# Thanks for joining us

We will give everyone a few minutes to dial in before we get started

We are recording

Roche

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# myBuy GEP SMART

Indirect Supplier Portal

Supplier Training Session

May 2023

**myBuy** | A joint initiative with Global Procurement, Finance, and RSS

Roche

# Training Instructions:

🔇 Please ensure your microphone is muted

📥⊗ Do not share confidential company information on this call

💬 Use the chat box for your questions

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# Agenda

1. Why myBuy GEP SMART
2. Registration & log in
3. Navigating myBuy GEP SMART
4. Setting up your supplier profile & making changes
5. Receiving your first order
6. Submitting an invoice
7. Support channels
8. Q&A

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# 01 Why myBuy GEP SMART

# Introducing
# myBuy GEP SMART

- Roche / Genentech is introducing a new procurement and supplier engagement platform that will replace other legacy systems

- myBuy GEP SMART will allow 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**

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# 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)
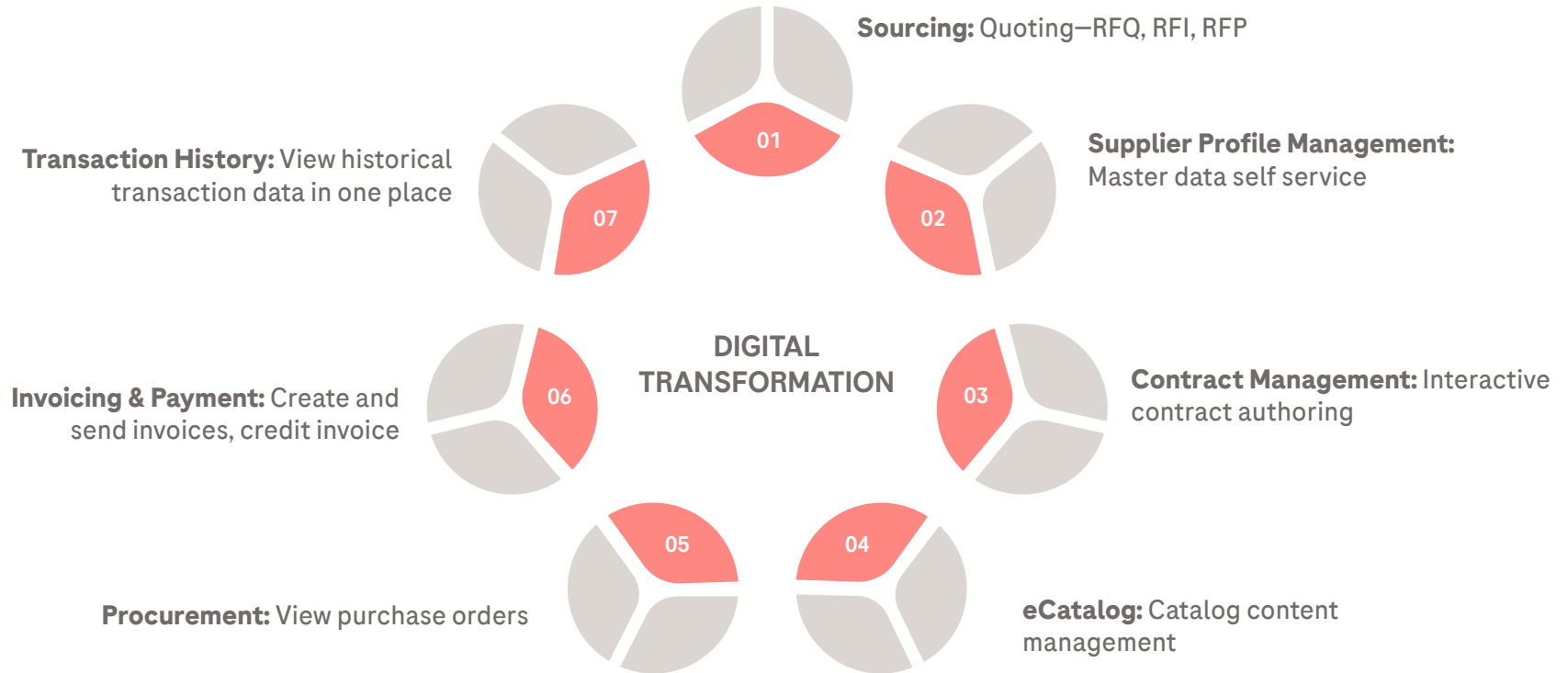- Create and send documents online

