

Zycus Tutorial iSupplier & iSource

Supplier Training Module

SILLUTA



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1.0 Zycus Supplier Network (ZSN)

Registration for New Supplier

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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: <u>https://dewdrops.zycus.com/zsp/quest/genericRegister/IJN863</u> 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 <u>supplierregistration@ijn.com.my</u> for assistance. Thank you. Procurement Management Department Insitut Jantung Negara
 Enter email address and password, solve the math captcha and tick accept terms and conditions. Click on Register to proceed. 	<complex-block></complex-block>



Zycus Supplier Network (ZSN) Registration for New Supplier

Explanation	Screenshot
New User Registration – Resend OTP:	
4. User will be navigated to the account activation section.	Complete My Profile Complete Company Profile
5. Check the registered email address for the OTP .	Did not receive the One Time Password(OTP)? Ty one of the options below: • Check your semail address if the incorrect works the mail address you have used to create your account on 25N if the same is incorrect stay to gain with the correct email address. • Dise schedure mail may been been marked as junk by your SD or email application. No in the indox.
 Enter the received OTP in the designated field. 	Ask your T was to while the Domain and IP: Click on Reend OTP receips Value askey our T team to white list the Domain automal 1.zeous.com and IP 207.211.63.183
7. Click on the Verify OTP button.	
8. If the OTP is not received within 30 seconds, click on the Resend OTP button.	



Zycus Supplier Network (ZSN) Registration for New Supplier

Explanation	Screenshot
New User Registration – User Profile Completion 9. Enter all the	Complete Sub Profile Society Profile Society Profile Society Profile Society Profile Society Profile Society Profile
necessary details to complete your user profile.	First Name * Last Name * Display Name * Designation * Enter Forst name Enter Display Name Enter Display Name Enter Display Name Phone Number * Far number Country * Enter Phone Number * Enter Tax Belest • Additional Details (16 bet filted band on your country) Tax Zone * Number Format * Data Format *
10. Click on Submit.	Billist v Salist v 122233.04 v 00 MAYYYY v Time Fermat * Language * 122 Hours v Salist v
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. 	Vectors Marcare Profile Marcare Profile Marcare Profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained and the profile Image: Constrained an







Zycus Supplier Network (ZSN) Registration for New Supplier

Explanation	Screenshot
Reference Document	18 Compare Metals* MSV: Response Configurate MV Compare Information MV Compare Information MV
 18. Enter all the other information related to the company 19. Click on Submit. 	Company* Company * Address* Product & Services* Company fortime Company fortime Company fortime Company fortime Address* Company fortime Company fortime Company fortime Company fortime Address* Company fortime Company fortime Company fortime Address* Press erfor to the Supplere Registration enail for the integrity Predge and AMLA from Declaration of LIN Integrity Predge * Update the signed LIN Integrity Predge * Update the signed LIN Integrity Predge * Declaration of LIN Integrity Predge *
Note: All fields marked with a red asterisk are mandatory.	Liver rest and agree to the Anti-Money Laundering Act (AMLA)* Upload the signed Anti-Money Laundering Act (AMLA)* CANCEL Server 19 Submit
Success pop-up	Home • Account
 20. A Success pop - up is displayed. Click OK. 21. The Supplier name is displayed in the Reference Document. 	ACCOUNT EVENTS REFERENCE DOCUMENTS MY REQUESTS MY COMPANIES COMPLETED REQUESTS MY ALERTS Request • Success Status • 68 20 supplier Request 68 has been submitted. This might take around 30 mins post approval. Please login again to ensure you Pending 64 • • Pending 60 EY 58 Otential +44- 15/01/2024 7 Days 16.48 Pending 60 EY 58 Otential +44- 15/01/2024 7 Days 16.48 Pending

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



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



1.0 Zycus Supplier Network (ZSN)

Login for Existing Supplier without IJN profile

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



Explanation	Screenshot
Connect to IJN 3. Click on Connect to Customer under the My Company Profile drop down.	My Company Photic All Customers My Dashboard To see overview of more business areas Add New Card Image: Incomplete Profiles (0) Pending Completion Image: Incomplete Profiles (0) Pending Complete Profiles (0) Pending Com
 Select a IJN to connect. Click Go to proceed further. 	My Company Profile Bettings Help My Customers Six No. My Com. To My Cust. Actions Min Six No. My Com. To My Cust. Actions Min Six No. My Com. To My Cust. Actions Min Six No. My Com. To My Cust. Actions Min Six No. My Com. To My Cust. Actions











