Punchout Catalogs Starter Guide

myBuy GEP SMART

Roche's Procure to Pay Platform

Table of contents

- Introduction

- Punchout Catalog Overview

  - Purchasing process
  - Buyers' view of punchout catalog selection
  - Sample layout of a punchout catalog
  - Getting your Punchout Catalog
  - ready for myBuy
  - Punchout catalog Survey Sheet
  - Two formats that GEP supports: Form Post & Form URL

- Support Resources

Introduction

Overview

myBuy

Roche

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

Move to myBuy GEP SMART (myBuy)

Going forward transactions such as sourcing events, contract closures, purchase orders and invoices will take place in myBuy GEP SMART for a fundamentally improved, streamlined buying experience.

myBuy GEP SMART is a digital backbone supporting the entire demand-to-pay lifecycle

All Roche sites / affiliates will move to the new marketplace over the coming years (phased approach).

Existing solutions (such as ARIBA, G2G and others) will gradually be taken offline.

To ensure business continuity and a smooth transition, we will be working closely with suppliers over the coming weeks / months to help you make the move with us.

*my*Buy

Why myBuy

One single global platform for employees, partners & suppliers

Harmonized processes, embedded policies & approval guidelines

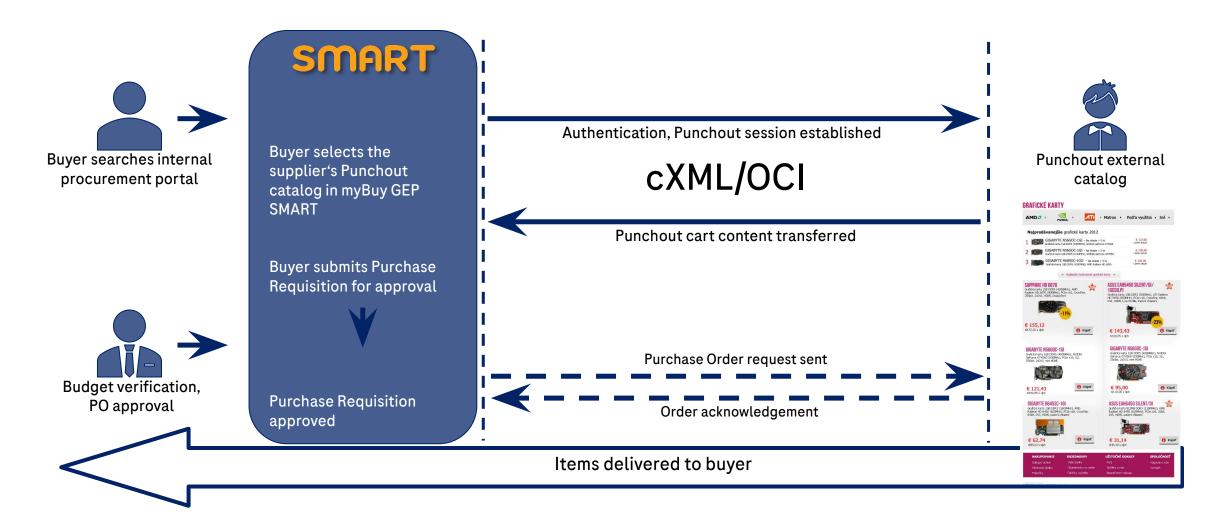Automation of process steps for increased efficiency and lower risk of errors

Advanced, cloud-based solution from our technology partner, GEP, updated quarterly with latest features & functionality

my **Buy**

Punchout Catalogs

Overview

Purchasing process

Buyer searches internal procurement portal

SMART

Buyer selects the supplier's Punchout catalog in myBuy GEP SMART

Buyer submits Purchase Requisition for approval

Purchase Requisition approved

Budget verification, PO approval

Authentication, Punchout session established

cXML/OCI

Punchout cart content transferred

Purchase Order request sent

Order acknowledgement

Items delivered to buyer
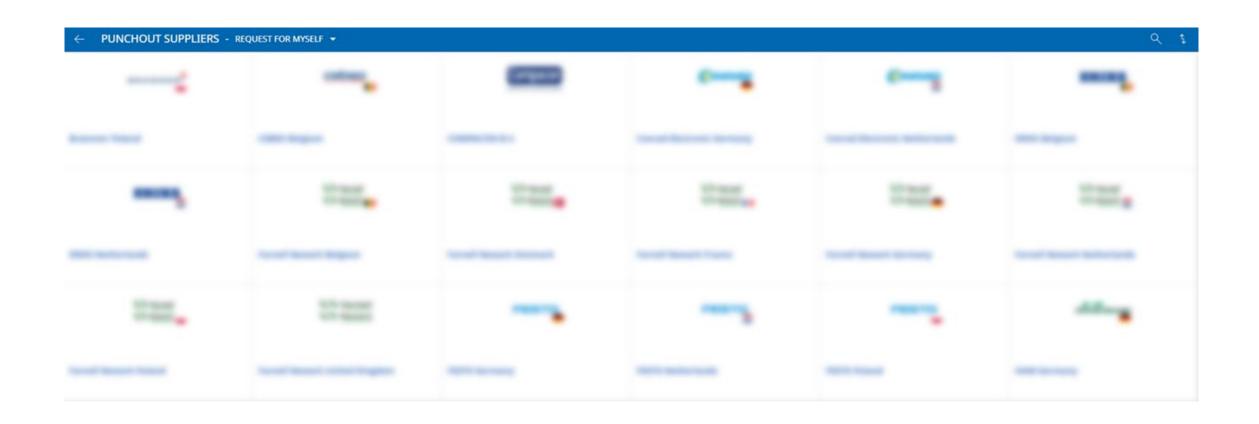
Punchout external catalog

