Hosted Catalogs Starter Guide

myBuy GEP SMART

Roche's Procure to Pay Platform

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Introduction

Overview

myBuy

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

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

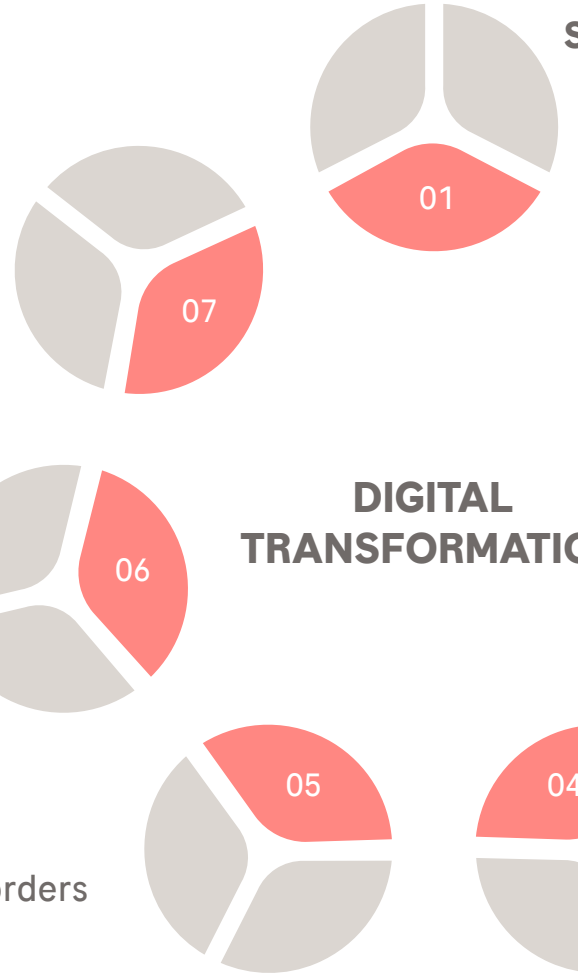
One single global platform for employees, partners & suppliers

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

Possible Supplier Collaboration via myBuy GEP SMART (myBuy)



