

Zycus Supplier Network (ZSN)

Supplier guide

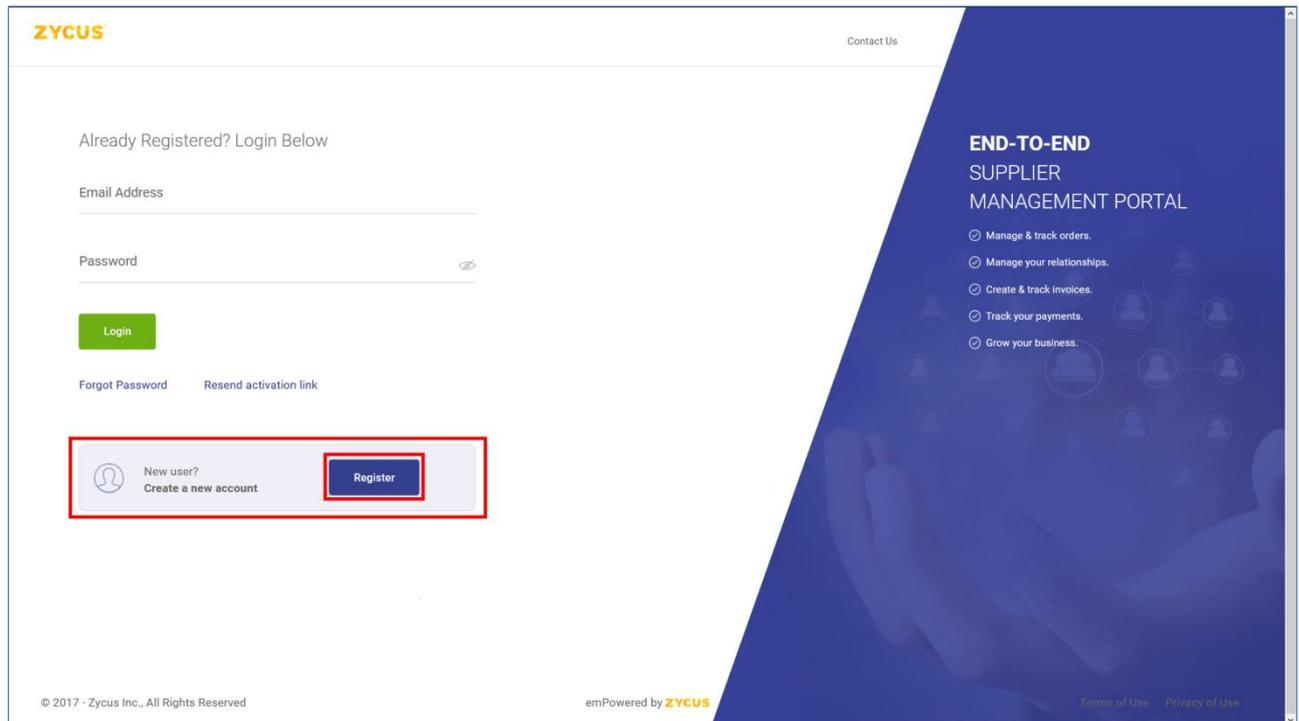


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Chapter 1. Register as a potential supplier on Zycus Supplier Network (ZSN)

1. Click on **Register** to create a new account.



ZYCUS Contact Us

Already Registered? Login Below

Email Address

Password

Login

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

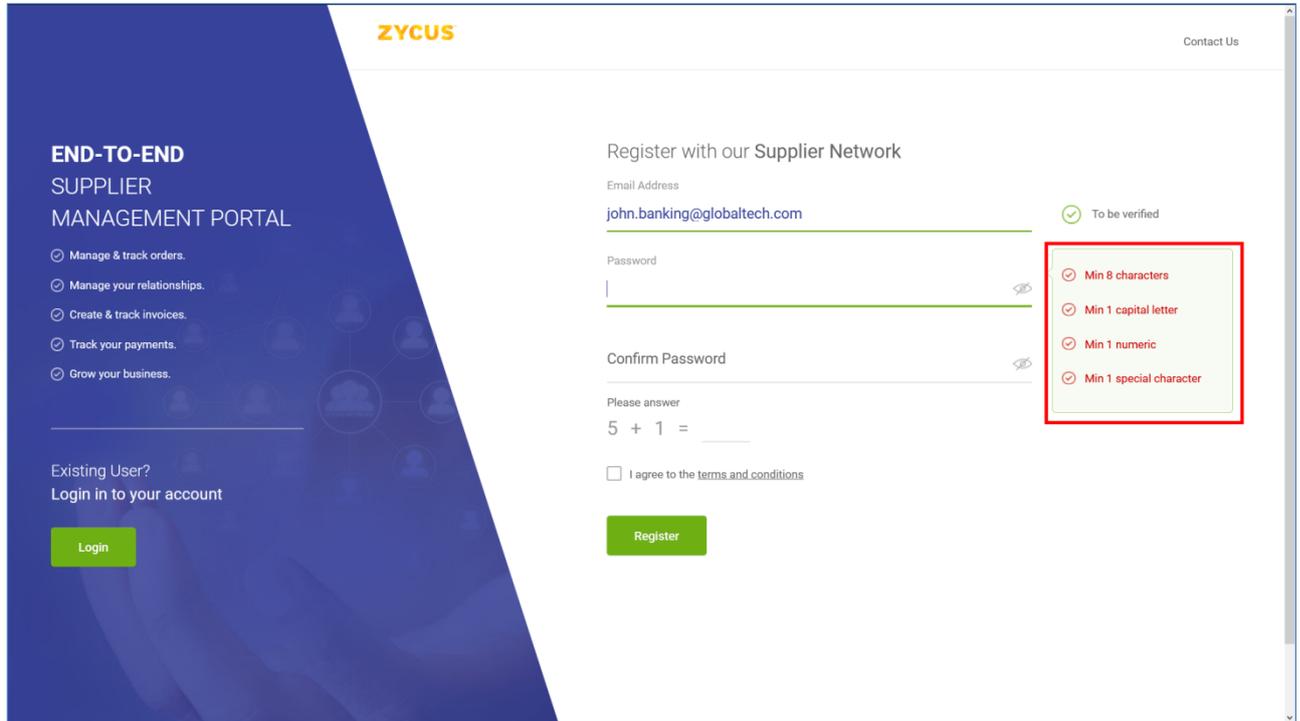
 New user?
Create a new account **Register**

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

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

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



3. On 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.

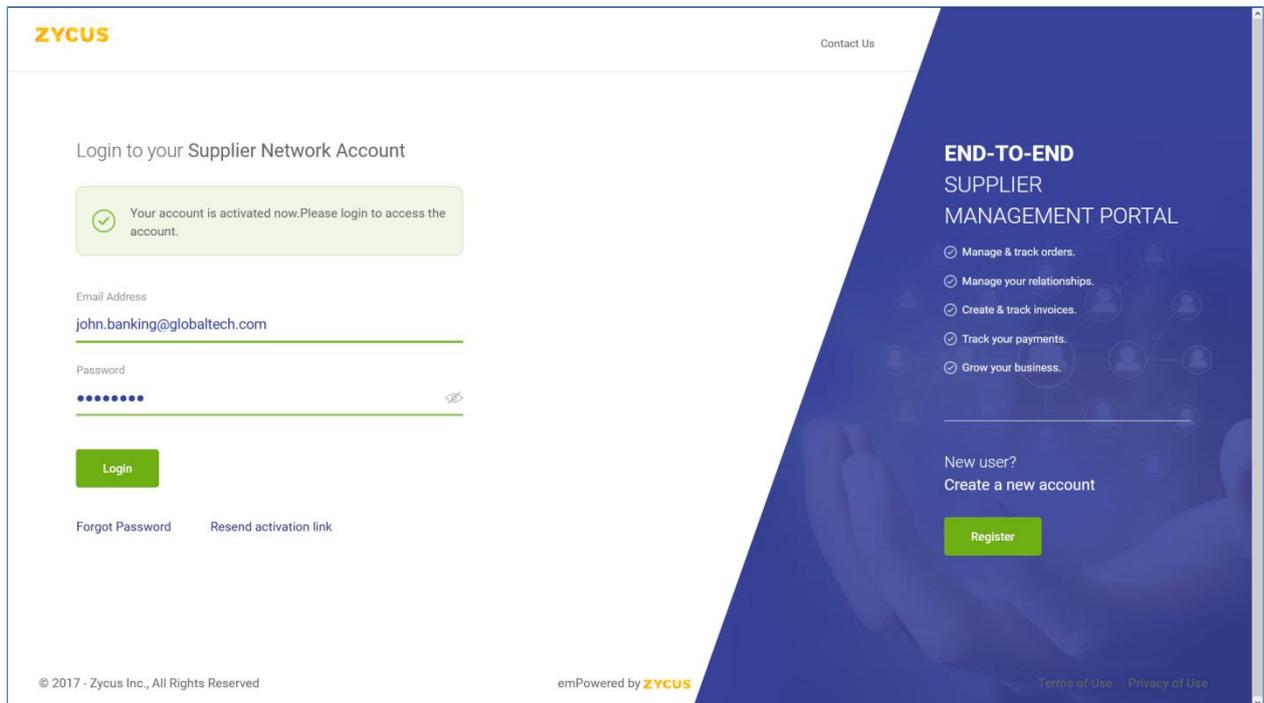
Link: <https://zsn-demo.zycus.com/guest/activate/4b616d72-d982-42c7-8a08-73e97d3919a7>

