

*my***Buy**

(MYB\_UM\_S004\_10)

# RFX Guidance

Chugai Pharmaceutical Co., Ltd.  
Procurement Department

(ver1.0)

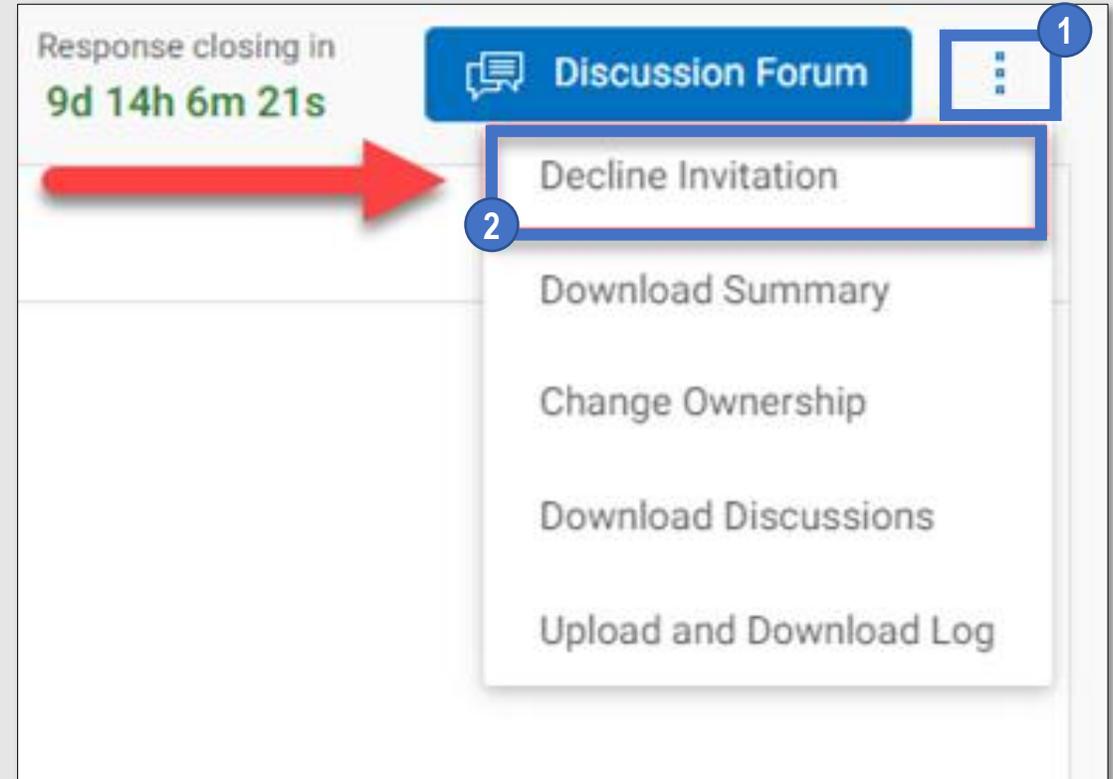
10

Others

# myBuy Declining RFX Event

- You can decline the invitation to an RFX event even after agreeing to participating in it.

