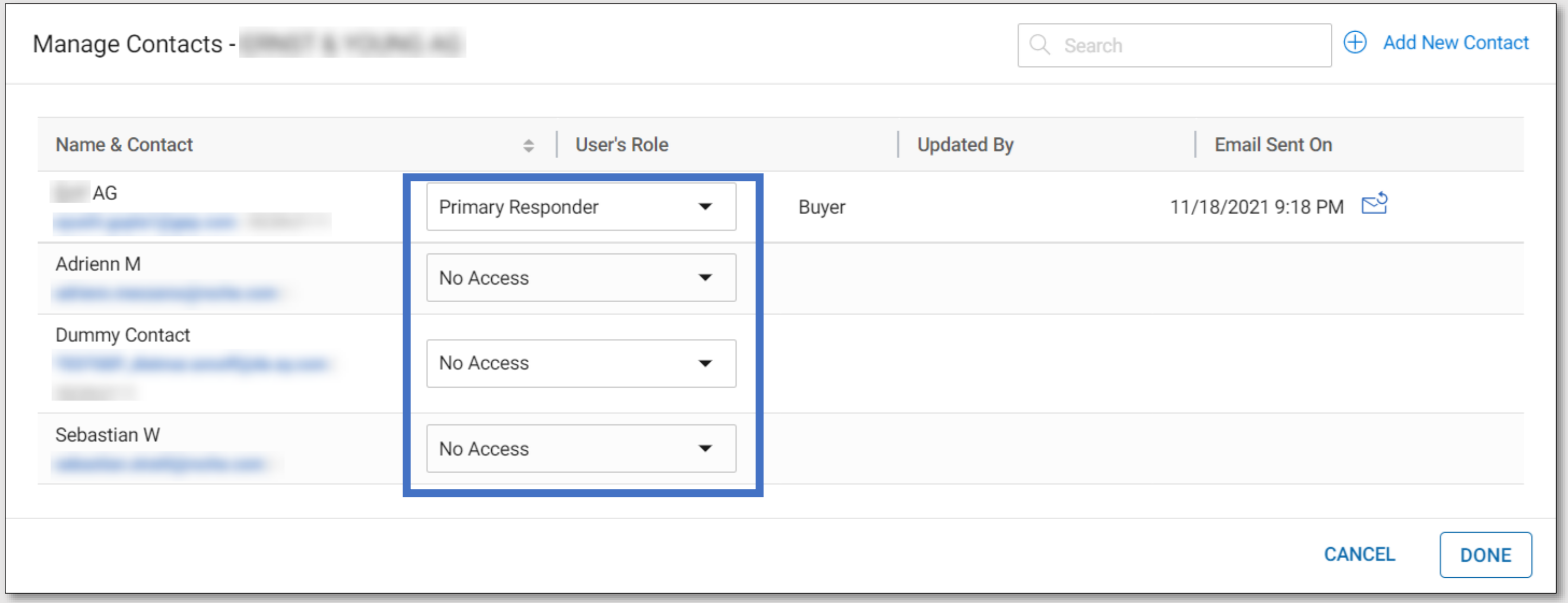
# myBuy Management of Contact Information of Team Members

- **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.



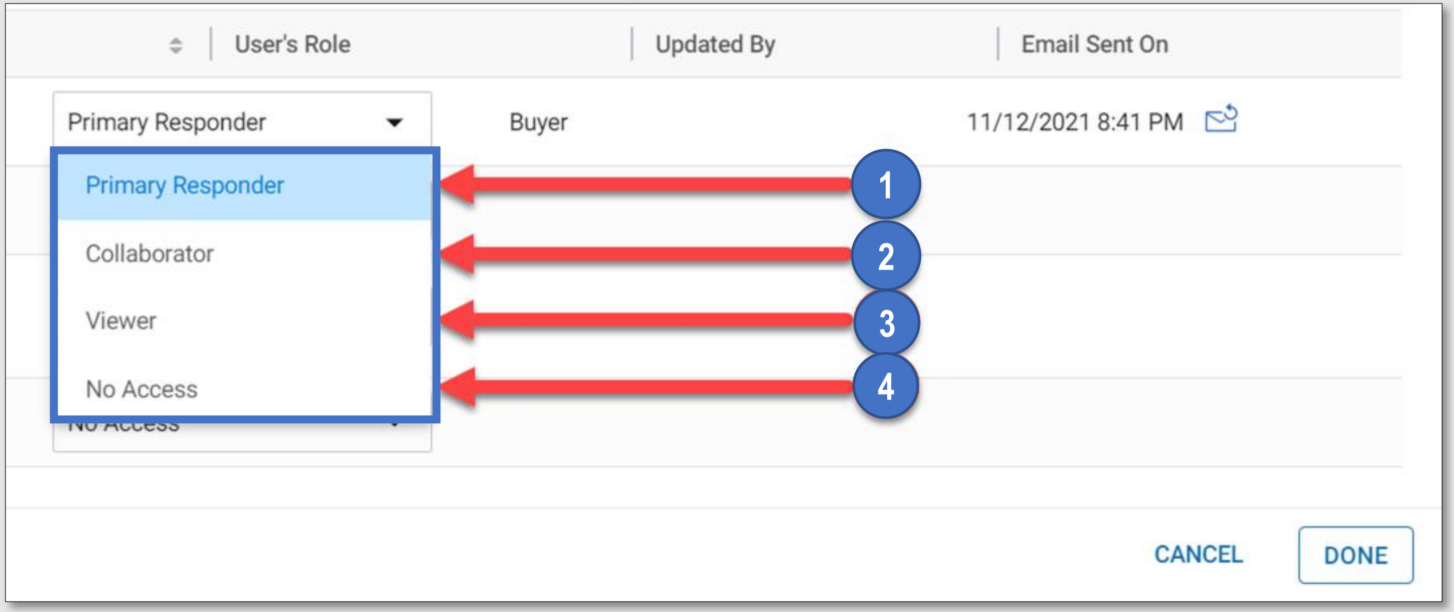
# myBuy Management of Contact Information of Team Members

- 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.



# myBuy Details of Roles

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




1. **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.

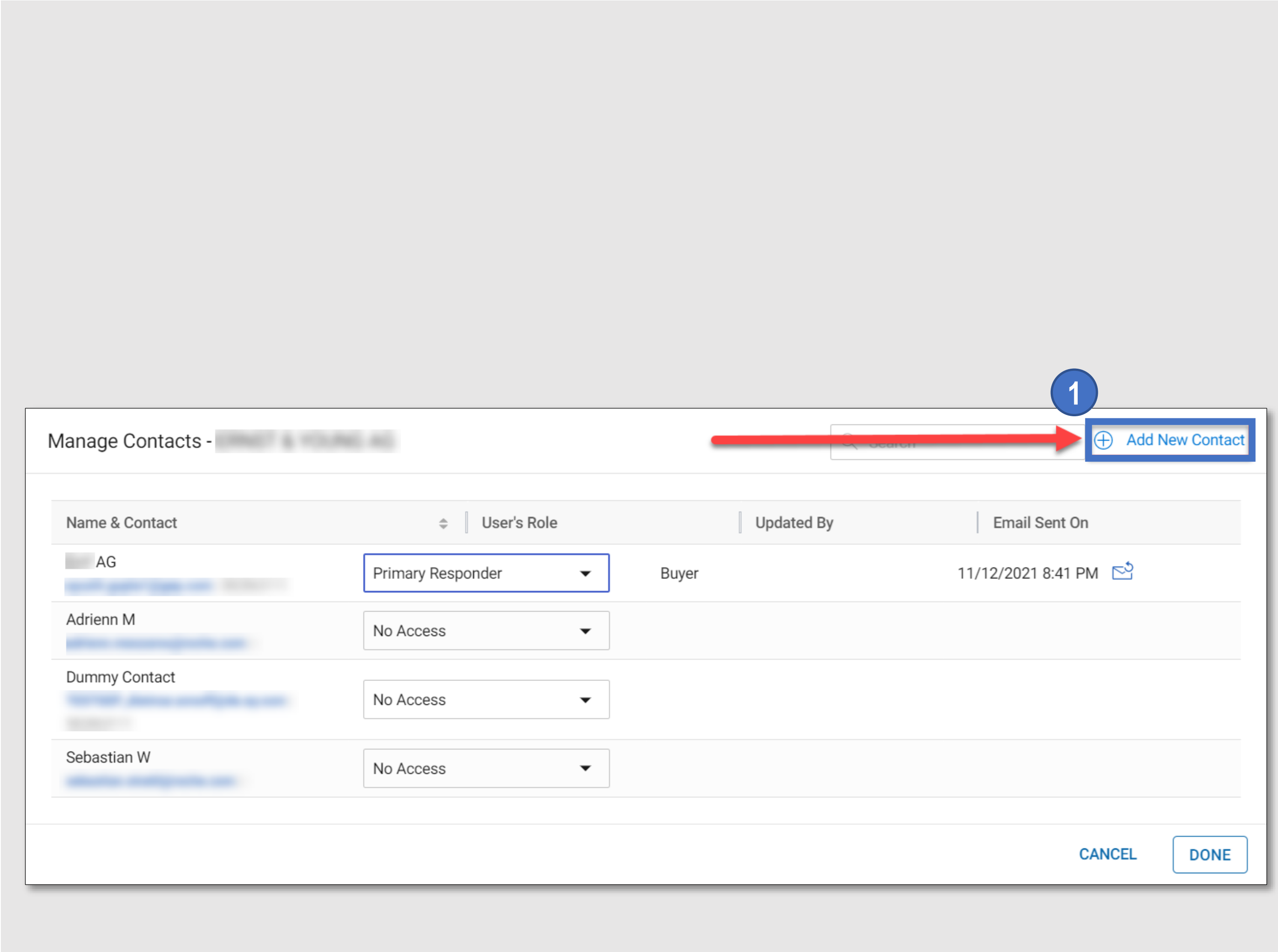
2. **Collaborator:**
   Team members having the same privilege as the primary responder
   *Multiple collaborators can be involved in RFx.

3. **Viewer:**
   Team members having only the viewing access to the event

4. **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.**

# myBuy Adding New Contact Information (2)

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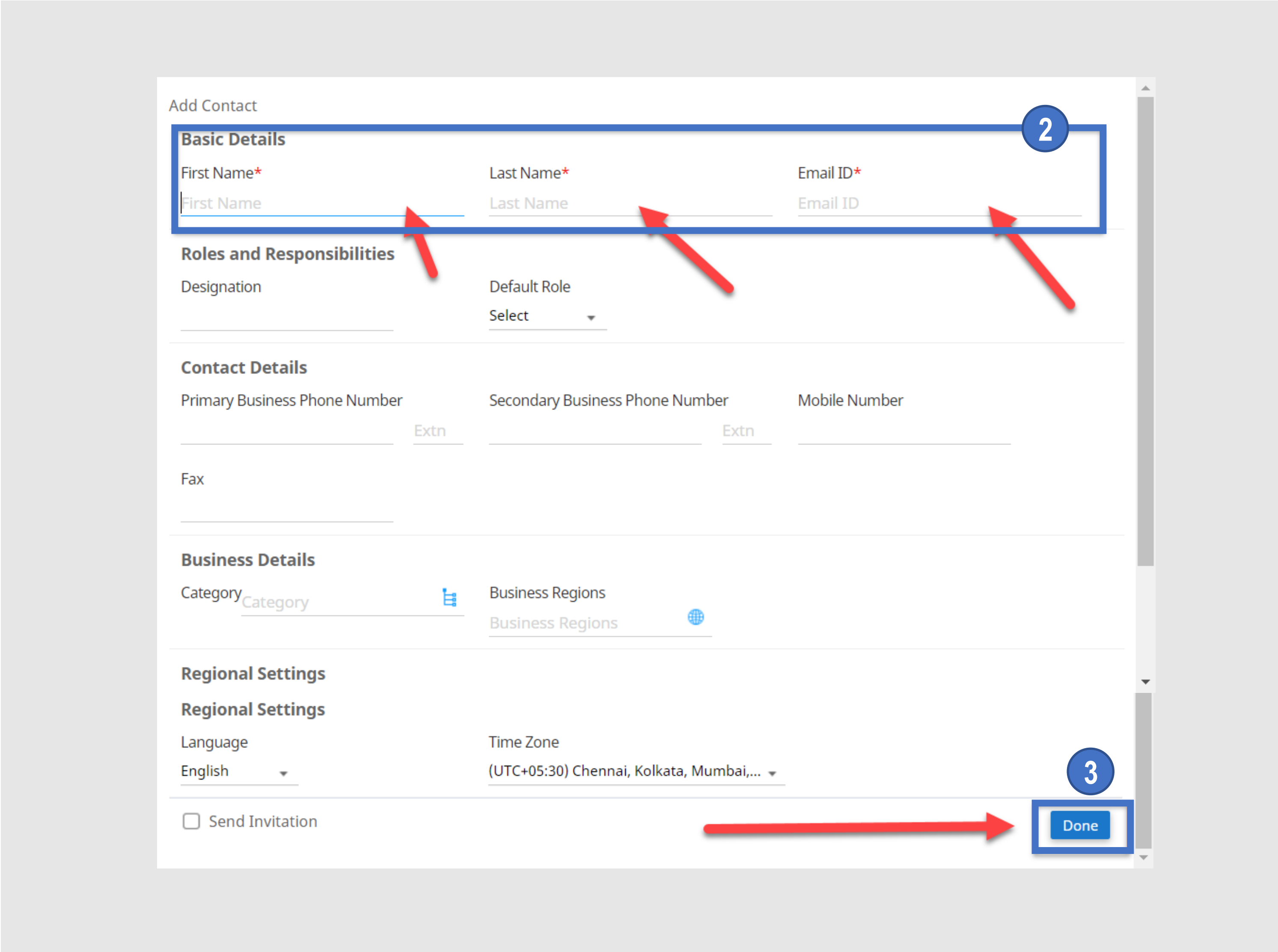
2. Fill in all required items (*) with new contact information.
3. Once the required items are filled out, click Done in the lower right.



