

# Hosted Catalogs Starter Guide myBuy GEP SMART

Roche's Procure to Pay Platform

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# Introduction

Roche

Overview

*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.



### **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.

## 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



### Koche **Possible Supplier Collaboration via myBuy GEP SMART (myBuy) Sourcing:** Quoting - RFx 01 Supplier Profile Management: Master Transaction History: View historical data self service transaction data in one place 02 DIGITAL TRANSFORMATION **Contract Management:** Interactive 03 Invoicing & Payment: Create and send contract authoring invoices, credit memo 05 04 eCatalog: Catalog content **Procurement:** View purchase orders management

### *my***Buy**



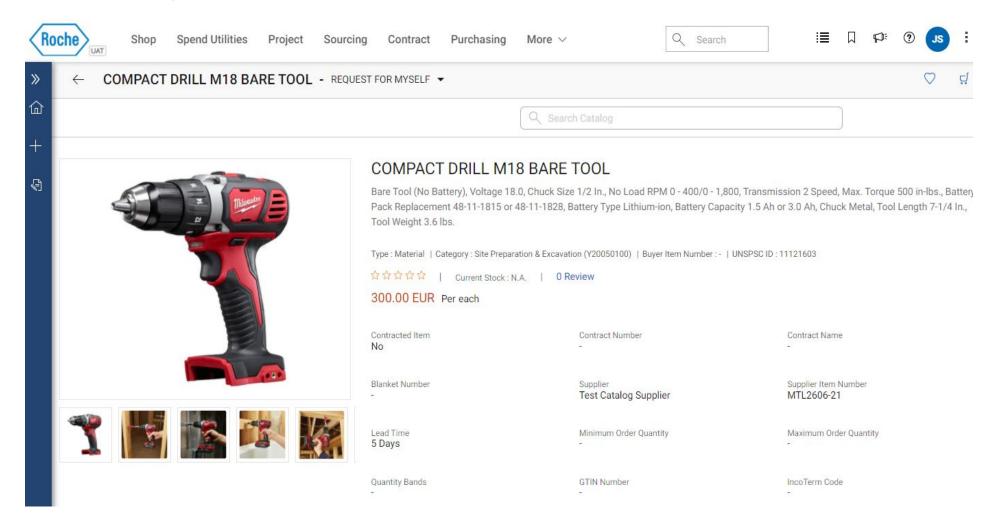
# Hosted Catalogs

Overview



### Hosted Catalog Overview - Output in myBuy









# **Catalog Upload Template**

### What is a hosted catalog in myBuy?

Excel based file which is managed by both buyer and supplier. (online cooperation on the content)

2	A	В	С	D	E	F
1	Operation	Line Number*	Туре	<b>Buyer Item Number</b>	Supplier Item Number*	Short Name*
2		31865	Material		MTL2606-20	COMPACT DRILL M18 BARE TOOL

#### In hosted catalog template need to be filled in all mandatory fields and met technical requirements in order to successfully upload.

Instructions	Catalog Lines	Price Modifiers	Item Images	Notes & Attachments
	Provide and a second second second	I addressed and a second se	I Standard Contractor	I serve commentation and the server of the s

Instruction tab of hosted catalog template provides validation rules, examples and guidance how to fill in the template.

<i>my</i> Buy	7
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		/
Operation		
Line Number*	31865	
Туре	Material	
Buyer Item Number		
Supplier Item Number*	MTL2606-20	
Short Name*	COMPACT DRILL M18 BARE TOOL	
Item Description*	Bare Tool (No Battery), Voltage 18.0, Chuck Size 1/2 In., No Load RPM 0 - 400/0 - 1,800, Transmission 2 Speed, Max. Torque 500 in-lbs., Clutch Style Adjustable, Hand Type T-Handle, Battery Included None, Battery Pack Replacement 48-11-1815 or 48-11-1828, Battery Type Lithium-ion, Battery Capacity 1.5 Ah or 3.0 Ah, Chuck Metal, Tool Length 7-1/4 In., Tool Weight 3.6 lbs.	۶It
UNSPSC**	27112703	
Category ID**	Y20050100	
Is Active*	Yes	
Keywords		
Lead Time (in Days)*	5	
Currency Code*	CHF	
Price*	136.74	
UOM*	EA	
Plant Item specification Supported UOM Conversion Factors For Supported UOM WRT UOM** Price Per Supported UOM** Manufacturer Manufacturer Part Number Manufacturer Model Number Minimum Order Quantity Maximum Order Quantity Banding Is Tax Exempt Contract Number	MILWAUKEE ELECTRIC TOOL 2606-20	
Start Date* End Date*	01/01/2021	
GTIN Image Name Image URL	11/30/2025 Drill1	
MANDATORY (marked with *)		

