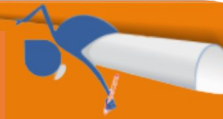




DPS- Zycus Supplier Network (ZSN)

GET CONNECTED



Dear Supplier,

Air Liquide has selected Zycus to operate our new contract lifecycle and performance evaluation platform.

A specific portal has been created to facilitate operations with our suppliers such as drawing up or signing contracts electronically and answering performance evaluation assessments.

*The purpose of this “**Get Connected**” document is to guide you through the registration process of your Company and users. To ensure a successful user experience with our procurement digital solution, it will be supplemented with “**How To**” videos for each module you may need to familiarize yourself with.*

All contacts in your organization that may need to interact with us through this tool will need to be registered on the platform.

We wish you a pleasant navigation!

Yours faithfully,



Corinne Hodan

Corporate Procurement Performance, Processes & Digital Director



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1 - Registration Process Overview

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2.3 Get Started with Performance Evaluation

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3- Forgot your Password?

4- Help & Support

What is DPS?

- A single integrated platform for procurement and their stakeholders



Suppliers



Air Liquide teams



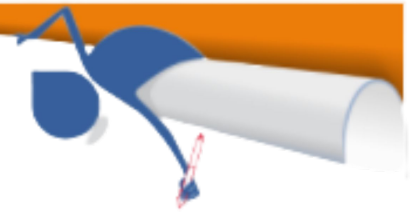
And all geographical & business lines

- Strategic procurement processes in scope

DPS functional today covers contract management and performance evaluation.



1- Registration Process Overview



In this registration process, you will receive 2 emails from Zycus

1. 1st email with an activation link
2. 2nd email with the One Time Password (OTP) to access the first time



Open the link you received by email (from support@zycus.com)

Register & accept Zycus T&C



Activate your account with the One Time Password (OTP) received by email

Complete your profile

Accept Air Liquide Terms & Conditions



Ready to use Zycus Supplier Network!

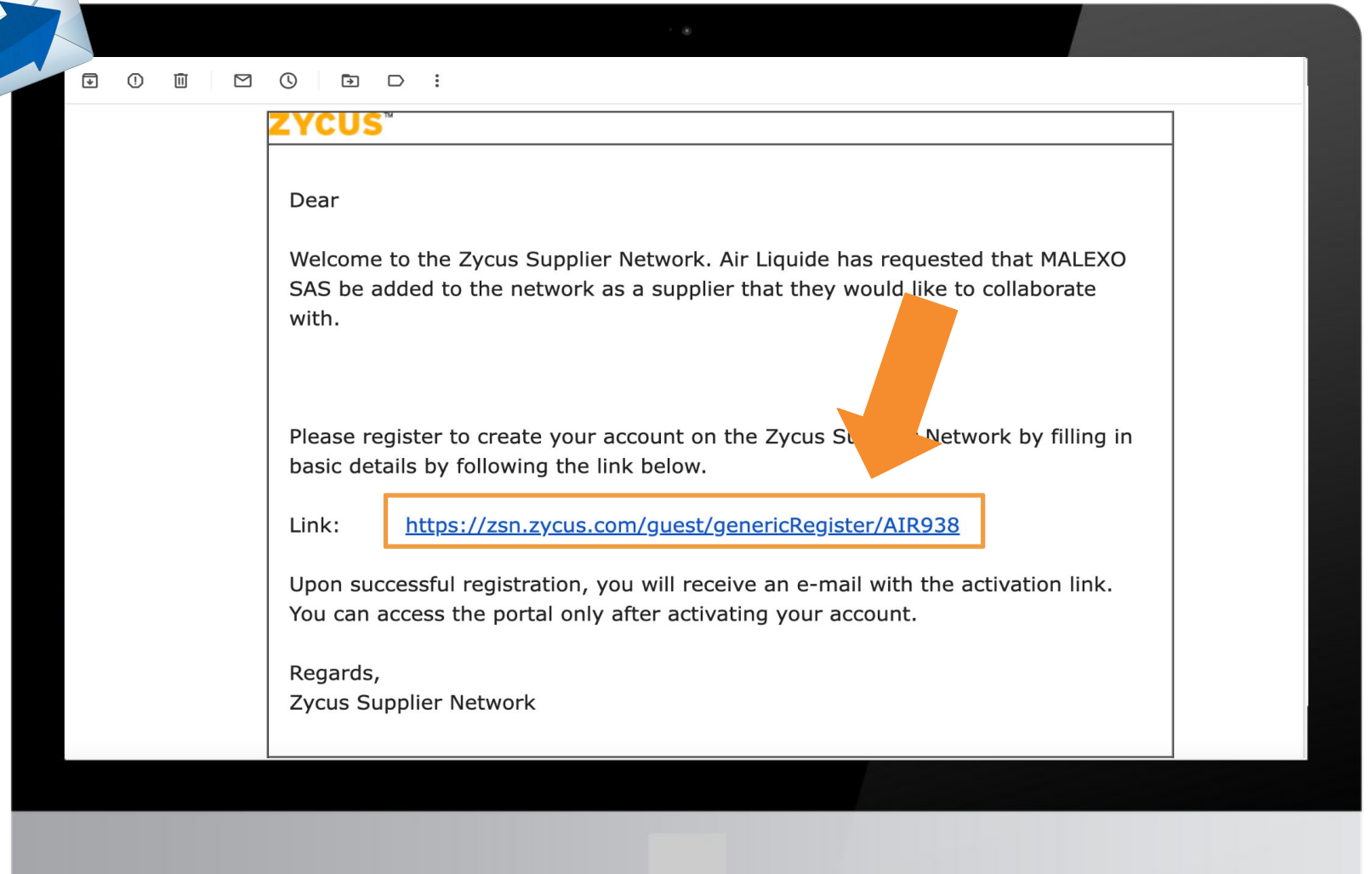
1.1 - Receiving the email from Zycus

Air Liquide suppliers can join the DPS-Zycus supplier network **ONLY** by using the link sent by Zycus.

