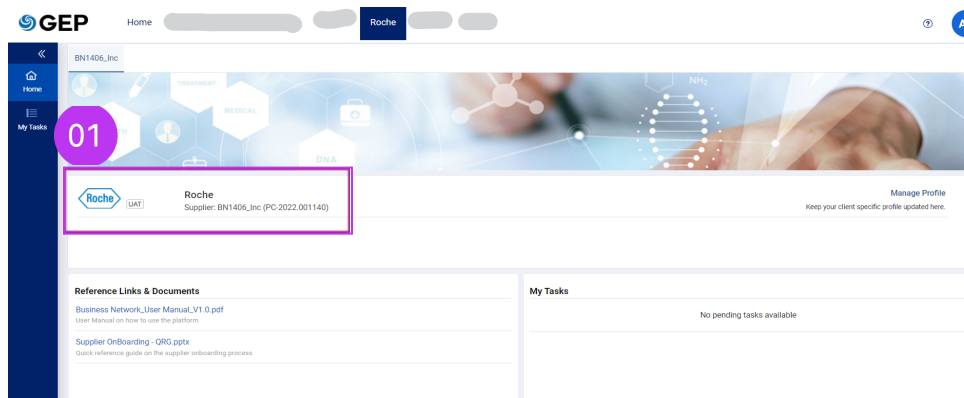


# Update myBuy GEP SMART Supplier Profile

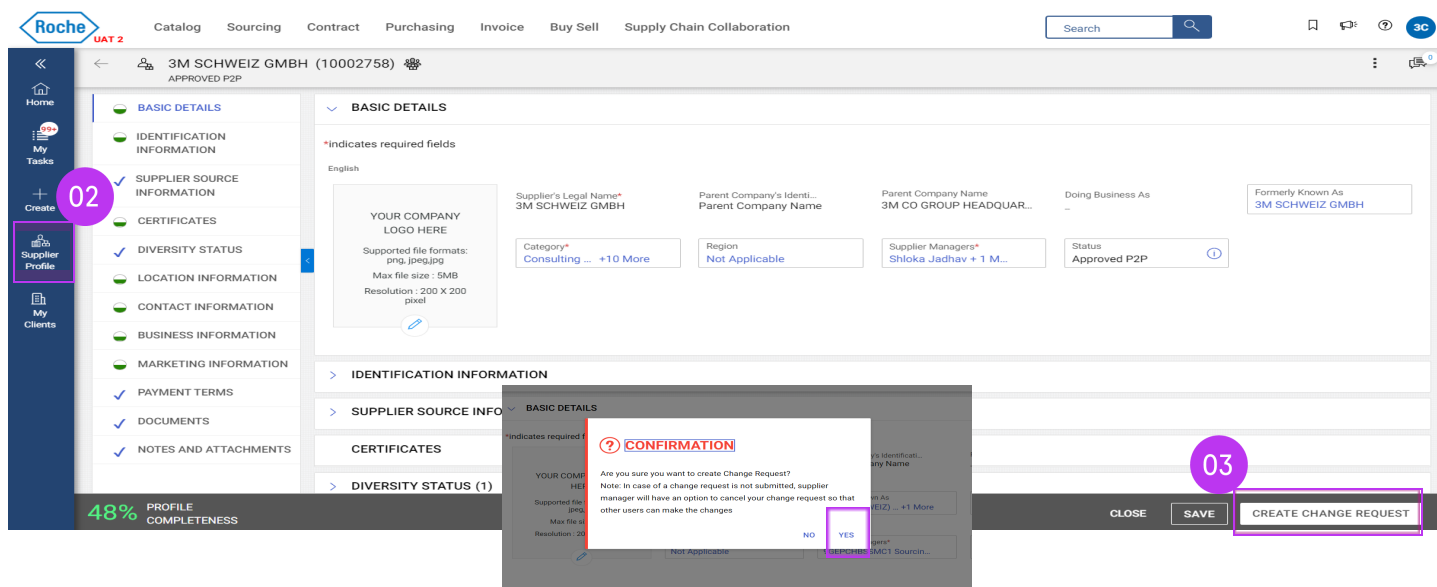
This guide walks you through how to create a request to change your supplier profile in myBuy GEP SMART, and how to make changes to the contacts in your profile.

