



## Register for myBuy GEP SMART

This help guide will walk you through how to register for myBuy GEP SMART and make changes to the contacts listed in your supplier profile.

myBuy GEP SMART is the supplier portal for Roche / Genentech. Powered by a cloud-based solution from our third-party partner, GEP, the new portal is designed to make it easier to do business with Roche / Genentech online.

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](mailto:global.mybuy@roche.com):

1. Click the [Click here](#) link to access the GEP 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

[Reply](#) [Reply All](#) [Forward](#)  

Thu 12/9/2021 7:26 PM

ⓘ 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](mailto: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 GEP 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) for F. Hoffmann La Roche in the Amount of 10,000 CHF. The order is pending your acknowledgement. [Click here](#) to review the details of the 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.

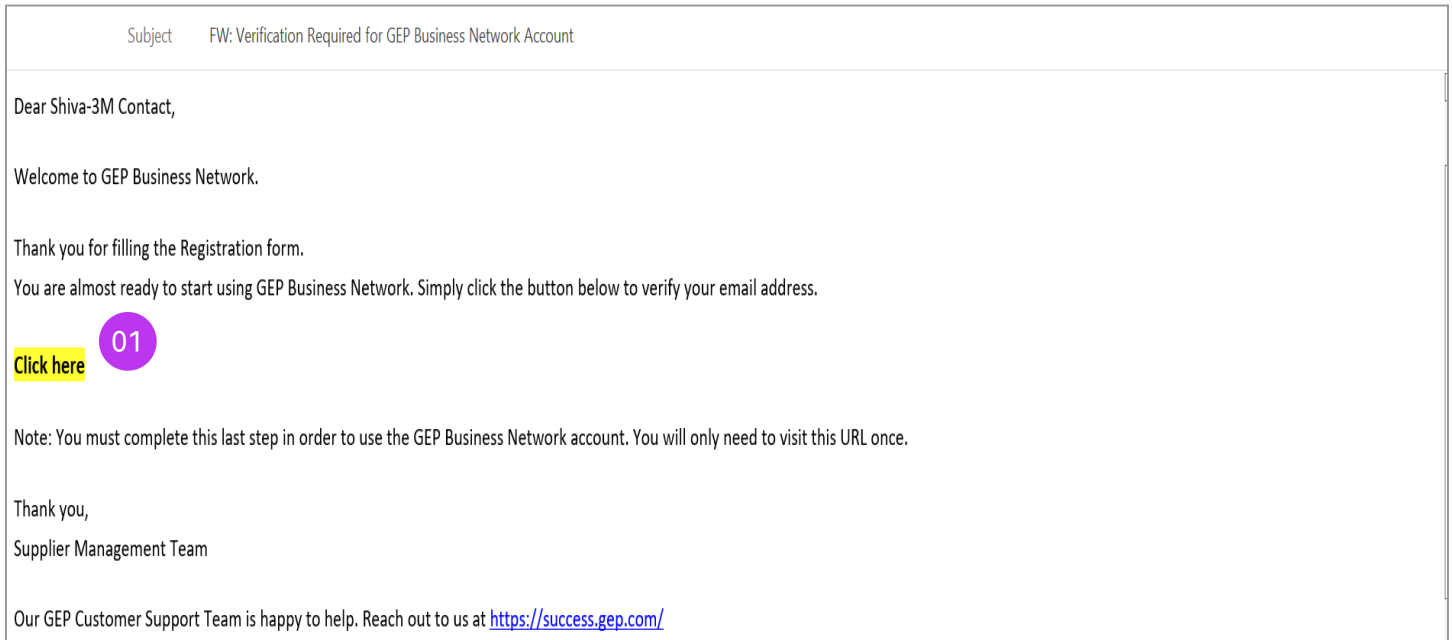
☐ I have read and agree to GEP [Terms of Use](#) & [Privacy Policy](#)

