

Accessing the Genentech SAP Information Collaboration Hub DSCSA Portal - for “No GLN” Partners

This document will guide you through the steps to access and retrieve serialized shipment data from Genentech, via our dedicated SAP Information Collaboration Hub Portal solution. The SAP ICH Portal allows us to support our business partners in mutual compliance with the mandate of the Drug Supply Chain Security Act (DSCSA) to provide serialized shipment data in an electronic format, containing the Transaction Information (TI) and Transaction Statement (TS) required by the Federal Drug Administration, as of November 27, 2023.

The SAP ICH Portal provides our business partners that are not engaged with a DSCSA Solution Provider, and/or have not yet obtained Global Location Numbers (GLNs) to identify their locations, with a compliant method to access and retrieve serialized shipment data from Genentech.

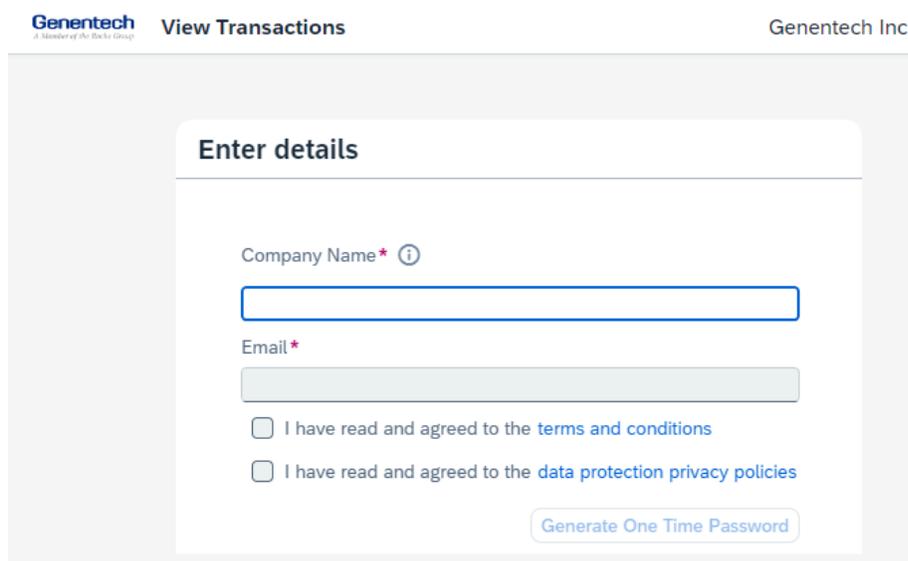
Please note: When you access and retrieve your serialized shipment data via Genentech’s SAP ICH Portal, you will need to perform the steps provided in this guide to obtain the serialized data for each delivery document that you need to retrieve. Data can be retrieved for only one delivery at a time.

Follow these steps to access the Genentech SAP ICH DSCSA Portal:

1. Enter the following URL into the address bar of your browser:

https://go.gene.com/dscsa_no_gln

- The **Enter details** screen appears on the landing page.



The screenshot shows the 'Enter details' screen of the Genentech SAP ICH DSCSA Portal. The page header includes the Genentech logo (A Member of the Roche Group), 'View Transactions', and 'Genentech Inc.'. The main content area is a white box with the title 'Enter details'. It contains two required text input fields: 'Company Name*' with an information icon and 'Email*'. Below the fields are two checkboxes: 'I have read and agreed to the terms and conditions' and 'I have read and agreed to the data protection privacy policies'. A 'Generate One Time Password' button is located at the bottom right of the form.

2. On the **Enter details** screen, complete the required fields to obtain a one-time password to access the SAP ICH Portal:
 - In the **Company Name** field, enter the name of your company exactly as it is shown in the packing list that you received with the shipment.
 - In the **Email** field, enter the email address to which you want the one-time password to be sent.
 - Click each of the checkboxes - **terms and conditions**, and **data protection privacy policies** - then click the **Generate One Time Password** button.
3. After you have submitted your information on the Landing Page as described in the above steps, you will receive an email message containing the one-time password you will use to access your data.

- The email message will have the subject line, **One Time Password - SAP Information Collaboration for Life Sciences**, from the sender noreplyich4ls@sap.com.

Please note: If you do not see the new email message in your Inbox, please check your spam folder and your blocked messages. We suggest that you add noreplyich4ls@sap.com to your Contacts list, so that future messages will appear in your Inbox.

