

Zycus Supplier Network User Guide

Yellow



COMPREHENSIVE SOURCE-TO-PAY SUITE:

Procure-to-Pay
 Spend Analysis
 eSourcing
 Contract Management
 Supplier Management
 Financial Savings Management
 Project Management
 Request Management



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ZYCUS^{**}

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Chapter 1: Introduction

Zycus Supplier Network provides a one-stop solution for managing supplier master data. It helps interested suppliers to register themselves with the buyer and enables them to manage their profile from the portal itself. Once the supplier is registered on the Zycus Supplier Network, buyer can have an easy access to operational and potential supplier details, and can easily communicate with suppliers if any additional details are required.

This, coupled with a structured workflow and approval process for managing suppliers in the master, ensures integrity of supplier master data. It also provides potential suppliers with information on how buyer companies conduct business with its suppliers and how a buyer company views supplier relationship in general.



A Buyer Company is the company on whose supplier network you are registering to become a potential supplier. The supplier uses the Buyer Company's portal to manage their profile.

Zycus Supplier Network allows the interested suppliers to see the type of information buyers require to become their suppliers and allows interested suppliers an avenue to submit their company's information to the buyer company. Suppliers interested in offering their products and services to the buyer companies can register themselves using the Zycus Supplier Network.

If the buyer company approves of the supplier, the suppliers can view, edit, and submit their detailed profile to the buyer company through the Zycus Supplier Network and become a Potential Supplier. Furthermore, the buyer company can on-board a potential supplier and convert it into an Operational Supplier.

1.1 Audience

The intended audiences for this manual are the registered suppliers who want to manage their portal or suppliers who are interested in doing business with the buyer company.

1.2 Purpose

This manual is designed to explain the features of the Zycus Supplier Network and provide instructions to perform the functions.



Chapter 2: ZSN Login Page

Here's how the ZSN Login Page will appear:

1. Enter the Zycus Supplier Network link in your internet browser and press Enter on your keyboard. The ZSN login page will load as shown below:

	New user?
	Create a new account
	Register
	End-to-end Supplier Management Portal
	Manage & track orders. Manage your relationships.
2	Create & track involces. Track your payments. Grow your business.
	emPowered by 2 YCUS

Note: ZSN currently doesn't support **Microsoft Edge** and hence we request you to use the below browser versions to access your account:

Firefox support 41 or 41+ version

Chrome support 41 or 41+ version

Safari support on Mac 8 or 8+ version

Safari support On Windows 7 Or 7+ version

Internet Explorer support 10 or 10+ version





2.1 User Interface Language Support

Currently you will be able to view the Zycus Supplier Network in the following languages:

- български (Bulgarian)
- 中文 (Chinese)
- Dansk (Danish)
- English (UK)
- English (US)
- Suomeksi (Finnish)
- Français (French)
- Deutsch (German)
- Magyar (Hungarian)
- Italiano (Italian)
- 한글자모 (Korean)
- Norsk (Norwagian)
- Polski (Polish)
- Русский (Russian)
- Español (Spanish)
- Nederlands (Dutch)
- Português Brasil (Portuguese -Brazilian)
- 日本語 (Japanese)
- ภาษาไทย (Thai)
- (Arabic)لاعريية •

Disclaimer: User interface (UI) in multiple languages will be available only for, Zycus designed user interfaces and does not include any custom fields, any data export/reports, input data, user manuals, videos, release notes, net help, central notification system (CNS), hardcoded labels in the products which will be available only in English language. However, for any product releases, or upgrades if any to the existing product versions, will be provided in English language and Zycus shall endeavour to provide multiple languages for such releases, or upgrades to the existing product, in its due course of product revamp cycle which is estimated to be of 6-month time-period.

ZYCUS

1. The language can be chosen from the login page as shown below:



2. If you change the language from this page, ZSN will ask if you want to change the preferred language. This is because each user sets a language while configuring their profile on ZSN.

Confirm Do you want to change your preferred language to Danabr Te No	🛊 Rale Us 🕍 My Dashboard 🗈 Manage Companies 🔻 😌 QC 🛩 😧 Help. 🛩
	Confirm Do you want to change your proteriord language to Cansin The Mo

3. Click Yes if you want to change the language or else click No.



2.2 Help and Support

1. For assistance on ZSN, you can use the Help and Support section on the login page.

ZYCUS	Language English (UK)	
Login to your Supplier Network Account Email Address J Password Ø		New user? Create a new account
Login Forgot Password ? Resend activation link (*) Help and Support (*) Help Videos		End-to-end Supplier Management Portal Manage & track codes. Manage your relationships. Create & track invokes. Track your payments. Grow your business.

2. Click the **Help and Support** button to view frequently asked questions. The help section will collapse as shown in the image below:

cus	Language English (UK)	*
Password 🔊		New user? Create a new account
Help and Support D Help Videos	$\overline{(\mathbf{x})}$	-
How can we help you?		End-to-end Supplier
Activation link not received Unable to receive the activation link. Unable to get the registration link Activation Link was expired. How to Activate My account.	~	Manage & frack ridders. Manage your relationships. Create & track invoices. Track your payments.
2. Unable to Login/Signup issues	×	Grow your business.
3. Supplier registration	~	
4. Forgot password/wrong password	×	
5. How do I participate in my buyer's event using an email invitation?	~	
	Back to top #	•
019-Zycus Inc., All Rights Reserved	emPowered by ZYCUS	The second se

3. Navigate through the sections to find relevant help.



4. Click **Help Video** to view help videos for registering on ZSN. Clicking **Help Videos** will open a popup as shown in the image below:



2.2.2 Supplier Registration Guide

Supplier Registration Guide, available on the ZSN login page, will now be accessible in the abovementioned languages.

To access this guide into the language of your choice:

1. Select the locale from the login page as shown below:

YCUS	Language English (UK)	
Login to your Supplier Network Account trait Address content.management@zycus.com	4	New user? Create a new account
Password 🤝	Italiano (Italiano) I 문국(Itaparenes) 문국인(Korona) Italiano (Italiano) Polak (Poler) Polak (Poler) Polak (Poler) Potraguale (Portugates e Italian) Proctaguale (Roman)	
Help and Support D Help Videos	Epotol (Sounh) amertina (Tha)	End-to-end Supplier Management Portal
		Constage poli relativamps Conste & track involves. Track you programmers. Or track your business.



2. Go to Help and Support.

Connexion à votre compte Fournisseur Adresse email	Nou Crée com	vel utilisateur ? r un nouveau pte
mot de passe 🏾 🚿	Ērv	sglatter
Connection Renvoyer le lien d'activation Mot de passe oublié ?	Port	ail De Gestion De
Help and Export Export Belp Videos	Four ⊘ dére ⊘ dest	nisseur Complet ret sulvre les commandes on de vos relations clients
	ා Créat ල Suivi ල Faile	ion et suivi des factures de l'état des paiements. s fructifier votre meine //ffisien

3. Navigate to the section of **Supplier Registration** and click the option **Supplier Registration Tour Guide and Help Links**.

mot de passe 🛷		*
Convesion Renvoyer le lien d'activation Mot de passe oublié ?		Nouvel utilisateur ? Créer un nouveau compte
Help and Support	(*)	Enegister
How can we help you?		
1. Activation link not received	~	Portail De Gestion De
2. Unable to Login/Signup issues	~	Fournisseur Complet
3. Supplier registration 1. Bupplier Registration Tour Guide and Help Links	~	Gérer et suivre les commandes Gestion de vos relations clients Gestion de vos relations clients
2. I have created my account, now what should I Do? 3. I have registered but can't participate in the sourcing event 1. I source a second sec		Contrainer aumode inclutes Suivi de l'état des palements. Contrainer source
 Lisainty doctain my inclusion of 2 or poor registration How do I contact my customer? Can my company have multiple accounts? Used is unplote accounts to accounts? 		entreprise/affaire
8. How to do i register a new account dor a potential customer? 9. What is the Status of My Registration?		
4. Forgot password/wrong password	~	

4. A popup will appear as shown below:



ZYCUS

5. Click the link to download the guides.



Chapter 3: Zycus Supplier Network Homepage

When you login to the ZSN portal, you will be able to view **Pending Tasks** and **Cards** added on the homepage based on products to which you have access.

ZYCUS			네 My Dashboard	Manage Companies	▼ 🕒 Suresh ▼ 💡
		All Customers	•		
	Pending Tasks 332 tasks		Vie	ew by <mark>By Task</mark>	-
		6			
	**				
	INCOMPLETE TASKS 9 Incomplete tasks	INV0 112 inv	ICES voices	PURCHAS 211 Purch	SE ORDERS nase Orders
	Pending Completion	PENDING SUBMIS	SION	PENDING CONFI	RMATION
	Complete Company Profile Jasper Consultancy Complete Profile	Inv_27_11_1 ZSPDEV1 View Invoice		ZSPDEV1 PO/99 ZSPDEV1 View PO	95
	Complete Company Profile Perma Solutions Complete Profile	Inv_14_12_2 ZSPDEV1 View Invoice		ZSPDEV1 PO/99 ZSPDEV1 View PO	94
	Complete Company Profile GlobalTech Complete Profile	Inv_10_12_1_Nor ZSPDEV1	1	COMPANY san ZSPDEV1 View PO	COM004/16/
	I≣ View All >			i≣ Vie	w All >
	+ INVOICES	1	PURCHASE ORDER	RS	1
	Inv_18_5_11_cXML - Delivered Document Type Customer Due On	Amount	PO Type	- Unconfirmed Customer Released	on Amount
	Invoice ZSPDEV1 30/10/201	5 CAD 538.86	Standard :	ZSPDEV1 30/11/20	016 USD 1,417.65
	Document Type Customer Due On Invoice ZSPDEV1 30/10/2011	Amount 5 USD 1,661.04	PO Type Standard	- Uncontirmed Customer Released ZSPDEV1 30/11/20	on Amount 116 USD 197,30
				2	
	Inv_remit_cXML_2 - Submitted		ZSPDEV1 PO/961	- Partially Invoiced	
	Inv_remit_cXML_2 - Submitted Document Type Customer Due On Invoice ZSPDEV1 30/10/201	Amount 5 USD 1,661.03	ZSPDEV1 PO/961 PO Type Standard :	- Partially Invoiced Customer Released ZSPDEV1 29/11/20	on Amount 116 USD 403.79



3.1 Accessing Help Documents

To help suppliers with on-boarding and conducting other activities on ZSN, ZSN will provide **Supplier Registration Guide** and **ZSN User Manual** in the following languages:

- 1. English
- 2. Chinese (Simplified)
- 3. German
- 4. Japanese
- 5. Portuguese (Brazil)
- 6. Spanish
- 7. Dutch
- 8. Russian
- 9. French

3.1.1 ZSN User Manuals / User Videos / Online Help

3.1.1.1 ZSN User Manuals

To access ZSN help manuals in the following 9 languages:

- English
- Chinese (Simplified)
- German
- Japanese
- Portuguese (Brazil)
- Spanish
- Dutch
- Russian
- French
- Change the locale of your account (by clicking on your user name from ZSN header> Settings > Account Settings > User Preferences > Language) to required language.
- 2. Based on the language you select; the help documents will become available in that language. Navigate to **Help** section to find the relevant help document or video.



ZYCUS		🔹 Evaluez-nous 🛛 🛤 Mon tableau de bord 🔹 🗈 Gestion	des sociétés 👻 🖨 sudheer 👻 😨 Aide 🔺
-	Chients	•	< Nouveautés
	· The France	Vo per Par le client	Contanu d'auto-formation
	a Taches En Attente 11 les taches	Vidéos d'aide	A propos du produit
<u>~</u>	ZCS 9 Taches En Attente	Aide en lipne	
m			
	PO NUMBER : 389 205 Afficher le bon de commande		
	PO NUMBER : 71ghjg		
8	I Afficher le bon de commande		
D	SRS_MUL_COSTCENTr 205 Afficher le bon de commande		
6	SRS NUMBER : 72 203 Afficitier le boin de commande		
	BONS DE COMMANDE	FACTURES I	
	PO NUMBER : 389 - Unconfirmed	P_GRJNV002 - Delivered	
	PO Type Customer Refeased on Amount Standard ZCS 23/05/2019 USD 10.000,	Document T. Customer Due On Amount Invoice ZCS 02/02/2019 INR 99,00	
https://zsn-rp.zycus.com/helpdoc	PO NUMBER : 386 - Rejected	XYZ - Submitted	

Note: Above screenshot is an example for French (France) locale.

3.1.1.2 ZSN Videos

 To access ZSN videos, go to Help > Self Training Material > Help Videos as shown in the image below:

ZYCUS		🔶 Rate Us 🛛 🕍 My Dashboard 🕕 Manag	e Companies 👻 😌 sudheer 👻 😧 Help 🔺
*	All Costaineen		< what's New
M		Help Manuals	Self-Training Material
	PURCHASE ORDERS	INVOICES	About Product
	PO NUMBER : 389 + Unconfirmed	P_GRINV002 - Delivered Online Help	
	PO Type Customer Released on Amount Standard ZCS 23/05/2019 USD 10.000,	Document T. Customer Due On Amount Invoice ZCS 02/02/2019 INR 99,00	
۵	PO NUMBER : 386 - Rejected	XyZ - Submitted	
8	PO Type Customer Released on Amount Standard ZCS 21/05/2019 USD 10.000,	Decument T. Customer Due On Amount Invoice ZCS 28/03/2019 INR 2.025,00	
9	PO NUMBER : 385 - Confirmed	nonpoinv_1 - Submitted	
	PO Type Customer Released on Amount Standard ZCS 21/05/2019 USD 10.000,	Document T. Customer Due On Amount Invoice ZCS 01/04/2019 INR 117.027	
6	3 of 24 records displayed View More	3 of 18 records displayed View More	
	MY REQUESTS	SOURCING EVENTS	
		two envelope - Closed	
		Customer Event Id Event Type Open Date ZCS 1310180761 RFP 23/03/2019	
		title2 - Paused	
	No Records to Display	Customer Event 1d Event Type Open Date ZCS 1310180567 RFQ 23/05/2019	
		New Test Title - Closed	
		Customer Event Td Event Type Open Date 21/05/2019	
		3 of 27 records displayed View More	
	PERFORMANCE REPORTS	DEVELOPMENT PROGRAMS	
	event 800 done clone done done		

2. On the **Help Videos** page, all the videos are categorized according to the ZSN's interaction with the Zycus suite of products. The category list is highlighted in the image below:

ZYCUS





3.1.1.3 ZSN Online Help

 To access ZSN online help, go to Help > Self Training Material > Online Help as shown in the image below:

	ZYCUS						· R	ate Us	🖞 My Dashboard 🛛 🚹 Manage	e Companies 👻 😌 sudheer 👻 🕜 Help 🔺
					I Customers	•				< what's New
2		63							Help Manuals	Self-Training Material
-		PURCHASE ORDE	ERS		-	INVOICES			Help Videos	About Product
		PO NUMBER : 389	9 - Unconfirmed			P_GRINV002	Delivered		Online Help	
		PO Type Standard	Customer ZCS	Released on 23/05/2019	Amount USD 10.000,	Document T. Invoice	Customer ZCS	Due On 02/02/2019	Amount 9 INR 99,00	
		PO NUMBER : 386	6 Rejected			XYZ - Submitte	ed			
•		PO Type Standard	Customer ZCS	Released on 21/05/2019	Amount USD 10.000,	Document T. Invoice	Customer ZCS	Due On 28/03/2019	Amount 9 INR 2.025,00	
-		PO NUMBER : 385	3 - Confirmed			nonpoinv_1 -	Submitted			
		PO Type Standard	Customer ZCS	Released on 21/05/2019	Amount USD 10.000,	Document T. Invoice	Customer ZCS	Due On 01/04/2019	Amount. 9 INR 117.027	
C		3 of 24 records displ	layed		View More	3 of 18 records d	isplayed		View More	
		MY REQUESTS			1	SOURCING EV	ENTS		1	
						two envelope	- Closed			
						Customer ZCS	Event Id 1310180761	Event Type RFP	Open Date 23/05/2019	
						title2 - Pauser	1			
			No Record	s to Display		Customer ZCS	Event Id 1310180567	Event Type RFQ	Open Date 23/05/2019	
						New Test Title	- Closed			
						Customer	Event 1d 1310179363	Event Type RFQ	Open Date 21/05/2019	
						3 of 27 records d	isplayed		View More	
		PERFORMANCE R	EPORTS		1	DEVELOPMENT	PROGRAMS		1	
		event \$00 done do	one dane clone	done						
https://zs	n-m.zvcus.com/onlineHelp									

2. You will land on the following page. This page is a web version of the ZSN manual which will allow you to search for your queries about ZSN.

0011		Contents Index Search
	<section-header><section-header><section-header><text><image/><image/><text><list-item><list-item><list-item><list-item><list-item><section-header><section-header></section-header></section-header></list-item></list-item></list-item></list-item></list-item></text></text></section-header></section-header></section-header>	Contents: Induk Search Induk Search Profile and Septort: Profile and Septort: Profil
		 The second second and a CubBoller? The second character of the second character of the second character of the second character of the second se

3.2 Pending Tasks

- 1. The top row (highlighted) is the Pending Tasks section.
- 2. This section will list all the pending tasks which require you to take actions on them.





<u>Note</u>: You can view the pending tasks either **By Task** name or **By Customer** as highlighted in the image below:



ZYCU	S	🕍 My Dashboard 🛅 Manage Companies 🔻 🕒 John B 🔻 😯 Help 🔻
2	All C	ustomers 👻
3	Pending Tasks 70 Tasks	view by By Customer
<u></u>		By Customer By Task
0		
	EPROC2014 70 Pending Tasks	
	COMPANY san COM004/	
	View PO	
	COMPANY san COM004/	

3.2.2 Pending Tasks – Complete Profile

1. For example, to create and fill your company profile, click **Complete Profile**.

	INCOMPLETE TASKS 9 Incomplete tasks
P	ending Completion
Co	omplete Company Profile sper Consultancy
[Complete Profile
Co	omplete Company Profile
Pe	rma Solutions

2. You will be navigated to the following page:



Company Information			
company mormation			
* Company			
company			
* Address1			
Address2			
Address3			
* PO Box Number			
	Carlos a provinci		
* Country	United States	2	
* State		4	
* City			
* Zip / Postal Code			
* Business Phone			
Business Fax			
	Create Bar	k	
	Create bat	R.	

3. Fill in the information for your company and click Create.

3.2.3 Pending Tasks – Invoices

- 1. For invoices, you will view invoices with status such as Pending Submission or Returned.
- 2. For Invoice with status as Pending Submission, click View Invoice.







3. You will be navigated to the **Update Invoice** page:

	ZYCUS			😹 My Dashboard 🔡 Manage Companies 🔹	🕃 Suresh 🔹 😧 Help 🔹
=			eproc2014 🔻		
Lee.					Hide attachment + Back
	Add more files	g c g s g m	Update Invoice To 2590EV1 against ACMTECH/15/698 1150 5900 Invoice No.* : Inv_27_11_1 Invace Date * : 27/11/2015 Itig Clear Payment: Terms * : Net15 Invoice Due Date : 12/13/2015		
	<	S	Drvoicis-To. address 173-Ragera Square 60 Dalayara Aoyar 70, 173-Ragera Square 80 Dalayara Aoyar 70, 174-174, 174, 174-1		
			Trent de Cales		,*
Waiting for 25	sndev.zycus.net	ti	a case of any querical contest us at tool support acyclic con-	Terms of Use 1	Privacy Policy

4. Fill in the invoice details and submit the invoice.



3.3 ZSN Cards

1. Click on the **E** icon to view the card library.



2. Select the cards from the list which you want to view on your homepage. *NOTE:* The cards visible will depend upon the admin settings.

- 3. Once you select the cards, they will appear on your home page. You can resize, and arrange the cards on the homepage as per your convenience.
- 4. You can shuffle the cards on the homepage by dragging and dropping. You will get a message of **Drag Your Card Here** when you move the cards.



	ZYCUS				Laal My Dasi	hboard 💼 I	Manage Companies 👻 😫	Suresh 👻 ? Help 👻
=			All Customers	•				
2	Con CHA C	nplete Company Profile IITANYA INC Complete Profile	Inv_10_12_1_N ZSPDEV1	n	ZSPDEV ZSPDEV1 View F	1 PO/998		
		i≣ View All>		View Invoice I≣ View All >		I View All		
	1							
	•	Drag Your Card He	are	INVOICES				
		PURCHASE ORDERS copy of HA tc 3-1 - Confil PO Type Custon	Two 18, 5, 11, c Two have Orders nfirmed omer: Released on Amount VEVI 01/12/2016 USD 71,517.29 aconfirmed		CXML - Delivered Customer ZSPDEVI	- Delvered Zustomer Due On Amount. SRPDEVI 30/10/2015 CAD 538.86 Submitted		
		ZSPDEV1 PO/1069 - Unco			Customer ZSPDEV1	Due On 30/10/2015	Amount USD 1,661.04	
		PO Type Custon Standard ZSPDE	ner Released on V1 01/12/2016	Ámount USD 152.15	L_2 - Submitted	Due On 30/10/2015	Amount USD 1.661.03	
		ZSPDEV1 PO/1068 - Unco PO Type Custon Standard ZSPDE	ner Released on V1 01/12/2016	Amount USD 152.15	displayed		View More	
		3 of 1915 records displayed		View More				

- 5. You can resize the cards from the card's border and corner using the 3 and 1 arrow.
- 6. You can also discard the cards by using the **i** button. Click **Discard**, the card will disappear from the screen.
- 7. The cards will display few records on the screen. To view all the records, click on **View More** link available on the bottom right of a card.

PURCHASE ORD	ERS		:
copy of HA tc 3-1	L - Confirmed		
PO Type Release	Customer ZSPDEV1	Released on 01/12/2016	Amount USD 71,517.29
ZSPDEV1 PO/106	59 - Unconfirmed		
PO Type Standard	Customer ZSPDEV1	Released on 01/12/2016	Amount USD 152.15
ZSPDEV1 PO/106	58 - Unconfirmed		
PO Type Standard	Customer ZSPDEV1	Released on 01/12/2016	Amount USD 152.15
3 of 1915 records di	splayed		View More_



3.4 CNS Notification for Suppliers

There will be an in-app notification to alert suppliers about product related developments by Zycus. All the new notifications will come on the top, the notification trey will be open if there are any new notifications, if the user clicks on Hide all, the notifications will be hidden, even if the user is directed to the home page from some other page.

If there is any new notification, when the session is active then only the notification trey will open, and the unread count will increase. The count will be decreased if the user clicks on a notification, and the notification will be marked as a read notification.

	zycus		🔶 Rate Us 🔰 IAL My Dashboard 🛛 🗈 Manage Com	panies 👻 🖨 AnujaM 👻 😨 Help 👻
=		All Customers 🔫		
•	Pending Tasks 144 Taska		view by By Calabamer	
Ľ	SADAFCO	ZYCOM 143 Pending Tasks	ZYCUSME	
•	1 T = 1	PO #2743-1 Zynom View PO		
٠	Incamplete Profile	PD #2740-1		
۵	Consteller Profile	View PO		- (b) -
		Zycam B. View Dr.		
12	May (Have Your Attention Please t 🤔		Ditestas all Hide All	
e	Announcement Dar herpine Numbers have unanged. Kindly take a n Read more ~	aterof it. India tall free - 1800 352 352	Dismiss	
	On going Maintenance We regret that workflow component is not working a filled inner	currently. Our team is working around it. Pie	ase hold on for some more time. Dismise	
	Scheduled Maintence enhans exercise will not be available from : Tursday, 12h fees 2019, 4:30 pm IST to Tarseday, 12 Read moting	th Feb 2019, 4.30 pm IST	Disentiss	



Chapter 4: My Customers Filter

Zycus Supplier Network portal provides you the My Customers filter to provide a quick filter to display Customer Data. All Customers mapped to your account are displayed in the Drop-Down list.

4.1 <u>How to View the List of My Customers and View Data Relevant to a</u> <u>Customer?</u>

My Customers filter is present on the Home page of the Zycus Supplier Network portal.

Click on Manage Companies on the dashboard and select My Customers.

	My Customers							
	Search By	My Companies 🔹 N	My Customers	*	Go	Clear		
1.0	Sr No.	My Companies		My Customers	+	Action	5	
	31	STAPLES CONTRACT & COMMERCIAI	L	eproc2014			Ø	
	32	STAPLES CONTRACT & COMMERCIAI	L	AMKOR				
	33	SUPPLIER_RETURN		eproc2014				
	34	SUPPLIER_RETURN		AMKOR				
	35	SUP_EPROC1		eproc2014				
	36	SUP_EPROC1		AMKOR				
	37	SUP_DEVTEST		eproc2014				
	38	SUP_DEVTEST		AMKOR				
	39	PRAGATI		eproc2014				
	40	PRAGATI		AMKOR		0		

- 1. Click on the drop-down box of My Companies or My Customers
- 2. Select the required Company or Customer
- 3. Click Go. All the companies relevant to you are displayed.
- 4. You can edit a company's information by clicking the from the **Actions** column. Select a business unit you want to edit.



	ZYCUS		🔟 My Dashboard	🛅 Manage Companies 🔻 🧲	🕽 Prabhat Singh 🔻	🍞 Help 🔻
-	-					
C						
		elect Business Location for ACTIVE SU	PPLIER IN M	×		
		Business Location	Status			
		Facility 1	Active	•		
		Paolity 100	Active			
		El_Facility	Active			
		Paolity 101	Active	*		
			Cancel	dr		
¢						

5. For next steps, refer How to Edit a Supplier Company?



Chapter 5: Settings

Zycus Supplier Network provides users the flexibility to manage their profile, set their preferences, change password along with managing settings for Invoices and Purchase Orders.

The **Settings** menu can be accessed by clicking on the Display Name of the User present on the top right corner as shown below:

	ZYCUS	🕍 My Dashboard 💼 Manage Companies 🔻 🔒 Suresh 🔹 🚱 Help 🔹
		All Customers
M	Pending Tasks 338 tasks	view by By Task
	211	

Clicking Settings will provide the user access to the following ZSN Settings:

	zycus	(aal	My Dashboard 🖽 Manage Companies 🔻 \varTheta Suresh 🔺 🔞	Help 🔻
		All Customers 🔹	Settings	
M	2 Pending Tasks 338 tasks		Account Settings view by By Email Notifications Settings	
			Invoice Settings	
<u></u>			PO Settings	
	INCOMPLETE TASKS 9 Incomplete tasks	INVOICES 112 Invoices	Logaut	
C	Pending Completion	PENDING SUBMISSION	PENDING CONFIRMATION	
	Complete Company Profile SIDDHIKA.COM Complete Profile	Inv_27_11_1 ZSPDEV1 View Invoice	ZSPDEV1 PO/1069 ZSPDEV1 View PO	
	Complete Company Profile renault Complete Profile	Inv_14_12_2 ZSPDEV1 View Invoice	ZSPDEV1 PO/1068 ZSPDEV1 View PO	
javascriptivoid	© Complete Company Profile		700051/1.00/1066	U

Name	Description	
Account Settings	Allows you to update your User Details & Preferences	
Email Notification	Allows you to enable email notifications to receive updates on	
Settings	Catalog, PO, and Invoices	
Invoice Settings	Provides access to settings related to Invoice Delivery	
PO Settings	Provides access to settings related to Purchase Order Delivery	



5.1 How to Update My Account Information?

To edit User Details and Preferences:

1. Navigate to the following location: Your Display Name > Settings > Account Settings.

	ZYCU	5			네 My Dasht	board 🎚 Manage Cor	mpanies 🔻 😫	Suresh 🔻	? Help 🔻
-		Account Details							
~		User Details			User Preference	es		Ø	
		First Name Suresh	Last Name Supplier	Display Name Suresh	Time Zone Hongkong	Number Format #,###,###.##	Date Format dd/MM/yyyy		
<u>_</u>		Designation QA	Email Address suresh@zycus.com	Phone + 123-456-7890	Time Format 24 Hours	Currency US Dollar	Locale English (UK)		
		Fax -	Change Your Password						
•		Done							

2. Click the icon corresponding to the required section: User Details or User Preferences.

3. Under the User Details section, you can modify the following details:

- First Name
- Last Name
- Display Name
- Job Title
- Email Address
- Phone
- Fax

4. Under the User Preferences section, you can modify the following details:

- Time Zone
- Number Format
- Date Format
- Time Format
- Currency
- Language

5. Click **Save** corresponding to the section in which the changes are made.



5.1.1 How Can I Change My Password?

To edit User Details and Preferences:

1. Navigate to the following location: Display Name > Settings > Account Settings.

	ZYCUS				네네 My Dashb	oard 🔠 Manage Cor	npanies 🔻 😫	Suresh 🔻	? Help 🔹	
-	Ac	count Details								
2		User Details			User Preference	IS				
		First Name Suresh	Last Name Supplier	Display Name Suresh	Time Zone Hongkong	Number Format #,###,###.##	Date Format dd/MM/yyyy			
a		Designation QA	Email Address suresh@zycus.com	Phone + 123-456-7890	Time Format 24 Hours	Currency US Dollar	Locale English (UK)			
-		Fax -	Change Your Password							
C		Done								

2. Click on the Change Your Password link.

Current Password ":		
New Password*:		
Confirm Password*:		

3. Enter the Current Password along with the New Password.

Change Password	\times
Current Password*:	
New Password*:	
Confirm Password*:	
	Change Password



4. Reenter the New Password in the **Confirm Password** text box.

Change Password	X
Current Password*:	
New Password*:	
Confirm Password*:	
	Change Password

5. Click **Change Password** to complete the password change procedure.



5.2 How to enable email notifications for PO, Invoices, and Catalogs?

The **Email Notification Settings** allow you to configure setting so that you will receive notifications about PO, Invoice, and Catalogs.

5.2.1 Editing Email Notifications Settings

1. Click on the Display Name as highlighted in the image below:

	ZYCUS	🕍 My Dashboard 🏥 Manage Companies 🔹 😧 Suresh 👻 😧 Help 🔹
		All Customers
×	Pending Tasks 338 tasks	view by By Task
	211	

2. A menu will collapse. From the menu, click Settings.

	ZYCUS	and a second	My Dashboard 🗈 Manage Companies 🔻 🖨 Suresh 🔺 😯 Help 👻
-		All Customers 🔹	Settings
2	2 Pending Tasks 338 tasks		Account Settings view by By Email Notifications Settings
			Invoice Settings
			PO Settings
	9 Incomplete tasks	INVOICES 112 Invoices	Logout Last Logged In:01/12/2016 20:55:02
C	Pending Completion	PENDING SUBMISSION RETURNED	PENDING CONFIRMATION
	Complete Company Profile SIDDHIKA COM Complete Profile	Inv_27_11_1 ZSPDEV1 View Invoice	ZSPDEV1 PO/1069 ZSPDEV1 View PO
	Complete Company Profile renault Complete Profile	Inv_14_12_2 ZSPDEV1 View Invoice	ZSPDEV1 PO/1068 ZSPDEV1 View PO
javascript:void(0	Complete Compony Brafile		79005/1.00/1066

- 3. Settings section will expand and show the following options:
 - Account Settings
 - Email Notifications Settings
 - Invoice Settings
 - PO settings

ZYCUS[®]

4. Click Email Notifications Settings.

	ZYCUS	My Dashboard الله	🛅 Manage Companies 🔻 😝 Suresh 🔺 😯 Help 💌
		All Customers	Settings
~	Ponding Taaka		Account Settings
-	Pending Tasks 338 tasks		Email Notifications Settings
			Invoice Settings
<u></u>			PO Settings
=	INCOMPLETE TASKS	INVOICES	Logout
	Э поотриете тарка	TTZ Involces	Last Logged In:01/12/2016 20:55:02
	Pending Completion	PENDING SUBMISSION RETURNED	PENDING CONFIRMATION
	Complete Company Profile		ZSPDEV1 PO/1069
	Complete Profile	Inv_27_11_1 ZSPDEV1 View Invoice	View PO
	Complete Company Profile renault	Inv_14_12_2	ZSPDEV1 PO/1068 ZSPDEV1
https://condev.c	Complete Profile	ZSPDEV1	View PO

5. You will be navigated to the following page:

	ZYCUS		네네. My Dashboard	💼 Manage Companies 🕚	- 🖰 Suresh -	3 Help 🔻
-	Email Notifications Sett	nas	-			
2	Entity	Send Email Notifications				
	Catalog					
	Purchase Orders					
	Invoices					
	Save					
D						

- 6. Enable settings as per your requirements. If you want to receive notifications for **Catalog**, **Invoices** and **POs**, check the boxes against each entities.
- 7. Click **Save** once you finish enabling the notifications settings.



5.2.2 Types of Status Change and Notification Received on Email

You will receive status notification for all below status changes and notifications on email:

- New PO Received
- PO confirmed
- PO rejected
- New Invoice Creation
- Invoice Submitted
- Invoice in approval
- Invoice Rejected
- New Catalog Submitted
- Catalog Approved
- Catalog Rejected
- Catalog Published

<u>Note</u>: You will be able to take action from these emails without logging in to ZSN; however you will be restricted to go to any other page on ZSN.

5.2.3 Taking actions on the emails

- 1. Once the email notifications have been enabled, you will start receiving notifications on the registered email address.
- 2. For example, while receiving a new purchase order, you will be notified via email as shown below:

If the user has access to Zycus elnvoice, the email will have a single button to **Confirm and Create PO** apart from **Confirm, Reject,** and **View PO** as shown below:

ave rece	ived a new purchase ord	er from ZSN P2P Integration fo	r your company PAYMENT	TERM PATCH 1 0	in 19/09/2017, amount	ng to 30000.0 USD	and to b	e delivered by NA.	
e click o	Confirm or Reject from	the below.							
			Items				Lanut		
ne No.	acdasdcasd	pescription	DSD 100.0	Unit Frice	Item Quantity	Delivery Date	EA	USD 10000.0	
_									
4	xesxesss		DSD 100.0	USD 100.0	100.0		EA	USD 10000.0	
-	erfaerf		USD 100.0	USD 100.0	100.0		Eà	USD 10000.0	
A PDF c an also i	opy has been attached to iew the Purchase order i sprod.zycus.net:5443) this email for your reference. ogging in to your account from	the below link:		i.	35	III- COLA	1 : USD SUUU.U	

<u>Note:</u> Purchase Orders created for suppliers that are not registered on ZSN, will NOT be autoconfirmed by the system. Clicking Confirm, Reject, Confirm, or Create Receipt will take the supplier



to the registration page on ZSN. Supplier will have to register on ZSN to take action on the PO. Post registration, they can take an action from the e-mail itself, or from the Supplier Network.

If the user doesn't have access to Zycus elnvoice, the email will only have **Confirm** button as shown below:

He, Vou have received a new purchase order from eBay for your company GEM CHEMICALS on 15/12/2017, amounting to 2.1880246E7 JPY and to be delivered by NA. Please click on Confirm or Reject from the below. Image: Click on Confirm or Reject from the below. Image: Click on Confirm or Reject from the below. Image: Click on Confirm or Reject from the below. Image: Click on Confirm or Reject from the below. Image: Click on Confirm or Reject from the below. Image: Click on Confirm or Reject from the below. Image: Click on Confirm or Reject from the below. Image: Click on Confirm or Reject from the below. Image: Click on Confirm or Reject from the below. State-total : JPY 3.1880246E7 Note: A PDF copy has been attached to the email for your reference. You can also view the Purchase order logging in to your account from the below link. https://sendov.aycous.net:2443 Image: Click on Confirm Click on Cl										
rou have received a new purchase order from eBay for your company GEM CHEMICALS on 15/12/2017, amounting to 2.1880246E7 JPY and to be delivered by NA. Please click on Confirm or Reject from the below. Line No. Item No. Item No. Total Price 1 deax Description Market Price Unit Price Item Quantity Delivery Date DOM Total Price 2 deax JPY 47878.0 JPY 47878.0 457.0 EA JPY 2.1880246E7 Note: A PDF copy has been attached to this email for your reference. rou can also view the Purchase order logging in to your account from the below link. https://stadev.aycus.net:2443 Import Import										
Items Items Items Items Guantity Delivery Date DOM Total Price Item Guantity Delivery Date DOM Total Price Sub-total : JPY 2.188024687 Sub-total : JPY 2.188024687 Action of the period of the semail for your reference. Sub-total : JPY 2.188024687 Action of the period of the semail for your reference. Sub-total : JPY 2.188024687 Action of the period of the semail for your reference. Sub-total : JPY 2.188024687 Action of the period of the semail for your reference. Colspan="2">Colspan="2" Colspan="2"	u have rece	ived a new purcha	use order from eBay for y	your company GEM CH	MICALS on 15/1	12/2017, amounting	to 2.1880246E7 JP	Y and t	be delivered by NA.	
Items Line Non Tees Name Description Karket Price Toil Price Tee Quantity Delivery Date DOM Total Price 1 desk JPY 47878.0 JPY 47878.0 457.0 EA JPY 2.1880246E7 Sub-total : JPY 3.1880246E7 Sub-total : JPY 3.1880246E7 Note: A PDF copy has been attached to this email for your reference. Sub-total : JPY 3.1880246E7 Note: A PDF copy has been attached to this email for your reference. Count is the purchase order logging in to your account from the below link. Ittes://Ittes/dov.rycus.net:2443 Ittes://Ittes/dov.rycus.net:2443	ase click on	Confirm or Rejec	t from the below.							
Line No. Tem Name Description Market Price Unit Price Item Quantity Delivery Date DOM Total Price 1 desk JPY 47870.0 JPY 47870.0 JPY 47870.0 457.0 EA JPY 2.1880246E7 Sub-total : JPY 2.1880246E7 sub-total : JPY 2.1880246E7 sub-total : JPY 2.1880246E7 otes: A PDF copy has been attached to this email for your reference. out as view the Purchase order logging in to your account from the below link. tips://zendew.zycus.net:3413 @ Description				1	tens					
1 deax def 47878.0 ST 57878.0 157.0 LA ST 2.188024687 Sub-total : JFY 2.188024687 Sub : Sub : Sub : Sub	Line No.	Item Name	Description	Market Price	Unit Price	Item Quantity	Delivery Date	NOU	Total Price	
ete: A PDF copy has been attached to this email for your reference. Such a laso view the Purchase order logging in to your account from the below link. tps://zmdov.zycus.net:3443 Commin Reference Sub-total : JFY 2.198024687	1	gesk		JPY 47878.0	JFX 47878.0	457.0		EA	JPY 2.1000246E7	
DEt: A PDF- copy has been attached to this email for your reference. su can also view the Purchase order logging in to your account from the below link. tps://zendev.zycus.net:3443 Or Commin Or Commin Or Commin							Sub-	total	: JPY 2.188024687	
te: A PDF copy has been attached to the email for your reference. u can also view the Purchase order logging in to your account from the below link. tps://smdex.sycus.net:3443 Contention Content										
Su can also view the Purchase order logging in to your account from the below link. tps://zsndev.zycus.net:3443 O Continue O Continue	te: A PDF o	opy has been atta	ched to this email for you	r reference.						
tps://ztndov.zy.cug.net:3443		iew the Purchase	order logging in to your a	ccount from the below	link.					
Castlinn Reject @- View PD	u can also v	Here and a de caracte								
	u can also v ps://zsndev	.zycus.net:3443								
iegards, yrus Supplier Network	u can also v :ps://zsndev @ Continn	.zycus.net:3443) Reject	O-View PO						
	u can also v ps://zsndev Contien gards, cus Supplier	Network	Reject	D View PC						

NOTE: The emails received will contain the details of the PO. The PDF attachment of the PO may or may not be present in the email depending on the settings selected by the buyer organisation.

- 3. The emails will have actionable buttons. You can choose to **Confirm**, **Reject**, **Confirm PO**, **and Create Invoice** or **View PO** from the email.
- 4. If you are a registered user, you can perform these actions without logging in to the ZSN tool. However, you won't be able to navigate anywhere else in the tool.



5.2.3.1 View PO

Click **View PO**, you will be redirected to the PO on ZSN as shown below:

	N PZP Integration							U	SD 242,442.	00 Unconfirmed
 Purchase Order Details 	and the second									-
Released on	: 04/11/2016									
Delivery Terms	: FOB									
Payment Terms	: NET15 🕥									
Billing Address	: Sanity_Address, Sanity_City, UZ									
Customer Name	: ZSN P2P Integration									
Supplier Company	: ZSN PREPROD									
Comments from Buyer	3-									
PO Number	: COM007/16/812									
Delivery Date	: 11/11/2016									
Estimated Delivery Date	: 11/11/2016									
Delivery Address	: #1, Pune, IN									
Contract Number	12									
Invoice Address	: Sanity_Address, Sanity_City, UZ									
Organization Unit(OU)	: New Company » New BU » New Location									
Delivery To	: charlie									
- Items									-	
	Description	Market	Unit Price	Item	UOM	Delivery	Delivery To	Delivery	Total Price	Actions
Line No. Item Name		Price		Quantity		Date		Address		

- 1. The status of the PO will be unconfirmed (highlighted in the image above).
- 2. You can take actions (**Download as PDF, Preview PO cXML, Confirm, Reject**) on this PO by clicking the actions menu.

a constant and a second second of	N P2P Integration							U	SD 242,442	.00 Unconfirmed
Purchase Order Details										1
Released on	: 04/11/2016									Download as PDF
Delivery Terms	: FOB									Preview PO cXML
Payment Terms	: NET15 🔘								2	Confirm
Billing Address	: Sanity_Address, Sanity_City, UZ									Reject
Customer Name	: ZSN P2P Integration								1.1	1.1
Supplier Company	: ZSN PREPROD									
Comments from Buyer	1-									
PO Number	: COM007/16/812									
Delivery Date	: 11/11/2016									
Estimated Delivery Date	: 11/11/2016									
Delivery Address	: #1, Pune, IN									
Delivery Address Contract Number	: #1, Pune, IN : -									
Delivery Address Contract Number Invoice Address	: #1, Pune, IN : - : Sanity_Address, Sanity_City, UZ									
Delivery Address Contract Number Invoice Address Organization Unit(OU)	: #1, Pune, IN :- : Sanity_Address, Sanity_City, UZ : New Company » New BU » New Location									
Delivery Address Contract Number Invoice Address Organization Unit(OU) Delivery To	: #1, Pune, IN :- : Sanity_Address, Sanity_City, UZ : New Company » New BU » New Location : charlie									
Delivery Address Contract Number Invoice Address Organization Unit(OU) Delivery To	: #1, Pune, IN :- : Sanity_Address, Sanity_City, UZ : New Company » New BU » New Location : charlie									
Delivery Address Contract Number Invoice Address Organization Unit(OU) Delivery To	: #1, Pune, IN :- : Sanity_Address, Sanity_City, UZ : New Company » New BU » New Location : charlie									
Delivery Address Contract Number Invoice Address Organization Unit(OU) Delivery To Itoms Line No. Item Name	: #1, Pune, IN :- : Sanity_Address, Sanity_City, UZ : New Company = New BU = New Location : charlie Description	Market Price	Unit Price	Item Quantity	UOM	Delivery Date	Delivery To	Delivery Address	Total Price	Actions


5.2.3.2 Confirm PO

1. Click Confirm, you will be redirected to the Confirm PO popup on ZSN as shown below:

Purchase Order Details		Confirm PO			\times	
Released on	: 23/09/2016	PO Number:	ZSPDEV1 PO/106	52		
Delivery Terms	: FOB	Customer Name:	ZSPDEV1			
Payment Terms	: PT14 🕤	Delivery Date:	24/00/2016			and the second se
Billing Address	: <h1>élépha line 2, line 2</h1>	PO Total:	USD 91.44			象键盘开裂a s, add line 2 test line 2
Customer Name	: ZSPDEV1					
Supplier Company	: ZSN DEV CO	Estimated Delivery Date *:	24/09/2016	1		
Comments from Buyer	1-					
PO Number	: ZSPDEV1 PC	Comments:				
Delivery Date	: 24/09/2016					
Estimated Delivery Date	: 24/09/2016					and the second
Delivery Address	: <h1>élépha line 2 hi hai</h1>			,	8	象键盘开裂a s, add line 2 test line 2 line 2,
Contract Number	:-			Confirm PO	Cancel	a second s
Invoice Address	: <h1>élépha. line 2 hi hai l</h1>	ohai add line 3 add line 4, Muml	bai, Tamil Nadu, IN	ue delesadan dele es	ビッ 主約	大象键盘开裂a s, add line 2 test line 2 line 2,
Organization Unit(OU)	: sandeep com <h1>éléphai</h1>	pany » <h1>éléphant mercred nt mercredi fissuration grenouil</h1>	i fissuration grenouille le monument pêle-mê	monument pêle-i êle question vax zê	mêle ques bre 星期三	tion vax zèbre 星期三大象键盘开裂a s » 大象键盘开裂a s
Delivery To	· dont use this					



- 2. Enter the Estimated Delivery Date and Comments before clicking Confirm PO.
- 3. You will be able to confirm the PO without logging on ZSN.
- 4. Once confirmed, you will get a notification about PO confirmation as shown below.

Information	
I	The PO has been confirmed successfully. You can now login to perform more actions.
	Login

NOTE: To take more actions, click Login.

5. If you confirm a PO which is already confirmed, then you will get the following popup:

Information	
Ū	The PO has been already confirmed by another user from your organisation. You can now login to perform other actions.
4 10 1 1	Login

Note: On clicking Login, you will be redirected to the following page:

YCUS		Contact Us Help	
Login to your Supplier Networ	k Account		END-TO-END
Email Address			SUPPLIER MANAGEMENT PORTAL
			Ø Manage & track orders.
Password	æ		Ø Manage your relationships.
			O Create & track invoices.
and the second se			O Track your payments.
Login			Grow your business.
Forgot Password Resend activation lin	ık		
			New user?
			Create a new account
			Register

6. The confirmation of PO will also be sent as a mail notification to the supplier.



ZYCUS [™]
ні,
The purchase order from SURAJ ZSP for your company SRJ SUPP1 on 2016/11/10, amounting to 218624.0 USD and to be delivered by 2016/11/18 has been successfully confirmed.
Now you can create invoice against this purchase order from the actions below.
Create Invoice Create Shipment Notice View PO
Note: A PDF copy has been attached to this email for your reference.
You can also view the Purchase order logging in to your account from the below link.
http://ziplpnsy21.zycus.net:7001
Regards, Zycus Supplier Network
You have received this email because the email address minal.parate@zycus.com was subscribed for email notifications for this supplier company on Zycus supplier network. In case of any issues, please contact Zycus helpdesk at tech- support@zycus.com

7. The confirmation email will have actionable buttons to **Create Invoice**, **Create Shipment Invoice** and **View PO**.

5.2.3.3 Create Invoice

1. Click **Create Invoice** from the email, you will be navigated to the following page:

			Hide attachment < Back
Add more files	New Invoice		
	To ZSN P2P Integration	against COM007/16/812 :USD 242,442.00	
	Invoice Details		
No. of the state of the state of the	Invoice No.*	1	
No attachments to be			
displayed	Invoice Date*	:	
<	3		
	Payment Terms*	: NET15 💽	
	Invoice Due Date	47	
	Invoice-To address	: Sanity_Name Sanity_Address, Sanity_City,UZ	
	Remit to Address *	: 21312 (Head Quarter Address (HC	
	rearrie so riden cad		



Note: You will be able to create an invoice without logging on ZSN.

Note: In case you don't submit the invoice, then it will not be saved as a draft.

- 2. A side by side panel will open from where you can create an invoice to a confirmed PO.
- 3. You will be able to add attachments for this invoice only from your computer. You won't be able to attach documents from the **Uploads** section.
- 4. Once you submit the invoice, you will get the following popup: "You have now successfully submitted the invoice against the Purchase order. You can now login to perform more actions."
- 5. You will receive status updates on your submitted invoice via emails. For example, you will be notified on successful creation of Invoice as shown below:

ZYCUS
Dear Suraj
Invoice srj336 created against SURAJ 2SP for your company SRJ SUPP1 has been successfully submitted on 10/26/2016 against . You will be notified once the invoice is approved by the Customer.
You can view the invoice from the View Invoice button below for your reference.
O MENTONELE
Regards, Zydus Supplier Network
You have received this email because the email address suraj.tambe@zycus.com was subscribed for email notifications for this supplier company on Zycus supplier network. In case of any issues , please contact Zycus helpdesk at tech-support@zycus.com
You have received this email because the email address suraj.tambe@zycus.com was subscribed for email notifications for this supplier company on Zycus supplier network. In case of any issues , please contact Zycus helpdesk at tech-support@zycus.com

<u>Note:</u> In case if you try to create Invoice against a PO which is already invoiced, then you will get following message: "The PO has been already fully invoiced by another user from your organisation. You can now login to perform other actions".

<u>Note</u>: In case if you don't have the necessary rights to create invoice then you will be redirected to the **Access denied** page.

5.2.3.4 Confirm PO and Create Invoice

Suppliers will be able to Confirm Purchase Order and Create Invoice directly from the "Purchase Order Received" e-mail notification.

The e-mail notification will have a single button "Confirm and Create Invoice". When the supplier clicks the button, the Purchase Order will get confirmed and he will get redirected to the invoice creation page.

Refer section Create Invoice for reference.



5.2.3.5 Create Shipment Invoice

Once your PO is confirmed, you will receive an email confirmation. From that email, you will have an option of creating a shipment invoice against that PO.

1. From the email body, click Create Shipment Invoice.



ZYCUS

2. You will be navigated to the **New Shipping Notice** page:

ZSPDEV1 copy of HA tc	3-1 To against : USD 48,884.00			
Shipment Identified By*:	Shipper's Identifying Number (SID	Carrier*:		
Shipment No. *:		Shipped Via*:	Select	
Shipment Date *:	01/12/2016 Clear	Service Level:	Select	1. C
Expected Delivery Date*:	iii	Comments:		
Item details				
Item details No.	Item No. Item Name		Ordered Qty UOM	Pending Qty Shipped Qt

- 3. Fill in the shipping details and click **Submit**.
- 4. You won't be able to navigate anywhere else in the tool. After clicking **Submit**, you will see the following message popup: **"You have now successfully submitted the shipment notice against the Purchase order. You can now login to perform more actions."**
- 5. You can choose to login to ZSN or close the application.
- 6. If the Shipment Notice is already created, then you will see the following message: "Shipment notice is already created against this PO by another user from your organisation. You can now login to perform other actions."
- 7. If you don't have sufficient rights to create a **Shipment Notice**, then you will be shown the **Access Denied** page.



5.2.3.6 Reject PO

1. Click **Reject**, you will be redirected to the Reject PO popup on ZSN as shown below:

Purchase Order Details Released on : 04/11/2016 Delivery Terms : FOB Poyment Terms : FOB Poyment Terms : SN FDB Billing Address : Sanity_Address, Sanity_City,UZ Customer Name : ZSN P2P Integration Supplier Company : ZSN P2P Integration Supplier Company : ZSN P2P Integration Delivery Date : 11/11/2016 Delivery Date : 11/11/2016 Delivery Date : 11/11/2016 Delivery Address : #1, Pune, IN Contract Number : : : Invoice Address : Sanity_Address, Sanity_City,UZ Organization Unit((0U) : New Company > New BU > New Location Delivery Date : charlie)M007/16/812 From ZS	IN P2P Integration						U:	SD 242,442.	00 Unconfirmed
Released on : 04/11/2016 Delivery Terms : 04/01 Payment Terms : NET1S • Billing Address : Sanity_Address, Sanity_Chty, VZ Customer Name : ZSN P2P Integration Supplier Company : ZSN P2P Integration Delivery Date : L1/11/2016 Estimated Delivery Date : L1/11/2016 Delivery Address : ± 11/11/2016 Delivery Address : ± 11/11/2016 <th>Purchase Order Details</th> <th></th> <th>-</th> <th></th> <th></th> <th></th> <th></th> <th> </th> <th></th> <th>:</th>	Purchase Order Details		-					 		:
Payment Terms : NETS Customer Name: Billing Address : Sanity_Address, Sanity_Clty, UZ Customer Name: Customer Name : ZSN P2P Integration Supplier Company : ZSN P2P Integration Delivery Date : I1/11/2016 Delivery Date : U1/11/2016 Delivery Date : 11/11/2016 Estimated Delivery Date : 11/11/2016 Delivery Address : #1, Pune, IN Contract Number :	Released on Delivery Terms	: 04/11/2016	Reject PO							
Comments from Buyer :- Comments*: PD Number : COM007/16/812 Delivery Date : 11/11/2016 Extimated Delivery Date : 11/11/2016 Delivery Address : #1, Pune, IN Contract Number :- Invoice Address : Sanity_Address, Sanity_City, UZ Organization Unit(OU) : New Company > New BU > New Location	Payment Terms Billing Address Customer Name Supplier Company	: NET15 : Sanity_Address, Sanity_City, UZ : ZSN P2P Integration : ZSN PREPROD	Customer Name: Delivery Date: PO Total:	COM007/1 ZSN P2P In 11/11/201 USD 242,4	6/812 ntegration 6 42.00					
Contract Number :- Reject PO Cancel Invoice Address : Sanity_Address, Sanity_City, UZ Cancel Organization Unit(OU) : New Company > New BU > New Location Delivery To : chartle	Comments from Buyer PO Number Delivery Date Estimated Delivery Date Delivery Address	:- : COM007/16/812 : 11/11/2016 : 11/11/2016 : #1, Pune, IN	Comments*:	Comments an	e mandato	ry				
Organization Unit(OU) : New Company > New BU > New Location Delivery To : chartle	Contract Number Invoice Address	: - : Sanity_Address, Sanity_City, UZ				Reject PO	Cancel			
	Organization Unit(OU) Delivery To	: New Company » New BU » New Lo : charlle	cation							
Items	Items									

2. Enter the Comments before clicking Reject PO.

5.2.3.7 Viewing Catalog

1. If you have created and submitted a catalog on the ZSN portal, then you will be notified about your submission via email.





Note: You will be notified about every change in the catalog status via email.

5.2.3.8 Multi-Lingual Support for Emails

If the customer has configured email templates in various languages, supplier contacts will receive such actionable emails based on the preferred language set in their ZSN account.

5.3 <u>How to Change the Invoice Settings?</u>

The **Invoice Settings** page allows you to modify the Invoice Delivery Settings like Customer & Supplier Company along with Supplier, Sender & Buyer Credentials.

5.3.1 Editing Invoice Delivery Settings

To edit Invoice Delivery Settings:

1. Navigate to the following location: "Your Display Name" > Settings > Invoice Settings

			🕍 My Dashboard	Manage Companies •	⊖ qc -	🕜 Help 🝷
÷						
	Invoice Delivery Settin	igs.				
100 M	Customer*	ZSPDEV1	*			
	Supplier Company*	: APPLE	~			
	Delivery Method*	: CXML	~			
	CXML Version*	: 1.2.021	~			
•	Supplier (From) Credential	5				
	Domain *	ZSNID				
—	Identity *	: test1				
-	Sender Credentials					
	Domain *	ZSNID				
	Identity *	: test1				
	Shared Secret*	Njvxlo6e				
	Buyer (To) Credentials					
	Domain *	: testi				
	Identity *	: test1				
	Send CXML delivery failures	s via email to				
	Email*	1				
		cnuer comma separated el	(Dell')			
	Submit Back					
@ 2017 - Syrus Inc. All Buritis Reserved	ass of any unerest contact us all	techesaganore@aycasa.com		Terms of Use 1 Pr	Way Posty 1 early	owered by ZYCUS



- 2. Select the required Customer and Supplier Company.
- 3. Select the required Invoice Delivery option under the **Delivery Method** drop-down.
- 4. Perform the required steps based on the **Delivery Method** selected:

A.	cXML:				
		Delivery Method*	:	cXML ~	
		cXML Version*	:	1.2.021 ~	
		Supplier (From) Credentials			
		Domain*	:		
		Identity*	:		
		Sender Credentials			
		Domain*	:		
		Identity *	:		
		Shared Secret [*]	:		
		Buyer (To) Credentials			
		Domain*	:	EPROC	
		Identity*	:	GE	
		Send cXML delivery failures	via	email to	
		Email*	;		
				Enter comma separated emails	

- i. Select the cXML Version
- ii. Enter the required information in the **Supplier (From) Credentials**, **Sender Credentials** and **Buyer (To) Credentials**.
- iii. You can configure an email for sending cXML delivery failure messages under Send cXML delivery failures via email to, so the correct user will be notified in case of failures.



B. **EDI** (Electronic Data Interchange):

Invoice/Credit Memo	Delivery Settings
Customer*	: ZYCOM ~
Supplier Company*	GALAXY CORP.
Delivery Method*	: EDI 🗸
Туре*	: EDI via VAN
EDI Address Qualifier*	: ZZ ~
EDI Address*	: TESTEDI
Send EDI Invoice failur	e notifications via email to
Email*	: carl@galaxy.com
	Enter comma separated emails
Submit Back	

i. Select the method used for transmitting EDI messages under the **Type** drop-down.

