

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.

ZSN

Zycus Supplier Network

Existing User? Log in with Password or OTP

Email Address

Type your email address here

Password

Type password here

Forgot Password

Login

Or

Login via OTP

English (US) ...

AAMC

Zycus Network

Need help in signing up?

ZYCUS

ZSN

Seamless Onboarding

Redefining efficiency with convenience

New User? Register

Email Address

Type your email address here

Password

Type password here

Confirm Password


Re-type password here

Please Answer

3 + 3 =



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.

**ZYCUS**
COGNITIVE PROCUREMENT

Did not receive the One Time Password(OTP)?

Try one of the options below:

- **Check your email address if it's incorrect:**
Verify the email address you have used to create your account on ZSN if the same is incorrect sign-up again with the correct email address.
- **Check your spam or junk folder.**
The activation email may have been marked as junk by your ISP or email application. Kindly mark the email address as not spam to get all emails related to your account in the inbox.


Login with One Time Password (OTP)

Please enter an email ID to receive One Time Password (OTP) for verification.

Enter Email Id

Submit

3. Enter the OTP and click on “Verify OTP”.

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COGNITIVE PROCUREMENT

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The activation email may have been marked as junk by your ISP or email application. Kindly mark the email address as not spam to get all emails related to your account in the inbox.

Login with One Time Password (OTP)

Please enter the One Time Password(OTP) shared over the email address: "adrija.bagchi@zycus.com "

Enter OTP

Resend OTP **Verify OTP**

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 displays the ZYCUS dashboard interface. The top navigation bar includes the ZYCUS logo, user profile options (My Company Profile, Settings, Help), and a user icon. The left sidebar contains navigation links: Home, AAMC (circled in red), and My Dashboard. The main content area is divided into several sections. A purple banner at the top of the main area reads: "I'm Product Support, to assist and converse on a wide range of topics! Get started to ask Supplier Help and Customer Specific Queries Merlin Supplier Help". Below this, the "My Dashboard" section shows "Incomplete Profiles (0)" with a "Pending Completion" status and a message: "All profiles have been completed". The "Connect As Potential Supplier" section displays "No Records Available". The "Alerts" section also displays "No Records Available". The "Supplier Requests" section shows a single record for "AAMC Test Supplier" with a status of "AWAITING RESPONSE". The record details include "GSID 3217" and "Requested On -NA-". A large red arrow points from the "Connect As Potential Supplier" section down to the "Supplier Requests" section.

ZYCUS COGNITIVE PROCUREMENT

My Company Profile Settings Help T

Home AAMC

All Customers

I'm Product Support, to assist and converse on a wide range of topics!
Get started to ask Supplier Help and Customer Specific Queries [Merlin Supplier Help](#)

My Dashboard

Incomplete Profiles (0)
Pending Completion
All profiles have been completed

Connect As Potential Supplier
No Records Available

Alerts
No Records Available

Supplier Requests

AAMC Test Supplier	
GSID	Requested On
3217	-NA-

1 of 1 records



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

AppXtend

My Company Profile

Settings

Help

T

Home

AAMC

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

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 Identification... | 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



Warning

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


Errors/Warnings

Legal Name No Account Experience Available	Review	Ignore & Submit
Diversity		
Payment Details *		
Legal Name *		
KMZ Consulting Group LLC		

- 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.

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COGNITIVE PROCUREMENT

[My Company Profile](#) ▾ [Settings](#) ▾ [Help](#) ▾ [T](#) ▾

 [All Customers](#) ▾

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