

Supplier Portal User Guide

myBuy GEP SMART

Roche's Procure to Pay Platform

Updated April 2024

Registration, Access and Profile Management

Use the links to navigate to each section

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4. Access myBuy GEP SMART via GEP Business Network ([link](#))
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Using myBuy GEP SMART

Use the links to navigate to each section

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01

Why myBuy GEP SMART?

Introducing myBuy GEP SMART

- Roche/Genentech is introducing myBuy GEP SMART, a procurement and supplier engagement platform that will replace other legacy systems
- myBuy GEP SMART allows Roche to deliver higher quality service and greater value to the suppliers and partners who work with the company
- myBuy GEP SMART will be fully implemented by Roche in **2024**



Benefits of using myBuy GEP SMART

Easier to do business across Roche

- Supplier information management
- View/acknowledge purchase orders and participate in requests for quotation (if applicable)
- Create and send documents online

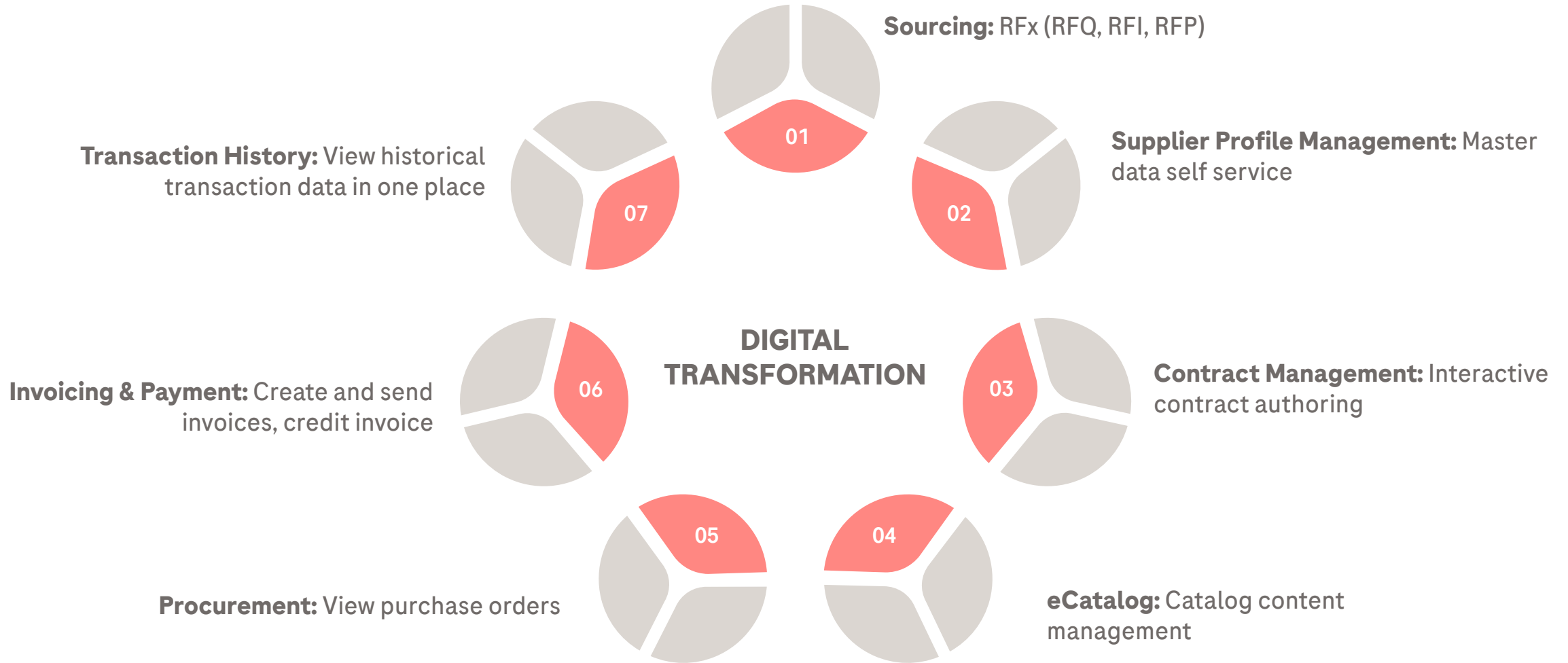
Digital transformation

- Invoice status monitoring
- Improved accuracy of orders
- Historical view of transactions with Roche/Genentech

No additional fees

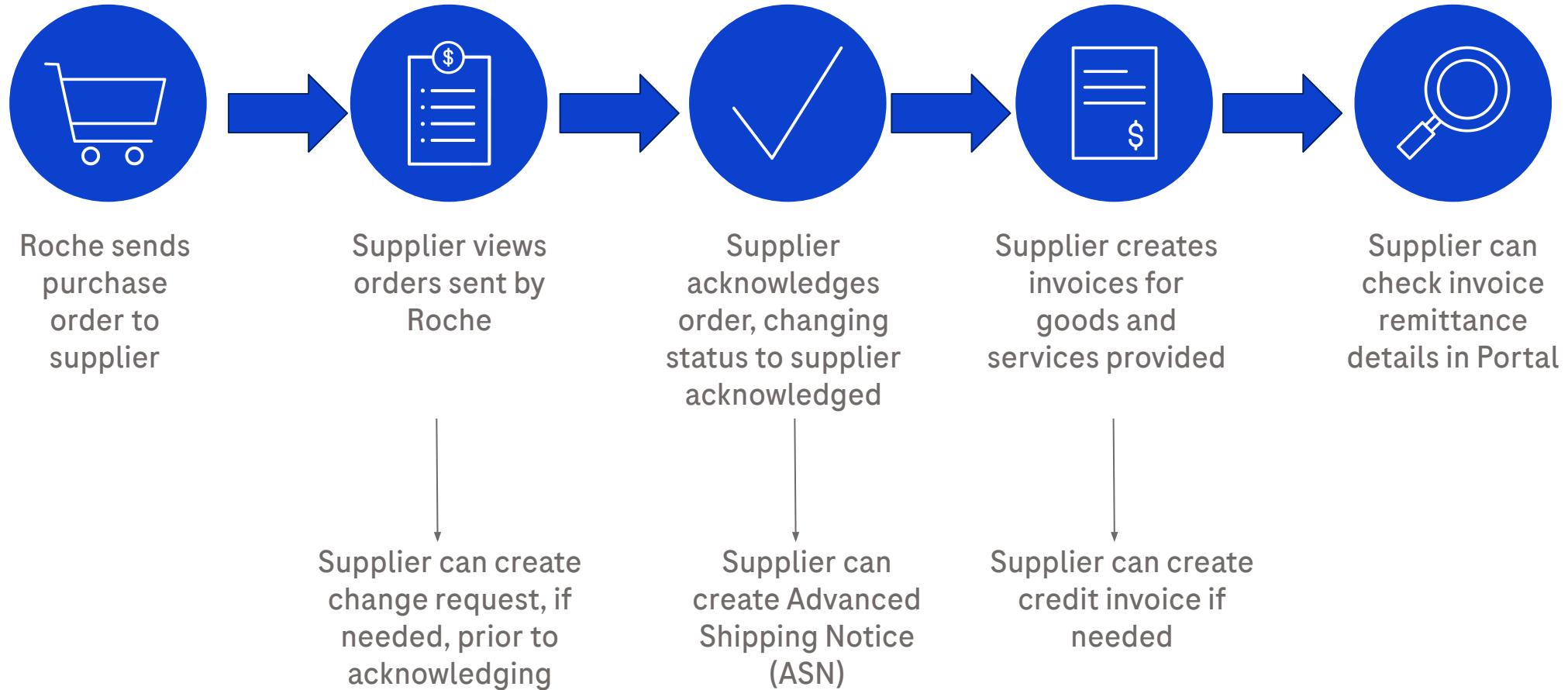
- No transactional/setup/license fees

Possible Supplier Collaboration via myBuy GEP SMART



Process Flow

Introduction to Submission of First Invoice



Registration

Registration Process - New to Portal Suppliers



Supplier receives email from Roche announcing transformation



Supplier receives email to register on GEP BUSINESS NETWORK



Supplier completes GEP BUSINESS NETWORK registration



Supplier accesses GEP BUSINESS NETWORK and completes profile set up



Supplier can then access myBuy GEP SMART

02

Business Network & myBuy GEP SMART Registration:

New Suppliers

What is GEP Business Network?

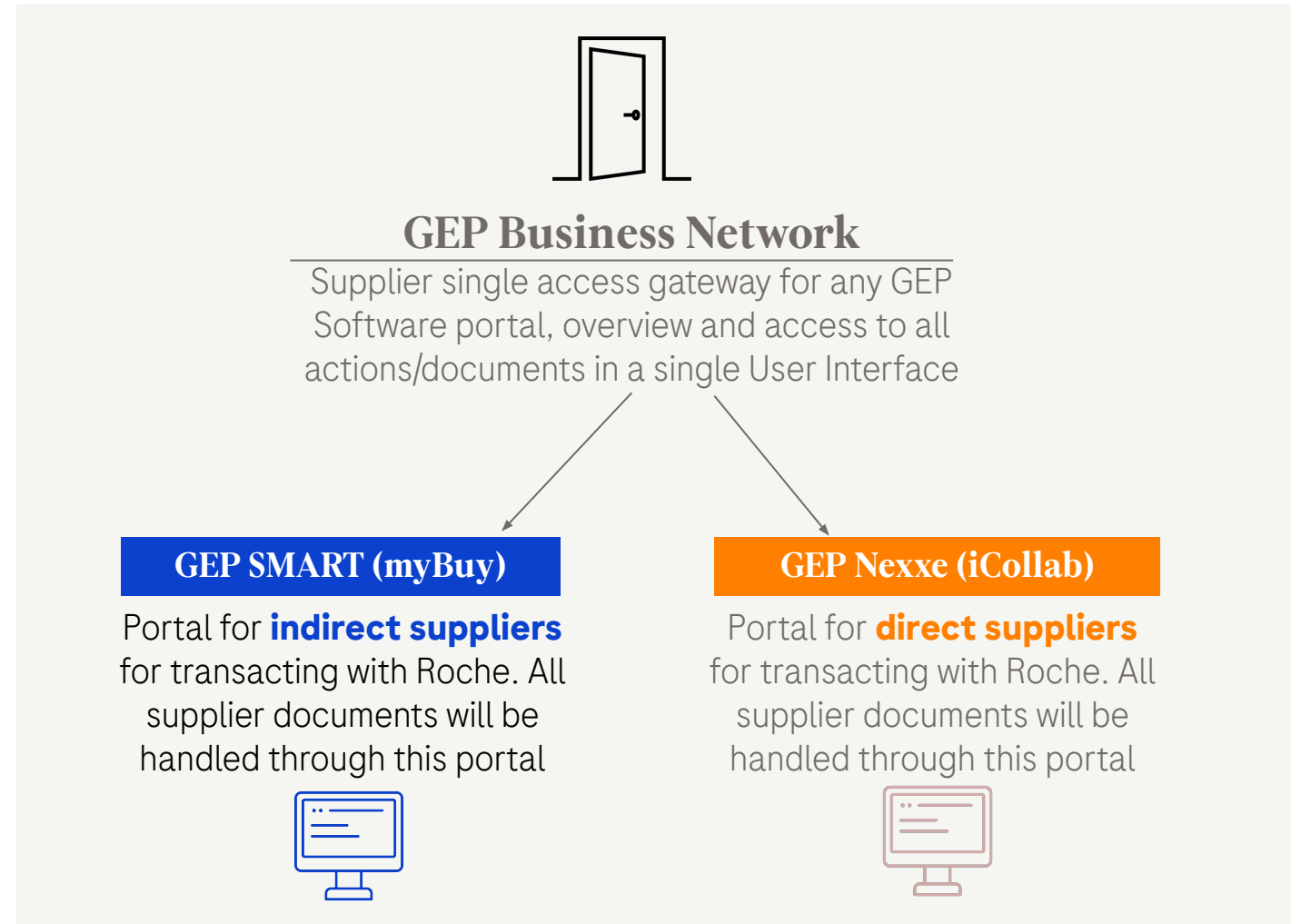
GEP Business Network (BN) is a unified gateway for suppliers to access GEP Software platforms across any client who uses GEP.

Roche/Genentech suppliers can access:

- **GEP SMART (myBuy)** for indirect procurement suppliers
- **GEP Nexxe (iCollab)** for direct materials suppliers

BN is free to use, regardless of transaction types and volumes.

Once registered on BN, you'll use your single login credential to access both myBuy and iCollab, as well as your supplier profile.



How to Register

Before you can access and begin using the system as a new supplier, you will need to complete a one time, 2 step registration process - registration for GEP Business Network (BN) and registration for myBuy GEP SMART.

The process starts with an invitation email from Roche/Genentech. Once you receive this email with a unique registration link, complete these steps:

1. Complete the BN registration form
2. Activate your BN account
3. Log into BN to finish the registration process by completing the primary registration form for myBuy GEP SMART

Registration Email Notification

Suppliers using myBuy GEP SMART for the first time will receive an email from global.mybuy@roche.com

1. Click the **Click here** link in the email to access the registration form

Any questions or technical issues with registration can be directed to GEP via email or phone (see email for details).

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 digital 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 [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

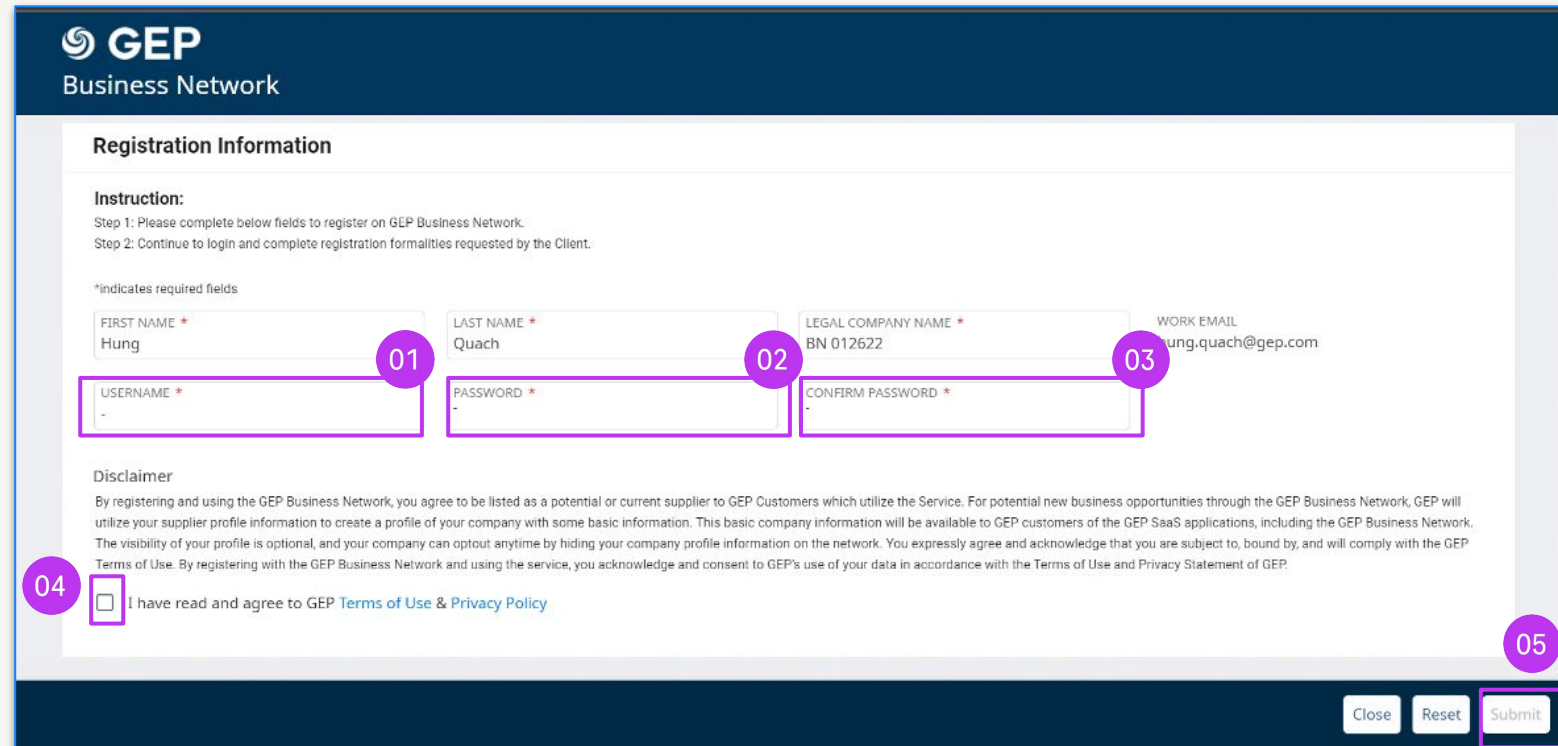
Additional numbers can be found here:
<https://success.gep.com/s/article/GEP-Customer-Support-Contact-Information>

Sincerely,

Complete Business Network Registration Form

All required fields are marked with an *

1. Create **Username**
2. Create **Password** (passwords must be reset every 90 days)
3. Confirm **Password**
4. Check the **I have read and agree to GEP Terms of Use & Privacy Policy** box
5. Click **Submit**



GEP Business Network

Registration Information

Instruction:
 Step 1: Please complete below fields to register on GEP Business Network.
 Step 2: Continue to login and complete registration formalities requested by the Client.

*indicates required fields

FIRST NAME * Hung	LAST NAME * Quach	LEGAL COMPANY NAME * BN 012622	WORK EMAIL hung.quach@gep.com
USERNAME * -	PASSWORD * -	CONFIRM PASSWORD * -	

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 of Use & Privacy Policy](#)

Buttons: Close, Reset, Submit

Note: If you already have a Roche username, please do not use this as your Business Network username for the Supplier portal registration.

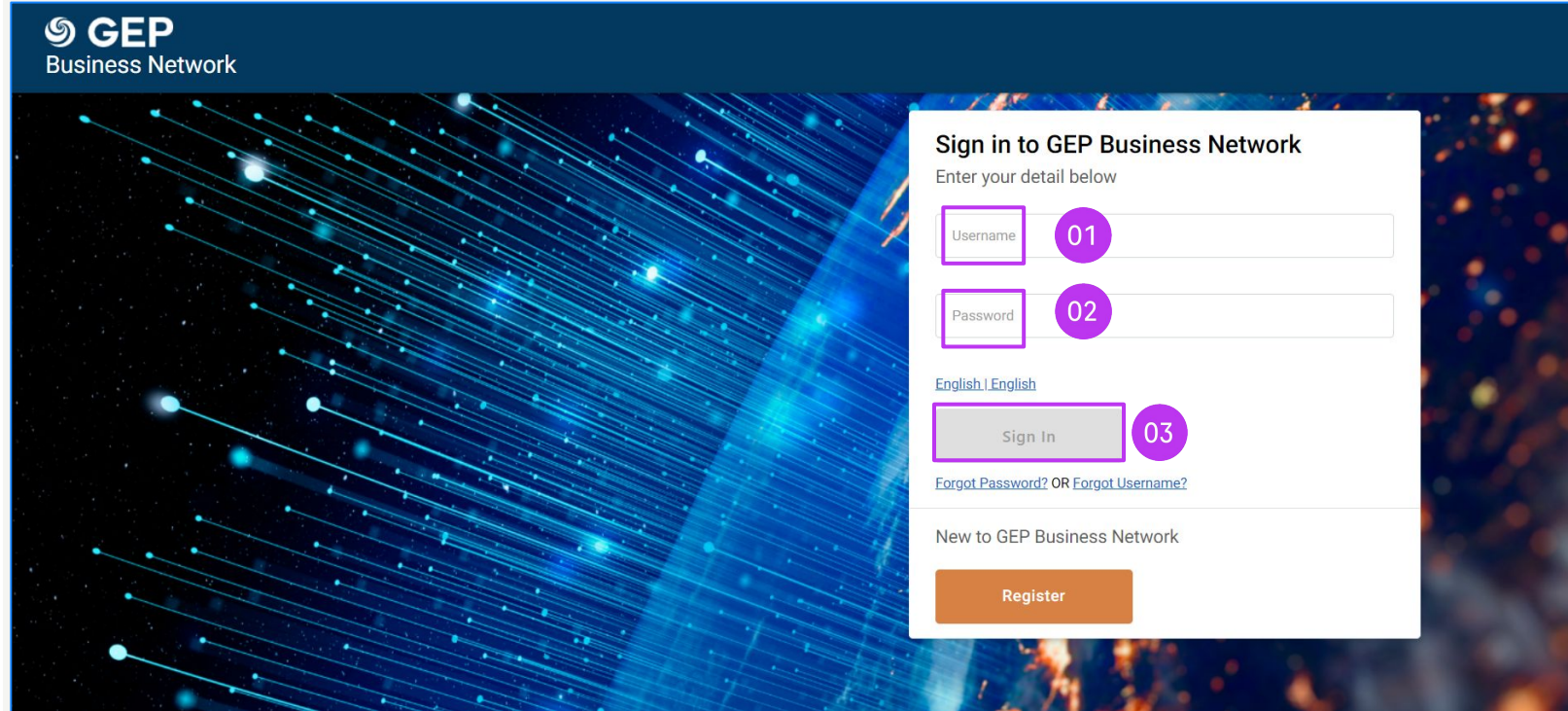
Instead, you must create a different username to register for the portal.

Log In to Business Network

To sign in from the login page:

<https://businessnetwork-idp.gep.com/>

1. Enter **Username**
2. Enter **Password**
3. Click **Sign In** button



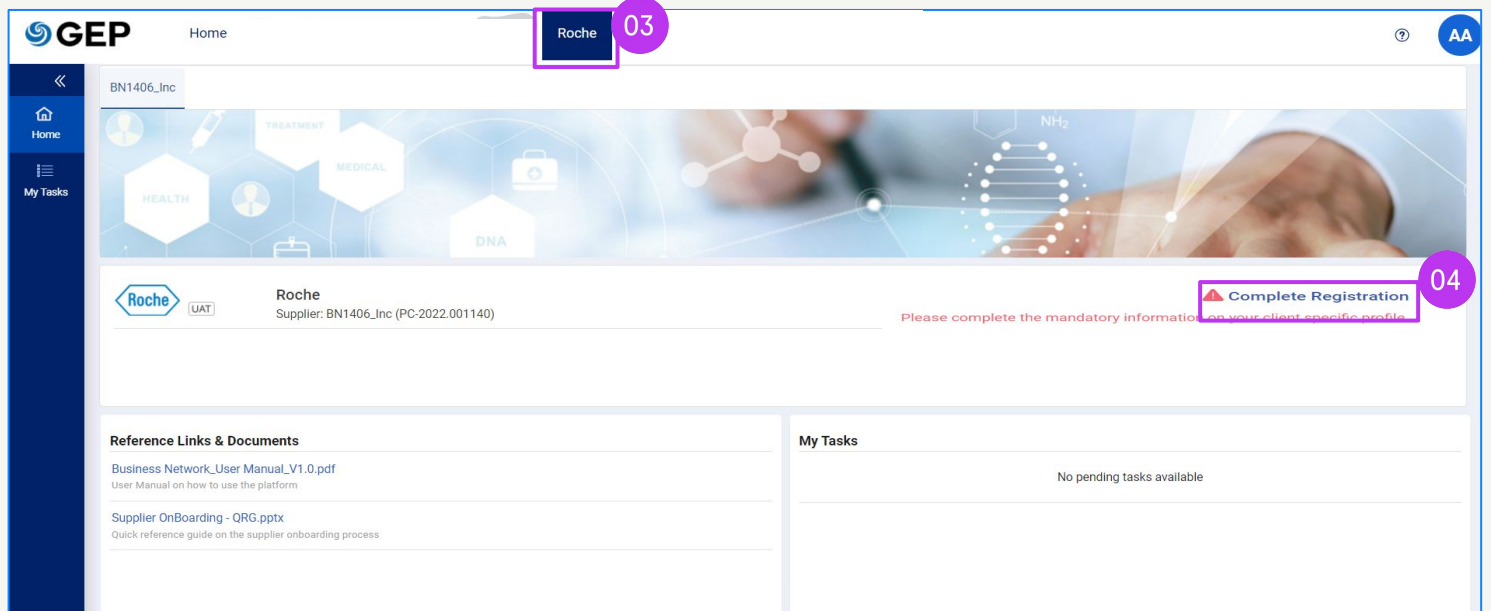
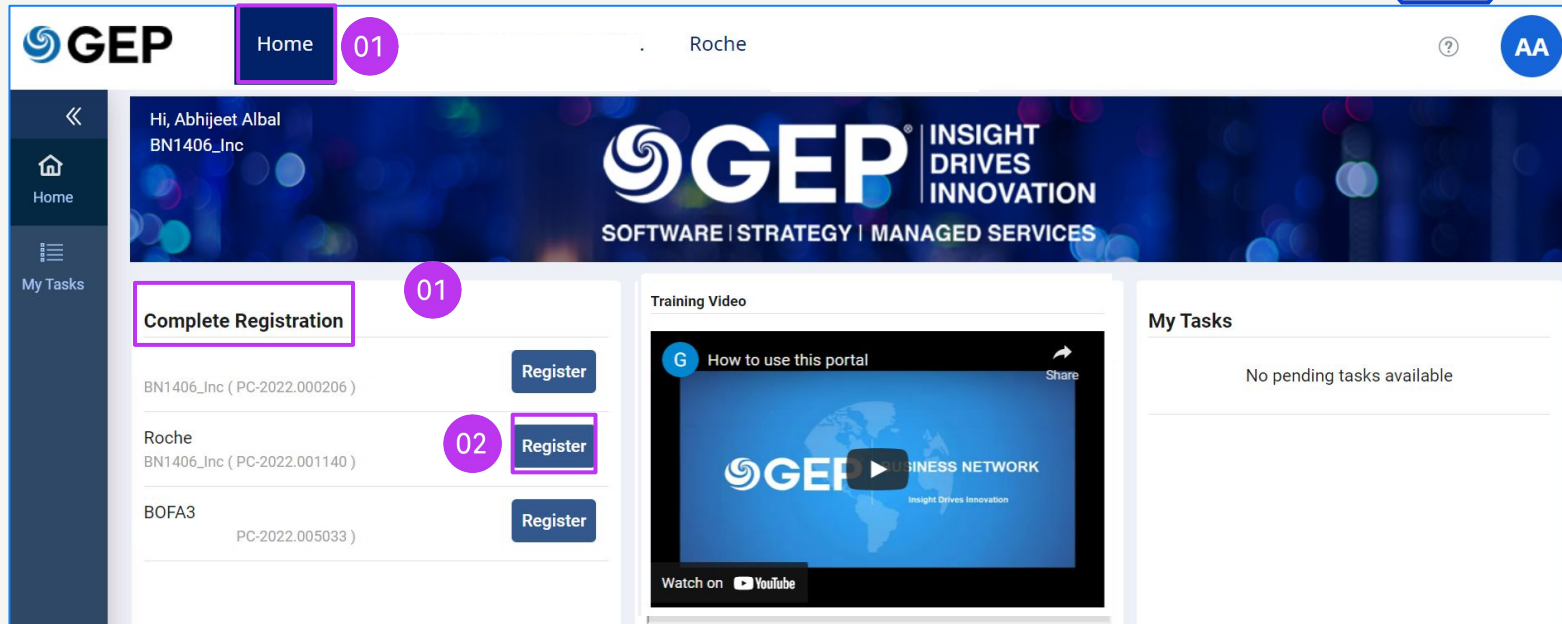
Complete Primary Registration Form (one time process)

When the primary contact first accesses GEP Business Network, they will be required to complete their company information. After you log in, you will see the home page.

1. From the **Home** tab, go to the **Complete Registration** section
2. Click **Register** to proceed with the Primary Registration Form (required to complete your client-specific supplier profile)

OR

3. Click on **Client Name** to go to the specific client profile
4. Click on **Complete Registration** to fill the Primary Registration Form



Complete Primary Registration Form (one time process)

All required fields are marked with an *.

1. Choose your **Preferred Language**
2. **Username** is pre-populated based on what you selected when completing the Business Network registration form
3. Enter a **Password** (you can use the same password you set up for Business Network)
4. Complete all required fields in the **Company Information** section

01 Language English

Primary Registration Form

Basic Details

All fields marked with * are required.

Account Credentials

02 Username *

03 Password*

i

Company Information

04 Legal Company Name

Doing Business As

Company Website

Headquarter*

Company Phone

Fax

Business Regions

Category

D-U-N-S Number

Company Identification

+

Complete Primary Registration Form (one time process)

- 5. Verify information in **Primary Contact Information** section (some is pre-populated); enter a **Primary Business Phone Number**
- 6. Review **Terms & Conditions** and **Privacy Policy** for Roche and GEP, then accept them by clicking the **check box**
- 7. Click **Submit** to complete registration

05

Primary Contact Information

First Name* Surekha

Last Name* sonkamble

Company Email * surekha.sonkamble1@gep.com

Primary Business Phone Number _____ Extension _____

Contact's Business Region _____

Contact's Category Consulting Services (Y350)

Secondary Contact Information

First Name	Last Name	Company Email	Contact Role	ISD Code	Mobile Number	
<p>06 <input type="checkbox"/> I have read and agree to Roche2 Terms & Conditions & Privacy Policy. *</p> <p><input type="checkbox"/> I have read and agree to GEP Terms & Conditions & Privacy Policy. *</p>						

07

Reset Submit

03

Business Network Registration: Existing GEP SMART users

Log in to Business Network

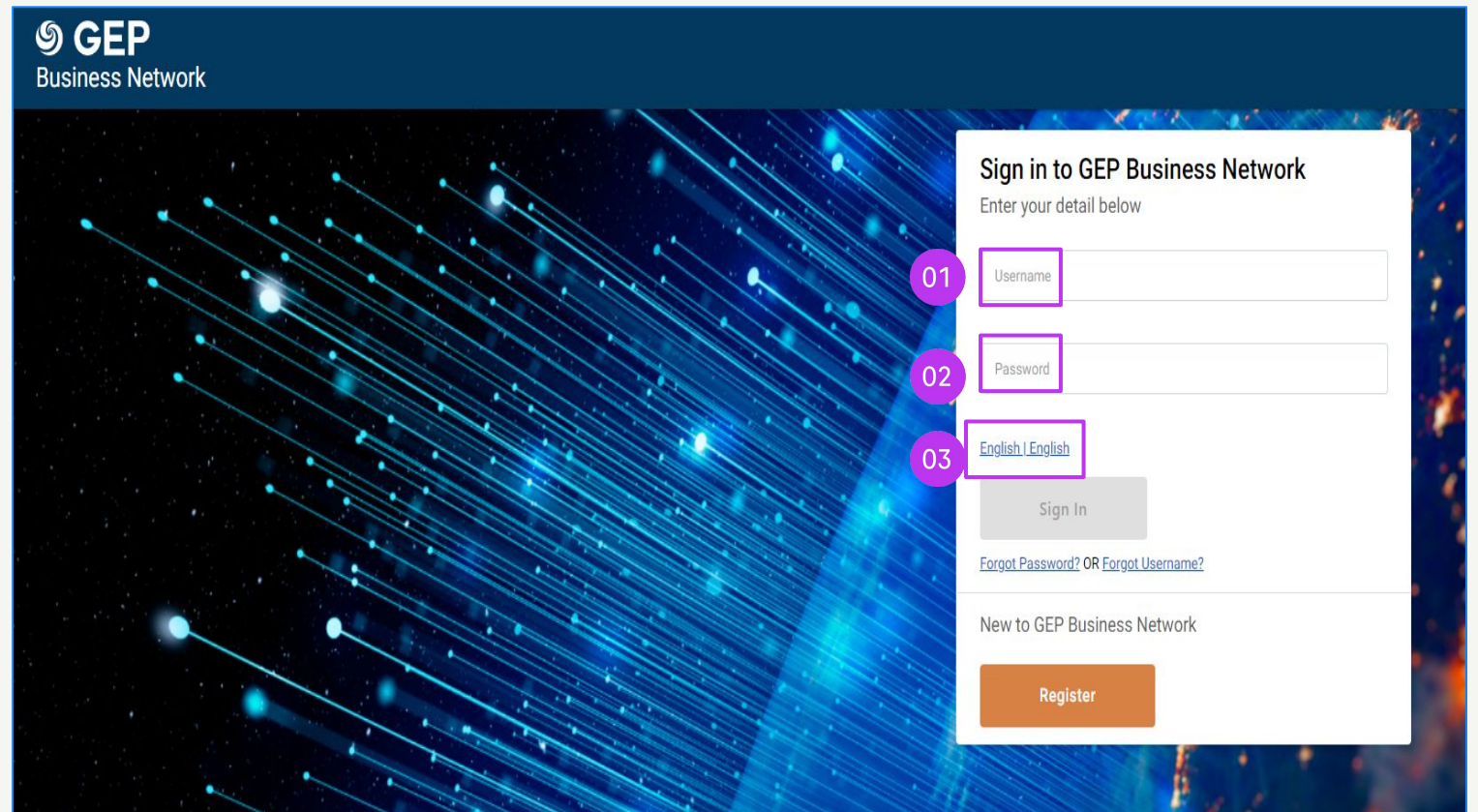
Existing GEP SMART users can access Business Network with the same login credentials established for myBuy GEP SMART – no need to re-register.

Go to:

<https://businessnetwork-idp.gep.com>

Bookmark the link for easy future access.

1. Enter **Username** you use for myBuy GEP SMART
2. Enter **Password** you use for myBuy GEP SMART
3. Change your **preferred language** (if applicable)



04

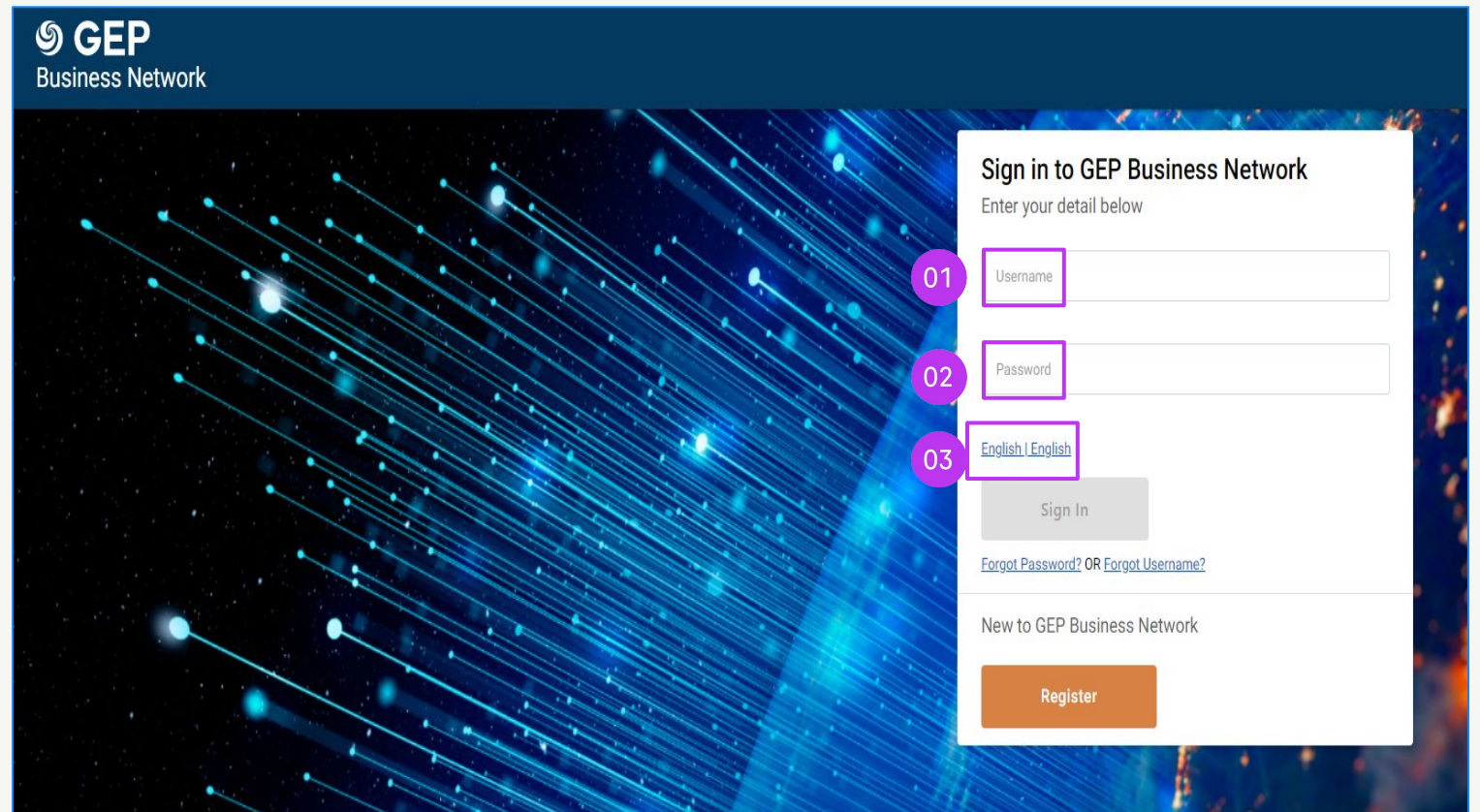
Accessing myBuy GEP SMART via GEP Business Network

Log in to Business Network

<https://businessnetwork-idp.gep.com>

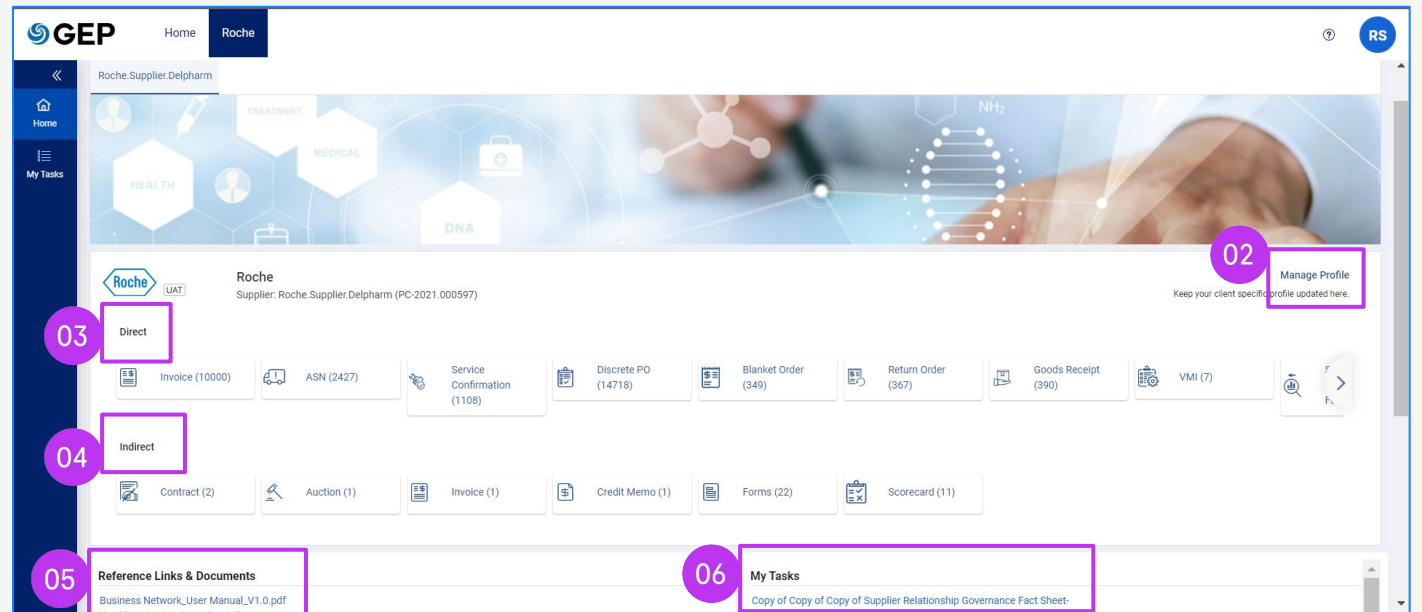
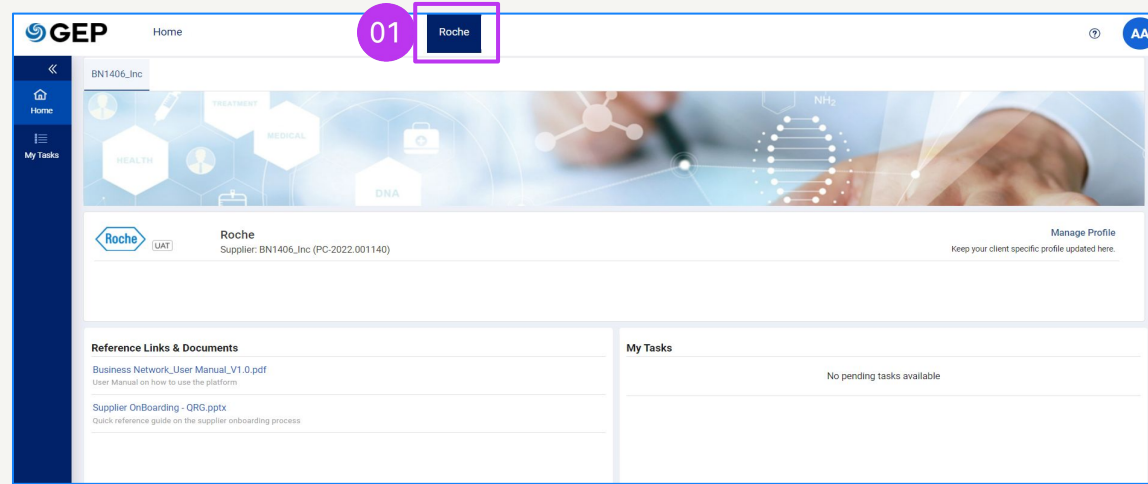
Bookmark the link for easy future access

1. Enter **Username**
2. Enter **Password**
3. Change your **preferred language** (if applicable)



Choose Client

1. Find the **Roche client** to access myBuy GEP SMART for Roche/Genentech (if you don't see the Roche client, contact the Supplier Enablement Team* for your region)
2. View/manage your **Roche supplier profile**
3. Access **iCollab** (direct procurement documents)
4. Access **myBuy GEP SMART** (indirect procurement documents)
5. **Reference link & documents**
6. Under **My Tasks** you will see all the documents which requires your action



*Supplier Enablement Team contacts by region:

- americas.supplier_enablement@roche.com
- apac.supplier_enablement@roche.com
- emea.supplier_enablement@roche.com

Genentech Supplier Enablement Team:

- myBuy-enablement@gene.com



05

Retrieving Username or Password

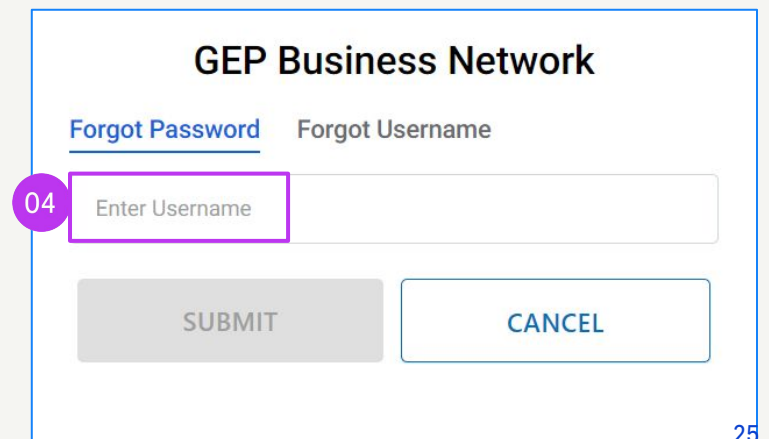
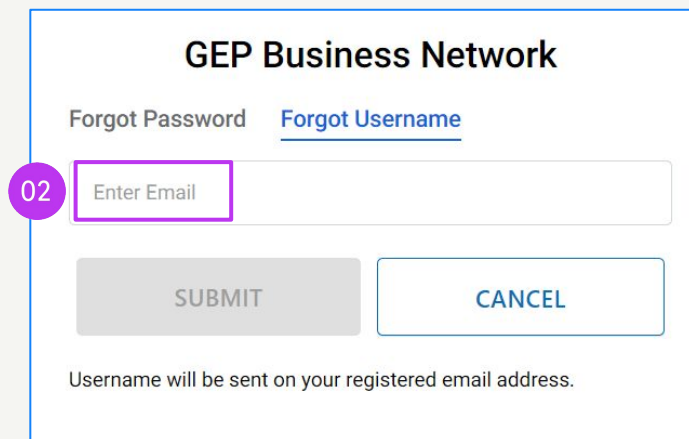
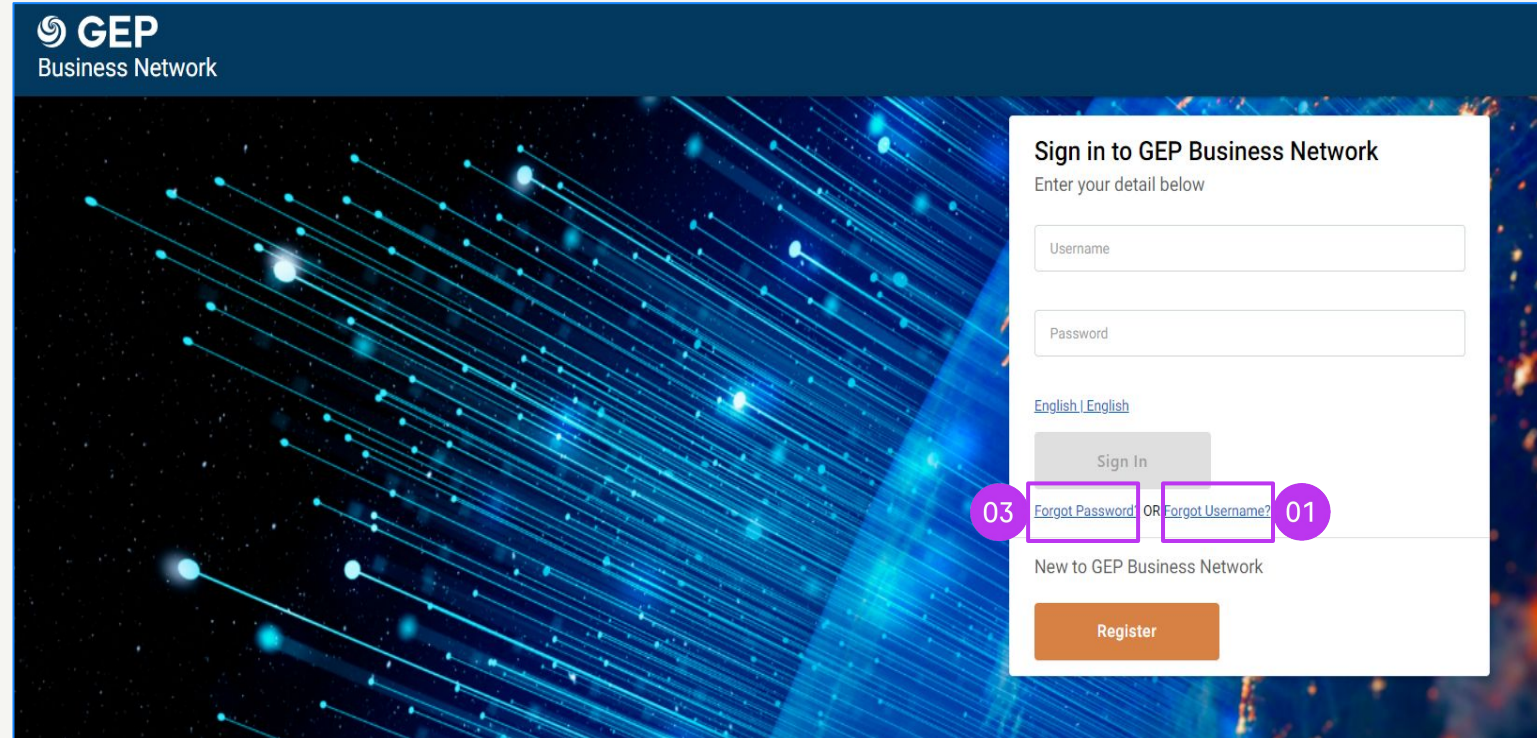
Retrieve Username & Password

To retrieve your Business Network Username:

1. Click **Forgot Username**
2. Enter **Registered Email Address**; your Username will be sent to that email address

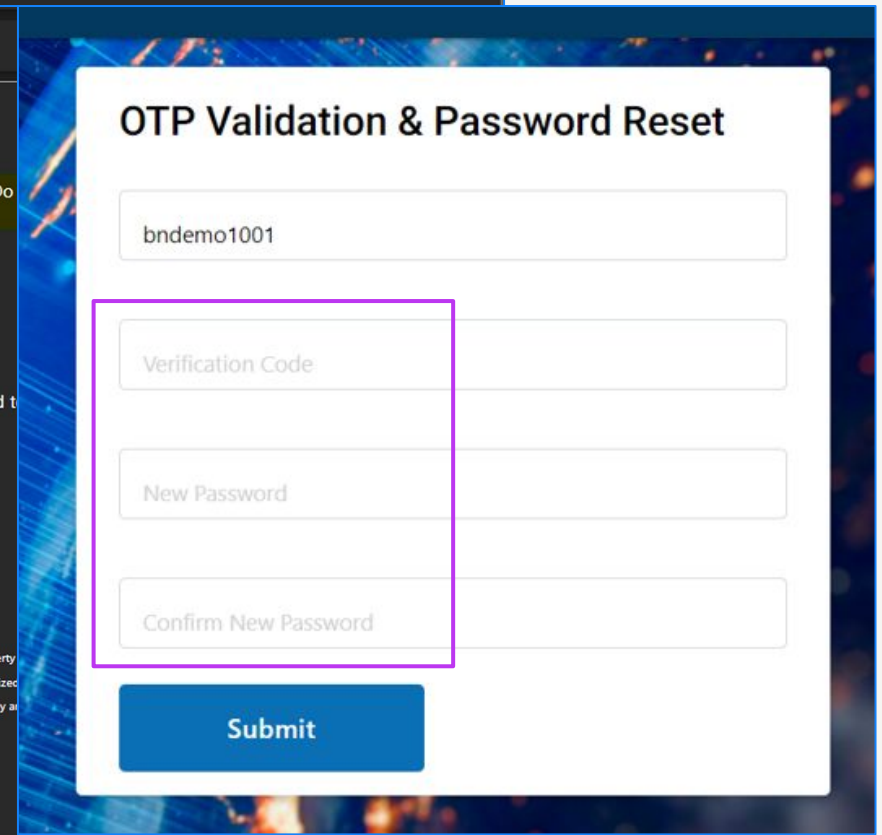
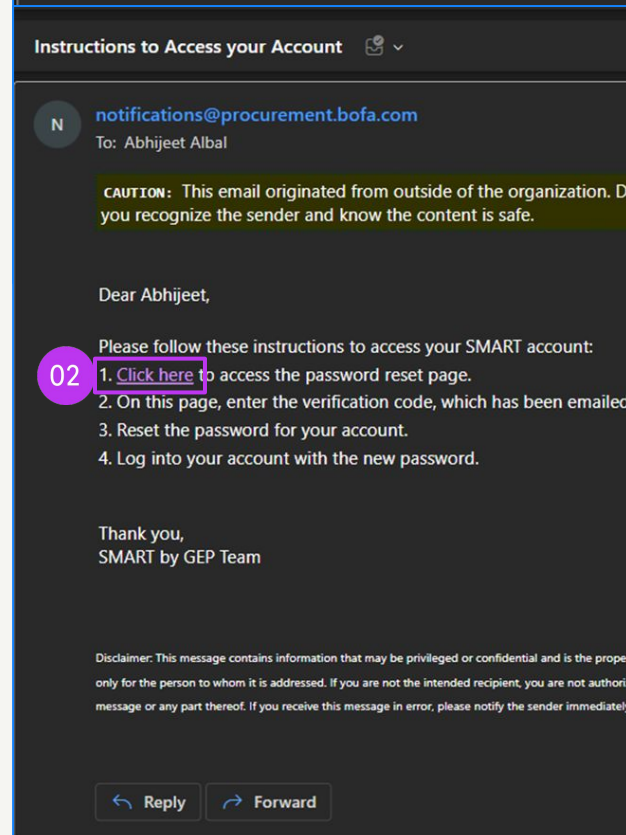
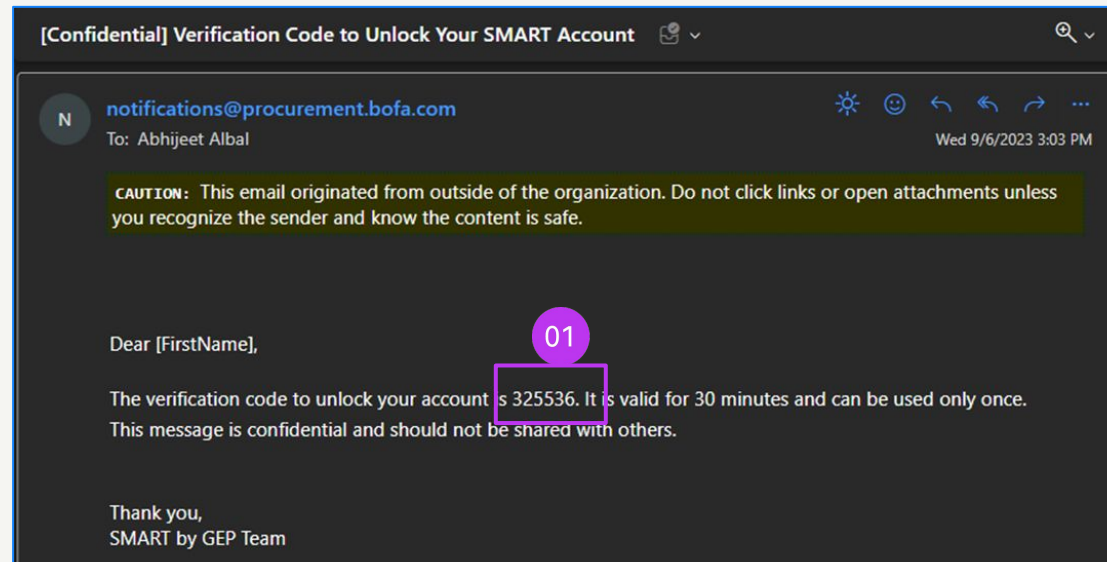
To retrieve your Business Network Password:

3. Click **Forgot Password**
4. Enter your **Username**; an email will be sent to your registered email address with a verification code and additional instructions for the password reset. (If you don't receive the email, check your spam folder; you can also send an email to support@gep.com).



Retrieve Password

1. If an account is found to be linked to that Email, the system will send:
 - An email with a Verification Code
 - A separate email with a Link to Reset Password.
2. When you click on the link, you will be directed to the **OTP Validation & Password Reset** page



Retrieve Password continued

3. You will be prompted to enter the Verification Code and your New Password and then click **Submit**. (Username is prefilled based on the unique Password Reset URL generated for that account).
4. Once done, you will receive the success message
5. You will then receive an email confirming your password change

If the verification code is expired, the password update will fail and you will have to restart the process.

The image displays two screenshots of the password reset process. The first screenshot, labeled '03', shows the 'OTP Validation & Password Reset' form. The username 'bndemo1001' is pre-filled. The form includes fields for 'Verification Code', 'New Password', and 'Confirm New Password', with a 'Submit' button at the bottom. The second screenshot, labeled '04', shows the success message: 'Your Password was successfully reset. Please login with your new password.' with an 'OK' button. Below these is a screenshot of an email confirmation from 'smartuat@gep.com' to 'Abhijeet Albal', dated 'Wed 9/6/2023 3:15 PM'. The email contains a caution about external links and a message stating 'Hello Abhijeet, Your password has been successfully changed.' It also provides contact information for support: Phone: USA: +1 732 428 1578 / Asia: +91 22 61 372 148 / Europe: +42 022 59 86 501; Email: Support@gep.com. The email concludes with 'Thank you, and have a nice day.' and a disclaimer.

06

Manage GEP Business Network Profile

Manage Profile

GEP Business Network information is only visible to the supplier and to GEP.

However, this section is not mandatory. The information is restricted to GEP Business Network and data is not shared with other clients.

To access your GEP Business Network profile:

1. Click the **profile icon** (shown in the circle with initials) in the top right corner
2. Select **GEP Business Network Profile**
3. Click on **OK** on the information pop-up window to proceed

The screenshot shows the GEP Business Network Home page for Roche. The page has a dark blue header with the GEP logo and the tagline 'INSIGHT DRIVES INNOVATION'. Below the header, there is a navigation menu on the left with 'Home' and 'My Tasks'. The main content area is divided into three sections: 'Complete Registration' (no pending registrations), 'Training Video' (a video titled 'How to use this portal'), and 'My Tasks' (a list of tasks including 'Copy of Copy of Copy of Supplier Relationship Governance Fact Sheet-Buyer(1)TemplateTemplate' and 'TEST CLI'). A profile icon with initials 'RS' is in the top right corner, and a 'Logout' button is visible.

Information

This is your GEP Business Network profile. Your clients do NOT have access to this information. To update information for Client specific profiles, please access "Manage Profile" link on the respective client tile from the Home page.

Ok **Go To Home**

Manage Profile

To manage your information on Business Network profile:

1. Update the **Basic Details** section
2. Update **Duns Number** in the **Identification Details** section

The screenshot shows the GEP 'Manage Profile' page for Energy Canada Ltd. The 'Basic Details' section is highlighted with a purple box and a '01' callout. The section contains the following fields:

- Supplier's Legal Name *: BN1406_Inc
- Parent's Identification Type: Please Select
- Parent's Identification: -
- Doing Business As: -
- Normalized Name: -
- Organization: -
- Formerly Known As: -
- Category *: BUSINESS TRAVEL
- Region: Please Select

At the bottom of the section, there is a question: "Do you want to participate in new trading opportunities with GEP customers?" with two radio buttons: "Become discoverable" (selected) and "Not interested".

The screenshot shows the 'Identification Details' section highlighted with a purple box and a '02' callout. The section contains the following fields:

- Duns Number *: -

At the bottom right of the section, there is a button: "Add Identification".

Identification Type	Number
No Rows To Show	

Manage Profile cont'd

- 3. Upload any relevant **Certificates** (optional)
- 4. Upload **Diversity Document(s)** (optional)
- 5. Update **Business Information**
- 6. Click **Save**

This screenshot shows two sections of the profile management interface. The top section is titled 'Certificates (0)' and contains a button labeled '+ Add Certificate' circled in purple with the number '03'. Below it is the 'Diversity (0)' section, which contains a button labeled '+ Add Diversity' circled in purple with the number '04'. A sidebar on the left lists various sections, with 'Certificates (0)' and 'Diversity (0)' highlighted.

This screenshot shows the 'Business Information' section of the profile management interface, highlighted with a purple box and the number '05'. The sidebar on the left has 'Business Information' highlighted. The main content area includes several input fields: 'Currency' with a dropdown menu showing options like 'US Dollar . USD', 'Andorran Peseta . AD', 'United Arab Emirates', 'Euro . EUR', and 'Andorran Franc . ADF'; 'Average Profit' with a text input field containing '-'; 'Year of Incorporat' with a dropdown menu showing 'Please Select'; 'Annual Revenue' with a text input field containing '-'; 'Business Type' with a dropdown menu; 'Description' with a text input field containing '-'; and two social media links: 'www.facebook.com/' and 'www.linkedin.com/', both with text input fields containing '-'. At the bottom right, there are 'Cancel' and 'Save' buttons, with 'Save' circled in purple and the number '06' next to it.

07

Manage myBuy GEP SMART Supplier Profile

Managing Your myBuy GEP SMART Profile

It's important to ensure that the information in your supplier profile is as accurate as possible.

myBuy GEP SMART enables suppliers to manage some of the sections of their supplier profile through the **change request functionality**, including:

- **Basic Information** - Update supplier legal name and upload your company logo
- **Certificates** - Upload relevant certificates
- **Diversity Status** - Indicate diversity status
- **Contact Details** - Add new or edit existing company contacts, choose or change primary contact
- **Location Information** - Choose or make changes to **ordering manager** field, select a default bank account by location
- **Banking Details** - Add or change banking details
- **Marketing Information** - Add or change website and social media information

Open Supplier Profile

All changes to your supplier profile start with a change request.

1. Click the **Supplier Profile** icon from the myBuy GEP SMART home page
2. Click **CREATE CHANGE REQUEST**
3. Click **YES** at the prompt to proceed

? CONFIRMATION

Are you sure you want to create Change Request?

Note: In case of a change request is not submitted, supplier manager will have an option to cancel your change request so that other users can make the changes

Submit Changes

When all changes have been made to your profile:

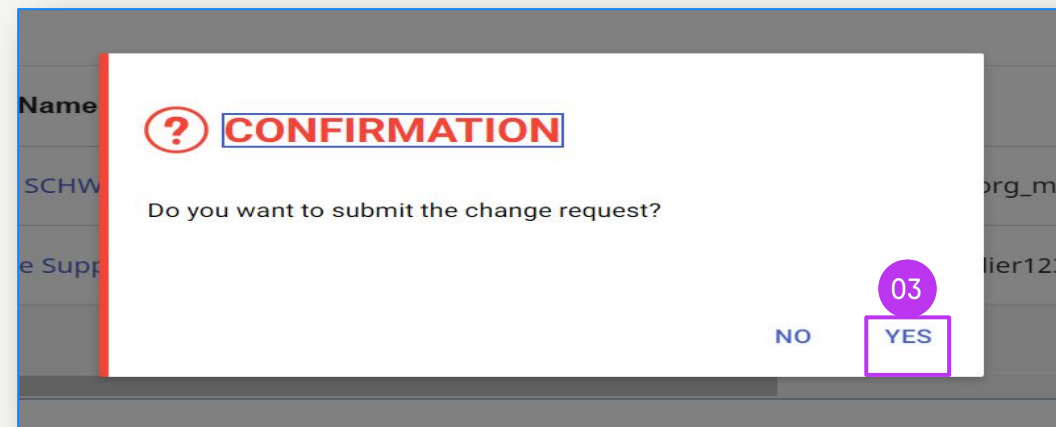
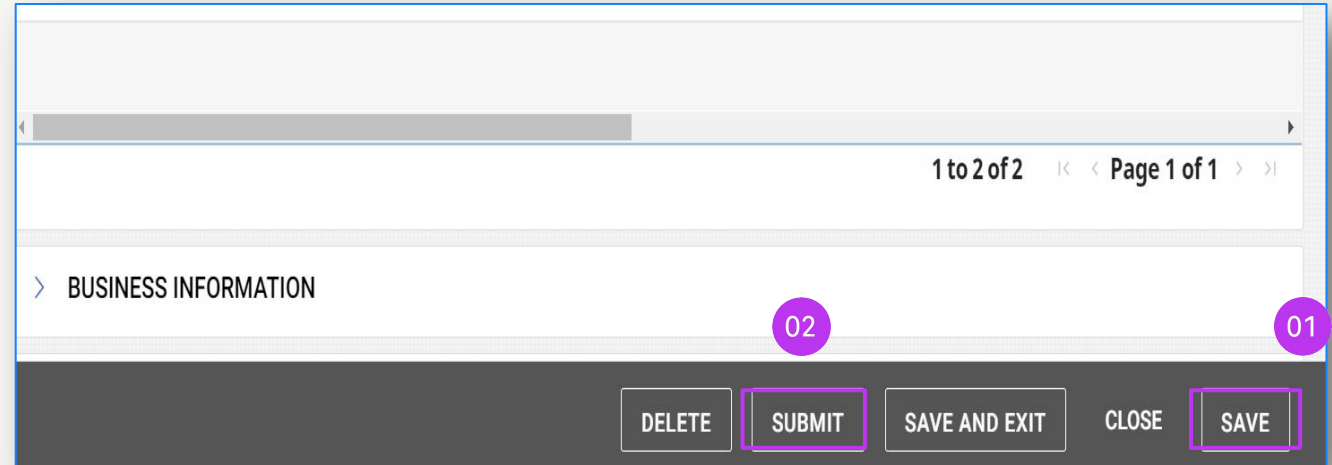
1. Click **SAVE**
2. Click **SUBMIT**
3. Click **YES** to confirm you want to make the changes

Once a change request is submitted, it will be routed for approval by Roche/Genentech.

No other change requests can be submitted until the initial request has been approved or rejected.

If newly added contacts are approved, the primary supplier profile contact will receive an email confirmation.

At that time, you can send an email invitation to any new contacts you added.



Add a new contact

Add New Contact

1. Once you initiate the change request, you will see **Change request is in progress** at the top of the screen
2. Select the **CONTACT INFORMATION** tab to open the contacts list

Contact status is shown at the top of the screen:

- All
- Registered
- Pending Activation
- Invited
- Non-Invited

First Name*	Last Name*	Email ID*	Code	Status	User Name	Designation	Primary Phone ...	Extension	Secondary Phon...	Extension	ISD Code	Mobile N
<input type="checkbox"/>	Oliver	Giffels	oliver.giffels@...	oliver.giffels@r...	Registered	OliverGiffels						Please Select
<input type="checkbox"/>	Alice	Wollny	alice.wollny-la...	alice.wollny-la...	Invited	Unregistered						Please Select
<input type="checkbox"/>	Georgiana	Ionescu	georgiana.ion...	georgiana.ione...	Registered	Geo3MSchweiz						Please Select

Add New Contact cont'd

To add a new contact:

3. Click the **(+)** icon
4. Move to the end of the contact list
5. Add required fields for each new contact:
 - a. **First Name**
 - b. **Last Name**
 - c. **Email Address**
 - d. **Primary Phone Number**
6. Click the **Floppy Disk** icon to **SAVE** each new contact

Profile contacts are able to access and use myBuy GEP SMART and initiate supplier profile change requests once they are registered.

Note: In order to send the registration invitation to the newly added contact(s), please follow the steps from [Chapter 8](#).

APPROVED P2P
Change request is in progress

Home My Tasks Create Supplier Profile

IDENTIFICATION INFORMATION
CERTIFICATES
DIVERSITY STATUS
LOCATION INFORMATION
CONTACT INFORMATION
BUSINESS INFORMATION
TRANSACTION TYPE
MARKETING INFORMATION
PAYMENT TERMS
DOCUMENTS
NOTES AND ATTACHMENTS

*indicates required fields

CONTACT INFORMATION (4) (2 Registered, 2 Non Registered)

*indicates required fields

All 4 Registered 2 Pending Activation 0 Invited 0 Non-Invited 2

Contact Details Contact Mapping

Please ensure you click on save icon at Action menu for saving all changes.

First Name*	Last Name*	Email ID*	Code	Status	Designation	Primary Phone...	Extension	Secondary Phon...	Extension	ISD Code
<input type="checkbox"/>	Roche	Suppliers	glo.training_e...	msharfuddin...	Registered					Please Selec
<input type="checkbox"/>	Applied	Indus	test_glo.traini...	test_glo.traini...	Non - Invited	7074212400				Please Selec
<input type="checkbox"/>	Applied	Indus	test10_glo.tra...	test10_glo.trai...	Non - Invited	7074212400				Please Selec
<input type="checkbox"/>	Surekha	Sonkamble	surekha.sonka...	surekha.sonka...	Registered					Please Selec
<input type="checkbox"/>										Please Selec

1 to 5 of 5 Page 1 of 1

CONTACT INFORMATION (4) (2 Registered, 2 Non Registered)

*indicates required fields

All 4 Registered 2 Pending Activation 0 Invited 0 Non-Invited 2

Contact Details Contact Mapping

Please ensure you click on save icon at Action menu for saving all changes.

First Name*	Last Name*	Email ID*	Code	Status	Designation	Primary Phone...	Extension	Secondary Phon...	Extension	ISD Code
<input type="checkbox"/>	Roche	Suppliers	glo.training_e...	msharfuddin...	Registered					Please Selec
<input type="checkbox"/>	Applied	Indus	test_glo.traini...	test_glo.traini...	Non - Invited	7074212400				Please Selec
<input type="checkbox"/>	Applied	Indus	test10_glo.tra...	test10_glo.trai...	Non - Invited	7074212400				Please Selec
<input type="checkbox"/>	Surekha	Sonkamble	surekha.sonka...	surekha.sonka...	Registered					Please Selec
<input type="checkbox"/>										Please Selec

1 to 5 of 5 Page 1 of 1

Select or update a
primary contact

Select or Change Primary Contact




The Primary Contact is the one point of contact that receives all myBuy GEP SMART email notifications from Roche/Genentech.

The current Primary Contact is shown with a blue icon next to the contact name.

To make a change:

1. Click the **supplier icon** next to the person you wish to be the Primary Contact; the icon will change from grey to **blue**

Note: You can also select an internal distribution list if you want more than one person to receive notifications.

	First Name*	Last Name*	01	Email ID*	Code	Status	o.	Language
<input type="checkbox"/>	3M SCHWE...	Contact		santhu.choud...	TESTGEP_cu...	Registered		English
<input type="checkbox"/>	Supplier TE...	Roche		rochesupplier...	TESTGEP_3m...	Registered		English
<input type="checkbox"/>	Gustaf	Engstrand		gustaf.engstra...	gustaf.engstra...	Non - Invited		Deutsch

To create a distribution list in Outlook access this [link](#).

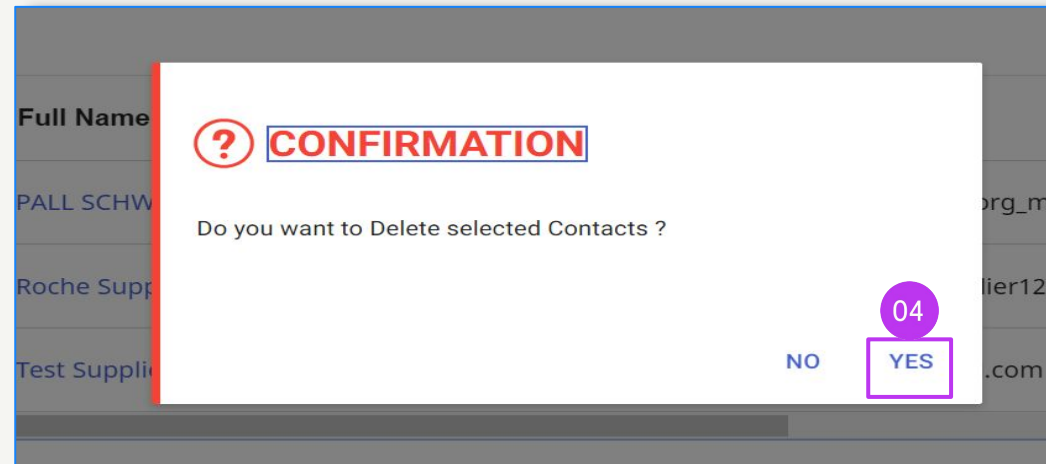
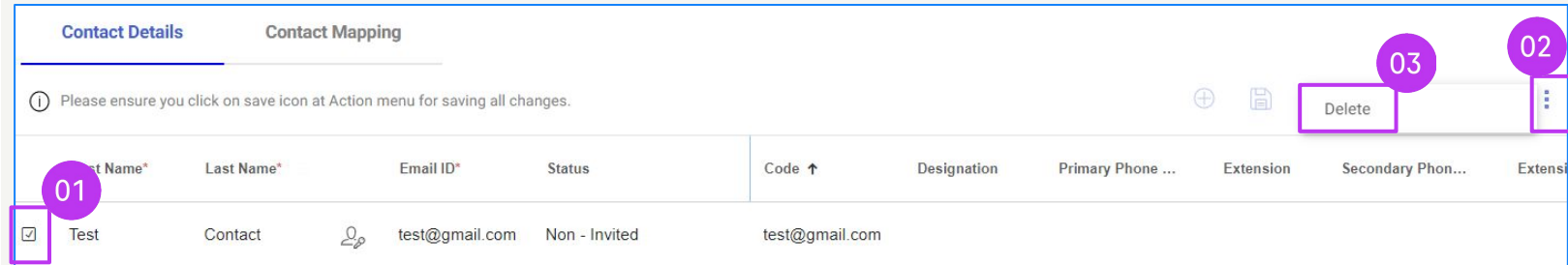
And to create a distribution list in Google access this [link](#).

Delete a contact

Delete Contact

To delete a contact from your supplier profile:

1. Click the **check box** next to the contact you wish to delete
2. Click on the **Ellipsis (3 dots)**
3. Select **Delete**
4. Confirm the deletion by clicking **YES**



Select or change an
ordering manager

Select or Change Ordering Manager

One **Ordering Manager** can be selected for each of your locations. The Ordering Manager is responsible for all aspects of order processing for their assigned location.

1. Click the **LOCATION INFORMATION** tab
2. Click the **icon** in the **ROLES AND CONTACTS** section
3. Click **ORDERING MANAGER**
4. Click the **check box** next to the contact who should be named Ordering Manager (select only one*)
5. Click **APPLY**

The screenshot shows the Roche system interface. At the top right, the Roche logo is visible. The main content area is divided into two sections: 'LOCATION INFORMATION' and 'ROLES AND CONTACTS'.

LOCATION INFORMATION (5 Locations: 1 Headquarter, 3 Remit To Location, 4 Ordering Location)

*indicates required fields

⊕ Add New Location

<input type="checkbox"/>	Location Name	Type	Phone Nos.	Roles & Contacts
<input type="checkbox"/>	EGGST 93	Headquarter	Pri : +41435089870 Sec :	
<input type="checkbox"/>	EGGST 93 RUESCHLIKON ...	Remit To L... + 1 More	Pri : +41435089870 Sec :	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Location 2	Remit To L... + 1 More	Pri : +41447249439 Sec :	
<input type="checkbox"/>	EGGST 93 RUESCHLIKON ...	Ordering Lo...	Pri : +417249432 Sec :	

ROLES AND CONTACTS

🔍 Search By Name

ALL

3M SCHWEIZ GMBH Contact

Supplier TEST CR Roche

Gustaf Engstrand

Supplier 3 Roche

RESET CLOSE APPLY

Annotations: 01 points to the 'LOCATION INFORMATION' tab; 02 points to the 'Apply' icon in the 'Roles & Contacts' column of the location table; 03 points to the 'ORDERING MANAGER' role; 04 points to the '3M SCHWEIZ GMBH Contact' checkbox; 05 points to the 'APPLY' button at the bottom right.

*If more than one person at each location should receive orders, please use a group email address as a contact & assign this contact as the ordering manager

Set a default bank account by location

Set Default Banking Account (by location)

If you have more than one bank account or more than one currency set in your supplier profile, you can select a default option to appear when completing banking information on invoices.

1. Open **LOCATION INFORMATION** section
2. Click the **Location Name**
3. Open the **BANKING INFORMATION** section
4. Click the **check box** to mark that bank account as a default for that location
5. You can select an overall default bank account or a **default account by currency** as well

APPROVED P2P

Change request is in progress

01

BASIC DETAILS

IDENTIFICATION INFORMATION

CERTIFICATES

DIVERSITY STATUS

LOCATION INFORMATION

BASIC DETAILS

*indicates required fields

YOUR COMPANY LOGO HERE

Supported file formats: png, jpeg, jpg
Max file size : 5MB

Supplier's Legal Name*
PALL SCHWEIZ AG

Parent Company's Identifica...
Parent Company Name

Parent Company Name

Doing Business As
--

Formerly Known As
PALL (SCHWEIZ)... +1 More

Category*
MRO Equipment(Y20100...

02

DIVERSITY STATUS

LOCATION INFORMATION (18 Locations: 1 Headquarter, 11 Remit To Location, 10 Ordering Location, 5 Other)

*indicates required fields

<input type="checkbox"/>	Location Name	Type	Phone Nos.	Roles & Contacts
<input type="checkbox"/>	3050 SPRUCE ST	Headquarter	Pri : +13147715765 Sec :	
<input type="checkbox"/>	3050 SPRUCE ST SAINT LO...	Remit To Lo...	Pri : 3147715765 Sec :	
<input checked="" type="checkbox"/>	3050 SPRUCE ST SAINT LO...	Remit To Lo...	Pri : +13147715765 + 1 More Sec :	
<input type="checkbox"/>	4353 E 49TH ST CLEVELAN...	Remit To Lo...	Pri : +12168838025 + 1 More Sec :	
<input type="checkbox"/>	3050 SPRUCE ST ST LOUIS ...	Other	Pri : +18003652535 Sec :	
<input type="checkbox"/>	1669 PHOENIX PKWY COLL...	Remit To Lo...	Pri : +18003613352 + 1 More Sec :	

03

LOCATION INFORMATION

BANKING INFORMATION

IDENTIFICATION INFO

INCO TERMS

TRANSACTION TYPE

LOCATION INFORMATION

BANKING INFORMATION

*indicates required fields

<input type="checkbox"/>	Country	Payment Method	Bank Name	Branch	Account Type	Account Number	CBRN	Default	Default-CUR
<input type="checkbox"/>	Uni...	Pay...	WELLS FARGO BAN...	SAN FRANCISCO PCS	--	XXXXXX3935	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>

04 **05**

08

Send Registration Invitation to New Contacts

Send Registration Invitation

Once your new contact(s) is approved, you can send a registration invitation. There is no need to initiate a change request to invite new approved contacts.

1. Click the **check box** next to the new contact
2. Click the **Invite Envelope** icon
3. A new window will pop up with the **Registration Email Content** (no need to adjust the content)
4. Select **Language**
5. Click **SEND**

Contact Details **Contact Mapping**

Please ensure you click on save icon at Action menu for saving all changes.

First Name*	Last Name*	Email ID*	Code	Status	Designation	Primary Phone...	Extension	Secondary Phon...	Extension	IS	Invite
<input type="checkbox"/>	3M SCHWEL...	Contact	rochesupplier...	TESTGEP_cust...	Registered	435089870					Please Select
<input type="checkbox"/>	Supplier 2	Roche	rochesupplier...	TESTGEP_3m.p...	Registered	435089870					Please Select
<input checked="" type="checkbox"/>	Gustaf	Engstrand	gustaf.engstra...	gustaf.engstra...	Non - Invited	41797014914					Please Select
<input type="checkbox"/>	Portal_3MS...	Portal_3MS...	Portal_3MSC...	Portal_3MSCH...	Invited						Please Select
<input checked="" type="checkbox"/>	Supplier 3	Roche	shloka.jadhav...	shloka.jadhav...	Registered						Please Select

1 to 5 of 7 Page 1 of 2

02 Invite

01

03 INVITE SUPPLIER

shloka.jadhav@gep.com

Language: English

04

Subject*
ACTION: You have been invited to register on the Roche / Genentech buying platform

Add attachment(s)

Dear [Contact Name],

Your company is collaborating with Roche / Genentech. You have been added as additional supplier contact, which will allow you to receive electronic transmission of orders and submit invoices.

In order to use our myBuy GEP SMART platform, you will need to register. To get started, complete and submit the registration form. [Click here](#) to access the form.

05 CANCEL SEND

09

Acknowledging Orders

When it comes to orders, keep in mind:

Purchase orders issued through myBuy have a specific numbering scheme: **P000012345**

To acknowledge an order from Roche/Genentech means you agree to the goods or services, price, quantity, terms and shipping dates and fees indicated in the order.

Before acknowledging a new order, review it carefully. If needed, create a change request.

There are two ways to acknowledge orders:

1. **Via email** (order PDF is attached to the email)
2. **By logging into myBuy GEP SMART**



If the order is acknowledged and changes are needed, it would have to be initiated by Roche/Genentech, who will rescind the original order, make changes and then reissue the order to the supplier.

Acknowledge Order via Email

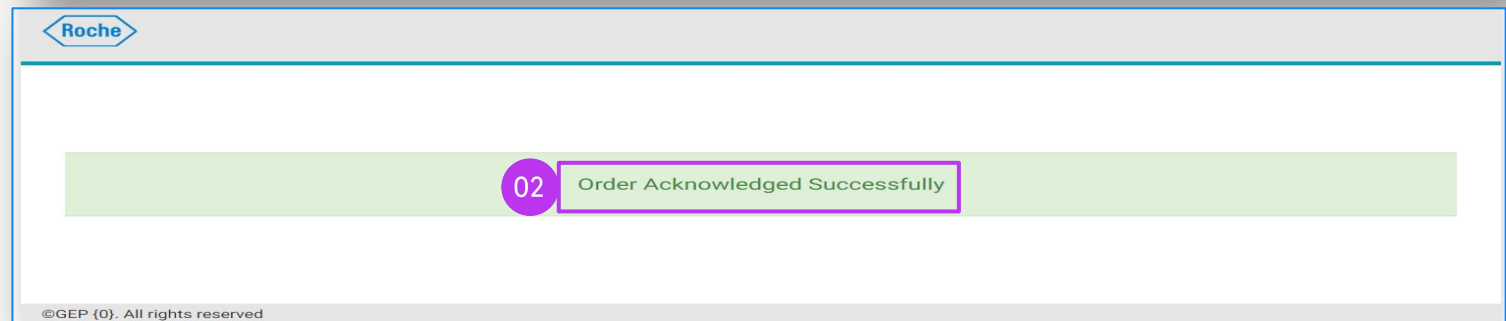
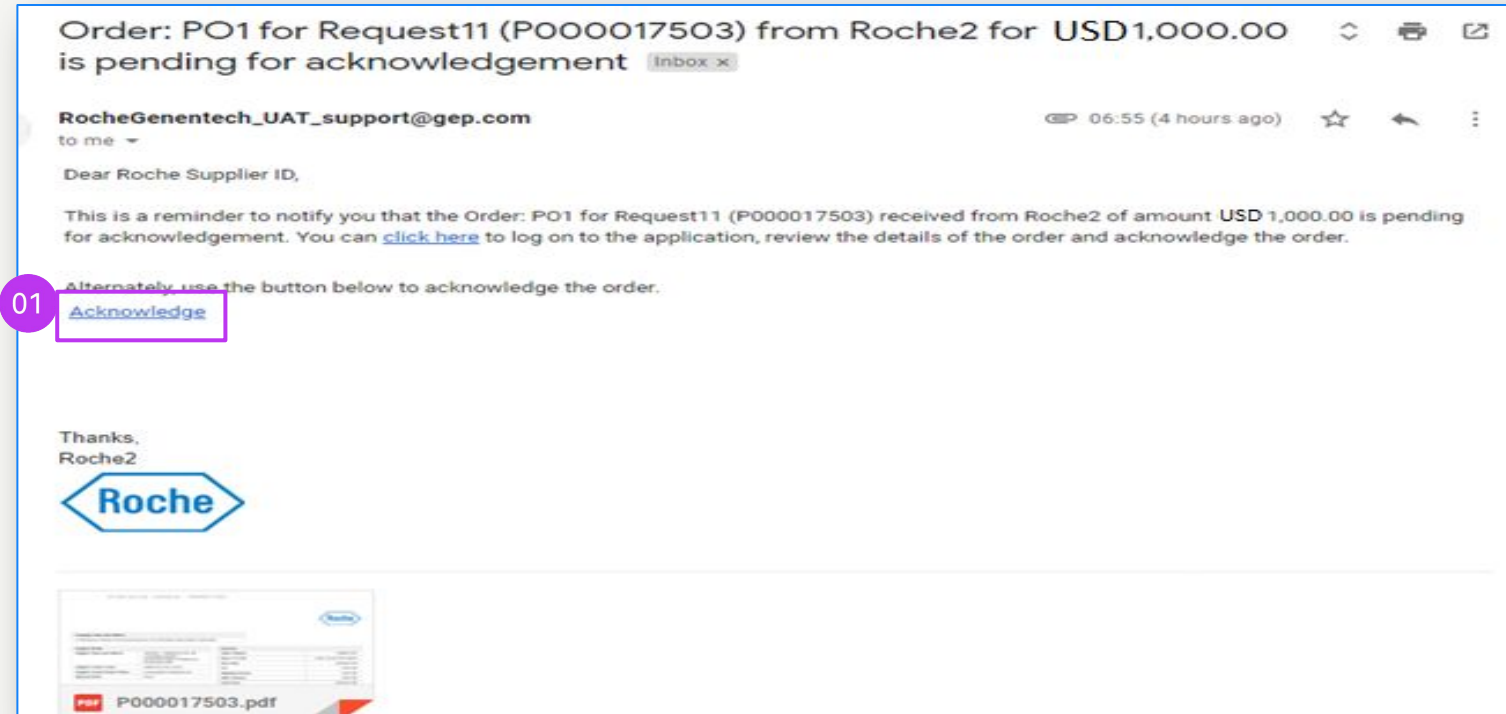
Notifications about new orders will come from:

- global.mybuy@roche.com
(for Roche suppliers)
- genentech_myBuy@gene.com
(for Genentech suppliers)

Order details will be attached via PDF file.

