# Supplier Portal User Guide

## myBuy GEP SMART

## Roche's Procure to Pay Platform

Updated April 2024

# Registration, Access and Profile Management

Use the links to navigate to each section

# Using myBuy GEP SMART

Use the links to navigate to each section

Roche

# 01 Why myBuy GEP SMART?

# Introducing
# myBuy GEP SMART

- Roche/Genentech is introducing myBuy GEP SMART, a procurement and supplier engagement platform that will replace other legacy systems

- myBuy GEP SMART allows Roche to deliver higher quality service and greater value to the suppliers and partners who work with the company

- myBuy GEP SMART will be fully implemented by Roche in **2024**

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# Benefits of using myBuy GEP SMART

**Easier to do business across Roche**

- Supplier information management
- View/acknowledge purchase orders and participate in requests for quotation (if applicable)
- Create and send documents online

**Digital transformation**

- Invoice status monitoring
- Improved accuracy of orders
- Historical view of transactions with Roche/Genentech

**No additional fees**

- No transactional/setup/license fees

# Possible Supplier Collaboration via myBuy GEP SMART

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**DIGITAL TRANSFORMATION**

01 **Sourcing:** RFx (RFQ, RFI, RFP)

02 **Supplier Profile Management:** Master data self service

03 **Contract Management:** Interactive contract authoring

04 **eCatalog:** Catalog content management

05 **Procurement:** View purchase orders

06 **Invoicing & Payment:** Create and send invoices, credit invoice

07 **Transaction History:** View historical transaction data in one place

# Process Flow

## Introduction to Submission of First Invoice

1. Roche sends purchase order to supplier
2. Supplier views orders sent by Roche
   - Supplier can create change request, if needed, prior to acknowledging
3. Supplier acknowledges order, changing status to supplier acknowledged
   - Supplier can create Advanced Shipping Notice (ASN)
4. Supplier creates invoices for goods and services provided
   - Supplier can create credit invoice if needed
5. Supplier can check invoice remittance details in Portal

# Registration

## Registration Process - New to Portal Suppliers

Supplier receives email from Roche announcing transformation

Supplier receives email to register on GEP BUSINESS NETWORK

Supplier completes GEP BUSINESS NETWORK registration

Supplier accesses GEP BUSINESS NETWORK and completes profile set up

Supplier can then access myBuy GEP SMART

# 02 Business Network & myBuy GEP SMART Registration:

## New Suppliers

# 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.

## GEP Business Network

Supplier single access gateway for any GEP Software portal, overview and access to all actions/documents in a single User Interface

**GEP SMART (myBuy)**

Portal for **indirect suppliers** for transacting with Roche. All supplier documents will be handled through this portal

**GEP Nexxe (iCollab)**

Portal for **direct suppliers** for transacting with Roche. All supplier documents will be handled through this portal

# How to Register

Before you can access and begin using the system as a new supplier, you will need to complete a one time, 2 step registration process - registration for GEP Business Network (BN) and registration for myBuy GEP SMART.

The process starts with an invitation email from Roche/Genentech. Once you receive this email with a unique registration link, complete these steps:

1. Complete the BN registration form
2. Activate your BN account
3. Log into BN to finish the registration process by completing the primary registration form for myBuy GEP SMART

# 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 [illegible]al 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

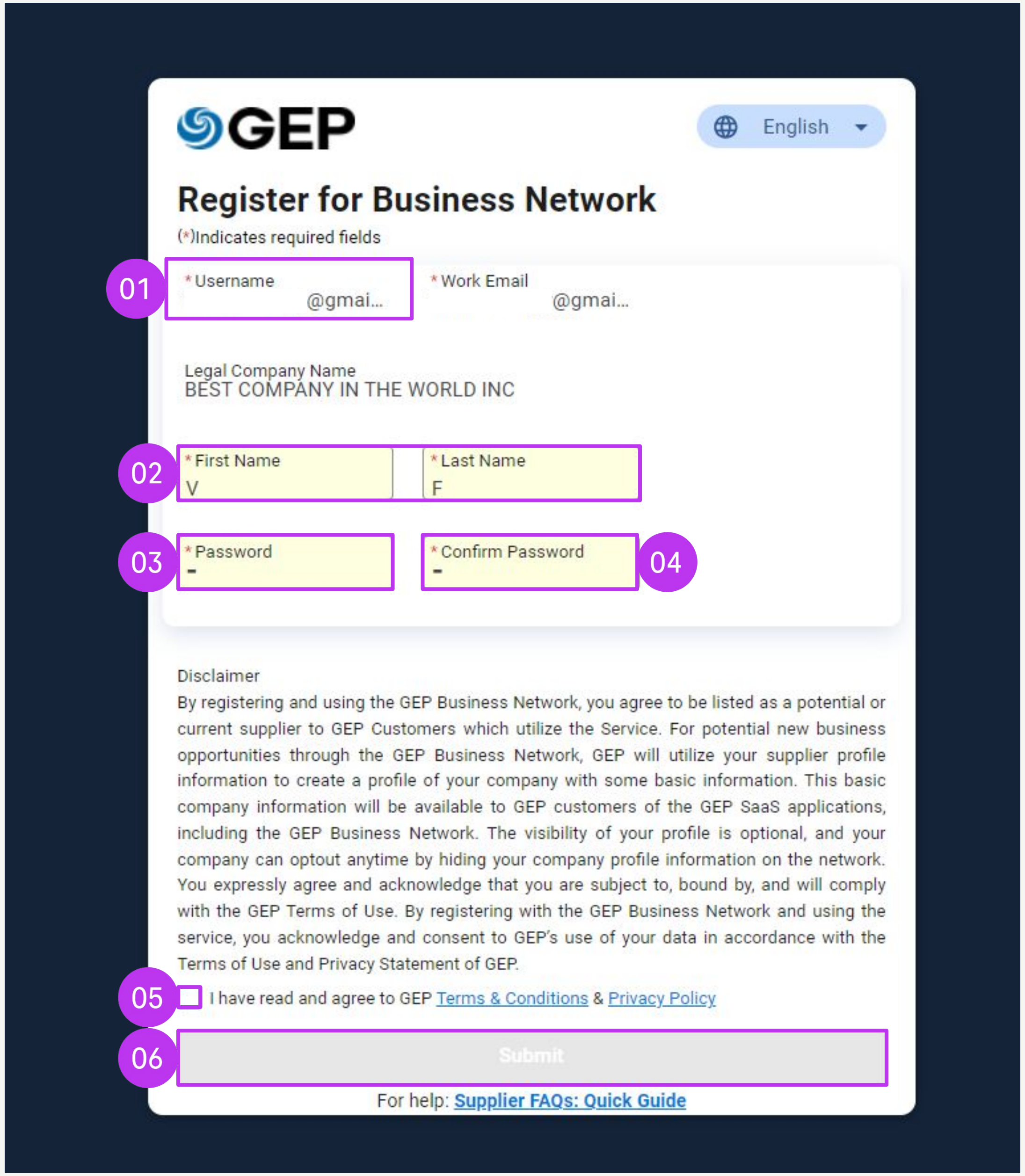
Sincerely,

myBuy

# Complete Business Network Registration Form

All required fields are marked with an *

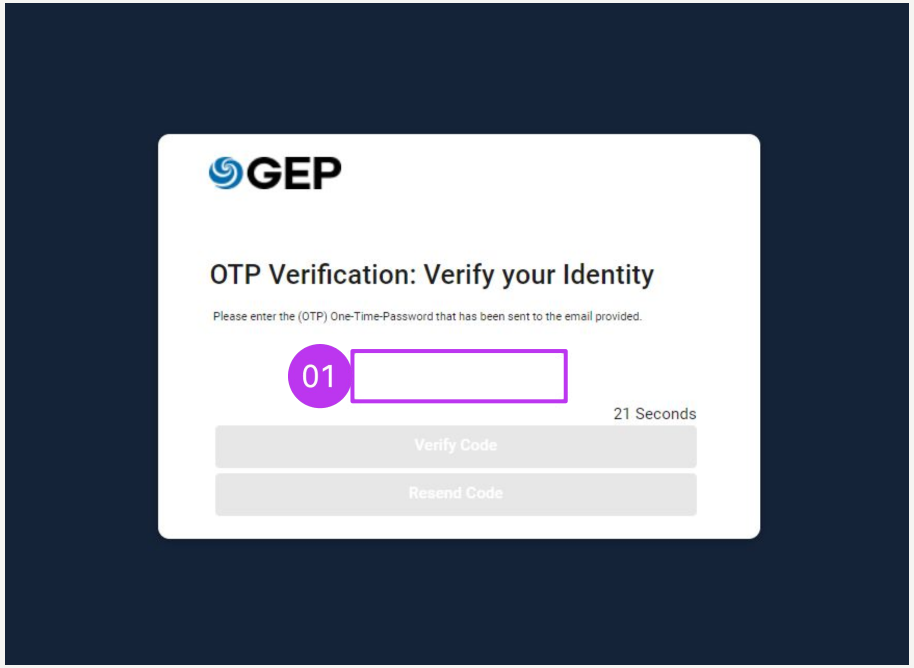
1. **Username** is prefilled (same email ID where you received the invitation email to register)
2. Enter your **First** and **Last Name**
3. Create **Password** (passwords must be reset every 90 days)
4. Confirm **Password**
5. Check the **I have read and agree to GEP Terms of Use & Privacy Policy** box
6. Click **Submit**

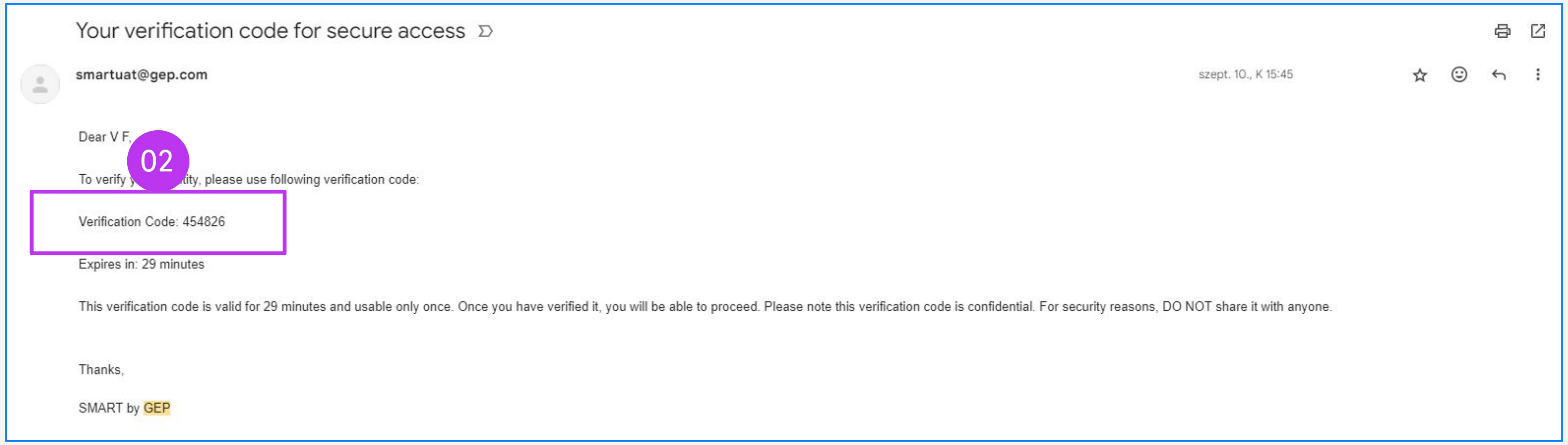


# Complete Business Network Registration Form Cont'd

1. To verify your identity, you need to enter an **OTP (One Time Password)** to complete the registration and log into the BN for the first time

2. The **Verification Code** will be sent via email

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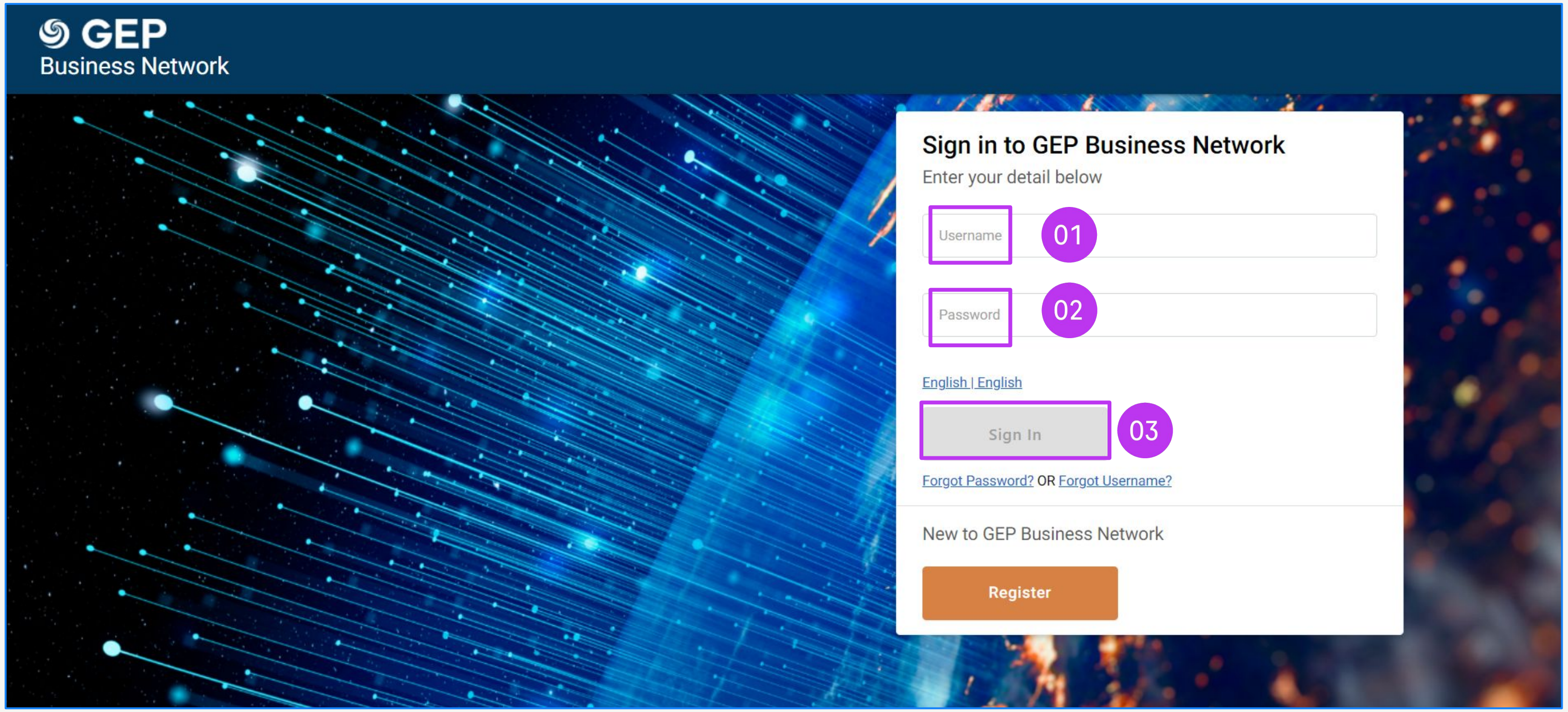
# Log In to Business Network

To sign in from the login page:

https://businessnetwork-idp.gep.com/

1. Enter **Username**
2. Enter **Password**
3. Click **Sign In** button



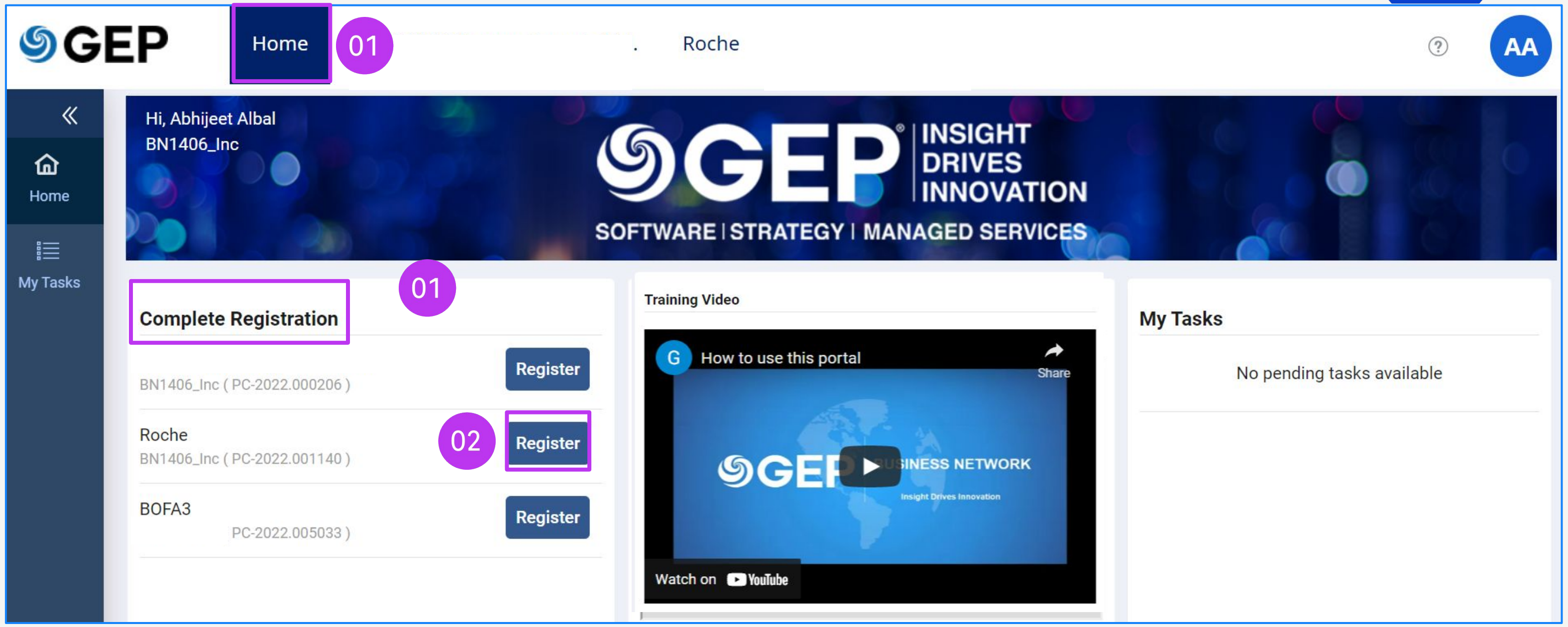
# Complete Primary Registration Form (one time process)

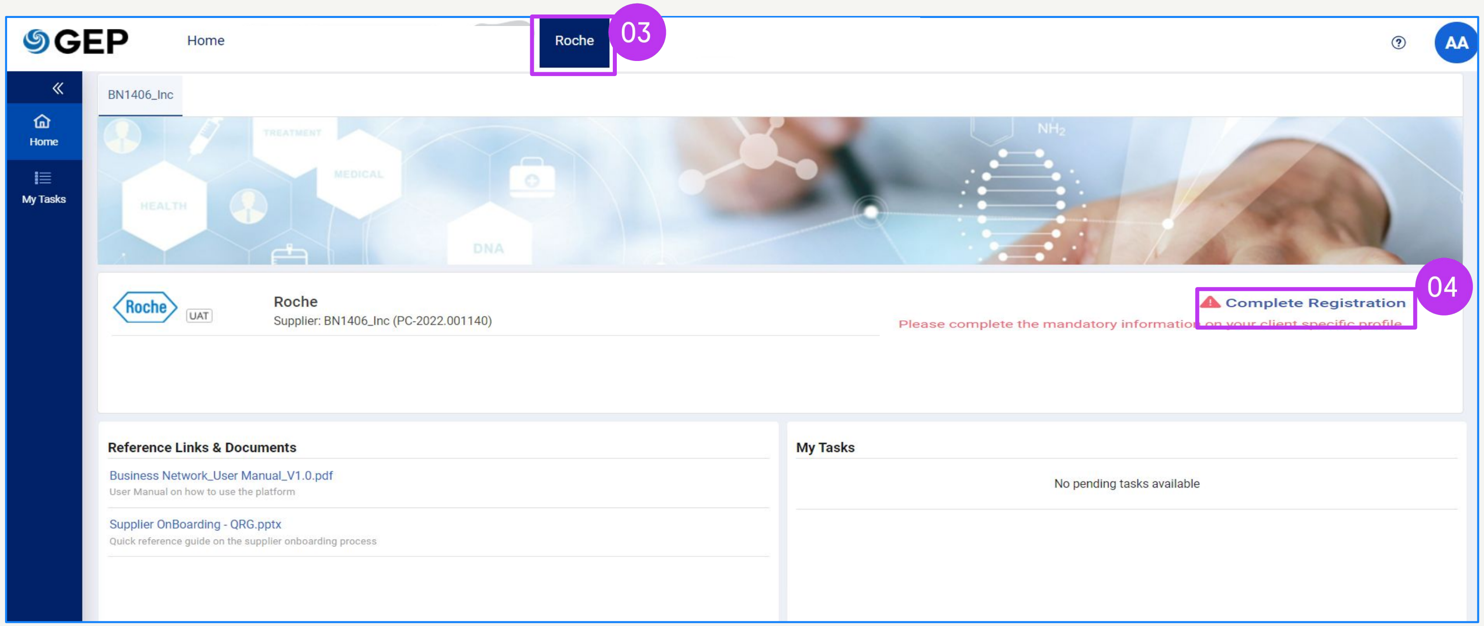
When the primary contact first accesses GEP Business Network, they will be required to complete their company information. After you log in, you will see the home page.

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

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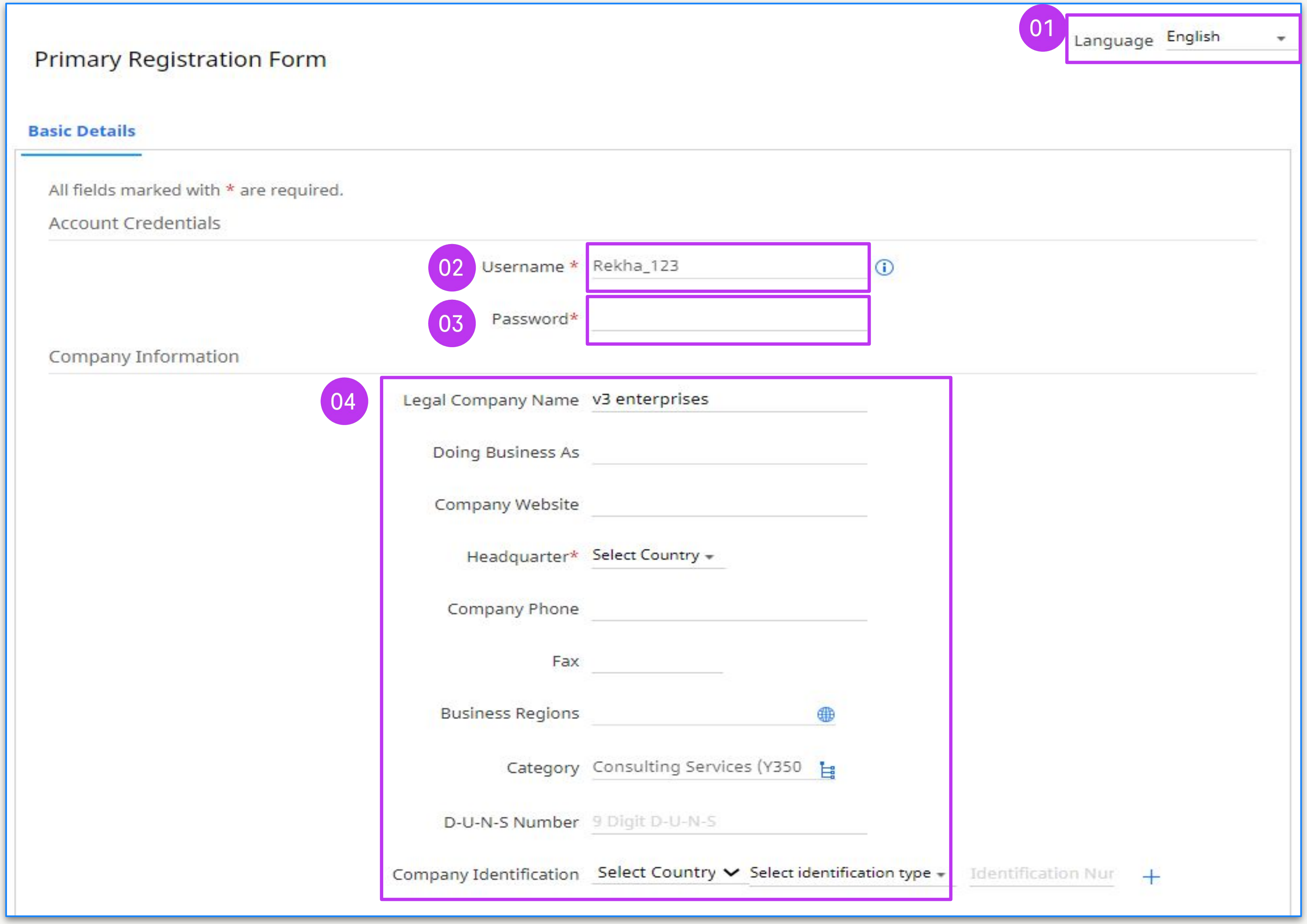
# Complete Primary Registration Form (one time process)

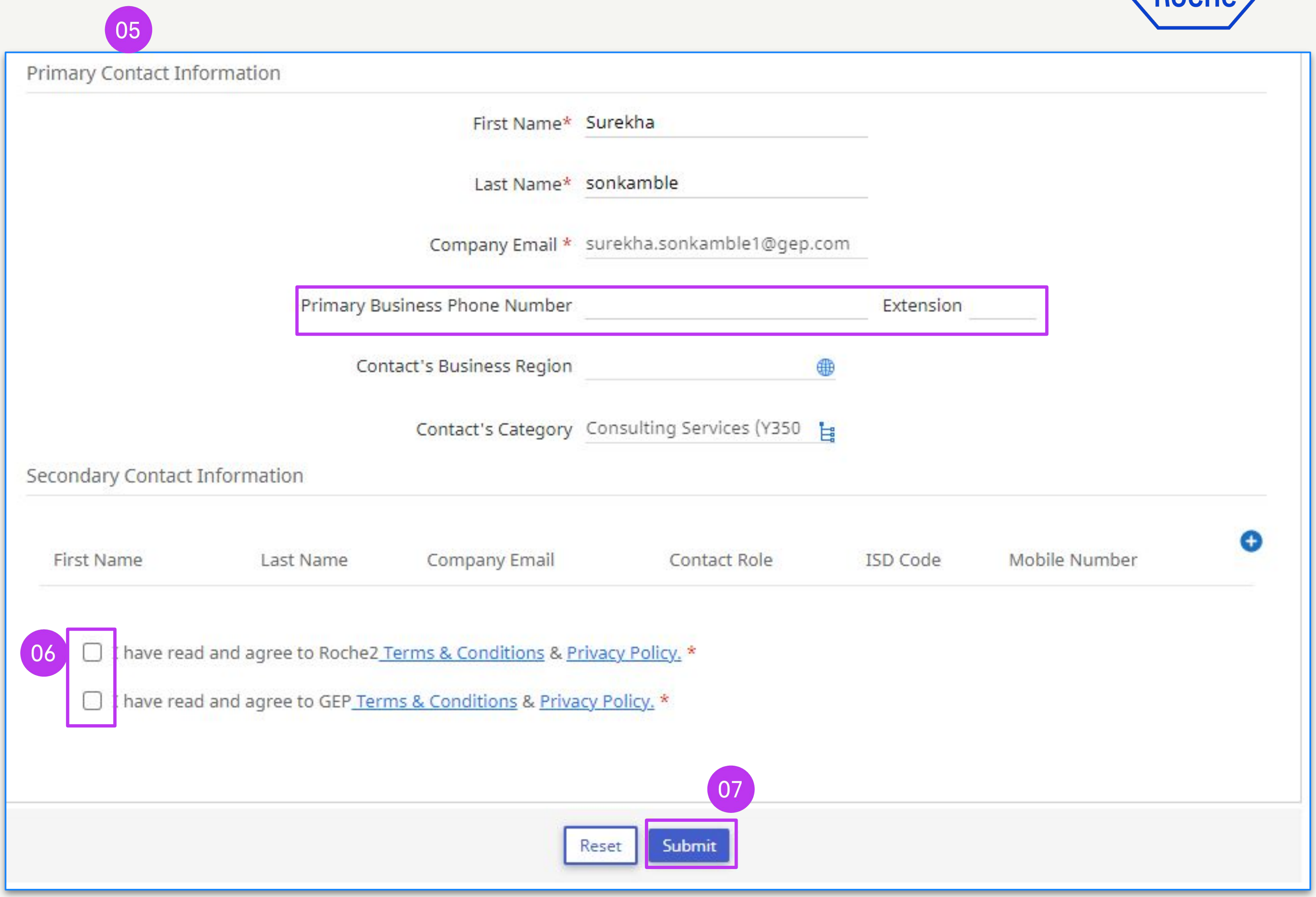
All required fields are marked with an *.

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



# Complete Primary Registration Form (one time process)

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



# 03 Business Network Registration: Existing GEP SMART users

# Log in to Business Network

Existing GEP SMART users can access Business Network with the same login credentials established for myBuy GEP SMART – no need to re-register.

Go to:
https://businessnetwork-idp.gep.com

Bookmark the link for easy future access.

1. Enter **Username** you use for myBuy GEP SMART
2. Enter **Password** you use for myBuy GEP SMART
3. Change your **preferred language** (if applicable)

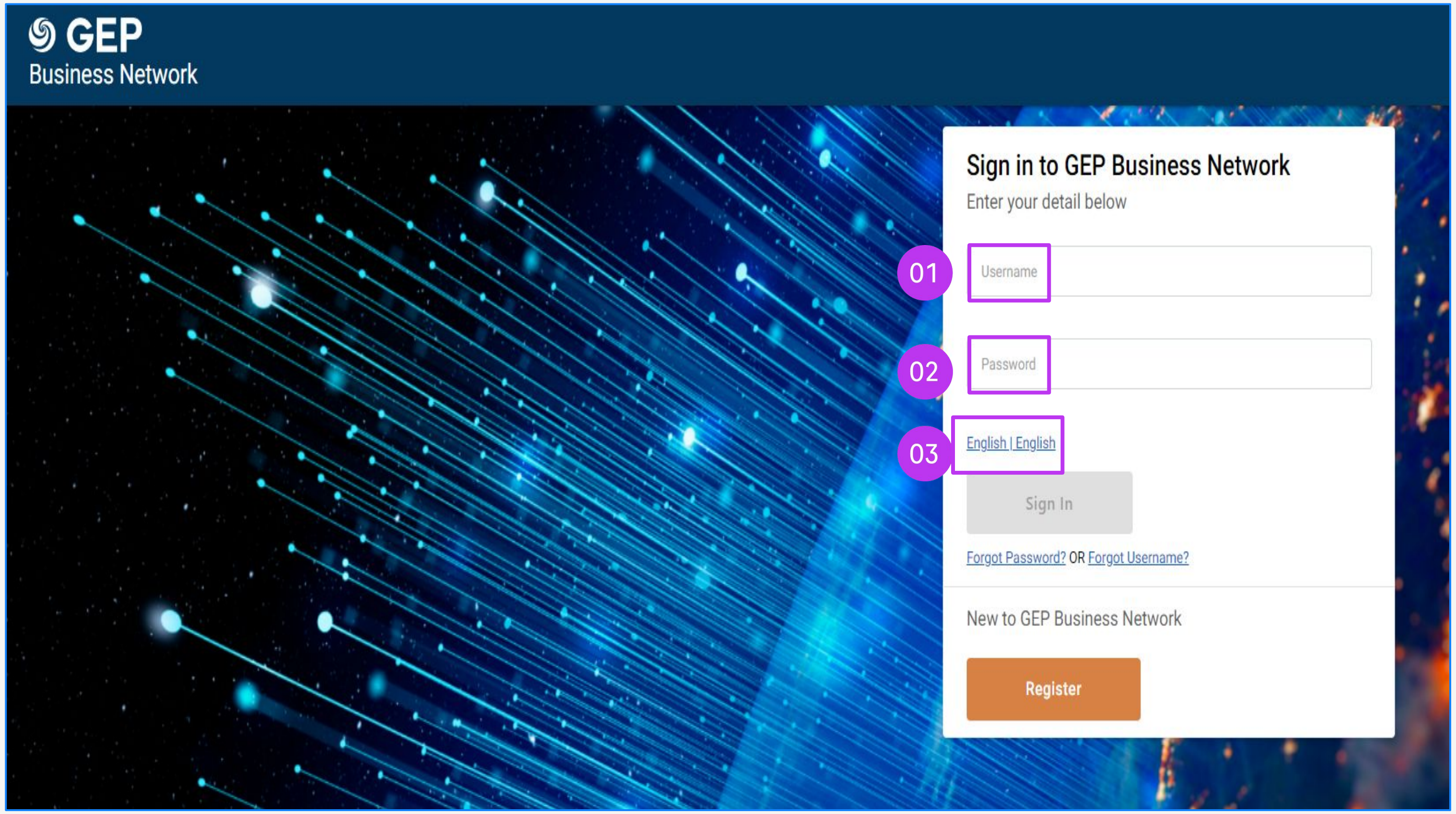
# 04 Accessing myBuy GEP SMART via GEP Business Network

# Log in to Business Network

https://businessnetwork-idp.gep.com

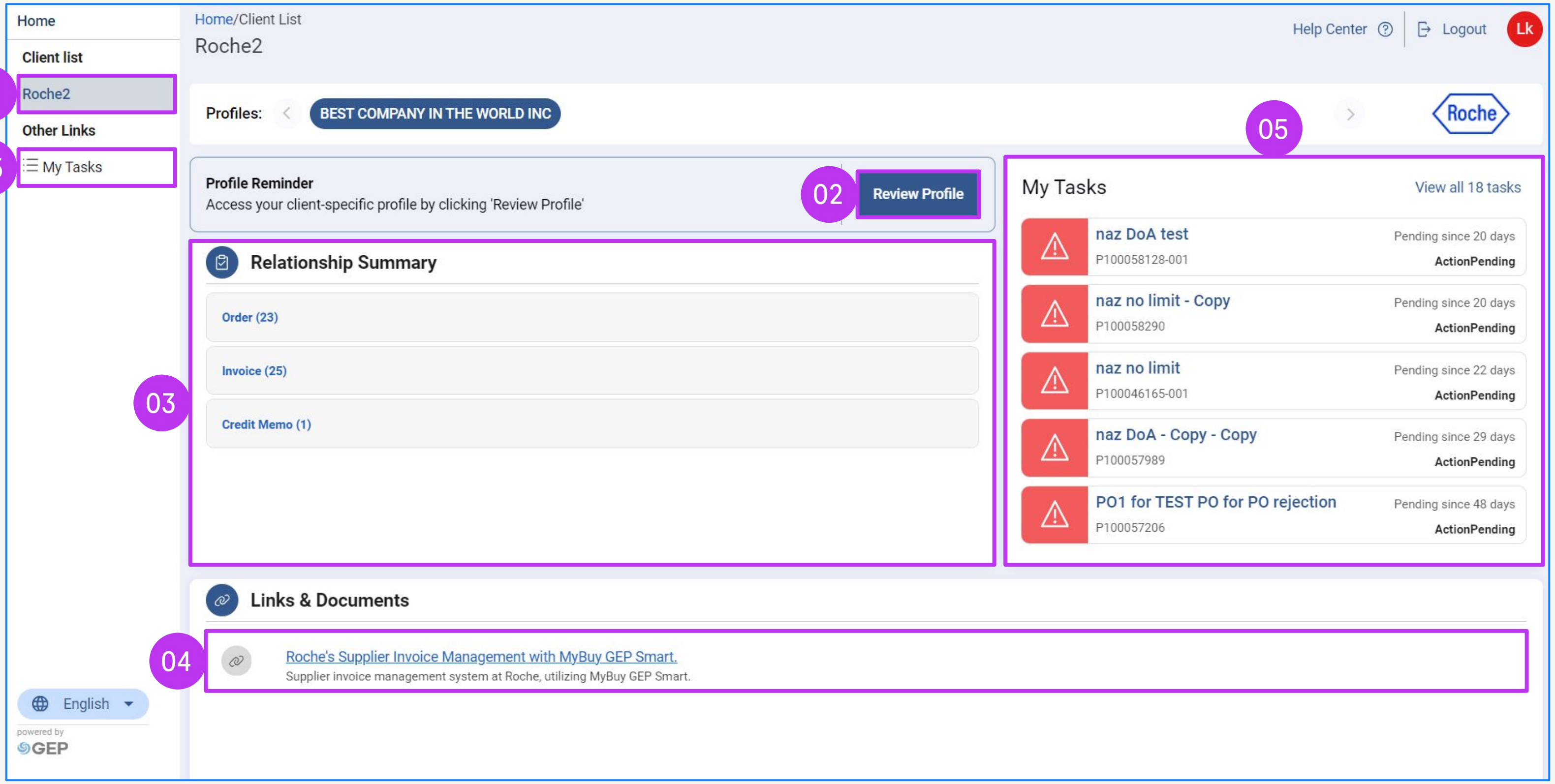
Bookmark the link for easy future access

1. Enter **Username**
2. Enter **Password**
3. Change your **preferred language** (if applicable)



# Choose Client

1. Find the **Roche client** to access myBuy GEP SMART for Roche/Genentech (if you don't see the Roche client, contact the Supplier Enablement Team* for your region)
2. Review/manage your **Roche supplier profile**
3. Access your **procurement documents** by clicking the correct tab (eg Order, Invoice etc.)
4. **Links & Documents**
5. Under **My Tasks** you will see all the documents which requires your action




*Supplier Enablement Team contacts by region:

- americas.supplier_enablement@roche.com
- apac.supplier_enablement@roche.com
- emea.supplier_enablement@roche.com

Genentech Supplier Enablement Team:

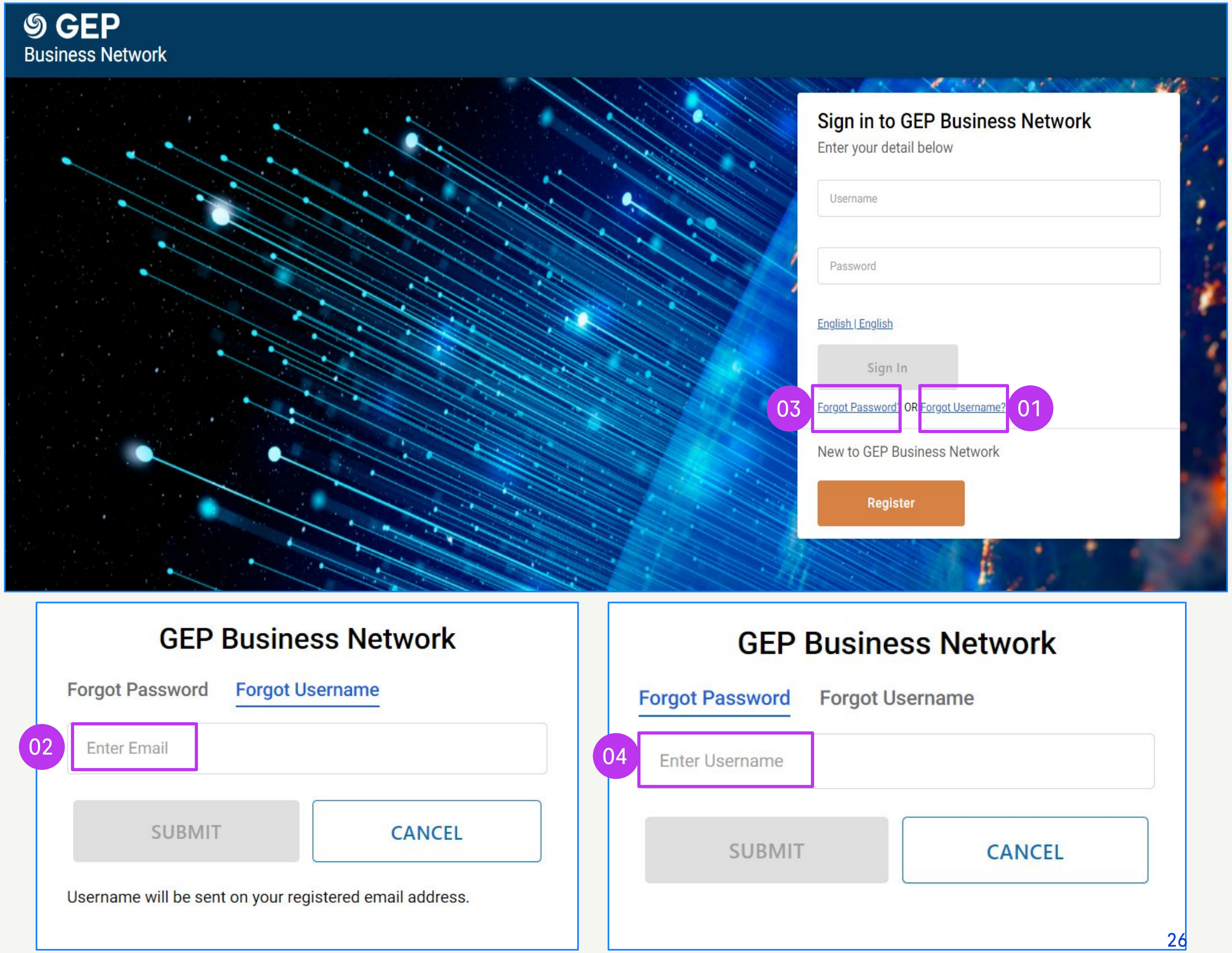
- myBuy-enablement@gene.com

# 05 Retrieving Username or Password

# Retrieve Username & Password

To retrieve your Business Network Username:

1. Click **Forgot Username**
2. Enter **Registered Email Address**; all usernames associated with your email address will be sent to you via email
3. To retrieve your Business Network Password:
3. Click **Forgot Password**
4. Enter your **Username**; an email will be sent to your registered email address with a verification code and additional instructions for the password reset. (If you don't receive the email, check your spam folder; you can also send an email to support@gep.com).

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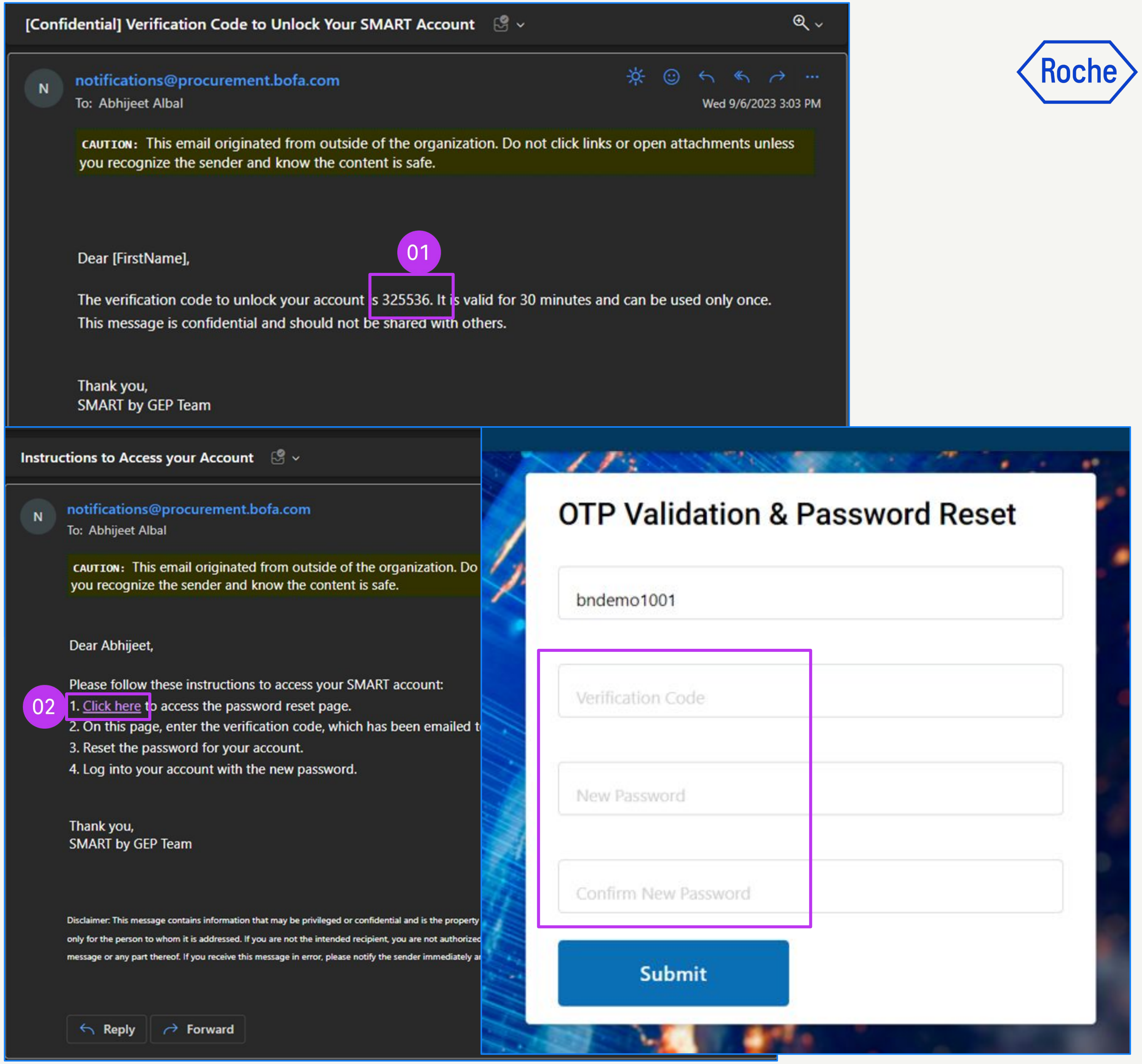
# Retrieve Password

1. If an account is found to be linked to that Email, the system will send:

- An email with a Verification Code
- A separate email with a Link to Reset Password.

2. When you click on the link, you will be directed to the **OTP Validation & Password Reset** page

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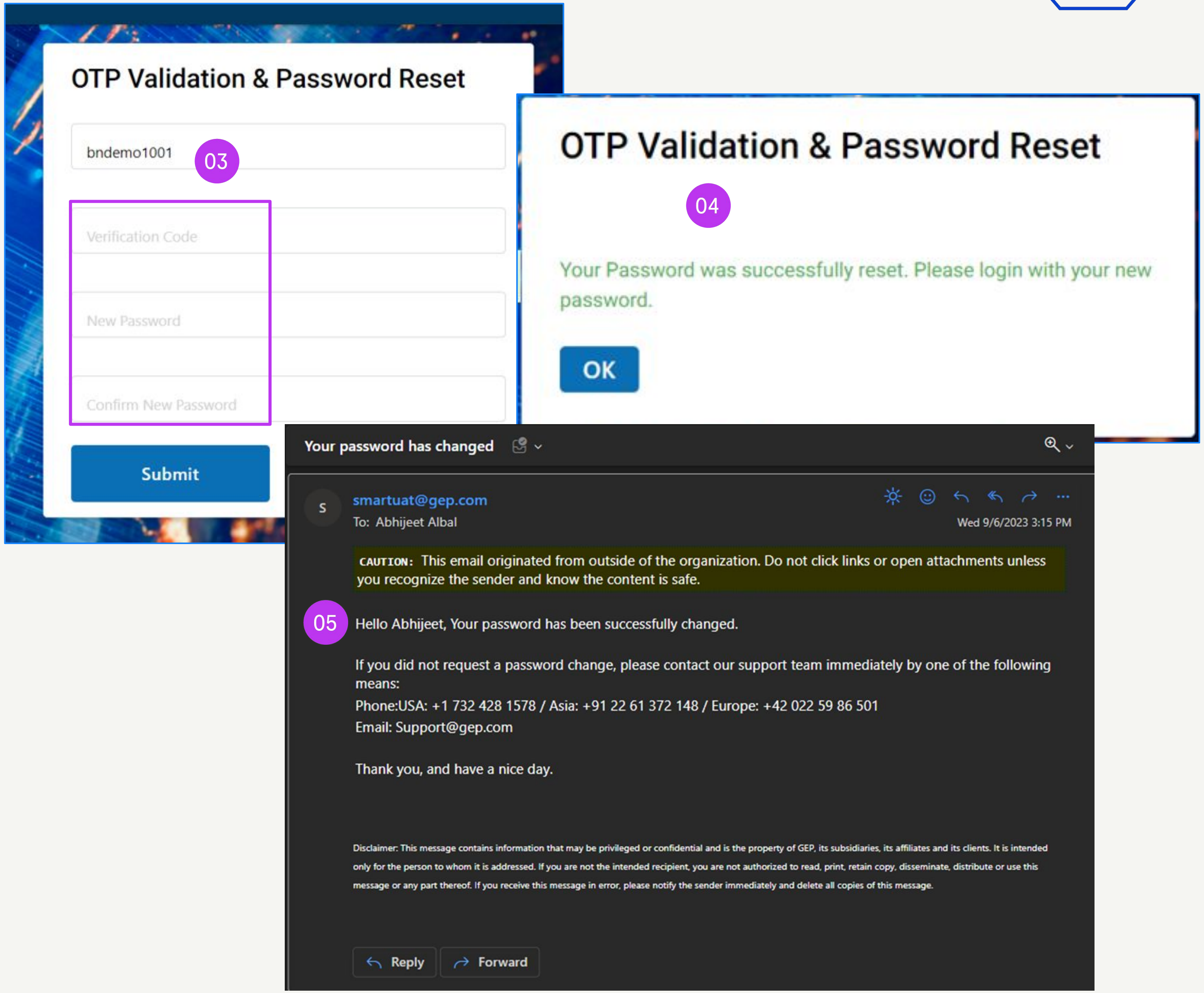
# Retrieve Password continued

3. You will be prompted to enter the Verification Code and your New Password and then click **Submit**. (Username is prefilled based on the unique Password Reset URL generated for that account).
4. Once done, you will receive the success message
5. You will then receive an email confirming your password change

If the verification code is expired, the password update will fail and you will have to restart the process.

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# 06

# Manage GEP Business Network Profile

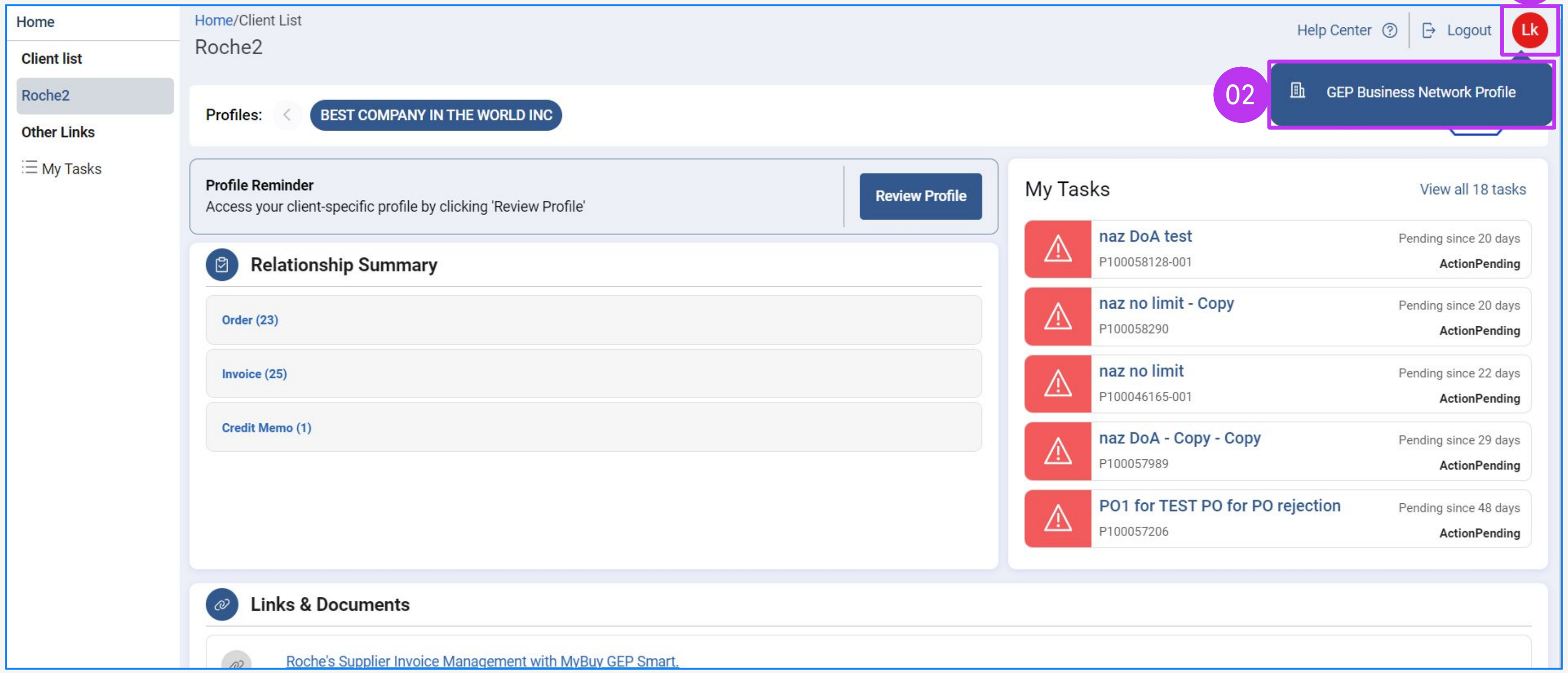
# Manage Profile

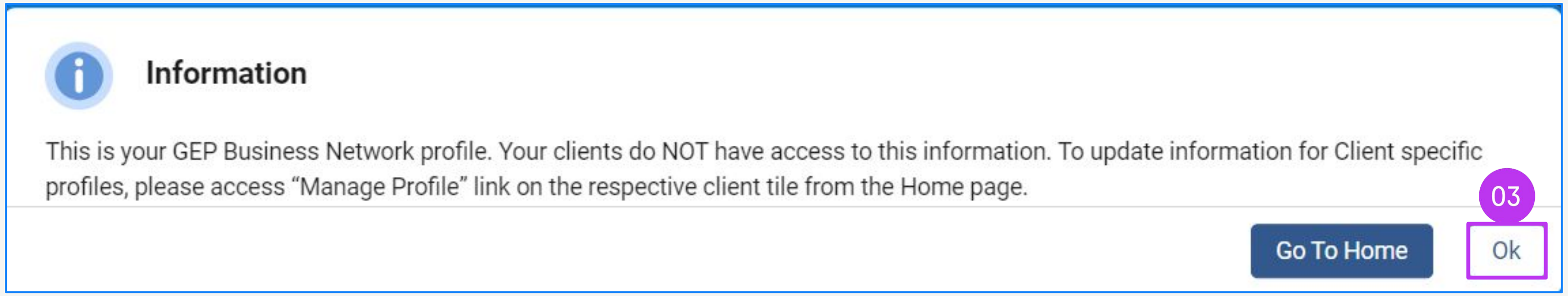
GEP Business Network information is only visible to the supplier and to GEP.

However, this section is not mandatory. The information is restricted to GEP Business Network and data is not shared with other clients.

To access your GEP Business Network profile:

1. Click the **profile icon** (shown in the circle with initials) in the top right corner
2. Select **GEP Business Network Profile**
3. Click on **OK** on the information pop-up window to proceed

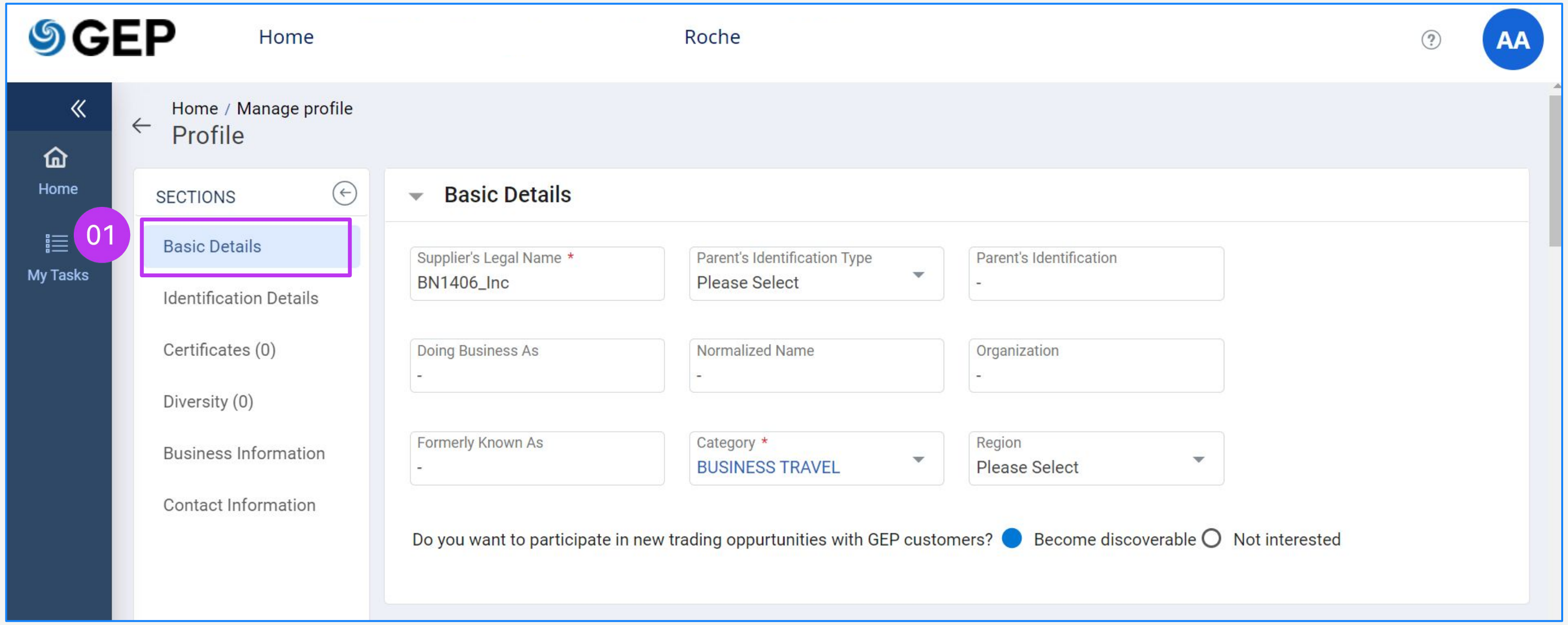


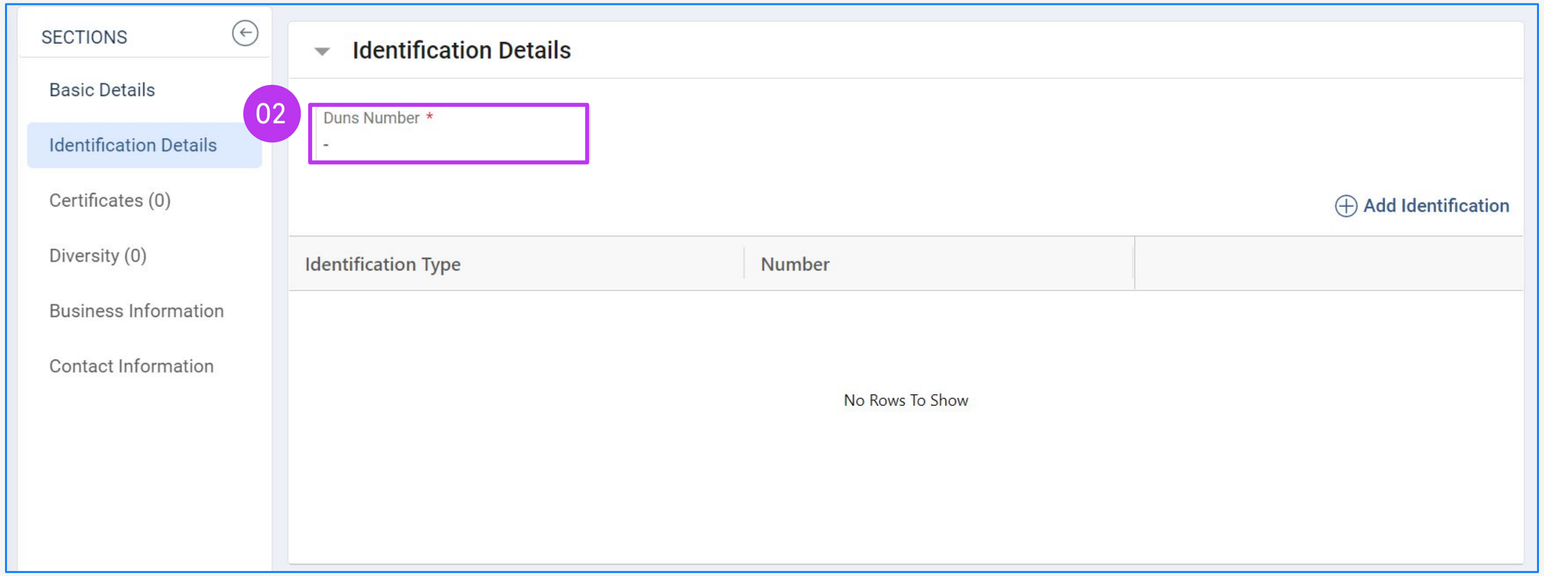



# Manage Profile

To manage your information on Business Network profile:

1. Update the **Basic Details** section
2. Update **Duns Number** in the **Identification Details** section

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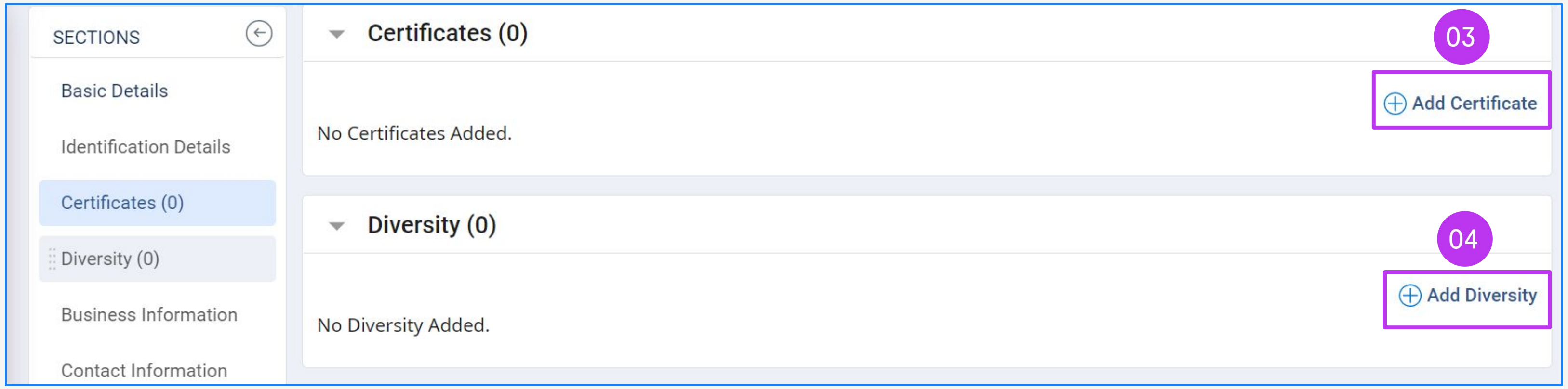
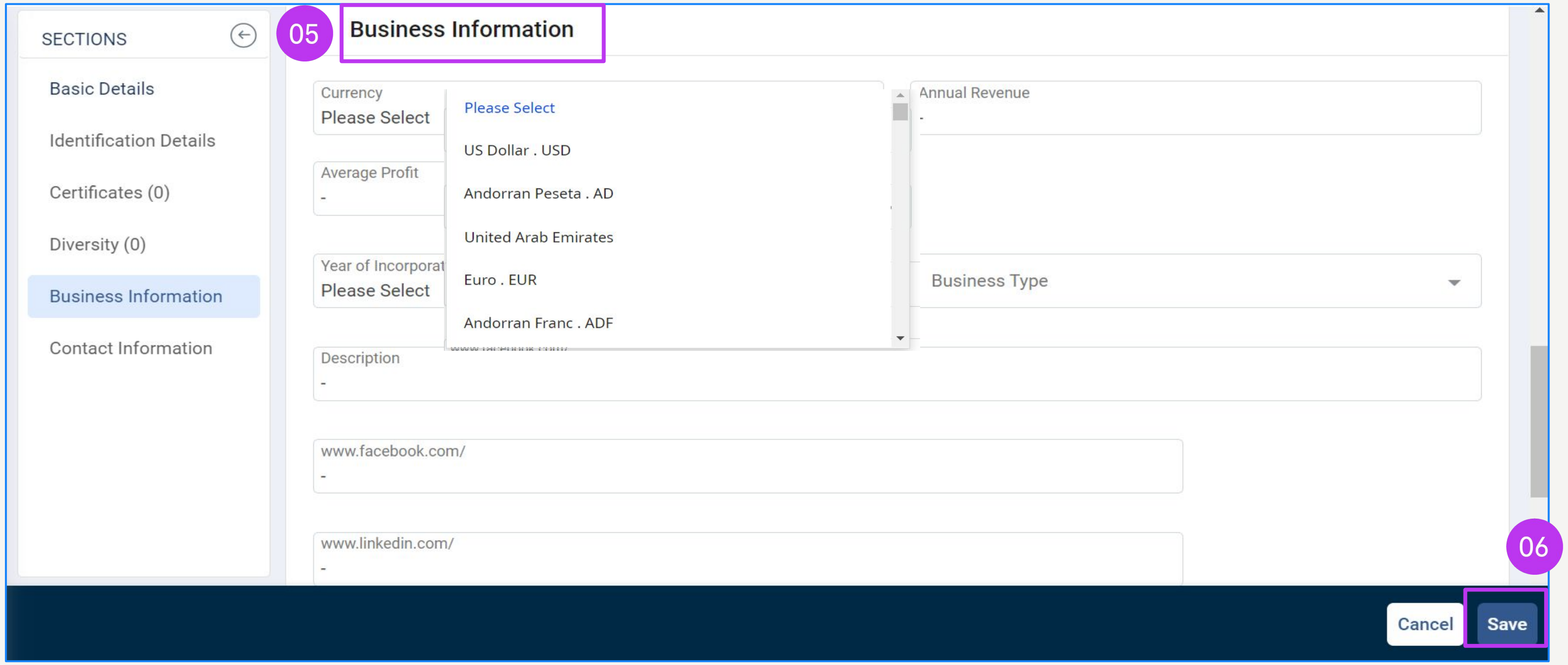
# Manage Profile cont’d

3. Upload any relevant **Certificates** (optional)
4. Upload **Diversity Document(s)** (optional)
5. Update **Business Information**
6. Click **Save**



# 07 Manage myBuy GEP SMART Supplier Profile

# Managing Your myBuy GEP SMART Profile

It's important to ensure that the information in your supplier profile is as accurate as possible.

