



Roche ロシュ グループ

*my***Buy**

RFx Guidance Quick Guide

MYB_UM_S005

Chugai Pharmaceutical Co., Ltd. Procurement Department

ver 1.0



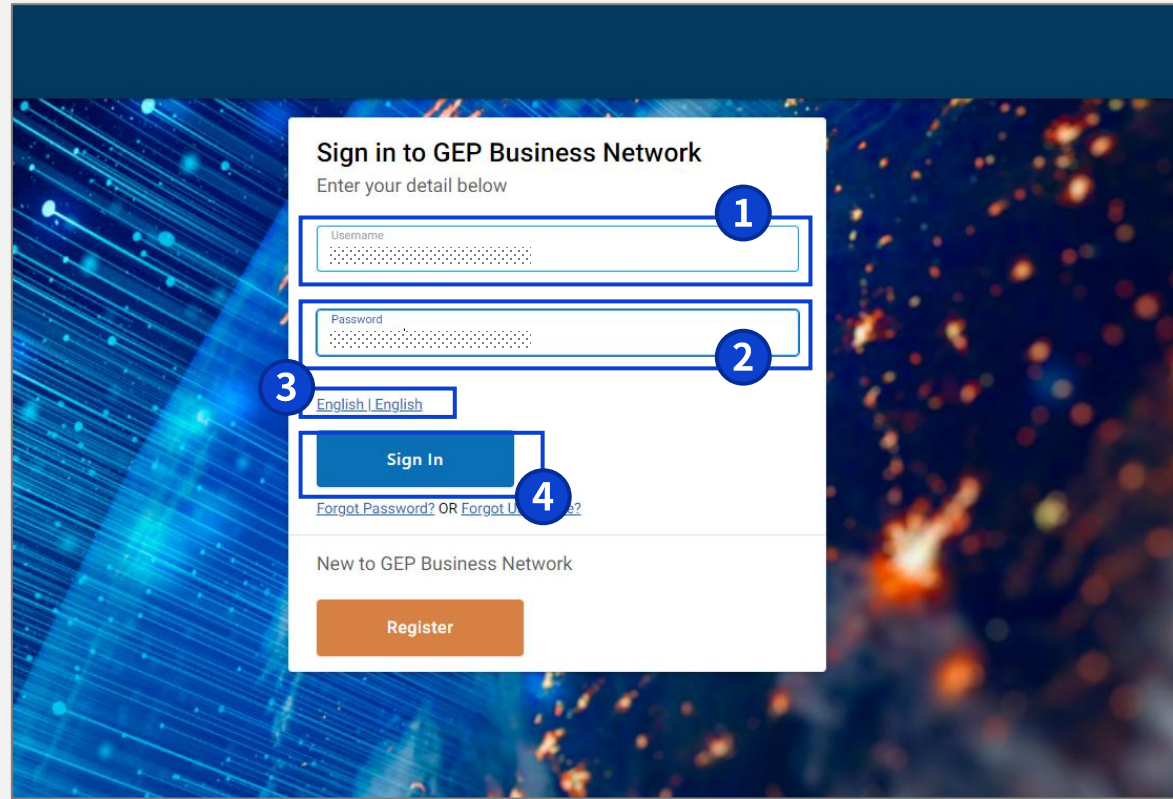
創造で、想像を超える。

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 a white box with the title "Sign in to GEP Business Network" and the instruction "Enter your detail below". There are four numbered steps indicated by blue circles with white numbers:

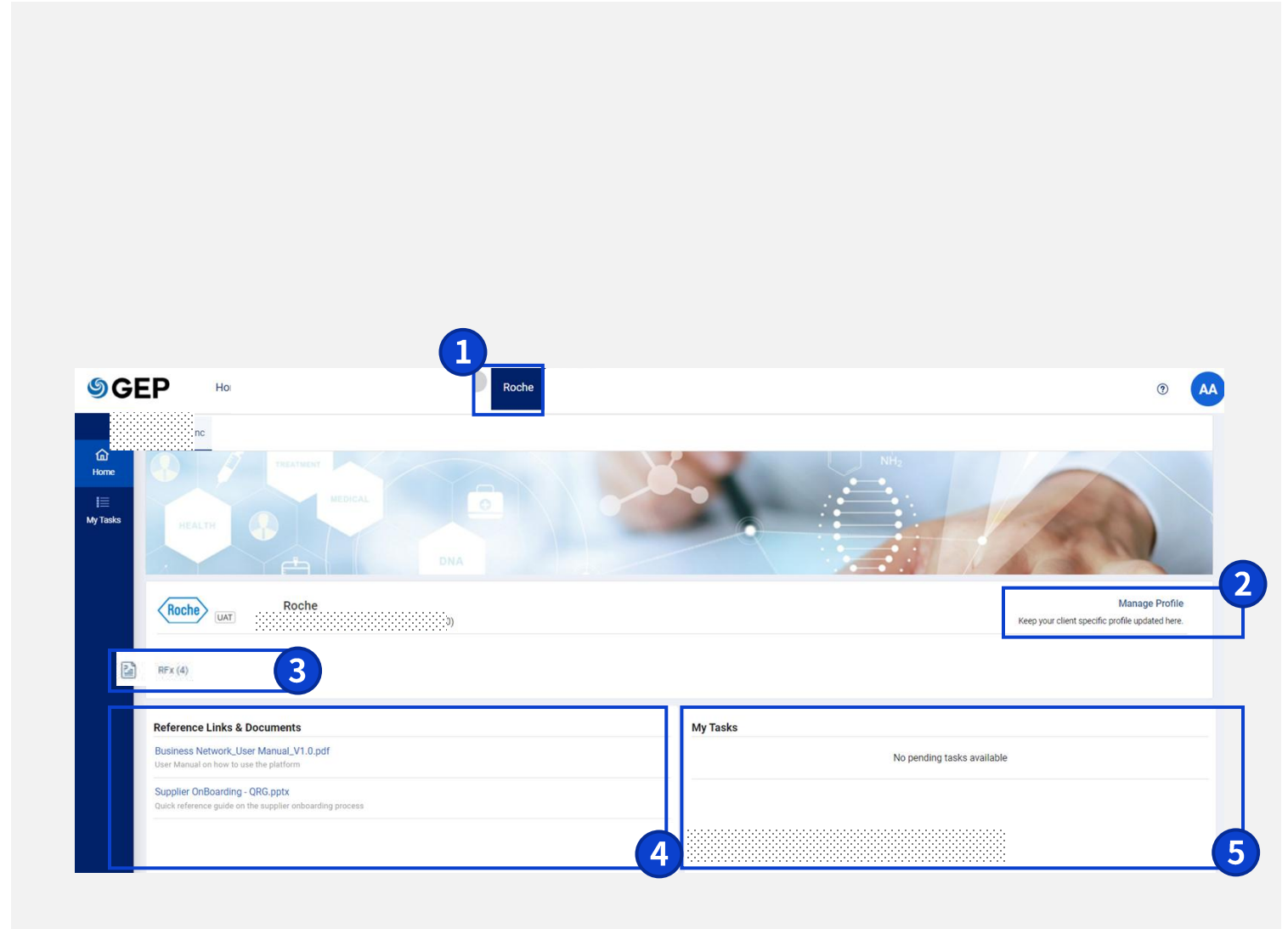
- 1: Points to the "Username" input field.
- 2: Points to the "Password" input field.
- 3: Points to the language selection dropdown menu, which currently shows "English | English".
- 4: Points to the "Sign In" button.

