



Managing Purchase Orders

This quick help guide will walk you through

- how to acknowledge orders Page 2
- how to create a change request Page 6
- how to create an advance shipping notice Page 9

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

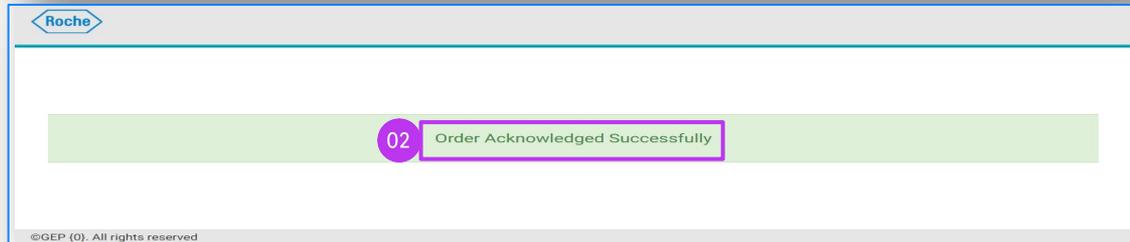
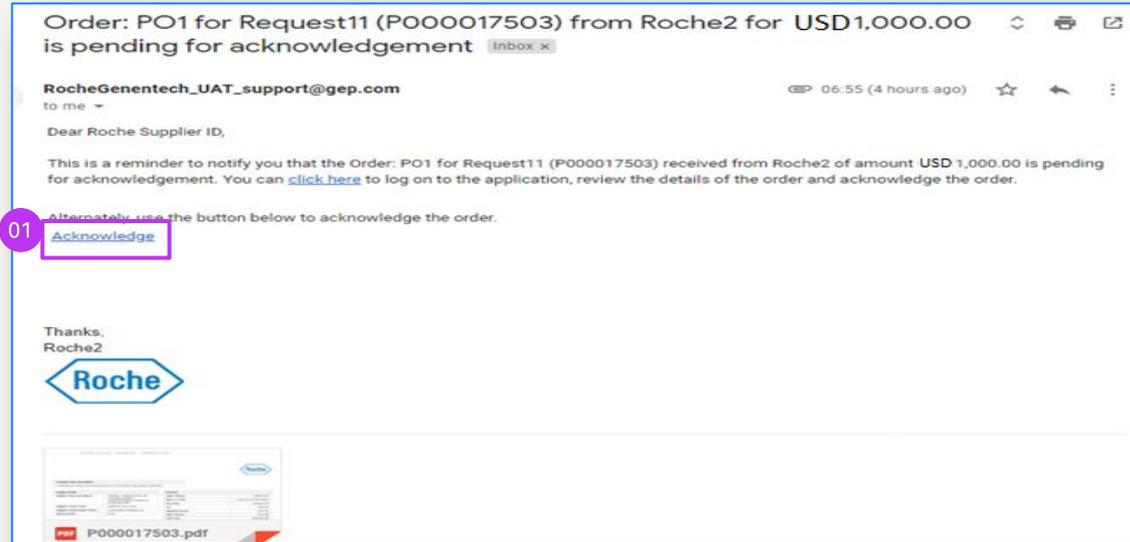
Notifications about new orders will come from:

- 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

01

myBuy Catalog Sourcing Contract **Purchasing** Invoice Buy Sell Supply Chain Collaboration

Documents

ORDER RETURN NOTE SERVICE CONFIRMATION ASN

All	Supplier Acknowledged	Sent To Supplier	Cancelled	Draft	Sent To Buyer	Approved	Closed	Send For Approval Failed
6064	4524	1481	39	9	7	2	1	1

Document Name	Document Number	Supplier	Purchase Type	Created By	Created On	Total Value	Status
PO1 for Request GT Testing	P000071827	3M SCHWEIZ GMBH	Contract Flip to Purchas...	9gepus07 Roche Contract Re...	01/11/2022	2,000.00 CHF	Sent To Supplier
PO1 for Request GT Testing 4	P000071826	3M SCHWEIZ GMBH	Contract Flip to Purchas...	9gepus07 Roche Contract Re...	01/11/2022	3,000.00 CHF	Sent To Supplier

02

03

04

myBuy Catalog Sourcing Contract **Purchasing** Invoice Buy Sell Supply Chain Collaboration

Documents

ORDER RETURN NOTE SERVICE CONFIRMATION ASN

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PO1 for Request GT Testing 4	P000071826	3M SCHWEIZ GMBH	Contract Flip to Purchas...	9gepus07 Roche Contract Re...	01/11/2022	3,000.00 CHF	Sent To Supplier

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.

