

# Zycus Supplier Network (ZSN) Portal Guide for New & Existing Suppliers

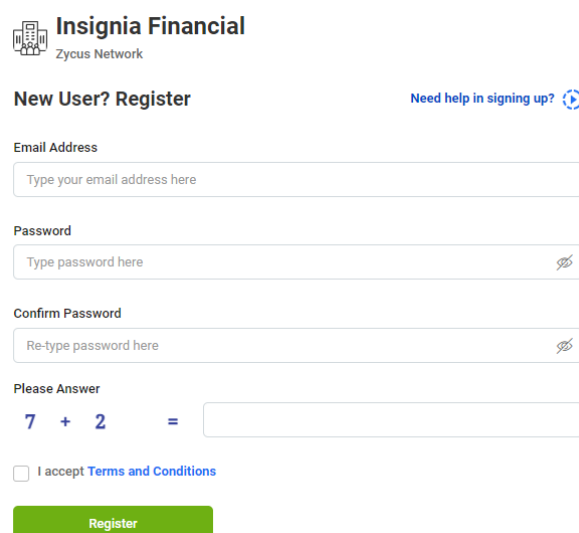
## ZSN Guide for New Suppliers

This Registration Guide outlines the steps for how to register as a new supplier in Zycus Supplier Network (ZSN) portal.

To register as a new supplier on ZSN Portal, please click on the link provided below and follow the prompts to register your company details.

1. Click the link to ZSN: <https://zsn.zycus.com/zsp/guest/genericRegister/IOO902>
2. Under the 'New User? Register' section, enter your email address and create a password. Confirm your password and answer the simple math question.
3. Tick the check box 'I accept Terms and Conditions of Using Zycus' and then click 'Register'.

**Note:** If you need help with signing in, click the 'Need help signing in' option to watch a short 2- minute tutorial video.



The screenshot shows the registration page for Insignia Financial's Zycus Network. At the top left is the Insignia Financial logo with 'Zycus Network' below it. The main heading is 'New User? Register' with a link 'Need help in signing up?' to the right. Below this are four input fields: 'Email Address' (placeholder: 'Type your email address here'), 'Password' (placeholder: 'Type password here'), 'Confirm Password' (placeholder: 'Re-type password here'), and 'Please Answer' (a math problem:  $7 + 2 =$  followed by an empty box). Below the math problem is a checkbox labeled 'I accept Terms and Conditions'. At the bottom is a green 'Register' button.

- You will be sent a One Time Password (OTP) via email. Please click on 'Resend OTP' if you don't receive it within the next few minutes. This OTP is valid for 10 minutes from the time of receiving the email.

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Dear USER,

Thank you for registering with the Zycus supplier Network. Please use the below OTP to activate your account.

**OTP: 416464**

This OTP is only valid only for 10 Min. Please activate your account within 10 min of receiving this e-mail.

Regards,

Zycus Supplier Network

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- Enter the OTP and click 'Verify OTP'.

**Did not receive the One Time Password(OTP)?**  
Try one of the options below.

- Check your email address if it's incorrect:**  
Verify the email address you have used to create your account on ZSN if the same is incorrect sign-up again with the correct email address.
- Check your spam or junk folder.**  
The activation email may have been marked as junk by your ISP or email application. Kindly mark the email address as not spam to get all emails related to your account in the inbox.
- Ask your IT team to whitelist the Domain and IP:**  
Click on 'Resend OTP' once you have asked your IT team to whitelist the Domain automail1.zycus.com and IP 207.211.63.183

**Welcome to ZSN**

Please enter the One Time Password(OTP) shared over the email address: \*

Thank you for registering with ZSN

Enter OTP

Resend OTP **Verify OTP**

- Please complete your profile details in the form as below. Once you have completed all the required fields, please click 'Submit'.

1

Activate Account

2

Complete My Profile

3

Complete Company Profile

(Fields marked with \* are mandatory)

**My Profile**

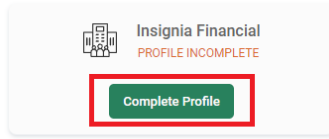
<b>First Name *</b> <input type="text" value="Enter first name"/>	<b>Last Name *</b> <input type="text" value="Enter last name"/>	<b>Display Name *</b> <input type="text" value="Enter Display Name"/>	<b>Designation *</b> <input type="text" value="Enter Designation"/>
<b>Phone Number *</b> <input type="text" value="Enter Phone Number"/>	<b>Fax number</b> <input type="text" value="Enter fax"/>	<b>Country *</b> <input type="text" value="Select"/>	

**Additional Details**  
(To be filled based on your country)

<b>Time Zone *</b> <input type="text" value="Select"/>	<b>Currency *</b> <input type="text" value="Select"/>	<b>Number Format *</b> <input type="text" value="1,222,333.04"/>	<b>Date Format *</b> <input type="text" value="DD-MM-YYYY"/>
<b>Time Format *</b> <input type="text" value="12 Hours"/>	<b>Language *</b> <input type="text" value="Select"/>		

