

USER GUIDE:

WORKING WITH YOUR ZYCUS ZSN ACCOUNT

If your company has never registered with Idaho Power in Zycus ZSN, please follow the [Supplier Registration Quick Reference Guide](#) found on the Idaho Power Company website.

If you performed the registration process and Idaho Power alerted you that your registration is not complete, you can likely resolve the issue by following the [Completing Your Supplier Registration Guide](#) found on the Idaho Power Company website.

Once you have successfully registered your company in the Zycus ZSN portal, you can use the portal to update your profile, add contacts and respond to bid events for Idaho Power. This guide will give you highlights on using the ZSN website.

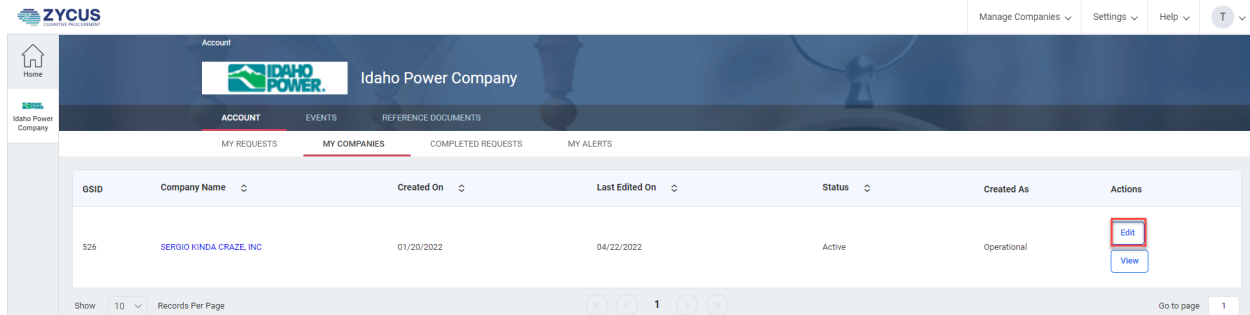
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Section 1: Update Contacts to Add or Remove Users

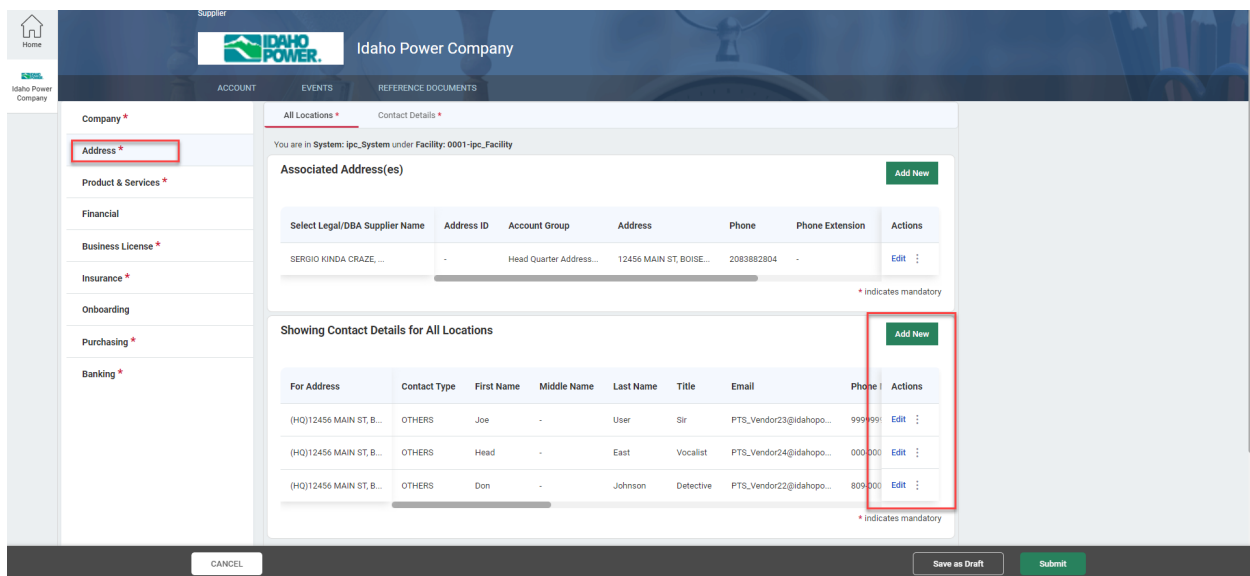
Your ZSN profile can contain multiple contacts. As an account owner (i.e., a contact with SIM access), you can add or remove contacts as necessary.

