



Broadridge®

Strategic Sourcing Group – Procurement Operations

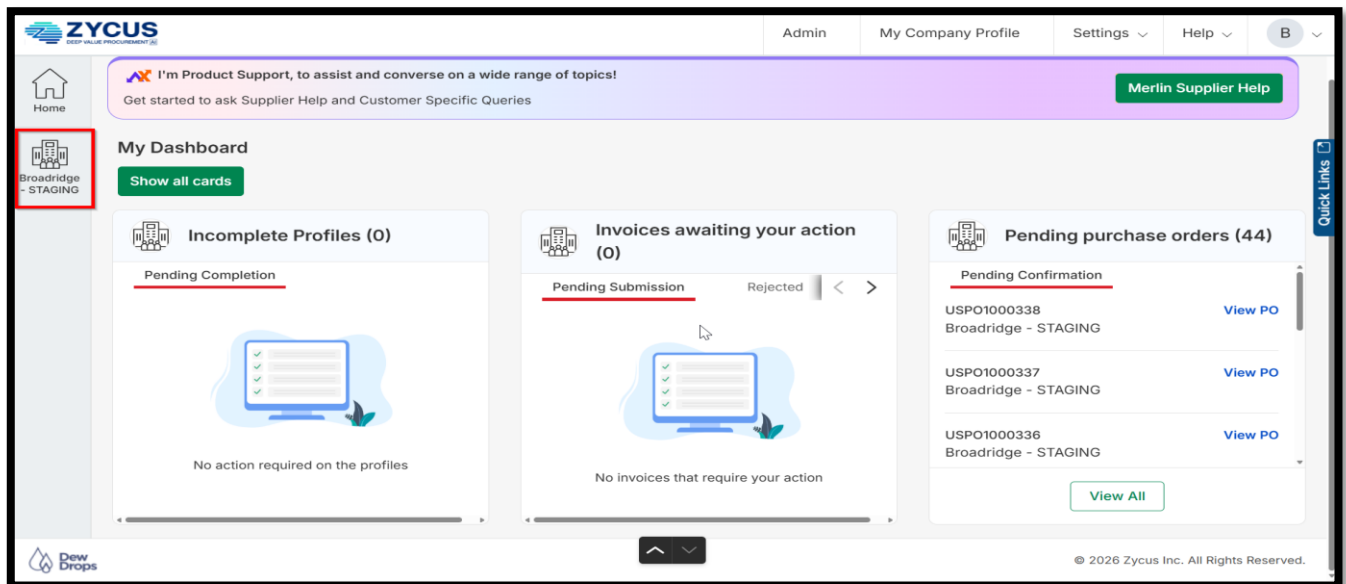
Zycus Supplier Network (ZSN)

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

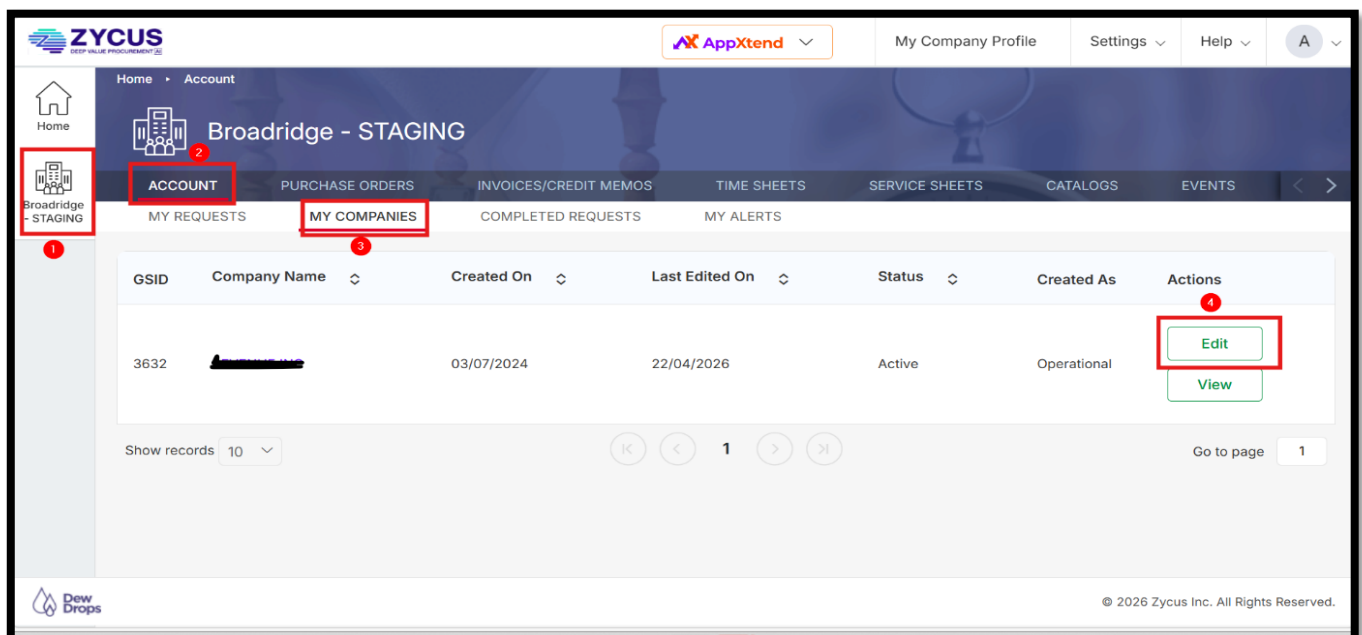
How to provision or revoke module/ZSN access for additional contacts

