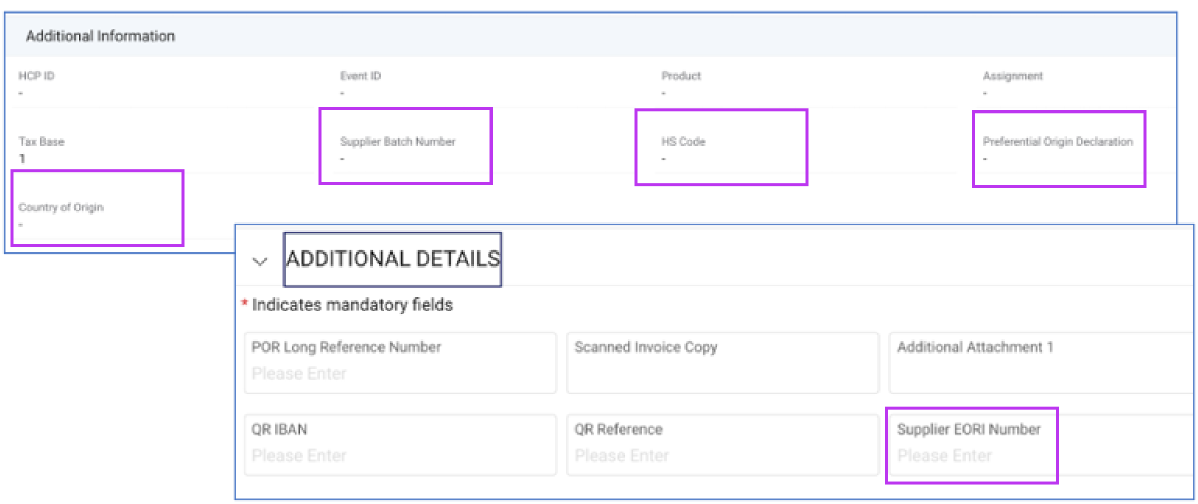
myBuy | New Features & Updates for Suppliers

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).



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.

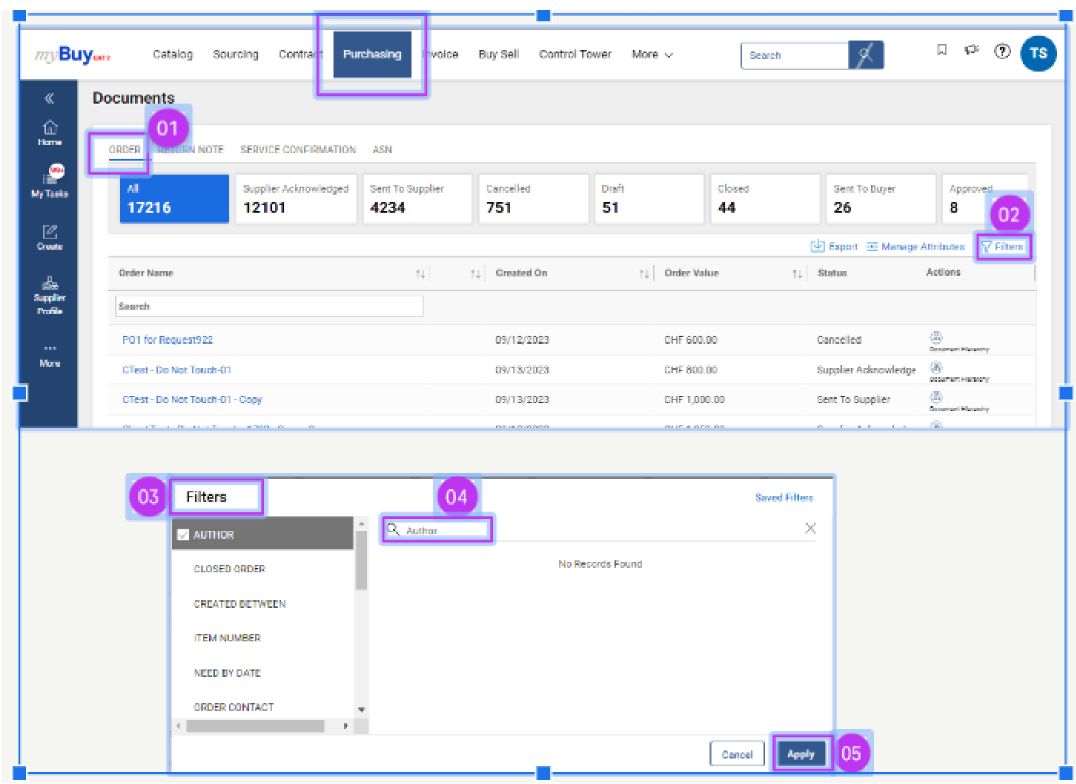
Finally, a reminder to please ensure that you input the correct tax rate when invoicing Roche via the myBuy portal. A tax rate of 0% must also be entered when applicable.