To acknowledge the order:

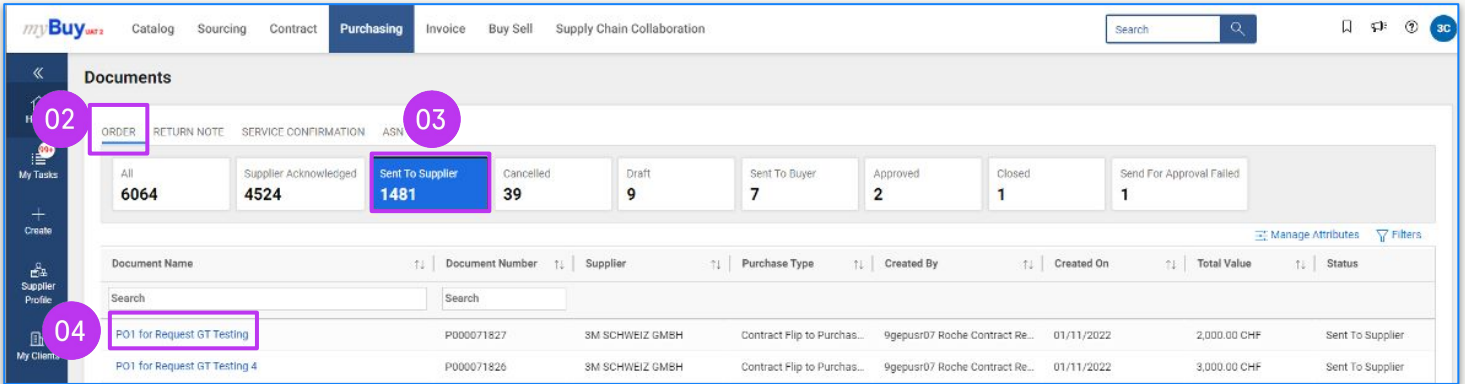
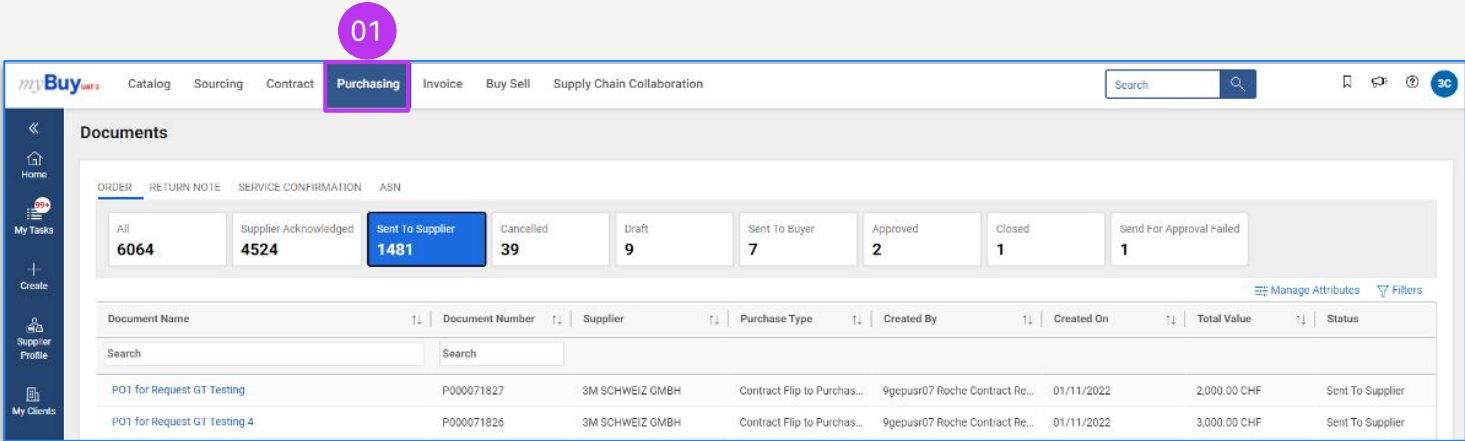
1. Click the **Acknowledge** link in the email
2. You will then see a confirmation message



Acknowledge Order via Portal

Log into GEP Business Network and select the Roche client. Then:

1. Click the **Purchasing** module
2. Click the **ORDER** tab
3. Click **Sent to Supplier** sub-tab
4. Select the new **Order** you want to review

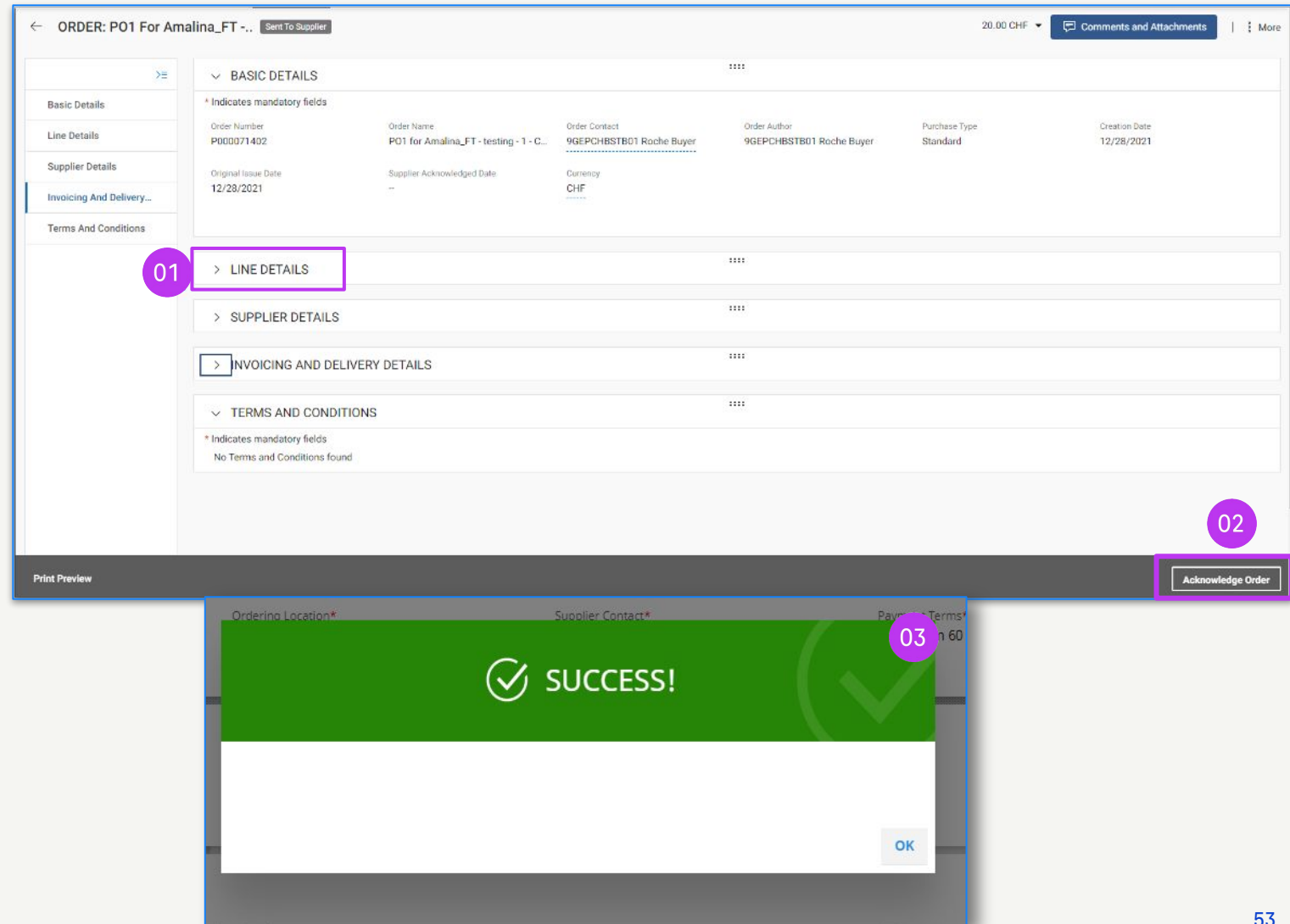


Acknowledge Order via Portal cont'd

The order will open with Sent to Supplier status.

1. Review the details of the order, including the **LINE DETAILS** section
2. Click **Acknowledge Order** if all looks good
3. A temporary success pop up will appear. The status of the PO will change to Supplier Acknowledged.

Remember: Once the order is acknowledged, you cannot create a change request, so review carefully before acknowledging.



The screenshot displays the 'ORDER: PO1 For Amalina_FT -..' page with a 'Sent To Supplier' status. The interface includes a sidebar with navigation options: Basic Details, Line Details, Supplier Details, Invoicing And Delivery..., and Terms And Conditions. The main content area shows 'BASIC DETAILS' with a table of order information:

* Indicates mandatory fields					
Order Number	Order Name	Order Contact	Order Author	Purchase Type	Creation Date
P000071402	PO1 For Amalina_FT - testing - 1 - C...	9GEPCHBSTB01 Roche Buyer	9GEPCHBSTB01 Roche Buyer	Standard	12/28/2021
Original Issue Date	Supplier Acknowledged Date	Currency			
12/28/2021	--	CHF			

Below the table are expandable sections for 'LINE DETAILS', 'SUPPLIER DETAILS', 'INVOICING AND DELIVERY DETAILS', and 'TERMS AND CONDITIONS'. A 'Print Preview' button is located at the bottom left, and an 'Acknowledge Order' button is at the bottom right. A success pop-up window is overlaid on the bottom half of the screen, featuring a green background with a checkmark icon and the text 'SUCCESS!' and 'OK'.

10

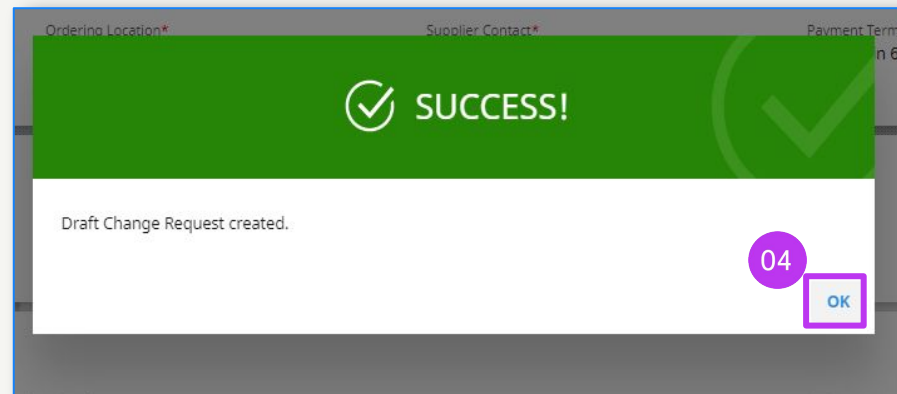
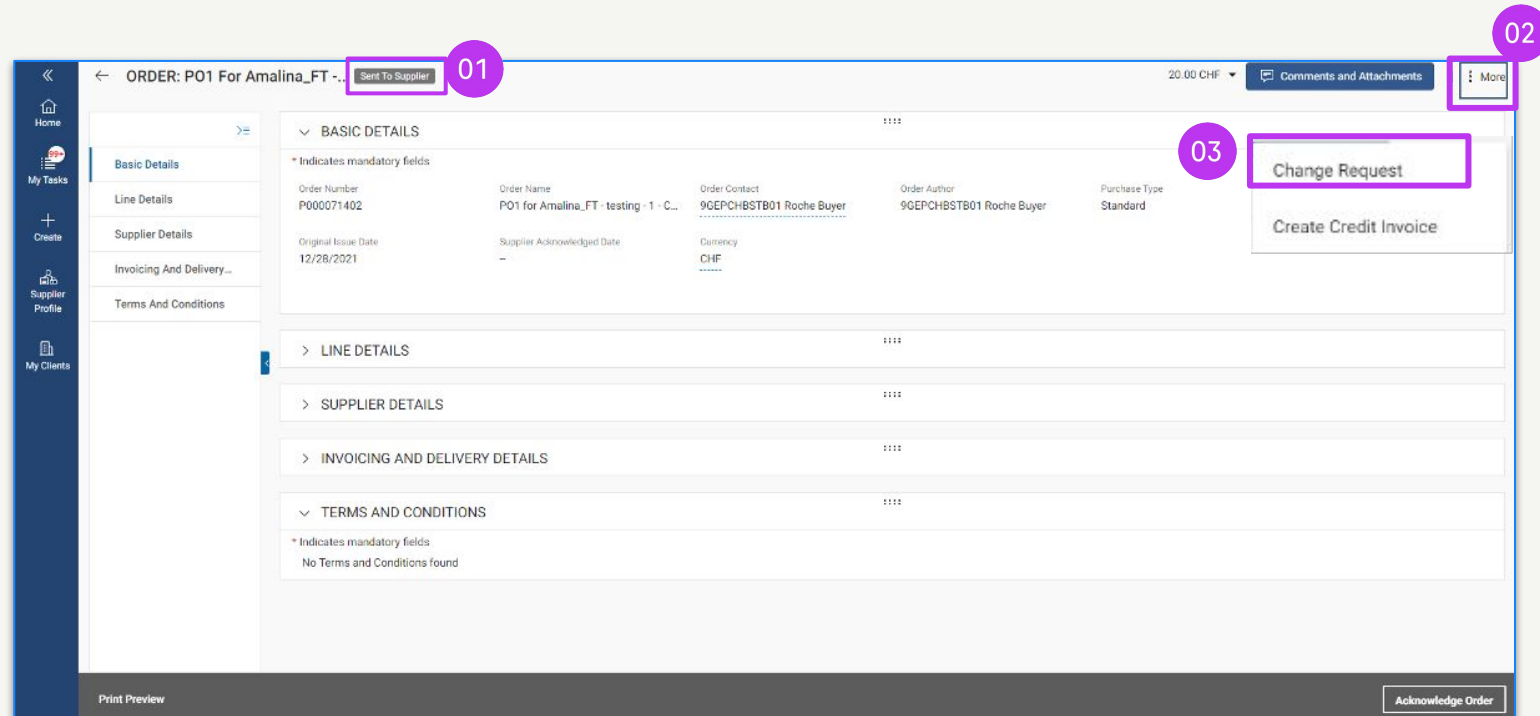
Create Change Request

Create Change Request

You can create change requests on orders you receive.

To initiate a change request, open the order, and then:

1. Review order status (should be Sent to Supplier)
2. Click the **More** menu
3. Click on **Change Request**
4. At the prompt, click **OK** to proceed



Create Change Request cont'd

5. The order will open in Draft status
6. Go to the **LINE DETAILS** section to review order information and make updates to available fields (you will see a box around fields you can edit)
For example:

- Quantity
- Unit Price
- Unit of Measure (UOM)
- etc.

05

ORDER: PO1 For Amali... **Draft** 300,000.00 CHF Comments and Attachments More

BASIC DETAILS

* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order Author
P000051087	PO1 for Amalina_FT - testing - 1	9GEPCHBSTB05 Roche Buyer	9GEPCHBSTB05 Roche Buyer
Purchase Type	Creation Date	Currency	
Standard	7/4/2023	CHF	

SUPPLIER DETAILS Manage Optional Fields

06

LINE DETAILS Indicates mandatory fields

LINES

Search Manage Columns Apply to All Show Filters

Line	Line Descript...	Type	Category	Quantity	UOM	Unit Price	Sub Total	Need By Date
1	Beaker	Material	Academic Researc...	1.00	Each	300.00	300.00	5/24/2023
2	Glassware	Material	Academic Researc...	1.00	Each	700.00	700.00	5/24/2023

Rows Per Page: 10 Page 1 Of 1

Note: Basel and Malaysian suppliers should not add tax in the change request

Create Change Request cont'd

7. Click the icon **Comments and Attachments** to enter comments about requested changes (this will provide context to the approver)
8. Click **Send To Buyer** to submit the request. A temporary success pop up will appear
9. You will be redirected to the **ORDER** sub-tab where **Status** will show as Sent to Buyer

Roche

ORDER: PO1 For Amali... Draft 300,000.00 CHF Comments and Attachments More

BASIC DETAILS

* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order Author
P000051087	PO1 for Amalina_FT - testing - 1	9GEPCHBSTB05 Roche Buyer	9GEPCHBSTB05 Roche Buyer
Purchase Type	Creation Date	Currency	
Standard	7/4/2023	CHF	

SUPPLIER DETAILS

* Indicates mandatory fields

Supplier Name	Supplier Code	Ordering Location	Supplier Contact
3M SCHWEIZ GMBH	10002758	10002758 EGGSTR 93 RUESC...	Supplier TEST CR Roche

Print Preview Send To Buyer

ORDER 63 SERVICE CONFIRMATION 37 ASN 7

All 63 Supplier Acknowledged 43 Sent To Supplier 16 Sent To Buyer 4

Document Name	Document ...	Supplier	Purchase T...	Created By	Created On	Total Val	Status
PO1 for Request2	P000014130-001	PALL SCHWEIZ AG	Standard	9GEPCHBSSM01 Roc...	11/27/2020	85.00 CHF	Sent To Buyer

11

Create Advance Shipping Notice (ASN) Against Order

Create Advance Shipping Notice

Advance Shipping Notices (ASN) let clients know of an impending delivery, similar to a packing list.

ASNs can be created only for materials orders in Supplier Acknowledged status.

To create an ASN:

1. Click the **Purchasing** module
2. Under the **ORDER** tab, select the PO for which you want to create the ASN

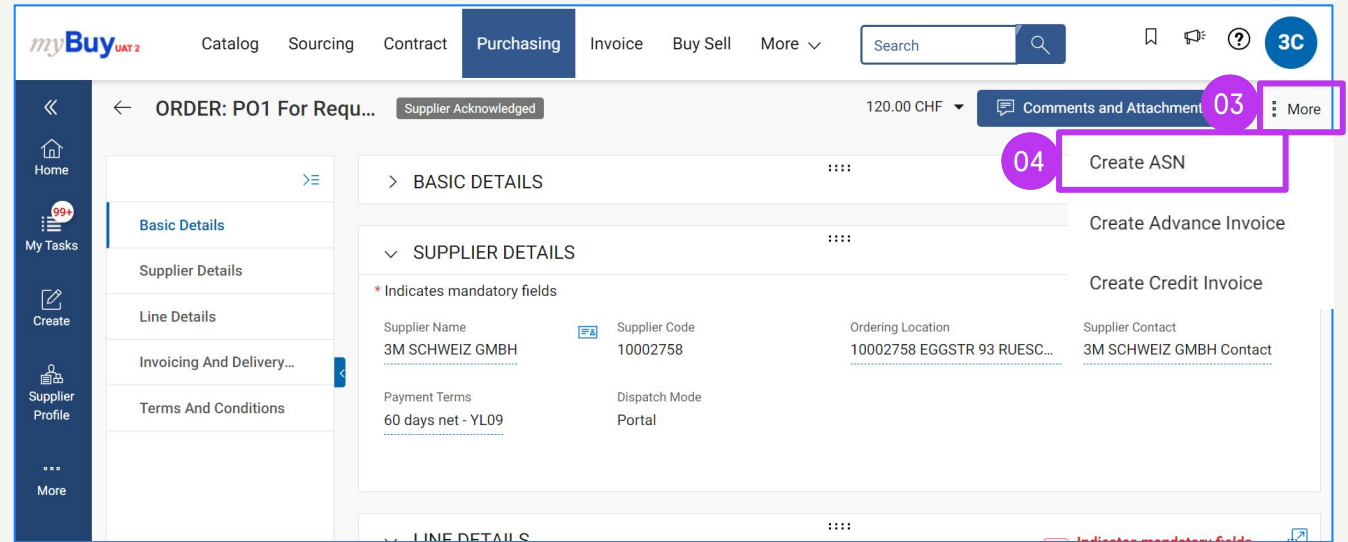
The screenshot shows the myBuy UAT 2 interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing' (highlighted with a purple box and '01'), 'Invoice', 'Buy Sell', and 'More'. A search bar and user profile '3C' are also visible. The left sidebar contains 'Home', 'My Tasks' (99+), 'Create', and 'Supplier Profile'. The main content area is titled 'Documents' and has the 'ORDER' tab selected (highlighted with a purple box and '02'). Below the tabs are summary cards for 'All' (17020), 'Supplier Acknowledged' (12020), 'Sent To Supplier' (4166), 'Cancelled' (738), 'Draft' (43), 'Sent To Buyer' (26), and 'Closed' (18). A table below shows a list of orders with columns: Order Name, Order Number, Supplier, Created, Order Value, Status, and Close Order Status. The first row is highlighted with a purple box.

Order Name	Order Number	Supplier	Created ...	Order Value	Status	Close Order Status
PO1 for Request2020003205	P100022823	3M SCHWEIZ GMBH	06/16/2023	CHF 120.00	Supplier Acknow...	Open
PO1 - DoNotTouch - Sce-02	P100023785	3M SCHWEIZ GMBH	06/29/2023	CHF 2,000.00	Supplier Acknow...	Open
PO1 for Advance AS - Copy - Cop...	P100008965-002	3M SCHWEIZ GMBH	06/28/2023	CHF 5,000.00	Supplier Acknow...	Open
PO1 - DoNotTch - Client Test - 02	P100023617	3M SCHWEIZ GMBH	06/28/2023	CHF 2,000.00	Supplier Acknow...	Open
PO1 - DoNotTch - Client Test - 01	P100023611	3M SCHWEIZ GMBH	06/28/2023	CHF 2,000.00	Supplier Acknow...	Open

Create ASN cont'd

Once the order is open:

- 3. Click **More**
- 4. Click **Create ASN**



Create ASN cont'd

5. Enter **Supplier ASN Number** (mandatory); this is an internal reference to be populated with a number generated by your company system
6. Click **SHIPPING & DELIVERY INFORMATION** to expand the section
7. Update the **Expected Delivery Date** (if known)
8. Enter the **Tracking Number** (mandatory); this is an internal reference to be populated with a number relevant to your company
9. Update the **Deliver To** location (if needed)

The screenshot displays the 'myBuy' interface for creating an ASN. The breadcrumb trail shows 'ASN: ASN1 For PO1 For - D.. - ASN-07:23-000471' with a 'Draft' status. The left sidebar contains navigation options: Home, My Tasks (99+), Create, Supplier Profile, and More. The main content area is divided into sections: BASIC DETAILS, SUPPLIER DETAILS, SHIPPING & DELIVERY INFORMATION, and NOTES AND ATTACHMENTS. The 'SHIPPING & DELIVERY INFORMATION' section is expanded. Numbered callouts (05-09) highlight specific fields: 05 points to the 'Supplier ASN Number*' field in the BASIC DETAILS section; 06 points to the 'SHIPPING & DELIVERY INFORMATION' section header; 07 points to the 'Expected Delivery Date*' field; 08 points to the 'Tracking Number*' field; and 09 points to the 'Deliver To' field. Error messages are visible below the 'Supplier ASN Number*' and 'Tracking Number*' fields, stating 'You must enter a value for the attribute'.

Create ASN cont'd

10. Click **LINE DETAILS** to expand the section
11. The **Shipped Quantity** auto-populates with the remaining quantity from the order (you can update the number in each line if you are sending a partial shipment)
12. Click the **NOTES AND ATTACHMENTS** section to upload attachments or add comments if desired (these will be visible to the receiver in myBuy GEP SMART, they will not be printed with/on the ASN)

Line Numb...	Item Number	Short Name	Order Quantity	UOM	Shipped Quantity * ...	Need By Date	Previously Shipped C
1		Line 1	10	Months	10	02/13/2021	0

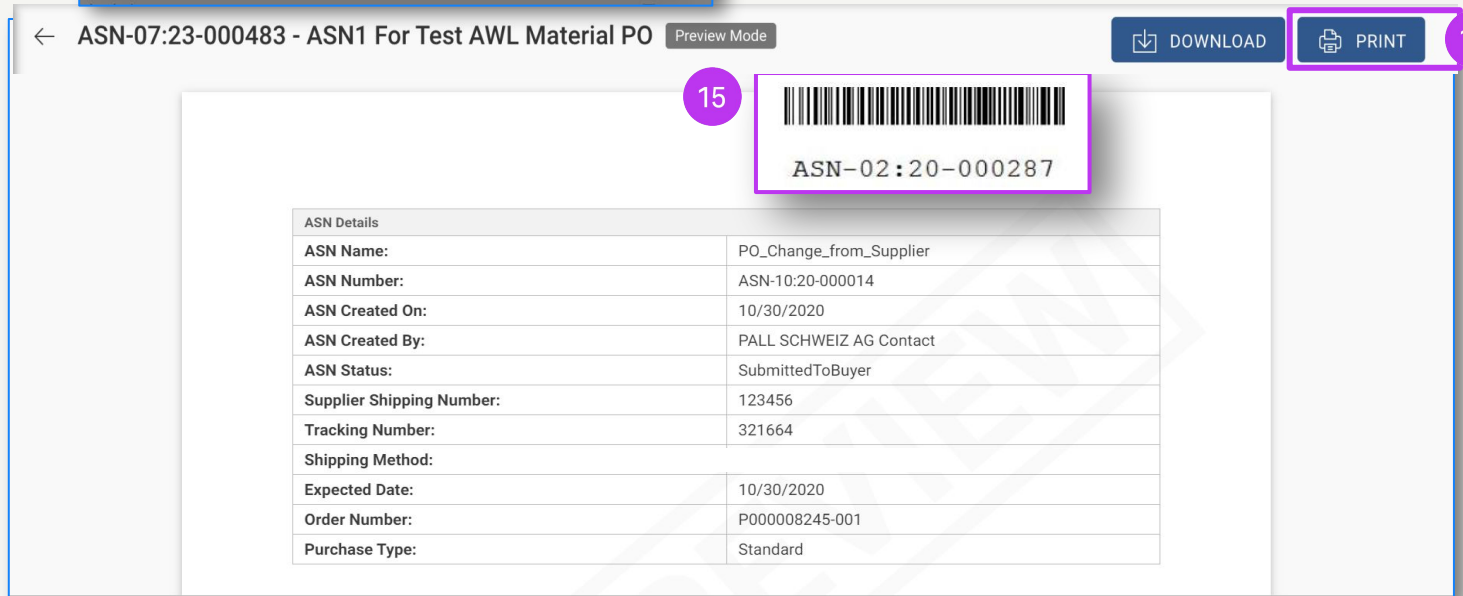
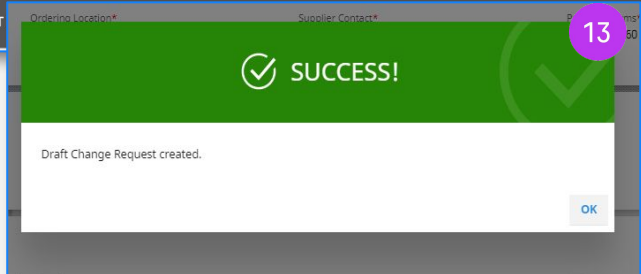
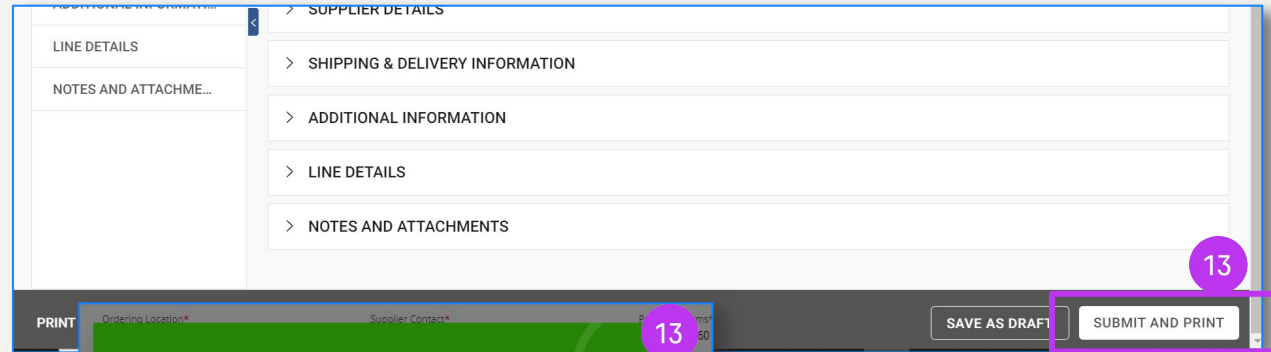
File Upload

Notes

External Link

Submit ASN

13. Click **SUBMIT AND PRINT**; the ASN will print with a barcode and number at the top. A temporary success pop up will appear.
14. Click the **PRINT** icon to access the print preview version of the ASN
15. **Attach the ASN** or just the barcode to your package (if sending multiple packages, include the barcode on each package)



12 Create Material Invoice

See the first four pages for general instructions, then review the detailed steps to complete and submit PO based material invoices.

General/High-level Instructions

Flip Order to Invoice

The first steps to flip an order to an invoice are the same for all myBuy GEP SMART users:

1. Click the **Purchasing** module
2. Check the **Order Status** (it must be Supplier Acknowledged in order to create an invoice)
3. Click on the **Order** for which you want to create an invoice

The screenshot shows the myBuy GEP SMART interface. At the top, the 'Purchasing' module is highlighted with a purple box and a '01' callout. Below the navigation bar, the 'Documents' section is active, showing a summary of order statuses. The 'Supplier Acknowledged' status is highlighted with a purple box and a '02' callout. A table of orders is displayed below, with the first row highlighted by a purple box and a '03' callout. The table columns include Order Name, Order Number, Supplier, Created On, Order Value, Status, Close Order Status, and Ship To Location.

Order Name	Order Number	Supplier	Created On	Order Value	Status	Close Order Status	Created On	Ship To Loca
P01 for Request2020003205	P100022823		06/16/2023	CHF 120.00	Supplier Acknow...	Open	06/16/2023	F. Hoffmann
P01 - DoNotTouch - Sce-02	P100023785		06/29/2023	CHF 2,000.00	Supplier Acknow...	Open	06/29/2023	F. Hoffmann
P01 for Advance AS - Copy - Cop...	P100008965-002		06/28/2023	CHF 5,000.00	Supplier Acknow...	Open	06/28/2023	F. Hoffmann
P01 - DoNotTch - Client Test - 02	P100023617		06/28/2023	CHF 2,000.00	Supplier Acknow...	Open	06/28/2023	F. Hoffmann
P01 - DoNotTch - Client Test - 01	P100023611		06/28/2023	CHF 2,000.00	Supplier Acknow...	Open	06/28/2023	F. Hoffmann
P01 - DoNotTouch - Client Test	P100023607		06/28/2023	CHF 2,000.00	Supplier Acknow...	Open	06/28/2023	F. Hoffmann
Test AWL Material PO - Copy	P100023541		06/27/2023	CHF 2,000.00	Supplier Acknow...	Open	06/27/2023	F. Hoffmann
Test AWL Material PO	P100023535		06/27/2023	CHF 2,000.00	Supplier Acknow...	Open	06/27/2023	F. Hoffmann

Flip Order to Invoice cont'd

4. Click **Create Invoice**
5. Click **OK** to proceed

Once you create the invoice form by flipping an order to an invoice, order details will be pulled through to the Draft invoice.

ORDER: PO1 For Request20200... Supplier Acknowledged 120.00 CHF Comments and Supporting Documents More

BASIC DETAILS

* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order Author	Purchase Type	Creation Date
P100022823	PO1 for Request20200032...	9GEPCHBSTB01 Roche Bu...	9GEPCHBSTB01 Roche Bu...	Standard	6/16/2023
Original Issue Date	Supplier Acknowledged Date	Currency			
6/16/2023	6/30/2023	CHF			

SUPPLIER DETAILS Manage Options

* Indicates mandatory fields

Supplier Name	Supplier Code	Ordering Location	Supplier Contact	Payment Terms	Dispatch Mode
3M SCHWEIZ GMBH	10002758	10002758 EGGSTR 93 RUE...	3M SCHWEIZ GMBH Contact	60 days net - YL09	Portal

LINE DETAILS

Print Preview Create Invoice

SUCCESS!

The Invoice is created.

OK

Completing and Submitting Invoices

Once your order is flipped to an invoice, there are several fields you will need to complete or verify before submitting your invoice to Roche/Genentech.

- **Basic Invoice Details** - invoice number and date
- **Supplier Details** - tax identification country and number (applicable for certain countries. Note: if you have only one Tax ID, it will be automatically defaulted).
- **Line Details** - verify and adjust if needed: unit price and quantity; fill in the applicable tax rate, along with other charges and freight if applicable. The Amount is automatically calculated based on the quantity, unit price, taxes, other charges and freight.
- **Payment and Delivery Details** - bank account
- **Additional Information (if applicable)** - remarks, service start and end date

If you are working with Roche sites or affiliates in Singapore, Switzerland or Canada, please pay particular attention to the extra steps for these countries.

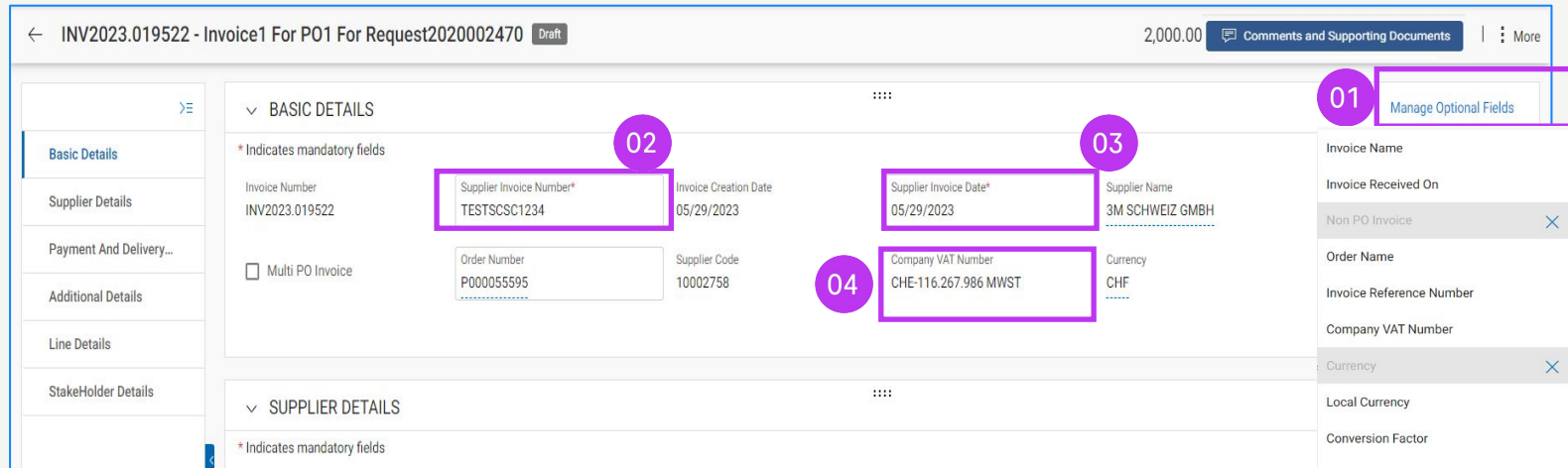
Deviations will be marked and linked to the respective topics, or you can click the links here to review the exceptions:

- General detailed Process Steps ([link](#))
- Exception countries ([link](#))

Detailed Process Steps

Add Basic Details

1. Review and edit the **Invoice Name** if necessary. **Invoice Name and additional fields** can be added from the **Manage Optional Fields** menu.
2. Enter the unique **Supplier Invoice Number** generated from your system
3. Review and update the **Supplier Invoice Date***
4. **Company VAT Number** for Roche can be added from the **Manage Optional Fields** menu



← INV2023.019522 - Invoice1 For PO1 For Request2020002470 Draft 2,000.00 Comments and Supporting Documents | More

>≡

Basic Details

Supplier Details

Payment And Delivery...

Additional Details

Line Details

StakeHolder Details

▼ BASIC DETAILS

* Indicates mandatory fields

Invoice Number INV2023.019522

Supplier Invoice Number* TESTSCSC1234

Invoice Creation Date 05/29/2023

Supplier Invoice Date* 05/29/2023

Supplier Name 3M SCHWEIZ GMBH

Order Number P000055595

Supplier Code 10002758

Company VAT Number CHE-116.267.986 MWST

Currency CHF

Multi PO Invoice

▼ SUPPLIER DETAILS

* Indicates mandatory fields

01 Manage Optional Fields

02

03

04

Invoice Name

Invoice Received On

Non PO Invoice

Order Name

Invoice Reference Number

Company VAT Number

Currency

Local Currency

Conversion Factor

Purchase Type

Compliance Status

Archival Status

Delivery Note

Supplier SC Number

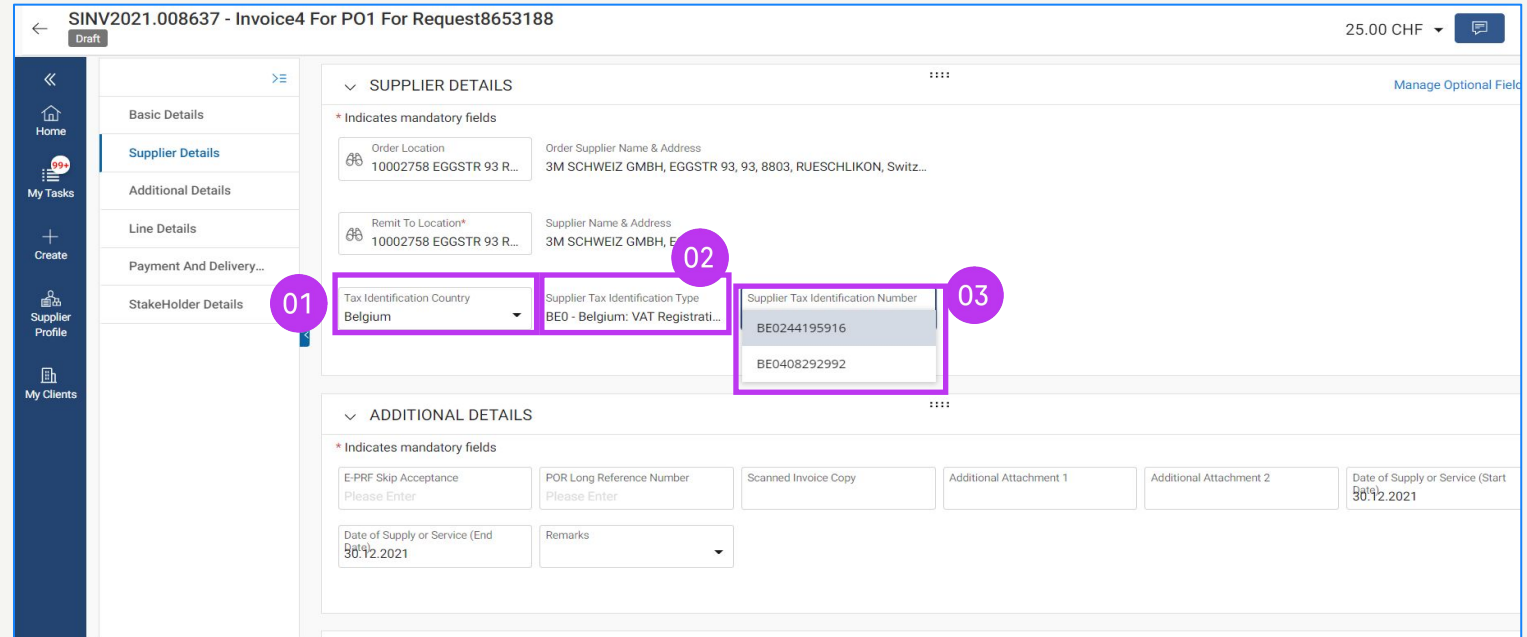
*Invoice payment is based on the date you submit the invoice via myBuy GEP SMART

Note: You can find the Singapore specific extra steps [here](#).

Add Supplier Details

1. Open the drop-down menu for **Tax Identification Country**
2. **Supplier Tax Identification Type** will auto-populate
3. **Supplier Tax Identification Number** will auto-populate (in cases where there is more than one, you can select from a drop-down menu)

Note: In case your TAX ID is not correctly selected or is completely missing, please do not submit the invoice. Instead, initiate a change request with Roche/Genentech.



SINV2021.008637 - Invoice4 For PO1 For Request8653188

25.00 CHF

Basic Details

Supplier Details

Additional Details

Line Details

Payment And Delivery...

StakeHolder Details

SUPPLIER DETAILS

* Indicates mandatory fields

Order Location: 10002758 EGGSTR 93 R...

Order Supplier Name & Address: 3M SCHWEIZ GMBH, EGGSTR 93, 93, 8803, RUESCHLIKON, Switz...

Remit To Location*: 10002758 EGGSTR 93 R...

Supplier Name & Address: 3M SCHWEIZ GMBH, E...

Tax Identification Country: Belgium

Supplier Tax Identification Type: BE0 - Belgium: VAT Registrati...

Supplier Tax Identification Number: BE0244195916, BE0408292992

ADDITIONAL DETAILS

* Indicates mandatory fields

E-PRF Skip Acceptance: Please Enter

POR Long Reference Number: Please Enter

Scanned Invoice Copy

Additional Attachment 1

Additional Attachment 2

Date of Supply or Service (Start Date): 30/12.2021

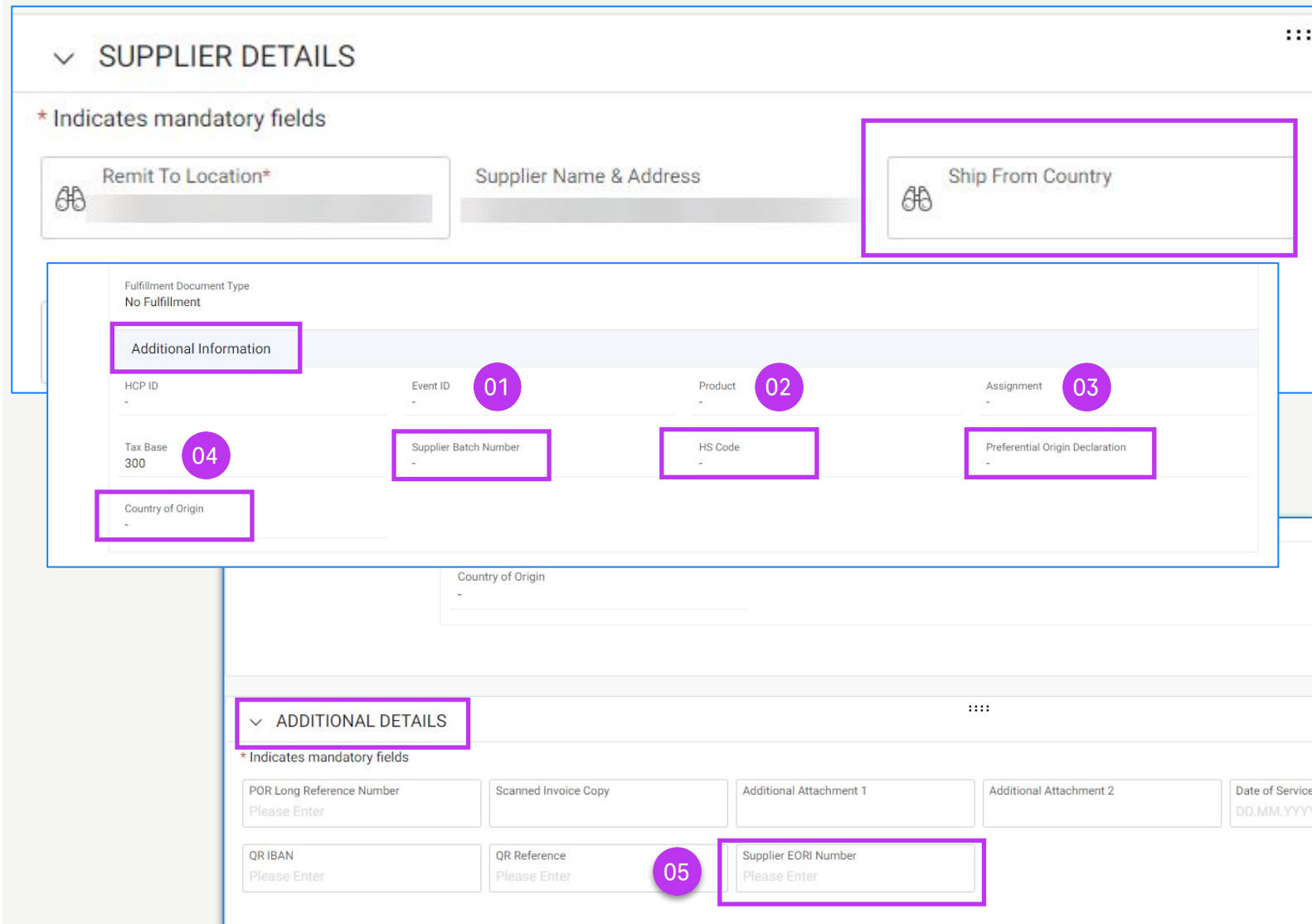
Date of Supply or Service (End Date): 30/12.2021

Remarks

Add Supplier Details - For material invoices shipped to a different country

The ‘Ship From Country’ is a new mandatory field in the **SUPPLIER DETAILS** section. When you forward a **Material** Invoice (not Services) for orders shipped to a different country, (i.e. different countries in the ‘Ship from’ and ‘Ship to’ fields), you need to complete the following fields:

1. Supplier Batch Number (mandatory)
2. HS Code (mandatory)
3. Preferential Origin Declaration (optional)
4. Country of Origin (mandatory)
5. Supplier EORI Number (mandatory)



The screenshot displays the 'SUPPLIER DETAILS' section of a Roche system. It includes a legend for mandatory fields and a grid of input fields. The 'Ship From Country' field is highlighted with a purple box. Below it, an 'Additional Information' section contains fields for HCP ID, Event ID (01), Product (02), Assignment (03), Tax Base (04), Supplier Batch Number, HS Code, and Preferential Origin Declaration. A 'Country of Origin' field is also present. At the bottom, the 'ADDITIONAL DETAILS' section contains fields for POR Long Reference Number, Scanned Invoice Copy, Additional Attachment 1, Additional Attachment 2, Date of Service, QR IBAN, QR Reference, and Supplier EORI Number (05), which is highlighted with a purple box.

