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:

1. Click the Click here link to access the GEP Business Network registration form. Then, follow the steps below to complete registration.
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.

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
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

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**Subject:** FW Verification Required for GEP Business Network Account

Dear [Name],

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.

[Click here](https://success.gep.com/)

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/](https://success.gep.com/)

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**Account Activation**

Thank you for verifying your email. Please proceed to [Login](https://success.gep.com/) to GEP Business Network.
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.
5. You also have the option to open the registration from the **Roche client screen**. Click the **Complete Registration link**

**Complete Primary Registration Form**

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

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, 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)