



Broadridge®

Strategic Sourcing Group – Procurement Operations

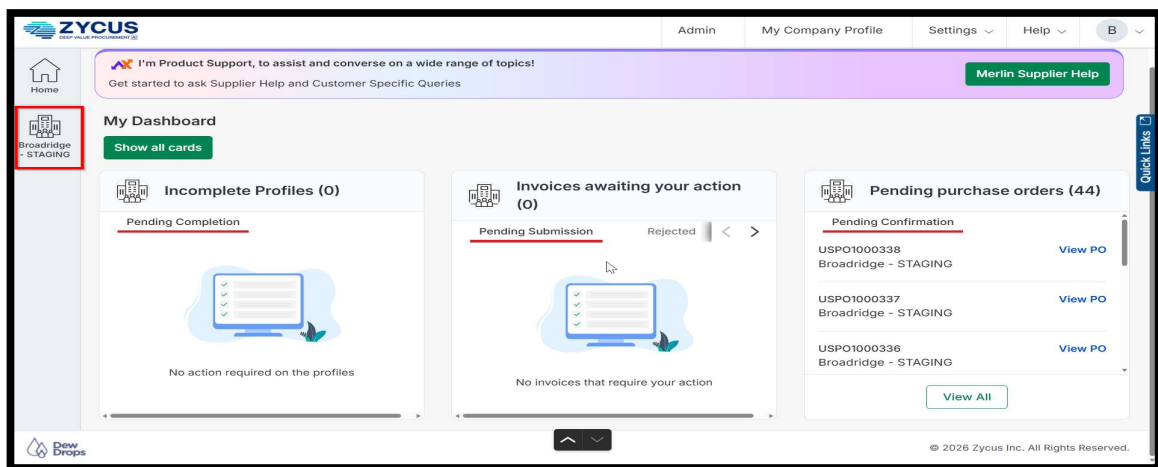
Zycus Supplier Network (ZSN)

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

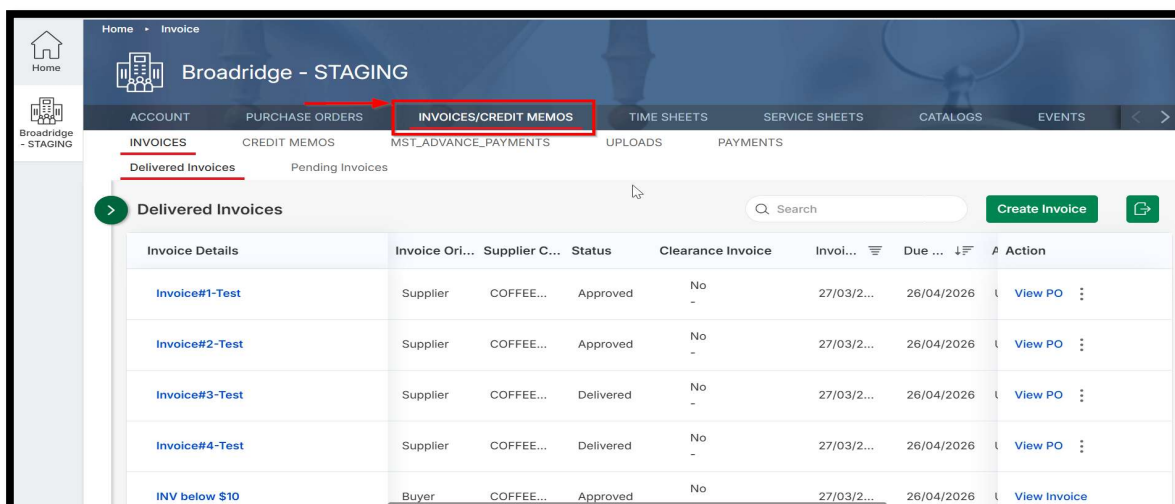
How to Check Invoice Status and Payment Details in ZSN

Step 1: Log in to ZSN

Log in to the **ZSN Portal** and select **Broadridge Financial Solutions, Inc.** from the side panel.