## 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

APPROVED P2P

Change request is in progress

\*indicates required fields

CONTACT INFORMATION (4) (2 Registered, 2 Non Registered)

\*indicates required fields

All 4 Registered 2 Pending Activation 0 Invited 0 Non-Invited 2

Contact Details Contact Mapping

Please ensure you click on save icon at Action menu for saving all changes.

First Name\* Last Name\* Email ID\* Code Status Designation Primary Phone... Extension Add New Contact Extension ISD Code

<input type="checkbox"/>	Roche	Suppliers		glo.training_e...	msharfuiddin...	Registered					Please Select
<input type="checkbox"/>	Applied	Indus		test_glo.traini...	test_glo.traini...	Non - Invited		7074212400			Please Select
<input type="checkbox"/>	Applied	Indus		test10_glo.tra...	test10_glo.tra...	Non - Invited		7074212400			Please Select
<input type="checkbox"/>	Surekha	Sonkamble		surekha.sonk...	surekha.sonka...	Registered					Please Select
<input type="checkbox"/>											Please Select

1 to 5 of 5 Page 1 of 1

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

CONTACT INFORMATION (4) (2 Registered, 2 Non Registered)

\*indicates required fields

All 4 Registered 2 Pending Activation 0 Invited 0 Non-Invited 2

Contact Details Contact Mapping

Please ensure you click on save icon at Action menu for saving all changes.

First Name\* Last Name\* Email ID\* Code Status Designation Primary Phone... Extension Secondary Phon... Extension ISD Code




<input type="checkbox"/>	Roche	Suppliers		glo.training_e...	msharfuiddin...	Registered					Please Select
<input type="checkbox"/>	Applied	Indus		test_glo.traini...	test_glo.traini...	Non - Invited		7074212400			Please Select
<input type="checkbox"/>	Applied	Indus		test10_glo.tra...	test10_glo.tra...	Non - Invited		7074212400			Please Select
<input type="checkbox"/>	Surekha	Sonkamble		surekha.sonk...	surekha.sonka...	Registered					Please Select
<input type="checkbox"/>											Please Select

1 to 5 of 5 Page 1 of 1

## 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

	Full Name	Status	Email ID	Language
<input type="checkbox"/>	PALL SCHWEIZ AG Contact	 Registered	TESTGEP_Jorg_minnig@europe.pall.com	English
<input type="checkbox"/>	Roche Supplier Test	 Non - Invited	rochesupplier123@gmail.com	English
<input type="checkbox"/>	Test Supplier	 Non - Invited	abc@gamil.com	English

## Delete a Contact

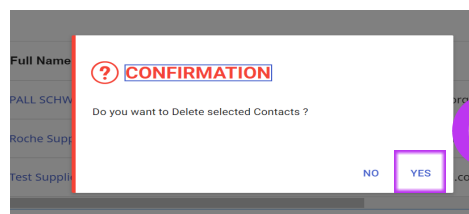
To delete a contact from your supplier profile:

1. Click the **Checkbox** next to the contact you wish to delete
2. Click the **Trash Can** icon

	Full Name	Status	Email ID	Language
<input type="checkbox"/>	PALL SCHWEIZ AG Contact	 Registered	TESTGEP_Jorg_minnig@europe.pall.com	English
<input type="checkbox"/>	Roche Supplier Test	 Non - Invited	rochesupplier123@gmail.com	English
<input checked="" type="checkbox"/>	Test Supplier	 Non - Invited	abc@gamil.com	English

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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

1 to 2 of 2 Page 1 of 1

> BUSINESS INFORMATION

02

01

DELETE SUBMIT SAVE AND EXIT CLOSE SAVE

03

**CONFIRMATION**

Do you want to submit the change request?

NO YES

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](https://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)