SUPPLIER DETAILS

* Indicates mandatory fields

Remit To Location* Supplier Name & Address Ship From Country

Fulfillment Document Type
No Fulfillment

Additional Information

HCP ID	Event ID	Product	Assignment
-	-	-	-

Tax Base	Supplier Batch Number	HS Code	Preferential Origin Declaration
300	-	-	-

Country of Origin

Country of Origin

ADDITIONAL DETAILS

* Indicates mandatory fields

POR Long Reference Number Please Enter	Scanned Invoice Copy	Additional Attachment 1	Additional Attachment 2	Date of Service DD.MM.YYYY
QR IBAN Please Enter	QR Reference Please Enter	Supplier EORI Number Please Enter		

Review Line Details

1. Select or deselect a line item by clicking on the **check mark**
2. Update **Unit Price** or **Quantity** if needed to match what you are invoicing

LINE DETAILS

LINES

Line(3)

Line	Type	Item Number	Line Des...	Unit Price	Quantity
✓ 1	Material			33.33	1.000
✓ 2	Material			45.45	1.000
✓ 3	Material			33.33	1.000

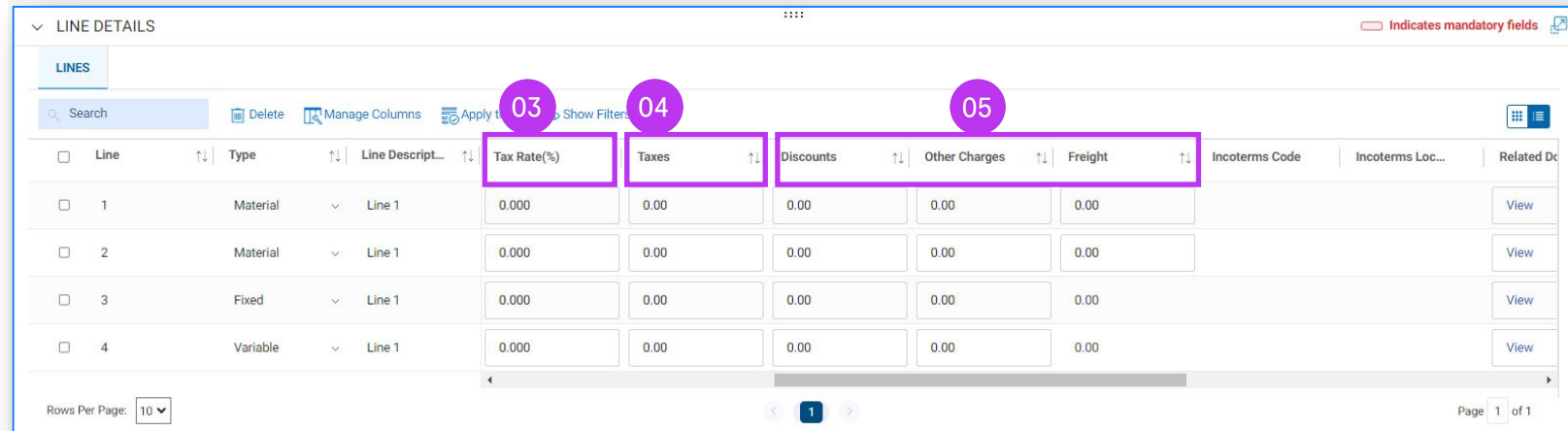
Annotations: 01 points to the check mark in the first row. 02 points to the Unit Price and Quantity columns.

Note: You can find the Canada specific extra steps [here](#).

Review Line Details cont'd

3. Click the check mark next to the line item and scroll to the right to enter the **Tax Rate**
4. **Taxes** will be automatically calculated; verify/update the **Taxes** (amount can be overwritten in the case of any rounding of the Tax amount)
5. Enter **Other Charges, Freight or Discounts** if applicable

* Please pay attention to the tax rate on each line item. The 0% rate is automatically proposed, please always change it to the correct rate when necessary.



Line	Type	Line Description	Tax Rate(%)	Taxes	Discounts	Other Charges	Freight	Incoterms Code	Incoterms Loc...	Related Dc
1	Material	Line 1	0.000	0.00	0.00	0.00	0.00			View
2	Material	Line 1	0.000	0.00	0.00	0.00	0.00			View
3	Fixed	Line 1	0.000	0.00	0.00	0.00	0.00			View
4	Variable	Line 1	0.000	0.00	0.00	0.00	0.00			View



Find VAT rates by country [here](#)

Tax Rate & Rounding cont'd

1. **Rounding differences** may or may not be shown on separate lines on your company-generated invoice (as shown in image 1)
2. Rounding differences must be captured in the **Other Charges** field (as shown on image 2)

Supplier invoice copy

<i>Test Invoice</i>		SUBTOTAL	6.40
		TAX 7.7%	0.49
		Rounding Difference	0.01
		TOTAL	CHF 6.90

LINE DETAILS

LINES

Line(1) Required fields

Line	Type	Taxes	Discounts	Other Charges
1	Material	0.49	0.00	0.01

Confirm Banking Details

In the **PAYMENT AND DELIVERY DETAILS** section, select the payment method and bank records (in case of multiple accounts, unless it is already set up as default in your supplier profile - please refer to [slide 48](#))

1. Click **Please Select**
2. Click drop-down arrow in the **Payment Method field** to view bank records (scroll right to see account number and information)
3. Click the check mark next to the **applicable record** of the account you want to receive the payment
4. Click **DONE**

▼ PAYMENT AND DELIVERY DETAILS Manage Optional Fields

* Indicates mandatory fields

Ship To/ Service To: F. Hoffmann - La Roche AG, Möbela...
 Ship To Address/ Service Address: Sternefeldstrasse 44, 4127, Birsfelden, 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: 30 days net - ZU08

Deliver To: BLD:686, ROOM:4.570, FLR:

01 **Payment Method**
Please Select

Bank Record: --

Banking Information

02 **Payment Method** ▼

🔍 BANK RECORDS

	PaymentMethodName	BankName	BeneficiaryName	BankBranch	CountryName
03 <input checked="" type="checkbox"/>	Domestic Payments	CREDIT SUISSE (SCH...			Switzerland
<input checked="" type="checkbox"/>	Domestic Payments	Credit Suisse (Schwei...			Switzerland
<input checked="" type="checkbox"/>	Domestic Payments	Credit Suisse (Schwei...			Switzerland

04 **DONE**

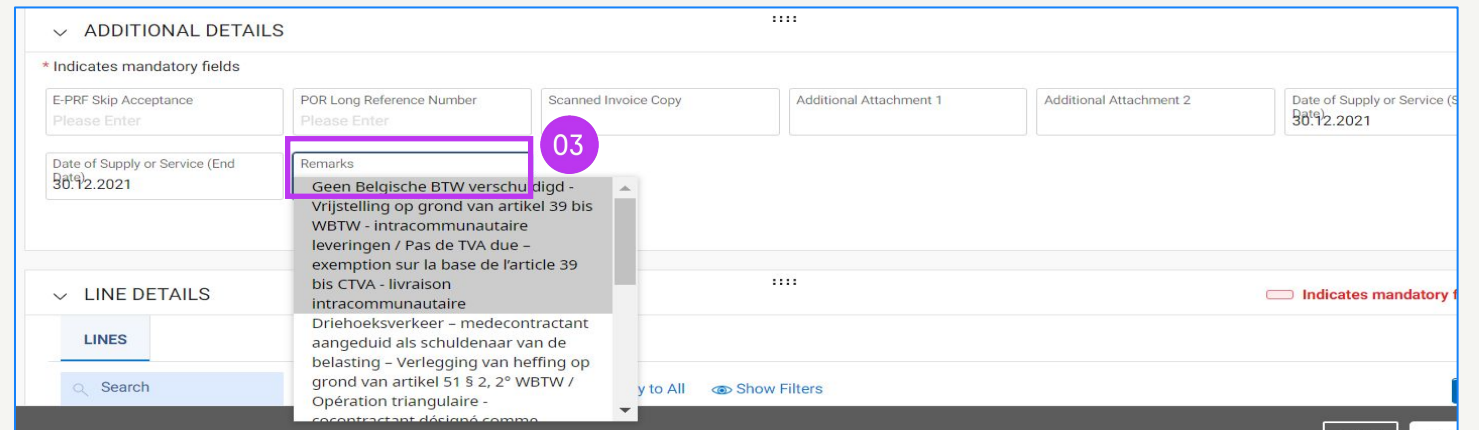
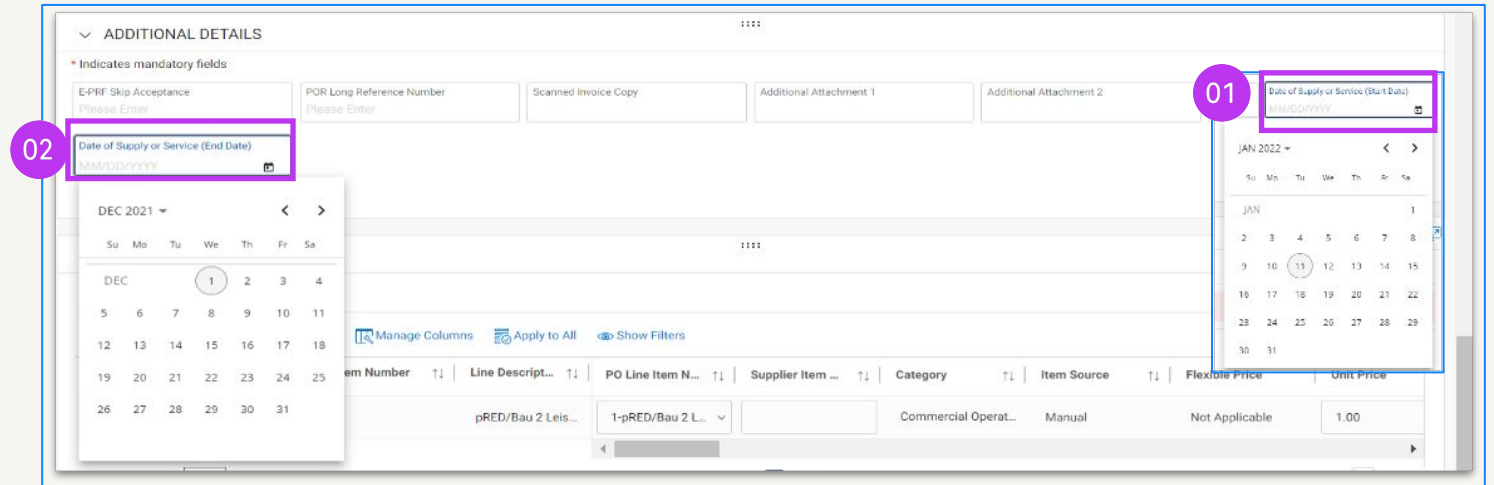
CANCEL

Note: You can find the Switzerland specific extra steps [here](#).

Review Additional Details

1. Add the **Date of Supply or Service Start Date*** by selecting the **date** from the calendar drop-down
2. Add the **Date of Supply or Service End Date*** by selecting the **date** from the calendar drop-down
3. Add **Remarks** (see next page for details, if applicable)

*Start Date is optional if applicable; End Date is mandatory, based on selected country regulations.



Supplier Remark Options

Remarks field will be available based on your **Tax Identification Country**, in case a specific tax text is required by the law for the transaction.

Choose the **remark** that best apply to your situation, from the list.

Please note that the remarks are available in the appropriate language.



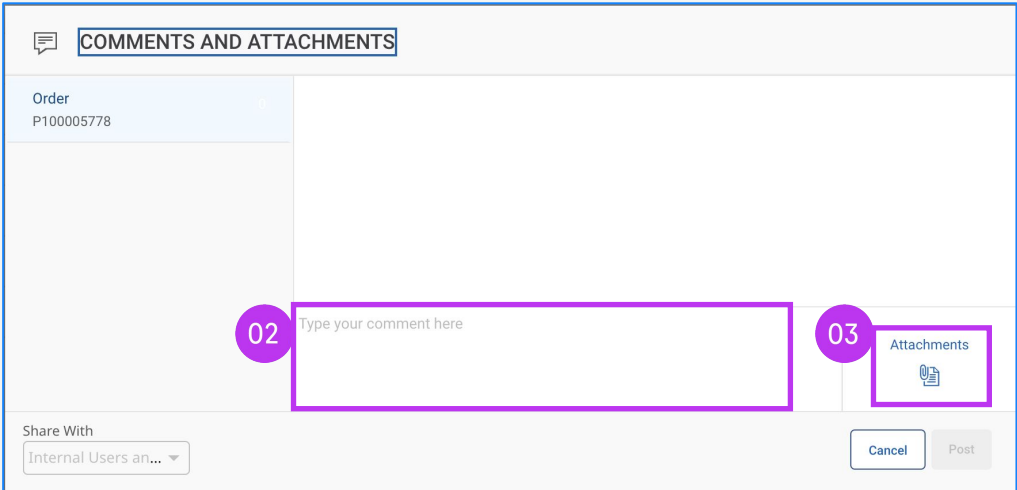
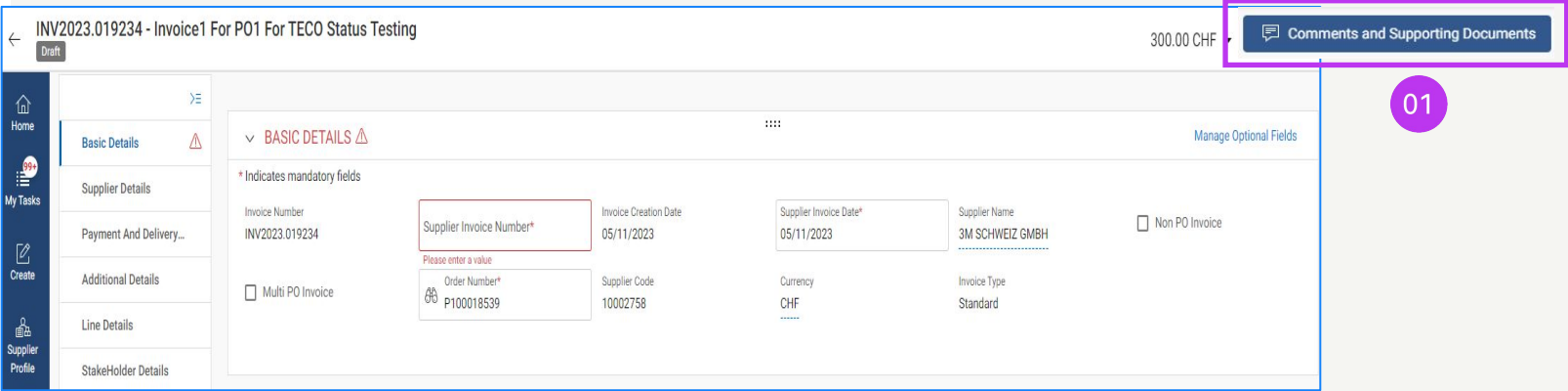
Please note: Use the option N/A if none of the above are applicable

Category
Intra-community supplies
Triangulation
Reverse charge
Export of goods to non-EU countries
Supplier is VAT exempt
N/A

Add Comments or Attachments

Enter comments or add attachments to your invoice that will aid the Buyer in reviewing your invoice:

1. Click the **Comments and Supporting Documents** button
2. Type in any applicable **comments**
3. Click **Attachments** to upload other supporting documentation (for example, timesheets for a service invoice)



Submit Invoice

1. When all required fields are completed, click **Send to Buyer**



The screenshot shows the Roche myBuy interface for an invoice draft. The top navigation bar includes a back arrow, the invoice title "INV2024.022049 - Invoice2 For PO1 For Partia...", a "Draft" status, the currency "100.00 USD", and a "Comments and Supporting Documents" button. The main content area is divided into sections: "BASIC DETAILS", "SUPPLIER DETAILS", and "LINE DETAILS". The "LINE DETAILS" section is expanded to show a table with columns for Line, Type, Line Description, and Supplier Item Number. The first line is selected, showing details for "Line 1" with Type "Material" and Line Description "TEST PO". A "Send To Buyer" button is highlighted with a red box and a red circle containing the number 01.

Line	Type	Line Description	Supplier Item Number
1	Material	TEST PO	-

Buttons: Print Preview, SAVE, Send To Buyer

Submit Invoice cont'd

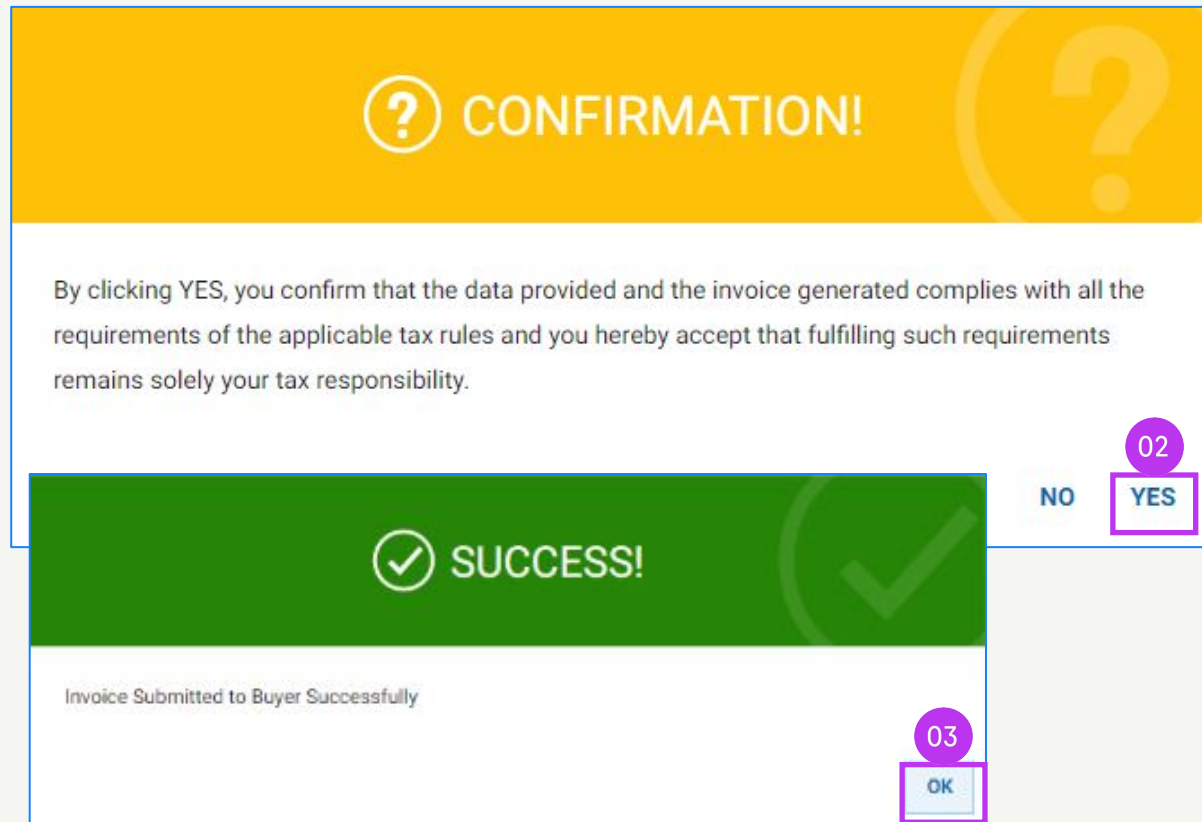
2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment, a warning message will appear confirming that the invoice should be sent via PDF instead

Keep in mind:

Electronic invoices created in myBuy GEP SMART are legally valid documents. Supplier **cannot** submit any scanned supplier invoice copy.



For supporting documents providing additional information on the invoiced services (for example, timesheets/goods) please use the Additional **Attachment** function under the **Comments section** to enable proper invoice reconciliation.



? CONFIRMATION!

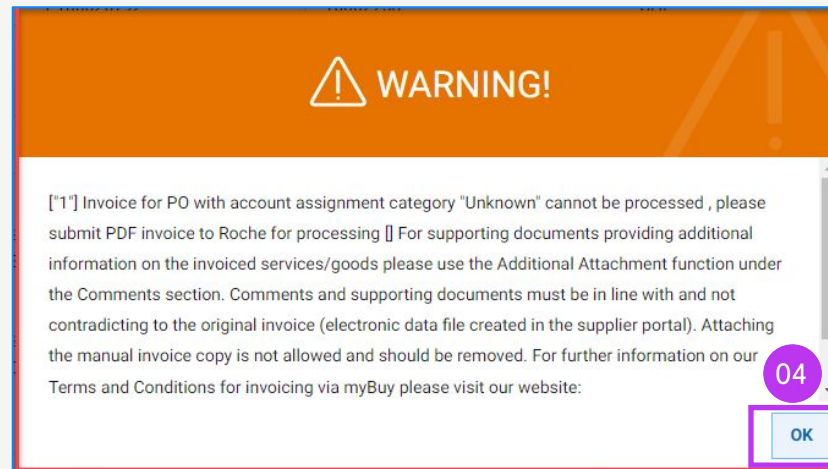
By clicking YES, you confirm that the data provided and the invoice generated complies with all the requirements of the applicable tax rules and you hereby accept that fulfilling such requirements remains solely your tax responsibility.

NO **YES** (02)

✓ SUCCESS!

Invoice Submitted to Buyer Successfully

OK (03)



! WARNING!

["1"] Invoice for PO with account assignment category "Unknown" cannot be processed , please submit PDF invoice to Roche for processing [] For supporting documents providing additional information on the invoiced services/goods please use the Additional Attachment function under the Comments section. Comments and supporting documents must be in line with and not contradicting to the original invoice (electronic data file created in the supplier portal). 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 website:

OK (04)

Check Invoice Status

You can quickly check the status of your invoices.

1. Select the **Invoice** module
2. Click on **Invoice** tab
3. Look for the **Status** column for each invoice

The screenshot shows the 'myBuy' system interface. At the top, the 'Invoice' module is selected in the navigation bar. Below this, a summary bar shows counts for various invoice statuses: All (11762), Sent For Processing (7634), Draft (1737), Exception (847), Sent For Payment (679), Invoice Paid With Remittance (474), Internally Cancelled (148), Returned (127), Matched (74), Invoice Fully Paid With Remittance (21), and Matched With Tolerance (10). The main area displays a table of invoices with columns for Document, PO Number, Status, Supplier, Invoice, and Total Value. The 'Status' column is highlighted with a red box, and the 'Invoice' column is also highlighted. The table contains several rows of invoice data, including details like PO numbers, supplier names, invoice types, and dates.

Document	Document	PO Nu...	Status	Supplier N...	Supplier C...	Invoice...	Supplier In...	Supplier In...	Invoice...	Invoice Re...	Total Value	Purcha...	Payment ...	Excepti...	Create...
Invoice1 for PO...	INV2023.019956	P10000896...	Draft	3M SCHWEIZ G...	3M SCHWEIZ G...	PO Based		07/14/2023	Standard		CHF 0.00	Standard	60 days net - ...		Georgan
Invoice3 for IR...	INV2023.019955	P10002467...	Exception	3M SCHWEIZ G...	3M SCHWEIZ G...	PO Based	portal3miWQR	07/14/2023	Standard	07/14/2023	USD 753.90	Standard	60 days net - ...	Quantity/Eff...	3M SCHV
Invoice2 for IR...	INV2023.019954	P10002467...	Exception	3M SCHWEIZ G...	3M SCHWEIZ G...	PO Based	Portal-#M QR	07/14/2023	Standard	07/14/2023	USD 753.90	Standard	60 days net - ...	Quantity/Eff...	3M SCHV
Invoice1 for IR...	INV2023.019947	P10002467...	Draft	3M SCHWEIZ G...	3M SCHWEIZ G...	PO Based		07/14/2023	Standard		USD 0.00	Standard	60 days net - ...		Georgan
Invoice1 for IR...	INV2023.019935	P10002467...	Sent For Payment	3M SCHWEIZ G...	3M SCHWEIZ G...	PO Based	invoice1	07/13/2023	Standard	07/13/2023	USD 3,500.00	Standard	60 days net - ...		3M SCHV
RSSGEP-6292S...	0110000155/20...	P100024310	Sent For Payment	3M SCHWEIZ G...	3M SCHWEIZ G...	PO Based	RSSGEP-6292S...	07/01/2023	Advance	07/13/2023	CHF 10.77	Standard	60 days net - ...		9GEPCH
Invoice2 for PO...	INV2023.019910	P100024176	Exception	3M SCHWEIZ G...	3M SCHWEIZ G...	PO Based	298230-Test	07/12/2023	Standard	07/12/2023	CHF 366.18	Standard	60 days net - ...	Unit Price E...	3M SCHV
Invoice1 for PO...	INV2023.019909	P100024418	Sent For Processi...	3M SCHWEIZ G...	3M SCHWEIZ G...	PO Based	test invoice 122	07/12/2023	Standard	07/12/2023	CHF 1,500.00	Standard	60 days net - ...		3M SCHV
RSSGEP-4797S...	5107839854/20...	P100024518	Sent For Payment	3M SCHWEIZ G...	Test Bernal	PO Based	RSSGEP-4797S...	07/01/2023	Standard	07/11/2023	CHF 107.70	Standard	60 days net - ...		9GEPCH
RSSGEP-4797U...	5107839853/20...	P100024430	Sent For Payment	3M SCHWEIZ G...	Test Bernal	PO Based	RSSGEP-4797U...	07/01/2023	Standard	07/11/2023	CHF 107.70	Standard	60 days net - ...		9GEPCH

13

Create Service Confirmation

Service Confirmation

A service confirmation is a document created by the supplier once services are rendered to indicate to Roche/Genentech that the services have been provided.

Roche/Genentech must accept the service confirmation before a service invoice can be created by the supplier from the service confirmation.

Service confirmations can only be created once the order is in Supplier Acknowledged status. If the order is in Sent to Supplier status, you will first need to acknowledge the order before you can create the service confirmation.



Note for Roche Suppliers

Roche is currently not requiring service confirmations from suppliers prior to submitting a service invoice.

To create a service invoice, follow the general instructions in [chapter 12](#)



Create Service Confirmation

1. Click **Create** on the home page
2. Click **Service Confirmation**
3. Click **Using Order**

The screenshot shows the 'myBuy JAT 2' interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice', 'Buy Sell', 'Supply Chain Collaboration', and 'QMS'. A search bar and user profile icon are on the right. A dark blue sidebar on the left contains navigation options: Home, My Tasks, Create (highlighted with a purple box and '01'), Supplier Profile, and More. The 'CREATE' menu is open, showing 'Invoice', 'Service Confirmation' (highlighted with a purple box and '02'), 'Using Order' (highlighted with a purple box and '03'), and 'Using Excel'. The main content area displays a table of purchase orders.

	Document Number	Supplier	Purchase Type	Order Total	Pending On	Pending
	P000051087		Standard	300,000.00	07/04/2023 02:08:...	0 Days
Copy	P000089630		Standard	10.61	07/04/2023 02:06:...	0 Days
	P100018200		Standard	0.00	04/27/2023 01:53:...	68 Days
Copy - Copy	P100009016		Standard	10.00	03/24/2023 08:47:...	101 Day
	P100005354		Standard	100.00	02/27/2023 05:04:...	126 Day
	P100002206		Standard	3,300.00	02/09/2023 10:49:...	145 Day
	P000042662		Contract Flip to Pu...	14,992.00	02/09/2023 10:44:...	145 Day
Copy mb	P000023490		Standard	100.00	01/12/2023 12:57:...	173 Day
	P000117262		Standard	10.00	10/03/2022 06:10:...	273 Day

Create Service Confirmation cont'd

- From the list of available orders, find the applicable order and click **USE ORDER** to start the service confirmation

The screenshot shows the 'myBuy UAT 2' interface with a navigation menu on the left and a main content area titled 'MANAGE - ORDER'. The main area contains a list of six orders, each with a 'USE ORDER' button. A purple callout box with the number '04' highlights the 'USE ORDER' button for the first order: 'DoNotUse P03 for SC'.

Order Title	Status	Order Number	Order Total	Order Contact	Author	Creation Date	Action
DoNotUse P03 for SC	SUPPLIER ACKNOWLEDGED	P000028467	1000000.00 CHF	9GEPCHBSTB01 Roche Buyer	9GEPCHBSTB01 Roche Buyer	5/25/2021, 10:58:49 AM	USE ORDER
PO1 for Request396 - Copy	SUPPLIER ACKNOWLEDGED	P000027531-002	3222.00 CHF	9GEPCHBSTB01 Roche Buyer	9GEPCHBSTB01 Roche Buyer	5/5/2021, 11:17:22 PM	USE ORDER
DoNotUse P06 for SC	SUPPLIER ACKNOWLEDGED	P000028471	780.520 CHF	Roche2 AdminTemp	Rochá Interface	5/25/2021, 11:02:09 AM	USE ORDER
PO1 for Demo - Fixed + Variable - Splits	SUPPLIER ACKNOWLEDGED	P000034473	9000.00 CHF	9GEPCHBSTB01 Roche Buyer	9GEPCHBSTB01 Roche Buyer	6/25/2021, 2:00:58 PM	USE ORDER
PO1 for TC16 Mannheim 2	SUPPLIER ACKNOWLEDGED	P000086611	52000.00 CHF	9GEPDMHCDTB4 Buyer	9GEPDMHCDTB4 Buyer	3/22/2022, 6:02:42 PM	USE ORDER
PO1 for PO Requisitioner	SUPPLIER ACKNOWLEDGED	P000083207	1500.00 CHF	9GEPCHROBR01 RocheBirthRightInternal	9GEPCHROBR01 RocheBirthRightInternal	3/9/2022, 11:16:21 AM	USE ORDER

Add Basic Details

1. Update **Service Confirmation Name** if needed
2. Enter **Supplier Service Confirmation Number**
3. The **Field Supervisor** (Buyer contact) is updated automatically from the order
4. Click **Next** to proceed to Additional Details

← SC-07:23-08251 Draft 0.00 CHF Comments and Attachments | More

1 Error - Supplier Service Confirmation Number field should not be blank

Go To Line Details

Service Confirmation Number: SC-07:23-08251

Service Confirmation Name*: ServiceConfirmation4 for P01 f

Supplier Service Confirmation Number*: [Empty]

Description: [Empty]

Order Number: P000027531-002

Order Name: P01 for Request396 - Copy

Currency: CHF

Supplier Code: 10002758

Supplier Name: 3M SCHWEIZ GMBH

Field Supervisor*: 9GEPCHBSTB01 Roche Br

Work Location: [Empty]

Created By: 3M SCHWEIZ GMBH Contact

Created On*: 07/04/2023

Purchase Type: Standard

Additional Approver(s): Select

ERS (Auto-create invoice)

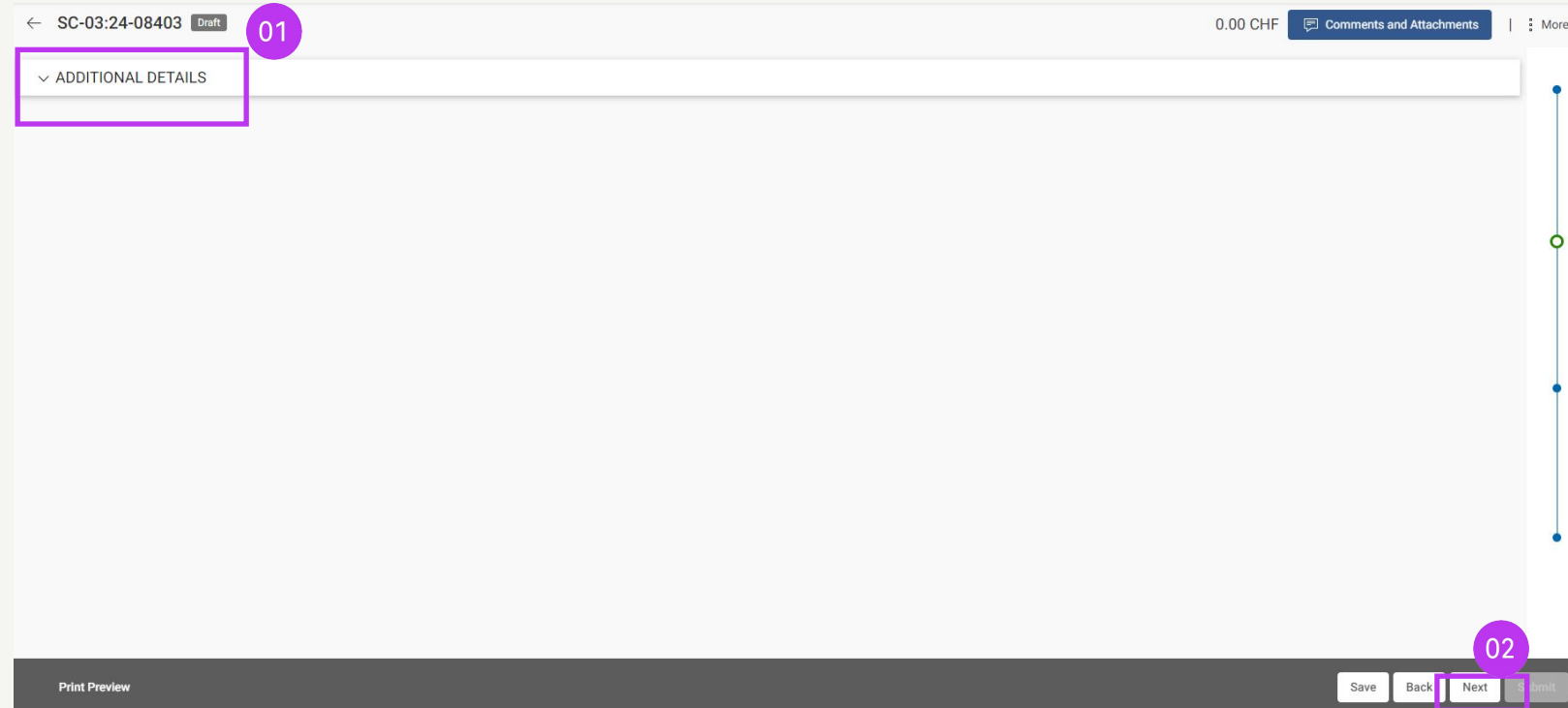
External Id: [Empty]

Local Reference Number: [Empty]

Print Preview Save Next Submit

Add Additional Details

1. Update Additional Details section if required
2. Click **Next** to proceed to Notes & Attachments

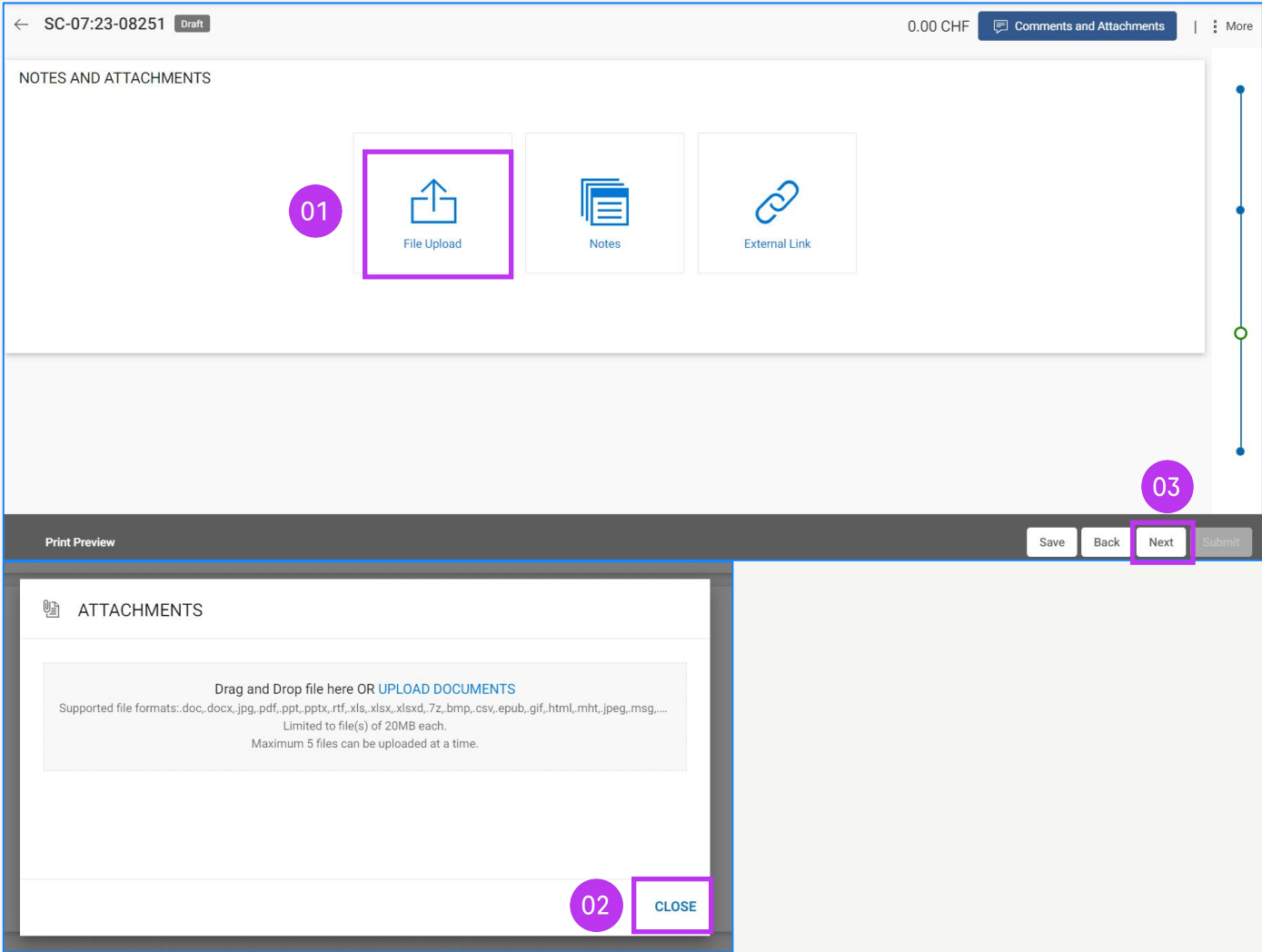


The screenshot shows a Roche system interface. At the top right, the Roche logo is visible. Below it, the text '0.00 CHF' and 'Comments and Attachments' are displayed. The main content area features a form with a section titled 'ADDITIONAL DETAILS' (indicated by a purple box and a '01' callout). At the bottom of the form, there is a dark grey bar containing buttons for 'Print Preview', 'Save', 'Back', 'Next' (indicated by a purple box and a '02' callout), and 'Submit'.

Add Notes & Attachments

Before submitting, add any comments and attachments or any supporting documentation.

- 1. Click on **File Upload** to upload attachments or **Notes** to add comments
- 2. Click **CLOSE** after uploading to close the pop-up window
- 3. Click **Next** to proceed to Line Details section



Enter Line Details

1. Click on **Add Sublines**

The entered values will be reflected in the blue shaded area after adding the service confirmation lines,

The screenshot shows a draft purchase order for SC-04:24-08423. A yellow banner at the top indicates a "1 Error - Line 1: Price field should not be blank". The main table displays details for "1. Service 01", including a highlighted "Price (USD)" field with a value of "0.00". Below the table, a purple box highlights a button labeled "01" with a plus sign and the text "Add Sublines". The bottom navigation bar includes "Print Preview", "Save", "Back", "Go to Basic Details", and "Submit".

Line Type	UOM	Quantity	Price (USD)	Line Value (USD)	Consumed Date
Amount Based Service	ACTIVITY UNIT	1	0.00	0.00	MM/DD/YYYY

Start Date	Completion Date	Category	Contract Number	Contracted Subline Value (USD)	Non Contracted Subline Value (USD)
--	--	Agility Consulting (Y35050200)	--	0.00	0.00

Ship To	Ship To Address	Reference Invoice Number	Reference Invoice Status
Add Ad Hoc Address in OBO	test 1, 9864, Basel, Switzerland	--	--

Enter Line Details cont'd

- 2. Select the **Subline Type** from the dropdown
- 3. Enter the **Unit of Measure (UOM)**
- 4. Enter the **Price** (it can't be higher than the original PO amount)

	Supplier Personnel Name	02 Subline Type	03 UOM	Quantity	04 Price (USD)	Line Value
<input checked="" type="checkbox"/>	--	Amount Based Service	Activity unit	1.00	50.00	50.00
<input type="checkbox"/>	--	Select	--	0.00	0.00	0.00
<input type="checkbox"/>	--	Select	--	0.00	0.00	0.00
<input type="checkbox"/>	--	Select	--	0.00	0.00	0.00
<input type="checkbox"/>	--	Select	--	0.00	0.00	0.00

Enter Line Details cont'd

- 5. Select the service **Start Date**
- 6. Select the **Completion Date**
- 7. Click on **Add**

Start and Completion dates need to be within the date range indicated on the purchase order.

The screenshot shows the 'ADD SUBLINES' interface. A table lists sublines with columns for 'Supplier Personnel Name', 'Date', 'Start Date', 'Completion Date', and 'Ship To'. A purple box highlights the 'Start Date' and 'Completion Date' columns, with a purple circle '05' above the 'Start Date' column and a purple circle '06' above the 'Completion Date' column. A purple circle '07' is positioned above the 'Add' button at the bottom right of the interface. The 'Add' button is also highlighted with a purple box.