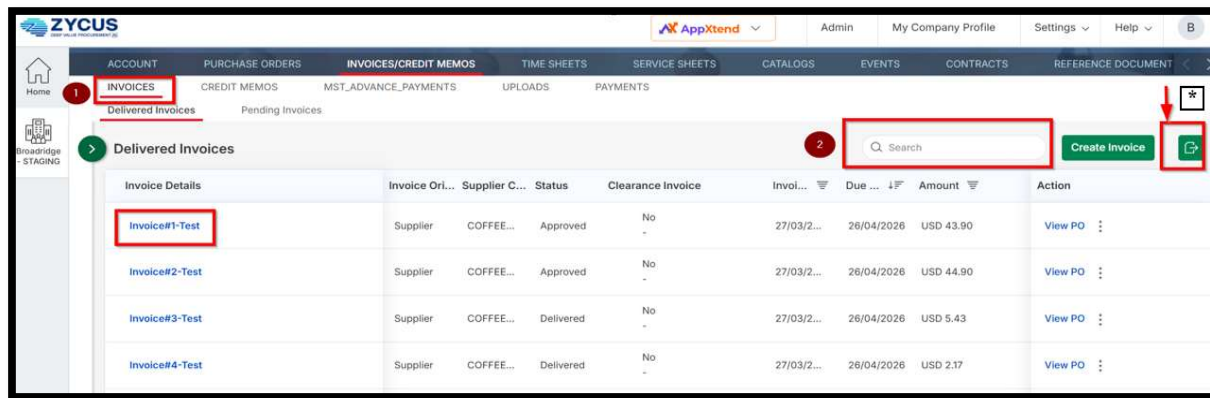


Step 2: Click on the Invoice/Credit Memos tab.



Step 3: View Submitted Invoices

- Open the Invoices section within the Invoice/Credit Memos tab
- View submitted invoices and their current status



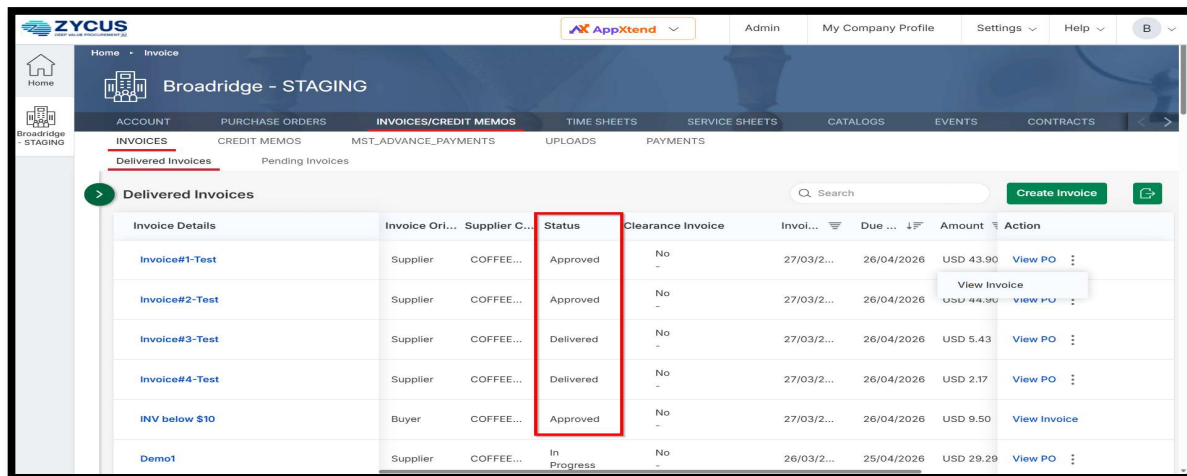
Note: *You can also export the invoice list by clicking on export to excel option towards the right side of the screen.

Step 4: How to check the invoice status

You can find the status of your invoice in two ways:

Option 1:

Delivered Invoices: The status bar on the invoice listing page of Delivered Invoices helps you understand the current state of the invoice.



Note: *If you're unable to find the invoice on this page, please check the Pending Invoices section. If it is still not available, please contact the BR Requester.

