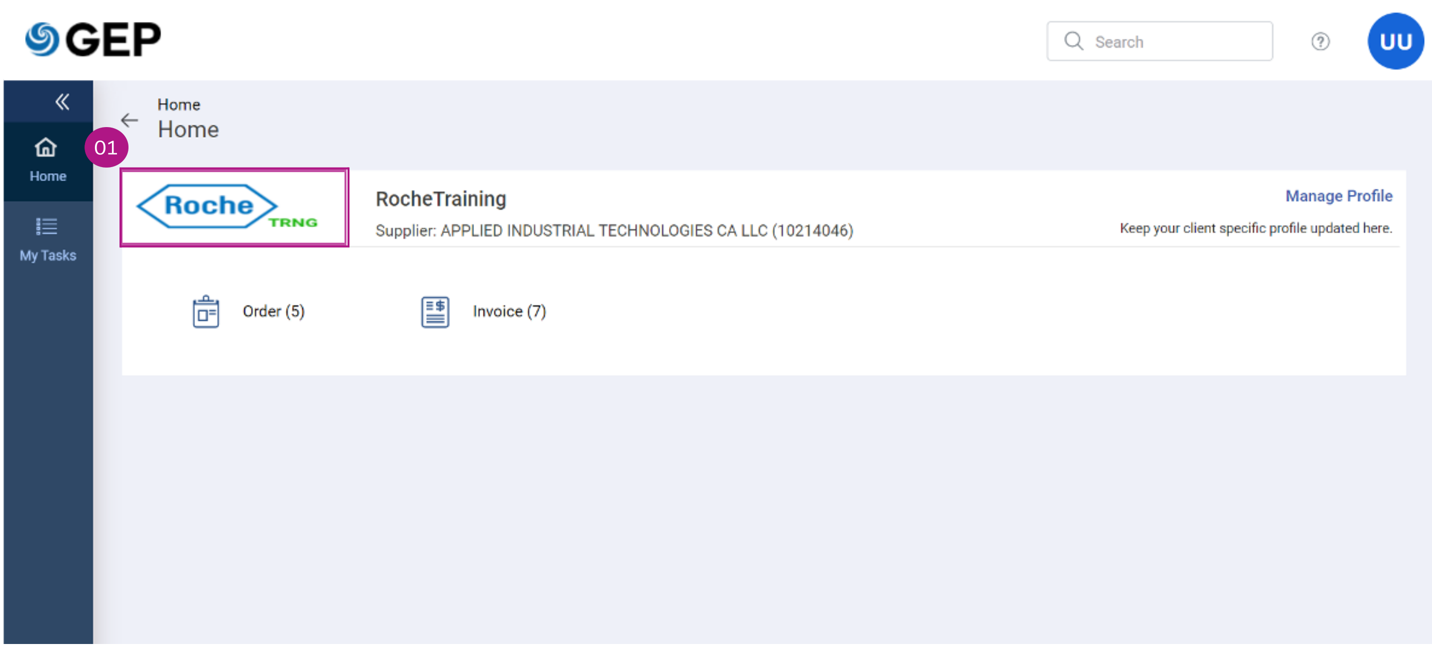
Update your myBuy GEP Smart Supplier Profile

