



# Update your myBuy GEP SMART Supplier Profile

## This help guide will walk you through

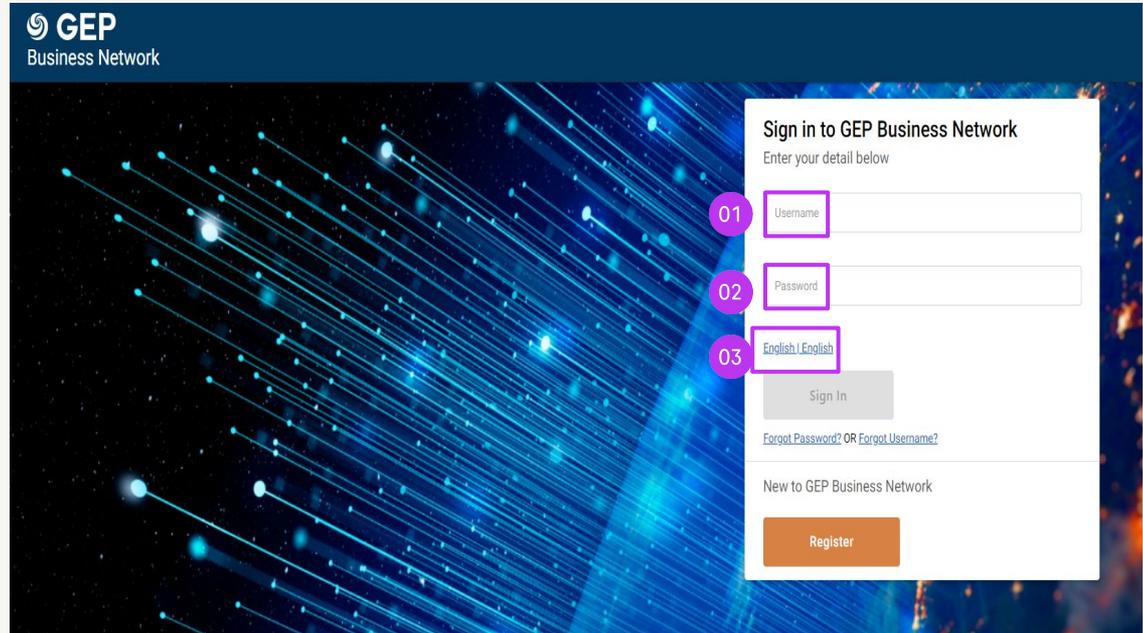
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# Log in to Business Network

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

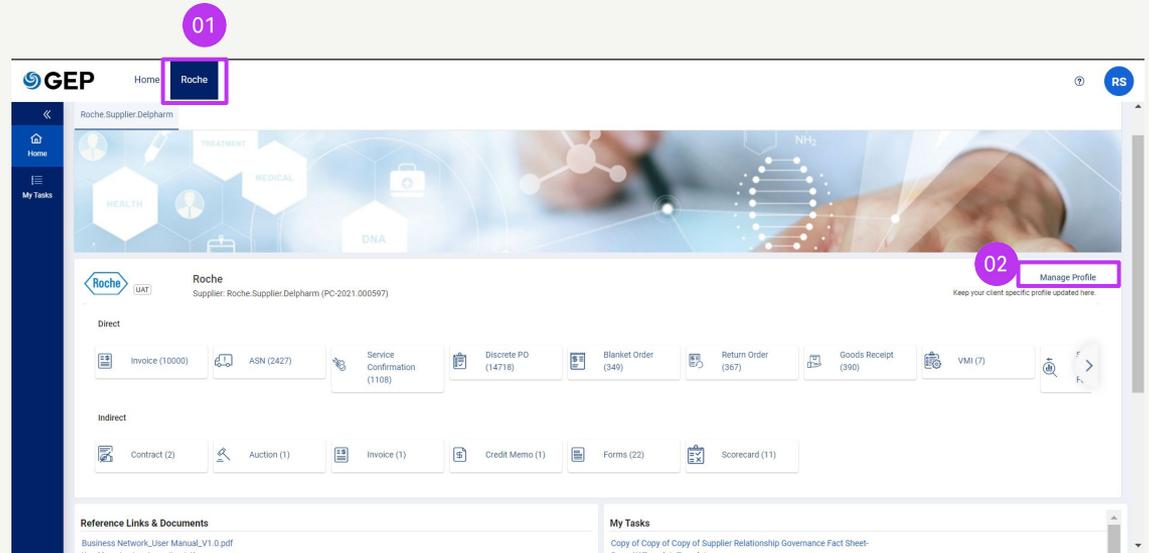
Bookmark the link for easy future access

