



Broadridge®

Strategic Sourcing Group – Procurement Operations

Zycus Supplier Network (ZSN)

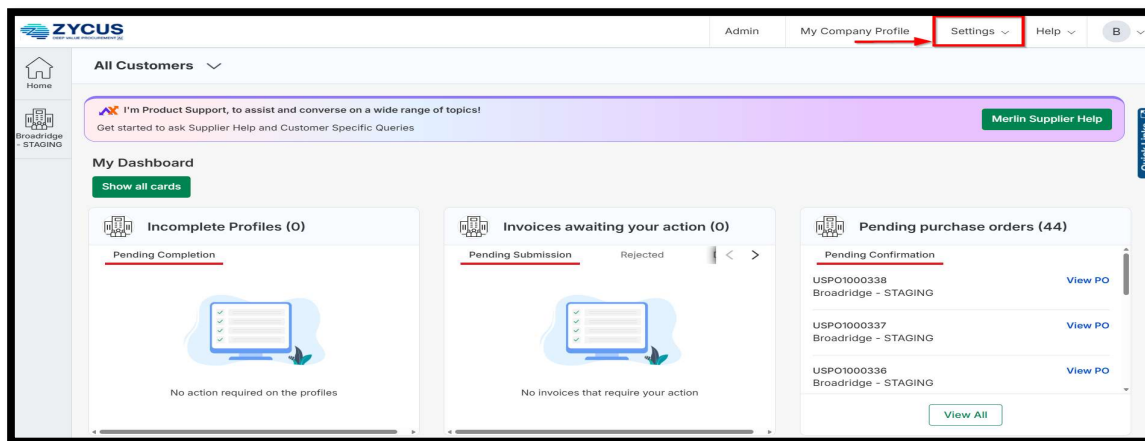
Supplier Guide for Key Actions in the Zycus Supplier Network (ZSN) Portal

Email Notification Settings

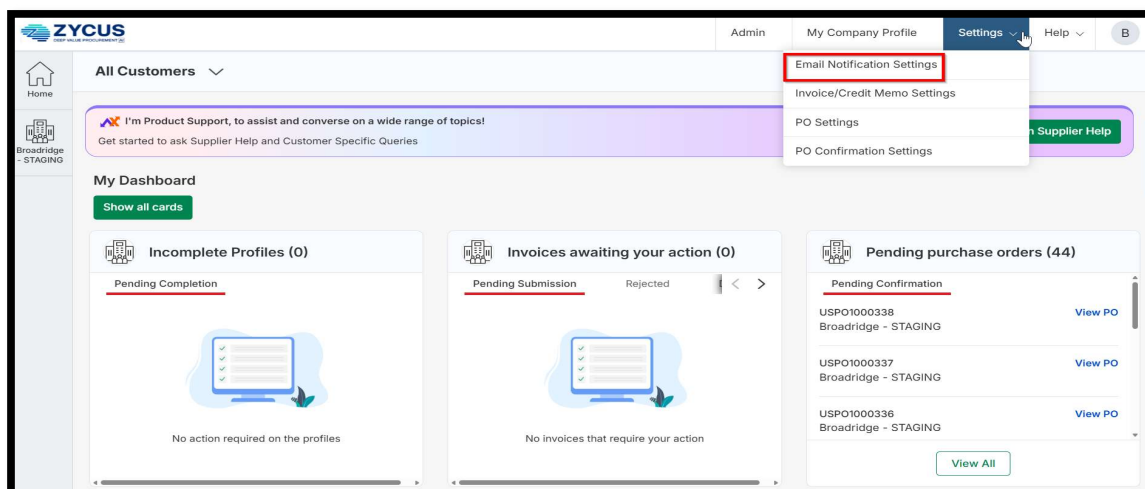
Step 1: Log in to the ZSN Portal

Step 2: Click on Settings

The Settings tab enables suppliers to configure the following options: Email Notifications, Invoice Credit Memo settings, PO settings, and PO confirmation settings.



Step 3: Click Email Notification Settings to enable or disable notifications for various entities.



Step 4: The system redirects you to the **Email Notification Settings** page. Select or clear the checkboxes to enable or disable the desired settings, then click **Save** to apply your changes.

The screenshot shows the 'Email Notification Settings' page in the Zycus portal. The page has a sidebar with 'Home' and 'Broadridge - STAGING' links. The main content area is titled 'Email Notification Settings' and contains a table with the following columns: 'Entity' and 'Send Email Notifications'. The 'Entity' column lists 'Failure Notifications', 'Catalogs', 'Purchase Orders', and 'Invoices'. The 'Send Email Notifications' column has four checkboxes, all of which are checked. A red box highlights the 'Send Email Notifications' column. Below the table is a green 'Save' button, also highlighted with a red box. The footer of the page includes the Zycus logo and the text '© 2020 Zycus Inc. All Rights Reserved.'

