

myBuy GEP SMART Training for Business Partners

Chugai Pharmaceutical Co., Ltd.

Today's Agenda

1. Procurement process overview and key actions for suppliers in myBuy [P5](#)
2. How to guides of myBuy [P11](#)
 - 2-1 What is myBuy GEP SMART?
 - 2-2 GEP Business Network & myBuy GEP SMART Registration: New Suppliers
 - 2-3 Accessing myBuy GEP SMART
 - 2-4 Retrieving username or Password
 - 2-5 Check and view purchase orders
 - 2-6 Exporting purchase orders
3. Closing [P38](#)
4. Q&A Session [P41](#)

Purposes of Today's Session

1

To help our business partners (hereinafter referred to as “suppliers”) understand the impact of the transition to the new procurement system myBuy, and to enable a smooth transition to the new procurement process

2

To help suppliers understand the basic functions of myBuy GEP SMART, the registration process, and the upcoming implementation schedule.

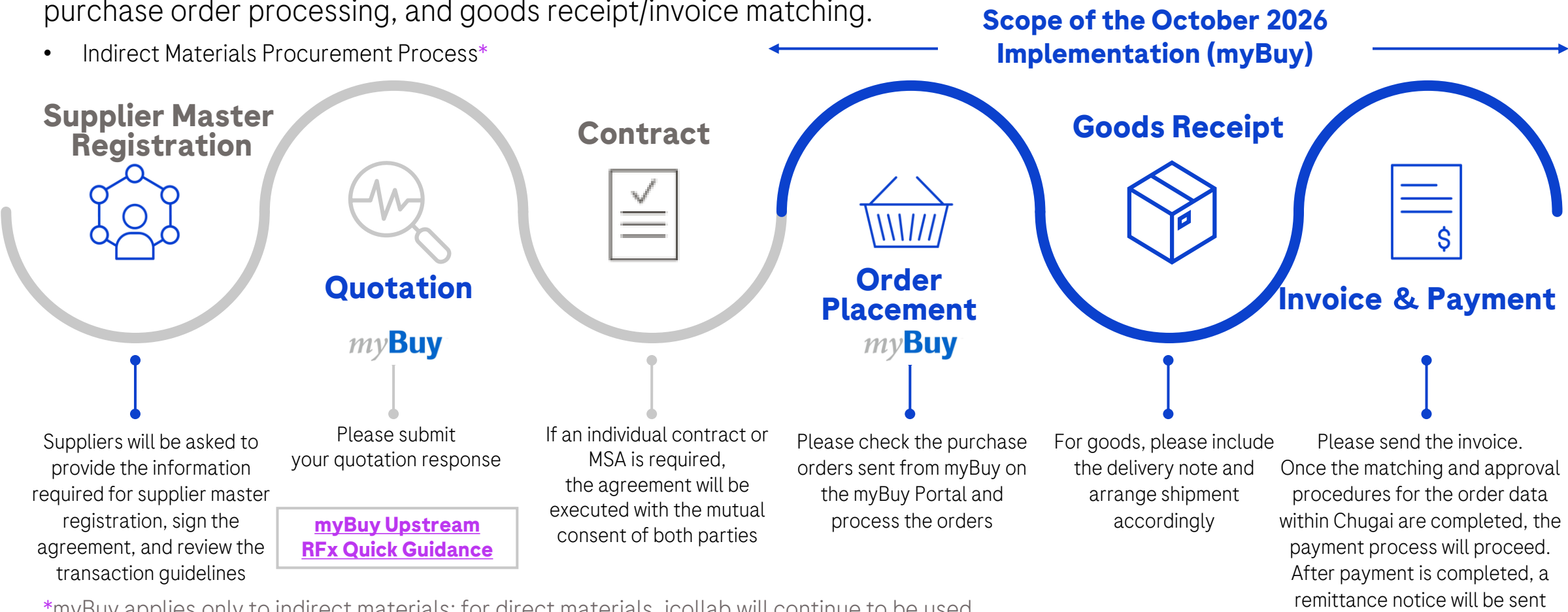
01

Procurement process overview and key actions for suppliers in myBuy

What is myBuy

myBuy is a system for indirect materials procurement. It provides functions for quotation exchange, purchase order processing, and goods receipt/invoice matching.

- Indirect Materials Procurement Process*



*myBuy applies only to indirect materials; for direct materials, icollab will continue to be used

Types of Suppliers

Suppliers are classified as either Portal Suppliers or Non-Portal Suppliers, depending on whether they have access to myBuy Portal or not

	myBuy Accessibility	Features
Portal supplier	Accessible	- Suppliers can access myBuy and check the order received in myBuy - Transaction data will be stored and can be exported as a list in myBuy
Non-Portal supplier	Inaccessible	After Chugai creates a PR/PO in myBuy, the PO will be sent to the supplier by email

Key changes for suppliers due to the introduction of myBuy

Following the introduction of the new indirect procurement system “myBuy”, all indirect materials purchase orders from Chugai will be managed through myBuy. Accordingly, the transaction operations with Chugai will also have some changes.

Consolidation of indirect procurement channels and centralization of information

- As a general rule, all indirect materials purchase orders from Chugai will be managed and consolidated in myBuy
- Suppliers will be able to centralize and manage their order status in myBuy

Revision of transaction procedures due to the introduction of myBuy

- On the premise that procurement transactions will be conducted through myBuy, the procedures for quotation, ordering, delivery, invoicing and payment will be renewed
- Please refer to the “Request Regarding Procurement Transaction Conditions” and the “Chugai Pharmaceutical Procurement System – Transaction Guidelines”

Detailed Procurement Transaction Procedures with Chugai

The details of the procurement transaction procedures are described in the “Chugai Pharmaceutical Procurement System – Transaction Guidelines”. Please refer to the Transaction Guidelines when proceeding with transactions with Chugai.

The Following document describes the business rules for quotation, ordering, delivery, invoicing and payment. Please conduct procurement transactions in accordance with this document

- Table of Contents of the Chugai Pharmaceutical Procurement System – Transaction Guidelines



1. Quotation and Order via myBuy

1.1 Business Flow Overview

1.2 Quotation Method and Details

1.2.1 Quotation Method

1.2.2 Information to be stated in quotations

1.2.3 Costs other than the main item

1.3 Order Method and Details

1.3.1 Order Method

1.4 Purchase Order

1.4.1 Information Displayed on a PO

1.4.2 PO items to check(catalog suppliers)

1.5 Delivery Notes

1.5.1 Where to submit delivery note

1.5.2 Items to state on receipt and delivery slips

1.5.3 Deliveries differing from the Order

1.6 Invoices

1.6.1 Where to submit Invoices

1.7 Transaction Requirements for Payment

1.7.1 Basic Requirements

1.7.2 Payment Processing (Catalog Suppliers)

1.7.3 Additional Notes on Payment

2 Procedures for Starting Transactions via myBuy

3 Other

3.1 Inquiries about Chugai Pharmaceutical

Upcoming schedule for myBuy Go-live

The schedule leading up to the myBuy go-live is as follows

Early September to mid-September	myBuy Training Sessions: ✓ To help our business partners use myBuy smoothly, we will hold training sessions on the registration procedures and how to guides for the portal	Today
From mid-September onward	Registration for myBuy GEP SMART: ✓ After this training session, we will send an email to your company’s representative with guidance on how to register to myBuy portal ✓ Please review the training content and complete the required procedures	
From September18 - 25 to October 12	Blackout (system shut-down) Period for the Existing Systems: ✓ Due to the migration from the existing procurement systems (ProcYON / ALtAIR / CHERMS Fixed Assets) to myBuy, there will be a period during which the systems will be temporarily unavailable * ProcYON: from 9/18 onward ALtAIR / CHERMS Fixed Assets: from 9/25 onward	
October 13 (planned)	Go-Live of the New Procurement System “myBuy”: ✓ Procurement transactions will begin in myBuy	

02

How to guides of myBuy GEP SMART

2-1 What is myBuy GEP SMART?