Note: Zycus currently supports EDI via VAN (Value Added Network)

ii. Select the **EDI Address Qualifier** from the drop-down list available.

Note: EDI Address Qualifier is a 2-character code which represents the type of EDI Address. Zycus currently supports the ANSI ASC X12 EDI Standard, version 4010

iii. Enter the EDI Address for sending the Invoice.

Note: The EDI option is a Value Added Service and suppliers can only select it if their customer has enabled it. Otherwise it will be Disabled (greyed out).

- iv. You can configure an email for sending EDI Invoice failure messages under the Send EDI Invoice failure notifications via email to option, so the correct user will be notified in case of failures.
- 5. Click Submit to save the changes made to the Invoice Delivery Settings



Access to Invoice Settings is only allowed when the access to *elnvoice* has been enabled.



5.4 How to Edit the PO Settings?

The **PO Settings** page allows you to modify the PO Delivery Settings like Customer, Supplier Company & Delivery method along with Supplier, Sender & Buyer Credentials.

5.4.1 Editing Purchase Order Delivery Settings

To edit Purchase Order Delivery Settings:

1. Navigate to the following location: "Your Display Name" > Settings > PO Settings

ZYCUS		🛄 My Dashboard	Manage Companies	⊖ Suresh QA123 ▼ ;)Help ▼
2	_			
	Purchase Order Delivery	Settings		
	Customer*	: Supplier Portal Buyer 1	*	
	Supplier Company*	ALIAS_POORVA	4	
a	Delivery Method *	: CXML	- O	
8	CXML Version	: 1.2.021		
8	Order Submission URL*			
•	Receive cXML notifications for PD cancel, dose and amend?*	;) Yes 🔾 No		
	Allow ZSN to re-send failed Purchase Orders * 🕠	: O Yes No		
	Supplier (To) Credentials			
	Domain *			
	Identity *			
	Sender Credentials			
	Domain.*			
	Identity 8			
	TREADLY			
	Shared Secret *			
	Buyer (From) Credentials			
	Domain *	: EPROC		
	Identity *	: GE		
	Send cXML delivery failures v	ria email to		
	Email*			
		Enter comma separated emails		
	-			
	Submit Back			
s 2019 - Zycos Inc., All Rights Reserved	case of any queries, contact us at b e	ich support Szycus.com	Ferms	of Use Privacy Policy emifowered by ZYCUS

- 2. Select the required Customer and Supplier Company.
- 3. Select the required PO Delivery option under the **Delivery Method** option.
 - 4. Perform the required steps based on the **Delivery Method** selected from the drop-down:

ZYCUS

Purchase Order Delivery	Settings
Customer*	Supplier Portal Buyer 1
Supplier Company*	ALIAS_POORVA ~
Delivery Method *	Online -
Automatically confirm the PO's received from this customer ?	Online Actionable e-mail Email
Submit Back	EDI

- A. **Online:** POs will be visible upon logging into the network. This will be the default PO delivery method for new suppliers.
 - i. Choose if you want to Automatically confirm the PO's received from this customer. The default setting will be No.
 - ii. Enabling this setting will automatically confirm all PO's sent by your customer.
- B. Actionable Email: PO will be received as a PDF attachment via e-mail. Actions such as Confirm PO, Reject PO or Create Invoice can be taken from the e-mail itself. This option should be enabled only if tenant level setting for allowing PO actionable e-mails is enabled.
- C. Email:
 - i. Enter the recipients for the email for the Purchase Order Delivery.
 - ii. In case of multiple recipients, use comma to separate email IDs.
 - iii. Choose if you want to **Automatically confirm the PO's received from this customer.** The default setting will be **No.**
 - iv. Enabling this setting will automatically confirm all PO's sent by your customer.



D. cXML:

Delivery Method : cXML cXML Version : 1.2.021 Order Submission URL* : Receive cXML notifications for : PO cancel, close and amend?* Allow ZSN to re-send failed amend?* Allow ZSN to re-send failed : O Yes () No PO cancel, close and amend?* Allow ZSN to re-send failed : O Yes () No Porchase Orders* () Supplier (To) Credentials Domain* Identity* : Identity* : Supder Credentials Domain* : Suphared Secret* : Supplier (From) Credentials Domain* : EPROC Identity* : EPROC Identity* : Eproc Identity* : Eproc Identity* : Eproc Email* : :				
cXML Version : 1.2.021 Order Submission URL* : Receive cXML notifications for PO cancel, close and amend?* Allow ZSN to re-send failed : PO cancel, close and amend?* Allow ZSN to re-send failed : Porchase Orders* ? Supplier (To) Credentials Domain* : Identity* : Identity* : Shared Secret* : : Domain* : <td>Delivery Method</td> <td>1</td> <td>CXML</td> <td>\sim</td>	Delivery Method	1	CXML	\sim
cXML Version : 1.2.021 Order Submission URL* Receive cXML notifications for : Po cancel, close and amend?* Allow ZSN to re-send failed amend?* Allow ZSN to re-send failed for the sender of the sende				
cXML Version : 1.2.021 Order Submission URL* : Receive cXML notifications for : P cancel, close and amend?* Allow ZSN to re-send failed areand?* Allow ZSN to re-send failed reference in the sender of the sender?* Supplier (To) Credentials Domain* Identity* : Identity* : Sudheer_g2@zycus.com Shared Secret* : EVYPROC Identity* : EPROC Identity* : GE Sender CYML delivery failures via email to Email* :				
Order Submission URL* : Receive cXML notifications for : (a) Yes (b) No PO cancel, close and amend?* (b) Yes (c) No Allow ZSN to re-send failed : (b) Yes (c) No Purchase Orders * (c) (c) Yes (c) No Supplier (To) Credentials (c) Yes (c) No Domain * : Identity * : Identity * : Supplier Credentials : Domain * : Identity * : Sudheer_g2@zycus.com Shared Secret * : Domain * : Identity * : Shared Secret * : Identity * : Shared Secret * : Identity * : Domain * : Identity * : Shared Secret * : Identity * : Identity * : Identity * : Identity * :	cXML Version	÷	1.2.021	\sim
Order Submission URL* : Receive cXML notifications for : Yes No PO cancel, close and amend?* Allow ZSN to re-send failed amend?* : Allow ZSN to re-send failed ?* : Supplier (To) Credentials Domain* : Identity* : Sender Credentials Domain* : Identity* : Shared Secret* : Domain* : Identity* : Shared Secret* : Order Credentials Domain* : Identity* : Shared Secret* : Omain* : Identity* : Shared Secret* : Order Credentials Domain* : Identity* : Shared Secret* : Identity* : Ernail* :				
Order Submission URL* : Receive CXML notifications for : Yes No PO cancel, close and amend?* Allow ZSN to re-send failed : Yes No Allow ZSN to re-send failed : Yes No Supplier (To) Credentials Domain* : Identity* Sender Credentials Domain* : Identity* : Sudheer_g2@zycus.com Shared Secret* : encode Buyer (From) Credentials Domain* : EPROC Identity* : GE Sender XML delivery failures via email to Email* : Email* : 				_
Receive cXML notifications for : Yes No PO cancel, close and amend?* Allow ZSN to re-send failed : Yes No Purchase Orders* Yes No Supplier (To) Credentials Domain* : : : : Identity* : Sudheer_g2@zycus.com Shared Secret* : <li:< li=""> : : : :</li:<>	Order Submission URL*	÷		
Receive cXML notifications for : Yes No PO cancel, close and amend?* Allow ZSN to re-send failed : Yes No Purchase Orders* Supplier (To) Credentials Domain* identity* Sender Credentials Domain* identity* Sudheer_g2@zycus.com Shared Secret* Supprime : EPROC Identity* i GE Sender CXML delivery failures via email to Email*				
PO cancel, close and amend?* Allow ZSN to re-send failed : O Yes No Purchase Orders* Supplier (To) Credentials Domain* :	Receive cXML notifications fo	r :	Yes O No	
armend?" Allow ZSN to re-send failed Purchase Orders* Supplier (To) Credentials Domain* Identity* Identity* Sender Credentials Domain* Identity* Sudheer_g2@zycus.com Shared Secret* Shared Secret* Identity* EPROC Identity* Identity* EPROC Identity* Identity*	PO cancel, close and			
Allow ZSN to re-send failed : O Yes No Purchase Orders * Supplier (To) Credentials Domain * : Identity * : Identity * : Identity * : Sudheer_g2@zycus.com Shared Secret * : Sudheer_g2@zycus.com Euver (From) Credentials Domain * : EPROC Identity * : Ernail * : : : ::::::::::::::::::::::::::::::	amend?			
Supplier (To) Credentials Domain* Identity* Sender Credentials Domain* Identity* Supplier (From) Credentials Buyer (From) Credentials Domain* Identity* Shared Secret* Identity* GE Send cXML delivery failures via email to Email*	Allow ZSN to re-send failed		○ Yes ● No	
Supplier (To) CredentialsDomain*:Identity*:Sender CredentialsDomain*:Identity*:Shared Secret*:Shared Secret*:Domain*:Domain*:Buyer (From) CredentialsDomain*:Domain*:EPROCIdentity*:GESend cXML delivery failures via email toEmail*:	Purchase Orders* 1	1	0 0	
Supplier (To) Credentials Domain* Identity* Identity* Domain* Identity* Identity* Shared Secret* Shared Secret* Identity* EPROC Identity* Identity* EPROC Identity* Email*				
Domain*:Identity*:Sender CredentialsDomain*:Identity*:Shared Secret*:Buyer (From) CredentialsDomain*:EPROCIdentity*:GESend cXML delivery failures via email toEmail*:	Supplier (To) Credentials			
Identity* Identity* Sender Credentials Domain* Identity* Identity* Shared Secret* Shared Secret* Identity* Domain* EPROC Identity* Identity* Identity* EPROC Identity* Identity* Identity* Identity*	Domain*			
Identity* : Sender Credentials Domain* Identity* Shared Secret* Shared Secret* Shared Secret* Domain* Buyer (From) Credentials Domain* Identity* GE Send cXML delivery failures via email to Email*				
Identity : Sender Credentials Domain* : Identity* : Shared Secret* : Buyer (From) Credentials Domain* : Domain* : EPROC Identity* : Send cXML delivery failures via email to Email* :	• 1 - 10 *			
Sender Credentials Domain* Identity* Shared Secret* Shared Secret* Shared Secret* EPROC Identity* Send cXML delivery failures via email to Email*	Identity	•		
Sender Credentials Domain* : Identity* : Shared Secret* : Buyer (From) Credentials Domain* : Identity* : Buyer (From) Credentials Domain* : EPROC Identity* : GE Send cXML delivery failures via email to Email* :				
Domain* : Identity* : Shared Secret* : Shared Secret* : Buyer (From) Credentials Domain* : Identity* : GE Send cXML delivery failures via email to Email* :	Sender Credentials			
Identity* : Sudheer_g2@zycus.com Shared Secret* : •••••• Buyer (From) Credentials Domain* Identity* : GE Send cXML delivery failures via email to Email*	Domain*	:		
Identity* : Sudheer_g2@zycus.com Shared Secret* : •••••• Buyer (From) Credentials . Domain* : EPROC Identity* : GE Send cXML delivery failures via email to Email* : .				
Identity : Sudheer_g2@zycus.com Shared Secret* :	Teleschie .*			
Shared Secret* : Buyer (From) Credentials Domain* Identity* GE Send cXML delivery failures via email to Email*	Identity	1	Sudheer_g2@zycus.com	
Shared Secret* : Buyer (From) Credentials Domain* Identity* GE Send cXML delivery failures via email to Email*				_
Buyer (From) Credentials Domain* : EPROC Identity* : GE Send cXML delivery failures via email to Email* :	Shared Secret*	:	•••••	
Buyer (From) Credentials Domain* : EPROC Identity* : GE Send cXML delivery failures via email to Email* :				
Domain* : EPROC Identity* : GE Send cXML delivery failures via email to Email* :	Buyer (From) Credentials			
Identity* : GE Send cXML delivery failures via email to Email*	Domain*		EPPOC	
Identity* : GE Send cXML delivery failures via email to Email* :	boman		LFROG	
Identity* : GE Send cXML delivery failures via email to Email* :				_
Send cXML delivery failures via email to	Identity*	-	GE	
Send cXML delivery failures via email to Email*:				
Email* :	Send cXML delivery failur	es	via email to	
	Email*			
	August and a second			

- i. Select the **cXML Version.**
- ii. Enter the Order Submission URL.
- iii. Choose whether you want to Receive cXML notifications for PO cancel, close, and amend details.
- iv. If you want to **Allow ZSN to re-send failed Purchase Orders**, select **Yes** or else select **No**. A few key points to be noted about this are:
 - This feature is for the integration suppliers that receive Purchase Orders via cXML.
 - In case the Zycus Supplier Network does not receive a success message from the supplier's ERP system, the supplier can authorize ZSN to re-send the PO.
 - When set to **Yes**, ZSN will resend the PO up to *3 times* in intervals of 15 minutes each.
 - If the PO has failed after these attempts as well, an email notification will be sent to the supplier contact configured to receive



these failure emails. The email will contain a consolidated list of PO's that have failed over the past few hours.

 The cXML response received from the supplier system will be shown against each PO, with an option to resend the PO. The reason for failure can be seen upon opening the PO as shown in the following screenshot:

	ZYCUS	🔟 My Dashboard 📕 Manage Companies	▼ Sudheer ▼ ? Help ▼
-			< Back
	There was an error in	sending this PO via cXML. Error: Connection timed out	×
	LA_004 From Supplier Po	rtal Buyer 1	CAD 1.171,64 Unconfirmed
<u>^</u>	🖃 Purchase Order Details		
	Released on	: 10/24/2018	
	Delivery Terms	: FOB	
	Payment Terms	: PaymentTermBulgarian_36 🕕	
	Billing Address	: Axis Bank, BKC Bandra East, Sumatra, Lampung, ID	
	Customer Name	: Supplier Portal Buyer 1	
	Supplier Company	: DD_SUPPLIER 1	
	Comments from Buyer		
	Purchase Order No.	: LA_004	
	Delivery Date	: 10/31/2018	
	Estimated Delivery Date	: 10/31/2018	
	Delivery Address	: Axis Bank, BKC Bandra East, Sumatra, Lampung, ID	

- A yellow warning icon, ^(A) will be shown against such invoices on the PO listing page.
- v. Enter the required information in the Supplier (To) Credentials, Sender Credentials and Buyer (From) Credentials.
- vi. You can configure an email for **cXML delivery failures** messages, so the correct user will be notified in case of failures.

Note: Re-Triggering Of cXML From The Failure Email Notification

If ZSN fails to send the PO via cXML to a supplier, an email notification will be sent to the supplier based on email notification setting in ZSN which will have the **Retrigger** button as shown in the image below:



E S	- Fell excelled low week to do	PO COM09 0944 - Purchase onlier c0ML delivery status not received - Mexage (HTML) (Read-Only)	110.7 8-8	m – o x
ZS Zycus Supplie PO COM008	r Network unotifications@cycus.net	cher a not received		1 11:00 AAA
	Hi We have not received any delivery status Please contact your system administration In case you have received the purchase In case you have not received the Purchintote: Please check your system to be suitable check your system to be suitable. In case you have not received the Purchintote: Please check your system to be suitable. You can also view the Purchase order log Mitps://zam.govw.aytus.net	s for the purchase order with PO COM008 00494 for your company DD_SUPPLIER 1. In for the same. order in your system, please click the button below ase Order, please click the button below to retrigger the same re that you have not received the purchase order before re-triggering the same to avoid any P gging in to your account from the below link.	O duplication at your end	P
	Regards, Zycus Supplier Network You have received this email because the case of any issues, please contact Zycus	e email address sudheer.g@zycus.com was subscribed for email notifications for this supplier c helpdesk at tech support@zycus.com	ompany on Zycus Supplier Network. In	

This setting in ZSN allows the supplier to input the email IDs who will be notified in case of any cXML failure via email. If the retrigger action is taken from any one of the email id's, ZSN will perform the PO cXML retrigger.

Once the cXML status is successful, the supplier will not be able to retrigger it again. If a Re-Trigger action is taken, it will be locked for 3 Minutes or till the time ZSN do not receive the status of cXML (whichever is less in time interval). This will avoid any chance of duplication if any other supplier contact tries to click the retrigger button.

E. EDI (Electronic Data Interchange):

When the EDI option is selected, the customers EDI qualifier and address will be displayed. (This will help the supplier set-up his VAN and not reach out to customer/Zycus separately for customer EDI details).

Purchase Order Delivery Settings							
Customer*	: Supplier Portal Buyer 1						
Supplier Company*	: DD_SUPPLIER 1						
Delivery Method*	: EDI ~						
Туре*	: EDI via VAN						
EDI Address Qualifier*	: 01 ~						
EDI Address*	: dewdale						
Submit Back							

i. Select the method used for transmitting EDI messages under the **Type** dropdown.



Note: Zycus currently supports EDI via VAN (Value Added Network)



ii. Select the EDI Address Qualifier from the drop-down list available.

Note: EDI Address Qualifier is a 2-character code which represents the type of EDI Address. Zycus currently supports the ANSI ASC X12 EDI Standard, version 4010

iii. Enter the EDI Address for sending the PO.

Note: The EDI option is a Value Added Service and suppliers can only select it if their customer has enabled it. Otherwise it will be Disabled (greyed out).

5. Click **Submit** to save the changes made to the Purchase Order Delivery Settings.

Access to PO Settings is only allowed when the access to **eProc** has been enabled.



EDI Enabled Suppliers will get email notification in case of PO amend.



Chapter 6: What is a Side Panel?

The Side Panel on the ZSN Portal allows convenient access to options available to you. The Side

Panel can be accessed by clicking the \blacksquare icon present on the top left of the screen.

E ZYCUS			🕰 My Dashboard	Manage Companies 🔻	💄 Suresh J 🔻 ?	leip 🔻
My Accounts		All Customers	T Go			
My Contracts	>					
My Performance	>	1	SCORE EVENTS		÷	
My Invoices	> Due On	In Progress				
My Orders	> 2015/10	/31 USD 100,00				
My Catalogs	> Due On 300005 2015/11	Amount /28 USD 77.00		No Record to Display		

The Side Panel provide access to the following option:

- 1. **My Accounts** Allows access to Companies, Requests & Alerts from the Supplier Management portal
- 2. **My Invoices** Allows access to view invoice created by your Customers & to create PO & Non PO Invoices
- 3. My Orders Allows access to Purchase Orders linked to the eProcurement portal of Zycus
- 4. My Catalogs Allows access to Catalogs linked to the eProcurement portal of Zycus
- 5. My Payments Allows access to Payments linked to the elnvoicing portal of Zycus



6.1 How to Navigate using the Side Panel?

To navigate among various modules of Zycus Supplier Network, click on the **set is a set of the set**

≡ zycus	
My Accounts	> Marshal Services
My Events	> NLD Constructions
My Invoices	ORDERS
My Orders	> 6/345 - Confirmed
My Catalogs	ZSPDEV1 2016/0
My Reference Documents	Customer Release ZSPDEV1 2016/0

6.2 My Accounts

The My Accounts option allows the user to view Companies, Requests & Alerts from the Supplier Management portal of **Zycus.**

My Accounts tab consist of views like:

- a) My Request
- b) My Companies
- c) Completed Requests
- d) My Alerts
- 1. My Requests tab:
 - a. Submit Requests
 - b. Edit Requests



c. Delete Requests

My Requests		My Companies	Completed Requests	My Ale	ts		
Req. No. 🗄	Company Name	4	GSID	Requested On	Total Elapsed Time	Status	Actions
9713	Dell		9207	11/08/2016	26 Days 03:27	Pending Approval	BBC
9698	Zycus		9195	26/07/2016	41 Days 23:58	Submitted	DRA
						120 0	Page 1 of 1
						** Please click on submit t	outton 連 to send request for

2. My Companies tab:

a. Edit Company Details

My Requests	My Companies	Completed Requests	My Alerts			
GSID	Company Name	Created On	Last Edited On	Company Status	Created As	Actions
7	ZYCUS SUPPLIER	05/06/2015	25/03/2016	Active	Operational	
100	XCVX	19/02/2016	-NA-	Active	Potential	
35	TOCOMPANYREGFORM POT	17/11/2015	17/11/2015	Active	Operational	
113	TEST SIM POT SUPP	11/03/2016	-NA-	Active	Potential	
70	TEST SIM JAR	05/01/2016	09/05/2016	Active	Operational	
9179	TEST RT FOR ICW	15/07/2016	-NA-	Active	Operational	
9161	TATA STEEL LTD	10/06/2016	-NA-	Active	Potential	
6	SUPPLIER PORTAL CO	04/06/2015	02/09/2016	Active	Operational	
9193	RTA FOR LINE 1 AND 3	18/07/2016	-NA-	Active	Operational	
9188	REMIT TO ADDRESS WITH ALL ADDRESS LINES	15/07/2016	-NA-	Active	Operational	
					1000 1	Page 1 of 3

3. Completed Requests tab:

- a. View Company Details
- b. View Approval Status Updates



Reg. No. 🗢	Company Name		GSID	Requested On =	Total Elapsed Time	Status 🗄	Actions
9647	TATA STEEL LTD		9161	10/06/2016	00:17	Approved	DET
173	TEST SIM POT SU	JPP	113	11/03/2016	00:00	Approved	
164	SUPPLIER PORTA	L CO	6	03/08/2016	2 Days 06:09	Approved	
143	NEW SUPPLIER C	:0	99	19/02/2016	00:00	Approved	090
142	NEW SUPPLIER C	Ō	99	19/02/2016	00:00	Approved	025
141	XCVX		100	19/02/2016	00:04	Approved	
140	NEW SUPPLIER C	.0	99	19/02/2016	00:00	Approved	
138	12345345		97	19/02/2016	00:00	Approved	DED
36	TOCOMPANYREG	FORM POT	35	17/11/2015	00:00	Approved	DEC
						ICO I	Page 1 of 1

4. My Alerts tab:

- a. View Company Details
- b. Act on the Alert

	ZYCUS			<u>ա</u> լ My Dashb	oard 🏥 Manage C	ompanies 🔻 🤮	Zeba 🔻 🥱 He	ip v
-	My Requests	My Companies	Completed Requests	💭 My Alerts				
	Company Name	Title =	Received O	n 🗧 Due On No Alerts Found	Days Left	Status	Actions	
						100	Page 1 of 1	ICO ICO
-								



6.2.2 How to Manage My Requests?

The My Requests tab allows the user to view the supplier companies registered using ZSN.

6.2.2.1 How to Submit a Request?

To submit a Supplier Company Request:

- 1. Navigate to the following location: Side Panel > My Accounts > Required Supplier Company
- 2. Look for the required Supplier Company with Status as Saved as Draft
- 3. Click on the icon corresponding to the required supplier company.

1

Submitting a Supplier Registration request with incomplete/missing details, will display an error message similar to the one shown below:

📩 Please fill the views '[Company Details-Commercial Requirement, Company Details-SAGIA Details]' assigned to you, before submitting the request.

6.2.2.2 How to Edit a Request?

To edit a Supplier Company Request:

- 1. Navigate to the following location: Side Panel > My Accounts > Required Supplier Company
- 2. Look for the required Supplier Company with Status as Saved as Draft
- 3. Click on the \checkmark icon corresponding to the required supplier company.
- 4. Make the required changes in the Supplier Company Request.
- 5. Perform any one of the following actions as required:
 - A. Save as Draft: To save the changes made in the draft Supplier Company Request.
 - B. **Save & Submit**: To save the changes made in the draft Supplier Company Request and submit the request for approval.
 - C. Cancel: To discard the changes made in the draft Supplier Company Request and exit.



If **Cancel** is clicked, the following dialog box is displayed:



Click Yes to discard changes made and exit. Click No to keep the changes made and return to editing.



6.2.2.3 How to Delete a Request?

To delete a Supplier Company Request:

- 1. Navigate to the following location: Side Panel > **My Accounts** > Required Supplier Company
- 2. Look for the required Supplier Company with Status as Saved as Draft
- 3. Click on the icon corresponding to the required supplier company.



4. Click Yes to delete the Supplier Company Request.



Only Supplier Company Registration requests with status **Saved as Draft** can be deleted.



6.2.3 <u>My Companies</u>

The **My Companies** tab allows the user to view the current on-boarded supplier companies.

6.2.3.1 How to Edit a Supplier Company?

To edit a Supplier Company:

- 1. Navigate to the following location: Side Panel > My Accounts > Required Supplier Company
- 2. Navigate to the My Companies and look for the required Supplier Company

My Requests	My Companies	Completed Requests	My Alerts			Neéd f	help with this page
GSID	Company Name	Created On	Last Edited On	Company Status	Created As	Actions	
	SUPPLIER IN A SINGLE FACILITY	2017/03/14	2017/03/19	Lets you view	the global	View	
19443	POTENTIAL PSC EDIT 01	2017/03/30	You do not have	specific profile		View	Edit
19444	Lets you view the	2017/03/30	your company is not associated to any	Active	Operational	View	
19442	profile POTENTIAL CREATE 01	2017/03/30	business location	Active	Potential		Edit
	POTENTAIL SUPPLIER			Active	Operational	VION	Lets you edit
	FACILITY SELECTION POTENTIAL SUPPLIER	2017/03/14	-NA -	Active	Potential		location
19351	CREAT SUPPLIER FIRST IN FACILITY SELECTION SUB VIEW	2017/03/14	2012/03/19	Deactivated	Operational	View	specific profi
19366	ACTIVE SUPPLIER IN MULTIPLE FACILITY	2017/03/20	2017/03/24	Active	Operational	View	Edit
	ACTIVE SUPPLIER	2017/03/20		Deactivatiol	Operational	View	
						Page	1 of 1 , con (co

3. Click **Edit** from the **Actions** column corresponding to the required supplier company.

Note: The Edit or View hyperlinks will be deactivated if you don't have sufficient rights.

4. Select a business unit to edit.



Selection Selection for ACTIVE SUPPLIER IN M MUCHTWORK Selection Selection Selection Muchtwork Selection <t< th=""><th>-</th><th></th><th></th><th></th><th></th></t<>	-				
Instants of indexing index	-				
Select Business Location for ACTIVE SUPPLIER IN M X Nuclification Status Interfail Interfa		and the pro-		Low The Contract of Contract o	
International Status		Select Business Loca	tion for ACTIVE SUPPLIER IN M	x	
Baskess Location Status Internal Further Pacity 1 Active Pacity 100 Call Status 100 (Status 10					
Finding Education (Education (Educatio	-	Business Location	Status		
Packy 100 Active Exploration to the function of the		Facility1	Active	~	
Pality100 Addre EL_Facility Addre Facility101 Addre EL_Facility101 Addre		F-10-100			
EL_Fadity Active Facility101 Active Facility101 Active Cancel part		Pacility100	Active	-	
Facility101 Active		El_Facility	Active		
Caree 10	_	Facility101	Active		
Cancel Fait	-				
			Cancel	Fait	

- 5. Make the required changes in the Supplier Company.
- 6. Perform any one of the following actions as required:
 - A. Save as Draft: To save the changes made in the draft Supplier Company Request.
 - B. **Save & Submit**: To save the changes made in the draft Supplier Company Request and submit the request for approval.
 - C. **Cancel**: To discard the changes made in the draft Supplier Company Request and exit.

If **Cancel** is clicked, the following dialog box is displayed:



Click Yes to discard changes made and exit. Click No to keep the changes made and return to editing.



Only Supplier Company Registration requests under the Users scope can be edited.



6.2.4 Completed Requests

The **Completed Requests** tab allows the user to view the supplier company requests that have passed through the Approval Workflow.

Dee No.	Company Man	- Comp	Descent Trace	Construction	Restaura Leantheau	Demonstrad On	Table Pleased These	Chattan a	Antines
326975	POTENTIAL OSC EDIT 01	19444	Edit	Create : Request to Create a Su	applier	Requested on	00:00	Approved	
326970	POTENTIAL PSC EDIT 01	19443	Edit	Extend : Request to Extend Sup Edit : Request to Edit a Supplier	profile	Isiness Location	00:06	Approved	
326968	POTENTIAL OSC EDIT 01	19444	Create	Potential	-NA-	2017/03/30	00:00	Approved	But
326967	POTENTIAL PSC EDIT 01	19443	Create	Potential	-NA-	2017/03/30	00:05	Approved	
326966	POTENTIAL CREATE 01	19442	Create	Potential	-NA-	-2017/03/30	00:2i	Approved	001
326909	POTENTAIL SUPPLIER	19382	Create	Potential	NA-	2017/03/25	00:05	Approved	
326898	ACTIVE SUPPLIER IN MULTIPLE FACILITY	19366	Edit	Operational	Facility1	2017/03/24	DD:20	Rejected	
326865	CREAT SUPPLIER FIRST IN FACILITY SELECTION	QN 19351	Edit	Operational	Mumbai	2017/03/14	1 Day 15:10	Approved	
326863	FACILITY SELECTION POTENTIAL SUPPLIER	19355	Edit	Potential	-NA-	2017/03/14	4 Days 23:53	Rejected	001
326862	FACILITY SELECTION POTENTIAL SUPPLIER	19355	Create	Potential	-NA-	2017/03/14	00:33	Approved	
							100	Page	1 of 2

Clicking on the **Status** of the supplier company request, displays the details of the Approval Workflow of the Supplier Company Request.

tatus			E
Activity Details for Research and the second sec	equest No. 8		
Role	Activity	Performed On	
Sup_Contact	created	08/05/2015	
Sup_Contact	submitted	08/05/2015	
Requestor	proceed	08/05/2015	
Requestor	approved	08/05/2015	



6.2.5 My Alerts

The **My Alerts** tab allows the user to view the alerts for which some action needs to be taken by the User. Once the required action is acted on by the User, the status of the Alert can be changed.

My Requests	My Companies	Completed Requests	My Alerts				
		11		The second se			
Company Name	Title	Received	On S Due On	Days Left	Status	Actic	.ns
			No Alerts Found				
						Page	1 of 1

6.2.5.1 How to Act on an Alert?

To act on an Alert:

- 1. Navigate to the following location: Side Panel > My Accounts > Required Supplier Company
- 2. Navigate to the My Companies and look for the required alert
- 3. Click on the 2^{Act} icon corresponding to the required alert.

+ Act On Alert			
13			
Alert Message Received On Due On Current Status Change Status	: 13 : 08/05/2015 : 08/06/2015 : Acknowledged * Select Status @	Note: Alert Received On and Due On dates are in GMT	
Comments	: Write your comments here Submit Cancel		



4. Select the **Status** of the alert as per requirement.



- 5. Enter the required **Comments** in the text box.
- 6. Perform any one of the following actions as required:
 - A. Submit: To save the changes made in the alert and exit.
 - B. Cancel: To discard the changes made in the alert and exit.

6.3 My Contracts

<u>NOTE</u>: The above-mentioned menu **may or may not be available** based on the access provided to you by customer.

The **My Contracts** option allows the user to view all the contracts linked to the customer company.

- 1. Click on **My Contracts**. You will get an option of **View Contracts**.
- 2. Hover over **View Contracts**, you will be able to see list of customer company whose contracts you want to see.



3. Select the customer of your choice; you will be navigated to the following page.

			Lill. My	Dashboard 🛅 Manage Companies	🔹 😝 Suresh J 👻 😯 Help 👻
Contracts Awaiting Review					
Search by Contract Number		Go			
Contract Number	Title	Requested By	Requested On	Status	Action
AUTO10048	testing 16.01	rahul c	2016/02/18	Under External Review	Action
					Showing page 1 of 1 % let
2015 Zycus Inc., All Rights I	Accorned			Terms of L	se Privacy Palicy emPowered by XYCUG

4. You can search for contracts awaiting review by Contract Number or Contract Title.



Search by	Contract Number	-	Go
-----------	-----------------	---	----

5. Against any contract number, click on the Actions drop-down menu. You will get following options:



6. You can view or modify contract. You will be navigated to authoring contract page in a new window.

**	Contract Summary					Author Negotiate
Contract Summary	Summary					
Contract Detoils Contracting Party* 🔗 Contract Outline Line Rems Documents	AUTO10048 Tifle: Leating 16.01 Type: Bainess SubType: Racearch Agreemet Category: Biomedical- Non-regulated	Contracting Party (1) SUESH SWP(1)FX ADASD, PO Sex (312, DASD, US-AK, - Email: suresh (smbhaikangtyou.com Cell:	Clauser: 1	Contract Line Item	Decements Winistatory Research () Updated () Other Decements Approximations Table Johnson () Table Johnson ()	
Documents						

7. You can edit the contract. A download popup will be displayed. You can save it on your local system.



8. You will also be able to download a contract. You will get following popup:



Confirm	x	
2	If you want to edit the document, please click on Checkout. Please click on Proceed to continue downloading.	
	Check-Out Proceed	

You can click proceed or check-out.

9. You can also undo all the modifications made to the current contract. You will get following popup:



Select yes or no as per your requirement.

10. You will also be able to mark the contract as reviewed. Click **Mark as Reviewed**, you will get following comment box.

Mark as Reviewed	×
Once you submit, the contract would be sent back to the contract owner for further action.	
Comments:*	
E-mail will be sent to the owner, to notify this contract has been reviewed.	
Submit Cance	

11. Enter your comments as per your review and click **Submit**. The contract owner will be notified through an email.



6.4 <u>My Requests</u>

NOTE: The above-mentioned menu **may or may not be available** based on the access provided to you by customer.

In scenarios when the supplier wants to request a few changes with respect to pricing, delivery terms, and delivery locations and so on, he can raise such request from this section.

My Requests option allows the user to:

- 1. Raise a new request
- 2. View the status of requests



6.4.1 How to Raise a Request?

To raise a request, go to:

1. Side Panel > My Request > Create New Request > select the buyer company.

				★ Rate Us 🔟 My Dashboard 📱	🛛 Manage Companies 🔻 😫 shreesh	▼ 🕜 Help ▼
-	my requests		All Customers	•		
8	View Requests	~				
C	Create new Request					
	Supplier Portal Buyer 1	iompleted r Portal Buyer 1	Request Number 80	Request Raised On 10/11/2017	Request Definition ISOURCE_TEST_DATA_ISOURCE	
		F_GROUP_MAII - With RM F Portal Buyer 1	Request Number 79	Request Raised On 10/11/2017	Request Definition ATTACHMMMMAAAAA	

2. You will land on the following page:



ZYCUS PROCURE PERFORMANCE				🕍 My Dashboard 📑 I	Manage Companies 🔻	😫 shreesh 🔻 🍞	Help 🔻
+ New Request	My Requests						
Found 44 records.							
Status	Request Number :	Request Name +	Request Definition	Supplier	Request Raised By	Submitted On ‡	Actions
Filter	Search Number	Search Request	Search Request Definiti	Search Supplier *	Search Request Raised		
With RM	18	TEststststs	EXTERNALSUPPLIERRDTESTING	IREQUEST SUPPLIER	shreesh.pandey	27/04/2017	Actions •
Discourse Completed	17	Supplier1REQUEST	EXTERNALSUPPLIERRDTESTING	IREQUEST SUPPLIER	shreesh.pandey	27/04/2017	Actions •
With RM	13	Test	SUPPLIERREQUEST_TEST1	IREQUEST SUPPLIER	shreesh2	25/04/2017	Actions •
Show 10 - re	cords per page.					Showing Page 5	of 5 🖸 🖸

- 3. Click **+New Request**. You will see the following popup and you will need to select a request definition and click **OK**.
- 4. The request definitions you see in this popup will be configured by your buyer.

Select Request Definition	x
Supplier_NONETYPE	
○ EXTERNAL_SUPPLIERTEST_2	
○ SUPPLIERREQUEST_TEST1	
○ EXTERNALSUPPLIERRDTESTING	
○ SUPPLIERE_USER_TESTING	
ОК	Cancel

5. On select the request definition, you will land on the following page:

YCUS		Lail My Dashb	board 💼 Manage Companies 🔻 🧿 shreesh 🔻 🍞 Help
SUPPLIER REQUE	ST		
Request Name*:		Request Type:	Supplier_NONETYPE
Request Description:		Attachments:) Add Attachments
		Urgent Requirement: Supplier*:	Select a Supplier
Assigned To:	A		
Item Information Supporting Documents:	(0) Add Attachments	Choose Facility:	
Select the Supply Type:	□ a □ b □ c	Select the Gear Type:	O a O b O c O d
		Commenter	
Enter the expected Ratio:		communes.	



Section One:

- 1. In this section, you will need to add at least the basic details such as **Request Name** and **Supplier**.
- 2. In addition, you can also add your **Request Description**, **Attachments** (any supporting documents), and mark the request as **Urgent Requirement**.
- 3. Once these details are filled, select to whom in the buyer organization you want to assign this request. You can select a single buyer or a buyer group.

Assigned To:	👗 🔻 Anil
	en.
	101

Section Two:

- 4. The fields in this section are custom and configured by your buyer. This section will vary from buyer to buyer.
- 5. Once the details for this section are filled, you can choose to review the workflow this request will follow. Click **Preview Workflow**, which is available in the footer of the page. You will see the following popup:

Preview Workfl	ow		8
shreesh Awaiting Action	Approver	Request Manager	Close

- 6. Once all the information is in place, you can either **Submit** the request or **Save it as Draft**.
- 7. Saving it as draft will allow you to work on it later. Once you hit Submit, the workflow will be triggered, and you won't be able to make any changes.
- 8. Such requests will be visible on the **My Request** > **View Requests** page as shown below:



+ New Request M	y Requests						
Found 44 records.		a second second				Submitted	÷
Filter	Search Number	Search Request	Search Request Defini	Search Supplier	Request Raised By Search Request Raise	On	Action
With RM	32	TEST	SUPPLIERREQUEST_TEST1	IREQUEST SUPPLIER	shreesh.pandey	09/05/2017	Actio
With RM	30	Test1111111	SUPPLIERREQUEST_TEST1	IREQUEST SUPPLIER	shreesh, pandey	09/05/2017	Action
Completed	29	! EXTERNAL_WITHOUT_SUPPLIER	SANITY_FOR_EXTERNAL_USER	IREQUEST SUPPLIER	shreesh.pandey	03/05/2017	Action
Completed	28	TASKLINK	SUPPLIERREQUEST_TEST1	IREQUEST SUPPLIER	shreesh.pandey	03/05/2017	Action
Completed	26	TEST1	TESTAUDITTRAIL	IREQUEST SUPPLIER	shreesh.pandey	02/05/2017	Action
E Returned	25	123123	SUPPLIERREQUEST_TEST1	IREQUEST SUPPLIER	shreesh.pandey	02/05/2017	Action
Draft	24	TESTDRAFTCOLORCODE	SUPPLIERREQUEST_TEST1	IREQUEST SUPPLIER	shreesh.pandey		Action
Rejected	23	SUPPLIER1TEST	SUPPLIERE_USER_TESTING	IREQUEST SUPPLIER	shreesh.pandey	28/04/2017	Action
Completed	22	SUPPLIERUSERI	SUPPLIERE_USER_TESTING	IREQUEST SUPPLIER	shreesh.pandey	28/04/2017	Action
X Awaiting Approval	19	DRAFT	SUPPLIERREQUEST_TEST1	IREQUEST SUPPLIER	shreesh.pandey	27/04/2017	Action
Show 10 ~ records p	er page.					Showing Page	4 of 5

6.4.2 How to View the Requests?

1. To view the request you have raised, go to: Side panel > My Requests > View Requests > select the buyer company. You will land on the following page:

Status	Request Number ÷	Request Name +	Request Definition	Supplier	Request Raised By	Submitted On ÷	Action
Filter	Search Number	Search Request	Search Request Definition	Search Supplier	Search Request Raised By		
🛃 With RM	54	ZSNREQUESTAUTOMATIONFTSDC_70662	AutomationRDMZKQL_85827	IREQUEST SUPPLIER	shreesh.pandey	27/10/2017	Actio
🛃 With RM	53	ZSNREQUESTAUTOMATIONHRCSX_90383	AutomationRDMZKQL_85827	IREQUEST SUPPLIER	shreesh.pandey	27/10/2017	Action
🔒 With RM	52	ZSNREQUESTAUTOMATIONVECIJ_76351	AutomationRDM2KQL_85827	IREQUEST SUPPLIER	shreesh.pandey	27/10/2017	Action
🛋 With RM	51	ZSNREQUESTAUTOMATIONSMHBU_37735	AutomationRDMZKQL_85827	IREQUEST SUPPLIER	shreesh.pandey	27/10/2017	Action
🛃 With RM	50	ZSNREQUESTAUTOMATIONSCNNI_18260	AutomationRDM2KQL_85827	IREQUEST SUPPLIER	shreesh.pandey	27/10/2017	Action
Mith RM	49	ZSNREQUESTAUTOMATIONXKFAZ_60828	AutomationRDMZKQL_85827	IREQUEST SUPPLIER	shreesh.pandey	27/10/2017	Action
Show 10 -	records per page.					Showing Page 2	of 5

- 2. On this page, you will see the requests by all the users raised from your organization.
- 3. For the requests which are in Draft status will be editable.
- 4. To view a request, click the **Request Number**. You will land on the following page:



SCURE PERPERVINCE				Line . N	ly Dashboard 📑 Manage Com	oanles 🔹 😫 shreesh 🔹 🍞 Hel
Register Form						
Request Form						« Back Actions
Request Number:	79			Request Definition:	ATTACHMMMMAAAAA	
Request Description:				Request Type:	Supplier_NONETYPE	
Assigned To:	Irequest_Group	_ZSN		Urgent Requirement:	No	
Attachment(s):				Supplier:	IREQUEST SUPPLIER	
Section 1						
Item Table						👫 Export to E
Price Type.	Current Price	Item Name	Item Number	Quantity	Unit of Measures	Item Attachment
BULK	1	1	1	1	1	0 Attachment
Show 10 🖌 entries						Showing Page 1 of 1
ghdfgdfgdg:	0 Attachment					
* Workflow						
0						
shreesh	Request Manager	-				
Submitted 10/11/2017 04:50:12	Awaiting Action					

Note: All the sections and their field (except **Workflow** and **Audit Trail)** will vary depending on your buyer company.

5. The **workflow** section will show the status of your request.

/orkflow	
shreesh	Request Manager
Submitted	Awaiting Action

6. The **audit trail** will display all the changes made to the request from the time it was submitted.

Audit Trail			
Actions	Version	Date	Comments
Request Completed	3	09/11/2017	Please review the process
📝 Request Modified	2	09/11/2017	added the delivery parameters
Request Submitted	1	09/11/2017	



6.5 My Performances

<u>NOTE</u>: The above-mentioned menu **may or may not be available** based on the access provided to you by customer.

The My Performances option allows the user to view:

- 1. Score Events
- 2. Performance Reports
- 3. Development Programs
- 4. Tasks and Milestones
- 5. Reminders
- 6. Notifications

for each customer.

	ZYCUS		
-	my performance		
2	View Score Events	~	
C	View Performance Reports	~	REP
	Trend Analysis	~	Sup FRA
	View Development Programs	~	lier) Sup
	View Task and Milestones	~	lier c
	View Reminders	~	Sup FRA
	View Notifications	~	layed
			- Pu Su AL


6.5.1 How to View Score Events?

Under **My Performance**, hover over **View Score Events**. A list of Customer Company will be provided. Select the customer company of your choice for whom you want to score the event.

Once you have reached the scoring events page, follow the steps mentioned below to the score the event online through the system itself.

6.5.1.1 Scoring Events Online To score an event online:

1. Once you click on the link from the email, the Score Events page is displayed:

									- Clove J
Event Name	Event Owner	Supplier Name	GSID	End Time	Status	Submission Status	Actions		C LINE .
Event Name	Event Owner	G Supplier Name	C) GSID		TFitter				
🔁 YTD weekly (2/3)	CA MURUD	FRANKY	12	09/10/2016 01:25 PM	In Progress	Pending	Respond	1 mar 1	
C YTD (2/5)	CA MURUD	FRANKY	12	10/02/2016 01:25 PM	Published	Pending	View	Respond	
CA TEST 1223 (2/3)	CA MURUD	FRANKY	12	12/20/2016 12:25 PM	Published	Pending	View	Respond	
C TEST 1223 (2/3)	CA MURUD	ALKALINE	2	12/20/2016 12:25 PM	Published	Pending	View	Respond	
test zsp	power user	FRANKY	12	12/14/2015 12:25 PM	Closed	Pending	View	Respond	
test duplicate contact and user	franky CONTACT	FRANKY	12	08/06/2016 01:25 PM	Closed	Submitted	View	Modify	
CA YTD	CA MURUD	FRANKY	12	08/30/2016 05:43 AM	Closed	Submitted	View	Modify	
once	CA MURUD	FRANKY	12	08/30/2016 06:13 AM	Closed	Submitted	View	Modify	
once not shared	CA MURUD	FRANKY	12	08/30/2016 07:57 AM	Closed	Submitted	View	Morilify	
C YTD weekly	CA MURUD	FRANKY	12	08/30/2016 10:46 AM	Closed	Submitted	View	Modify	
Display 10 Records								TTD ITT Page	1 of 2

2. Search for the required event using the **Event Name** and/or the **Event Owner** search box.

Event Name 🗢		Event Owner
Event Name	Q	Event Owner Q

3. Click on the **Respond** button in the **Actions** column for the corresponding event to open the survey.



4. The survey page is displayed with the **Survey Scope** tab open.

	😸 🔻 Survey Ends In: 2 Day(s) 10 Hour(s) 25 Min(s) 🔛 Import 🔻 🔤 Export 🔻
Survey Scope) Survey Form : Summary	Survey Completion Status +
Vectores to Index Client's Survey Event ! tor fradiesk is imported for a for near-ing and improving our supplier's performance. The information gathered in the survey will help us to determine what improvements can be made to ser suppliers. The information of the constrained of the follow and the period of the survey of the survey will help us to determine what improvements can be made to ser suppliers. In a low can be completed of the information of the follow and the survey of the survey of the survey will help us to determine what improvements can be made to ser suppliers. It is the the survey and the follow and the survey form, to an also conside the survey form by complete template suppliers functionality and uplateding the filled-up template using "support" functionality, present on the log-right come of the survey form, there is the survey dime by detailing the template support" functionality and uplateding the filled-up template using "support" functionality, present on the log-right come of the survey form, there is the survey dime by detailing the template support functionality and uplateding the filled-up template using "support" functionality, present on the log-right come of the survey form, there is not detailed on the survey.	
* Indicates, New Alloy	
Supplers": LEROVO Facilites": ind_Facility Scoring Lavout":	time of the stress
iver and Continue Save and Close Exit	🕡 Need Histo
ex () All Foghta Reserved	Territy of User (1) Privacy Febry (1) emiliowerset by 2VCU

5. Select the **Scoring Layout** from the given options:

Evaluation Period	: 10	/01/2015 To 01/	31/	2016	
Scoring Layout* :	0	Suppliers	Ø	Facilities	Survey form layout will be generated based on your layout preference.

Layout	Description
🔘 🤰 Suppliers	Select the Suppliers to Facilities layout to score a supplier linked to multiple facilities.
🔍 🔚 Facilities	Select the Facilities to Suppliers layout to score multiple suppliers linked to a single facility.

6. Click on the **Save and Continue** button to continue with the survey. The **Survey Form** is displayed.



ZYCUS Esse 10/10)			() ▼ Survey Ends In: 5 Day(s) 15 Hour(s) 0 Min(s)
Getting Started Survey Form	Summary		Survey Completion Status +
Suppliers	7*	Supplier: MICRON Pacility: AMKOR_F KPI: kjkj	Question Status All (0)
 MICRON LORGE SUPPLIER MICRON LORGE SUPPLIER Rand, Facility Band, Castlefield Stanton 		P2 Addednesse (0) 01 what is the company's projected turn over this year? Comment 1 Do you have credit pakey for buyers? No Response Yes No Comment 1	*Segn and fixed roles indicates Meet alors
		Complete 🥥 Percally Complete 😋 Incomplete	< Previous KPE Next HPE >
		Save and Continue Submit Responses Save Sot	Need Help.7

- 7. Expand the required facility or supplier using the 🕒 icon to view the list of KPI's.
- 8. Select the required KPI from the list of KPI's displayed. The list of questions associated with the KPI will be displayed.
- 9. Provide answers for all the questions.
- 10. Perform any of the following actions for any of the question as required:
 - a. Comment:
 - i. Provide a comment for a question in the survey

Supplier: G	ITS GSID: 4 Facility: gssg_Fa KPI: Sim San	Question Status	All (4) •
Ø KPI Atta	(1)		"Sign and Red color indicates Mandatory
Q1 *	what is your name?		12
	Comment :		



b. Attachment:

- i. To attach a document for a question in the survey, click on the \mathscr{P} icon next to the question.
- ii. A dialog box is displayed with the **Attachments** tab open.



- iii. Click on the Upload Files button to upload the document.
- iv. The File Upload dialog box is displayed. Browse and select the required file.
- v. Click on the **Open** button to upload the document.
- vi. The uploaded file will be displayed in the table along with its size.
- vii. To complete the process, click on the **Done** button.

c. Copy Response:

- i. To copy response for a question in the survey form to a survey form for another facility/supplier, click on the icon next to the question.
- ii. A dialog box is displayed with the Copy Response tab open.



Supplier: D	UN RIT Facility: Alaska KPI: KPI fo X
Q1* Does th	e business operate as a Limited Liability, Partnership, Sole Trader, Incorporation, Other? Please specify:
Comment	Attachments Copy Response
#	Facility
1	Castlefield
2	Fayette
3	Peterman
4	Stanton
Display 50	✓ Records
	Copy Responses

- iii. Click on the **Copy Responses** button to copy the response for the question to a survey for another facility/supplier.
- iv. The Information dialog box is displayed. Click on the OK button to continue.
- v. To complete the process, click on the **Done** button.
- 11. To navigate in between KPI's use the **Previous KPI** and **Next KPI** links on the bottom right.
- 12. Provides all answers to all applicable KPI's for suppliers/facilities selected.
- 13. Click on the **Save and Continue** to save the entered responses and move to the next step.



14. The **Summary** tab is displayed which displays completion status of the survey at Supplier, Facility & KPI level.

				🥹 🔹 s	Survey Ends In: 8	Day(s) 7 Hour(s) 46	6 Min(s)	iort 🔻 📑 Export 🔻
Survey Scope Surve	ey Form Summary					Survey Compl	letion Status 👻 💻	21.05
fease check the Summary of this s	survey below and ensure t	at all unanswered questions for each	th supplier, facility and KPI are comp	lete. You can directly jump to the ur	answered questions t	by clicking on the link p	resent in correspond	ding columns.
🥑 Complete 🥥 Partially Compl	ete 🕘 Incomplete						Filter	r By All
Supplier Name	GSID	Facility Name	KPI Name	Overall Completion Status	Total Questions	Total Unanswered Questions	Total Mandatory Questions	Mandatory Unanswered Questions
CHE245T3	з	0 completed out of 1						
		🛃 🌍 ind_Facility	0 completed out of 5	-	19	15	3	1
Display 100 . Records							Page	1 of 1

To filter the summary, use the **Filter By** dropdown box located on the top right of the **Summary** tab.

Filter By	All
	All
	Unanswered

Note: Click on the number of Total Unanswered Questions/Mandatory Unanswered Questions to directly go to the unanswered question/mandatory unanswered question under the survey form tab.

15. Click **Submit Response** to submit the responses. The following message is displayed.





16. Click **Continue**. The scores are submitted, and the **Score Events** page is displayed.

At any point in the survey, you can click on "**Exit**" button to exit the survey with following three options:

- Yes: Click on this option to save the entered data and then Exit the survey.
- No: Click on this option to not to save the entered data and Exit the survey.
- **Don't Exit:** This option will keep you on the same page.

To filter the KPI's in the Suppliers/Facilities module, click on the **Context** icon, select the required option and click on the **Filter** link.

₹▲
Completion Status
🔲 🕜 Incomplete
🔲 🥑 Partially Complete
🔲 🤣 Complete
Filter Clear

To filter questions according to their statuses, use the **Question Status** dropdown box on the top right side of the page under the **Survey From** tab.

Question Status	All (120) 🗸	
*Sig	All (120) Mandatory (96) Unanswered (114)	y
	Mandatory Unanswered (90)	

To know the completion status of the survey, use the **Mandatory Completion Status** dropdown box on the top right side of the page next to the progress bar.





٢		
	Mandatory Completion Status 👻	6.25 %
Ļ		•

6.5.1.2 Scoring Events Offline To score an event offline:

Follow the steps mentioned below to the score the event offline by downloading the event template in excel format, scoring it offline and uploading it back into the system.

1. Once you click on the link from the email, the **Score Events** page is displayed:

This is a list of Events (Surveys)	that you have	e been invited to score, i	You can click on Respond	button to score	a In Progress events -				
									@ Clear
Event Name		Event Owner	Supplier Name	GSID	End Time	Status	Submission Status	Actions	
Event Name	Q	Event Owner	G Supplier Name	Q GSID	9	TFiter			
🔁 YTD weekly (2/3)		CA MURUD	FRANKY	12	09/10/2016 01:25 PM	In Progress	Pending	Respond	
C YTD (2/5)		CA MURUD	FRANKY	12	10/02/2016 01:25 PM	Published	Pending	View	Respond
123 TEST 1223 (2/3)		CA MURUD	FRANKY	12	12/20/2016 12:25 PM	Published	Pending	View	Respond
C TEST 1223 (2/3)		CA MURUD	ALKALINE	2	12/20/2016 12:25 PM	Published	Pending	View	Respond
test zsp		power user	FRANKY	12	12/14/2015 12:25 PM	Closed	Pending	View	Respond
test duplicate contact and user		franky CONTACT	FRANKY	12	08/06/2016 01:25 PM	Closed	Submitted	View	Modify
TTD YTD		CA MURUD	FRANKY	12	08/30/2016 05:43 AM	Closed	Submitted	View	Modity
once		CA MURUD	FRANKY	12	08/30/2016 06:13 AM	Closed	Submitted	View	Modify
once not shared		CA MURUD	FRANKY	12	08/30/2016 07:57 AM	Closed	Submitted	View	Montify
13 YTD weekby		CA MURUD	FRANKY	12	08/30/2016 10:46 AM	Closed	Submitted	View	Modify
Dieplay 10 Y Records									Page 1 of 2

2. Search for the required event using the **Event Name** and/or the **Event Owner** search box.

Event Name 🗢		Event Owner	
Event Name	Q	Event Owner	Q



- 3. Click on the **Respond** button in the **Actions** column for the corresponding event to open the survey.
- 4. The survey page is displayed with the **Survey Scope** tab open.

	🌝 👻 Survey Ends Ini 2 Day(s) 10 Hour(s) 25 Min(s) 🔂 Import 🖲 🔂 Export
Survey Scope Survey Form Summary	Survey Completion Status •
Welcome to Index Client's Survey Event ! Ver feedbals a insportant to all for measuring and inserving our supplier's performance. The information gathered in the survey will help us to determine what inservements and he nuels to air suppliers. This survey can be completed online in 3 ample steps: This is survey can be completed online in 3 ample steps: This is the survey of the completed online in 3 ample steps: This is completed online in a stepsilized on the survey form. This is not for the completed online in the survey.	
* Indicates Nandetiny	
Evaluation Period: 01/09/2015 to 33/01/2016 Supplem* : LENCVO FacIlter* : Ind_SacRy Scoring Layeut* :	Overneer of the Screen
Seve and Confine Save and Cose Ext.	Need Help 7 Terminel Help 8 Brance Entry 1

5. Select any one of the following scoring layout as required:

Layout	Description
Suppliers	Select the Suppliers to Facilities layout to score a supplier linked to multiple facilities.
🔍 🔚 Facilities	Select the Facilities to Suppliers layout to score multiple suppliers linked to a single facility.

6. Click on the **Export** button and select the type of survey form to be exported. The survey form contains the questionnaire template in an excel format. The exported template will contain prepopulated names of supplier, facilities, KPIs and the questions to be scored of the selected suppliers and facilities.

🌙 🔻 Survey Ends In:	3 Day(s) 6 Hour(s) 4 Min(s)	Export
		Standard Survey Form
		Custom Survey Form



Note: In case there are more than 200 suppliers in an Event, users can score suppliers only through offline scoring.

Note: A *Custom Survey From* is a transpose of a *Standard Survey Form* i.e. suppliers/facilities names are displayed in rows custom.

Note: If a **Custom Survey From** is exported, fields need to be mapped manually when the custom survey form is uploaded into the system.