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Buyer's view of punchout catalog selection

Sample layout of a punchout catalog

Getting your punchout catalog ready for myBuy

Technical setup, readiness & move to production ensured by Roche & GEP

Receive first email information & join kick-off event

Fill out catalog/ integration survey, appoint project contact

Collaborate on follow-up requests / clarifications & conduct UAT *

1

2

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Attend specific training & info sessions (i.e. for catalog)

Make adjustments in ERP system / online catalog

Receive pre-go live info & monitor myBuy launch on your end

UAT - User Acceptance Testing
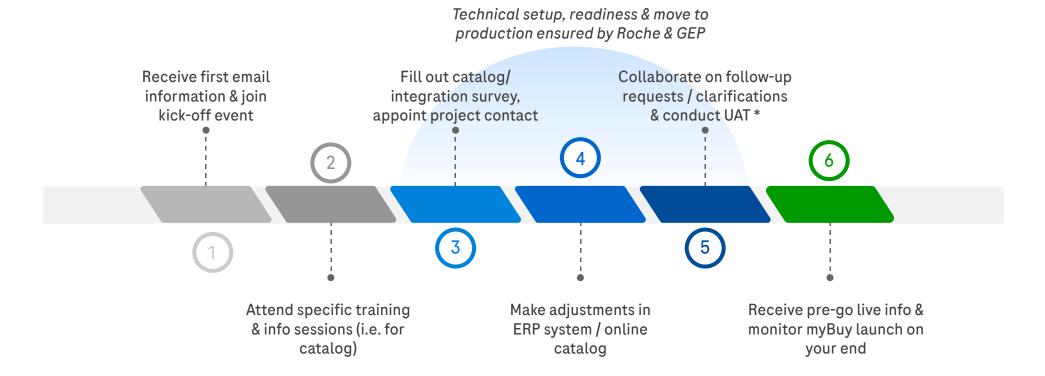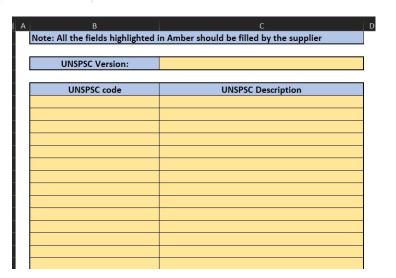
Punchout Catalog Survey Sheet

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

Supplier Integration Survey- Configuration								
UAT (Testing) Environment								
Documents	FromDomain	FromIdentity	ToDomain	ToIdentity	SenderDomain	SenderIdentity	SenderPassword	SenderUserAgent	Punchout/PO Posting URL
Punchout Request								
Punchout Cart								

A	B	C	D
Note: All the fields highlighted in Amber should be filled by the supplier			
UOM Code	**UOM Description**		

A	B	C	D
Note: All the fields highlighted in Amber should be filled by the supplier			
UNSPSC Version:			
UNSPSC code	**UNSPSC Description**		

Types of OCI Punchout & Punchout Requirement

Two formats that GEP supports: Form Post & Form URL

Form Post

```
<form name="punchout"  method="POST"
action="https://www.supplierURL.com"  >

<input type="hidden" name="customernumber" value="1234567" />

<input type="hidden" name="auth_token" value="Pass02" />

<input type="hidden" name="hook_url"
value="https://somethingToLeadBackToYourSystem" />

<input type="submit" value="Submit">

</form>
```

Form URL

```
"https://www.supplierURL.com/home/ebc0001/init.do?language=en
&dummyportal=true&service=service:spareparts,type:startpage&CU
STOMER_BUTTON=Submit&customernumber=oci164750&auth_toke
n=VEVonj4dVnw4&userid=oci164750&password=VEVonj4dVnw4&H
OOK_URL=https%3A%2F%2Fsmartdev.gep.com%2FCatalog%2FForm
Post%2FPunchOut%3Foloc%3D108%26bpc%3DNDQxMDAz0%26c%3
DNDQxMDAz0%26partnerCode%3D542011%26mergedOciurl%3Dolo
c%253D108%2526c%253DNDQxMDAz0"
```

Note: The return cart for both the formats will be in Form Post.

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

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Doing now what patients need next