



Roche ロシュ グループ

myBuy

myBuy User Manual for Suppliers

Chugai Pharmaceutical Co., Ltd.

Procurement Department

ver 1.0



創造で、想像を超える。

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1. Introduction

1.1 Scope of This Manual and Scope of Transactions

This manual covers procurement operations for indirect materials (goods and services) and the supplier master registration required to start transactions.

The scope of transactions covers all Chugai domestic group companies.



In scope

Indirect materials

- All procurements except direct manufacturing materials (both goods and services)

Procurement operations

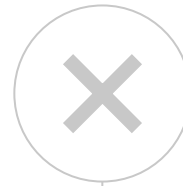
- Ordering, Delivery, Invoicing, Payment

Supplier master registration

- Registration of Supplier information

Transactions with Chugai domestic group companies

- Chugai Pharmaceutical Co., Ltd.
- Chugai Research Institute for Medical Science, Inc.
- Chugai Clinical Research Center Co., Ltd.
- Chugai Pharma Manufacturing Co., Ltd.
- Chugai Pharma Business Solutions Co., Ltd.



Out of scope

Direct materials

- Procurement via iCollabo

Sourcing operations

- Quotaion via myBuy Upstream (PRF) and Quotation mart, and offline quotations

Contract conclusion operations

- Agreement on and conclusion of contract documents

J2 Catalog Mall usage

- Registering/updating catalog items and using the Quotation mart

Transactions with Chugai overseas group companies

- myBuy rollout planned from 2027

1.2 What is myBuy

myBuy is a system for indirect materials procurement. It provides functions for quotation exchange, order placement, and goods receipt/invoice matching. For the manual on quotation exchange (myBuy Upstream), please refer to the separate document.

■ Indirect materials procurement flow: this manual covers the items in blue.

Supplier Master Registration



Please submit the information required for supplier master registration, sign the consent form, and review the Transaction Guidelines.

Quotation(RFx) *myBuy*



Please submit your quotation response.

*The manual for quotation exchange is available as the “RFx Guidance” on the Supplier page of the Chugai website.

Contract



If an individual contract or an MSA is required, the contract will be concluded by mutual consent of both companies.



Order *myBuy*

Please check the purchase orders sent from myBuy and process the orders.

myBuy Goods Receipt



For goods, please deliver them with a delivery note enclosed.



Invoicing & Payment

Please send an invoice. Once Chugai’s matching and approval procedures of the order data are complete, payment processing will proceed. After payment, a payment notification will be sent.

2. Supplier Master Registration

2.1.1 Registration Steps and Required Documents (1/2)

Supplier registration proceeds upon submission of the application documents and the letter of agreement. Once registration is complete, Chugai will contact you.

- ✓ Supplier master registration is required for procurement transactions with Chugai



01

Compliance Assurance Declaration Form Submission

Only applicable Suppliers* are required to sign.

Our Transaction Representative will contact you.

*Limited to certain Suppliers located in countries with a Corruption Perceptions Index (CPI) score of 69 or below, as published by Transparency International.



02

Letter of Consent and Application Form Submission

Please sign the Letter of Consent and submit the Application Form.

Our Master Data Administrator or Transaction Representative will contact you.



03

Completion Notice

After completion of master registration, our Master Registration Representative will contact you.



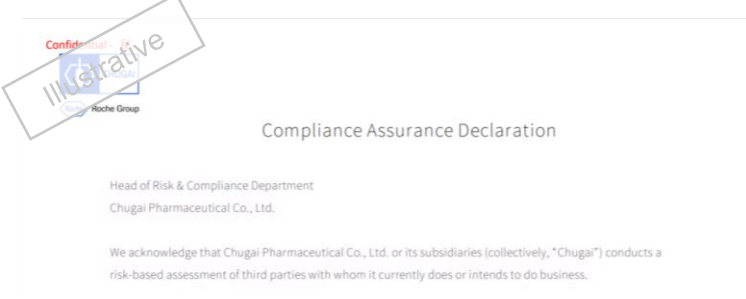
See the next page for the required documents

2.1.1 Registration Steps and Required Documents (2/2)

In supplier master registration, Suppliers are requested to submit either two or three documents.

01 Declaration Form Submission

Compliance Assurance Declaration Form



Confidential
Illustrative
Roche Group

Compliance Assurance Declaration

Head of Risk & Compliance Department
Chugai Pharmaceutical Co., Ltd.

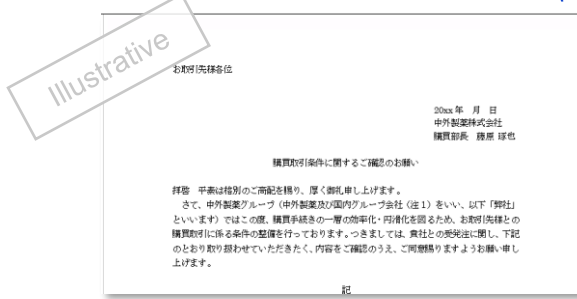
We acknowledge that Chugai Pharmaceutical Co., Ltd. or its subsidiaries (collectively, "Chugai") conducts a risk-based assessment of third parties with whom it currently does or intends to do business.

In scope: Some Suppliers in countries with a Corruption Perceptions Index (CPI) of 69 or below

Please sign and submit the Compliance Assurance Declaration.

02 Letter of Consent and Application Form Submission

Request Regarding Commencement of Purchase Transactions (Letter of Consent)



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お取引先様各位

20xx年 月 日
中外製薬株式会社
購買部長 藤原 雄也

購買取引条件に関するご確認のお願い

拝啓 平素は格別のご高配を賜り、厚く御礼申し上げます。

さて、中外製薬グループ（中外製薬及び国内グループ会社（注1）をいい、以下「弊社」といいます）ではこの度、購買手続きの一層の効率化・円滑化を図るため、お取引先様との購買取引に係る条件の整理を行っております。つきましては、貴社との受発注に際し、下記のとおり取り扱わせていただきます。内容をご確認のうえ、ご同意賜りますようお願い申し上げます。

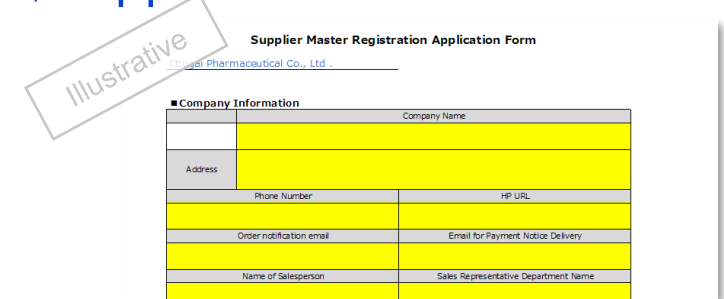
記

In scope: All Suppliers

Please review the “Chugai Procurement Transaction System Transaction Guidelines”, then sign and submit this document.

Reference
3.3 Procurement Rules and Compliance Items
3.4 Procurement Procedures (details)

Supplier Master Registration Application Form



Illustrative

Supplier Master Registration Application Form
Chugai Pharmaceutical Co., Ltd.

■ Company Information	
Company Name	
Address	
Phone Number	HP URL
Order notification email	Email for Payment Notice Delivery
Name of Salesperson	Sales Representative Department Name

In scope: All Suppliers

Please enter and submit the required information such as basic supplier information, address, corporate number, VAT registration number and bank account information.

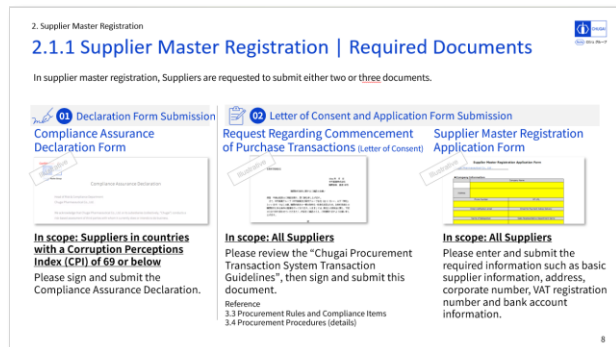
2.1.1 Supplier Master Registration | Points to Note

If transactions with your branch office start first and transactions with your head office start later, the master registration for the head office is treated as an “update”. Please note that our outsourcing partner will call you to verify the bank account details.

- ✓ Master Registration is performed per Site, not per Legal Entity.
- ✓ **If the “Head Office” is registered after a “Branch Office,”** the steps differ from the standard process.

01 Master Registration for the Branch Office

- Master Registration is carried out in the standard steps.
- Chugai then registers the “Head Office” information with the bank account left blank.



02 Subsequent registration for the head office

- Since the “Head Office” master already exists, this is **treated as a master update.**
 - ✓ Please submit the required documents for master registration as usual.
 - ✓ To add or update bank account information, **phone verification is required.** Our partner RSS^{*1} EMDM Ops team will call you.
 - Please note that you will be notified in advance by email that RSS will contact you by phone (the email will be sent from “@roche.com” account).

^{*1} RSS : Roche Services & Solutions(Malaysia)

2.2 myBuy Usage Types (Enablement Type)

The method for receiving purchase orders differs depending on the Enablement Type. At the time of new registration, you will be registered as a Non-Portal Supplier.

Integrated Supplier

“Integrated”



Receive purchase orders
in your own system

(Catalog suppliers only)

Portal Supplier

“Portal”



Receive purchase orders on
the **myBuy Supplier Portal**
and by email

Non-Portal Supplier

“Non-Portal”



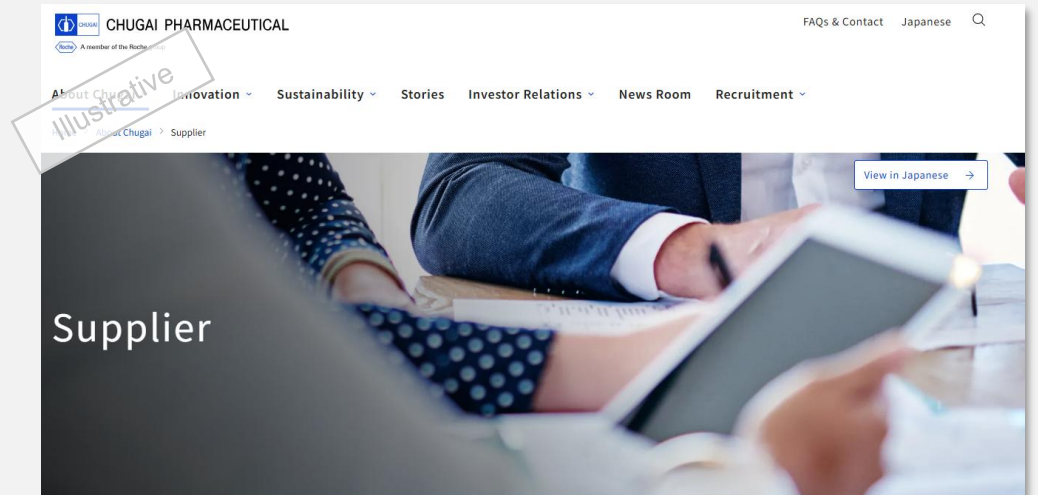
Receive purchase orders
by email

*At the time of new supplier master registration, you will be registered as a **Non-Portal Supplier**.*

2.3 Updating Supplier Master Information

If your master information needs to be updated, please contact us via the contact point listed on the Chugai website

- ✓ If any of the following master data changes are required, please submit a change request by email to the Master Registration Team.
 - **Changes to company information (company name, address, telephone number) or contact information (email address)**
 - Please download the application form, complete the required fields in the [Change Request Format_EN] sheet, convert it to PDF, and attach it to your email.
 - **Changes to remittance bank account information**
 - Please download the application form, complete the required fields in the [Form for Changing Bank Info] sheet, sign , convert it to PDF, and attach it to your email.
- To obtain the application form and the destination email address, please access the contact point information from the Business Partner page on Chugai website.
- After receiving your email, the Master Registration Team will contact you once the supplier master information update has been completed.