# 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

| ☐ | Guideline Name | Guideline Type | Accepted By | Accepted On |
|---|---|---|---|---|
| ☐ | [redacted] | General Guidelines | [redacted] | 11/15/2021 2:02 PM |
| ☐ | [redacted] | General Guidelines | - | - |
| ☐ | [redacted] | General Guidelines | [redacted] | 11/15/2021 2:02 PM |

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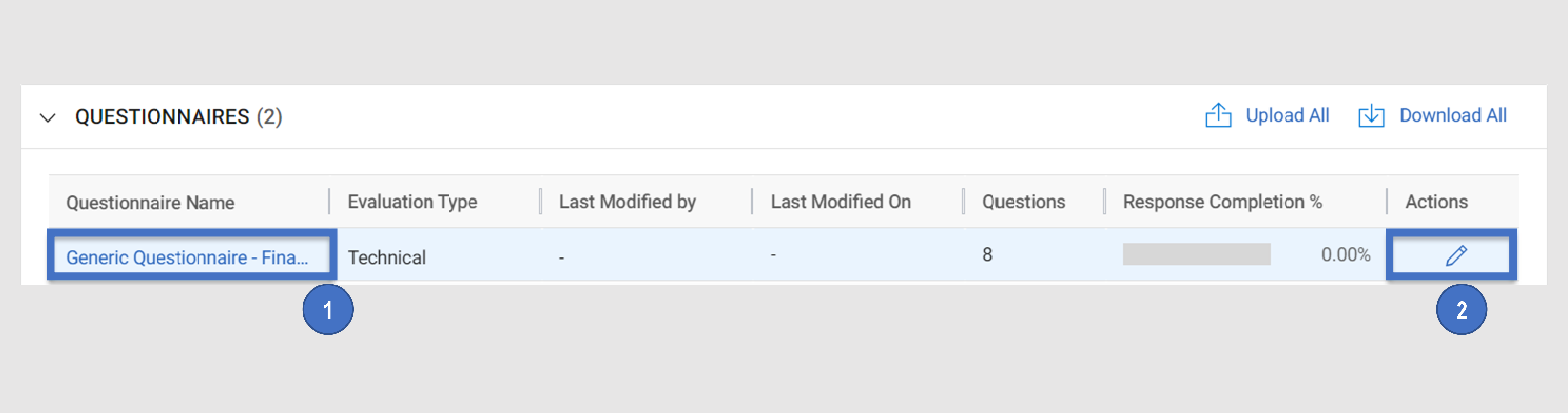
# 6.6 Questionnaires

# 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:

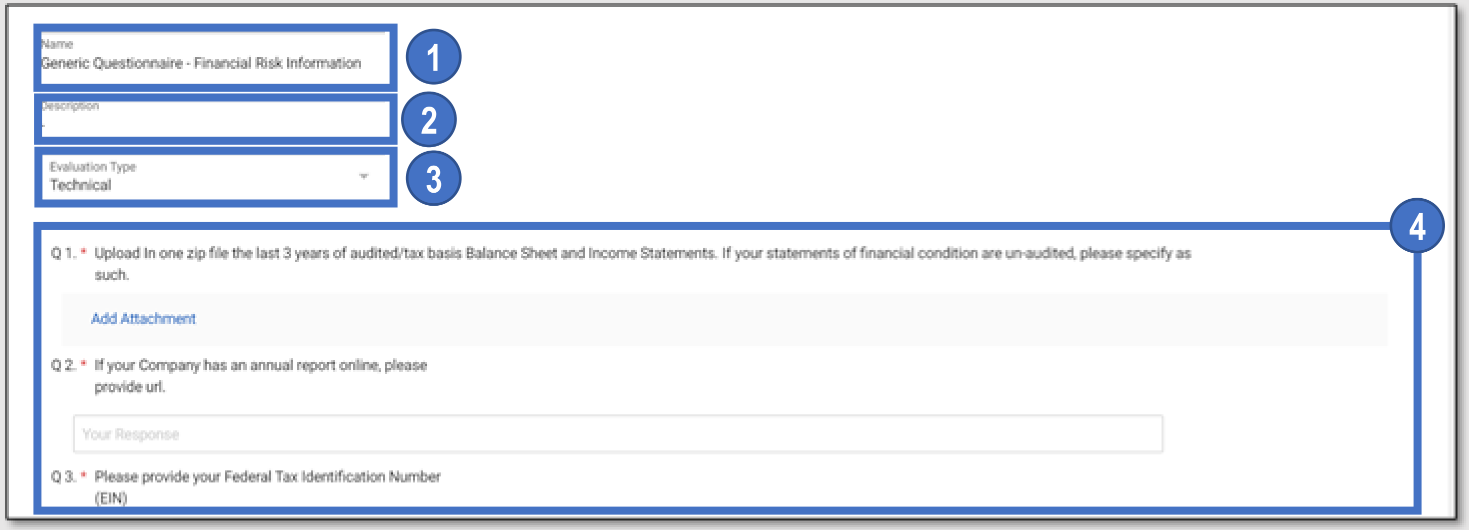
1. Click the questionnaire name.
2. Click the ✎ symbol on the right.



# myBuy Questionnaires: Overview

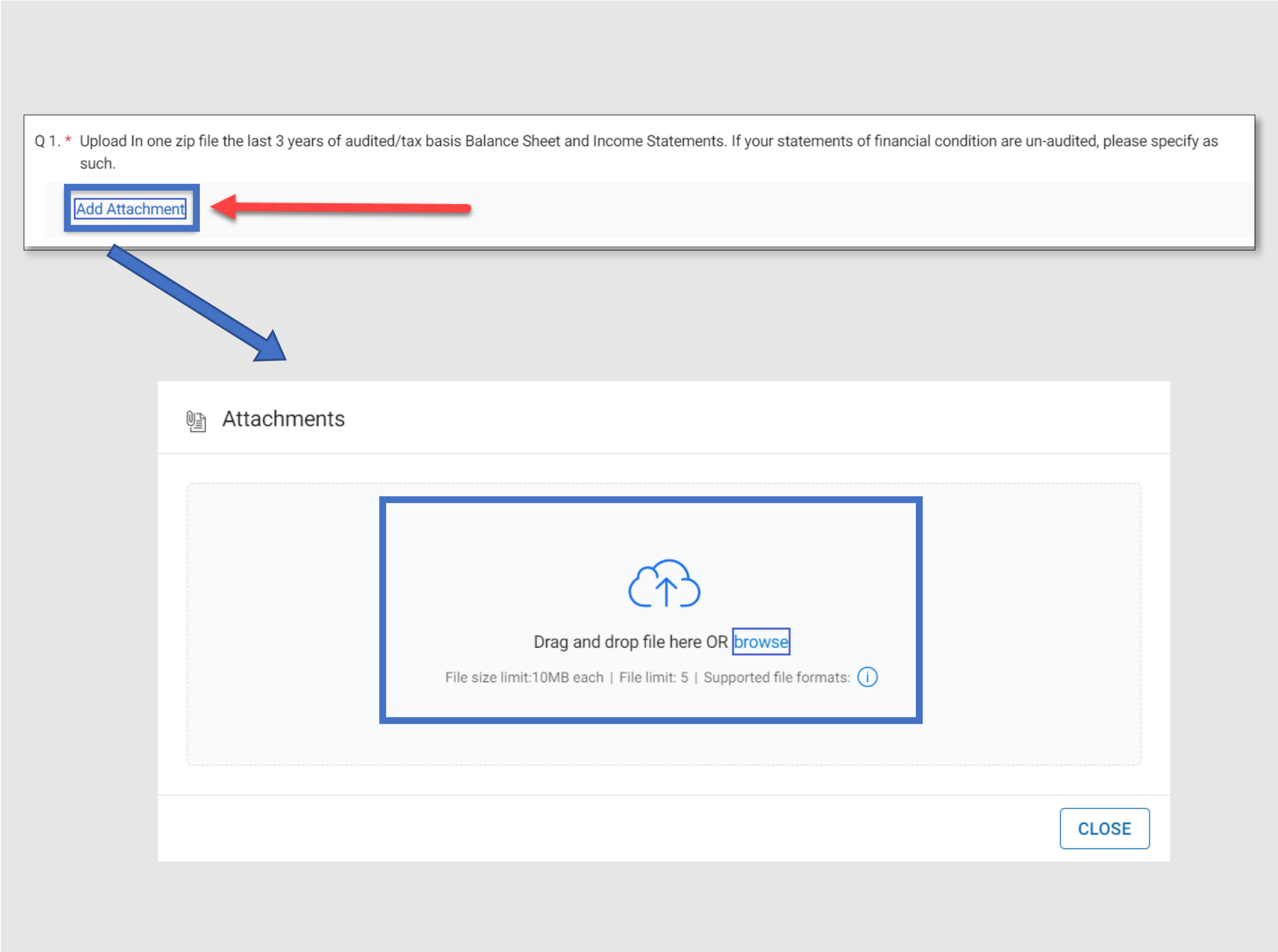
- Questionnaires allow you to view the items below.
- In Questionnaires, you should respond to the questions in a variety of formats.
- You must respond to the questions with *.

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



# myBuy How to Respond: Responding with Attachment

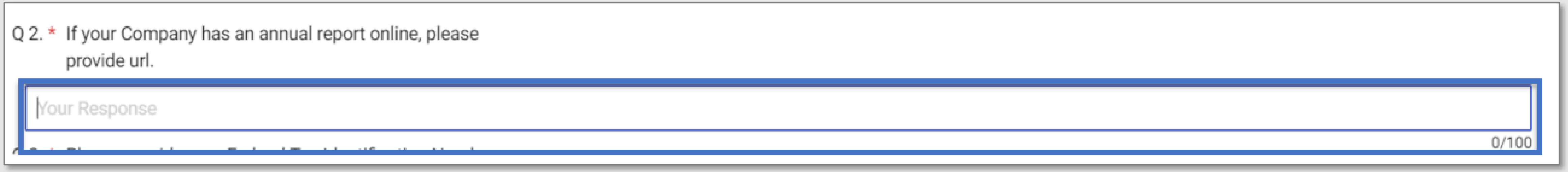
- By clicking Add Attachment, you can upload an attachment for the question.