**Digital transformation**

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

**No additional fees**

- No transactional / setup / license fees

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# Possible Supplier Collaboration via myBuy GEP SMART



**Sourcing:** Quoting—RFQ, RFI, RFP

**Supplier Profile Management:** Master data self service

**Contract Management:** Interactive contract authoring

**eCatalog:** Catalog content management

**Procurement:** View purchase orders

**Invoicing & Payment:** Create and send invoices, credit invoice

**Transaction History:** View historical transaction data in one place

DIGITAL TRANSFORMATION

01 02 03 04 05 06 07

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# Process Flow:
## Introduction to Submission of First Invoice

Supplier receives email from Roche announcing transformation

Supplier receives email to register on myBuy GEP SMART (Portal)

Supplier views orders sent by Roche

Supplier acknowledges order, changing status to *supplier acknowledged*

Supplier creates invoices for goods and services provided

Supplier can check invoice remittance details in Portal

Supplier can create change request, if needed, prior to acknowledging

Supplier can create Advanced Shipping Notice (ASN)

Supplier can create credit invoice if needed

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# 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.

## GEP Business Network

Supplier single access gateway for any GEP Software portal, overview and access to all actions/documents in a single User Interface

### GEP SMART (myBuy)

Portal for indirect suppliers for transacting with Roche. All supplier documents will be handled through this portal

### GEP Nexxe (iCollab)

Portal for direct suppliers for transacting with Roche. All supplier documents will be handled through this portal

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# How to Register

As a new supplier, you will need to complete registration steps before you can access and begin using GEP Business Network (BN) and 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

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# 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
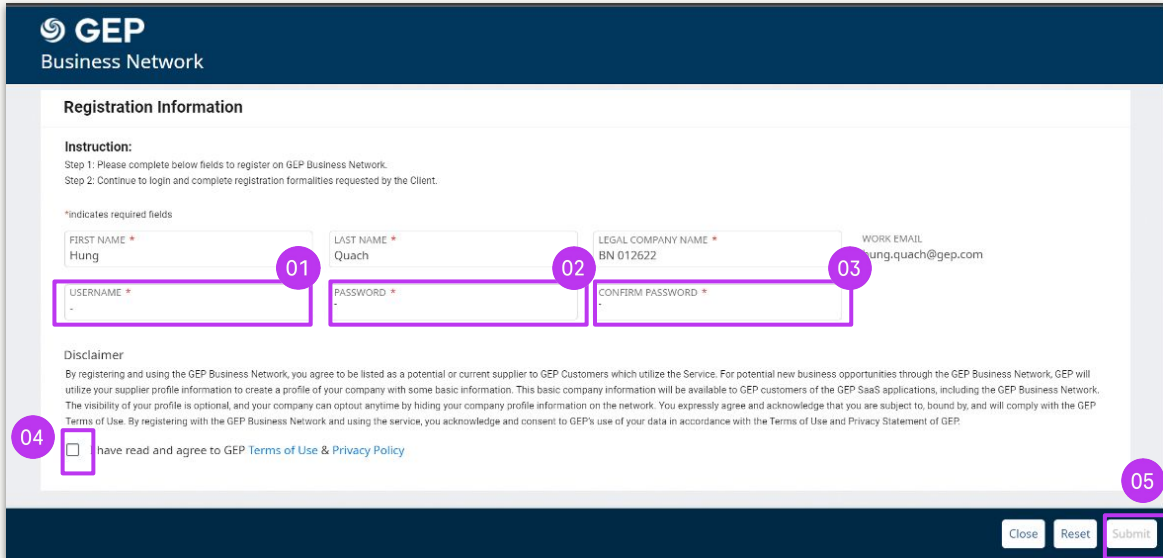
Any questions or technical issues with registration can be directed to GEP via email or phone (*see email for details*)



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 ~~central~~ record of transactions with Roche / Genentech. There are also no transaction fees when using myBuy GEP SMART.

