



Roche ロシュ グループ

*my***Buy**

RFx Guidance

MYB_UM_S004_00

Chugai Pharmaceutical Co., Ltd. Procurement Department

ver1.2



創造で、想像を超える。

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1. Introduction

What is RFx?

- RFx is a sourcing event where suppliers and prices are determined for products and services requested by the CHUGAI Sourcing Manager.
- The term, RFx, indicates any of the following:

1. Request for Information (RFI):

A sourcing event where we ask suppliers to provide their information about products or services for requirements, including track records and whether there is room for consideration

*A request is made in the planning phase. The information provided for us is used as reference information for us to create specific requirements or as a pre-request for us to choose suppliers to whom RFP is requested.

2. Request for Proposal (RFP):

A sourcing event where we ask suppliers to make a proposal for specific requirements or give us views on matters requested by us

*Generally, the RFP is a request for a quotation/proposal together with 3. RFQ described below.

3. Request for Quotation (RFQ):

A sourcing event where we ask suppliers who meet the conditions to provide a quotation

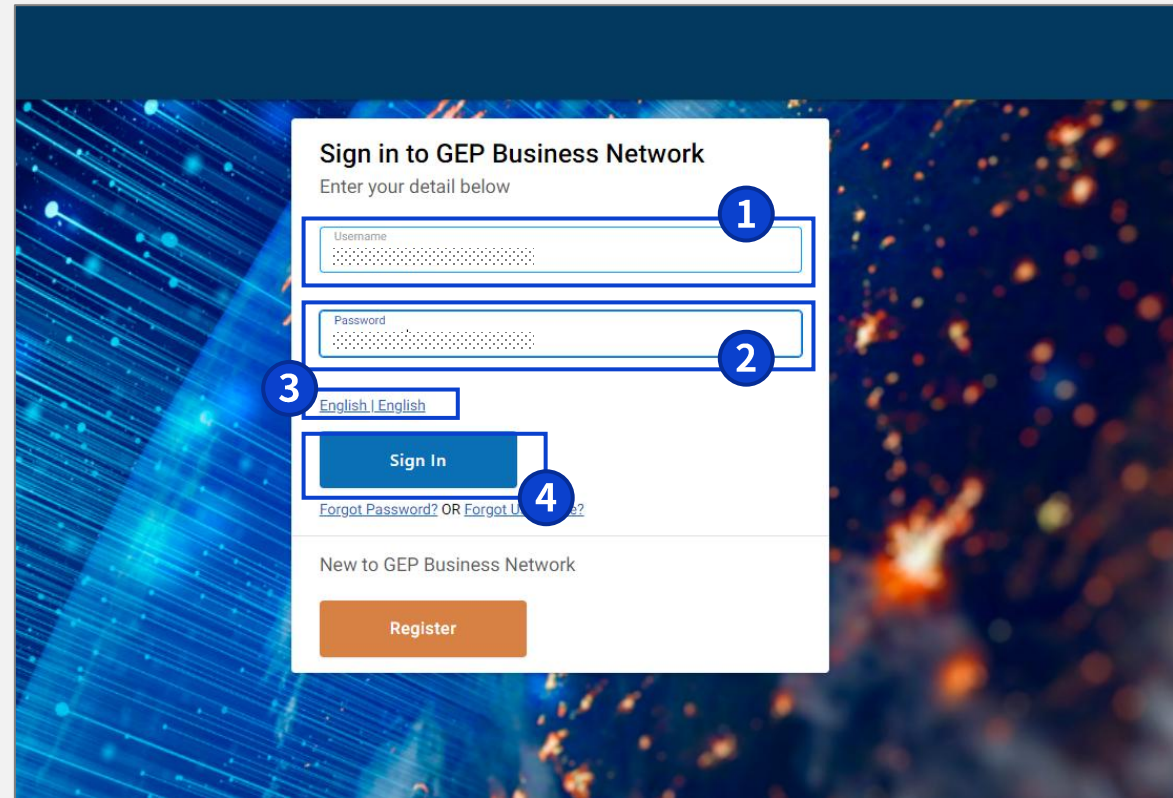
2. Login to myBuy

Login to GEP Business Network

- Access <https://businessnetwork.gep.com> to log in to the GEP Business Network.

*It is recommended to bookmark the URL.

- 1 Fill in the Username.
- 2 Fill in the Password.
- 3 Select a language.
- 4 Click Sign In.



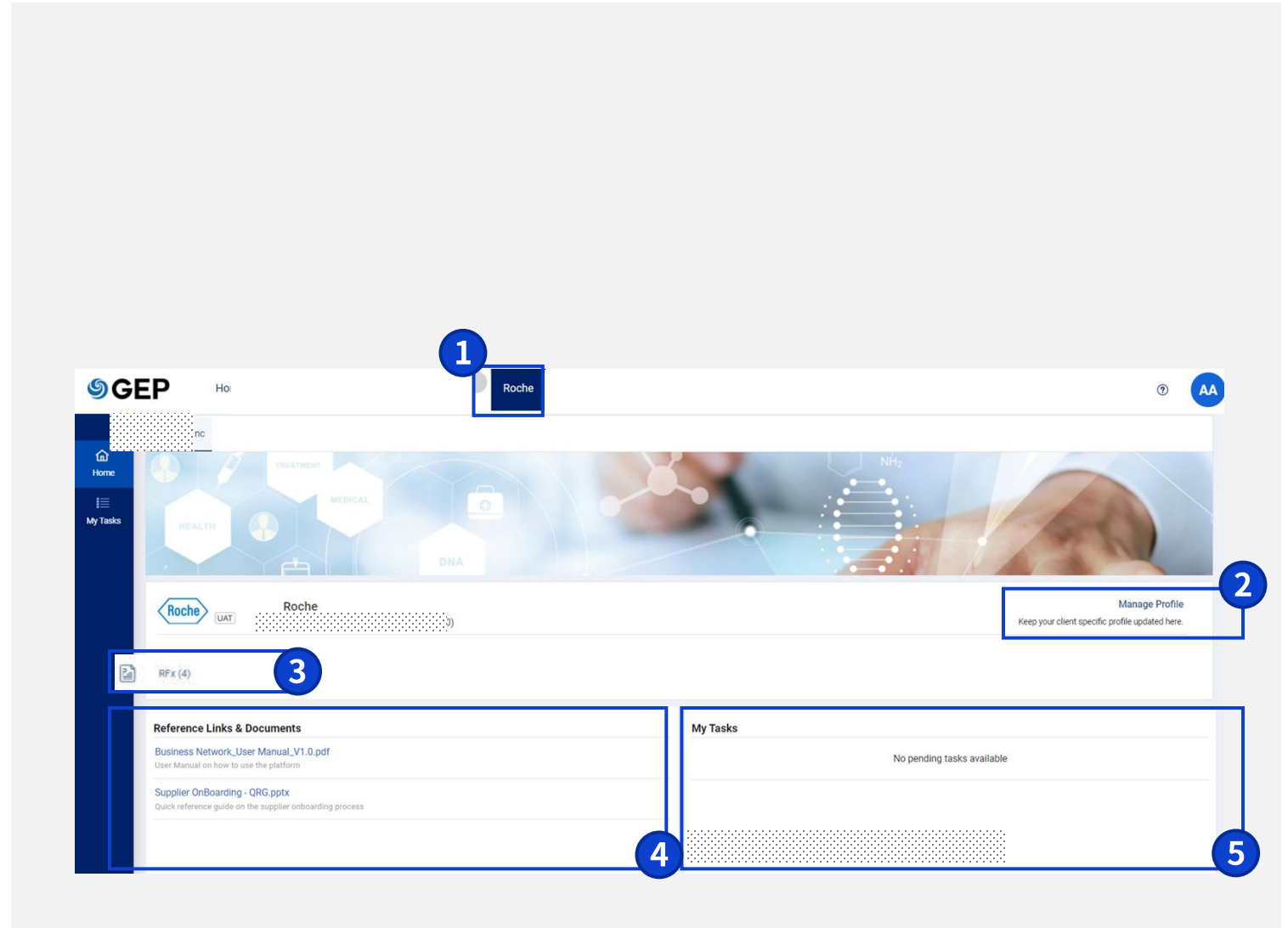
The screenshot shows the login interface for the GEP Business Network. The page has a dark blue header and a background image of a starry space scene. The main content area is white and contains the following elements:

- Sign in to GEP Business Network**: The main heading.
- Enter your detail below**: A sub-heading.
- Username**: A text input field with a blue border and a blue circle with the number 1 next to it.
- Password**: A text input field with a blue border and a blue circle with the number 2 next to it.
- Language**: A dropdown menu showing "English | English" with a blue circle with the number 3 next to it.
- Sign In**: A blue button with white text and a blue circle with the number 4 next to it.
- Forgot Password? OR Forgot Username?**: A link below the Sign In button.
- New to GEP Business Network**: A sub-heading.
- Register**: An orange button with white text.

Access to myBuy GEP SMART

- Select Roche on the GEP Business Network to access myBuy GEP SMART.

- 1 Access the client page **Roche (Chugai Pharmaceutical)**.
- 2 Check and edit the **supplier's profile**.
- 3 Access **RFx related or other documents**.
- 4 View the **reference links and documents**.
- 5 Check **My Task** for documents for which any action is required.



The screenshot displays the myBuy GEP SMART interface for the Roche client page. The interface includes a top navigation bar with the GEP logo and a user profile dropdown (labeled 'Roche' with callout 1). A left sidebar contains 'Home' and 'My Tasks' links. The main content area features a header with 'Roche' and 'UAT' labels, and a 'Manage Profile' button (labeled 2). Below this, a section titled 'RFx (4)' (labeled 3) is visible. The bottom of the page is divided into two panels: 'Reference Links & Documents' (labeled 4) containing links like 'Business Network_User Manual_V1.0.pdf' and 'Supplier OnBoarding - QRG.pptx', and 'My Tasks' (labeled 5) showing 'No pending tasks available'.

3. Access to RFX

How to Access RFx

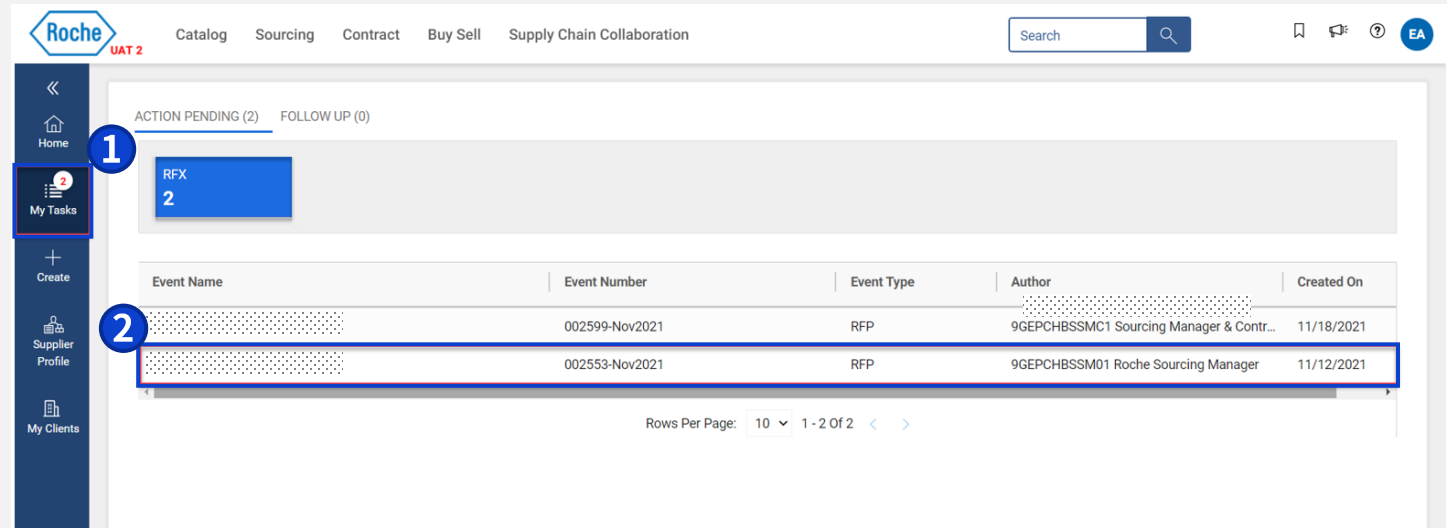
■ There are three ways to access RFx events as a supplier:

1. Access from **My Tasks**
2. Access from the **Sourcing tab**
3. Access from the **link in the received email**

1. Access from My Tasks

- When you are invited to an RFX event by the CHUGAI Sourcing Manager, a task is added to **My Tasks** in the workspace.
- When you finish responding to the RFX, the task is no longer displayed in My Tasks.

- 1 After logging in, click **My Tasks**.
*All pending tasks are displayed.
- 2 Click an **event name** to access its RFX.



Roche UAT 2

Catalog Sourcing Contract Buy Sell Supply Chain Collaboration

Search

Home

My Tasks

Create

Supplier Profile

My Clients

ACTION PENDING (2) FOLLOW UP (0)

RFX 2

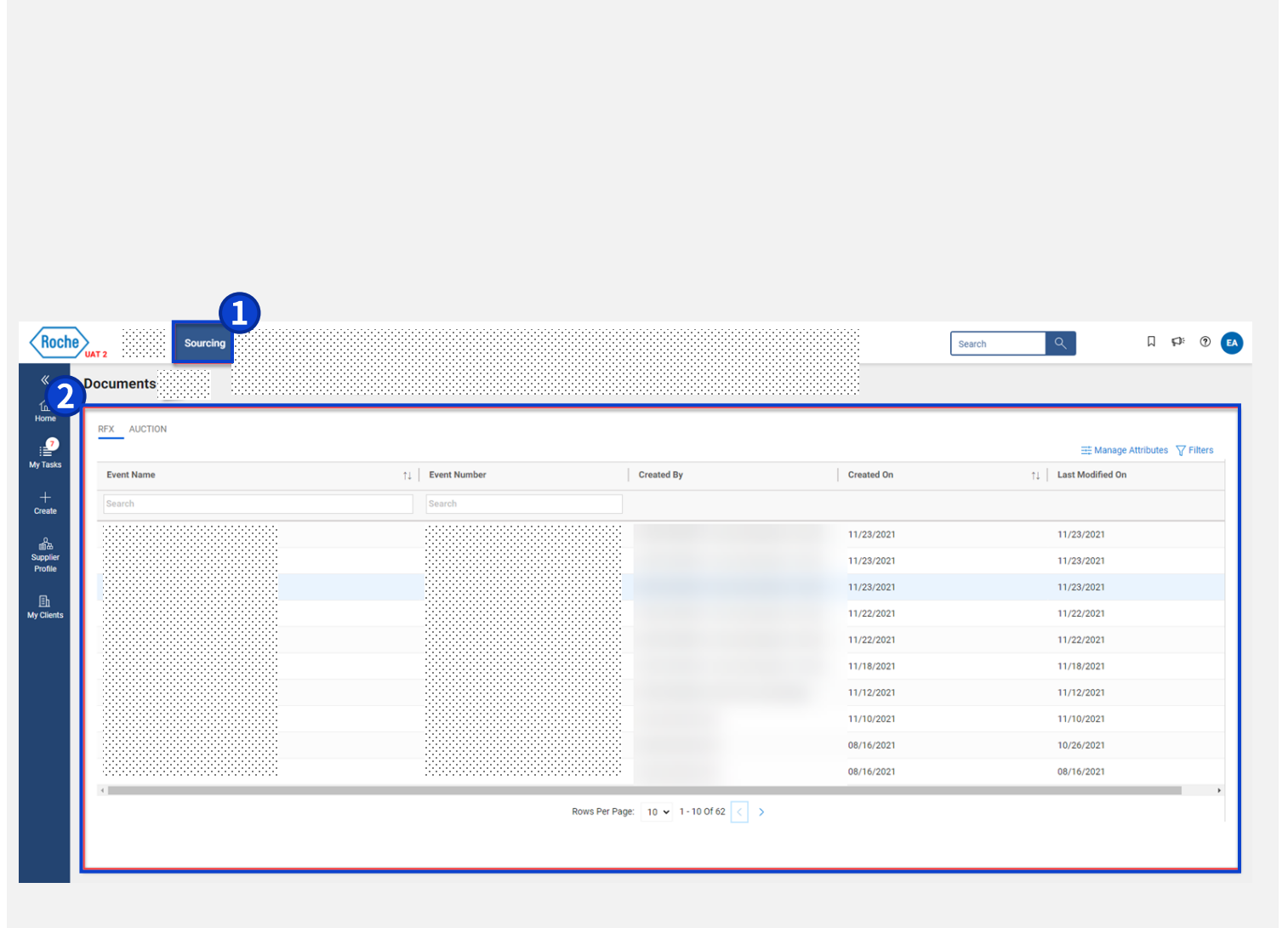
Event Name	Event Number	Event Type	Author	Created On
002599-Nov2021	002599-Nov2021	RFP	9GEPCHBSSMC1 Sourcing Manager & Contr...	11/18/2021
002553-Nov2021	002553-Nov2021	RFP	9GEPCHBSSM01 Roche Sourcing Manager	11/12/2021

Rows Per Page: 10 1 - 2 Of 2

2. Access from the Sourcing Tab

- The following describes how to access RFx from the Sourcing tab.