# 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.

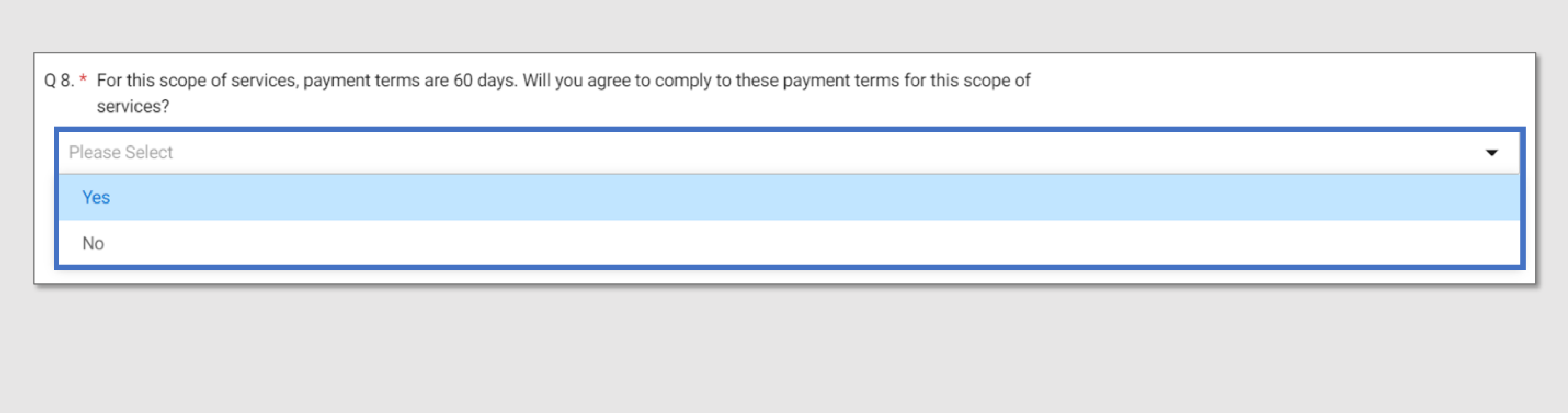


# myBuy How to Respond: Responding in Text + Attachment

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

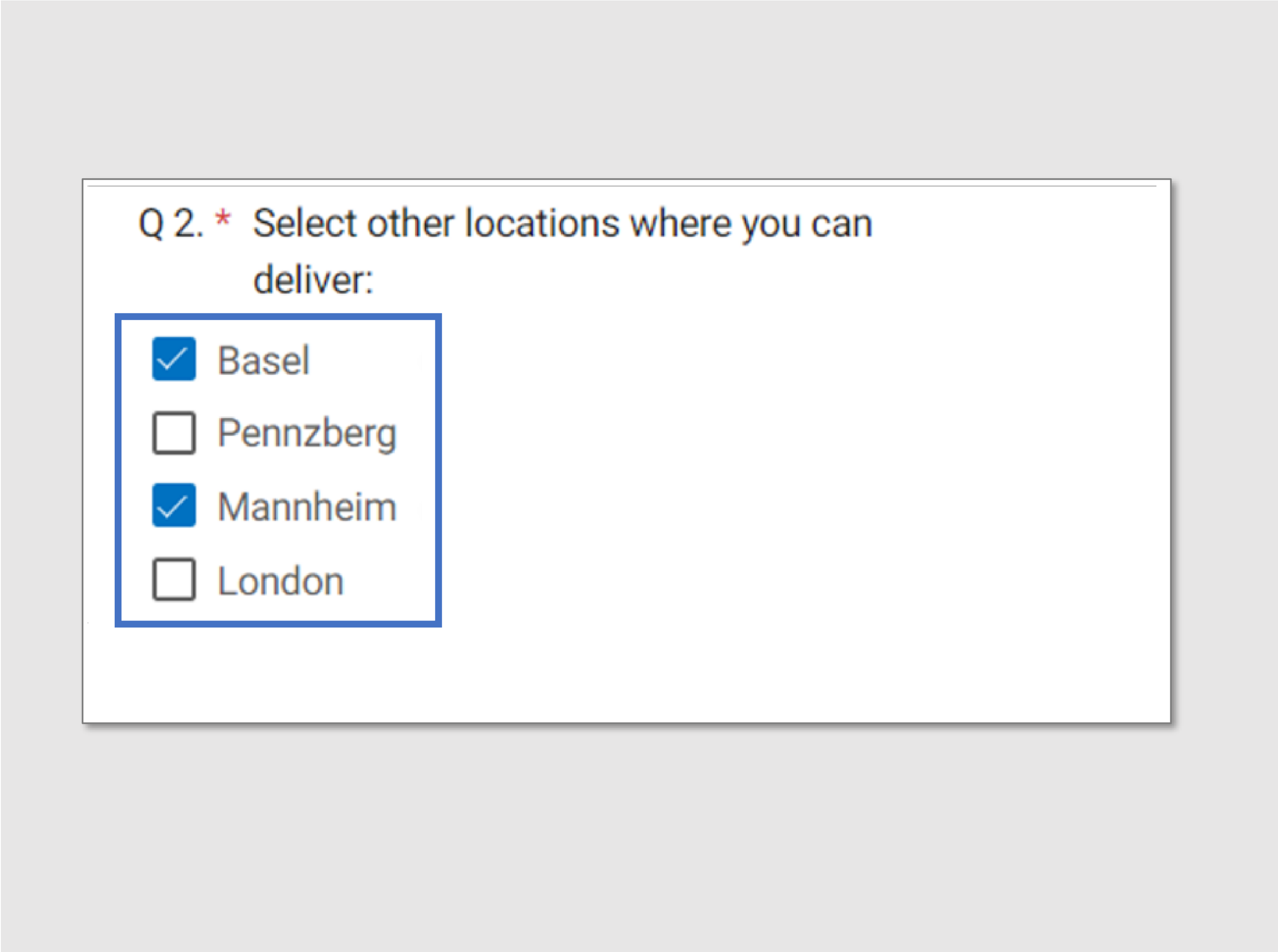
# myBuy How to Respond: Responding from Drop-down List

- You can select a response from the drop-down list.



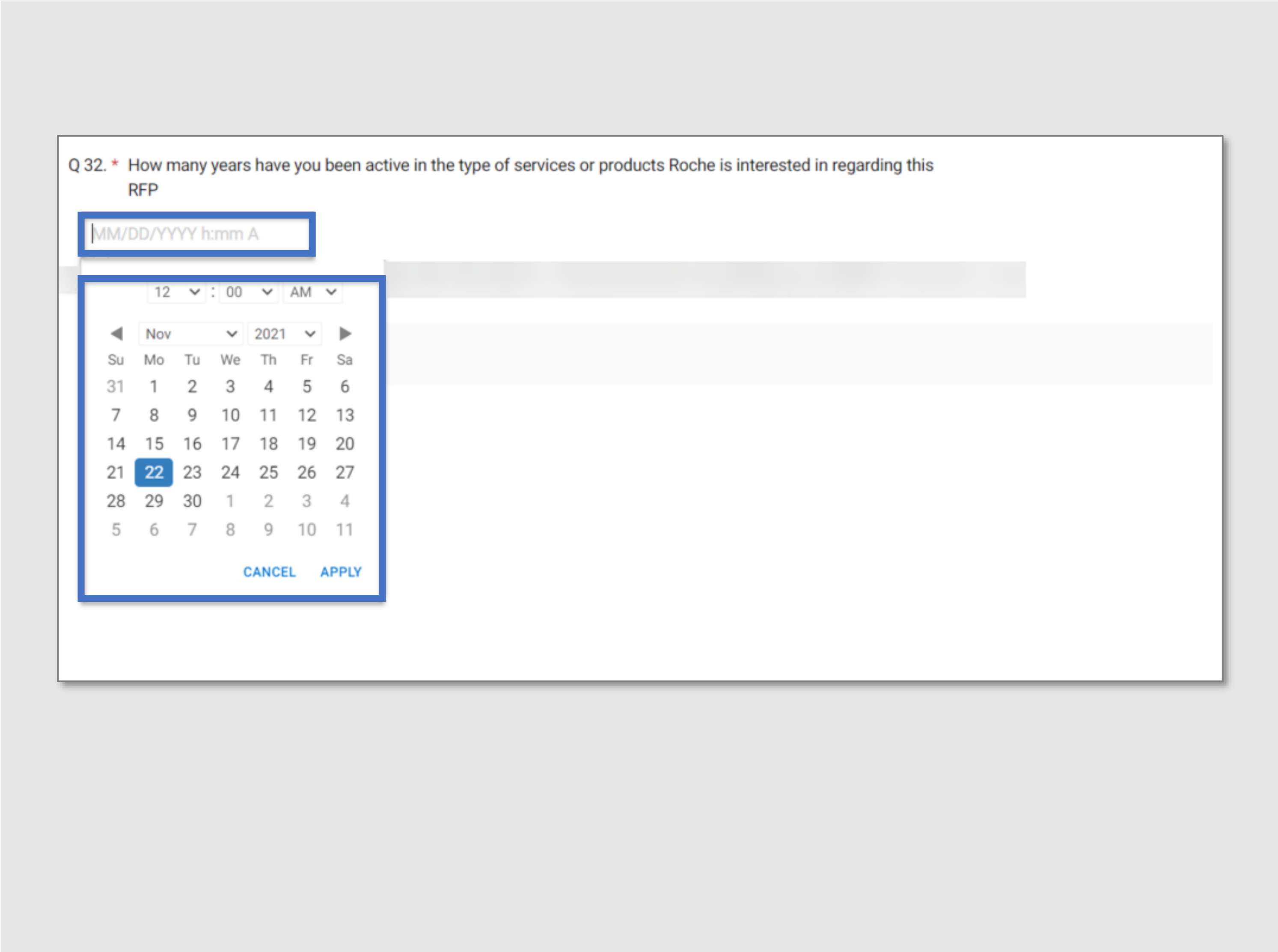
# myBuy How to Respond: Responding Using Checkboxes

- **By selecting checkboxes, you can respond to the question.**
  *For questions with checkboxes, you can select multiple responses from the displayed options.



# 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.

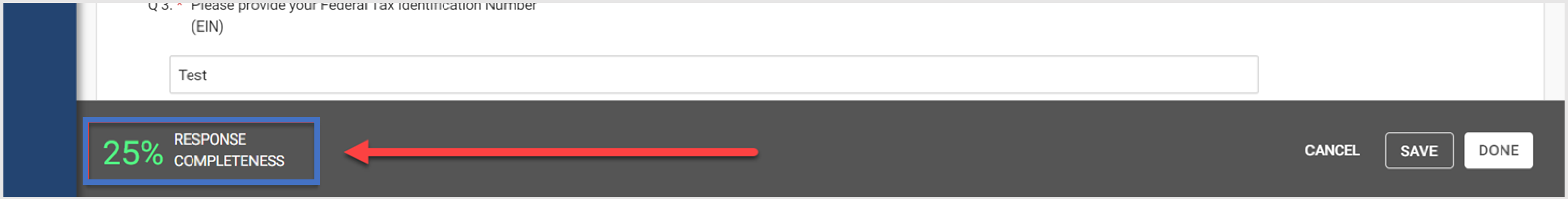


# myBuy How to Respond: Checking Progress of Responding to the Questions

- 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%.

