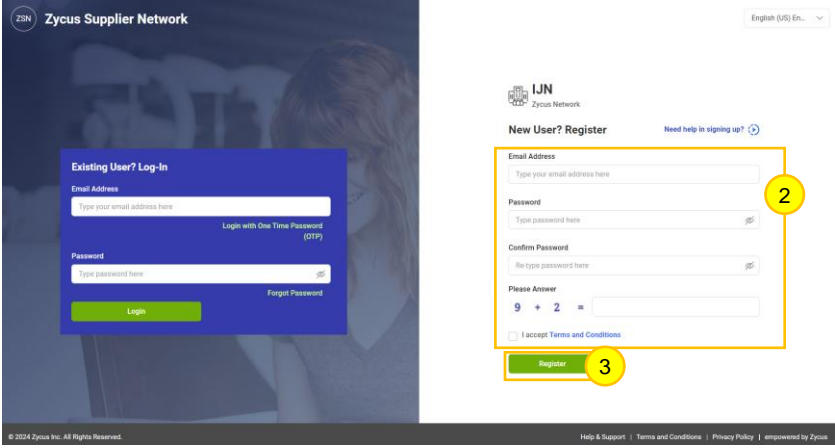# Zycus Tutorial
iSupplier & iSource

Supplier Training Module
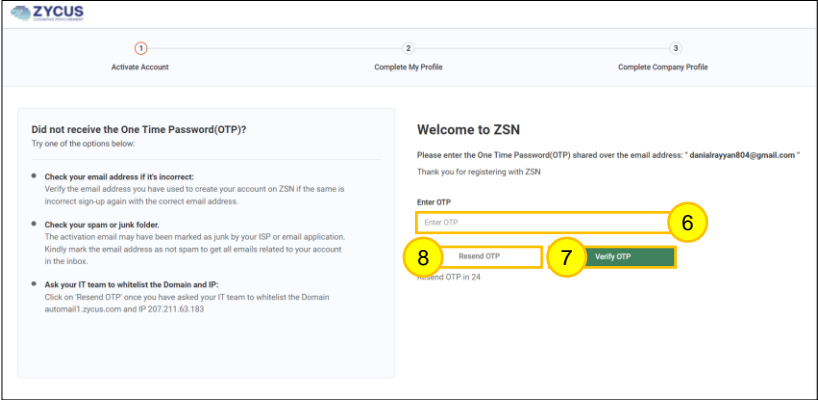
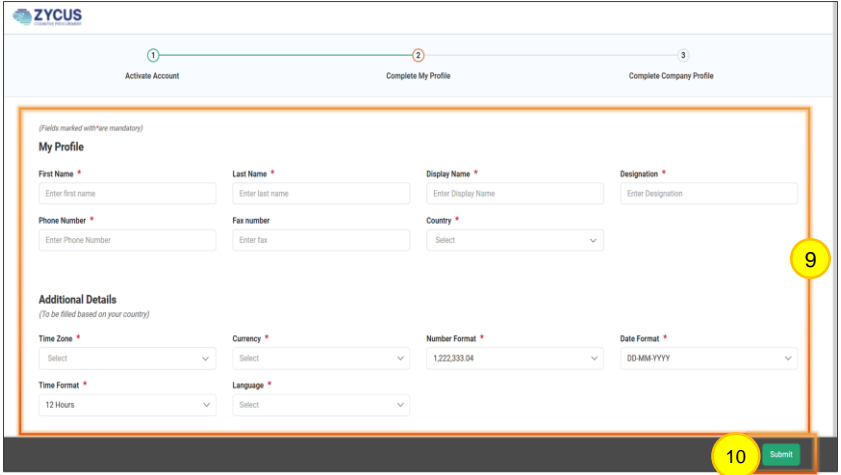## Table of Contents
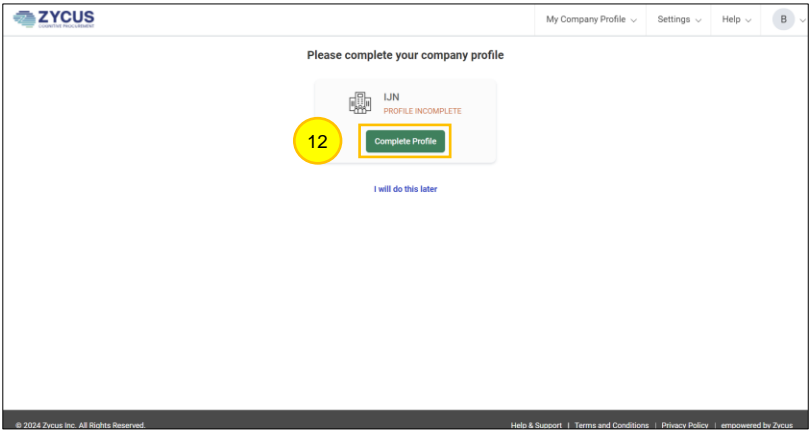
1.0 Zycus Supplier Network (ZSN)