- 1 Click the **Sourcing** tab.
- 2 Click an **event name** to access its RFx.



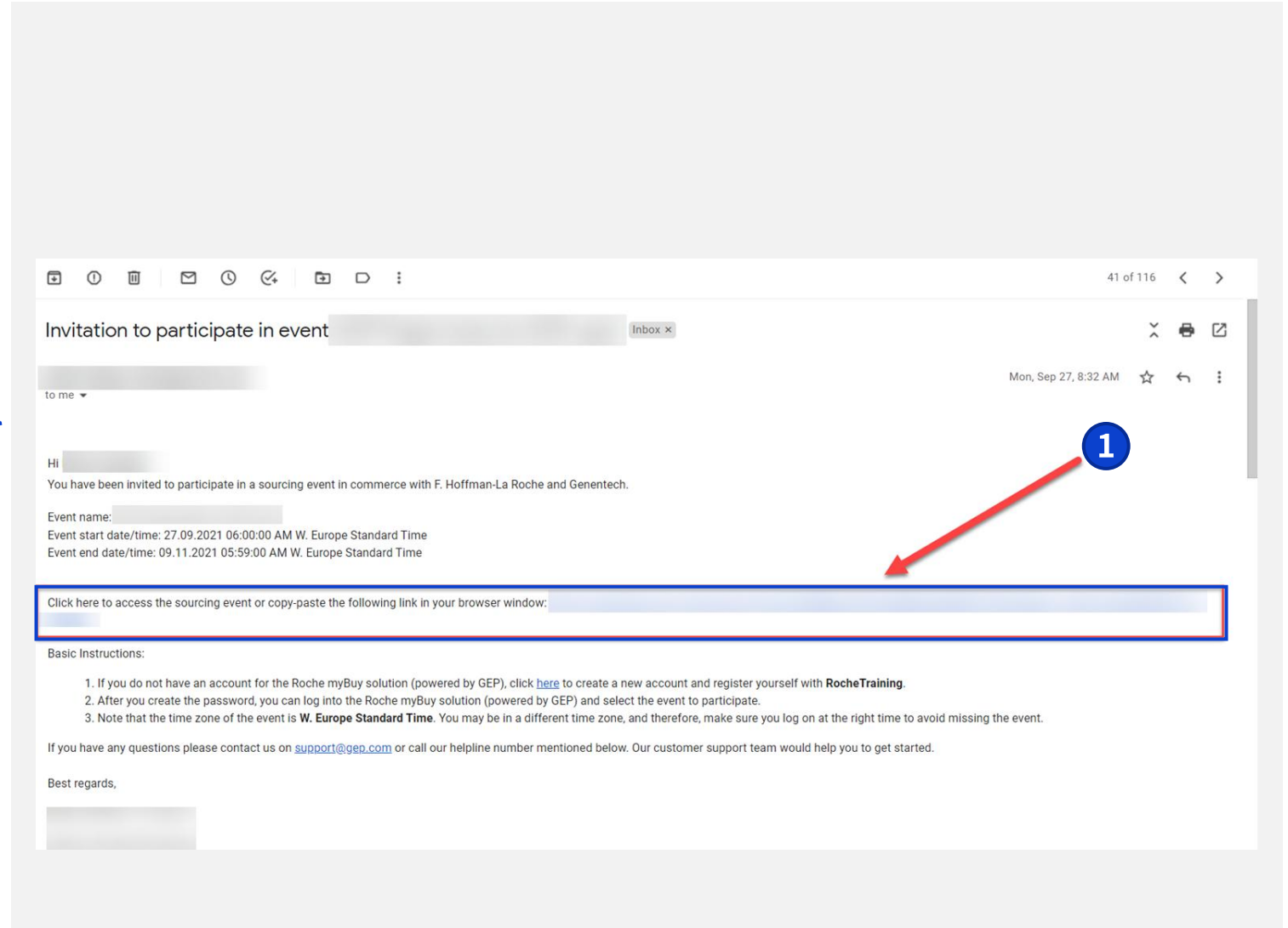
The screenshot shows the Roche UAT 2 Sourcing interface. The top navigation bar includes the Roche logo, 'UAT 2', and the 'Sourcing' tab, which is highlighted with a blue circle and the number '1'. Below the navigation bar, the 'Documents' section is visible, with a blue circle and the number '2' highlighting the 'RFx' tab. The main content area displays a table of RFx events. The table has columns for 'Event Name', 'Event Number', 'Created By', 'Created On', and 'Last Modified On'. The first two columns are highlighted with a blue circle and the number '2'. The table contains several rows of data, with the first row highlighted in blue. The bottom of the table shows a pagination bar with 'Rows Per Page: 10' and '1 - 10 Of 62'.

Event Name	Event Number	Created By	Created On	Last Modified On
			11/23/2021	11/23/2021
			11/23/2021	11/23/2021
			11/23/2021	11/23/2021
			11/22/2021	11/22/2021
			11/22/2021	11/22/2021
			11/18/2021	11/18/2021
			11/12/2021	11/12/2021
			11/10/2021	11/10/2021
			08/16/2021	10/26/2021
			08/16/2021	08/16/2021

3. Access from the Link in the Received Email

- The following describes how to access RFX from a received email.

- 1 Click the **link included in an invitation email** about an RFX event to access the RFX.



4. Acceptance of Guidelines

Acceptance of Guidelines

- **Access the RFX page, which shows the acceptance items at the top.**
*These items are displayed in most cases while whether to display them depends on the RFX setting.
- **You are requested to accept the guidelines and other documents. After accepting the guidelines, you can access the details of RFX events (the rest of the guidelines, questionnaires, price sheets, attachments).**
- **Before accepting the guidelines, you can view other items (additional detailed information, event timeline, information on the CHUGAI Sourcing Manager, team members).**

GUIDELINES PENDING ACCEPTANCE

i

Accept the guidelines listed in this section in order to participate in the event.

[Download all Guidelines](#)

☐ I Accept General Guidelines -(Test-HC) Consulting Specific Guidelines

☐ I Accept General Guidelines -DRAFT - Supplier Guidelines - Introduction

How to Accept Guidelines (1)

- Before accepting the guidelines, view them.

*You can also download the guidelines.

1 Click the [link to guidelines](#).

Supplier Perspective De...

New

Response closing in
15d 7h 15m 29s

GUIDELINES PENDING A...

BASIC DETAILS

EVENT TIMELINES

BUYER CONTACT INFOR...

TEAM MEMBERS

GUIDELINES PENDING ACCEPTANCE

① Accept the guidelines listed in this section in order to participate in the event.

Download all Guidelines

☐ I Accept General Guidelines - (Test-HC) Consulting Specific Guidelines

☐ I Accept General Guidelines - DRAFT - Supplier Guidelines - Introduction

BASIC DETAILS

Event Name

Supplier Perspective Demo

Supplier Perspective Demo of RFx.

Request for Proposal

CHF

Event Overview

002294-Aug2021...

Category*

Business Unit*

Region*

CANCEL

DECLINE INVITATION

ACCEPT GUIDELINES

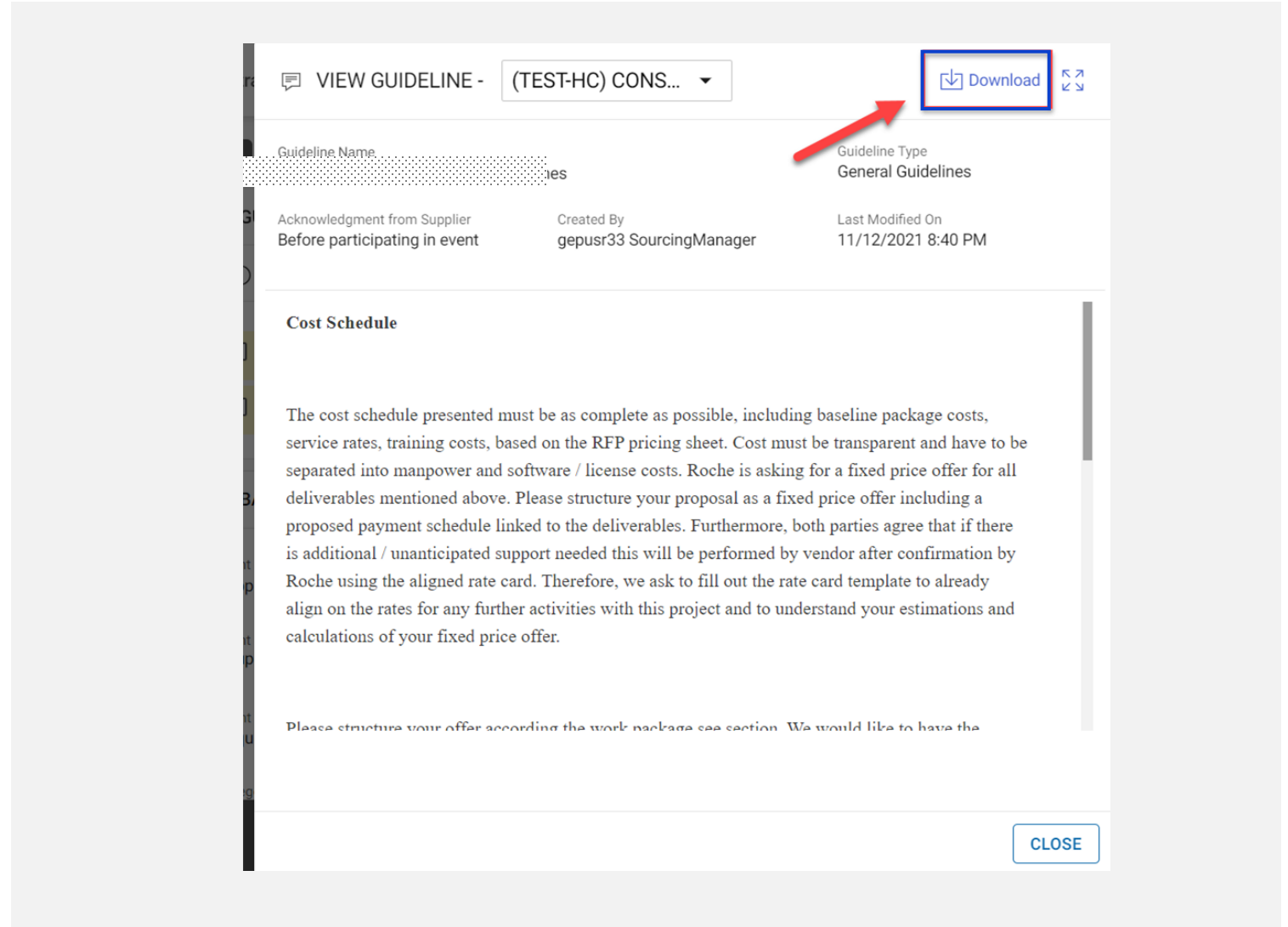
How to Accept Guidelines (2)

- To download guidelines, click **Download**.

*The guidelines are downloaded in MS Word format.

- **An attachment, if included in the guidelines, will be downloaded as a zip file.**

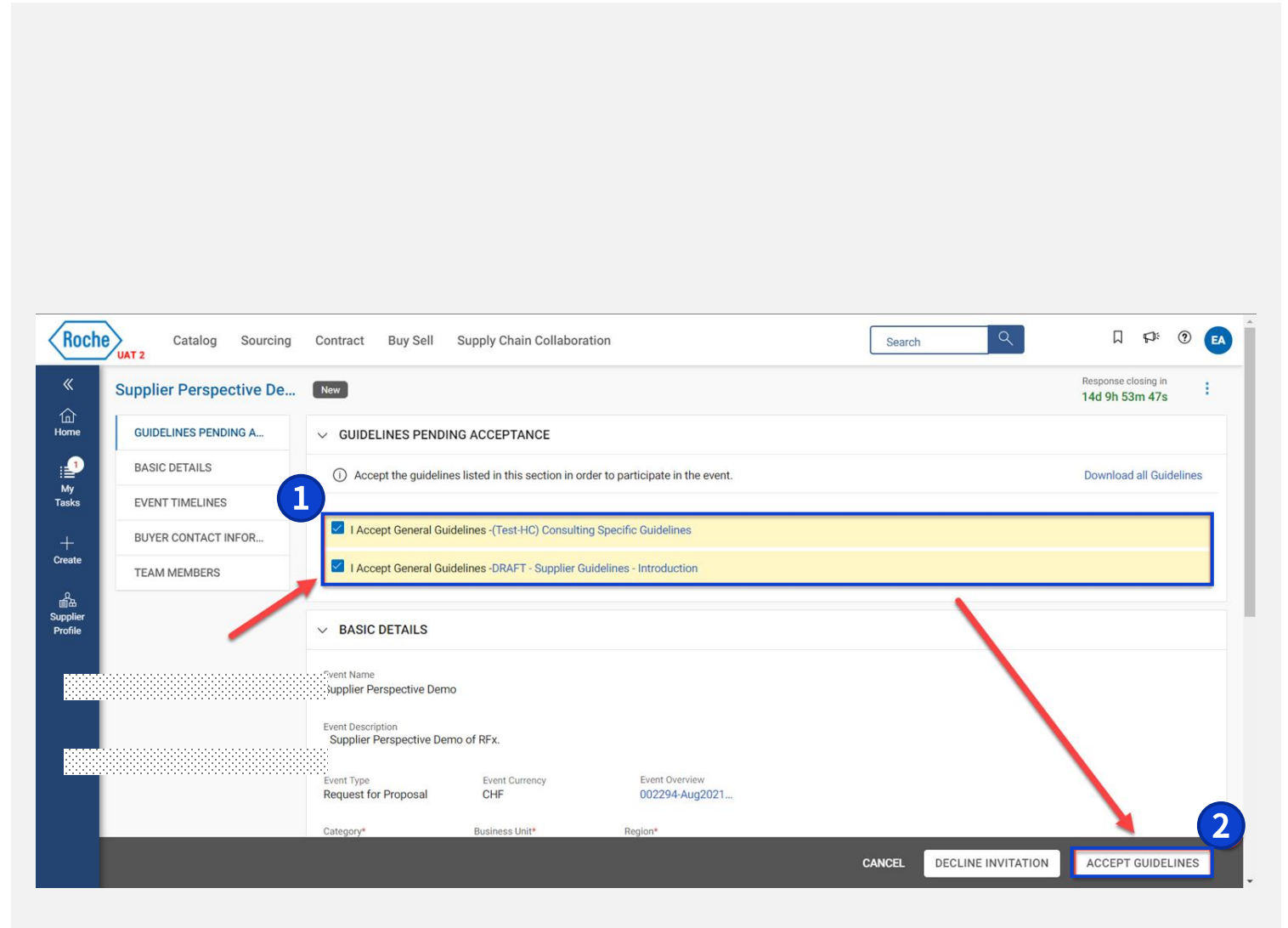
*A zip file includes the attachment and MS-Word formatted guidelines.



How to Accept Guidelines (3)

- After viewing the guidelines, accept them.

- 1 Click the **checkboxes** of all guidelines to accept them.
- 2 After viewing them, click **ACCEPT GUIDELINES**.



The screenshot shows the Roche Supplier Perspective Demo interface. The top navigation bar includes the Roche logo, UAT 2, and links for Catalog, Sourcing, Contract, Buy Sell, and Supply Chain Collaboration. A search bar and user profile (EA) are on the right. The left sidebar contains navigation options: Home, My Tasks, Create, and Supplier Profile. The main content area is titled 'Supplier Perspective De...' and features a 'New' button. Under the 'GUIDELINES PENDING ACCEPTANCE' section, there is a list of guidelines with checkboxes. Two guidelines are listed: 'I Accept General Guidelines -(Test-HC) Consulting Specific Guidelines' and 'I Accept General Guidelines -DRAFT - Supplier Guidelines - Introduction'. Both checkboxes are checked. Below this section is the 'BASIC DETAILS' section, which includes fields for Event Name, Event Description, Event Type, Event Currency, Event Overview, Category, Business Unit, and Region. At the bottom right, there are three buttons: 'CANCEL', 'DECLINE INVITATION', and 'ACCEPT GUIDELINES'. A red arrow points from the 'ACCEPT GUIDELINES' button to the 'ACCEPT GUIDELINES' button.