Introducing myBuy GEP SMART

- Chugai Pharmaceutical is introducing a new procurement and supplier engagement platform that will replace the existing legacy systems.
- myBuy GEP SMART will allow Chugai to deliver higher quality service and greater value to the suppliers and partners who work with the company
- myBuy GEP SMART will be fully implemented in October 2026



Benefits of using myBuy GEP SMART

***Consolidation of
ordering operations
and
centralization of
procurement
information***



- Check supplier information (address, bank account information, contact person information, etc.)
- Consolidation through purchase orders (POs) generated by the purchasing system

***Digital
transformation***



- Review of the transaction records with Chugai Pharmaceutical
- Improvement of order accuracy

No additional fees



- No transactional, setup or license fees

Process Flow



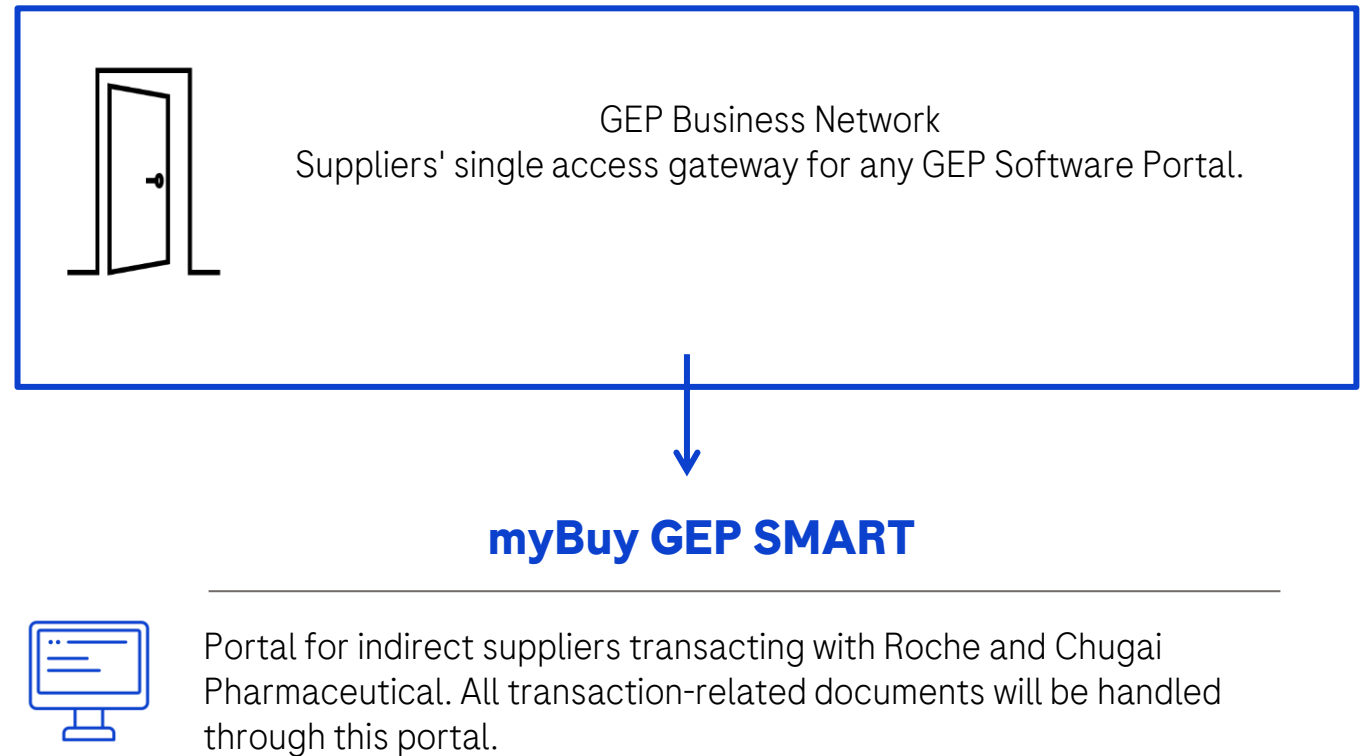
[Blue]: operations and actions in myBuy

[Gray]: operations and actions offline

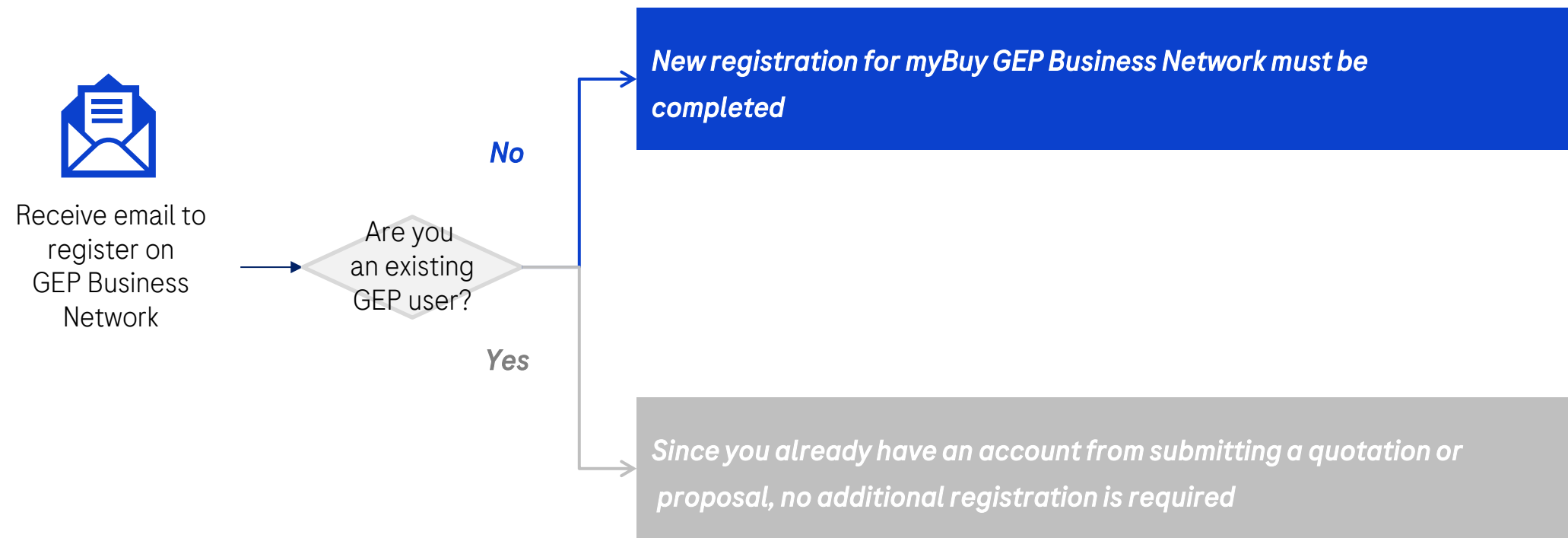
2-2 GEP Business Network & myBuy GEP SMART Registration: New Suppliers

What is GEP Business Network?

- GEP Business Network (hereafter referred to as "BN") is a unified gateway for suppliers to access the GEP Software Platforms of every client who uses a GEP solution.
- Suppliers of Chugai access **myBuy GEP SMART** for indirect procurement.
- BN is free to use, regardless of transaction types and volumes.
- Once registered on BN, you will use your single login credentials to access "myBuy GEP SMART" and your supplier profile.