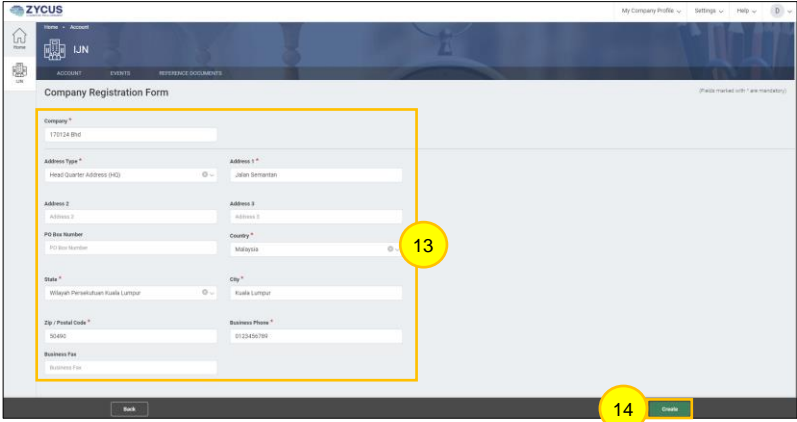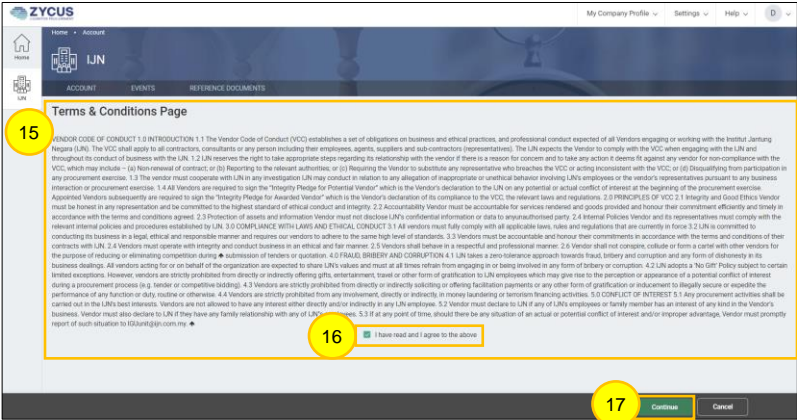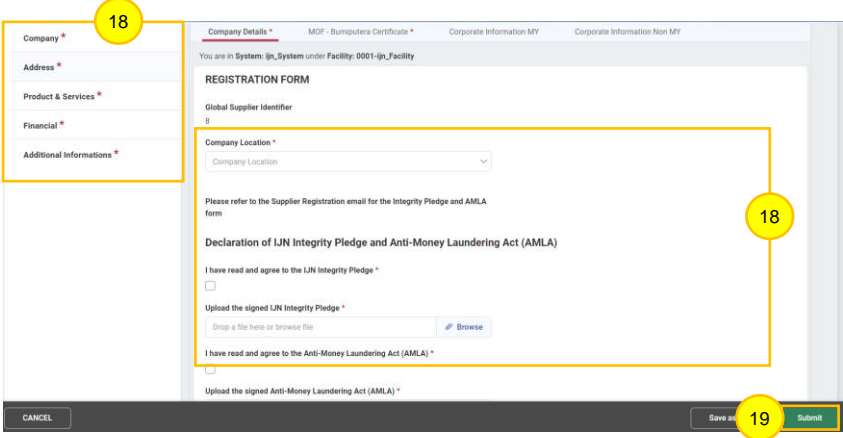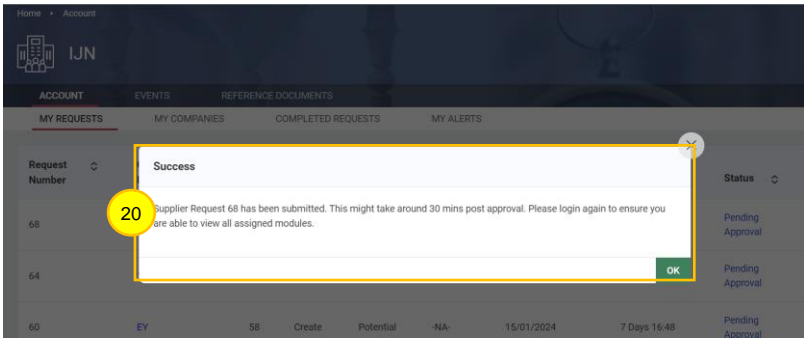# Registration for New Supplier

Explanation	Screenshot
1. For new supplier that wish to join IJN tender event, they can access the registration link in the email announcement from IJN.	It is to announce that the registration platform is now open and please click the link below: https://dewdrops.zycus.com/zsp/guest/genericRegister/IJN863 ① You can refer to the manual on how to fill up the registration which is attached together. We welcome you to be onboard as IJN supplier. For any enquiries, you can email supplierregistration@ijn.com.my for assistance. Thank you. Procurement Management Department Insitut Jantung Negara
2. Enter email address and password, solve the math captcha and tick accept terms and conditions. 3. Click on Register to proceed.	

