

# Supplier Self-Service (Create/Change Supplier Request)

## Zycus Supplier Network

- Sign in on the left-hand side if you are an existing supplier.
  - Register on the right-hand side if you are a new supplier.

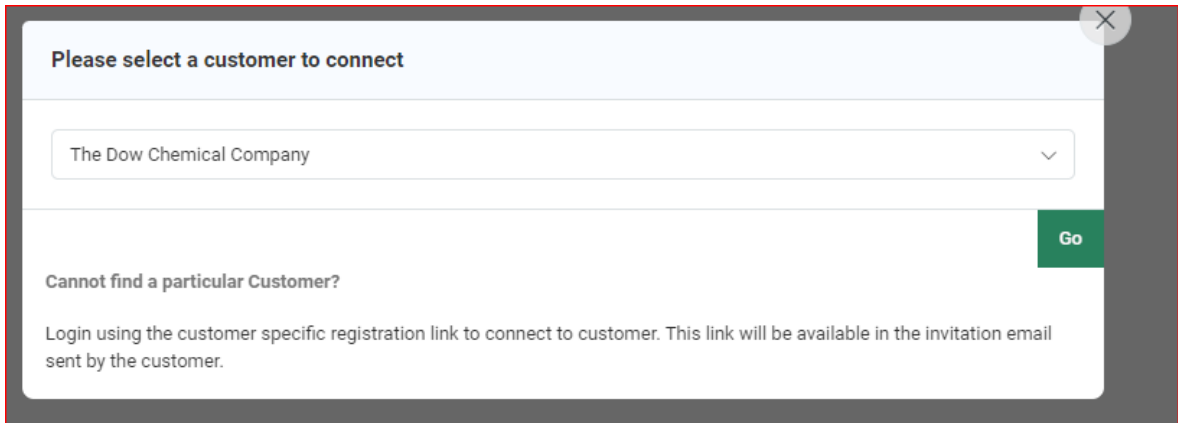
The screenshot shows the Zycus Supplier Network interface. On the left, there is a blue 'Existing User? Log-In' box with fields for 'Email Address' and 'Password', a 'Login' button, and a 'Forgot Password' link. On the right, there is a 'New User? Register' section with fields for 'Email Address', 'Password', and 'Confirm Password', a 'Please Answer' security question (5 + 6 =), a checkbox for 'I accept Terms and Conditions', and a 'Register' button. A language dropdown menu in the top right corner is set to 'English (US) En...'. A 'Need help in signing up?' link is also present.

- Once signed in, it will open to the Home page and then there will be 'The Dow Chemical Company' on the left. Please click on that tab.