**01**

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,

*my*Buy

# Complete Business Network Registration Form

*All required fields are marked with an ***

1. Create **Username**

2. Create **Password** *(passwords must be reset every 90 days)*

3. Confirm **Password**

4. Check the **"I have read and agree to terms & conditions"** box

5. Click **Submit**

# Activate Your Account

Once you have submitted the registration form, you will need to activate your account. First check your email box for the activation email, and then:

1. Select **Click here**

2. A window will pop up, stating your account has been verified

3. Click **Login** to access the Business Network environment

Subject    FW: Verification Required for GEP Business Network Account

Dear Shiva-3M Contact,

Welcome to GEP Business Network.

Thank you for filling the Registration form.
You are almost ready to start using GEP Business Network. Simply click the button below to verify your email address.

Click here    **01**

Note: You must complete this last step in order to use the GEP Business Network account. You will only need to visit this URL once.

Thank you,
Supplier Management Team

Our GEP Customer Support Team is happy to help. Reach out to us at https://success.gep.com/

**02**

## ⊙ GEP
## Business Network

### Account Activation    **03**

Thank you for verifying your email. Please proceed to Login to GEP Business Network.

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# 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
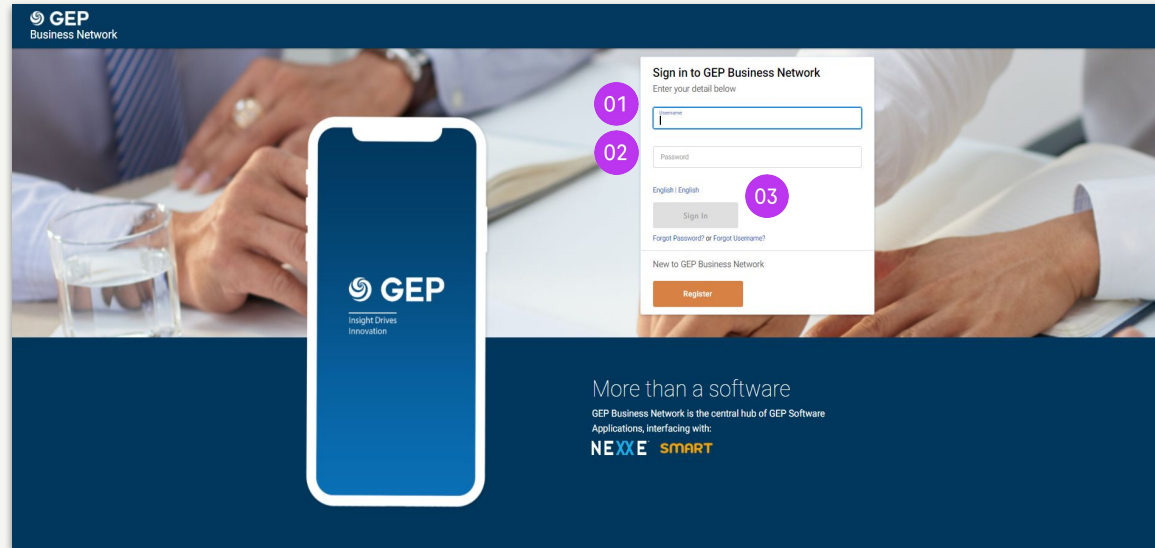
# Complete Registration Form

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



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# Complete Primary Registration Form

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



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# Primary Registration Form cont'd

5. Verify information in **Primary Contact Information section** (*some is pre-populated*); enter a **Business Phone Number**

6. Review **Terms & Conditions** and **Privacy Policy** for Roche and GEP, then accept them by clicking the **Checkbox**

7. Click **Submit** to complete registration

Primary Contact Information

05 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 ☐ have read and agree to Roche2 Terms & Conditions & Privacy Policy. *