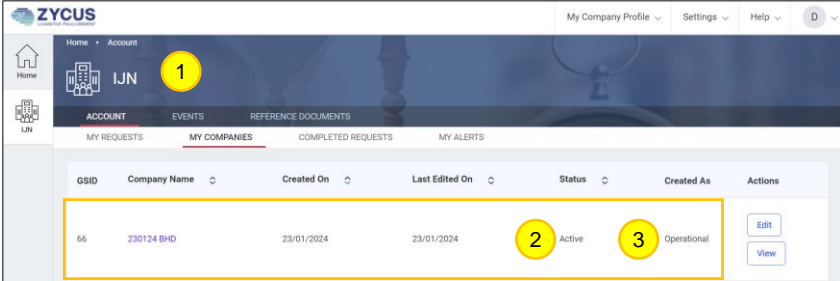| Explanation	Screenshot
New User Registration – Resend OTP: 4. User will be navigated to the account activation section. 5. Check the registered email address for the **OTP**. 6. Enter the received OTP in the designated field. 7. Click on the **Verify OTP** button. 8. If the OTP is not received within 30 seconds, click on the **Resend OTP** button.	

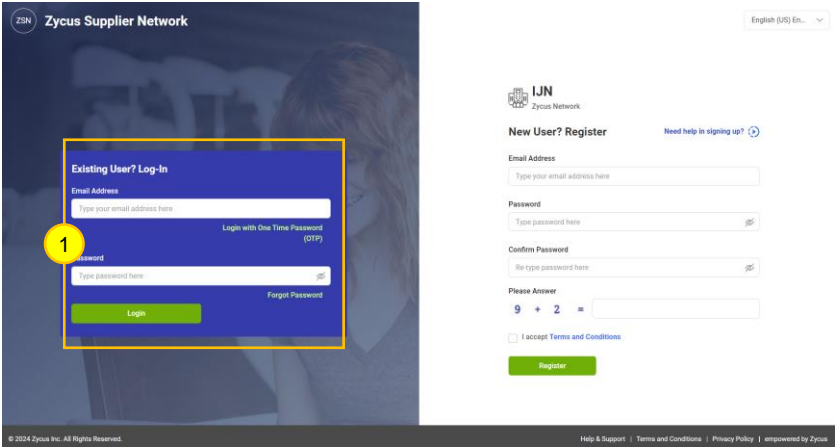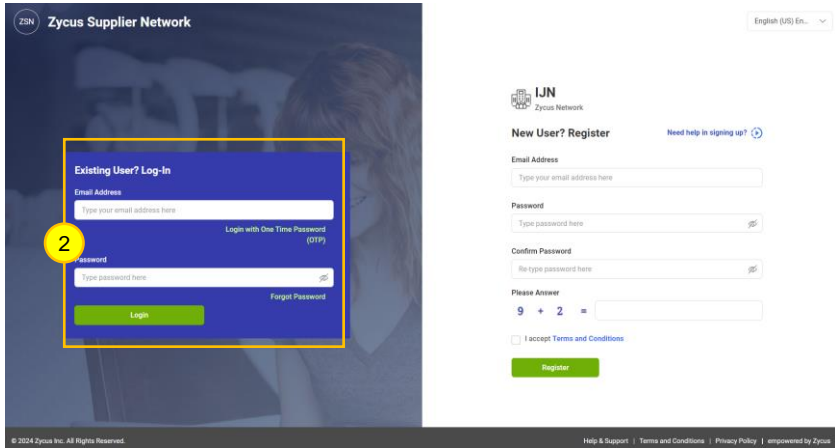| Explanation	Screenshot
New User Registration – User Profile Completion 9. Enter all the necessary details to complete your user profile. 10. Click on Submit. *Note:* *All fields marked with a red asterisk are mandatory.*	
Enter Profile Details 11. As you click Submit, the system redirects you to connect with IJN facility by completing the company profile. 12. Click on Complete Profile to proceed further.	