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

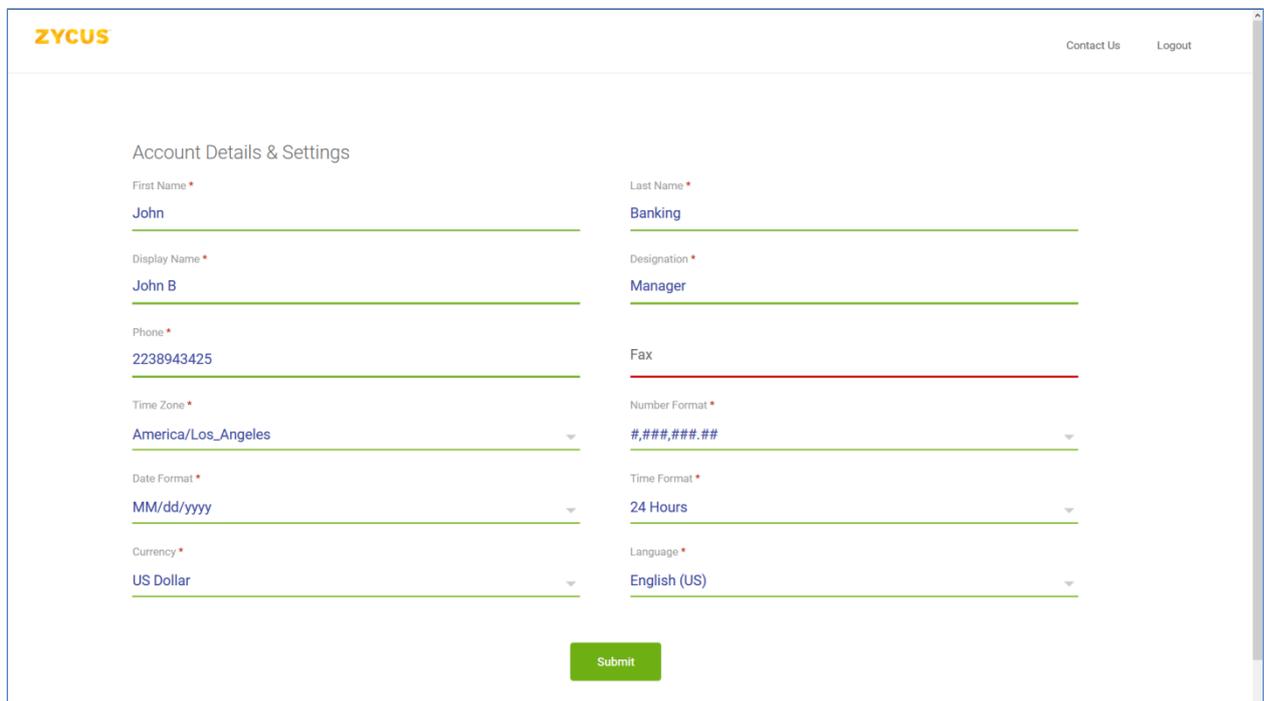
Regards,
Zycus Supplier Network

You have received this email because the email address krishma.maniar@zycus.com 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

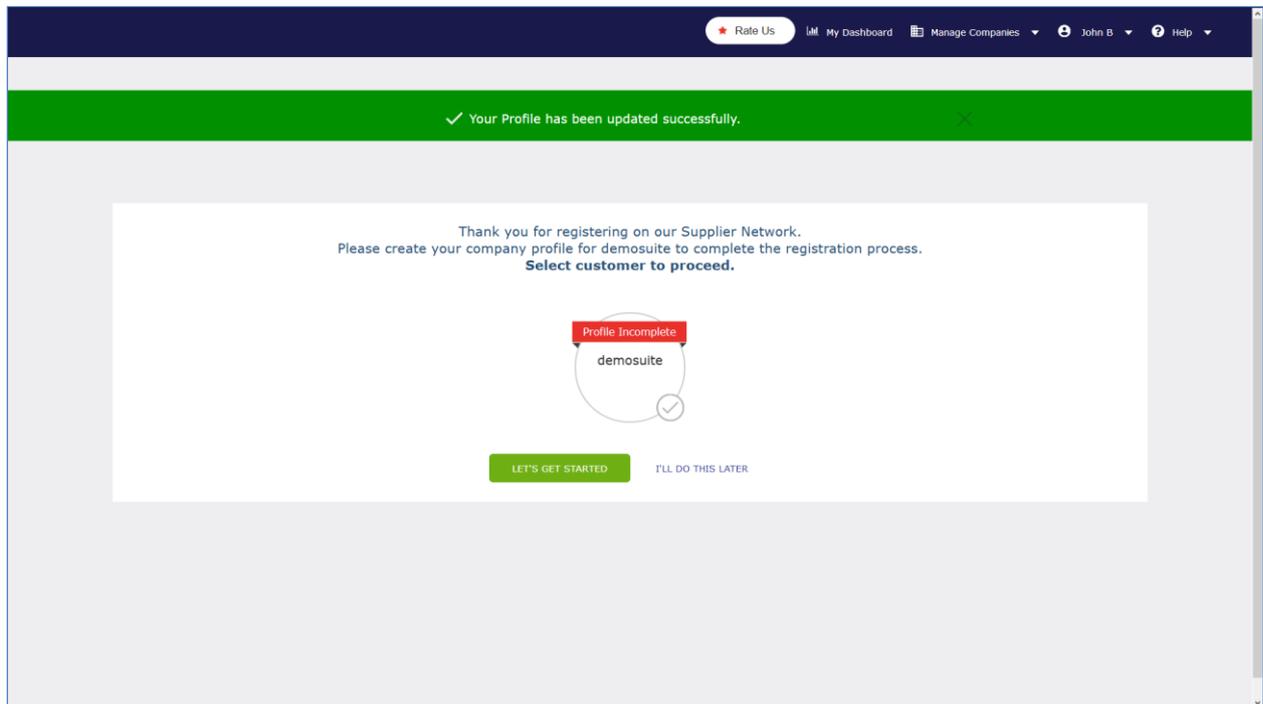
- Click on the link to activate your registration. Key in your email address and password and click on **Login**.



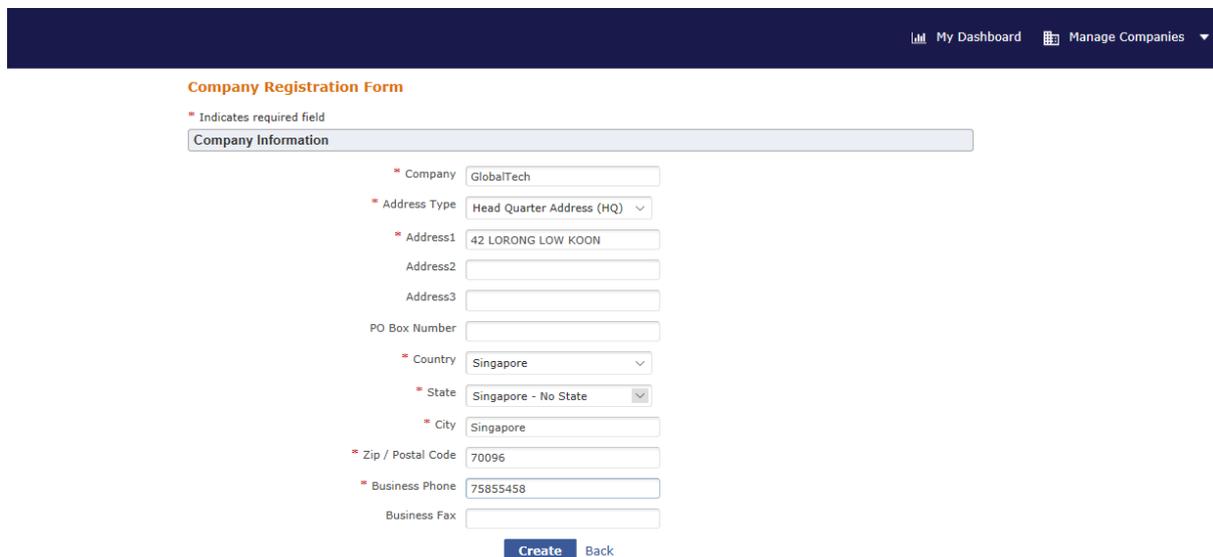
- Fill in the mandatory fields under **Account Details and Settings**, and click **Submit**.



6. Select Changi Airport Group (Singapore) Pte Ltd and click **Let's Get Started**.



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



Company Registration Form

* Indicates required field

Company Information

* Company: GlobalTech

* Address Type: Head Quarter Address (HQ)

* Address1: 42 LORONG LOW KOON

Address2:

Address3:

PO Box Number:

* Country: Singapore

* State: Singapore - No State

* City: Singapore

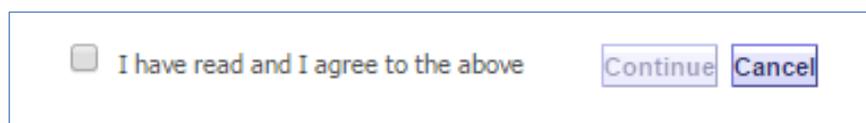
* Zip / Postal Code: 70096

* Business Phone: 75855458

Business Fax:

Create [Back](#)

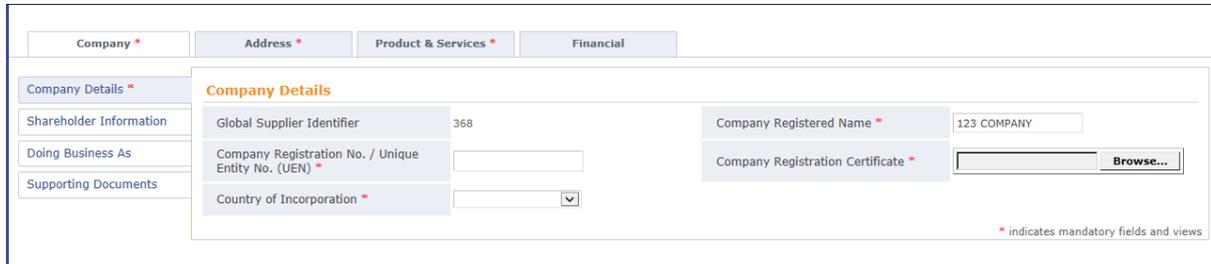
8. Accept the terms and condition.