For further information on these improvements, please access the User Guide by clicking this link.

September 2023

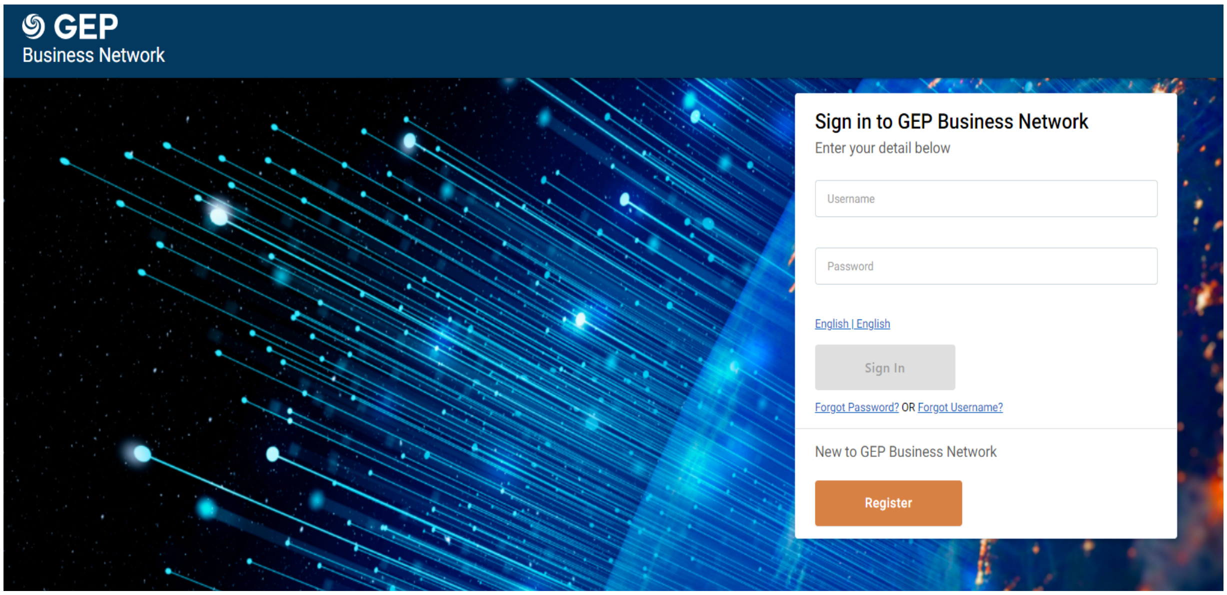
Request a report on Purchase Orders, filtered by different criteria

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



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.