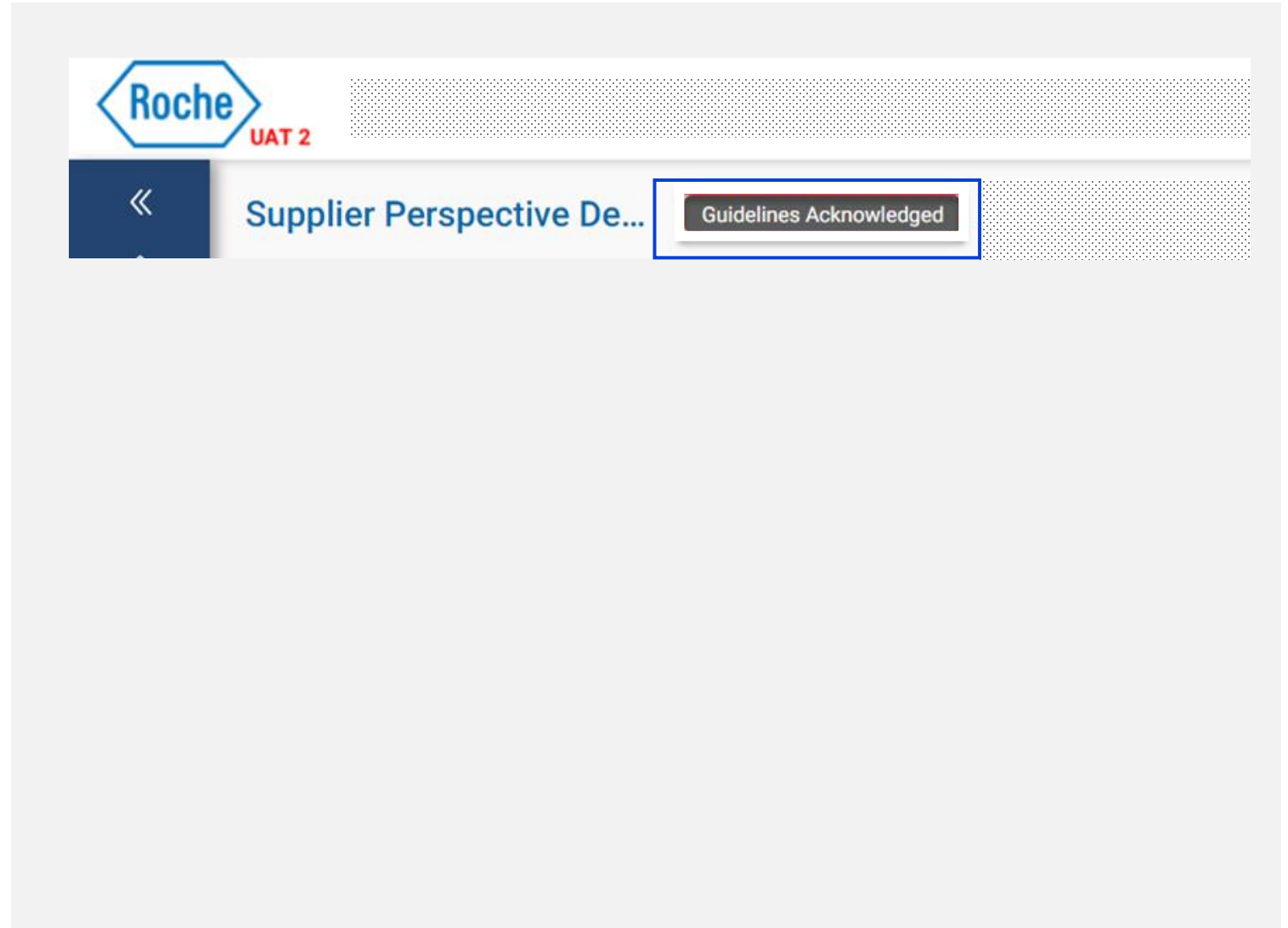
Display after Accepting Guidelines

- After the guidelines are accepted, the RFX status changes to **Guideline Acknowledged**.

Important notes

- Once the RFX status is changed, you can view all RFX events information.

At this stage, you cannot submit responses to RFX.

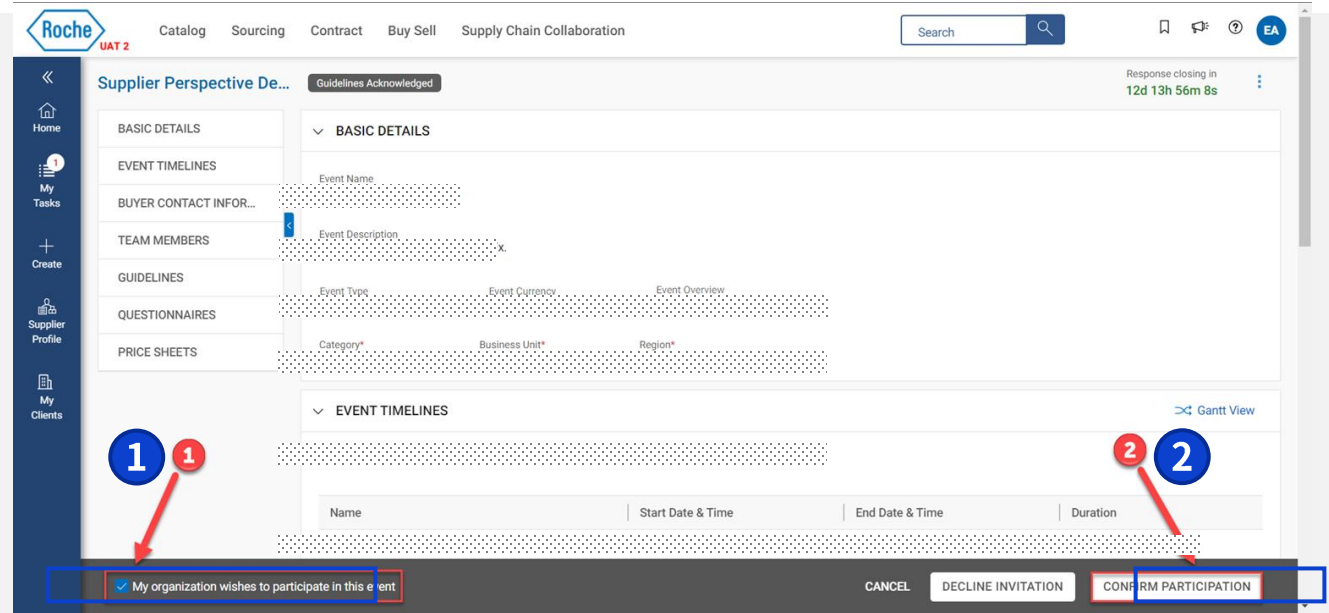
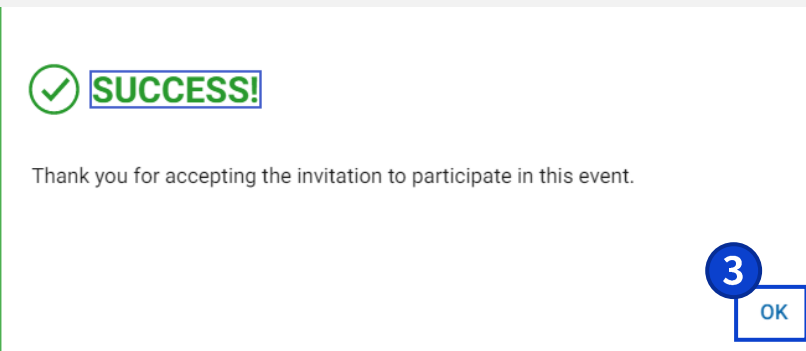
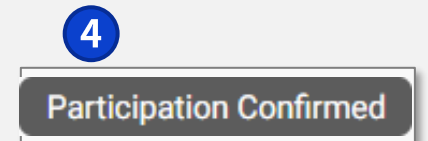


5. Expression of Willingness to Participate

Expression of Willingness to Participate

- To participate in RFX events, you need to express your willingness to participate.

- 1 Click the checkbox of “My organization wishes to participate in this event” in the lower left.
- 2 Click **CONFIRM PARTICIPATION**.
*After taking the steps above, the expression of willingness to participate in the RFX event will be sent to the CHUGAI Sourcing Manager.
- 3 A pop-up window opens. Click **OK**.
*This message notifies you of successful registration for participation.
- 4 The status of RFX changes to **Participation Confirmed**.

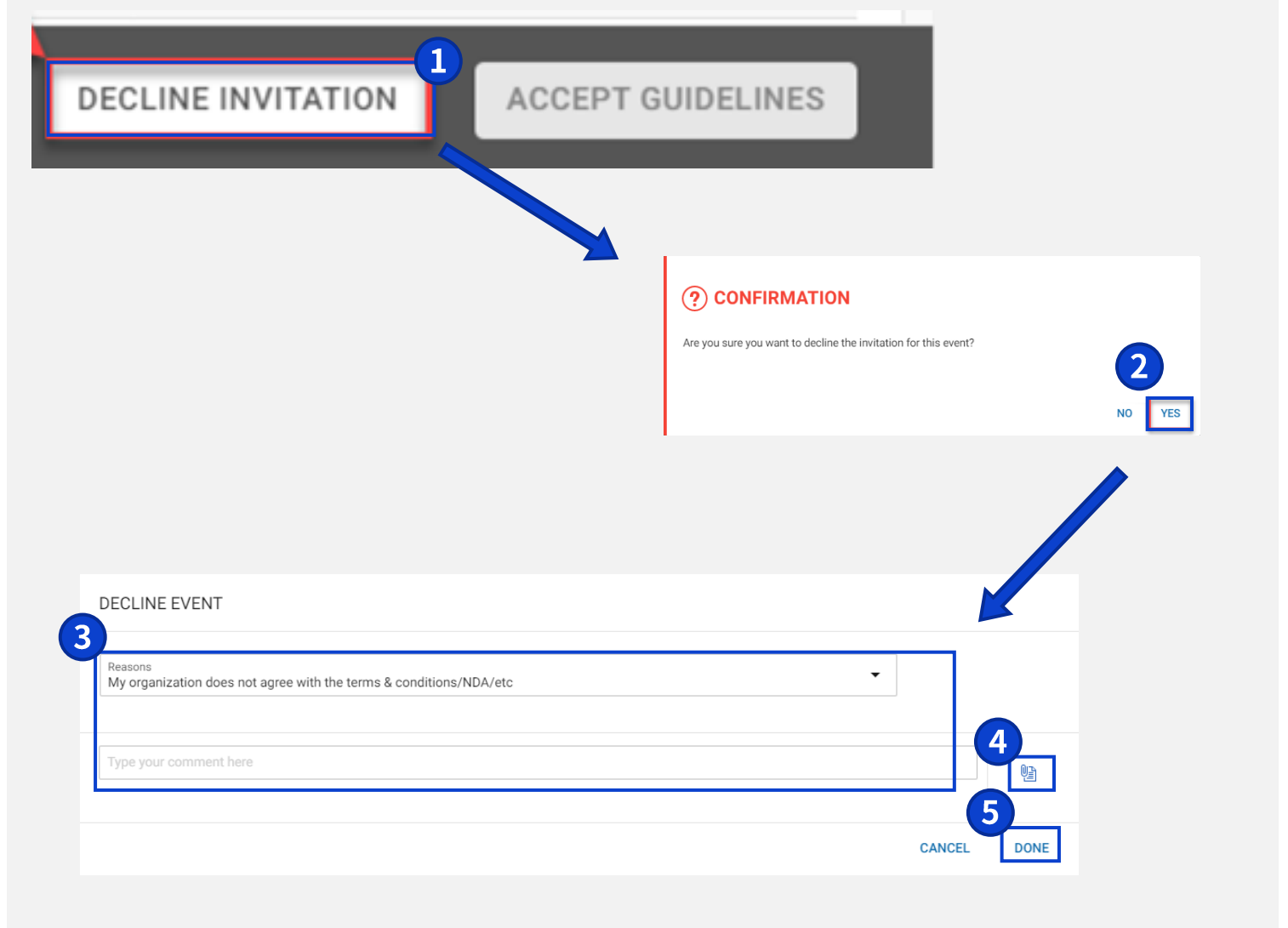
When Not Participating in RFx Event

- If you do not wish to participate in the RFx event, you can decline the invitation.

Important notes

- Once you decline the invitation, you cannot participate in the event unless the CHUGAI Sourcing Manager invite you again.

- 1 Click **DECLINE INVITATION**.
- 2 On the confirmation pop-up window, click **YES**.
- 3 Select **an applicable reason from the drop-down list**.
*The text input of the reason is possible in the comment field.
- 4 To upload another attachment, click the  icon.
- 5 Click **DONE**.
- 6 When a pop-up window opens, click **OK**.



The screenshot illustrates the process of declining an RFx event invitation. It shows a sequence of three windows:

- DECLINE INVITATION / ACCEPT GUIDELINES**: A modal window with two buttons. The "DECLINE INVITATION" button is highlighted with a red border and labeled with a blue circle containing the number 1. A blue arrow points from this button to the next window.
- CONFIRMATION**: A pop-up window with the title "CONFIRMATION" and a question: "Are you sure you want to decline the invitation for this event?". It has two radio buttons: "NO" and "YES". The "YES" button is selected and labeled with a blue circle containing the number 2. A blue arrow points from this window to the next one.
- DECLINE EVENT**: A form window for providing a reason. It includes a "Reasons" dropdown menu with the selected option "My organization does not agree with the terms & conditions/NDA/etc". Below this is a text input field labeled "Type your comment here". To the right of the text field is an upload icon (labeled with a blue circle containing the number 4). At the bottom right are "CANCEL" and "DONE" buttons. The "DONE" button is labeled with a blue circle containing the number 5. A blue arrow points from the "CONFIRMATION" window to this form.

6. RFx

6.1 Basics Details

- ▼

BASIC DETAILS

Event Name

Event Description

Event Type

Event Currency

CHF

Event Overview

Category*

Business Unit*

Region*

Not Applicable

6.2 Event Timeline

Event Timeline: Introduction

- **EVENT TIMELINES** shows the **Response Timeline** set by the CHUGAI Sourcing Manager.
- The **Response Timeline** indicates the deadline of the responses to the RFx.

Important notes:

- All multiple timelines can be viewed in the EVENT TIMELINES section even if they are set by the CHUGAI Sourcing Manager.

While there are no restrictions on timelines other than the response timeline, please also meet the timelines as well as the response timeline.

- Please be sure to meet the response timeline. If not met, no responses can be submitted.

Event Timeline: Overview

- 1 Time Zone:** Time zone set on myBuy
*You can set the time zone as needed in the supplier profile.
- 2 Name:** Timeline name
- 3 Start Date & Time** Start date and time of the timeline
- 4 End Date & Time** End date and time of the timeline
- 5 Duration:** Remaining days and time before the deadline

EVENT TIMELINES

Gantt View

1

Time Zone:India Standard Time(UTC+5:30)

2

Name

Response Timeline

3

Start Date & Time

11/12/2021 5:30 PM

4

End Date & Time

11/28/2021 4:29 AM

5

Duration

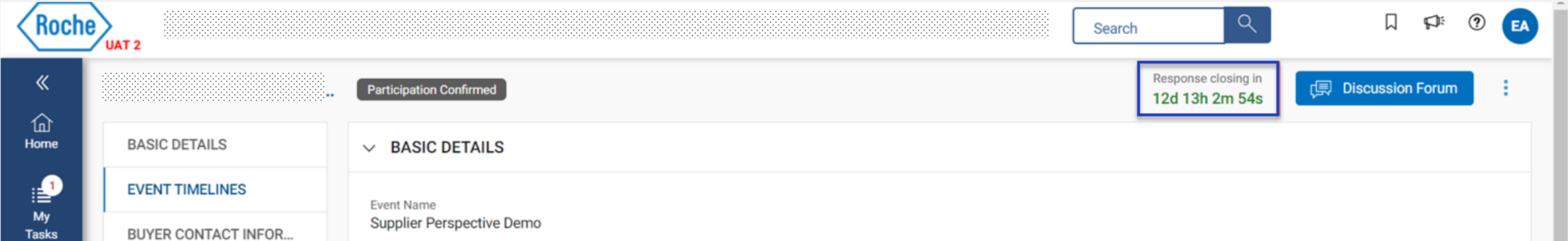
15d 10h 59m

Event Timeline: Important notes

- Usually, the **response timeline** starts at the same time as the disclosing date of RFX.
However, even if the response timeline has not yet started, the RFX may be disclosed.

Important notes

- You can submit responses to the RFX only during the response timeline.
- The closing date and time of the RFX event is shown in the upper right of the RFX page shows.



The screenshot displays the Roche UAT 2 RFX page. In the top right corner, a blue box highlights the text "Response closing in 12d 13h 2m 54s". Below this, a blue button labeled "Discussion Forum" is visible. The page layout includes a left sidebar with navigation options like "Home", "My Tasks", and "EVENT TIMELINES". The main content area shows "BASIC DETAILS" for the event "Supplier Perspective Demo". A "Participation Confirmed" status is also indicated.

6.3 Buyer Contact Information

How to Check Buyer Contact Information

- This item enables you to check the contact information of the CHUGAI Sourcing Manager.

