

# Zycus Supplier Network (ZSN)

## Supplier guide



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## Chapter 1. Register as a potential supplier on Zycus Supplier Network (ZSN)

1. Click on **Log in / Register here** from  
<http://www.changiairport.com/corporate/partnerships/procurement.html>

### PROCUREMENT OPPORTUNITIES

A supplier of goods or services? Explore business opportunities with Changi Airport through our online portal.  
All interested parties will need to be an approved vendor of Changi Airport Group.

Log in / Register here

2. Enter the required fields and click on **Register**.

Register on Zycus Supplier Network to connect with **Changi Airport Group (Singapore) Pte Ltd**

Email Address

---

Password



---

Confirm Password



---

Please answer

5 + 9 = 

---

☐ I agree to the [terms and conditions](#)

Register

- On successful registration, an email with the activation link will be sent to the registered email address.

Dear User,

Thank you for registering with the Zycus supplier Network. Please use the link below to activate your account.

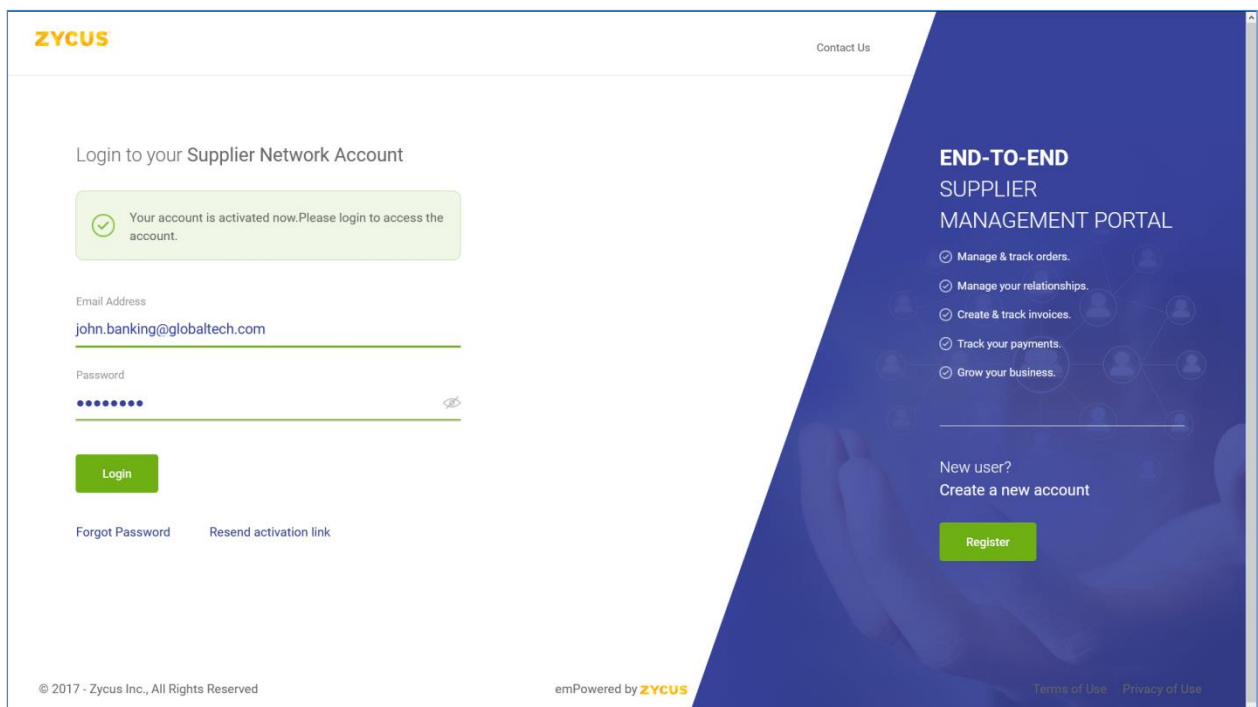
Link : <https://zsn.zycus.com/guest/activate/4369c111-1855-496c-9165-ea92f4d262ce>

This activation link is valid only for 10 days. Please activate your account within 10 days of receiving this e-mail.

Regards,

Zycus Supplier Network

- Click on the link to activate your registration. Key in your email address and password and click on **Login**.



**ZYCUS** [Contact Us](#)

Login to your Supplier Network Account

✓ Your account is activated now. Please login to access the account.

Email Address

Password

**Login**

[Forgot Password](#) [Resend activation link](#)

**END-TO-END SUPPLIER MANAGEMENT PORTAL**

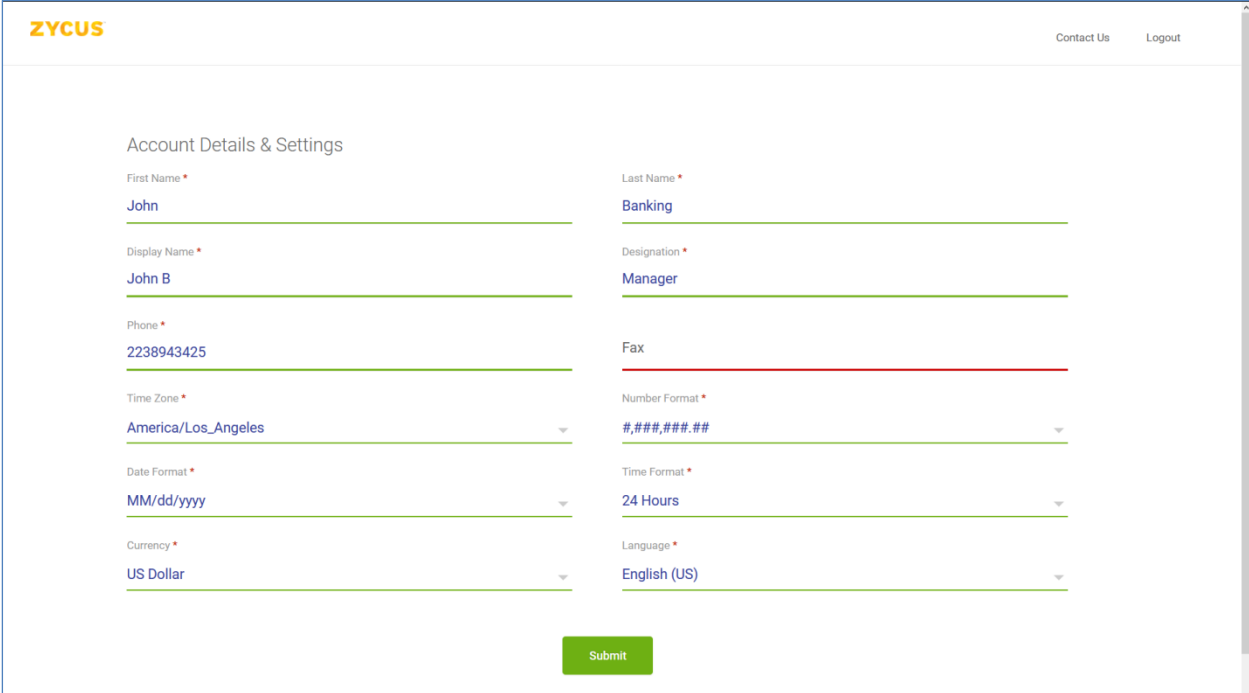
- Manage & track orders.
- Manage your relationships.
- Create & track invoices.
- Track your payments.
- Grow your business.

New user?  
[Create a new account](#)

**Register**

© 2017 - Zycus Inc., All Rights Reserved emPowered by **ZYCUS** [Terms of Use](#) [Privacy of Use](#)

5. Fill in the mandatory fields under **Account Details and Settings**, and click **Submit**.

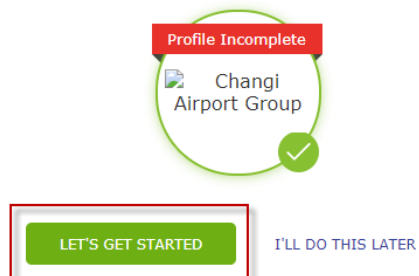


The screenshot shows the ZYCUS 'Account Details & Settings' page. It features two columns of form fields. The left column contains: First Name (John), Display Name (John B), Phone (2238943425), Time Zone (America/Los\_Angeles), Date Format (MM/dd/yyyy), and Currency (US Dollar). The right column contains: Last Name (Banking), Designation (Manager), Fax (empty), Number Format (#####), Time Format (24 Hours), and Language (English (US)). A green 'Submit' button is located at the bottom center. The page header includes the ZYCUS logo and links for 'Contact Us' and 'Logout'.

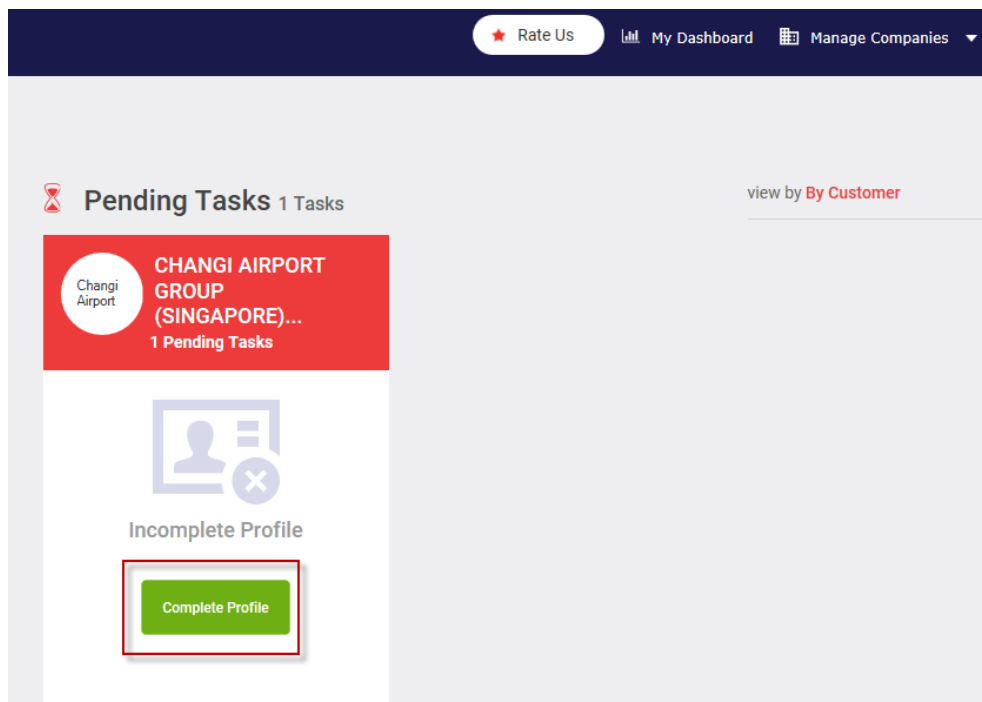
*[Note to Supplier: The time zone selected on this page will affect the opening and closing date and time of each event reflected. E.g. If the time zone selected is Thailand (GMT+7) instead of Asia/Singapore (GMT+8), when an event is created by CAG with closing date and time on 1<sup>st</sup> May 2018 4pm, it will be reflected on your page and email notification as 1<sup>st</sup> May 2018 3pm instead.]*

## 6. Click **Let's Get Started**.

Please create your company profile for Changi Airport Group (Singapore) Pte Ltd to connect with them.