3. Procurement Transaction Procedures

3.1 Match Type and Required Supporting Documents

For ERS, please submit a delivery note; for 3WM, a delivery note and an invoice; for 2WM, an invoice

- ✓ Match Type is the classification that determines the required documents and the payment processing method for each order
- ✓ For details of the operations related to procurement transactions, please refer to the “Chugai Procurement Transaction System Transaction Guidelines”

Match Type	Overview	How to identify Match Type	Applicable transactions	Documents submitted by Supplier
Evaluated Receipt Settlement (ERS)	Payment without an invoice, based on matching PO and delivery information	If the purchase order is marked “Yes” for ERS applicability and includes a delivery due date	Goods from Suppliers that handle catalog items (excluding down payments)	Delivery note
Three-Way Matching (3WM)	Payment based on matching PO, delivery and invoice information	If the purchase order is marked “No” for ERS applicability and includes a delivery due date	Goods not covered by ERS, Fixed assets	Delivery note, Invoice
Two-Way Matching (2WM)	Payment based on matching PO and invoice information	If the purchase order is marked “No” for ERS applicability and includes both a service start date and end date	Services (excluding fixed assets)	Invoice

3.2 Procurement Transaction Procedures with Chugai (Details)

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

- ✓ This 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

Illustrative



Chugai Pharmaceutical
Purchasing System
– Transaction Guidelines
V001
First Edition

Chugai Pharmaceutical Co., Ltd.
Purchasing Department

1. Quotation and Order Placement via myBuy

1.1 Business Flow Overview

1.2 Quotation Methods and Content

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 Methods and Details

1.3.1 Order methods

1.4 Purchase Orders

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 notes

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 to Chugai

3.3 Terms and Conditions

Terms and Conditions are attached to POs (purchase orders) issued from myBuy.

- ✓ Please note that Terms and Conditions are attached to POs (purchase orders) issued from myBuy, and that transactions are conducted under those conditions.
 - If a separate contract exists apart from the PO (purchase order) and its provisions conflict with these Terms and Conditions, Article 15 (Precedence) provides that the contract shall prevail.

■ List of Terms and Conditions article headings

Illustrative

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Article 2 (Risk of Loss)

Article 3 (Warranty of Quality)

Article 4 (Consideration)

Article 5 (Warranty for Intellectual Property)

Article 6 (Confidentiality)

Article 7 (Elimination of Dealings
with Prohibited Persons)

Article 8 (No Assignment)

Article 9 (Termination)

Article 10 (Term)

Article 11 (Force Majeure)

Article 12 (Compliance with Laws)

Article 13 (Governing Laws))

Article 14 (Jurisdiction)

Article 15 (Notices)

Article 16 (Precedence)

Article 17 (Consultation)

4. Operation Guide for Portal Suppliers

4. List of Operations for portal suppliers

In this part, seven operations are introduced. Please do not perform any operations other than those described in this manual.

 **Do not perform any operations other than those described in this manual**

Register	4.1	Steps for registration and initial login	Steps for initial myBuy registration and login after supplier master registration is complete
	4.2	Access and Login / Forgot ID or Password	How to access and log in to GEP SMART, and what to do if you have forgotten your user ID or password.
	4.3	Update Supplier Master Information	How to proceed when there is an update to your company information or a contact person needs to be added/deleted
Order Receipt	4.4	Check POs	How to check the list of purchase orders (PO) received
	4.5	Check PO Status	How to check the status of the purchase orders (PO)
	4.6	Export & DownLoad POs	How to export the list of purchase orders (PO) and download PO PDF
	4.7	PO Acknowledgement	How to indicate acceptance of a purchase order (PO) Note: This is not a mandatory operation in the process

4.1 Operation Guide | Initial Login Procedure

Once supplier master registration is complete, please take the Portal Supplier training, register for GEP Business Network (myBuy Portal), and perform your initial login.

■ Steps to Initial Login to GEP Business Network

- If you are already using myBuy for quotation (RFx), this step is not required.



01

Portal Supplier Training

You will receive instructions from Roche SE team on how to access the training recordings for Portal Supplier. Please watch the training recordings before registering for myBuy Portal.



02

GEP Business Network Registration

You will receive a registration email for GEP Business Network. Follow the instructions in the email and complete your GEP Business Network registration.



03

Initial Login to GEP Business Network

Once your registration for GEP Business Network is complete, perform your initial login.

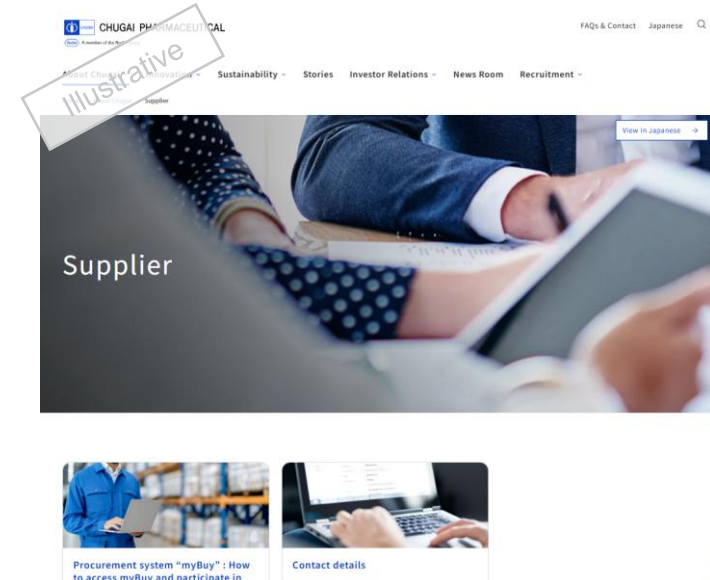
4.1 Operation Guide | Initial Login Procedure

Before registering for myBuy Portal, please watch the training recordings for Portal Suppliers and check how to use GEP Business Network.

01 Portal Supplier Training

- ✓ APAC Supplier Enablement Team (apac.supplier_enablement@roche.com) will send you an email introducing the Portal Supplier training.
- ✓ Please watch the training recordings linked in the body of that email.

- ✓ The link to the training recordings for Portal Suppliers is also available on the [Chugai web site](#).



4.1 Operation Guide | Initial Login Procedure

Once you have completed the Portal Supplier training, follow the myBuy GEP Business Network registration invitation email to complete your initial registration.

02 GEP Business Network Registration

- 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 form. **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,

4.1 Operation Guide | Initial Login Procedure

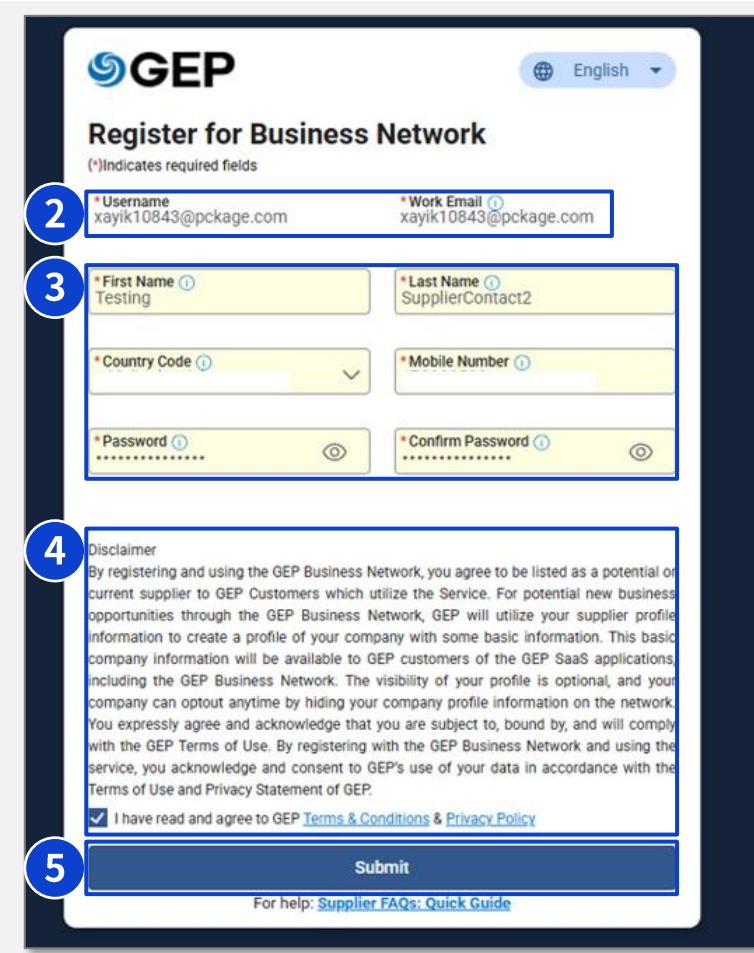
Once you have completed the Portal Supplier training, follow the myBuy GEP Business Network registration invitation email to complete your initial registration.

02) GEP Business Network Registration

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. Step 2 points to the pre-filled Username and Work Email fields. Step 3 points to the First Name, Last Name, Country Code, Mobile Number, Password, and Confirm Password fields. Step 4 points to the disclaimer text and the checkbox for agreeing to the Terms & Conditions & Privacy Policy. Step 5 points to the Submit button.