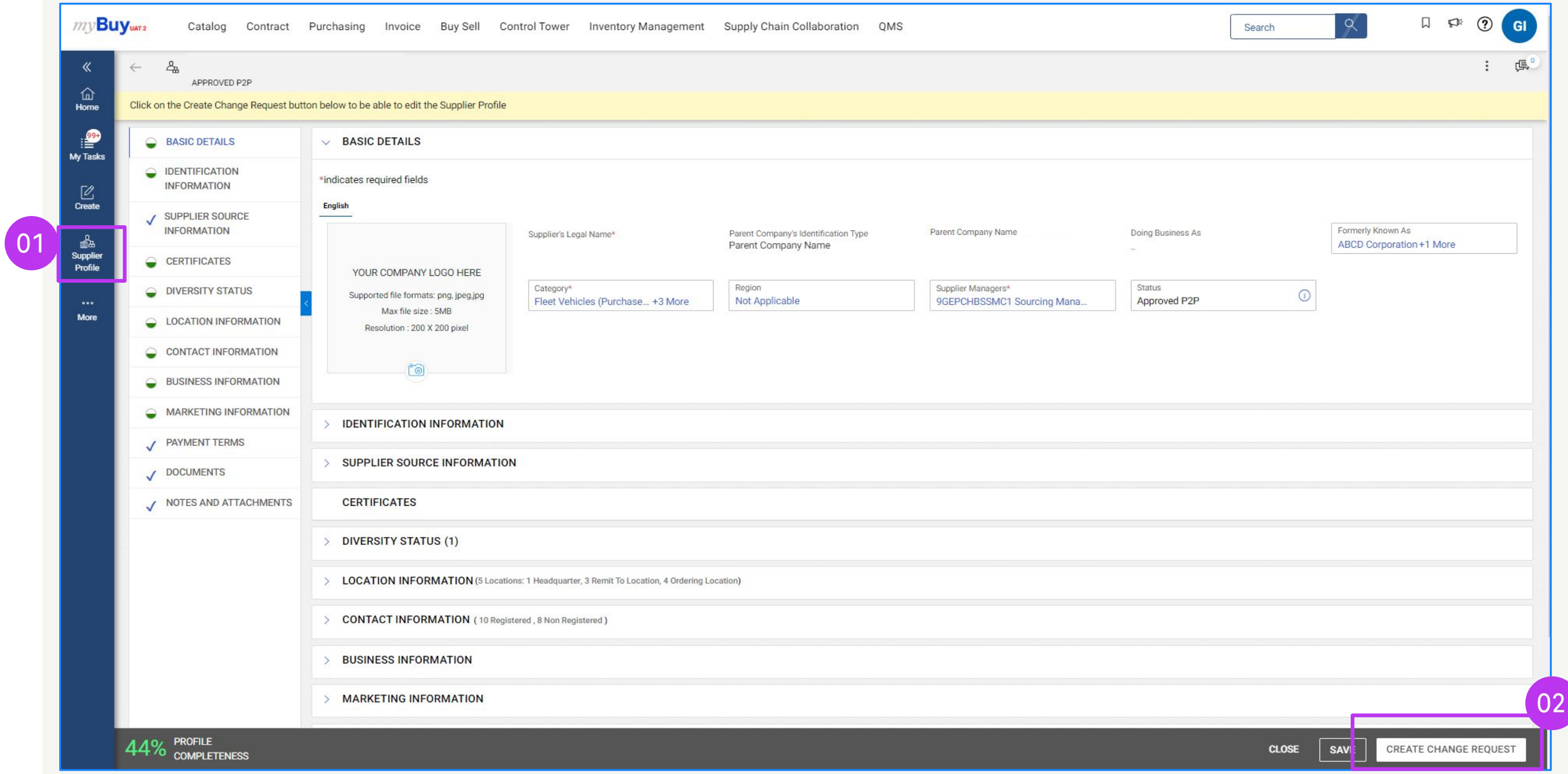
myBuy GEP SMART enables suppliers to manage some of the sections of their supplier profile through the **change request functionality**, including:

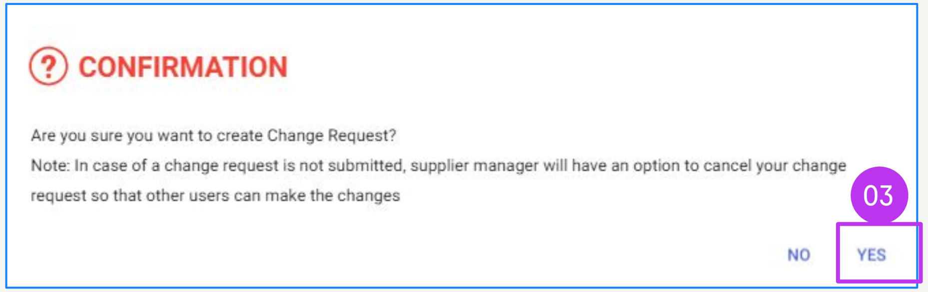
- **Basic Information** - Update supplier legal name and upload your company logo
- **Certificates** - Upload relevant certificates
- **Diversity Status** - Indicate diversity status
- **Contact Details** - Add new or edit existing company contacts, choose or change primary contact
- **Location Information** - 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

# Open Supplier Profile

All changes to your supplier profile start with a change request.

1. Click the **Supplier Profile** icon from the myBuy GEP SMART home page
2. Click **CREATE CHANGE REQUEST**
3. Click **YES** at the prompt to proceed

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# Submit Changes

When all changes have been made to your profile:

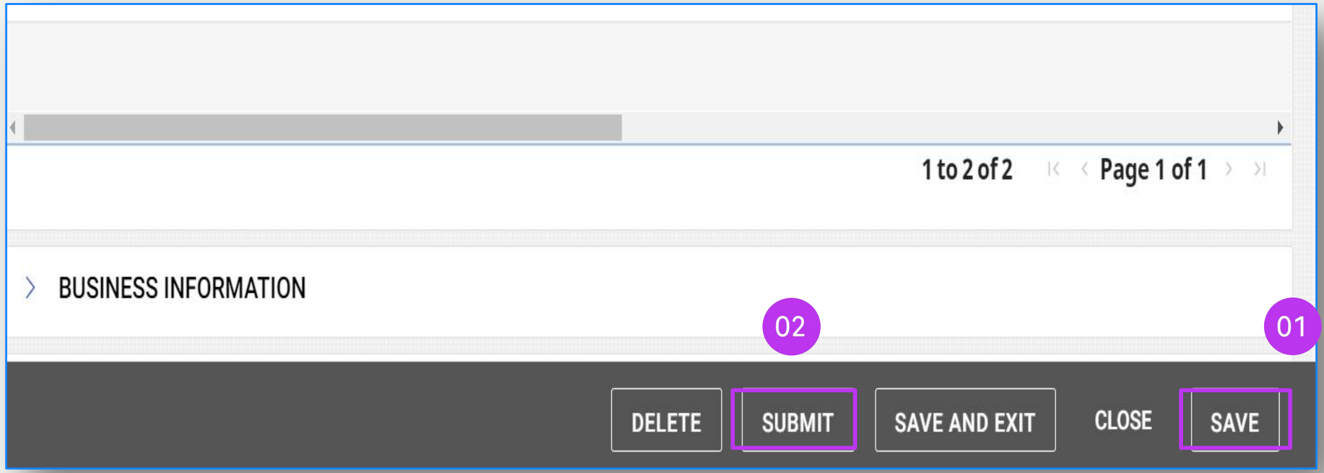
1. Click **SAVE**
2. Click **SUBMIT**
3. Click **YES** to confirm you want to make the changes

Once a change request is submitted, it will be routed for approval by Roche/Genentech.

No other change requests can be submitted until the initial request has been approved or rejected. Therefore please make sure you either Submit or Delete the request, so that change requests can be created by other users when needed.

If newly added contacts are approved, the primary supplier profile contact will receive an email confirmation.

At that time, you can send an email invitation to any new contacts you added.



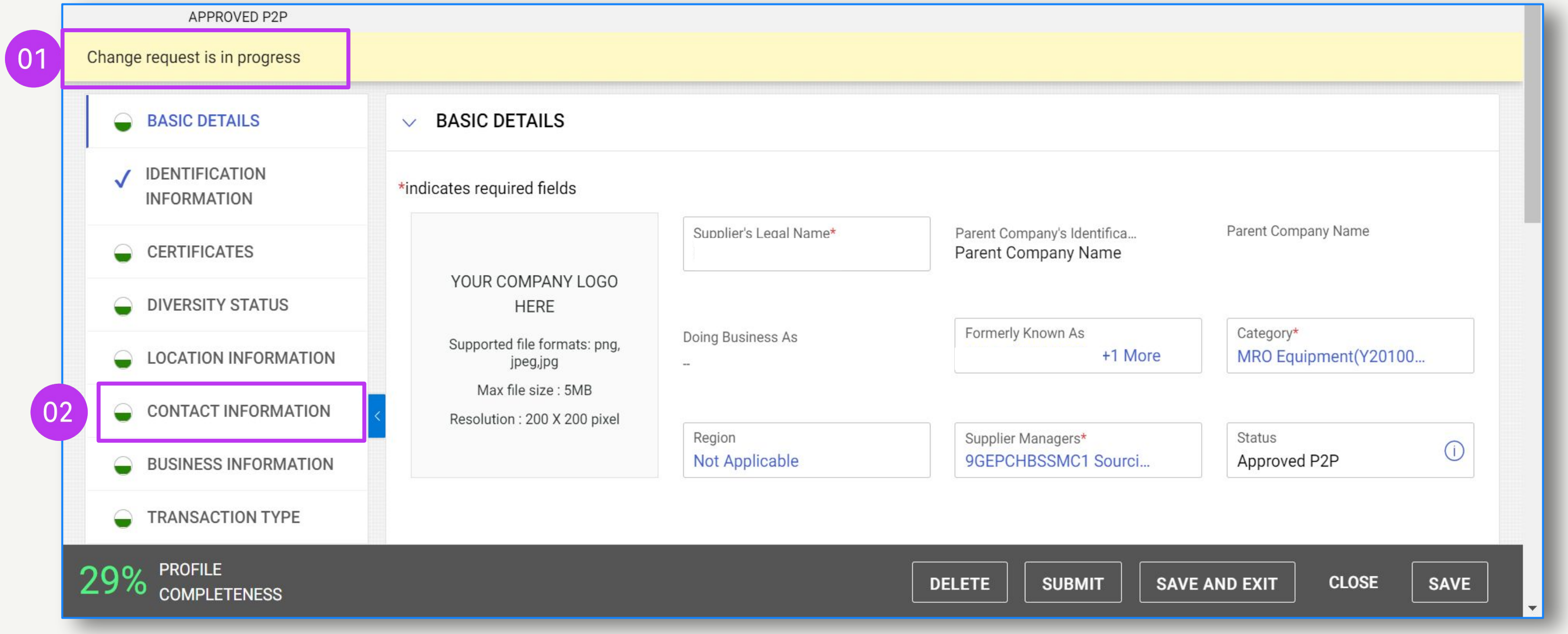

# Add a new contact

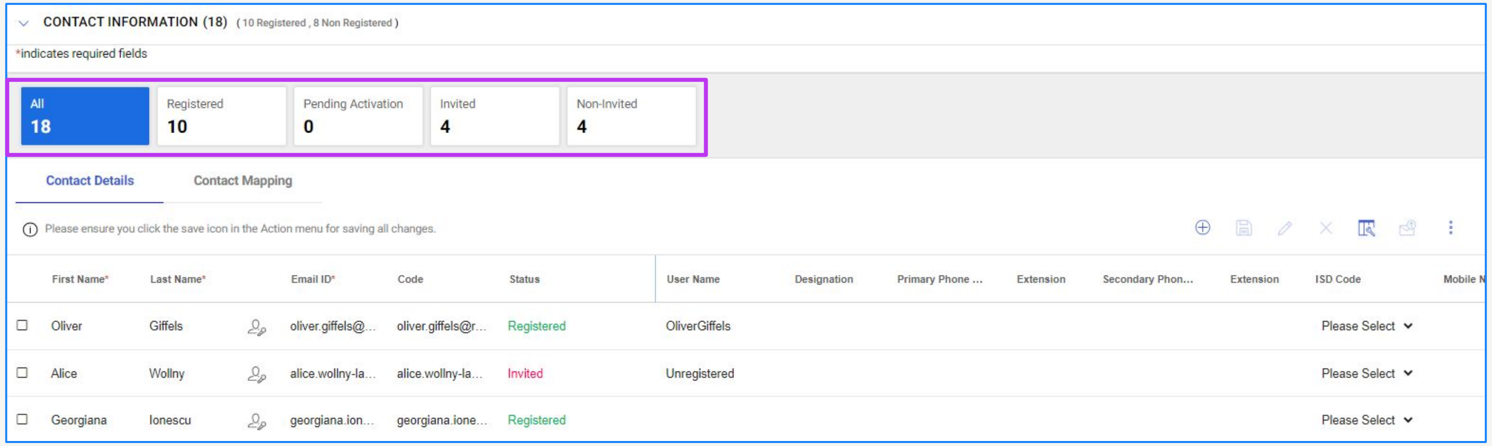
# Add New Contact

1. Once you initiate the change request, you will see **Change request is in progress** at the top of the screen
2. Select the **CONTACT INFORMATION** tab to open the contacts list

Contact status is shown at the top of the screen:

- All
- Registered
- Pending Activation
- Invited
- Non-Invited



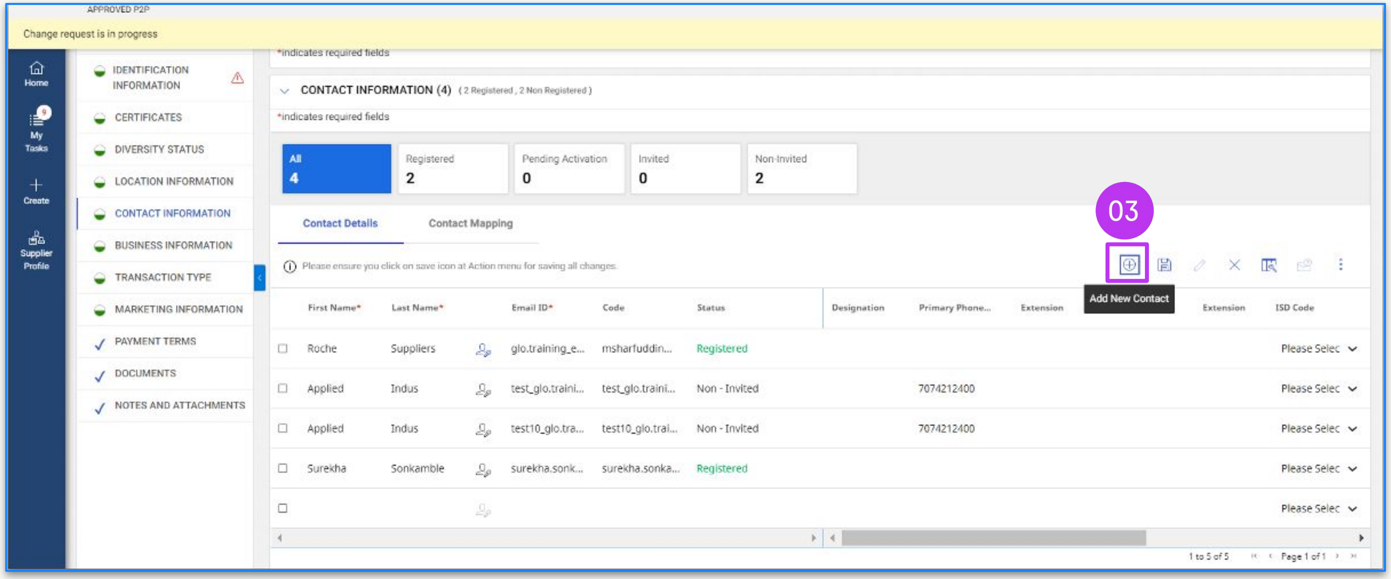
# Add New Contact cont’d

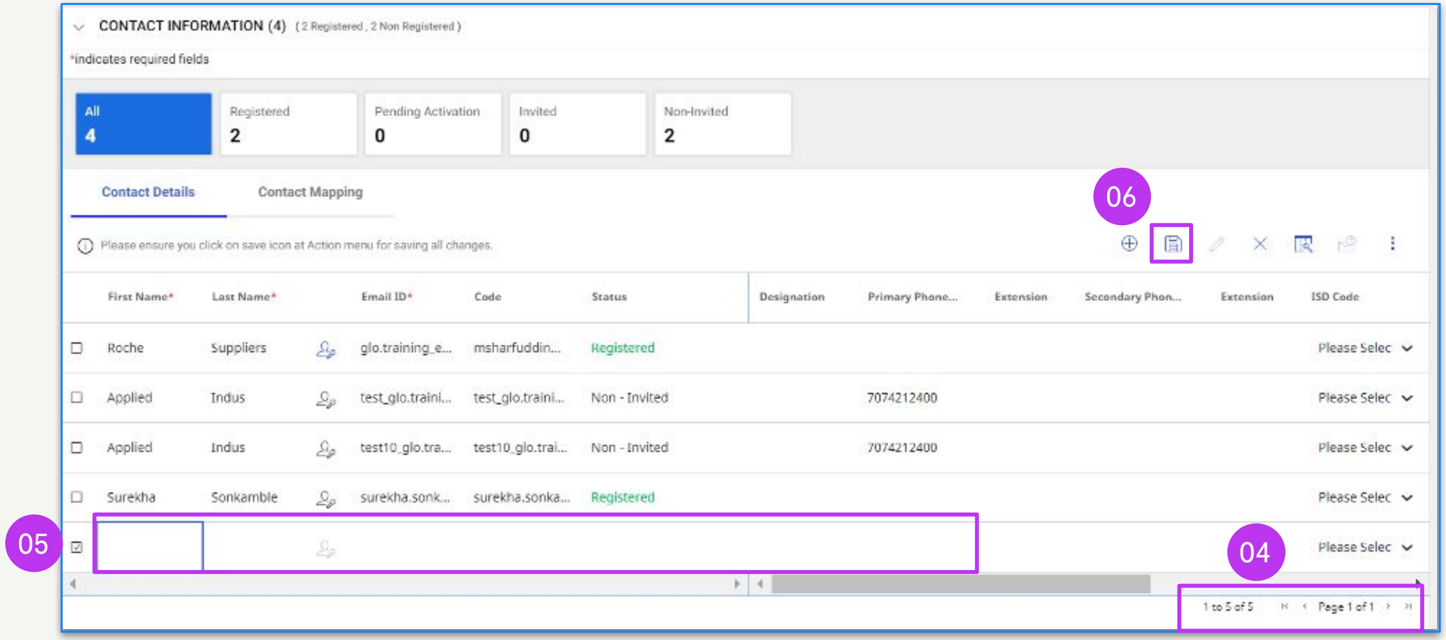
To add a new contact:

3. Click the **(+)** icon
4. Move to the end of the contact list
5. Add required fields for each new contact:
    a. **First Name**
    b. **Last Name**
    c. **Email Address**
    d. **Primary Phone Number**
6. Click the **Floppy Disk** icon to **SAVE** each new contact

Profile contacts are able to access and use myBuy GEP SMART and initiate supplier profile change requests once they are registered.

**Note:** In order to send the registration invitation to the newly added contact(s), please follow the steps from Chapter 8.



# Select or update a primary contact

# Select or Change Primary Contact

The Primary Contact is the one point of contact that receives all myBuy GEP SMART email notifications from Roche/Genentech.

The current Primary Contact is shown with a blue icon next to the contact name.

To make a change:

1. Click the **supplier icon** next to the person you wish to be the Primary Contact; the icon will change from grey to **blue**

**Note:** You can also select an internal distribution list if you want more than one person to receive notifications.

| | First Name* | Last Name* | 01 | Email ID* | Code | Status | o. | Language |
|---|---|---|---|---|---|---|---|---|
| ☐ | . | Contact | | santhu.choud… | TESTGEP_cu… | Registered | | English |
| ☐ | Supplier TE… | Roche | | rochesupplier… | TESTGEP_3m… | Registered | | English |
| ☐ | Gustaf | Engstrand | | gustaf.engstra… | gustaf.engstra… | Non - Invited | | Deutsch |

To create a distribution list in Outlook access this link.

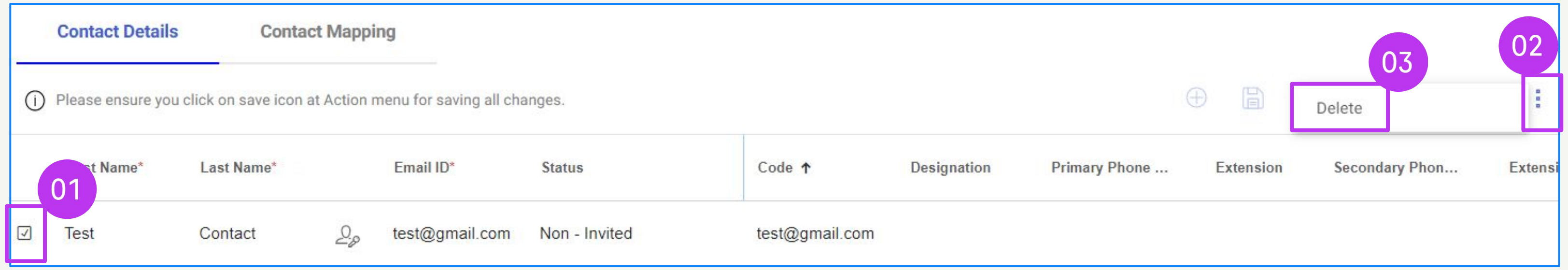
And to create a distribution list in Google access this link.

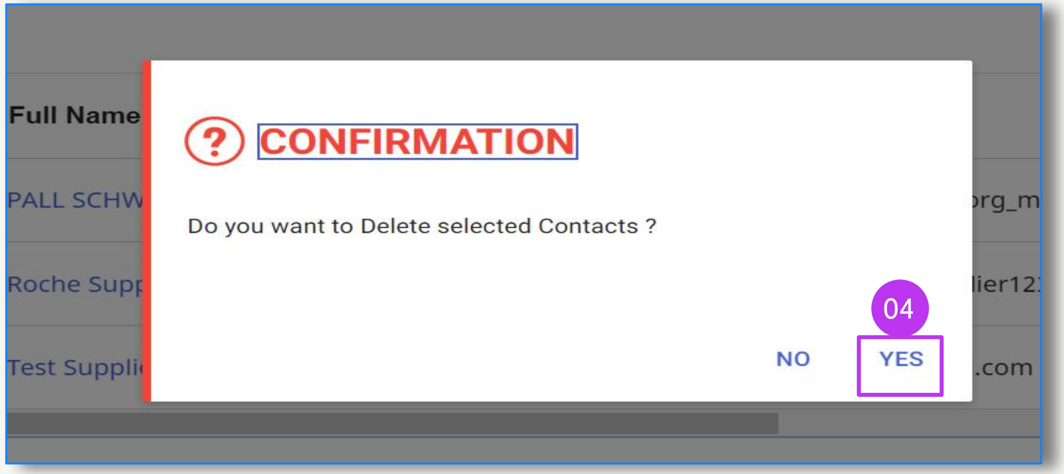
# Delete a contact

# Delete Contact

To delete a contact from your supplier profile:

1. Click the **check box** next to the contact you wish to delete
2. Click on the **Ellipsis (3 dots)**
3. Select **Delete**
4. Confirm the deletion by clicking **YES**



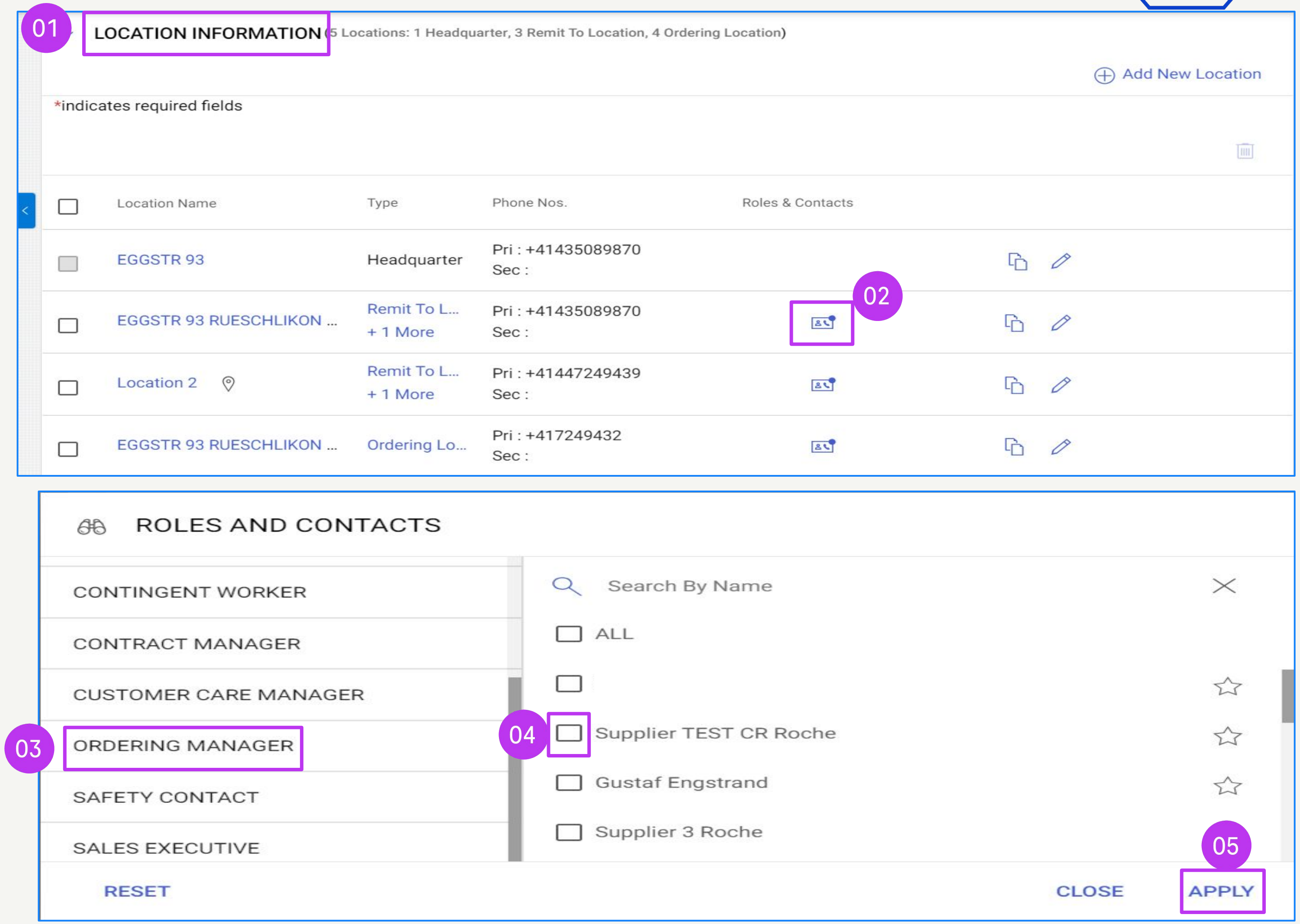



# Select or change an ordering manager

# Select or Change Ordering Manager

One **Ordering Manager** can be selected for each of your locations. The Ordering Manager is responsible for all aspects of order processing for their assigned location.

1. Click the **LOCATION INFORMATION** tab
2. Click the **icon** in the **ROLES AND CONTACTS** section
3. Click **ORDERING MANAGER**
4. Click the **check box** next to the contact who should be named Ordering Manager (select only one*)
5. Click **APPLY**



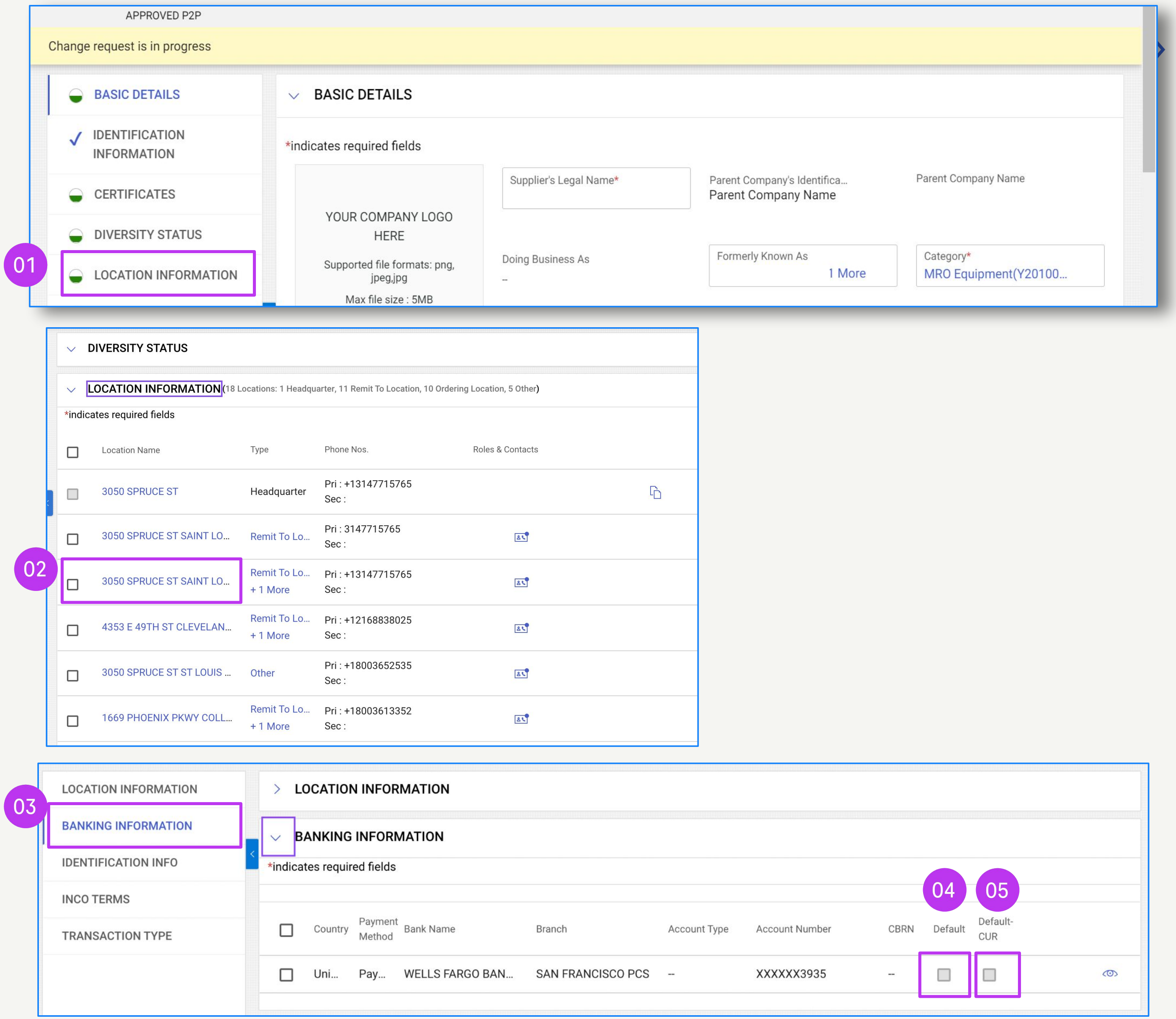

*If more than one person at each location should receive orders, please use a group email address as a contact & assign this contact as the ordering manager

# Set a default bank account by location

# Set Default Banking Account (by location)

If you have more than one bank account or more than one currency set in your supplier profile, you can select a default option to appear when completing banking information on invoices.

1. Open **LOCATION INFORMATION** section
2. Click the **Location Name**
3. Open the **BANKING INFORMATION section**
4. Click the **check box** to mark that bank account as a default for that location
5. You can select an overall default bank account or a **default account by currency** as well

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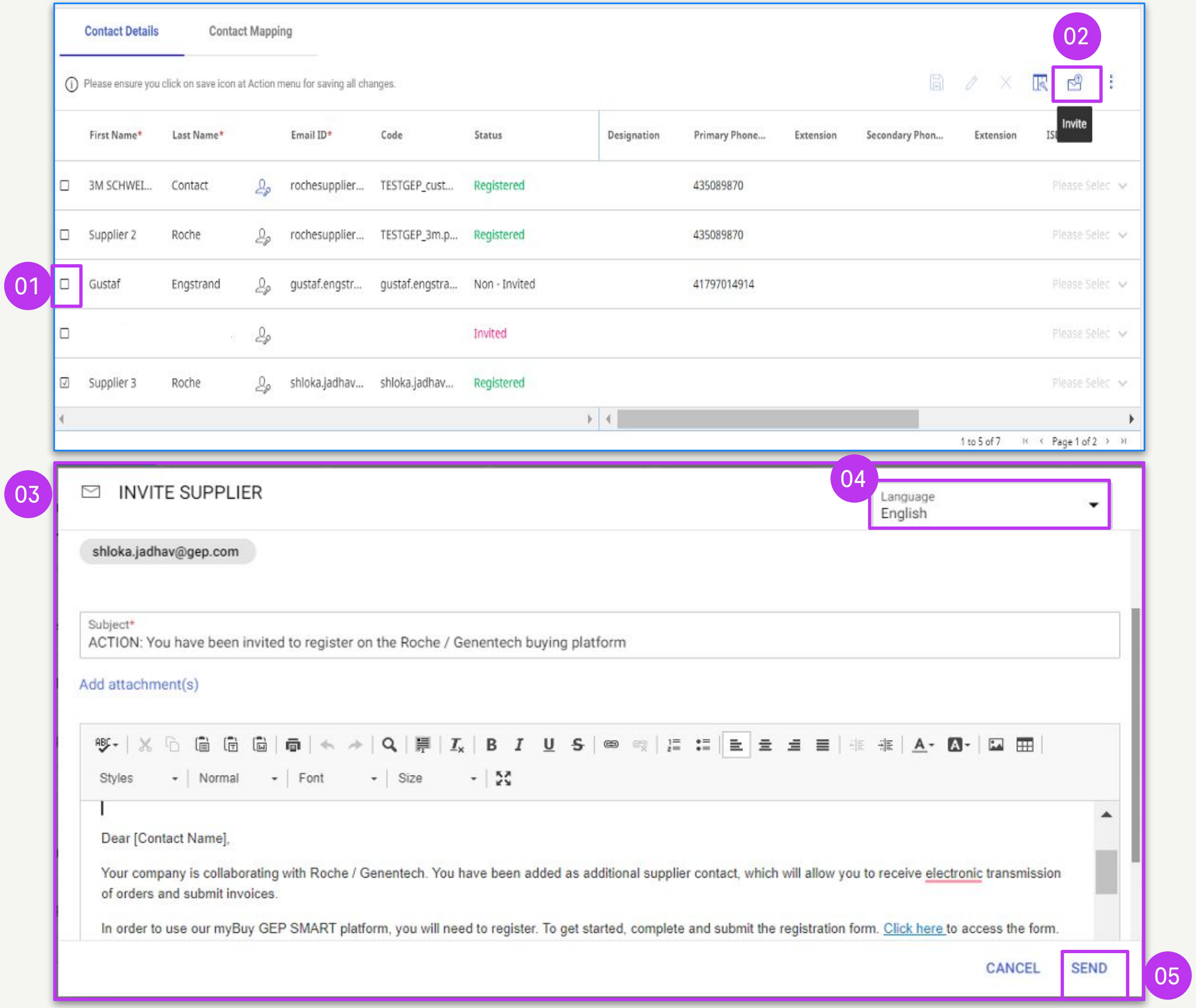
# 08 Send Registration Invitation to New Contacts

# Send Registration Invitation

Once your new contact(s) is approved, you can send a registration invitation. There is no need to initiate a change request to invite new approved contacts.

1. Click the **check box** next to the new contact
2. Click the **Invite Envelope** Icon
3. A new window will pop up with the **Registration Email Content** (no need to adjust the content)
4. Select **Language**
5. Click **SEND**

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# 09 Acknowledging Orders

# When it comes to orders, keep in mind:

Purchase orders issued through myBuy have a specific numbering scheme: **P000012345**

To acknowledge an order from Roche/Genentech means you agree to the goods or services, price, quantity, terms and shipping dates and fees indicated in the order.

Before acknowledging a new order, review it carefully. If needed, create a change request.

There are two ways to acknowledge orders:

1. **Via email** (order PDF is attached to the email)
2. **By logging into myBuy GEP SMART**

If the order is acknowledged and changes are needed, it would have to be initiated by Roche/Genentech, who will rescind the original order, make changes and then reissue the order to the supplier.

# Acknowledge Order via Email

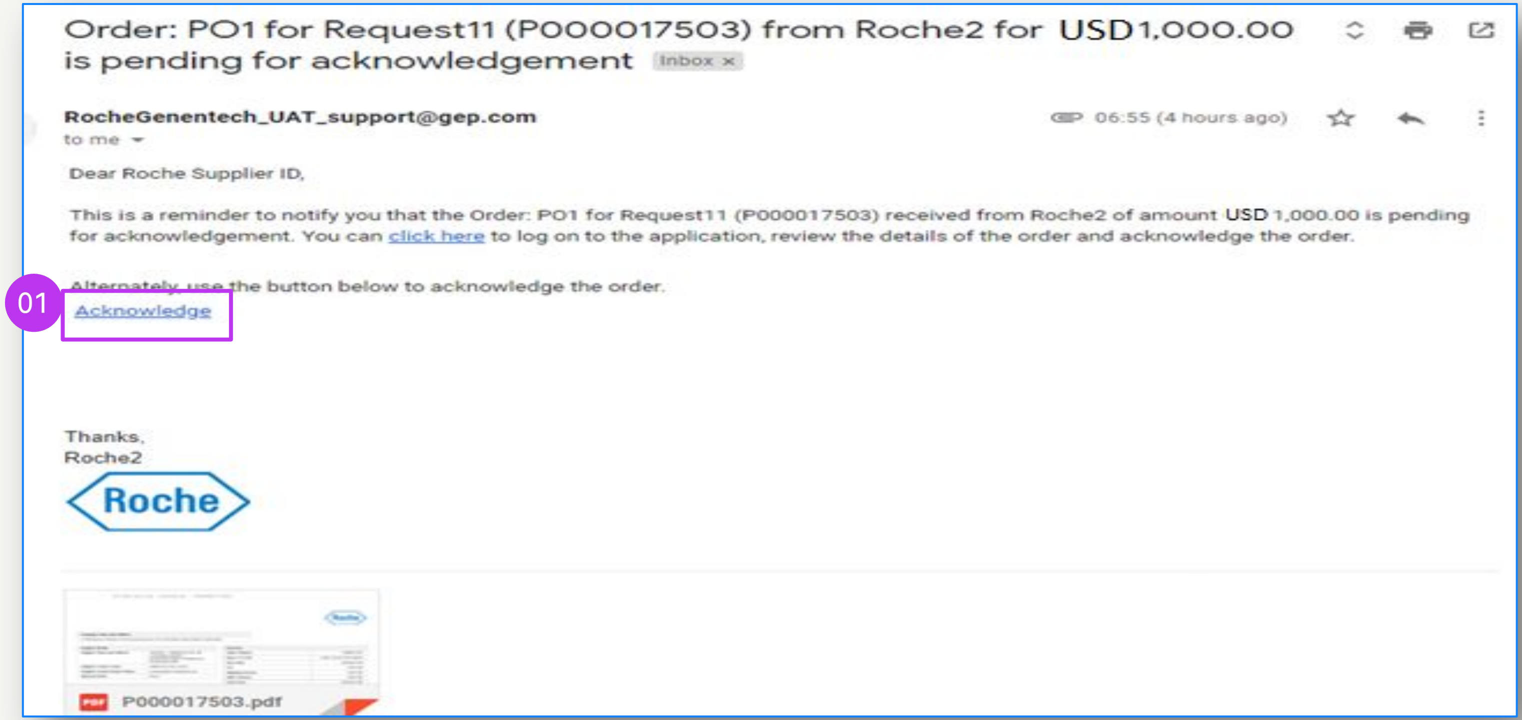
Notifications about new orders will come from:

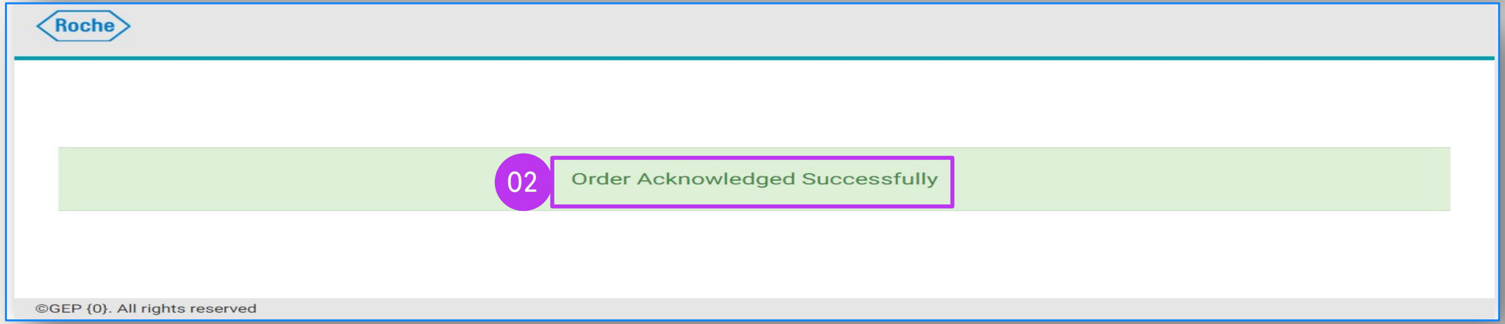
- global.mybuy@roche.com (for Roche suppliers)
- genentech_myBuy@gene.com (for Genentech suppliers)

Order details will be attached via PDF file.

To acknowledge the order:

1. Click the **Acknowledge** link in the email
2. You will then see a confirmation message

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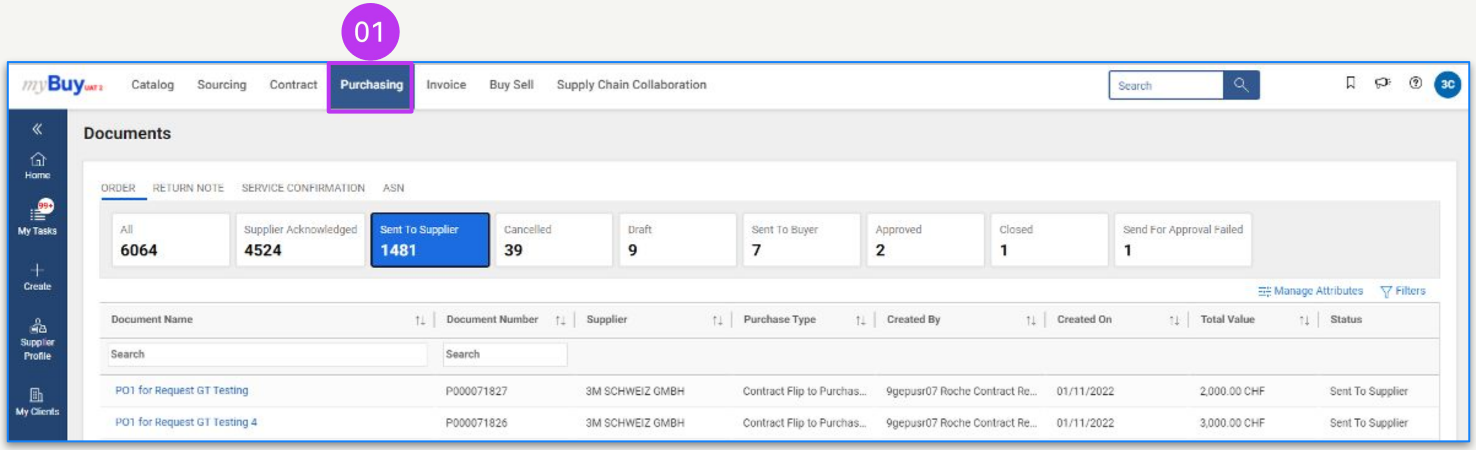
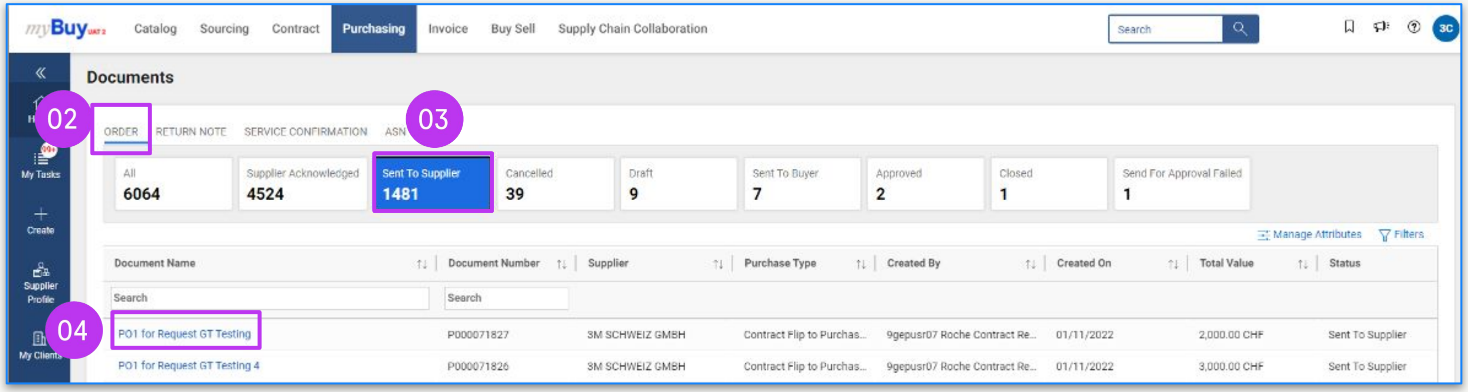
# Acknowledge Order via Portal

Log into GEP Business Network and select the Roche client. Then:

1. Click the **Purchasing** module
2. Click the **ORDER** tab
3. Click **Sent to Supplier** sub-tab
4. Select the new **Order** you want to review



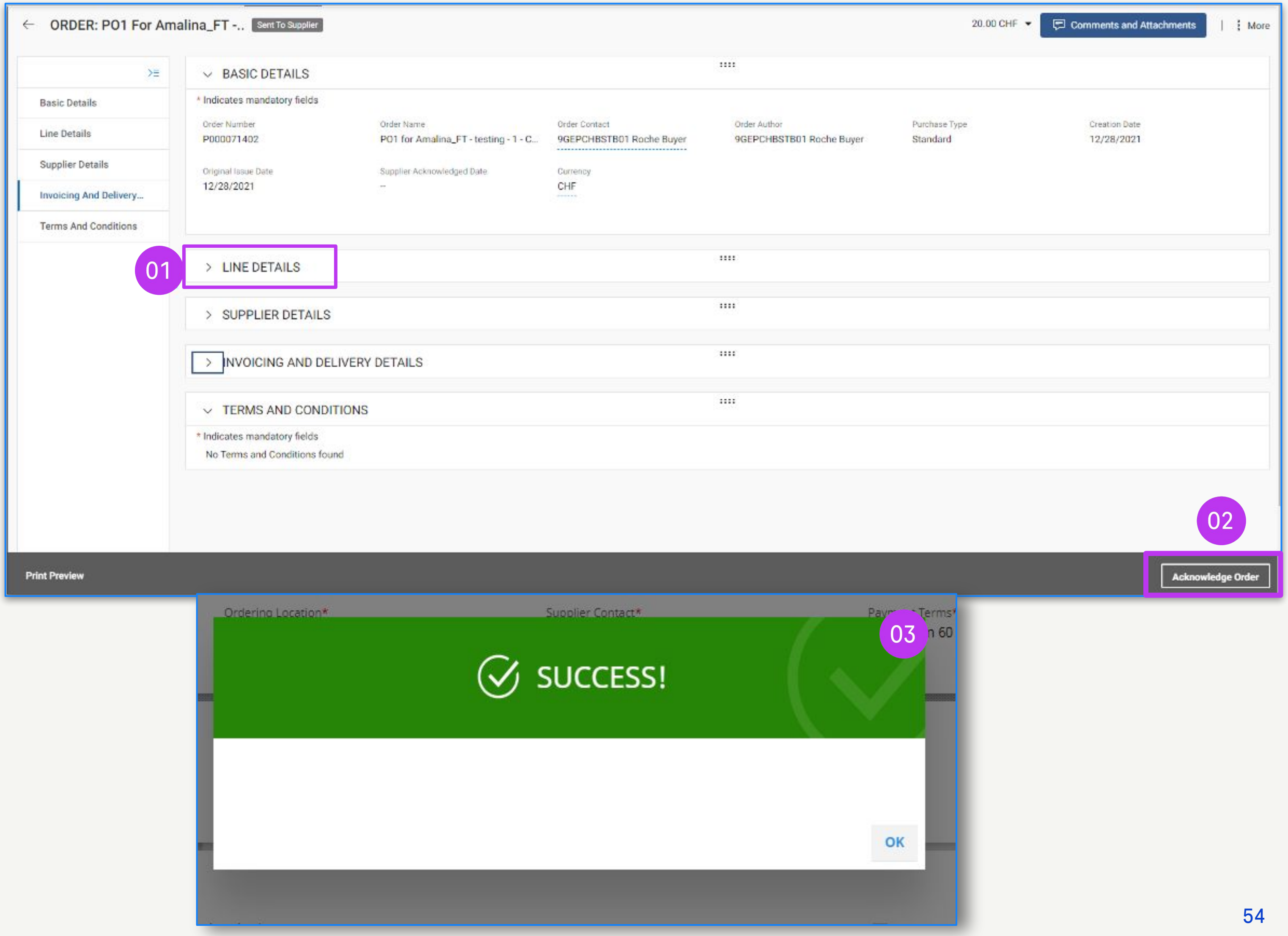



# Acknowledge Order via Portal cont'd

The order will open with Sent to Supplier status.

1. Review the details of the order, including the **LINE DETAILS** section
2. Click **Acknowledge Order** if all looks good
3. A temporary success pop up will appear. The status of the PO will change to Supplier Acknowledged.

**Remember:** Once the order is acknowledged, you cannot create a change request, so review carefully before acknowledging.

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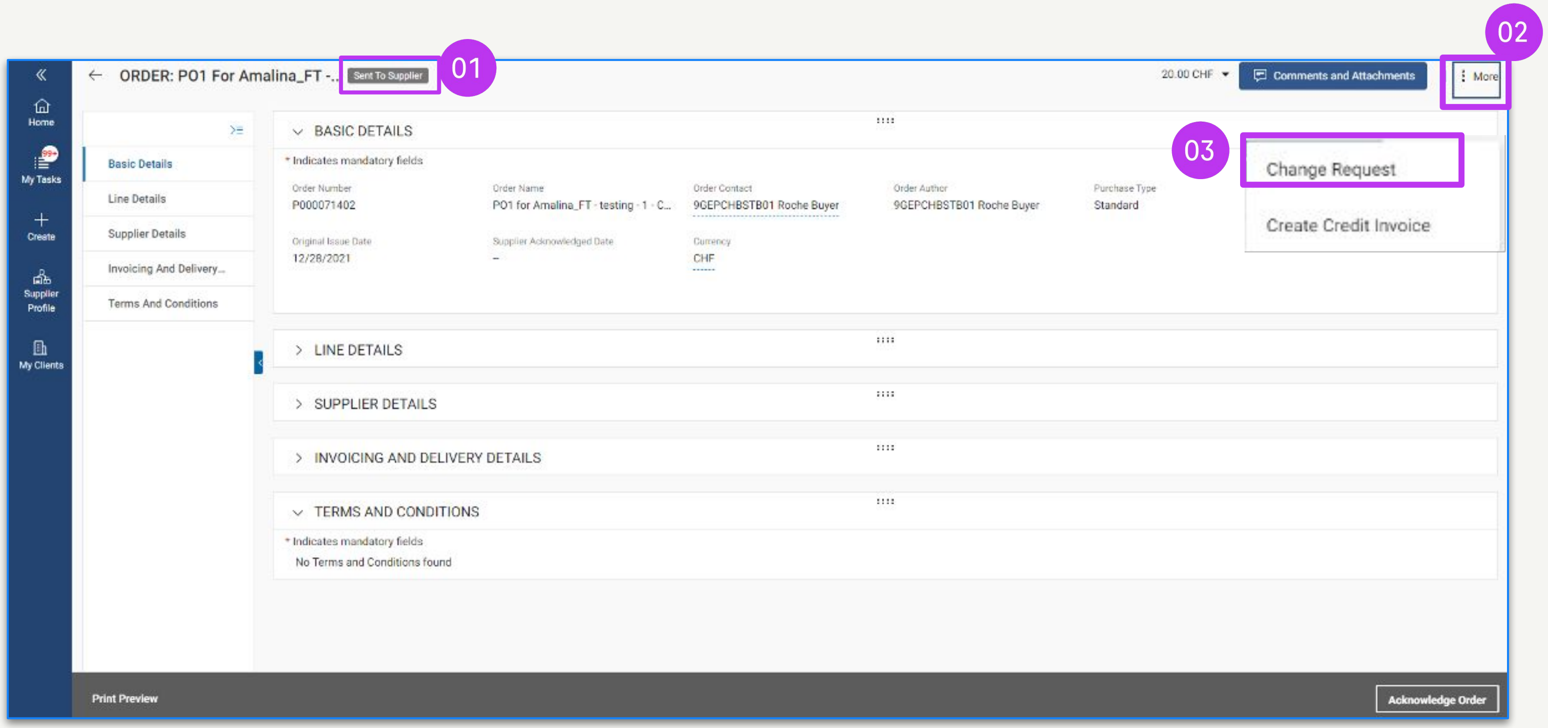
# 10 Create Change Request

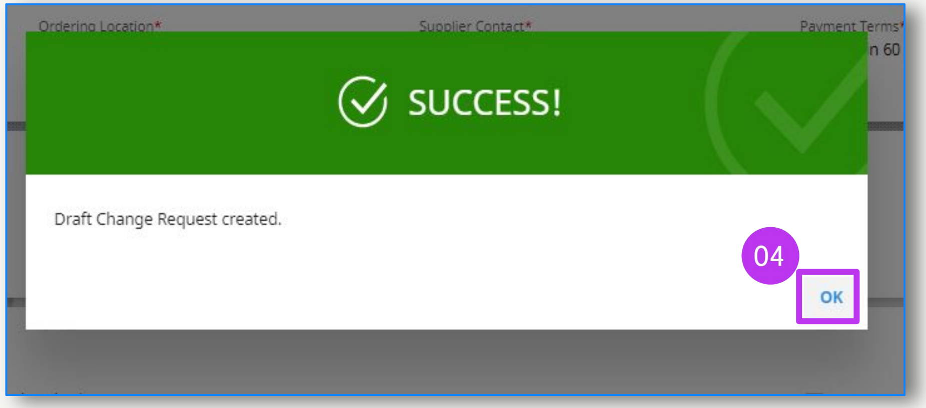
# Create Change Request

You can create change requests on orders you receive.

To initiate a change request, open the order, and then:

1. Review order status (should be Sent to Supplier)
2. Click the **More** menu
3. Click on **Change Request**
4. At the prompt, click **OK** to proceed

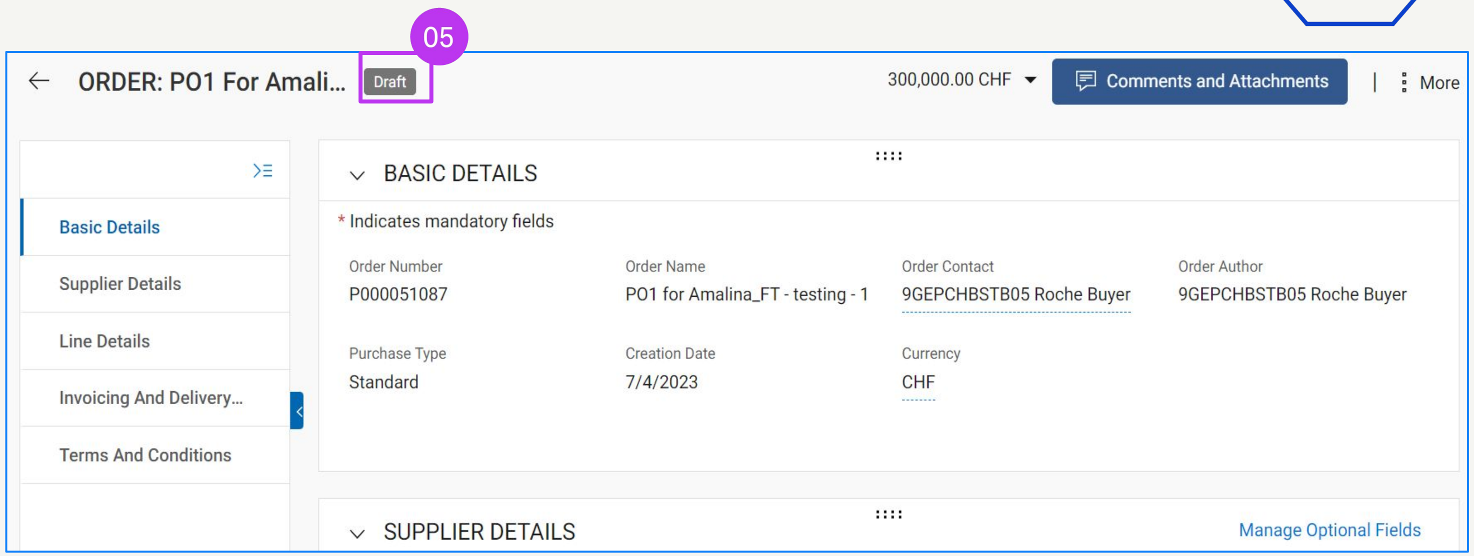


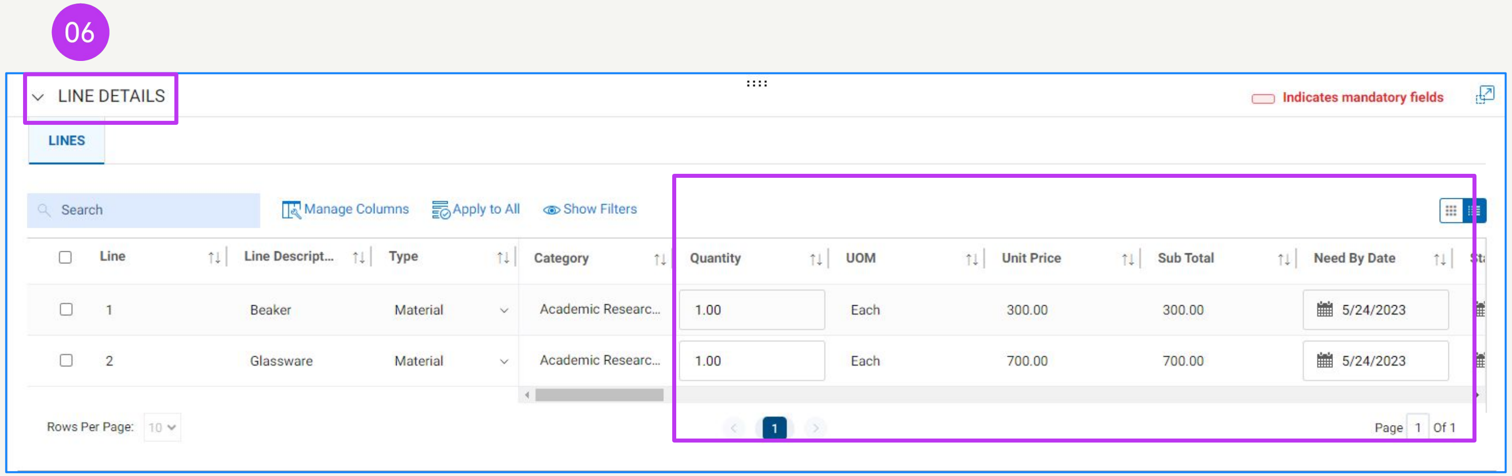



# Create Change Request cont'd

5. The order will open in Draft status
6. Go to the **LINE DETAILS** section to review order information and make updates to available fields (you will see a box around fields you can edit) For example:

   – Quantity
   – Unit Price
   – Unit of Measure (UOM)
   – etc.




**Note**: Basel and Malaysian suppliers should not add tax in the change request

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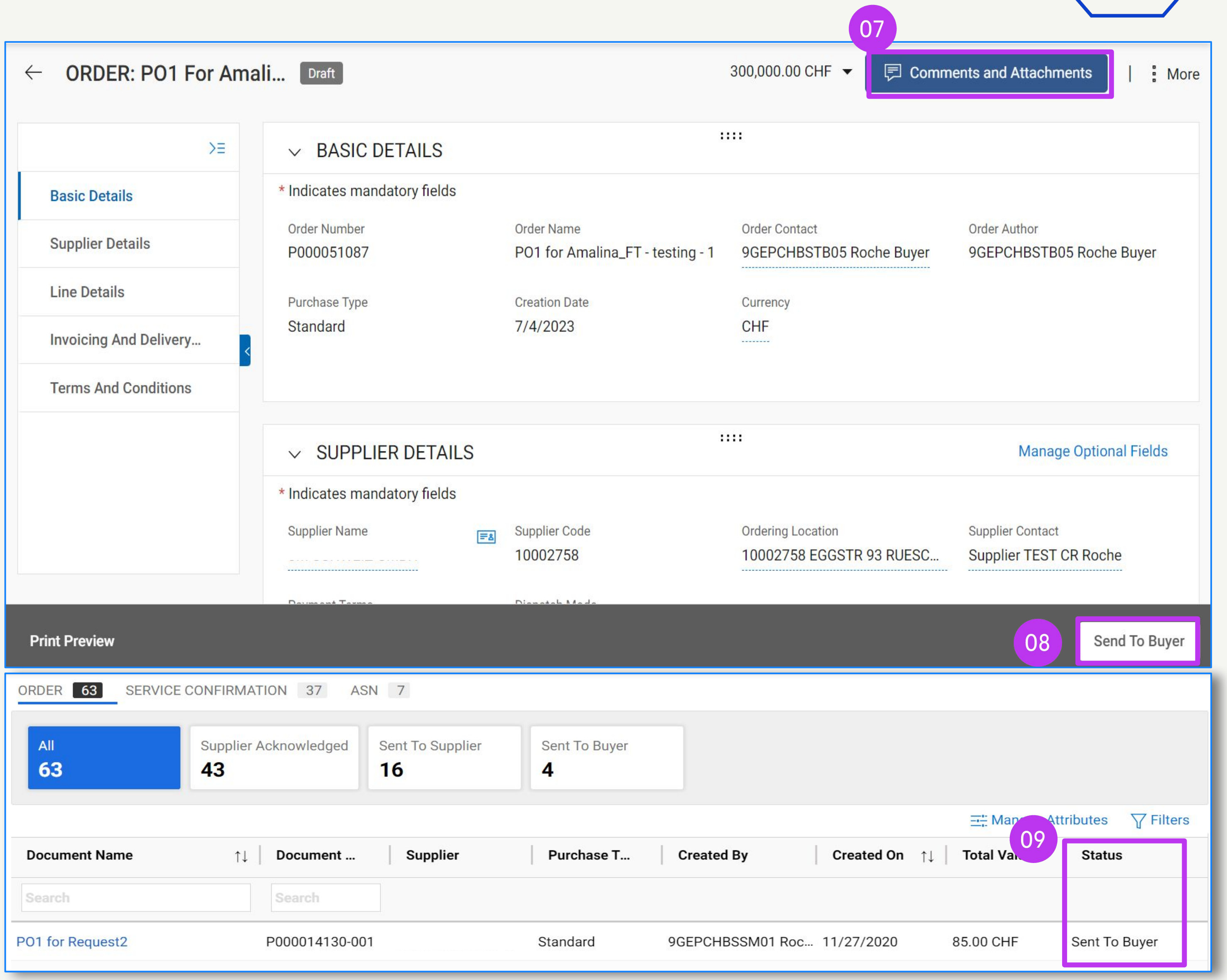
# Create Change Request cont’d

7. Click the icon **Comments and Attachments** to enter comments about requested changes (this will provide context to the approver)
8. Click **Send To Buyer** to submit the request. A temporary success pop up will appear
9. You will be redirected to the **ORDER** sub-tab where **Status** will show as Sent to Buyer



# 11 Create Advance Shipping Notice (ASN) Against Order

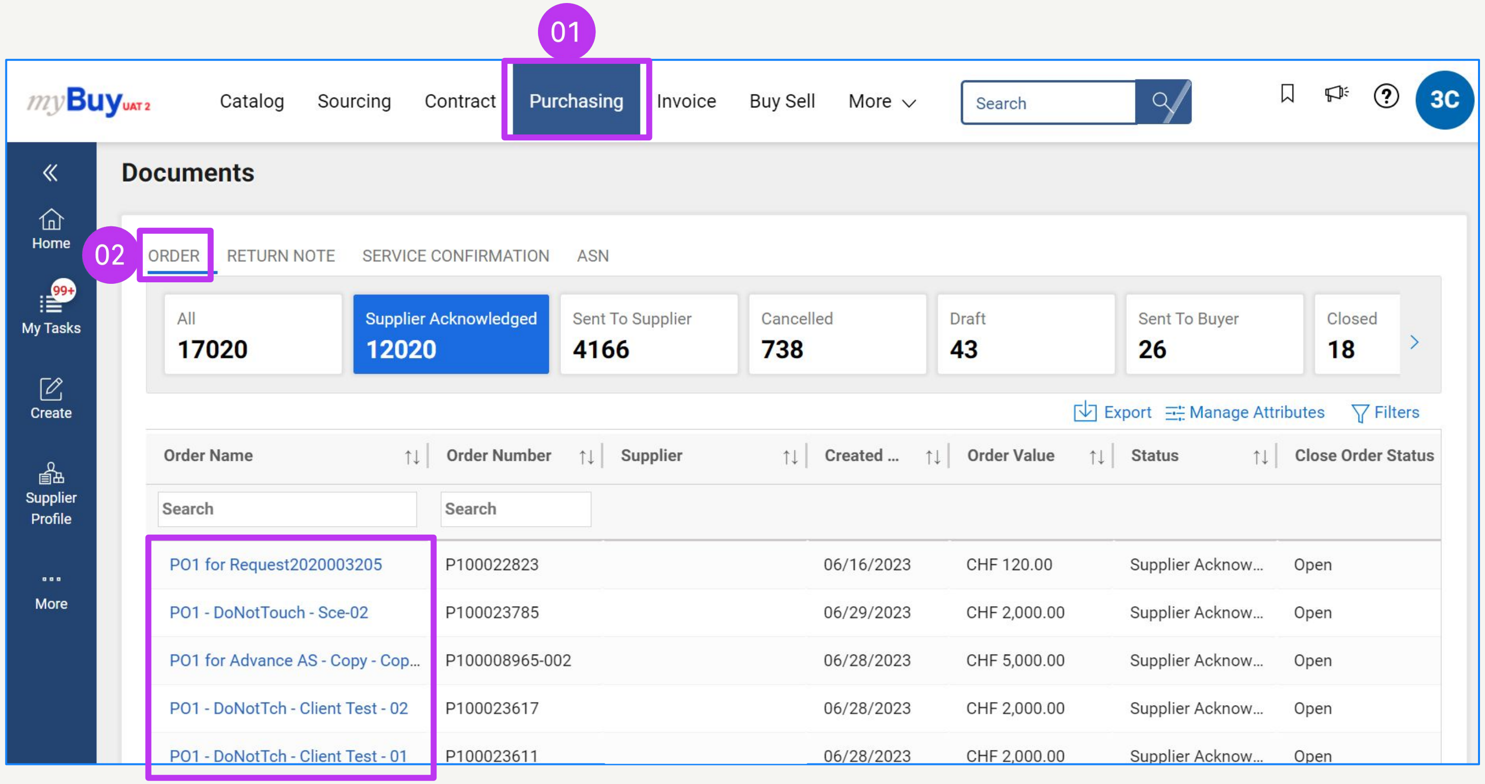
# Create Advance Shipping Notice

Advance Shipping Notices (ASN) let clients know of an impending delivery, similar to a packing list.

ASNs can be created only for materials orders in Supplier Acknowledged status.