I have read and I agree to the above [Continue](#) [Cancel](#)

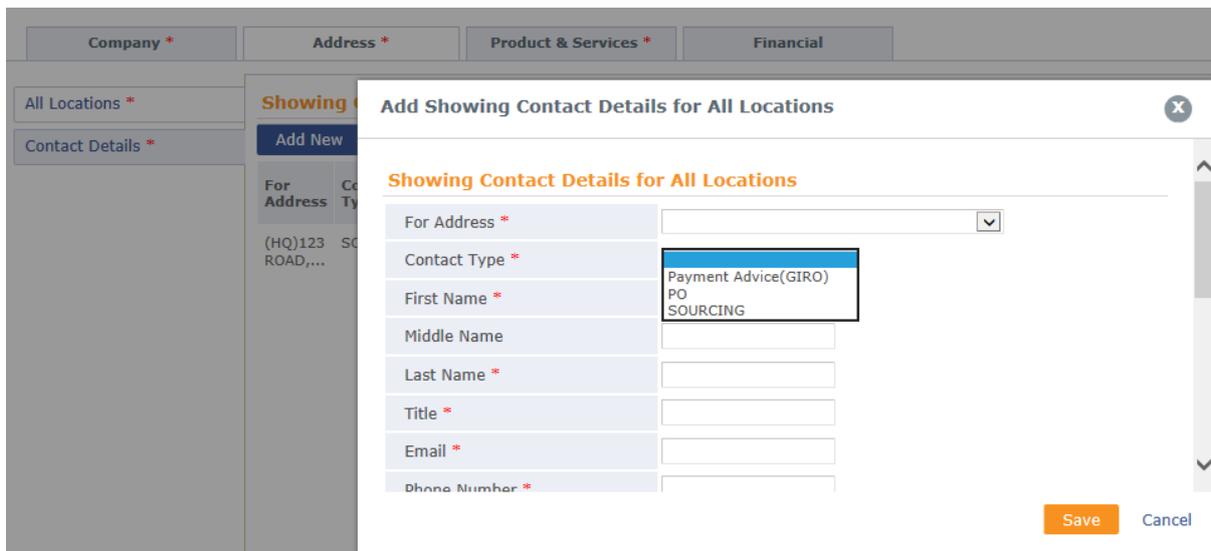
9. Upon clicking **Continue**, you will be required to enter other information.

- a. **Company Tab** - Fill additional mandatory fields in Company details that are Company Registration No, Company Registration Certificate and Country of Incorporation.



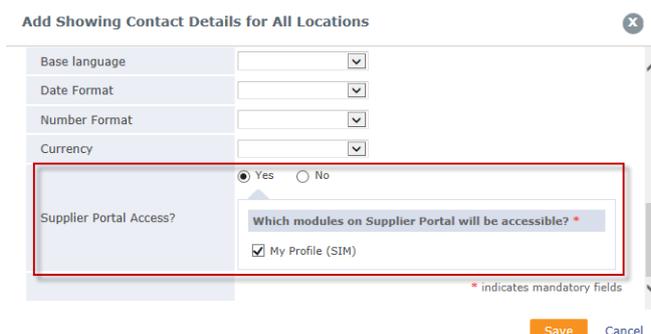
- b. **Address Tab** – You may add in more contact details if required.

[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.]



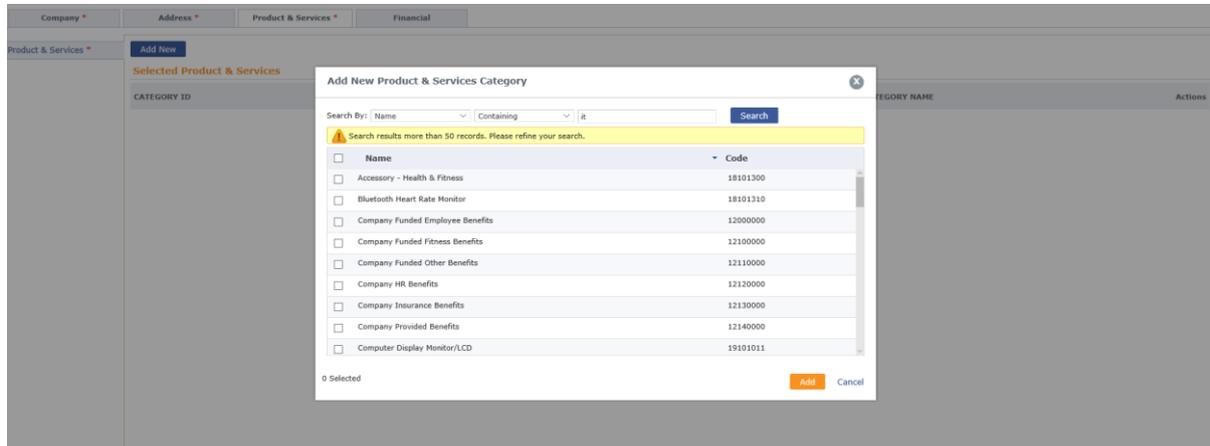
Supplier Portal Access should also be granted to the contact so that they are able to access the ZSN portal to manage their contact details.

*[Note: For a specific contact to access the **My Events** page to view sourcing opportunities, please grant **iSource** portal access.]*

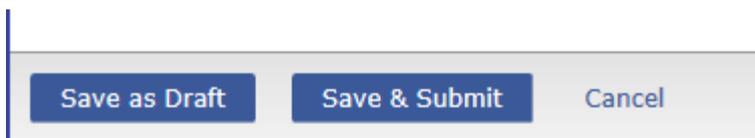


- c. **Products & Services Tab** – Select and add the category. You may select more than 1 category.

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



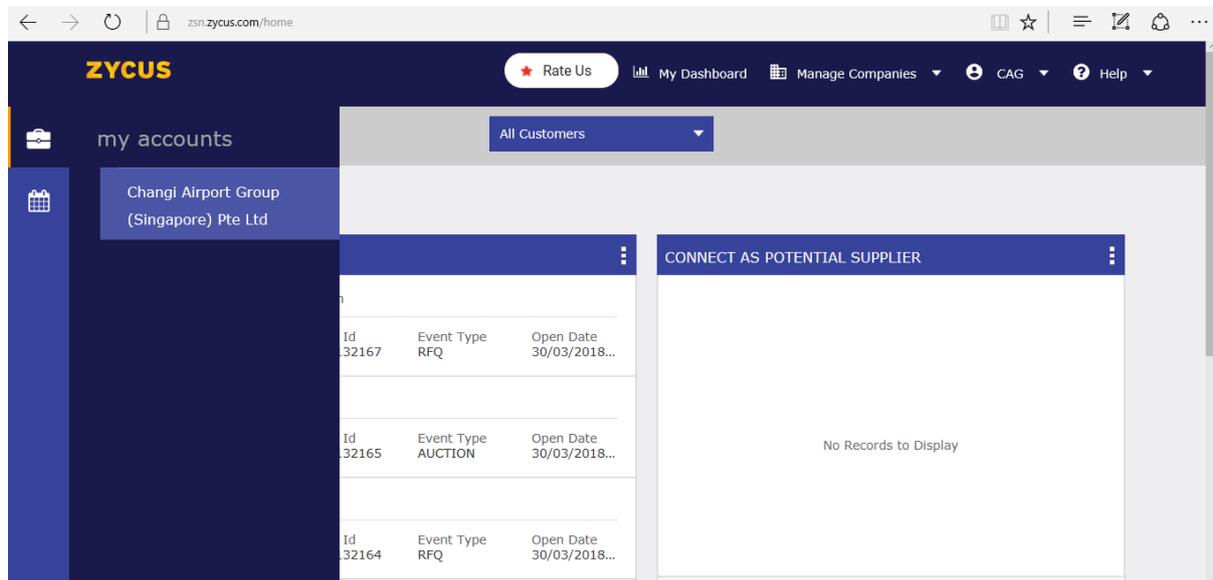
10. Click on **Save & Submit** once you have completed all the mandatory fields.



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

1.1 Assigning iSource Access to Specific Contacts

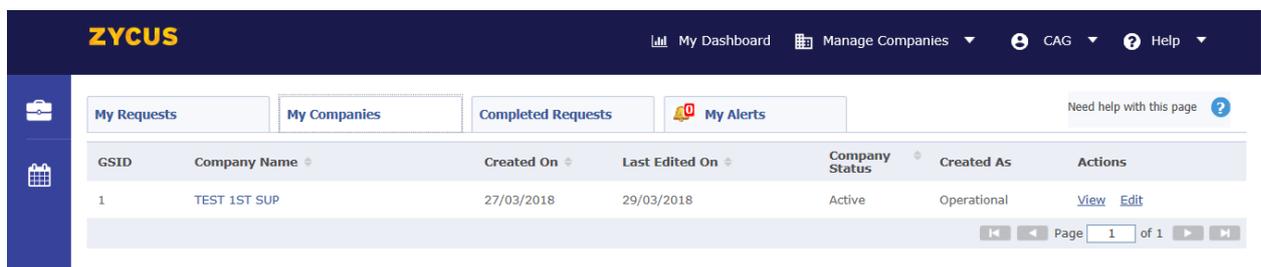
1. Once CAG has approved the request, please login again and go to **My Accounts-> Changi Airport Group (Singapore) Pte Ltd**



The screenshot shows the ZYCUS 'my accounts' page. A dropdown menu is open, showing 'Changi Airport Group (Singapore) Pte Ltd'. Below the menu, there is a table with columns: Id, Event Type, and Open Date. The table contains three rows of data:

Id	Event Type	Open Date
32167	RFQ	30/03/2018...
32165	AUCTION	30/03/2018...
32164	RFQ	30/03/2018...

