

**Foreword:**

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

This guide will walk the supplier through the following topics:

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

**Supplier Onboarding:**

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

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

[https://www.jea.com/About/Procurement/Zycus\\_Portal/](https://www.jea.com/About/Procurement/Zycus_Portal/)



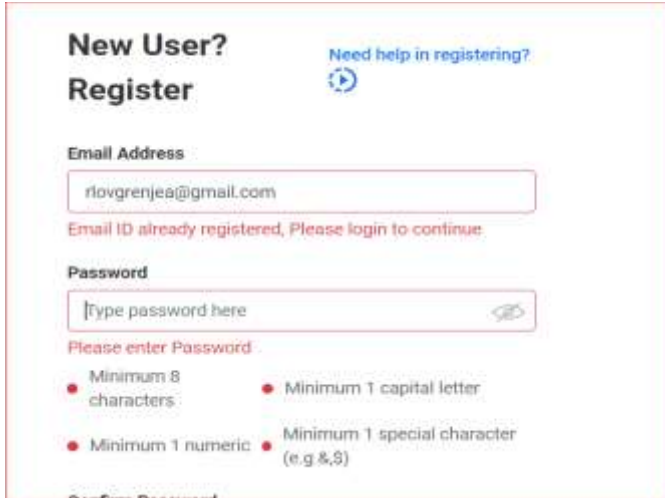
**New Users** will need to register to login. Registration will require Company name, Contact and Email Address.



**Path for Supplier to log into the Zycus Platform.**

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

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**New User? Register** [Need help in registering?](#)

**Email Address**  
rfovgrenjea@gmail.com  
*Email ID already registered, Please login to continue.*

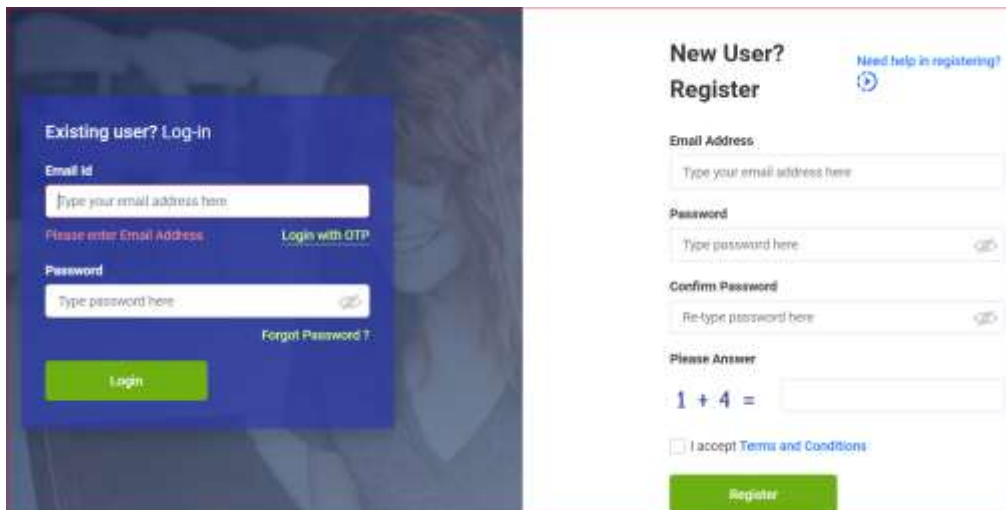
**Password**  
Type password here

*Please enter Password*

- Minimum 8 characters
- Minimum 1 capital letter
- Minimum 1 numeric
- Minimum 1 special character (e.g &, \$)

**Confirm Password**

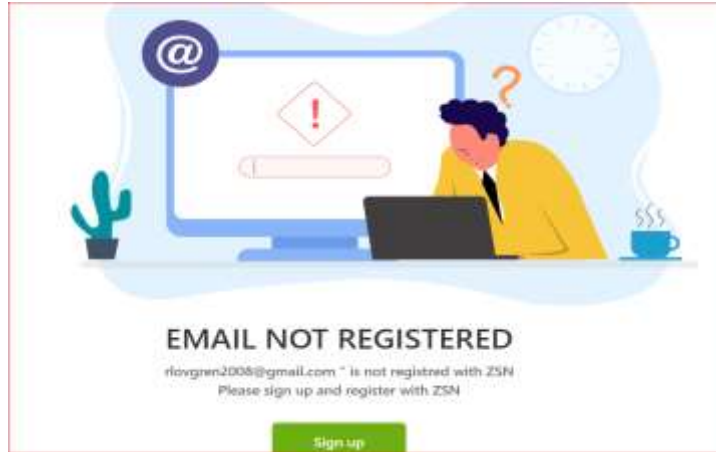
If you cannot reset your password (i.e. there is not a previous email), the supplier will then complete the “New User?” registration.



