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

(28N) Zycus Supplier Network	and the second se		English (US)	Ŷ
and and		JEA JEA Zyruns Supplier Network		
a fille and the second second	A CONTRACTOR OF THE OWNER OF THE	New User? Register	Need help in registering? 🕥	
Existing user? Log-in		Email Address		
Email Id	the state of the s	Type your email address here		
Type your email address here		Password		
	Login with OTP	Type password here	925	
Password		Confern Password		
Type password here	100 million (100 m	Re-type password here	ø	
	Forgot Password 7	Please Answer		
Login		5 + 8 =		
	Concession of the local division of the loca	Taccept Terms and Conditions		
	AND THE REAL PROPERTY AND	Additional information		
A REAL PROPERTY OF A REAL PROPERTY OF	-	Register		
	The second second	Course and		
© 2020 - Zycus Inc., All Rights Reserved	In case of any queries, contact us at tech support grycus com	***	p & Support Terms of Use Privacy of Use emPower	ed by ZYCUS

- 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: Verify the email address you have used to create your account on ZSN. If the same is incorrect tign-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: Thank you for registering with ZSN Enter OTP Resend OTP in 00 : 05	"rattler93⊕yahoo.com"

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

		⊘ Acco	unt activated successfully				
	C Activate Account	Cc	2) replete My Profile	(3) Complete company profile			
					Contact Us	Help	
Account De	etails & Settings						
First Name *			Last Name *				
Display Name	•		Job Title * 0				
Phone *			Fax				
Time Zone *			Number Format *				
America/New,	York	v	#,###,###.##				
Date Format *			Time Formal.*				
Select		· *	24 Hours		· * ·		
Currency *			Language *				
USD - US Dolla	r	*	English (US)		*		

- 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".

	CUS						
Kome Home		SEERENCE DOCUMEN	JEA TS				1-1
				Company Registration Form			
				* Indicates required field			
				Company Information			
				* Compa			
				compa			
				* Address Tyr	Procurement Address		least any one field should be filled
						2 DVA GUILLET, A	eas any one real should be med.
				* Addres	1		
				Addres	2		
				Addres	3		
				* PO Box Numb	ы		
				* Count	y United States	*	
				* Sta	e	*	
				* 0	a (
				* Zip / Postal Co	e (
				* Business Pho	e [
				Business F	u		
					Create Ba	ck	

- 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.	JEA 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 is firmly 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" substrained with JEA.
	Effice: Suppliers shall comply with all JEA and City of Jacksonville ordinances, policies and procedures regarding Effics.
	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 LEA. 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.
	Giffs: JEA's Giff Policy and Section 602.701 of the City of Jacksonville ordinance and Florida Status 112.312 and all other taws. No officer or employee of JEA shall knowingly accept, directly or indirectly, any one giff with a value greater than \$100 or an accumulation of giffs 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 Socially Number: Supplier should not provide their Social Social Social Number (SSN) on this portal. If you are a supplier with SSN number as a tax. ID, you will provide your email address in the Tax. ID field and share your SSN number directly to LEA by providing your WSW9 and completing the Supplier Request Form once a contract has been awarded to your company. Please DD NOT MENTION SSN ANYWHERE in this portal.
	Public Records: All documents, data and other records received by JEA in connection with the Portal or any other matter are public records and available for public inspection unless specifically exempt by law.
	Exemption Communication: Experter Communication is strictly prohibited. Ex Parte Communication is defined as any inappropriate communication concerning a JEA solicitation between a company submitting a bid and a JEA during the time in which the solicitation is being advertised through the time of becomes privy 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".

<u>عام</u>	CUS				Manage Companies 🗸	Settings 🗸 H	stp v R v
	RET		E		HAN		
	Company * Address						
	Company Details *	Company Details					
	Supplier Products & Services	Note: The Vendor Name needs to match	on the W9 and the Division of Corporations for the	state they are incorporated.			
		Legal Name * 0	JEA TEST SUPPLIER	Business Name			
		Legal Structure *	~	Are you JSEB certified? *		*	
		JSEB Vendor ID		Small Business Type		v	
		Global Supplier Identifier	4729	Supporting Documents	Choose File No fi	le chosen	
		Orade ERP ID 🔍					
		Tax Information					
		Note: If Other is selected, please do not e	inter your SSN. Type your E-Mail ID in the Tax ID fi	eld and be sure to upload your W8/W9.			
		Tax ID / W8 / W9 form not required	0	Tax ID Format	C Federal TAX ID	Other	
		W8/W9 Form 0	Choose File No file chosen	Tax 1D *			
1	Cancel				0	Save & Submit	Save as 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.