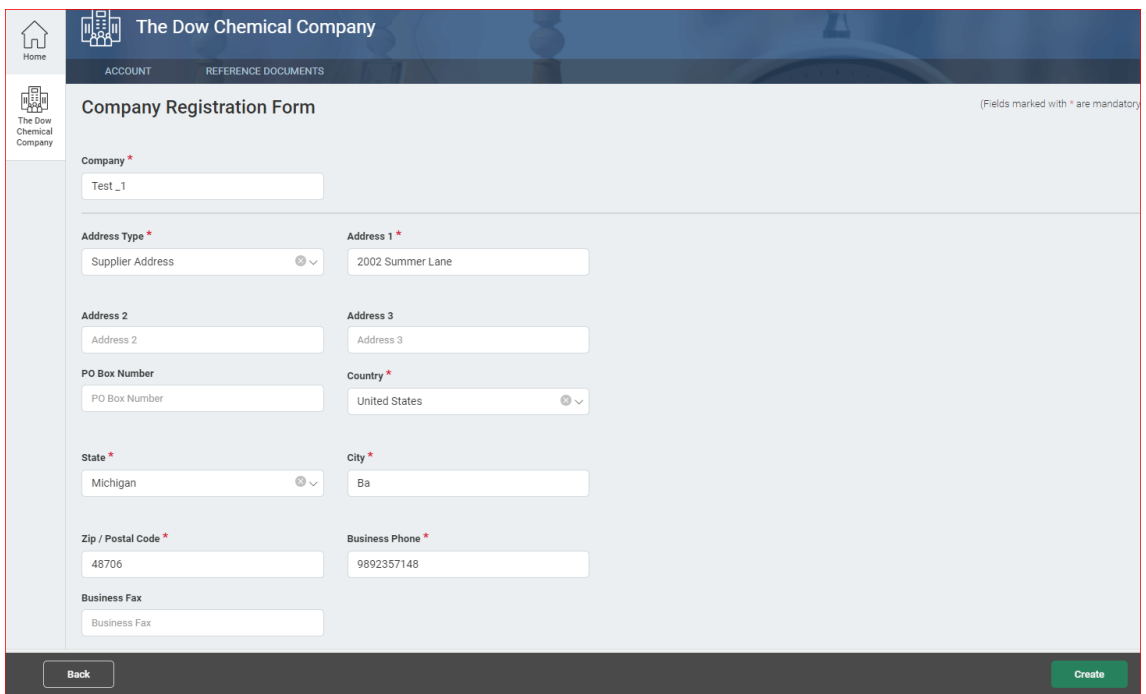
The screenshot shows the Zycus Supplier Network dashboard. The top navigation bar includes 'Zycus' logo, 'Manage Companies', 'Settings', and 'Help'. The main content area is titled 'My Dashboard' and features a 'Home' tab. A 'Zycus' logo is visible in the top left corner. The dashboard displays a 'My Dashboard' section with a '+ Add New Card' button. Below this, there is a 'Supplier Requests' section with a table showing one record: 'Test' (APPROVED), GSID 14620, and Requested On 10/08/2023. The 'Sourcing Events' section shows 'No Records Available'. The bottom left corner indicates '1 of 1 records'.

Test	GSID	Requested On
APPROVED	14620	10/08/2023

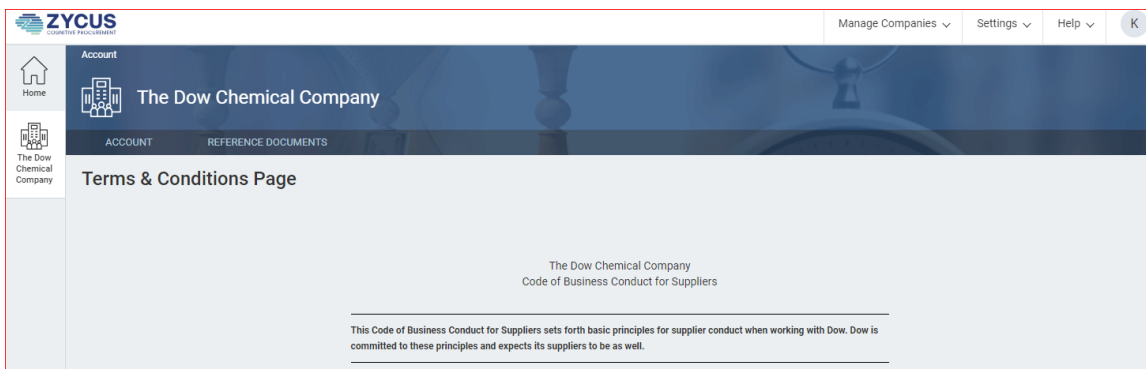
- Go to 'Manage Companies' above > select 'Connect to Customer' > The Dow Chemical Company pop-up will appear. Select 'Go'

