

POTENTIAL SUPPLIER

A **Potential Supplier** is a supplier that is not currently doing business with JEA and would like to participate in JEA sourcing events. These suppliers need to register to be added to the Zycus system.

1. To register for access to the Zycus system as a Potential Supplier, click on this link:

<https://zsn.zycus.com/guest/genericRegister/JEA074>

Existing user? Log-in

Email Id
Type your email address here

Password
Type password here

Login

Login with OTP

Forgot Password ?

New User? Register

Need help in registering?

Email Address
Type your email address here

Password
Type password here

Confirm Password
Re-type password here

Please Answer
5 + 8 =

I accept Terms and Conditions

Additional Information

Register

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In case of any queries, contact us at tech-support@zycus.com

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2. Complete the information requested on the **right side** of the above screen.
3. The below screen will be displayed.
 - a. An email will be sent to the email address you entered containing your “OTP” (One Time Password).
 - b. Enter the “OTP”.
 - c. Click “Verify OTP”.

ZYCUS

1 Activate Account

2 Complete My Profile

3 Complete company profile

Did not receive the OTP?
Try one of the options below:

- **Check your email address if its incorrect:**
Verify the email address you have used to create your account on ZSN. If the same is incorrect sign-up again with the correct email address.
- **Check your spam or junk folder:**
The activation email may have been junked by your ISP or your email application. Mark the email address as not spam, so that you get all the emails related to your account in your inbox.
- **Ask your IT team to whitelist the Domain and IP:**
Click on resend OTP once you have asked your IT team to whitelist the Domain automail.zycus.com and IP 207.211.63.183

Welcome to ZSN
Please enter the OTP shared over the email: "rattler93@yahoo.com"
Thank you for registering with ZSN

Enter OTP

Resend OTP

Verify OTP

Resend OTP in
00 : 05

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4. The below screen will be displayed. Please enter the requested information and click “Submit”.

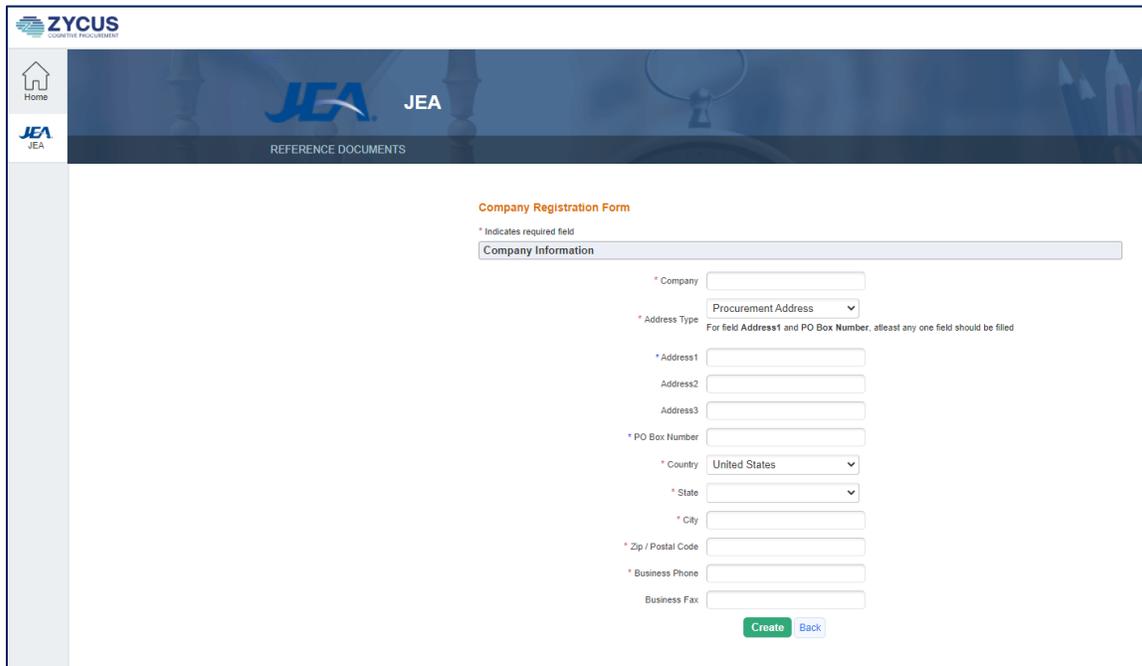
The screenshot shows the Zycus account activation page. At the top, there is a green banner with the text "Account activated successfully". Below this, a progress bar indicates three steps: "1. Activate Account" (completed), "2. Complete My Profile" (current step), and "3. Complete company profile". The main content area is titled "Account Details & Settings" and contains several input fields: "First Name *", "Last Name *", "Display Name *", "Job Title *", "Phone *", "Fax", "Time Zone *" (set to "America/New_York"), "Number Format *" (set to "#,###,###,###"), "Date Format *" (set to "Select"), "Time Format *" (set to "24 Hours"), "Currency *" (set to "USD - US Dollar"), and "Language *" (set to "English (US)"). A green "Submit" button is located at the bottom center of the form.