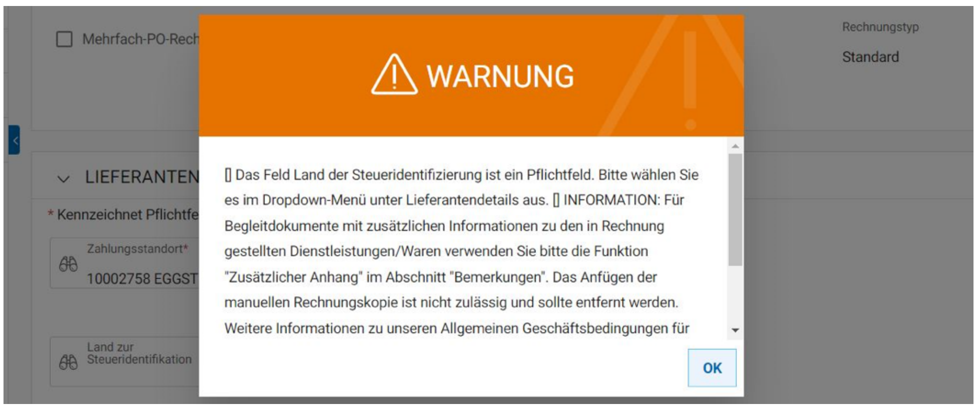
When you need to retrieve your password, click on the relevant link on the Sign In screen. You will then be directed to enter your username. The password retrieval process now has an extra security step involving sending a verification code sent by email.

For further information on these improvements, please access the User Guide by clicking this link.

May 2023

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.



April 2023

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.

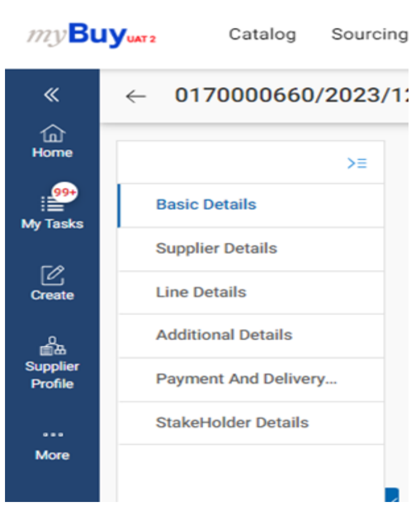
Affected Section	Field Name	Status / New Section Location
Basic Details	Company VAT Number Invoice amount Invoice Name Invoice Received On Order Name Purchase Type Supplier SC Number	**Manage Optional Fields**
Supplier Details	Order Location Order Supplier Name & Address	**Manage Optional Fields**
Line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

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

Streamlined Invoice fields

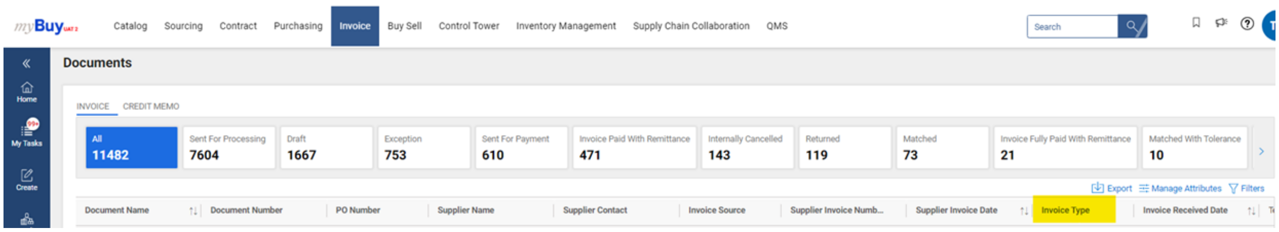
Only the fields which are most relevant to you will be displayed on the Invoice document. Sequence of sections on the Invoice document will be as follows:

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

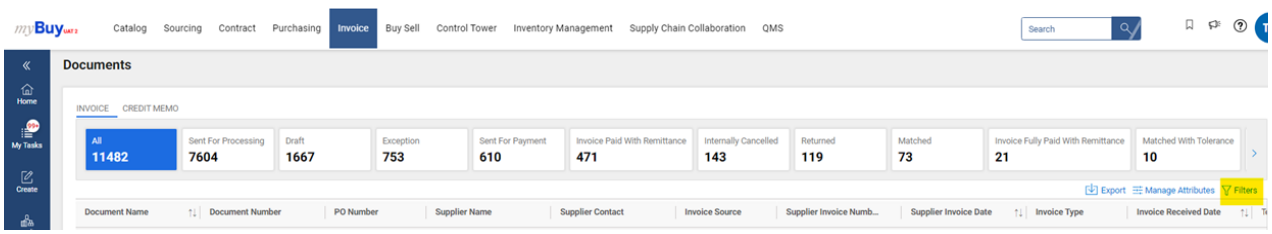


If you change the order of the sections, the system will remember and save the new sequence for future invoices. Likewise, any hidden fields or those that are added to an invoice through the *Manage Optional Fields* menu will not be retained for future invoices.