✓ BUYER CONTACT INFORMATION (1)

Name

Designation



Email Address

Contact Number

[Redacted Name]

[Redacted Email Address]

6.4 Team Member

Management of Contact Information of Team Members

- **TEAM MEMBERS** shows the representative at your company invited to the RFx by the CHUGAI Sourcing Manager.
- Click **Manage Contacts** to add, delete, or assign members at your company who participate in the RFx event.

TEAM MEMBERS				 Manage Contacts
Name	Viewer	Collaborator	Invitation Status	
 [Name]	☒	☒		

Management of Contact Information of Team Members

- **Manage Contacts** shows all contacts information you have registered for myBuy and enables you to manage the information.
- You can determine which role or privilege should be assigned to each contact information for a specific RFx.

Manage Contacts - **CONTACT & YOUR ROLE**

Search [Add New Contact](#)

Name & Contact	User's Role	Updated By	Email Sent On
AG	Primary Responder	Buyer	11/18/2021 9:18 PM
Adrienn M	No Access		
Dummy Contact	No Access		
Sebastian W	No Access		

CANCEL DONE

Details of Roles

■ You can assign the following roles to each contact information.

1 Primary Responder:

The primary contact in the RFx. The whole RFx process is promoted by the person having this role.

*The primary responder can be assigned to only one person.

2 Collaborator:

Team members having the same privilege as the primary responder

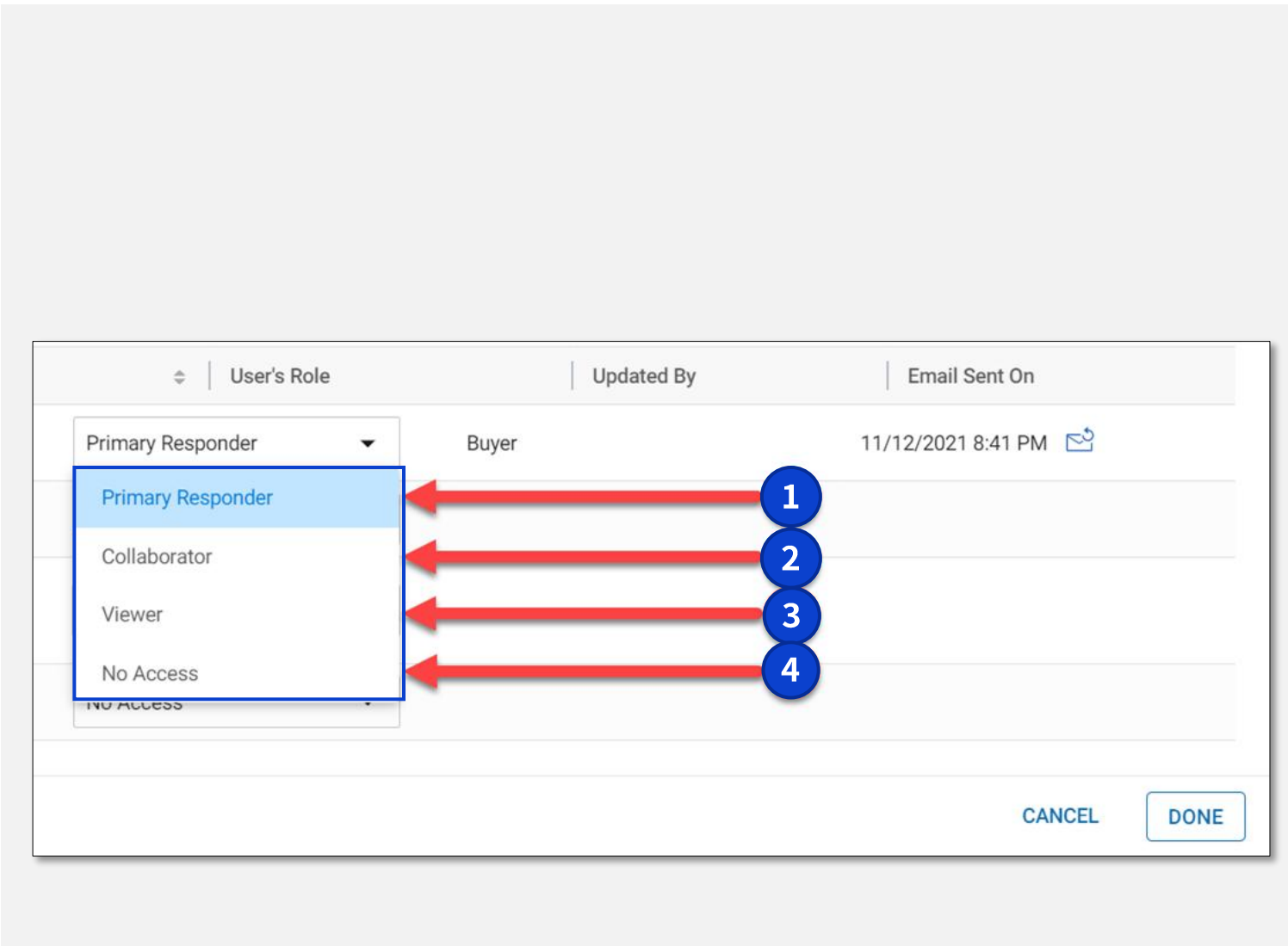
*Multiple collaborators can be involved in RFx.

3 Viewer:

Team members having only the viewing access to the event

4 No access:

This person in charge cannot access the event.



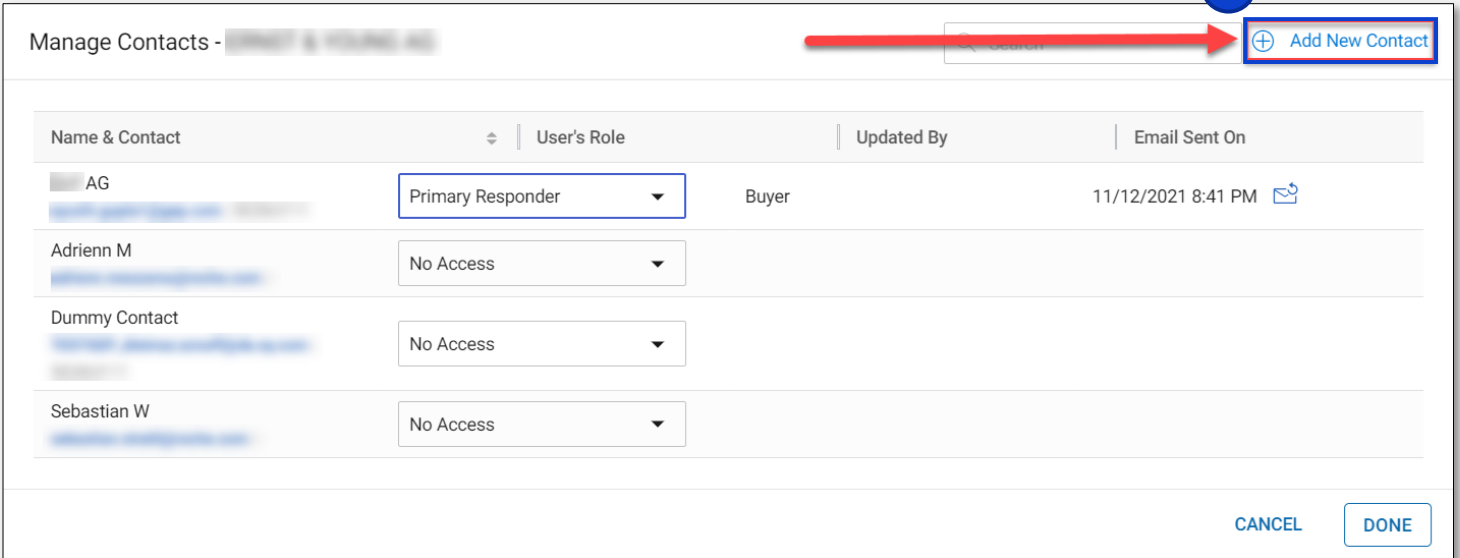
User's Role	Updated By	Email Sent On
Primary Responder	Buyer	11/12/2021 8:41 PM
Primary Responder		
Collaborator		
Viewer		
No Access		

CANCEL DONE

Adding New Contact Information (1)

- **Manage Contacts** enables you to add new contact information.
- When adding new contact information, there is no need of approval from the CHUGAI Sourcing Manager.

1 Click **Add New Contact**.



Manage Contacts - **CONTACT & PHONE AG**

Search

1 [+ Add New Contact](#)

Name & Contact	User's Role	Updated By	Email Sent On
AG	Primary Responder	Buyer	11/12/2021 8:41 PM
Adrienn M	No Access		
Dummy Contact	No Access		
Sebastian W	No Access		

CANCEL DONE

Adding New Contact Information (2)

- 2 Fill in all required items (*) with new contact information.
- 3 Once the required items are filled out, click **Done** in the lower right.

Add Contact

2

Basic Details

First Name*

First Name

Last Name*

Last Name

Email ID*

Email ID

Roles and Responsibilities

Designation

Default Role

Select

Contact Details

Primary Business Phone Number

Extn

Secondary Business Phone Number

Extn

Mobile Number

Fax

Business Details

Category

Category

Business Regions

Business Regions

Regional Settings

Regional Settings

Language

English

Time Zone

(UTC+05:30) Chennai, Kolkata, Mumbai,...

☐ Send Invitation

3

Done

6.5 Guidelines

- | <div><div></div> GUIDELINES (3)</div> | | | | | <div><div></div> Download</div> |
|---------------------------------------|----------------|--------------------|-------------|--------------------|---------------------------------|
| <div><div></div></div> | Guideline Name | Guideline Type | Accepted By | Accepted On | |
| <div><div></div></div> | | General Guidelines | | 11/15/2021 2:02 PM | |
| <div><div></div></div> | | General Guidelines | - | - | |
| <div><div></div></div> | | General Guidelines | | 11/15/2021 2:02 PM | |

6.6 Questionnaires

How to Respond to Questionnaires

- In **QUESTIONNAIRES**, you should respond to the questions set by the CHUGAI Sourcing Manager.
- The responses to the questions will be reflected to the evaluation of RFX.

*The number of questions depends on each RFX event.

You can respond to the questions in either of the following ways:

- 1 Click the **questionnaire name**.
- 2 Click the  symbol on the right.

QUESTIONNAIRES (2)							 Upload All	 Download All
Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %	Actions		
Generic Questionnaire - Fina...	Technical	-	-	8	0.00%			

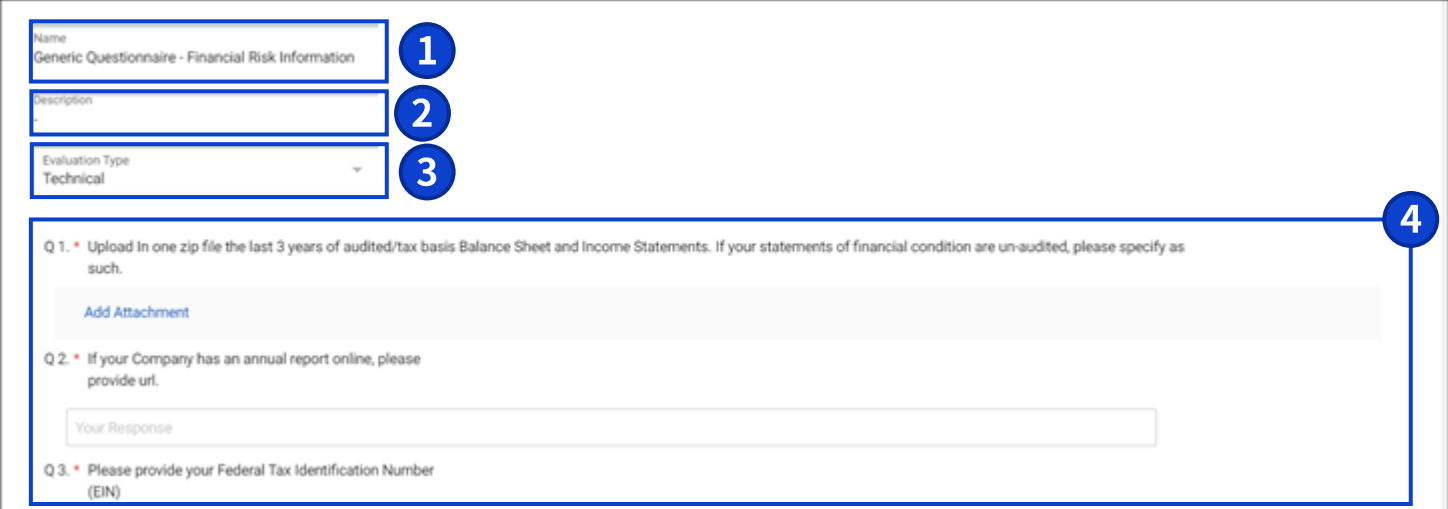
1

2

Questionnaires: Overview

- **Questionnaires** allow you to view the items below.
- In **Questionnaires**, you should respond to the questions in a variety of formats.
- You must respond to the questions with *****.

- 1 Name:** The name of the questionnaire
- 2 Description:** Description of the questionnaires (as needed)
- 3 Evaluation Type**
- 4 Details of each question**



The screenshot shows a questionnaire form with the following structure:

- 1** Name: Generic Questionnaire - Financial Risk Information
- 2** Description: (Empty text box)
- 3** Evaluation Type: Technical (Dropdown menu)
- 4** Details of each question:
 - Q 1. * Upload In one zip file the last 3 years of audited/tax basis Balance Sheet and Income Statements. If your statements of financial condition are un-audited, please specify as such.
 - Add Attachment
 - Q 2. * If your Company has an annual report online, please provide url.
 - Your Response
 - Q 3. * Please provide your Federal Tax Identification Number (EIN)

How to Respond: Responding with Attachment

- By clicking **Add Attachment**, you can upload an attachment for the question.

Q 1. * Upload In one zip file the last 3 years of audited/tax basis Balance Sheet and Income Statements. If your statements of financial condition are un-audited, please specify as such.

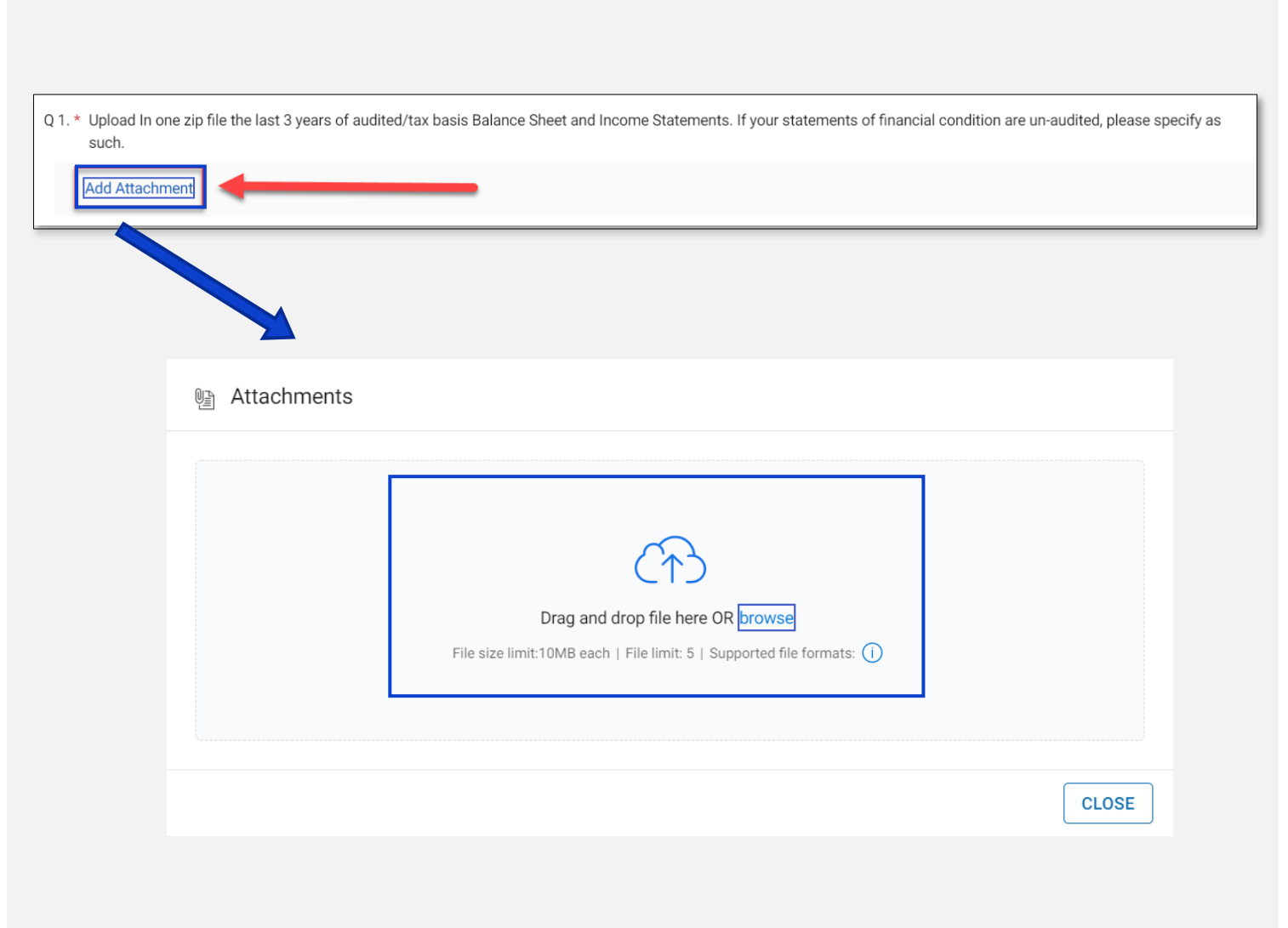
Add Attachment

Attachments

Drag and drop file here OR **browse**

File size limit:10MB each | File limit: 5 | Supported file formats: ⓘ

CLOSE

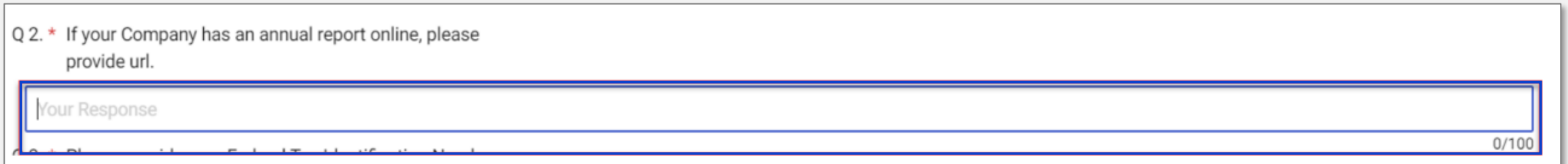


How to Respond: Responding in Text

- The following shows three main types of text input. Text should be input in any of these types.

