

GUIDE TO REGISTERING AS A NEW SUPPLIER FOR BLUE CROSS AND BLUE SHIELD OF MINNESOTA

BACKGROUND: Blue Cross and Blue Shield of Minnesota (Blue Cross) is on a mission to bring automation, innovation and optimization into our goods and services procurement process. We have partnered with Zycus, an industry leader for Source to Pay (S2P) and Procure to Pay (P2P) capabilities, to help us reach our goals.

[Learn more about Zycus](#)

Companies who are interested in working with Blue Cross can use the Zycus Supplier Network (ZSN) to register as a supplier for potential future use. Companies may also be asked by Blue Cross to register as a supplier in ZSN as part of our contract negotiation process. All suppliers, once they are registered, can update basic demographic and contact information to ensure Blue Cross has the most up-to-date information about your organization.

REGISTRATION PROCESS: **New users MUST do this first!**

1. Navigate to www.bluecrossmn.com/suppliers. Click on the blue **Log into Zycus** box.



Supplier resources

Supplier management is now conducted in the Zycus Supplier Network (ZSN)

Blue Cross and Blue Shield of Minnesota (Blue Cross) is on a mission to bring automation, innovation and optimization into our goods and services procurement process, while increasing our connections with diverse suppliers.

Zycus Supplier Network

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Supplier portal

The Zycus Supplier Network lets you:

- Register to become a supplier
- Update your company's information
- Participate in sourcing events

[LOG IN TO ZYCUS](#)



2. Complete the fields in the section for New Users. Zycus will send a one-time password that is needed to complete your registration. **TIP:** Check your spam or junk folder if you do not receive this email.

The screenshot shows the registration page for the Zycus Supplier Network. At the top, there are logos for BCBSM, Inc. and Zycus Network. Below the logos, there is a link for 'New User? Register' and a link for 'Need help in signing up?'. The form contains the following fields: 'Email Address' (with a placeholder 'Type your email address here'), 'Password' (with a placeholder 'Type password here' and a strength indicator), 'Confirm Password' (with a placeholder 'Re-type password here' and a strength indicator), and 'Please Answer' (with a math problem '3 + 6 ='). There is also a checkbox for 'I accept Terms and Conditions' and a green 'Register' button at the bottom.

- Once your email address has been activated, you will be directed to add basic information about your company. When you have finished, click on the green **Submit** button.

(Fields marked with*are mandatory)

My Profile

First Name *
 Last Name *
 Display Name *
 Designation *

Phone Number *
 Fax number
 Country *

Additional Details

(To be filled based on your country)

Time Zone *
 Currency *
 Number Format *
 Date Format *

NOTE: If all required fields are not completed, Zycus will not let you submit your registration. Required fields have a red asterisk (*) next to the field name. Follow the prompts from Zycus to ensure all required fields are completed.

- Blue Cross will receive notice of your registration and will review the submission before approving your company as a Potential supplier. Zycus will send an email when this approval has been completed.

UPDATING PROCESS:

- Navigate to www.bluecrossmn.com/suppliers. Click on the blue **Log into Zycus** box.