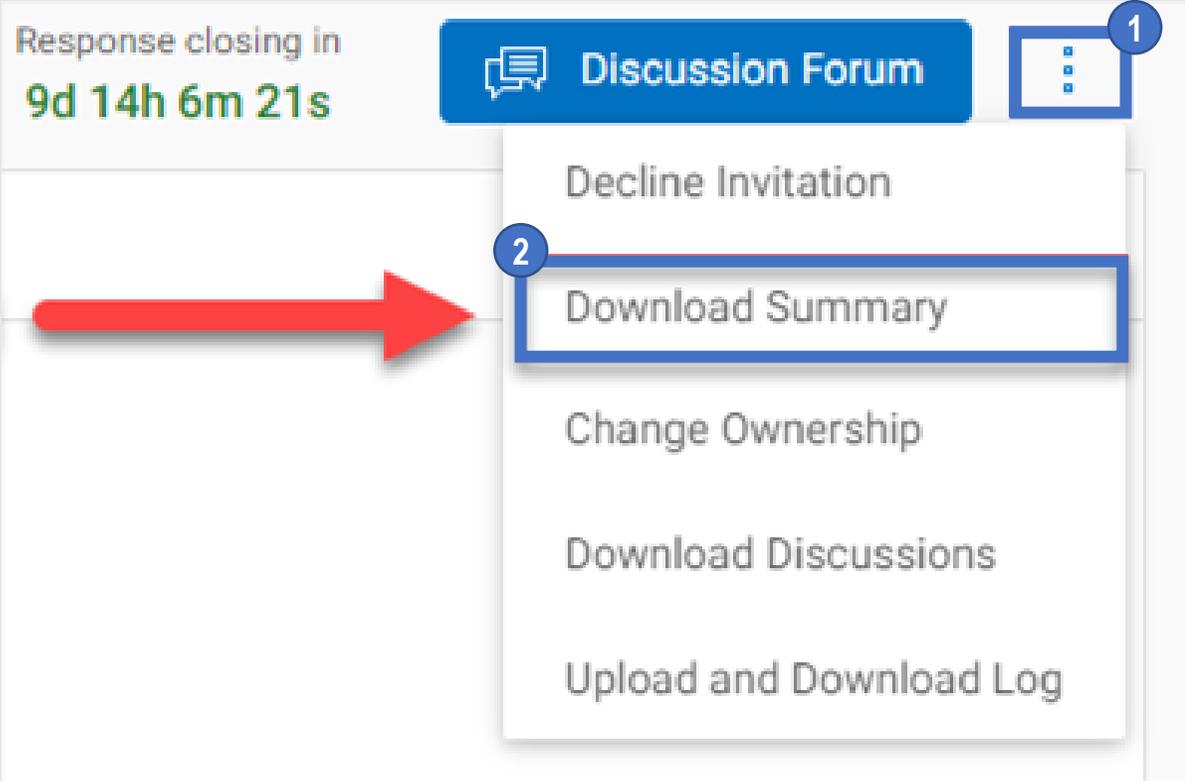
- 1 Click the  icon in the upper right of the RFX event.
- 2 Click [Decline Invitation](#).
- 3 On the confirmation pop-up window, click [Yes](#).
- 4 On the SUCCESS pop-up window, click [OK](#).



# myBuy Downloading RFX Event Summary

- You can download the following in a zip file:  
summary, guidelines, price sheets, and  
questionnaires of the RFX event.

- 1 Click the  icon in the upper right of the RFX event.
- 2 Click [Download Summary](#).



The screenshot shows a user interface for an RFX event. At the top left, it says "Response closing in 9d 14h 6m 21s". To the right is a blue button labeled "Discussion Forum" with a speech bubble icon. In the top right corner, there is a blue square icon with three vertical dots, labeled with a circled "1". A red arrow points from this icon to a dropdown menu. The dropdown menu is labeled with a circled "2" and contains the following options: "Decline Invitation", "Download Summary" (highlighted with a blue border), "Change Ownership", "Download Discussions", and "Upload and Download Log".

# myBuy Changing Primary Responder

- You can change the primary responder to another person in charge.

- Click the  icon in the upper right of the RFX event.
- Click **Change Ownership**.
- Select a person in charge you wish to assign to the **Primary Responder**.  
\*Only one person can be assigned to Primary Responder.
- Click **DONE**.

