POTENTIAL SUPPLIER

A **Potential Supplier** is a supplier that <u>is not</u> 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

(ZN) Zycus Supplier Network		English (US) v
THE R. LAND	1.	JEA. JEA Zyrus Supplier Network
A COMPANY OF A DESCRIPTION OF A DESCRIPR	A MUASSAULT	New User? Register Need help in registering?
Existing user? Log-in		Email Address
Email Id	A State of the second sec	Type your email address here
Type your email address here		Password
	Login with OTP	Type password here
Password		Confirm Password
Type password here	20 C C C C C C C C C C C C C C C C C C C	Re-type password here
	Forgot Password ?	Please Answer
Login		5 + 8 =
and the second se	Conception of the local division of the loca	I accept Terms and Conditions
		Additional information
		Register
© 2020 - Zycus Inc., All Rights Reserved	In case of any queries, contact us at tech-support@zycus.com	Help & Support Terms of Use Privacy of Use emPowered by ZYCU

- 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: 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: "rattler930 Thank you for registering with ZSN Enter OTP Resend OTP Verify OTP Resend OTP in 0: 05	®yahoo.com"

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

ZYCUS							
	େ) Account a	ctivated successfully				
	Ø Activate Account	Comple	2 te My Profile	3 Complete company profile			
					Contact Us	Help	Logout
Accou	int Details & Settings						
First Nar	me *		Last Name *				
Display N	Name *		Job Title * 🗿				
Phone *			Fax				
Time Zone	5×		Number Format *				
America,	n/New_York -	r	#,###,###.##		~		
Date Forma	at *		Time Format *				
Select	· · · · · · · · · · · · · · · · · · ·		24 Hours		∇		
Currency *			Language *				
USD - US	S Dollar 🧠	-	English (US)		~		
		_					
		Sub	mit				

- 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.



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

Home	JER JEA	
JEA. JEA	REFERENCE DOCUMENTS	
	Company Registration Form	
	* Indicates required field	
	Company Information	
	* Comp	ipany
	* Address T	Type For field didness V
		For new Address t and PO Box Number, alleast any one new should be nited
	* Addre	ress1
	Addre	ress2
	Addre	ress3
	* PO Box Nun	mber
	* Cou	untry United States
	* S	State V
	•	* City
	* Zip / Postal C	Code
	* Business Ph	hone
	Business	s Fax
		Create Back

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

Home	Home
JEA	REFERENCE DOCUMENTS
	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 6 fm/p; 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" subsiness relationship with JEA.
	Effice: 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 UEA 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.
	Gitts: JEA's Gitt Policy and Section 602.701 of the City of Jacksonville ordinance and Florida Statue 112.312 and all other laws. No officer or employee of JEA shall knowingly accept, directly or indirectly, any one git with a value predard than \$100 or an accumulation of gitts 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 Sociality Numbers: Social Popular should not provide their Social Social Number (SSN) on this portal. If you are a supplier with SSN number as a fax ID, you will provide your email address in the Tax ID field and share your SSN number directly to LEA by providing your W8W9 and completing the Supplier Request Form once a contract has been awarded to your company. Please DD NOT MENTION SSN ANYMEREN in this portal
	Public Records: All documents, data and other records received by JEA in connection with the Portai or any other matter are public records and available for public inspection unless specifically exempt by law.
	Exemption Communication is Setticity prohibited. Ex Parte Communication is defined as any impropriate communication concerning a LFA solucitation between a company submitting a bid and a LFA during the time in which the solucitation is barge advectised through the time of exercised of a setting of the solucitation between advectises of the solucitation is barge advectised through the time of becomes prive of inspiration points consumming a bid and a SEA during the time in which is a solucitation in which is company becomes prive 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

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

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Home JEA	REFERENCE	JEA		- h+ H	Ŵ			
	Company * Address *							
	Company Details *	Company Details						
	Supplier Products & Services	Note: The Vendor Name needs to match on the W	9 and the Division of Corporations for the state t	hey 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 N	o file chosen		
		Oracle ERP ID						
		Tax Information						
		Note: If Other is selected, please do not enter you	r SSN. Type your E-Mail ID in the Tax ID field and	d be sure to upload your W8/W9.				
		Tax ID / W8 / W9 form not required	0	Tax ID Format	Federal TAX ID	O Other		
		W8AV9 Form 0	Choose File No file chosen	Tax ID *				
C	Cancel					Save & Submit	Save as	s 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.