To create an ASN:

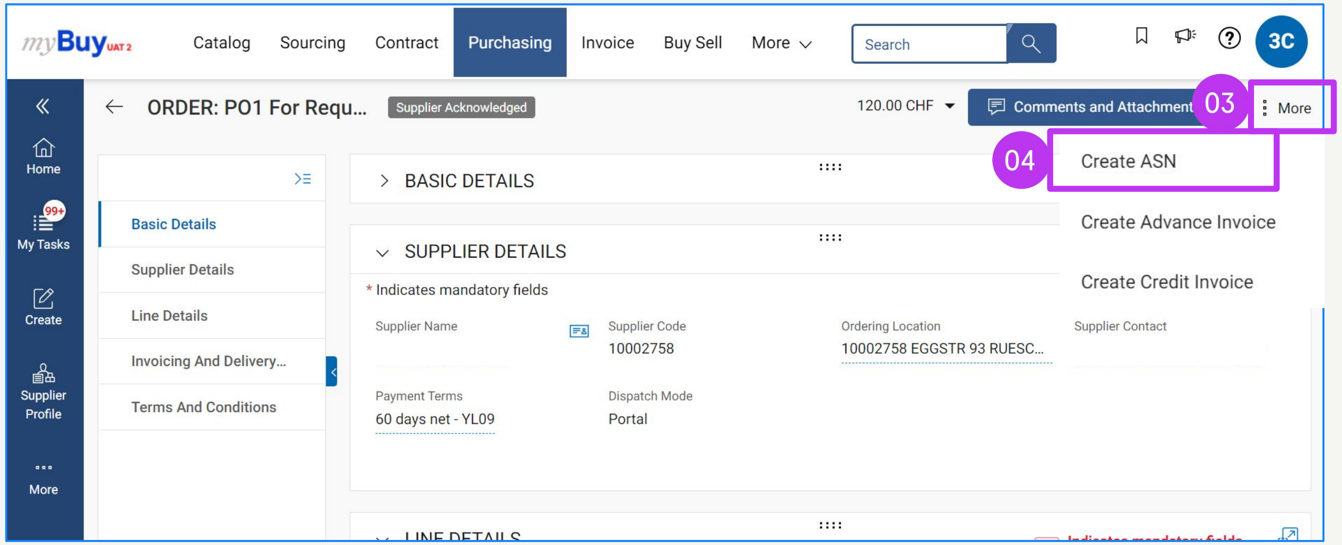
1. Click the **Purchasing** module
2. Under the **ORDER** tab, select the PO for which you want to create the ASN



# Create ASN cont'd

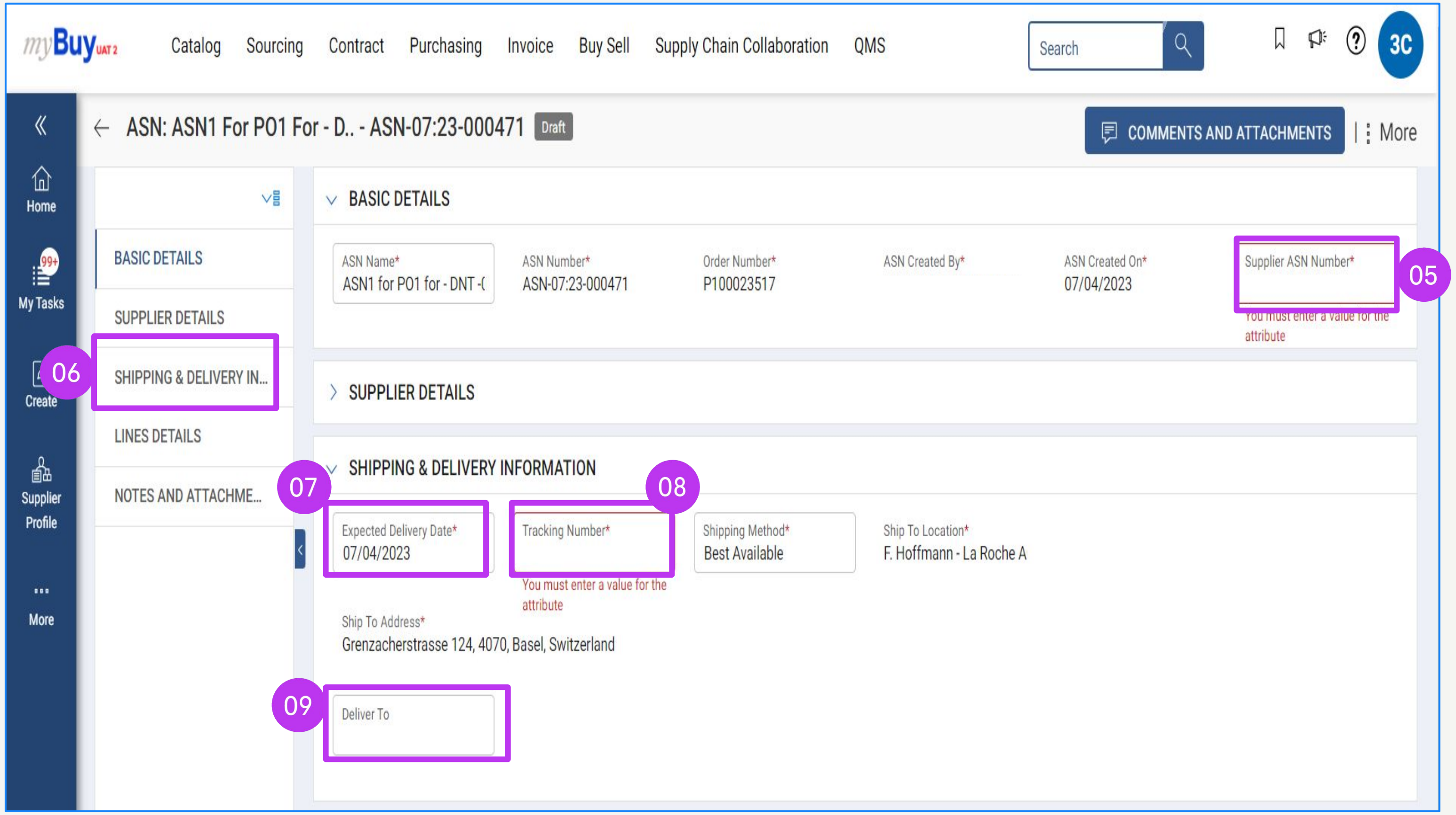
Once the order is open:

3. Click **More**
4. Click **Create ASN**



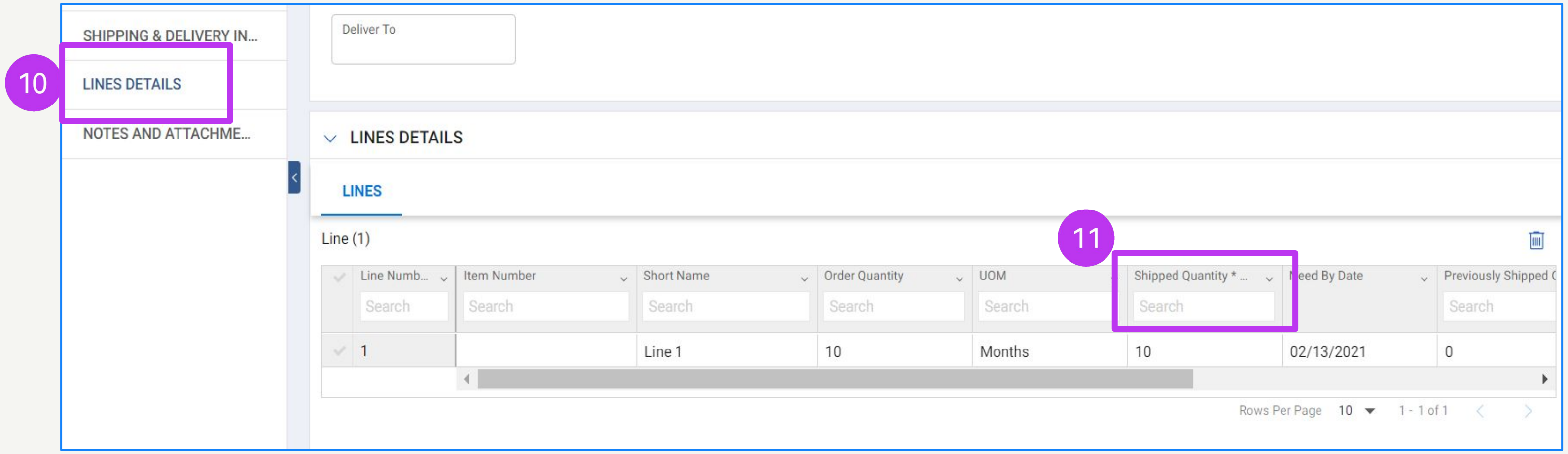
# Create ASN cont'd

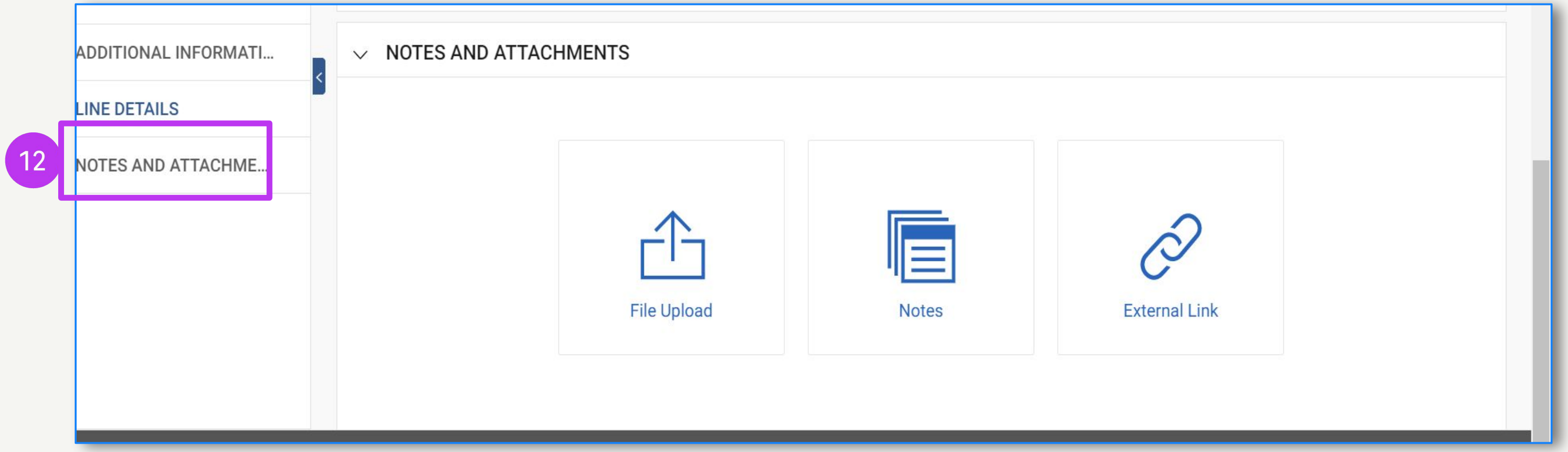
5. Enter **Supplier ASN Number** (mandatory); this is an internal reference to be populated with a number generated by your company system
6. Click **SHIPPING & DELIVERY INFORMATION** to expand the section
7. Update the **Expected Delivery Date** (if known)
8. Enter the **Tracking Number** (mandatory); this is an internal reference to be populated with a number relevant to your company
9. Update the **Deliver To** location (if needed)



# Create ASN cont’d

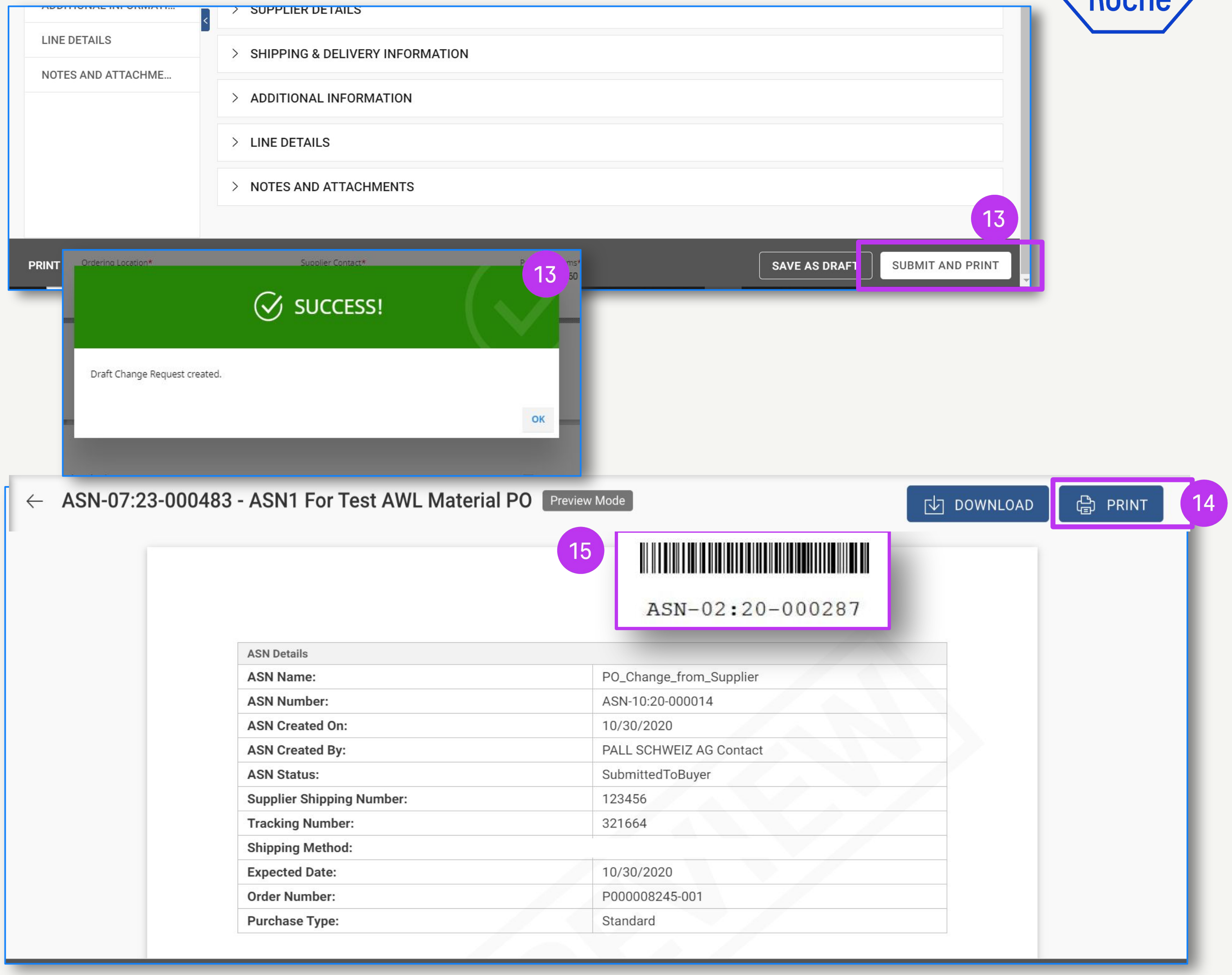
10. Click **LINE DETAILS** to expand the section
11. The **Shipped Quantity** auto-populates with the remaining **quantity from the order** (you can update the number in each line if you are sending a partial shipment)
12. Click the **NOTES AND ATTACHMENTS** section to upload attachments or add comments if desired (these will be visible to the receiver in myBuy GEP SMART, they will not be printed with/on the ASN)



# Submit ASN

13. Click **SUBMIT AND PRINT**; the ASN will print with a barcode and number at the top. A temporary success pop up will appear.
14. Click the **PRINT** icon to access the print preview version of the ASN
15. **Attach the ASN** or just the barcode to your package (if sending multiple packages, include the barcode on each package)

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# 12 Create Material Invoice

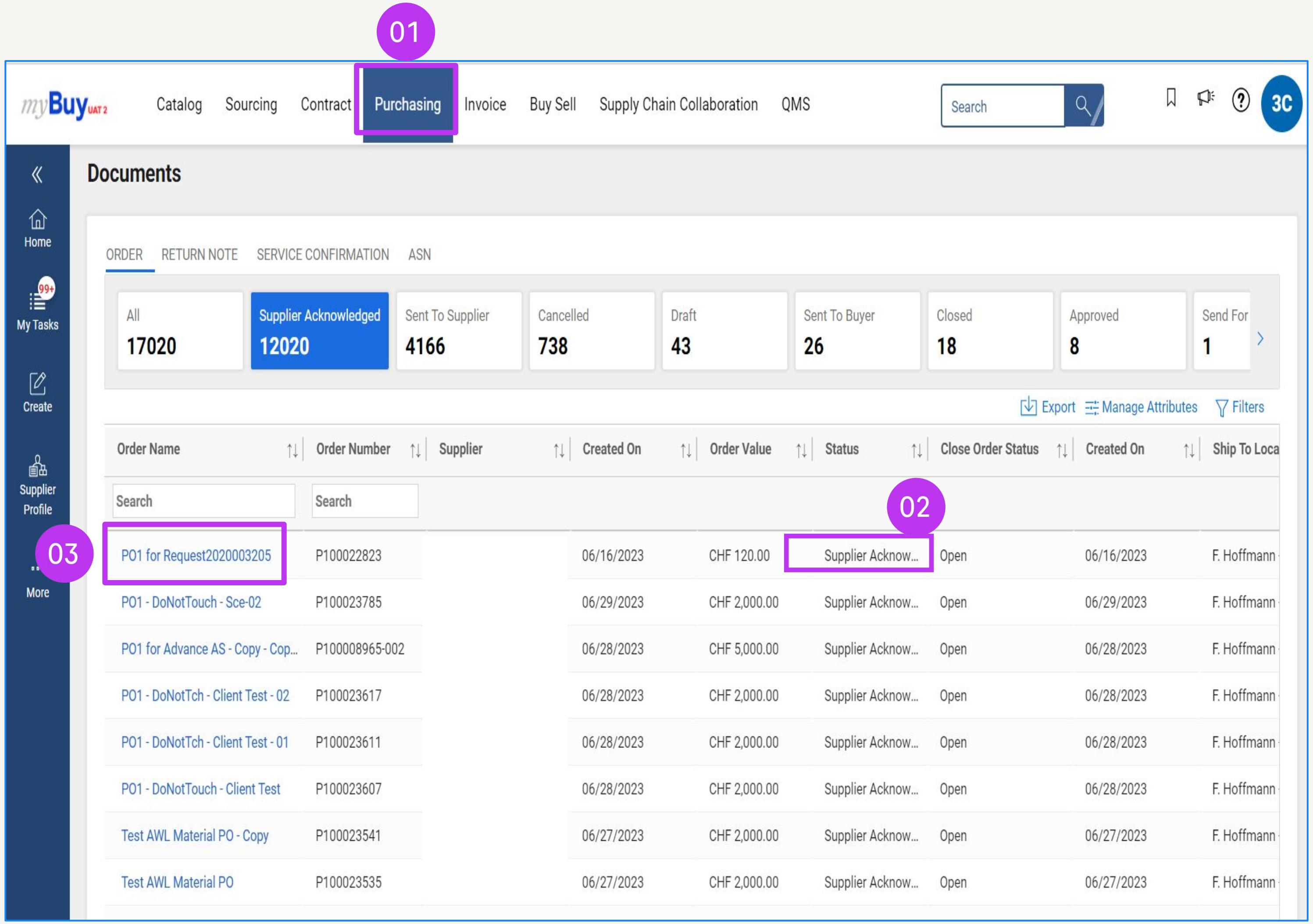
See the first four pages for general instructions, then review the detailed steps to complete and submit PO based material invoices.

# General/High-level Instructions

# Flip Order to Invoice

The first steps to flip an order to an invoice are the same for all myBuy GEP SMART users:

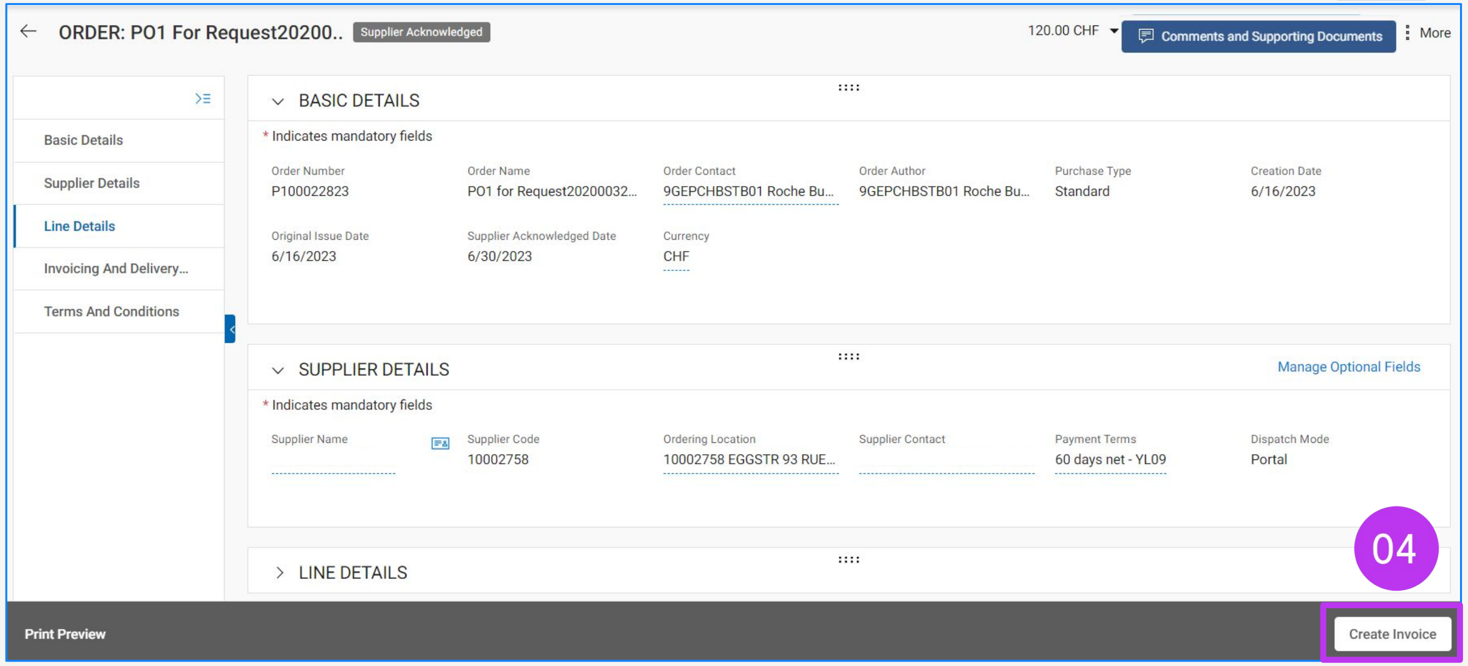
1. Click the **Purchasing** module
2. Check the **Order Status** (it must be Supplier Acknowledged in order to create an invoice)
3. Click on the **Order** for which you want to create an invoice

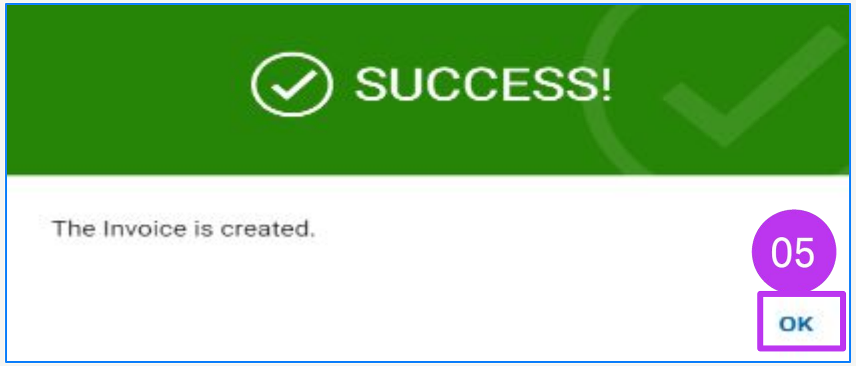


# Flip Order to Invoice cont’d

4. Click **Create Invoice**
5. Click **OK** to proceed

Once you create the invoice form by flipping an order to an invoice, order details will be pulled through to the Draft invoice.

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# Completing and Submitting Invoices

Once your order is flipped to an invoice, there are several fields you will need to complete or verify before submitting your invoice to Roche/Genentech.

- **Basic Invoice Details** - invoice number and date
- **Supplier Details** - tax identification country and number (applicable for certain countries. Note: if you have only one Tax ID, it will be automatically defaulted).
- **Line Details** - verify and adjust if needed: unit price and quantity; fill in the applicable tax rate, along with other charges and freight if applicable. The Amount is automatically calculated based on the quantity, unit price, taxes, other charges and freight.
- **Payment and Delivery Details** - bank account
- **Additional Information (if applicable)** - remarks, service start and end date

If you are working with Roche sites or affiliates in Singapore, Switzerland or Canada, please pay particular attention to the extra steps for these countries.

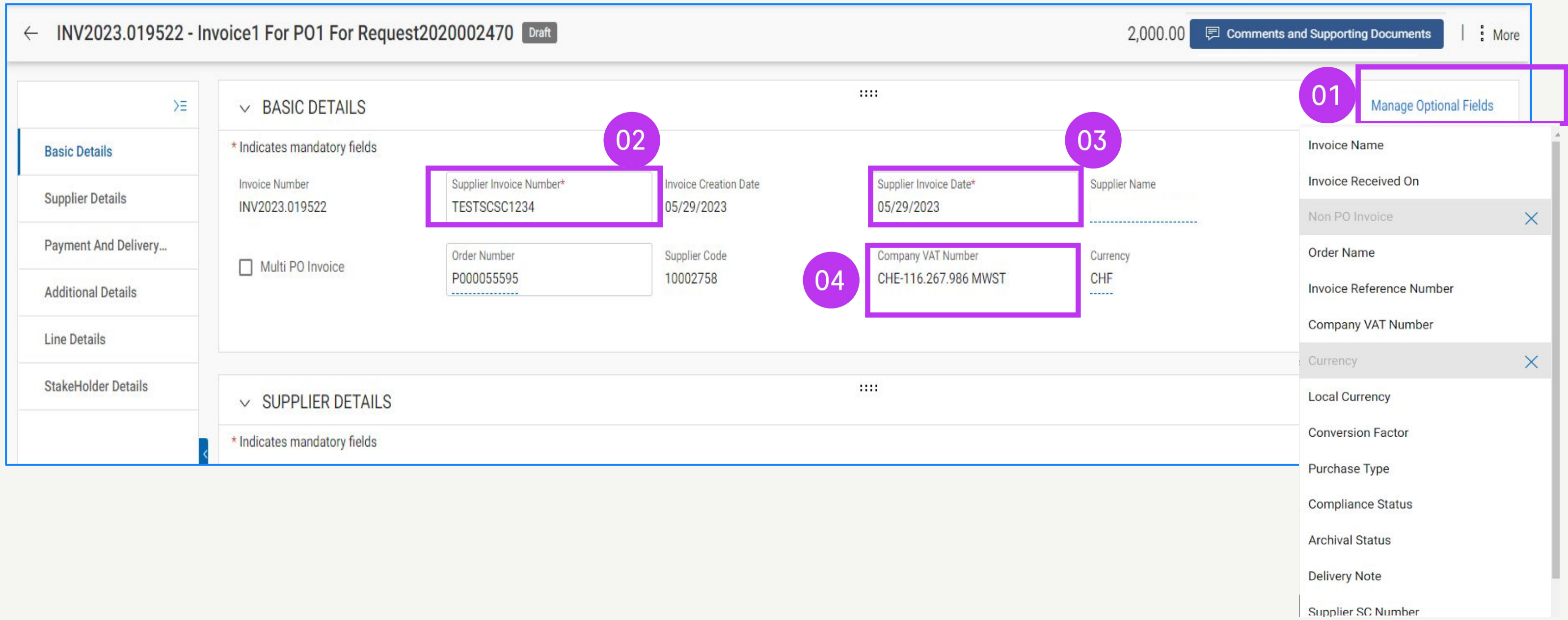
Deviations will be marked and linked to the respective topics, or you can click the links here to review the exceptions:

- General detailed Process Steps (link)
- Exception countries (link)

# Detailed Process Steps

# Add Basic Details

1. Review and edit the **Invoice Name** if necessary. **Invoice Name and additional fields** can be added from the **Manage Optional Fields** menu.
2. Enter the unique **Supplier Invoice Number** generated from your system
3. Review and update the **Supplier Invoice Date***
4. **Company VAT Number** for Roche can be added from the **Manage Optional Fields** menu




*Invoice payment is based on the date you submit the invoice via myBuy GEP SMART

**Note**: You can find the Singapore specific extra steps here.

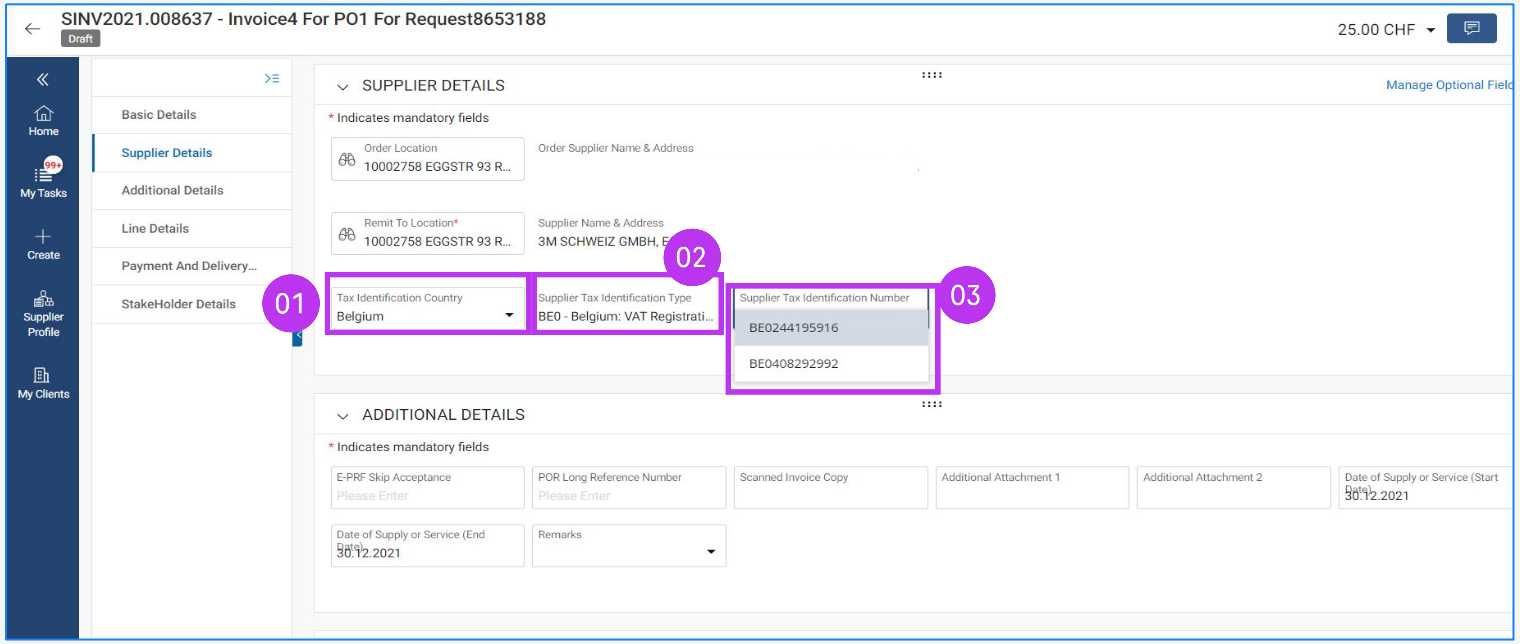
# Add Supplier Details

1. Open the drop-down menu for **Tax Identification Country**

2. **Supplier Tax Identification Type** will auto-populate

3. **Supplier Tax Identification Number** will auto-populate (in cases where there is more than one, you can select from a drop-down menu)

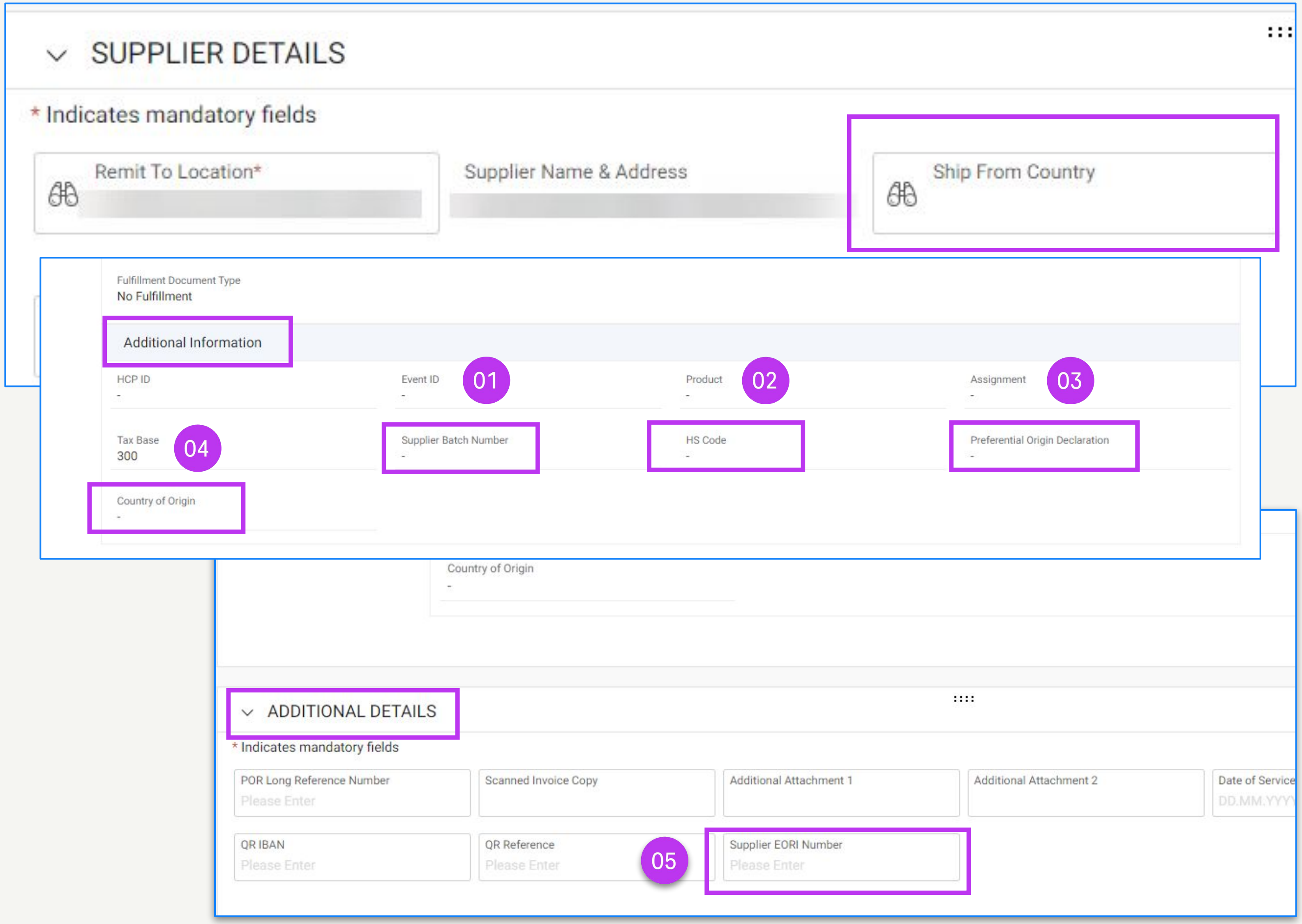
**Note:** In case your TAX ID is not correctly selected or is completely missing, please do not submit the invoice. Instead, initiate a change request with Roche/Genentech.



# Add Supplier Details - For material invoices shipped to a different country

The ‘Ship From Country’ is a new mandatory field in the **SUPPLIER DETAILS** section. When you forward a **Material** Invoice (not Services) for orders shipped to a different country, (i.e. different countries in the ‘Ship from’ and ‘Ship to’ fields), you need to complete the following fields:

1. Supplier Batch Number (mandatory)
2. HS Code (mandatory)
3. Preferential Origin Declaration (optional)
4. Country of Origin (mandatory)
5. Supplier EORI Number (mandatory)

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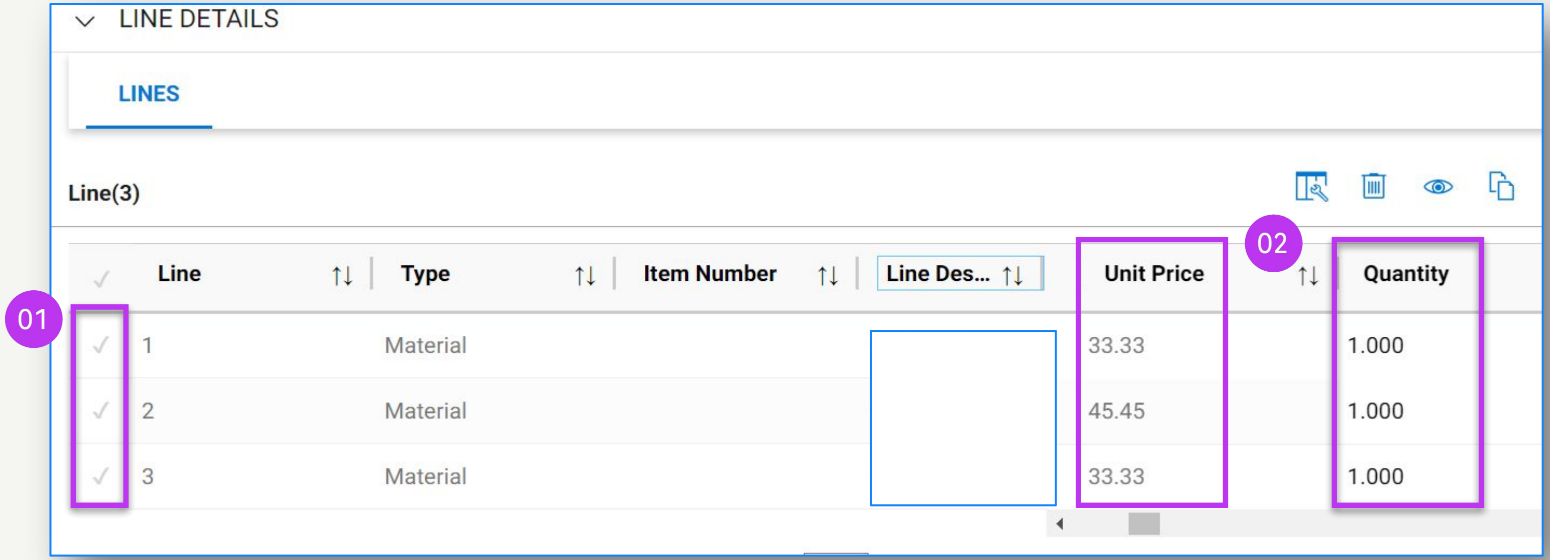
# Review Line Details

1. Select or deselect a line item by clicking on the **check mark**
2. Update **Unit Price** or **Quantity** if needed to match what you are invoicing

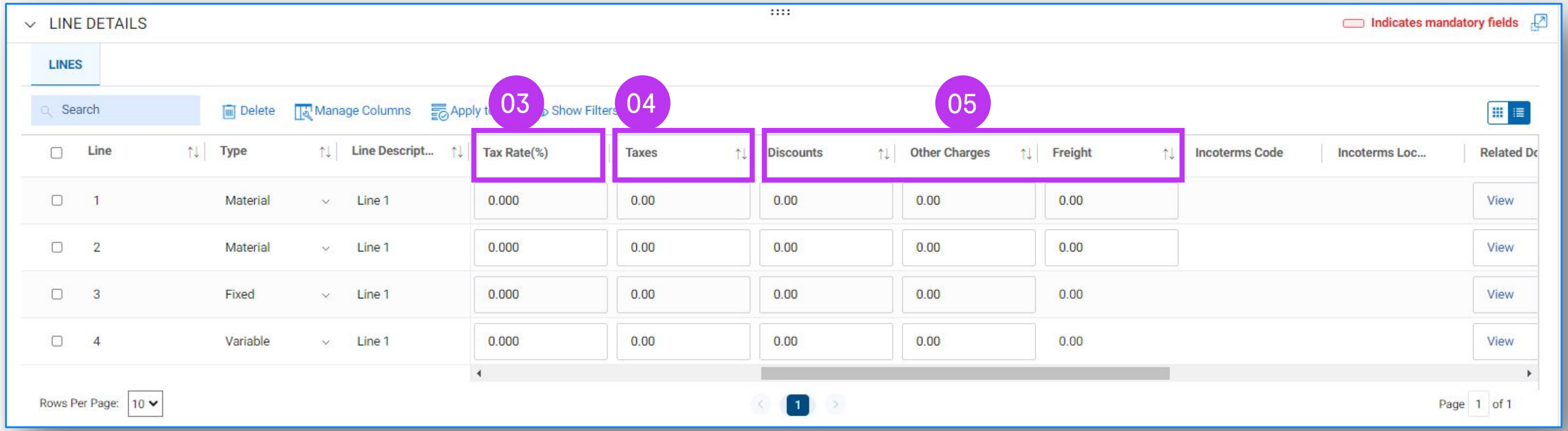



**Note**: You can find the Canada specific extra steps here.

# Review Line Details cont'd

3. Click the check mark next to the line item and scroll to the right to enter the **Tax Rate**
4. **Taxes** will be automatically calculated; verify/update the **Taxes** (amount can be overwritten in the case of any rounding of the Tax amount)
5. Enter **Other Charges, Freight or Discounts** if applicable

* Please pay attention to the tax rate on each line item. The 0% rate is automatically proposed, please always change it to the correct rate when necessary.




Find VAT rates by country here

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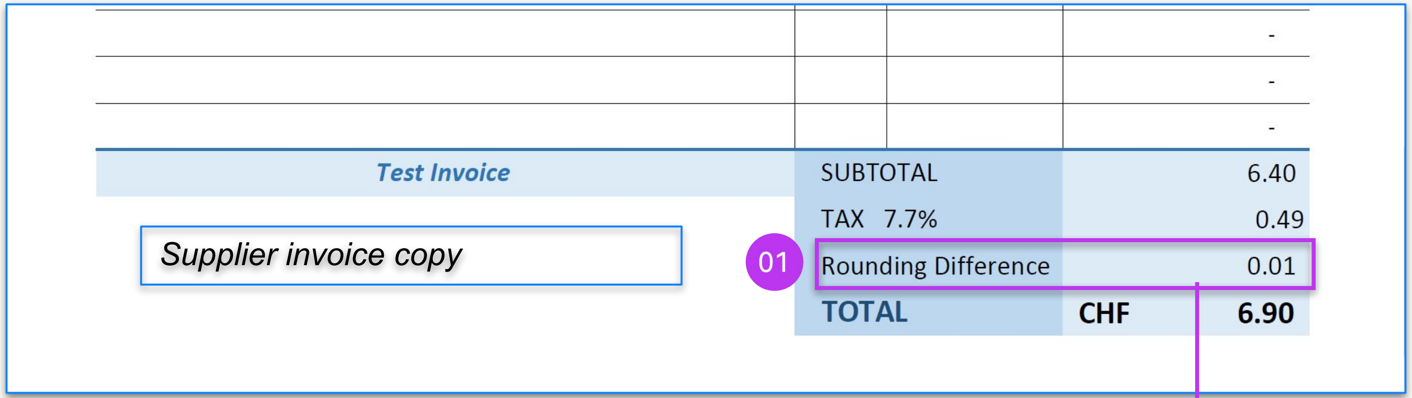
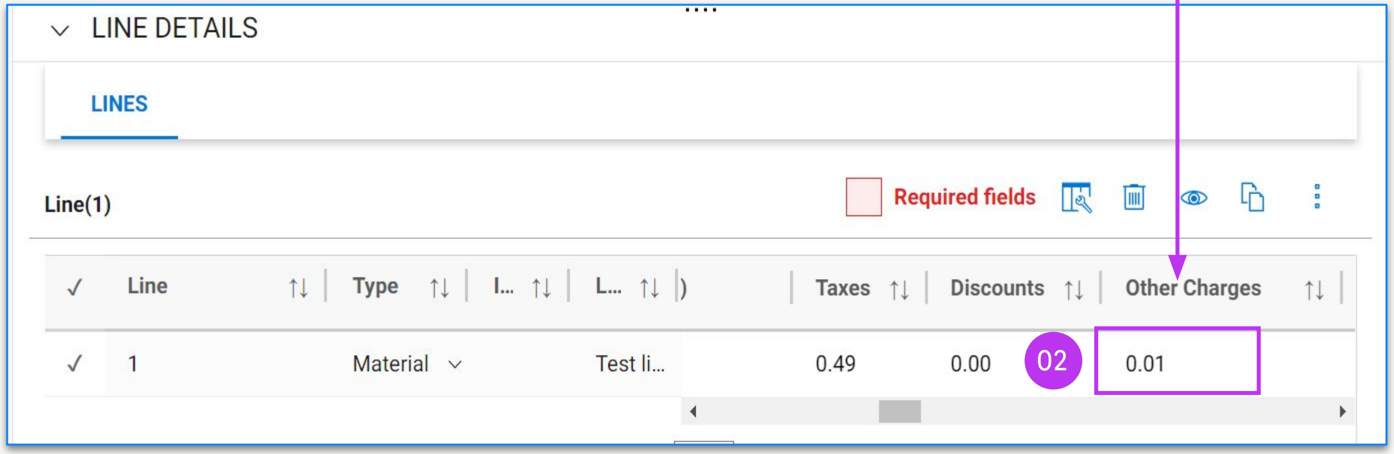
# Tax Rate & Rounding cont’d

1. **Rounding differences** may or may not be shown on separate lines on your company-generated invoice (as shown in image 1)

2. Rounding differences must be captured in the **Other Charges** field (as shown on image 2)

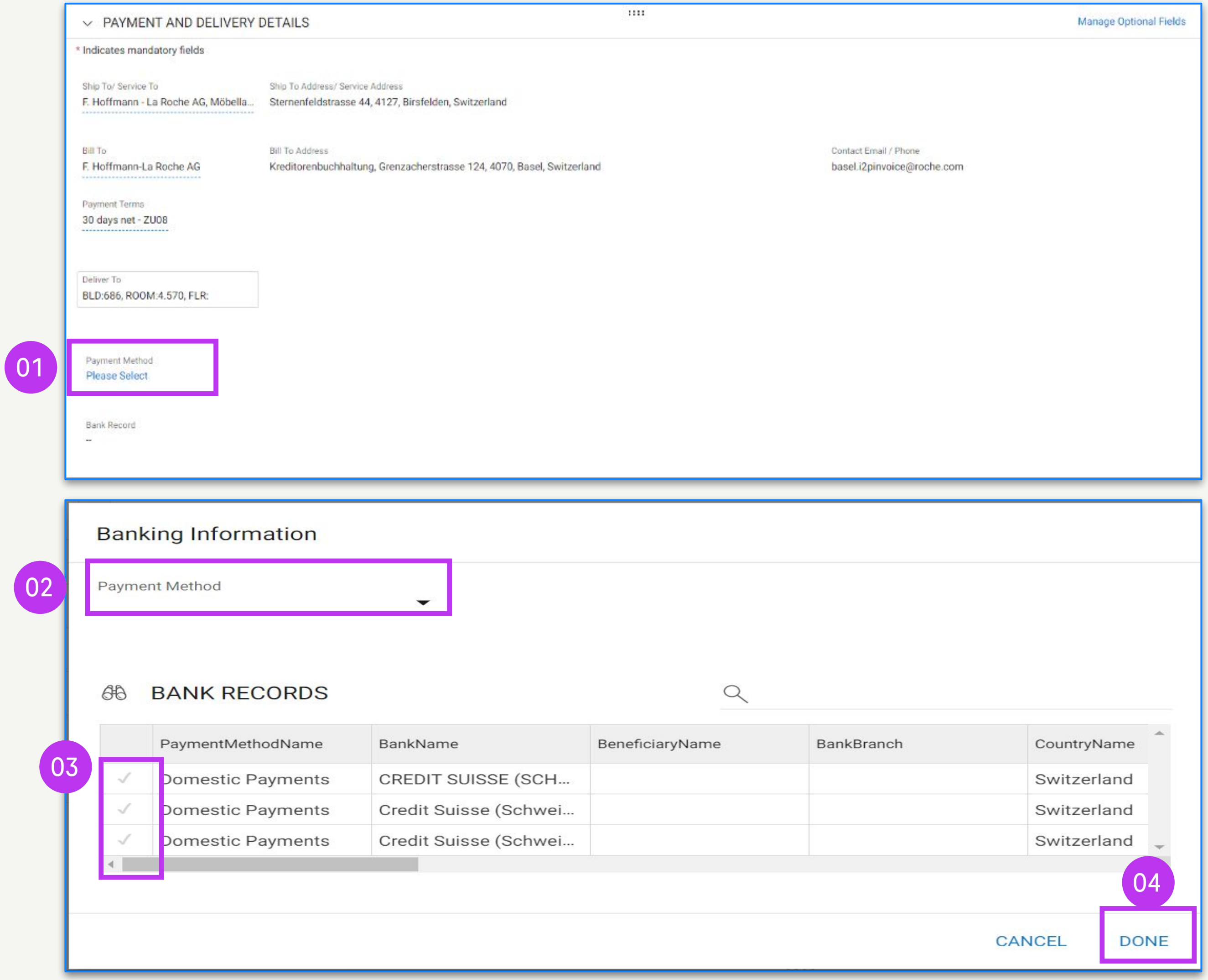


# Confirm Banking Details

In the **PAYMENT AND DELIVERY DETAILS** section, select the payment method and bank records (in case of multiple accounts, unless it is already set up as default in your supplier profile - please refer to slide 48)

1. Click **Please Select**
2. Click drop-down arrow in the **Payment Method field** to view bank records (scroll right to see account number and information)
3. Click the check mark next to the **applicable record** of the account you want to receive the payment
4. Click **DONE**

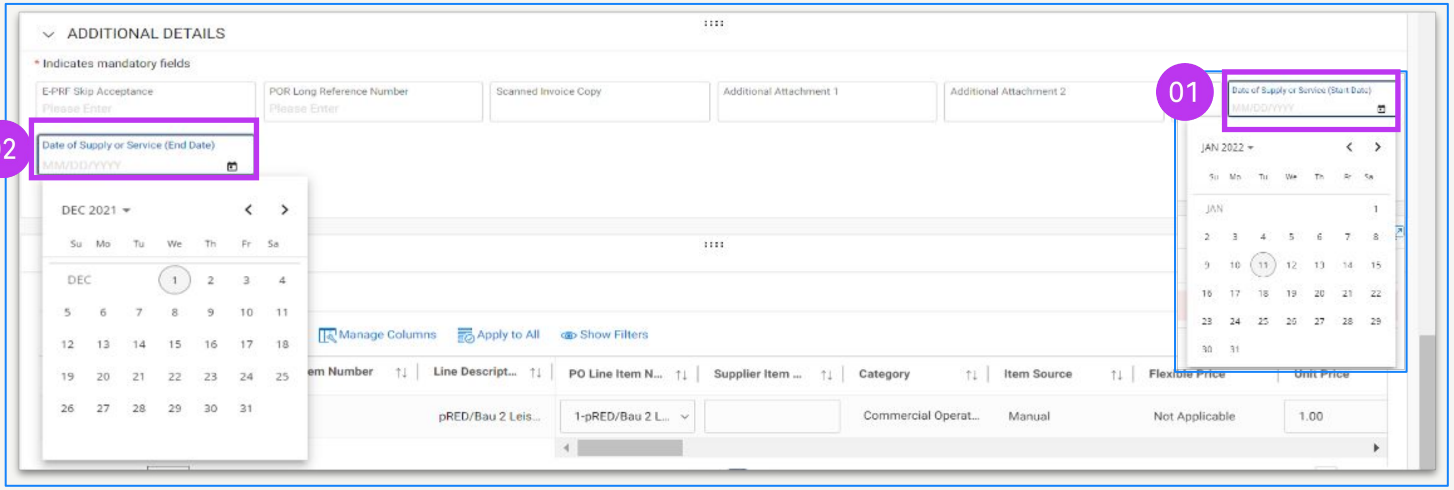


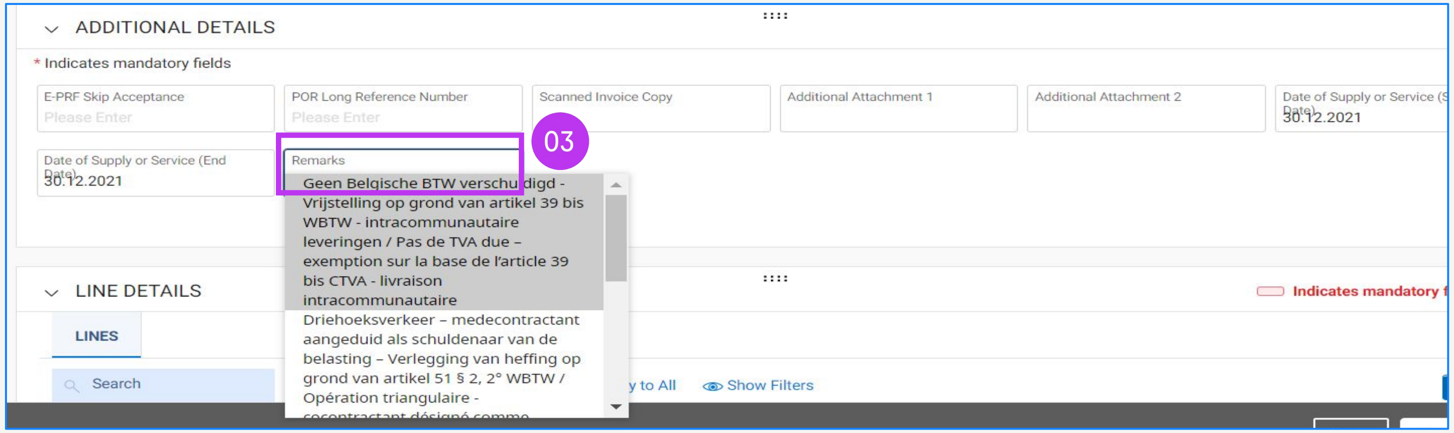

**Note**: You can find the Switzerland specific extra steps here.

# Review Additional Details

1. Add the **Date of Supply or Service Start Date*** by selecting the **date** from the calendar drop-down
2. Add the **Date of Supply or Service End Date*** by selecting the **date** from the calendar drop-down
3. Add **Remarks** (see next page for details, if applicable)

*Start Date is optional if applicable;
End Date is mandatory, based on selected country regulations.

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# Supplier Remark Options

Remarks field will be available based on your **Tax Identification Country**, in case a specific tax text is required by the law for the transaction.

Choose the **remark** that best apply to your situation, from the list.

Please note that the remarks are available in the appropriate language.

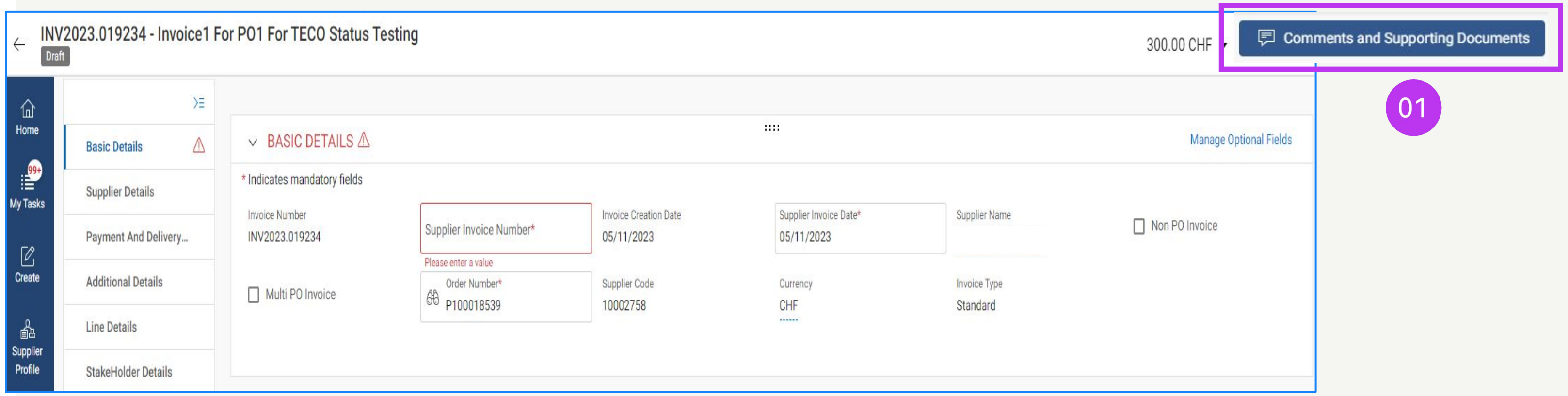
**Please note:** Use the option N/A if none of the above are applicable

| Category |
|---|
| Intra-community supplies |
| Triangulation |
| Reverse charge |
| Export of goods to non-EU countries |
| Supplier is VAT exempt |
| N/A |

# Add Comments or Attachments

Enter comments or add attachments to your invoice that will aid the Buyer in reviewing your invoice:

1. Click the **Comments and Supporting Documents** button
2. Type in any applicable **comments**
3. Click **Attachments** to upload other supporting documentation (for example, timesheets for a service invoice)





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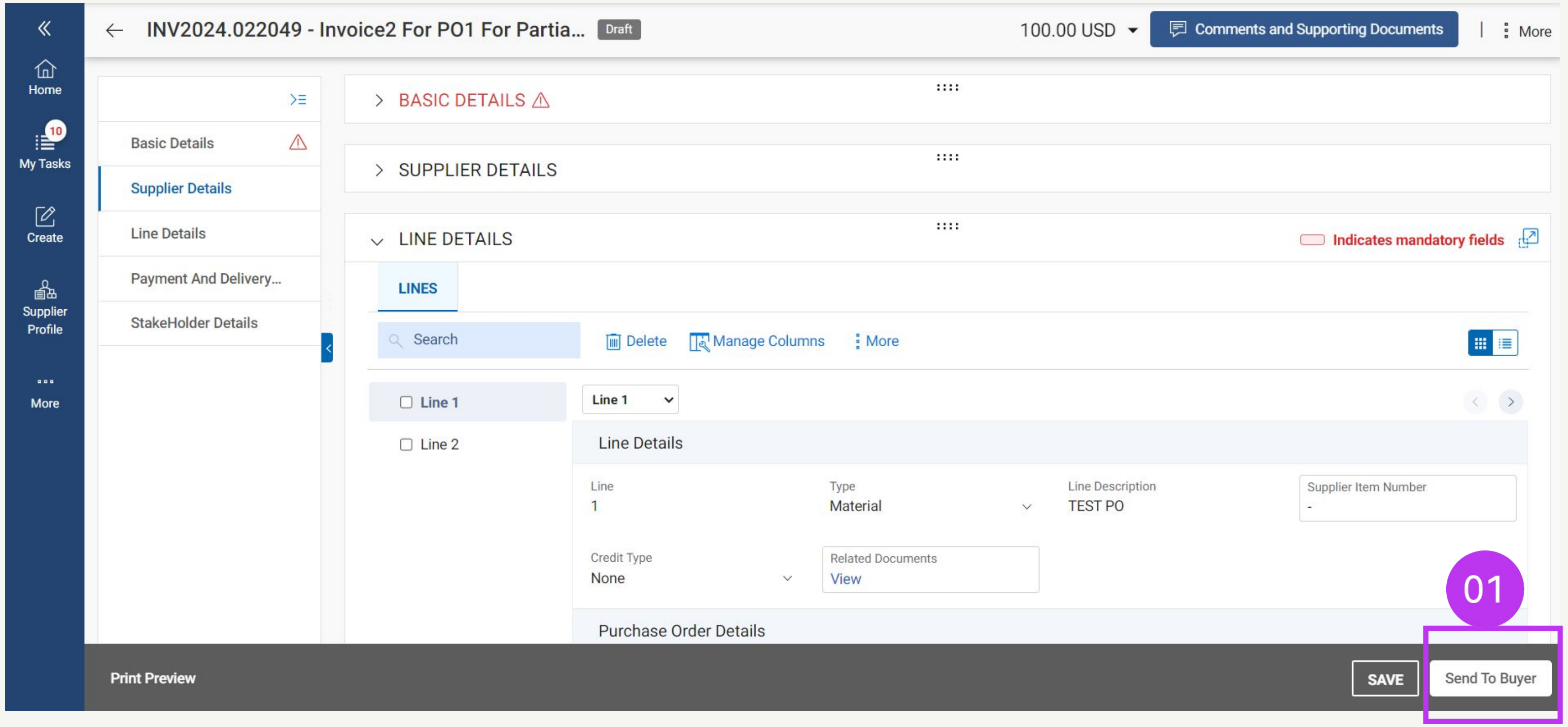
# Submit Invoice

1. When all required fields are completed, click **Send to Buyer**

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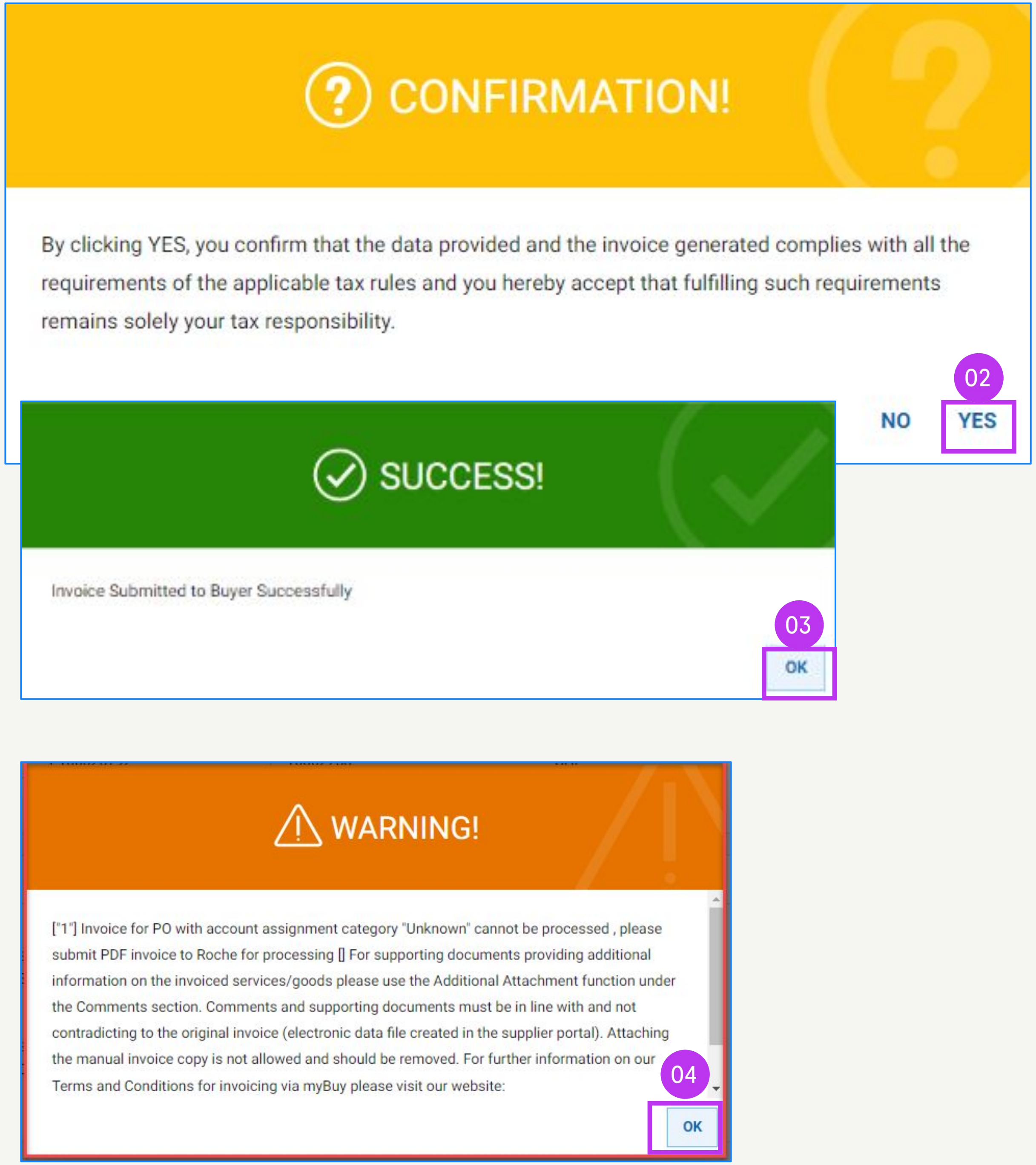
# Submit Invoice cont’d

2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment, a warning message will appear confirming that the invoice should be sent via PDF instead

**Keep in mind:**

Electronic invoices created in myBuy GEP SMART are legally valid documents. Supplier **cannot** submit any scanned supplier invoice copy.

For supporting documents providing additional information on the invoiced services (for example, timesheets/goods) please use the Additional **Attachment** function under the **Comments section** to enable proper invoice reconciliation.

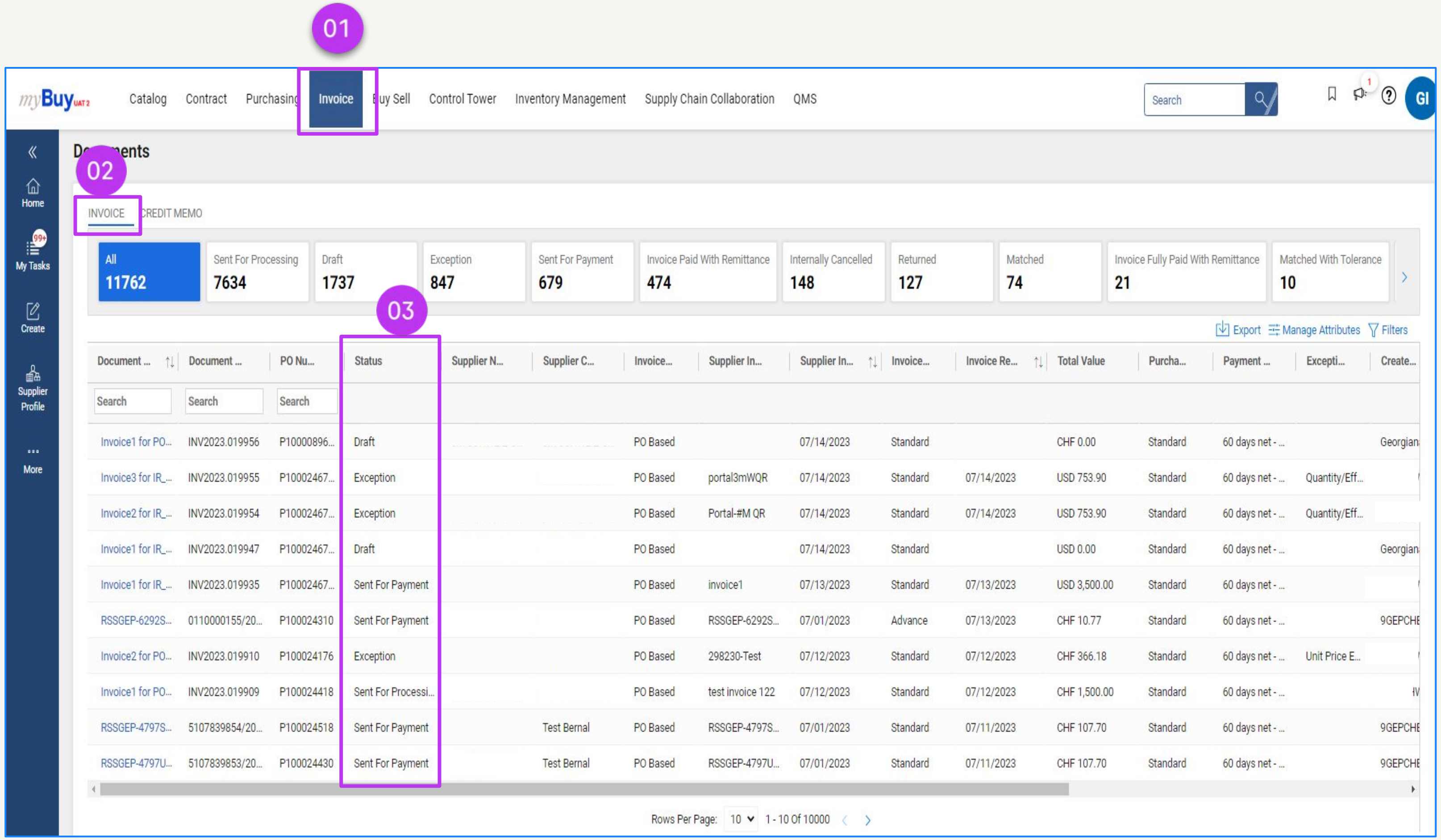



Roche

# Check Invoice Status

You can quickly check the status of your invoices.

1. Select the **Invoice** module
2. Click on **Invoice** tab
3. Look for the **Status** column for each invoice

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# 13 Create Service Confirmation

# Service Confirmation

A service confirmation is a document created by the supplier once services are rendered to indicate to Roche/Genentech that the services have been provided.

Roche/Genentech must accept the service confirmation before a service invoice can be created by the supplier from the service confirmation.

Service confirmations can only be created once the order is in Supplier Acknowledged status. If the order is in Sent to Supplier status, you will first need to acknowledge the order before you can create the service confirmation.

# Note for Roche Suppliers

Roche is currently not requiring service confirmations from suppliers prior to submitting a service invoice.