1. Login to your ZSN account at <https://zsn.zycus.com/zsp/guest>.
2. Click the Idaho Power logo, click “Account”, then click **My Companies**.
3. Click **Edit**.



The screenshot shows the ZYCUS account dashboard. The 'My Companies' tab is selected. A table lists companies with columns: OSID, Company Name, Created On, Last Edited On, Status, Created As, and Actions. The company 'SERGIO KINDA CRAZE, INC' is listed with OSID 526. The 'Edit' button in the Actions column is highlighted with a red box.

4. Click **Address** in the left-hand column.
5. Scroll down to the “Showing Contact Details” for “All Locations” section.
 - To add a new contact, click **Add New**.
 - To update an existing contact, click **Edit** for the relevant contact.
 - To remove a contact, click the ellipses button (three vertical dots), then click **Delete**.

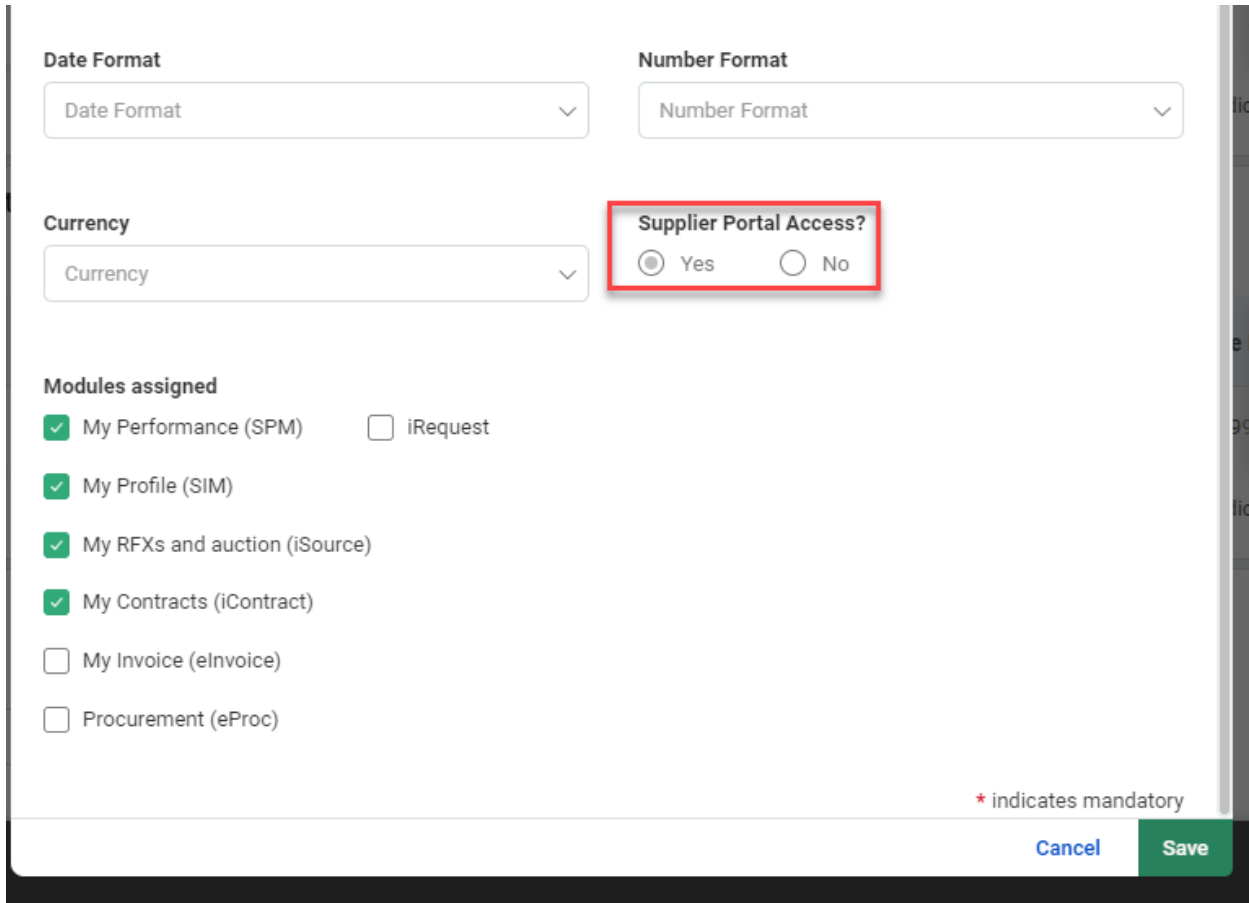


The screenshot shows the ZYCUS account dashboard with the 'Address' section selected. The 'Showing Contact Details for All Locations' section is visible, showing a table of contacts. The 'Add New' button is highlighted with a red box. The table has columns: For Address, Contact Type, First Name, Middle Name, Last Name, Title, Email, Phone, and Actions. Three contacts are listed, each with an 'Edit' button in the Actions column.

6. When adding a new contact, fill all required fields (marked with a red asterisk).
7. Contact logins are driven by email. You can use a generic email, but best practice is for each person who uses ZSN to have their own login and specific access based on need.

8. You can set the access a person has to the ZSN record by setting their contact record up in a certain way when filling out the Contact Details:

- All contacts should have Portal Access checked. This gives them access to use the ZSN site.



Date Format
Date Format

Number Format
Number Format

Currency
Currency

Supplier Portal Access?
☒ Yes
 ☐ No

Modules assigned

- ☒ My Performance (SPM) ☐ iRequest
- ☒ My Profile (SIM)
- ☒ My RFXs and auction (iSource)
- ☒ My Contracts (iContract)
- ☐ My Invoice (eInvoice)
- ☐ Procurement (eProc)

* indicates mandatory

Cancel Save