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. View / manage your **Roche supplier profile**



\*Supplier Enablement Team contacts by region:

- [americas.supplier\\_enablement@roche.com](mailto:americas.supplier_enablement@roche.com)
- [apac.supplier\\_enablement@roche.com](mailto:apac.supplier_enablement@roche.com)
- [emea.supplier\\_enablement@roche.com](mailto:emea.supplier_enablement@roche.com)

Genentech Supplier Enablement Team:

- [myBuy-enablement@gene.com](mailto:myBuy-enablement@gene.com)

# 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

myBuy Catalog Contract Purchasing Invoice Buy Sell Control Tower Inventory Management Supply Chain Collaboration QMS

3M SCHWEIZ GMBH (10002758)  
APPROVED P2P

Click on the Create Change Request button below to be able to edit the Supplier Profile

**01** Supplier Profile

**BASIC DETAILS**

\*Indicates required fields

English

Supplier's Legal Name\*  
3M SCHWEIZ GMBH

Parent Company's Identification Type  
Parent Company Name

Parent Company Name  
3M CO GROUP HEADQUARTERS

Doing Business As  
Formerly Known As  
ABCD Corporation+1 More

YOUR COMPANY LOGO HERE  
Supported file formats: png, jpeg, jpg  
Max file size: 5MB  
Resolution: 200 X 200 pixel

Category\*  
Fleet Vehicles (Purchase...+3 More)

Region  
Not Applicable

Supplier Manager\*  
9GEPCHISSMCI Sourcing Mana...

Status  
Approved P2P

**02** CREATE CHANGE REQUEST

44% PROFILE COMPLETENESS

## 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

NO

**03**  
YES

# Add New Contact

- Once you initiate the change request, you will see **Change request is in progress** at the top of the screen
- 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

CONTACT INFORMATION (18) (10 Registered, 8 Non Registered)

\*indicates required fields

All 18	Registered 10	Pending Activation 0	Invited 4	Non-Invited 4
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Contact Details    Contact Mapping

ⓘ Please ensure you click the save icon in the Action menu for saving all changes.

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	Oliver Giffels						Please Select ▼
<input type="checkbox"/>	Alice	Wolffny	alice.wolffny-la...	alice.wolffny-la...	Invited	Unregistered						Please Select ▼
<input type="checkbox"/>	Georgiana	Ionescu	georgiana.ion...	georgiana.ione...	Registered	Geo3MSchweiz						Please Select ▼

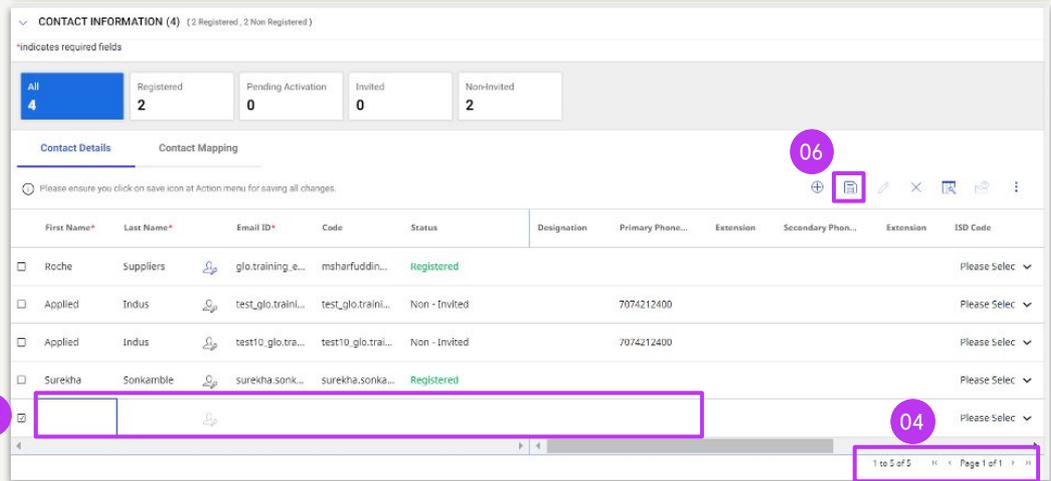
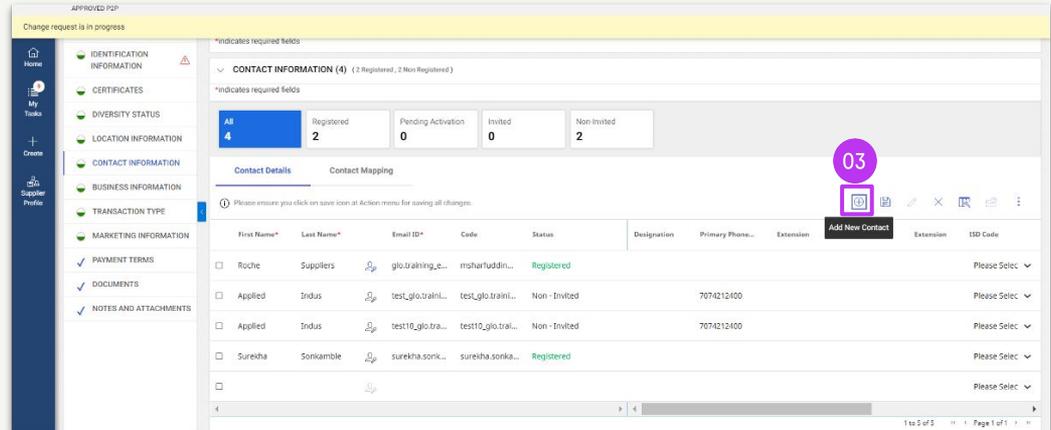
# Add New Contact cont'd

