Strategic Sourcing Group – Procurement Operations

Zycus Supplier Network (ZSN)

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

How to submit Invoice(s) in ZSN

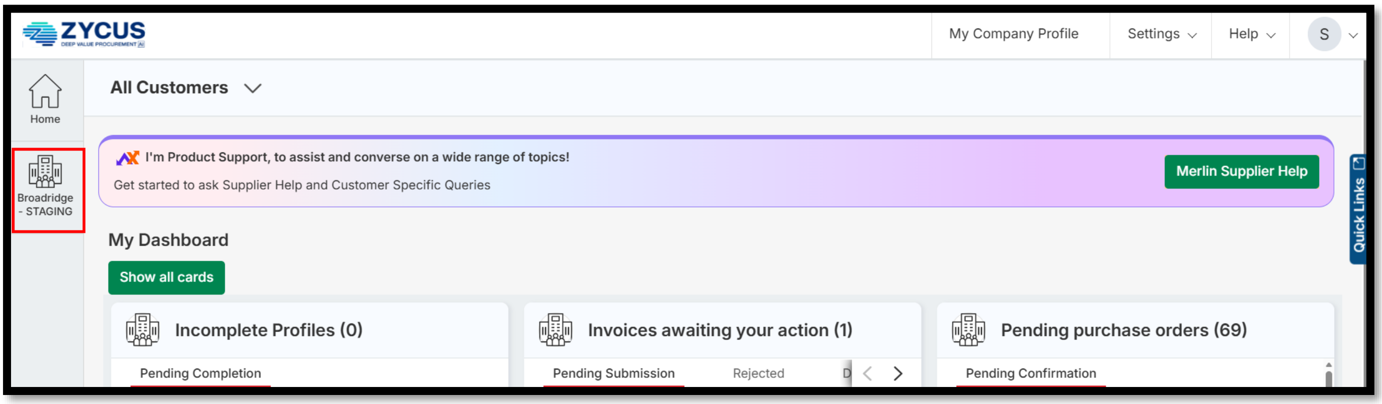
This guide outlines the process for submitting invoices in ZSN. Please note that only **PO-backed invoices** can be submitted through **ZSN**. The step-by-step instructions for PO invoice submission are provided in the sections below.

Non-PO invoices cannot be submitted through ZSN. Please send all non-PO invoices to the appropriate **email mailbox** listed in the table at the end of this document.

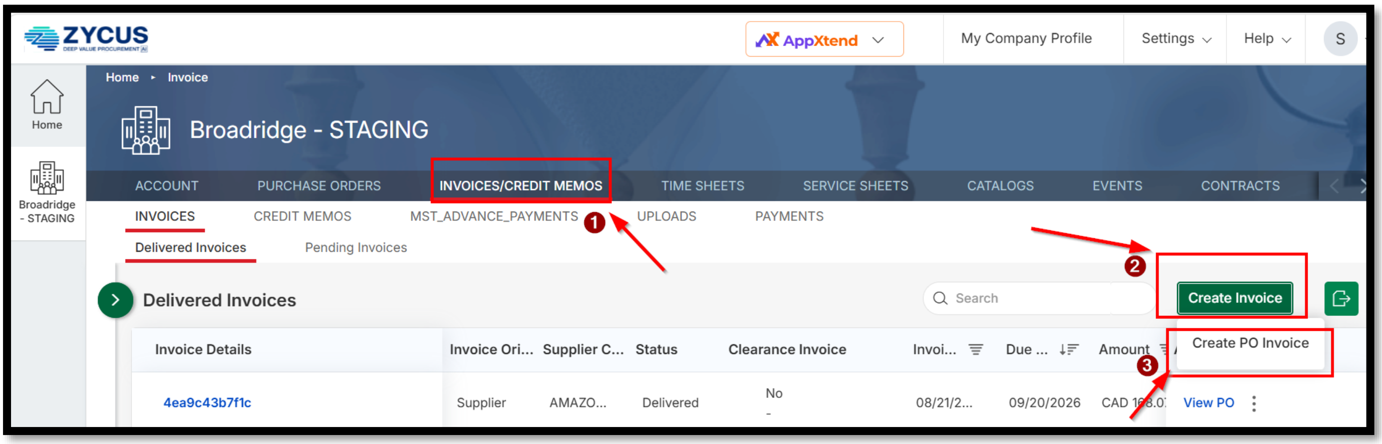
1. How to submit a PO Invoice in ZSN:

Step 1: **Log in to ZSN**

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



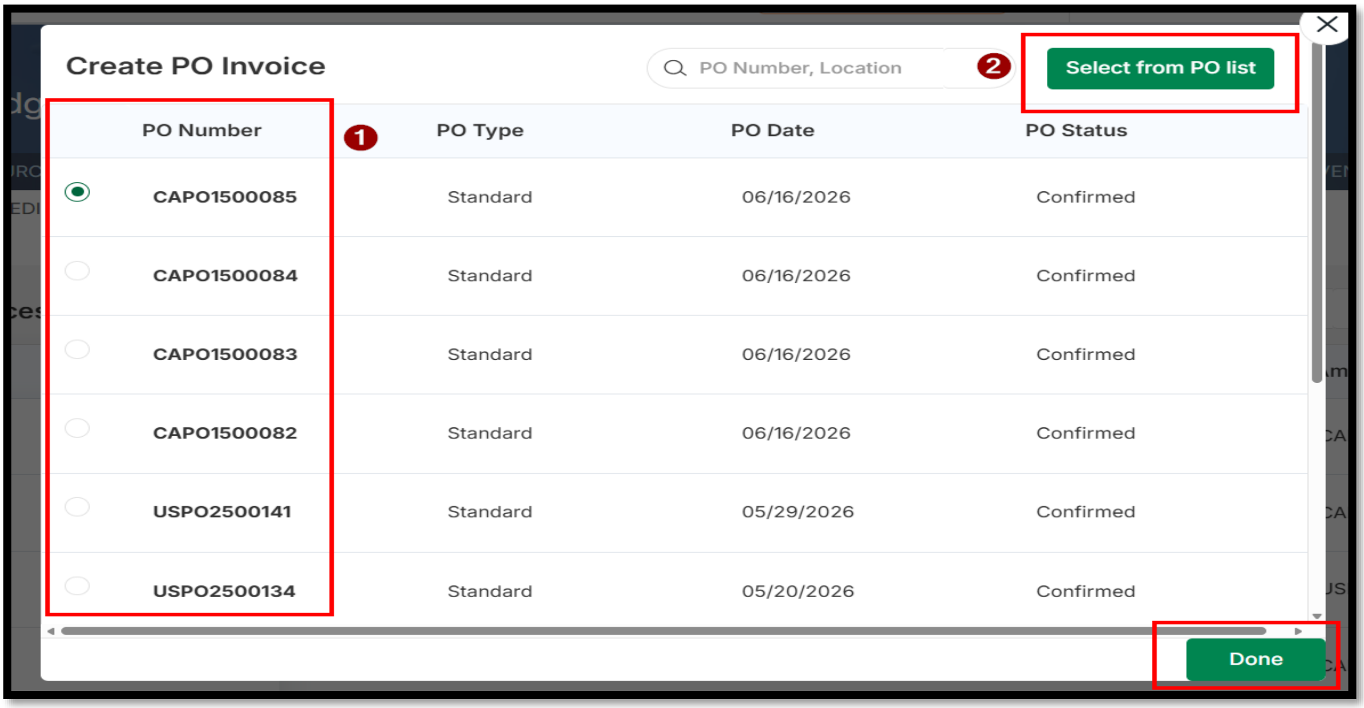
Step 2: Under the Invoices/Credit memos section, click on the **Create PO Invoice.**



