

procureAURIZON General: Supplier Quick Ref Guide

Effective: December 2018

Purpose

- Provide guidance to suppliers for the new *Zycus Supplier Network (ZSN)* Platform, for:
 - Updating Contact or Company Details
 - Responding to RFxs (and clarification questions)
 - Negotiating Contracts
 - Executing Contracts
 - Reviewing Contracts during the Contract Lifecycle

Source to Award Approvals

Hyperlink to the Zycus Supplier Network (ZSN) Platform

<https://zsn.zycus.com/guest/genericRegister/AUR921>

What do I do if I need assistance in navigating ZSN?

Simply click the **Live Engage** button on the main menu and you will be automatically connected to Zycus Technical Support team using 'chat' functionality.

The team provide Supplier support 24/5 and will be only too happy to guide you through any issues

Are there ZSN tutorials available?

Yes. Simply click the "Help" button on the main menu to access Online Help and Help Videos.

If you are unable to find the answer you are looking for, then use the Live Engage feature as described above

Updating Contact or Company Details

- My Accounts
- Aurizon
- My Companies
- Edit

Company:

- Company Name and Structure
- Financial and Tax Info

Address:

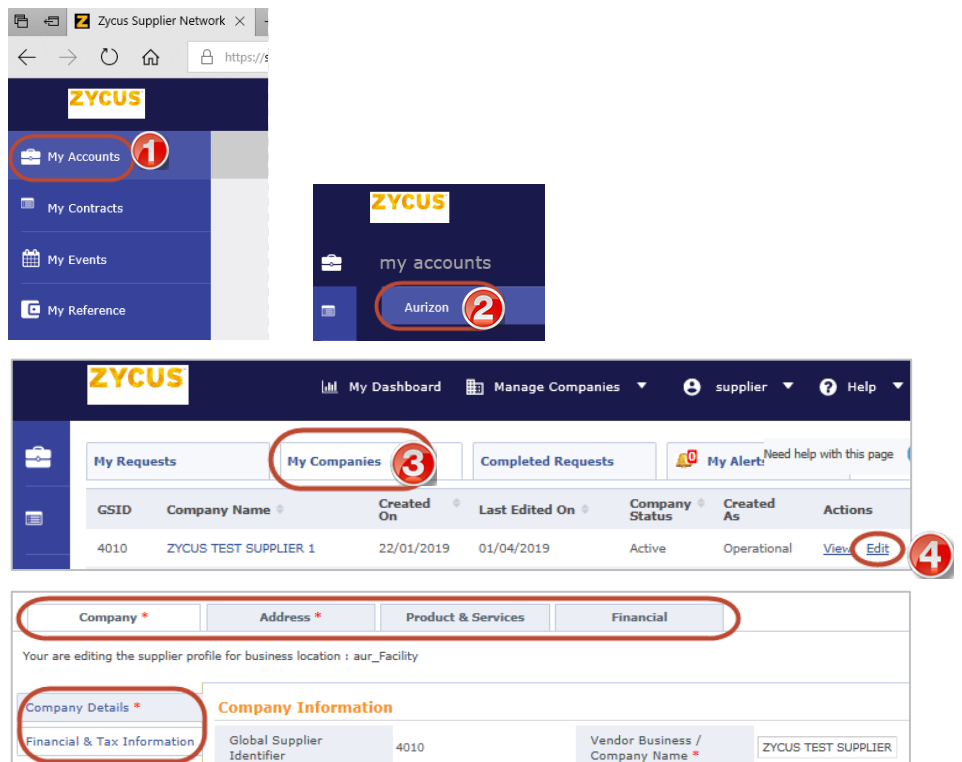
- Address
- Contact Details (as

Product & Services:

- Internal

Financial:

- Bank Details (must provide Supporting Evidence if change i.e. copy of Bank Statement)



The screenshots illustrate the process of updating contact or company details in the Zycus Supplier Network. Step 1 shows the 'My Accounts' menu item. Step 2 shows the 'Aurizon' account selected. Step 3 shows the 'My Companies' tab in the dashboard. Step 4 shows the 'Edit' button for a specific company entry in the 'My Companies' table.

GSID	Company Name	Created On	Last Edited On	Company Status	Created As	Actions
4010	ZYCUS TEST SUPPLIER 1	22/01/2019	01/04/2019	Active	Operational	View Edit

Company * Address * Product & Services Financial

Your are editing the supplier profile for business location : aur_Facility

Company Details *	Company Information
Financial & Tax Information	Global Supplier Identifier 4010 Vendor Business / Company Name * ZYCUS TEST SUPPLIER

When adding/editing a Contact, please always select “Yes” for “Supplier Portal Access” and assign the “modules” (i.e. the access) you would like that user to have.

i.e. User A to only view/negotiate/sign a Contract – select “My Contracts”.