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 [slide 11](#).



# 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:

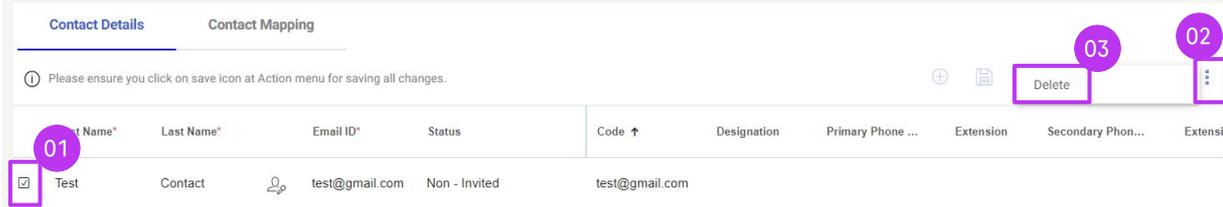
1. Click the **supplier icon** next to the person you wish to be the Primary Contact; the icon will change from gray to **blue**

	First Name*	Last Name*	01 Supplier Icon	Email ID*	Code	Status	o.	Language
<input type="checkbox"/>	3M SCHWE...	Contact		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

# 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**



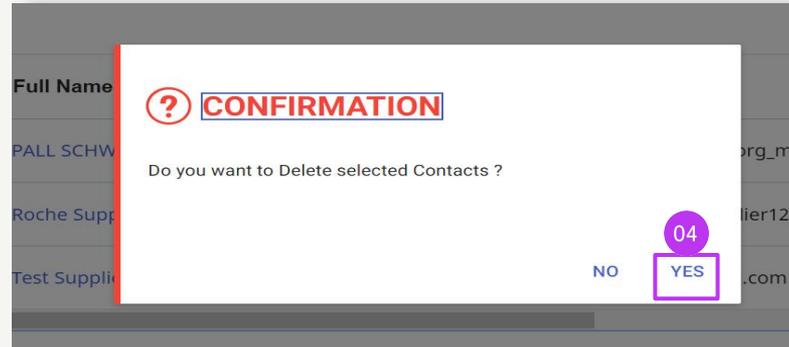
01

02

03

04

First Name*	Last Name*	Email ID*	Status	Code ↑	Designation	Primary Phone ...	Extension	Secondary Phon...	Extensi
<input checked="" type="checkbox"/>	Test	Contact	 test@gmail.com	Non - Invited		test@gmail.com			



Full Name

PALL SCHW

Roche Supp

Test Suppli

CONFIRMATION

Do you want to Delete selected Contacts ?

NO YES

# 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**

The screenshot displays the Roche Ordering Manager interface. At the top right is the Roche logo. The main content is divided into two sections: 'LOCATION INFORMATION' and 'ROLES AND CONTACTS'. The 'LOCATION INFORMATION' section shows a table with columns for Location Name, Type, Phone Nos., and Roles & Contacts. The 'ROLES AND CONTACTS' section shows a list of roles and a search bar. The steps are numbered 01 through 05.