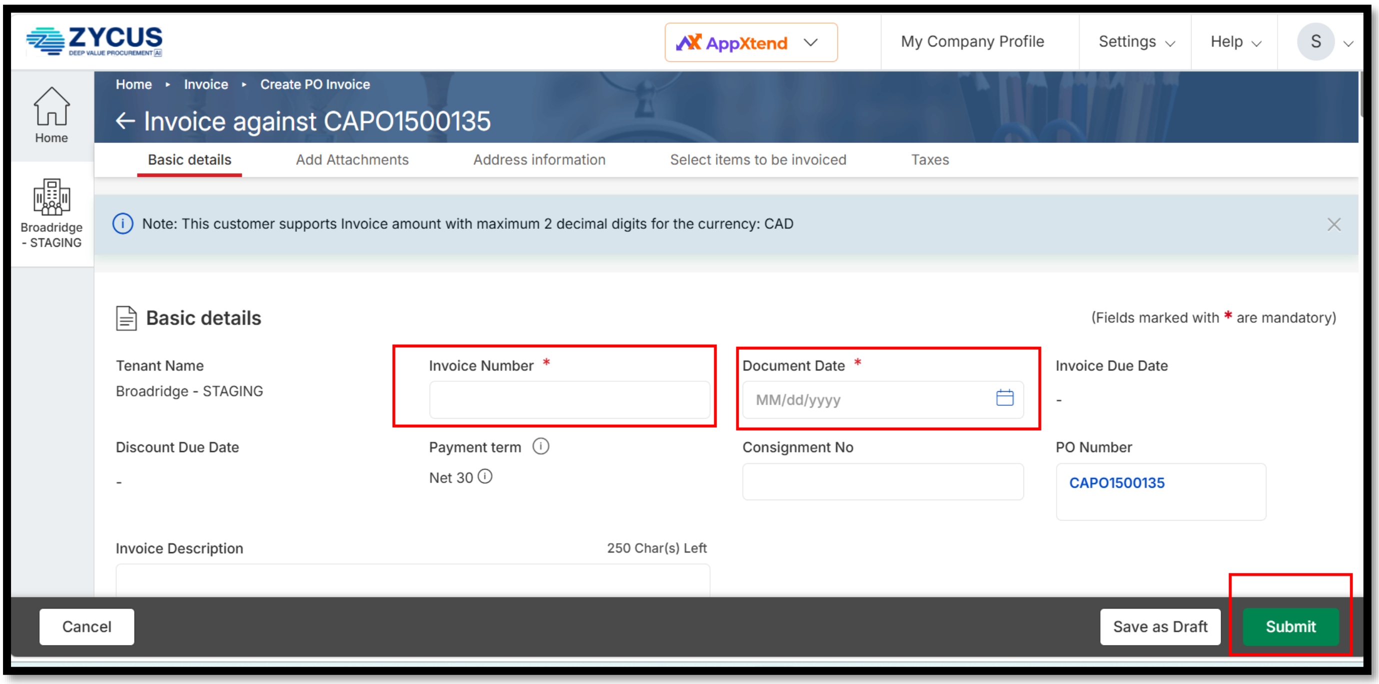
Step 3: The **Create PO Invoice** pop-up will be displayed on the screen. You can either:

1.Select the purchase order (PO) by clicking on it from the list shown in the pop-up, or
2.Click **Select from PO list** to choose a purchase order from the Purchase Order listing page.