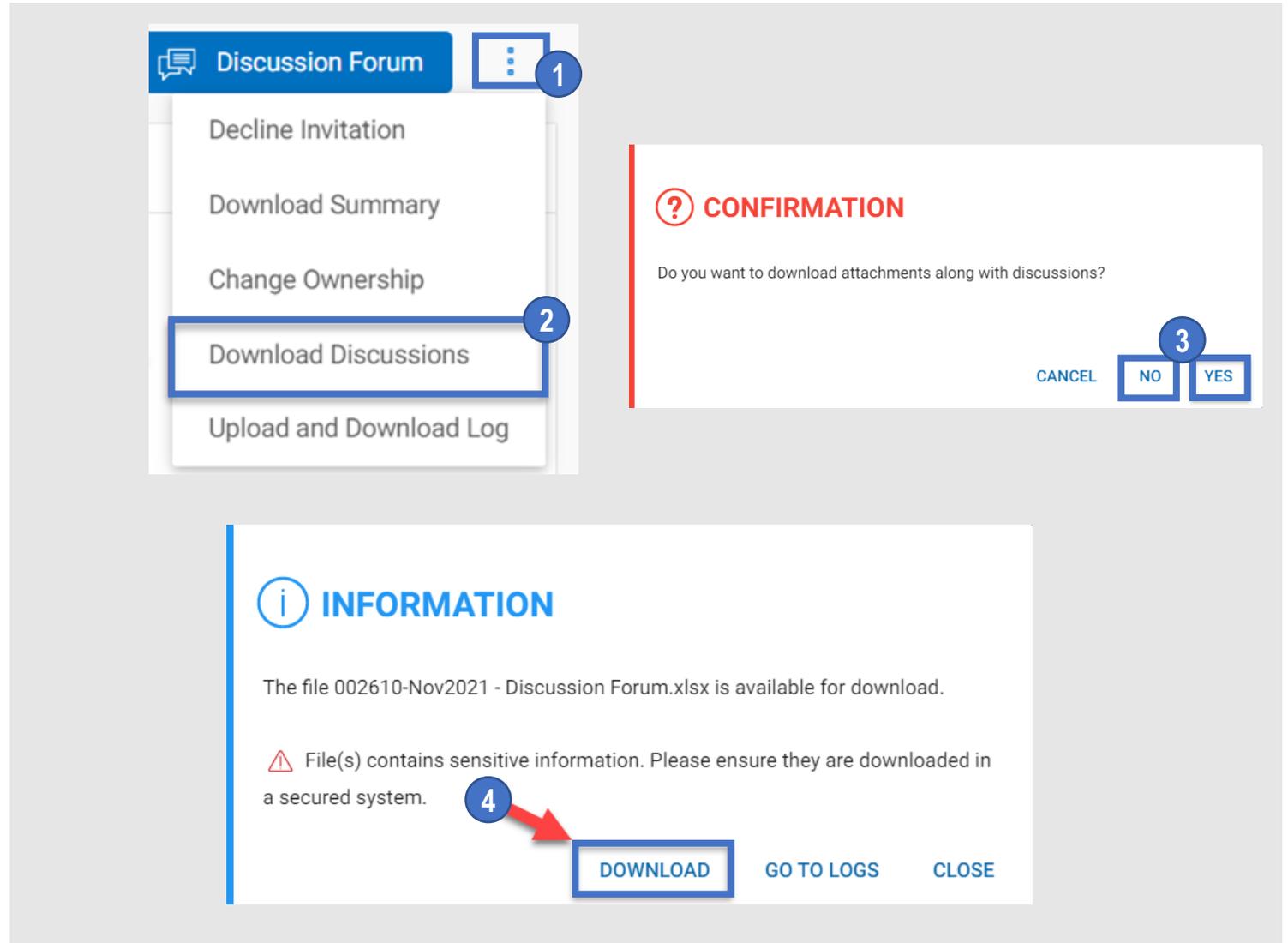
The screenshot illustrates the steps to change the primary responder in an RFX event. The top portion shows a 'Discussion Forum' menu with options: Decline Invitation, Download Summary, **Change Ownership** (highlighted with a red arrow and a blue circle '2'), Download Discussions, and Upload and Download Log. A blue circle '1' points to the menu icon in the top right. The bottom portion shows the 'Manage Contacts' table with columns: Name & Contact, User's Role, Updated By, and Email Sent On. The table lists contacts: AG (Primary Responder), Adrienn M (No Access), Dummy Contact (No Access), and Sebastian W (No Access). A blue circle '3' highlights the 'User's Role' column. At the bottom right, there are 'CANCEL' and 'DONE' buttons, with a blue circle '4' highlighting the 'DONE' button.

Name & Contact	User's Role	Updated By	Email Sent On
AG	Primary Responder	Buyer	11/22/2021 1:31 PM
Adrienn M	No Access		
Dummy Contact	No Access		
Sebastian W	No Access		

# myBuy Downloading Discussion History

- You can download the discussion history in the MS Excel format.

- 1 Click the  icon in the upper right of the RFX event.
- 2 Click **Download Discussions**.
- 3 To the question that if you want to download attachments along with discussions, select **YES** or **NO**.
- 4 Click **DOWNLOAD**.
- 5 The file will be downloaded in the MS Excel format to your PC.

