*my*Buy

RFx Guidance

Chugai Pharmaceutical Co., Ltd.
Procurement Department

(ver1.1)

03 Access to RFx

*my*Buy How to Access RFx

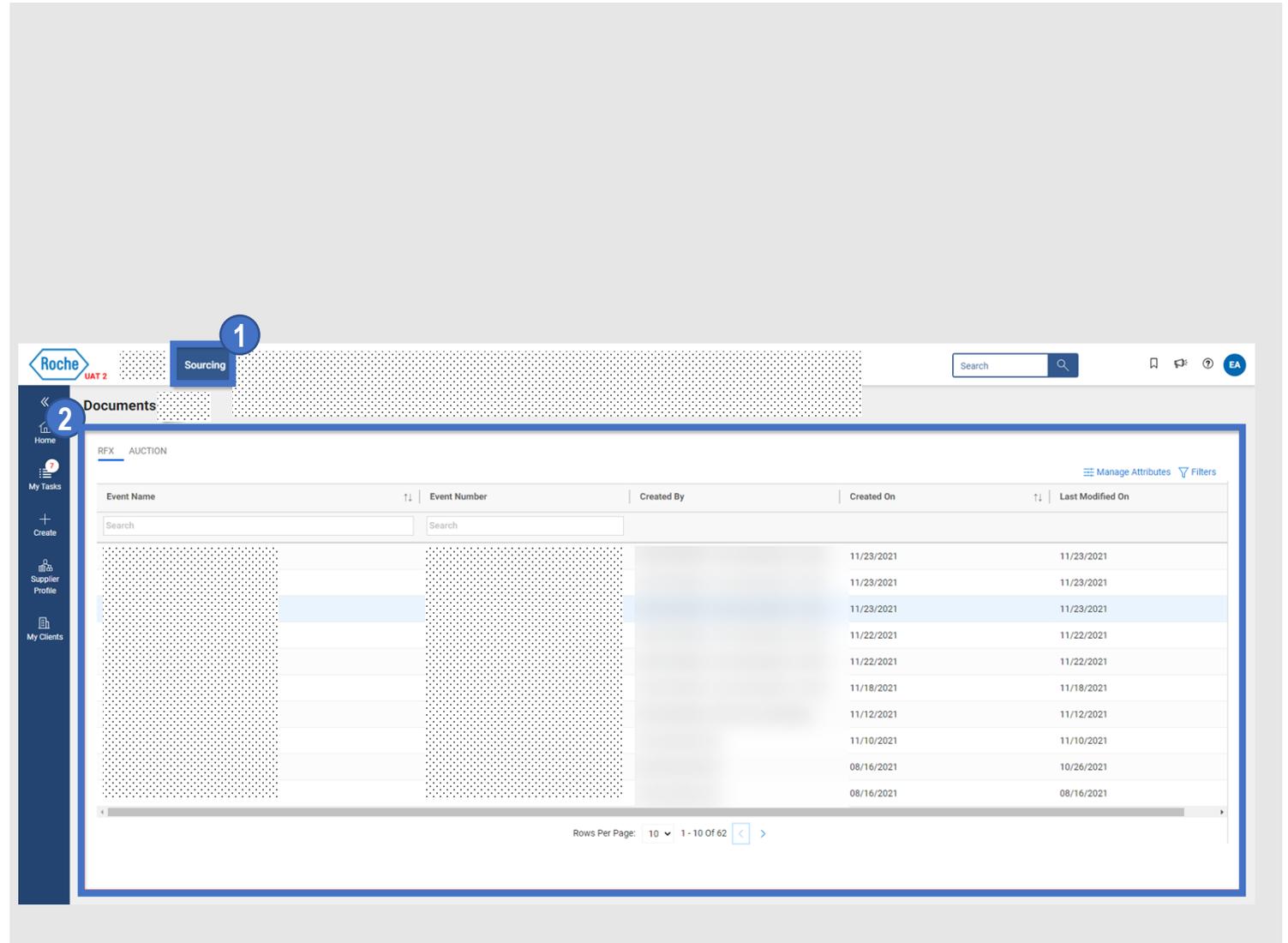■ **There are three ways to access RFx events as a supplier:**

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.

