

myBuy (MYB_UM_S004_03) RFx Guidance

Chugai Pharmaceutical Co., Ltd. Procurement Department

(ver1.1)









*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



*my***Buy** 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.

After logging in, click My Tasks. *All pending tasks are displayed.

Click an event name to access its RFx.

Ro	che	Catalog Sourcing C 2	Contract Buy Sell	Supply Chain Collaboration			Search Q		?	EA
≪ Horne 2 My Taska	1	ACTION PENDING (2) FOLLOW UP	(0)							
+ Create		Event Name		Event Number		Event Type	Author	Created 0	n	
の 画品 Supplier	2			002599-Nov2021		RFP	9GEPCHBSSMC1 Sourcing Manager & Contr	11/18/20:	21	
Profile				002553-Nov2021		RFP	9GEPCHBSSM01 Roche Sourcing Manager	11/12/202	21	
Lin My Client	s			Rows Pe	er Page: 10 🗸 1 - 2 Of	2 < >				



*my***Buy**². Access from the Sourcing Tab

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

Click the Sourcing tab.

(2)

Click an event name to access its RFx.

Sourcing			۱	Search Q D D
UAT 2				Search A P
Documents				
RFX AUCTION				
Event Name	t Event Number	Crosted By	Created On	≕ Manage Attributes 🏹
Event Name Search	↑↓ Event Number	Created By	Created On	
Event Name Search	11 Event Number Search	Created By	Created On 11/23/2021	∰ Manage Attributes ↑↓ Last Modified On 11/23/2021
Event Name Search	1 Event Number	Created By	Created On 11/23/2021 11/23/2021	
Event Name Search	Event Number Search	Created By	Created On 11/23/2021 11/23/2021 11/23/2021	
Event Name Bearch	11 Event Number	Created By	Created On 11/23/2021 11/23/2021 11/23/2021 11/23/2021 11/23/2021 11/23/2021	
Event Name Search	Event Number Search	Created By	Created On 11/23/2021 11/23/2021 11/23/2021 11/23/2021 11/22/202 11/22/202 11/22/202 11/22/2021 11/22/2021 11/22/2021 11	
Event Name Search	Event Number Search	Created By	Created On 11/23/2021 11/23/2021 11/23/2021 11/22/2021 11/22/2021 11/22/2021 11/22/2021 11/18/201 11/18/201	
Event Name	Event Number Search	Created By	Created On 11/23/2021 11/23/2021 11/23/2021 11/23/2021 11/22/2021 11/22/2021 11/22/2021 11/18/2021 11/18/2021 11/12/2021 11/12/2021	
Event Name	Event Number Search	Created By	Created On 11/23/2021 11/23/2021 11/23/2021 11/22/2021 11/22/2021 11/22/2021 11/18/2021 11/18/2021 11/18/2021 11/12/2021	
Event Name	Event Number Search	Created By	Created On 11/23/2021 11/23/2021 11/23/2021 11/23/2021 11/22/2021 11/22/2021 11/22/2021 11/18/2021 11/18/2021 11/12/2021 11/12/2021 11/10/2021 08/16/2021	
Event Name	Event Number Search Image: Search	Created By	Created On	
Event Name	Event Number Starch		Created On	Image Attributes Image Attributes<



*my***Buy** 3. Access from the Link in the Received Email

The following describes how to access RFx from a received email.

Click the link included in an invitation email about an RFx event to access the RFx.

	11 of 116	4	>
			,
Invitation to participate in event	×	0	Ø
Mon, Sep 27, 8:32 A	v ☆	¢	:
Hi You have been invited to participate in a sourcing event in commerce with F. Hoffman-La Roche and Genentech. Event name: Event start date/time: 27.09.2021 06:00:00 AM W. Europe Standard Time Event end date/time: 09.11.2021 05:59:00 AM W. Europe Standard Time			
Click here to access the sourcing event or copy-paste the following link in your browser window:			
Basic Instructions: 1. If you do not have an account for the Roche myBuy solution (powered by GEP), click here to create a new account and register yourself with RocheTraining. 2. After you create the password, you can log into the Roche myBuy solution (powered by GEP) and select the event to participate. 3. Note that the time zone of the event is W. Europe Standard Time. You may be in a different time zone, and therefore, make sure you log on at the right time to avoid missing the event. If you have any questions please contact us on support@gep.com or call our helpline number mentioned below. Our customer support team would help you to get started. Best regards,			

INNOVATION BEYOND IMAGINATION



myBuy Document Information

Basic information

System name	myBuy Upstream				
Document storage location	Electronically: 購買部 CoreRepository				
Document title	S-3. RFxガイダンス				
Document management No.	MYB_UM_S004_03	Version No.	ver1.1		
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

Revision history

Version	Reason for revision	Date of creation/revision	Authored/revised by
1.0	初版	2023/10/2	
1.1	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	