

We are building a better supplier experience by making Roche myBuy GEP SMART (myBuy) more intuitive and easy to use and correcting errors you report. Please check the new features and updates to see how our enhancements affect your supplier portal usage or integration.

October 2023

## When shipping material (not services) to a different country

To help with compliance requirements for cross country orders, when you forward a Material Invoice (not Services) the 'Shipped From Country' is a new mandatory field. For orders shipped to a different country, (i.e. different countries in the 'Shipped from' and 'Shipped to' fields), you need to include mandatory additional information in the LINE DETAILS section for the Supplier Batch Number, HS Code, Country of Origin and, in the ADDITIONAL DETAILS section, Supplier EORI Number. (In the LINE DETAILS section the new Preferred Origin Declaration field is optional).

Additional Information			
HCP ID	Event ID	Product	Assignment
-	-	-	-
Tax Base	Supplier Batch Number	HS Code	Preferential Origin Declaration
1	-	-	-
Country of Origin			
-			

ADDITIONAL DETAILS		
* Indicates mandatory fields		
POR Long Reference Number Please Enter	Scanned Invoice Copy	Additional Attachment 1
QR IBAN Please Enter	QR Reference Please Enter	Supplier EORI Number Please Enter

We have also introduced a validation to ensure tax compliance around submission of invoices via the portal that relate to an unknown accounting assignment. In these instances, a warning message will appear confirming that the invoice should be sent in PDF format instead.

Finally, a reminder to please ensure that you input the correct tax rate when invoicing Roche via the myBuy portal. A tax rate of 0% must also be entered when applicable.

For further information on these improvements, please access the User Guide by clicking this [link](#).

## September 2023

### Request a report on Purchase Orders, filtered by different criteria

We have introduced further reporting options that enable you to filter and create an excel report sheet that shows Purchase Orders by different criteria.

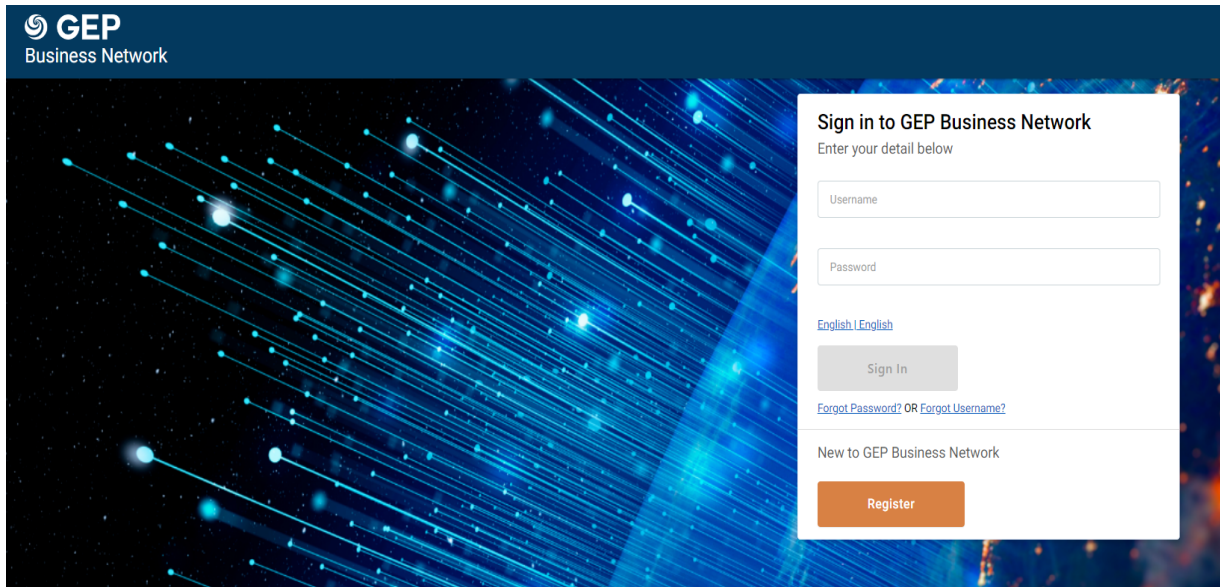
The screenshot displays the 'Documents' section of the myBuy portal. The 'Purchasing' menu item is highlighted. A table shows the status distribution of purchase orders:

ORDER	SUPPLIER NOTE	SERVICE CONFIRMATION	ASN					
All	Supplier Acknowledged	Sent To Supplier	Cancelled	Draft	Closed	Sent To Buyer	Approved	
17216	12101	4234	751	51	44	26	8	

Below the table, a list of purchase orders is shown with columns for Order Name, Created On, Order Value, Status, and Actions. A 'Filters' dialog box is open, showing a list of filter criteria: AUTHOR, CLOSED ORDER, CREATED BETWEEN, ITEM NUMBER, NEED BY DATE, and ORDER CONTACT. The 'AUTHOR' filter is selected, and a search box contains the text 'Author'. The dialog also shows 'No Records Found' and 'Saved Filters' options. Buttons for 'Cancel' and 'Apply' are visible at the bottom of the dialog.

## New process for retrieving username and password

As part of our commitment to improve your myBuy GEP SMART experience you will now have a more secure way to retrieve your password.

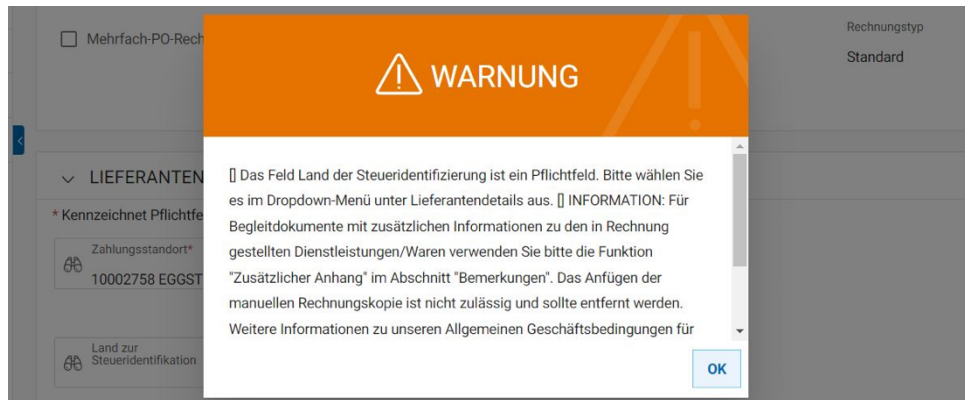


When you need to retrieve your password, click on the relevant link on the Sign In screen. You will then be directed to enter your username. The password retrieval process now has an extra security step involving sending a verification code sent by email.

For further information on these improvements, please access the User Guide by clicking this [link](#).

## Translation of warning and error messages

All warning and error messages will be displayed in the language you selected in your myBuy profile settings. Available languages: English, German, French, Spanish, Portuguese, and Simplified Chinese.



### Simplified supplier portal user interface

The user interface of the myBuy GEP SMART supplier portal has been modified for easier viewing, navigation, and use. Affected fields are either hidden or moved to separate sections or toolbars. Please refer to the table below.

