



Register for myBuy GEP SMART

This help guide will walk you through

- how to register for myBuy GEP SMARTPage 2
- how to make changes to your supplier profile.....Page 12

What is GEP Business Network?

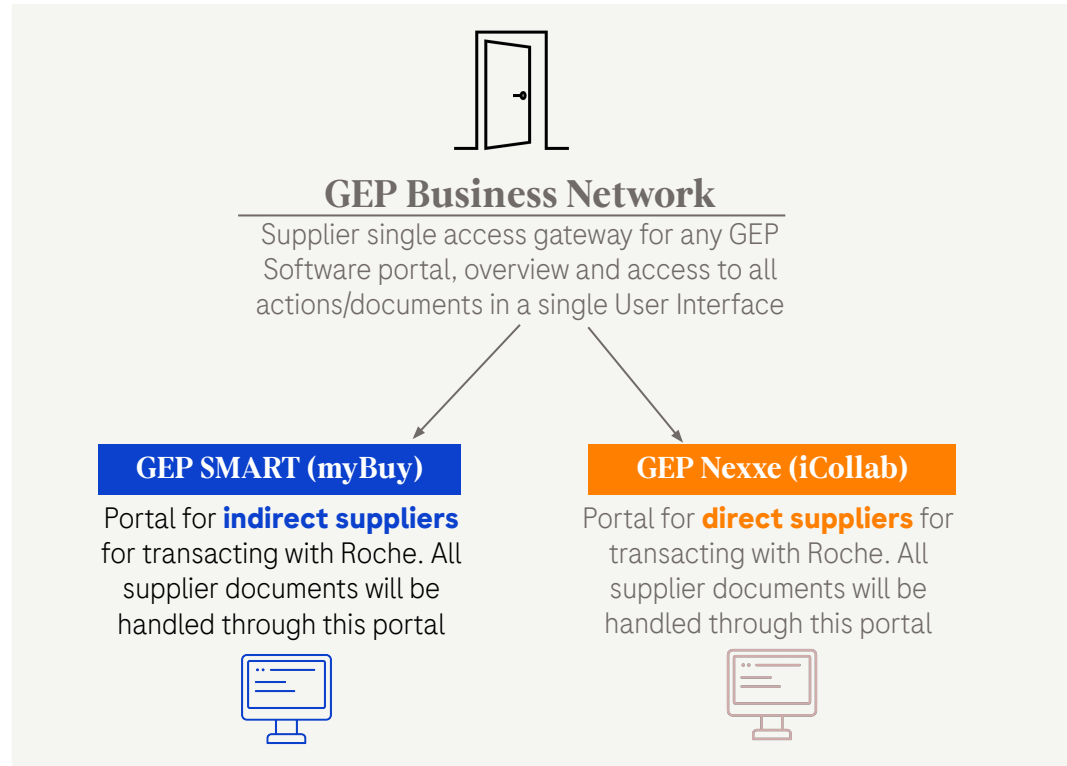
GEP Business Network (BN) is a unified gateway for suppliers to access GEP Software platforms across any client who uses GEP.

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

As a new supplier, you will need to complete registration steps before you can access and begin using GEP Business Network (BN) and myBuy GEP SMART

There are two alternatives for the registration process:

1. You receive an email invitation for registration with a link
2. You receive an email with your first Purchase Order from Roche or Genentech

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 **01** 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,

