

Purpose: Provide guidance to suppliers for the new Zycus Supplier Network (ZSN) Portal for:

- [Updating Contact or Company Details](#)
- [Responding to Tenders \(and clarification questions\)](#) or [Quotations](#)
- [Negotiating and Reviewing Contracts](#) (during their Contract Lifecycle)
- [Executing \(Signing\) Contracts](#)
- [Providing self-assessment of Supplier Performance](#) (or provide feedback on Stanwell’s Performance)
- [Responding to a Non-Conformance or Contract Dispute](#)
- [Actioning Development Plan](#)
- [Actioning Alerts to conduct activities in ZSN Portal](#) (i.e. update Insurance Policy, Certifications, etc)

Obtaining Help using the new Portal

What do I do if I need assistance in navigating the Zycus Supplier Network (ZSN)?

The Zycus team provide Supplier support 24/5 and are happy to guide you through any issues.

Option 1:

The Stanwell branded Quick Reference Help Guide below.

Option 2:

Email Zycus on tech-support@zycus.com.

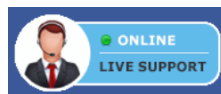
Option 3:

Zycus supply Help Manuals and Help Videos – to access, click the “Help” button on the main menu once logged in.



Option 4:

Zycus have a Live Engage button on their [main website](#) and you will be automatically connected to Zycus Technical Support team using ‘online chat’ functionality.

