

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

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Using myBuy GEP SMART

Use the links to navigate to each section

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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**



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

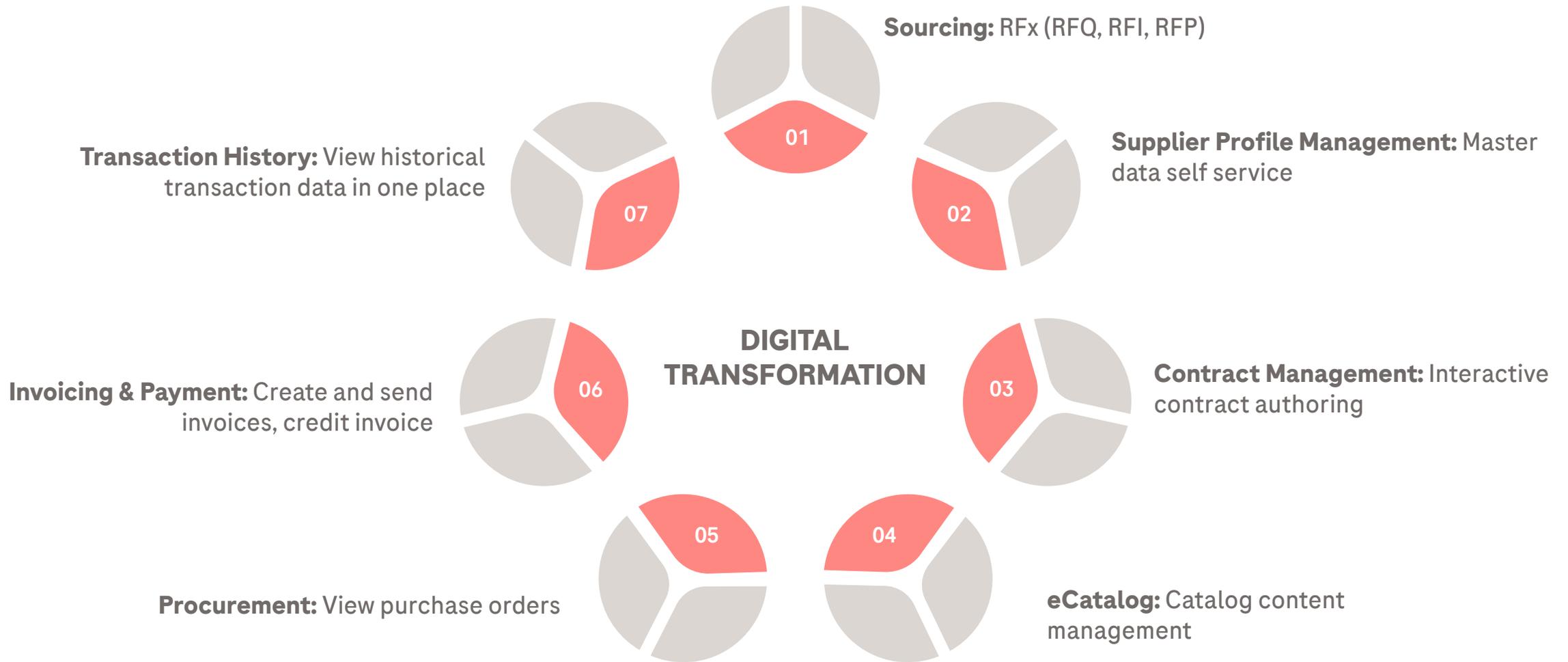
Digital transformation

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

No additional fees

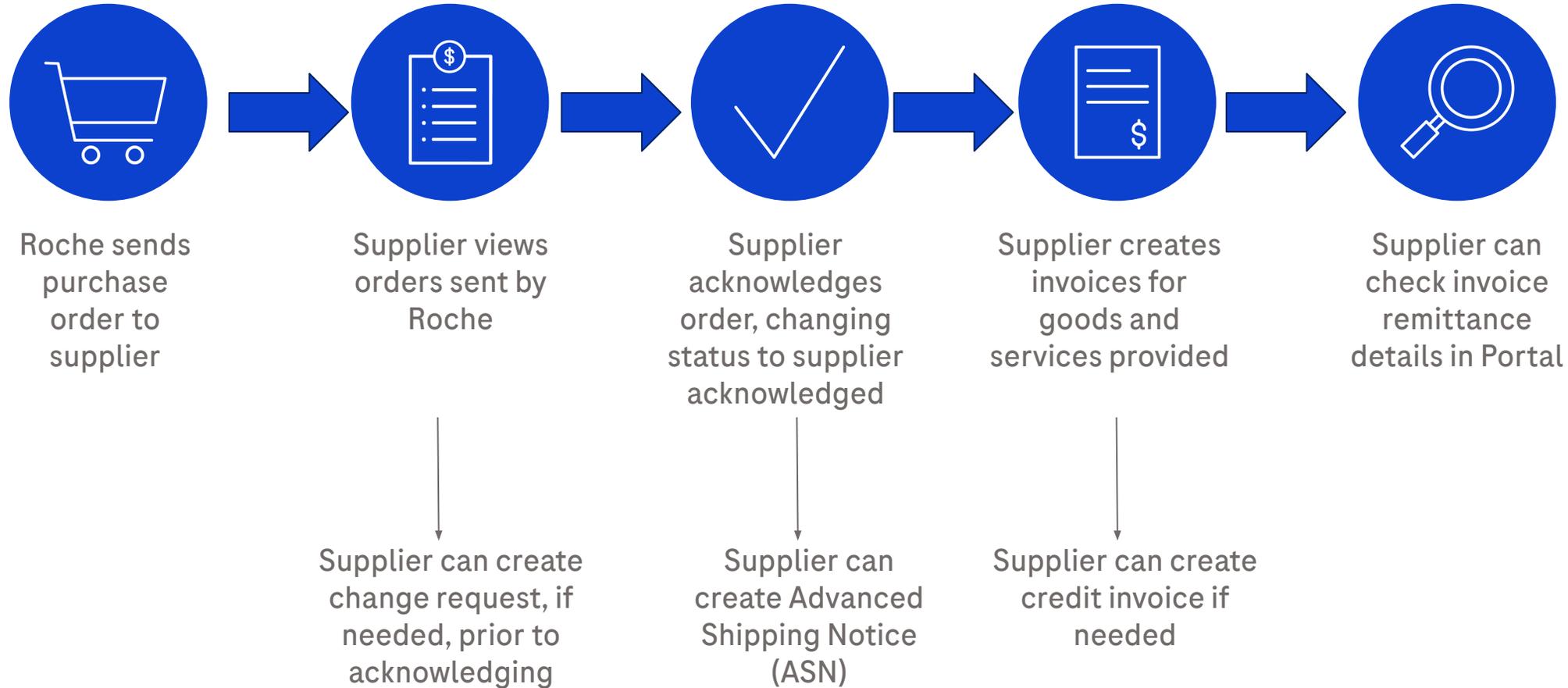
- No transactional/setup/license fees

Possible Supplier Collaboration via myBuy GEP SMART



Process Flow

Introduction to Submission of First Invoice



Registration

Registration Process - New to Portal Suppliers



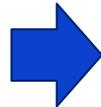
Supplier receives email from Roche announcing transformation



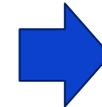
Supplier receives email to register on GEP BUSINESS NETWORK



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?

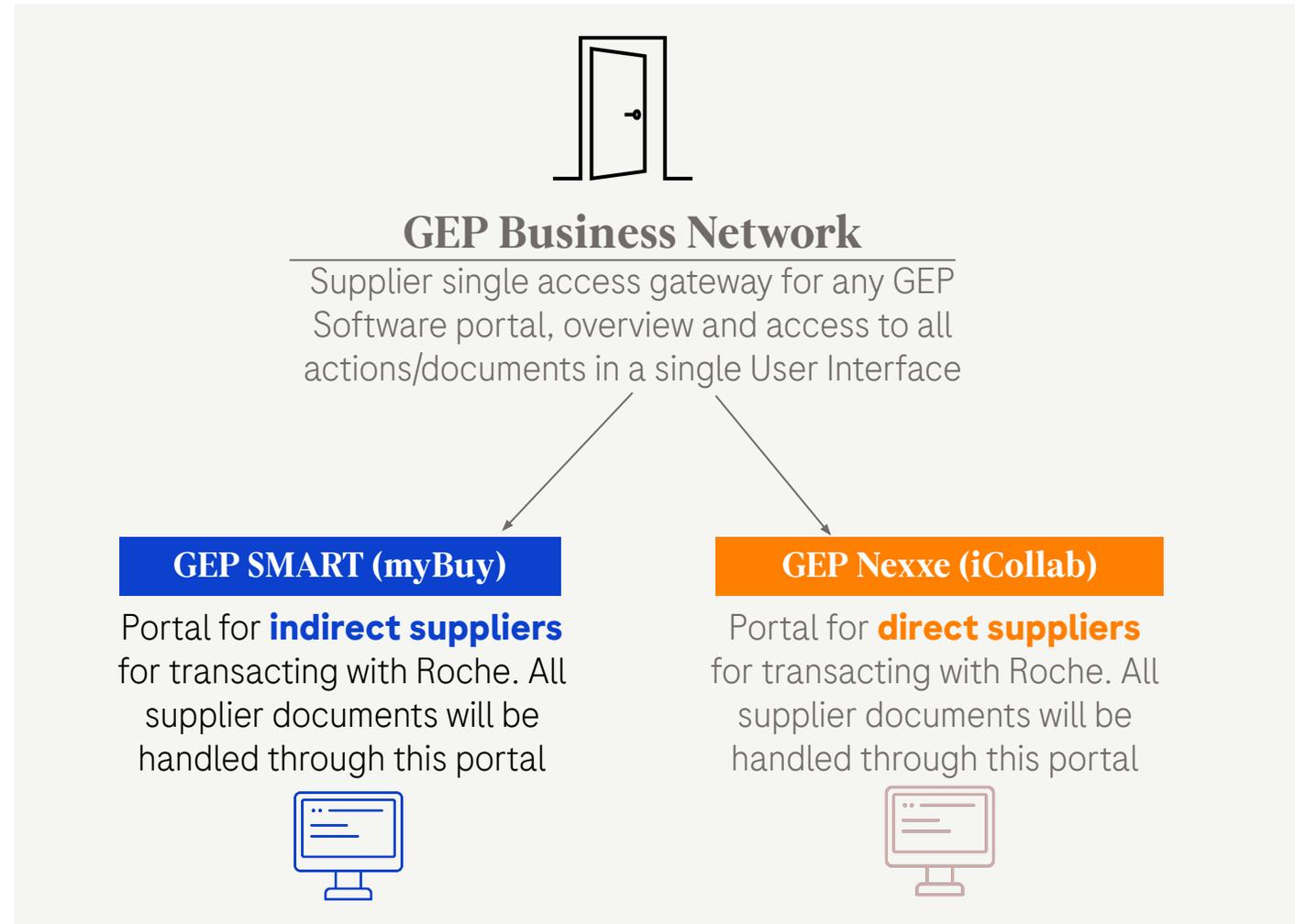
GEP Business Network (BN) is a unified gateway for suppliers to access GEP Software platforms across any client who uses GEP.

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.



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 digital 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

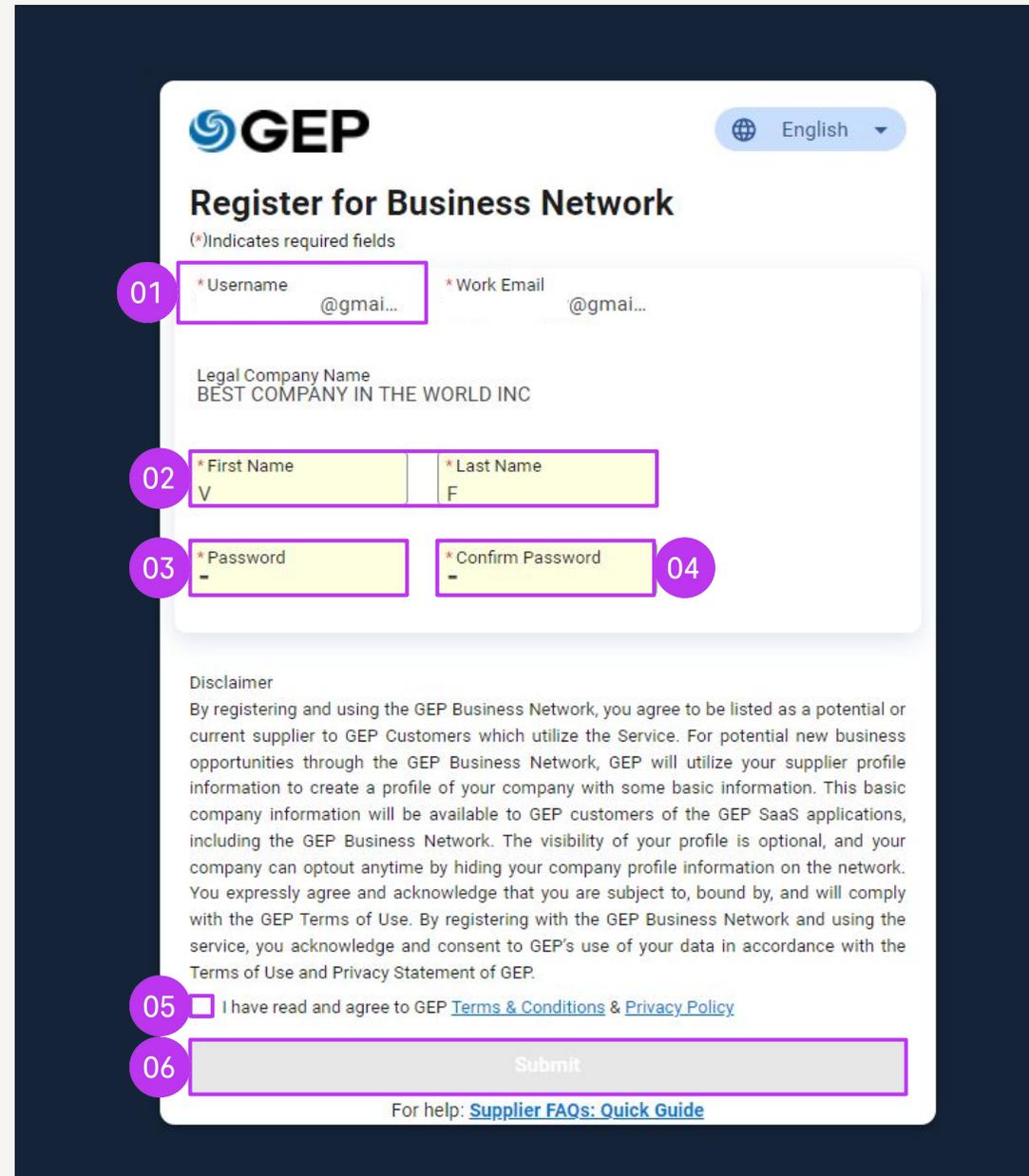
Additional numbers can be found here:
<https://success.gep.com/s/article/GEP-Customer-Support-Contact-Information>

Sincerely,

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**



GEP English

Register for Business Network

(*)Indicates required fields

01 * Username @gmai... * Work Email @gmai...

Legal Company Name
BEST COMPANY IN THE WORLD INC

02 * First Name V * Last Name F

03 * Password - 04 * Confirm Password -

Disclaimer
By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the service, you acknowledge and consent to GEP's use of your data in accordance with the Terms of Use and Privacy Statement of GEP.

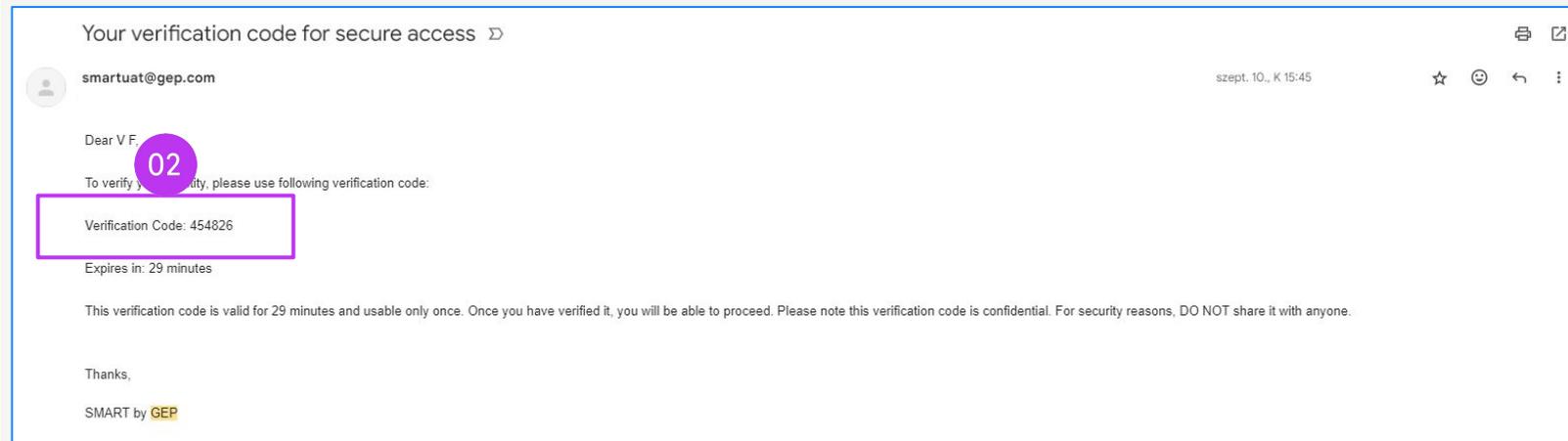
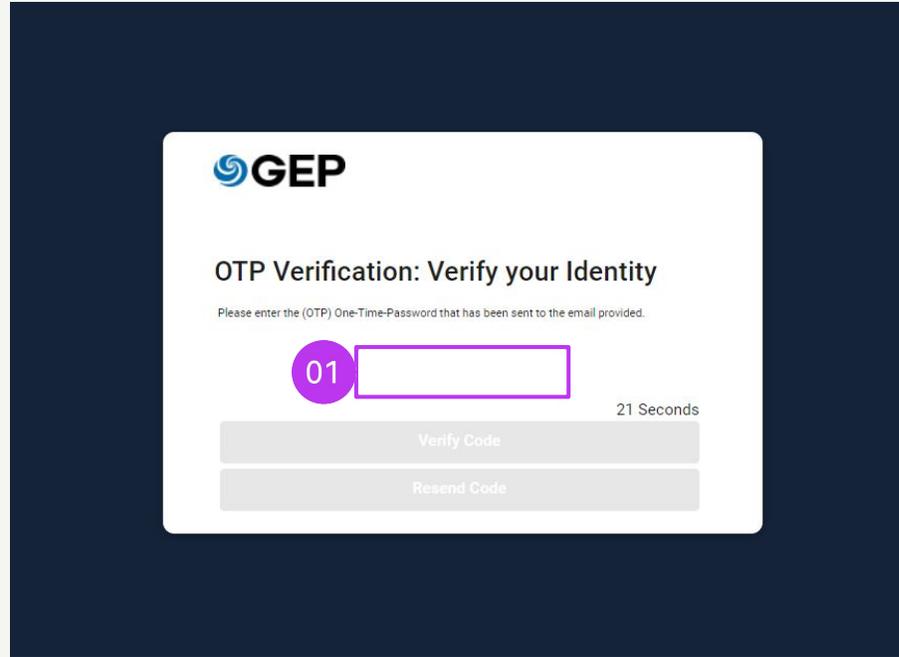
05 I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#)

06 Submit

For help: [Supplier FAQs: Quick Guide](#)

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

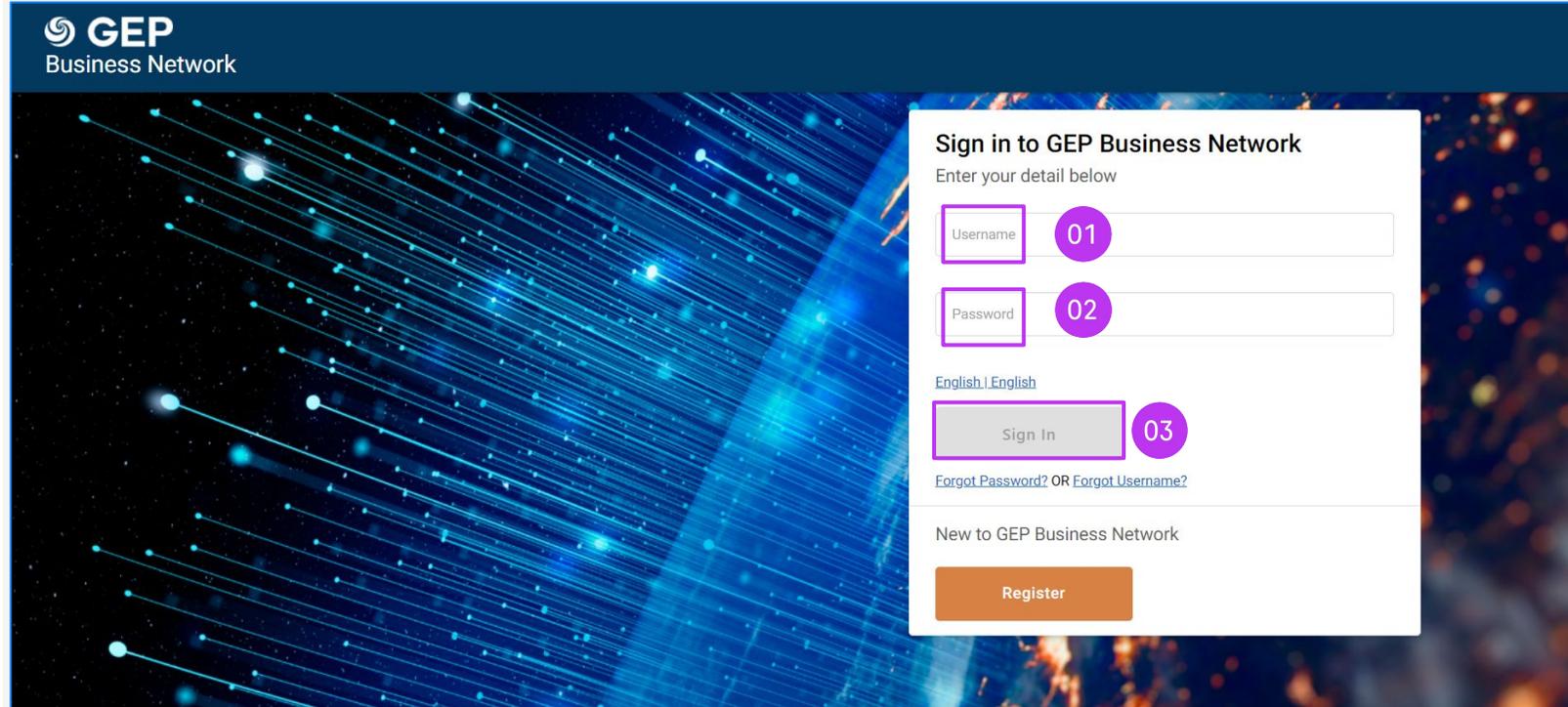


Log In to Business Network

To sign in from the login page:

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

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



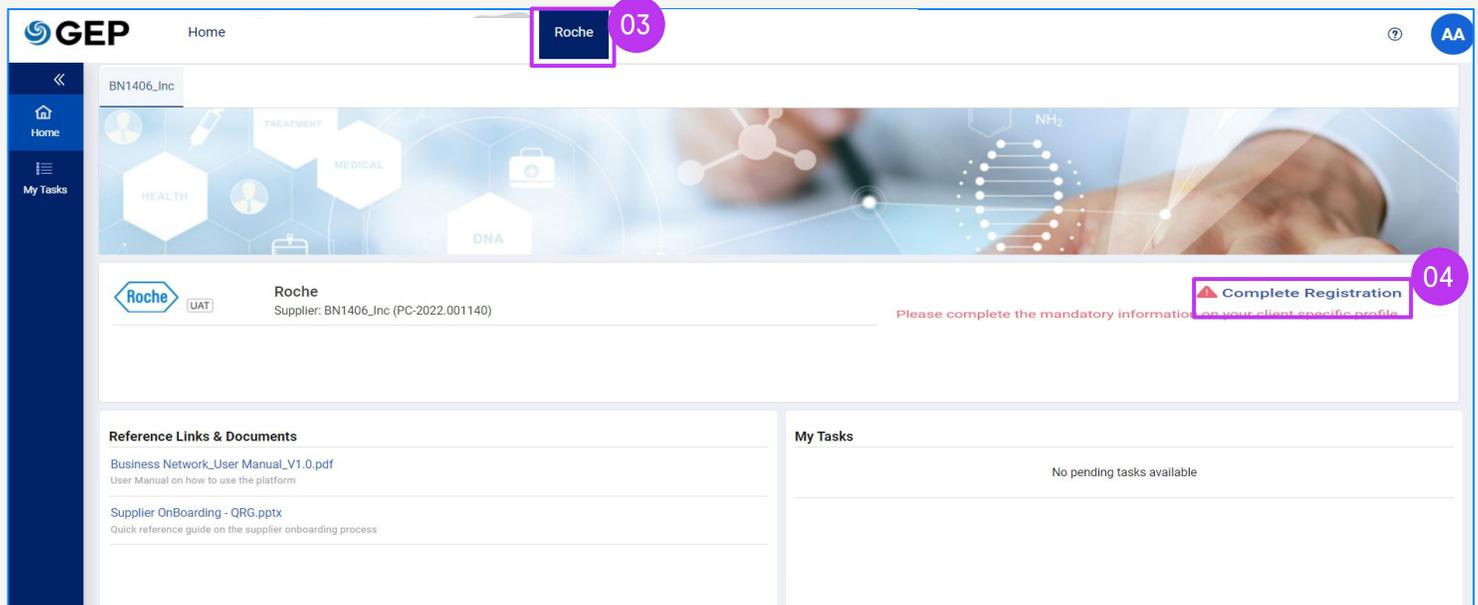
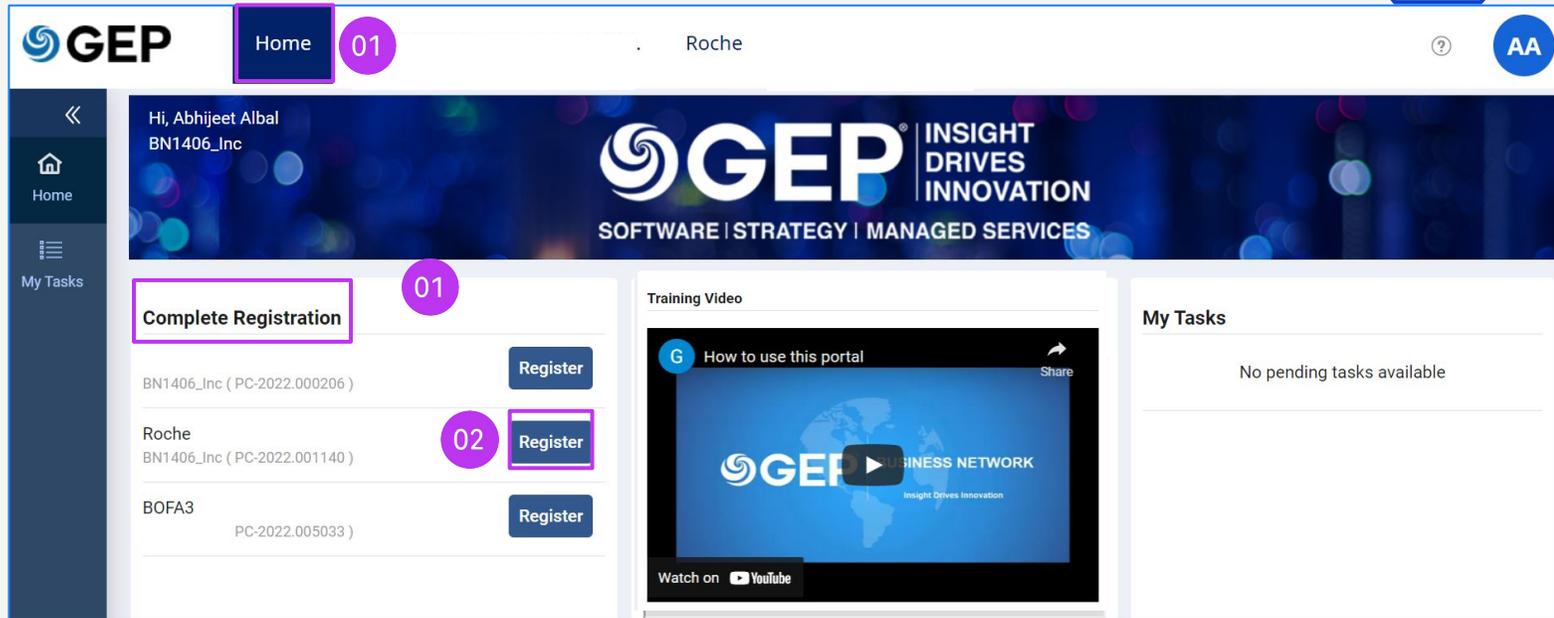
Complete Primary Registration Form (one time process)

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



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

01 Language English

Primary Registration Form

Basic Details

All fields marked with * are required.

Account Credentials

02 Username *

03 Password*

i

Company Information

04 Legal Company Name

Doing Business As

Company Website

Headquarter*

Company Phone

Fax

Business Regions

Category

D-U-N-S Number

Company Identification

Identification Nur +

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

05

Primary Contact Information

First Name* Surekha

Last Name* sonkamble

Company Email* surekha.sonkamble1@gep.com

Primary Business Phone Number _____ Extension _____

Contact's Business Region _____ 

Contact's Category Consulting Services (Y350) 

Secondary Contact Information

First Name	Last Name	Company Email	Contact Role	ISD Code	Mobile Number	
+						

06

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

07

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

Reset

Submit

03

Business Network Registration: Existing GEP SMART users

Log in to Business Network

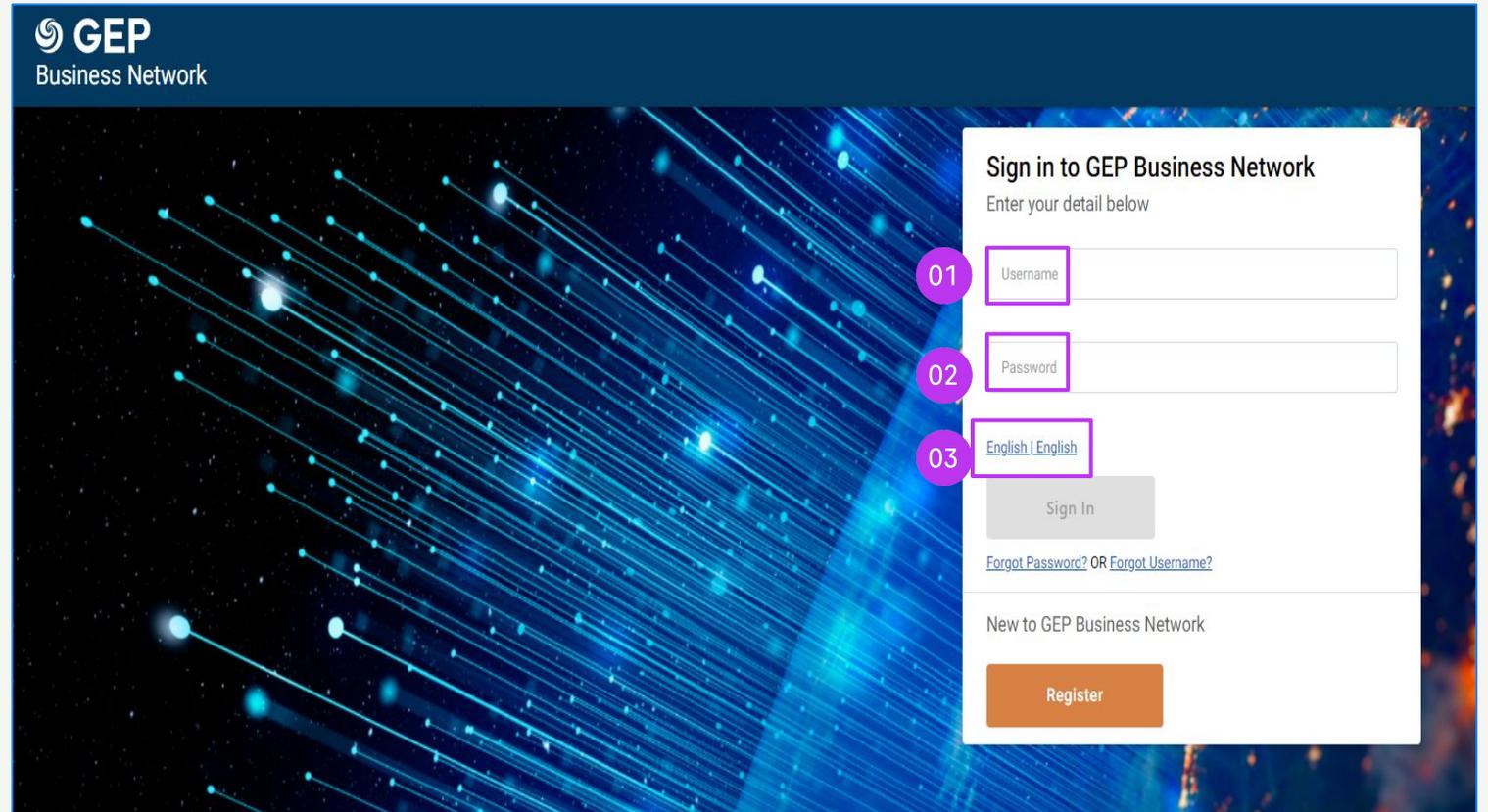
Existing GEP SMART users can access Business Network with the same login credentials established for myBuy GEP SMART – no need to re-register.

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

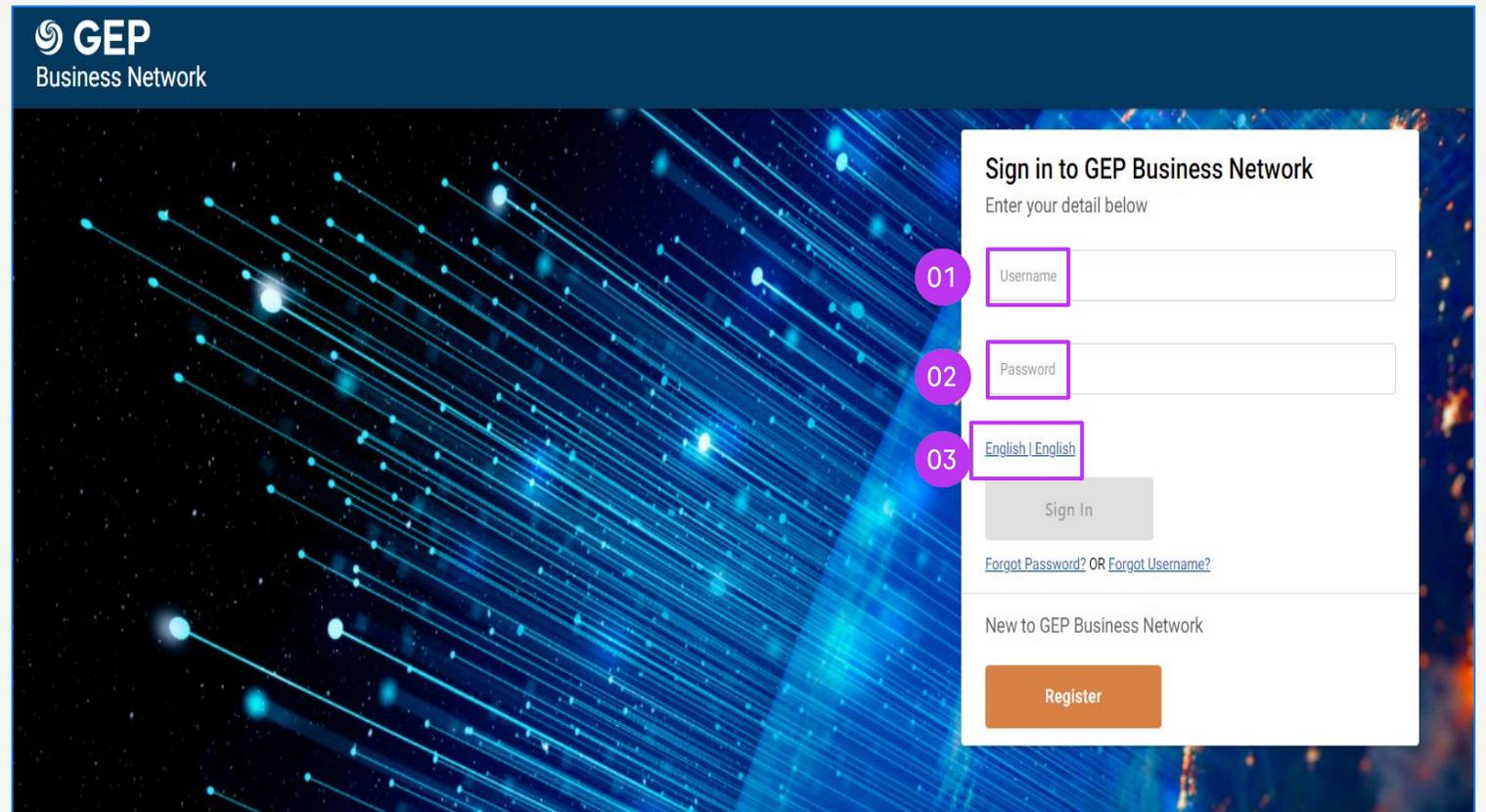
Accessing myBuy GEP SMART via GEP Business Network

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

The screenshot displays the Roche myBuy GEP SMART interface. At the top right is the Roche logo. The main header shows 'Home/Client List' and 'Roche2'. A navigation menu on the left includes 'Home', 'Client list', 'Other Links', and 'My Tasks'. The 'Client list' section shows 'Roche2' selected. Below this, the 'Profiles' section displays 'BEST COMPANY IN THE WORLD INC' with a 'Review Profile' button. The 'Profile Reminder' section contains a message about reviewing the profile. The 'Relationship Summary' section lists 'Order (23)', 'Invoice (25)', and 'Credit Memo (1)'. The 'Links & Documents' section features a link to 'Roche's Supplier Invoice Management with MyBuy GEP Smart'. The 'My Tasks' section on the right lists five pending tasks: 'naz DoA test', 'naz no limit - Copy', 'naz no limit', 'naz DoA - Copy - Copy', and 'PO1 for TEST PO for PO rejection'. The interface is powered by GEP.