Selected Subline(s)	Supplier Personnel Name	Date	Start Date	Completion Date	Ship To
Add Blank Subline(s)	--		MM/DD/YYYY	MM/DD/YYYY	Add Ad H
<input checked="" type="checkbox"/>	--		MM/DD/YYYY	MM/DD/YYYY	Add Ad H
<input type="checkbox"/>	--	YYY	MM/DD/YYYY	MM/DD/YYYY	Add Ad H
<input type="checkbox"/>	--	YYY	MM/DD/YYYY	MM/DD/YYYY	Add Ad H
<input type="checkbox"/>	--	YYY	MM/DD/YYYY	MM/DD/YYYY	Add Ad H
<input type="checkbox"/>	--	YYY	MM/DD/YYYY	MM/DD/YYYY	Add Ad H

Enter Line Details cont'd

8. Enter the **Description** for the line
9. Click **SUBMIT** to send the confirmation to Roche/Genentech
10. Click **OK** to close the success pop-up box; you'll then be directed to the Service Confirmation screen where the document will show in **Approval Pending status**

SC-04:24-08423
Draft 50.00 USD

Line Type	UOM	Quantity	Price (USD)	Line Value (USD)	Consumed Date
Amount Based Service	ACTIVITY UNIT	1	50.00	50.00	--

Start Date: -- Completion Date: -- Category: Agility Consulting (Y35... Contract Number: -- Contracted Subline Value: 0.00 Non Contracted Subline Value: 50.00

Ship To: Add Ad Hoc Address in... Ship To Address: test 1, 9864, Basel, Swi... Reference Invoice Number: Reference Invoice Status:

LINES ACCOUNTING

Subline Number	Supplier Personnel Name	Description	Supplier Item Number	Item Number	Short Name
1.1	--	TEST 1 Description	--	--	--

Rows Per Page: 12 << 1 >> /1

Print Preview Save Back Go to Basic Details **Submit**

SUCCESS!

Service Confirmation Submitted Successfully

OK

14 Update and Resubmit Rejected Service Confirmation

Update & Resubmit Confirmation

From the **Purchasing** module click on the **SERVICE CONFIRMATION** section to open the service confirmation document; the status will show as Rejected.

1. Click the **Comments** icon to review the reason for the rejection provided by Roche/Genentech
2. Make changes to the service confirmation as requested and click **SUBMIT** to resend for approval

The screenshot displays the 'Service Confirmation' document interface. At the top, the document ID 'SC-11:20-00338' is highlighted in a purple box and labeled '01'. The status '(REJECTED)' is also highlighted. The document details include:

- Service Confirmation Number: SC-11:20-00338
- Order Number: P000019069
- Supplier Name: PALL SCHWEIZ AG
- Created on: 11/27/2020
- Service Confirmation Name: ServiceConfirmation1 for PO1 for Test P
- Order Name: PO1 for Test PO 1- do not use SET
- Supplier Service Confirmation Number: test123
- Field Supervisor: 9GEPCHBSBR01 Birth Right Internal Er
- Submitted By: [Empty field]
- Currency: CHF
- Work Location: [Empty field]
- Submitted On: 11/27/2020
- Supplier Code: 10006515
- Purchase Type: Standard

A 'COMMENT' dialog box is overlaid on the screen, containing:

- Header: COMMENT
- Service Confirmation: SC-1120-00338 (labeled '1')
- Comment: Internal Users and suppliers - 9GEPCHBSBR01 Birth Right Internal Employee
Rejecting for Testing purpose
November 27, 2020 3:40 PM (labeled '01')
- Input field: Type your comment here
- Attachments: [Icon]
- Share With: Internal Users and suppliers (dropdown)
- Buttons: CANCEL, POST

At the bottom right of the main document view, there are buttons for 'SAVE', 'NEXT', and 'SUBMIT'. The 'SUBMIT' button is highlighted in a purple box and labeled '02'.

15

Create Invoice from Service Confirmation

See the first four pages for general instructions, then review the steps to complete and submit PO-based service invoices for your country

General/High-level Instructions

Create Invoice

1. Go to the **Purchasing** module
2. Click the **SERVICE CONFIRMATION** tab
3. Choose the **Service Confirmation** you wish to flip to an invoice (it must be in Approved status)

The screenshot shows the myBuy system interface. At the top, the 'Purchasing' module is selected in the navigation bar. Below this, the 'Documents' section is active, with the 'SERVICE CONFIRMATION' tab highlighted. A summary table shows the following counts: All (6171), Approved (2054), Rejected (1805), Approval Pending (1422), Draft (755), Withdrawn (121), and Cancelled (14). The main area displays a table of Service Confirmation documents. The table has columns for Service C..., Service..., O..., Order Na..., Submitt..., Status, Field..., Supp..., Total..., Sub..., P..., Creat..., Created On, Invoice Su..., Work Location, and Revisio... The table contains 10 rows of data, with the first row highlighted. The 'Status' column for all rows is 'Approved'. The 'Rows Per Page' is set to 10, showing 1 - 10 of 2054 rows.

Create Invoice cont'd

4. Click **CREATE INVOICE** to start a new invoice document

SC-11:20-00155 - (APPROVED) 200.00 EUR

Go To Line Details

Service Confirmation Number SC-11:20-00155	Service Confirmation Name ServiceConfirmation2 for P01 for Service ...	Supplier Service Confirmation Number 1122334455	Description
Order Number P000008169	Order Name P01 for Service po	Currency EUR	Supplier Code
Supplier Name	Field Supervisor * 9GEPCHBSTB01 RocheBuyer (gepusr01...	Work Location --	Created By
Created On * 11/03/2020	Submitted By	Submitted On * 11/03/2020	Purchase Type Standard
Invoice Creation Status Invoice Fully Created	Additional Approver(s) --	<input type="checkbox"/> ERS (Auto-create invoice)	External Id

PRINT PREVIEW COPY **CREATE INVOICE**

04

Completing and Submitting the Invoice

Once your confirmation is flipped to an invoice, there are several fields you will need to complete before submitting the invoice to Roche/Genentech.

- **Basic Invoice Details** - invoice number and date
- **Supplier Details** - tax identification country and number (applicable for certain countries. Note: if you have only one Tax ID, it will be automatically defaulted)
- **Line Details** - verify and adjust if needed: unit price and quantity; fill in the applicable tax rate, along with other charges. The Amount is automatically calculated based on the quantity, unit price, taxes and other charges.
- **Payment and Delivery** - banking account
- **Additional Information** - service start and end date are mandatory, add remarks if applicable
- Click **Send to Buyer** to submit the invoice

If you are working with Roche sites or affiliates in Singapore, Switzerland or Canada, please pay particular attention to the extra steps for these countries.

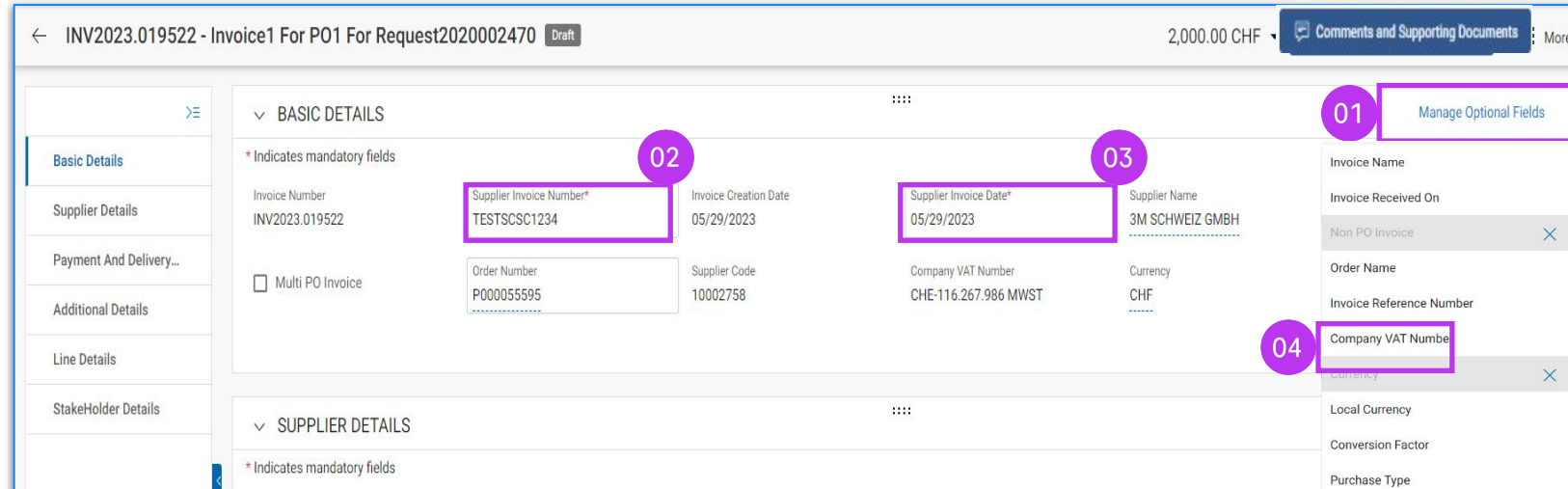
Deviations will be marked and linked to the respective topics, or you can click the links here to review the exceptions:

- General detailed Process Steps ([link](#))
- Exception countries ([link](#))

Detailed Process Steps

Add Basic Details

1. Review and edit the **Invoice Name** if necessary. **Invoice Name and additional fields** can be added from the **Manage Optional Fields** menu
2. Enter the unique **Supplier Invoice Number** generated from your system
3. Review and update the **Supplier Invoice Date***
4. **Company VAT Number for Roche** can be added from the **Manage Optional Fields** menu



← INV2023.019522 - Invoice1 For P01 For Request2020002470 Draft 2,000.00 CHF Comments and Supporting Documents More

BASIC DETAILS

* Indicates mandatory fields

Invoice Number: INV2023.019522

Supplier Invoice Number*: TESTSCSC1234

Invoice Creation Date: 05/29/2023

Supplier Invoice Date*: 05/29/2023

Supplier Name: 3M SCHWEIZ GMBH

Order Number: P000055595

Supplier Code: 10002758

Company VAT Number: CHE-116.267.986 MWST

Currency: CHF

Multi PO Invoice

SUPPLIER DETAILS

* Indicates mandatory fields

Manage Optional Fields

- Invoice Name
- Invoice Received On
- Non PO Invoice
- Order Name
- Invoice Reference Number
- Company VAT Number
- Currency
- Local Currency
- Conversion Factor
- Purchase Type
- Compliance Status
- Archival Status
- Delivery Note
- Supplier SC Number

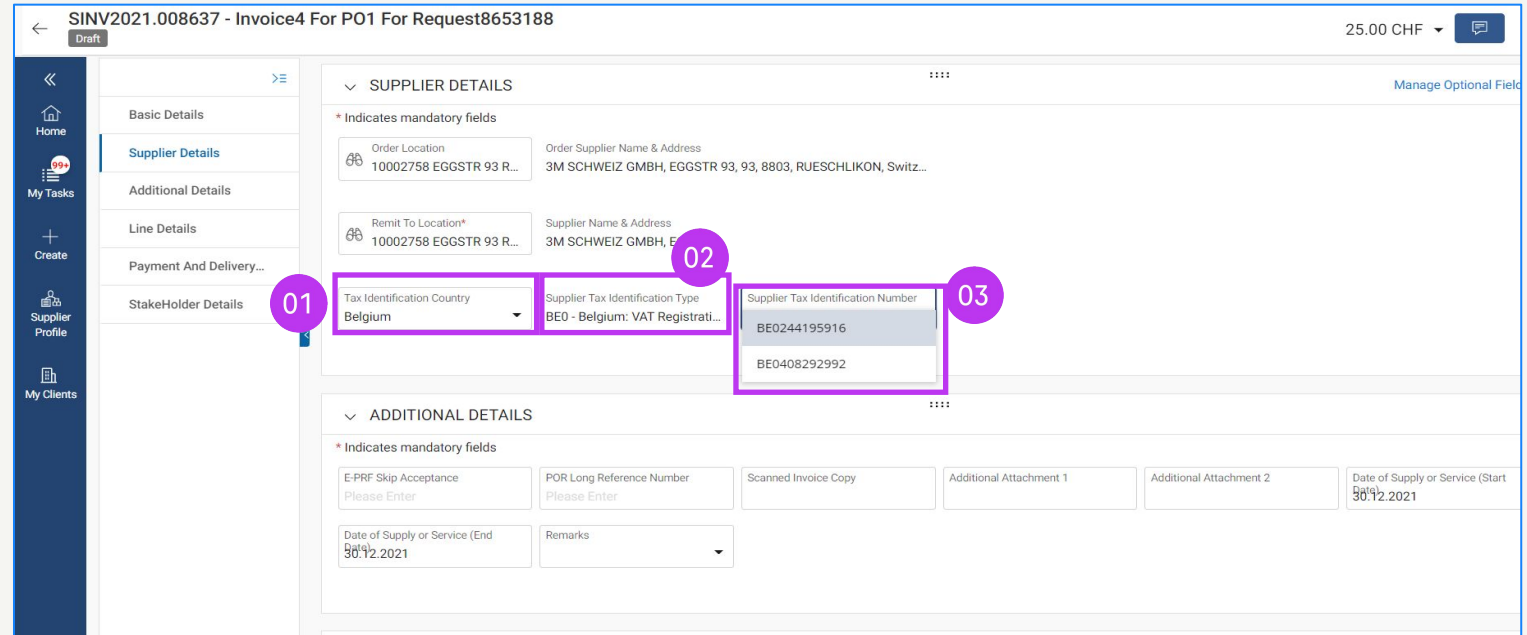
*Invoice payment is based on the date you submit the invoice via myBuy GEP SMART

Note: You can find the Singapore specific extra steps [here](#).

Add Supplier Details

1. Open the drop-down menu for **Tax Identification Country**
2. **Supplier Tax Identification Type** will auto-populate
3. **Supplier Tax Identification Number** will auto-populate (in cases where there is more than one, you can select from a drop-down menu)

Note: In case your TAX ID is not correctly selected or is completely missing, please do not submit the invoice. Instead, initiate a change request with Roche/Genentech.



SINV2021.008637 - Invoice4 For PO1 For Request8653188 25.00 CHF

SUPPLIER DETAILS

* Indicates mandatory fields

Order Location: 10002758 EGGSTR 93 R... | Order Supplier Name & Address: 3M SCHWEIZ GMBH, EGGSTR 93, 93, 8903, RUESCHLIKON, Switz...

Remit To Location*: 10002758 EGGSTR 93 R... | Supplier Name & Address: 3M SCHWEIZ GMBH, E...

01 Tax Identification Country: Belgium

02 Supplier Tax Identification Type: BE0 - Belgium: VAT Registrati...

03 Supplier Tax Identification Number: BE0244195916, BE0408292992

ADDITIONAL DETAILS

* Indicates mandatory fields

E-PRF Skip Acceptance: Please Enter | POR Long Reference Number: Please Enter | Scanned Invoice Copy | Additional Attachment 1 | Additional Attachment 2 | Date of Supply or Service (Start Date): 30/12.2021

Date of Supply or Service (End): 30/12.2021 | Remarks: [dropdown]

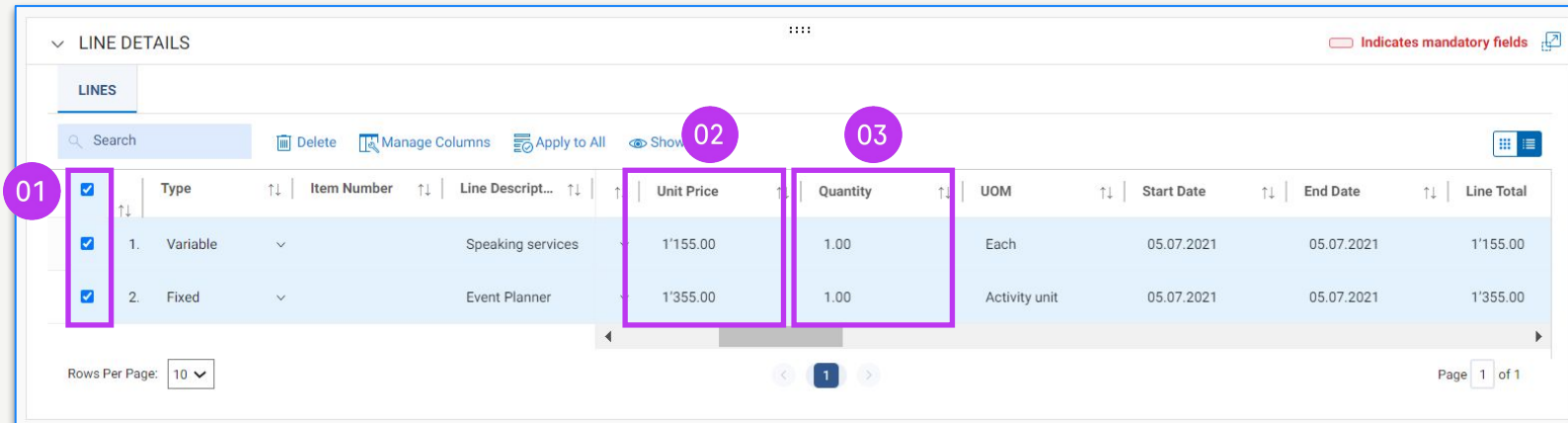
Review Line Details

1. Select or deselect a line item by clicking on the **check mark**
2. Update **Unit Price** if needed to match what you are invoicing
3. Update **Quantity** if needed to match what you are invoicing



Watch out:

Tax must be quoted on the PO lines only. Do not add a new line item for quoting tax separately on the invoice.



LINE DETAILS										
LINES										
Search [] Delete [] Manage Columns [] Apply to All [] Show []										
01	Type	Item Number	Line Descript...	02	03	UOM	Start Date	End Date	Line Total	
<input checked="" type="checkbox"/>	1. Variable		Speaking services	1'155.00	1.00	Each	05.07.2021	05.07.2021	1'155.00	
<input checked="" type="checkbox"/>	2. Fixed		Event Planner	1'355.00	1.00	Activity unit	05.07.2021	05.07.2021	1'355.00	

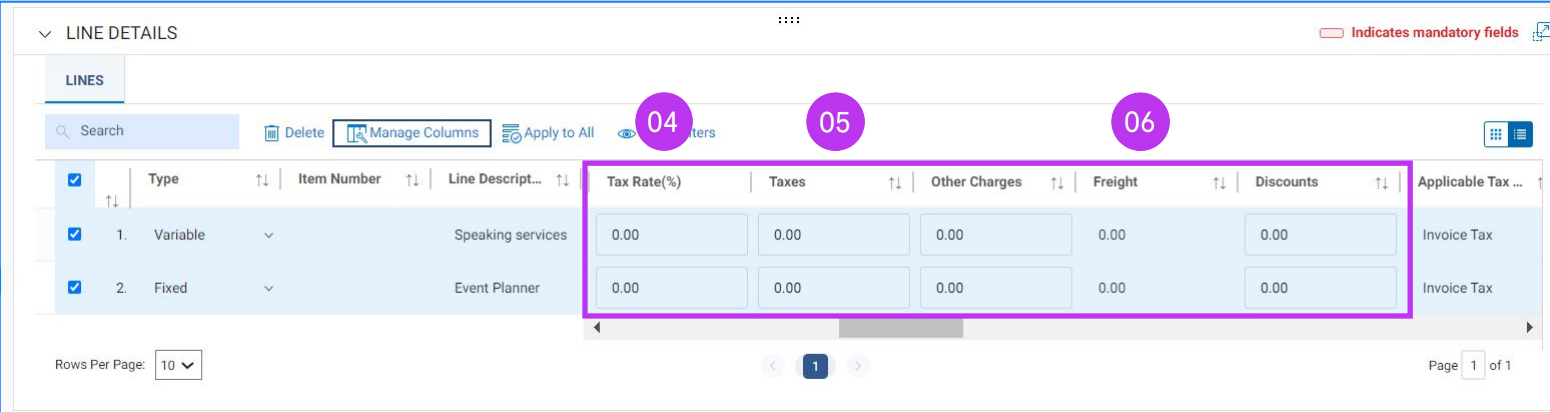
Rows Per Page: 10

Page 1 of 1

Note: You can find the Canada specific extra steps [here](#).

Review Line Details cont'd

4. Click the check mark next to the line item and scroll to the right to enter the **Tax Rate**
5. **Taxes** will be automatically calculated; verify/update the **Actual Tax Amount** (amount can be overwritten in the case of any rounding of the VAT amount)
6. Enter **Other Charges, Freight or Discounts** (if applicable)



LINE DETAILS

Indicates mandatory fields

04 05 06

Check	Type	Item Number	Line Descript...	Tax Rate(%)	Taxes	Other Charges	Freight	Discounts	Applicable Tax ...
<input checked="" type="checkbox"/>	1. Variable		Speaking services	0.00	0.00	0.00	0.00	0.00	Invoice Tax
<input checked="" type="checkbox"/>	2. Fixed		Event Planner	0.00	0.00	0.00	0.00	0.00	Invoice Tax

Rows Per Page: 10

Page 1 of 1

Tax Rate & Rounding

1. **Rounding differences** may or may not be shown on separate lines on your company-generated invoice (as indicated on image 1)
2. Rounding differences must be captured in the **Other Charges** field (shown on image 2)

Supplier invoice copy

<i>Test Invoice</i>		SUBTOTAL	6.40
		TAX 7.7%	0.49
		Rounding Difference	0.01
		TOTAL	CHF 6.90

LINE DETAILS

LINES

Line(1) Required fields

Line	Type	Taxes	Discounts	Other Charges
1	Material	0.49	0.00	0.01

Confirm Banking Details

In the Payment and Delivery Details section, select the payment method and bank records (in case of multiple accounts, unless it is already set up as default in your supplier profile - please refer to [slide 48](#))

1. Click **Please Select**
2. Click drop-down arrow in the **Payment Method field** to view bank records (scroll right to see account number and information)
3. Click the check mark next to the **applicable record** of the account you want to receive the payment
4. Click **DONE**

▼ PAYMENT AND DELIVERY DETAILS Manage Optional Fields

* Indicates mandatory fields

Ship To/ Service To: F. Hoffmann - La Roche AG, Möbela...
 Ship To Address/ Service Address: Sternfeldstrasse 44, 4127, Birsfelden, 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: 30 days net - ZU08

Deliver To: BLD:686, ROOM:4.570, FLR:

01 Payment Method: Please Select

Bank Record: --

Banking Information

02 Payment Method

🔍 BANK RECORDS

	PaymentMethodName	BankName	BeneficiaryName	BankBranch	CountryName
03	<input checked="" type="checkbox"/>	Domestic Payments	CREDIT SUISSE (SCH...		Switzerland
	<input checked="" type="checkbox"/>	Domestic Payments	Credit Suisse (Schwei...		Switzerland
	<input checked="" type="checkbox"/>	Domestic Payments	Credit Suisse (Schwei...		Switzerland

CANCEL **DONE** 04

Note: You can find the Switzerland specific extra steps [here](#).

Review Additional Details

In the Additional Details section:

1. Add the **Date of Supply or Service Start Date** by selecting date from calendar drop-down
2. Add the **Date of Supply or Service End Date** by selecting date from calendar drop-down
3. Add **Remarks** (see next page for details, if applicable)

ADDITIONAL DETAILS

* Indicates mandatory fields

E-PRF Skip Acceptance
Please Enter

POR Long Reference Number
Please Enter

Scanned Invoice Copy

Additional Attachment 1

Additional Attachment 2

Date of Supply or Service (End Date)
MM/DD/YYYY

Date of Supply or Service (Start Date)
MM/DD/YYYY

DEC 2021

Su Mo Tu We Th Fr Sa

DEC 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 31

JAN 2022

Su Mo Tu We Th Fr Sa

JAN 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 31

Manage Columns Apply to All Show Filters

Item Number	Line Description	PO Line Item N...	Supplier Item ...	Category	Item Source	Flexibile Price	Unit Price
pRED/Bau 2 Leis...	1-pRED/Bau 2 L...			Commercial Operat...	Manual	Not Applicable	1.00

Supplier Remark Options

Remarks field will be available based on your **Tax Identification Country**, in case a specific tax text is required by the law for the transaction.

Choose the **remark** that best apply to your situation, from the list.

Please note that the remarks are available in the appropriate language.



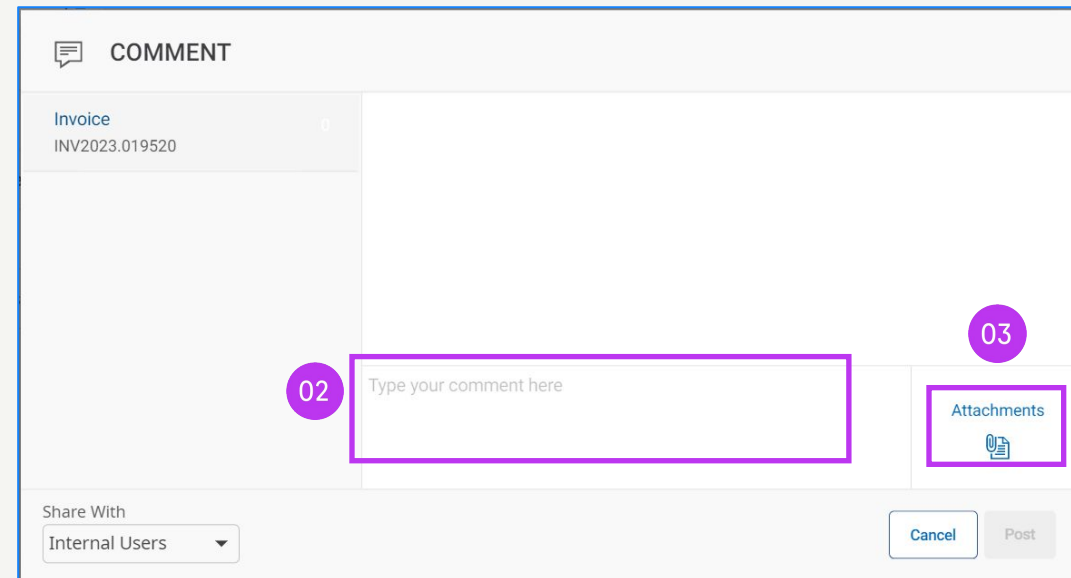
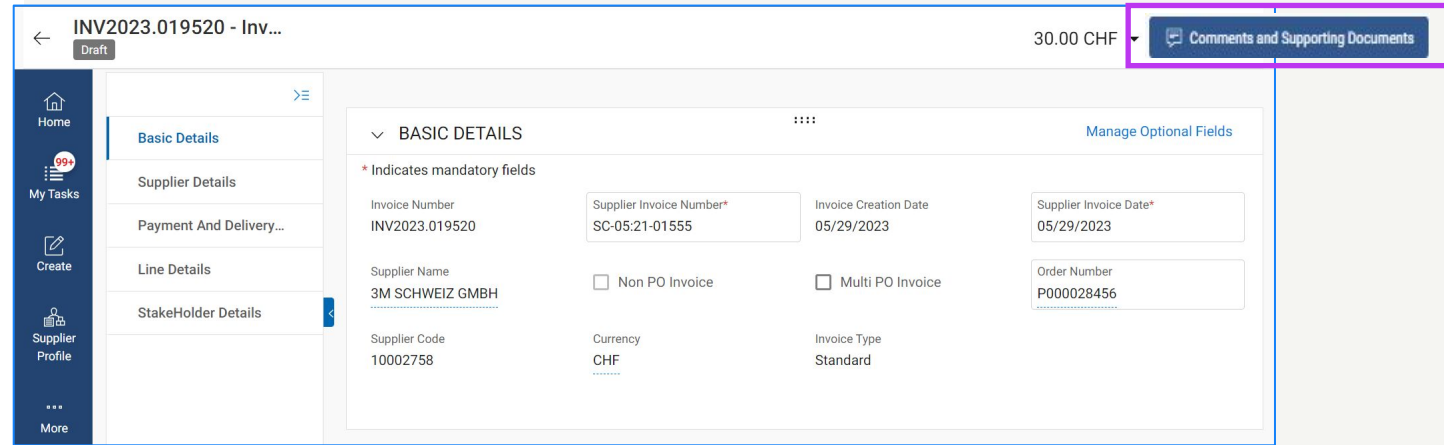
Please note: Use the option “N/A” if none of the above are applicable

Category
Intra-community supplies
Triangulation
Reverse charge
Export of goods to non-EU countries
Supplier is VAT exempt
N/A

Add Comments or Attachments

Enter comments or add attachments to your invoice that will aid the Buyer in reviewing your invoice:

1. Click the **Comments and Supporting Documents** button
2. Type in any applicable **comments**
3. **Click Attachments** to upload supporting documentation (for example, timesheets for a service invoice)



Submit Invoice

1. When all required fields are completed, click **Send to Buyer**



The screenshot shows the Roche myBuy interface for an invoice draft. The top navigation bar includes a back arrow, the invoice title "INV2024.022049 - Invoice2 For PO1 For Partia...", a "Draft" status, the currency "100.00 USD", and a "Comments and Supporting Documents" button. The main content area is divided into sections: "BASIC DETAILS", "SUPPLIER DETAILS", and "LINE DETAILS". The "LINE DETAILS" section is expanded to show a table with columns for "Line", "Type", "Line Description", and "Supplier Item Number". The first line is selected, showing "Line 1" with a type of "Material" and a description of "TEST PO". Below the table, there are fields for "Credit Type" (set to "None") and "Related Documents" (with a "View" button). At the bottom of the interface, there are two buttons: "Print Preview" and "SAVE". The "Send To Buyer" button is highlighted with a red box and a red circle containing the number "01".

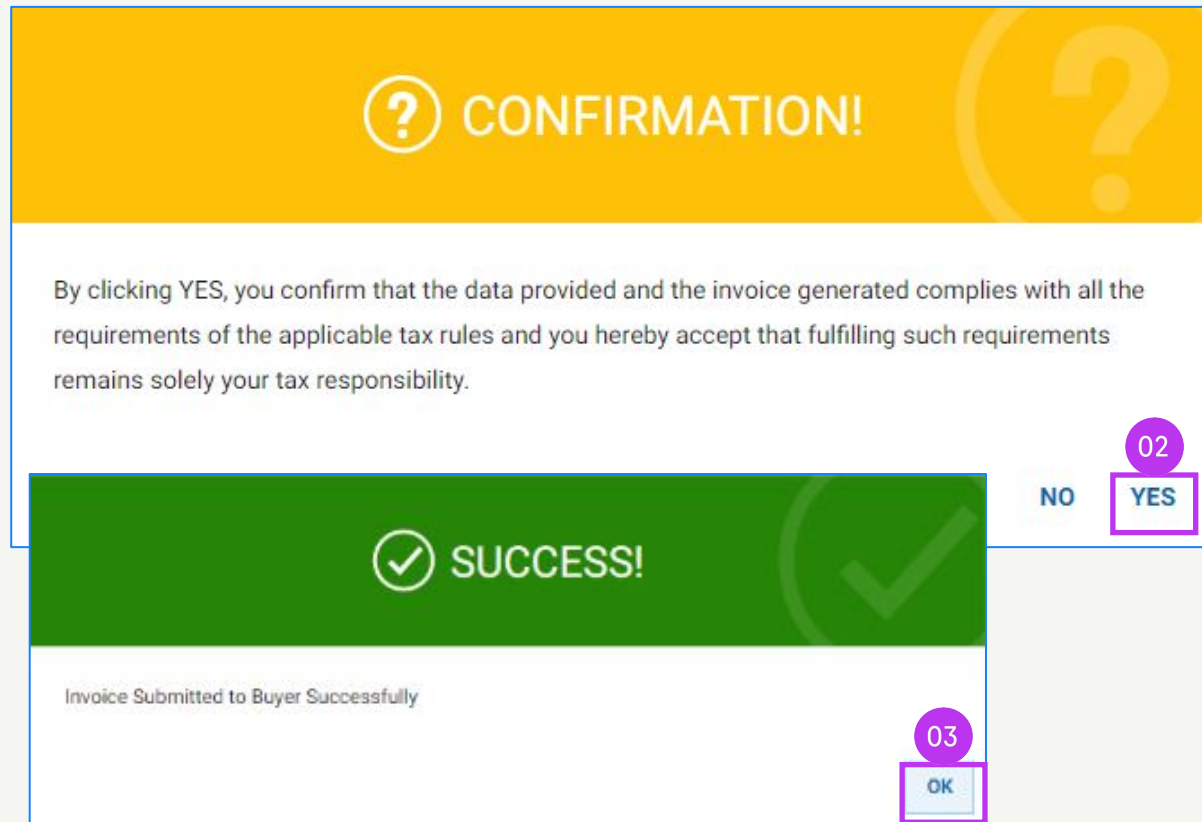
Submit Invoice cont'd

2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment, a warning message will appear confirming that the invoice should be sent via PDF instead

Keep in mind:

Electronic invoices created in myBuy GEP SMART are legally valid documents. Supplier **cannot** submit any scanned supplier invoice copy.

For supporting documents providing additional information on the invoiced services (for example, timesheets/goods) please use the Additional **Attachment** function under the **Comments section** to enable proper invoice reconciliation.

? CONFIRMATION!

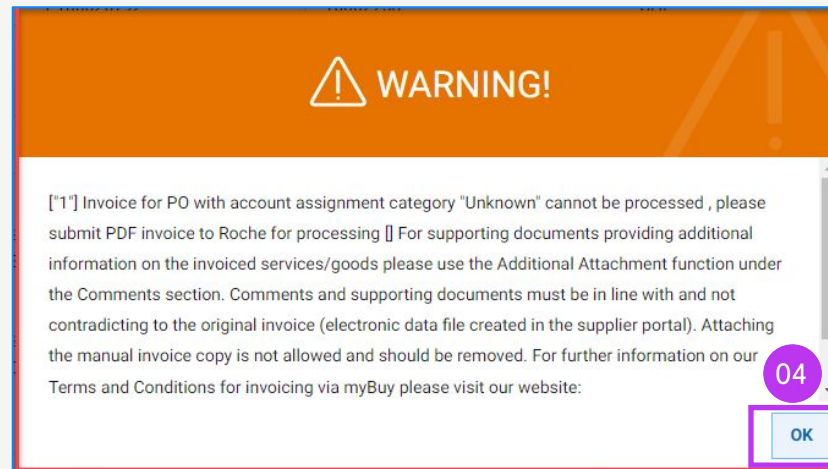
By clicking YES, you confirm that the data provided and the invoice generated complies with all the requirements of the applicable tax rules and you hereby accept that fulfilling such requirements remains solely your tax responsibility.

NO **02** **YES**

✓ SUCCESS!

Invoice Submitted to Buyer Successfully

03 **OK**



! WARNING!

["1"] Invoice for PO with account assignment category "Unknown" cannot be processed , please submit PDF invoice to Roche for processing [] For supporting documents providing additional information on the invoiced services/goods please use the Additional Attachment function under the Comments section. Comments and supporting documents must be in line with and not contradicting to the original invoice (electronic data file created in the supplier portal). 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 website:

04 **OK**

Check Invoice Status

You can quickly check the status of your invoices.

1. Select the **Invoice** module
2. Click on **Invoice** tab
3. Look for the **Status** column for each invoice

The screenshot shows the Roche myBuy interface. At the top, the navigation menu includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice' (highlighted with a purple box and '01'), 'Buy Sell', and 'Supply Chain Collaboration'. Below the navigation, the 'Documents' section is active, with 'INVOICE' selected in the tabs (highlighted with a purple box and '02'). A summary bar shows counts for various invoice statuses: All (677), Exception (176), Sent For Payment (160), Sent For Processing (111), Draft (108), Invoice Paid With Remittance (74), Matched (19), Returned (19), Internally Cancelled (7), and Send For Proc... (2). Below this is a table of invoices with columns for Document Name, Document Number, PO Number, Status (highlighted with a purple box and '03'), Supplier Name, Supplier Contact, Invoice So..., Supplier Invo..., and Supplier In. The table lists various invoices with their respective statuses, such as 'Draft', 'Exception', and 'Sent For Payment'.

Document Name	Document Number	PO Number	Status	Supplier Name	Supplier Contact	Invoice So...	Supplier Invo...	Supplier In
Invoice3 for P01-2783	SINV2022.009056	P000071611-001	Draft	LIFE TECHNOLOGIES CORP	Santosh Kokatanur	PO Based		01/25/202...
MANDEPEPRF04-427	1700030340/2021		Exception	LIFE TECHNOLOGIES CORP	Life_technology Life...	Non PO Based	MANDEPEPRF04-427	09/21/202...
N1_IMP	5111617109/2022	P000071722	Exception	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	N1_IMP	01/18/202...
K2_IMP	5111617107/2022	P000071722	Exception	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	K2_IMP	01/18/202...
K1_IMP	5111617106/2022	P000071722	Exception	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	K1_IMP	01/18/202...
Invoice1 for 4635_1858e6af-235d-4064-9...	INV2022.007967	P000071273	Draft	LIFE TECHNOLOGIES CORP	Santosh Kokatanur	PO Based	TESTPDF	12/18/202...
Invoice4 for PO2 for DO NOT USE Reques...	SINV2022.008946	P000072081	Sent For Payment	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	lineheaderboth	11/16/202...
Invoice3 for PO2 for DO NOT USE Reques...	SINV2022.008945	P000072081	Sent For Payment	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	Ineleveltax01	11/16/202...
Invoice1 for Test-PO-1892 - Copy	SINV2022.008942	P000072082	Exception	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	KJ9039034	01/17/202...
Invoice2 for PO2 for DO NOT USE Reques...	SINV2022.008943	P000072081	Sent For Payment	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	HeaderTax01	11/16/202...
Invoice1 for Test-PO-1892	SINV2022.008936	P000072077	Exception	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	Test398	01/17/202...
Invoice1 for PO2 for DO NOT USE Reques...	SINV2022.008935	P000072073	Sent For Payment	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	202221701	11/16/202...
Invoice3 for DNT-3784	SINV2022.008934	P000071498-001	Sent For Payment	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	Notax1701	11/16/202...

16

Create Partial Invoice
for Material and Services

Creating Partial Invoices Against Orders

When creating a partial invoice for goods or services against a purchase order with Roche/Genentech, the instructions to create and submit the invoice in sections [12](#), [13](#) and [15](#) apply.

This section covers the instructions to complete the Line Details section of the invoice when invoicing:

- Some of a goods order
- Some of a fixed services order
- Some of a variable services order

You will also need to be sure that the invoice total matches the portion of the order for which you are invoicing.

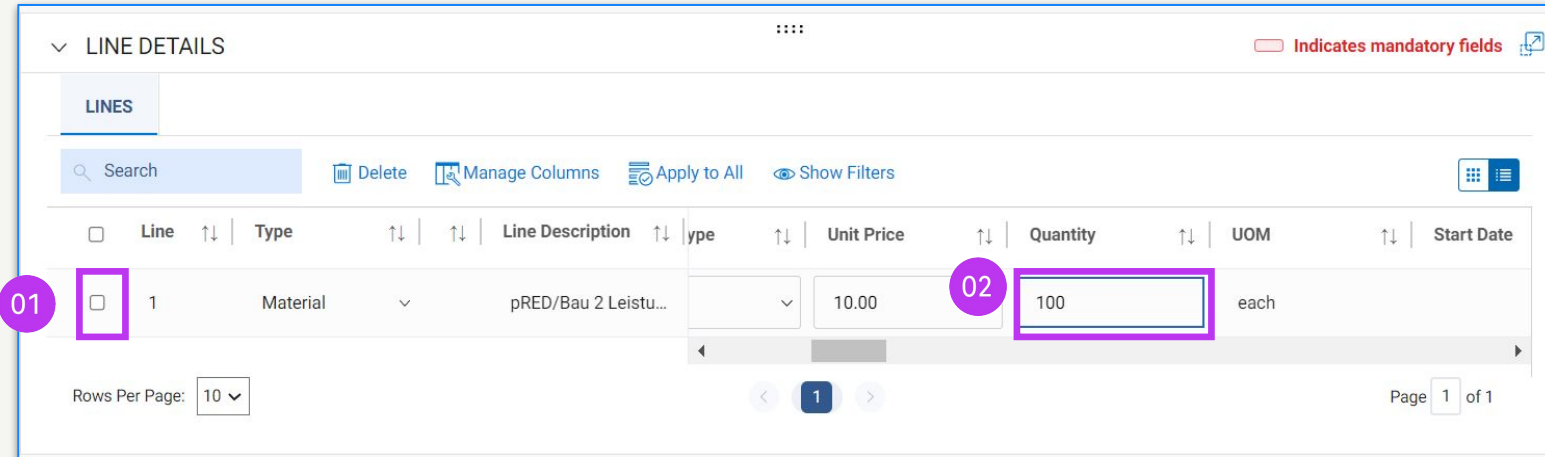
The order needs to be in Supplier Acknowledged status.

Partial Invoicing: Materials

When invoicing for a portion of the total materials on an order:

1. Select the **check box** next to the line item
2. Adjust the **Quantity** for which you are invoicing accordingly (for example, if you are invoicing 50 out of 100, change the Quantity to 50)
3. **Remove any Line Items you are not including** on your invoice by clicking the check box next to the line item
4. Click **Delete** and click Yes at the prompt

The remaining quantity and/or items will be invoiced on a separate invoice.



LINE DETAILS

Indicates mandatory fields

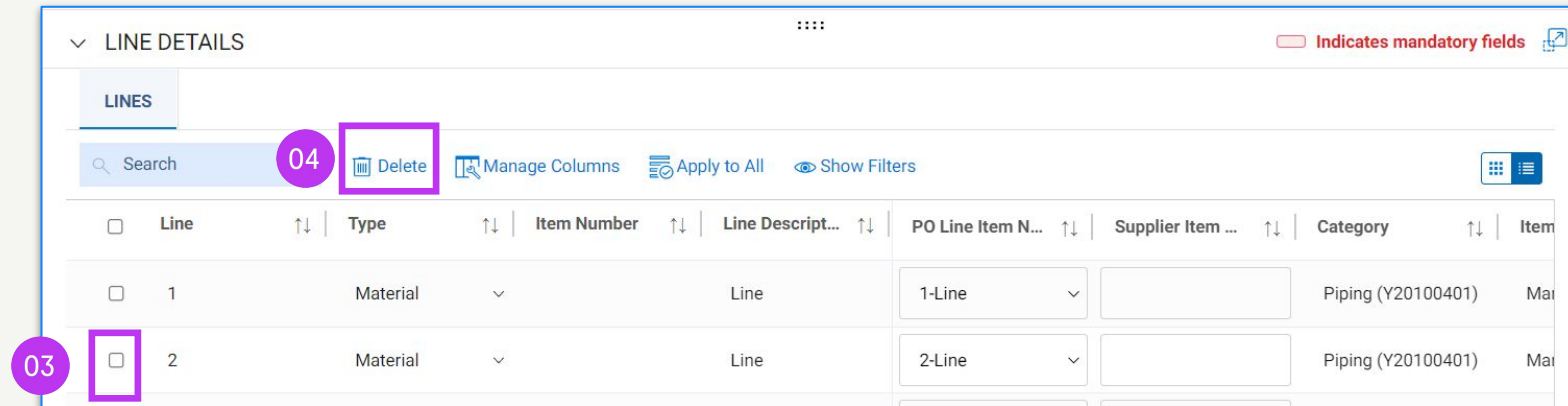
LINES

Search Delete Manage Columns Apply to All Show Filters

Line	Type	Line Description	Unit Price	Quantity	UOM	Start Date
<input type="checkbox"/> 1	Material	pRED/Bau 2 Leistu...	10.00	100	each	

Rows Per Page: 10

Page 1 of 1



LINE DETAILS

Indicates mandatory fields

LINES

Search Delete Manage Columns Apply to All Show Filters

Line	Type	Item Number	Line Description	PO Line Item N...	Supplier Item ...	Category	Item
<input type="checkbox"/> 1	Material		Line	1-Line		Piping (Y20100401)	Ma
<input type="checkbox"/> 2	Material		Line	2-Line		Piping (Y20100401)	Ma

Partial Invoicing: Fixed Services

When invoicing for a portion of the total fixed services on an order:

1. Select the **check box** next to the line item
2. Adjust the **Unit Price** for which you are invoicing accordingly (for example, if you are invoicing 50% of the total amount of the fixed services order)
3. **Remove any Line Items you are not including** on your invoice by clicking the check box next to the line item
4. Click Delete and click Yes at the prompt

The remaining quantity and/or items will be invoiced on a separate invoice.