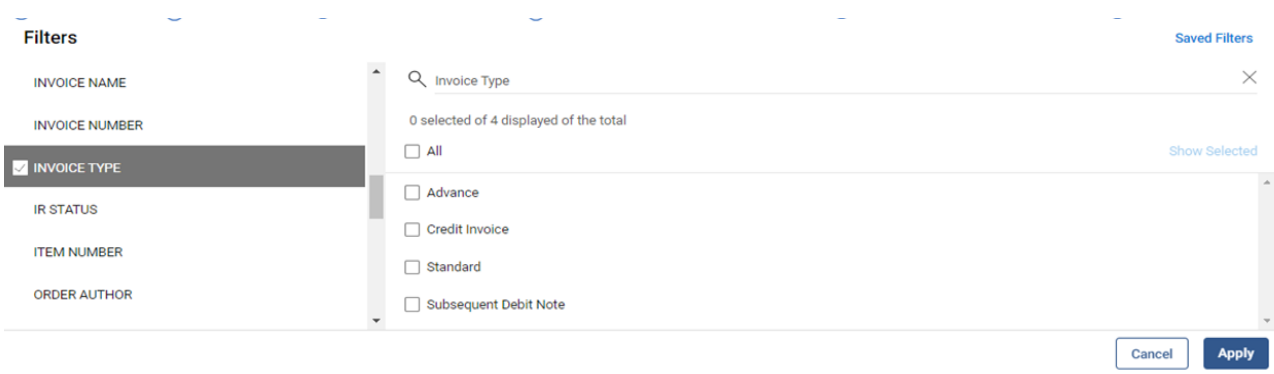
“Invoice type” column is added on the Invoice page



The Filters menu now has an “Invoice type” filter

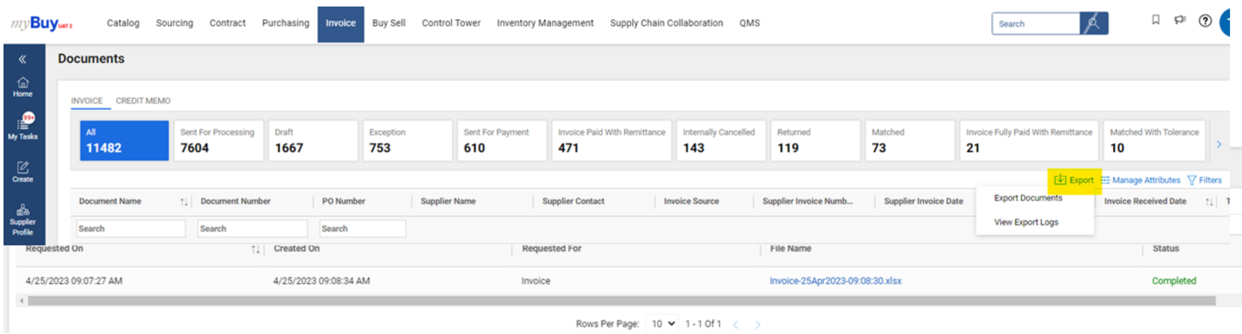


After selecting any Invoice type in the list below, the system will display all applicable invoices on the *Invoice* page.



