OPERATIONAL SUPPLIER

An **Operational Supplier** is a supplier that is currently doing business with JEA and has been set up within the Oracle system. These suppliers were automatically integrated/added to the Zycus system. If for some reason the supplier has not been added to Zycus, please send an email to zycushelp@jea.com or isupplier@jea.com and request the supplier be added to Zycus.

1. To log into the Zycus system for **Existing JEA Suppliers**, please click on this link:
    https://zsn.zycus.com/guest

If this is the first time the user is logging into Zycus, the user should first register within the Zycus Supplier Network (ZSN) using the **right side** of the above screen. To register, the user will have to complete the email address, set the password, answer the mathematical question and accept the Terms and Conditions.

2. 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**".

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

4. Once the user has registered within ZSN, the user will use the **left side** of the below screen to log in to access the Zycus system.

5. Once logged into to Zycus, you should see the JEA logo and the current sourcing events.

6. 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.

7. If you need additional contacts added 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:
    a) Name
    b) Title
    c) Phone
    d) Email

8. To check to see if your email address has already been added to the Zycus system, please type in your email address using the **right side** of the below screen, using this link: https://zsn.zycus.com/guest
    a) If you receive a message stating "Email ID already registered. Please login to continue." This is an indication your contact information and email address is already set up within Zycus.
    b) Proceed to the **left side** of the below screen to log in to access the Zycus system.

9. If you forgot your log in password. Click "**Forgot Password**" on the **left side** of the above screen. Or you can use the "**Login with OTP**" option.

10. 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.