



Create Invoices

This quick help guide will walk you through

- how to create an invoice - general information Page 2
- how to create an invoice - detailed process steps Page 6
- how to delete a draft invoice Page 21
- how to create an invoice - country specific exceptions Page 24

General/High-level Instructions

If you are working with a Roche site or affiliate in Singapore, Switzerland or Canada, please pay particular attention to the Country Specific Exceptions at the end of the deck

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. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice', 'Buy Sell', 'Supply Chain Collaboration', and 'QMS'. The 'Purchasing' module is highlighted with a purple box and a '01' callout. Below the navigation bar, the 'Documents' section is visible, with tabs for 'ORDER', 'RETURN NOTE', 'SERVICE CONFIRMATION', and 'ASN'. The 'ORDER' tab is active, showing a summary of order counts by status: All (17020), Supplier Acknowledged (12020), Sent To Supplier (4166), Cancelled (738), Draft (43), Sent To Buyer (26), Closed (18), Approved (8), and Send For (1). The 'Supplier Acknowledged' status is highlighted with a purple box. Below the summary, there is a table of orders with columns: Order Name, Order Number, Supplier, Created On, Order Value, Status, Close Order Status, Created On, and Ship To Loca. The first row, 'PO1 for Request2020003205', is highlighted with a purple box and a '03' callout. The 'Supplier Acknowledged' status for this order is also highlighted with a purple box and a '02' callout.

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

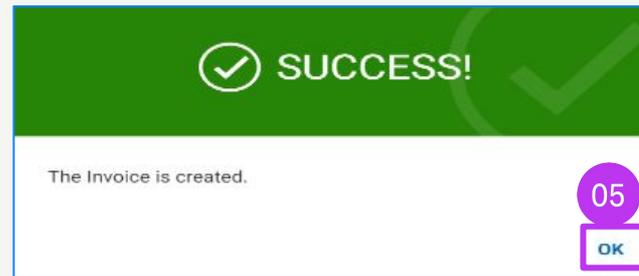
SUPPLIER DETAILS Manage Optional Fields

* 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



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.

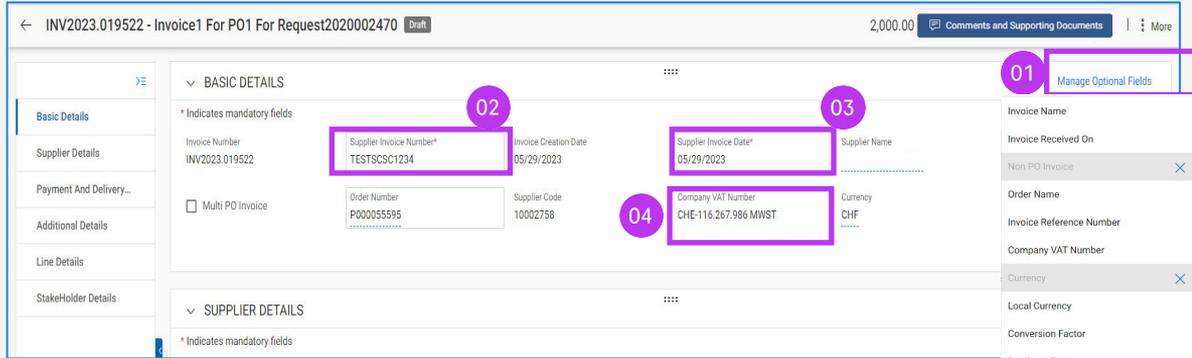
Deviations will be marked and linked to the respective topics, or you can click the links here to review the exceptions:

- 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



The screenshot displays the 'Basic Details' section of an invoice form. The form title is 'INV2023.019522 - Invoice1 For PO1 For Request2020002470' with a 'Draft' status and a value of '2,000.00'. A 'Comments and Supporting Documents' button is visible in the top right. The 'Basic Details' section includes the following fields:

- Supplier Invoice Number*** (Callout 02): TESTSCSC1234
- Supplier Invoice Date*** (Callout 03): 05/29/2023
- Supplier Name**: [Redacted]
- Order Number**: PO00055595
- Supplier Code**: 10002758
- Company VAT Number** (Callout 04): CHE-116.267.986 MWST
- Currency**: CHF

Callout 01 points to the 'Manage Optional Fields' menu on the right side of the screen. The menu is open, showing a list of optional fields that can be added to the invoice, including Invoice Name, Invoice Received On, Order Name, Invoice Reference Number, Company VAT Number, Currency, Local Currency, Conversion Factor, Purchase Type, Compliance Status, Archival Status, Delivery Note, and Supplier SC Number.