Account Registration Workflow



myBuy Registration Process



Attend the training session



Receive the email to register on GEP Business Network



Complete registration on GEP Business Network



Access GEP Business Network and complete profile set up



Suppliers can then access myBuy GEP SMART

*If you are unable to attend the training sessions, please watch the video training, which will be available on the Roche Supplier Site (<https://suppliers.roche.com/>)

Registration Email Notification

New Registration | Only if you are using myBuy for the first time

- Suppliers using myBuy GEP SMART **for the first time** will receive a myBuy registration email
 - Suppliers who are already using GEP SMART on myBuy Upstream do not need any additional registration**
- 1 myBuy GEP SMART registration invitation email will be sent from global.mybuy@roche.com. Click the "Click here" link to go to the registration form
- ✓ For questions about registration or technical issues, please contact GEP by email
- GEP Customer Support (support@gep.com)

ACTION REQUIRED: You're invited to register on the Roche / Genentech buying platform

Dear Supplier,

As a valued partner, you have been selected to collaborate with Roche / Genentech. To initiate this collaboration, we invite you to register on the myBuy GEP SMART platform, which will enable electronic transmission of orders and invoices and provide a historical record of transactions with Roche / Genentech. There are also no transaction fees when using myBuy GEP SMART.

To get started, complete and submit the registration **1**. [Click here](#) to access the form.

Roche / Genentech is looking forward to working with you.

If you have any technical issues, please contact support@gep.com or call the helpline listed below:
 USA: +1 732 428 1578
 Asia: +91 22 6137 2148
 Europe (Prague): +42 022 598 6501

Additional numbers can be found here:
<https://success.gep.com/s/article/GEP-Customer-Support-Contact-Information>

Sincerely,

Complete Business Network Registration Form

New Registration | Only if you are using myBuy for the first time

The "Username" field is pre-filled with the email address registered in the supplier master

- 2 Check the pre-filled username and email address
- 3 Enter your name and mobile number, and set a Password^{*1}
*1 Please change your password every 90 days
- 4 Review the GEP Terms of Use & Privacy Policy and select the check box
- 5 Click "Submit"

Fields marked as "" are required fields

The screenshot shows the 'Register for Business Network' form on the GEP portal. It includes fields for Username, Work Email, First Name, Last Name, Country Code, Mobile Number, Password, and Confirm Password. A disclaimer section is also present, followed by a 'Submit' button. The form is annotated with numbered steps 2 through 5 corresponding to the instructions on the left.

2 *Username: xayik10843@pckage.com *Work Email: xayik10843@pckage.com

3 *First Name: Testing *Last Name: SupplierContact2

*Country Code: [dropdown] *Mobile Number: [input]

*Password: [input] *Confirm Password: [input]

4 Disclaimer
 By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the service, you acknowledge and consent to GEP's use of your data in accordance with the Terms of Use and Privacy Statement of GEP.
☒ I have read and agree to [GEP Terms & Conditions](#) & [Privacy Policy](#)

5 Submit

For help: [Supplier FAQs](#); [Quick Guide](#)

Confirming the Verification Code and Completing Business Network Registration

New Registration | Only if you are using myBuy for the first time

GEP

Code Verification: Verify your number

Please enter the verification code that has been sent as a text message to the XXXXX3528.

6 7 6 2 8 4 2

Confirm verification code

Resend verification code

Click the 'Resend verification code' button if you still haven't got the verification code.

GEP

OTP Verification: Verify your Identity

Please enter the (OTP) One-Time-Password that has been sent to the email provided.

6

21 Seconds

Verify Code

Resend Code

Invoice (342)

Welcome to the New Business Network Interface!

Experience a refreshed design. easier navigation, and improved features.
Watch this [Short Video](#) to get started
(This video is also available on the right panel of the Home Page.)

Continue

- 6** Enter the Verification Code sent to your mobile phone to confirm your identity
If verification by mobile phone fails to verify, enter the OTP (One Time Password) sent to your email address

- 7** Click "Verify code"

- 8** After the verification code is successfully verified, you will be automatically redirected to the GEP Business Network homepage.
Click "Continue" to complete your first login

2-3 Accessing myBuy GEP SMART

Log in to Business Network

 <https://businessnetwork.gep.com>

- Please bookmark the link for easy future access

- 1 Enter your username
- 2 Enter your Password and log in
- 3 You can also select "Login with Verification Code" and log in using the one-time password (OTP) sent to the registered mobile phone or email address

You can change the displayed Language as needed.



The screenshot shows the GEP Business Network login interface. At the top right, there is a language dropdown menu currently set to 'English'. Below this, the GEP logo is displayed. A navigation bar contains links for 'Need Help?', 'Forgot Username', and 'Forgot Password'. The main login area features three numbered steps: 1. A text input field for 'Username'. 2. Two buttons: 'Login with Verification Code' and 'Login with Password'. 3. A link that says 'Click here to register as a supplier'. At the bottom, there are links for 'Privacy statement' and 'Terms of use', followed by logos for GEP QUANTUM, GEP SMART, and GEP CLICK, and a copyright notice for GEP 2026.

Choose Client

- 1 Select "Roche" from the client list ^{*1}
 - If Roche does not appear in the client list, please contact the following email:
support@gep.com
- 2 Select the applicable item displayed in the Relationship Summary (Orders, ASN, etc.) to view the related documents
- 3 Reference Links & Documents are displayed
- 4 Documents requiring your action are displayed under My Tasks

The screenshot shows the Roche client interface. The left sidebar has a 'Client list' section with 'Roche2' selected (callout 1). Below it are 'Other Links' and 'My Tasks'. The main content area has a 'Home/Client List' header with 'Roche2' and a 'BEST COMPANY IN THE WORLD INC' badge. A 'Profile Reminder' box with a 'Review Profile' button is at the top right (callout 4). The 'Relationship Summary' section (callout 2) contains tabs for 'Order (23)', 'Invoice (25)', and 'Credit Memo (1)'. A blue callout box explains: 'The tabs displayed in the "Relationship Summary" vary depending on the supplier. Please check the "Orders" tab basically.' Below this is the 'Links & Documents' section (callout 3) with a link to 'Roche's Supplier Invoice Management with MyBuy GEP Smart'. On the right, the 'My Tasks' section (callout 4) lists five pending tasks: 'naz DoA test', 'naz no limit - Copy', 'naz no limit', 'naz DoA - Copy - Copy', and 'PO1 for TEST PO for PO rejection', all marked as 'ActionPending'.

^{*1} If you have transactions with both Chugai and Roche Diagnostics K.K., orders from both Chugai and Roche Diagnostics K.K. are displayed together under the same "Roche" client. When processing a PO, please check the ordering company carefully before proceeding

Notes Regarding the Supplier Profile

If your supplier information needs to be updated, please do not edit it in your supplier profile in myBuy; instead, please contact the Chugai Master Registration Team by email



Procedures for updating supplier information

- If any of the following supplier information needs to be updated, please email the Chugai Master Registration Team to request the update

- ✓ Address
- ✓ Bank account information
- ✓ Updates to contact person information (name, email address, etc.), or change/addition/deletion of a contact person, etc.

Change Application Acceptance Format

< Notes >

*Select an item name from the following:

- Company name
- Order address
- Order email address
- Phone number
- Company number
- Bank information

*When applying to change banking information, please enter and sign the required information in the "Banking Information Format" sheet.

*Please select the application category from Add, Change or Delete.

