



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.

ACTION REQUIRED: You're invited to register on the Roche / Genentech buying platform



global.mybuy_test@roche.com
To: Surekha Sonkamble1

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Surekha sonkamble,

As a valued partner, you have been selected to collaborate with Roche / Genentech. To initiate this collaboration, we invite you to register on the myBuy GEP SMART platform, which will enable electronic transmission of orders and invoices and provide a historical record of transactions with Roche / Genentech. There are also no transaction fees when using myBuy GEP SMART.

To get started, complete and submit the registration form. [Click here](#) to access the form.

Roche / Genentech is looking forward to working with you.

If you have any technical issues, please contact support@gep.com or call the helpline listed below:

USA: +1 732 428 1578

Asia: +91 22 6137 2148

Europe (Prague): +42 022 598 6501

Additional numbers can be found here:

<https://success.gep.com/s/article/GEP-Customer-Support-Contact-Information>

Sincerely,



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 acknowledgment. **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**



Registration Information

Instruction:
Step 1: Please complete below fields to register on GEP Business Network.
Step 2: Continue to login and complete registration formalities requested by the Client.

*Indicates required fields

FIRST NAME * Hung	LAST NAME * Quach	LEGAL COMPANY NAME * BN 012622	WORK EMAIL hung.quach@gep.com
USERNAME * -	PASSWORD * -	CONFIRM PASSWORD * -	

Disclaimer
By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the service, you acknowledge and consent to GEP's use of your data in accordance with the Terms of Use and Privacy Statement of GEP.

01 ☐ I have read and agree to GEP [Terms of Use & Privacy Policy](#)

02

CloseResetSubmit

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

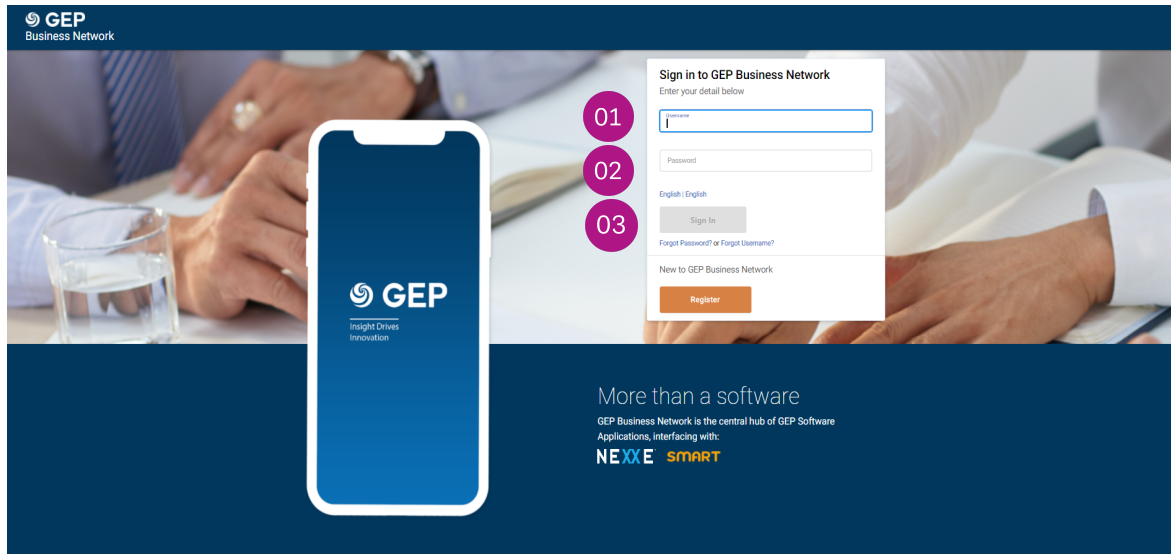
03

Thank you for verifying your email. Please proceed to [login](#) to GEP Business Network.

Login and Complete Registration

The login link will take you to <https://businessnetwork.gp.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

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](#). *☐ I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#). *

06

Reset

Submit

07