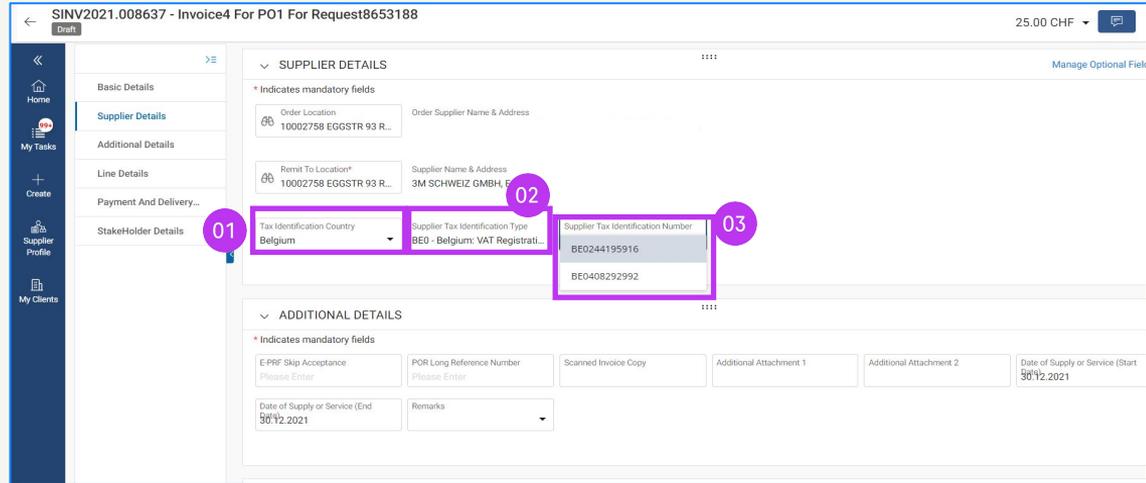
*Invoice payment is based on the date you submit the invoice via myBuy GEP SMART

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

25.00 CHF

Supplier Details

Order Location: 10002758 EGGSTR 93 R...

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 Registrat...

Supplier Tax Identification Number: BE0244195916, BE0408292992

Additional Details

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): 30/12/2021

Date of Supply or Service (End): 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
01 ✓	1	Material			33.33	1.000
✓	2	Material			45.45	1.000
✓	3	Material			33.33	1.000

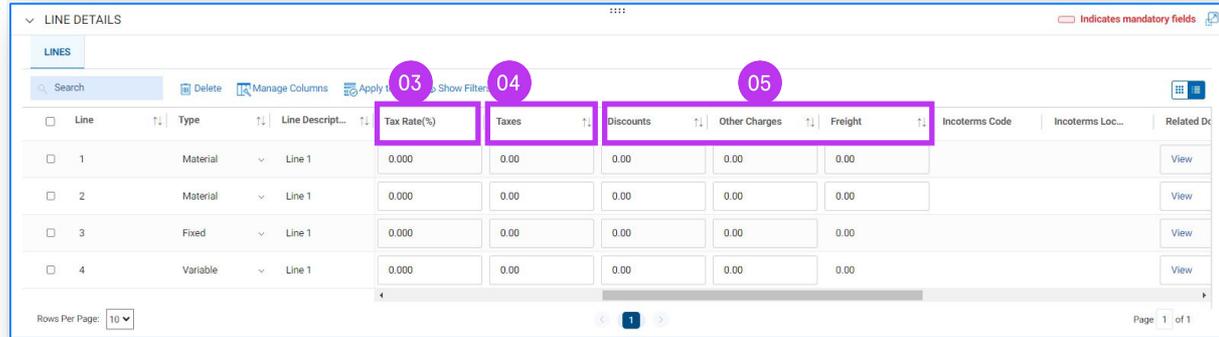
02

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)

Supplier invoice copy

<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

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 the next slide)

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

* Indicates mandatory fields

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

Bill To: F. Hoffmann-La Roche AG
 Bill To Address: Kreditärenbuchhaltung, Grenzacherstrasse 124, 4070, Basel, Switzerland
 Contact Email / Phone: basel12@service@roche.com

Payment Terms: 30 days net - ZU08

Deliver To: BLD-666, ROOM 4.570, FLR:

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

CANCEL DONE

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

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

BASIC DETAILS

Supplier's Legal Name* Parent Company's Identifica... Parent Company Name

YOUR COMPANY LOGO HERE

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

Doing Business As

Formerly Known As 1 More

Category* MRO Equipment(Y20100...