#	Item name	Application category	Before	After
Example	発注先メールアドレス	Change	Chugai-pharma123@chugai.co.jp	Chugai-pharma234@chugai.co.jp

- Chugai Master Registration Team (chugai-suppliers-md@chugai-pharm.co.jp)
- The template for the supplier information update request email is available in Business Partner page on Chugai website
- Once the supplier master information update is completed, the Chugai Master Registration Team will contact you



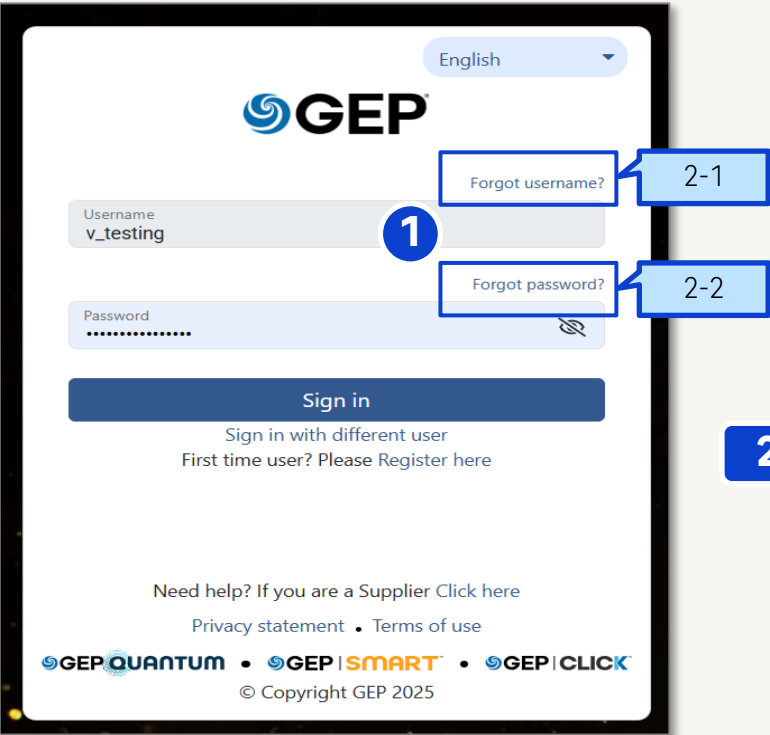
Do not do the following action

- Please do not update information directly by yourself on the supplier profile screen in myBuy

2-4 Retrieving username or Password

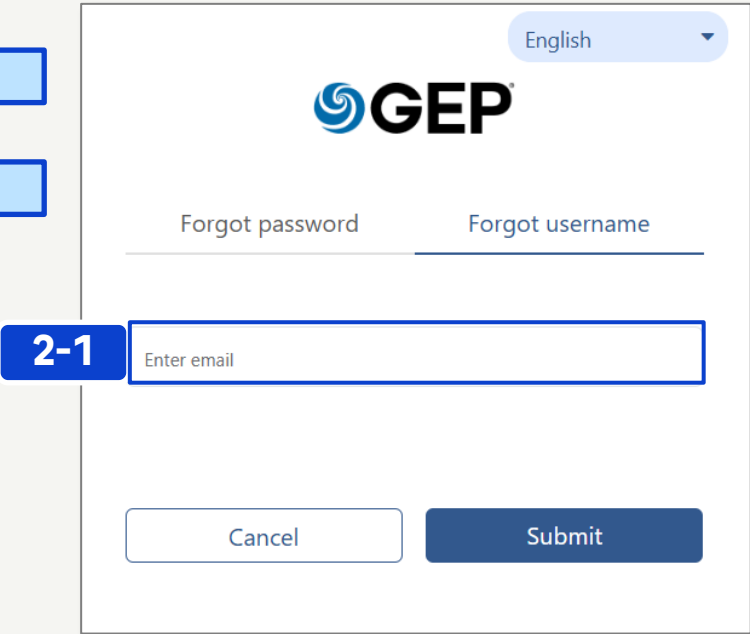
Retrieve username & Password

1 Click "Forgot username" or "Forgot password"



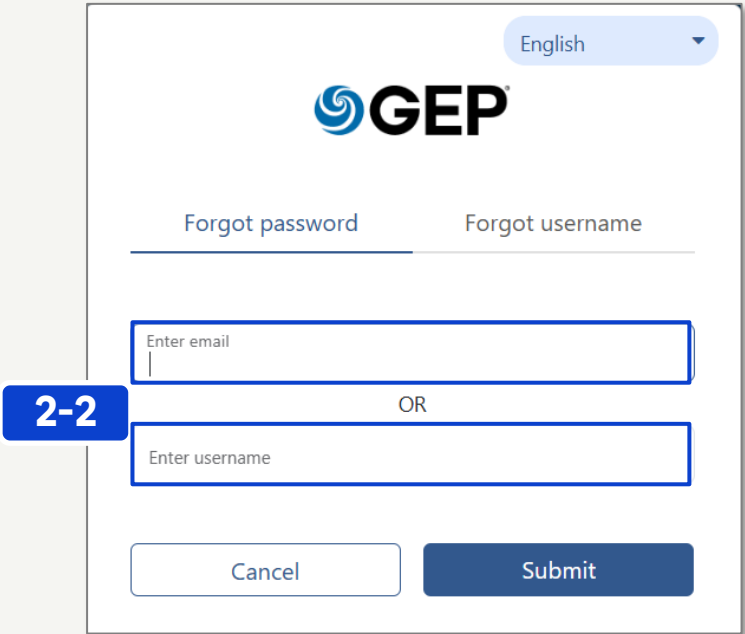
The screenshot shows the GEP login page. At the top right is a language dropdown set to 'English'. The GEP logo is at the top center. Below it are two input fields: 'Username' with the text 'v_testing' and 'Password' with masked characters. To the right of the 'Username' field is a callout box labeled '2-1' with the text 'Forgot username?'. To the right of the 'Password' field is a callout box labeled '2-2' with the text 'Forgot password?'. Below the input fields is a blue 'Sign in' button. Underneath the button, it says 'Sign in with different user' and 'First time user? Please Register here'. At the bottom, there is a link 'Need help? If you are a Supplier Click here', links for 'Privacy statement' and 'Terms of use', and logos for 'GEP QUANTUM', 'GEP SMART', and 'GEP CLICK'. The footer says '© Copyright GEP 2025'.

2-1 Enter your registered email address. All usernames linked to that email address will be sent to you by email



The screenshot shows the 'Forgot password' form. At the top right is a language dropdown set to 'English'. The GEP logo is at the top center. Below it are two tabs: 'Forgot password' (selected) and 'Forgot username'. Below the tabs is a large input field with the placeholder text 'Enter email'. A callout box labeled '2-1' points to this field. At the bottom are two buttons: 'Cancel' and 'Submit'.

2-2 Enter your email address or username. An email will be sent with a verification code and detailed instructions for resetting your password



The screenshot shows the 'Forgot username' form. At the top right is a language dropdown set to 'English'. The GEP logo is at the top center. Below it are two tabs: 'Forgot password' and 'Forgot username' (selected). Below the tabs are two input fields. The first field has the placeholder text 'Enter email' and a callout box labeled '2-2' pointing to it. Below this field is the text 'OR' and another input field with the placeholder text 'Enter username'. At the bottom are two buttons: 'Cancel' and 'Submit'.

Retrieve Password (1/2)

- If an account is found for the email address, the system will send two separate emails : one with the password reset link, and the other with the verification code

Dear User,

Password reset link email

This email has been sent in response to your request to reset your password. The account(s) below are registered with the email or username you provided. Click on the link to reset your password.

A verification code will be sent to your mobile number(if it is verified in the system) or email address(if the mobile number is not verified in the system) once you click on the link below.

