Review and Acknowledge Purchase Order

This help guide will walk you through reviewing and acknowledging purchase orders on myBuy as a supplier.

There are two ways to acknowledge orders:

1. Via email
2. By logging into myBuy GEP SMART

We recommend **option 2** so that you can review the order and initiate any needed changes prior to acknowledgement.

**Acknowledge Order via myBuy GEP SMART**

Begin by logging into GEP Business Network at https://businessnetwork.gep.com and select the Roche client.

Then:

1. Click the **Purchasing tab**
2. Click the **Order tab**
3. Click **Sent to Supplier tab**
4. Select the **new order** you want to review
The order will open with *Sent to Supplier* status

5. Review the **details** of the order, including the **Line Details** section

6. Click **Acknowledge Order** if all looks good

**Remember:** Once acknowledged, you will not be able to create a change request

If a change is 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