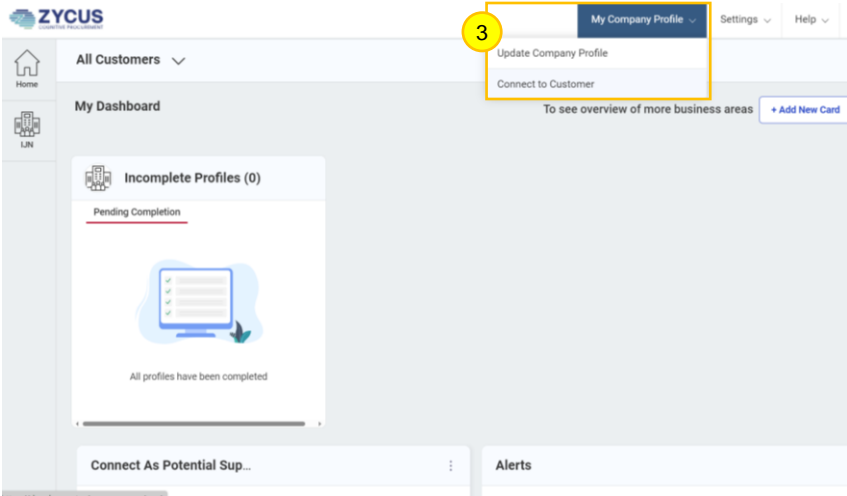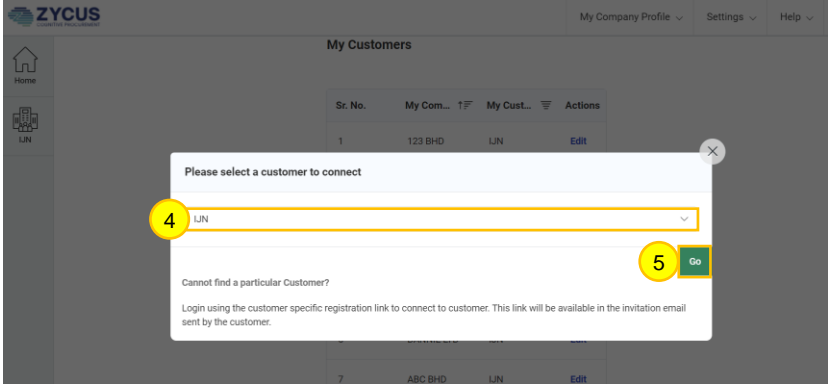| Explanation	Screenshot
Register Company Details 13. Fill in the fields. 14. Click on the **Create** button to submit the completed company profile. *Note:* *All fields marked with a red asterisk are mandatory.*	
Terms and Conditions 15. On the "Terms & Conditions Page," read the terms and conditions. 16. Check the box to agree to the terms and conditions. 17. Click on the **Continue** button.	

Explanation	Screenshot
Reference Document 18. Enter all the other information related to the company 19. Click on Submit. *Note:* *All fields marked with a red asterisk are mandatory.*	
Success pop-up 20. A Success pop - up is displayed. Click OK. 21. The Supplier name is displayed in the Reference Document.	

ZSN Registration (Supplier Dashboard and Notification to Supplier on Successful Registration and Onboarded as Operational Supplier)

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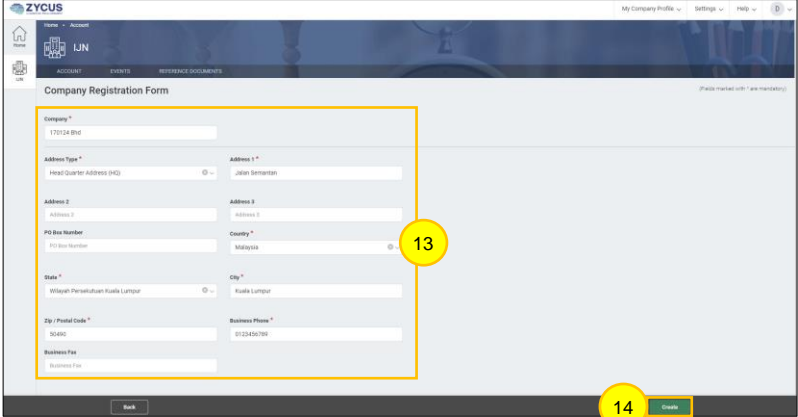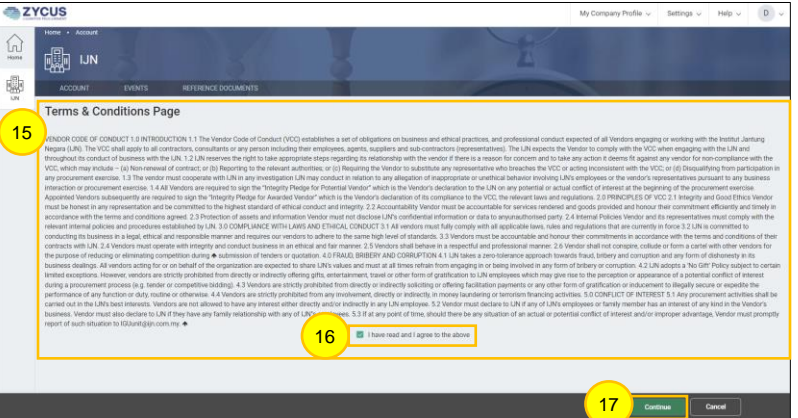| Explanation	Screenshot
Method 1 1. Navigate to the supplier dashboard. 2. Check and confirm that the supplier status is updated to **Active**. 3. Verify that the supplier type is changed to **Operational**. **Method 2** 1. Check email inbox. 2. Look for a system-generated email indicating the supplier's qualified status.	