1.0 Zycus Supplier Network (ZSN)

Forgot Password

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2.0 Zycus Supplier Network (ZSN)

Update Company Profile

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Supplier Update Company Profile in Zycus Supplier Network (ZSN)

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	Al Contenters v Statistical Profiles (0) With Content and Conte
 Navigate to Account section. Within the Account section, find and click on the My Companies subsection. 	My Company Profile v Britings v Help v v v My Company Profile v Britings v Help v v v My Company Profile v Britings v Help v v v My Company Profile v Britings v Help v v v My Company Profile v Britings v Help v v v My Company Profile v Britings v Help v v v My Company Profile v Britings v Help v v v My Company Profile v Britings v Help v v v My Company Profile v Britings v Help v v v My Company Profile v Britings v Help v v v My Company Profile v Britings v Help v v v v My Company Profile v Britings v Help v v v v My Company Profile v Britings v Help v v v v My Company Profile v Britings v Help v v v v My Company Profile v Britings v Help v v v v My Company Profile v Britings v Help v v v v My Company Profile v Britings v Help v v v v My Company Profile v Britings v Help v v v v My Company Profile v Britings v Help v v v v My Company Profile v Britings v Help v v v v My Company Profile v Britings v Help v v v v My Company Profile v Britings v Help v v v v v My Company Profile v Britings v Help v v v v v My Company Profile v Britings v Help v v v v v v My Company Profile v Britings v Help v v v v v v v v v v v v v v v v v v v
4. In the My Companies subsection, identify the company that you want to edit.	Company * Company Details * MOY - Dursputers Certificate * Corporate Information MY Corporate Information Moy Address * You are in System: Up, System: under Facility: 0001-ip, Facility Image: Corporate Information MY Corporate Information Moy Product & Services * Company Location * Company Location * Company Location * Additional Informations * Company Location * V V
5. Locate the Edit option associated with that supplier and click on the Edit option to proceed to the supplier's profile editing page.	Please refer to the suppose Registration email for the Integrity Pledge and AMLA Declaration of JJN Integrity Pledge and Anti-Money Laundering Act (AMLA) There read and agree to the JNI Integrity Pledge * Uplead the signed JNI Integrity Pledge * Uplead the signed Anti-Money Laundering Act (AMLA) * Uplead the signed Anti-Money Laundering Act (AMLA) * Uplead the signed Anti-Money Laundering Act (AMLA) * CANCEL Services Death Services Death Ser



Supplier Update Company Profile in Zycus Supplier Network (ZSN)

Explar	nation	Screenshot
7. Afte info loca on but	er update ormation, ate and click the Submit tton.	Company ** Company Detain * MOF - Bumpdone Certificate * Corporate Information Mor Address * Product & Envices * Company Detain * MOF - Bumpdone Certificate * Corporate Information Mor Product & Envices * Conditional Support Information Facility (0001-git) / Suttive Redistration Facility (0001-git) / Suttive Product & Envices * Company Leading of Monthar S Company Leading * Company Leading * V Additional Informations * Company Leading * V Declaration of JJN Integrity Pledge and AMLA form V Provide to Back a dayses to the LN Integrity Pledge and AMLA form Declaration of JJN Integrity Pledge * V V Envice * V Uptual the signed Anti Money Laundering Act (AMLA) * V V Envice * V Uptual the signed Anti Money Laundering Act (AMLA) * V V Envice * V V Envice * V Envice * V Envice * V Envice * V V Envice * V Envice * V Envice *
8. Up upo info will to s das	on submitting dated ormation, you I be directed supplier shboard.	Account Protein C Company Protein C Settings Note C Company Protein C Settings Note C C Protein C Company Protein C Settings Note C C Protein C Company Protein C C Protein C C C C C Protein C C C C C C C C C C C C C C C C C C C
9. Sta cor Pe Ap Adı	atus of mpany is nding p roval from min.	



Supplier Update Company Profile in Zycus Supplier Network (ZSN)

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 system@zycus.com To Onannie.Bahri@zycus.com To Onanie.Bahri@zycus.com To Onanie.Bahri
 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. 	All Conceptualities Longe to large