*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

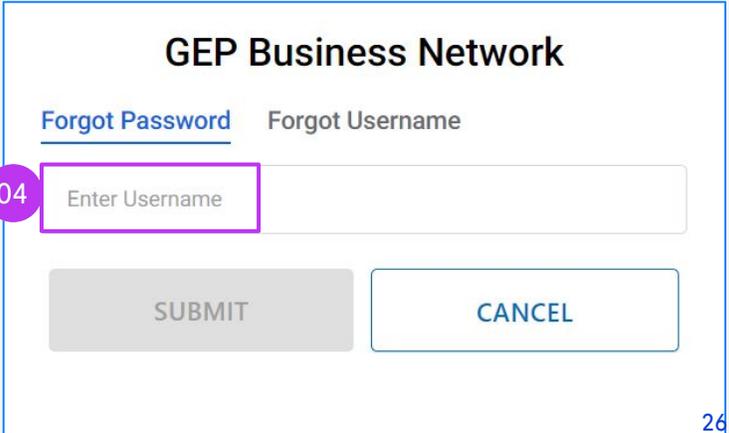
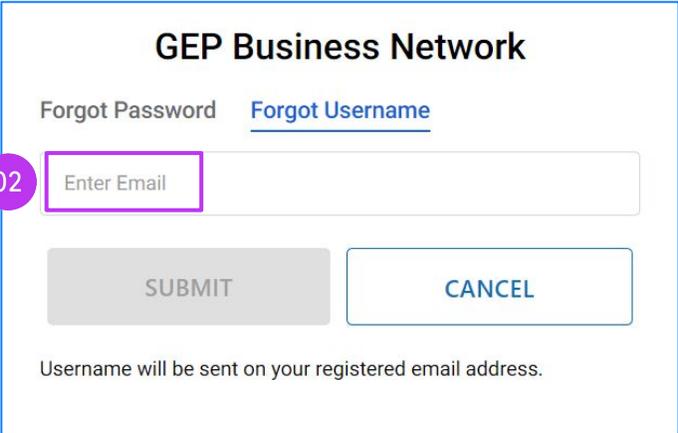
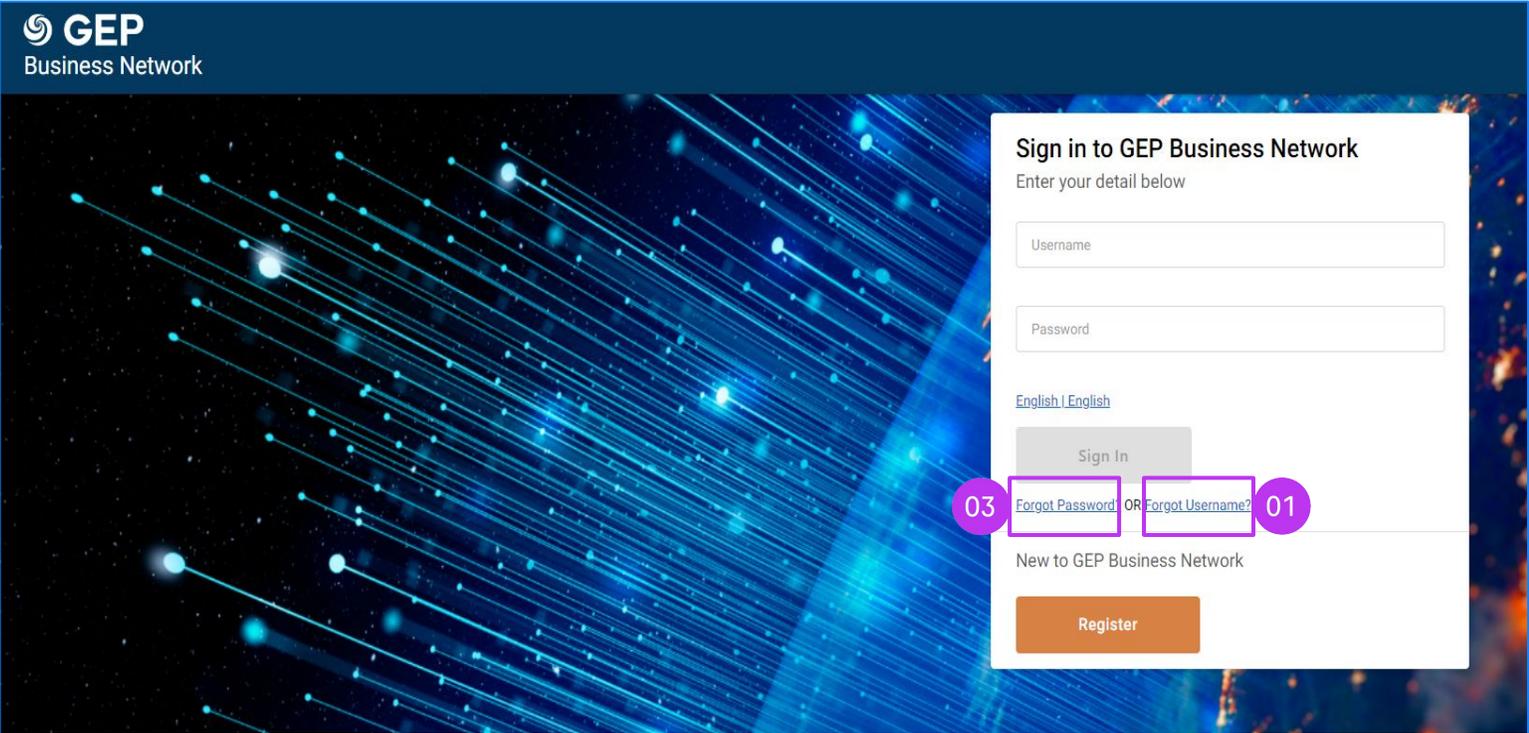
05

Retrieving Username or Password

Retrieve Username & Password

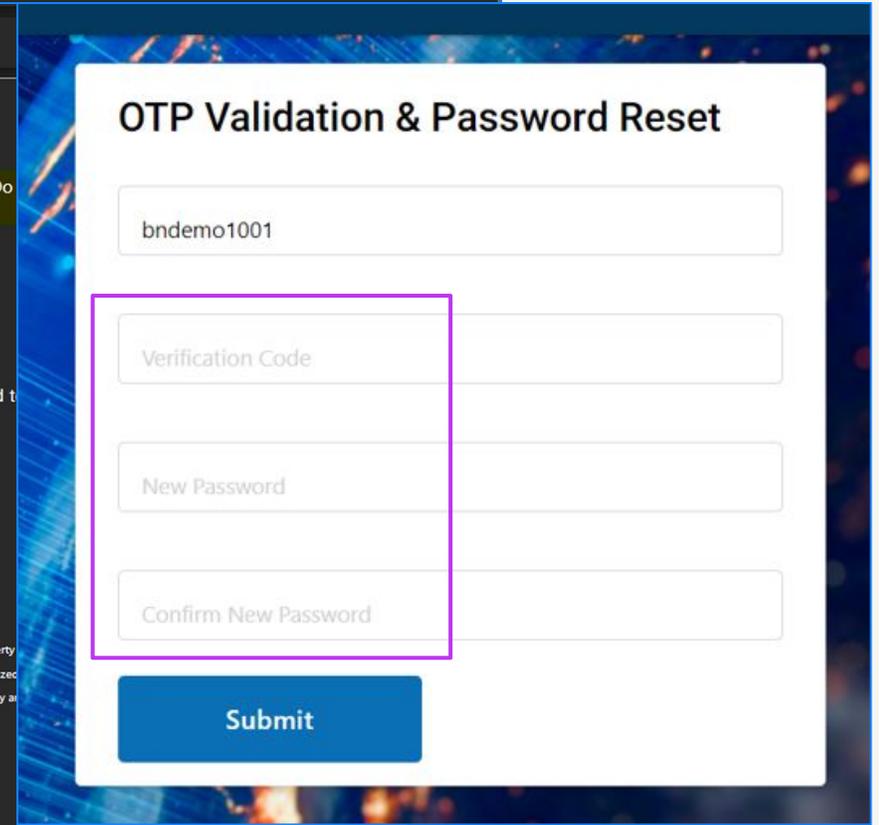
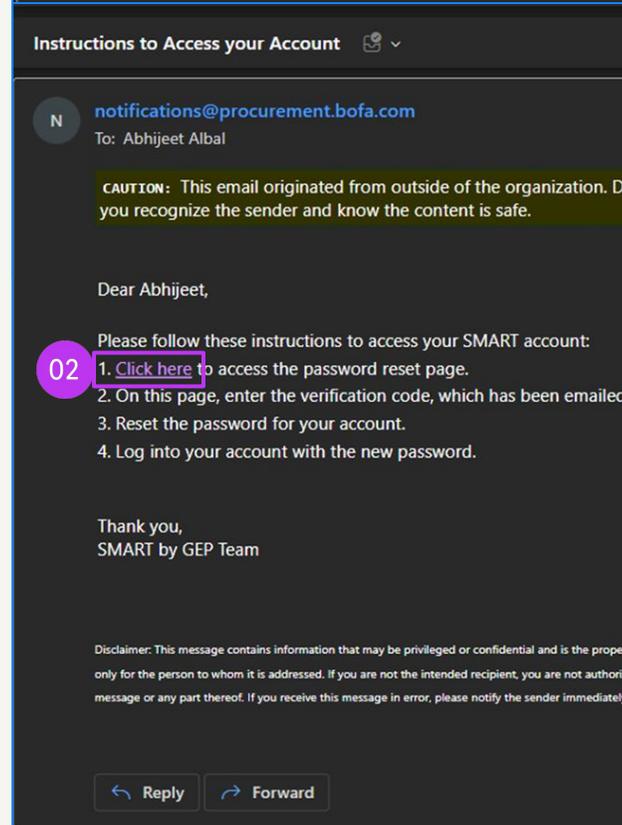
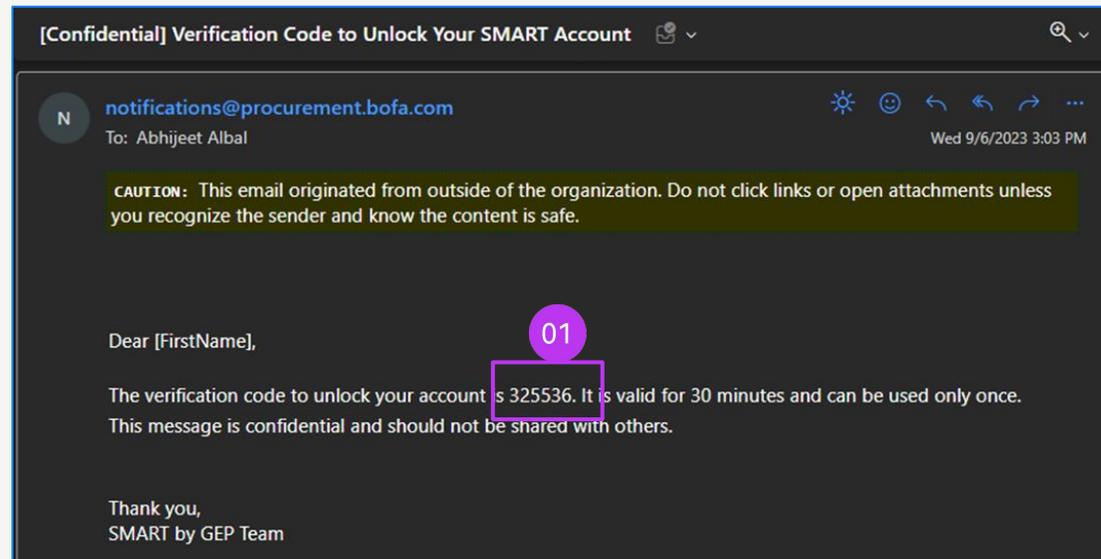
To retrieve your Business Network Username:

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).



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



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.

The image displays two screenshots of a web application interface and an email confirmation. The first screenshot, titled "OTP Validation & Password Reset", shows a form with a prefilled username "bndemo1001" (marked with a purple circle 03). Below the username are four input fields: "Verification Code", "New Password", "Confirm New Password", and a "Submit" button. The second screenshot, also titled "OTP Validation & Password Reset", shows a success message: "Your Password was successfully reset. Please login with your new password." with an "OK" button (marked with a purple circle 04). The third screenshot is an email interface showing a message from "smartuat@gep.com" to "Abhijeet Albal" dated "Wed 9/6/2023 3:15 PM". The email body contains a caution message and a confirmation: "Hello Abhijeet, Your password has been successfully changed." (marked with a purple circle 05). It also provides contact information for support: "Phone: USA: +1 732 428 1578 / Asia: +91 22 61 372 148 / Europe: +42 022 59 86 501" and "Email: Support@gep.com". A disclaimer is visible at the bottom of the email.

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

Home Client List Home/Client List Roche2

Client list Roche2

Other Links My Tasks

Profiles: < BEST COMPANY IN THE WORLD INC

Profile Reminder Access your client-specific profile by clicking 'Review Profile' Review Profile

Relationship Summary

Order (23)

Invoice (25)

Credit Memo (1)

Links & Documents

Roche's Supplier Invoice Management with MyBuy GEP Smart.

Help Center Logout Lk

01

02 GEP Business Network Profile

My Tasks View all 18 tasks

	naz DoA test P100058128-001	Pending since 20 days ActionPending
	naz no limit - Copy P100058290	Pending since 20 days ActionPending
	naz no limit P100046165-001	Pending since 22 days ActionPending
	naz DoA - Copy - Copy P100057989	Pending since 29 days ActionPending
	PO1 for TEST PO for PO rejection P100057206	Pending since 48 days ActionPending

Information

This is your GEP Business Network profile. Your clients do NOT have access to this information. To update information for Client specific profiles, please access "Manage Profile" link on the respective client tile from the Home page.

Go To Home Ok

03

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

The screenshot shows the GEP 'Manage Profile' page for Roche. The breadcrumb is 'Home / Manage profile Profile'. The left sidebar has 'Home' and 'My Tasks' icons. The 'SECTIONS' menu on the left includes 'Basic Details' (highlighted with a purple box and a '01' callout), 'Identification Details', 'Certificates (0)', 'Diversity (0)', 'Business Information', and 'Contact Information'. The 'Basic Details' section contains the following fields:

Supplier's Legal Name *	Parent's Identification Type	Parent's Identification
BN1406_Inc	Please Select	-
Doing Business As	Normalized Name	Organization
-	-	-
Formerly Known As	Category *	Region
-	BUSINESS TRAVEL	Please Select

At the bottom, there is a question: 'Do you want to participate in new trading opportunities with GEP customers?' with radio buttons for 'Become discoverable' (selected) and 'Not interested'.

The screenshot shows the 'Identification Details' section of the 'Manage Profile' page. The 'SECTIONS' menu on the left has 'Identification Details' highlighted with a purple box and a '02' callout. The 'Identification Details' section contains a 'Duns Number *' field with a value of '-' (highlighted with a purple box). Below this is a table with columns 'Identification Type' and 'Number'. The table is currently empty, with the text 'No Rows To Show' at the bottom. An 'Add Identification' button is located at the bottom right of the table area.

Manage Profile cont'd

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

The screenshot shows two sections: 'Certificates (0)' and 'Diversity (0)'. The 'Certificates' section has a purple box around the '+ Add Certificate' button, labeled '03'. The 'Diversity' section has a purple box around the '+ Add Diversity' button, labeled '04'. The left sidebar shows 'Certificates (0)' and 'Diversity (0)' as active sections.

The screenshot shows the 'Business Information' section, labeled '05'. A dropdown menu for 'Currency' is open, showing options: 'US Dollar . USD', 'Andorran Peseta . AD', 'United Arab Emirates', 'Euro . EUR', and 'Andorran Franc . ADF'. Other fields include 'Average Profit', 'Year of Incorporat', 'Annual Revenue', 'Business Type', 'Description', 'www.facebook.com/', and 'www.linkedin.com/'. A purple box around the 'Save' button is labeled '06'. The left sidebar shows 'Business Information' as the active section.

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

? CONFIRMATION

Are you sure you want to create Change Request?

Note: In case of a change request is not submitted, supplier manager will have an option to cancel your change request so that other users can make the changes

(03)

Submit Changes

When all changes have been made to your profile:

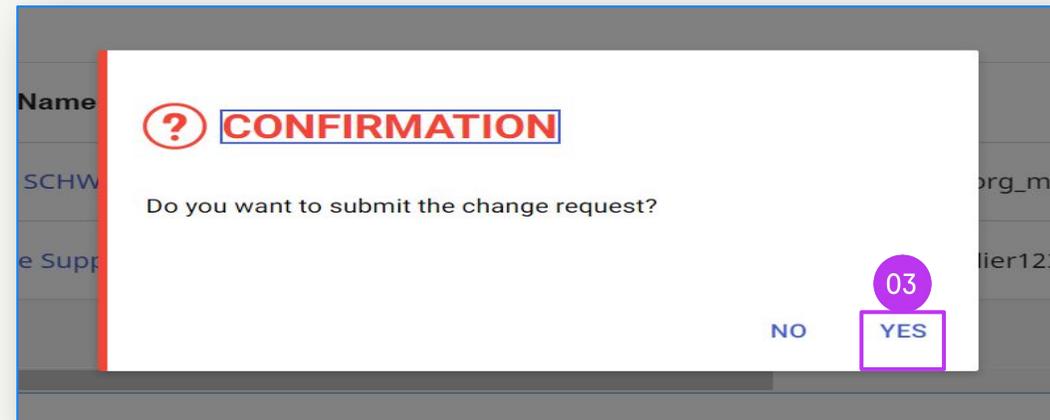
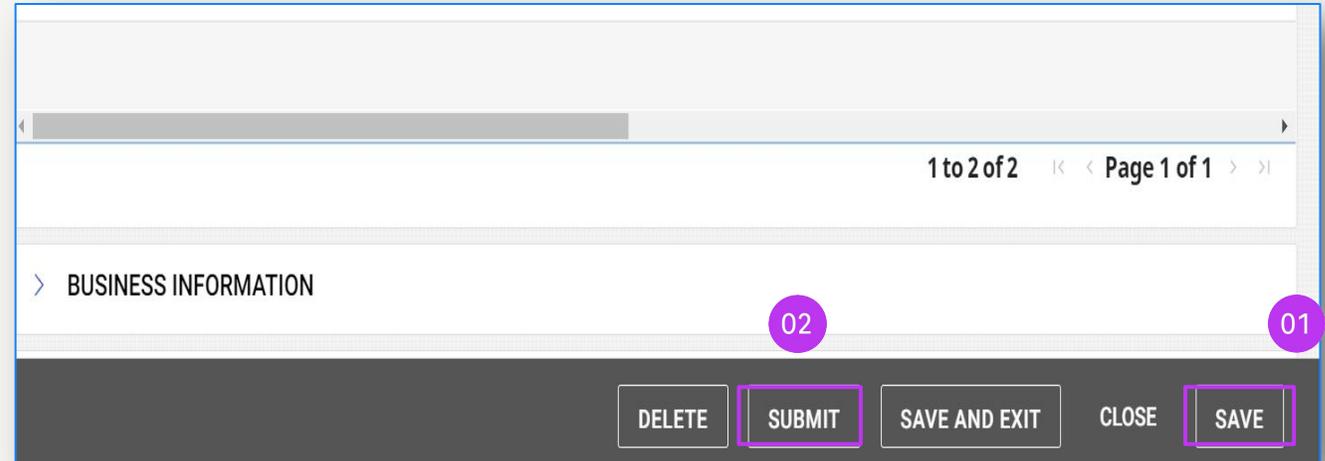
1. Click **SAVE**
2. Click **SUBMIT**
3. Click **YES** to confirm you want to make the changes

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

First Name*	Last Name*	Email ID*	Code	Status	User Name	Designation	Primary Phone ...	Extension	Secondary Phon...	Extension	ISD Code	Mobile N
<input type="checkbox"/>	Oliver	Giffels	oliver.giffels@...	oliver.giffels@r...	Registered	OliverGiffels						Please Select
<input type="checkbox"/>	Alice	Wollny	alice.wollny-la...	alice.wollny-la...	Invited	Unregistered						Please Select
<input type="checkbox"/>	Georgiana	Ionescu	georgiana.ion...	georgiana.ione...	Registered							Please Select

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](#).



Change request is in progress

APPROVED P2P

*indicates required fields

CONTACT INFORMATION (4) (2 Registered, 2 Non Registered)

*indicates required fields

All	Registered	Pending Activation	Invited	Non-Invited
4	2	0	0	2

03

⊕

Please ensure you click on save icon at Action menu for saving all changes.

First Name*	Last Name*	Email ID*	Code	Status	Designation	Primary Phone...	Extension	Add New Contact	Extension	ISD Code
<input type="checkbox"/>	Roche	Suppliers	glo.training_e...	msharfuddin...	Registered					Please Selec
<input type="checkbox"/>	Applied	Indus	test_glo.traini...	test_glo.traini...	Non - Invited	7074212400				Please Selec
<input type="checkbox"/>	Applied	Indus	test10_glo.tra...	test10_glo.trai...	Non - Invited	7074212400				Please Selec
<input type="checkbox"/>	Surekha	Sonkamble	surekha.sonka...	surekha.sonka...	Registered					Please Selec
<input type="checkbox"/>										Please Selec

1 to 5 of 5 Page 1 of 1

CONTACT INFORMATION (4) (2 Registered, 2 Non Registered)

*indicates required fields

All	Registered	Pending Activation	Invited	Non-Invited
4	2	0	0	2

06

⊕

Please ensure you click on save icon at Action menu for saving all changes.

First Name*	Last Name*	Email ID*	Code	Status	Designation	Primary Phone...	Extension	Secondary Phon...	Extension	ISD Code
<input type="checkbox"/>	Roche	Suppliers	glo.training_e...	msharfuddin...	Registered					Please Selec
<input type="checkbox"/>	Applied	Indus	test_glo.traini...	test_glo.traini...	Non - Invited	7074212400				Please Selec
<input type="checkbox"/>	Applied	Indus	test10_glo.tra...	test10_glo.trai...	Non - Invited	7074212400				Please Selec
<input type="checkbox"/>	Surekha	Sonkamble	surekha.sonka...	surekha.sonka...	Registered					Please Selec
<input type="checkbox"/>										Please Selec

05

04

1 to 5 of 5 Page 1 of 1

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*		Email ID*	Code	Status	o.	Language
<input type="checkbox"/>	.	Contact	01 	santhu.choud...	TESTGEP_cu...	Registered		English
<input type="checkbox"/>	Supplier TE...	Roche		rochesupplier...	TESTGEP_3m...	Registered		English
<input type="checkbox"/>	Gustaf	Engstrand		gustaf.engstra...	gustaf.engstra...	Non - Invited		Deutsch

To create a distribution list in Outlook access this [link](#).

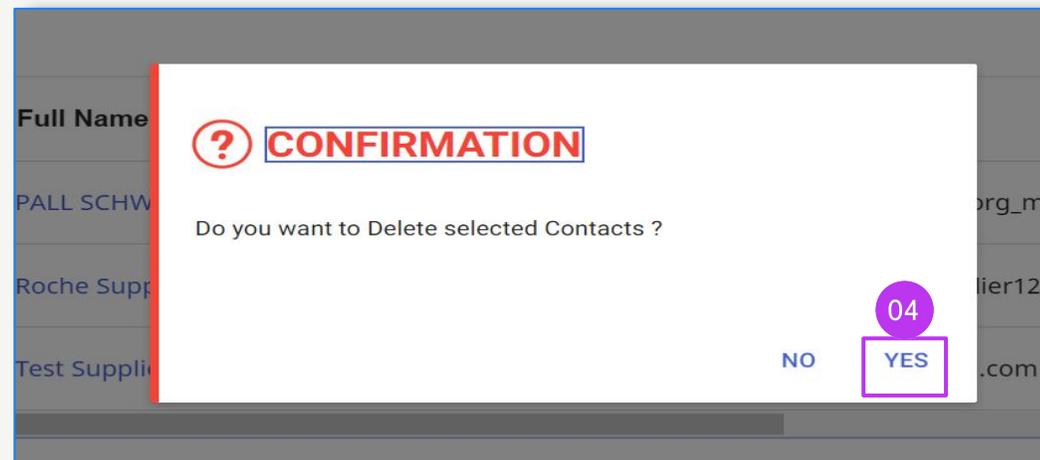
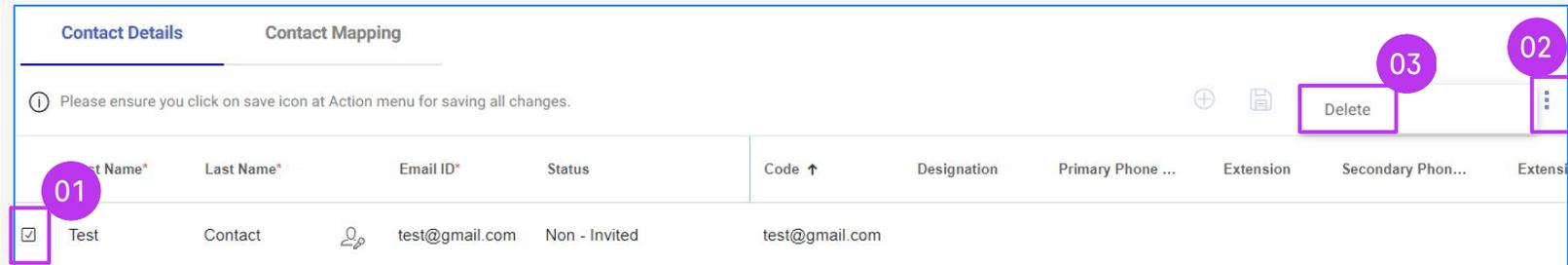
And to create a distribution list in Google access this [link](#).

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**

Roche

01 LOCATION INFORMATION (5 Locations: 1 Headquarter, 3 Remit To Location, 4 Ordering Location) ⊕ Add New Location

*indicates required fields

<input type="checkbox"/>	Location Name	Type	Phone Nos.	Roles & Contacts
<input type="checkbox"/>	EGGSTR 93	Headquarter	Pri : +41435089870 Sec :	 
<input type="checkbox"/>	EGGSTR 93 RUESCHLIKON ...	Remit To L... + 1 More	Pri : +41435089870 Sec :	<input checked="" type="checkbox"/>  
<input type="checkbox"/>	Location 2 	Remit To L... + 1 More	Pri : +41447249439 Sec :	 
<input type="checkbox"/>	EGGSTR 93 RUESCHLIKON ...	Ordering Lo...	Pri : +417249432 Sec :	 

02

ROLES AND CONTACTS

CONTINGENT WORKER

CONTRACT MANAGER

CUSTOMER CARE MANAGER

03 ORDERING MANAGER

SAFETY CONTACT

SALES EXECUTIVE

SEARCH BY NAME

ALL

04 Supplier TEST CR Roche

Gustaf Engstrand

Supplier 3 Roche

05

RESET CLOSE 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

APPROVED P2P

Change request is in progress

01

BASIC DETAILS

IDENTIFICATION INFORMATION

CERTIFICATES

DIVERSITY STATUS

LOCATION INFORMATION

BASIC DETAILS

*indicates required fields

YOUR COMPANY LOGO HERE

Supported file formats: png, jpeg, jpg
Max file size : 5MB

Supplier's Legal Name*

Parent Company's Identifica...
Parent Company Name

Parent Company Name

Doing Business As
--

Formerly Known As
1 More

Category*
MRO Equipment(Y20100...

02

DIVERSITY STATUS

LOCATION INFORMATION (18 Locations: 1 Headquarter, 11 Remit To Location, 10 Ordering Location, 5 Other)

*indicates required fields

<input type="checkbox"/>	Location Name	Type	Phone Nos.	Roles & Contacts
<input type="checkbox"/>	3050 SPRUCE ST	Headquarter	Pri: +13147715765 Sec:	
<input type="checkbox"/>	3050 SPRUCE ST SAINT LO...	Remit To Lo...	Pri: 3147715765 Sec:	
<input checked="" type="checkbox"/>	3050 SPRUCE ST SAINT LO...	Remit To Lo...	Pri: +13147715765 + 1 More Sec:	
<input type="checkbox"/>	4353 E 49TH ST CLEVELAN...	Remit To Lo...	Pri: +12168838025 + 1 More Sec:	
<input type="checkbox"/>	3050 SPRUCE ST ST LOUIS ...	Other	Pri: +18003652535 Sec:	
<input type="checkbox"/>	1669 PHOENIX PKWY COLL...	Remit To Lo...	Pri: +18003613352 + 1 More Sec:	

03

LOCATION INFORMATION

BANKING INFORMATION

IDENTIFICATION INFO

INCO TERMS

TRANSACTION TYPE

LOCATION INFORMATION

BANKING INFORMATION

*indicates required fields

<input type="checkbox"/>	Country	Payment Method	Bank Name	Branch	Account Type	Account Number	CBRN	Default	Default-CUR
<input type="checkbox"/>	Uni...	Pay...	WELLS FARGO BAN...	SAN FRANCISCO PCS	--	XXXXXX3935	--	<input type="checkbox"/>	<input type="checkbox"/>

04 **05**

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**

The screenshot illustrates the process of sending a registration invitation in the Roche myBuy system. It is divided into five numbered steps:

- 01**: A table of contacts is displayed. The contact 'Gustaf Engstrand' is selected, indicated by a checked checkbox and a purple box around it.
- 02**: The 'Invite Envelope' icon in the top right corner of the table is clicked.
- 03**: A new window titled 'INVITE SUPPLIER' opens. The email address 'shloka.jadhav@gep.com' is entered in the 'To' field. The subject line is 'ACTION: You have been invited to register on the Roche / Genentech buying platform'.
- 04**: The 'Language' dropdown menu is set to 'English'.
- 05**: The 'SEND' button is clicked to send the invitation.

The email content is as follows:

Dear [Contact Name],

Your company is collaborating with Roche / Genentech. You have been added as additional supplier contact, which will allow you to receive electronic transmission of orders and submit invoices.

In order to use our myBuy GEP SMART platform, you will need to register. To get started, complete and submit the registration form. [Click here](#) to access the form.

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

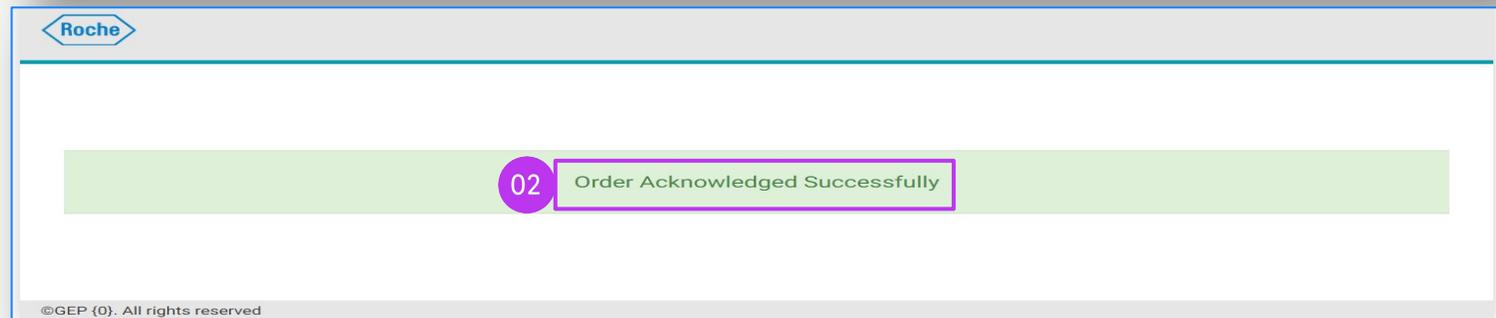
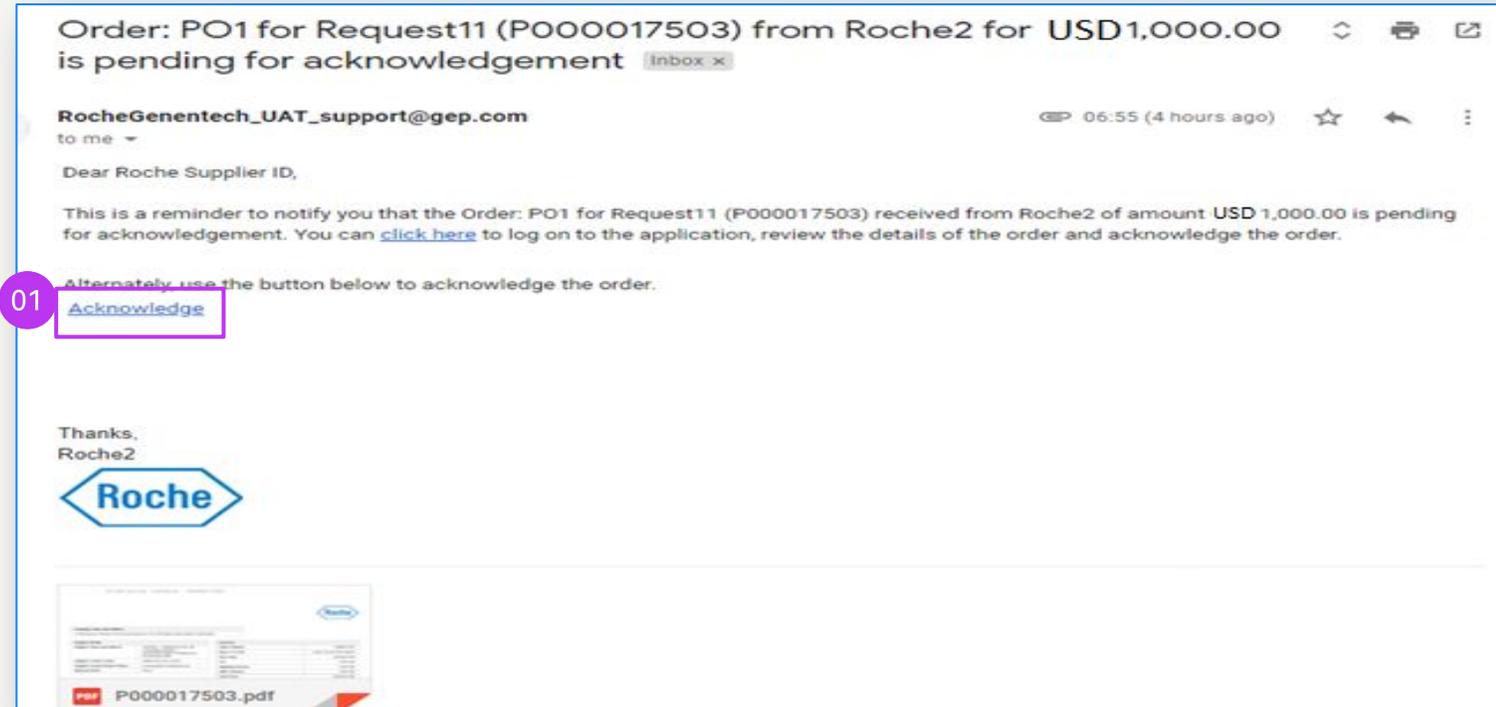
Notifications about new orders will come from:

- 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:

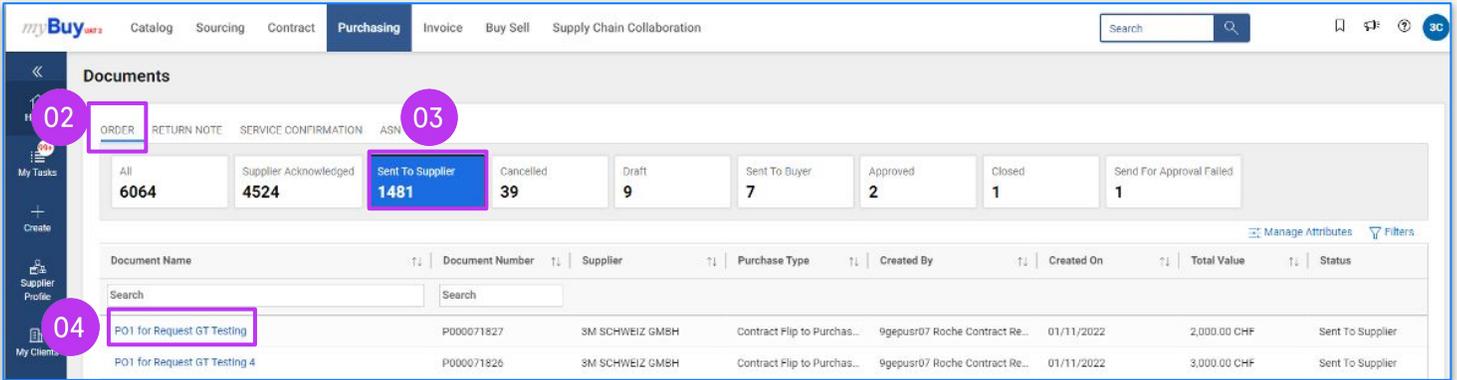
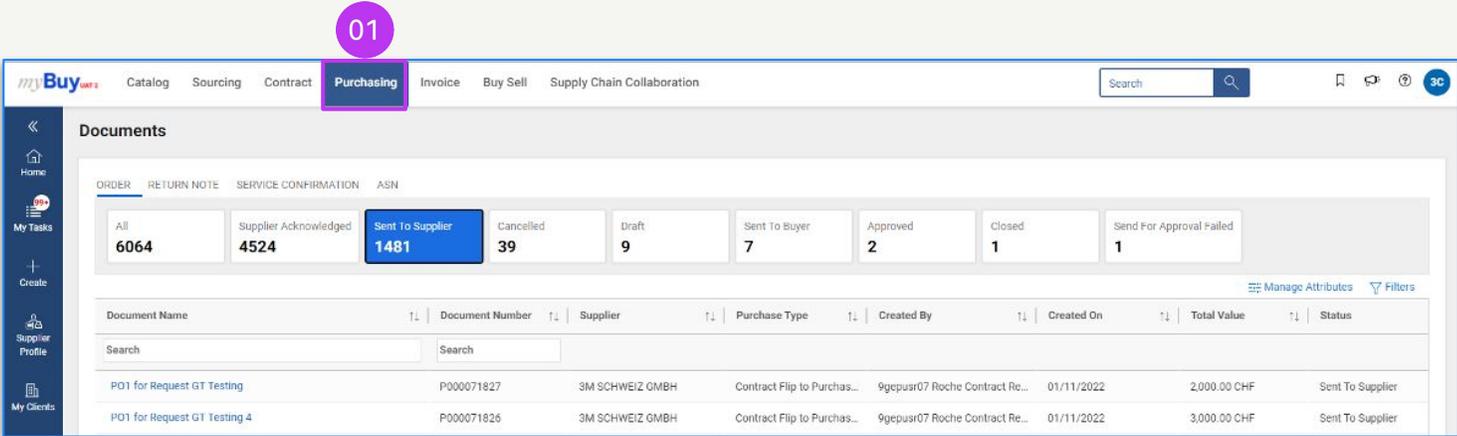
1. Click the **Acknowledge** link in the email
2. You will then see a confirmation message



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.