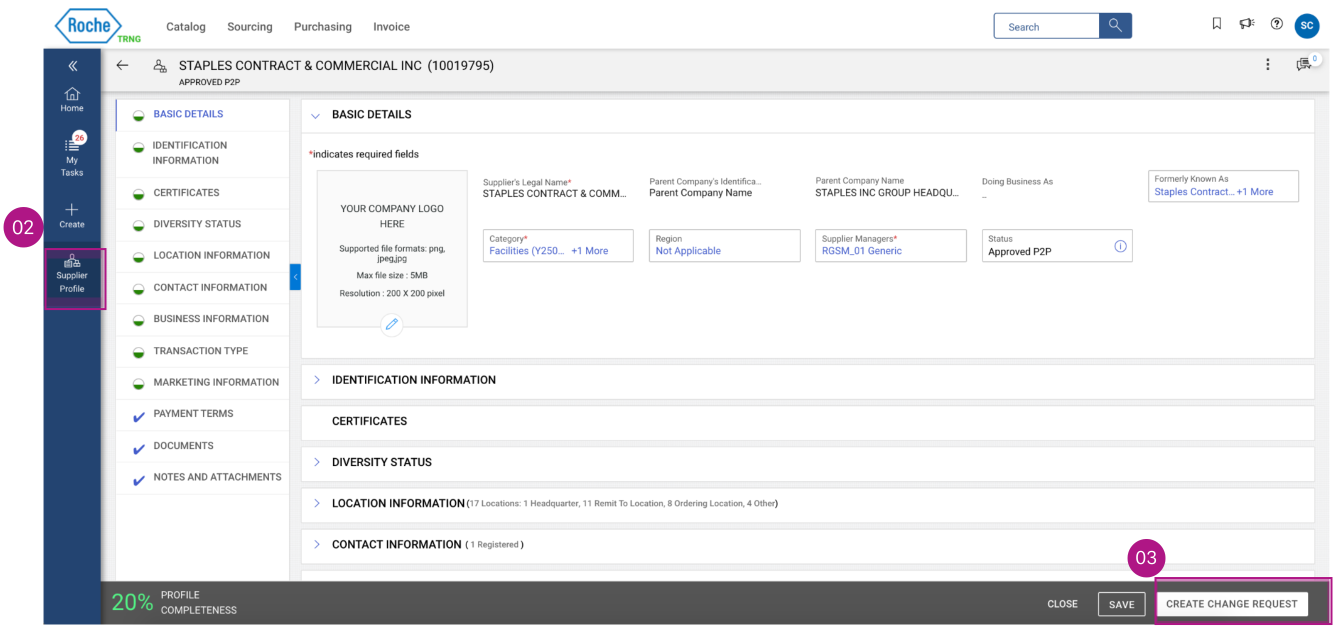
This guide walks you through how to create a request to change your supplier profile in myBuy GEP SMART.

Begin a request

1. Log into the GEP Business Network (**https://businessnetwork.gep.com**) and find the **Roche client** to access **myBuy GEP SMART**



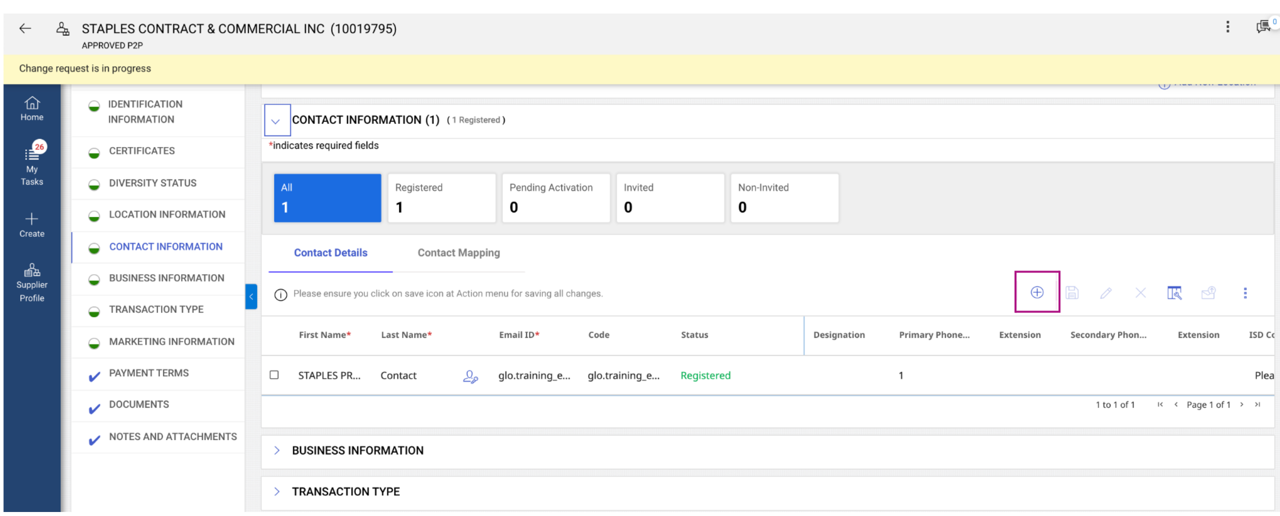
2. Click **supplier profile** icon to open your profile
3. Click **create change request** and click **Yes** to proceed with making profile updates



Updating contacts is probably one of the most common changes you'll make to your profile. This guide shows you how to add a contact.