Click on the link to initiate the registration process.



You will receive an email from Support@zycus.com. Check your spam folder if you don't see the email in your inbox. Your email application or Internet service provider may have rejected the email.



1.2 - Register

Link: <https://zsn.zycus.com/guest/genericRegister/AIR938>

1. Enter email address and password, solve the math captcha

2. Accept terms and conditions of Zycus (you can click on the link to consult the Zycus T&C)

3. Click on Register to proceed

Zycus Supplier Network

English (US)

Air Liquide
Zycus Network

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

Email Address **1**
Type your email address here

Password
Type password here

Confirm Password
Re-type password here

Please Answer
2 + **3** =

I accept [Terms and Conditions](#) **2**

Register **3**


and Send Screenshots
zsn.zycus.com/zsp/guest/genericRegister/AIR938
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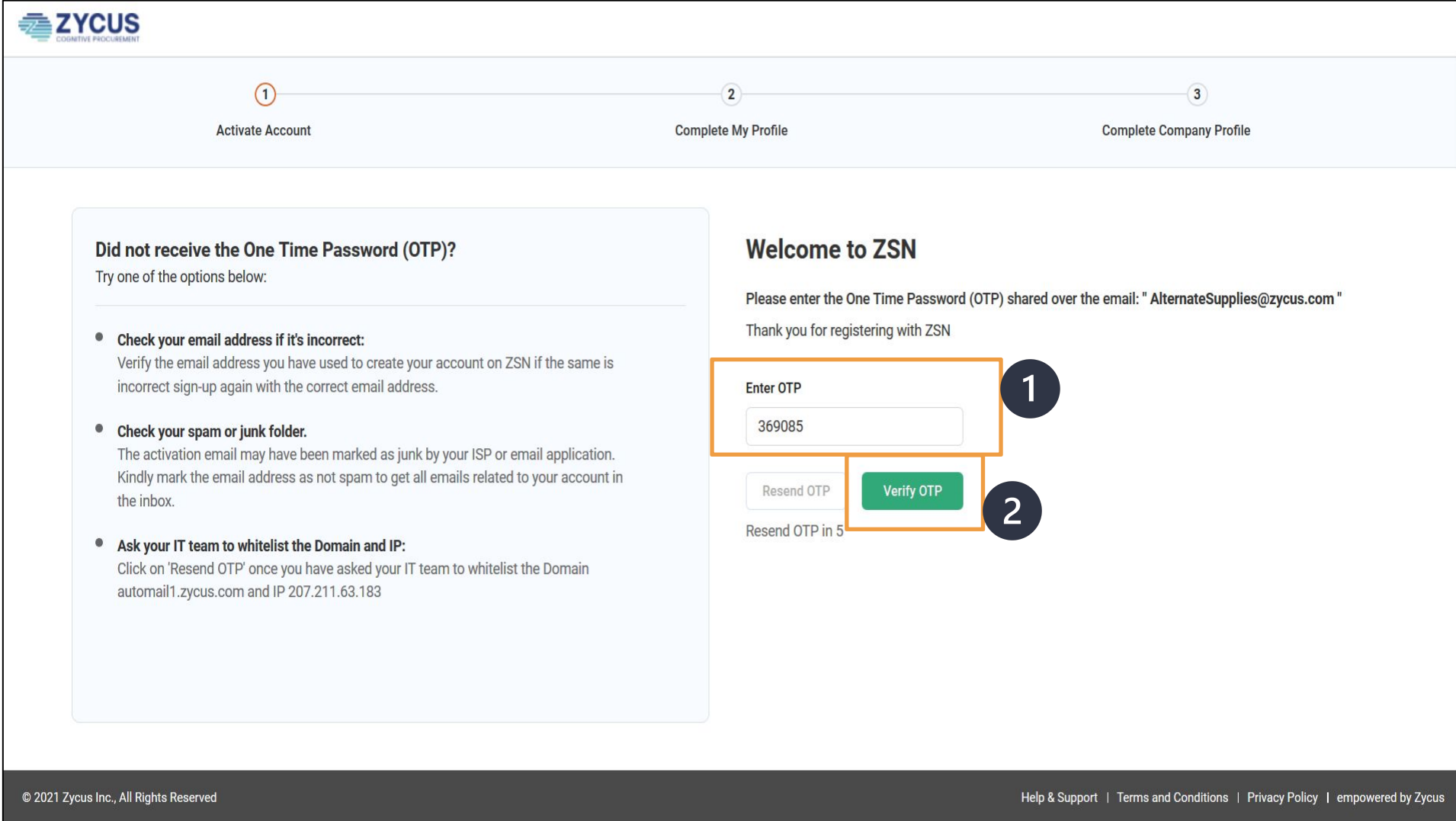
Help & Support | Terms and Conditions | Privacy Policy | empowered by Zyc

1.3 - Activate your account with OTP

The system sends a One Time Password (OTP) to the registered email address

1. Enter the One Time Password (OTP)
2. click on Verify OTP

 Check your spam folder if you don't see the email in your inbox. Your email application or Internet service provider may have rejected the email.