ZYCUS			- Constant								Manage Companies	✓ Settings ✓	Help ~
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EA			REFERENCE D	OCUMENTS			1			111116			
A SI	upplier request	t '9202' has b	een submitted and is ;	pending Business User	s approval								
My Req	upplier request uests	t '9202' has b My	een submitted and is p Companies	Completed Re	s approval quests	49 My Alerts							
My Req. No	upplier request juests o. 1 Co	t '9202' has b My ompany Nam	een submitted and is Companies	Completed Re	s approval quests GSID	My Alerts	ype 🧿	Supplier Type	Business Location	Requested On a	Total Elapsed Time a	Status ©	Actions
My Req. No. 9202	upplier request uests o. 1 Co JE/	t '9202' has b My ompany Nam A TEST SUPPL	een submitted and is ; Companies ie © JER-15	Completed Re	s approval quests GSID 4729	My Alerts Mequest 1 Create	ype 🜒	Supplier Type Potential	Business Location	Requested On © 05/18/2021	Total Elapsed Time © 00:00	Status # Pending Approval	Actions
My Req. No. 9202	upplier request uests o. 1 Co JE/	t '9202' has b My ampany Nam A TEST SUPPL	een submitted and is ; Companies ie © JER-15	Completed Re	s approval quests GSID 4729	My Alerts Request 1 Create	ype 🜒	Supplier Type Potential	Business Location	Requested On + 05/18/2021	Total Elapsed Time © 00:00	Status = Pending Approval	Action

- 10. Refresh your screen. Click on the "My Companies" tab.
 - a. Your Company Status should show "Active" and Created As "Potential".

<u>ک</u>	CUS						Manage Companies 🗸	Settings v Help v R v
Home		Home	JEA		-	14	A AMERICA	
JEA		REFERENCE D	DOCUMENTS		4			
	My Requests	My Companies	Completed Requests	🧔 My Alerts				Need help with this page 🛛 🕗
	GSID	Company Name +]	Created On a	Last Edited On a	Company Status +	Created As Act	tions
	4729	JEA TEST SUPPLIER-15		05/18/2021	05/18/2021	Active	Potential Vie	= Edit
								C Page 1 of 1 D R

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

	•	0					
着 Z)							
Home		Му С	ustomers				
JEA			Sr. No.	My Companies	My Customers	Actions	
				You are not linked with any customer ye	t. Please contact your customer to	initiate connection.	
			Show 10 ¥ entrie	s			

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

ZSN Zycus Supp	plier Network	Contraction of the local division of the loc		English (US) 🗸 🗸
			New User? Register	Need help in regatering? (5)
	Existing user? Log-in		Email Address	
	Email Id	A THE PARTY OF THE	Type your email address here	
	Type your email address here		Password	
States and States	Login	with OTP	Type password here	ø
	Password		Confirm Password	
	Type password here	20 C	Re-type password here	¢Ø
	Forget Pr	assword ?	Please Answer	
	Login		0 + 6 =	
			I accept Terms and Conditions	
		A A	Hegister	
		100 A		
2020 - Zycus Inc., All Rights Re	served In	case of any queries, contact us at tech support guycus.com	•	elp & Support Terms of Use Privacy of Use emPowered by ZYCUS

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

ZY	CUS							Manage Companies $ \sim $	Settings \checkmark	Help 🗸	R v
ŵ	All Customers $$										
Home		Add Card Library	~								
		Sourcing Ev	ents		:	Contracts	:				
		RFP - Heat Trace In Customer JEA	nspection and Repair Event Id 1410334446	Services OPI Event Type RFP	Open Date 05/18/2021 0						
		RFP LIDAR MAPPI Customer JEA	NG SERVICES OF Event Id 1410335448	Event Type RFP	Open Date 05/15/2021 1	No Records to Display					
		IFB Quest Software Customer JEA	e Licenses and Maint Event Id 1410335849	tenance 2021 Event Type RFQ	Open Date 05/14/2021 1						
		3 of 87 records di	isplayed		View More						
		Supplier Rec	quests		:	Alerts	1				
		JEA TEST SUPPLIE GSID 4729	R-15 APPROVED	Requested On 05/18/2021							
		1 of 1 records dis	played		View More						
						No Records to Display					
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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".

