



Broadridge®

Strategic Sourcing Group – Procurement Operations

Zycus Supplier Network (ZSN)

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

How to register in Zycus Supplier Network (ZSN) Portal

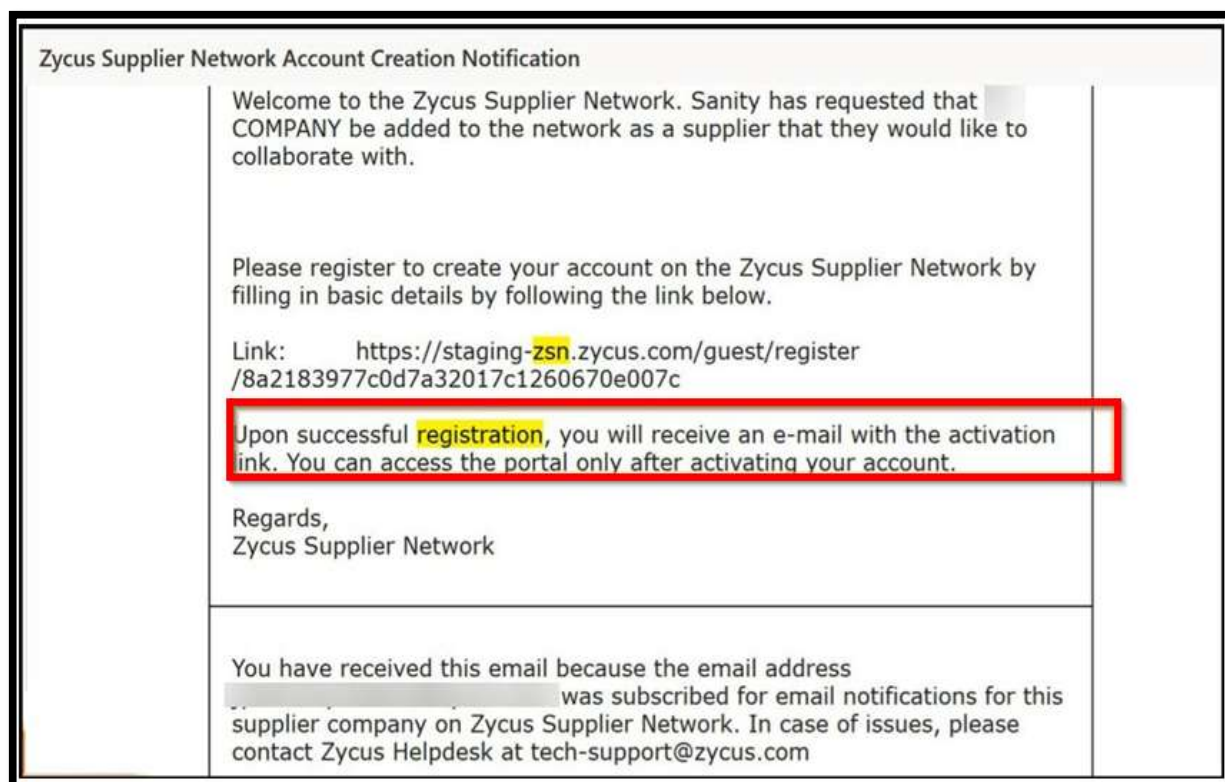
Suppliers can register on the ZSN portal through **invitation sent by Broadridge**, or they can choose to self-register on the Zycus Supplier Network (ZSN) using a **generic portal link**.

While convenient, it's important to note that registering through the **generic link** requires the supplier to manually establish a connection with the intended customer. As a result, Broadridge may need to verify the connection separately that has a higher risk of discrepancies or **delays in onboarding/registration**.

The **preferred method** is to register themselves on the Zycus Supplier Network using the link sent to them by **Broadridge**.

Option 1: How to Register using Buyer Link sent by Broadridge

Step 1: To begin the registration process, please access the Zycus Supplier Network (ZSN) registration portal by clicking the registration link received through email.



Step 2: Complete the Registration Form

- **Enter your email address and create a password:**
Provide a valid business email address and create a secure password that meets the required criteria.
- **Complete the math captcha:**
Solve the simple arithmetic captcha to verify that you are not a robot.
- **Accept the Terms and Conditions:**
Check the box to confirm your agreement with Zycus's Terms and Conditions.
- Once all fields are completed, click **Register** to submit your request

Zycus Supplier Network

Existing User? Log in with Password or OTP

Email Address
Type your email address here

Password
Type password here

Forgot Password

Login

Or

Login via OTP

Need help in signing up?

New User? Register

You are trying to register as a guest. If you are looking to connect to a specific customer, please register using the invitation link sent to you by your customer through email.

