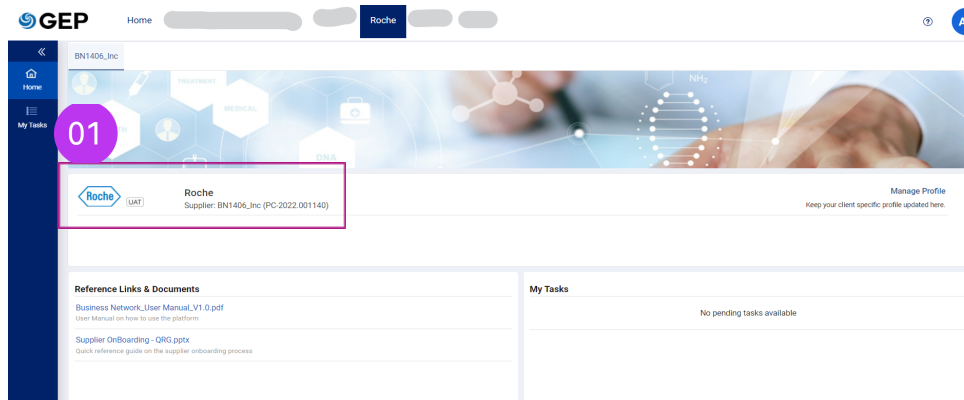


# Send Registration Invitation

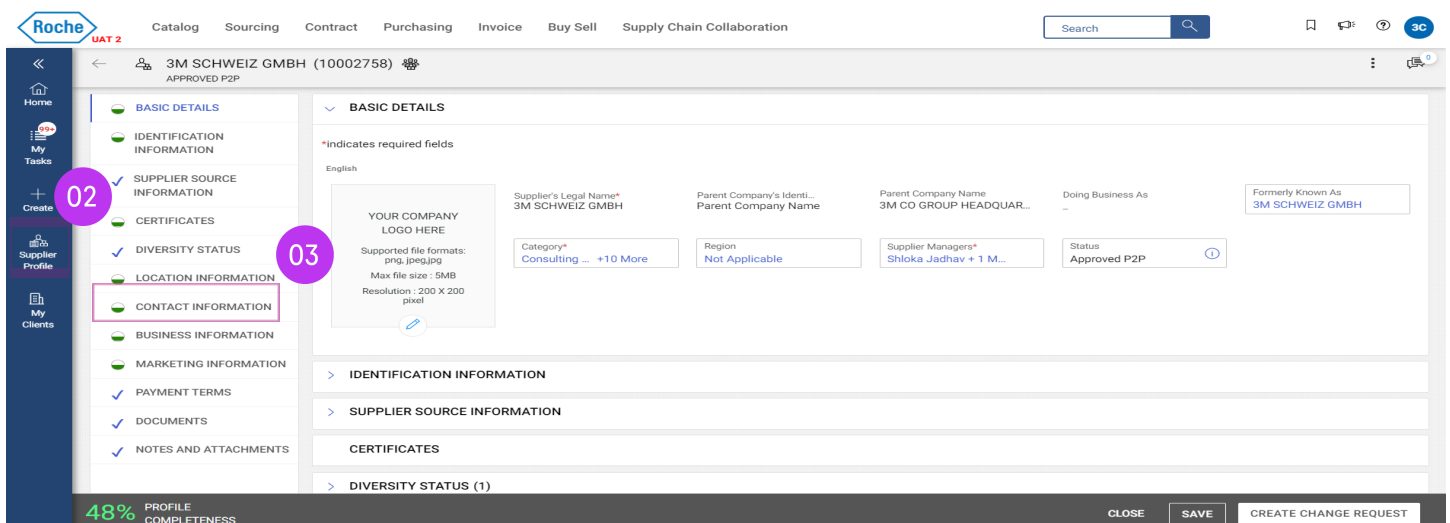
This guide walks you through how to send an invitation to register to any contact (new or existing) in your myBuy GEP SMART supplier profile.

## Access Contact Information

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 **Contact Information** to display list of contacts



## Send Registration Invitation Email

You can send a registration invitation to any approved contact in your supplier profile.

1. Click the **Checkbox** next to the new contact (status = Not-Invited)
2. Click the **Invite Envelope** icon
3. A new window will pop up with the **Registration Email Content** (no need to adjust content)
4. Click **Send**

Contact Details

Contact Mapping

Please ensure you click on save icon at Action menu for saving all changes.

Save






Edit

Delete

Print

Invite

More

First Name*	Last Name*	Email ID*	Code	Status	Designation	Primary Phone...	Extension	Secondary Phon...	Extension	15
<input type="checkbox"/> 3M SCHWEI...	Contact	 rochesupplier...	TESTGEP_cust...	Registered		435089870				Please Select
<input type="checkbox"/> Supplier 2	Roche	 rochesupplier...	TESTGEP_3m.p...	Registered		435089870				Please Select
<input type="checkbox"/> Gustaf	Engstrand	 gustaf.engstr...	gustaf.engstra...	Non - Invited		41797014914				Please Select
<input type="checkbox"/> Portal_3MS...	Portal_3MS...	 Portal_3MSC...	Portal_3MSCH...	Invited						Please Select
<input checked="" type="checkbox"/> Supplier 3	Roche	 shloka.jadhav...	shloka.jadhav...	Registered						Please Select

1 to 5 of 7

Page 1 of 2

INVITE SUPPLIER

Language  
English

shloka.jadhav@gep.com

Subject\*

ACTION: You have been invited to register on the Roche / Genentech buying platform

Add attachment(s)

ABC ↕ | ✂ | 📄 | 🗒️ | 🗑️ | 🖨️ | ⬅️ | ➡️ | 🔍 | 📋 | I<sub>x</sub> | B | I | U | S | 🔗 | 💬 | 📏 | : = | :: | ☰ | ≡ | ≡ | ≡ | ≡ | ≡ | A- | A+ | 🖼️ | 🌐

Styles | Normal | Font | Size

|

Dear [Contact Name],

Your company is collaborating with Roche / Genentech. You have been added as additional supplier contact, which will allow you to receive electronic transmission of orders and submit invoices.

In order to use our myBuy GEP SMART platform, you will need to register. To get started, complete and submit the registration form. [Click here](#) to access the form.

CANCELSEND

Once registered, the contact status will change to *Registered*. Registered contacts can access and use myBuy GEP SMART. Follow the instructions in the myBuy supplier portal user guide available through this link: <https://assets.cwp.roche.com/f/126832/x/7ae53f6881/supplier-portal-user-guide.pdf>

# 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
- **Banking Details** - Add or change banking details
- **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)