User B to only respond to Sourcing Events – select “My RFXs and auction”.

User A & B to view Contracts and respond to Sourcing Events – select both options for both users.

NB: all Company/Contact detail changes/additions require Aurizon’s approval prior to the updates occurring – refer to “Requests” in ZSN for status updates

Supplier Portal Access? Yes No

Which modules on Supplier Portal will be accessible? *

My Performance (SPM) iRequest

My Profile (SIM) My RFXs and auction (iSource)

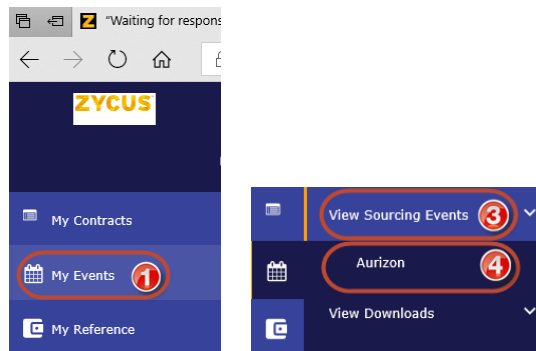
My Contracts (iContract) My Invoice (eInvoice)

Procurement (eProc)

* indicates mandatory fields

Responding to RFXs

- My Events
- View Sourcing Events
- Aurizon
- Enter Event



- Review and “Accept” RFX Terms and Conditions

Terms and Conditions	Status	Action
RFP Terms and Conditions.pdf	No Action Taken Yet	<input checked="" type="checkbox"/> Accept <input checked="" type="checkbox"/> Reject <input checked="" type="checkbox"/> Download

- Review RFX documents and questions

- Confirm Participation (to indicate your Intention to Respond)



- Prepare Response to RFX documents and questions. Review Buyer’s Attachments (RFX documents)



- To attach response documents



- Go to Submit Response



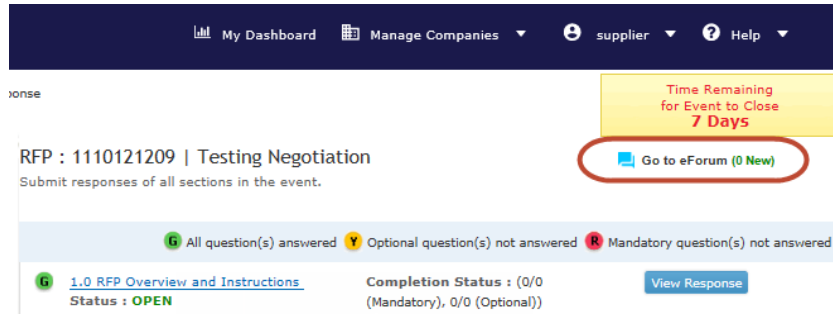
- Submit Response



(can “Recall Response” if required prior to RFX close)

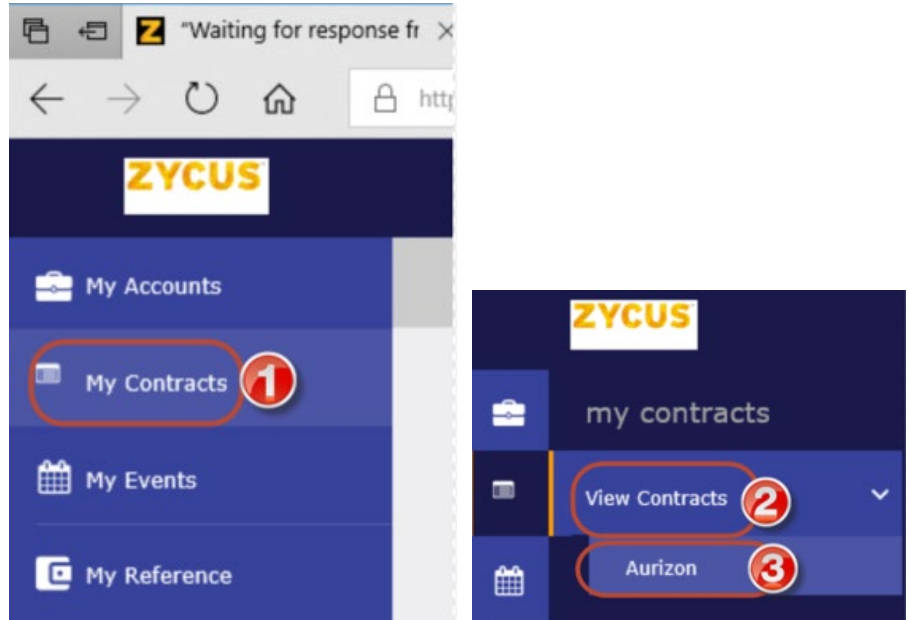
RFx Clarification Questions (e-Forum)

