Supplier Integration Starter Guide

myBuy GEP SMART

Roche's Procure to Pay Platform

Table of contents

- Introduction

- What myBuy means for you

- myBuy GEP SMART Supplier Integration

- Support Resources

Introduction

Overview

Roche

*my*Buy

Introduction

What is Roche doing?

- We are, in line with updating/replacing our enterprise resource planning (ERP) solutions, also changing and standardizing our Source to Pay solution landscape. One of the key aspirations is improved electronic supplier collaboration.

How do we do it?

- Deployment affiliate by affiliate over the next years. We try to minimize supplier impact, but it is unavoidable that there will be a transition period for our global suppliers supporting multiple Roche affiliates.

*my*Buy

Our commitment to patients

At Roche we are serious about our commitment to patients and to society

By 2030 we aim to double the rate of medical advances, as well as patient access to novel, high-value medical diagnostics solutions.

What we need for this:

powerful partners that we can trust and rely on

digital tools and processes that can keep up with the rapid development and changing business needs

One step of the journey:

bringing together employees, partners and suppliers in one global, digital marketplace: myBuy GEP SMART

*my*Buy

What myBuy means for you

myBuy

Roche

Benefits for suppliers

Harmonized entry point & one shared platform for all involved parties

- less back & forth communication offline / or process breaks through paperwork
- faster processing times

Greater transparency

- all your transactions with Roche visible for you in one place
- accessible for anyone in your organization that needs to (no risk of orders getting lost in the mailbox of that one colleague who is on a month long extended leave)

myBuy GEP SMART will provide a number of benefits for our suppliers

More control for you

changes in your email, postal address or contact person - no need to wait for someone at Roche - you can instantly change it yourself

Dedicated tech support knowing all ins & outs of the tool

All free of charge for our suppliers

IN SUMMARY:
easier, faster & more convenient interaction between your team & Roche

What does this mean for you?

We aim to ensure a smooth transition and try to reduce the burden for suppliers to a minimum, yet:

Due to the phased approach old and new approaches will have to run in parallel for a certain period (at the specific Roche site / affiliate, as well as globally if you are working with multiple Roche locations)

During the transition period, you will receive some of our purchase orders already via myBuy GEP SMART. Some orders will still be sent via the old systems (ARIBA, G2G etc). We aim to keep this phase to a minimum.

As a rule of thumb:
- If you received a PO via myBuy GEP SMART, please send the invoice via the same channel
- if it is a existing PO via ARIBA (also applicable for framework orders), invoices need to remain in ARIBA network.

If you are working with multiple Roche locations, you may have to use myBuy GEP SMART and old systems in parallel for a longer period of time, as some sites will make the move later than others.

*my***Buy**

Supplier Integration

Overview

*my*Buy

Roche

FULL INTEGRATION

- Largest volume of transactions / annual spend
- Full integration between myBuy & supplier ERP for automated transactions
- Most comprehensive connection and seamless transactions

2 paths for suppliers to join the move to myBuy

PORTAL ENABLEMENT

- Substantial volume of transactions / annual spend - regular interaction with Roche
- Engagement via myBuy portal (receiving & confirming order, submitting invoices)
- Fast connection for a limited set of functionality
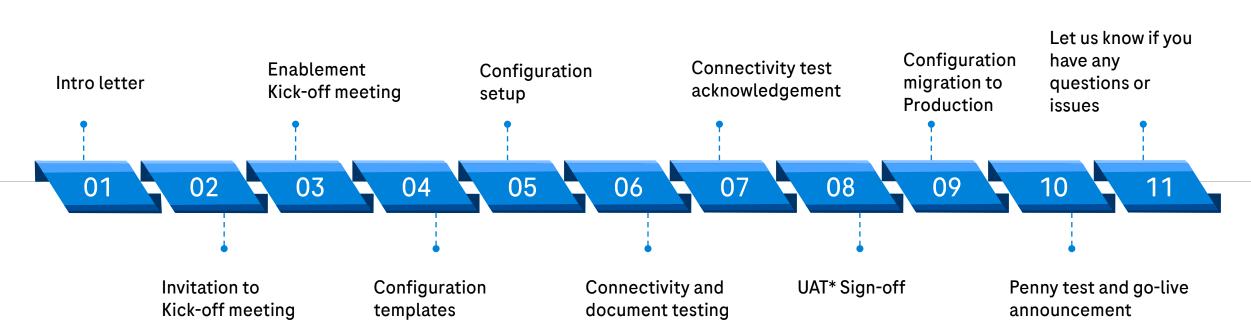
Supplier Integration Milestones

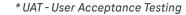*Immediately*   *Within the next month*   *before golive*   *go live day*   *thereafter*