To create a service invoice, follow the general instructions in chapter 12

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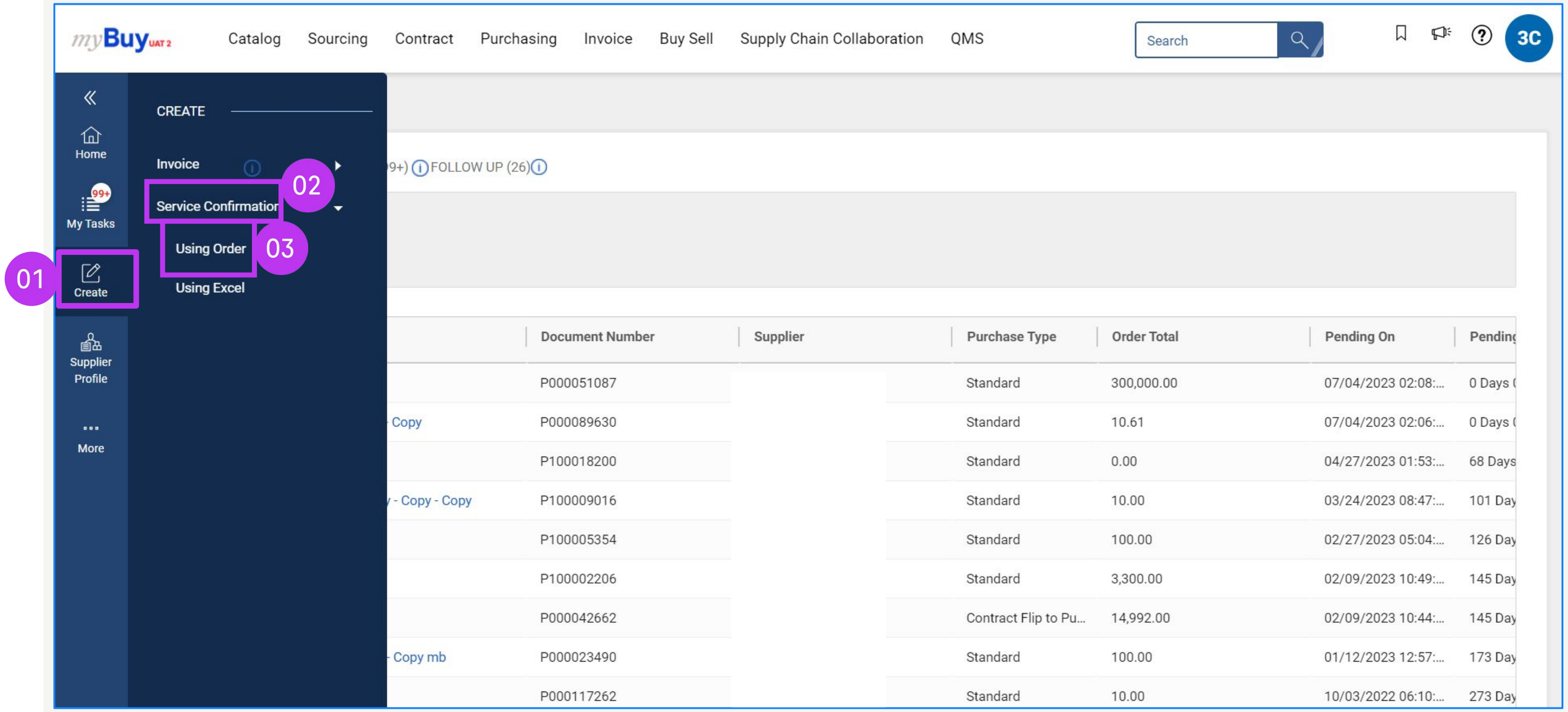
# Create Service Confirmation

1. Click **Create** on the home page

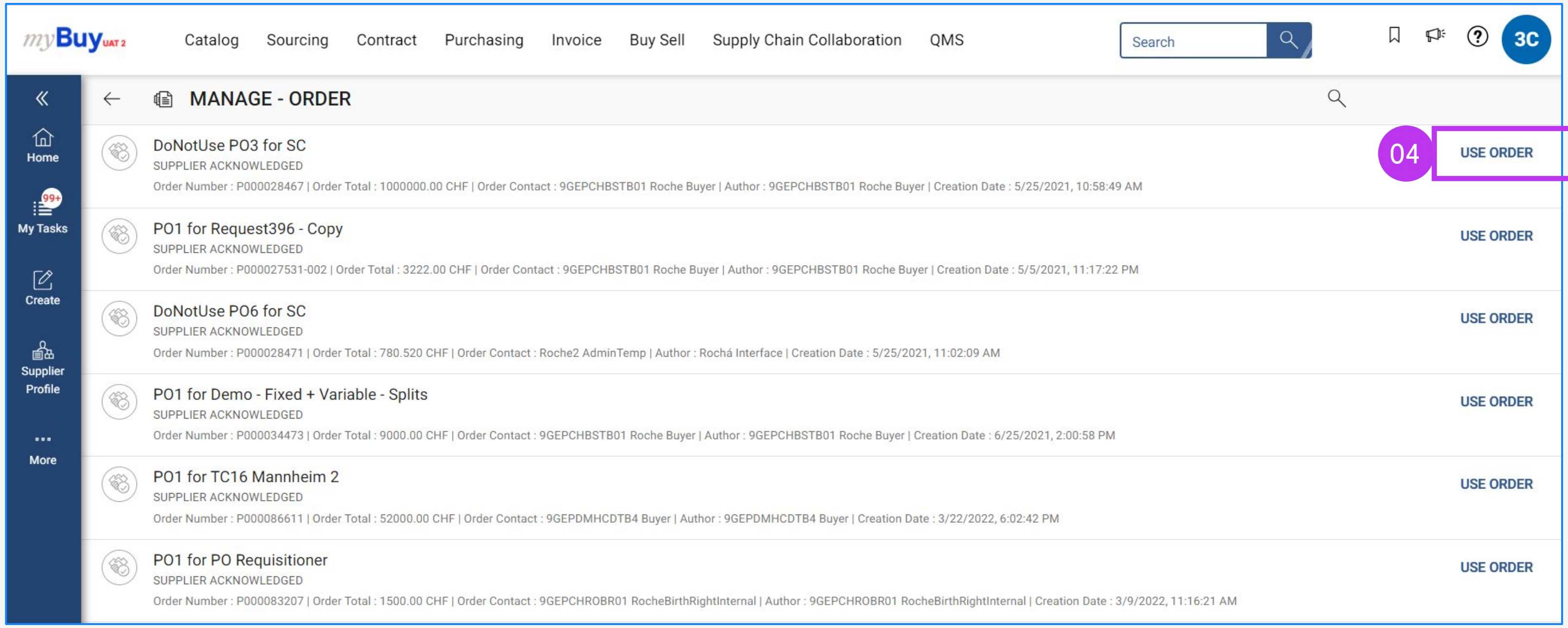
2. Click **Service Confirmation**

3. Click **Using Order**



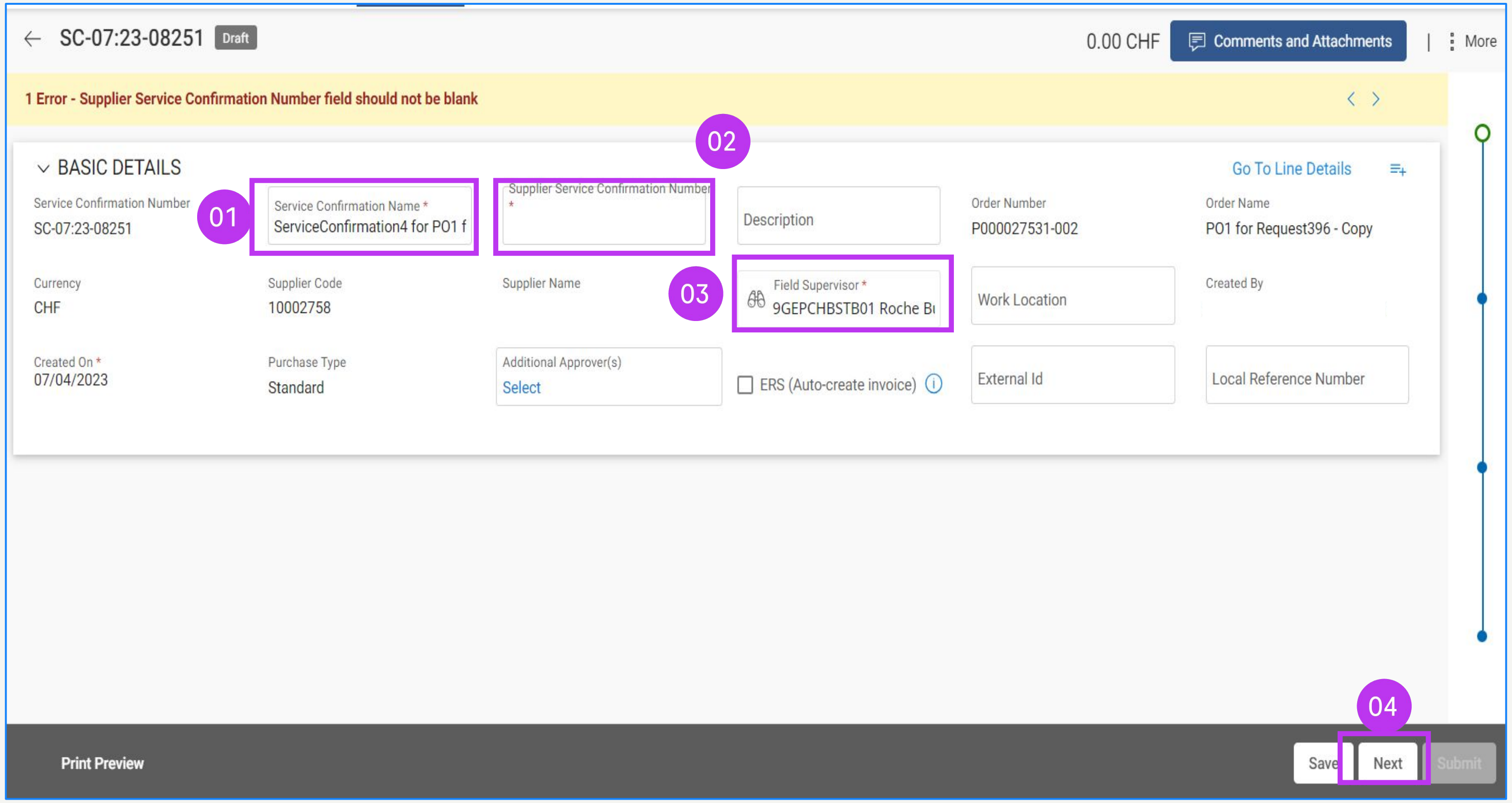
# Create Service Confirmation cont'd

4. From the list of available orders, find the applicable order and click **USE ORDER** to start the service confirmation



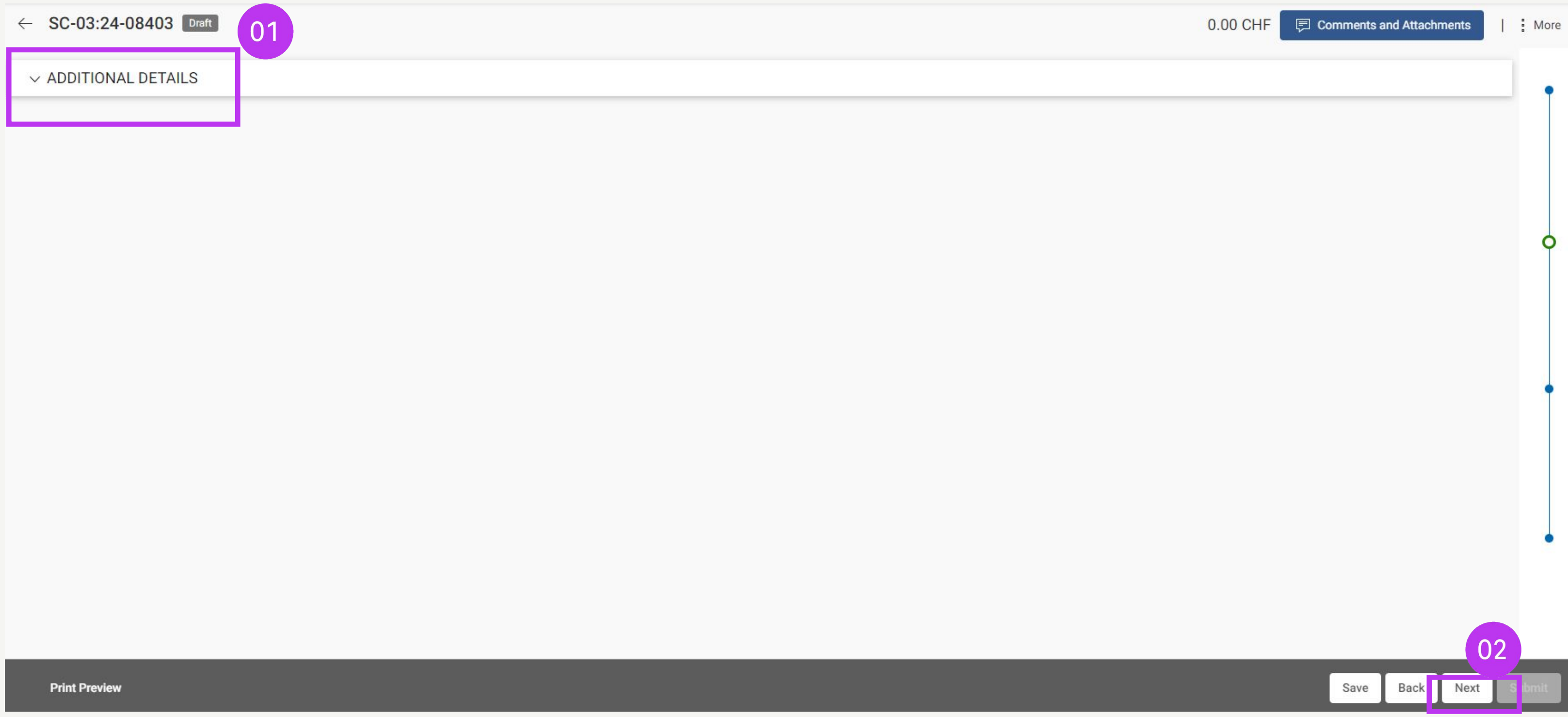
# Add Basic Details

1. Update **Service Confirmation Name** if needed
2. Enter **Supplier Service Confirmation Number**
3. The **Field Supervisor** (Buyer contact) is updated automatically from the order
4. Click **Next** to proceed to Additional Details



# Add Additional Details

1. Update Additional Details section if required
2. Click **Next** to proceed to Notes & Attachments

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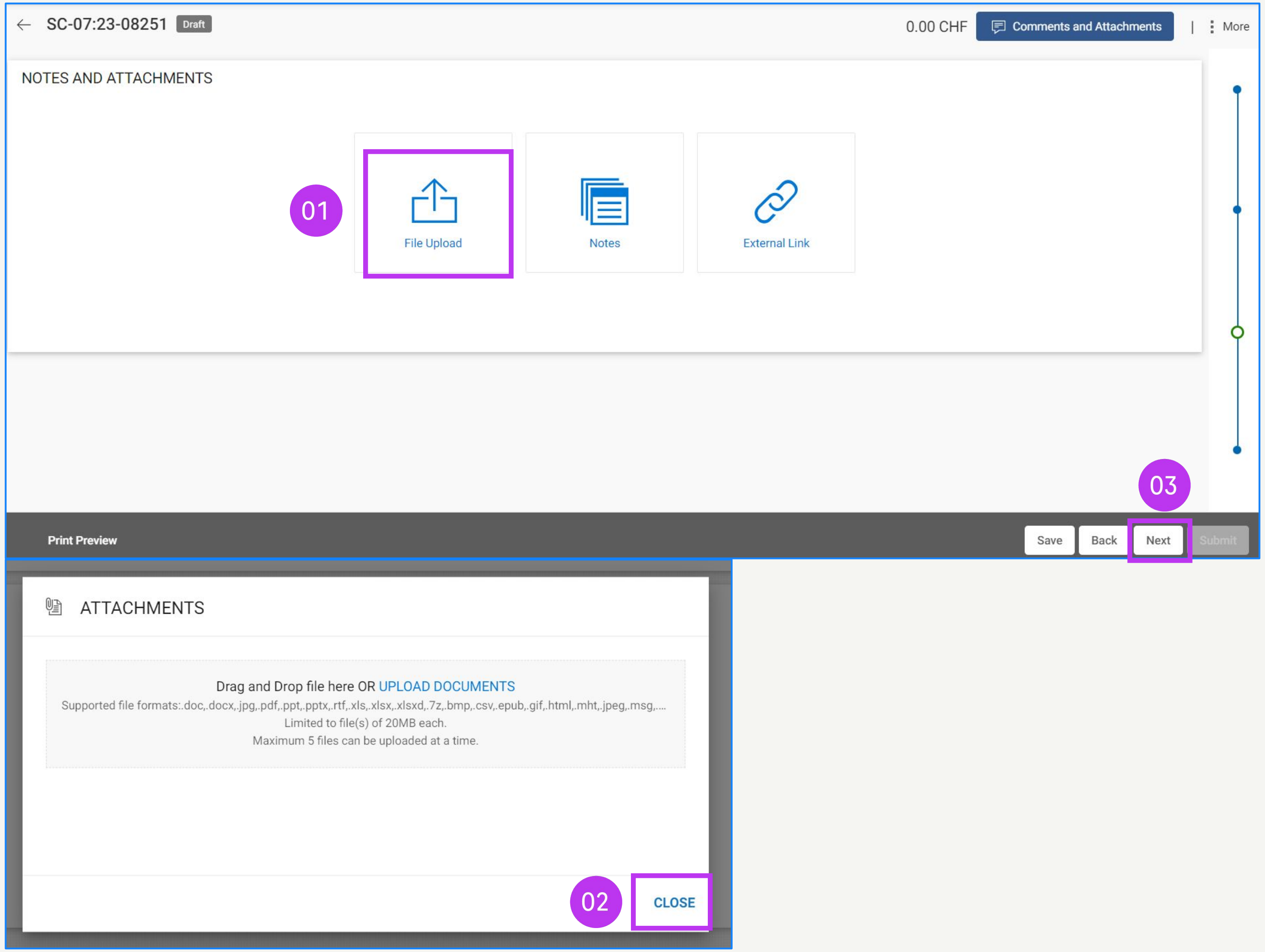
# Add Notes & Attachments

Before submitting, add any comments and attachments or any supporting documentation.

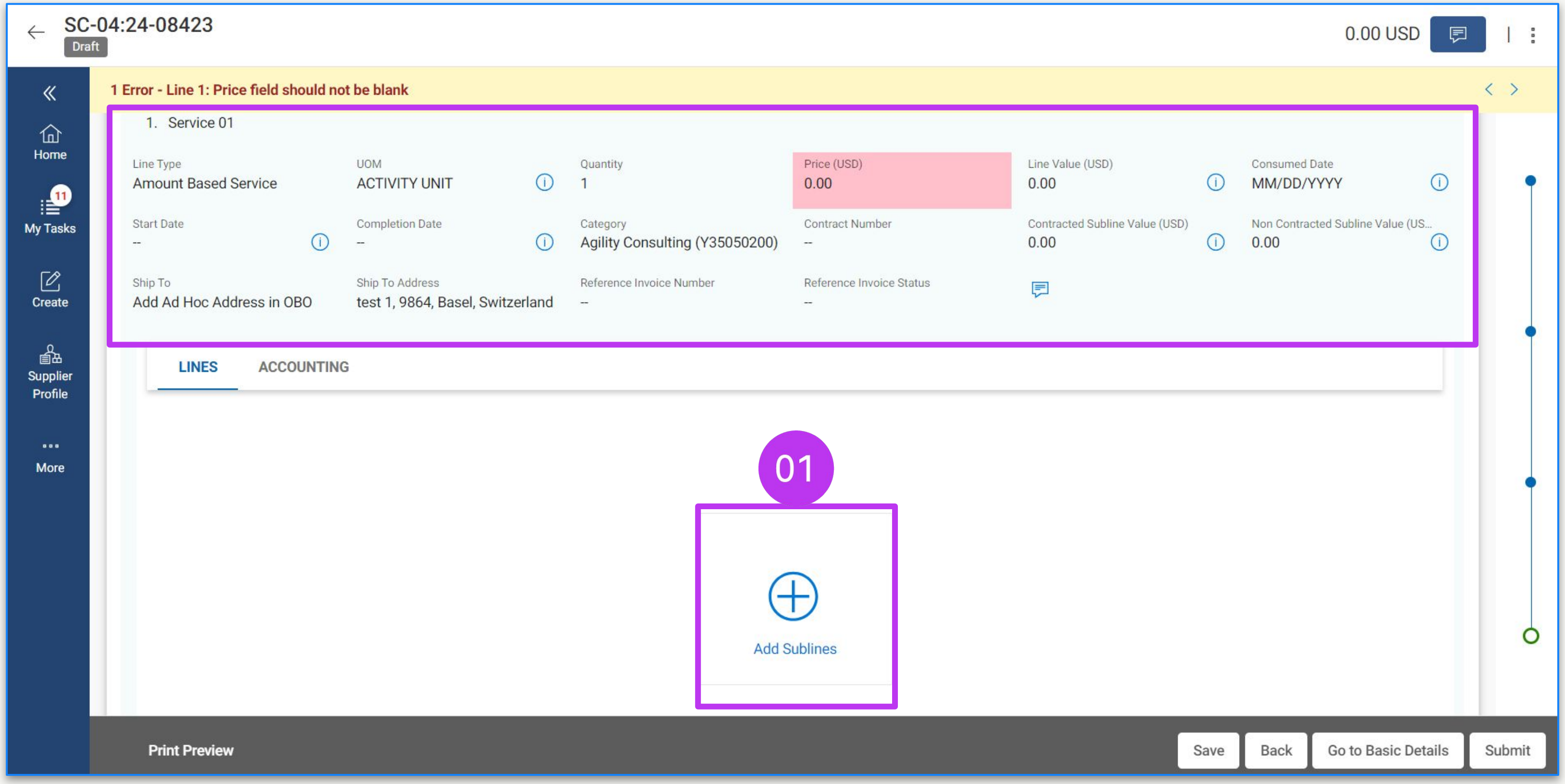
1. Click on **File Upload** to upload attachments or **Notes** to add comments
2. Click **CLOSE** after uploading to close the pop-up window
3. Click **Next** to proceed to Line Details section



# Enter Line Details

1. Click on **Add Sublines**

The entered values will be reflected in the blue shaded area after adding the service confirmation lines,

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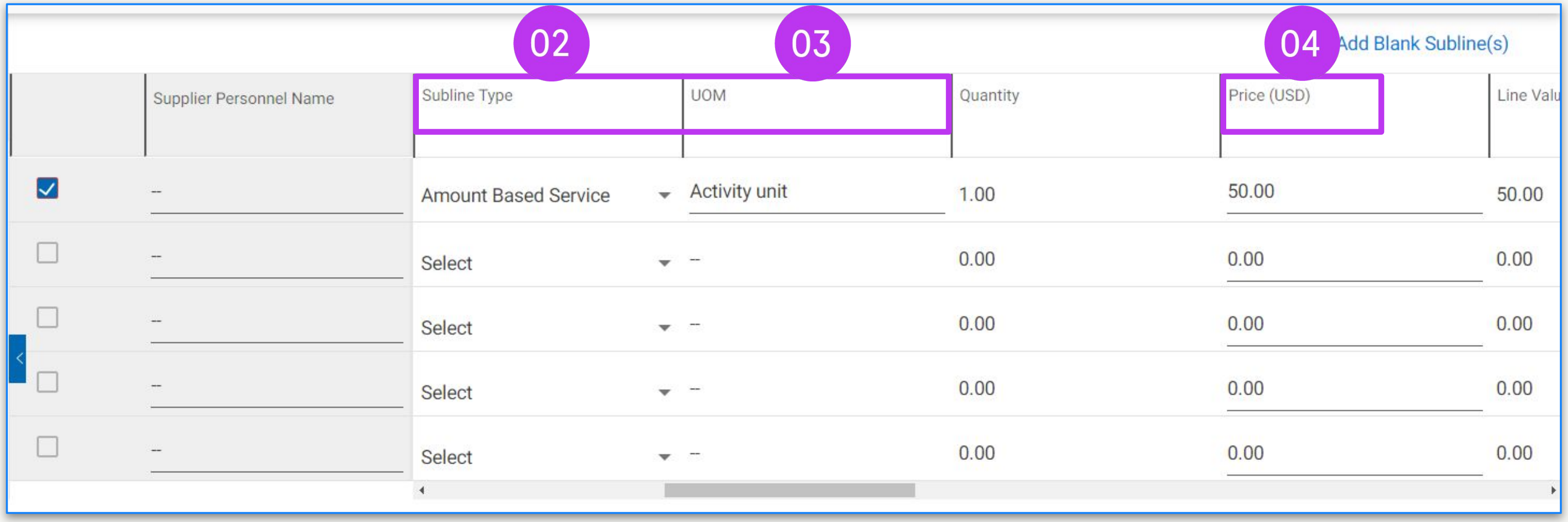
# Enter Line Details cont'd

2. Select the **Subline Type** from the dropdown

3. Enter the **Unit of Measure (UOM)**

4. Enter the **Price** (it can't be higher than the original PO amount)

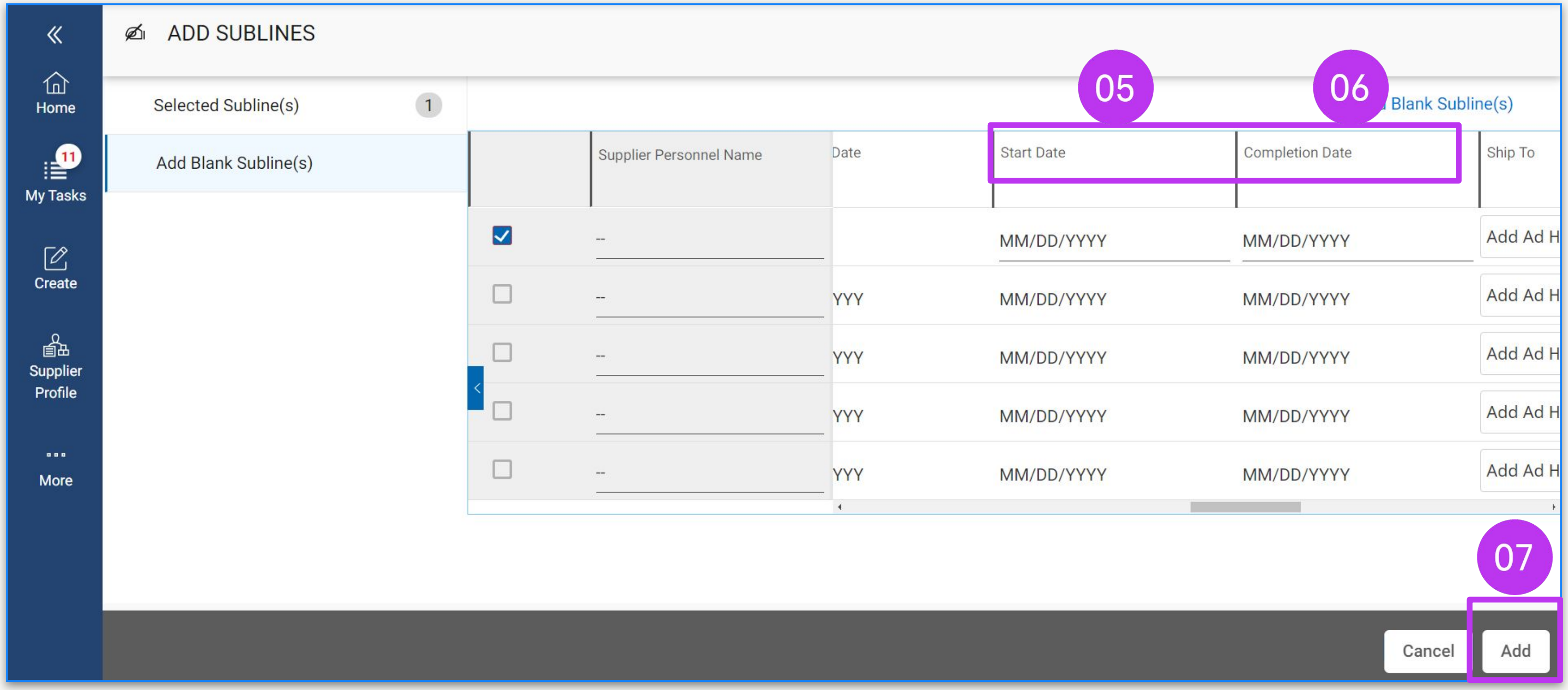


# Enter Line Details cont'd

5. Select the service **Start Date**

6. Select the **Completion Date**

7. Click on **Add**




Start and Completion dates need to be within the date range indicated on the purchase order.

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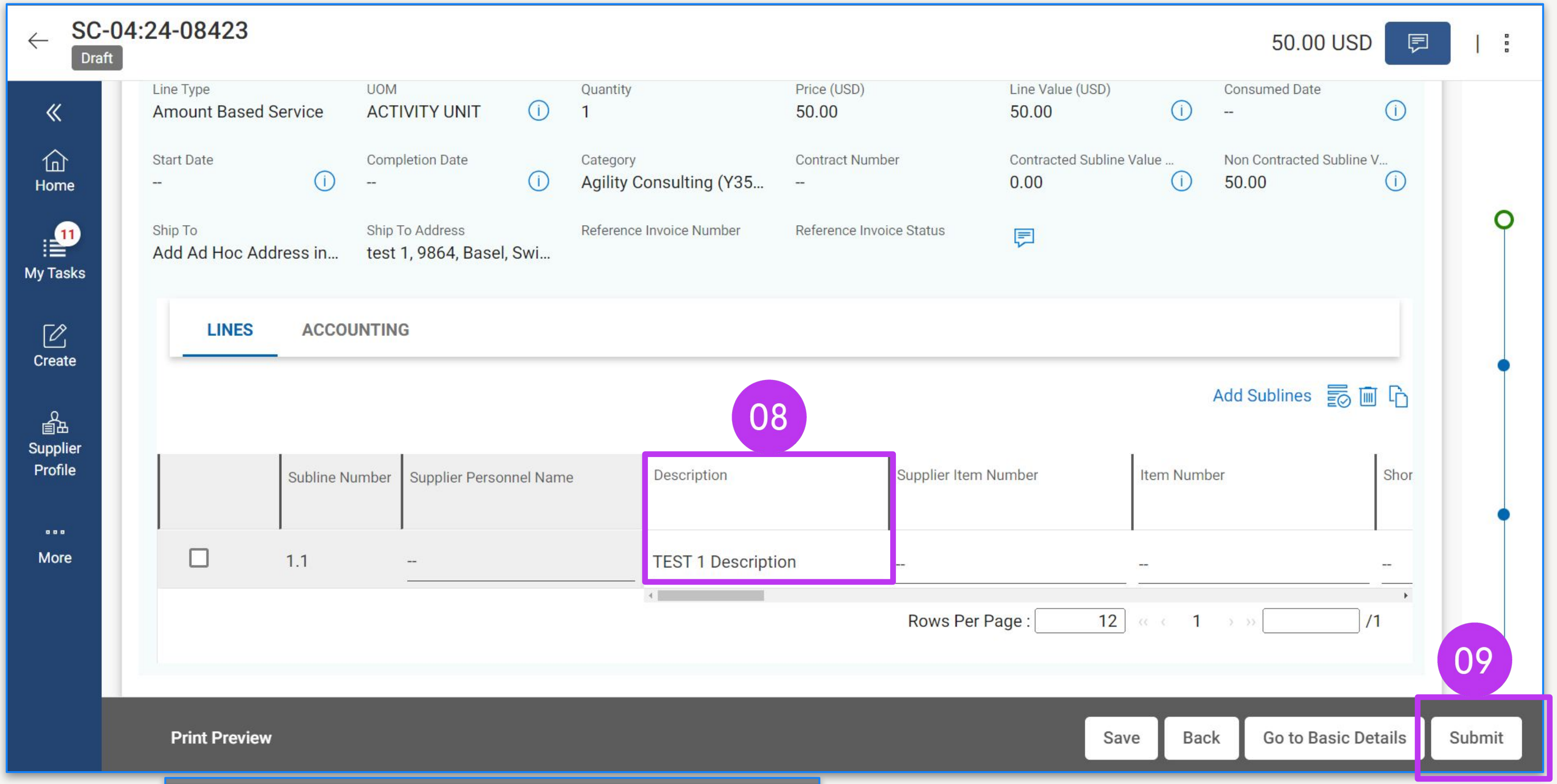
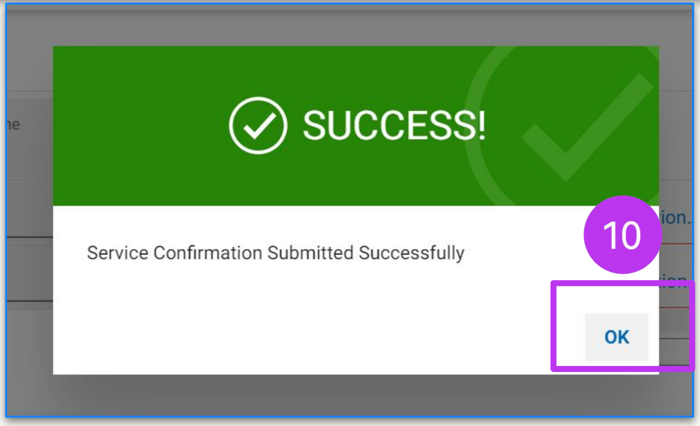
# Enter Line Details cont'd

8. Enter the **Description** for the line
9. Click **SUBMIT** to send the confirmation to Roche/Genentech
10. Click **OK** to close the success pop-up box; you'll then be directed to the Service Confirmation screen where the document will show in **Approval Pending status**



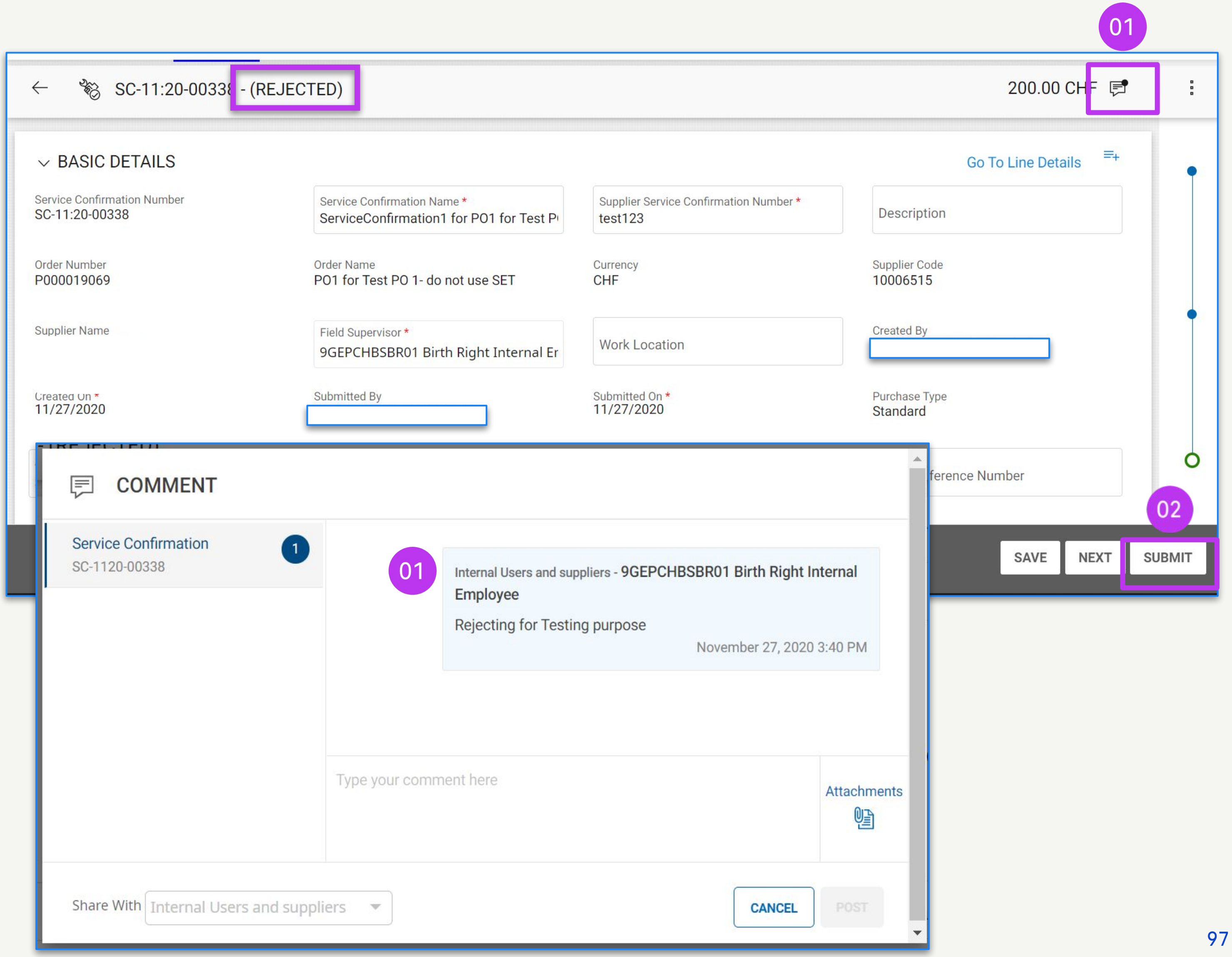



# 14 Update and Resubmit Rejected Service Confirmation

# Update & Resubmit Confirmation

From the **Purchasing** module click on the **SERVICE CONFIRMATION** section to open the service confirmation document; the status will show as Rejected.

1. Click the **Comments** icon to review the reason for the rejection provided by Roche/Genentech
2. Make changes to the service confirmation as requested and click **SUBMIT** to resend for approval



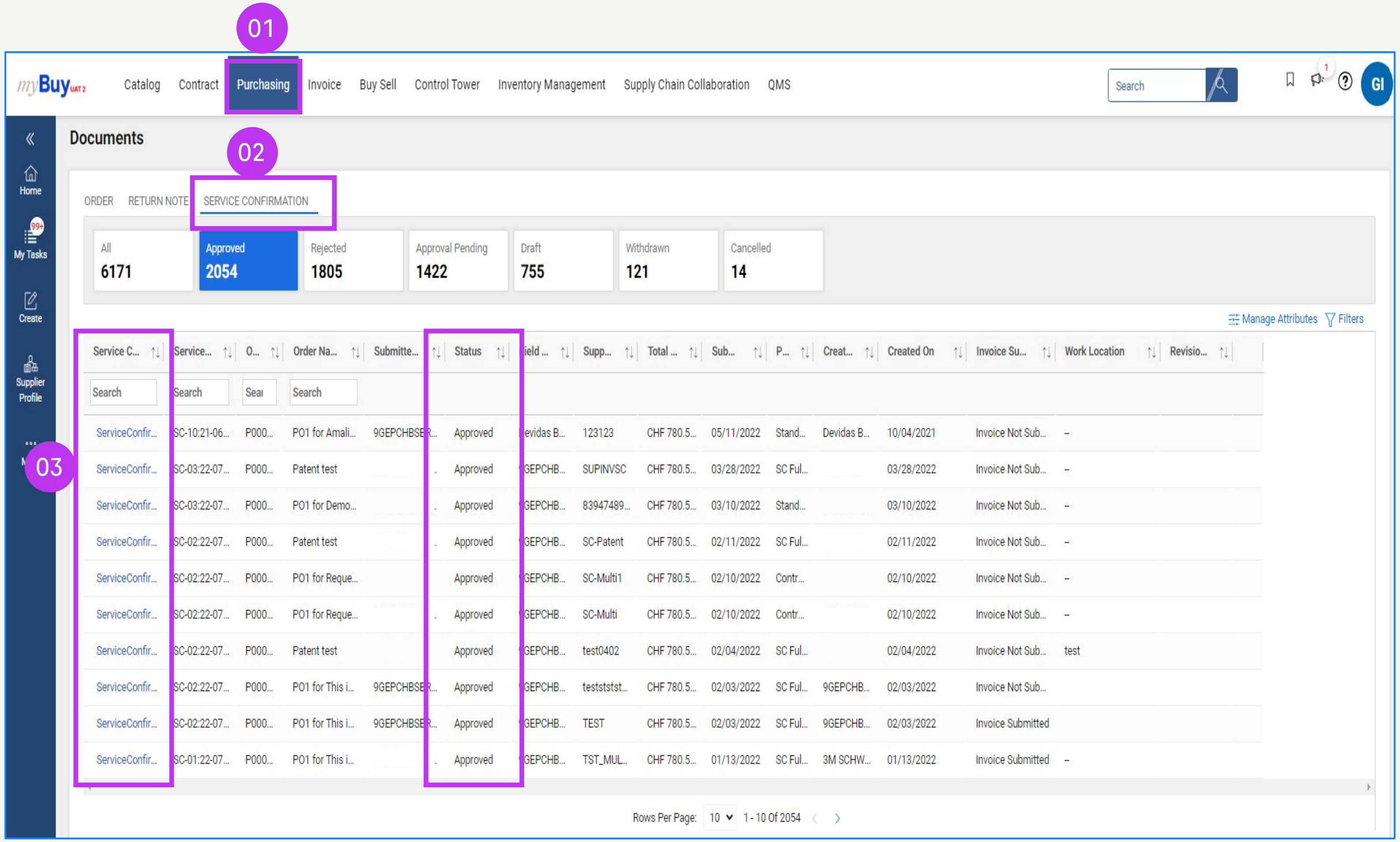
# 15 Create Invoice from Service Confirmation

See the first four pages for general instructions, then review the steps to complete and submit PO-based service invoices for your country

# General/High-level Instructions

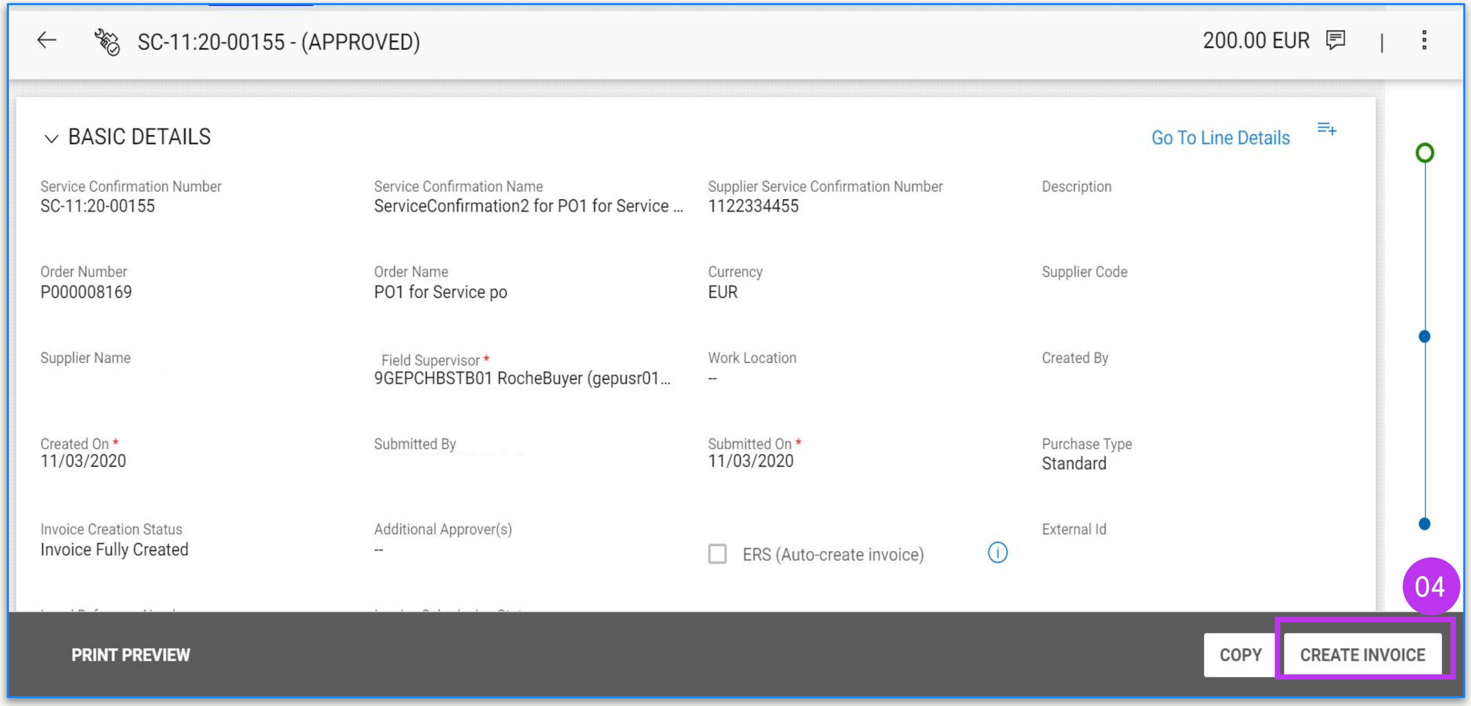
# Create Invoice

1. Go to the **Purchasing** module
2. Click the **SERVICE CONFIRMATION** tab
3. Choose the **Service Confirmation** you wish to flip to an invoice (it must be in Approved status)



# Create Invoice cont'd

4. Click **CREATE INVOICE** to start a new invoice document



# Completing and Submitting the Invoice

Once your confirmation is flipped to an invoice, there are several fields you will need to complete before submitting the invoice to Roche/Genentech.

- **Basic Invoice Details** - invoice number and date
- **Supplier Details** - tax identification country and number (applicable for certain countries. Note: if you have only one Tax ID, it will be automatically defaulted)
- **Line Details** - verify and adjust if needed: unit price and quantity; fill in the applicable tax rate, along with other charges. The Amount is automatically calculated based on the quantity, unit price, taxes and other charges.
- **Payment and Delivery** - banking account
- **Additional Information** - service start and end date are mandatory, add remarks if applicable
- Click **Send to Buyer** to submit the invoice

If you are working with Roche sites or affiliates in Singapore, Switzerland or Canada, please pay particular attention to the extra steps for these countries.

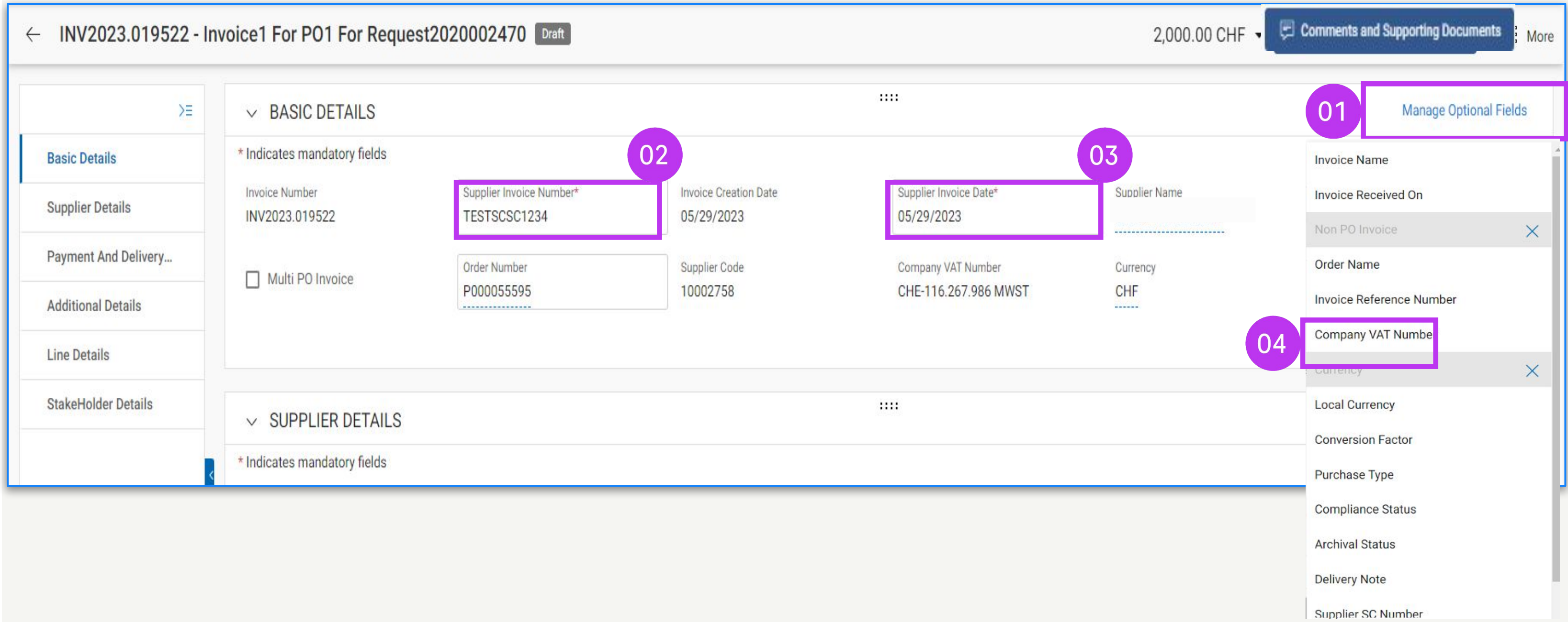
Deviations will be marked and linked to the respective topics, or you can click the links here to review the exceptions:

- General detailed Process Steps (link)
- Exception countries (link)

# Detailed Process Steps

# Add Basic Details

1. Review and edit the **Invoice Name** if necessary. **Invoice Name and additional fields** can be added from the **Manage Optional Fields** menu
2. Enter the unique **Supplier Invoice Number** generated from your system
3. Review and update the **Supplier Invoice Date***
4. **Company VAT Number for Roche** can be added from the **Manage Optional Fields** menu




*Invoice payment is based on the date you submit the invoice via myBuy GEP SMART

**Note**: You can find the Singapore specific extra steps here.

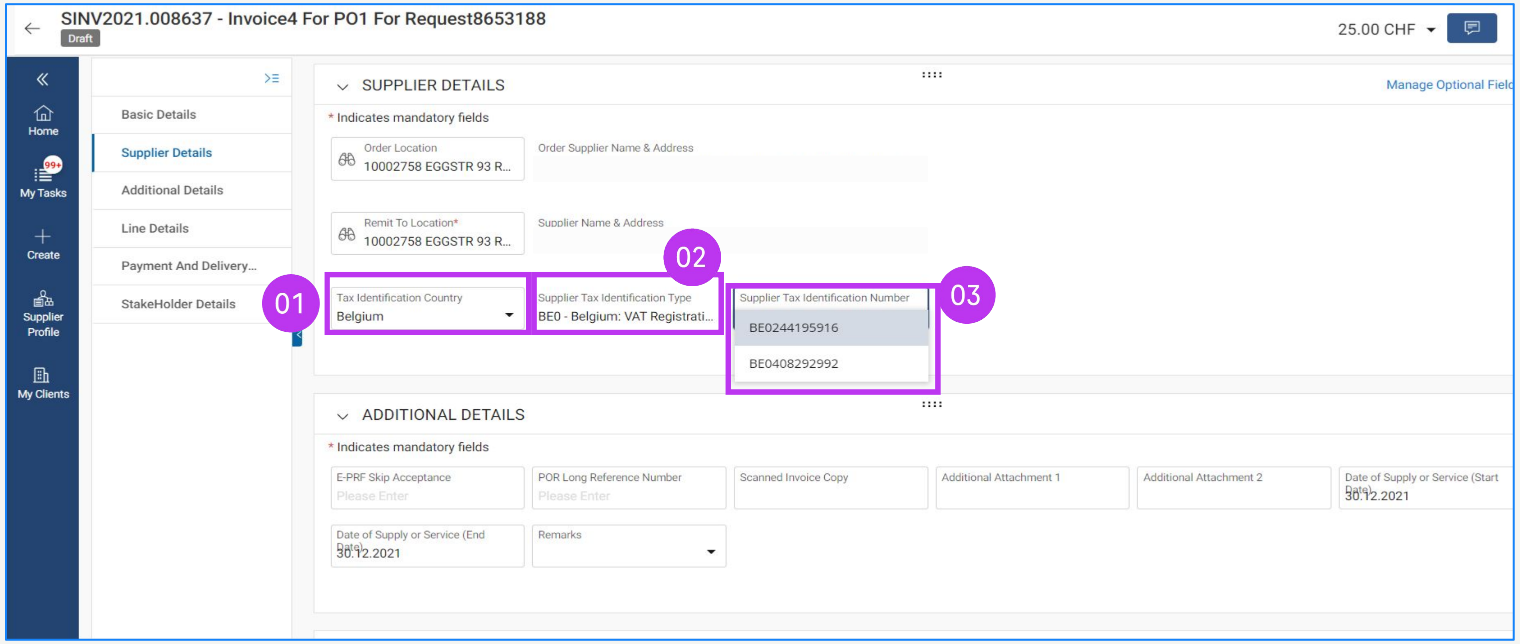
# Add Supplier Details

1. Open the drop-down menu for **Tax Identification Country**

2. **Supplier Tax Identification Type** will auto-populate

3. **Supplier Tax Identification Number** will auto-populate (in cases where there is more than one, you can select from a drop-down menu)

**Note:** In case your TAX ID is not correctly selected or is completely missing, please do not submit the invoice. Instead, initiate a change request with Roche/Genentech.



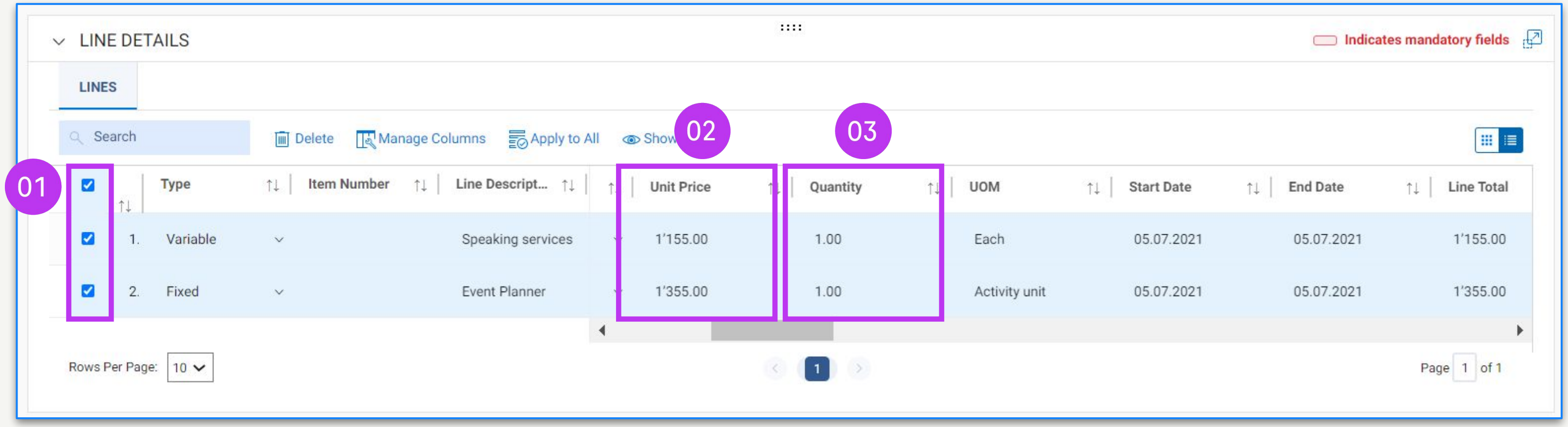
Roche

# Review Line Details

1. Select or deselect a line item by clicking on the **check mark**
2. Update **Unit Price** if needed to match what you are invoicing
3. Update **Quantity** if needed to match what you are invoicing

**Watch out:**

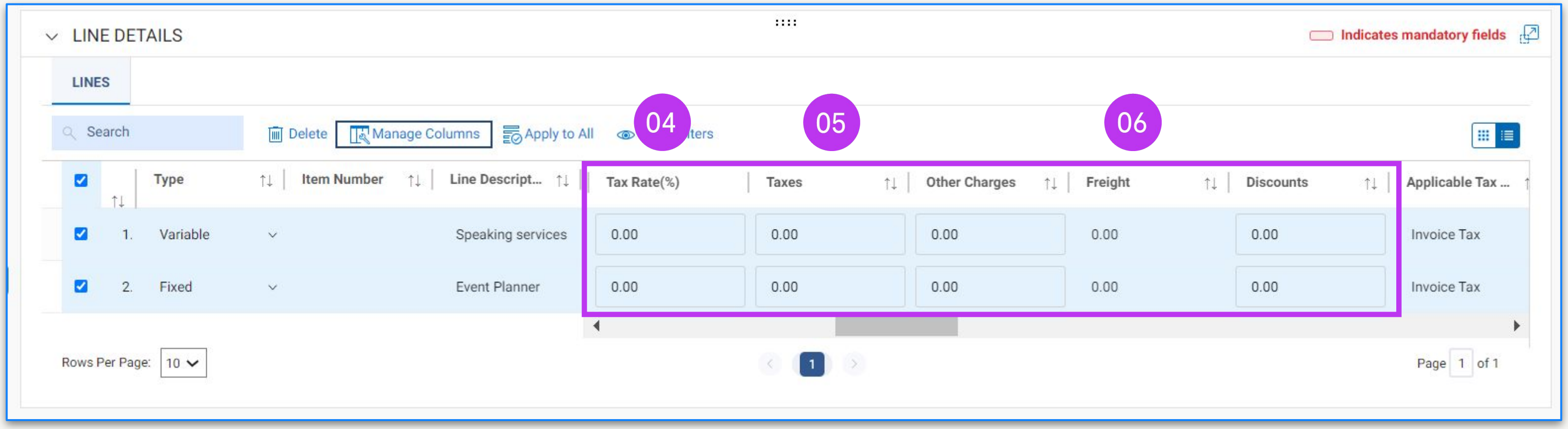
Tax must be quoted on the PO lines only. Do not add a new line item for quoting tax separately on the invoice.




**Note**: You can find the Canada specific extra steps here.

# Review Line Details cont'd

4. Click the check mark next to the line item and scroll to the right to enter the **Tax Rate**
5. **Taxes** will be automatically calculated; verify/update the **Actual Tax Amount** (amount can be overwritten in the case of any rounding of the VAT amount)
6. Enter **Other Charges, Freight or Discounts** (if applicable)

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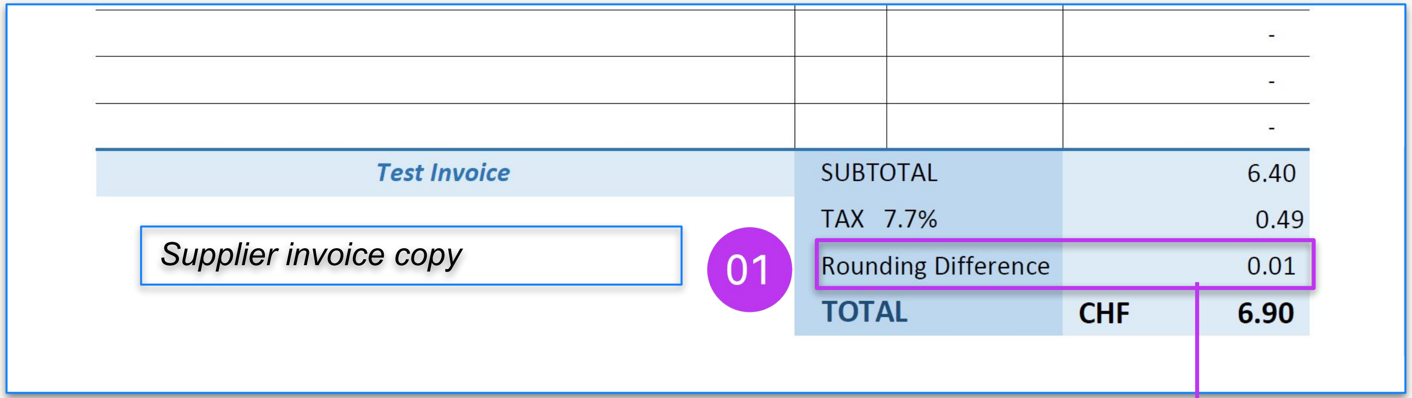
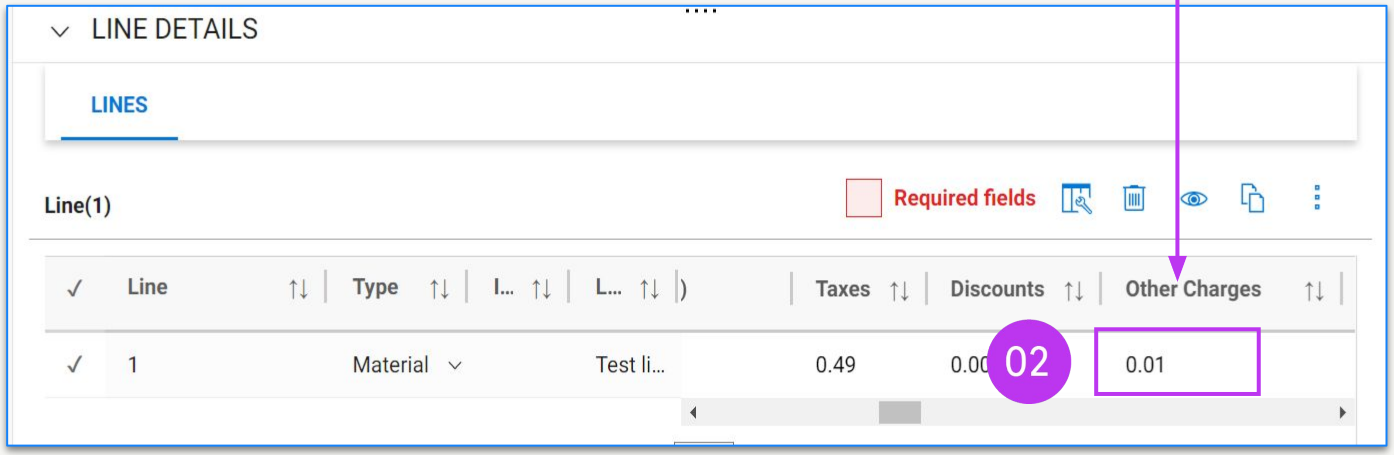
# Tax Rate & Rounding

1. **Rounding differences** may or may not be shown on separate lines on your company-generated invoice (as indicated on image 1)

2. Rounding differences must be captured in the **Other Charges** field (shown on image 2)

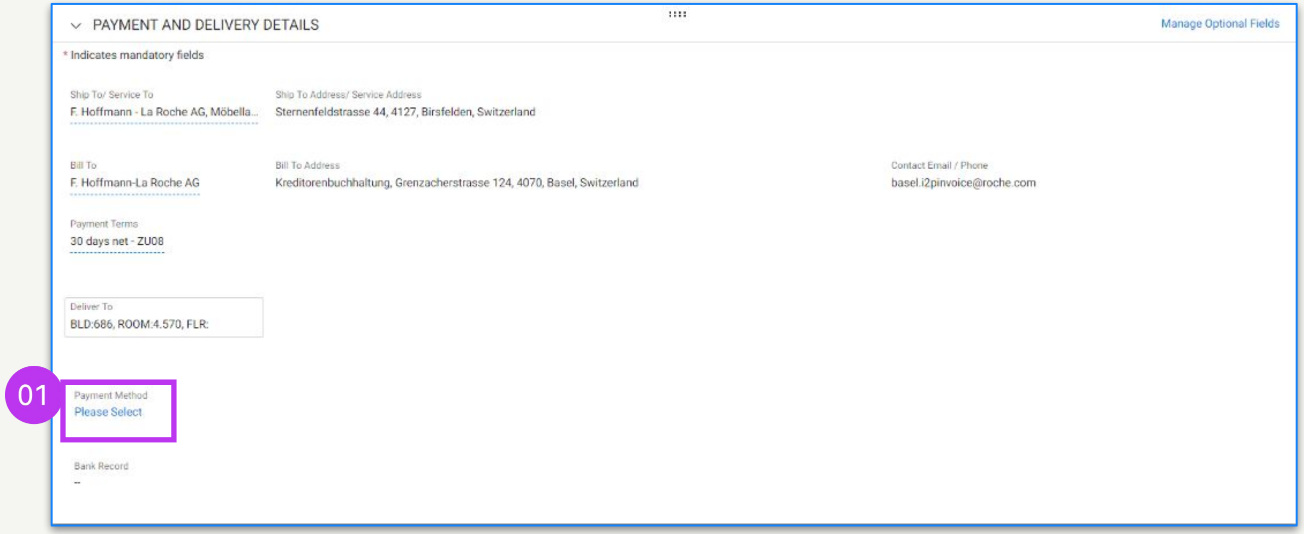


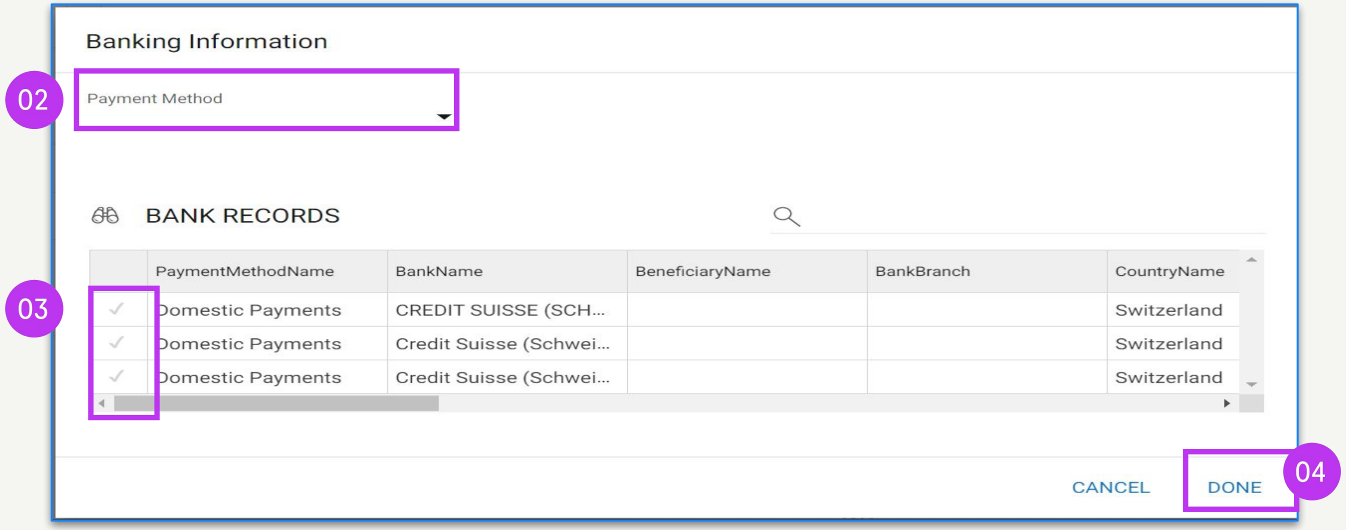



# Confirm Banking Details

In the Payment and Delivery Details section, select the payment method and bank records (in case of multiple accounts, unless it is already set up as default in your supplier profile - please refer to slide 48)

1. Click **Please Select**
2. Click drop-down arrow in the **Payment Method field** to view bank records (scroll right to see account number and information)
3. Click the check mark next to the **applicable record** of the account you want to receive the payment
4. Click **DONE**



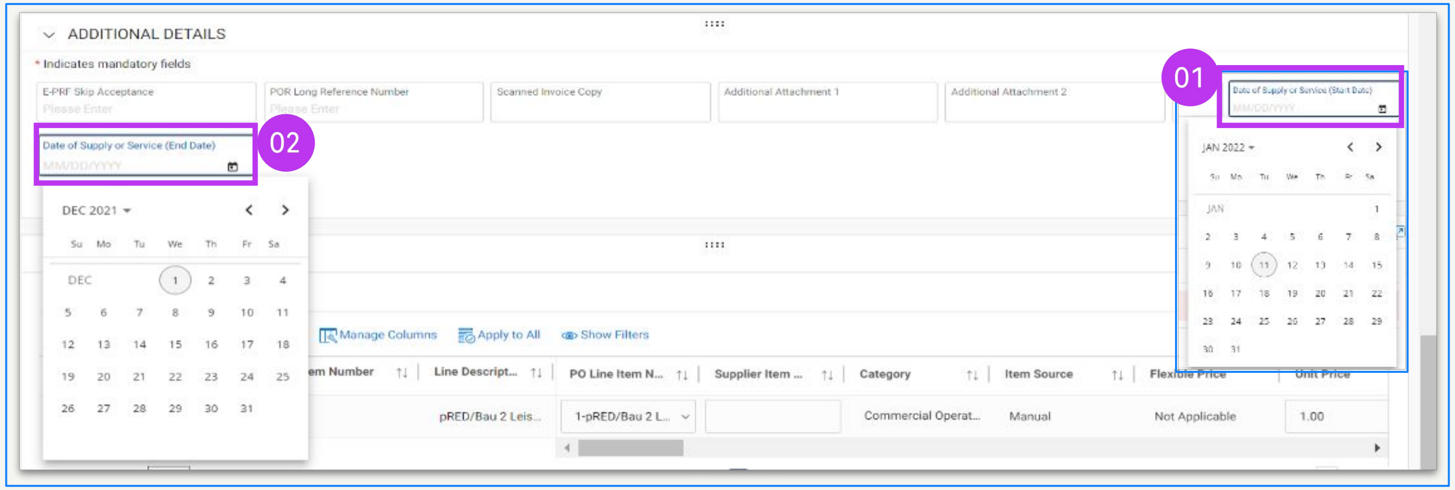




**Note**: You can find the Switzerland specific extra steps here.

# Review Additional Details

In the Additional Details section:

1. Add the **Date of Supply or Service Start Date** by selecting date from calendar drop-down
2. Add the **Date of Supply or Service End Date** by selecting date from calendar drop-down
3. Add **Remarks** (see next page for details, if applicable)



# Supplier Remark Options

Remarks field will be available based on your **Tax Identification Country**, in case a specific tax text is required by the law for the transaction.