- 5. The below screen will be displayed. Click “Let’s Get Started”.
 - a. Please note steps 5, 6, 7 and 8 must be completed in order to view and participate in JEA sourcing events.

The screenshot shows a notification message from JEA. The text reads: "Hi Rita , Thank you for registering on our Supplier Network. Please create your company profile for JEA to connect with them." Below the text is a circular graphic with the JEA logo and a green checkmark. A red banner above the logo says "Profile Incomplete". At the bottom, there are two buttons: a green "LET'S GET STARTED" button and a blue "I'LL DO THIS LATER" button.

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6. The below screen will be displayed. Please enter the requested information and click “Create”.

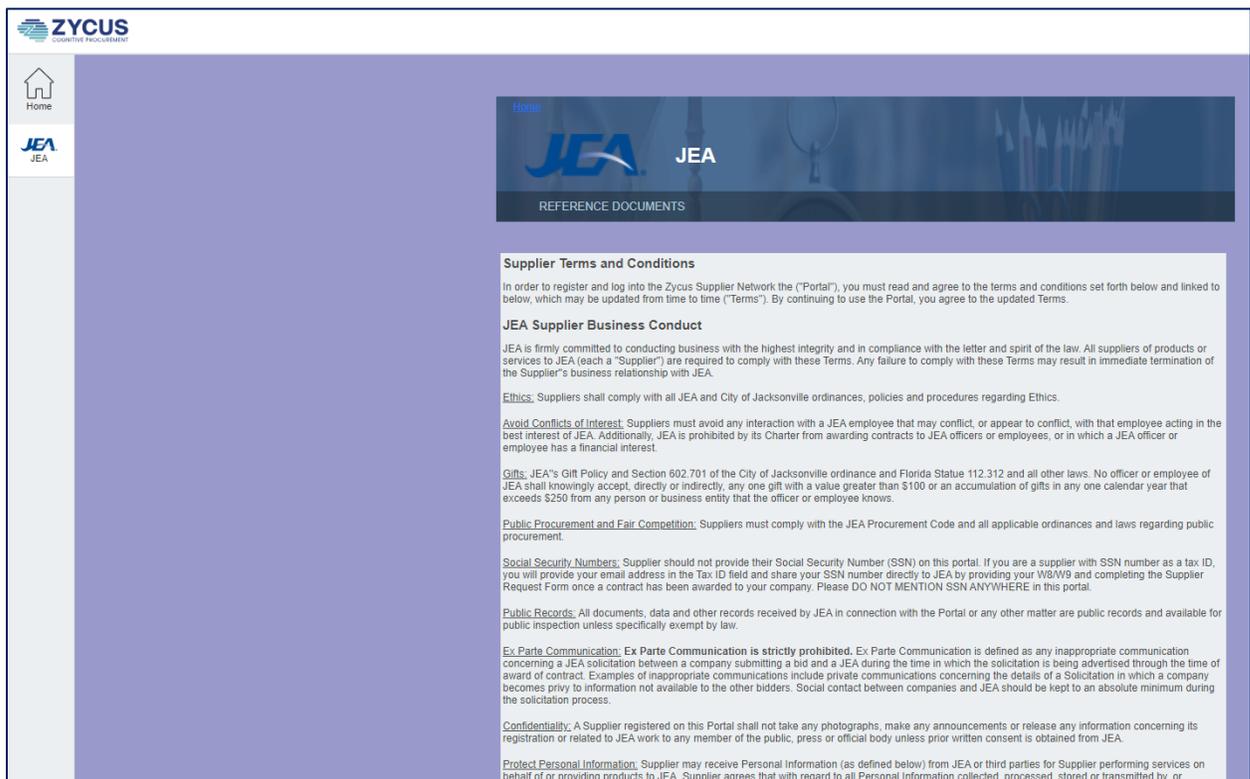


The screenshot shows the Zycus Supplier Registration Form. The page header includes the ZYCUS logo and the JEA logo. The main content area is titled "Company Registration Form" and contains a "Company Information" section. The form includes the following fields:

- * Company (text input)
- * Address Type (dropdown menu, currently set to "Procurement Address")
- * Address1 (text input)
- Address2 (text input)
- Address3 (text input)
- * PO Box Number (text input)
- * Country (dropdown menu, currently set to "United States")
- * State (dropdown menu)
- * City (text input)
- * Zip / Postal Code (text input)
- * Business Phone (text input)
- Business Fax (text input)

At the bottom of the form, there are two buttons: "Create" and "Back".

7. The below screen will be displayed. Please read through the Supplier Terms and Conditions.
- “Check” the box indicating you have read and agree to the Supplier Terms and Conditions.
 - Click “Continue”.



The screenshot shows the Supplier Terms and Conditions page. The page header includes the ZYCUS logo and the JEA logo. The main content area is titled "Supplier Terms and Conditions" and contains the following text:

Supplier Terms and Conditions

In order to register and log into the Zycus Supplier Network the ("Portal"), you must read and agree to the terms and conditions set forth below and linked to below, which may be updated from time to time ("Terms"). By continuing to use the Portal, you agree to the updated Terms.

JEA Supplier Business Conduct

JEA is firmly committed to conducting business with the highest integrity and in compliance with the letter and spirit of the law. All suppliers of products or services to JEA (each a "Supplier") are required to comply with these Terms. Any failure to comply with these Terms may result in immediate termination of the Supplier's business relationship with JEA.

Ethics: Suppliers shall comply with all JEA and City of Jacksonville ordinances, policies and procedures regarding Ethics.

Avoid Conflicts of Interest: Suppliers must avoid any interaction with a JEA employee that may conflict, or appear to conflict, with that employee acting in the best interest of JEA. Additionally, JEA is prohibited by its Charter from awarding contracts to JEA officers or employees, or in which a JEA officer or employee has a financial interest.

Gifts: JEA's Gift Policy and Section 602.701 of the City of Jacksonville ordinance and Florida Statute 112.312 and all other laws. No officer or employee of JEA shall knowingly accept, directly or indirectly, any one gift with a value greater than \$100 or an accumulation of gifts in any one calendar year that exceeds \$250 from any person or business entity that the officer or employee knows.

Public Procurement and Fair Competition: Suppliers must comply with the JEA Procurement Code and all applicable ordinances and laws regarding public procurement.

Social Security Numbers: Supplier should not provide their Social Security Number (SSN) on this portal. If you are a supplier with SSN number as a tax ID, you will provide your email address in the Tax ID field and share your SSN number directly to JEA by providing your W9/W9 and completing the Supplier Request Form once a contract has been awarded to your company. Please DO NOT MENTION SSN ANYWHERE in this portal.

Public Records: All documents, data and other records received by JEA in connection with the Portal or any other matter are public records and available for public inspection unless specifically exempt by law.

Ex Parte Communication: Ex Parte Communication is strictly prohibited. Ex Parte Communication is defined as any inappropriate communication concerning a JEA solicitation between a company submitting a bid and a JEA during the time in which the solicitation is being advertised through the time of award of contract. Examples of inappropriate communications include private communications concerning the details of a Solicitation in which a company becomes privy to information not available to the other bidders. Social contact between companies and JEA should be kept to an absolute minimum during the solicitation process.

Confidentiality: A Supplier registered on this Portal shall not take any photographs, make any announcements or release any information concerning its registration or related to JEA work to any member of the public, press or official body unless prior written consent is obtained from JEA.

Protect Personal Information: Supplier may receive Personal Information (as defined below) from JEA or third parties for Supplier performing services on behalf of or providing products to JEA. Supplier agrees that with regard to all Personal Information collected, processed, stored or transmitted by, or

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8. The below screen will be displayed. Please enter the requested information and click **“Save & Submit”**.

Company Details

Note: The Vendor Name needs to match on the W9 and the Division of Corporations for the state they are incorporated.

Legal Name: JEA TEST SUPPLIER | Business Name: []

Legal Structure: [] | Are you JSEB certified?: []

JSEB Vendor ID: [] | Small Business Type: []

Global Supplier Identifier: 4729 | Supporting Documents: [Choose File] No file chosen

Oracle ERP ID: []

Tax Information

Note: If Other is selected, please do not enter your SSN. Type your E-Mail ID in the Tax ID field and be sure to upload your W8/W9.