OR

Option 2:

Audit Trail within Invoice details - Click on the **invoice number** and navigate to the **Audit Trail** section to track the invoice history.

The screenshot shows the ZYCUS Broadridge - STAGING interface. The top navigation bar includes 'Home', 'Invoice', and 'View'. The main menu has 'ACCOUNT', 'PURCHASE ORDERS', 'INVOICES/CREDIT MEMOS', 'TIME SHEETS', 'SERVICE SHEETS', 'CATALOGS', 'EVENTS', and 'CONTRACTS'. The 'INVOICES/CREDIT MEMOS' section is active, showing 'Delivered Invoices' and 'Pending Invoices'. A table of delivered invoices is displayed with columns: Invoice Details, Invoice Ori..., Supplier C..., Status, Clearance Invoice, Invol..., Due..., Amount, and Action. The first row, 'Invoice#1-Test', is highlighted with a red box and a red arrow pointing to it.

Invoice Details	Invoice Ori...	Supplier C...	Status	Clearance Invoice	Invol...	Due...	Amount	Action
Invoice#1-Test	Supplier	COFFEE...	Approved	No	27/03/2...	26/04/2026	USD 43.90	View PO
Invoice#2-Test	Supplier	COFFEE...	Approved	No	27/03/2...	26/04/2026	USD 44.90	View PO
Invoice#3-Test	Supplier	COFFEE...	Delivered	No	27/03/2...	26/04/2026	USD 5.43	View PO

The screenshot shows the ZYCUS Broadridge - STAGING interface for an invoice against 300000028018822: USD 43.90. The top navigation bar includes 'Home', 'Invoice', and 'View'. The main menu has 'Other Attachments', 'Credit Memo Details', 'Global Compliance', 'Address Information', 'Item Details', 'Taxes', 'Payment Details', and 'Audit Trail'. The 'Audit Trail' tab is highlighted with a red box. The 'Basic details' section shows the following information:

Supplier Company	Invoice Number	Invoice Date	Invoice Due Date
COFFEE DISTRIBUTING CORP	Invoice#1-Test	27/03/2026	26/04/2026

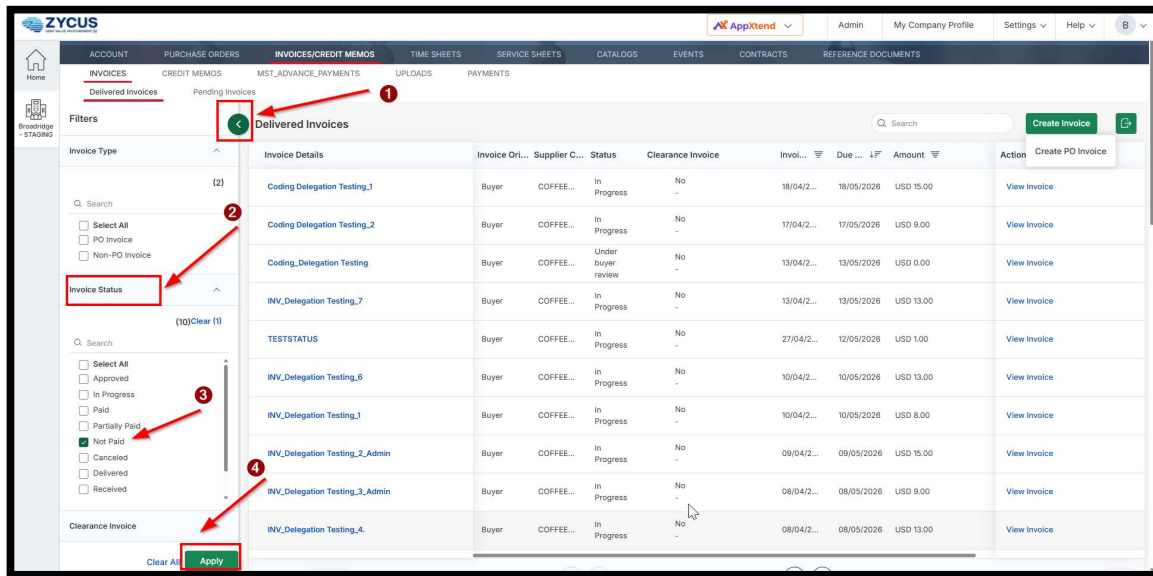
The 'Attachments' section shows a PDF file named 'USPO2500038.pdf' with a size of 11.91kb, uploaded by 28b32f96-9940-43c5-b002-151c9f0d7f68 on 27/03/2026. The 'Download' button is visible.

