

The **co-operative**

Central England Co-operative

How to Activate Your Account

1. You will receive an invitation via email from system@zycus.com with a link to register on the CEC's Zycus Supplier Network (ZSN) portal. The email will look like this:

From: system <system@zycus.com>
Sent: 28 July 2022 14:45
To: [Your Email Address](#)
Subject: Zycus Supplier Network: You have been notified

'Central England Co-operative Limited' has notified you about your supplier - [Your Company Name](#), details given below:

Request ID: 1234
Customer/Client Name: Central England Co-operative Limited
Business Location: cec_facility
Comments: Please register on the Zycus Supplier Network (ZSN) to update your company details
ZSN Link: [Use this link to register on the ZSN Supplier Portal](#)

This is an automatically generated email, please do not reply.

2. You need to click on the ZSN link to start the registration process. When you click on the link, it will open with the following page. Please register on the portal using the email address that the mail was sent to. You need to complete your email address, create a password, do a simple maths calculation to prove that you are not a robot, and read and accept the terms and conditions of the ZSN. If you are having problems, there is a Zycus help video on this page (highlighted below) which will show you how to register on the ZSN.

The screenshot shows the Zycus Supplier Network registration page. On the left, there is a blue sidebar with the ZSN logo and the text 'Existing User? Log-In'. Below this, there are input fields for 'Email Address' and 'Password', a 'Login' button, and a 'Forgot Password' link. On the right, the main content area features the Central England Co-operative Limited logo and the text 'New User? Register'. A blue circle highlights the 'Need help in signing?' link next to the 'Register' button. Below the registration form, there is a notification bar stating 'You are currently accessing the Zycus application on a Non-Certified browser version. Know More'.

3. Next, you will be asked to enter a One Time Password (OTP) which will have been sent to your email address.

Welcome to ZSN

Please enter the One Time Password(OTP) shared over the email address: "
your email address"

Thank you for registering with ZSN

Enter OTP

Resend OTP in 23

4. You will now have access to the ZSN Portal.

How to Complete your Registration on the ZSN

1. On successful activation of your ZSN account, you will have the opportunity to complete your profile. Fields with an asterisk are mandatory. When you have filled in all the fields, click “submit” and this will create your global ZSN profile.

*(Fields marked with * are mandatory)*

My Profile

First Name *	Last Name *	Display Name *	Designation *
<input type="text" value="Enter first name"/>	<input type="text" value="Enter last name"/>	<input type="text" value="Enter Display Name"/>	<input type="text" value="Enter Designation"/>
Phone Number *	Fax number	Country *	
<input type="text" value="Enter Phone Number"/>	<input type="text" value="Enter fax"/>	<input type="text" value="Select"/>	

Additional Details

(To be filled based on your country)

Time Zone *	Currency *	Number Format *	Date Format *
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="1,222,333.04"/>	<input type="text" value="DD-MM-YYYY"/>
Time Format *	Language *		
<input type="text" value="12 Hours"/>	<input type="text" value="Select"/>		

2. You now need to answer a few questions for your CEC profile. To do this, click on your supplier name beneath the Supplier Requests heading.

All Customers ▾

Pending Tasks(0)

