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.

ZSN Zy	cus Supplier Network			English (US) En
		(Association)	New User? Register	Need help in signing up?
		10 - marting	Email Address	
	Existing User? Log-In		Type your email address here	
Read Street	Fmail Address	-3	Password	
	Type your email address here		Type password here	Þ
	Login with One Tim	e Password	Confirm Password	
		(OTP)	Re-type password here	Þ
	Password		Please Answer	
	Type password here	t Paceword	5 + 6 =	
	Login		I accept Terms and Conditions	
		MARIN	Register	

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.

← C	https://zsn.zycus.com/zsp/home/dashboard				P	85 0
Zycus:Dev	vDrops 🛃 Zycus Staging 🝝 Global Purchasing ae Aetna y BUSINES	IS OBJECTS CIO Organization F	 Depot and Tickets Diamond Sy 	ystems () Disability Site 27 DSF Manage Companies ↓	Settings v Help v	9 MocDel
$\hat{\omega}$	All Customers 🗸					
Home	My Dashboard		Та	o see overview of more busines	s areas + Add New Card	~
Chemical Company	Incomplete Profiles (0)					
	Pending Completion					
	All profiles have been completed					
	Supplier Requests	:	Sourcing Events			
	Test APPROVED OSID Requested On 14620 10/08/2023					
	1 of 1 records			No Records Available		

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

The Dow Chemical C	ompany			~
Cannot find a particular	Customer?			Go
ouniot nila a particular	oustonier.			
Login using the custom sent by the customer.	er specific registration link to con	nect to customer. This li	nk will be available in the invi	tation email

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

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$\widehat{\mathbf{G}}$	The D	ow Chemical Com	ipany		
Home	ACCOUNT	REFERENCE DOCUMENTS			
The Dow Chemical	Company Re	gistration Form			(Fields marked with * are manda
ompuny	Company *				
	Test_1				
	Address Type *		Address 1 *		
	Supplier Address	Ø ~	2002 Summer Lane		
	Address 2		Address 3		
	Address 2		Address 3		
	PO Box Number		Country *		
	PO Box Number		United States	© ~	
	State *		City *		
	Michigan	Ø~	Ва		
	Zip / Postal Code *		Business Phone *		
	48706		9892357148		
	Business Fax				
	Business Fax				
	Back				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.

	I' H HOCHING	Manage Companies 🗸	Settings 🗸	Help 🗸 🛛 K
Home	محمسة المحمسة	E		
	ACCOUNT REFERENCE DOCUMENTS			
Chemical Company	Terms & Conditions Page			
	The Dow Chemical Company Code of Business Conduct for Suppliers			
	This Code of Business Conduct for Sunnifers sets forth basic principles for sunnifer conduct when working	with Dow. Dow is		



➢ Fill in the following sections:

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

	Editing this row n	Confirm nay impact othe cel ок	r subviews) Available			Add N
showing Contact Deta	ils for All Locat	tions					* indicates man
For Address	Contact Type	First Name	Middle Name	Last Name	Title	Email	Phone Nur Action:
For Address (GS)2002 SUMMER LN,	Contact Type Others	First Name Kalei	Middle Name	Last Name Souza-Bauer	Title Mrs.	Email kstevens2@dow.com	Phone Nur Action: 989636714 Edit

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

, ,		Tax ID Format * 🕡						
United States	8~	USA: Tax 1 (Tax Identification)	8					
Tax ID (Protected) * 🕕		Is this a 1099 Company? [US ONLY]						
		🔿 Yes 💿 No						
W8/W9 Form		W8/W9 Received Date						
Drop a file here or browse file	Browse	dd/MM/yyyy	Ė					
Additional Tax Documents								
Additional Tax Documents Drop a file here or browse file	Ø Browse							

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

Bank Name	Bank Account Number (Protected) * 🕕
Chemical Bank	
Bank Key	Country Key
Bank Key	Country Key
Account Holder Name	IBAN
Account Holder Name	IBAN
Partner Bank Type	Currency
Partner Bank Type	Currency
Collection Authorization	Bank Control Key
Collection Authorization	Bank Control Key
	* indicates mand

- 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'



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.

Home	The D	ow Chemical Con	npany		
The Dow Chemical Company	MY REQUESTS	MY COMPANIES	COMPLETED REQUESTS	MY ALERTS	
	Supplier request	'50443' has been submitted an	d has been moved to 'Completed R	tequest	
				No Data Available	

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

Home	T	The Dow Chemical Co	mpany				
	ACCOUN	r REFERENCE DOCUMENTS					
The Dow Chemical Company	MY REQU	MY COMPANIES	COMPLETED REQUESTS	MY ALERTS			
	GSID	Company Name 🗘	Created On	Last Edited On 🛛 🗘	Status 🗘	Created As	Actions
	14986	Test_1	24/10/2023	-NA-	Active	Potential	Edit

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

Home	The Dow Chemical Company														
The Dow Chemical	ACCOUNT MY REQUESTS	REF	FERENCE DOCUMENT	rs _	COMPLETED R	EQUESTS	MY ALERTS	2			1.00				
Company	Request Number	0	Company Name	0	GSID	Request Type	Supplier Type	Business Location	Requested On	0	Elapsed time	o	S <mark>tatus</mark>	Actio	
	50443		Test_1		14985	Create	Potential	-NA-	24/10/2023		00:00		Approved	22	
	49905		Test		14620	Create	Potential	-NA-	11/08/2023		00:00		Approved		