The screenshot displays the 'ORDER: PO1 For Amalina_FT -..' page in the Roche myBuy portal. The page is titled 'Sent To Supplier' and shows a table of order details. A sidebar on the left contains navigation tabs: 'Basic Details', 'Line Details', 'Supplier Details', 'Invoicing And Delivery...', and 'Terms And Conditions'. The main content area is divided into sections: 'BASIC DETAILS' (with a note '* Indicates mandatory fields'), 'LINE DETAILS' (highlighted with a purple box and '01'), 'SUPPLIER DETAILS', 'INVOICING AND DELIVERY DETAILS', and 'TERMS AND CONDITIONS' (with a note '* Indicates mandatory fields' and 'No Terms and Conditions found'). At the bottom right, an 'Acknowledge Order' button is highlighted with a purple box and '02'. A success pop-up window is overlaid on the bottom, featuring a green background with a white checkmark and the text 'SUCCESS!' (highlighted with a purple box and '03'). The pop-up also includes an 'OK' button.

10

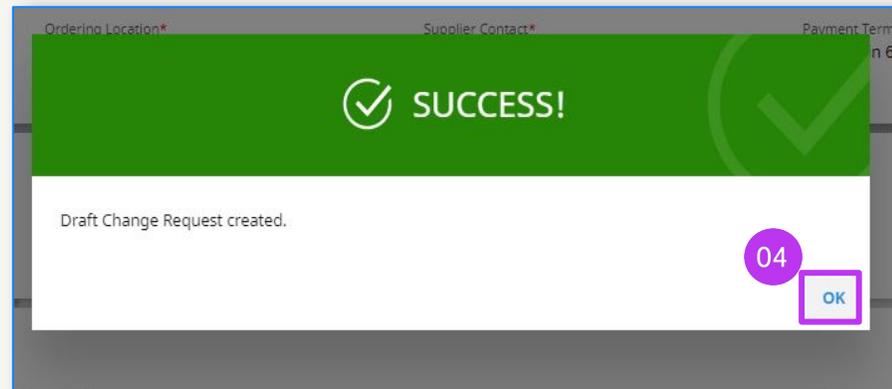
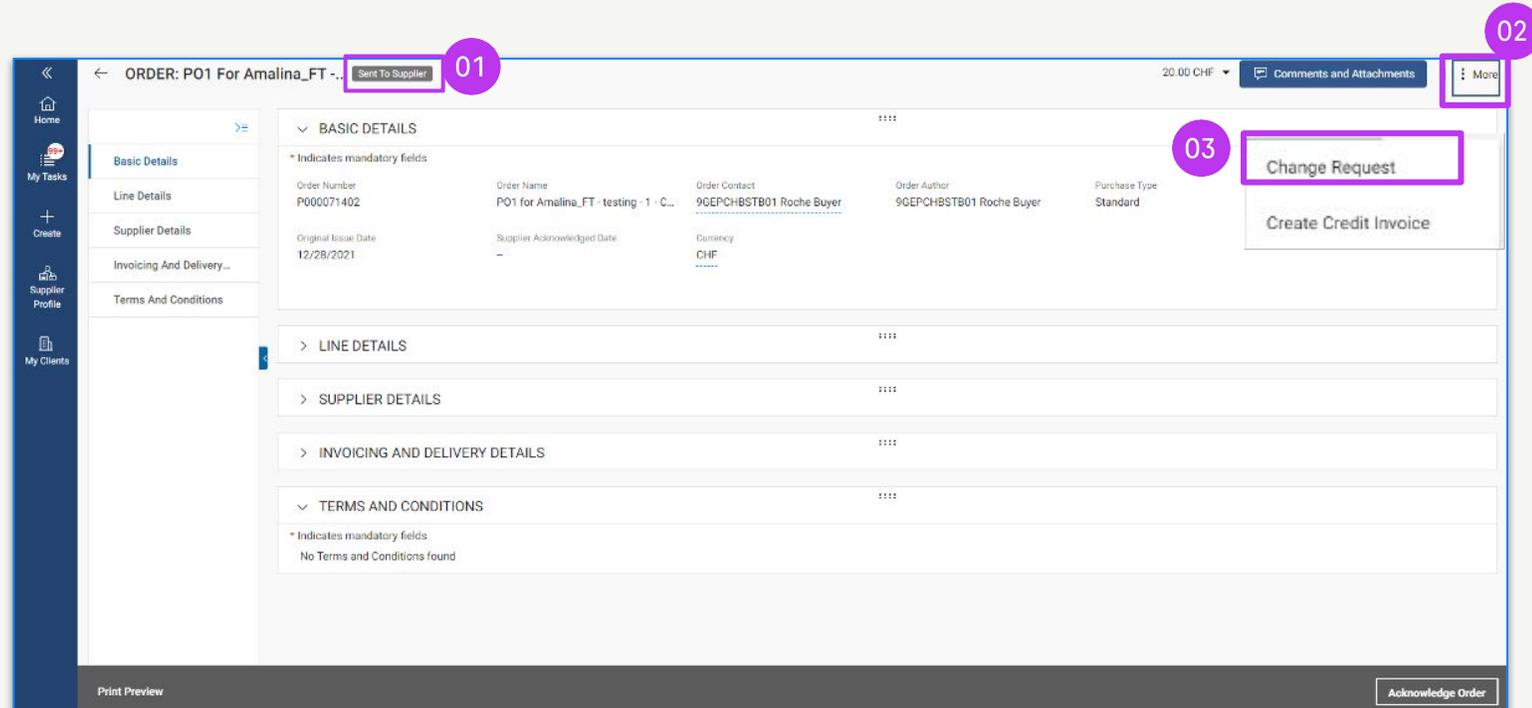
Create Change Request

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.

05

ORDER: PO1 For Amali... Draft 300,000.00 CHF Comments and Attachments More

BASIC DETAILS

* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order Author
P000051087	PO1 for Amalina_FT - testing - 1	9GEPCHBSTB05 Roche Buyer	9GEPCHBSTB05 Roche Buyer
Purchase Type	Creation Date	Currency	
Standard	7/4/2023	CHF	

SUPPLIER DETAILS [Manage Optional Fields](#)

06

LINE DETAILS Indicates mandatory fields

LINES

Search [Manage Columns](#) [Apply to All](#) [Show Filters](#)

Line	Line Descript...	Type	Category	Quantity	UOM	Unit Price	Sub Total	Need By Date
1	Beaker	Material	Academic Researc...	1.00	Each	300.00	300.00	5/24/2023
2	Glassware	Material	Academic Researc...	1.00	Each	700.00	700.00	5/24/2023

Rows Per Page: 10 Page 1 Of 1

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

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

Roche

ORDER: PO1 For Amali... Draft 300,000.00 CHF Comments and Attachments More

Basic Details

SUPPLIER DETAILS

Print Preview Send To Buyer

ORDER 63 SERVICE CONFIRMATION 37 ASN 7

All 63 Supplier Acknowledged 43 Sent To Supplier 16 Sent To Buyer 4

Document Name	Document ...	Supplier	Purchase T...	Created By	Created On	Total Val	Status
PO1 for Request2	P000014130-001		Standard	9GEPCHBSSM01 Roc...	11/27/2020	85.00 CHF	Sent To Buyer

11

Create Advance Shipping Notice (ASN) Against Order

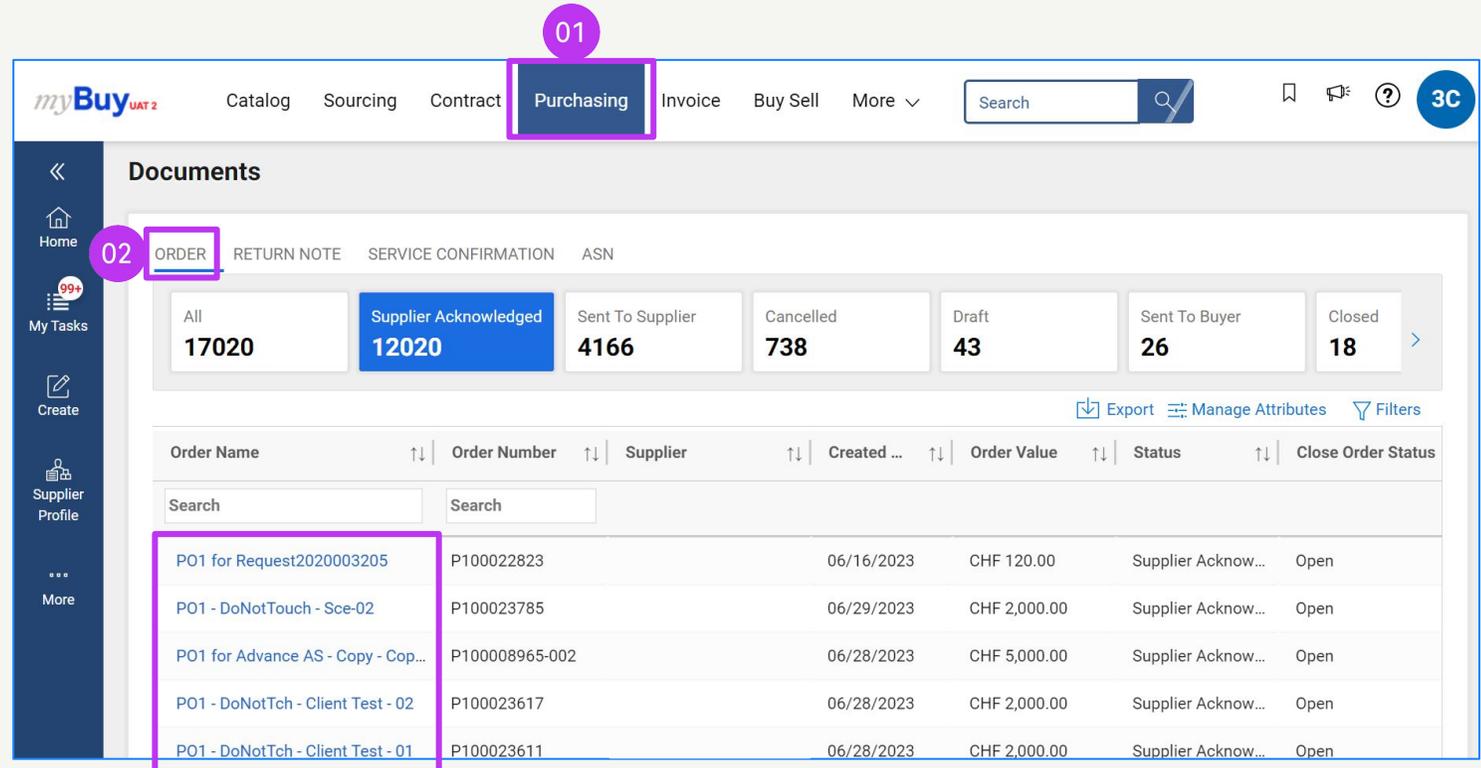
Create Advance Shipping Notice

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



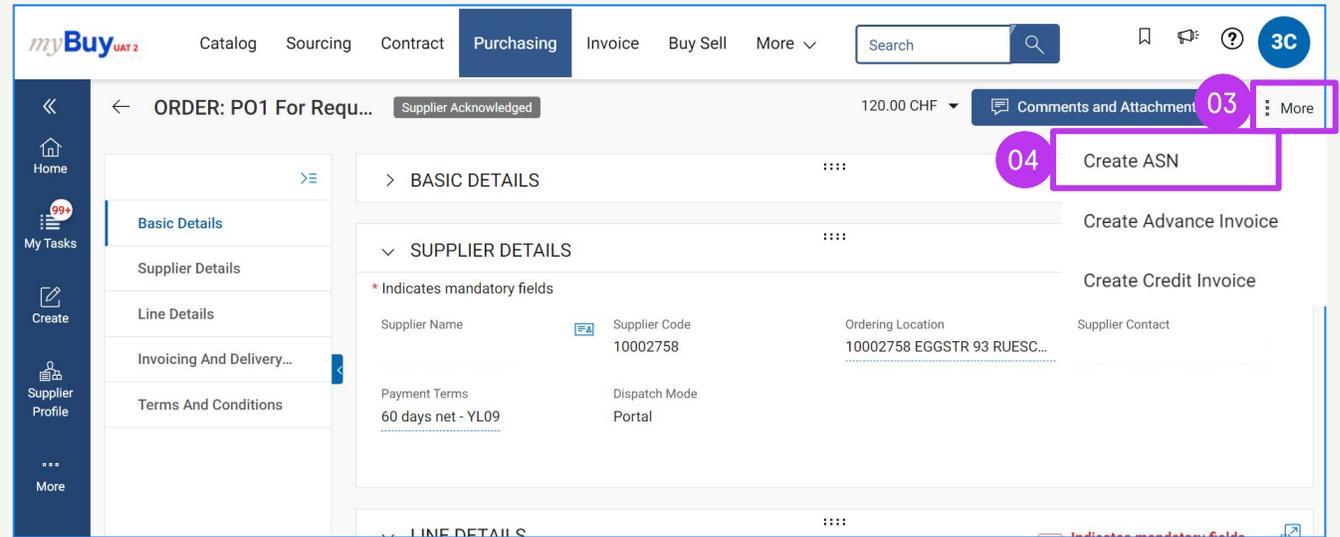
The screenshot shows the myBuy UAT 2 interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing' (highlighted with a purple box and '01'), 'Invoice', 'Buy Sell', and 'More'. A search bar is on the right. The left sidebar has 'Home', 'My Tasks' (99+), 'Create', and 'Supplier Profile'. The main content area is titled 'Documents' and has tabs for 'ORDER' (highlighted with a purple box and '02'), 'RETURN NOTE', 'SERVICE CONFIRMATION', and 'ASN'. Below the tabs are summary cards for 'All' (17020), 'Supplier Acknowledged' (12020), 'Sent To Supplier' (4166), 'Cancelled' (738), 'Draft' (43), 'Sent To Buyer' (26), and 'Closed' (18). A table below shows a list of orders with columns: Order Name, Order Number, Supplier, Created, Order Value, Status, and Close Order Status. The first row is highlighted with a purple box and contains: 'PO1 for Request2020003205', 'P100022823', '06/16/2023', 'CHF 120.00', 'Supplier Acknow...', and 'Open'.

Order Name	Order Number	Supplier	Created ...	Order Value	Status	Close Order Status
PO1 for Request2020003205	P100022823		06/16/2023	CHF 120.00	Supplier Acknow...	Open
PO1 - DoNotTouch - Sce-02	P100023785		06/29/2023	CHF 2,000.00	Supplier Acknow...	Open
PO1 for Advance AS - Copy - Cop...	P100008965-002		06/28/2023	CHF 5,000.00	Supplier Acknow...	Open
PO1 - DoNotTch - Client Test - 02	P100023617		06/28/2023	CHF 2,000.00	Supplier Acknow...	Open
PO1 - DoNotTch - Client Test - 01	P100023611		06/28/2023	CHF 2,000.00	Supplier Acknow...	Open

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)

The screenshot displays the 'myBuy' interface for creating an ASN. The breadcrumb trail is 'ASN: ASN1 For PO1 For - D.. - ASN-07:23-000471' with a 'Draft' status. The left sidebar contains navigation options: Home, My Tasks (99+), Create, Supplier Profile, and More. The main content area is divided into sections: BASIC DETAILS, SUPPLIER DETAILS, SHIPPING & DELIVERY INFORMATION, and NOTES AND ATTACHMENTS. The 'SHIPPING & DELIVERY INFORMATION' section is expanded. Numbered callouts (05-09) highlight specific fields: 05 points to the 'Supplier ASN Number*' field in the BASIC DETAILS section; 06 points to the 'SHIPPING & DELIVERY INFORMATION' section header; 07 points to the 'Expected Delivery Date*' field; 08 points to the 'Tracking Number*' field; and 09 points to the 'Deliver To' field. The 'Expected Delivery Date' is set to 07/04/2023, and the 'Ship To Location' is F. Hoffmann - La Roche A. The 'Ship To Address' is Grenzacherstrasse 124, 4070, Basel, Switzerland. Error messages are visible below the 'Supplier ASN Number*' and 'Tracking Number*' fields, stating 'You must enter a value for the attribute'.

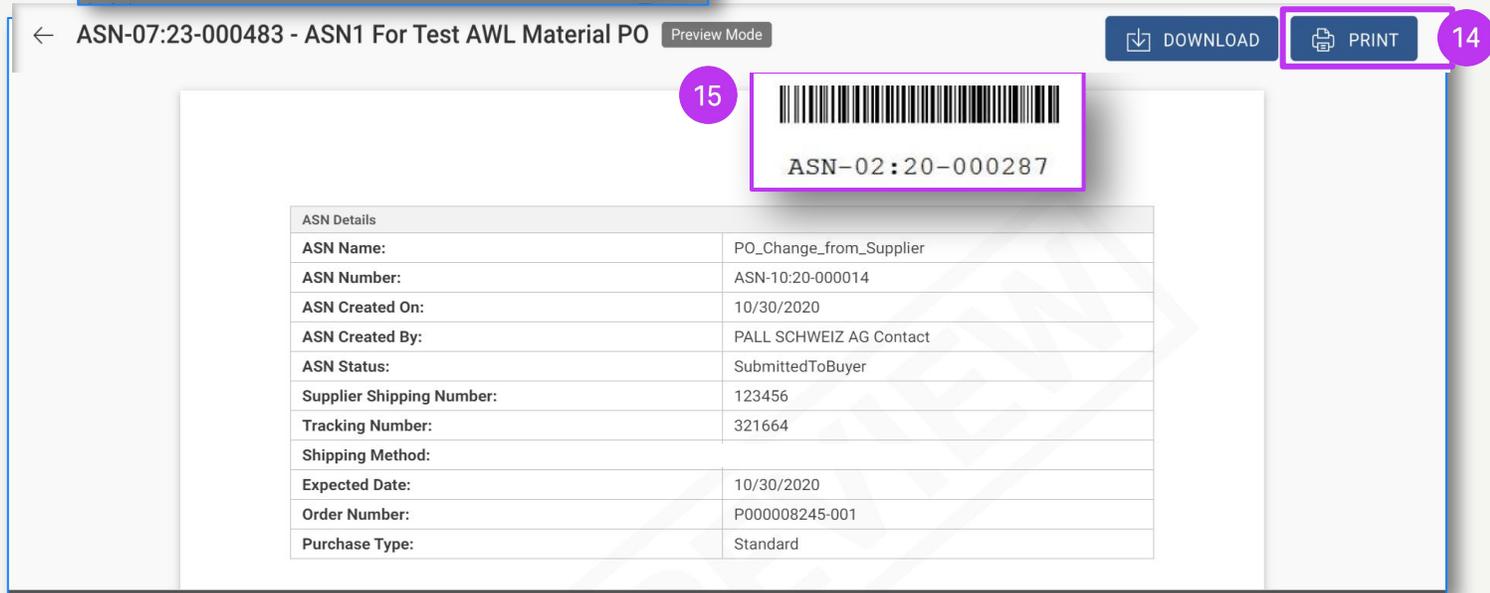
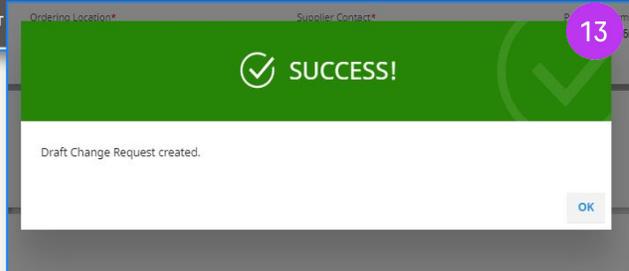
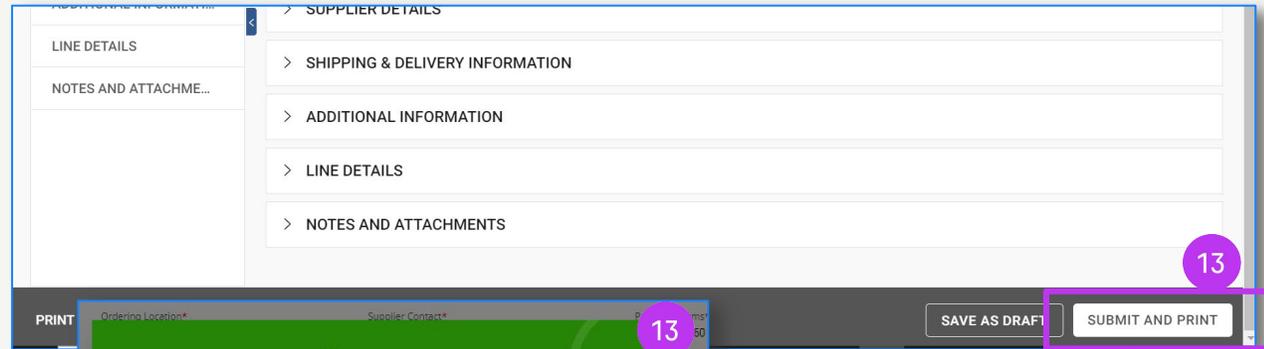
Create ASN cont'd

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)

Line Numb...	Item Number	Short Name	Order Quantity	UOM	Shipped Quantity * ...	Need By Date	Previously Shipped C
1		Line 1	10	Months	10	02/13/2021	0

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)



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

The screenshot shows the myBuy GEP SMART interface. At the top, the 'Purchasing' module is highlighted with a purple box and a '01' callout. Below the navigation bar, the 'Documents' section is active, showing a summary of order statuses. The 'Supplier Acknowledged' status is highlighted with a blue box and a '12020' count. Below this, a table lists various orders. The first row is highlighted with a purple box and a '02' callout, showing an order with the status 'Supplier Acknowledged'. On the left sidebar, the 'Supplier Profile' icon is highlighted with a purple box and a '03' callout.

ORDER	RETURN NOTE	SERVICE CONFIRMATION	ASN						
All	Supplier Acknowledged	Sent To Supplier	Cancelled	Draft	Sent To Buyer	Closed	Approved	Send For	
17020	12020	4166	738	43	26	18	8	1	

Order Name	Order Number	Supplier	Created On	Order Value	Status	Close Order Status	Created On	Ship To Loca
P01 for Request2020003205	P100022823		06/16/2023	CHF 120.00	Supplier Acknow...	Open	06/16/2023	F. Hoffmann
P01 - DoNotTouch - Sce-02	P100023785		06/29/2023	CHF 2,000.00	Supplier Acknow...	Open	06/29/2023	F. Hoffmann
P01 for Advance AS - Copy - Cop...	P100008965-002		06/28/2023	CHF 5,000.00	Supplier Acknow...	Open	06/28/2023	F. Hoffmann
P01 - DoNotTch - Client Test - 02	P100023617		06/28/2023	CHF 2,000.00	Supplier Acknow...	Open	06/28/2023	F. Hoffmann
P01 - DoNotTch - Client Test - 01	P100023611		06/28/2023	CHF 2,000.00	Supplier Acknow...	Open	06/28/2023	F. Hoffmann
P01 - DoNotTouch - Client Test	P100023607		06/28/2023	CHF 2,000.00	Supplier Acknow...	Open	06/28/2023	F. Hoffmann
Test AWL Material PO - Copy	P100023541		06/27/2023	CHF 2,000.00	Supplier Acknow...	Open	06/27/2023	F. Hoffmann
Test AWL Material PO	P100023535		06/27/2023	CHF 2,000.00	Supplier Acknow...	Open	06/27/2023	F. Hoffmann

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.

ORDER: PO1 For Request20200.. Supplier Acknowledged 120.00 CHF Comments and Supporting Documents More

BASIC DETAILS

* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order Author	Purchase Type	Creation Date
P100022823	PO1 for Request20200032...	9GEPCHBSTB01 Roche Bu...	9GEPCHBSTB01 Roche Bu...	Standard	6/16/2023
Original Issue Date	Supplier Acknowledged Date	Currency			
6/16/2023	6/30/2023	CHF			

SUPPLIER DETAILS

* Indicates mandatory fields

Supplier Name	Supplier Code	Ordering Location	Supplier Contact	Payment Terms	Dispatch Mode
	10002758	10002758 EGGSTR 93 RUE...		60 days net - YL09	Portal

LINE DETAILS

Print Preview Create Invoice

04

SUCCESS!

The Invoice is created.

05 OK

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.

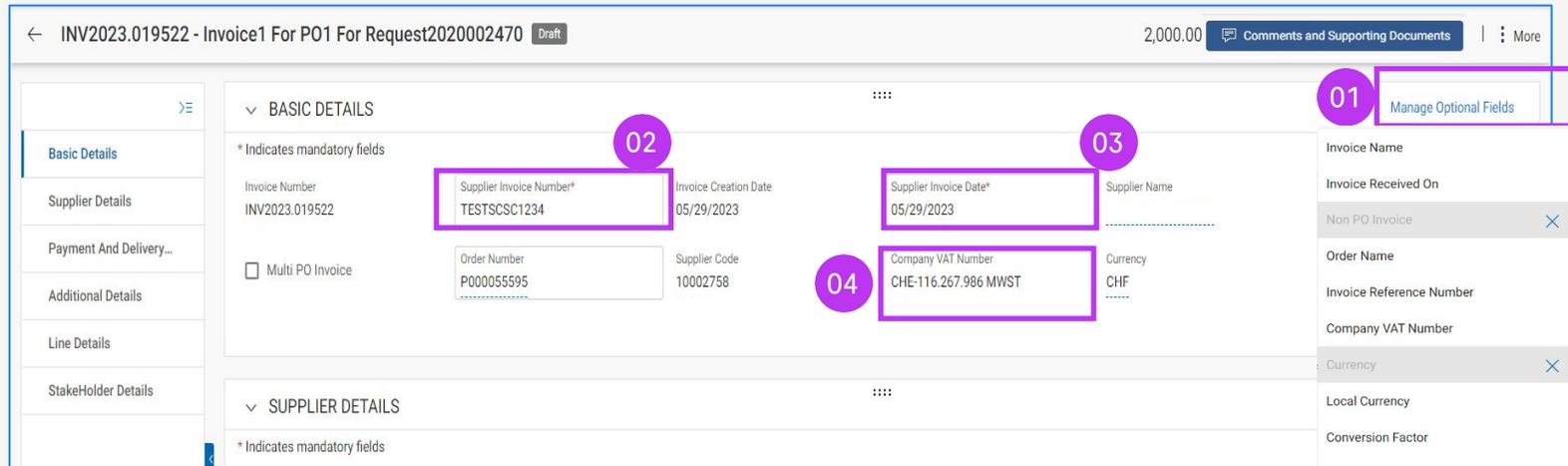
Deviations will be marked and linked to the respective topics, or you can click the links here to review the exceptions:

- 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



← INV2023.019522 - Invoice1 For PO1 For Request2020002470 Draft 2,000.00 Comments and Supporting Documents | More

BASIC DETAILS

* Indicates mandatory fields

Invoice Number: INV2023.019522

Supplier Invoice Number* (02): TESTSCSC1234

Invoice Creation Date: 05/29/2023

Supplier Invoice Date* (03): 05/29/2023

Supplier Name:

Order Number: P000055595

Supplier Code: 10002758

Company VAT Number (04): CHE-116.267.986 MWST

Currency: CHF

Multi PO Invoice

SUPPLIER DETAILS

* Indicates mandatory fields

Manage Optional Fields (01)

- Invoice Name
- Invoice Received On
- Non PO Invoice
- Order Name
- Invoice Reference Number
- Company VAT Number
- Currency
- Local Currency
- Conversion Factor
- Purchase Type
- Compliance Status
- Archival Status
- Delivery Note
- Supplier SC Number

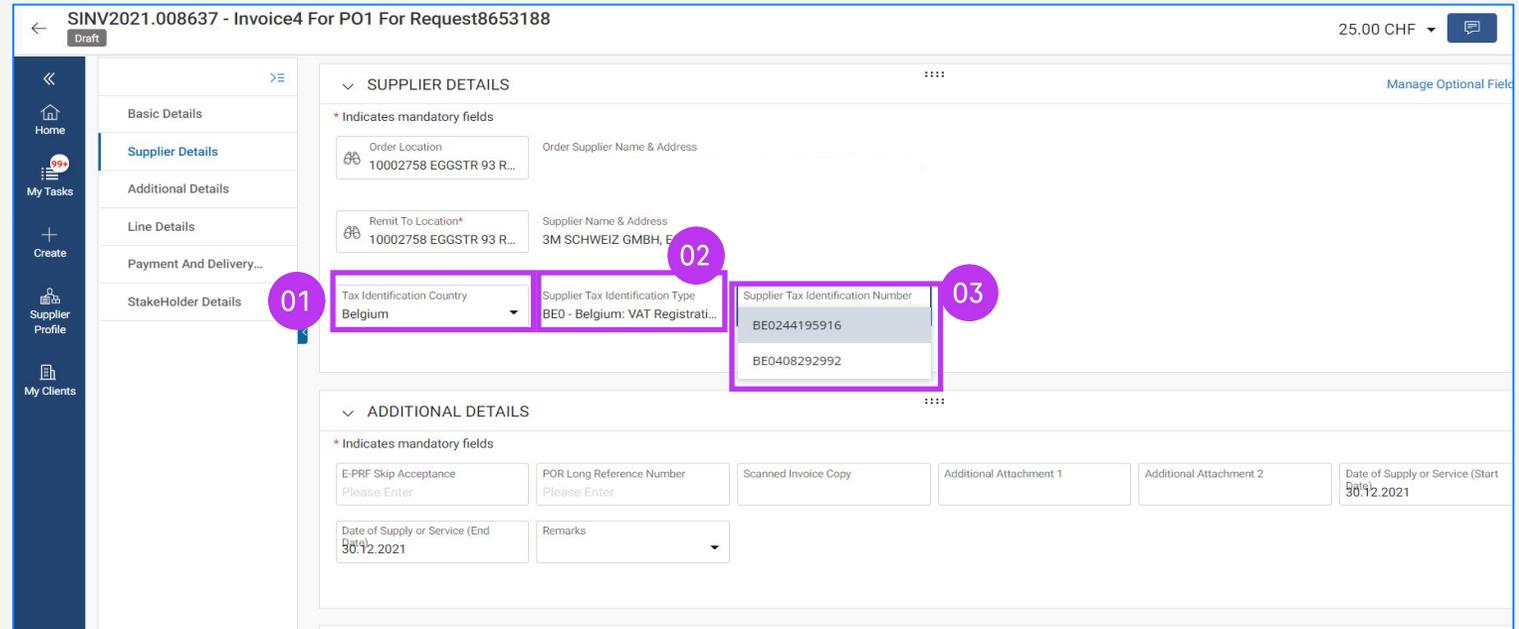
*Invoice payment is based on the date you submit the invoice via myBuy GEP SMART

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.



SINV2021.008637 - Invoice4 For PO1 For Request8653188
Draft 25.00 CHF

Basic Details
Supplier Details
Additional Details
Line Details
Payment And Delivery...
StakeHolder Details

SUPPLIER DETAILS

* Indicates mandatory fields

Order Location: 10002758 EGGSTR 93 R...
Order Supplier Name & Address

Remit To Location*: 10002758 EGGSTR 93 R...
Supplier Name & Address: 3M SCHWEIZ GMBH, E

Tax Identification Country: Belgium
Supplier Tax Identification Type: BE0 - Belgium: VAT Registrati...
Supplier Tax Identification Number: BE0244195916, BE0408292992

ADDITIONAL DETAILS

* Indicates mandatory fields

E-PRF Skip Acceptance: Please Enter
POR Long Reference Number: Please Enter
Scanned Invoice Copy
Additional Attachment 1
Additional Attachment 2
Date of Supply or Service (Start Date): 30/12.2021
Date of Supply or Service (End Date): 30/12.2021
Remarks

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

LINE DETAILS

LINES

Line(3)

Line	Type	Item Number	Line Des...	Unit Price	Quantity
✓ 1	Material			33.33	1.000
✓ 2	Material			45.45	1.000
✓ 3	Material			33.33	1.000

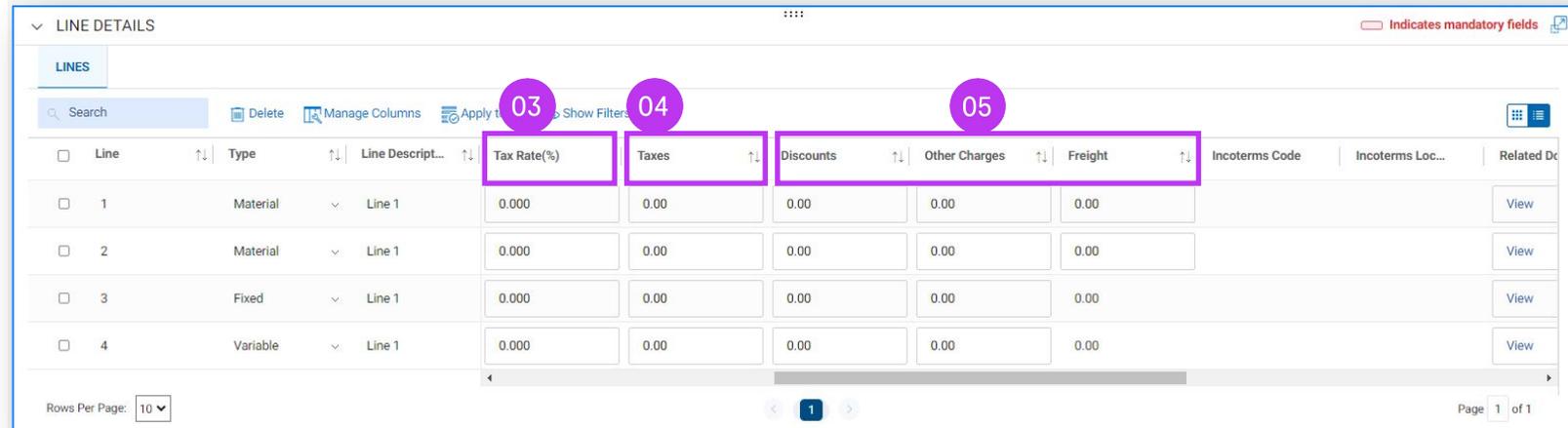
Annotations: 01 points to the checkmarks in the Line column. 02 points to the Unit Price and Quantity columns.