Acknowledge Order via Email

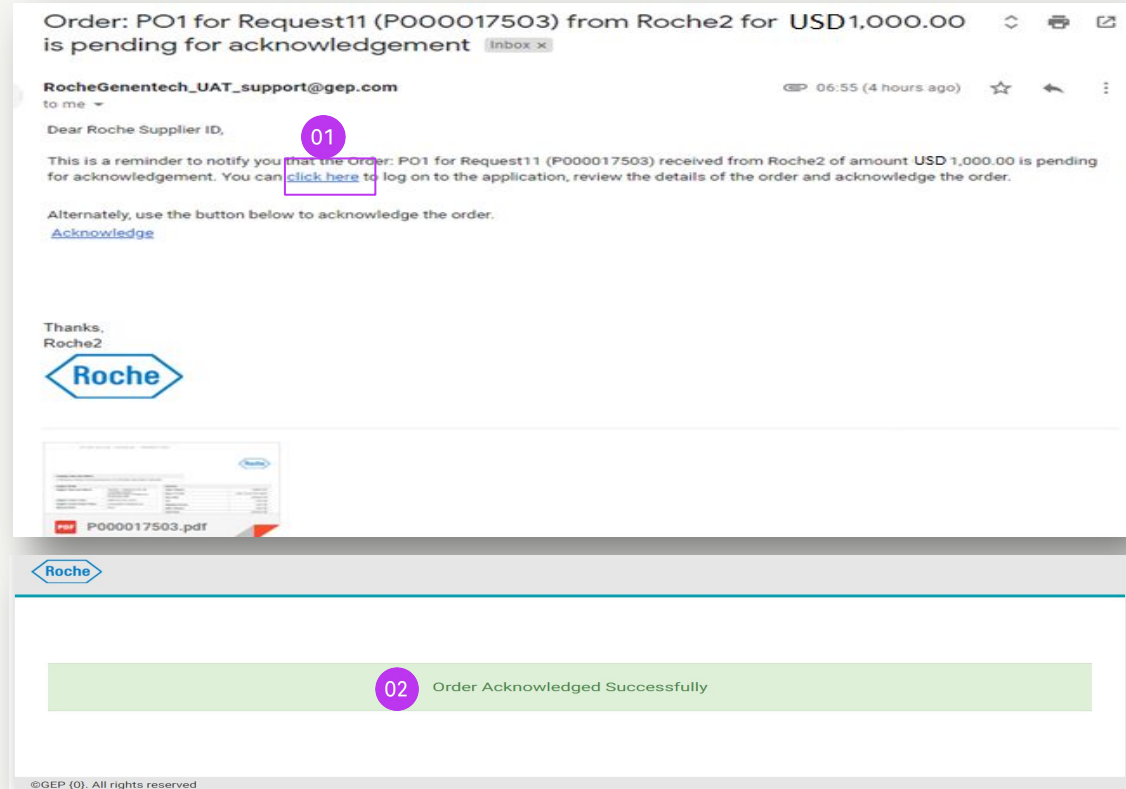
Notifications about new orders will come from:

- 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 **Click here** link in the email
2. You will be forwarded to the GEP Business Network login page where you can complete registration



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**



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.

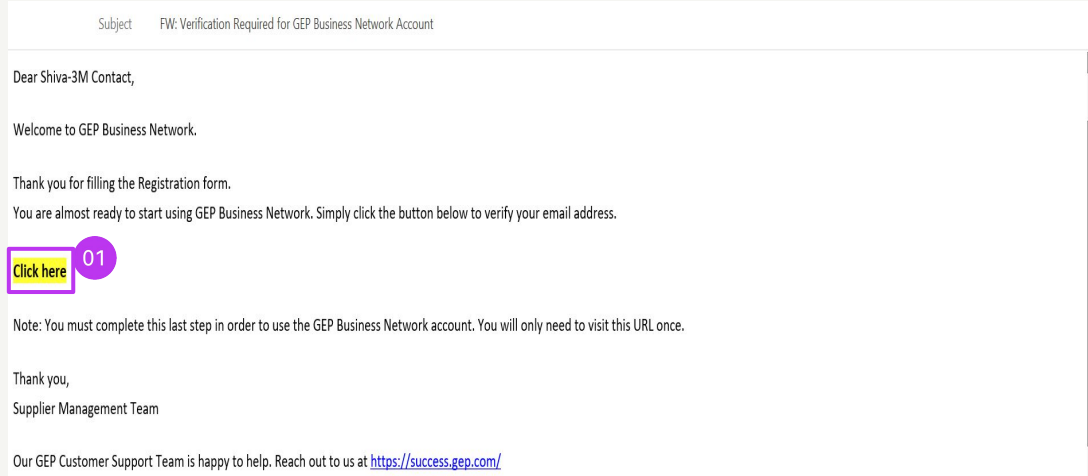
I have read and agree to GEP [Terms of Use & Privacy Policy](#)

Close Reset Submit

Activate Your Account

Once you have submitted the registration form, you will need to activate your account. First check your email box for the activation email, and then:

1. Select **Click here**
2. A window will pop up, stating your account has been verified
3. Click **Login** to access the Business Network environment



Account Activation

Thank you for verifying your email. Please proceed to **Login** to GEP Business Network.