Sourcing: Quoting - RFx

Supplier Profile Management: Master data self service

Contract Management: Interactive contract authoring

eCatalog: Catalog content management

Procurement: View purchase orders

Invoicing & Payment: Create and send invoices, credit memo

Transaction History: View historical transaction data in one place

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Hosted Catalogs

Overview

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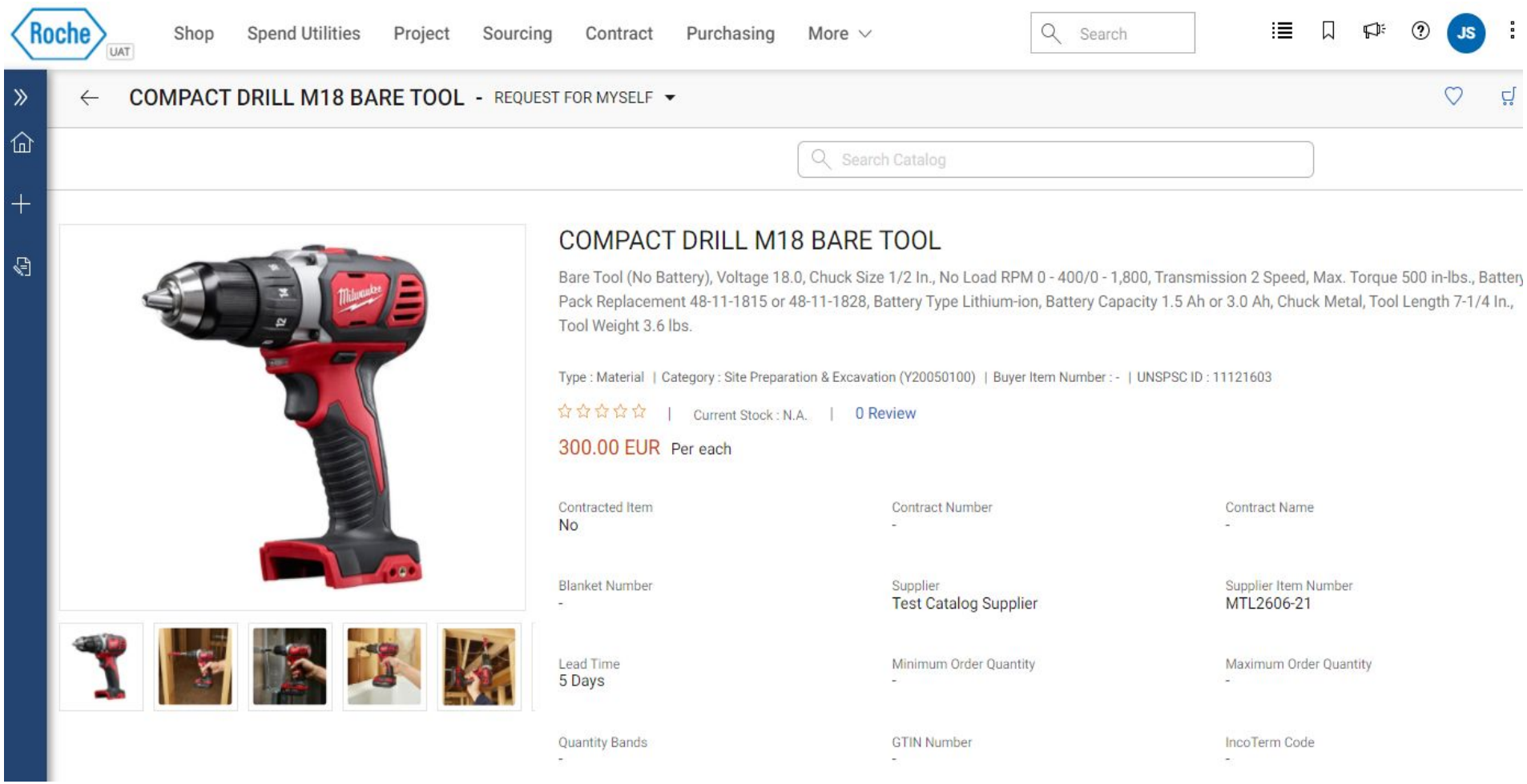
Hosted Catalog Overview - Output in myBuy



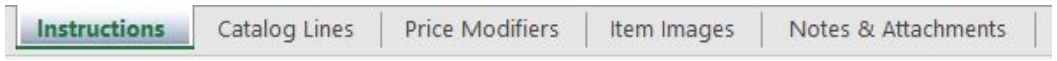
Catalog Upload Template

What is a hosted catalog in myBuy?

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

	A	B	C	D	E	F
1	Operation	Line Number*	Type	Buyer Item Number	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.



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

Operation	
Line Number*	31865
Type	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, Handle 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.
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	MILWAUKEE ELECTRIC TOOL
Manufacturer Part Number	2606-20
Manufacturer Model Number	
Minimum Order Quantity	
Maximum Order Quantity	
Banding	
Is Tax Exempt	
Contract Number	
Contract Line Number	
Start Date*	01/01/2021
End Date*	11/30/2025
GTIN	
Image Name	Drill1
Image URL	

MANDATORY (marked with *)

OPTIONAL

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.

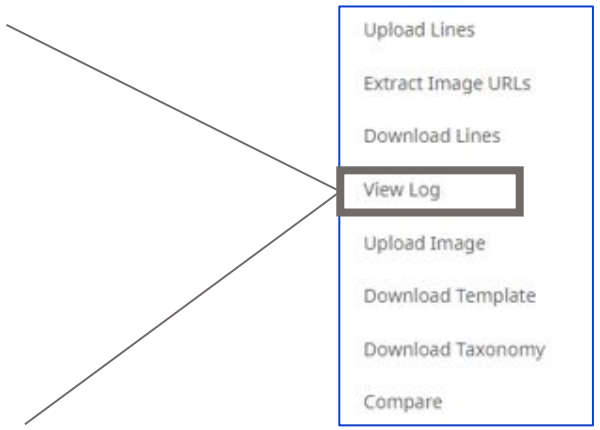
Successful Upload

Status	Operation	User Name	Message	Date & Time	File Link
Success	Upload	Jan Sodomka	Lines are uploaded.	07/05/2018 8:07:01 AM	