1.0 Zycus Supplier Network (ZSN)
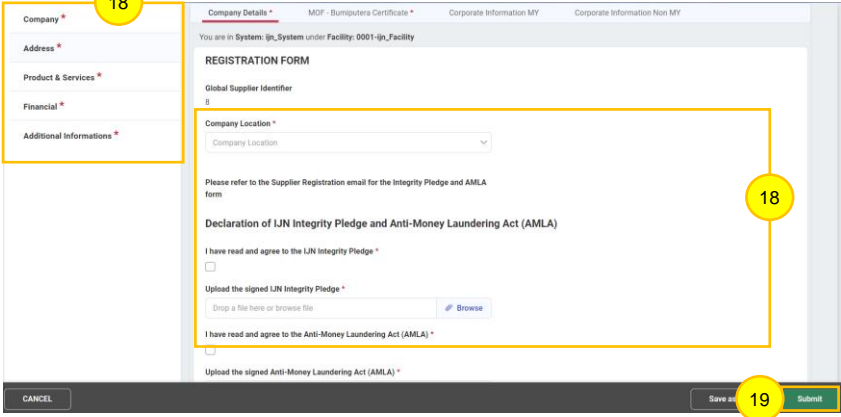
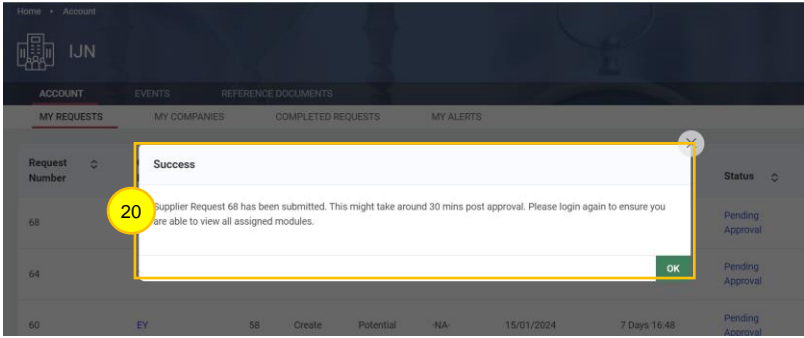# Login for Existing Supplier without IJN profile

Explanation	Screenshot
1. Suppliers can access the login page using the Zycus Supplier Network link.	
2. There are two ways to logging in to a ZSN account: • Login with password. • Login with One Time Password.	

Explanation	Screenshot
Connect to IJN 3. Click on **Connect to Customer** under the **My Company Profile** drop down.	
4. Select a IJN to connect. 5. Click Go to proceed further.	

