Foreword:

This help guide is provided to suppliers with instructions on how to access and submit bids on JEA's cloud based sourcing platform (Zycus)

This guide will walk the supplier through the following topics:

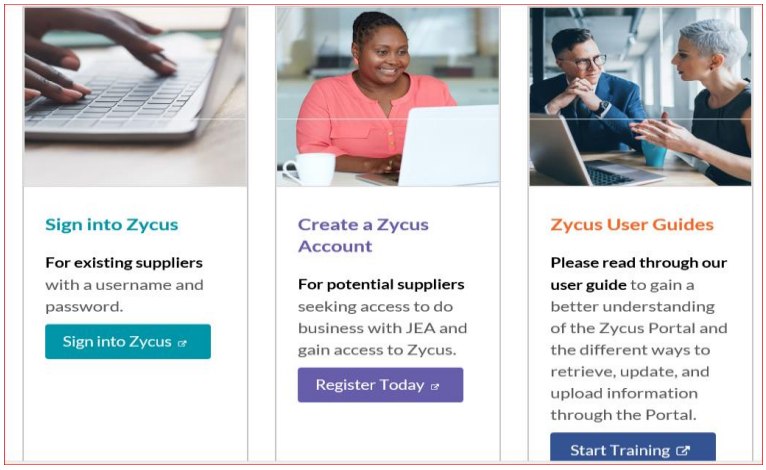
- Supplier Onboarding (gaining access to platform)
- Bid Participation (download documentation and completion bid forms)
- Bid Submission (uploading and completing the submission process)

Supplier Onboarding:

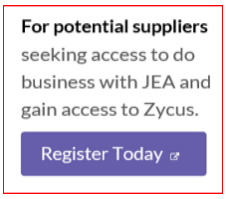
Accessing the initial Zycus login and access screen from JEA.com.

Navigate to JEA.com and look for keyword "Zycus" or use the link below.

https://www.jea.com/About/Procurement/Zycus_Portal/

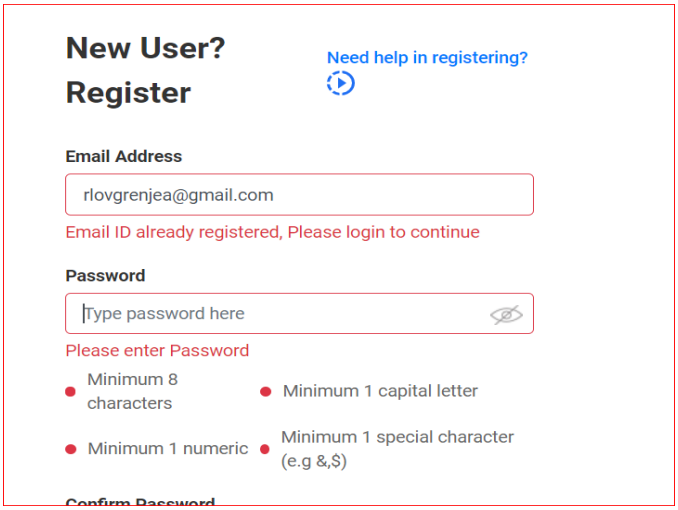


New Users will need to register to login. Registration will require Company name, Contact and Email Address.

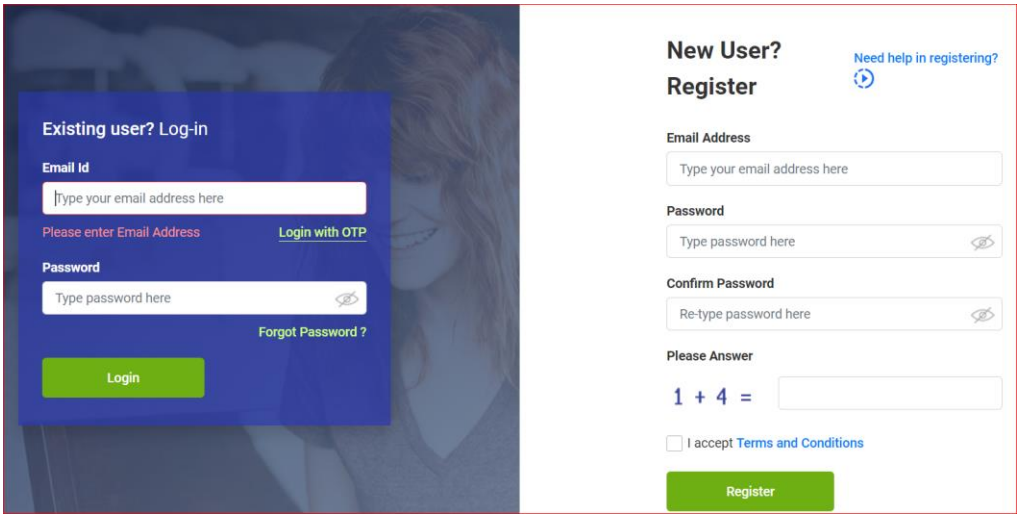


Path for Supplier to log into the Zycus Platform.

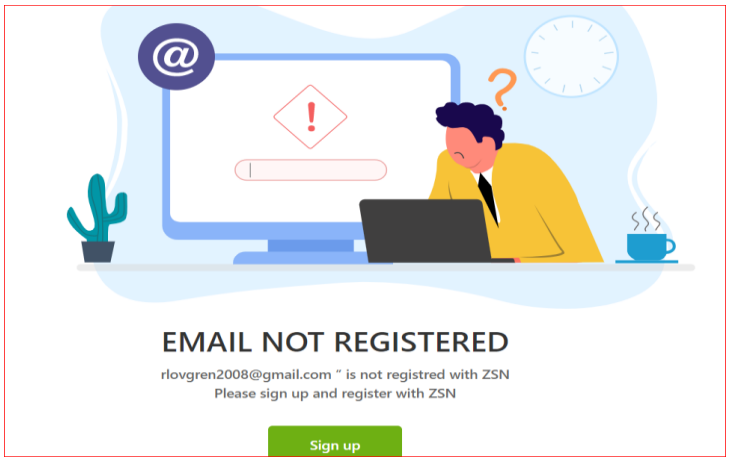
1.) Go to the Zycus home page, try the supplier current company email address to see if there is an existing user account (If there is the below error will appear). Go to Step 2. (Note: JEA performed a large data dump of accounts, so your email may be in the system). If you do receive a password reset email address, proceed to reset password, receive activation and the supplier login process is complete.



If you cannot reset your password (i.e. there is not a previous email), the supplier will then complete the "New User?" registration.

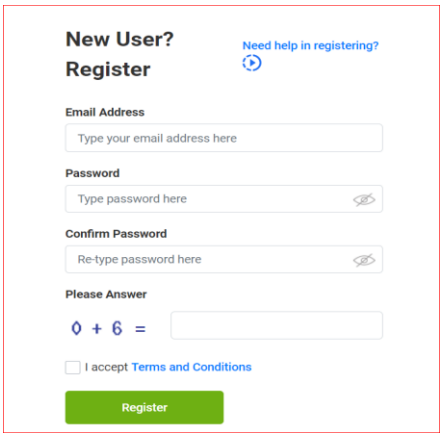


2.) When completing a new user registration and adding company information, if the user receives the following notification (below) when a company email address is entered. The specific email address may not be in Zycus's system, however, it is possible your company is in the system. If the user would like to add another contact email to the current Company supplier set up, **<u>the user will need to request to add contact information and email address to the existing supplier name in Zycus & Oracle</u>**. For directions on how to do this, proceed to step 3.