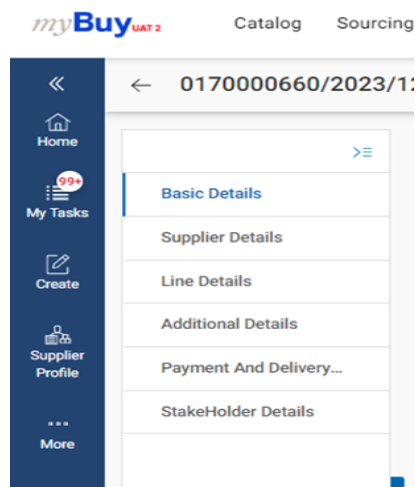
Affected Section	Field Name	Status / New Section Location
Basic Details	Company VAT Number	
	Invoice amount	
	Invoice Name	
	Invoice Received On	<b>Manage Optional Fields</b>
	Order Name	
	Purchase Type	
	Supplier SC Number	
Supplier Details	Order Location	<b>Manage Optional Fields</b>
	Order Supplier Name & Address	
Line Details	Accrued Taxes	
	Additional Information Comments Sub (section)	
	Advance Amount on Order	
	Applicable Tax Type	
	Category	<b>Removed</b>
	Entire Contract Details (subsection)	
	Entire Delivery (subsection)	
	Entire Manufacturer Details (subsection)	
Flexible Price		

Affected Section	Field Name	Status / New Section Location
	Group 11 (subsection)	
	Item Number	
	Item Source	
	Ordered Quantity	
	Ordered Unit Price	
Line Details	Payment Terms	<b>Removed</b>
	PO Line Item Number	
	Purchase Order Details (subsection)	
	Remaining Amount	
	Total Invoices Amount	
Additional Details	EPRF acceptance flag from Supplier view	<b>Removed</b>

### Streamlined Invoice fields

Only the fields which are most relevant to you will be displayed on the Invoice document. Sequence of sections on the Invoice document will be as follows:

*Basic Details → Supplier Details → Line Details → Additional Details → Payment & Delivery Details → Stakeholder Details*



If you change the order of the sections, the system will remember and save the new sequence for future invoices. Likewise, any hidden fields or those that are added to an invoice through the *Manage Optional Fields* menu will not be retained for future invoices.

### “Invoice type” column is added on the Invoice page

The screenshot shows the 'Documents' page in the myBuy GEP SMART system. At the top, there is a navigation bar with tabs for Catalog, Sourcing, Contract, Purchasing, Invoice (selected), Buy Sell, Control Tower, Inventory Management, Supply Chain Collaboration, and QMS. Below the navigation bar is a summary table for 'INVOICE' and 'CREDIT MEMO' with the following data:

All	Sent For Processing	Draft	Exception	Sent For Payment	Invoice Paid With Remittance	Internally Cancelled	Returned	Matched	Invoice Fully Paid With Remittance	Matched With Tolerance
11482	7604	1667	753	610	471	143	119	73	21	10

Below the summary table is a list view of documents with columns: Document Name, Document Number, PO Number, Supplier Name, Supplier Contact, Invoice Source, Supplier Invoice Num..., Supplier Invoice Date, Invoice Type (highlighted in yellow), and Invoice Received Date.

### The Filters menu now has an “Invoice type” filter

This screenshot is identical to the one above, but with the 'Filters' button in the top right corner of the list view highlighted in yellow.

After selecting any Invoice type in the list below, the system will display all applicable invoices on the *Invoice* page.

The screenshot shows the 'Filters' menu on the left side of the screen. The 'INVOICE TYPE' filter is selected. The right side of the menu shows a search bar with 'Invoice Type' entered, a status '0 selected of 4 displayed of the total', and a list of options with checkboxes:

- All
- Advance
- Credit Invoice
- Standard
- Subsequent Debit Note

At the bottom right of the filter menu are 'Cancel' and 'Apply' buttons.

## Data export option on the Invoice landing page

You can export data to an Excel file on the Invoice, IR, and Credit Memo pages. The Export feature extracts data in an Excel file depending on the filters and columns you select on these pages.