Below the "Sign In" button, there are links for "Forgot Password?" and "OR Forgot Username?". At the bottom of the white box, there is a section titled "New to GEP Business Network" with a "Register" button.

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 GEP Business Network 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, a 'Manage Profile' button (callout 2), and a 'RFx (4)' section (callout 3). Below this, there are two main sections: 'Reference Links & Documents' (callout 4) and 'My Tasks' (callout 5). The 'Reference Links & Documents' section lists 'Business Network_User Manual_V1.0.pdf' and 'Supplier OnBoarding - QRG.pptx'. The 'My Tasks' section shows 'No pending tasks available'.

Access to RFx

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

[Access from My Tasks]

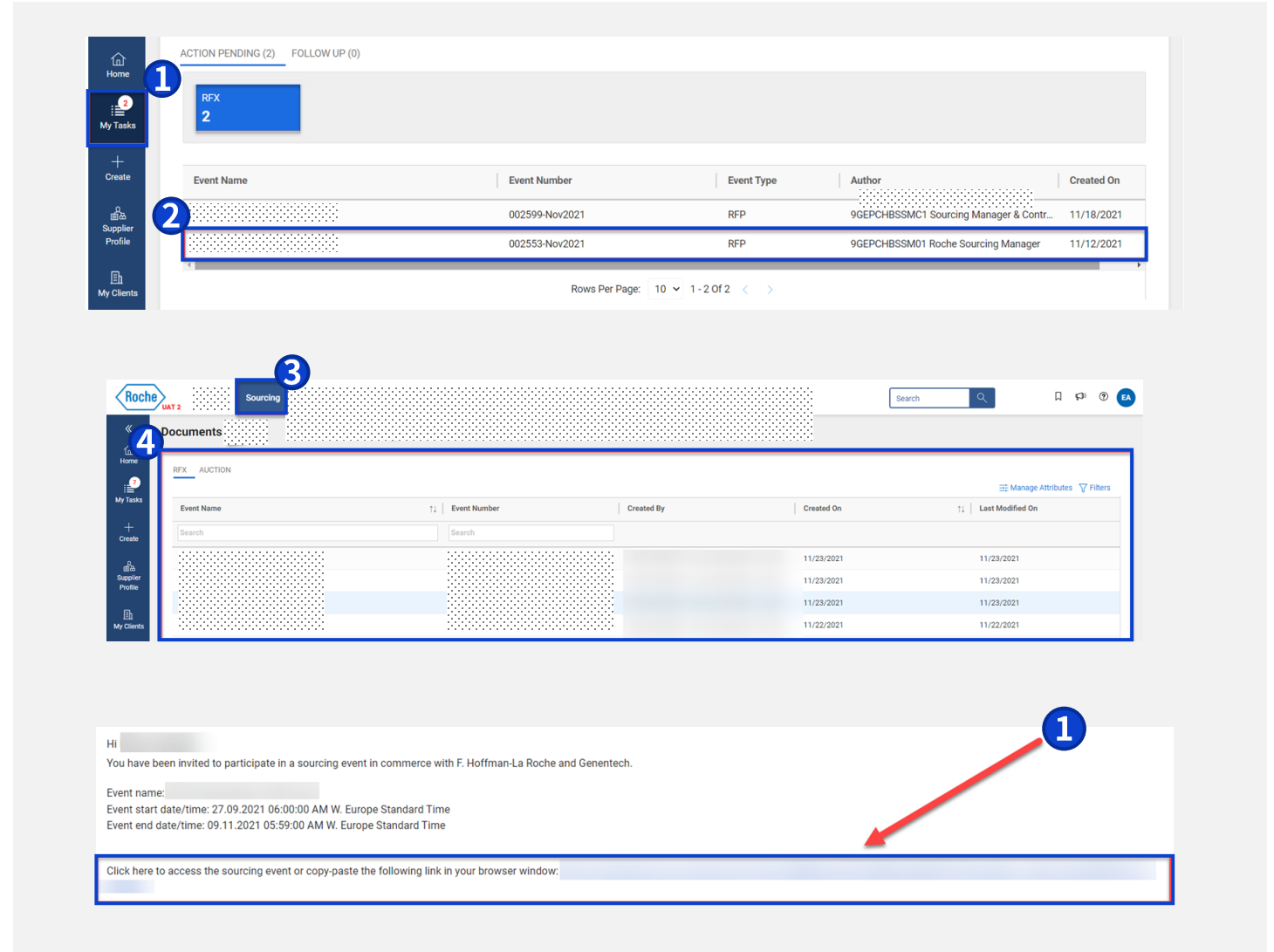
- 1 Click **My Tasks**.
- 2 Click a **document name**.

