

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>

The screenshot shows the Zycus Supplier Network login and registration interface. On the left, there is a blue 'Existing user? Log-in' box with fields for 'Email id' and 'Password', a 'Login with OTP' link, and a 'Login' button. On the right, there is a 'New User? Register' section with fields for 'Email Address', 'Password', 'Confirm Password', and 'Please Answer' (with a math question '3 + 6 ='). There is also a 'Forgot Password?' link and a 'Register' button. The footer contains copyright information and links for 'Help & Support', 'Terms of Use', 'Privacy of Use', and 'Powered by ZYCUS'.

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”**.

The screenshot shows the Zycus account activation and OTP verification page. At the top, there are three steps: 1. Activate Account, 2. Complete My Profile, and 3. Complete company profile. The main content is divided into two sections. On the left, under 'Did not receive the OTP?', there are three bullet points: 'Check your email address if its incorrect.', 'Check your spam or junk folder:', and 'Ask your IT team to whitelist the Domain and IP:'. On the right, under 'Welcome to ZSN', there is a message: 'Please enter the OTP shared over the email: "rattler93@yahoo.com"'. Below this is an 'Enter OTP' field, a 'Resend OTP' button, and a 'Verify OTP' button. A timer indicates 'Resend OTP in 00 : 05'.

Zycus Operational Supplier Log-In – JEA Help Guide

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

Account activation successfully

Activate Account Complete My Profile Complete company profile

Contact Us Help Logout

Account Details & Settings

First Name * Last Name *

Display Name * Job Title *

Phone * Fax *

Time Zone * America/New_York Number Format * ###.###.###

Date Format * Select Time Format * 24 Hours

Currency * USD - US Dollar Language * English (US)

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.

Zycus Supplier Network

English (US)

Existing user? Log-in

Email id

Password

Login with SSO

Forgot Password?

Login

New User? Register

Need help in registering?

Email Address

Password

Confirm Password

Please Answer

3 + 6 =

I accept Terms and Conditions

Register

© 2021 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 | smpowered by ZYCUS

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

ZYCUS

Home All Customers

JEA

Add Card Library

Connect As Potential Supplier

Supplier Requests

No Records to Display

No Records to Display

Sourcing Events

Performance Reports

RFP - Heat Trace Inspection and Repair Services OPEN

Customer	Event Id	Event Type	Open Date
JEA	1410334446	RFP	18/05/2021 ...

RFP - Heat Trace Inspection and Repair Services OPEN

Customer	Event Id	Event Type	Open Date
JEA	1410334446	RFP	18/05/2021 ...

RFP LIBAR MAPPING SERVICES OPEN

Customer	Event Id	Event Type	Open Date
JEA	1410335448	RFP	15/05/2021 ...

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.

The screenshot displays the Zycus Supplier Network interface. On the left, the 'Existing user? Log-in' form is visible, featuring a blue header and input fields for 'Email ID' and 'Password'. A 'Forgot Password?' link is located below the password field. On the right, the 'New User? Register' form is shown, with a white background and a blue header. It includes input fields for 'Email Address', 'Password', and 'Confirm Password'. The password field has a strength indicator and validation messages: 'Email ID already registered. Please login to continue.', 'Type password here', 'Repeat password here', 'Minimum 8 characters', 'Minimum 1 number', 'Minimum 1 capital letter', and 'Minimum 1 special character (e.g. !@)'. A 'Please Answer' security question field is also present. A green 'Register' button is at the bottom of the registration form. The footer contains copyright information and links for 'Help & Support', 'Terms of Use', and 'Privacy of Use'.

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.

The screenshot shows the Zycus login page with a dark blue header. The main content area is white and contains two sections. On the left, under the heading "Did not receive the OTP?", there are three bullet points: "Check your email address if its incorrect", "Check your spam or junk folders", and "Ask your IT team to whitelist the Domain and IP". On the right, under the heading "Forgot Password", there is a sub-heading "Please enter a email ID to receive OTP for verification", an input field labeled "Enter Email ID", and a green "Submit" button.

The screenshot shows the Zycus login page with a dark blue header. The main content area is white and contains two sections. The top section is labeled "New Password" and has an input field with the placeholder text "Type new password here". The bottom section is labeled "Confirm New Password" and has an input field with the placeholder text "Re-type new password here". Below these sections is a green "Save" button.