01

02

LINE DETAILS

LINES

Search Delete Manage Columns Apply to All Show Filters

<input type="checkbox"/>	Type	Item Number	Line Descript...	Unit Price	Quantity	UOM	Start Date	End Date	Line Total
<input type="checkbox"/>	1. Fixed		1 Testing - Categ...	400'000.00	1.00	Activity unit	06.05.2021	06.05.2021	400'000.00

Rows Per Page: 10

Page 1 of 1

03

04

LINE DETAILS

LINES

Search Delete Manage Columns Apply to All Show Filters

<input type="checkbox"/>	Type	Item Number	Line Descript...	Unit Price	Quantity	UOM	Start Date	End Date	Line Total
<input type="checkbox"/>	1. Variable		Speaking services	155.00	1.00	Each	05.07.2021	05.07.2021	1'155.00
<input checked="" type="checkbox"/>	2. Fixed		Event Planner	355.00	1.00	Activity unit	05.07.2021	05.07.2021	1'355.00

Rows Per Page: 10

Page 1 of 1

Partial Invoicing: Variable Services

When invoicing for a portion of the total variable services on an order:

1. Select the **check box** next to the line item
2. Adjust the **Quantity** for which you are invoicing accordingly (for example, you are invoicing 50 hours out of a total 100 hours on the variable services order)
3. **Remove any Line Items you are not including** on your invoice by clicking the check box next to the line item
4. Click **Delete**

The remaining quantity and/or items will be invoiced on a separate invoice.

LINE DETAILS

Indicates mandatory fields

LINES

Search Delete Manage Columns Apply to All Show Filters

<input type="checkbox"/>	Type	Item Number	Line Descript...	Variable Price	Credit Type	Unit Price	Quantity	UOM	Start Date
<input type="checkbox"/>	Variable	1.	Test SC	Not Applicable	None	100.00	20.00	Hours	03.12.2021

Rows Per Page: 10

Page 1 of 1

LINE DETAILS

Indicates mandatory fields

LINES

Search Delete Manage Columns Apply to All Show Filters

<input type="checkbox"/>	Type	Item Number	Line Descript...	Unit Price	Quantity	UOM	Start Date	End Date	Line Total
<input type="checkbox"/>	Variable	1.	Speaking services	155.00	1.00	Each	05.07.2021	05.07.2021	1'155.00
<input checked="" type="checkbox"/>	Fixed	2.	Event Planner	355.00	1.00	Activity unit	05.07.2021	05.07.2021	1'355.00

Rows Per Page: 10

Page 1 of 1

17

Advance Payment/Advance
Invoice

Advance Payment/Advance Invoice

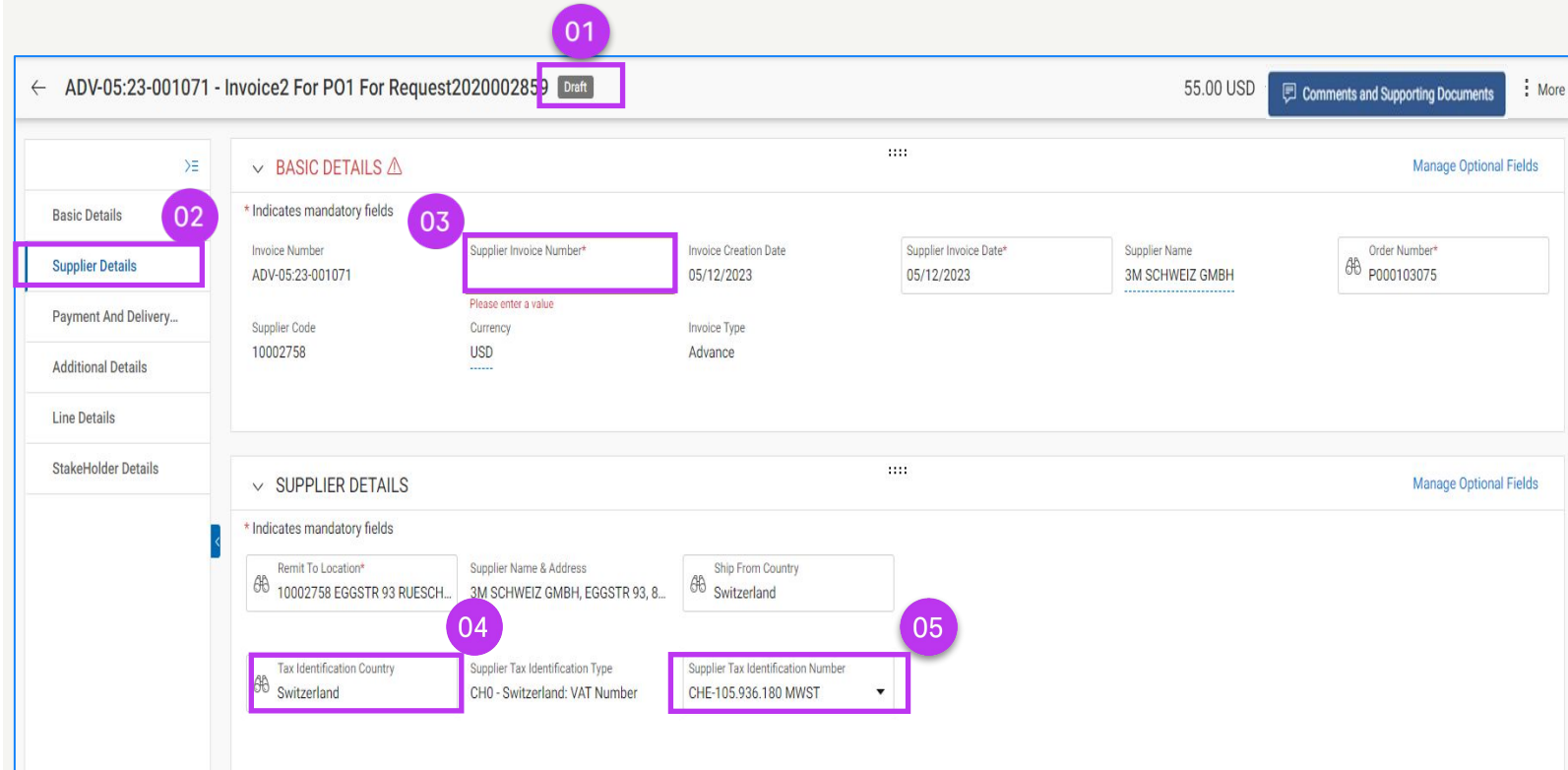
When you have agreed with the buyer for advance payment, create an advance payment invoice.

Find the purchase order (PO) where advance invoicing is allowed.

1. **Open the PO** document and check status (must be in Supplier Acknowledged status)
2. From the More menu in the top right corner, click on **Create Advance Invoice**

Add Supplier Details

1. The new invoice document is created in Draft status
2. Click on the **Supplier Details** section
3. Enter the unique **Supplier Invoice Number** generated from your system
4. Select your company's **Tax Identification Country**
5. **Supplier Tax Identification Number** will auto-populate (in case there is more than one number, you can select from the drop-down menu)



← ADV-05:23-001071 - Invoice2 For PO1 For Request2020002859 Draft 55.00 USD Comments and Supporting Documents More

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Invoice Number: ADV-05:23-001071
 Supplier Invoice Number*:
 Invoice Creation Date: 05/12/2023
 Supplier Invoice Date*: 05/12/2023
 Supplier Name: 3M SCHWEIZ GMBH
 Order Number*: P000103075

Supplier Code: 10002758
 Currency: USD
 Invoice Type: Advance

SUPPLIER DETAILS Manage Optional Fields

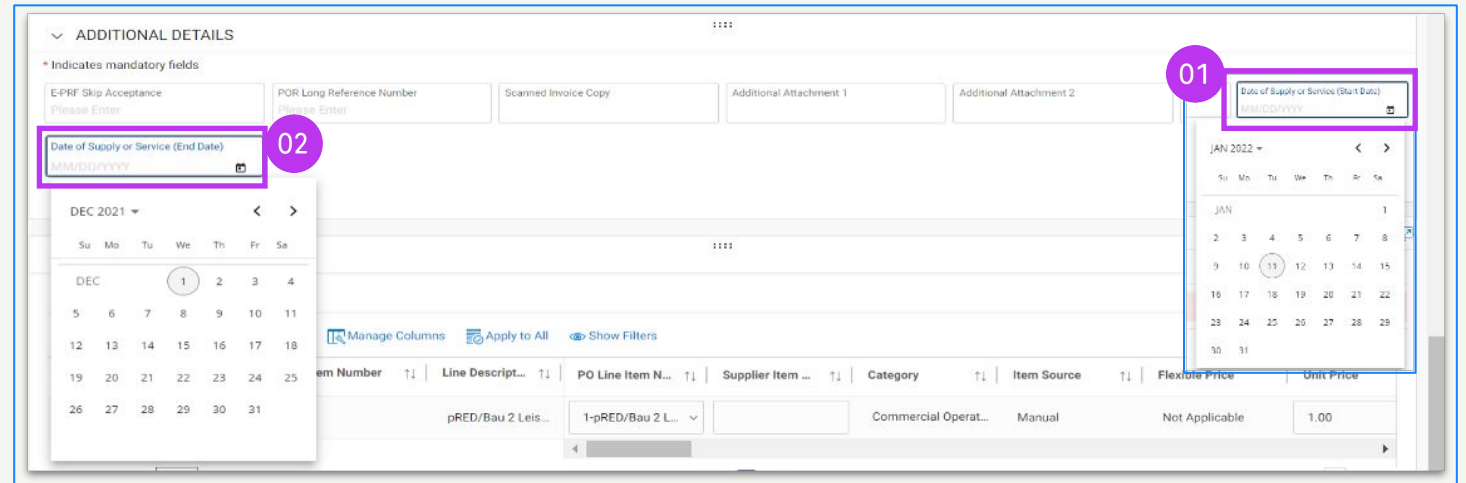
* Indicates mandatory fields

Remit To Location*: 10002758 EGGSTR 93 RUESCH...
 Supplier Name & Address: 3M SCHWEIZ GMBH, EGGSTR 93, 8...
 Ship From Country: Switzerland

Tax Identification Country: Switzerland
 Supplier Tax Identification Type: CHO - Switzerland: VAT Number
 Supplier Tax Identification Number: CHE-105.936.180 MWST

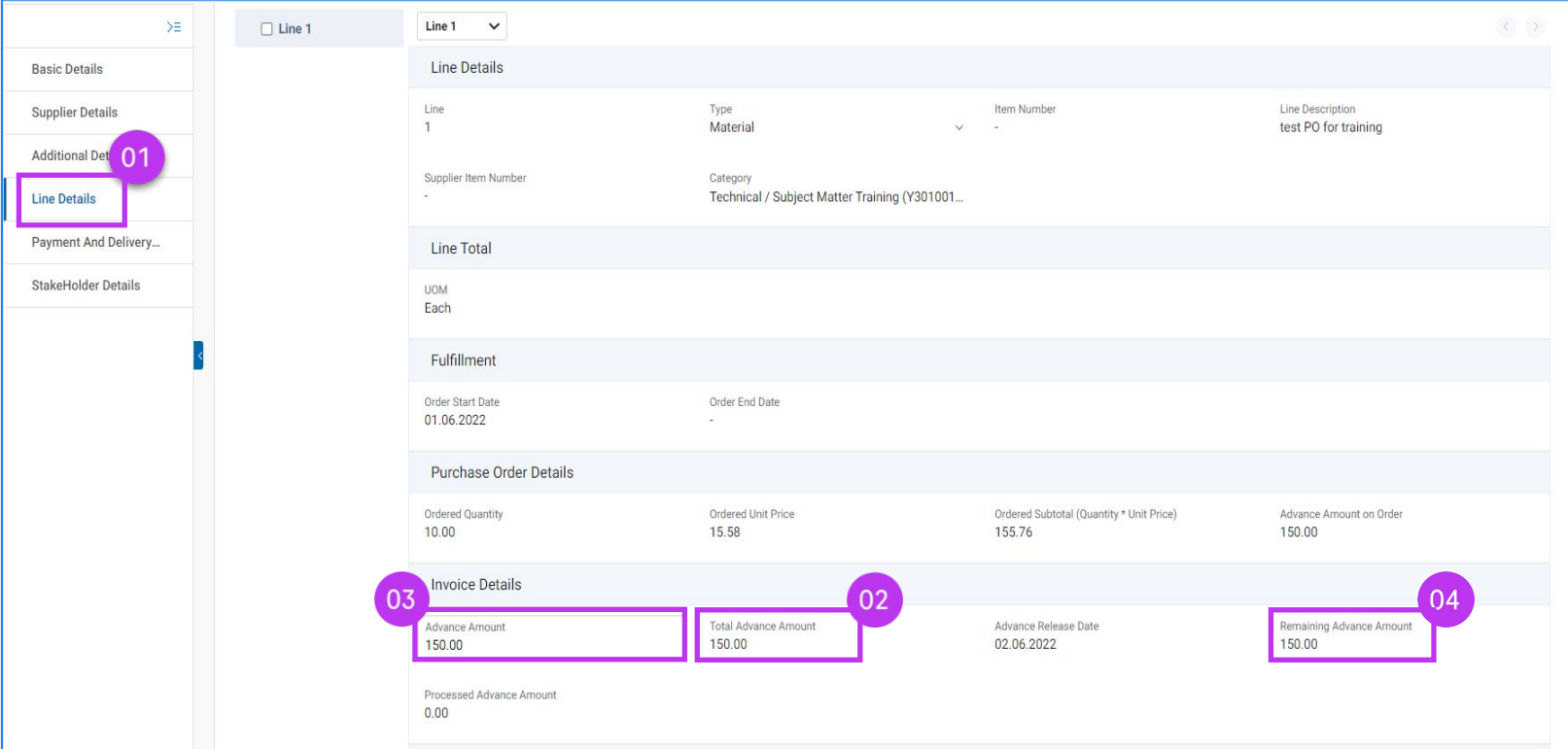
Add Additional Details

1. Add the **Date of Supply or Service Start Date** (if applicable) from the calendar drop-down
2. Add the **Date of Supply or Service End Date** (if applicable) from the calendar drop-down



Add Line Details

1. Click on the **Line Details section** to update the advance amount
2. View the **Total Advance Amount** available for selected line
3. Enter the **Advance Amount** you want to invoice (keep in mind you cannot exceed the Total Advance Amount value indicated)
4. View any remaining **Advance Amount** for the selected line



Line 1

Line Details

Line	Type	Item Number	Line Description
1	Material	-	test PO for training

Supplier Item Number: -
Category: Technical / Subject Matter Training (Y301001...)

Line Total

UOM: Each

Fulfillment

Order Start Date: 01.06.2022
Order End Date: -

Purchase Order Details

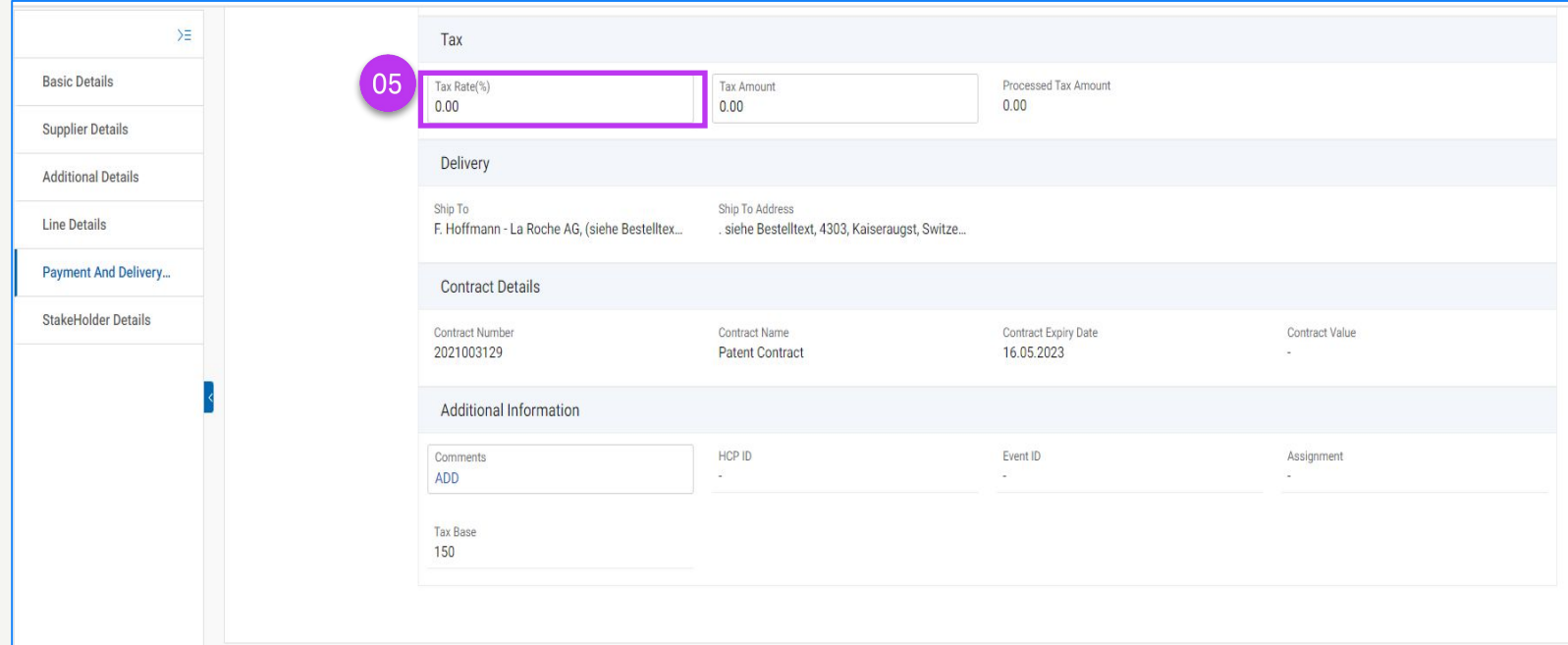
Ordered Quantity	Ordered Unit Price	Ordered Subtotal (Quantity * Unit Price)	Advance Amount on Order
10.00	15.58	155.76	150.00

Invoice Details

Advance Amount	Total Advance Amount	Advance Release Date	Remaining Advance Amount
150.00	150.00	02.06.2022	150.00
Processed Advance Amount	0.00		

Add Line Details cont'd

5. Update the **Tax Rate (%)** as needed



Tax			
Tax Rate(%)	Tax Amount	Processed Tax Amount	
0.00	0.00	0.00	

Delivery			
Ship To	Ship To Address		
F. Hoffmann - La Roche AG, (siehe Bestelltex...	. siehe Bestelltext, 4303, Kaiseraugst, Switze...		

Contract Details			
Contract Number	Contract Name	Contract Expiry Date	Contract Value
2021003129	Patent Contract	16.05.2023	-

Additional Information			
Comments	HCP ID	Event ID	Assignment
ADD	-	-	-

Tax Base
150

Submit Invoice

1. When all required fields are completed, click **Send to Buyer**



The screenshot shows the Roche myBuy interface for an invoice draft. The top navigation bar includes a back arrow, the invoice title "INV2024.022049 - Invoice2 For PO1 For Partia...", a "Draft" status, the currency "100.00 USD", and a "Comments and Supporting Documents" button. The main content area is divided into sections: "BASIC DETAILS", "SUPPLIER DETAILS", and "LINE DETAILS". The "LINE DETAILS" section is expanded to show a table with columns for "Line", "Type", "Line Description", and "Supplier Item Number". The first line is selected, showing "Line 1" with a type of "Material" and a description of "TEST PO". Below the table, there are fields for "Credit Type" (set to "None") and "Related Documents" (with a "View" button). At the bottom of the interface, there are two buttons: "SAVE" and "Send To Buyer". The "Send To Buyer" button is highlighted with a red box and a red circle containing the number "01".

Submit Invoice cont'd

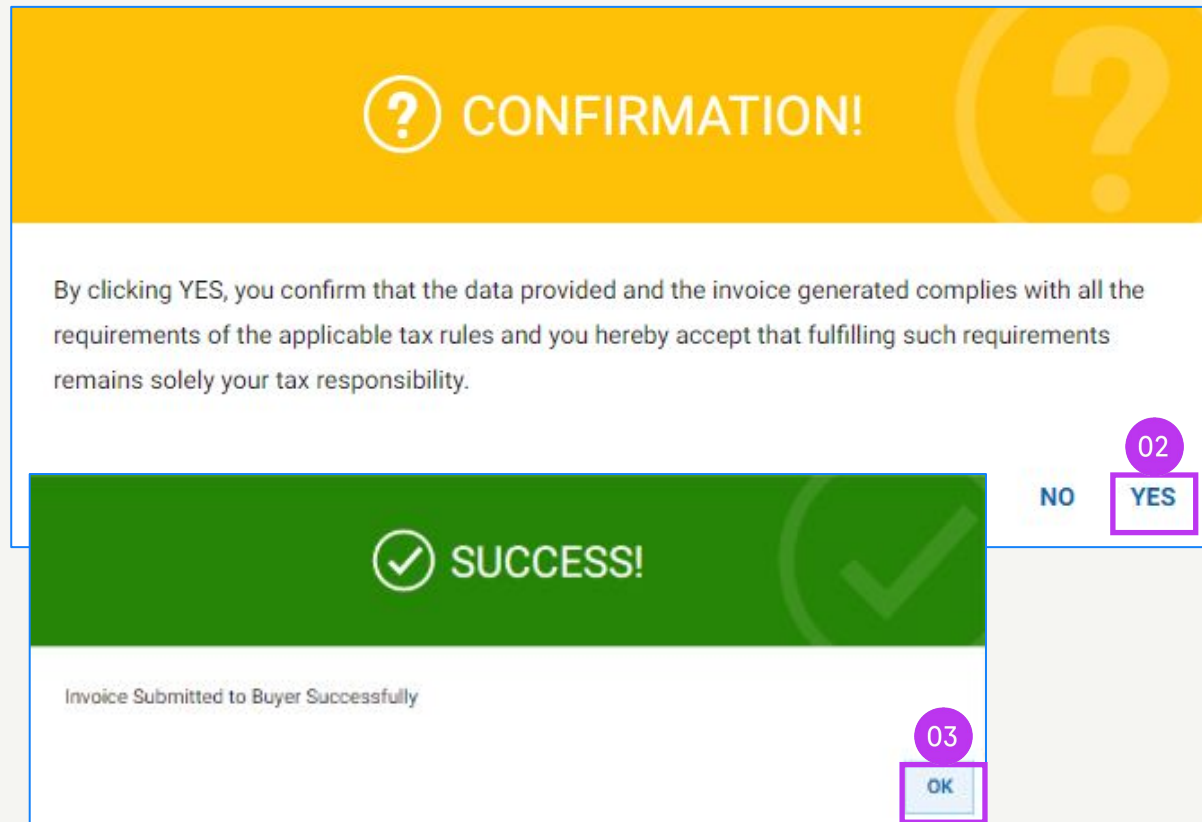
2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment, a warning message will appear confirming that the invoice should be sent via PDF instead

Keep in mind:

Electronic invoices created in myBuy GEP SMART are legally valid documents. Supplier **cannot** submit any scanned supplier invoice copy.



For supporting documents providing additional information on the invoiced services (for example, timesheets/goods) please use the Additional **Attachment** function under the **Comments section** to enable proper invoice reconciliation.



? CONFIRMATION!

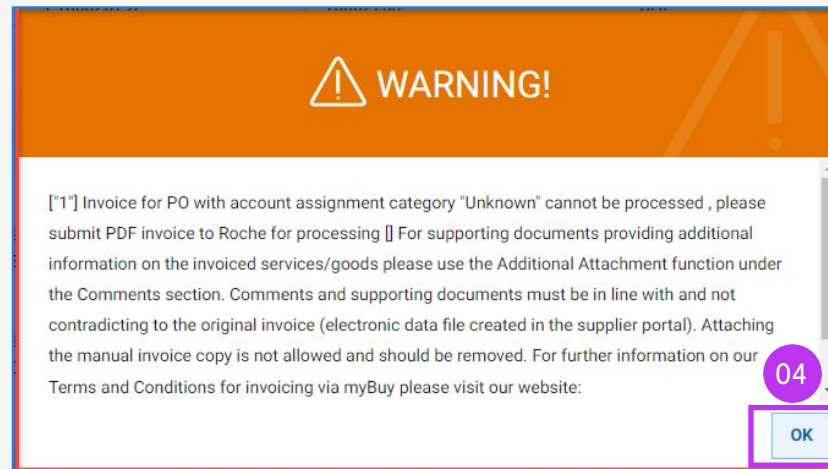
By clicking YES, you confirm that the data provided and the invoice generated complies with all the requirements of the applicable tax rules and you hereby accept that fulfilling such requirements remains solely your tax responsibility.

NO **YES** (02)

✓ SUCCESS!

Invoice Submitted to Buyer Successfully

OK (03)



! WARNING!

["1"] Invoice for PO with account assignment category "Unknown" cannot be processed , please submit PDF invoice to Roche for processing [] For supporting documents providing additional information on the invoiced services/goods please use the Additional Attachment function under the Comments section. Comments and supporting documents must be in line with and not contradicting to the original invoice (electronic data file created in the supplier portal). 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 website:

OK (04)

Check Invoice Status

You can quickly check the status of your invoices.

1. Select the **Invoice** module
2. Click on **INVOICE** tab
3. Look for the **Status** column for each invoice

Documents

INVOICE CREDIT MEMO

All	Exception	Sent For Payment	Sent For Processing	Draft	Invoice Paid With Remittance	Matched	Returned	Internally Cancelled	Sent For Proc...
677	176	160	111	108	74	19	19	7	2

Document Name	Document Number	PO Number	Status	Supplier Name	Supplier Contact	Invoice So...	Supplier Invoic...	Supplier In
Invoice3 for P01-2783	SINV2022.009056	P000071611-001	Draft	LIFE TECHNOLOGIES CORP	Santosh Kokatanur	PO Based		01/25/202...
MANDEPEPRF04-427	1700030340/2021		Exception	LIFE TECHNOLOGIES CORP	Life_technology Life...	Non PO Based	MANDEPEPRF04-427	09/21/202...
N1_IMP	5111617109/2022	P000071722	Exception	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	N1_IMP	01/18/202...
K2_IMP	5111617107/2022	P000071722	Exception	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	K2_IMP	01/18/202...
K1_IMP	5111617106/2022	P000071722	Exception	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	K1_IMP	01/18/202...
Invoice1 for 4635_1858e6af-235d-4064-9...	INV2022.007967	P000071273	Draft	LIFE TECHNOLOGIES CORP	Santosh Kokatanur	PO Based	TESTPDF	12/18/202...
Invoice4 for PO2 for DO NOT USE Reques...	SINV2022.008946	P000072081	Sent For Payment	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	lineheaderboth	11/16/202...
Invoice3 for PO2 for DO NOT USE Reques...	SINV2022.008945	P000072081	Sent For Payment	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	Ineleveltax01	11/16/202...
Invoice1 for Test-PO-1892 - Copy	SINV2022.008942	P000072082	Exception	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	KJ9039034	01/17/202...
Invoice2 for PO2 for DO NOT USE Reques...	SINV2022.008943	P000072081	Sent For Payment	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	HeaderTax01	11/16/202...
Invoice1 for Test-PO-1892	SINV2022.008936	P000072077	Exception	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	Test398	01/17/202...
Invoice1 for PO2 for DO NOT USE Reques...	SINV2022.008935	P000072073	Sent For Payment	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	202221701	11/16/202...
Invoice3 for DNT-3784	SINV2022.008934	P000071498-001	Sent For Payment	LIFE TECHNOLOGIES CORP	Life_technology Life...	PO Based	Notax1701	11/16/202...

18

Delete Draft Invoice

Review the steps to delete draft invoices

Delete Draft Invoice

1. Select the **Invoice** module
2. Click on **Invoice** tab
3. Click on the **Draft** sub-tab
4. **Select the draft invoice** that needs to be deleted

Keep in mind



If you submit an invoice via email, fax or mail and also create a draft invoice in myBuy, the draft invoice is viewed as a duplicate which will cause errors in processing.

Delete any draft invoices in myBuy which have been submitted by other means.

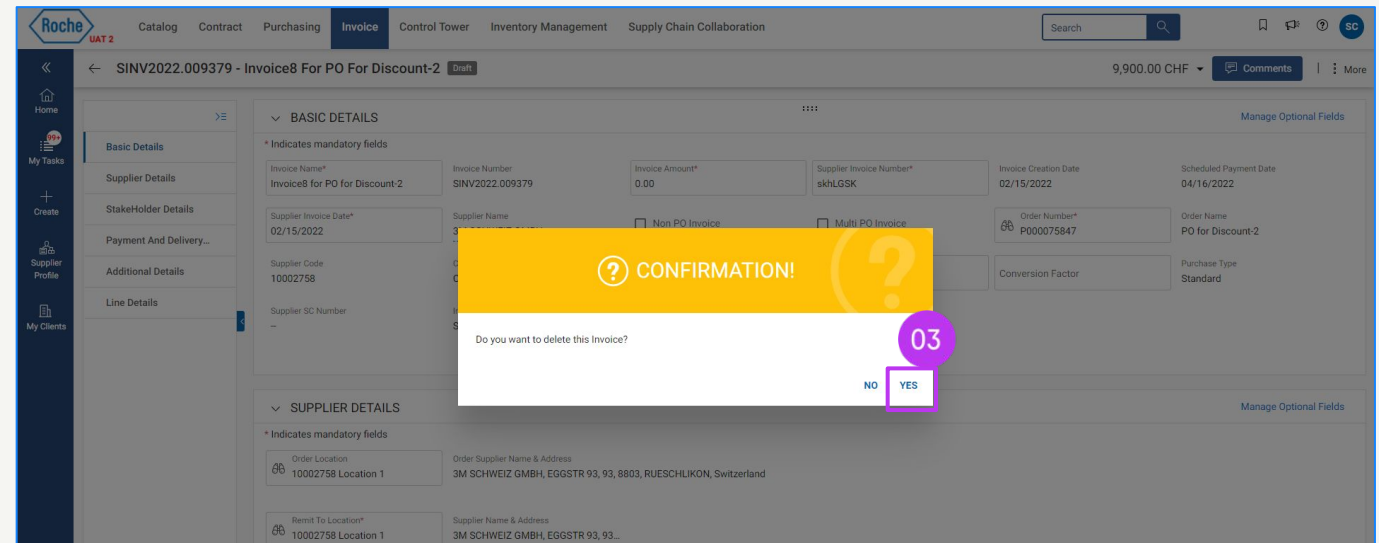
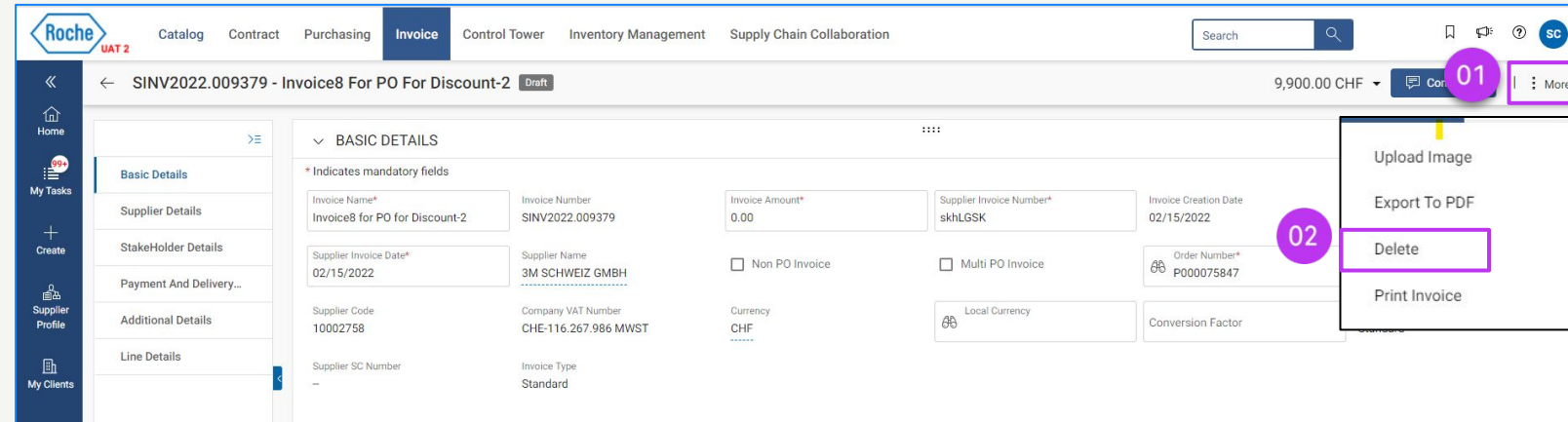
The screenshot shows the Roche myBuy interface. At the top, the 'Invoice' module is selected (01). Below it, the 'INVOICE' tab is active (02). The 'Draft' sub-tab is selected, showing 770 draft invoices (03). A table of draft invoices is displayed below, with the first row highlighted (04).

Document Name	Document Number	PO Number	Supplier Name	Supplier Contact	Invoice Source	Supplier Invoice N...	Supplier Invoice Da...	Invoice Received D...	Total Value
Invoice1 for PO1 for s&t...	CREINV-02:22-000594	P000081894	3M SCHWEIZ GMBH	3M SCHWEIZ GMBH Co...	PO Based	CI testasd	02/25/2022	02/25/2022	2,046.30 CHF
Invoice25 for PO1 for A...	CREINV-02:22-000593	P000022685	3M SCHWEIZ GMBH	3M SCHWEIZ GMBH Co...	PO Based	CI Test	02/25/2022	02/25/2022	415.40 CHF
Invoice3 for PO2 for RS...	CREINV-02:22-000585	P000082159	3M SCHWEIZ GMBH	3M SCHWEIZ GMBH Co...	PO Based		02/25/2022	02/25/2022	93.70 USD
Invoice3 for PO1 for Adv...	ADV-02:22-000563	P000036000	3M SCHWEIZ GMBH	3M SCHWEIZ GMBH Co...	PO Based	Test-001	02/03/2022	02/03/2022	10.77 CHF
Invoice3 for PO1 for Fix...	ADV-02:22-000592	P000031000	3M SCHWEIZ GMBH	3M SCHWEIZ GMBH Co...	PO Based		02/22/2022	02/25/2022	1,580.00 CHF
Invoice3 for PO for Disc...	CREINV-02:22-000517	P000075847	3M SCHWEIZ GMBH	3M SCHWEIZ GMBH Co...	PO Based	CI Discount	02/09/2022	02/09/2022	4,846.50 CHF
Invoice8 for PO for Disc...	SINV2022.009379	P000075847	3M SCHWEIZ GMBH	3M SCHWEIZ GMBH Co...	PO Based	skhLGSK	02/15/2022	02/15/2022	9,900.00 CHF
Invoice2 for PO2 for RS...	SINV2022.009575	P000082159	3M SCHWEIZ GMBH	3M SCHWEIZ GMBH Co...	PO Based	8973894	02/24/2022	02/24/2022	0.00 USD

Delete Draft Invoice

After selecting the invoice to be deleted:

1. Click the **More** menu
2. Select **Delete**
3. Select **YES** from the confirmation pop up to proceed



19

Create Credit Invoice

Create Credit Invoice

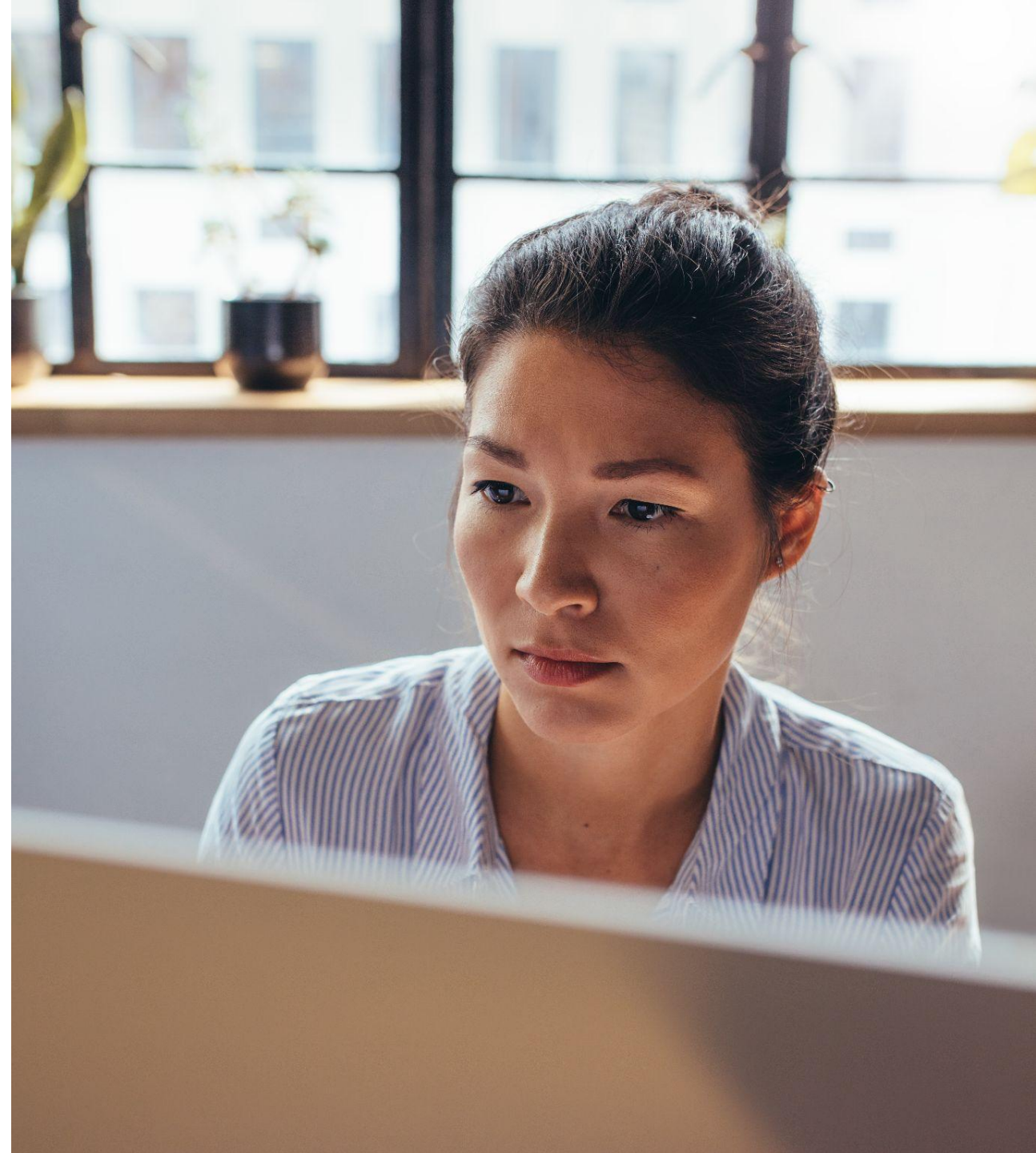
Credit invoices can be only created for purchase orders which are in **Supplier Acknowledged** status.

There are three ways to create a credit invoice:

1. From **Blank Form (Generic Credit Invoice)**
2. From **Purchase Order**
3. From **Standard Invoice**

When creating a credit invoice for goods or services with Roche/Genentech, the instructions to create and submit the invoice in sections [12](#), [13](#) and [15](#) apply.

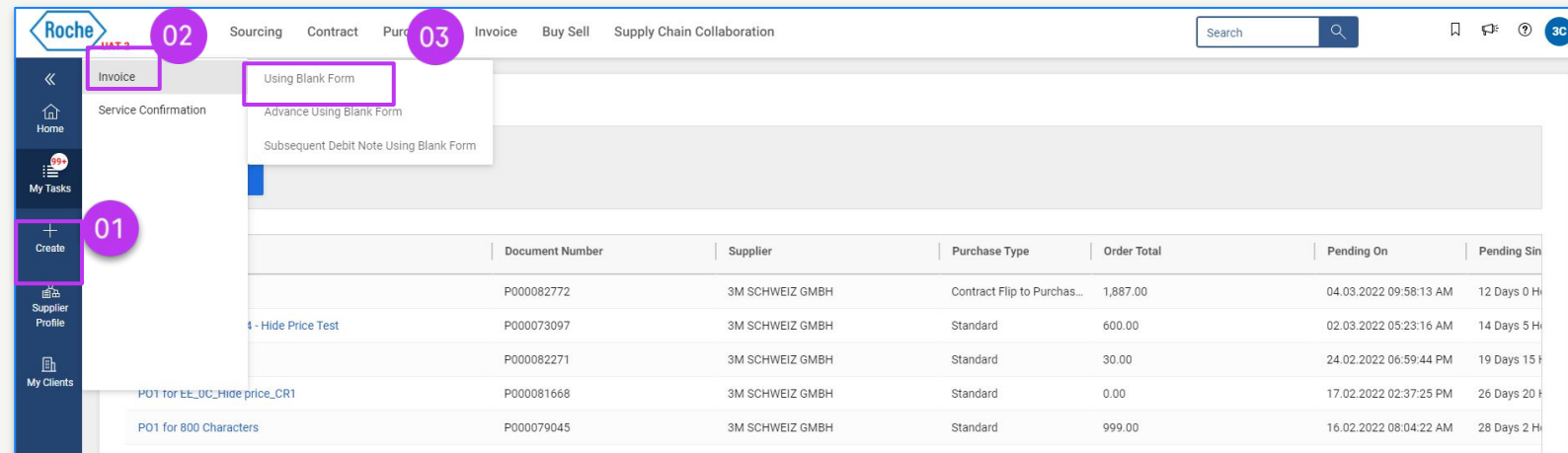
This section covers the 3 scenarios on how to initiate the credit note creation and contains instructions on the Line Details section of the invoice.



