

# The **co-operative**

## Central England Co-operative

### How to Activate Your Account

1. You will receive an invitation via email from [system@zycus.com](mailto:system@zycus.com) with a link to register on the CEC's Zycus Supplier Network (ZSN) portal. The email will look like this:

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**From:** system <[system@zycus.com](mailto:system@zycus.com)>  
**Sent:** 28 July 2022 14:45  
**To:** [Your Email Address](#)  
**Subject:** Zycus Supplier Network: You have been notified

'Central England Co-operative Limited' has notified you about your supplier - [Your Company Name](#), details given below:

Request ID: 1234  
Customer/Client Name: Central England Co-operative Limited  
Business Location: cec\_facility  
Comments: Please register on the Zycus Supplier Network (ZSN) to update your company details  
ZSN Link: [Use this link to register on the ZSN Supplier Portal](#)

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

2. You need to click on the ZSN link to start the registration process. When you click on the link, it will open with the following page. Please register on the portal using the email address that the mail was sent to. You need to complete your email address, create a password, do a simple maths calculation to prove that you are not a robot, and read and accept the terms and conditions of the ZSN. If you are having problems, there is a Zycus help video on this page (highlighted below) which will show you how to register on the ZSN.

The screenshot shows the Zycus Supplier Network (ZSN) portal. On the left, there is a blue sidebar with the ZSN logo and the text 'Existing User? Log-In'. Below this, there are input fields for 'Email Address' and 'Password', a 'Login' button, and a 'Forgot Password' link. On the right, there is a white registration form with the text 'New User? Register' and a blue circle around the link 'Need help in signing up?'. Below this, there are input fields for 'Email Address', 'Password', and 'Confirm Password'. At the top right, there is a language selector set to 'English (US)'. At the bottom, there is a banner for 'Central England Co-operative Limited' and a message about the browser version.

3. Next, you will be asked to enter a One Time Password (OTP) which will have been sent to your email address.

## Welcome to ZSN

Please enter the One Time Password(OTP) shared over the email address: "  
[your email address](#)"

Thank you for registering with ZSN

Enter OTP

Resend OTP

Verify OTP

Resend OTP in 23

4. You will now have access to the ZSN Portal.

## How to Complete your Registration on the ZSN

1. On successful activation of your ZSN account, you will have the opportunity to complete your profile. Fields with an asterisk are mandatory. When you have filled in all the fields, click “submit” and this will create your global ZSN profile.

(Fields marked with \* are mandatory)

### My Profile

<b>First Name *</b> <input type="text" value="Enter first name"/>	<b>Last Name *</b> <input type="text" value="Enter last name"/>	<b>Display Name *</b> <input type="text" value="Enter Display Name"/>	<b>Designation *</b> <input type="text" value="Enter Designation"/>
<b>Phone Number *</b> <input type="text" value="Enter Phone Number"/>	<b>Fax number</b> <input type="text" value="Enter fax"/>	<b>Country *</b> <input type="text" value="Select"/>	

### Additional Details

(To be filled based on your country)

<b>Time Zone *</b> <input type="text" value="Select"/>	<b>Currency *</b> <input type="text" value="Select"/>	<b>Number Format *</b> <input type="text" value="1,222,333.04"/>	<b>Date Format *</b> <input type="text" value="DD-MM-YYYY"/>
<b>Time Format *</b> <input type="text" value="12 Hours"/>	<b>Language *</b> <input type="text" value="Select"/>		

Submit

2. You now need to answer a few questions for your CEC profile. To do this, click on your supplier name beneath the Supplier Requests heading.

All Customers ▾

Pending Tasks(0)

You do not have any incomplete tasks at this moment

Card Libraries Add New Card ▾

#### Supplier Requests

<i>supplier name</i>		AWAITING RESPONSE
GSID	Requested On	
1234	-NA-	

1 of 1 records

You are currently accessing the Zycus application on a Non-Certified browser version. [Know More](#) ✕

3. Next you will be asked to read and agree to CEC’s code of conduct. A link to this can be found in the help text (click on the help icon highlighted in the image below).

Supplier

Home

Company Details \* Supporting Documents Insurances Certificates

You are in System: cec\_System under Facility: 0001-cec\_Facility

**Supplier Code of Conduct**

Please read the supplier code of conduct statement, and tick that you will comply with its contents (please use the link in the help text) \* ☐

**Company Details**

Global Supplier Identifier Legal Name \*

CANCEL Save as Draft Submit

- You will now need to work through the questions, checking any pre-filled fields for accuracy, and ensuring you have answered all the mandatory fields (marked with an asterisk). You will also need to upload evidence such as your VAT Registration Certificate and a redacted bank statement.

**Company Details**

Global Supplier Identifier 8824

Legal Name \* supplier name

Website Website

Company Registration Number Company Registration Number

If you do not have a company registration number, are you: If you do not have a company registration number, are you: Please specify Please specify

VAT ID VAT ID

Attach a copy of the VAT Registration Certificate ① Drop a file here or browse file Browse

\* indicates mandatory

- You can save as a draft if you wish to come back to it, or when you have finished, please click submit. Your responses will now be checked by our CEC colleagues as part of our internal review process.

## Zycus Help Documents

There are a number of Zycus help documents on the ZSN portal which can be accessed using the Help & Support link as highlighted below.

**ZSN Zycus Supplier Network**

English (U...) ▼

**The co-operative**  
Central England Co-operative

**Central England Co-operative Limited**  
Zycus Network

**Existing User? Log-In**

Email Address  
Type your email address here

Login with One Time Password (OTP)

Password  
Type password here

Forgot Password

Login

**New User? Register** [Need help in signing up?](#)

Email Address  
Type your email address here

Password  
Type password here

Confirm Password  
Re-type password here

Please Answer  
3 + 1 =

☐ I accept [Terms and Conditions](#)

Register

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There are a number of documents in this area which you may find helpful.

**Help & Support**

**FAQs**

- Email Verification >
- Unable to Login/Signup Issues >
- Supplier Registration >
- Forgot Password >
- How do I participate in my buyer's event using an email invitation? >

**Supplier Registration**

- Supplier Registration Tour Guide and Help Links
- I have created my account, now what should I Do?
- I have registered but can't participate in the sourcing event
- I cannot access any module on ZSN post registration
- How do I contact my customer?
- Can my company have multiple accounts?