The image shows two side-by-side screenshots of the Zycus user interface. The left screenshot displays the 'Existing user? Log-in' form, which includes fields for 'Email id' and 'Password', a 'Login with OTP' link, a 'Forgot Password?' link, and a green 'Login' button. The right screenshot displays the 'New User? Register' form, which includes fields for 'Email Address', 'Password', and 'Confirm Password', a 'Please Answer' section with a math problem (1 + 4 =), a checkbox for 'I accept Terms and Conditions', and a green 'Register' button.

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

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

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

A screenshot of a web registration form. The title is "New User? Register". There is a link for "Need help in registering?". The form contains the following fields: "Email Address" with a placeholder "Type your email address here"; "Password" with a placeholder "Type password here" and a strength indicator; "Confirm Password" with a placeholder "Re-type password here" and a strength indicator; and "Please Answer" with a CAPTCHA "0 + 6 =". Below the CAPTCHA is a checkbox for "I accept Terms and Conditions" and a green "Register" button.

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

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

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Login to your Supplier Network Account

Email Address  
Please enter Email Address

Password

Sign into Zycus or

Login

Resend activation link

Forgot Password?

### **Bid Preparation:**

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

All Customers

CONNECT AS POTENTIAL SUPPLIER

SOURCING EVENTS

Telephony, Network, Internet & DDoS Se... - Open

Customer	Event Id	Event Type	Open Date
JEA	1410190846	RFI	10/12/2020...

1 of 2 records displayed

View More

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

ZYCUS

Manage Companies

Settings

Help

All Customers

Home

JEA

Add Card Library

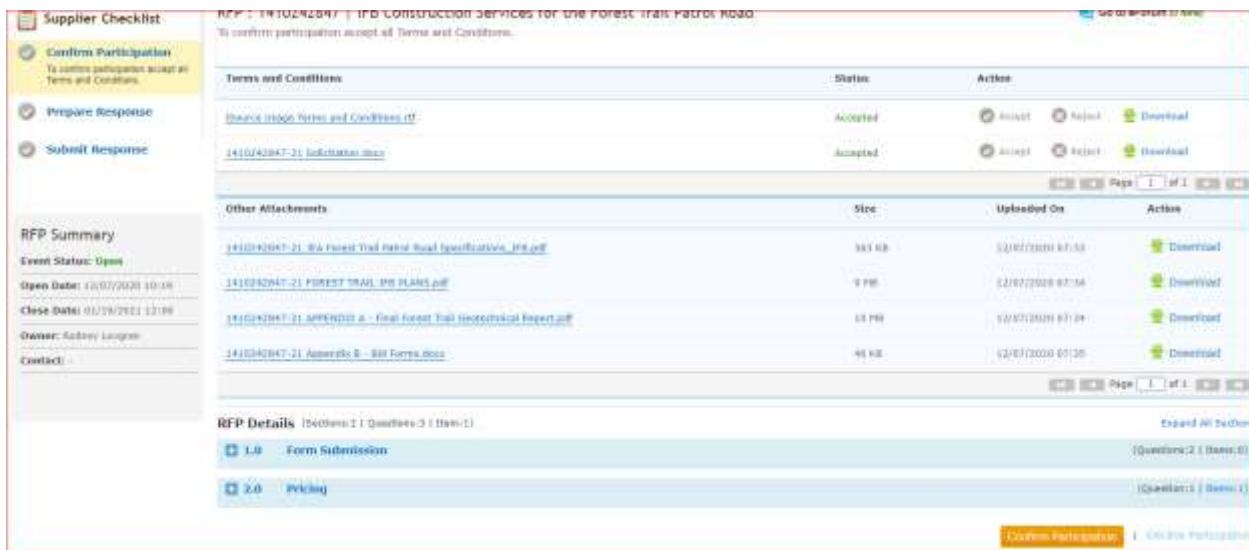
Once in the Event. The event has prompts for actions required to respond to the solicitation.