GEP English

Register for Business Network

(*)Indicates required fields

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

3 *First Name: Testing *Last Name: SupplierContact2

*Country Code: *Mobile Number:

*Password: *Confirm Password:

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](#)

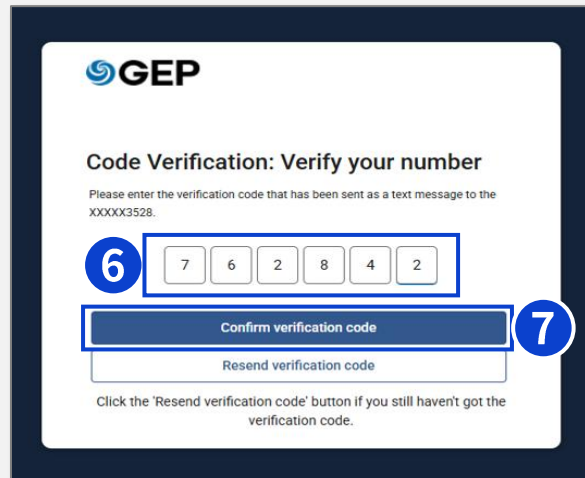
5 Submit

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

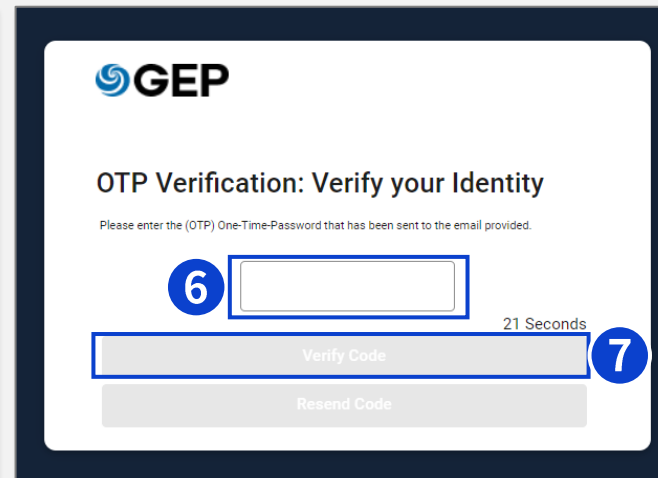
4.1 Operation Guide | Initial Login Procedure

Once your initial registration with the GEP Business Network is complete, you will automatically be able to log in to the GEP Business Network.

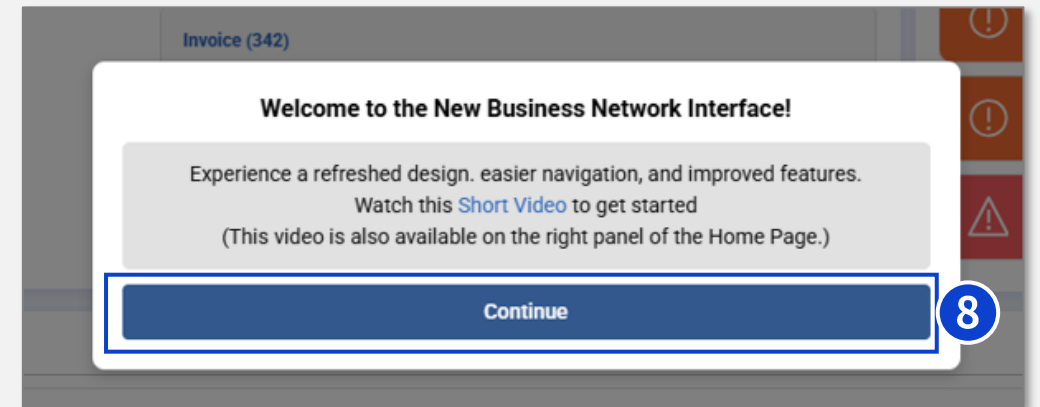
02 GEP Business Network Registration



The screen displays the GEP logo and the title 'Code Verification: Verify your number'. Below the title, it says 'Please enter the verification code that has been sent as a text message to the XXXXX3528.' There is a numeric input field with six boxes, the first of which contains the number '6'. Below the input field are two buttons: 'Confirm verification code' and 'Resend verification code'. A blue circle with the number '7' is positioned to the right of the 'Confirm verification code' button. At the bottom, there is a small note: 'Click the 'Resend verification code' button if you still haven't got the verification code.'



The screen displays the GEP logo and the title 'OTP Verification: Verify your Identity'. Below the title, it says 'Please enter the (OTP) One-Time-Password that has been sent to the email provided.' There is a numeric input field with a blue circle containing the number '6' to its left. Below the input field are two buttons: 'Verify Code' and 'Resend Code'. A blue circle with the number '7' is positioned to the right of the 'Verify Code' button. A timer '21 Seconds' is displayed to the right of the input field.



The screen displays a welcome message: 'Welcome to the New Business Network Interface!'. Below this, it says '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.)'. At the bottom, there is a blue button labeled 'Continue'. A blue circle with the number '8' is positioned to the right of the 'Continue' button. The background shows a blurred view of the GEP Business Network homepage with an 'Invoice (342)' header.

- 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

4.1 Exception Handling | Basic Information Registration(1/3)

➤ This screen appears only in the following **exceptional cases**.

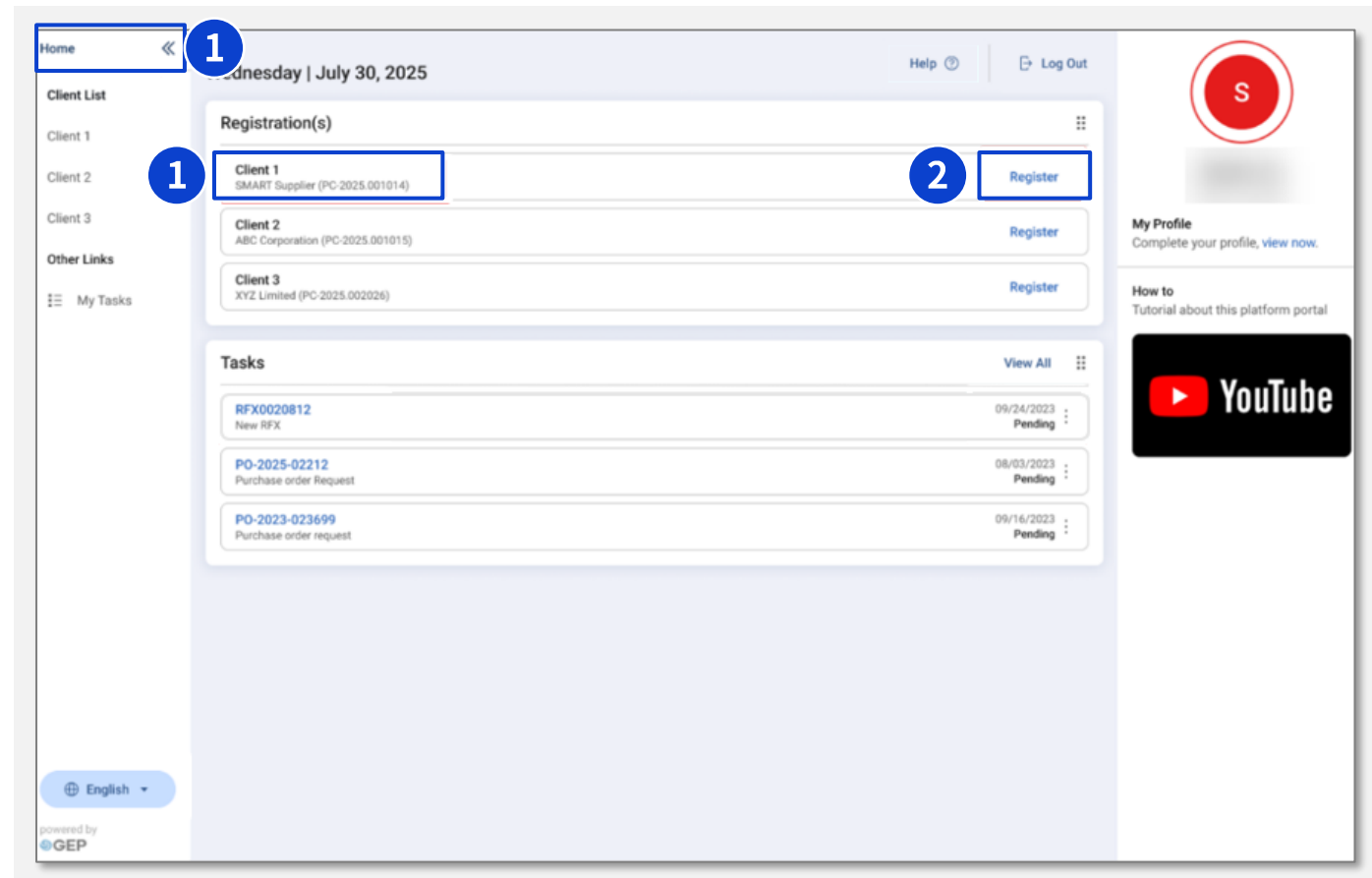
- ✓ When the supplier profile information is in a status available only in myBuy Upstream(RFx).
- ✓ When a supplier has been added directly to myBuy without going through master registration, resulting in a supplier profile with no contact person or bank account information.

Note: When accessing to myBuy Portal for the first time, the primary contact person should register the company information.

After the login, the Home screen will be displayed.

- 1 Go to the “Home” tab and identify the applicable Roche client in the client list.
- 2 Click “Register” and fill in the basic information (it is required to create a client-specific supplier profile).

- Please complete the registration by following the process on the next page.
- The “Register” button is not displayed to all users; if the register button does not appear, skip this exceptional process



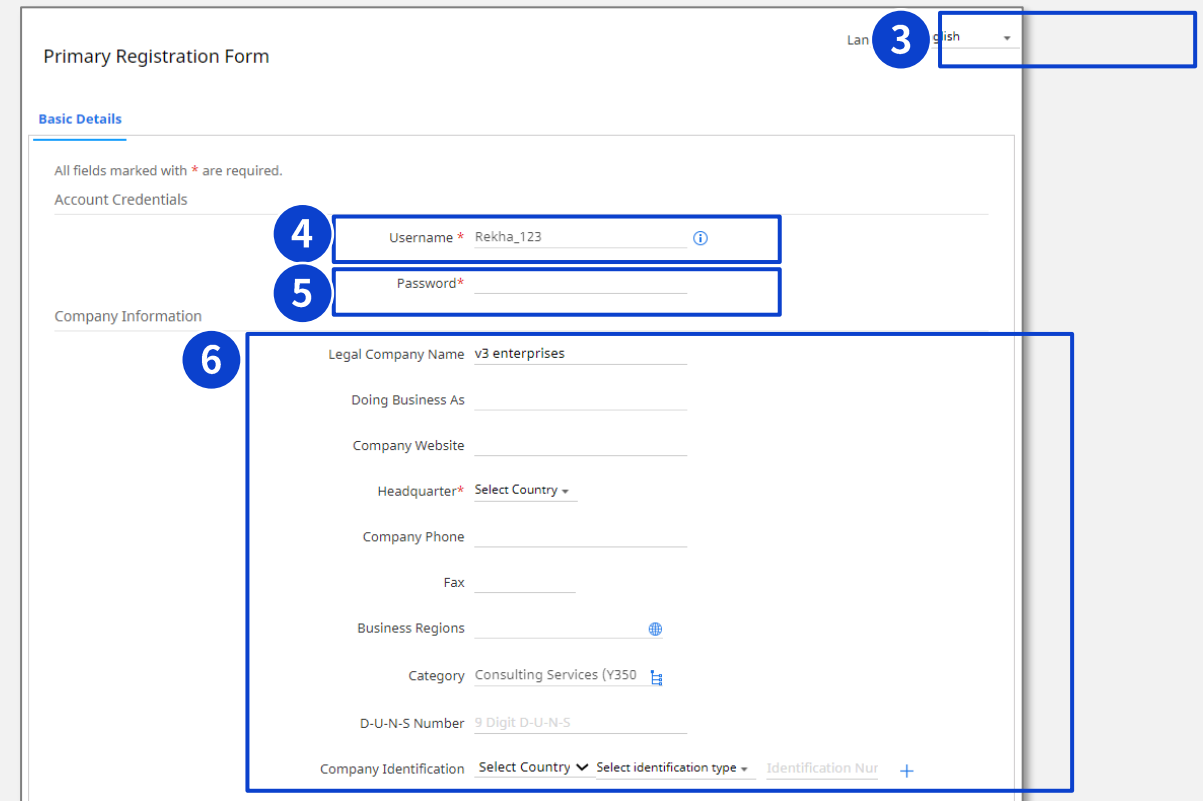
4.1 Exception Handling | Basic Information Registration(2/3)

➤ **This screen appears only in the following exceptional cases.**

- ✓ When the supplier profile information is in a status available only in myBuy Upstream(RFx).
- ✓ When a supplier has been added directly to myBuy without going through master registration, resulting in a supplier profile with no contact person or bank account information.