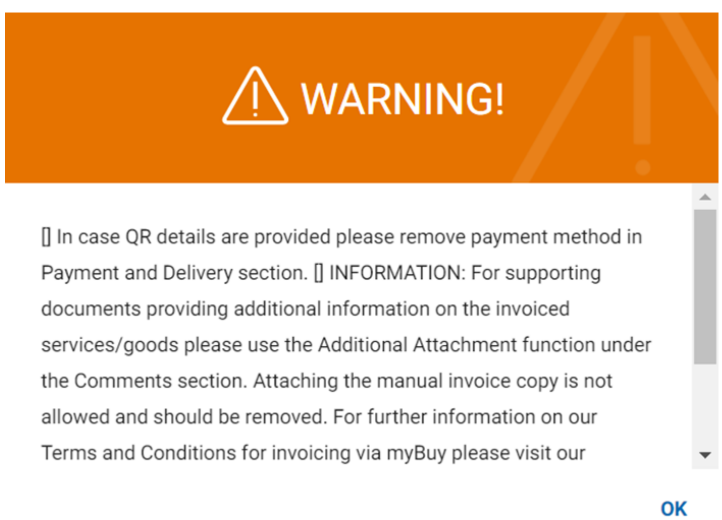
Data export option on the Invoice landing page

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.

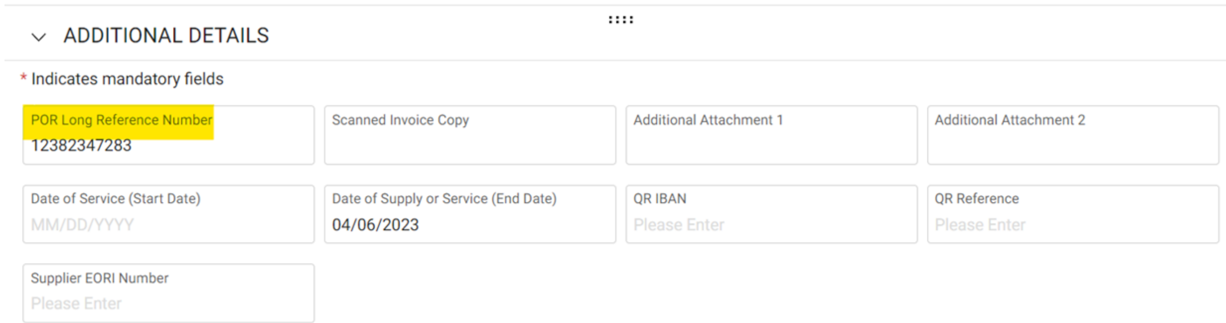


Bank account vs ESR field validation Switzerland

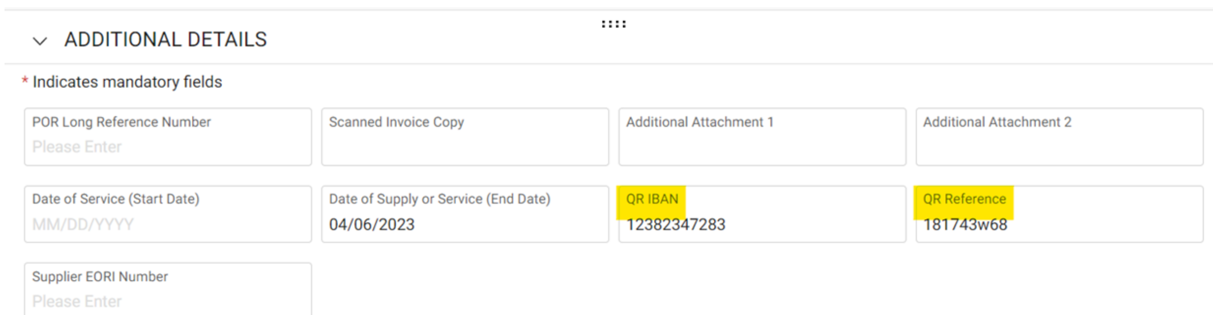
A validation rule has been added in myBuy portal that prevents you from selecting the bank account AND adding POR/QR payment information simultaneously during the invoice submission. You may, however, correct the payment method by entering either your bank account or any of the POR or QR IBAN and QR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