Export Type			Descriptior	1
Standard	In	the Standard Survey Fo	orm, the questions are dis	splayed in the rows and the
Survey	Su	ppliers/Facilities names	are displayed in the colu	umns.
, Галиа			, ,	
FORM				
		A	В	С
	1	Supplier Name	Facility Name	KPI-1_Q-1
				Does the business operate as a Limited Liability, Partnership, Sole Trader, Incorporation, Other? Please specify:
	2			(Text)
	3	DUN RITE LAWN MAINTENANCE	Castlefield	
	4	DUN RITE LAWN MAINTENANCE	Alaska	
	5	DUN RITE LAWN MAINTENANCE	Peterman	
	6	MONIT BROTHERS	Castlefield	
	7	MONIT BROTHERS	Alaska	
	8	MONIT BROTHERS	Peterman	
	9	WALT'S IGA	Castlefield	
	10	WALT'S IGA	Alaska	
	11	WALT'S IGA	Peterman	
Custom Survey Form	In the	the Custom Survey For e questions are displaye	m , the Suppliers/Facilitie ed in the columns.	s names are displayed in the rows and
		KPI-1_Q-1 4 KPI-1_Q-1	Guestions Does the business operate as a Limited Liability, Partnarchip, Sole Trader, Incorporation, Other? Please specify. (Text) What is the company's projected furnover this year? (Toxt).	C DUN RITE LAWNI MAI/NTENANICE Custofning Alassa

7. User can fill the responses for each question in the corresponding column, for each supplierfacility combination, as shown in the above image.



Note: The exported template is user specific, i.e. the template would contain only those KPI's to which the user is invited.

Note: The "Responses" worksheet is password protected.

Note: The "**Instructions**" worksheet contains guidelines to help the user to fill the template. This worksheet also contains the password to access "Responses" worksheet.

Note: User can add or delete a row/s from the worksheet by unprotecting it using the password specified in the **Instructions** sheet.

Note: Data validation rules as well as comments are incorporated in the fields wherever required.

8. Once you have filled in the responses into the exported template, click on the **Import** button and select **Import Responses** to import this template back into the system. The **Upload Scores** dialog box is displayed.



9. Select the KPIs for which scores are to be uploaded and then click Upload File.





10. The File Upload dialog box is displayed. Browse and select the required file.

11. Once the file is uploaded, click on the **Next** button to continue.

12. The **Upload Scores** dialog box is displayed.

Note: The size limit set for scoring file to be uploaded for auto scoring is 25 mb.

broaden i Her cobbier "Langunginge" to "Constrainten e "cort of	3-21_17.03.xisx
ap the below fields to their respective columns in file and the	n dick Import Scores.
Value	
Suppliers & Facilities	2 of 2 fields mapped
Supplier	
Supplier Name -	
Facility	
Facility Name 👻	
KPI : KPI for Financial Details	6 of 6 fields mapped 🛷
Q1. Does the business operate as a Limited Liability, Partnership,	Sole Trader, Incorporation, Other? Please specify: (Text)

13. In this dialog box, the fields will get mapped automatically in the corresponding fields only if the uploaded file is the template exported from the application as mentioned in **Step 10**.

Note: The user can also upload score using any other customized template, but in that case the user has to manually map the fields in the template with the fields shown online.

Note: If no questions are mapped to any of the selected KPI then the following error message is displayed.

"You need to map atleast one question to each of the selected KPI"

- 14. Click on the **Import** Scores button once all fields are mapped.
- 15. After successfully mapping all the fields, the **Scores imported successfully** dialog box is displayed. Click on the **Done** button to continue.



Scores imported succe	essfully
Verifying Values	
Calculating Scores	
Importing Scores	

- 16. Click on the **Import** tab and select the **View uploaded files** link to view attachments, if any, uploaded for your reference.
- 17. To submit the uploaded responses, click on the **Summary** tab. Click on the **Submit Responses** to submit the uploaded responses. The following message is displayed:

Confirm		×
?	Once you submit your scores, your scores will be saved in the system for supplier evaluation. You will be allowed to make changes to your submission and re-submit your scores till 2014/03/23 23:55.	

18. Click on the **Continue** button to submit the responses.



6.5.1.3 View Uploaded Files To view the uploaded files:

- 1. On the **Score Events** page, search and open the required survey.
- Click on the Import button and select the View uploaded files option to view the uploaded survey forms.



3. The View uploaded files dialog box is displayed.

/iew uploaded files				:
KPI Name	File Name	Size	Uploaded On	Action
KPI for Compliance	Supplier_Performance_forQ uestionnaire_2014-03-22_17. 00.xlsx	10.8 KB	03/22/2014	🚽 Download
KPI for Financial Details	Supplier_Performance_forQ uestionnaire_2014-03-22_17. 00.xlsx	10.8 KB	03/22/2014	🖶 Download
KPI for Quality	Supplier_Performance_forQ uestionnaire_2014-03-22_17. 00.xlsx	10.8 KB	03/22/2014	🖶 Download
KPI for Standards/Certification	Supplier_Performance_forQ uestionnaire_2014-03-22_17. 00.xlsx	10.8 KB	03/22/2014	🖶 Download

6.5.1.4 Modify Responses

Once you have submitted your responses for an event, you will have the option to modify your responses for that event until that event gets closed.

To modify responses:

On the Score Events page, for an event having Status as In Progress and Submission Status as

Modify

Submitted, you will get the option



Event Name	Event Owner	C Cumpling Manue						
A YTD weekly (2/3)		of Contrast Manua	Q GSID	9	TFitter			
	CA MURUD	FRANKY	12	09/10/2016 01:25 PM	In Progress	Pending	Respond	
C YTD (2/5)	CA MURUD	FRANKY	12	10/02/2016 01:25 PM	Published	Pending	View	Respond
TEST 1223 (2/3)	CA MURUD	FRANKY	12	12/20/2016 12:25 PM	Published	Pending	View	Respond
C TEST 1223 (2/3)	CA MURUD	ALKALINE	2	12/20/2016 12:25 PM	Published	Pending	View	Respond
test zsp	power user	FRANKY	12	12/14/2015 12:25 PM	Closed	Pending	View	Respond
test duplicate contact and user	franky CONTACT	FRANKY	12	08/06/2016 01:25 PM	Closed	Submitted	View	Modify
C YTD	CA MURUD	FRANKY	12	08/30/2016 05:43 AM	Closed	Submitted	View	Madify.
once	CA MURUD	FRANKY	12	08/30/2016 06:13 AM	Closed	Submitted	View	Madify
once not shared	CA MURUD	FRANKY	12	08/30/2016 07:57 AM	Closed	Submitted	View	Modify.
C YTD weekly	CA MURUD	FRANKY	12	08/30/2016 10:46 AM	Closed	Submitted	View	Modify.
Display 10 V Records								Page 1 o

1. Click **Modify** to edit and resubmit the responses for a corresponding event. The following message is displayed.

Confirm		x
?	You have chosen to modify responses you have already submitted. Once you make the changes, you will have to submit your responses for this Event again before Event closes on 2014/03/20 23:55.	
	Continue	

2. Click on the **Continue** button to continue with the modification.

Note: The Event Scorers will able to make changes to their submission and re-submit in case they feel there were any errors in their answers or if they missed out on filling certain details. Resubmission can be done any number of times till the event closes. Once the submission is re-called, it should be submitted again before the event closes for the scores to be counted.

3. Follow the standard process of filling the survey and make the required changes. To resubmit the modified responses, open the **Summary** tab and click on the **Submit Responses** button.



6.5.1.5 Delegate a Scoring Event

A scorer has the option to delegate a scoring event to some other user in case if the scorer wants that user to score on behalf of him.

To delegate a scoring event:

On the Score Events page, for an event having Status as In Progress and Submission Status as

Delegate

Pending, you will get the option

Event Name		Event Owner	Supplier Name	GSID	End Time	Status	Submission Status	Actions		
Event Name	a)	Event Owner	G Supplier Name	CL GSED	q	TFitter				
S YTD weekly (2/3)		CA MURUD	FRANKY	12	09/10/2016 01:25 PM	In Progress	Pending	Respond		
C YTD (2/5)		CA MURUD	FRANKY	12	10/02/2016 01:25 PM	Published	Pending	View	Respond	
CA TEST 1223 (2/3)		CA MURUD	FRANKY	12	12/20/2016 12:25 PM	Published	Pending	View	Respond	
C TEST 1223 (2/3)		CA MURUD	ALKALINE	2	12/20/2016 12:25 PM	Published	Pending	View	Respond	
test zsp		power user	FRANKY	12	12/14/2015 12:25 PM	Closed	Pending	View	Respond	
test duplicate contact and user		franky CONTACT	FRANKY	12	08/06/2016 01:25 PM	Closed	Submitted	View	Modify	
CA YTD		CA MURUD	FRANKY	12	08/30/2016 05:43 AM	Closed	Submitted	View	Medity	
once		CA MURUD	FRANKY	12	08/30/2016 06:13 AM	Closed	Submitted	View	Modify	
once not shared		CA MURUD	FRANKY	12	08/30/2016 07:57 AM	Closed	Submitted	View	Mortify	
TD weekdy		CA MURUD	FRANKY	12	08/30/2016 10:46 AM	Closed	Submitted	View	Modify	
Display 10 W Records									Page 1 of 2	

Delegate 1. For a corresponding event, click **Delegate**

to forward the invite to other user to

score. The following dialog box is displayed.





2. Enter the email address of the person you want to score this event on behalf of you.

3. Click **Delegate**. An email will be sent to the delegated user.

Note: The score from a particular user or on a particular user's behalf will be accepted only once.

6.5.2 How to View Performance Reports?

Under **My Performance**, hover over **View Performance Reports**. A list of Customer Company will be provided. Select the customer company of your choice for which you want to view the performance reports. Following page will be displayed:

Ever] TEST	ent Name 5T 1223	a	Scorecard Name	Q Ey						
I TEST	ST 1223				ent owner	G Supplier Name	G GStD	2		
Ттест			MULTIUSER	CA	MURUD	ALKALINE	2	09/06/2016 06:20	09/06/2016 06:26	Performance Report
	ST 1223		MULTIUSER	CĂ	MURUD	FRANKY	12	09/06/2016 06:20	09/06/2016 06:26	Performance Report
J VTD	D for multisupplier yearly		YTD for multisupplier	CA	MURUD	FRANKY	12	08/31/2016 06:26	08/31/2016 06:32	Performance Report
1 NA Y	ytd		ytd	CA	MURUD	FRANKY	12	08/31/2016 02:31	08/31/2016 02:43	Performance Report
OTY C	D weekly		Ytd	CA	MURUD	FRANKY	12	08/30/2015 10:40	08/30/2016 10:46	Performance Report
] once	de .		ytd	CA	MURUD	FRANKY	12	08/30/2016 06:10	08/30/2016 06:13	Performance Report
סדע ב	D		ytd	CA	MURUD	FRANKY	12	08/30/2016 05:30	08/30/2016 05:43	Performance Report
l test	it_ra		r15.10,1.0-clone	CA	MURUD	FRANKY	12	05/30/2016 06:36	05/30/2016 06:38	Performance Report
] test	it_ra		r15.10.1.0-clane	CA	MURUD	ALKALINE	2	05/30/2016 05:36	05/30/2016 06:38	Performance Report
] frank	nky-re (5/5)		r15.10,1.0	poy	ver user	ALKALINE	z	03/21/2016 01:35	03/25/2016 12:25	Performance Report
	and the second se									ECB Page 1 of 3
	and the second se									Page 1 of 3

- 1. To compare performances for different events, select the events by checking the box against their name.
- 2. Once you complete selecting the events, click on Compare Performance.

Note: The suppliers can compare performances for up till 5 events.

Note: This page will only show all the published events.



Supplier Name: LEPV Supplier Name: LEPV Supplier Name: LEPV Supplier Sub Type : P(mary. Event Name : half yearhf ye	
Event Name : half yearly event (2/2) Event Name : half yearly event (2/2) Event Date : 02/02/2016 To 02/02/2016 Event Date : 02/02/2016 To 02/02/2016 Event Date : 02/02/2016 To 02/02/2015 To 31/12/2015] Owner port Summary Scorecard Score Trend All Supplier's Average Formula Protein Main Meeter 100.00 0.0% 136.03 KPI1 + KPI2 <=30.00 >30.00	
Scorecard Used : TEST SCORECARD Evaluation Period : 01/07/2015 To 31/12/2015] Owner port Summary Vew Individual Res scorecard Score Trend All Supplie's Average Formula Proteins dias Meetz 100:00 0.00% 136.03 KPI1 + KPI2 <=30.00	
Summary Vew Individual Res Korecard Score Tread All Supplie's Average Formula Formula Problem Size Meetz 100.00 0.00% 136.03 KPI1 + KPI2 <=30.00	
Scorecard Score Trend All Supplier's Average Formula Detterm Ave Meets 100.00 0.00% 136.03 KPI1 + KPI2 <=30.00 >30.00	ponses View Response Ani
100.00 0.00% 136.03 KP11 + KP12 <= 30.00 > 30.80.00	the Target OverAchieves th
	10.8 <= > 80.00
F KPJ Name Score Trend All Supplier's Average Problem Ana Meets	the Target OverAcheves th Target
IPI 1 test data 1 100.00 / 100.00 0.00% 90.00 <= 30.00 > 30. 80.00	10 & <= > 80.00
CPI 2 test data 100.00 / 100.00 0.00% 100.00 <=30.00 >30.00	10 & <= > 80.00
Grephical Visualization	Report Details

- 4. Click **Export Report** to export the performance report for an event. The performance report will be exported to PDF.
- 5. Click **Print Report** to print the performance report for a supplier or all suppliers in an event.
- 6. Click **Change** to change the Event or the performance evaluation period.

Supplier Performance Report							
Supplier Name : GI	GSID:4						
Supplier Type : Operational	Supplier Sub Type : Primary						
Event Name : Release-16.3.2.0-Recursive (2/4)	Event Date : 04/06/2016 To 04/07/2016						
Scorecard Used : r15.12.1.o	Evaluation Period : 03/06/2016 To 03/12/2016 Change						

7. Click **Report Details** to view the score details of each KPI.



Scorec	ard Score	Score Trend All Supplier's Average Formula NA 53.32 KPI1 + KPI2 + KPI3 + KPI4		_	Problem Area	Meets the Target	Overachieves the Target		
NA				32	KPI1 + KPI2	+ KPI3 + KPI4	<=20.00	> 20.00 & <= 40.00	> 40.00
¥	KPI Nar	ne		Score	Trend	All Supplier's Average	Problem Area	Meets the Target	Overachieves the Target
KPI 1	Clonned	French KPI		NA /110.00	NA	33.00	<=30.00	> 30.00 & <= 60.00	> 60.00
KPI 2	French H	KPI		NA /110.00	NA	110.00	<=30.00	> 30.00 & <= 60.00	> 60.00
KPI 3	Italian K	PI		NA /100.00	NA	NA	<=30.00	> 30.00 & <= 40.00	> 40.00
KPI 4	KPI Issu	ie		NA /100.00	NA	NA	<=20.00	> 20.00 & <= 50.00	> 50.00

8. The report details page will open:

eport.	Details						
KPI1	Punctuality	Weight: 20.0 %	Score:	85.56	W Score:	17.11	
#	Question	Total Question ¥alue Calculated as	Total Question ¥alue	KPI Formu Calculated	la KPI Value:	Q7+ (Q1+Q2+Q4+Q3)/4 85.56	
Q 1	What is the average deviation of the employee reporting fo \ensuremath{per} month	r job average	8.25 KPI Score Definition: KPI Score = Calculated KPI Value				
Q 2	Is the employee able to complete his task on time	average	0.00	KDI Cooner OF 54			
QЗ	Has the employee taken irregular leaves in past 6 months	average	0.00	View Individu	KPI Score: 85.56 View Individual Response View Response Ana		
Q 4	Number of disciplinary issues filed on the employee in last months	6 average	11.00				
Q 7	Over all likeliness of the employee to change his/her behav in terms of punctuality after training programme	viour average	80.75				

9. Click **Graphic Visualization** to view an interactive data visualization tool that allows you to view the three dimensions - KPI, Facility and Region in a pictorial form.





6.5.3 How to view SCARs

Under **My Performance**, hover over **VIEW SCARS**. A list of Customer Company will be provided. Select the customer company of your choice for which you want to view the **SCAR** programs. Following page will be displayed:



	ZYCUS		\star Rate Us 🔛 🕍 My Dashboard 🗎 Manage Companies 🔹 🖯 Ronald Rajan 👻 😯 Help
-	my performance	All Customers	
-	View Score Events	±	
2	View Performance Reports	ALERTS	DEVELOPMENT PROGRAMS
ő)	View SCARs 🗸 🗸	RONALD Description "Training' has posted a new alert 'test - auto alert' is received on '05/	Suppler Development Program 101 - Execute Clintomer Suppler GSID Start Date Training RONALD 1540 D2/28/2019
	View Analysis 💙	RONALD	Furniture supplier improvement plan - Closed
•	View Development	Description "Training" has posted a new alert 'test11202015' is received on '05/23	Customer Supplier CSID Start Date Training RONALD 1540 02/28/2019
0	Programs	RONALD	Supplier Improvement Plan - Monthly New - Conclude
	View Task and Milestones	Description 'Training' has posted a new alert 'Update information on government	Customer Supplier GSID Start Date Training RONALD 1540 02/28/2019
	View Reminders	RONALD	3 of 16 records displayed View More
1	View Notifications	Description "Training" has posted a new alert "For all the supplier India' is received	MY CONTRACTS
		RONALD	Test Contract 1 - Under Internal Re
		Description 'Training' has posted a new alert 'Updated Health and Safety Certific	Contract Nu Value Requested By Requested On AUTO10833 USD 100.0 Rahul Kambli 02/25/2019
		RONALD	Contract_Rental - Signed
		Description 'Training' has posted a new alert.'Update information on government	Contract Nu Value Requested By Requested On AUTO10825 USD 0.0 sonakshi bha 02/25/2019
		RONALD	Contract for Quotations - Signed
		Description "Training" has posted a new alert 'test - auto alert' is received on '05/	Contract Nu Value Requested By Requested On AUT010837 USD 1,000.0 Rahud Kambli 02/25/2019
		RONALD	3 of 9 records displayed View More
wascriptivo	(0) (0)		

6.5.3.1 SCAR Listing page

	ZY	cus					Ш. Му	Dashboard 🛄 Mar	nage Companies 🔻	🖯 Ronald Rajan 👻	😮 Help 🔫
-	You an	re here : SCAR Us Listing	ting								View Archives
		SCAR No.	Facility/Plant	Supplier Name	GSID	Stage	Status	Owner	Date Reported	Response Due in (days:hrs:mins)	Actions
2	Œ	I-63	Niagara Square	RONALD	1540			Garima	05/21/2019 13:22		
t	(H)	I-43	MUMBAI	RONALD RAJAN	6076			tech	02/15/2019 15:04		
-	(H)	I-41	MUMBAI	RONALD	1540			tech	01/23/2019 19:59		
	Display	10 Records								🖾 🖬 Pa	ge 1 of 1 🗖 🗖
	nc., All Righ	ITLS Reserved		(It cas	e of any quones, o	mulact us at techesoppor	Lexyous.com		Terms of 0	se Privacy Policy EmPa	werest by ZYCUS

- 1. The SCAR listing page displays a list of corrective requests from the buyers to the suppliers.
- 2. The suppliers must respond to the corrective requests within a designated time (as per the date mentioned under the tab **Response Due**).



3. Click on the SCAR which needs to be responded, the selected SCAR will display the number of stages present, and the status of the response for each Stage of the SCAR.

	ZYC	cus					네 My Das	hboard 🏛 Ma	inage Companies 🔻 🛛	9 Ronald Rajan 👻	🕄 Help 🔻
	You are	e here : SCAR Lis Listing	ting								View Archives
		SCAR No.	Facility/Plant	Supplier Name	GSID	Stage	Status	Owner	Date Reported	Response Due in (days:hrs:mins)	Actions
2	Ξ	1-63	Niagara Square	RONALD	1540			Garima	05/21/2019 13:22		
Ê						Stage 1	Approved				View Responses
-						Stage 2	Awaiting Respons	5e5		02:21:42	Respond
						Stage 3	Awaiting Respons	665		00:21:49	Respond
٠	(±	1-43	MUMBAI	RONALD RAJAN	6076			tech	02/15/2019 15:04		
0	œ	I-41	MUMBAI	RONALD	1540			tech	01/23/2019 19:59		
-	Display	10 - Records								00	Page 1 of 1
-											
-											
2											
0											
- Zýcus li	nc., Al Righ	its Reserved		U) sas	e of any queries.	contact us at tech suppor	tiezymus com		Terms of U	ae Privacy Policy em	Powered by 2YCUS

- 4. Click on **Respond** under the **Actions** tab.
- 5. The SCAR page will open on the same stage where the response is required by the supplier.
- 6. The questions listed for that stage will have to filled.

ZYCUS				🕍 My Dashboard 🛅 Manage Companies 🔻 😝 H	Ronald Rajan 🔹 🕜 Help 🝷
SCAR Details					P
SCAR No. : Supplier Name : Supplier Contact :	8-63 SCNALD (1560) Ronald Rajan		Paolity/Plant : Supplier Address :	Niegins Schare ABC ST, PO Bort 12345, CALIFORNIA, US-CA, 12345, USA	la Erp
SCAR Stages					
		Corrective Action			
Discrepancy Information					
Stage 1	Corrective Action for this issue."				
Stoge 2		Preventive Action			
Stage 3					
	What are the steps undertaken to prevent a recurrence of said issue?*				
	·				
	Cancel Save Continue Later Submit				
- All Rights Reserved	The scalars of	and opened contact up at lectrony	1001 A VALUE OF	Terms o tipe 1 Pr	Wacy Policy EntFowered by ZYC

7. Once all the responses are given, click on **Submit.** The following pop-up will occur once the supplier hits the **Submit** button.



	ZYCUS		🕍 My Dashboard 🛛 🗎 Manage Com	ipanies 👻 😫 Ronald Rajan 👻 😗 Help 👻
a	SCAR Stages			
		Copy of PO	Upload the file	
2	Discrepancy Information	How many delayed orders in the past quarter \tilde{Z}^{μ}	2 (Response (ange is from 1 To 5)	
#	Slage 1	Root cause of this issue?*	Delivery	
	Stage 2	Confirm	0	
٠	Stage 3	able t	ou sure you wish to submit your responses? You will not be o edit them later.	
a			Yes No	
-				
1				
C				
			-	
		Cancel Save Continue Later	Submit	
- Zycus II	nc., All Rights Reserved	Di case of any averves	. contact us at tech supporteszyaus.com	Terms of USC Privacy Policy emPowered by 2YOUS

- 8. Once the responses are submitted, the supplier will not be able to edit the responses.
- 9. If the SCAR responses are not filled within the designated time given by the Buyer, the Supplier will view the **Overdue** status under **Response Due** in the listing page. Please refer the following figure.

	ZY	cus						Lull My Dashboard	💼 Manage Companies 👻	😫 Ronald Rajan 🖣	🕄 Help 👻
•	You an SCAR	e here : SCAR Listing Listing									View Archives
•		SCAR No.	Facility/Plant	Supplier Name	GSID	Stage	Status	Owner	Date Reported	Response Due in (days:hrs:mins)	Actions
M	-	I-43	MUMBAI	RONALD RAJAN	6076			tech	02/15/2019 15:0	_	
#						acknowledge	Approval Pendir	ng.		Overdue 93:05:12	View Responses
-						solution	Approved			Overdue	View Responses
	(3)	1-41	MUMBAI	RONALD	1540			tech	01/23/2019 19:59	-	
۲	Display	10 V Records								00	Page 1 of 1 🖸 🖬
<u> </u>											
8											
	inc All Rig	nto Reserved		án.	calle of any que	nos, contract us at tech-suppor	INDEXCLE. CON		Terms of	use (Privacy Policy,) et	NPANNERING BY ZYCUS

- 10. Once the responses are submitted by the Supplier, the same responses can be Accepted or Rejected by the Buyer who has raised the SCAR request to the supplier.
- 11. The accept/reject of each stage response will be visible to the supplier, under the **Status** tab for each SCAR in the listing page.
- 12. Supplier will also be able to view all the responses with the help of the View Responses button.

	ZYC	us						📶 My Dashi	board 📑 Manage Companie	s 🔹 😫 Ronald Raja	n 🔻 🕜 Help 👻
-	You are	here : SCAR Listing									View Archives
		SCAR No.	Facility/Plant	Supplier Name	GSID	Stage	Status	Owner	Date Reported	Response Due in (days:hrs:mins)	Actions
M		1-63	Niagara Square	RONALD	1540		_	Garima	05/21/2019 13:22		
#						Stage 1	Approved				Niew Responses
-						Stage 2	Approval Pending			02:19:03	View Responses
						Stage 3	Approved				View Responses
٠		1-43	MUMBAI	RONALD RAJAN	6076			tech	02/15/2019 15:04		
		1-41	MUMBAI	RONALD	1540			tech	01/23/2019 19:59		
	nc, All Righ	ts Reserved			Di case of any gu	nes, contact us at <u>textesupo</u> r	ul@axuu.com)		Te	rms of Use Privacy Policy	emRawared by ZYCUS

6.5.3.2 SCAR Archives

1. All the SCARs which has been assigned to the Supplier (SCARs which has been responded and closed) are listed in this page.

	ZYCUS					🕍 My Dashboard 📕	Manage Companies 🔻 🕄 Ronald F	tajan 🔻 ? Help 🔻
-	You are here : SC SCAR Archives	AR Archives						🔶 Back tó Listing
	SCAR No.	Facility/Plant	Supplier Name	GSID	Owner	Reported On	Closed On	Actions
2	I-38	MUMBAI	RONALD	1540	tech	01/23/2019 16:33	01/23/2019 16:46	Actions 🔻
雦	Display 10 👻 Rec	ords						Page 1 of 1 0
B								
۰								
2								
•	1							
8								
C								

- 2. The SCAR Number, Facility/Plant, Supplier Name, GSID, Owner, SCAR Reported On date and Closed On date and Actions for each of the SCARs will be visible in the listing page.
- 3. Supplier can view responses for each of the SCAR issues by clicking **View Responses**, under the Actions tab.
- 4. Suppliers can also Export all the responses for the SCAR with the help of **Export** under the **Actions** tab.



	ZYCUS					🕍 My Dashboard 💼	Manage Companies 🔻 😫 Rona	d Rajan 🔻 🗿 Help 👻
	You are here : SCA SCAR Archives	AR Archives						🗢 Back to Listing
	SCAR No.	Facility/Plant	Supplier Name	GSID	Owner	Reported On	Closed On	Actions
2	1-38 Display 10 w Reco	MUMBAI	RONALD	1540	tech	01/23/2019 16:33	01/23/2019 16:46	Actions *
*	coput 10 mass							Export
•								
<u></u>								
1								
C								

6.5.4 How to View Trend Analysis?

Under **My Performance**, hover over **Trend Analysis**. A list of Customer Company will be provided. Select the customer company of your choice for which you want to view the development programs. Following page will be displayed:

ZY	cus		네네 My Dashboar	d 🔜 🏛 Manage Companies	s 🔹 😫 sony sony1	• ? Help •
You are	here : Analyze By Supplier	ers				
Searc	ch by Supplier Name -	Go				
	Supplier Name	GSID	Scorecard Name	Performance As On	Score	Reports
	SONY View Linked Suppliers Primates	б				Analyze
			scorcard for download responses	10/31/2015	11.40	
			scorcard @ R15.10.1.0	10/31/2015	21.30	
			verification for comma	11/30/2015	100.00	
			Mandatory questions	01/31/2016	18.72	
			Anuj	05/31/2016	51.25	
Displa	ay 10 - Records				Pag	je 1 of 1
Displa	ay 10 👻 Records				Pac	e 1 of 1
15 - 7000	Inc. All Rights Reserved	10.	case at any marine contact us at tach-support figures com	Ter	ms of Usa Drivary Dollay	ampowarted by 710

The Trend Dashboard is a heat map which displays graphical representation of data where the individual values are contained in a matrix and are represented as colours. The heat map will give you a quick overview of scorecards, trend report and KPI level scores for each supplier.



6.5.4.1 Linked Suppliers

iPerform's provides you with the ability to view the event-specific KPI scores (Hierarchical Score) for a Parent and Child Supplier.

Here you can view scores for a Parent Supplier along with some or all of its Child Suppliers.

The parent-child relationship is referred from iSupplier. The definitions of a Parent Supplier and Child Supplier remain the same as defined in iSupplier.

The Parent may or may not be a participant of the event for which the Hierarchical Score was being calculated.

1. To view linked suppliers to one particular supplier, click **View Linked Supplier** (*highlighted in the image below*).

Reports
Reports
Reports
Reports
Analyze
123 12

2. A popup will appear which will show all the suppliers linked to the selected supplier.

ZYCUS[®]

upplier Name	GSID	Supplier Sub Type	Number of Primary Child Supplier(s)
SONY	0	Primary	4
WARRIER	3	Primary	
ТОМСАТ	4	Primary	
APPLE	4	DBA	
DELL	4	DBA	
TOSHIBA	12	Primary	
MOTOROLA	12	DBA	
MICROMAX	33	Primary	

3. This popup will display the complete hierarchy of all the child suppliers of the selected supplier, and the parent of the selected supplier (if any).

6.5.4.2 Trend Dashboard

Year to Date (YTD)

1. For a given supplier, under the **Reports** column, click **Analyze** > **Trend Dashboard**, you will be navigated to the following page:



NOTE: You can use the Change Supplier link to view the Trend Dashboard for your other supplier profile.



2. You can select the evaluation frequency from the drop-down list which offers options such as **Monthly, Quarterly, Half Yearly, Yearly and YTD.**



NOTE: For **YTD** option, the start date will be configured by your buyer and the end date will be today's date.

Scorecard View

The "Scorecard View" section on this page represents data in Tabular manner with color coding. This scorecard view consists of Monthly scorecard represented by value and/or color.

Scorecard View			Problem	Area 📕	Meets the T	arget 📕	Overachiev	ves the Targ	et 📃 Sco	recard Not	Measured	NA
Scorecard Name	Weight (%)	Jan 09	Feb 09	Mar 09	Apr 09	May 09	Jun 09	Jul 09	Aug 09	Sep 09	Oct 09	Nov 09
Scorecard for problem Ar	1.00	-10.00	4.00	50.00		35.00	NA	-100.00	-20.00	-20.00	200.00	0.00
Testing Scorecard contain	1.00	-100.00	39.70	200.00	200.00	200.00	NA	-100.00	65.10	200.00	200.00	
Scorecard containing 2 K	1.00	80.00		-60.00					-100.00		135.00	
"S!p@e#c\$ia%l^ ~c*h(a)	0.00						200.00					
Scorecrad containing 4 kpis	1.00				200.00							
Scorecrad with 3 KPIs	1.00			200.00								
Scorecrad for 2 kpis	1.00		156.00									
-`~!<>/@#\$%^&*()_+	0.00	100.00										
		•										4
8 Scorecards are available for	the current conf	iguration of	Evaluation	Frequency								



Trend Report for Selected Supplier

Below the scorecard section we have "Trend Report for Selected Supplier" section which displays the monthly trends of the supplier based on Scorecard mentioned in "Scorecard View" section.



KPI View

Below the "Trend Report for Selected Supplier" section, there is a section named "KPI View". In this section user will be able to view scores at KPI level for each scorecard. All the scorecards mentioned in scorecard section will be featured under KPI view.

Under each scorecard user will have all the KPIs information associated with corresponding scorecard. The KPI view is similar to Scorecard view in following manner:

- Same colour coding
- Same tabular fashion data representation
- Same month-wise data distribution.



KPI View											
Testing Scorecard containing 12 KPIs wi	th maximu	m charcte	rs in scor	eacrd nam	e upto 100	0 characte	rs in (1.00)%)			
KPI Name	Jan 09	Feb 09	Mar 09	Apr 09	May 09	Jun 09	Jul 09	Aug 09	Sep 09	Oct 09	Nov
Quality for Year 2012.	-88.00	0.00	44.00	33.00	NA	NA	-88.00	6.00	54.00	12.00	
KPI 1 with no default value	-55.00	0.00	53.17	69.20	NA	NA	-98.00	34.60	39.56	84.67	
KPI for alert testing	-55.00	0.00	12.00	44.50	NA	NA	-65.00	-55.00	54.50	106.00	
KPI contain Autoscoring for questions	39.70	39.70	20.00	90.50	NA	NA	39.70	20.00	20.00	39.70	
KPI5 custom	-78.00	0.00	21.00	43.00	NA	NA	-20.00	23.00	17.55	33.00	
"S!p@e#c\$ia%l^ ~c*h(a)r_a+c-t=e[r]s\ `	-55.00	0.00	28.20	35.40	NA	NA	-11.00	3.30	47.25	31.33	
<script>alert("Hi")</script>	-15.00	0.00	26.00	39.80	NA	NA	-22.00	2.20	NA	NA	
KPI4 custom weights	10.00	NA	NA	10.00	NA	NA	10.00	10.00	10.00	24.00	
KPI3 average	-6.00	0.00	3.67	15.00	NA	NA	-19.00	7.00	6.33	-29.67	
KPI1 sum weights	-88.00	0.00	6.67	17.00	NA	NA	-44.49	5.00	18.33	31.00	
"Creation KPI 1 containing 1 numeric ques	-10.00	0.00	100.00	44.00	NA	NA	-1.50	1.00	NA	6.00	
KPI2 sum	-44.00	0.00	60.00	27.00	NA	NA	-19.00	8.00	18.00	11.00	to lo
	•					1					4

Below the "KPI View" section, you will get the graphs which represent the data mentioned in the KPI view section. The graphs in this section are generated based on the data present in "KPI View" section.



If page contains more than 12 scorecards and KPI's more than a limit, they will be loaded on demand/scroll.



Excel Export

User will also get an option to export the Trend Dashboard in excel format. There is a button on the top right side of the page named "Excel Export" for the user to export the trend analysis report in excel.



The export data will be present in single worksheets. Worksheet will be named as "Trend Dashboard" and contain summary of the scorecards & KPI scores and their trend lines as shown in the attached excel.





With the help of this feature, users can perform their own arithmetic calculations on the exported data. Just as you start making changes to the exported data, the graphs will also get changed accordingly.

There are hyperlink to take the user to the top of the excel export from each KPI View. There are hyperlinks to send the user to KPI View of a particular scorecard or send him to Scorecard view from KPI view.



6.5.4.3 Hierarchical Score Dashboard

Hierarchical score dashboard allows you to view the event-specific KPI scores (Hierarchical Score) for a Parent and Child Supplier.

1. On the **Analyze by Suppliers** page, for a supplier go to the **Analyze** drop-down list, click the **Hierarchical Score Dashboard** option as shown below:

	Supplier Name	CETD	Contracted Name	Bosformonos As On	France	Bana
	Supplier Maine	GSID	Scorecard Name	Performance As On	acure	керо
1=1	View Linked Suppliers	6				
	Primates				-	Analyz
			scorcard for download responses	10/31/2015	Hierarchic	nboard al Score Dashboa
			scorcard @ R15.10.1.0	10/31/2015	21.30	
			verification for comma	11/30/2015	100.00	
			Mandatory questions	01/31/2016	29.72	
			Anuj	05/31/2016	51.25	
Disp	lay 10 Records				Page	1 of 1 🕞
Disp	lay 10 Records				Page	1 of 1

2. You will be navigated to the following page:

Hierarchical Score Dacht	> metalcincal Score Dashboard		
Parent Supplier : SONY	Change Supplier GS	ID: 6	Edit Child Supplier Selection
Event Name :	Select Event	Scorecard Name :	
KPI Name :			
View Score			



- 3. The selected supplier's name will appear by default in the **Parent Supplier** field. You can change the supplier on this page by using the **Change Supplier** link *(highlighted in the image above)*.
- 4. On clicking **Change Supplier**, following popup will appear:

You are here : Anal	yze By Supplier > Hierarchical Score D	Dashboard		
Hierarchical	Select Supplier			🖛 Bar
Parent Supplier :	Search by Supplier Name -	arth Go		Supplier Selection
Event Name :	Supplier Name		GSID	
KPI Name :	© SONY		6	
	DELL		7	
Teller#Soons	Display 10 - Records	Page	1 of 1 > >	
			Done Cancel	

- 5. Select a supplier and click **Done**. The supplier will change.
- 6. The selected supplier might have multiple child suppliers and their children. You can decide whose hierarchical score you want to view. To change the selection of child suppliers, click Edit Child Supplier Selection.

You are here : Analyze By Supplier	> Hierarchical Score Dashboard			
Hierarchical Score Dashi	4			
Parent Supplier : SONY	Change Supplier GSID	: 6	Edit Child Supplier Selection	
Event Name :	Select Event	Scorecard Name :		
KPI Name :				



7. It will display the complete hierarchy of the selected supplier and its children and their children (if any) as shown below:

Hierarchical	Supplier Hierarchy X				🗭 Bao
Parent Supplier :	Supplier Name	GSID	Supplier Sub Type	Number of Primary Child Supplier(s)	Supplier Selection
Event Name :	E SONY	6	Primary	4	
KPI Name :	☑ WARRIER	3	Primary		
-	☑ TOMCAT	4	Primary		
In la Spore	DELL	4	DBA		
	☑ TOSHIBA	4	DBA		
	☑ MICROMAX	12	Primary		A CONTRACTOR
	MOTOROLA	12	DBA		
	APPLE	33	Primary		
				ОК]

- 8. Deselect a supplier if that supplier is not to be included in the **Hierarchical Score** calculation and click **OK**.
- 9. Now click Select Event for which you want to calculate the Hierarchical Score.

You are here : Analyze By Supplier > Hierarchical Score Dashboard Hierarchical Score Dashboard Parent Supplier : SONY Change Supplier GSID : 6 Event Name : Event Name : View Score View Score	ZYCUS	네 My Das	hboard 进 Manage Companies	✓ Sony sony1 ✓ ? Help ✓
Parent Supplier : SONY Change Supplier GSID : 6 Event Name : Scorecard Name : View Score	You are here : Analyze By Supplier Hierarchical Score Dash	> Hierarchical Score Dashboard		💠 Back
Event Name : Select Event Scorecard Name : KPI Name : View Score	Parent Supplier : SONY	Change Supplier GSID :	6	Edit Child Supplier Selection
KPI Name : View Score	Event Name :	Select Event	Scorecard Name :	
View Score	KPI Name :			
	View Score			

10. Event popup will appear.



Sear	ch by Event Name ~		Go Clear	r Search Result		
	Event Name ≑	Scorecard Name	Event Owner	Status	Start Time ≑	End Time ≑
D	Monthly Review October	Monthly Review	John Smith	Closed	2016/10/31 15 :00	2016/10/31 15 :12
C	SCAR performance	SCAR	John Smith	Closed	2016/10/28 13 :15	2016/10/28 13 :58
C	Monthly Review September	Monthly Review	John Smith	Closed	2016/10/21 22 :50	2016/10/21 22 :59
D	Monthly Review August	Monthly Review	John Smith	Closed	2016/10/14 21 :34	2016/10/14 21 :38
D	Monthly Review July	Monthly Review	John Smith	Closed	2016/10/14 19 :55	2016/10/14 20 :12
D	Monthly Review June	Monthly Review	John Smith	Closed	2016/10/12 16 :29	2016/10/12 16 :34
D	Monthly Review May	Monthly Review	John Smith	Closed	2016/10/12 13 :50	2016/10/12 13 :52
C	Monthly Review April	Monthly Review	John Smith	Closed	2016/10/12 12 :22	2016/10/12 12 :32
)	Monthly Review March	Monthly Review	John Smith	Closed	2016/10/12 12 :05	2016/10/12 12 :06

- 11. Select an event and click Done.
- 12. When an event is selected, the **Scorecard Name** will populate automatically in the field. You can choose which KPI you want to view. Click the drop-down against the **KPI Name** field.




13. On selecting the KPI, a new link **List of Questions** appears next to the KPI Name dropdown. Click on that link. A **Question Details** pop will appear. This will display all the questions in the KPI and a few other details pertaining to the questions.

Hierarchical Score Das	nuoard					÷ 8			
Parent Supplier : SONY	Question I	Details				Edit Child Supplier Selection			
	No.	Question	Question Type	Calculated By	Default Value				
KPI Name : KPI containi	Q1	Please enter your name	Text	average		p			
THE CONTAIN	Q2	your age?	Numeric	average		and the second se			
View Score	Q3	are you single?	Yes/No	SUM	5.00				
the second s	Q4	your age	Single Choice	average	10.00				
	Q5	your hobbies?	Multi Choice	SUM	10.00				
	Q6	Select your date of birth	Date	average					
	Q7	todays date?	Date	average					
	Q8	your age	Date	average					
	_		_	_	_				

14. After selecting the KPI, the **View Score** button will become enabled. On click, you will be able to view **Hierarchical Score** dashboard for the selections made.



Figure 1: Hierarchical Score Dashboard



- 15. The **Hierarchical Score** dashboard will display the KPI formula of the selected KPI in the configuration phase.
- 16. The individual values for each question for each supplier are added.
 - For example, from above Figure 1: Hierarchical Score Dashboard, (Value of Question 2 for DELL INDIA + Value of Question 2 for DELL MUMBAI + Value of Question 2 for BANGALORE + Value of Question 2 for DELL BANGALORE DBA + Value of Question 2 for DELL DELHI) = Q2. Q3 to Q9 will be calculated in a similar manner.
 - The values Q2 to Q9 are then used in the "KPI formula for Hierarchical Score" in order to calculate the Hierarchical Score.
 - The Individual Parent Score as well as Hierarchical Score are also displayed.
 - As per the Figure 1: Hierarchical Score Dashboard, "DELL INDIA" is the parent supplier selected. Hence, the Individual Parent Score displayed will be that of DELL INDIA.
 - The side panel displays the list of other selected suppliers. The scores are also displayed in a graphical manner by the **Hierarchical Score Graph**.

6.5.5 <u>How to View Development Programs?</u>

Under **My Performance**, hover over **View Development Programs**. A list of Customer Company will be provided. Select the customer company of your choice for which you want to view the development programs. Following page will be displayed:

rogram Title ≑	Supplier Name	Goal	Owner	Status	Start Date	End Date	Actions
est program 123	LENOVO		INadmin admin	Execute	01/09/2015	01/10/2015	📝 Edit
rogram for lenovo published	LENOVO		inpu power	Execute	01/09/2015	30/09/2015	🛃 Edit
ro lenovo 22th	LENOVO	pro lenovo 22th	REPO REPO	Execute	02/09/2015	28/09/2015	📝 Edit
rogram for lenovo 14 10 15 ZZZ@@	LENOVO	program for lenovo	REPO REPO	Closed	01/10/2015	31/10/2015	Edit.
rogram for lenovo 14 10 15	LENOVO	program for lenovo	REPO REPO	Execute	01/10/2015	31/10/2015	Edit
rogram for lenovo concluded	LENOVO		inpu power	Closed	01/09/2015	30/09/2015	Edit
rogram for lenovo executed	LENOVO		inpu power	Conclude	01/09/2015	30/09/2015	Edit
est program	LENOVO		inpu power	Execute	01/09/2015	30/09/2015	Edit
ro lenovo 22th Closed	LENOVO	lenovo@tms.com	INadmin admin	Closed	02/09/2015	28/09/2015	Edit.
ro lenovo 22th Executed	LENOVO	pro lenovo 22th Executed	INadmin admin	Conclude	02/09/2015	28/09/2015	Edit
Display 10 • Records					163	Page 1	of 1

- 1. If you are the owner of a development program, then you will be able to edit it.
- 2. Click on the program title, you will be navigated to Program Summary page for that program.



					My Dashboard	Manage Companies 🔻	LENOVO LENOVO * 7 Help *
r are here : Supplier Development Programs > Pr	ogram Summary						
rogram Summary for 'pro lenovo 22	th'						
Goal							
pro lenova 22th							
Supplier Name							
LENOVO							
Program Owner REPO REPO							
Program Outline Dotails							
Program Benefits							
Default Benefit, avush benefit							
Incentives for Supplier							
incentive avush. Default Incentive							
To Improve Scorecard Score							
Scorecard	0	arrent Score	Target Score	Perfo	rmance Report		
TEST SCORECARD	N	A	123456789012345.00	.Pe	erformance Report		
To Improve KPI Score							
KPI	0	urrent Score	Target Score	Perfo	rmance Report		
test data 1	1	1.00	123456789012.44	. Pr	erformance Report		
Program Resources Details							
Resource Name		Type of Resou	unce		Cost		
Internal Member		Internal Empl	loyees		-NA-		
ayush		resource ayu	sh		100.0		
Attachments							
File Name		Size	Unkaded On		Download		
PSL Event YEARLY Questionnaire 2015-08-31	_13.38.xlsx	10.2 KB	22/09/2015		- Download		
SIM_Rel_15_08_1_0_HIGH_Questionnaire_20	15-09-03_11.42.xlsx	11.7 KB	22/09/2015		Download		
Program Schedule And Plan Details							
start Date:	02/09/2015		End Date:	28/09	/2015		
(a) mile Artise 22	Owner		status	Start Date	End Date		
a none maryer 22	Internal Mer	nber	Not Started	05/09/2015	27/09/2015		
Re sub overdue.	Internal Mer	nber	Not Started	10/09/2015	15/09/2015		
Mile from portal	LENOVO LEM	ovo	Not Started	05/09/2015	25/09/2015		
te sub from portal	LENOVO LEN	ovov	Not Started	10/09/2015	20/09/2015		
Task up 22	Internal Mer	nber	Not Started	24/09/2015	26/09/2015		
Task UP lenovo	LENOVO LEN	ovo	Not Started	25/09/2015	27/09/2015		
Back.							

3. Click Performance Report , to view the performance report details. You will get following popup:

erforma	ance Repo	ort 'Water	Supplier'									
upplie	er Perfoi	mance Re	eport									
Suppl	ier Name :	LENO										
Suppl	ier Type :	Operational					Supplier Sub Type : Primary					
Event Name : test event 2 Event Date : 21/09/2015 To 21/09/2015												
Score	Scorecard Used : TEST SCORECARD Evaluation Period : 01/08/2015 To 31/08/2015											
Scorec	ard Score	Trend	All Supplie Average	er's Fo	Formula			Problem Area	Meets the Target	Overachieves the Target		
Scorec	ard Score	Irend	Average	Fa				Problem Area	> 30.00 & <=	Target		
					KPII + KPIZ			0.000	80.00			
#	KPI Nar	ne	Score	e .	Trend	A	ll Supplier's verage	Problem Area	Meets the Target	Overachieves the Target		
KPI 1 test data 1		11.00	0 / 100.00	89.00%	- 9	0.00	<=30.00	> 30.00 & <=	> 80.00			

4. Click Edit against the program title of which you are an owner. You will see following page:



Program Details	Documents	Milestones & T	asks				
rogram Title: *	Sony2015_Q4						
ioal:	Product Sanity Check						
upplier Name: *	SONY(GSID: 17)						
Scorecards					_		
Scorecards		Current Score	Target Score	Actions			
Scorecard @16th nov		143.00	100.00	Performance Report	Delete		
KPIs							
KPI		Current Score	Target Score	Actions			
16Nov_cloned_8732		146.0	241,00	Performance Report	Delete		
Nov16_8231		140.0	123.00	Performance Report	Delete		
Low KPI		NA	221.00	Performance Report	1 Delete		

<u>NOTE</u>: You will be able to view **Program Details** section of a Program. However **Program Details** section will be view only. You will not be able to make any edits in this section.

- 5. You can upload a document or delete a document uploaded of your ownership.
- 6. Click on the Milestones & Task tab.

	ent Programs > Create New Progr	ram > Program Schedule						
Program Details	Documents	Milestones	k Tasks					
rogram Title: Program for S	ony @ 27 OCT Suppli	er Name: SONY	GSID: 17	Stage: Exec	ute Scor	recards: 0 KPIs: 0		
gram Benefits: Default Benefit, :	ayush benefit							
lestones & Tasks								
thedule Start Date:* 10/01	/2015 Schedule	End Date: 10/31/201	5					
+ Add Milestone + d	dd Task							
P Add Milescone	10 F03K							
Name	Owner	Status	Start Date	End Date	Completion Date	Action		
milestone for sony	Internal Member	Completed	10/02/2015	10/30/2015	03/03/2016	Actions 🔻		
b subtask	Internal Member	Completed	10/13/2015	10/28/2015	03/03/2016	Actions 🔻		
egends 🔛 Miestone 🛄	Task 🏘 Sub Task							

7. You will be able to see your milestones and tasks along with the internal user's milestones and task.

NOTE: You will be able to edit or delete a milestone and task if you are the owner.

<u>NOTE</u>: You will be able to only add a task for internal member. **Edit** and **Delete** functionality will be greyed out.



8. Identify a milestone or task of which you are an owner and click on **Actions** drop-down.

supplier milestone active	LENOVO LENOVO	In Progress	08/09/2015	28/09/2015	Actions 🔻
b supplier upcoming	LENOVO LENOVO	Completed	26/09/2015	28/09/2015	🛃 Add Task
😰 mile lenovo active	LENOVO LENOVO	Not Started	11/09/2015	30/09/2015	Edit
b sub task lenovo upcoming	LENOVO LENOVO	Not Started	26/09/2015	30/09/2015	Actions •

9. You will have an option to add new task, edit or delete.

6.5.6 How to View Tasks and Milestones?

From the side panel, under **My Performance**, hover over **View Tasks and Milestones**. You will see a list of customer company whose tasks and milestones you can view. Select a customer company of your choice. You will be navigated to following page:

SIM ZSN INC			🕍 My Dashboard 💼 Manage Companies 👻 😝 gaurav shah. 🔻 🕢 Help 👻
You are here : Milestone & Task			Today:23/03/2016
Active Tasks/Milestones(3)	Vpco	ming Tasks/Milestones(0)	
red mine Indiana	Program (16.1.0.1 Dener skalage hermed Start in a formation of the start Milestone Details - Manes" - Benorption - Startes - Star	r: 1992/2015	Schedur End Date: # 19/20205
STM 254 INC ALL LLONG RESERVED			Terricial Law († Alinais) Policy, († Sentitovened by Styrus

1. On this page, you will be able to view Active Tasks/Milestones, Overdue Tasks/Milestones, and Upcoming Tasks/Milestones.

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6.5.7 How to View Reminders?

From the side panel, under **My Performance**, hover on **View Reminders**. From the list of customer companies, select the customer company regarding which you want to view the reminder. You will be navigated to following page:

SIM ZSN IM		laid. My	y Dashboard	Manage Companies •	😫 gaurav shah 🔻	? Help 🔻
You are here : Reminders						
Generated On 👘	Supplier Name	Description				
10/02/2016 17:10	ZSP ON NEW RM	Reminder to score the event 'zsn event'.				
10/02/2016 17:10	SPM SANDBOX	Reminder to score the event 'zsn event'.				
17/01/2016 09:00	SPM SANDBOX	Reminder to score the event 'Sanity@R15,12.1.0_123'.				
17/01/2016 09:00	SPM-SIM FAILOVER	Reminder to score the event 'Sanity@R15.12.1.0_123'.				
17/01/2016 09:00	ZSP ON NEW RM	Reminder to score the event 'Sanity@R15.12.1.0_123'.				
16/01/2016 09:00	SPM SANDBOX	Reminder to score the event 'Sanity@R15.12.1.0_123'.				
16/01/2016 09:00	ZSP ON NEW RM	Reminder to score the event 'Sanity@R15.12.1.0_123'.				
16/01/2016 09:00	SPM-SIM FAILOVER	Reminder to score the event 'Sanity@R15.12.1.0_123'.				
05/01/2016 11:55	SPM SANDBOX	Reminder to score the event 'Sanity@R15.12.1.0'.				
02/12/2015 19:33	ZSP ON NEW RM	Reminder to complete Task: 'supp task' (Program: 'R15.10.1.0 dup')				
Display 10 Records					Page	1 of 4 🕨 📕
CIN 204 Mic LALL DIGUCT OF	7570VED			T		TVOUR

- 1. You will be able to view all the reminders posted by the customer on this page.
- 2. You will be able to view the reminder generated on date-time, supplier name, and description of the reminder.
- 3. In the reminder description, the event name for which a reminder is created will be hyperlinked. Click on the event name and you will be navigated to the corresponding page.



6.5.8 How to View Notifications?

From the side panel, under **My Performance**, hover on **View Notifications**. From the list of Customer Company, select the customer company regarding which you want to view the reminder. You will be navigated to following page:

ou are here : Notifications			
Senerated On	Supplier Name	Notifications	
10/02/2016 17:42	ZSP ON NEW RM	Event 'zsn event' open for scoring, until (11/02/2016 17:00).	
0/02/2016 17:42	SPM SANDBOX	Event 'zsn event' open for scoring, until (11/02/2016 17:00).	
0/02/2016 17:31	RED WINE	Performance report published for the event 'R16.01.0.1_1'.	
0/02/2016 17:31	SPM-SIM FAILOVER	Performance report published for the event 'R16.01.0,1_1',	
.0/02/2016 17:31	SPM SANDBOX	Performance report published for the event 'R16.01.0,1_1'.	
0/02/2016 17:31	SPM SANDBOX	Performance report published for the event 'R16.01.0,1_1'.	
0/02/2016 17:31	ZSP ON NEW RM	Performance report published for the event 'R16.01.0.1_1'.	
0/02/2016 17:30	SPM SANDBOX	Performance report published for the event 'zsn event'.	
0/02/2016 17:30	SPM SANDBOX	Performance report published for the event 'zsn event'.	
0/02/2016 17:05	ZSP ON NEW RM	Event 'zsn event' open for scoring, until (19/02/2016 17:10).	
isplay 10 • Records			R Page 1 of 15

- 1. Here you will be able to view all the notifications created by the customer.
- 2. You will be able to view the reminder generated on date-time, supplier name, and description of the notification.
- 3. In the notification description, the event name for which a notification is created will be hyperlinked. Click on the event name and you will be navigated to the corresponding page.



6.6 My Events

NOTE: The above-mentioned menu may or may not be available based on the access provided to you by customer.

1. The My Events option allows the user to view the sourcing events and downloads.

I ZYCUS		
🚔 My Accounts	>	
My Events	~	
Ö View Sourcing Events	>	ZSNMICH1
yiew Downloads	>	Company1

2. Hover on **View Sourcing Events**, you will be able to view the list of customer company. Select the customer company of your choice. Following page will be displayed:

E Z	Yeus				LAL My Da	shboard 📑 Manage Co	mpanies 🔹 🤤 DDDD 223	ZZ revert 🔹 🍞 Help 💌
vent List								Select Supplier Company Apple
Event ID	Name	Owner	Open Date	Close Date	Туре	Invite Type	Status	Action
1610026499	Evwent Reopen close and neg closed	ZSNMICH1 P1	02/10/2016 21:50	02/10/2016 22:01	RPQ	Invited	Negotiation In Progress	Enter Event
1610028487	Test Auction Flexi	ZSNMICH1 P1	02/10/2016 13:44	02/14/2016 19:23	Auction	Invited	Bidding In Progress 🛠	Enter Event
1610028475	Bug 246692 - Tostal Amount entered in Piexi It	ZSNMICH1 P1	02/08/2016 11:07	02/14/2016 13:22	Auction	Invited	Bidding In Progress 🛠	Enter Event
610028441	Clark.Co.	Z5NMICH1 P1	02/04/2016 15:18	02/04/2016 15:45	RFQ	Broadcasted	Closed	Q View Event
610028439	Test Neso	ZSNMICH1 PI	02/04/2016 13:26	02/04/2015 14:00	RFQ	Invited	Closed	C View Event
610028355	Bug 246743 - New Lot total price is not getting	ZSNMICH1 P1	01/29/2016 14:55	01/29/2016 15:03	RPQ.	Invited	Closed	C View Event
610028336	Bug 246145 - ZSN Integration: Mail sent while	ZSNMICH1 P1	01/28/2016 18:24	02/16/2016 17:47	Auction	Invited	Bidding In Progress 🛃	Enter Event
1610028300	Reschedule Auction	ZSNMICH1 P1	01/25/2016 15:50	02/16/2016 17:47	Auction	Invited	Bidding In Progress 式	Enter Event
610028296	5cg.2	ZSNMICH1 P1	01/25/2016 13:59	01/25/2016 15:47	RFP	Invited	Negotiation Rejected	To Enter Event
610028275	Auction chk	ZSNMICH1 P1	01/22/2016 19:04	02/16/2016 17:47	Auction	Broadcasted	Bidding In Progress 🕵	Enter Event

3. Select the supplier company from the drop-down on the top right corner.



- 4. Under the Actions tab on the right, you can enter an open event or view the closed event.
- 5. Hover over the View Downloads option, you will be able to view the list of customers. Select the



customer of your choice. Following page will be displayed:

a a	vcus			🕍 My Dashboard 🖹 Manage Companies 👻 🤤	DDDD ZZZZ revert • 🕜 Help •
					Select Supplier Company Apple
Request ID	Request Date/Time	Request Type	Event Title	Status	Action
3097	12/30/2015 17:23:37	Prepare Response Import	High Load	Campleted	
3090	12/30/2015 17/19:45	Prepare Response Export	High Load	Completed	(136 KB)
					Page 1 of 1

- 6. You will be able to download your response for a particular event.
- 7. Under the Actions tab, you will have option to download your responses for particular event.