Note: Fields marked “*” are required fields.

- 3 Select your preferred language.
- 4 The user name will be automatically applied with the one entered during the Business Network (BN) registration.
- 5 Set your password.
Note: The same password as your Business Network password may also be used.
- 6 Enter all required fields in the “Company Information” section.



The screenshot shows the 'Primary Registration Form' with the following sections and fields:

- Language:** A dropdown menu with 'English' selected, indicated by a blue circle with the number 3.
- Basic Details:**
 - Account Credentials:**
 - Username:** A text field containing 'Rekha_123', indicated by a blue circle with the number 4.
 - Password:** A text field with an asterisk, indicated by a blue circle with the number 5.
 - Company Information:** A large section indicated by a blue circle with the number 6, containing:
 - Legal Company Name:** 'v3 enterprises'
 - Doing Business As:** (empty)
 - Company Website:** (empty)
 - Headquarter:** A dropdown menu with 'Select Country' selected and an asterisk.
 - Company Phone:** (empty)
 - Fax:** (empty)
 - Business Regions:** (empty)
 - Category:** 'Consulting Services (Y350)' with a search icon.
 - D-U-N-S Number:** '9 Digit D-U-N-S' with a search icon.
 - Company Identification:** A section with 'Select Country', 'Select identification type', and 'Identification Nur' followed by a plus sign.

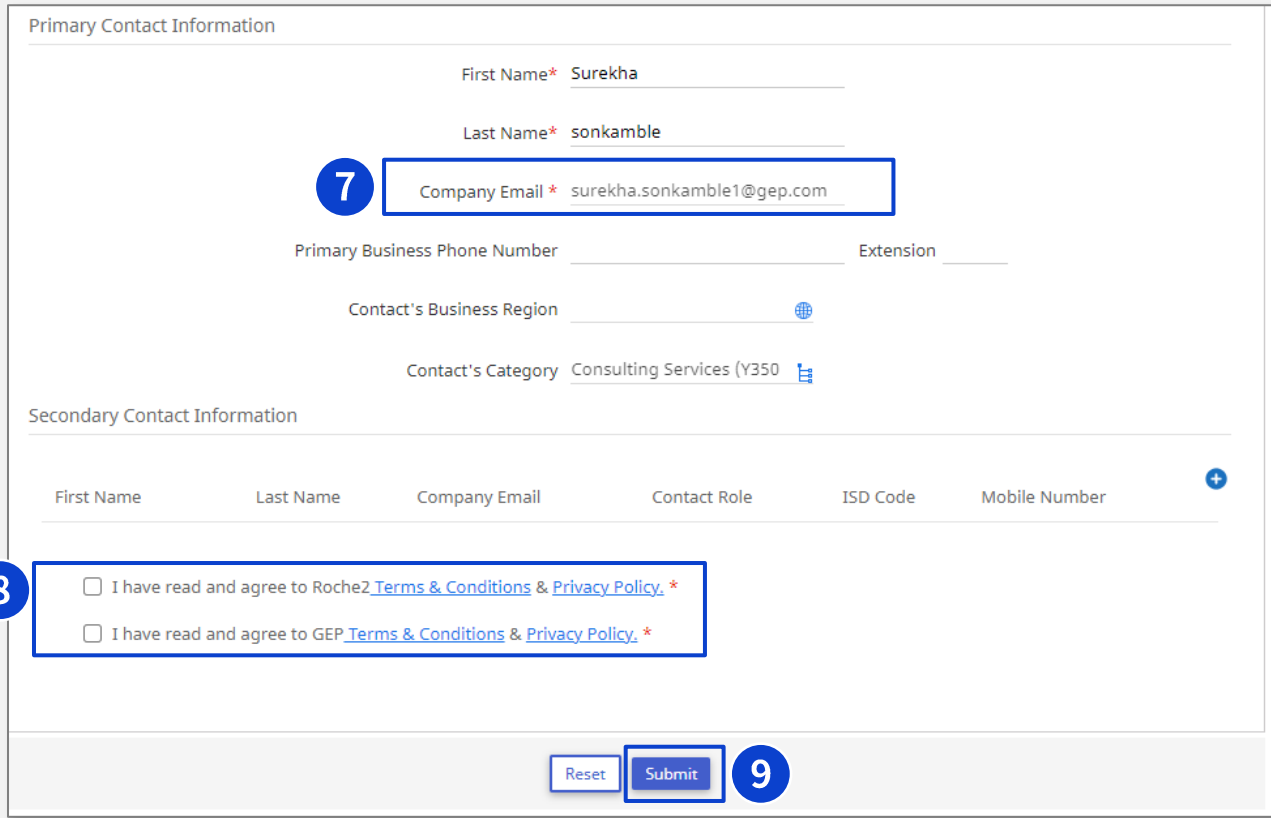
4.1 Exception Handling | Basic Information Registration(3/3)

➤ This screen appears only in the following **exceptional cases**.

- ✓ When the supplier profile information is in a status available only in myBuy Upstream(RFx).
- ✓ When a supplier has been added directly to myBuy without going through master registration, resulting in a supplier profile with no contact person or bank account information.

Note: Fields marked “*” are required fields.

- 7 Check the “Primary Contact Information” (some fields are applied automatically), then enter the primary business telephone number.
- 8 Review Roche and GEP Terms of Use and Privacy Policy and click the checkbox to agree.
- 9 Click the “Submit” button to complete the registration process.



The screenshot displays a registration form titled "Basic Information Registration(3/3)". It is divided into two main sections: "Primary Contact Information" and "Secondary Contact Information".

Primary Contact Information:

- First Name*: Surekha
- Last Name*: sonkamble
- Company Email*: surekha.sonkamble1@gep.com (highlighted with a blue box and a blue circle with the number 7)
- Primary Business Phone Number: (empty)
- Extension: (empty)
- Contact's Business Region: (empty)
- Contact's Category: Consulting Services (Y350)

Secondary Contact Information:

First Name	Last Name	Company Email	Contact Role	ISD Code	Mobile Number
+ (add button)					

Agreement Section (highlighted with a blue box and a blue circle with the number 8):

- ☐ I have read and agree to Roche2 [Terms & Conditions](#) & [Privacy Policy](#). *
- ☐ I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#). *

Bottom Section (highlighted with a blue box and a blue circle with the number 9):

Reset Submit

4.2 Operation Guide | Log in to Business Network

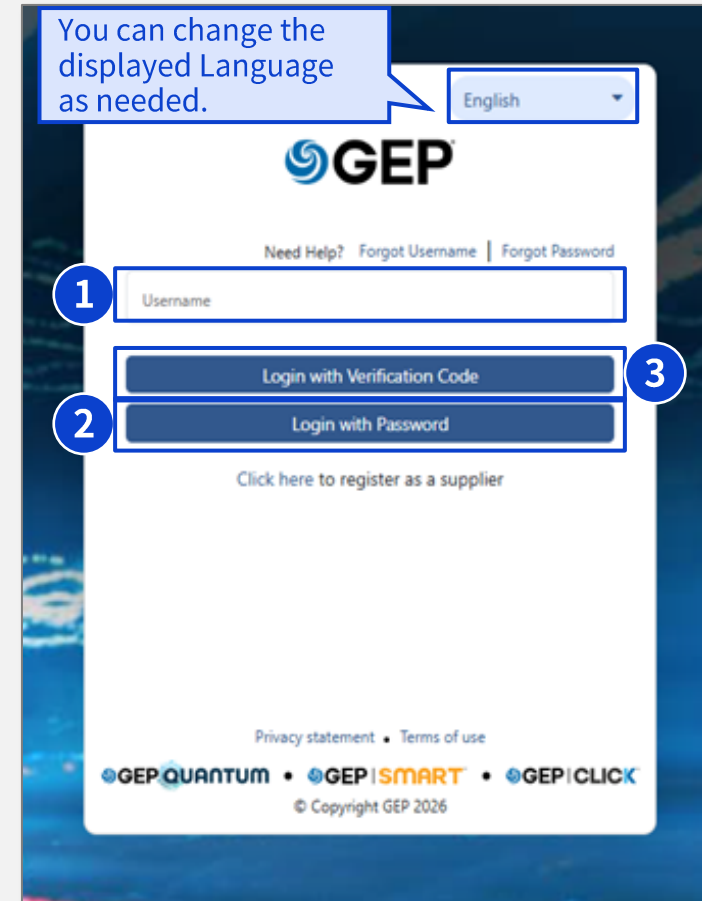
Enter your registered user information and log in to myBuy GEP SMART.