Username	Full Name	Domain	Password Reset Link
v_Testing	Veronika Frigy	Roche2	Click Here

1

Dear Veronika Frigy,

Verification code email

To verify your identity, please use following verification code:

Verification Code: 331468

Expires in: 10 minutes

This verification code is valid for 10 minutes and usable only once. Once you have verified it, you will be able to proceed. Please note this verification code is confidential. For security reasons, DO NOT share it with anyone.

- 1 Click the password reset link to go to the password reset page
- 2 Enter the OTP (One Time Password)

English

GEP

Hello v_Testing!
Reset your password.

2

3

OTP

New password

Confirm new password

Resend verification code

Update

4

Privacy statement • Terms of use

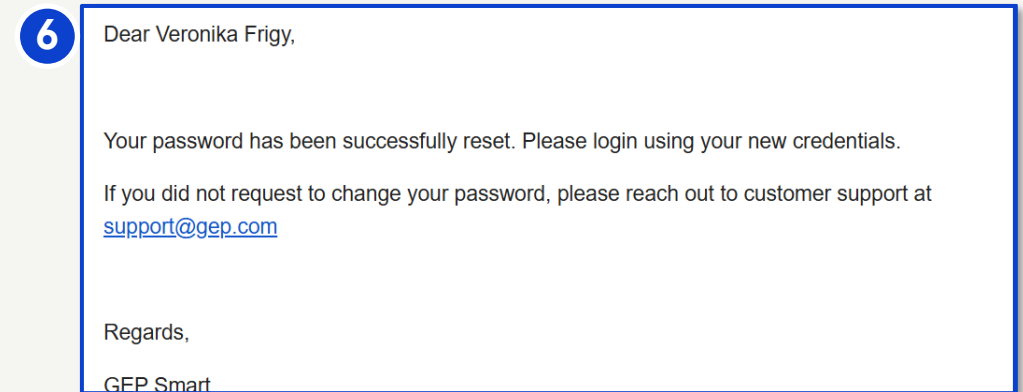
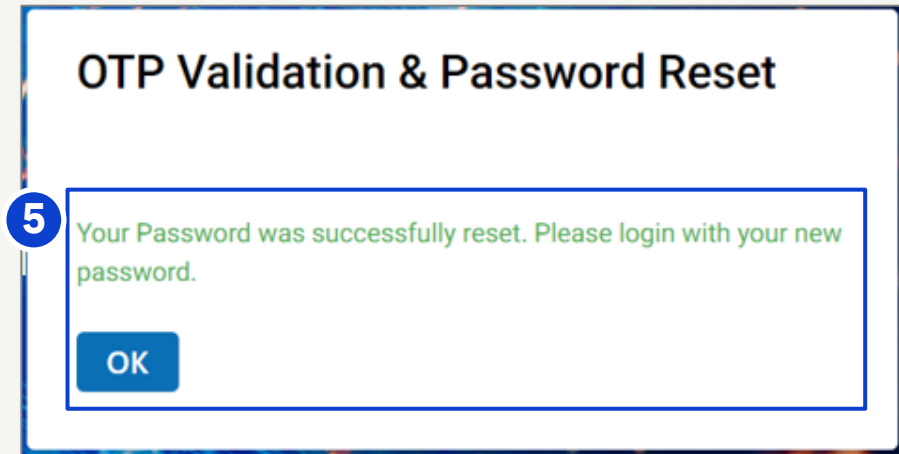
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- 3 Enter your New Password
- 4 Click "Update"

Retrieve Password (2/2)

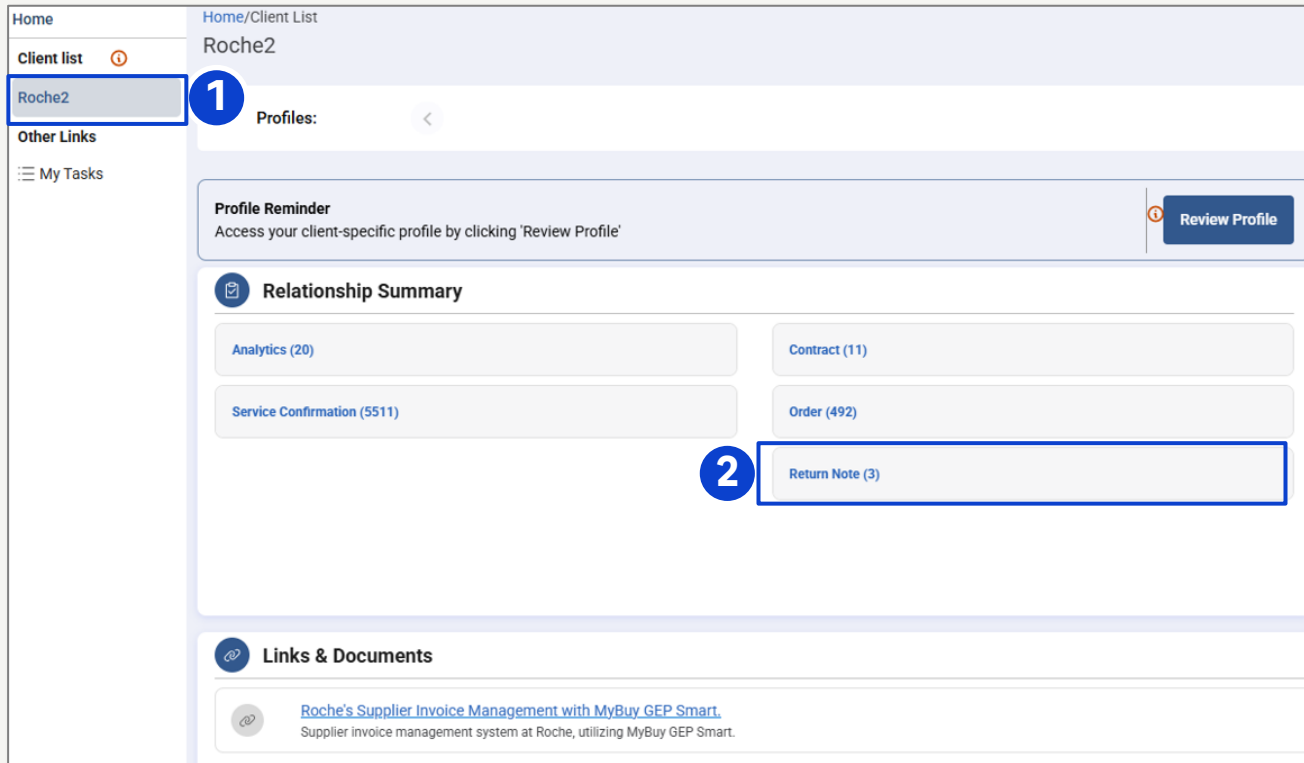
- 5 Once the password change procedure is completed, the following confirmation message will be displayed
 - 6 Once the password change confirmation email has been sent, the password reset is complete
- If the Verification Code has expired, the password update will fail. In that case, please repeat the procedure from the beginning.



