

# Zycus Supplier Network (ZSN) User Manual



1. AAMC will send our point of contact at the supplier an email with the ZSN URL.
  2. Click the link sent to you via email.
  3. If logging in for the first time, register. Otherwise log in via password/One Time Password (OTP).
- NOTE: If you have any questions on registering, check out the video on this page.

The image shows two side-by-side screenshots of the Zycus Supplier Network (ZSN) interface. The left screenshot displays the login page with a blue overlay. It features the ZSN logo and the text "Zycus Supplier Network". Below this, there is a section titled "Existing User? Log in with Password or OTP" containing input fields for "Email Address" and "Password", a "Forgot Password" link, and "Login" and "Login via OTP" buttons. The right screenshot shows the registration page for AAMC. It includes a language selector for "English (US)", the AAMC logo, and a banner for "ZSN Seamless Onboarding". The registration section is titled "New User? Register" and contains input fields for "Email Address", "Password", and "Confirm Password", along with a CAPTCHA challenge.



1. The following page appears if you choose to log in with a One Time Password (OTP).
2. Enter your email ID and Submit, after which you will receive an OTP via email.

The screenshot shows the ZYCUS login interface. On the left, a light blue box titled "Did not receive the One Time Password(OTP)?" provides troubleshooting steps: "Check your email address if it's incorrect" and "Check your spam or junk folder." On the right, the "Login with One Time Password (OTP)" section prompts the user to "Please enter an email ID to receive One Time Password (OTP) for verification." It includes an "Enter Email Id" input field with the placeholder "Type your email address here" and a green "Submit" button.

3. Enter the OTP and click on "Verify OTP".

This screenshot shows the ZYCUS login interface after the user has entered their email. The left sidebar remains the same. The right section, "Login with One Time Password (OTP)", now prompts the user to "Please enter the One Time Password(OTP) shared over the email address: 'adrija.bagchi@zycus.com'". It features an "Enter OTP" input field, a "Resend OTP" button, and a green "Verify OTP" button. Below the buttons, it indicates "Resend OTP in 24".



1. Once logged in, you can see "AAMC". You also may notice an incomplete profile in your dashboard.
2. Scroll down and can view the Supplier Requests. Click on the Request, which will redirect you to the Supplier Information page.

The screenshot shows the ZYCUS dashboard interface. At the top left, the ZYCUS logo is displayed. The main navigation bar includes "All Customers" with a dropdown arrow. Below this, a purple banner contains the text "I'm Product Support, to assist and converse on a wide range of topics!" and "Get started to ask Supplier Help and Customer Specific Queries", with a "Merlin Supplier Help" button. On the left sidebar, the "Home" icon is above the "AAMC" icon, which is circled in red. The "My Dashboard" section shows "Incomplete Profiles (0)" with a sub-section "Pending Completion" and a message "All profiles have been completed" accompanied by a computer monitor icon with checkmarks.

This screenshot shows a detailed view of the ZYCUS dashboard. The top navigation bar is identical to the previous screenshot. The left sidebar shows "Home" and "AAMC" icons. The main content area is divided into three sections: "Connect As Potential Supplier" (containing "No Records Available"), "Alerts" (containing "No Records Available"), and "Supplier Requests". A large red arrow points down to the "Supplier Requests" section, which contains one entry: "AAMC Test Supplier" with a status of "AWAITING RESPONSE". Below this entry, a table lists "GSID" as "3217" and "Requested On" as "-NA-". At the bottom of the section, it indicates "1 of 1 records".

Supplier Name	Status
AAMC Test Supplier	AWAITING RESPONSE

  

GSID	Requested On
3217	-NA-



1. Review all of the information and ensure everything is complete, especially required information noted with a \* and click on “Submit”.
2. Once submitted, the request will go to AAMC for approval and should be approved within 1 business day.
3. If your data ever changes, follow the same steps

**ZYCUS** COGNITIVE PROCUREMENT AppXtend My Company Profile Settings Help T

Home Supplier

**AAMC**

REFERENCE DOCUMENTS

Company \*  
Address \*  
Payment Details \*  
Insurance \*

Organization Information \* Tax Information \* Basic Information DBA/Alias Company References Support

You are in System: amc\_System under Facility: 0001-AAMC

**Company Details**

Global Supplier Identifier: 3217  
Legal Name \*: AAMC Test Supplier

AAMC Supplier Point of Contact \* ⓘ: Abbie Eastman

**Corporate Hierarchy Information**

Parent Name: Parent Name  
Former Company Name: Former Company Name

CANCEL Save as Draft Submit

# Helpful Hints & Error Messages



- Do not use hyphens in phone numbers

Select Legal/DBA supplier name	Address ID	Account Group	Address	Actions
Johnson Teams, Inc	-	Head Quarter Address...	7658 Whe	Edit

This means that required data has not been provided, please return to the Contact Detail Section and confirm all data is provided.

Taxpayer Identification Number (TIN) \*

27351278

- When entering your Taxpayer Identification Number (TIN): there should be nine numeric digits without hyphens.
- The taxpayer Identification Number highlighted here is missing a digit.

Legal Name \*

Johnson Teams, Inc

Company Type \*

Supplier/Vendor

- This error appears when there is an issue validating the TIN or Bank Information, specifically that the Legal Name, routing number, or account number does not match.
- To fix, ensure the legal name matches the W-9 form and the name of the bank account.
- Our system requires the bank account and the supplier's legal name to match to make payment.

# Helpful Hints & Error Messages



**Warning**

You have warning messages on this document. Do you want to review or ignore & Submit?

**Errors/Warnings**

<b>Legal Name</b>   No Account Experience Available	<a href="#">Review</a>	<a href="#">Ignore &amp; Submit</a>
<b>Diversity</b>	<b>Legal Name *</b> KMZ Consulting Group LLC	
<b>Payment Details *</b>		

- If this warning message appears, click the “Review” button.
- “No Account Experience” means the system is having trouble linking your company name with the ACH information.
- Review your account and routing numbers, and once they are correct, submit the profile record again and then click “Ignore & Submit” button so the profile will be sent to AAMC for review.

**W9/W8 Form** ⓘ

Drop a file here or browse file [Browse](#)

To add the W9/W8:

Remember to Sign and date the W-9/W8 form and fill it out completely.

- Click the Tax Information section
- Click on the browse button, and a second view screen will appear at the location where you save your documents.
- Once the list appears click on your document and it is uploaded.

**ZYCUS** COGNITIVE PROCUREMENT

My Company Profile ▾ Settings ▾ **Help ▾** T ▾

All Customers ▾

If you ever have questions, click the “Help” for additional job aids and training.