- Select the “Modules Assigned” based on the need for the contact. The available module options that display will depend on your status as a supplier. For POTENTIAL suppliers you will only be able to select My Profile (SIM) and My RFX and Auction (iSource). For OPERATIONAL suppliers, you will also be able to select My Performance (SPM), and My Contracts (iContract). My Invoice (eInvoice) and Procurement (eProc) will be available in the future.

Date Format

Date Format

Number Format

Number Format

Currency

Currency

Supplier Portal Access?

☒ Yes
☐ No

Modules assigned

☒ My Performance (SPM)
☐ iRequest

☒ My Profile (SIM)

☒ My RFXs and auction (iSource)

☒ My Contracts (iContract)

☐ My Invoice (eInvoice)

☐ Procurement (eProc)

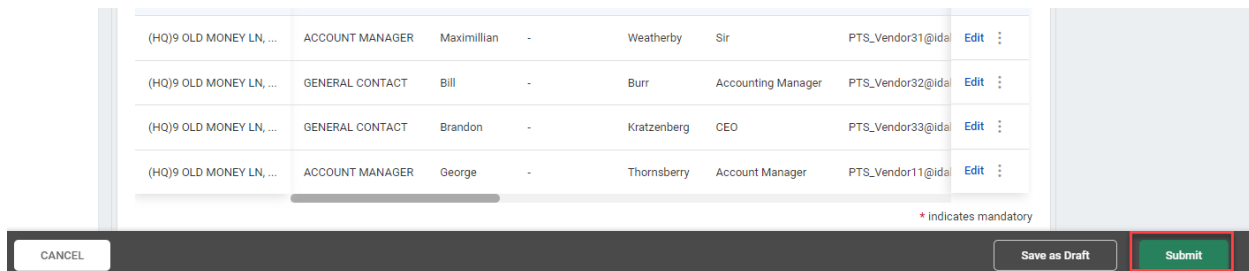
* indicates mandatory

Cancel
Save

- There should always be at least one contact with My Profile (SIM) checked. This allows the contact to update the ZSN profile for the company. (This contact should have Portal Access and SIM checked.)
 - It is a good practice to have more than one person with My Profile (SIM) access in the event that the account owner leaves the company.
 - If the only contact who has My Profile (SIM) access leaves the company, have them add a replacement contact prior to leaving, or email SupplierAdmin@idahopower.com.
 - Please note that in the event that IPC must assist you in adding a contact, the current contact with SIM access will receive an email that there is a pending change that they must complete and submit for approval. Until that contact logs in and makes any necessary updates and submits it for approval, and IPC approves the change, the new contact will not correctly be linked to your account. If the newly added contact is given SIM access, then this behavior does not apply. This contact will be able to complete the submission for approval.
 - The best practice for adding contacts is to follow the instructions in section two of this document.
- If the contact is responsible for bidding proposals, select My RFX's and Auction.
- If the contact is responsible for negotiating and signing contracts, select My Contracts.