Intro letter

Enablement
Kick-off meeting

Configuration
setup

Connectivity test
acknowledgement

Configuration
migration to
Production

Let us know if you
have any
questions or
issues

| 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 |

Invitation to
Kick-off meeting

Configuration
templates

Connectivity and
document testing

UAT* Sign-off

Penny test and go-live
announcement

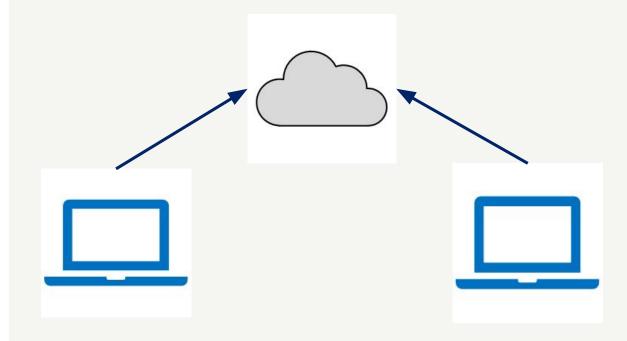** UAT - User Acceptance Testing*

*my*Buy

11

Project target

Enable full supplier integration to:

- receive Purchase Orders (PO)
- receive Change Orders
- submit advance shipping notice (ASN)
- submit invoices

Receive and send documents

Integration Survey Sheet

cXML is a text-based markup language that is fast becoming the standard for data interchange on the web

cXML documents contain data in the form of tag/value pairs for example:

<DeliverTo>JoeSmith</DeliverTo>

Outbound documents (buyer to supplier)
- Purchase Order
- Change Order

Inbound documents (supplier to buyer)
- Functional Acknowledgment
- Purchase Order Response
- Change Request
- Advance Shipping Notice (ASN)
- Invoice

Integration Survey Sheet

Please fill out the required fields in the Integration Survey Sheet and submit the completed form to roche.gepsmart@gep.com.

Note: All the fields highlighted in Amber should be filled by the supplier

Supplier Integration Survey- Configuration								
UAT (Testing) Environment								
Documents	FromDomain	FromIdentity	ToDomain	ToIdentity	SenderDomain	SenderIdentity	SenderPassword	SenderUserAgent	Punchout/PO Posting URL
PO									
POA									https://api-smartinterfaceuateu.gep.com/supplierorderinbound/manual/paths/invoke
Invoice									https://api-smartinterfaceuateu.gep.com/supplierinvoiceinbound/manual/paths/invoke
Credit Memo									https://api-smartinterfaceuateu.gep.com/supplierinvoiceinbound/manual/paths/invoke
ASN									https://api-smartinterfaceuateu.gep.com/supplierasninbound/manual/paths/invoke

*my*Buy

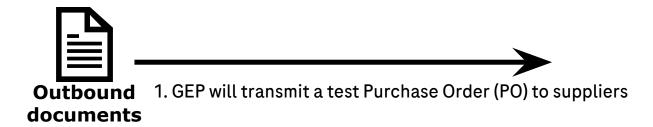# Configure the Integration Setup

```
<cXML payloadID="636721832936834062.a5a03d5fefc04027aa3943968e20f403@GEPUATBIZ03.gep.com" timestamp=
"http://www.w3.org/2001/XMLSchema-instance">
    <Header>
        <From>
            <Credential domain="NetworkID">
                <Identity>GEP</Identity>
            </Credential>
        </From>
        <To>
            <Credential domain="NetworkID">
                <Identity>GEPN_JDT</Identity>
            </Credential>
        </To>
        <Sender>
            <Credential domain="NetworkID">
                <Identity>GEPN_</Identity>
                <SharedSecret>gD165Z5w</SharedSecret>
            </Credential>
            <UserAgent>Supplier</UserAgent>
        </Sender>
    </Header>
```
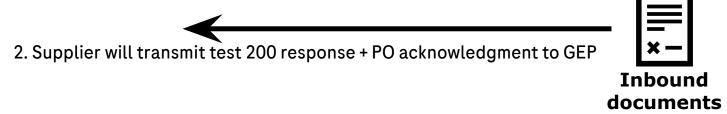
Document Testing

UAT test scenarios will be shared once connectivity test will be concluded.

Outbound documents

1. GEP will transmit a test Purchase Order (PO) to suppliers

4. GEP will acknowledge receiving the test invoice from supplier

2. Supplier will transmit test 200 response + PO acknowledgment to GEP

Inbound documents

3. Supplier will transmit test Invoice for the test PO to GEP

Support Resources

Where to find help when you need it

GEP Support Resources

GEP Customer Support is available 24x5

Email: support@gep.com

Phone: Call the number for your country or region

- Europe: +42 022 598 6501

- Switzerland: +41-445859014

- UK: +44-20-3478-6123

- USA: +1-732-428-1578

- Australia: +61-2-8518-1914

- Asia: +91-22-6137-2148

*my*Buy

Doing now what patients need next