



<p>Why is Stanwell implementing a new Buying and Contracts System?</p>	<p>Based on a recent supplier survey, Stanwell committed to undertaking several changes to streamline and improve the manner in which we buy and engage with suppliers. Specifically we committed to implement a new Procurement system which integrates and streamlines end to end procurement across Stanwell; including an online portal for our suppliers to do business with Stanwell.</p> <p>This system will:</p> <ul style="list-style-type: none"> • Simplify processes and communication, and provide visibility during tendering and quotations; • Give you autonomy to update your company and contact information easily; • Enable effective contract and supplier management including the ability to amend existing contracts and negotiate new ones online.
<p>Will Purchase Orders, Invoicing and Payments be in this new system?</p>	<p>No. Current processes for purchase orders, invoicing and payment remain unchanged.</p>
<p>What do I need to do to start engaging with Stanwell using the Zycus Supplier Network (ZSN)</p>	<p>A valid email address and an internet connection is required.</p> <p>ZSN is compatible with all major browsers (e.g. Google Chrome, Mozilla Firefox, Edge, Internet Explorer). We recommend using or Google Chrome or Mozilla Firefox.</p> <p>If you are currently an active Supplier, you will have received an email from support@zycus.com to activate your account. Simply click the link to activate your account and you're done.</p> <p>If you are not an active Supplier, please visit www.stanwell.com/doing-business-with-stanwell/ to register as a potential supplier.</p>
<p>How do I access the Zycus Supplier Network (ZSN)</p>	<p>Suppliers can access their ZSN Portal via: www.stanwell.com/doing-business-with-stanwell/</p>
<p>Does it cost me anything?</p>	<p>No. There is no cost to use the ZSN Portal.</p>
<p>Or do I need to download any software?</p>	<p>No. The system is compatible with all internet browsers, though Firefox and Google Chrome are recommended.</p>
<p>What do I do if I need assistance in navigating ZSN?</p>	<p>The Zycus team provide Supplier support 24/5 and are happy to guide you through any issues.</p> <p>Option 1: There will be a Stanwell branded Quick Reference Help Guide available.</p> <p>Option 2: Email Zycus on tech-support@zycus.com.</p> <p>Option 3: Zycus supply Help Manuals and Help Videos – to access, click the “Help” button on the main menu once logged in:</p> 

Continued overleaf

	<p>Option 4: Zycus have a Live Engage button on their <u>main website</u> and you will be automatically connected to Zycus Technical Support team using 'online chat' functionality.</p> 
<p>Can multiple users access a supplier's ZSN Account?</p>	<p>Yes. To add Contacts, please edit your Supplier Profile using the help material mentioned above.</p>
<p>Can I edit email addresses on our Vendor Account?</p>	<p>Yes. You can edit the email addresses in the system for Purchase Order/Remittance Advices/Contract contact via your Supplier Profile.</p>
<p>Can I edit bank details (for invoice payments) or other company details?</p>	<p>Yes. Stanwell will be alerted to the proposed changes and after they are approved, the system is immediately updated in real time.</p>
<p>Can I access the ZSN Portal using a tablet or iPad?</p>	<p>Yes. The basic requirement of a valid email address and connection to the internet remains.</p>