6.6.1 How to Enter an Event?

1. On the **My Events** page, click on **Enter Event**.

ZYCUS	D iSource							
My Events								01/11/2018 07:04(15 PH (GMT)
Event List								
Event ID	Rame	Duner	Open Date	Close Date	Туре	Invite Type	Stains	Action
1010023511	Water Purifier Procurement	Darshan Mishrikob	01/07/2016 11:42 AM	D1/18/2016 07:30 PM	REP	Invited	Open	B Enter Event
1010021650	Keyboard Procurement	tech training2	10/29/2015 06:28 AH	10/29/2015 06:48 AM	RFQ	Broadcasted	Closed	🖏 View Event
1010021403	Router Procurement	Shakir Khan	09/25/2015 01:40 PM	09/29/2015 10:27 AM	RF1	Broadcasted	Closed	C View Event
1010021196	Steel Auction	Darshan Mishrikoti	08/24/2015 10:19 AM	01/11/2016 07:05 AM	Auction	Invited	Bidding In Progress 🔩	B Enter Event.
1010021195	Metal Rods Auction	Darshan Mishrikoti	08/24/2015 09:47 AM	01/11/2016 07:05 AM	Austion	Invited	Bidding In Progress 🛠	To Enter Event
1010020899	Hard Disk Procurement	Tech training1	07/15/2015 02:55 PM	08/12/2015 03:30 PM	RFI	Broadcasted	Closed	Q View Event
1010020446	Computer Procurement	Shekir Khen	04/29/2015 07:19 AM	05/26/2015 01:25 PM	RFQ	Invited	Closed	Q View Event
								The Page 1 of 1 100

2. After you enter an Event, you are navigated to the **Confirm Participation** page as shown:

ZYCUS P iSource					
My Events					
You are here: <u>Hy Events</u> > Confirm Par	topation			5	Time Remaining at Event to Close 7 Days
Supplier Checklist	Computer Procurement To confirm participation accept all Terms and Conditions.			1	Go to eForum (2 New)
Confirm Participation To confirm participation accept al	Terms and Conditions	Status	Action		
Prepare Response	Source Usage Terms and Conditions.rtf	No Action Taken Yet	O Accept	😣 Reject	2 Download
					age 1 of 1 CD CO
Submit Response	Preview (Other Attachments and RFR Preview will be available after all Terms and Conditions are accepted)				
RFP Summary					Carrier Internet
Status: Open					
Open Date: 01/07/2016 11:42 AM					
Close Date: 01/18/2016 07:30 PM					
Owner: Oarshan Mishnkoti					
Contact: 123-568-8978					



3. You can read or download the **Terms and Conditions**, by clicking the **Download** button.

Opening iSource_Usage_Terms_and_Conditions.rtf						
You have chosen to	open:					
👜 iSource_Usage	e_Terms_and_Conditions.rtf					
which is: Rich	Text Format					
from: https://s	ourcing.zycus.com					
What should Firefor	do with this file?					
Open with	Microsoft Word (default)					
Save File						
Do this <u>a</u> utomatically for files like this from now on.						
OK Cancel						

4. Click on Accept to accept the terms and conditions. The following popup will be displayed:

Success		х
	Terms and Conditions have been Accepted.	
	ок	

5. Click on **Reject** to reject the terms and conditions. A **Rejection Comments** pop up is displayed.

Terms And Conditions Rejection Comments	×
*Maximum 2000 characters allowed	2000 Characters remaining
	Reject Cancel

- 6. Enter the comments for your rejection, and click on **Reject**.
- 7. After you accept the terms and conditions, you can review RFx event.
- 8. The RFx event consists of an overview of questions in the **Non-Pricing Decision Factor** and **Pricing Section**.
- 9. You can view the details by expanding each section using the plus icon.
- 10. You can close a section by using the minus icon.



ZYCUS P iSource						
My Events						
You are here: <u>Hv Events</u> > Confirm Pa	rticipation					Time Remaining for Event to Close 7 Days
Supplier Checklist	Computer Pro To confirm partic	ocurement ipation accept all Terms and Conditions.				💁 Go to eForum (0 New).
Confirm Participation To confirm participation accept al Terms and Conditions	Terms and Condi	Bons		Status	Action	
Prepare Response	Source Usage T	erms and Conditions.rtf		Accepted	🖉 Aboest 🔞 Reje	2 Download
					63 63	Page 1 of 1 100 100
Submit Response	Other Attachmer	nts		Size	Uploaded On	Action
			No records found.			
RFP Summary					C2 83	Page 1 of 1
Status: Open	RFP Details (S	Sections:2 Questions:4 Items:3)				Expand All Sections
Open Date: 01/07/2016 11:42 AM	🖾 1.0 Non	Pricing Decision factor				(Questions:3 Items:0)
Close Date: 01/18/2016 07:30 PM	0 110.	Question			Tym	
Owner: Darshan Mishrikoti	Q1	Are you an ISO Certified Supplier?			Text	
Contact: 123-568-8978	QZ	Are you a Global Supplier?			Yes/No	
	Q3	Is your Insurance valid for the next 12 months?			Select	
	🖾 2.0 Pris	ing Section				(Question:1 Items:3)
	Q No.	Question			Туря	
	G1 *	Enter Lot Name (Items 3)			Let	
						Confirm Participation

- 11. Once you review these details, you can confirm participation by clicking **Confirm Participation**.
- 12. On confirming the participation, you get the following popup:

Success		х
	Participation Confirmed Successfully.	
	ок	

13. Once you review these details, you can decline participation by clicking **Decline Participation**.

My Events					07/47/0	016 05:33:07 H4 (Hongkong)
You are here: <u>My Events</u> > Confirm Par	ticipation					Time Remaining for Auction to Start 00:00:00
Supplier Checklist	Houston Housing To confirm participation accept all Terms and Conditions.					💁 Go to eForum (0.1000)
Confirm Participation To confirm participation accept al	Terms and Conditions		Status	Action		
Terms and Conditions.	Source Usage Terms and Conditions.rtf		Accepted	O Accept	S Rejoct.	🛨 Download
Prepare Response					023 (03)	Page 1 of 1
K Join Bidding	Other Attachments		Size	Uploader	1 On	Action
		No records found.				
					1021-1028	Page 1 of 1
AUCTION Summary	AUCTION Details (Section:1 Question:1 Items:3)					Expand All Section
PRICING TIMINGS	1.0 Pricing Table					(Question:1 [tem:3
Open Time: 07/22/2016 06:31 PM	Q No. Question					Түре
Start Time: 07/22/2016 06:34 PM	G1 * Hardware Requirements (Items 3)					LDT
Close Time: N/A				(control	- Perfected at the	Daclina Daticipatio
Owner: Suhani Performance				Comin	n Participado	i testine contrapatos
Contact: 1234567						

NOTE: If a supplier has declined participation, he can confirm the participation again. However, participation once confirmed cannot be declined.



- 14. To respond to the RFx, there are three tasks to follow:
 - Confirm/Decline Participation
 - Prepare Response
 - Submit Response
- 15. Once you confirm your participation, you complete the first task off of the Supplier Checklist.

	Supplier Checklist
0	Confirm Participation To confirm participation accept all Terms and Conditions.
Ø	Prepare Response
0	Submit Response

16. Once you confirm participation, you are redirected to the **Prepare Response** page as shown:

ZYCUS P iSource				
My Events				
You are here: <u>My Events</u> > Prepare Res	sponse		Time Remaining for Event to Close 7 Days	
Supplier Checklist	Computer Procurement Prepare responses for all the sections in the event.		Go to eForum (8 New)	
Oconfirm Participation	contrast of contrast of the second relation of the second second	🕼 All questions(s) answered 🈗 Optional questi	al question(s) not answered (Mandatory questions(s) not answered	
Prepare Response. Prepare responses for all the sections in the event.	1.0 Nan Pricing Decision factor Status : OPEN Type : Question	Completion Status : Bid Ready for Submission	re Response	
Submit Response	2.0 Pricing Section Status : OPEN Type : Pricing	Completion Status : (0/1 (Handatory), 0/9 (Optional)) Bid Not Started	re Rospojsk	
RFP Summary			Go (o Suimi) Remonse	
Status: Open				
Open Date: 01/07/2016 11:42 AM				
Close Date: 01/18/2016 07:30 PM				
Owner: Darshan Nishrikoti				
Contact: 125-568-8978				

- 17. You can fill in the responses section-wise by clicking on **Prepare Response** corresponding to a particular section.
- 18. The RFx editor page to prepare responses is displayed as shown:



RFP = 1010023511 © Computer Procurement	
💷 Expert 📴 Import. 🚍 Print 🐼 Attachments (0)	Event Close Date Time: 01/18/2016 07:30 PM (GRI
Bidding Gurrenor (<u>Linden Ruses</u>) Dermid Présion 12 Lingerfahl Kuldur Ruscht hie draft again in case the évent has been passed and republished to fil the responses via exod import.	💁 Go to effortum (di new)
1.0 Non Pricing 1.0 Non Pricing 1.0 Pricing Sec Manatory (0/) (Station (0/)) Manatory (0/) (Station (0/))	
*) Mandatory Questions	Showing: All Questions
1.1 Are you an ISO Centified Supplier?	
Ves	
	Sec. 1
2000 Chivepore Unit "you have used 3 Docements"	4 Add Comments
1.2 Are you a Global Suppler?	
Tes -	
	Add Comments
1.3 Is your insurance valid for the next 12 months?	
Chaine 2	
	Add Comments
🗣 Back to Prepare Response 🔄 🙆	Bick to Top Save Go to Submit Response

- 19. Enter your response for a particular section.
- 20. Click on **Add Comments** to enter comments for a particular question. Following pop up will be displayed:

Supplier Comments	x
Supplier : Darshan Mish-RI-Koti	
Question : Are you an ISO Certified Supplier?	
*Maximum 2000 characters allowed	
(2000 characters remaining)	
Save Close	

- 21. Write comment for respective questions and Save.
- 22. After entering your response and comments for one section, click **Save**. It will save the respective sections with the information you have added.



1.0 Non Pricing Mandatory (0/0) Optional (0/3) Mandatory (0/1) Optional (0/0)	
(*) Mandatory Questions	Showing: All Questions • Go
1.1 Are you an ISO Certified Supplier?	
Yes	
2000 Character Land Land Land 3 Conserva-	Add Comments
South Contacted that - Lott white them - m - Contacteds	
1.2 Are you a Global Supplier?	
Yes •	
	Add Comments
1.3 Is your Insurance valid for the next 12 months?	
Choice 2 •	
	🐼 Add Comments
Back to Prepare Response • 60	Back to Top Save Go to Submit Response

23. On saving, the following popup is displayed:

Success		x
	Section saved successfully.	
	ОК	

- 24. Similarly enter your response for other section and save it.
- 25. iSource allows the user to export the non-pricing questions to MS Excel (.xlsx) to prepare responses offline in the spreadsheet itself, and once the responses are prepared, the same file can be imported in to the iSource tool. All the prepared responses will be uploaded & displayed in the tool.

RFP : 1010024112 Computer Procurement	My Events My Request 🎓 🤷
Export 🔄 Import 🚔 Print 📉 Attachments (1)	Event Close Date Time: 01/18/2016 07:30 PM (GMT)
Bidding Currency: Indian Rupee	💁 Go to eForum (0 /env)
Important: Kindly export the draft again in case the event has been paused and republic	tcial import:
1.0 Non Pricing Mandatary (0/0) Optional (0/3) Mandatary (0/1) Optional (0/0)	
(*) Mandatory Questions	Showing: All Questions 🔹 Go



26. Click **Export** > Save the file on your computer > Open the file > Respond to the questions > Save the file.

-	R	C	D	F	E	G	н	T.	ă.	E
-	Numbe		b	Respo	Comment	U	11			-
1		Label	Туре	nse	S					
2	1.0	Non Pricing Decision factor								
3	1.1	Are you an ISO Certified Supplier?	Text							
4	1.2	Are you a Global Supplier?	Yes/No							
è	12	Is your insurance valid for the next 12	Circle Chains							
5	1.5	months /	Single Choice							
7										
8										
9										
10										-
11										=
12										
14										-
15										
16										
17										
18										
19										
21										
22										
23										
24										
25										-1
26		The second se								

27. To import the file, Click Import.

RFP : 1010024112 Computer Procurement	My Events My Request 🎓 🐧
💶 Export 📴 Import 🚔 Print 💽 Atlachments (1)	Event Close Date Time: 01/18/2016 07:30 PM (GMT)
Bidding Currency: Indian Rupee	Go to eForum (0.1/ew)
Decimal Precision:2	
Important: Kindly export the draft again in case the event has been paused and republished to fill the responses via excel import.	
1.0 Non Pricing Mattaday, (0/0) Optimal (0/3) Mattaday (0/1) Optimal (0/0)	
(*) Mandatory Questions	Showing: All Questions

27. Browse > Upload

Import existing Excel document		a ×
Press Browse to search an existing e	excel document and then press Upload.	
Browse No file selected.	Upload	
Note: Please do not change the file extension	manually.	

28. If the response consists of pricing section, fill the sections as per each line item. Shown below is an image of pricing table:



Decimal Precision: 0 Target All Regions the draft again in case the event has been paused and republished to fill the responses via excel import. Target All Regions (0/1) The addrory QU2S (chose (0/2)) The addrory QU2S	as excel import.
Marcanner (2/2) Cystows (0/1) Non-Pricing Showing: All Questions: Vision Control (2/2) Cystows (0/1) Showing: All Questions: Marcanner (2/2) Cystows (0/1) Showing: All Questions: Marcanner (2/2) Cystows (0/1) Showing: All Questions: Marcanner (2/2) Cystows (0/1) Showing: All Questions: Control Item(s): Price Ype Partial Bid No. Bid Price Type Price Type Est Qty Qty Qty Qty Qty Qty Qty Qty Partial Bid No. Bid Price Type Est Qty Qty Qty Qty Qty Qty Qty Partial Bid No. Bid Price Type Est Qty	armation Partial Bid. No Bid Pricing Information T Est Qty Qty UOM Partial Qty Select all 4 items. Value (1 1 500 UOM 0 El
Image: Source	ermation Partial Bid: No Bid Pricing Information Est Qty Qty UOM Partial Qty Solect all 4 items. Value Que Que Que Que Que Que Que Que Que Q
Namdadary (22) Coloma (0/1) Showing: All Questions Mandadary Questions Showing: All Questions All Questions 2.1 Enter Lot Name 2.1 Enter Lot Name Showing: All Questions 0 Completed / 4 Total Item(s) Showing: All Questions Showing: All Questions 0 Lot Cost I Fixed Cost Fixed Cost Showing: All Questions Showing: All Questions 1 Item No. Rem Name Item Description Target Price Price Type Est Qty Qty UOM Partial Bid No Bid Volue 1 Electric Wires Casual cables 130 Bulk 1 500 UOM Quest Image: Price Type Est Qty Qty Qty Qty Qty Quest Image: Price Type Est Qty	ermation Partial Bid No Bid Pricing Information Est Qty Qty UOM Partial Qty UOM o El
Manuatory Questors Showing: All Questors 2.1 Enter Lot Name: 2.1 Enter Lot Name: All Questors 1.1 Event A Total Item(s) 2.1 Enter Lot Name: 2.1 Enter Lot Name: 1.1 Event A Total Item(s) 2.1 Enter Lot Name: 2.1 Enter Lot Name: 1.1 Event Name: 1.1 Event Name: 1.1 Event Name: 1.1 Event Name: 1.1 Event Name: 1.1 Event Name: 1.2 Event Name: 1.2 Event Name: 1.1 Event Name: 1.2 Event Name: 1.2 Event Name: 1.2 Event Name:	ermation Partial Bid No Bid Pricing Information Est Qty Qty UOM Partial Qty 1 500 UOM 0 El
I terr tot Name: I terr No. Fixed Cost I terr No. Iterr No. Iterr No. Iterr No. Iterr No. Target Proce Price Type Est Qty UOM Partial Bid No. Bid Volit Cost Desc.> Unit Cost Desc. Unit Cost Unit	partial Bid No Bid Pricing Information Est Qty Qty UOM Partial Qty Diselect all 4 items. Value Value 1 500 UOM 0 El Value Valu
Sequence of a transformation of transform	Partial Bid No Bid Pricing Information Est Qty Qty UOM Partial Qty D Select all 4 items. Value Value 1 500 UOM 0 Ed Value Value
Intern No. Item Name Item Description Target Price Price Type Est Qty Qty Partial Bid No. Bid Pricing Information Item No. Item Description Target Price Price Type Est Qty Qty UOM Partial Qty Colspan="5">Out Clinit Cost Desc.> Item No. Item Description Target Price Price Type Est Qty Qty UOM Partial Qty Clinit Cost Desc.> Value	Partial Bid No Bid Pricing Information Est Qty Qty UOM Partial Qty Desc.> 1 500 UOM 0 Ed Image: Construction of the construc
Unit Cost Fixed Cost Baseline Costs [Indian Rupee] Demand Information Partial Rid No Bid Perican Information Item No. Item Name Item Description Target Price Price Type Est Qty Qty UoM Partial Rid No_bid Club Cost Desc.> Value I Electric Wires Coaxial cables 100 Bulk I 500 UOM 0 El Club Cost Desc.> Value	partial Bid No Bid Prising Information Est Qty Qty UOM Partial Qty Do bid CUnit Cost Desc.> 1 500 UOM 0 © ©
Item No. Item Security Original Cables Baseline Costs [Indian Rupee] Demand Information Partial Bid No. Bid Pricing Information Item No. Item Name Item Description Target Price Price Type Est Qty Qty UOM Partial Qty So. bid Control Cost Desc.> Item No. Electric Wires Coaxial cables 100 Demand Bid 1 500 UOM Output Demand Information	partial Bid No Bid Pricing Information Est Qty Qty UOM Partial Qty No_bid <unit cost="" desc.=""> 1 500 UOM 0 Ed </unit>
Item No. Rem Description Target Price Price Type Est Qty Qty UDM Partial Qty Clinitia Cost Description Cost Descrin Cost Descrin Cost De	Est Qty Qty UOM Partial Qty No_bid Clinit Cost Desc.> 1 500 UOM 0 Image: Clinit Cost Desc.> Value
Item Name Item Description Target Price Price Type Est Qty Qty UOM Partial Qty □ Select all 4 items. Value 1 Electric Wires Coaxial cables 130 Bulk 1 500 UOM 0 E	Est Qty Qty UOM Partial Qty Select all 4 items. Value 1 500 UOM 0 Image: Comparison of the comparison of t
1 Electric Wires Coaxial cables 130 Bulk 1 500 UOM 0 El	1 500 UOM 0 E
2 Pipes PVC 450 Bulk 1 500 UOM 400 [400	1 500 UOM 400 🗆 400
3 Tiles Marble 1,500 Bulk 1 500 UOM 0	1 500 UOM 0 2
4 Noor Marbles Enter Item Description 1,300 Bulk 1 5000 UOM 4000 [] 1,400	
	1 5000 UOM 4000 🗆 1,400
	1 5000 UOM 4000 D 1,400

Bidding Options

Partial Bid: Partial bidding will allow the supplier to bid for partial quantity. For example, if required quantity is 500, supplier can choose to bid for only 400.

No Bid: If the supplier does not want to bid for a particular, he can check the box in "No Bid" column against that line item.

Auction : 121	0041617 Auction								My Events My	Download	
Draft Export	E Import Draft	Print Buyer's Attachments(0)					A	ouction Close Date Time :N Ion Auction Close Date Tir	NA me: 07/25/201	L6 09:25 PM	(Hongkor
Bidding Currency	; Indian Rupee										
Decimal Precision	1:0								-	Go to eFor	um (0 New)
Important: Kind	ily export the draft again	In case the event has been paused a	nd republished to	fill the respon	nses via e	kcel impor	τ.				
() 1.0 Mandatory	Non-Pricing 2/2) Optional (0/1)	G 2.0 Pricing Sec	-								
Mandatory Qu	estions							Sł	nowing: All Qu	estions	~ G(
2.1 Enter Lot N	ame										
1.5	1										
4 Completed /	4 lotal Item(s))										
	a contration of the										
Unit Cost	Fixed Cost							_			
		Baseline Costs [Indian Rupee]	Demand Inf	ormation	1	->	Partial Bid	No Bid	Pricing Infor	mation	Total
								No bid	<unit cost="" d<="" td=""><td>esc.></td><td></td></unit>	esc.>	
Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	MOU	Partial Qty	Select all 4 items.	Value		{ <unit< td=""></unit<>
Electric Wires	Coaxial cables	130	Bulk	1	500	UOM	0	Ø	0		0
Pipes	PVC	450	Bulk	1	500	NON	400	0	375		150,00
Tiles	Marble	1,500	Bulk	1	500	NON	0	Ø	0		0
Floor Marbles	Enter Item Description	1,300	Bulk	1	5000	UOM	4000	0	1,300		5,200,
4	and the second second					-					1
Export Lo	ot to Excel 🛛 🚺 Impor	rt Lot from Excel						Show	ving Items 1 to 4	of 4 HH H	1. 1.9.94
Back to Pr	epare Response	Go							Back to Top	Go to Submit	Respons

file.



Total Cost

Total Cost

cUnit Cost Desc.2

Value

29. Users can also export the Items Table to MS Excel (.xlsx) to prepare offline responses in the spreadsheet. Once the responses are prepared, the same file can be imported into **iSource** tool.

allageory decoder	15								Showi	ng: All Questions
1 Enter Lot Name										
Completed / 3 To	tal Item(s))									
Unit Cost 📕 Fi	ced Cost									
Item Information				Baseline Costs [Indian Rupee]	Demand Information Pricing Informatio			Pricing Information	Total Cost	
									<unit cost="" desc.=""></unit>	
Attachment(s)	Item No.	Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	UOM	Value	({ <unit cost="" des<="" td=""></unit>
0 file(s)	1	Laptop	Dell		Bulk	1	1	UOM		
0 Flo(c)	2	Router	Cisco		Bulk	1	1	UOM		
o nicrat		100000						in the second		

30. Click on Export > Save the file on your computer > Open the file > Fill your responses > Save the

14 .	fx fx							
A	8	C	D	E	*	6	H	1
E	-	Item Information	9 3	Baseline Costs +		Demand Infor	mation	
Attachment(s)	Item	No. Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	UOM
0 (ile(s)	1	Laptop	Dell	B	ulk	1.00	1.00 U	M
Office(s)	2	Router	Cisco	8	ulk	1.00	1.00 00	M

31. To import the file, Click Import.

andatory Question	15								Showing	All Questions
1 Enter Lot Name										
Completed / 3 To	tal Item(s))									
Unit Cost 📕 Fig	ced Cost									
Item Information				Baseline Costs [Indian Rupee]	Demand Information			Pricing Information	Total Cost	
									<unit cost="" desc.=""></unit>	
ttachment(s)	Item No.	Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	UOM	Value	({ <unit cost="" des<="" td=""></unit>
file(s)	1	Laptop	Dell		Bulk	1	1	UOM		
file(s)	2	Router	Cisco		Bulk	1	1	UOM		
		and a second	0.1		Bulk	1	1	UOM		

32. Browse > Upload

Import existin	g Excel document	×
	Browse No file selected.)
Note: Please do no	t change the file extension manually.	Upload Cancel

32. Click on Submit Response on the Supplier Checklist. The Supplier Submit Response page is displayed:



ZYCUS P iSource		damban	Mishrikati My Request 💎 🗳
My Events			01/11/2016 03:27:52 AH (GMT)
You are here: <u>Nv Events</u> > Submit Res	ponse		Time Remaining for Event to Close 7 Days
Supplier Checklist	Submit responses of all sections in the event.		Go to eForum (0 New)
Confirm Participation		🖬 All questions(s) ansivered (Y Optional question(s) not ansivered 🖲	Mandatory questions(s) not answered
Prepare Response	1.0 Non Pricing Decision factor Status : OPEN	Completion Status : 0/0 (Mandatory), 3/3 (Optional)	
Submit Response	Type : Question		
Submit responses of all sections in the event	C 2.0 Pricing Section Status : OPEN Type : Pricing	Competence Status: (U.1 (Handatory), (ND (Optional)) Bid Ready for Submission Group Total Price: 26,300.00 Indian Rupes	
RFP Summary			Suberit Response
Status: Open			
Open Date: 01/07/2016 11:42 AM			
Close Date: 01/18/2016 07:30 PH			
Owner: Darshan Mishrikoti			
Contact: 123-568-8978			

33. Click on Submit Response, following popup is displayed:



6.6.2 How Can I Recall My Response?

- 1. A response to RFP and RFQ events can be recalled only if that event is open.
- 2. Open the event whose response you want to recall, you will be redirected to following page:

ZYCUS & iSource		damben Hubrices - Ny Response - Ty - 🕹
My Events		reaction in the second s
You are here: <u>My Events</u> > Submit Res	ponse	Time Remaining Jor Event to Cose 6 Days
Supplier Checklist	Submit responses of all sections in the event.	🚄 Go to #Forum (0 Here).
Confirm Participation		All questions(s) answered Y Optional question(s) not answered () Mandatony questions(s) not answered
View Responses	G 1.0 Non Pricing Decision factor Status : OPEN Type : Question	Completion Status : (o/l0 (Mandatory), 3/3 (Optional)) Verw Response Submitted 01/12/2016 12:56 PM
Submit responses of all sections in the event.	2.0 Pricing Section Status : OPEN Type : Pricing	Completion Status : (1/1 (Mandatory), 0/0 (Optional)) Bid Submitted 01/12/2016 12:56 PM Group Total Price : 35,600.00 Indian Rupee
RFP Summary		Aucul Response
Status: Open		
Open Date: 01/12/2016 09:00 AM		
Close Date: 01/18/2016 07:30 PH		
Owner: Darshan Mishrikoti		
Contact: 123-568-8978		

3. Click on Recall Response. Following popup will be displayed:



Informa	tion x	
	Your submission will be recalled and you will have to manually re-submit the response before event closes. Also, an email notification will be sent to Darshan Mishrikoti (darshan.mishrikoti@zycus.com) . Do you want to continue?	
	Yes No	

- 4. Once you recall an event, you will have to manually resubmit the response before the event closes for it to count. The **Event Owner** will be notified about the response recall action through email.
- 5. When you recall an response, a **Recall Response Reason** popup will be displayed as shown:

Recall Response Reason	×
Please enter a reason for recalling your response : *	
You have used 0 out of 4000 characters.	
	Recall

6. When you recall a response, the page will refresh and re-direct suppliers to the responses page where they can edit responses.

ZYCUS A iSource		
My Events		
You are here: <u>NV Events</u> > Submit Resp	ponse	Time Remaining for Event to Cose 6 Days
Supplier Checklist	Laptop Procurement . Submit responses of all sections in the event.	🔁 Go to eForum (8 Here)
Confirm Participation		All questions(s) answered Y Optional question(s) not answered N Andatory questions(s) not answered
Prepare Response	1.0 Non Pricing Decision factor Status : OPEN	Completion Status : 0/0 (Mandatory), 2/3 (Optional) Frequence Remonse
💿 Submit Response	Type : Question	
Submit responses of all sections in the event.	2.0 Pricing Section Status : OPEN Type : Pricing	Completion Status : (1/1 (Handatory), 00: (Optional)) Bid Ready for Submission Tream's Engance
RFP Summary		Re-Subret Response
Status: Open		
Open Date: 01/12/2016 09:00 AM		
Close Date: 01/18/2016 07:30 PH		
Owner: Darshan Mishrikoti		
Contact: 123-568-8978		

7. The Recall Response button will be replaced with Re-Submit Response.



6.6.3 How Can I Negotiate Pricing?

1. Once a Buyer chooses to conduct a negotiation, you will receive an email from the buyer inviting you to review the negotiated pricing and provide your approval for the same. In the email, along with the event details, you will also get your username and URL link for the event in the email.

Dear francis Capola,	
In response to your submission, Training has sent edited pricing for your review and approval.	
Please log into iSource and provide your response at the earliest.	
Details:	
From - Training	
Sourcing Professional: Francis Capola Sourcing Professional Email: francis.capola@zycus.com	
RFP Name: Content Team	
Round: 1	
Your username is: FRANCIS29677	
Link for Content Team:	
https://sourcing.zycus.com/demo/supplierSide/supplierStaticPage.pfm?	
pageAction=negotiationSection&responderDocumentID=98939&docID=76927	
Zvcus TECHNICAL SUPPORT	
If you need assistance for the use of our Zycus iSource application please contact Zyc	cus
Technical Support by clicking the Technical Support link on	
https://sourcing.zycus.com/demo/login.htm .	
Regards,	
Technical Support Team	
Zycus iSource	

2. Once you login to the supplier portal, on the **My Events** page, the RFQ event for which the buyer wants to negotiate the pricing will be listed with the status **Negotiation in Process**.

Event ID	Name	Owner	Open Date	Close Date	Түре	Invite Type	Status	Action
1010023511	Lastop Procurement	Darshan Mishrikoti	01/07/2016 11:42 AM	01/11/2016 12:37 PM	RFP	Invited	Negotiation In Progress	B Enter Event

3. When you click on such event, there will be a new section called **Approve Negotiated Pricing** visible under the **Supplier Checklist**.



4. The user can get to view the **Original Bid Value**, **Negotiated Bid Value and % Change in Bid Value** for each and every phase of negotiation.



ZYCUS A iSource					
My Events					
fou are here: <u>Nv Events</u> > Approve Ne	sgotiated Pricing				Negotiation Open
Supplier Checklist	Laptop Procurement Review and approve Negotiated Priority.				🚖 Go to eForum (0 New).
Confirm Participation	Round 1 Status: Panding				Actions +
View Responses	Original Bid Value (INR):	26,800.00	Bayer Name:	Darshan Mishrikoti	0
Submit Response	Negotiated Bid Value (INR):	22,700,00	Date of Modification:	01/11/2016	
	% Change in Bid Value:	-15.30	Time of Modification:	12:43 PM	
Approve Negotiated Pricing	Original Bids				Actions +
Review and approve Negotiated Pricing.	Original Bid Value (INR):	25,800.00	Buyer Name:	Darshari Nishrikoti	
050 5	Negotiated Bid Value (INR):	26,800.00	Date of Modification:	N.0.	
RFP Summary	% Change in Bid Value:	0.00	Time of Modification:	NA	
Status: Negotiation Open					
Open Date: 01/07/2016 11:42 AM					
Close Date: 01/11/2016 12:37 PM					
Owner: Darshan Mishnikobi					
Contact: 123-568-8978					

 After entering the event, under the Actions tab, supplier can either Accept, Reject, or Export Pricing Details.



6. To approve, click on **Approve** from **Actions** drop-down list.

cceptance comment			
Please enter a comment confir	ming your accepta	ance of neg	otiated price:*
	ining your decepte	ince of neg	
You have used 0 out of 2000 charact	ters.		
Tip: You can attach additional docum	ent here:		
No File Selected	Browse	Upload	

- 7. In **Acceptance Comment** box, enter your comments for confirming the acceptance of negotiated price and click on **Accept**.
- 8. Once you accept the negotiation, the status changes to **Approved**.

Bround 1 Status: Approved (01/14/2016 08:47 AM)				Actions +
Original Bid Value (INR):	28,400,00	Buyer Name:	Darshan Mishrikob	5
Negotiated Bid Value (INR):	25,150.00	Date of Modification:	01/14/2016	
% Change in Bid Value:	-11.44	Time of Modification:	07:48 AM	



9. The status for the event on My Events page will change to **Negotiation Accepted**.

1010024513	Content Team	Darshan Mishrikoti	01/14/2016 07:43 AM	01/14/2016 07:46 AM	RFP	Invited	Negotiation Accepted	View Event

10. To reject, click on **Reject** from **Actions** drop-down list.

Rejection comment				x
Please enter a comment confirming vo	our reiectio	n of negot	iated price	e:*
5,	,			
You have used 0 out of 2000 sharasters				
Tip: You can attach additional document here:				
No File Selected	Browse	Upload		
			Reject	Cancel

- 11. In the **Rejection Comment** box, enter your comment to confirm your rejection or negotiated price.
- 12. Once you reject the negotiation, the status changes to **Rejected**.

Status: Rejected (01/14/2016 08:45 AM)				Actions +
Original Bid Value (INR):	38,736.00	Buyer Name:	Darshan Mishrikoti	(7)
Negotiated Bid Value (INR):	36,459.00	Date of Modification:	01/14/2016	
% Change in Bid Value:	-5.88	Time of Modification:	DB:44 AM	

13. The status for the event on **My Events** page will get changed to **Negotiation Rejected**.

1930034313 Contests Dansham Mahrikos 01/14/2016 08:29 AM 01/14/2016 08:42 AM 8/7P Invited Negotation Rejected 🔂 there Event

- 14. To export the negotiation details, click on **Export Details** from the **Actions** tab and save the file on your computer.
- 15. Open the .xlsx file to view the details.
- 16. You can refer the summary sheet for details about negotiated pricing.



ZYCUS

17. The next tab in the spreadsheet displays details on negotiated baseline cost for items in the item table.

Pa	Home Home Vero te	∓ Insert Jana I ∐ ≁ Fo	10 Page Layout × 8 × A T × 3 × , nt	010024513_R Formula: A = = [A + ≡ [G	FP_Negotiate s Data = = % = ‡ Alignment	Export_Roun Review	d_1_darshan_Darsh View General \$ * % • Number	*.0 .00 F	I-Koti(1) - Microso conditional Form ormatting * as Tab Styles	at Cell le + Styles +	insert ▼ Insert ▼ Delete ▼ Format ▼ Cells	C = E ≥ 23 A 2 = B ≥ 24 C = A = C = C = C = C = C = C = C = C =
-	F1	T (Jx [emand In	formation E	E	G	н	1		Î.	v E
1	A .	Item Info	rmation	•	Baseline Costs 🚽		Demand In	formation	.	Pricing Ir	formation	Total Cost
2	Attachment			Item	Target	Price				<unit co<="" th=""><th>st Desc.></th><th></th></unit>	st Desc.>	
3	(s)	Item No.	Item Name	ion	Price	Туре	Est Qty	Qty	UOM	Va	lue	lotal Cost
4	0 file(s)	1	Laptop	Dell		Bulk	1.00	1.	MOU 00		22000	22,000.00
5	0 file(s)	2	Router	Cisco		Bulk	1.00	1.	NOU OO		3000	3,000.00
6 7 8 9	0 file(s)	3	Keyboard	Dell		Bulk	1.00	1.	00 UOM		150	150.00
4 4	► H Summ	ary 2.1 E	nter Lot Na	me (1) 🧷	2			14	1		10.	
Rea	dy										100% (→ □ □ □



6.6.4 How Can I Respond to Auctions?

 When a Buyer sends a bidding request for an auction, an auction event is created on the My Events page.

ZYCUS	€ iSource	- V					darahan l	Mishvikoti My Request 🔭 🗳
My Events								01/14/2016 01:54(26 PH (GMT)
Event List								
Event ID	Name	Owner	Open Date	Close Date	Туре	Invite Type	Status	Action
1010024530	Content Auction	Darshan Mishrikoti	01/14/2016 01:49 PM	01/21/2016 07:30 PM	Auction	Invited	Dpen	Enter Event
1010024527	RFx Event	Darshan Mishrikoti	01/14/2016 12:09 PM	01/14/2016 12:15 PM	RFP	Invited	Closed	G View Event
1010024513	Content Team	Darshan Mishrikoti	01/14/2016 07:43 AM	01/14/2016 07:46 AM	RFP	Invited.	Negotiation In Progress	Enter Event
1010024512	BEL	Shakir Khan	01/14/2016 07:15 AM	03/30/2016 07:30 PM	871	Broadcasted	Open	Enter Event
1010024313	Content	Darshan Mishrikoti	01/14/2016 08:29 AM	01/14/2016 08:42 AM	RFP	Invited	Negotiation Rejected	Enter Event
1010024117	Keyboard	Shakir Khan	01/14/2016 05:55 AM	01/30/2016 07:30 FM	RFI	Broadcasted	Open	Enter Event
1010024114	LED screens	Shakir Khan	01/12/2016 03:15 PM	01/13/2016 08:30 AM	RFI	Broadcasted	Closed	Q View Event
1010024112	Optical House	Darshan Mishrikoti	01/12/2015 09:00 AM	01/13/2016 11:56 AM	R.F.P	Invited	Negotiation Closed	D View Event
1010021650	Water Punfier	tech training2	10/29/2015 06:28 AM	10/29/2015 06:48 AM	RFQ	Broadcasted	Closed	C View Event
1010021403	Coffee Machine	Shakir Khan	09/25/2015 01:40 PM	09/29/2015 10:27 AM	RFI	Broadcasted	Closed	Q View Event
								Page 1 of 2

2. Select the Auction you want to join, and then click Enter Event.

Follow the steps from Enter an Event.

6.6.5 How to Join Bidding?

1. Click on Join Bidding in the Supplier Checklist section.

ZYCUS 🔎 (Source			
My Events			
You are here: <u>Hy Events</u> > Submit Res	sponse		Time Remaining for Auction to Start 20:29:45
Supplier Checklist	Content Auction Submit responses for all the non-pricing sections in the event.		Go to eForum (0 New)
Confirm Participation		All questions(s) answ	ered 😗 Optional question(s) not answered 🔞 Mandatory questions(s) not answered
Prepare Response	G 1.0 Non-Pricing Decision Factors Status : OPEN	Completion Status : (1/1 (Mandatory), 2/2 (Optional)) Submitted 01/14/2016 01:58 PM	View Pesperse
Submit Response Submit responses for all the non-pricing sections in the event	Type : Question		
Join Bidding			Submit Response
AUCTION Summary			
Status: Open			
NON-PRICING TIMINGS			
Open Date: 01/14/2016 01:49 PM			
close Date: 01/15/2010 10:30 AM			
PRICING TIMINGS			
Open Time: 01/14/2016 01:49 PH			
Start Time: 01/15/2016 10:30 AM			
Close Time: N/A			
Owner: Darshan Mishrikoti			
Contact: 123-568-8978			

- 2. Type of the auction can be either English Auction, Dutch Auction, or Japanese Auction.
- 3. In English Auction under General Auction Settings, there are two auction types:



Option	Description
Forward Auction	In forward auction, bidding starts at minimum acceptable price and increases with every new bid by a fix increment.
Reverse Auction	In reverse auction, bidding starts at acceptable price and decreases with every new bid by a fix decrement.

4. After you click on Join Bidding, the Forward Auction page is displayed:

0 Pricing	Type : Forward A	uction										Buyer : Darshan Mi	shrikoti (@) 123-56	
otal: 4480000 INR	Item Table													
	Unit Cost 📰 🅅	xed Cost												
	Item Information				Custom Columns	Baseline Costs []	Indian Rupee]	Demand Info	rmation			Pricing Information	Total Cost	
					Location							Cost Per unit		
	Attachment(s)	Item No.	Item Name	Item Description	Value	Target Price		Price Type	Est Qty	Qty	LION	Value	{{Cost Per unit}	
	0 file(s) 1 Laptop Dell Core -17 0 file(s) 2 Desktop Machines HP		Dell Core +i7 - 17"x15"	Chicago	380.00		Bulk		100	Unit	23.000.00	2,300,000.00		
			HP	Ohio			Bulk		100	Unit	2,200.00	220,000.00		
	0 file(s)	0 file(s) 3 Keyboards iball		Chicago 8.00			Bulk		1000	Unit	230.00	230,000.00		
	0 file(s)	0 file(s) 4 Servers Chr			Chicago	1,300.00		Bulk		20	Unit	25.000.00	500,000.00	
	0 file(s)	5	LCD Monitors	Dell	Ohio	225.00		Bulk		1000	Unit	1,230.00	1,230,000.00	
	Maximum Starting Best Bid Amount My Bid Amount :	Bid : N/A : 4,480,000 4,480,000.0	.00			Datada								
	Bid Amount: (In Indian Rupee)	4,480,00 Calculate	00.00				12:44 PM					12,54		
	My First Bid: My Latest Bid: No Increment :	Lest Refresh Time : 01/10/2016 12:44:17 PH (0817) Bidding at: Itom Level(3 Remi)						2300						

5. In **Dutch Auction**, under **General Dutch Auction Settings**, there are two auction types:

Option	Description
Forward Dutch Auction	In Forward Dutch auction, buyer increases the cost, till supplier accepts the active bid cost.
Reverse Dutch Auction	In Reverse Dutch auction, buyer reduces the cost, till a supplier accepts the active bid cost.



6. After you click on **Join Bidding**, the **Dutch Forward Auction** page is displayed:

Dutch Forward			
01/18/2016 12:4	7:02 PM Bidding for Type Section Name over here has started. Lot closing in 5 minute(s);		Time Remaining 00:00:04:32
1.0 Enter Lot Name Group Total: 33.00 MR Statue: STARTED	Type : Forward Dutch Aucilon	Active Tild Coof 1 28.00 By Bill Amount 1 33.00 Statch and Accest Adars But Cod	Buyer : Darshan Mishrikoti (🅜) 123-368-8978
	Lexit Refresh Time : 01/14/2016 12:47:20 PM (2017)	Bidding at Lot Level(2 Rens)	
Rark To Sartion Lieten Weiking for sourcing systex.com			and the second se

7. In Japanese Auction, under General Japanese Auction Settings, there are two auction types:

Option	Description
Forward Dutch Auction	In forward auction, bidding starts at minimum acceptable price and increases with every new bid by a fix/variable increment. This is usually used for selling a commodity.
Reverse Dutch Auction	In reverse auction, bidding starts at acceptable price and decreases with every new bid by a fix/variable decrement. This is usually used for procuring a commodity.



Approve Loom tours				and they start it
06/30/2017 03:00:	00 PM Bidding for Alternator BCM 1.1 has started. Lot closing in 20 minute(s). Insalit Aliens	Activit Frank Bid \$100k	innund in Imagenation	01:01:01
ot Details	C Type : Forward Dutch Auction Buyer : Michael QS Contact Info : Contact Not Available			
1.0 Alternator BOM 1.1 Group Total: 70,00 INR Status: STARTED	Number of Suppliers			
LO Alternator BON 1.1 Broup Total: 70,00 If WR Ratus: Not startes	g 60		Active Bid Cost	-14,07.4
.0 Alternator BON 1.1 iroup Total: 20,00 INR Satus: NOT STANTED			\$100,000.00	
CO Alternator BON 1.1 FOUD Total: 70,00 INR Status: HOT STARTED	₽ 20		Reject Accept	
LO Alternator BOM 1.1 iroup Total: 70,00 INR itatus: Horstante	Rounds			
	Last Refresh Time : 06/30/2017 03:02:17 PH (Ana)/Calculta)	Bidding at Lot Level(2	items)	
	Back To Section Listing			

6.6.5.2 Line Level Bidding

1. When the bidding is at the line level, the following page will be displayed:

Details	Type : REVER	SE AUCTION	Buyer : Sub	ani Performance C	ontact info : 123	4567								
Enter Lot Name	Item Table													Reset Column
tus: STARTED	Attachment(s)	Item No.	Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	UOM	Partial Qty	No Bid	<unit cost="" desc.;<="" th=""><th>Rank</th><th>Best Bid</th></unit>	Rank	Best Bid
	D file(s)	1	SDLC	Enter Item	2,800	Buik	1	400	UOM	ō	2	0	Not Bidden	Not Bidden
	0 file(s)	2	Router	Enter Item	70,000	Bulk	1	5,000	UOM	3,000		68,000	N/A	N/A
	0 file(s)	3	Converter	Enter Item	10,000	Bulk	1	300	UOM	200		9,000	N/A	N/A
	0 file(s)	4	Switch	Enter Item	7,000	Bulk	1	200	UOM	0		0	Not Bidden	Not Bidden
	Show S w re Maximum St My Bid Amou Bid Decreme Bid Amou (In Indian Ruper	99. d : N/A rcent ,800,000				Bic	1 Value (INR)	2	Supplier P	rogress Graph	Page 1	of a local second		
Submit Bid									D.	8				

- 2. Enter your bid amount at line level and click on **Submit** to submit the bid.
- 3. The graph will show your bidding history since the start of auction.



Details	<										-			
9 Enter Lot Name	0 fée(s)	+	Switch	Enter Item	7,000	P.dk	3	290	UCM		U.	o	Not Bidden	Not Bidden
up Total: 121,000,000 INR.	14 C												-	
TUST STARTED	Show 5 =	records per	page.										CON CON Page 1	of 1
	Maximum	Starting E	Bid : N/A								Suppler	rogress Graph		
	My Bid Am	ount : 12	1,000,000											
	Rid Decree	ant 1 2 P	arcent								- Dest	aid - My Bid		
	Did Amo									250001001		er conste		
	(in Indian Rut	unt: 12	1,000,000					Bk	I Value					
		-	motionally mint									1		
			Submit Bib							00000000		1		
										PSEIDINGER		/		
										1000000000			1	
										1/5000000			1	
										CODEDOG				
														Time
										10				0
														Desible Graph
	Wy First Birts	2	05 800 000					Last Refre	sh Time' i	7/75/2016 0	- 00-29 PM (INADA	(mmm		
	My Latest Bid.	1	21.900.000					Bidding at	a Rem Lev	el(4 Items)				
	% Decrement	1 7	a											

- 4. To get information for particular time period, use the scroll bar *(highlighted)* to narrow down the time frame.
- 6.6.5.3 Lot Level Bidding

2.0 Computer Spare Parts	Type : Reverse Auction	Buyer : Darshan Mishrikoti (🕜) 123-568-8
Status: STARTED	based of all second base and base defined grows your convert standard or Leading Bidder	Supplier Progress Graph
	Naximum Starting Bil : N/A Best Bil Amount : 2,225.00 Ny Bil Amount : 2,225.00	
	Bid Amount: 2,225.00 (mimdan Ruped) Submit Bid	e ti y AM BiS2 AM

1. If the bidding is at Lot Level, the following page will be displayed:

2. After changing the price, click on **Submit Bid**. The following popup will be displayed:





6.6.5.4 Rearranging the Columns

- 1. The columns in the bidding item table can be rearranged as per supplier's requirement.
- 2. Use the **T** icon to rearrange the columns.

Attachment(s) Item No. Rem Description Target Price Price Type Partial Qty Ext Qty Qty UOM No Bild <unk cost="" desc.2<="" th=""> Ramk 0 file(s) 1 SOLC Enter Item 2,800 Bulk 0 1 400 UOM 0 0 Not Bidden 0 file(s) 2 Router Enter Item 70,000 Bulk 3,000 1 5,000 UOM 0 68.000 N/A 0 file(s) 3 Commenter Enter Item 10,000 Bulk 3,000 1 5,000 UOM 0 68.000 N/A</unk>													-	tem Table
0 file(s) 1 SDLC Enter Item 2,800 Bulk 0 1 400 UOM 0 Not Bidden 0 file(s) 2 Router Enter Item 70,000 Bulk 3,000 1 5,000 UOM 68.000 N/A 0 file(s) 2 Router Enter Item 70,000 Bulk 3,000 1 5,000 UOM 68.000 N/A	Best Bid	Rank	<unit cost="" desc.1<="" th=""><th>flo Bid</th><th>UOM</th><th>Qty</th><th>Est Qty</th><th>Partial Qty</th><th>Price Type</th><th>Target Price</th><th>Item Description</th><th>Rem Name</th><th>Item No.</th><th>Attachment(s)</th></unit>	flo Bid	UOM	Qty	Est Qty	Partial Qty	Price Type	Target Price	Item Description	Rem Name	Item No.	Attachment(s)
0 file(s) 2 Router Enter Item 70,000 Bulk 3,000 1 5,000 UCM 88,000 N/A	Not Bidden	Not Bidden	0	8	UOM	400	1	0	Bulk	2,800	Enter Item	SOLC	1	0 file(s)
2 65/(c) 3 Comparison Extens 10 000 8/6 700 1 700 1000 8/6	N/A.	N/A	68.000		UOM	5,000	1	3.000	Bulk	70,000	Enter Item	Router	2	0 file(s)
	N/A	N/A	9.000		UOM	300	1	200	Bulk	10,000	Enter Item	Converter	3	0 file(s)
0 file(s) 4 Switch Enter Item 7,000 Bulk 0 1 200 UOM 0 Not Bidden	Not Bidden	Not Bidden	0	10	UOM	200	1	ō	Bulk	7,000	Enter Item	Switch	4	0 file(s)

3. Shown below are the columns of item table rearranged:

Item Table													Reset Columns
Attachment(s)	Item No.	Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	UOM	No Bid.	<unit cost="" desc.=""></unit>	Partial Qty	Rank	Best Bid
0 file(s)	3	SDLC	Enter Item	2,800	Bulk	1	400	UOM	8	0	0	Not Bidden	Not Bidden
0 file(s)	2	Router	Enter Item	70,000	Bulk	1	5,000	LIOM		68,000	3,000	N/A	N/A
0 file(s)	з	Converter	Enter Item	10,000	Bulk	1	300	UOM		9,000	200	N/A	N/A
0 file(s)	4	Switch	Enter Item	7,000	Bulk	1	200	UOM	8	u.	o	Not Bidden	Not Bidden
<													
Show 5 Y re	icords per pai	9e.									10	Page 1	of 1

4. Click **Reset Column** (highlighted) to undo rearranging the columns.

6.6.5.5 Ranks

The supplier ranks will be visible in the item table. Rank will be available per line item.

citi i titoric							_						THE S. S. STRUC
Attachment(s)	Item No.	Item Rame	Rem Description	Target Price	Price Type	Est Qty	Qty	DOM	No Bid	<unit cost="" desc.=""></unit>	Partial Qty	Rank	Best Bid
) file(s)	1	SDLC	Enter Item	2,800	Bulk	1	400	UOM	8	a	0	Not Bidden	Not Bidden
) file(s)	2	Router	Enter Item	70,000	Bulk	1	5,000	UOM		68,000	3,000	3	68,000
) file(s)	3	Converter	Enter Item	10,000	Bulk	1	300	UOM		9.000	200	- 4-	9,000
) file(s)	4	Switch	Enter Item	7,000	Bulk	1	200	UOM	8	0	0	Not Bidden	Not Bidden

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6.6.5.6 Japanese Auction Bidding Page

Shown below is the overview of the Japanese Auction page.



Japanese Auctions are carried out in lots. Every pricing lot in an event can have 'n' number of lots. For a given pricing lot, let's take a look at how you can bid.



Responding to the Rounds of Pricing Lot

 The auction will progress one lot at a time. The auctions, once started will provide you with an Active Bid Cost for a lot whose response you have already submitted. Reviewing the Bid Cost and you can choose to Accept or Reject it.

Details	C Type : Japanese Chocolate Bars Factory Buyer : User1 User1	(Contact info :
Enter Lot Name you Totai - 370 INR Itus : STARTED Cinter Lot Name up Totai : 250 INR tus : NOT STARTED	Number of Suppliers	Previous Bid : Bid Change : Active Bid Cost INR 700
	Last Refresh Time : 08/08/2018,22:08,27,PMPM, 22:30	Bidding at : Lot Level (4 Items)

2. Upon acceptance, you will see the following popup. Click OK.

A Sever Al Mert	18 10: 10:00 PM Round 1 of priorig lot Enter Lot Name downs in 3 minutin(s). 18 10:30:00 PM Round 1 of priorig lot Enter Lot Name has started. 18 10:00:00 PM Round I of Cottor Lot Name has started. 10 Discher Ahms		Sand a property of	Result chemis in which a 23 scoulds
Lot Detries	Type : Japanese Chocolato Ban. Factory Buyer : User1 User	1 (Conta	ict info	
2. Enter Lot Name Group Total : 970 INR Status : STARTED	Number of Suppliers		Previous Bid : Bid Change :	
S. Entre Los Norme Ennage Topale : Seo ant Statue : NOT STANTED	Information Bid date	x us updated successfully	Active Bid Cost INR 700	
	Last Refresh Time 1 08/08/2018,22:08,18,94094, 22:30	Bidding	g at : Lot Lovel (4 Items)	
Back To Section Labor				



3. Your bid will be recorded and you will be able to proceed to the next round when it becomes active.

1210075151 Chocolate Bary OB/08, Wew All Ale	Faktory 2018 10:30:00 PM Round 1 of prioring lot Enter Lot Name doese in 5 minute(s). 2018 10:30:00 PM Round 1 of prioring lot Enter Lot Name has started. 2018 10:30:00 PM Bidding for Lot Enter Lot Name has started. Ats Disable Alerts	<u>My Events</u> My Downbad Round in Prógress Round dores in 4 minutes 22 econds
Lot Details	C Type : Japanese Chocelate Bars Factory J Buyer : User1 User1	Contact info :
2. Enter Lot Name Group Total : 970 INR Status : STANATED 3. Enter Lot Name Group Total : 250 INR Status : NOT STARTED	Number of Suppliers	Previous Bid : Bid Change : Active Bid Cost INR 700
	Last Refresh Time : 00/08/2018,22:00,18,PMPM, 22:20	Bidding at : Lot Level (4 Ttems)

4. Moving on the next round, similar to round 1, you can review the **Active Bid Cost** and choose to **Accept** or **Reject** the Bid. In the **Supplier Acceptance Trends** graph, the blue color bar signifies the last round.

View All Aler	ts Desable Alerts	
ot Details	Type : Japanese Chocolate Bars Buyer : User1 User1	Contact info :
Enter Lot Name roup Total : 970 INR duts : STARTED Enter Lot Name roup Total : 250 INR atus : NOT STARTED	Factory Number of Suppliers	Previous Bid : INR 7 Bid Change : 3 % Active Bid Cost INR 720
	Last Refresh Time : 08/08/2018,22:08,69,PMPM, 22:40	Bidding at : Lot Level (4 Items)

5. Once you have accepted your bid, you can wait for the next round to become active to participate. Here the **Green** bar in the **Supplier Acceptance Trends** graph denotes on-going event.

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*** 06/08/ **** 06/08/ View All Aler	1018-01:40:00 PM Round 2 of pricing lot Enter Lot Name doses in 5 minute(s). 1018 10:40:00 PM Round 2 of pricing lot Enter Lot Name has started. 1018 10:35:00 PM Round 1 of pricing lot Enter Lot Name has closed and Round 2 starts in 151 Disable Alerts	Round in Progress. Round closes in 4 menutes 10 seronds.
Lot Details	Type : Japanese Chocolate Bars Buyer : User1 User1	Contact info :
2. Enter Lot Name Group Total : 970 INR Status : STARTED 3. Enter Lot Name Group Total : 250 INR Status : NOT STARTED	Factory Number of Supplers	Previous Bid : INR 7 Bid Change : 3 % Active Bid Cost INR 720
	Last Refresh Time : 08/08/2018,22:08,57,PMPM, 22:40	Bidding at : Lot Level (4 Items)
Back To Section Listin	9	

In case of rejecting an Active Bid Cost

1. If you do not want to bid for any round, you can choose to **Reject** the bid. However please note, once rejected, you will not be allowed to enter any succeeding lots.

ot Details	Type : Japanese Chocolate Bars Factory	Buyer : User1 User1	[Contact info :				
2. Enter Lot Name Group Total: 6:30 IRR Sarue : 5 TANTED 3. Enter Lot Name Group Total: 20 AR GROUP: Total: 20 AR GROUP: Total: 20 AR GROUP: 1007 ETATED	Number and a set of the set of th	er of Supplers	Previous Bid : INR 800 Bid Change : 13 % Active Bid Cost INR 900				
	Last Refresh Time : 08/08/2018;20:08;24,PM	M, 20:30	Bidding at : Lot Level (4 Items)				

2. Clicking **Reject**, you will see the following popup. Click **OK**.



					My Events My Download	
(08/08/2018) (08/08/2018) (08/08/2018) (08/08/2018) (08/08/2018) (08/08/2018) (08/08/2018) (08/08/2018) (08/08/2018) (08/08/2018)	08:30:00 PM Round 3 of pricing lot Enter Lot Name closes in 98:30:00 PM Round 3 of pricing lot Enter Lot Name has star 98:25:00 PM Round 2 of pricing lot Enter Lot Name has close 04:able Alerts	5 nimute(s). ed. d and Round 3 starts in 5 minute(s).				
Lot Details	CC Type : Japanese Chocolate Bars Factory	Buyer : User1 User1	Contact info : ••			
2. Enter Lot Name Status : STARTED Banus : STARTED 3. Enter Lot Name Group Tobi : Go INR Status : NOT STARTED	Auros A a a a a a a a a a a a a a a a a a a a	er of Supplers Information Bid status updated successfuly R6	×	rrevious Bid : INR BOD Active Bid C INR 90	and Change (13 %) Soar 10	
	Last Refresh Time : 08/08/2018.20:08.83,994	M, 20:30	Bidding at : Let Level (4 Itens)		
eack To Section Listing						

3. In the scenario you have already rejected the bid even with the time remaining in the round to close, you can change his selection to **'Accepted'**. But once you have changed it to **'Accepted'**, you cannot change it back to **'Rejected'**.