If you have clicked on **I'll do this later**, you may also complete your profile from the homepage.



7. Fill in the mandatory fields under **Company Registration Form** and click **Create**.

[My Dashboard](#)
[Manage Companies](#)

### Company Registration Form

\* Indicates required field

**Company Information**

\* Company

\* Address Type Head Quarter Address (HQ) ▾

\* Address1

Address2

Address3

PO Box Number

\* Country Singapore ▾

\* State Singapore - No State ▾

\* City Singapore

\* Zip / Postal Code

\* Business Phone

Business Fax

Create
Back

8. Click on **Continue** after you have read the Authorisation clause.

#### AUTHORISATION

By agreeing and clicking "continue", I, on behalf of the company (the "Applicant"), hereby declare that:

- (i) the individual who is requesting this account, is authorised by the Applicant ("Authorised Representative") at all times to use and access any of the services and information provided by and through the Zycus Supplier Network in accordance with the Terms and Conditions for use of the CAG Supplier Portal and the Zycus Supplier Network Terms and Conditions;
- (ii) the Authorised Representative has the capacity and authority to make offers and enter into binding contracts on behalf of the Applicant; and
- (iii) the information provided about the Authorised Representative and the Applicant is true and accurate as at the date hereof.

☐ I have read and I agree to the above

Continue

Cancel

9. Upon clicking **Continue**, you will be required to enter other information.

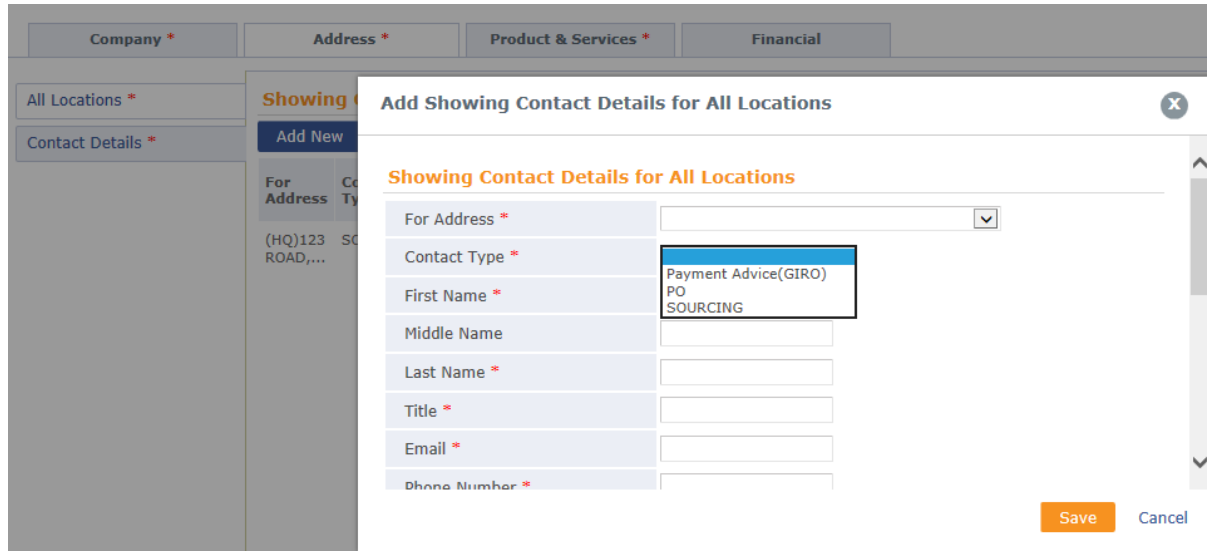
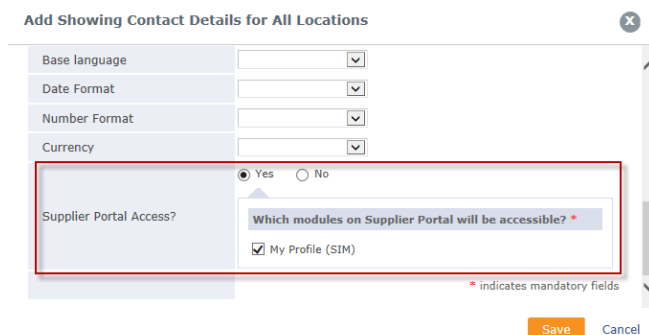
- a. **Company Tab** - Mandatory fields in Company details -> Company Registration No., Company Registration Certificate and Country of Incorporation

Company *	Business Address *	Product & Services *	Financial
<div style="background-color: #f3f3f3; padding: 2px; margin-bottom: 2px;">Company Details *</div> <div style="background-color: #f3f3f3; padding: 2px; margin-bottom: 2px;">Shareholder Information</div> <div style="background-color: #f3f3f3; padding: 2px; margin-bottom: 2px;">Doing Business As</div> <div style="background-color: #f3f3f3; padding: 2px;">Supporting Documents</div>	<div style="background-color: #f3f3f3; padding: 5px; margin-bottom: 5px;"> <b>Company Details</b> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Global Supplier Identifier <span>19090</span></p> <p>Company Registration No. / Unique Entity No. (UEN) * <input type="text"/></p> <p>Country of Incorporation * <span>▾</span></p> </div> <div style="width: 50%;"> <p>Company Registered Name * <span>CAG PROCUREMENT DL</span></p> <p>Company Registration Certificate * <span>Choose File No file chosen</span></p> </div> </div>		

\* indicates mandatory fields and views

- b. **Business Address Tab** – You may add in more contact details if required.

*[Note: You may create contact details tagged to different contact type, e.g. Payment advice (GIRO) for the contact to receive notifications regarding payment advice, etc.]*

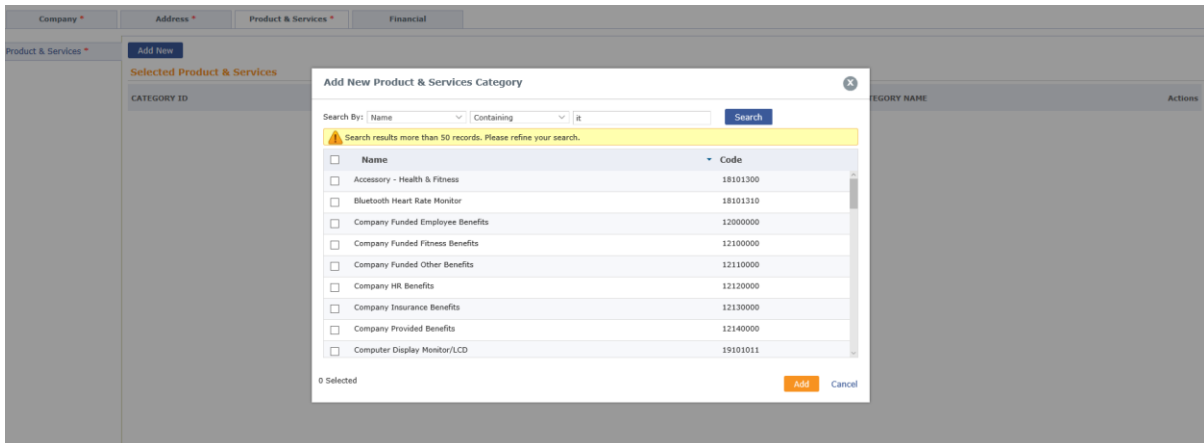



Supplier Portal Access should also be granted to the contact to access the ZSN portal to manage their own contact details.

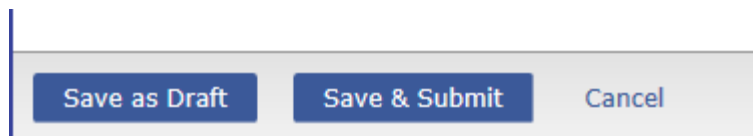


- c. **Products & Services Tab** – Select and add the category. You may select more than 1 category.

*[Note: You may refer to Annex A for the list of categories.]*

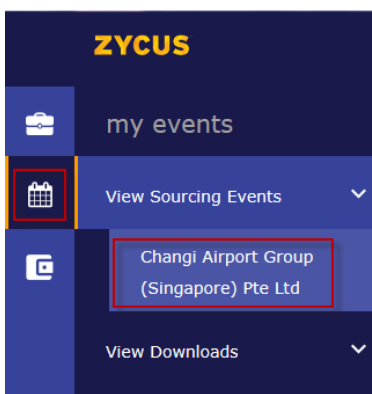


10. Click on **Save & Submit** once you have completed all the mandatory fields.



*[Note: Clicking **Save as Draft** will only save the form on draft status; the request will not be sent to CAG for approval.]*

11. You will be able to view sourcing events once your request has been approved by CAG



## Chapter 2. Register on ZSN from CAG's Invitation

1. You will receive an email with the registration link when CAG creates your account.

Dear {Supplier Contact Name},

Welcome to the Zycus Supplier Network. CAG would like to invite {supplier company name} to register as their supplier on the network.

