



Broadridge®

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

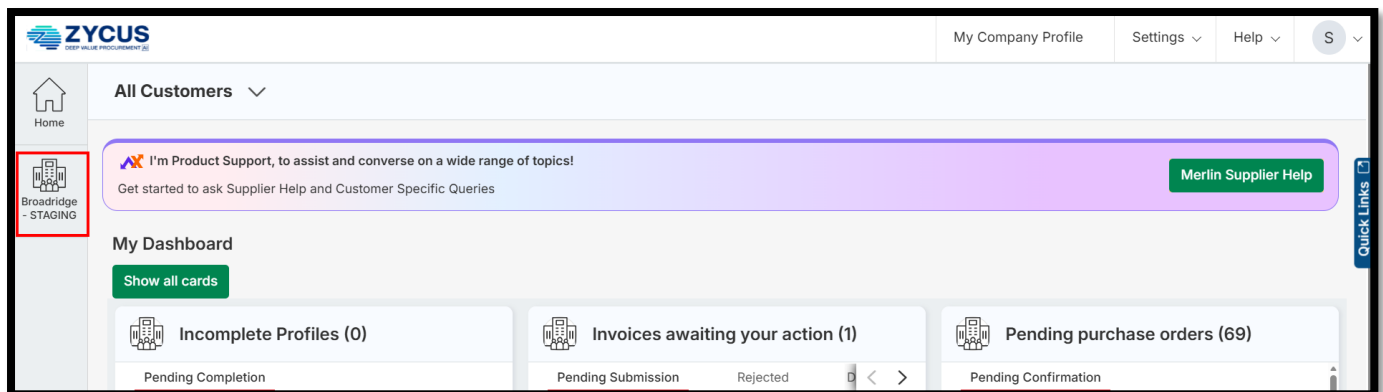
This guide outlines the process for submitting invoices in ZSN. Please note that only **PO-backed invoices** can be submitted through ZSN. The step-by-step instructions for PO invoice submission are provided in the sections below.

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.

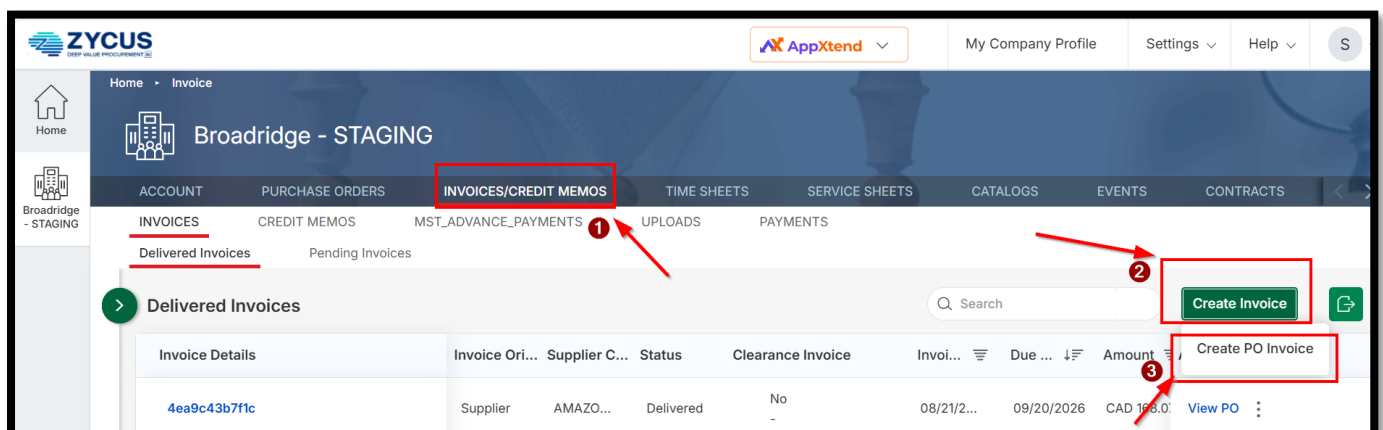
1. How to submit a PO Invoice in ZSN:

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

PO Number	PO Type	PO Date	PO Status
☒ CAPO1500085	Standard	06/16/2026	Confirmed
☐ CAPO1500084	Standard	06/16/2026	Confirmed
☐ CAPO1500083	Standard	06/16/2026	Confirmed
☐ CAPO1500082	Standard	06/16/2026	Confirmed
☐ USPO2500141	Standard	05/29/2026	Confirmed
☐ USPO2500134	Standard	05/20/2026	Confirmed

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

Home • Invoice • Create PO Invoice

← Invoice against CAPO1500135

Basic details | Add Attachments | Address Information | Select items to be invoiced | Taxes

Note: This customer supports Invoice amount with maximum 2 decimal digits for the currency: CAD

(Fields marked with * are mandatory)

Tenant Name Broadridge - STAGING	Invoice Number * 	Document Date * MM/dd/yyyy	Invoice Due Date -
Discount Due Date -	Payment term ⓘ Net 30 ⓘ	Consignment No 	PO Number CAPO1500135

Invoice Description

Cancel | Save as Draft | **Submit**

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.

Attachments

1

Drop file here or browse file (format: xls, pdf) [Browse](#)

Or

Pick from existing documents (2)

2

	File Name	File Type	Uploaded Date
☒	USPO2500038.pdf	PDF	03/27/2026
☐	USPO2500038.pdf	PDF	03/27/2026

Done

Remit To Address *

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.

ZYCUS

AppXtend

Admin My Company Profile Settings Help B

Home

Broadridge - STAGING

Home > Uploads

Broadridge - STAGING

ACCOUNT PURCHASE ORDERS **INVOICES/CREDIT MEMOS** TIME SHEETS SERVICE SHEETS CATALOGS EVENTS

INVOICES CREDIT MEMOS MST_ADVANCE_PAYMENTS **UPLOADS** PAYMENTS

> Uploads (2)

Q Search

Upload File

File	File Type	Invoice/Credit Memo...	Supplier Company	Uploaded Date	Actions
USPO2500038.pdf	PDF	USPO2500308 Inv	COFFEE DISTRIBUT...	27/03/2026	View
USPO2500038.pdf	PDF	-	COFFEE DISTRIBUT...	27/03/2026	View

*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.

Sr. No.	Item/Service No.	Item/Service Name	UOM	Market Price	Unit Price	Ordered Qty/Amt	Invoiced Qty/Amt	Credited Qty/Amt	Qty/Amount to be Invoiced	Taxes	Total Price
1		CDC Test PO for Coffee 3 box	EA	USD 3	USD 3.00	3	3.00	0.00	0	0.00	USD 0.00
2		CDC Test PO for plastic spoons	PK	USD 4	USD 4.00	4	0.00	0.00	0	0.00	USD 0.00

Item subtotal USD 0.00

Total Discount (-) USD 0.00

Buttons: Cancel, Save as Draft, Submit

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.

Tax Type	Tax Name	Tax Rate	ItemSubtotal	Tax Amount
Select Tax Type	Select Tax Name	@ %	CAD 0.00	CAD 0.00

Item level tax (C)

