



# Update your myBuy GEP Smart Supplier Profile

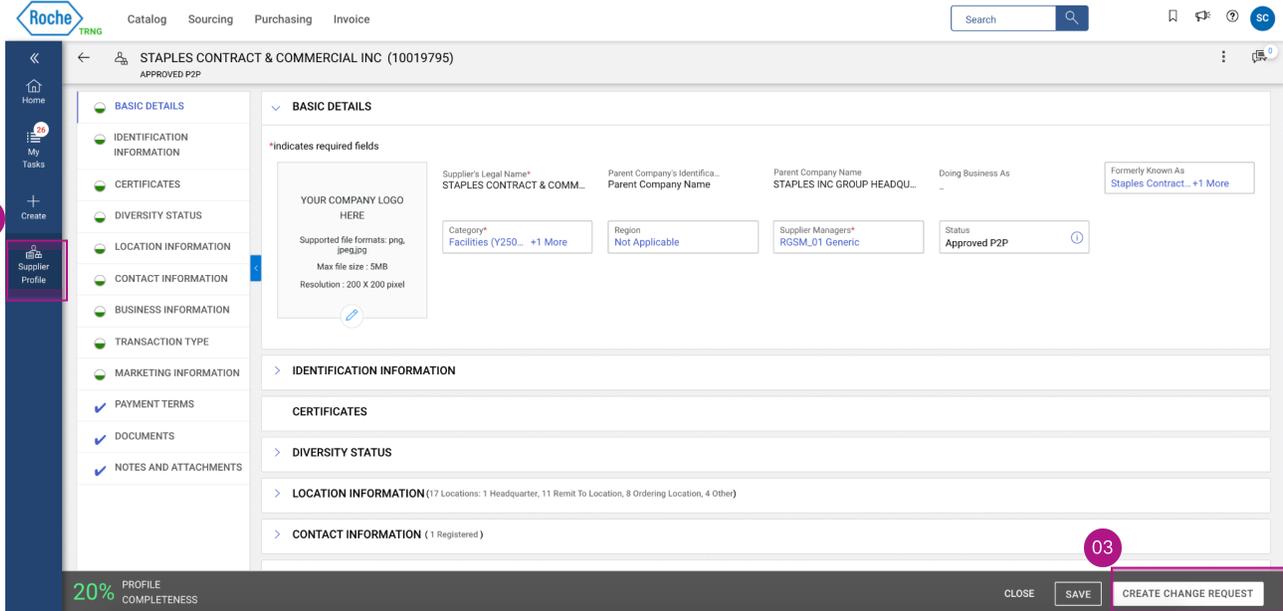
This guide walks you through how to create a request to change your supplier profile in myBuy GEP SMART.

## Begin a request

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

The screenshot shows the GEP Business Network interface. At the top left is the GEP logo. To the right is a search bar with the text "Search" and a question mark icon. Further right is a blue circular icon with the letters "UU". Below the search bar is a navigation bar with a back arrow and the text "Home Home". On the left side, there is a dark blue sidebar with a home icon and the text "Home", and a "My Tasks" icon. A pink circle with the number "01" is overlaid on the home icon. The main content area displays the profile for "RocheTraining". The Roche logo is highlighted with a pink box. Below the logo, the text reads "RocheTraining" and "Supplier: APPLIED INDUSTRIAL TECHNOLOGIES CA LLC (10214046)". To the right of this information is a "Manage Profile" link. Below the profile information, there are two icons: a calendar icon labeled "Order (5)" and a document icon labeled "Invoice (7)". At the bottom right of the profile section, there is a note: "Keep your client specific profile updated here."

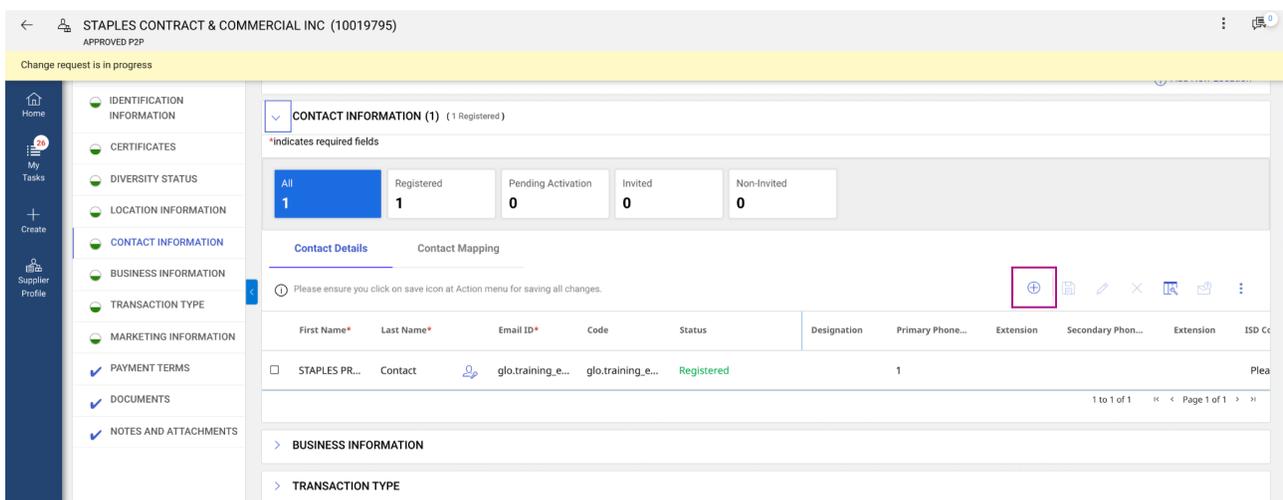
2. Click **supplier profile** icon to open your profile
3. Click **create change request** and click **Yes** to proceed with making profile updates



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



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**

STAPLES CONTRACT & COMMERCIAL INC (10019795)  
APPROVED P2P

Change request is in progress

01

CONTACT INFORMATION (1) (1 Registered)  
\*indicates required fields

| All | Registered | Pending Activation | Invited | Non-Invited |
|-----|------------|--------------------|---------|-------------|
| 1   | 1          | 0                  | 0       | 0           |

02

| First Name*              | Last Name*    | Email ID* | Code              | Status            | Designation | Primary Phone... | Extension | Secondary Phon... | Extension | ISD Co |
|--------------------------|---------------|-----------|-------------------|-------------------|-------------|------------------|-----------|-------------------|-----------|--------|
| <input type="checkbox"/> | STAPLES PR... | Contact   | glo.training_e... | glo.training_e... | Registered  | 1                |           |                   |           | Plea   |
| <input type="checkbox"/> | Joe           | Smith     | J.Smith@Stapl...  |                   |             | 444-444-4444     |           |                   |           | Plea   |

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20% PROFILE COMPLETENESS

DELETE   **SUBMIT**   SAVE AND EXIT   CLOSE   SAVE