Choose the **remark** that best apply to your situation, from the list.

Please note that the remarks are available in the appropriate language.

**Please note:** Use the option “N/A” if none of the above are applicable

| Category |
|---|
| Intra-community supplies |
| Triangulation |
| Reverse charge |
| Export of goods to non-EU countries |
| Supplier is VAT exempt |
| N/A |

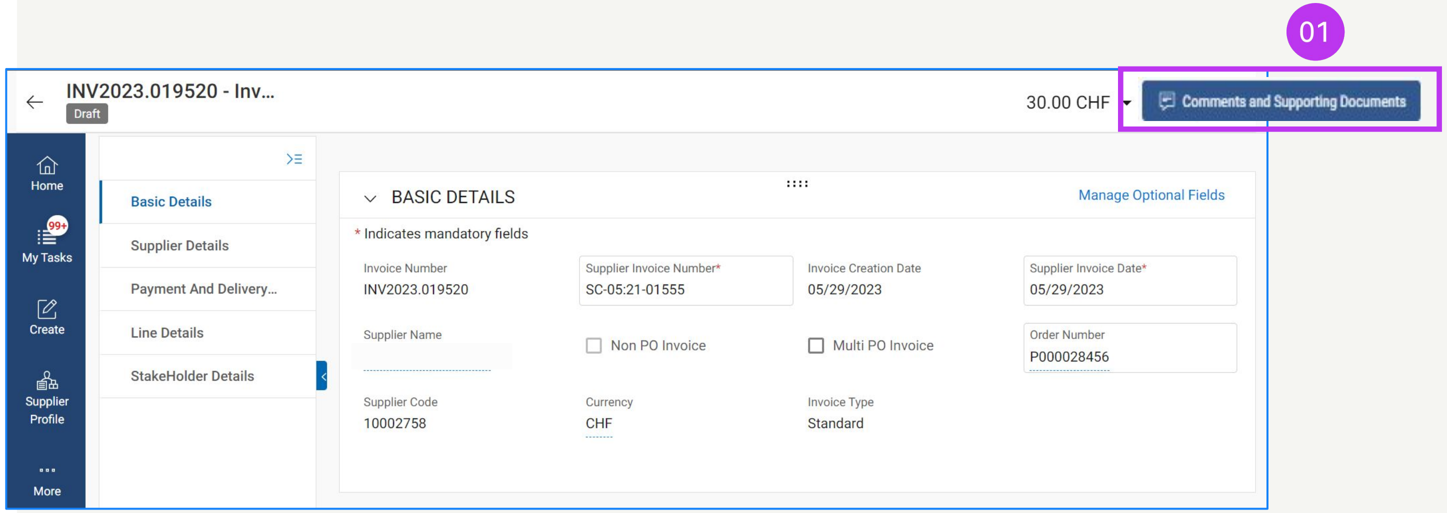
# Add Comments or Attachments

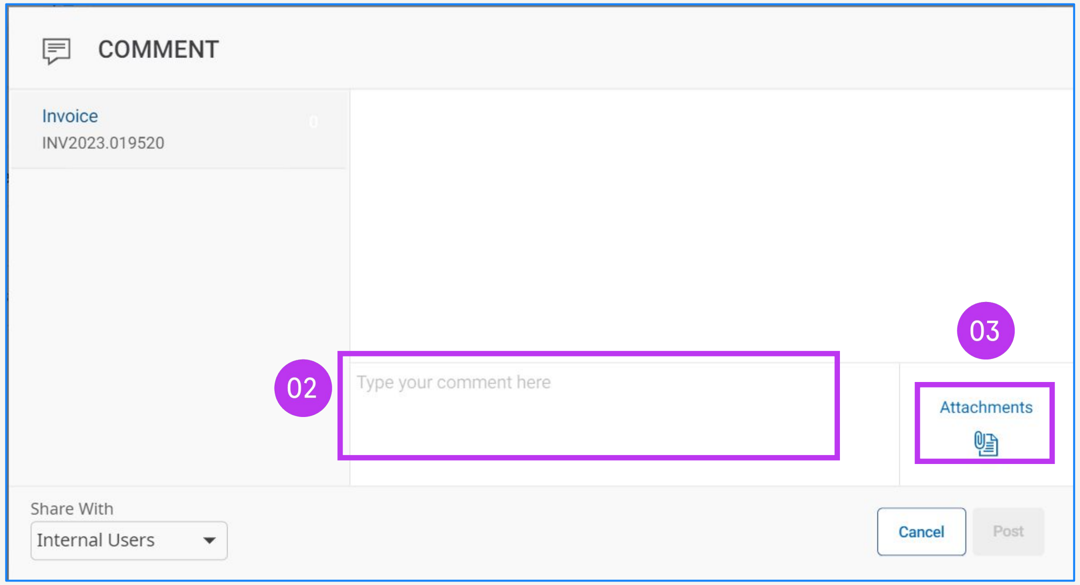
Enter comments or add attachments to your invoice that will aid the Buyer in reviewing your invoice:

1. Click the **Comments and Supporting Documents** button

2. Type in any applicable **comments**

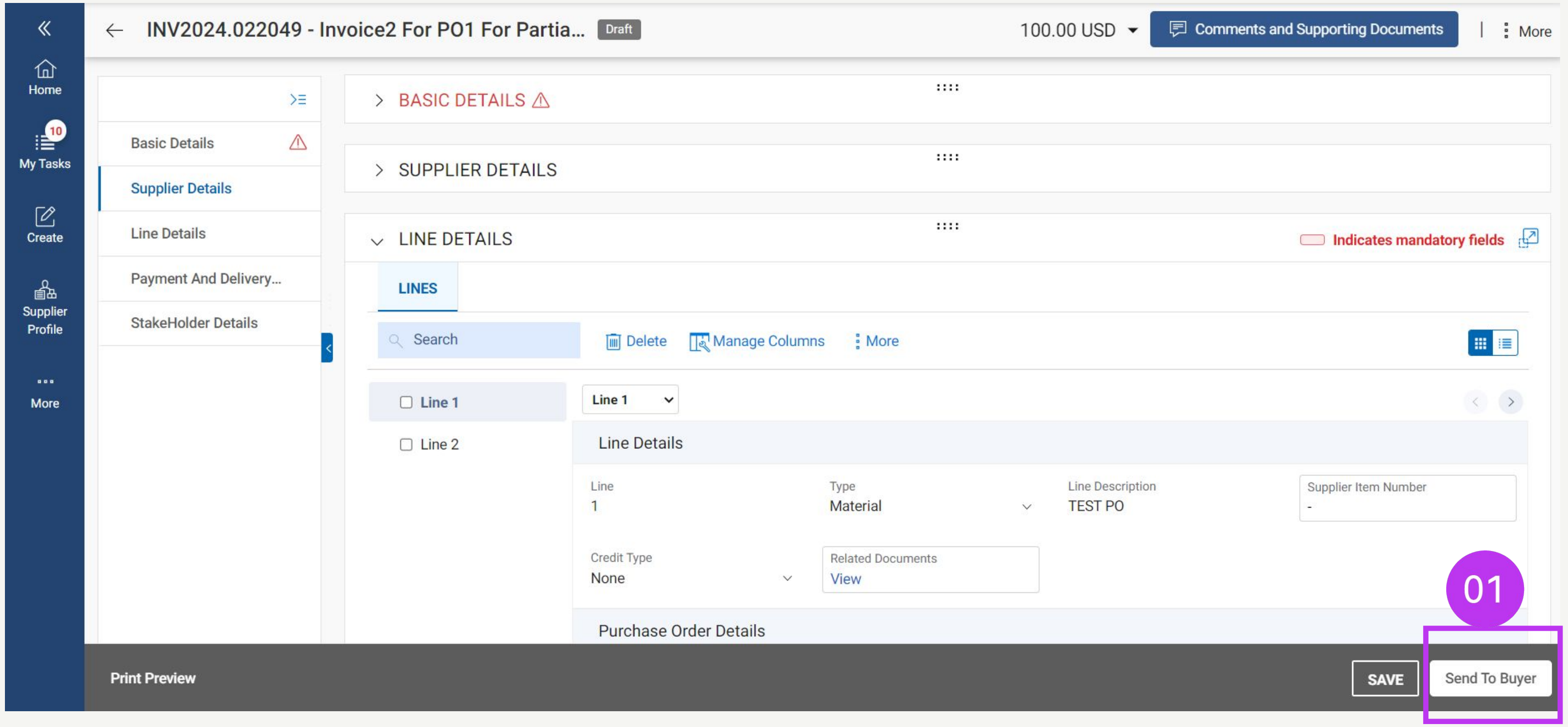
3. **Click Attachments** to upload supporting documentation (for example, timesheets for a service invoice)



# Submit Invoice

1. When all required fields are completed, click **Send to Buyer**




*my*Buy

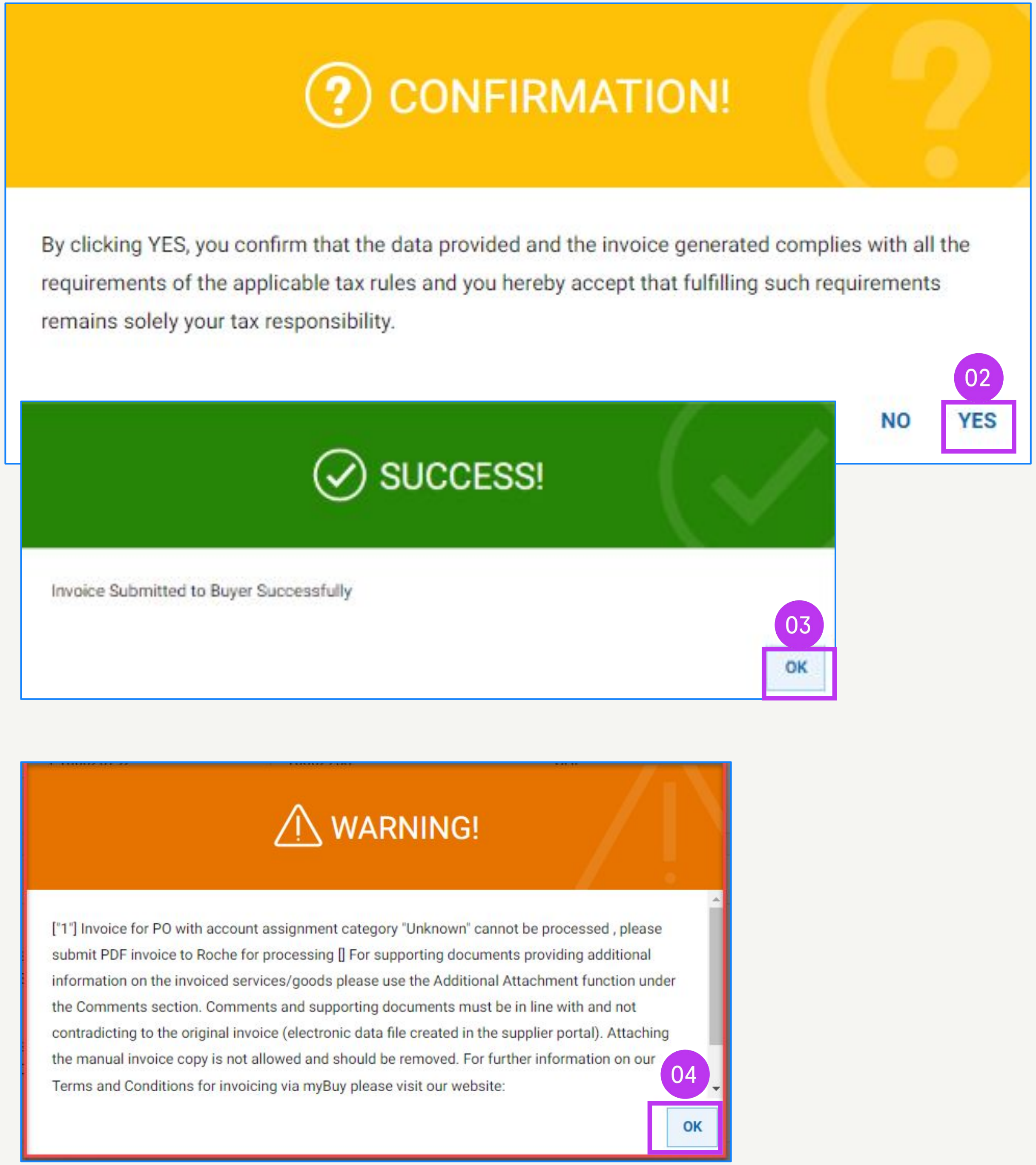
# Submit Invoice cont'd

2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment, a warning message will appear confirming that the invoice should be sent via PDF instead

**Keep in mind:**

Electronic invoices created in myBuy GEP SMART are legally valid documents. Supplier **cannot** submit any scanned supplier invoice copy.

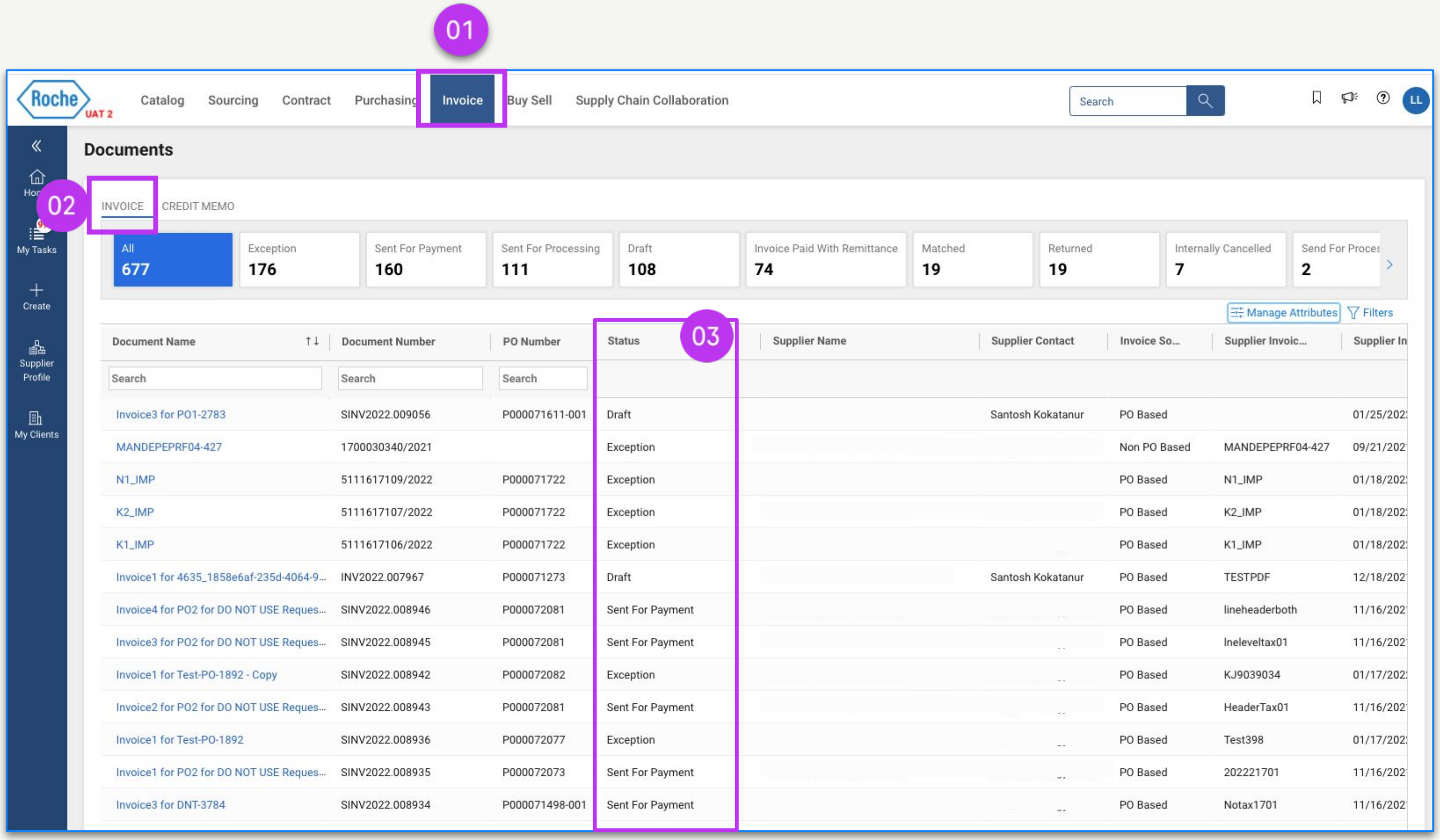
For supporting documents providing additional information on the invoiced services (for example, timesheets/goods) please use the Additional **Attachment** function under the **Comments section** to enable proper invoice reconciliation.



# Check Invoice Status

You can quickly check the status of your invoices.

1. Select the **Invoice** module
2. Click on **Invoice** tab
3. Look for the **Status** column for each invoice



# 16 Create Partial Invoice for Material and Services

# Creating Partial Invoices Against Orders

When creating a partial invoice for goods or services against a purchase order with Roche/Genentech, the instructions to create and submit the invoice in sections 12, 13 and 15 apply.

This section covers the instructions to complete the Line Details section of the invoice when invoicing:

- Some of a goods order
- Some of a fixed services order
- Some of a variable services order

You will also need to be sure that the invoice total matches the portion of the order for which you are invoicing.

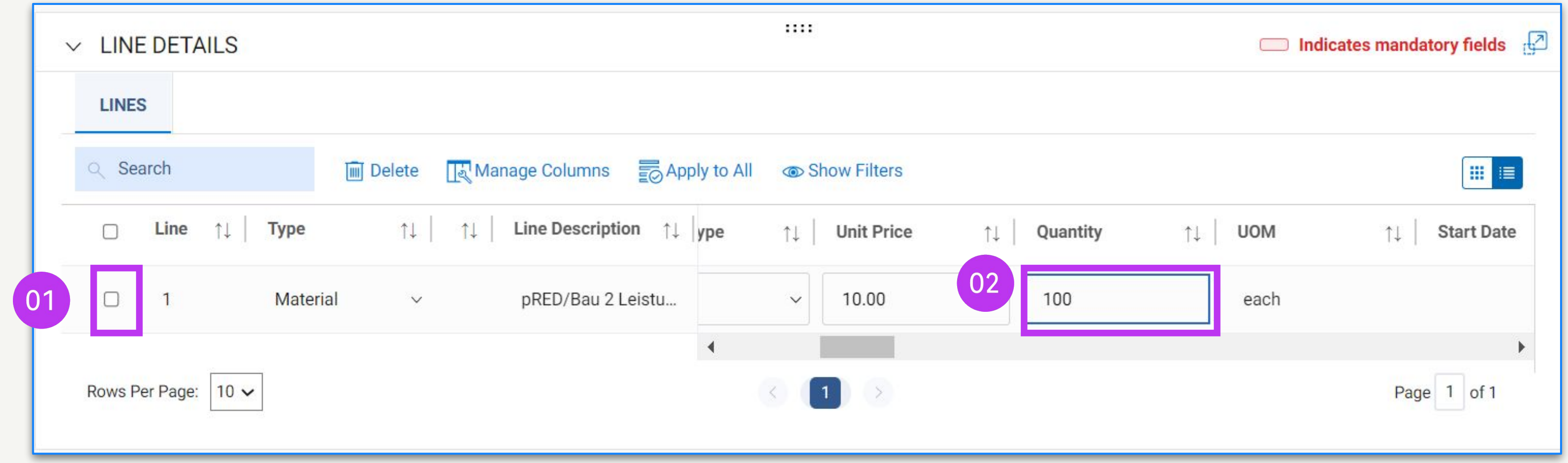
The order needs to be in Supplier Acknowledged status.

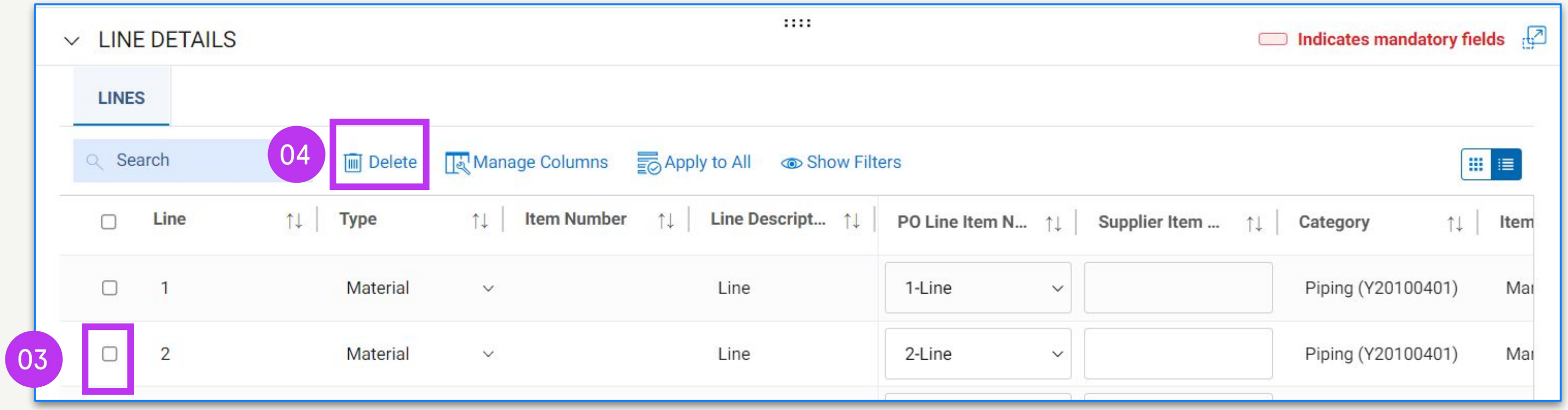
# Partial Invoicing: Materials

When invoicing for a portion of the total materials on an order:

1. Select the **check box** next to the line item
2. Adjust the **Quantity** for which you are invoicing accordingly (for example, if you are invoicing 50 out of 100, change the Quantity to 50)
3. **Remove any Line Items you are not including** on your invoice by clicking the check box next to the line item
4. Click **Delete** and click Yes at the prompt

The remaining quantity and/or items will be invoiced on a separate invoice.



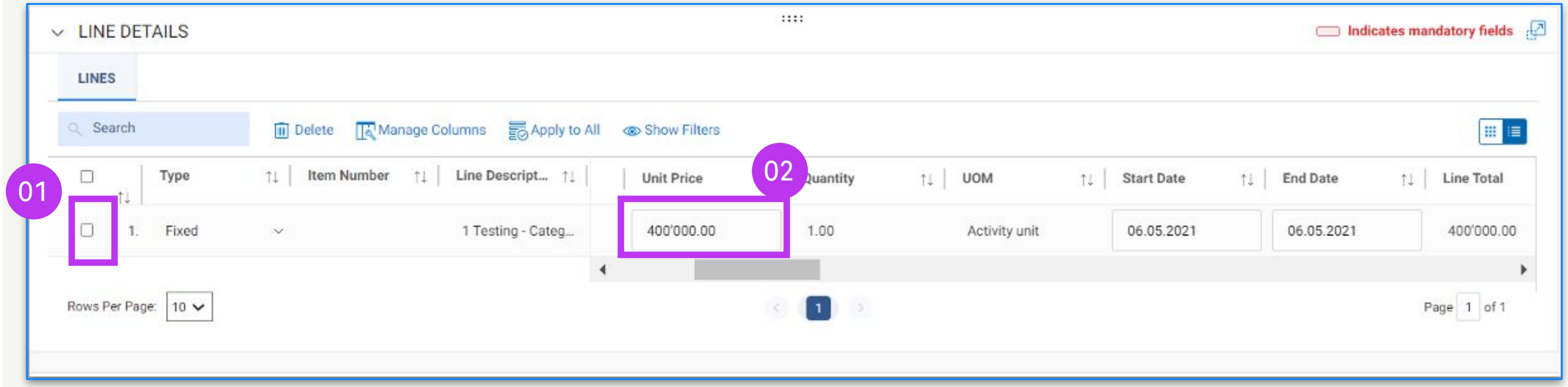



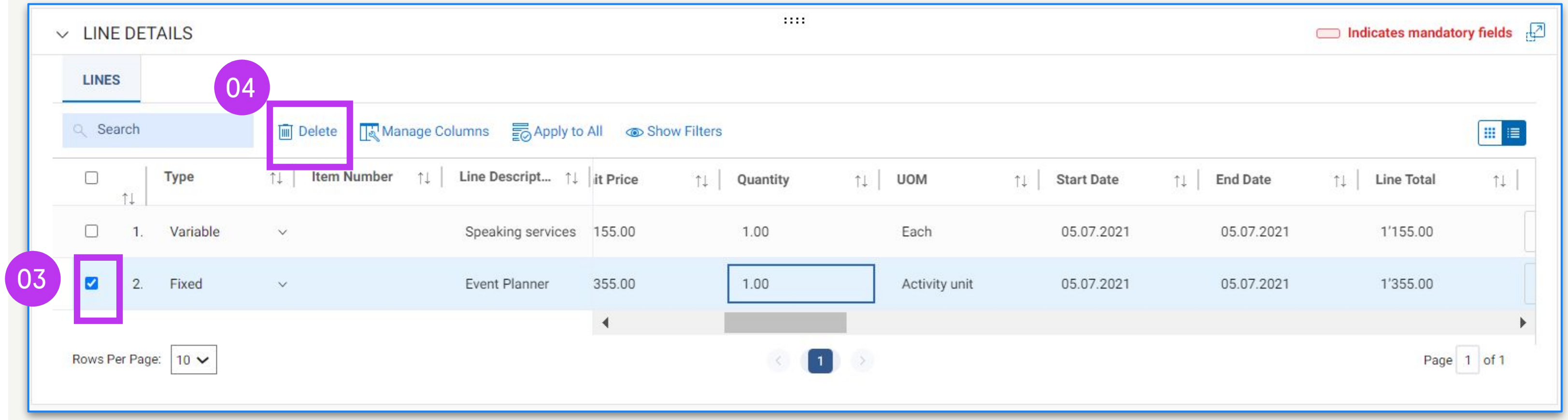
# Partial Invoicing: Fixed Services

When invoicing for a portion of the total fixed services on an order:

1. Select the **check box** next to the line item
2. Adjust the **Unit Price** for which you are invoicing accordingly (for example, if you are invoicing 50% of the total amount of the fixed services order)
3. **Remove any Line Items you are not including** on your invoice by clicking the check box next to the line item
4. Click Delete and click Yes at the prompt

The remaining quantity and/or items will be invoiced on a separate invoice.



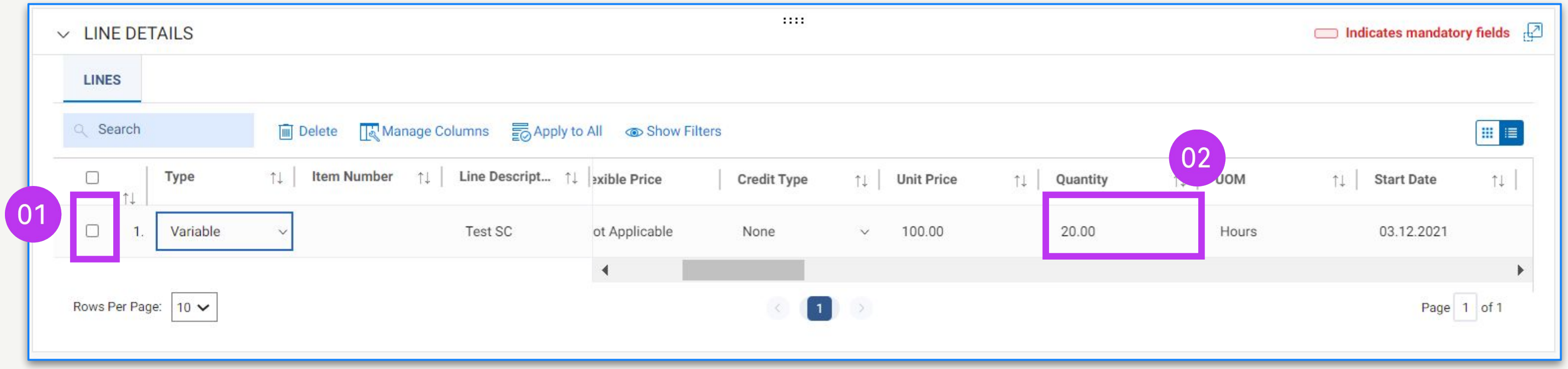



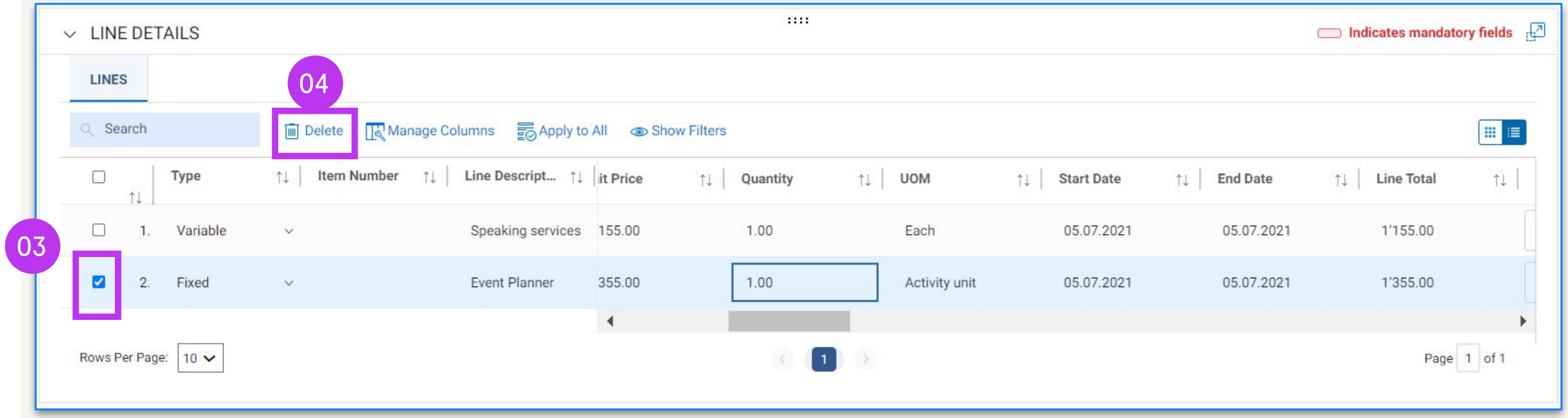
# Partial Invoicing: Variable Services

When invoicing for a portion of the total variable services on an order:

1. Select the **check box** next to the line item
2. Adjust the **Quantity** for which you are invoicing accordingly (for example, you are invoicing 50 hours out of a total 100 hours on the variable services order)
3. **Remove any Line Items you are not including** on your invoice by clicking the check box next to the line item
4. Click **Delete**

The remaining quantity and/or items will be invoiced on a separate invoice.



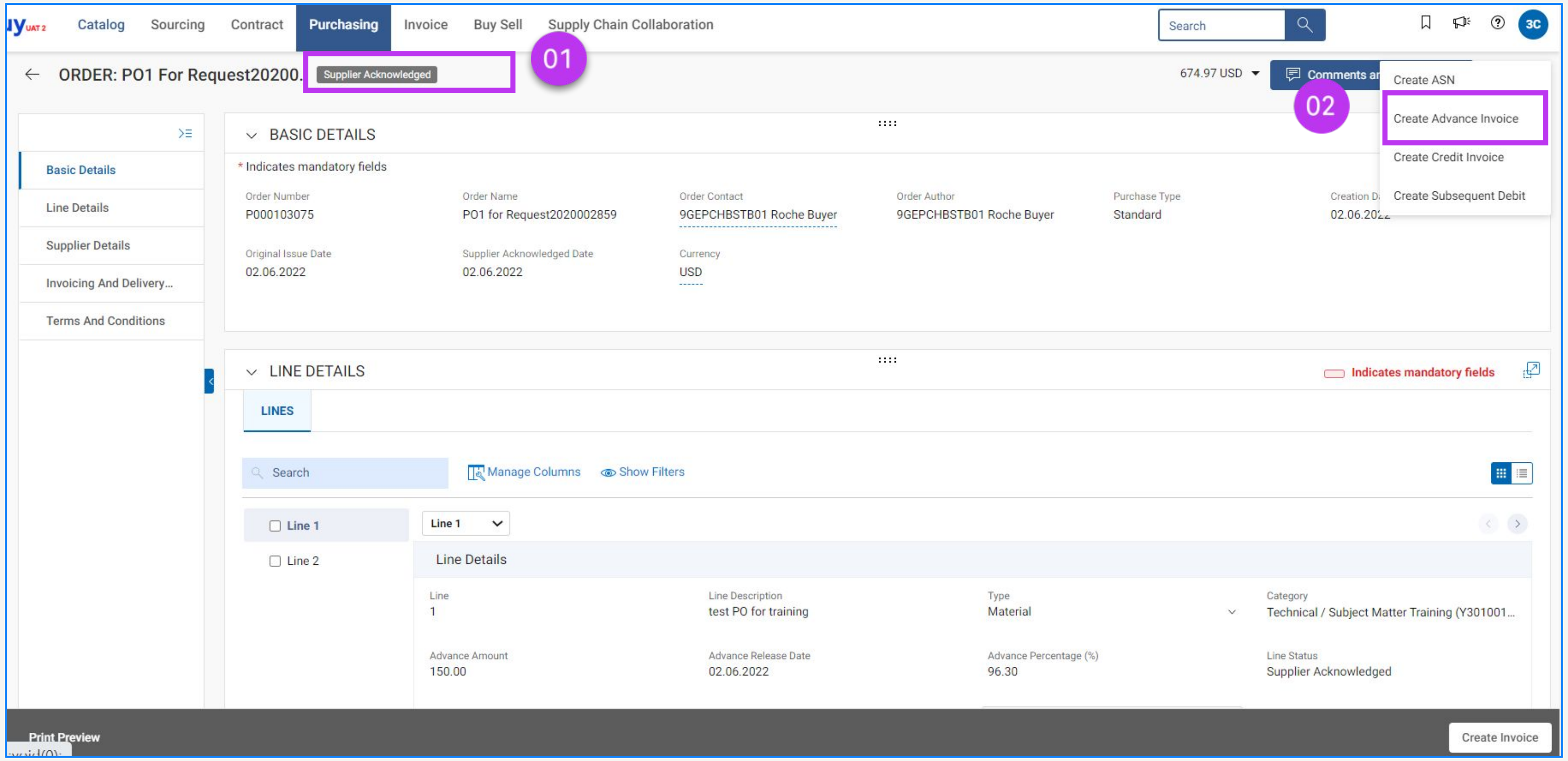
# 17 Advance Payment/Advance Invoice

# Advance Payment/Advance Invoice

When you have agreed with the buyer for advance payment, create an advance payment invoice.

Find the purchase order (PO) where advance invoicing is allowed.

1. **Open the PO** document and check status (must be in Supplier Acknowledged status)
2. From the More menu in the top right corner, click on **Create Advance Invoice**

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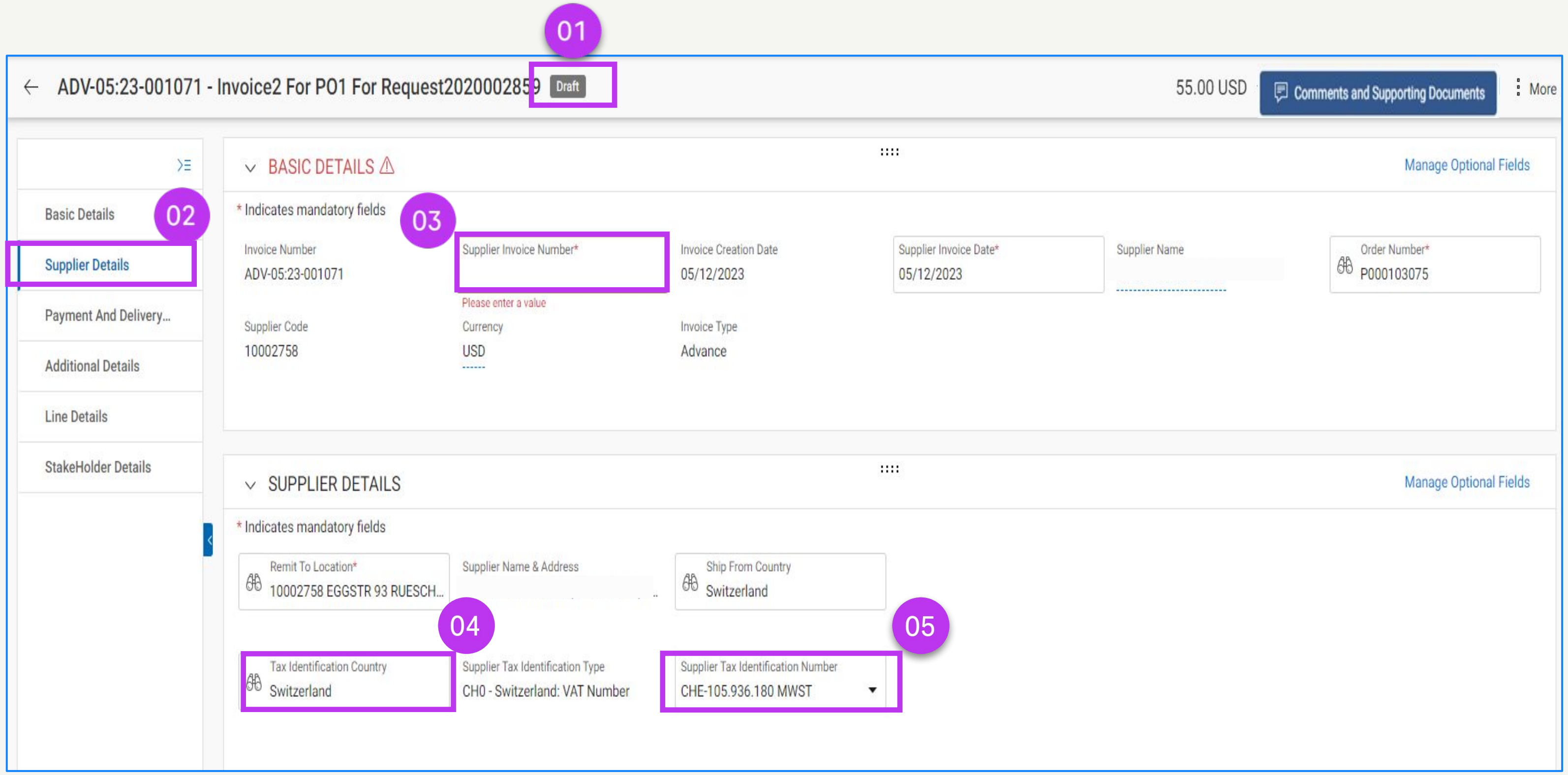
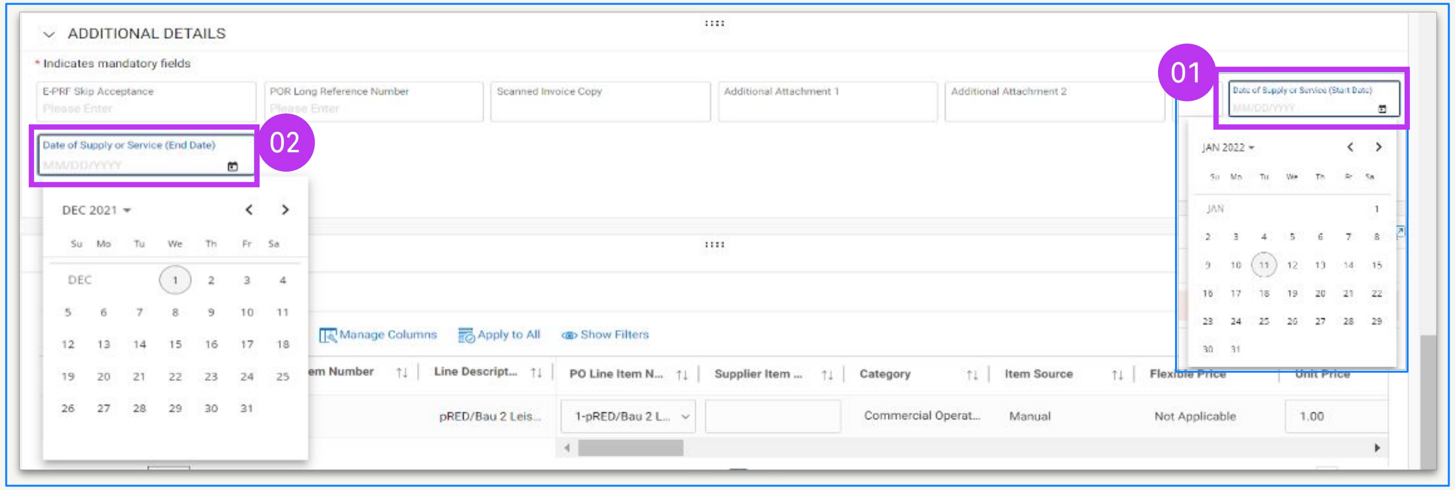
# Add Supplier Details

1. The new invoice document is created in Draft status
2. Click on the **Supplier Details** section
3. Enter the unique **Supplier Invoice Number** generated from your system
4. Select your company's **Tax Identification Country**
5. **Supplier Tax Identification Number** will auto-populate (in case there is more than one number, you can select from the drop-down menu)



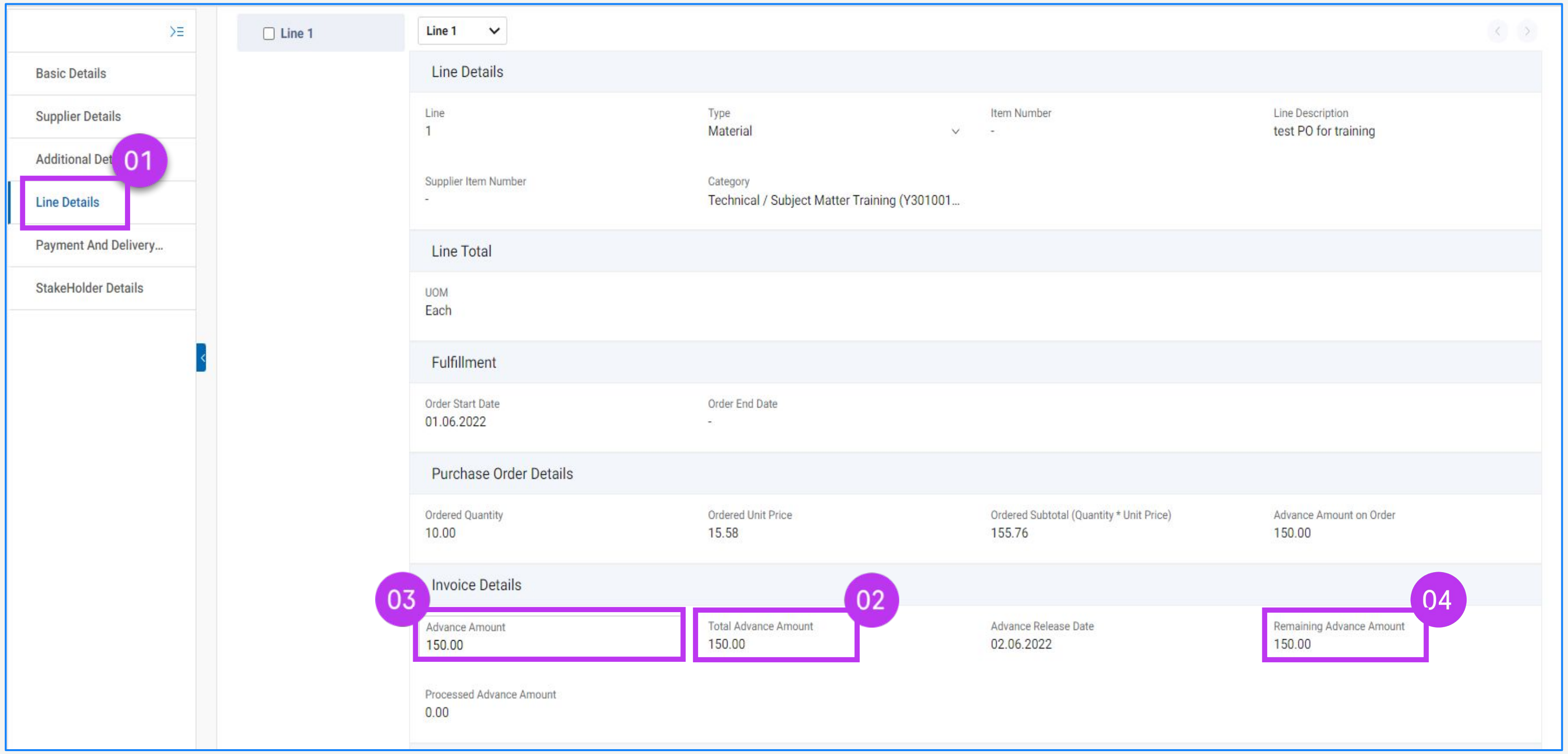
# Add Additional Details

1. Add the **Date of Supply or Service Start Date** (if applicable) from the calendar drop-down
2. Add the **Date of Supply or Service End Date** (if applicable) from the calendar drop-down



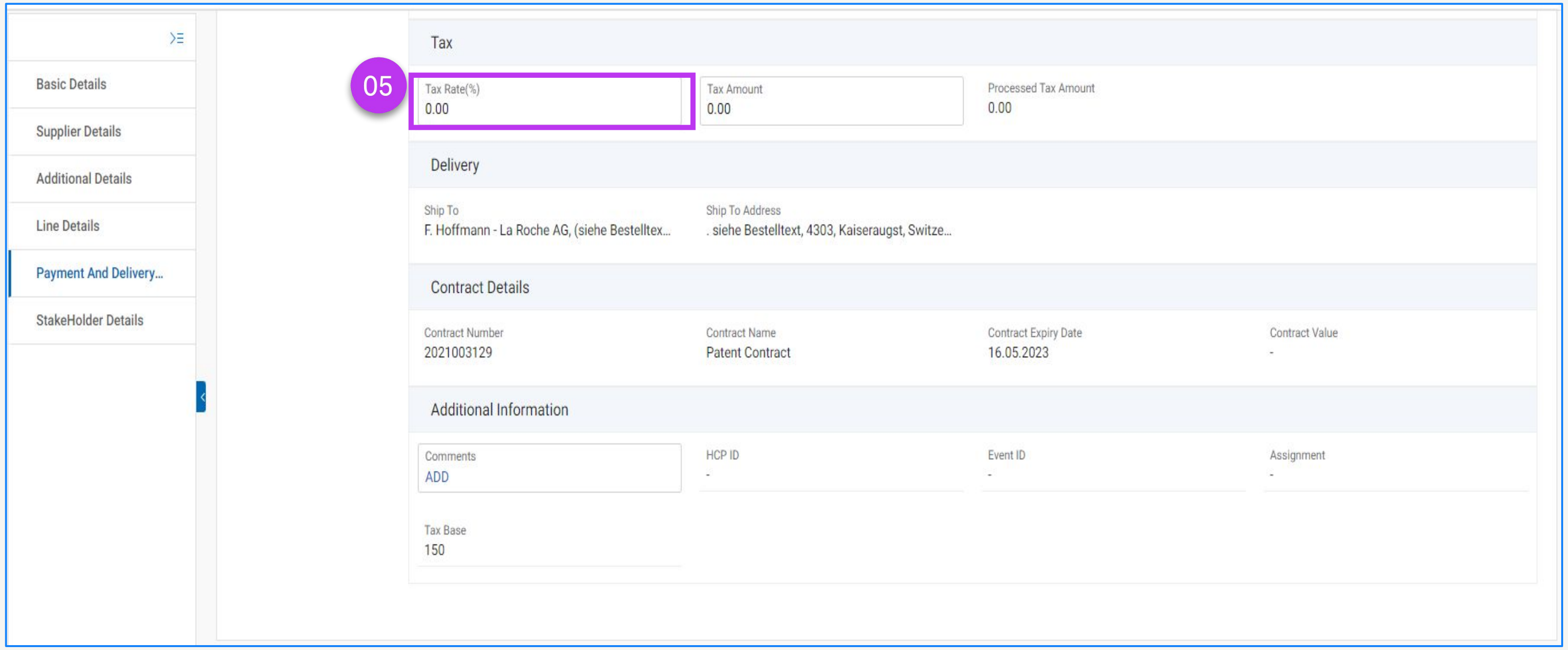
# Add Line Details

1. Click on the **Line Details section** to update the advance amount
2. View the **Total Advance Amount** available for selected line
3. Enter the **Advance Amount** you want to invoice (keep in mind you cannot exceed the Total Advance Amount value indicated)
4. View any remaining **Advance Amount** for the selected line



# Add Line Details cont'd

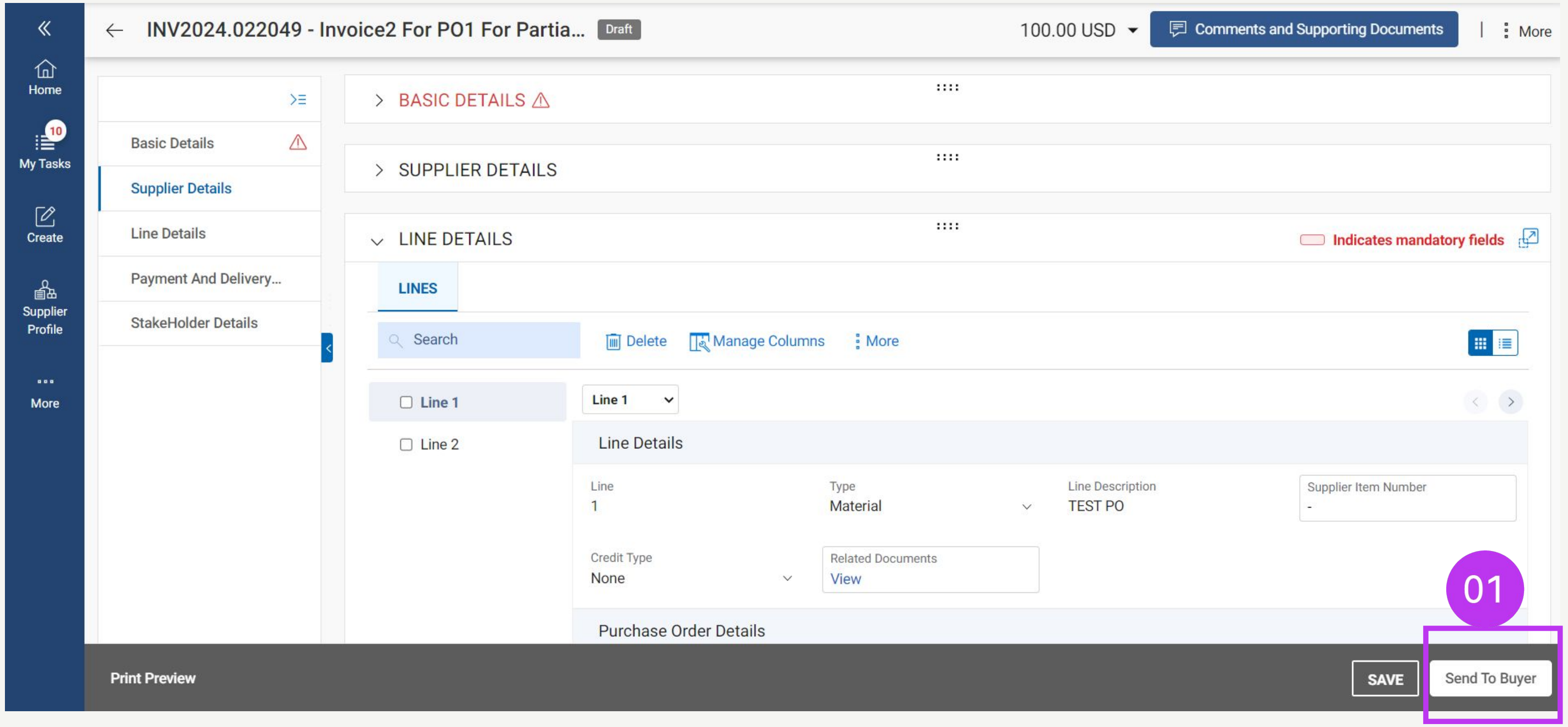
5. Update the **Tax Rate (%)** as needed




myBuy

# Submit Invoice

1. When all required fields are completed, click **Send to Buyer**




myBuy

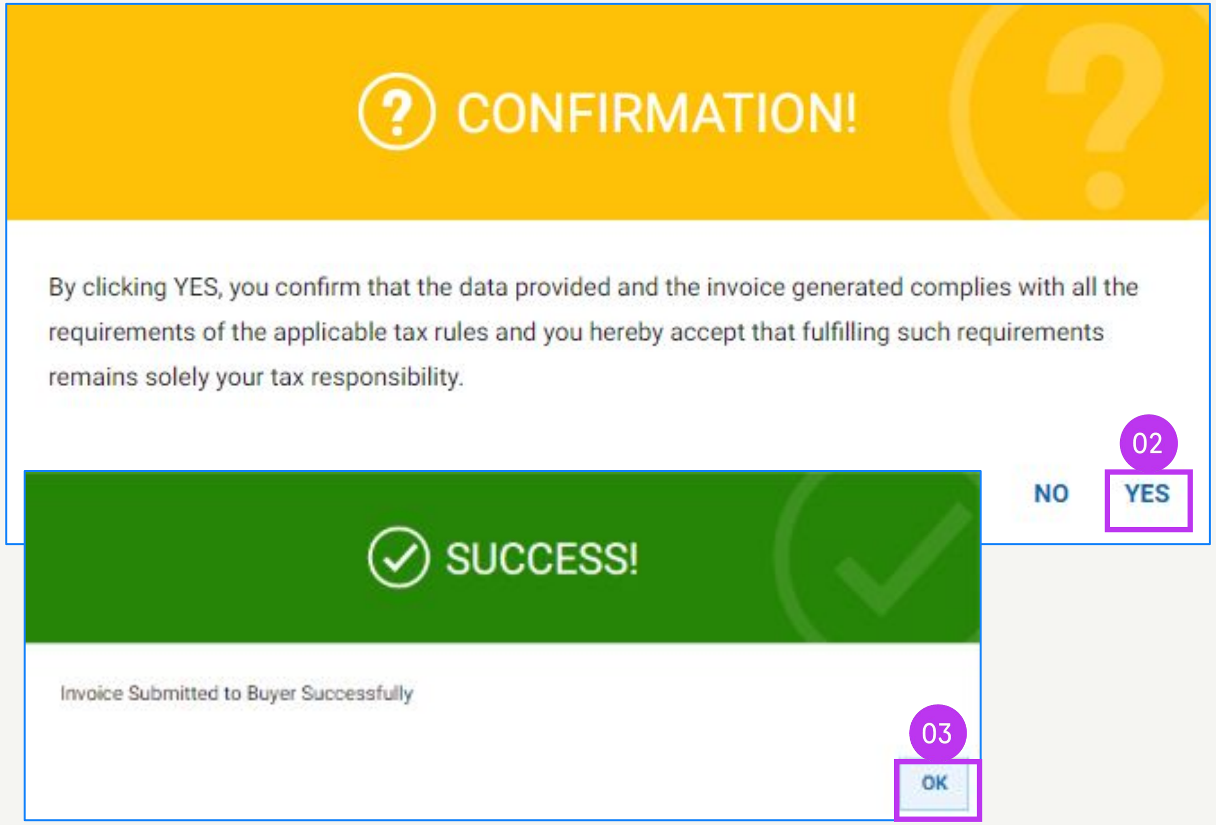
# Submit Invoice cont'd

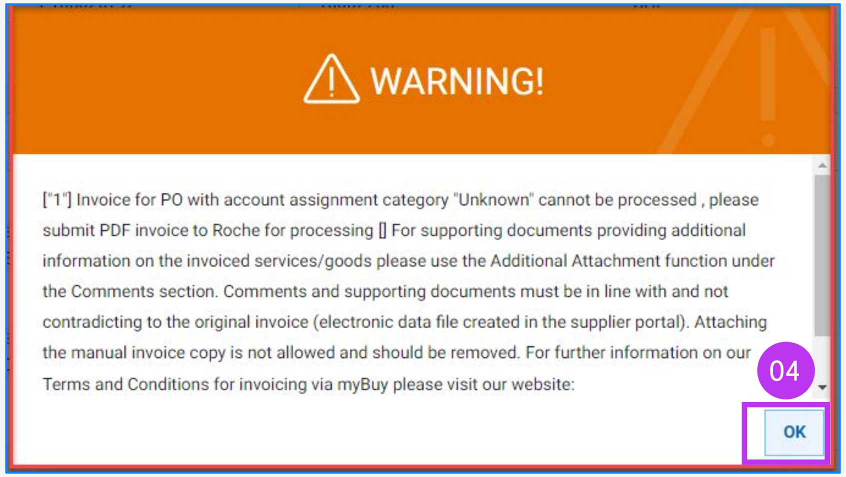
2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment, a warning message will appear confirming that the invoice should be sent via PDF instead

**Keep in mind:**

Electronic invoices created in myBuy GEP SMART are legally valid documents. Supplier **cannot** submit any scanned supplier invoice copy.

For supporting documents providing additional information on the invoiced services (for example, timesheets/goods) please use the Additional **Attachment** function under the **Comments section** to enable proper invoice reconciliation.

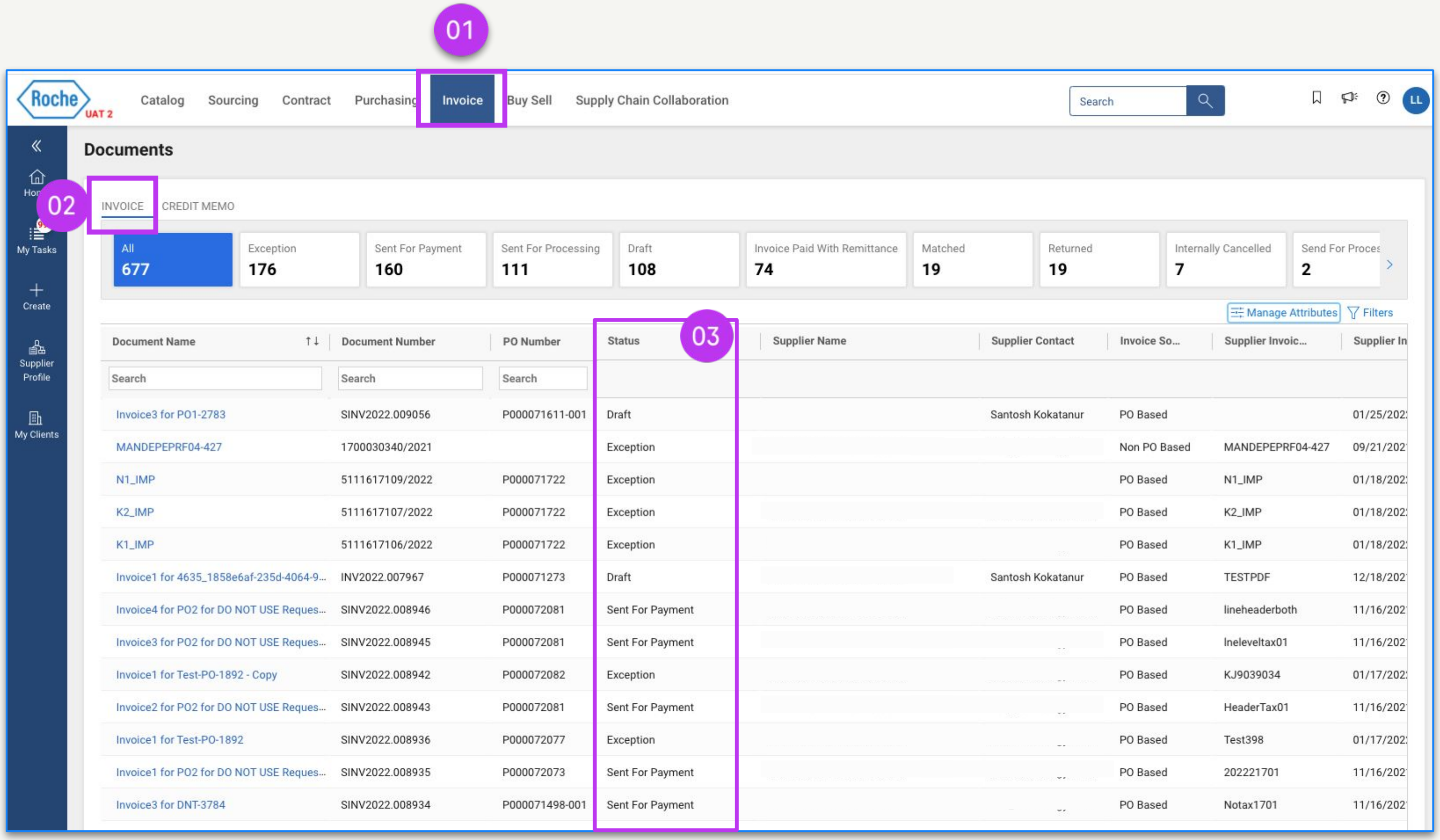


# Check Invoice Status

You can quickly check the status of your invoices.

1. Select the **Invoice** module
2. Click on **Invoice** tab
3. Look for the **Status** column for each invoice



# 18 Delete Draft Invoice

Review the steps to delete draft invoices

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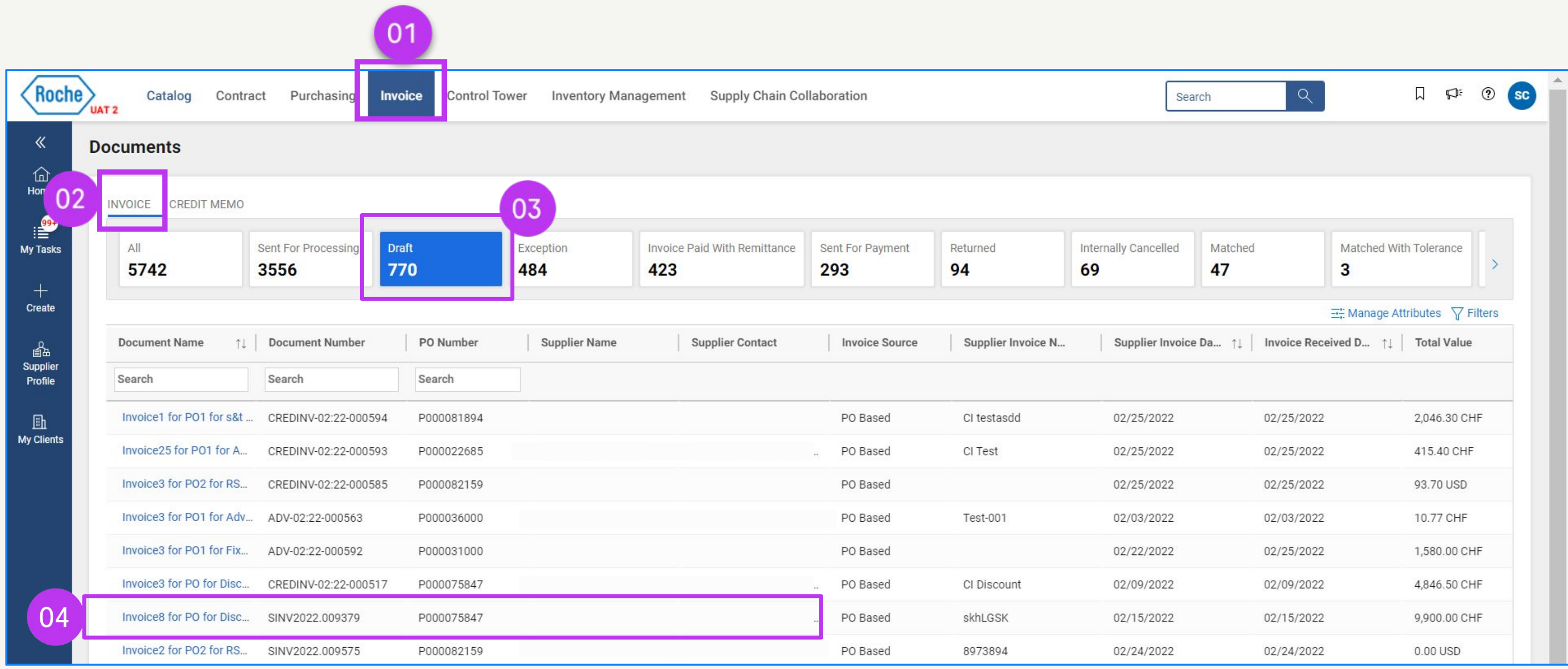
# Delete Draft Invoice

1. Select the **Invoice** module
2. Click on **Invoice** tab
3. Click on the **Draft** sub-tab
4. **Select the draft invoice** that needs to be deleted




## Keep in mind

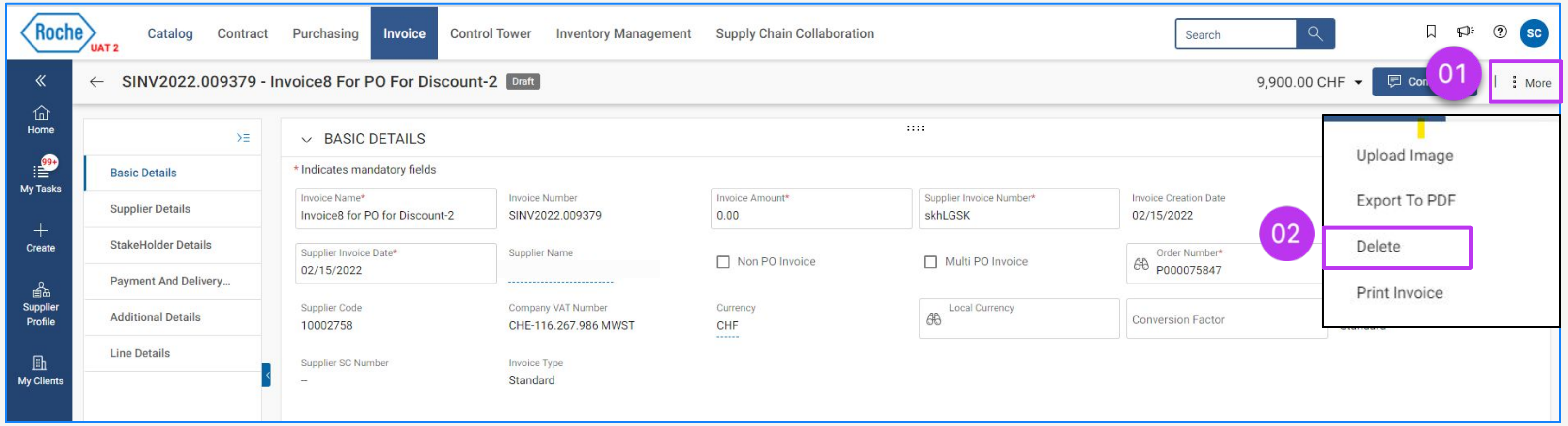
If you submit an invoice via email, fax or mail and also create a draft invoice in myBuy, the draft invoice is viewed as a duplicate which will cause errors in processing.

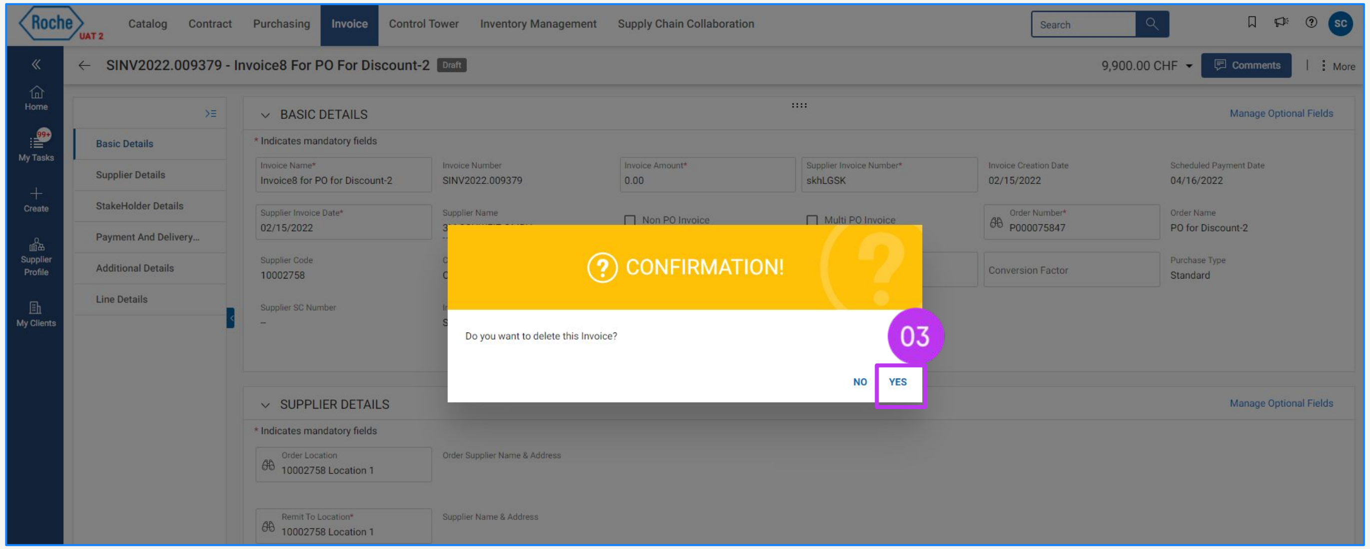
Delete any draft invoices in myBuy which have been submitted by other means.