Email Address
svj36.sup@zycus.com

Password
.....

Confirm Password
.....

Please Answer
0 + 2 = 2

☐ I accept Terms and Conditions

Register

Step 3: One-time password (OTP)

A one-time password (OTP) will be sent to your registered email address. Enter the OTP and click Verify OTP to complete the verification process and continue with your registration on ZSN.

ZYCUS

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.

←

Welcome to ZSN

If an account exists for "sneha.tiwari@zycus.com" in the Zycus Supplier Network, then One-Time Password (OTP) will be sent to the email ID. Please check your inbox and spam folder.
Thank you for registering with ZSN

Enter OTP
123456

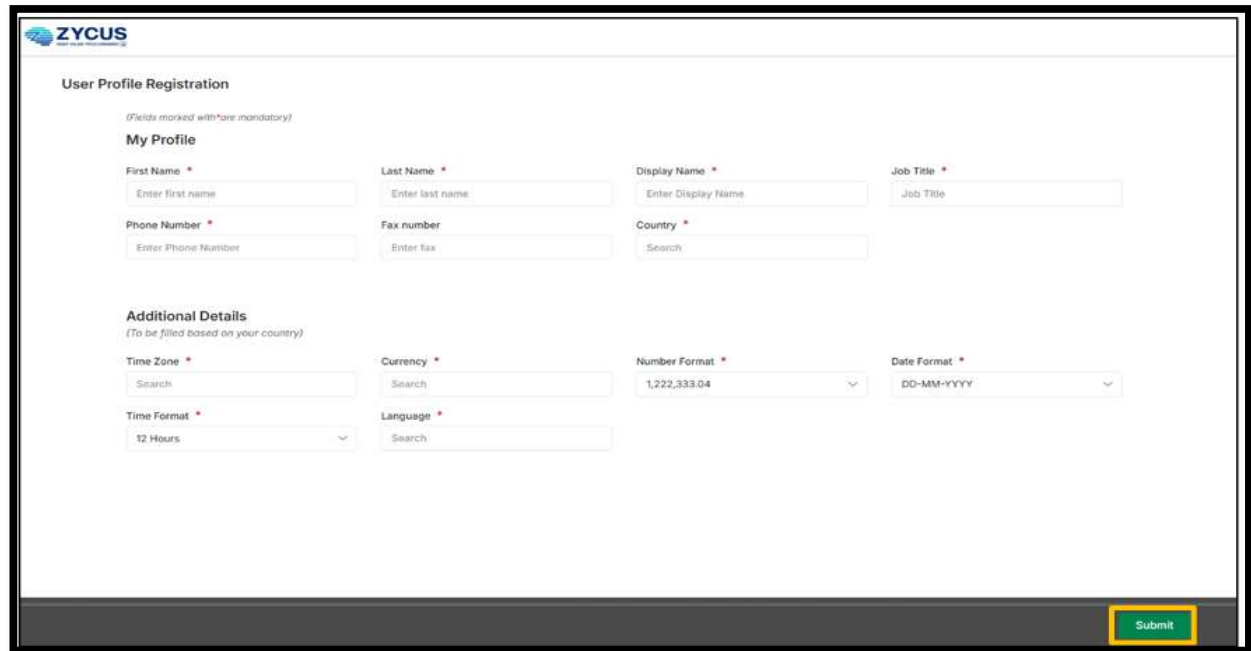
Resend OTP

Verify OTP

Resend OTP in 13

Step 4: Submit

The system will redirect you to the User Profile Registration page. Please complete all required fields and click the Submit button at the bottom of the page.



The screenshot shows the 'User Profile Registration' page for Zycus. It features two main sections: 'My Profile' and 'Additional Details'. The 'My Profile' section includes fields for First Name, Last Name, Display Name, Job Title, Phone Number, Fax number, and Country. The 'Additional Details' section includes fields for Time Zone, Currency, Number Format, Date Format, Time Format, and Language. A 'Submit' button is located at the bottom right of the form.