<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

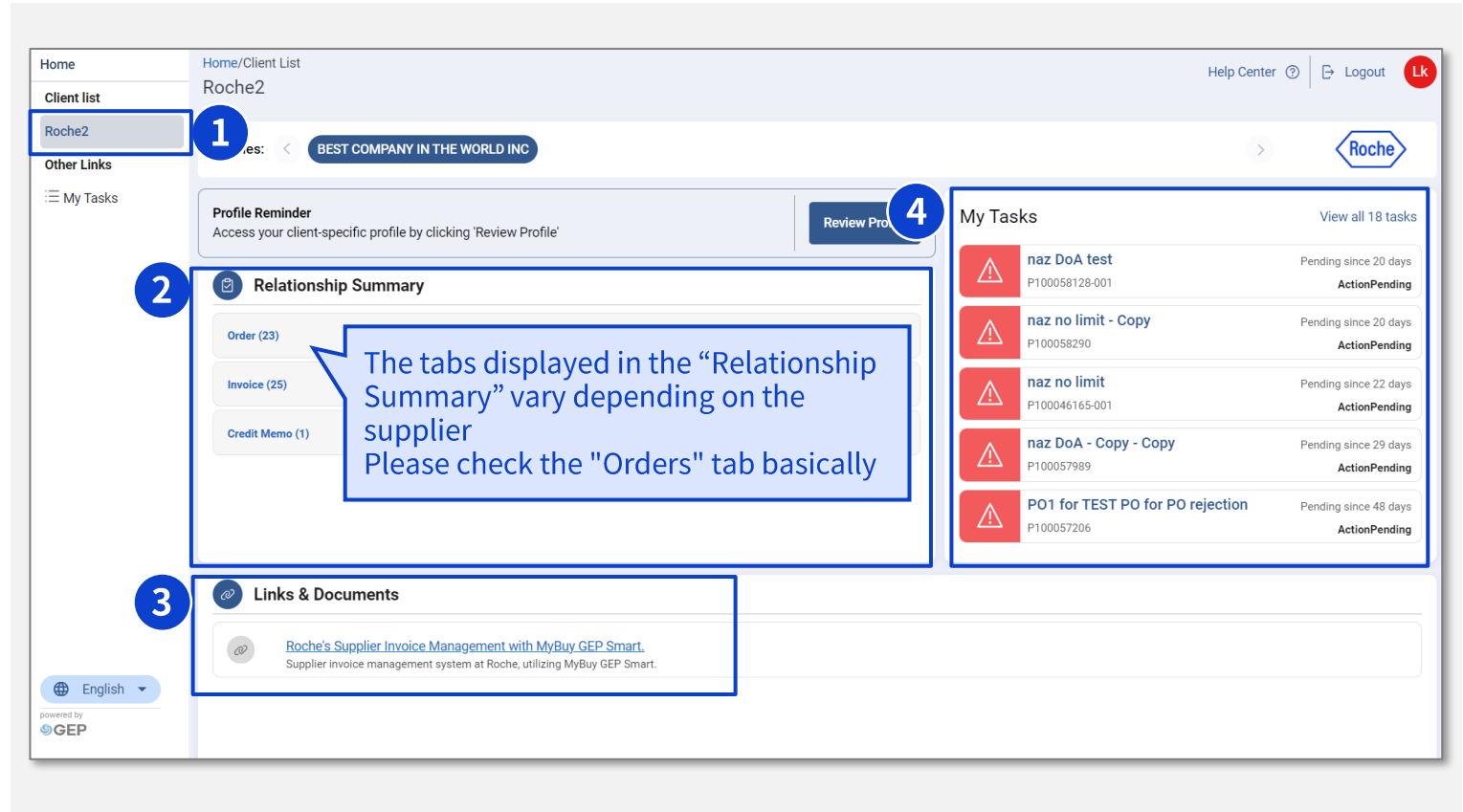


The screenshot shows the GEP login interface. At the top right, there is a language dropdown menu set to 'English'. A callout box points to this menu with the text: 'You can change the displayed Language as needed.' Below the GEP logo, there are links for 'Need Help?', 'Forgot Username', and 'Forgot Password'. The login form consists of a 'Username' input field (labeled 1), followed by two buttons: 'Login with Verification Code' (labeled 2) and 'Login with Password' (labeled 3). Below these buttons is a link that says 'Click here to register as a supplier'. At the bottom, there are links for 'Privacy statement' and 'Terms of use', and logos for GEP QUANTUM, GEP SMART, and GEP CLICK. The copyright notice '© Copyright GEP 2026' is at the very bottom.

4.2 Operation Guide | Log in to Business Network

Enter your registered user information and log in to myBuy GEP SMART.

- 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



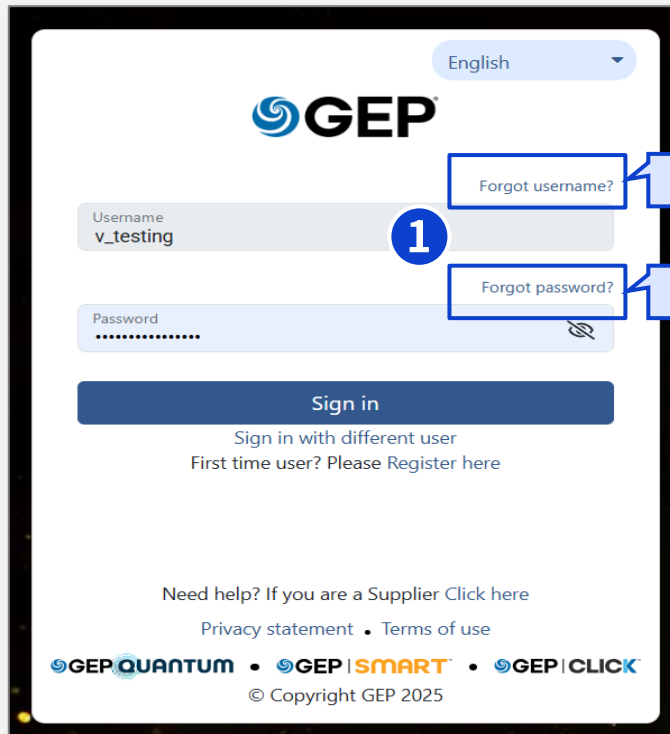
The tabs displayed in the "Relationship Summary" vary depending on the supplier. Please check the "Orders" tab basically.

^{*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

4.2 Operation Guide | Retrieve username & Password

If you forget your user name or password, check your user name and reset your password using the email sent to your registered email address.

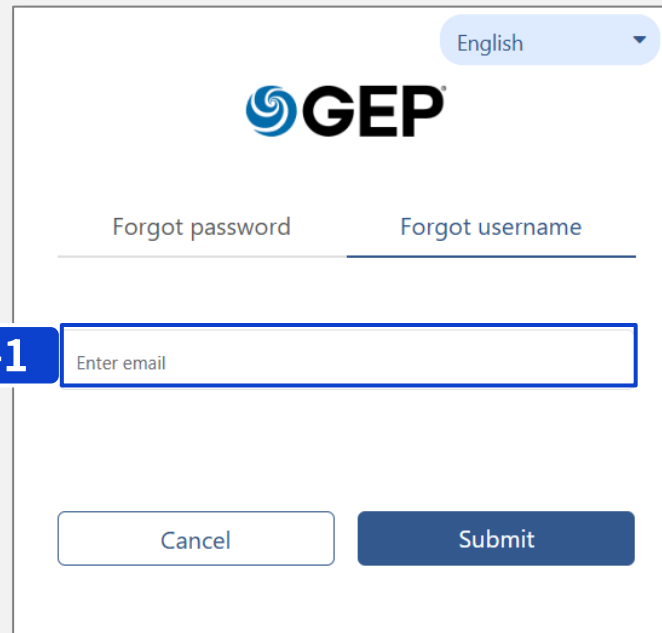
- 1 Click "Forgot username" or "Forgot password"



The screenshot shows the GEP login interface. At the top right is a language dropdown set to 'English'. The GEP logo is at the top left. 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 are links: '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', followed by 'Privacy statement' and 'Terms of use'. The footer contains logos for GEP QUANTUM, GEP SMART, and GEP CLICK, along with the copyright notice '© Copyright GEP 2025'.

2-1

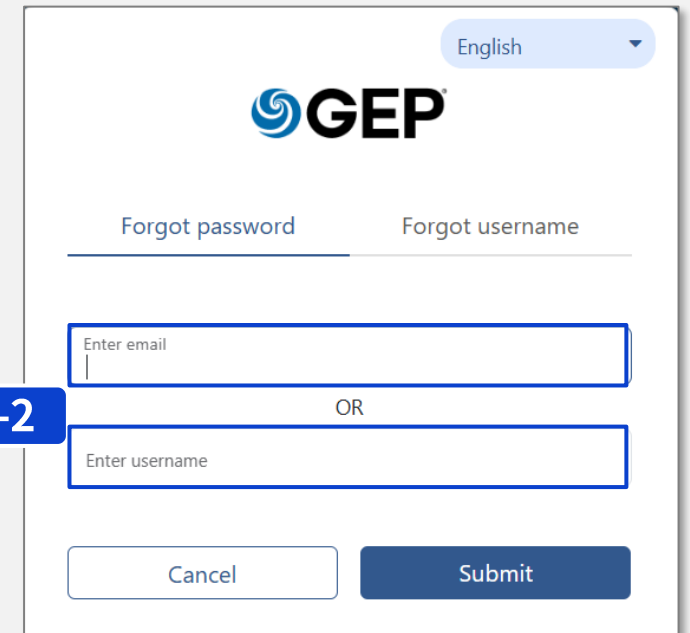
Enter your registered email address.
All usernames linked to that email address will be sent to you by email



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 left. 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 left. 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'. The second field has the placeholder text 'Enter username'. At the bottom are two buttons: 'Cancel' and 'Submit'.

4.2 Operation Guide | How to Reset Your Password (1/2)

If you forget your username or password, check your username and reset your password using the email sent to your registered email address.

- ✓ 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

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

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.

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

GEP QUANTUM • GEP SMART • GEP CLICK

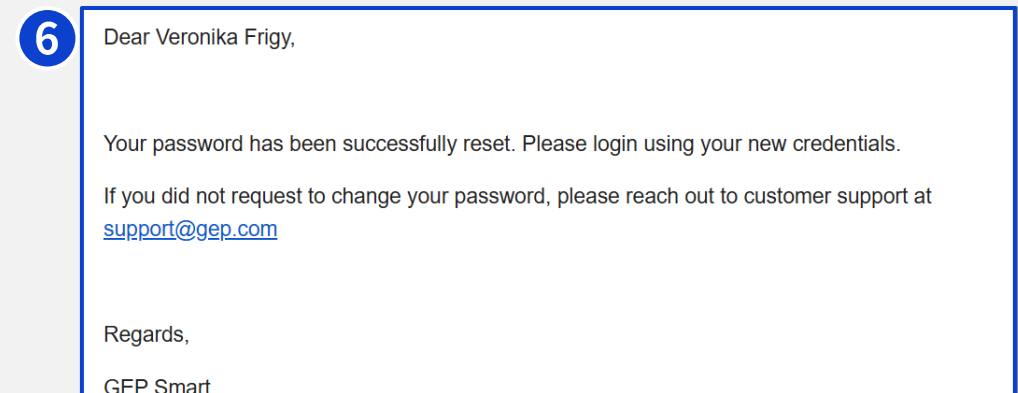
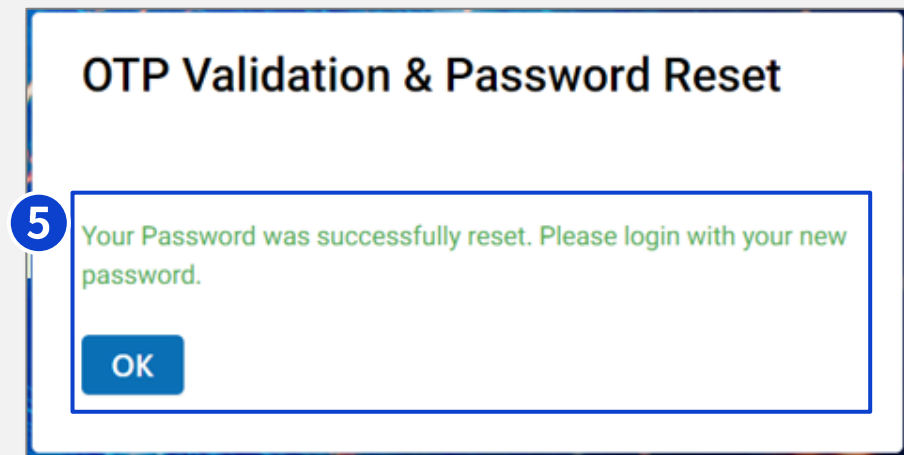
© Copyright GEP 2025

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

4.2 Operation Guide | How to Reset Your Password (2/2)

If you forget your user name or password, check your user name and reset your password using the email sent to your registered email address.