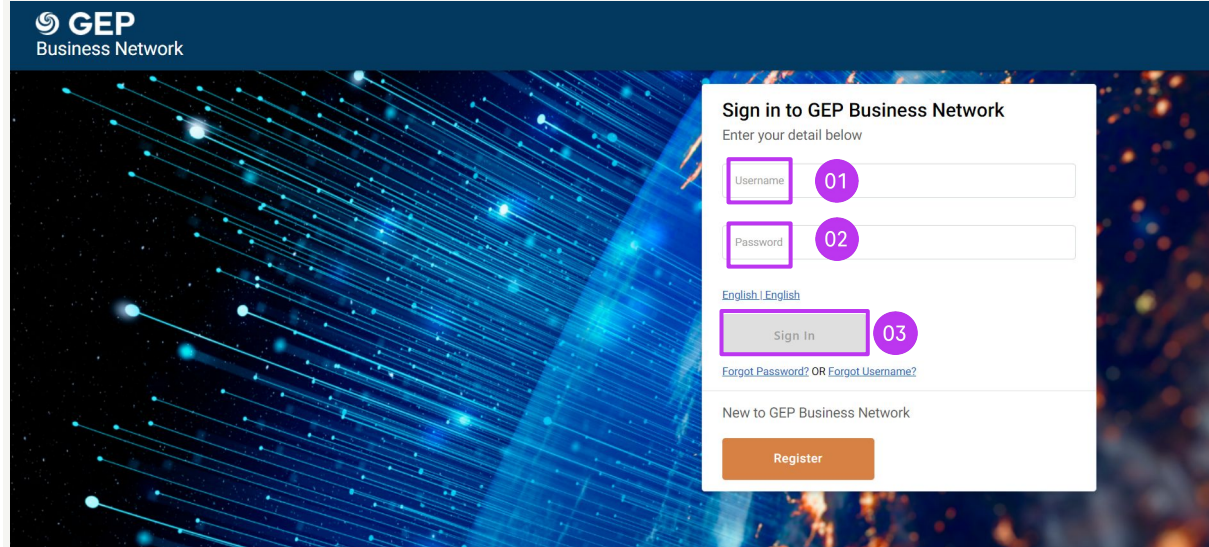
03

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



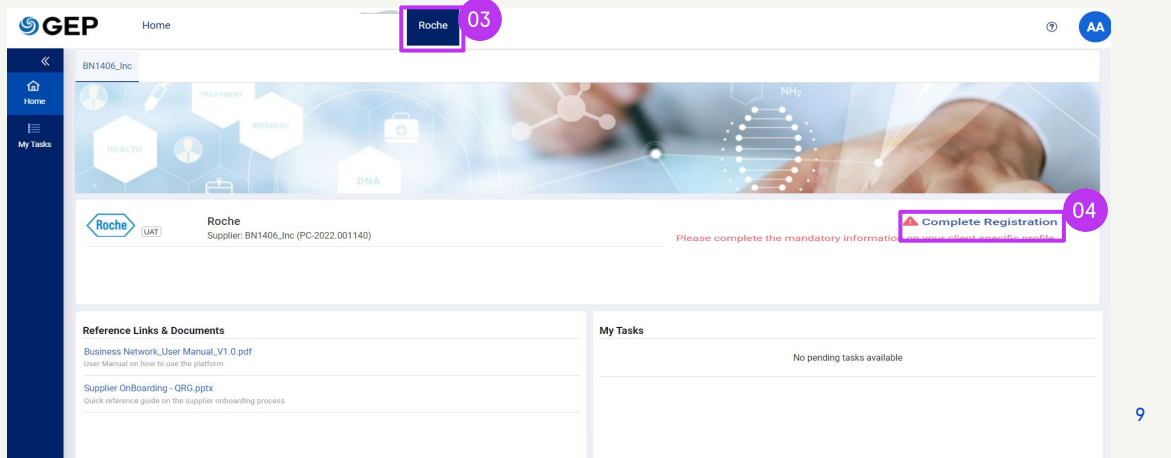
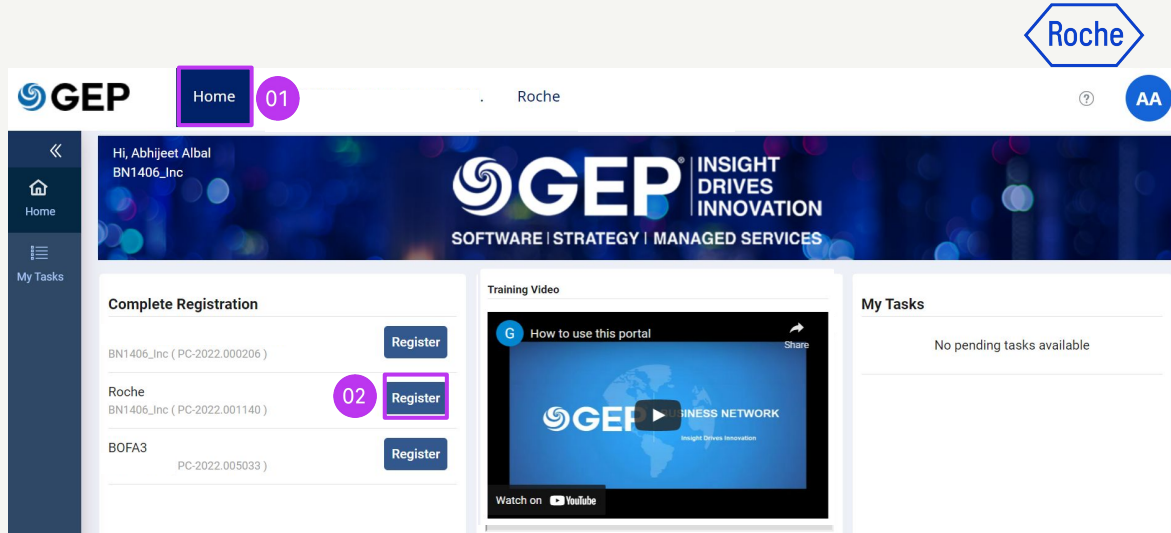
Complete Registration Form

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

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

The screenshot shows the 'Primary Registration Form' interface. At the top right, the Roche logo is visible. A dropdown menu for 'Language' is set to 'English' and is highlighted with a purple box and callout '01'. Below this, the 'Basic Details' section contains a note: 'All fields marked with * are required.' Under 'Account Credentials', the 'Username' field is pre-filled with 'Rekha_123' and marked with a red asterisk and callout '02'. The 'Password' field is empty and marked with a red asterisk and callout '03'. The 'Company Information' section is highlighted with a purple box and callout '04'. It includes fields for 'Legal Company Name' (filled with 'v3 enterprises'), 'Doing Business As', 'Company Website', 'Headquarter*' (with a 'Select Country' dropdown), 'Company Phone', 'Fax', 'Business Regions' (with a globe icon), 'Category' (filled with 'Consulting Services (Y350)'), 'D-U-N-S Number' (filled with '9 Digit D-U-N-S'), and 'Company Identification' (with a 'Select Country' dropdown and 'Select identification type' dropdown). A partially visible 'Identification Nur' field with a plus sign is at the bottom right.

Primary Registration Form cont'd

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	
						+

06 have read and agree to Roche2 [Terms & Conditions](#) & [Privacy Policy](#). *

have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#). *

07

Reset Submit

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



You can find additional quick help guides on how to make changes to your myBuy GEP SMART supplier profile on roche.com, including:

- Register for myBuy GEP SMART
- Update myBuy GEP SMART Supplier Profile
- Managing Purchase Orders
- Create Invoices
- Create Service Confirmation