By proceeding with the registration, you, on behalf of {supplier company name} (the "Applicant"), hereby declare that:

(i) the individual who is requesting this account, is authorised by the Applicant ("Authorised Representative") at all times to use and access any of the services and information provided by and through the Zycus Supplier Network in accordance with the Terms and Conditions for use of the CAG Supplier Portal and the Zycus Supplier Network Terms and Conditions;

(ii) the Authorised Representative has the capacity and authority to make offers and enter into binding contracts on behalf of the Applicant; and the information provided about the Authorised Representative and the Applicant is true and accurate as at the date hereof.

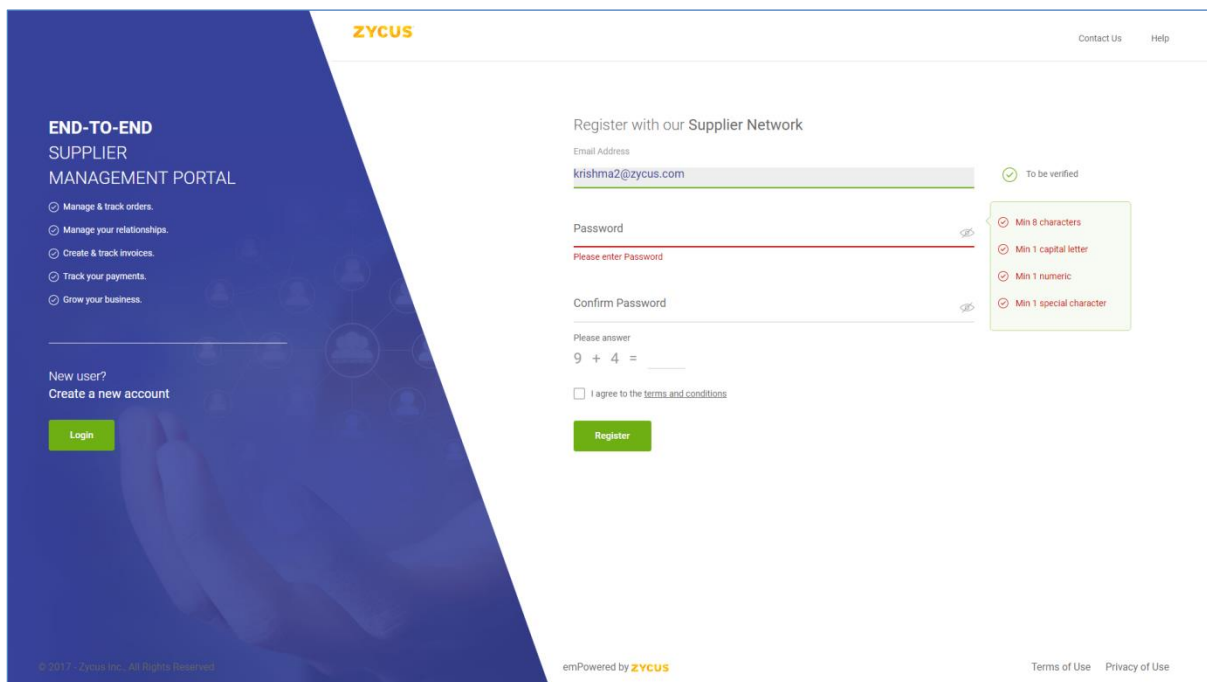
Please proceed with the registration to create your account on the Zycus Supplier Network by filling in basic details via the link below.

Link: <https://staging-zsn.zycus.com/guest>

Upon successful registration, you will receive an e-mail with the activation link. You can access the portal only after activating your account.

Regards,  
Zycus Supplier Network

2. Open the link from the email and fill in the required information.



3. Upon successful registration, an email with the activation link will be sent to the email address.

Dear User,

Thank you for registering with the Zycus supplier Network. Please use the link below to activate your account.

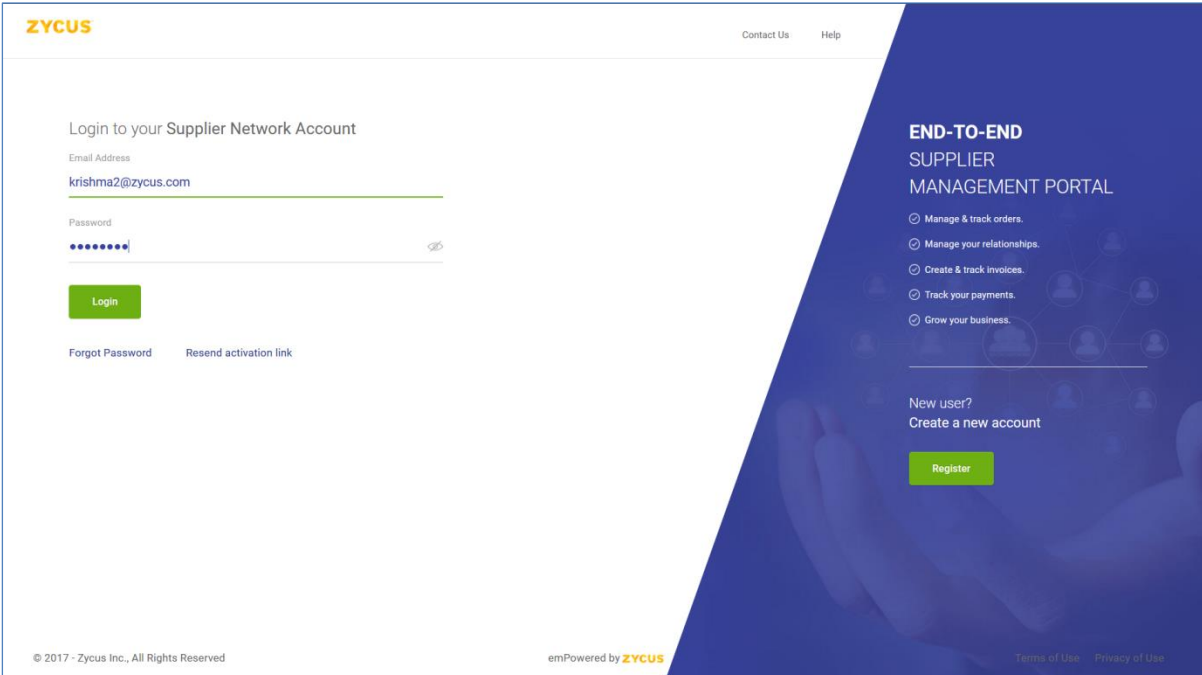
Link: <https://zsn-demo.zycus.com/guest/activate/4b616d72-d982-42c7-8a08-73e97d3919a7>

This activation link is valid only for 30 days. Please activate your account within 30 days of receiving this mail.

Regards,  
Zycus Supplier Network

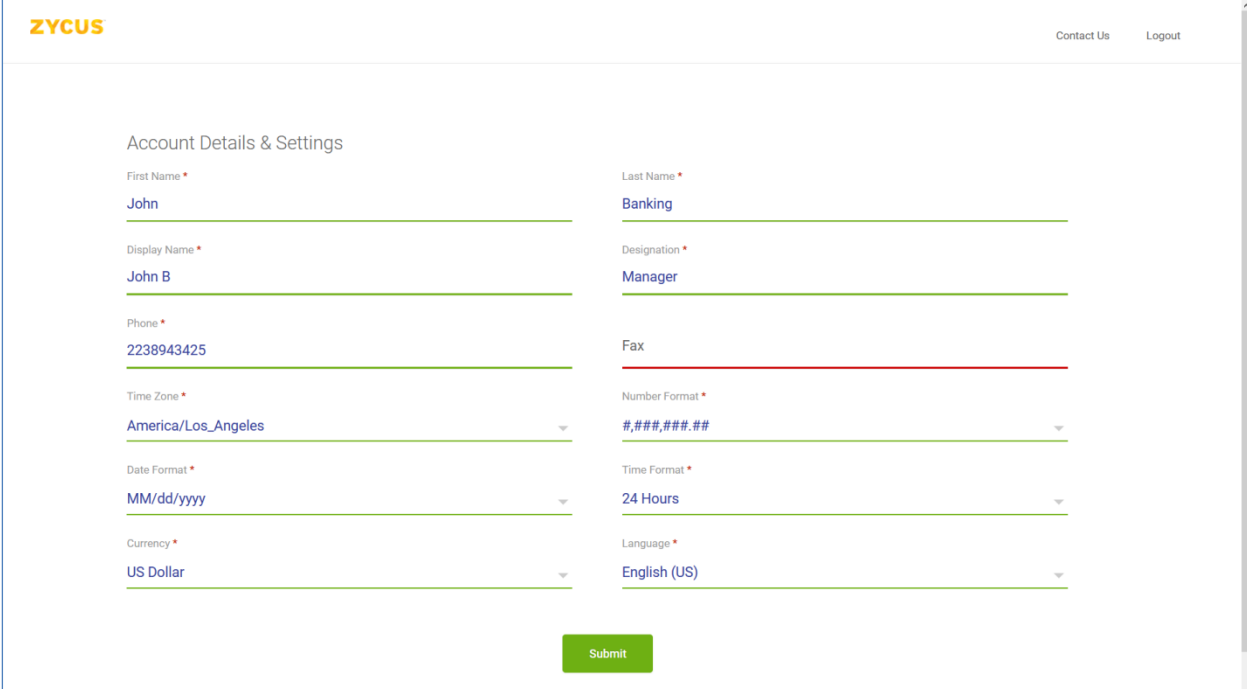
You have received this email because the email address [krishma.maniar@zycus.com](mailto:krishma.maniar@zycus.com) was subscribed for email notifications for this supplier company on Zycus supplier network. In case of any issues, please contact Zycus helpdesk at [tech-support@zycus.com](mailto:tech-support@zycus.com)

4. Click on the link to activate your registration. Key in your email address and password and click on **Login**.



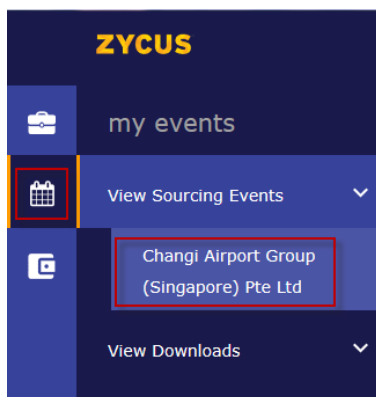
The screenshot shows the Zycus Supplier Network login interface. On the left, there is a login form with the title "Login to your Supplier Network Account". It includes fields for "Email Address" (containing "krishma2@zycus.com") and "Password" (masked with dots). Below the password field is a "Login" button. Links for "Forgot Password" and "Resend activation link" are located below the login button. On the right, a blue sidebar contains the text "END-TO-END SUPPLIER MANAGEMENT PORTAL" followed by a list of features: "Manage & track orders.", "Manage your relationships.", "Create & track invoices.", "Track your payments.", and "Grow your business.". Below this list, it says "New user? Create a new account" with a "Register" button. At the bottom, there is a footer with "© 2017 - Zycus Inc., All Rights Reserved", "emPowered by ZYCUS", and links for "Terms of Use" and "Privacy of Use".

