



# POLARIS

## ZYCUS REGISTRATION GUIDE FOR DIRECT SUPPLIERS

How to Register with Zycus and Set-up an Account



## Zycus:

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

## **IMPORTANT:**

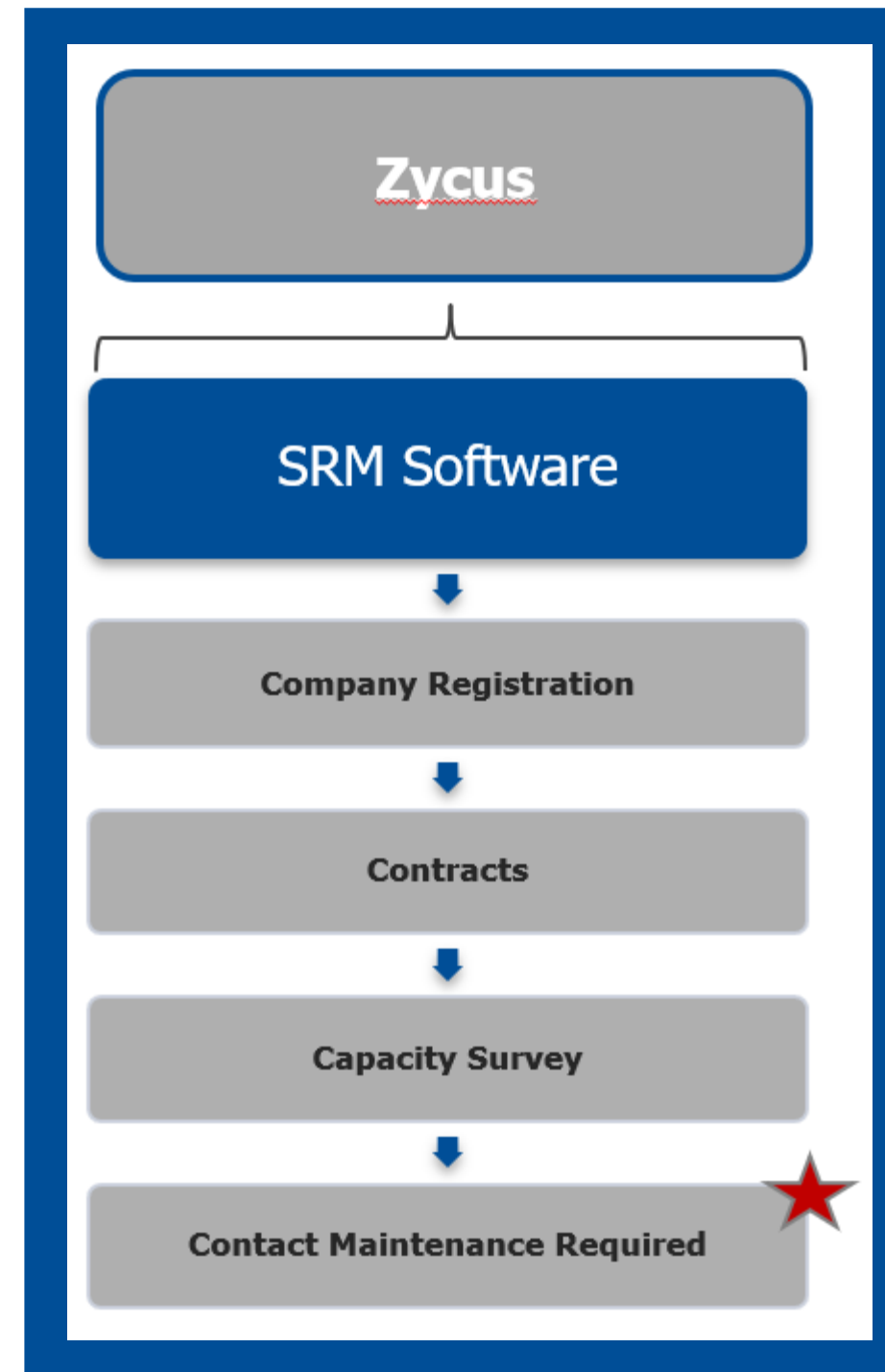
Zycus **REQUIRES** continual contact maintenance.