Step 1: Log in to ZSN

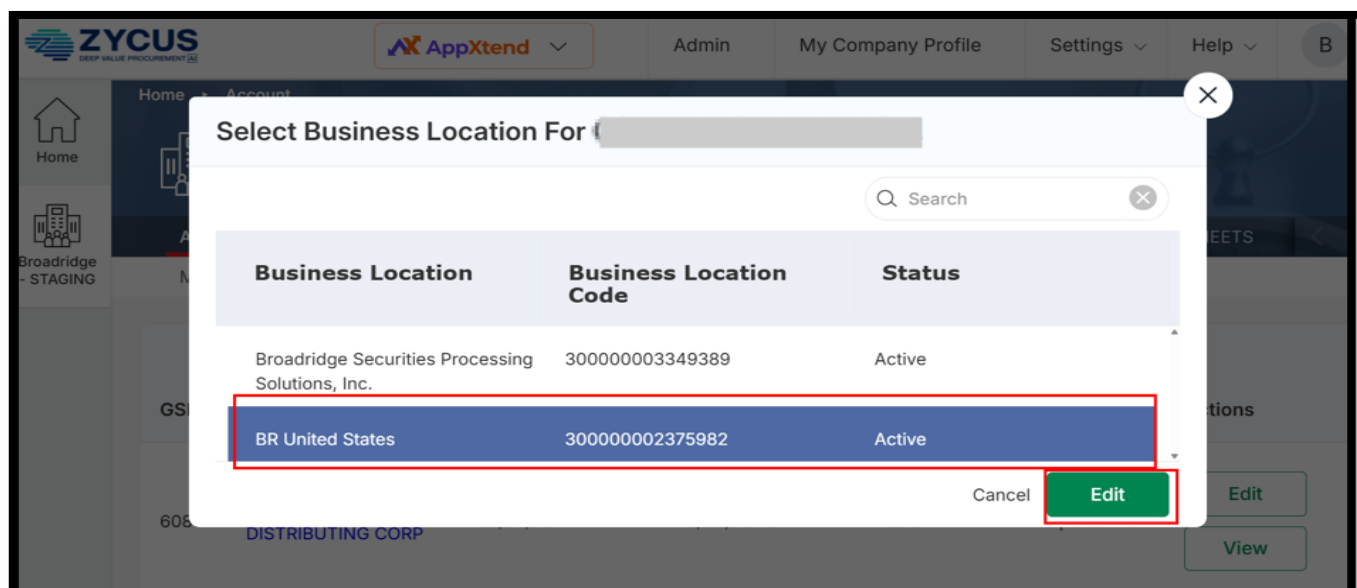
Log in to the **ZSN Portal** and, from the side panel, select **Broadridge Financial Solutions, Inc.**



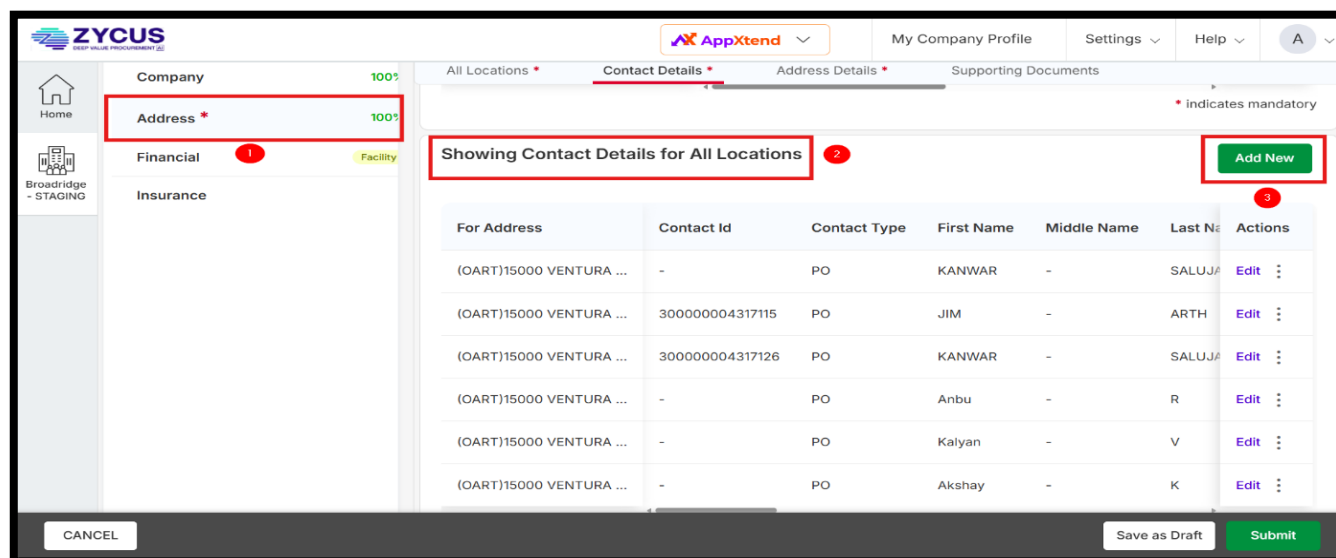
Step 2: Click on **Account**, then select **My Companies**. You will see the list of company names along with **Edit** and **View** options. Click **Edit** to update the profile details.



