

Roche Supplier Onboarding Tool

Supplier Quick Help Guide



Agenda

1. **Invitation for Supplier Registration**
2. Supplier Portal
3. Supplier Portal - New Supplier
Registration Form
4. Due Diligence

1. Invitation for Supplier Registration

Follow the links from the invitation email

Subject: **Roche Invitation** RIV0025636 Action Required: Supplier Onboarding Request - ROCHE Supplier Data handling tool

HTML HTML Source Text Headers Raw HTML Check **99%** Link Check



Dear John White,

Your company is collaborating with Roche (or a member of the Roche Group) and you have been added as supplier contact.

In order to use our Supplier Data handling tool, you will need to register. To get started, complete and submit the registration form.

Your Login Details

- Click the link below and log on using initial credentials noted below:
1 <https://roche-uat.hicxsolutions.net/roche/hicxsm-portal>
- **Your Username:** John White
- [Click here](#) to set your new password for your account

Please kindly note that further emails may be sent to you during the onboarding process.

For support please contact: global.supplier_onboarding_pilot@roche.com

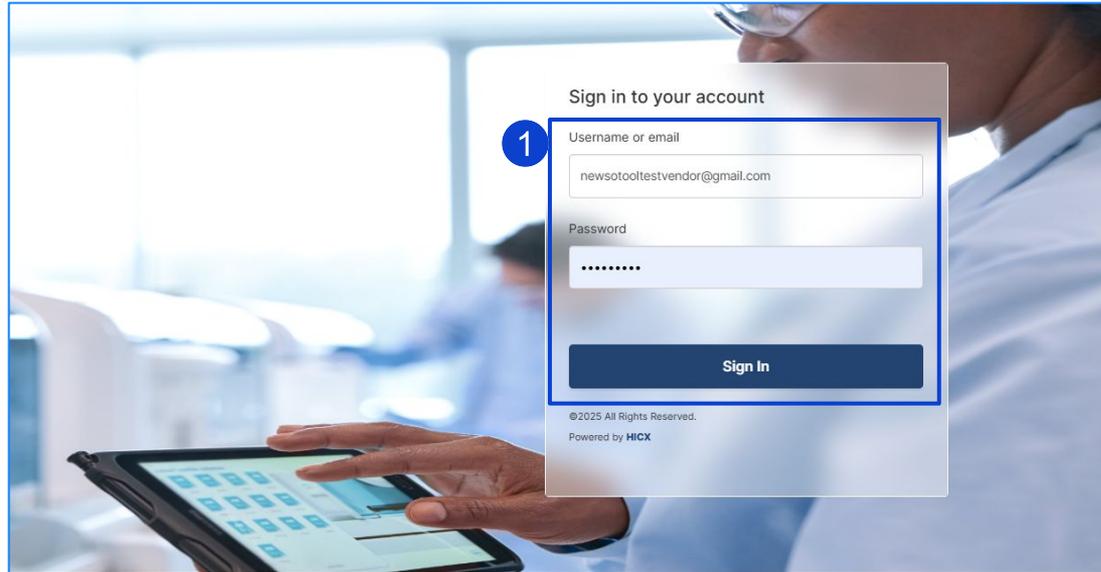
Sincerely,
Roche (or a member of Roche Group) Team

Agenda

1. Invitation for Supplier Registration
2. **Supplier Portal**
3. Supplier Portal - New Supplier
Registration Form
4. Due Diligence

2. Supplier Portal

Enter your username and password, included in the email notification



2. End User Licence Agreement & Privacy Policy

On first login you need to provide your agreement to the Licence and Privacy Policy

HICX End User License Agreement (EULA)

Welcome, and thank you for your interest in HICX ("HICX," "we," "our" or "us") and our website at <https://roche-uaa.hicxsolutions.net/roche/hicxsm-portal>, along with our related websites, networks, applications, mobile applications, and other services provided by us (collectively, the "Service"). This End User License Agreement ("Agreement" or "EULA") and the Privacy Policy govern your use of the Service. This Agreement is a legally binding contract between you and us regarding your use of the Service.

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY.

By clicking **I Agree** (or words to similar effect during the registration process) or by otherwise accessing or using the Service, you agree that you have read and understood, and, as a condition to your use of the Service, you agree to be bound by this Agreement. If you are not eligible, or do not agree to be bound by this Agreement, then you do not have our permission to use the Service. Your use of the Service, and our provision of the Service to you and express license for you to use Service, constitute an agreement between us and you to be bound by this Agreement.