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Supplier portal

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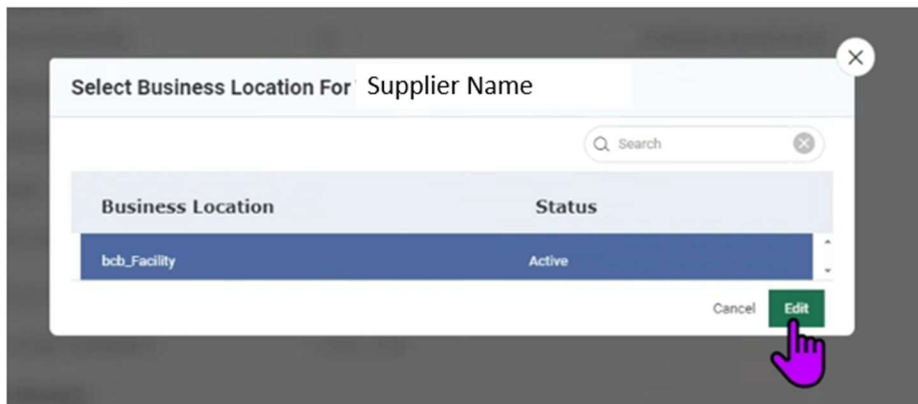
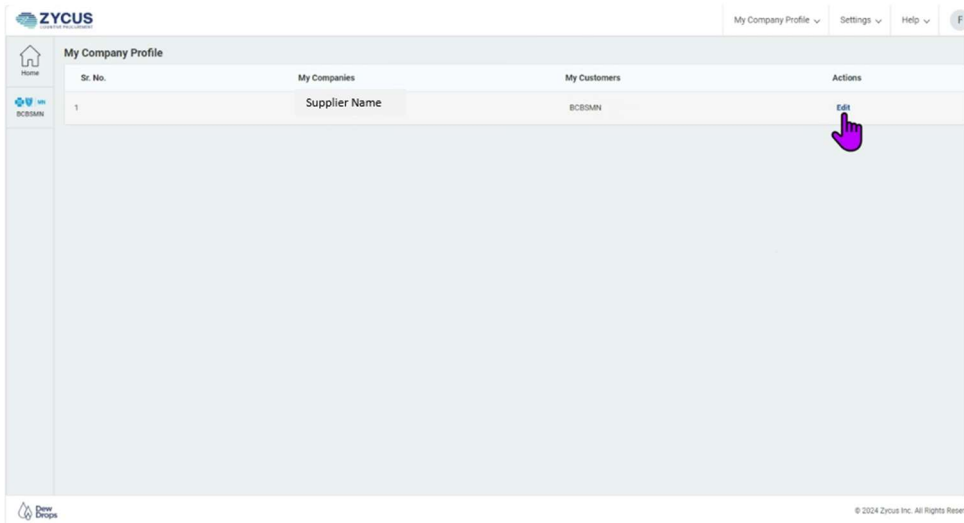
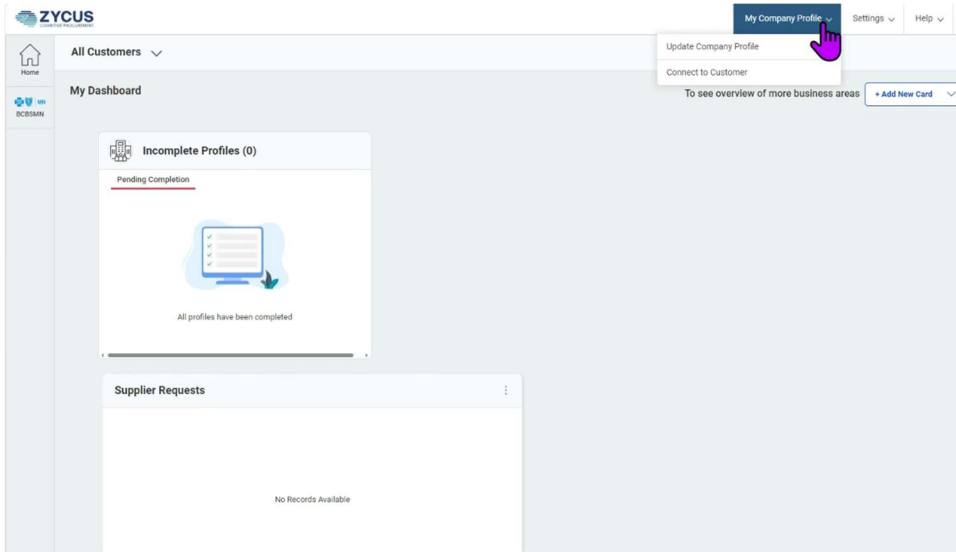
- Register to become a supplier
- Update your company's information
- Participate in sourcing events

LOG IN TO ZYCUS



- Use your email and password in the section for Existing Users.

3. Verify that the **BCBSM, Inc.** icon is listed on the left side of the screen.
4. Click on **My Company Profile** in the upper right, select **Update Company Profile**, **Edit** and then **Highlight bcb_Facility** and click on **Edit**.



This will bring you to your company's profile in our BCBSM Inc network. You are now able to edit your profile. **NOTE:** Skip steps 5 & 6 if you do not need to update your payment method.

5. From the left navigation guide, click on the **Purchasing tab**. In the field **Payment Method**, select your **preferred method of payment**. Then navigate to the **Financial tab** to enter your **bank account details** which will include **uploading a bank letter or voided check**.

Company *

Address *

Purchasing *

Financial *

Diversity

- a. If you select **T-Electronic payment**, click to any other option from the left navigation guide to have a new option called **Financial** appear. Enter your banking details, as requested.
NOTE: Bank Key is your bank's routing number and Country Key is 01 or US
6. Once you are finished selecting your payment method and adding banking details (if applicable), you may be asked to add your **Certificate of Insurance** on the **Company** page.
 - a. If you do not wish to include it now, select **No**.
 - b. If you would like to add your certificate, select **Yes** and navigate to the certificate page to upload your certificate. Then click to any other option on the left navigation guide to have a new option called **Insurance** appear. Enter your insurance details.