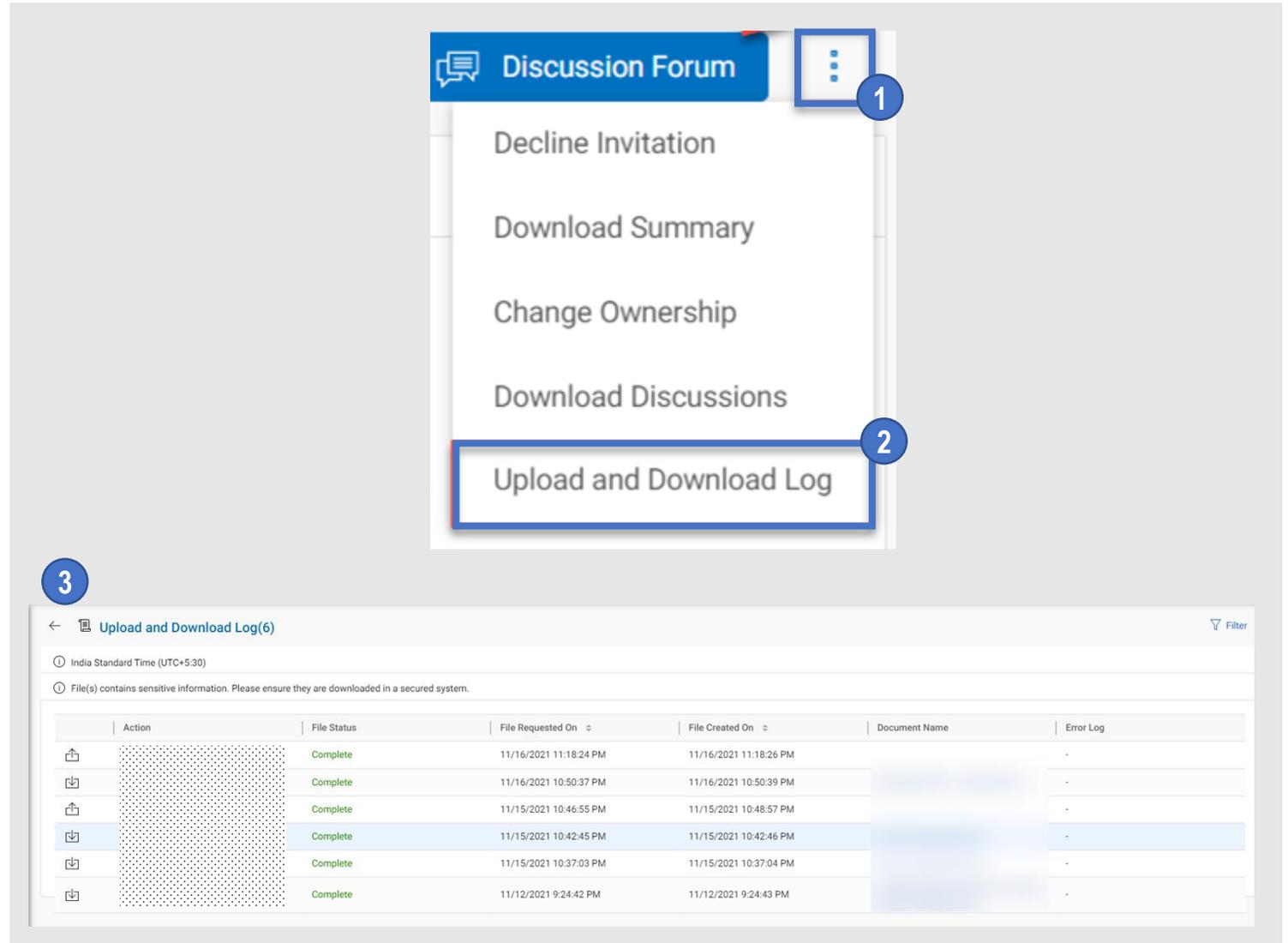


The screenshot illustrates the process of downloading discussion history. It shows a 'Discussion Forum' menu with options: Decline Invitation, Download Summary, Change Ownership, Download Discussions (highlighted with a blue box and circled '2'), and Upload and Download Log. A confirmation dialog asks 'Do you want to download attachments along with discussions?' with 'NO' and 'YES' buttons (the 'YES' button is circled '3'). A second dialog provides information about the file '002610-Nov2021 - Discussion Forum.xlsx' and includes a warning about sensitive information. A red arrow points to the 'DOWNLOAD' button (circled '4') in this dialog.

# myBuy Viewing Upload and Download Logs

- You can view upload and download logs of all files.  
\*This function displays all the files uploaded to or downloaded from the questionnaire and price sheet sections in the RFX event, saving you from moving from section to section for viewing each log file.

- 1 Click the  icon in the upper right of the RFX event.
- 2 Click [Upload and Download Log](#).
- 3 Upload and download logs are displayed.



The screenshot shows the 'Discussion Forum' interface. A menu is open, listing options: Decline Invitation, Download Summary, Change Ownership, Download Discussions, and Upload and Download Log. The 'Upload and Download Log' option is highlighted with a red box and a blue circle '2'. A blue circle '1' points to the 'More options' icon in the top right of the forum header. A blue circle '3' points to the 'Upload and Download Log(6)' header of the log table below.

	Action	File Status	File Requested On	File Created On	Document Name	Error Log
		Complete	11/16/2021 11:18:24 PM	11/16/2021 11:18:26 PM		-
		Complete	11/16/2021 10:50:37 PM	11/16/2021 10:50:39 PM		-
		Complete	11/15/2021 10:46:55 PM	11/15/2021 10:48:57 PM		-
		Complete	11/15/2021 10:42:45 PM	11/15/2021 10:42:46 PM		-
		Complete	11/15/2021 10:37:03 PM	11/15/2021 10:37:04 PM		-
		Complete	11/12/2021 9:24:42 PM	11/12/2021 9:24:43 PM		-

# 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_10	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	