OPTIONAL

11

# **Technical Validation and Error Log**



Catalog is validated on data entry (upload via Excel template). Line items containing technical errors are not loaded by the system. However, the system will highlight the errors and advise how to resolve them.

S	uccess Upload						
Status	Operation	User Name	Message	Date & Time	File Link		Upload Lines
Success	Upload	Jan Sodomka	Lines are uploaded.	07/05/2018 8:07:01 AM		_	Extract Image URLs
Success	opidad	Jan Souonika	Lifes are uploaded.	07/03/2018 8.07.01 AM			Download Lines
	Error Lo	g					View Log
A1871-005	W LOG						Upload Image
						_	Download Template
Status	Operation	User Name	Message	Date & Time	File Link		Download Taxonomy
Error	Upload	Jan Sodomka	One or more lines have errors. Review the error log.	07/04/2018 3:23:03 PM	Download		Compare

Error log is an Excel file where only line items containing technical errors are listed. You can find the errors in the column "Error description."

Examples:

**Error Description** 

Short Name : The value provided is either invalid or outside the allowed range.

Exceeded character limit (100) for the Short Name.

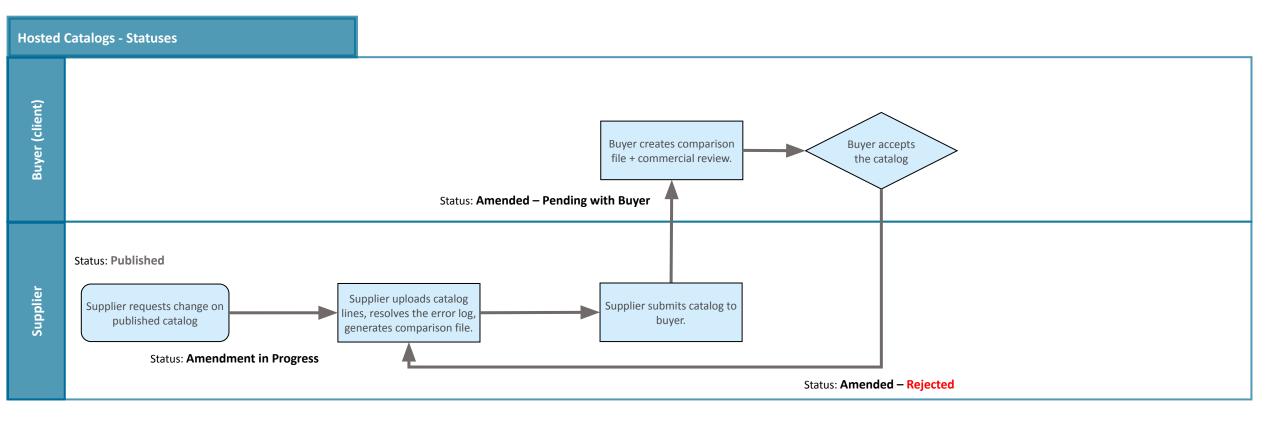
#### **Error Description**

Short Name : The value provided is either invalid or outside the allowed range. | Item Description : The value provided is either invalid or outside the allowed range.

Exceeded character limit for the Short Name and Item Description.

