Thanks for joining us

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

- Please ensure your microphone is muted
- Do not share confidential company information on this call
- Use the chat box for your questions
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
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
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
Possible Supplier Collaboration via myBuy GEP SMART

Transaction History: View historical transaction data in one place

Sourcing: Quoting—RFQ, RFI, RFP

Supplier Profile Management: Master data self service

Invoicing & Payment: Create and send invoices, credit invoice

Contract Management: Interactive contract authoring

Procurement: View purchase orders

eCatalog: Catalog content management
Process Flow:
Introduction to Submission of First Invoice

1. Supplier receives email from Roche announcing transformation
2. Supplier receives email to register on myBuy GEP SMART (Portal)
3. Supplier views orders sent by Roche
4. Supplier acknowledges order, changing status to supplier acknowledged
5. Supplier creates invoices for goods and services provided
6. Supplier can check invoice remittance details in Portal
7. Supplier can create change request, if needed, prior to acknowledging
8. Supplier can create Advanced Shipping Notice (ASN)
9. Supplier can create credit invoice if needed
02 Registration & log in
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
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.
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)*
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
Log In to Business Network

To sign in from the login page:

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
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
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
Retrieve Username & Password

To retrieve your Business Network Username:

1. Click **Forgot Username**
2. Enter **registered email address**; your Username will be sent to that email address

To retrieve your Business Network Password:

3. Click **Forgot Password**
4. Enter your **Username**; a link will be sent to your registered email address to reset your password (if you don’t receive the email, check your spam folder; you can also send an email to support@gep.com)
03 Navigating myBuy GEP SMART
Navigating myBuy GEP SMART

- Navigate back to homepage
- Search bar
- Bookmarks, Announcements
- Access user profile and log out
- My Tasks
  - Sub-tabs
  - Some modules are dynamic
  - See more options
- Move forward or backward in document lists
- Resource Center - training, support
- No documents found
- Rows Per Page: 10

Some modules are dynamic.
Understanding pop ups you see in myBuy GEP SMART

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

- **Red**: Represents an error or a requirement that needs to be fulfilled before you can move forward
- **Orange**: Represents a warning; you can acknowledge the warning and still move forward
- **Green**: Represents success in whatever activity you have initiated
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** - Upload your logo, update supplier’s legal name
- **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.
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
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.
Order Statues

**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
Advanced Shipping Notice (ASN)

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

Optional to create (not required)

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
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)
Submitting invoices

From a PO
Credit invoice
Delete draft invoices
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.
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)
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
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.
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.
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
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 (refreshed 1x/day)
Resources & support
Procurement-related support
Technical support
Roche / Genentech Support

Find these support resources:

- Procurement-related support contacts
- Quick help guides
- Answers to frequently asked questions

Roche
Roche US Diagnostics
Genentech
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
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](mailto:support@gep.com) applicable to your country
Q&A
Thank you.