5. Fill in the mandatory fields under **Account Details and Settings**, and click **Submit**.



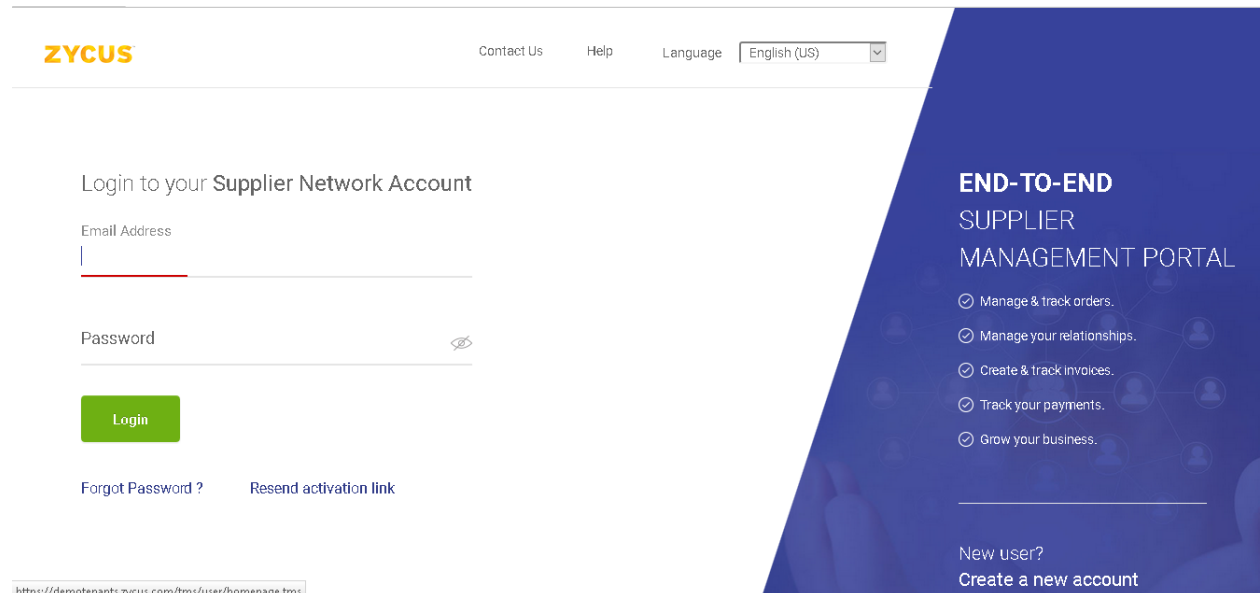
The screenshot shows the ZYCUS 'Account Details & Settings' page. The form is divided into two columns. The left column contains fields for First Name (John), Display Name (John B), Phone (2238943425), Time Zone (America/Los\_Angeles), Date Format (MM/dd/yyyy), and Currency (US Dollar). The right column contains fields for Last Name (Banking), Designation (Manager), Fax, Number Format (#####), Time Format (24 Hours), and Language (English (US)). A green 'Submit' button is located at the bottom center of the form.

6. You will be able to view sourcing events from your dashboard



## Chapter 3. Editing Supplier Profile on ZSN

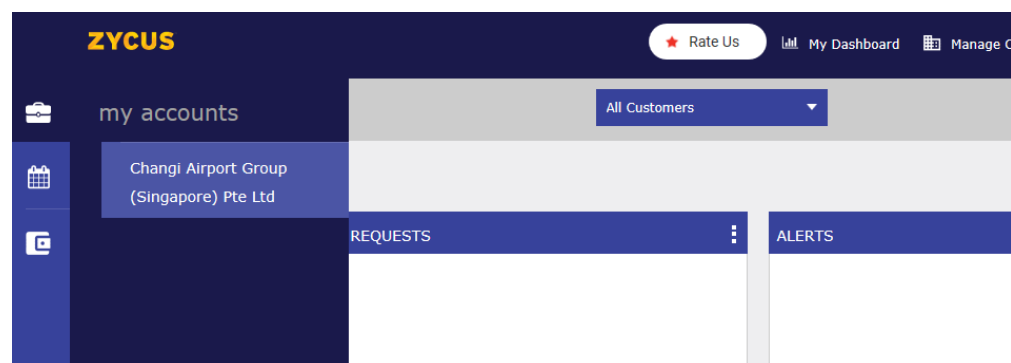
1. Open ZSN by using the URL <https://zsn.zycus.com/guest> and enter your credentials to login



The screenshot shows the Zycus login page. At the top, there's a navigation bar with 'ZYCUS' logo, 'Contact Us', 'Help', and a language dropdown set to 'English (US)'. The main heading is 'Login to your Supplier Network Account'. Below it are input fields for 'Email Address' and 'Password', followed by a green 'Login' button. Links for 'Forgot Password?' and 'Resend activation link' are at the bottom left. On the right, a blue sidebar titled 'END-TO-END SUPPLIER MANAGEMENT PORTAL' lists features: 'Manage & track orders.', 'Manage your relationships.', 'Create & track invoices.', 'Track your payments.', and 'Grow your business.'. At the bottom right, it says 'New user? Create a new account'.

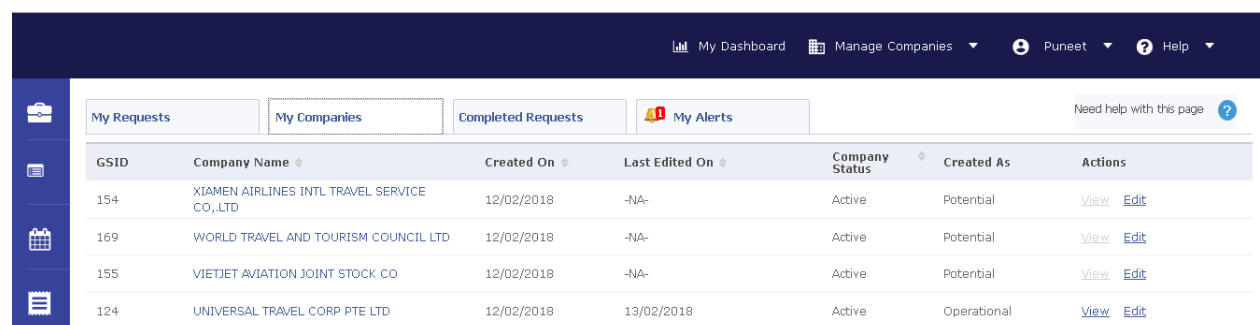
<https://demotenants.zycus.com/tms/user/homepage.tms>

2. Click on **My Account** -> **Changi Airport Group** from the sidebar.



The screenshot shows the 'my accounts' sidebar in the Zycus system. The sidebar is dark blue with icons for 'my accounts', 'REQUESTS', and 'ALERTS'. The 'my accounts' section is expanded, showing a list of accounts. The first account is 'Changi Airport Group (Singapore) Pte Ltd', which is highlighted. Above the list is a dropdown menu set to 'All Customers'.

3. Click on **My Companies** and **Edit**

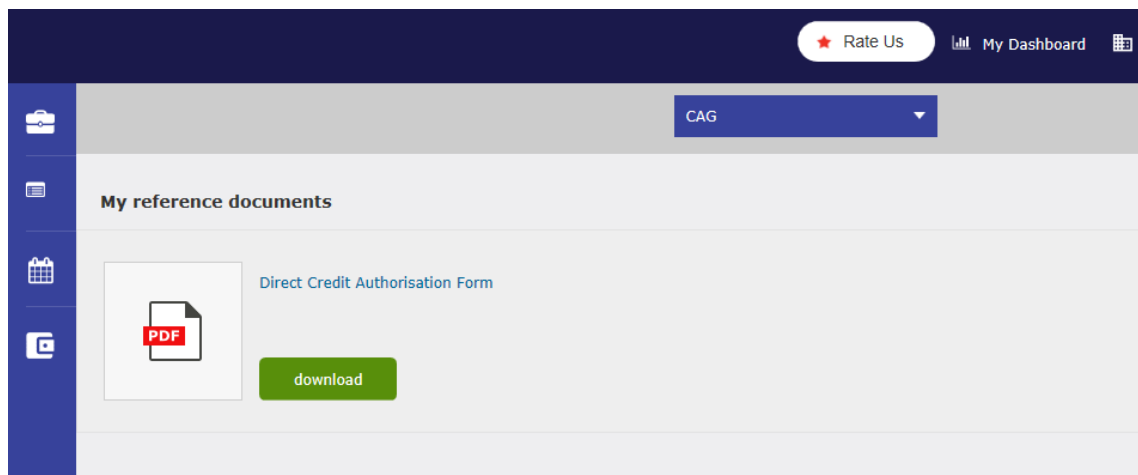
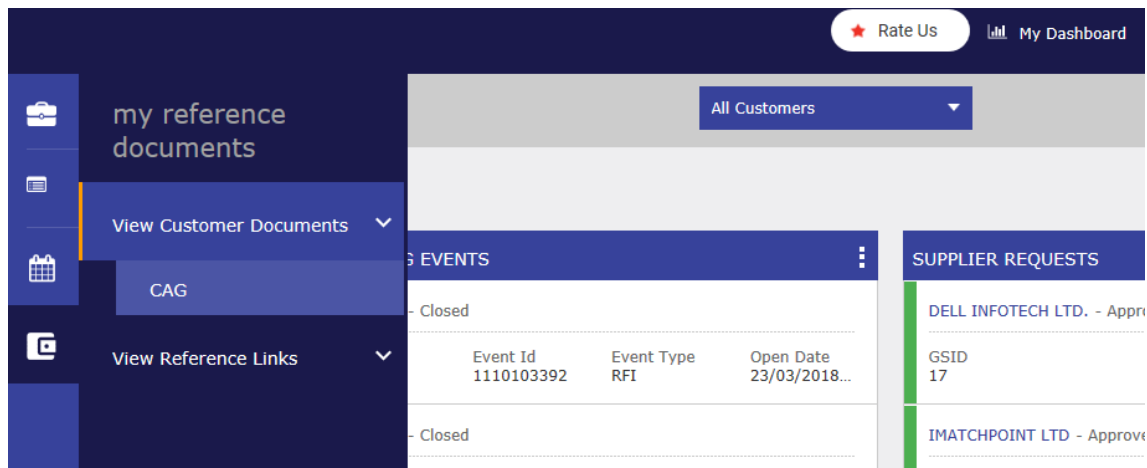


The screenshot shows the 'My Companies' tab in the Zycus system. The table lists companies with columns: GSID, Company Name, Created On, Last Edited On, Company Status, Created As, and Actions. The 'Actions' column contains 'View' and 'Edit' links for each company.

