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

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:

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)