Step 3: The **Select Business Location** pop-up will appear on the screen. Choose the appropriate location to continue updating your company profile based on its specific details. Once the business location is selected, click **Edit** to proceed with making changes to the company profile.



Step 4: Click on **Address**. Under this section, you will see “Showing contact details for all locations.” Click **Add New** to add an additional contact. To update the existing details, use the **Edit** option.



Important: Please do not use the Delete option when editing any existing contact, as it will remove the address associated with that contact.

Step 5: Fill in all mandatory fields marked with an asterisk (*), then scroll to the bottom. Under **Supplier Portal Access**, select **Yes** and assign the **eInvoice** and **eProc** modules to enable viewing purchase orders and processing invoices. Then click **Save**.

Showing Contact Details for All Locations

For Address *

Select

Contact Type *

Contact Type

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Title *

Title

Email *

Email

Phone Number *

Phone Number

Currency

Currency

Supplier Portal Access?

☒ Yes
 ☐ No

Modules assigned

☐ My Performance (SPM)
 ☐ iRequest

☐ My Profile (SIM)

☐ My RFxs and auction (iSource)

☐ My Contracts (iContract)

☒ My Invoice (eInvoice)

☒ Procurement (eProc)

* indicates mandatory

Cancel

Save

* Note: You can revoke access to specific modules by unchecking the selected module options. To revoke complete access to the ZSN portal, set Supplier Portal Access to "No".

Additional modules may be provided based on the requirement. Below are the description of all the modules and their functionality.

Module Name	Module / Feature	Definition
eProc	Purchase Orders (Procurement)	Suppliers can view and manage purchase orders, helping streamline order fulfillment.
eInvoice	Invoices & Credit Memos (My Invoice)	Suppliers can access, submit, and track invoices and credit memos for transparent payment processing.
iSource	Sourcing Events (iSource)	Suppliers can participate in RFx events (RFP, RFQ, RFI) and auctions, enabling engagement in sourcing activities.
SPM	Risk & Performance Reports (iRisk)	Suppliers can view risk and performance data to proactively identify and address issues.
SIM	Supplier Profile Management(SIM)	Suppliers can update company and banking details, manage users, and maintain compliance documentation.

Step 6: After clicking **Save**, you will be redirected to the previous screen. Scroll to the bottom of the page and click **Submit** to send your changes for approval.

The screenshot shows the ZYCUS AppXtend interface. The top navigation bar includes the ZYCUS logo, AppXtend dropdown, and links for Admin, My Company Profile, Settings, and Help. The main content area is divided into sections: Financial, Insurance, All Locations, Contact Details, Address Details, and Supporting Documents. The 'Address Details' section shows a table with two entries for '(OART)200 BROADWAY P...'. Below this, there are sections for 'Address Details' and 'Supporting Documents for Address Information', both indicating 'No Records Available'. At the bottom right, there are buttons for 'Save as Draft' and 'Submit', with the 'Submit' button highlighted by a red box and an arrow.

Note: All changes submitted in ZSN will be subject to Broadridge's approval. The changes will appear in ZSN only after approval is granted.

Step 7: You can check the status of your pending request by clicking on My Request and then selecting Pending Approval.

The screenshot shows the ZYCUS AppXtend interface with the 'MY REQUESTS' section highlighted. The table below lists the requests:

GSID	Request Type	Supplier Type	Business Location	Requested On	Elapsed time	Status
7006	Edit	Operational	Broadridge Financial Solutions (India) Pvt. Ltd.	26/03/2026	64 Days 00:36	Pending Approval

Contact

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

End of Process