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

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



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



### Viewing attachments once participation is confirmed.

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

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

**Supplier Checklist** RFP : 1410242846 | IFB Kennedy Generating Station Control Room Upgrade  
To confirm participation accept all Terms and Conditions. [Go to eForum \(0 New\)](#)

**Confirm Participation** (highlighted)  
To confirm participation, accept all Terms and Conditions.

**Prepare Response**  
Prepare responses for all the sections in the event.

**Submit Response**

**RFP Summary**  
Event Status: Open  
Open Date: 12/09/2020 10:30  
Close Date: 01/05/2021 12:00  
Owner: Andrew Lougton  
Contact: -

Terms and Conditions	Status	Action
<a href="#">View Image Terms and Conditions.rtf</a>	Accepted	Accept Reject Download
<a href="#">NDA 2019 - Reg. Rev.1.doc</a>	Accepted	Accept Reject Download

Other Attachments	Size	Uploaded On	Action
<a href="#">1410242846-21-100004_#00e IFC_102220_STAMPED BINDER.pdf</a>	1.1 MB	12/08/2020 20:17	Download
<a href="#">1410242846-21-100004_HRTH_102220.pdf</a>	2 MB	12/08/2020 20:27	Download
<a href="#">1410242846-21-210-0022_Architectural Specifications Rev 0.pdf</a>	1 MB	12/08/2020 20:17	Download
<a href="#">1410242846-21-Appendix B - Bid Forms.docx</a>	35 KB	12/09/2020 20:28	Download
<a href="#">1410242846-21-Submittals (1).docx</a>	1 MB	12/11/2020 16:14	Download
<a href="#">1410242846-21-01-01-Rev 0 BWAED.pdf</a>	5 MB	12/08/2020 20:18	Download
<a href="#">1410242846-21-01-01-Rev 0 BWAED.pdf</a>	5 MB	12/08/2020 20:28	Download
<a href="#">1410242846-21-01-01-Rev 0 BWAED.pdf</a>	4 MB	12/08/2020 20:19	Download

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

**Supplier Checklist**

**Confirm Participation**  
To confirm participation, accept all Terms and Conditions.

**Prepare Response** (highlighted)  
Prepare responses for all the sections in the event.

**Submit Response**

**RFP Summary**  
Event Status: Open  
Open Date: 12/09/2020 10:30  
Close Date: 01/05/2021 12:00  
Owner: Andrew Lougton

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

**Supplier Checklist** RFP : 1410242846 | IFB Kennedy Generating Station Control Room Upgrade  
Prepare responses for all the sections in the event. [Go to eForum \(0 New\)](#)

**Confirm Participation**

**Prepare Response** (highlighted)  
Prepare responses for all the sections in the event.

**Submit Response**

**RFP Summary**  
Event Status: Open  
Open Date: 12/09/2020 10:30  
Close Date: 01/05/2021 12:00  
Owner: Andrew Lougton

Please select the currency you want to bid in:  
Bidding Currency: USD - US Dollar

JEA is issuing the subject solicitation for the Kennedy Generating Station Control Room Construction upgrades.

1.0 Form Submission Status: OPEN Type: Question	Completion Status: Bid Ready for Submission	<a href="#">Prepare Response</a>
2.0 Pricing Status: OPEN Type: Pricing	Completion Status: Bid Incomplete	<a href="#">Prepare Response</a>

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

[Buyer's Attachments](#) 1 [Upload Event Level Attachments\(0\)](#)

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

### Completing the pricing sheet (excel)

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

Item Information		Baseline Costs (USD - US Dollar)		Demand Information			Pricing Information		
Attachment(s)	Item No.	Item Name	Item Description	Target Price	Price Type	Est. Qty	Qty	UCM	Unit Price
0 file(s)	1	Boiler Feedpump Steam Tu...	Make/Demolitize	0.00	Bulk	1.00	1.00	UCM	1,000.00
0 file(s)	2	Boiler Feedpump Steam Tu...	Disassembly	0.00	Bulk	1.00	1.00	UCM	500.00
0 file(s)	3	Boiler Feedpump Steam Tu...	Check/Inspect	0.00	Bulk	1.00	1.00	UCM	
0 file(s)	4	Boiler Feedpump Steam Tu...	Reassembly**Tight Wire A...	0.00	Bulk	1.00	1.00	UCM	
0 file(s)	5	Boiler Feedpump Steam Tu...	Testing	0.00	Bulk	1.00	1.00	UCM	

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



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

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filled in (unprotected to allow the Bidder to populate the cells). Note, the \$1,000.00 and \$500.00 prices are in the sheet (which were populated online) Bidder may also note, since JEA is a public entity, (“Current Price”)/ contract pricing may be public and provided for reference.