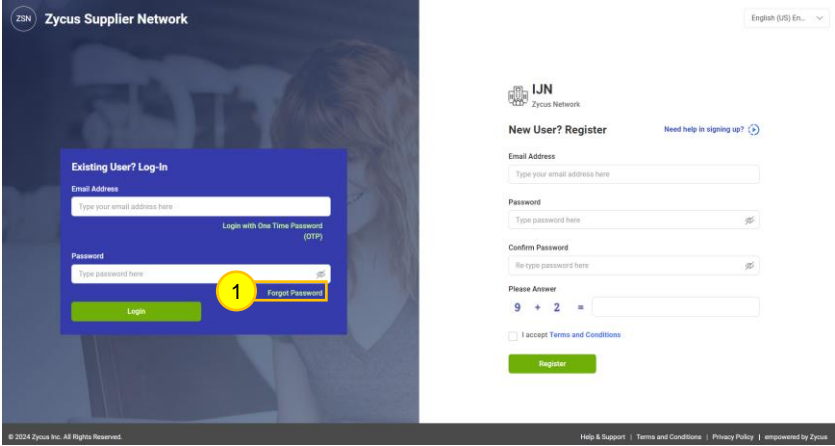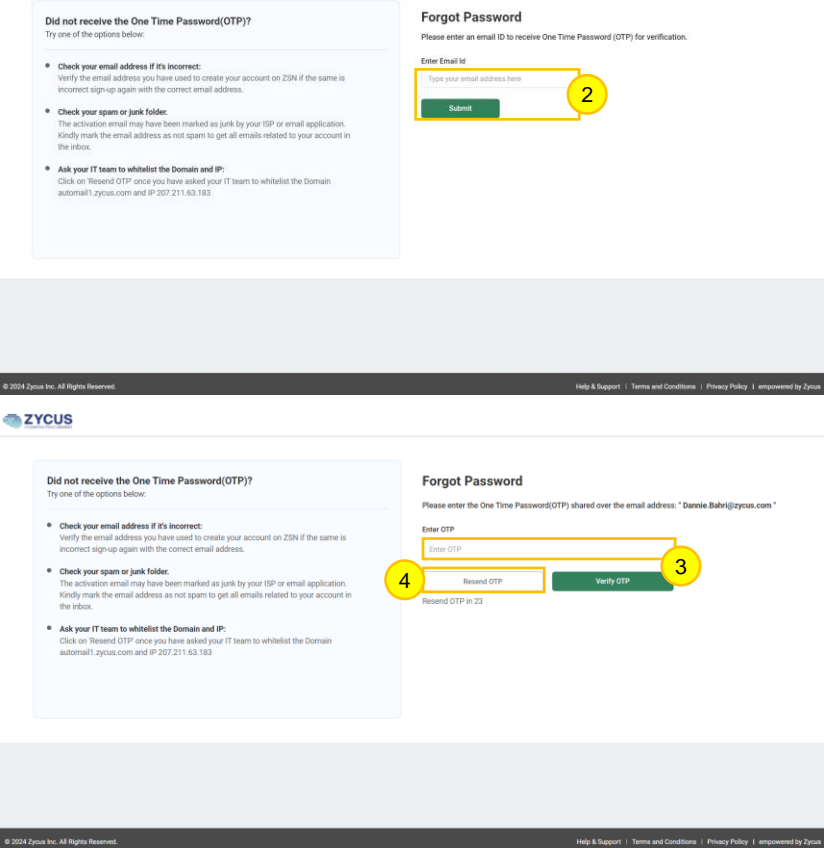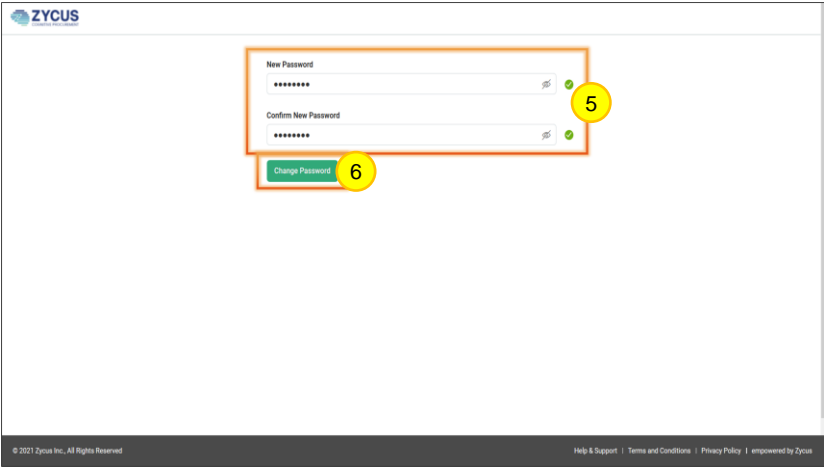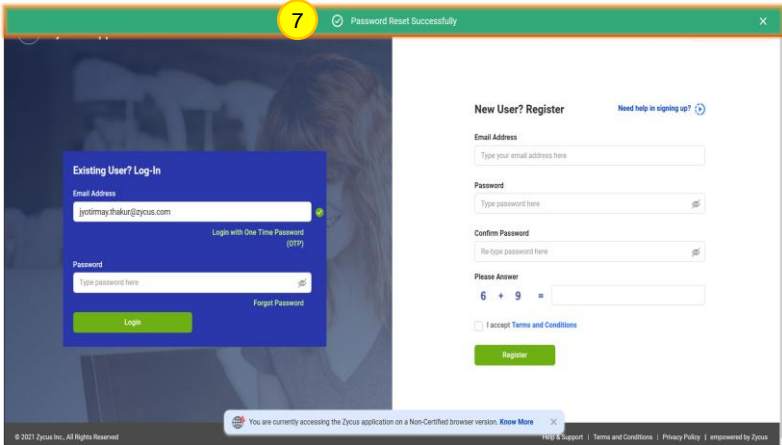| Explanation	Screenshot
Register Company Details 13. Fill in the fields. 14. Click on the **Create** button to submit the completed company profile. *Note:* *All fields marked with a red asterisk are mandatory.*	
Terms and Conditions 15. On the **Terms & Conditions Page**, read the terms and conditions. 16. Check the box to agree to the terms and conditions. 17. Click on the **Continue** button.	