- If the contact is responsible for responding to performance events, select My Performance.
- Do not select iRequest. This function is not used.
- It is okay to select all available modules for a contact, except iRequest. There should be at least one contact that has each of the modules assigned so that Idaho Power communications reach a person at your company.

9. Click **Save** to close the contact dialog box, then click **Submit**.



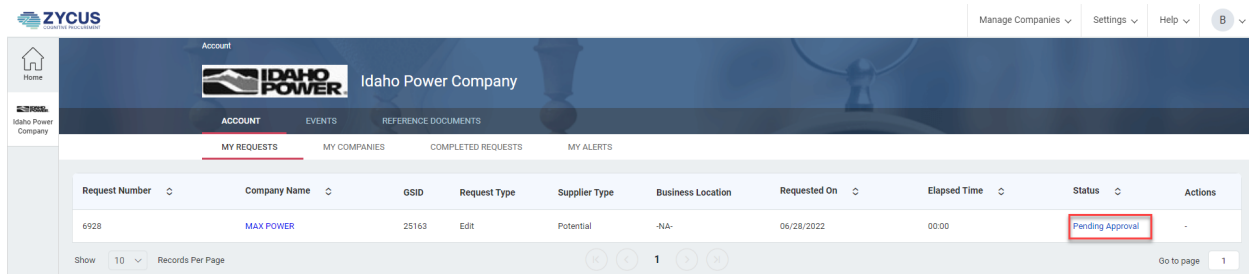
(HQ)9 OLD MONEY LN, ...	ACCOUNT MANAGER	Maximillian	-	Weatherby	Sir	PTS_Vendor31@ida	Edit
(HQ)9 OLD MONEY LN, ...	GENERAL CONTACT	Bill	-	Burr	Accounting Manager	PTS_Vendor32@ida	Edit
(HQ)9 OLD MONEY LN, ...	GENERAL CONTACT	Brandon	-	Kratzenberg	CEO	PTS_Vendor33@ida	Edit
(HQ)9 OLD MONEY LN, ...	ACCOUNT MANAGER	George	-	Thornsberry	Account Manager	PTS_Vendor11@ida	Edit

* Indicates mandatory

CANCEL Save as Draft **Submit**

10. When prompted with “Are you sure you want to submit,” click **Submit** again.

→ You should see your update in Pending Approval status.



ZYCUS Account

Idaho Power Company

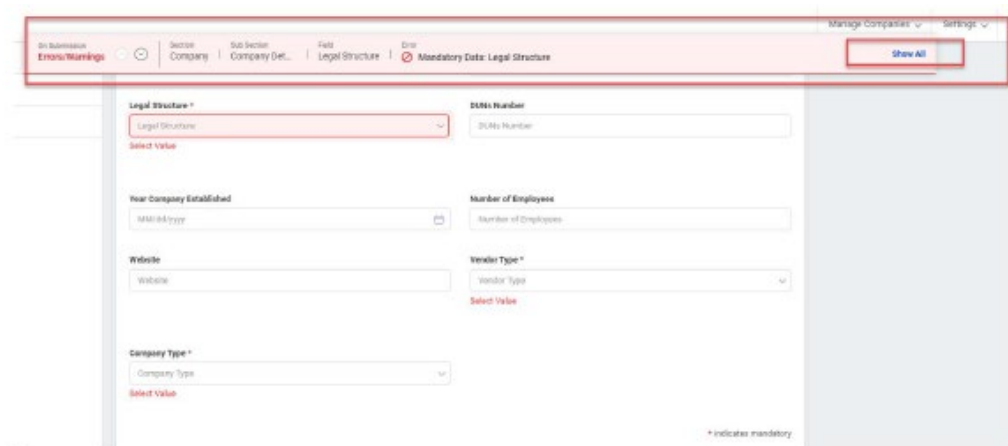
ACCOUNT EVENTS REFERENCE DOCUMENTS

MY REQUESTS MY COMPANIES COMPLETED REQUESTS MY ALERTS

Request Number	Company Name	GSID	Request Type	Supplier Type	Business Location	Requested On	Elapsed Time	Status	Actions
6928	MAX POWER	25163	Edit	Potential	-NA-	06/28/2022	00:00	Pending Approval	-

Show 10 Records Per Page 1 Go to page 1

→ If you have missed a required field, you will get a red bar indicating an error. Fix that field and submit again.



