

*my***Buy**

(MYB_UM_S004_07)

Rfx Guidance

Chugai Pharmaceutical Co., Ltd.
Procurement Department

(ver1.0)

07

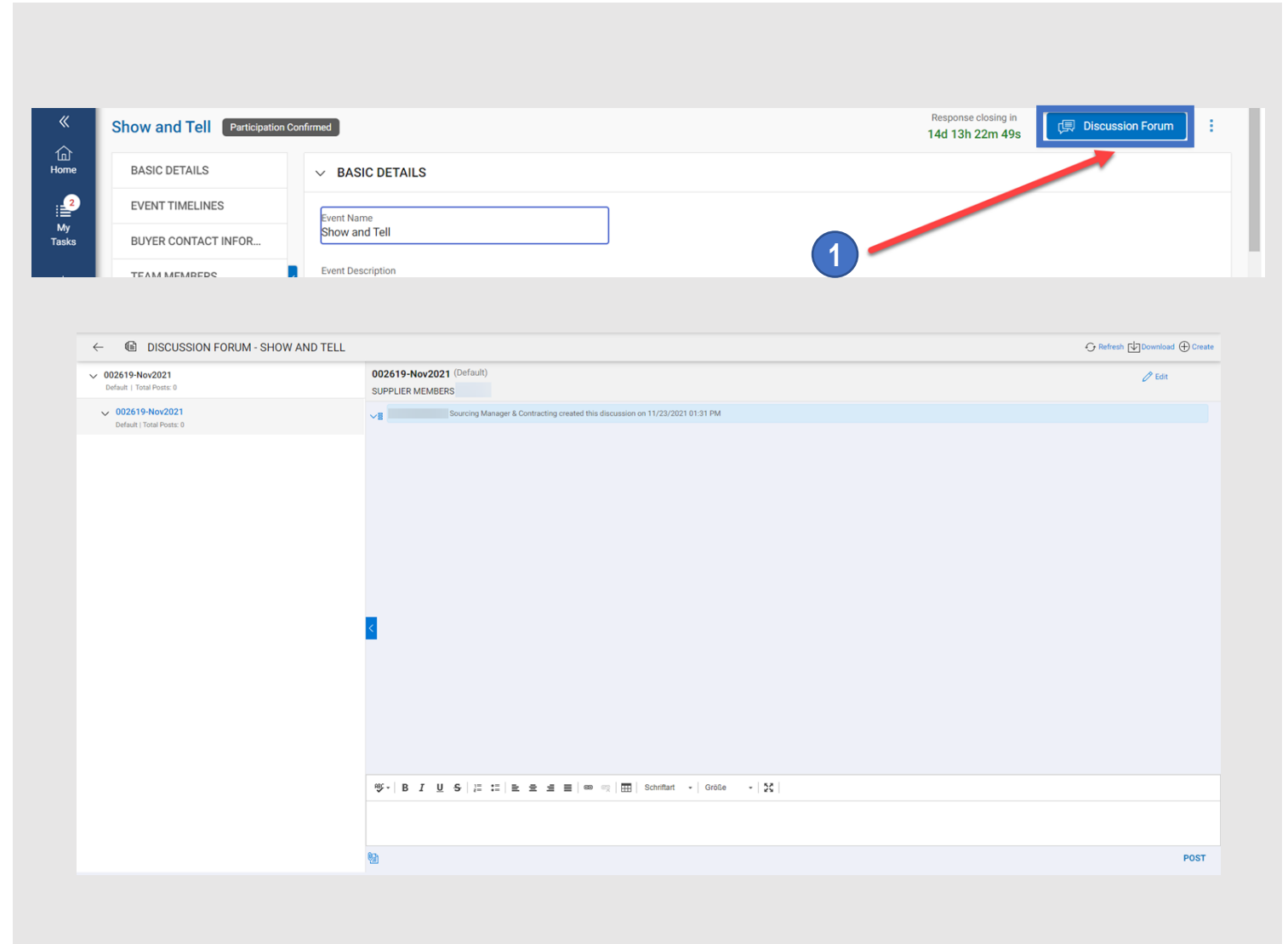
Discussion Forum

myBuy Discussion Forum: Overview

- You can use **DISCUSSION FORUM** to communicate with the CHUGAI Sourcing Manager.
 - *DISCUSSION FORUM will be available after an event is disclosed and you participate in the event.
 - *A discussion forum created by your company is disclosed only to the CHUGAI Sourcing Manager.

1 **Click Discussion Forum.**

*The icon is displayed only for the members invited to participate in the RFX event.



myBuy Starting Discussion

- You can start a discussion within the RFX event.

1. Click (+ Create).

2. Click **Create Discussion**.

3. Enter a **discussion name** and select a **topic name**.

4. Select **members who participate** in the event.

5. Click **SAVE**.

Contact Name	Role	View	Post	Admin
[Redacted]	Primary	✓	✓	✓

- You can start a topic within the RFX event.