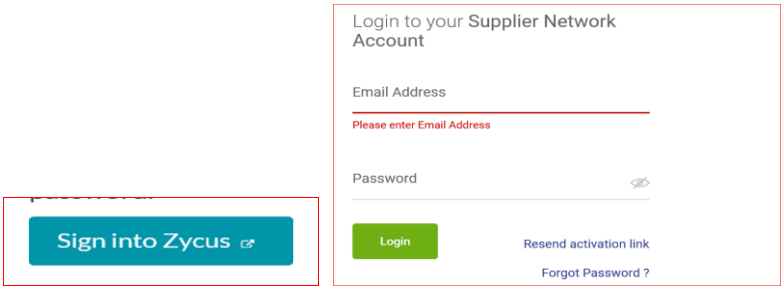
3.) To add a new email address and contact to an existing supplier (i.e. you already do business with JEA) or to verify if the existing company is in Oracle (JEA's Purchasing, invoicing and payment system) send an email to isupplier@jea.com. JEA will verify if the company is set up in the ERP system (Oracle), if the existing company is in Oracle, the iSupplier team will request contact update information to add a contact to Oracle. JEA as a part of the supplier maintenance process will push the information to Zycus, at which point, the supplier will be able to have their password reset. **If iSupplier notes, your company is not in JEA's Oracle system, you'll then proceed to just create a Zycus ID as a potential supplier**:

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



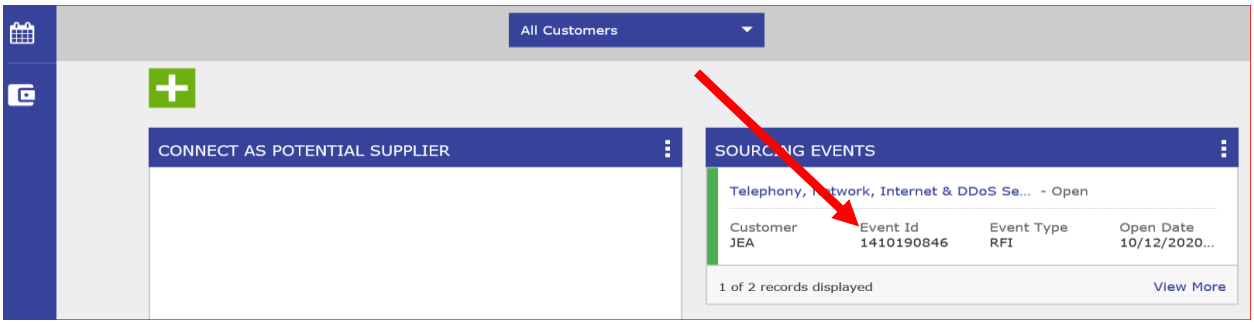
Existing Users or New Users with ID (email registered) and password.

Once the user has a login on the sourcing platform select "Sign into Zycus", the supplier may navigate to the solicitation by selecting the icon for the applicable solicitation.

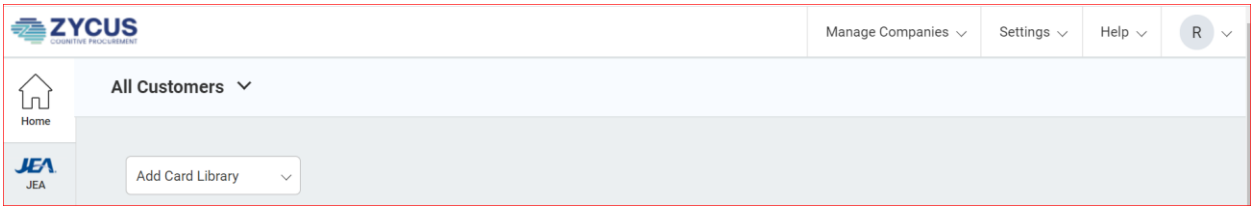


Bid Preparation:

Once logged in, suppliers will see a Green block with a white plus, where supplier can add cards "Connect as Potential Supplier" and "Sourcing Events", Once you've selected the Sourcing Events, suppliers will see all events, select the applicable event.

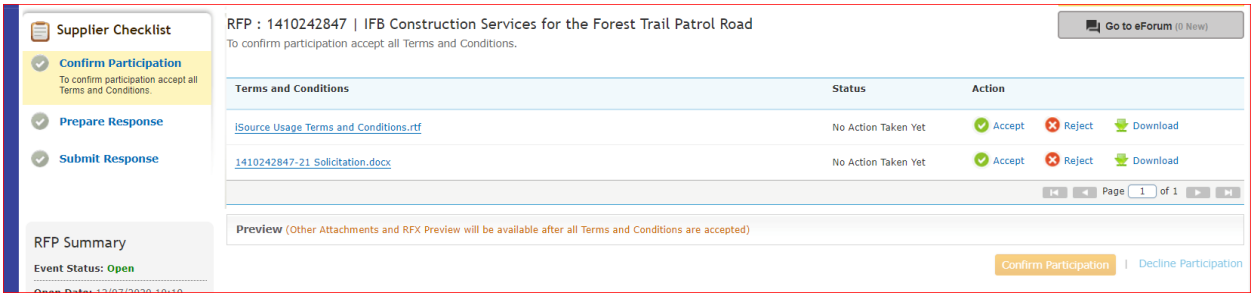


If the above screen does not appear, the Supplier may need to select "JEA" as one of their Customer, by going to "manage Companies".

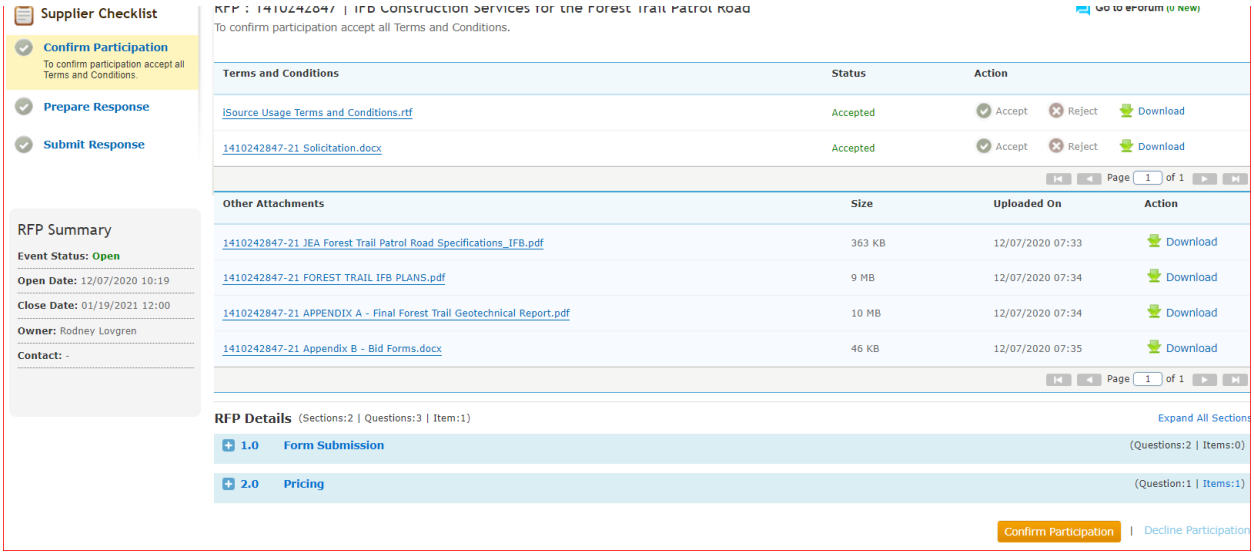


Once in the Event. The event has prompts for actions required to respond to the solicitation.

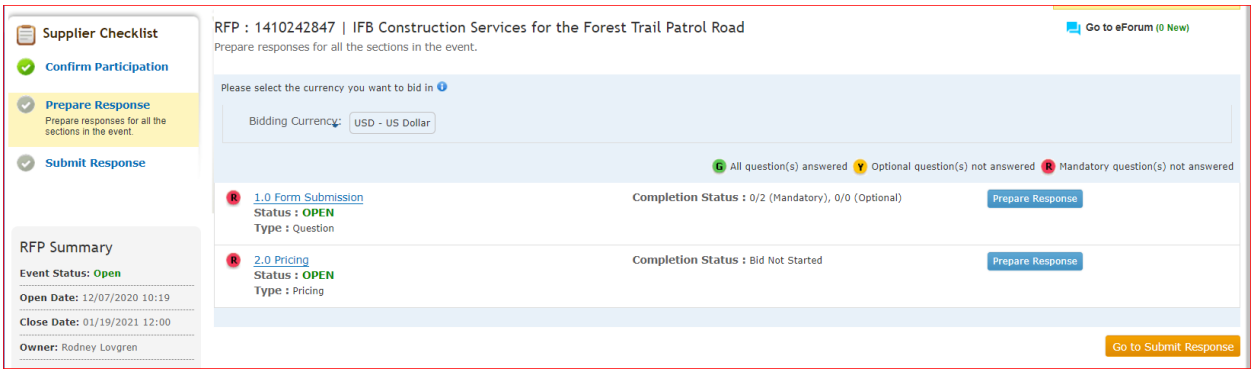
Once the Bidder has selected the solicitation event, the Bidder may be required to "Accept" the documents under the "Terms and Conditions" section of the solicitation. JEA may attach a Non-Disclosure agreement, iSource instructions, or other prevent documents. The blue underlined hyperlink is provided for participants to open and review the attached document. Participants will not be allowed to access the bid, until each "Accept" action has been completed.