From Blank Form

Create Credit Invoice: Using Blank Form

1. Click the **Create** icon from the left side of the screen
2. Select **Invoice** from the drop-down
3. Then, select **Using Blank Form**



	Document Number	Supplier	Purchase Type	Order Total	Pending On	Pending Sin
	P000082772	3M SCHWEIZ GMBH	Contract Flip to Purchas...	1,887.00	04.03.2022 09:58:13 AM	12 Days 0 H
4 - Hide Price Test	P000073097	3M SCHWEIZ GMBH	Standard	600.00	02.03.2022 05:23:16 AM	14 Days 5 H
	P000082271	3M SCHWEIZ GMBH	Standard	30.00	24.02.2022 06:59:44 PM	19 Days 15 H
POT for EE_UC_Hide price_CR1	P000081668	3M SCHWEIZ GMBH	Standard	0.00	17.02.2022 02:37:25 PM	26 Days 20 H
POT for 800 Characters	P000079045	3M SCHWEIZ GMBH	Standard	999.00	16.02.2022 08:04:22 AM	28 Days 2 H

Update Basic Details

1. Select **Credit Invoice** as the invoice type from the drop-down menu
2. Scroll to **Stakeholder Details**
3. Search **Order Contact** from the drop-down menu
4. Select the applicable **Order Manager** name from the list

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Invoice Number: - Supplier Invoice Number*: Invoice Creation Date: 05/12/2023 Supplier Invoice Date*: 05/12/2023 Supplier Name: 3M SCHWEIZ GMBH Non PO Invoice

Multi PO Invoice Order Number: - Supplier Code: 10002758 Currency: CHF Invoice Type: Standard Source System: Roche-Roche

Region: NORTH-North America Country: US-United States Company Code: 1000-Genentech, Inc. Plant: 1003-South East Plant **Credit Invoice**

LINE DETAILS Manage Optional Fields

LINES

Search: Add Multiple Lines Delete Duplicate Lines Manage Columns More

Line	Type	Item Number	Line Description	PO Line Item N.	Supplier Item	Category	Item Source	Flexible Price	Currency
1	Material		test po	Mark as new item		ADD	Manual		

Rows Per Page: 10

Page 1 of 1

STAKEHOLDER DETAILS Manage Optional Fields

* Indicates mandatory fields

Order Contact*: Surekha Sonkamble | Buyer E-mail/Phone: surekha.sonkamble1@gep.com

Results:

Name	Email
undefined	undefined
undefined	undefined
undefined	undefined
undefined	undefined

Print Preview SAVE Send To Buyer

Add Line Details

1. Click on the **Line Details section**
2. Click on the **Manage Columns**
3. Search under **Column Name** for Credit Type and make it visible by clicking on the **Show/Hide Symbol**
4. Click on **Apply** to add the field to the credit invoice Draft

The screenshot shows the 'Manage Columns' dialog box with the following table:

Column Name	Show/Hide Column	Freeze Column
Line	🔒	🔒
Type	🔒	🔒
Item Number	🔒	🔒
Line Description	🔒	🔒
PO Line Item Number	👁️	🔒
Supplier Item Number	👁️	🔒
Category	👁️	🔒
Item Source	👁️	🔒
Flexible Price	👁️	🔒
Credit Type	👁️	🔒
Unit Price	👁️	🔒
Price Per	👁️	🔒
Effective Unit price	👁️	🔒
Quantity	👁️	🔒
UOM	👁️	🔒
Line Total	👁️	🔒

Add Line Details

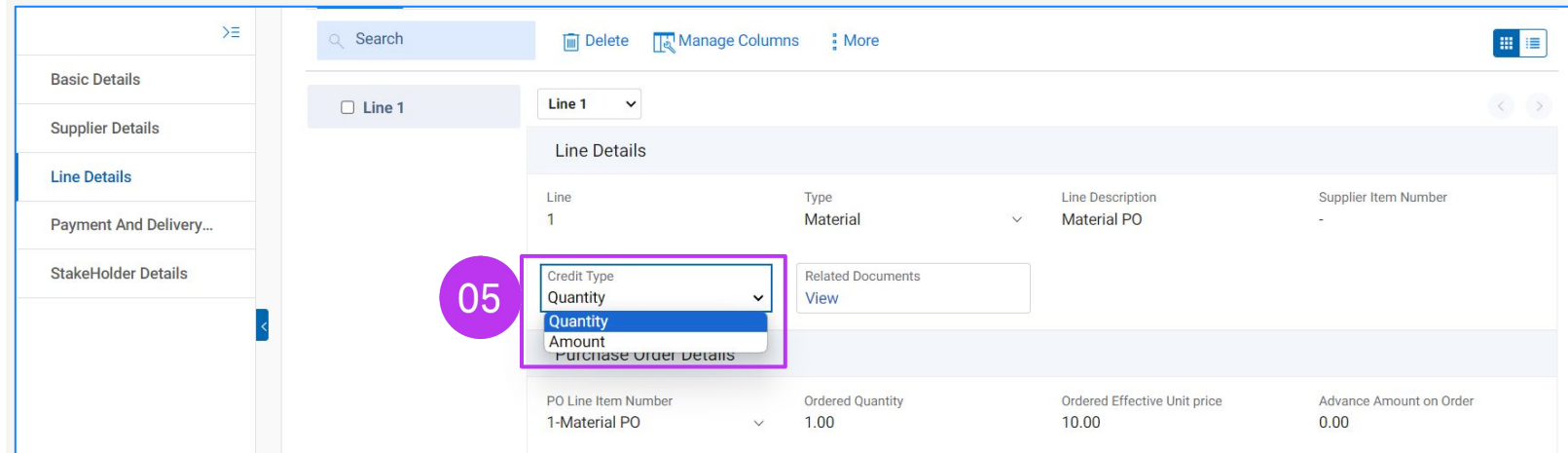
5. Choose **Credit Type:**

Quantity Option:

- Amount/Unit Price field becomes uneditable
- Supplier cannot change the credit amount (auto-calculated based on credit quantity)
- Only quantity can be edited

Amount Option:

- Allows editing of the amount on the Invoice
- Quantity will become 1, only the amount will get credit
- Invoiced quantity will not be changed



The screenshot shows a software interface for managing purchase order lines. On the left, a sidebar contains navigation options: Basic Details, Supplier Details, **Line Details** (selected), Payment And Delivery..., and StakeHolder Details. The main area displays 'Line 1' details. A dropdown menu for 'Credit Type' is open, showing options: Quantity (selected), Amount, and Purchase Order Details. A purple circle with the number '05' is positioned to the left of the dropdown. Below the dropdown, a table shows the following data:

PO Line Item Number	Ordered Quantity	Ordered Effective Unit price	Advance Amount on Order
1-Material PO	1.00	10.00	0.00

From Purchase Order

Create Credit Invoice: From Purchase Order

Create a credit invoice from a purchase order in Supplier Acknowledged status.

1. Select the **Purchase** module
2. Click the **Order** tab
3. Click **Supplier Acknowledged**
4. Select the **Purchase Order**

The screenshot shows the Roche myBuy Purchasing module interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing' (highlighted with a purple box and '01'), 'Buy Sell', and 'Supply Chain Collaboration'. A search bar is on the right. The left sidebar contains navigation options: Home, My Tasks, Create, Supplier Profile, and My Clients. The main content area is titled 'Orders' and features a tabbed interface with 'ORDER' (highlighted with a purple box and '02'), 'RETURN NOTE', 'SERVICE CONFIRMATION', and 'ASN'. Below the tabs is a status filter bar with 'All' (6313), 'Supplier Acknowledged' (4658, highlighted with a purple box and '03'), 'Supplier', 'Cancelled' (46), 'Draft' (19), 'Sent To Buyer' (15), 'Closed' (3), 'Approved' (2), and 'Send For Approval Failed' (1). Below the filter bar is a table with columns: Document Name, Document Number, Supplier, Purchase Type, Created By, Created On, Total Value, and Status. The table contains several rows of purchase orders, all with a status of 'Supplier Acknowledged'. The first row is highlighted with a purple box and '04'.

Document Name	Document Number	Supplier	Purchase Type	Created By	Created On	Total Value	Status
P01-Test-Negative	P000085825	3M SCHWEIZ GMBH	Standard	9GEPCHBSTB01 Roche Buyer	03/16/2022	12000.00 CHF	Supplier Acknowledged
P01 for Request141222139 - Copy	P000085473	3M SCHWEIZ GMBH	Standard	9GEPCHBSTB01 Roche Buyer	03/11/2022	1030.00 CHF	Supplier Acknowledged
P01 for 2WM Fixed	P000085651	3M SCHWEIZ GMBH	Standard	9GEPCHBSTB01 Roche Buyer	03/15/2022	1000.00 CHF	Supplier Acknowledged
P01 for RSSGEP-INC4951562 Test Case -1.1	P000085664	3M SCHWEIZ GMBH	Standard	9GEPCHBSTB01 Roche Buyer	03/15/2022	3678.52 CHF	Supplier Acknowledged
P01 for RSSGEP-INC4951562 Test Case -1	P000085657	3M SCHWEIZ GMBH	Standard	9GEPCHBSTB01 Roche Buyer	03/15/2022	3678.52 CHF	Supplier Acknowledged
2266 tm SAT II - Copy	P000085565	3M SCHWEIZ GMBH	Standard	9GEPCHBSTB01 Roche Buyer	03/14/2022	1000.00 CHF	Supplier Acknowledged
2266 tm SAT II	P000085564	3M SCHWEIZ GMBH	Standard	9GEPCHBSTB01 Roche Buyer	03/14/2022	1000.00 CHF	Supplier Acknowledged

Create Credit Invoice cont'd

5. Click on the **More** menu on the right side of the screen
6. Select **Create Credit Invoice**
7. Click **OK** to clear the success pop-up box

The screenshot displays the myBuy interface for an order. The top right corner shows the Roche logo and a 'More' menu icon. The main content area shows the 'ORDER: P01 For TEST ...' page with a 'Supplier Acknowledged' status and a value of 50.00 USD. The 'BASIC DETAILS' section includes fields for Order Number, Order Name, Order Contact, Order Author, Purchase Type, Creation Date, Original Issue Date, and Supplier Acknowledged Date. A 'More' menu is open on the right side, listing options such as 'Review Changes', 'Change History', 'Create ASN', 'Create Advance Invoice', and 'Create Credit Invoice'. A success message pop-up is visible at the bottom, stating 'SUCCESS! The Credit Invoice is created.' with an 'OK' button.

05

06

07

Create Credit Invoice cont'd

8. A credit invoice is created in **Draft** status



07

← CREDINV-05:23-00066... Draft 332,240.00 USD

Home My Tasks Create Supplier Profile More

Basic Details Supplier Details Line Details Payment And Delivery... StakeHolder Details

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Invoice Number CREDINV-05:23-000663	Supplier Invoice Number* <small>Please enter a value</small>	Invoice Creation Date 05/29/2023	Supplier Invoice Date* 05/29/2023
Supplier Name ILLUMINA INC	<input type="checkbox"/> Multi PO Invoice	Order Number P100000685	Supplier Code 10129894
Currency USD	Invoice Type Credit Invoice		

Add Line Details

1. Click on the **Line Details section**
2. Click on the **Manage Columns**
3. Search under **Column Name** for Credit Type and make it visible by clicking on the **Show/Hide Symbol**
4. Click on **Apply** to add the field to the credit invoice Draft

The screenshot displays the 'myBuy' interface for a credit invoice draft. The main window shows 'Line 1' details, including 'Unit Price 10.00' and 'UOM Each'. A 'Manage Columns' dialog box is open, listing various columns with 'Show/Hide' and 'Freeze' options. The 'Credit Type' column is highlighted, and its 'Show/Hide' icon is active. The 'Apply' button is visible at the bottom right of the dialog box.

Column Name	Show/Hide Column	Freeze Column
Line	🔒	🔒
Type	🔒	🔒
Item Number	🔒	🔒
Line Description	🔒	🔒
PO Line Item Number	👁️	🔒
Supplier Item Number	👁️	🔒
Category	👁️	🔒
Item Source	👁️	🔒
Flexible Price	👁️	🔒
Credit Type	👁️	🔒
Unit Price	👁️	🔒
Price Per	👁️	🔒
Effective Unit price	👁️	🔒
Quantity	👁️	🔒
UOM	👁️	🔒
Line Total	👁️	🔒

Add Line Details

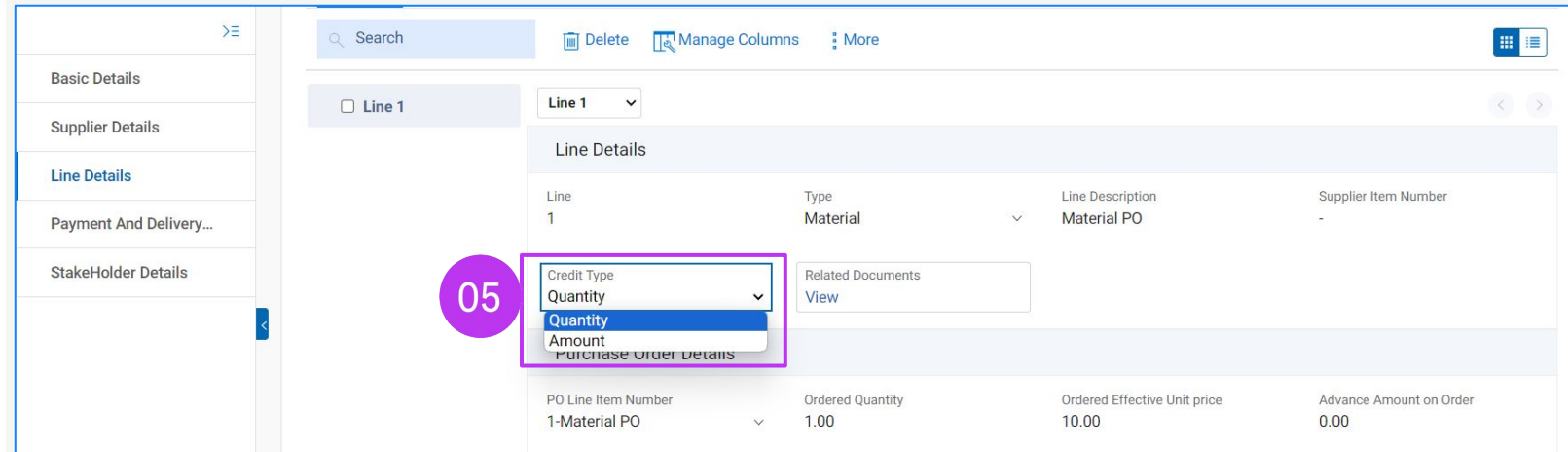
5. Choose **Credit Type:**

Quantity Option:

- Amount/Unit Price field becomes uneditable
- Supplier cannot change the credit amount (auto-calculated based on credit quantity)
- Only quantity can be edited

Amount Option:

- Allows editing of the amount on the Invoice
- Quantity will become 1, only the amount will get credit
- Invoiced quantity will not be changed



The screenshot shows a software interface for managing purchase order lines. On the left, a sidebar contains navigation options: Basic Details, Supplier Details, **Line Details** (selected), Payment And Delivery..., and StakeHolder Details. The main area displays 'Line 1' details. A dropdown menu for 'Credit Type' is open, showing options: Quantity (selected), Amount, and Purchase Order Details. A purple circle with the number '05' is positioned next to the dropdown. Below the dropdown, a table shows the following data:

PO Line Item Number	Ordered Quantity	Ordered Effective Unit price	Advance Amount on Order
1-Material PO	1.00	10.00	0.00

From Standard Invoice

Create Credit Invoice: From Standard Invoice

Create a Credit Invoice from an Invoice in Exception, Sent for Payment, Invoice paid with Remittance, Matched, Matched with Tolerance status.

1. Select the **Invoice** module
2. Click the applicable **Invoice Status** tab
3. Select the **Invoice** from which you want to create a credit invoice

The screenshot shows the 'myBuy UAT 2' interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', and 'Invoice' (highlighted with a purple box and '01'). A search bar and a notification icon with '30' are also present. The left sidebar contains 'Home', 'My Tasks', 'Create', 'Supplier Profile', and 'My Client' (with '02' and '03' callouts). The main content area is titled 'Documents' and features a status filter bar with 'INVOICE' (selected) and 'CREDIT MEMO'. The status bar shows counts for various statuses: 'Sent For Payment' (472), 'Invoice Paid With Remittance' (462), 'Internally Cancelled' (131), 'Returned' (114), 'Matched' (66), 'Invoice Fully Paid With Remittance' (21), 'Matched With Tolerance' (8), and 'Invoice Part' (5). Below this is a table with columns: Document Name, Document Number, PO Num..., Supplier Name, Supplier Cont..., Invoice S..., Supplier Invoi..., Supplier ..., Invoice..., and To. The table lists several documents, with 'RSSGEP-1864PDP2' highlighted by a purple box and '03' callout.

Document Name	Document Number	PO Num...	Supplier Name	Supplier Cont...	Invoice S...	Supplier Invoi...	Supplier ...	Invoice...	To
17082022_ESS_3	920000124/2022/1201		3M SCHWEIZ GMBH	3M SCHWEIZ GMB...	Non PO Based	17082022_ESS_3	8/17/2022	10/24/2022	CH
RSSGEP-1864PDP2	0110000230/2022/1201	P000105437-0...	3M SCHWEIZ GMBH	3M SCHWEIZ GMB...	PO Based	RSSGEP-1864PDP2	8/19/2022	10/24/2022	CH
RSSGEP-1864PDP	0110000227/2022/1201	P000105437-0...	3M SCHWEIZ GMBH	3M SCHWEIZ GMB...	PO Based	RSSGEP-1864PDP	8/18/2022	10/24/2022	CH
Invoice2 for PO1 for I2P UAT136	CREDINV-10:22-000158	P000117659	3M SCHWEIZ GMBH	3M SCHWEIZ GMB...	PO Based	I2PUAT136CM1	10/10/2022	10/10/2022	CH
Invoice2 for PO1 for KS 3571 1	CREDINV-10:22-000150	P000117510	3M SCHWEIZ GMBH	3M SCHWEIZ GMB...	PO Based	K S3571 1 CI	10/5/2022	10/5/2022	CH
Invoice2 for PO1 for KS 3571 DR 2	CREDINV-09:22-000140	P000112638	3M SCHWEIZ GMBH	3M SCHWEIZ GMB...	PO Based	3571 DR 5	9/26/2022	9/26/2022	CH
19102022_ES_8	0110000263/2022/1201	P000108076	3M SCHWEIZ GMBH	3M SCHWEIZ GMB...	PO Based	19102022_ES_8	10/19/2022	10/19/2022	CH

Create Credit Invoice cont'd

4. Check the status of the Invoice
5. From the **More** menu on the right side of the screen click on **Create Credit Invoice**
6. Click **OK** to clear the success pop-up box



The screenshot displays the Roche myBuy interface. At the top right, the Roche logo is visible. The main header shows the invoice ID 'INV2024.021721 - Inv...' with a status of 'Exception' and a value of '75.67 CHF'. A 'More' menu is highlighted with a purple box and a '05' callout. The left sidebar contains navigation options: Home, My Tasks (28), Create, and Supplier Profile. The main content area shows 'STAKEHOLDER DETAILS' and 'BASIC DETAILS' for invoice 'INV2024.021721'. A table lists invoice details:

Invoice Number	Supplier Invoice Number	Invoice Creation Date	Supplier Invoice Date
INV2024.021721	INVTES00000000	02/19/2024	02/19/2024

Below this, another invoice 'SINV2022.009786 - In...' is shown with a value of '2,955.8'. Its 'BASIC DETAILS' section includes:

Invoice Number	Supplier Invoice Number	Invoice Creation Date	Supplier Invoice Date
SINV2022.009786	7001246426	03/04/2022	03/04/2022

Additional details for SINV2022.009786 include: Supplier Name 'ILLUMINA INC', Order Number 'P000077383', and Supplier Code '10129894'. A 'More' menu is open on the right, with 'Create Credit Invoice' highlighted by a purple box and a '05' callout. A green success pop-up box is overlaid at the bottom, containing a checkmark icon, the text 'SUCCESS!', and 'Credit Invoice Created Successfully'. The 'OK' button in the pop-up is highlighted with a purple box and a '06' callout. A '04' callout points to the 'Exception - Change Order In Prog...' status of the second invoice.

Create Credit Invoice cont'd

7. A credit invoice is created in draft status



07

← CREDINV-05:23-00066... Draft 332,240.00 USD

Home My Tasks Create Supplier Profile More

Basic Details Supplier Details Line Details Payment And Delivery... StakeHolder Details

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Invoice Number CREDINV-05:23-000663	Supplier Invoice Number* <small>Please enter a value</small>	Invoice Creation Date 05/29/2023	Supplier Invoice Date* 05/29/2023
Supplier Name ILLUMINA INC	<input type="checkbox"/> Multi PO Invoice	Order Number P100000685	Supplier Code 10129894
Currency USD	Invoice Type Credit Invoice		

Add Line Details

1. Click on the **Line Details section**
2. Click on the **Manage Columns**
3. Search under **Column Name** for Credit Type and make it visible by clicking on the **Show/Hide Symbol**
4. Click on **Apply** to add the field to the credit invoice Draft

The screenshot displays the 'myBuy' interface for a credit invoice draft. The main content area is divided into several sections: 'Basic Details', 'Supplier Details', 'Line Details', 'Payment And Delivery...', and 'StakeHolder Details'. The 'Line Details' section is highlighted with a red circle labeled '01'. Below it, the 'Manage Columns' panel is open, showing a list of columns with 'Show/Hide Column' and 'Freeze Column' options. The 'Credit Type' column is highlighted with a red box and a red circle labeled '03'. The 'Apply' button at the bottom right is highlighted with a red circle labeled '04'. The 'Manage Columns' panel also has a search bar and a 'Manage Columns' button highlighted with a red circle labeled '02'.

Column Name	Show/Hide Column	Freeze Column
Line	🔒	🔒
Type	🔒	🔒
Item Number	🔒	🔒
Line Description	🔒	🔒
PO Line Item Number	👁️	🔒
Supplier Item Number	👁️	🔒
Category	👁️	🔒
Item Source	👁️	🔒
Flexible Price	👁️	🔒
Credit Type	👁️	🔒
Unit Price	👁️	🔒
Price Per	👁️	🔒
Effective Unit price	👁️	🔒
Quantity	👁️	🔒
UOM	👁️	🔒
Line Total	👁️	🔒

Add Line Details

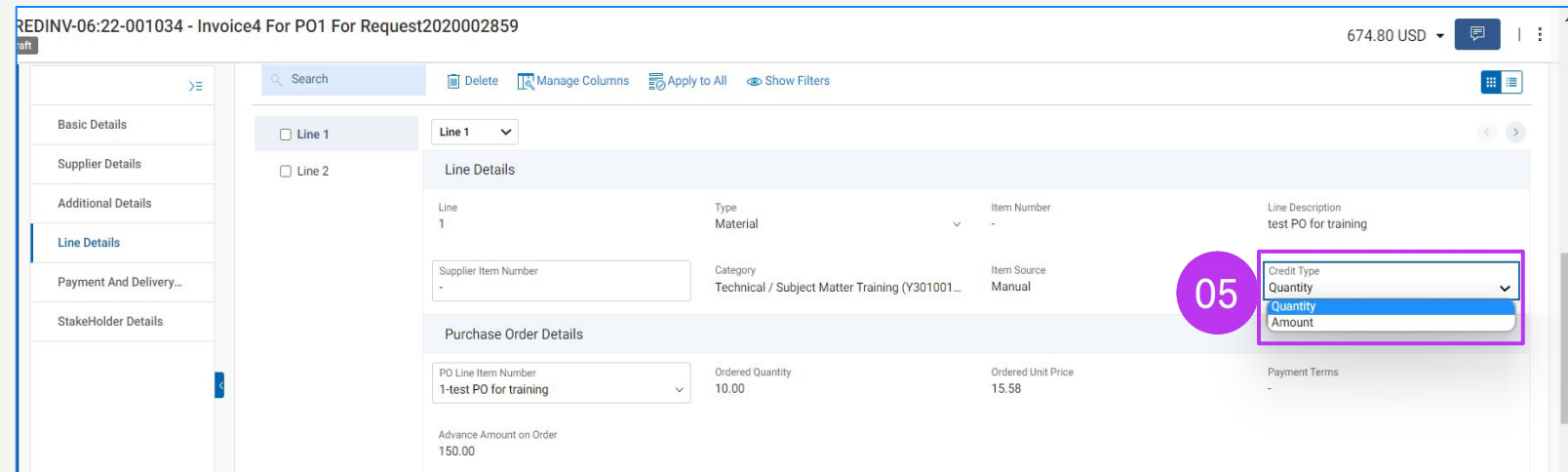
5. Choose **Credit Type:**

Quantity Option:

- Amount/Unit Price field becomes uneditable
- Supplier cannot change the credit amount (auto-calculated based on credit quantity)
- Only quantity can be edited

Amount Option:

- Allows editing of the amount on the Invoice
- Quantity will become 1, only the amount will get credit
- Invoiced quantity will not be changed



REDINV-06:22-001034 - Invoice4 For PO1 For Request2020002859

674.80 USD

Search Delete Manage Columns Apply to All Show Filters

Line 1

Line 2

Line Details

Line 1	Type Material	Item Number -	Line Description test PO for training
Supplier Item Number -	Category Technical / Subject Matter Training (Y301001...	Item Source Manual	

Purchase Order Details

PO Line Item Number 1-test PO for training	Ordered Quantity 10.00	Ordered Unit Price 15.58	Payment Terms -
Advance Amount on Order 150.00			

05

Credit Type
Quantity
Amount

Add Line Details

- 6. Enter the **Tax Rate percentage**
- 7. Check the **Remaining Amount**
- 8. Check the **Total Invoices Amount**

The screenshot shows a software interface for adding line details. On the left is a sidebar with a menu containing: Basic Details, Supplier Details, Additional Details, Line Details (highlighted), Payment And Delivery..., and StakeHolder Details. The main content area is divided into several sections:

- Line Total:** Flexible Price (NO), Unit Price (15.58), Quantity (10.00), UOM (Each), Line Total (155.80), Discounts (0.00), Freight (0.00).
- Fulfillment:** Start Date (-), End Date (-), Supplier SC Number (-), Supplier Personnel Name (-), Fulfillment Document Type (No Fulfillment).
- Tax:** Tax Rate(%) (0.00), Taxes (0.00), Calculated Taxes (0.00), Other Charges (0.00), Applicable Tax Type (Invoice Tax).
- Invoice Details:** Remaining Amount (0.00), Total Invoices Amount (0.00).

Callouts 06, 07, and 08 are placed over the Tax Rate(%) field, Remaining Amount field, and Total Invoices Amount field, respectively.

20

Create Multi PO Invoice Upload

Submit one invoice against multiple purchase orders

Create Multi-PO Invoice

To create an invoice against more than one PO:

1. Click the **Create** icon from the left navigation menu.
2. Select **Invoice**
3. Select **Using Blank Form**

The screenshot shows the myBuy application interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice', 'Buy Sell', and 'More'. A search bar is on the right. The left navigation menu has 'Home', 'My Tasks', 'Create', 'Supplier Profile', and 'My Clients'. The 'Create' menu is open, showing 'Invoice' and 'Service Confirmation'. The 'Invoice' menu is further open, showing 'Using Blank Form', 'Advance Using Blank Form', 'Subsequent Debit Note Using Blank Form', and 'Using Bulk Upload'. A table of purchase orders is visible below the menu.

Document Number	Supplier	Purchase Type	Order Total	Pending On	Pending
P000106724	3M SCHWEIZ GMBH	Standard	500.00	9/13/2022 06:31:0...	8 Days
P000107647	3M SCHWEIZ GMBH	Standard	0.00	9/13/2022 06:29:2...	8 Days
P000082263	3M SCHWEIZ GMBH	Contract Flip to Pu...	5,000.00	8/17/2022 04:36:5...	36 Days
P000082628	3M SCHWEIZ GMBH	Standard	100.00	8/17/2022 04:36:2...	36 Days

Basic Line Detail

1. Because you are creating an invoice from a blank form, uncheck **Non-PO invoice**
2. Click on **YES** in the **Confirmation pop-up**

Select Purchase Orders

1. Enter the **Supplier Invoice Number**
2. Check the **Multi PO Invoice** box
3. Click **Add Order Number** to open the dialog box to select the orders you want to invoice against

INV2023.009636 - Inv... 0.00 CHF

Draft Comments and Supporting Documents

- Home
- My Tasks 99+
- Create
- Supplier Profile

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Invoice Number INV2023.009636	01 <input type="text" value="Supplier Invoice Number*"/> 14324546	Invoice Creation Date 05/12/2023	Supplier Invoice Date* 05/12/2023
Supplier Name 3M SCHWEIZ GMBH	<input type="checkbox"/> Non PO Invoice	02 <input checked="" type="checkbox"/> Multi PO Invoice	03 <input type="text" value="Order Number"/> Add Order Number
Supplier Code 10002758	<input type="text" value="Currency"/> CHF	<input type="text" value="Invoice Type"/> Standard	

Order Number

✓	PO Line Item Nu...	Item Number	Line Description	Supplier Item N...	Unit Price	Quantity
No records found						

Rows Per Page: 10 0 - 0 of 0

Close Import

Select Purchase Orders

1. Enter a **Purchase Order Number** and select from the drop-down menu
 - a. Orders will be filtered based on the combination of Supplier, Currency & Header Entity. Currency, Payment Term & Header Entity of the first PO selected in the PO look-up selection pop-up box will determine the next orders which are available in the filter.
2. Select **line items to invoice** by clicking the **check box**

Order Number

P000110147

P000110147 | PO1 for Reques...

✓	PO Line Item Nu...	Item Number	Line Description	Supplier Item N...	Unit Price	Quantity
No records found						

Rows Per Page: 10 0 - 0 of 0

Close Import

Order Number

P000110347

✓	PO Line Item Nu...	Item Number	Line Description	Supplier Item N...	Unit Price	Quantity
✓	1		Test order for training...		5.00	10.00
✓	2		Test order for training...		2.00	5.00

Rows Per Page: 10 1 - 2 of 2

Close Import

Add line items

1. **Add one or more line items*** from the PO by clicking the **check box** next to the line item
2. Click **Import** to bring selected lines into your invoice document
3. Your invoice document will now show the **LINES** you imported

*All items which are available for selection will be GR based fulfillment items. Multi-PO invoice will not work for SC based fulfillment items.

Order Number P000035669

PO Line Item Nu...	Item Number	Line Description	Supplier Item N...	Unit Price	Quantity
<input checked="" type="checkbox"/>	1	Snobol Programming ...	9780198246763	30.72	1.00
<input checked="" type="checkbox"/>	2	Data Management of ...	9780470770405	121.92	1.00
<input checked="" type="checkbox"/>	3	Designing Profession...	9781546903871	9.09	1.00

Rows Per Page: 10 1 - 3 of 3

Close Import

LINE DETAILS

LINES

Search Delete Manage Columns Apply to All Show Filters

Line	Type	Item Number	Line Descript...	Order Number	Order Line Nu...	Order Name	Order
<input type="checkbox"/>	Material		Snobol Program...	P000035669	1	PO1 for DO NOT U...	9GEF
<input type="checkbox"/>	Material		Data Manageme...	P000035669	2	PO1 for DO NOT U...	9GEF
<input type="checkbox"/>	Material		Designing Profes...	P000035669	3	PO1 for DO NOT U...	9GEF
<input type="checkbox"/>	Material		Programmer Not...	P000028755	2	PO1 for DO NOT U...	9GEF

Rows Per Page: 10 Page 1 of 1

Select remit to location

- 1. Select the applicable **Remit To location**
- 2. Select the **Tax Identification Country**

01

▼ SUPPLIER DETAILS

* Indicates mandatory fields

Remit To Location* Supplier Name & Address
GRANDE DR CEDAR PARK COMPLETE BOOK + MEDIA...

Results

Location Name

✓ 10254590 1200 TORO GRANDE DR CEDAR PARK

02

▼ SUPPLIER DETAILS

* Indicates mandatory fields

Remit To Location* Supplier Name & Address
10254590 1200 TORO ... COMPLETE BOOK + MEDIA...

Tax Identification Country Supplier Tax Identification Type Supplier Tax Identification Number
United States --

Review line details

Make adjustments to these fields if needed to reflect what you are invoicing:

1. **Quantity**
2. **Unit Price** (cannot be changed if item is created from a catalog or form)
3. **Shipping**
4. **Other Charges**

Line Total		02	01	
Flexible Price Not Applicable	Unit Price 30.72		Quantity 1.00	UOM Each
Line Total 33.72	Discounts 0.00	03	Freight 0.00	
Fulfillment				

Tax			04
Tax Rate(%) 0.000	Taxes 0.00	Other Charges 0.00	

Enter tax rate

1. Enter the applicable **Tax Rate (%)** for each line on the invoice (up to 3 decimal places possible)
2. **Taxes** amount will be calculated by the portal
3. Overwrite taxes amount if needed

Tax		
01	Tax Rate(%) 7.700	02 03 Taxes 77.00
		Other Charges 0.00

Select payment method

1. Click **Please Select**
2. Click the **check box** next to the applicable bank record where payment should be delivered

∨ PAYMENT AND DELIVERY DETAILS ⋮

* Indicates mandatory fields

🏠 Bill To: Genentech, Inc.
 🏠 Bill To Address: PO Box 50416, Indianapolis, Indiana, 46250, United States

Payment Terms
 30 days net - ZU08

Payment Method
Please Select

Bank Record
 --

01

Banking Information

Payment Method ▾

🏠 BANK RECORDS 🔍 Search

	Payment Method	Bank Name	Beneficiary Name	Bank Branch	Country	Account Type
✓	Payments	JPMorgan Chase Ban...		Avery Ranch and Par...	United States	

Cancel Done

02

Submit Invoice

1. When all required fields are completed, click **Send to Buyer**



INV2024.022049 - Invoice2 For PO1 For Partia... Draft 100.00 USD Comments and Supporting Documents More

> BASIC DETAILS

> SUPPLIER DETAILS

LINE DETAILS Indicates mandatory fields

LINES

Search Delete Manage Columns More

Line 1 **Line 1** Line 2

Line Details

Line	Type	Line Description	Supplier Item Number
1	Material	TEST PO	-

Credit Type: None Related Documents: View

Purchase Order Details

Print Preview SAVE Send To Buyer

Submit Invoice cont'd

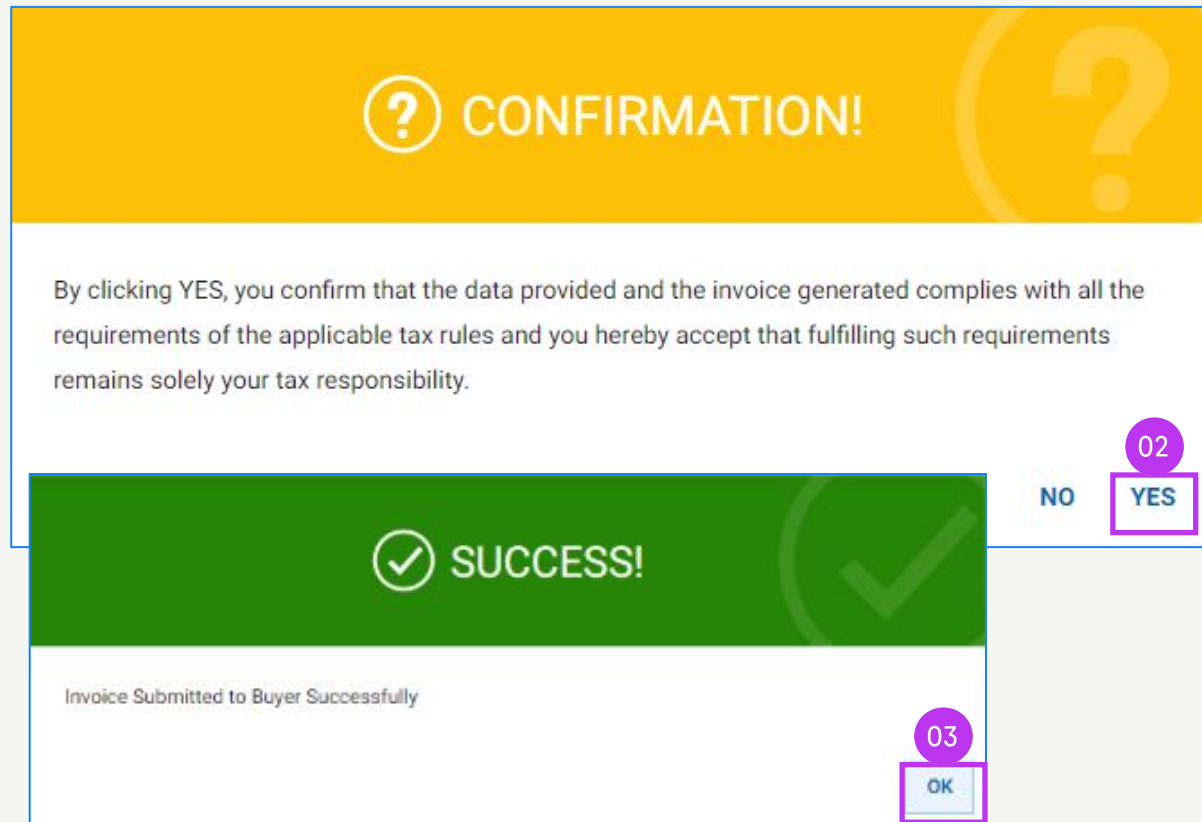
2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment, a warning message will appear confirming that the invoice should be sent via PDF instead

Keep in mind:

Electronic invoices created in myBuy GEP SMART are legally valid documents. Supplier **cannot** submit any scanned supplier invoice copy.



For supporting documents providing additional information on the invoiced services (for example, timesheets/goods) please use the Additional **Attachment** function under the **Comments section** to enable proper invoice reconciliation.



? CONFIRMATION!

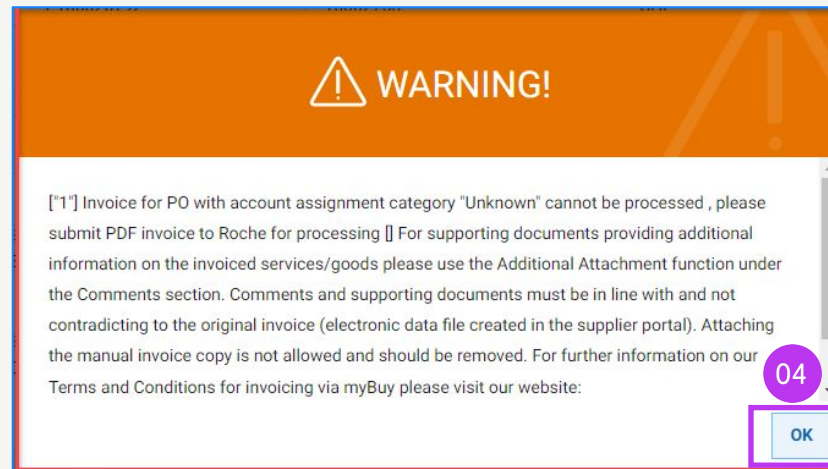
By clicking YES, you confirm that the data provided and the invoice generated complies with all the requirements of the applicable tax rules and you hereby accept that fulfilling such requirements remains solely your tax responsibility.

NO **YES** (02)

✓ SUCCESS!

Invoice Submitted to Buyer Successfully

OK (03)



! WARNING!

["1"] Invoice for PO with account assignment category "Unknown" cannot be processed , please submit PDF invoice to Roche for processing [] For supporting documents providing additional information on the invoiced services/goods please use the Additional Attachment function under the Comments section. Comments and supporting documents must be in line with and not contradicting to the original invoice (electronic data file created in the supplier portal). 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 website:

OK (04)

21

Filter and Export Purchase Order and Invoice Data

The Purchase Order process starts from the Purchasing Module. The process described for Invoice Data starts from the Invoicing Module

Purchase Order Report

Filter Order Data

In the **Purchasing** module, you can apply the filter to display a required Order Type.

1. Select the **Order** module
2. Click on the **Filter** button
3. Select the **Order criteria** from the filter attributes if you want to refine the search (eg creation date or document number)
4. Search/select the required **Order criteria** from the displayed list (e.g. AUTHOR)
5. Click on **Apply**

The screenshot shows the 'myBuy' interface in the 'Purchasing' module. The 'Documents' section is active, displaying a summary of order counts by status: All (17216), Supplier Acknowledged (12101), Sent To Supplier (4234), Cancelled (751), Draft (51), Closed (44), Sent To Buyer (26), and Approved (8). A 'Filters' button is visible in the top right of the document list. Below the summary is a table with columns for Order Name, Created On, Order Value, Status, and Actions. The table contains three rows of data:

Order Name	Created On	Order Value	Status	Actions
P01 for Request922	09/12/2023	CHF 600.00	Cancelled	Document Hierarchy
CTest - Do Not Touch-01	09/13/2023	CHF 800.00	Supplier Acknowledge	Document Hierarchy
CTest - Do Not Touch-01 - Copy	09/13/2023	CHF 1,000.00	Sent To Supplier	Document Hierarchy

The screenshot shows the 'Filters' dialog box. A list of filter criteria is displayed on the left, with 'AUTHOR' selected. The search bar on the right contains the text 'Author'. The dialog also includes 'Cancel' and 'Apply' buttons at the bottom right.

Export Order Data

In the **ORDER** tab, you can export PO data in an excel document.

1. Click on the **Export** button
2. Click on **Export Documents**
3. Click on **View Export Logs**
4. Click on the hyperlinked **File Name** to open the attachment

Invoice Report

Filter Invoice Data

On the Invoice page, you can apply the filter to display a required Invoice Type.

1. Select the **Invoice** module
2. Click on the **Filter** button
3. Select the **INVOICE TYPE** from filters attributes
4. Tick the required **Invoice Type** from the displayed list
5. Click on **Apply**

The screenshot shows the 'myBuy UAT2' interface. At the top right is the 'Roche' logo. The navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice' (highlighted with a purple circle '01'), 'Buy Sell', 'Control Tower', 'Inventory Management', 'Supply Chain Collaboration', and 'QMS'. Below the navigation bar is a search bar and a 'Documents' section. The 'Documents' section has tabs for 'INVOICE' and 'CREDIT MEMO'. A summary bar shows counts for various invoice statuses: All (11559), Sent For Processing (7618), Draft (1690), Exception (781), Sent For Payment (616), Invoice Paid With Remittance (471), Internally Cancelled (147), Returned (121), Matched (73), and Invoice Fully Paid With Remittance (21). A 'Filters' button is highlighted with a purple circle '02'. Below the summary bar is a table with columns: Document Name, Document Number, PO Number, Status, Supplier Contact, Invoice Source, Supplier Invoice N..., Supplier Invoice Da..., Invoice Type, and Invoice Received D... The table contains several rows of invoice data.

The screenshot shows the 'Filters' dialog box. It has a search bar at the top right with 'Invoice Type' entered and a purple circle '04' next to it. Below the search bar, it says '1 selected of 4 displayed of the total'. There are four filter options listed: 'All', 'Advance', 'Credit Invoice', and 'Standard'. The 'Standard' option is checked with a purple circle '03' next to it. At the bottom right, there are 'Cancel' and 'Apply' buttons, with 'Apply' highlighted by a purple circle '05'.