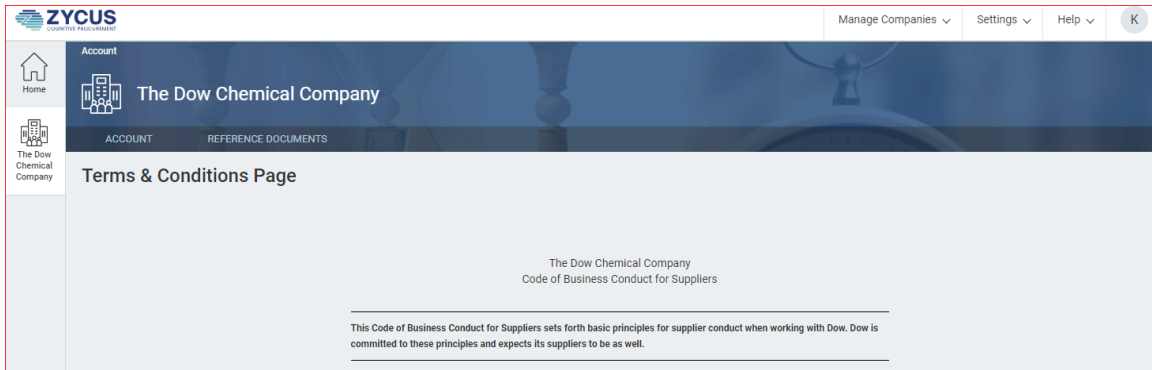


- Fill in the mandatory fields within the 'Company Registration Form' and select 'Create'



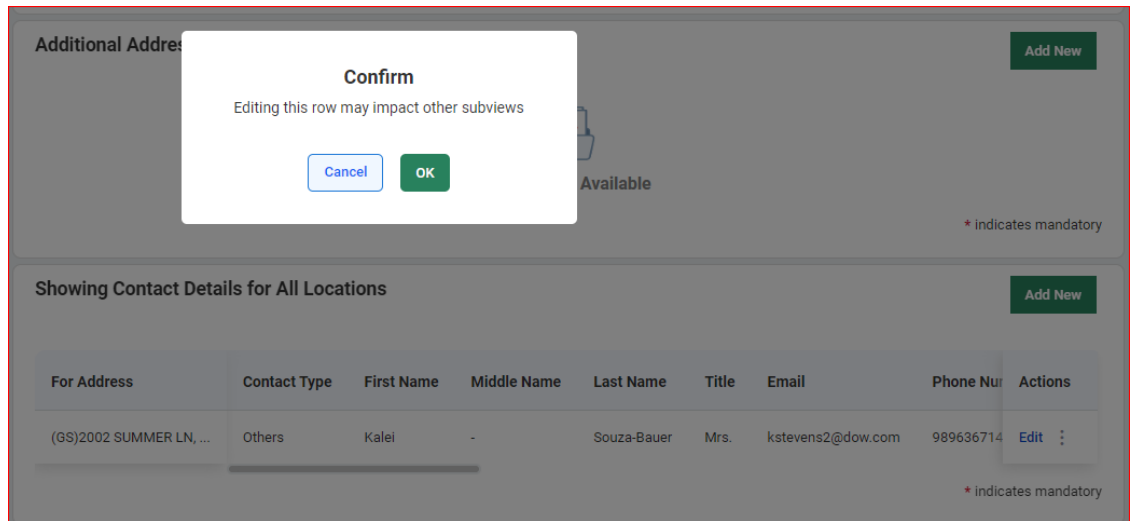
- 'Terms & Conditions Page' will pop-up > Please review the information until the bottom section to mark the box as you comply and are in agreement.