1210075154 Chocolate Bars Factory	Ny Events My Download
**** 08/06/2018 bit:3:0:00 MH Round 3 of princing ick Enter Ld1 Human closes in 5 minute(s). *** 08/06/2018 08:3:3:00 PH Round 3 of princing ick Enter Ld1 Human base started. **** 08/06/2018 08:3:5:00 PH Round 2 of princing ick Enter Ld1 Name has closed and Round 3 starts in 5 minute(s). View All Akerts Disable Akerts	Bound in Programs Round Shares in 2 A minutes 17 seconds
ot Details Type : Tapanese Chocolate Bars Factory Buyer : User1 User1	Contact info :
Enter to Name Tatus : STARTED Enter to Name Tatus : not STARTED Pamber of Supplers Pamber of Supplers	Previous Bid : IAR 800 Bid Change : 13 % Active Bid Cost: INR 900
Last Refresh Time: 08/08/2018;20:06;83;PMPM, 20:30	Bidding at : Lot Level (4 Items)
Bark To Section Listing	

New Auction

1010025111



Q View Event

6.6.6 <u>How to Perform Bid Reconciliation?</u>

1. Bid reconciliation is performed at lot level when the auction status is changed to **Closed**. Bid reconciliation is initiated by the buyer.

01/18/2016 07:45 AM

Auction

Invited

01/18/2016 07;13 AM

2. When buyer initiates **Bid Reconciliation**, you can view that in the Status of the auction as **Bid Reco Open**.

ZYCUS	€ iSource							Mishrikoti My Request Tv 🔒
My Events								01/13/2016 09:36:46 AN (GMT)
vent List								
Event ID	Rame	Dwmer	Open Date	Close Date	Туре	Invite Type	Status	Action
1010025113	Office Auction	Darshan Mishrikoti	01/18/2016 09:39 AM	01/18/2016 09:41 AM	Auction	Invited	Bid Reco Open	Enter Event
1010025111	New Auction	Darshan Mishirikoti	01/18/2016 07:13 AM	01/18/2016 07:45 AH	Auction	Invited	Closed	Q View Event
1010024720	Metal Scrap Auction	Darshan Mishrikoti	01/15/2016 10:47 AM	01/18/2016 09:38 AM	Auction	Invited	Bidding In Progress 🔩	D Enter Event
1010024717	Steel Auction	Darshan Mishrikoti	01/15/2016 08:51 AM	01/18/2016 09:37 AM	Auction	Invited	Bidding In Progress 🔩	Enter Event
1010024530	Content Auction	Darshan Mishrikoti	01/14/2016 01:49 PM	01/21/2016 05:05 PM	Auction	Invited	Bidding In Progress 式	🔂 Enter Event
1010024513	Content Team	Darshan Mishrikati	01/14/2016 07:43 AM	01/14/2016 07:46 AM	R#P	Invited	Negotiation In Progress	Enter Event
1010024512	Rakshita RFI 001	Shakir Khan	01/14/2016 07:15 AM	03/30/2016 07:30 PM	RFI	Broadcasted	Open	Enter Event
1010024313	Content	Darshan Mishrikoti	01/14/2016 08:29 AM	01/14/2016 08:42 AH	RFP	Invited	Negotiation Rejected	🔂 Enter Event
1010024117	sud_c	Shakir Khan	01/14/2016 05:55 AM	Q1/30/2016 07:30 PM	RFI	Broadcasted	Open	Enter Event
1010024114	Tech-support training 12-01-2015	Shakir Khan	01/12/2016 03:15 PM	01/13/2016 08:30 AM	RFT.	Broadcasted	Closed	Q View Event

3. Click on Enter Event.

4. On entering the event, the following page will be displayed:

ZYCUS P iSouri			
My Events			
You are here: <u>Ny Events</u> > Bid Record	ndiation		Time Remaining for Bid Recondition to Close 00:00:45:5
Supplier Checklist	Prepare Reconcilied bids for all pricing sections.		🧟 Ge to efforum (1) Herei) -
 View Responses Bid Summary 	1.0 Type Section Name over here Type : Reverse Auction Status : Bid Roco Open Bidding : Lot Level	Group Total Price : 23,100.00 Indian Rupee Completion Status: Bid Reconsiliation Incomplete Bid Reco Time Datalis : Stat : 01/18/2016 09/31 AM Close : 01/18/2016 09/31 AM	Preparis Response
Bid Reconciliation Prepare Reconciled bids for all pricing sections.			

5. Select **Bid Reconciliation** on the **Supplier Checklist**. You will be able to view the details about the **Bid Reco**.



6. Click on **Prepare Response**. Following page will be displayed:

🖭 Aud	ion : 1010025113	Office Auction									Sec. all	Ny Events My Request 7+ 40
E	troqmi 💽 troqu	Print 🔯 Attac	chments (1)								Bid Reco Close	e Date Time :01/18/2016 09:41 AM (GMT)
Biddir	g Currency: India	n Rupee 💌										Go to eFonim (\$ New)
Decim	rtant: Kindly export	the draft again in cas	e the event has been a	aused and republished to fill the	a responses via excel import.							-
-	Y -	() () () () () () () () () () () () () (
-	G 1.0 Type Se Mandatory (1/1) Option	nal (0/0)	(P)									
(*) Man	datory Questions										51	howing: All Questions
*1,1 0	Computer											
(2 Co	mpleted / 2 Total Ite	m(s))										
Group	Total Price: 22,10	0.00			Auction Value: 22,500.00	p.						Difference: 400.00
	nit Cost III Fixed C	ost			Reading State Hading Sugard	Personal Volume	No.			Adding the second second		Real Prod
100	im totormation				baseline Costs (Inovan Kupee)	Demand Informa	DON			 Unit Cost Desc.> 		Total Cosc
Att	achment(s)	Item No.	Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	UOM	Value		{ <unit cost="" desc<="" td=""></unit>
0.5	le(s)	1	Liptop	LCD (aptop		Bulk.	1	1	LOM	20,000.00		20,000.00
0.0	le(s)	2	Mouse	Optical Mouse		Bulk	1	1	UOM	2,000.00		2,100.00
*												
	Export To Excel	Import From Ex	(ac)								Show	ang Items I to Z of Z M # 1 + H
e Ba	ck to View Respo	inse 🔹 🔤									🔶 Back	to Top Save Go to Bid Summary

7. Change the prices in **Pricing Information** and click on **Save**.

Auction : 101002511	3 Office Auction									distant and	My Events My Request 7~ U
Export 🔄 Import	📄 Print 🔯 All	achments (1)								Bid Reco Clo	se Date Time :01/18/2016 09:41 AM (GM
Bidding Currency: Ind Decimal Precision:2 Important: Kindly expo	ian Rupee	ase the event has been ;	paused and republished to fill th	e responses via excel import.							Go to eForum (0 (new)
Mandatory (1/1) Opt	Sectio	-									
) Mandatory Questions											Showing: All Questions
*1.1 Computer											
{ 2 Completed / 2 Total 1	tem(s))										
Group Total Price: 22,1	100.00			Auction Value: 22,500.00							Difference: 400.
Unit Cost 🔳 Fixed	Cost										
Item Information				Baseline Costs [Indian Rupee]	Demand Informs	noite			Pricing Information		Total Cost
									<unit cost="" desc.=""></unit>		
Attachment(s)	item No.	Item Name	Item Description	Target Price	Price Type	Est Qty	Qtv	UOM	Value		{ <unit cost="" desc<="" td=""></unit>
o man		Manual	Colorid Harma		B.d.		*	Liok	20.000.00		2 100 00
S. Darrei		10000	operation reside		Cons.			000	2,000.00		2,200100

8. On saving revised price, a confirmation popup will appear. Click **OK**. The revised bid will be sent to the buyer.




6.6.7 From Where can I Access eForums?

1. Click on **Go to eForum**. The following page will be displayed:

ZYCUS D iSource				
My Events				01/15/2016 L1:45/00 AM (GMT)
You are here: Section List > List of eForum				
Event Name: Metal Scrap Auction			C Re	fresh List 🛛 🥜 Edit Notification 🛛 🏷 New eForum
eForum Name	Description	Туре	Message	Action
Questions regarding Steel Auction	Held by Darshan Mishrikoti	Supplier Initiated	a.	1

- 2. You can either initiate an eForum by clicking **New eForum** or visit an existing eForum created by a buyer.
- 3. Click **Edit Notification** to edit the notification that is sent to the buyer when you respond to the buyer's message. The following popup will be displayed:

Edit Notification			×
When Buyer Posts a Message When Supplier Posts/Responds to a Message	 Email Now Email Once In A Day No Email Email Now Email Once In A Day 		
		Save	Cancel

4. Select an **eForum** and click on **New Message**.

ZYCUS P 150	jurce			
My Events				
You are here: Section List > List	s of eForum > Questions regarding Steel Auction			
eForum Name :	Questions regarding Steel Auction	Type :	Supplier Initiated	
Description :	Held by Darshan Mishrikoti	Date Created :	01/15/2016 11:48 AM	
Created By :	darshan Mishrikoti			
🛞 Expand All 🕞 Collapse Al	n (#Back to eForum List 🖂 New Message
Message List				🖾 Refresh Nessage Lui
No Messages				

5. Following popup will be displayed. Write your message and click **Post**. Your message will be posted on eForum.



New Messag	e (
Hessage"				
	Attach files: Max	upload Files 10, size per l selected.	file 5 HB	
	Upload			

6. You will be able to see your message on the **eForum**.

ZYCUS 🔎	ISource	
My Events		01/15/2016-12:15:12 PM (GMT)
You are here: Section List. >	List of eForum > Questions regarding Steel Auction	
eForum Name : Description : Created By :	Questions regarding Steel Auction Held by Danshan Mishrikoti darshan Mishrikoti	Type : Suppler Innated Date Created : 01/15/2016 11:48 AM
① Expand All 〇 Collapse	a All	Back to eForum List [New Message
Message List		😰 Refresh Message List
1 darshan Mishrikot My deal is the best	I Posted on 01/15/2016 12:18 PM	Reply

7. Click Reply.

ZYCUS 🔎	ISource		
My Events			01/15/2016.12:25:49 PM (GMT)
You are here: Section List. >	List of eForum > Scrap Auction		
eForum Name : Description : Created By :	Scrap Auction 16.2.1.0 Darshan Mishrikoti	Type: Public Dis Date Created : 01/15/20	cussion 16 12:13 PM
① Expand All ② Collapse	a All		• Back to eForum List 🔤 New Message
Message List			😂 Refresh Message List
new 1 Buyer Po Please revert with ye	ostad on 01/15/2016 12:14 PM Muur best offer as soon as possible		Reply



8. **Respond To** popup will be displayed:

Message			×
Respond To			
Original Message Text Message*	Please revert with your best offer as soon as possible Image: Attach files: Max Upload Files 10, size per file 5 MB Browse No file selected. Upload		
		Post	Cancel

9. Type your message and click **Post**. The following popup will be displayed:





6.7 My Invoices

NOTE: The above-mentioned menu may or may not be available based on the access provided to you by customer.

My orders option allows the user to view orders received from the customers.



The My Invoices tab consists of three sub tabs:

- 1. View Invoices
- 2. Create PO Invoice
- 3. Create Non PO Invoice



6.7.1 How to View Invoices?

Using the **View Invoices** sub tab, the user can view invoices, PO and Non-PO Invoices created using **ZSN**.

				ini My Dasi	hboard 🔡 Manaç	je Companies 🔻	e poorva -	() Help	
			Supplier Portal Buyer 1	•					
Invoices							×B	ack to Hom	ieț
Search	📑 + Create 💌					Export	Save As I	Favourite Fil	lte
Invoice#,PG=Clatome	28 records found						Sorted By:	Due On	-
X Clear	Filters CM CHECKALL- Read	dy for apportionment						Actions	
Document Origin	Document Type Credit Memo	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference	Document Date 03/11/2017	Due On	Amount USD 154.241,75		
View All	CMFOX- Ready for a	pportionment						Actions	
Supplier	Document Type Credit: Memo	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference INVOCORP/17/1115	Document Date 31/10/2017	Due On	Amount USD 121,105		
Buyer	decimal precision 1-	Submitted						Actions	
Document Type View All Invoice	Document Type Invoice	Customer Supplier Portal Buyer 1	Supplier Company BARCLAYS_CHECK AMX LENGTH ON EINVOICE SIDE_"OQUHH ИЛИ HECKOЛЬКО ИЗ ОТЧЕТОВ КОТОРЫЕ ВЫ ЖЕЛАЕТЕ УДАЛИТ	Reference COM001/16/0327	Document Date 15/05/2018	Due On 14/06/2018	Amount USD 1,23333		
Credit Memo	P_PO inv-07052018	-2 🥎 - Submitted						Actions	
E Invoice status	Document Type Invoice	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference -	Document Date 07/05/2018	Due On 06/06/2018	Amount USD 102,00		
View All	P_PO inv-07052018	-1- Submitted						Actions	
Draft	Document Type Invoice	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference INVOCORP/17/1145	Document Date 07/05/2018	Due On 09/05/2018	Amount AUD 100,00		
Submitted	invoice_dfr33- Delive	ered						Actions	

The User can perform the following operations using the View Invoices sub tab:

- 1. Search Invoices
- 2. Filter Invoices
- 3. Sort Invoices
- 4. View Invoices
- 5. Edit Invoices

6.7.1.1 Searching Invoices

You can search for an invoice by entering the Invoice Number, PO Number or Customer name in the **Search** section.

Search	
Invoice#,PO#,Customer	Q

Enter the required search term in the Search Bar and click or press ENTER.



6.7.1.2 Filtering Invoices

You can filter the invoices based on the following parameters:

• Invoice status: Select a status to view the invoices under that particular status.

🛛 Invoice status
View All
Draft
Submitted
Approved
Paid
Partially Paid
Not Paid
Cancelled
Rejected
Delivered
In Progress
Ready for apportionment
Fully apportioned
Parked
Created

• Document Type: Select whether you want to view Invoice, Credit Memo, or both.





• **Document Origin:** Select if you want to view the invoice or credit memo created by you or your buyer, or both.

🖯 Document Origin		
View All		
Supplier		
Buyer		

• **Overdue:** To view invoices whose payments are Overdue.

₹.	Overdue
	Overdue

• Invoiced between: Select start and end date using the 💷 icon to view invoices dated between the selected date ranges.

Invoiced between	

• **Due Date between:** Select start and end date using the iii icon to view invoices whose due date lies between the selected date ranges.



• Amount: Using the slider, select the start and end amount to view invoices whose amount lies in the selected amount range. **OR** Enter the start and end amount in the text boxes.



Click Filter after selecting/enabling the required filters to filter the invoices.

Click **Clear Filters** to deactivate all filters and display all invoices.

6.7.1.3 Sorting Invoices



Besides the **Due Date** header, click on **a** to sort the invoices in ascending order and click on **b** to sort the invoices in descending order.



6.7.1.4 Viewing Invoices

To view a required Invoice:

- 1. Navigate to the following location: Side Panel > **My Invoices** > **View Invoices** > Required Customer Company.
- 2. Look for the required invoice using the Search, Filter or Sort options.
- 3. For the required Invoice, click on the corresponding Invoice Number.

				📠 My Dasi	nboard. 🏦 Manaç	ge Companies 🔻	😝 poorva 👻	Help	•
		5	Supplier Portal Buyer 1	•					
Invoices							< B	ack to Home	ера
Search	📑 + Create 🔹					Export	📩 Save As F	avounte Filt	ter
Invaice#,40#,Clastones	28 records found						Sorted By:	Due On	÷
X Clear Filters	CM CHECKALL- Ready	for apportionment						Actions	
🖯 Document Origin	Document Type Credit Memo	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference -	Document Date 03/11/2017	Due On	Amount USD 154.241,75		
View All.	CMFOX- Ready for ap	portionment						Actions	
Suppler	Document Type Credit Memo	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference INVOCORP/17/1115	Document Date 31/10/2017	Due On	Amount USD 121,105		
Buyer	decimal precision 1- S	ubmitted						Actions	
Document Type View All Invoice	Document Type Invoice	Customer Supplier Portal Buyer 1	Suppler Company BARCLAYS_CHECK AMX LENGTH ON EINVOICE SIDE_"OДИН ИЛИ НЕСКОЛЬКО ИЗ ОТЧЕТОВ КОТОРЫЕ ВЫ ЖЕЛАЕТЕ УДАЛИТ	Reference COM001/16/0327	Document Date 15/05/2018	Due On 14/06/2018	Amount USD 1,23333		
Credit Memo	P_PO inv-07052018-2	2 🦠 - Submitted						Actions	
E Invoice status	Document Type Invoice	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference -	Document Date 07/05/2018	Due On 06/06/2018	Amount USD 102,00		
View All	P_PO inv-07052018-1	- Submitted						Actions	
Draft:	Document Type Involce	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference INVOCORP/17/1145	Document Date 07/05/2018	Due On 09/05/2018	Amount AUD 100,00		
Submitted	invoice_dfr33- Deliver	ed						Actions	

4. For Invoices that are editable, the **Update Invoices** page is displayed. Invoices that cannot be edited are only viewed.



5. Clicking the Invoice Number, you will land on the following page:

z	YCUS		🕍 My Dashboard 👔 Manage Companies 👻 😝 Suresh QA123 👻 🚱 Help 💌
			Show attachment < Back
	COM001/15/18749: U	SD 30.46	USD 18.244534 Delivered
	To Houston against COM	001/15/18749: USD 12.215402	
	Invoice Details		
		The second second second second	
	Invoice Number	: COM001/15/18749: USD 30.46	
<u>~</u>	Supplier Company	: CIL DIRECT, LLC	
	Description	81	
- »	Document Date	: 02/17/2015	
	Payment Days	: 23 days	
-	Payment Terms	: NET30 🔘	
<u></u>	Comments	138 C	
1	Invoice Due Date	: 03/12/2015	
•	Attachments	: No Attachments	
	Invoice-To Address	44	
	Remit to Address	1.4	
	Bill-To Address	2-	
	Ship-To Address	-33	
	Ship-From Address	47	
	+ Item details		
	* Payment Details		
			Invoice Payment Amount Total : USD 0.00
	+ Audit Trail		

Note: On the **Invoice** details page, you will be able to view the payment details if any payment was made against an invoice.

			Excise Duties: Total Charges: Total Tax Amount 🕥 : Gross Total:	CAD 0.00 CAD 0.00 CAD 28.09 CAD 538.86
			Total Charges: Total Tax Amount 🕥 : Gross Total:	CAD 0.00 CAD 28.09 CAD 538.86
			Total Tax Amount 🕥 : Gross Total:	CAD 28.09 CAD 538.86
			Gross Total:	CAD 538.86
Description Description Table Table				
Designed Date Design Design Total	in the second			
Amount	Payment Method	Remit To Suppli	er Payment Status	Invoice Payment Amount
	No Payments found			
per page.			Invoice	Payment Amount Total : CAD 0.00
	per page.	No Payments found	No Payments found	No Payments found per page. Invoice



Audit Trail for Invoice and Credit Memo

Audit trail is available at the bottom of the invoice/credit memo document. It will display all the status change history and version updates made to the invoice/credit memo. Audit trail will show the following information:

- Status
- Date/Time
- Version
- Comments

Payment #	Payment Date	Playment Batch Total Amuont	Payment Method	Remit to Supplier	Payment Slikbus	Invoice Payment Amount
			No Payments	found		
Show 10 - record	de per page.					
Long Bill						Involce Datament Amount Total - INP
= Audit Trail						
1 records found						
ation		Dale/Time	Vingunas		<a>animaged §	
Submitted		29/06/2018 09:55	1			
Show 10 - record	de per page.					(4. 4. Fage X. of 1

Viewing Milestone Invoices

While viewing invoices with milestone items, suppliers will be able to view the milestone amount as shown below. The payments section will remain the same as payments are made at invoice level not milestone level.



ZY	cus							LAC	My Dashboard 🚺 🛐 Manage	Companies	* \varTheta Anuj	aM 🔹 🕥 Help
											s	How Mtathment) 5
	LOREM IPSUM	TEST									umerican anilar	500.00 Approve
	To Zypom agains	PD #27	56: American dollar 610.00									
	= Invoice Detail											
	Invoice Numb		· LOREM IDCUM TEST									
	Supplier Com	sany	: GALAXY CORP									
	Description		3 **									
551	Document Dat	m	: 2019/05/24									
-	Payment Days	1	1 30 Gays									
	Correnanda		i -									
	Invoice Due D	ate.	: 2019/06/23									
	Attachments		: No Attachments									
	1личносе-Та Аф	dress	: Santa Clara 3000 Tannery Way, Santa Clara,California,United States,950	54								
	Remit in Addr	ess	: 91 LK AVE [Head Quarter Address (HQ)] 91 LK AVE, YONKERS,U,10704									
	Bill-To Address		: Santa Clara 3000 Tannery Way, Santa Clara,California,United States,950	54								
	Shin-Te Addre	52	: Santa Clara 3000 Tannery Way, Santa Clara,California,United States,950	54								
	Ship-Frem Ad	dress	: 91 UK AVE (Head Quarter Address (HQ)) 91 UK AVE, YONKERS, NY, US, 10704									
	- Item details											
	Line No,	Doina No.	Item Description and Suppliet	DOM	Market Price	Unit Price	Involced Qty/Item	Credited Qty/Amt	Invoice Qty/Amt	Taxes	Total Price	Actions.
	D 1	14	Cleaning & Labour Services 📗 🏲	N/A	N/A	N/A.	70	0	USD 70.00 1	USD 0.00	USD 2000.00	
	Serial No.		Müéstones		Percentage		Invoiced Qty/Item	Credited Qty/Am1	Invoice Qty/Amt			
	I		Deaning Services		75%		50	ų.	USO 50.00			
	.2		Flose Mat Dry Cleaning		-25%		20	0	USD 10.00			
	D 2	1	Cleaning & Labour Schvices 💼	N/A	N/A	H/A	50	0	USD 50,00	0.00 ORV	USD 100.00	
									ю	em Sub-to	tal: USD 2200.00	
									Total Discount on Item Sub	• Total :	0.000000	
	Тах Туре		Tax Name		ň	ax Rate					Amount	-
						No taxes selected for	or the Involce					
									9	ius specific t	aves on Q line iboms.	
									Item Lovel Taxes Sub-Tota	et and	erican dollar 0.00000	0
									Extra Charg	es:	American dollar 0.0	0
									Freight Charg	es: A	imerican dollar 100,0	0
									Tax Type Tax Name	Tax Re	te: Amount	
									No freig	ht taxes app	lies for the Shvoice	
									Insurance Charg	esi	American dollar 0.0	e
									Excise Dub	en:	American dallar 0.0	a
									Yotal Charp	eet A	unerican dollar 100,0	0
									Total Tax Amount	i an	erican dollar 0.00000	0
									Gross Tot	tal: Am	erican doltar 560.0	0
	+ Payment Deta	es.										
	+ Audit Trail								Invoice Paym	ent Amou	nt Total : America	n dollar 0.00
	Done											
								_		_		

6.7.1.5 Editing Invoices

To edit an Invoice:

1. Navigate to the following location: Side Panel > My Invoices > View Invoices > Required Supplier Company.



- 2. Look for the required invoice with *Draft* or *Rejected* status.
- 3. Click on the *Edit* icon corresponding to the required invoice.

		Supplier Portal Buyer 1		
				Show attachment - + B
Reason for Reject	ting/Return: Amount mismatch from PO			
Update Invoice				
COOL INV BUGCHECK				
Customer Details				
>				
Customer*	: Supplier Portal Buyer 1	Requestor Email		
Supplier Company*	: DELL COMPUTER CROP	Buyer Email		
Customer Number		Contract No.		
Buyer		POé		
Organization Unit				
Company Code		Cost Center Code		
Business Unit Code		Ship-To Address**	: test address AST3-Acme Engineering Services,	
Location*	: loc_narsi		New address added by @nayan, Mumbai,Manipur,Hindustan UPD,41100931	
Bill-To Address"	: tøst address AST3-Acme Engineering Services, New address added by @nayan, Mumbak,Manipcr,Hindustan UPD,41100931			

- 4. Make the required changes in the invoice details, item details, taxes and so on.
- 5. Perform any one of the following actions as required:
 - A. **Cancel**: To discard the changes made in the invoice and exit.
 - B. Save as draft: To save the changes made in the invoice and exit.
 - C. Submit: To save the changes made in the invoice and submit the invoice for processing.

6.7.1.6 Creating Invoice

To create an Invoice for a Purchase Order:

 Navigate to the following location: Side Panel > My Invoices > Create PO Invoice > Required Customer Company.



			Supplier Portal Buyer	1 🔻				
Purchase Orders							-	< Back to Hom
Search							Export	Save As Favourite Fil
PO Number, Customer Location	25 records foun						5	orted By: Released on
× Clear Filters	INVOCORP/17	/1145 - Partially Involced						Actions
🖯 PO Status	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Released on 17/11/2017	Number of Items	Delivery Location Jyoti City 🕤	Delivery Date	Amount AUD 1.000,00
View All	INVOCORP/17	/1122 - Confirmed						Actions
Unconfirmed	PO Type Blanket	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Released on 16/11/2017	Number of Items	Delivery Location Jyoti City 🕕	Delivery Date	Amount USD 1.380,00
Confirmed	INVOCORP/17	/1115 - Partially Involced		_				Actions
Partially Invoiced	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Released on 31/10/2017	Number of Items 1	Delivery Location Jyoti City 💿	Delivery Date 31/10/2017	Amount USD 10.600,00
Fully Invoiced	INVOCORP/17	/1112 - Fully Involced						Actions
Rejected	PC Type Standard	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Released on 31/10/2017	Number of Ibems	Delivery Location Jyoti City 💿	Delivery Date 31/10/2017	Amount USD 11.160,00
Cancelled	ePQASPO - Co	nfirmed						Actions
Expired	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company BARCLAYS_CHECK AMX LENGTH ON EINVOICE SIDE_"ОДИН ИЛИ НЕСКОЛЬКО ИЗ ОТЧЕТОВ КОТОРЫЕ ВЫ ЖЕЛАЕТЕ	Released on 26/10/2016	Number of Items	Delivery Location Fasd	Delivery Date 01/11/2016	Amount GBP 1.213,00

- 2. Look for the required purchase order using the **Search**, **Filter** or **Sort** options.
 - 3. Click on the + Invoice icon from actions menu corresponding to the required **Purchase Order.**
- 4. Enter the required details on the **New Invoice** page.



	ZYCUS			🕍 My Dashboard 📑 Manage Companies 🔻	😝 sudheer 🔻 🍞 Help 🔻
=			Sopplier Portal Buyer 1		
					Hide attachment -> Back
	Add more files	New Invoice To Suppler Portal Buyer Invoice Details	1 against 18VOCOR9/18/2563 :CAD 62,809,000		
C	No attachments to be displayed	Invoice (fumber * Document: Date * Payment: Terms *	: PaymentTermBulgarian_36 🕢		
		Invoice Due Date	: - : API ADDRESS 456 UPD Kailas Manaar.		
		Ship-To Address	Mumabali, Meggapollis,Tripura UPD,IN,40051 : API ADRESS 456 UPD Kallas Nagarr, Mumabali, Meggapollis,Tripura UPD,IN,40051		
		Invoice-To Address	: API ADDRESS 456 UPD Kallas Nagarç Mumabali, Meggapolis,Tripura UPD,1N,40051		

NOTE: You can edit/add item name while creating direct invoices against blanket purchase order if the item name wasn't mentioned by the buyer. The item name which you newly added will be sent to the buyer for approval in the invoice.

NOTE: ZSN will restrict Suppliers from submitting amounts and UOM values that exceed **customer** supported decimal precision. Suppliers will be informed of their customer-specific decimal precision value for a given currency in the form of a **Note**, while *creating a New Invoice*, *Flipping a PO to an invoice*, or *Updating an Invoice*:

ZYCUS	🕍 My Dashboard 🟥 Manage Companies 🔻
	ABC
0 Note: This customer supports Invoice amounts with upto 2 de	mal digits for the currency: SGD - Singapore Dollar.
Add more files	To ABC against 1100/17/5 :SGD 100.00
	Invoice Details
	Invoice Number* :
	stadu a

NOTE: The customer's decimal precision is set and enabled by the customer himself. If not enabled, the **Note** will not be displayed, and the portal will follow the default decimal precision.

<u>NOTE</u>: Invoices not complying with this will be automatically rejected. Refer the following screenshot with auto-rejected Invoice:



The state of the later.								
voice INV 261	1 created against	Zycom for your co	ompany GALAXY CORP or for approval	n 14/05/2018 against	PO/02611 has been Retu	urned by the Customer	You o	can login to your
			averaging 2 desired dis					
eason for rejec	tion/return: Invoic	e contains amounts	exceeding 2 decimal dig	gits				
				Items				
Line No.	Item Name	Description	Market Price	Unit Price	Item Quantity	Delivery Date	UOM	Total Price
1	Lunchbox		USD 10.94629	USD 10.94629	10.0	NA	EA	USD 109.462
3	laptop		USD 100.0	USD 100.0	1.0	NA	EA	USD 100.
						S	ab-tot	al : USD 209.462
ou can view th	e invoice from th	e View Invoice link	below for your reference	e.				
ou can view th	e invoice from th	e View Invoice link	below for your reference	е.				
ou can view th	e invoice from th	e View Invoice link	below for your reference	e.				
ou can view tł	e invoice from th	e View Invoice link	below for your reference	e.				
ou can view th	e invoice from th	e View Invoice link	below for your reference	e.				
ou can view th View Invoic egards, ycus Supplier I	ie invoice from th	e View Invoice link	below for your reference	e.				

5. You can edit the item name while creating an invoice against blanket purchase order if the item name is not mentioned.

						Attachments I III Add Attachments							
							Change multiple						
UCM	Market Price	Unit Price	Ordered Qty	Invoiced Qty	Qty to be Invoiced	.Taxes	Total Price Actions						
EA	USD 4000	USD 4,000.00	20	30	D		USD 0.00 💷 🏦						
					Ite	m Sub-total:	USD 0.00						
	UDM EA	UOM Market Price	0004 Harket Price Unit Price EA USD 4000 USD 4.005.00	UDM Harlast Price Unit Price Ordened Ory EA USD 40000 USD 4,000.00 20	0001 Market Price Unit Price Ordened Invoiced City City EA, USD 4000 USD 4.000.00 20 38	UDM Market Price Unit Price Ordered Invoiced (2ty to be (2ty 0th Invoiced EA USD 4000 USD 4.000.00 20 30 0 Invoiced	UDH Market Price Unit Price Ordened Involced Ory to be Takes Cry Ory Ory Divided EA USD 40000 USD 4.000.00 20 36 0 Rem Sub-total/						

6. Select the items that are being shipped and enter their shipping quantity.

													Chang	e m
	Line No.	Item No.	Dero Name.	UOM	Market: Price	Unit Price	Ordered Qty	Invoiced Qty	Credited Qty/Amt	Qty to be Involced	Taxes	Total Price	Acuo	15
	1	N/A	test	MONEY	USD 1	USD 1,00	1000	a	0			USD 1.000,00		
	2	N/A	test12	EÁ	USD 10	USD 10,00	20	a	0	20	USD 20,00	USD 200,00	ę	-
-			Van An								am Fub-Tatals	1160 200 00		

- 7. Make the required changes to the Market Price and the Qty to be Invoiced.
- 8. Perform the below required action as per requirement:

A. Add/Edit Comments:

- i. Click on the 🥮 icon corresponding to the required item.
- ii. Enter or edit the comments as per requirement.
- iii. Click Save to save the comments.



B. Add/Edit Taxes:

- i. Click on the 应 icon corresponding to the required item.
- ii. Enter the Tax Name & Tax Rate, the Amount is auto calculated.



Click on the \bigcirc icon to add additional taxes **OR** click on the \bigcirc icon to remove existing taxes.

iii. Add/Remove taxes as per requirements.



Select the **Taxes Inclusive or Not applicable on this item?** option if tax is not applicable for the item **OR** if the item cost is inclusive of all taxes.

Click **Remove all taxes** to remove *all taxes applied for the item.*

iv. Click Save to save the entered taxes and their information.



The **Taxes** input by the supplier will be **automatically rounded off** as per the **customer supported decimal precision** for the given currency.

Example: If the tax rate is 7%, and taxable amount is 15.55, the tax amount is 1.0885. If the decimal precision is 2, the tax amount will be rounded off to 1.09. This value will be used for all future calculations as well. Same rule goes for **Discount**.

9. To enter the discount information for the invoice, click **Modify** present under the **Item details** section.

											Z	Change	e mul
Line No.	Item No.	Item Name	UDM	Market Price	Unit Price	Ordered Qty	Invoiced Qty	Credited Qty/Amt	Qty to be Invoiced	Taxes	Total Price	Action	5
1	N/A	test 📶	MONEY	USD 1	USD 1,00	1000	0	0			USD 1.000,00		
2	N/A	test12	EA	USD 10	USD 10,00	20	D	0	20	USD 20,00	USD 200,00	-	B
										Item Sub-Total:	USD 200,00		

10. The discount for an invoice can be entered in two aspects:

A. Entire Invoice:

1. Select the **Discount an amount from the Entire Invoice** option.



2. Enter the exact discount amount to be set for the Invoice.

Discount	×
Switching between discount type may loss discount entered.	x
Discount an amount from the Entire Invoice	
Discolint Amount: USD 0,00	
O Specify discount for Individual items	
	Cancel Saye

- 3. Click Save to set the entered discount for the Invoice.
- B. Individual Items:
 - 1. Select the Specify discount for Individual items option
 - 2. Select the Discount Type for the required item
 - 3. Enter the required discount value for the item

						Discount:	% Apply to all
en Name	Market Price	Quantity	Total Price Discount To	ype & Value		Discount Amount	Discounted Price
est12	USD 10,00	20	USD 200,00 Per Item	• USD 0	Per Item	USD 0,00	USD 200,00
		Total Price:	USD 200,00		Total Discount:	USD 0,00	
						Total Discounted Price:	USD 200,00

4. Click Save to set the entered individual item discounts in the Invoice.



To enter a common discount % for all individual items, enter the **Discount %** and click **Apply to all**.



· Coastifu directure for Ind	Indust itoms										
· specify discount for the	invidual items								-		
									Discount	% Apply to all	
Item Name	Market Price	Quantity	Total Price	Discount Type & Vi	atue			Discount Ar	nount	Discounted Price	
test12	USD 10,00	20	USD 200,00	Per Item	USD 0	Per Item		USD	00,00	USD 200,00	
		Total Price:	USD 200,00				Total Discount	USE	0,00		
								Total Discounted	Price:	USD 200,00	
										Cancel Save	
										_	



Check the **Taxes Inclusive or Not applicable?** option if taxes are inclusive or not applicable for the invoice.

10. Enter the required tax information for the invoice.

			Taxes Inclusive or Not applicable? 2 Remove all ta
Тах Туре	Tax Name	Tax Rate	Amount
taxTypeGerman_	Transport	@ 10.00 % on USD 200	USD 20.00 O O
taxTypeGerman_	Toll	1% on USD 200	USD O O
			Add compound tax
		Tax Sub-Total:	USD 20,00

11. To enter common tax information for all individual items, select the required items and click **Change multiple.**

Change multiple				\times
			☐ Taxes Inclusive or Not	applicable? 👔
Тах Туре	Tax Name	Tax Rate		
Select	Select	Ø %	USD	•
		plus 1 taxes fr	rom the header	
Apply To :	 Apply where ap Apply where no Override where 	oplicable & not defined ot applicable e defined		
			Apply Remove	all taxes Close

12. Add and enter all the required tax information for the selected items.





Click on the \bigcirc icon to add additional taxes **OR** click on the \bigcirc icon to remove existing taxes.

13. Select the condition as to how the tax should be applied in the **Apply To** section.

Apply To :	 Apply where applicable & not defined Apply where not applicable Override where defined
------------	--

14. Click Apply to apply all specified taxes for the selected items.



Click **Remove all taxes** to remove *all taxes applied for the item.*

- 15. Enter all the required charges like Extra, Freight & Insurance Charges
- 16. Enter the applicable Excise Duties for the Invoice
- 17. Perform any one of the following actions as required:
 - A. Submit: To save the changes made in the invoice & submit it.
 - B. Save as draft: To save the changes made in the invoice and save it as a Draft Invoice.
 - C. Cancel: To discard the changes made in the invoice and exit.



Invoice can also be created using the **Create Invoice** option under the **Actions** menu on the **View PO** page for the respective Purchase Order.

18. If discounted payment terms are used, you will see an **Early Payment Discount** segment in your invoice document as highlighted below.

	Total Tas Amount 🔮 :	050 2.000,00
	Gross Total:	USD 42.000,00
Early Payment Discount		
If Early Payment Offer Is applied: Discuss Due Data 22/09/2018		
a conversion of the supplied. Discourt due bate		
Discounted Gross Total 🥑 💠 USD 6.009,00		
Submit Save as draft Cancel		

19. Hovering on the **Discounted Gross Total** field, you will be able to view the base amount on which the discount is calculated.



20. For example, in the screenshot above:

- Item Sub-total = 40.00,00
- Discounted Gross Total = Gross Total Early payment discount
- Gross Total = 42.000,00 (item sub-total + taxes)
- **Early Payment Discount** = 90% on USD 40.000,00 = USD 36.000,00
- Hence Gross Total Early payment discount = 42.000,00 36.000,00 = 6.000,00

21. If the discounted gross total is less than 0, you will see the following message on the screen:

		ebio/2014				de attachment
-				Add composur	nd tax	an array milet b
Add mure Tees		Tax St	b-Total:	-SAR	85.5	
				Item-Level Taxes Sub-Total :	SAR 0.00	
				Extra Chargest	SAR 0	
				Freight Charges:	SAR 0	Apply Taxes
No attachments to be displayed				Insurance Charges:	SAR 0	
				Excise Duties:	SAR 0	
	~			Total Charges:	SAR 0,00	
				Total Tax Amount 🧕 :	-SAR 05.5	
				Gross Total:	-SAR 5.5	
	6	dy Payment Discount				
	1	f Early Payment Offer is applied: Discount Due Date 15/07/20	8			
		Discounted Gross Total (2) - SAR 29,5	- 4			
		1.0000	Discounted I taxes/discou	Gross Total cannot be less than or equal to 0 ant terms applicable.	Please check the	
		Submit Save as draft Cancel				



6.7.1.7 Exporting Invoice Details

From this listing page, you have an option to download all details of your company's invoices. To download the invoice details, follow the steps below:

 Navigate to Invoice listing page from Side Panel > My Invoices > View Invoices > Customer Name. You will land on the following page:

					My Dashboard 🔡 N	lanage Companies	• 😫 poorva •	Help	
			Supplier Portal Buyer 1						
-									
Invoices	-					-		Back to Home	ep.
Search	Lo + Create +					E	xport Save As	Favourite Fil	te
Invoes#.PG#jQustomer	28 records found						Sorted By:	Due On	Ŷ
X Clear Filters	CM CHECKALL- Ready for	apportionment						Actions	
Document Origin	Document Type Credit Memo	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference	Document Date 03/11/2017	Due On	Amount USD 154.241,75		
View All	CMFOX- Ready for apport	ionment						Actions	
Supplier	Document Type	Customer	Supplier Company	Reference	Document Date	Due On	Amount		
Buyer	Credit Memo	Supplier Portal Buyer 1	DELL COMPUTER CROP	INVOCORP/1//1115	31/10/2017	-	050 121,105		
Cocument Type View All Transies	Document Type Invoice	Customer Supplier Portal Buyer 1	Supplier Company BARCLAYS_CHECK AMX LENGTH ON EINVOICE SIDE_"OДIH ИЛИ НЕСКОЛЬКО ИЗ ОТЧЕТОВ, КОТОРЫЕ ВЫ ЖЕЛАЕТЕ УДАЛИТ	Reference COM001/16/0327	Document Date 15/05/2018	Due On 14/06/2018	Amount USD 1,23333	AC1010	
Credit Memo	P_PO inv-07052018-2	- Submitted						Actions	
-	Document Type Invoice	Cuitomer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference	Document Date . 07/05/2018	Due On 06/06/2018	Arbount USD 102,00		
Invoice status	P_PO inv-07052018-1- SL	abmitted						Actions	
View All	Document Type Invoice	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference INVOCORP/17/1145	Document Date 07/05/2018	Due On 09/05/2018	Amount AUD 100,00		
Submitted	invoice_dfr33- Delivered							Actions	
Approved Paid Paid Partially Paid	Document Type Invoice	Customer Supplier Portal Buyer 1	Supplier Company BARCLAYS_CHECK AMX LENGTH ON EINVOICE SIDE_"OQUH ИЛИ HECKOЛЬКО ИЗ ОТЧЕТОВ, KOTOPЫE ВЫ ЖЕЛАЕТЕ VRADUT	Reference	Document, Date 08/02/2018	Due Qn 10/03/2018	Amount INR 53.636,00		

2. To export the invoice details, click **Export** as highlighted in the image below:

			1	Supplier Portal Buyer 1	*				
In	nvoices						-	s (Jack to Hom
	Search	[🗟 + Create 🔹					Export	📩 Save As	Favourite Fi
	Invoice#,#0#,Clattone	4 records found						Sorted By:	Due On
	X Clear Filters	P_PO inv-07052018-2	🔖 - Submitted						Actions
	🖯 Document Origin	Document Type Invoice	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference -	Document Date 07/05/2018	Due On 06/06/2018	Amount USD 102	
	View Alt	P_PO Inv-07052018-1	- Submitted						Actions
	Supplier	Document Type Invoice	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference INVOCORP/17/1145	Document Date 07/05/2018	Due On 09/05/2018	Amsunt AUD 100	
	Buyer	LAST NON PO INV- SU	bmitted						Actions
	Document Type	Document Type Invoice	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Reference	Document Date 03/11/2017	Due On 03/12/2017	Amount USD 1378.28	
	View Ali	Show 10 vecords pe	r page					Page 1	ofi 🕨
	V Invoice								
	Credit Memo								
	Invoice status								
	View All								



3. Clicking **Export**, you will see the following popup which will notify you that data export is in progress and you will be notified through an email once the file export is complete. Click **Ok**.

Information	Data export has been initiated. You will receive an e-mail notification with the exported file when it is completed.
V	Ok

4. Once the file is ready, you will receive the exported file (attached) to your registered email ID as shown below:

Hi Carl,
The export of Invoice data, requested on 2018/06/18 has been successfully completed. The exported file is attached for your reference.
Note: Only the first 15,000 records are available as part of the exported file.
Regards, Zycus Supplier Network
You have received this email because the email address test@zycus.com was subscribed for email notifications for this supplier company on Zycus supplier network. In case of any issues, please contact Zycus helpdesk at tech-support@zycus.com

5. Open the file to view your invoice details:

file Home Insert	Page Layout	Formulas Data F	leview Vie	w Developer		Zycus_Invoices_18_06_20	18_022045 [Read-Only] - N	ficrosoft Excel									-	
Cut Ca	1 - 1100	· · A' A' = =	- 2	Wrap Test	General	- 🛃 📑 No	rmal Bad	Good	Neutral	Calculatio	0/	3.		Σ AutoSum	- 37	8		
Paste B	I U + 1 (9) +	A. A. ==	唐 读 課	Therge & Cer	ter - \$ - 0	A . 28 2 Conditional Format	ecki.eli Explanat	ory Imput	Linked Cell	Note	-	insert Del	ete Format	Fill -	Sonta	Find &		
- Pormal Painter	Inet		Alimer	and the second se	5 N	Formatting * as Table *		Onlan.						C DEN .	Filter * 1	leiect =		
unpuotera isi	() () () () () () () () () ()	Final 1 034 00	Sugar	8214.	- A P	unipes -		20/022				12	712	1	Lanny			
135 *	Ja (est	_inai 1'330'00	-	1 2	-			1		1	1 3	1					-	
A	В	c	D	E	F	6	H	1	1	ĸ	L.	M	N	0	P	Q	R	5
1 Filters Ap	plied																	
2 Customer Name	eproc2014	-																
3 Contains	-	-																
4 Invoice Status	town to a	-																
Invoice Type	Invoice	-																
Overdue		-																
7 Invoiced between		-																
a Due Date between	-	-																
9 Total Amount Detween																		
12 Invoire Number	Document Two	- Sumplier Company	- Status	Submitted C	Due On	Purchase Order Reference	- Dammont Raferrar	Total Baid Amoun	Total Amount	-								
3 20171227	Invoice	IB Chemicals	Annroved	2017/12/27	2018/01/06	Furchase order neterence	rayment nererent	Total Party and Junioun	175 15 129 00									
(i) fotomoTavNamo	Invoice	IB Chemicals	Doliverod	2017/11/16	2017/11/21				11500 1.00	-								
15 e73	Invoice	IB Chemicals	Delivered	2017/11/16	2017/11/21				MXP 1 00	-								
15 0	Invoice	III Chemicals	Dalisarod	2017/11/16	2017/11/21		-		MAXE 1.00	-								
17 out	Involce	IB Chemicals	Delivered	2017/11/16	2018/02/24				USDC 1.00	-								
IR Tets Invoice 1011 01	Invoice	IB Chemicals	Delivered	2017/11/10	2017/12/25	75PDEV1 PO/1632	-		175 45 900 00	-								
19 Test BPO 1	Invoice	IB Chemicals	Delivered	2017/11/10	2017/11/22	ZSPDEV1 PO/1946			USD 505.00	-								
testing frieght taxes	Invoice	IB Chemicals	Delivered	2017/11/06	2018/02/14				LISD 365 64	-								
1478963	Invoice	IB Chemicals	Submitter	1 2017/11/06	2017/11/11			-	USD 304.86	-								
22 789258test	Invoice	JB Chemicals	Delivered	2017/10/31	2017/11/10			-	USDC 27.00									
a Invoice 2030 Test	Invoice	18 Chemicals	Delivered	2017/10/23	2017/11/04	ZSPDEV1 PO/2030/suresh zspdev-Steff			USD 1 000 00									
A aaasa	Invoice	IB Chemicals	Submittee	1 2017/10/20	2017/10/26	and a second state of the			USD 1.00	-								
5 @13	Invoice	IB Chemicals	Submittee	2017/10/11	2017/10/21				USDC 1.00									
6 453432	Invoice	JB Chemicals	Submittee	1 2017/10/11	2017/10/21			-	USDC 1,089.00									
48595	Invoice	IB Chemicals	Submittee	2017/10/11	2018/01/19				USDC 1,936.00									
8 8575775	Invoice	JB Chemicals	Delivered	2017/10/10	2017/10/16	and the second s			USDC 1.936.00									
9 24234234	Invoice	JB Chemicals	Delivered	2017/09/25	2017/09/30				USDC 1,089.00									
0 876453	Invoice	JB Chemicals	Delivered	2017/09/13	2017/10/28				USDC 121.00									
31 37	Invoice	JB Chemicals	Delivered	2017/09/08	2017/12/17				VND 1,122.00									
32 33	Invoice	JB Chemicals	Delivered	2017/09/08	2017/09/18				XAF 1,936.00	-								
3 32	Invoice	JB Chemicals	Delivered	2017/09/07	2017/10/22				test_final 1,936.00	2								
4 323445	Invoice	JB Chemicals	Delivered	2017/09/07	2017/09/17				AUD 270.00	-9								
35 56	Invoice	JB Chemicals	Delivered	2017/09/07	2017/10/22				USD 102.00									
6 child invoice	Invoice	JB Chemicals	Delivered	2016/08/04	2016/09/18	ZSPDEV1 PO/641			MYR 6.35									
87	1																	
Intal Records : 25	-																	
10																		
1																		
4 8 B DataSheet								104				-						
Ready																IT INS		

Note: The data exported will be as per the filter applied on the listing page. You will be able to view the applied filters in the exported file as well. The maximum limit on the number of records exported is 15,000. Records beyond 15,000 will not be part of the exported file.



6.7.2 How to Create a PO Invoice?

- 1. To create a PO invoice, from the side panel, under My Invoices, click Create PO Invoices.
- 2. Select a customer for whom you want to create a PO invoice, for example **eProc2014**.



3. You will see the following popup. This popup will have a list of PO's which you can select to create an invoice.

Note: Only the PO's with confirmed status will be available in this popup.

	ZYCUS						Laa My Dashboard 🔠 Manage Companies 💌	😫 Zingaroo 🔻 😧 Help 💌
=					eproc2014	•		
		Sele	ct PO to create invoice			×		Hide attachment - Back
ê	kdd more files	Search PO Nor	nber	Q Or	s	elect from PO listing		Î
=		1,319 m	ecords found					
			PO Number	РО Туре	PO Date	Status		
	No other buyer to be	o	215NET30-stay away-sandeep	Standard	04/12/2017	Confirmed		
	No attachments to be	0	4 *AMJ	Standard	04/12/2017	Confirmed		
		0	856850	Standard	04/12/2017	Confirmed		
		0	999000	Standard	04/12/2017	Confirmed		
		o	ABN-TCS-123-1-1	Release	04/12/2017	Confirmed		
		0	ACMENG/09	Standard	04/12/2017	Confirmed		
		0	ACMENG/099-kaustav	Standard	04/12/2017	Confirmed		
		0	ACMENG/100	Standard	04/12/2017	Confirmed		
		0	ACMENG/101	Standard	04/12/2017	Confirmed		
		0	ACMENG/101 - kstv	Standard	04/12/2017	Confirmed		
					144 4 Pas	2 of 132 • •		
						Done		
			1	am-to angless				-

4. Select a PO from the list; you can also search for a PO by typing the PO number in the search box. Click **Done**.



	zycus			🕍 My Dashboard 📄 Manage Companies 👻	e suidhear * e Help *
-			Supplier Portal Buyer 1		
					Hide attachment - + Back
	Note: This customer-supports Invoice aniounts with upto 2 decimal digits for the cum	ency: CAD - Canadian Dollar			x
	Add more file.	New Invoice To Supple Poral Days	1 against 3HV0CORP/18/2963 :CAD 62.800,00		
8		Invoice Number*			
	No attachments to be displayed	Payment Terms =	: PaymentTermBulgarian_36 🜒		
		Invoice Due Date	(-		
		55 To Address	- API ADDRESS 456 UPD Kalkas Nagart, Mumabaä, Meggapolis,Tripura UPD,IN,40051		
		Ship+1o Address	: API ADDRESS 456 UPD Kailas Nagarr, Mumabai, Meggapolis, Tripura UPD, IN, 40051		
		Invoice-To Address	: API ADDRESS 456 UPD Kallas Nagarr, Mumabaä, Meggapolis,Tripura UPD,IN,40051		
					*

ZYCUS

- 6. All the necessary PO information will be filled in the invoice by default such as:
 - Invoice-To Address
 - Payment Terms
 - Bill-To Address
 - Ship-To Address
 - Bank Details (if required, you can change the bank details from the drop-down menu)

Note: If the supplier uses cXML invoices, default bank details will be used.

- 7. You will also be able to select **Remit to Address** for the PO invoice which will specify the address type, for example **Headquarters** as **HQ**.
- 8. Enter all the required information such as **Invoice No.**, **Invoice Date**, **Remit to Address**, and **Ship-From Address**.
- 9. Select the items you want to invoice by checking the box against the item name. You can select all items by checking the box as shown below:

												P	Chang	e multi
	Line No.	Item No.	Item Name	UDM	Market Price	Unit Price	Ordered Qty/Amt	Involced Qty/Amt	Credited Qty/Amt	Qty/Amt to be Invoiced	Taxes	Total Price	Action	15
	1	N/A	Laptop	EA	USD 12,000	USD 12,000000	12	o	o	12,000	USD 0,000000	USD 144.000000	φ	-
Ø	2	N/A	Server 🛄	EA	USD 23,000	USD 23.000000	23	ó	0	23,000	USD 0,000000	USD 529,000000	4	2
											Item Sub-Total:	USD 673,000000		

Note: If a line item has "Receive by: Amount" on the PO; **Market Price**, **Unit Price**, and **UOM** fields should have the value N/A.

The "Ordered Qty/Amt" will be reflected as the "Total Price" for that line item.



10. There may be Milestone items in the PO. These will be reflected with the milestone flag

Line No	ttem No.	Item Description and Supplier	DOM.	Market Price	Unil Price	Involced Qty/Item	Credited Qty/Amt	Invoice Qty/And	Taxes	Total Price	Actions
1 1		Disaning & Labour Services 💼 🟲	N/A	N/A.	N/A-	70	D.	USB 70,00	USD 0.00	USD 2000 00	
Serial No.		Milestones		Percentage		Invoiced Qty/Item	Credited Qty/Ant	Invoice Qty/Amt			
1		Cleaning Services		75%		50	0	USD 50.00			
2		Floor Mat Dry Clivaning		25%		20	0	USD 10.00			
2 2		Cléaning & Labour Services	N/A-	NA	16/4	50	.0	USD 50.00	USD 0.00	USD 100.00	

- 11. Suppliers will be able to enter invoice qty/amt for against each field. These fields will be editable once a corresponding milestone is selected
- 12. If the invoice is already created for a milestone the invoice qty/amt will be defaulted to show the remaining amount

axes							X
				 Taxes inclusive or Not applicable 	e on this item? 😨	I Remov	e all taxe
Тах Туре	Tax Name	Tax Rate		Amount			
elnv_Sanity_Tax 🔹	elnv_Sanity_TA	@ -23 %	on USD 1480	USD	340.4	0	•
Tax_Type_Auto	Tax_Name_Auto	5.55 %	on USD 1480	USD	82.14	•	•
		Tax Sub-	Total:	-USD 258.26			
			F	lus 0 taxes from the header			
						-	

- 14. Suppliers will now be able to include negative taxes while generating an Invoice on the Supplier Network. While adding taxes at the header/line level on an invoice, suppliers can simply put in the "-ve" sign to indicate that it is a negative tax.
- 15. To add tax, select **Tax Type** and **Tax Name** from the drop-down list. Based on this selection, modify the **Tax Rate %** as per the norms.

Item	details													
													Change	multiple
	Line No.	Item No.	Item Name	UOM	Market Price	Unit Price	Ordered Qty	Invoiced Qty	Credited Qty/Amt	Qty to be Invoiced	Taxes	Total Price	Action	IS
	1	N/A	Laptop	EA	USD 200	USD 200.00	1000	93	0	900	USD 0.00	USD 180,000.00	Ģ	@
											Item Sub-Total:	USD 180,000.00		
										Total Disco	unt on Item Sub-	Total: USD 0.00	Modify	¥
										Tax	es Inclusive or Not a	applicable? 😢	Remove	all taxes
Тах	Туре			Tax Name		Tax Rate				P	mount			
w	нт	•		WHT	•	@ - 5	%	on USD	180000		USD -9	000.00	0	
										Add compo	und tax			
						Tax S	Sub-Total:			USD -9	,000.00			
														_

16. You can also apply taxes at header level as shown in the image below:

17. Both –ve tax rate and/or –ve tax amount can be entered. –ve tax rate/amount indicates witholding taxes.



18. When –ve taxes are added, the discounted item total, on which the tax is applicable, can be edited.

Item d	etails													
													Change	multiple
	Line No.	Item No.	Item Name	UOM	Market Price	Unit Price	Ordered Qty	Invoiced Qty	Credited Qty/Amt	Qty to be Invoiced	Taxe	es Total Price	Actio	าร
	1	N/A	Laptop	EA	USD 200	USD 200.00	1000	93	0	900	USD 0.0	00 USD 180,000.00	Ģ	ŵ
											Item Sub-Tota	I: USD 180,000.00		
										Total Disc	ount on Item Su	b-Total: USD 0.00	Modif	ý
										Tax	es Inclusive or No	ot applicable? 🝞 🛛	Remove	e all taxes
Tax	Гуре			Tax Name		Tax Rate				1	Amount			
WH	т	•		WHT	•	@ - 5	%	on USD	100000		USD	- 5000.00	•	
										Add compo	ound tax			
						Tax 5	Sub-Total:			USD -5	,000.00			

Note: You can type a tax name which is not present in the drop-down list.

<u>Note:</u> If the locale of your profile is set to the language of your choice, the tax-type and tax-rate will also be reflected in the same language.