Item Level Tax Sub-Total (+) CAD 0.00

Freight CAD 0

Freight Tax Subtotal (+) CAD 0.00

Freight Subtotal CAD 0.00

Total tax amount (A + B + C + D) CAD 0.00

Buttons: Cancel, Save as Draft, Submit

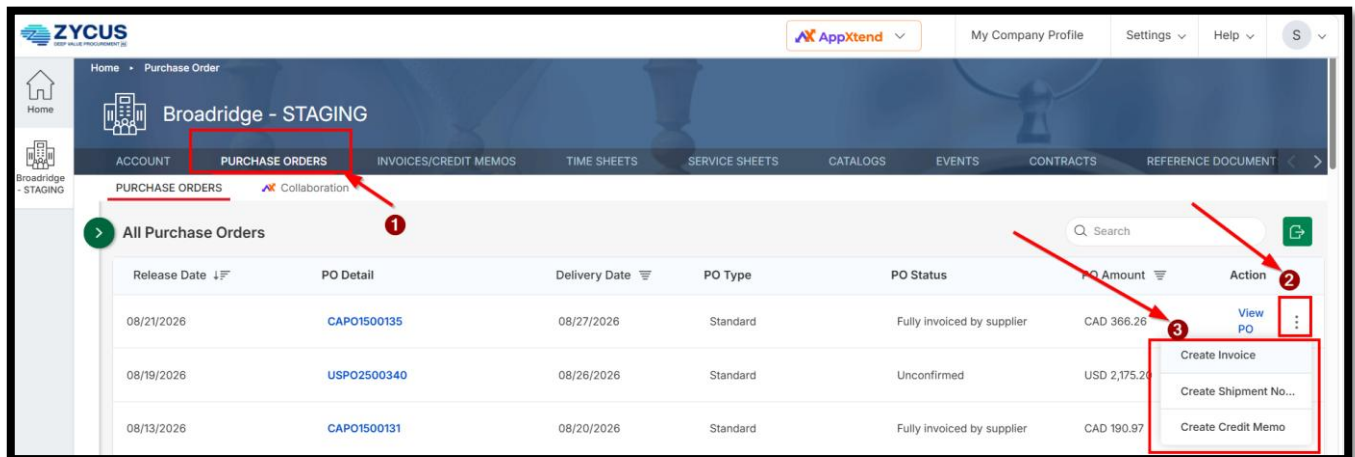
2. How to submit NON-PO Invoice via email:

Please submit all non-PO invoices to appropriate mailbox.

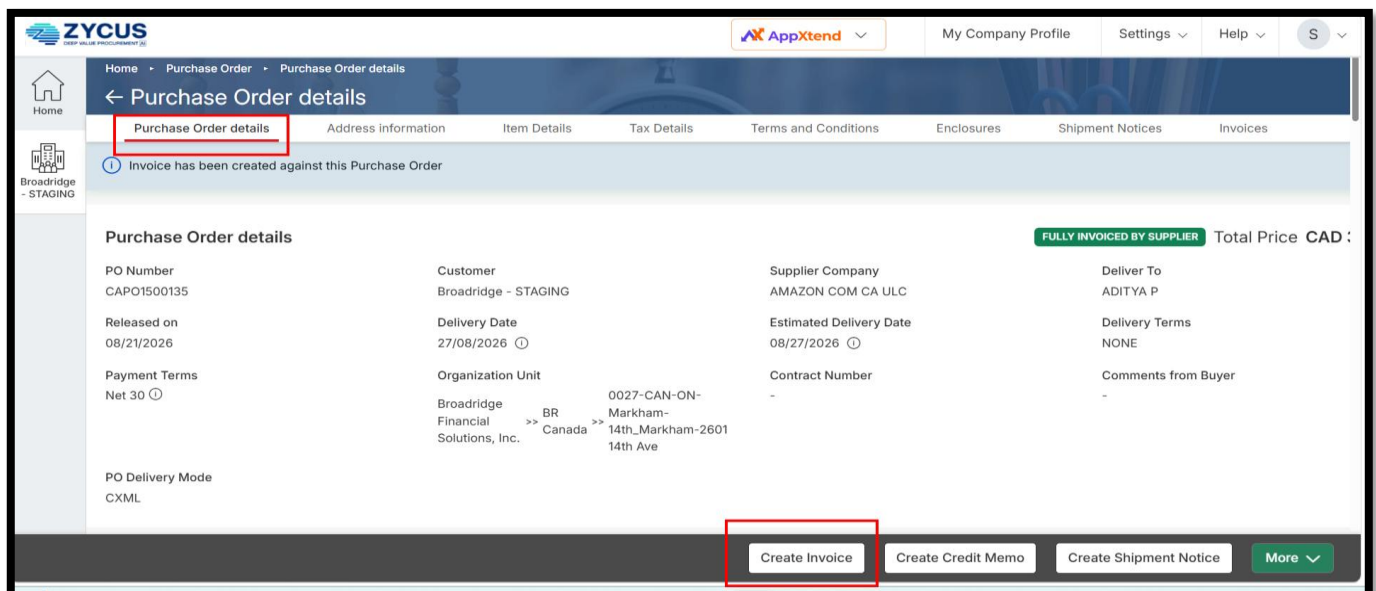
Country	Email Address
Canada	CANAPONPO@Broadridge.com
USA	BroadridgeAPONPO@Broadridge.com

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