### **Catalog Maintenance - Self Service**

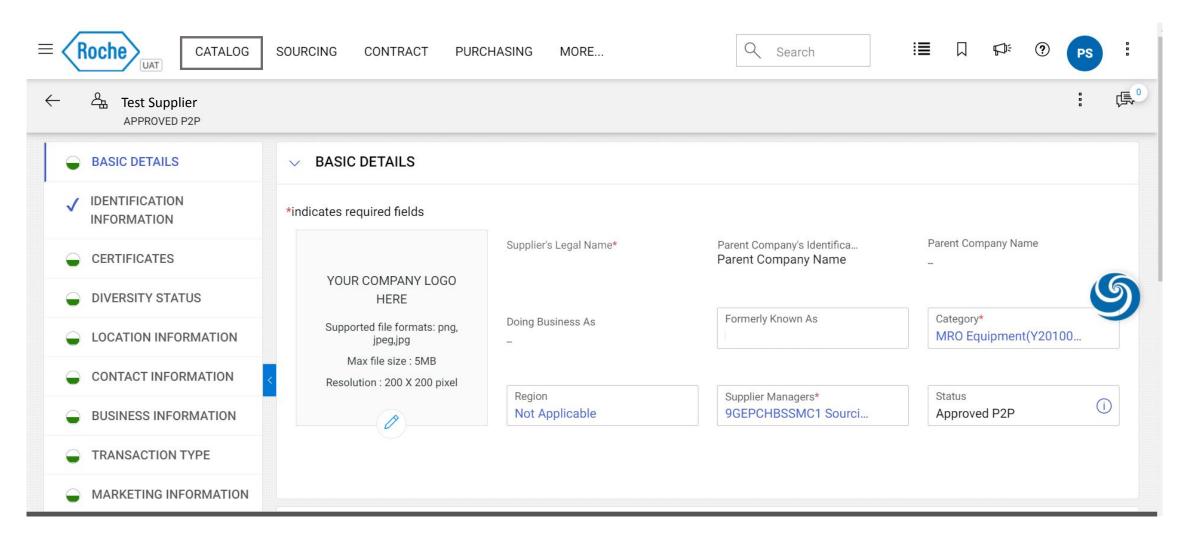








### Navigation to hosted catalog





### **Creating a change request**

Roche	UAT		ntract Purchasing	Invoice Supplie	r		0	Search		? <b>TS</b>
» <		<sup>逸</sup> CATALOG TRA	AINING DEMO - CAT	-2021-01988 (P	UBLISHED)				Change Request	
<u></u> ه ر	✓ BA	ASIC DETAILS							Version History	
+		log Name alog Training Demo	Catalog Number CAT-2021-01988		r Name Sodomka					
	Divis Roc		Supplier Name PALL SCHWEIZ AG		ract Number					
>		t Date 01/2021	End Date 12/31/2025							
	✓ LII	NE DETAILS								
	Line	(6)								
		Line Number	Division	Buyer Item Number	Supplier Item Number	Short Name				
		search	search	search	search	search	Is Active	Lead Time (in Days)	Price	UOM
	~	1			MTL2606-21	COMPACT DRILL M18	Yes	5	300.00	EA
	1	2			2605-22	HAMMER ROTARY M1	Yes	5	100.00	EA