☐ have read and agree to GEP Terms & Conditions & Privacy Policy. *

07

Reset    **Submit**

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# 03 Navigating myBuy GEP SMART

# Navigating myBuy GEP SMART

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myBuy GEP SMART modules

Navigate back to homepage

Search bar

Bookmarks, Announcements

Access user profile and log out

Resource Center - training, support

Some modules are dynamic

See more options

Left navigation panel

Sub-tabs

See more options

Move forward or backward in document lists

☆ Start Page

**myBuy**

Catalog    Contract    Purchasing    Invoice    Buy Sell    More ⌄

Search 🔍

🔖  📢  ❓  JW

«

🏠 Home

2
📋 My Tasks

✏️ Create

🗄 Supplier Profile

••• More

## My Tasks

DRAFT (0) ⓘ ACTION PENDING (2) ⓘ FOLLOW UP (0) ⓘ

No documents found

Rows Per Page: 10 ⌄    1 - 10 Of    ‹    ›

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# Understanding myBuy GEP SMART Pop-Ups

The color that appears with pop ups help you understand how you can move forward

Represents an error or a requirement that needs to be fulfilled before you can move forward

Represents a warning; you can acknowledge the warning and still move forward

Represents success in whatever activity you have initiated

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# 04

## Supplier Profile
Set up & making changes

# 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 most of the sections of their supplier profile, including:
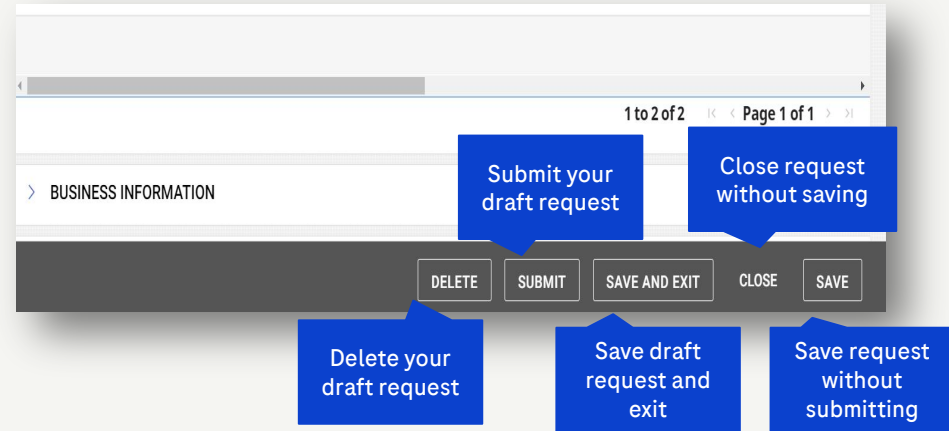
- **Basic Information** - Update region, category, or upload your logo

- **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

# Supplier Profile Change Requests

- All changes to your supplier profile start with a change request

- 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

- We recommend not submitting large change requests – break them up in sections

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## Change Request Form



1 to 2 of 2   Page 1 of 1

> BUSINESS INFORMATION

Submit your draft request

Close request without saving

DELETE   SUBMIT   SAVE AND EXIT   CLOSE   SAVE

Delete your draft request

Save draft request and exit

Save request without submitting

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# SEE IT IN ACTION

- Add new contact
- Send registration invitation
- Delete contact
- Naming or changing primary contact - the one person who will receive all email notifications
- Update ordering manager - the one person responsible for all aspects of order processing for assigned location
- Set default bank account by location
- Add certificates
- Update other business information

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# 05

## Receiving orders

Change requests

Acknowledging orders

Advance shipping notice (ASN)

# When it comes to orders, keep in mind ...

Purchase orders issued through myBuy have a specific numbering scheme: **P00001234**

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**

> ⓘ **Watch-out:** 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.