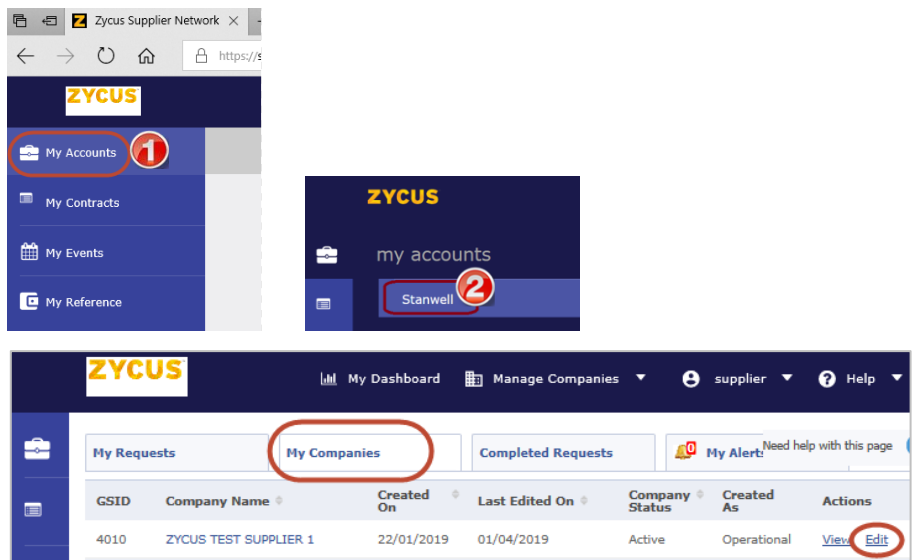


Updating Contact or Company Details

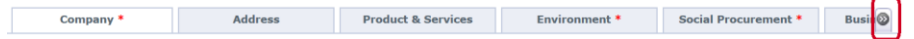
- My Accounts
- Stanwell

- My Companies
- Edit

Complete the fields across the various Tabs and Sub Tabs



Tabs



Sub Tabs



Updating / Adding / Deleting Contacts

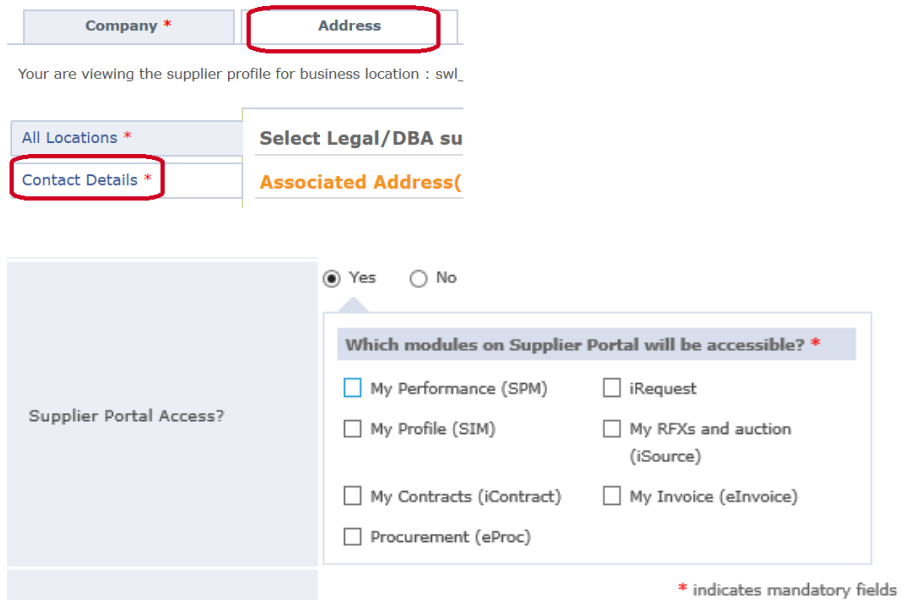
- Address
- Contact Details

When adding/editing a contact, please always select “Yes” for “Supplier Portal Access” and assign the “modules” (i.e. the access) you would like that user to have.

i.e. User A to only view/negotiate/sign a Contract – select “My Contracts (iContract)”.

User B to only respond to Sourcing Events – select “My RFXs and auction (iSource)”.

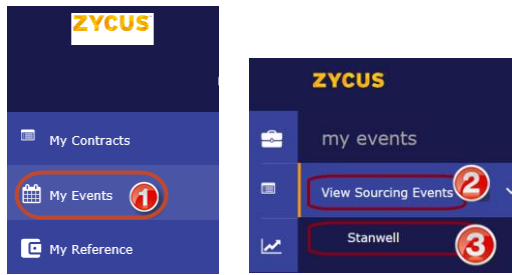
User A & B to view Contracts and respond to Sourcing Events – select both options for both users.



NOTE: all Company/Contact detail changes/additions require Stanwell’s approval prior to the updates occurring – refer to “Requests” in ZSN for status updates

Responding to Tenders (and clarification questions)

- My Events
- View Sourcing Events
- Stanwell



- Enter Event
- Review and “Accept” Tender Terms and Conditions



Terms and Conditions	Status	Action
RFP Terms and Conditions.pdf	No Action Taken Yet	✓ Accept ✗ Reject 📄 Download

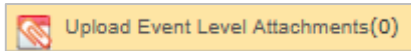
- Review Tender documents and questions
- Confirm Participation (to indicate your Intention to Respond)



- Prepare Response to Tender documents and questions. Review Buyer’s Attachments (Tender documents)



- Attach response documents if required



- Go to Submit Response



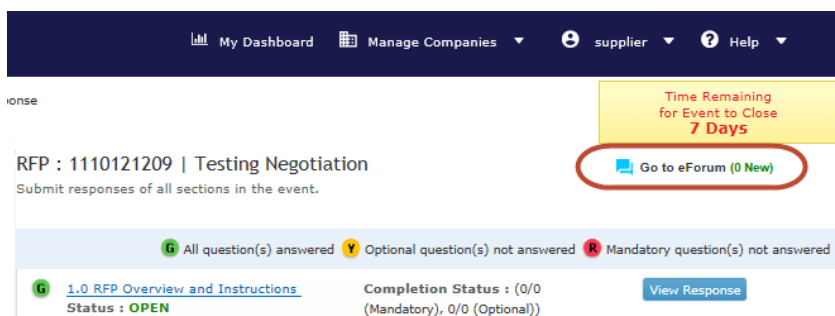
- Submit Response



(can “Recall Response” if required prior to Tender close)

Tender Clarification Questions (eForum)

- “Go to eForum”
- Can ask questions in the already created Public eForum (supplier names are not public)
- Can create a Private e-Forum that other invited suppliers cannot review



Responding to Quotations

Responding to Quotations

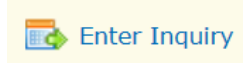
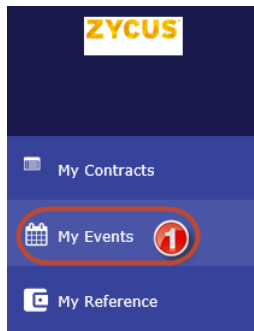
- My Events
- View Sourcing Events
- Stanwell

- Enter Inquiry
- Review Notes and “Download” Attachments

- Submit quote response

- Answer any questions

- “Submit” response



Submit your quotes for the following items:

Item Description	Quantity Requested	UOM	Supplier Quantity	Bid Value (AUD)	Total Cost
Widget	1		quantity *	price *	NA
Total	1		0	AUD 0	AUD 0

NOTE: replace decimal point with comma i.e. 100,00 (instead of 100.00) unless you change your Settings

Submit your answers for following questions:

Does your widgets have 12 months warranty?