Error Log

VIEW LOG

Status	Operation	User Name	Message	Date & Time	File Link
Error	Upload	Jan Sodomka	One or more lines have errors. Review the error log.	07/04/2018 3:23:03 PM	Download



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:

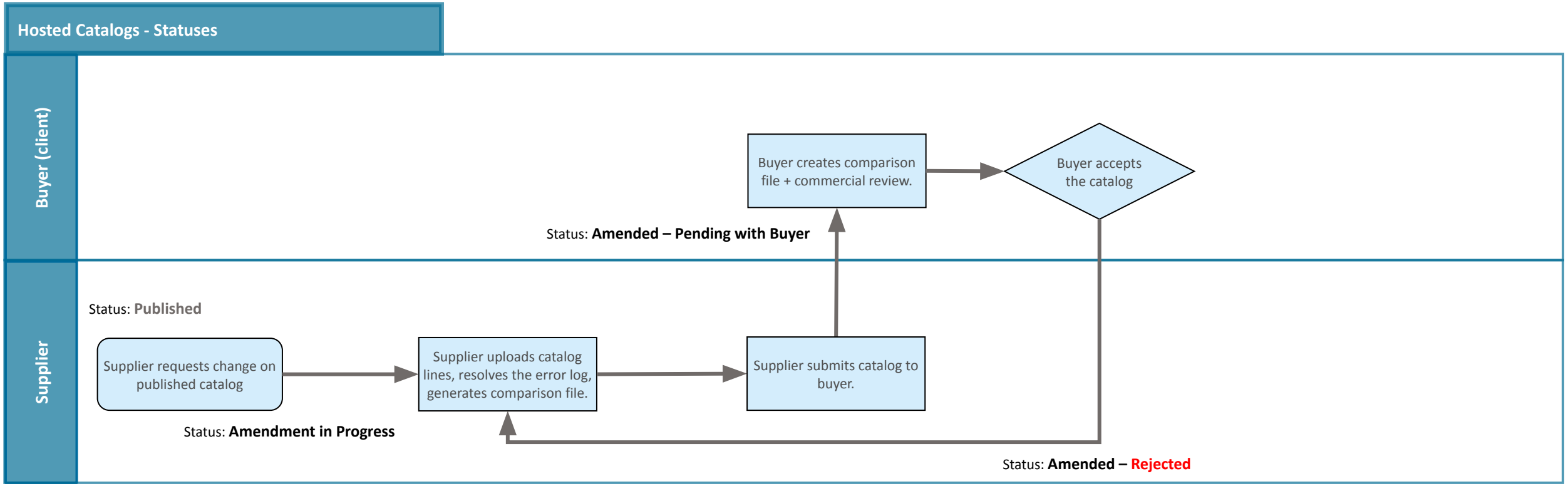
Error Description
Short Name : The value provided is either invalid or outside the allowed range.

Exceeded character limit (100) for the Short Name.

