

Adding Additional Zycus Users at Your Company

Please add any additional users at your company that will need to access Zycus for performance and relationship assessments, sourcing events, and/or billing activities. Having the users registered now, with as much detail as possible, will ensure that the right people are getting the right messages at the right time.

This process will walk you through adding additional contacts from your company as users in the Zycus Supplier Network and will enable them to access the system and communicate with Blue Cross Blue Shield of Minnesota.

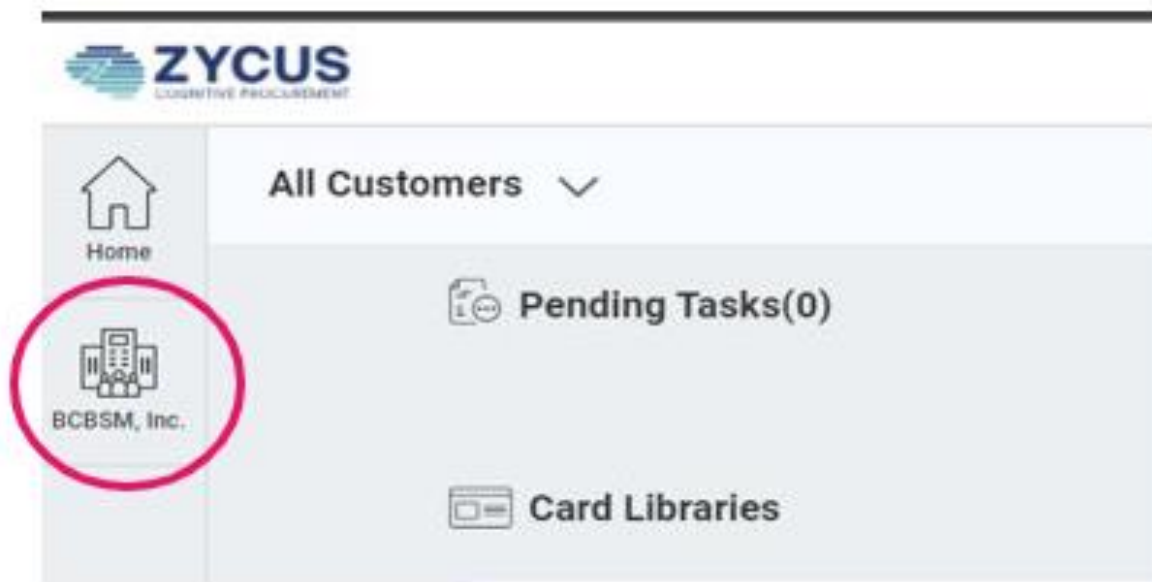
Once you walk through these steps and add them as users, they will receive a unique registration invitation from Zycus and can complete the process.

It is also important to have accurate data in Zycus to leverage the capabilities of the system and avoid inefficiencies.

Zycus provides help videos in the tool for adding users and making edits. Here are the steps and screenshots to add users at your company:

Step 1: Log into Zycus

Step 2: Select BCBSMN icon on the left-hand side of the screen



Step 3: Select "Account", located just under the BCBSMN icon in the blue area of the screen

Step 4: Select "My Companies"

Step 5: Under "Account" look under the word "Actions" and select "Edit"

ZYCUS
COURTNEY PROCUREMENT

Home

BCBSM, Inc.

ACCOUNT EVENTS CONTRACTS RISK/PERFORMANCE REQUESTS REFERENCE DOCUMENTS

My Requests My Companies Completed Requests My Alerts

GSID	Company Name	Created On	Last Edited On	Company Status	Created As	Actions
23	TEST 01	10/08/2021	12/08/2021	Active	Operational	View Edit

Page 1 of 1

Step: 3 Step: 4 Step: 5

Step 6: Select "Address"

Step 7: Select "Contact Details"

Step 8: Select the green "Add New" button.

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Home

BCBSM, Inc.

ACCOUNT EVENTS CONTRACTS RISK/PERFORMANCE REQUESTS REFERENCE DOCUMENTS

Company * Address * Purchasing * Financial * Diversity

Your are editing the supplier profile for business location : bcb_Facility

All Locations * Contact Details * My Locations

Showing Contact Details for All Locations

For Address	Contact Type	First Name	Middle Name	Last Name	Title	Email	Phone Number	Phone Extension	Cell Number
(HQ)MUMBAI, MUMBA...	Sales	AB	S	MR	bcbsmn.supplier1@zycus.com	9999999			1200

Cancel Save & Submit Save as Draft

* indicates mandatory views

Step: 6 Step: 7 Step: 8

Steps 9-12: Please read all these steps before saving

Step 9: Complete the “Add Showing Contact Details for All Locations” fields, being certain to scroll down all the way down to the end of the section. Complete as many fields as possible, even if they are not required, especially the time zone and currency fields.

Step 10: Select the pulldown menu for “Contact Type” and select the type that is the best fit. We suggest selecting the "PO-Remit To" contact type, unless you don't want to receive any POs or remittance advice. Otherwise, the contact type you select will have no bearing on the ZSN functionality for you.

