



Broadridge®

Strategic Sourcing Group – Procurement Operations

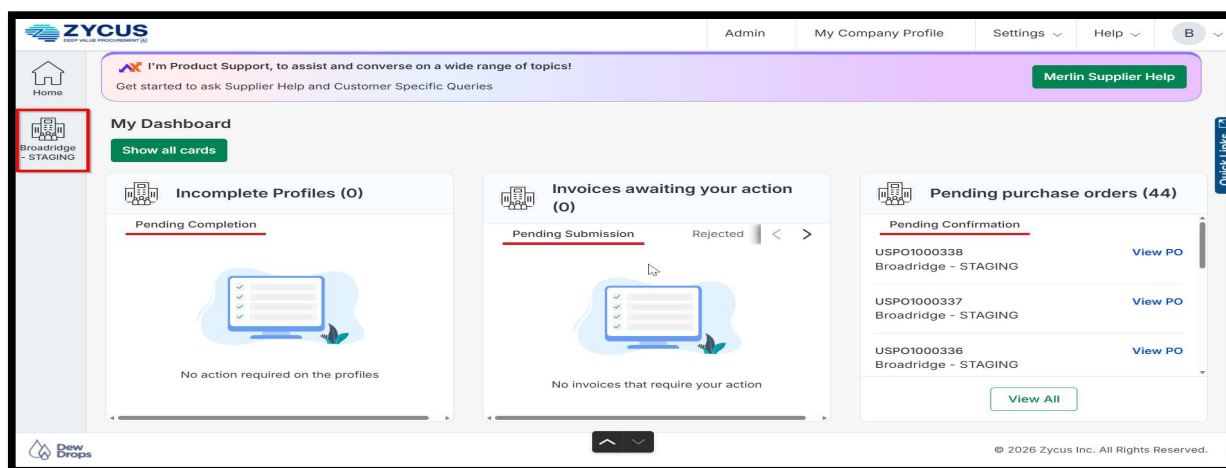
Zycus Supplier Network (ZSN)

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

How to View, Confirm & Reject Purchase Orders (PO) in ZSN

Step 1: Log in to ZSN

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

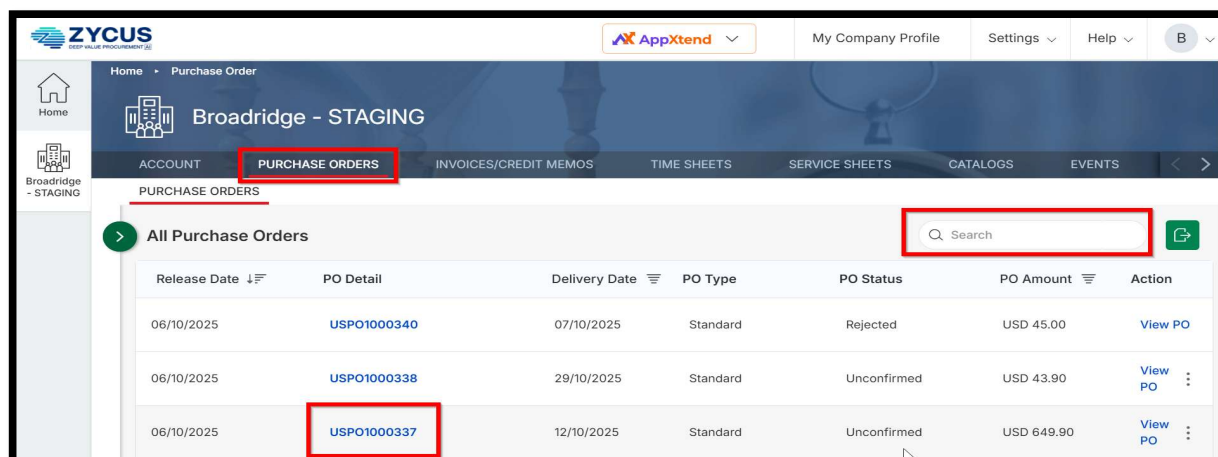


Step 2: You can view Purchase orders in 2 ways.

Access the navigation submenu and click **Purchase Orders** to view all available purchase orders.

OR

You can also search for a specific Purchase Order by entering keywords in the search box at the top right corner of the page



- Click on the arrow icon to expand the Filters panel
- The filter options will be displayed. Select the relevant checkboxes and options as required, then click Apply.

The screenshot shows the ZYCUS Broadridge - STAGING interface. The 'Purchase Orders' tab is active. On the left, the 'Filters' panel is expanded, showing 'All Purchase Orders' selected. The 'Apply' button at the bottom of the filters is highlighted. The main table displays a list of purchase orders with columns: Release Date, PO Detail, Delivery Date, PO Type, PO Status, PO Amount, and Action. The table shows several rows of data, including PO numbers like USP02500058 and USP02500047.

Step 3: Confirm or Reject a Purchase Order

- Click the applicable PO number to open the Purchase Order details page.
- To confirm a PO, click on the **Confirm PO** button and the PO status will now change to Confirmed.
- Click on the **Reject PO** option to reject PO.

The screenshot shows the ZYCUS Broadridge - STAGING Item Details page. The page displays item information for Broadridge Securities Processing Solutions, LLC. The 'Item Details' section shows a table with columns: Sr. No., Item/Service No., Item/Service Name, Description, Market Price, Unit Price, Qty/Amt, Delivery Date, Delivery to, Delivery Address, and Total Price. Two items are listed: 'Internation...' (USD 14.90) and 'Snapple Di...' (USD 29.00). The 'Item subtotal' is USD 43.90. At the bottom, the 'Confirm PO' and 'Reject PO' buttons are highlighted, along with a 'More' button.

Note: You will be able to create invoice only after confirming the PO.

Alternatively, you can **confirm or reject** the PO by clicking on the **3 dots** towards the right, under Action.

The screenshot displays the ZYCUS Broadridge - STAGING interface. The top navigation bar includes the ZYCUS logo, AppXtend, and links for Admin, My Company Profile, Settings, and Help. The main header shows 'Broadridge - STAGING' and a breadcrumb trail 'Home > Purchase Order'. Below the header, a tabbed interface shows 'PURCHASE ORDERS' as the active tab. A search bar on the right contains the text 'USPO1000338'. The main content area is titled 'All Purchase Orders' and contains a table with the following data:

Release Date	PO Detail	Delivery Date	PO Type	PO Status	PO Amount	Action
06/10/2025	USPO1000338	29/10/2025	Standard	Unconfirmed	USD 43.90	View PO ⋮

The 'Action' column for the first row contains a 'View PO' link and a three-dot menu. The three-dot menu is open, showing 'Confirm PO' and 'Reject PO' options. Red boxes highlight the search bar, the three-dot menu, and the 'Confirm PO' and 'Reject PO' options.

Contact

Please contact the Supplier Portal Support team (SupplierPortalSupport@broadridge.com) if there is any problem or assistance needed.

End of Process