

ZYCUS SUPPLIER INSTRUCTIONS

1. Supplier will receive Zycus registration email message.

This email will be sent to the address we have in our vendor records. You should use the same email to register your company on the Zycus Network. If this is not the appropriate email please contact supplierenablement@pharma.com

From: admin@zycus.com <admin@zycus.com>
Sent: Thursday, August 17, 2023 7:57 PM
To: Supplier email address
Subject: : Zycus Supplier Network Account Creation Notification

Dear Vendor,
 Welcome to the Zycus Supplier Network.

Registering on the Zycus Supplier Network is the first step to becoming a supplier with [Purdue Pharma L.P.](#). Once your Zycus Supplier Network profile is complete, you will be directed to register on the Pharma - STAGING specific registration portal.

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

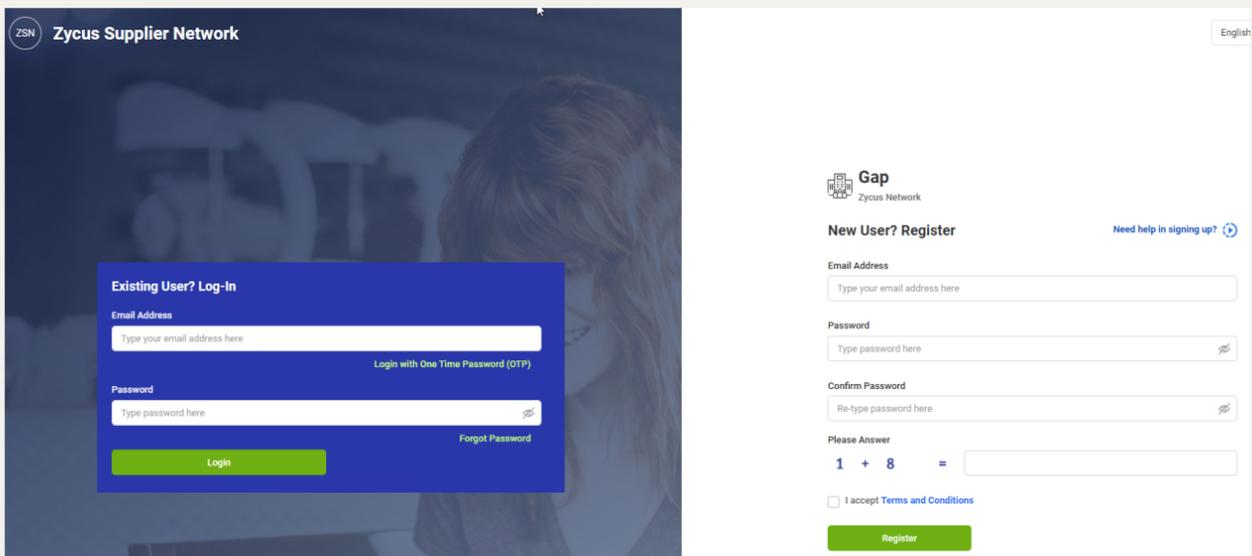
Link: <http://>

Upon successful registration, you will receive an e-mail with the activation link. You can access the portal only after activating your account.

Regards,
 Zycus Supplier Network

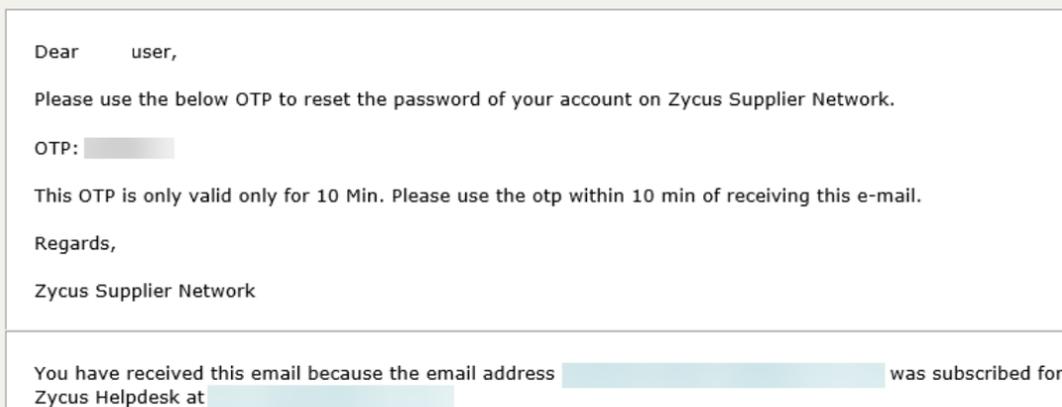
You have received this email because the email address was subscribed for email notifications for this supplier company on Zycus Supplier Network. In case of issues, please contact Zycus Helpdesk at