ORDER: PO1 For Amalina_FT -.. Sent to Supplier 20.00 CHF Comments and Attachments More

BASIC DETAILS

* Indicates mandatory fields

Order Number P000071402	Order Name PO1 for Amalina_FT - testing - 1 - C...	Order Contact 9GEPCHBSTB01 Roche Buyer	Order Author 9GEPCHBSTB01 Roche Buyer	Purchase Type Standard	Creation Date 12/28/2021
Original Issue Date 12/28/2021	Supplier Acknowledged Date --	Currency CHF			

01 > LINE DETAILS

> SUPPLIER DETAILS

> INVOICING AND DELIVERY DETAILS

02 Acknowledge Order

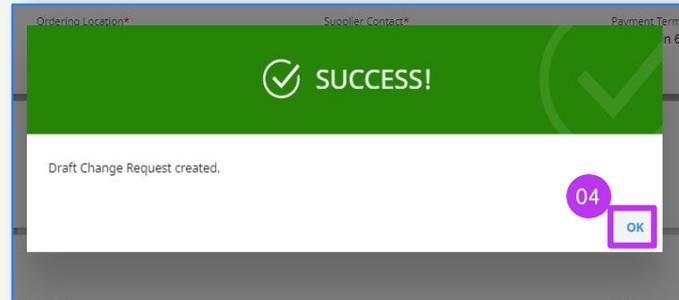
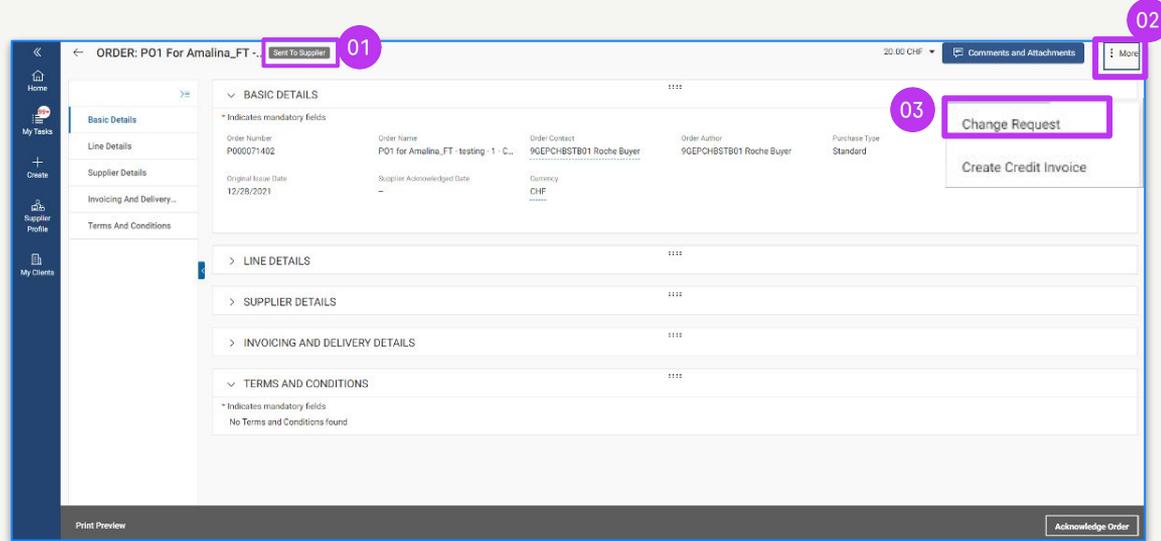
03 SUCCESS!

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

Supplier Details

Line Details

Invoicing And Delivery...

Terms And Conditions

▼ 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

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Create Change Request cont'd

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



07

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

Basic Details

Supplier Details

Line Details

Invoicing And Delivery...