The screenshot shows the 'Documents' page in the myBuy portal. At the top, there are navigation tabs for 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice', 'Buy Sell', 'Control Tower', 'Inventory Management', 'Supply Chain Collaboration', and 'QMS'. The 'Invoice' tab is selected. Below the navigation, there are filters for 'INVOICE' and 'CREDIT MEMO'. A summary bar shows counts for various document statuses: All (11482), Sent For Processing (7604), Draft (1667), Exception (753), Sent For Payment (610), Invoice Paid With Remittance (471), Internally Cancelled (143), Returned (119), Matched (73), Invoice Fully Paid With Remittance (21), and Matched With Tolerance (10). Below this, there is a table with columns: Document Name, Document Number, PO Number, Supplier Name, Supplier Contact, Invoice Source, Supplier Invoice Number, Supplier Invoice Date, Invoice Received Date, and Status. An 'Export' button is visible above the table. The table shows one row of data: Requested On: 4/25/2023 09:07:27 AM, Created On: 4/25/2023 09:08:34 AM, Requested For: Invoice, File Name: Invoice-25Apr2023-09 08:30.xlsx, Status: Completed. At the bottom, it says 'Rows Per Page: 10' and '1-1 Of 1'.

## Bank account vs ESR field validation <sup>Switzerland</sup>

A validation rule has been added in myBuy portal that prevents you from selecting the bank account AND adding POR/QR payment information simultaneously during the invoice submission. You may, however, correct the payment method by entering either your bank account or any of the POR or QR IBAN and QR Reference. This enhancement will ensure that the payment is routed correctly.



⚠ In case QR details are provided please remove payment method in Payment and Delivery section. ⚠ INFORMATION: For supporting documents providing additional information on the invoiced services/goods please use the Additional Attachment function under the Comments section. Attaching the manual invoice copy is not allowed and should be removed. For further information on our Terms and Conditions for invoicing via myBuy please visit our

OK



You may either provide the POR, without removing the bank information

ADDITIONAL DETAILS

\* Indicates mandatory fields

POR Long Reference Number 12382347283	Scanned Invoice Copy	Additional Attachment 1	Additional Attachment 2
Date of Service (Start Date) MM/DD/YYYY	Date of Supply or Service (End Date) 04/06/2023	QR IBAN Please Enter	QR Reference Please Enter
Supplier EORI Number Please Enter			

or enter the QR IBAN and QR Reference without removing the bank information.

ADDITIONAL DETAILS

\* Indicates mandatory fields

POR Long Reference Number Please Enter	Scanned Invoice Copy	Additional Attachment 1	Additional Attachment 2
Date of Service (Start Date) MM/DD/YYYY	Date of Supply or Service (End Date) 04/06/2023	QR IBAN 12382347283	QR Reference 181743w68
Supplier EORI Number Please Enter			

You may also remove the Bank information from the Payment Method menu, and then submit the invoice.

PAYMENT AND DELIVERY DETAILS

Manage Optional Fields

\* Indicates mandatory fields

Ship To/ Service To F. Hoffmann - La Roche AG,	Ship To Address/ Service Address Grenzacherstrasse 124, 4070, Basel, Switzerland	
Bill To F. Hoffmann-La Roche AG	Bill To Address Kreditorenbuchhaltung, Grenzacherstrasse 124, 4070, Basel, Switzerland	Contact Email / Phone basel.i2pinvoice@roche.com
Payment Terms 60 days net - YL09	Ship From Country Switzerland	
Payment Method Payments		