2. Upon clicking on the link, you will be taken to a login/registration page.

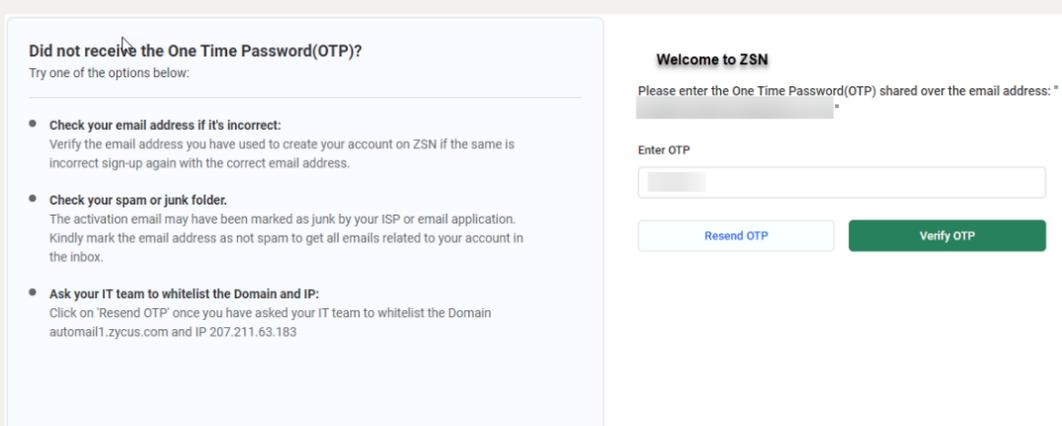


- Existing Zycus users can log in using their credentials.
 - You should see Purdue as a listed customer. If not, please reach out to Supplierenablement@Pharma.com
- New users will need to register by creating a new account (**team mailbox is preferred**).

3. (New registration) OTP code will be sent to the registered email address.



4. (New registration) Enter the OTP code sent and click on "Verify OTP" button.



5. After entering the OTP, the supplier will need to complete their profile.

The screenshot shows the ZYCUS 'My Profile' registration form. At the top, there is a progress bar with three steps: 1. Activate Account, 2. Complete My Profile (current step), and 3. Complete Company Profile. Below the progress bar, there is a note: '(Fields marked with * are mandatory)'. The form fields are:

- First Name ***: Text input field containing 'Test'.
- Last Name ***: Text input field with placeholder 'Enter last name'.
- Display Name ***: Text input field with placeholder 'Enter Display Name'.
- Designation ***: Text input field with placeholder 'Enter Designation'.
- Phone Number ***: Text input field with placeholder 'Enter Phone Number'.
- Fax number**: Text input field with placeholder 'Enter fax'.
- Country ***: Dropdown menu with 'Select' as the current selection.

- Complete all mandatory fields.