Once the Bidder has "Accepted" the documents under the "Terms and Conditions" attachment section, the Bidder can then view all the solicitation documents and make a determination whether or not to "Confirm Participation" or "Decline Participation" If Participation is confirmed the Supplier Checklist will move to the "Prepare Response" section.



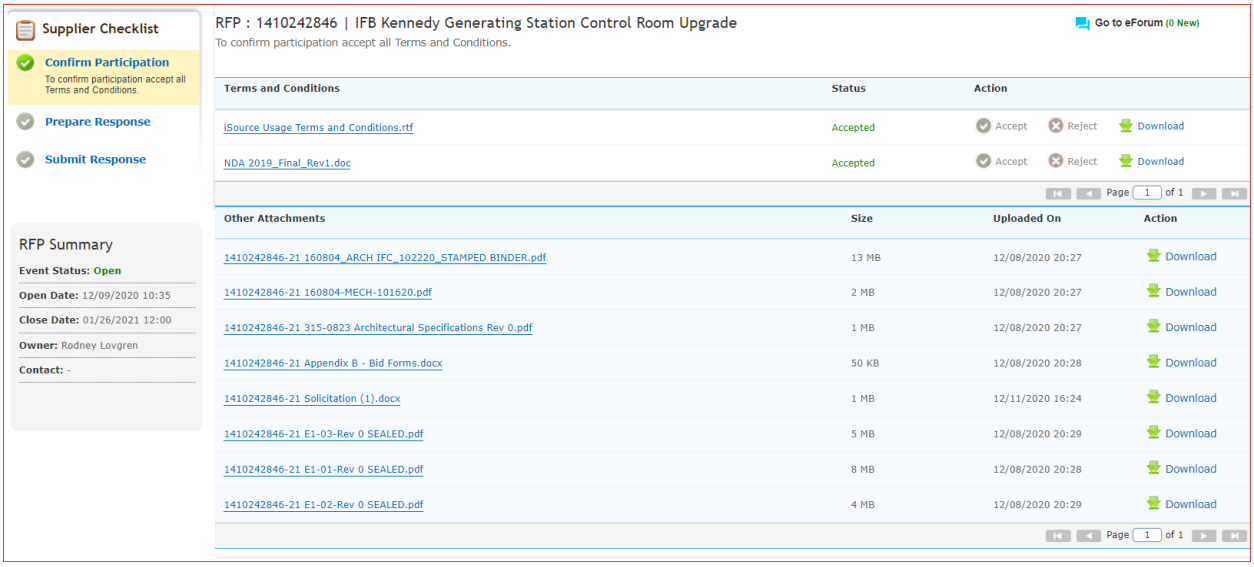
Once Participation is confirmed the Supplier Checklist will advance to the "Prepare Response" Section.



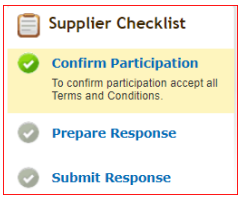
<u>Viewing attachments once participation is confirmed</u>.

Once the Supplier has "accepted" the documents located under the terms and conditions tab and "confirmed participation" a listing of all the attachments will appear. The supplier may download and view the documents (by selecting the hyperlinks). When downloading, the documents will save to the download folder on the supplier's computer. To view the attachments at any time the supplier can

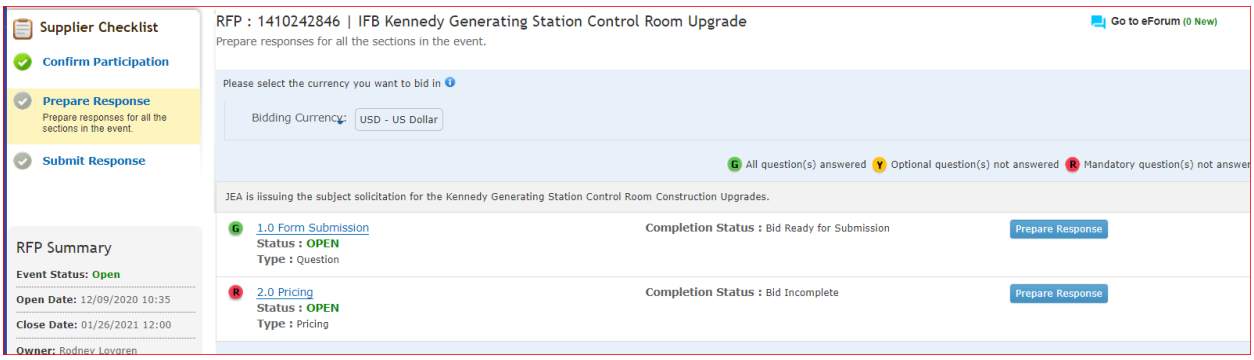
navigate back to the "Confirm Participation" section of the Supplier Checklist to view bid attachments again.



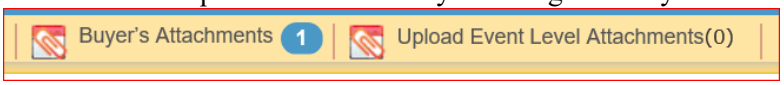
To submit a response, the supplier will navigate off the "Confirm Participation" section to the "Prepare Response" section, and additional information will appear.



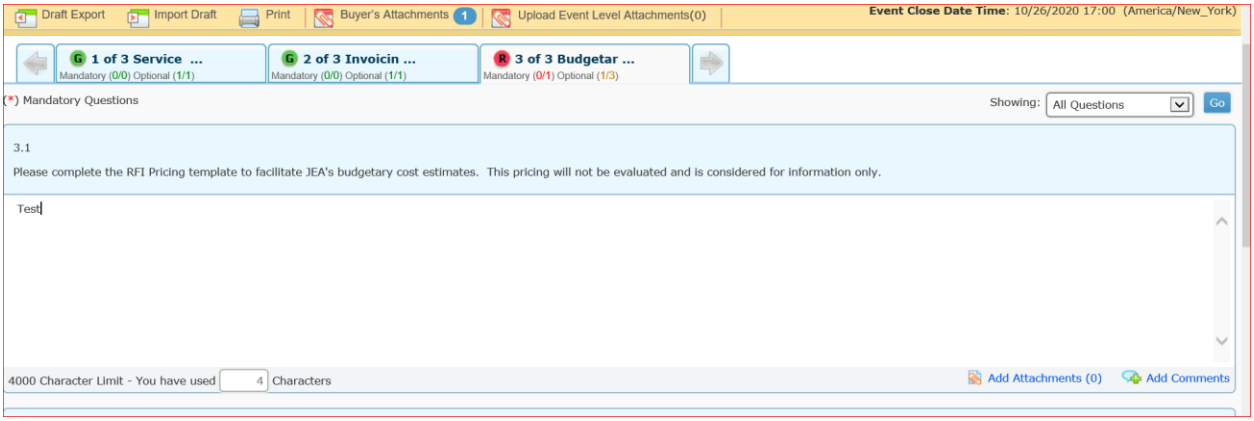
In the Prepare Response section, supplier questions will appear for which the supplier will "Prepare Response" in order to complete each section.



In most solicitations, JEA will provide terms & conditions, technical specifications, bid forms (pdf or word) and or pricing tables in excel, which the supplier will need to download and fill out and then upload. These documents will be available as attachments or links. Additionally, excel pricing tables may need to be uploaded once completed to complete the pricing table response section. Suppliers can download the required attachments by selecting the "Buyers Attachments" icon, or opening hyperlinks.

