Update Ordering Manager

This guide walks you through how to create a request to select or change the ordering manager for each location in your supplier profile in myBuy GEP SMART.

Begin a Change Request

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 Create Change Request and click Yes to proceed with making profile updates
Once you initiate the change request, you will see Change request is in progress at the top of the screen.

**Update Ordering Manager**

Ordering managers can be selected for each of your locations. The ordering manager is responsible for all aspects of order processing for their assigned location.

1. Open the Location Information section
2. Click the icon in the Roles and Contacts section. A Roles and Contacts pop up will appear
3. Click Ordering Manager
4. Click the Checkbox next to the contact who should be named Ordering Manager (select only one for each location)
5. Click Close
Submit Changes

When all changes have been made to your profile:

1. Click Save
2. Click Submit
3. Click Yes to confirm you want to make the changes

Once the change request is submitted it will be routed for approval by Roche / Genentech.

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)