CHUGAI

Roche ロシュ グループ

Roche UAT 2

Catalog   Sourcing   Contract   Buy Sell   Supply Chain Collaboration

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

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2. Access from the Sourcing Tab

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

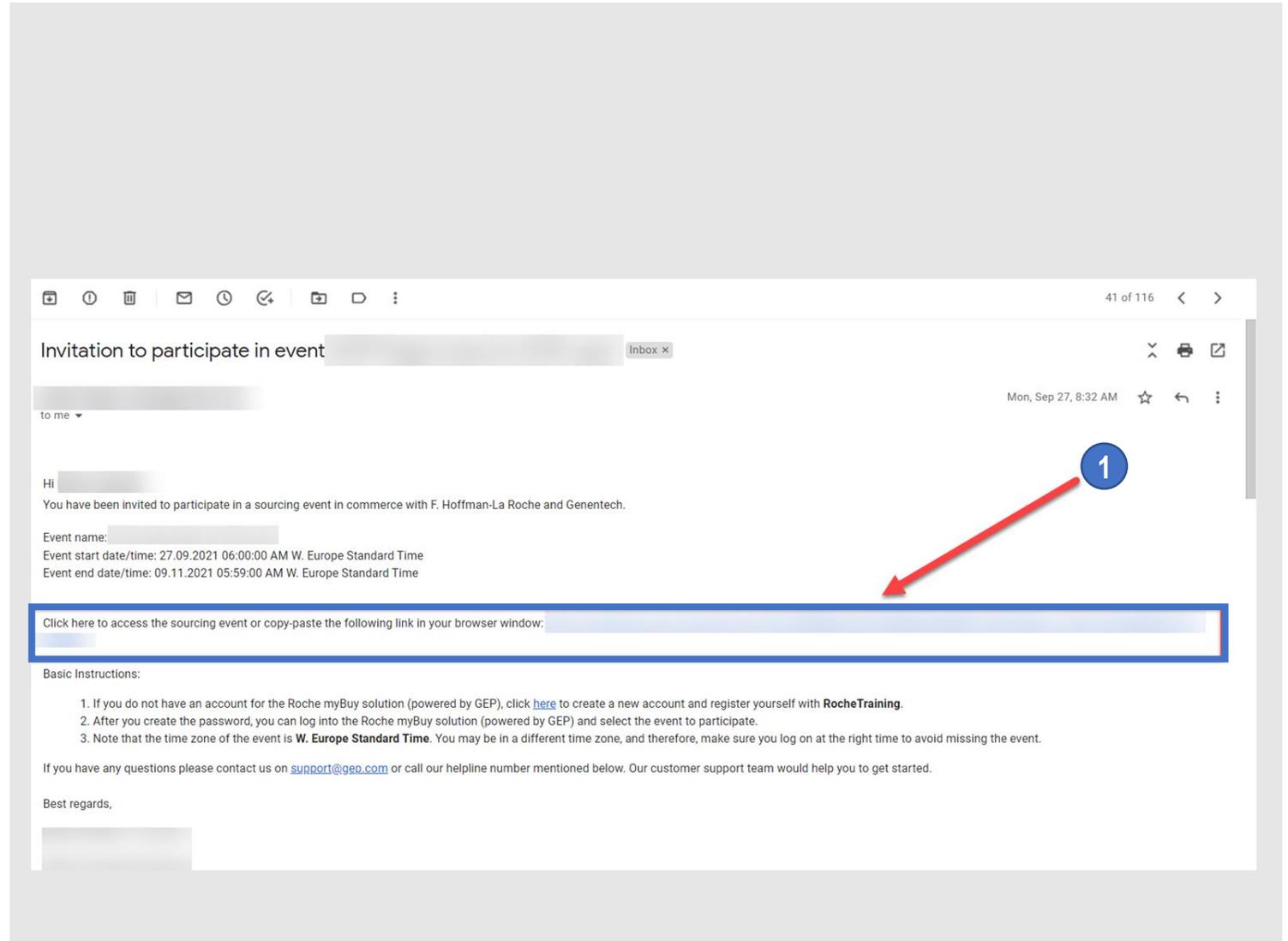① **Click the Sourcing tab.**

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

*my*Buy 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.**

INNOVATION BEYOND IMAGINATION

*my*Buy Document Information

Basic information

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Related documents	MYB_UM_S004_00		

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

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