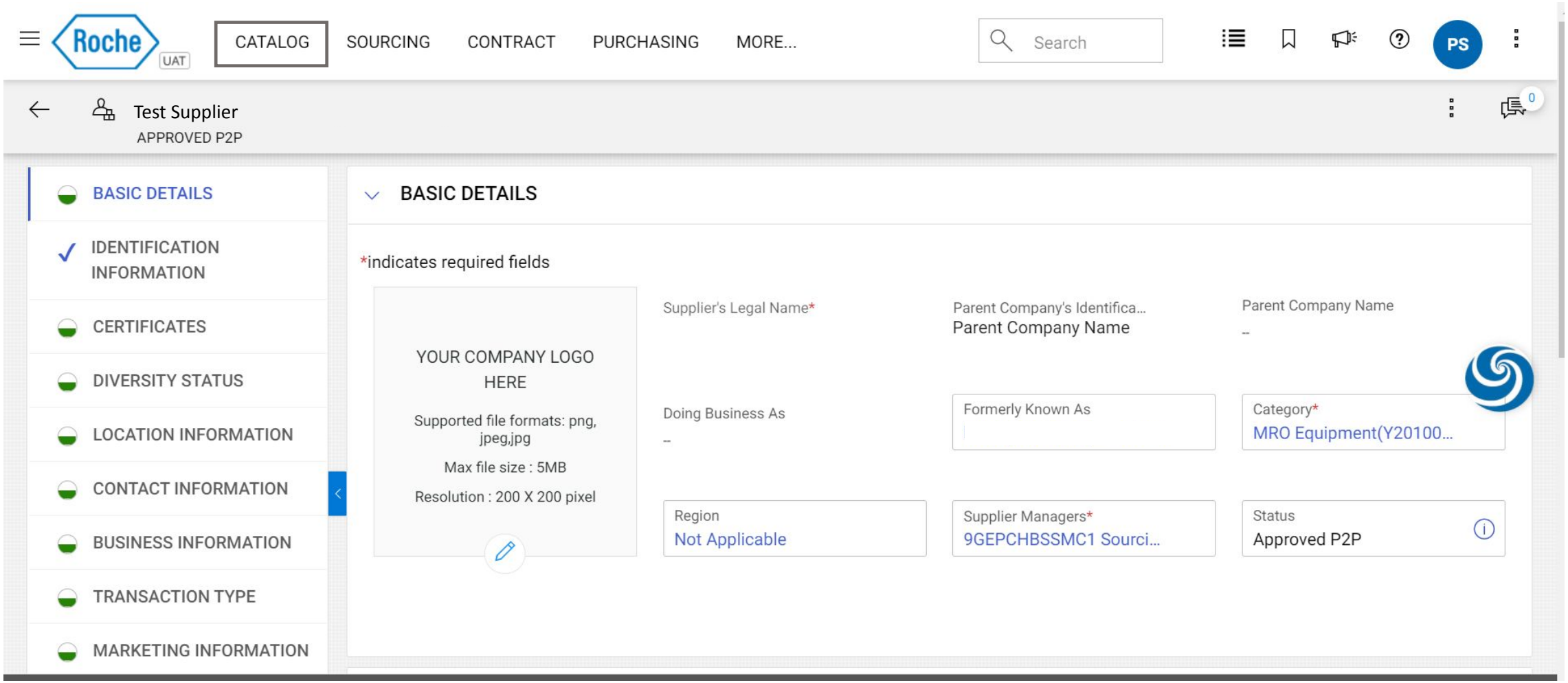
Error Description
Short Name : The value provided is either invalid or outside the allowed range. | Item Description : The value provided is either invalid or outside the allowed range.

Exceeded character limit for the Short Name and Item Description.