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.



Line	Type	Line Description	Tax Rate(%)	Taxes	Discounts	Other Charges	Freight	Incoterms Code	Incoterms Loc...	Related Dc
1	Material	Line 1	0.000	0.00	0.00	0.00	0.00			View
2	Material	Line 1	0.000	0.00	0.00	0.00	0.00			View
3	Fixed	Line 1	0.000	0.00	0.00	0.00	0.00			View
4	Variable	Line 1	0.000	0.00	0.00	0.00	0.00			View



Find VAT rates by country [here](#)

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)

<i>Test Invoice</i>		SUBTOTAL	6.40
<i>Supplier invoice copy</i>		TAX 7.7%	0.49
		Rounding Difference	0.01
		TOTAL	CHF 6.90

LINE DETAILS

LINES

Line(1) Required fields

Line	Type	Taxes	Discounts	Other Charges
✓ 1	Material	0.49	0.00	0.01

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**

▼ PAYMENT AND DELIVERY DETAILS Manage Optional Fields

* Indicates mandatory fields

Ship To/ Service To: F. Hoffmann - La Roche AG, Möbela...
 Ship To Address/ Service Address: Sternefeldstrasse 44, 4127, Birsfelden, Switzerland

Bill To: F. Hoffmann-La Roche AG
 Bill To Address: Kreditorenbuchhaltung, Grenzacherstrasse 124, 4070, Basel, Switzerland
 Contact Email / Phone: basel.i2pinvoice@roche.com

Payment Terms: 30 days net - ZU08

Deliver To: BLD:686, ROOM:4.570, FLR:

01 **Payment Method**
Please Select

Bank Record: --

Banking Information

02 **Payment Method** ▼

🔍 BANK RECORDS

	PaymentMethodName	BankName	BeneficiaryName	BankBranch	CountryName
03 <input checked="" type="checkbox"/>	Domestic Payments	CREDIT SUISSE (SCH...			Switzerland
<input checked="" type="checkbox"/>	Domestic Payments	Credit Suisse (Schwei...			Switzerland
<input checked="" type="checkbox"/>	Domestic Payments	Credit Suisse (Schwei...			Switzerland

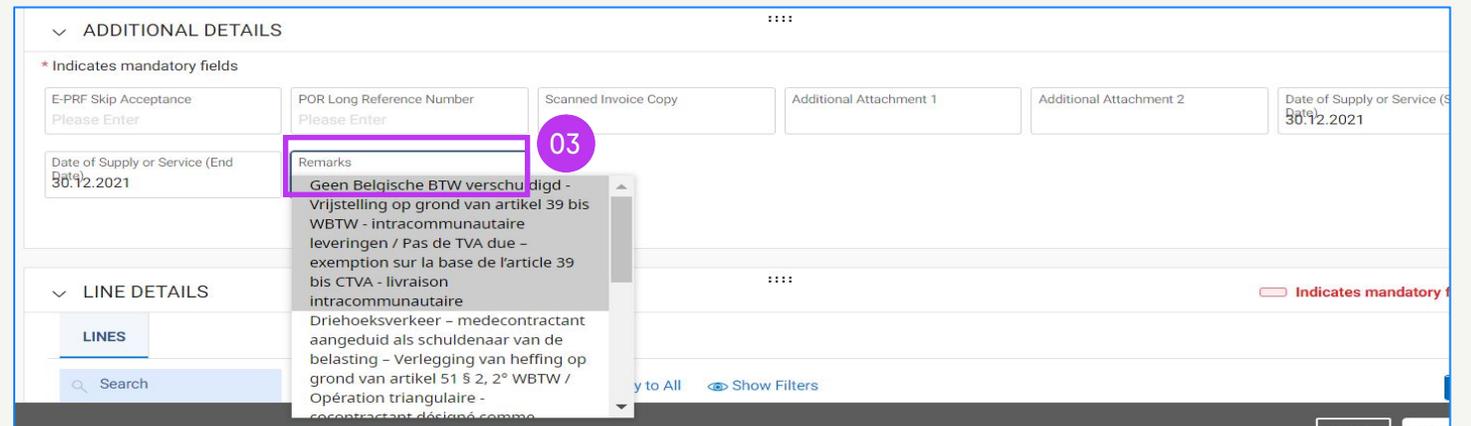
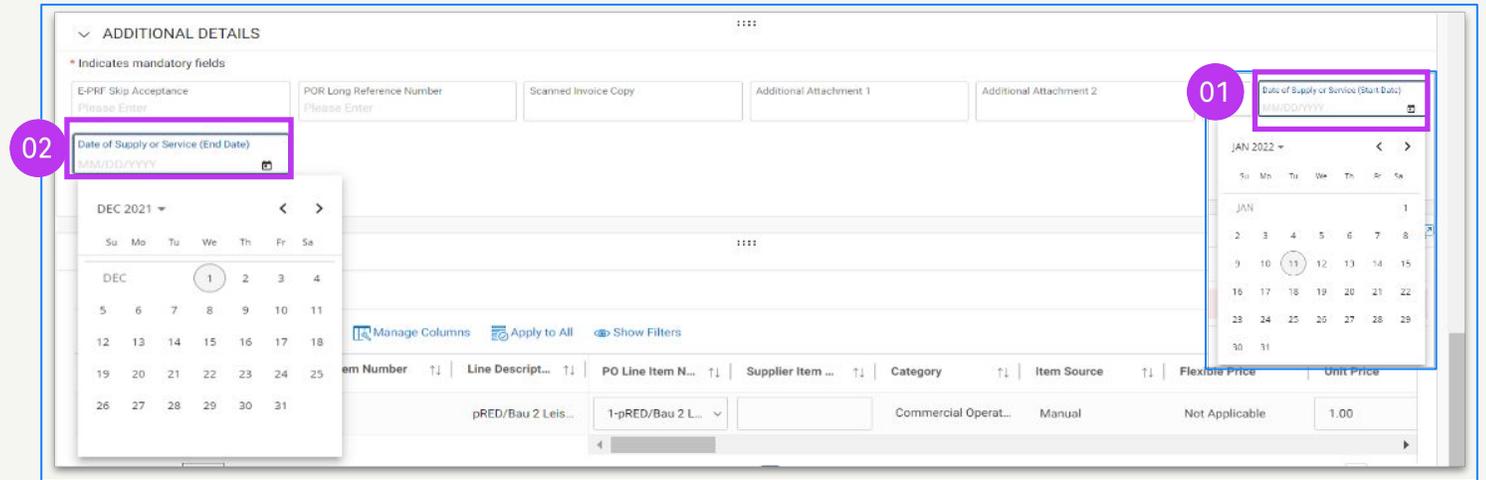
04 **CANCEL** **DONE**

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.



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.



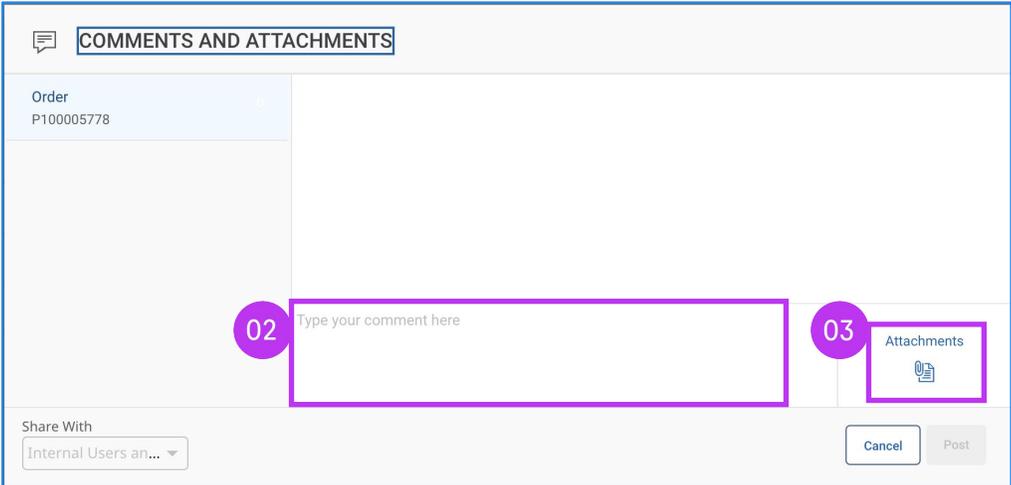
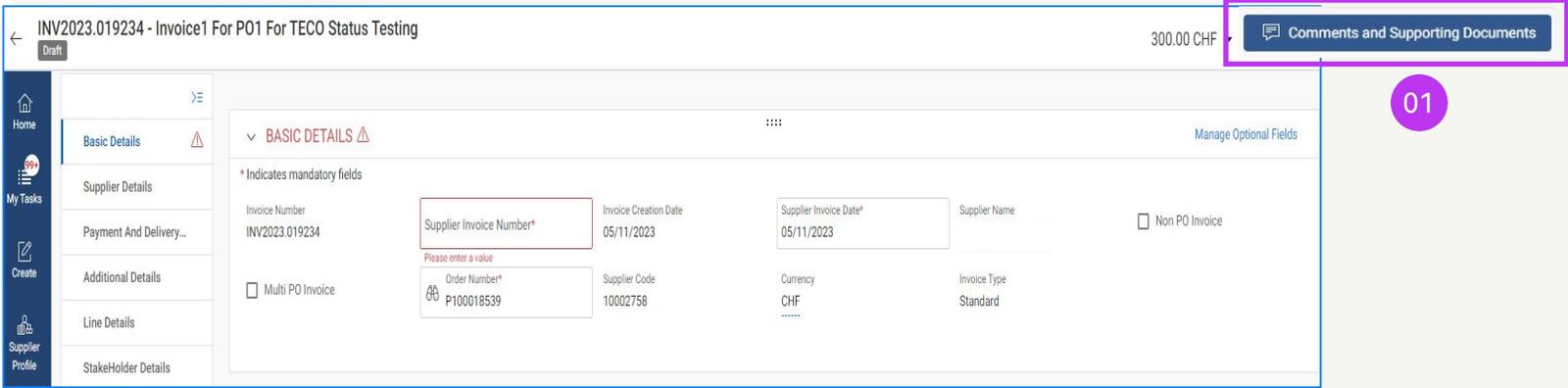
Please note: Use the option N/A if none of the above are applicable

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)



Submit Invoice

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



The screenshot shows the Roche myBuy interface for an invoice draft. The top navigation bar includes a back arrow, the invoice title "INV2024.022049 - Invoice2 For PO1 For Partia...", a "Draft" status, the currency "100.00 USD", and a "Comments and Supporting Documents" button. The main content area is divided into sections: "BASIC DETAILS", "SUPPLIER DETAILS", and "LINE DETAILS". The "LINE DETAILS" section is expanded to show a table with columns for "Line", "Type", "Line Description", and "Supplier Item Number". The first line is selected, showing "Line 1" with a type of "Material" and a description of "TEST PO". Below the table, there are fields for "Credit Type" (set to "None") and "Related Documents" (with a "View" button). At the bottom of the interface, there are two buttons: "Print Preview" and "SAVE". The "Send To Buyer" button is highlighted with a red box and a red circle containing the number "01".

Submit Invoice cont'd

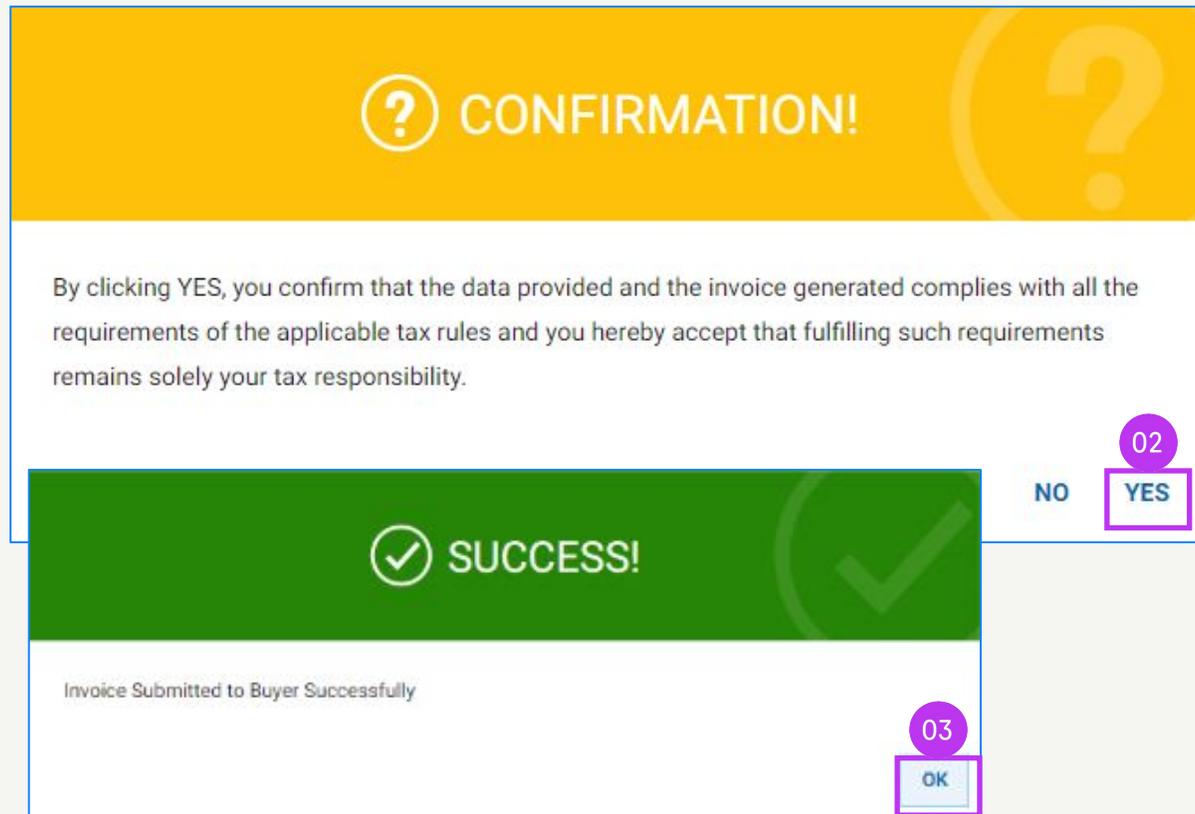
2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment,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



? CONFIRMATION!

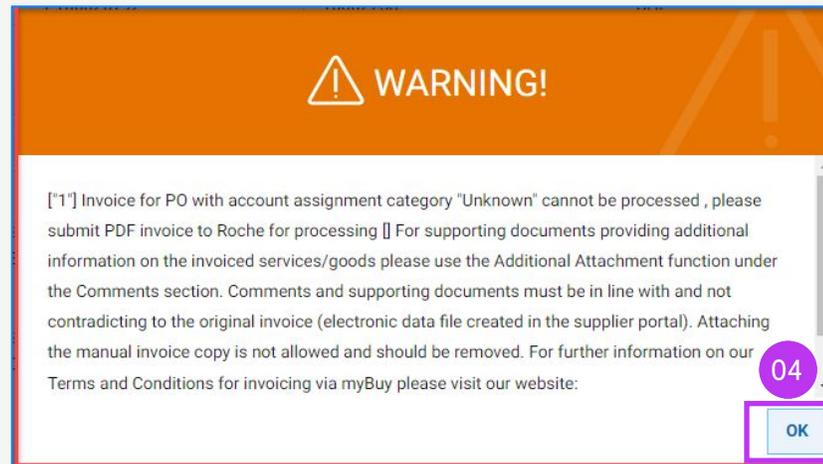
By clicking YES, you confirm that the data provided and the invoice generated complies with all the requirements of the applicable tax rules and you hereby accept that fulfilling such requirements remains solely your tax responsibility.

NO **YES** (02)

✓ SUCCESS!

Invoice Submitted to Buyer Successfully

OK (03)



! WARNING!

["1"] Invoice for PO with account assignment category "Unknown" cannot be processed , please submit PDF invoice to Roche for processing [] For supporting documents providing additional information on the invoiced services/goods please use the Additional Attachment function under the Comments section. Comments and supporting documents must be in line with and not contradicting to the original invoice (electronic data file created in the supplier portal). Attaching the manual invoice copy is not allowed and should be removed. For further information on our Terms and Conditions for invoicing via myBuy please visit our website:

OK (04)

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

The screenshot shows the 'myBuy' system interface. At the top, the 'Invoice' module is selected in the navigation bar. Below this, a summary bar shows counts for various invoice statuses: All (11762), Sent For Processing (7634), Draft (1737), Exception (847), Sent For Payment (679), Invoice Paid With Remittance (474), Internally Cancelled (148), Returned (127), Matched (74), Invoice Fully Paid With Remittance (21), and Matched With Tolerance (10). The main area displays a table of invoices with columns for Document, PO Number, Status, Supplier, Invoice, and Total Value. The 'Status' column is highlighted with a red box, and the 'Invoice' column is also highlighted. The table contains several rows of invoice data with their respective statuses.

Document	Document	PO Nu...	Status	Supplier N...	Supplier C...	Invoice...	Supplier In...	Supplier In...	Invoice...	Invoice Re...	Total Value	Purcha...	Payment ...	Excepti...	Create...
Invoice1 for PO...	INV2023.019956	P10000896...	Draft			PO Based		07/14/2023	Standard		CHF 0.00	Standard	60 days net - ...		Georgan
Invoice3 for IR...	INV2023.019955	P10002467...	Exception			PO Based	portal3miWQR	07/14/2023	Standard	07/14/2023	USD 753.90	Standard	60 days net - ...	Quantity/Eff...	
Invoice2 for IR...	INV2023.019954	P10002467...	Exception			PO Based	Portal-#M QR	07/14/2023	Standard	07/14/2023	USD 753.90	Standard	60 days net - ...	Quantity/Eff...	
Invoice1 for IR...	INV2023.019947	P10002467...	Draft			PO Based		07/14/2023	Standard		USD 0.00	Standard	60 days net - ...		Georgan
Invoice1 for IR...	INV2023.019935	P10002467...	Sent For Payment			PO Based	invoice1	07/13/2023	Standard	07/13/2023	USD 3,500.00	Standard	60 days net - ...		
RSSGEP-6292S...	0110000155/20...	P100024310	Sent For Payment			PO Based	RSSGEP-6292S...	07/01/2023	Advance	07/13/2023	CHF 10.77	Standard	60 days net - ...		9GEPCH
Invoice2 for PO...	INV2023.019910	P100024176	Exception			PO Based	298230-Test	07/12/2023	Standard	07/12/2023	CHF 366.18	Standard	60 days net - ...	Unit Price E...	
Invoice1 for PO...	INV2023.019909	P100024418	Sent For Processi...			PO Based	test invoice 122	07/12/2023	Standard	07/12/2023	CHF 1,500.00	Standard	60 days net - ...		IV
RSSGEP-4797S...	5107839854/20...	P100024518	Sent For Payment		Test Bernal	PO Based	RSSGEP-4797S...	07/01/2023	Standard	07/11/2023	CHF 107.70	Standard	60 days net - ...		9GEPCH
RSSGEP-4797U...	5107839853/20...	P100024430	Sent For Payment		Test Bernal	PO Based	RSSGEP-4797U...	07/01/2023	Standard	07/11/2023	CHF 107.70	Standard	60 days net - ...		9GEPCH

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](#)



Create Service Confirmation

1. Click **Create** on the home page
2. Click **Service Confirmation**
3. Click **Using Order**

The screenshot shows the myBuy portal interface. A dark blue sidebar menu is open, displaying the 'CREATE' section. Three items are highlighted with pink boxes and numbered circles: 'Create' (01), 'Service Confirmation' (02), and 'Using Order' (03). The background shows a table of purchase orders with columns for Document Number, Supplier, Purchase Type, Order Total, Pending On, and Pending.

Document Number	Supplier	Purchase Type	Order Total	Pending On	Pending
P000051087		Standard	300,000.00	07/04/2023 02:08:...	0 Days
P000089630		Standard	10.61	07/04/2023 02:06:...	0 Days
P100018200		Standard	0.00	04/27/2023 01:53:...	68 Days
P100009016		Standard	10.00	03/24/2023 08:47:...	101 Day
P100005354		Standard	100.00	02/27/2023 05:04:...	126 Day
P100002206		Standard	3,300.00	02/09/2023 10:49:...	145 Day
P000042662		Contract Flip to Pu...	14,992.00	02/09/2023 10:44:...	145 Day
P000023490		Standard	100.00	01/12/2023 12:57:...	173 Day
P000117262		Standard	10.00	10/03/2022 06:10:...	273 Day

Create Service Confirmation cont'd

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

The screenshot shows the 'myBuy UAT 2' interface with a navigation menu on the left and a main content area titled 'MANAGE - ORDER'. The main area contains a list of six orders, each with a 'USE ORDER' button. A purple callout box with the number '04' highlights the 'USE ORDER' button for the first order: 'DoNotUse P03 for SC'.

Order ID	Order Title	Status	Order Number	Order Total	Order Contact	Author	Creation Date	Action
DoNotUse P03 for SC	SUPPLIER ACKNOWLEDGED	P000028467	1000000.00 CHF	9GEPCHBSTB01 Roche Buyer	9GEPCHBSTB01 Roche Buyer	5/25/2021, 10:58:49 AM	USE ORDER	
PO1 for Request396 - Copy	SUPPLIER ACKNOWLEDGED	P000027531-002	3222.00 CHF	9GEPCHBSTB01 Roche Buyer	9GEPCHBSTB01 Roche Buyer	5/5/2021, 11:17:22 PM	USE ORDER	
DoNotUse P06 for SC	SUPPLIER ACKNOWLEDGED	P000028471	780.520 CHF	Roche2 AdminTemp	Rochá Interface	5/25/2021, 11:02:09 AM	USE ORDER	
PO1 for Demo - Fixed + Variable - Splits	SUPPLIER ACKNOWLEDGED	P000034473	9000.00 CHF	9GEPCHBSTB01 Roche Buyer	9GEPCHBSTB01 Roche Buyer	6/25/2021, 2:00:58 PM	USE ORDER	
PO1 for TC16 Mannheim 2	SUPPLIER ACKNOWLEDGED	P000086611	52000.00 CHF	9GEPDMHCDTB4 Buyer	9GEPDMHCDTB4 Buyer	3/22/2022, 6:02:42 PM	USE ORDER	
PO1 for PO Requisitioner	SUPPLIER ACKNOWLEDGED	P000083207	1500.00 CHF	9GEPCHROBR01 RocheBirthRightInternal	9GEPCHROBR01 RocheBirthRightInternal	3/9/2022, 11:16:21 AM	USE ORDER	

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

← SC-07:23-08251 Draft 0.00 CHF Comments and Attachments | More

1 Error - Supplier Service Confirmation Number field should not be blank

Go To Line Details

Service Confirmation Number SC-07:23-08251

Service Confirmation Name* ServiceConfirmation4 for P01 f

Supplier Service Confirmation Number*

Description

Order Number P000027531-002

Order Name P01 for Request396 - Copy

Currency CHF

Supplier Code 10002758

Supplier Name

Field Supervisor* 9GEPCHBSTB01 Roche Br

Work Location

Created By

Created On* 07/04/2023

Purchase Type Standard

Additional Approver(s) Select

ERS (Auto-create invoice)

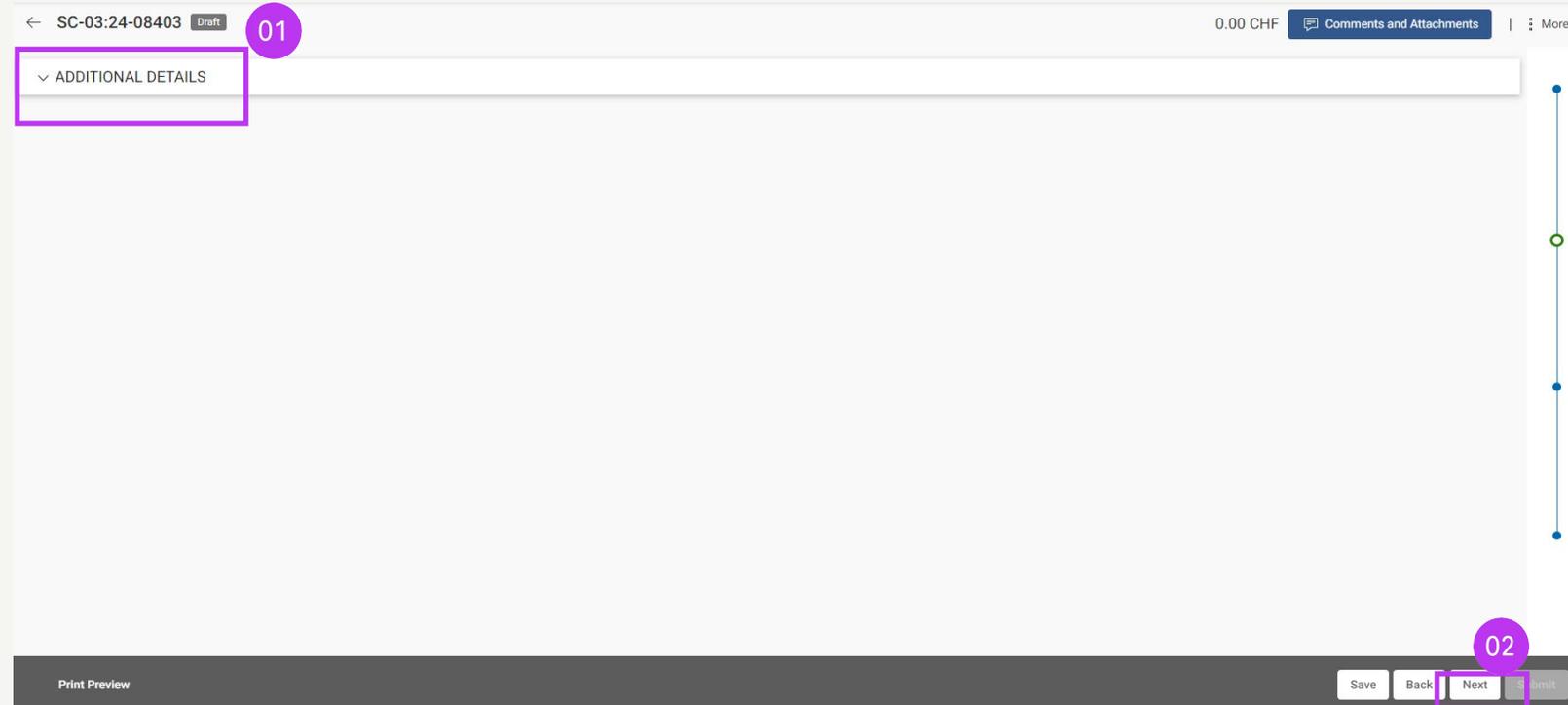
External Id

Local Reference Number

Print Preview Save Next Submit

Add Additional Details

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

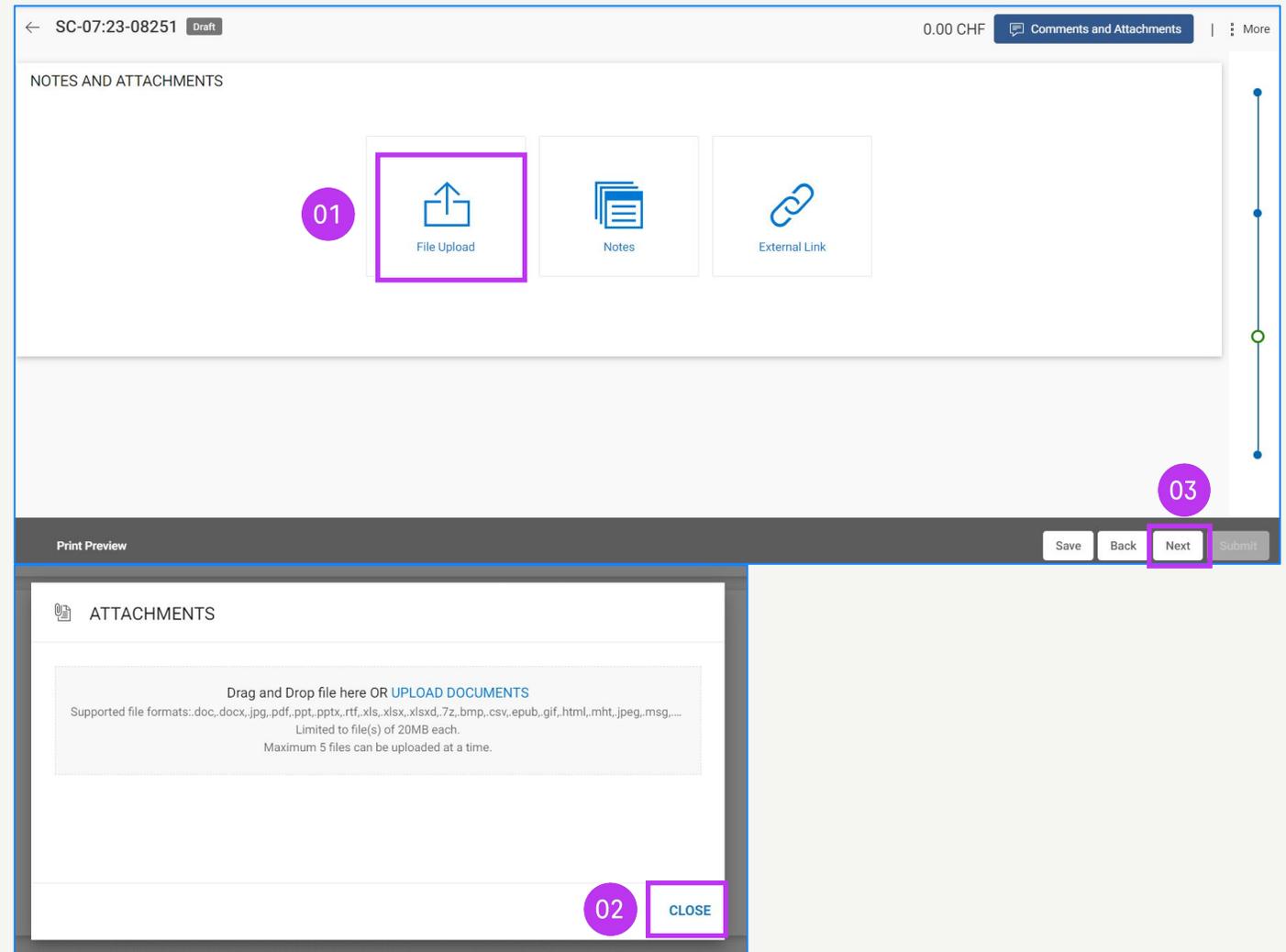


The screenshot shows a web interface for Roche. At the top right, the Roche logo is visible. Below it, there is a header bar with a back arrow, the text 'SC-03:24-08403', a 'Draft' status, a purple circle with '01', the amount '0.00 CHF', and a 'Comments and Attachments' button. The main content area contains a section titled 'ADDITIONAL DETAILS' with a downward arrow, which is highlighted with a purple box. At the bottom of the interface, there is a dark grey bar with a 'Print Preview' link on the left and a navigation bar on the right containing 'Save', 'Back', 'Next', and 'Submit' buttons. The 'Next' button is highlighted with a purple box and a purple circle with '02'. A vertical scrollbar is visible on the right side of the main content area.

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,

Line Type	UOM	Quantity	Price (USD)	Line Value (USD)	Consumed Date
Amount Based Service	ACTIVITY UNIT	1	0.00	0.00	MM/DD/YYYY

Start Date	Completion Date	Category	Contract Number	Contracted Subline Value (USD)	Non Contracted Subline Value (USD)
--	--	Agility Consulting (Y35050200)	--	0.00	0.00

Ship To	Ship To Address	Reference Invoice Number	Reference Invoice Status
Add Ad Hoc Address in OBO	test 1, 9864, Basel, Switzerland	--	--

01

Add Sublines

Print Preview Save Back Go to Basic Details Submit

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)

	Supplier Personnel Name	02 Subline Type	03 UOM	Quantity	04 Price (USD)	Line Value
<input checked="" type="checkbox"/>	--	Amount Based Service	Activity unit	1.00	50.00	50.00
<input type="checkbox"/>	--	Select	--	0.00	0.00	0.00
<input type="checkbox"/>	--	Select	--	0.00	0.00	0.00
<input type="checkbox"/>	--	Select	--	0.00	0.00	0.00
<input type="checkbox"/>	--	Select	--	0.00	0.00	0.00

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.

The screenshot shows the 'ADD SUBLINES' interface. A table lists sublines with columns for 'Supplier Personnel Name', 'Date', 'Start Date', 'Completion Date', and 'Ship To'. A purple box highlights the 'Start Date' and 'Completion Date' columns, with callout '05' pointing to the 'Start Date' and '06' pointing to the 'Completion Date'. A purple box highlights the 'Add' button at the bottom right, with callout '07' pointing to it. A 'Cancel' button is also visible next to the 'Add' button. A sidebar on the left contains navigation icons for Home, My Tasks, Create, Supplier Profile, and More.

Selected Subline(s)	Supplier Personnel Name	Date	Start Date	Completion Date	Ship To
Add Blank Subline(s)	--		MM/DD/YYYY	MM/DD/YYYY	Add Ad H
<input checked="" type="checkbox"/>	--		MM/DD/YYYY	MM/DD/YYYY	Add Ad H
<input type="checkbox"/>	--	YYY	MM/DD/YYYY	MM/DD/YYYY	Add Ad H
<input type="checkbox"/>	--	YYY	MM/DD/YYYY	MM/DD/YYYY	Add Ad H
<input type="checkbox"/>	--	YYY	MM/DD/YYYY	MM/DD/YYYY	Add Ad H
<input type="checkbox"/>	--	YYY	MM/DD/YYYY	MM/DD/YYYY	Add Ad H

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**

SC-04:24-08423
Draft

50.00 USD

Line Type	UOM	Quantity	Price (USD)	Line Value (USD)	Consumed Date
Amount Based Service	ACTIVITY UNIT	1	50.00	50.00	--

Start Date: -- Completion Date: -- Category: Agility Consulting (Y35... Contract Number: -- Contracted Subline Value: 0.00 Non Contracted Subline Value: 50.00

Ship To: Add Ad Hoc Address in... Ship To Address: test 1, 9864, Basel, Swi... Reference Invoice Number: Reference Invoice Status:

LINES ACCOUNTING

Add Sublines

Subline Number	Supplier Personnel Name	Description	Supplier Item Number	Item Number	Short
1.1	--	TEST 1 Description	--	--	--

Rows Per Page: 12 << 1 >> /1

Print Preview Save Back Go to Basic Details **Submit**

✓ SUCCESS!

Service Confirmation Submitted Successfully

OK

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

The screenshot displays a service confirmation document in the Roche myBuy system. The document title is "SC-11:20-00338 - (REJECTED)" and the value is "200.00 CHF". The document is in a "REJECTED" status. The "BASIC DETAILS" section includes the following information:

- Service Confirmation Number: SC-11:20-00338
- Service Confirmation Name: ServiceConfirmation1 for PO1 for Test P
- Supplier Service Confirmation Number: test123
- Description: (empty)
- Order Number: P000019069
- Order Name: PO1 for Test PO 1- do not use SET
- Currency: CHF
- Supplier Code: 10006515
- Supplier Name: (empty)
- Field Supervisor: 9GEPCHBSBR01 Birth Right Internal Er
- Work Location: (empty)
- Created By: (empty)
- Created on: 11/27/2020
- Submitted By: (empty)
- Submitted On: 11/27/2020
- Purchase Type: Standard

A "COMMENT" dialog box is overlaid on the document, showing a comment from "Internal Users and suppliers - 9GEPCHBSBR01 Birth Right Internal Employee" dated "November 27, 2020 3:40 PM". The comment text is "Rejecting for Testing purpose". The dialog box includes a "Type your comment here" field, an "Attachments" section, and "CANCEL" and "POST" buttons. The "Share With" dropdown is set to "Internal Users and suppliers".

Annotations in the image include:

- A purple circle "01" next to the "Comments" icon in the top right corner of the document header.
- A purple circle "01" next to the "REJECTED" status in the document title.
- A purple circle "02" next to the "SUBMIT" button in the bottom right corner of the document.

