Update myBuy GEP SMART Supplier Profile

This guide walks you through how to create a request to change your supplier profile in myBuy GEP SMART, and how to make changes to the contacts in your profile.

Begin a 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.

**Add a Contact**

Open the **Contact Information section**, click on the (+) icon to update supplier information.

1. Under **Contact Information**, add the new contact’s **first name**, **last name**, **email address**, & **primary business phone number** in the new line fields.
2. Click the **Floppy Disk** icon to save each new contact.
Name or Update Primary Contact

The Primary Contact is the one point of contact that receives all myBuy GEP SMART email notifications from Roche / Genentech (this includes order notifications if an Ordering Manager has not been selected). The current Primary Contact is shown with a blue icon next to the contact name. To name or update the Primary Contact:

1. Click the supplier icon next to the person you wish to be the Primary Contact; the icon will change from gray to blue

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Status</th>
<th>Email ID</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>PALL SCHWEIZ AG Contact</td>
<td>Registered</td>
<td><a href="mailto:TESTGEP_Jorg_minnig@europe.pall.com">TESTGEP_Jorg_minnig@europe.pall.com</a></td>
<td>English</td>
</tr>
<tr>
<td>Roche Supplier Test</td>
<td>Non-Invited</td>
<td><a href="mailto:rochesupplier123@gmail.com">rochesupplier123@gmail.com</a></td>
<td>English</td>
</tr>
<tr>
<td>Test Supplier</td>
<td>Non-Invited</td>
<td><a href="mailto:abc@gamil.com">abc@gamil.com</a></td>
<td>English</td>
</tr>
</tbody>
</table>

Delete a Contact

To delete a contact from your supplier profile:

1. Click the Checkbox next to the contact you wish to delete
2. Click the Trash Can icon
3. Confirm the deletion by clicking Yes
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

When the change request is submitted, it will be routed for approval by Roche / Genentech. Once approved, the primary supplier profile contact will receive an email confirmation. At that time, you can send a registration invitation email to any new contacts you added.

After they register, profile contacts are able to access and use myBuy GEP SMART.
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)