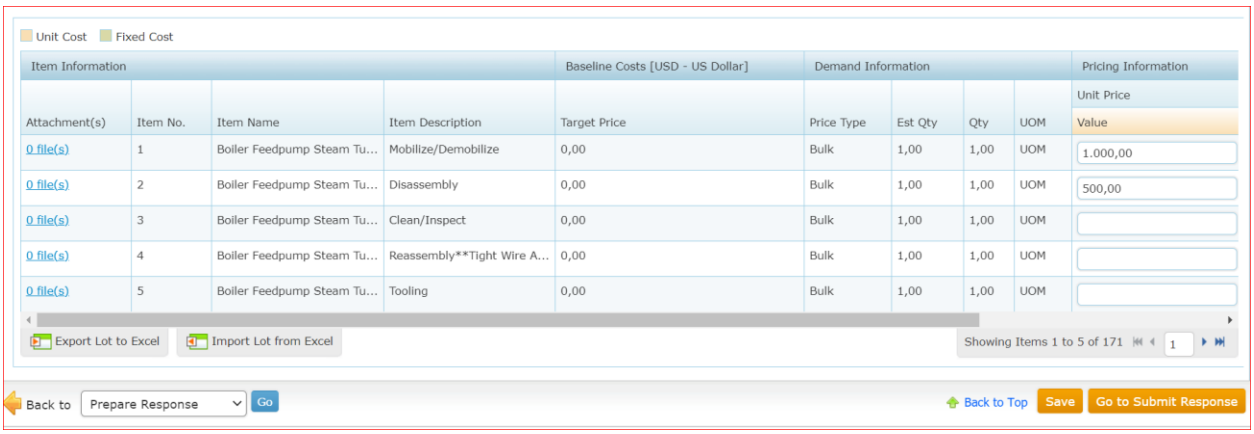


Once complete in each section, there may be an attachment requirement, in which case, the supplier will see the Attachment form below. Note, you'll also need to type text into the attachment form screen (see below "Test") has been entered.

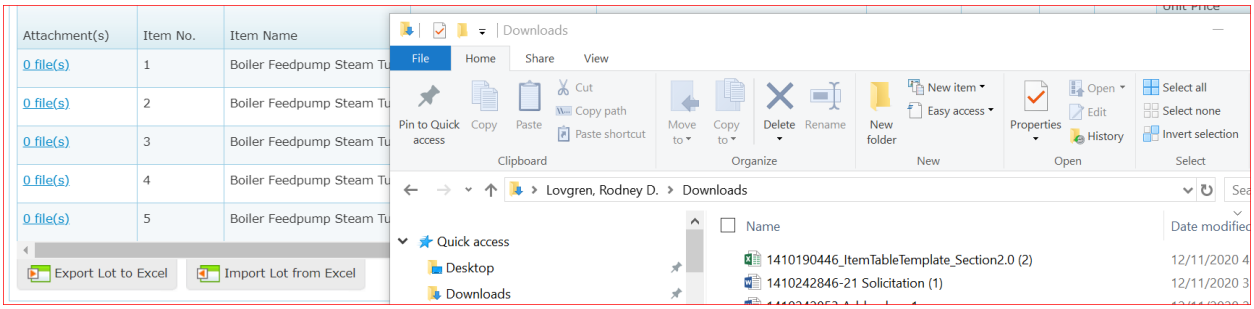


Completing the pricing sheet (excel)

When a Bid pricing sheet is provided, the Bidder can manually populate on the platform (see below) or export the pricing sheet to an excel spreadsheet. In the example below two lines are filled with pricing in the Zycus platform table "1,000.00 and 500.00" when you save your work, you'll note if you "export" the sheet the information will be in the spreadsheet as well.

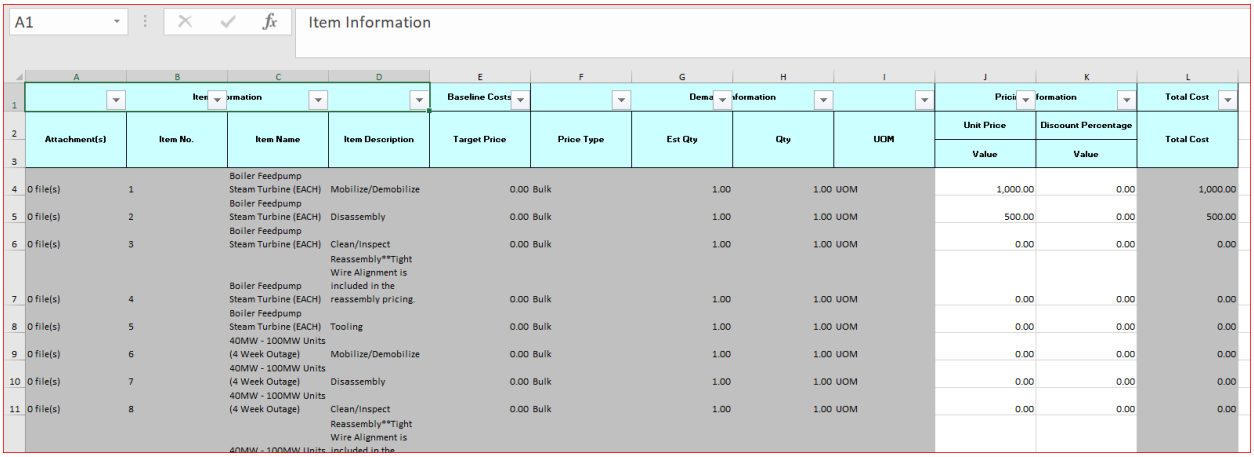


If the spreadsheet is exported, it will save a copy to your downloads folder on your computer in this example, you'll note "1410190446_Item…." is the downloaded pricing sheet.



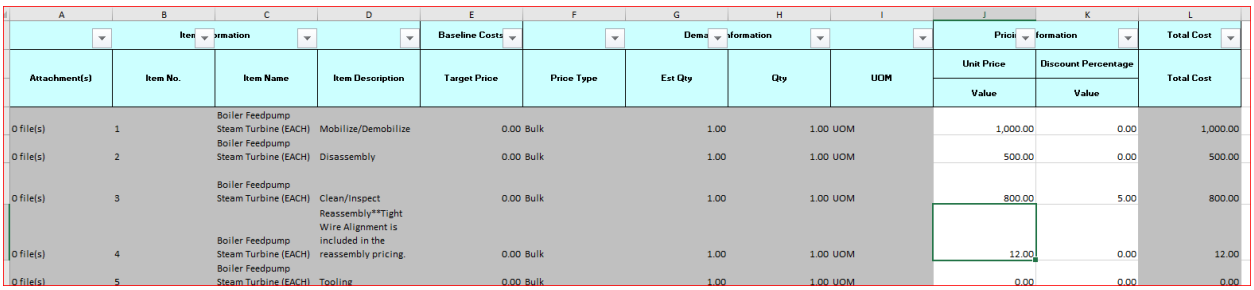
Next, the Bidder will open the document, populate pricing. When opening the spreadsheet, the Bidder will notice only the "unit price" and in the case of this bid, "percentage Discount" the white cells will be

filled in (unprotected to allow the Bidder to populate the cells). Note, the $1,0000.00 and $500.00 prices are in the sheet (which were populated online) Bidder may also note, since JEA is a public entity, ("Current Price") / contract pricing may be public and provided for reference.



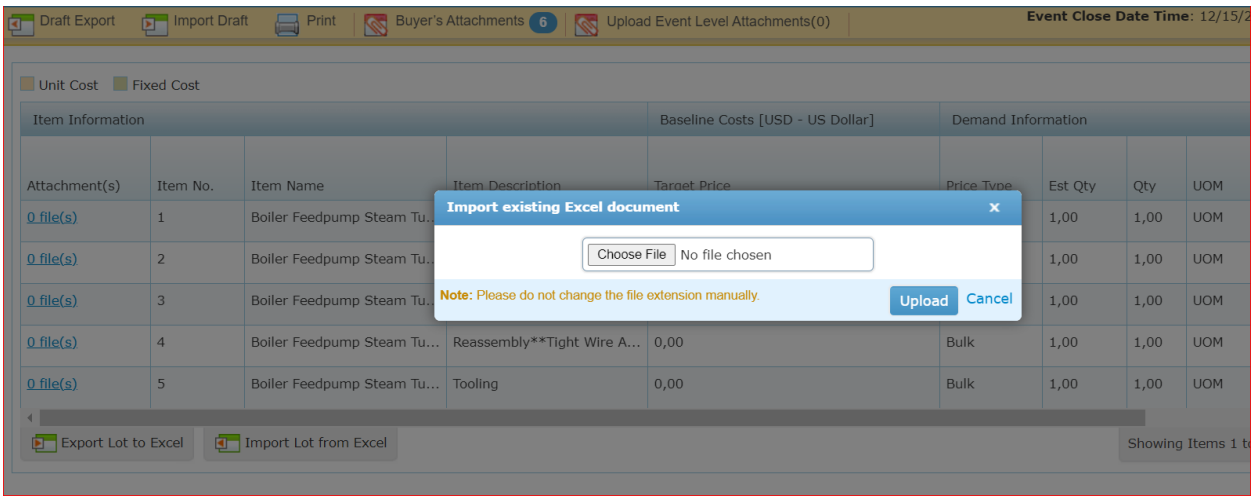
Attachment(s)	Item No.	Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	UOM	Unit Price Value	Discount Percentage Value	Total Cost
0 file(s)	1	Boiler Feedpump Steam Turbine (EACH)	Mobilize/Demobilize	0.00	Bulk	1.00	1.00	UOM	1,000.00	0.00	1,000.00
0 file(s)	2	Boiler Feedpump Steam Turbine (EACH)	Disassembly	0.00	Bulk	1.00	1.00	UOM	500.00	0.00	500.00
0 file(s)	3	Boiler Feedpump Steam Turbine (EACH)	Clean/Inspect	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00
0 file(s)	4	Boiler Feedpump Steam Turbine (EACH)	Reassembly**Tight Wire Alignment is included in the reassembly pricing.	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00
0 file(s)	5	Boiler Feedpump Steam Turbine (EACH)	Tooling	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00
0 file(s)	6	40MW - 100MW Units (4 Week Outage)	Mobilize/Demobilize	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00
0 file(s)	7	40MW - 100MW Units (4 Week Outage)	Disassembly	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00
0 file(s)	8	40MW - 100MW Units (4 Week Outage)	Clean/Inspect	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00