ZYCUS
CORPORATE PROCUREMENT

1 Activate Account 2 Complete My Profile 3 Complete Company Profile

Did not receive the One Time Password (OTP)?
Try one of the options below:

- **Check your email address if it's incorrect:**
Verify the email address you have used to create your account on ZSN if the same is incorrect sign-up again with the correct email address.
- **Check your spam or junk folder.**
The activation email may have been marked as junk by your ISP or email application. Kindly mark the email address as not spam to get all emails related to your account in the inbox.
- **Ask your IT team to whitelist the Domain and IP:**
Click on 'Resend OTP' once you have asked your IT team to whitelist the Domain automail1.zycus.com and IP 207.211.63.183

Welcome to ZSN

Please enter the One Time Password (OTP) shared over the email: " AlternateSupplies@zycus.com "

Thank you for registering with ZSN

Enter OTP

369085

Resend OTP Verify OTP

Resend OTP in 5

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1.4 - Complete your profile

1. Enter all the necessary details to complete your user profile

2. Click on Submit



All fields marked with a red asterisk are mandatory.

ZYCUS
COGNITIVE PROCUREMENT

1 Activate Account 2 Complete My Profile 3 Complete Company Profile

*(Fields marked with*are mandatory)*

My Profile

1

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

Additional Details

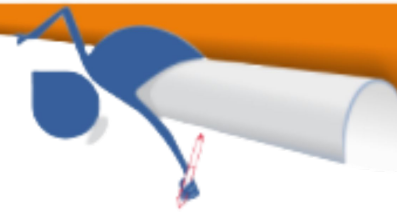
(To be filled based on your country)

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

Submit

2

2. ZSN Homepage Overview



The system creates the supplier profile and redirects to the ZSN Home page.

1. The dashboard shows the recent developments for each procurement activity.

ZYCUS
COGNITIVE PROCUREMENT

Manage Companies ▾ Settings ▾ Help ▾ J ▾

Home

All Customers ▾

Pending Tasks (1)

Air Liquide

Card Libraries Add New Card ▾

Risk/Performance Reports

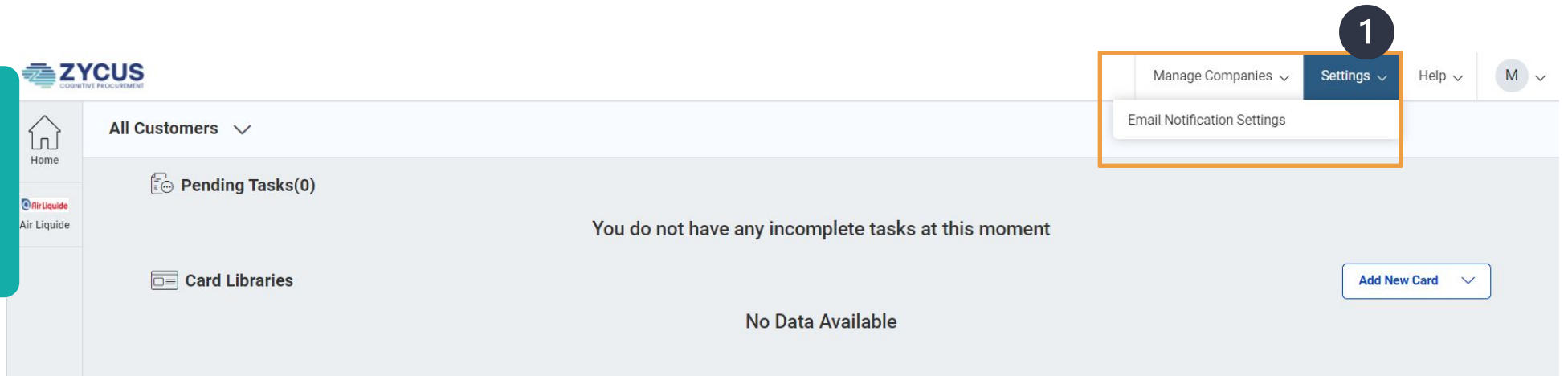
Event Name	Customer	Supplier	GSID
Supplier Perform...	Air Liquide	SMART DEAL	50
Supplier Perform...	Air Liquide	SMART DEAL	50
Supplier Qualific...	Air Liquide	SMART DEAL	50

Sourcing Events

Event Name	Customer	Event Id	Event Type	Open Date
Tender for 10 mobile phones	Air Liquide	1110351243	QUICK_SOURCE	12/01/2021 19:25
Tender for 10 mobile phones	Air Liquide	1110351242	QUICK_SOURCE	12/01/2021 19:23
AL iSource WORKSHOP English Auction 1				