You do not have any incomplete tasks at this moment

Card Libraries

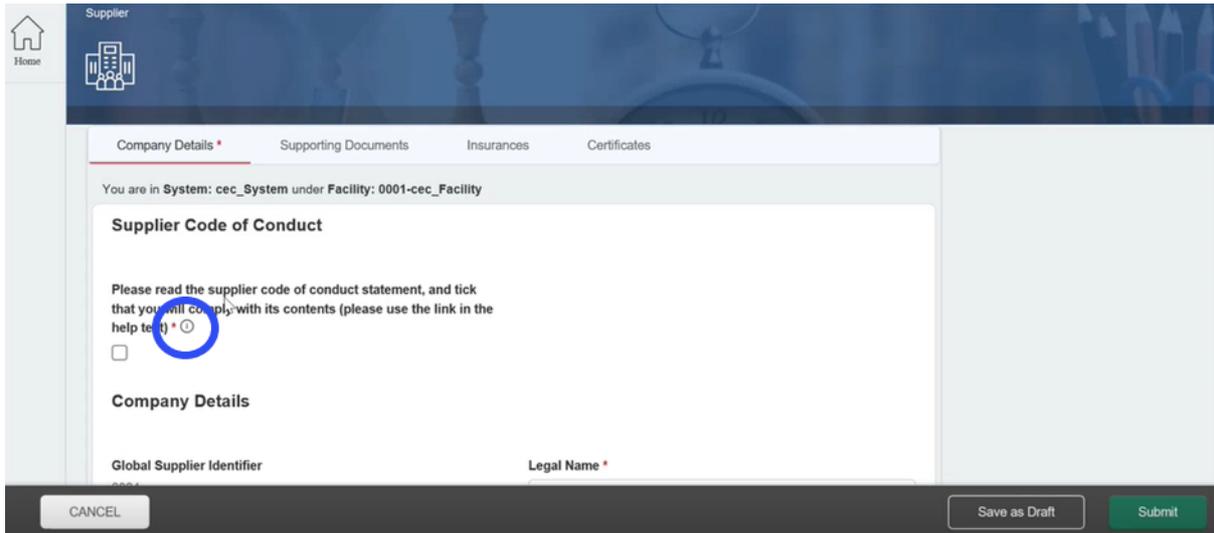
Supplier Requests

<i>supplier name</i>		AWAITING RESPONSE
GSID	Requested On	
1234	-NA-	

1 of 1 records

You are currently accessing the Zycus application on a Non-Certified browser version. [Know More](#) ✕

3. Next you will be asked to read and agree to CEC’s code of conduct. A link to this can be found in the help text (click on the help icon highlighted in the image below).



4. You will now need to work through the questions, checking any pre-filled fields for accuracy, and ensuring you have answered all the mandatory fields (marked with an asterisk). You will also need to upload evidence such as your VAT Registration Certificate and a redacted bank statement.

Company Details

<p>Global Supplier Identifier 8824</p>	<p>Legal Name * <input type="text" value="supplier name"/></p>
<p>Website <input type="text" value="Website"/></p>	<p>Company Registration Number <input type="text" value="Company Registration Number"/></p>
<p>If you do not have a company registration number, are you: <input type="text" value="If you do not have a company registration number, are you:"/></p>	<p>Please specify <input type="text" value="Please specify"/></p>
<p>VAT ID <input type="text" value="VAT ID"/></p>	<p>Attach a copy of the VAT Registration Certificate ⓘ <input type="text" value="Drop a file here or browse file"/> <input type="button" value="Browse"/></p>

* indicates mandatory

5. You can save as a draft if you wish to come back to it, or when you have finished, please click submit. Your responses will now be checked by our CEC colleagues as part of our internal review process.

Zycus Help Documents

There are a number of Zycus help documents on the ZSN portal which can be accessed using the Help & Support link as highlighted below.

The screenshot shows the Zycus Supplier Network (ZSN) portal. The header includes the ZSN logo and the text 'Zycus Supplier Network'. On the right, there is a language selector set to 'English (U...)'. The main content area is split into two sections: 'Existing User? Log-In' and 'New User? Register'. The 'Log-In' section has a blue background and contains fields for 'Email Address' and 'Password', with a 'Login' button. The 'Register' section has a white background and contains fields for 'Email Address', 'Password', and 'Confirm Password', along with a math captcha (3 + 1 =) and a 'Register' button. A 'Help & Support' link is circled in blue in the footer, along with other links like 'Terms and Conditions', 'Privacy Policy', and 'empowered by Zycus'.

There are a number of documents in this area which you may find helpful.

The screenshot shows the 'Help & Support' section of the ZSN portal. The header is 'Help & Support' with a close button (X). The sidebar on the left is titled 'FAQs' and lists several topics: 'Email Verification', 'Unable to Login/Signup Issues', 'Supplier Registration', 'Forgot Password', and 'How do I participate in my buyer's event using an email invitation?'. The main content area is titled 'Supplier Registration' and contains a list of help topics, each with a dropdown arrow: 'Supplier Registration Tour Guide and Help Links', 'I have created my account, now what should I Do?', 'I have registered but can't participate in the sourcing event', 'I cannot access any module on ZSN post registration', 'How do I contact my customer?', and 'Can my company have multiple accounts?'.