Once pricing is populated, save the same version of the spreadsheet and close the file, **DO NOT** change the spreadsheet file name or file extension (it will cause the import back into Zycus to fail).



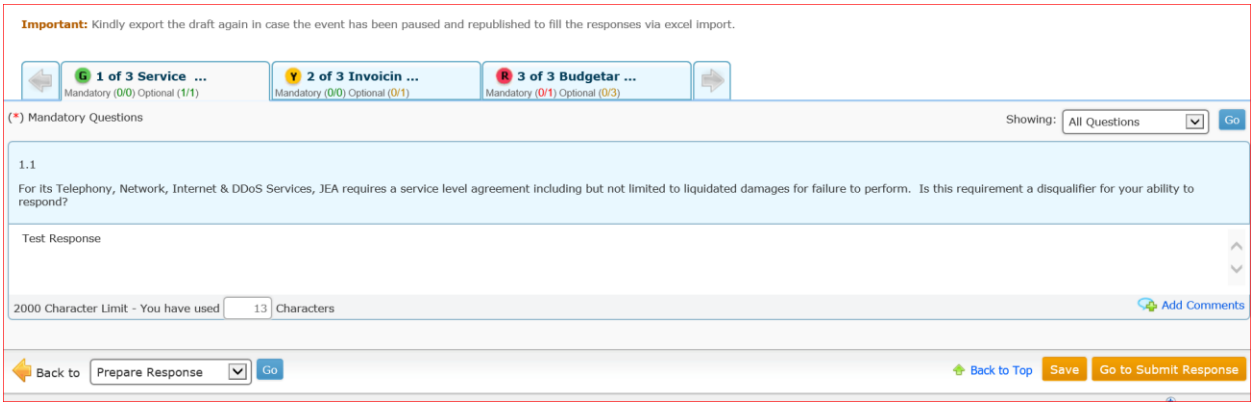
Attachment(s)	Item No.	Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	UOM	Unit Price Value	Discount Percentage Value	Total Cost
0 file(s)	1	Boiler Feedpump Steam Turbine (EACH)	Mobilize/Demobilize	0.00	Bulk	1.00	1.00	UOM	1,000.00	0.00	1,000.00
0 file(s)	2	Boiler Feedpump Steam Turbine (EACH)	Disassembly	0.00	Bulk	1.00	1.00	UOM	500.00	0.00	500.00
0 file(s)	3	Boiler Feedpump Steam Turbine (EACH)	Clean/Inspect	0.00	Bulk	1.00	1.00	UOM	800.00	5.00	800.00
0 file(s)	4	Boiler Feedpump Steam Turbine (EACH)	Reassembly**Tight Wire Alignment is included in the reassembly pricing.	0.00	Bulk	1.00	1.00	UOM	12.00	0.00	12.00
0 file(s)	5	Boiler Feedpump Steam Turbine (EACH)	Tooling	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00

When ready to upload the pricing sheet back on the platform, go back into the event and the same section where the spreadsheet was exported from and 'Import" the spreadsheet, then choose the file and upload.



Respond to each section of the Solicitation, once completed with each section, select "Save". Each section has a red, yellow, green light code. Items will turn green once completed. Yellow and red lights mean

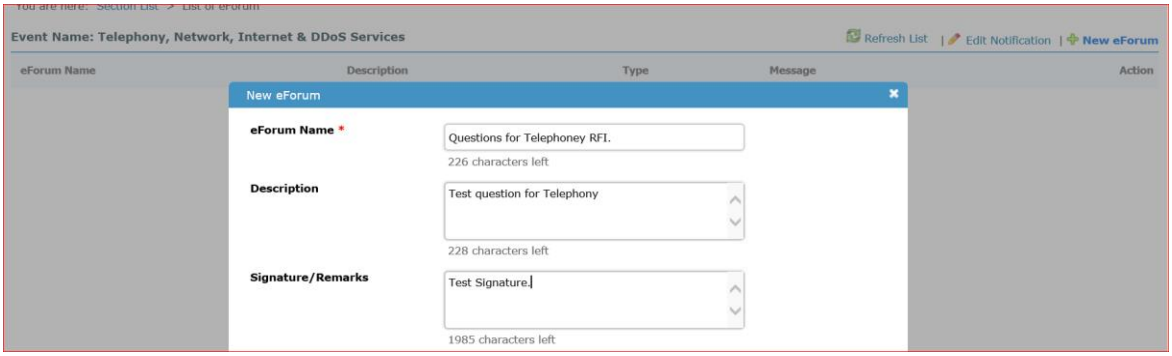
there is additional action required. Users may also note under each tab, there are multiple questions to respond to, scroll down the list to ensure all questions are answered.



Once the required forms are uploaded and saved and once all sections are completed and green lit the User may select "Submit Response".

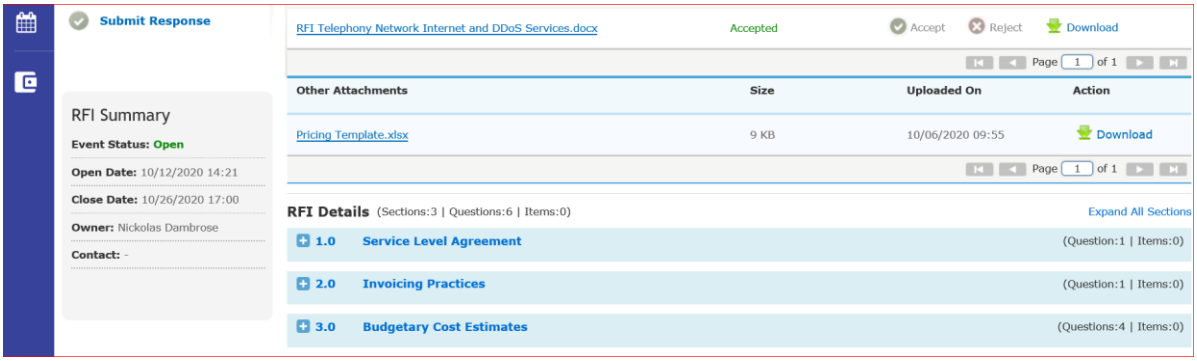
Submitting questions during the Bid:

All questions must be submitted in writing or electronically on the eForum to the JEA Buyer listed below at least five (5) business days prior to the opening date. Questions received within five (5) business days prior to the opening date will not be answered. Bidder Questions may be submitted via the Zycus Chat function in the associated bid under eForum or by emailing the purchasing agent listed below. Responses shall be issued by addendum and attached to the online procurement on the Zycus platform.