19. After you complete entering all information, click Submit.



6.7.2.2 Side by Side Panel

Side by Side panel is a different view of PO invoice creation page.

Side by Side panel allows you to view the uploaded files and fill the invoice simultaneously. It separates the web page into two parts with image on the left and invoice on the right. Following is an image of side by side panel:

	ZYCUS	🔝 My Dashboard 📑 Manage Companies 🔹 😝 Suresi	n 🔻 🕜 Help 🔻
-		eproc2014 🔻	
×		H	de attachment 🛛 < Back
B	Add m	Imore file Imore file <th></th>	
A	5.	K Kavalo The hunder the manufacture and the m	
		Invoice Date * :	
		Dial Dial field Dial field Dial field Dial field	
		Bill-To address : 913, Baker Ave Block #3, 34th Street, MA Boston, US	
		um sm mm um s same Ship-To address : 913, Baker Ave um s same Block #3, 34th Street, MA MA MA Boston, US	
			,*
1 <u>0</u> 2018	- Zycus Inc., All Right	offs Reserved In case of any quaries, context us of Ischesungard@zecos.com Terms of Der Pavacy Policy	I emPowered by ZYCUS

6.7.2.3 Understanding Side by Side Panel

- 1. Here you can see the uploaded document while creating a PO invoice.
- 3. Use to view/hide the image thumbnails.
- 4. Use (to zoom out, view actual size, and zoom in the image.
- 5. Use to rotate the image clockwise and anti-clock wise.
- 6. Use to view the document in new tab.
- 7. Use sto expand or collapse invoice filling.
- 8. Use to add more documents. Select a file, click **Done**.



Attach a fi	le		\times
Select	File	"Browse" to select files to upload	
File formats	supporte	ed: *.jpg;*.jpeg;*.gif;*.png;*.bmp;*.pdf;	
0 records for	und		
File N	ame	File Type Uploaded Date	
		No Uploads Found	
			Done

<u>Note</u>: As a supplier you can confirm PO and create Invoice from email notifications by clicking Confirm and Create Invoice.

When you confirm a PO from mail, you will be redirected to the **Create Invoice** page where you can flip details directly in to the invoice and submit the invoice.

This will be applicable for both registered and unregistered users.

In case the PO is already confirmed by another user, then you will be directly taken to the create invoice page.

In case the PO is already confirmed and fully invoiced, then you will see the following message:

"The PO has been already fully invoiced by another user from your organization. You can now login/Register to track the status of the invoice."



6.7.3 How to Create a Non PO Invoice?

<u>Note:</u> You can create a Non PO Invoice if it is enabled by your buyer. If it is not enabled, you will not see the option 'Create Non PO Invoice'.

If your company profile is put on hold by your customer, then you won't be able to create a Non-PO Invoice for that customer.

Suppliers can create a non PO invoice from their end for a given customer. The following page shows the Non PO Invoice creation page.

	ZYCUS			My Dashboard	🚹 Manage Companies 👻	😫 sudheer 👻 🍞 Help 👻
•			Supplier Portal Buyer 1	0		
						Show attachment - Back
	0 Note: This custom	er supports Invoice amounts with upto 2 decimal digits for the currency: CAD - Canadian Dollar				8
-	New Invoice					
	Customer Details					
9	Customer*	: Supplier Portal Buyer 1	Requestor Email	E		
e	Supplier Company*	: DD_SUPPLIER 1	Buyer Entail	E.		
	Customer Number	1	Contract No.			
	fluyer		PO#	¢.		
	Organization Unit					
	Company Code		Cost Center Code			
	Busidensi Unit Code		Ship To Address *	1		
	Location"	T				
	Bill-To Address*	*				
	Invoice Details					

NOTE: The customer-specific decimal precision rule applies to Non PO invoices as well.

To create a Non-PO Invoice:

Navigate to the following location: Side Panel > **My Invoices** > **Create Non PO Invoice** > Required Customer Company.

1. Select and/or enter all the required **Customer Details**.



New Invoice				
Customer Details				
Customer*	: ZSN P2P Integration	Requestor Email	ŧ	
Supplier Company*	:Select	Buyer Email	1	
Customer Number	λ.	Contract No.		
Buyer	1	PO#	1	

Note: As a supplier, you have the flexibility of adding the Buyer and Requester Email ID.

2. Enter all the required **Organization Unit** details.

Organization Unit			
Company Code	#	Cost Center Code	
Business Unit Code	đ	Ship-To Address*	1.1
Location*	:		
Bill-To Address*	:		

3. Select and/or Enter all the required Invoice Details.

Invoice Details			
Involce Number *	3	Remit to Address*	
Currency *	4		
Document Date*	3 (11)	Ship-From Address * :	
Payment Terms*	÷ -Select	Description	
Involce Due Date	a.	Lessiphon -	
Supplier Contact	: Minal Parate		
Supplier Email	: minal.parate@zycus.com	Comments :	
		Attachments : 🖺 Add Attachments	
		Bank Details	
		Bank Details for payment * :	

Note: If the supplier uses cXML invoices, default bank details will be used.

4. Add the required attachments for the Non PO Invoice.



Note: Remit to Address will be classified as defined address types such as Remit to Address/ Headquarters as mentioned in your supplier company profile.

5. Click on Add item to add an item to the Non PO Invoice.

Item details							
							+ Add item
Line No.	Item No.	Item Description & Supplier	Category	Market Price	Invoiced Qty/Amt	Total Price	Actions
			No items present				
				Ite	em Sub-Total:	USD 0,000000	Sec. 199
				Total Disco	unt on Item Sub	o-Total: USD 0.0	0 Modify
				Tax	es Inclusive or No	t applicable? 👔	Remove all taxes

- 6. Enter all the required Item Details under the Item tab, such as:
 - Line No.
 - Short Description
 - Product Category
 - Item Type
 - Invoice by
 - Amount
 - Market Price
 - Quantity & UOM

them Impage	Itom dotaile			
item image	item details			
× ×	Standard Fields			
	Line No.*	:	2	
1.4.4				E
	Item No.	- 1		
	Short Description *		mouse	
Browse				
Or				
uter_mouse_PNG7700.png				
	Long Description	4		
				+

Note: If the "Invoice by" option is set to Amount, then:

Market Price, Unit Price and UOM fields will be disabled, with value as N/A.



A new mandatory field, "Amount", will become visible.

The value entered in the **Amount** field will be populated in the **Total Price** and **Invoice Qty/Amt** or **Credit Qty/Amt** column value.

7. Attach the required files and mention the required comments under the **Attachments & Comments** tab.

m Summary		
Item Attachments and	d Comments Taxes	
Browse "B	rowse" to select files to upload	
Comments:	This is an optical wireless mouse with	
comments.	bluetooth connection	
		Save

8. Add and enter all the required tax information for the item being added to the Non PO Invoice.

Item Attachments	and Comments Taxes				
			axes inclusive or No	t applicable on this item? 😢	Remove all taxe
Тах Туре	Tax Name	Tax Rate	P	Amount	
elnv_Sanity_Tax 🔻	elnv_Sanity_TA> 🔹	@ -23 % on	250000	-57500.00	0 😑
Tax_Type_Auto	Tax_Name_Auto	@ 11 % on	250000	27500.00	0 😑
		Tax Sub-Total:	- 30),000.00	
		ţ	olus 1 taxes from the	e header	

- Suppliers will now be able to include negative taxes while generating an Invoice on the Supplier Network. While adding taxes at the header/line level on an invoice, suppliers can simply put in the "-ve" sign to indicate that it is a negative tax.
- 10. You can also apply taxes at header level as shown in the image below:

ZYCUS[®]

										Change in	nultiple	e +	Add	item
	Lìne No.	Item No.	Item Description & Supplier		Catego	v		Market Price	Invoiced Qty	Total Price	Actio	ans		
M	1	4	Laptop reparing 🗃		Comput mainten	er hardware ance and sup	port	500.00	500 EA	250,000.00	=	-	•	ð
									Item Sub-Total:	250,000.00				
									Total Discount o	on Item Sub-Tota	l: 0,	.00	Modify	
									Taxes Inclusion	ve or Not applicable	ė? 🍞	R	emóve	all ta:
Tax T	уре		Tax Name	Tax Rat	2				Taxes Inclusion	ve or Not applicable	e? 🍞	R	emóve	all tax
Tax T TestTa	уре ахТуре		Tax Name Tax_Name_2847	Tax Rat	96	DU	250000		Taxes Inclush Amount	ve or Not applicable	e? 🍞	R	emove	all tax
Tax T TestTa newTa	ype axType axTrial		Tax_Name_ Tax_Name_2847: • newTaxName	Tax Rat @ -11 @ 20	96 96	na po	250000		Taxes Indush Amount	ve or Not applicable -27500.00 50000.00	e? 🤊	C	emove	all tax
Tax T TestTa newTa	ype axType ixTrial		Tax_Name_2847t RewTaxName	Tax Rat @ -11 & 20	96 96	DO DO	250000 250000		Taxes Indush Amount Amount Add compound tax	ve or Not applicable -27500.00 50000.00	e? 🦻	C C	emove	all tax

- 11. Both -ve tax rate and/or -ve tax amount can be entered. -ve tax will indicate withholding taxes.
- 12. When –ve taxes are added, the discounted item total, on which the tax is applicable, can be edited.

	ils								
								Change multiple	+ Add item
	në 0.	Item No.	Item Description & Supplier		Category	Market Price	Invoiced Qty	Total Price Action	IS
⊠ 1			Laptop reparing 🥔		Computer hardware maintenance and support	500.00	500 EA	250,000.00 🔍	e 🗖 🖻
							Item Sub-Total:	250,000.00	
							Total Discount o	on Item Sub-Total: 0.0	0 Modify
							Total Discount o	on Item Sub-Total: 0.0	0 Modify
Тах Тур	e		Tax Nome	Tax Rate			Total Discount o	on Item Sub-Total: 0.0 ve or Not applicable? 🦻 t	0 Modify
Tax Typ TestTaxTy	e /pe		Tax Name Tax_Name_2847	Tax Rate	o on 250000		Total Discount o	on Item Sub-Total: 0.0 ve ör Not applicable? 3 t -125000.00	Modify Remove all tax
Tax Typ TestTaxTy	e Vpe		Tax_Nome_ Tax_Name_2847	Tax Rate	or 250000		Total Discount of Taxes Indusin	ve or Not applicable? 2 t -125000.00 x	Modify Remove all tax

Note: You can type a tax name which is not present in the drop-down list.

<u>Note</u>: As mentioned earlier, ZSN will automatically round off all tax values as per customer supported decimal precision for the given currency.

- 13. After you complete entering all information, click Submit.
- 14. The Non PO invoice you created will be visible under My Invoices listing page.



6.7.3.2 Side by Side Panel

Side by Side panel is a different view of Non PO invoice creation page.

Side by Side panel allows you to view the uploaded files and fill the invoice simultaneously. It separates the web page into two parts with image on the left and invoice on the right. Following is an image of side by side panel:

	zycus			🕍 My Dashboard 🚦 Manage Companies 🔻	🖨 sudheer 🔻 🍞 Help 🔻
-			Supplier Portal Buyer 1		
					Hide attachment - Back
A	Note: This customer supports Invoice amounts with upto 2 decimal digits for the customer supports invoice amounts with upto 2 decimal digits for the customer support of the support of	urrency: CAD - Canadian Dollar			×
	Add more files	New Invoice			1
		Customer Details			
2		Customer*	: Supplier Portal Buyer 1		
œ		Supplier Company*	T DD_SUPPLIER 1		
	No attachments to be displayed	Customer Number			
		Buyer			
		Requestor Email			
		Buyer Email			
		Contract No			
		PD#			
		Organization Unit			
		Company Code	8		*

6.7.3.3 Understanding Side by Side Panel

- 1. Here you can see the uploaded document while creating a non-PO invoice.
- 2. There will be a contract of tools present above the uploaded document.
- 3. Use to view/hide the image thumbnails.
- 4. Use 4. Use to zoom out, view actual size, and zoom in the image.
- 5. Use to rotate the image clockwise and anti-clock wise.
- 6. Use to view the document in new tab.
- 7. Use Ko expand or collapse invoice filling.
- 8. Use dt to add more documents.



6.7.4 How to Create Credit Memo?

1. Suppliers can create credit memos against the previous orders or without a reference to any order as well.

	ZYCUS			岫 My Dashboard	🖿 Manage Companies 🔻 😌 Suresh 🔻
2	my invoices		All Customers	•	
2	View Invoices	✓ KS 11 tasks			
	Create PO Invoice	<pre>asks View All > ETION</pre>	110 Invoices PENDING SUBMISSION	View All > RETURNED	210 Purchase Orders View All > PENDING CONFIRMATION
	Create Non PO Invoice	↓ vany Profile	Inv_27_11_1 ZSPDEV1		ZSPDEV1 PO/854 ZSPDEV1
	Create Credit Memo against PO	vany Profile	111 ZSPDEV1		View PO ZSPDEV1 PO/875 ZSPDEV1
C	Create Credit Memo without reference	~ ^e	View Invoice		View PO
	View Uploads	~			
		DERS 097 - Confirmed	ed on Amount	Involces	L - Delivered

- 2. The users will have the option to create a credit memo right from the side panel menu.
- 3. There are two types of credit memo anyone can create:
 - Credit Memo against a PO(Purchase Order)
 - Credit Memo without reference
- 4. **Credit Memo against a PO** is generally created when the supplier would like to credit the supplier against any previous order received from the customer.
- 5. **Credit Memo without reference** is created when the supplier would like to credit any previous purchase without any particular **Purchase order**.
- 6. The supplier can select create option from the **Side panel** menu or they have the option from the **Invoices** listing.





<u>Note:</u> While creating Credit Memos the supplier will be able to see an option to add Return Freight & Extra charges if the settings to allow so have been enabled from the buyers end.

6.7.5 How to create Credit Memo Against a PO

- 1. To create a Credit Memo against a PO the user can select the Create option from the side panel menu or the option from the Invoices listing page.
- 2. Once the user clicks on create against a PO then he will be redirected to the Purchase Orders listing where the User can select + Credit Memo against the order which he would like credit.

	ZYCUS			🕍 My Dashboard 💼 Manage Companies 👻 😝 Zeba 👻 🍞 Help 💌	
-	1		1	Supplier Portal Buyer 1 🔻	
				/ Back to Homenane	
	Purchase Orders		-		
	Search	_	161 records found	Sorted By: Released on 👄	
-	PD +, Customer	Alert		Actions *	
	Filter by		You are redirected to the list of Purchase orders against which you will be able to create credit memo. Please select Actions against the purchase order and click on +Credit Memo to create.		
	View Alf			Actions 💌 Ok n Date Amount	
	Unconfirmed		-	USD 3,100.00	
	Confirmed		COM007/16/04	54 - Fully Invoiced Actions 🔻	
	Partially Invoiced		PO Type Standard	Custamer Supplier Company Released on Delivery Data Amount Supplier Portal Buyer 1 ZYCUS SUPPLIER 10/10/2016 10/10/2016 CAD 546.00	
	Fully Invoiced		COM007/16/0452 - Partially Invoiced Actions *		
	Closed		PO Type Blanket	Customer Supplier Company Released on Delivery Date Amount Supplier Portal Buyer 1 SUPPLIER PORTAL CO 10/10/2016 USD 3,100.00	
	Cancelled		COM007/16/04	iS1 - Partially Invoiced Actions 🔻	


7. The user can select Actions > + Credit Memo against the PO.

Note: You can create credit memo against only those PO's which are partially or fully invoiced.

8. The user can credit the customer up till the invoiced quantity/amount.

	zycus	🕍 My Dashboard 💼 Manage Companies 🔻	😫 Zeba 🔻 😧 Help 🔻
		Supplier Portal Buyer 1 💌	
	Purchase Orders		* Back to Homepage
	Search	161 records found	Sorted By: Released on 🗧
	PO #, Customer	COM008/16/0456 - Partially Invoiced	Actions 🔻
C	Filter by	PO Type Customer Supplier Company Released on Delivery Da Standard Supplier Portal Buyer 1 SUPPLIER PORTAL CO 10/10/2016 21/10/201	te Amount 16 USD 792,801.108309
	View All	COM007/16/0455 - Partially Invoiced PO Type Customer Supplier Company Released on Delivery Da Blanket Supplier Portal Buyer 1 SUPPLIER PORTAL CO 10/10/2016	Actions 🔻 te Amount USD 3,100.00
	Confirmed	COM007/16/0454 - Fully Invoiced PO Type Customer Supplier Company Released on R View	Actions 🔻
	Fully Invoiced	Standard Supplier Portal Buyer 1 2YCUS SUPPLIER 10/10/2016 COM007/16/0452 - Partially Invoiced	
	Rejected	PO Type Customer Supplier Company Released on	iemo
	Closed	Blanket Supplier Portal Buyer 1 SUPPLIER PORTAL CO 10/10/2016 + Shipmer	nt Notice
	Expired	COM007/16/0451 - Partially Invoiced	Actions 🔻

9. Once the user clicks +Credit Memo they will be taken to the below page where he will be able to add the credit memo details.

ZYCUS	Lait, My Dashboard 🛅 Manage Companies 🔻 😝 sudheer 👻 🍞 Help 💌
2	Suppler Portal Buyer 1 🔹
a	Hide attachment × Back
Note: This customer supports Credit Memo amounts with upto 2 decimal of the support of the su	its for the currency: CAD - Canadian Dollar 8
Add more files	New Credit Memo To Supplier Portal Buyer 1 against: FT_DynamicDiscounting :CAD 21,995,684053 Credit Memo Details
	Credit Memo No.* :
No attachments to be displaye	Credit Memo Date" : Invoice-"fp Address : API ADDRESS Kallas Nagarr, Memobala, Meggapolis, IN, 40051
	Remit to Address" ADDRESS ONE [Head Quarter Add ADDRESS ONE [Head Quarter Add Address (HQ)] ADDRESS ONE [Lead Quarter Address (HQ)]
	Description =
	Attachments : 🖲 Add Attachments

NOTE: Credit Memo will automatically validate values as per customer specific decimal precision.

10. Add mandatory credit memo details such as:

- Credit Memo Number
- Credit Memo Date



Remit to Address •

11. Under the **Item Details** section, select the items for which you want to create a credit memo.

Item	details													
The	re are no	o Items in	the Credit	memo 📀									Change	multiple
	Line No.	Item No.	Item Name	UOM	Market Price	Unit Price	Ordered Qty/Amt	Involced Qty/Amt	Credited Qty/Amt	Credit Qty/Amt	Taxes	Total Price	Action	15
Ø	1	N/A	Item	EA	INR 10,000	INR 10,000000	10	10	0	10,000	INR 0,000000	INR 100,000000	ę	
											Item Sub-Total:	INR 100,000000		

You can view/update mandatory information such as:

- Line No. •
- Short Description •
- **Product Category** •
- Item Type •
- Invoice By
- Amount •
- **Market Price** •
- Quantity & UOM •
- Milestone Name (only for items with Milestone flag)
- Milestone Number (only for items with Milestone flag) •

Note: The values of the above fields for Milestone items will be flipped from the PO just like they do from all line items. Actions will be available at line level and not at milestone level. The apportionment of other charges, freight, discount for the items with milestones will have no impact on any milestone.

	Line No.	Item No.	Item Description and Supplier	UOM	Markat Price	Unit Price	Involced Qty/Amt	Credited Qty/Amt	Credit Qty/Amit	Taxes	Total Price	Actions
8	I	-	Cleaning & Labour Services 📓 🏲	NKA	N/A	N/A	USD 80,000.00	950 40,000.00	USD 30.00	USD 0.00	USD 2000.00	
	Serial No.		Milestônes		Milestones Percentage		Invoiced Qty/Amt	Credited Qty/Amt	Credit Qty/Amt			
	1		Oleaning Services		50%s		USD 40,000.00	USD 28,000.00	USD 20.00			
	2		Floor Mat Dry Cleaning		50%		USD 40.000.00	USO 20,000.00	USD 10.00			
	2		Cleaning & Labour Services	N/A	N/A	N/A	USD 100,00	USD 58.89	USD 50.00	USD 0.00	USD 100.00	
										Item Sub-tot	al: USD 2200.00	
								74	tal Discount on Iter	w Sult-Total :	American dollar 0.000000	



				Taxes Inclusive or Not applicable on this item?	Remove all tax
Тах Туре	Tax Name	Tax Rate		Amount	
elnv_Sanity_Tax -	elnv_Sanity_TA	-23 %	on USD 1480	USD 340.4	0 0
Tax_Type_Auto	Tax_Name_Auto	@ 5.55 %	on USD 1480	USD 82.14	0 0
		Tax Sub-To	ital:	-USD 258.26	
				plus 0 taxes from the header	

Click Here to Give Feedback Zycus Inc: 103 Carnegie Centre, Suite 201, Princeton, NJ 08540, Tel: +1 866-563-9219, Fax: 609 799 6047



- 13. Suppliers will now be able to include negative taxes while generating an Invoice on the Supplier Network. While adding taxes at the header/line level on an invoice, suppliers can simply put in the "-ve" sign to indicate that it is a negative tax.
- 14. To add tax, select **Tax Type** and **Tax Name** from the drop-down list. Based on this selection, modify the **Tax Rate %** as per the norms.
- 15. The user also has options to create an item-less credit memo against a PO.

										Laal My D	ashboard 📲] Manage Compa	anles 🕶 🤮	SRM RP 🔻	🕜 Help 🔻
-									zcs		*				
										Attachments ³		: 🖲 Add Attach	nments		
		Item	details	-											
2		🗆 The	ere are n	o Items i	n the Credit	memo 😰									Change multiple
i dina	»		Line No.	Item No.	Item Name	NOM	Market Price	Unit Price	Ordered Qty/Amt	Invoiced Qty/Amt	Credited Qty/Amt	Credit Qty/Amt	Taxes	Total Price	Actions
			1	N/A	Item	EA	INR 10,000	INR 10,000000	10	10	ò	10,000	INR 0,000000	INR 100,000000	a
												1	Item Sub-Total:	INR 100,000000	
-												Total Discou	nt on Item Sub-1	Fotal: INR 0.00	Modify
-												Taxes	s Inclusive or Not a	applicable? 💽 💧	Remove all taxes
		Тах	Туре			Tax Na	ime	Tax R	tate			Am	ount		
M		Se	elect			Selec	t •	ģ	%	on INR	100,000000		INR		0
0												Add compour	nd tax		
									Tax Sub-Te	otal:		INR 0,00	0000		
										т	tem-Level Tax	es Sub-Total:	INR 0,000000		

16.	You can also	apply taxes a	t header	level as shown	h in the ima	ge below:
-----	--------------	---------------	----------	----------------	--------------	-----------

									ын му	Dashboard 📳	Manage Comp	anles 🔹 🤮	SRM RP 🔻	😗 Help 🔻
-								zcs		•				
	Iten	details ere are n	o Items in	the Credit	memo 😰								C	Change multiple
~ ,	2	Line No,	Item No.	Item Name	UOM	Market Price	Unit Price	Ordered Qty/Amt	Involced Qty/Amt	Credited Qty/Amt	Credit Qty/Amt	Taxes	Total Price	Actions
#		1	N/A	Item	EA	INR 10,000	INR 10,000000	10	10	0	10,000	INR 10,000000	INR 100,000000	■ 🏦
											Total Discou	Item Sub-Total: nt on Item Sub-1 a Inclusive or Not a	INR 100,000000 Fotal: INR 0.00 applicable?	Modify Remove all taxes
=	Та	к Туре			Tax Na	me	Tax R	tate			Am	ount		
-	SA	LES_TAX	1		Sales T	ax	@ 12	2,000 %	on IN	R 100,000000		INR 12,0	00000	0
2											Add compour	nd tax		
C								Tax Sub-Te	otal:		INR 12,00	0000		
										Item-Level Taxe	s Sub-Total:	INR 10,000000		
										E	xtra Charges:	INR 0		



- 17. Add Taxes to the line items. To add tax, select **Tax Type** and **Tax Name** from the drop-down list. Based on this selection, modify the **Tax Rate %** as per the norms.
- 18. Both –ve tax rate and/or –ve tax amount can be entered. –ve tax rate/amount indicates withholding taxes.
- 19. When –ve taxes are added, the discounted item total, on which the tax is applicable, can be edited.

Note: You can type a tax name which is not present in the drop-down list.

Note: Taxes input will be rounded off as per customer-specific decimal precision

<u>Note:</u> If the locale of your profile is set to the language of your choice, the tax-type and tax-rate will also be reflected in the same language.

20. After you complete entering all information, click Submit.

Viewing Credit Memos with Milestone items

The credit memos created with have milestone details displayed for the items as shown below:

ZYCUS[®]

- "	cua												
												S	haw Mtachmer
3	LOREM	IPSUM T	EST								American de	stiar 500.00 Re	acy for apports
2	τα Ζγορη	n againta	PO #27	66: American dollar 6112.00									_
P	- Credit	Memo D	ietails										
	Credit	Mérria A	(o).	: LOREM IPSUM TEST									
	Suppl	ier Comp	ubiny.	: GALAXY CORP									
	Desci	iption		: Kirem Ipsium									
	Credit	Memo D	late:	: 2019/05/24									
	Contin	Series	G-	2 HE 1 30 W									
	Attac	ments		: No Attachments									
	Invoic	e-Tá háo	iness-	: Santa Clara 3000 Tannery Way, Santa Clara,California,United States,95	054								
	Remit	to Abdri	55	: 91 LK AVE (Head Quarter Address (HQ) 91 LK AVE, YONKERS, U.10704	1								
	Bile-To	Address		: Santa Clara 3000 Tannery Way, Santa Clara,California,United States,95	054								
	Ship-7	To Addres	55	t-									
	Ship-i	rom Ada	ires.	t's									
E	= Item o	ietalis											
F													
	2	Line No.	Item No.	Item Description and Supplier	NOM	Market Price	Unit Price	Envoiced Qty/Anvt	Credited Qty/Amt	Credit Qty/Amt	Taxes	Total Price	Actions
	12) Serial		Cleaning & Labour Services	N/A	N/A Milestones	NZA	USD 80,000.00	USD 40,000.00 Credited	USD 30.00 Credit	USD 0.00	USD 2000.00	
		No.		Cleaning Services		Percentage 50%		Qty/Amt	Qty/Amt USD 20,000.00	Qty/Amt			
		2		Floor Mat Dry Cleaning		50%		USD 40,000,00	USD 20,000.00	USD 10.00			
		z		Cleaning & Labour Services	W/6	N/A	N/A	USD 100.00	USD 50.00	USD 50-00	USD 0.00	USD 100.00	
											Item Sub-t	otal: USD 2200.00	
									5	otal Discount on Ite	m Sub-Total :	American dollar 0.000000	
	Таж	Тура		Tax Name		Ť	ax Rate					Amount	
							No taxes selected f	for the Invoice					
											olus specific	takes on O line items.	
										em-Level Taxes Sul	-Total : Ar	nerican deliai 0.00000	j.
										Fater	Charmen	American Ballar D.C.	
										LAUR	courges:	And Can other over	
										Freight	Charges:	American dotar 100.06	
										Так Туре Так б	iame Tax R	ato Amount	
										N	o freight taxes ap	plied for the Srivoice	
										Insurance	Charges:	American dollar 0.00	6
										Excis	e Duties:	American dollar 0.00	e.
										Total	Charges:	American dollar 105.00	E.
										Total Tax Amos	int @ 1 An	nerican dollar 0.00000	A.'
										Gro	ss Total: Ar	nerican dollar 600.00	6
	+ Paymu	ent Detai	8								_		
B										Invoice	Payment Amos	int Total : American	n dollar 0.00
	+ Audit	Trail											
-	+ Audit	Trail											



6.7.6 How to create Credit Memo without Reference

- 1. The user can also create a credit memo without reference.
- From the side panel, go to My Invoices > Create Credit Memo without Reference > select your customer.

Note: If you do not see your customer company listed here, please get in touch with your contact at your customer company.

If your company profile is put on hold by your customer, then you won't be able to create a Credit Memo without PO Reference for that customer.

3. In case the user selects create without reference then the user will be directly taken to the credit memo creation page where he will be able to add the line level details or even create an item less credit memo similar to the PO type creation.

ZYCUS			🔝 My Dashboard 📳 Manage Companies 🔻 😝 sudheer 🔹	() Help
		Supplier Portal Buyer 1		
			Show attach	hment 4
0 Note: This custom	er supports Credit Memo amounts with upto 2 decimal digits for the currency: CAD			
New Credit Memo				
Customer Details				
Customer*	: Supplier Portal Buyer 1	Requestor Email	4	
Supplier Company*	: DD_SUPPLIER 1	Buyer Email		
Customer Number		Contract No.		
Buyer		PO=	3	
Organization Unit				
Company Code		Location Code	1	
Business Unit Code		Cost Center Code		
Credit Memo Details				
Credit Memo No."		Remit to Address *	: ADDRESS ONE [Head Quarter Add	
Currency*	: CAD		ADDRESS ONE [Head Quarter Address (HQ1)	

Note: Here you have a flexibility to add Requestor Email ID.



- 4. The credit memo without reference, the user will have to add all the details such as:
 - Customer Details
 - Organization Unit information
 - Credit Memo Details
 - Item Details
 - Taxes on the items (here you can add -ve taxes to indicate withholding taxes)
- 5. Under the Item Details section, select the items for which you want to create a credit memo.

tem	letails	The second late										E	
	Line No.	Items in Item No.	Item Name	UOM	Market Price	Unit Price	Ordered Qty/Amt	Involced Qty/Amt	Credited Qty/Amt	Credit Qty/Amt	Taxes	Total Price	Actions
Ø	i	N/A	Item	EA	INR 10,000	INR 10,000000	10	10	0	10,000	INR 0,000000	INR 100,000000	a
										La	Item Sub-Total:	INR 100,000000	

You can view/update mandatory information such as:

- Line No.
- Short Description
- Product Category
- Item Type
- Invoice By
- Amount
- Market Price
- Quantity & UOM

6. You can add taxes to the line items by clicking the ^{III} icon. You will see the following popup:

				Taxes inclusive or Not applicable on this item?	Remove all tax
Тах Туре	Tax Name	Tax Rate		Amount	
elnv_Sanity_Tax	elnv_Sanity_TA	@ -23 %	on USD 1480	USD 340.4	0 0
Tax_Type_Auto	Tax_Name_Auto	@ 5.55 %	on USD 1480	USD 82.14	0 0
		Tax Sub-Total		-USD 258.26	
			plu	us 0 taxes from the header	

- Suppliers will now be able to include negative taxes while generating an Invoice on the Supplier Network. While adding taxes at the header/line level on an invoice, suppliers can simply put in the "-ve" sign to indicate that it is a negative tax.
- 8. To add tax, select **Tax Type** and **Tax Name** from the drop-down list. Based on this selection, modify the **Tax Rate %** as per the norms.



9. The user also has options to create an item-less credit memo against a PO. Checking this box will grey out the item and the same credit memo can be used as item-less credit memo.

										Laal My Da	ishboard 🚆] Manage Comp	anles 🔻 😫	SRM RP 🔻	? Help 🔻
-									zcs		*				
										Attachments*		: 🖲 Add Attack	nments		
		Item	details			_									
2		The	re are n	o Items in	the Credit	memo 😰								Z	Change multiple
1	22		Line No.	Item No.	Item Name	NOM	Market Price	Unit Price	Ordered Qty/Amt	Invoiced Qty/Amt	Credited Qty/Amt	Credit Qty/Amt	Taxes	Total Price	Actions
		Ø	1	N/A	Item	EA	INR 10,000	INR 10,000000	10	10	ò	10,000	INR 0,000000	INR 100,000000	■ 🖻
												1	Item Sub-Total:	INR 100,000000	
												Total Discou	nt on Item Sub-1	Fotal: INR 0.00	Modify
												🗆 Taxes	a Inclusive or Not a	applicable? 🤰 丨	Remove all taxes
		Тах	Туре			Tax Nar	ne	Tax R	ate			Am	ount		
		Se	elect	•		Select-	•	(ĝi	%	on INR	100,000000		INR		0
												Add compour	nd tax		
									Tax Sub-Te	otal:		INR 0,00	0000		
										I	em-Level Tax	es Sub-Total :	INR 0,000000		

10. You can also apply taxes at header level as shown in the image below:

									ыш Му б	Dashboard 📲] Manage Comp	anies 🔻 🖲	SRM RP 🔻	? Help ▼
								zcs		*				
	Item	details	o Items in	the Credit	memo 🤊								TX	Chappen multiple
55		Line No.	Item No.	Item Name	UOM	Market Price	Unit Price	Ordered Qty/Amt	Invoiced Qty/Amt	Credited Qty/Amt	Credit Qty/Amt	Taxes	Total Price	Actions
ľ		1	N/A	Item	EA	INR 10,000	INR 10,000000	10	10	0	10,000	INR 10,000000	INR 100,000000	₽ 🏫
											Total Discou	Item Sub-Total: int on Item Sub-1	INR 100,000000	Modify
											Taxe	s Inclusive or Not a	applicable? 🧿	Remove all taxe
	Тах	туре			Tax Nan	ne	Tax F	ate			Am	ount		
Ľ	SAL	LES_TAX			Sales Ta	×	@ 12	,00C %	on INR	100,000000		INR 12,0	00000	0
											Add compour	nd tax		
				Tax Sub-Total:			INR 12,000000							
										Item-Level Tax	es Sub-Total :	INR 10,000000		
											Extra Charges:	INR 0		

- 11. Add Taxes to the line items. To add tax, select **Tax Type** and **Tax Name** from the drop-down list. Based on this selection, modify the **Tax Rate %** as per the norms.
- 12. Both –ve tax rate and/or –ve tax amount can be entered. –ve tax rate/amount indicates withholding taxes.
- 13. When –ve taxes are added, the discounted item total, on which the tax is applicable, can be edited.



Note: You can type a tax name which is not present in the drop-down list.

Note: Taxes input will be rounded off as per customer-specific decimal precision

<u>Note:</u> If the locale of your profile is set to the language of your choice, the tax-type and tax-rate will also be reflected in the same language.

14. Once the details are added, submit the credit memo for apportionment.



6.7.7 Credit Memo handling on ZSN

- 1. Once the user creates a credit memo against a PO, then that invoiced quantity/amount will be credited which will allow the user to create invoices against the PO for the same quantity again.
- 2. The credit memo once submitted will be sent to elnvoice for AP manager to review, where the status of Credit Memo will be **Ready for Apportionment**.
- 3. Once the Credit memo is adjusted against any invoice that needs to be paid for the supplier, then the credit memo will be used and the status will be **Apportioned** on ZSN.
- 4. The user will also have option to create credit memo from **My Uploads** section using already uploaded scanned file.

6.7.8 How to View Uploads in eInvoice?

1. The **View Uploads** option allows the user to view the documents uploaded by you for a customer.

NOTE: Files under uploads will be visible only to you and not to your customer.

2. Click on **My Invoices**. Hover over **View Uploads**. You will be able to see list of customers for which you can check your uploads.





3. Select the customer for which you want to view the upload. You will be redirected to the following page:

	ZYCUS			My Dashboard	Manage Companies	• 😝 Zeba	• 🧿 Help	
•			Supplier Portal Buyer 1	•				
	Uploads	ित्र Upload New File					× Back to Hom	iepage
-	Bilensime, Invoice#; Supplier; Custoine	1,661 records found				Sorted By:	Uploaded Date	-
e	Filter by	test upload		Sumilier Name			Actions	
	Pdf Image	File Type Pdf	invoice ≠ -	REMIT TO ADDRESS WITH ADDRESS LINE 1 & 2 ONLY	Customer Name Supplier Portal Buyer 1	Uploaded Date 19/07/2016	Articos	
	Uploaded Between	File. Type Pdf	Invoice #	Supplier Name REMIT TO ADDRESS WITH ADDRESS LINE 1 & 2 ONLY	Customer Name Supplier Portal Buyer 1	Uploaded Date 19/07/2010	ACUONS	
	前	test upload					Actions	-
	i	File Type Pdf	Invoice #	Supplier Name REMIT TO ADDRESS WITH ADDRESS LINE 1 & 3 ONLY	Customer Name Supplier Portal Buyer 1	Uploaded Data 19/07/2016		
	Clear Filters Apply Filters	test upload File Type Pdf	invoice #	Supplier Name REMIT TO ADDRESS W/O PO BOX	Oustomer Name Supplier Portal Buyer 1	Upleaded Date 19/07/2016	Actions	•
		test upload					Actions	*

- 4. Click on Actions drop-down menu to:
 - a. View the upload
 - You can upload files with format .jpg;*.jpeg;*.gif;*.png;*.bmp;*.pdf.
 - You can filter the files as **Pdf** or **Image**.
 - Click on the file to preview it. The file will be displayed as shown below:

		age Companie	is 🕶 🕒 Sure	
		-0		
Uploads	Bit Research With Heart BALE Association 10, 1000 We will a balance of the means-filterable scale BALE Association 10, 1000 Weiter of the means of the means-filterable scale BALE Association 10, 1000 Weiter of the means of the means-filterable scale Balance of the means-filterable scale Balance of the means-filterable scale Weiter of the means of the means-filterable scale Balance of the means-filterable scale Balance of the means-filterable scale			
Search	Hannes Serval, Johanny Kanay Linter, Kanay Kana			
Murana India Secolari Casor	Analdes (3) Securities Transform (1997) in the Annue (1996 Annue 1902 Minimedia Ista 38 442.44 April (1997)			Uploaded Date 👙
Filter by				Actions *
E File Type	6.01909.00 10.0013 10.00 000 000 10.000 000 10.0000 000 10.00000 10.0000 10.000000 10	amia IRY	Customer Name ZSPDEV1	Uploaded Date 13/06/2016
Image				Actions 👻
🕀 Uploaded Setween		CO 2	Custamer Name ZSPDEV1	Uploaded Date 13/06/2016
T	Q. Q.			Actions 🔻

- b. Create PO Invoice
- c. Create Non-PO Invoice



- d. Create Credit Memo against PO
- e. Create Credit Memo without reference
- f. Add as an Attachment:
 - When you lick Add as Attachment, it will redirect you to the PO listing page, where you can attach the file to an existing PO which is in **Draft** stage or **Rejected.**
 - Click on the PO to which you want to attach the file, you will see the following popup:





6.7.9 How to View Payments in eInvoice?

You will be able to see the payment status against the invoices you submit via ZSN in case your customer updates this information.

To view the payments, Navigate to the following location: **Side Panel > My Invoices > View Payments >** Required customer company.



1. You will be navigated to the following page:

				Lat My I	Jashboard 🔡 Manage Companies	Mahendra Bagu	ii 🗸 🚱 Help
			eproc2014	•			
Payments							< Back to Homep
Search		7 records found				Sorted By:	Payment Date 🜩
Payment#,Cesilinner	9	Payment_scheduled - 5	Scheduled				Actions
Filter by	- 10	Customen ZSPDEV1	Supplier Company) DEV SUPPLIER 007	Payment Date: 11/03/2016	Ne. of invotces	Amaieti USD 570.00	
Payment Status		Payment_ready_for_pa	yment - Ready for Payment				Actions
View All	8	Customer: ZSPDEV1	Supplier Company: DEV SUPPLIER 007	Payment Data: 11/03/2016	No. of invotces:	Amaunt: USD 1,570.00	
Approved	Ē	Payment_rejected - Re	jected				Actions
Ready for Payment		Customen ZSPDEV1	Supplier Company: DEV SUPPLIER 007	Payment Date: 11/03/2016	No. of involces	Amount: USD 1.570.00	
Paid	Ë	Payment_approved - A	pproved				Attions
Returned Rejected		Customer: ZSPDEV1	Supplier Company/ DEV. SUPPLIER, 007	Perment Date: 11/03/2016	No. of involces	Amount: USD 1,570.00	
Cancelled		Payment_approval - In	Approval				Actions
E Payment Date between		Customer: ZSPDEV1	Supplier Company: DEV SUPPLIER 007	Payment Data: 11/03/2016	No. of invisioni	Amsunt: USD 1,570.00	
		Payment_fully - Paid					Actions
	Ē	Customeri 25PDEV1	Supplier Company: DEV SUPPLIER 007	Payment Date: 11/03/2016	No. of invotoes	Amount: USD 1,570.00	
	iii	Payment_1 - Paid					Actions
Amount	-	Customen ZSPDEV1	Supplier Company) DEV SUPPLIER 007	Payment Date: 11/03/2016	No. of involcesi	Amount: USD 1,570.00	



- 2. On the **Payments** page, you will be able to view following details for each payment:
 - Payment Reference Number
 - Customer
 - Payment date
 - No of Invoices Paid (hover on ¹, the invoices number will be showed)
 - Payment amount currency to be appended in front of the amount
 - Payment status
- 3. The User can perform the following operations using the **View Invoices** sub tab:
 - Search Payments
 - Filter Payments
 - Sort Payments
 - View Payments

6.7.9.1 Searching Payments

1. You can search for payments by **Payment Number** and **Customer** on the **Payments** listing page as shown below:

	ZYCUS
-	
<u>^</u>	Payments Search
	Payment#,Customer



6.7.9.2 Filtering Payments

You can filter the payments based on the following parameters:

• **Payment status:** Select a status to view the invoices under that particular status.

Filter by	
🖯 Payment Status	
View All	✓
In Approval	✓
Approved	✓
Ready for Payment	✓
Scheduled	✓
Paid	✓
Returned	✓
Rejected	✓
Cancelled	✓

 Payment Date between: Select start and end date using the is icon to view payments dated between the selected date ranges.

Ĩ

• Amount: Using the slider, select the start and end amount to view payments whose amount lies in the selected amount range. **OR** Enter the start and end amount in the text boxes.





• Click **Filter** after selecting/enabling the required filters to filter the invoices.

6.7.9.3 Sorting Payments

- 1. You can sort the entries on **Payments** by:
 - Customer Name
 - Payment Number
 - Payment Date
 - Amount

Sorted B	y:	Payment Date	÷
	С	ustomer	
	Pa	ayment #	
	Pa	ayment Date	
	А	mount	

Note: The entries on the Payment page will be sorted in descending order.



6.7.9.4 Viewing Payments

1. For a given payment, under the **Actions** column, click **View** to view the payment details. You will be navigated to the following page:

Ponce fully 10 250001 Date 11,000,00000 Ponce fully Ponce fully Ponce fully Ponce function Ponce function Ponce function Ponce fully Ponce function Ponce fully Ponce function Ponce function Ponce function Ponce function Ponce function Ponce function Ponce function Ponce funce function Ponce funce funct	Permet fully 12 SPD012 Permet fully 12 SPD012 Permet fully 12 SPD012				🔝 My Dushboard 🔛 🛐 Manage Companies 🗧	🔹 😄 Mahendra Bagul 👻 🕢 Help
- Payment Delas Payment Belarance Number: Payment Juliy Payment Delas 11/07/2016 Currenty: USD Payment Belas USD 1370.00 Payment Status: Paid Description: Description Description: Description Description: Bescription Description: Bescription Description: Bescription Discription: Remit to Suppler: I rescrets bund I * Invoice & Invoice Amount! - strom 10 * rescript per page. Mill # Page I of 1 M	→ Navment Datase Parment Betrence flumber: Payment_Billy Payment Datas: 100/2016 Currency: USD Payment Datas: Paiment Tabas Payment Tabas: USD 1570.00 Payment Tabas: Paiment Tabase Payment Tabas: Paiment Tabase Decompt Tabase Decompt Tabase Decompt Tabase Decompt Tabase Decompt Tabase USD 0.00 Remit Tabase USD 0.00 Tecreds found USD 0.00 I records found Paid Invice Amount! Particle State USD 0.00 Store 10 - proceds per page. USD 0.00 Vol 10 - proceds per page. USD 0.00	Payment_fully To 2SPDEV1				USD 1/570.00 Paid
Aurenert Riemen: Rement_hulty Annend Dale: 11/03/2016 Currency: USD Payment Rieblack CASH Payment Rieblack USD 1,570-200 Payment Status: Paid Payment Status: Paid Payment Status: Paid Remit To Supplier: Description Discourts Triatal USD 0.00 Remit To Supplier: Remit to Supplier: I records fordal	Aurent Rienzen Kinden Aurent July Aurent Daten Aurent Daten Aurent Daten Aurent Staten Aurent Staten Aurent Staten Aurent Staten Aurent Staten Bissens Staten Bissens Staten Bissens Staten Aurent Staten Bissens State	= Payment Details				
	Invoice Details Invoice & mount Invoice & mount Paid Invoice & mount paid Invoice & mount paid Invoice & mount mount	Payment Reference Number: Payment Date: Carrency: Payment Nethod: Payment Status: Descriptions Diffeoment Total: Remit To Supplier:	Payment_fully 11/03/2016 USD CASH USD 1,370.00 Paid Description USD 0.00 Remit to Supp			
* Divologie # Involace Almount Peld Divolace Almount prinde # Involace Almount prinde # People I of \$ } } Show 10 * records per page	* Divologie # Involate Almount Paid Divolate Almount prinde 500-1 Strom 10 * records per page. Held # Page 1 of 1 }) Dent	E Invoice Details				
zwn3590-1 - Show 10 * records per page. H4 4 Page 1 of 1 b b	pri 3590-3	* Invoice #		Invoice Amount	Paid Invoice Amount	
Strom 10 * records per page.	Show 10 * records per page. (H 4 Page 1 of 1))			-	*	
		2503590-1				
		zen/3990-2 Strom 10 • records per pa	age.			₩ 4 Page 1 of 1 })

2. You can also view the payment details page by click on the **Payment Reference Number**.

Note: You can also add **Payments** card on the **ZSN** home page.



6.7.9.5 Exporting Payment Details

From this listing page, you have an option to download details of all your payments. To download the payment details, follow the steps below:

 Navigate to Payment listing page from Side Panel > My Orders > View PO > Customer Name. You will land on the following page:

					🕍 My Dashboard 📑 Manage (Companies 👻 😫 poorv	a 🔻 🍞 Help	
-			Supplier Port	al Buyer 1 🔫				
	Payments						< Back to Homep	Jage
	Search					Export 📩 Sa	we As Favourite Filte	r
	Payment # Clistomer	1,224 records found				Sorted By:	Payment Date 🏺	
	X Clear Filters	ref-3 - Cancelled					Actions	×
	🕀 Payment Status	Customer: Supplier Portal Buyer 1	Supplier Company: DELL COMPUTER CROP	Payment Date: 04/05/2018	No. of invoices:	Amount: USD 1.187.534,43		
	View Alf	amr32454434523 - Paid					Actions	•
	In Approval	Customer: Supplier Portal Buyer I	Supplier Company: DELL COMPUTER CROP	Payment.Date) 30/03/2018	No. of involces:	Amount: USD 1,00		
	Ready for Payment	amr34424534523 - Paid					Actions	•
	Schëduled	Customer: Supplier Portal Buyer 1	Supplier Company: DELL COMPUTER CROP	Payment Date: 30/03/2018	No. of invoices:	Amount: USD 1,00		
	Paid	amr32454434523 - Paid					Actions	*
	Returned	Customer: Supplier Portal Buyer 1	Supplier Company: DELL COMPUTER CROP	Payment Date: 30/03/2018	No. of invoices:	Ambunt: USD 1,00		

2. To export the Payment details, click **Export** as highlighted in the image below:

				🕍 My Dashboard 📑 Manage	Companies 🔻 😫 poorv	a 🔻 🍞 Help 🔻
		Supplier Port	al Buyer 1 👻			
Payments						< Back to Homep
Search					Export 🔶 🖈 Sa	ave As Favourite Filter
Paymmitt, Customer	1,224 records found				Sorted By:	Payment Date 🏺
× Clear Filter	ref-3 - Cancelled					Actions
Payment Status	Customer: Supplier Portal Buyer 1	Supplier Company: DELL COMPUTER CROP	Payment Date: 04/05/2018	No. af invaices:	Amount: USD 1.187.534,43	
View Alt	amr32454434523 - Paid					Actions
In Approval	Customer: Supplier Portal Buyer 1	Supplier Company: DELL COMPUTER CROP	Payment Date: 30/03/2018	No. of invoices:	Amount: USD 1,00	
Ready for Payment	amr34424534523 - Paid					Actions
Scheduled	Customer: Supplier Portal Buyer 1	Supplier Company: DELL COMPUTER CROP	Payment Date: 30/03/2018	No. of invoices:	Amount: USD 1,00	

3. Clicking **Export**, you will see the following popup which will notify you that data export is in progress and you will be notified through an email once the file export is complete. Click **Ok**.



4. Once the file is ready, you will receive the exported file (attached) to your registered email ID as shown below:



Payment data 🔳	a export completed	
Sent: Fri 6/29/2018 To:	3 9:15 AM	
🖂 Message 📲 er	eproc2014_Invoice_Payments_18_06_2018_023417.xlsx (4 KB)	
	Hi Carl,	
	The export of Payment data, requested on 18/06/2018 has been successfully completed. The exported file is attached for your reference.	
	Note: Only the first 15,000 records are available as part of the exported file.	
	Regards, Zycus Supplier Network	
	You have received this email because the email address carl@zycus.com was subscribed for email notifications for this supplier company on Zycus supplier network. In case of any issues, please contact Zycus helpdesk at tech-support@zycus.com	

Home Insert Page Layout	Formulas Data Revie	ew View Develop	pér		Payments Export - M	icrosoft Excel						-	0 :) = 5
Cut Calibri - 1	· · A · · = = =	Wrap Te	d General	- 1	Heading 4	Title To	tal 20% - Accent	20% - Accent2 - 20%	*	Σ AutoSum =	AT #		
Format Painter B Z U → …		i in in ER Mitterge i	Canter - \$ - %	• % % Condition	nal Format ng * as Table - 20% - Accent:	3 20% - Accent4 20	% - Accent5 20% - Accenti	40% - Accent1 Insert D	elete Format	Ell -	Sort & Find & Filter * Select *		
A1 - fs Filte	ers applied	anymetre	a trans			Silles				1.0	and a		
A	в	C	D	E	F	G	н	1	- J -	K	L	M	N
Filte	rs applied		1										
Customer Name	Zycus												
Contains													
Payment Status	All												
Payment Date between	<start date=""></start>	<end date=""></end>											
Paid Amount between	<start range=""></start>	<end range=""></end>	1.1										
Payment Reference Number	Supplier Company	Payment Date	Payment Status	Document No.	Document Amount	Discount Amount	Adjustment Amount	Total Payment Amount					
PMY001	Galaxy Corp.	04-27-2018	Paid	INV0002	NZD 200	-	4.	NZD 100					
PMY002	Galaxy Corp.	04-30-2018	Paid	INV0003	NZD 250	NZD 50	-	NZD 100					
PMY003	Galaxy Corp.	04-30-2019	Paid	INV0003	NZD 250	NZD 50	-	NZD 100					
PMY004	Galaxy Corp.	1/5/2018	Paid	INV0004	NZD 300	-	-	NZD 500					
PMY004	Galaxy Corp.	1/5/2018	Paid	INV0005	NZD 200	-	÷	NZD 500					
Total Records: 10													

5. Open the file to view your Payment details:

Note: The data exported will be as per the filter applied on the listing page. You will be able to view the applied filters in the exported file as well. The maximum limit on the number of records exported is 15,000. Records beyond 15,000 will not be part of the exported file.

ZYCUS

6.7.10 Marking Filters as Favorites

ZSN has enabled the option for the Suppliers to create a filter and save as a favorite. The user can also set one of the filters as their default view. By setting a default view, the listing page will display the entries based on the filters selected.

To mark filter as favorite,

1. Select the filter parameters from the left panel and click the **Save as Favorite Filter** button as shown in the image below:

					My Dashboard	Manage (Companies 🔻 😝 QC 🔻	🕜 Help
			eproc2014	*				
Invoices							< Bac	k to Homer
Search	🗟 = Create 🔫						2 * Save As Fa	vounte Filt
Louised, California	4 records found						Sorted By:	Due On
Filter by X Clear Filters	testCM32432354 - Fully	apportioned						Actions
E My Favounte Filters	Decument Type Credit Memo	Customer ZSPDEV1	Supplier Company ZSN DEV LOCAL	Reference ZSPDEV1 PO/581	Document Date 08/01/2016	Due Dri	Amount USD 1,301.04	
E Document Type	testPro - Ready for appo	rtionment						Actions
View Alt	Document Type Credit Memo	Customer ZSPDEV1	Supplier Company ZSN DEV LOCAL	Reference	Document Date 09/08/2015	Due Dit	Amount USD 195,930.00	
Invoice	test_123644789 - Read	for apportionment						Actions
Creat Memo	Document Type Credit Memo	Clistomer ZSPDEV1	Supplier Company ZSNDEV COMAPNY	Reference ZSPDEV1 PO/1095	Document Date 10/05/2016	Due On	Amount YER 793,117.395	
🗇 Invoice status	testAttac - Ready for app	acrtionment						Actions
View All	Credit Memo	Customer ZSPDEV1	Supplier Company ZSN DEV LOCAL	Reference ZSPDEV1 PO/750	Document Date 10/08/2016	Due De	Amount USD 5,100.00	
Draft:	Show 10 v records per p	aga					144 4 Page 1	ofi 🕨
Southeast Southeast Add Pad Pad Pad Pad Pad Pad Canceled Papted Delivered Delivered In Progress								

2. Once you choose to save a filter, you will have to name it as shown below:

Save Filter		×
Filter Name*	Quick Review for Catalog	
	Set as Default View	
		Cancel Ok

- 3. To set a filter as default, check the box as shown in the image above. Whenever the user will visit this page, the data will be filtered based on the selected parameters.
- 4. Saved filters will be available in the left panel of the listing page as shown below:



					My Dashboard	Manage (Companies 🔻 😫 QC 🔻 🍞 He	elp 🔻
			eproc2014	*				
Invoices							< Eack to Ho	mepa
Search	🗟 = Create 🔫						📩 📩 Save As Favounte	Filter
(model/PGI/Distance 🔍	4 records found						Sorted By: Due O	n †
Filter by X Clear Filters	handland belo						Action	
My Favounite Filters	Decument Type Credit Memo	Customer ZSPDEV1	Supplier Company ZSN DEV LOCAL	Reference ZSPDEV1 PO/581	Document Date 08/01/2016	Due On	Arrowett USD 1,301.04	10
fullyiny Bdit	testPro - Ready for appo	artionment					Actio	ins .
Paid and overdue invoices Edit	Document Type Credit Memo	Customer ZSPDEV1	Supplier Company ZSN DEV LOCAL	Reference -	Document Data 09/08/2016	Due Dit	Amuunt USD 195,930.00	
Document Type	test_123644789 - Read	y for apportionment					Actio	ins •
View All	Document Type Credit Memo	Clistomer ZSPDEV1	Supplier Company ZSNDEV COMAPNY	Reference ZSPDEV1 PO/1095	Document Date 10/05/2016	Due On	Amount YER 793,117.395	
Invoice	testAttac - Ready for ap	portionment					Actio	ins •
Credit Memo	Decument Type Credit Memo	Customer ZSPDEV1	Supplier Company ZSN DEV LOCAL	Reference ZSPDEV1 PO/750	Document Date 10/08/2016	Boe De	Amount USD 5,100.00	
E Invoice status	Show 10 v records per p	age					144 4 Page 1 of 1	b.b
View All								
Submitted								
Approved								
Páid								
Partially Paid								
Not Paid								
Cancelled								
Rejected								
Delivered								

5. You can have only one filter set as default. If you make another filter as default, then it will override the existing favorite filter and you will be notified as shown below:

Confirm	\times
?	You have already saved a default filter for this listing page. Would you like to override the existing default filter?
	Yes No

- 6. Click **Yes** if you wish to override the existing default filter.
- 7. To remove a filter from favorite, go to the left panel and click Edit against a filter.

Edit Filter		\times
Filter Name*	Quick Review for Catalog	
	Save as Default	
		Delete Save



- 8. Uncheck the box against **Save as Default** and click **Save**.
- 9. If you wish to delete a filter, click **Delete** in the popup shown above.

6.8 My Orders

NOTE: The above-mentioned menu may or may not be available based on the access provided to you by customer.

The My Orders option allows the user to view Orders sent you by your customers.