# Download / Upload Lines



≻≡	∨ B/	ASIC DETAILS									
ASIC DETAILS		log Name alog Training Demo	Catalog N CAT-202		Buyer Name Jan Sodomka						
NE DETAILS											
	Divis Roc	sion he	Test PALL SC	Supplier HWEIZ AG	Contract Number						
		t Date 01/2021	End Date 12/31/2								
	~ LI.	NE DETAILS									
	< LII									R	Ī
	<									Upload Lines	ī 1
	<		Division	Buyer Item Number	Supplier Item Number	Short Name	In Antion	Land Time (in Dave)	Drine		Ē
	<	(6)	Division search	Buyer Item Number search	Supplier Item Number search	Short Name search	Is Active	Lead Time (in Days)	Price	Upload Lines	
	<	(6) Line Number					Is Active Yes	Lead Time (in Days)	Price 400.00	Upload Lines Extract Image URLs Download Lines	) ] ]
	Line	(6) Line Number search			search	search	Yes		-	Upload Lines Extract Image URLs Download Lines View Log	
	Line	(6) Line Number search 1			MTL2606-21	search   COMPACT DRILL M18   HAMMER ROTARY M1	Yes Yes	5	400.00	Upload Lines Extract Image URLs Download Lines View Log Upload Image	
	Line	(6) Line Number search 1 2			search       MTL2606-21       2605-22	search   COMPACT DRILL M18   HAMMER ROTARY M1   DEMOLITION HAMMER	Yes Yes	5	400.00	Upload Lines Extract Image URLs Download Lines View Log	
	Line	(6) Line Number search 1 2 3			search       MTL2606-21       2605-22       HM1317CB	search   COMPACT DRILL M18   HAMMER ROTARY M1   DEMOLITION HAMMER	Yes Yes Yes Yes	5 5 5 5	400.00 100.00 400.00	Upload Lines Extract Image URLs Download Lines View Log Upload Image	
	Line	(6) Line Number search 1 2 3 4			search       MTL2606-21       2605-22       HM1317CB       2702-22CT	search   COMPACT DRILL M18   HAMMER ROTARY M1   DEMOLITION HAMMER   DRILL HAMMER BRUS	Yes Yes Yes Yes Yes	5 5 5 5 5 5	400.00 100.00 400.00 400.00	Upload Lines Extract Image URLs Download Lines View Log Upload Image Upload Attachments	





# View log, Download error log, and Compare Functionalities

≥≡	V BAS	SIC DETAILS								
ASIC DETAILS		g Name og Training Den	Catalog Num CAT-2021-0		Buyer Name Jan Sodomka					
IE DETAILS										
	Division Roche		Supplier Nam Test Supp		Contract Number					
	Start D		End Date							
	01/01	/2021	12/31/2025	0						
		W LOG							Unload Lines	
	E VIE Status	Operation	User Name	Message		Date & Time	File Link		Upload Lines Extract Image URLs	
	Status	Operation		One or more	lines have errors. Review the	New York Construction Construction			Upload Lines Extract Image URLs Download Lines	
			User Name Supplier Enablement	One or more	lines have errors. Review the		File Link Download		Extract Image URLs	:
	Status	Operation		One or more error log.		New York Construction Construction			Extract Image URLs Download Lines	]
	Status Error	Operation Upload	Supplier Enablement	One or more error log.		03/17/2021 8:12:06 AM		Is Active	Extract Image URLs Download Lines View Log	] • • (in C
	Status Error Success	Operation Upload Upload	Supplier Enablement Supplier Enablement	One or more error log.		03/17/2021 8:12:06 AM 03/17/2021 7:36:47 AM	Download	Is Active	Extract Image URLs Download Lines View Log Upload Image	



# **Comparison report**



During catalog amendment both the buyer and supplier can create a comparison report. Comparison report will compare the changes between the submitted amendment and the last published version.

Buyer will see all submitted changes highlighted, that can help them with their commercial review or business decision.

In case the catalog is partially accepted and sent to supplier with comment, the supplier can create a comparison file to see the comments per each updated catalog line.