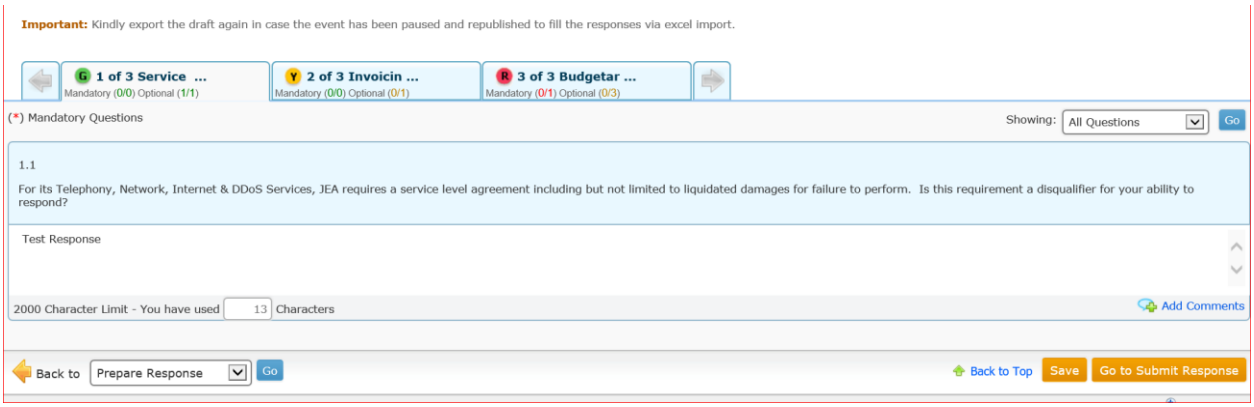


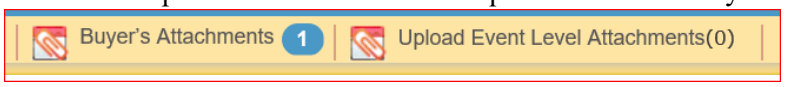
Submitting an inquiry to the eForum section will send a communication to the buyer. Any comments or queries on the eForum are not Addendums to the Solicitation. Only Addendums issued and attached to the Solicitation under "Buyers Attachments" will be considered to be a formally approved change or clarification.

Submitting the Bid:



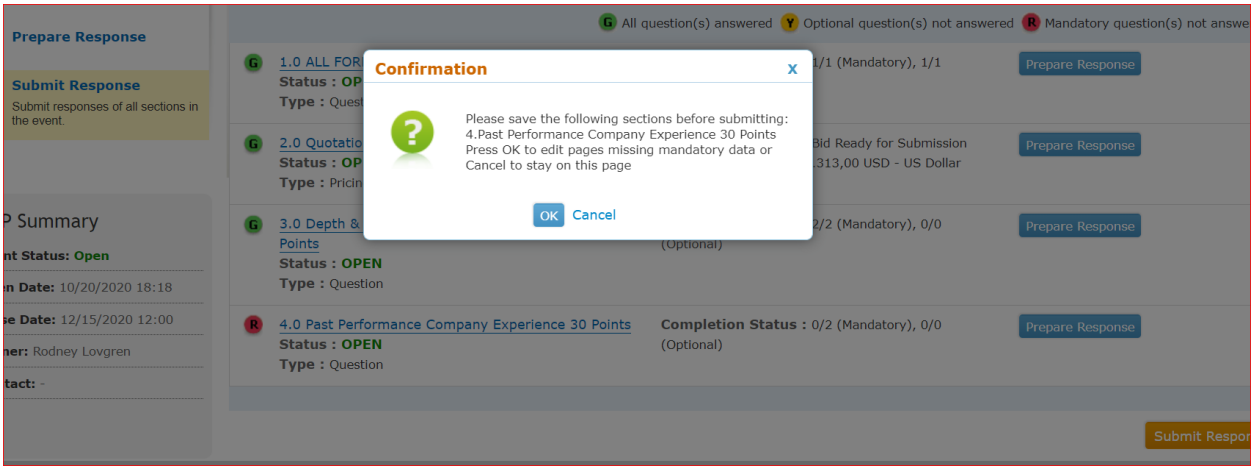
Respond to each section of the Solicitation, once completed with each section, select "Save", you'll note each section has a red, yellow, green light code. Items will turn green once completed. Yellow and red lights mean there is additional action required. Users may also note under each tab, there are multiple questions to respond to, scroll down the list to ensure all questions are answered.



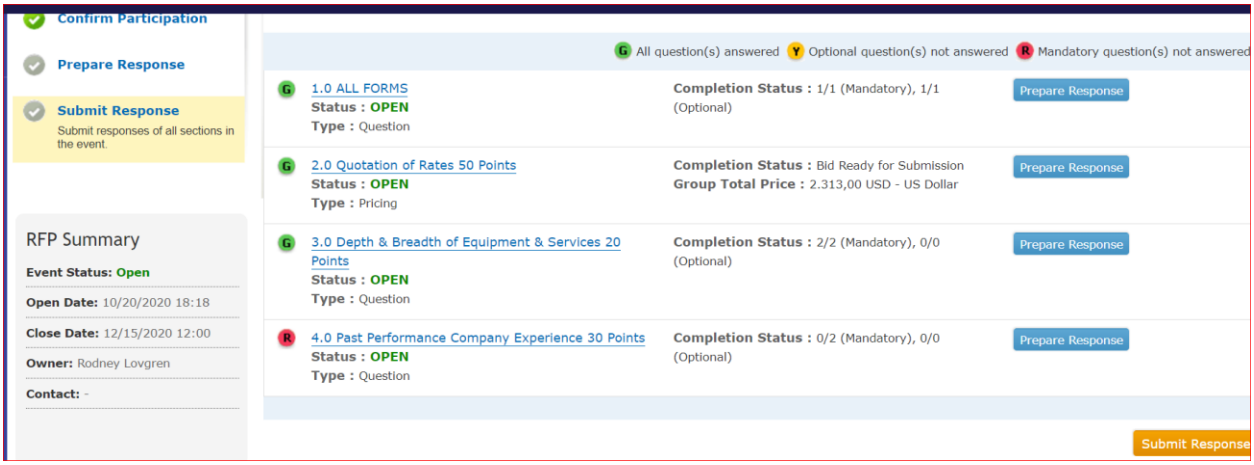
In most solicitations, JEA will provide technical specifications, pricing tables in excel which the Bidder will need to download. Additionally excel pricing tables may need to be uploaded once completed to complete a response section. Proposers can download the required attachments by selecting the "Buyers Attachments" icon 

or by selecting the hyperlinks to download the documents.

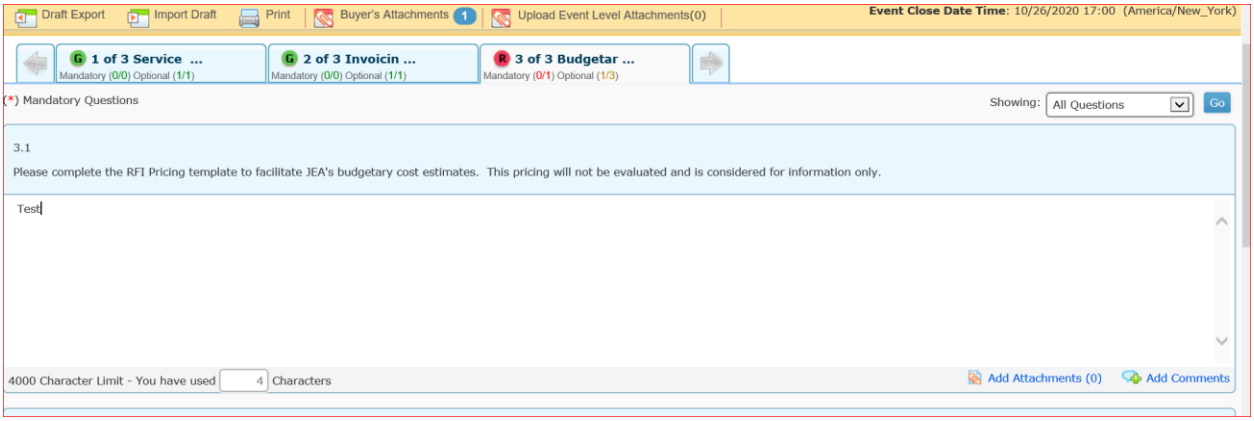
Once the user has successfully completed the section, and selects "Go to Submit Response", the user will note each section has a green light. Once all sections are green (completed), the user may submit the response. If the user attempts to Submit the Response without completing all sections, you'll see the following error



Below is an example from the "Submit Response" section of the solicitation with a red light that is not complete.