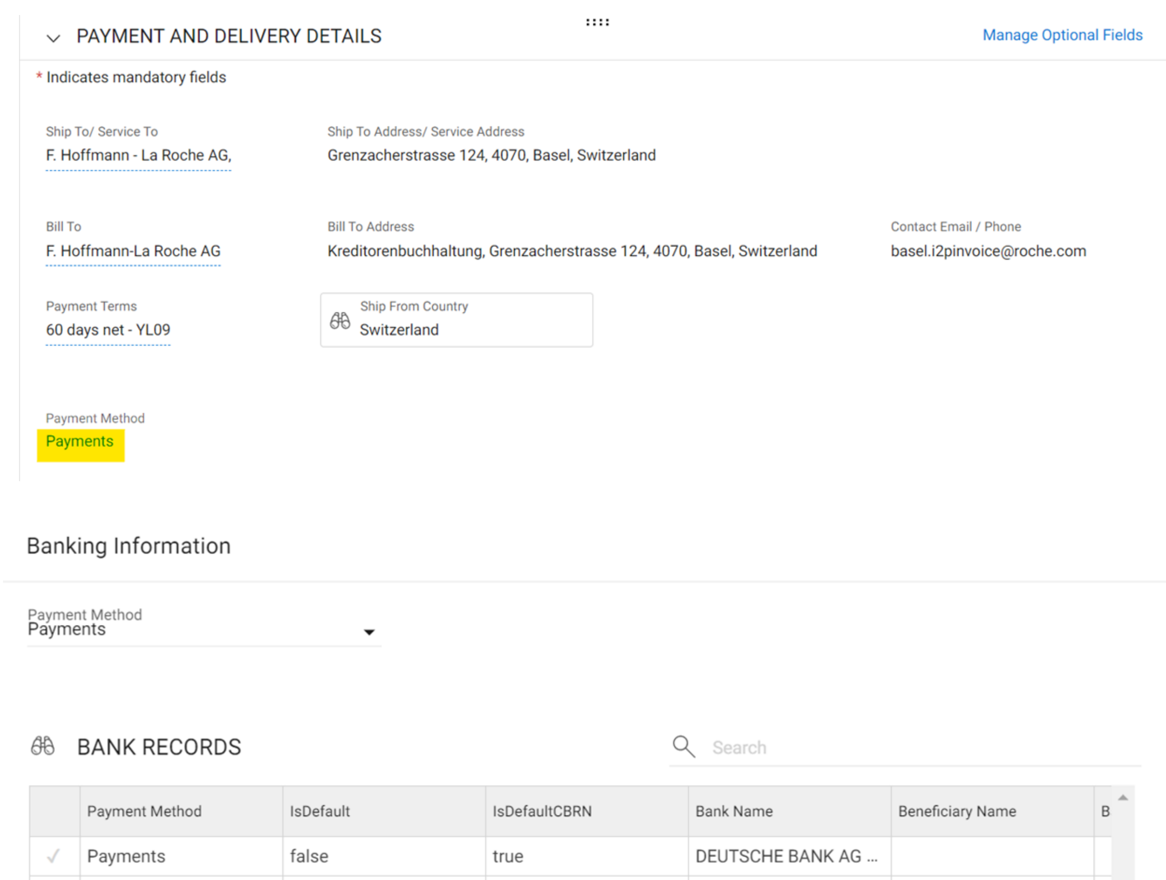
You may either provide the POR, without removing the bank information