Attachment ID	Item No.	Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	UOM	Unit Price	Discount Percentage	Total Cost
01000	1	Boiler Feedpump Steam Turbine (BACH)	Abolition/Disassembly	0.00	Bulk	1.00	1.00	UOM	1,000.00	0.00	1,000.00
01000	2	Boiler Feedpump Steam Turbine (BACH)	Disassembly	0.00	Bulk	1.00	1.00	UOM	500.00	0.00	500.00
01000	3	Boiler Feedpump Steam Turbine (BACH)	Clean/Inspect - Assembly***Tight	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00
01000	4	Boiler Feedpump Steam Turbine (BACH)	Assembly***Tight Wire Alignment is included in the	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00
01000	5	Boiler Feedpump Steam Turbine (BACH)	Preassembly setting	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00
01000	6	Boiler Feedpump Steam Turbine (BACH)	Tooling	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00
01000	7	ASME - (2019) Units (H Weld Outage)	Visible/Disassemble	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00
01000	8	ASME - (2019) Units (H Weld Outage)	Disassembly	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00
01000	9	ASME - (2019) Units (H Weld Outage)	Clean/Inspect - Assembly***Tight	0.00	Bulk	1.00	1.00	UOM	0.00	0.00	0.00

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

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

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



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

The screenshot displays a web interface for a bid. At the top, there are three tabs: "1 of 3 Service ...", "2 of 3 Invoicn ...", and "3 of 3 Budgetar ...". Below the tabs, a "Mandatory Questions" section is visible. The first question, labeled "1.1", asks: "For its Telephony, Network, Internet & DDoS Services, IEA requires a service level agreement including but not limited to liquidated damages for failure to perform. Is this requirement a disqualifier for your ability to respond?". Below the question is a "Text Response" field with a "2000 Character Limit - You have used 0 Characters" indicator and an "Add Comments" button. At the bottom of the interface, there are navigation buttons: "Back to Prepare Response" and "Back to Tip", along with "Save" and "Go to Submit Response" buttons.

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

### Submitting questions during the Bid:

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

The screenshot shows the "New eForum" form in a web application. The event name is "Telephony, Network, Internet & DDoS Services". The form has three main sections: "eForum Name" with a text input field containing "Questions for Telephony RFI" (226 characters left), "Description" with a text area containing "Test question for Telephony" (228 characters left), and "Signature/Remarks" with a text area containing "Test Signature" (1883 characters left). The interface includes a table with columns for "eForum Name", "Description", "Type", "Message", and "Action".

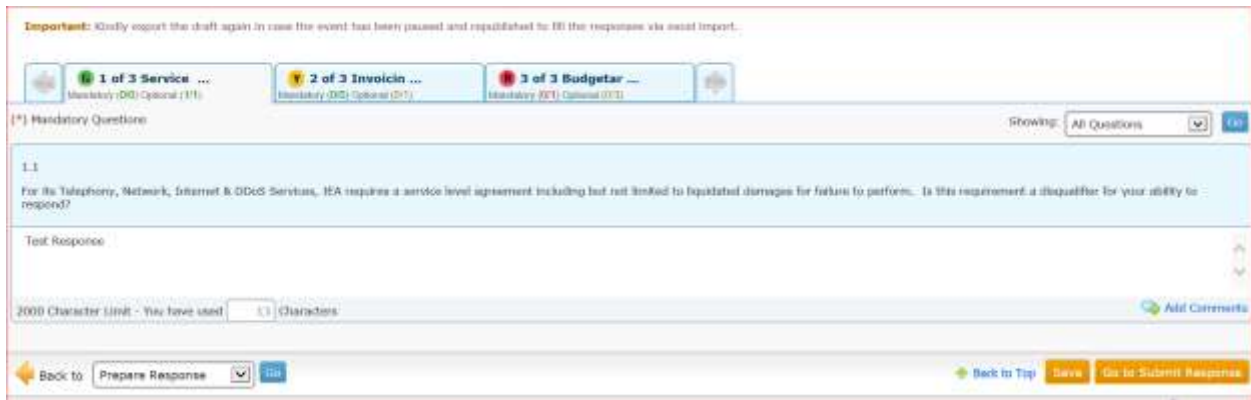
Submitting an inquiry to the eForum section will send a communication to the buyer. Any comments or queries on the eForum are not Addendums to the Solicitation. Only Addendums issued and attached to the Solicitation under “Buyers Attachments” will be considered to be a formally approved change or clarification.