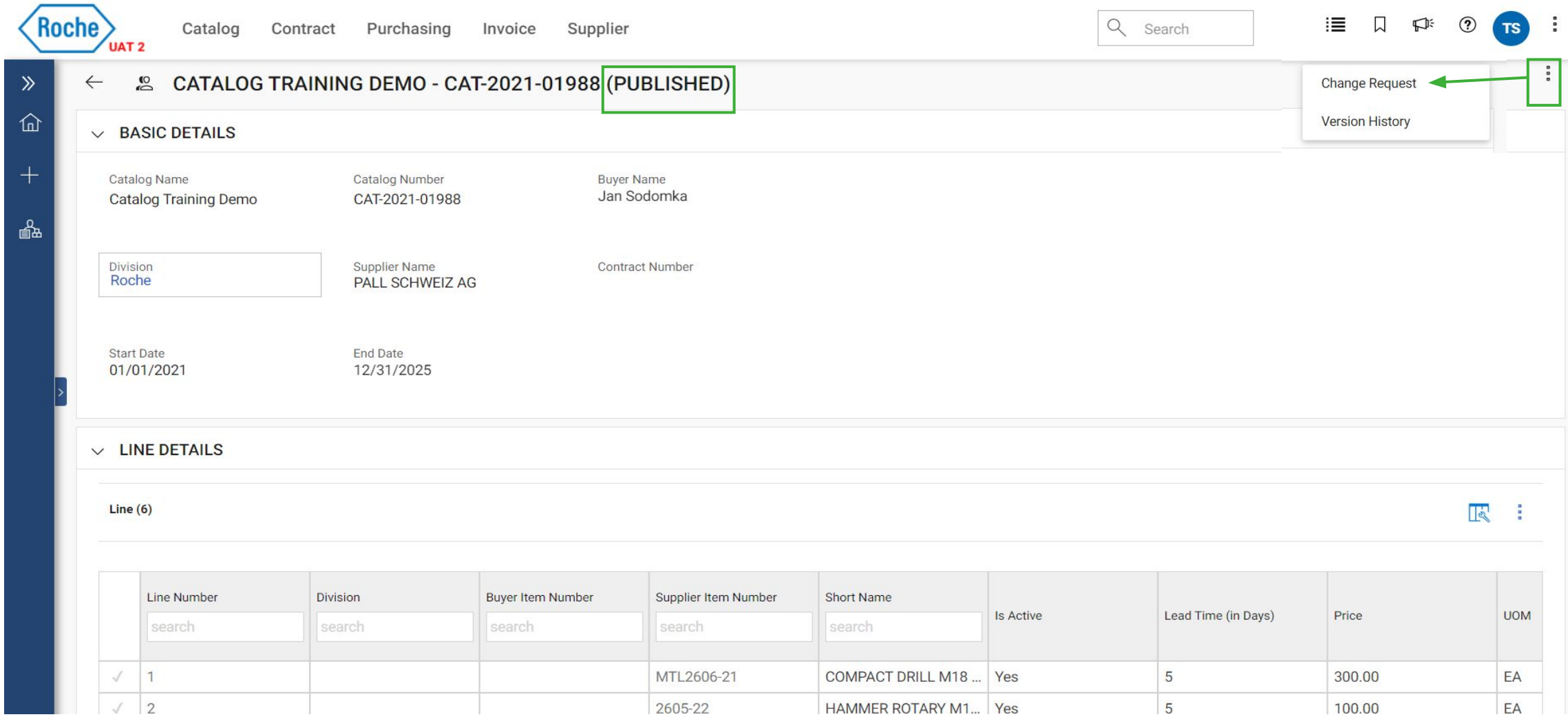
Catalog Maintenance - Self Service



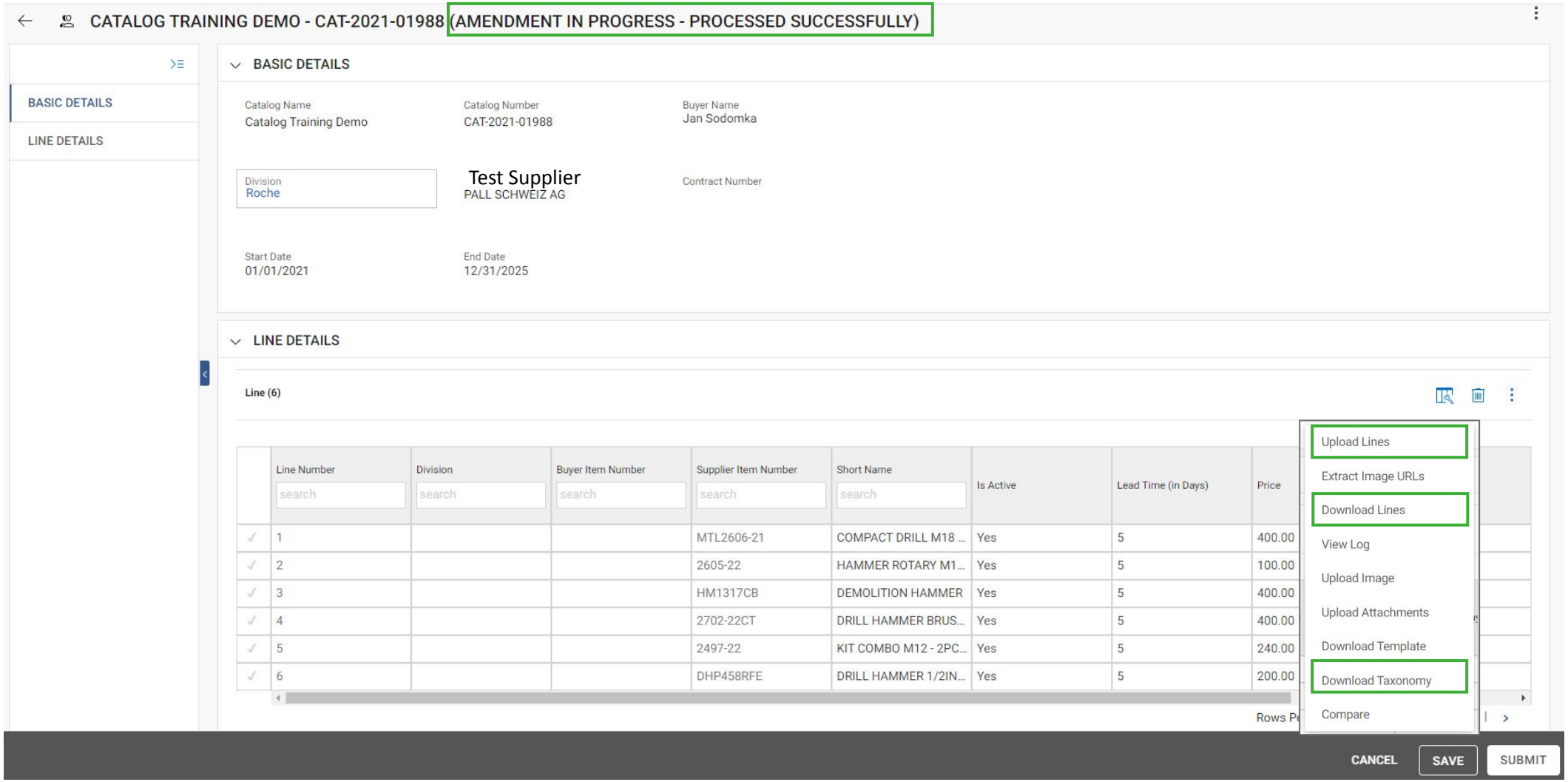
Navigation to hosted catalog



Creating a change request

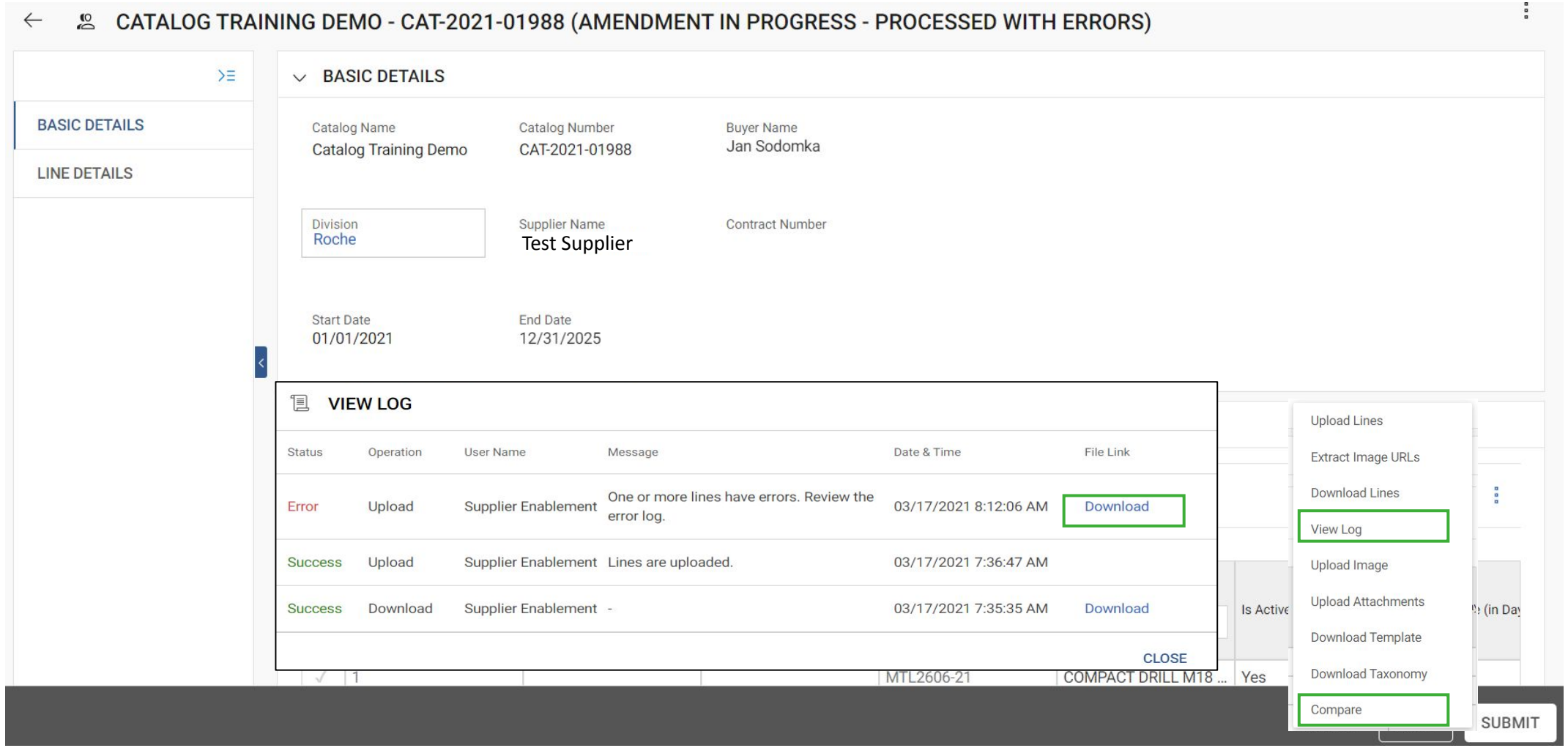


Download / Upload Lines



Line Number	Division	Buyer Item Number	Supplier Item Number	Short Name	Is Active	Lead Time (in Days)	Price
1			MTL2606-21	COMPACT DRILL M18 ...	Yes	5	400.00
2			2605-22	HAMMER ROTARY M1...	Yes	5	100.00
3			HM1317CB	DEMOLITION HAMMER	Yes	5	400.00
4			2702-22CT	DRILL HAMMER BRUS...	Yes	5	400.00
5			2497-22	KIT COMBO M12 - 2PC...	Yes	5	240.00
6			DHP458RFE	DRILL HAMMER 1/2IN...	Yes	5	200.00

View log, Download error log, and Compare Functionalities



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	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																				
2																				
3			Value Change				Price Decrease				Price Increase									
4																				
5																				