CloseResetSubmit

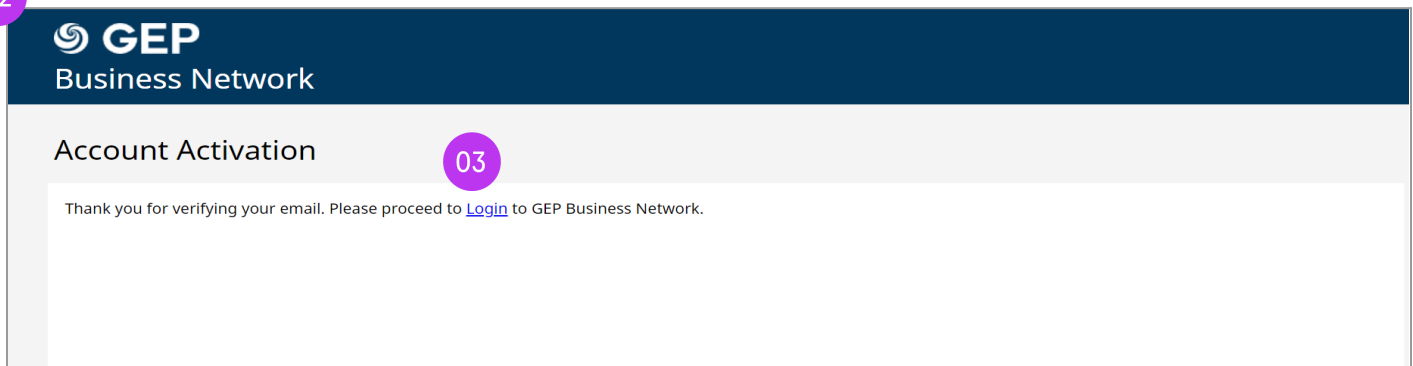
# Activate GEP Business Network Account

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



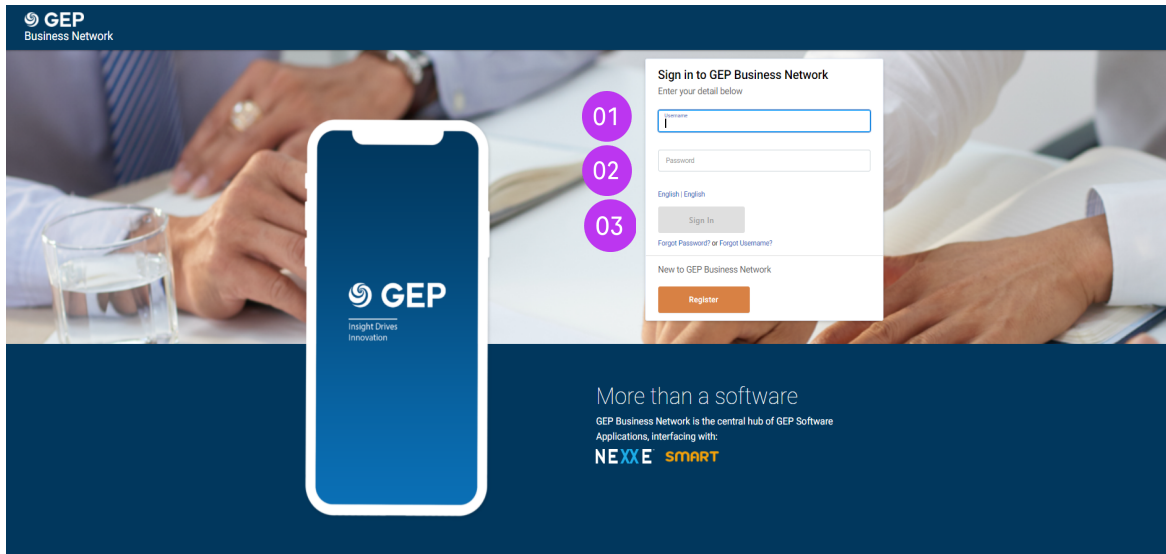
**02**



# 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. From the **Home tab**, go to the **Complete Registration** section. Click the **Register** button next to the Roche client to open the registration form