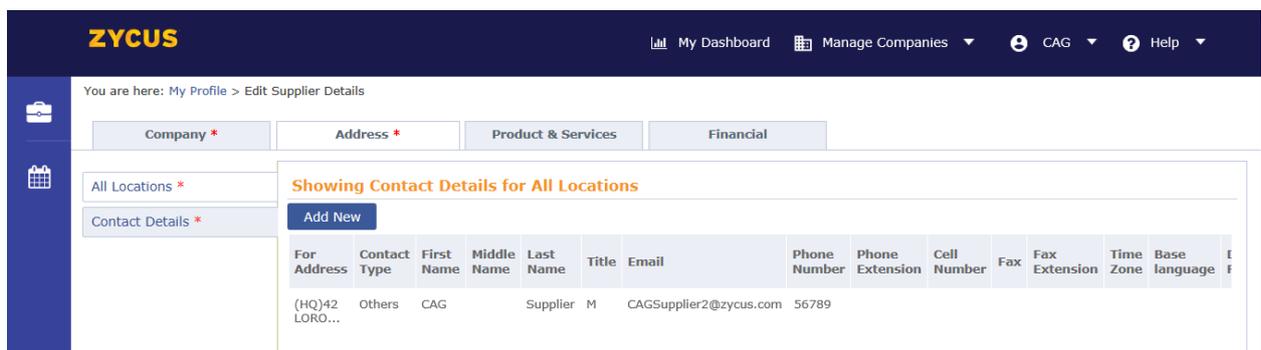
2. Click on **My Companies** tab and click on **Edit** under actions



The screenshot shows the ZYCUS 'My Companies' tab. A table displays company information with columns: GSID, Company Name, Created On, Last Edited On, Company Status, Created As, and Actions. The table contains one row:

GSID	Company Name	Created On	Last Edited On	Company Status	Created As	Actions
1	TEST 1ST SUP	27/03/2018	29/03/2018	Active	Operational	View Edit

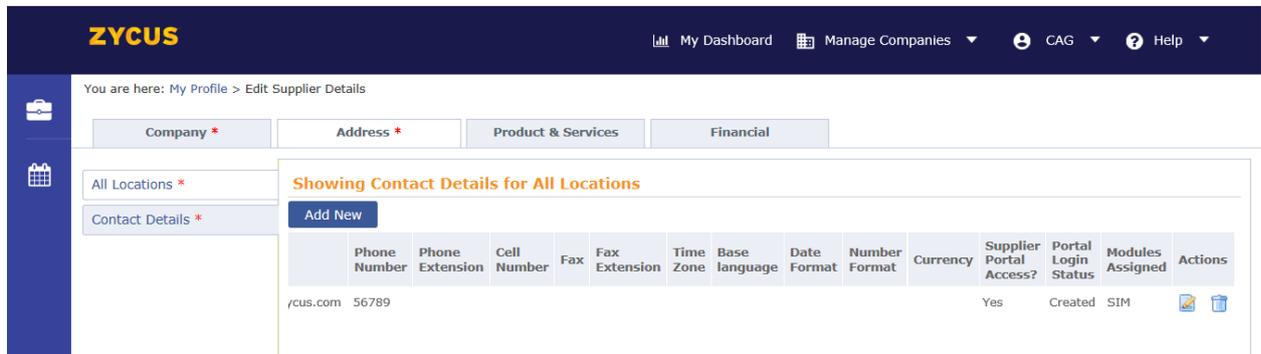
3. Click on **Address -> Contact Details** tab



The screenshot shows the ZYCUS 'Contact Details' tab. A table displays contact information for all locations with columns: For Address, Contact Type, First Name, Middle Name, Last Name, Title, Email, Phone Number, Phone Extension, Cell Number, Fax, Fax Extension, Time Zone, Base language, and F. The table contains one row:

For Address	Contact Type	First Name	Middle Name	Last Name	Title	Email	Phone Number	Phone Extension	Cell Number	Fax	Fax Extension	Time Zone	Base language	F
{HQ}42 LORO...	Others	CAG		Supplier	M	CAGSupplier2@zycus.com	56789							

4. Scroll to the right and click on  under **Actions**



ZYCUS My Dashboard Manage Companies CAG Help

You are here: My Profile > Edit Supplier Details

Company * Address * Product & Services Financial

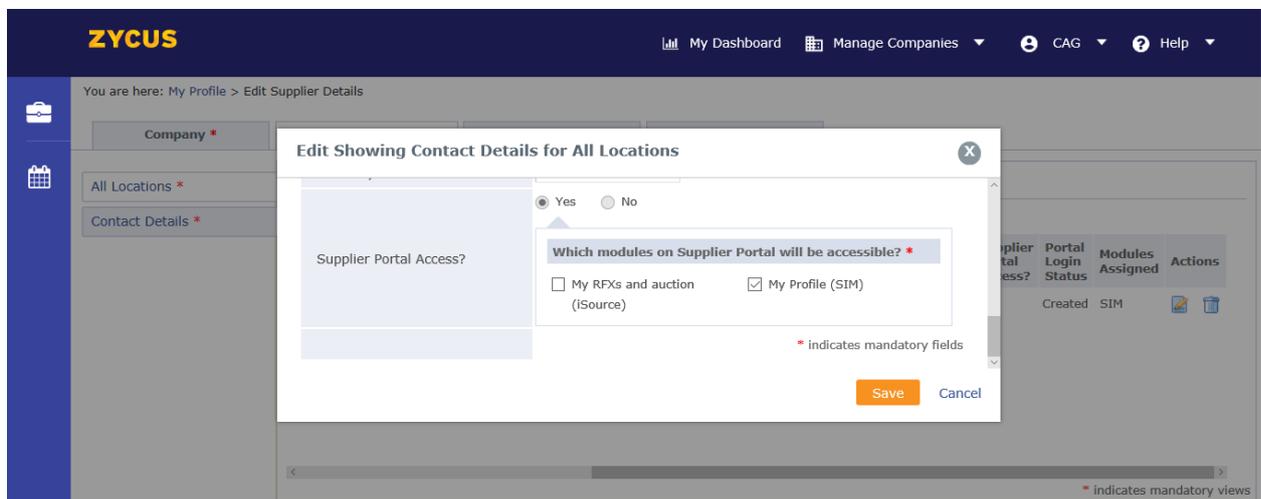
All Locations * Contact Details *

Showing Contact Details for All Locations

Add New

Phone Number	Phone Extension	Cell Number	Fax	Fax Extension	Time Zone	Base language	Date Format	Number Format	Currency	Supplier Portal Access?	Portal Login Status	Modules Assigned	Actions
ycus.com	56789									Yes	Created	SIM	 

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



ZYCUS My Dashboard Manage Companies CAG Help

You are here: My Profile > Edit Supplier Details

Company * Address * Product & Services Financial

All Locations * Contact Details *

Showing Contact Details for All Locations

Add New

Edit Showing Contact Details for All Locations

Supplier Portal Access? Yes No

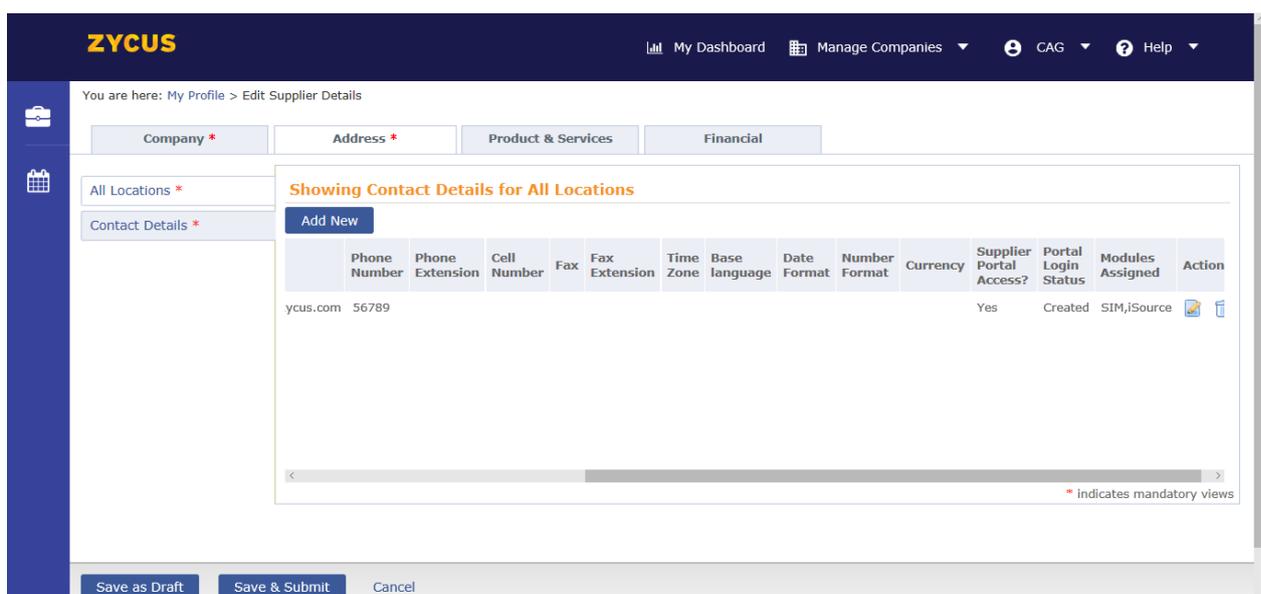
Which modules on Supplier Portal will be accessible? *

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

* indicates mandatory fields

Save Cancel

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



ZYCUS My Dashboard Manage Companies CAG Help

You are here: My Profile > Edit Supplier Details

Company * Address * Product & Services Financial

All Locations * Contact Details *

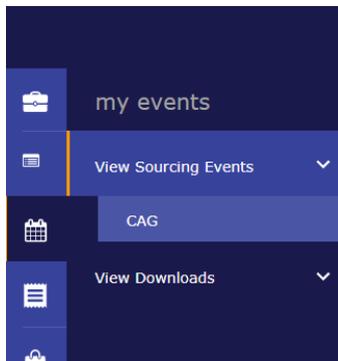
Showing Contact Details for All Locations

Add New

Phone Number	Phone Extension	Cell Number	Fax	Fax Extension	Time Zone	Base language	Date Format	Number Format	Currency	Supplier Portal Access?	Portal Login Status	Modules Assigned	Action
ycus.com	56789									Yes	Created	SIM,iSource	 