Company *

Address *

Purchasing *

Insurance *

Diversity

7. Click on the green **Submit** button. **NOTE:** If all required fields are not completed, Zycus will not let you submit your onboarding. Required fields have a red asterisk (*) next to the field name. Follow the prompts from Zycus to ensure all required fields are completed.
8. Blue Cross will receive notice that you have completed your onboarding and will review the submission before approving your company as an Operational supplier. Zycus will send an email when this approval has been completed.

IMPORTANT CONSIDERATIONS:

- The Zycus experience works best with Chrome or Firefox.
- If you receive an error related to your federal tax ID already being in use, reach out to procurement@bluecrossmn.com, as this means your company is already registered as a supplier.
- If you do not remember your password, contact tech-support@zycus.com. Blue Cross does not have access to your password and we cannot reset it for you.
- If you need to change your email address, contact procurement@bluecrossmn.com for assistance.
- If you need to add another contact person for your company, use this guide: <https://www.bluecrossmn.com/sites/default/files/DAM/2022-02/Adding-Additional-Zycus-Users.pdf>.
- If you are registering as a supplier interested in doing business with Blue Cross, no further outreach is needed.
- Please visit www.bluecrossmn.com/suppliers for FAQs. If these do not answer your question, email procurement@bluecrossmn.com.

DIVERSE SUPPLIER REGISTRATION GUIDE



Introduction

Blue Cross Blue Shield of Minnesota values diversity and inclusion as an everyday practice and strategic advantage and so do our customers. Developing relationships with diverse suppliers helps meet the evolving needs and expectations of the markets we serve and provides collaborative growth opportunities. To that end, when you register to be supplier to Blue Cross Blue Shield of Minnesota, we'll ask you to confirm your status as a diverse or non-diverse entity. This is important so we can transparently identify diverse entities, set goals for continuous improvement, and promote diversity and inclusion across our supply chain.

Registration

Fill in the Company Registration Form with your organizational information. Then click the green "Create" button on the bottom right of the screen.

The screenshot shows the ZYCUS Company Registration Form. The form is titled "Company Registration Form" and is part of the BCBSMN account interface. The form includes the following fields:

- Company ***: Text input field for the company name.
- Address Type ***: Dropdown menu with "Head Quarter Address (HQ)" selected.
- Address 1 ***: Text input field for the primary address.
- Address 2**: Text input field for a secondary address.
- Address 3**: Text input field for a tertiary address.
- PO Box Number**: Text input field for a post office box number.
- Country ***: Dropdown menu with "United States" selected.
- State ***: Dropdown menu for the state.
- City ***: Text input field for the city.
- Zip / Postal Code ***: Text input field for the zip code.
- Business Phone ***: Text input field for the business phone number.
- Business Fax**: Text input field for the business fax number.

Terms & Conditions

Review & confirm agreement by checking the box stating "I have read and I agree to the above" at the bottom of the screen. Then click the green "Continue" button on the bottom right of the screen.

The screenshot shows the ZYCUS website interface. At the top, there is a navigation bar with the ZYCUS logo and links for "My Company Profile", "Settings", and "Help". Below this is a breadcrumb trail "Home > Account" and a header for "MN BCBSMN". The main content area is titled "Terms & Conditions Page" and contains the "Blue Cross Blue Shield of Minnesota Supplier Code of Conduct". The text describes the organization's mission and its commitment to suppliers. A bulleted list outlines the organization's values: listening to understand, listening to customers, seeking to address barriers to health equity, building relationships based on trust, and empowering each other to solve problems.

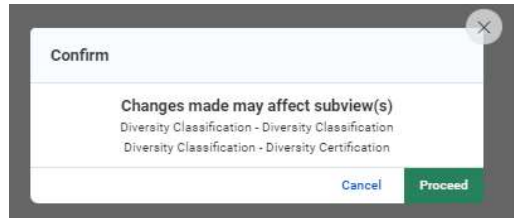
Company Details

Fill in your Company Details (ensure all *mandatory fields* are complete).

Under the **Diversity Information** section, if your organization is **NOT diverse**, select "No" and continue through the rest of the registration process. If your organization **IS diverse**, select "Yes".

The screenshot shows the "Company Details" form in the ZYCUS system. The form is divided into several sections: "Company Details", "Legal Name", "Business Size", "Language", "NAICS Code", "D&B Number", "Tax Information", "Corporate Hierarchy Information", and "Diversity Information". The "Diversity Information" section is highlighted with a red box and contains a dropdown menu with the question "Does your organization identify as a Diverse Supplier?". The form also includes a "Parent Name" field and a "Diversity Information" section with a dropdown menu. A small asterisk indicates mandatory fields.