01

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 :	ES*
<input type="checkbox"/>	3050 SPRUCE ST SAINT LO...	Remit To Lo... + 1 More	Pri : +13147715765 Sec :	ES*
<input type="checkbox"/>	4353 E 49TH ST CLEVELAN...	Remit To Lo... + 1 More	Pri : +12168838025 Sec :	ES*
<input type="checkbox"/>	3050 SPRUCE ST ST LOUIS ...	Other	Pri : +18003652535 Sec :	ES*
<input type="checkbox"/>	1669 PHOENIX PKWY COLL...	Remit To Lo... + 1 More	Pri : +18003613352 Sec :	ES*

02

LOCATION INFORMATION

BANKING INFORMATION

IDENTIFICATION INFO

INCO TERMS

TRANSACTION TYPE

*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"/>

03

04

05

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.

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)
Please Enter

Date of Supply or Service (End Date)
MM/SS/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

Manage Columns Apply to All Show Filters

Item Number | Line Description | PO Line Item N... | Supplier Item | Category | Item Source | Flexion Price | Unit Price

pRED/Bau 2 Leis... | 1-pRED/Bau 2 L... | Commercial Operat... | Manual | Not Applicable | 1.00

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)
Please Enter

Date of Supply or Service (End Date)
30/12/2021

Remarks

Geen Belgische BTW verschuldigd -
Vrijstelling op grond van artikel 39 bis
WBTV - intracommunautaire
leveringen / Pas de TVA due -
exemption sur la base de l'article 39
bis CTVA - livraison
intracommunautaire

Driehoeksverkeer - medecontractant
aangeduid als schuldenaar van de
belasting - Verligging van heffing op
grond van artikel 51 § 2, 2° WBTV /
Opération triangulaire -
cococontractant déclaré comme

Indicates mandatory fields

Apply to All Show Filters

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.



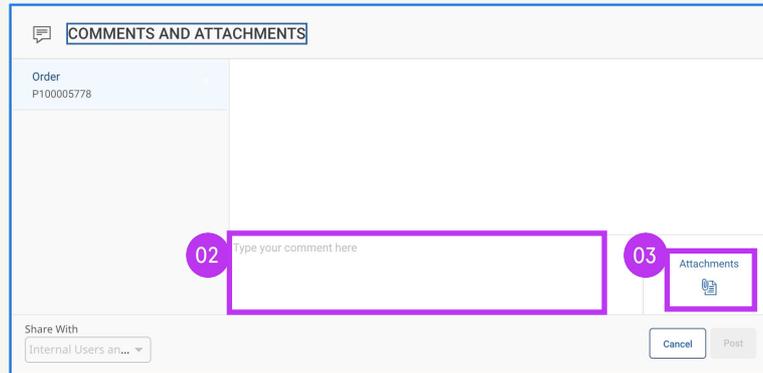
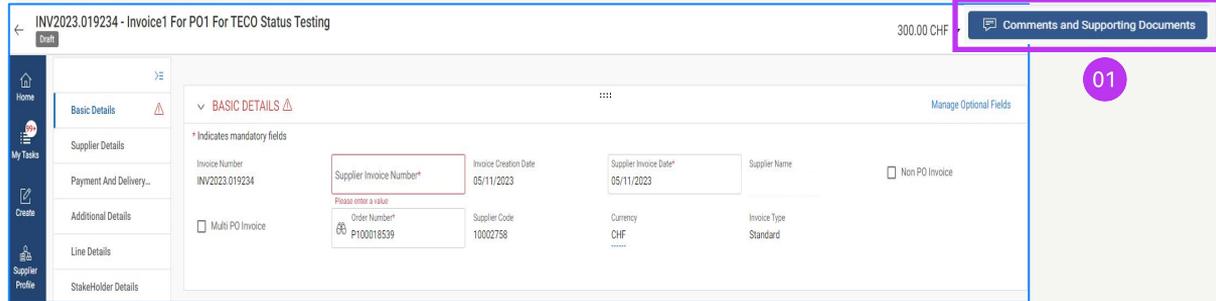
Please note: Use the option N/A if none of the above are applicable

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**



INV2024.022049 - Invoice2 For PO1 For Partia... Draft 100.00 USD Comments and Supporting Documents More

Home
My Tasks
Create
Supplier Profile
More

> BASIC DETAILS
> SUPPLIER DETAILS
LINE DETAILS Indicates mandatory fields

LINES
Search Delete Manage Columns More

Line 1
Line 2

Line 1
Line Details
Line 1 Type Material Line Description TEST PO Supplier Item Number -
Credit Type None Related Documents View

Purchase Order Details

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.