Tax ID / W8 / W9 form not required: | Tax ID Format: Federal TAX ID Other

W8/W9 Form: [Choose File] No file chosen | Tax ID: []

Buttons: [Cancel] [Save & Submit] [Save as Draft]

9. The below screen will be displayed. Once your request is approved, the status will change from Pending Approval to Approved. Check under the **“Completed Requests”** tab.

Supplier request '3202' has been submitted and is pending Business User's approval

My Requests | My Companies | **Completed Requests** | My Alerts

Req. No.	Company Name	GSID	Request Type	Supplier Type	Business Location	Requested On	Total Elapsed Time	Status	Actions
9202	JEA TEST SUPPLIER-15	4729	Create	Potential	-NA-	05/18/2021	00:00	Pending Approval	[] [] []

**** Please click on submit button [] to send request for approval**

10. Refresh your screen. Click on the **“My Companies”** tab.

a. Your Company Status should show **“Active”** and Created As **“Potential”**.

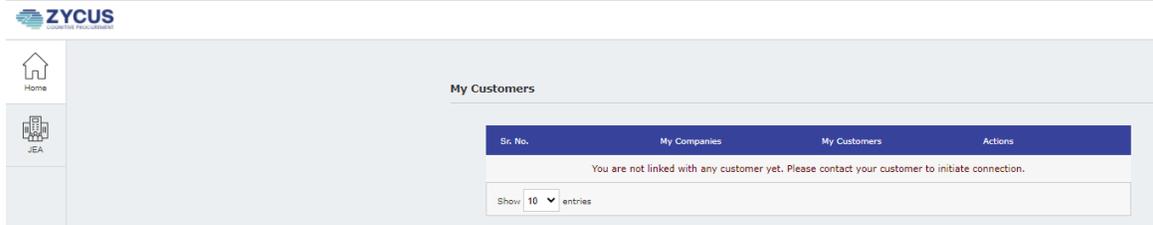
My Requests | **My Companies** | Completed Requests | My Alerts

GSID	Company Name	Created On	Last Edited On	Company Status	Created As	Actions
4729	JEA TEST SUPPLIER-15	05/18/2021	05/18/2021	Active	Potential	[View] [Edit]