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# 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

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# Advanced Shipping Notice (ASN)

Lets clients know of an impending delivery, similar to a packing list

Can be created only for materials orders in *Supplier Acknowledged* status

If sending a partial shipment, you can update the number in each line

Comments and attachments will be visible to the receiver in myBuy GEP SMART, they will not be printed with/on the ASN

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# SEE IT IN ACTION

- Receive order and view details in the portal
- Take action on order:
  - Create change request
  - Acknowledge order
- Create advance shipping notice (ASN)

# 06 Submitting invoices

From a PO

Credit invoice

Delete draft invoices

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# Submitting Invoices for Payment

Invoices can be submitted for payment via:

- Supplier portal (eInvoice)
- Email
- Postal mail

Benefits for our suppliers when submitting invoices via myBuy GEP SMART:

- Invoices created from myBuy POs will be applied directly to those POs
- The payment "clock" starts upon submission of the invoice in myBuy
- Payment status available

Submit invoices through ONE method only

When submitting eInvoices through the supplier portal, upload a copy of your company-generated invoice and any other supporting documentation

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# Creating & Deleting Invoices in the Portal

There are a few options to create invoices:

- Create from a purchase order
  - Order must be in *Supplier Acknowledged* status
- Create a blank invoice
- Create a credit invoice

You can also delete draft invoices
*(but not invoices that have been submitted)*

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# Invoice form sections

The portal invoice form includes these sections where you will provide information:

- **Basic Invoice Details** - Invoice number, amount and date
- **Supplier Details** - tax identification country and number (applicable for certain countries)
- **Line Details** - unit price, quantity, applicable tax rate, amount, along with other charges and freight if applicable
- **Payment and Delivery Details** - banking account and payment form
- **Additional Information (if applicable)** - service start and end date
- **Comments & Attachments** - upload documents and add relevant comments

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# 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

**Cancelled:** Invoice is cancelled by Roche / Genentech

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# Partial Invoicing

You can create partial invoices in the portal for:

- Materials
- Fixed services
- Variable services

You will also need to be sure that the invoice total matches the portion of the order for which you are invoicing

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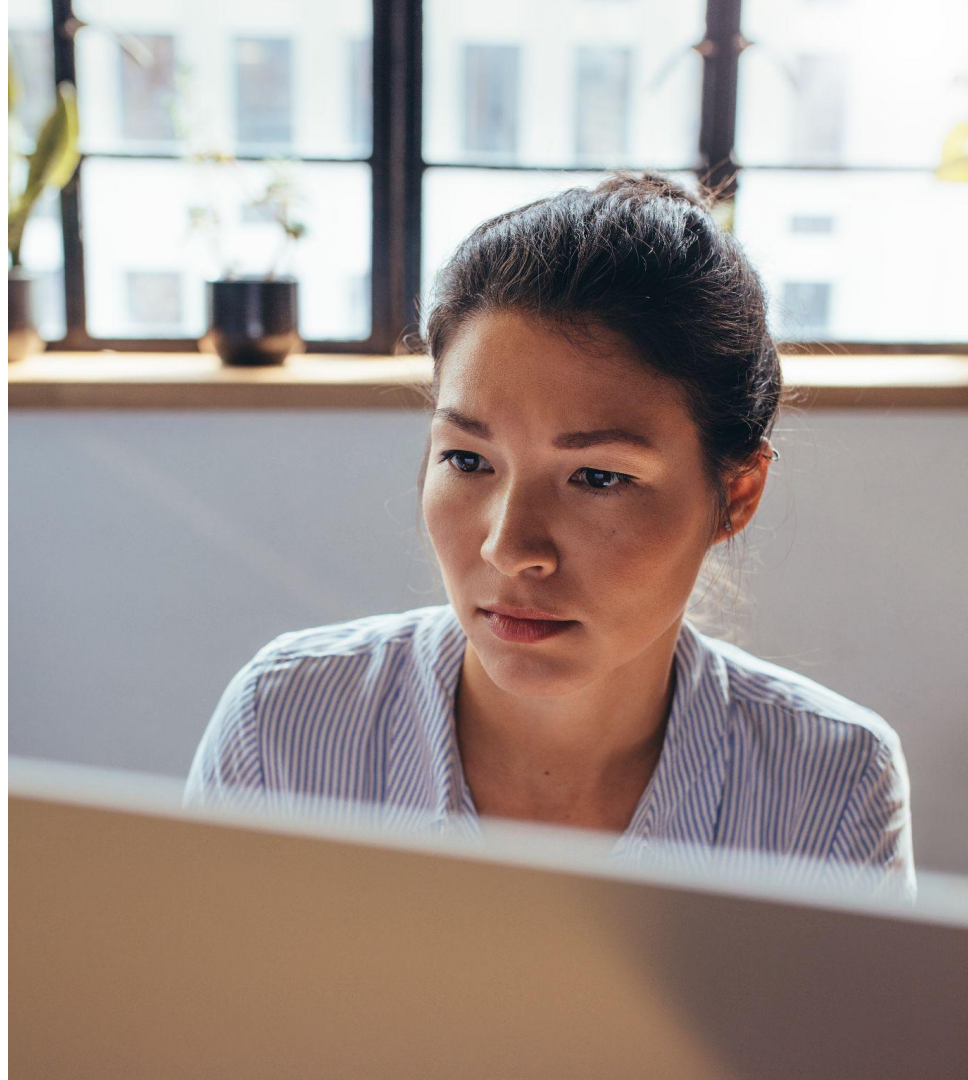
# Partial Invoicing: Materials