01 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.

02 NO YES

03 SUCCESS!
Invoice Submitted to Buyer Successfully
OK

04 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

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 application interface for the Invoice module. The top navigation bar includes 'Catalog', 'Contract', 'Purchasing', 'Invoice', 'Buy Sell', 'Control Tower', 'Inventory Management', 'Supply Chain Collaboration', and 'QMS'. The 'Invoice' tab is highlighted with a purple box and labeled '01'. Below the navigation, the 'Documents' section shows a list of document types: 'INVOICE' (highlighted with a purple box and labeled '02') and 'CREDIT MEMO'. A summary bar displays 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 table below has columns for Document, PO Number, Status, Supplier Name, Supplier Code, Invoice Number, Supplier Invoice Number, Supplier Invoice Date, Invoice Date, Invoice Amount, Total Value, Purchase Order, Payment Terms, Exception, and Create Date. The 'Status' column is highlighted with a purple box and labeled '03'. 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 ...	Except...	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	portal3mwQR	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-HM 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 Process...			PO Based	test invoice 122	07/12/2023	Standard	07/12/2023	CHF 1,500.00	Standard	60 days net ...		/
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

Delete a Draft Invoice

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.

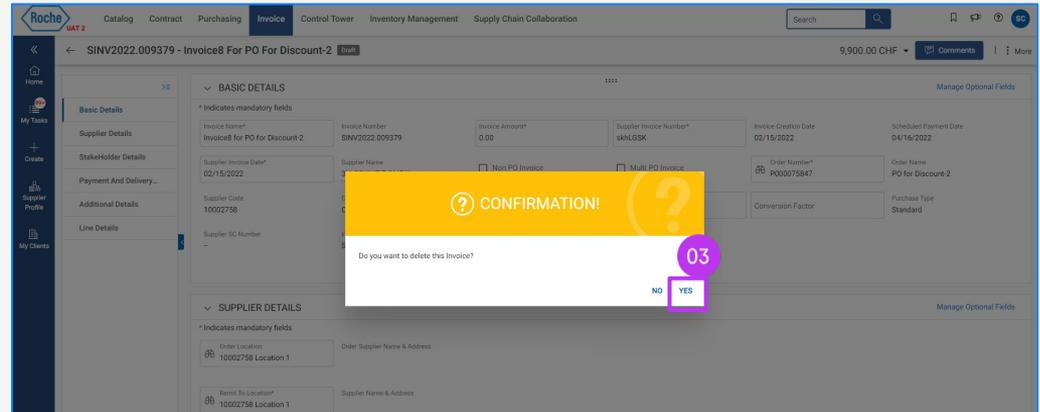
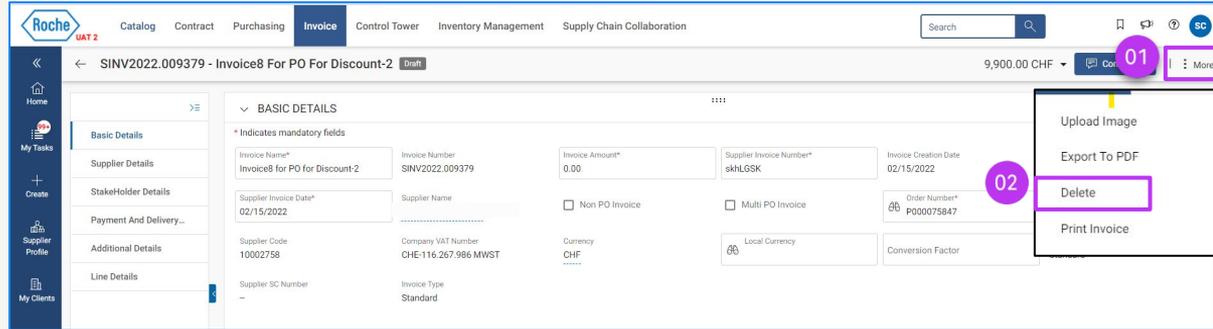
The screenshot shows the Roche myBuy interface. The top navigation bar includes 'Catalog', 'Contract', 'Purchasing', 'Invoice', 'Control Tower', 'Inventory Management', and 'Supply Chain Collaboration'. The 'Invoice' module is selected. The left sidebar shows 'My Tasks' and 'My Clients'. The main content area is titled 'Documents' and shows a summary of invoice counts: All (5742), Sent For Processing (3556), Draft (770), Exception (484), Invoice Paid With Remittance (423), Sent For Payment (293), Returned (94), Internally Cancelled (69), Matched (47), and Matched With Tolerance (3). Below this is a table of invoices with columns for Document Name, Document Number, PO Number, Supplier Name, Supplier Contact, Invoice Source, Supplier Invoice N., Supplier Invoice Da., Invoice Received D., and Total Value. A row for 'Invoice6 for PO for Disc...' is highlighted with a red box and labeled '04'.