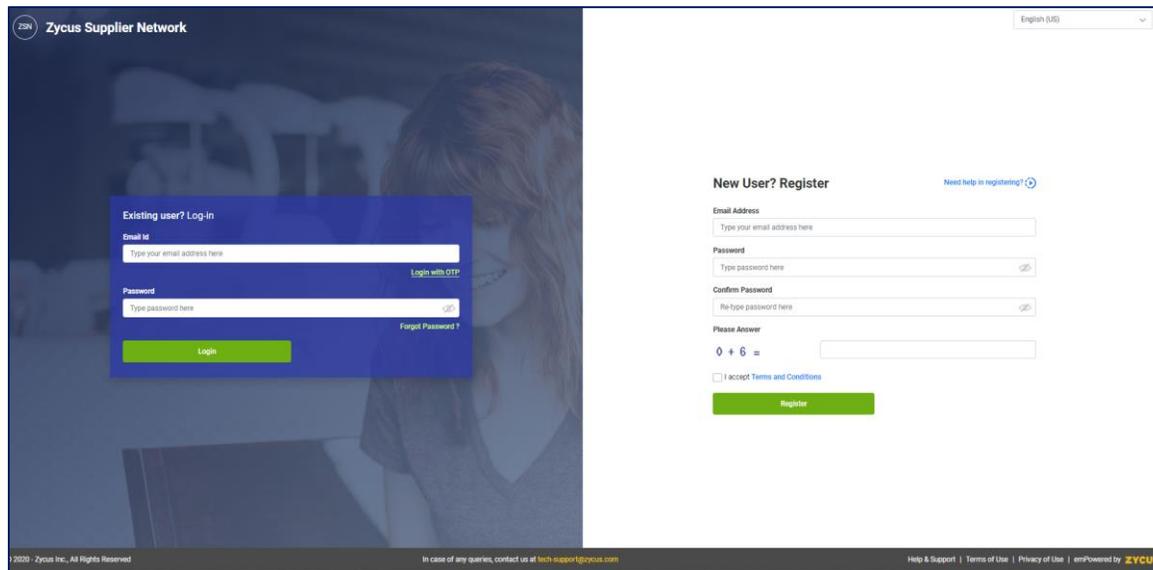
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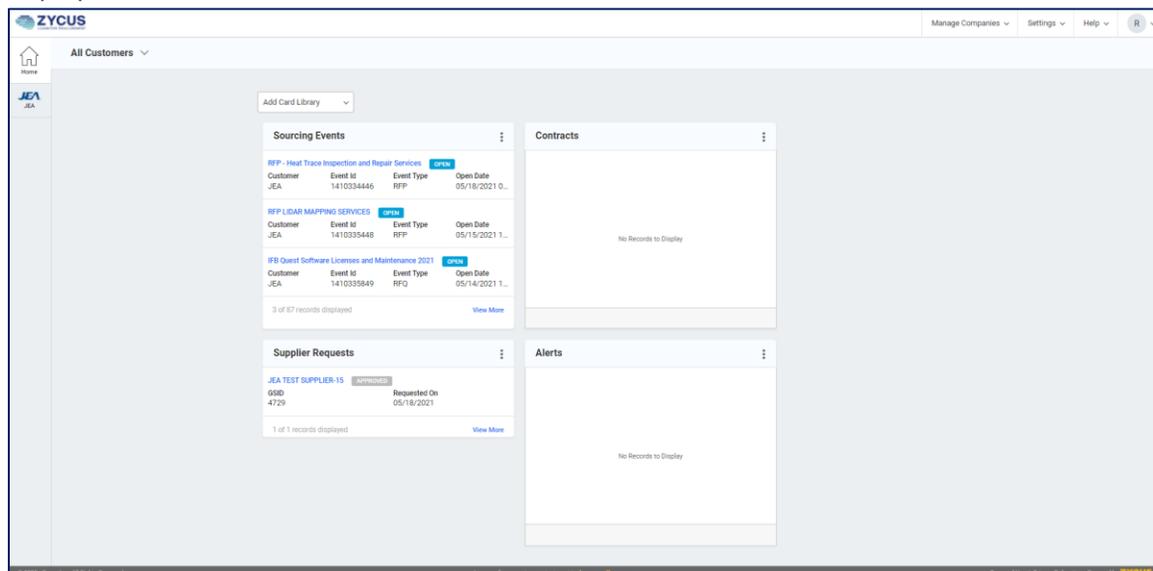
- Click on the **“Manage Companies”** tab. The below screen will be displayed.
 - You may receive a message stating **“You are not linked with any customer yet. Please contact your customer to initiate connection.”**
 - Select the option to log out.



- Log back into Zycus, using the **left side** of the below screen.

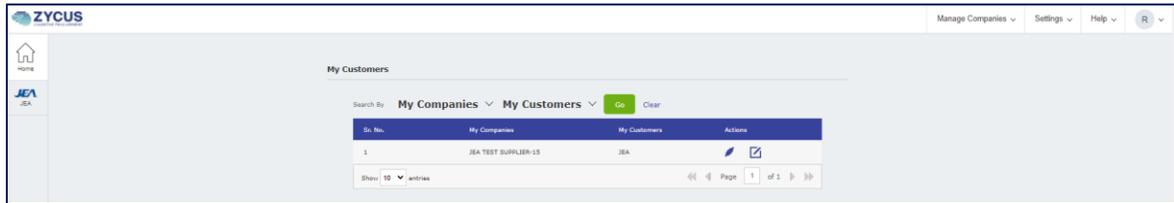


- When you log back in, you should see the below screen. The JEA Sourcing Events should now be displayed.



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14. If you do not see the **JEA Sourcing Events**:
 - a. Make sure you have JEA selected as a customer on the home screen.
 - b. Make sure the “Sourcing Events” card is selected.
15. To view and update the contacts associated with your supplier profile, select “**Manage Companies**”, then “**My Customers**”.

