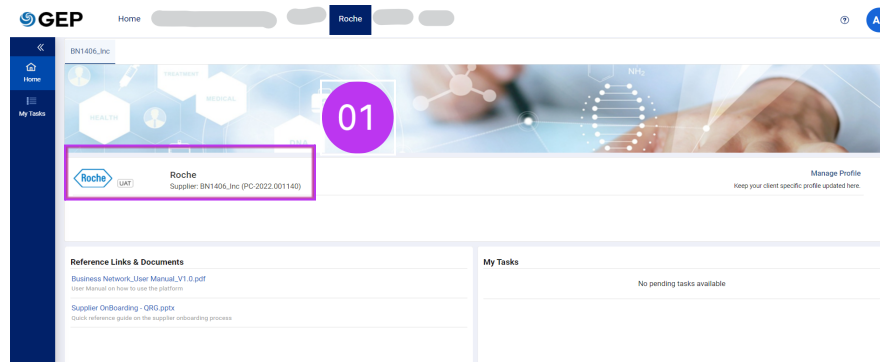


Set Default Bank Account (by Location)

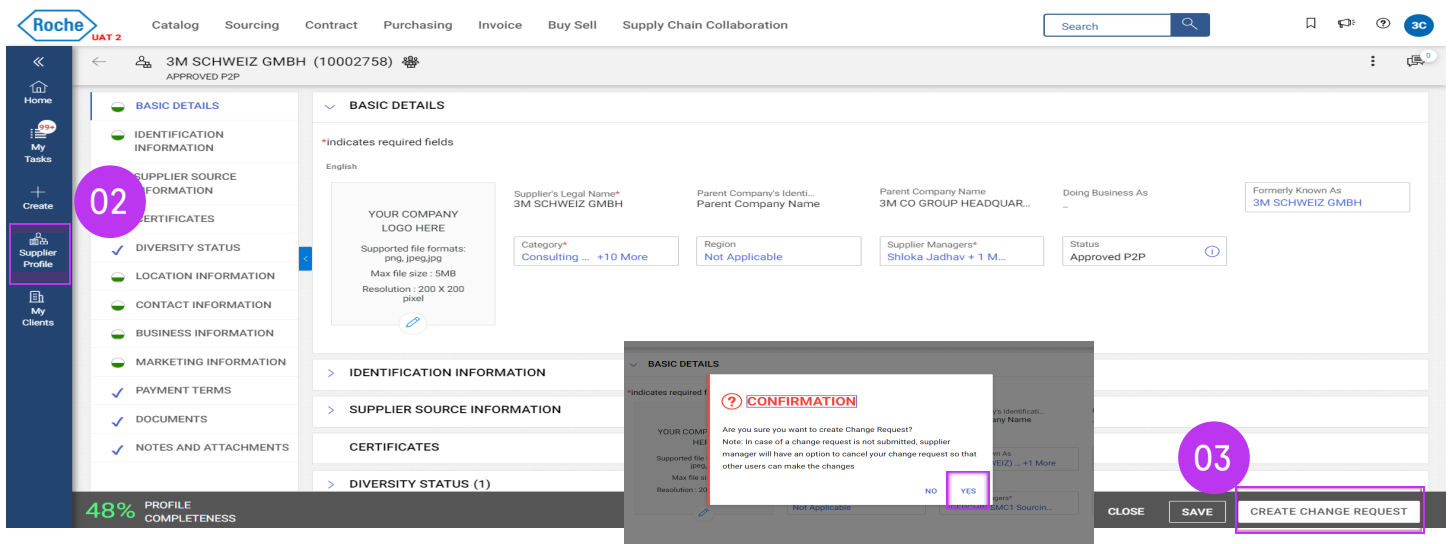
If you have more than one bank account set in your supplier profile, you can select a default option to appear when completing banking information on invoices. This guide walks you through how to set default banking accounts by location in myBuy GEP SMART.

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

Set a Default Bank Account

- 1. Click on **Location Information** section to display a list of locations

APPROVED P2P

Change request is in progress

BASIC DETAILS

IDENTIFICATION INFORMATION

CERTIFICATES

DIVERSITY STATUS

LOCATION INFORMATION

BASIC DETAILS

*indicates required fields

YOUR COMPANY LOGO
HERE

Supported file formats: png, jpeg, jpg
Max file size : 5MB

Supplier's Legal Name*

PALL SCHWEIZ AG

Parent Company's Identifica...

Parent Company Name

Doing Business As

--

Formerly Known As

PALL (SCHWEIZ)... +1 More

Category*

MRO Equipment(Y20100...

- 2. Click a **Location** to select it and open additional options for that location
- 3. Open the **Banking Information** section
- 4. Click the **Checkbox** to mark that bank account as the default for that location

DIVERSITY STATUS

LOCATION INFORMATION

(18 Locations: 1 Headquarter, 11 Remit To Location, 10 Ordering Location, 5 Other)

*indicates required fields

<input type="checkbox"/>	Location Name	Type	Phone Nos.	Roles & Contacts
<input type="checkbox"/>	3050 SPRUCE ST	Headquarter	Pri : +13147715765 Sec :	
<input type="checkbox"/>	3050 SPRUCE ST SAINT LO...	Remit To Lo...	Pri : 3147715765 Sec :	
<input type="checkbox"/>	3050 SPRUCE ST SAINT LO...	Remit To Lo... + 1 More	Pri : +13147715765 Sec :	
<input type="checkbox"/>	4353 E 49TH ST CLEVELAN...	Remit To Lo... + 1 More	Pri : +12168838025 Sec :	
<input type="checkbox"/>	3050 SPRUCE ST ST LOUIS ...	Other	Pri : +18003652535 Sec :	
<input type="checkbox"/>	1669 PHOENIX PKWY COLL...	Remit To Lo... + 1 More	Pri : +18003613352 Sec :	

LOCATION INFORMATION

BANKING INFORMATION

IDENTIFICATION INFO

INCO TERMS

TRANSACTION TYPE

LOCATION INFORMATION

BANKING INFORMATION

*indicates required fields

<input type="checkbox"/>	Country	Payment Method	Bank Name	Branch	Account Type	Account Number	CBRN	Default	Default-CUR
<input type="checkbox"/>	Uni...	Pay...	WELLS FARGO BAN...	SAN FRANCISCO PCS	--	XXXXXX3935	--	<input type="checkbox"/>	

Submit Changes

When all changes have been made to your supplier profile:

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

1 to 2 of 2Page 1 of 1

BUSINESS INFORMATION

02

01

DELETE

SUBMIT

SAVE AND EXIT

CLOSE

SAVE

?

CONFIRMATION

Do you want to submit the change request?

NO

YES

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)