[Access from the Sourcing tab]

- 3 Click the **Sourcing** tab.
- 4 Click an **event name**.

[Access from the Link in the Received Email]

- 5 Click the **link included in an invitation email** about the RFx event.



The screenshots illustrate the three methods for accessing RFx events as a supplier:

- Method 1: Access from My Tasks**
The first screenshot shows the 'My Tasks' sidebar menu (1) and a table of RFx events (2). The table has columns: Event Name, Event Number, Event Type, Author, and Created On. The first row is highlighted with a blue border.
- Method 2: Access from the Sourcing tab**

Acceptance of Guidelines

- After viewing the guidelines, accept them.

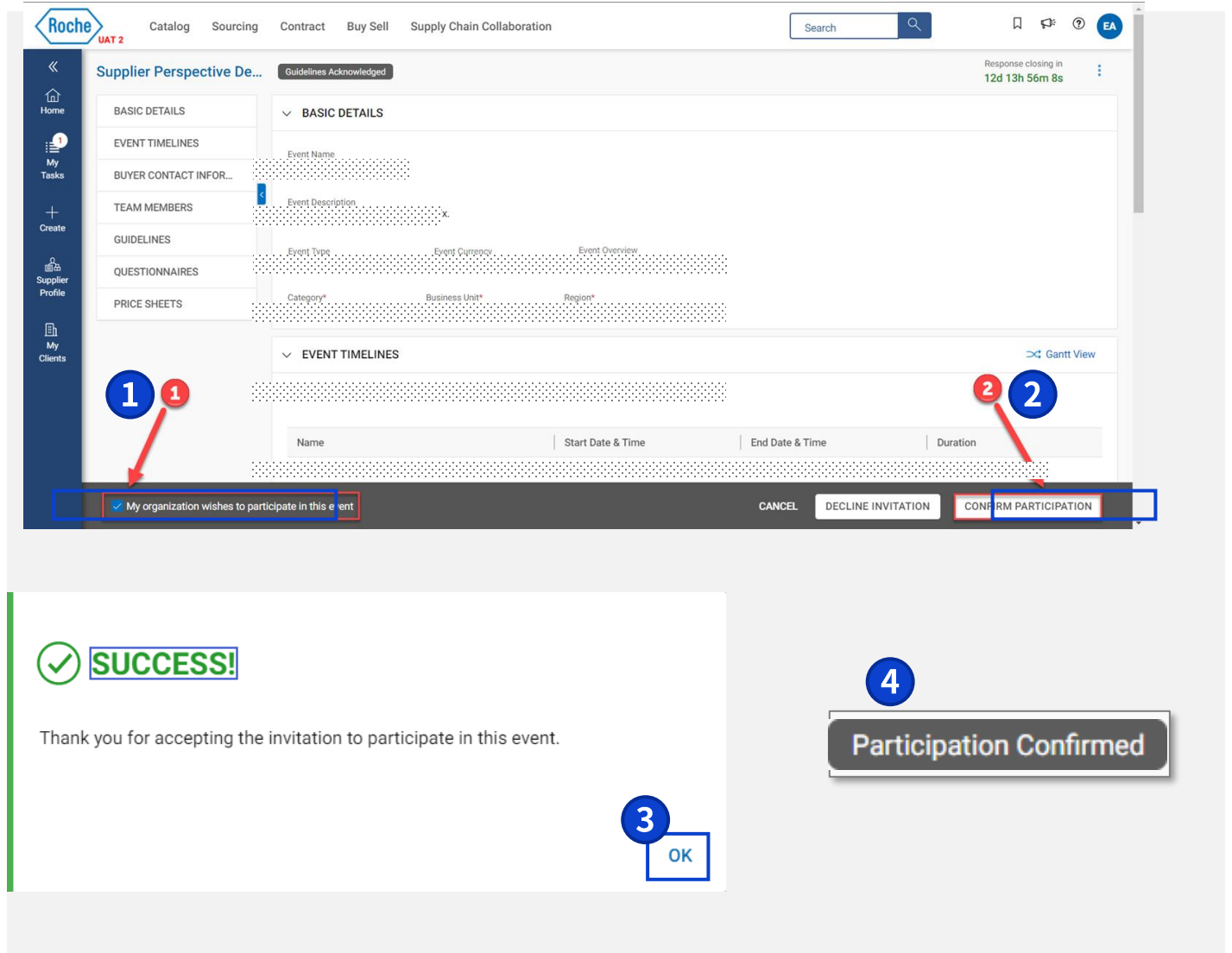
- 1 Click the **checkboxes** of all guidelines to accept them.
- 2 After viewing them, click **ACCEPT GUIDELINES**.

The screenshot displays the Roche Supplier Perspective De... 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 also present. The main content area is titled 'Supplier Perspective De...' and features a sidebar with navigation options: Home, My Tasks, Create, and Supplier Profile. The main panel shows a section titled 'GUIDELINES PENDING ACCEPTANCE' with a sub-header 'Accept the guidelines listed in this section in order to participate in the event.' and a 'Download all Guidelines' link. Below this, there are two checkboxes, both of which are checked: 'I Accept General Guidelines -(Test-HC) Consulting Specific Guidelines' and 'I Accept General Guidelines -DRAFT - Supplier Guidelines - Introduction'. A red arrow points from the 'ACCEPT GUIDELINES' button at the bottom right to the 'ACCEPT GUIDELINES' button. The bottom of the interface has a dark bar with buttons for CANCEL, DECLINE INVITATION, and ACCEPT GUIDELINES.

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**.