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)

The screenshot shows the 'myBuy' purchasing system interface. At the top, the 'Purchasing' module is selected in the navigation bar. Below this, the 'Documents' section is active, displaying a summary of document counts by status: All (6171), Approved (2054), Rejected (1805), Approval Pending (1422), Draft (755), Withdrawn (121), and Cancelled (14). The 'Approved' count is highlighted with a purple box and labeled '02'. Below the summary is a table of documents with columns for Service C..., Service..., O..., Order Na..., Submitt..., Status, and others. The 'Status' column is highlighted with a purple box and labeled '03'. The table contains several rows of document entries, including 'ServiceConfir...' documents with various order numbers and statuses.

Create Invoice cont'd

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

SC-11:20-00155 - (APPROVED) 200.00 EUR

Go To Line Details

Service Confirmation Number SC-11:20-00155	Service Confirmation Name ServiceConfirmation2 for P01 for Service ...	Supplier Service Confirmation Number 1122334455	Description
Order Number P000008169	Order Name P01 for Service po	Currency EUR	Supplier Code
Supplier Name	Field Supervisor * 9GEPCHBSTB01 RocheBuyer (gepusr01...	Work Location --	Created By
Created On * 11/03/2020	Submitted By	Submitted On * 11/03/2020	Purchase Type Standard
Invoice Creation Status Invoice Fully Created	Additional Approver(s) --	<input type="checkbox"/> ERS (Auto-create invoice)	External Id

PRINT PREVIEW COPY **CREATE INVOICE**

04

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.

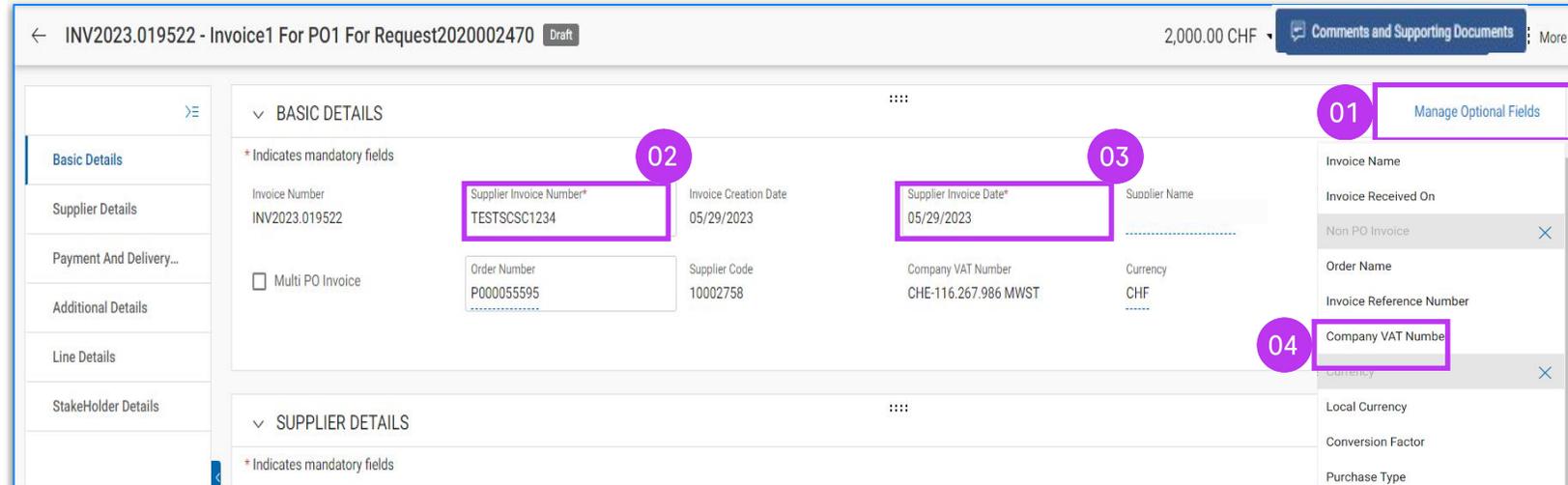
Deviations will be marked and linked to the respective topics, or you can click the links here to review the exceptions:

- 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



← INV2023.019522 - Invoice1 For P01 For Request2020002470 Draft 2,000.00 CHF Comments and Supporting Documents More

>≡

Basic Details

Supplier Details

Payment And Delivery...

Additional Details

Line Details

StakeHolder Details

∨ BASIC DETAILS

* Indicates mandatory fields

Invoice Number INV2023.019522

Supplier Invoice Number* TESTSCSC1234

Invoice Creation Date 05/29/2023

Supplier Invoice Date* 05/29/2023

Supplier Name

Multi PO Invoice

Order Number P000055595

Supplier Code 10002758

Company VAT Number CHE-116.267.986 MWST

Currency CHF

∨ SUPPLIER DETAILS

* Indicates mandatory fields

01 Manage Optional Fields

02

03

04

Invoice Name

Invoice Received On

Non PO Invoice

Order Name

Invoice Reference Number

Company VAT Number

Local Currency

Conversion Factor

Purchase Type

Compliance Status

Archival Status

Delivery Note

Supplier SC Number

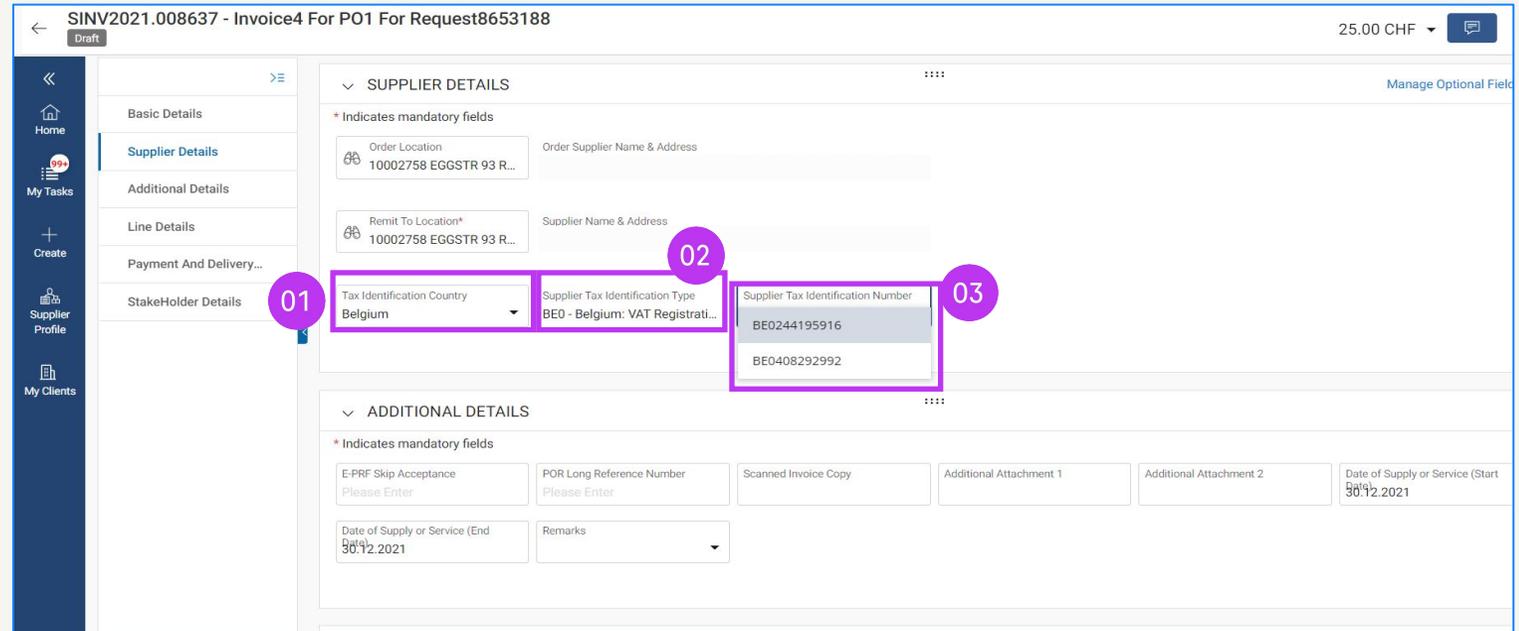
*Invoice payment is based on the date you submit the invoice via myBuy GEP SMART

Note: You can find the Singapore specific extra steps [here](#).

Add Supplier Details

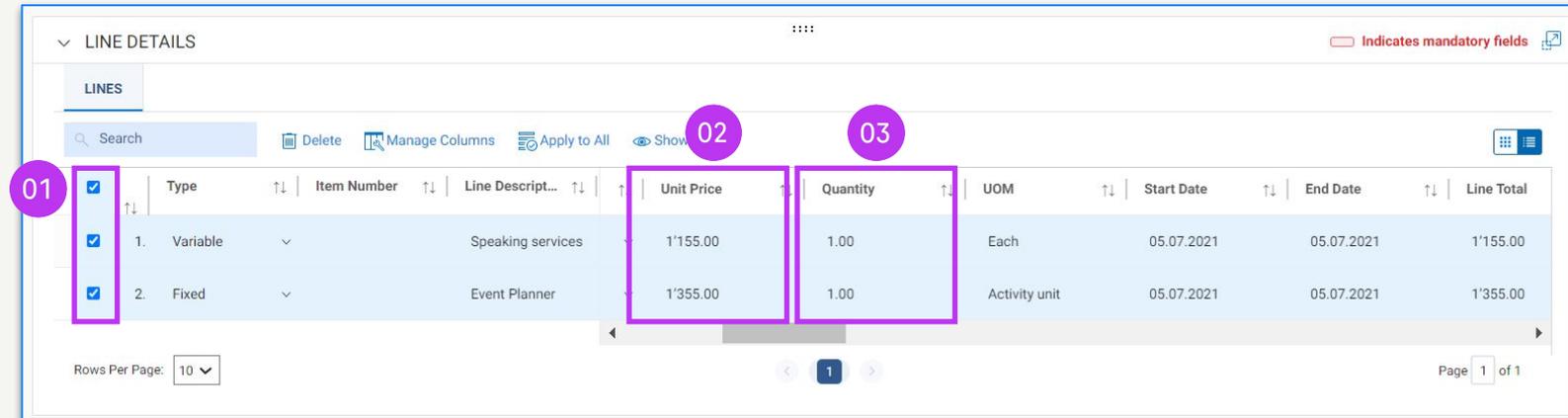
1. Open the drop-down menu for **Tax Identification Country**
2. **Supplier Tax Identification Type** will auto-populate
3. **Supplier Tax Identification Number** will auto-populate (in cases where there is more than one, you can select from a drop-down menu)

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.



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



	Type	Item Number	Line Descript...	Unit Price	Quantity	UOM	Start Date	End Date	Line Total
<input checked="" type="checkbox"/>	1. Variable		Speaking services	1'155.00	1.00	Each	05.07.2021	05.07.2021	1'155.00
<input checked="" type="checkbox"/>	2. Fixed		Event Planner	1'355.00	1.00	Activity unit	05.07.2021	05.07.2021	1'355.00



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)

LINE DETAILS Indicates mandatory fields

Search Delete Manage Columns Apply to All Filters

<input checked="" type="checkbox"/>	Type	Item Number	Line Descript...	Tax Rate(%)	Taxes	Other Charges	Freight	Discounts	Applicable Tax ...
<input checked="" type="checkbox"/>	1. Variable		Speaking services	0.00	0.00	0.00	0.00	0.00	Invoice Tax
<input checked="" type="checkbox"/>	2. Fixed		Event Planner	0.00	0.00	0.00	0.00	0.00	Invoice Tax

Rows Per Page: 10 Page 1 of 1

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)

Supplier invoice copy 01

<i>Test Invoice</i>		SUBTOTAL	6.40
		TAX 7.7%	0.49
		Rounding Difference	0.01
		TOTAL	CHF 6.90

LINE DETAILS

LINES

Line(1) Required fields

Line	Type	Taxes	Discounts	Other Charges
✓ 1	Material	0.49	0.00	0.01 02

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**

▼ PAYMENT AND DELIVERY DETAILS Manage Optional Fields

* Indicates mandatory fields

Ship To/ Service To: F. Hoffmann - La Roche AG, Möbela...
 Ship To Address/ Service Address: Sternfeldstrasse 44, 4127, Birsfelden, Switzerland

Bill To: F. Hoffmann-La Roche AG
 Bill To Address: Kreditorenbuchhaltung, Grenzacherstrasse 124, 4070, Basel, Switzerland
 Contact Email / Phone: basel.i2pinvoice@roche.com

Payment Terms: 30 days net - ZU08

Deliver To: BLD:686, ROOM:4.570, FLR:

01 Payment Method: Please Select

Bank Record: --

Banking Information

02 Payment Method

🔍 BANK RECORDS

	PaymentMethodName	BankName	BeneficiaryName	BankBranch	CountryName
03	<input checked="" type="checkbox"/>	Domestic Payments	CREDIT SUISSE (SCH...		Switzerland
	<input checked="" type="checkbox"/>	Domestic Payments	Credit Suisse (Schwei...		Switzerland
	<input checked="" type="checkbox"/>	Domestic Payments	Credit Suisse (Schwei...		Switzerland

CANCEL **DONE** 04

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)

ADDITIONAL DETAILS

* Indicates mandatory fields

E-PRF Skip Acceptance
Please Enter

POR Long Reference Number
Please Enter

Scanned Invoice Copy

Additional Attachment 1

Additional Attachment 2

Date of Supply or Service (End Date)
MM/DD/YYYY

Date of Supply or Service (Start Date)
MM/DD/YYYY

DEC 2021

Su Mo Tu We Th Fr Sa

DEC 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

JAN 2022

Su Mo Tu We Th Fr Sa

JAN 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Manage Columns Apply to All Show Filters

Item Number	Line Description	PO Line Item N...	Supplier Item ...	Category	Item Source	Flexibile Price	Unit Price
pRED/Bau 2 Leis...	1-pRED/Bau 2 L...			Commercial Operat...	Manual	Not Applicable	1.00

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.



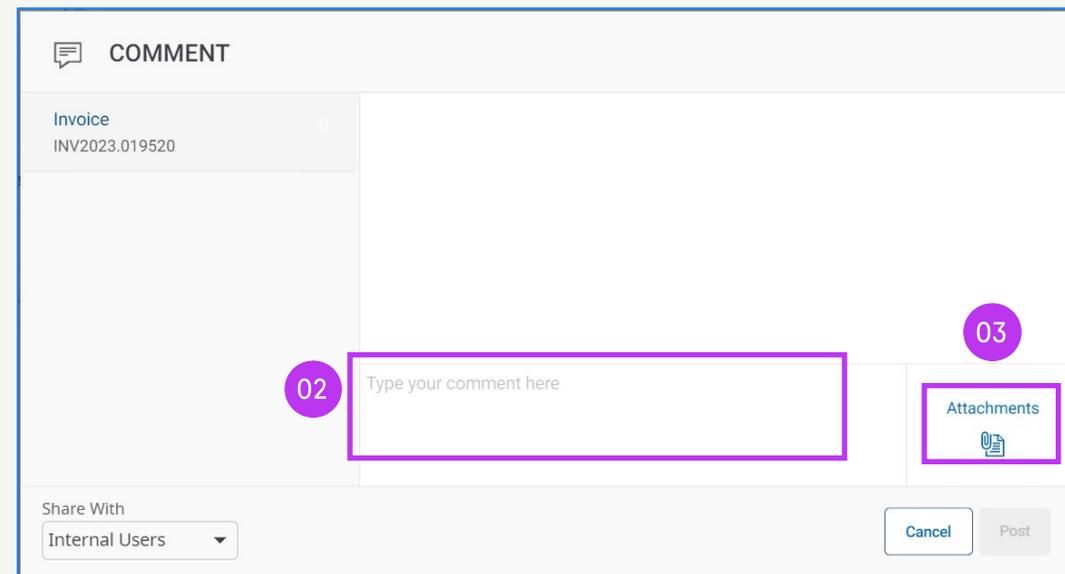
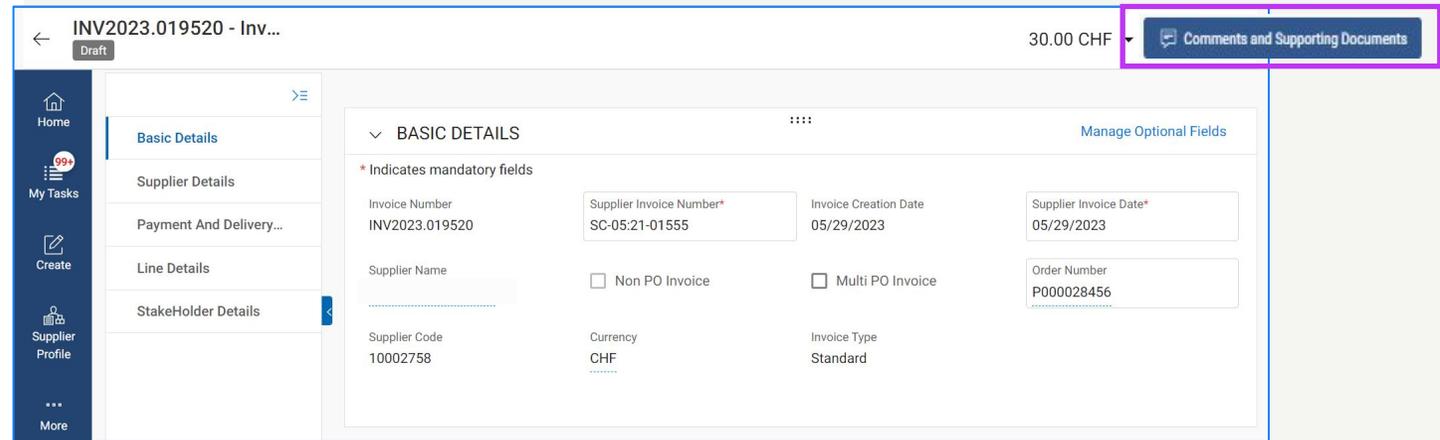
Please note: Use the option “N/A” if none of the above are applicable

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**



The screenshot shows the Roche myBuy interface for an invoice draft. The top navigation bar includes a back arrow, the invoice title "INV2024.022049 - Invoice2 For PO1 For Partia...", a "Draft" status, the currency "100.00 USD", and a "Comments and Supporting Documents" button. The main content area is divided into sections: "BASIC DETAILS", "SUPPLIER DETAILS", and "LINE DETAILS". The "LINE DETAILS" section is expanded to show a table with columns for Line, Type, Line Description, and Supplier Item Number. The first line is selected, showing details for "Line 1" with Type "Material" and Line Description "TEST PO". A "Send To Buyer" button is highlighted with a red box and a red circle containing the number 01.

Line	Type	Line Description	Supplier Item Number
1	Material	TEST PO	-

Buttons: Print Preview, SAVE, Send To Buyer

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.

? CONFIRMATION!

By clicking YES, you confirm that the data provided and the invoice generated complies with all the requirements of the applicable tax rules and you hereby accept that fulfilling such requirements remains solely your tax responsibility.

NO **02** **YES**

✓ SUCCESS!

Invoice Submitted to Buyer Successfully

03 **OK**

! WARNING!

["1"] Invoice for PO with account assignment category "Unknown" cannot be processed , please submit PDF invoice to Roche for processing [] For supporting documents providing additional information on the invoiced services/goods please use the Additional Attachment function under the Comments section. Comments and supporting documents must be in line with and not contradicting to the original invoice (electronic data file created in the supplier portal). Attaching the manual invoice copy is not allowed and should be removed. For further information on our Terms and Conditions for invoicing via myBuy please visit our website:

04 **OK**

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

The screenshot shows the Roche myBuy 'Documents' page. The 'Invoice' module is selected in the top navigation bar (01). The 'INVOICE' tab is active in the sub-navigation (02). A summary bar shows counts for various invoice statuses: All (677), Exception (176), Sent For Payment (160), Sent For Processing (111), Draft (108), Invoice Paid With Remittance (74), Matched (19), Returned (19), Internally Cancelled (7), and Send For Proc... (2). Below this is a table with columns for Document Name, Document Number, PO Number, Status (03), Supplier Name, Supplier Contact, Invoice So..., Supplier Invoic..., and Supplier In. The table lists various invoices with their respective statuses, such as Draft, Exception, and Sent For Payment.

Document Name	Document Number	PO Number	Status	Supplier Name	Supplier Contact	Invoice So...	Supplier Invoic...	Supplier In
Invoice3 for P01-2783	SINV2022.009056	P000071611-001	Draft		Santosh Kokatanur	PO Based		01/25/202...
MANDEPEPRF04-427	1700030340/2021		Exception			Non PO Based	MANDEPEPRF04-427	09/21/202...
N1_IMP	5111617109/2022	P000071722	Exception			PO Based	N1_IMP	01/18/202...
K2_IMP	5111617107/2022	P000071722	Exception			PO Based	K2_IMP	01/18/202...
K1_IMP	5111617106/2022	P000071722	Exception			PO Based	K1_IMP	01/18/202...
Invoice1 for 4635_1858e6af-235d-4064-9...	INV2022.007967	P000071273	Draft		Santosh Kokatanur	PO Based	TESTPDF	12/18/202...
Invoice4 for PO2 for DO NOT USE Reques...	SINV2022.008946	P000072081	Sent For Payment			PO Based	lineheaderboth	11/16/202...
Invoice3 for PO2 for DO NOT USE Reques...	SINV2022.008945	P000072081	Sent For Payment			PO Based	Ineleveltax01	11/16/202...
Invoice1 for Test-PO-1892 - Copy	SINV2022.008942	P000072082	Exception			PO Based	KJ9039034	01/17/202...
Invoice2 for PO2 for DO NOT USE Reques...	SINV2022.008943	P000072081	Sent For Payment			PO Based	HeaderTax01	11/16/202...
Invoice1 for Test-PO-1892	SINV2022.008936	P000072077	Exception			PO Based	Test398	01/17/202...
Invoice1 for PO2 for DO NOT USE Reques...	SINV2022.008935	P000072073	Sent For Payment			PO Based	202221701	11/16/202...
Invoice3 for DNT-3784	SINV2022.008934	P000071498-001	Sent For Payment			PO Based	Notax1701	11/16/202...

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.

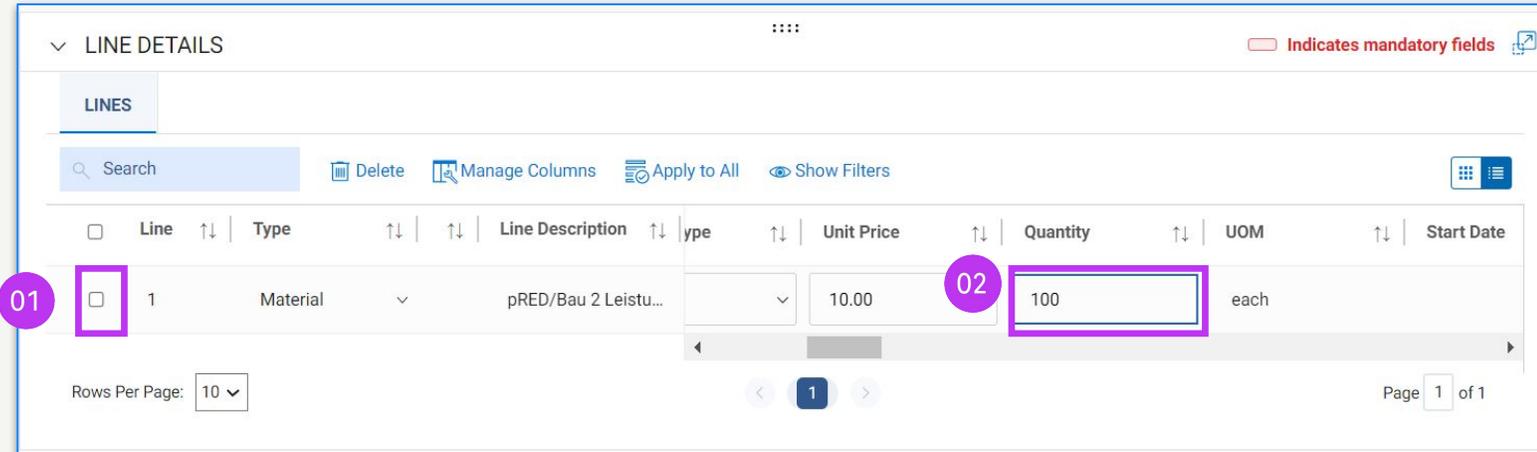
The order needs to be in Supplier Acknowledged status.

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.



LINE DETAILS

Indicates mandatory fields

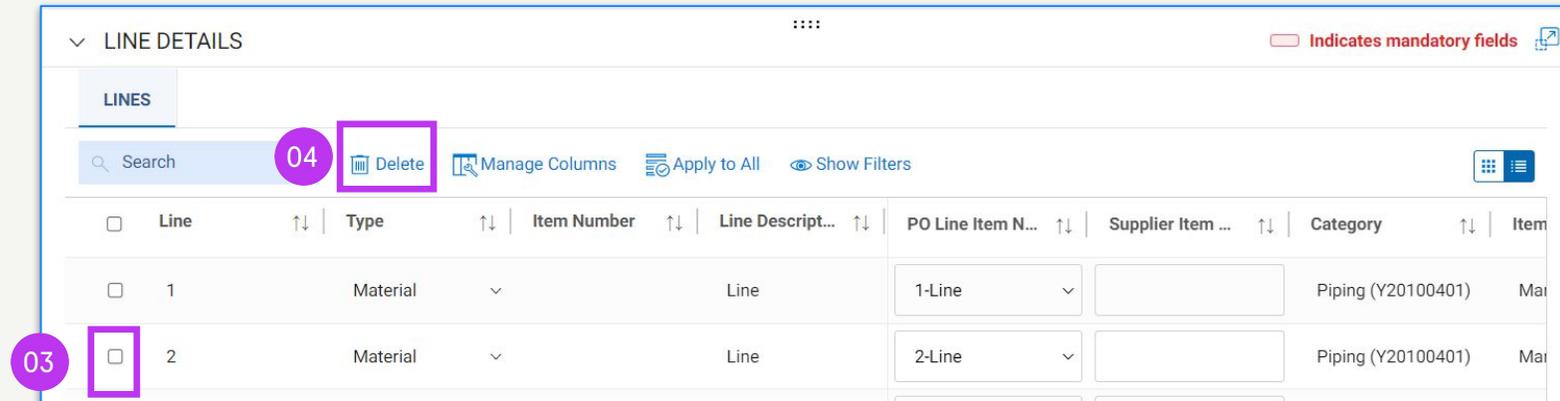
LINES

Search Delete Manage Columns Apply to All Show Filters

Line	Type	Line Description	Unit Price	Quantity	UOM	Start Date
<input type="checkbox"/> 1	Material	pRED/Bau 2 Leistu...	10.00	100	each	

Rows Per Page: 10

Page 1 of 1



LINE DETAILS

Indicates mandatory fields

LINES

Search Delete Manage Columns Apply to All Show Filters

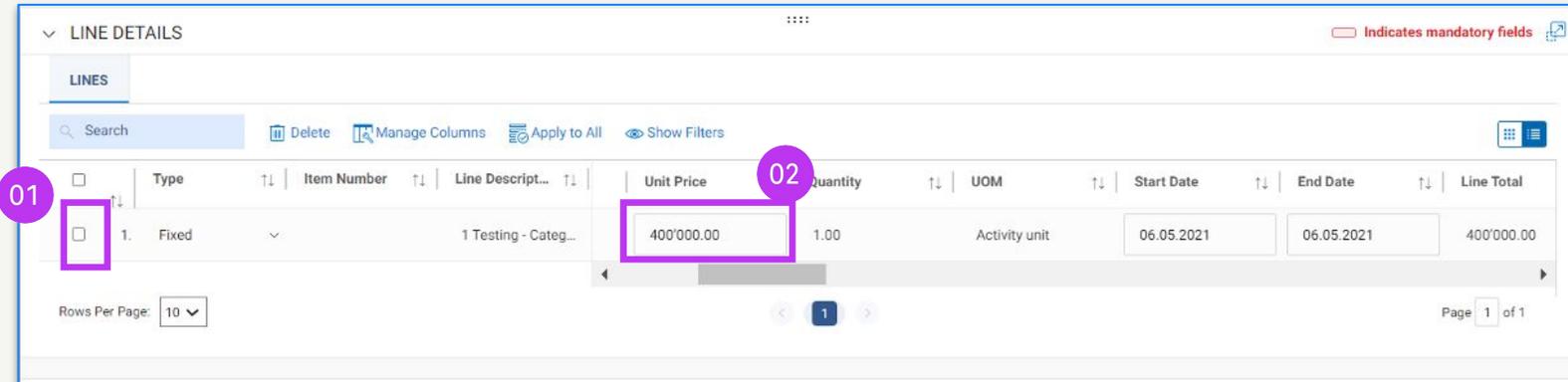
Line	Type	Item Number	Line Description	PO Line Item N...	Supplier Item ...	Category	Item
<input type="checkbox"/> 1	Material		Line	1-Line		Piping (Y20100401)	Ma
<input type="checkbox"/> 2	Material		Line	2-Line		Piping (Y20100401)	Ma

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.



LINE DETAILS

Indicates mandatory fields

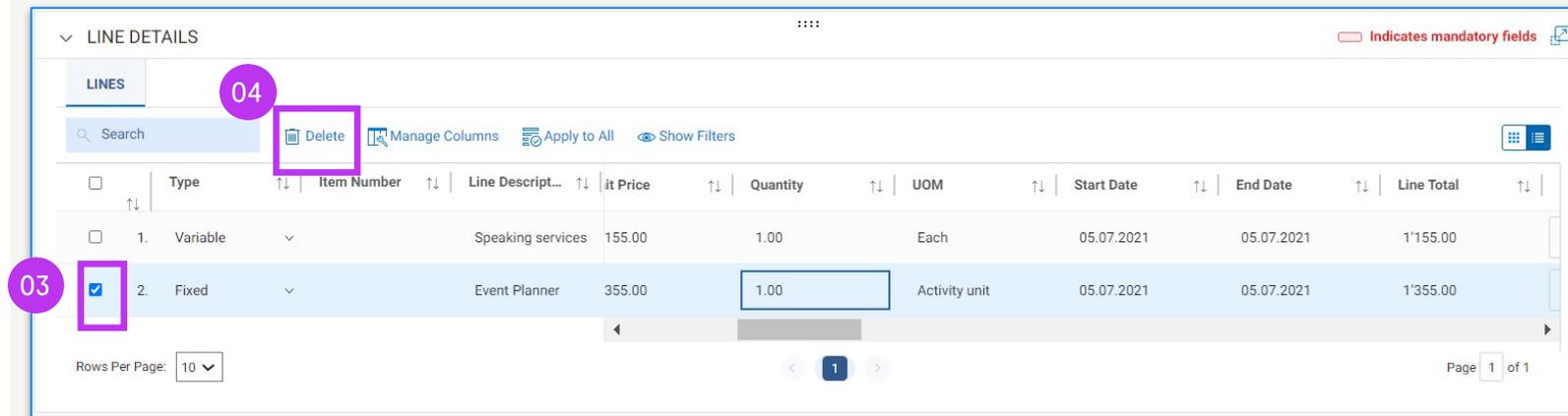
LINES

Search Delete Manage Columns Apply to All Show Filters

	Type	Item Number	Line Descript...	Unit Price	Quantity	UOM	Start Date	End Date	Line Total
<input type="checkbox"/>	1. Fixed		1 Testing - Categ...	400'000.00	1.00	Activity unit	06.05.2021	06.05.2021	400'000.00

Rows Per Page: 10

Page 1 of 1



LINE DETAILS

Indicates mandatory fields

LINES

Search Delete Manage Columns Apply to All Show Filters

	Type	Item Number	Line Descript...	Unit Price	Quantity	UOM	Start Date	End Date	Line Total
<input type="checkbox"/>	1. Variable		Speaking services	155.00	1.00	Each	05.07.2021	05.07.2021	1'155.00
<input checked="" type="checkbox"/>	2. Fixed		Event Planner	355.00	1.00	Activity unit	05.07.2021	05.07.2021	1'355.00

Rows Per Page: 10

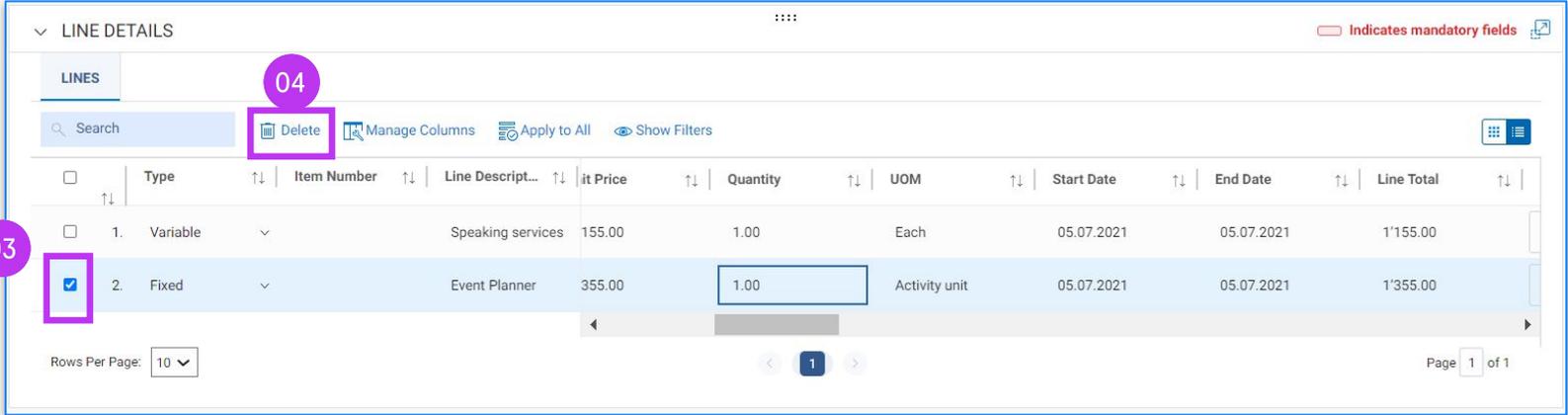
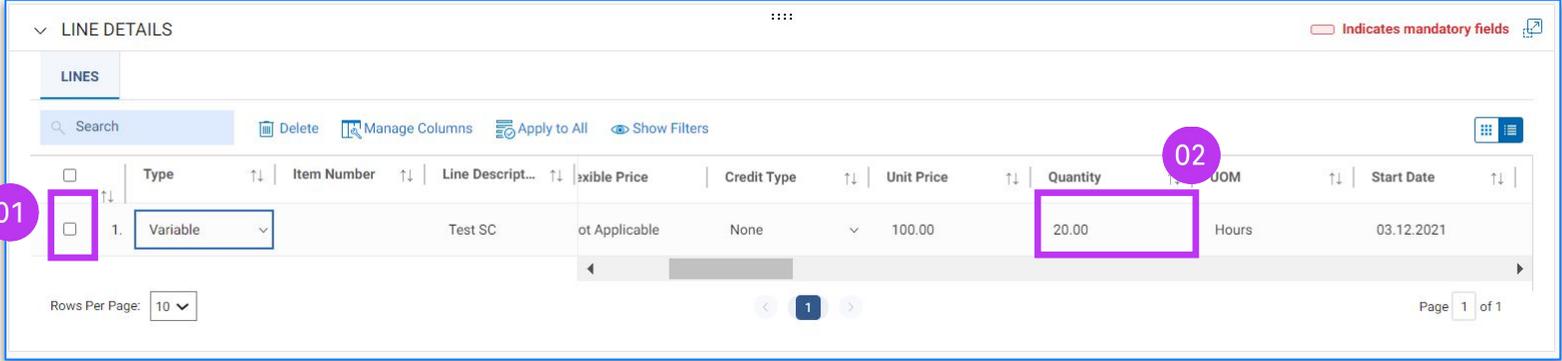
Page 1 of 1

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

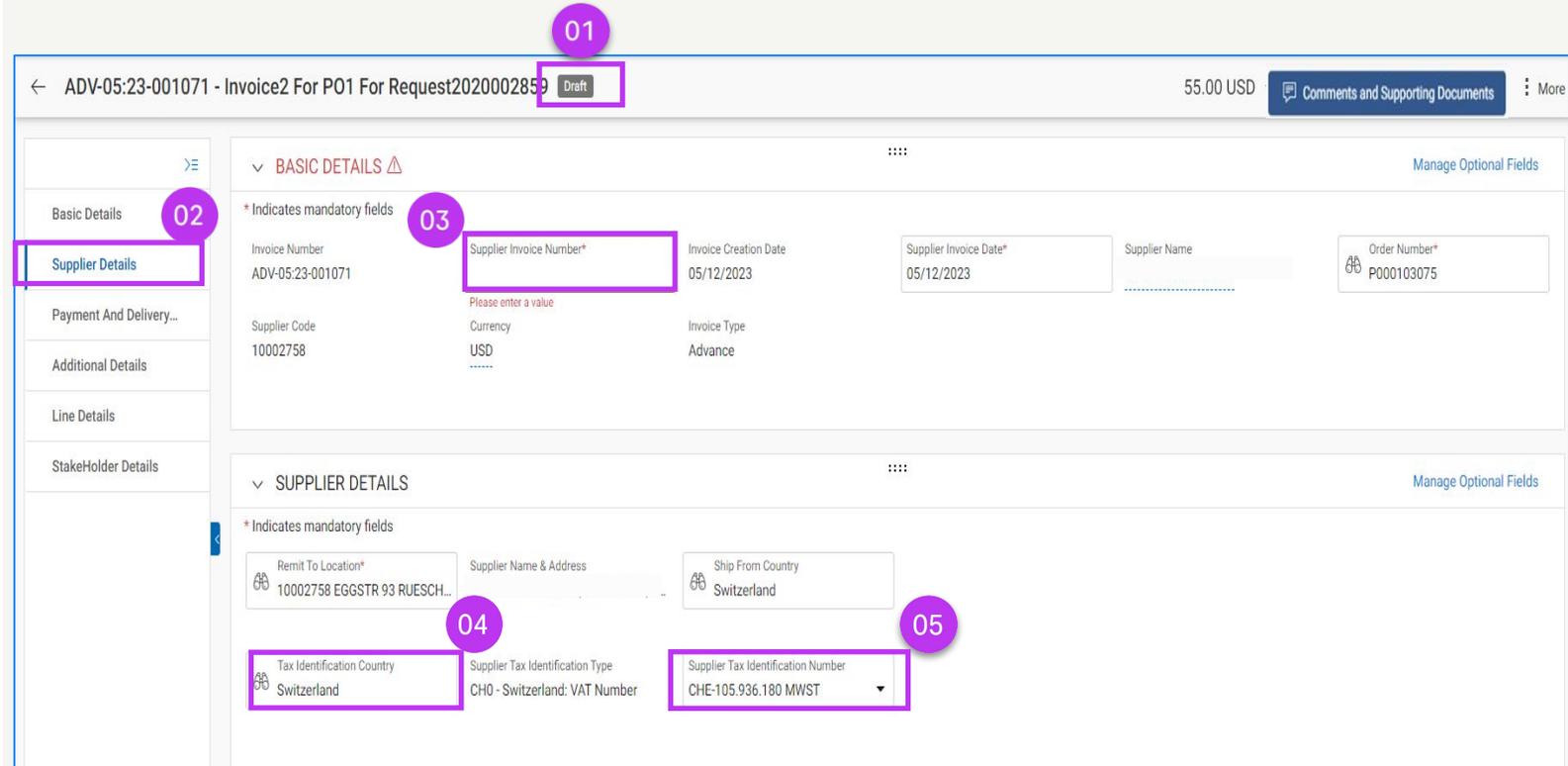
When you have agreed with the buyer for advance payment, create an advance payment invoice.