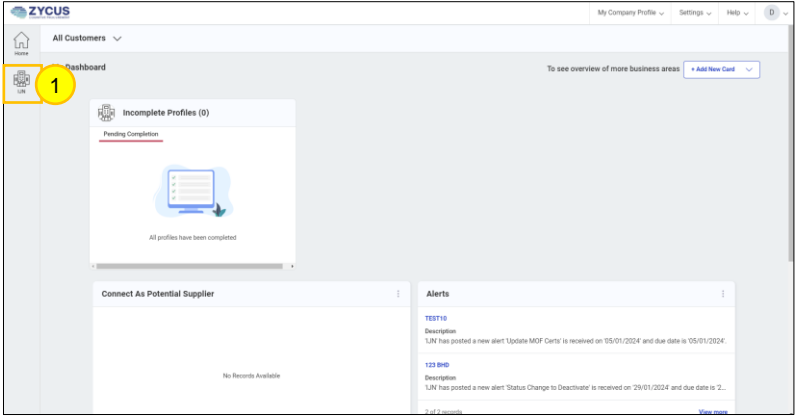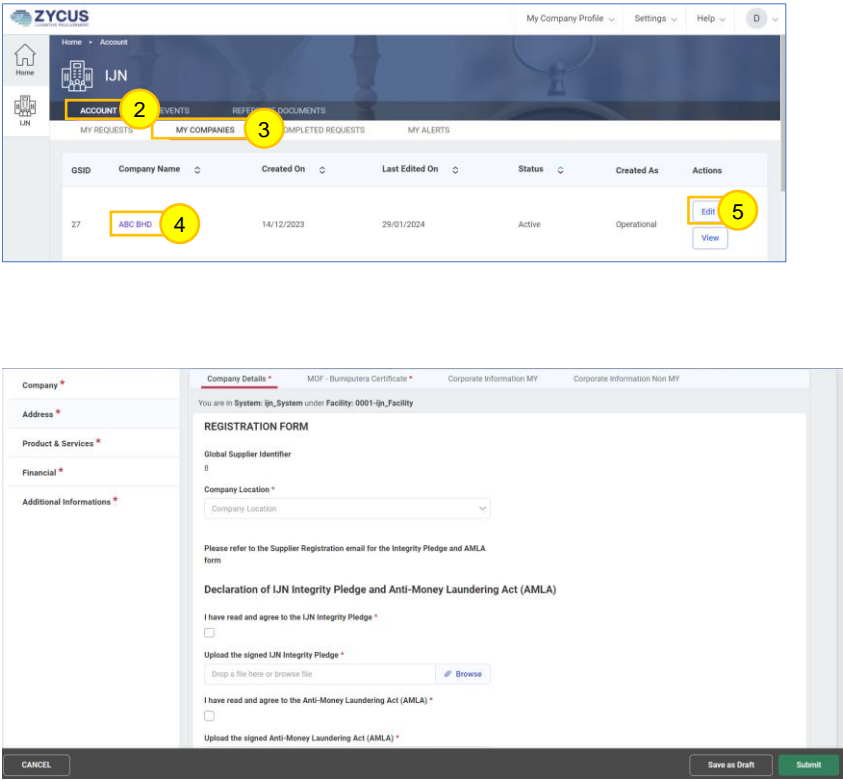| Explanation	Screenshot
Reference Document 18. Enter all the other information related to the company 19. Click on Submit. *Note:* *All fields marked with a red asterisk are mandatory.*	
Success pop-up 20. A Success pop - up is displayed. Click OK. 21. The Supplier name is displayed in the Reference Document.	