Errors/Warnings

Mandatory Data: Legal Structure

Legal Structure *

Legal Structure

Select Value

Business Number

Business Number

Year Company Established

Year Company Established

Number of Employees

Number of Employees

Website

Website

Vendor Type *

Vendor Type

Select Value

Company Type *

Company Type

Select Value

* Indicates mandatory

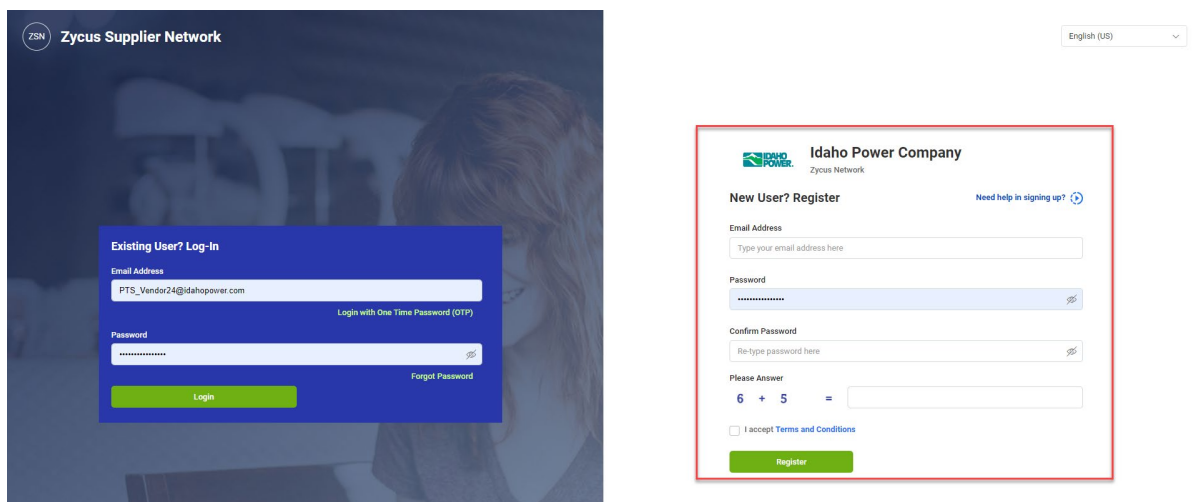
- When you are finished adding a new contact, that person must create his ZSN login using their email address. See Section 2.

Section 2: Create a New ZSN User Account for a Registered Company

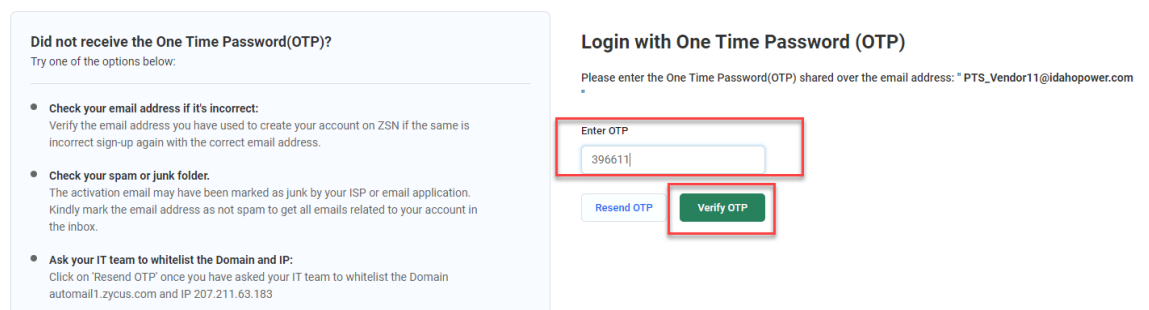
For example: You are a newly added contact for an existing company, and you want to create your personal ZSN login.

Once the ZSN account owner has added you as a contact to your company profile, you will need to create a ZSN Account.

