

ZYCUS - Supplier Instructions

All mandatory fields must be completed in order to SUBMIT

1. Supplier will receive the following email message:

From: system <system@zycus.com>
Sent: Wednesday, September 21, 2022 10:49 AM
To: (Supplier's Email Address)
Subject: [EXTERNAL]: Zycus Supplier Network: You have been notified


'HOLT' has notified you about your organization – (Supplier's Name), details given below:

Request ID: 8378
Customer/Client Name: HOLT
Business Location: msm (Function)
Comments: HOLT has received a request to review (Supplier's Name) for consideration as a supplier. You will receive a second email that includes a link to complete your supplier registration in the Zycus Supplier Network (ZSN). Questions: procurement@holtcat.com

Activate Windows
Go to Settings to activate Windows.

This is an automatically generated email, please do not reply.

2. A second email will be sent with a link.



Dear (Supplier Contact Name),

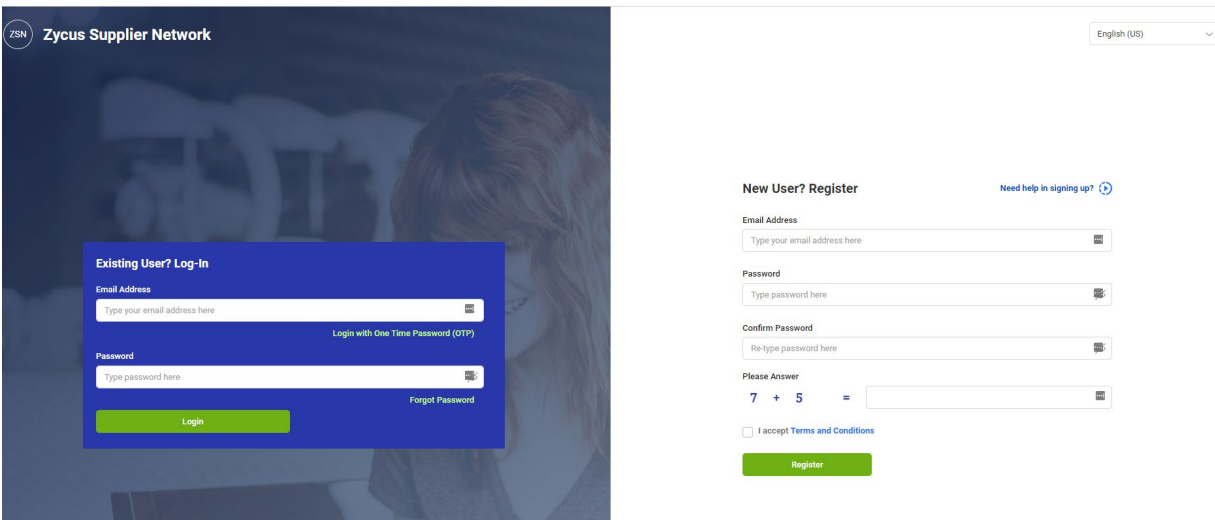
Welcome to the Zycus Supplier Network. HOLT has requested that (Supplier Name) be added to the network as a supplier that they would like to collaborate with.

Please register to create your account on the Zycus Supplier Network by filling in basic details by following the link below.

Link: <https://staging-zsn.zycus.com/guest/genericRegister/HOL435>

Activate Windows
Go to Settings to activate Windows.

3. After clicking the link in the second email, the user is taken to the screen below.



- Email Address: Enter the email address the supplier is registering with under “New User? Register.” It should be the same email that the registration link was sent to.
- Password: Create a password for your Supplier Profile

4. After password is created, the following email with an OTP code will be sent to the User.

Dear (Supplier Contact Name),

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

OTP: #####

This OTP is only valid only for 10 Min. Please activate your account within 10 min of receiving this e-mail.

Regards,

Zycus Supplier Network

You have received this email because the email address (Supplier Email Address) was subscribed for email notifications for this supplier company on Zycus Supplier Network. In case of issues, please contact Zycus Helpdesk at tech-support@zycus.com

[Activate W](#)
[Go to Settings](#)

5. Enter the OTP code and click on “Verify OTP”

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.
- **Ask your IT team to whitelist the Domain and IP:**
Click on 'Resend OTP' once you have asked your IT team to whitelist the Domain automail1.zycus.com and IP 207.211.63.183

Welcome to ZSN

Please enter the One Time Password(OTP) shared over the email address: "transport.test9@holtcat.com"

Thank you for registering with ZSN

Enter OTP

Resend OTP in 15

6. After verifying the OTP, the supplier will be taken to the screen below to complete the following details:

1

2

3

Activate Account

Complete My Profile

Complete Company Profile

(Fields marked with*are mandatory)

My Profile

First Name * <input type="text"/> First Name is required	Last Name * <input type="text"/> Last Name is required	Display Name * <input type="text"/> Display Name Required	Designation * <input type="text"/> Designation is required
Phone Number * <input type="text"/> Phone number is required	Fax number <input type="text"/>	Country * <input type="text" value="United States"/>	

Additional Details

Please complete ALL fields above except for fax number. Designation = Title (for example: Sales, A.R.)