Add a contact

Open the contact information section, click on the **(+)** icon to update supplier information



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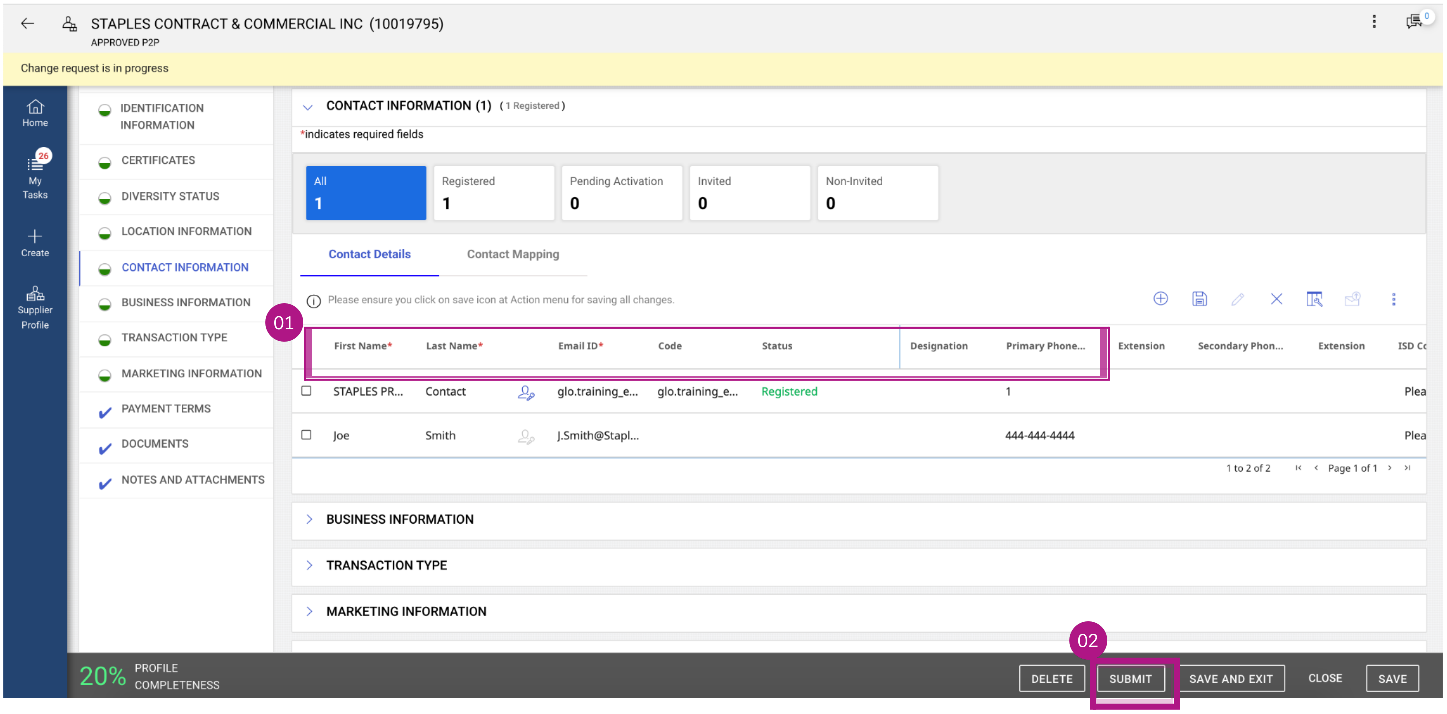
1. Under **Contact Information**, add the new contact's **first name**, **last name**, **email address**, & **primary business phone number** in the new line fields
2. Click **submit** and **finalize** the change request on the next prompt by clicking **Yes**



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