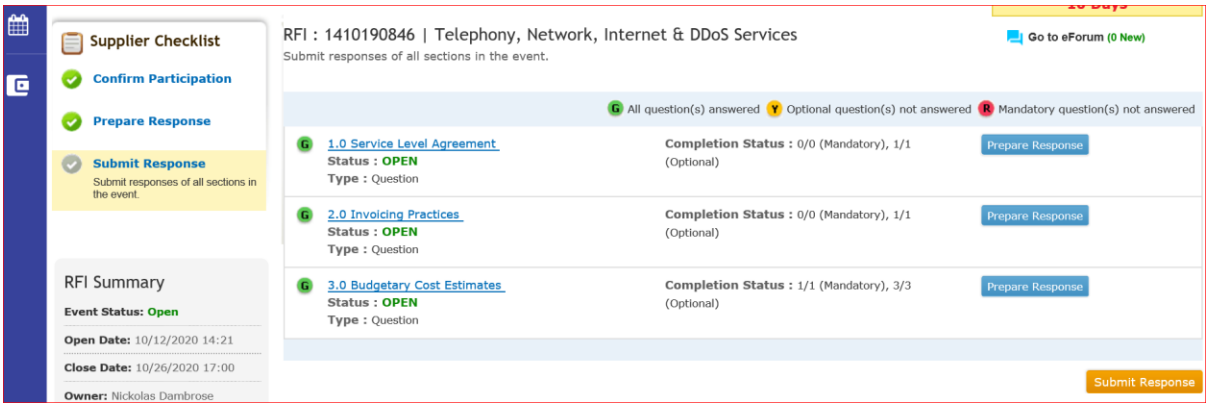


Below is an example from the "Prepare Response" section of the solicitation with a red light (section not complete).

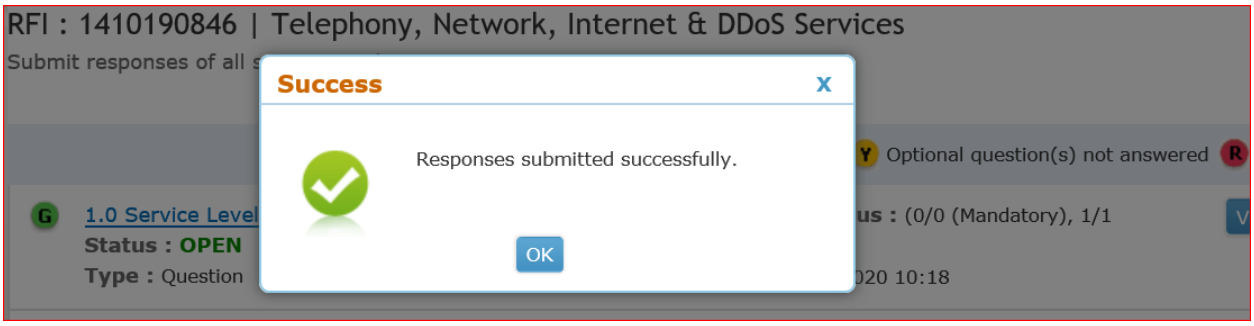


Once the required forms are uploaded and saved, the section light will turn green. Once all sections are completed and green lighted, the User may select "Submit Response".

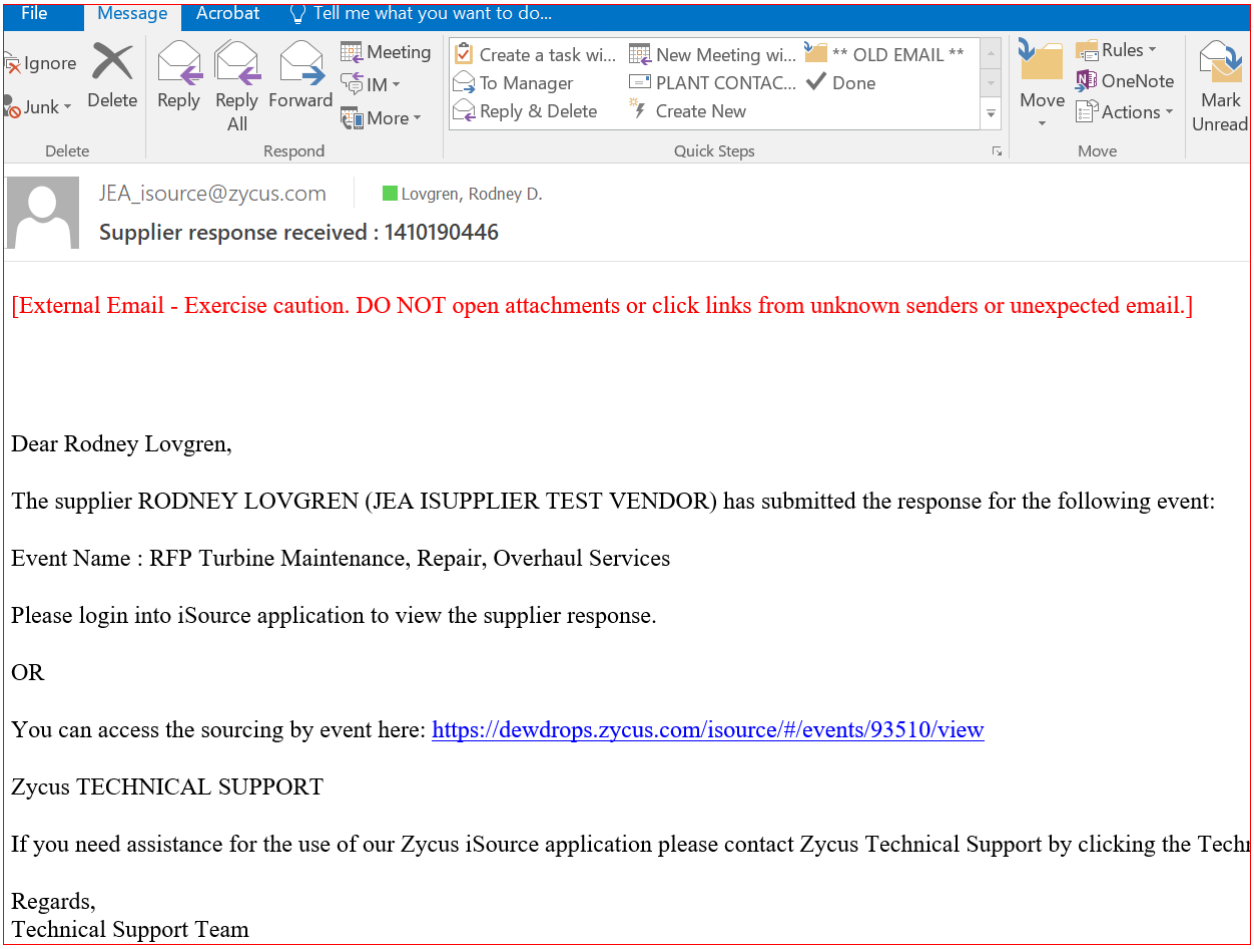
Appendix C – Zycus Supplier Instructions



Once the user selects “Submit Response”, the user will receive a “Success” pop-up when submitted. Once, you submit the response, you’ll receive a success message as below.

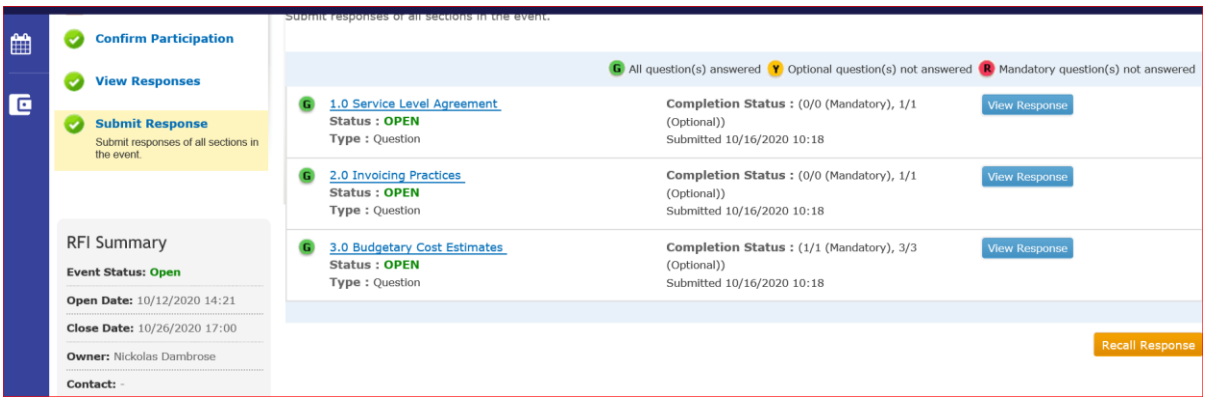


Additionally, the email address used to submit the bid, will receive the following email message