1. If you are a new contact that has been added to your company's profile and are setting up your personal ZSN account, go to <https://zsn.zycus.com/zsp/guest/genericRegister/IDA822>.
2. Create your account using the New User section of the screen. Enter your email, create a password, type the security question and click **Register**.

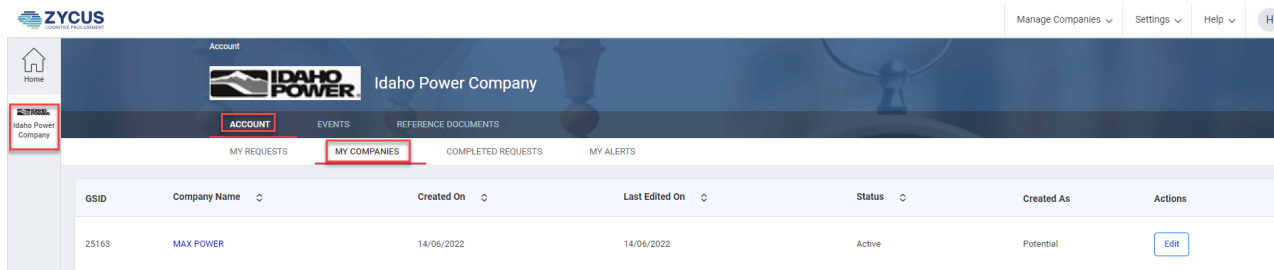


3. You will be emailed a One Time Password (OTP). Obtain that password from your email and enter it when prompted, then click **Verify OTP**.

4. Enter your personal details and click **Submit**.
→ ZSN will connect you to the company profile that contains your email address. This may take up to 30 minutes from the time the new contact was added by the account owner.
5. Click the Idaho Power logo, then select **Account**, then the **My Companies** tab.

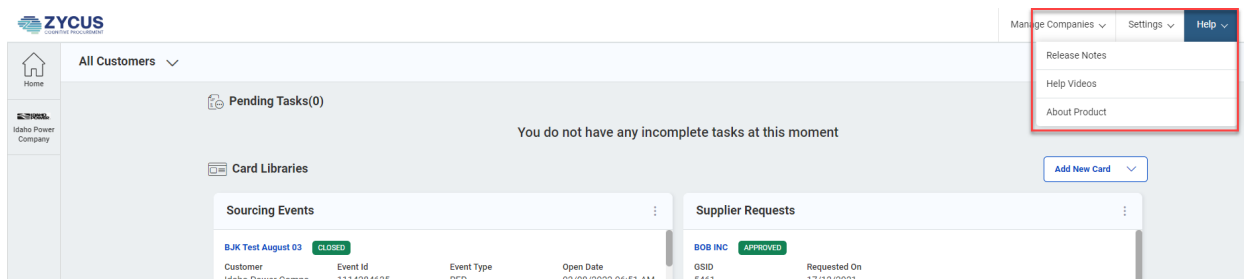
6. Click the company name or edit (or view depending on access) to view the record.



Section 3: Tips for Using Your ZSN Account

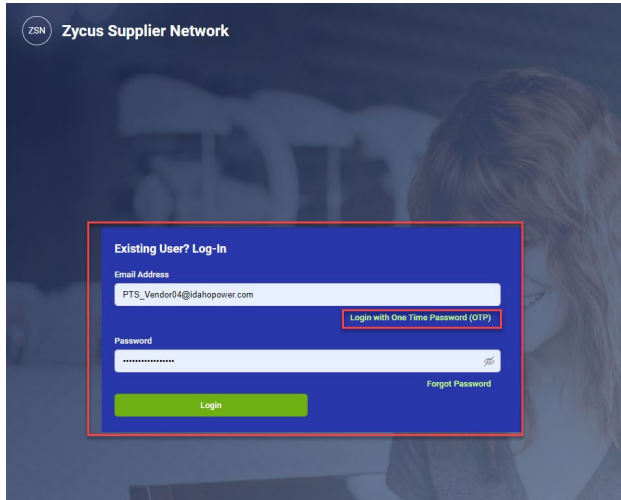
Help Files

Zycus produces short videos intended to help the supplier community understand how to perform various activities in the ZSN webpage. These videos, as well as release notes that outline recent or upcoming changes in ZSN, can be found in the Help menu in the top-right corner. If you need help navigating ZSN, this should be your first stop for information.