**01** LOCATION INFORMATION (5 Locations: 1 Headquarter, 3 Remit To Location, 4 Ordering 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 :	<input checked="" type="checkbox"/>

**02**

**03** ORDERING MANAGER

**04**  3M SCHWEIZ GMBH Contact

**05** APPLY

CONTINGENT WORKER  
CONTRACT MANAGER  
CUSTOMER CARE MANAGER  
SAFETY CONTACT  
SALES EXECUTIVE

RESET

Search By Name  
ALL  
Supplier TEST CR Roche  
Gustaf Engstrand  
Supplier 3 Roche

CLOSE

\*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 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. Select a **Location**
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** LOCATION INFORMATION

**BASIC DETAILS**

\*indicates required fields

Supplier's Legal Name\*  
PALL SCHWEIZ AG

Parent Company's Identifica...  
Parent Company Name

Parent Company Name

YOUR COMPANY LOGO  
HERE

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

Doing Business As  
-

Formerly Known As  
PALL (SCHWEIZ)... +1 More

Category\*  
MRO Equipment(Y20100...

**DIVERSITY STATUS**

**02** 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 :	
<b>02</b> <input checked="" type="checkbox"/>	3050 SPRUCE ST SAINT LO...	Remit To Lo... +1 More	Pri : +13147715765 Sec :	
<input type="checkbox"/>	4353 E 49TH ST CLEVELAN...	Remit To Lo... +1 More	Pri : +12168838025 Sec :	
<input type="checkbox"/>	3050 SPRUCE ST ST LOUIS ...	Other	Pri : +18003652535 Sec :	
<input type="checkbox"/>	1669 PHOENIX PKWY COLL...	Remit To Lo... +1 More	Pri : +18003613352 Sec :	

**03** BANKING 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	--	<b>04</b> <input type="checkbox"/>	<b>05</b> <input type="checkbox"/>

# 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**

Contact Details    Contact Mapping

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	IS		
<input type="checkbox"/>	3M SCHWEL...	Contact	rochesupplier...	TESTGEP_cust...	Registered	435089870					Please Select	02
<input type="checkbox"/>	Supplier 2	Roche	rochesupplier...	TESTGEP_3m.p...	Registered	435089870					Please Select	
<input type="checkbox"/>	Gustaf	Engstrand	gustaf.engstr...	gustaf.engstra...	Non - Invited	41797014914					Please Select	01
<input type="checkbox"/>	Portal_3MS...	Portal_3MS...	Portal_3MSC...	Portal_3MSCH...	Invited						Please Select	
<input checked="" type="checkbox"/>	Supplier 3	Roche	shloka.jadhav...	shloka.jadhav...	Registered						Please Select	

1 to 5 of 7    Page 1 of 2

INVITE SUPPLIER

shloka.jadhav@gep.com

Subject\*  
ACTION: You have been invited to register on the Roche / Genentech buying platform

Add attachment(s)

Language  
English

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.

CANCEL    SEND

03    04    05

# Submit Changes

When all changes have been made to your profile:

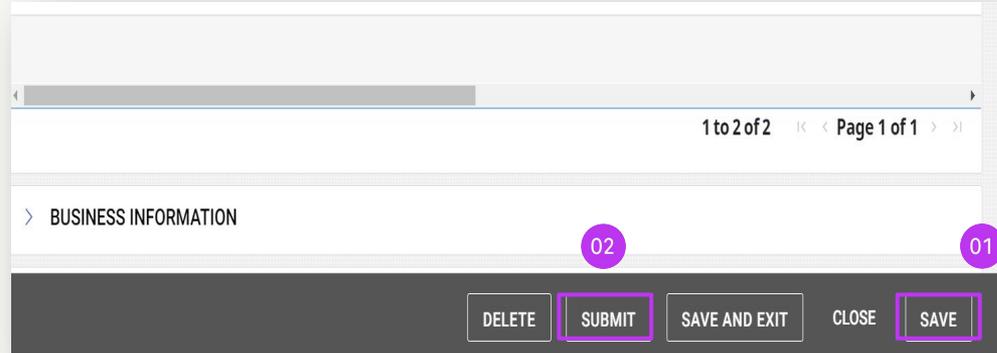
1. Click **SAVE**
2. Click **SUBMIT**
3. Click **YES** to confirm you want to make the changes

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.

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





**You can find additional quick help guides on how to make changes to your myBuy GEP SMART supplier profile on [roche.com](https://roche.com), including:**

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