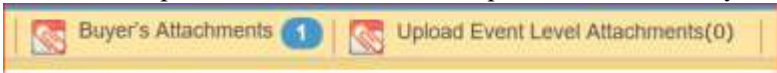
### Submitting the Bid:

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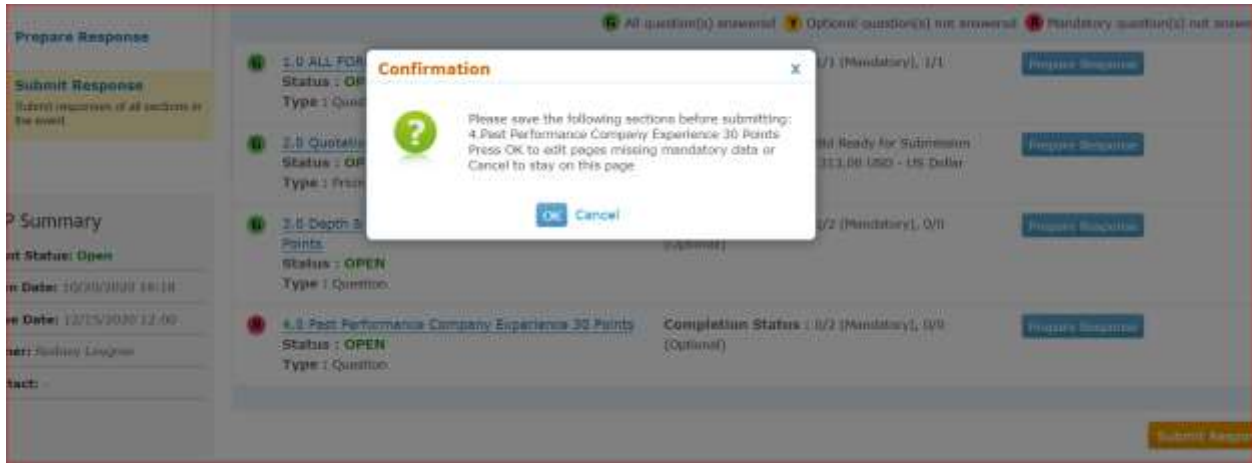
Respond to each section of the Solicitation, once completed with each section, select “Save”, you’ll note each section has a red, yellow, green light code. Items will turn green once completed. Yellow and red lights mean there is additional action required. Users may also note under each tab, there are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



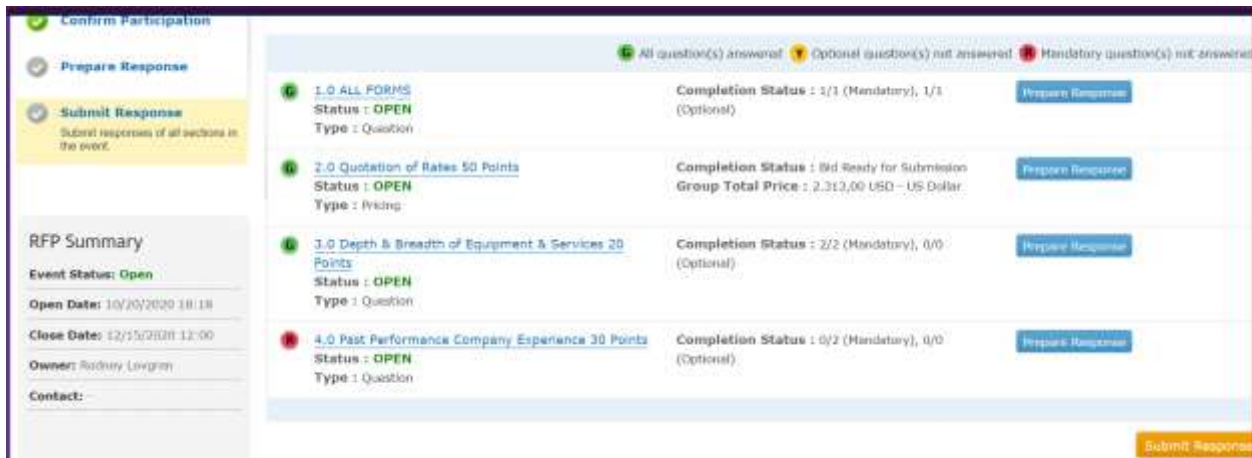
In most solicitations, JEA will provide technical specifications, pricing tables in excel which the Bidder will need to download. Additionally excel pricing tables may need to be uploaded once completed to complete a response section. Proposers can download the required attachments by selecting the “Buyers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