GSID	Company Name	Created On	Last Edited On	Company Status	Created As	Actions
154	XIAMEN AIRLINES INTL TRAVEL SERVICE CO.,LTD	12/02/2018	-NA-	Active	Potential	<a href="#">View</a> <a href="#">Edit</a>
169	WORLD TRAVEL AND TOURISM COUNCIL LTD	12/02/2018	-NA-	Active	Potential	<a href="#">View</a> <a href="#">Edit</a>
155	VIETJET AVIATION JOINT STOCK CO	12/02/2018	-NA-	Active	Potential	<a href="#">View</a> <a href="#">Edit</a>
124	UNIVERSAL TRAVEL CORP PTE LTD	12/02/2018	13/02/2018	Active	Operational	<a href="#">View</a> <a href="#">Edit</a>

- You will be able to edit all fields in the ZSN except for **Bank Details**. For addition / edits to bank details, please approach CAG at [changi.eprocure@changiairport.com](mailto:changi.eprocure@changiairport.com)

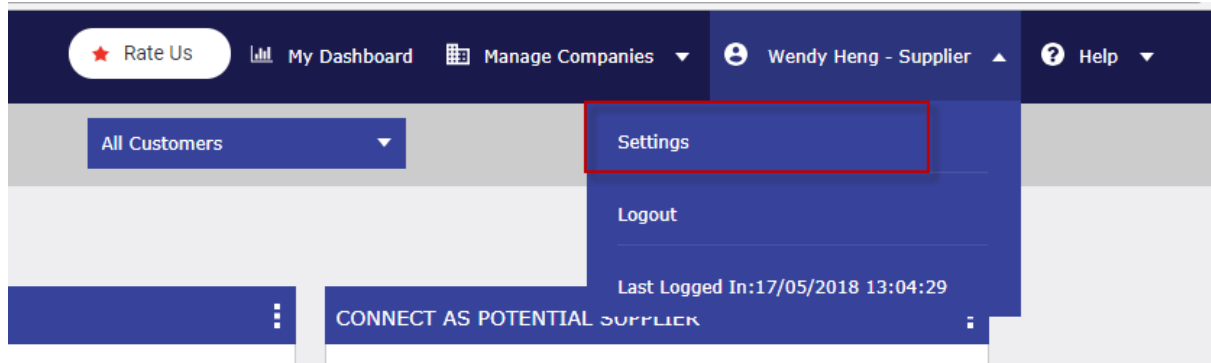
*[Note: To add local bank details, please submit the original duly-signed copy of the Direct Credit Authorisation Form to CAG. You may retrieve the form via **My Reference -> View Customer Documents -> CAG** from the side bar.]*



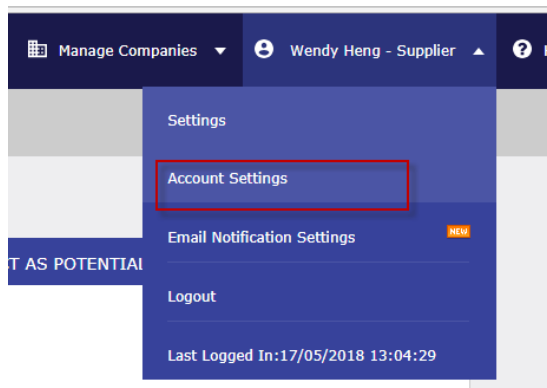
- Please note that whenever a new contact detail is added, an email with the registration link will be sent to the email address of the new contact. The new contact may follow the steps detailed under [Chapter 2](#) to set up their account.

### 3.1 Amending Time Zone in Supplier Profile

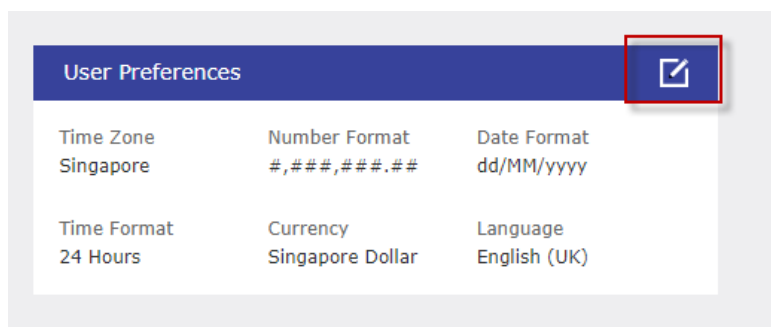
1. Upon logging in to ZSN, click on your profile on the top menu and **Settings**.



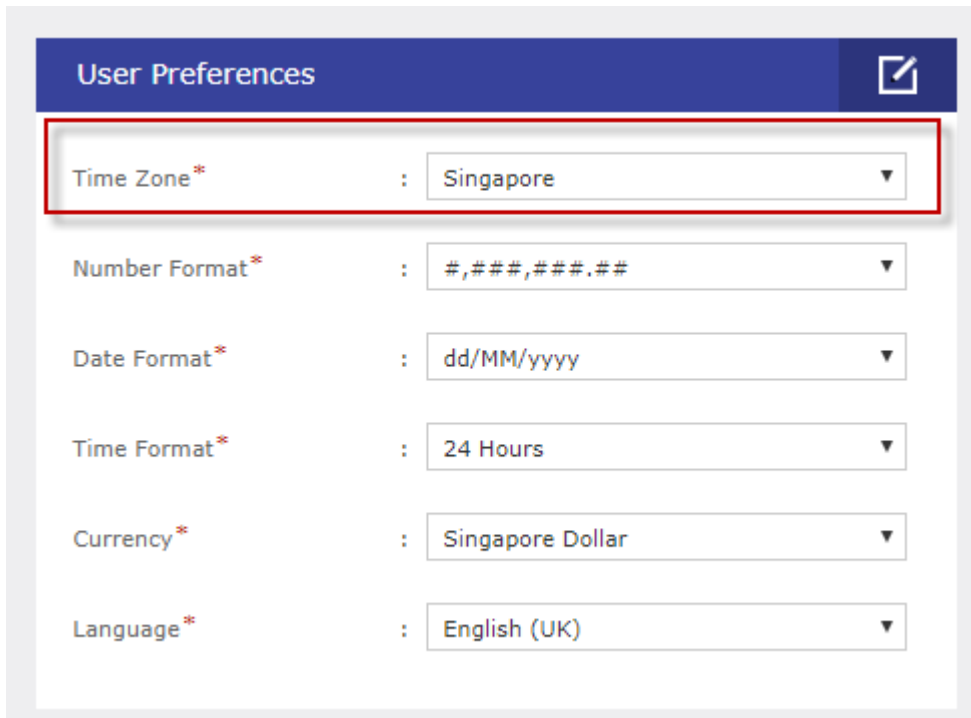
2. Click on **Account Settings**.



3. Click on the edit button.



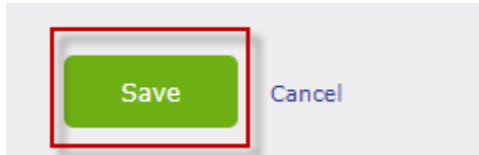
4. Select the correct **time zone**.



The image shows a 'User Preferences' dialog box with a blue header bar containing the title and a pencil icon. Below the header, there are six rows of settings, each with a label, a colon, a value, and a dropdown arrow. The 'Time Zone' row is highlighted with a red rectangular border. The other settings are: Number Format (###,###.##), Date Format (dd/MM/yyyy), Time Format (24 Hours), Currency (Singapore Dollar), and Language (English (UK)).

User Preferences	
Time Zone*	Singapore
Number Format*	#,###,###.##
Date Format*	dd/MM/yyyy
Time Format*	24 Hours
Currency*	Singapore Dollar
Language*	English (UK)

5. Click **Save** once the changes are made.



The image shows two buttons: a green 'Save' button and a blue 'Cancel' button. The 'Save' button is highlighted with a red rectangular border.

