

*my***Buy**

(MYB_UM_S004_04)

RFX Guidance

Chugai Pharmaceutical Co., Ltd.
Procurement Department

(ver1.0)

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](#)

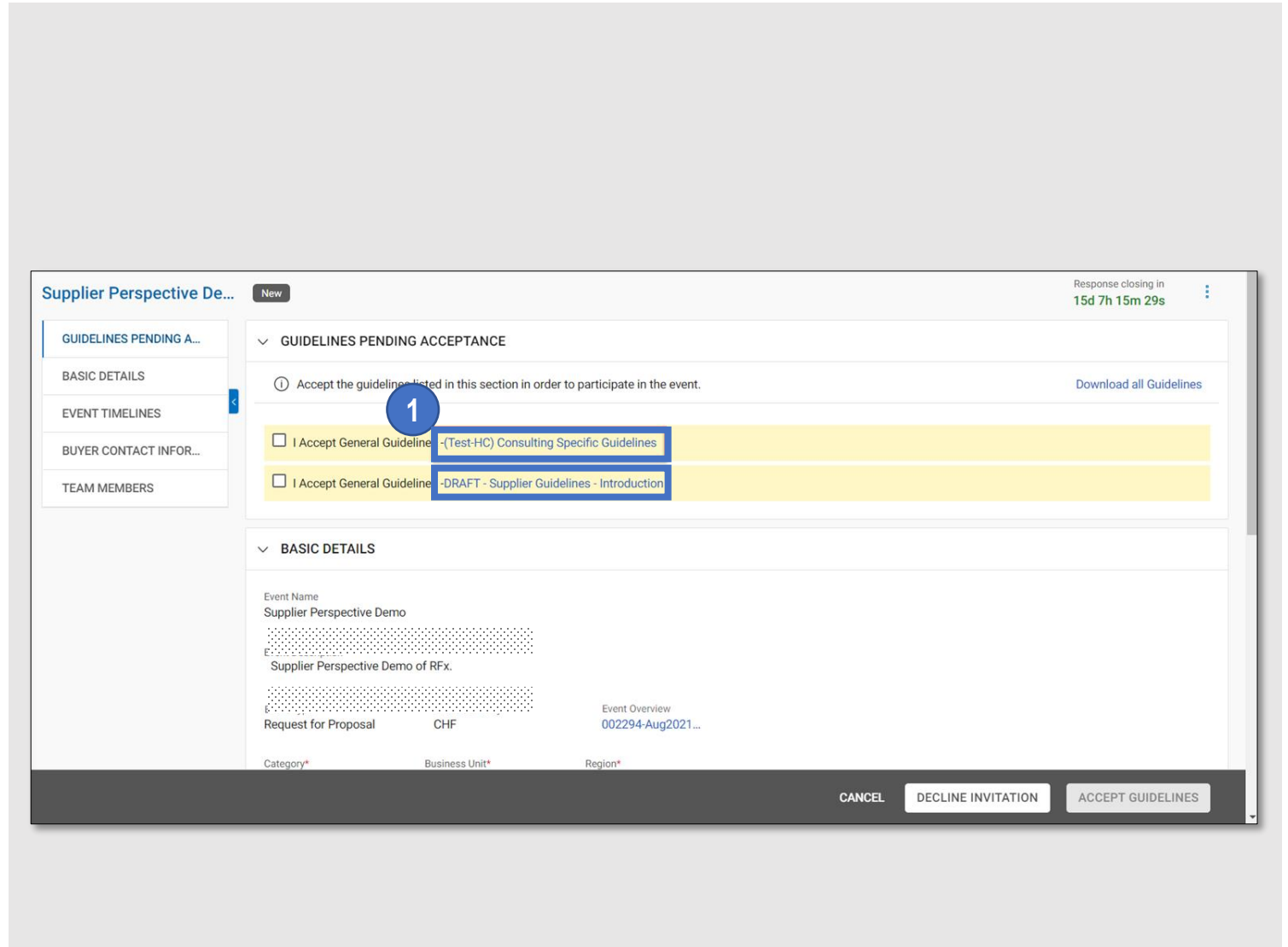
I Accept General Guidelines -(Test-HC) Consulting Specific Guidelines

I Accept General Guidelines -DRAFT - Supplier Guidelines - Introduction

myBuy How to Accept Guidelines (1)