<u>ک</u>	(CUS					Manage Companies \checkmark	Settings \checkmark	Help \sim	R ×
	м	ly Customers							
		Search By My Compa	anies ${}^{\scriptstylearsigma}$ My Customers ${}^{\scriptstylearsigma}$	Go Clear					
		Sr. No.	My Companies	My Customers	Actions				
		1	JEA TEST SUPPLIER-15	ABC	/ 2				
		Show 10 👻 entries			(((Page 1 of 1)))				

- 16. Click the "Pencil" under Address to edit the Company Profile.
- 17. The below screen will be displayed. Click "Address".

				Manage Companies v Settings v Help v R v
	JEA JEA	R	1.1.1	
Company * Address *		HEPEHENGE DOGUMENTS		
Company Details *	Company Details			
Supplier Products & Services	Note: The Vendor Name needs to matc	h on the W9 and the Division of Corporations for t	the state they are incorporated.	
	Legal Name * 0	JEA TEST SUPPLIER	Business Name 0	
	Legal Structure *	Corporation ~	Are you JSEB certified? *	Yes - Construction
	JSEB Vendor ID		Small Business Type	African American 🗸 🗸
	Global Supplier Identifier	4729	Supporting Documents	Choose File No file chosen
	Oracle ERP ID			
	Tax Information			
	Note: If Other is selected, please do no	ot enter your SSN. Type your E-Mail ID in the Tax IC	D field and be sure to upload your W8/W9.	
	Tax ID / W8 / W9 form not required	2		
				* indicates mandatory fields and views
Cancel				Save & Submit Save as Draft

18. The below screen will be displayed. Click "Contact Details".

ZY	CUS								Manage	e Companies 🗸	Settings \backsim	${\rm Help} \sim$	R -
Home		JG	JEA	ł	E			-	14	W AN			
JEA		ACCOUNT	EVENTS	CONTRACTS	REFERENCE DOCUMENTS	المراجع والمحيد		100					
	Company *	Address *											
	All Locations *		Select Legal/D	BA supplier name *		JEATEST SUPPLI 👻						Add	denw
	Contact Details *		Associated Ad	dress(es)									
			Address ID	Account Group	Address		Phone	Phone Extension	Fax F	ax Extension	RT Address	Actions	
				Procurement Address	21 W CHURCH ST, JACKSONVILLE, US	S-FL, 32202, USA	904-665-6257						
											* indica	tes mandatory	views
	Cancel										Save & Submit	Save	ıs Draft

- 19. The below screen will be displayed. You can edit an existing contact or add a new contact.
 - ZYCUS JEA JEA JEA ACCOUNT EVENTS Address ' Company * All Locations * Showing Contact Details for All Locations Contact Details Contact Type First Middle Last Title Email Phone Phone Cell Fax Fax Time Base Date Number Extension Number Fax Extension Zone language Format For Address Number Current (ADDRESS)21 PROCUREMENT Rita W CHURCH... CONTACT Lcom 904-665-
- 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 Locatio	ns			
For Address *	~			
Contact Type *	~			
First Name *				
Middle Name				
Last Name *				
Title *				
Email *			Time Zone	Eet v
Phone Number *			Base language	ENGLISH ¥
Phone Extension			Date Format	MM/dd/yyyy,hh:mr 🗸
Cell Number			Number Format	N,NNN.NN 🗸
Fax			Currency	US Dollar 🗸
Fax Extension				● Yes O No
Time Zone	~		Supplier Portal Access?	Which modules on Supplier Portal will be accessible? *
Base language	~			My Profile (SIM) My RFXs and au (ISource)
Date Format	~			✓ My Contracts (iContract)
				* indicates man
		Cancel Save		Cancel