Save as Draft Save & Submit Cancel

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

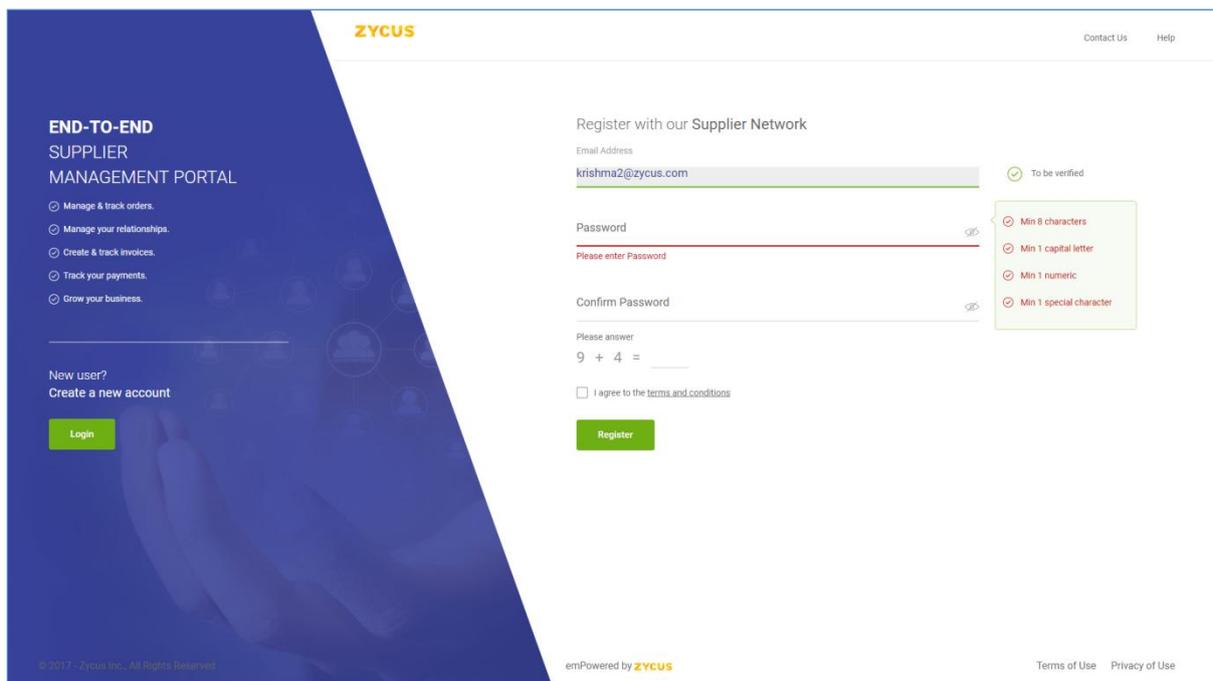
Please proceed with the registration to create your account on the Zycus Supplier Network by filling in basic details via the link below.

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

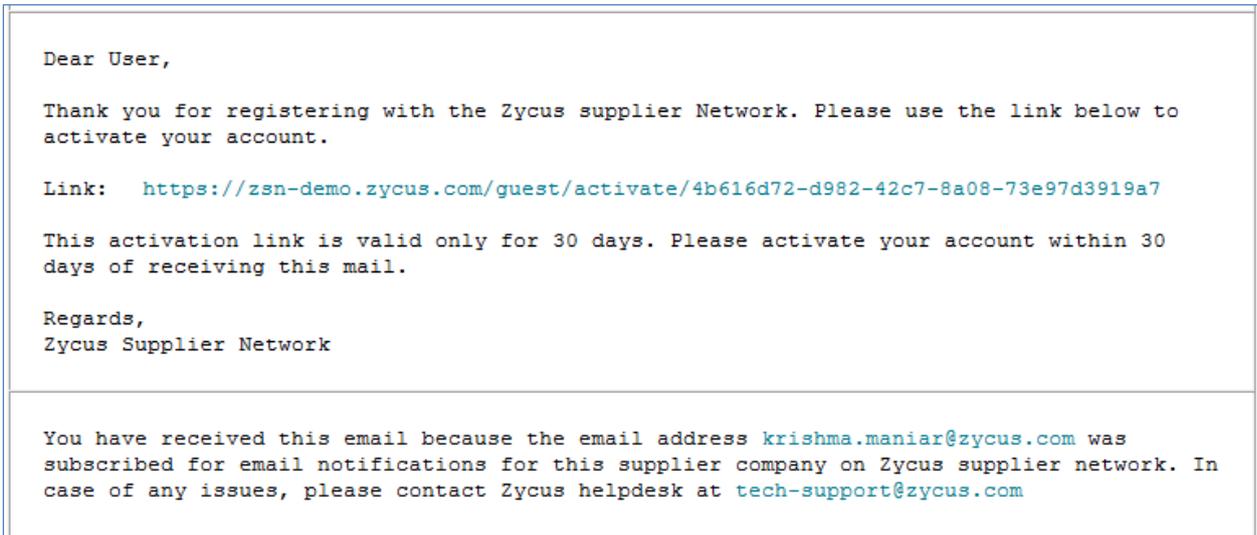
Upon successful registration, you will receive an e-mail with the activation link. You can access the portal only after activating your account.

Regards,
Zycus Supplier Network

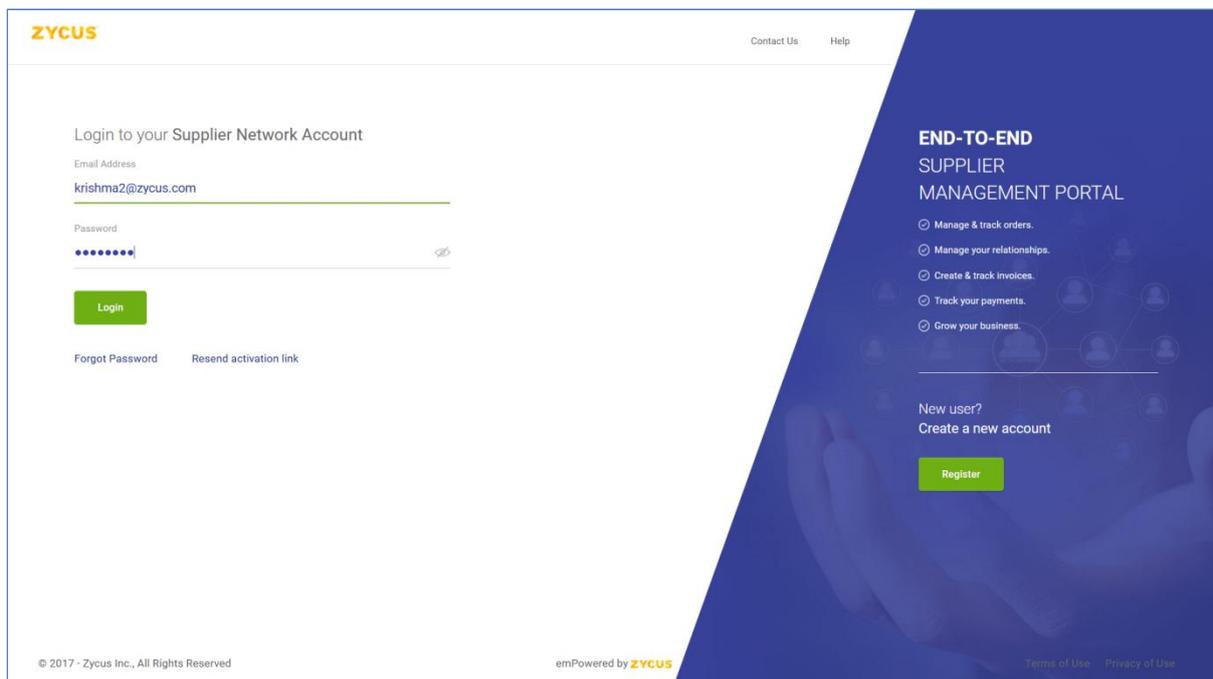
2. Open the link from the email and fill in the required information.



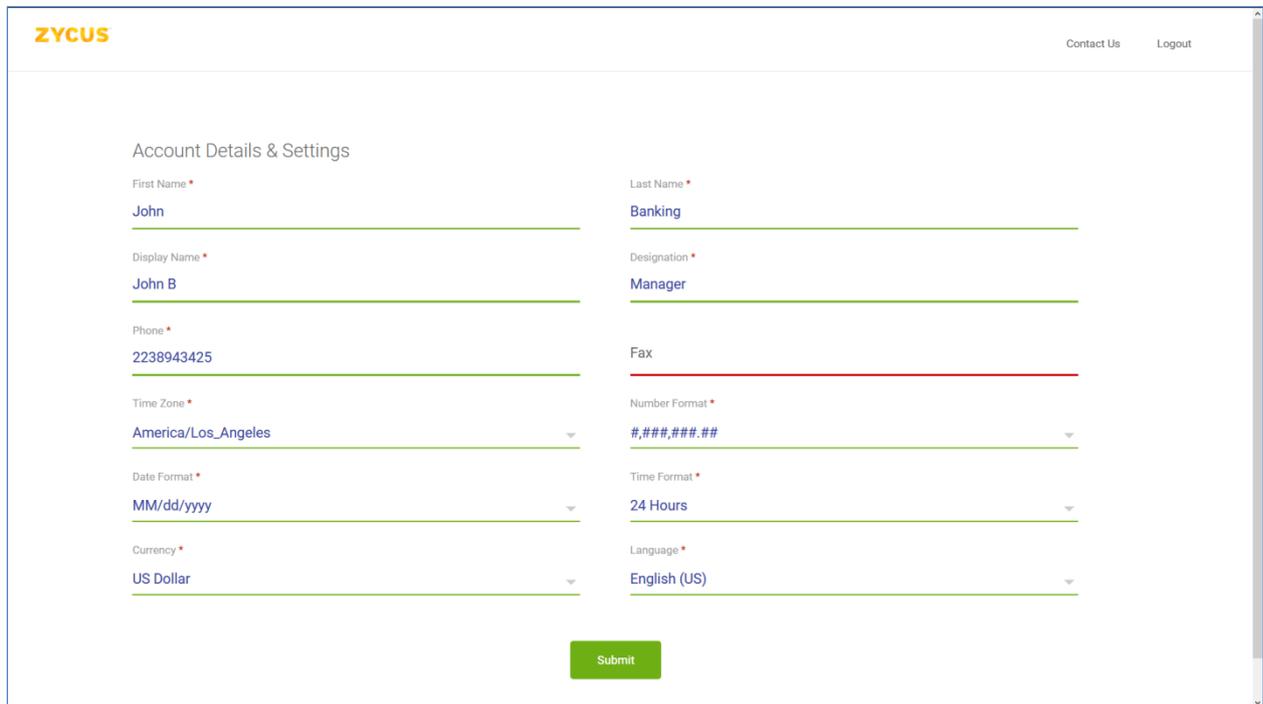
3. Upon successful registration, an email with the activation link will be sent to the email address.