4. When you have received your one-time password, enter it into the **Enter One Time Password** field.
 - Then, enter the Captcha code that appears on the screen into the **Enter Captcha code** field and click the **Verify Captcha** button.
 - When both values are successfully entered, click the **Enter** button.

Genentech **View Transactions** Genentech Inc.
A Member of the Roche Group

I have read and agreed to the [data protection privacy policies](#)

[Generate One Time Password](#)

Enter One Time Password * ⓘ

2UrNwY [Verify Captcha](#)

[Enter](#)

5. The **Enter product details** screen appears.

Genentech **View Transactions** Genentech Inc.
A Member of the Roche Group

Enter product details

Company Name
Dayton Children's Hospital

Delivery Number*
Max Length is 20

Batch or Lot Number*
Max Length is 20

Your Zip Code (Ship-To or Sold-To)*
Max Length is 13

[View Transaction Details](#)

- In the **Delivery Number** field, enter the Genentech delivery number followed by the four-digit year in which the delivery was made. The delivery document number can be found on the packing list that you received with your shipment.
Example: For delivery 88888888 that was delivered in 2023, the delivery number to enter in this field would be **888888882023**.
- In the **Batch or Lot Number** field, enter a batch number that appears on the packing list. If a delivery has more than one batch, you need to enter only one of the batch numbers on the packing list to retrieve all data for the delivery number entered.
- In the **Your Zip Code** field, enter the ZIP Code number exactly as it appears on the packing list. If the ZIP Code on the packing list is a ZIP+4 value, please enter the full ZIP code.
- Click the **View Transaction Details** button.

6. Successful search results: If the data entered into the **Enter Product Details** screen is accepted, the **View Transactions** screen appears.

Genentech **View Transactions** Genentech Inc. [View another transaction](#)

List of Transactions (1)

Delivery Number	Delivery Date	Ship From	Purchase order	Download
824549372023	Oct 30, 2023, 6:58:07 PM	GENENTECH INC. P.O. BOX 9030	ICH NO GLN TEST 1	↓

- On the **View Transactions** screen, click the **Download** arrow to download a PDF file containing the serialized shipment data for the delivery document entered in the previous steps.

SAP DSCSA Report

Provided by GENENTECH INC. #####

Date of Transaction: Oct 30th 2023 06:58 PM
Date of Shipment: Oct 30th 2023 06:58 PM

Delivery Number: #####YYYY
Purchase Order: ICH NO GLN

Sold From:

sGLN: #####.#####.#
Company Name: GENENTECH INC. Noonno oon

Address: Nonono onnonoono nonno
Nonono onnonoono nonno

Ship From:

sGLN: #####.#####.#
Company Name: Kentucky Noonoo noon
Address: Nonono onnonoono nonno
Nonono onnonoono nonno

Sold To:

Company Name: Nonono onnonoono nonno
Address: Nonono onnonoono nonno
xx ##### US

Ship To:

Company Name: Nonono onnonoono nonno
Address: Nonono onnonoono nonno
xx ##### US

Transaction Statement

Seller has complied with each applicable subsection of FDCA Sec. 581(27)(A)-(G).

Product Information

GTIN: #####
Lot Number: #####
Expiry Date: 2024-12-31
NDC: #####
Proprietary Name: Nonono onnonoono nonno
Strength: Nonono onnonoono nonno
Dosage form: Nonono onnonoono nonno
Container size: 1 EA of 1 mL
No. of Containers: 8

Serial Numbers:

10015##### 1001##### 10010##### 10017##### 10011#####
10013##### 1001##### 10014#####