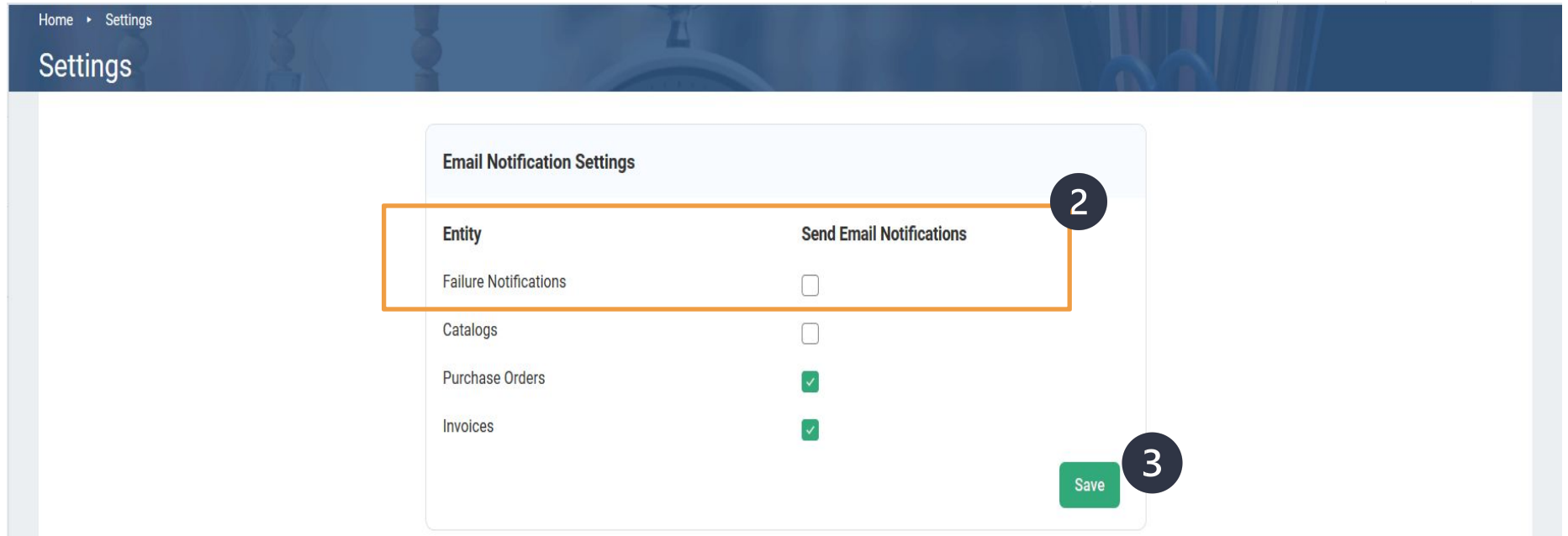
2.1- ZSN Email notification settings

1. Click on Email Notification Settings to toggle notifications on or off for various entities.



2. Check all the necessary boxes you want to receive the email notifications

3. Click on Save to make sure all the changes get applied



2.2- Get Started with Contract

ZYCUS
COGNITIVE PROCUREMENT

Manage Companies ▾ Settings ▾ Help ▾ J ▾

Home

Air Liquide Air Liquide

ACCOUNT EVENTS **CONTRACTS** RISK/PERFORMANCE REQUESTS REFERENCE DOCUMENTS

CONTRACTS

Contracts Awaiting Review

Search by Contract Number

Contract Number	Title	Requested By	Requested On	Status	Action
AIL10174	Satyam/2022/ALTEST	Remi Bosc	05/01/2022	Pending Signing	Action ▾
AIL10069	AL ABB 2021 eqp	Kingsley Antony	05/01/2022	Signed	Action ▾
AIL10126	Satyam/2021/Gaz	Remi Bosc	28/12/2021	Under External Review	Action ▾
AIL10081	IT WorkFlow	Remi Bosc	23/12/2021	Pending Signing	Action ▾
AIL10106	BUG_GROUP IT/PROC 02 - ICTR_14 Add internal reviewers for the negotiation stage (buyer) V2	Pauline Paternault	23/12/2021	Pending Signing	Action ▾
AIL10112	V3 BUG_GROUP IT/PROC 02 - ICTR_14 Add internal reviewers for the negotiation stage (buyer) V2	Pauline Paternault	23/12/2021	Signing in progress	Action ▾
AIL10114	V4 BUG_GROUP IT/PROC 02 - ICTR_14 Add internal reviewers for the negotiation stage (buyer) V2	Pauline Paternault	23/12/2021	Signed	Action ▾

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1. From this page, you can see all the contracts initiated, awaiting for your review
2. With their status
3. So that you can take the appropriate action

2.2- Get Started with Contract

ZYCUS
COGNITIVE PROCUREMENT

Manage Companies ▾ Settings ▾ Help ▾ J ▾

Home

Air Liquide Air Liquide

ACCOUNT EVENTS **CONTRACTS** RISK/PERFORMANCE REQUESTS REFERENCE DOCUMENTS

CONTRACTS

Contract

Search by


Contract						Action
AIL10174						Action ▾
AIL10069	AL ABB 2021 eqp	Kingsley Antony	05/01/2022	Signed		Action ▾
AIL10126	Satyam/2021/Gaz	Remi Bosc	28/12/2021	Under External Review		Action ▾
AIL10081	IT WorkFlow	Remi Bosc	23/12/2021	Pending Signing		Action ▾
AIL10106	BUG_GROUP IT/PROC 02 - ICTR_14 Add internal reviewers for the negotiation stage (buyer) V2	Pauline Paternault	23/12/2021	Pending Signing		Action ▾
AIL10112	V3 BUG_GROUP IT/PROC 02 - ICTR_14 Add internal reviewers for the negotiation stage (buyer) V2	Pauline Paternault	23/12/2021	Signing in progress		Action ▾
AIL10114	V4 BUG_GROUP IT/PROC 02 - ICTR_14 Add internal reviewers for the negotiation stage (buyer) V2	Pauline Paternault	23/12/2021	Signed		Action ▾