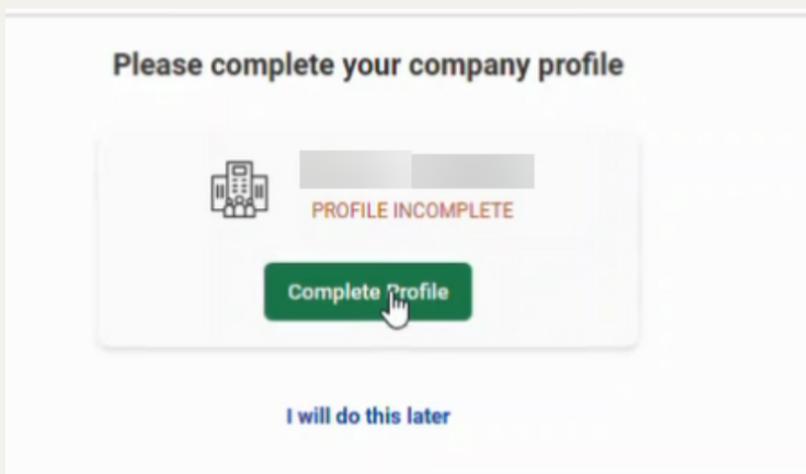
6. Additional Details.

- **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****

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



8. Complete Company Registration Form.

The screenshot shows the 'Company Registration Form'. The form fields are:

- Company ***: Text input field with placeholder 'Company'.
- Address Type ***: Dropdown menu with 'Head Quarter Address (HQ)' selected.
- Address 1 ***: Text input field with placeholder 'Address 1'.
- Address 2**: Text input field with placeholder 'Address 2'.
- Address 3**: Text input field with placeholder 'Address 3'.
- PO Box Number**: Text input field with placeholder 'PO Box Number'.
- Country ***: Dropdown menu with 'United States' selected.
- State ***: Dropdown menu with 'State' selected.
- City ***: Text input field with placeholder 'City'.
- Zip / Postal Code ***: Text input field with placeholder 'Zip / Postal Code'.
- Business Phone ***: Text input field with placeholder 'Business Phone'.

9. Company Menu bar details.

The screenshot shows the 'Company Menu bar details' section. The menu bar includes 'Company *', 'Address *', 'Financial *', and 'Insurance'. The 'Company *' menu item is selected, showing a sub-menu with 'Company Details' and 'Supporting Documents'. The 'Company Details' sub-menu is expanded, showing the following fields:

- Global Supplier Identifier**: 7916
- Company name ***: Text input field with 'Purdue Test' entered.
- Name 2**: Text input field with 'Name 2' entered.
- Name 3**: Text input field with 'Name 3' entered.
- Name 4**: Text input field with 'Name 4' entered.
- Vendor Type ***: Dropdown menu with 'Vendor Type' selected.

10. Complete HCP Vendor Classification information.

HCP Vendor Classification

Recipient First Name:

Recipient Middle Name:

Recipient Last Name/Organization Name:

State License Number:

Licensing State:

NPI Number:

HCP Recipient Type:

Specialties:

* indicates mandatory

- Complete HCP Vendor information.

11. Confirm Address information.

Company *

Address *

Financial *

Insurance

Vendor Classification *

All Locations * | **Contact Details *** | **Additional Email Addresses**

Associated Address(es) Add New

Select Legal/DBA supplier name	Address ID	Account Group	Address	Phone	Phone Extension	Actions
Purdue Test	-	Head Quarter Address...	TEST ADDRESS, STAMFO...	1234567891	-	Edit

* indicates mandatory

Showing Contact Details for All Locations Add New

For Address	Contact Type	First Name	Middle Name	Last Name	Title	Email	Actions
(HQ)TEST ADDRESS, ST...	Others	Test Name	-	Test Last Name	Test designation	SupplierEnablement@p...	Edit

* indicates mandatory

Additional Email Addresses Add New

12. Enter Vendor Payment Method.

Company *

Address *

Financial *

Insurance

Vendor Classification *

Bank Details Payment Method *

Bank Details Payment Method

Vendor Payment Method *

Check (For US Vendor Only)

ACH-Preferred Payment Method (US Vendor)

ACH-Preferred Payment Method (Non US Vendor)

Foreign Manual Wires

* indicates mandatory

13. Once all mandatory information is complete click "Submit".

Success

Supplier Request 8692 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

- The following message will appear.

Submission is routed to the procurement team for review.