- 1. Service Overview.** As part of the Service, we provide access to our platform for organizations to manage supplier data. You may use this platform and the Service to manage your information.
- 2. Eligibility.** You must be at least 18 years old to use the Service. By agreeing to this Agreement, you represent and warrant to us that: (a) you (i) have legal capacity to agree to this Agreement; and (i) are fully able and competent to enter into these Agreement; (b) you have not previously been suspended or removed from the Service; and (c) your registration and your use of the Service is and will be in compliance with any and all applicable laws, rules, and regulations, if you are

Username: testvendor@gmail.com
Supplier Name: TestVendor Company Ltd

2a

Privacy policy

EN

Privacy Notice
#yourdataisyours

We know that you care about your personal data and how it is used, and we want you to trust that Roche uses your personal data carefully. This Privacy Notice will help you understand what personal data we collect, why we collect it and what we do with it.

Please take a moment to familiarize yourself with our privacy practices and let us know if you have any questions by sending us an **<< email to be added >>**.

We have tried to keep this Notice as simple as possible, but if you're not familiar with terms, such as cookies, IP addresses, and browsers, then please read about these **<< key terms to be added >>** first.

Please refer the global privacy policies by clicking on the below link.

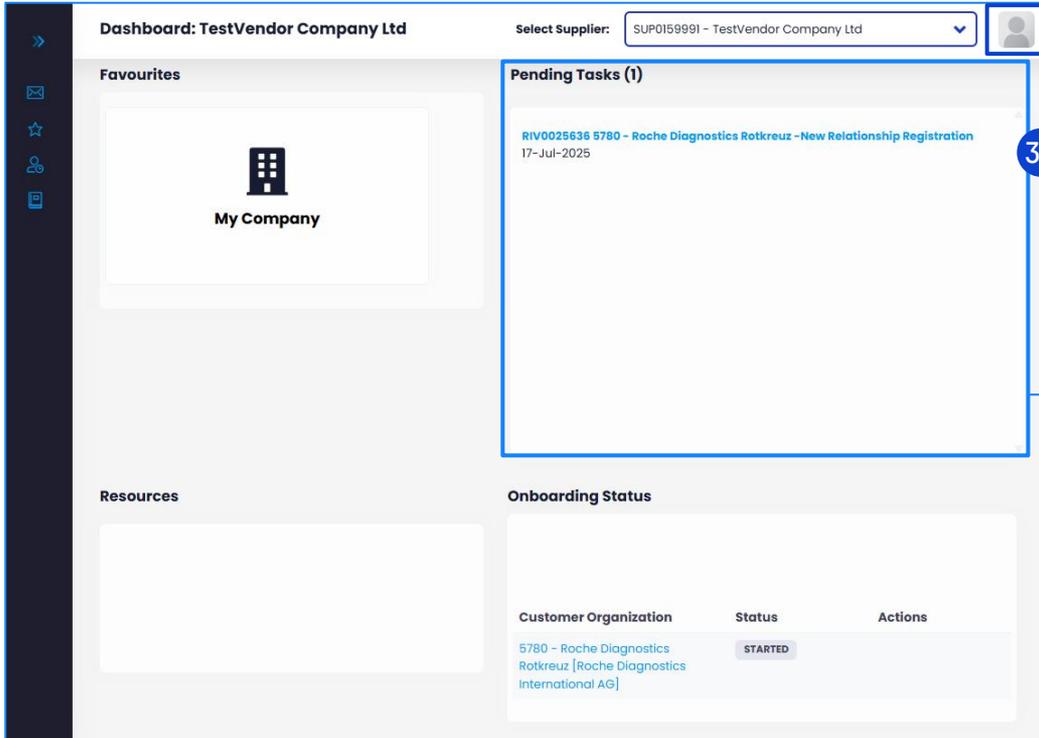
<< privacy notices to be added >>

Username: testvendor@gmail.com
Supplier Name: TestVendor Company Ltd

2b

2. Supplier Portal Homepage

From the top right corner on the Homepage you can review your login details, and you will have a visibility on your pending tasks. (e.g. completing the New Relationship Registration Form)