- 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.



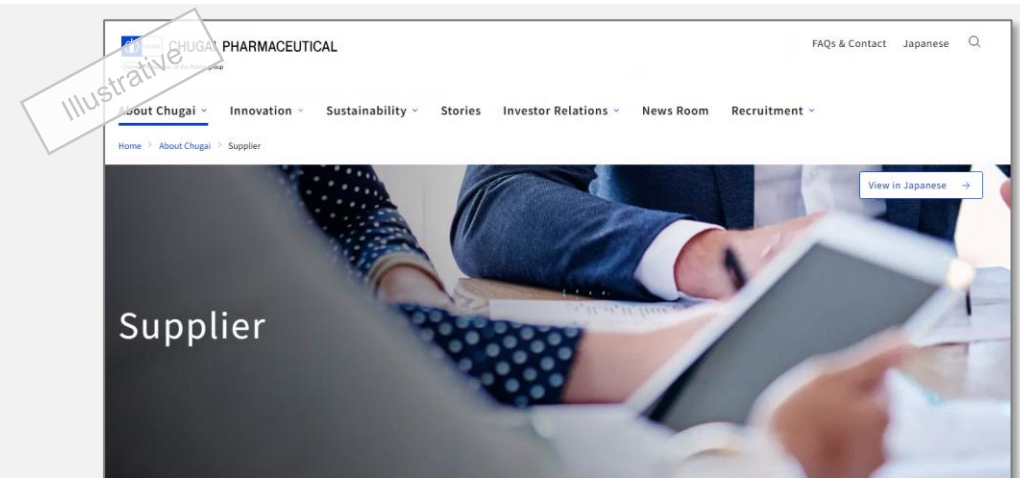
4.3 Operation Guide | Updating Supplier Information

If the supplier information registered at the time of supplier master registration (address, bank account information, contact person information, etc.) needs to be updated, please submit your request to the Chugai Master Registration Team by email.

- ✓ If any of the following information needs to be updated, **please email the Chugai Master Registration Team to request the update.**
 - **Changes to company information (company name, address, telephone number) or contact information (email address)**
 - Please download the application form, complete the required fields in the [Change Request Format_EN] sheet, convert it to PDF, and attach it to your email.
 - **Changes to remittance bank account information**
 - Please download the application form, complete the required fields in the [Form for Changing Bank Info] sheet, sign, convert it to PDF, and attach it to your email.

 **myBuy Portal: Please do not update information directly on the supplier profile page.**

- To obtain the application form and confirm the email address, please access the contact information from the Business partner page on the Chugai website.
- After we receive your email and the changes to the supplier master information have been completed, the Chugai Master Registration Team will contact you.



4.3 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.

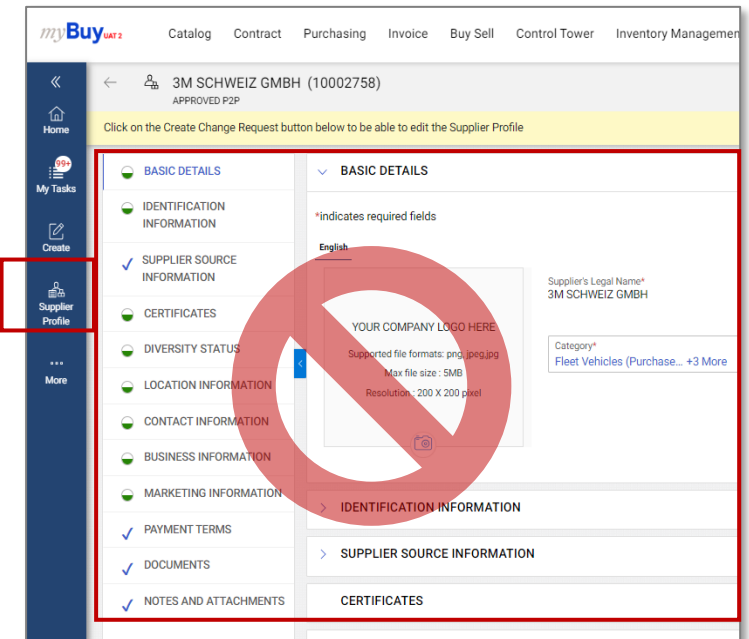
*Please select the application category from Add, Change or Delete.