Note that you may receive a notification from Zycus to confirm the change. Click "Proceed" and note that on the left side of the view, a new subview has been populated, titled "Diversity Classification".

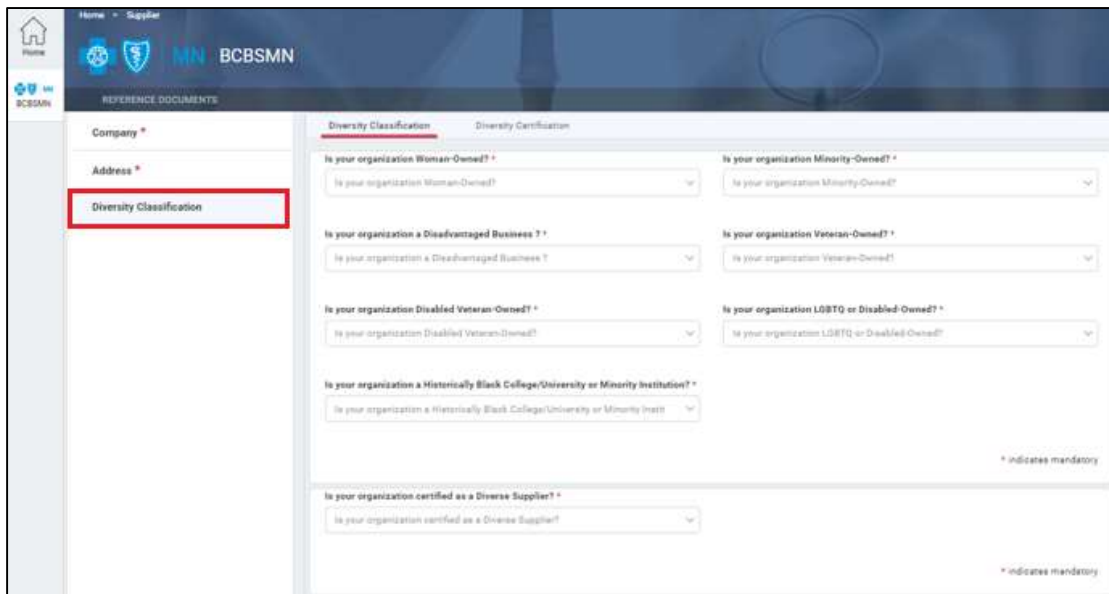


Diversity Classification

Blue Cross Blue Shield of Minnesota defines a diverse organization as a continuing, independent, for-profit business, at least 51% owned and controlled by one or more minority group members, women, veterans, disabled or LGBTQ person(s). Minority groups include Black/African American, Hispanic, Asian Indian, Asian Pacific and Native American/Indigenous person(s). HUBZone businesses are also defined as diverse suppliers.

Utilize the drop downs within the Diversity Classification section to select the appropriate classification(s) for your organization. *Each field requires a response.*

Blue Cross Blue Shield of Minnesota accepts self-identified and third-party certified organizations within the Supplier Diversity program.



Confirm your status as a "Self-Identified", "In Process of Certification" or "Third Party Certified".

Is your organization certified as a Diverse Supplier? *

- No
- Self-Certified
- In Process of Certification
- Third Party Certified

* indicates mandatory

If your organization is self-identifying as diverse, a question will populate for you to confirm your self-attestation. Check the box to confirm.

Self Certified

By checking this box, I affirm that the diversity information associated with my company's supplier profile is to the best of my knowledge true, accurate, and complete. Furthermore, I affirm that I am authorized to make this attestation on behalf of my company. * ⓘ

Organizations that are third party certified, note that you may receive a notification from Zycus to confirm the change. Click "Proceed" and note that on the left side of the view, a new subview has been populated, titled "Diversity Classification".

Confirm

Changes made may affect subview(s)
Diversity Classification - Self Certified
Third Party Certification - Third Party Certification

Cancel Proceed

ZYCUS

Home

- Company *
- Address *
- Diversity Classification
- Third Party Certification

Third Party Certification

Diversity Details

Add New

No Records Available

* indicates mandatory

To enter your third party certification information, click the "Add New" button for each certification to be entered. *Note that it is required to upload your certification(s) or letter(s) of certification as documentation of third party certification as well as the certification expiration date.*

Diversity Details

Certification Number

Diversity Certification Documents


Drop a file here or browse file

 **Browse**

Certification Sources

Certification Expiration Date



If your organization holds more than one certification, click the green "add new" button to provide additional certification information. 

Diversity Code *

* indicates mandatory