REFERENCE C	DOCUMENTS						1	
has been submitted and is a	pending Business User's approval							
My Companies	Completed Requests	🥵 Hy Alerts						
Name +	GSII	D Request Type 🧿	Supplier Type	Business Location	Requested On a	Total Elapsed Time	Status	Actions
SUPPLIER-15	4729	F. Create	Potential	-104-	05/16/2021	00:00	Pending Approval	020

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

REFERENCE DOCUMENTS			A ANOS	1	E	100	JEA	Hone	1 4
Company Constant Constant Constant Constant Constant Actions GSID Company Name Created On Last Edited On Company Status Created As Actions					-		DOCUMENTS	REFERENCE	
GSTD Company Name Created On Last Edited On Company Status Created As Actions	help with this page	Need				4 My Alerts	Completed Requests	Hy Companies	
4729 JEATEST 50/PULIENS 05/18/2021 05/18/2021 Adiva Potential 👝 Edit		Actions	Created As	Company Status	Last Edited On 6	Created On		Company Name	GSID
		ymm Edit	Potential	Active	05/18/2021	05/18/2023		JEA TEST SUPPLIER-15	4729
III III III III III	1 of 1 103	ECB BOB Part							

- 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.

₩ Home	My Customers				
	Sr. No.	My Companies	My Customers	Actions	
		You are not linked with any customer y	et. Please contact your customer t	initiate connection.	
	Show 10 🗙 entrie				

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

Zycus Supplier Ne	twork			English (US)	*
-			New User? Register	Nexes Table in registering? ()	
Fristin	g user? Log-in		Email Address		
Enel M		and the second se	Type your small address here		
	our email address here	- 100 March 1	Password		
The second s	Login with OTP	-7	Type password here	925	
Passer			Confirm Password		
Type p	assivord here Ø		Re-type password here	90	
	Forgot Password ?		Please Answer		
	Login	1000	0 + 6 =		
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	accept Terms and Candilions		
		100			
		1 14	Register		
		19			
2020 - Zycus Inc., All Rights Reserved	In case of any qu	ries, contact us at fach supportigizyous.com		Holp & Support Terms of Use Privacy of Us	a emPowered by ZYCUS

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

ZYCUS				Manage Companies 🐱	Settings 🗸	Help v	
All Customers ~							
n	Add CardLibrary v						
	Sourcing Events	Contracts	1				
	INF - Heat Trace Inspecton and Repar Services Service Custome Event bit Event Type Open Date UEA 1410334446 RPP 25(10/2021)	6. 					
	RFP_LEDAR MARPHINS DERVICES Centur Customer Event Id Event Type Open Date JEA 1410335448 RFP 00-147/2021	na Mananta no Dingley					
	IFB Quest Software Licenses and Maintenance 2023 Covin Customer Event Id Event Type Deen Date JEA 1410835649 RFQ 05/14/2021						
	3 of 87 records displayed . View Mo						
	Supplier Requests	Alerts	1				
	JEA TEST SUPPLIER IS AVAILABLE GSD Requested On 4729 06/10/2021						
	1 of 1 scores displayed	suo Records to Display					
Zyrup Ive., of Sights Reserved	1 Montes	any survived, contrast and it tooks association as an		Torra d	Ine I. Privacy Public 1	-	ļ

- 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".