After selecting the PO, click **Done** to proceed

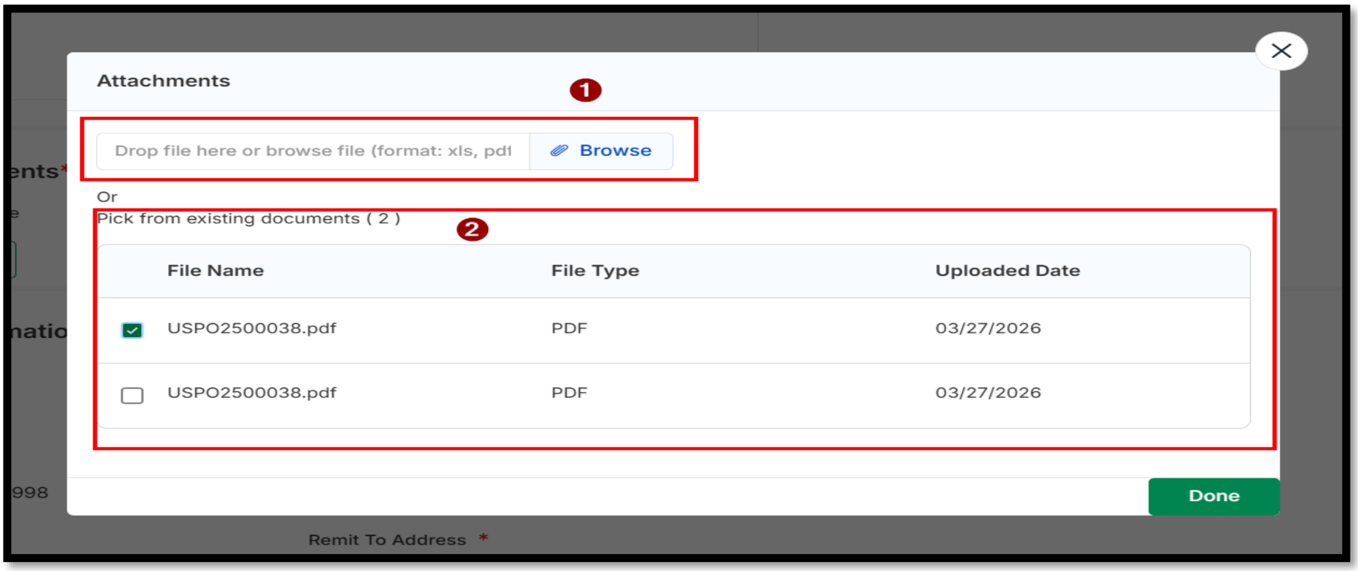


Step 4: The system redirects you to the PO invoice creation page. Fill out all the mandatory fields marked with red asterisk *



Step 5: Under **Add Attachments**, there are two ways to add documents.

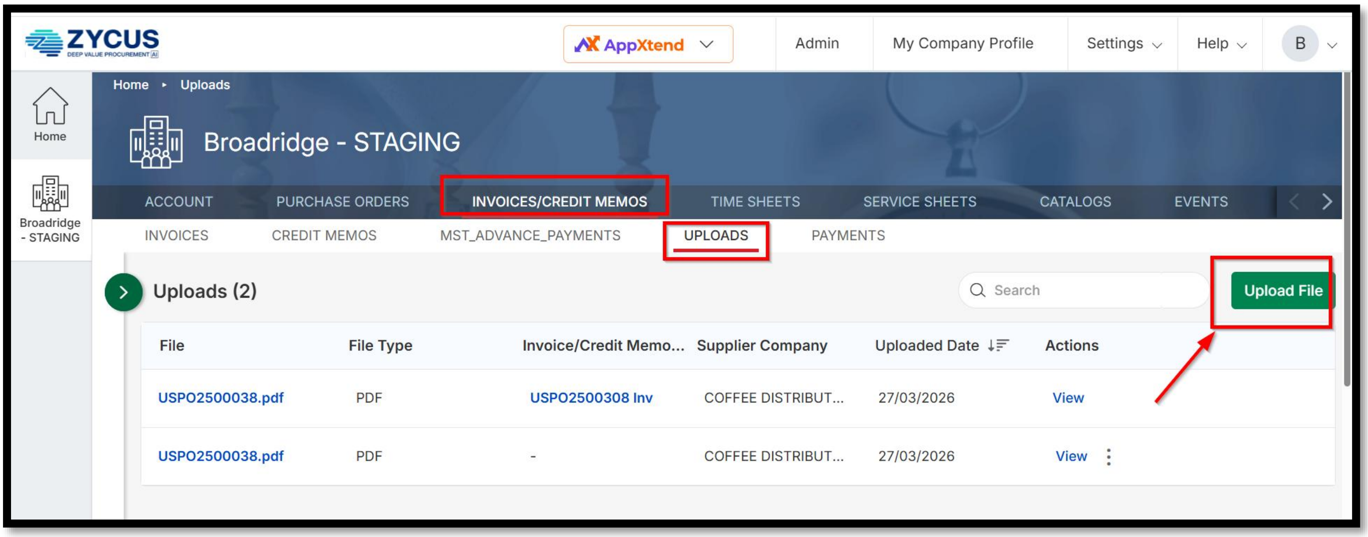
1. **Browse:** Click **Browse**, locate the documents in your internal folders, select them, and then attach them.