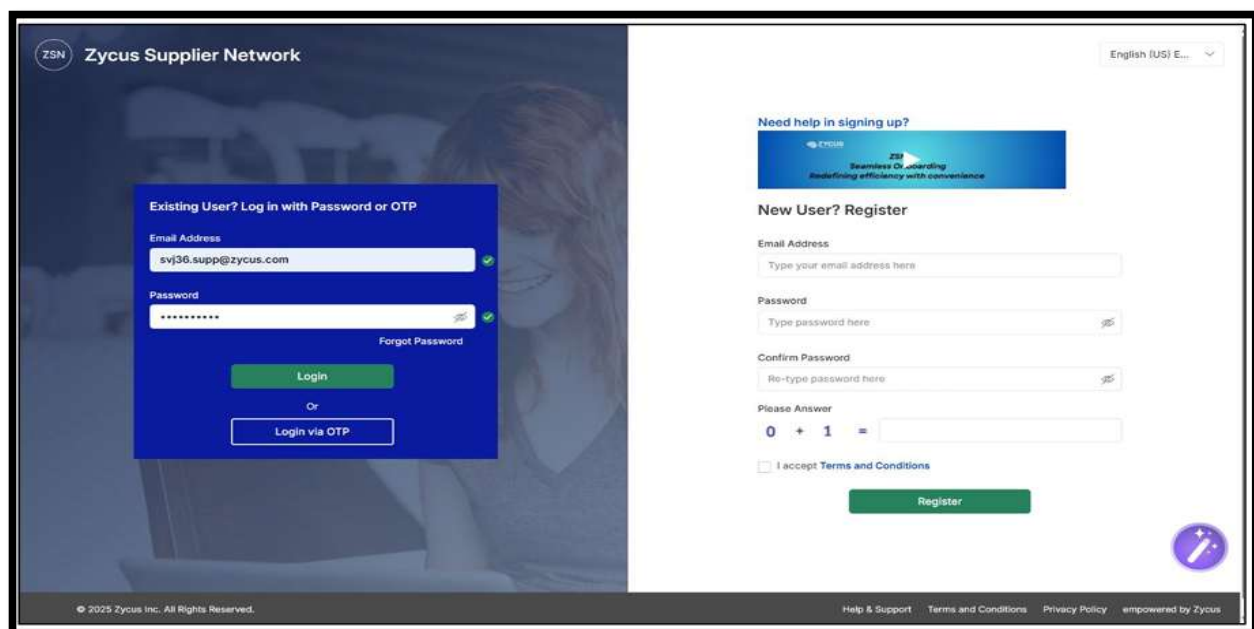
A successful user profile registration message is displayed on the screen, indicating that the registration process is complete.

Option 2: How to Register using Generic Link

Step 1: To begin the registration process, please access the Zycus Supplier Network (ZSN) generic registration portal by clicking the link below or entering it into your browser:

[Zycus Supplier Network](#)

* The **preferred method** is to register on the Zycus Supplier Network using the link sent by **Broadridge**.



The screenshot shows the Zycus Supplier Network (ZSN) login and registration page. On the left, there is a login section for existing users with fields for Email Address and Password, and a 'Login' button. On the right, there is a registration section for new users with fields for Email Address, Password, and Confirm Password, and a 'Register' button. The page also includes a footer with copyright information and links for Help & Support, Terms and Conditions, and Privacy Policy.

Step 2: Please follow Steps 2 to 4 under “How to Register using Buyer Link sent by Broadridge”

The screenshot shows the Zycus Supplier Network login and registration interface. On the left, there is a blue login box with the title "Existing User? Log in with Password or OTP". It contains fields for "Email Address" (with the value "svj36.support@zycus.com") and "Password" (masked with asterisks). There is a "Forgot Password" link and two buttons: "Login" and "Login via OTP". On the right, there is a registration section titled "New User? Register". It includes a "Need help in signing up?" banner, a "Z36 Seamless Onboarding Redefining efficiency with convenience" logo, and fields for "Email Address", "Password", "Confirm Password", and "Please Answer" (a math problem 0 + 1 =). There is a checkbox for "I accept Terms and Conditions" and a "Register" button. The footer includes copyright information "© 2025 Zycus Inc. All Rights Reserved." and links for "Help & Support", "Terms and Conditions", "Privacy Policy", and "powered by Zycus".

Step 3: A successful user profile registration notification is displayed on the screen. Click on **Next** to proceed to complete your registration in ZSN.

The screenshot shows the "User Profile Registration" page. It has a "My Profile" section with fields for "First Name" (John), "Last Name" (Adams), "Display Name" (Johnadams), "Job Title" (Exporter), "Phone Number" (09867288886), "Fax number" (with a placeholder "Enter fax"), and "Country" (with a dropdown). There is an "Additional Details" section with fields for "Time Zone" (Asia/Kolkata), "Currency" (Indian Rupee), "Time Format" (24 Hours), "Language" (English (UK)), "Date Format" (DD-MM-YYYY), and "Submit" button. A success message is displayed in the center: "Success User Profile Registered! Click 'Next' to proceed with company registration." The "Next" button is highlighted with a red box.

Broadridge team will be notified about your registration; they will review your request and manually connect you to the system. This process will have **delays in onboarding/registration**.

Contact

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

End of Process