**Audit Trial section will be visible for invoices submitted via ZSN only*

The screenshot shows the ZYCUS Broadridge - STAGING interface for the 'Audit Trail' section. The top navigation bar includes 'Home', 'Invoice', and 'View'. The main menu has 'Other Attachments', 'Credit Memo Details', 'Global Compliance', 'Address Information', 'Item Details', 'Taxes', 'Payment Details', and 'Audit Trail'. The 'Audit Trail' tab is highlighted with a red box. The 'Audit Trail' section shows a table with columns: Status, Date & Time, Version, Edited by Buyer, and Comments. The table contains the following data:

Status	Date & Time	Version	Edited by Buyer	Comments
Approved	27/03/26, 16:48	1	-	-
In Progress	27/03/26, 16:16	1	-	-
Delivered	27/03/26, 15:22	1	-	-
Submitted	27/03/26, 15:19	1	-	-

Filters: You can use the left arrow next to Delivered Invoices to filter invoices by status



Invoice Status & their Description:

PO Invoices:

Invoice Status	Submitted via ZSN	Submitted via Email
Submitted	Visible under Pending Invoices: The invoice is pending to be processed by Broadridge.	The invoices sent via email will not be visible in ZSN.
Received / Delivered	The invoice has been acknowledged and processed by Broadridge.	
In-Progress	The invoice is under Review/Approval. This status may appear if the invoice has been submitted for internal approval or if there is a discrepancy / mismatch between the invoice details and the PO details, for example, an overbilled invoice. You have a couple of options 1. Check with the “Requester” at Broadridge- All POs will have BR Requester. 2. Check Status by submitting a support ticket with AP Shared Services: APShared.Services@broadridge.com	
Canceled	The invoice has been voided/canceled by Broadridge, please reach out to BR requester for further details.	
Rejected	The invoice has been Rejected by Broadridge invoice approvers. You have a couple of options 1. Check with the “Requester” at Broadridge- All POs will have BR Requester. 2. Check Status by submitting a support ticket with AP Shared Services: APShared.Services@broadridge.com	
Approved	The invoice has been approved by Broadridge for payment processing.	
Paid	The invoice has been fully paid	

Non-PO Invoices:

Invoice Status	Submitted via ZSN	Submitted via email
Under Buyer Review	Not applicable *Currently Non-PO Invoices cannot be submitted via ZSN	The invoice has been successfully received by Broadridge via email , and it is submitted for internal review (submitted for internal coding)
In Progress	Not applicable	The invoice has been submitted for internal approval
Canceled/Rejected	Not applicable	The invoice has been canceled or Rejected by Broadridge. You have a couple of options 1.Check with the “Requester” at Broadridge 2.Check Status by submitting a support ticket with AP Shared Services: APShared.Services@broadridge.com
Approved	Not applicable	The invoice has been approved by Broadridge for payment processing.
Paid	Not applicable	The invoice has been fully paid