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**

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)



← ADV-05:23-001071 - Invoice2 For PO1 For Request2020002859 Draft 55.00 USD Comments and Supporting Documents More

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Invoice Number: ADV-05:23-001071
 Supplier Invoice Number*:
 Invoice Creation Date: 05/12/2023
 Supplier Invoice Date*: 05/12/2023
 Supplier Name:
 Order Number*: P000103075

Supplier Code: 10002758
 Currency: USD
 Invoice Type: Advance

SUPPLIER DETAILS Manage Optional Fields

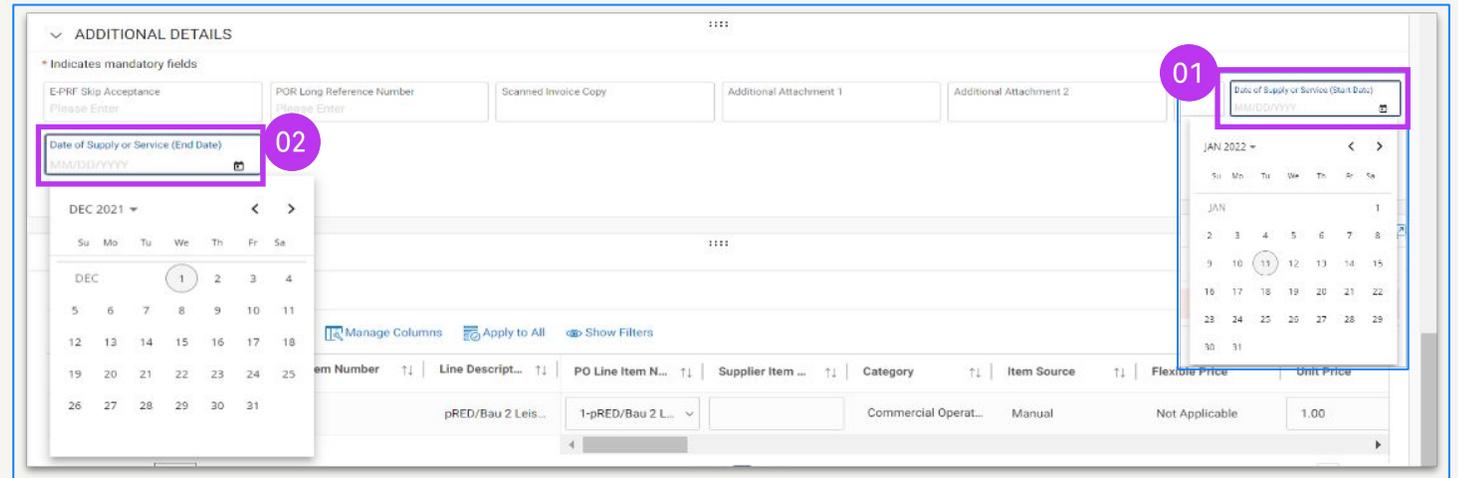
* Indicates mandatory fields

Remit To Location*: 10002758 EGGSTR 93 RUESCH...
 Supplier Name & Address:
 Ship From Country: Switzerland

Tax Identification Country: Switzerland
 Supplier Tax Identification Type: CHO - Switzerland: VAT Number
 Supplier Tax Identification Number: CHE-105.936.180 MWST

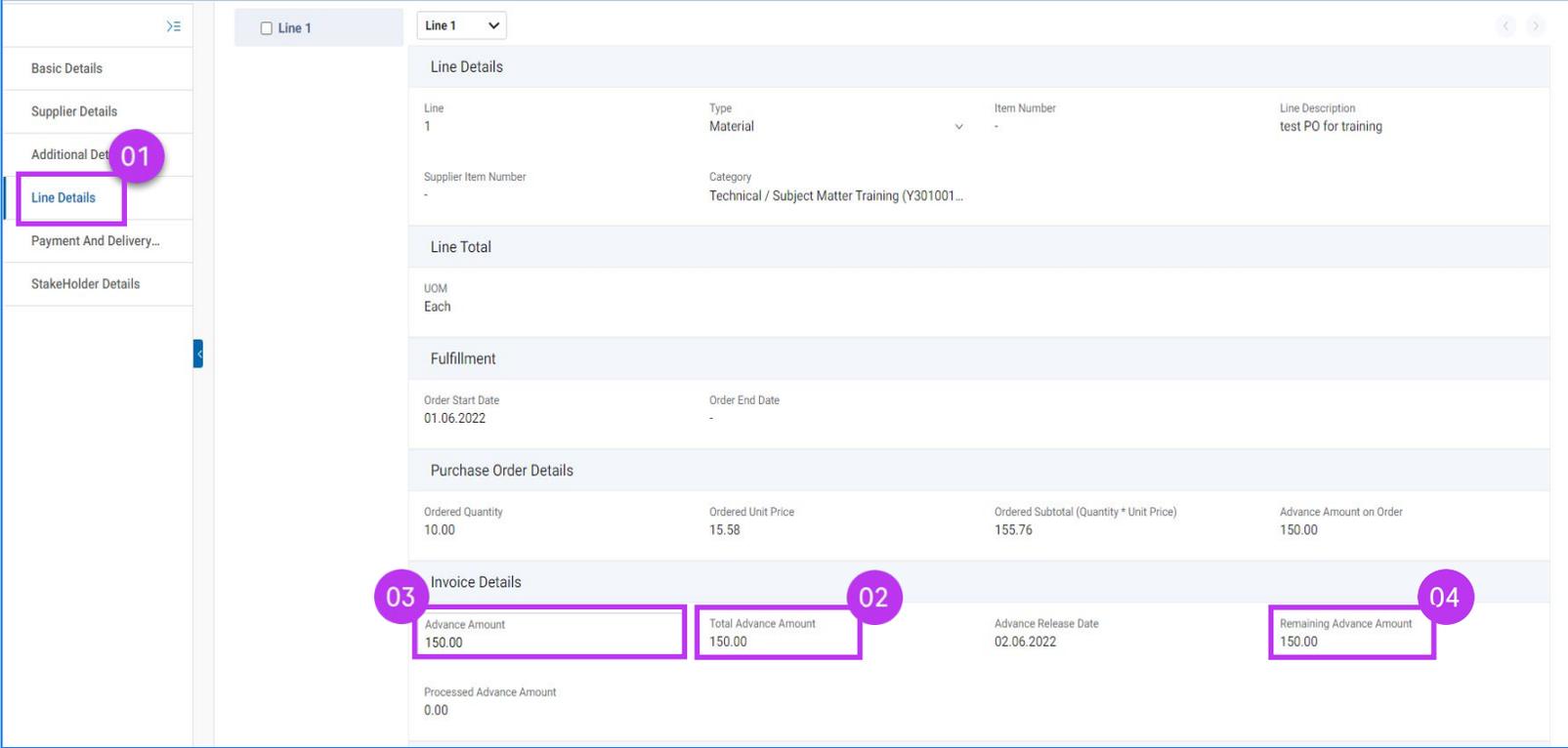
Add Additional Details

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



Line 1

Line Details

Line	Type	Item Number	Line Description
1	Material	-	test PO for training

Supplier Item Number: -
Category: Technical / Subject Matter Training (Y301001...)

Line Total

UOM: Each

Fulfillment

Order Start Date: 01.06.2022
Order End Date: -

Purchase Order Details

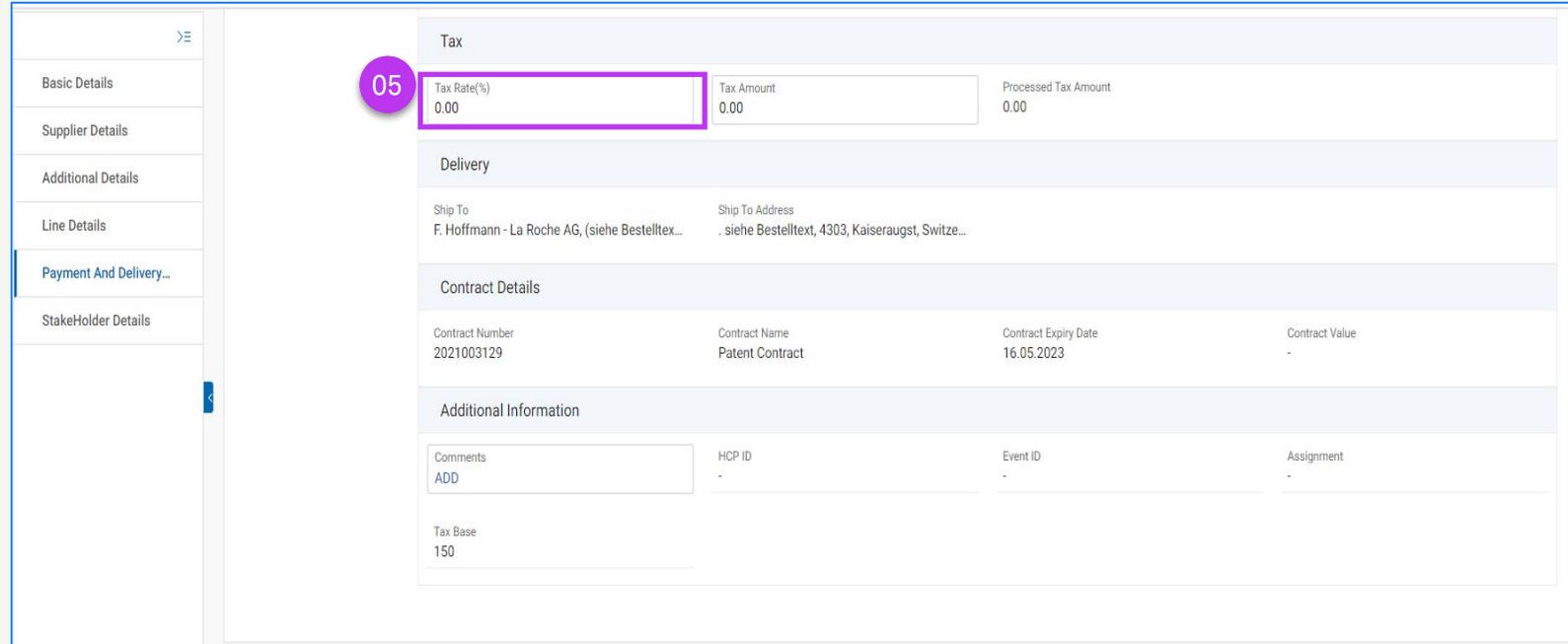
Ordered Quantity	Ordered Unit Price	Ordered Subtotal (Quantity * Unit Price)	Advance Amount on Order
10.00	15.58	155.76	150.00

Invoice Details

Advance Amount	Total Advance Amount	Advance Release Date	Remaining Advance Amount
150.00	150.00	02.06.2022	150.00
Processed Advance Amount			
0.00			

Add Line Details cont'd

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



Tax			
Tax Rate(%)	Tax Amount	Processed Tax Amount	
0.00	0.00	0.00	

Delivery			
Ship To	Ship To Address		
F. Hoffmann - La Roche AG, (siehe Bestelltex...	. siehe Bestelltext, 4303, Kaiseraugst, Switze...		

Contract Details			
Contract Number	Contract Name	Contract Expiry Date	Contract Value
2021003129	Patent Contract	16.05.2023	-

Additional Information			
Comments	HCP ID	Event ID	Assignment
ADD	-	-	-

Tax Base
150

Submit Invoice

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



The screenshot displays the Roche myBuy interface for an invoice draft. The top navigation bar shows the invoice ID 'INV2024.022049 - Invoice2 For PO1 For Partia...', the status 'Draft', the currency '100.00 USD', and options for 'Comments and Supporting Documents' and 'More'. The main content area is divided into sections: 'BASIC DETAILS', 'SUPPLIER DETAILS', and 'LINE DETAILS'. The 'LINE DETAILS' section is expanded to show a table of lines. The first line is selected, showing details for 'Line 1' with a 'Type' of 'Material' and a 'Line Description' of 'TEST PO'. A 'Supplier Item Number' field is visible. At the bottom right, the 'Send To Buyer' button is highlighted with a red box and a red circle containing the number '01'. Other buttons include 'Print Preview', 'SAVE', and 'More'.

Line	Type	Line Description	Supplier Item Number
1	Material	TEST PO	-

Submit Invoice cont'd

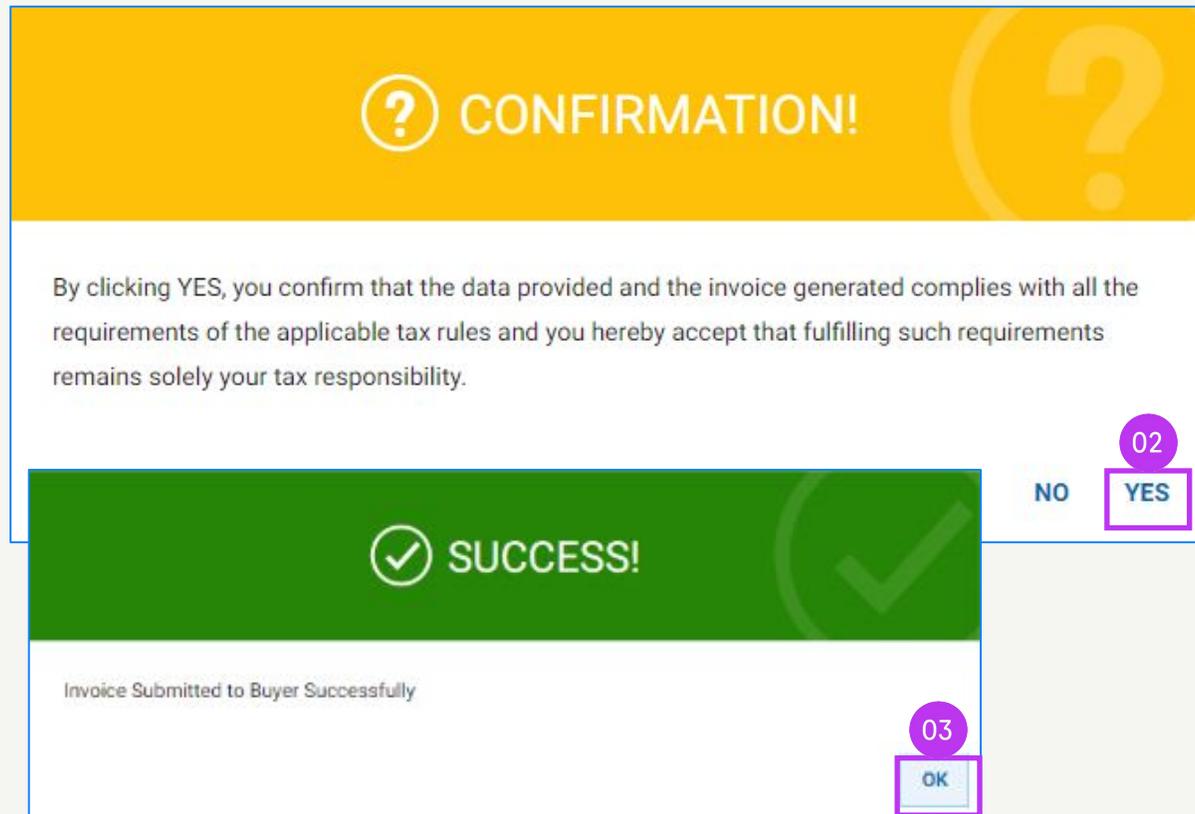
2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment,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



? CONFIRMATION!

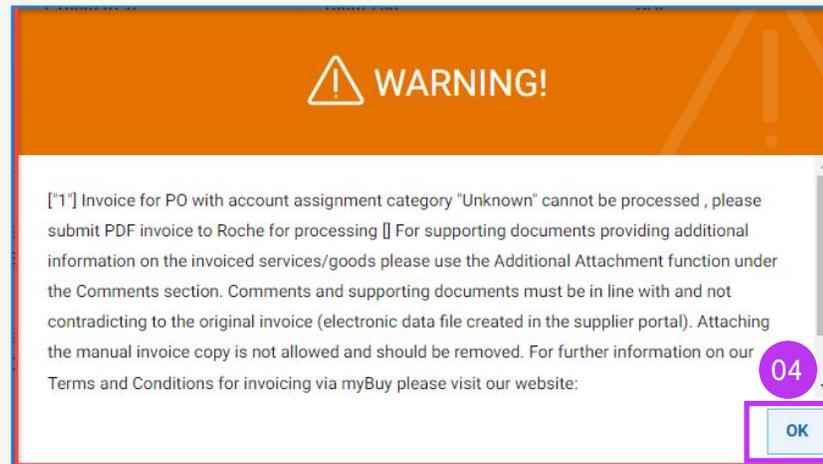
By clicking YES, you confirm that the data provided and the invoice generated complies with all the requirements of the applicable tax rules and you hereby accept that fulfilling such requirements remains solely your tax responsibility.

NO **YES** (02)

✓ SUCCESS!

Invoice Submitted to Buyer Successfully

OK (03)



! WARNING!

["1"] Invoice for PO with account assignment category "Unknown" cannot be processed , please submit PDF invoice to Roche for processing [] For supporting documents providing additional information on the invoiced services/goods please use the Additional Attachment function under the Comments section. Comments and supporting documents must be in line with and not contradicting to the original invoice (electronic data file created in the supplier portal). Attaching the manual invoice copy is not allowed and should be removed. For further information on our Terms and Conditions for invoicing via myBuy please visit our website:

OK (04)

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

The screenshot shows the Roche myBuy interface. At the top, the navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice' (highlighted with a purple box and '01'), 'Buy Sell', and 'Supply Chain Collaboration'. Below this, the 'Documents' section has tabs for 'INVOICE' (highlighted with a purple box and '02') and 'CREDIT MEMO'. A summary bar shows counts for various invoice statuses: All (677), Exception (176), Sent For Payment (160), Sent For Processing (111), Draft (108), Invoice Paid With Remittance (74), Matched (19), Returned (19), Internally Cancelled (7), and Send For Process (2). Below the summary is a table of invoices with columns: Document Name, Document Number, PO Number, Status (highlighted with a purple box and '03'), Supplier Name, Supplier Contact, Invoice So..., Supplier Invoic..., and Supplier In. The table contains 14 rows of invoice data.

Document Name	Document Number	PO Number	Status	Supplier Name	Supplier Contact	Invoice So...	Supplier Invoic...	Supplier In
Invoice3 for P01-2783	SINV2022.009056	P000071611-001	Draft		Santosh Kokatanur	PO Based		01/25/2022
MANDEPEPRF04-427	1700030340/2021		Exception			Non PO Based	MANDEPEPRF04-427	09/21/2022
N1_IMP	5111617109/2022	P000071722	Exception			PO Based	N1_IMP	01/18/2022
K2_IMP	5111617107/2022	P000071722	Exception			PO Based	K2_IMP	01/18/2022
K1_IMP	5111617106/2022	P000071722	Exception			PO Based	K1_IMP	01/18/2022
Invoice1 for 4635_1858e6af-235d-4064-9...	INV2022.007967	P000071273	Draft		Santosh Kokatanur	PO Based	TESTPDF	12/18/2022
Invoice4 for PO2 for DO NOT USE Reques...	SINV2022.008946	P000072081	Sent For Payment			PO Based	lineheaderboth	11/16/2022
Invoice3 for PO2 for DO NOT USE Reques...	SINV2022.008945	P000072081	Sent For Payment			PO Based	Ineleveltax01	11/16/2022
Invoice1 for Test-PO-1892 - Copy	SINV2022.008942	P000072082	Exception			PO Based	KJ9039034	01/17/2022
Invoice2 for PO2 for DO NOT USE Reques...	SINV2022.008943	P000072081	Sent For Payment			PO Based	HeaderTax01	11/16/2022
Invoice1 for Test-PO-1892	SINV2022.008936	P000072077	Exception			PO Based	Test398	01/17/2022
Invoice1 for PO2 for DO NOT USE Reques...	SINV2022.008935	P000072073	Sent For Payment			PO Based	202221701	11/16/2022
Invoice3 for DNT-3784	SINV2022.008934	P000071498-001	Sent For Payment			PO Based	Notax1701	11/16/2022

18

Delete Draft Invoice

Review the steps to delete draft invoices

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.

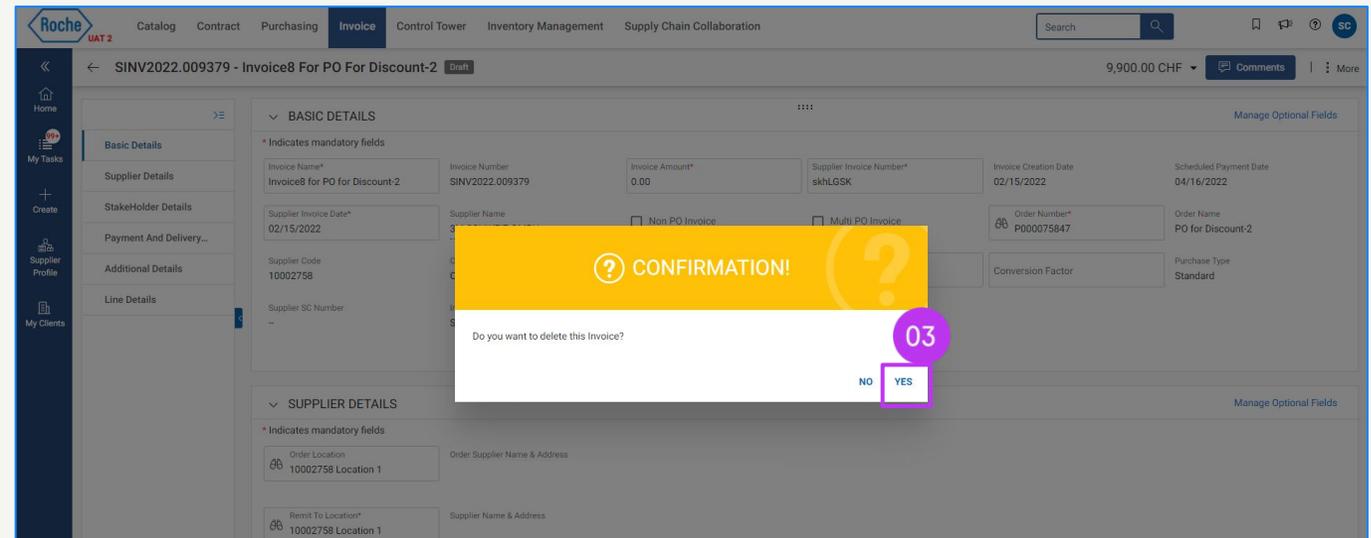
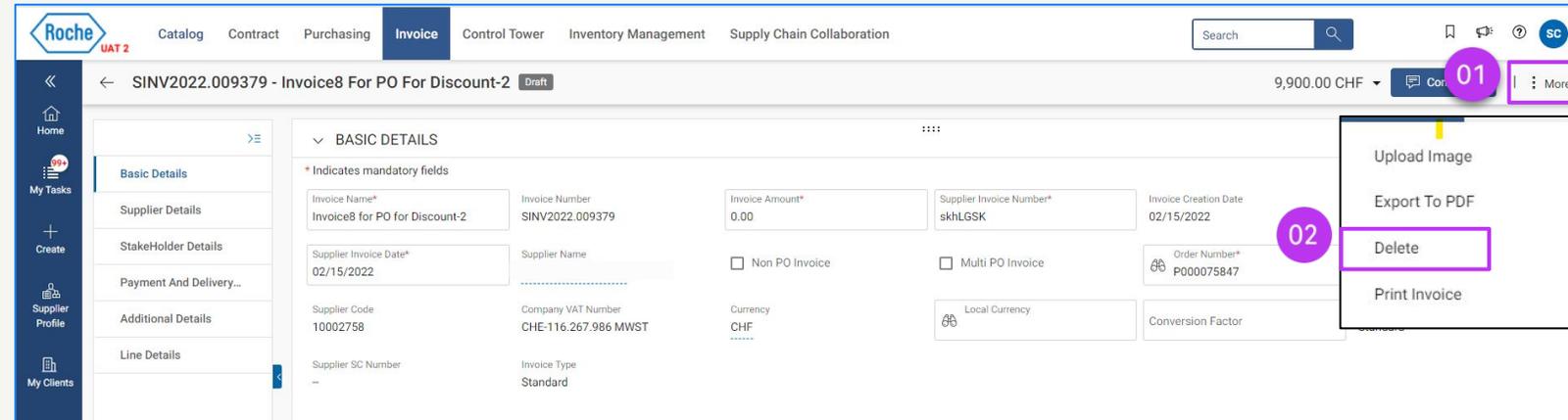
The screenshot shows the Roche myBuy interface. At the top, the 'Invoice' module is selected (01). Below the navigation bar, the 'Documents' section is active, with the 'INVOICE' tab selected (02). The 'Draft' sub-tab is highlighted (03), showing 770 draft invoices. A table below lists various invoices, with one row highlighted (04) for deletion.

Document Name	Document Number	PO Number	Supplier Name	Supplier Contact	Invoice Source	Supplier Invoice N...	Supplier Invoice Da...	Invoice Received D...	Total Value
Invoice1 for PO1 for s&t...	CRE DINV-02:22-000594	P000081894			PO Based	CI testasdd	02/25/2022	02/25/2022	2,046.30 CHF
Invoice25 for PO1 for A...	CRE DINV-02:22-000593	P000022685			PO Based	CI Test	02/25/2022	02/25/2022	415.40 CHF
Invoice3 for PO2 for RS...	CRE DINV-02:22-000585	P000082159			PO Based		02/25/2022	02/25/2022	93.70 USD
Invoice3 for PO1 for Adv...	ADV-02:22-000563	P000036000			PO Based	Test-001	02/03/2022	02/03/2022	10.77 CHF
Invoice3 for PO1 for Fix...	ADV-02:22-000592	P000031000			PO Based		02/22/2022	02/25/2022	1,580.00 CHF
Invoice3 for PO for Disc...	CRE DINV-02:22-000517	P000075847			PO Based	CI Discount	02/09/2022	02/09/2022	4,846.50 CHF
Invoice8 for PO for Disc...	SINV2022.009379	P000075847			PO Based	skhlGSK	02/15/2022	02/15/2022	9,900.00 CHF
Invoice2 for PO2 for RS...	SINV2022.009575	P000082159			PO Based	8973894	02/24/2022	02/24/2022	0.00 USD

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

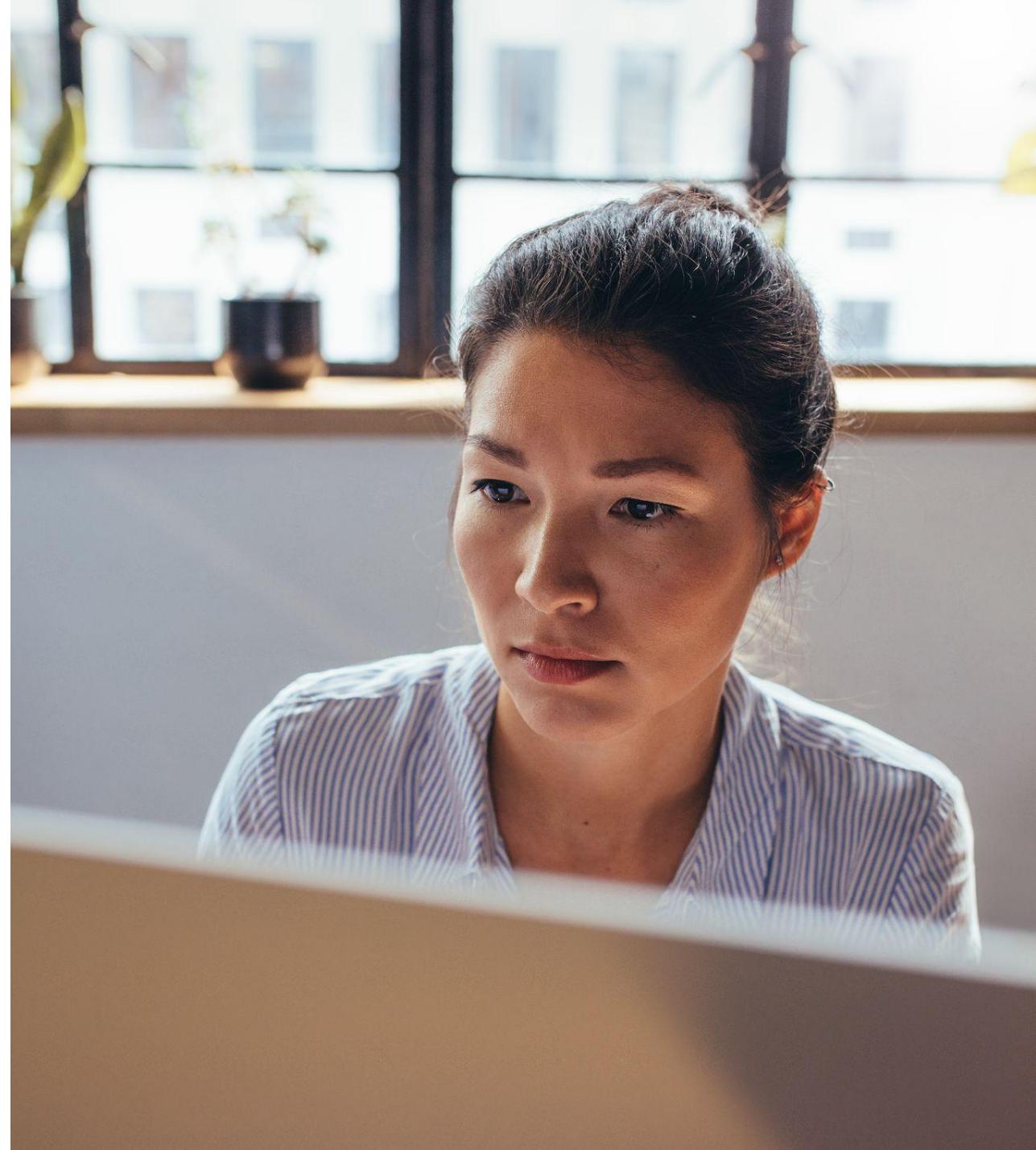
Credit invoices can be only created for purchase orders which are in **Supplier Acknowledged** status.

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.

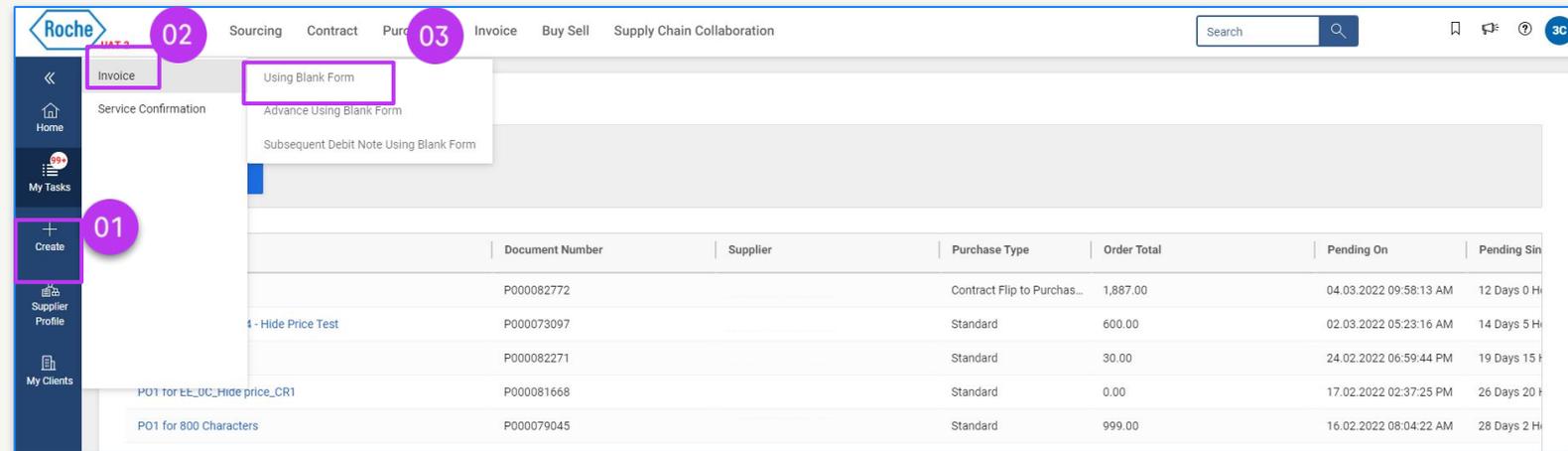
This section covers the 3 scenarios on how to initiate the credit note creation and contains instructions on the Line Details section of the invoice.



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**



	Document Number	Supplier	Purchase Type	Order Total	Pending On	Pending Sin
	P000082772		Contract Flip to Purchas...	1,887.00	04.03.2022 09:58:13 AM	12 Days 0 H
4 - Hide Price Test	P000073097		Standard	600.00	02.03.2022 05:23:16 AM	14 Days 5 H
	P000082271		Standard	30.00	24.02.2022 06:59:44 PM	19 Days 15 H
POT for EE_UC_Hide price_CR1	P000081668		Standard	0.00	17.02.2022 02:37:25 PM	26 Days 20 H
POT for 800 Characters	P000079045		Standard	999.00	16.02.2022 08:04:22 AM	28 Days 2 H

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

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Invoice Number: - Supplier Invoice Number*: Invoice Creation Date: 05/12/2023 Supplier Invoice Date*: 05/12/2023 Supplier Name: _____ Non PO Invoice

Multi PO Invoice Order Number: - Supplier Code: 10002758 Currency: CHF Invoice Type: Standard 01 Source System: Roche-Roche

Region: NORTH-North America Country: US-United States Company Code: 1000-Genentech, Inc. Plant: 1003-South East Plant Credit Invoice

LINE DETAILS Indicates mandatory fields

LINES

Search: Add Multiple Lines Delete Duplicate Lines Manage Columns More

Line	Type	Item Number	Line Description	PO Line Item N.	Supplier Item	Category	Item Source	Flexible Price	Cre
1	Material		test po	Mark as new item		ADD	Manual		Ar

Rows Per Page: 10

Page 1 of 1

STAKEHOLDER DETAILS Manage Optional Fields

* Indicates mandatory fields

Order Contact*: Surekha Sonkamble | Buyer E-mail/Phone: surekha.sonkamble1@gep.com

Results

Name	Email
undefined	undefined

Print Preview SAVE Send To Buyer

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

The screenshot displays the 'Manage Columns' dialog box in the Roche myBuy system. The dialog box is titled 'Manage Columns' and contains a search bar and a table with columns for 'Column Name', 'Show/Hide Column', and 'Freeze Column'. The 'Credit Type' row is highlighted with a red box, and the 'Show/Hide Column' icon for this row is also highlighted. The 'Apply' button is located at the bottom right of the dialog box.