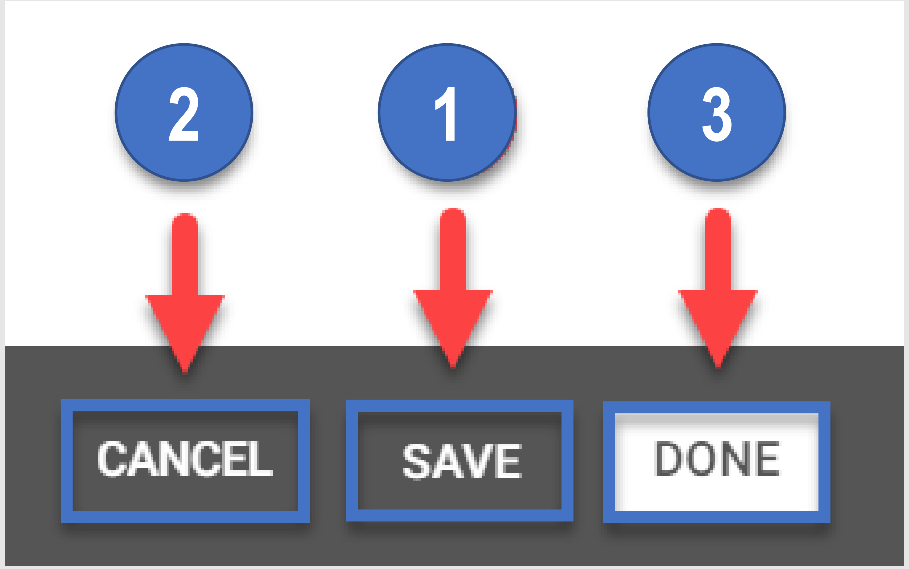


# myBuy Saving/Canceling Responses

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.**



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# 6.7 Price sheets

# myBuy Price Sheets: How to Proceed with Quotation Response

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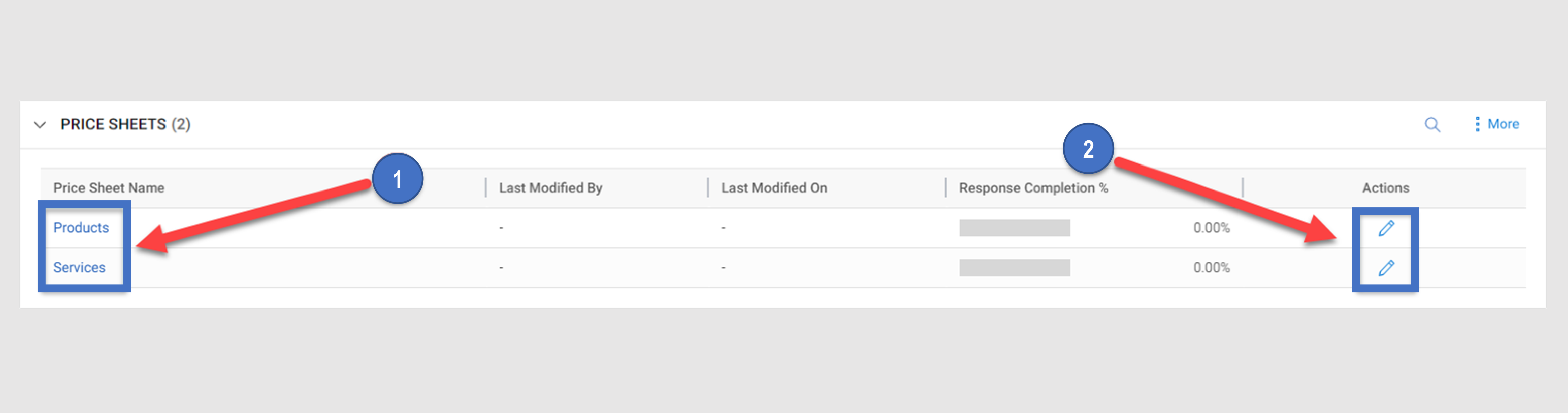
- **In PRICE SHEETS, you should submit quotations for products or services specified by the CHUGAI Sourcing Manager.**
  *The number of price sheets depends on each the RFx.

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

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



# myBuy Price Sheets: Quotation Response/Submission

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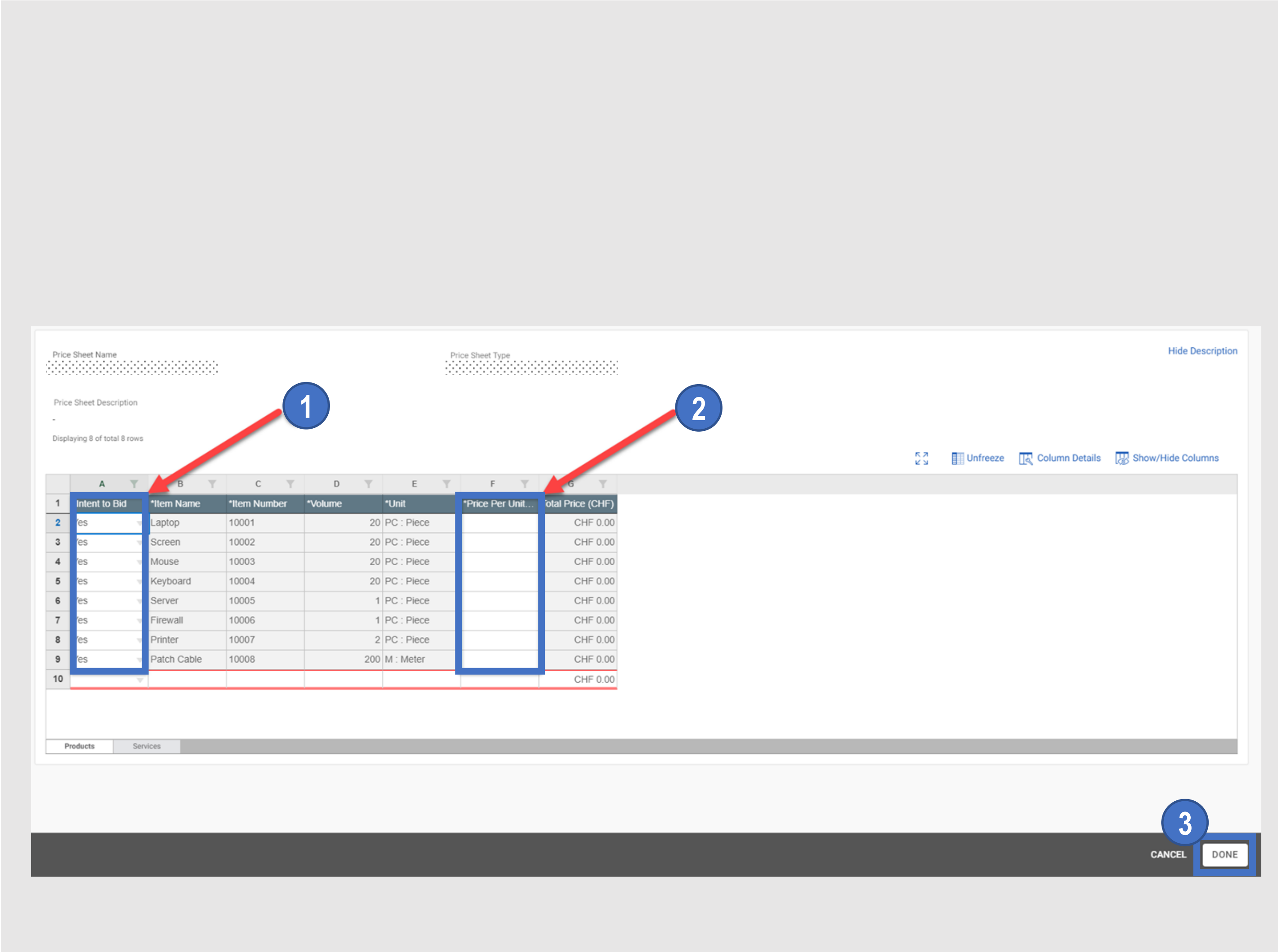
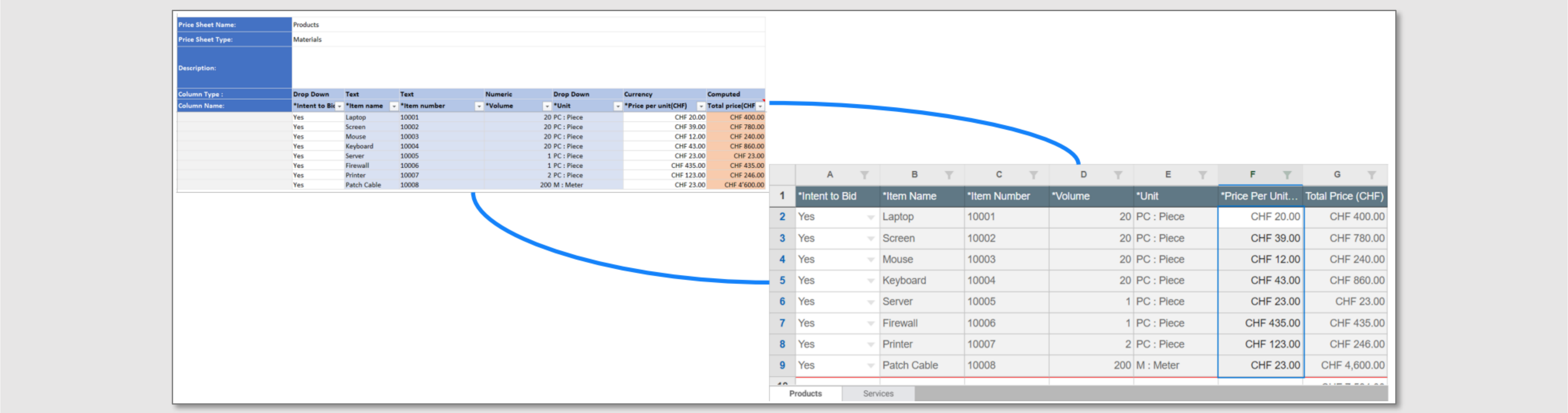
- Enter your intension to submit quotation and the quotation amount.
- The rows and columns in the price sheets cannot be edited.

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.



# myBuy 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.



# 6.8 Attachments

# myBuy Viewing and Attaching Materials

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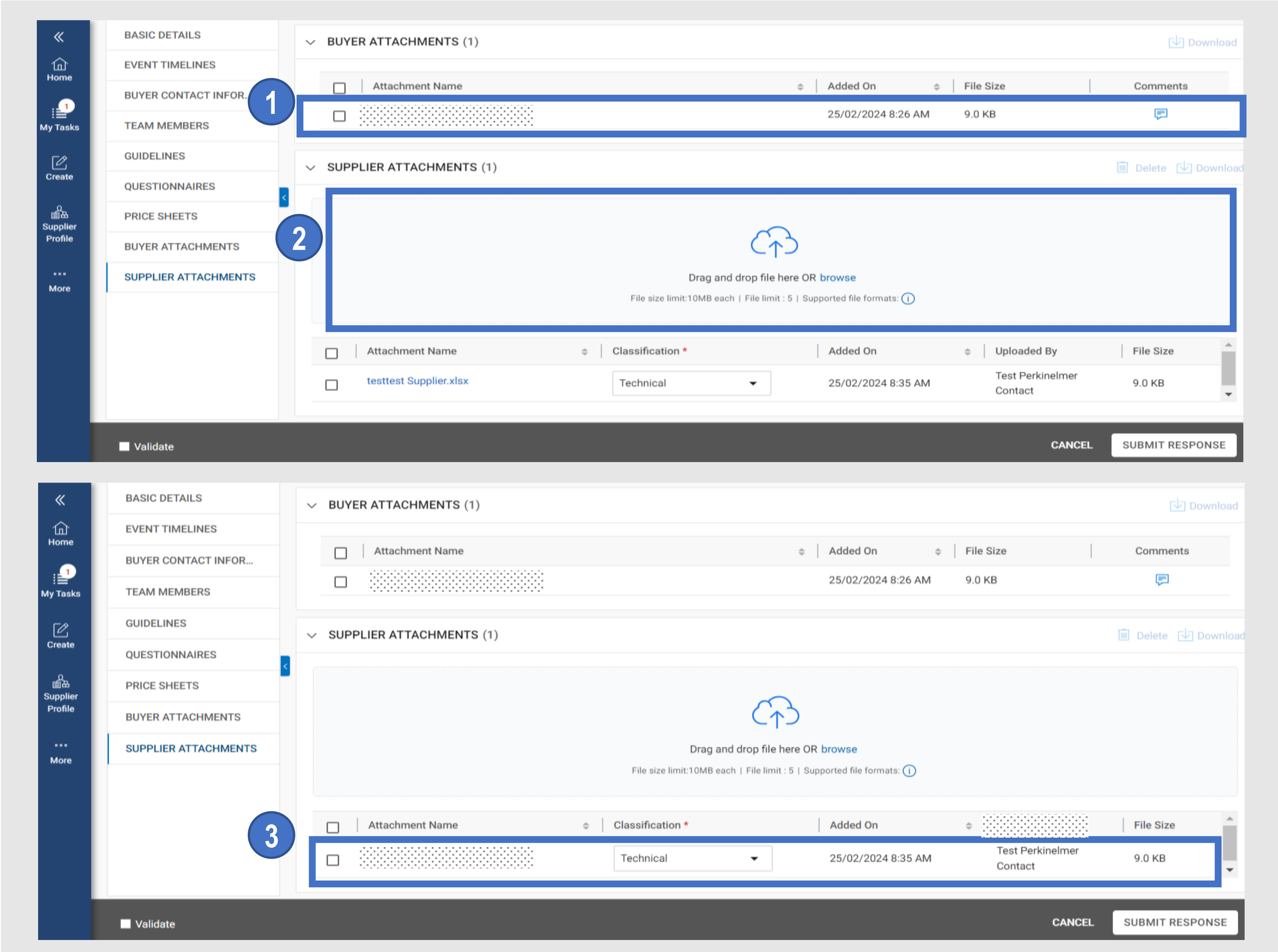
- **This screen displays attachments and support materials attached by the CHUGAI Sourcing Manager.**
  *The Buyer tab displays the attachments added by the CHUGAI Sourcing Manager.
- **You can add your attachments and materials (quotations, proposals).**
  *The Supplier tab displays the added attachments.