The screenshot displays the Roche UAT 2 Supplier Perspective De... interface. The left sidebar contains navigation links: Home, My Tasks, Create, Supplier Profile, and My Clients. The main content area is titled 'Supplier Perspective De...' and includes a 'Guidelines Acknowledged' status. Below this, there are sections for 'BASIC DETAILS' and 'EVENT TIMELINES'. The 'BASIC DETAILS' section includes fields for Event Name, Event Description, Event Type, Event Category, Event Overview, Category*, Business Unit*, and Region*. The 'EVENT TIMELINES' section includes a table with columns for Name, Start Date & Time, End Date & Time, and Duration. At the bottom of the interface, there is a checkbox labeled 'My organization wishes to participate in this event' (indicated by a red arrow and a blue circle with the number 1). To the right of this checkbox are buttons for CANCEL, DECLINE INV

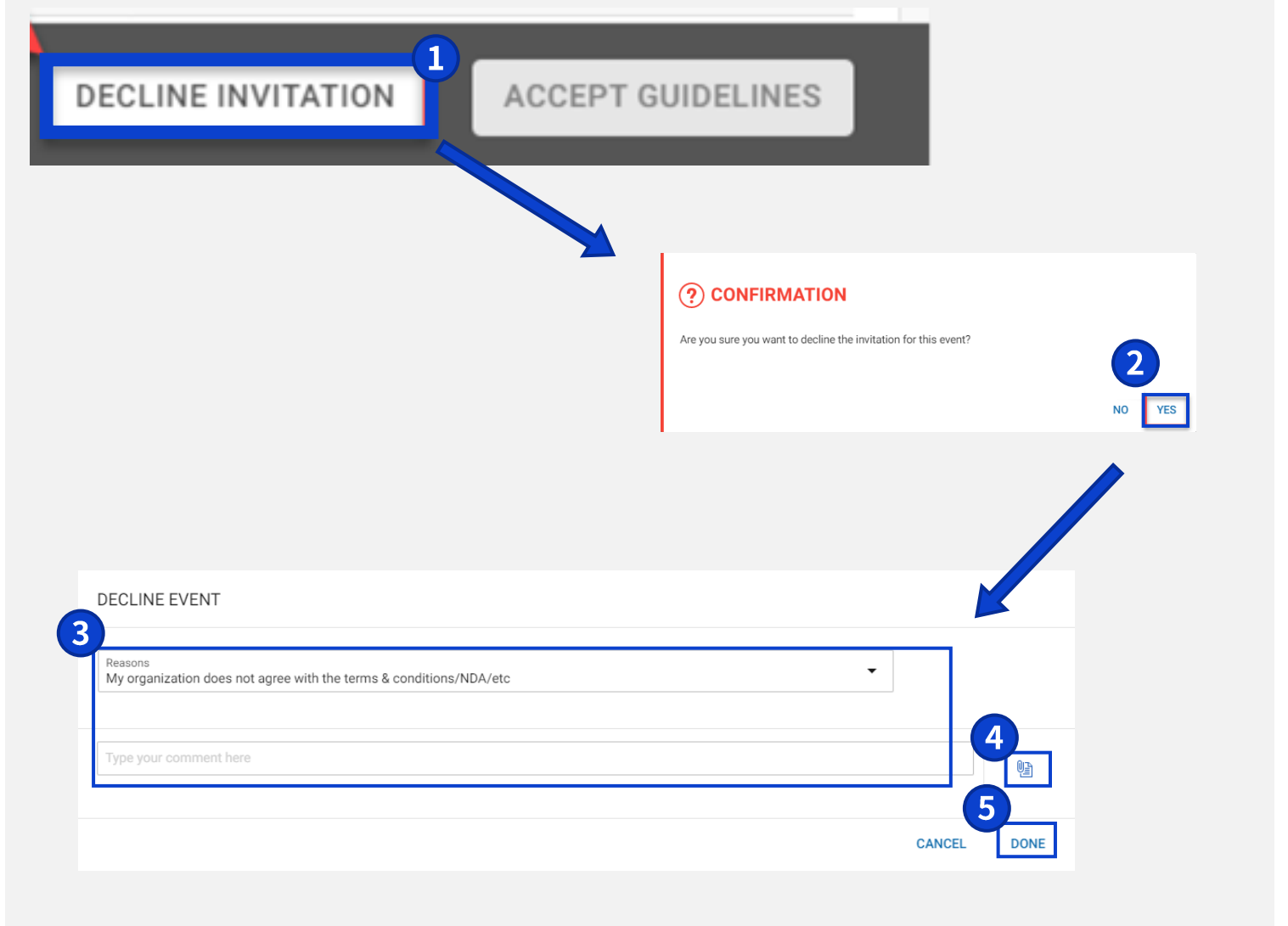
When Not Participating in RFx Event

- 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 invites 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:

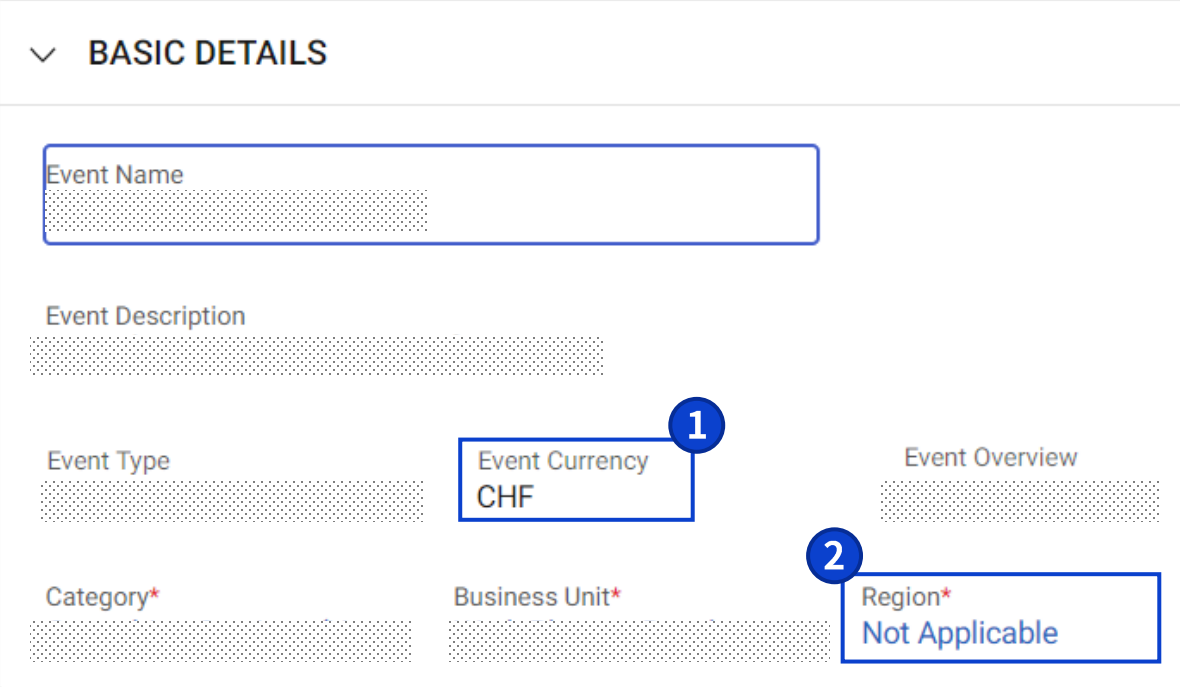
- Step 1:** A window with two buttons: "DECLINE INVITATION" (highlighted with a blue box and a blue arrow pointing to step 2) and "ACCEPT GUIDELINES".
- Step 2:** A "CONFIRMATION" pop-up window asking "Are you sure you want to decline the invitation for this event?". It has "NO

Viewing RFx Information: Basic Details

■ BASIC DETAILS shows the following items.

- Event Name
- Event Description
- Event Type (e.g., request for proposal)
- Event Currency
- Event Overview
- Category
- Business Unit
- Region

- 1 You cannot change the **event currency**, which is set by the CHUGAI Sourcing Manager.
- 2 For the **Region**, “**Not Applicable**” is shown by the system setting.



▼ BASIC DETAILS

Event Name

Event Description

Event Type

Event Currency CHF

Event Overview

Category*

Business Unit*

Region* Not Applicable

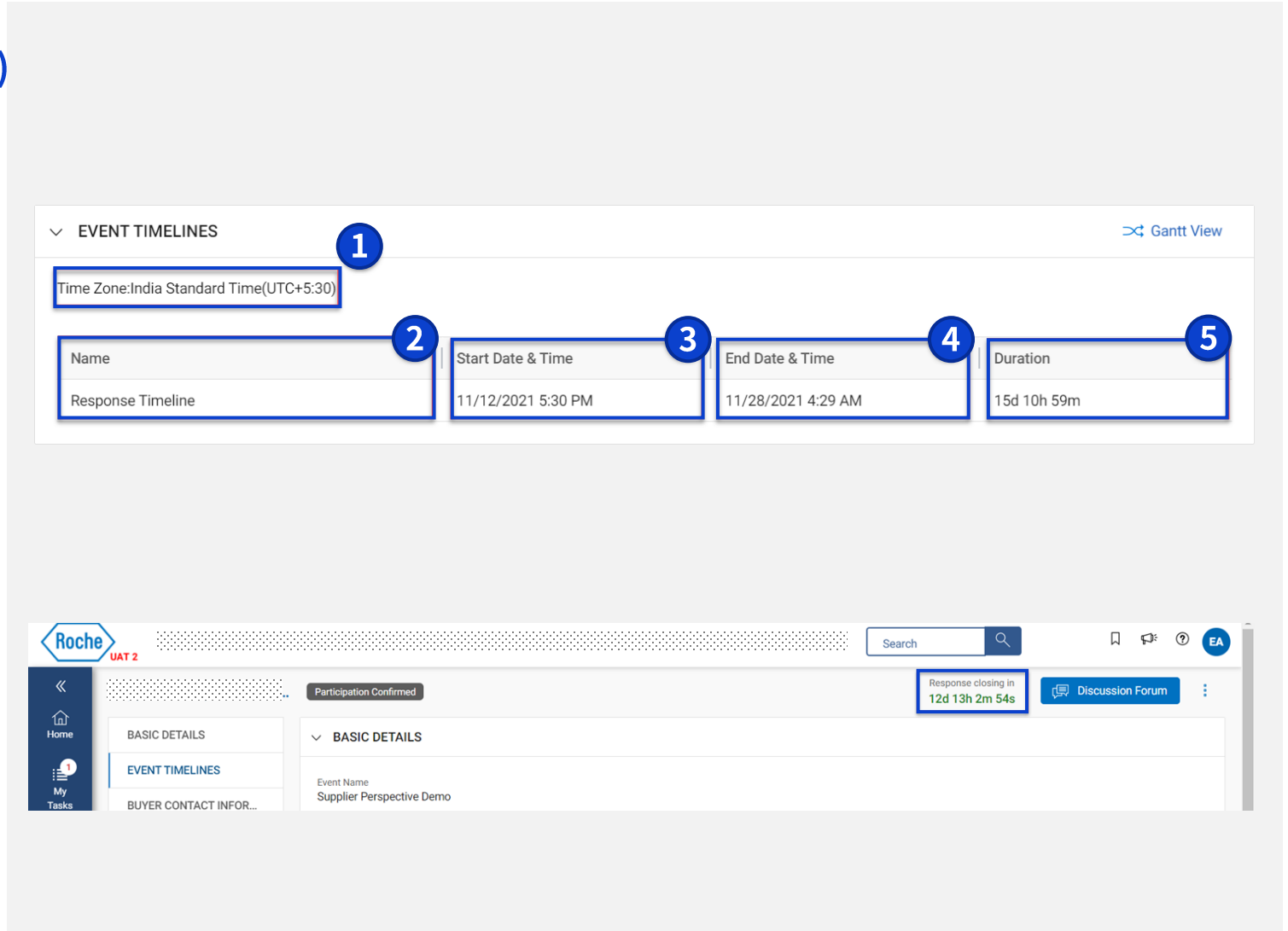
Viewing RFx Information: Event Timeline

- **EVENT TIMELINES** shows the **Response Timeline (deadline for response to RFx)** set by the **CHUGAI Sourcing Manager**.