Explain and Send Screenshots

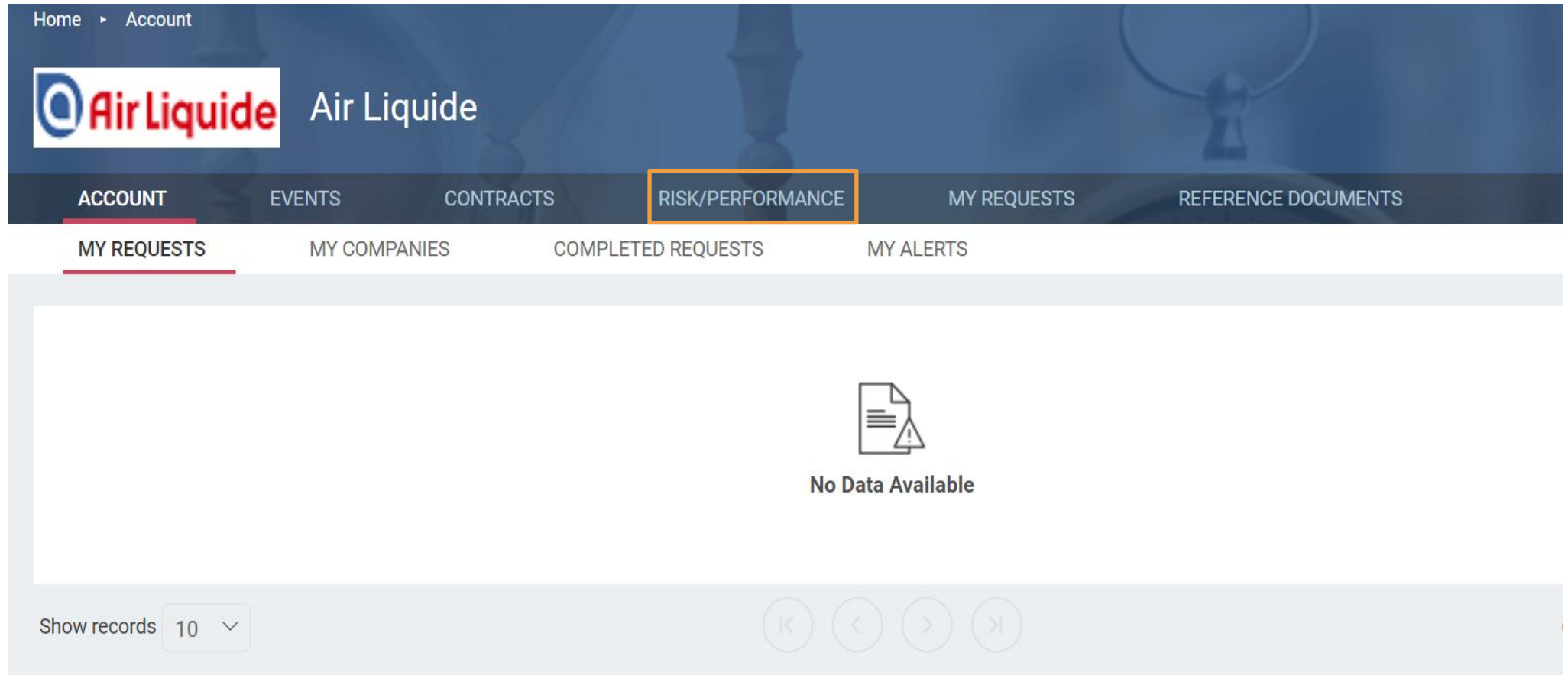
https://contracts-staging.zycus.com/Contract/negotiateList.htm?tenantId=0fba6f8-46b1-43d8-9b90-00cd8918ed6c&supplierContactId=695087_976426

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 To know more about ZSN Contracting, please check [the “How to” video on our Suppliers Onboarding Page](#)

2.3- Get Started with Performance Evaluation



The screenshot displays the Air Liquide account dashboard. At the top, there is a navigation bar with the Air Liquide logo and the text "Air Liquide". Below this, a dark blue navigation menu contains several options: "ACCOUNT", "EVENTS", "CONTRACTS", "RISK/PERFORMANCE", "MY REQUESTS", and "REFERENCE DOCUMENTS". The "RISK/PERFORMANCE" option is highlighted with an orange border. Below the navigation menu, there is a secondary row of options: "MY REQUESTS", "MY COMPANIES", "COMPLETED REQUESTS", and "MY ALERTS". The "MY REQUESTS" option is highlighted with a red underline. The main content area is currently empty, displaying a "No Data Available" message with a document icon and a warning triangle. At the bottom of the page, there is a "Show records" dropdown menu set to "10" and a set of navigation buttons (back, forward, etc.).