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.**

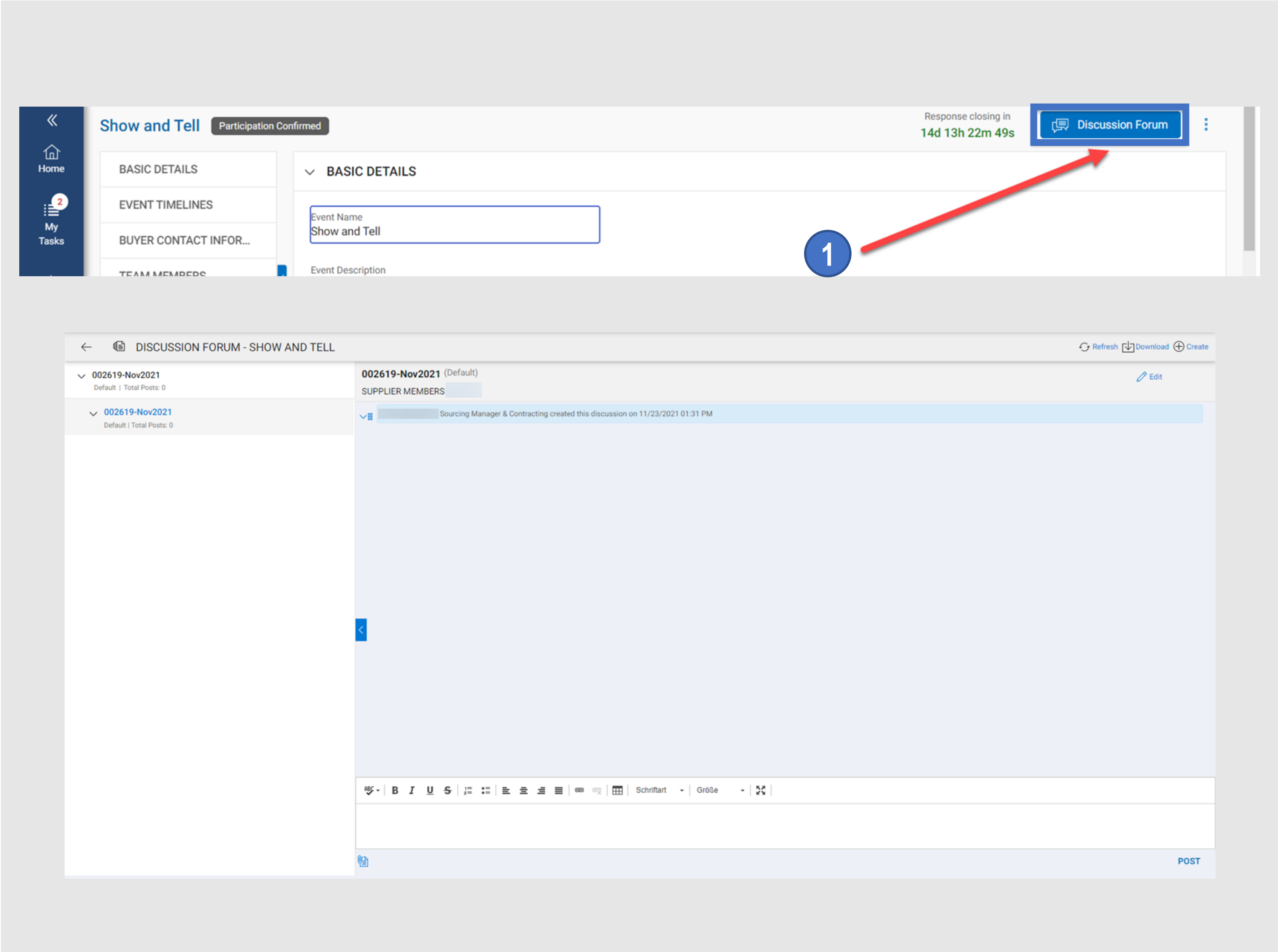


# 07 Discussion Forum

# 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.

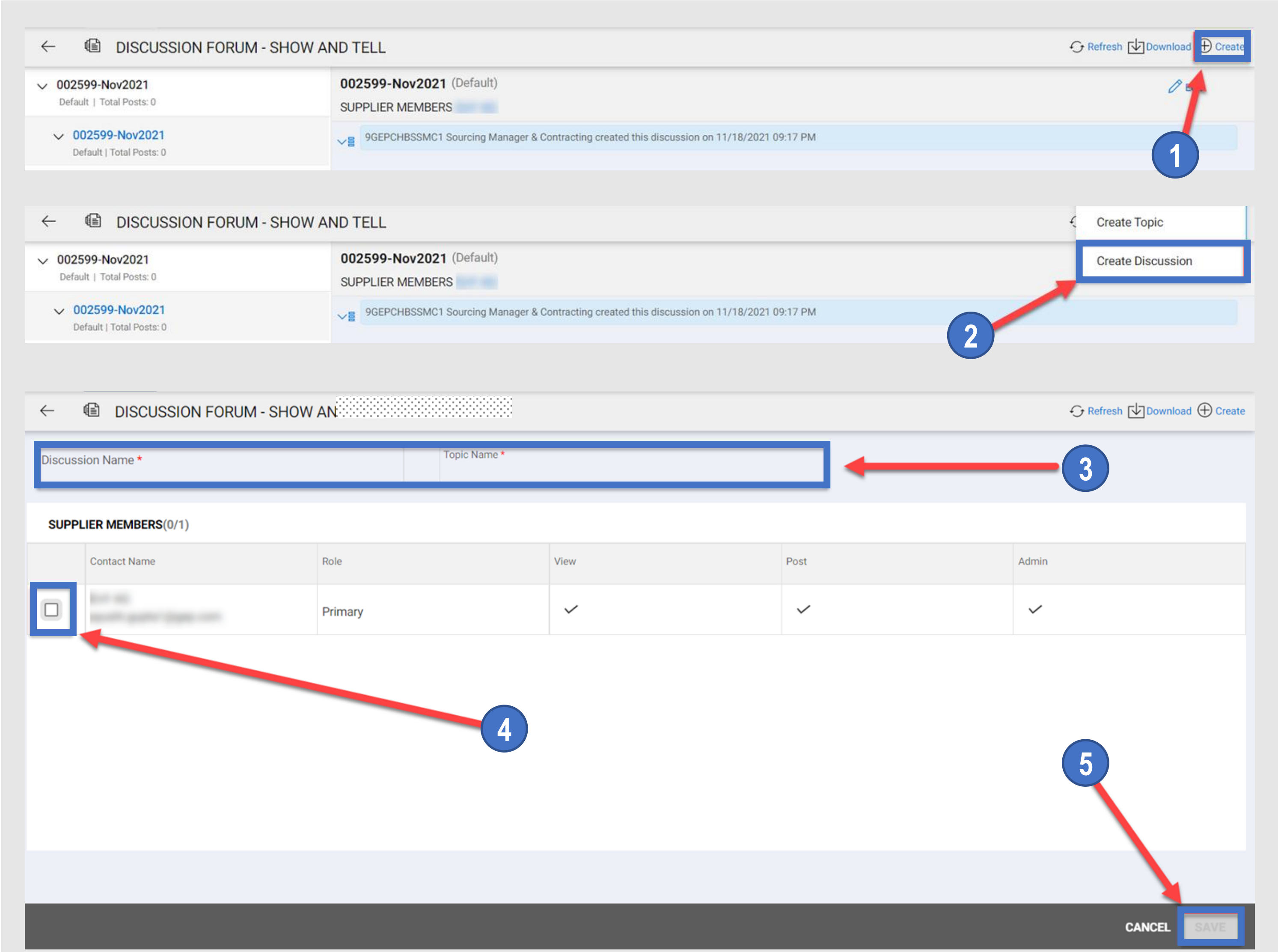
1 **Click Discussion Forum.**
*The icon is displayed only for the members invited to participate in the RFx event.



# myBuy Starting Discussion

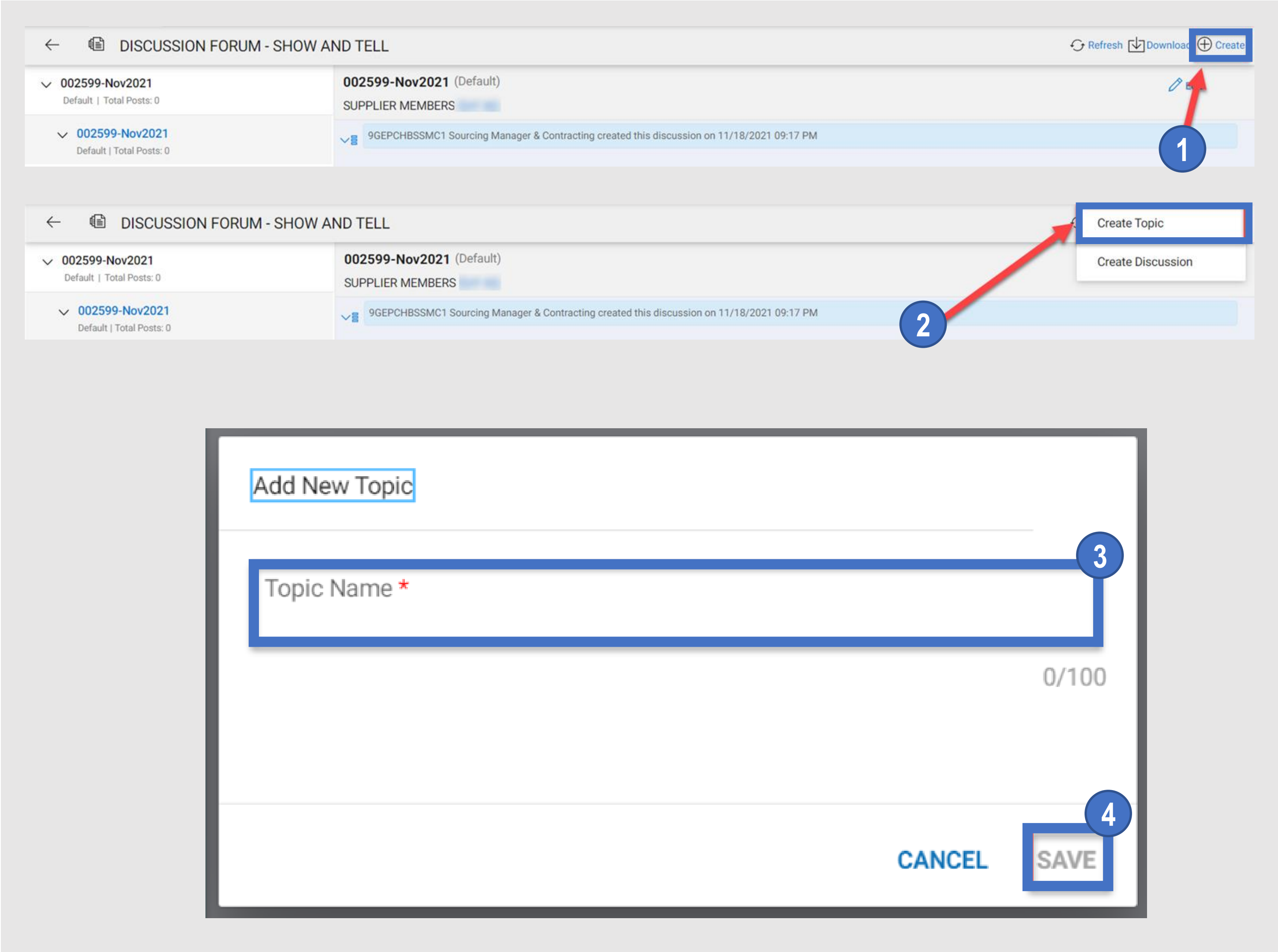
- You can start a discussion within the RFx event.

