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.

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.
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

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](http://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)