2-5 Check and view purchase orders

Check and view purchase orders (1/2)

Follow the steps below to use the myBuy Portal to check the PO list and the details of each PO



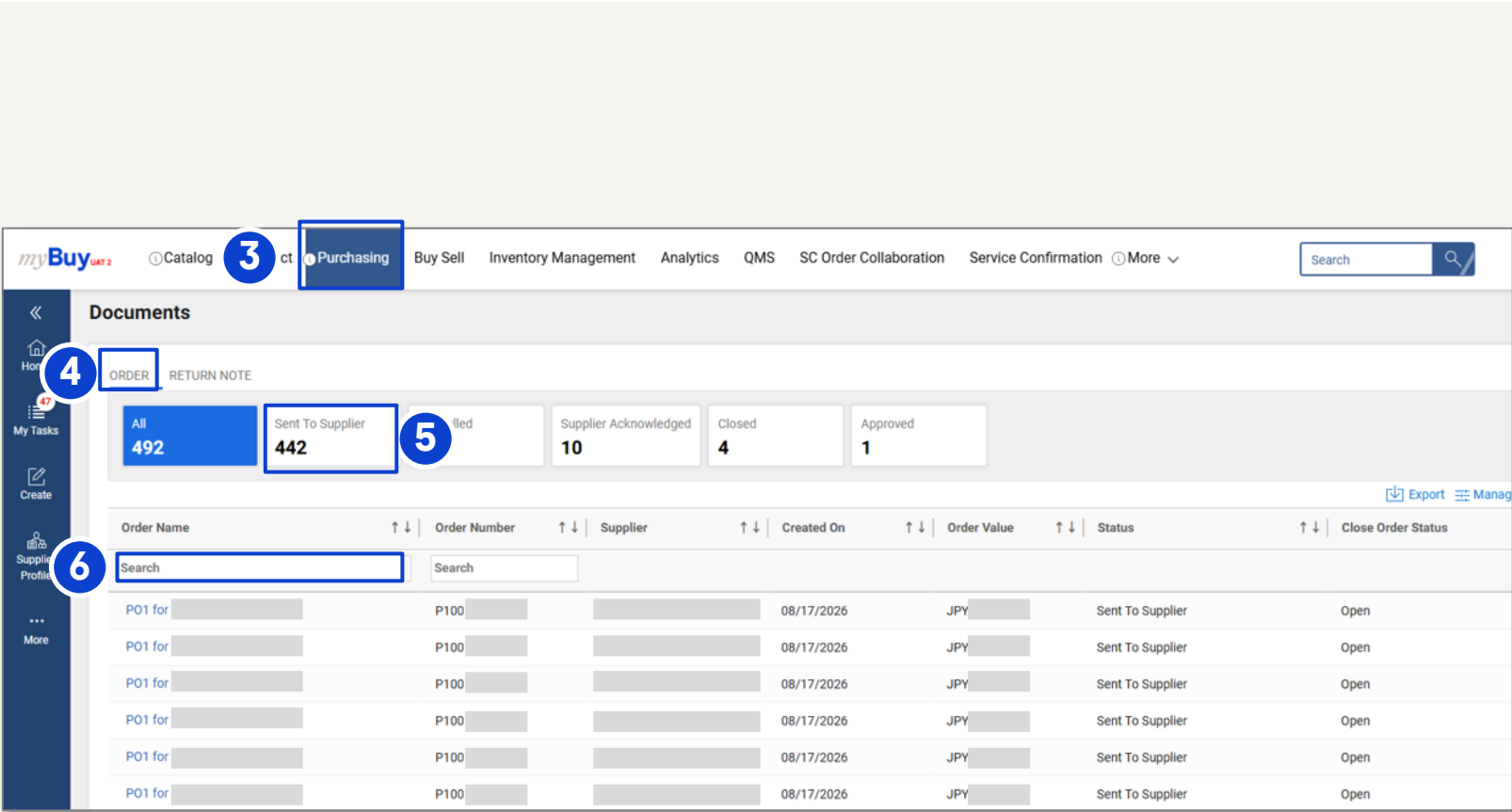
The screenshot shows the myBuy Portal interface. On the left sidebar, the 'Client list' is expanded, and 'Roche2' is selected, indicated by a blue box and a circled '1'. The main content area shows the 'Roche2' client profile. Under the 'Relationship Summary' section, there are five tiles: 'Analytics (20)', 'Contract (11)', 'Service Confirmation (5511)', 'Order (492)', and 'Return Note (3)'. The 'Return Note (3)' tile is highlighted with a blue box and a circled '2'. Below this is the 'Links & Documents' section, which includes a link to 'Roche's Supplier Invoice Management with MyBuy GEP Smart'.

- 1 Log into GEP Business Network and select "Roche" from the client list^{*1}
- 2 Click "Orders" in the Relationship Summary

^{*1} If you have transactions with both Chugai and Roche Diagnostics K.K., orders from both Chugai and Roche Diagnostics K.K. are displayed together under the same "Roche" client. When processing a PO, please check the ordering company carefully before proceeding

Check and view purchase orders (2/2)

Follow the steps below to use the myBuy Portal to check the PO list and the details of each PO.



3 Click the “Purchasing” tab

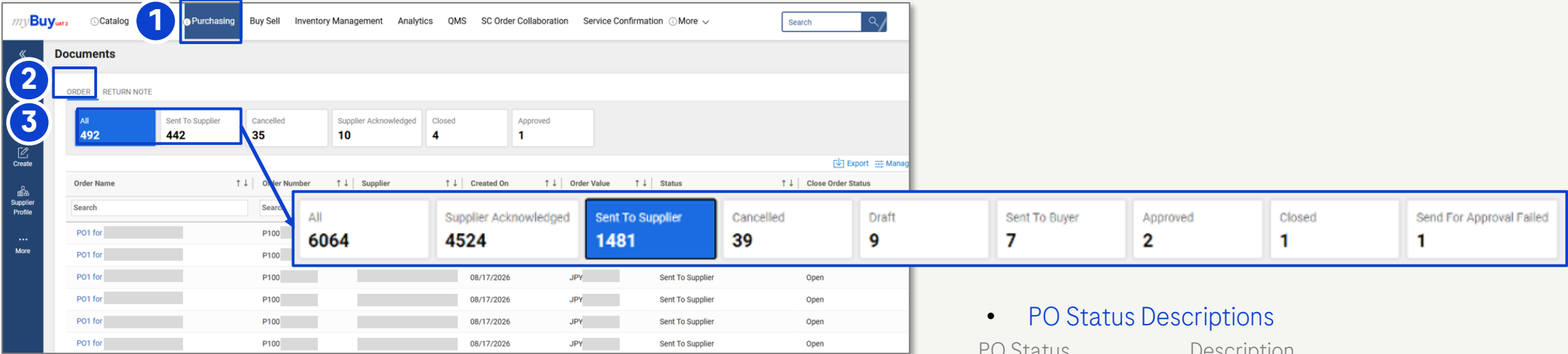
4 Click "Orders"

5 You can select the status of the PO you want to display.
Example: click "Sent to Supplier"

6 Click a PO Name in the PO list to view the details of that order

Checking the Status of purchase orders

By selecting Orders on the Purchasing tab of the myBuy Portal, you can view purchase orders by status



- 1 Click the "Purchasing" tab
- 2 Click "Orders"
- 3 You can check the POs (purchase orders) by status

PO Status Descriptions

PO Status	Description
Sent to Supplier	The order has been sent to the supplier and is available for review
Supplier Acknowledged	The supplier has received the order and acknowledged it via the Order Confirmation
Sent to Buyer	The supplier has submitted a change request for the order, and it is proceeding through Chugai's internal approval process

2-6 Exporting purchase orders

You can download or print a PO PDF from the PO details screen

- 1 From the list of POs, click the PO name you want to export
- 2 When the PO details screen opens, click "Print Preview" at the bottom left

The screenshot shows the 'myBuy' system interface. The top navigation bar includes links for Catalog, Contract, Purchasing, Buy Sell, Inventory Management, Analytics, QMS, SC Order Collaboration, Service Confirmation, and More. The left sidebar contains Home, My Tasks, Create, Supplier Profile, and More. The main content area displays the 'PURCHASE ORDER P100' in 'Preview Mode'. The order details include Supplier Details (Chugai Pharmaceutical Co., Ltd.), Order Details (Order Number: P100154429, Contract Name, Payment Terms, Total Line Item(s), Total Shipping Charges, Total Other Charges, Tax, Total Value), and a summary table. A callout box highlights the 'Download' and 'Print' buttons in the top right corner.

