

# QUICK REFERENCE GUIDE

## REGISTERING AS AN IDAHO POWER SUPPLIER

Zycus Supplier Network (Zycus) is Idaho Power's supplier registration system. Using Zycus, suppliers can register, update their profile and respond to bid events. This guide is meant to help suppliers register in Zycus.

*Only one person from your company should register as a supplier. Once registered, you can add multiple contacts to your registration, and each of those contacts can then create their own Zycus account that will be linked to your company automatically based on their email address.*

1. Access the Zycus platform at <https://zsn.zycus.com/zsp/guest/genericRegister/IDA822>.

2. On the right side of the page, enter your email address and create a password.

3. Click Register, then complete the following steps:

1. **Activate Account.** Enter the one-time password (OTP) sent to your email, then click Verify OTP.

2. **Complete My Profile.** Fill in the required fields (marked with an asterisk), then click Submit.

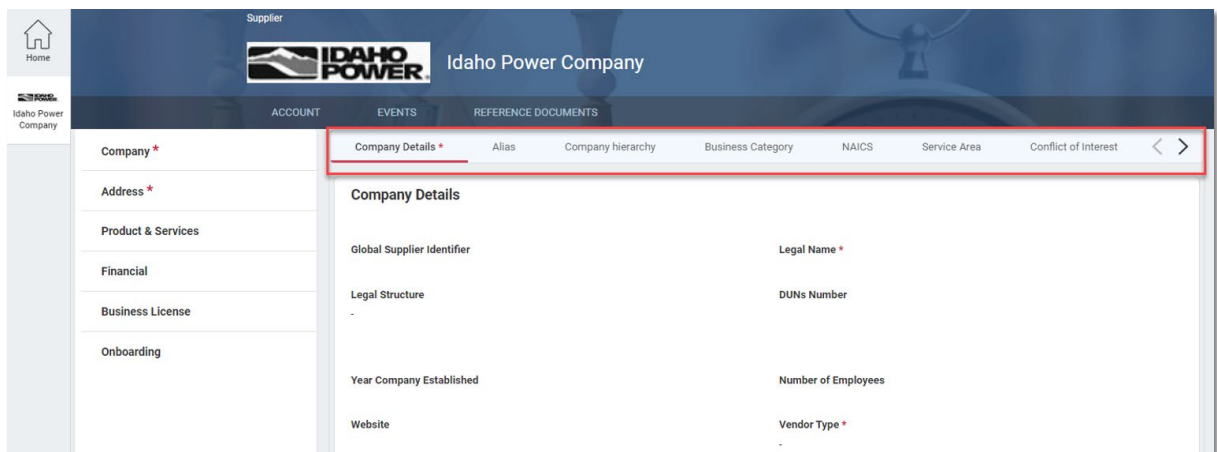
3. **Complete Company Profile.** Click Complete Profile and fill in the following sections. (**Note:** If you select I will do this later, your registration is **not complete**, and Idaho Power will not see your profile.)

- 3a. **Company Registration Form.** Fill in the required fields (marked with an asterisk), then click Create.

- 3b. **Supplier Code of Conduct.** Read and agree to the Supplier Code of Conduct, then click Continue.

- 3c. **Company/Address/Product & Services/Financial/Business License.**

You must fill in the required fields (marked with an asterisk) under each of these tab sections, **and** within each subsection in the tab's left-hand column. Scroll down the page to make entries for all the required subviews listed across the top of the page. Then select the next required view on the left-hand pane, and scroll through those subviews as well.



- To add new entries within a subsection (for example, to add a business category or a product or service [taxonomy]), click Add New in the upper-right corner of that subsection. In the pop-up box, fill in the required fields and click Save. You may add multiple entries using this method.
- Under the Address tab, in the Contact Details subsection, your contact information will display by default. You can add more contacts for your business in this section by clicking Add New. For the Supplier Portal Access field, be sure to select Yes.
- If you prefer that your checks reflect a business name other than you company name, be sure to fill out the DBA alias section. This is only required if you are doing business under a DBA name.


4. After filling out the required fields in all tabs of your company profile, click **Save & Submit > Submit**. **Important:** If you do not click Save & Submit but instead click Save as Draft, your registration is not complete, and Idaho Power will not see your profile.

If a required field is not filled out, an error message will display toward the top of the screen indicating which tab needs attention. You can click **Show All** to open a dialog of all the errors.

The screenshot shows a web form for company registration. At the top, a navigation bar includes 'On Submission Errors/Warnings', 'Section Company', 'Sub Section Company Det...', 'Field Legal Structure', and 'Error Mandatory Data: Legal Structure'. A 'Show All' button is highlighted in a red box. The form contains several fields: 'Legal Structure \*' (dropdown menu), 'DUNs Number' (text input), 'Year Company Established' (text input with a calendar icon), 'Number of Employees' (text input), 'Website' (text input), 'Vendor Type \*' (dropdown menu), and 'Company Type \*' (dropdown menu). Red error messages 'Select Value' are visible below the 'Legal Structure', 'Vendor Type', and 'Company Type' fields. A note at the bottom right states '\* indicates mandatory'.

- Click on each field error to be taken to that field, then add the entry. Click **Submit** again.

The screenshot shows a dialog box titled 'On Submission Errors/Warnings' with a 'Collapse' button. It lists three error messages: 'Mandatory Data: Legal Structure', 'Mandatory Data: Vendor Type', and 'Mandatory Data: Company Type'. The 'Mandatory Data: Vendor Type' message is highlighted with a red box. A sidebar on the left contains navigation links for 'Home', 'Address \*', 'Product & Services', 'Financial', and 'Business License'.

- » If you have successfully registered, you will see this message.  Congratulations! You will be notified of bid events for which your company qualifies.

### Success



Supplier Request 6551 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

Still have questions?  
Email [SupplierAdmin@idahopower.com](mailto:SupplierAdmin@idahopower.com).