Product Information

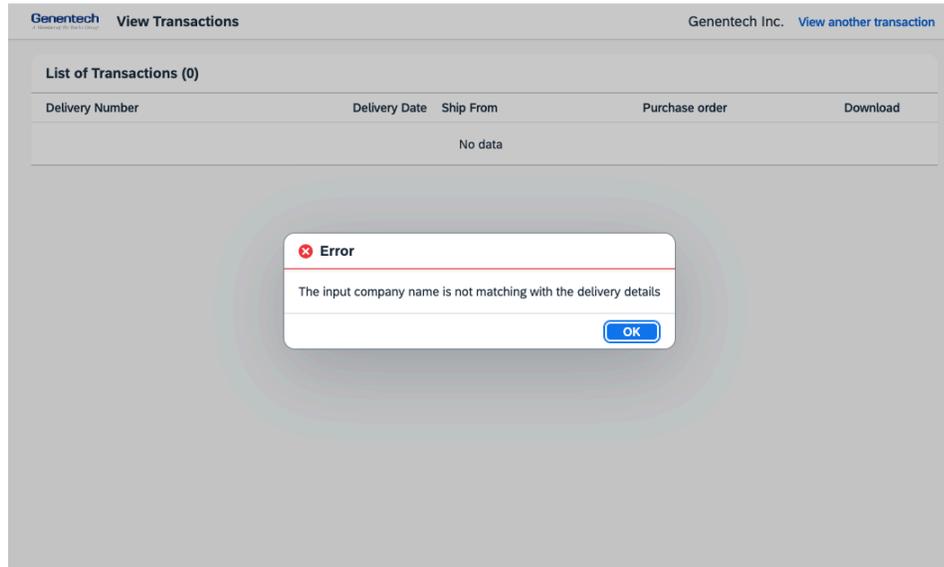
GTIN: #####
Lot Number: #####
Expiry Date: 2024-11-30
NDC: #####
Proprietary Name: Nonono onnonoono nonno
Strength: Nonono onnonoono nonno
Dosage form: Nonono onnonoono nonno
Container size: 1 EA of 0.7 mL
No. of Containers: 6

Serial Numbers:

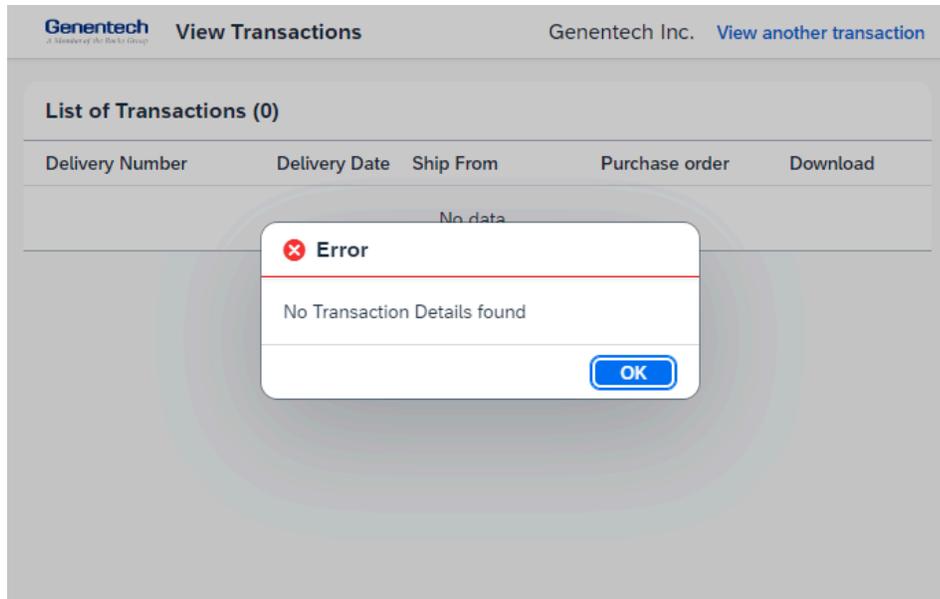
10015##### 1001##### 10016##### 10017##### 10012#####
10017#####

7. Unsuccessful search results:

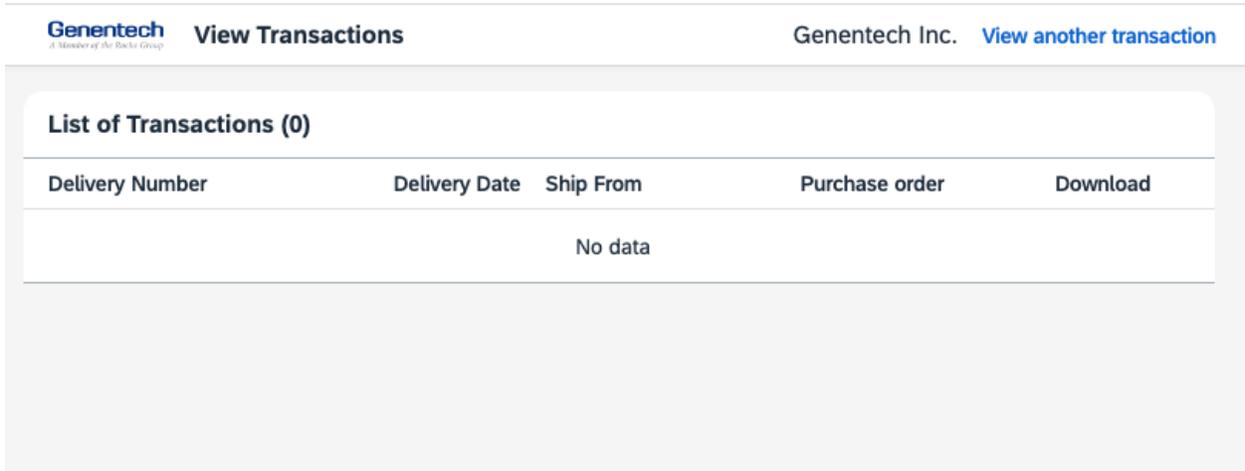
- If the data entered into the **Company Name** field on the **Enter Product Details** screen does not match a transaction, the **Error** pop-up appears. Click the **OK** button and go to Step 8 below.