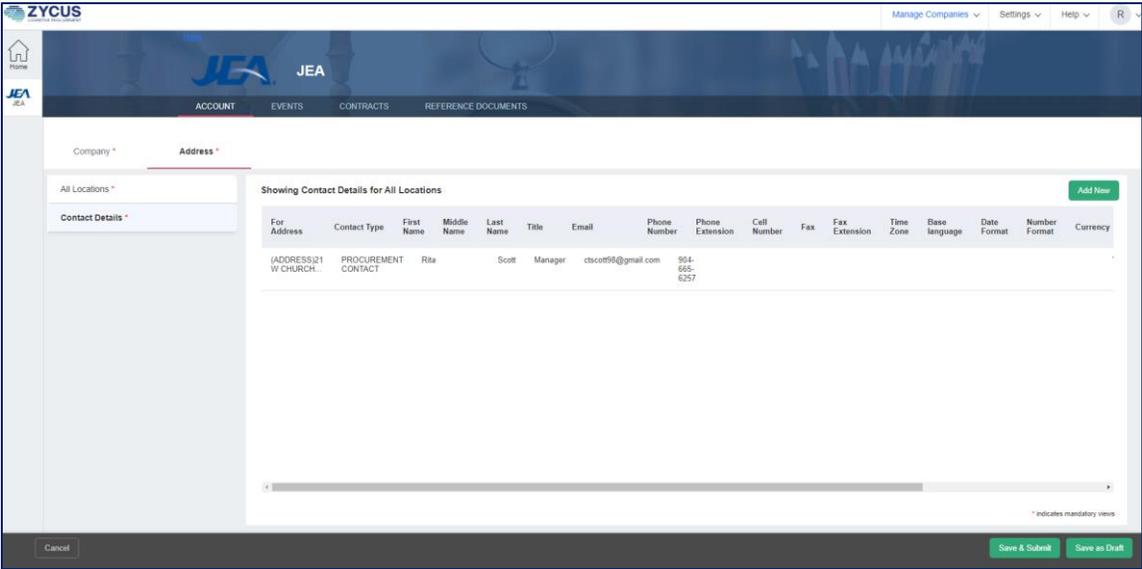


16. Click the “**Pencil**” under Address to edit the Company Profile.
17. The below screen will be displayed. Click “**Address**”.

18. The below screen will be displayed. Click “**Contact Details**”.

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19. The below screen will be displayed. You can edit an existing contact or add a new contact.
- a. To add a new contact, click **“Add New”**.



20. The below screen will be displayed. Please enter the requested information. Click **Save**.
- a. Please be sure to select:
 - i. Time Zone = EST; Base Language = English
 - ii. Date Format = MM/dd/yyyy; Number Format = N,NNN.NN
 - iii. Currency = USD
 - iv. Supplier Portal Access = Yes; Select: My Performance, My Profile, My Contracts and MY RFXs

Add Showing Contact Details for All Locations

Showing Contact Details for All Locations

For Address *

Contact Type *

First Name *

Middle Name

Last Name *

Title *

Email *

Phone Number *

Phone Extension

Cell Number

Fax

Fax Extension

Time Zone

Base language

Date Format

Cancel Save

Time Zone

Base language

Date Format

Number Format

Currency

Supplier Portal Access? Yes No

Which modules on Supplier Portal will be accessible? *

My Performance (SPM) iRequest

My Profile (SIM) My RFXs and auction (Source)

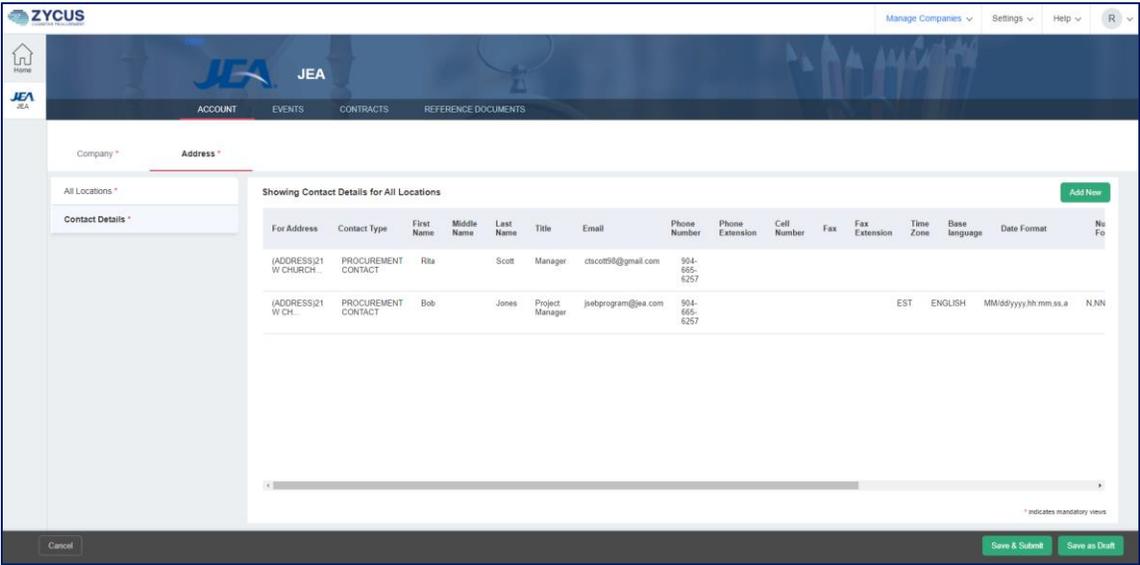
My Contracts (iContract)