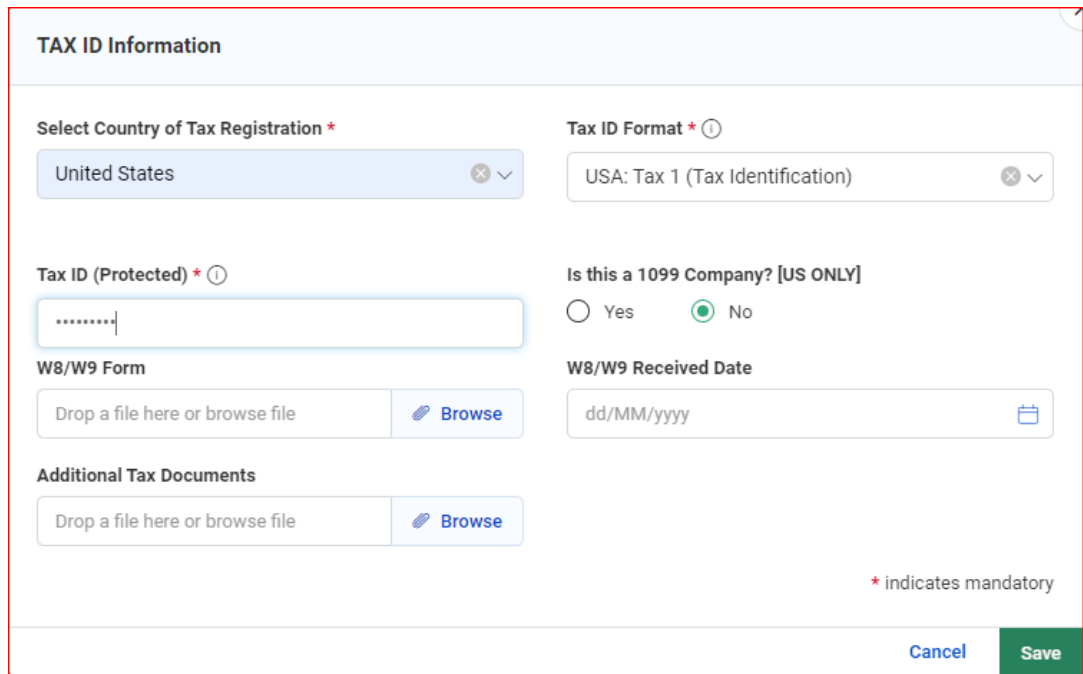


➤ Fill in the following sections:

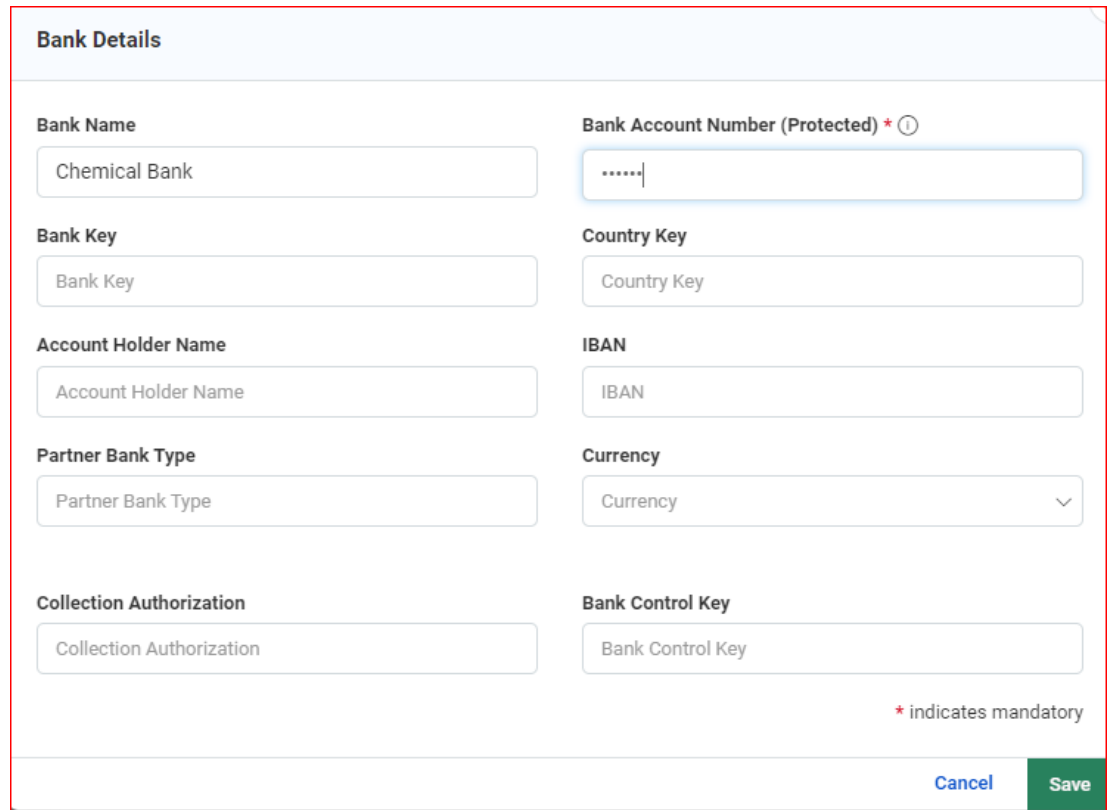
- Company (Company Details) and any Supporting Documents you have. Those will need to be attached.
- Address: All Locations and Contact Details