Purchase Order Delivery notification Settings

Step 1: PO Settings: Log in to your Zycus portal and update the following settings. This will ensure that only the **PO contact** receives a copy of the **purchase order**, instead of all contacts.

The screenshot shows the 'PO Settings' page in the Zycus portal. The page has a sidebar with 'Home' and 'Broadridge - STAGING' links. The main content area is titled 'PO Settings' and contains a table with the following columns: 'Customer', 'Supplier Company', and 'Delivery Method'. The 'Customer' column lists 'USPO1000338 Broadridge - STAGING', 'USPO1000337 Broadridge - STAGING', and 'USPO1000336 Broadridge - STAGING'. The 'Supplier Company' column lists 'Broadridge - STAGING'. The 'Delivery Method' column lists 'View PO'. A red box highlights the 'PO Settings' link in the top navigation bar. The footer of the page includes the Zycus logo and the text '© 2020 Zycus Inc. All Rights Reserved.'

Step 2: Select the customer and company, then choose **Actionable Email** as the delivery method.

The screenshot shows the 'Purchase Order Delivery Settings' page in the Zycus portal. The page has a sidebar with 'Home' and 'Broadridge - STAGING' links. The main content area is titled 'Purchase Order Delivery Settings' and contains a form with the following fields: 'Customer *', 'Supplier Company *', and 'Delivery Method *'. The 'Customer *' and 'Supplier Company *' fields are highlighted with red boxes. The 'Delivery Method *' field is a dropdown menu with the following options: 'Online', 'Online', 'Action...', 'Email', and 'cXML'. A red arrow points to the 'Action...' option. Below the form are two radio button groups: 'Automatically confirm the POs received from this customer?' and 'Automatically confirm after PO is amended by the buyer?'. The footer of the page includes a 'Back' button and a 'Submit' button.

Step 3: Change the setting to **PO Contact Only**. This helps ensure that the PO email is sent only to the selected PO contact. Then click Submit.

The screenshot shows the ZYCUS web application interface. The top navigation bar includes 'Admin', 'My Company Profile', 'Settings', and 'Help'. The left sidebar shows 'Home' and 'Broadridge - STAGING'. The main content area is titled 'Settings' and 'Purchase Order Delivery Settings'. It contains fields for 'Customer', 'Supplier Company', and 'Delivery Method'. Below these, the 'PO Email Recipients' section has two radio buttons: 'PO Contact Only' (selected) and 'PO Contact + All Applicable Supplier Contacts'. A red box highlights the 'PO Email Recipients' section. At the bottom right, a red box highlights the 'Submit' button, with a red arrow pointing to it from the left.

**Note: You can check the contact type in the contact details section under "Address" within "My Companies"*

The screenshot shows the ZYCUS web application interface for a supplier profile. The top navigation bar includes 'Appxtend', 'Admin', and 'My Co...'. The left sidebar shows 'Home' and 'Broadridge - STAGING'. The main content area is titled 'Broadridge - STAGING' and 'Complete the supplier profile by providing all required details in the main views and their sub-views.' It contains a list of tabs: 'ACCOUNT', 'PURCHASE ORDERS', 'INVOICES/CREDIT MEMOS', 'TIME SHEETS', 'SERVICE SHEETS', 'CATALOGS', 'EVENTS', and 'CONTRACTS'. The 'ACCOUNT' tab is selected. Below the tabs, there are sections for 'Company', 'Address', 'Diversity', 'Financial', and 'Insurance'. The 'Address' field is highlighted with a red box. Below this, the 'Associated Address(es)' table shows details for a specific address. The 'Showing Contact Details for All Locations' table shows the 'Contact Type' as 'Others', which is highlighted with a red box.

Select Legal/DBA supplier name	Address ID	Account Group	Address	Phone	Phone Ext
ANBUMOZHI - Test Edi...	300000086699451	Ordering and Remit T...	C-1, GREEN WOODS, SR...	12345679	-

For Address	Contact Id	Contact Type	First Name	Middle Name	Last Name	Title
(OART)C-1, GREEN WOOD...	300000086699460	Others	Broadridge Staging	-	Supplier 3	Account Ma

Contact

Please contact the Supplier Portal Support team (SupplierPortalSupport@broadridge.com) if there is any problem or assistance needed.

End of Process