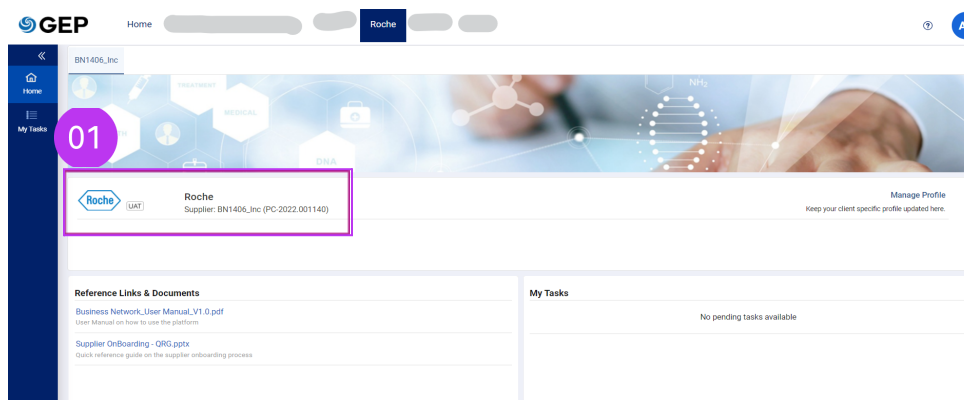


Update Ordering Manager

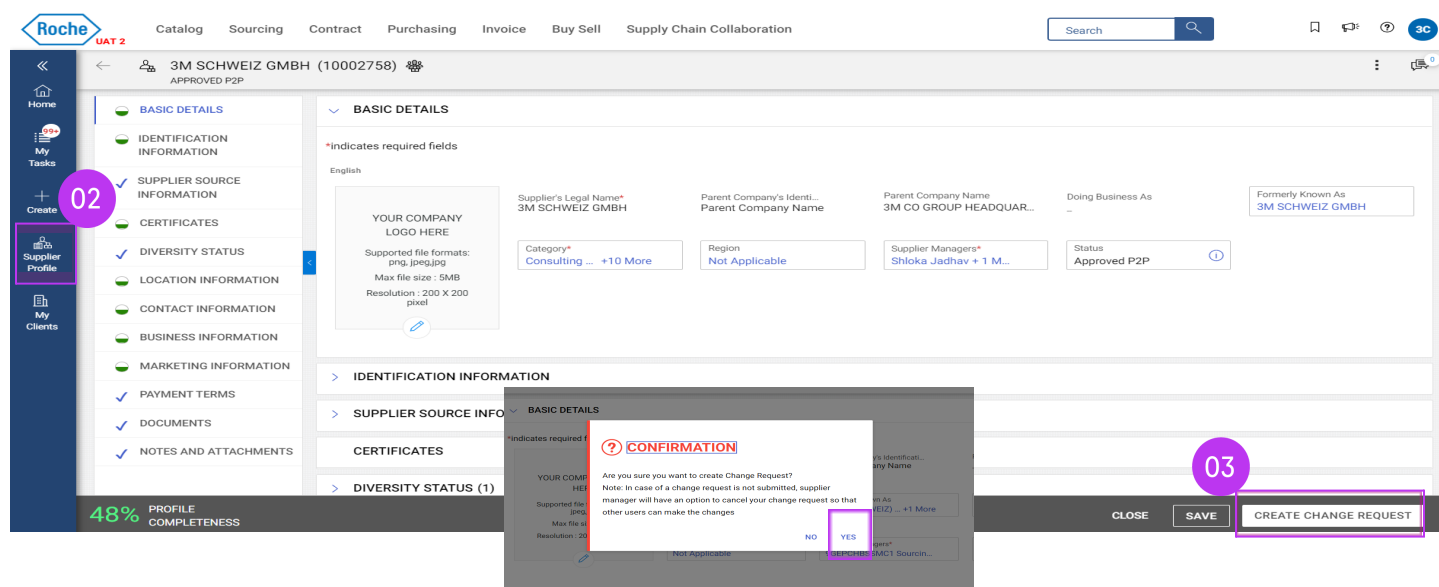
This guide walks you through how to create a request to select or change the ordering manager for each location in your supplier profile in myBuy GEP SMART.

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**

01

LOCATION INFORMATION (4 Locations: 1 Headquarter, 2 Remit To Location, 3 Ordering Location)

*indicates required fields

<input type="checkbox"/>	Location Name	Type	Phone Nos.	Roles & Contacts
<input type="checkbox"/>	EGGST 93	Headquarter	Pri : +41435089870 Sec :	02
<input type="checkbox"/>	EGGST 93 RUESCHLIKON	Remit To Location, + 1 More	Pri : +41435089870 Sec :	
<input type="checkbox"/>	EGGST 93 RUESCHLIKON	Remit To Location, + 1 More	Pri : +41447249439 Sec :	
<input type="checkbox"/>	EGGST 93 RUESCHLIKON	Ordering Location	Pri : +417249432 Sec :	

03

04

05

ROLES AND CONTACTS

BUILD/RFP MANAGER

ACCOUNT PAYABLE MANAG...

ACCOUNT RECEIVABLE M...

ORDERING MANAGER

SAFETY CONTACT

CONTINGENT WORKER

Search By Name

☐ 3M SCHWEIZ GMBH Contact

☐ 3M SCHWEIZ GMBH Contact

☐ 3M SCHWEIZ GMBH Contact

☐ 3M SCHWEIZ GMBH Contact

☐ Surekha Sonkamble

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)