A	В	С	D	E	F	G	H	1	J	K	L	M	N	0	P Q	R	S	Т
-													1					_
		Value C	Change			Price D	ecrease			Price I	ncrease							
Action	Change Type	Accept/R	Comment	Line Num	Туре	Division*	* Buyer Ite	Supplier I	Short Na	Item Des	UNSPSC*	Category	Is Active*	Keyword: L	ead Tim Currenc	y Price*	Change I	r UOM*
Modified From				1	Material		the second second	JCK22606	KIT LENS	W60 Nexg	46181711	6350	Yes	Taper Pins 5	CAD	13.690000		EA
Modified To	Price', 'Change In Price(%)',			1	Material			JCK22606	KIT LENS	W60 Nexg	46181711	6350	Yes	Taper Pins 5	CAD	10.000000	-26.954	EA
Modified From				2	Material			DMN26063					Yes	Paint Mark 5	CAD	10.530000		EA
Modified To	Price', 'Change In Price(%)',			2	Material			DMN26063	MARKER	Marker, sta	44121708	2298	Yes	Paint Mark 5	CAD	12.000000	13.96011	EA
Modified From	dere and the second second			3	Material						27112703		Yes	Float Valve 5	CAD	136.74000	0	EA
Modified To	Price', 'Change In Price(%)',			3	Material			MTL2606-2	COMPACT	Bare Tool	27112703	2299	Yes	Float Valve 5	CAD	140.00000	2.384087	EA
Modified From				4	Material			MMM02606	SPONGE S	Surface co	31191504	2299	Yes	Sockets 5	CAD	4.650000		EA
Modified To	"Item Description', 'Price', 'Cha	inge In Price	e(%)',	4	Material			MMM02606					Yes	Sockets 5	CAD	5.000000	7.526882	EA
Modified From				5	Material			MTL2606-2	COMPACT	Battery Inc	27112703	2299	Yes	Food Store 5	CAD	308.67000	0	EA
Modified To	'Price', 'Change In Price(%)',			5	Material			MTL2606-2	COMPACT	Battery Inc	27112703	2299	Yes	Food Store 5	CAD	330.00000	6.910293	EA
Modified From				6	Material			OSB26061	BRUSH W	Rugged kn	27111907	2299	Yes	Pegboard ,5	CAD	74.440000		EA
Modified To	Lead Time (in Days)', 'Price', '	Change In F	Price(%)',	6	Material			OSB26061	BRUSH W	Rugged kn	27111907	2299	Yes	Pegboard , 1	0 CAD	70.000000	-5.96454	EA
Modified From	-			10	Material			DMN26064					Yes	Marker Ora	0 CAD	20.000000		MTR
Modified To	"Price', 'Change In Price(%)',			10	Material			DMN26064	MARKER	Marker, sta	44121708	2298	Yes	Marker Ore	0 CAD	22.000000	10	MTR



### Image upload

After resolving all technical errors, the last step is Image Upload.

#### 1) Image coming from a zip file (.jpg or .jpeg)

To be referenced in column: Image Name All images need to be zipped (can be all in one folder) Important: naming of the images, not the zip folder

#### 2) Image coming from URL

To be referenced in column: Image URL URL needs to be exactly to the image link See example below: url is ending with .jpg = direct link to the image.

AH				AI
ge Name	e Image U	IRL		
	https://ww	ww.acklandsgr	ainger.com/in	nages/items/11LN07_AS01.JPG
2606-20				
Ins	structions	Catalog Li	ines Item I	Images   Notes & Attachments   😛
A	В	С	D	E
peration L	ine Number*	Serial Number*	Image Name**	Image URL**
1		1		https://www.acklandsgrainger.com/images/items/11LN07_AS01.JPG
1		2	Drill 3	
1 3 1 4		3	Drill 4	
		4	Drill 5	
4		5	Drill 6	
	2606-20	A B	A B C A B C beration Line Number* Serial Number* 1 1 1 2 1 3 1 4	https://www.acklandsgrainger.com/ir   2606-20   Instructions Catalog Lines   A B C D   A B C D   Peration Line Number* Serial Number* Image Name**   1 1 2 Drill 3   1 3 Drill 4   1 4 Drill 5



In case of **incorrect reference** of the image/URL format, the system will generate error log.

If there are **missing images**, the best practice is to upload supplier logo instead.

### Primary Image (loaded via sheet "Catalog Lines" in hosted template)



Multiple Images (loaded via sheet "Item Images" in hosted template)





# **Support Resources**

Where to find help when you need it



### **GEP Support Resources**

GEP Customer Support is available 24x5

Email: <a href="mailto:support@gep.com">support@gep.com</a>

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







# Doing now what patients need next