Yes|

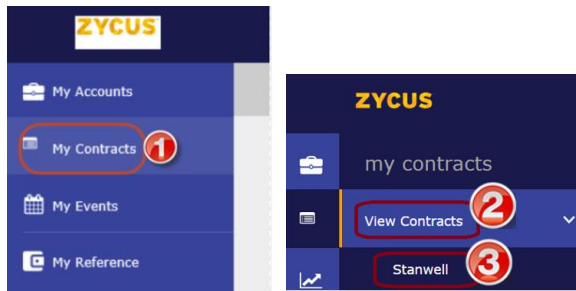
CANCEL

SAVE DRAFT



Negotiating or Reviewing Contracts

- My Contracts
- View Contracts
- Stanwell

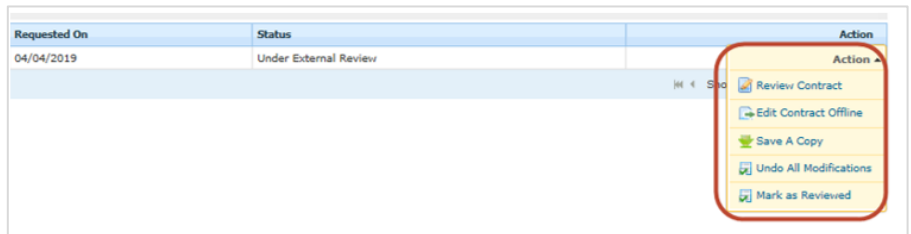


- Select Action
 - Review Contract
"Contract Outline" Tab
 - Mark as Reviewed
Action to undertake once "Review Contract" has been completed

OR

- Edit Contract Offline


Make edits (negotiations) > Save to computer > "Action" then "Upload" – this will send back to Stanwell for review – you will be notified when Stanwell have provided a counter response



IMPORTANT: Do not change file name when selecting "Edit Contract Offline" as you will not be able to import

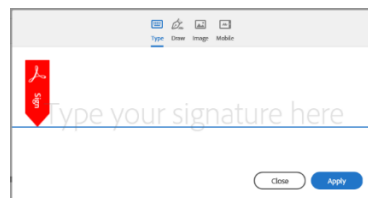
Executing (Signing) Contracts

- Receive email
- Select "Click here to review and sign"
- Review the final Contract

- Select the  icon present in the bottom left hand corner
- Select "Click here to sign"



- Either "Type" or "Draw" e-signature using the options at the top of the screen



- Select "Click to Sign" against "I agree to the Terms of Use and Consumer Disclosure of this document"

I agree to the Terms of Use and Consumer Disclosure of this document

Click to Sign

Providing self-assessment of Supplier Performance (or provide feedback on Stanwell's Performance)

If a Supplier Performance Evaluation Event is sent to you to take part in, follow the steps below:

- My Performance
- View Score Events
- Stanwell

- Select "Respond"
- "Save and Continue"
- Answer all questions
- "Submit Responses"

The image shows two screenshots of the ZYCUS interface. The first screenshot shows the main navigation menu with 'My Performance' circled in red and labeled with a red '1'. The second screenshot shows the 'my performance' sub-menu with 'View Score Events' circled in red and labeled with a red '2', and 'Stanwell' circled in red and labeled with a red '3'. Below these is a screenshot of the 'Score Events' table with a 'Respond' button circled in red.

Event Name	Supplier Name	GSID	End Time	Status	Submission Status	Actions
test test test	ZYCUS TEST SUPPLIER 1	4010	14/06/2019 23:55	In Progress	Pending	Respond

Responding to a Non-Conformance or Contract Dispute

If a Non-Conformance or Contract Dispute is sent to you, follow the steps below:

- My Performance
- View SCARs (Supplier Corrective Action Requests)
- Stanwell

- Select SCAR
- Respond (under "Actions" column)
- Fill in the form as indicated
- Submit

The image shows two screenshots of the ZYCUS interface. The first screenshot shows the main navigation menu with 'My Performance' circled in red and labeled with a red '1'. The second screenshot shows the 'my performance' sub-menu with 'View SCARs' circled in red and labeled with a red '2', and 'Stanwell' circled in red and labeled with a red '3'. Below these is a screenshot of the 'SCAR Listing' table with a 'Respond' button circled in red.