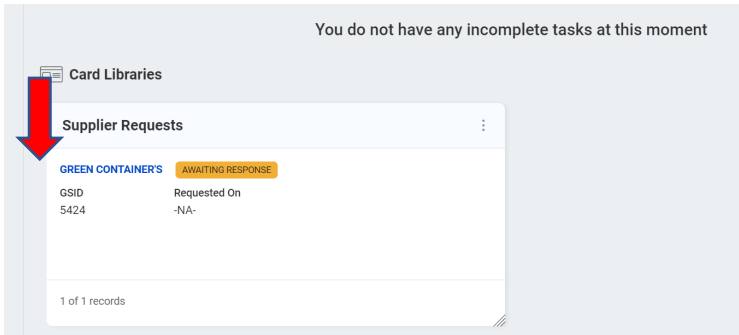
7. Additional Details

- **Time Zone:** Select “12 Hours”
- **Currency:** Select “American Dollars”
- **Number Format:** Select “1,222,333.04”
- **Date Format:** Select “MM/DD/YYYY”

Click “Submit” and you will be redirected to a new screen:

****YOUR PROFILE IS NOT COMPLETE AT THIS STAGE****

8. Click on your Company Name to complete the full supplier profile.



9. Company Menu bar

- DUN'S number if applicable (not required)
- Certified Diverse Supplier;
 - Yes/ No.
 - If Yes, describe the type of Diversity Designation that your company has.
- Does Supplier Carry \$1M in General Liability Coverage?
 - Must Select one-Yes/ No

- **Describe the regions that your company can provide products/services: (Please type one of the following selections to the right)**

Describe the regions that your company is capable of providing products/services? *

Describe the regions that your company is capable of providing p

Field is required

- **Has your company provided products and/or services to Holt Texas Ltd. or any of the Holt Affiliates in the past? Please select one**

Has your company provided products/services to Holt Texas Ltd. or any of the Holt Affiliates in the past?

☐ Yes ☐ No

- Please select one of the following:
 - Global
 - Multiple Countries - (Please specify Countries)
 - Multiple US based states – (Please specify States)
 - The entire state of Texas
 - Multiple Regions within Texas (Please Specify Regions: North Texas only, East Texas only, Central Texas only, South Texas Only)
 - North Texas only
 - East Texas only
 - Central Texas only
 - South Texas only
 - Specific cities in Texas (Please Specify Cities)

- Tax Information

Tax Information

Tax ID Format *

☐ SSN
 ☐ Federal TAX ID
 ☒ Others

Tax ID *

Tax ID

W8/W9 Form

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

W8/W9 Uploaded Date

MM/dd/yyyy

Website

Website

- Tax ID Format: Social Security Number, Employer Identification Number, Federal Tax ID, others.
- **Be sure to upload a copy of your company's W9/W8 Form**
- Select the date you W9/W8 is uploaded

- DBA Alias & Supporting Documents for Company

- DBA Alias Tab: Supplier can manually enter their DBA information by clicking “Add new” in the right corner.
 - Complete fields as required

DBA / Alias

Alias Name	Alias Type	Has Separate Addresses?	Actions
SATURDAY MORNING	DBA	Yes	View

* indicates mandatory

DO NOT CLICK “SUBMIT” at this stage. CLICK ON THE ADDRESS MENU on the LEFT SIDE, to add a DBA Address.