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



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



ZYCUS Contact Us Logout

Account Details & Settings

First Name *

Last Name *

Display Name *

Designation *

Phone *

Fax

Time Zone *

Number Format *

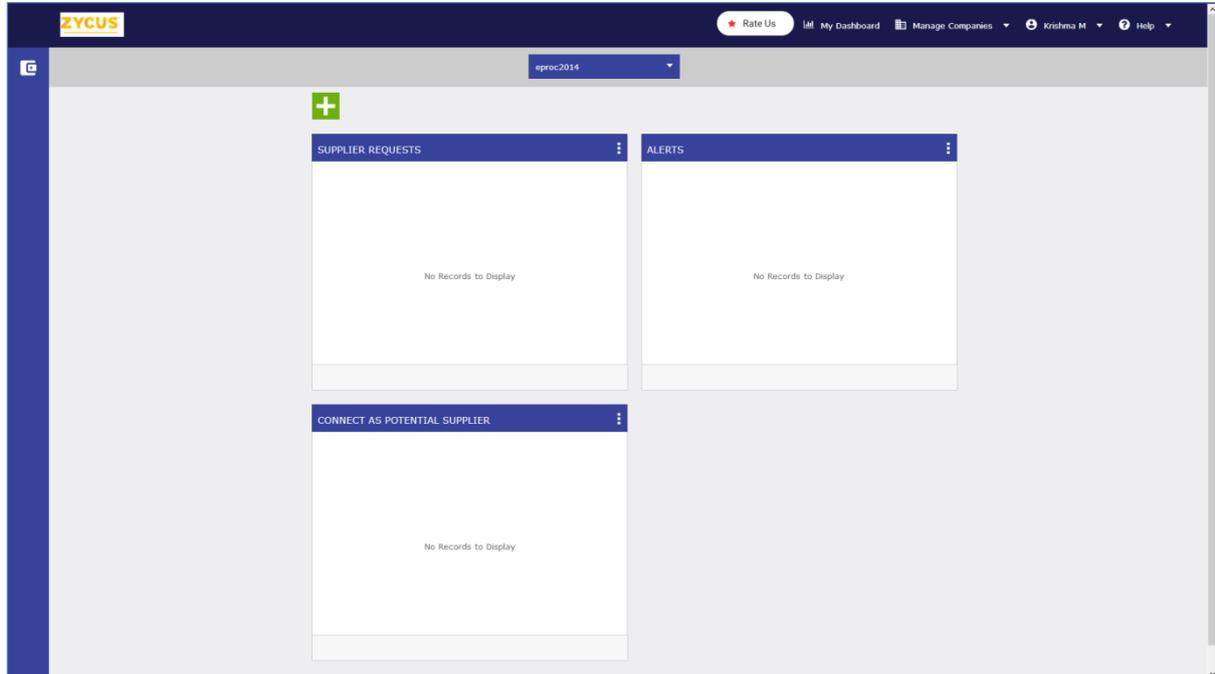
Date Format *

Time Format *

Currency *

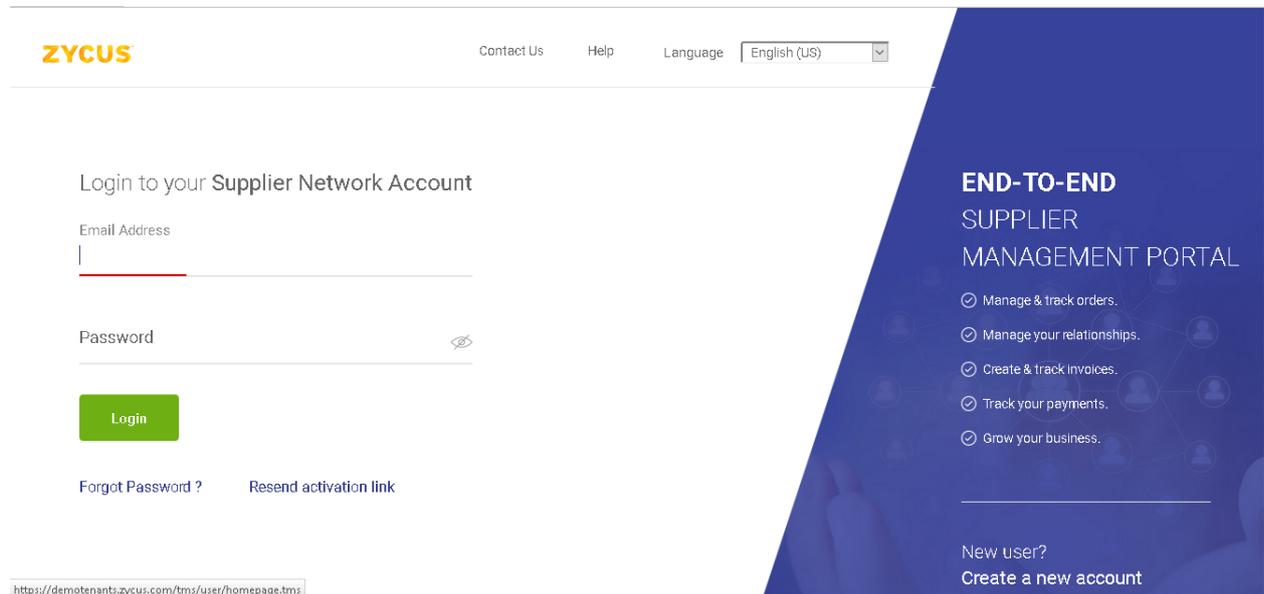
Language *

6. You will see the **ZSN Dashboard** page as shown below:

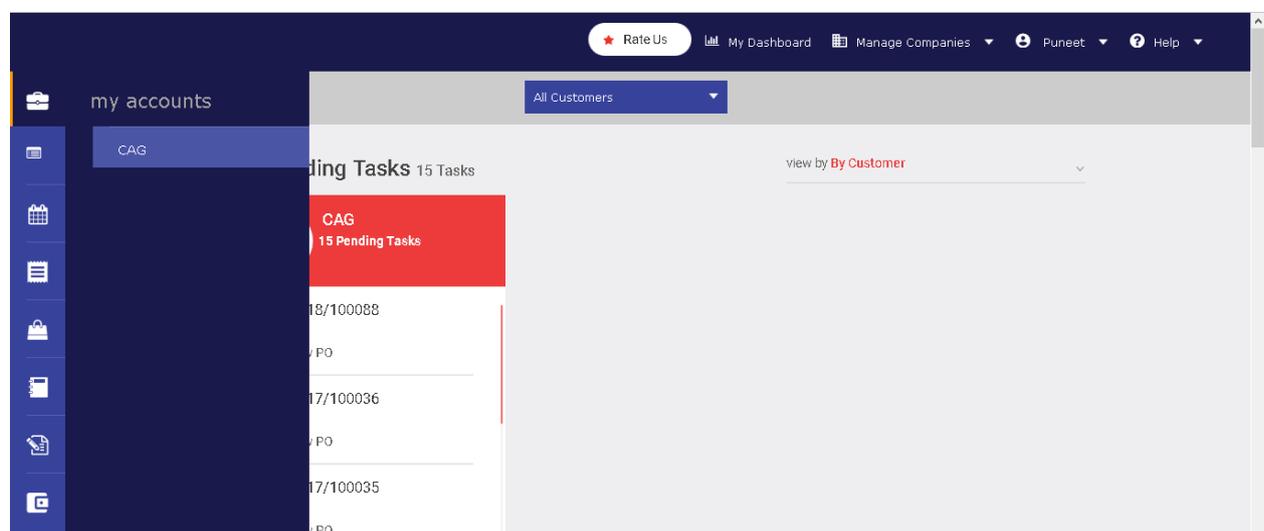


Chapter 3. Editing Supplier Profile on ZSN

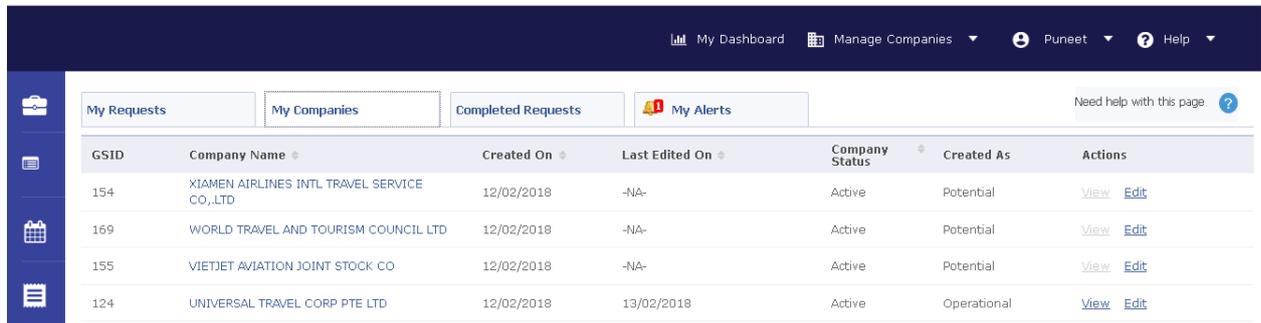
1. Open ZSN by using the URL <https://zsn.zycus.com/guest> and enter your credentials to login