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

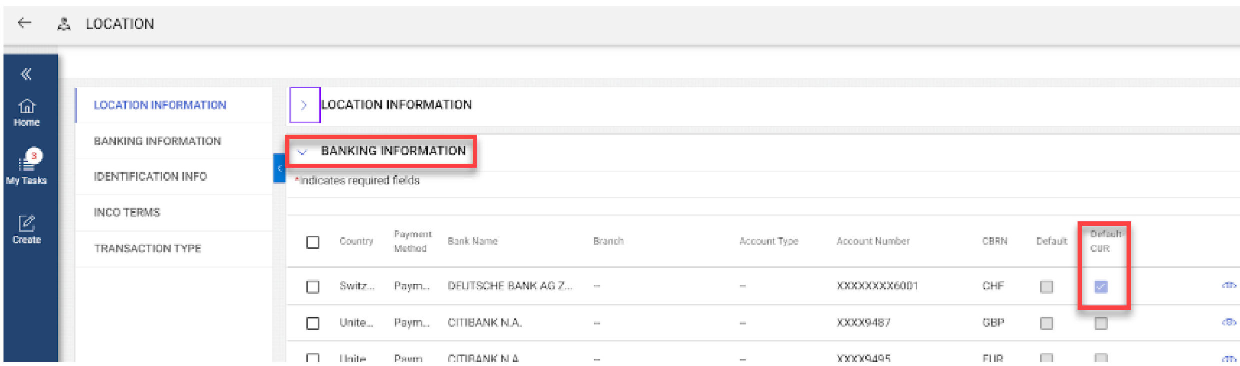


You may also remove the Bank information from the Payment Method menu, and then submit the invoice.



Default bank account saved in profile

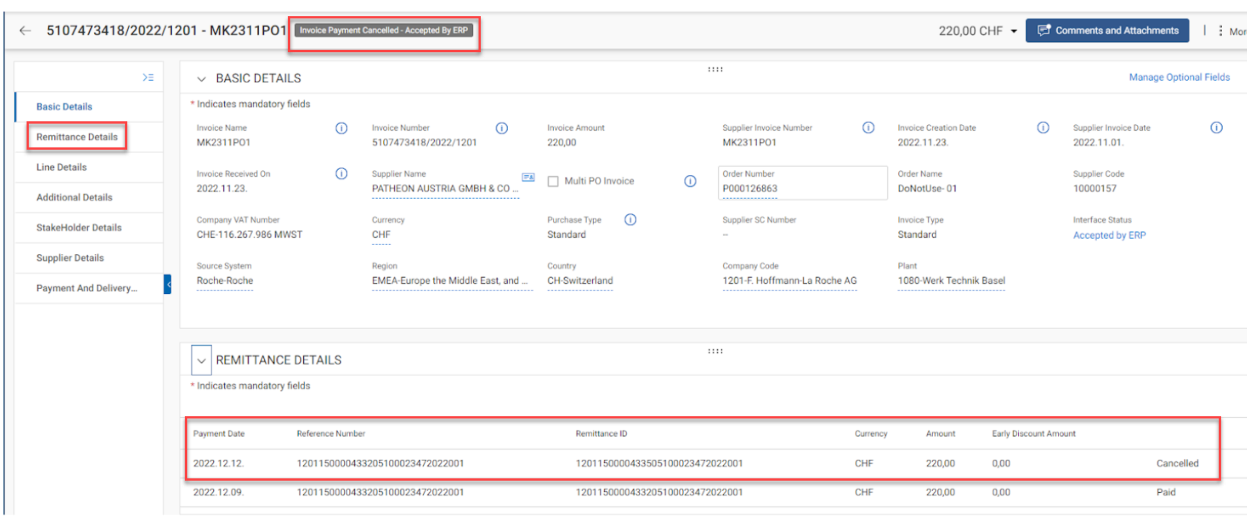
You can set up default bank accounts per currency on your profile, which are then pulled during invoice creation. The data is stored in the banking information of the location section on the profile, and you can still modify the pre-populated bank account on the invoice if needed. This update allows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