- To Add a DBA Address and Contact Details Click “Add New”

All Locations * **Contact Details ***

You are in System: msm_System under Facility: 0001-msm_Facility

Associated Address(es) [Add New](#)

Select Legal/DBA Supplier Name	Address ID	Account Group	Address	Phone	Phone Extension	Fax	Actions
GREEN CONTAINERS	-	HO, RT	9876 NAIM ST, SAN AN...	210-876-5432	-	-	Edit

* indicates mandatory

Showing Contact Details for All Locations [Add New](#)

For Address	Contact Type	First Name	Middle Name	Last Name	Title	Email	Phone Number	Actions
(HQR)9876 NAIM ST, ...	Sales	Juan	-	Garcia	Sales	transport.test9@hoit...	210-876-5432	Edit

* indicates mandatory

- In Address Details, you can edit and add new addresses
- In the Contact Details you can edit and add new contacts


-The initial Supplier contact can determine if an added Supplier contact has access to make changes to the Supplier's profile by indicating “Yes” for the new contact to “Access Supplier Portal.” The only access given should be for SIM.

- Supporting Documents

- Supporting Documents for Company can be added: Credit applications, Company Brochures, etc.

10. Financial Tab

Bank Details *

Bank Name 

Bank Address * ⓘ

Comments

Char(s) Left: 300

Account Holder Name *

Account Holder Name

Beneficiary Name

Beneficiary Name

Beneficiary Address ⓘ

Comments

Char(s) Left: 100

Account Number *

Account Number

Routing Number *

Routing Number

Account Type *

☐ Checking ☐ Saving


IBAN

IBAN

Swift Key

Swift Key

Currency Type *

USD 


- Complete these fields:
 - Bank Name **(required)**
 - Bank Address **(full & complete address required)**
 - Account Holder Name **(required)**
 - Beneficiary Name
 - Beneficiary Address
 - Account Number **(required)**
 - Routing Number **(required)**
 - Account Type **(required)**
 - IBAN
 - Swift Key
 - Currency Type (defaults to USD)

11. Insurance Tab

Insurance Details

You are in System: msm_System under Facility: 0001-msm_Facility

Insurance Details [Add New](#)



No Records Available

* indicates mandatory

- Click “Add New” and upload a copy of your insurance with the following requirements:

Insurance Details

Insurance Details

Insurance Validation Status
Insurance Validation Status

Insurance Disqualification Reason
Insurance Disqualification Reason

Type of Insurance *
Type of Insurance

Coverage Amount *
Coverage Amount

Certificate of Insurance *
Drop a file here or browse file [Browse](#)

Earliest Expiration Date *
MM/dd/yyyy

Insurance Exception Requested
☐ No ☐ Yes

Exception Comment
Comments
Char(s) Left: 500

Insurance Exception Justification/Form
Drop a file here or browse file [Browse](#)

Exception Expiration (if applicable)
MM/dd/yyyy

* indicates mandatory

[Cancel](#) [Save](#)

Type of Insurance:

- General Liability
- Auto Liability
- Worker's Comp
- Umbrella
- ETC.

Coverage Amount:

- MUST meet the \$1M required amount.

Earliest Expiration Date:

- Enter the earliest insurance expiration date.

Certificate of Insurance:

- Upload the certificate of the insurance with the requirements below:

Certificate Holder:

Holt Texas, LTD., and Affiliates
Attn: Procurement Department
5665 Southeast Loop 410
San Antonio, TX 78222

Requirements:

Policy	Amount	Additionally Insured	Waivers of Subrogation
GL	\$1M	YES	YES
AUTO	\$1M	YES	YES
WC	\$1M	N/A	YES

If an Insurance Exception is requested, please provide an explanation in the comment box.

Insurance Exception Requested

☐ No ☒ Yes

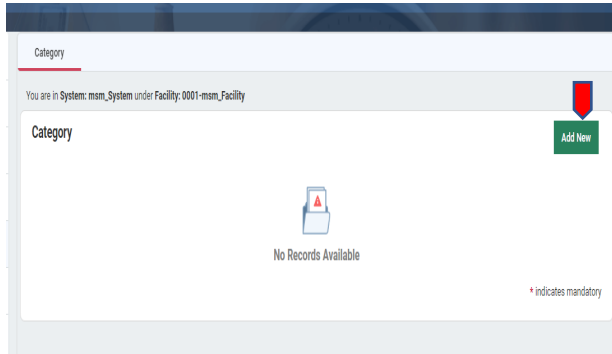
Insurance Exception Justification/Form

Drop a file here or browse file

[Browse](#)

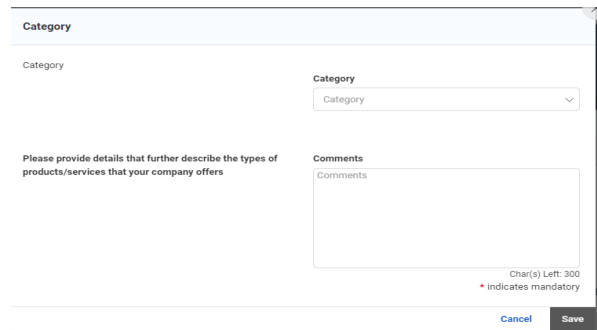
12. Products and Services

- Please click on “Add New ” to list and detail Products and/or Services your company provides.