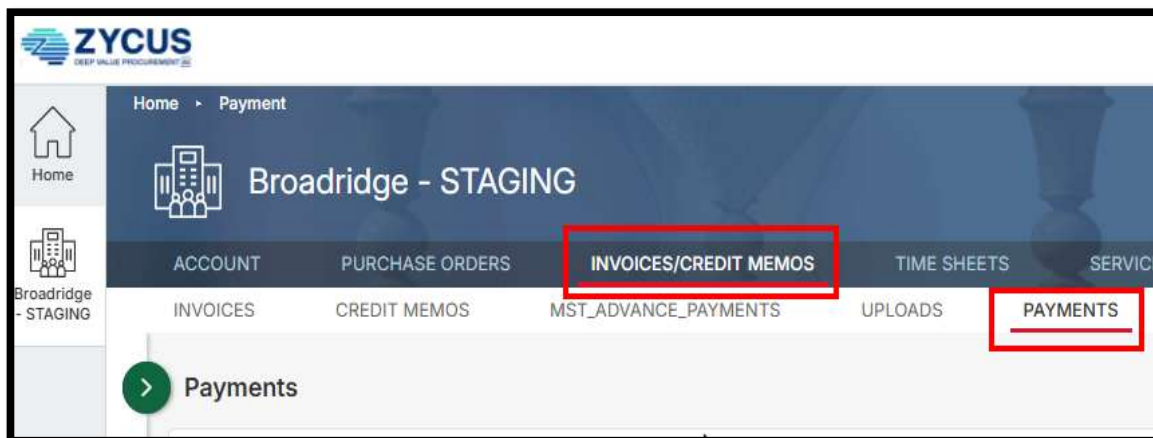
Step 5: Access Pending Invoices

To view the pending invoices page, go to the Invoice/Credit Memo Listing page. From the submenu, click on the Pending Invoices tab to access the list of pending invoices.

Step 6: View Payment Details:

To view the **payment status**,

1. Click on **PAYMENTS** tab under Invoices/Credit memos



OR

2. Open the **invoice** and navigate to the Payment Details

The screenshot shows the ZYCUS Supplier Portal interface. The top navigation bar includes the ZYCUS logo, an AppXtend dropdown, and links for Admin, My Company Profile, Settings, Help, and a user profile icon. The breadcrumb trail is Home > Invoice > View. The main header displays '← Invoice against 300000028018822: USD 43.90'. Below this, a horizontal menu contains tabs: details, Attachments, Other Attachments, Credit Memo Details, Global Compliance, Address information, Item Details, Taxes, and Payment Details. The 'Payment Details' tab is selected and highlighted with a red box. The left sidebar shows 'Broadridge - STAGING' with a Home icon. The main content area is titled 'Basic details' and includes a green 'APPROVED' badge and 'Total Price USD'. The details are organized into four columns: Supplier Company (COFFEE DISTRIBUTING CORP), Invoice Number (Invoice#1-Test), Invoice Date (27/03/2026), and Invoice Due Date (26/04/2026). Other fields include Discount Due Date, Payment Days, Payment Terms (Net 30), Invoice Description, Comments, Consignment No, and PO Number (300000028018822).

Supplier Company	Invoice Number	Invoice Date	Invoice Due Date
COFFEE DISTRIBUTING CORP	Invoice#1-Test	27/03/2026	26/04/2026

Discount Due Date	Payment Days	Payment Terms	Invoice Description
-	-	Net 30	

Comments	Consignment No	PO Number
-	-	300000028018822

The screenshot shows the ZYCUS Supplier Portal interface for the 'Payment Details' page. The top navigation bar is identical to the previous screenshot. The breadcrumb trail is Home > Payment > Payment Details. The main header displays '← Payment 333343147 to COFFEE DISTRIBUTING CORP'. The left sidebar shows 'Broadridge - STAGING' with a Home icon. The main content area is titled 'Payment Details' and includes a green 'PAID' badge and 'Total Price USD 9.78'. The details are organized into four columns: Payment reference number (333343147), Payment Date (08/04/2026), Currency (USD), and Payment Total (USD 9.78). Other fields include Payment Status (Paid), Description, Discount Total (USD 0.00), and Remit to Supplier (-). Below this, there is an 'Invoice Details' section with a table listing the invoice.

Payment reference number	Payment Date	Currency	Payment Total
333343147	08/04/2026	USD	USD 9.78

Payment Status	Description	Discount Total	Remit to Supplier
Paid	-	USD 0.00	-

Document Number	Document Amount	Paid Document Amount	Document Type	Adjustment amount	Action
Inv1-USPO2500282	USD 9.78	USD 9.78	Invoice	-	View Invoice

Contact

For any queries related to ZSN please contact Supplier Portal Support team
(SupplierPortalSupport@broadridge.com)

End of Process