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

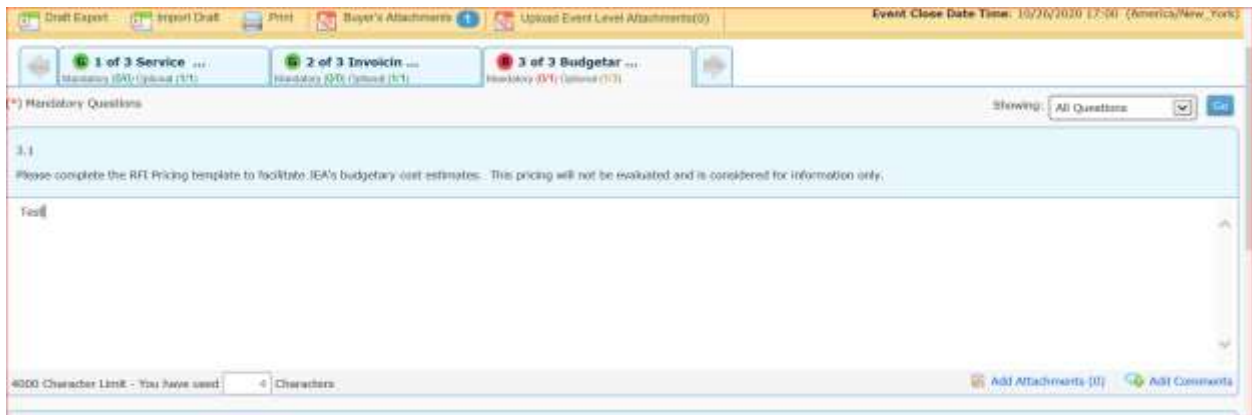
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Below is an example from the “Submit Response” section of the solicitation with a red light that is not complete.



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



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

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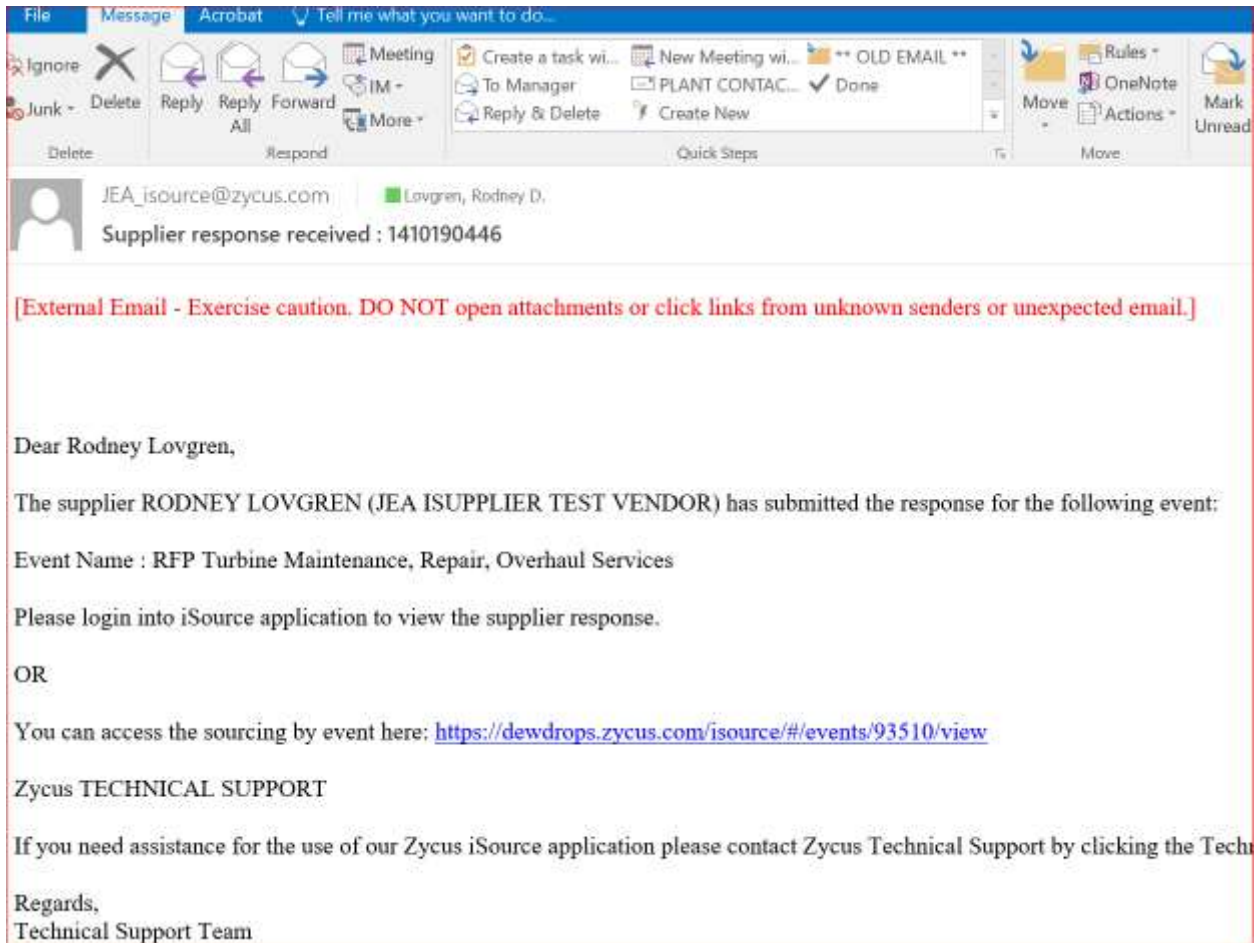


Once the user selects “Submit Response”, the user will receive a “Success” pop-up when submitted. Once, you submit the response, you’ll receive a success message as below.