Page 7 | 9

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

@Z)	YCUS													Ma	anage Com	ipanies 🗸	Settings \sim	Help 🗸	(R) ~
Hame	11	JE					the	2	10			10	1	A 44	1 în	144			
JEA		ACCOUNT	EVENTS	CONTRACTS	REFE	RENCE DO	CUMENTS	1					10						
	Company *	Address *	-																
	All Locations *		Showing Conta	ct Details for All L	ocations													Add Nm	
	Contact Details *		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	1	Nu Fo
			(ADDRESS)21 W CHURCH	PROCUREMENT	Rita		Scott	Manager	ctscott98@gmail.com	904- 665- 6257									
			(ADDRESS)21 W CH.	PROCUREMENT	Bob		Jones	Project Manager	jsebprogram@jea.com	904- 665- 6257					EST E	NGLISH	MM/dd/yyyy,hh.mm,	ss.a N,N	IN
			(i)										_						
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je je																	Save & Submit	Save as	Draft

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

Submit Request		<u> </u>
Are you sure you want to submit?		
	Cancel	Submit

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

 ZY 	CUS									Manage Companies	✓ Settings ✓	Help ~ R
Home		ALX.	Home	JEA		E)		1.	- minit	1	
JEA			ACCOUNT	EVENTS CONTI	RACTS REFERENCE	E DOCUMENTS			100			
	Supplier of My Requests	equest '9204	has been submitted and is My Companies	completed Requests	🖉 My Alerts							
	Req. No.	Company	Name I	GSI	ID Request Ty	pe 0	Supplier Type	Business Location	Requested On a	Total Elapsed Time	Status a	Actions
	9204	JEA TEST	SUPPLIER-15	472	9 Edit		Potential	-NA-	05/18/2021	00:00	Pending Approval	980
											ICE ICE Page	1 of 1
										** Please	click on submit button 📑	to send request for approval

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

ZY	CUS							Manage Companies	v Settings v	Help v R v
Home		Home	JEA)		14	A AMENTA	4	
JEA JEA		ACCOUNT	EVENTS CONTRA	ACTS REFERENCE DOCUMENT	5					
	Hy Requests	My Companies	Completed Requests	49 Hy Alerts						
	Reg. No. ±	Company Name ±	GS10	Request Type 🜒	Supplier Type	Business Location	Requested On ±	Total Elapsed Time	Status =	Actions
	9204	JEA TEST SUPPLIER-15	4729	Edit	Potential	-11A-	05/18/2021	00:00	Approved	020
	9202	JEA TEST SUPPLIER-15	4729	Create	Potential	-11.4	05/18/2021	00:00	Approved	023
										98 1 of 1 101 101

- 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 <a href="mailto:system:
 - a) Name
 - b) Title
 - c) Phone
 - d) Email
- 27. If you forgot your log in password.
 - a. Click on this link: <u>https://zsn.zycus.com/guest</u>
 - b. Click "Forgot Password" on the left side of the below screen.

ZIN Zycus Su	oplier Network	No. of Concession, Name	English (US)
		New User? Register	Maad halp in regularising f 🏠
	Existing user? oo.in	Email Address	
	Final M	Type your email address here	
	Type your email address here	Password	
No. of Concession, Name	Login with OTP	Type password here	ø
	Password	Confirm Password	
	Type password here	Re-type password here	ø
1	Forget Password ?	Please Answer	
	Lopin	0 + 6 =	
		I accept Terms and Conditions	
		- Magazet	

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

	Did not receive the Try one of the options belo	OTP?		Forgot Password Please enter a email ID to receive OTP 1	for verification
	Check your enail address incomet spin-un agains address the context spin-un agains are juiced to the structures and the structures and your whether. Ask your IT team to w Click on resend OTP an automatik your com an	res if its locarect: you have used to orsate your account on 25M. If the s with the count, earns address. tech folder: your been justical by your ISP or your email application oppens, so that you get all the emails related to your ac hittlict the Demails and IP: try you have abled your IT sears to whiteld the Domain or 2002/11.65.00	ame is on, Mark count in	Enter Enail ID	
US		New Descend			
US		New Password Type new password here	ø		
US		New Password Type new password here Cenfirm New Password	ø		
US		New Password Type new password here Confirm New Password Re-type new password here	ø		
US		New Password Type new password here Centim New Password Re-type new password here Cave	ø		
US		New Password Type new password New Confirm New Password Re-type new password New Sew	ø		