Purchase Orders							< Back to Home	epag
Search	2,134 records	found				Sorted By	Released on	Ŧ
PO #. Customery Location	ZSPDEV1	PO/1408 - Confirme	:d				Actions	
Filter by	PO Type	Customer	Supplier Company	Released on	Number of Items Delivery Location	Delivery Date	Amount	
⊟ PO Status	ACMENCIA	ZSPDEVI	BARCLATS	2017/02/08	1 Pune U		Actions	
View All	PO Tree	Customer	Sumlar Company	Released on	Number of Home Dalamey Location	Delivery Date	Amount	
Unconfirmed	Blanket	ZSPDEV1	BARCLAYS	2017/02/08	1 Pune 🕥		USD 15.000,00	
Confirmed	ACMENG/1	7/167 - Confirmed					Actions	1
Notified	РО Туре	Customer	Supplier Company	Released on	Number of Items Delivery Location	Delivery Date	Amount	
Fully Invoiced	Blanket	ZSPDEV1	BARCLAYS	2017/02/08	1 Pune U	~	05D 15.000,00	
Rejected	ACMENG/1	7/166 - Fully Invoi	ced				Actions	
Closed	PD Type Standard	Customer ZSPDEV1	Supplier Company BARCLAYS	Released on 2017/02/06	Number of Items Delivery Location 1 Pune	Delivery Date	Amount USD 20.000,00	
Cancelled	ACMENG/1	7/165 - Confirmed					Actions	
Expired	PO Type	Customer	Supplier Company	Released on	Number of Items Delivery Location	Delivery Date	Amount	
E PO Type	Standard	ZSPDEV1	BARCLAYS	2017/02/06	1 Pune 🕐		USD 15.000,00	
	123456 - 0	Confirmed					Actions	
View All	PO Type Standard	Customer ZSPDEV1	Supplier Company BARCLAYS	Released on 2017/02/03	Number of Items Delivery Location 1 Pune	Delivery Date	Amount USD 5.000,00	
Blanket	Test_Mail	Confirmed					Actions	
Release	PO Type	Customer	Supplier Company	Paleased on	Number of Itams Delivery Location	Delivery Date	Amount	
	Standard	ZSPDEV1	ZSN DEV CO 2	2017/02/03	2 Pune 💿		USD 125.744.320,584	
☐ Received in last	email_Test	11 - Unconfirmed					Actions	
	PO Type	Customer	Supplier Company	Released on	Number of Items Delivery Location	Delivery Date	Amount	
days	Standard	ZSPDEV1	ZSN DEV CO 2	2017/02/03	1 testing scope 🕕		USD 984.859.339,464	
	ACMENG/1	7/164 - Confirmed					Actions	
Haneased between	PD Type	Customer	Supplier Company	Released on	Number of Items Delivery Location	Delivery Date	Amount	
Release Start Date	Standard	ZSPDEV1	BARCLAYS	2017/02/03	1 Pune 😈	2017/02/28	050 5.000,00	-
	EmailTest1	11 - Unconfirmed					Actions	
Release End Date	PO Type Standard	Customer ZSPDEV1	Supplier Company ZSN DEV CO 2	Released on 2017/02/02	Number of Items Delivery Location 1 testing scope	Delivery Date	Amount USD	
	Show 10	records per page				Hel d Pag	e 1 of 214	
	and the later	The second second				111 1 1.28	- <u> </u>	1

Note: You can view the Deliver To location on the PO listing page itself.



The User can perform the following operations using the My Orders tab:

- 2. Search Orders (Refer Searching Invoices)
- 1. Filter Orders (Refer Filtering Invoices)
- 2. Sort Orders (Refer Sorting Invoices)
- 3. Confirm/Reject Orders
- 4. View Orders (Refer
- 5.
- 6. Viewing Invoices)
- 7. Send Shipment Notice for the Orders (Refer How to Create a Shipment Notice?)
- 8. Send Invoices for the Orders (Refer
- 9.
- 10. Creating Invoice)
- 11. Download Order Details as PDF (Refer Download PO as PDF)
- 12. Preview PO cXML (Refer
- 13. Preview PO cXML)

6.8.1 How to Confirm/Reject a Purchase Order?

 Navigate to the following location: Side Panel > My Orders > View Orders > Required Customer Company.

ZYCUS			Lui My Das	hboard 📑 Manag	e Companies 🔫	😫 Zeba 🔹	? Help	
		Supplier Portal Buyer 1	•					
Purchase Orders							Back to Home	epa
Search	587 records found					Sorted By:	Released on	÷
PO ±, Qustomer	СОМ007/16/0323 - С	Confirmed					Actions	,
Filter by	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 06/09/2016	Delivery Date	Amount CAD 48,884.	00	
PO Status	COM007/16/0322 - C	Confirmed					Actions	
View All	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 06/09/2016	Delivery Date 06/09/2016	Amount CAD 48,884.	00	
Confirmed	COM007/16/0319 - P	artially Involced					Actions	•
Partially Invoiced	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 01/09/2016	Delivery Date	Amount. CAD 30.00		
Fully Invoiced	P_Check ICWissue _2	2 - Confirmed					Actions	
Closed	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 30/08/2016	Delivery Date 31/08/2016	Amount RupZycus 50	,239.00	
Cancelled	COM001/16/6 - Confi	irmed					Actions	*
	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released or 30/08/2016	Delivery Date 31/08/2016	Amount RupZycus 0.0	00	
🗄 РО Туре	COM007/16/0320 - C	Confirmed					Actions	
View All	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 30/08/2016	Delivery Date 31/08/2016	Amount SYP 10,000.0	00	

2. Look for the required purchase order using the Search, Filter or Sort options.



- 3. Perform any one of the following actions as per requirement:
 - A. Approving PO:
 - 1. Click on the Confirm icon corresponding to the required Purchase Order to approve the PO.

Confirm PO		X
PO Number:	ACMTECH/15/21	
Customer Name:	ZSN P2P Integration	
Delivery Date:	09/04/2015	
PO Total:	DSU 14,790.00	
Estimated Delivery Date*:	(iii)	
Comments:		
	Confirm PO C	ancel

- 2. Select the Estimated Delivery Date for the Purchase Order.
- 3. Enter the required comments.
- 4. Click **Confirm PO** to approve the PO.

B. Rejecting PO

1. Click on the Reject icon corresponding to the required Purchase Order to reject the PO.

Reject PO	x
PO Number:	ACMTECH/15/20
Customer Name:	ZSN P2P Integration
Delivery Date:	09/04/2015
PO Total:	Ruppes 785.00
Comments*:	
	Reject PD Cancel



- 2. Enter the required comments.
- 3. Click **Reject PO** to reject the PO.

Download PO as PDF

 Navigate to the following location: Side Panel > My Orders> View Orders> Required Customer Name.

ZYCUS			🕍 My Das	hboard 📑 Manag	e Companies 🔫	😫 Zeba	• 🕐 Help	
		Supplier Portal Buyer 1	•					
Purchase Orders							Back to Home	ep
Search	587 records found					Sorted By:	Released on	1
P0 4, Quistomer	СОМ007/16/0323 - 0	Confirmed					Actions	0
Filter by	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 06/09/2016	Delivery Date	Amount CAD 48,884	.00	
PO Status	COM007/16/0322 - 0	Confirmed					Actions	
Unconfirmed	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 06/09/2016	Delivery Date 06/09/2016	Amount CAD 48,884	.00	
Confirmed	COM007/16/0319 - P	Partially Invoiced					Actions	
Partially Invoiced	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 01/09/2016	Delivery Date	Amount CAD 30.00		
Fully Invoiced	P_Check ICWissue _	2 - Confirmed					Actions	
Closed	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 30/08/2016	Delivery Date 31/08/2016	Amount RupZycus 50	0,239.00	
Cancelled	COM001/16/6 - Conf	irmed					Actions	
	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 30/08/2016	Delivery Date 31/08/2016	Amount RupZycus 0.	.00	
🗄 РО Туре	COM007/16/0320 - 0	Confirmed					Actions	
View All	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 30/08/2016	Delivery Date 31/08/2016	Amount: SYP 10,000.	00	

- 2. Look for the required PO using the **Search**, **Filter** or **Sort** options.
- 3. Click on the Q View PO icon from menu corresponding to the required Invoice.

ZYCUS					🔟 My Das	shboard 🔒	Manage Corr	ipanles 🔻	😫 Zeba 🔹	? Help 🔻
										* Ba
 You have confirmed this 	s purchase order, now you can create invoices or shipm	ent notice aga	ainst this PO							×
COM007/16/0323 From Su	pplier Portal Buyer 1								CAD 48,884.0	0. Confirmed
- Purchase Order Details										1
Released on	: 06/09/2016									
Delivery Terms	: FAS									
Payment Terms	: NET15 🕕									
Billing Address	: 2nd Floor, P&S Corporate House, Plot No. A-56 Road	d No 01,MIDC	, Andheri (Ea	st),, Mumba	i, Maharashtra	, IN, 400 093				
Customer Name	: Supplier Portal Buyer 1									
Supplier Company	ZYCUS SUPPLIER									
Comments from Buyer	2-									
PO Number	: COM007/16/0323									
Delivery Date	1-									
Estimated Delivery Date	: 06/09/2016									
Delivery Address	: 2nd Floor, P&S Corporate House, Plot No. A-56 Roa	d No 01,MIDC	, Andheri (Ea	st),, Mumba	i, Maharashtra	, IN, 400 093				
Contract Number	14									
Invoice Address	: 2nd Floor, P&S Corporate House, Plot No. A-56 Roa	d No 01,MIDC	, Andheri (Ea	st),, Mumba	i, Maharashtra	, IN, 400 093				
Organization Unit(OU)	: Zycus » PDT-2 » Seepz++									
Delivery To	: Zeba Khalil									
= Items						_				
Line No. Item Name	Description	Market Price	Unit Price	Item Quantity	UOM	Delivery Date	Delivery To	Delivery Address	Total Price Ac	tions
1 car 🔳	Category : Endangered species protection associati	CAD 2,222.00	CAD 2,222.00	22	Ach {23]	06/09/201 6		4	CAD 48,884.00	



4. Click on the menu and select **Download as PDF.**

Preview PO cXML

 Navigate to the following location: Side Panel > My Orders > View Orders > Required Customer Company.

ZYCUS				Lat My Das	hboard 💼 Manage	e Companies 👻	😫 Zeba 🔹	Help	
-			Supplier Portal Buyer 1	•					
Purchase Ord	ers							Back to Home	pag
Search		587 records found					Sorted By: R	eleased on	÷
PO ±, Qustom	er Q	COM007/16/0323 - Co	onfirmed					Actions	•
Filter by		PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 06/09/2016	Delivery Date	Amount CAD 48,884.0	0	
View All	irmed	COM007/16/0322 - Co PO Type Standard	unfirmed Customer Supplier Portal Buyer 1	Supplier Company- ZYCUS SUPPLIER	Released on 06/09/2016	Delivery Date 06/09/2016	Amount CAD 48,884.0	Actions 0	*
Confir	ned d	COM007/16/0319 - Pa	urtially Invoiced	Sumler Company	Released on	Delivery Date	Inioma	Actions	
Partial	ly Invoiced	Standard P_Check ICWissue _2	Supplier Portal Buyer 1 - Confirmed	ZYCUS SUPPLIER	01/09/2016	-	CAD 30.00	Actions	*
Closed	ed	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 30/08/2016	Delivery Date 31/08/2016	Amount RupZycus 50,2	239.00	
Cancel	led d	COM001/16/6 - Confir PO Type Standard	Customer Sumpliar Portal Buyers 1	Supplier Company	Released on 30/08/2016	Delivery Date 31/08/2016	Amoinit RunZways 0.00	Actions	*
🗉 РО Туре	•	COM007/16/0320 - Co	onfirmed	21003 SUPPLIER	.50/08/2010	51/00/2010	Rupzycus 0.00	Actions	
View All		PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 30/08/2016	Delivery Date 31/08/2016	Amount SYP 10,000 00	0	

- 2. Look for the required PO using the **Search**, **Filter** or **Sort** options.
- 3. Click on the PO number to view PO.





4. Click on the Actions menu and select Preview PO CXML.

PO with Payment Milestones

A PO with items with Milestone amount will be sent to ZSN. Suppliers will be able to Confirm/ Reject it from ZSN. After the PO is created and shared it will show up with corresponding section of milestone payments below the line items. To help differentiate the items with the billing plan linked to them, there will be a milestone flag next to name of the item.

ZYCUS

cus					📷 My Dashboard 🔠 1	Manage Companies	▼ 😝 AnujaM ▼
0 #2766 From Zycom						America	n dollar 610.00 Part
Purchase Order Details							
Released on	: 2019/04/23						
Payment Terms	NETIO						
Billing Address	: 3000 Tannery Way, Santa Clara, California, United Sta	tes, 95054					
Customer Name	: Zycom						
Supplier Company	: GALAXY CORP						
Comments from Buyer	19 - DO #3765						
Delivery Date	: 2019/04/25						
Estimated Delivery Date	: 2019/04/25						
Delivery Address	: 3000 Tannery Way, Santa Clara, California, United Sta	tes, 95054					
Contract Number	2-	- neart					
Organization Unit(OU)	: Palo Alto Networks + Cloud Security + Santa Clara	25, 95054					
Derivery To	: Charliez						
and the second sec							
ttems						-	
Line No. Item Na	ne Description	Market Price	Unit Price	Ordered Qty/Amt	UOM Delivery Date Delivery	to Delivery Address	Total Price Action
Desoing	Category: Cleaning & Labour Services, Galaxy	N/A	N/A	USD 109.00	2019/64/25 -	-	USD 70.10
Serial No.	Milestones	Percentage		Ordered Qty/Amt			
1	Cleaning Services	30%		USO 30.00			
2	Floor Mat Dry Cleaning	20%		USD 20.00			
4	Window & Glass Cleaning	50%		USD 50.00			
B z Cleaning	ervices Category : Eleaning and junitorial services,Ga	ilasy N/A	N/A	USD 129.98	2019/04/25		USD 129.98
						Item Sub-to	tal: USD 200.08
					Total Discount on Item Sub-	-Total : American	dollar 0.000000
Так Туре	Tax Name		Tax Ret	e			Amount
		No taxes sel	ected for the Pur	chase Order			
					Item-Level Taxes S	ub-Total : Amer	can dollar 0.000000
					Freigh	t Charges: Am	erken dollar 100.00
			Так Туре	Tax Name	Tax Rate		Amount
			æig	eth	10.000000 \% im American dellar 100.0	00000 American 0	dollar 10.000000
					Tax Sub-	totali American do	llar 10.000000
					Total Tax Ame	ount 0 ; Americ	an doitar 10.000000
					G	ross Total: Amer	ican dollar 610.00
Concernance of							
Terms & Conditions							
Enclosures							
Shipment Notices							
Shipment Notices							
Shipment Notices Involces							-

6.8.2 How to Create a Shipment Notice?

To create a Shipment Notice for a Purchase Order:

- Navigate to the following location: Side Panel > My Orders > View Orders > Required Customer Company
- 2. Look for the required purchase order using the Search, Filter or Sort options



1000							
		Supplier Portal Buyer 1	*				
Purchase Orders						×B	ack to I
Search	587 records found					Sorted By: Re	leased
PQ ±, Customer	СОМ007/16/0323 -	Confirmed					Acti
Filter by	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 06/09/2016	Delivery Date	Amount CAD 48,884.00)
E PO Status	COM007/16/0322 -	Confirmed					Act
View All	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 06/09/2016	Delivery Date 06/09/2016	Amount CAD 48,884.00)
Confirmed	COM007/16/0319 -	Partially Involced					Act
Partially Invoiced	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 01/09/2016	Delivery Date	Amount CAD 30.00	
Fully Invoiced	P_Check ICWissue	_2 - Confirmed					Act
Closed	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 30/08/2016	Delivery Date 31/08/2016	Amount RupZycus 50,2	39.00
Cancelled	COM001/16/6 - Cor	nfirmed					Act
cxpired	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 30/08/2016	Delivery Date 31/08/2016	Amount RupZycus 0.00	
🖽 РО Туре	COM007/16/0320 -	Confirmed					Act
View All	PO Type	Customer	Supplier Company	Released on	Delivery Date	Amount	

3. Click on the + Shipment Notice icon under actions corresponding to the required Purchase Order.

4. Enter the required details on the New Shipping Notice page.

ZYCUS			🔟 My Dashboard 💼 Manage Companies	e Zeba •	0 Help 🔹
New Shipping Notice	COM007/16/0323 To abainst - CAD 48,854,00				* Back
Shipment Identified By*:	Shipper's Identifying Number (SID)	Carrier*:			
Shipment No.*:		Shipped Via*:	Select		
Shipment Date *:	06/09/2016 Clear	Service Level:	Select		
Expected Delivery Date*:	1	Comments:			
Item details					
No.	Item No. Item Name		Ordered Qty UOM	Pending Qty	Shipped Qty
D 1	1 car		22 Ach {23}	22	
Submit Save as dra	R Cancel				

5. Select the items that are being shipped and enter their shipping quantity.



No.	Item No.	Item Name	Ordered Qtv - UDH	M.	Pending Str	Shipped Qt
F 1	1	Laptop	149 EA		149	149
2	52	lod television	74 EA		74	74

- 6. Perform any one of the following actions as required:
 - A. **Cancel**: To discard the changes made in the shipment notice and exit.
 - B. Save as draft: To save the changes made in the shipment notice and exit.
 - C. **Submit**: To save the changes made in the invoice and submit the shipment notice for processing.



Shipment notice can also be created using the **Create Shipment Notice** option under the **Actions** menu on the **View PO** page for the respective Purchase Order.



6.8.3 How to Create Direct Invoice against a Blanket Purchase Order?

The supplier can create an invoice against blanket order if the customer has given access to suppliers. Or else the suppliers can create invoice against release orders if the customer hasn't given access. In case of no access, the supplier can still view the blanket order for their reference.

	All Customers	
PENDING TASKS 10 tasks		
5 Incomplete tasks View All > PENDING COMPLETION	10 Invoices View AL> PENDING SUBMISSION RETURNED	5 Purchase Orders View Al > PENDING CONFIRMATION
Complete Company Profile. Eproc. Autox Complete Profile	798 Supplier Portal Buyer 1 View Invoice	COM001/16/0263-1 Supplier Partal Bayer 1 View Po
Complete Company Profile ENCR SIM Complete Profile	INS68 Supplier Portal Buyer 1 View Invoice	COM001/16/0238 Supplier Portal Buyer 1 View PO
+		
INVOICES	PURCHASE ORD	i i
INVOICES INVO0538593 - Delivered Costormer Reference Doe On	PURCHASE ORD COM007/16/032 COM007/16/032 PO Type Potent	22 - Confirmed Customer Released on Amount Customer Released on Amount
INVOICES INV00538593 - Delivered Customer Reference Due On Supplier Portal * 28/07/2 Inv_31_nor_4 - Delivered	PURCHASE ORD COM007/16/032 USD 3,500.00 COM007/16/032 COM007/16/032 COM007/16/032	23 - Confirmed Customer Released on Arnount Supplier Portal 06/09/2016 CAD 48,884.00 22 - Confirmed

3. On the landing page, select **Purchase Order** from the **Card Library**.

4. Click on **View More** to view the list of PO. You will be redirected to following page:

			Land My Das	nboard 📺 Manag	e companies 👻	S Zeba 🔻	Help	
		Supplier Portal Buyer 1	-					
Purchase Orders						<1	Back to Hom	le
Search	372 records found					Sorted By: R	eleased on	2
PO =_ Customer	СОМ007/16/0319 -	Partially Invoiced					Actions	
Filter by	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 01/09/2016	Delivery Date	Amount CAD 30.00		
PO Status View All Unconfirmed	P_Check ICWissue	2 - Confirmed Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 30/08/2016	Delivery Date 31/08/2016	Amount RupZycus 50.2	Actions	
Confirmed	COM001/16/6 - Cor	alirmed					Actions	
Partially Involced	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Reitased on 30/08/2016	Delivery Date 31/08/2016	Amount RupZycus 0.00	0	
Fully Involced	COM007/16/0320 -	Confirmed					Actions	
Closed	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 30/08/2016	Delivery Date 31/08/2016	Amount SYP 10,000.00		
Cancelled	COM007/16/0321 -	Confirmed					Actions	
	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company ZYCUS SUPPLIER	Released on 30/08/2016	Delivery Date 31/08/2016	Amount CHF 222,400.0	00	
El PO Type	COM001/16/5 - Cor	firmed					Actions	
View All	PO Type Standard	Customer Supplier Portal Buver 1	Supplier Company ZYCUS SUPPLIER	Released on 30/08/2016	Delivery Date 30/08/2016	Amount RupZycus 0.00		



ZYCUS

6. Select the BPO against which you want to make an invoice, click on **Actions** drop-down menu, and select **+ Invoice**.

zsn COM004/:	COM004/16/192 - Confirmed						•
PO Type Blanket	Customer ZSPDEV1	Supplier Company ZSN DEV CO 1	Released on 02/01/2016	Deliver	+ Invoice		

7. Following page will be displayed. Fill in the details in the invoice.

2	ZYCUS		<u>[⊮i</u> My Dashbo	ard 🌐 Manage Companies 🔻 😫 sudi	heer 🔻 🍞 Help 🔻
			Supplier Portal Buyer 1		
1	Note: This customer	supports Invoice amounts with upto 2 decimal digits f	or the currency: CAD - Canadian Dollar		*
»	To Supplier Portal Buyer	1 against Blanket Purchase Order INVOCORP/18/	2564 :CAD 10,2805		
F	Invoice Details				
1	Invoice Number*		Invoice-To Address	: Axis Bank BKC Axis Bank, BKC Bandra East,	
	Document Date*	·	Remit to Address*	Sumatra, Lampung, ID	
	Payment Terms*	: PaymentTermBulgarian_36 🧿	NETTIC CO PLATERS	ADDRESS ONE [Head Quarter Address (HQ)]	
	Invoice Due Date	4 -		ADDRESS ONE, LOS ANGELS,US-CA, USA, 22334	
	Bill-To Address	: Axis Bank BKC Axis Bank, BKC Bandra East, Sumatra,Lampung,ID	Ship-From Address*	: ADDRESS ONE [Head Quarter Add	
	Ship-To Address	: Axis Bank BKC Axis Bank, BKC Bandra East, Sumatra, Jampung, ID		ADDRESS ONE [Head Quarter Address (HQ)] ADDRESS ONE, LOS MURCIS,US-CA, USA, 22334	

8. Once you complete filling the invoice, you can submit or save the invoice as draft.

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6.8.4 Marking Filters as Favorites

ZSN has enabled the option for the Suppliers to create a filter and save as a favorite. The user can also set one of the filters as their default view. By setting a default view, the listing page will display the entries based on the filters selected.

To mark filter as favorite,

1. Select the filter parameters from the left panel and click the **Save as Favorite Filter** button as shown in the image below:

						LM My Dashboar	d 📙 Manage Compani	⊨s ▼ 🔒 QC •	? Help
			eproc2	914 -					
								2	
Purchase Orders	1							4	Back to Homepa
Search								🖈 Save A	s Favourite Filter
PO Number, Elestomer Loontien	2,401 records found							Sorted By:	teleased on 🝦
Filter by X Clear Filters	ZSPDEV1 PO/17	76 - Fully Invoiced							Actions
🖽 PO Status	PO Type Standard	Customer ZSPDEV1	Supplier Company ZSNDEV COMAPNY	Raleased on 06/26/2017	tionships of Dama 1	Delivery Location CMD_City	Delivery Date 06/27/2017	Amount USD 12.00	
View All	ZSPDEV1 PO/17	74 - Notified							Actions
Confirmed	PO Type Standard	Customer ZSPDEV1	Supplier Company ZSNDEV COMAPNY	Released on 06/26/2017	Number of Items 1	Celivery Location CMD_City	Delivery Date	Amount USD 144.00	
Notified	ZSPDEV1 PO/17	73 - Confirmed							Actions
Partially Invoiced	PD Type Standard	Customer ZSPDEV1	Supplier Company ZSNDEV COMAPNY	Released on 06/26/2017	Number of Items	CMD City	Delivery Date 06/27/2017	Amount USD 1.00	
Fully Invoiced	ZSPDEV1 PO/17	72 - Confirmed				an anglant a			Actions
Closed	PQ Type Standard	Customer ZSPDEV1	Supplier Company ZSNDEV COMAPNY	Released on 06/26/2017	flamber of Items	Delivery Location CMD_City	Delivery Date	Ampunt USD 12.00	
Cancelled	ZSPDEV1 PO/17	71 - Unconfirmed							Actions
Expired	PO Type Standard	Customer ZSPDEV1	Supplier Company ZSN DEV LOCAL	Released on 06/26/2017	formber of Items 1	Delivery Location CMD_City	Delivery Date 06/27/2017	Amount EUR 936.00	
E PO Type	ZSPDEV1 PO/17	70 - Partially Invoiced							Actions
View All	PO Type Standard	Customer ZSPDEV1	Supplier Company ZSNDEV COMAPNY	Released on 06/22/2017	number of Items 1	Delivery Location CMD_City	Delivery Date	Amount USD 10,000.00	
Standard	ZSPDEV1 PO/17	68 - Partially Invoiced							Actions
Release	PG Type Standard	Customer ZSPDEV1	Supplier Company ZSNDEV COMAPNY	Released on 06/22/2017	liumber of Items 1	Delivery Location CMD_City	Delivery Date	Amount USD 10,000.00	
	ZSPDEV1 PO/17	66 - Expired							Actions
Received in last	PO Type	Customer 200000/1	Supplier Company	Released on	Number of Items	Delivery Location	Delivery Date	Amount	

2. Once you choose to save a filter, you will have to name it as shown below:

Save Filter		×
Filter Name*	Quick Review for Catalog	
	Set as Default View	
		Cancel Ok

- 3. To set a filter as default, check the box as shown in the image above. Whenever the user will visit this page, the data will be filtered based on the selected parameters.
- 4. Saved filters will be available in the left panel of the listing page as shown below:

ZYCUS[®]

							LM My Dashboar	d 📗 Manage Compani	es 👻 😫 QC	• ? Help •
				eproc2	014					
1										
	Purchase Orders								-	 Back to Homepag
	Search	-						_	📩 Save	As Favourite Filter
	PO Number, Customer, Loontien	2,401 records found							Sorted By:	Released on 🔶
	Filter by X Clear Filters	ZSPDEV1 PO/17	76 - Fully Invoiced							Actions 🔻
	My Favourite Filters	PQ Type Standard	Custemer ZSPDEV1	Suppliar Company ZSNDEV COMAPNY	Released on 06/26/2017	tiamber of Dema 1	Delivery Location CMD_City	Delivery Date 06/27/2017	Amount USD 12.00	
	Quick PO View Edit	ZSPDEV1 PO/17	74 - Notified							Actions 🔻
	🕒 PO Status	PO Type Standard	Customer ZSPDEV1	Supplier Company ZSNDEV COMAPNY	Released on 06/26/2017	Number of Items 1	Celivery Location CMD_City	Delivery Date	Amount USD 144.00	
	View All	ZSPDEV1 PO/17	73 - Confirmed							Actions
	Unconfirmed	PO Type Standard	Customer ZSPDEV1	Supplier Company ZSNDEV COMAPNY	Released on 06/26/2017	Number of Items 1	Delivery Location CMD_City	Delivery Date 06/27/2017	Amount USD 1.00	
	Confirmed	ZSPDEV1 PO/17	72 - Confirmed							Actions
	Partially Invoiced	Po Type Standard	Customer ZSPDEV1	Supplier Company ZSNDEV COMAPNY	Released on 06/26/2017	flambar of Itama 1	Delivery Location CMD_City	Densery Date	Arreport USD 12.00	
	Fully Invoiced	ZSPDEV1 PO/17	71 - Unconfirmed							Actions
	Rejected	PO Type Standard	Customer ZSPDEV1	Supplier Company ZSN DEV LOCAL	Released on 06/26/2017	framber of Items 1	Celivery Location CMD_City	Delivery Date 06/27/2017	Amount EUR 936.00	
	Cancelled	ZSPDEV1 PO/17	70 - Parbally Invoiced							Actions 🔻
	Expired	PO Type Standard	Customer ZSPDEV1	Supplier Company ZSNDEV COMAPNY	Released on 06/22/2017	number of Items 1	Delivery Location CMD_City	Delivery Date	Amount USD 10,000.00	
	-	ZSPDEV1 PO/17	68 - Partially Invoiced							Actions 🔻
	LI PO Type	PO Type Standard	Customer 2SPDEV1	Supplier Company ZSNDEV COMAPNY	Released on 06/22/2017	Number of Items	Delivery Location	Delivery Date	Amount USD 10.000.00	
	View All	ZSPDEV1 PO/17	66 - Expired						edinearia	Actions
	Standard	PO Type	Customer	Supplier Company	Released on	Number of Items	Delivery Location	Delivery Date	Amount	
	Diamet.	Blanket	ZSPDEV1	ZSNDEV COMAPNY	06/22/2017	1	CMD_City 0	-	USD 5,240.143	5

5. You can have only one filter set as default. If you make another filter as default, then it will override the existing favorite filter and you will be notified as shown below:

Confirm	\times	
8	You have already saved a default filter for this listing page. Would you like to override the existing default filter?	
	Yes No	

- 6. Click **Yes** if you wish to override the existing default filter.
- 7. To remove a filter from favorite, go to the left panel and click **Edit** against a filter.

Edit Filter		\times
Filter Name*	Quick Review for Catalog	
	Save as Default	
		Delete Save

- 8. Uncheck the box against **Save as Default** and click **Save**.
- 9. If you wish to delete a filter, click **Delete** in the popup shown above.



6.8.5 Exporting PO Details

From this listing page, you have an option to download details of all your PO's. To download the PO details, follow the steps below:

1. Navigate to PO listing page from **Side Panel** > **My Orders** > **View PO** > *Customer Name*. You will land on the following page:

			Supplier Portal Buy	er1 🔻					
Purchase Orders								< Bad	k to Ho
Search							Export	Save As Fav	vourite
PO Numbler, Custemer Ecception	99 records foun	d		_			S	orted By: Relea	ised on
× Clear Filters	INVOCORP/18	/1238 - Unconfirmed							Action
🖯 PO Status	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Released on 29/05/2018	Number of Items 3	Delivery Location Bangalore	Delivery Date	Amount USD 83.473,95	5
View All	INVOCORP/18,	/1234 - Unconfirmed							Action
	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Released on 29/05/2018	Number of Items 5	Delivery Location Bangalore	Delivery Date	Amount USD 3.732,75	
Confirmed	INVOCORP/18	/1237 - Unconfirmed							Action
Partially Invoiced	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Released on 29/05/2018	Number of Items. 3	Delivery Location Bangalore	Delivery Date	Amount. USD 13.361,25	5
Fully Invoiced	Zsn retrigger f	fail - Unconfirmed							Action
Closed	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Released on 17/11/2017	Number of Items	Delivery Location Jyoti City	Delivery Date	Amount AUD 1.000,00	
Cancelled	INVOCORP/17	/1145 - Partially Invoiced							Action
Expired	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Released on 17/11/2017	Number of Items I	Delivery Location Jyoti City 👩	Delivery Date	Amount AUD 1.000,00	
D DO Turo	Re trigger - Ur	nconfirmed							Action
El PO Type									

2. To export the PO details, click **Export** as highlighted in the image below:

			Supplier Portal Buyer	1				
Purchase Orders								< Back to He
Search							Export	📩 Save As Favourite
PO Number, Customer, Location	22 records four						Si	orted By: Released on
X Clear Filters	INVOCORP/17	/1122 - Confirmed						Action
E PO Status	PO Type Blanket	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Released on 16/11/2017	Number of Items 2	Delivery Location Jyoti City 🕤	Delivery Date	Amount USD 1.380,00
View All	INVOCORP/17	/1112 - Fully Invoiced						Action
	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company DELL COMPUTER CROP	Released on 31/10/2017	tsumber of Items	Delivery Location Jyoti City 🕥	Delivery Date 31/10/2017	Amount USD 11.160,00
	ePQASPO - Co	infirmed						Action
Partsaly Invoiced Fully Invoiced Rejected	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company BARCLAYS_CHECK AMX LENGTH ON EINVOICE SIDE_"OДИН ИЛИ HECKOЛЬКО ИЗ OTVETOB KOTOPЫE ВЫ ЖЕЛАЕТЕ УДАЛИТ	Released on 26/10/2016	Number of Items	Delivery Location Fasd 🗿	Delivery Date 01/11/2016	Amount GBP 1.213,00
Closed	COM008/16/0	455 - Confirmed						Action
Cxpired Cxpired Po Type	PO Type Standard	Customer Supplier Portal Buyer 1	Supplier Company BARCLAYS_CHECK AMX LENGTH ON EINVOICE SIDE_"ОДИН ИЛИ НЕСКОЛЬКО ИЗ ОТЧЕТОВ КОТОРЫЕ ВЫ ЖЕЛАЕТЕ УДАЛИТ	Released on 10/10/2016	Number of Items 3	Delivery Location Multiple	Delivery Date 17/10/2016	Amount. GBP 515,700,00



3. Clicking **Export**, you will see the following popup which will notify you that data export is in progress and you will be notified through an email once the file export is complete. Click **Ok**.

Information	n
I	Data export has been initiated. You will receive an e-mail notification with the exported file when it is completed.
	Ok

4. Once the file is ready, you will receive the exported file (attached) to your registered email ID as shown below:

rchase Ord	er data export completed	
Fri 6/29/2018	19:07 AM	
ini Krishma M		
Message 🔛	:proc2014_PurchaseOrders_18_06_2018_021810.xlsx (5 KB)	
	Hi Carl,	
	The export of Purchase Order data, requested on 2018/06/18 has been successfully completed.	
	The exported file is attached for your reference.	
	Note: Only the first 15,000 records are available as part of the exported file.	
	Regards,	
	Zycus Supplier Network	
	You have received this email because the email address Carl@zycus.com was subscribed for email notifications	
	for this supplier company on Zycus supplier network. In case of any issues, please contact Zycus neipdesk at tech-support and a supplier company on Zycus supplier network.	
	con supporter for the form	

5. Open the file to view your PO details:

Home Insert Page L	ayout Formulas Dat	te Review View D	leveloper			PO export + Micro	soft bacel											1
A Cut Castori	- 11 - A' A'		hap Text	General ~	Conditional	Format Heading 4	Warning Text	Heading 1	Heading 2	Heading	3 ·	insert Dela	te Format	Σ AutoSur	Son a	Find &		
Format Painter	Fort 3	Alanment	-	Number	Formatting * a	s Table -		tyles						C Oest -	Filter *	Select =		
A1 · · ·	f. Filters applied	Signation		Traine or a			~	(JIC)							- unit M			-
Ă	В	C	D	E		F			G	Ì	Н	1		r I	K	L	M	
	Filters applied																	
Customer Name	Zycus		Ĭ															
Contains	-																	
PO Status	All																	
PO Type	All																	
Received in last (days)	-																	
Received between	<start date=""></start>	<end date=""></end>																
Amount between	<start range=""></start>	<end range=""></end>																
PO Number -	Supplier Company	- Released On	Status	- No. of items	÷ (Delivery location	- Delive	ry Date			Amount							
PO12234	Galaxy Corp.	6/9/2018	8 Confirmed		31	Mumbai			6/2	20/2018	INR 100							
PO14334	Galaxy Corp.	3/10/2018	8 Confirmed		21	Mumbai			7)	/2/2018	INR 1000	0						
												1						
h																		
		and the second second																
1																		
	-																	
Total Records: 10																		


Note: The data exported will be as per the filter applied on the listing page. You will be able to view the applied filters in the exported file as well. The maximum limit on the number of records exported is 15,000. Records beyond 15,000 will not be part of the exported file.

6.9 My Catalogs

NOTE: The above-mentioned menu may or may not be available based on the access provided to you by customer.

If your company profile is put on hold by your customer, then you won't be able to create a Catalog for that customer.

The My Catalogs option allows the user to:

- View catalogs uploaded by you for a customer
- Create your new catalog

To view the catalogs, access the side panel and go to **My Catalogs** > **View Catalogs**. You will land on the following page:

			الما الما	My Dashboard	🖞 Manage Companies 🔻	😫 Zingaroo 🔻 💡 Help
		eproc2014 👻				
Catalogs						1 Back to Homep
Search	🐻 Upload New Catalog					Z Catalogs Upload Sta
Entalog Nome	2,716 records found					Sorted By: Last updated
Filter by	km - Draft					Actions
E Catalog Status	Number of Items 0	Supplier Company ZSNDEV COMAPNY	Varzion V1	Last updated 04/06/2017	Visibility Private	
View All	asdsadsad - Draft 🛛 🧕					Actions
Under Review	tiumber of Items 0	Supplier Company ZSN DEV LOCAL	version V1	Last updated 04/06/2017	Visibility Private	
Ready For Approval	sadsad - Draft					Actions
Rejected	Number of Items	Supplier Company ZSN DEV LOCAL	Varaidty V1	Last updated 04/06/2017	Valbility	
Published	Test123554533 - Draft					Actions
Submitted	Number of Items.	Supplier Company	Version	Last updated	Visibility	
Scheduled		ZSNDEV COMAPNY	VI	04/06/2017	Private	
Expired	Test_time - Drant					Actions
Clear Filters Apply Filters	0	ZSNDEV COMAPNY	V1	04/05/2017	Private	
	Regional_D-A-CH_Sander_Vs2 - Submitted					Actions
	Number of Items -2000	Supplier Company ZSNDEV COMAPNY	Version V1	Lest updated 04/05/2017	Vadality 1 Buyer	
	TEST_SHWETA5469849 - Draft					Actions
	Nomber al Items 0	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 04/05/2017	Vielbility Private	
	test_shweta23251 - Draft					Actions
	Number of Items	Supplier Company	Version	Last updated	Visibility	

NOTE: When a catalog is first uploaded by the customer or created by supplier, the version will be V1 by default.



The User can perform the following operations using the View Catalogs tab:

- 1. Search Catalogs (Refer Searching Invoices)
- 2. Filter Catalogs (Refer Filtering Invoices)
- 3. Sort Catalogs (Refer Sorting Invoices)
- 4. View Catalogs (Refer
- 5.
- 6. Viewing Invoices)
- 7. Upload New Catalog
- 8. Edit Existing Catalogs
- 9. Delete Catalogs

<u>Note:</u> For the catalogs that are being uploaded in the background and be reviewed by clicking Catalog Upload Status option as shown below:





6.9.1 How to Upload a Catalog?

Uploading a Catalog in **ZSN** consists of the following Steps:

Step 1: Catalog Details

Step 2: Upload Catalog

- a. Online Creation
- b. Offline Upload (CSV, CIF 3.0, cXML, Excel, ZIP)
 - i. Upload File
 - ii. Map Columns
 - iii. Validate
 - iv. Classify

Step 3: Item Details

Step 4: Validate and Publish

To upload a Catalog in ZSN:

Navigate to the following location: Side Panel > **My Catalogs** > **Create New Catalog** > Required Customer Company.



2	YCU	IS			My Dashboard	💼 Manage Companies 🔹	😫 Zeba 👻	🕜 Help 🔻
	Uploa 1 2	ad Catalog Wizard Catalog Details Upload Catalog Upload File Mep Columns	Create Catalog Catalog Name* Customer	: Haxmum length 80 characters : Supplier Portal Buyer 1				
•	3 4	Validate Classify Item Details Validate and Publish	Buyer Email Id Supplier Company* Contact .Contact Email Id	: Zeba : zeba.eproc@zycus.com				
			Catalog Type Catalog Taxonomy Description	: Product Catalog : • System Standard O Custom Taxonomy				
				Haxamum length 2000 characters			Discard Catalog	Continue

Step 1: Catalog Details

- 1. Enter the mandatory fields such as Catalog Name and Supplier Company.
- 2. Enter the **Buyer Email Id** if you wish to share your catalog with any buyer.

<u>NOTE</u>: if the **Buyer Email Id** does not belong to buyer organization, then the system will display following error message:

Buyer Email Id	: francis.capola@foxtrot.com
	The email address is not valid, please enter a valid buyer email Id to create a catalog

3. Select the Catalog Taxonomy as Standard Taxonomy or Custom Taxonomy.

Catalog Taxonomy	: 🝵 System Standard	Custom Taxonomy	*

4. If you select **Custom Taxonomy** there will be no validations on category.

NOTE: Custom Taxonomy may or may not be supported by your buyer. Please inform your buyer in case you are uploading a taxonomy different from buyers.

5. Click Continue.



Step 2: Upload Catalog

Select the required Catalog format for upload **OR** click Create under **Create New Catalog**. Refer the following screenshot:

zycus	Lat My Dashbeard 🔠 Manage Companies 👻 😝 Zeba 🔹 🚱 Help 💌
 Upload Catalog Wizard Catalog Details Upload Catalog Upload Catalog Upload File Map Columns Validate Classify tem Details Validate and Publish 	<image/> <section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><image/><image/><image/><image/><image/></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>

Online Creation

1. On the **Step 2** page, click on the **Create** button under **Create New Catalog**. This will redirect you to the following page:



Upload Catalog	Wizard	Create Catalog online		Upload File + Add Item
Create Cat	alog online 🛩	Delete D Update Selected Search Supplier Part ID Rem Name C	In Suppler Part ID V Go	Unit Price Actions
4 Validate ar	nd Publish	0	No Ttems found	
		Show 10 errecords per page.		Discard Catalog Save as draft Continue

2. Click + Add new item to add items to the Catalog.

em Image	ttem details		
	Supplier Name: Supplier Part ID: * Short Description: *	ZSNDEV COMAPNY (Supplem: ID: 963146 Please enter a valid Item number	
Browse	Item Description:	Maximum length 2000 characters	
	UOM: "	EA	



<u>NOTE</u>: ZSN prevents customers from adding UOM or Price which is not supported as per customer supported UOM and decimal precision for currency. It will show a warning as shown in the following screenshot:

Add an Item to the Ca	italog		×
Item Image	Item details		
	Item Description:		^
	Product Category:*		
	Category Code:		
Select File Or	UOM:*	EA I The selected UOM has a decimal precision of 2	
Paste Image URL	Price:*	Or 🗌 Zero Price Item	
		Please enter a valid price.	
	Currency:*	INR	
	Advance Fields		
			Add Close

- 3. Enter all the required information about the item to be added in the Catalog such as:
 - Supplier Part ID
 - Short Description
 - Product Category
 - UOM
 - Price
 - Currency
- 4. You can also choose to **De-activate** an item if required.
- 5. Select the Item Image by clicking **Select File** OR enter the URL of the image.
- 6. Click **Add** to add the item with the entered details in the Catalog. Similarly, add/edit/delete all items in the Catalog as per requirement.
- 7. Once the items are added, you can review them as shown below:



Uplo	ad Catalog Wizard		Catalog Parsing Summary			
1	Catalog Details	*	2 Items Unloaded Show All Items	Delete All Items		Upload File
2	Upload Catalog			Delete 7 in Accilia		
	Upload File		Delete Update Selected	2 records found	Search Supplier Part ID ~	
	Map Columns		Supplier Part Item Name ID	Manufacturer Unit Price Name	Category Category N Code	ame* Item Actions Status
	Classify			INR 124,123.0	86141703 Computer p	orogrammed 🌒 🗹 Edit 🛅
3	Item Details		□ 8767456 Keyboard	INR 345.0	0 43211806 Keyboard w	rrist rest 🛛 🖉 Edit 🛄
4	Validate and Publish		Show 10 v records per page.			44 4 Page 1 of 1
					Discar	d Catalog Save as draft Cor

Note: Highlighted section shows the status of items of whether they are active or inactive.

Note: If Decimal Precision is not followed for items uploaded in the catalog, ZSN will display an error as shown below:

1	Catalog Details	-	I Items Uploaded Show All Items Delete All Items							+ Add item
2	Upload Citalog Upload File Map Columns Validate Classify		2 Perrors	1 Invalid Unit Price : Amount 1 Invalid Unit of measure	exceeds 2 decimal digits for currency (uso		Discard All Errors Sho	we All Errors	Discard error items Discard error items For errors and Me
3	Itém Detwin		Delete 🗹 Update Select	ted 1 records found			ŝ	arch Supplier Part ID >		Ge
4	Validate and Publish		Supplier Part 1D	Item Name	Manufacturer Name	Unit Price	Cabegory Code	Category Name*	Item Status	Actions
			2772882	4-Line Phone	Intellidata	-USD 1.00	43191504	Fixed phones		Edit 💼 Delete
			Show 10 v records per page.)44 4 Pa	ge 1 of 1 + +
								Discard C	latalog I Save af	s draft Continue

8. Click Continue to proceed to Step 4: Validate & Publish. Following page will be displayed:



m ny casiloana m nanaje contpanies + 🖌 Zeba - 😈 nep +
Validity Description From: To: III Discard Catalog Back to Online editor Submit

- 9. Enter the Validity (From-To) of your catalog using the date picker.
- 10. You can also share this catalog with your customers. Check the box against **Select to share this catalog with customers**. On checking the box, a table will appear.

ZYCUS						🔟 My Dashboard	🔠 Manage Compani	es 🔻 😫	Zeba 🝷	🛛 Help 🔻
Upload Cat 1 Cata 2 Crea 3 Iter 4 Valia	talog Wizard Ilog Details Ite Catalog online In Details date and Publish	3 3 3	Validate and Publish — Catalog Name Description Version Validity El Select to share this catalo	: Bottles	10 30/09/2016	Effer				
			Seect to share this datalog Customer Name Supplier Portal Buyer 1	Supplier Supplier ZYCUS SUPPL	D.	scount% Validity	To: 30/09/2016	talog Back	Description	r Submit

- 11. For the selected customer, **Customer Name** will be auto-populated. You can enter the **Discount** you want to offer to the company. You can also mention the **Validity** of the catalog for the customer.
- 12. Click Submit. You will get following popup:

The Catalog will soon be published.



13. Your catalog will be displayed in catalog listing page.

Offline Creation

1. On the Step 2 page, select the required File Upload Format.

Uplo	ad Catalog Wizard		Select Catalon Format		
1	Catalog Details	-	If you have an existing catalog, please select the file for	mat or use the online ratalon editor	
2	Upload Catalog		CSV	CIF 3.0	
	Upload File		Upload File	Upload File	
	Map Columns				
	Validate		CXML	Excel	
	Classify		Upload File	Upload File	
3	Item Details		ZIP		
4	Validate and Publish		Upload File		
			Create New Catalog		
			New Catalog		
			Create		
			If you dont have any existing catalog format then	create a catalog online by filling a simple form	
					_

2. Download the sample Catalog file for the selected format using the below highlighted link.

-	ZYCUS	🕍 My Dashbeard 🏥 Manage Companies 🔹 😝 Zeba 💌 🚱 Help 💌
	Upload Catalog Wizard 1 Catalog Details 2 Upload Catalog Upload Catalog Upload File Map Columns Validate Classify 3 3 Item Details 4 Validate and Publish	My Dashboard Min Manage Companies *

- 3. Download, edit & save the downloaded sample catalog file as per requirements.
- 4. Click Select File and browse and select the edited and saved catalog file.

NOTE: You can download the sample template for **ZIP** file on you system for reference.



NOTE: Validations will be in place when supplier enters any currency, UOM, location or address that are no longer supported by the buyer.

<u>NOTE</u>: Catalogs uploaded using all bulk upload methods will be validated for Decimal Precision against UOM and Item Price as per the currency selected for that item.

NOTE: In case of **Zip** file upload, your zip file should consist of 2 elements: spread sheet consisting of the line items and a folder consisting images for each line item mentioned in spread sheet.

5. Click **Upload File** button to upload selected catalog file & proceed to the **Map Columns** sub step.

ZYC	US			1	🔟 My Dashboard 📋 Manage Companie	s 🔻 😝 Zeba 🔸 🕢 Help
Uplo	oad Catalog Wizard	1	Map Columns			
1	Latalog Details	*	Columns in Uploaded File	Map in	Standard Catalog Columns	
2	Upload File		Supplier ID	Supplier ID	SPSC/Category Code	Delivery Lead Time (days)
	Map Columns	4	Supplier Part ID*	Supplier Part ID		Supplier Part Auxiliary ID
	Validate		Short Name*	Short Name		Specification Data
	Classify		Item Description	Item Description		Is green
3	Item Details		Currency*	Currency		
4	Validate and Publish		Unit Price*	Unit Price		
			Unit of Measure*	Unit of Measure		
			ERP Part No.	ERP Part No		
			SPSC Code			
			Manufacturer Name	Manufacturer Name		
			Manufacturer Part ID	Manufacturer Part Id		
			Market Price	Market Price	Mandatory Fields Doptional	Fields

- 6. Drag and Drop the Standard Catalog Columns to map the Columns of the uploaded catalog file with the fields in **ZSN**.
- 7. Click **Continue** to conclude the **Map Columns** sub step and proceed to the **Validate** sub step.
- 8. If the catalog is going to take a while to upload, then you will see the following message:



U	Jploa	d Catalog Wizard	Catalog Parsing Summary
	1	Catalog Details	*
	2	Upload Catalog	Discard Catalog / Sevie as draff Continue
		Upload File	
		Map Columns	
		Validate	Update Catalog Items
		Classify	Oops, looks like this might take a while. Let us upload the catalog, while you can continue with your work. We will drop a mail to you once it is complete. You can track the status on Catalog Upload Slatus Page.
	3	Item Details	Would you like to be redirected to the listing while we continue uploading?
	4	Validate and Fub	The Start of the Start on this page

- 9. This message will notify that you have an option of letting the catalog upload in the background or you can stage on this same page until the catalog is uploaded.
 - To allow the upload in the background, click Yes
 - To wait for the catalog to upload, click No, I'd like to stay on this page
- 10. The uploaded catalog file is processed and you will be able to view the items that have been successfully uploaded, have errors and warnings items.

	Uploa	d Catalog Wizard										
	1	Catalog Details Upload Catalog		Catale	g Parsing 8 Items (Summary Iploaded Show Al	I Items				Upload	I File + Add iter
		Upload File Map Columns			4	This Catalog co View all zero price	intains 1 zero p re items	rice Items			Dis	scard all zero price item
		Validate Classify	1				8 Item not classi 8 Invalid Unit of	fled				Discard error item
	3. 4	Item Details Validate and Publish			0	16 Errors				Discard All E	Errors Show All Errors	Fix errors via file
1					Delete 1	Update Selected	8 records found		1	Search Supplier Part ID		Go
						Supplier Part ID	Item Name	Manufacturer Name	Unit Price	Category Code	Category Name*	Actions
					0	B0413002	small - blue	SERAX	EUR 7.00			Fi Edit m Delet
					- T.							
				0	0	B0413003	small - blue	SERAX	EUR 7.00			Edit 🗂 Delet
				0	0	B0413003 B0413004	small - blue small - blue	SERAX SERAX	EUR 7.00 EUR 7.00			Edit 🗂 Delet
					0	B0413003 B0413004 B0413005	small - blue small - blue small - blue	SERAX SERAX SERAX	EUR 7.00 EUR 7.00 EUR 7.00			Edit 🗂 Delet
					0 0 0	B0413003 B0413004 B0413005 B0413005	small - blue small - blue small - blue small - blue	SERAX SERAX SERAX SERAX	EUR 7.00 EUR 7.00 EUR 7.00 EUR 7.00			Edit in Delet
					0 0 0 0	B0413003 B0413004 B0413005 B0413006 B0413007	small - blue small - blue small - blue small - blue small - blue	SERAX SERAX SERAX SERAX SERAX	EUR 7.00 EUR 7.00 EUR 7.00 EUR 7.00 EUR 7.00			Edit Delet
					0 0 0 0 0	B0413003 B0413004 B0413005 B0413006 B0413007 B0413008	smail - blue smail - blue smail - blue smail - blue smail - blue smail - blue	SERAX SERAX SERAX SERAX SERAX SERAX	EUR 7.00 EUR 7.00 EUR 7.00 EUR 7.00 EUR 7.00 EUR 7.00			Edit 🗇 Delet
					0 0 0 0 0 0 0	B0413003 B0413004 B0413005 B0413005 B0413006 B0413008 B0413008	small - blue small - blue small - blue small - blue small - blue small - blue small - blue	SERAX SERAX SERAX SERAX SERAX SERAX	EUR 7.00 EUR 7.00 EUR 7.00 EUR 7.00 EUR 7.00 EUR 7.00 EUR 0.00			Image: Section of the section of t



- 11. Warnings are denoted by icon.
- 12. Errors are denoted by 🕛 icon.
- 13. If you click **Discard error items** or **Discard All Errors**, then the Catalog wizard will permanently delete the line items containing errors.

Fixing Errors via File

14. Click **Fix errors via file** to correct multiple errors. Following popup will be displayed:

Fix errors via file	\times
Step 1: ᆂ Download Error File	
Step 2: Upload File	
Select File File format supported *.csv	
Cancel	Upload File

15. Fixing errors via file is a two-step process:

- Download the error file (this file will only contain the error line items that needs to be changed). Make the necessary changes.
- Upload the corrected file.

Fixing Errors on ZSN

1. If the errors are less in number, you can fix the errors on the tool as shown below:

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	ZYCUS					🔟 My Dashboard 🔠 Manag	e Companies 🔻 😩 Ze	ba 🔹 🕜 Help 🔻	
	3 Item Details. 4 Validate and Publish	8 Invalid Errors			walid Unit of measure Discard area i Discard All Errors Show All Errors Fix errors via f				
<u></u>		Delete	Diplate Selected	8 records found		Search Supplier Pa	rt ID 👻	Go	
-			Supplier Part ID	Item Name	Manufacturer Name	Unit Price Category Code	Category Name*	Actions	
		• •	B0413002	small - blue	SERAX	EUR 7.00		🗹 Edit 🔟 Delete	
		- 0	B0413003	small - blue	SERAX	EUR 7.00		🗹 Edit 🔟 Delete	
		• •	B0413004	small - blue	SERAX	EUR 7.00		🗹 Edit 💼 Delete	
		Invalid Un	it of measure lassified 005	small - blue	SERAX	EUR 7.00		🗹 Edit 🛅 Delete	
		• •	B0413006	small - blue	SERAX	EUR 7.00		🗹 Edit 🔟 Delete	
			B0413007	small - blue	SERAX	EUR 7.00		🗹 Edit 🛅 Delete	
		0 0	B0413008	small - blue	SERAX	EUR 7.00		🗹 Edit 🛅 Delete	
		- O 4	B0413009	small - blue	SERAX	EUR 0.00		🗹 Edit 🔟 Delete	
		Show 10 ~ n	ecords per page.				144 - 4 - 2	age 1 of 1 🕨 🚧	
							Discard Catalog Save	as draft Continue	
	5 - Zvous Inc., Al Robits Reserved	_	_	in case of any nue	ines, contact us at tech-sur	sport@zvcus.com	Terms of Use 1. Privacy Polic	y i embowered by 24/CU	

- 2. Hover on error icon to view the error.
- 3. For example, if the item is not classified, you will have to manually classify the items.
- 4. When the errors will be corrected, you will notice that error icon will disappear.

1		Upload File Map Columns Validate	4	A This Catalog View all zero p	contains 1 zero rice items	price items	Discard all zero price items				
		Classify	Delete	Update Select	ed & records fou	nd		Search Supplier Part II		Go	
	3	Item Details		Supplier Part ID	Item Name	Manufacturer Name	Unit Price	Category Code	Category Name*	Actions	
	4	Validate and Publish		B0413002	small - blue	SERAX	EUR 7.00	82121507	Stationery or business form	🗹 Edit 🔟 Delete	
				B0413003	small - blue	SERAX	EUR 7.00	82121507	Stationery or business form	🗹 Edit 🔟 Deleb	
				B0413004	small - blue	SERAX	EUR 7.00	82121507	Stationery or business form	🗹 Edit 💼 Delet	
				B0413005	small - blue	SERAX	EUR 7.00	82121507	Stationery or business form	🗹 Edit 🛅 Delet	
				B0413006	small - blue	SERAX	EUR 7.00	82121507	Stationery or business form	🗹 Edit 🔳 Delete	
				B0413007	small - blue	SERAX	EUR 7.00	82121507	Stationery or business form	🗹 Edit 🛅 Delete	
				B0413008	small - blue	SERAX	EUR 7.00	82121507	Stationery or business form	🗹 Edit 🛅 Delete	
			0 🔺	B0413009	small - blue	SERAX	EUR 0.00	82121507	Stationery or business form	🗹 Edit 🔟 Delete	
			Show 10 -	records per page.					44 4 Page	1 of 1 🕨	
									Discard Catalog Sava as	draft Continue	

5. Click **Continue** to conclude the **Validate** sub step and proceed to the **Classify** sub step.

1



ZYCUS M	v Dashboard 🛅 Manage Companies 🔹 😝 Zeba 👻 🍞 Help 💌
Upload Catalog Wizard Validate and Publish 1 Catalog Details 2 Upload Catalog Upload File Description Map Columns Validate Validate Validity Classify Select to share this catalog with customers 3 Item Details 4 Validate and Publish	Pescription Description To: Description Description Submit

6. Click Continue to conclude the Classify sub step and proceed to Step 4: Validate & Publish.

ZYC	JS					🔟 My Dashboard	I 📑 Manage Compani	es * e	Zeba 🔹	😮 Help 🔻
Uple 1 2 3 4	ad Catalog Wizard Catalog Details Upload Catalog Upload Catalog Upload File Map Columns Validate Classify Item Details Validate and Publish	1111111	Validate and Publish Catalog Name Description Version Validity Select to share this catalog Customer Name Supplier Portal Buyer 1	: Bottles : - : 1 : From 06/09/2016 g with customers : Supplier - ZYCUS SUPP	Dir Dir Dir LER	ccunt% Validity From: 06/09/2016	To: 30/09/2016	Clear	Description	
									Discard Catalo	g Submit

Step 3: Item Details is not applicable in case of Offline Catalog File Upload.



