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.

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.

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

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.

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

Helpful Hints & Error Messages

- Do not use hyphens in phone numbers

Errors/Warnings

Mandatory Data: Contact Details

Payment Details *

Insurance *

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

* indicates mandatory

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

Errors/Warnings

Taxpayer Identificatio... | Tax ID number is too short.

Payment Details *

Insurance *

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.

Company *

Organization Information *   Tax Information *   Basic Information *

Errors/Warnings

Legal Name | One of the values in businessName, rtn, or accountNo is null

Payment Details *

Insurance *

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

- 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.

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.

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