1. Click ⊕ 作成 (+ 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.



# *my*Buy Starting Topic

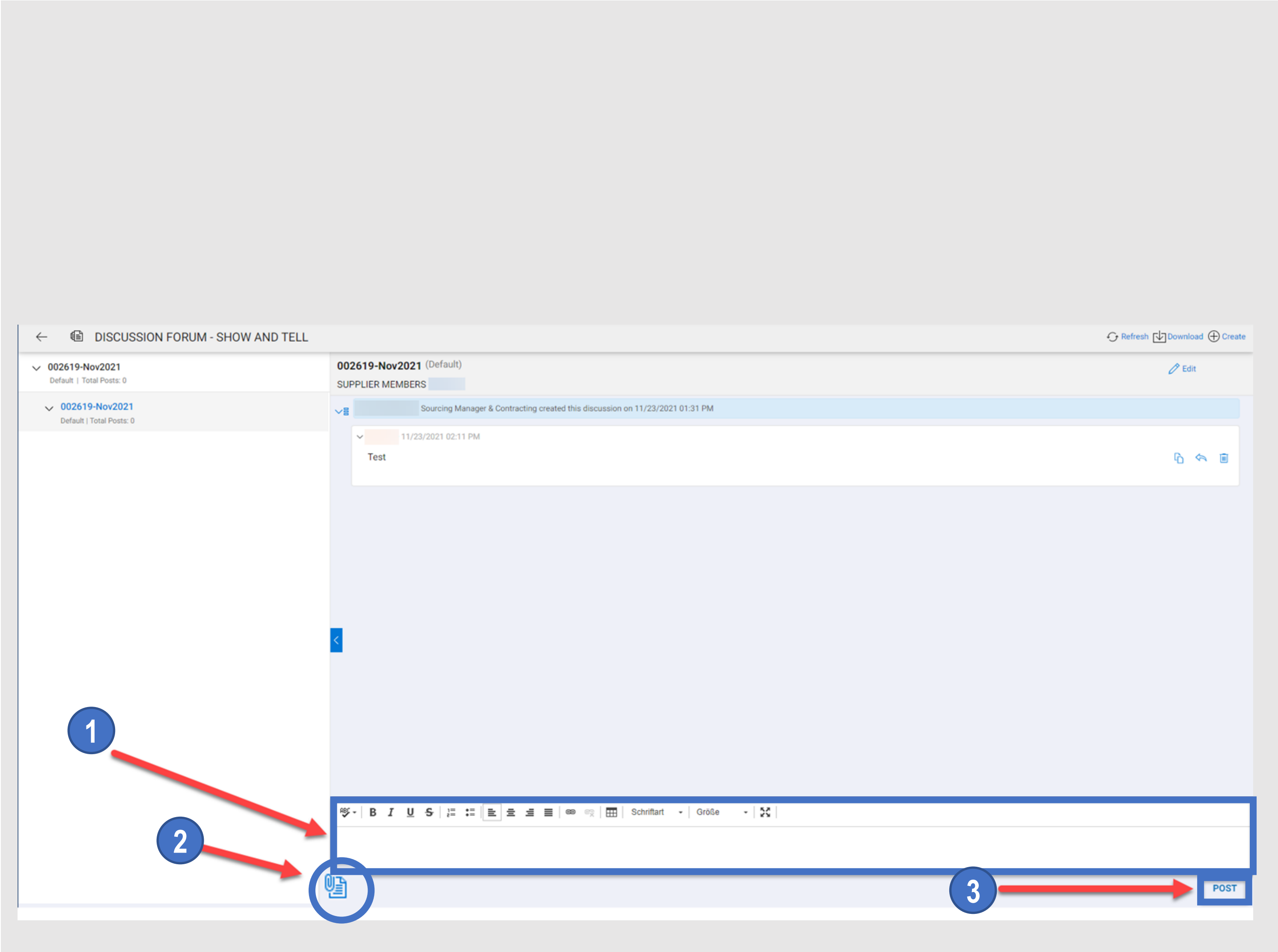
■ You can start a topic within the RFx event.




1. Click ⊕ 作成 (+ 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.

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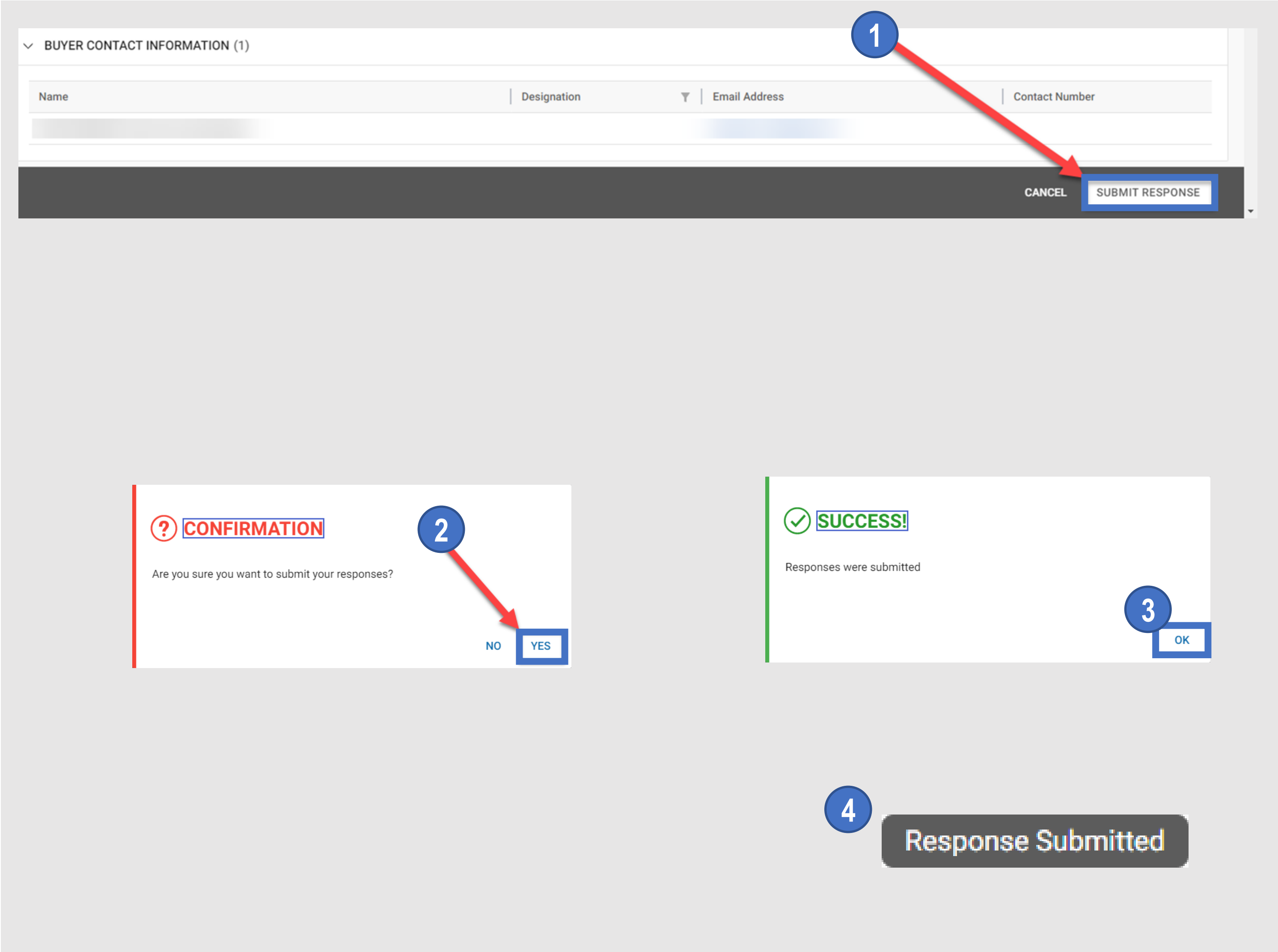
# 08 Submission of Responses

# myBuy Submission of Responses

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




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

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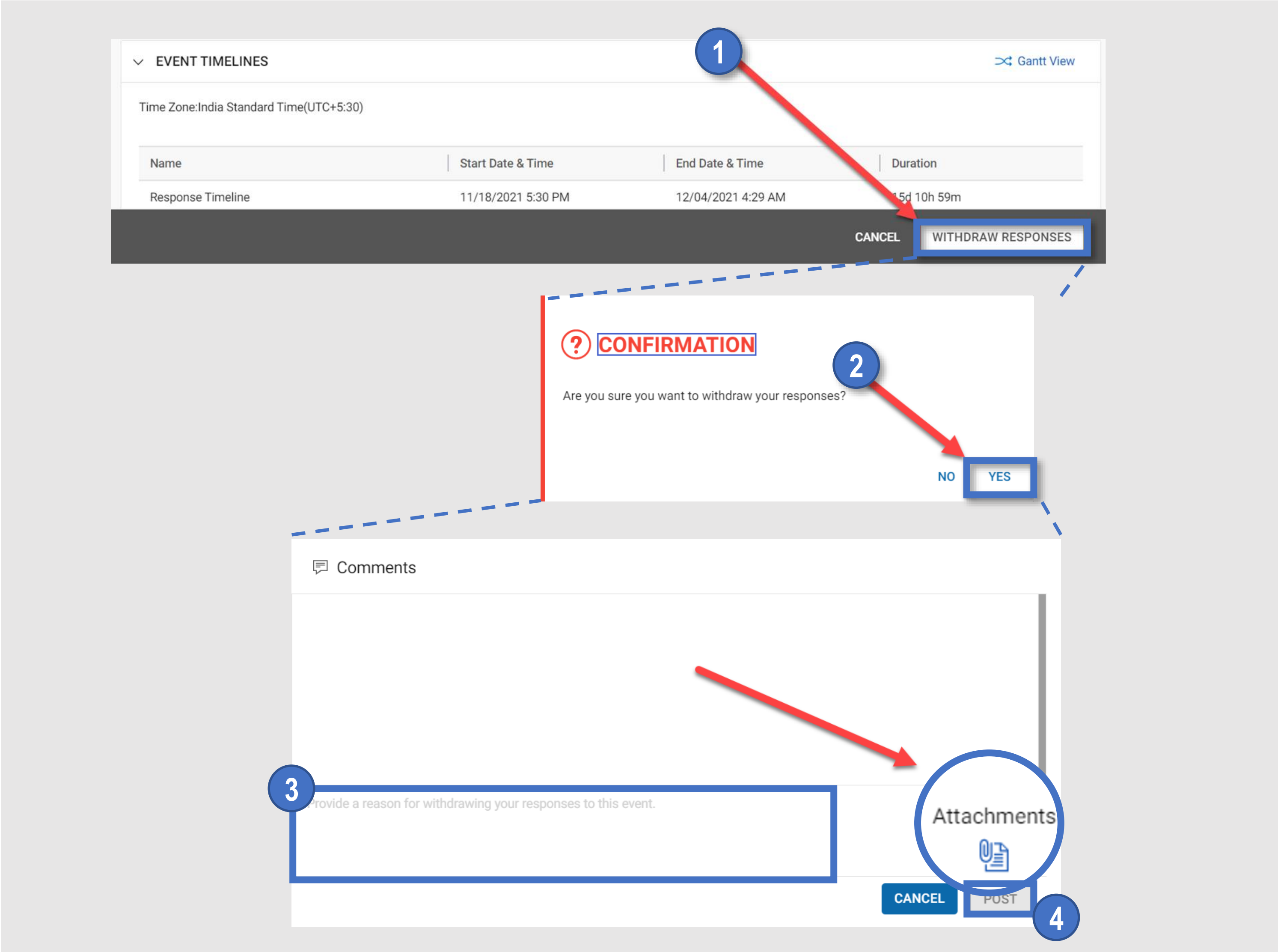
# 09 Withdrawing/Resubmitting Responses