*The screen shot below is in the No. 1 type.

1. Allows you to input text in one line (up to 100 characters).
2. Allows you to input text in multiple lines (up to 4,000 characters).
3. Allows you to input text with format options and without character limits.



Q 2. * If your Company has an annual report online, please provide url.

Your Response

0/100

The screenshot shows a survey question with a single-line text input field. The question is "Q 2. * If your Company has an annual report online, please provide url." The input field is labeled "Your Response" and has a character count of "0/100" at the bottom right corner.

How to Respond: Responding in Text + Attachment

- You can respond to the question in text with an attachment.

Q 6. ★ Please provide a summary of any mergers and acquisitions over the past 5 years.

Your Response

Add Attachment

How to Respond: Responding from Drop-down List

- You can select a response from the [drop-down list](#).

Q 8. * For this scope of services, payment terms are 60 days. Will you agree to comply to these payment terms for this scope of services?

Please Select

Yes

No

How to Respond: Responding Using Checkboxes

- By selecting **checkboxes**, you can respond to the question.

*For questions with checkboxes, you can select multiple responses from the displayed options.

Q 2. * Select other locations where you can deliver:

☒	Basel
☐	Pennzberg
☒	Mannheim
☐	London

How to Respond: Responding by Selecting Date and Time

- By selecting date and time from the **calendar pop-up**, you can respond to the question.

Q 32. * How many years have you been active in the type of services or products Roche is interested in regarding this RFP

MM/DD/YYYY h:mm A

12 : 00 AM

◀ Nov 2021 ▶

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

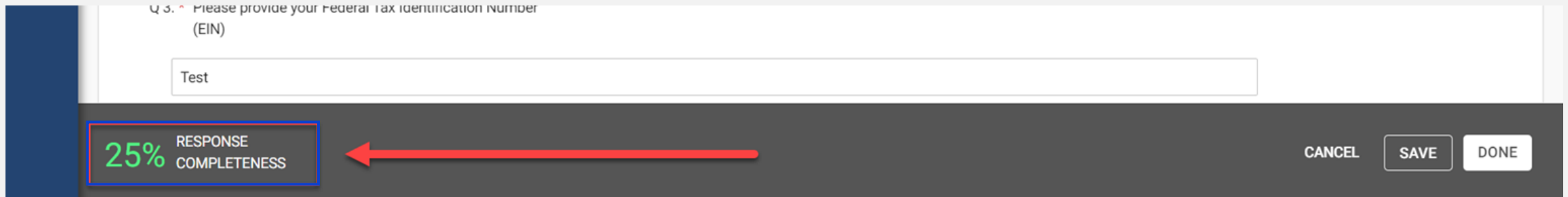
CANCEL APPLY

How to Respond: Checking Progress of Responding to the Questions

- The progress of responding is displayed in percentage (%).

Important notes:

- The optional items are also counted; therefore, even if all required items are responded to, the progress may not reach 100%.



The screenshot shows a survey interface. At the top, a question is partially visible: "Q 3. Please provide your Federal Tax Identification Number (EIN)". Below the question is a text input field containing the word "Test". At the bottom of the screen, a dark grey progress bar is displayed. On the left side of the bar, a box contains the text "25% RESPONSE COMPLETENESS". A red arrow points from the right side of the progress bar towards this box. On the right side of the progress bar, there are three buttons: "CANCEL", "SAVE", and "DONE".

Saving/Canceling Responses

① Click **SAVE**:

Save the current responses.

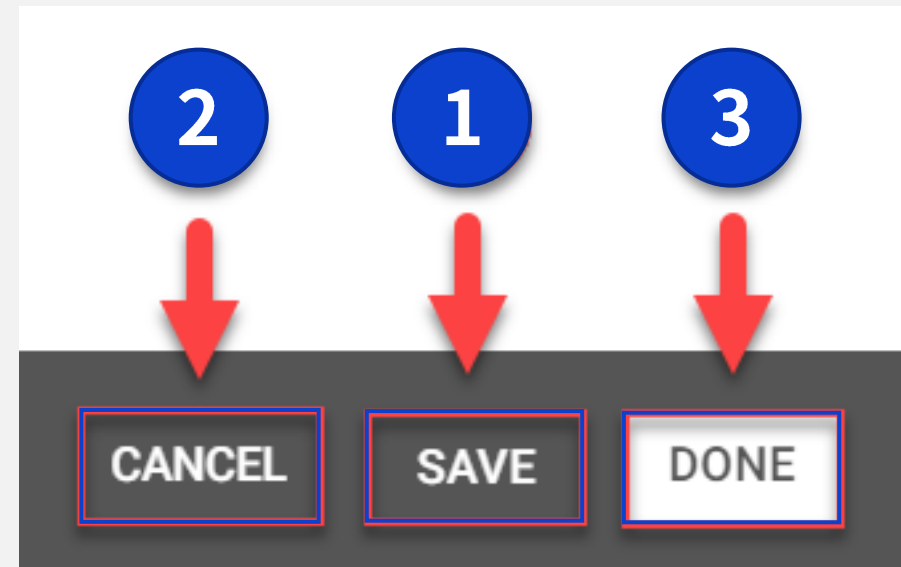
*You can continue to respond to the questions even after saving the responses.

② Click **CANCEL**:

Delete unsaved responses.

③ Click **DONE**:

Save the current responses and return to the main page of RFX.



6.7 Price sheets

Price Sheets: How to Proceed with Quotation Response

- In **PRICE SHEETS**, you should submit quotations for products or services specified by the CHUGAI Sourcing Manager.

*The number of price sheets depends on each the RFx.

Submit quotation using the price sheets in either of the following ways.

- 1 Click a **price sheet**.
- 2 Click the  icon on the right.

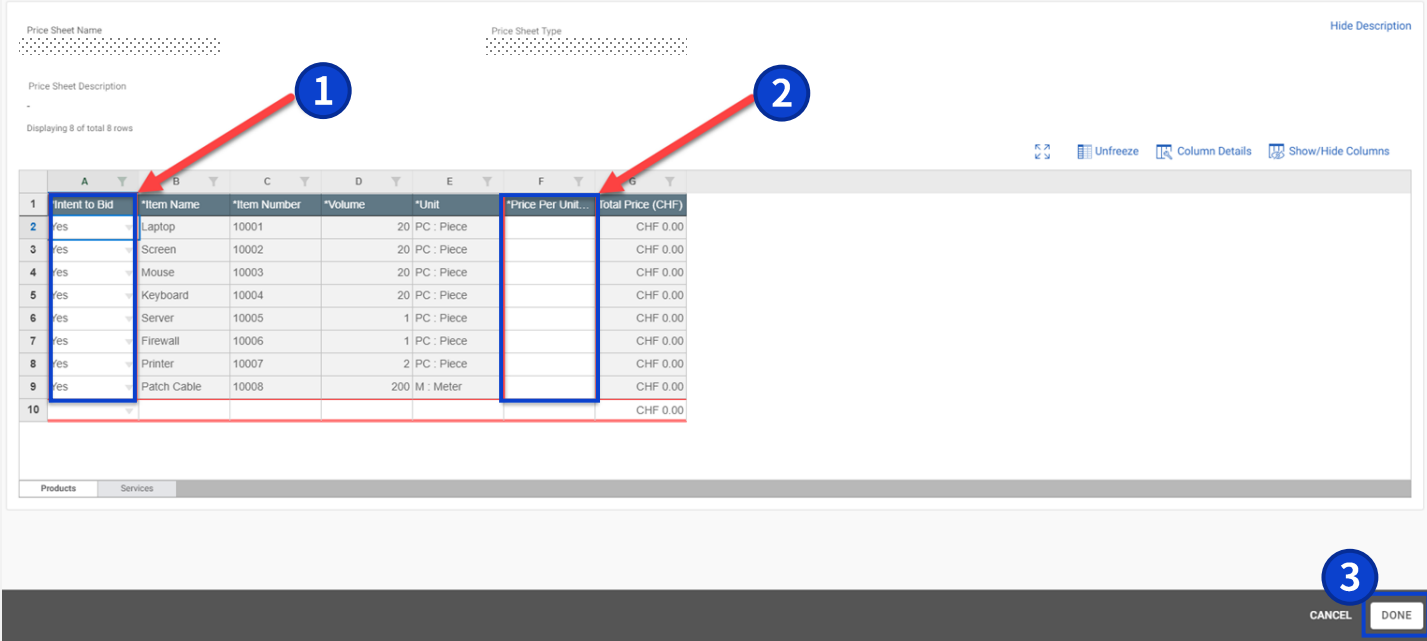
PRICE SHEETS (2) 🔍 ⋮ More

Price Sheet Name	Last Modified By	Last Modified On	Response Completion %	Actions
Products Services	-	-	0.00%	 

Price Sheets: Quotation Response/Submission

- Enter your intension to submit quotation and the quotation amount.
- The rows and columns in the price sheets cannot be edited.

- 1 By default, the **Intent to Bid** of each item is set to “Yes.” The response can be selected for each row.
 Yes: Intend to submit quotation for this item.
 No: Not intend to submit quotation for this item.
- 2 Enter a **unit price** for each item.
- 3 Once all items are filled out, click **Done**.



Price Sheet Name: [Text Box] Price Sheet Type: [Text Box] Hide Description

Price Sheet Description: [Text Box]

Displaying 8 of total 8 rows

	A	B	C	D	E	F	G
	Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	Total Price (CHF)
1	Yes	Laptop	10001	20	PC : Piece		CHF 0.00
2	Yes	Screen	10002	20	PC : Piece		CHF 0.00
3	Yes	Mouse	10003	20	PC : Piece		CHF 0.00
4	Yes	Keyboard	10004	20	PC : Piece		CHF 0.00
5	Yes	Server	10005	1	PC : Piece		CHF 0.00
6	Yes	Firewall	10006	1	PC : Piece		CHF 0.00
7	Yes	Printer	10007	2	PC : Piece		CHF 0.00
8	Yes	Patch Cable	10008	200	M : Meter		CHF 0.00
9							CHF 0.00
10							CHF 0.00

Products Services

CANCEL DONE

Price Sheets: Transcription of Responses from Your Created Quotation in Excel

- You can also copy quotations from your created Excel sheet.
- On the Excel sheet, press CTRL + C keys to copy your response, and press CTRL + V keys to paste it to the price sheet on myBuy.

Price Sheet Name:

Products

Price Sheet Type:

Materials

Description:

Column Type :

Drop Down

Text

Text

Numeric

Drop Down

Currency

Computed

Column Name:

*Intent to Bid

*Item name

*Item number

*Volume

*Unit

*Price per unit(CHF)

Total price(CHF)

Yes

Laptop

10001

20 PC : Piece

CHF 20.00

CHF 400.00

Yes

Screen

10002

20 PC : Piece

CHF 39.00

CHF 780.00

Yes

Mouse

10003

20 PC : Piece

CHF 12.00

CHF 240.00

Yes

Keyboard

10004

20 PC : Piece

CHF 43.00

CHF 860.00

Yes

Server

10005

1 PC : Piece

CHF 23.00

CHF 23.00

Yes

Firewall

10006

1 PC : Piece

CHF 435.00

CHF 435.00

Yes

Printer

10007

2 PC : Piece

CHF 123.00

CHF 246.00

Yes

Patch Cable

10008

200 M : Meter

CHF 23.00

CHF 4'600.00

A

B

C

D

E

F

G

1

*Intent to Bid

*Item Name

*Item Number

*Volume

*Unit

*Price Per Unit...

Total Price (CHF)

2

Yes

Laptop

10001

20

PC : Piece

CHF 20.00

CHF 400.00

3

Yes

Screen

10002

20

PC : Piece

CHF 39.00

CHF 780.00

4

Yes

Mouse

10003

20

PC : Piece

CHF 12.00

CHF 240.00

5

Yes

Keyboard

10004

20

PC : Piece

CHF 43.00

CHF 860.00

6

Yes

Server

10005

1

PC : Piece

CHF 23.00

CHF 23.00

7

Yes

Firewall

10006

1

PC : Piece

CHF 435.00

CHF 435.00

8

Yes

Printer

10007

2

PC : Piece

CHF 123.00

CHF 246.00

9

Yes

Patch Cable

10008

200

M : Meter

CHF 23.00

CHF 4,600.00

10

Products

Services

6.8 Attachments

Viewing and Attaching Materials

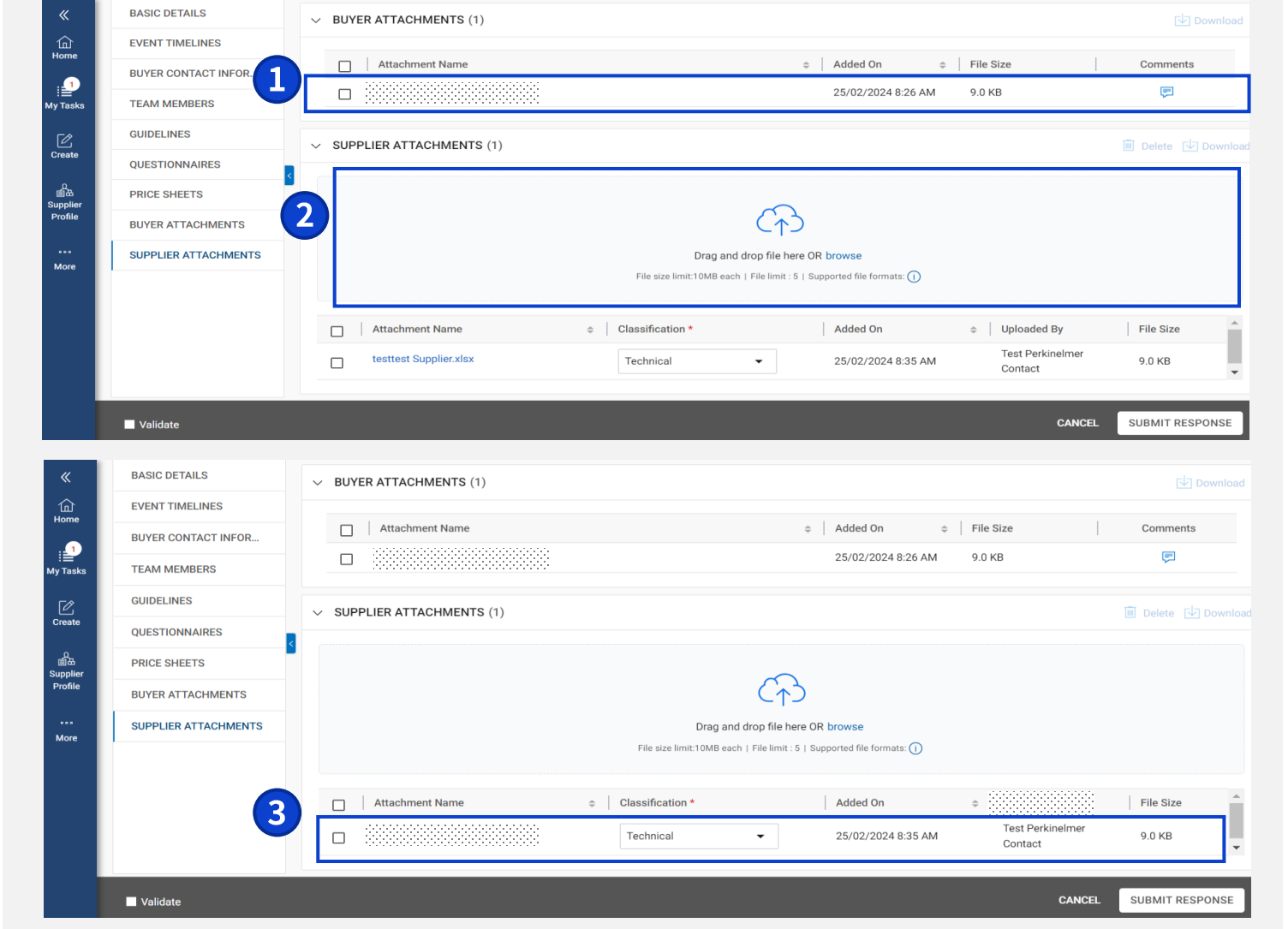
- This screen displays attachments and support materials attached by the CHUGAI Sourcing Manager.