CYCUS CYCUS					Manage Companies 🤟	Settings 🗸	Help 🗸	R
G	My Customers							
JEA .da	learch for My Co	mpanies \vee My Customers	s 🗸 💽 Cear					
	Sec. Sec.	My Comparison	My Caltorners	Artieve				
	1	264 TEST SUPPLIER 15	XA.	/ 🛛				
	Show 10 👻 entries			4 Page 1 of 1 3 30				

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

ZY	CUS					Manage Companies v Settings v Help v R
		ACCOUNT		REFERENCE DOCUMENTS		
	Company*	Address *				
	Company Details *		Company Details			
	Supplier Products & Service	ea	Note: The Vendor Name needs to	o match on the W9 and the Division of Corporations for th	he state they are incorporated.	
			Logal Name * 🔍	JEA TEST SUPPLIER	Businose Namo O	
			Legal Structure *	Corporation	Are you JSE8 certified? *	Yes - Construction 🗢
			JSEB Vendor ID		Small Business Type	African American 🗸 🗸
			Global Supplier Identifier	\$725	Supporting Documents 0	Chouse File No file chosen
			Oracle ERP ID			
			Tax Information			
			Note: If Other is selected, please	e do not enter your SSN. Type your E-Mail ID in the Tax ID	field and be sure to upload your W8/W9.	
			Tax ID / W8 / W9 form not required	2		
						* indicates mandately fields and viewn
	arcel					Save & Submit Save as Draft

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

Contract Coll Coll								146	age Companies 👻	Settings ~	Help v	5
	JE	JEA										
	ACCOUNT	EVENTS	CONTRACTS	REFERENCE DOCUMENTS			100					
Company *	Address *											
All Locations *		Select Legal/D	ØA supplier name '		JEATEST SUPPLI 👻							INce
Contact Details *		Associated Ade	dress(es)									
		Address ID	Account Group	Address		Phone	Phone Extension	Fex	Fax Extension	RT Address	Actions	
		Address ID					Phone Extension	Fex	Fax Extension	RI Address		
			Procurement Address	21 W CHURCH ST JACKSONVILLE US-F	L 32202. USA	904-665-6257					2	
			Procurement Address	21 W CHURCH ST. JACKSONVILLE US P	'L 32212. USA	904-665-6257					2	13
			Procurement Address	21 WCHURCH ST JACKSONVILLE US-P	°L 32202. USA	904-665-6257					2	
			Procement Address	21 WCHURCH ST JACKSONVILLE US-P	1L, 32262, USA	904.665.6257						
			Procurement Address	21 WCHURCH ST JACKSONVLLE US-P	il. 3202. USA	904-665-6257						
			Procurement Address	21 WCHURCH ST JACKSONVALE US-P	ii, 3202, USA	904465-6257					2	
			Procurement Address	21 WCHURCH ST JACKSONVLLE US P	ii. 32202. USA	904665-6257					-	
			Programmet Rodness	21 WCHURCH ST JACKSONVLLE US P	1, 3222, USA	904-665-6257					alén mantákol	

- 19. The below screen will be displayed. You can edit an existing contact or add a new contact.
 - a. To add a new contact, click "Add New".

ZY	CUS														Manag	e Companies	✓ Setti	ngt v	Help ~	R
		JE	JEA																	
ÆA	Company *	ACCOUNT	EVENTS	CONTRACTS	RE	TERENCE	DOCUMENT	5						104						
	All Locations *		Showing Conta	ct Details for All	Location	15													Add Nev	
	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	Basa language	Date Format	Number Format	Currenc	y
			(ADDRESS)21 W CHURCH	PROCUREMEN	VT RIN		Scott	Manage	r ctscott56@gm	all.com 90 66 62	14- 15- 167									
					-			-					-		-			-	mandatory ve	8
Co	lances																Save	& Submit	Save as	

- 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 Deta	ails for All Locations			
Showing Contact Details for Al	Locations			
For Address *	~			
Contact Type *	~			
First Name *				
Middle Name				
Last Name *				
Title *				
Email *			Time Zone	EST v
Phone Number *			Base language	ENGLISH
Phone Extension			Date Format	MM/dd/yyyy.hh.mn 🐱
Cell Number			Number Format	N,NNNNN 👻
Fax			Currency	US Dollar 👻
Fax Extension				● Yes ○ No
Time Zone	~			Which modules on Supplier Portal will be accessible? *
Base language	~		Supplier Portal Access?	My Profile (SiM) My RFXs and auction (iSource) My Contracts
Date Format	~			(iContract) * indicates mandatory fields
		Cancel Save		Cancel Save