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 testasd	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
Invoice6 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



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
Order Number* P000077383	Please enter a value Supplier Code 10129894	Currency USD	Local Currency	Conversion Factor 1.23340	Invoice Type Standard

01

02

Results

Code	Name
COP	COP
TND	TND
DKK	DKK
AFN	AFN

Manage Optional Fields

▼ SUPPLIER DETAILS
⋮
Manage Optional Fields

* Indicates mandatory fields

Remit To Location* 10177692 12864 COL...	Supplier Name & Address
Tax Identification Country Singapore	Supplier Tax Identification Type --
	Supplier Tax Identification Number ▼

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 Comments and Supporting Documents More

>≡

▼ BASIC DETAILS ▲ Manage Optional Fields

* Indicates mandatory fields

Invoice Number: INV2023.019394
Supplier Invoice Number*: (Please enter a value)
Invoice Creation Date: 05/23/2023
Supplier Invoice Date*: 05/23/2023
Supplier Name:
 Multi PO Invoice

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

Payment And Delivery...

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

>≡

▼ BASIC DETAILS ▲

* Indicates mandatory fields

Invoice Number: INV2023.019394
Supplier Invoice Number*: (Please enter a value)
Invoice Creation Date: 05/23/2023
Supplier Invoice Date*: 05/23/2023
Supplier Name:
 Multi PO Invoice

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

▼ SUPPLIER DETAILS ▲

* Indicates mandatory fields

Remit To Location*: (10177692 12864 COL...)
Supplier Name & Address:

Tax Identification Country: Singapore
Supplier Tax Identification Type: --
Supplier Tax Identification Number:

Other Charges (USD)	0.00
Discount (USD)	0.00
Invoice Total (USD)	400.00
Accrued Taxes (USD)	0.00
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 Description	Line Total	Tax Rate(%)	Taxes	Discounts	Other Charges	Freight
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

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

CANCEL APPLY

Add Taxes

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

CANCEL APPLY

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

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 Description	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

<div style="border: 2px solid #800080; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;">01</div> <input style="width: 95%; padding: 5px;" type="text" value="POR Long Reference Number"/> <small>Please Enter</small>	<input style="width: 95%; padding: 5px;" type="text" value="Scanned Invoice Copy"/>	<input style="width: 95%; padding: 5px;" type="text" value="Additional Attachment 1"/>	<input style="width: 95%; padding: 5px;" type="text" value="Additional Attachment 2"/>	<input style="width: 95%; padding: 5px;" type="text" value="Date of Service (Start Date)"/> <small>MM/DD/YYYY</small>	<input style="width: 95%; padding: 5px;" type="text" value="Date of Supply or Service (End Date)"/> <small>MM/DD/YYYY</small>
<div style="border: 2px solid #800080; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;">02</div> <input style="width: 95%; padding: 5px;" type="text" value="QR IBAN"/> <small>Please Enter</small>	<div style="border: 2px solid #800080; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;">03</div> <input style="width: 95%; padding: 5px;" type="text" value="QR Reference"/> <small>Please Enter</small>	<input style="width: 95%; padding: 5px;" type="text" value="Supplier EDRI 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, Möbels... Ship To Address/Service Address: Stemenfeldstrasse 44, 4127, Birsfelden, Switzerland

Bill To: F. Hoffmann La Roche AG Bill To Address: Kreditorenbuchhaltung, Grenzacherstrasse 124, 4070, Basel, Switzerland Contact Email / Phone: basel.i2@roche.com

Payment Terms: 30 days net - 2/108

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

CANCEL **DONE** 03



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