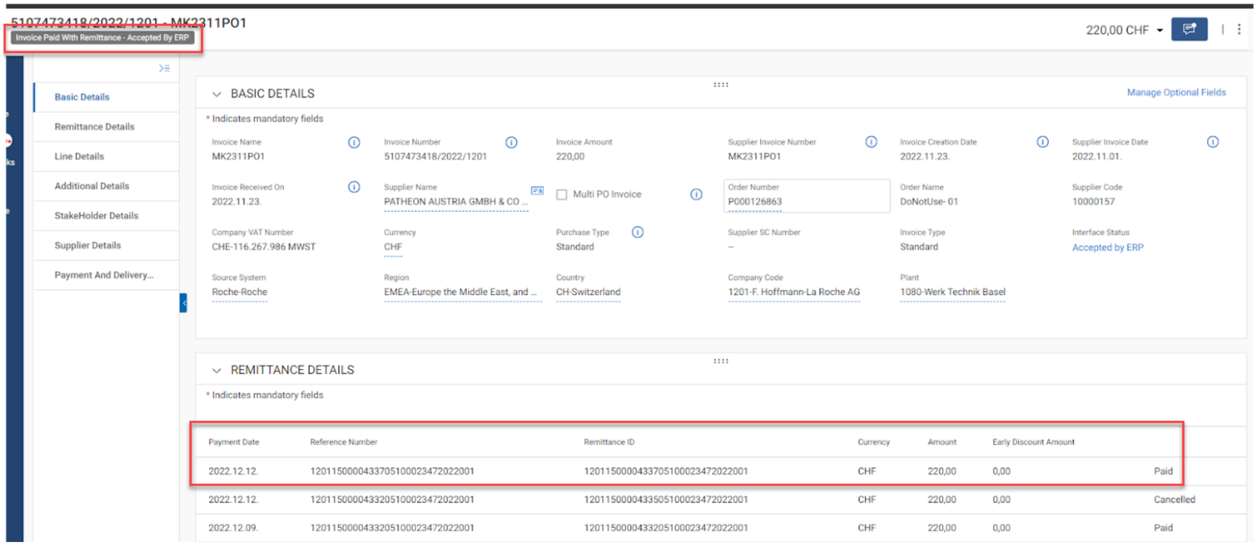


Invoice status updated if payment is reversed

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.

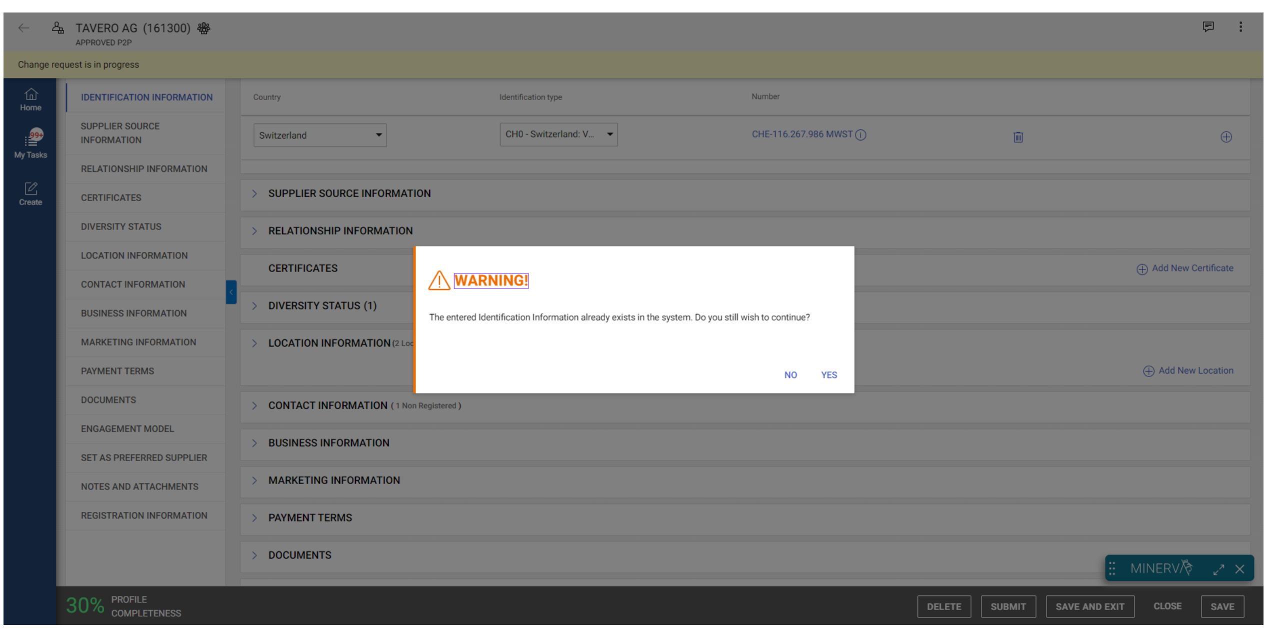




Same VAT number for multiple Supplier profiles

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.



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.