When invoicing for a portion of the total materials on an order:

1. Select the **checkbox** 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 checkbox next to the line item
4. Click **Delete**

The remaining quantity and/or items will be invoiced on a separate invoice

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# Partial Invoicing: Fixed Services

When invoicing for a portion of the total fixed services on an order:

1. Select the **checkbox** 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 checkbox next to the line item

4. Click **Delete**

The remaining quantity and/or items will be invoiced on a separate invoice

# Partial Invoicing: Variable Services

When invoicing for a portion of the total variable services on an order:

1. Select the **checkbox** 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 checkbox next to the line item

4. Click **Delete**

The remaining quantity and/or items will be invoiced on a separate invoice

# SEE IT IN ACTION

- Create an invoice from a purchase order
- Create credit invoice
- Delete a draft invoice
- Check invoice remittance status
- Download a copy of the myBuy GEP SMART invoice for your records

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# 07 Resources & support

Procurement-related support

Technical support

# 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](#)

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# Supplier Enablement Team Contacts

For questions and issues related to registration (registration email with unique link or you don't see the Roche client), contact the Supplier Enablement Team for your region:

- americas.supplier_enablement@roche.com
- apac.supplier_enablement@roche.com
- emea.supplier_enablement@roche.com

Genentech Supplier Enablement Team:
- myBuy-enablement@gene.com

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# GEP Support Resources

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



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# Use of myBuy GEP SMART *and* our existing procurement systems

- Roche Diagnostics US will *pilot* myBuy GEP SMART starting May 15, 2023 and *go live* with myBuy GEP SMART on July 10, 2023

- If you're working with multiple Roche affiliates or locations, you may have to use multiple systems for a longer period of time, as some will launch myBuy GEP SMART later than others. myBuy GEP SMART will be fully deployed across Roche by the end of 2024

- myBuy GEP SMART indirect purchase orders will begin with the **letter P**; indirect orders from legacy systems begin with a **2** or **9**; direct orders from legacy systems start with a **6** or **7**

- You will not receive an order for the same thing from multiple systems – only via one system

- When invoicing, submit through the applicable channel. If an order was sent via:
  - myBuy GEP SMART – Submit corresponding invoice(s) through myBuy GEP SMART, or via postal mail or email
  - Postal mail / email – Submit corresponding invoice(s) through postal mail or email

  > **Postal Mail:** 9115 Hague Rd, Indianapolis, IN, 46256, USA
  > **Email:** indianapolis.paymyinvoice@roche.com

  Indirect = goods and services not used in manufacturing Roche products

# Q&A

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Thank you.

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