* indicates mandatory fields

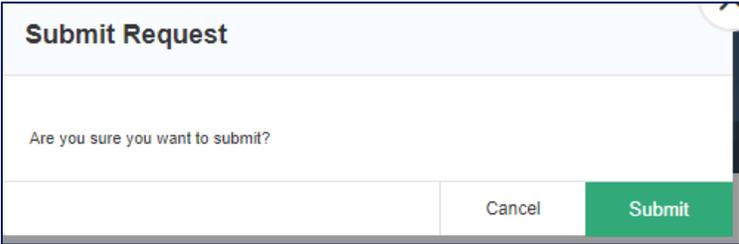
Cancel Save

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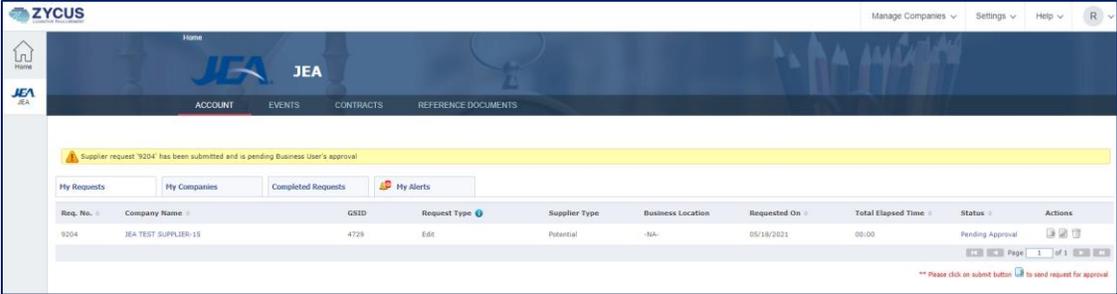
21. The below screen will be displayed. Review the contact information you entered, make sure it is correct. Click **Save & Submit**.



22. The below screen will be displayed. Click **Submit**.



23. The below screen will be displayed. Your request will be in a Pending Approval status.



24. Refresh your screen. Click on **Completed Requests**. You will see that your request has a status of Approved.



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25. Once the new email address is approved, the contact will receive an email from Zycus with the link to log in. The contact will need to register the new email address and then log in.
26. If you are having difficulty adding and/or updating the contacts to your supplier profile, please send an email to zycushelp@jea.com or isupplier@jea.com and request the additional contacts be added or updated to the supplier profile by providing the contact:
- Name
 - Title
 - Phone
 - Email
27. If you forgot your log in password.
- Click on this link: <https://zsn.zycus.com/guest>
 - Click **“Forgot Password”** on the **left side** of the below screen.

The screenshot shows the Zycus Supplier Network interface. On the left, there is a blue 'Existing user? Log-in' form with fields for 'Email ID' and 'Password', a 'Login' button, and a 'Forgot Password?' link. On the right, there is a white 'New User? Register' form with fields for 'Email Address', 'Password', 'Confirm Password', and 'Please Answer' (with a CAPTCHA), a 'Register' button, and a 'Need help in registering?' link. The footer contains copyright information and links for 'Help & Support', 'Terms of Use', 'Privacy of Use', and 'empowered by ZYCUS'.

28. The below screen will be displayed.
- Enter your email address.
 - Click Submit.
 - The user will receive the OTP first for verification and then in the next screen they can setup the new password.

The screenshot shows two Zycus web pages. The top page is titled 'Forgot Password' and asks the user to 'Enter Email ID' with a 'Submit' button. The bottom page is titled 'New Password' and has fields for 'New Password' and 'Confirm New Password', with a 'Save' button. The Zycus logo is visible in the top left of both pages.