1. From this page, you can access to Risk/Performance evaluation


2.3- Get Started with Performance Evaluation

ACCOUNTS EVENTS CONTRACTS **RISK/PERFORMANCE** REQUESTS REFERENCE DOCUMENTS

SCORING RISK AND PERFORMANCE REPORTS SCARS ANALYSIS DEVELOPMENT PROGRAMS TASK AND MILESTONES < >

You are here : Score Event

Score Events


 This is a list of Events (Surveys) that you have been invited to score. You can click on **Respond** button to score **In Progress** events .

Clear All Filters

Name ▾

Name

Test Event 10

 **To know more about ZSN Performance Evaluation, please check [the “How to” video on our Suppliers Onboarding Page](#)**

Please enter the name and email id of the person to whom you want to delegate the event/assessment:

Name:*

Email Address:*

An email will be sent to this email address with a link to access the survey. The response will be submitted on your behalf and only 1 submission will be allowed.

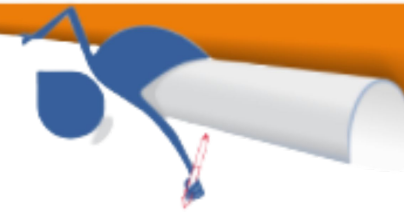
Delegate Cancel

2.4- Reference documents Air Liquide to Supplier

- 1. You can find reference documents Air Liquide want to share with you from this page.
- 2. It can be PDF documents
- 3. or links provided by Air Liquide

The screenshot shows the ZYCUS 'Customer Documents' interface for the company 'Air Liquide'. The top navigation bar includes 'Home', 'Customer Documents', and 'Air Liquide'. A secondary navigation bar contains 'ACCOUNT', 'EVENTS', 'CONTRACTS', 'RISK/PERFORMANCE', 'REQUESTS', and 'REFERENCE DOCUMENTS' (highlighted with a red box and a '1' in a black circle). Below this, a sub-navigation bar shows 'CUSTOMER DOCUMENTS' (highlighted with a red box and a '2' in a black circle) and 'REFERENCE LINKS' (highlighted with a red box and a '3' in a black circle). The main content area displays a message: 'These are the documents uploaded by your customer.' Below this, a document card is shown with a PDF icon, the title 'en-air-liquide-supplier-s-code-of-conduct-2018...', and a 'Download' button. The footer contains the text 'Explain and Send Screenshots' and a URL: 'https://devdrops-staging.zycus.com/zsp/zsn/referenceDocuments/documents?tenantId=01ba6f8-48b1-43d8-9690-00cd8918e48c'.

3- Forgot Password (1/2)



Registered users can also recover and reset their passwords using the Forgot Password option.

1. Enter your email ID

2. Click on Forgot Password

ZSN Zycus Supplier 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

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English (US) ▾

New User? Register

Need help in registering? [🔗](#)

Email Address

Type your email address here

Password

Type password here

Confirm Password

Re-type password here

Please Answer

1 + 7 =


I accept [Terms and Conditions](#)