Section 4: Logging In

- Log in at <https://zsn.zycus.com/zsp/guest> by entering your account credentials.
 - If you forgot your password, click **Login with One Time Password**. An email will be sent to you with a validation code.



Existing User? Log-In

Email Address
PTS_Vendor04@idahopower.com

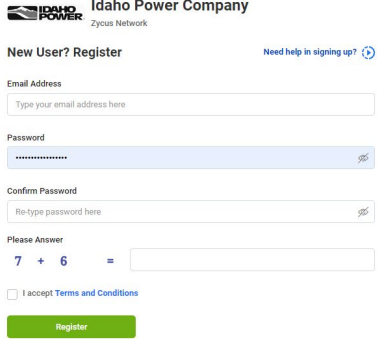
[Login with One Time Password \(OTP\)](#)

Password

[Forgot Password](#)

[Login](#)

English (US) ▼



Idaho Power Company
Zycus Network

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

Email Address
Type your email address here

Password

Confirm Password
Re-type password here

Please Answer
7 + 6 =

☐ I accept [Terms and Conditions](#)

[Register](#)

You will be prompted to enter your email address a second time.



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.

Login with One Time Password (OTP)
Please enter an email ID to receive One Time Password (OTP) for verification.

Enter Email Id

Type your email address here

[Submit](#)

- If you used an OTP (one time password), enter the code that was emailed to you and click **VERIFY OTP**. If you are creating your ZSN account for the first time, you will be required to enter an OTP that is mailed to you.



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

Login with One Time Password (OTP)
Please enter the One Time Password(OTP) shared over the email address: "PTS_Vendor11@idahopower.com"

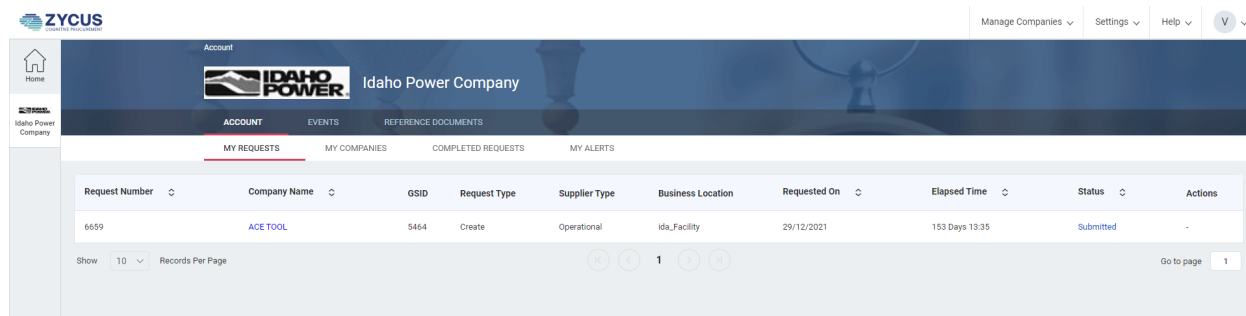
Enter OTP

396611

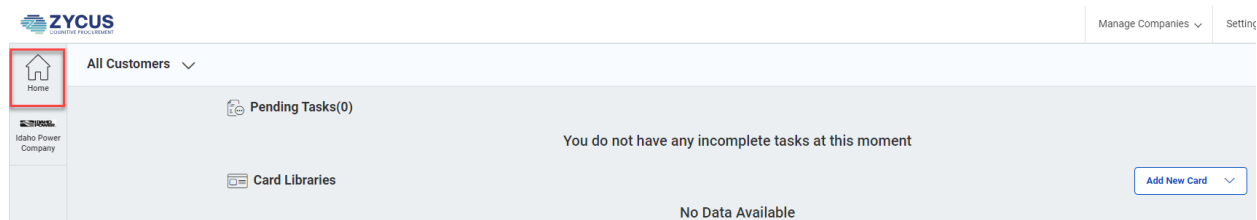
[Resend OTP](#) [Verify OTP](#)