Dashboard: TestVendor Company Ltd

Select Supplier: SUP0159991 - TestVendor Company Ltd

Favourites

My Company

Pending Tasks (1)

RIV0025636 5780 - Roche Diagnostics Rotkreuz - New Relationship Registration
17-Jul-2025

Resources

Onboarding Status

Customer Organization	Status	Actions
5780 - Roche Diagnostics Rotkreuz [Roche Diagnostics International AG]	STARTED	

3a Review login details here

3b To complete your registration, click on this task

Pending task list: for now and further needs

Agenda

1. Invitation for Supplier Registration
2. Supplier Portal
3. **Supplier Portal - New Supplier Registration Form**
4. Due Diligence

3. New Relationship Registration Form

After clicking on the “New Relationship Registration” Task, this form opens: enter the Supplier Contact Information

Review and update the all the information, then click on “Submit Data”

RIV0025636 5780 – Roche Diagnostics Rotkreuz –New Relationship Registration

Request Information

Supplier Contact Information

Contact First Name * 	<input type="text" value="John"/>
Contact Last Name * 	<input type="text" value="White"/>
Contact Email * 	<input type="text" value="testvendor1@gmail.com"/>
Contact Telephone	<input type="text" value="🇺🇸 (201) 555-0123"/>
Contact Communication Language	<input type="text" value="en - English"/> <input type="button" value="x"/> <input type="button" value="v"/>
Is this the Primary Contact? * 	<input type="text" value="Yes"/> <input type="button" value="x"/> <input type="button" value="v"/>
Is this the Ordering Contact ? * 	<input type="text" value="Yes"/> <input type="button" value="x"/> <input type="button" value="v"/>

3. New Relationship Registration Form



Supplier Address Information

RIV0025636 5780 - Roche Diagnostics Rotkreuz - New Relationship Registration

Submit Data Cancel Save Draft

Supplier Address Information

Location Name	
Country/Territory	Switzerland
Address	Swisscom Gasse 1, 4600 Olten
House Number	1
Street	Swisscom Gasse
Apartment, suite, etc. or Additional address information	
Zip/Postal Code	4600
City	Olten
Region/State/Province	Select an option
District	
PO Box Postal Code	
PO Box	
Company Postal Code	

When starting to type in the address, the system will automatically populate from the available address list, from where where you can do the selection.

When selecting the “Add Manually” button, you can manually type in the new address.

3. New Relationship Registration Form

Local Tax Information (if applicable), Communication Information, Purchasing Information, Tax Information

RIV0025636 5780 - Roche Diagnostics Rotkreuz -New Relationship Registration

Submit Data Cancel Save Draft

Local Tax Information (if applicable/required)

Switzerland: UID Number

Communication Information

Remittance Advice Email/Email Address Payment Advice

Supplier Telephone

Fax

Website

Purchasing Information

Order Currency *

Tax Information

Tax/VAT number category *

Tax Registered Organization

Tax Registered Individual

Not Tax Registered/Other

Tax Registered Organisation:

Tax data is mandatory

Tax Registered Individual:

Tax data is optional

Not Tax Registered/Other:

Any tax information is optional

3. New Relationship Registration Form



Supplier Information, Additional Supplier Information

RIV0025636 5780 – Roche Diagnostics Rotkreuz –New Relationship Registration

Supplier Information

Please select Business Partner (Vendor) category ? **Organization**

Supplier Legal Company Name *

Doing Business As (DBA) Name

Additional Supplier Information

Show additional supplier level fields Yes No

3. New Relationship Registration Form

Bank Information

RIV0025636 5780 – Roche Diagnostics Rotkreuz –New Relationship Registration

Submit Data Cancel Save Draft

No

Bank Information

Bank Country *

Account Currency *

Bank Search (by name, BIC or National ID – ABA, BSB, CNAPS, Transit, Sort Code, etc.)

Bank Name *

Street Address

Zip/Postal Code

City

State/Province/Region

Does your bank have a BIC/SWIFT code? * Yes No

SWIFT/BIC Code *

Does your bank have a validated National ID? * Yes No

When entering the bank key or bank name, the system will automatically pull the bank data.

The bank search can be done by entering the SWIFT code and IBAN. When entering the IBAN the system will automatically populate the bank code.