*The closing date and time of the RFx event is also shown in the upper right of the RFx page.

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

- 1 Time Zone:**
Time zone set on myBuy
- 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



The screenshot displays the 'EVENT TIMELINES' section of a procurement system. It features a table with five columns, each highlighted by a numbered blue circle corresponding to the list on the left:

1	2	3	4	5
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Viewing RFx 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



Questionnaires: How to Respond

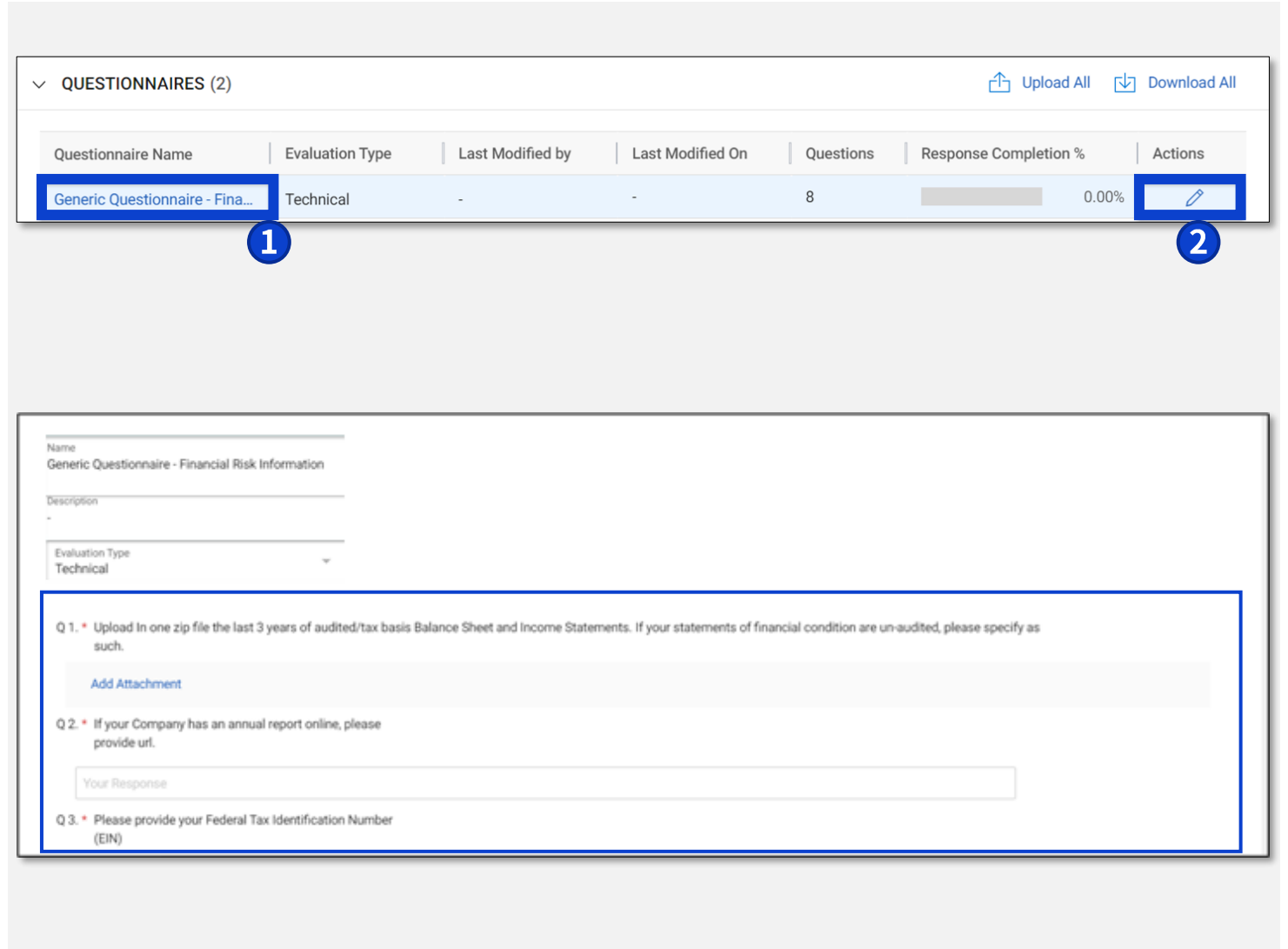
- In **Questionnaires**, you should respond to the questions in a variety of formats.
- You must respond to the questions with *.

[Access to Questionnaires]

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

[Response type]

- Responding with Attachment
- Responding in Text
- Responding in Text + Attachment
- Responding from Drop-down List
- Responding Using Checkboxes
- Responding by Selecting Date and Time



The screenshot displays the 'QUESTIONNAIRES (2)' interface. At the top, there are 'Upload All' and 'Download All' buttons. Below is a table with columns: Questionnaire Name, Evaluation Type, Last Modified by, Last Modified On, Questions, Response Completion %, and Actions. The first row shows 'Generic Questionnaire - Fina

Price Sheets: Quotation Response/Submission

- Enter your intension to submit quotation and the quotation amount into the price sheets and submit the quotation response.