### Banking Information

Payment Method  
Payments

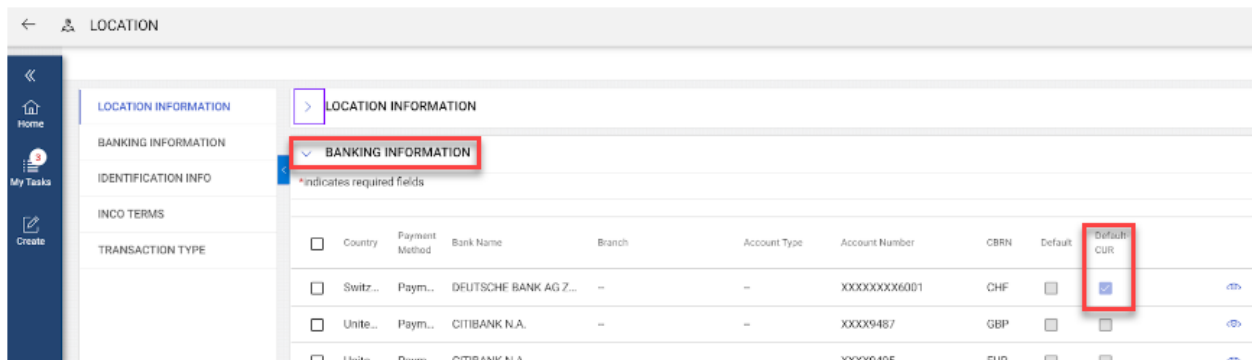
### BANK RECORDS

Search

	Payment Method	IsDefault	IsDefaultCBRN	Bank Name	Beneficiary Name	B
✓	Payments	false	true	DEUTSCHE BANK AG ...		

### Default bank account saved in profile

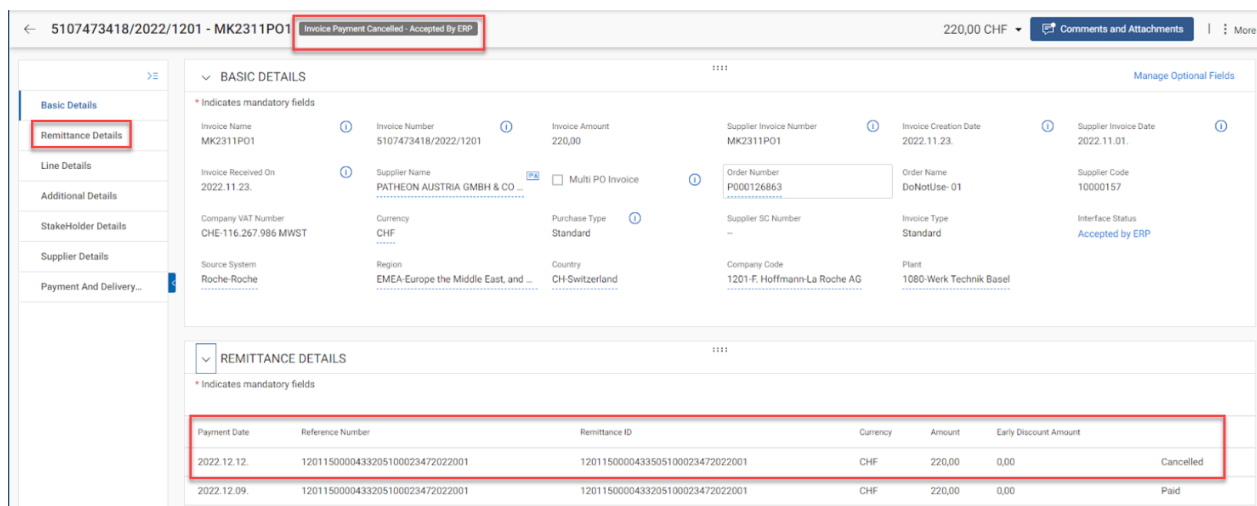
You can set up default bank accounts per currency on your profile, which are then pulled during invoice creation. The data is stored in the banking information of the location section on the profile, and you can still modify the pre-populated bank account on the invoice if needed. This update allows you to save time when creating invoices.



### Invoice status updated if payment is reversed

A new document status “Invoice Payment Cancelled” was implemented in myBuy to show if the payment document was reversed by Roche in SAP - for example due to payment rejection by the bank. In case the document is paid again, the Remittance Details section will show the new payment information.

This enhancement improves visibility on the actual status of the documents.