2. Click on **My Account** -> **CAG** from the sidebar.



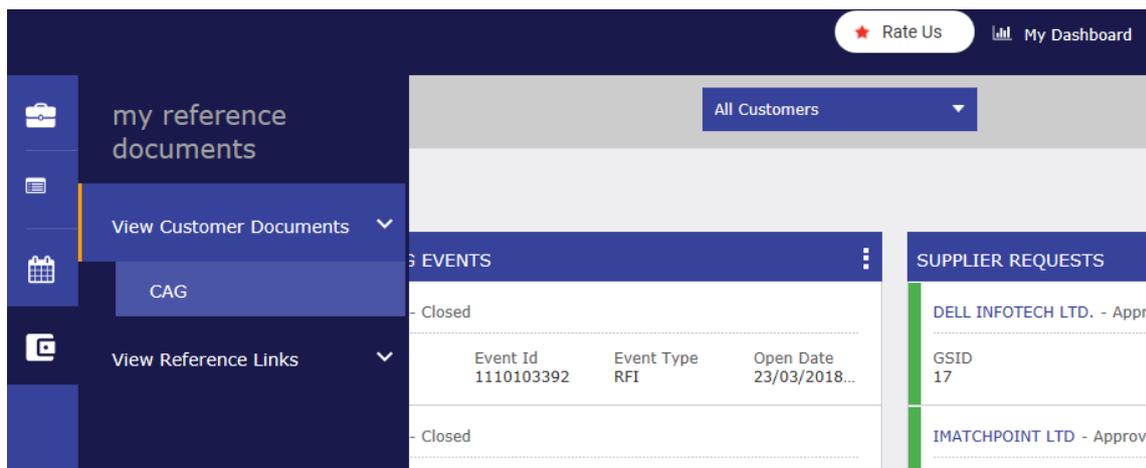
3. Click on **My Companies** and **Edit**



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	View Edit
169	WORLD TRAVEL AND TOURISM COUNCIL LTD	12/02/2018	-NA-	Active	Potential	View Edit
155	VIETJET AVIATION JOINT STOCK CO	12/02/2018	-NA-	Active	Potential	View Edit
124	UNIVERSAL TRAVEL CORP PTE LTD	12/02/2018	13/02/2018	Active	Operational	View Edit

4. You will be able to edit all fields in the ZSN except for **Bank Details**. For addition / edits to bank details, please approach CAG.

*[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.]*



my reference documents

- View Customer Documents
- CAG**
- View Reference Links

Rate Us | My Dashboard

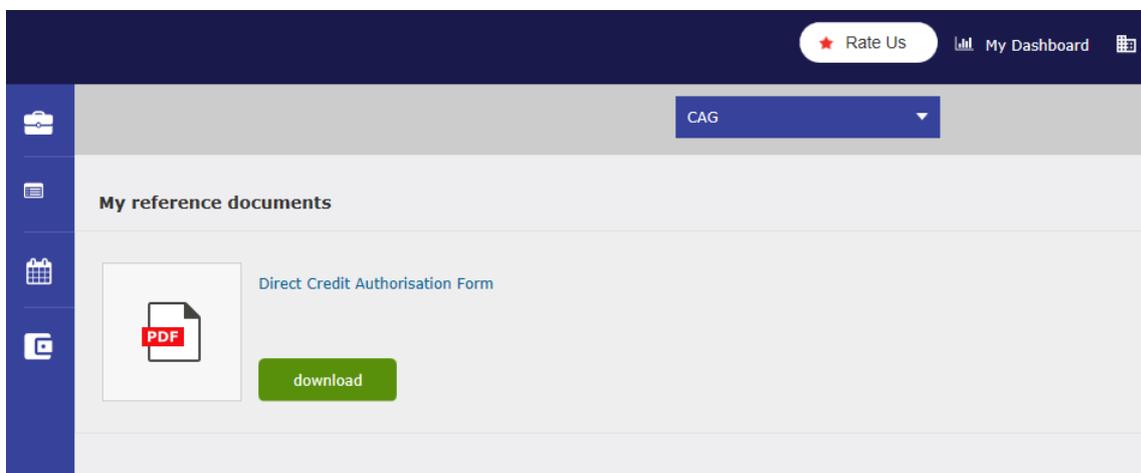
All Customers

EVENTS

Event Id	Event Type	Open Date
1110103392	RFI	23/03/2018...

SUPPLIER REQUESTS

- DELL INFOTECH LTD. - Appro
- GSID 17
- IMATCHPOINT LTD - Approv



Rate Us | My Dashboard

CAG

My reference documents

Direct Credit Authorisation Form

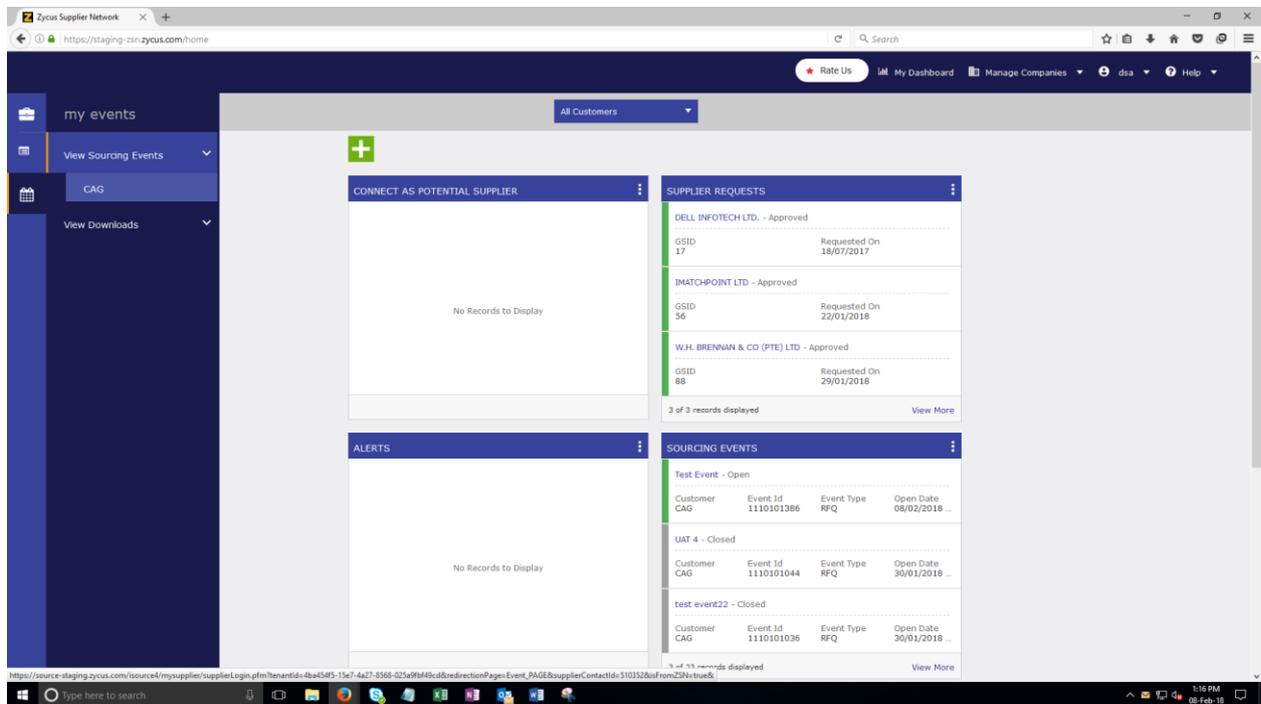
download

5. 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.

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

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	Enter Event
1110101044	UAT 4	Derrick Lim	30/01/2018 13:00	31/01/2018 14:00	RFQ	Broadcasted	Closed	View Event

- 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
CAG Supplier Portal Terms and Conditions w.e.f. 2 April 2018.pdf	No Action Taken Yet	<input checked="" type="checkbox"/> Accept <input checked="" type="checkbox"/> Reject <input checked="" type="checkbox"/> Download
Conditions of Contract_Quotations.pdf	No Action Taken Yet	<input checked="" type="checkbox"/> Accept <input checked="" type="checkbox"/> Reject <input checked="" type="checkbox"/> Download

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

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:

All question(s) answered Optional question(s) not answered Mandatory question(s) not answered

[1.0 Pricing Section](#) Completion Status : (1/1 (Mandatory), 0/0 (Optional))
 Status : **OPEN** Bid Ready for Submission
 Type : Pricing

Go to Submit 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: -

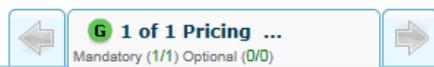
5. Key in your responses and click on **Go to Submit Response**.