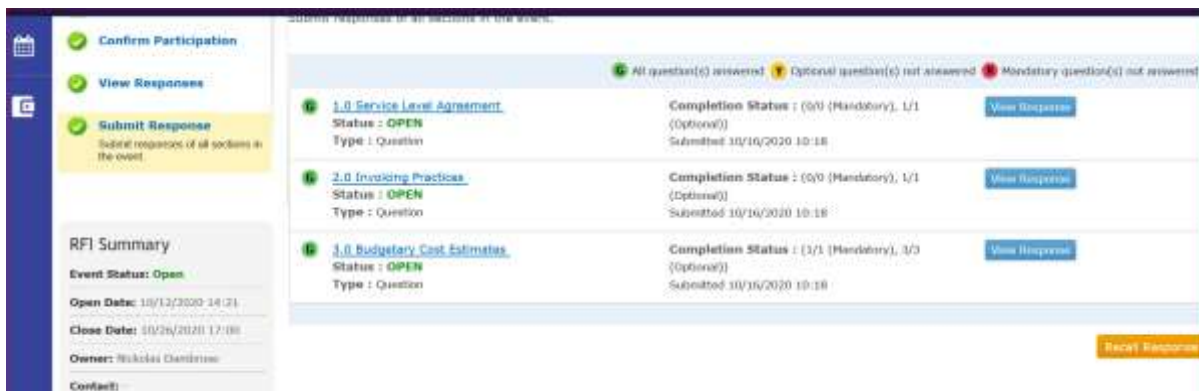
Additionally, the email address used to submit the bid, will receive the following email message

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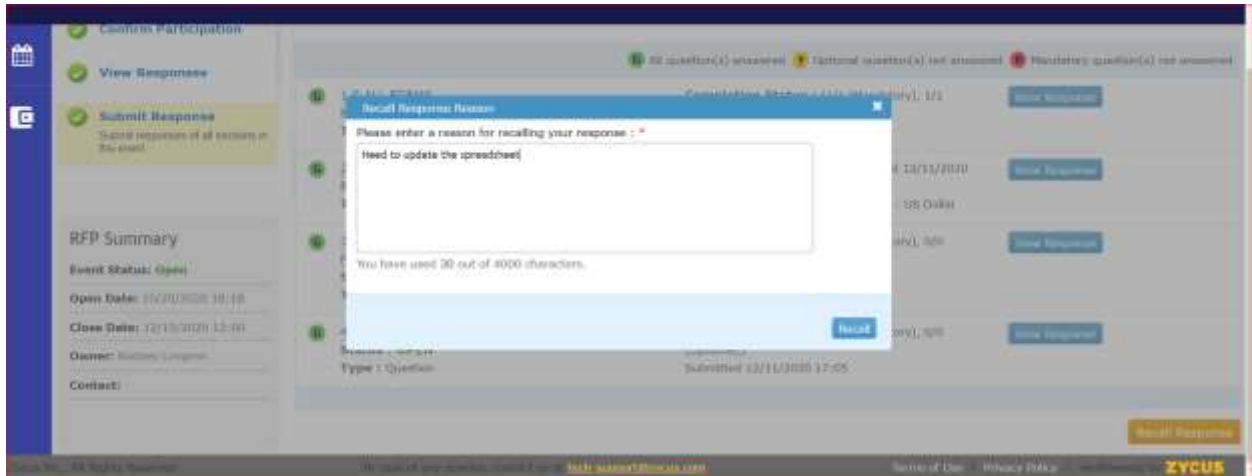
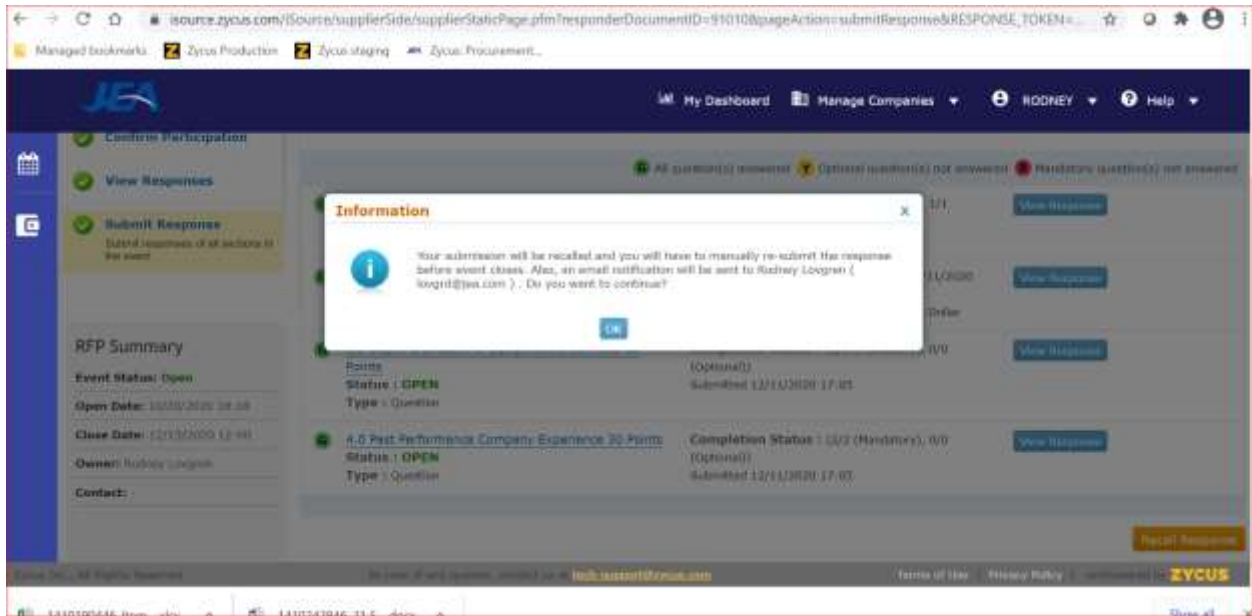
### Recalling a Previously submitted Bid:

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



When recalling the following message will appear.

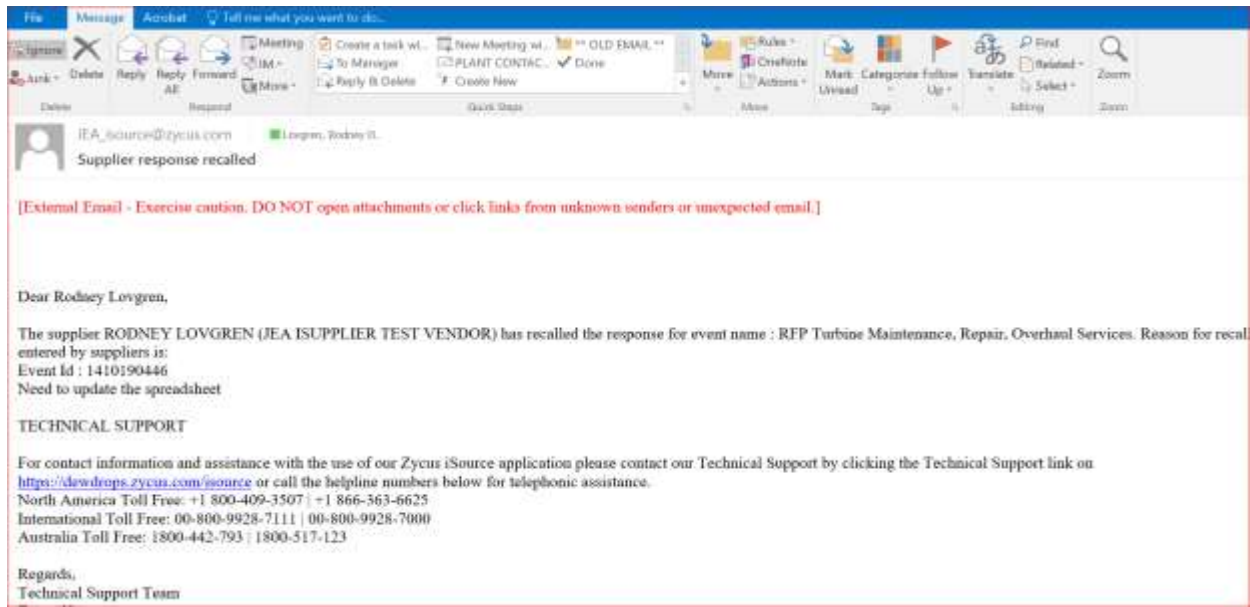
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Once Recalled, the Bidder may modify any parts of the previously submitted response and resubmit as described above.

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

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

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

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