#	Item name	Application category	Before	After
Example	奥田製薬株式会社	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

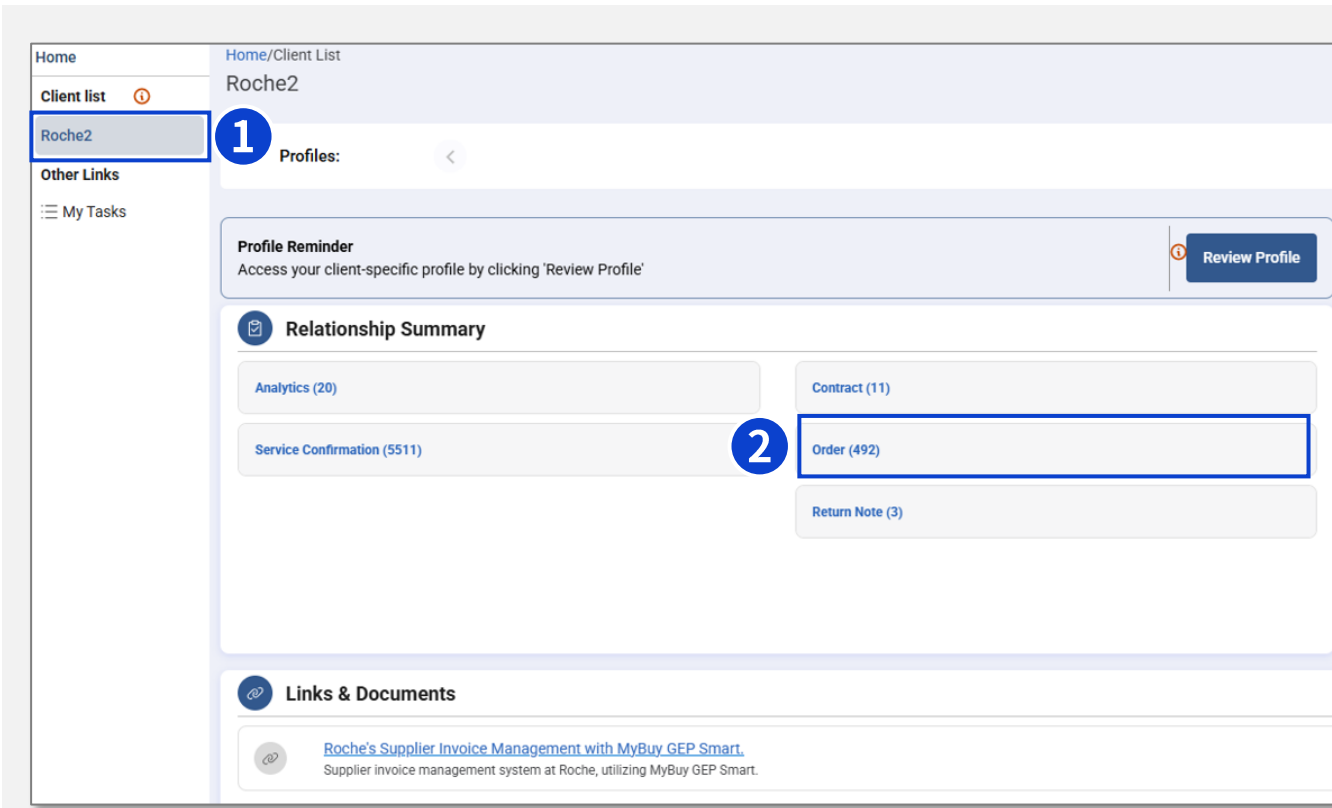
Do not do the following action

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



4.4 Operation Guide | 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



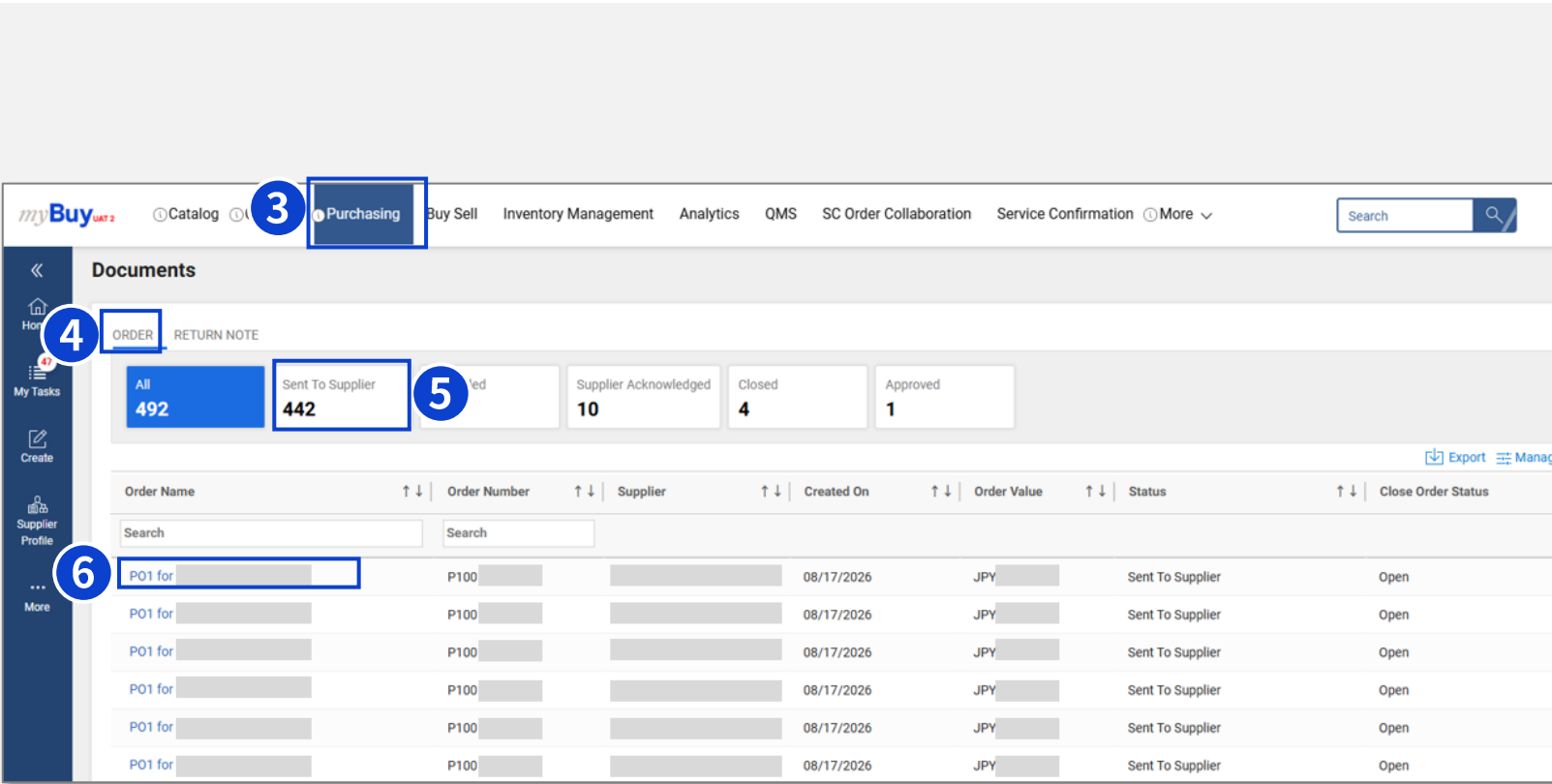
The screenshot shows the myBuy Portal interface. On the left sidebar, 'Client list' is selected, and 'Roche2' is highlighted. A blue circle with the number '1' is placed over the 'Roche2' selection. The main content area shows the 'Roche2' client profile. A 'Profile Reminder' box with a 'Review Profile' button is at the top. Below it is the 'Relationship Summary' section, which contains a grid of transaction counts: Analytics (20), Service Confirmation (5511), Contract (11), Order (492), and Return Note (3). A blue circle with the number '2' is placed over the 'Order (492)' box. At the bottom 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 "Order" 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

4.4 Operation Guide | 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.



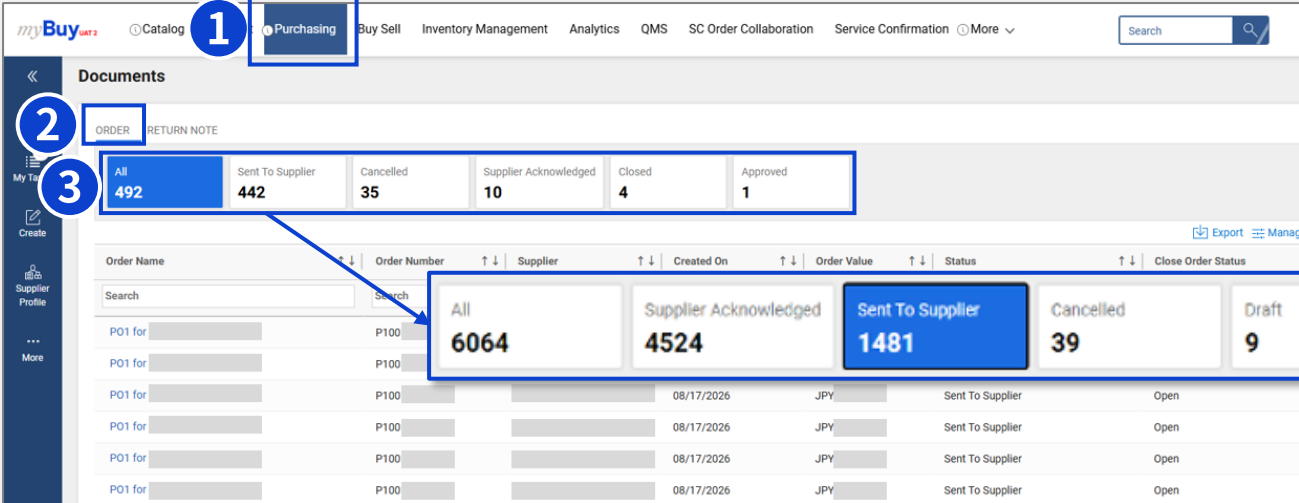
The screenshot displays the myBuy Portal interface. The top navigation bar includes tabs for Catalog, Purchasing (highlighted with step 3), Buy Sell, Inventory Management, Analytics, QMS, SC Order Collaboration, Service Confirmation, and More. The left sidebar contains links for Documents, Home, My Tasks, Create, and Supplier Profile. The main content area shows the 'Documents' section with a sub-tab for 'ORDER' (highlighted with step 4). Below this, there are filters for 'All' (492), 'Sent To Supplier' (442, highlighted with step 5), 'Supplier Acknowledged' (10), 'Closed' (4), and 'Approved' (1). A table lists purchase orders with columns for Order Name, Order Number, Supplier, Created On, Order Value, Status, and Close Order Status. The first row of the table is highlighted with step 6, indicating a click on the PO Name.

Order Name	Order Number	Supplier	Created On	Order Value	Status	Close Order Status
PO1 for [redacted]	P100	[redacted]	08/17/2026	JPY [redacted]	Sent To Supplier	Open
PO1 for [redacted]	P100	[redacted]	08/17/2026	JPY [redacted]	Sent To Supplier	Open
PO1 for [redacted]	P100	[redacted]	08/17/2026	JPY [redacted]	Sent To Supplier	Open
PO1 for [redacted]	P100	[redacted]	08/17/2026	JPY [redacted]	Sent To Supplier	Open
PO1 for [redacted]	P100	[redacted]	08/17/2026	JPY [redacted]	Sent To Supplier	Open
PO1 for [redacted]	P100	[redacted]	08/17/2026	JPY [redacted]	Sent To Supplier	Open

- 3 Click the "Purchasing" tab
- 4 Click "Order"
- 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

4.5 Operation Guide | Checking the Status of purchase orders

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



The screenshot shows the myBuy portal interface. The 'Purchasing' tab is selected (1). The 'ORDER' sub-tab is chosen (2). The 'All' status filter is selected, showing 492 orders (3). The summary bar displays the following counts:

Status	Count
All	492
Sent To Supplier	442
Cancelled	35
Supplier Acknowledged	10
Closed	4
Approved	1

The main table shows a list of orders with columns: Order Name, Order Number, Supplier, Created On, Order Value, Status, and Close Order Status. The 'Sent To Supplier' status is highlighted in blue.

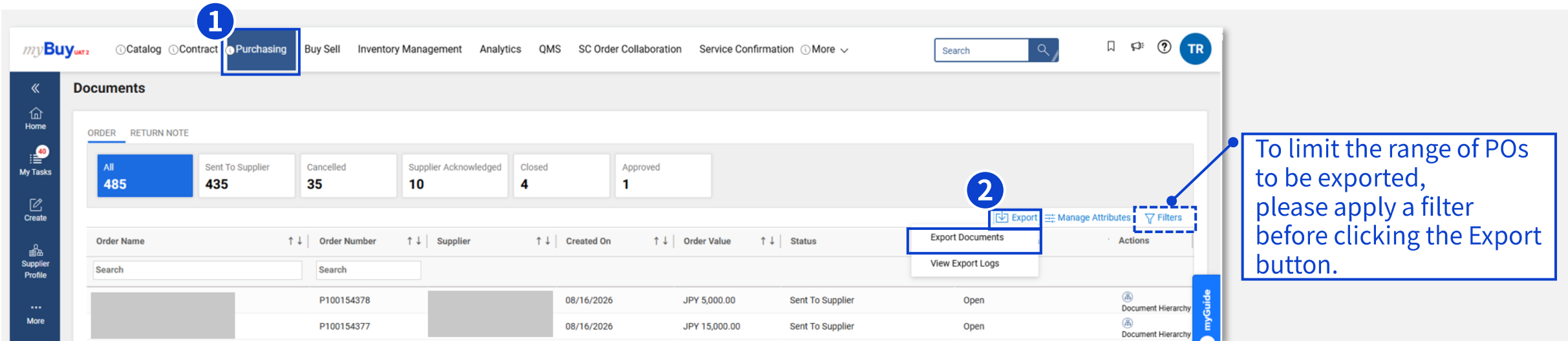
PO Status Descriptions

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

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

4.6 Operation Guide | Exporting POs (1/2)

The PO list can be exported from myBuy.



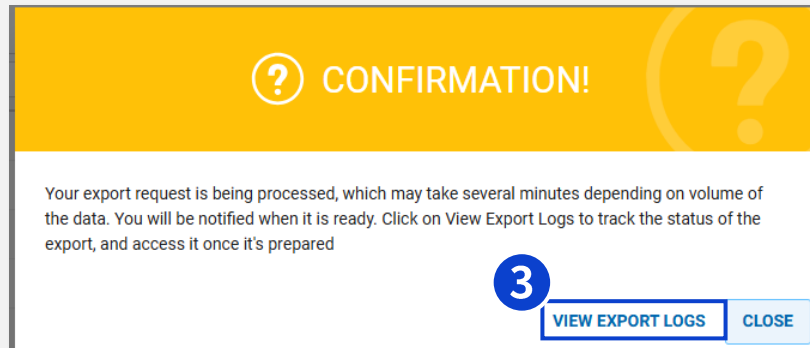
Documents

ORDER RETURN NOTE

All 485 Sent To Supplier 435 Cancelled 35 Supplier Acknowledged 10 Closed 4 Approved 1

Order Name Order Number Supplier Created On Order Value Status Actions

Order Name	Order Number	Supplier	Created On	Order Value	Status	Actions
	P100154378		08/16/2026	JPY 5,000.00	Sent To Supplier	Open
	P100154377		08/16/2026	JPY 15,000.00	Sent To Supplier	Open



CONFIRMATION!