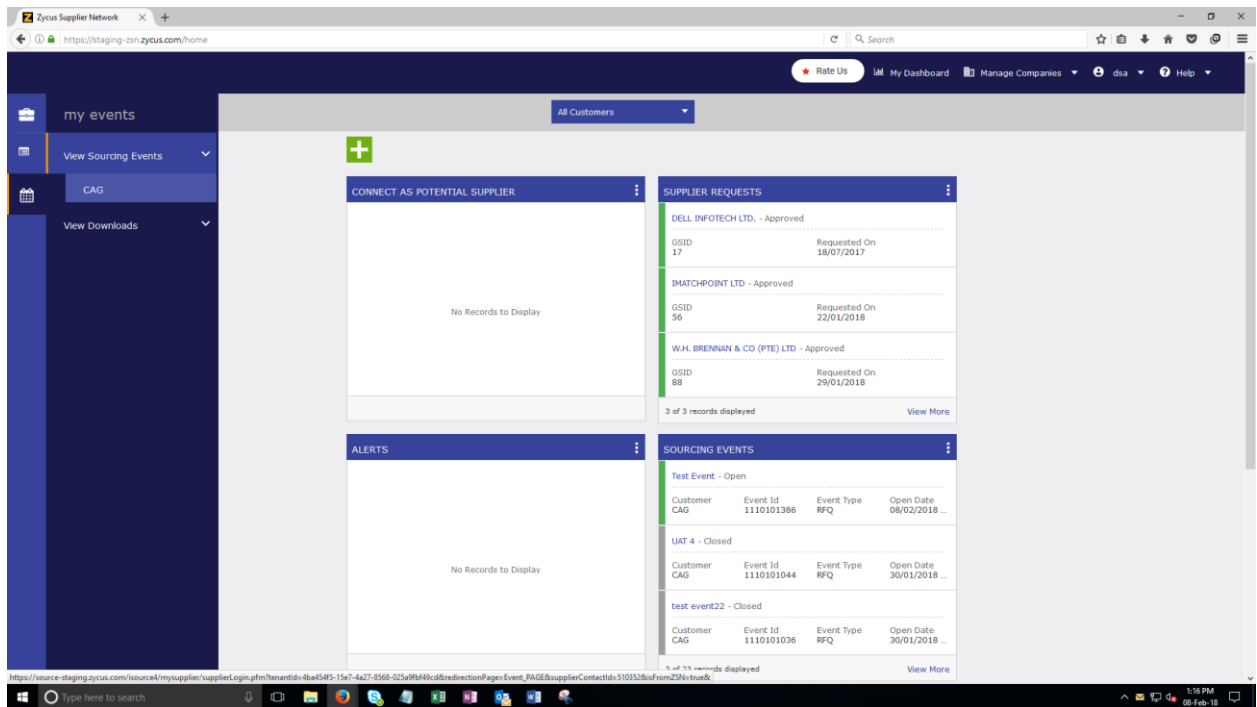
Save	Cancel
------	--------



## Chapter 4. Responding to Tenders or Quotations on ZSN

1. Click on **My Events** -> **View Sourcing Events** -> **CAG** from the side bar.

[Note: Please refer to Chapter 1.1 if you are unable to view **My Events** page]



2. The list of tenders or quotations will be listed. You may search for an event using the Event Title. Click on **Enter Event** to access the event.

[Note: The status of an event will be updated as **Closed** once the closing date and time has lapsed.]

Event List  
Found 23 record

[Save Filters](#) | [Filter](#)

Event ID	Name	Owner	Open Date	Close Date	Type	Invite Type	Status	Action
1110101386	Test Event	Power User	08/02/2018 10:41	09/02/2018 04:00	RFQ	Invited	Open	<a href="#">Enter Event</a>
1110101044	UAT 4	Power User	30/01/2018 13:00	31/01/2018 14:00	RFQ	Broadcasted	Closed	<a href="#">View Event</a>

- Upon clicking **Enter Event**, you will have to accept the terms and conditions listed first before viewing the requirement specifications.

After reviewing the requirement specifications, you may click on **Confirm Participation** to submit your responses.

RFQ : 1110103673 | Event Management\_31st Mar 2018

To confirm participation accept all Terms and Conditions.

00:46:32

Go to eForum (0 New)

Terms and Conditions	Status	Action
<a href="#">CAG Supplier Portal Terms and Conditions w.e.f. 2 April 2018.pdf</a>	No Action Taken Yet	<a href="#">✓ Accept</a> <a href="#">✗ Reject</a> <a href="#">⬇ Download</a>
<a href="#">Conditions of Contract_Quotations.pdf</a>	No Action Taken Yet	<a href="#">✓ Accept</a> <a href="#">✗ Reject</a> <a href="#">⬇ Download</a>

Page 1 of 1

Preview (Other Attachments and RFX Preview will be available after all Terms and Conditions are accepted)

[Confirm Participation](#) | 
 [Decline Participation](#)

- After confirming participation, you will be able to click on **Prepare Response** for each section.

You are here: [My Events](#) > Prepare Response

**Supplier Checklist**

✓ **Confirm Participation**

✓ **Prepare Response**  
Prepare responses for all the sections in the event.

✓ **Submit Response**

**RFQ Summary**

Event Status: Open

Open Date: 23/03/2018 10:06

Close Date: 28/03/2018 20:00

Owner: Power User

Contact: -

RFQ : 1110103380 | Neog Round 1

Prepare responses for all the sections in the event.

Time Remaining for Event to Close 3 Days

Go to eForum (0 New)

Please select the currency you want to bid in ⓘ

Bidding Currency: Singapore Dollar

G All question(s) answered
 Y Optional question(s) not answered
 R Mandatory question(s) not answered

G [1.0 Pricing Section](#)  
 Status : OPEN  
 Type : Pricing

Completion Status : (1/1 (Mandatory), 0/0 (Optional))

Bid Ready for Submission

[Prepare Response](#)

[Go to Submit Response](#)

- Key in your responses and click on **Go to Submit Response**.

*[Note: Pricing responses should be keyed in under the pricing table. If there are more information to be submitted, you may also upload attachments by clicking on **Upload Event Level Attachments**.]*

RFQ : 1110103380 | Neog Round 1

[Draft Export](#)
[Import Draft](#)
[Print](#)
[Buyer's Attachments 1](#)
[Upload Event Level Attachments\(0\)](#)

Bidding Currency:

Decimal Precision:2

**Important:** Kindly export the draft again in case the event has been paused and republished to fill the responses via excel import.

[←](#)

**G 1 of 1 Pricing ...**  
 Mandatory (1/1) Optional (0/0)
 
[→](#)

(\*) Mandatory Questions

RFQ(Public) : 1110101386 | Test Event

[Draft Export](#)
[Import Draft](#)
[Print](#)
[Buyer's Attachments\(0\)](#)
[Upload Event Level Attachments\(0\)](#)
Event Close Date Time: 08/02/2018 10:51 (Africa/Asmera)

Company Legal Name?

ABC Corp

2000 Character Limit - You have used 0 Characters [Add Comments](#)

1.2

Is ISO certified?

[Add Comments](#)

1.3 Enter Lot Name

( 1 Completed / 1 Total Item(s) )

☒ Unit Cost
 ☐ Fixed Cost

Item Specification			Baseline Costs [Singapore Dollar]		Demand Information			Pricing Information		Total Cost		
Item No.	Item Name	Item Description	Spec 1		Target Price	Price Type	Est Qty	Qty	UOM	Unit Cost	Transport Cost	Total Cost
			Value	UOM								
1	Enter Item Name	Enter Item Description				Bulk	1,00	1,00	UOM	10.000,00	12,00	10.012,00

[Export Lot to Excel](#)
[Import Lot from Excel](#)
Showing Items 1 to 1 of 1

[Back to](#)

[Go](#)

[Back to Top](#)
[Go to Submit Response](#)

## 6. Click on **Go to Submit Response** to submit your response for the event.

You are here: [My Events](#) > Prepare Response

Time Remaining  
for Event to Close  
**3 Days**

**Supplier Checklist**

- ☒ **Confirm Participation**
- ☒ **Prepare Response**  
Prepare responses for all the sections in the event.
- ☒ **Submit Response**

**RFQ : 1110103380 | Neog Round 1**  
Prepare responses for all the sections in the event.

Please select the currency you want to bid in [?](#)

Bidding Currency:

G All question(s) answered 
 Y Optional question(s) not answered 
 R Mandatory question(s) not answered

G [1.0 Pricing Section](#)  
Status : **OPEN**  
Type : Pricing

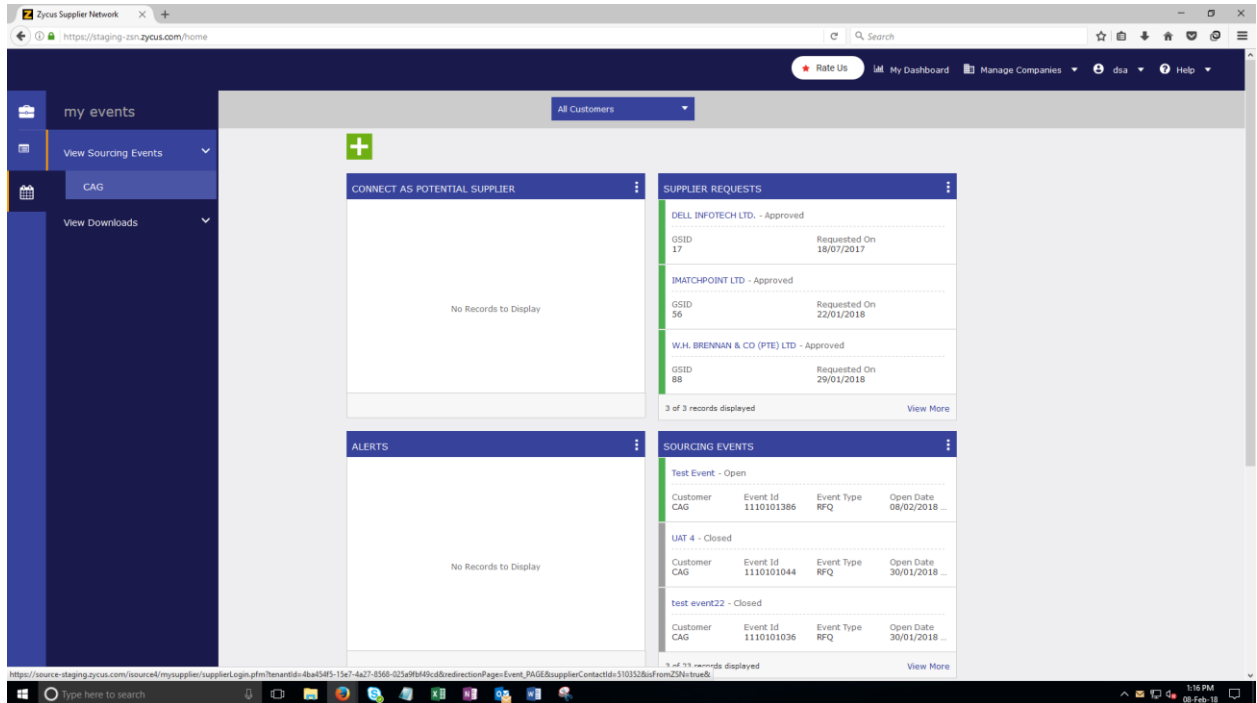
**Completion Status** : (1/1 (Mandatory), 0/0 (Optional))  
Bid Ready for Submission