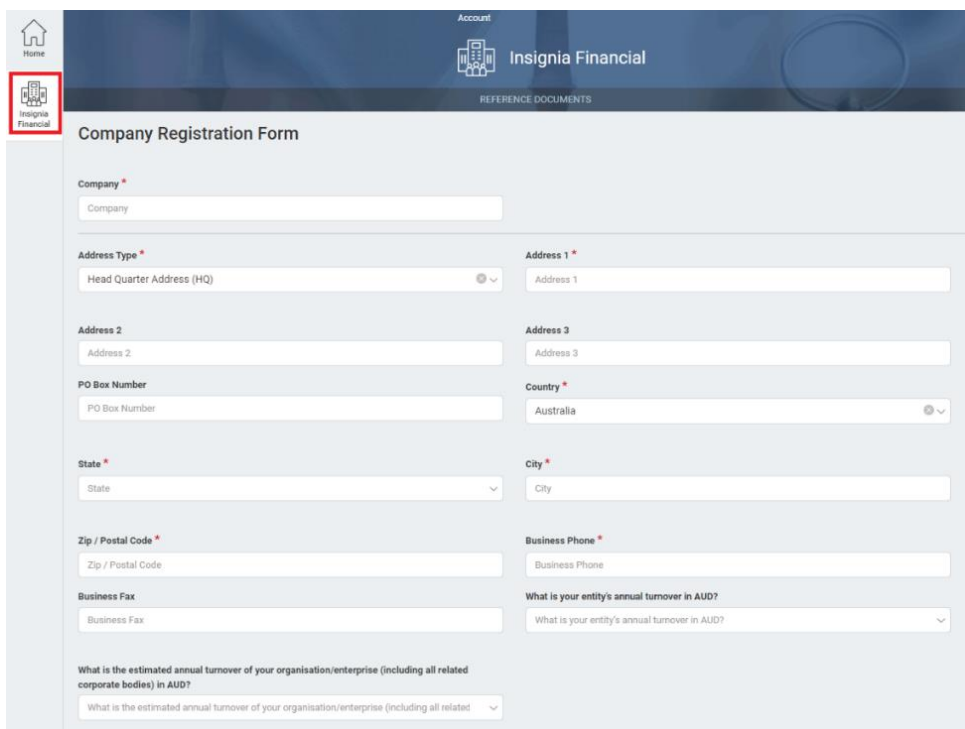
7. A new page will open, for you to complete your company profile. Click 'Complete Profile'. You will also have the option to complete it later.

Please complete your company profile

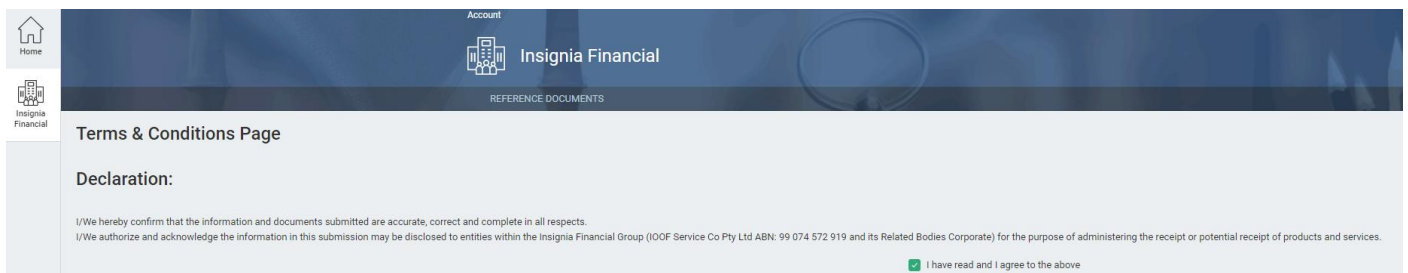


[I will do this later](#)

8. Add your company information (e.g., Name, Address, Phone number, Type of service offered, GST status, ABN etc.). Once you have completed all mandatory fields, click 'Create'.



9. Please read and accept the Terms and Conditions for use of Zycus Supplier Network portal by checking the box 'I have read, and I agree to above'. Click 'Continue'.



10. Complete all required mandatory sections.

- **Company** – Please complete the required information.
- **Address** – Please complete the required information.
- **Purchasing** – Please complete the payment terms and currency type.
- **Products and Services** – This section is not mandatory.
- **Modern Slavery, Financial Crime & Cyber Security** – Please complete all mandatory questions.

Please note: Financial Details will be required at onboarding stage. The Insignia Financial Supplier Management Team will be in touch to request this information and the Insignia Financial Accounts Payable Team will call you at the provided contact number to verify your financial details.

