



Create Service Confirmation

This help guide will walk you through

- general information about service confirmation
- how to create a service confirmation

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General/High-level Instructions



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, please review our Create Invoices Quick Help Guide on the Supplier Website







Detailed Process Steps



Create Service Confirmation

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

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Create Service Confirmation cont'd

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

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Add Basic Details

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





Add Additional Details

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







Add Notes & Attachments

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

- 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.







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)

	02	03		04 Add Bla	ink Subline(s)
Supplier Personnel Name	Subline Type	UOM	Quantity	Price (USD)	Line Valu
-	Amount Based Service	✓ Activity unit	1.00	50.00	50.00
	Select	• -	0.00	0.00	0.00
	Select	•	0.00	0.00	0.00
	Select	• -	0.00	0.00	0.00
-	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.

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	Add Blank Subline(s)			Supplier Personnel Name	Date	Start Date	Completion Date	Ship To
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Enter Line Details cont'd

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

*my***Buy**







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

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