



Broadridge®

Strategic Sourcing Group – Procurement Operations

Zycus Supplier Network (ZSN)

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

How to view and edit company profile details 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: 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.

The screenshot shows the ZYCUS Broadridge - STAGING account interface. The top navigation bar includes 'Home', 'Account', and 'Broadridge - STAGING'. The 'ACCOUNT' tab is selected, and the 'MY COMPANIES' sub-tab is active. A table displays company information with columns: GSID, Company Name, Created On, Last Edited On, Status, Created As, and Actions. The first row shows a company with GSID 3632, created on 03/07/2024, last edited on 22/04/2026, and status 'Active'. The 'Edit' button in the Actions column is highlighted with a red box. The bottom of the page shows the Dew Drops logo and copyright information.

GSID	Company Name	Created On	Last Edited On	Status	Created As	Actions
3632	[REDACTED]	03/07/2024	22/04/2026	Active	Operational	Edit View

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.

The screenshot shows a 'Select Business Location' pop-up dialog. The dialog has a search bar and a table with columns: Business Location, Business Location Code, and Status. The table lists two locations: 'Broadridge Securities Processing Solutions, Inc.' with code 300000003349389 and status 'Active', and 'BR United States' with code 300000002375982 and status 'Active'. The 'BR United States' row is highlighted with a red box. The 'Edit' button is highlighted with a red box. The background shows the ZYCUS Broadridge - STAGING account page.

Business Location	Business Location Code	Status
Broadridge Securities Processing Solutions, Inc.	300000003349389	Active
BR United States	300000002375982	Active

Step 4: After you click **Edit**, the system will redirect you to the **Company Details** page. Use the left panel to navigate to the section you want to update, make the necessary changes, and then click **Submit**.

Complete the supplier profile by providing all required details in the main views and their sub-views.

Company 100%
Address * 100%
Financial Facility
Insurance

All Locations * Contact Details * Address Details * Supporting Documents

You are in System: Broadridge Facilities under Facility: 300000002375982-BR United States

Associated Address(es)

Select Legal/DBA supplier name	Address ID	Account Group	Address	Phone	Actions
REVENUE INC	-	Ordering and Remit T...	237 PARK AVE, BRUSAC...	844338536	Edit ⋮
REVENUE INC	300000004149921	Ordering and Remit T...	15000 VENTURA BLVD, ...	844338-53	Edit ⋮

[Add New](#)

[CANCEL](#) [Save as Draft](#) [Submit](#)

Note: During profile editing, vendors are advised not to delete any existing records, as doing so may remove critical information and affect essential system functionality

Contact

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

End of Process