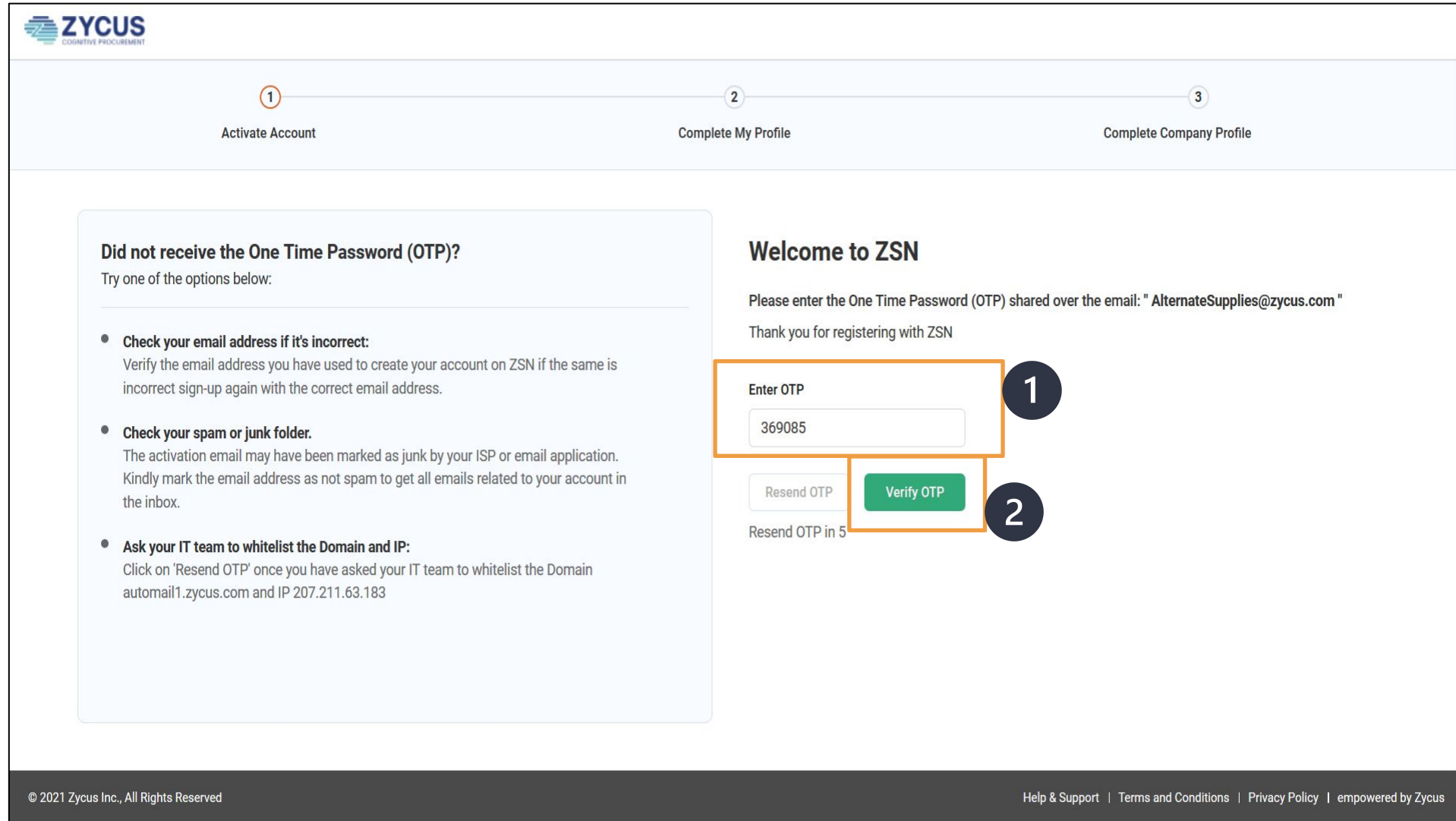
Register

3- Forgot Password (2/2)

The system sends a One Time Password (OTP) to the registered email address

1. Enter the One Time Password (OTP)
2. click on Verify OTP

 Check your spam folder if you don't see the email in your inbox. Your email application or Internet service provider may have rejected the email.



The screenshot shows the Zycus account activation and verification process. At the top, the Zycus logo is displayed. Below it, a progress bar indicates three steps: 1. Activate Account, 2. Complete My Profile, and 3. Complete Company Profile. The main content area is divided into two columns. The left column is titled "Did not receive the One Time Password (OTP)?" and provides instructions on how to resolve issues, such as checking the email address, spam folder, or IT team. The right column is titled "Welcome to ZSN" and prompts the user to enter the OTP. The OTP input field is highlighted with a red box and a red circle labeled "1". Below the input field are buttons for "Resend OTP" and "Verify OTP", with the "Verify OTP" button highlighted by a red box and a red circle labeled "2".

ZYCUS
CORPORATE PROCUREMENT

1 Activate Account 2 Complete My Profile 3 Complete Company Profile

Did not receive the One Time Password (OTP)?
Try one of the options below:

- **Check your email address if it's incorrect:**
Verify the email address you have used to create your account on ZSN if the same is incorrect sign-up again with the correct email address.
- **Check your spam or junk folder.**
The activation email may have been marked as junk by your ISP or email application. Kindly mark the email address as not spam to get all emails related to your account in the inbox.
- **Ask your IT team to whitelist the Domain and IP:**
Click on 'Resend OTP' once you have asked your IT team to whitelist the Domain automail1.zycus.com and IP 207.211.63.183

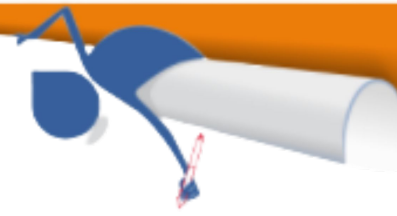
Welcome to ZSN
Please enter the One Time Password (OTP) shared over the email: " AlternateSupplies@zycus.com "
Thank you for registering with ZSN

Enter OTP **1**
369085

Resend OTP **Verify OTP** **2**
Resend OTP in 5

© 2021 Zycus Inc., All Rights Reserved Help & Support | Terms and Conditions | Privacy Policy | empowered by Zycus

4- Help & Support (1/3)



English (US)



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

Email Address

Password

Confirm Password

Please Answer
2 + 3 =

I accept [Terms and Conditions](#)



Zycus Supplier Network


Existing User? Log-In

Email Address

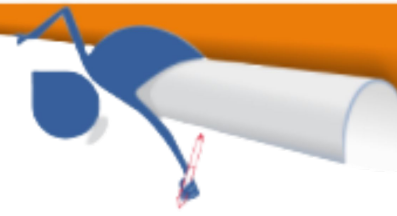
[Login with One Time Password \(OTP\)](#)

Password

[Forgot Password](#)

 A dedicated support is available by clicking on "Help & Support" at the bottom of the login page.

4- Help & Support (1/3)



English (US)



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

Email Address

Password

Confirm Password

Please Answer
2 + 3 =

I accept [Terms and Conditions](#)



Zycus Supplier Network


Existing User? Log-In

Email Address

[Login with One Time Password \(OTP\)](#)

Password

[Forgot Password](#)

 A dedicated support is available by clicking on "Help & Support" at the bottom of the login page.

4- Help & Support (2/3)

You can navigate in the FAQs section.


If you have other general queries, please contact your Air Liquide buyer, who's your privileged contact.

