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

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