*[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**.]*

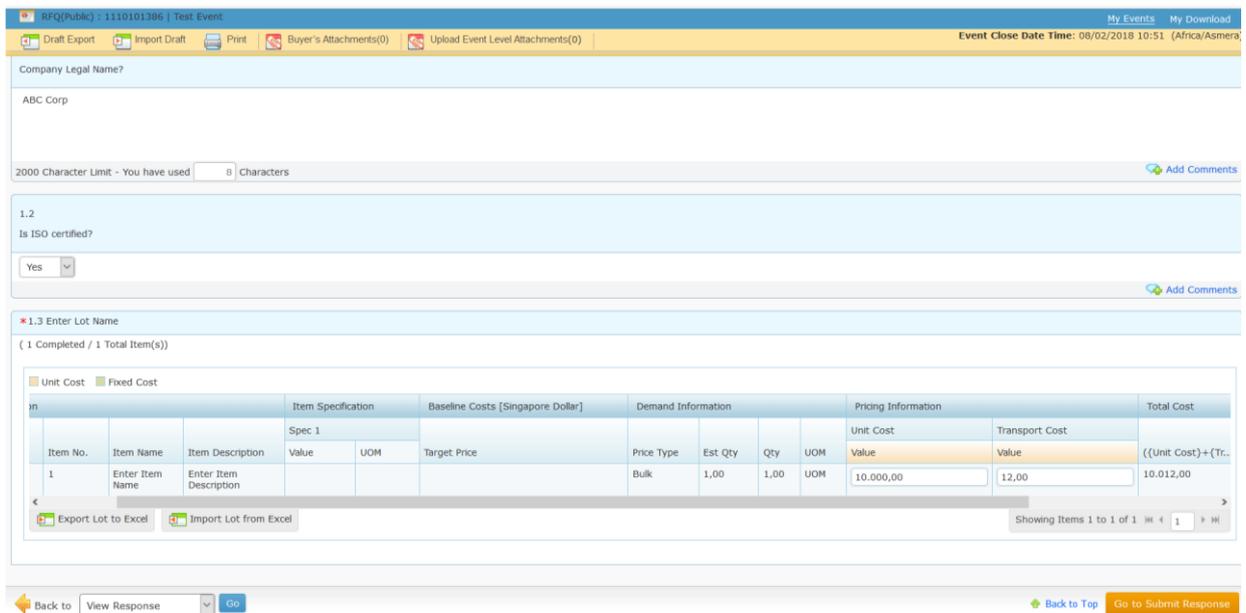


Bidding Currency:
 Decimal Precision: 2

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



(*) Mandatory Questions



Company Legal Name?
 ABC Corp

2000 Character Limit - You have used 8 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	Value	UOM	Target Price	Price Type	Est Qty	Qty	UOM	Unit Cost Value	Transport Cost Value	((Unit Cost)+{(Tr...
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](#) View Response [Back to Top](#)

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

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:

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

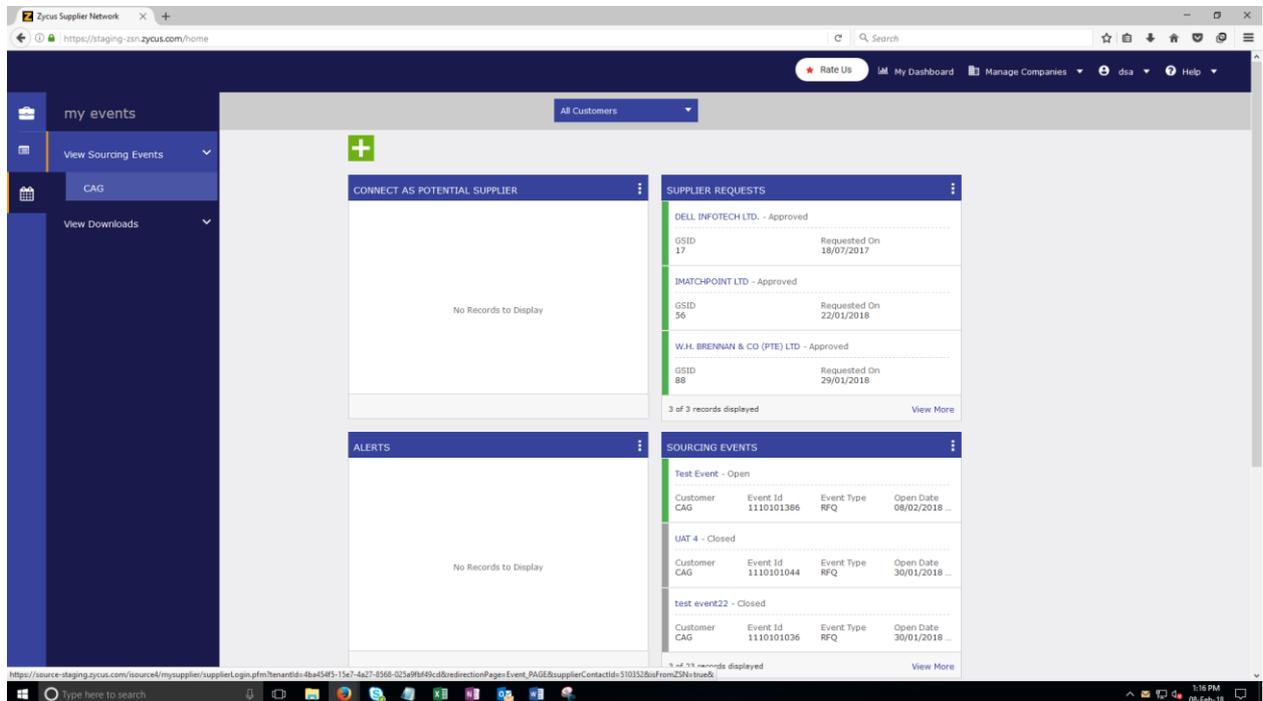
Completion Status : (1/1 (Mandatory), 0/0 (Optional))
Bid Ready for Submission

[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	Test Event	Power User	08/02/2018 10:41	09/02/2018 04:00	RFQ	Invited	Open	Enter Event
1110101044	LIAT 4	Devick Lim	30/01/2018 13:00	31/01/2018 14:00	RFP	Roadcasted	Closed	View Event

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

Go to eForum (0 New)

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](#)
 Status : **OPEN**
 Type : Pricing

Completion Status : (1/1 (Mandatory), 0/0 (Optional))
 Bid Submitted 25/03/2018 16:43
 Group Total Price : 4,244.00 Singapore Dollar

Recall Response

Annex A – List of Product & Services Categories

Main Category	Sub-Category	Code
Airport Specialised Systems	Aircraft Docking Guidance System (ADGS)	1010100000
	Airfield Ground Lighting Control Monitoring System (ALGCMS)	1011101010
	Airfield Lighting System (AFL)	1012100000
	Automated Passenger Clearance System (FAST)	1013100000
	Baggage Handling System (BHS)	1014100000
	Fixed Gangway	1015100000
	Flight Information Central System Upgrade (FCSU)	1016100000
	Integrated Information Display System (IIDS)	1017100000
	Passenger Loading Bridge	1018100000
	Skytrain	1019100000
Business & Professional Services	Business Advisory & Accreditation	1110100000
	Finance, Banking & Insurance	1111100000
	Healthcare Services and Supplies	1112000000
	HR Services	1113101000
	Legal	1114101000
	Professional Services	1115100000
	Real Estate & Surveying	1116100000
	Tax & Audit	1117100000
Construction & Development	Construction, Additions & Alterations works	1210100000
	Construction-related consultancy	1211100000
	Construction-related Services	1212100000
Facility Maintenance & Repair (Hard Services)	Airconditioning & Mechanical Ventilation (ACMV) System	1310100000
	Aircraft Pavement	1311100000
	Building Maintenance	1312100000
	Building Management System	1313100000
	Carpark System & Management	1314101000
	Central Clock System	1315100000
	Drainage System	1316100000
	Emergency Generator System	1317100000
	Fault Management Center	1318100000
	Fire Alarm System	1319100000
	Fire Fighting Equipment & Supplies	1320100000
	Fire Protection System	1321100000
	General Lighting System	1322100000
	General Mechanical System	1323100000
	HT Electrical Distribution System	1324100000
Kinetic Artwork	1325100000	
Lift / Escalator / Moving Sidewalk System	1326100000	
LT Switchboard & Distribution System	1327100000	

Main Category	Sub-Category	Code
	Maintenance of Land	1328000000
	Other Plant & Equipment	1329100000
	Public Address System	1330100000
	Roadway System	1331100000
	Structure	1332100000
	Taxi Queue/Management System	1333100000
	Terminal Furniture and Furnishings	1334100000
	Trolley Retrieval	1335100000
	Turf Maintenance	1336101000
	Watermain & Hydrant System	1337100000
Facility Management (Soft Services)	Aquatic Care	1410101000
	Cleaning	1411101000
	Landscaping	1412100000
	Nursery	1413101010
	Pest Control	1414101010
	Signage Programme	1415100000
	Waste Management	1416101010
	Wildlife Control	1417101010
Fleet Management	Shuttle Bus	1510100000
	Specialised Vehicle & Vessel	1511100000
	Utility Vehicle	1512100000
	Vehicle Buy & Maintenance	1513100000
	Vehicle Rental	1514000000
General Services & Supplies	Catering & Refreshments	1610000000
	General Services	1611100000
	General Supplies	1612100000
	Safety & Protection	1613100000
IT & Telecom	IT Cloud Solution	1710101000
	IT Consultancy & Professional services	1711100000
	IT Equipment	1712100000
	IT Maintenance	1713100000
	IT Security System	1714101000
	IT Spares & Accessories	1715100000
	IT Systems	1716101000
	Telecom	1717101000
Labour Hire & Services	Customer Service	1810100000
	General Manpower	1811100000
	Taxi/Vehicles Co-ordinators Labour	1812100000
	Trolley Retrieval Services Labour	1813100000
Marketing Communications	Collateral, Guides and Brochures	1910100000
	Content Creation And Social Media	1911100000
	Corporate Gifts	1912000000

Main Category	Sub-Category	Code
	Creative And Digital	1913100000
	Event Management	1914100000
	Marketing Premiums	1915000000
	Media Buying	1916100000
	Public relations	1917100000
Security Systems & Services	Access Control System	2110100000
	Body Scanners	2111100000
	CCTV	2112100000
	Explosive Trace Detectors	2113100000
	Foreign Object Detection (FOD)	2114100000
	Handheld Metal Detectors	2115100000
	Hold Baggage Screening	2116100000
	Perimeter Intrusion Detection System (PIDS)	2117100000
	Security Doors, Barriers, Fences and Gates	2118100000
	Security Services	2119101010
	Thermal Scanners	2120100000
	Threat Containment Vehicle	2121100000
	Walkthrough Metal Detectors	2122100000
	X-Rays	2123100000
Travel & Accommodation	Accommodation	2210000000
	Travel Services	2211101000
Utilities & Fuel	Electricity	2310000000
	Fuel	2311100000
	Oil & Lubricants	2312000000
	Water & Sewage	2313100000