Bank Code / Bank Number (Bankclearing Nummer) *

IBAN No. *

Bank Account Number *

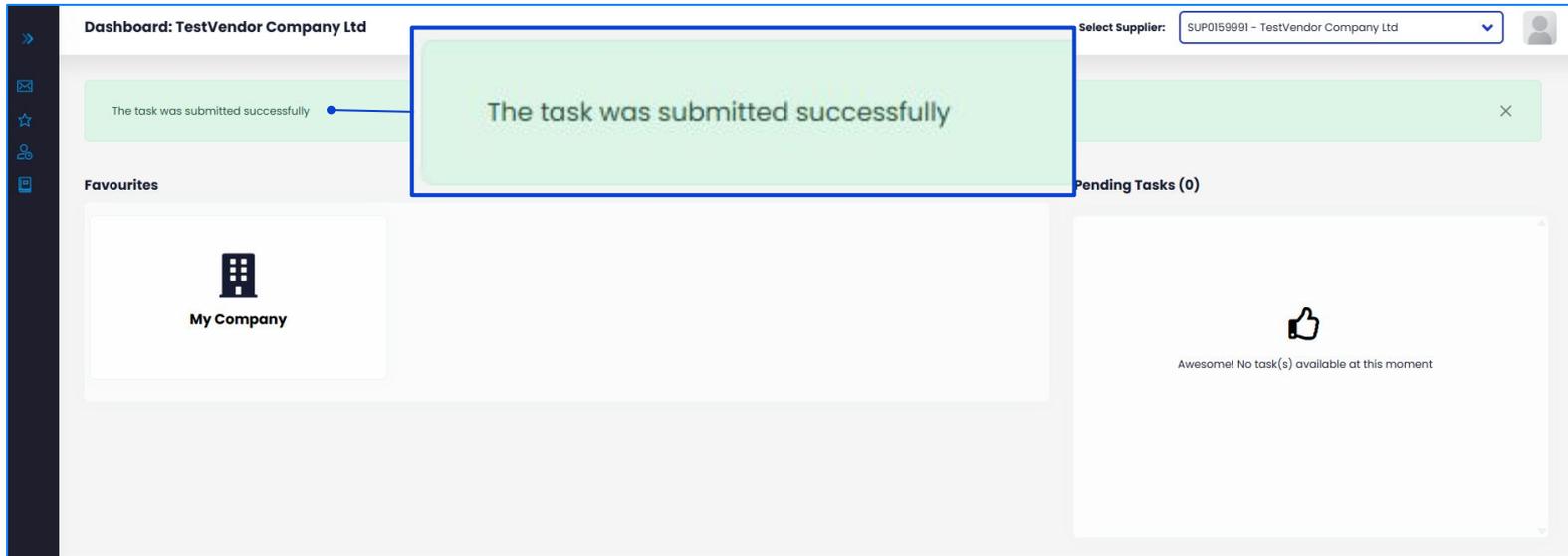
Bank Account Type

Account Holder Name

Proof Document (supplier or bank letterhead with banking information) *

3. New Relationship Registration Form

When completing the New Relationship Registration Form the following message appears:
“The task was submitted successfully”



Agenda

1. Invitation for Supplier Registration
2. Supplier Portal
3. Supplier Portal - New Supplier
Registration Form
- 4. Due Diligence**

4. Due Diligence

“At Roche we perform a risk-based due diligence of suppliers to get first-hand assurance about the supplier’s integrity, quality, suitability, credibility and commitment to sustainability.”

Quoted from the [Roche Group Code of Conduct](#)

Due Diligence helps to ensure that the suppliers we work with live up to our expectations and standards and that these relationships have no negative consequences or damage for Roche.

As part of the Supplier Onboarding Process the supplier receives tasks to provide information for the respective due diligence areas. In case the supplier is not registering, the tasks are routed to the internal Roche relevant team.



4. Due Diligence



If the supplier is assigned a Due Diligence Questionnaire, it can be opened from the Pending Tasks list

The screenshot shows a dashboard for 'Dharma corp.' with a 'Select Supplier' dropdown set to 'SUP0159994 - Dharma corp.'. A pink notification bar states 'You have 4 pending tasks!'. The 'Favourites' section contains a card for 'My Company'. The 'Pending Tasks (4)' section lists four tasks, all due on 17-Jul-2025:

- [RIV0025650 1609 - Roche Spain - New Relationship Registration](#)
17-Jul-2025
- [RIV0025655 1609 - Roche Spain - Due Diligence - General Compliance - Dharma corp.](#)
17-Jul-2025
- [RIV0025652 1609 - Roche Spain - Due Diligence - Human Rights and Social - Dharma corp.](#)
17-Jul-2025
- [RIV0025651 1609 - Roche Spain - Due Diligence - Supply Risk - Dharma corp.](#)
17-Jul-2025

4. Due Diligence

General compliance

Due Diligence - General Compliance

Please download the following [Compliance Assurance Confirmation document](#). Please fill out, sign and upload to the below attachment field.