Column Name	Show/Hide Column	Freeze Column
Line	🔒	🔒
Type	🔒	🔒
Item Number	🔒	🔒
Line Description	🔒	🔒
PO Line Item Number	👁️	🔒
Supplier Item Number	👁️	🔒
Category	👁️	🔒
Item Source	👁️	🔒
Flexible Price	👁️	🔒
Credit Type	👁️	🔒
Unit Price	👁️	🔒
Price Per	👁️	🔒
Effective Unit price	👁️	🔒
Quantity	👁️	🔒
UOM	👁️	🔒
Line Total	👁️	🔒

Add Line Details

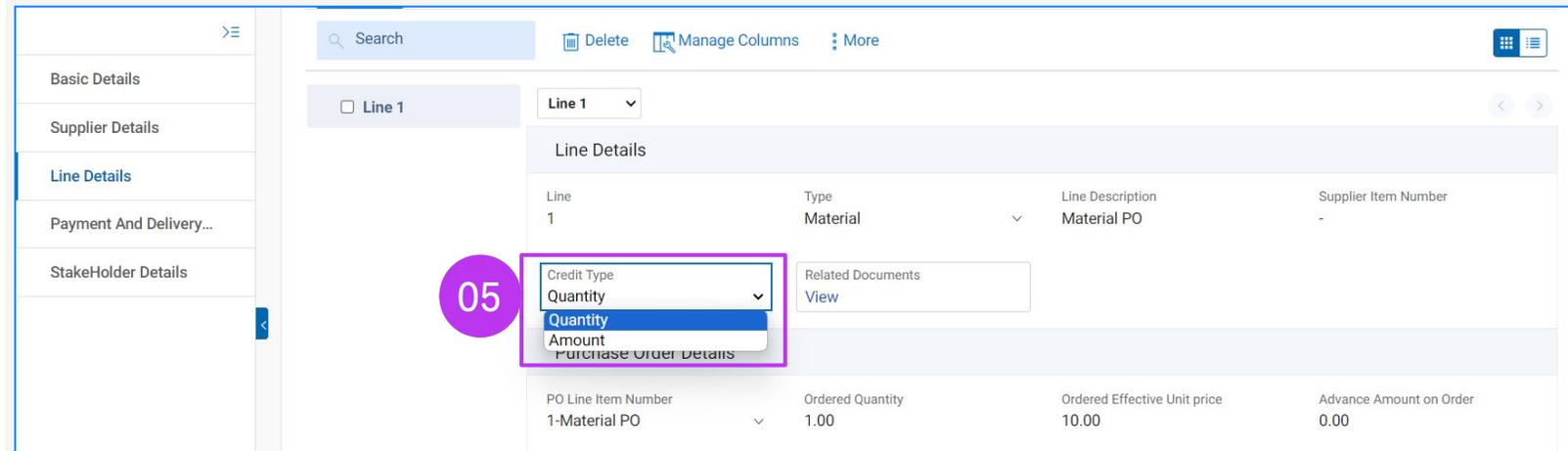
5. Choose **Credit Type:**

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



The screenshot shows a software interface for managing purchase order lines. On the left, a sidebar contains navigation options: Basic Details, Supplier Details, **Line Details** (selected), Payment And Delivery..., and StakeHolder Details. The main area displays 'Line 1' details. A dropdown menu for 'Credit Type' is open, showing options: Quantity (selected), Amount, and Purchase Order Details. A purple circle with the number '05' highlights this dropdown. Below the dropdown, a table shows the following data:

PO Line Item Number	Ordered Quantity	Ordered Effective Unit price	Advance Amount on Order
1-Material PO	1.00	10.00	0.00

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**

The screenshot shows the Roche myBuy Purchasing module interface. The top navigation bar includes 'Roche', 'Catalog', 'Sourcing', 'Contract', 'Purchasing' (highlighted with a purple box and '01'), 'Buy Sell', and 'Supply Chain Collaboration'. A search bar is on the right. The left sidebar contains navigation options: Home, My Tasks, Create, Supplier Profile, and My Clients. The main content area is titled 'Orders' and has tabs for 'ORDER' (highlighted with a purple box and '02'), 'RETURN NOTE', 'SERVICE CONFIRMATION', and 'ASN'. Below the tabs is a status filter bar with buttons for 'All' (6313), 'Supplier Acknowledged' (4658, highlighted with a purple box and '03'), 'Supplier', 'Cancelled' (46), 'Draft' (19), 'Sent To Buyer' (15), 'Closed' (3), 'Approved' (2), and 'Send For Approval Failed' (1). Below the filter bar is a table with columns: Document Name, Document Number, Supplier, Purchase Type, Created By, Created On, Total Value, and Status. The table contains several rows of purchase orders, all with a status of 'Supplier Acknowledged'. The first row is highlighted with a purple box and '04'.

Document Name	Document Number	Supplier	Purchase Type	Created By	Created On	Total Value	Status
P01-Test-Negative	P000085825		Standard	9GEPCHBSTB01 Roche Buyer	03/16/2022	12000.00 CHF	Supplier Acknowledged
P01 for Request141222139 - Copy	P000085473		Standard	9GEPCHBSTB01 Roche Buyer	03/11/2022	1030.00 CHF	Supplier Acknowledged
P01 for 2WM Fixed	P000085651		Standard	9GEPCHBSTB01 Roche Buyer	03/15/2022	1000.00 CHF	Supplier Acknowledged
P01 for RSSGEP-INC4951562 Test Case -1.1	P000085664		Standard	9GEPCHBSTB01 Roche Buyer	03/15/2022	3678.52 CHF	Supplier Acknowledged
P01 for RSSGEP-INC4951562 Test Case -1	P000085657		Standard	9GEPCHBSTB01 Roche Buyer	03/15/2022	3678.52 CHF	Supplier Acknowledged
2266 tm SAT II - Copy	P000085565		Standard	9GEPCHBSTB01 Roche Buyer	03/14/2022	1000.00 CHF	Supplier Acknowledged
2266 tm SAT II	P000085564		Standard	9GEPCHBSTB01 Roche Buyer	03/14/2022	1000.00 CHF	Supplier Acknowledged

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

The screenshot displays the myBuy interface for an order. At the top right, the Roche logo is visible. The main header shows 'ORDER: P01 For TEST ...' with a 'Supplier Acknowledged' status and a currency of 50.00 USD. A 'More' menu is highlighted with a purple box and labeled '05'. The 'Basic Details' section contains the following information:

* Indicates mandatory fields			
Order Number	Order Name	Order Contact	Order Author
P100041154	P01 for TEST Service PO	Buyer Team 2	9GEPCHBSBR15 RocheBirthRi...
Purchase Type	Creation Date	Original Issue Date	Supplier Acknowledged Date
SC Fulfillment	3/12/2024	3/12/2024	3/12/2024
Currency			

Below this, the 'myBuy UAT 2' navigation bar is shown with tabs for Catalog, Purchasing, Invoice, Buy Sell, Control Tower, and More. A search bar and user profile 'IT' are also present. The second screenshot shows the 'More' menu expanded, with 'Create Credit Invoice' highlighted by a purple box and labeled '06'. A green success message pop-up is displayed at the bottom, stating 'SUCCESS! The Credit Invoice is created.', with an 'OK' button highlighted by a purple box and labeled '07'.

Create Credit Invoice cont'd

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



07

← CREDINV-05:23-00066... Draft 332,240.00 USD

Home My Tasks Create Supplier Profile More

Basic Details Supplier Details Line Details Payment And Delivery... StakeHolder Details

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Invoice Number CREDINV-05:23-000663	Supplier Invoice Number* <i>Please enter a value</i>	Invoice Creation Date 05/29/2023	Supplier Invoice Date* 05/29/2023
Supplier Name	<input type="checkbox"/> Multi PO Invoice	Order Number P100000685	Supplier Code 10129894
Currency USD	Invoice Type Credit Invoice		

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

01 Line Details

02 Manage Columns

03 Credit Type

04 Apply

Column Name	Show/Hide Column	Freeze Column
Line		
Type		
Item Number		
Line Description		
PO Line Item Number		
Supplier Item Number		
Category		
Item Source		
Flexible Price		
Credit Type		
Unit Price		
Price Per		
Effective Unit price		
Quantity		
UOM		
Line Total		

Add Line Details

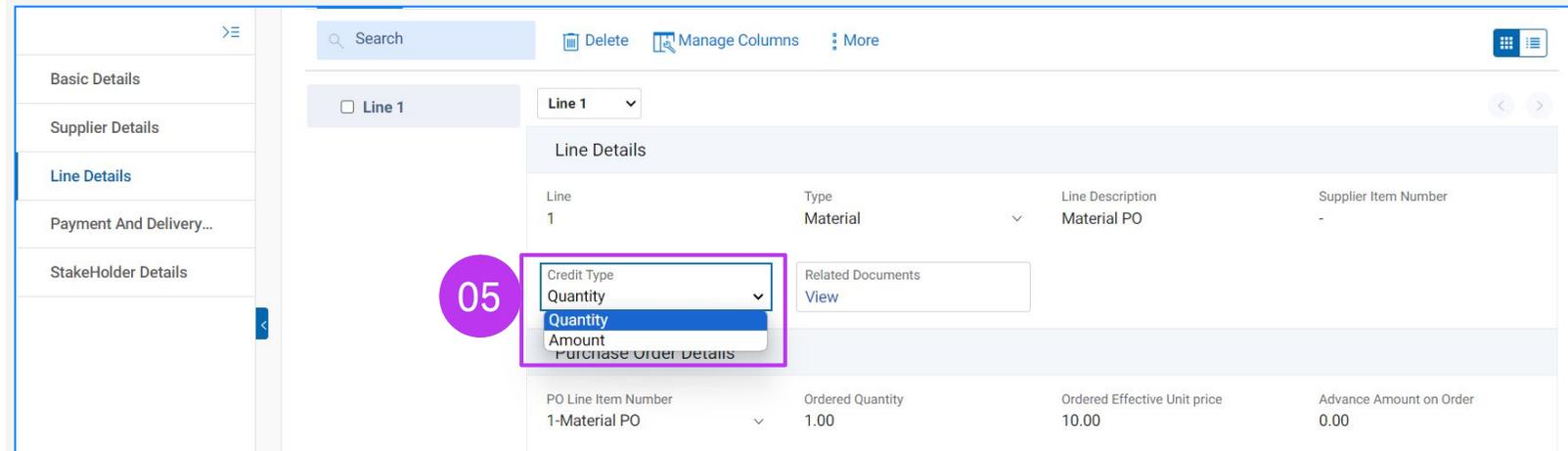
5. Choose **Credit Type:**

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



05

Line	Type	Line Description	Supplier Item Number
1	Material	Material PO	-

PO Line Item Number	Ordered Quantity	Ordered Effective Unit price	Advance Amount on Order
1-Material PO	1.00	10.00	0.00

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

The screenshot shows the 'myBuy UAT 2' interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice' (highlighted with a purple box and '01'), and 'More'. A search bar is on the right. The left sidebar has 'Home', 'My Tasks', 'Create', 'Supplier Profile', and 'My Client' (with '03' next to it). The main area is titled 'Documents' and has tabs for 'INVOICE' (highlighted with a purple box and '02') and 'CREDIT MEMO'. Below the tabs is a status summary bar with the following counts: 'Sent For Payment' (472), 'Invoice Paid With Remittance' (462), 'Internally Cancelled' (131), 'Returned' (114), 'Matched' (66), 'Invoice Fully Paid With Remittance' (21), 'Matched With Tolerance' (8), and 'Invoice Part' (5). Below this is a table of documents with columns: Document Name, Document Number, PO Numb..., Supplier Name, Supplier Cont..., Invoice S..., Supplier Invoi..., Supplier ..., Invoice..., and To. The table contains several rows, with the second row 'RSSGEP-1864PDP2' highlighted with a purple box and '03' next to it.

Document Name	Document Number	PO Numb...	Supplier Name	Supplier Cont...	Invoice S...	Supplier Invoi...	Supplier ...	Invoice...	To
17082022_ESS_3	920000124/2022/1201				Non PO Based	17082022_ESS_3	8/17/2022	10/24/2022	CH
RSSGEP-1864PDP2	0110000230/2022/1201	P000105437-0...			PO Based	RSSGEP-1864PDP2	8/19/2022	10/24/2022	CH
RSSGEP-1864PDP	0110000227/2022/1201	P000105437-0...			PO Based	RSSGEP-1864PDP	8/18/2022	10/24/2022	CH
Invoice2 for PO1 for I2P UAT136	CREDINV-10:22-000158	P000117659			PO Based	I2PUAT136CM1	10/10/2022	10/10/2022	CH
Invoice2 for PO1 for KS 3571 1	CREDINV-10:22-000150	P000117510			PO Based	K S3571 1 CI	10/5/2022	10/5/2022	CH
Invoice2 for PO1 for KS 3571 DR 2	CREDINV-09:22-000140	P000112638			PO Based	3571 DR 5	9/26/2022	9/26/2022	CH
19102022_ES_8	0110000263/2022/1201	P000108076			PO Based	19102022_ES_8	10/19/2022	10/19/2022	CH

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

The screenshot displays the Roche myBuy interface. At the top right, the Roche logo is visible. The main header shows the invoice ID 'INV2024.021721 - Inv...' with a status of 'Exception' and a value of '75.67 CHF'. A 'More' menu is highlighted with a purple box and a '05' callout. The left sidebar contains navigation options: Home, My Tasks (28), Create, and Supplier Profile. The main content area shows 'STAKEHOLDER DETAILS' and 'BASIC DETAILS' for invoice 'INV2024.021721'. A second screenshot below shows invoice 'SINV2022.009786 - In...' with a status of 'Exception - Change Order In Prog...' and a value of '2,955.8'. A 'More' menu is highlighted with a purple box and a '04' callout. The 'Create Credit Invoice' option is highlighted with a purple box and a '05' callout. A green success pop-up is shown at the bottom with the text 'SUCCESS! Credit Invoice Created Successfully' and an 'OK' button highlighted with a purple box and a '06' callout.

Invoice Number	Supplier Invoice Number	Invoice Creation Date	Supplier Invoice Date
INV2024.021721	INVTES00000000	02/19/2024	02/19/2024

Invoice Number	Supplier Invoice Number	Invoice Creation Date	Supplier Invoice Date
SINV2022.009786	7001246426	03/04/2022	03/04/2022

Order Number	Supplier Code
P000077383	10129894

Create Credit Invoice cont'd

7. A credit invoice is created in draft status



07

← CREDINV-05:23-00066... Draft 332,240.00 USD

Home

My Tasks 16

Create

Supplier Profile

More

Basic Details ⚠

Supplier Details

Line Details

Payment And Delivery...

StakeHolder Details

▼ BASIC DETAILS ⚠ Manage Optional Fields

* Indicates mandatory fields

Invoice Number CREDINV-05:23-000663	Supplier Invoice Number* Please enter a value	Invoice Creation Date 05/29/2023	Supplier Invoice Date* 05/29/2023
Supplier Name	<input type="checkbox"/> Multi PO Invoice	Order Number P100000685	Supplier Code 10129894
Currency USD	Invoice Type Credit Invoice		

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

01

02

03

04

Apply

Column Name	Show/Hide Column	Freeze Column
Line		
Type		
Item Number		
Line Description		
PO Line Item Number		
Supplier Item Number		
Category		
Item Source		
Flexible Price		
Credit Type		
Unit Price		
Price Per		
Effective Unit price		
Quantity		
UOM		
Line Total		

Add Line Details

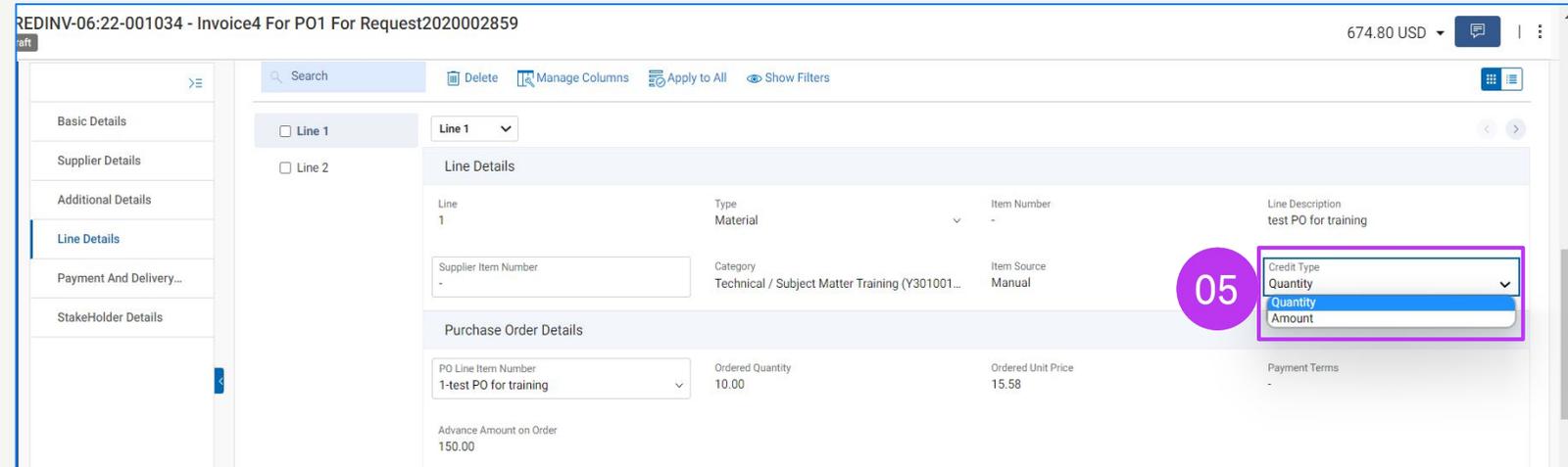
5. Choose **Credit Type:**

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



REDINV-06:22-001034 - Invoice4 For PO1 For Request2020002859

674.80 USD

Search Delete Manage Columns Apply to All Show Filters

Line 1 Line 2

Line Details

Line	Type	Item Number	Line Description
1	Material	-	test PO for training

Supplier Item Number: - Category: Technical / Subject Matter Training (Y301001... Item Source: Manual

Purchase Order Details

PO Line Item Number	Ordered Quantity	Ordered Unit Price	Payment Terms
1-test PO for training	10.00	15.58	-

Advance Amount on Order: 150.00

05

Credit Type
Quantity
Amount

20

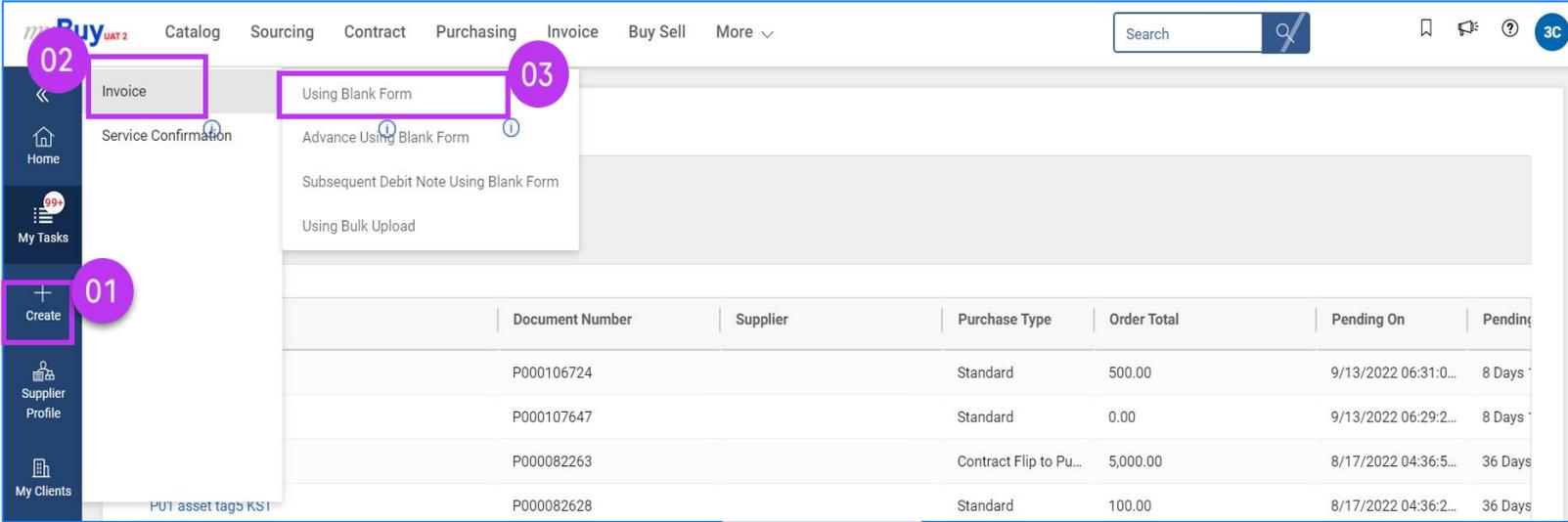
Create Multi PO Invoice Upload

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**



The screenshot shows the myBuy application interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice', 'Buy Sell', and 'More'. A search bar is on the right. The left navigation menu has 'Home', 'My Tasks', 'Create', 'Supplier Profile', and 'My Clients'. The 'Create' menu is open, showing 'Invoice' selected. A sub-menu for 'Invoice' is also open, showing 'Using Blank Form' selected. A table of purchase orders is visible in the background.

Document Number	Supplier	Purchase Type	Order Total	Pending On	Pending
P000106724		Standard	500.00	9/13/2022 06:31:0...	8 Days
P000107647		Standard	0.00	9/13/2022 06:29:2...	8 Days
P000082263		Contract Flip to Pu...	5,000.00	8/17/2022 04:36:5...	36 Days
P000082628		Standard	100.00	8/17/2022 04:36:2...	36 Days

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**

INV2023.009636 - Inv...
Draft

0.00 CHF Comments and Supporting Documents

Home
My Tasks
Create
Supplier Profile
More

Basic Details
Supplier Details
Payment And Delivery...
Line Details
StakeHolder Details

BASIC DETAILS

* Indicates mandatory fields

Invoice Number: INV2023.009636
Supplier Invoice Number*:
Invoice Creation Date: 05/12/2023
Supplier Invoice Date*: 05/12/2023

Supplier Name: 01
Non PO Invoice:
Multi PO Invoice:
Order Number: -

Supplier Code: 10002758
Currency: CHF
Invoice Type: Standard
Source System: Roche-Roche

Region: NORTH-North America
Country: US-United States
Company Code: 1000-Genentech, Inc.
Plant: 1003-South East Plant

CONFIRMATION!

This change will erase all entered values and reset all fields/attributes. Do you want to proceed with the change?

NO YES

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

INV2023.009636 - Inv... 0.00 CHF

Draft Comments and Supporting Documents

- Home
- My Tasks 99+
- Create
- Supplier Profile

Basic Details

Supplier Details

Payment And Delivery...

Line Details

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Invoice Number INV2023.009636	Supplier Invoice Number* 14324546 01	Invoice Creation Date 05/12/2023	Supplier Invoice Date* 05/12/2023
Supplier Name	<input type="checkbox"/> Non PO Invoice <input checked="" type="checkbox"/> Multi PO Invoice 02	Order Number 03 Add Order Number	
Supplier Code 10002758	Currency CHF	Invoice Type Standard	

Order Number

✓	PO Line Item Nu...	Item Number	Line Description	Supplier Item N...	Unit Price	Quantity
No records found						

Rows Per Page: 10 0 - 0 of 0 Close Import

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**

Order Number

P000110147

P000110147 | PO1 for Reques...

✓ PO Line Item Nu...	Item Number	Line Description	Supplier Item N...	Unit Price	Quantity
No records found					

Rows Per Page: 10 0 - 0 of 0

Close Import

Order Number

P000110347

✓ PO Line Item Nu...	Item Number	Line Description	Supplier Item N...	Unit Price	Quantity
✓ 1		Test order for training...		5.00	10.00
✓ 2		Test order for training...		2.00	5.00

Rows Per Page: 10 1 - 2 of 2

Close Import

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.

Order Number P000035669

PO Line Item Nu...	Item Number	Line Description	Supplier Item N...	Unit Price	Quantity
<input checked="" type="checkbox"/>	1	Snobol Programming ...	9780198246763	30.72	1.00
<input checked="" type="checkbox"/>	2	Data Management of ...	9780470770405	121.92	1.00
<input checked="" type="checkbox"/>	3	Designing Profession...	9781546903871	9.09	1.00

Rows Per Page: 10 1 - 3 of 3

Close Import

LINE DETAILS

LINES

Search Delete Manage Columns Apply to All Show Filters

Line	Type	Item Number	Line Descript...	Order Number	Order Line Nu...	Order Name	Order
<input type="checkbox"/> 1	Material		Snobol Program...	P000035669	1	PO1 for DO NOT U...	9GEF
<input type="checkbox"/> 2	Material		Data Manageme...	P000035669	2	PO1 for DO NOT U...	9GEF
<input type="checkbox"/> 3	Material		Designing Profes...	P000035669	3	PO1 for DO NOT U...	9GEF
<input type="checkbox"/> 4	Material		Programmer Not...	P000028755	2	PO1 for DO NOT U...	9GEF

Rows Per Page: 10 Page 1 of 1

Select remit to location

- 1. Select the applicable **Remit To location**
- 2. Select the **Tax Identification Country**

01

▼ SUPPLIER DETAILS

* Indicates mandatory fields

Remit To Location* Supplier Name & Address
GRANDE DR CEDAR PARK COMPLETE BOOK + MEDIA...

Results

Location Name

✓ 10254590 1200 TORO GRANDE DR CEDAR PARK

02

▼ SUPPLIER DETAILS ⋮

* Indicates mandatory fields

Remit To Location* Supplier Name & Address
10254590 1200 TORO ... COMPLETE BOOK + MEDIA...

Tax Identification Country Supplier Tax Identification Type
United States --

Supplier Tax Identification Number ▼

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**

Line Total		02	01	
Flexible Price Not Applicable	Unit Price 30.72		Quantity 1.00	UOM Each
Line Total 33.72	Discounts 0.00	03	Freight 0.00	
Fulfillment				

Tax			04
Tax Rate(%) 0.000	Taxes 0.00	Other Charges 0.00	

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

01	02	03
<p>Tax</p> <p>Tax Rate(%) 7.700</p>	<p>Taxes 77.00</p>	<p>Other Charges 0.00</p>

Select payment method

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

PAYMENT AND DELIVERY DETAILS

* Indicates mandatory fields

Bill To: Genentech, Inc. | Bill To Address: PO Box 50416, Indianapolis, Indiana, 46250, United States

Payment Terms: 30 days net - ZU08

Payment Method: **Please Select**

Bank Record: --

01

Banking Information

Payment Method: [Dropdown]

BANK RECORDS

Payment Method	Bank Name	Beneficiary Name	Bank Branch	Country	Account Type
<input checked="" type="checkbox"/> Payments	JPMorgan Chase Ban...		Avery Ranch and Par...	United States	

Cancel Done

02

Submit Invoice

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



Submit Invoice cont'd

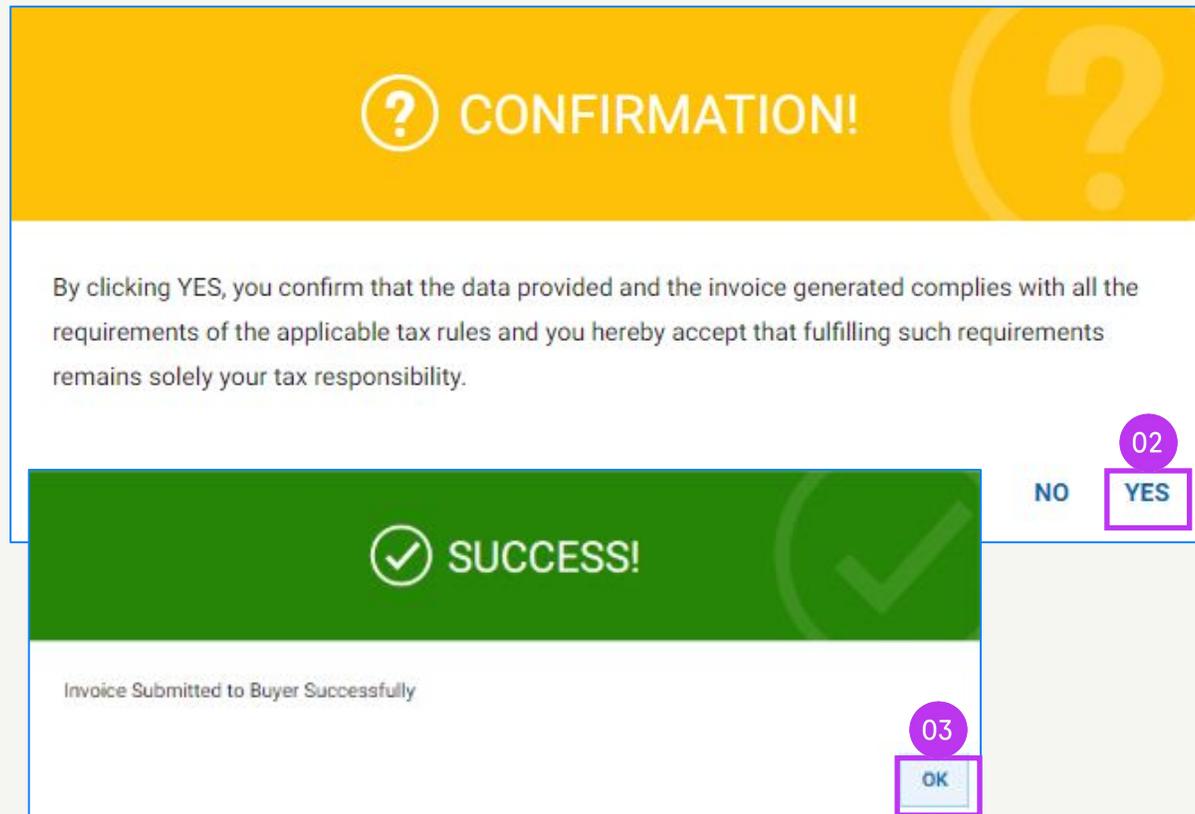
2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment,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



? CONFIRMATION!

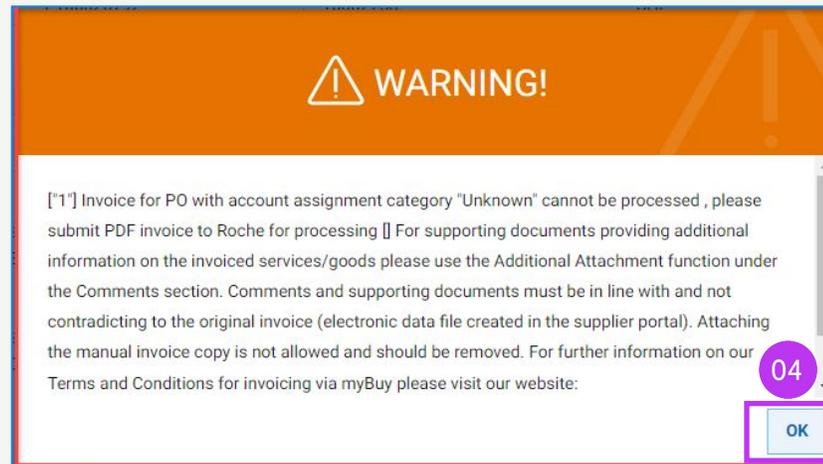
By clicking YES, you confirm that the data provided and the invoice generated complies with all the requirements of the applicable tax rules and you hereby accept that fulfilling such requirements remains solely your tax responsibility.

NO **YES** (02)

✓ SUCCESS!

Invoice Submitted to Buyer Successfully

OK (03)



! WARNING!

["1"] Invoice for PO with account assignment category "Unknown" cannot be processed , please submit PDF invoice to Roche for processing [] For supporting documents providing additional information on the invoiced services/goods please use the Additional Attachment function under the Comments section. Comments and supporting documents must be in line with and not contradicting to the original invoice (electronic data file created in the supplier portal). Attaching the manual invoice copy is not allowed and should be removed. For further information on our Terms and Conditions for invoicing via myBuy please visit our website:

OK (04)

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**

The screenshot shows the 'myBuy' interface with the 'Purchasing' module selected. The 'Documents' section is active, displaying a summary of order counts by status. The 'All' status is highlighted with 17216 orders. A 'Filters' button is visible in the top right of the document list area.

ORDER	RETURN NOTE	SERVICE CONFIRMATION	ASN
All 17216	Supplier Acknowledged 12101	Sent To Supplier 4234	Cancelled 751
Draft 51	Closed 44	Sent To Buyer 26	Approved 8

Below the summary, a table lists individual orders with columns for Order Name, Created On, Order Value, Status, and Actions. The first few rows are:

Order Name	Created On	Order Value	Status	Actions
P01 for Request922	09/12/2023	CHF 600.00	Cancelled	Document Hierarchy
CTest - Do Not Touch-01	09/13/2023	CHF 800.00	Supplier Acknowledge	Document Hierarchy
CTest - Do Not Touch-01 - Copy	09/13/2023	CHF 1,000.00	Sent To Supplier	Document Hierarchy

The 'Filters' dialog box is open, showing a list of filter criteria. The 'AUTHOR' filter is selected and highlighted. A search bar contains the text 'Author'. The 'Apply' button is highlighted.

03 Filters

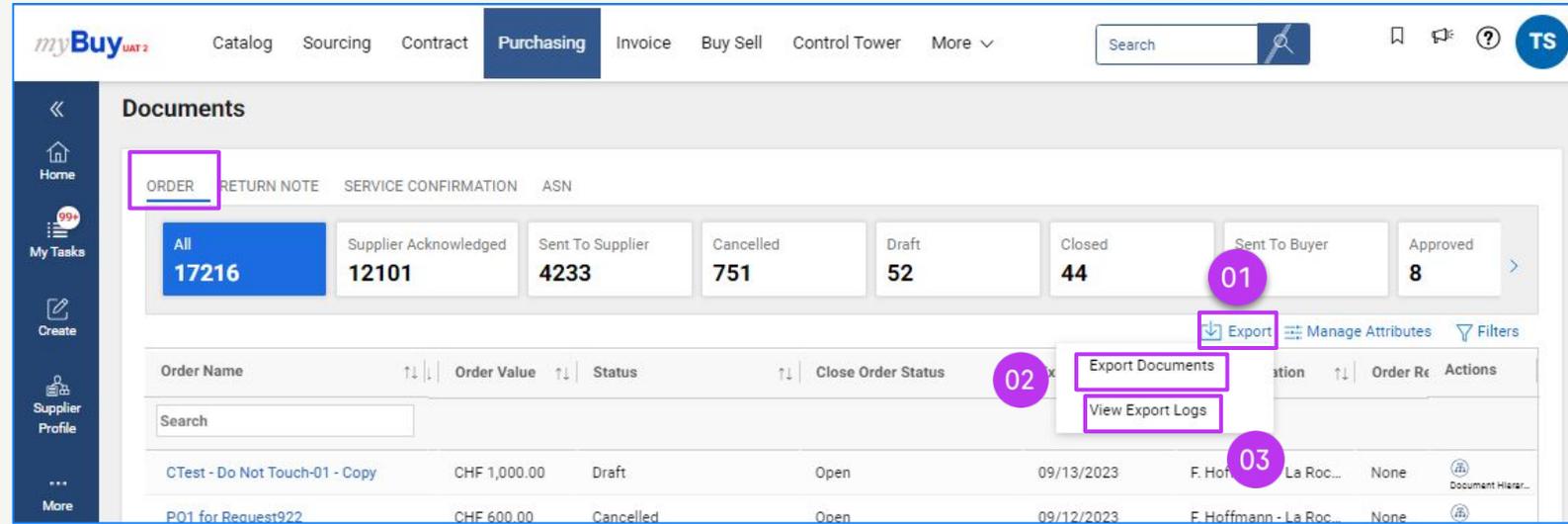
04 Author

05 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



myBuy JAT 2 Catalog Sourcing Contract **Purchasing** Invoice Buy Sell Control Tower More ▾ Search 🔍

Documents

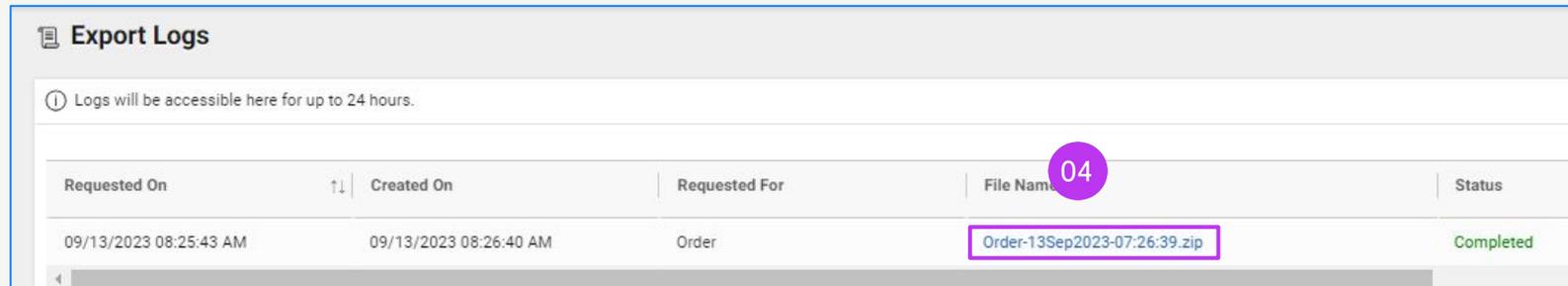
ORDER RETURN NOTE SERVICE CONFIRMATION ASN

All 17216 Supplier Acknowledged 12101 Sent To Supplier 4233 Cancelled 751 Draft 52 Closed 44 Sent To Buyer 01 Approved 8

Export Manage Attributes Filters

Order Name ↑↓ Order Value ↑↓ Status ↑↓ Close Order Status ↑↓ Export Documents 02 View Export Logs 03

Order Name	Order Value	Status	Close Order Status						
Search									
CTest - Do Not Touch-01 - Copy	CHF 1,000.00	Draft	Open	09/13/2023	F. Hoffmann - La Roc...	None	Document Hierar...		
PO1 for Request922	CHF 600.00	Cancelled	Open	09/12/2023	F. Hoffmann - La Roc...	None			



Export Logs

Logs will be accessible here for up to 24 hours.