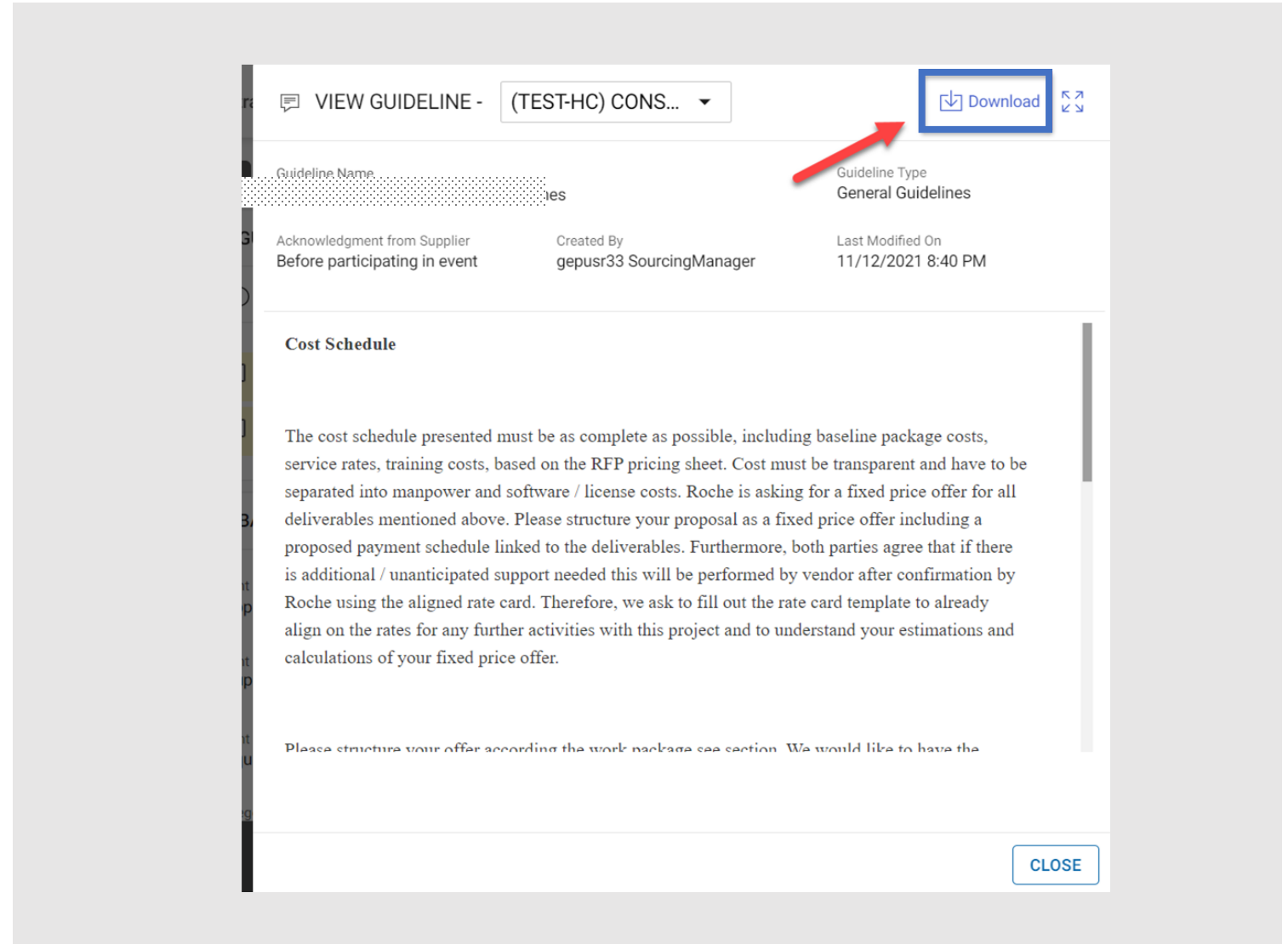
- Before accepting the guidelines, view them.
*You can also download the guidelines.

1 Click the link to guidelines.



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.



The screenshot shows a web interface for viewing a guideline. At the top, there is a header "VIEW GUIDELINE - (TEST-HC) CONS..." with a dropdown arrow. To the right of this header is a "Download" button with a download icon and a refresh icon. A red arrow points to this button. Below the header, there is a table with the following information:

Guideline Name	ies	Guideline Type	General Guidelines
Acknowledgment from Supplier	Created By	Last Modified On	
Before participating in event	gepusr33 SourcingManager	11/12/2021 8:40 PM	

Below the table, there is a section titled "Cost Schedule" with the following text:

The cost schedule presented must be as complete as possible, including baseline package costs, service rates, training costs, based on the RFP pricing sheet. Cost must be transparent and have to be separated into manpower and software / license costs. Roche is asking for a fixed price offer for all deliverables mentioned above. Please structure your proposal as a fixed price offer including a proposed payment schedule linked to the deliverables. Furthermore, both parties agree that if there is additional / unanticipated support needed this will be performed by vendor after confirmation by Roche using the aligned rate card. Therefore, we ask to fill out the rate card template to already align on the rates for any further activities with this project and to understand your estimations and calculations of your fixed price offer.

At the bottom of the page, there is a "CLOSE" button.

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**.