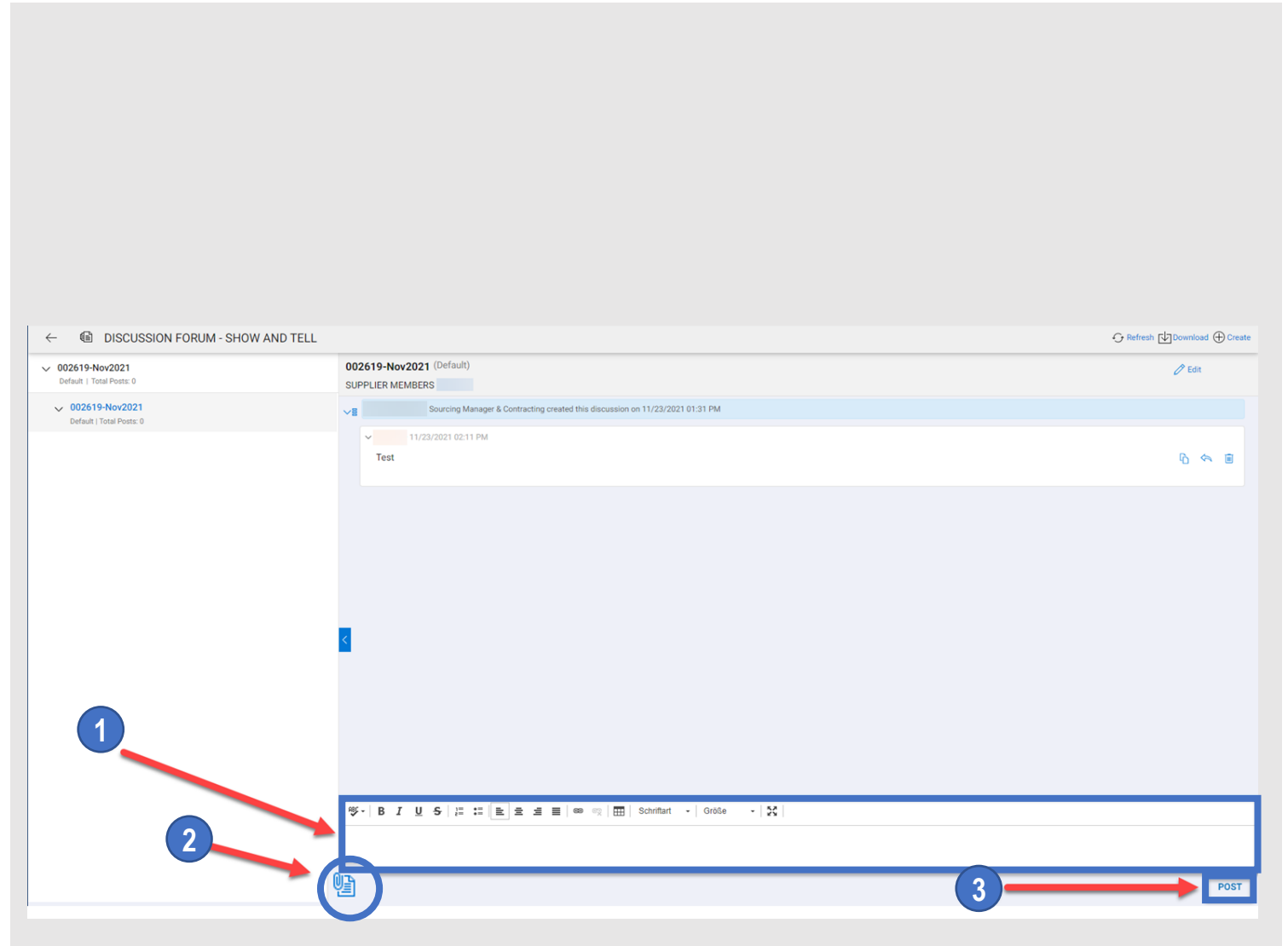
The screenshot shows the 'DISCUSSION FORUM - SHOW AND TELL' interface. The top navigation bar includes a back arrow, a refresh icon, a download icon, and a '+ Create' button. Below this, there are two panels. The top panel shows a list of topics with a 'Create' button highlighted by a red arrow and a blue circle labeled '1'. The bottom panel shows the same interface with a 'Create Topic' dropdown menu open, also highlighted by a red arrow and a blue circle labeled '2'. Below the panels is a large white box representing the 'Add New Topic' form. The form has a title 'Add New Topic' and a text input field labeled 'Topic Name *' with a blue border and a blue circle labeled '3'. At the bottom right of the form are two buttons: 'CANCEL' and 'SAVE', with the 'SAVE' button highlighted by a blue circle labeled '4'.

- 1 Click (+ Create).
- 2 Click **Create Topic**.
- 3 Enter a **topic name**.
- 4 Click **SAVE**.

myBuy Posting Chat Messages

- You can post chat messages in the discussion forum.

- 1 Enter a **message or comment**.
*The text editing options are available as needed.
- 2 You can add attachments.
- 3 Click **POST** to post the message.



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		
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Signature of author

Person in charge	Department	Name	Date

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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	