

PESUFICION GUIDE FOR DIRECT SUPPLIERS

How to Register with Zycus and Set-up an Account

Registration System Information



Zycus:

A centralized SRM software, to strategically manage onboarding, and contract management.

IMPORTANT:

Zycus <u>REQUIRES</u> continual contact maintenance.

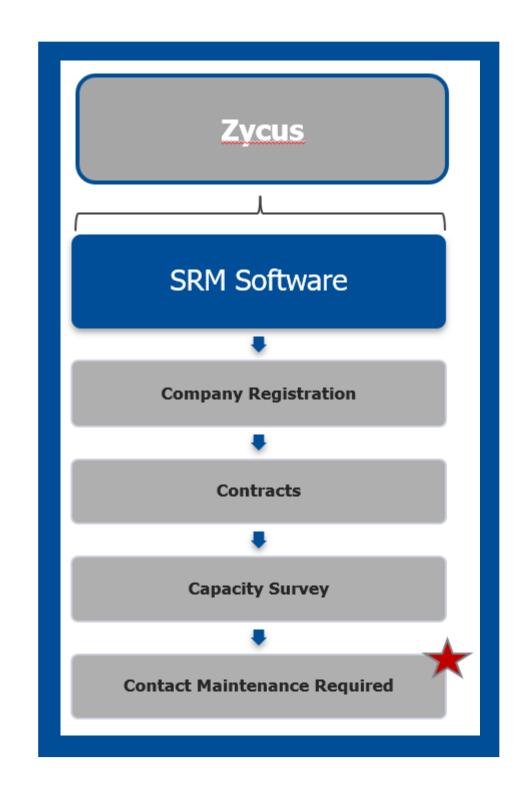
Administrator Responsibilities:

- Key contact for password/company profilesUpdates contact information

- Adds and/or removes contact access to systems
 Tracks contact training requirements at each location
- First line of contact support at the company

Additional technical support: purchasing.systems@polaris.com

Google Chrome is the only supported browser. Using other browsers may result in unexpected difficulties.





ZYCUS Zycus Registration: 1 of 3



1. Go to www.polarissuppliers.com

2. Click:



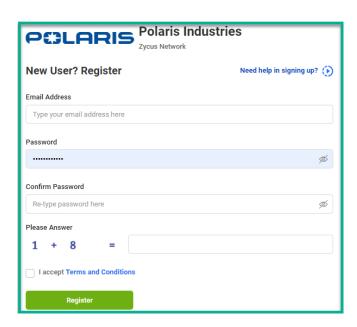
3. Click: Zycus Supplier Network This will take you to the **Polaris section within the Zycus Supplier Network**



4. Register as a Zycus User:

Enter the Following:

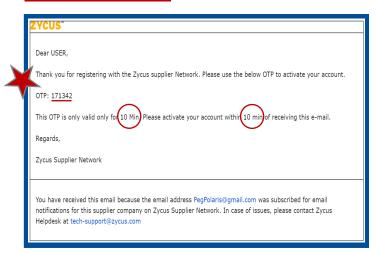
- Email Address
- Password
- Confirm Password
- Complete Math Prompt
- Check: *I agree to the terms and conditions*
- Click: Register



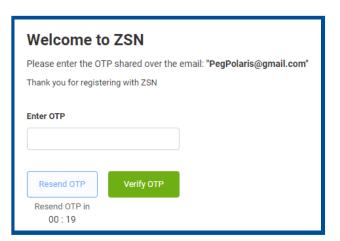
TIP: Avoid the Junk Folder by adding notifications@zycus.com to your contacts

5. Receive User Activation Email (including the One-Time Password)

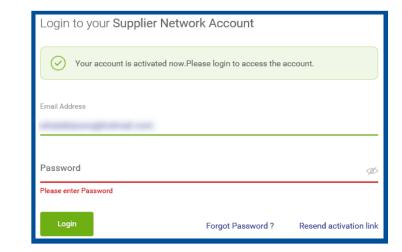
*Be sure to active account within 10 minutes



6. Login to Zycus Supplier Network Account



7. Login to Zycus Supplier Network Account

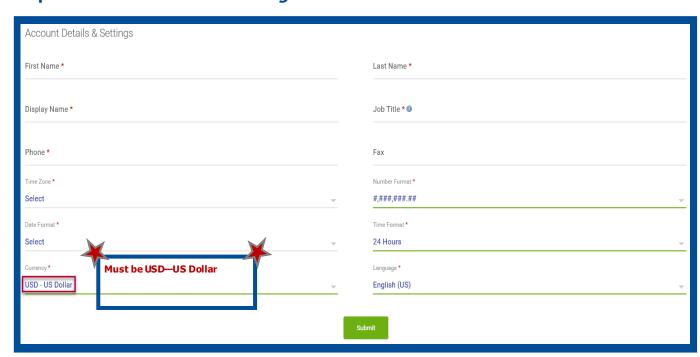




ZYCUS Zycus Registration: 2 of 3



8. Complete Account Details & Settings - Click Submit:



9. Click Let's Get Started:



10. Complete the Company Registration Form & Click Create:

Company Registration Form	
* Indicates required field	
Company Information	
Company	
* Address Type	Head Quarter Address (HQ)
* Address1	
Address2	
Address3	
PO Box Number	
* Country	United States
* State	V
* City	
* Zip / Postal Code	
* Business Phone	
Business Fax	
	Create Back