6	Action	Change Type	Accept/R	Comment	Line Num	Type	Division*	Buyer Ite	Supplier I	Short Nar	Item Des	UNSPSC*	Category	Is Active*	Keywords	Lead Tim	Currency	Price*	Change Ir	UOM*
7	Modified From				1	Material			JCK22606	KIT LENS	W60 Nexg	46181711	6350	Yes	Taper Pins	5	CAD	13.690000		EA
8	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
9	Modified From				2	Material			DMN2606	MARKER I	Marker, ste	44121708	2298	Yes	Paint Mark	5	CAD	10.530000		EA
10	Modified To	'Price', 'Change In Price(%)',			2	Material			DMN2606	MARKER I	Marker, ste	44121708	2298	Yes	Paint Mark	5	CAD	12.000000	13.96011	EA
11	Modified From				3	Material			MTL2606-2	COMPACT	Bare Tool (	27112703	2299	Yes	Float Valve	5	CAD	136.740000		EA
12	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
13	Modified From				4	Material			MMM0260	SPONGE S	Surface co	31191504	2299	Yes	Sockets	5	CAD	4.650000		EA
14	Modified To	'Item Description', 'Price', 'Change In Price(%)',			4	Material			MMM0260	SPONGE S	Surface co	31191504	2299	Yes	Sockets	5	CAD	5.000000	7.526882	EA
15	Modified From				5	Material			MTL2606-2	COMPACT	Battery Inc	27112703	2299	Yes	Food Store	5	CAD	308.670000		EA
16	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
17	Modified From				6	Material			OSB26061	BRUSH W	Rugged kn	27111907	2299	Yes	Pegboard	5	CAD	74.440000		EA
18	Modified To	'Lead Time (in Days)', 'Price', 'Change In Price(%)',			6	Material			OSB26061	BRUSH W	Rugged kn	27111907	2299	Yes	Pegboard	10	CAD	70.000000	-5.96454	EA
19	Modified From				10	Material			DMN2606	MARKER I	Marker, ste	44121708	2298	Yes	Marker Ore	90	CAD	20.000000		MTR
20	Modified To	'Price', 'Change In Price(%)',			10	Material			DMN2606	MARKER I	Marker, ste	44121708	2298	Yes	Marker Ore	90	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

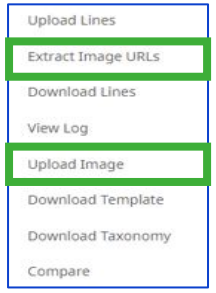
2) Image coming from URL
To be referenced in column: Image URL
URL needs to be exactly to the image link
See example below: url is ending with .jpg = direct link to the image.