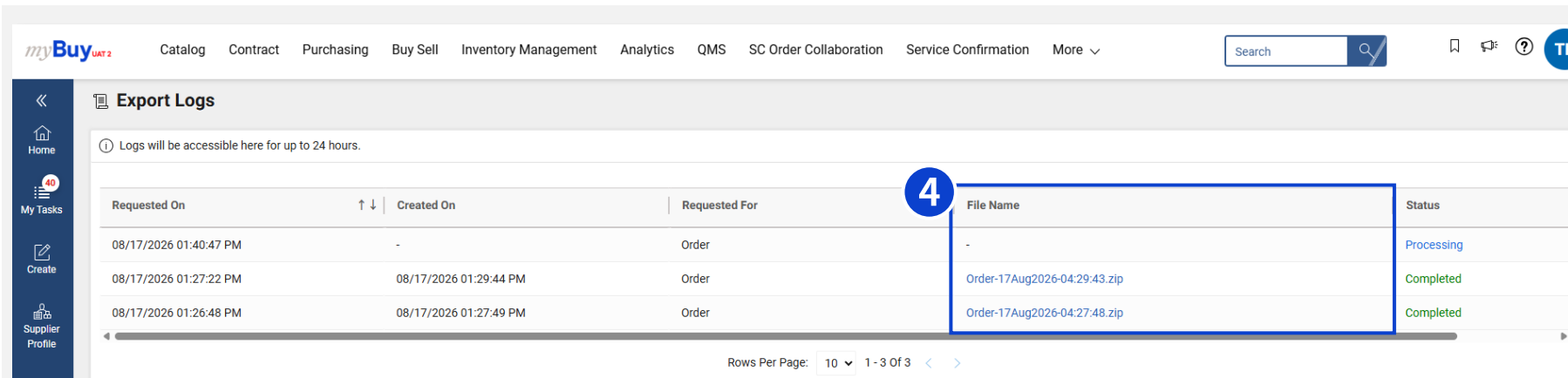
Your export request is being processed, which may take several minutes depending on volume of the data. You will be notified when it is ready. Click on View Export Logs to track the status of the export, and access it once it's prepared

VIEW EXPORT LOGS **CLOSE**

- 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”.

4.6 Operation Guide | Exporting POs (2/2)

The PO list can be exported from myBuy.



myBuy UAT 2 Catalog Contract Purchasing Buy Sell Inventory Management Analytics QMS SC Order Collaboration Service Confirmation More ▾

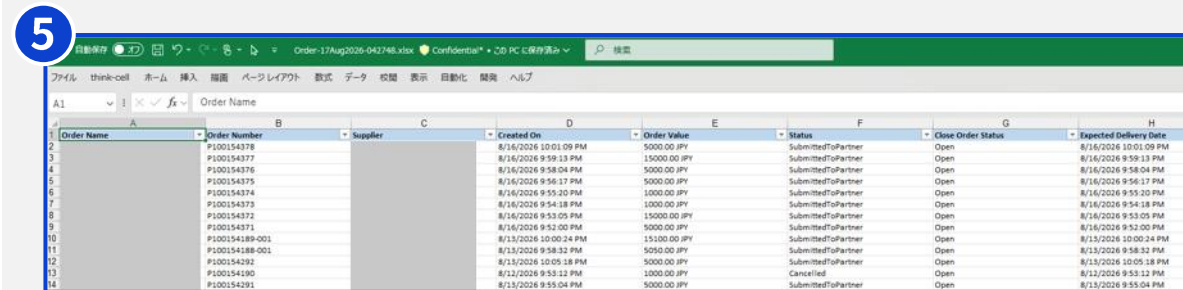
Search     TR

Export Logs

① 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 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.

4.6 Operation Guide | Downloading PO PDF (1/2)

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

The screenshot displays the myBuy portal interface. On the left, the 'Documents' section shows a list of POs. A blue box with the number '1' highlights a PO entry. An arrow points from this box to the 'ORDER' details screen. In the 'ORDER' screen, a blue box with the number '2' highlights the 'Print Preview' button at the bottom left. A 'Print Preview' label is also shown as a callout next to the button. The 'ORDER' screen displays details for Order Number P100, Order Name PO1 for, and various other fields. The 'LINE DETAILS' section shows Line 1 with a description of '試薬' (Reagent) and 'Type Material'.

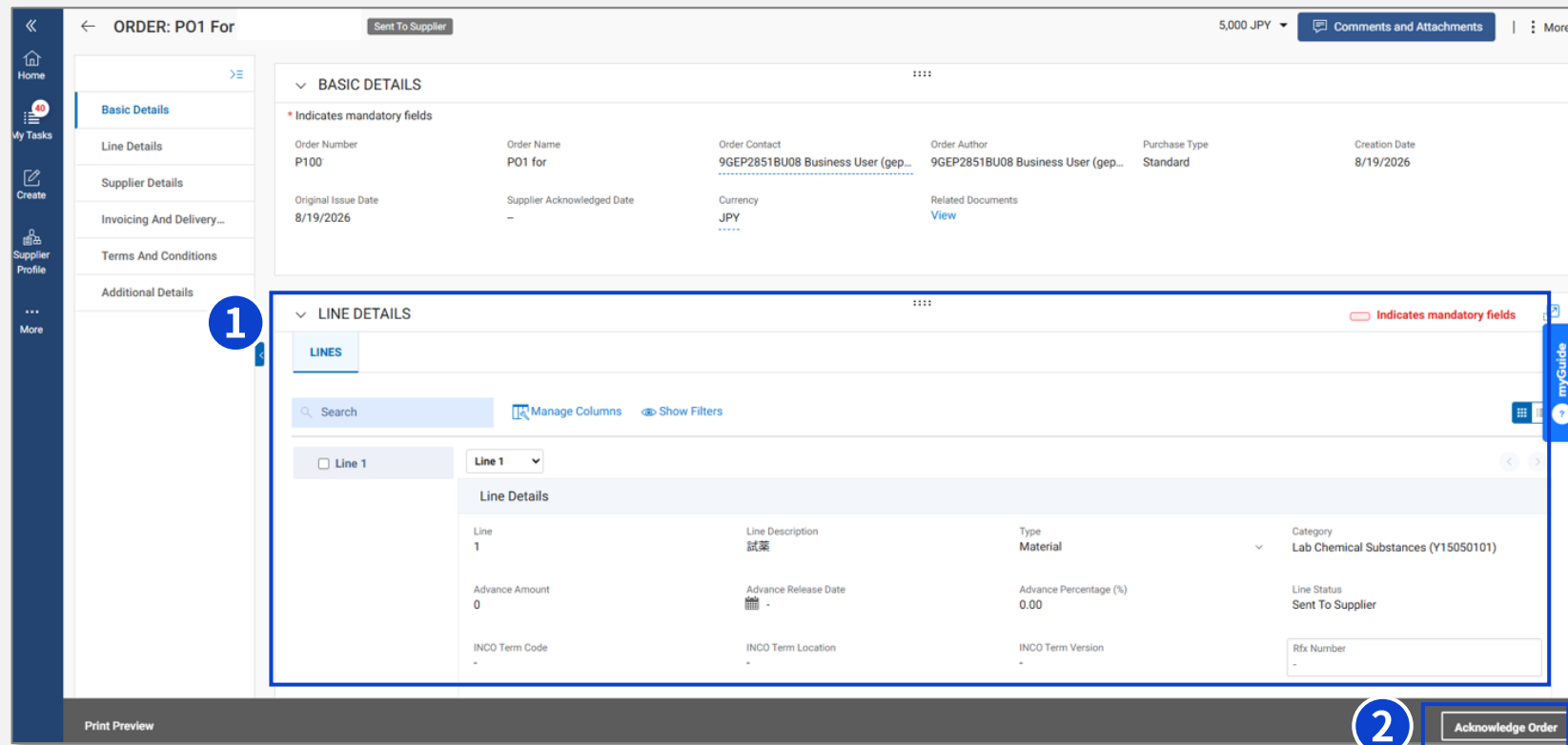
- 1 From the list of POs, click the PO name you want to export
- 2 When the PO details screen opens, click "Print Preview" at the bottom left

4.7 Operation Guide | PO Acknowledgement

From the PO details page, you can indicate your acceptance of that purchase order.

Note: Please note that this step is not mandatory under Chugai's process.

Optional



The screenshot shows the 'ORDER: P01 For' page. The 'Line Details' tab is selected, and the 'LINE DETAILS' section is expanded. A blue box highlights the 'LINE DETAILS' section, and a red box highlights the 'Acknowledge Order' button at the bottom right. The 'Acknowledge Order' button is labeled with a '2' in a blue circle.

1 On the PO details page, click the “Line Details” tab and check the order details.

2 If there are no issues with the order, click the “Acknowledge Order” button at the bottom right to accept the order.

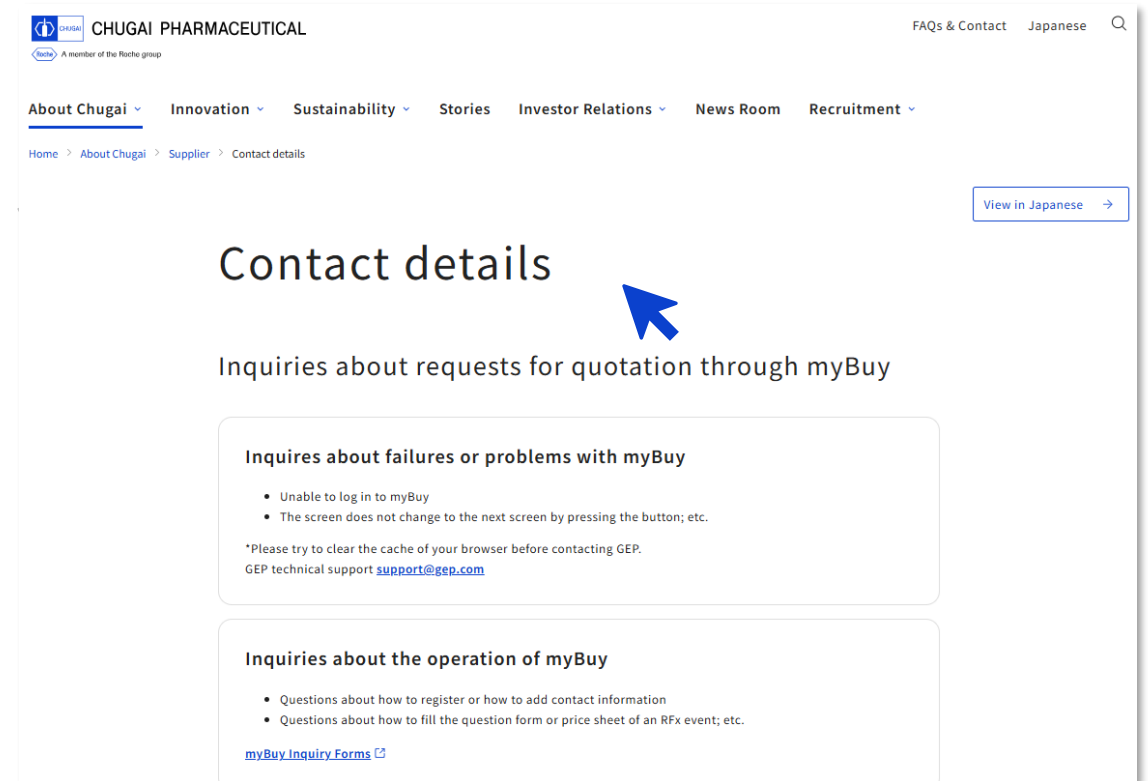
5. Contact Information

5. Contact Information

Questions to Chugai

- On the Chugai website, go to Business Partner page, and then “Contact Points,” and send your inquiry to the appropriate contact point.
- For questions about individual procurement transactions, please contact the person who placed the order directly.

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



創造で、想像を超える。



中外製薬



ロシュ グループ