

*my***Buy**

(MYB\_UM\_S004\_05)

# RFX Guidance

Chugai Pharmaceutical Co., Ltd.  
Procurement Department

(ver1.0)

# 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.


The screenshot displays the Roche myBuy interface for a Supplier Perspective De... event. The top navigation bar includes 'Roche UAT 2', 'Catalog', 'Sourcing', 'Contract', 'Buy Sell', and 'Supply Chain Collaboration'. A search bar and user profile 'EA' are on the right. The left sidebar contains navigation icons for Home, My Tasks, Create, Supplier Profile, and My Clients. The main content area is titled 'Supplier Perspective De...' and shows 'Guidelines Acknowledged' and a 'Response closing in 12d 13h 56m 8s'. The 'BASIC DETAILS' section includes fields for Event Name, Event Description, Event Type, Event Currency, Event Overview, Category\*, Business Unit\*, and Region\*. The 'EVENT TIMELINES' section has a table with columns for Name, Start Date & Time, End Date & Time, and Duration. At the bottom, a checkbox 'My organization wishes to participate in this event' is checked, and the 'CONFIRM PARTICIPATION' button is highlighted. Below this, a success message 'SUCCESS!' is shown with the text 'Thank you for accepting the invitation to participate in this event.' and an 'OK' button. A 'Participation Confirmed' status is also displayed.

# 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**.



The screenshot illustrates the process of declining an RFX event invitation. It shows a main interface with two buttons: 'DECLINE INVITATION' (highlighted with a blue box and labeled '1') and 'ACCEPT GUIDELINES'. A blue arrow points from the 'DECLINE INVITATION' button to a confirmation pop-up window. The confirmation window, titled 'CONFIRMATION', asks 'Are you sure you want to decline the invitation for this event?' and has 'NO' and 'YES' buttons, with 'YES' highlighted and labeled '2'. Another blue arrow points from the 'YES' button to a 'DECLINE EVENT' form. The form has a 'Reasons' dropdown menu with the selected option 'My organization does not agree with the terms & conditions/NDA/etc', highlighted with a blue box and labeled '3'. Below the dropdown is a text input field labeled 'Type your comment here'. To the right of the text field is an upload icon, highlighted with a blue box and labeled '4'. At the bottom right of the form are 'CANCEL' and 'DONE' buttons, with 'DONE' highlighted and labeled '5'. A final blue arrow points from the 'DONE' button to a 'DECLINE EVENT' pop-up window, which is partially visible at the bottom of the screenshot and labeled '6'.

# INNOVATION BEYOND IMAGINATION

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