*The **Buyer** tab displays the attachments added by the CHUGAI Sourcing Manager.

- You can add **your attachments and materials (quotations, proposals)**.

*The **Supplier** tab displays the added attachments.

- 1 To view materials attached by the CHUGAI Sourcing Manager, click the **attachment name**.
- 2 Drag and drop a file to the **attachment field**.
- 3 This field displays materials added by the supplier.



The screenshot displays the CHUGAI Sourcing Manager interface. On the left is a sidebar with navigation links: Home, My Tasks, Create, Supplier Profile, and More. The main area is titled 'SUPPLIER ATTACHMENTS (1)' and features a large blue box with a cloud icon and the text 'Drag and drop file here OR browse'. Below this box is a table with the following columns: Attachment Name, Classification, Added On, Uploaded By, and File Size. A single row is shown with the attachment 'testtest Supplier.xlsx', classified as 'Technical', added on '25/02/2024 8:35 AM', uploaded by 'Test Perkinelmer Contact', and 9.0 KB in size. At the bottom of the interface are buttons for 'Validate', 'CANCEL', and 'SUBMIT RESPONSE'.

7. Discussion Forum

Discussion Forum: Overview

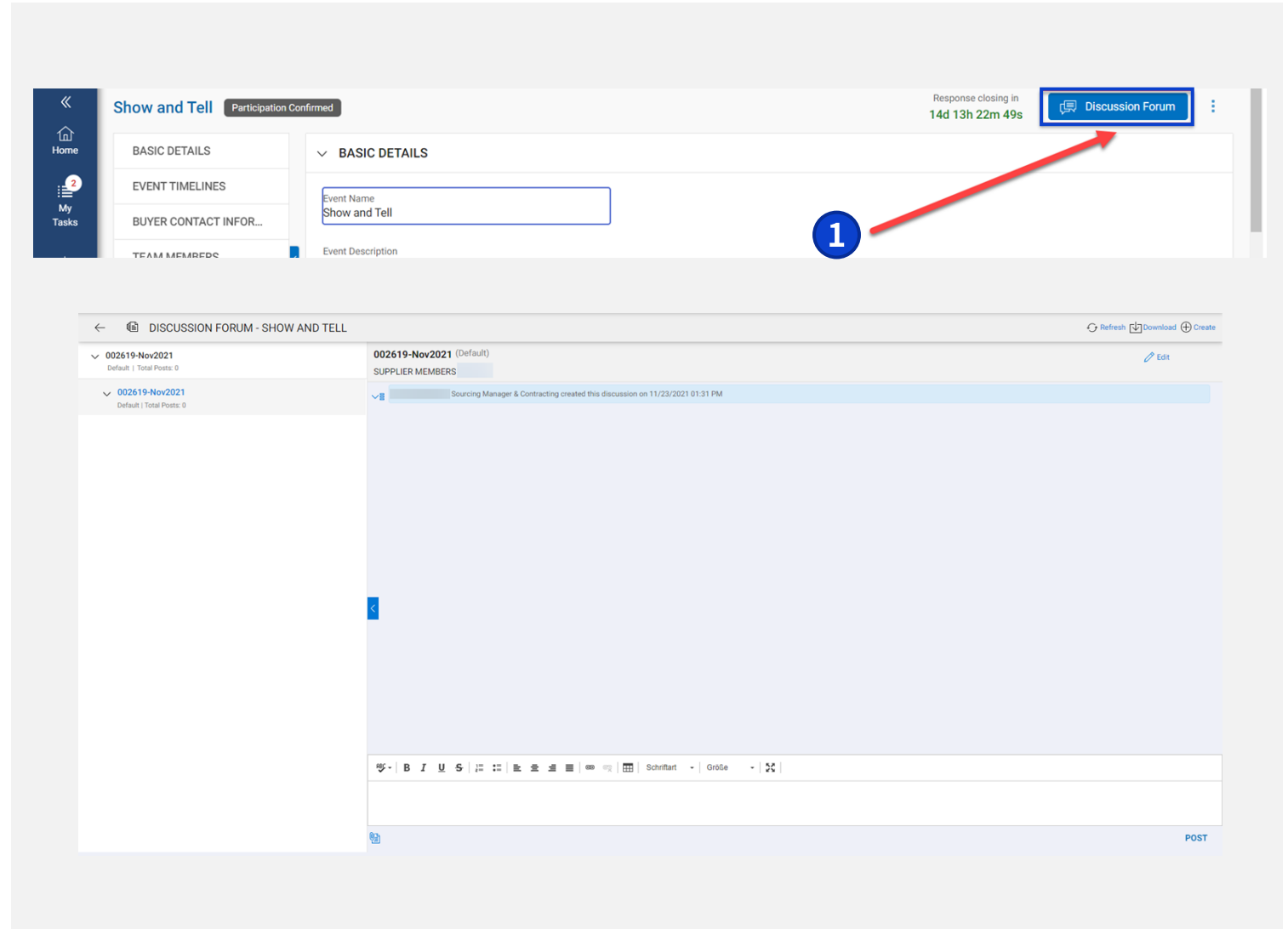
- You can use **DISCUSSION FORUM** to communicate with the CHUGAI Sourcing Manager.

*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.

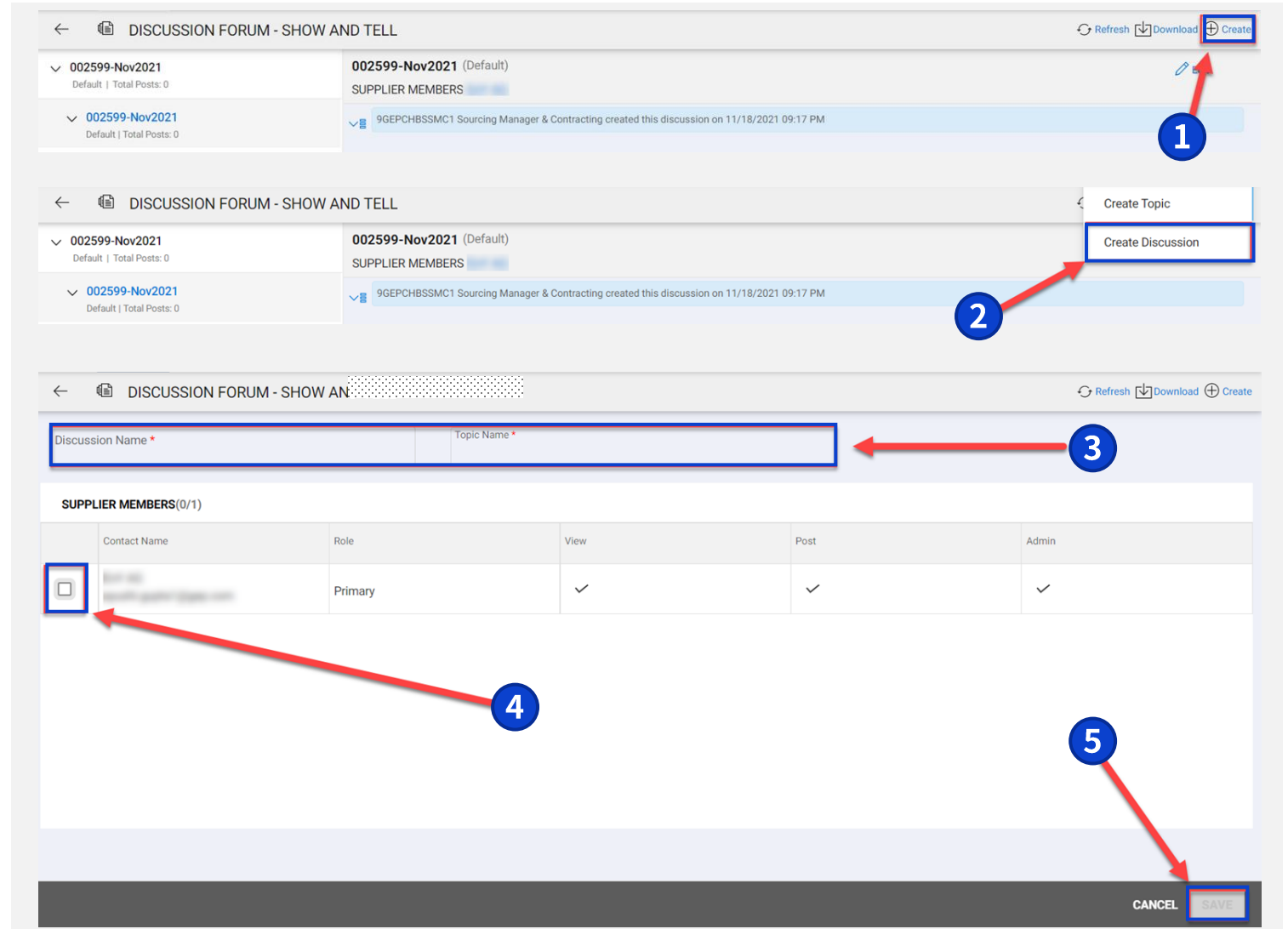
*The icon is displayed only for the members invited to participate in the RFx event.



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**.



The screenshot shows the 'DISCUSSION FORUM - SHOW AND TELL' interface. It includes a sidebar with event filters, a main content area with a discussion list, and a form for creating a new discussion. The steps are as follows:

- 1 Click the **Create** button (indicated by a red arrow and a blue circle with the number 1).
- 2 Click **Create Discussion** in the dropdown menu (indicated by a red arrow and a blue circle with the number 2).
- 3 Enter a **discussion name** and select a **topic name** (indicated by a red arrow and a blue circle with the number 3).
- 4 Select **members who participate in the event** (indicated by a red arrow and a blue circle with the number 4).
- 5 Click **SAVE** (indicated by a red arrow and a blue circle with the number 5).

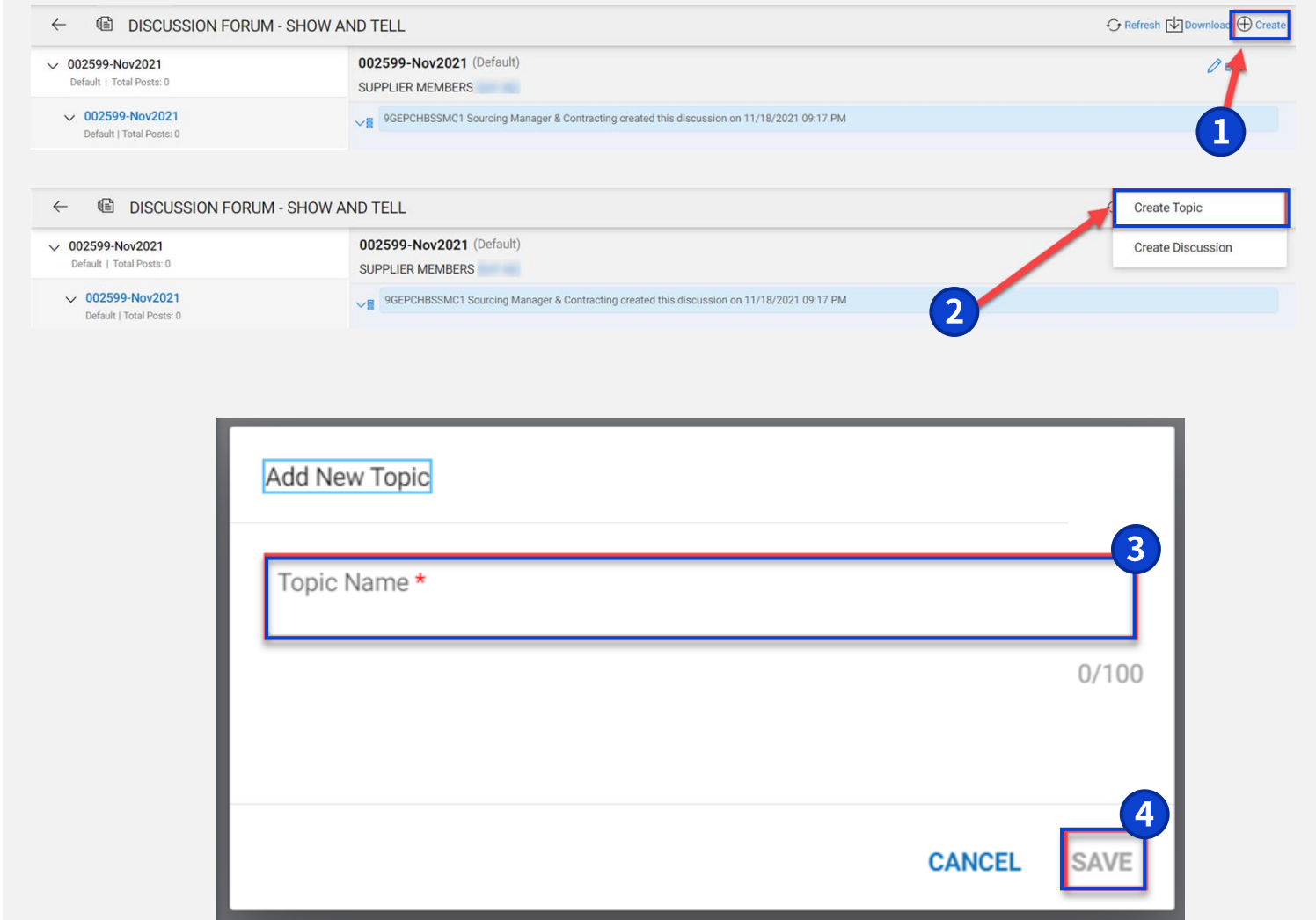
The interface also displays a table of **SUPPLIER MEMBERS(0/1)** with columns for Contact Name, Role, View, Post, and Admin.

Contact Name	Role	View	Post	Admin
	Primary	✓	✓	✓

Starting Topic

- You can start a topic within the RFX event.