[Prepare Response](#)

[Go to Submit Response](#)

## Chapter 5. Recall Submitted Proposals

1. Click on **My Events** -> **View Sourcing Events** -> **CAG** from the side bar.



2. You may search for an event using the Event Title. Click on **Enter Event** to access the event.

Event List  
Found 23 record

Event ID	Name	Owner	Open Date	Close Date	Type	Invite Type	Status	Action
1110101386	<a href="#">Test Event</a>	Power User	08/02/2018 10:41	09/02/2018 04:00	RFQ	Invited	Open	<a href="#">Enter Event</a>
1110101044	UAT 4	Derrick Lim	30/01/2018 13:00	31/01/2018 14:00	RFP	Broadcasted	Closed	<a href="#">View Event</a>

3. Click on **Recall Response**. You will then be able to resubmit your responses.

You are here: [My Events](#) > Submit Response

Time Remaining  
for Event to Close  
**3 Days**

**Supplier Checklist**

- ☒ Confirm Participation
- ☒ View Responses
- ☒ **Submit Response**  
Submit responses of all sections in the event.

RFQ : 1110103380 | Neog Round 1  
Submit responses of all sections in the event.

G All question(s) answered Y Optional question(s) not answered R Mandatory question(s) not answered

G [1.0 Pricing Section](#)

Completion Status : (1/1 (Mandatory), 0/0 (Optional))  
Status : **OPEN**  
Type : Pricing

Bid Submitted 25/03/2018 16:43  
Group Total Price : 4,244.00 Singapore Dollar

[View Response](#)

Recall Response

RFQ Summary

## Annex A – List of Product & Services Categories

Main Category	Sub-Category	Code
Airport Specialised Systems	Aircraft Docking Guidance System (ADGS)	1010000000
	Airfield Ground Lighting Control Monitoring System (AGLCMS)	1011000000
	Airfield Lighting System (AFL)	1012000000
	Automated Passenger Clearance System (FAST)	1013000000
	Baggage Handling System	1014000000
	Fixed Gangway	1015000000
	Foreign Object Detection (FOD)	1016000000
	Passenger Loading Bridge	1017000000
	Skytrain	1018000000
Business & Professional Services	Business Advisory & Accreditation	1110000000
	Finance, Banking & Insurance	1111000000
	HR Services	1112000000
	Legal	1113000000
	Professional Services	1114000000
	Real Estate & Surveying	1115000000
	Tax & Audit	1116000000
Construction & Development	Construction, Additions & Alterations works	1210000000
	Construction-related consultancy	1211000000
	Construction-related Services	1212000000
Facility Maintenance & Repair (Hard Services)	Airconditioning & Mechanical Ventilation (ACMV) System	1310000000
	Aircraft Pavement	1311000000
	Building Maintenance	1312000000
	Building Management System	1313000000
	Carpark System & Management	1314000000
	Central Clock System	1315000000
	Drainage System	1316000000
	Emergency Generator System	1317000000
	Fault Management Center	1318000000
	Fire Alarm System	1319000000
	Fire Fighting Equipment	1320000000
	Fire Protection System	1321000000
	General Electrical System	1322000000
	General Lighting System	1323000000
	General Mechanical System	1324000000
	HT Electrical Distribution System	1325000000
	Kinetic Artwork	1326000000
	Lift / Escalator / Moving Sidewalk System	1327000000
	LT Switchboard & Distribution System	1328000000
	Maintenance of Land	1329000000

Main Category	Sub-Category	Code
	Other Plant & Equipment	1330000000
	Public Address System	1331000000
	Roadway System	1332000000
	Structure	1333000000
	Taxi Queue/Management System	1334000000
	Terminal Furniture and Furnishings	1335000000
	Trolley Retrieval	1336000000
	Turf Maintenance	1337000000
	Watermain & Hydrant System	1338000000
Facility Management (Soft Services)	Aquatic Care	1410000000
	Cleaning	1411000000
	Landscaping	1412000000
	Nursery	1413000000
	Pest Control	1414000000
	Signage Programme	1415000000
	Waste Management	1416000000
	Wildlife Control	1417000000
Fleet Management	Shuttle Bus	1510000000
	Specialised Vehicle & Vessel	1511000000
	Utility Vehicle	1512000000
	Vehicle Buy & Maintenance	1513000000
	Vehicle Rental	1514000000
General Services & Supplies	Catering & Refreshments	1610000000
	General Services	1611000000
	General Supplies	1612000000
	Safety & Protection	1613000000
IT & Telecom	IT Cloud Solution	1710000000
	IT Consultancy & Professional services	1711000000
	IT Equipment	1712000000
	IT Security System	1713000000
	IT System	1714000000
	Telecom	1715000000
Labour Hire & Services	Customer Service	1810000000
	General Manpower	1811000000
	Taxi/Vehicles Co-ordinators Labour	1812000000
	Trolley Retrieval Services Labour	1813000000
Security Systems & Services	Access Control System	2110000000
	Body Scanners	2111000000
	CCTV	2112000000
	Explosive Trace Detectors	2113000000
	Handheld Metal Detectors	2114000000
	Hold Baggage Screening	2115000000

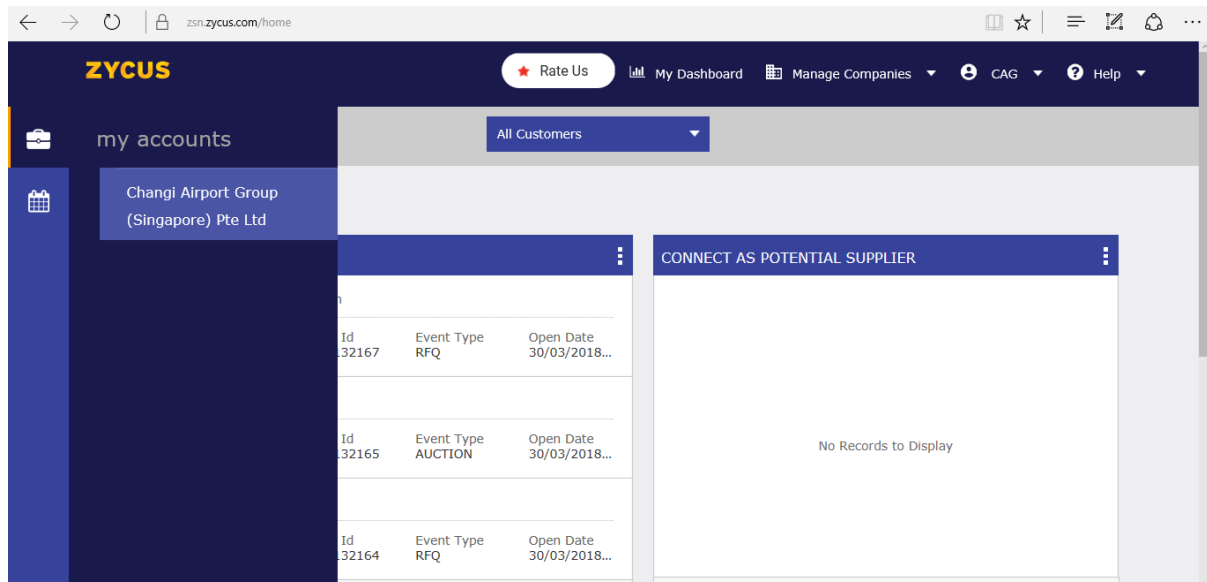
Main Category	Sub-Category	Code
	Perimeter Intrusion Detection System (PIDS)	2116000000
	Security Doors, Barriers, Fences and Gates	2117000000
	Security Services	2118000000
	Thermal Scanners	2119000000
	Threat Containment Vehicle	2120000000
	Walkthrough Metal Detectors	2121000000
	X-Rays	2122000000
Travel & Accommodation	Accommodation	2210000000
	Travel Services	2211000000
Utilities & Fuel	Electricity	2310000000
	Fuel	2311000000
	Oil & Lubricants	2312000000
	Water & Sewage	2313000000
Marketing Services	Corporate Gifts and Marketing Premiums	2411000000
	Creative and Digital Services	2412000000
	Events and Production	2413000000
	Media Buy	2416000000
	Public relations	2417000000
	Market Research	2418000000