The screenshot shows a web interface for 'Category'. At the top, it says 'You are in System: msm_System under Facility: 0001-msm_Facility'. Below this, there's a section titled 'Category' with a message 'No Records Available' and a folder icon. A green 'Add New' button is in the top right corner. A red arrow points to this button. A small red asterisk indicates mandatory fields.

- The following window will open



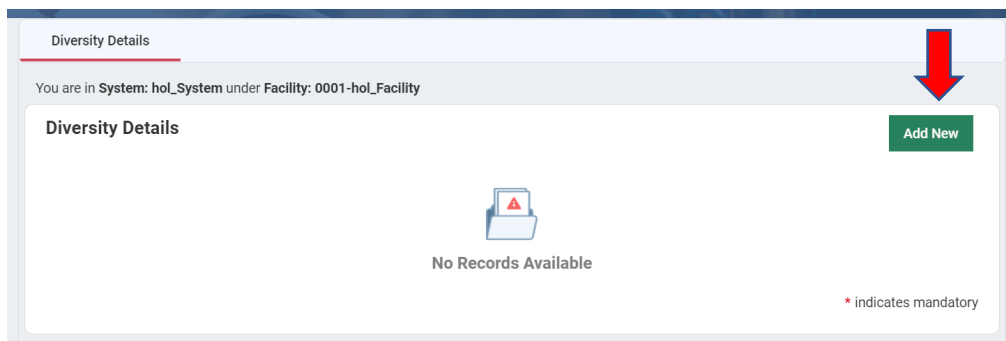
The screenshot shows a form for adding a new category. It has a 'Category' dropdown menu, a 'Comments' text area, and a 'Save' button. A red arrow points to the 'Add New' button from the previous screenshot. A small red asterisk indicates mandatory fields.

- Please select the category, i.e., Operations, Marketing, IT, HR, Finance that most closely aligns with the Products/Services that your company provides.
- Please use the comments box, to provide details for the specific products/services provided by your company.
- Click “Save”

*****Multiple Categories & Products/Services can be added by clicking “Add New” multiple times.*****

13. Diversity Tab (If Applicable)

1. Select “Add New” (if the supplier has several certifications, please click **add new** for each certification.)
2. Complete the Mandatory Fields
3. Upload Diversity Certificate
3. Click “Save”



The screenshot shows a web interface for 'Diversity Details'. At the top, it says 'You are in System: ho_System under Facility: 0001-ho_Facility'. Below this, there's a section titled 'Diversity Details' with a message 'No Records Available' and a folder icon. A green 'Add New' button is in the top right corner. A red arrow points to this button. A small red asterisk indicates mandatory fields.

14. Terms and Conditions

- Click “View” in the Holt Terms and Conditions Documents

- Download the Holt Terms and Conditions to review.

Holt Terms & Conditions Documents	Document Description	Holt T&C Acceptance	Holt T&C Acceptance Date	Actions
2022 STANDARD TERMS...	-	Accept	09/21/2022	View

Terms & Conditions Documents

Holt Terms & Conditions Documents

2022 STANDARD TER...

Document Description

Holt T&C Acceptance *

☒ Accept ☐ Decline

Holt T&C Acceptance Date

10/07/2022

* indicates mandatory

Cancel

- Once Holt Terms and Conditions have been reviewed, exit out by clicking the “X” in the top right corner.
- Scroll down to the bottom section, select “Accept or Decline,” and select the Date.
- If “Decline” is selected, use the Comment box to indicate the sections being rejected.

Please review the documents uploaded in the Terms and Conditions Documents tab, and either Accept or Decline. If you Decline, a representative from Holt will contact you *

☐ Accept ☐ Decline

Supplier Acceptance Date

MM/dd/yyyy

If Holt's Terms and Conditions are rejected in whole or in part, please indicate the specific section(s) rejected and the reason

Comments

Char(s) Left: 500

* indicates mandatory

Once all menus are completed Click “Submit” at the bottom right of the screen.

The following window will appear.

Success

Supplier Request 5481 has been submitted. This might take around 30 mins post approval. Please login again to ensure you are able to view all assigned modules.

OK

Submission is routed to the procurement team for review. If you have further questions, please contact Procurement@holtcat.com.