Terms And Conditions

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

* Indicates mandatory fields

Supplier Name	Supplier Code	Ordering Location	Supplier Contact
	10002758	10002758 EGGSTR 93 RUESC...	Supplier TEST CR Roche

Print Preview

08

Send To Buyer

ORDER 63 SERVICE CONFIRMATION 37 ASN 7

All 63	Supplier Acknowledged 43	Sent To Supplier 16	Sent To Buyer 4
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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
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09

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 JAT 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', 'Create', 'Supplier Profile', and 'More'. 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 is a summary table:

All	Supplier Acknowledged	Sent To Supplier	Cancelled	Draft	Sent To Buyer	Closed
17020	12020	4166	738	43	26	18

Below the summary table is a table 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 '02':

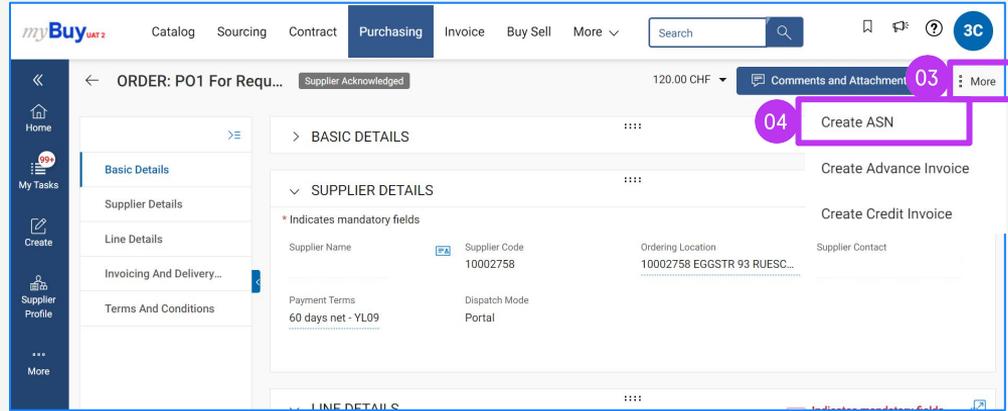
Order Name	Order Number	Supplier	Created	Order Value	Status	Close Order Status
PO1 for Request2020003205	P100022823		06/16/2023	CHF 120.00	Supplier Acknow...	Open
PO1 - DoNotTouch - Sce-02	P100023785		06/29/2023	CHF 2,000.00	Supplier Acknow...	Open
PO1 for Advance AS - Copy - Cop...	P100008965-002		06/28/2023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



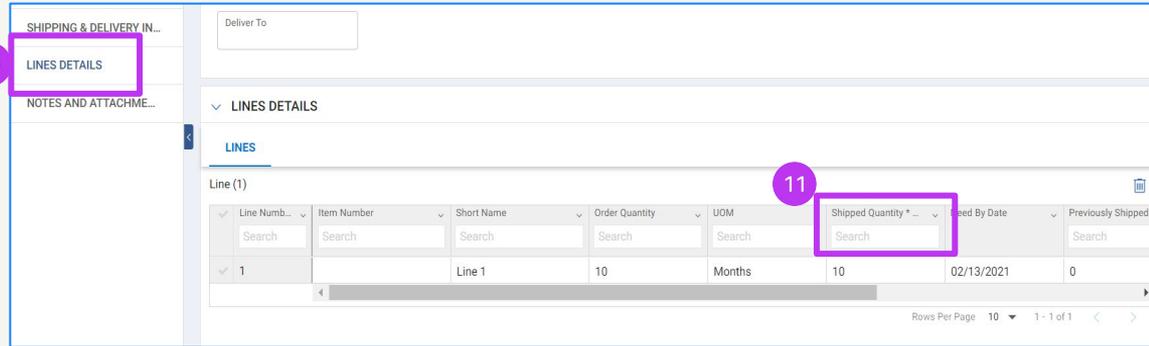
Create ASN cont'd

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 shows 'ASN: ASN1 For P01 For - D. - ASN-07:23-000471' in a 'Draft' state. The left sidebar contains navigation options: Home, My Tasks, Create (with callout 06), Supplier Profile, and More. The main content area is divided into sections: 'BASIC DETAILS' (with callout 05), 'SUPPLIER DETAILS', 'SHIPPING & DELIVERY INFORMATION' (with callout 07), and 'NOTES AND ATTACHEME...'. The 'BASIC DETAILS' section includes fields for ASN Name, ASN Number, Order Number, ASN Created By, ASN Created On, and Supplier ASN Number. The 'SHIPPING & DELIVERY INFORMATION' section includes fields for Expected Delivery Date (with callout 07), Tracking Number (with callout 08), Shipping Method, Ship To Location, and Ship To Address. The 'Deliver To' field (with callout 09) is currently empty. A red error message states 'You must enter a value for the attribute' under the Supplier ASN Number field.

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)



SHIPPING & DELIVERY IN... Deliver To

10 LINE DETAILS

NOTES AND ATTACHME...

