Registering for myBuy GEP SMART

This help guide will walk you through registering for GEP Business Network (BN) and Genentech's supplier portal, myBuy GEP SMART.

BN and myBuy GEP SMART are free to use, and as a supplier, you will be able to access supplier profiles and transactions for all companies you work with who also use GEP software products through BN.

Registration can begin in one of two ways:

1. You receive an email invitation to register with a unique link
2. You receive your first purchase order from Roche or Genentech

Begin From Invitation Email

If you received an invitation to register from global.mybuy@roche.com:

1. Click the Click here link to access the Business Network registration form. Then, follow the steps below to complete registration.

Begin From First PO Notification Email

If you received your first purchase order:

1. Click the Click here link in the email to go to the Business Network login page. Then, follow the steps below to complete registration.

Dear Josie McKittrick,

This is to notify you that your company, Company LLC, has received a purchase order: Consulting Services (P000012345) from **Genentech, Inc** with the amount 10,000 USD. The order is pending your acknowledgem (01) Click here to review the details of the purchase order and acknowledge it.

If you are registered on our supplier portal, myBuy GEP SMART, you can also directly acknowledge the purchase order by clicking on the link below.

Acknowledge

Complete Business Network Registration Form

If you received an email invitation to register, some fields will be pre-populated. If not, you will need to complete all required fields. Be sure to enter the **legal company name** the same as it appears in the email notice you received with your purchase order. The **email address** can either be the one used to send you the purchase order, or another email address you wish to use. After entering all required fields:

1. Check the "I have read and agree to terms & conditions" box
2. Click Submit

Activate Business Network 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.   Click the Click here link
2.   A window will pop up, stating your account has been verified
3.   Click the Login link to access the Business Network environment

Subject   FW: Verification Required for GEP Business Network Account

Dear Shiva-3M Contact,

Welcome to GEP Business Network.

Thank you for filling the Registration form.

You are almost ready to start using GEP Business Network. Simply click the button below to verify your email address.

01

Click here

Note: You must complete this last step in order to use the GEP Business Network account. You will only need to visit this URL once.

Thank you,

Supplier Management Team

Our GEP Customer Support Team is happy to help. Reach out to us at https://success.gep.com/

02

GEP
Business Network

Account Activation

Thank you for verifying your email. Please proceed to **03** Login to GEP Business Network.

myBuy @GENENTECH

Login and Complete Registration

The login link will take you to https://businessnetwork.gep.com. Be sure to bookmark this link for easy future reference. Then:

1. Enter Username
2. Enter Password
3. Click Sign In button
4. Once you have completed login, you will be directed to a window to complete registration. Click Complete Registration to proceed with the Primary Registration Form
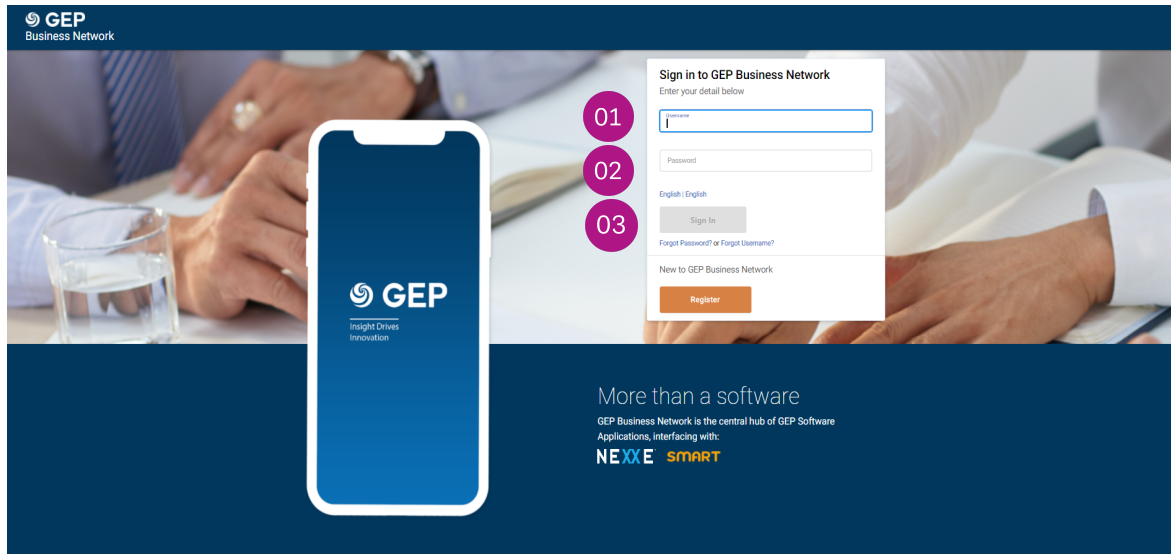
Complete Primary Registration Form

1. Choose your Preferred Language
2. Username is pre-populated based on what you selected when completing the BN registration form
3. Enter a Password *(we recommend you use the same one you created to access BN)*
4. Complete all required fields in the Company Information section

*my*Buy@GENENTECH

Primary Registration Form

01 Language English ▼

Basic Details

All fields marked with * are required.
Account Credentials

02 Username * Rekha_123 ⓘ

03 Password* _____

04 Company Information

Legal Company Name v3 enterprises

Doing Business As _____

Company Website _____

Headquarter* Select Country ▾

Company Phone _____

Fax _____

Business Regions _____ 🌐

Category Consulting Services (Y350 ▥

D-U-N-S Number 9 Digit D-U-N-S

Company Identification Select Country ▾ Select identification type ▾ Identification Nur +

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

Primary Contact Information

05

First Name* Surekha

Last Name* sonkamble

Company Email * surekha.sonkamble1@gep.com

Primary Business Phone Number _____ Extension _____

Contact's Business Region _____ 🌐

Contact's Category Consulting Services (Y350 ▥

Secondary Contact Information

First Name	Last Name	Company Email	Contact Role	ISD Code	Mobile Number	➕

☐ I have read and agree to Roche2 Terms & Conditions & Privacy Policy. *

06 ☐ I have read and agree to GEP Terms & Conditions & Privacy Policy. *

Reset   Submit 07

*my*Buy@GENENTECH