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

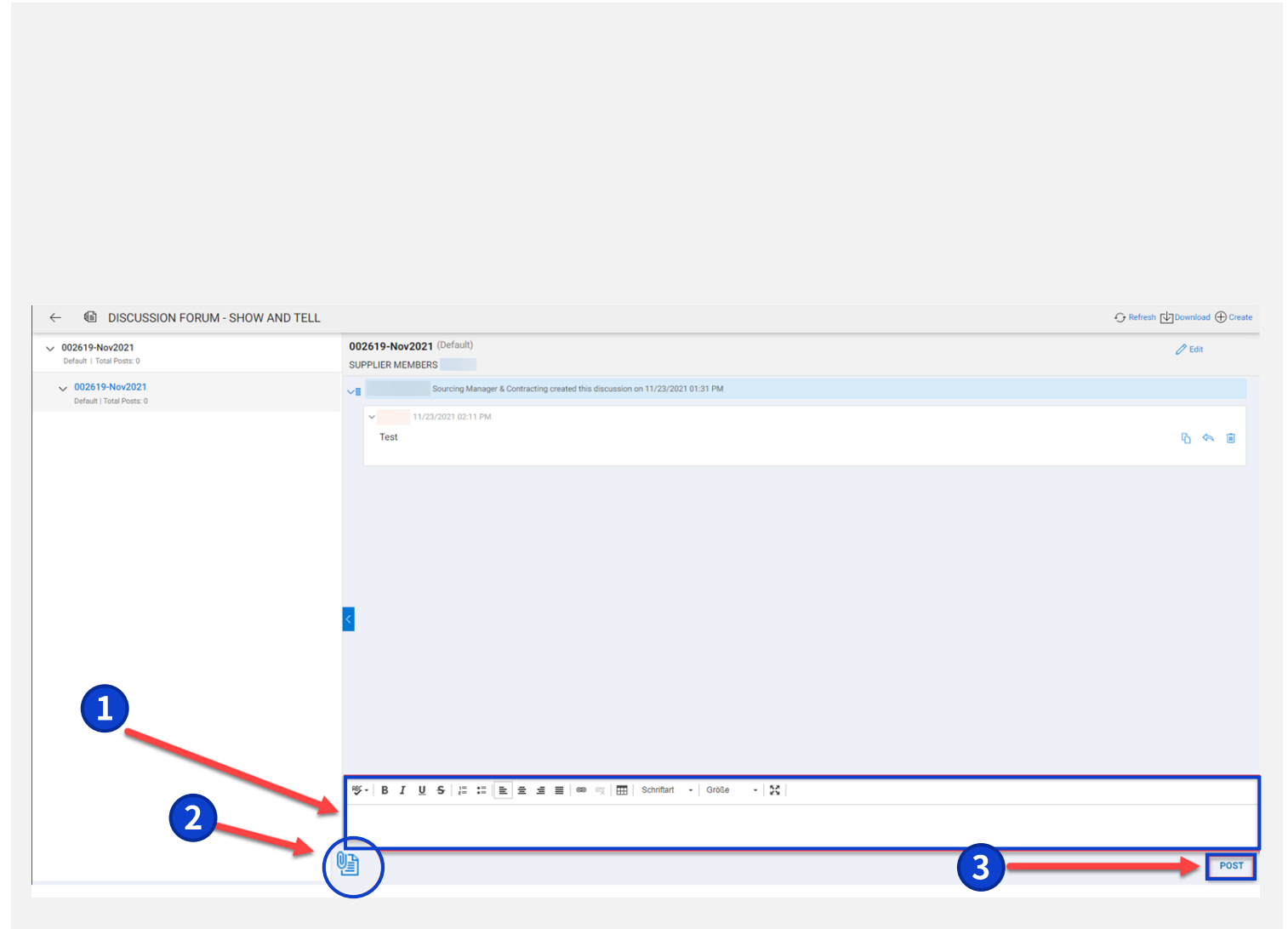


The screenshot displays the 'DISCUSSION FORUM - SHOW AND TELL' interface. At the top right, there is a '+ Create' button (labeled 1). A red arrow points from this button to a dropdown menu (labeled 2) that contains 'Create Topic' and 'Create Discussion'. Below this, a modal window titled 'Add New Topic' is shown. It features a text input field labeled 'Topic Name *' (labeled 3) with a character count '0/100'. At the bottom right of the modal, there are 'CANCEL' and 'SAVE' buttons (labeled 4).

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.

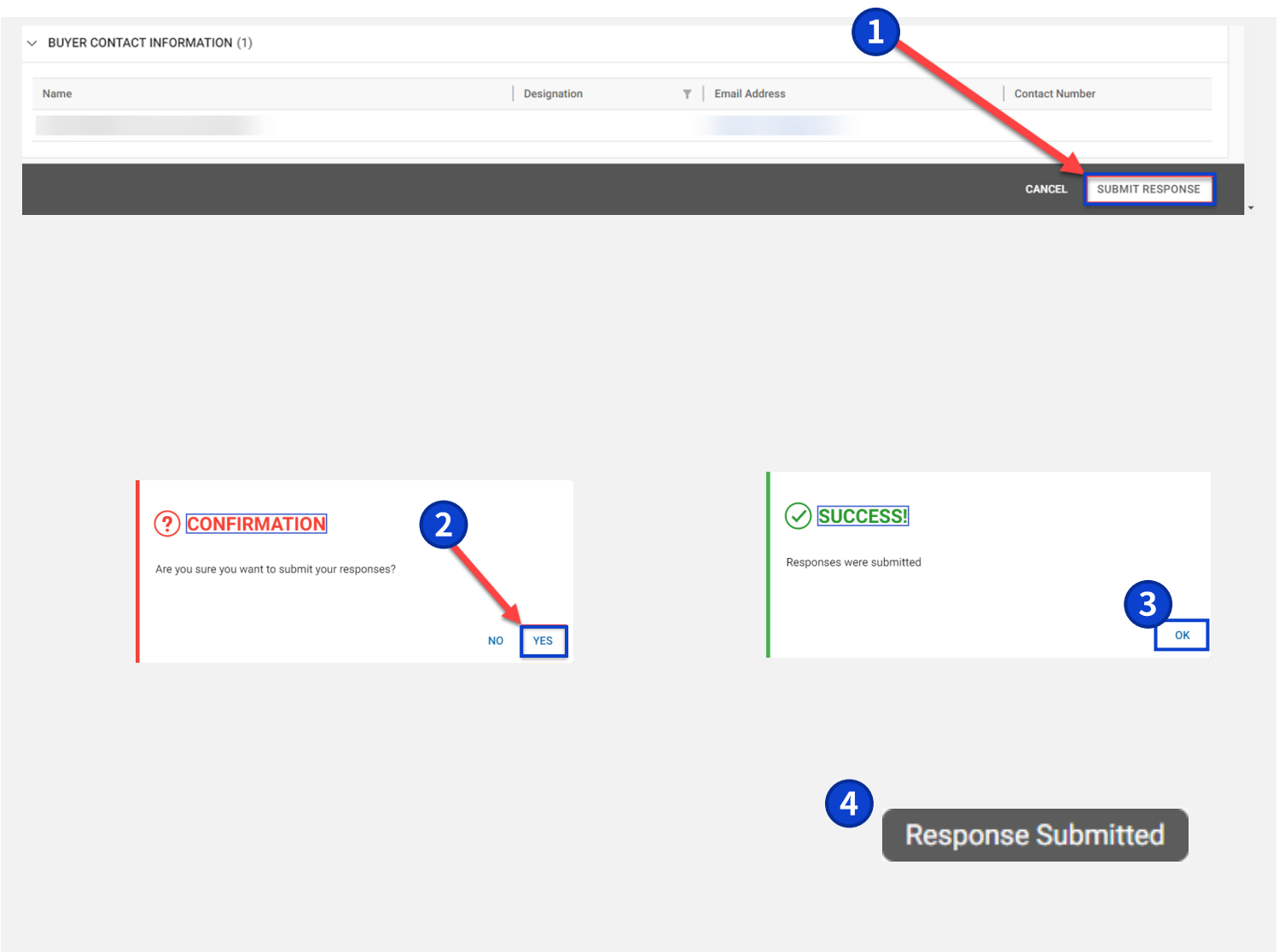


8. Submission of Responses

Submission of Responses

- Check the details of the RFx, respond to the questionnaires and price sheets, and submit them.

- 1 Click **SUBMIT RESPONSE**.
- 2 Click **YES**.
- 3 Click **OK**.
- 4 When the response is submitted, the event status changes to **Response Submitted**.



The screenshot illustrates the submission process in four steps:

- Step 1:** A red arrow points to the **SUBMIT RESPONSE** button in the top right corner of the **BUYER CONTACT INFORMATION (1)** form.
- Step 2:** A red arrow points to the **YES** button in a **CONFIRMATION** dialog box asking, "Are you sure you want to submit your responses?".
- Step 3:** A red arrow points to the **OK** button in a **SUCCESS!** message box stating, "Responses were submitted".
- Step 4:** A red arrow points to a dark grey button labeled **Response Submitted** at the bottom of the screen.

9. Withdrawing/Resubmitting Responses

Withdrawing/Resubmitting Responses (1)

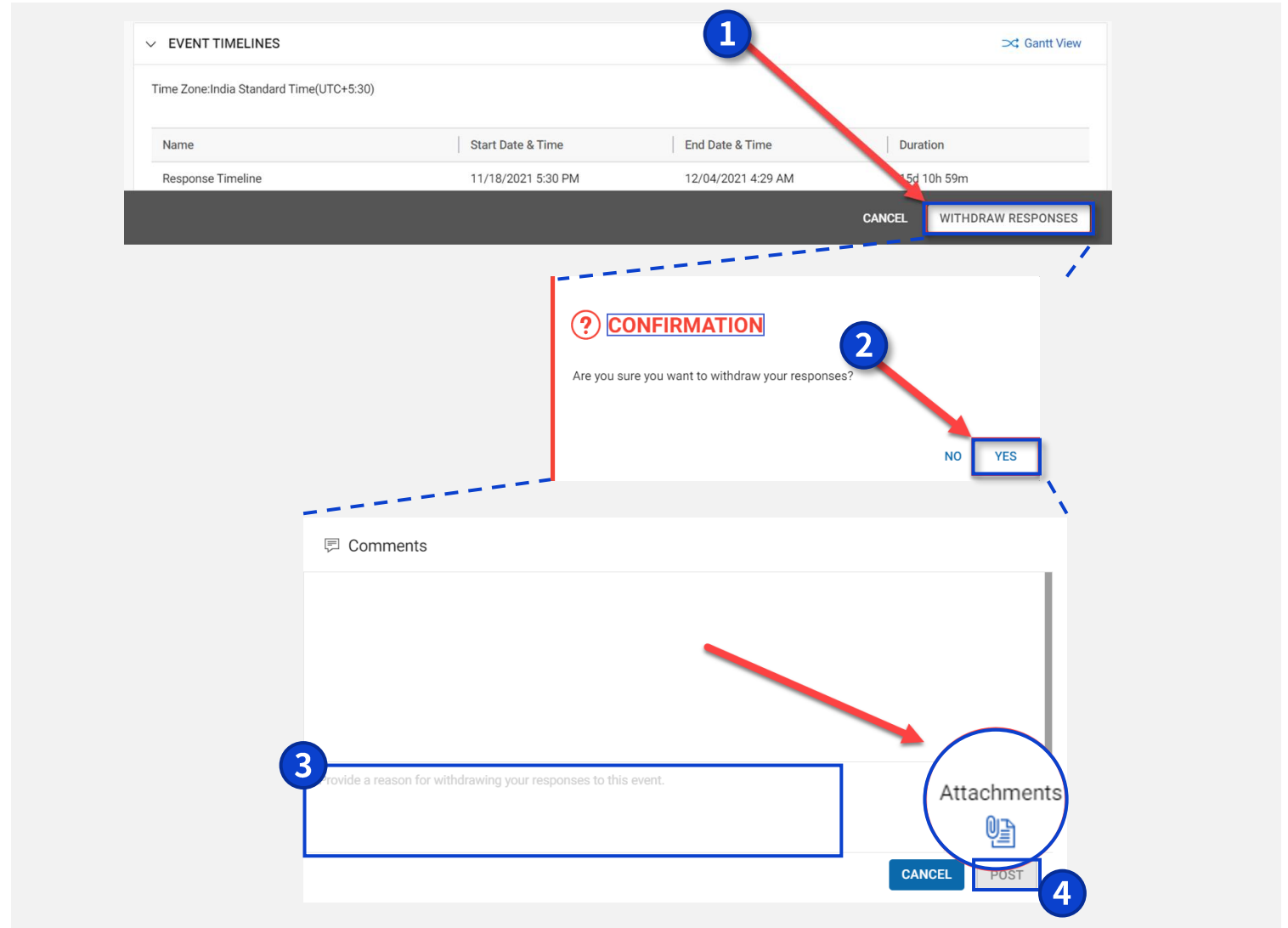
- You can withdraw submitted responses if you need to modify or correct them.

Withdrawal of Responses

- 1 Click **WITHDRAW RESPONSES**.
- 2 On the confirmation screen, click **YES**.
- 3 Write a **reason for the withdrawal**.
- 4 Click **POST**.

Supplemental:

- By clicking **Attachments (circled)**, you can upload an attachment.



The screenshot illustrates the withdrawal process in a web application. It is divided into three main sections:

- EVENT TIMELINES:** A table showing event details. A red arrow labeled '1' points to the 'WITHDRAW RESPONSES' button at the bottom right of this section.
- CONFIRMATION:** A modal dialog asking 'Are you sure you want to withdraw your responses?'. A red arrow labeled '2' points to the 'YES' button.
- Comments:** A section for providing a reason for withdrawal. A red arrow labeled '3' points to the text input area. Below this, a red arrow labeled '4' points to the 'POST' button. A circled 'Attachments' icon with a document symbol is also shown, indicating where to click to upload files.

Withdrawing/Resubmitting Responses (2)

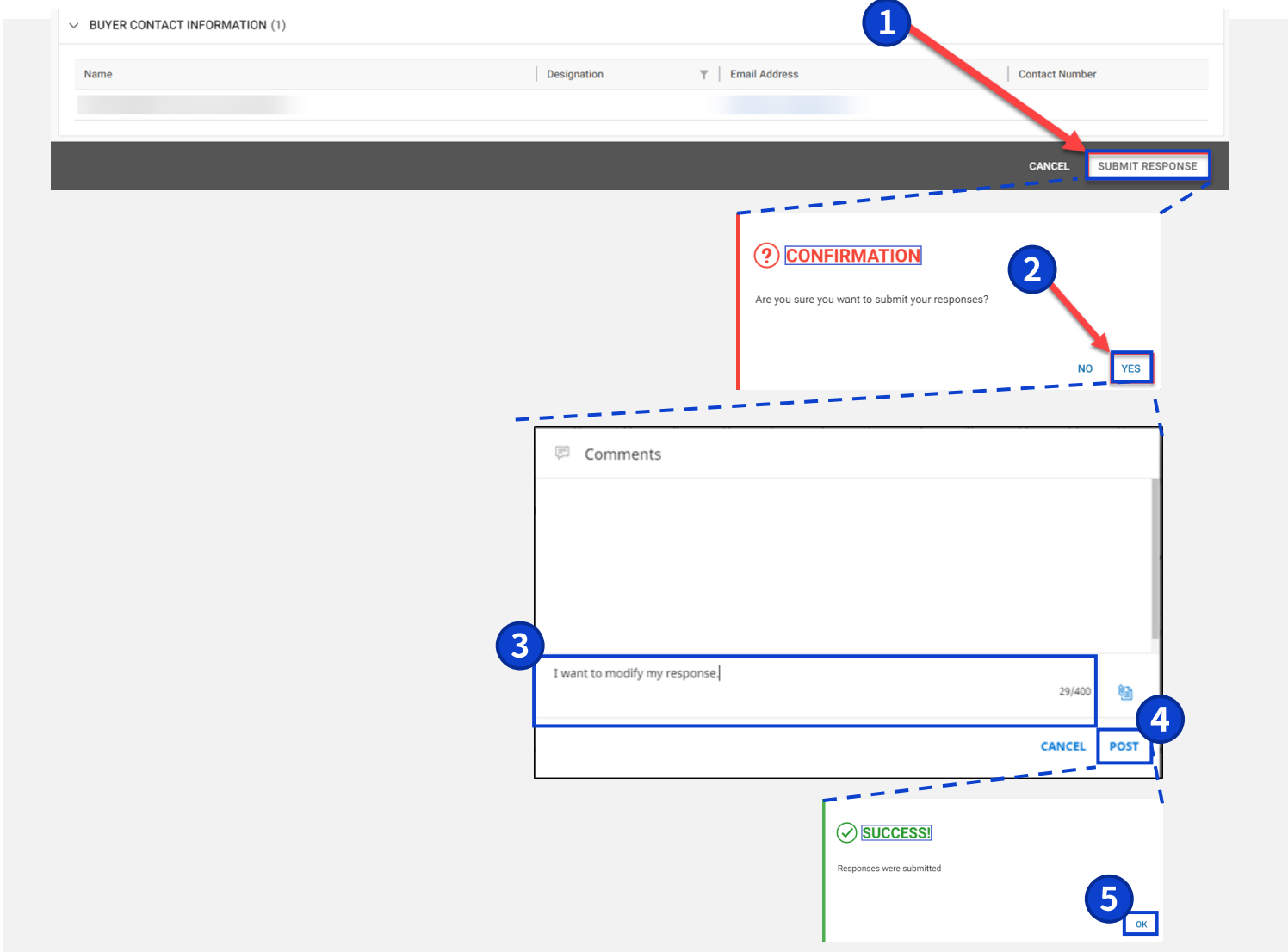
- You can modify and resubmit responses within the response timeline.
- Complete modifying the materials, such as questionnaires and price sheets, before resubmitting them.

Resubmitting Responses

- 1 Click **SUBMIT RESPONSE**.
- 2 On the confirmation screen, click **YES**.
- 3 Enter a **comment**.

Notes on resubmission of responses

 - When resubmitting, include in the comment the changes from the responses before withdrawal.
- 4 Click **POST**.
- 5 On the confirmation screen, click **OK**.