11. Read & Agree to the 10 Confidential **Disclosure Terms & Conditions:**

Confidential Disclosure Terms and Conditions
The Confidence Decisions Agreement (*COS*) is extend into on the data of augments regulation, for and into our Polaria Inflatina Int. (*Polaria") and a party
pursuing the Purpose (so defined beload with Priorio ("Compane").
 Project Conserv two observed per the Polaris one provide Projection Solventian, as defined in Solven 3 below, to Conserv for the self-purpose of the parties providing and continues grateful buttons agreements ("Overset"). The porties primoring that a relong on the CDF below greating arrange to Referred to.
3. Pre-printing Information defined
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falors to main, label or specificity designate information as "Progradary Information" all the time of initial statisture to Company shall not which to status as Progradary Information.
 Orwansky of total and information Grouper squares that Prince shall region and overcoding rights, bits and informat in any specifications, Massimile, Sciages, Massimiles todays, Massimiles and Assimiles to any analysis and analysis and other imparatory chromation provided by Prince to Company.
A. Non-Dischance and Non-time Compare forming speed with a did brown, it shall (i) marrians the confidence restore of any and all frequency inflymentation discound to it pursuant this; (ii) can authorize the response (iii) controlled to the pursuant this and displaces to enhance and the reporting Self-medium and to protect it approach from the compared to the third think of the pursuant frequency inflyments or as and third; (iv) can as the best to express of every to the first in response to the pursuant and proposed or express of every to the first in response to the first in response to the pursuant of every time in others, in order to the control to the control to the control to every time. The control to every discussion to offere, such frequency information, county to expressly perceived by time in writing and (iv) provide investigation to the risks are only the pursuant of every time. The control to every discussion is investigated (iv) provide investigation to the control to every discussion in the event it discusses a loss or unsubtracted discusses of each frequency before and in the event it discusses a loss or unsubtracted discusses of each frequency before all the control of every time.
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6. Solven of Proprietory Informations: Compare agrees that at the compared or the Augusts conferences towards, or within the (3) tows of a request and direction by Promis, the Company shall (1) annually information before the company of
P. demands and of the processor and both or this CDS are continuing forms and shall survive the recent or authorized destruction of the Proprietors (officeration purpose) to bestform to breast, any other intermediate of this CDS, and the territoristic size of one abbrevious represent relations to the Proprietors (officeration purpose) to bestform only officerate in other reso, with the assignment of this description, the origination of the intermediate or an originate or the CDS and expire five (b) seek from the date of visible distinctors to Companies for the owned in shall be seek of shall distinct or to CDMS and the count of shall describe the origination defines in capacitation.
8. Impande bijury. The parties advantage and appear that if Company breaches this CDA, then thresh will suffer inequalitie injury. The parties agree that such impanded injury soldmand in Transia extend its Transia in reserved. A present a reserved in the company is three three company and controlled in the CDA in agree that a count order organizing Company from controlled in the CDA in agree that a count order organizing Company from controlled.
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Complete **ALL REQUIRED** information within the three preliminary tabs, subtabs and corresponding fields within the internal Zycus system.

Company * Address *

Pre-Qualification *

12. Company Tab:

Company Details Subtab:

Verify preloaded content

Tax Information Subtab: • Add: Tax ID Format

Add: Legal Structure

• Add: Tax ID

13. Address Tab:

All Locations Subtab:

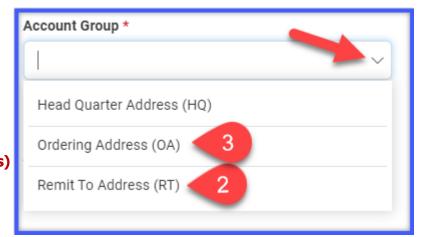
• 1: Verify Head Quarter Address (HQ) preloaded content

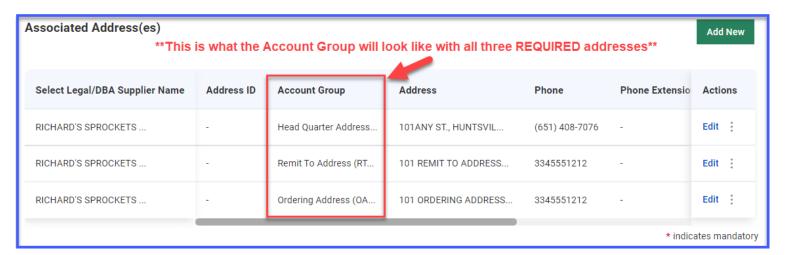
• 2: Add Required: Remit to Address (RT)

*(Add RT address <u>BEFORE</u> Ordering Address)

• 3: Add Required: Ordering Address (OA)







13. Cont'd.

Contact Details Subtab:

- Add: Necessary company contacts
- Complete required fields & select My Profile (SIM) for users access to the Supplier Information Portal

Corporate Subtab:

Complete required fields

14. Pre-Qualification Tab:

Complete questionnaire

VERY IMPORTANT:

Edits saved ONLY if Saved

Middle Name Phone Number Cell Numbe

15. Click: Save and Submit to finalize potential supplier registration

IMPORTANT: When filling out your company profile, please keep in mind: • All content will be reviewed by Polaris personnel All answers are non-binding & can be changed

After completing the company registration tabs and saving information, you will be brought to a new page indicating a *Pending Approval* status with a *Potential* supplier type indicating registration has been completed.

