

*my***Buy**

(MYB_UM_S004_02)

RFX Guidance

Chugai Pharmaceutical Co., Ltd.
Procurement Department

(ver1.0)

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.

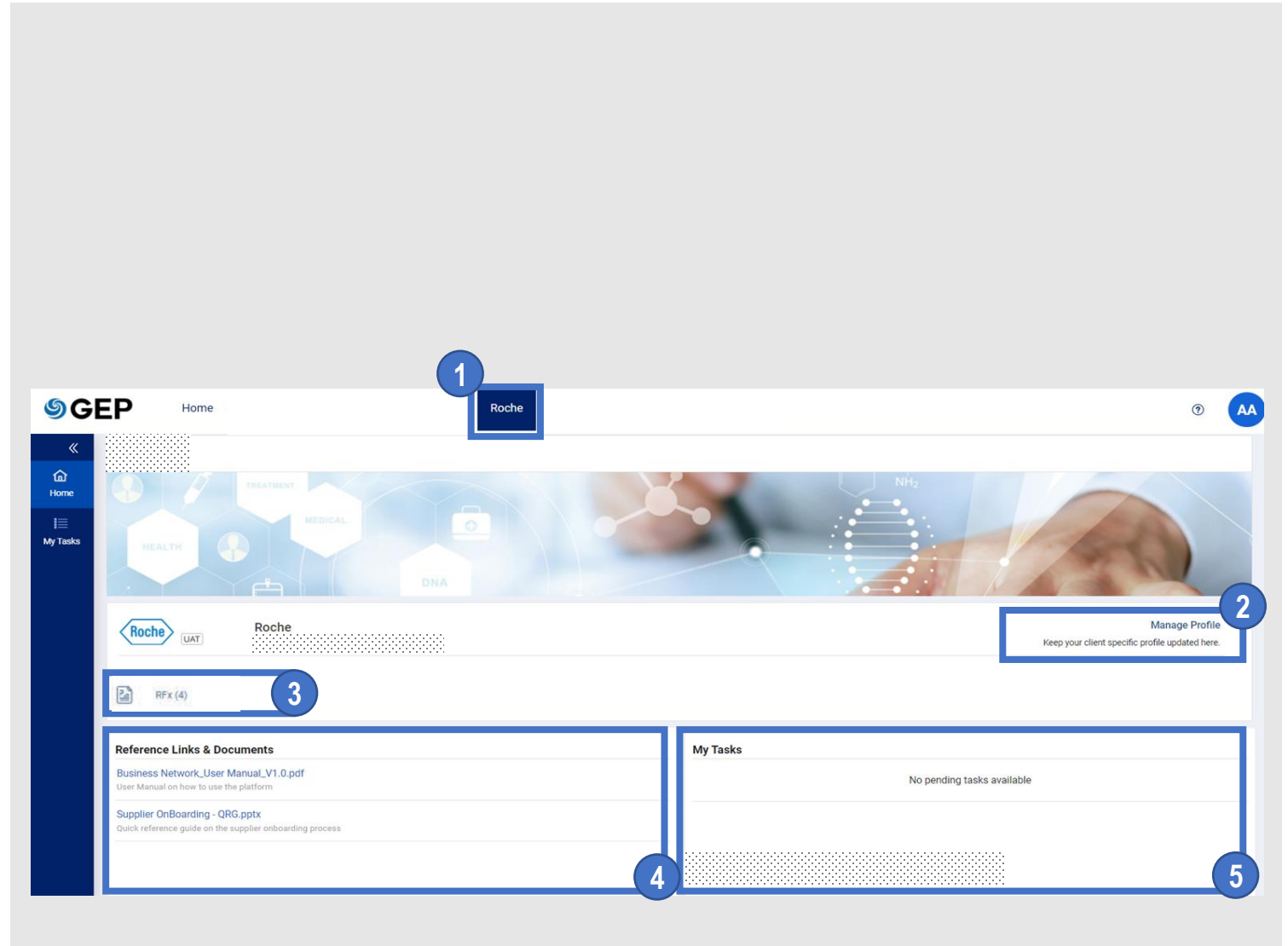
The screenshot shows the login interface for the GEP Business Network. The page has a dark blue header and a background of blue and orange light trails. The main content area is white and contains the following elements:

- 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 displays the GEP Business Network interface for Roche. The interface includes a top navigation bar with the GEP logo and 'Home' text. A sidebar on the left contains 'Home' and 'My Tasks' options. The main content area features a header with 'Roche' and 'UAT' labels, a 'Manage Profile' button, and a section for 'RfX (4)'. Below this, there are two main sections: 'Reference Links & Documents' and 'My Tasks'. The 'Reference Links & Documents' section lists 'Business Network_User Manual_V1.0.pdf' and 'Supplier OnBoarding - QRG.pptx'. The 'My Tasks' section shows 'No pending tasks available'. Numbered callouts (1-5) are placed over the interface to indicate specific steps: 1 points to the 'Roche' client name, 2 points to the 'Manage Profile' button, 3 points to the 'RfX (4)' section, 4 points to the 'Reference Links & Documents' section, and 5 points to the 'My Tasks' section.

INNOVATION BEYOND IMAGINATION

myBuy Document Information

Basic information

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Signature of author

Person in charge	Department	Name	Date

Signature of reviewer

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Signature of approver

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Version	Reason for revision	Date of creation/revision	Authored/revised by
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