# myBuy Withdrawing/Resubmitting Responses (1)

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




<u>Withdrawal of Responses</u>

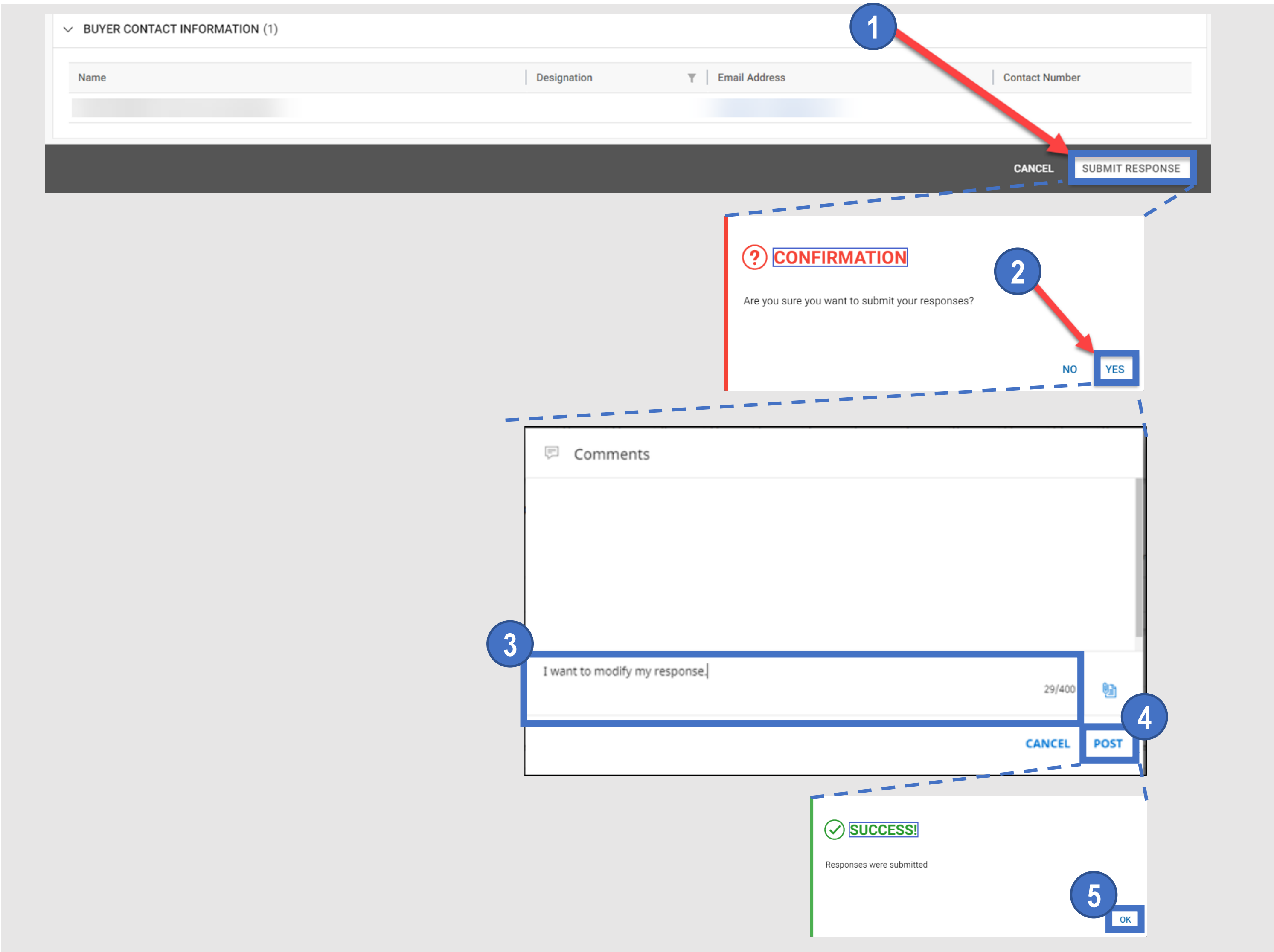
1. Click WITHDRAW RESPONSES.
2. On the confirmation screen, click YES.
3. Write a reason for the withdrawal.
4. Click POST.

**Supplemental:**

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

# 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.

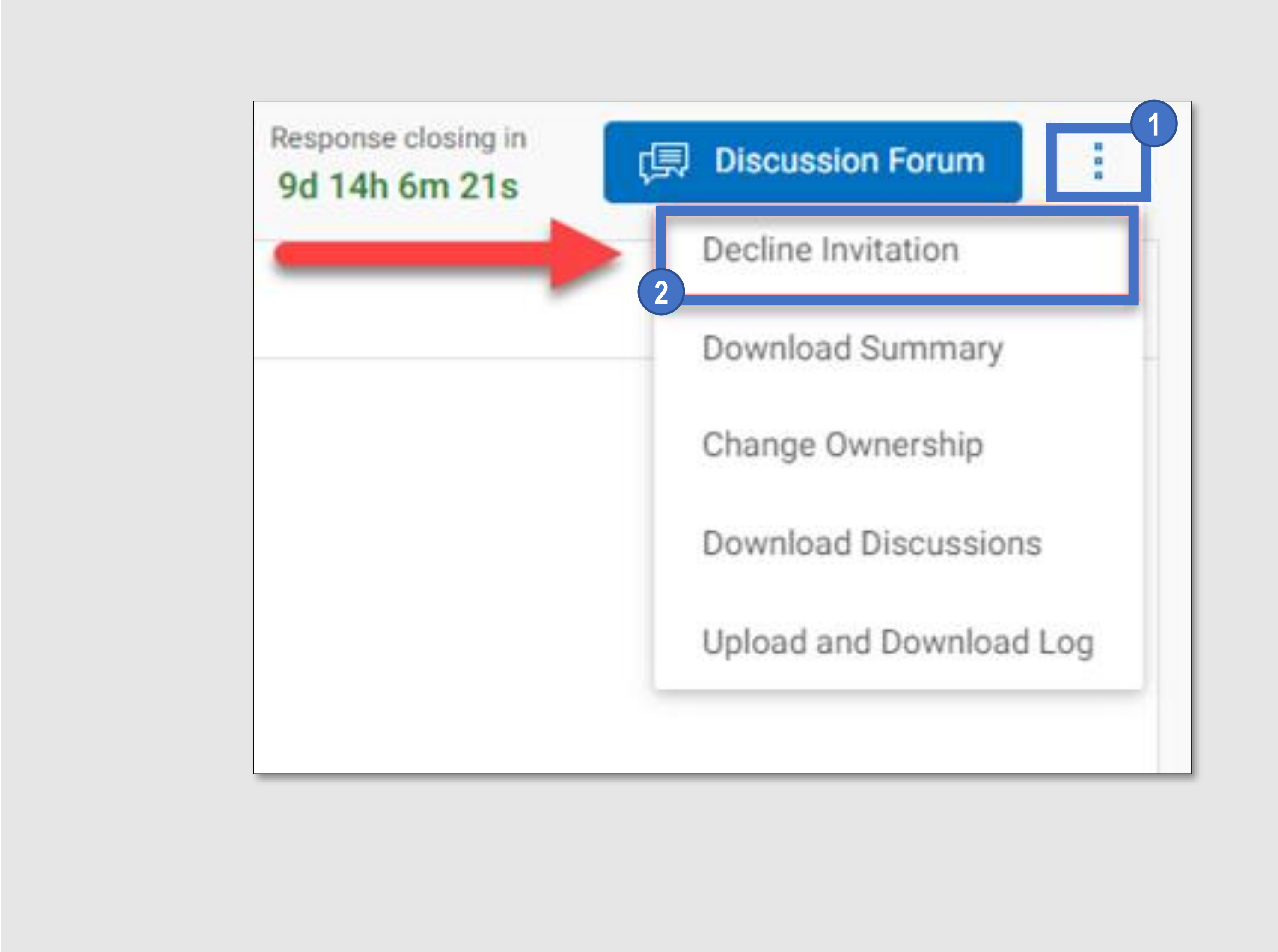
> **Notes on resubmission of responses**
>
> - When resubmitting, include in the comment the changes from the responses before withdrawal.

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

# 10 Others

# myBuy Declining RFx Event

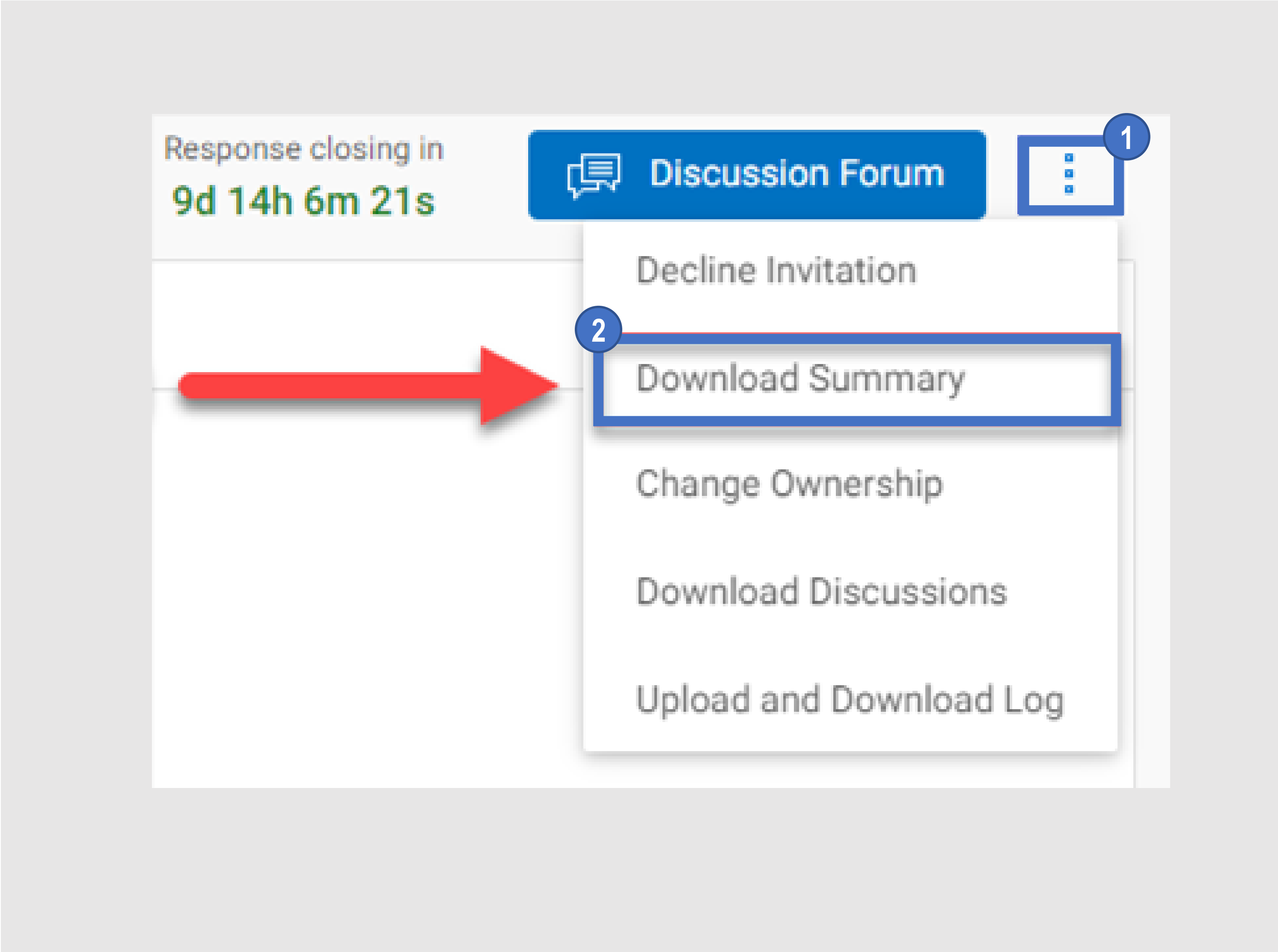
■ You can decline the invitation to an RFx event even after agreeing to participating in it.




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 SUCESS pop-up window, click OK.