SCAR No.	Facility/Plant	Supplier Name	GSID	Stage	Status	Owner	Date Reported	Response Due In (Days/Hours/Minutes)	Actions
1-63	Magpie Square	ROWALD	2540	Stage 1	Approved	Geniva	09/11/2019 13:32	-	View Response
				Stage 2	Awaiting Response			02:21:42	Respond
				Stage 3	Awaiting Response			05:21:49	Respond

Actioning Development Plan

If a Development Plan is sent to you, follow the steps below:

- My Performance
- View Development Programs
- Stanwell


The image shows two screenshots of the ZYCUS interface. The first screenshot shows the main navigation menu with 'My Performance' circled in red and labeled with a red '1'. The second screenshot shows the 'my performance' sub-menu with 'View Development Programs' circled in red and labeled with a red '2', and 'Stanwell' circled in red and labeled with a red '3'.

- Edit

- Review the “Program Details”, “Documents”, “Milestones & Tasks”

Action and update the above

Actions

 Edit

Program Details → **Documents** → **Milestones & Tasks**

Actioning Alerts to conduct activities in ZSN Portal (i.e. update Insurance Policy, Certifications, etc)

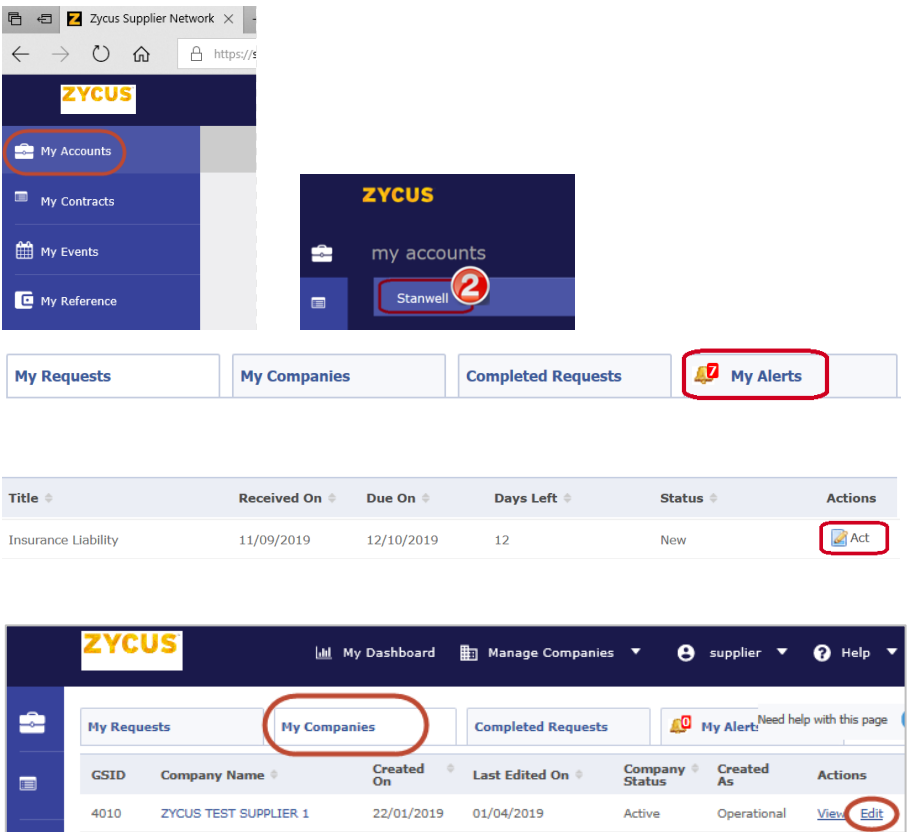
If an Alert is sent to you to action, follow the steps below:

- My Accounts
- Stanwell
- My Alerts

- Find Alert
- Act
- Input resolution details

To update Company Record with Alert Action

- My Accounts
- Stanwell
- My Companies
- Edit



The screenshot shows the Zycus Supplier Network portal interface. It includes a navigation menu with 'My Accounts', 'My Contracts', 'My Events', and 'My Reference'. A 'my accounts' section highlights 'Stanwell' with a '2' notification. Below are tabs for 'My Requests', 'My Companies', 'Completed Requests', and 'My Alerts'. A table lists an 'Insurance Liability' alert with an 'Act' button. Another section shows a 'My Companies' table with an 'Edit' button circled in red.

Title	Received On	Due On	Days Left	Status	Actions
Insurance Liability	11/09/2019	12/10/2019	12	New	Act

GSID	Company Name	Created On	Last Edited On	Company Status	Created As	Actions
4010	ZYCUS TEST SUPPLIER 1	22/01/2019	01/04/2019	Active	Operational	View Edit