Is the signed Compliance Assurance Declaration available? *

Yes ←

No

Attach evidence *

Due Diligence - General Compliance

Please download the following [Compliance Assurance Confirmation document](#). Please fill out, sign and upload to the below attachment field.

Is the signed Compliance Assurance Declaration available? *

Yes

No →

Please explain why the signed Compliance Assurance Declaration is not available *

4. Due Diligence

Human rights - 1/4

RIV0025652 1609 – Roche Spain – Due Diligence – Human Rights and Social – Dharma corp.

Submit Cancel Save Draft

 **Step 1: Start**  **Step 2: Approve**

Due Diligence – Human Rights/Social

Does your company have any certification in the context of human rights/labor rights (e.g. SA8000, ISO26000 or similar)?

Answer * Yes No

If yes, name relevant certification(s) *

4. Due Diligence

Human rights - 2/4

Does your company have a policy(-ies) (and/or statement of commitment) regarding human rights/ labor rights practices?

Answer * Yes No

If yes, name relevant policies *

Does your company have procedures in place to meet human rights/labor related legislation related to the following:

Preventing any type of forced labor * Yes No

Preventing child labor * Yes No

Ensuring fair treatment and non-discrimination * Yes No

Ensuring wages, benefits and working hours are in accordance with applicable laws * Yes No

Ensuring freedom of association and the right to collective bargaining * Yes No

Ensuring responsible sourcing of minerals and metals * Yes No Not Applicable

Ensuring safe and healthy working environment * Yes No

Preventing unlawful behaviour that could cause harm to people, also caused by your service providers * Yes No

Preventing destruction of natural livelihoods through environmental contamination * Yes No

For more details refer to the [Roche Supplier Code of Conduct](#)

4. Due Diligence

Human rights - 3/4

Does your company carry out risk analysis with regards to human rights/labor rights risks annually and/or on an event-related basis?

Answer * Yes No

Describe details *

Does your company apply preventative measures to avoid human rights/labor rights violations?

Answer * Yes No

Publication/implementation of principles, code of conduct etc. * Yes No

Procurement strategy * Yes No

Training of employees * Yes No

Risk-based monitoring measures e.g. audits * Yes No

Address systemic challenges through e.g. industry initiatives * Yes No

Other measures Yes No

Describe other measures *

4. Due Diligence



Human rights - 4/4

Are there mechanisms in place to allow employees and management to express concerns and issues?

Answer * Yes No

Describe details *

Does your company have information about human rights/labor rights violations in your own operations within the last 12 months?

Answer * Yes No

Describe the type of violation and how it has been remediated: *

Corrective actions are needed in cases of non-compliance with any of the above questions

Please explain the corrective actions to be applied

4. Due Diligence



Supply risk

RIV0025651 1609 - Roche Spain - Due Diligence - Supply Risk - Dharma corp. Select Supplier: SUP0159994 - Dharma corp.

[Submit](#) [Cancel](#) [Save Draft](#)

Step 1: Start Step 2: Approve Step 3: End

Due Diligence - Supply Risk

Does your company perform regular risk assessments of their operations and of their critical suppliers to identify high risks and mitigate them?

Answer * Yes No

Attach evidence * [+ Add files...](#) [Upload All](#)

Comments (0)

Add a comment...

Task Information
RIV0025651 1609 - Roche Spain - Due Diligence - Supply Risk - Dharma corp. - Pending

Does your company have plans and procedures in place which ensure business continuity in case of a disruptive catastrophic event (e.g. man-made, natural disasters or fire) for example a Business Continuity Plan?

Answer * Yes No

Attach evidence * [+ Add files...](#) [Upload All](#)

Is there more than one facility capable of making the material/providing the service sourced from Roche?

Answer * Yes No

Please list the facilities *

Doing now what patients need next