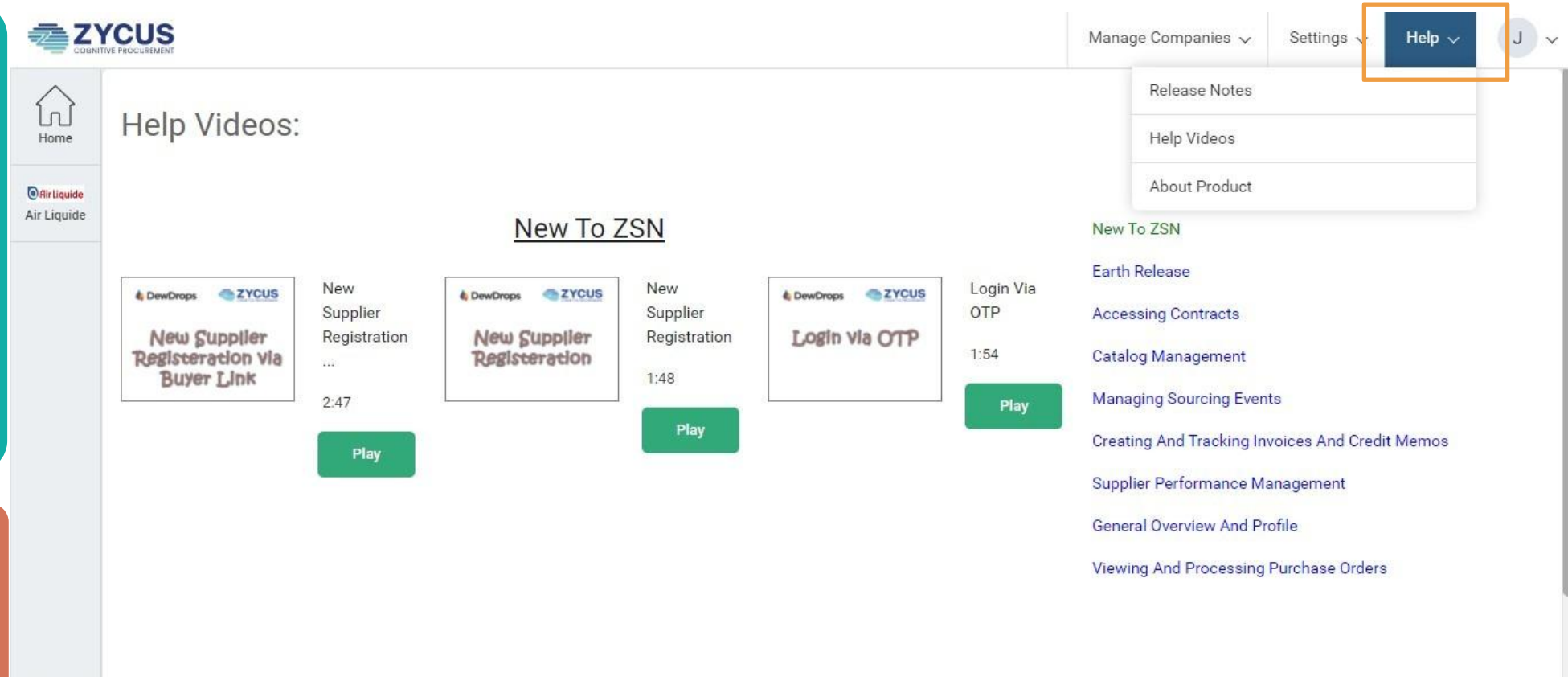
For any technical issues, you can reach out to tech-support@zycus.com

The screenshot displays a 'Help & Support' page. On the left, a navigation menu lists several categories: 'FAQs' (highlighted with an orange box), 'Email Verification', 'Unable to Login/Signup Issues', 'Supplier Registration', 'Forgot Password', and 'How do I participate in my buyer's event using an email invitation?'. The main content area is titled 'Email Verification' and contains five items: 'Unable to get the One Time Password Email', 'Unable to get the registration link', 'One Time Password (OTP) Expired', and 'How to Activate My account'. At the bottom, there are two lines of text: 'For any general queries (queries with Registration process, Registration form fields, General FAQs), kindly reach out to your Customer Point of Contact' and 'For any technical issues (Page not loading, Access Denied issue), you can reach out to tech-support@zycus.com' (the email address is highlighted with an orange box). A footer note reads 'Explain and Send Screenshots https://staging-zsn.zycus.com/vzsp/guest'.

4- Help & Support (3/3)

You can get help from your account by hitting the “Help button”, where you will find informations about the last Zycus release and Help videos

 The content is not fully updated yet for Air Liquide suppliers, please refer to your Air Liquide contact if you need specific help



The screenshot displays the ZYCUS user interface. At the top left is the ZYCUS logo with the tagline "COGNITIVE PROCUREMENT". Below the logo is a sidebar with "Home" and "Air Liquide" options. The main header contains "Manage Companies", "Settings", and a highlighted "Help" button. A dropdown menu from the "Help" button lists "Release Notes", "Help Videos", and "About Product". The main content area is titled "Help Videos:" and features a section "New To ZSN" with three video thumbnails: "New Supplier Registration via Buyer Link" (2:47), "New Supplier Registration" (1:48), and "Login Via OTP" (1:54). Each video has a "Play" button. On the right side, there is a vertical list of links under the heading "New To ZSN", including "Earth Release", "Accessing Contracts", "Catalog Management", "Managing Sourcing Events", "Creating And Tracking Invoices And Credit Memos", "Supplier Performance Management", "General Overview And Profile", and "Viewing And Processing Purchase Orders".