The screenshot shows the Roche myBuy interface for a 'Supplier Perspective Demo' event. The page is titled 'Supplier Perspective De...' and includes a 'New' button. The main content area is divided into sections: 'GUIDELINES PENDING ACCEPTANCE' and 'BASIC DETAILS'. Under 'GUIDELINES PENDING ACCEPTANCE', there are two guidelines listed, both with checked checkboxes: 'I Accept General Guidelines -(Test-HC) Consulting Specific Guidelines' and 'I Accept General Guidelines -DRAFT - Supplier Guidelines - Introduction'. A red arrow points from the 'ACCEPT GUIDELINES' button at the bottom right to the highlighted guidelines. Another red arrow points from the highlighted guidelines to the 'ACCEPT GUIDELINES' button. The 'BASIC DETAILS' section shows event information: Event Name: Supplier Perspective Demo, Event Description: Supplier Perspective Demo of RFx, Event Type: Request for Proposal, Event Currency: CHF, and Event Overview: 002294-Aug2021... The bottom of the page has buttons for CANCEL, DECLINE INVITATION, and ACCEPT GUIDELINES.

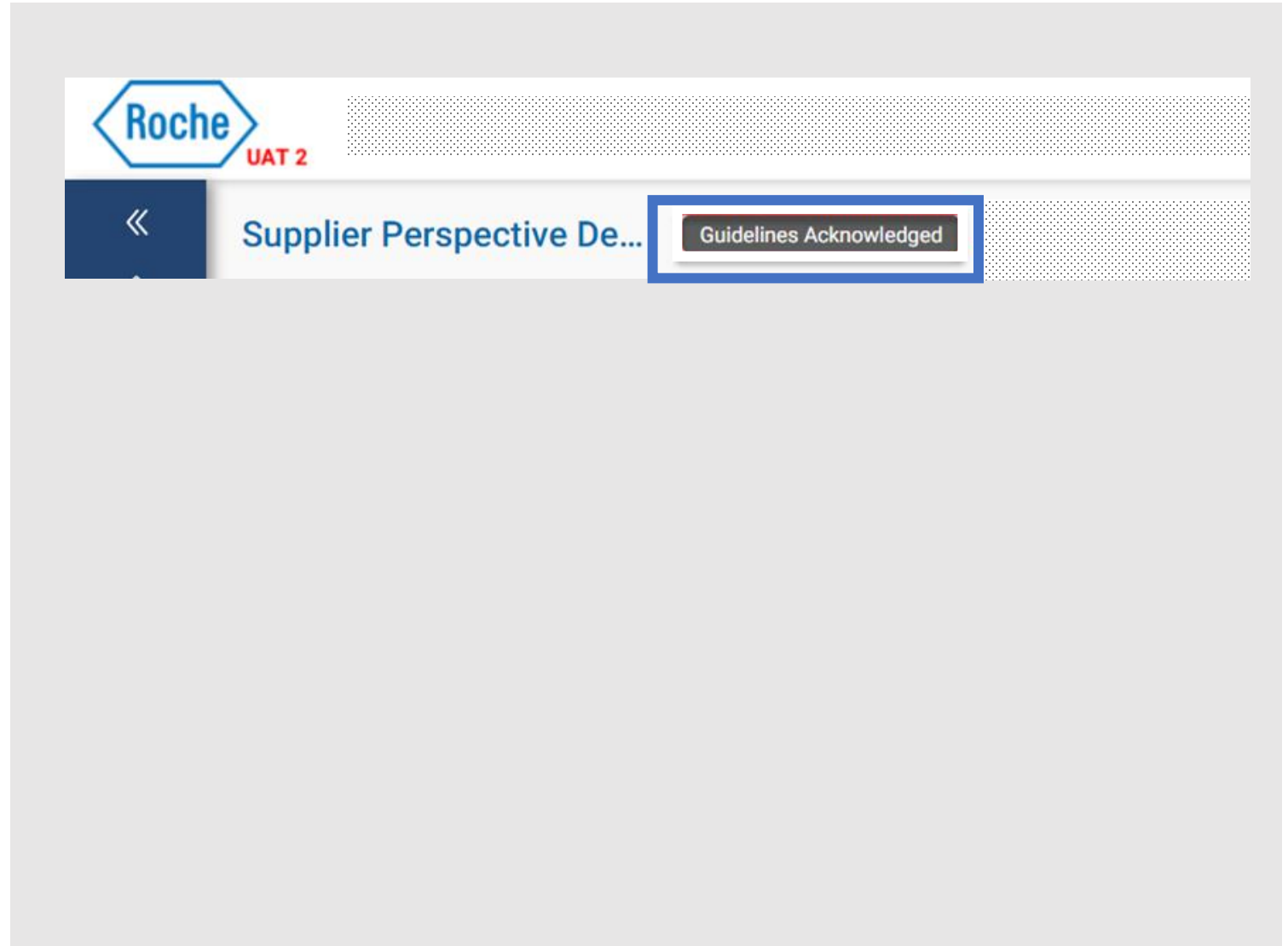
myBuy Display after Accepting Guidelines

- 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.



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ガイド		
Document management No.	MYB_UM_S004_04	Version No.	ver1.0
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	