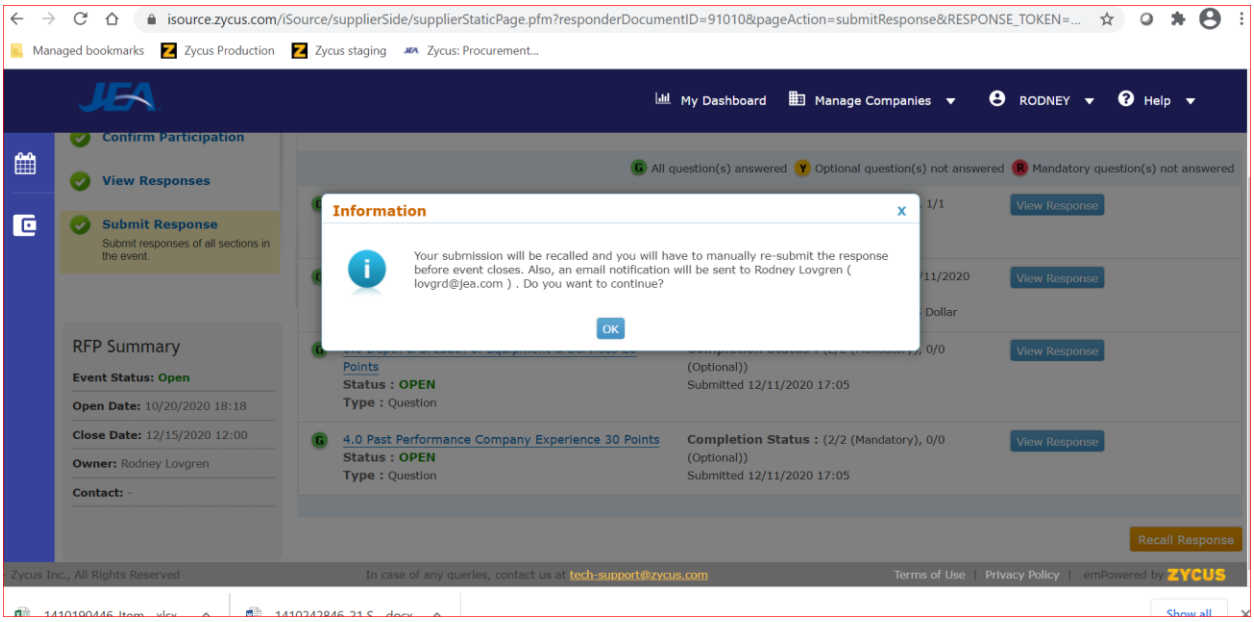
Recalling a Previously submitted Bid:

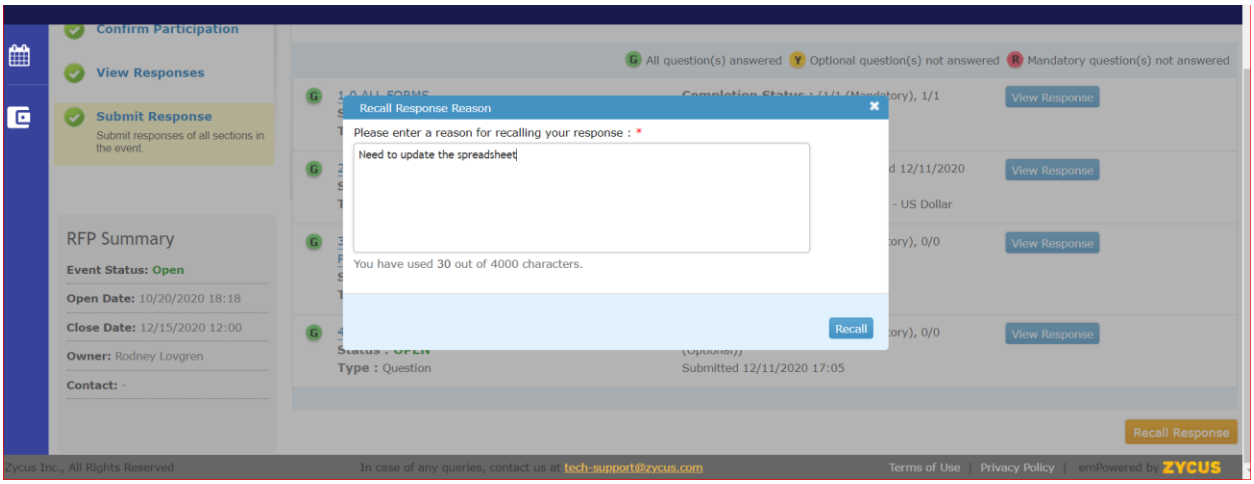
Once submitted, users may recall and modify submitted documentation and submit updates or changes to responses until the Close Date and Time (Bid Due Date & Time).



When recalling the following message will appear.

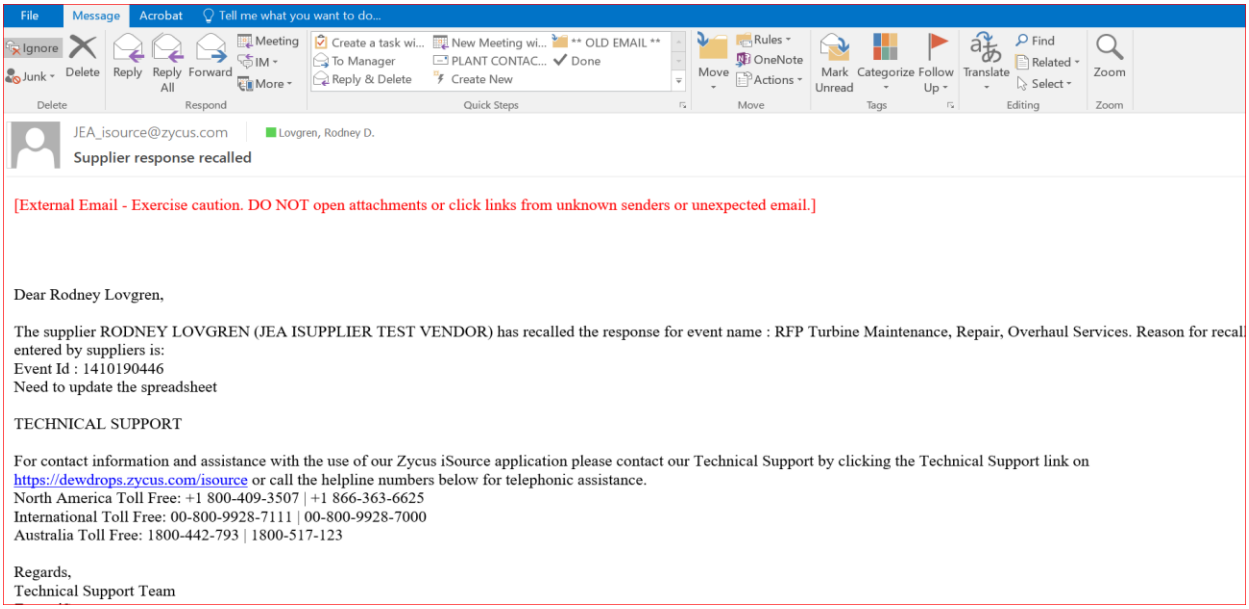
Appendix C – Zycus Supplier Instructions





Once Recalled, the Bidder may modify any parts of the previously submitted response and resubmit as described above.

Additionally, once the user has recalled the Bid, The Bidder will receive the following email.



JEA_isource@zycus.com Lovgren, Rodney D.

Supplier response recalled

[External Email - Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email.]

Dear Rodney Lovgren,

The supplier RODNEY LOVGREN (JEA ISUPPLIER TEST VENDOR) has recalled the response for event name : RFP Turbine Maintenance, Repair, Overhaul Services. Reason for recall entered by suppliers is:
Event Id : 1410190446
Need to update the spreadsheet

TECHNICAL SUPPORT

For contact information and assistance with the use of our Zycus iSource application please contact our Technical Support by clicking the Technical Support link on https://dewdrops.zycus.com/isource or call the helpline numbers below for telephonic assistance.
North America Toll Free: +1 800-409-3507 | +1 866-363-6625
International Toll Free: 00-800-9928-7111 | 00-800-9928-7000
Australia Toll Free: 1800-442-793 | 1800-517-123

Regards,
Technical Support Team

Once modifications are made, the Bidder will go back to the Submit the response process to confirm the resubmission.

All Responses or Bids shall be delivered electronically via the Zycus platform. An automated, detailed auditing system provides sealed Proposal integrity. Proposal remain sealed on the platform until the Close Date & Time (Due Date & Time).

The Proposer shall be solely responsible for delivery of its Proposal to the electronic Zycus platform.