5107473418/2022/1201 - MK2311P01

Invoice Paid With Remittance - Accepted By ERP

220,00 CHF

**BASIC DETAILS**

\* Indicates mandatory fields

Invoice Name MK2311P01	Invoice Number 5107473418/2022/1201	Invoice Amount 220,00	Supplier Invoice Number MK2311P01	Invoice Creation Date 2022.11.23.	Supplier Invoice Date 2022.11.01.
Invoice Received On 2022.11.23.	Supplier Name PATHEON AUSTRIA GMBH & CO ...	<input type="checkbox"/> Multi PO Invoice	Order Number P000126863	Order Name DoNotUse-01	Supplier Code 10000157
Company VAT Number CHE-116.267.986 MWST	Currency CHF	Purchase Type Standard	Supplier SC Number -	Invoice Type Standard	Interface Status Accepted by ERP
Source System RocheRoche	Region EMEA-Europe the Middle East, and ...	Country CH-Switzerland	Company Code 1201-F. Hoffmann-La Roche AG	Plant 1080-Werk Technik Basel	

**REMITTANCE DETAILS**

\* Indicates mandatory fields

Payment Date	Reference Number	Remittance ID	Currency	Amount	Early Discount Amount	
2022.12.12.	1201150000433705100023472022001	1201150000433705100023472022001	CHF	220,00	0,00	Paid
2022.12.12.	1201150000433205100023472022001	1201150000433505100023472022001	CHF	220,00	0,00	Cancelled
2022.12.09.	1201150000433205100023472022001	1201150000433205100023472022001	CHF	220,00	0,00	Paid

## Same VAT number for multiple Supplier profiles

It is now possible to maintain several Supplier profiles with the same VAT number in case this is needed due to VAT groups. The system will now show a warning to highlight the potential duplicate (instead of giving a hard error), and it is up to the user to verify that the duplication is valid. Previously, creating a new profile would have been impossible or only possible without entering the tax ID.

Prominent examples of countries that allow VAT groups are Switzerland and the UK.

TAVERO AG (161300) APPROVED P2P

Change request is in progress

IDENTIFICATION INFORMATION

Country	Identification type	Number
Switzerland	CHD - Switzerland: V...	CHE-116.267.986 MWST

**WARNING!**

The entered Identification Information already exists in the system. Do you still wish to continue?

NO YES

30% PROFILE COMPLETENESS

DELETE SUBMIT SAVE AND EXIT CLOSE SAVE

## Location code visible on Supplier profile

With the addition of the Location ID we are closing one gap in the E2E Supplier creation process. Namely, if a Supplier profile was created first in myBuy, including a Location or when a Location was first added in myBuy, the interface from MDG-S always created a duplicate Location instead of updating the existing one. To tackle this, the Supplier Profile Admins or Vendor Master Data experts will need to add this GEP Location ID in MDG-S into the Identification Type "GEPLocationCode" (GE PLC) when creating the vendor on the MDG-S side. This way no duplicate will be created in myBuy.

The screenshot shows the 'LOCATION' edit form in myBuy. The form is titled 'LOCATION' and has a warning message: 'Editing of location type from location information section will result in data loss in Engagement model Go to Respective section and make changes accordingly'. The form is divided into several sections: 'LOCATION INFORMATION', 'BANKING INFORMATION', 'IDENTIFICATION INFO', 'INCO TERMS', and 'TRANSACTION TYPE'. The 'LOCATION INFORMATION' section is expanded and contains the following fields:

Field	Value
Location Name*	GRENZACHERSTR 122 BASEL
Location Code(Leave blank to auto generate)	161300
Location ID	56650313000002
Country	Switzerland
Address Line 1*	GRENZACHERSTR 122
Address Line 2	--
City*	BASEL
Zip Code*	4058
Choose Location Type	Remit To Location +1 More
Primary Business Phone	+41616916696
Extn	--
Sec. Business Phone	--
Extn	--
Fax No.	410616884883
Fax No Extension	--
PO Box Number	--

The 'IDENTIFICATION INFO' section is also expanded and contains the following fields:

Field	Value
Language	English

The 'BANKING INFORMATION', 'INCO TERMS', and 'TRANSACTION TYPE' sections are collapsed. The 'MINERVA' logo is visible in the bottom right corner of the form, and a 'CANCEL' button is at the bottom right of the page.