3 Review the PO on the print preview screen, and then use the button in the top right to download or print the PO

Exporting purchase order in List (1/2)

You can download or print a PO list from the PO details screen.

The screenshot shows the myBuy UAT 2 interface. The top navigation bar includes tabs for Catalog, Contract, Purchasing (highlighted with a blue box and a circled '1'), Buy Sell, Inventory Management, Analytics, QMS, SC Order Collaboration, and Service Confirmation. The main content area is titled 'Documents' and displays a list of purchase orders. A filter bar at the top of the list shows counts for various statuses: All (485), Sent To Supplier (435), Cancelled (35), Supplier Acknowledged (10), Closed (4), and Approved (1). Below this, there are columns for Order Name, Order Number, Supplier, Created On, Order Value, Status, and Actions. The 'Export' button is highlighted with a blue box and a circled '2'. A callout box points to the 'Export' button with the text: 'To limit the range of POs to be exported, please apply a filter before clicking the Export button.' Below the table, a confirmation pop-up is displayed with a yellow header and the text: 'CONFIRMATION! Your export request is being processed, which may take several minutes depending on volume of the data. You will be notified when it is ready. Click on View Export Logs to track the status of the export, and access it once it's prepared'. The pop-up has a circled '3' next to the 'VIEW EXPORT LOGS' button.

1 Click the “Purchasing” tab.

2 Click the “Export” button, and then click the “Export Documents”.

3 When the CONFIRMATION! pop-up appears, please click the “VIEW EXPORT LOGS”.

Exporting purchase order in List (2/2)

You can download or print a PO list from the PO details screen.

myBuy
Catalog
Contract
Purchasing
Buy Sell
Inventory Management
Analytics
QMS
SC Order Collaboration
Service Confirmation
More

Search

TR

Export Logs

Logs will be accessible here for up to 24 hours.

Requested On	Created On	Requested For	File Name	Status
08/17/2026 01:40:47 PM	-	Order	-	Processing
08/17/2026 01:27:22 PM	08/17/2026 01:29:44 PM	Order	Order-17Aug2026-04:29:43.zip	Completed
08/17/2026 01:26:48 PM	08/17/2026 01:27:49 PM	Order	Order-17Aug2026-04:27:48.zip	Completed

Rows Per Page: 10 1 - 3 Of 3

5

Order-17Aug2026-042748.xlsx

Order Name	Order Number	Supplier	Created On	Order Value	Status	Close Order Status	Expected Delivery Date
P100154378	P100154378		8/16/2026 10:01:09 PM	5000.00 JPY	SubmittedToPartner	Open	8/16/2026 10:01:09 PM
P100154377	P100154377		8/16/2026 9:59:13 PM	15000.00 JPY	SubmittedToPartner	Open	8/16/2026 9:59:13 PM
P100154376	P100154376		8/16/2026 9:58:04 PM	5000.00 JPY	SubmittedToPartner	Open	8/16/2026 9:58:04 PM
P100154375	P100154375		8/16/2026 9:56:17 PM	5000.00 JPY	SubmittedToPartner	Open	8/16/2026 9:56:17 PM
P100154374	P100154374		8/16/2026 9:55:20 PM	1000.00 JPY	SubmittedToPartner	Open	8/16/2026 9:55:20 PM
P100154373	P100154373		8/16/2026 9:54:18 PM	1000.00 JPY	SubmittedToPartner	Open	8/16/2026 9:54:18 PM
P100154372	P100154372		8/16/2026 9:53:05 PM	15000.00 JPY	SubmittedToPartner	Open	8/16/2026 9:53:05 PM
P100154371	P100154371		8/16/2026 9:52:00 PM	5000.00 JPY	SubmittedToPartner	Open	8/16/2026 9:52:00 PM
P100154189-001	P100154189-001		8/13/2026 10:00:24 PM	15100.00 JPY	SubmittedToPartner	Open	8/13/2026 10:00:24 PM
P100154188-001	P100154188-001		8/13/2026 9:58:32 PM	5050.00 JPY	SubmittedToPartner	Open	8/13/2026 9:58:32 PM
P100154282	P100154282		8/12/2026 10:05:18 PM	5000.00 JPY	SubmittedToPartner	Open	8/12/2026 10:05:18 PM
P100154280	P100154280		8/12/2026 9:53:12 PM	1000.00 JPY	Cancelled	Open	8/12/2026 9:53:12 PM
P100154291	P100154291		8/13/2026 9:55:04 PM	5000.00 JPY	SubmittedToPartner	Open	8/13/2026 9:55:04 PM

- 4
- As stated in the confirmation pop-up, it may take several minutes to prepare the data. Once the export is complete, the **Status** will change to “Complete,” and you can download the data from **File name**.
- 5
- After extracting the downloaded ZIP file, you can view the PO list data in Excel format.

03

Closing

Please take the following actions

Register to myBuy GEP SMART

- After this training, you will receive an invitation to register to the GEP Business Network. Please complete your myBuy account registration.
- Suppliers who are already using request for quotation and request for proposal features in myBuy do not need any additional registration.

Accept the myBuy Procurement Transaction Consent Form

- The "myBuy Procurement Transaction Consent Form" has already been sent to the suppliers
- If you have not yet given your consent and returned the form to Chugai, we kindly ask you to complete this process

Contact Information

If you have any questions regarding operations after the introduction of myBuy or regarding this training, please contact the following

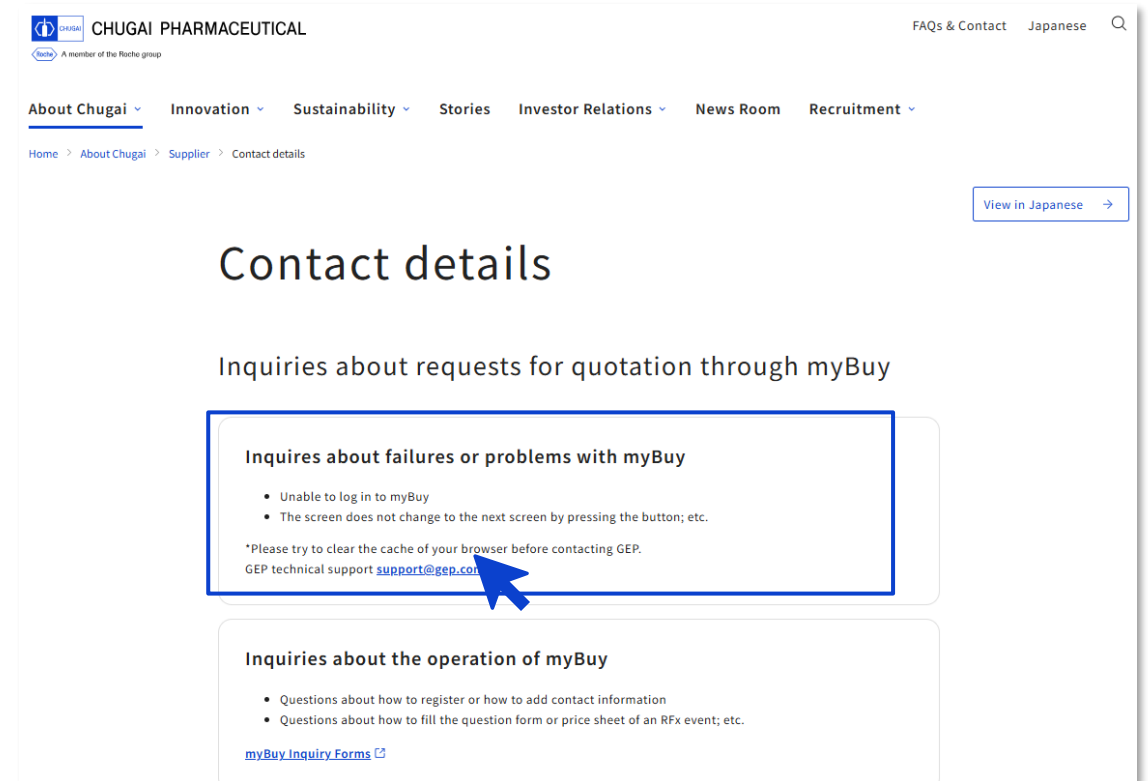
Questions Regarding Operations

- For inquiries regarding myBuy operations, please contact the myBuy Operations Support Team (chugaimybuy-bizsupport@chugai-pharm.co.jp)
- Please access the “Various Inquiry Contacts” section from the Business Partner page on Chugai website, and submit your inquiry via “Inquiries Regarding myBuy Downstream”