- “Go to e-Forum”
- Can ask questions in the already created Public e-Forum (supplier names are not public)
- Create a Private e-Forum that other invited suppliers cannot review



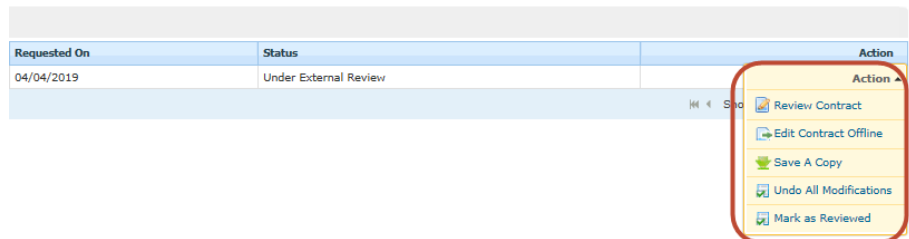
Negotiating Contracts

- My Contracts
- View Contracts
- Aurizon



Actions

- Review Contract
“Contract Outline” Tab
- Mark as Reviewed
Action to undertake once “Review Contract” has been undertaken





OR

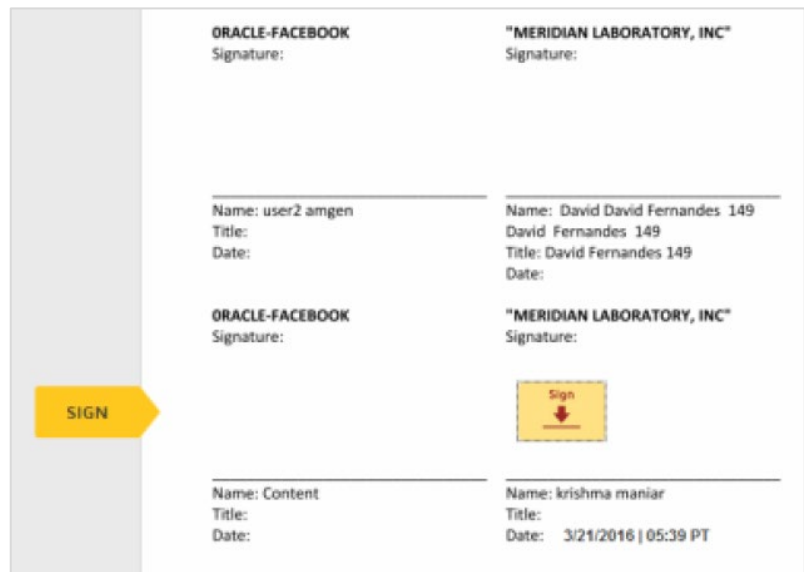
- Edit Contract Offline
Download the Contract > make edits (negotiations) > Save to computer > Actions then “Upload” – this will send back to Aurizon for review – you will be notified when Aurizon have provided a counter response

Executing Contracts

- Receive email
- Select “Review Document”
- Read and select “I agree to use Electronic Records and Signatures”
- Select “Continue”
- Review the final Contract



- Select the  icon present in the top right corner to display the Thumbnails pane
- Look for the  icon in the Thumbnails pane and click on it
- Select “Sign” and follow the prompts



- Select “Adopt and Sign”

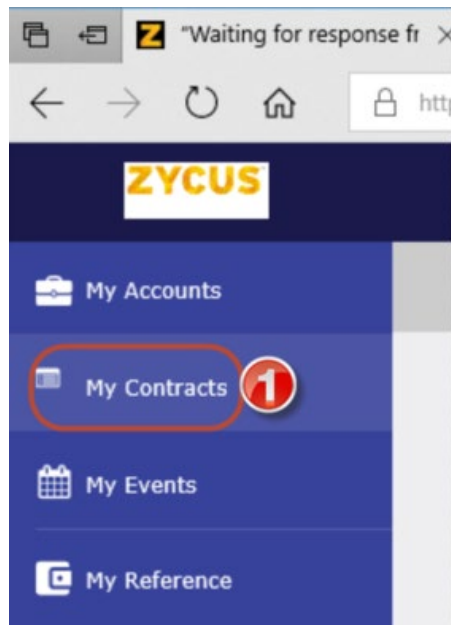


- Select “Finish”



Reviewing Contracts during the Contract Lifecycle

- My Contracts
- View Contracts
- Aurizon



Aurizon *procure*AURIZON Project Team



Visit us on [Yammer](#)



Email the [procureAURIZON Project Team](#)

Zycus Support (post 30 June 2019)



Live Engage Feature via Hamburger Menu on [procureAURIZON](#)



Email tech-support@zycus.com