# myBuy Downloading RFx Event Summary

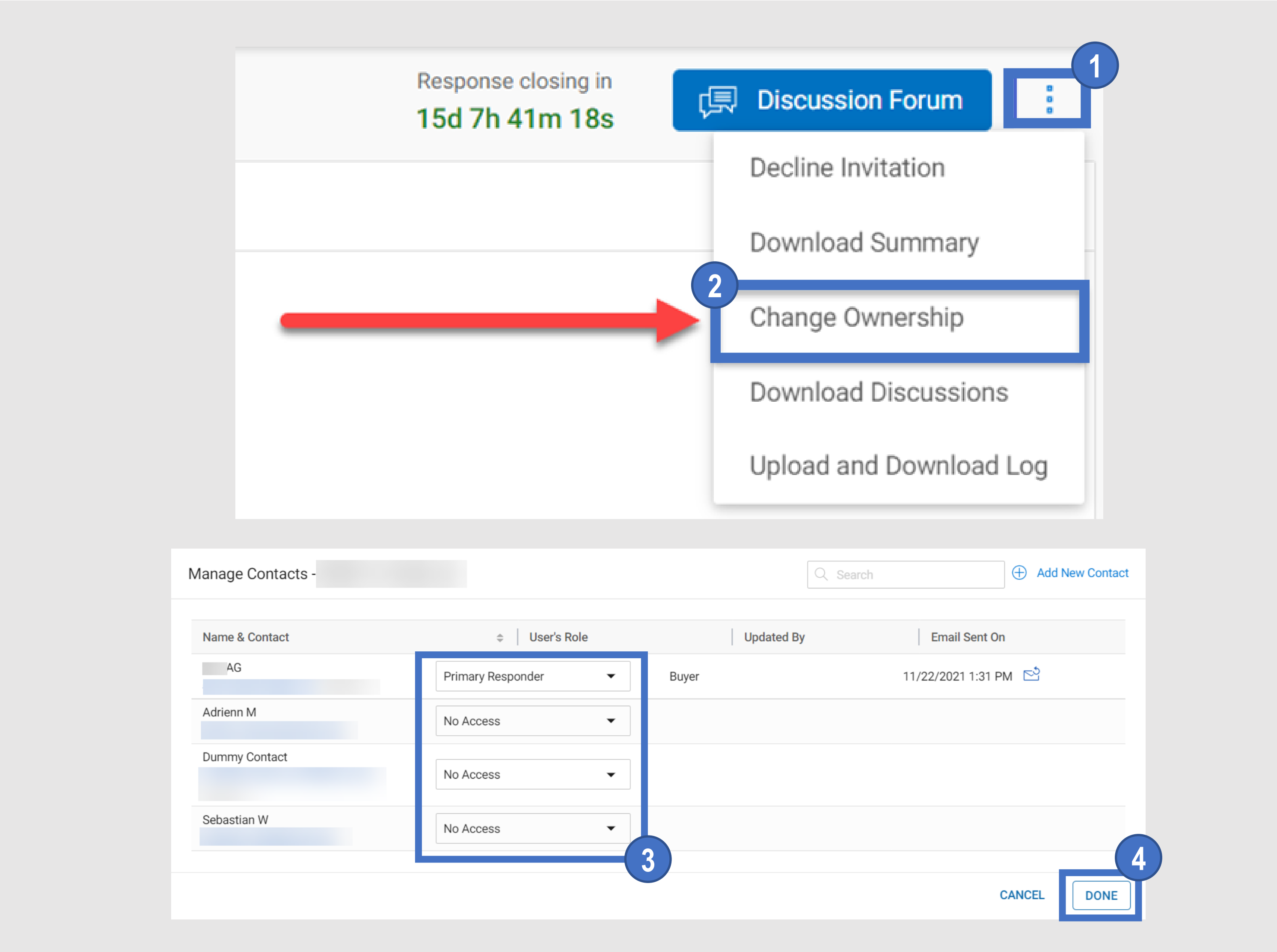
- You can download the following in a zip file: summary, guidelines, price sheets, and questionnaires of the RFx event.




1. Click the ⋮ icon in the upper right of the RFx event.
2. Click Download Summary.

# myBuy Changing Primary Responder

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

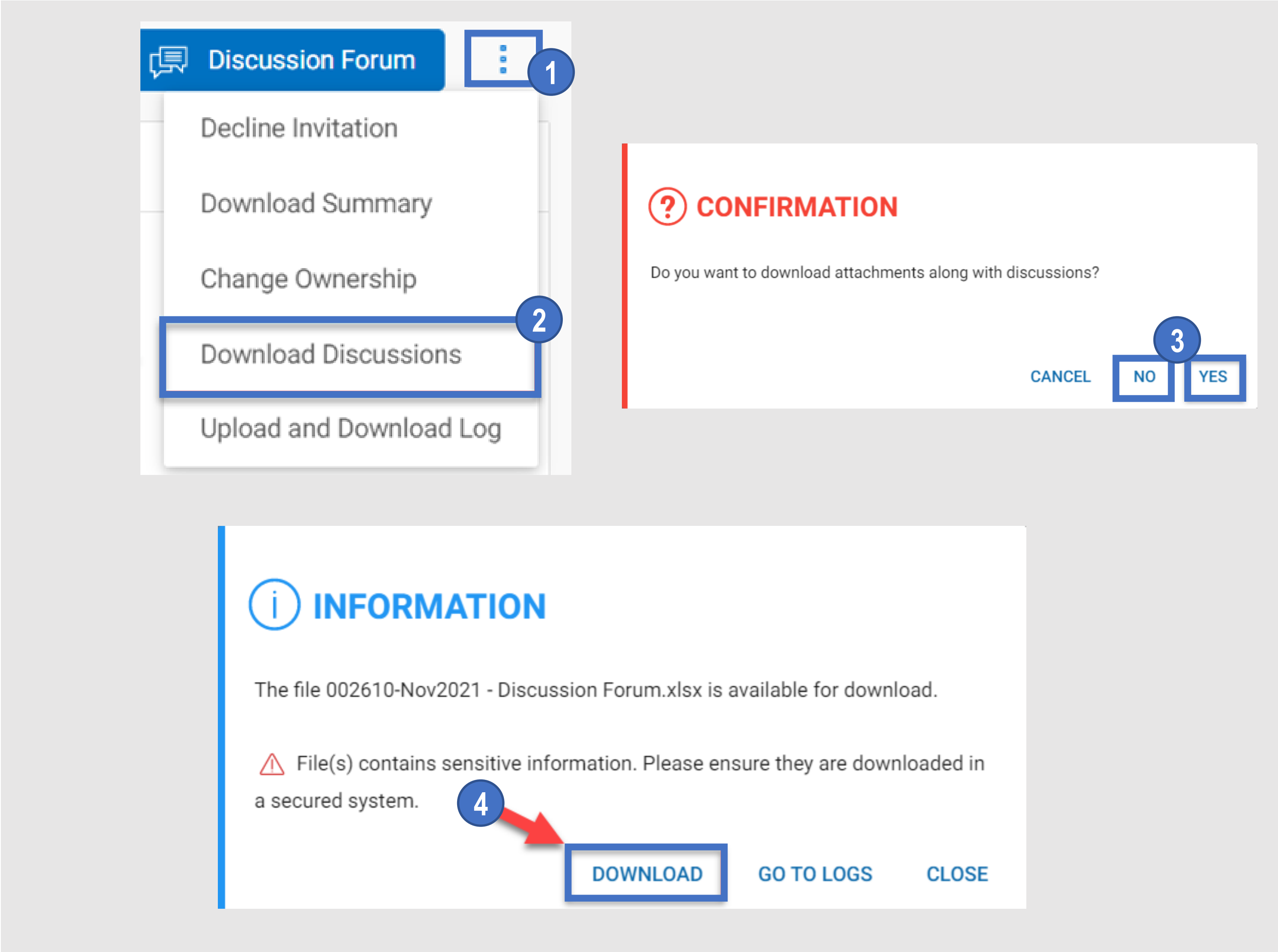



1. Click the ⋮ icon in the upper right of the RFx event.
2. Click Change Ownership.
3. Select a person in charge you wish to assign to the Primary Responder.
   *Only one person can be assigned to Primary Responder.
4. Click DONE.

# myBuy Downloading Discussion History

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

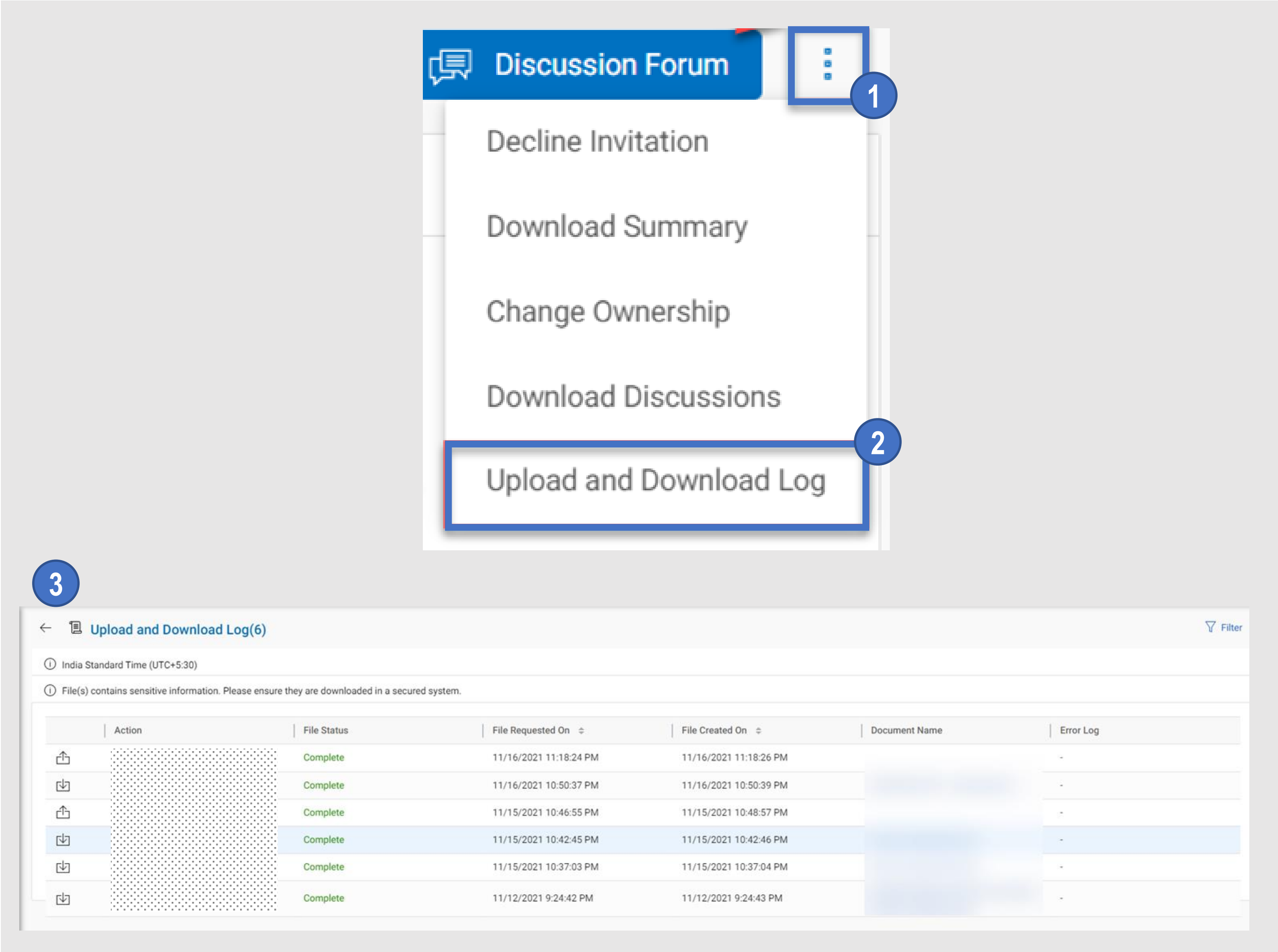
1. Click the ⋮ icon in the upper right of the RFx event.
2. Click Download Discussions.
3. To the question that if you want to download attachments along with discussions, select YES or NO.
4. Click DOWNLOAD.
5. The file will be downloaded in the MS Excel format to your PC.



# 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.**



INNOVATION BEYOND IMAGINATION

# myBuy Document Information

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Basic information

| System name | myBuy Upstream | | |
|---|---|---|---|
| Document storage location | Electronically:　購買部 CoreRepository | | |
| Document title | S-3. 【Full ver】 RFxガイダンス | | |
| 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 |
|---|---|---|---|
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Signature of approver

| Person in charge | Department | Name | Date |
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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 | |