# Delete Draft Invoice

After selecting the invoice to be deleted:

1. Click the **More** menu
2. Select **Delete**
3. Select **YES** from the confirmation pop up to proceed



# 19 Create Credit Invoice

# Create Credit Invoice

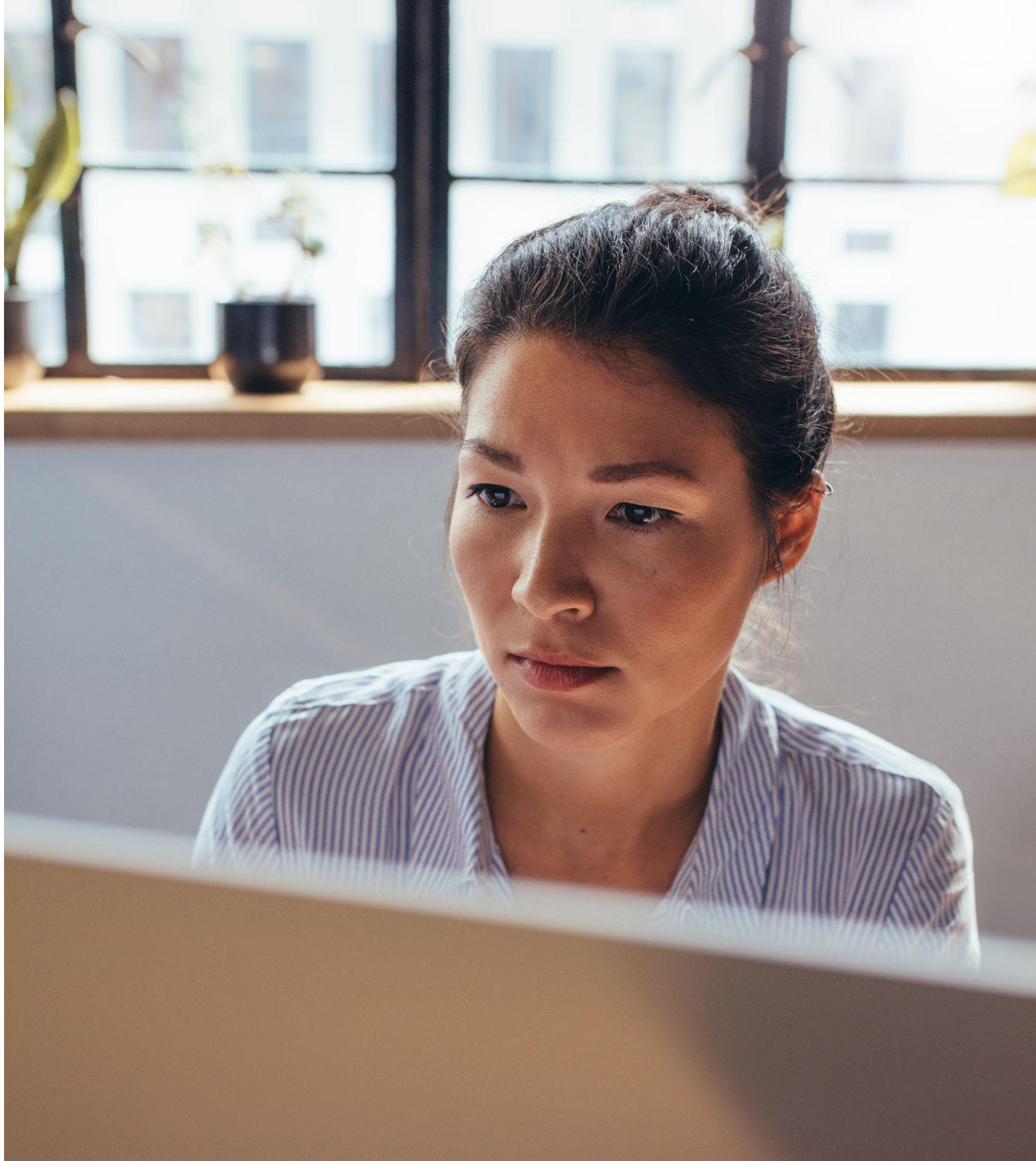
Credit invoices can be only created for purchase orders which are in **Supplier Acknowledged** status.

There are three ways to create a credit invoice:

1. From **Blank Form (Generic Credit Invoice)**
2. From **Purchase Order**
3. From **Standard Invoice**

When creating a credit invoice for goods or services with Roche/Genentech, the instructions to create and submit the invoice in sections 12, 13 and 15 apply.

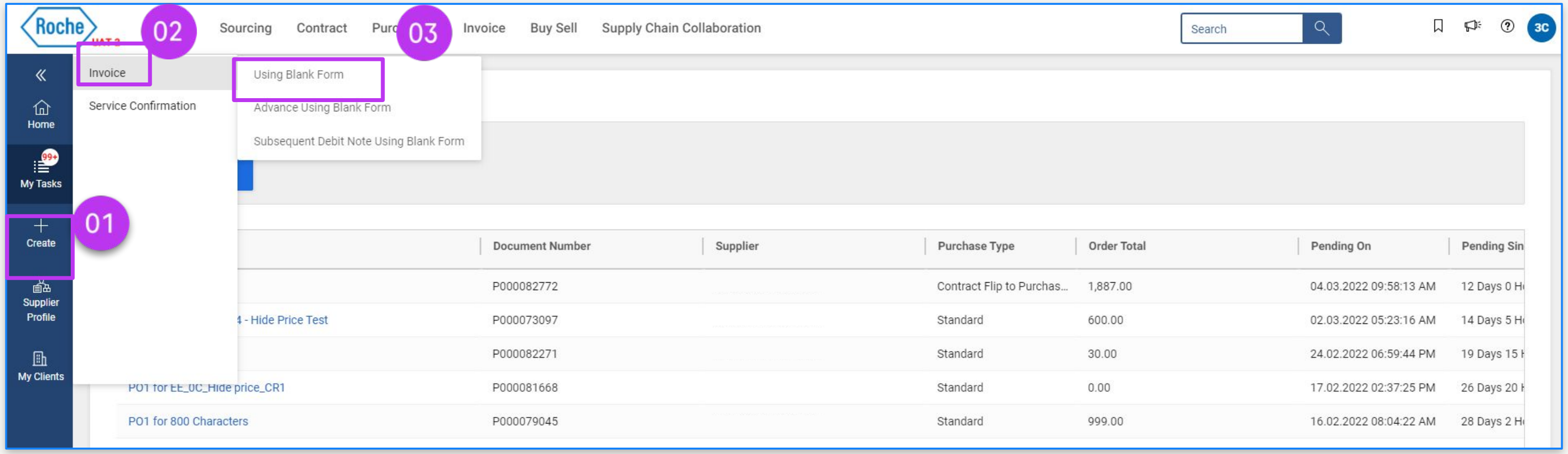
This section covers the 3 scenarios on how to initiate the credit note creation and contains instructions on the Line Details section of the invoice.



# From Blank Form

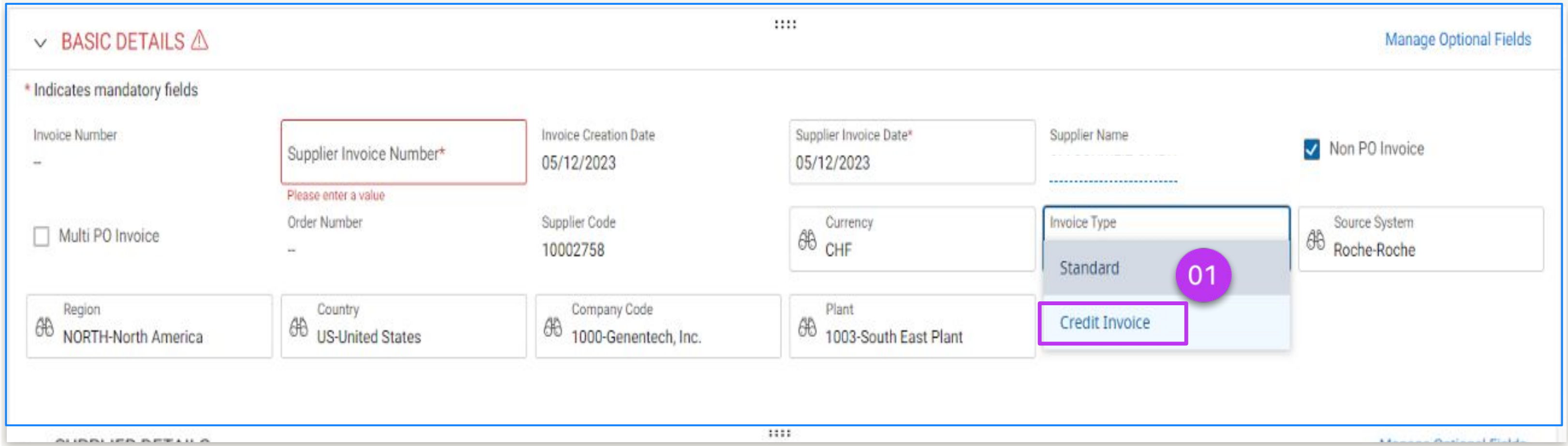
# Create Credit Invoice: Using Blank Form

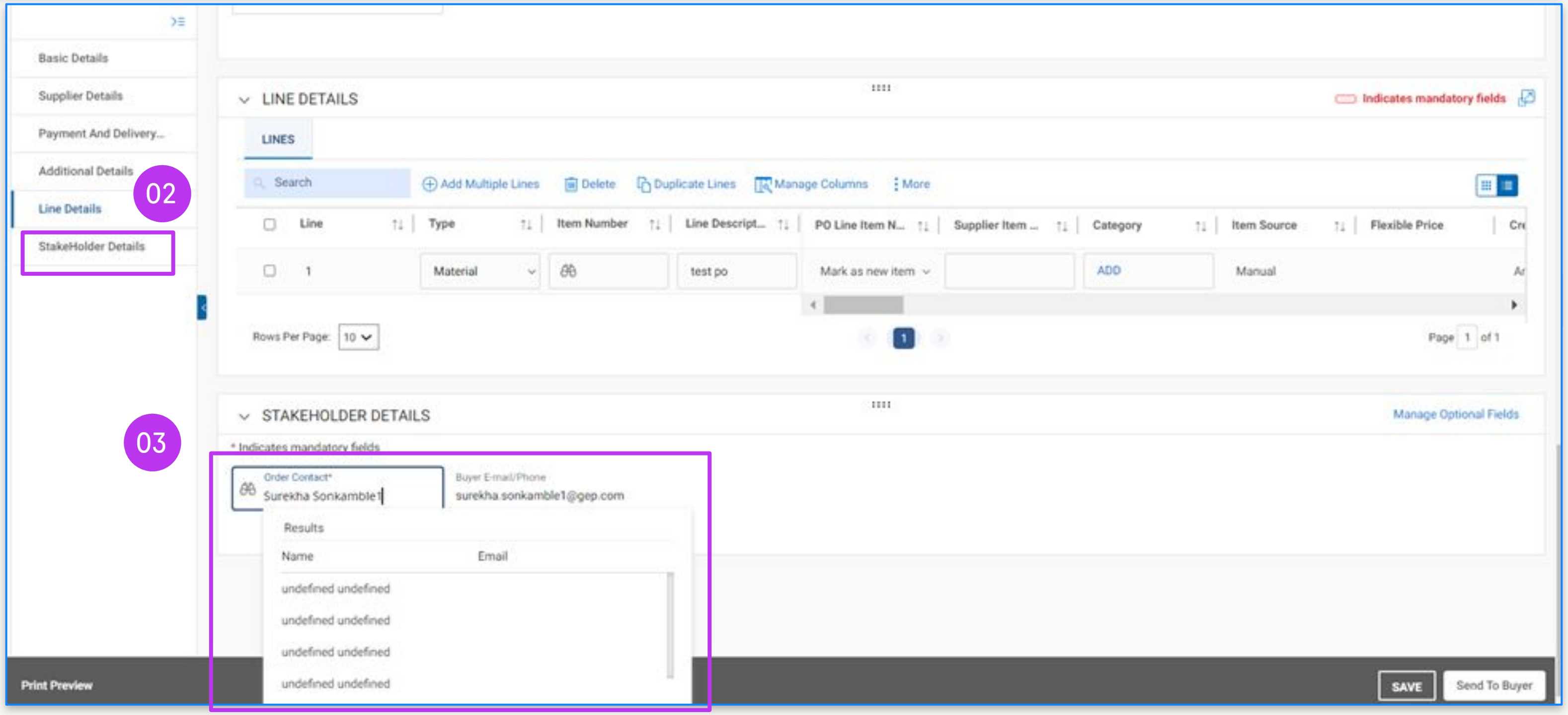
1. Click the **Create** icon from the left side of the screen
2. Select **Invoice** from the drop-down
3. Then, select **Using Blank Form**



# Update Basic Details

1. Select **Credit Invoice** as the invoice type from the drop-down menu
2. Scroll to **Stakeholder Details**
3. Search **Order Contact** from the drop-down menu
4. Select the applicable **Order Manager** name from the list

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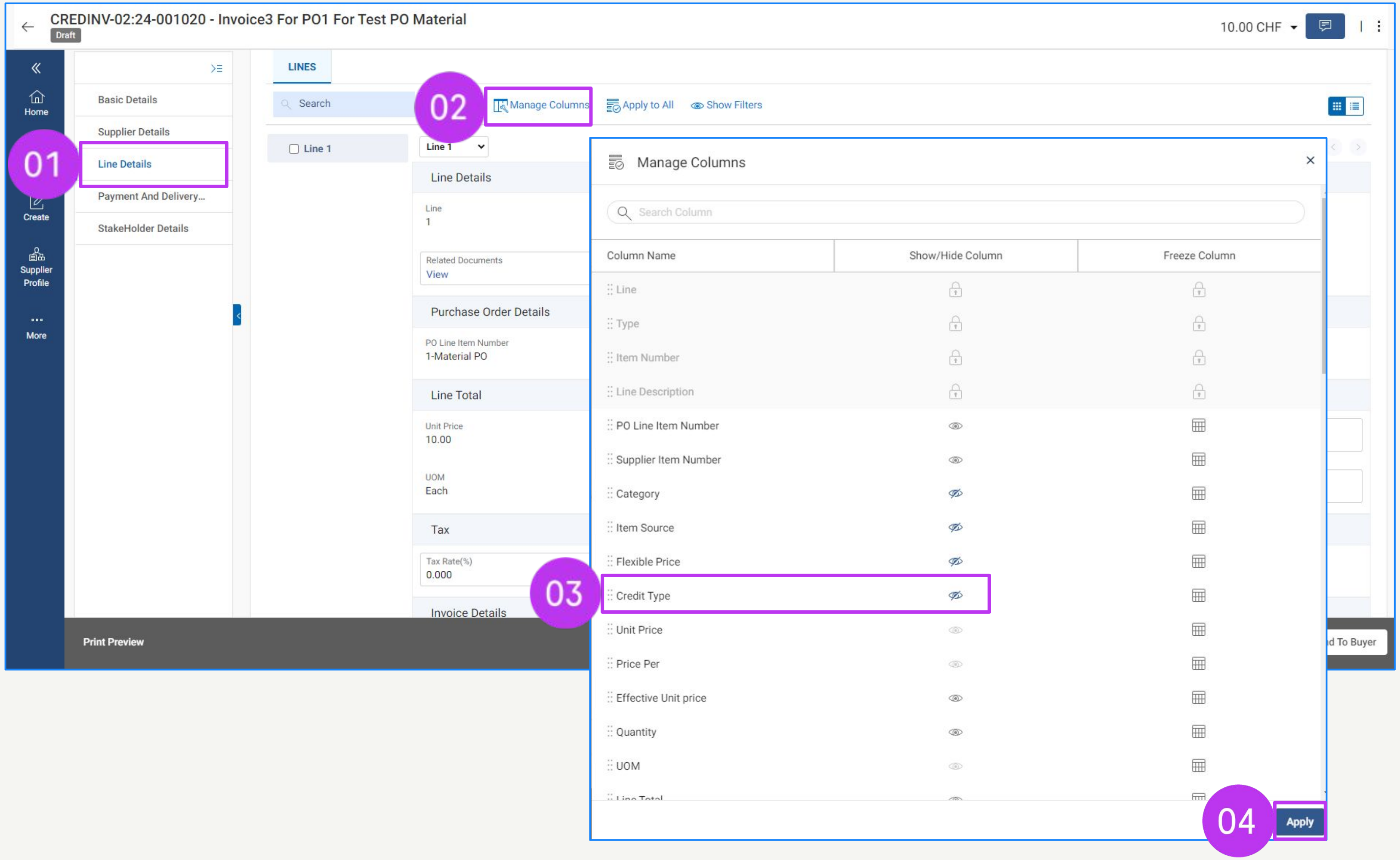
# Add Line Details

1. Click on the **Line Details section**
2. Click on the **Manage Columns**
3. Search under **Column Name** for Credit Type and make it visible by clicking on the **Show/Hide Symbol**
4. Click on **Apply** to add the field to the credit invoice Draft




*my*Buy

# Add Line Details

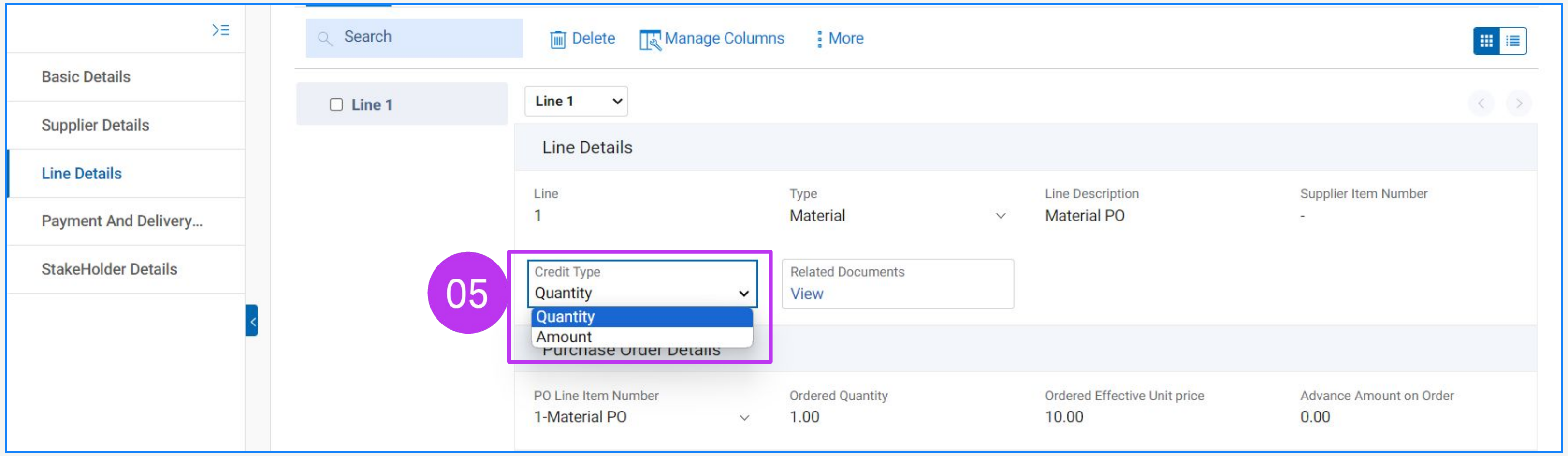
5. Choose **Credit Type:**

**Quantity Option:**

- Amount/Unit Price field becomes uneditable
- Supplier cannot change the credit amount (auto-calculated based on credit quantity)
- Only quantity can be edited

**Amount Option:**

- Allows editing of the amount on the Invoice
- Quantity will become 1, only the amount will get credit
- Invoiced quantity will not be changed

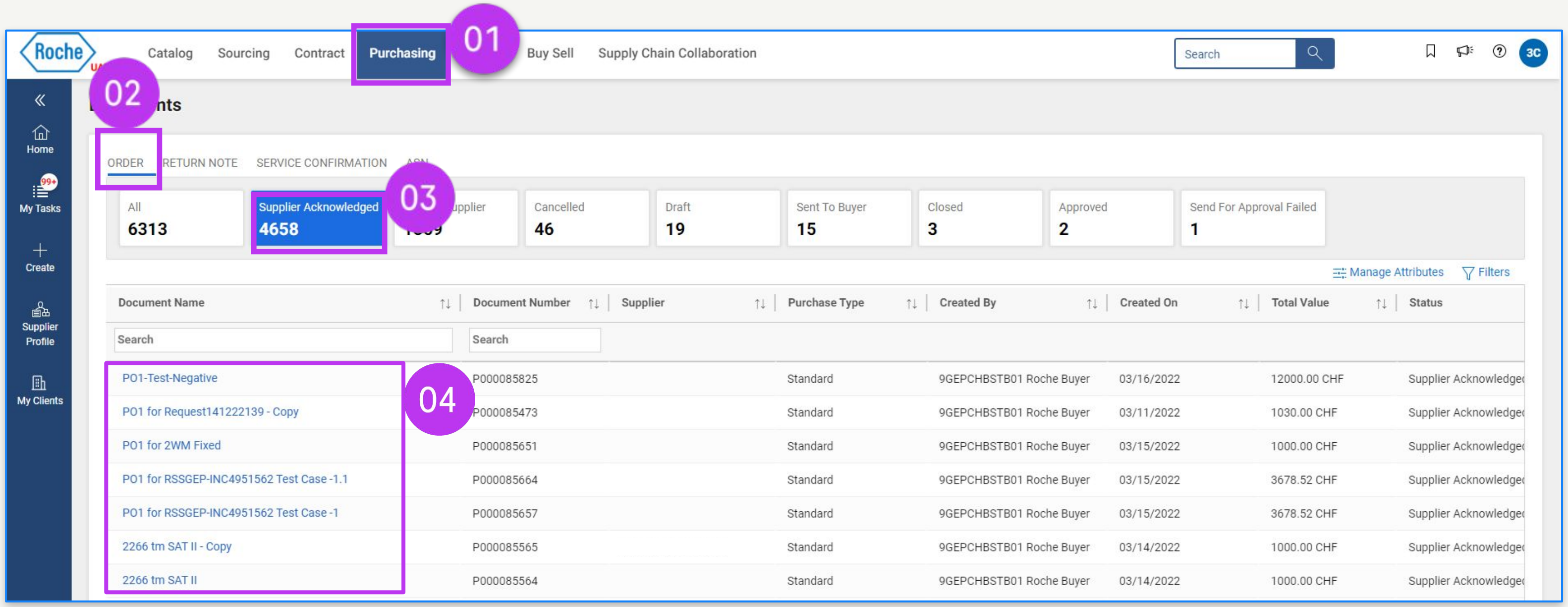


# From Purchase Order

# Create Credit Invoice: From Purchase Order

Create a credit invoice from a purchase order in Supplier Acknowledged status.

1. Select the **Purchase** module
2. Click the **Order** tab
3. Click **Supplier Acknowledged**
4. Select the **Purchase Order**

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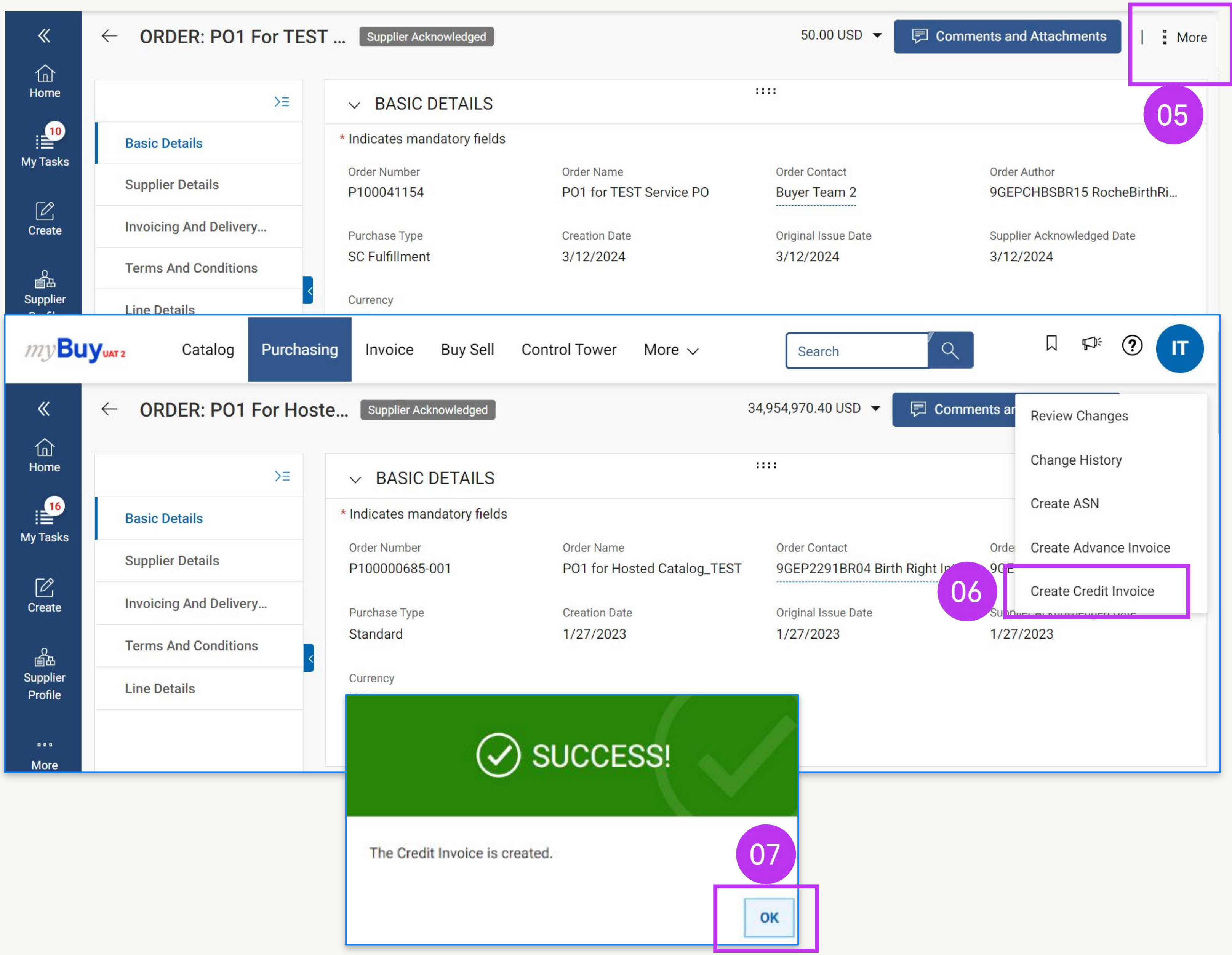
# Create Credit Invoice cont’d

5. Click on the **More** menu on the right side of the screen

6. Select **Create Credit Invoice**

7. Click **OK** to clear the success pop-up box

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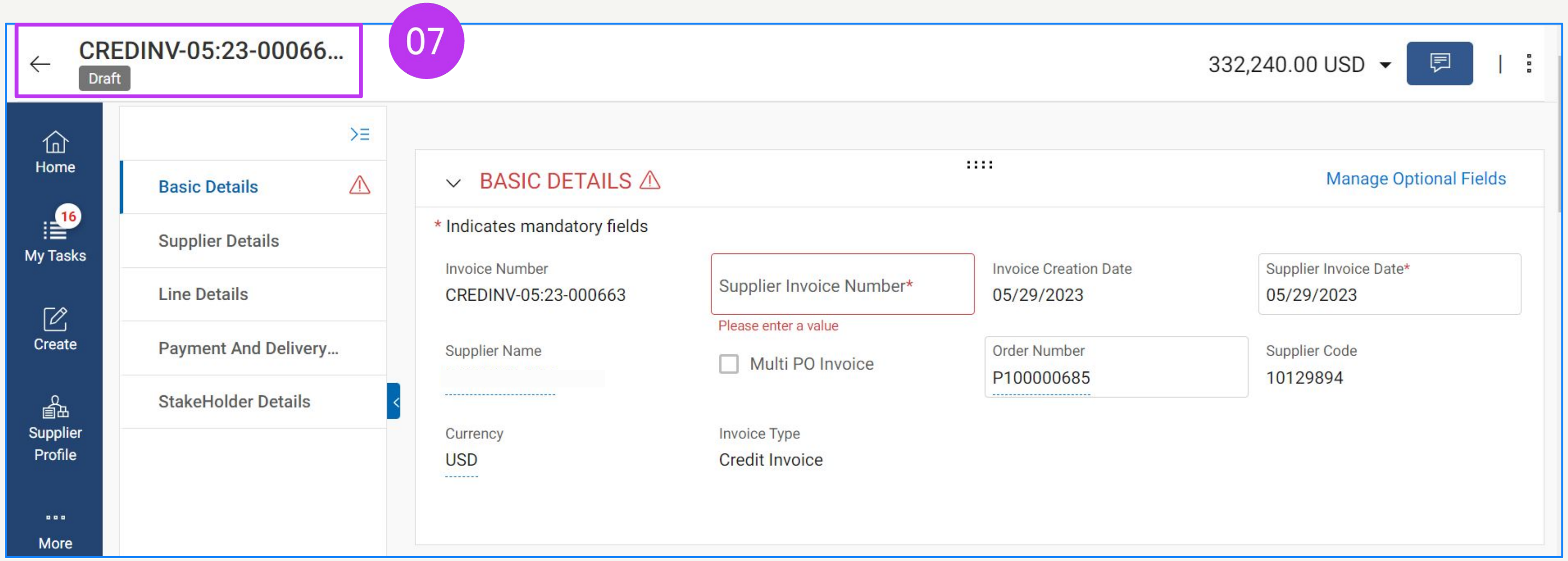
Roche

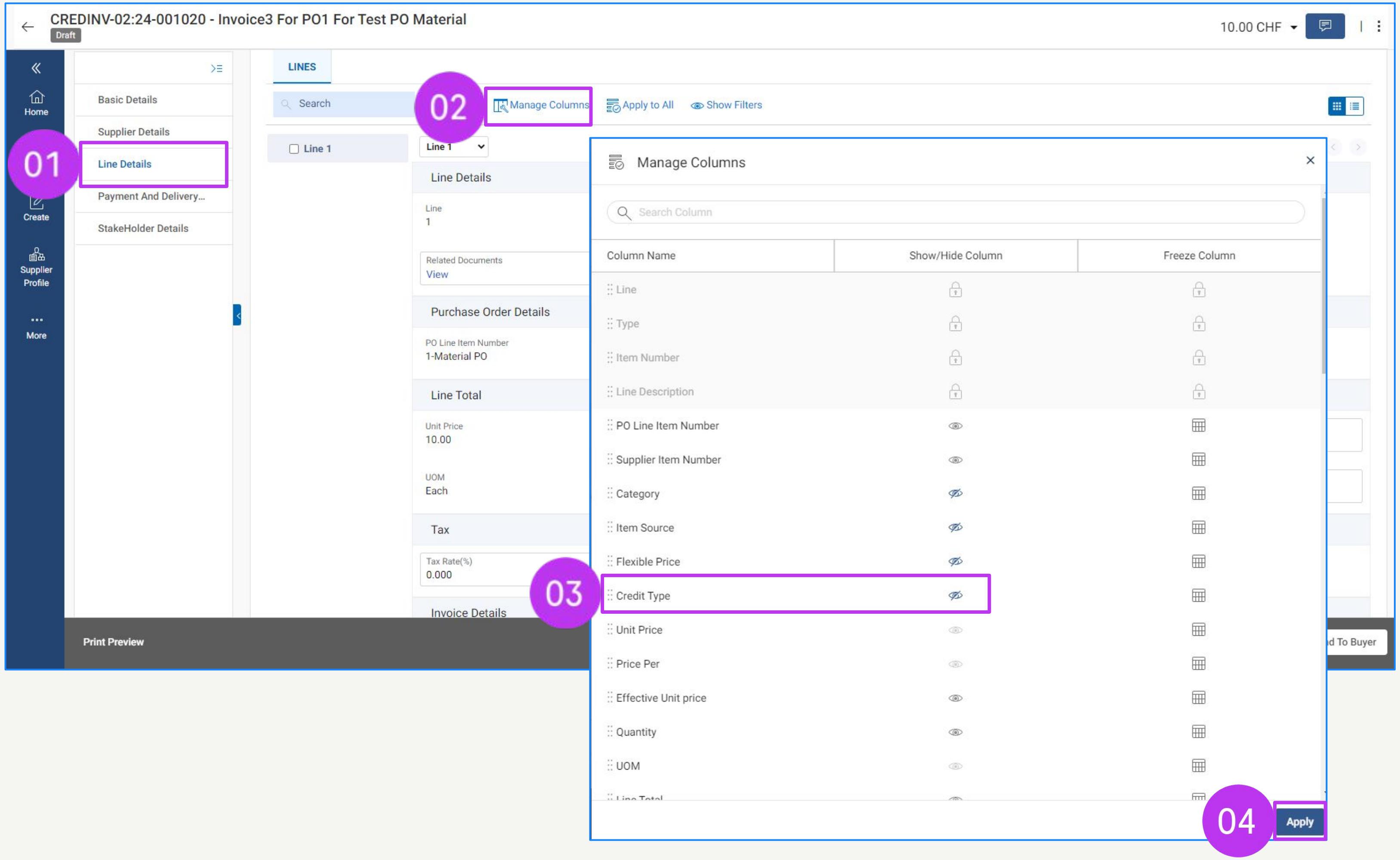
# Create Credit Invoice cont’d

8. A credit invoice is created in **Draft** status



# Add Line Details

1. Click on the **Line Details section**
2. Click on the **Manage Columns**
3. Search under **Column Name** for Credit Type and make it visible by clicking on the **Show/Hide Symbol**
4. Click on **Apply** to add the field to the credit invoice Draft




*my*Buy

# Add Line Details

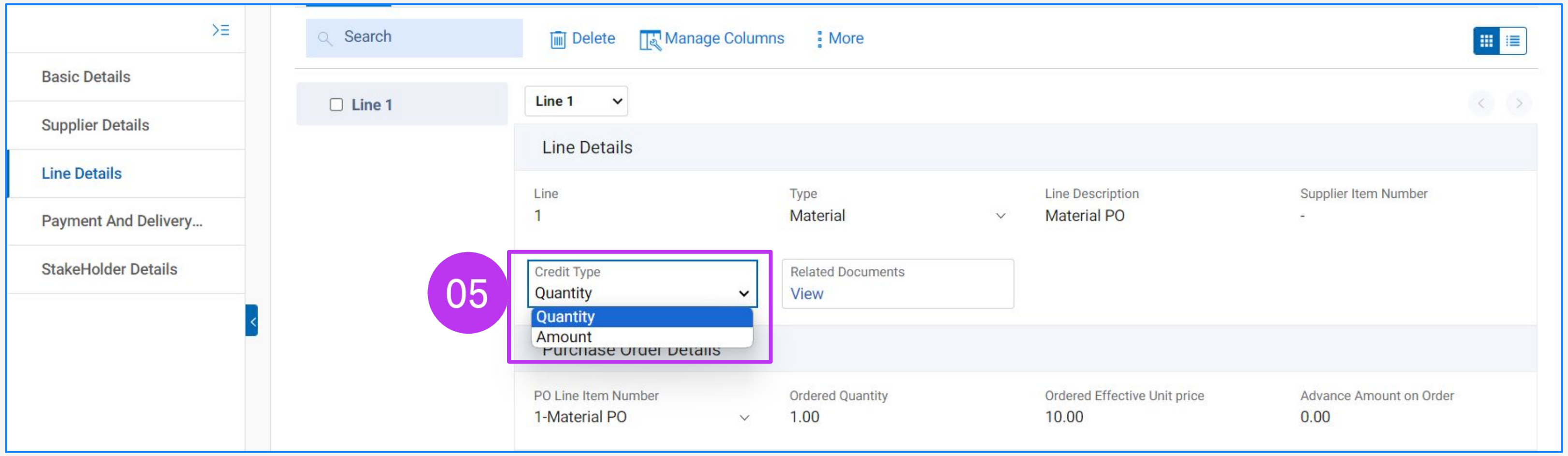
5. Choose **Credit Type:**

**Quantity Option:**

- Amount/Unit Price field becomes uneditable
- Supplier cannot change the credit amount (auto-calculated based on credit quantity)
- Only quantity can be edited

**Amount Option:**

- Allows editing of the amount on the Invoice
- Quantity will become 1, only the amount will get credit
- Invoiced quantity will not be changed



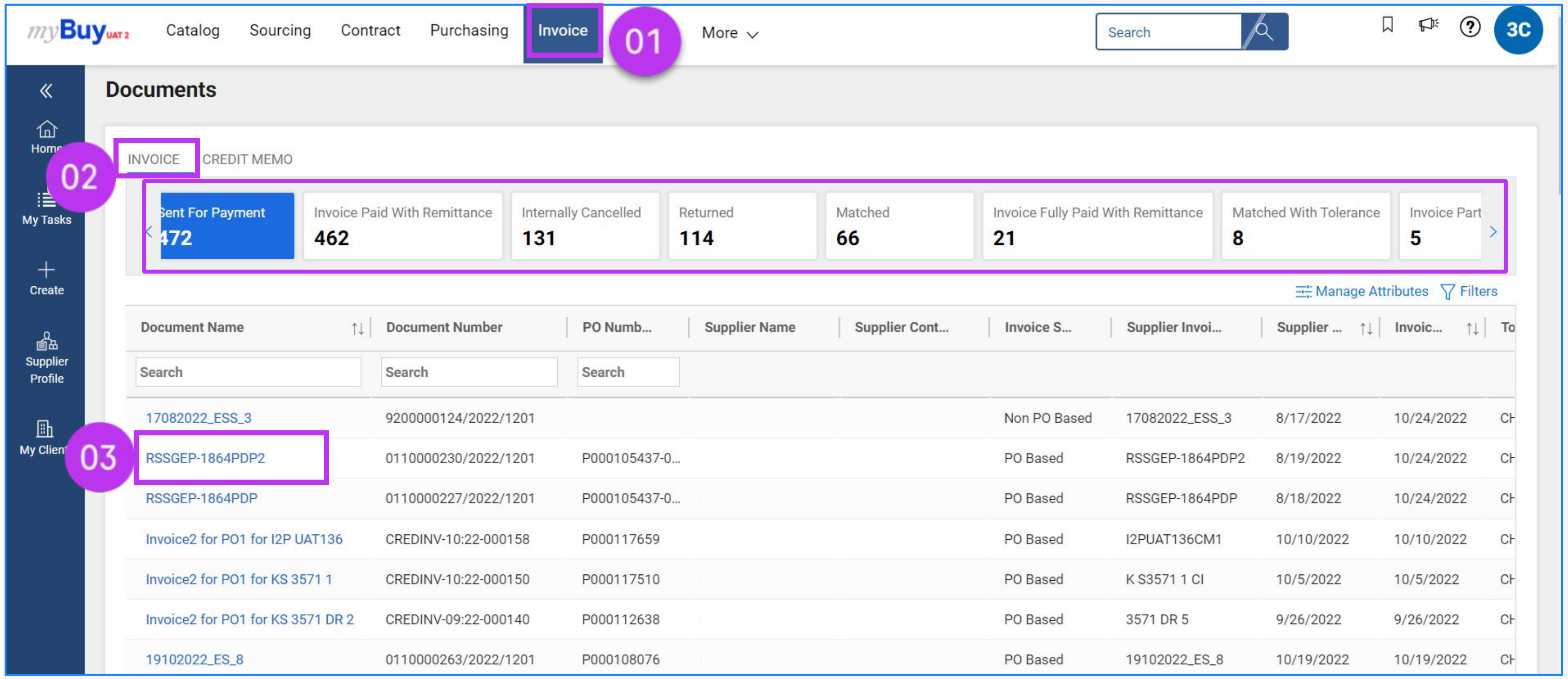

*my*Buy

# From Standard Invoice

# Create Credit Invoice: From Standard Invoice

Create a Credit Invoice from an Invoice in Exception, Sent for Payment, Invoice paid with Remittance, Matched, Matched with Tolerance status.

1. Select the **Invoice** module
2. Click the applicable **Invoice Status** tab
3. Select the **Invoice** from which you want to create a credit invoice

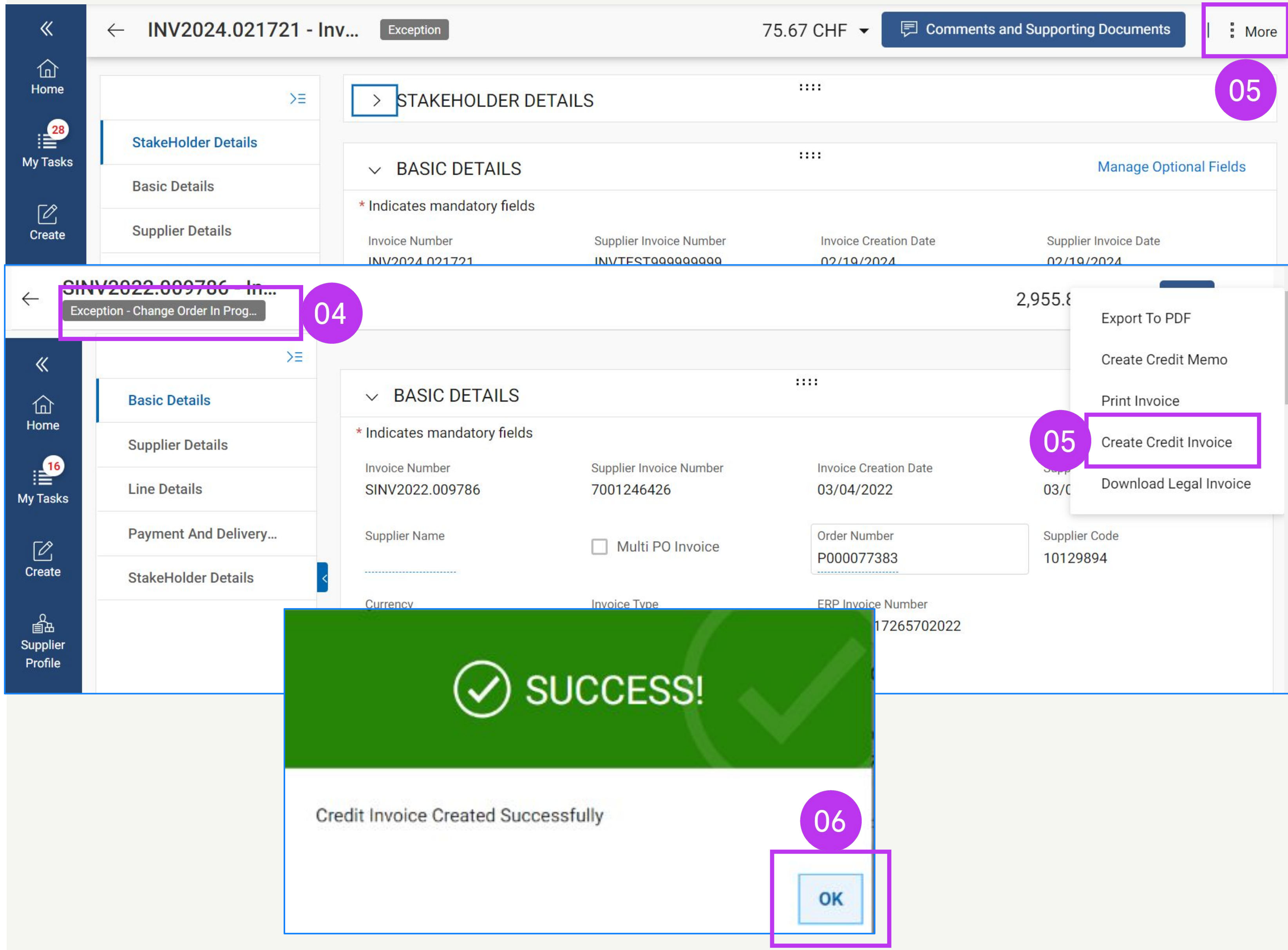


# Create Credit Invoice cont'd

4. Check the status of the Invoice

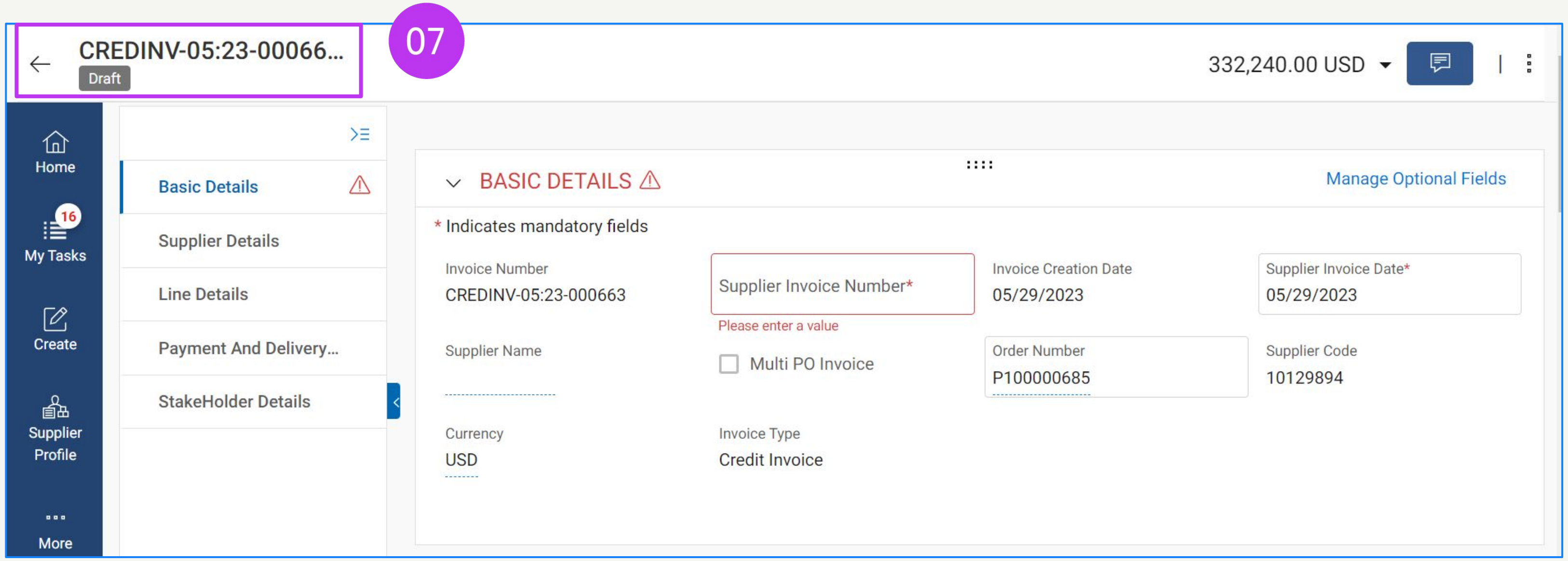
5. From the **More** menu on the right side of the screen click on **Create Credit Invoice**

6. Click **OK** to clear the success pop-up box



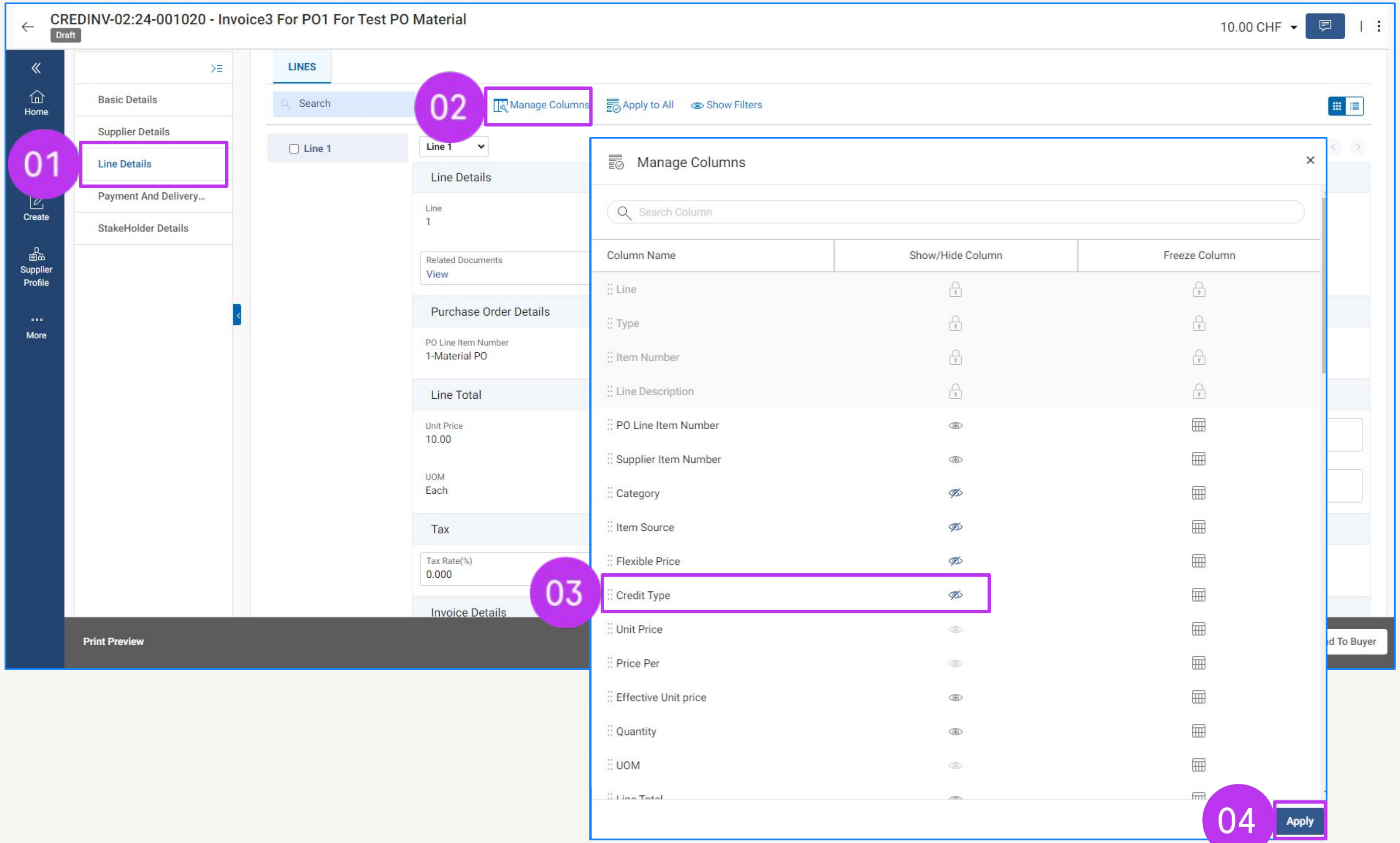
# Create Credit Invoice cont'd

7. A credit invoice is created in draft status



# Add Line Details

1. Click on the **Line Details section**
2. Click on the **Manage Columns**
3. Search under **Column Name** for Credit Type and make it visible by clicking on the **Show/Hide Symbol**
4. Click on **Apply** to add the field to the credit invoice Draft



# Add Line Details

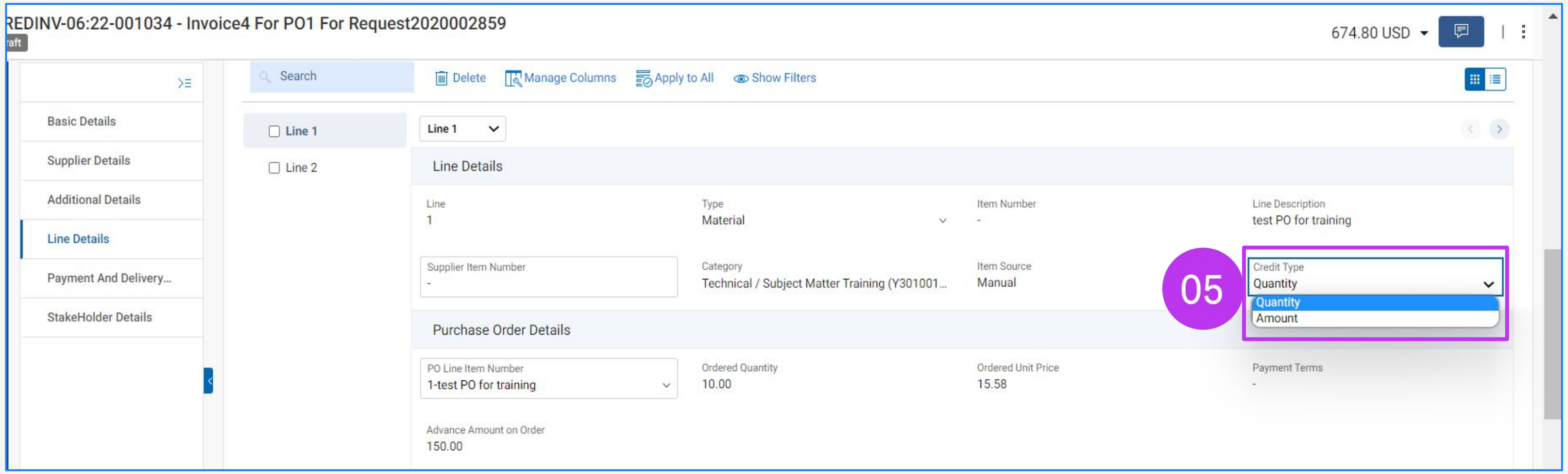
5. Choose **Credit Type:**

**Quantity Option:**

- Amount/Unit Price field becomes uneditable
- Supplier cannot change the credit amount (auto-calculated based on credit quantity)
- Only quantity can be edited

**Amount Option:**

- Allows editing of the amount on the Invoice
- Quantity will become 1, only the amount will get credit
- Invoiced quantity will not be changed

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# 20

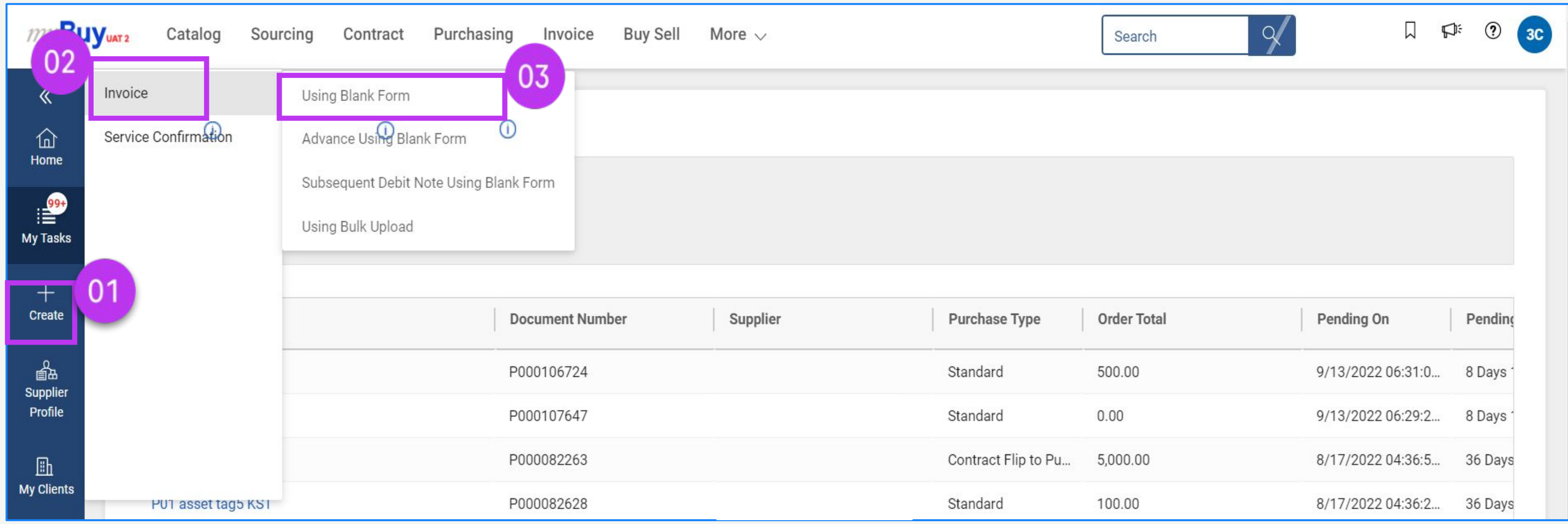
# Create Multi PO Invoice Upload

Submit one invoice against multiple purchase orders

# Create Multi-PO Invoice

To create an invoice against more than one PO:

1. Click the **Create** icon from the left navigation menu.
2. Select **Invoice**
3. Select **Using Blank Form**

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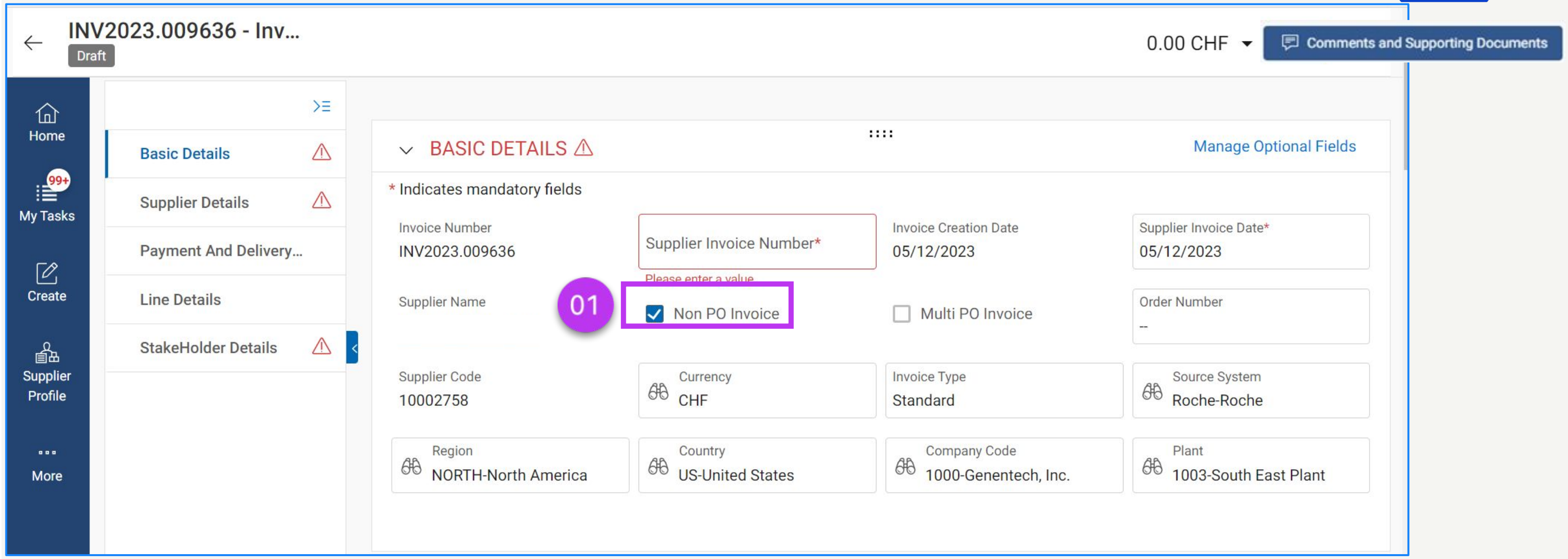
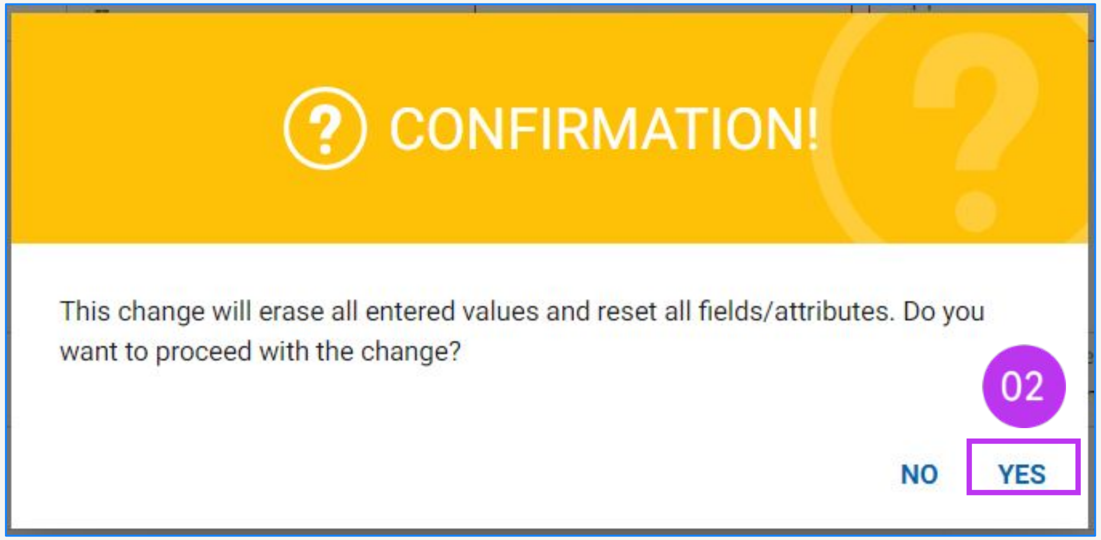
# Basic Line Detail

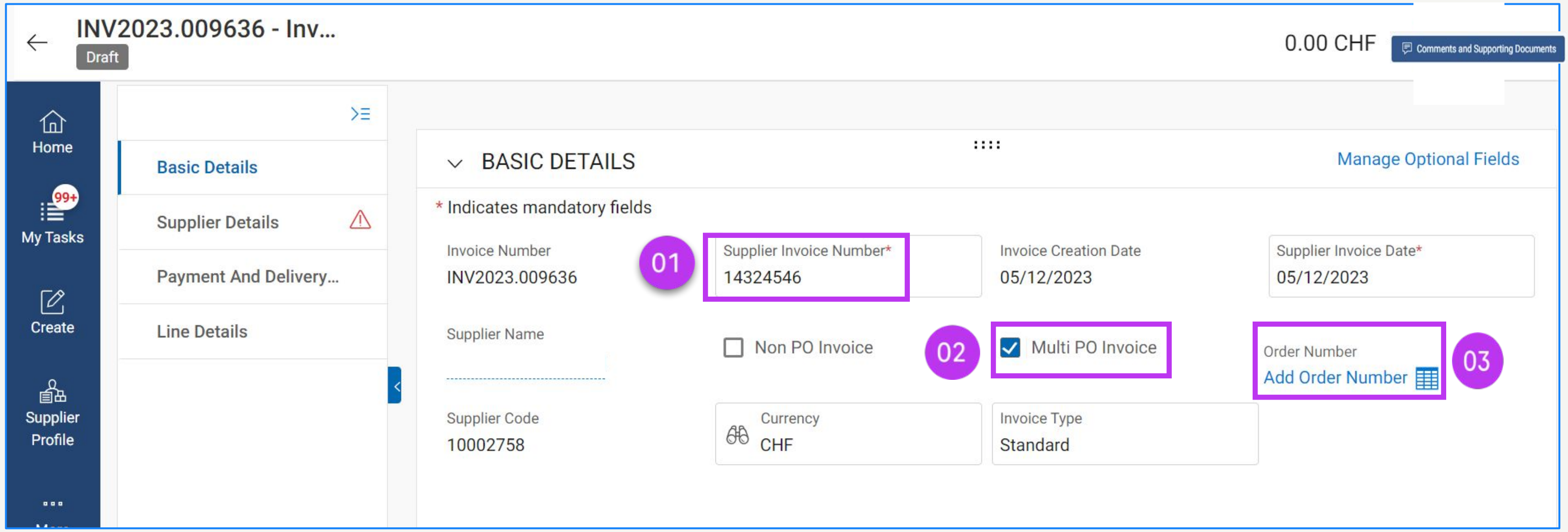
1. Because you are creating an invoice from a blank form, uncheck **Non-PO invoice**
2. Click on **YES** in the **Confirmation pop-up**

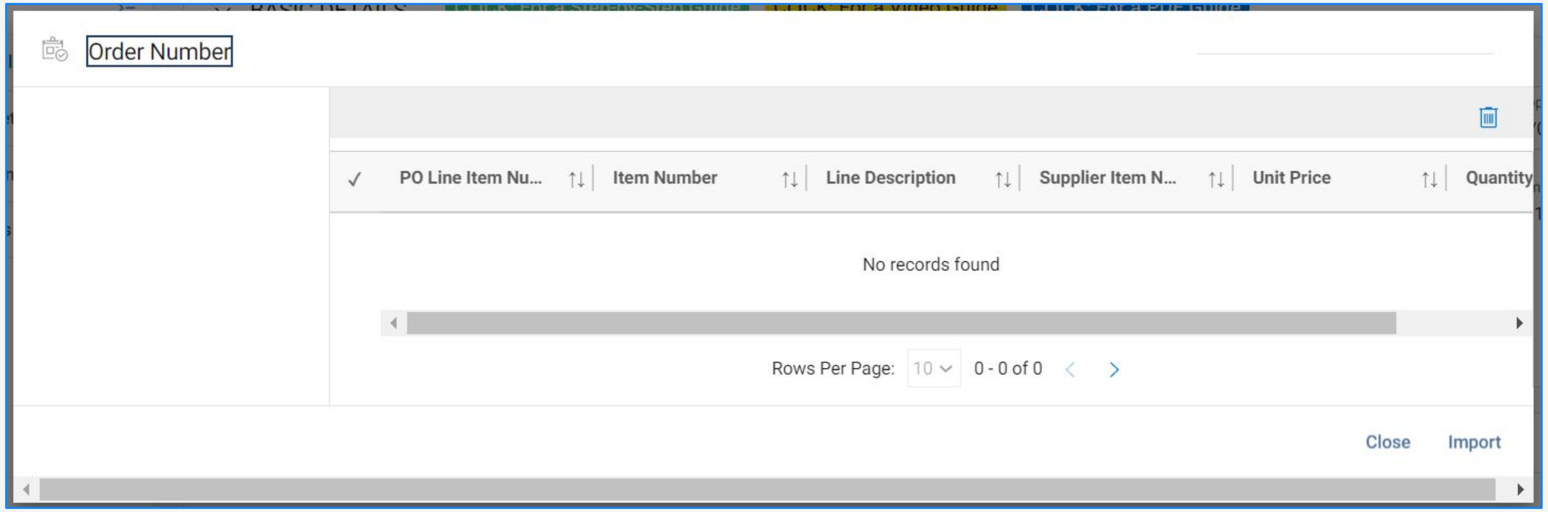


# Select Purchase Orders

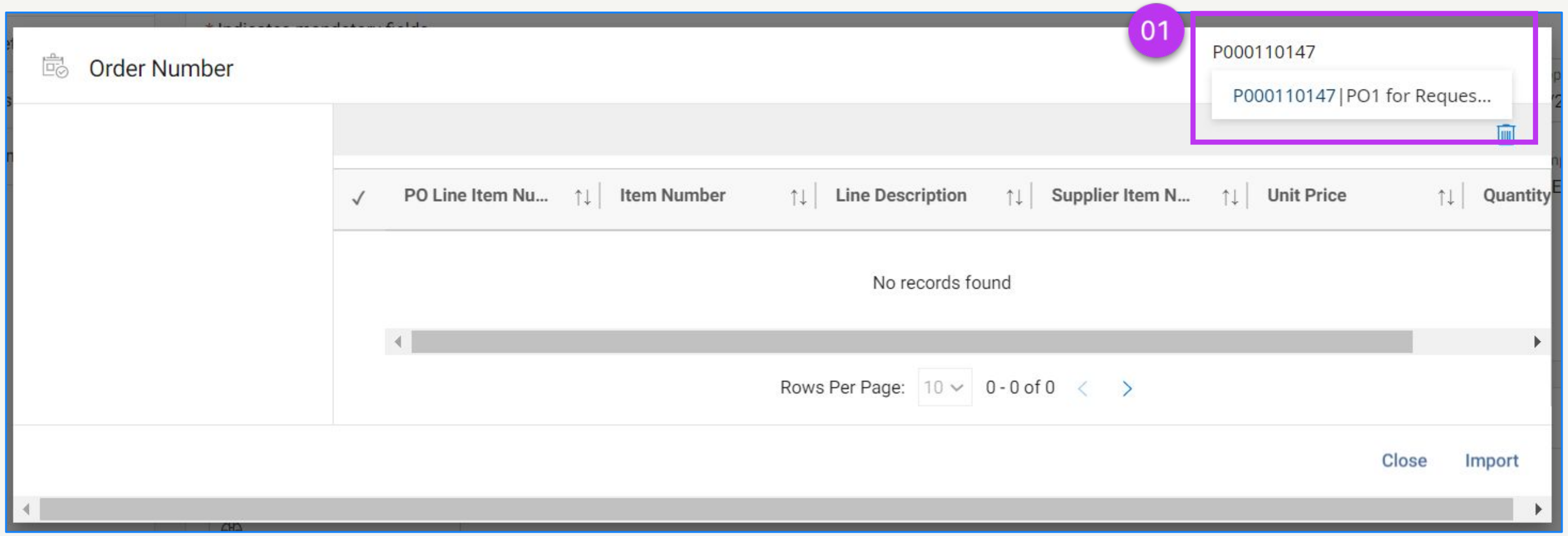
1. Enter the **Supplier Invoice Number**
2. Check the **Multi PO Invoice box**
3. Click **Add Order Number** to open the dialog box to select the orders you want to invoice against

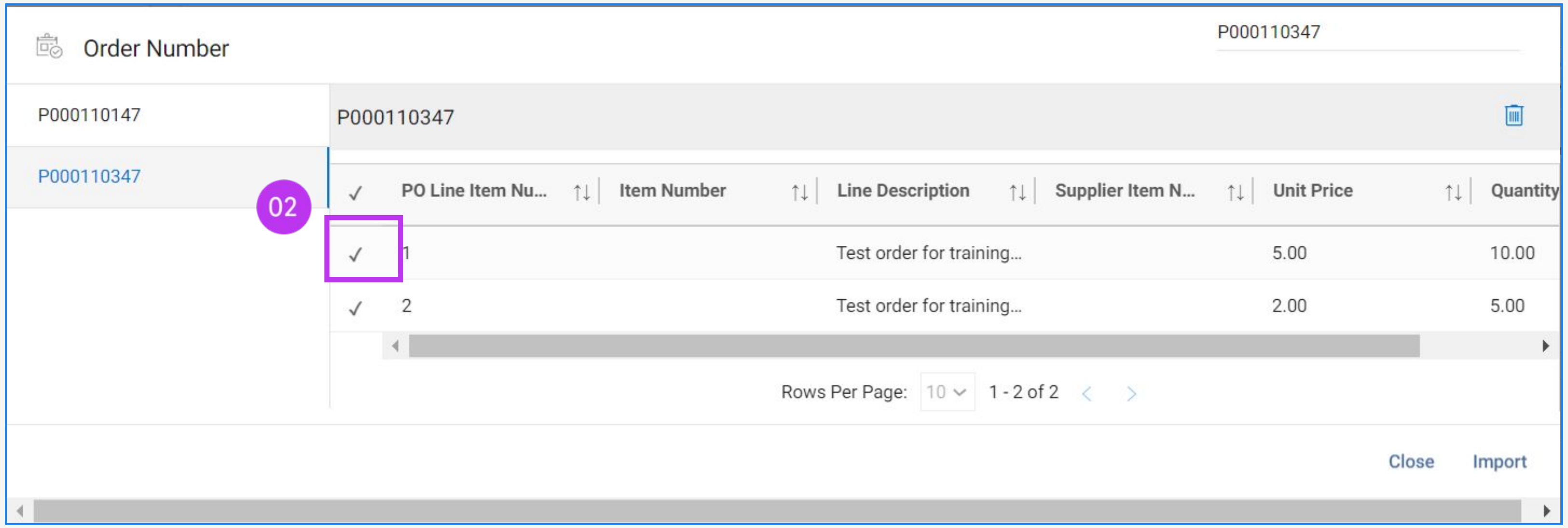


# Select Purchase Orders

1. Enter a **Purchase Order Number** and select from the drop-down menu
    a. Orders will be filtered based on the combination of Supplier, Currency & Header Entity. Currency, Payment Term & Header Entity of the first PO selected in the PO look-up selection pop-up box will determine the next orders which are available in the filter.
2. Select **line items to invoice** by clicking the **check box**



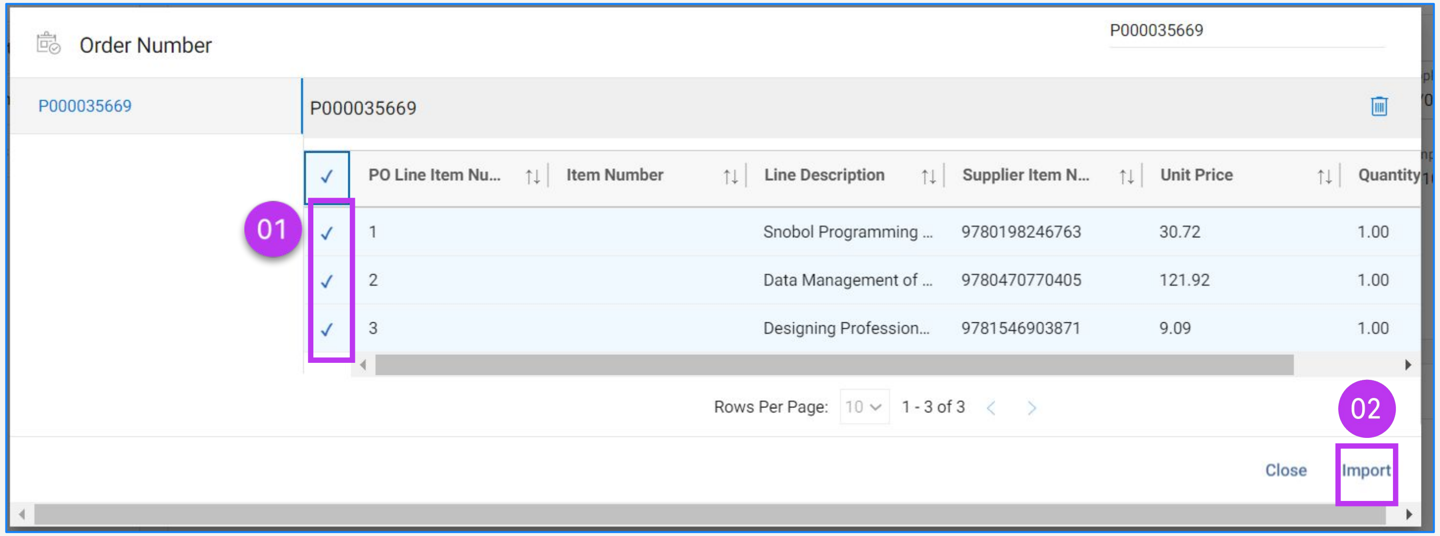
# Add line items

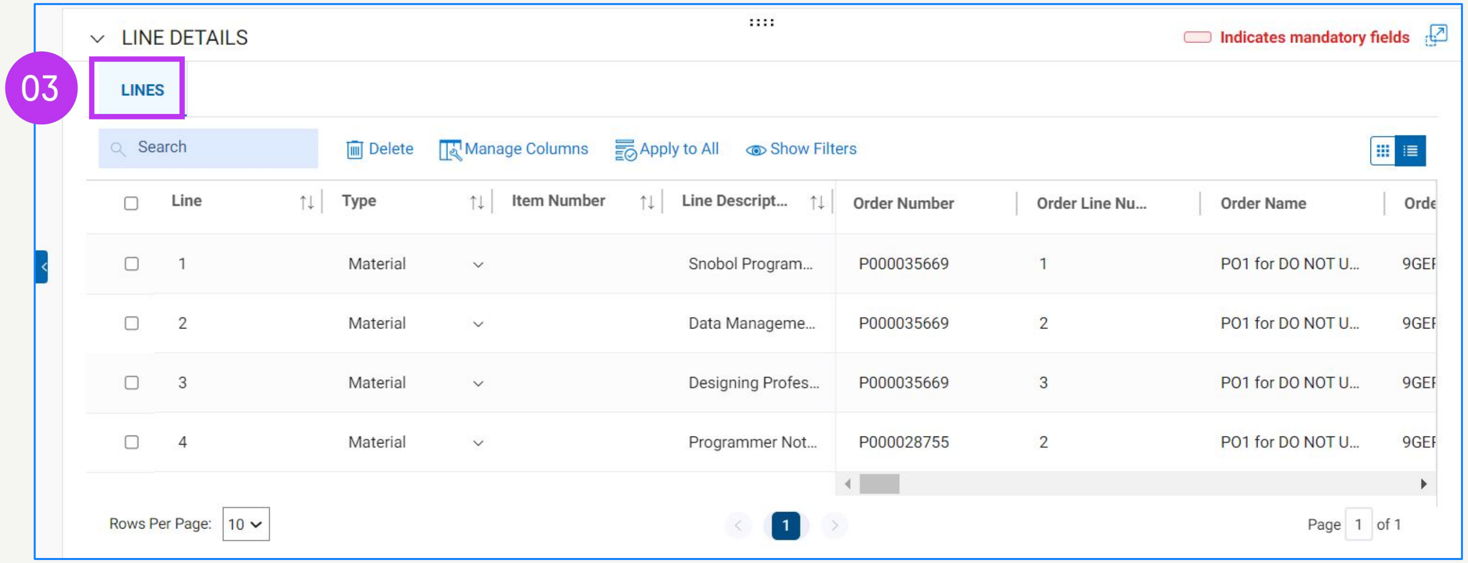
1. **Add one or more line items*** from the PO by clicking the **check box** next to the line item

2. Click **Import** to bring selected lines into your invoice document

3. Your invoice document will now show the **LINES** you imported

*All items which are available for selection will be GR based fulfillment items. Multi-PO invoice will not work for SC based fulfillment items.