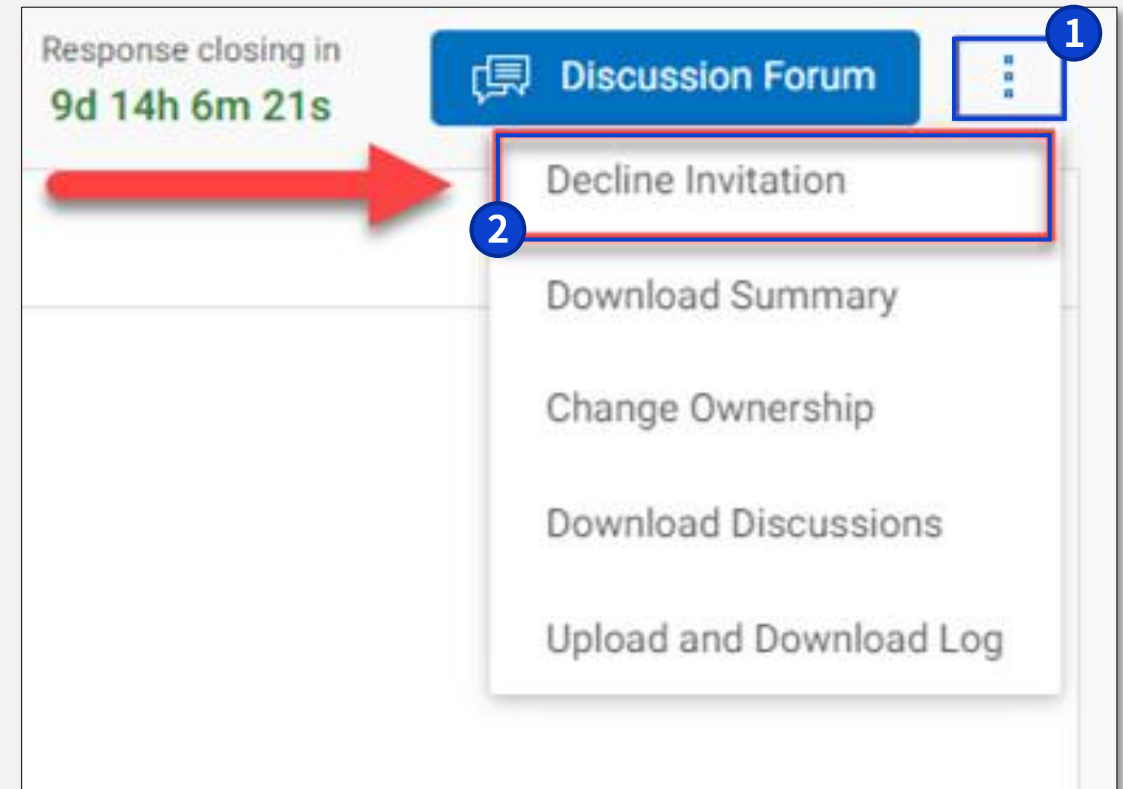
The screenshot illustrates the resubmission process in a web application. It shows a 'BUYER CONTACT INFORMATION' table with columns for Name, Designation, Email Address, and Contact Number. Below the table is a 'SUBMIT RESPONSE' button, highlighted with a red circle and arrow labeled '1'. This leads to a 'CONFIRMATION' dialog box asking 'Are you sure you want to submit your responses?', with a 'YES' button highlighted by a red circle and arrow labeled '2'. Below the confirmation is a 'Comments' section with a text input field. A red circle and arrow labeled '3' points to the input field, which contains the text 'I want to modify my response'. A red circle and arrow labeled '4' points to the 'POST' button. Finally, a 'SUCCESS!' message 'Responses were submitted' is shown, with an 'OK' button highlighted by a red circle and arrow labeled '5'.

10. Others

Declining RFX Event

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

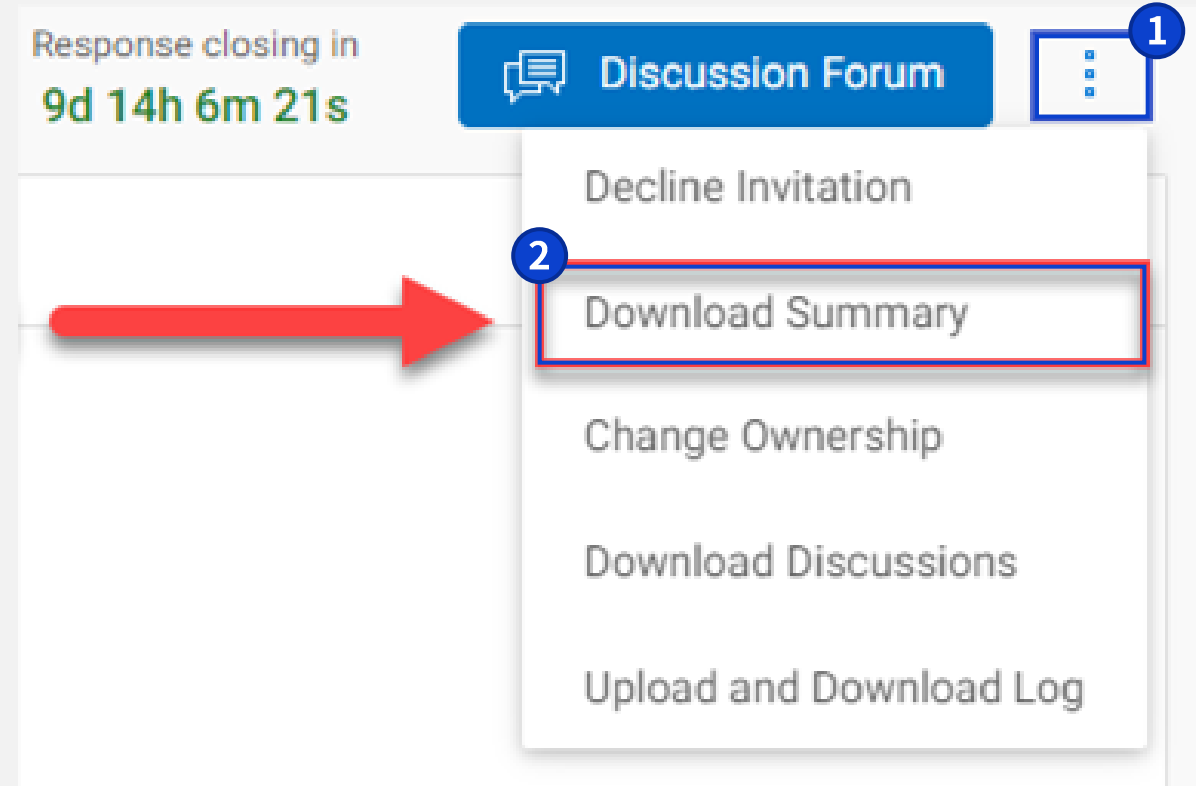
- 1 Click the  icon in the upper right of the RFX event.
- 2 Click **Decline Invitation**.
- 3 On the confirmation pop-up window, click **Yes**.
- 4 On the SUCCESS pop-up window, click **OK**.



Downloading RFX Event Summary

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

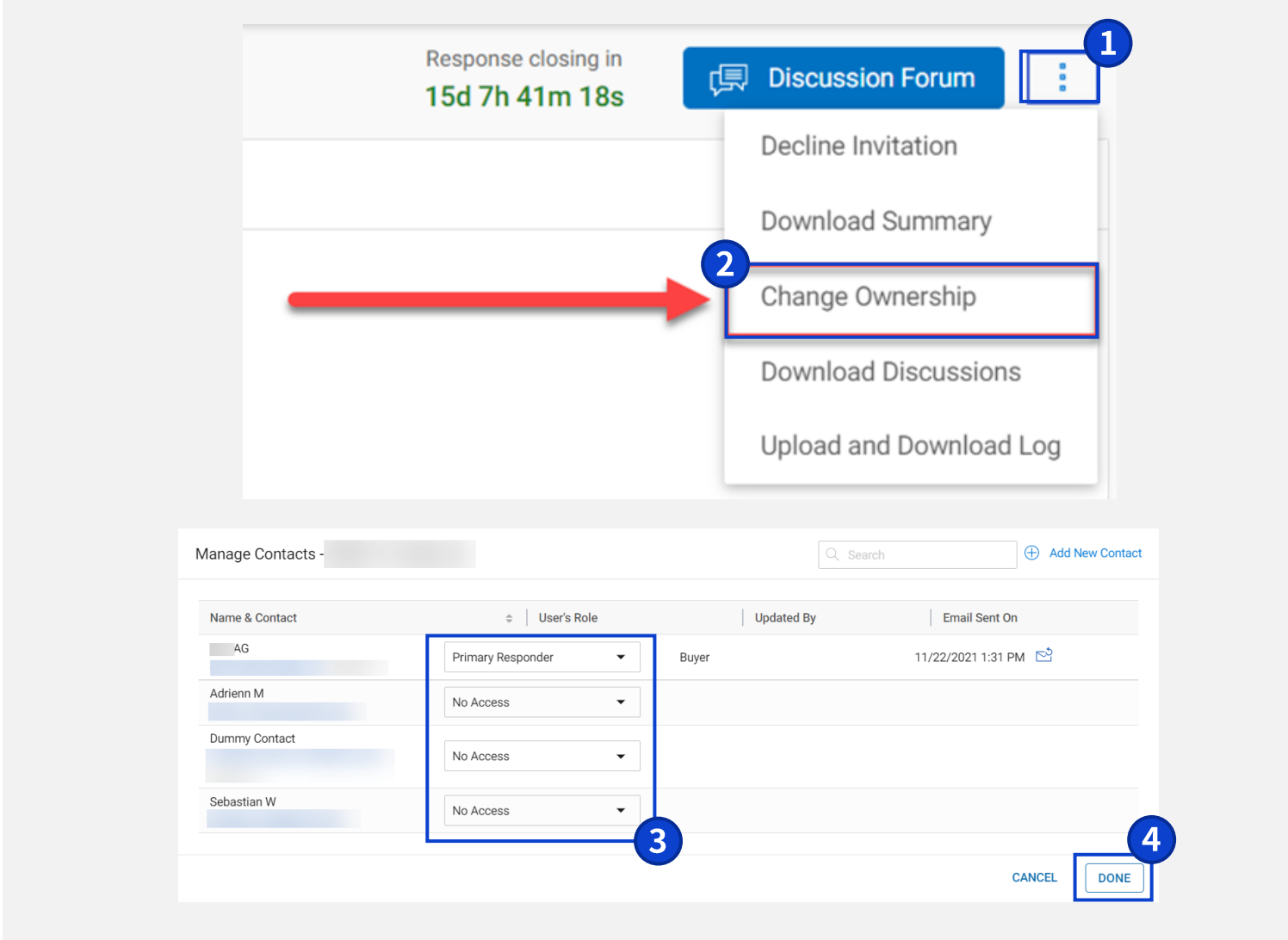
- 1 Click the  icon in the upper right of the RFX event.
- 2 Click **Download Summary**.



Changing Primary Responder

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

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



The screenshot illustrates the process of changing the primary responder for an RFX event. It is divided into two main sections: the top section for event actions and the bottom section for managing contacts.

Top Section: RFX Event Actions

- A timer indicates the response closing in 15d 7h 41m 18s.
- A blue button labeled "Discussion Forum" is in the top right.
- A menu icon (three vertical dots) is circled with a blue "1".
- A dropdown menu is open, showing options: "Decline Invitation", "Download Summary", "Change Ownership" (highlighted with a red box and a blue "2"), "Download Discussions", and "Upload and Download Log". A red arrow points to the "Change Ownership" option.

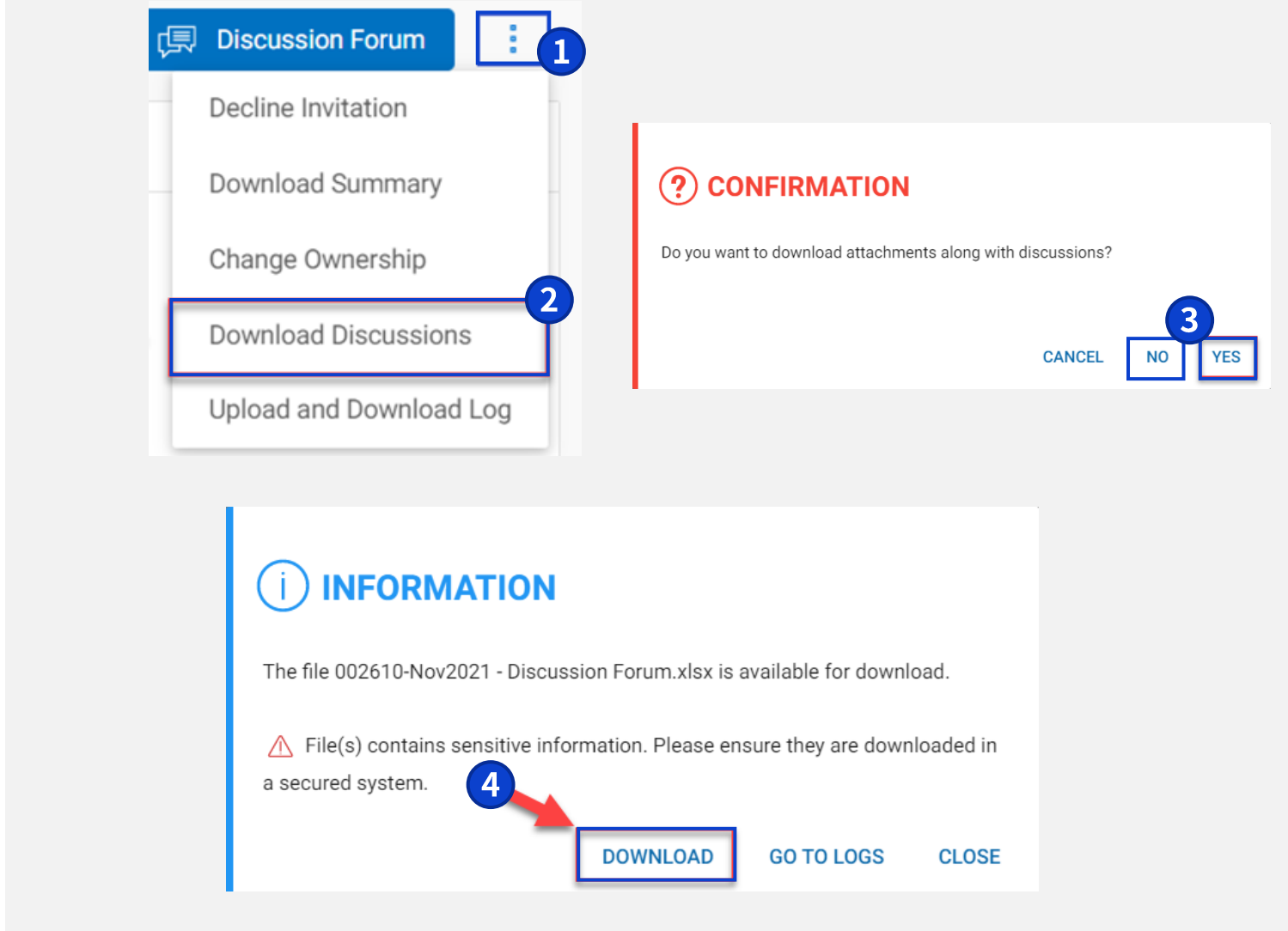
Bottom Section: Manage Contacts

- The header includes "Manage Contacts", a search bar, and an "Add New Contact" button.
- A table lists contacts with columns: "Name & Contact", "User's Role", "Updated By", and "Email Sent On".
- The "User's Role" column has a dropdown menu open, showing "Primary Responder" (selected and highlighted with a blue box and a blue "3") and "No Access".
- At the bottom right, there are "CANCEL" and "DONE" buttons. The "DONE" button is circled with a blue "4".

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.



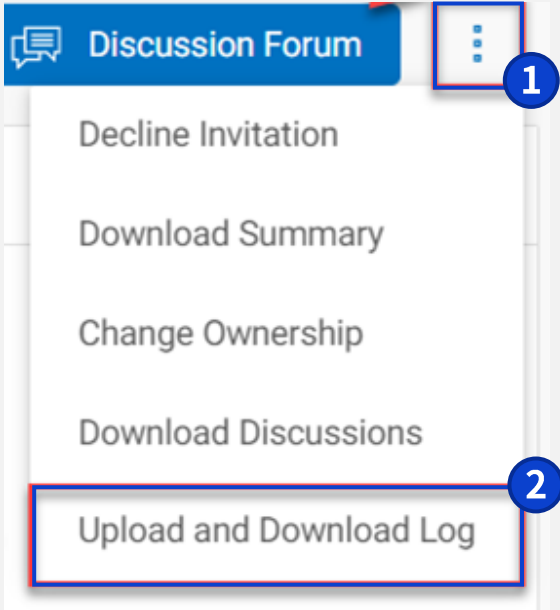
The screenshot illustrates the steps to download discussion history. It shows the 'Discussion Forum' header with a menu icon (1) that opens a dropdown containing 'Download Discussions' (2). A confirmation dialog (3) asks 'Do you want to download attachments along with discussions?' with 'NO' and 'YES' buttons. An information dialog (4) states 'The file 002610-Nov2021 - Discussion Forum.xlsx is available for download.' and includes a warning about sensitive information. The 'DOWNLOAD' button is highlighted with a red arrow.

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.



Discussion Forum

- Decline Invitation
- Download Summary
- Change Ownership
- Download Discussions
- Upload and Download Log**

3

Upload and Download Log(6)

India Standard Time (UTC+5:30)

File(s) contains sensitive information. Please ensure they are downloaded in a secured system.

	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		-

創造で、想像を超える。



中外製薬



ロシュ グループ