1.0 Zycus Supplier Network (ZSN)

Forgot Password

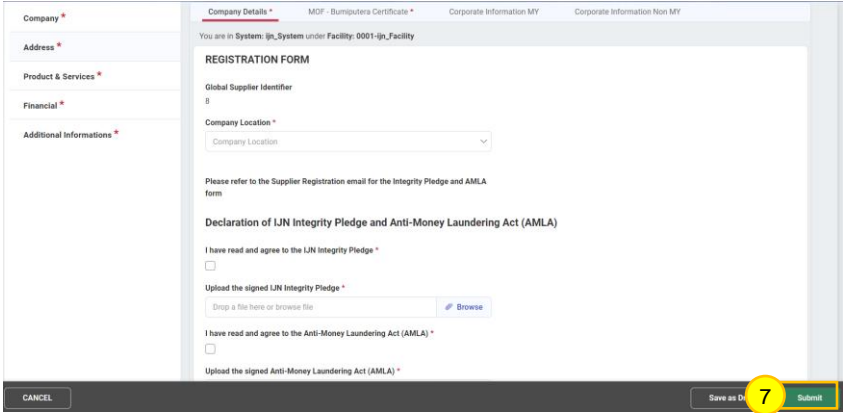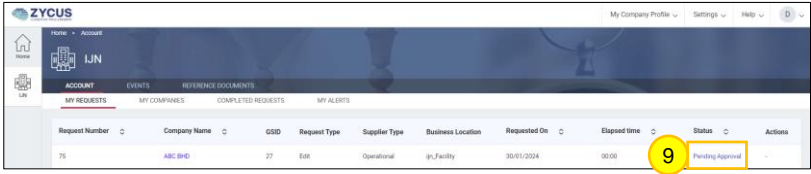| Explanation	Screenshot
Registered users can also recover and reset their passwords using the **Forgot Password** option. Access the ZSN login page: 1. Click on Forgot Password.	
2. Verify your email ID and click on Submit to receive OTP for verification. The system sends an OTP to the provided email address. 3. Enter the OTP and click on **Verify OTP**. 4. If the OTP is not received within 30 seconds, click on the **Resend OTP** button.	

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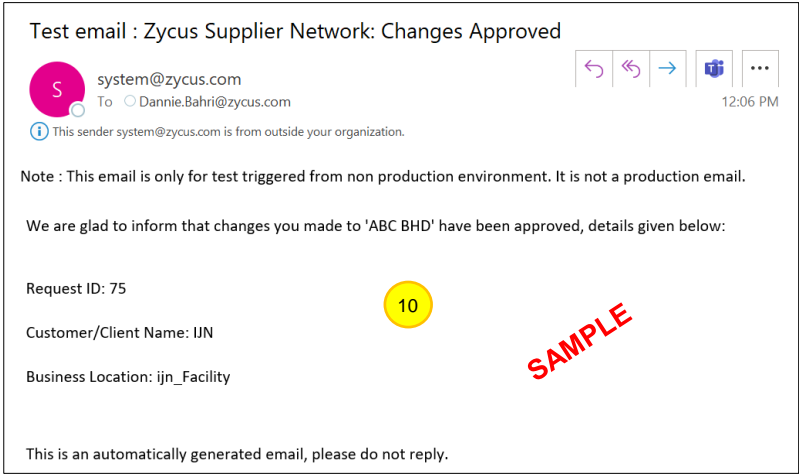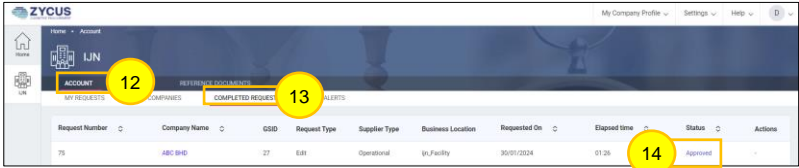| Explanation	Screenshot
5. Enter a **New password** and enter **Confirm New Password**. 6. Click on **Change Password** to update your password.	
7. A success message will show on top of the screen confirming that password was reset successfully.	

2.0 Zycus Supplier Network (ZSN)

Update Company Profile

Explanation	Screenshot
1. Once logged in to ZSN, supplier can navigate to facility in the left tab of the dashboard and click on **IJN** icon	
2. Navigate to **Account** section. 3. Within the Account section, find and click on the **My Companies** subsection. 4. In the My Companies subsection, identify the company that you want to edit. 5. Locate the **Edit** option associated with that supplier and click on the **Edit** option to proceed to the supplier's profile editing page.	

Explanation	Screenshot
7. After update information, locate and click on the **Submit** button.	
8. Upon submitting updated information, you will be directed to supplier dashboard. 9. Status of company is **Pending Approval** from Admin.	

Explanation	Screenshot
10. Once Approved, a system-generated email indicating the **Changes Approved** will be sent to you	Test email : Zycus Supplier Network: Changes Approved S system@zycus.com To Dannie.Bahri@zycus.com 12:06 PM This sender system@zycus.com is from outside your organization. Note : This email is only for test triggered from non production environment. It is not a production email. We are glad to inform that changes you made to 'ABC BHD' have been approved, details given below: Request ID: 75 Customer/Client Name: IJN Business Location: ijn_Facility This is an automatically generated email, please do not reply. SAMPLE
11. You may login to ZSN to verify the status changed. 12. Locate to **Account** section. 13. Locate **Completed Requests** subsection. 14. Verify that supplier request status is **Approved.**	