OR

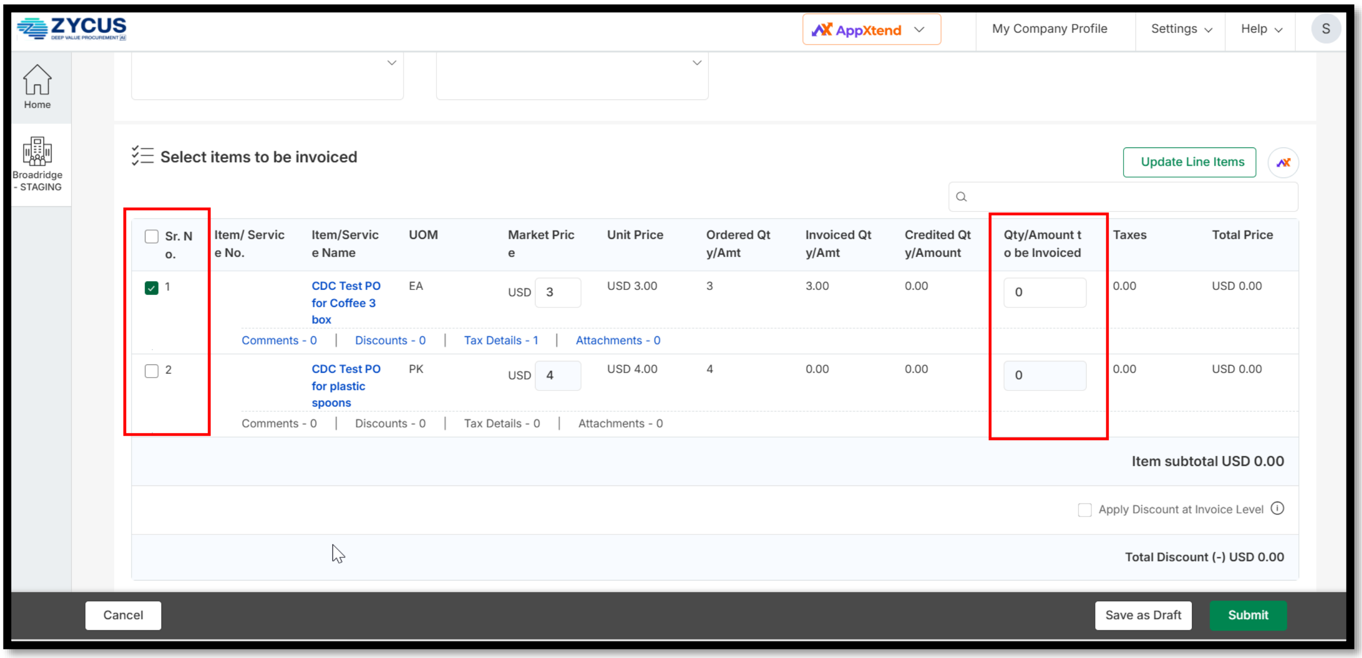
2. **Pick from Existing Documents:** This option displays the invoice copies that were added in the **Uploads** tab under the **Invoices/Credit Memo** section.

   Uploads: The Uploads tab is available under the Invoices/Credit Memos section. By clicking the Upload File button, you can upload and store documents for later use. These stored documents can then be selected and attached to a specific invoice.



***Please note that the Uploads section is intended for document storage only. Uploading a file there does not constitute invoice submission.**