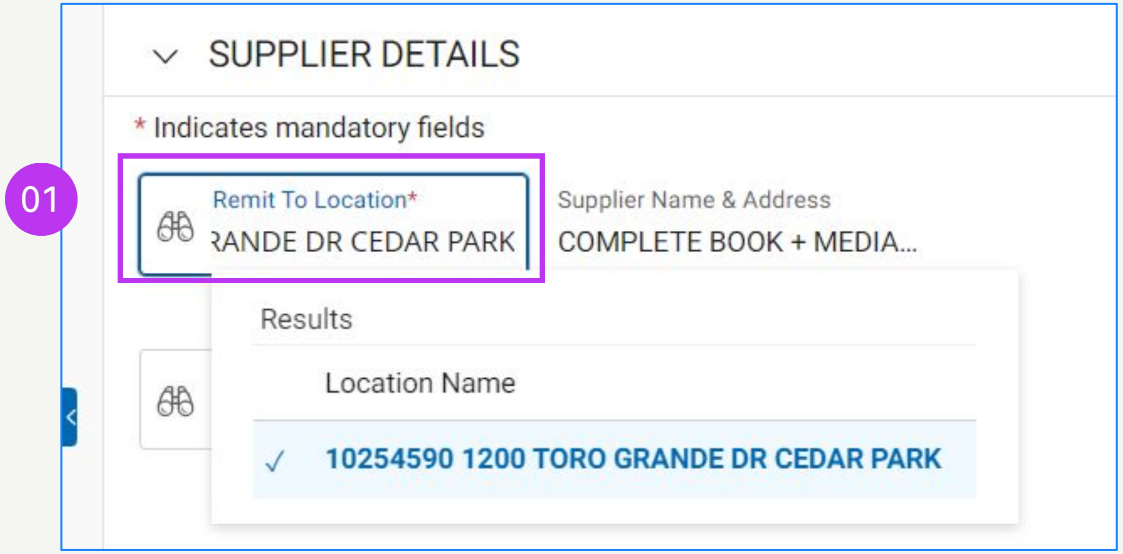


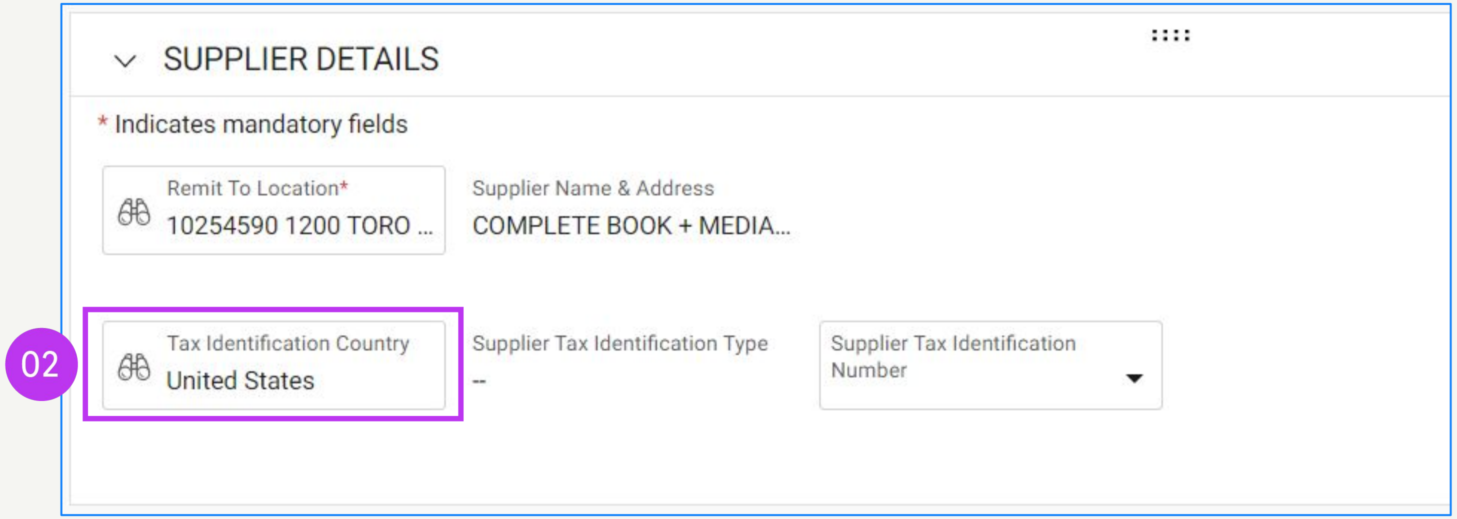



# Select remit to location

1. Select the applicable **Remit To location**

2. Select the **Tax Identification Country**

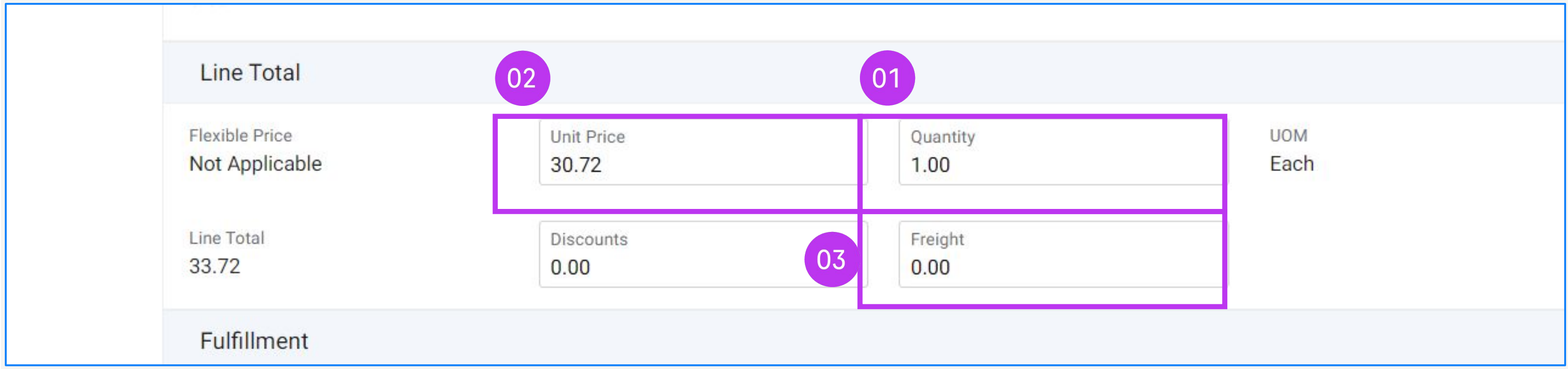


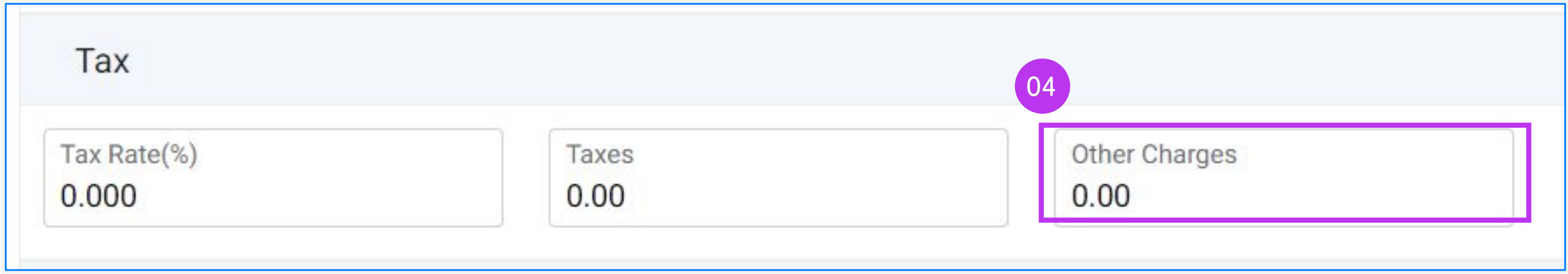



# Review line details

Make adjustments to these fields if needed to reflect what you are invoicing:

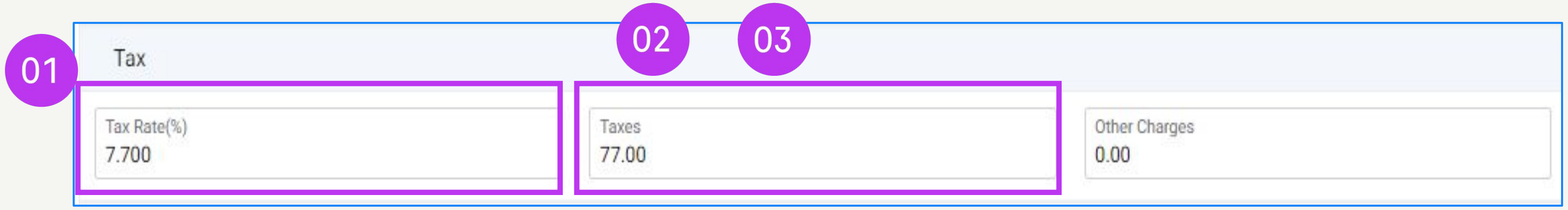
1. **Quantity**
2. **Unit Price** (cannot be changed if item is created from a catalog or form)
3. **Shipping**
4. **Other Charges**



# Enter tax rate

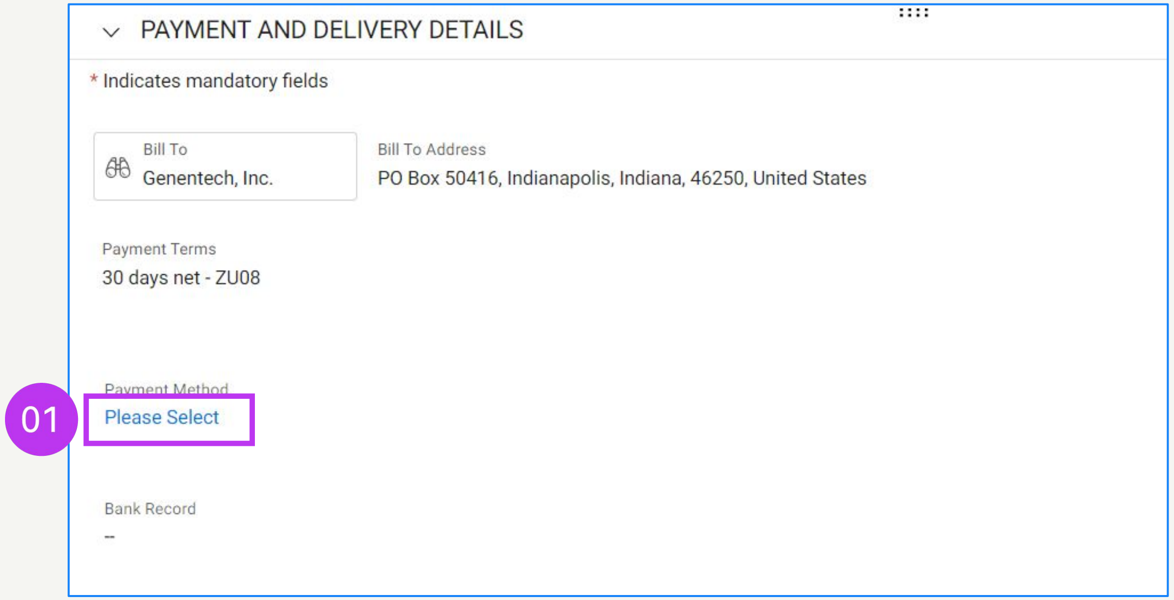
1. Enter the applicable **Tax Rate (%)** for each line on the invoice (up to 3 decimal places possible)
2. **Taxes** amount will be calculated by the portal
3. Overwrite taxes amount if needed

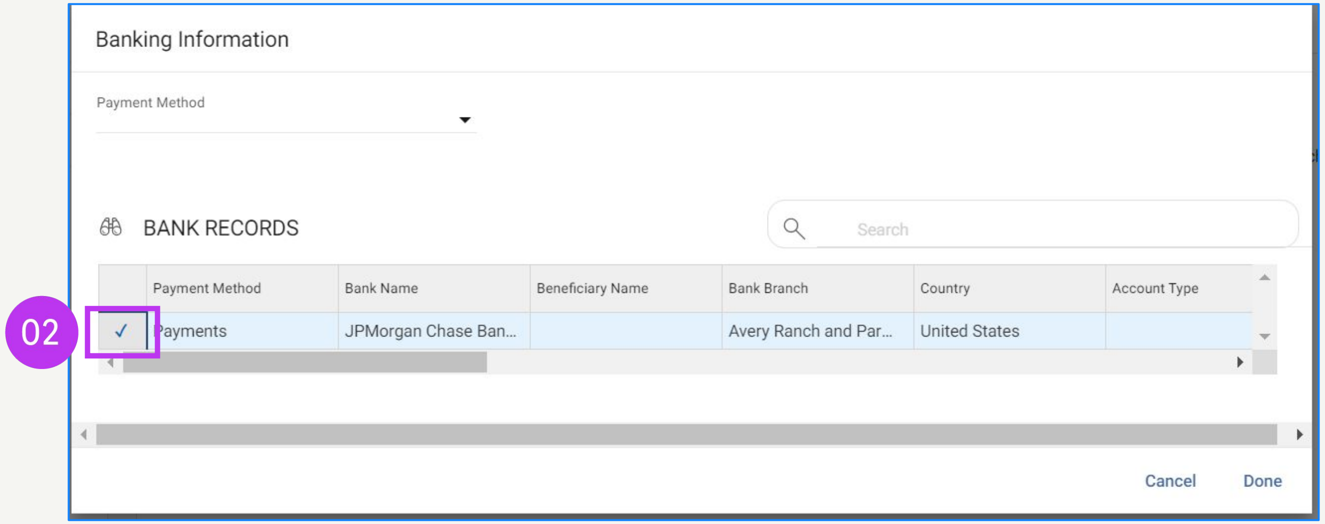


# Select payment method

1. Click **Please Select**

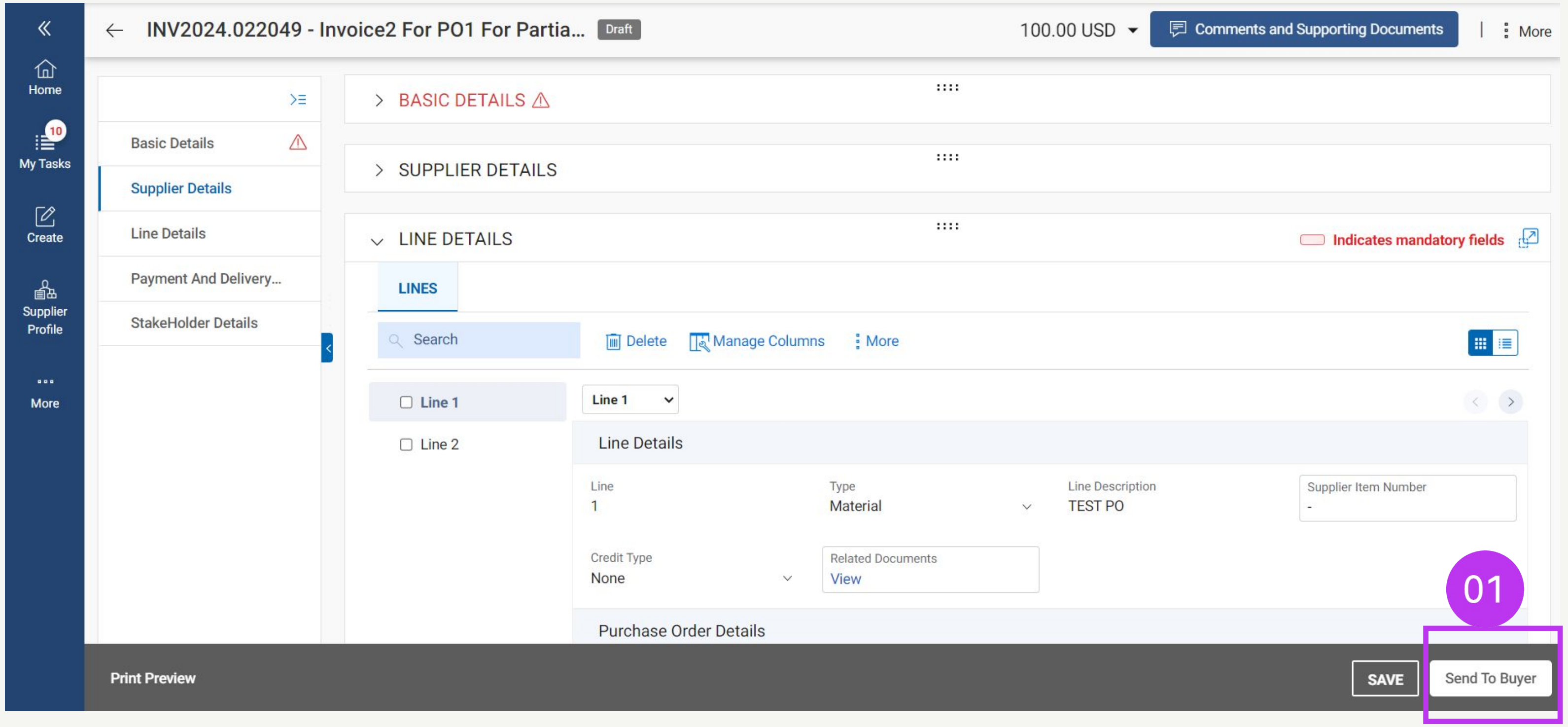
2. Click the **check box** next to the applicable bank record where payment should be delivered



# Submit Invoice

1. When all required fields are completed, click **Send to Buyer**

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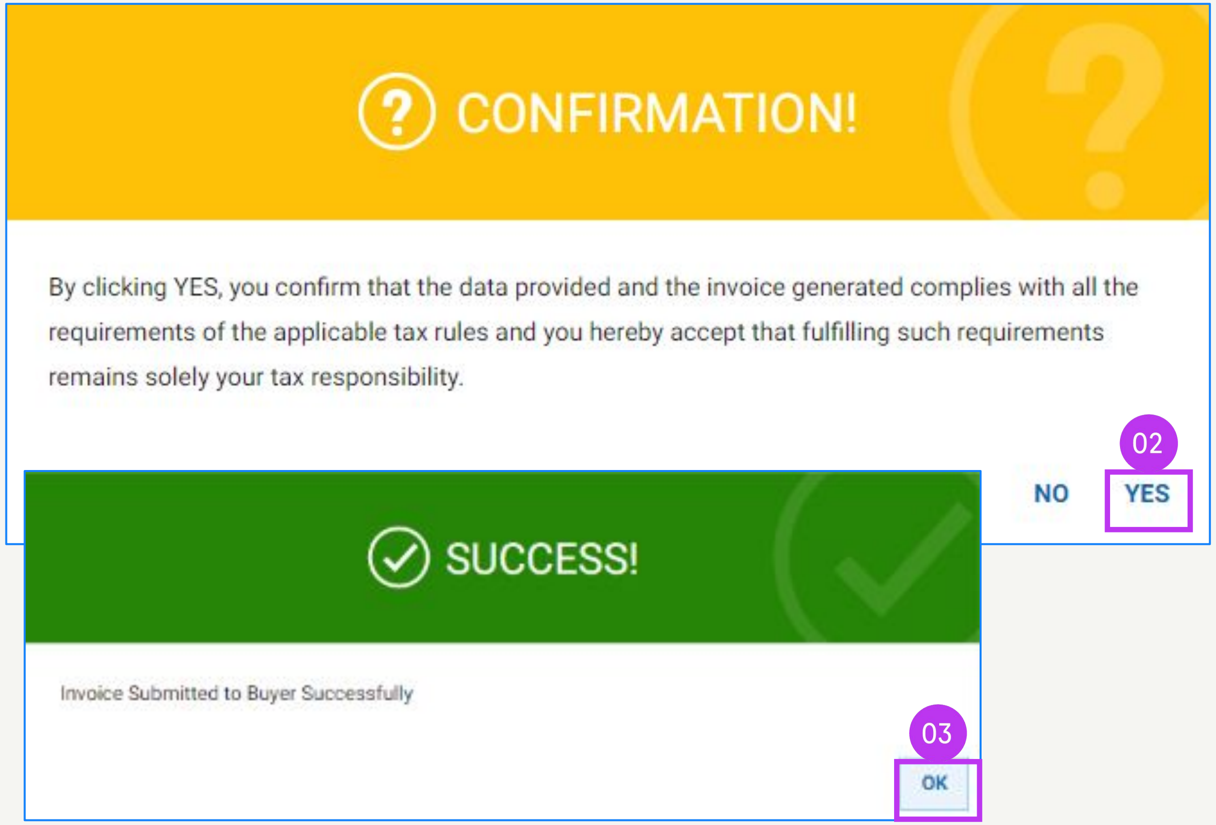
# Submit Invoice cont'd

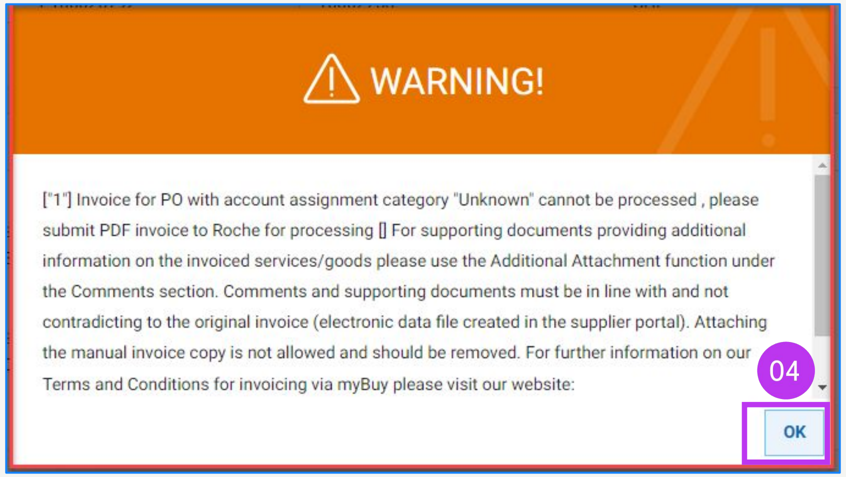
2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment, a warning message will appear confirming that the invoice should be sent via PDF instead

**Keep in mind:**

Electronic invoices created in myBuy GEP SMART are legally valid documents. Supplier **cannot** submit any scanned supplier invoice copy.

For supporting documents providing additional information on the invoiced services (for example, timesheets/goods) please use the Additional **Attachment** function under the **Comments section** to enable proper invoice reconciliation.



# 21

# Filter and Export Purchase Order and Invoice Data

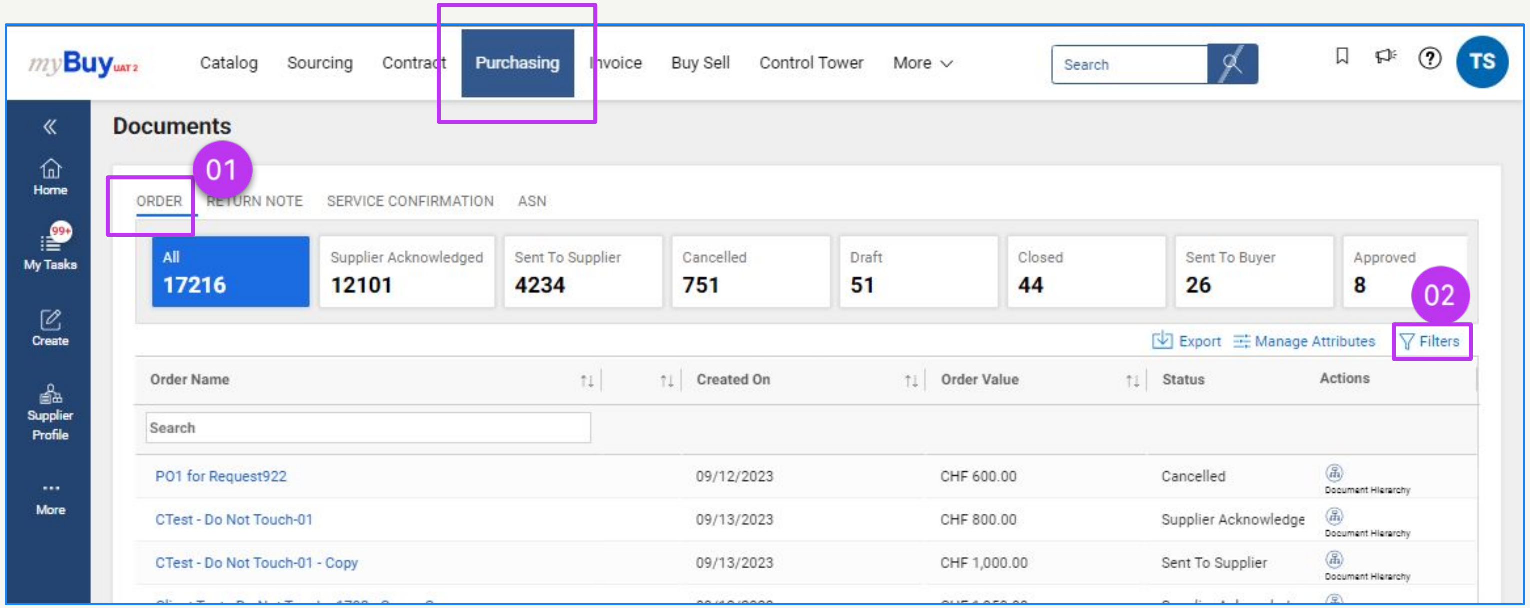
The Purchase Order process starts from the Purchasing Module. The process described for Invoice Data starts from the Invoicing Module

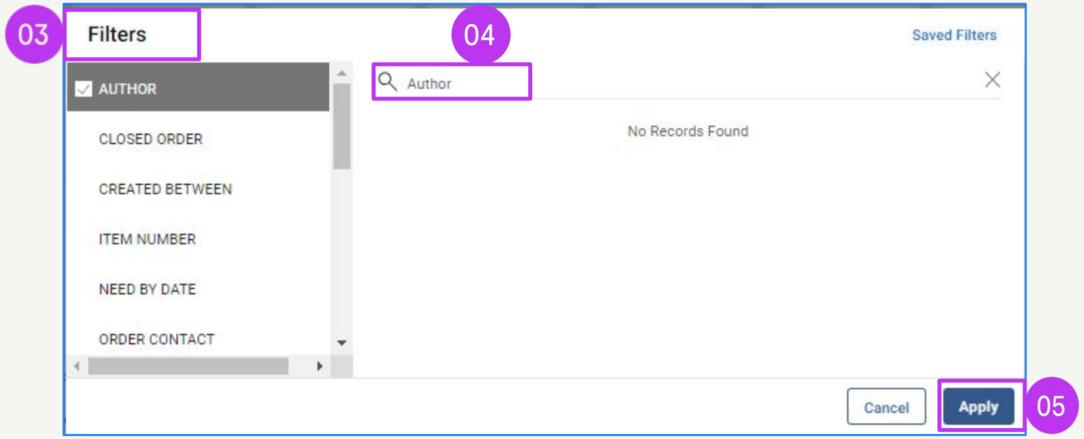
# Purchase Order Report

# Filter Order Data

In the **Purchasing** module, you can apply the filter to display a required Order Type.

1. Select the **Order** module
2. Click on the **Filter** button
3. Select the **Order criteria** from the filter attributes if you want to refine the search (eg creation date or document number)
4. Search/select the required **Order criteria** from the displayed list (e.g. AUTHOR)
5. Click on **Apply**

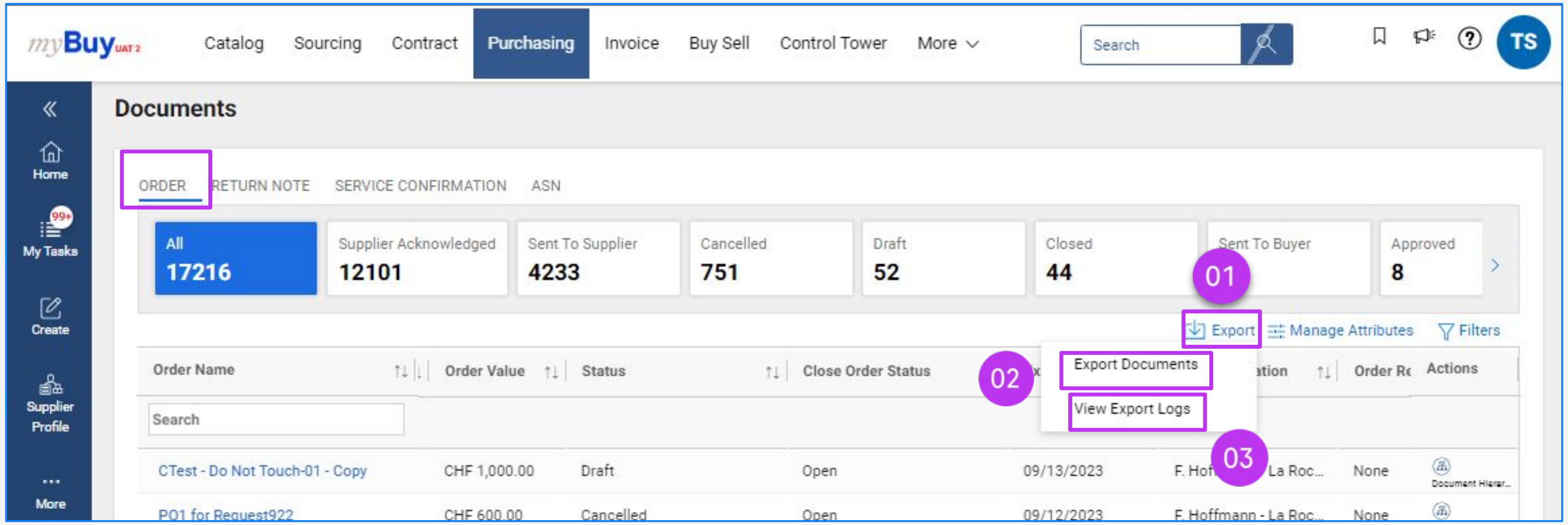


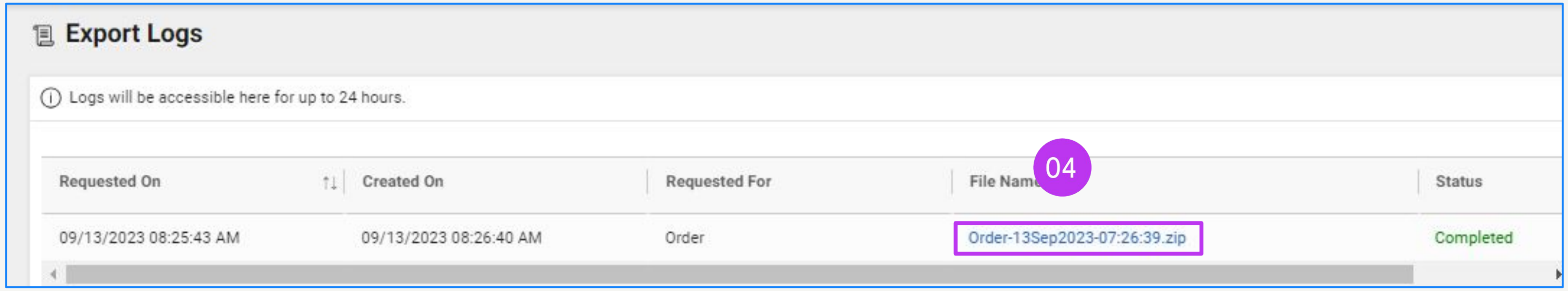



# Export Order Data

In the **ORDER** tab, you can export PO data in an excel document.

1. Click on the **Export** button
2. Click on **Export Documents**
3. Click on **View Export Logs**
4. Click on the hyperlinked **File Name** to open the attachment



# Invoice Report

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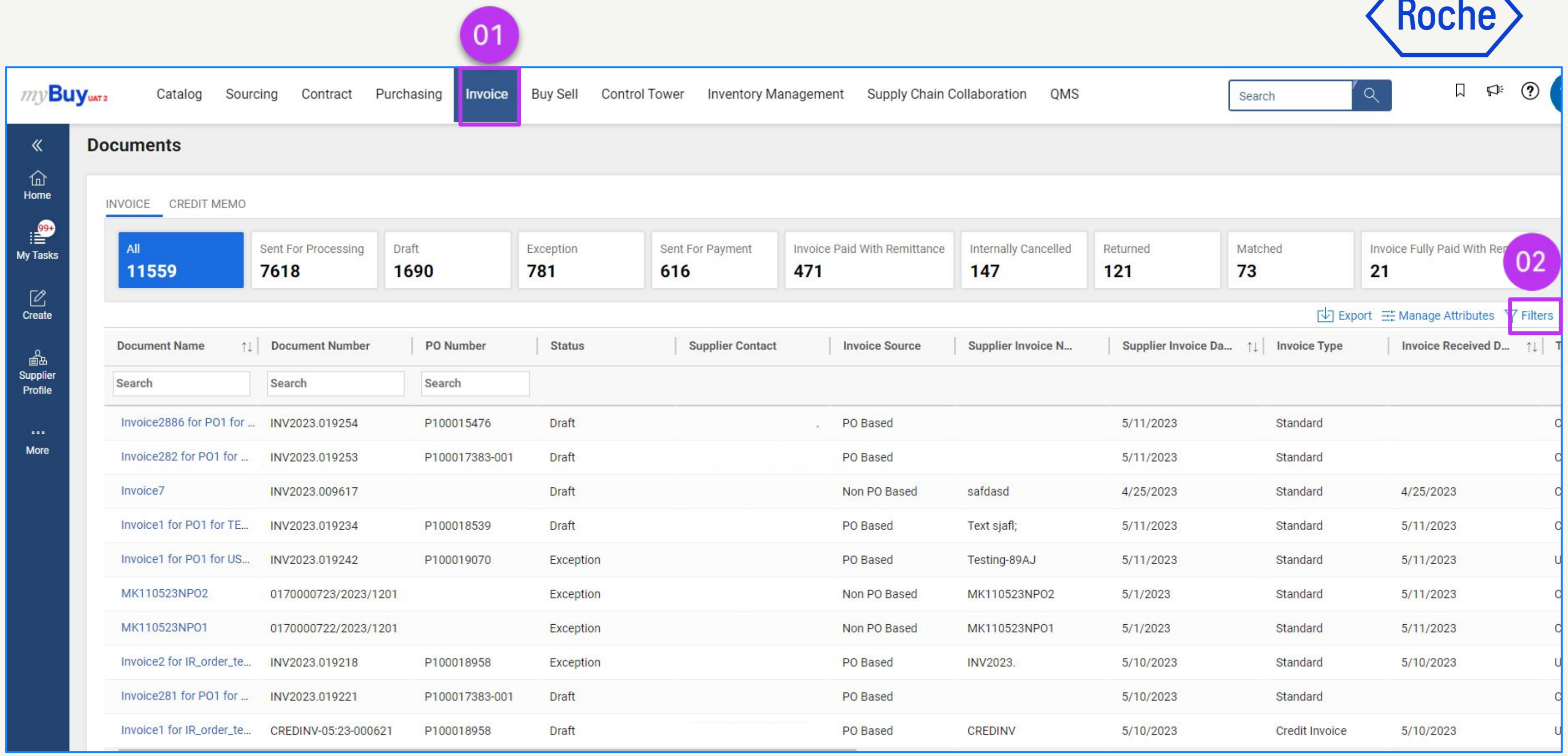
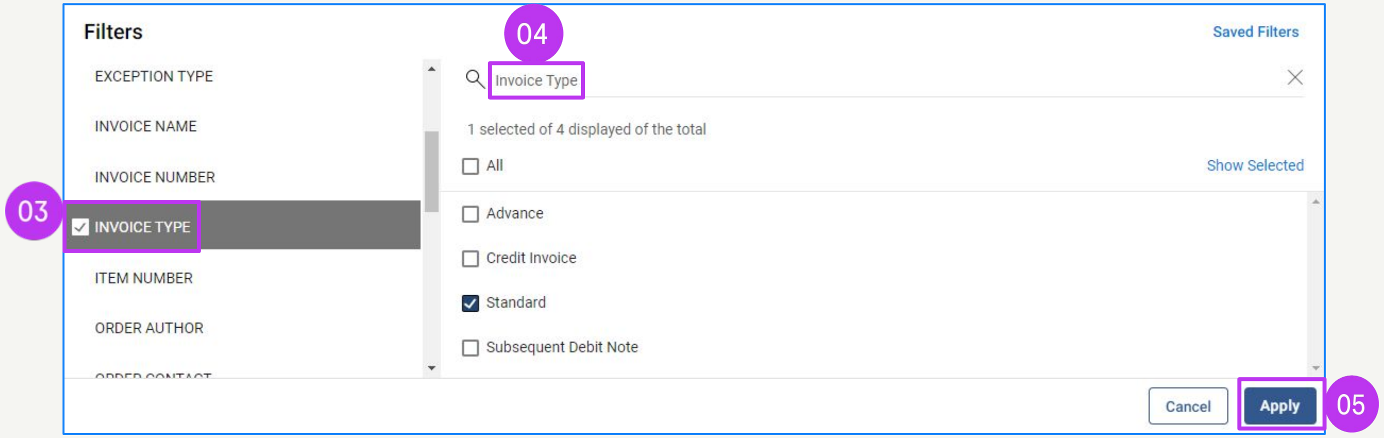
# Filter Invoice Data

On the Invoice page, you can apply the filter to display a required Invoice Type.

1. Select the **Invoice** module
2. Click on the **Filter** button
3. Select the **INVOICE TYPE** from filters attributes
4. Tick the required **Invoice Type** from the displayed list
5. Click on **Apply**

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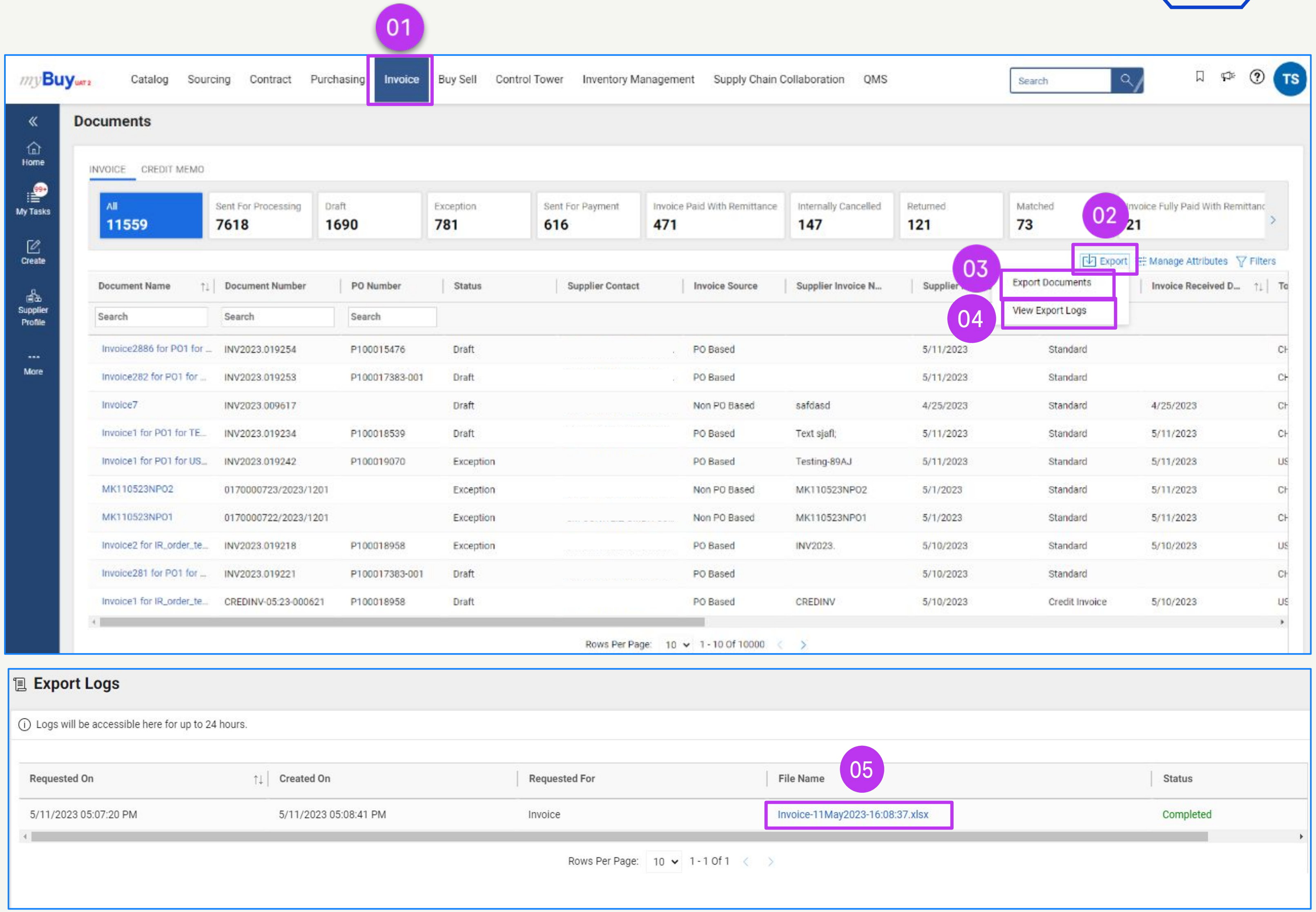
# Export Invoice Data

On the Invoice page, you can export invoice data in an excel document.

1. Select the **Invoice** module
2. Click on the **Export** button
3. Click on **Export Documents**
4. Click on **View Export Logs**
5. Open the **.xlsx** attachment




myBuy

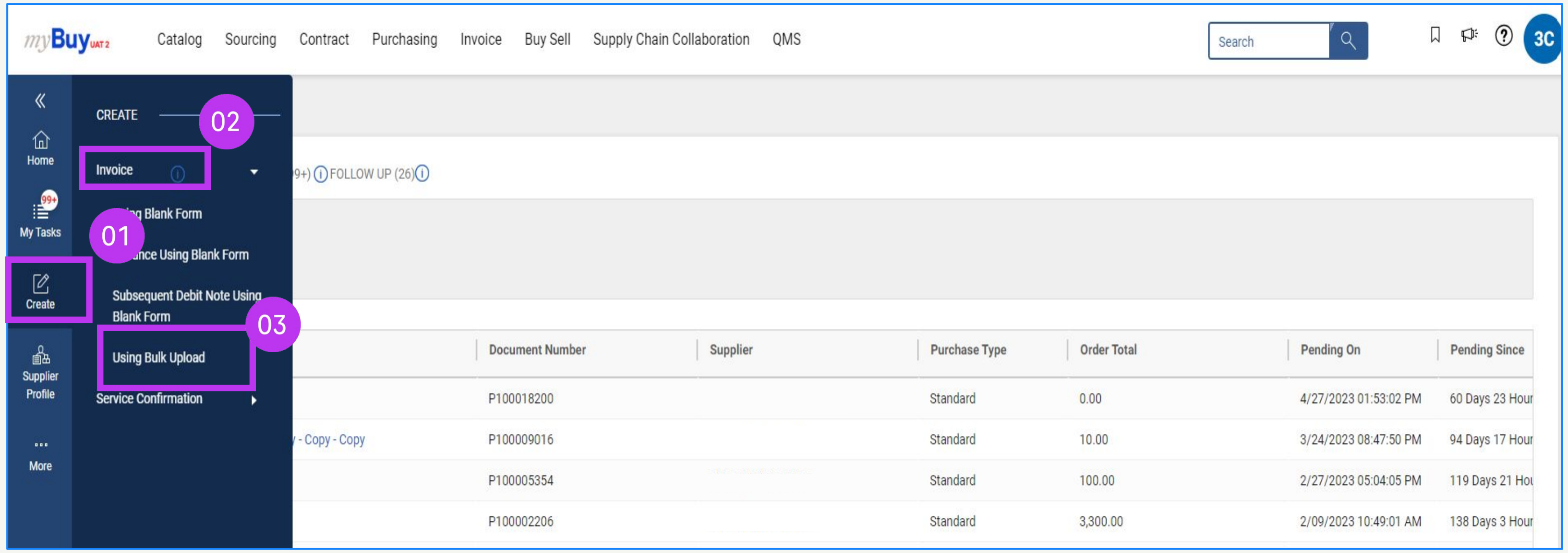
# 22 Create Bulk Invoice Upload

Submit multiple invoices against multiple purchase orders

# Create Bulk Invoice Upload

When invoicing for multiple orders, you can create a bulk invoice upload.

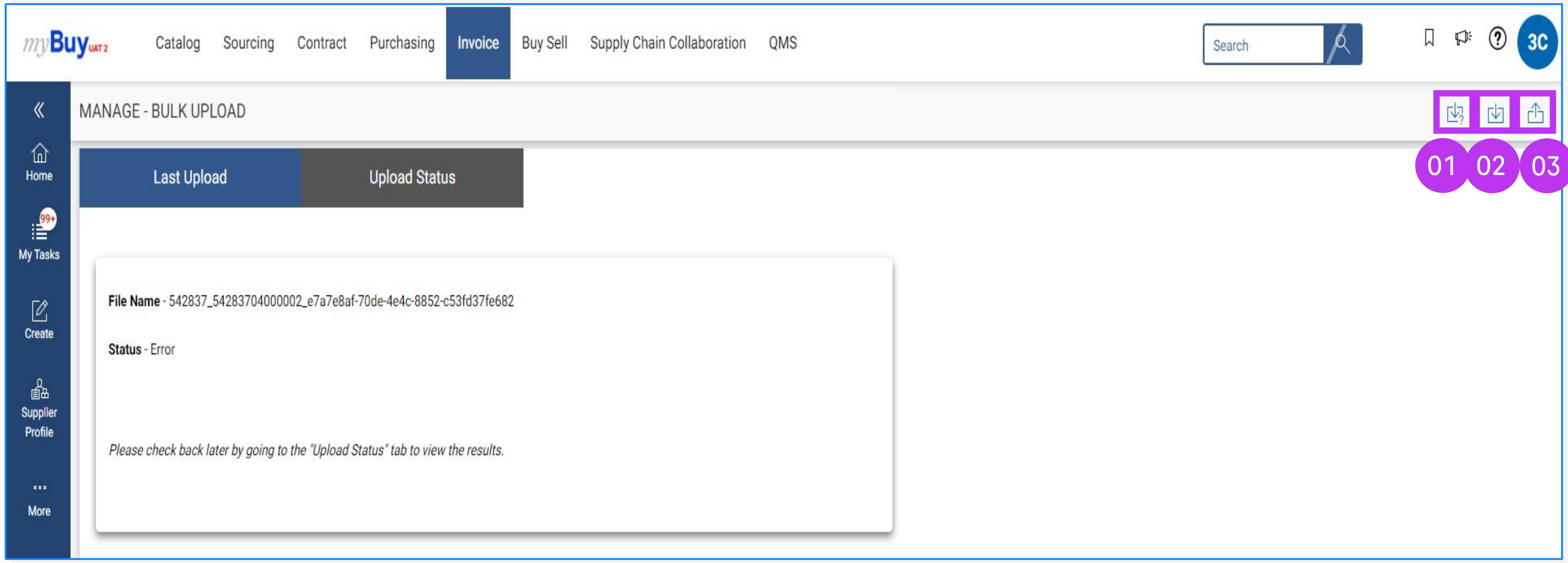
1. Select the **Create icon** from the left navigation menu
2. Select **Invoice**
3. Select **Using Bulk Upload**



# Manage Bulk Upload

There are 3 options available, on the top right of the screen:

1. **Download Instructions** – click on this icon to download the instructions file
2. **Download Template** – click this icon to download the actual flat file template
3. **Upload File** – click this icon to upload the .txt or .csv file with the invoice data populated in the required format, as per template file

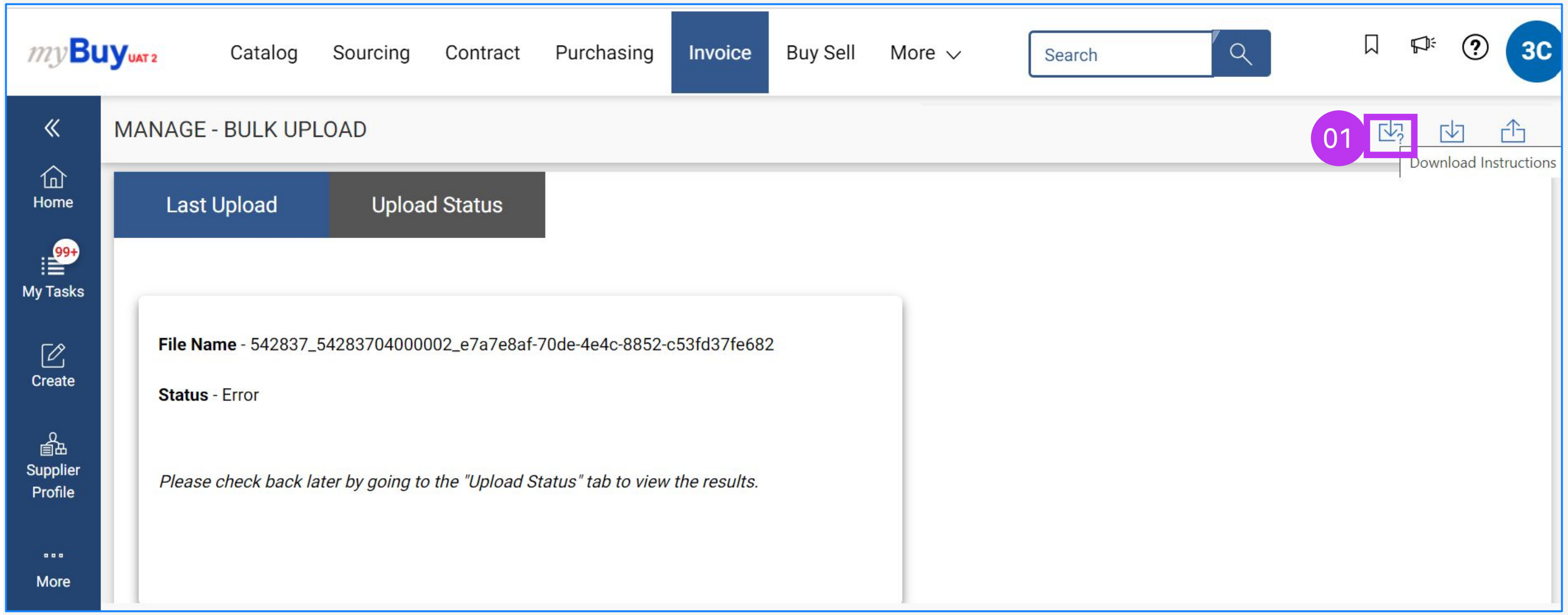


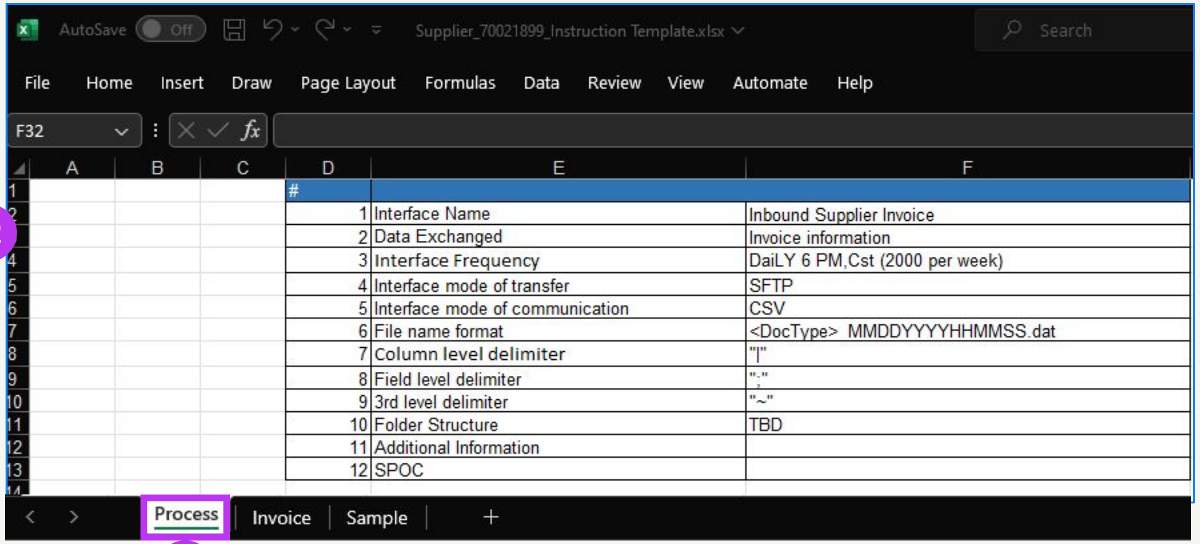
# Download Bulk Upload Instructions

1. Click on **Download Instructions** button

2. Open the instructions file from your computer

3. The **Process** sheet contains the instructions to create an automatic bulk invoice upload of supplier invoices in myBuy GEP SMART through an interface between supplier's ERP and myBuy GEP SMART

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# Download Bulk Upload Instructions (contd.)

4. The **Invoice** sheet contains the data elements (fields) that need to be included in the template for uploading multiple invoices at once in myBuy GEP SMART

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | GEP | | | | | | |
| 2 | **Target: J:PGEP SMART** | **sample** | **Comments** | **Mandatory/ Non-Mandatory** | **Field/ Element Description** | **GEP Datatype** | **GEP Length** |
| 3 | **Invoice Header** | | | | | | |
| 4 | **RecordIdentifier** | **H** | | | | | |
| 5 | From | Domain~Identity | Supplier identity | M | **This is an agreed identity information between GEP & Beeline** | | |
| 6 | To | Domain~Identity | GEP identity | M | | | |
| 7 | InvoiceNumber/CreditMemoNumber | | Supplier invoice number | M | Supplier invoice number | nvarchar | 50 |
| 8 | InvoiceDate/CreditMemoDate | | Supplier created date at supplier ERP | M | Supplier invoice date | dateTime | NA |
| 9 | Purpose | 'standard' for Invoice<br>'creditMemo' for CreditMemo | | M | 'standard' for Invoice<br>'creditMemo' for CreditMemo | string | NA |
| 10 | Operation | | | M | new - invoice being processed for first time<br><br>delete - when invoice is cancelled in system | string | NA |
| 11 | InvoiceOrigin | Supplier | | | | | |
| 12 | InvoiceName/CreditMemoName | | | O | Invoice name | string | 100 |
| 13 | Company Code | 015~CompanyCode | Entitycode~Entitytype | M(For NON PO) | Organization entity | string | 50 |
| 14 | PONumber | | | M (For PO Based) | PO Number | string | 50 |
| 15 | InvoiceNumber | | | M (For credit memos) | InvoiceNumber mapped to the CreditMemo. To be used only for CreditMemo's | nvarchar | 50 |
| 16 | RemitTo | LC-2018.000006 | Default Value will be downloaded for Supplier' | M(Non PO ) | | | |
| 17 | Shipto | 10915 | | M(Non PO ) | | | |
| 18 | Billto | EL1006 | | M(Non PO ) | | | |
| 19 | SupplierContact | Name~Email | | M (For Non-PO Based Invoice) | | | |
| 20 | BuyerContact | WD100354 | This is workday ID | M(For Non-PO Based Invoice) | | | |
| 21 | PaymentTermCode | NT60 | Default Value will be downloaded for Supplier' | M | Unique Code of Payment Term | string | 100 |
| 22 | Currency | | | M (For Non-PO Based) | Currency of above element | string | 10 |
| 23 | Amount | | | M | Invoice Amount excluding Tax and Shipping | decimal | decimal(36, 6) |
| 24 | ShippingAmount | | Should be 0 in case of no value | M | Shipping charge | decimal | decimal(18, 6) |
| 25 | Tax | | Should be 0 in case of no value | M | Tax Amount | decimal | decimal(18, 6) |
| 27 | Comments | | | O | Invoice comment (available for new/delete) | nvarchar | 1000 |
| 28 | **RecordIdentifier** | **L** | | | | | |
| 29 | **Line Details** | | | | | | |
| 30 | InvoiceNumber/CreditMemoNumber | | | M | Supplier invoice number | string | 20 |
| 31 | InvoiceLineNumber/ CreditMemoLineNumber | | | M | Line number on invoice | long | 8 |
| 32 | SupplierPartID | | | O | | | |
| 33 | PONumber | | This is always blank | O | PO Number | string | 50 |
| 34 | POLineNumber | | This is always blank | M (PO Based invoice & Creditmemo) | | long | 8 |
| 35 | InvoiceNumber | | Follow up within Beeline internal team: can original invoice number be pulled | O | **InvoiceNumber mapped to the CreditMemo. To be used only for** | nvarchar | 50 |
| 36 | InvoiceLineNumber | | We need to have this field to correlate a credit memo line number with Invoice Line number | M (Invoice credit memos) | **InvoiceLineNumber mapped to the CreditMemo Line. To be used only for CreditMemo's** | long | 8 |
| 37 | ItemDescription | | Billing Description | M | Description of item | string | max |
| 38 | Quantity | | 1 | M | Quantity | decimal | decimal(18, 6) |
| 39 | UnitOfMeasure | | EA | M | UOM | string | 20 |
| 40 | UnitPrice | | | M | Unit Price of item | decimal | decimal(18, 6) |
| 41 | Tax | | | O | Tax Code | nvarchar | 50 |
| 42 | ShippingAmount | | 0 (ALWAYS) | | Shipping charge | decimal | decimal(18, 6) |
| 43 | | | | | | | |

Process | Invoice | Sample

04

# Download Bulk Upload Instructions (contd.)

5. The **Sample** sheet contains sample data. This data needs to be populated with supplier's invoice data from their own ERP system, following the required format, described in the **Invoice** sheet (previous slide).