- You also have the option to open the registration from the **Roche client screen**. Click the **Complete Registration link**

The screenshot shows the GEP (Global Enablement Platform) interface for a Roche client. The top navigation bar includes the GEP logo, a 'Home' link, and a 'Roche' tab. A sidebar on the left contains 'Home' and 'My Tasks' links. The main content area displays the client name 'BN1406\_Inc' and a banner with medical icons. Below the banner, the client details show 'Roche' as the supplier with ID 'BN1406\_Inc (PC-2022.001140)'. A red alert message states: 'Please complete the mandatory information on your client specific profile.' Below this, there are two sections: 'Reference Links & Documents' with links to a user manual and a QRG, and 'My Tasks' which shows 'No pending tasks available'. A purple circle with the number '05' is in the top right corner.

## Complete Primary Registration Form

- Choose your **Preferred Language**
- Username** is pre-populated based on what you selected when completing the Business Network registration form
- Enter a **Password** (we recommend you use the same one you created to access Business Network)
- Complete all required fields in the **Company Information** section. Some answers may be carried over from your Business Network registration form

The screenshot shows the 'Primary Registration Form' with a language dropdown set to 'English' (callout 01). The form is divided into two main sections: 'Basic Details' and 'Company Information'. The 'Basic Details' section includes a note that fields marked with an asterisk are required, and a sub-section for 'Account Credentials' with fields for 'Username' (pre-filled with 'Rekha\_123', callout 02) and 'Password' (callout 03). The 'Company Information' section (callout 04) contains fields for 'Legal Company Name' (pre-filled with 'v3 enterprises'), 'Doing Business As', 'Company Website', 'Headquarter' (with a 'Select Country' dropdown), 'Company Phone', 'Fax', 'Business Regions' (with a globe icon), 'Category' (pre-filled with 'Consulting Services (Y350)'), 'D-U-N-S Number' (pre-filled with '9 Digit D-U-N-S'), and 'Company Identification' (with 'Select Country' and 'Select identification type' dropdowns, and a pre-filled 'Identification Nur' field with a plus icon). A purple circle with the number '05' is in the top right corner.

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

The screenshot shows a web form titled "Primary Contact Information". It contains the following fields: "First Name\*" (pre-filled with "Surekha"), "Last Name\*" (pre-filled with "sonkamble"), "Company Email\*" (pre-filled with "surekha.sonkamble1@gep.com"), "Primary Business Phone Number" (with an "Extension" field), "Contact's Business Region" (with a globe icon), and "Contact's Category" (pre-filled with "Consulting Services (Y350)"). Below this is a section titled "Secondary Contact Information" with a table header: "First Name", "Last Name", "Company Email", "Contact Role", "ISD Code", and "Mobile Number". There is a blue "+" icon to the right of the header. Below the table are two checkboxes: "I have read and agree to Roche2 [Terms & Conditions](#) & [Privacy Policy](#)." and "I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#).". At the bottom right of the form are "Reset" and "Submit" buttons. A purple circle with the number "06" is placed over the checkboxes, and another purple circle with the number "07" is placed over the "Submit" button.

## Other Supplier Profile Changes

As a supplier, you have the option to request changes to the following sections of your supplier profile:

- **Basic Information** - Update region, category, or upload your logo
- **Certificates** - Upload relevant certificates
- **Diversity Status** - Indicate diversity status
- **Contact Details** - Add new or edit existing company contacts, choose or change primary contact
- **Location Information** - Choose or make changes to ordering manager field, set default banking account

## Additional Supplier Profile Change Quick Help Guides

You can find additional quick help guides on how to make changes to your myBuy GEP SMART supplier profile on [roche.com](https://roche.com), including:

- Register for GEP Business Network and myBuy GEP SMART
- Update myBuy GEP SMART Supplier Profile
- Send Registration Invitation
- Set Default Bank Account (by Location)
- Update Ordering Manager (by Location)