➤ Tax ID Information > Add New > Example of what is entered, then select 'Save'



- Financial > Bank Details > Add New > Enter the required information, then select 'Save'

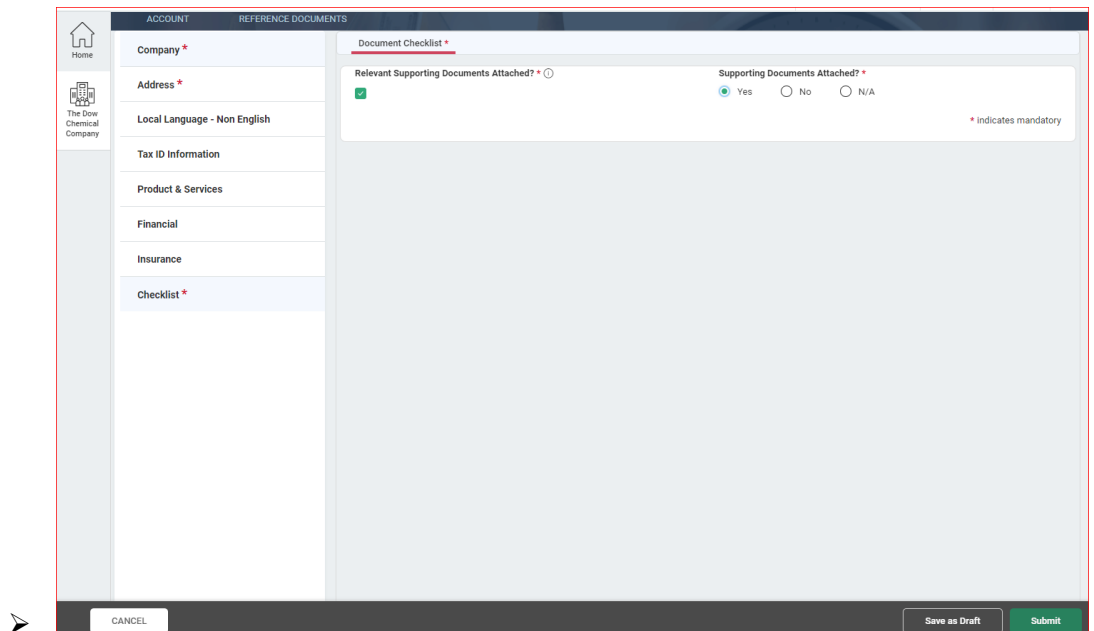


The image shows a 'Bank Details' form with the following fields:

- Bank Name:** Text input containing 'Chemical Bank'.
- Bank Account Number (Protected):** Text input containing '.....'.
- Bank Key:** Text input containing 'Bank Key'.
- Country Key:** Text input containing 'Country Key'.
- Account Holder Name:** Text input containing 'Account Holder Name'.
- IBAN:** Text input containing 'IBAN'.
- Partner Bank Type:** Text input containing 'Partner Bank Type'.
- Currency:** Dropdown menu with 'Currency' selected.
- Collection Authorization:** Text input containing 'Collection Authorization'.
- Bank Control Key:** Text input containing 'Bank Control Key'.

At the bottom right, there is a legend: '\* indicates mandatory'. Below the form are two buttons: 'Cancel' and 'Save'.