Requested On	Created On	Requested For	File Name	Status
09/13/2023 08:25:43 AM	09/13/2023 08:26:40 AM	Order	Order-13Sep2023-07:26:39.zip 04	Completed

Invoice Report

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**

The screenshot shows the myBuy UAT2 interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice' (highlighted with a purple circle '01'), 'Buy Sell', 'Control Tower', 'Inventory Management', 'Supply Chain Collaboration', and 'QMS'. A search bar is on the right. The main content area is titled 'Documents' and shows a summary of invoice counts for various statuses: All (11559), Sent For Processing (7618), Draft (1690), Exception (781), Sent For Payment (616), Invoice Paid With Remittance (471), Internally Cancelled (147), Returned (121), Matched (73), and Invoice Fully Paid With Remittance (21). Below this is a table of invoice documents. A 'Filters' dialog box is open, showing a search for 'Invoice Type' (highlighted with a purple circle '04'). The dialog lists several filter attributes, with 'INVOICE TYPE' selected (highlighted with a purple circle '03'). Under 'INVOICE TYPE', the 'Standard' option is checked. The 'Apply' button is highlighted with a purple circle '05'.

Document Name	Document Number	PO Number	Status	Supplier Contact	Invoice Source	Supplier Invoice N...	Supplier Invoice Da...	Invoice Type	Invoice Received D...
Invoice2886 for PO1 for ...	INV2023.019254	P100015476	Draft		PO Based		5/11/2023	Standard	
Invoice282 for PO1 for ...	INV2023.019253	P100017383-001	Draft		PO Based		5/11/2023	Standard	
Invoice7	INV2023.009617		Draft		Non PO Based	safdasd	4/25/2023	Standard	4/25/2023
Invoice1 for PO1 for TE...	INV2023.019234	P100018539	Draft		PO Based	Text sjaf;	5/11/2023	Standard	5/11/2023
Invoice1 for PO1 for US...	INV2023.019242	P100019070	Exception		PO Based	Testing-89AJ	5/11/2023	Standard	5/11/2023
MK110523NPO2	0170000723/2023/1201		Exception		Non PO Based	MK110523NPO2	5/1/2023	Standard	5/11/2023
MK110523NPO1	0170000722/2023/1201		Exception		Non PO Based	MK110523NPO1	5/1/2023	Standard	5/11/2023
Invoice2 for IR_order_te...	INV2023.019218	P100018958	Exception		PO Based	INV2023.	5/10/2023	Standard	5/10/2023
Invoice281 for PO1 for ...	INV2023.019221	P100017383-001	Draft		PO Based		5/10/2023	Standard	
Invoice1 for IR_order_te...	CREDINV-05:23-000621	P100018958	Draft		PO Based	CREDINV	5/10/2023	Credit Invoice	5/10/2023

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

The screenshot shows the 'myBuy' system interface. At the top, the 'Invoice' module is selected in the navigation bar (01). Below the navigation bar, a summary table shows various invoice statuses: All (11559), Sent For Processing (7618), Draft (1690), Exception (781), Sent For Payment (616), Invoice Paid With Remittance (471), Internally Cancelled (147), Returned (121), Matched (73), and Invoice Fully Paid With Remittance (21) (02). Below this is a table of invoice documents with columns for Document Name, Document Number, PO Number, Status, Supplier Contact, Invoice Source, Supplier Invoice N., and Supplier (03). An 'Export' button is visible above the table (04). Below the table, the 'Export Logs' section is shown, containing a table with columns for Requested On, Created On, Requested For, File Name, and Status (05). The File Name column shows 'Invoice-11May2023-16:08:37.xlsx' with a status of 'Completed'.

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**

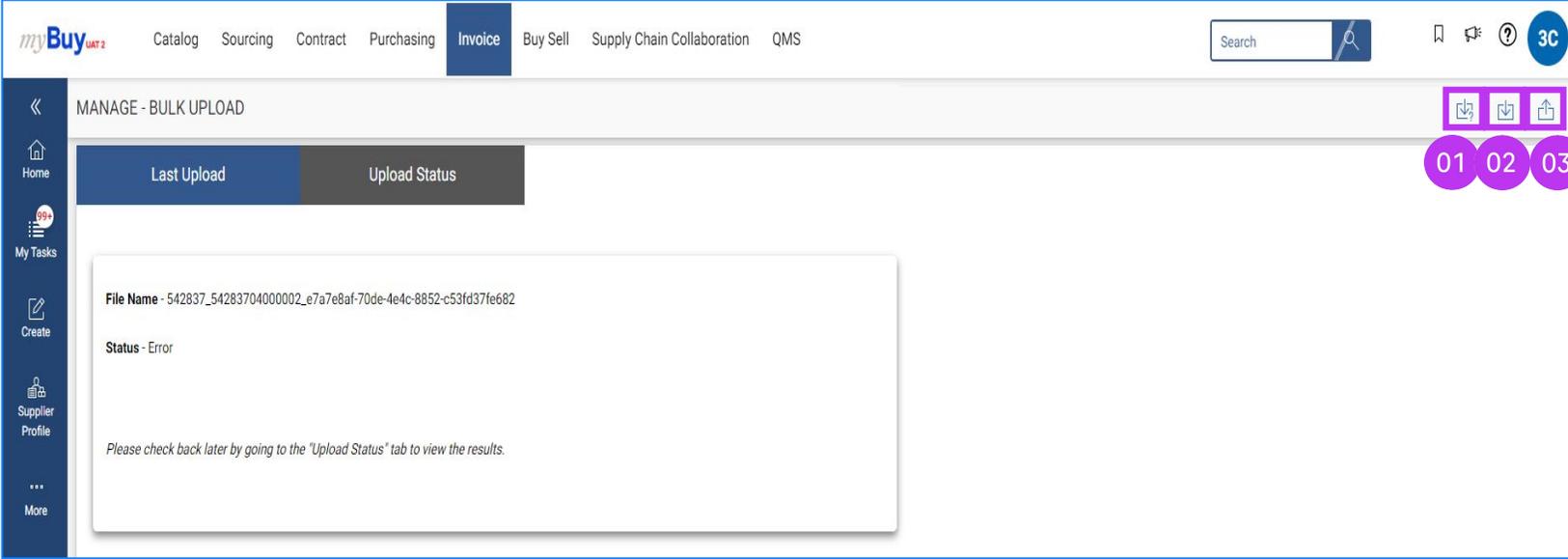
The screenshot shows the myBuy portal interface. The top navigation bar includes 'myBuy', 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice', 'Buy Sell', 'Supply Chain Collaboration', and 'QMS'. A search bar and user profile icon are on the right. The left navigation menu is open, showing options like 'Home', 'My Tasks', 'Create', 'Supplier Profile', and 'More'. The 'Create' menu is expanded, showing 'Invoice' (02), 'Using Blank Form', 'Invoice Using Blank Form', 'Subsequent Debit Note Using Blank Form', 'Using Bulk Upload' (03), and 'Service Confirmation'. The 'Using Bulk Upload' option is highlighted with a pink box. The main content area shows a table with columns: Document Number, Supplier, Purchase Type, Order Total, Pending On, and Pending Since. The table contains four rows of data.

Document Number	Supplier	Purchase Type	Order Total	Pending On	Pending Since
P100018200		Standard	0.00	4/27/2023 01:53:02 PM	60 Days 23 Hour
P100009016		Standard	10.00	3/24/2023 08:47:50 PM	94 Days 17 Hour
P100005354		Standard	100.00	2/27/2023 05:04:05 PM	119 Days 21 Hour
P100002206		Standard	3,300.00	2/09/2023 10:49:01 AM	138 Days 3 Hour

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

myBuy UAT 2 Catalog Sourcing Contract Purchasing Invoice Buy Sell More Search

MANAGE - BULK UPLOAD

01 Download Instructions

Last Upload Upload Status

File Name - 542837_54283704000002_e7a7e8af-70de-4e4c-8852-c53fd37fe682

Status - Error

Please check back later by going to the "Upload Status" tab to view the results.

Supplier_70021899_Instruction Template.xlsx

#	Interface Name	Interface Information
1	Interface Name	Inbound Supplier Invoice
2	Data Exchanged	Invoice information
3	Interface Frequency	DaiLY 6 PM,Cst (2000 per week)
4	Interface mode of transfer	SFTP
5	Interface mode of communication	CSV
6	File name format	<DocType> MMDDYYYYHHMMSS.dat
7	Column level delimiter	" "
8	Field level delimiter	"~"
9	3rd level delimiter	"~"
10	Folder Structure	TBD
11	Additional Information	
12	SPOC	

03 Process Invoice Sample +

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			This is an agreed identity information between GEP & Beeline		
5	From	Domain-Identity	Supplier identity	M			
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 'creditMemo' for CreditMemo		M	'standard' for Invoice 'creditMemo' for CreditMemo	string	NA
10	Operation			M	new - Invoice being processed for first time 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	Enttycode-Enttytype	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 CreditMemo's	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							

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	CompanyCode	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	InvoiceLineItemDescription	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

01

```
H|Roche~Supplier|SampleInvoice1|7/25/2023|Standard|New|Supplier|SampleInvoice1|1000|##RemitTo##|1000|rochesupplier123@gmail.com|winfrboss|YL09|USD||50|comment|Draft
L|SampleInvoice1|1|||This is a test Description|1|EA|50|
```

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	Action
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	
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										

02

Navigation bar: < > Process Invoice **Sample** +

03

Downloads

Supplier_70021899_Instruction Template (2)

CSV (Comma delimited) (*.csv)

Save

New Folder

Upload template sample file

01

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).

```
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

myBuy UAT 2 Catalog Sourcing Contract Purchasing Invoice Buy Sell More Search

MANAGE - BULK UPLOAD

Last Upload Upload Status

File Name - 542837_54283704000002_e7a7e8af-70de-4e4c-8852-c53fd37fe682

Status - Error

Please check back later by going to the "Upload Status" tab to view the results.

01 Upload File

02

ATTACHMENTS

Drag and Drop file here OR [UPLOAD SUPPORTING DOCUMENTS.](#)

Supported file formats:
.txt, csv, psv
Limited to file(s) of 55MB each.
Maximum 1 file(s) can be uploaded.

Close

02

SUCCESS!

File Uploaded Successfully.

03 OK

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](#).

myBuy UAT 2 Catalog Sourcing Contract Purchasing Invoice Buy Sell More Search

MANAGE - BULK UPLOAD 01

File Name	Total Invoice	Total Lines	Success	Failed	In-Progress	Status
542837_54283704000002_e5e27017-2780-467a-8433-ee1e5d54f908	1	1	1	0	0	Success
542837_54283704000002_e63e2422-507d-480b-9f6a-5a66c522f63f	2	1	1	1	0	Partial Success
542837_54283704000002_198e5dc5-8c97-4367-abc7-d0a49e03cc6a	2	1	1	1	0	Partial Success
542837_54283704000002_c8b72d93-f444-4e4f-9446-6abe66f8db81	2	1	1	1	0	Partial Success
542837_54283704000002_72d073b4-4047-4883-981d-1bd07ba66353	3	5	0	3	0	Failed

InvoiceListError_542837_70021899

```

File Edit View
H|Roche~Supplier|POInv12605_1a|05/26/2022|Standard|New|Supplier|Sc1129_11a|1201|P000100954|1|100|Test
invoice - PO bulk|Draft|PO Number: Invalid Order number or Buying Party details,PO Number: Order is not in valid
status for invoicing
L|POInv12605_1a|1|P000100954|1|This is a test Description|1|EA|100|
H|Roche~Supplier|POInv12605_1ab|05/26/2022|Standard|New|Supplier|Sc1129_21a|1201|P000100955|1|200|Test
invoice - PO bulk|Draft|PO Number: Invalid Order number or Buying Party details,PO Number: Order is not in valid
status for invoicing
L|POInv12605_1ab|1|P000100955|1|This is a test Description|1|EA|200|
H|Roche~Supplier|POInv12605_1ac|05/26/2022|Standard|New|Supplier|Sc1129_31a|1201|P000100920|1|300|Test
invoice - PO bulk|Draft|PO Number: Invalid Order number or Buying Party details,PO Number: Order is not in valid
status for invoicing
L|POInv12605_1ac|1|P000100920|1|This is a test Description|1|EA|100|
L|POInv12605_1ac|2|P000100920|2|This is a test Description|1|EA|100|
L|POInv12605_1ac|3|P000100920|3|This is a test Description|1|AU|100|
    
```

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

The screenshot shows the 'myBuy' portal interface. At the top, there is a navigation bar with 'Invoice' highlighted. Below this is a 'Documents' section with a summary table of invoice counts. A table below lists individual invoices with columns for Document Name, Document Number, PO Number, Supplier Name, Supplier Contact, Supplier Invoice N., Supplier Invoice Da., Invoice Type, Status, and Tot. Annotations 01, 02, and 03 are placed on the screen to guide the user through the process.

Document Name	Document Number	PO Number	Supplier Name	Supplier Contact	Supplier Invoice N...	Supplier Invoice Da...	Invoice Type	Status	Tot: A
Sclnv_60	INV2023.020104	P000100836	Apurva Malewar	Apurva Malewar	POInv_sc_1605_31	05/16/2022	Standard	Draft	CHF
Sclnv_50	INV2023.020103	P000100828	Apurva Malewar	Apurva Malewar	POInv_sc_1605_21	05/16/2022	Standard	Draft	CHF
Sclnv_40	INV2023.020101	P000100827	Apurva Malewar	Apurva Malewar	POInv_sc_1605_12	05/16/2022	Standard	Draft	CHF
Sclnv_51	INV2023.020056	P000100828	Apurva Malewar	Apurva Malewar	POInv_sc_1605_22	05/16/2022	Standard	Draft	CHF
Invoice2 for PS testing 24022023	CREDINV-07-23-000740	P100005399				07/27/2023	Credit Invoice	Draft	CHF
Invoice1 for PO1 for Request30623524...	INV2023.019792	P100023869			SCT52443060_2	06/30/2023	Standard	Invoice Paid With ...	CHF
Invoice1 for PO1 for Request30623524...	INV2023.019788	P100023853			SCT300623add_1	06/30/2023	Standard	Invoice Paid With ...	CHF
Invoice1 for PO2 for Request30623524...	INV2023.019796	P100023904-001			sctexp300623_1	06/30/2023	Standard	Invoice Paid With ...	CHF
Sclnv_61	INV2023.020057	P000100836	Apurva Malewar	Apurva Malewar	POInv_sc_1605_33	05/16/2022	Standard	Draft	CHF
Sclnv_41	INV2023.020055	P000100827	Apurva Malewar	Apurva Malewar	POInv_sc_1605_11	05/16/2022	Standard	Draft	CHF

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

← INV2023.020103 - ScInv_50 Draft 199.62 CHF Comments and Supporting Documents More

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Invoice Number: INV2023.020103
Supplier Invoice Number*: P0Inv_sc_1605_21
Invoice Creation Date: 07/28/2023
Supplier Invoice Date*: 05/16/2022
Supplier Name:
 Non PO Invoice

Multi PO Invoice
Order Number*: P000100828
Supplier Code: 10019941
Currency: CHF
Invoice Type: Standard

SUPPLIER DETAILS Manage Optional Fields

* Indicates mandatory fields

Remit To Location*: 10019941 IM LATERNEACKER... Supplier Name & Address
Tax Identification Country:

LINE DETAILS Indicates mandatory fields

LINES

Search Delete Manage Columns Apply to All Show Filters

Line 1 Line 1

Print Preview SAVE Send To Buyer

01

Submit Invoice cont'd

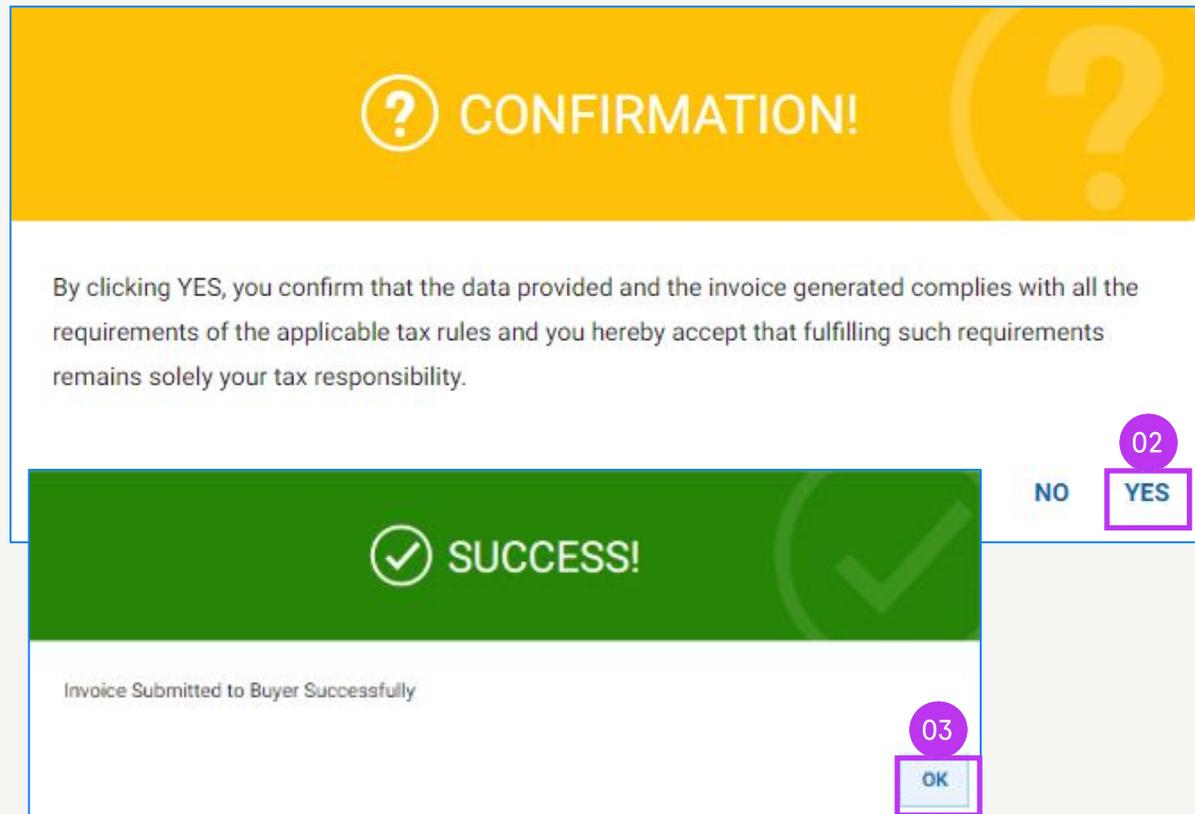
2. Close the information pop-up then click on **YES** to confirm what you are processing (including if you are submitting an invoice with a zero tax rate)
3. Click **OK** to clear the success pop-up box
4. If you try to submit an invoice via the portal and it relates to an unknown accounting assignment,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



? CONFIRMATION!

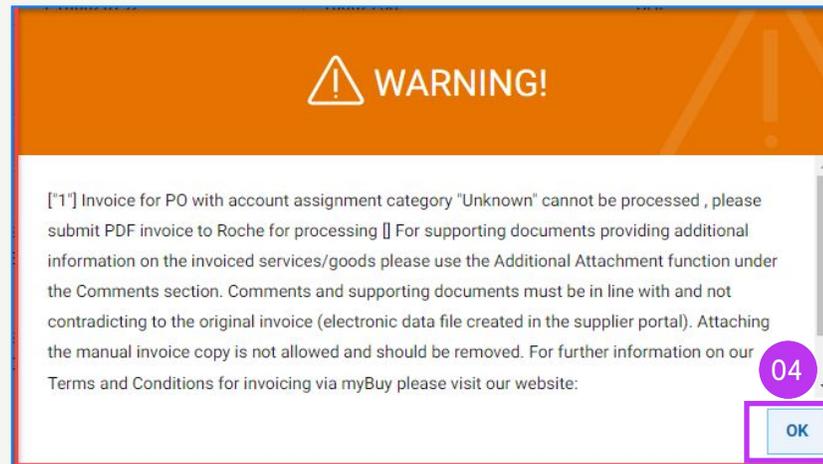
By clicking YES, you confirm that the data provided and the invoice generated complies with all the requirements of the applicable tax rules and you hereby accept that fulfilling such requirements remains solely your tax responsibility.

NO **YES** (02)

✓ SUCCESS!

Invoice Submitted to Buyer Successfully

OK (03)



! WARNING!

["1"] Invoice for PO with account assignment category "Unknown" cannot be processed , please submit PDF invoice to Roche for processing [] For supporting documents providing additional information on the invoiced services/goods please use the Additional Attachment function under the Comments section. Comments and supporting documents must be in line with and not contradicting to the original invoice (electronic data file created in the supplier portal). Attaching the manual invoice copy is not allowed and should be removed. For further information on our Terms and Conditions for invoicing via myBuy please visit our website:

OK (04)

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**

▼ BASIC DETAILS ▲
⋮
Manage Optional Fields

** Indicates mandatory fields*

Invoice Number INV2023.019394	Supplier Invoice Number*	Invoice Creation Date 05/23/2023	Supplier Invoice Date* 05/23/2023	Supplier Name	<input type="checkbox"/> Multi PO Invoice
<input type="text" value="Order Number* P000077383"/>	<input type="text" value="Supplier Code 10129894"/> <small>Please enter a value</small>	Currency USD	<input type="text" value="Local Currency"/>	<input type="text" value="Conversion Factor 1.23340"/>	Invoice Type Standard

▼ SUPPLIER DETAILS
⋮
Manage Optional Fields

** Indicates mandatory fields*

<input type="text" value="Remit To Location* 10177692 12864 COL..."/>	Supplier Name & Address
<input type="text" value="Tax Identification Country Singapore"/>	Supplier Tax Identification Type --
	<input type="text" value="Supplier Tax Identification Number"/>

Results

Code	Name
COP	COP
TND	TND
DKK	DKK
AFN	AFN

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

INV2023.019394 - Invoice1 For PO1 For Requ... Draft 400.00 USD

BASIC DETAILS

* Indicates mandatory fields

Invoice Number: INV2023.019394
 Supplier Invoice Number*: [Redacted]
 Invoice Creation Date: 05/23/2023
 Supplier Invoice Date*: 05/23/2023
 Supplier Name: [Redacted]
 Multi PO Invoice

Order Number*: P000077383
 Supplier Code: 10129894
 Currency: USD
 Local Currency: [Redacted]
 Conversion Factor: 1.23340
 Invoice Type: Standard

INV2023.019394 - Invoice1 For PO1 For Requ... Draft

BASIC DETAILS

* Indicates mandatory fields

Invoice Number: INV2023.019394
 Supplier Invoice Number*: [Redacted]
 Invoice Creation Date: 05/23/2023
 Supplier Invoice Date*: 05/23/2023
 Supplier Name: [Redacted]
 Multi PO Invoice

Order Number*: P000077383
 Supplier Code: 10129894
 Currency: USD
 Local Currency: [Redacted]

SUPPLIER DETAILS

* Indicates mandatory fields

Remit To Location*: 10177692 12864 COL...
 Supplier Name & Address: [Redacted]

Tax Identification Country: Singapore
 Supplier Tax Identification Type: --
 Supplier Tax Identification Number: [Redacted]

Other Charges (USD)	0.00	More
Discount (USD)	0.00	
Invoice Total (USD)	400.00	
Accrued Taxes (USD)	0.00	View Details
Taxes ()	7	×
Taxable Amount ()	400	×
Total Amount ()	428	×

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

Indicates mandatory fields

LINE DETAILS

LINES

Search Delete Manage Columns Apply to All Show Filters

Line	Type	Line Descript...	Line Total	Tax Rate(%)	Taxes	Discounts	Other Charges	Freight
<input type="checkbox"/> 1	Variable	Katty Test 6089	1,000,000.00	0.000	0.00	0.00	0.00	0.00

Rows Per Page: 10

Page 1 of 1

Add Taxes

03

Tax Description	Tax Rate (%)	Tax Amount (CAD)	ADD
HST			
C6 13% HST - 13%			
C7 15% HST - 15%			

CANCEL APPLY

Add Taxes

04

Tax Description	Tax Rate (%)	Tax Amount (CAD)	ADD
13% HST	13.00	130,000.00	

CANCEL APPLY

05

CONFIRMATION!

Summation of tax amount as per update on the tax codes does not match with existing line item tax amount. Update line item tax amount to new values?

NO **YES** 06

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**

LINE DETAILS

Indicates mandatory fields

LINES

Search Delete Manage Columns Apply to All Show Filters

Line	Type	Line Descript...	Line Total	Tax Rate(%)	Taxes	Discounts	Other Charges	Freight
1	Variable	Katty Test 6089	1,190,000.00	19.000	190,000.00		0.00	0.00

Rows Per Page: 10

Page 1 of 1

Add Taxes

Tax Description	Tax Rate (%)	Tax Amount (CAD)	ADD
13% HST	13	130,000.00	Edit
6% PST	6	60,000.00	

APPLY



Find VAT rates by country [here](#)

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

▼ ADDITIONAL DETAILS ⋮

* Indicates mandatory fields

01 POR Long Reference Number <small>Please Enter</small>	Scanned Invoice Copy	Additional Attachment 1	Additional Attachment 2	Date of Service (Start Date) <small>MM/DD/YYYY</small>	Date of Supply or Service (End Date) <small>MM/DD/YYYY</small>
02 QR IBAN <small>Please Enter</small>	03 QR Reference <small>Please Enter</small>	Supplier EORI Number <small>Please Enter</small>			


WARNING!

ⓘ In case QR details are provided please remove payment method in Payment and Delivery section. ⓘ INFORMATION: For supporting documents providing additional information on the invoiced services/goods please use the Additional Attachment function under the Comments section. Attaching the manual invoice copy is not allowed and should be removed. For further information on our Terms and Conditions for invoicing via myBuy please visit our

OK

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**

▼ PAYMENT AND DELIVERY DETAILS Manage Optional Fields

* Indicates mandatory fields

Ship To/ Service To: F. Hoffmann - La Roche AG, Möbela...
 Ship To Address/ Service Address: Sternefeldstrasse 44, 4127, Birsfelden, Switzerland

Bill To: F. Hoffmann-La Roche AG
 Bill To Address: Kreditorenbuchhaltung, Grenzacherstrasse 124, 4070, Basel, Switzerland
 Contact Email / Phone: basel.i2pinvoice@roche.com

Payment Terms: 30 days net - ZU08

Deliver To: BLD:686, ROOM:4.570, FLR:

01 Payment Method: **Please Select**

Bank Record: --

Banking Information

Payment Method:

🇨🇭 BANK RECORDS

	PaymentMethodName	BankName	BeneficiaryName	BankBranch	CountryName
<input checked="" type="checkbox"/>	Domestic Payments	CREDIT SUISSE (SCH...			Switzerland
<input checked="" type="checkbox"/>	Domestic Payments	Credit Suisse (Schwei...			Switzerland
<input checked="" type="checkbox"/>	Domestic Payments	Credit Suisse (Schwei...			Switzerland

02

CANCEL **DONE** 03

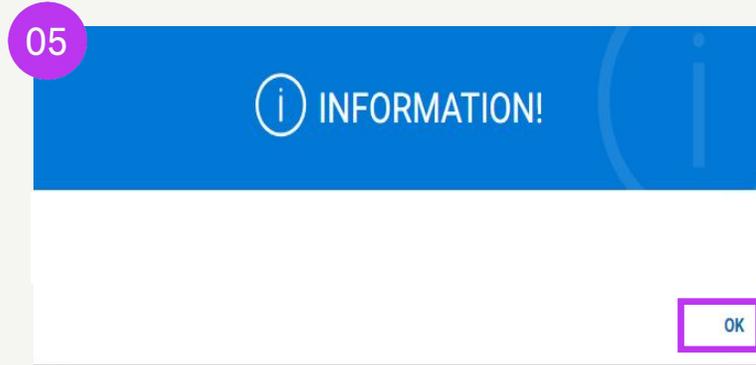
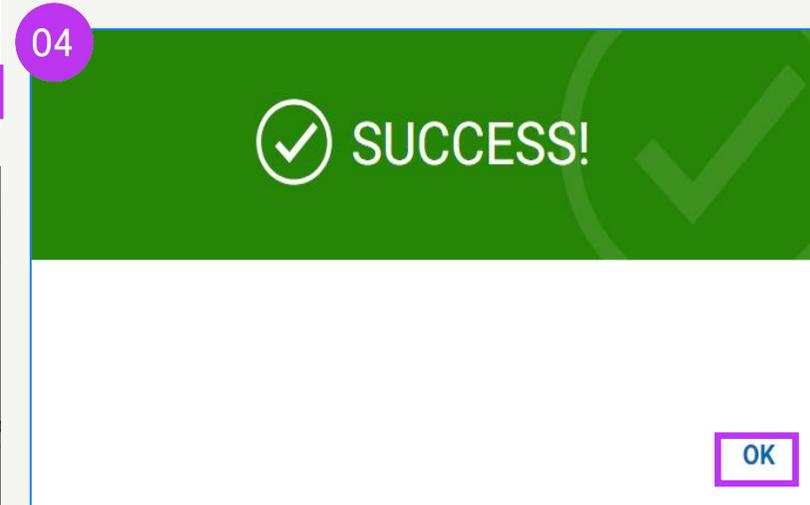
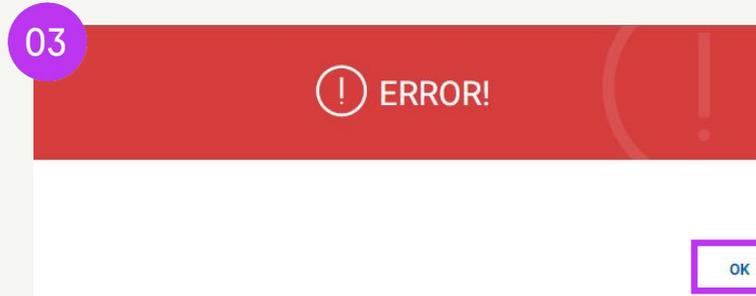
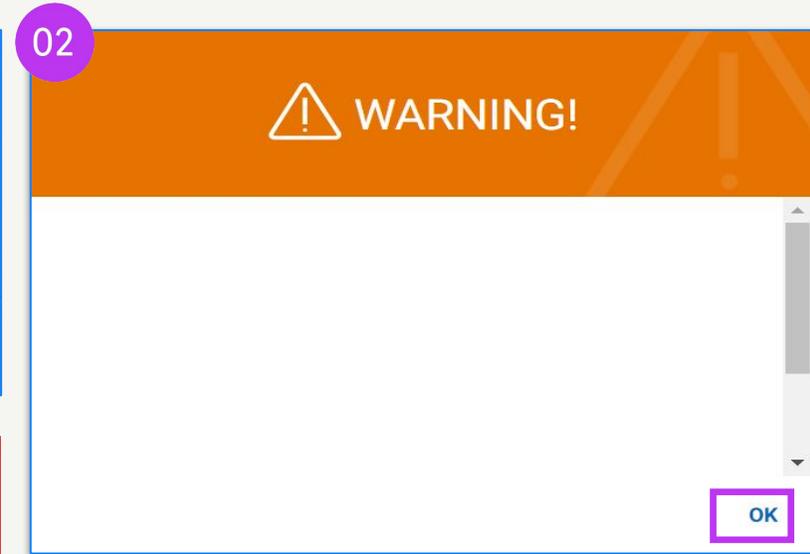
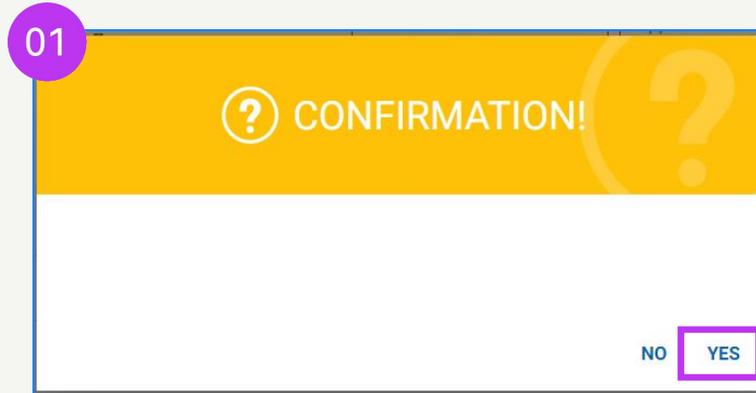
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Useful Information

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.

The screenshot displays the myBuy UAT 2 interface. At the top right, the Roche logo is visible. The main interface shows two invoice detail views. The first view is for invoice INV2024.021819, with a status of 'Sent For Processing' and a value of 10.81 USD. The second view is for invoice INV2023.019234, with a status of 'Sent For Processing' and a value of 300.00 CHF. Both views show 'BASIC DETAILS' including Invoice Number, Supplier Invoice Number, Invoice Creation Date, Supplier Invoice Date, Supplier Name, Supplier Code, Currency, Invoice Type, and Order Number. A 'More' menu is highlighted in the top right corner of the invoice view, with a 'Download Legal Invoice' option selected. The sidebar on the left contains navigation options: Home, My Tasks (11), Create, Supplier Profile, and More. The top navigation bar includes Catalog, Sourcing, Contract, Purchasing, Invoice (highlighted), Buy Sell, and More. A search bar and a 'TS' button are also present in the top navigation bar.

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



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.

25

Support Resources

Where to find help when you need it

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](#)



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**

The image shows a screenshot of the GEP Business Network interface. At the top right, there is a 'Roche' logo. Below it, a 'Help Center' button is highlighted with a purple box and a '01' callout. The main content area shows a 'Registration(s)' section with the text 'No pending registration available.' Below this is a 'My Tasks' section. On the right side, there is a 'Support' sidebar with a 'User Manual' link and a list of telephone numbers for various regions: US (+1 732 428 1578), Europe (+42 022 598 6501), India (+91 22 61372148), Australia (+61 2 8518 1914), UK (+44 203 478 6123), Canada (+1-416-482-2900), China (+86-21-3115-9119 and +86-21-3115-5061), Singapore (+65 31579481), and Malaysia (+65 31579481). A purple circle with '01' is placed over the Singapore number. At the bottom of the sidebar, there is a link for 'Supplier FAQs: Quick Guide'.

Home Monday | September 16, 2024 Help Center

Client list Roche2 Other Links My Tasks

Registration(s)

No pending registration available.

My Tasks View all 18

Pending since 1 ActionP

Pending since 1 ActionP

Support User Manual

Telephone :

US	:	+1 732 428 1578
Europe	:	+42 022 598 6501
India	:	+91 22 61372148
Australia	:	+61 2 8518 1914
UK	:	+44 203 478 6123
Canada	:	+1-416-482-2900
China	:	+86-21-3115-9119 +86-21-3115-5061
Singapore	:	+65 31579481
Malaysia	:	+65 31579481

For Help: [Supplier FAQs: Quick Guide](#)

01

02

For help: [Supplier FAQs: Quick Guide](#)

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



Doing now what patients need next