Contact Types:

- *After Hours:* Support after official working hours
- *Sales:* Sales contact
- *Remit To:* Payment contact
- *PO-Remit To:* Purchase order point-of-contact
- *Non PO-Main Contact:* Supplier main contact
- *Others:* Any other contact type

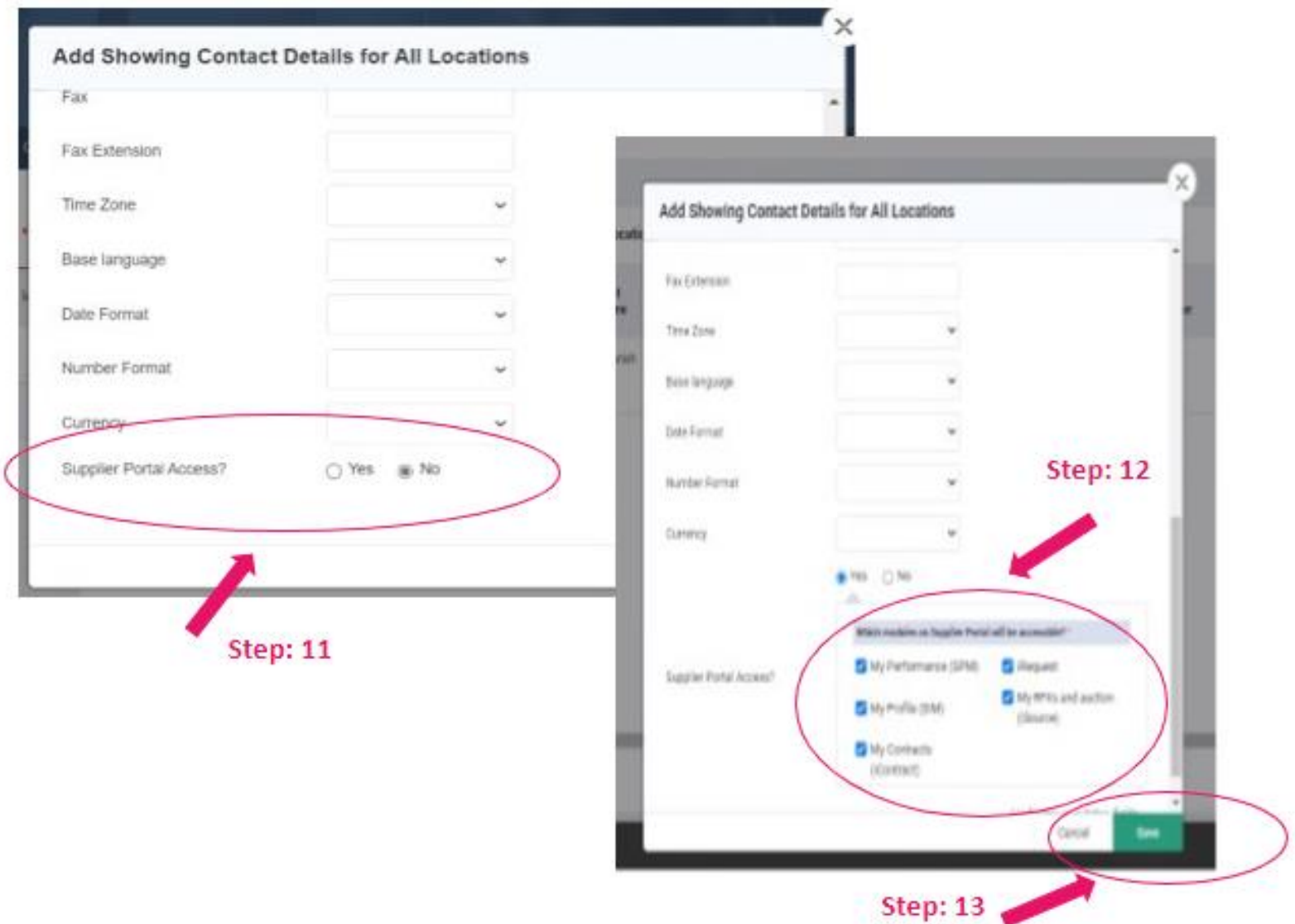
The screenshot shows the top portion of a web form titled "Add Showing Contact Details for All Locations". The title is circled in red. Below the title, the form has a section header "Showing Contact Details for All Locations" followed by several input fields: "For Address *", "Contact Type *", "First Name *", "Middle Name", "Last Name *", "Title *", "Email *", and "Phone Number *". A red arrow points from the text "Step: 9" to the circled title.

This screenshot shows the same form as the previous one, but with the "Contact Type *" dropdown menu open. The dropdown menu is circled in red and contains the following options: "After Hours", "Sales", "Others", "Remit To", "PO-Remit To", and "Non PO-Main Contact". A red arrow points from the text "Step: 10" to the dropdown menu. At the bottom right of the form, there are "Cancel" and "Save" buttons.

Step 11: Select “YES” for “Supplier Portal Access”

Step 12: When asked “Which modules on Supplier Portal will be accessible?” select all the choices

Step 13: After you have completed all the contact details, select the green “Save” button



Step 14: Select 'Save & Submit' at the bottom of the screen to apply your changes.

The screenshot shows the Zycus interface for BCBSM, Inc. The 'Address' tab is active. A table titled 'Showing Contact Details for All Locations' contains the following data:

For Address	Contact Type	First Name	Middle Name	Last Name	Title	Email	Phone Number	Phone Extension	Cell Number
(HQMUMBAI, MUMBA...	Sales	AB		S	MR	bcbasm.supplier1@zycus.com	9090999		1200

At the bottom right, the 'Save & Submit' button is circled in red, with a red arrow pointing to it from the text 'Step: 14'.

Step 15: Please notify the new user that they have been added to your company account, that is connected to Blue Cross, as a user in Zycus. The new user contact you just created, saved, and submitted will receive a unique registration link directly from Zycus. They can use this to complete the registration process. This is the same process you followed when you registered with the Zycus Supplier Network.