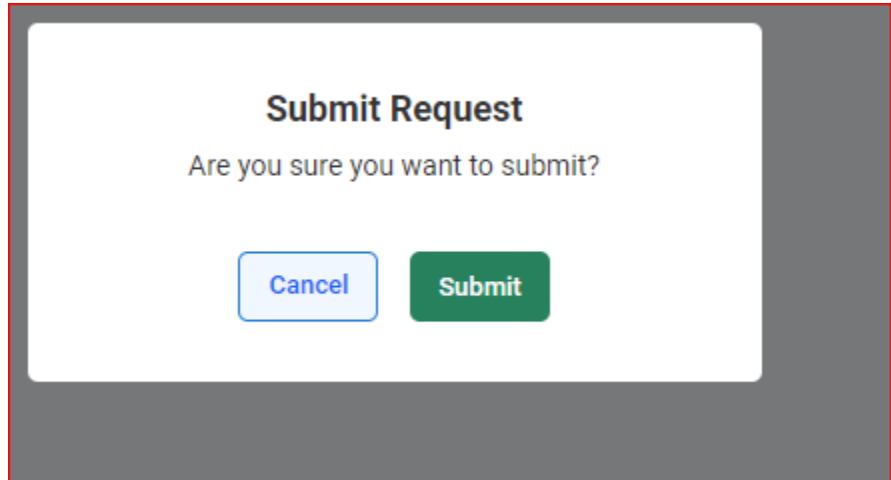
- Checklist > Document Checklist > Ensure ALL of your supporting documentation is attached, then check the box
  - If support documents are attached, mark question 'Supporting Documents Attached?' as YES.
  - When completed, select 'Submit'



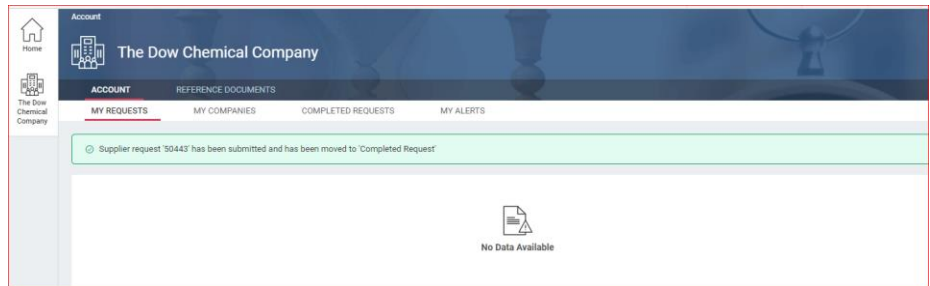
The image shows a 'Document Checklist' form with the following elements:

- Navigation:** Home icon, ACCOUNT, REFERENCE DOCUMENTS.
- Left Sidebar:** Company \*, Address \*, Local Language - Non English, Tax ID Information, Product & Services, Financial, Insurance, Checklist \*.
- Main Content:**
  - Document Checklist \***
  - Relevant Supporting Documents Attached? \***
  - Supporting Documents Attached? \***  Yes  No  N/A
- Legend:** \* indicates mandatory
- Buttons:** CANCEL, Save as Draft, Submit

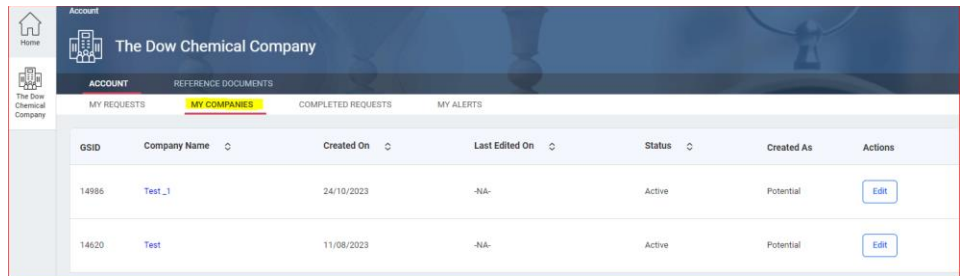
- Pop-up 'Submit Request' will appear, select 'Submit' to proceed or 'Cancel' to review the request.



- This will take you to 'My Requests' > This shows the Supplier request has been submitted.



- In 'My Companies' tab > the Supplier request will be visible with a status



- If an update is needed, select under Actions (Edit)