Export Invoice Data

On the Invoice page, you can export invoice data in an excel document.

1. Select the **Invoice** module
2. Click on the **Export** button
3. Click on **Export Documents**
4. Click on **View Export Logs**
5. Open the **.xlsx** attachment

The screenshot shows the 'myBuy' system interface. At the top, the 'Invoice' module is selected in the navigation bar (01). Below the navigation bar, a summary table shows various invoice statuses: All (11559), Sent For Processing (7618), Draft (1690), Exception (781), Sent For Payment (616), Invoice Paid With Remittance (471), Internally Cancelled (147), Returned (121), Matched (73), and Invoice Fully Paid With Remittance (21) (02). Below this is a table of invoice documents with columns for Document Name, Document Number, PO Number, Status, Supplier Contact, Invoice Source, Supplier Invoice N., Supplier, and Date. An 'Export' button is visible above the table (03). A dropdown menu is open, showing 'Export Documents' (04) and 'View Export Logs'. The 'View Export Logs' option is selected, leading to the 'Export Logs' section. This section contains a table with columns: Requested On, Created On, Requested For, File Name, and Status (05). The first entry shows a request for 'Invoice' on 5/11/2023 at 05:08:41 PM, with the file name 'Invoice-11May2023-16:08:37.xlsx' and a status of 'Completed'. The file name is highlighted with a red box.

22

Create Bulk Invoice Upload

Submit multiple invoices against multiple purchase orders

Create Bulk Invoice Upload

When invoicing for multiple orders, you can create a bulk invoice upload.

1. Select the **Create icon** from the left navigation menu
2. Select **Invoice**
3. Select **Using Bulk Upload**

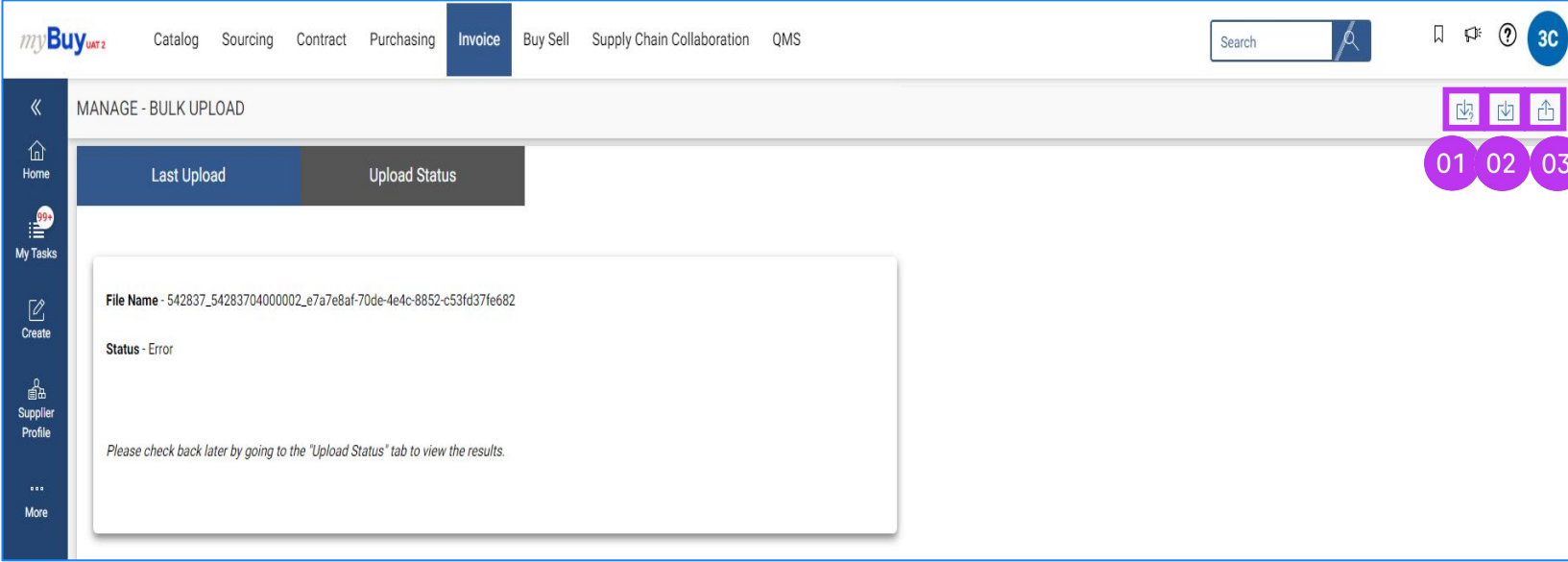
The screenshot shows the myBuy portal interface. The top navigation bar includes 'myBuy', 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice', 'Buy Sell', 'Supply Chain Collaboration', and 'QMS'. A search bar and user profile icon are on the right. The left navigation menu is open, showing options like 'Home', 'My Tasks', 'Supplier Profile', and 'More'. The 'Create' icon is highlighted with a pink box and labeled '01'. A dropdown menu is open under 'Create', with 'Invoice' highlighted by a pink box and labeled '02'. A sub-menu is open under 'Invoice', with 'Using Bulk Upload' highlighted by a pink box and labeled '03'. The main content area shows a table with columns: Document Number, Supplier, Purchase Type, Order Total, Pending On, and Pending Since. The table contains four rows of data for supplier '3M SCHWEIZ GMBH'.

Document Number	Supplier	Purchase Type	Order Total	Pending On	Pending Since
P100018200	3M SCHWEIZ GMBH	Standard	0.00	4/27/2023 01:53:02 PM	60 Days 23 Hour
P100009016	3M SCHWEIZ GMBH	Standard	10.00	3/24/2023 08:47:50 PM	94 Days 17 Hour
P100005354	3M SCHWEIZ GMBH	Standard	100.00	2/27/2023 05:04:05 PM	119 Days 21 Hour
P100002206	3M SCHWEIZ GMBH	Standard	3,300.00	2/09/2023 10:49:01 AM	138 Days 3 Hour

Manage Bulk Upload

There are 3 options available, on the top right of the screen:

1. **Download Instructions** – click on this icon to download the instructions file
2. **Download Template** – click this icon to download the actual flat file template
3. **Upload File** – click this icon to upload the .txt or .csv file with the invoice data populated in the required format, as per template file



Download Bulk Upload Instructions

1. Click on **Download Instructions** button
2. Open the instructions file from your computer
3. The **Process** sheet contains the instructions to create an automatic bulk invoice upload of supplier invoices in myBuy GEP SMART through an interface between supplier's ERP and myBuy GEP SMART

myBuy UAT 2 Catalog Sourcing Contract Purchasing Invoice Buy Sell More Search

MANAGE - BULK UPLOAD

01 Download Instructions

Last Upload Upload Status

File Name - 542837_54283704000002_e7a7e8af-70de-4e4c-8852-c53fd37fe682

Status - Error

Please check back later by going to the "Upload Status" tab to view the results.

Supplier_70021899_Instruction Template.xlsx

#	Interface Name	Interface Information
1	Interface Name	Inbound Supplier Invoice
2	Data Exchanged	Invoice information
3	Interface Frequency	DaiLY 6 PM,Cst (2000 per week)
4	Interface mode of transfer	SFTP
5	Interface mode of communication	CSV
6	File name format	<DocType> MMDDYYYYHHMMSS.dat
7	Column level delimiter	" "
8	Field level delimiter	";"
9	3rd level delimiter	"~"
10	Folder Structure	TBD
11	Additional Information	
12	SPOC	

02

03

Download Bulk Upload Instructions (contd.)

- The **Invoice** sheet contains the data elements (fields) that need to be included in the template for uploading multiple invoices at once in myBuy GEP SMART

	A	B	C	D	E	F	G
1	Target: J:PGE SMART	sample	Comments	Mandatory/ Non-Mandatory	Field/ Element Description	GEP Datatype	GEP Length
2							
3	Invoice Header						
4	RecordIdentifier	H			This is an agreed identity information between GEP & Beeline		
5	From	Domain-Identity	Supplier identity	M			
6	To	Domain-Identity	GEP identity	M			
7	InvoiceNumber/CreditMemoNumber		Supplier invoice number	M	Supplier invoice number	nvarchar	50
8	InvoiceDate/CreditMemoDate		Supplier created date at supplier ERP	M	Supplier invoice date	dateTime	NA
9	Purpose	'standard' for Invoice 'creditMemo' for CreditMemo		M	'standard' for Invoice 'creditMemo' for CreditMemo	string	NA
10	Operation			M	new - invoice being processed for first time delete - when invoice is cancelled in system	string	NA
11	InvoiceOrigin	Supplier					
12	InvoiceName/CreditMemoName			O	Invoice name	string	100
13	Company Code	015-CompanyCode	Enttycode-Enttytype	M(For NON PO)	Organization entity	string	50
14	PONumber			M (For PO Based)	PO Number	string	50
15	InvoiceNumber			M (For credit memos)	InvoiceNumber mapped to the CreditMemo. To be used only for CreditMemo's	nvarchar	50
16	RemitTo	LC-2018.000006	Default Value will be downloaded for Supplier'	M(Non PO)			
17	Shipto	10915		M(Non PO)			
18	Billto	EL1006		M(Non PO)			
19	SupplierContact	Name -Email		M (For Non-PO Based Invoice)			
20	BuyerContact	WD100354	This is workday ID	M(For Non-PO Based Invoice)			
21	PaymentTermCode	NT60	Default Value will be downloaded for Supplier'	M	Unique Code of Payment Term	string	100
22	Currency			M (For Non-PO Based)	Currency of above element	string	10
23	Amount			M	Invoice Amount excluding Tax and Shipping	decimal	decimal(36, 6)
24	ShippingAmount		Should be 0 in case of no value	M	Shipping charge	decimal	decimal(18, 6)
25	Tax		Should be 0 in case of no value	M	Tax Amount	decimal	decimal(18, 6)
27	Comments			O	Invoice comment (available for new/delete)	nvarchar	1000
28	RecordIdentifier	L					
29	Line Details						
30	InvoiceNumber/CreditMemoNumber			M	Supplier invoice number	string	20
31	InvoiceLineNumber/ CreditMemoLineNumber			M	Line number on invoice	long	8
32	SupplierPartID			O			
33	PONumber		This is always blank	O	PO Number	string	50
34	POLineNumber		This is always blank	M (PO Based invoice & Creditmemo)		long	8
35	InvoiceNumber		Follow up within Beeline internal team: can original invoice number be pulled	O	InvoiceNumber mapped to the CreditMemo. To be used only for CreditMemo's	nvarchar	50
36	InvoiceLineNumber		We need to have this field to correlate a credit memo line number with Invoice Line number	M (Invoice credit memos)	InvoiceLineNumber mapped to the CreditMemo Line. To be used only for CreditMemo's	long	8
37	ItemDescription		Billing Description	M	Description of item	string	max
38	Quantity		1	M	Quantity	decimal	decimal(18, 6)
39	UnitOfMeasure		EA	M	UOM	string	20
40	UnitPrice			M	Unit Price of item	decimal	decimal(18, 6)
41	Tax			O	Tax Code	nvarchar	50
42	ShippingAmount		0 (ALWAYS)		Shipping charge	decimal	decimal(18, 6)
43							

Download Bulk Upload Instructions (contd.)

5. The **Sample** sheet contains sample data. This data needs to be populated with supplier’s invoice data from their own ERP system, following the required format, described in the **Invoice** sheet (previous slide).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
Record Identifier	From	To	InvoiceNumber/CreditMemoNumber	InvoiceDate/CreditMemoDate	Purpose	Operation	InvoiceOrigin	InvoiceName/CreditMemoName	CompanyCode	PONumber	InvoiceNumber	RemitTo	Shipto	Billto	SupplierContact	BuyerContact	PaymentTermCode	Currency	Amount	ShippingAmount	Tax	Comments	Action
H		Roche-Supplier	SupplierInvoice Sample001	29/03/2018	Standard	New	Supplier	SupplierInvoice Sample001	US50									USD	100	10	10	"test comments"	Draft/S
Record Identifier	InvoiceNumber/CreditMemoNumber	InvoiceLineNumber/CreditMemoLineNumber	SupplierPartID	PONumber	POLineNumber	InvoiceNumber	InvoiceLineItemDescription	Quantity	UnitOfMeasure	UnitPrice	Tax	ShippingAmount											
L	SupplierInvoice Sample001	1					This is a test Description	1	EA	100	1	0											

05

Complete the upload template

1. Populate the data in the flat file template that you have downloaded according to step 2 in slide 220. **H** identifier is used for Invoice Header; **L** identifier is used for Invoice Line.

or

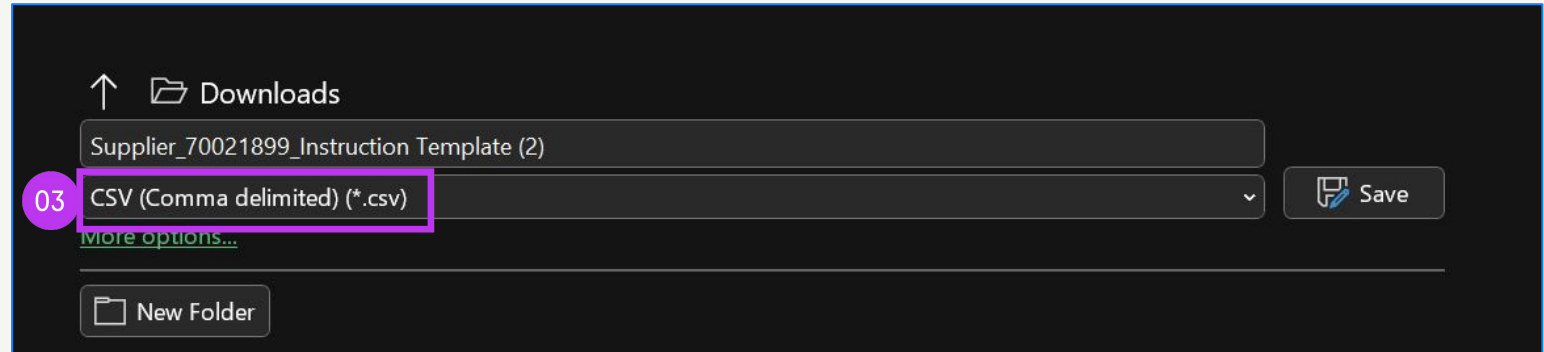
2. Populate the data in the Sample sheet from the Instructions template, according to step 5 in slide 223. **H** identifier is used for Invoice Header; **L** identifier is used for Invoice Line.
3. Save the excel document as a **CSV (comma delimited)(*.csv)** file
4. Replace **comma (,)** with **pipe (|)** in the whole document

01

```
H|Roche~Supplier|SampleInvoice1|7/25/2023|Standard|New|Supplier|SampleInvoice1|1000|##RemitTo##|1000|rochesupplier123@gmail.com|winfrboss|YL09|USD||50|comment|Draft
L|SampleInvoice1|1|||This is a test Description|1|EA|50|
```

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
Record Identifier	From	To	InvoiceNumber/CreditMemoNumber	InvoiceDate/CreditMemoDate	Purpose	Operation	InvoiceOrigin	InvoiceName/CreditMemoName	Company Code	PONumber	InvoiceNumber	RemitTo	Shipto	Billto	SupplierContact	BuyerContact	PaymentTermCode	Currency	Amount	ShippingAmount	Tax	Comments	Action
H		Roche-Supplier	SupplierInvoice Sample001	29/03/2018	Standard	New	Supplier	SupplierInvoice Sample001	US50									USD	100	10	10	"test comments"	Draft/S
Record Identifier	InvoiceNumber/CreditMemoNumber	InvoiceLineNumber/CreditMemoLine Number	SupplierPartID	PONumber	POLineNumber	InvoiceNumber	InvoiceLine Number	ItemDescription	Quantity	UnitOfMeasure	UnitPrice	Tax	ShippingAmount										
L	SupplierInvoice Sample001	1						This is a test Description	1	EA	100	1	0										

02



Upload template sample file

01

1. In the screen you can see an example of a flat file template, pipe delimited, containing 3 separate invoices: 2 invoices have single line item; 1 invoice has multiple line items (**H** identifier is used for Invoice Header; **L** identifier is used for Invoice Line).

```
H|Roche~Supplier|POInv_sc_1605_12|05/16/2022|Standard|New|Supplier|ScInv_40|1201|P000100827||||CHF|99.81|Test invoice - PO bulk|Draft
L|POInv_sc_1605_12|1|P000100827|1|This is a test Description|1|EA|99.81|
H|Roche~Supplier|POInv_sc_1605_21|05/16/2022|Standard|New|Supplier|ScInv_50|1201|P000100828||||CHF|199.62|Test invoice - PO bulk|Draft
L|POInv_sc_1605_21|1|P000100828|1|This is a test Description|1|EA|199.62|
H|Roche~Supplier|POInv_sc_1605_31|05/16/2022|Standard|New|Supplier|ScInv_60|1201|P000100836||||CHF|300|Test invoice - PO bulk|Draft
L|POInv_sc_1605_31|1|P000100836|1|This is a test Description|1|EA|100|
L|POInv_sc_1605_31|2|P000100836|2|This is a test Description|1|EA|100|
L|POInv_sc_1605_31|3|P000100836|3|This is a test Description|1|EA|100|
```

Upload Template File

- 1. Click on **Upload file** button, to upload the completed template file with invoice data. Only 1 file can be uploaded at a time.
- 2. Locate the file in your computer/network and upload it to the system
- 3. Click on **OK** to accept the successful upload of the document

myBuy UAT 2 Catalog Sourcing Contract Purchasing Invoice Buy Sell More Search

MANAGE - BULK UPLOAD

Last Upload Upload Status

File Name - 542837_54283704000002_e7a7e8af-70de-4e4c-8852-c53fd37fe682

Status - Error

Please check back later by going to the "Upload Status" tab to view the results.

01 Upload File

02

ATTACHMENTS

Drag and Drop file here OR [UPLOAD SUPPORTING DOCUMENTS.](#)

Supported file formats:
.txt, csv, psv
Limited to file(s) of 55MB each.
Maximum 1 file(s) can be uploaded.

Close

02

SUCCESS!

File Uploaded Successfully.

OK

03

Upload Status

1. Click on **Upload Status** button to verify the status of the processed file. Once processing is complete, the status will change from Queued to Success, Partial Success or Failed.
2. In case of Partial Success or Failed status, you can download the error file, by clicking on the **exclamation sign** button
3. Open the error file to view and correct errors

Once the errors have been corrected, you can proceed with the same steps described in [slide 223](#).

myBuy UAT 2 Catalog Sourcing Contract Purchasing Invoice Buy Sell More Search

MANAGE - BULK UPLOAD 01

File Name	Total Invoice	Total Lines	Success	Failed	In-Progress	Status
542837_54283704000002_e5e27017-2780-467a-8433-ee1e5d54f908	1	1	1	0	0	Success
542837_54283704000002_e63e2422-507d-480b-9f6a-5a66c522f63f	2	1	1	1	0	Partial Success
542837_54283704000002_198e5dc5-8c97-4367-abc7-d0a49e03cc6a	2	1	1	1	0	Partial Success
542837_54283704000002_c8b72d93-f444-4e4f-9446-6abe66f8db81	2	1	1	1	0	Partial Success
542837_54283704000002_72d073b4-4047-4883-981d-1bd07ba66353	3	5	0	3	0	Failed

```

InvoiceListError_542837_70021899
File Edit View
H|Roche~Supplier|POInv12605_1a|05/26/2022|Standard|New|Supplier|Sc1129_11a|1201|P000100954|CH|100|Test
invoice - PO bulk|Draft|PO Number: Invalid Order number or Buying Party details,PO Number: Order is not in valid
status for invoicing
L|POInv12605_1a|1|P000100954|1|This is a test Description|1|EA|100|
H|Roche~Supplier|POInv12605_1ab|05/26/2022|Standard|New|Supplier|Sc1129_21a|1201|P000100955|CH|200|Test
invoice - PO bulk|Draft|PO Number: Invalid Order number or Buying Party details,PO Number: Order is not in valid
status for invoicing
L|POInv12605_1ab|1|P000100955|1|This is a test Description|1|EA|200|
H|Roche~Supplier|POInv12605_1ac|05/26/2022|Standard|New|Supplier|Sc1129_31a|1201|P000100920|CH|300|Test
invoice - PO bulk|Draft|PO Number: Invalid Order number or Buying Party details,PO Number: Order is not in valid
status for invoicing
L|POInv12605_1ac|1|P000100920|1|This is a test Description|1|EA|100|
L|POInv12605_1ac|2|P000100920|2|This is a test Description|1|EA|100|
L|POInv12605_1ac|3|P000100920|3|This is a test Description|1|AU|100|
    
```

Check Invoices in Portal

1. Once the template flat file containing the bulk invoices has been uploaded, you can see the invoices in the Portal, in the **Invoice** module
2. All new imported invoices will appear in Draft status
3. Select the invoice you want to send for processing to the buyer

The screenshot shows the 'myBuy' portal interface. At the top, there is a navigation bar with 'Invoice' highlighted. Below it, a 'Documents' section shows a summary of invoice counts by status: All (4964), Sent For Payment (2711), Exception (990), Sent For Processing (456), Draft (399), Invoice Paid With Remittance (151), Returned (148), Internally Cancelled (51), Matched (47), Error (5), and Invoice (3). A table below lists individual invoices with columns for Document Name, Document Number, PO Number, Supplier Name, Supplier Contact, Supplier Invoice N., Supplier Invoice Da., Invoice Type, Status, and Tot. A sidebar on the left contains navigation icons and a 'Supplier Profile' section. Three callouts are present: '01' points to the 'Invoice' menu item, '02' points to the 'Draft' status in the table, and '03' points to the 'Supplier Profile' icon in the sidebar.

Document Name	Document Number	PO Number	Supplier Name	Supplier Contact	Supplier Invoice N.	Supplier Invoice Da.	Invoice Type	Status	Tot.
Sclnv_60	INV2023.020104	P000100836	MERCK & CIE	Apurva Malewar	POInv_sc_1605_31	05/16/2022	Standard	Draft	CHF
Sclnv_50	INV2023.020103	P000100828	MERCK & CIE	Apurva Malewar	POInv_sc_1605_21	05/16/2022	Standard	Draft	CHF
Sclnv_40	INV2023.020101	P000100827	MERCK & CIE	Apurva Malewar	POInv_sc_1605_12	05/16/2022	Standard	Draft	CHF
Sclnv_51	INV2023.020056	P000100828	MERCK & CIE	Apurva Malewar	POInv_sc_1605_22	05/16/2022	Standard	Draft	CHF
Invoice2 for PS testing 24022023	CREDINV-07-23-000740	P100005399	MERCK & CIE	MERCK & CIE Contact		07/27/2023	Credit Invoice	Draft	CHF
Invoice1 for PO1 for Request30623524...	INV2023.019792	P100023869	MERCK & CIE	MERCK & CIE Contact	SCT52443060_2	06/30/2023	Standard	Invoice Paid With ...	CHF
Invoice1 for PO1 for Request30623524...	INV2023.019788	P100023853	MERCK & CIE	MERCK & CIE Contact	SCT300623add_1	06/30/2023	Standard	Invoice Paid With ...	CHF
Invoice1 for PO2 for Request30623524...	INV2023.019796	P100023904-001	MERCK & CIE	MERCK & CIE Contact	sctexp300623_1	06/30/2023	Standard	Invoice Paid With ...	CHF
Sclnv_61	INV2023.020057	P000100836	MERCK & CIE	Apurva Malewar	POInv_sc_1605_33	05/16/2022	Standard	Draft	CHF
Sclnv_41	INV2023.020055	P000100827	MERCK & CIE	Apurva Malewar	POInv_sc_1605_11	05/16/2022	Standard	Draft	CHF

Submit Invoice

1. Once the invoice is opened verify that all details are correct and click on **Send To Buyer** to send the invoice for further processing

← INV2023.020103 - ScInv_50 Draft 199.62 CHF Comments and Supporting Documents More

- Basic Details
- Supplier Details
- Line Details
- Payment And Delivery...
- StakeHolder Details

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Invoice Number INV2023.020103	Supplier Invoice Number* P0Inv_sc_1605_21	Invoice Creation Date 07/28/2023	Supplier Invoice Date* 05/16/2022	Supplier Name MERCK & CIE	<input type="checkbox"/> Non PO Invoice
<input type="checkbox"/> Multi PO Invoice	Order Number* P000100828	Supplier Code 10019941	Currency CHF	Invoice Type Standard	

SUPPLIER DETAILS Manage Optional Fields

* Indicates mandatory fields

Remit To Location* 10019941 IM LATERNEACKER ...	Supplier Name & Address MERCK & CIE, IM LATERNEACKER 5...
Tax Identification Country	

LINE DETAILS Indicates mandatory fields

LINES

Search Delete Manage Columns Apply to All Show Filters

Line 1 Line 1

Print Preview SAVE Send To Buyer

Submit Invoice cont'd

2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment, a warning message will appear confirming that the invoice should be sent via PDF instead

Keep in mind:

Electronic invoices created in myBuy GEP SMART are legally valid documents. Supplier **cannot** submit any scanned supplier invoice copy.



For supporting documents providing additional information on the invoiced services (for example, timesheets/goods) please use the Additional **Attachment** function under the **Comments section** to enable proper invoice reconciliation.

CONFIRMATION!

By clicking YES, you confirm that the data provided and the invoice generated complies with all the requirements of the applicable tax rules and you hereby accept that fulfilling such requirements remains solely your tax responsibility.

NO YES

SUCCESS!

Invoice Submitted to Buyer Successfully

OK

02

03

WARNING!

["1"] Invoice for PO with account assignment category "Unknown" cannot be processed , please submit PDF invoice to Roche for processing [] For supporting documents providing additional information on the invoiced services/goods please use the Additional Attachment function under the Comments section. Comments and supporting documents must be in line with and not contradicting to the original invoice (electronic data file created in the supplier portal). 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 website:

OK

04

23

Country Specific Exceptions

If you are working with a Roche site or affiliate in Singapore, Switzerland or Canada, please pay particular attention to the following extra steps for these countries

Add Basic Details

Singapore only

1. Select **Local Currency** in which your business is located from the drop-down
2. Enter the **Conversion Factor**

▼ BASIC DETAILS ▲
⋮
Manage Optional Fields

** Indicates mandatory fields*

Invoice Number INV2023.019394	Supplier Invoice Number*	Invoice Creation Date 05/23/2023	Supplier Invoice Date* 05/23/2023	Supplier Name ILLUMINA INC	<input type="checkbox"/> Multi PO Invoice
<input type="text" value="P000077383"/>	Please enter a value	Currency USD	Local Currency	Conversion Factor 1.23340	Invoice Type Standard

▼ SUPPLIER DETAILS
⋮
Manage Optional Fields

** Indicates mandatory fields*

<input type="text" value="10177692 12864 COL..."/>	Supplier Name & Address ILLUMINA INC, 12864 COL...
<input type="text" value="Singapore"/>	Supplier Tax Identification Type --
	Supplier Tax Identification Number ▼

Results	
Code	Name
COP	COP
TND	TND
DKK	DKK
AFN	AFN

Add Basic Details cont'd Singapore only

3. Click on the **down arrow** on right side of the screen
4. Update **Taxes** in local currency and click on the check mark
5. Update **Taxable Amount** in local currency and click on the check mark
6. Enter **Total Amount** in local currency and click on the check mark

INV2023.019394 - Invoice1 For PO1 For Requ... Draft 400.00 USD Comments and Supporting Documents More

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Invoice Number INV2023.019394	Supplier Invoice Number* <input type="text"/>	Invoice Creation Date 05/23/2023	Supplier Invoice Date* 05/23/2023	Supplier Name ILLUMINA INC	<input type="checkbox"/> Multi PO Invoice
Order Number* P000077383	Supplier Code 10129894	Currency USD	Local Currency <input type="text"/>	Conversion Factor 1.23340	Invoice Type Standard

INV2023.019394 - Invoice1 For PO1 For Requ... Draft

BASIC DETAILS

* Indicates mandatory fields

Invoice Number INV2023.019394	Supplier Invoice Number* <input type="text"/>	Invoice Creation Date 05/23/2023	Supplier Invoice Date* 05/23/2023
Order Number* P000077383	Supplier Code 10129894	Currency USD	Local Currency <input type="text"/>

SUPPLIER DETAILS

* Indicates mandatory fields

Remit To Location* 10177692 12864 COL...	Supplier Name & Address ILLUMINA INC, 12864 COL...	
Tax Identification Country Singapore	Supplier Tax Identification Type --	Supplier Tax Identification Number <input type="text"/>

Other Charges (USD)	0.00
Discount (USD)	0.00
Invoice Total (USD)	400.00
Accrued Taxes (USD)	0.00
Taxes ()	7
Taxable Amount ()	400
Total Amount ()	428

Review Line Details

Canada only

1. Click the **check mark** next to the line item and scroll to the right to enter the **Tax Rate (Value Added Tax or VAT)**
2. Click on **+ icon** in the **Taxes** column
3. In the section **Tax Description**, type the corresponding tax (GST/PST/HST) and choose the applicable one from the list. The **taxes** are automatically calculated.
4. Click on **ADD**
5. Click on **APPLY**
6. Click on **YES** to continue

Indicates mandatory fields

LINES

Search Delete Manage Columns Apply to All Show Filters

Line	Type	Line Descript...	Line Total	Tax Rate(%)	Taxes	Discounts	Other Charges	Freight
<input type="checkbox"/> 1	Variable	Katty Test 6089	1,000,000.00	0.000	0.00	0.00	0.00	0.00

Rows Per Page: 10

Page 1 of 1

Add Taxes

Tax Description: HST

C6 13% HST - 13%

C7 15% HST - 15%

Tax Rate (%) Tax Amount (CAD) ADD

CANCEL APPLY

Add Taxes

Tax Description: 13% HST

Tax Rate (%): 13.00

Tax Amount (CAD): 130,000.00

ADD

CANCEL APPLY

CONFIRMATION!

Summation of tax amount as per update on the tax codes does not match with existing line item tax amount. Update line item tax amount to new values?

NO **YES**

Review Line Details cont'd: Canada only

- 7. The **Tax Rate(%)** will display the total % of added taxes and the **Taxes** will display the total amount of taxes
- 8. If any update is required, click on the **+ icon**
- 9. Click on **Edit** and modify as needed
- 10. Once updates are done, click on **APPLY**

LINE DETAILS

Indicates mandatory fields

LINES

Search Delete Manage Columns Apply to All Show Filters

Line	Type	Line Descript...	Line Total	Tax Rate(%)	Taxes	Discounts	Other Charges	Freight
1	Variable	Katty Test 6089	1,190,000.00	19.000	190,000.00		0.00	0.00

Rows Per Page: 10

Page 1 of 1

Add Taxes

Tax Description	Tax Rate (%)	Tax Amount (CAD)	ADD
13% HST	13	130,000.00	Edit
6% PST	6	60,000.00	

CAD APPLY



Find VAT rates by country [here](#)

Payment Order Reference (POR): Switzerland only

If you want the payment to be made via payment slip and not via bank transfer, go to the **SUPPLIER DETAILS** section and provide in **ADDITIONAL DETAILS** section:


- **POR Long Reference Number** or
- the **QR IBAN** (Quick Response International Banking Bank Account)
- **QR Reference**

If a bank record is setup as a default payment method, and you have provided the **POR Long Reference Number** or **QR IBAN** and **QR Reference**, the system will perform a validation against the default payment method

▼ ADDITIONAL DETAILS ⋮

* Indicates mandatory fields

01 POR Long Reference Number <small>Please Enter</small>	Scanned Invoice Copy	Additional Attachment 1	Additional Attachment 2	Date of Service (Start Date) <small>MM/DD/YYYY</small>	Date of Supply or Service (End Date) <small>MM/DD/YYYY</small>
02 QR IBAN <small>Please Enter</small>	03 QR Reference <small>Please Enter</small>	Supplier EORI Number <small>Please Enter</small>			


WARNING!

ⓘ 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

Payment Order Reference (POR) cont'd: Switzerland only

1. Click on the **Please Select** button on the Payment Method
2. Untick the selected payment method from the left panel
3. Click on **DONE**

▼ PAYMENT AND DELIVERY DETAILS Manage Optional Fields

* Indicates mandatory fields

Ship To/ Service To: F. Hoffmann - La Roche AG, Möbela...
 Ship To Address/ Service Address: Sternefeldstrasse 44, 4127, Birsfelden, 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: 30 days net - ZU08

Deliver To: BLD:686, ROOM:4.570, FLR:

01 Payment Method: **Please Select**

Bank Record: --

Banking Information

Payment Method:

🇨🇭 BANK RECORDS

	PaymentMethodName	BankName	BeneficiaryName	BankBranch	CountryName
<input checked="" type="checkbox"/>	Domestic Payments	CREDIT SUISSE (SCH...			Switzerland
<input checked="" type="checkbox"/>	Domestic Payments	Credit Suisse (Schwei...			Switzerland
<input checked="" type="checkbox"/>	Domestic Payments	Credit Suisse (Schwei...			Switzerland

02

CANCEL **DONE** 03

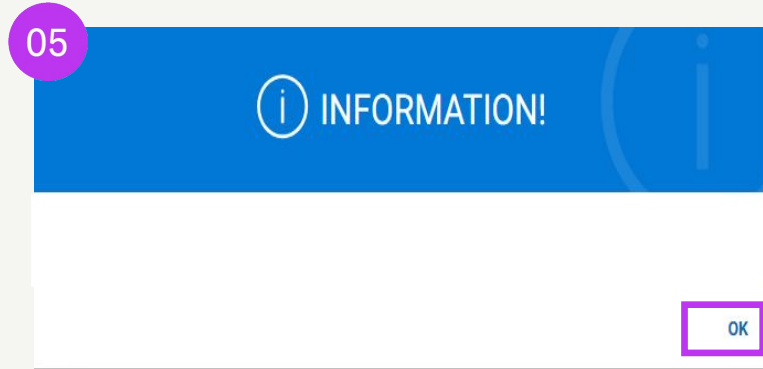
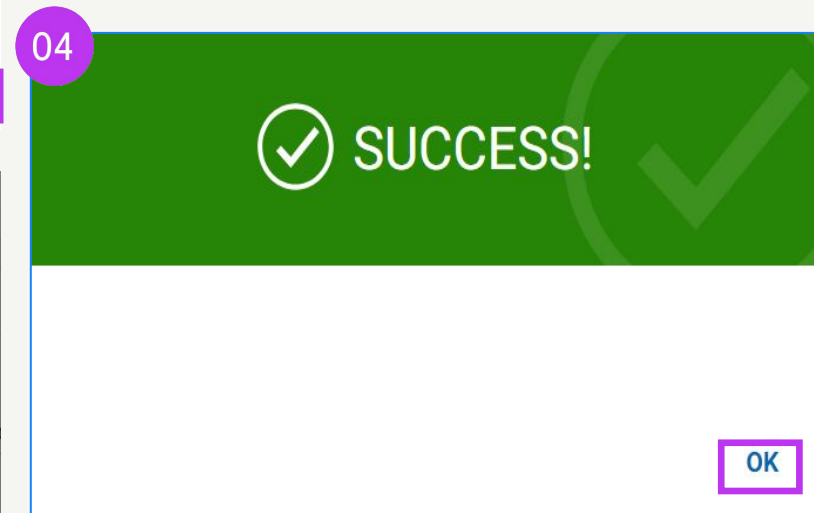
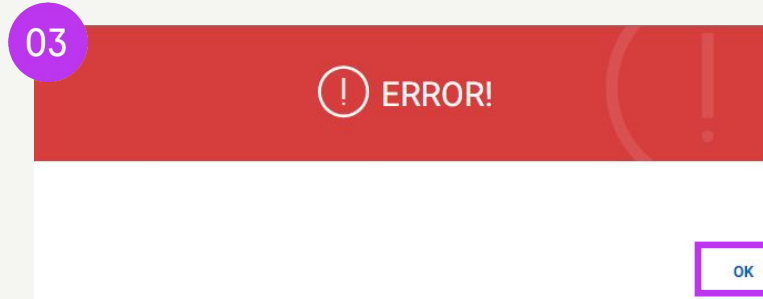
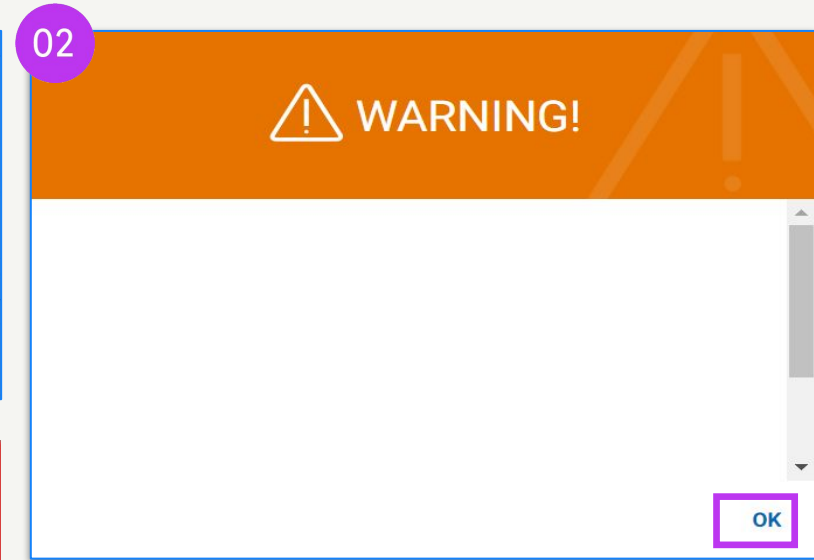
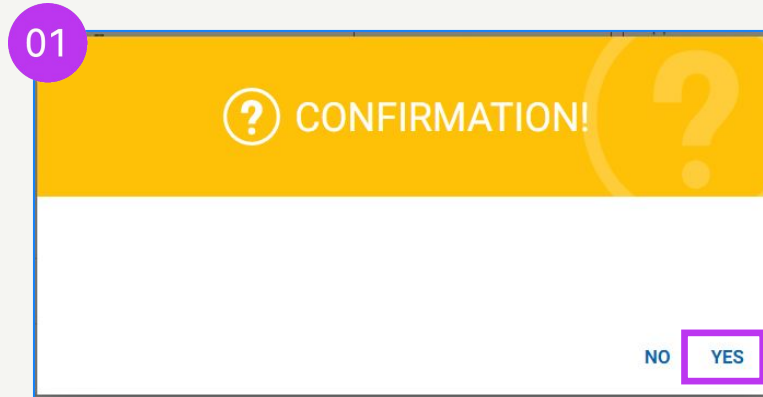
24

Useful Information

Guide to understand error messages, invoice/PO statuses and other functionalities

Types of Popup Boxes

1. **Confirmation box** – You need to confirm the action you'd like to take, click Yes to continue
2. **Warning box** – It helps you identify the error and guides you how to correct it, click OK and proceed according to the guidance in the warning message, can't proceed until error is fixed
3. **Error box** – Highlights the errors, click OK and you will see the errors outlined or filled with red color, make the corrections to proceed
4. **Success box** – Informs you about successful steps
5. **Information box** – A reminder of useful functionalities that you could use at that step, click OK to continue



Download Legal Invoice

When you need to download a copy of the legal invoice for your records.

1. Click on the **Invoice** module and select the invoice you want to download
2. Click on the **More** menu in the top right corner
3. Click **Download Legal Invoice**

Invoices will download in JSON (text) format.

The screenshot shows the myBuy UAT 2 interface. At the top right, the Roche logo is visible. The main header includes navigation options like Catalog, Sourcing, Contract, Purchasing, Invoice (highlighted with a red box), Buy Sell, and More. A search bar and a 'TS' button are also present. The interface displays two invoice details pages. The top page is for invoice INV2024.021819 (USD) and the bottom page is for invoice INV2023.019234 (CHF). Both pages show 'BASIC DETAILS' including Invoice Number, Supplier Invoice Number, Invoice Creation Date, Supplier Invoice Date, Supplier Name, Supplier Code, Currency, Invoice Type, and Order Number. The 'More' menu in the top right corner of the bottom page is highlighted, with a 'Download Legal Invoice' option visible. Red circles and boxes highlight the 'Invoice' module in the top navigation bar, the 'More' menu, and the 'Download Legal Invoice' option respectively.

Invoice Number	Supplier Invoice Number	Invoice Creation Date	Supplier Invoice Date
INV2024.021819	TEST12235678	03/12/2024	03/12/2024
INV2023.019234	Text sjaff;	05/11/2023	05/11/2023

Supplier Name	Non PO Invoice	Multi PO Invoice	Order Number
BEST COMPANY IN THE WORL...	<input type="checkbox"/>	<input type="checkbox"/>	P100041154
3M SCHWEIZ GMBH	<input type="checkbox"/>	<input type="checkbox"/>	P100018539

Supplier Code	Currency	Invoice Type
10478448	USD	Standard
10002758	CHF	Standard

Order Statuses

Sent to Supplier: Order is sent to supplier and ready for review

Supplier Acknowledged: Order has been accepted and acknowledged by the supplier

Sent to Buyer: A change request has been created by the supplier



Service Confirmation Statuses

Draft: Service confirmation is created; however, it is not submitted to Roche/Genentech (work-in-progress)

Approved: Service confirmation is approved by Roche/Genentech.

Approval Pending: Sent to Roche/Genentech, however it is not yet approved.

Rejected: Roche/Genentech rejected the service confirmation. You need to correct errors and resubmit.



Invoice Statuses

Draft: Invoice created; however, it is not submitted to Roche/Genentech (work in progress). Keep in mind that should you submit an invoice via online capture or other paper method and you have also created a draft invoice in the Portal, it will be viewed as a duplicate and will be held until the duplicate is resolved.

Sent for Processing: Pending validation in Roche/Genentech SAP.

Exception: Invoice is submitted; however, there is a discrepancy in the ordered quantity, amount or other detail on the invoice. This is being reviewed internally by Roche/Genentech and will either be approved or returned with comments.

Matched: Invoice is matched to the receipt amount.

Sent for Payment: Invoice is sent for payment.

Invoice Paid with Remittance: You can view information in the submitted invoice.

Returned: Invoice created in myBuy portal is cancelled.

Internally Cancelled: Invoice created in SAP is cancelled by Roche/Genentech.

Credit Invoice Statuses

Ready for Payment: Credit invoice is submitted and approved by Roche/Genentech.

Credit Invoice Paid with Remittance: You can view remittance information in the processed credit invoice.

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Support Resources

Where to find help when you need it

Roche/Genentech support resources

Find support on Roche/Genentech websites:

- Procurement-related support contacts
- Quick help guides
- Answers to frequently asked questions

[Roche](#)

[Roche US Diagnostics](#)

[Genentech](#)



GEP Support Resources

GEP Customer Support is available Monday through Friday, 24 hours a day (24x5).

- **Email:** support@gep.com
- **Phone:** Find the [helpline number](#) applicable to your country



Doing now what patients need next