

# Thanks for joining us

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

We are recording

# Webcast Instructions

- Please mute your microphone
- Have questions?
  - Please use the chat *during the presentation*.
  - We will also have time for Q&A *at the end of the presentation*.
- Do not share confidential company information during this meeting

## myBuy GEP SMART

# Roche supplier code of ethics

## Do

- Practice ethical behavior
- Use the appropriate communication channels

## Don't

- Disclose confidential, proprietary, or personal information about your organization or Roche
- Seek information about other suppliers (prices, services, performance, etc)
- Provide gifts or entertainment of more than minimal value



# **myBuy GEP SMART**

Supplier Kickoff Event

May 1, 2023

# Agenda

Introduce myBuy GEP SMART

Your role as a supplier

Explore training & support resources

Next steps

Q&A

# Introducing myBuy GEP SMART

New supplier portal, designed to make it easier to do business *across* Roche

- Roche launching new procurement platform**  
To improve supplier & employee experience
- Replaces existing procurement systems**  
Timeline varies by region
- 100% digital, no more manual processes**  
Accessible from any browser
- No transaction fees**  
To register or use the portal
- Powered by 3rd-party vendor: GEP**



# Do business with Roche online

After registering in the new portal, our indirect suppliers can ...



Update supplier profile



Digitally sign contracts



Connect eCatalogs



Receive and acknowledge  
POs online



Create and send invoices,  
credit invoices and other  
documents online



Track and monitor  
invoice status

# 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**
- 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



# Your role as a supplier

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# Supplier role & responsibilities

- Register for myBuy GEP SMART
  - How to register: email to be sent from GEP *with unique link*
  - If you don't receive it, email: [americas.supplier\\_enablement@roche.com](mailto:americas.supplier_enablement@roche.com) with the name & email address of those who need to register
- Take training & use resources as needed
- Start using myBuy GEP SMART
- Ask questions & get answers
- Share feedback about your experience



# Participate in supplier training

Choose the session that is most convenient for you

## Curriculum

- Background / context
- Getting set up
- View & update supplier profile
- Completing transactions
  - Receiving & acknowledging orders
  - Change requests
  - Submitting invoices
- Q&A

## Schedule

**3** virtual sessions offered - choose one!

- **May 4 from 9:30 to 11 a.m. Pacific Time**
- **May 8 from 8:30 to 10 a.m. Pacific Time**
- **May 10 from 12:30 to 2 p.m. Pacific Time**

Duration: 90 mins - RSVP required

Use the links provided in email to register

# Next steps, start using myBuy GEP SMART

- 01** **Get started:** register and set up your supplier profile
- 02** **Stay informed:** communications will come from various channels  
myBuy: [global.mybuy@roche.com](mailto:global.mybuy@roche.com)  
Supplier Enablement: [americas.supplier\\_enablement@roche.com](mailto:americas.supplier_enablement@roche.com)  
Procurement Global Support Team: [rsssjs.namgcxsupport@roche.com](mailto:rsssjs.namgcxsupport@roche.com)
- 03** **Share feedback:** surveys will be sent to collect information about your experience

# Resources & support

## On-demand resources

Visit the [Roche Diagnostics US website](#) for more information about the transition to myBuy GEP SMART and to find additional training, FAQs and support resources

## Support

- Supplier Enablement: [americas.supplier\\_enablement@roche.com](mailto:americas.supplier_enablement@roche.com)
- Procurement: [rsssjs.namgcxsupport@roche.com](mailto:rsssjs.namgcxsupport@roche.com)
- Technical: [support@gep.com](mailto:support@gep.com) or the [helpline number](#) applicable to your country



# Q&A

**Thank you.**