The screenshot displays the Zycus Supplier Network Portal interface. On the left, a sidebar lists mandatory sections: Company, Address, Financial, Purchasing, Product & Services, Modern Slavery, Financial Crime, and Cyber Security. The main area is titled 'Banking Details' and includes an 'Add New' button. A table lists payment methods, with 'Direct Credit' (Test) and '0' as the account number. Below the table is a 'Default Bank Details' section with a dropdown and a text input field containing 'Test'. At the bottom, there are buttons for 'CANCEL', 'Save as Draft', and 'Submit'.

11. Please click 'Submit' to complete your registration. Your details will be sent to the Insignia Financial Procurement Team for review and approval. Insignia Financial may contact you for additional information prior to approval.

The screenshot shows the 'Cyber Security Details' section of the Zycus Supplier Network Portal. A 'Submit Request' dialog box is overlaid on the page, asking 'Are you sure you want to submit?' with 'Cancel' and 'Submit' buttons. The background shows the 'Cyber Security Details' form with questions about adherence to APRA's Prudential Standard CPS 231 Outsourcing and APRA's Prudential Standard CPS 234 Information Security requirements.

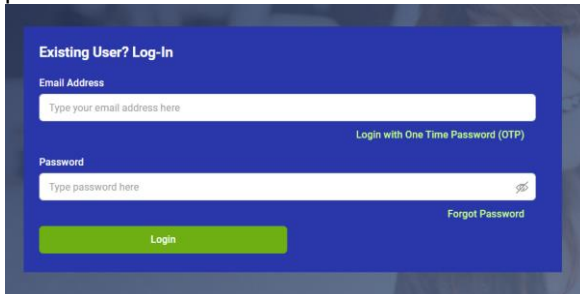
12. If you have any concerns about your company profile registration on Zycus Supplier Network portal, please email the Supplier Management team at [supplier.support@insigniafinancial.com.au](mailto:supplier.support@insigniafinancial.com.au)

# ZSN Guide for Existing Suppliers

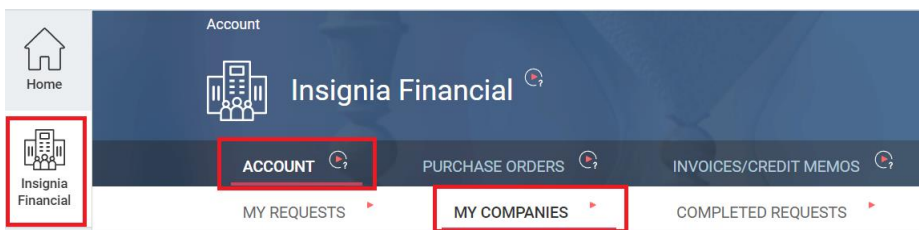
1. If you are an existing supplier logging in for the first time, please click the below:

<https://zsn.zycus.com/zsp/guest/genericRegister/IOO902>

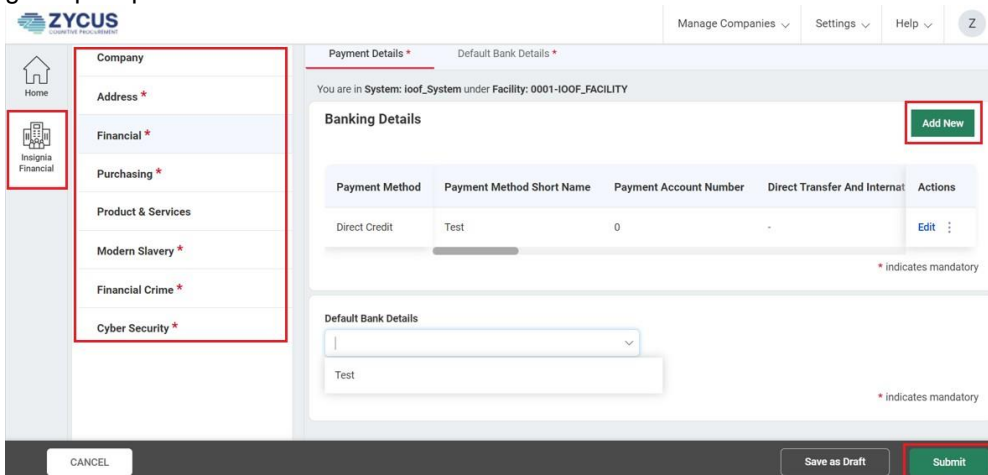
If you have forgotten your password, you can request a one-time password (OTP) to log into ZSN portal.



2. From the menu bar, select the Insignia Financial icon. select "Account" and "My Companies" to access your company profile.



3. Once logged in, update your company profile details when required in the sections column and using the green prompt buttons.



4. If you have any queries about navigating your profile within ZSN Portal or updating your financial details, please the contact Insignia Financial Supplier Management team via email at [supplier.support@insigniafinancial.com.au](mailto:supplier.support@insigniafinancial.com.au)