

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

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《 ① Home	02	RDER RETURN NOTE	SERVICE CONFIRMATION	ASN	3													
My Tasks		All 6064	Supplier Acknowledged 4524	Sent To Supplier 1481	Cancelled 39	Draft 9	Sent To 7	luyer	Approved 2	Closed 1		Send For Appro	val Failed					
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III My Clients	04	PO1 for Request GT Testi PO1 for Request GT Testi	ng ng 4	P0000	71827	3M SCHWEIZ GMBH 3M SCHWEIZ GMBH	Contract F Contract F	ip to Purchas ip to Purchas.	. 9gepusr07 Roche Co . 9gepusr07 Roche Co	ontract Re	01/11/2022		2,000.00 CHF 3,000.00 CHF	:	Sent To S Sent To S	Supplier 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: PO1 For Ama	alina_FT Sent To Supplier				20.00 CHF	Comments and Attachments	More	
×=	✓ BASIC DETAILS							
Basic Details	* Indicates mandatory fields							
Line Details	Order Number P000071402	Order Name PO1 for Amalina_FT - testing - 1 - C	Order Contact 9GEPCHBSTB01 Roche Buyer	Order Author 9GEPCHBSTB01 Roche Buyer	Purchase Type Standard	Creation Date 12/28/2021		
Supplier Details	Original Issue Date	Supplier Acknowledged Date	Currency					
Invoicing And Delivery	12/28/2021	-	CHF					
Terms And Conditions								
05	> LINE DETAILS							
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	* Indicates mandatory fields No Terms and Conditions found							
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Print Preview						Acknowle	dge 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

