



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

01

02

03

04

Document Name	Document Number	Supplier	Purchase Type	Created By	Created On	Total Value	Status
PO1 for Request GT Testing	P000071827	3M SCHWEIZ GMBH	Contract Flip to Purchas...	9gepusr07 Roche Contract Re...	01/11/2022	2,000.00 CHF	Sent To Supplier
PO1 for Request GT Testing 4	P000071826	3M SCHWEIZ GMBH	Contract Flip to Purchas...	9gepusr07 Roche Contract Re...	01/11/2022	3,000.00 CHF	Sent To Supplier

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

ORDER: P01 For Amalina_FT - Sent To Supplier 20.00 CHF Comments and Attachments More

BASIC DETAILS

* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order Author	Purchase Type	Creation Date
P000071402	P01 for Amalina_FT - testing - 1 - C...	96EPCHBSTB01 Roche Buyer	96EPCHBSTB01 Roche Buyer	Standard	12/28/2021

Original Issue Date: 12/28/2021
Supplier Acknowledged Date: --
Currency: CHF

05 > LINE DETAILS

> SUPPLIER DETAILS

> INVOICING AND DELIVERY DETAILS

06

Print Preview Acknowledge Order

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