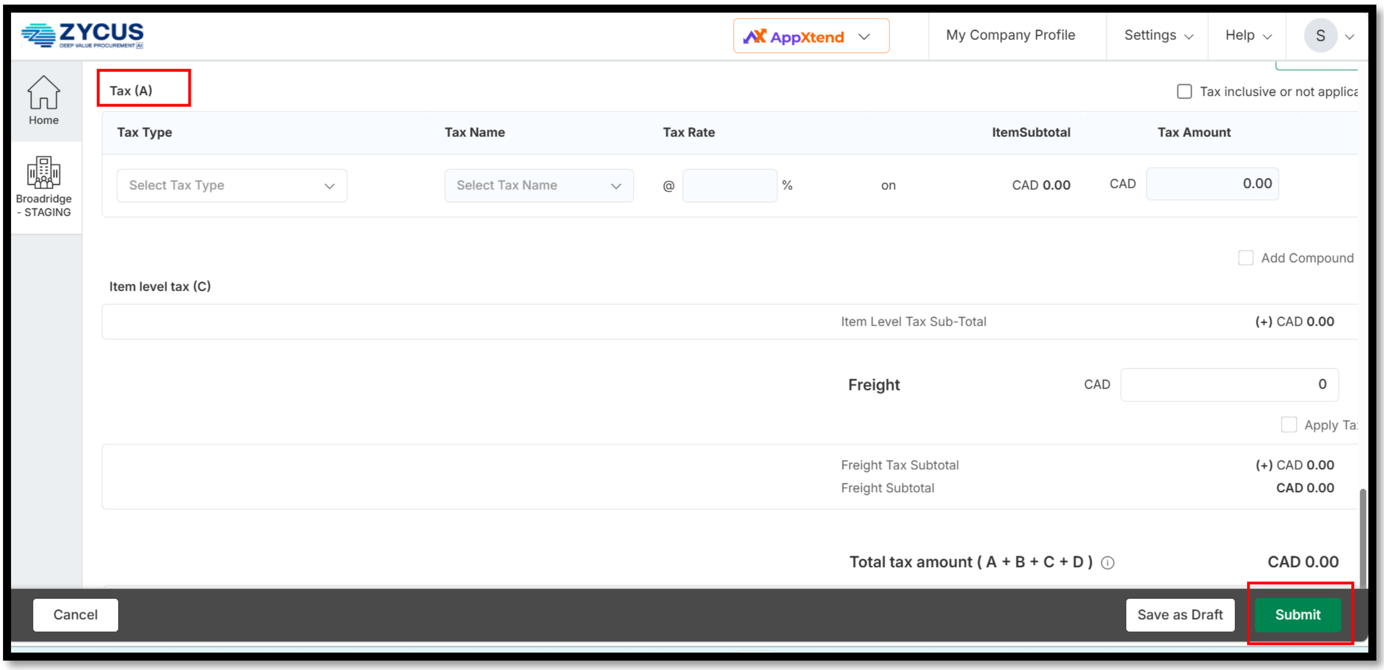
Step 6: Select the **Line Items** that need to be invoiced and update the editable fields if required.



Note: Since you are creating invoice using PO, PO details will be auto populated in the invoice

Step 7: Choose the relevant Tax Type and fill in the necessary tax details. If you wish to remove all tax amounts from the invoice, click Remove All Taxes.

Once you have filled out all the mandatory fields, you can click on the submit button and the invoice will be submitted.



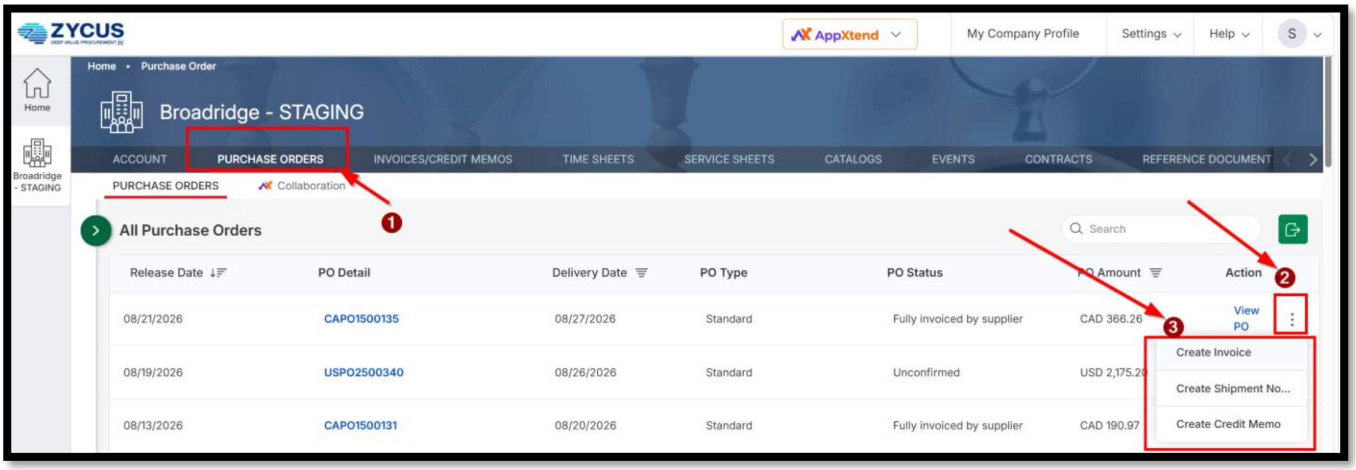
2. How to submit NON-PO Invoice via email:

Please submit all non-PO invoices to appropriate mailbox.

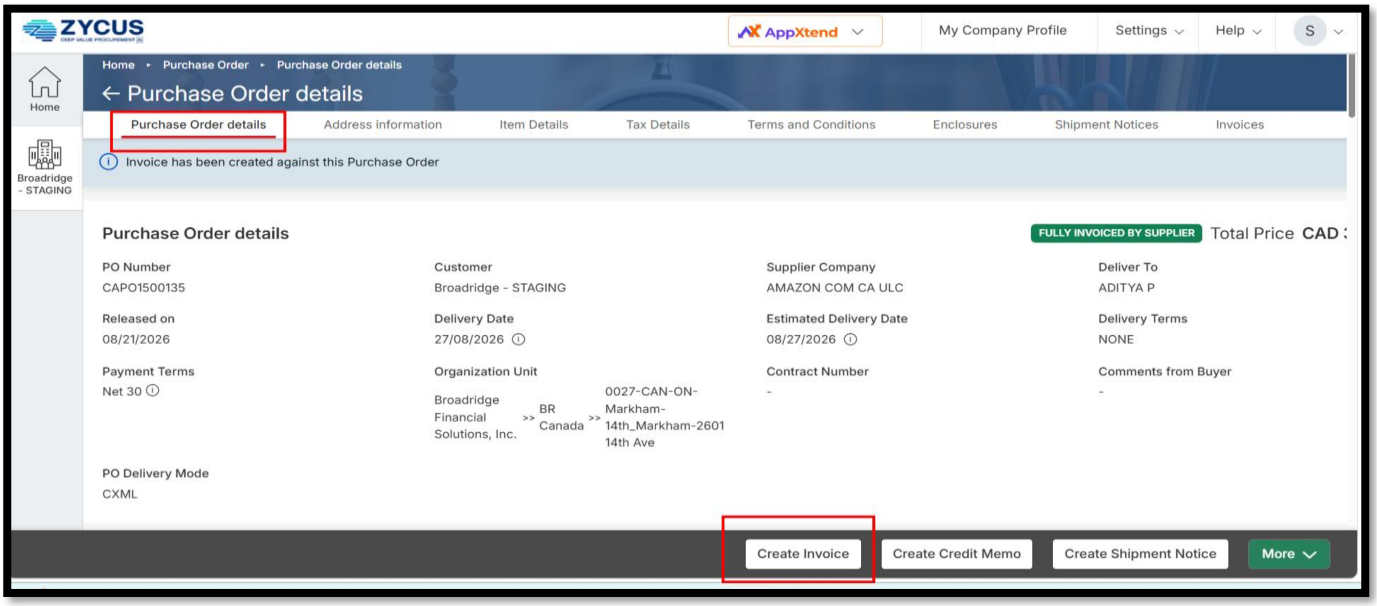
Country	Email Address
Canada	CANAPNONPO@Broadridge.com
USA	BroadridgeAPNONPO@Broadridge.com

Other ways to Create PO Invoice:

Option 1: On the PO listing page, you'll see three dots next to the PO numbers. Click on the dots to access the Create Invoice option.



Option 2: Open the PO from the listing page, and you will find the Create Invoice button at the bottom right of the PO details page.



Contact

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

End of Process