

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

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

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	Order (5)	Invoice (7)	

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

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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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