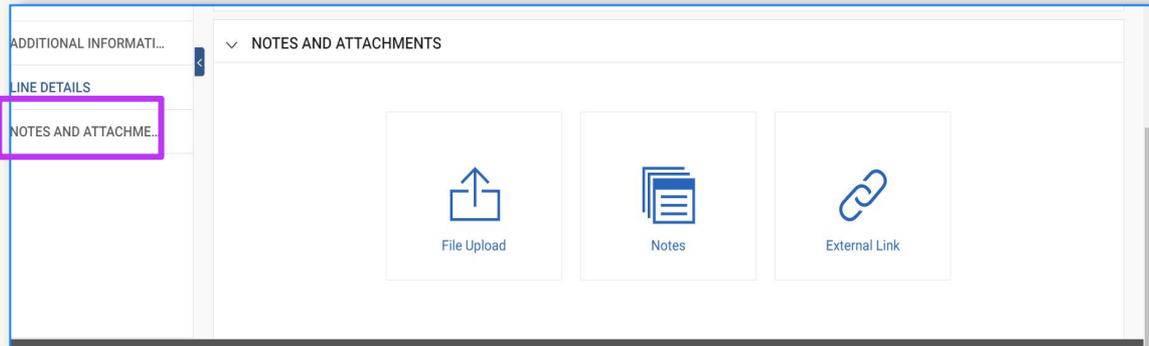
LINE DETAILS

LINES

Line (1)

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

Rows Per Page 10 1 - 1 of 1



ADDITIONAL INFORMATI...

LINE DETAILS

12 NOTES AND ATTACHME...

NOTES AND ATTACHMENTS

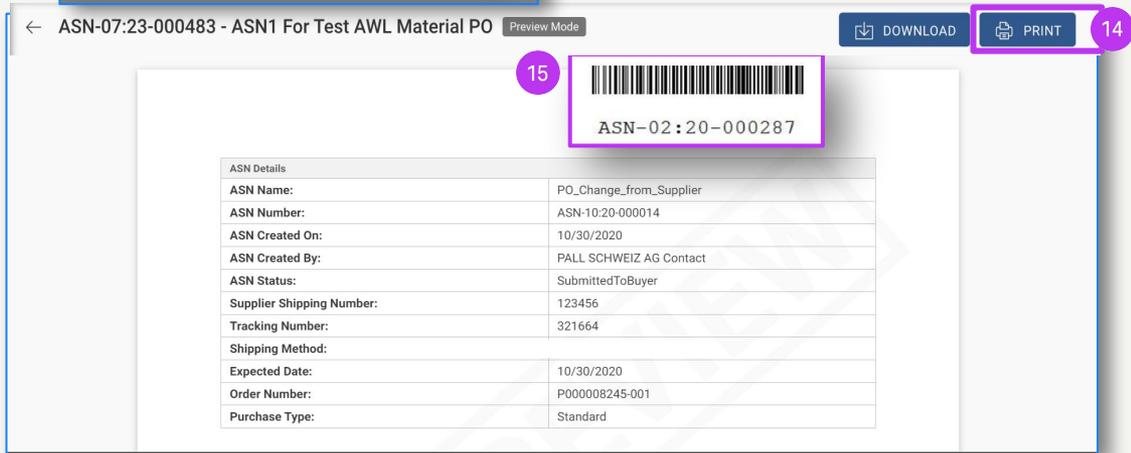
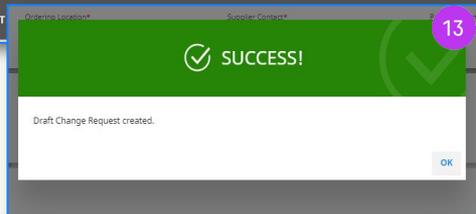
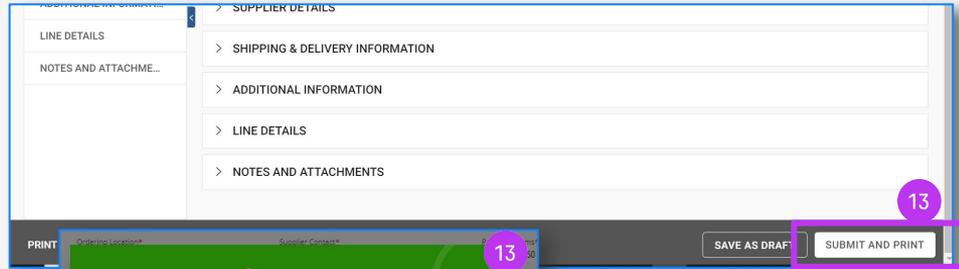
File Upload

Notes

External Link

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)





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

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