[Access to Price Sheets]

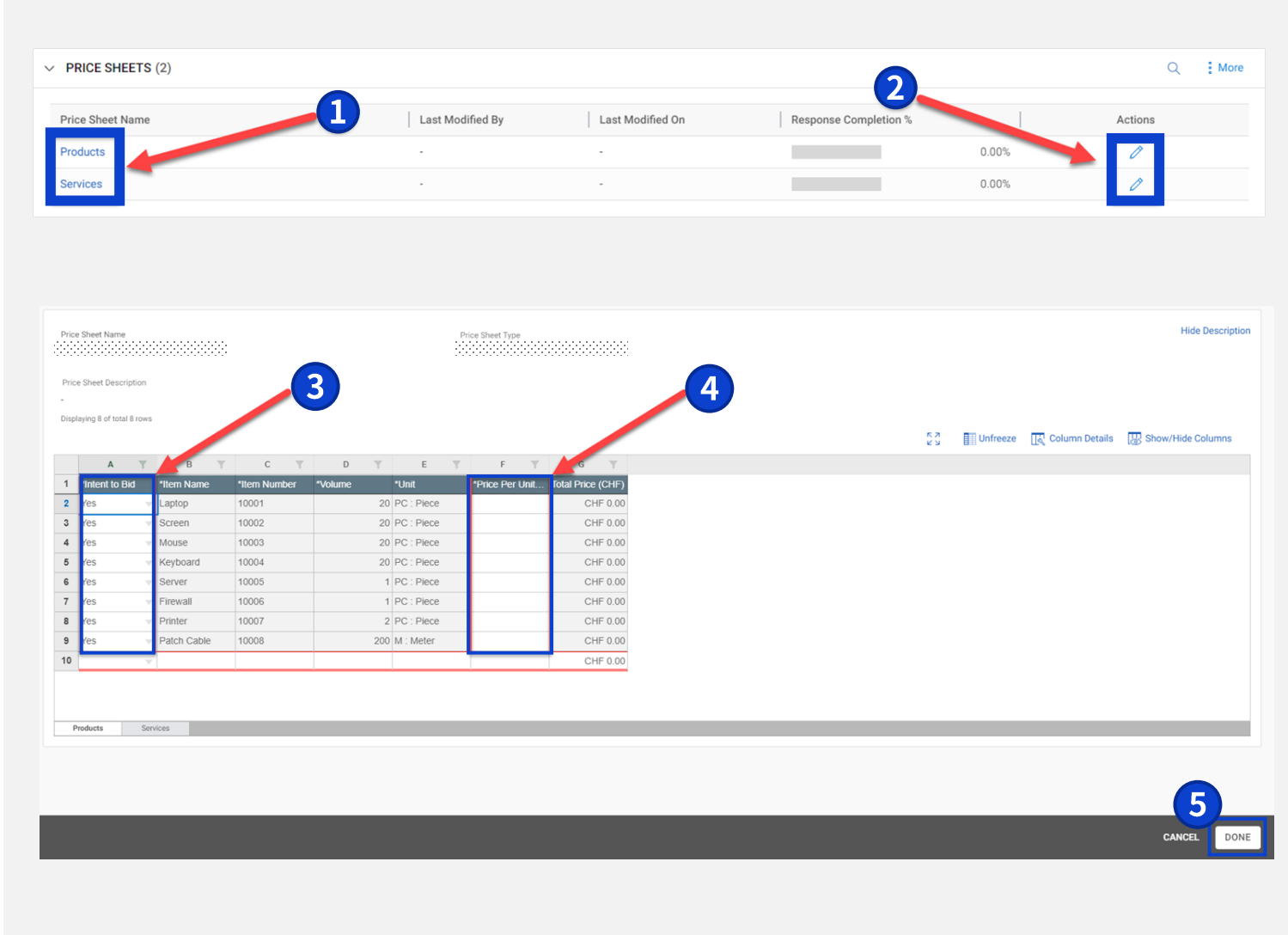
- 1 Click a **price sheet**.
- 2 Or click the  icon on the right.

[Quotation Response]

- 3 For **Intend to Bid** of each item, select Yes or No.
- 4 Enter a **unit price** of the item for which you have selected YES.

[Submission of Quotation Response]

- 5 Once all items are filled out, click **Done**.



The screenshot illustrates the workflow for submitting

Viewing and Attaching Materials

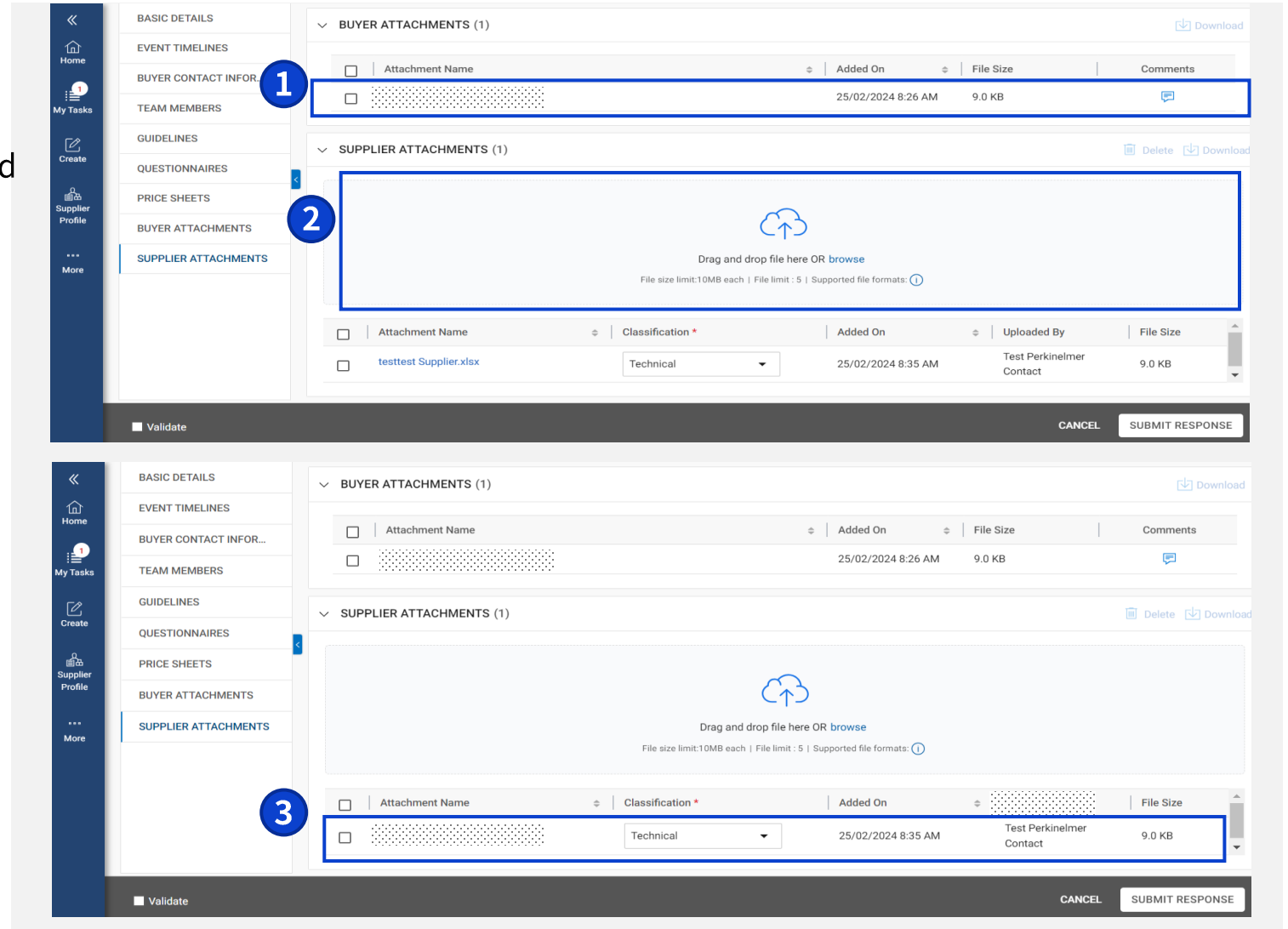
- This screen displays attachments and support materials attached by the CHUGAI Sourcing Manager.