- If the data entered into any other field of the **Enter Product Details** screen does not match a transaction, the **Error** pop-up appears. Click the **OK** button and go to Step 8 below.

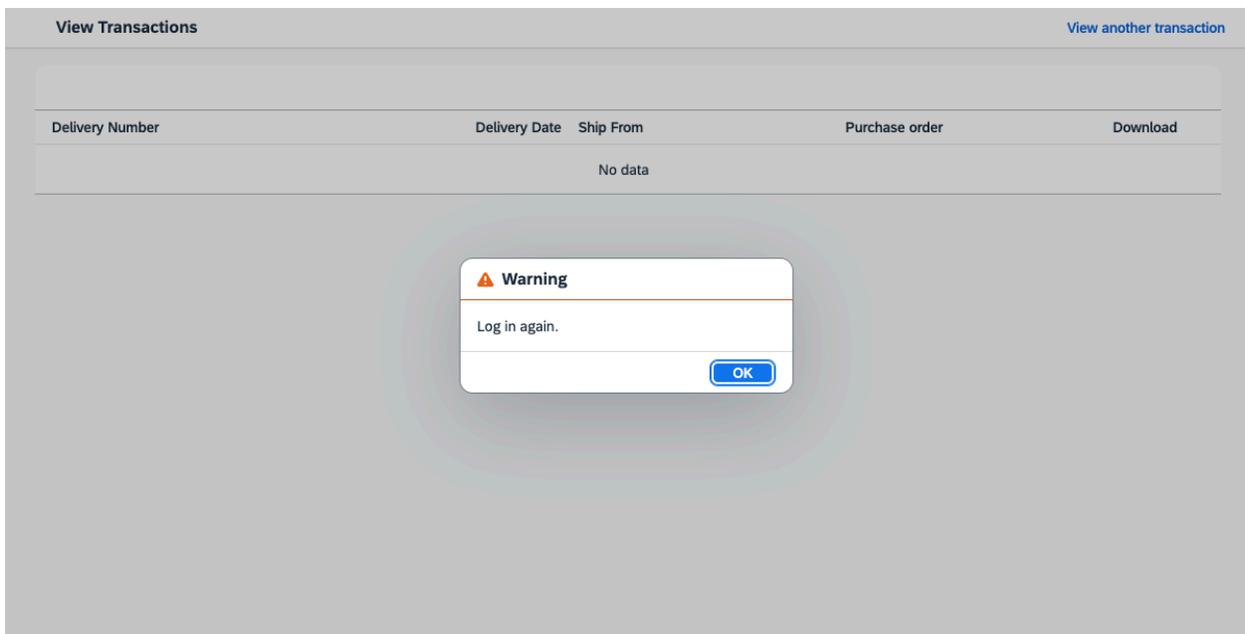


- To perform a new search to access serialized delivery data, click the **View another transaction** link.



The screenshot shows the 'View Transactions' page. At the top left is the Genentech logo and 'View Transactions'. At the top right is 'Genentech Inc.' and a link 'View another transaction'. Below this is a section titled 'List of Transactions (0)'. Underneath is a table with the following headers: 'Delivery Number', 'Delivery Date', 'Ship From', 'Purchase order', and 'Download'. The table body contains the text 'No data'.

- The **Warning** pop-up appears. Click the OK button to return to the initial landing page screen shown in Step 1.



The screenshot shows the 'View Transactions' page with a warning pop-up. The page layout is the same as the previous screenshot, but a modal dialog box is centered on the screen. The dialog box has a title bar with a warning icon and the text 'Warning'. Below the title bar, it says 'Log in again.' and has an 'OK' button.