Step 3: Item Details

Refer to the

Online <u>Creation</u> section for steps to be performed in Step 3.

1

Step 3: Item Details is not applicable in case of Offline Catalog File Upload.

Step 4: Validate & Publish

1. Using the icon, select the time period for which the Catalog is valid.

Uploa	d Catalog Wizard		Walidate and Walidate					
1	Catalog Details	~	Catalon Name	: Bottles				
2	Upload Catalog	-	Contract Annual C	, bottles				
	Upload File	~	Description	2-				
	Map Columns	1	Version	; 1				
	Validate	-	Validity	: From 06/09/2016	To 30/09/2016	Clean		
1.11	Classify	-	Select to share this c	atalog with customers				
3	Item Details	~						
4	Validate and Publish						Discard Catalo	g Submit

2. Check the **Select to share this catalog with customers** option to select customers with whom the Catalog is to be shared.



If no Customers are selected to share the Catalog with, the Catalog remains **Private** and is not visible to any Customers.

3. Enter the **Discount %**, **Description**, and select the **Validity** of the Catalog for each Customer.



Upload Catalog Wizard Validate and Publish Catalog Details	ZYCI	IS			🔟 My Dashboard	🛅 Manage Companies 🐨 👘	🖰 Zeba 🔹 🕜 Help 🔹
Catalog Name : Bottles 2 Upload Catalog Upload File Description Upload File Validate Validate Validate Validate Validate Sect to share the catalog with customers 3 Item Details Upload File Validate	ирю 1 2 3 4	ad Catalog Wizard Catalog Details Upload Catalog Upload File Map Columns Validate Classify Item Details Validate and Publish	Validate and Publish Catalog Name Description Version Validity ≥ Select to share this catal Customer Name Supplier Portal Buyer 1	: Bottles :- :1 : Prom 06/09/2016 III To 30/09 with customers Supplier ZYCUS SUPPLIER	V/2016 Elear Discount% Validity A From: 06/09/2016	Manage Companies	Description

4. Click **Submit** to proceed and share the Catalog with the selected Customers.

6.9.2 How to Edit a Catalog?

As a supplier, you can edit a published, rejected, deactivated or expired catalog.

To edit a Catalog:

- Navigate to the following location: Side Panel > My Catalogs > View Catalogs > Required Customer Company.
- 2. Look for the required catalog using the Search, Filter or Sort options which has following status:
 - Published
 - Deactivated
 - Rejected
 - Expired
- 3. For the required Catalog, click on the *Edit* icon corresponding to it.
- 4. You will land on the following page:



Testing -			My Dashboard	🖿 Manage Companies 🔻	9 QC -	😯 Help 🔻
Upload Catalog Wizard 1 Catalog Details 2 Upload Catalog Upload File Plap Columns Validate Classify 3 Item Details 4 Validate and Publish	Update Catalog Catalog Neme." Customer Buyer Email Id Suppler Company." Contact Contact Email Id Catalog Type	Catalog_sandeep Maxenum length BD charactere 25PDEV1 2 25N DEV C0 2 2QC 2 suresh@zyous.com Product Catalog	<u>iai</u> My Dashboard	Manage Companies •	e qc •	O Help ▼
	Catalog Taxonomy Description	System Standard Custom Taxonomy Maxeum Kength 2000 characters			Discard Catalog	Centmac

Note: You can change the Buyer Email ID, if required from this page.

- 5. Once you revisit the basic details for a catalog, you can go ahead with the next step of updating the line items.
- 6. Make the required changes in the Catalog and **Save** the catalog by performing the step mentioned in <u>Online Creation</u> for Online Upload and <u>Offline Creation</u> for Offline Upload.



Published Catalogs cannot be edited unless deactivated first.

1. How to Add/Upload New Items to the Catalog?

You can edit or add new items to your existing catalogs to update the catalog with latest items.

For a given catalog, from the Catalog listing page (Side Panel > My Catalogs > View Catalogs > Customer Name), go to Actions drop-down menu and click Edit. You will be navigated to following page.



							Honord Har Honorge Com	0	
Upl	load Catalog Wizard	Create	Catalog online					Upload F	le + Add item
1	Catalog Details	-							
2	Create Catalog online	- Delet	e 🗹 Update Selected	Search		in Supplier Part ID	~ G0		
0	3 Item Details		Supplier Part ID	Item Name	Category Code	Category Name	Manufacturer Name	Unit Price	Actions
4	Validate and Publish		B04130023	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🖸 Edit 🛅 Deleb
			B0413003	Plate round deep small - blue (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	Edit 🛅 Delet
			804130034	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	Edit 🔟 Delet
			B0413004	Plate round deep small - grey (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🔟 Delet
			B04130045	Plate round deep small - grey (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🔟 Deleti
			80413007	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Deleti
			B04130072	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Deleti
			B04130072	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	Edit 🛅 Delet
			804130072	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	Edit 🛅 Delete
(d(0))						ni i i i i i i			

You can upload more items via file or you can add more items on the ZSN tool itself.

To add more items via file:

a. click Upload File as shown below:

J	ZYCU	IS						Lui My Das	hboard 🛛 🖶 Manage Comp	oanies 🔹 😫 Zel	ba 🔹 🥐 Help 🔻
	Uploz 1	ad Catalog Wizard Catalog Details		Create C	Catalog online					Upload Fil	e + Add item
R	2	Create Catalog online	-	Delete	Update Selected	Search		in Supplier Part ID	- GD		
	3	Item Details		🗆 Su	ipplier Part ID	Item Name	Category Code	Category Name	Manufacturer Name	Unit Price	Actions
	4	Validate and Publish		🗆 во	04130023	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delete
				□ B0	9413003	Plate round deep small - blue (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delete
				🗆 вс	04130034	Plate round small blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🔟 Delete
				🗆 вс	0413004	Plate round deep small - grey (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🔟 Delete
				□ BC	94130045	Plate round deep small - grey (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🔟 Delete
				🗆 во	0413007	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 💼 Delete
				🗆 во	04130072	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delete
				🗆 во	94130072	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delete
				□ BC	04130072	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delete

b. Click Select File to upload a file form your local system to upload.



1	ZYCUS						LAN .	My Dashboard 🛛 🏛	Manage Compa	inies 🔻 😫 Suresh	• 3 Help •
ipload 1 2	I Catalog Wizard Catalog Details Upload Catalog	*	Catalo 6 Items	g Parsk Uploade	ng Summery					Upload File	+ Add stem
	Upload File Map Columns Validate	4	Se	ect File	1 item not di	lect File			×	Show All Errors	Distard error items in errors via file
3 4	Item Details Validate and Publish	iy istalis is and Publish		owse" to Upload	select files to upload			_	Code	ategory Name*	440 Actions
				0	B0413012 2231312 B0413040 2222	washing machine table	SERAX	USD 45,00 USD 45,24	44102400	Labeling machines	Edit 🖬 Delete
					80413044-RR 80413046 @#I\$@#I\$\$^%\$^I#@	desk car	SERAX	EUR 25,5 EUR 25,5	44111503 25101503	Desktop trays or organit Automobiles or cars	🖉 Edit 🗊 Delete
					80413096 & # # # # # # #	plate Plate round	SERAX	USD 45,24	55121701	Metallic nameplates	Edit 🖬 Delete

<u>Note</u>: If you upload a same file twice, then ZSN tool will accept it as new items but will display the respective duplicity.

- c. When you upload the file, in case the parsing mapping is needed, the mapping page will also open in a pop up on the same page.
- d. Click **Done** when you finish mapping the columns.
- e. Once the user uploads the catalog and maps the columns, they will see a popup as shown below, where they will have the option to continue with other work while the catalog is uploading or stay on the page until the catalog is updated/uploaded.



f. If the user selects **Yes**, they will be navigated to the catalog listing page where they would be able to upload/update other catalogs, else they can continue with any other work on ZSN and also choose to logout.



g. Once the catalog upload is complete, an email will be sent to the registered email address of the user who was uploading the catalog.

To add Items on the ZSN tool:

a. Click Add Item as shown below:

ZYCUS					Lail My Das	hboard 🔡 Manage Comp	vanies 🔹 😫 Ze	ba 🔻 🕜 Help 🤊
Upload o	Catalog Wizard atalog Details	Create Catalog online					Upload Fi	le + Add item
2 ci	reate Catalog online 🛩	Delete 🗹 Update Select	ed Search		in Supplier Part ID	" Gb		
3 It	tem Details	Supplier Part ID	Item Name	Category Code	Calegory Name	Manufacturer Name	Unit Price	Actions
4 y	alldate and Publish	□ B04130023	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	Edit 🛅 Delet
		□ B0413003	Plate round deep small - blue (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delet
		□ B04130034	Plate round small blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delet
		□ B0413004	Plate round deep small - grey (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	Edit 🔟 Delet
		□ B04130045	Plate round deep small - grey (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🔟 Delet
		□ B0413007	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delet
		□ B04130072	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	Edit 🛅 Delet
		□ B04130072	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	Edit 🛅 Delet
		B04130072	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense	SERAX	AUD 25.5	🗹 Edit 🛅 Delet

b. Following popup will be displayed:

em Image	Item details		
	Supplier Name: ZSN DEV CO 2 iSupplier ID: 96314	7	
	Short Description:*		
Select File	Item Description:		
	Maximum length 2	000 characters	
	Product Category: *		
	Category Code:		



c. Enter the item details as requested. (*) marked are mandatory fields.

NOTE: Ensure that the Supplier Part ID is unique. If the Supplier Part ID is already existing, then you will be notified with a popup as shown below:



- 2. How to Update Multiple Line Items?
- For a given catalog, from the Catalog listing page (Side Panel > My Catalogs > View Catalogs > Customer Name), go to Actions drop-down menu and click Edit. You will be navigated to Catalog Parsing Summary section.

	ZYCU	IS						Lat My Das	shboard 🌐 Manage Comp	anies 🔹 😩 Ze	ba 🔻 🍞 Help 🔻
	Uploa	ad Catalog Wizard		Create 0	Catalog online					Upload Fi	le + Add item
2	1 2	Catalog Details Create Catalog online	1 1	Delete	Update Selected	Search		in Supplier Part ID	- GD		
	3	Item Details		□ S0	ipplier Part 1D	Item Name	Category Code	Category Name	Manufacturer Name	Unit Price	Actions
	4	Validate and Publish		🗆 во	04130023	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 💼 Delete
				🗆 во	0413003	Plate round deep small - blue (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delete
				П ВС	04130034	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🔟 Delete
				🗆 ВС	0413004	Plate round deep small - grey (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delete
				D BC	04130045	Plate round deep small - grey (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🔀 Edit 🔳 Delete
				🗆 вс	0413007	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delete
				□ во	04130072	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delete
				🗆 во	04130072	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit. 🛅 Delete
				□ 80	04130072	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🗂 Delete

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2. Select multiple line items by checking the box against each line item and click Update Selected.

1	ZYCU	IS				Lani. M	y Dashboard	Manage Companies	• 🔒 Zeba	🔻 🕜 Help 🔻
	Uplo:	ad Catalog Wizard	Crea	te Catalog onli	ne			201-2101	Upload File	+ Add item
	2	Create Catalog online 🛩	De	Supplier Part TD	Item Name	Catagory	Category Name	Manufacturer Name	Go Unit Price	Artions
	15	Item Details		Support for the	a contraction	Code	category name	The second second	Source and	
•	4	Validate and Publish	Ø	804130023	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delete
			Ø	B0413003	Plate round deep small - blue (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🗂 Delete
			R	B04130034	Plate round small - blue - cover (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🔀 Edit 🛅 Delete
			Ø	B0413004	Plate round deep small - grey (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delete
			Ø	B04130045	Plate round deep small - grey (6/box)	94132003	Physical or mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🗂 Delete
			a	B0413007	Plate round small - blue -	94132003	Physical or mental torture	SERAX	AUD 25.5	Edit 🕅 Delete

3. On selecting Update Selected, following popup will be displayed:

Upload Catalog Wiz	Update all items					×	Heles d File	
1 Catalog Details	Item details						Opload File	# Add item
2 Create Catalog	Product Category:						50	
3 Item Details	Category Code:	4					mit Price	Actions
4 Validate and F	UOM:						10.355	
	Currency:						100 25.5	
	Product URL:						UD 25.5	🗹 Edit 🛅 Delet
	Manufacturer Name:						UD 25.5	🗹 Edit 🔟 Delet
	Manufacturer URL:						UD 25.5	
						Update Close		
	R	B04130045	deep small - grey (6/box)	94132003	mental torture defense associations	SERAX	AUD 25.5	🗹 Edit 🛅 Delet
		20442007	Plate round	04422002	Physical or mental torture		410.35.5	

 You will be able to update the standard item details such as Product Category, Category Code, UOM, Currency, Product URL, Manufacturer Name, URL, Delivery Lead Time (days), Is green?, and De-activate Items? Information.



Note: If there are any items already added in the catalog, you will not be able to modify the taxonomy of the catalog. However, you can update all other details.

He will not be able to update the Supplier Company and customer company for any of the catalogs.

- 3. How to Update Line Items Individually?
- For a line item consisting errors, you can edit/update that line item on the ZSN tool itself. The items with error will be marked with ¹ icon.
- 2. Hover on the ¹ icon to view the error.

	Map Columns Validate Classify	S 1 En	rors			_		Discard All Er	rors Show
3	Item Details Validate and Publish	Delete	Update Selected		Search Suppli	er Part ID	~		Go
4	Validate and Publish	6 records 1	found						
			Supplier Part ID	Item Name	Manufacturer Name	Unit Price	Category Code	Category Name*	Actions
		D,	B0413012 2231312	washing machine		USD 45,00	44102400	Labeling machines	E calt
		0 0	B0413040 2222	table	SERAX	USD 45,24			E Edit [
		[]	B0413044-RRR	desk	SERAX	EUR 25,5	44111503	Desktop trays or organiz	Edit 1
			B0413046 @#!\$@#!\$\$^%\$^!#@	car	SERAX	EUR 25,5	25101503	Automobiles or cars	E edit 1
			B0413096 &@#i@^i@	plate	SERAX	USD 45,24	55121701	Metallic nameplates	E Edit
		o.	80413113	Plate round deep small blue	SERAX	USD 20,5	44121511	Mailing boxes	Edit 1

3. Add the missing information to update the line item. Click **Continue** to process the catalog forward.

<u>Note:</u> If there are any items already added in the catalog, you will not be able to modify the taxonomy of the catalog. However, you can update all other details.



- 4. How to Delete all the Line Items in an Catalog?
- To delete all the items in an catalog, on the Catalog Parsing Summary page, click Delete All Items (highlighted).

	₼						Lini My Dashbo	oard 🎦 Mana	ge Companies	🔹 😩 karishma Maniar	- ? Help -
	Uplo 1 2	ad Catalog Wizard Catalog Details Upload Catalog Upload File	*	Catalog Parsi 875 Items U	ng Summary ploaded Show All Iter 12 Item n	ns Delete All Items	Ĵ			Upload File	+ Add item
0		Map Columns Validate Classify	•	84 En	52 Invalid	Manufacturer URL			Discard All E	TTORS Show All Errors F	Discard error items
	3	Item Details		Delete) Update Selected	875 records found		Search	Supplier Part ID	, u	Go
	4	Validate and Publish			Supplier Part ID	Item Name	Manufacturer Name	Unit Price	Category Code	Category Name*	Actions
					D135104323091854	Kenwood Kac-8105D 1000-Watt Class D Mono Amplifier	KENWOOD	USD 200.00	52161547	Audio amplifier	🗹 Edit 🛅 Delete
					D135104323096307	Touch Screen 4GB 2.8-Inch TFT MP5 Movie Music Pers	TOIZOLYER INC	USD 200.00	52161543	MP3 players or recorders	🗹 Edit 🛅 Delete
					D13S107005345297	Crucial 2GB 256Mx64PC2-5300 CT25664AC667 DDR2 200-	CRUCIAL	USD 30.00	32101601	Random access memory RAI	🗹 Edit 🛅 Delete
					D135107978751347	HTC HD7 Windows Phone (T-Mobile)	HTC	USD 500.00	43191501	Mobile phones	🗹 Edit 🛅 Delete
					D135107978776363	Uniden Black Slimline Corded Phone (Slim1100BK)	UNIDEN	USD 10.00	43191508	Digital telephones	Edit 🔟 Delete
					D13S108003516885	SanDisk 8GB MicroSD Card (SANDISK	USD 12.00			Edit 🕅 Delete

2. This will select and delete all the items on all the pages of the catalog.

6.9.3 <u>Cloning a Catalog</u>

Suppliers who have similar catalogs for more than one customer can reduce the time spent on creating new catalogs every time. Once a catalog is fully set up, it can be cloned to copy all relevant details. Supplier can then focus only on the data to be changed (for example: Item price, discount details, and so on) and submit the catalog.

Note: All catalogs (except those in Draft state) can be cloned.

Let's take a look at this in action. To clone a contract:

 Go to the Catalog listing page from side panel > My Catalog > View/Update Catalogs > select buyer company.



				Lill My D	ashboard 📑 Mana	ige Companies 🔻	e oc	• 😯 Help	
•			eproc2014 👻						
~									
	Catalogs							< Back to Hom	nepaç
8	Search	Dipload New Catalog			Catalo	ogs Upload Status	📩 Sav	ve As Favourite Fi	iter
1	Catalog Name	1,014 records found				s	iorted By:	Last updated	÷
	× Clear Filters	Catalog Buyer test1 - Submitted						Actions	
	My Pavourite Filters	Number of Items I	Supplier Company, ZSN DEV LOCAL	Version V1	Last updated 11/16/2017	Visibility 1 Buyer			
	test1 Edit	catalog_pri - Submitted						Actions	
		Number of Items	Supplier Company ZSN DEV CO 2	Version V1	Last updated 11/16/2017	Visibility 1 Buyer			
		catalog_pragati - Published						Actions	
	View Alf	Number of Items 10	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 11/16/2017	visibility 1 Buyer			
	Under Review	catalog123 - Submitted						Actions	
	Ready For Approval	Number of Items	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 11/15/2017	Visibility 1 Buyer			
	In Approval Rejected	catalog_787887 - Submitted						Actions	
	Deactivated	Number of Items	Supplier Company ZSN_DEV_COMPANY	Version V1	Last updated 11/15/2017	Visibility 1 Buyer			
	Published	catalog_243423423 - Published						Actions	
	Submitted	Number of items	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 11/15/2017	Visibility 1 Buyer			
			and the second second second						

2. One this listing page, click the **Actions** option to clone an existing catalog. You will see the option to clone that catalog as shown in the image below:

				Laal My D	ashboard 📑 Mana	ge Companies 🔹 😫	QC 🔻 🍞 Help 🔻
			eproc2014	•			
							< Back to Homepag
	Catalogs	-					
	Search	Dpload New Catalog			Catalo	gs Upload Status	Save As Favourite Filter
	Catalog Rame	1,014 records found				Sorted B	1: Last updated 🗘
	× Clear Filte	rs Catalog Buyer test1 - Submitted					Actions 🔻
	My Favourite Filters	Number of Items	Supplier Company ZSN DEV LOCAL	Version V1	Last updated 11/16/2017	View	
	testi Ec	it catalog_pri - Submitted				Clone .	
		Number of Items	Supplier Company ZSN DEV CO 2	Version V1	Last updated 11/16/2017	Visibility 1 Buyer	
		catalog_pragati - Published					Actions 🔻
	View All	Number of Items 10	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 11/16/2017	Visibility 1 Buyer	
	Under Review	catalog123 - Submitted					Actions 🔻
	Ready For Approval	Number of Items	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 11/15/2017	Visibility 1 Buyer	
	Rejected	catalog_787887 - Submitted					Actions
	Deactivated	Number of Items	Supplier Company ZSN_DEV_COMPANY	Version. V1	Last updated 11/15/2017	Visibility 1 Buyer	
	Published	catalog_243423423 - Published					Actions
	Submitted	Number of Items 9	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 11/15/2017	Visibility 1 Buyer	
aid(0)	Sureulieu.						

3. Once you click to clone, you will need to select a buyer for whom you are cloning the catalog.



ustomer*:	Select	\sim	
lease select a custo	mer from the below list to proceed		

4. Choose a buyer form the drop-down list and click **Clone**. You will be redirected to the **Catalog Details** page:

				My Dashboard	Manage Companies 💌	😑 qc 🔹 🍞 Help 👻
R 🖪	Upload Catalog Wizard	Clone Catalog				
	 Catalog Details Upload Catalog Upload File Map Columns- Validato Classify Item Details Validate and Publish 	Catalog Name." Customer Buyer Email Id Stuppier Company." Contact Contact Email Id Catalog Taxonomy Description	* Maxemum kength 80 charactere # ZSPDEV1 * * *			
			Maximun kength 2000 charactism			Discard Catalog Continue

- 5. Fill in the mandatory details such as Catalog Name and your Supplier Company. Click Continue.
- 6. The next step will be to add/update the items in your catalog as shown in the image below:



1 Catalog Details S Rems Uploaded Show All Items Delete All Items 2 Upload Catalog Upload File Image: Catalog Delete All Items Map Columns Image: Catalog Delete All Items Search Suppler Part D Image: Catalog Delete All Items Validate Image: Catalog Delete All Items Manual Activer Manue Unit Price Catagory Code Catalog Delete All Items Validate Image: Imag	Upload File + Add i coory Name* Actions
2 Upload Catalog Upload File	egory Name* Actions
Upload File Image: Upload File Image: Upload File Supplex Part ID Supplex Part ID Supplex Part ID Supplex Part ID Manufacturer Name Unit Price Category Code Category Code<	egory Name* Actions
Map Columns Suppler Part 1D Item Name Manulacturer Name Unit Price Category Code Category Code Validate I Moble INR 400.00 60111403 Mode Classify I Mouse TRAINING I USD 50.00 43211708 Come 3. Item Detailis Item Detailis CAME PU PUN 600.00 43201500 System	egory Name Actions
Validate I Mobile INR 400.00 60111403 Mod Classify I 10002 Mouse TRAINING I USD 50.00 43211708 Con 3 Item Detnilis Image: 2349857 CPU PUN 600.00 43201500 System	
Classify E 10002 Mouse TRAINING 1 USD 50.00 43211708 com 3 Item Details 2349857 CPU PU 600.00 43201500 590	biles 🔀 Edit 🛅 D
3. Item Details	nputer mouse or trac 🛛 🗹 Edit. 📋 D
	stem boards process
4 Validate and Publish 34523 keyboard PLN 20.00 43211706 Key	vboards 🗹 Edit 🛅 D
C 5534 LCD screen PLN 300.00 56112201 Des	sk based screens
Show 10 v records per page.	14 4 Page 1 of 1
Disc	ard Catalog Save as draft Contr

- 7. All the items from the original catalog will be replicated in the new catalog. You can choose to add, remove, or update the items from the catalog. For more help on adding items to the catalog, refer <u>Upload Catalog</u>.
- 8. Once all the items are added, click **Continue**. The next step is to review and enter the validity for your catalog as shown below:

	Testiaes							📶 My Dashboard	🛅 Mana	ge Companies	• •	QC 🔹	? Help	*
	Uploz 1 2	ad Catalog Wizard Catalog Details Upload Catalog Upload File Map Columns Validate Classify	* * * * * *	Validate and Publish Catalog Name Description Version Validity	: BU001_Security I : - : 1 : From	Equipments	Ē							
≏ ■	3	Item Details Validate and Publish	*	 Select to share this catalo Customer Name ZSPDEV1 	g with customers Supplier SAINSBURY		Discount% Validity From:	Ē	To:	Ē	Description			
											Discar	d Catalo	Subm	



9. Once the required information is added, click **Submit**. You will be able to view your submitted catalog on the listing page as shown below:

Test sear			🔟 My Dashboard	Manage Com	panies 🔻 i	🕒 QC 👻 💡 Help	•
		eproc2014	•				
Catalogs						< Back to Home	apage
Search	Dipload New Catalog			Z Catalogs Upk	oad Status	🔶 Save As Favourite Filt	ter
Catalog Name	3,274 records found				Sorte	ed By: Last updated	÷.
× Clear Filters Filter by	BU001_Security Equipments - Subm	itted				Actions	٠
My Favourite Filters	Number of Items 5	Supplier Company SAINSBURY	Version V1	Last updated 11/22/2017	Visibility Private		
test1 Edit	Clone of Catalog test 6 - Draft 0					Actions	*
Daviden	Number of Items 0	Supplier Company ZSN_DEV_COMPANY	Version V1	Last updated 11/22/2017	Visibility Private		
	Cat123 - Draft					Actions	•
View All	Number of Items	Supplier Company ZSN DEV LOCAL	Version V1	Last updated 11/22/2017	Visibility Private		
Under Review	fgfdgfdgfgdfgfdgdg - Draft					Actions	*
Ready For Approval	Number of Items	Supplier Company ZSNDEV COMAPNY	Version V2	Last updated 11/22/2017	Visibility Private		
In Approval	catalog_243423423 - Draft					Actions	•
Deactivated	Number of Items 9	Supplier Company ZSNDEV COMAPNY	Version V2	Last updated 11/22/2017	Visibility Private		
Published	catalog_pragati - Draft					Actions	-



6.9.4 Catalog Versioning

- 1. When the user edits a catalog, a new version of that catalog is created.
- 2. Version numbering is denoted as V1, V2, and so on.
- 3. Catalog versioning is visible on the catalog listings page as shown below:

1	zycus		📶 My Dashi	board 🔝 Man	age Companies 🔻	e Zeba	🔻 🕜 Help	
-		Supplier P	ortal Buyer 1 🔻					
	Search	Dipload New Catalog						
2	Catalog Name	151 records found				Sorted By:	Last updated	÷
	Filter by	poster - Published					Actions	٠
	Catalog Status	No. of Items 1	Supplier Company ZYCUS SUPPLIER	Version V1	Last updated 19/08/2016	Visibility 1 Buyer		
	Under Review	poster - Draft No. of Items 1	Supplier Company ZYCUS SUPPLIER	Version V2	Last updated 06/09/2016	Visibility Private	Actions	
	Ready For Approval	SANITY VERSION - Unde No. of Items 1	r Review Supplier Company ZYCUS SUPPLIER	Version V2	Last updated 18/08/2016	Visibility 1 Buyer	Actions	•
	Published Submitted	catalog_qeertt - Draft No. of Items 19	Supplier Company REMIT TO ADDRESS	Version V1	Last updated 08/08/2016	Visibility Private	Actions	*
	Expired	asdfasdfadfsd - Draft No. of Items 0	Supplier Company ZYCUS SUPPLIER	Version V1	Last updated 08/08/2016	visibility Private	Actions	*
	Clear Filters Apply Filters	Catalog E Aug 1 - Dest			,,,		Actions	

NOTE: All the existing catalogs will be considered as Version 1.

- 4. Once a supplier edits a Published catalog, a newer version will be created. The older version will also be available on the listing page.
- 5. Once the latest version is published, then supplier will not be able to take any actions from the previous versions.



6.9.5 How to Delete a Catalog?

To delete a Catalog:

- Navigate to the following location: Side Panel > My Catalogs > View Catalogs > Required Customer Company
- 2. Look for the required Draft or Deactivated catalog using the Search, Filter or Sort options
- 3. For the required Draft or Deactivated Catalog, click on the 🗇 Delete icon corresponding to it



4. Click Yes to delete the catalog

Published Catalogs cannot be deleted unless deactivated first.

1

1

On deleting catalogs, the respective buyer company will be notified. Also the same catalog will be updated in eProc with status Deleted

ZYCUS

6.9.6 Deactivating a Catalog

- 1. You can choose to deactivate a catalog created for your company from ZSN.
- 2. You will only be able to deactivate a Published catalog.
- 3. To deactivate a catalog, go to the Catalogs listing page.
- 4. Filter the catalogs with **Published** status.
- 5. For a given catalog, click on the **Actions** drop-down menu and click **Deactivate**.

	Supplier P	ortal Buyer 1 🔻					
Search	Dupload New Catalog						
Catalog Name	151 records found				Sorted By:	Last updated	÷
Filter by	poster - Published			_		Actions	,
🗄 Catalog Status	No. of Items	Supplier Company	Version V1	Last updated	View		
View All Draft Under Review	poster - Draft No. of Items	Supplier Company	Version	Last updated	Deact	ivate	
Ready For Approval	SANITY VERSION - Unde	Pr Review	V2	06/09/2016		Actions	•
Rejected	No. of Items 1	Supplier Company ZYCUS SUPPLIER	Version V2	Last updated 18/08/2016	Visibility 1 Buyer		
Published	catalog_qeertt - Draft					Actions	•
Submitted	No. of Items 19	Supplier Company REMIT TO ADDRESS	Version V1	Last updated 08/08/2016	Visibility Private		
	and the standard stands					Actions	,

6. A Confirmation popup will appear. Click Yes.



7. Catalog will be successfully deactivated.



6.9.7 Catalog Audit Trail

Audit trail offers a functionality to track the changes in the catalog created against the supplier company.

To access audit trail, follow the given steps:

- 1. From the side panel, go to My Catalogs.
- 2. Hover over View Catalogs.
- 3. Click on the customer company name for which you want to view the catalogs.

· ZYCUS			📠 My Dash	board 🛅 Manag	e Companies 🔻	Suresh	🔻 🍞 Help	
🔒 My Accounts	>	eproc	2014					
My Invoices	>						. Parts to Lion	
💾 My Orders	>	Dolcad New Catalog					· Back to Hole	
My Catalogs	~	721 records found		_		Sorted By:	Last updated	-
• View Catalogs	>	Dell		_			Actions	
Create New Catalog	,	No. of Items 4	Supplier Company ZSN DEV CO 2	Version V1	Last undefed 05/07/2016	Visibility Private		
	_	Cameras - Submitted					Actions	
My Reference Documents		No. of Items 18	Supplier Company ZSN DEV CO 2	Version V1	Last updated 05/07/2016	Visibility 1 Buyer		
		Printers - Submitted					Actions	
		No. of Items 1	Supplier Company ZSN DEV CO 2	Version V1	Last opdated 05/07/2016	Visibility 1 Buyer		
		unit price Bug - Draft					Actions	
		Her of Union				Muthility		

4. The catalog listing page will be displayed as shown below.

ZYCUS			🔟 My Dashboard	💼 Manage Compa	nies 🔻 😝 Zebi	i 🔹 🕐 Help	
		Supplier Portal Buyer 1					
Catalogs Search	🐻 Upload New Catalog					 Back to Homep 	age
Catálog Vame	150 records found	-			Sorted By:	Last updated	
Filter by	poster - Published No. of Itama 1	Supplier Company ZYCUS SUPPLIER	Version V1	Last updated 19/08/2016	Visibäty 1 Buyer	Actions	*
View All Draft Under Review	SANITY VERSION - Under No., of Items 1	Review Supplier Company ZYCUS SUPPLIER	Version V2	Last updated 18/08/2016	Visibility 1 Buyer	Actions	*
Ready For Approval	catalog_qeertt - Draft No. of Items 19	Supplier Company REMIT TO ADDRESS	Version V1	Last updated 08/08/2016	Visibility Private	Actions	Ŧ
Published Submitted Scheduled	asdfasdfadfsd - Draft No. of Items 0	Supplier Company ZYCUS SUPPLIER	Vesion V1	Last updated 08/08/2016	Visibāty Private	Actions	*
Expired	Catalog 5 Aug 1 - Draft No. of Items	Supplier Company	Version	Last updated	Vsibility	Actions	*
Clear Filters Apply Filters	Catalog 5 Aug - Draft	21003 SUPPLIER	V1	0.9/06/2010	FIIVOLE	Actions	*



5. Click on the Catalog name you wish to view. On clicking the catalog name, following page will be displayed:

poster						
 Catalog Details 						
Customer Buyer Email Id	: Supplier Portal Bo	uyer 1				
Supplier Company	: ZYCUS SUPPLIER	0				
Contact Email Id	: zeba.eproc@zycu	is.com				
Catalog Type	: Product Catalog					
Validity	: -					
Version	:1					
Description						_
= Shared (1)						
Total: 1		Funnline	Discoustili	Eburad on	Validues	Chabus
Supplier Portal Buyer 1		ZYCUS SUPPLIER	N/A	19/08/2016	N/A	Shared
						100
 Category View 						
Total: 1				Sear	ch Cathegory Name:	G
Category Code	Cateor	ny Name				Count
94122002	Physic	al or mostal torturo defea	co accociations			t
54152005	Filyaic	ar or mentar torture berein	56 855001010115			-
- Item View Total: 1			Search	Item Name		
 Item View Total: 1 Item Name * St 	upplier Part ID	Manufacturer Name	Search Category Code	Item Name Category	Name	Price
Totol: 1 Item Name * Su test 43:	upplier Part ID 321	Manufacturer Name	Search Category Code 94132003	Item Name Category Physical defense	Name or mental torture associations	Price USD 147.00
Total: 1 Item Name + Si test 43: Show 10 records per	uppiler Part ID 321 r page.	Manufacturer Name	Search Category Code 94132003	Item Name Category Physical defense	Name or mental torture associations	Price USD 147.00 uge 1 of 1
Item View Total: Item Name State A3: Show 10 records pe Audit Trail	upplier Part ID. 321 r page.	Manufacturer Name	Search Category Code 94132003	Item Name Catagory Physical defense	Name or mental torture associations	Price USD 147.00 ge 1 of 1
Item View Total: 1 Item Name Stow test 43: Show 10 records pe Audit Trail Total: 10	upplier Part ID 321 r page.	Manufacturer Name	Search Category Code 94132003	Item Name Category Physical defense	Name or mental torture ssociations	Price USD 147.00 ge 1 of 1
 Item View Total: 1 Item Name 451 test 433 Show 10 records per Audit Trail Total: 10 Action 	uppiler Part ID 321 r page. User	Manufacturer Name	Search Category Code 94132003	Item Name Catagory Physical defense	Name or mental torture associations	Price USD 147.00 gge 1 of 1
Item View Total: 1 Item Name State Addit Trail Total: 10 Action Catalog Published	upplier Part ID 321 r page. User Catalog Manager	Manufacturer Name	Search Category Code 94132003 Dete/Time 19/08/2016 1:47 PM	Item Name Catagory Physical defense	Name or mental torture associations	Price USD 147.00 ge 1 of 1
	upplier Part ID 321 r page. User Catalog Manager Catalog Manager	Manufacturer Name - Version V1 V1	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:47 PM	Item Name Catagory Physical defense	Name or mental torture associations Ht Pa	Price USD 147.00 gge 1 of 1
Item View Total: 1 Item Name Solution Audit Trail Total: 10 Action Catalog Published Catalog Under Review Catalog Published	upplier Part ID 321 r page. User Catalog Manager Catalog Manager Catalog Manager	Manufacturer Name Version V1 V1 V1 V1 V1	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:47 PM 19/08/2016 1:47 PM	Item Name Catagory Physical defense	Name or mental torture associations	Price USD 147.00 ge 1 of 1
	upplier Part ID 321 321 User Catalog Manager Catalog Manager Catalog Manager Catalog Manager	Manufacturer Name	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:47 PM 19/08/2016 1:224 AM	Item Name Catagory Physical defense	Name or mental torture associations He Pa	Price USD 147.00 gg 1 of 1
Item View Total: 1 Item Name Sitest 43: Show 10 records pe Addit Trail Total: 10 Action Catalog Published Catalog Under Review Catalog Under Review Catalog Under Review Catalog Under Review Catalog Published	upplier Part ID 321 r page. User Catalog Manager Catalog Manager Catalog Manager Catalog Manager	Manufacturer Name Version V1	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:47 PM 19/08/2016 1:223 AM 19/08/2016 12:23 AM	Item Name Catagory Physical defense	Name or mental torture associations	Price USD 147.00 gge 1 of 1
	upplier Part ID 321 321 User Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager	Manufacturer Name	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:47 PM 19/08/2016 12:24 AM 19/08/2016 12:23 AM 19/08/2016 12:23 AM	Item Name Catagory Physical defense	Name or mental torture associations	Price USD 147.00 gge 1 of 1
Item View Total: 1 Item Name Solution Total: 10 Action Catalog Published Catalog Under Review Catal	upplier Part ID. 321 321 User Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager	Manufacturer Name	Search Category Code 94132003 94132003 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Item Name Catagory Physical defense.	Name or mental torture associations	Price USD 147.00 gge 1 of 1
Item View Total: 1 Item Name Sitest Addit Trail Total: 10 Action Catalog Published Catalog Publish	upplier Part ID 321 r page. User Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager	Manufacturer Name	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:224 AM 19/08/2016 12:23 AM 19/08/2016 12:23 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM	Item Name Catagory Physical defense	Name or mental torture associations	Price USD 147.00 gge 1 of 1
Item View Total: 1 Item Name Show 10 records per Audit Trail Total: 10 Action Catalog Published Catalog Under Review Ca	upplier Part ID 321 ar page. Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager	Manufacturer Name	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:224 AM 19/08/2016 12:23 AM 19/08/2016 12:23 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM	Item Name Catagory Physical defense	Name or mental torture associations	Price USD 147.00 uge 1 of 1
Item View Total: 1 Tem Name Sitest Addit Trail Total: 10 Action Catalog Published Catalog Under Review Catalog Un	upplier Part ID 321 r page. User Catalog Manager Catalog Manager	Manufacturer Name	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:224 AM 19/08/2016 12:23 AM 19/08/2016 12:23 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM	Item Name Catagory Physical defense	Name or mental torture associations	Price USD 147.00 gge 1 of 1
	upplier Part ID 321 321 321 Catalog Manager Catalog Manager	Manufacturer Name Version V1	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:24 AM 19/08/2016 12:23 AM 19/08/2016 12:23 AM 19/08/2016 12:23 AM 19/08/2016 12:21 AM 19/08/2016 12:21 AM	Item Name Catagory Physical defense	Name or mental torture associations	ge 1 of 1



oster						
Catalog Details						
Customer	: Supplier Portal E	Suyer 1				
Buyer Email Id Supplier Company	: - : ZYCUS SUPPLIE	R				
Contact	: Zeba					
Catalog Type	: Product Catalog	us.com				
Catalog Taxonomy Validity	: System Standar	d				
Version	:1					
Description	15					
Shared (1)						
Total: 1						
Customer Name		Supplier	Discount%	Shared on	Validity	Status
Supplier Portal Buyer 1		ZYCUS SUPPLIER	N/A	19/08/2016	N/A	Shared
Category View						
					6 For 199	
Total: 1				Searc	Calumory Name:	
Category Code	Categ	ory Name				Count
94132003	Physic	cal or mental torture defens	e associations			1
Show 10 - records pe	er page.				44 4 Pag	ge 1 of 1
Total: 1			Search	Item Name		
Total: 1 Item Name * Si test 43	upplier Part ID 321	Manufacturer Name	Search Category Code 94132003	Item Name Category Physical o defense a	Name or mental torture ssociations	Price USD 147.00
Total: 1 Item Name 5 test 43 Show 10 records pe	upplier Part ID 321 2r page.	Manufacturer Name	Search Category Code 94132003	Item Name Category Physical o defense a	Name rr mental torture ssociations	Price USD 147.00 ge 1 of 1
Total: 1 Item Name * 5 test 43 Show 10 records pe Audit Trail	upplier Part ID 3321 Ir page.	Manufacturer Name	Search Category Code 94132003	Item Name Catsgory' Physical o defense a	Name or mental torture ssociations	Price USD 147.00 ge 1 of 1
Totel: 1 Item Name \$5 test 43 Show 10 records pe Audit Trail	upplier Part ID 321 rr page.	Manufacturer Name	Search Category Code 94132003	Item Name Category Physical o defense a	Name ir mental torture ssociations.	Price USD 147.00 pe 1 of 1
Total: 1 Item Name * 5 test 43 Show 10 records pe Audit Trail Total: 10 Action	upplier Part ID 321 Ir page.	Manufacturer Name	Search Category Code 94132003	Item Name Category Physical o defense a	Name rr mental torture ssociations	Price USD 147.00 ge 1 of 1
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Total: 1 Item Name * 5 test 43 Show 10 records pe Audit Trail Total: 10 Action Catalog Published Catalog Under Bauteur	upplier Part ID 321 Ir page. User Catalog Manager	Manufacturer Name Version V1 V1	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM	Item Name Category Physical o defense a Message	Name rr mental torture ssociations Market Pag	Price USD 147.00 je 1 of 1
Totel: 1 Item Name * 5 test 43 Show 10 records pe Audit Trail Total: 10 Action Catalog Published Catalog Under Review Catalog Sublished	Upplier Part ID 1321 Ir page. User Catalog Manager Catalog Manager	Manufacturer Name	Search Category Code 94132003	Item Name Category' Physical o defense a Message	Name nr mental torture ssociations	Price USD 147.00 je 1 of 1
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Totel: 1 Item Name * 5 test 43 Show 10 records pe Audit Trail Total: 10 Action Catalog Published Catalog Under Review Catalog Published Catalog Published	upplier Part ID 321 ar page. User Catalog Manager Catalog Manager Catalog Manager	Manufacturer Name	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:47 PM 19/08/2016 1:223 AM	Item Name Catsgory Physical o defense a Message	Name rr mental torture ssociations	Price USD 147.00 ge 1 of 1
Total: 1 Item Name S test 43 Show 10 records pe Audit Trail Total: 10 Action Catalog Published Catalog Published Catalog Published Catalog Published	upplier Part ID 321 ar page. User Catalog Manager Catalog Manager Catalog Manager Catalog Manager	Manufacturer Name	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:224 AM 19/08/2016 12:23 AM	Item Name Category Physical o defense a Message	Name ir mental torture ssociations	Price USD 147.01 ge 1 of 1
Totel: 1 Item Name S test 43 Show 10 records per Audit Trail Total: 10 Action Catalog Published Catalog Under Review Catalog Under Review Catalog Under Review	upplier Part ID 321 ar page. User Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager	Manufacturer Name Version V1	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:47 PM 19/08/2016 1:223 AM 19/08/2016 12:23 AM 19/08/2016 12:23 AM	Item Name Category Physical o defense a Message	Name rr mental torture ssociations M Pag	Price USD 147.00 pe 1 of 1
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Totel: 1 Item Name * 5 test 43 Show 10 records pe Audit Trail Total: 10 Action Catalog Published	upplier Part ID 5221 ar page. User Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager Catalog Manager	Manufacturer Name Version V1	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:22 AM 19/08/2016 1:223 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM	Item Name Catagory Physical o defense a	Name rr mental torture ssociations Ministry Pag	Price USD 147.00 ge 1 of 1
Totel: 1 Item Name S test 43 Show 10 records per Audit Trail Total: 10 Action Catalog Published Catalog Published	upplier Part ID 1321 ar page. User Catalog Manager Catalog Manager	Manufacturer Name Version V1	Search Category Code 94132003 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:224 AM 19/08/2016 12:23 AM 19/08/2016 12:23 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM	Item Name Category Physical o defense a	Name Ir mental torture ssociations M M M Pag	Price USD 147.00 je 1 of 1
Totel: 1 Item Name S test 43 Show 10 records per Audit Trail Total: 10 Action Catalog Published Catalog Under Review Catalog Submitted Show 10 records pe	upplier Part ID 5221 ar page. Catalog Manager Catalog Manager	Manufacturer Name Versjon V1	Search Category Code 94132003 Date/Time 19/08/2016 1:47 PM 19/08/2016 1:22 AM 19/08/2016 12:23 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM 19/08/2016 12:22 AM	Item Name Category Physical o defense a	Name rr mental torture ssociations M M M Pag	Price USD 147.00 pe 1 of 1

NOTE: Audit Trail will only be visible in **View** mode, not in **Edit** Mode. This applies as Audit Trail will only



be visible for catalogs with following status:

- Under Review
- Ready For Approval
- In Approval
- Rejected
- Deactivated
- Published
- Submitted
- Scheduled
- Expired
- 6. Audit trail will be visible at the bottom of the page. Audit trail captures the following data:
 - a) Actions: Actions performed on the catalog. Various actions that can be performed on the catalog are:
 - Submit Catalog Submitted
 - Activate Catalog Submitted once published in eproc then it will move to Catalog Published.
 - Deactivate Catalog Deactivated
 - Edit & Submit Catalog Updated
 - Ready for approval Catalog Ready for approval
 - In Approval- Catalog In Approval
 - Under Review Catalog Under review
 - Rejected Catalog Rejected
 - Scheduled Catalog Scheduled
 - Expired Catalog Expired
 - b) User: The user name who performed any action on the catalog
 - c) Version: This will display the version number based on the modifications made to a catalog.
 - d) **Date/Time**: Displays the time and date when actions were be performed on the Catalog.
 - e) Message: Displays comments added by the user in case any modifications made.


6.9.8 Catalog Upload Status

While uploading catalogs that are created offline, processing may take a while if the file size is big. To ensure that the user does not have to wait for this process to complete, ZSN runs the upload process in the background. This will enable the users to access other pages of ZSN without any hindrance.

If the user wants to check the status of their uploaded catalog, then they can view it from Catalog Upload Status page.

1. To access this page, go to Side Panel > My Catalogs > Catalog Upload Status as shown below:

			Lei	My Dashboard	Manage Companie	• 😝 Zingaroo • 💡 Help
my catalogs		eprac2014 👻				
View/Update Catalogs						
Create New Catalog	C Upload New Catalog					Catalogs Upload S
Catalogs Upload Status	2,716 records found					Sorted By: Last updated
	TEST_SHWETA54184984968 - Draft					Actions
	Number of Items 23458	Supplier Company ZSNDEV COMAPNY	Varsidin V1	Last updated 04/03/2017	Viability Private	
	GFHFH - Submitted					Actions
	Number of Items 3	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 04/03/2017	valibility 1 Buyer	
	catalog_99483453 - Submitted					Actions
	Number of Ilema 14	Supplier Company ZSNDEV COMAPNY	Variativ V1	Last updated 04/03/2017	Vasbility 1 Buyer	
	catalog_8459485349 - Draft					Actions
	Number of Items 21458	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 04/03/2017	Visibility Private	
	catalog_12345635165685 - Draft					Actions
Filters	Number of Items	Supplier Company ZSNDEV COMAPNY	Version V1	Lest updated 04/03/2017	vielbility Private	
	catalog_1234562165465 - Draft					Actions
	flumber of Items 1	Supplier Company ZSNDEV COMAPNY	Version V1	Lest updated 04/03/2017	Visibility Private	
	test_sjwebjhabx - Draft					Actions
	Number of Items 1	Supplier Company ZSNDEV COMAPNY	Varşian V1	Last updated 04/03/2017	Visibility Private	
	catalog upload 3 april - Submitted					Actions
	number of Items	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 04/04/2017	visibility 6 Buyers	

2. You will land on the following page:

							Clear Completed and Failed L
6 records	s found						Sorted By: Da
Sr No	Catalog Name	Customer	Supplier Company	Date	Upload Status	Items Completed	Actions
1	test processing scenario	ZSPDEV1	ZSNDEV COMAPNY	04/06/2017		Upload Completed	View Clear
2	rgdfgfd	ZSPDEV1	ZSNDEV COMAPNY	04/05/2017		Upload Completed	View Clear
3	catalogrgrdgdf	ZSPDEV1	ZSNDEV COMAPNY	04/05/2017		Upload Completed	View Clear
4	rgdfgdf	ZSPDEV1	ZSNDEV COMAPNY	04/05/2017	-	Upload Completed	View Clear
5	catalog_8459485349	ZSPDEV1	ZSNDEV COMAPNY	04/03/2017	-	8027 Items Completed	View
6	catalog upload 3 april	ZSPDEV1	ZSNDEV COMAPNY	04/03/2017	-	0 Items Completed	View
show 1	10 v records per page						Ht d Page 1 of 1



- 3. This page will display the following information:
 - Catalog Name
 - Customer Name
 - Supplier Company Name
 - Date on which the catalog was uploads
 - Upload Status
 - No. of Items uploaded from the catalog
 - Actions:
 - View the uploaded catalog
 - Clear the catalog names which have been successfully uploaded
- 4. If you want to clear all the catalogs that are uploaded or failed, then click the highlighted button as shown below:

Trans.	atalog Upload Status						< Back to Hor
	aalog opload status					ci	lear Completed and Failed Uplo
6 rec	ords found						Sorted By: Date
Sr No	Catalog Name	Customer	Supplier Company	Date	Upload Status	Items Completed	Actions
1	test processing scenario	ZSPDEV1	ZSNDEV COMAPNY	04/06/2017		Upload Completed	View Clear
z	rgdfgfd	ZSPDEV1	ZSNDEV COMAPNY	04/05/2017		Upload Completed	View Clear
3	catalogrgrdgdf	ZSPDEV1	ZSNDEV COMAPNY	04/05/2017		Upload Completed	View Clear
4	rgdfgdf	ZSPDEV1	ZSNDEV COMAPNY	04/05/2017		Upload Completed	View Clear
5	catalog_8459485349	ZSPDEV1	ZSNDEV COMAPNY	04/03/2017		8027 Items Completed	View
6	catalog upload 3 april	ZSPDEV1	ZSNDEV COMAPNY	04/03/2017		0 Items Completed	View
Show	v 10 🗠 records per page						44 4 Page 1 of 1

<u>Note:</u> This page will auto-refresh in every five seconds which will give you a real time update on the progress of your catalog upload.

6.9.8.2 Mail Updates on Catalog Uploads

As a user, if you have uploaded a catalog on ZSN, then you will receive emails for change in the Catalog Status when:

- The upload is successful
- Or the upload has failed



6.9.9 Marking Filters as Favorites

ZSN has enabled the option for the Suppliers to create a filter and save as a favorite. The user can also set one of the filters as their default view. By setting a default view, the listing page will display the entries based on the filters selected.

To mark filter as favorite,

1. Select the filter parameters from the left panel and click the **Save as Favorite Filter** button as shown in the image below:

				Laa My Dashboar	d 📗 Manage Companie:	• • • qc • • • Help •
		eproc2014	•			
1						2
Catalogs					-	Z Back to Homepage
Search	Dipload New Catalog				Catalogs Upload St	atus 📩 📩 Save As Favourite Filter
Entailog Nome	2,950 records found					Sorted By: Last updated 🗘
Filter by X Clear Filters	5 Test_Cat_Url - Submitted					Actions 🔻
E My Favourite Filters	Number of Items	Supplier Company ZSN DEV LOCAL	Version V1	Last updated 06/23/2017	Valbility Private	
E Catalog Status	Kaushiki - Draft					Actions 💌
View All	Number of Items 0	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 06/23/2017	vestality Private	
Draft.	kaushik - Draft					Actions 🔻
Ready For Approval	Number of Items 0	Supplier Company ZSNDEV COMAPNY	Variation V1	Last updated 06/23/2017	Valbility Private	
💽 📗 In Approval	testcatalogss21 - Expired					Actions 🔻
Rejected	Numbel of Items 1	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 06/23/2017	Visibility- Private	
Published	testcatalogdev - Expired					Actions 🔻
Submitted	Number of Items 1	Supplier Company ZSN DEV CO 2	Version V1	Lest updated 06/23/2017	vielbility Private	
Scheduled	catalog_test5 may - Submitted					Actions 🔻
Storied	Number of Items 2	Supplier Company ZSNDEV COMAPNY	Version V2	Lest updated 06/23/2017	Vasbility Private	
Apply Filters	new_catalog_34723487 - Submitted					Actions 👻
	Humber of Items 3	Supplier Company ZSNDEV COMAPNY	Varaion V1	Last updated 06/22/2017	Visibility Private	
	catalog_int_22june - Expired					Actions 💌
	number of Items	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 06/22/2017	verbility Private	

2. Once you choose to save a filter, you will have to name it as shown below:

Save Filter		×
Filter Name*	Quick Review for Catalog	
	Set as Default View	
		Cancel Ok

3. To set a filter as default, check the box as shown in the image above. Whenever the user will visit this page, the data will be filtered based on the selected parameters.



4. Saved filters will be available in the left panel of the listing page as shown below:

	-				Lee My Dashboard	d 📗 Manage Companies 🔻	e qc • e Help •
-			eproc2014	•			
	Catalogs						Eack to Homepage
-	Search	🗟 Upload New Catalog			_	Catalogs Upload Status	* Save As Favourite Filter
-		2,950 records found				Sor	ted By: Last updated 🗘
	Filter by X Clear Filters	Test_Cat_Url - Submitted Humber of Items 1	Supplier Company ZSN DEV LOCAL	Varsion V1	Last updated 06/23/2017	Valolity Private	Actions 👻
	Quick Review for Catalog	Kaushiki - Draft tumber of items 0	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 06/23/2017	vaiainy Private	Actions *
	View All	kaushik - Draft Number of Items O	Supplier Company ZSNDEV COMAPNY	Varianty V1	Last updated 06/23/2017	valbility Private	Actions 👻
	Under Review Ready For Approval In Approval	testcatalogss21 - Expired Humber of Items	Supplier Company ZSNDEV COMADNY	Version V1	Last updated 05/23/2017	Visibility- Private	Actions 🔻
	Rejected Rejected Deactivated	testcatalogdev - Expired Number of Items	Supplier Company ZSN DEV CO 2	Version V1	Last upfated 06/23/2017	visibility Private	Actions *
	Submitted Scheduled	catalog_test5 may - Submitted	Supplier Company ZSNDEV COMADNY	Version V2	Last updated 06/23/2017	Vasbility	Actions 🔻
	Depired	new_catalog_34723487 - Submitted	Supplier Company	Varian	Last updated	Viability	Actions 👻
	Apply Filters	3 catalog_int_22june - Expired	ZSNDEV COMAPNY	VI	06/22/2017	Private	Actions 🔻
		Number of Items 1	Supplier Company ZSNDEV COMAPNY	Version V1	Last updated 06/22/2017	visibility Private	

5. You can have only one filter set as default. If you make another filter as default, then it will override the existing favorite filter and you will be notified as shown below:

Confirm	\times
2	You have already saved a default filter for this listing page. Would you like to override the existing default filter?
	Yes No

- 6. Click **Yes** if you wish to override the existing default filter.
- 7. To remove a filter from favorite, go to the left panel and click Edit against a filter.

dit Filter		\times
Filter Name*	Quick Review for Catalog	
	Save as Default	
		Delete Save



- 8. Uncheck the box against **Save as Default** and click **Save**.
- 9. If you wish to delete a filter, click **Delete** in the popup shown above.

6.10 From Where can I Access My Reference Documents?

NOTE: The above-mentioned menu may or may not be available based on the access provided to you by customer.

The **My Reference Documents** allows the user to view the reference documents for each customer even if the user is registered for the first time.

6.10.1 View Customer Documents

- 1. Click on My Reference Documents, you will get an option of View Customer Documents.
- 2. Hover over **View Customer Documents**, you will get a list of customers for which you want to view the attached documents.

	Nature Dog	🔹 Rate Us 🖬 My Dashboard 🖺 Manage Companies 🔻 🖨 QC 🔻 😧 Help 🔸
	my reference documents	assignment3 •
	View Customer Documents	
目	AMKOR	Is together with its subsidiaries are the Court - MODIFICATION OF TERMS OF USE zycus together with its subsidiaries are the creator of this zyrus Sunn
	assignment3	SE Zycus together with its subsidiaries are the creator of this Zycus Supplier network and accordingly its owners and/or operators are parties to this agreement, herein referred to as "Zyc
-	CHAITANYA INC	He a together with its subsidiaries are the s MODIFICATION OF TERMS OF USE 2ycus together with its subsidiaries are the creator of this 2ycus Supp
	Dexter	is together with its subsidiaries are the ca MODIFICATION OF TERMS OF USE Zycus together with its subsidiaries are the creator of this Zycus S
1	ENCR SIM	s together will its subisidiaries are the c + MODITICATION OF TERMS OF USE Zycus together with its subsidiaries are the creator of this Zycus Supp MS OF USE Zycus together with its subsidiaries are the creator of this Zycus Supplier network and accordingly its owners and/or operators are parties to this agreement, herein referred t work* Zycus Suppl
G	eproc2014	
	intel	
	View Reference Links 🛛 💙	

3. You will be then able to view the reference documents related to customer.



6.10.2 View Reference Links

4. Any links added by the buyer will be visible under **View Reference Links**. Select a buyer by clicking the drop-down menu. You will land on the following page:

-
to as "Zyc
referred t