*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.

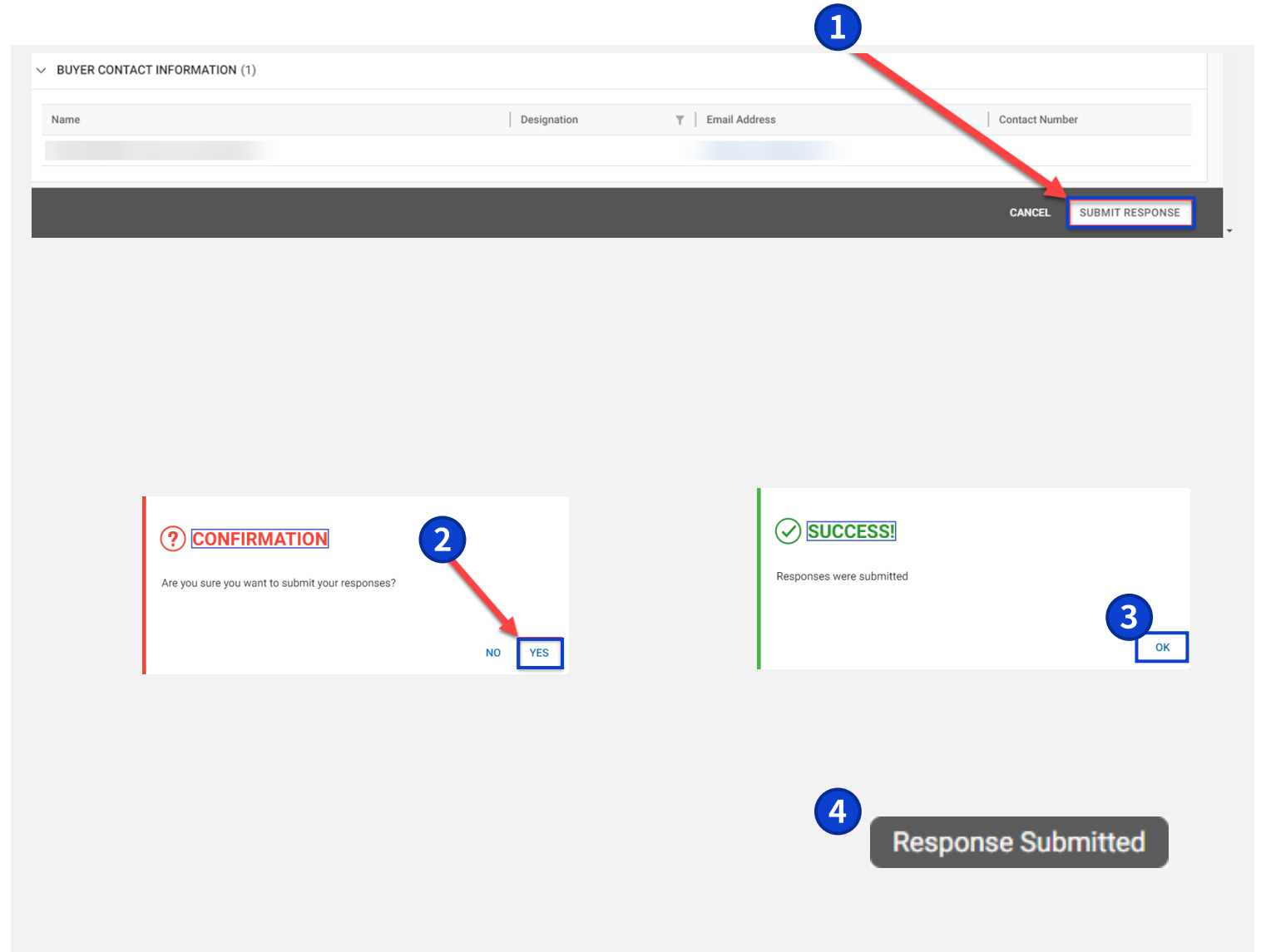
- 1 To view materials attached by the CHUGAI Sourcing Manager, click the **attachment name**.
- 2 Drag and drop a file to the **attachment field**.
- 3 This field displays materials added by the supplier.



The screenshot displays the CHUGAI Sourcing Manager interface with a sidebar on the left containing navigation links

Submission of Responses

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



The screenshot illustrates the submission process in four steps:

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

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

創造で、想像を超える。



中外製薬



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