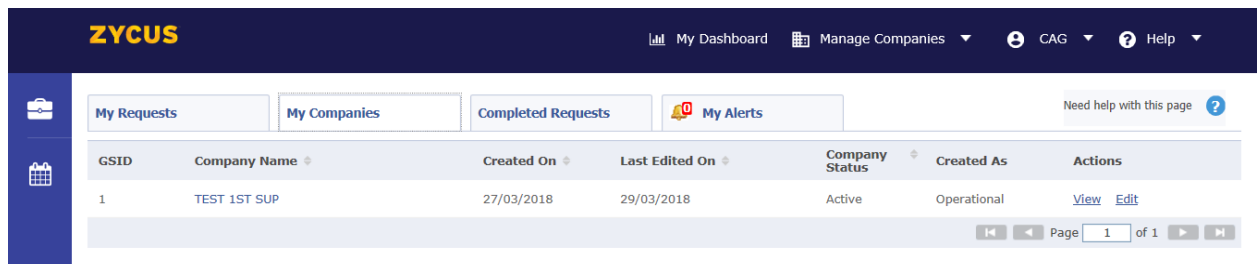
## Frequently Asked Questions

### I can't view events

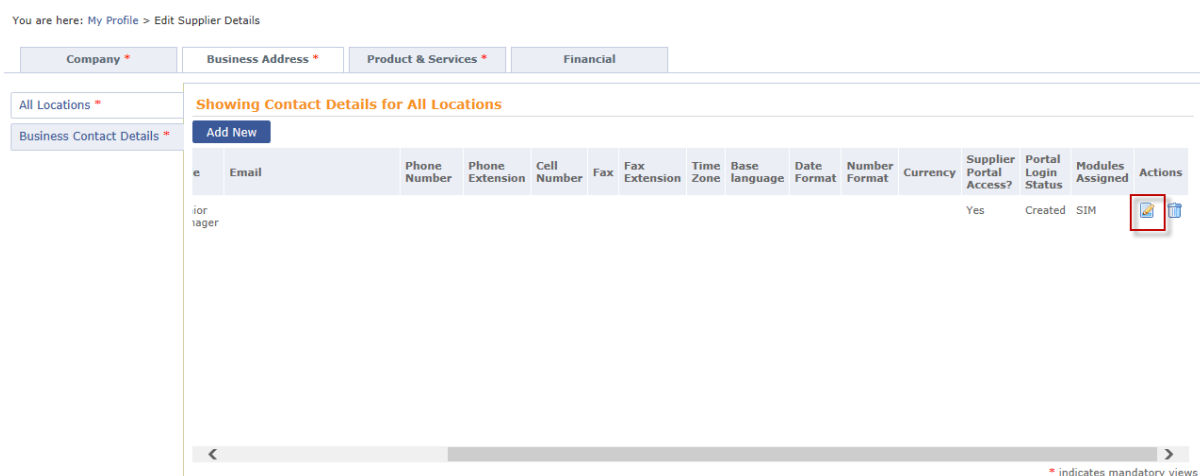
1. Click on **My Accounts-> Changi Airport Group (Singapore) Pte Ltd**



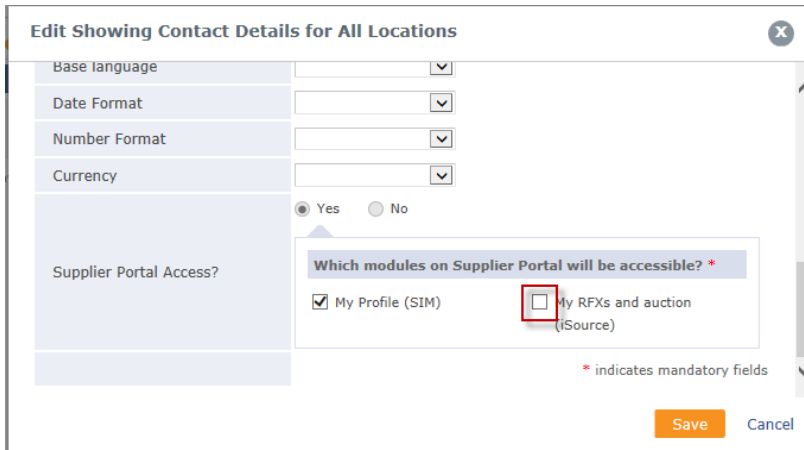
2. Click on **My Companies** tab and click on **Edit** under actions



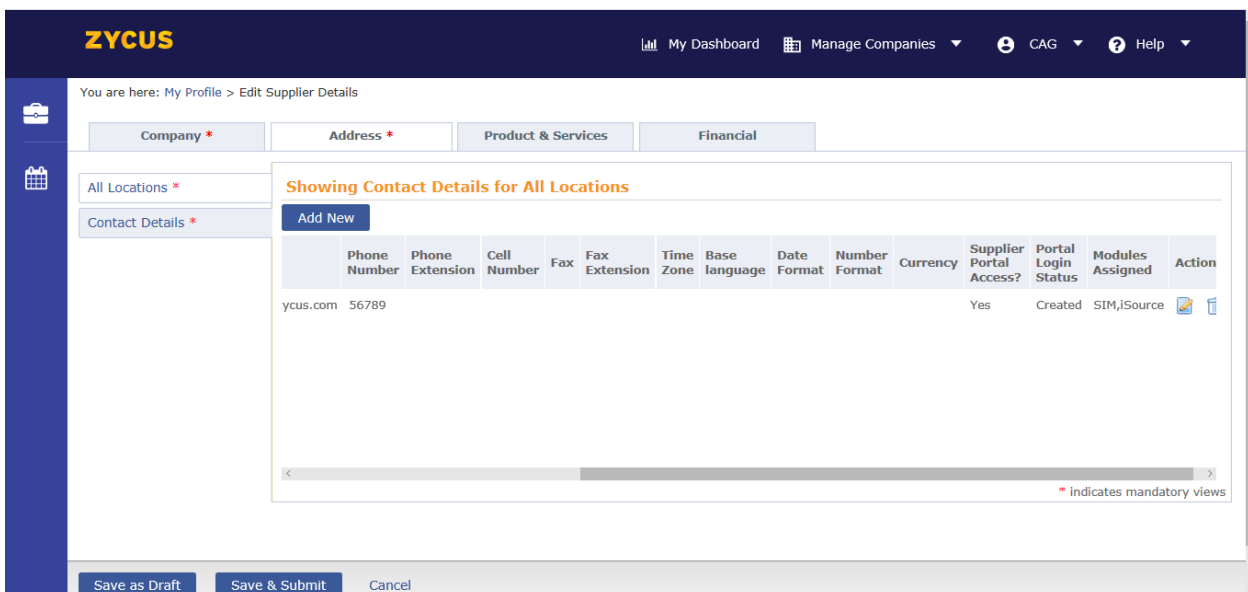
3. Click on **Business Address -> Business Contact Details -> Scroll to the right & click on edit button**



5. Scroll to the bottom and click on the check box **My RFXs and auction (iSource)** and click on **save**

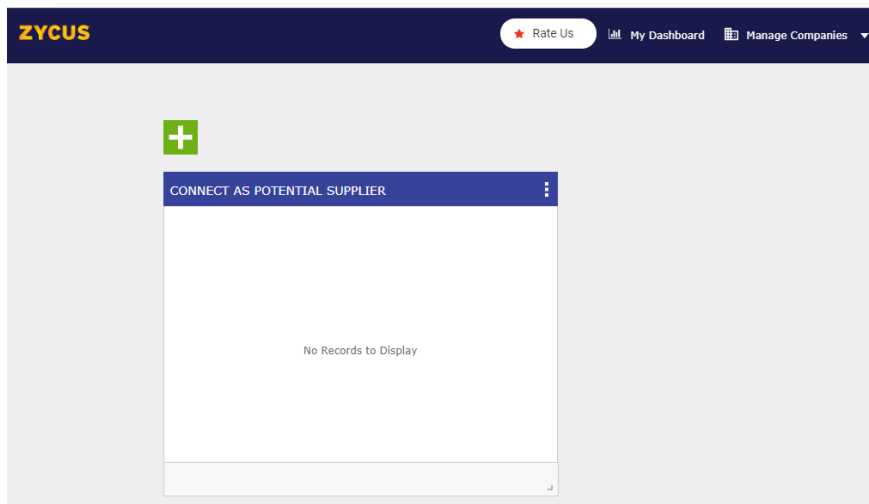


6. Click on **Save & Submit**.



7. You will now be able to view events published by CAG from **My Events -> View Sourcing Events -> CAG**.

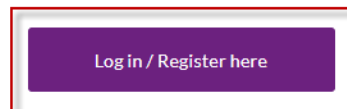
## My dashboard is blank and I can't connect to CAG



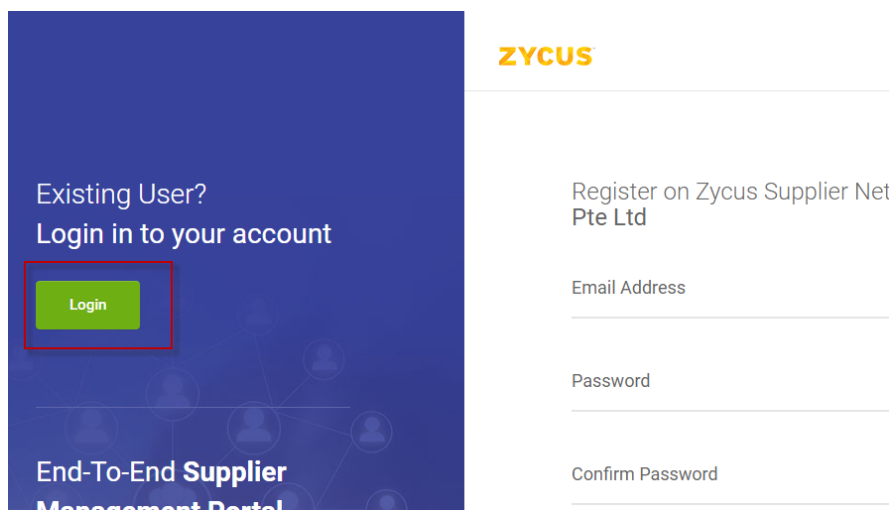
1. Click on **Log in / Register here** from <http://www.changiairport.com/corporate/partnerships/procurement.html>

## PROCUREMENT OPPORTUNITIES

A supplier of goods or services? Explore business opportunities with Changi Airport through our online portal.  
All interested parties will need to be an approved vendor of Changi Airport Group.



2. Click on Login



The screenshot shows the ZYCUS login and registration page. On the left, a dark blue sidebar contains the text 'Existing User? Login in to your account' and a green 'Login' button highlighted with a red border. Below this, it says 'End-To-End Supplier Management Portal'. On the right, the ZYCUS logo is at the top. Below it, the text 'Register on Zycus Supplier Net Pte Ltd' is followed by three input fields: 'Email Address', 'Password', and 'Confirm Password'.

### 3. Fill in the details & login

Already Registered? Login Below and connect with Changi Airport Group (Singapore) Pte Ltd

Email Address

Password



Login

[Forgot Password ?](#)


[Resend activation link](#)

### 4. Please follow the steps from [step 6 of Chapter 1](#) to complete the company creation

## Matches found for my company and I cannot create a company record

---

**Company Registration Form**


 Matches found for . Please make sure you are not creating a duplicate supplier.

\* Indicates required field

**Company Information**

\* Company

\* Address Type 

Head Quarter Address (HQ) 

When such an error occur, this implies that the company record is already created in CAG's database. Hence, please email us at [changieprocure@changiairport.com](mailto:changieprocure@changiairport.com) for us to assist.