Page 7 | 9

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

rcus													Ma	nage Com	panes 🛩	Settings \sim	нер 🗸
	JE	JEA															
	ACCOUNT	EVENTS	CONTRACTS	REFE	RENCE DO	CUMENTS		-				15					
Company *	Address *																
All Locations *		Showing Contai	ct Details for All L	ocations													Add No
Contact Details *		For Address	Contact Type	First Name	Middle Name	Lest Name	Title	Email	Phone Number	Phone Extension	Cell Number	Fax	Fax Extension	Time Zone	Base language	Dato Format	
		(ADDRESS)21 W CHURCH	PROCUREMENT	Rta		Scot	Managor	ctscott98@gmail.com	904- 665- 6257								
		(ADDRESS)21 W.CH.	PROCUREMENT	Bob		Jones	Project Manager	juebprogram@jea.com	904- 865- 8257				2	EST E	NGLISH	MM/8d/yyyy.hh.mm	asa NJ
												_					
																* adcate	s mandatory vie
Cancel															1	Save & Submit	Save as

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

Submit Request		Ċ
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.

ZYCUS									Manage Companie	s v Setirgs v	Help ~ R
2	1	JEA	JEA		A LE	2	2		A HYDE		
		ACCOUNT	EVENTS CO	INTRACTS	REFERENCE DOCUMENTS	8					
🔔 Suzoler e	request '9234' has b	been submitted and is pen-	ding Business User's appr	ovali							
A Suppler of My Requests		been submitted and is pen y Companies	ding Business liser's appr Completed Requests		Hy Netts						
		y Companies	Completed Requests		1 Hy Alexts Request Type 🜒	Supplier Type	Business Location	Requested On 1	Total Elapsed Time +	Status 0	Actions
Hy Requests	Pay	r Companies ne i	Campletesi Requests	\$		Suspiller Type Potential	Business Location	Requested On a	Total Elapsed Time ()	Status : Farding Approval	Actions

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

ZY	cus							Manage Companie	s 😞 – Settings –	Help 🗸	R -
ŝ		Home	JEA	4	2	1	1-1	A AMÉRICA	1		
JEA A		ACCOUNT	EVENTS CONTRO	ACTS REFERENCE DOCUMENTS	\$						
	Hy Requests	Hy Companies	Completed Requests	19 Hy Alerts							
	Reg. No. 1	Company Name	GSII	D Request Type 🧿	Supplier Type	Business Location	Requested On +	Total Elapsed Time	Status	Actions	
	9224	JOA TEST SUPPLIER-15	4/29	e da	Potential	dille	05/16/2023	00:00	Approved	021	ġ.
	9202	35A TEST SUPPLIER-15	4729	Create	Potential	-3424	05/18/2021	00:00	Approved	0.21	T.
										ege 1 of 1	121 127

- 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: https://zsn.zycus.com/guest
 - b. Click "Forgot Password" on the left side of the below screen.

Zw Zycus Supplier Network	and the second se		Exton 0.5	¢
-	The Case			
		New User? Register	Hood and the indication of (3)	
Existing user? Log-in	CONTRACTOR OF THE OWNER	Email Address		
Deally		Type your email and you neme		
Type your wright address term		Passant		
The second second second second second	InsisthOTP	Type papeword here	26	
Passent		Confirm Password		
Type patrixing here	ø	Religion partnered livere	an .	
	Forgs Passwert 1	Phase Actient		
144 Internet		0 + 6 =		
	10. U HIL	- I accept Terms and Constitues		
		Ingelie		
	A CONTRACT OF A			
and the second	and the second s			
	N. N.			
2020 - Zircus Inc., Ali Rights Renerved	In case of any quarter, contact as al fect-support productions		Help&Support Terms of Use Privace of Use emPowered by	ZYCUS

- 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.

	of receive the OTP? If the options below:	Forgot Password Pieze enter a entail ID to receive OTP for wellication
Verifi incom The c year • And Cisia	A year small address / R intervent. (In a multi-address / R intervent and its outs year account on 25% of Bio same to multi-space space with the other count must address at year again of year balance (year address year 17% or year and acquisations M at years and year and year and year address year address and year address address address address address address address address address year 17 sears to whether the Oberskin and IP or wand OC? reacyon, they address year fram the should be Domain wind years and OC? success, they address address address address address address address address address address address address address address address address address ad	and .
S	technord	
S	New Password 3 year new password here	Ø
5	Spenew passed here	ø
5		\$\$ \$