AH	AI
Image Name	**Image URL**
	https://www.acklandsgrainger.com/images/items/11LN07_AS01.JPG
MTL2606-20	

Instructions | Catalog Lines | Item Images | Notes & Attachments

	A	B	C	D	E
1	**Operation**	**Line Number***	**Serial Number***	**Image Name****	**Image URL****
2		1	1		https://www.acklandsgrainger.com/images/items/11LN07_AS01.JPG
3		1	2	Drill 3	
4		1	3	Drill 4	
5		1	4	Drill 5	
6		1	5	Drill 6	

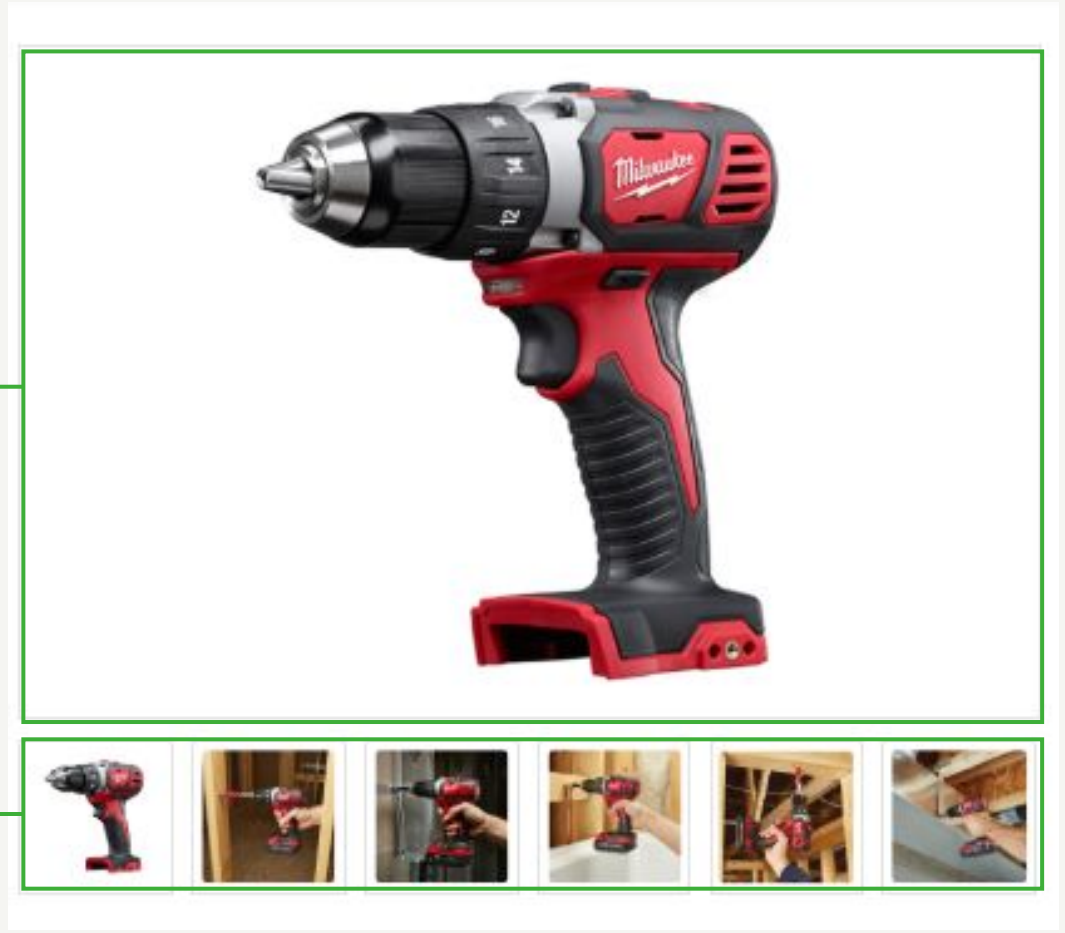
Instructions | Catalog Lines | Item Images | Notes & Attachments



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)

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Support Resources

Where to find help when you need it

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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