Questions Regarding myBuy Portal Registration

- For inquiries regarding myBuy Portal registration, how to use myBuy Portal, and training, please contact the Roche Supplier Enablement Team (apac.supplier_enablement@roche.com)
- Please include your company name in the email

• Business Partner page on Chugai website ([Link](#))



CHUGAI PHARMACEUTICAL

FAQs & Contact Japanese

About Chugai Innovation Sustainability Stories Investor Relations News Room Recruitment

Home > About Chugai > Supplier > Contact details

View in Japanese →

Contact details

Inquiries about requests for quotation through myBuy

Inquires about failures or problems with myBuy

- Unable to log in to myBuy
- The screen does not change to the next screen by pressing the button; etc.

*Please try to clear the cache of your browser before contacting GEP.

GEP technical support support@gep.co.jp

Inquiries about the operation of myBuy

- Questions about how to register or how to add contact information
- Questions about how to fill the question form or price sheet of an RFx event; etc.

[myBuy Inquiry Forms](#)

04

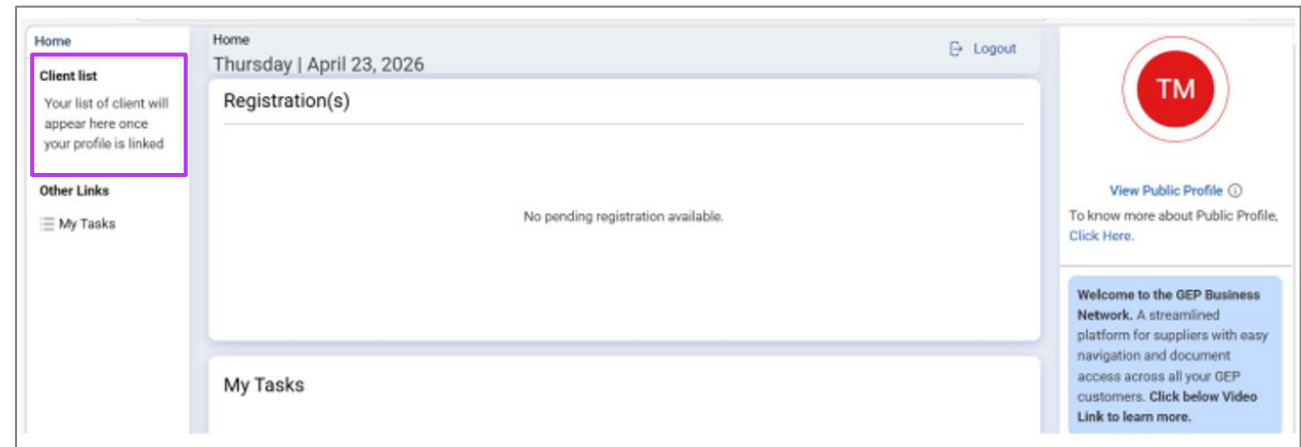
Q&A Session

Frequently Asked Questions

I logged in as a supplier, but I don't see Roche in the list. What should I do?

If a supplier creates a guest account directly from the portal without going through the official invitation email, the account will not be correctly linked to the buyer's domain or client list.

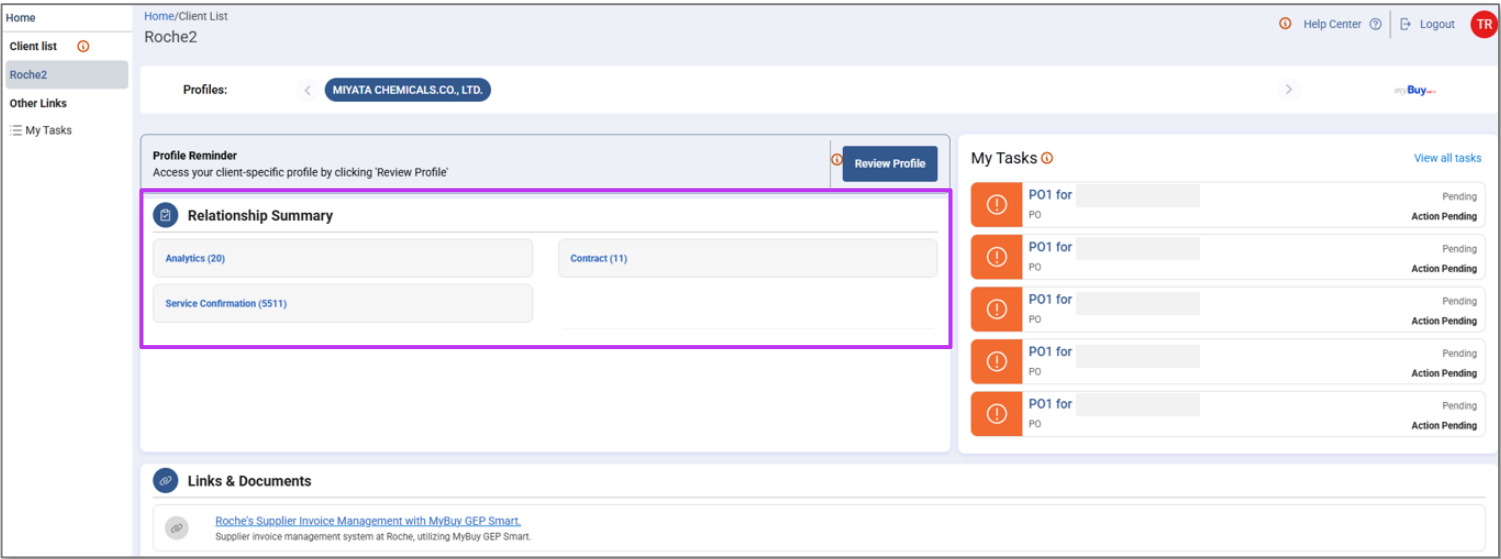
To resolve this, please send the details of your account by email to the GEP support team at support@gep.com. They will review your account status and provide instructions on how to access the appropriate account.



Frequently Asked Questions

Why can't I see the Procurement module in the portal?

The Procurement module becomes visible on the myBuy GEP SMART portal at the point when Roche or Chugai Pharmaceutical places its first order with your company. Once you receive your first order, the Procurement module will be displayed at the top of the screen.



Q&A Session

- **When posting a question in the Q&A section, please include your [Company Name] at the beginning of your post**
- If there are any questions that were not answered during the session, we will follow up with the answers later
- If you have any questions regarding this training after it has ended, please contact us at the email address below depending on the content of your inquiry
 - ✓ System-related inquiries: GEP support team (support@gep.com)
 - ✓ Inquiries about operations in Chugai: myBuy Operations Support Team (chugaimybuy-bizsupport@chugai-pharm.co.jp)

Doing now what patients need next