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Record Identifier | From | To | InvoiceNumber/CreditMemoNumber | InvoiceDate/CreditMemoDate | Purpose | Operation | InvoiceOrigin | InvoiceName/CreditMemoName | Company Code | PONumber | InvoiceNumber | RemitTo | Shipto | Billto | SupplierContact | BuyerContact | PaymentTermCode | Currency | Amount | ShippingAmount | Tax | Comments | Action |
| H | | Roche~Supplier | SupplierInvoice Sample001 | 29/03/2018 | Standard | New | Supplier | SupplierInvoice Sample001 | US50 | | | | | | | | | USD | 100 | 10 | 10 | "test comments" | Draft/S |
| Record Identifier | InvoiceNumber/CreditMemoNumber | InvoiceLineNumber/ CreditMemoLineNumber | SupplierPartID | PONumber | POLineNumber | InvoiceNumber | InvoiceLineNumber | ItemDescription | Quantity | UnitOfMeasure | UnitPrice | Tax | ShippingAmount | | | | | | | | | | |
| L | SupplierInvoice Sample001 | 1 | | | | | | This is a test Description | 1 | EA | 100 | 1 | 0 | | | | | | | | | | |

Process | Invoice | Sample

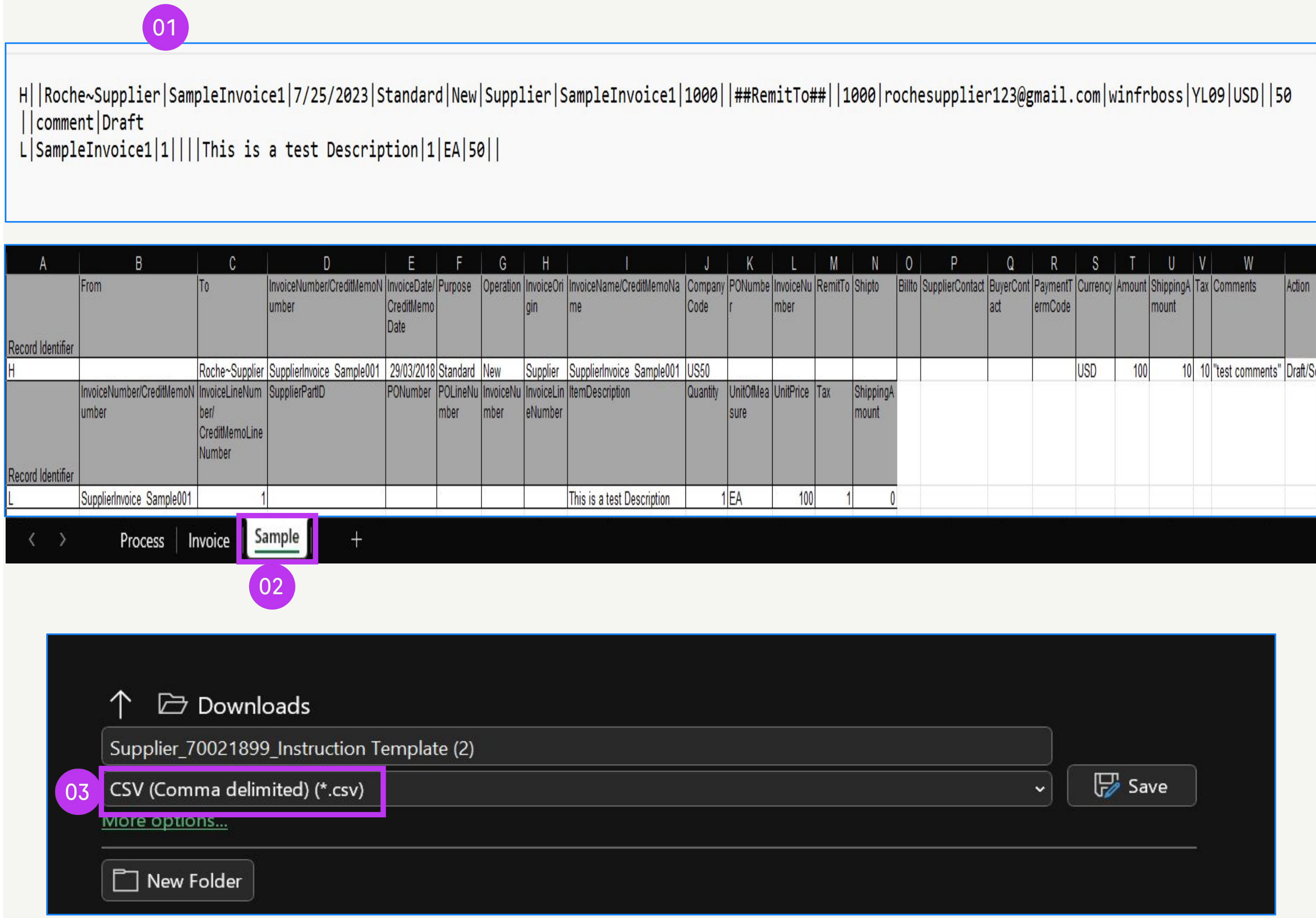
05

# Complete the upload template

1. Populate the data in the flat file template that you have downloaded according to step 2 in slide 174. **H** identifier is used for Invoice Header; **L** identifier is used for Invoice Line.

or

2. Populate the data in the Sample sheet from the Instructions template, according to step 5 in slide 177. **H** identifier is used for Invoice Header; **L** identifier is used for Invoice Line.
3. Save the excel document as a **CSV (comma delimited)(*.csv)** file
4. Replace **comma (,)** with **pipe (|)** in the whole document

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# Upload template sample file

1. In the screen you can see an example of a flat file template, pipe delimited, containing 3 separate invoices: 2 invoices have single line item; 1 invoice has multiple line items (**H** identifier is used for Invoice Header; **L** identifier is used for Invoice Line).

01

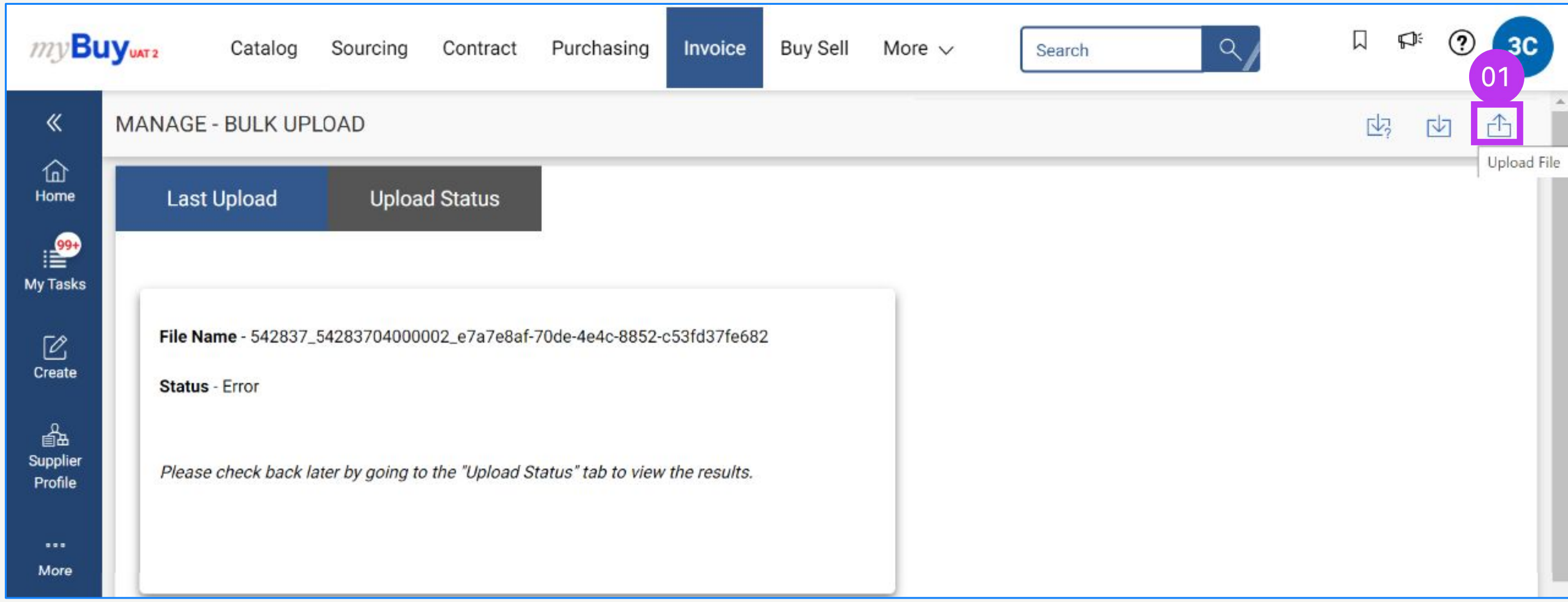
```
H||Roche~Supplier|POInv_sc_1605_12|05/16/2022|Standard|New|Supplier|ScInv_40|1201|P000100827|||||||chf||99.81||Test invoice - PO bulk|Draft
L|POInv_sc_1605_12|1||P000100827|1|This is a test Description|1|EA|99.81||
H||Roche~Supplier|POInv_sc_1605_21|05/16/2022|Standard|New|Supplier|ScInv_50|1201|P000100828|||||||CHF||199.62||Test invoice - PO bulk|Draft
L|POInv_sc_1605_21|1||P000100828|1|This is a test Description|1|EA|199.62||
H||Roche~Supplier|POInv_sc_1605_31|05/16/2022|Standard|New|Supplier|ScInv_60|1201|P000100836|||||||CHF||300||Test invoice - PO bulk|Draft
L|POInv_sc_1605_31|1||P000100836|1|This is a test Description|1|EA|100||
L|POInv_sc_1605_31|2||P000100836|2|This is a test Description|1|EA|100||
L|POInv_sc_1605_31|3||P000100836|3|This is a test Description|1|EA|100||
```

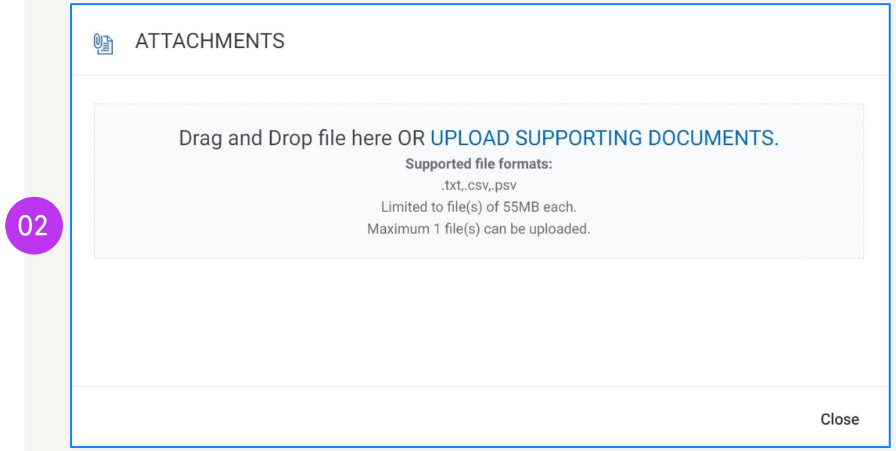
# Upload Template File

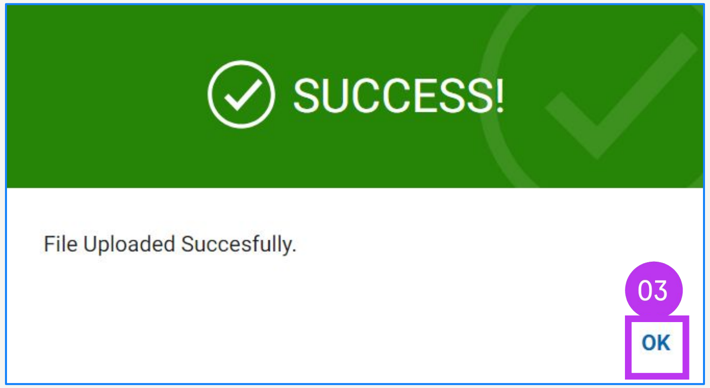
1. Click on **Upload file** button, to upload the completed template file with invoice data. Only 1 file can be uploaded at a time.

2. Locate the file in your computer/network and upload it to the system

3. Click on **OK** to accept the successful upload of the document



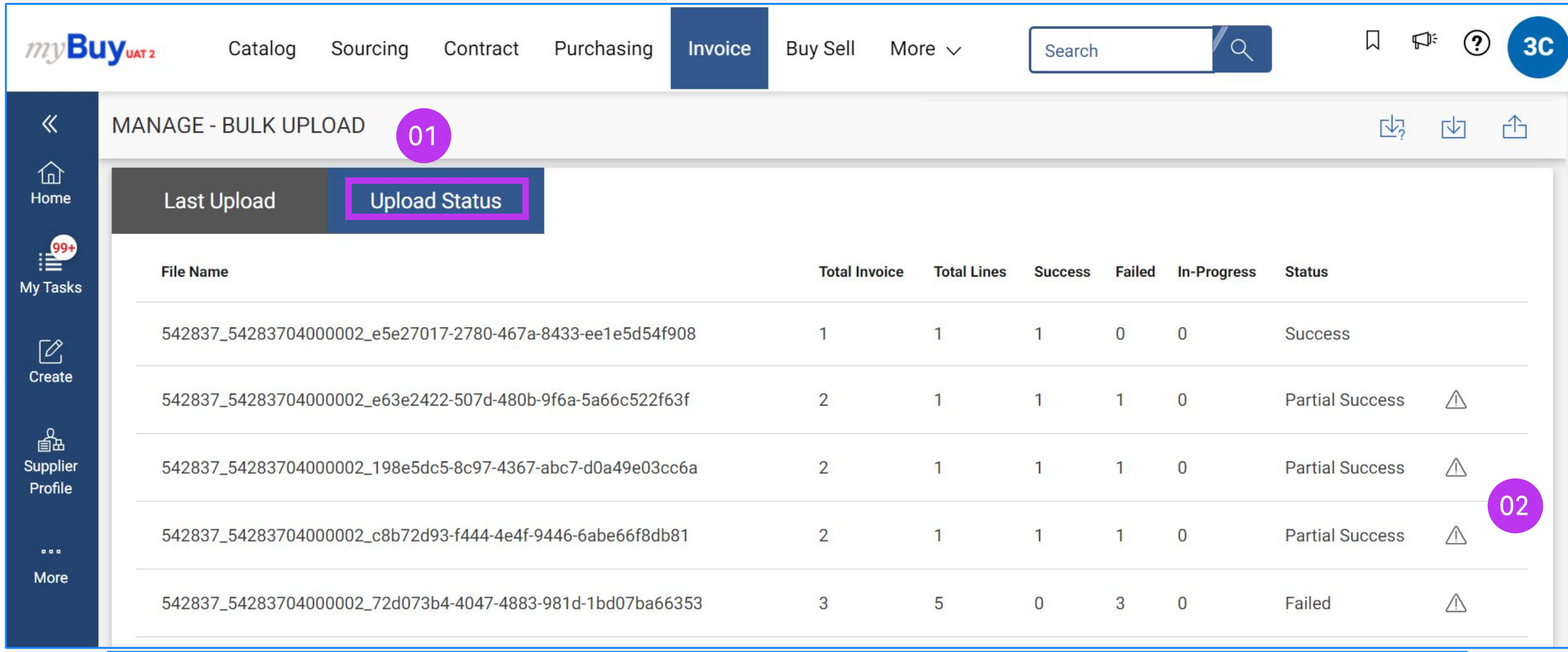
# Upload Status

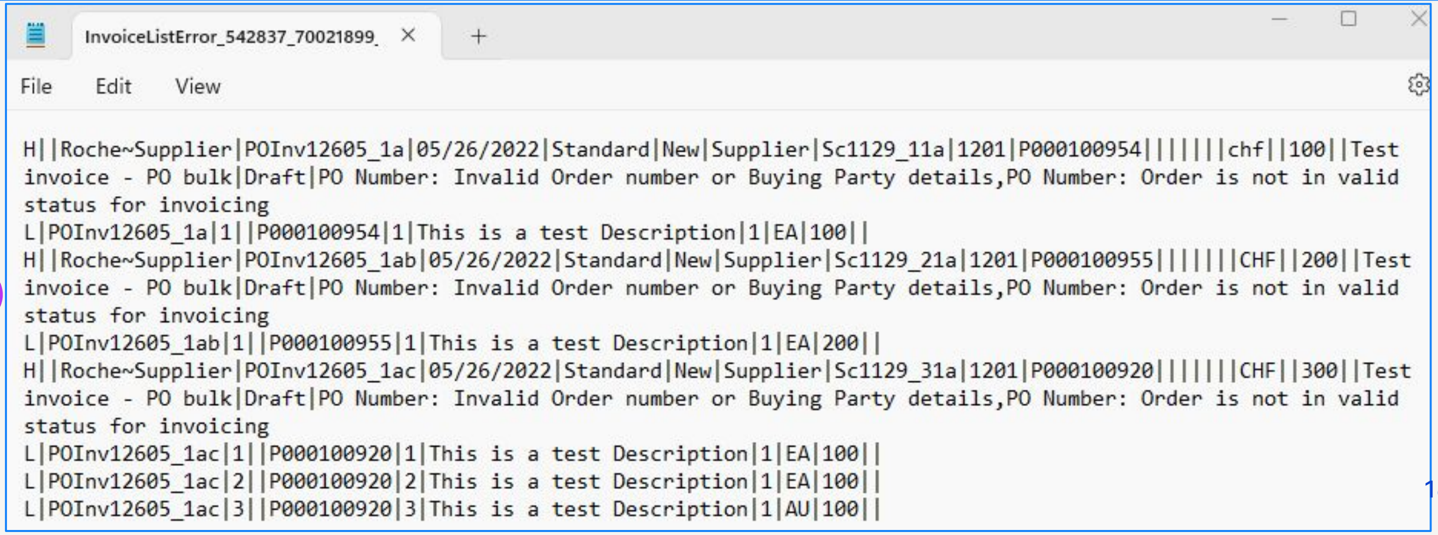
1. Click on **Upload Status** button to verify the status of the processed file. Once processing is complete, the status will change from Queued to Success, Partial Success or Failed.

2. In case of Partial Success or Failed status, you can download the error file, by clicking on the **exclamation sign** button

3. Open the error file to view and correct errors

Once the errors have been corrected, you can proceed with the same steps described in slide 223.

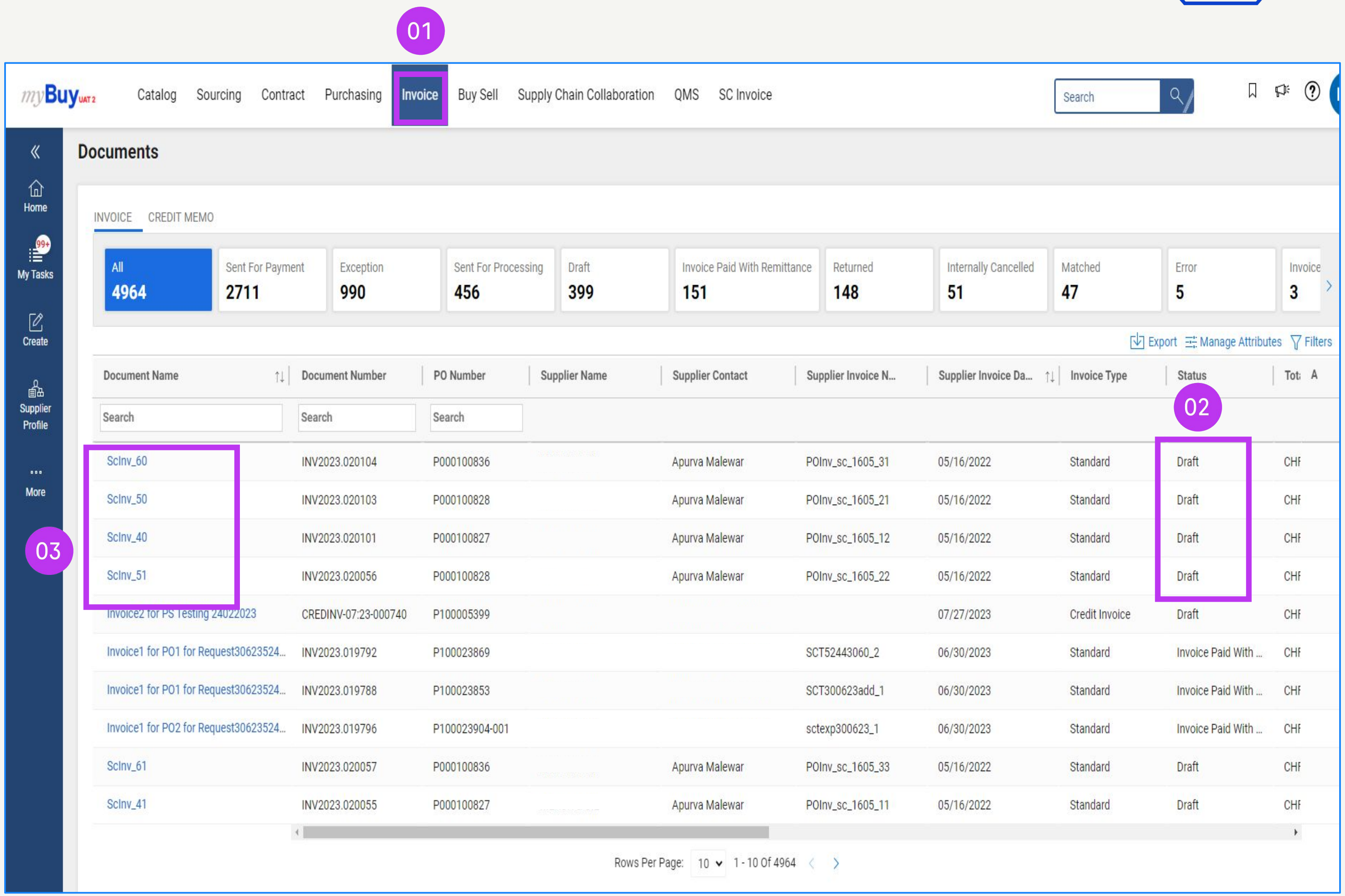



03

# Check Invoices in Portal

1. Once the template flat file containing the bulk invoices has been uploaded, you can see the invoices in the Portal, in the **Invoice** module
2. All new imported invoices will appear in Draft status
3. Select the invoice you want to send for processing to the buyer

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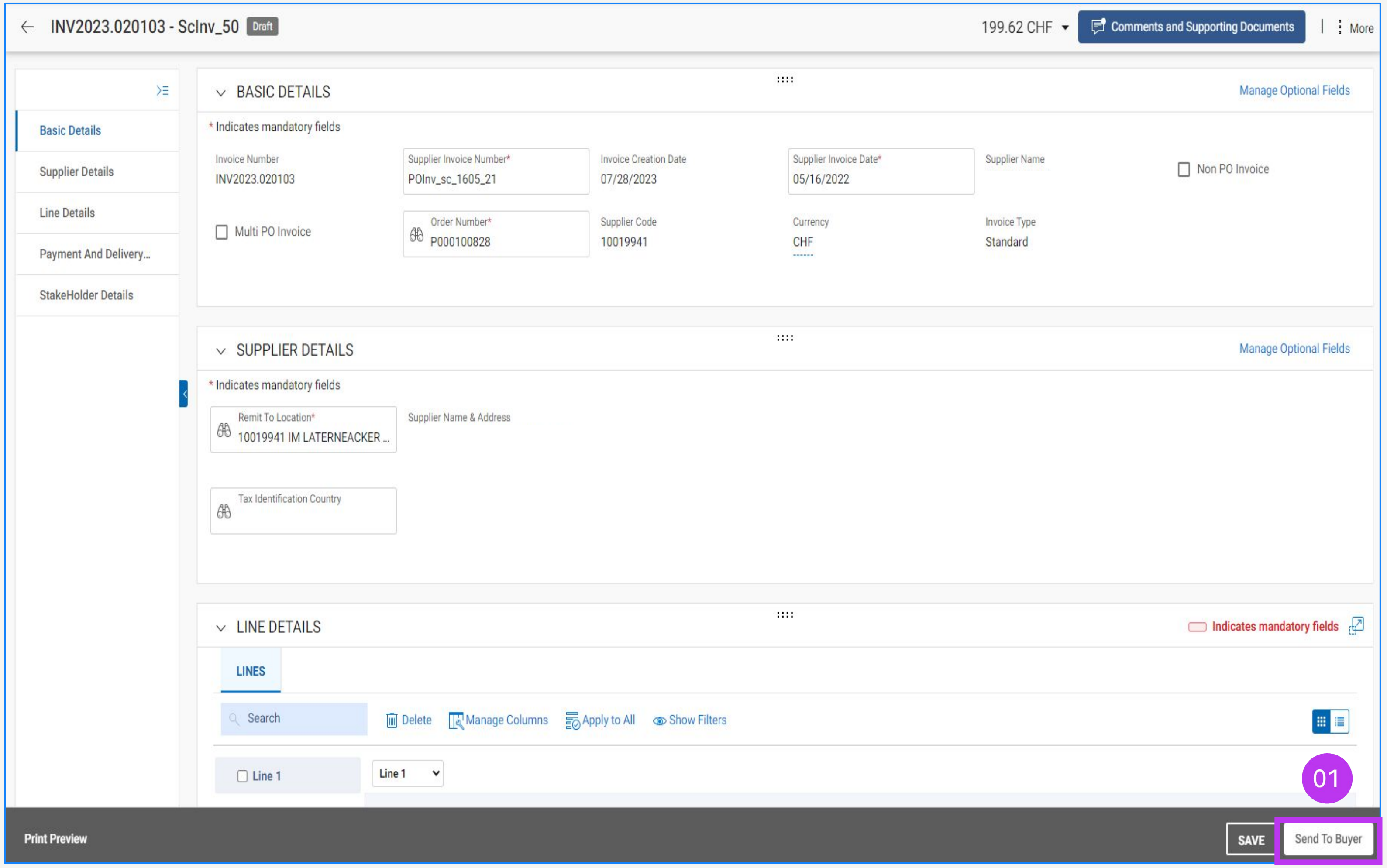
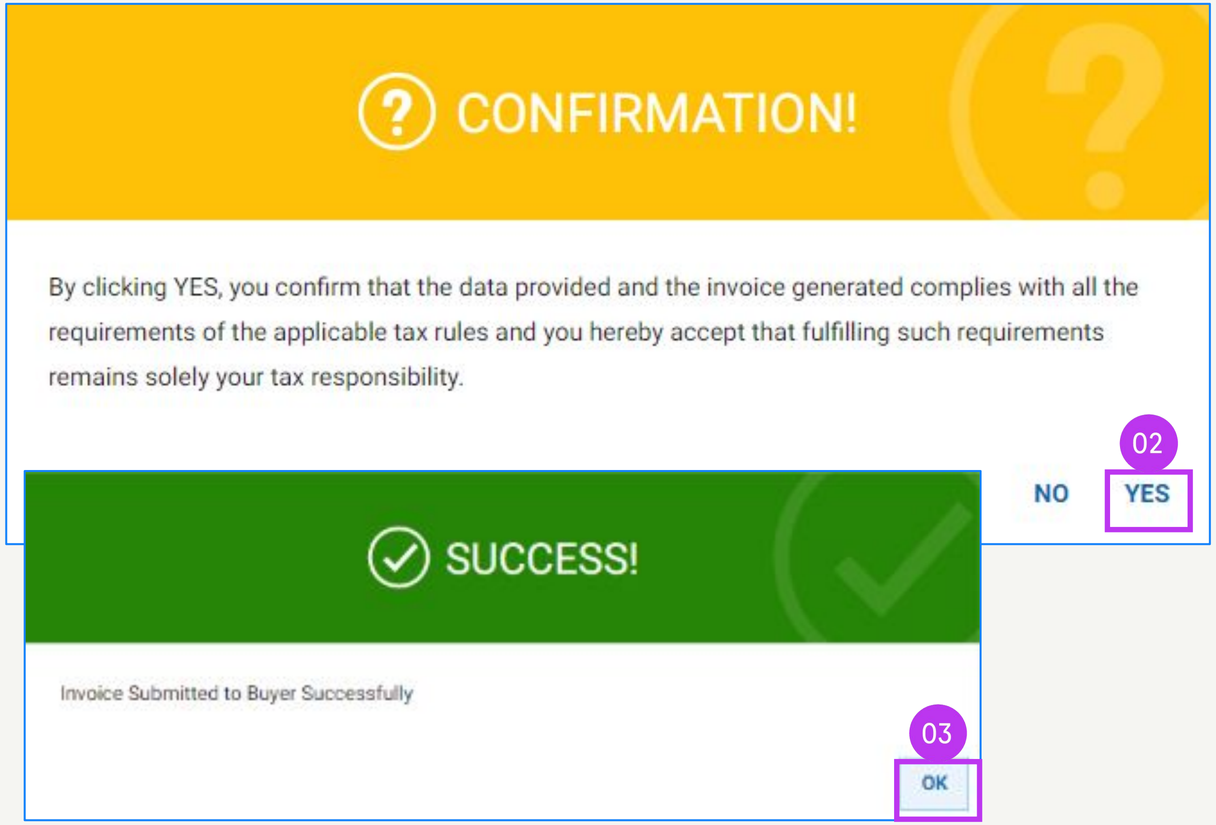
# Submit Invoice

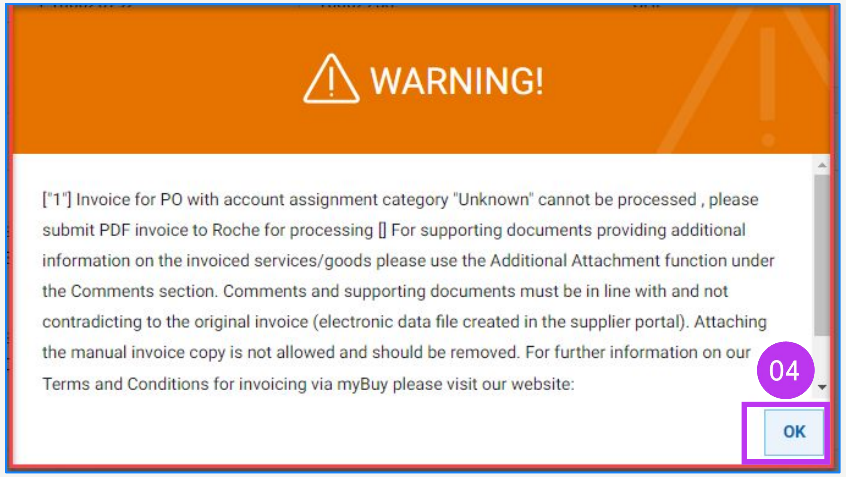
1. Once the invoice is opened verify that all details are correct and click on **Send To Buyer** to send the invoice for further processing



# Submit Invoice cont'd

2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment, a warning message will appear confirming that the invoice should be sent via PDF instead




**Keep in mind:**

Electronic invoices created in myBuy GEP SMART are legally valid documents. Supplier **cannot** submit any scanned supplier invoice copy.

For supporting documents providing additional information on the invoiced services (for example, timesheets/goods) please use the Additional **Attachment** function under the **Comments section** to enable proper invoice reconciliation.

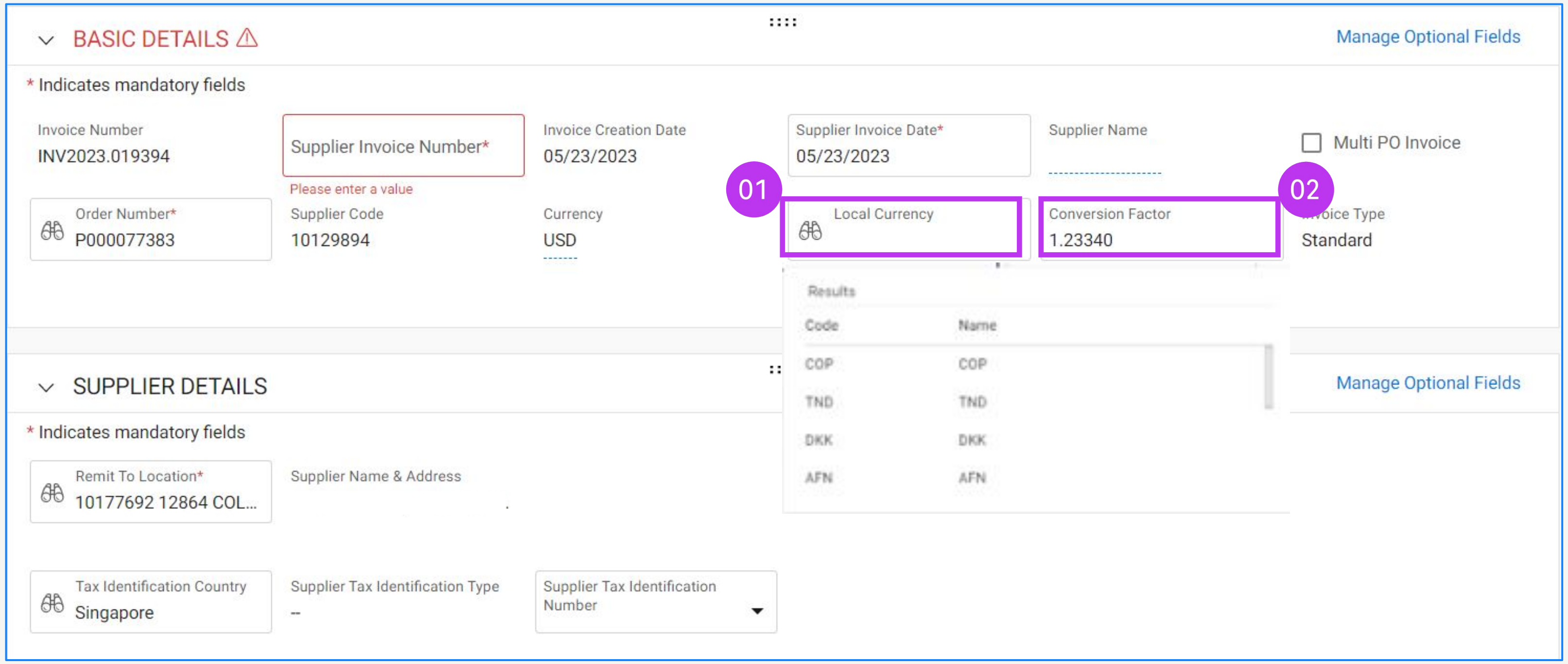
# 23 Country Specific Exceptions

If you are working with a Roche site or affiliate in Singapore, Switzerland or Canada, please pay particular attention to the following extra steps for these countries

# Add Basic Details
## Singapore only

1. Select **Local Currency** in which your business is located from the drop-down

2. Enter the **Conversion Factor**

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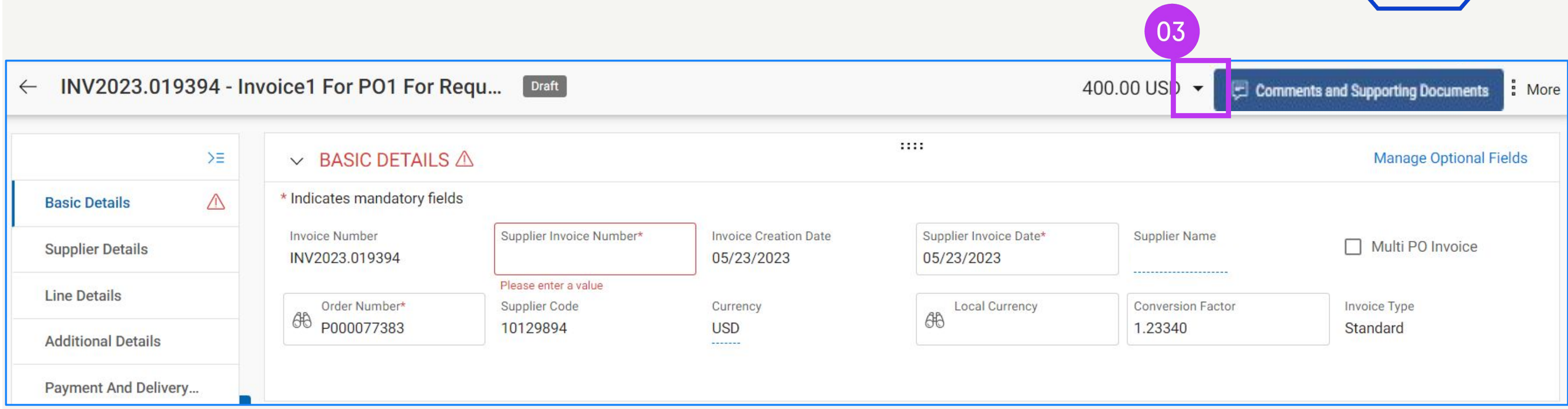
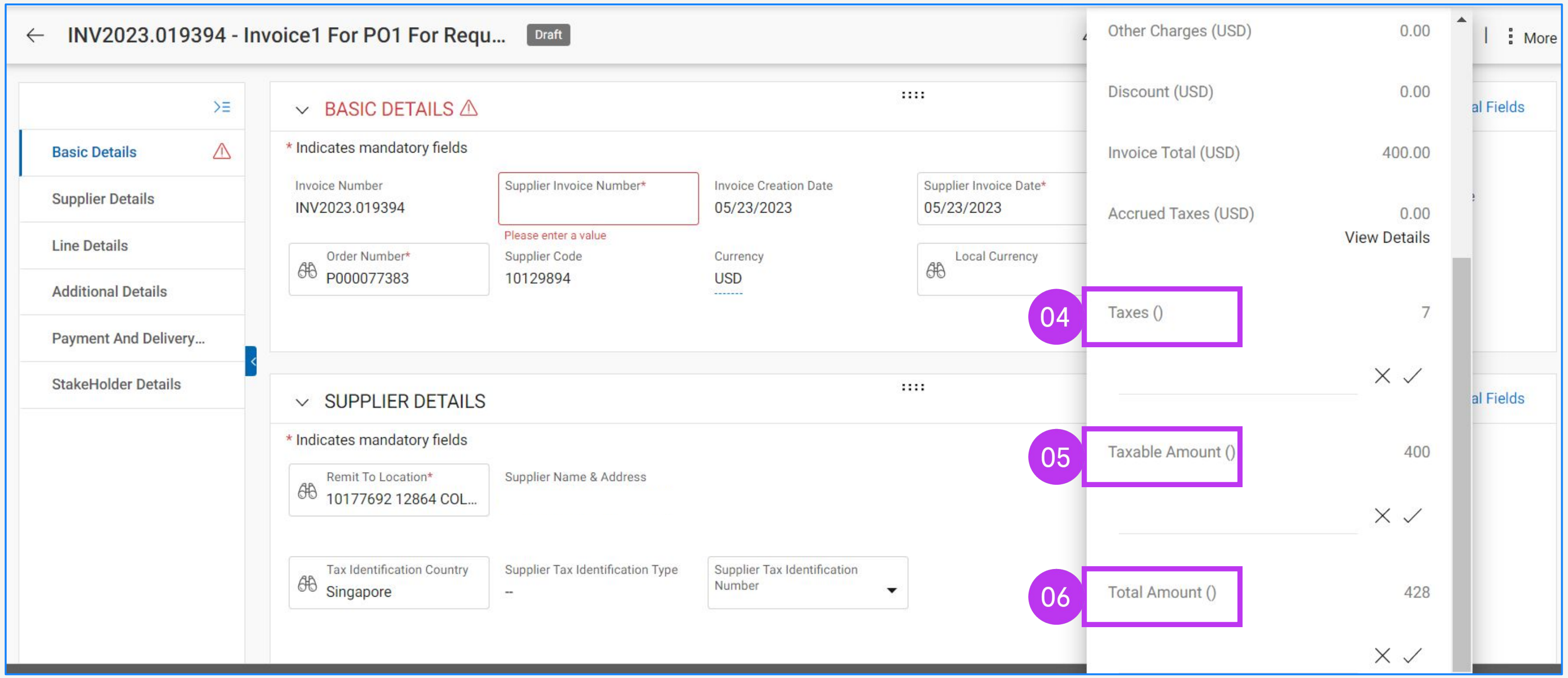
# Add Basic Details cont'd

## Singapore only

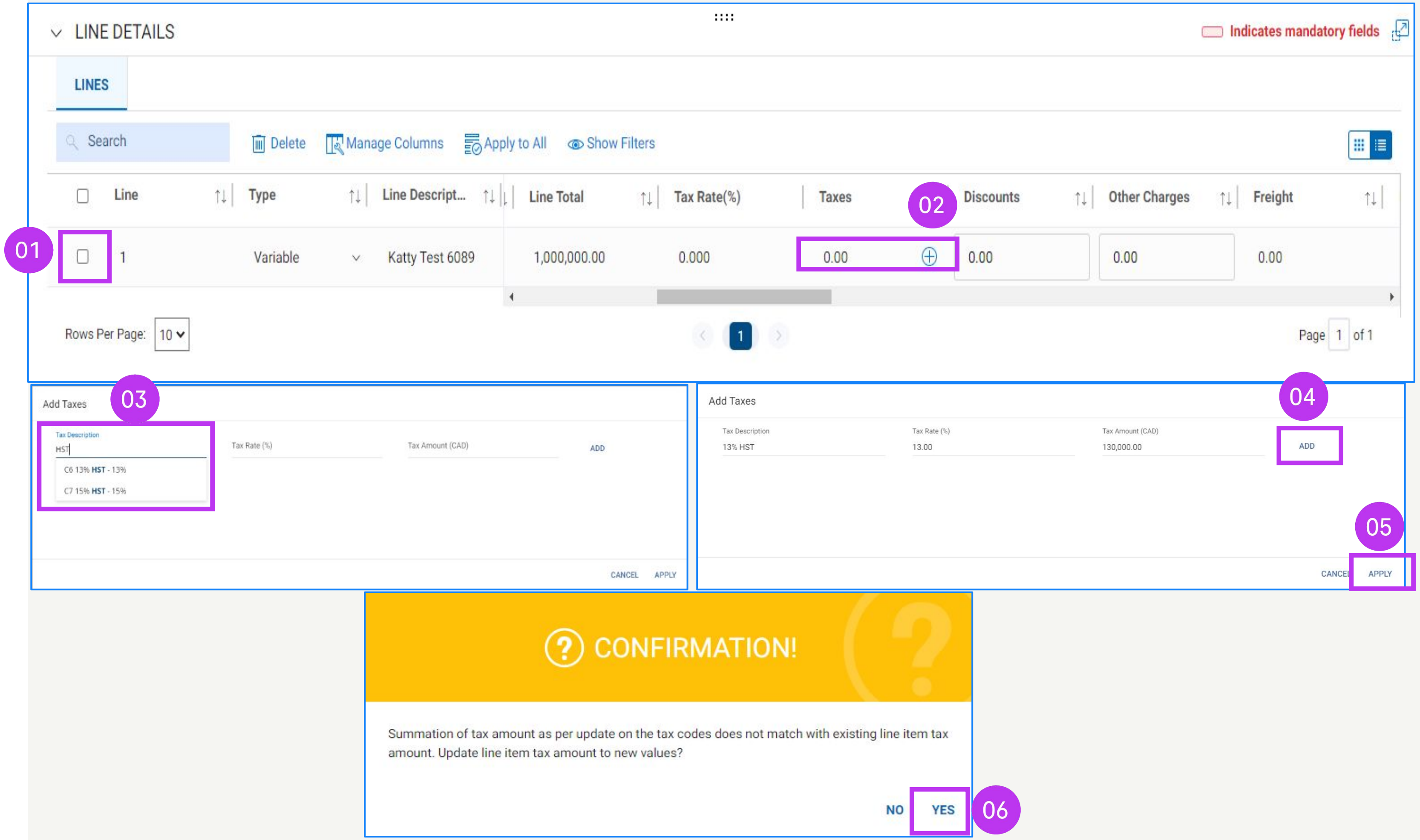
3. Click on the **down arrow** on right side of the screen
4. Update **Taxes** in local currency and click on the check mark
5. Update **Taxable Amount** in local currency and click on the check mark
6. Enter **Total Amount** in local currency and click on the check mark



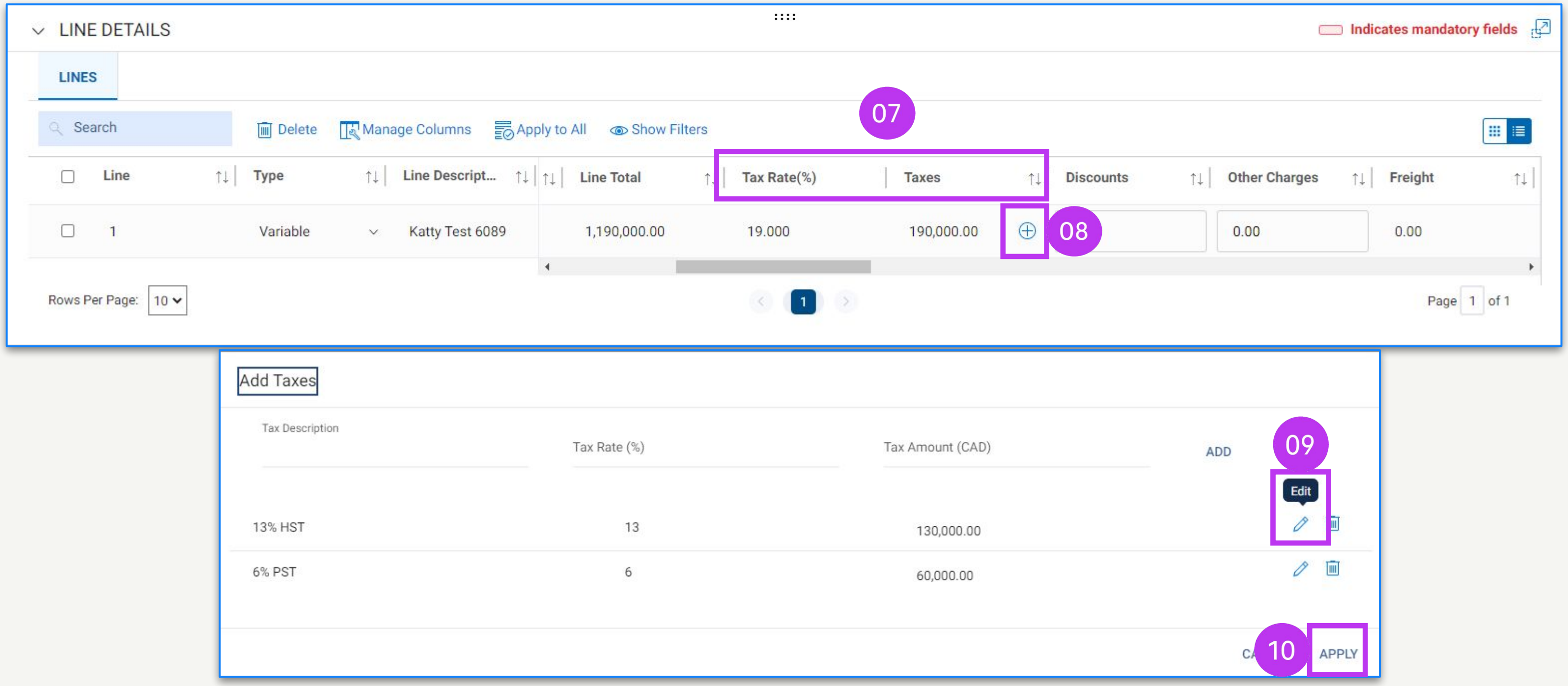
# Review Line Details
## Canada only

1. Click the **check mark** next to the line item and scroll to the right to enter the **Tax Rate (Value Added Tax or VAT)**
2. Click on **+ icon** in the **Taxes** column
3. In the section **Tax Description**, type the corresponding tax (GST/PST/HST) and choose the applicable one from the list. The **taxes** are automatically calculated.
4. Click on **ADD**
5. Click on **APPLY**
6. Click on **YES** to continue



# Review Line Details cont'd:
## Canada only

7. The **Tax Rate(%)** will display the total % of added taxes and the **Taxes** will display the total amount of taxes
8. If any update is required, click on the **+ icon**
9. Click on **Edit** and modify as needed
10. Once updates are done, click on **APPLY**




Find VAT rates by country here

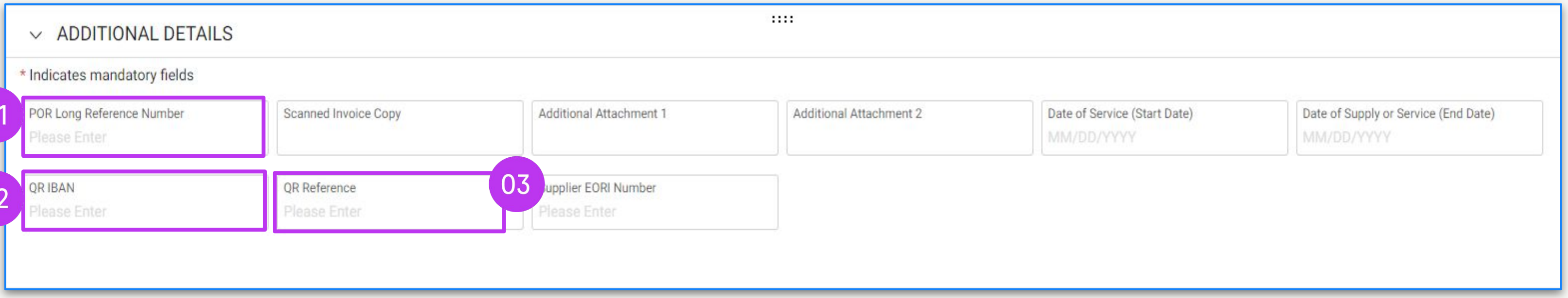
*my***Buy**

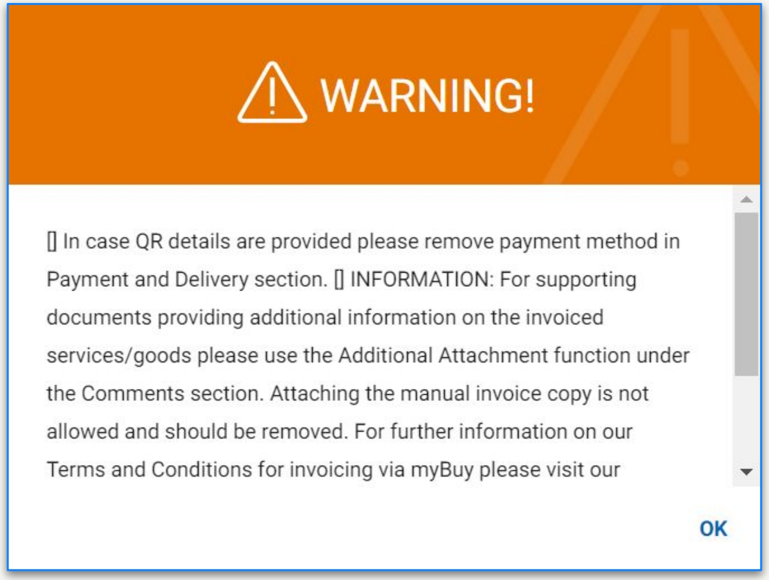
# Payment Order Reference (POR):
## Switzerland only

If you want the payment to be made via payment slip and not via bank transfer, go to the **SUPPLIER DETAILS** section and provide in **ADDITIONAL DETAILS** section:

1. **POR Long Reference Number** or
2. the **QR IBAN** (Quick Response International Banking Bank Account)
3. **QR Reference**

If a bank record is setup as a default payment method, and you have provided the **POR Long Reference Number** or **QR IBAN** and **QR Reference**, the system will perform a validation against the default payment method

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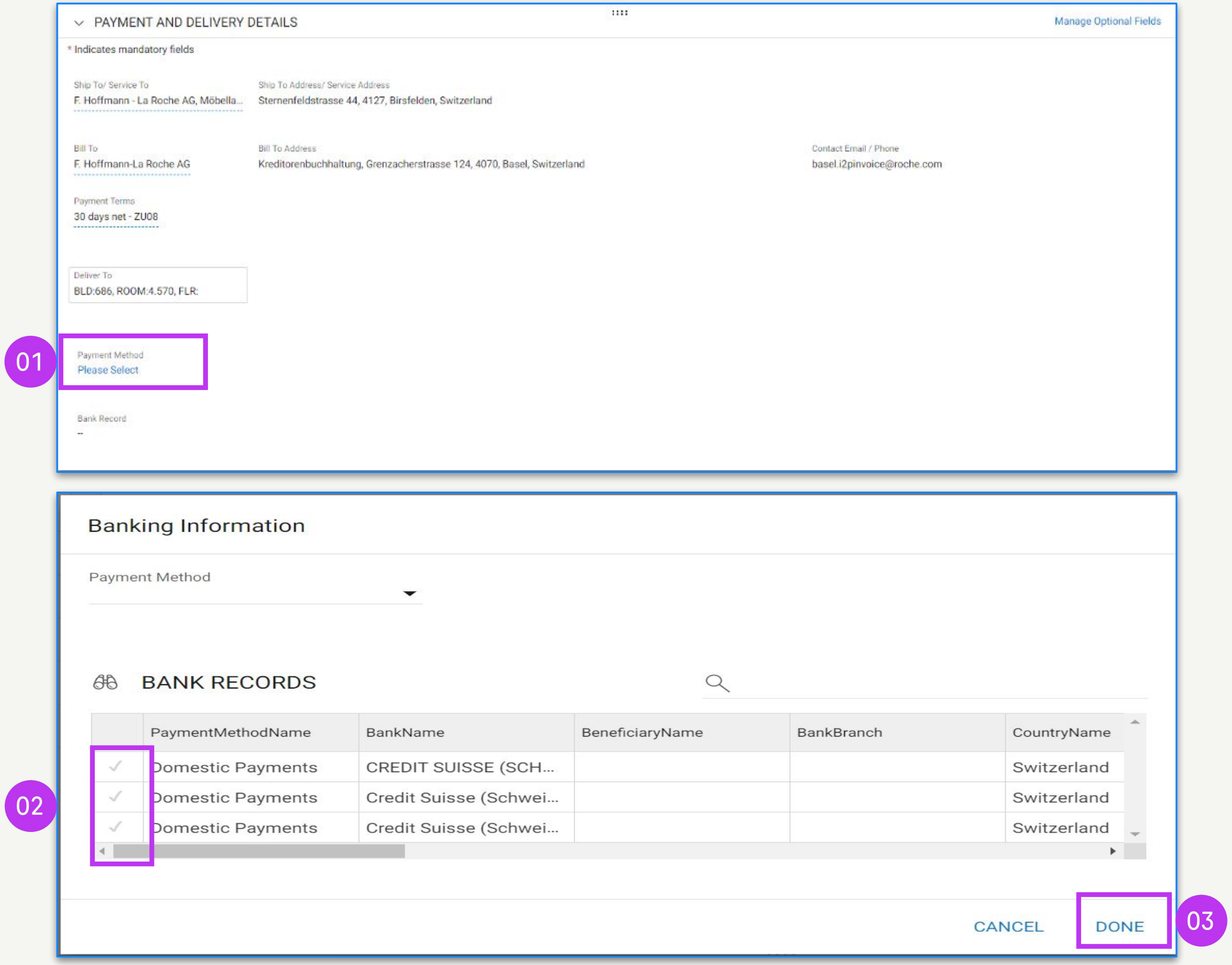
# Payment Order Reference (POR) cont’d:

## Switzerland only

1. Click on the **Please Select** button on the Payment Method
2. Untick the selected payment method from the left panel
3. Click on **DONE**

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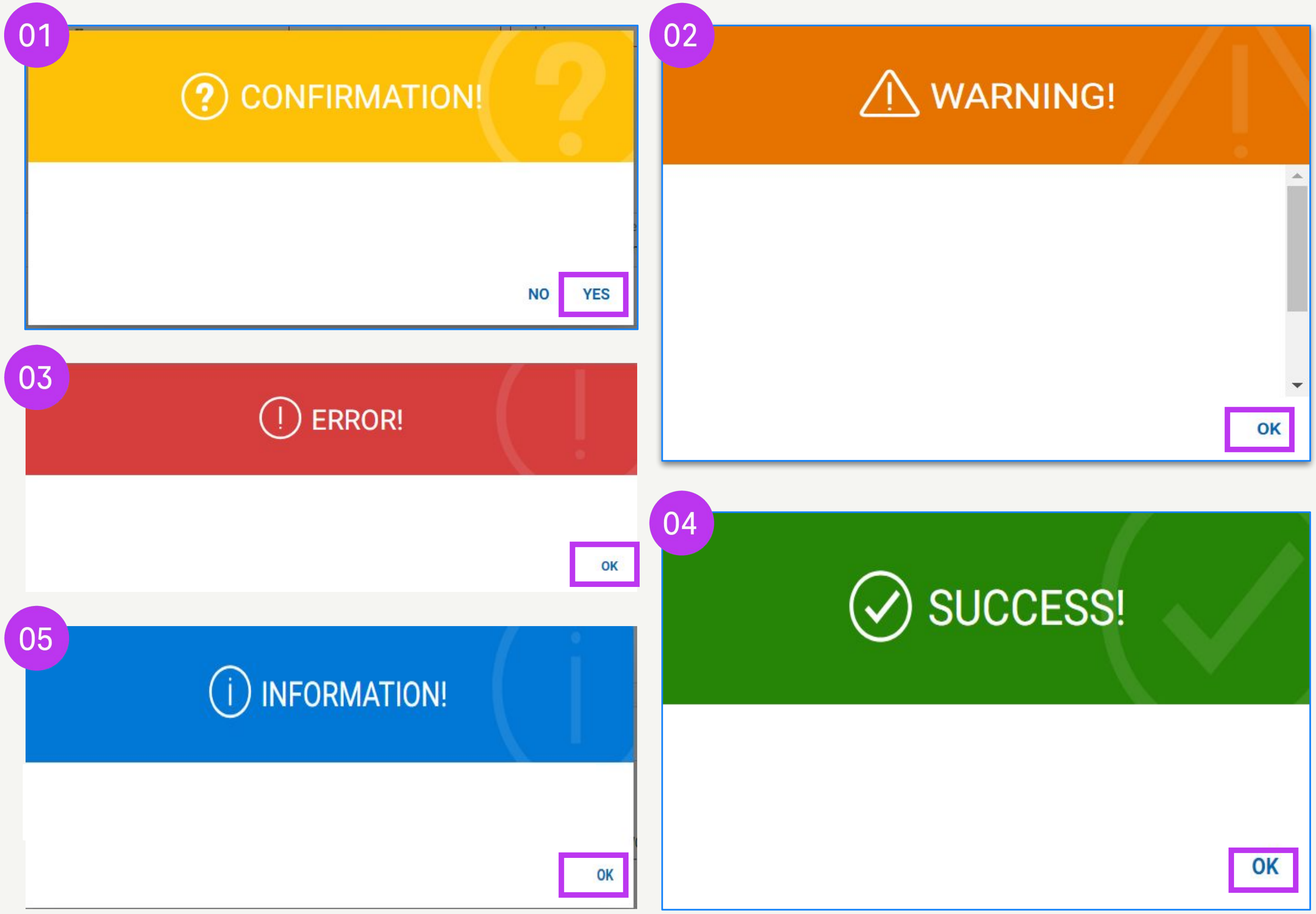
# 24 Useful Information

Guide to understand error messages, invoice/PO statuses and other functionalities

# Types of Popup Boxes

1. **Confirmation box** – You need to confirm the action you'd like to take, click Yes to continue
2. **Warning box** – It helps you identify the error and guides you how to correct it, click OK and proceed according to the guidance in the warning message, can't proceed until error is fixed
3. **Error box** – Highlights the errors, click OK and you will see the errors outlined or filled with red color, make the corrections to proceed
4. **Success box** – Informs you about successful steps
5. **Information box** – A reminder of useful functionalities that you could use at that step, click OK to continue

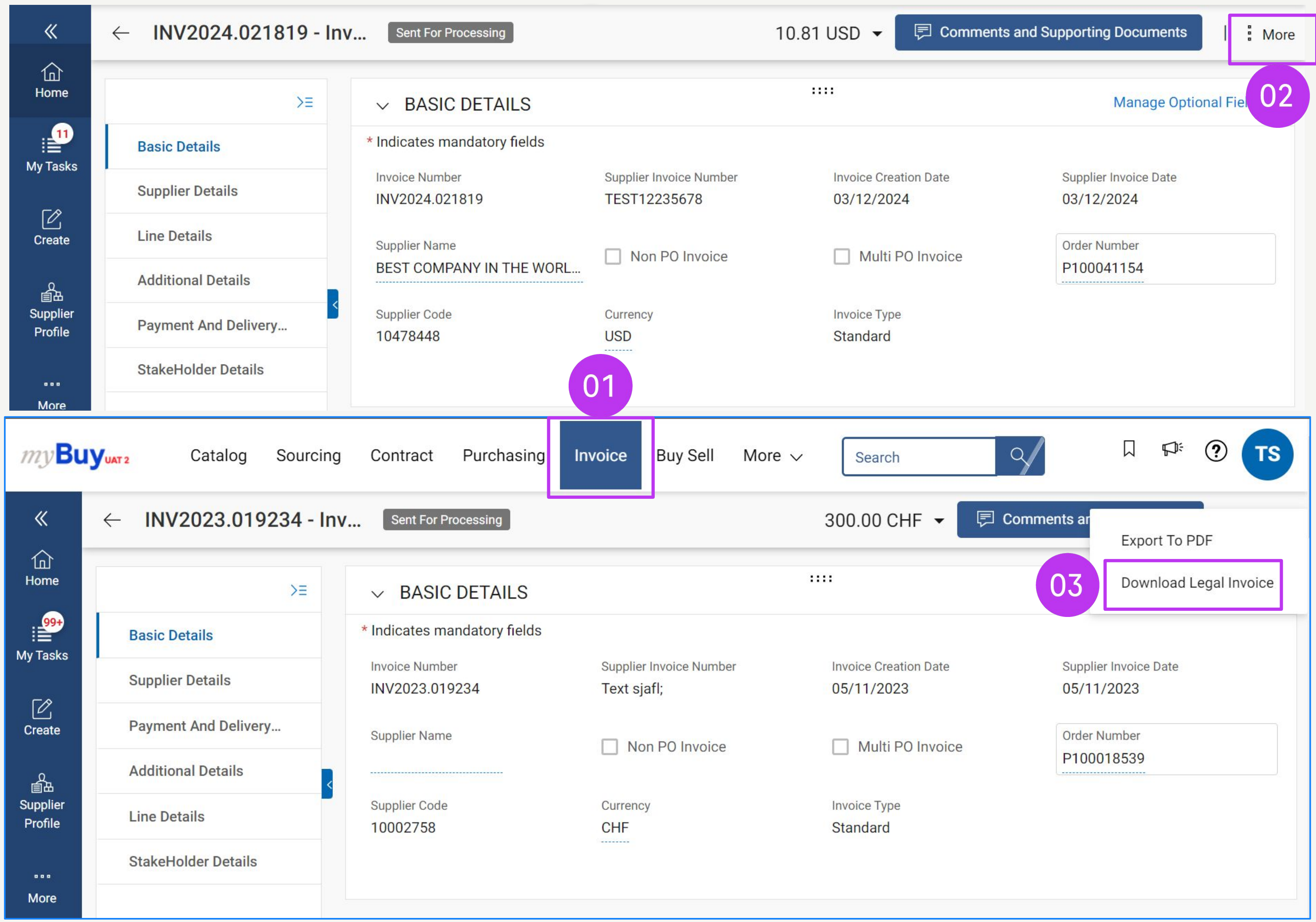


# Download Legal Invoice

When you need to download a copy of the legal invoice for your records.

1. Click on the **Invoice** module and select the invoice you want to download
2. Click on the **More** menu in the top right corner
3. Click **Download Legal Invoice**

Invoices will download in JSON (text) format.

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# Order Statuses

**Sent to Supplier:** Order is sent to supplier and ready for review

**Supplier Acknowledged:** Order has been accepted and acknowledged by the supplier

**Sent to Buyer:** A change request has been created by the supplier

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# Service Confirmation Statuses

**Draft:** Service confirmation is created; however, it is not submitted to Roche/Genentech (work-in-progress)

**Approved:** Service confirmation is approved by Roche/Genentech.

**Approval Pending:** Sent to Roche/Genentech, however it is not yet approved.

**Rejected:** Roche/Genentech rejected the service confirmation. You need to correct errors and resubmit.

# Invoice Statuses

**Draft:** Invoice created; however, it is not submitted to Roche/Genentech (work in progress). Keep in mind that should you submit an invoice via online capture or other paper method and you have also created a draft invoice in the Portal, it will be viewed as a duplicate and will be held until the duplicate is resolved.

**Sent for Processing:** Pending validation in Roche/Genentech SAP.

**Exception:** Invoice is submitted; however, there is a discrepancy in the ordered quantity, amount or other detail on the invoice. This is being reviewed internally by Roche/Genentech and will either be approved or returned with comments.

**Matched:** Invoice is matched to the receipt amount.

**Sent for Payment:** Invoice is sent for payment.

**Invoice Paid with Remittance:** You can view information in the submitted invoice.

**Returned:** Invoice created in myBuy portal is cancelled.

**Internally Cancelled:** Invoice created in SAP is cancelled by Roche/Genentech.

# Credit Invoice Statuses

**Ready for Payment:** Credit invoice is submitted and approved by Roche/Genentech.

**Credit Invoice Paid with Remittance:** You can view remittance information in the processed credit invoice.

Roche

# 25 Support Resources

Where to find help when you need it

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# Roche/Genentech support resources

Find support on Roche/Genentech websites:

- Procurement-related support contacts
- Quick help guides
- Answers to frequently asked questions

Roche

Roche US Diagnostics

Genentech

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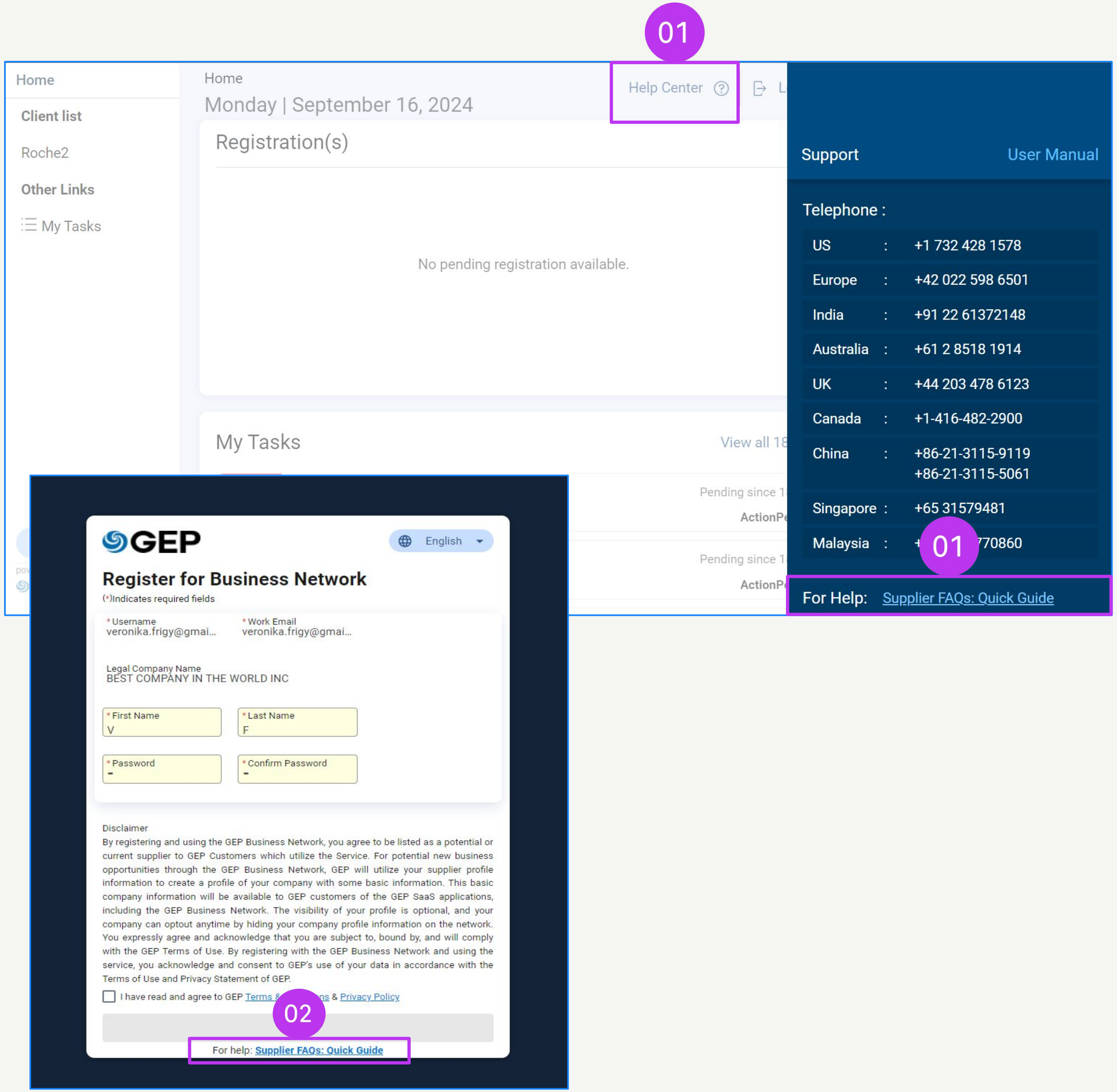
# GEP Support Resources

**Supplier FAQs: Quick Guide** is available:

1. on the Business Network homepage under the **Help Center**
2. at the bottom of the **Registration Form**

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# GEP Support Resources cont'd

GEP Customer Support is available Monday through Friday, 24 hours a day (24x5).

- **Email:** support@gep.com
- **Phone:** Find the helpline number applicable to your country

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Doing now what patients need next

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