### Administrator Responsibilities:

- Key contact for password/company profiles
- Updates 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](mailto:purchasing.systems@polaris.com)\*\***

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



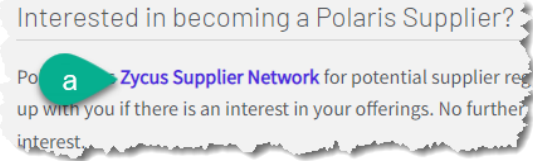


1. Go to [www.polarissuppliers.com](http://www.polarissuppliers.com)

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:

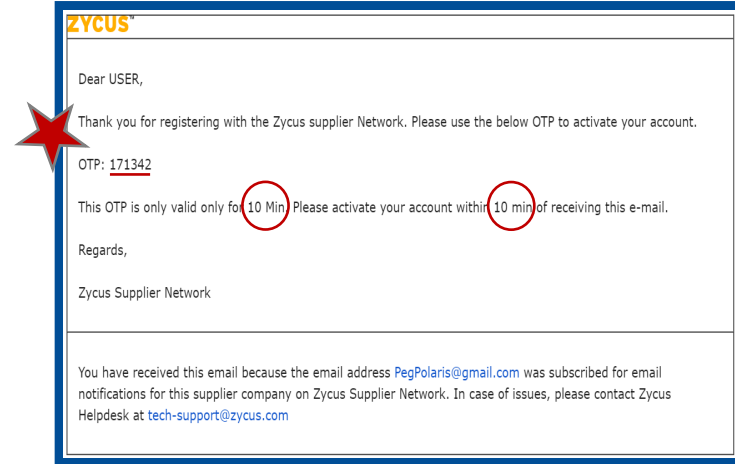
Enter the Following:

- 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



8. Complete Account Details & Settings - Click Submit:

Account Details & Settings

First Name \* Last Name \*

Display Name \* Job Title \*

Phone \* Fax

Time Zone \* Number Format \*

Select ###,###,##

Date Format \* Time Format \*

Select 24 Hours

Currency \* Language \*

USD - US Dollar English (US)

**Must be USD—US Dollar**

Submit

9. Click Let's Get Started:

Hi [Name] Thank you for registering on our Supplier Network.

Please create your company profile for Polaris Industries to connect with them.

**Profile Incomplete**

**POLARIS**

**LET'S GET STARTED** I'LL DO THIS LATER

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

\* 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

This Confidential Disclosure Agreement ("CDA") is entered into on the date of supplier's registration, by and between Polaris Industries, Inc. ("Polaris") and a party (including any existing potential business opportunities ("Opportunities"). The parties acknowledge that it is in their best interests to enter into this CDA before granting access to Proprietary Information.

1. Purpose

2. Proprietary Information Defined

3. Ownership of Data and Information

4. Non-Disclosure and Non-Use

5. Permitted Disclosures

6. Return of Proprietary Information

7. Survival

8. Inseparable Entity

9. Governing Law

10. Rights and Remedies

I have read and I agree to the above

Continue Cancel



Complete **ALL REQUIRED** information within the three preliminary tabs, subtabs and corresponding fields within the internal Zycus system.

- 1 Company \*
- 2 Address \*
- 3 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 BEFORE Ordering Address)**
- 3: Add Required: *Ordering Address (OA)*

**Account Group \***

Head Quarter Address (HQ)

Ordering Address (OA) 3

Remit To Address (RT) 2

**Addresses may be the same**

**Associated Address(es)** Add New

**\*\*This is what the Account Group will look like with all three REQUIRED addresses\*\***

Select Legal/DBA Supplier Name	Address ID	Account Group	Address	Phone	Phone Extensio	Actions
RICHARD'S SPROCKETS ...	-	Head Quarter Address...	101ANY ST., HUNTSVIL...	(651) 408-7076	-	Edit ⋮
RICHARD'S SPROCKETS ...	-	Remit To Address (RT...	101 REMIT TO ADDRESS...	3345551212	-	Edit ⋮
RICHARD'S SPROCKETS ...	-	Ordering Address (OA...	101 ORDERING ADDRESS...	3345551212	-	Edit ⋮

\* indicates mandatory

## 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\***

**Contact Details**

Showing Contact Details for All Locations

For Address \*  
Select

Contact Type \*  
Contact Type

First Name \*  
First Name

Middle Name  
Middle Name

Last Name \*  
Last Name

Title \*  
Title

Email \*  
Email

Phone Number \*  
Phone Number

Phone Extension  
Phone Extension

Cell Number  
Cell Number

Fax  
Fax

Fax Extension  
Fax Extension

Time Zone  
Time Zone

Cancel Save

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.

Request Number	ID	Request Type	Supplier Type	Busi	Status	Actions
117422	.5	Create	Potential	-NA-	Pending Approval	-