Section 5: Landing Page

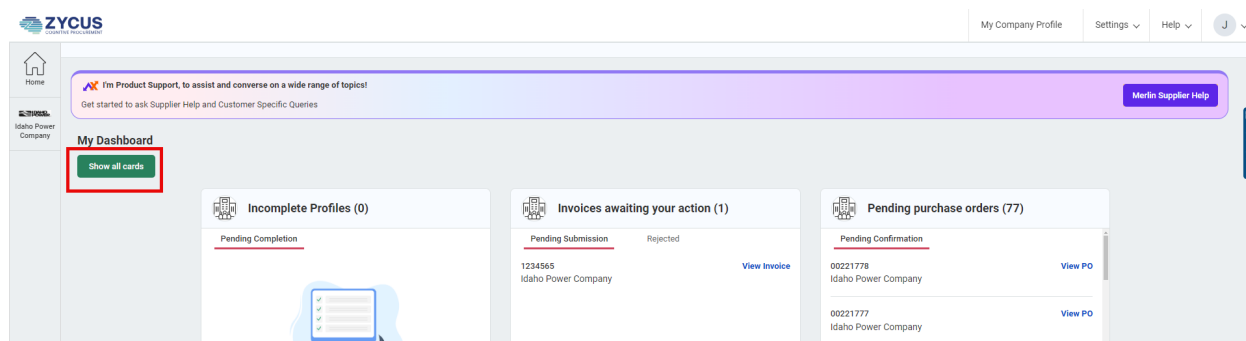
- Once logged in, clicking the Idaho Power logo will always take you to the ACCOUNT page. This page will be covered in detail below.



- The Home button will always take you to your landing page.

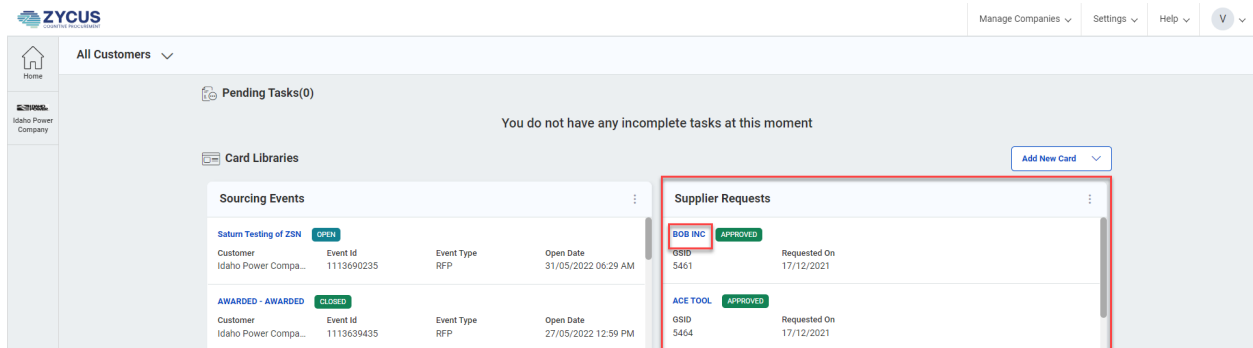


- Your landing page will show cards for all objects that exist on your account (supplier requests, PO's Bid Events etc.). You can remove cards from your landing page using the ellipses menu in the upper right corner of the card. You can add those back using the Show all cards button.
 - If you have no pending bid event requests, or you have not requested a change to the company profile, these cards may contain no links. In this case, you can access your records by clicking the Idaho Power logo. The information contained here will be described below.



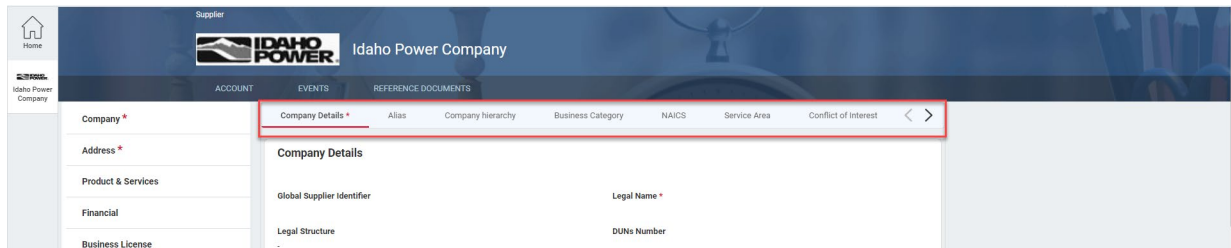
Section 6: View or Edit your Supplier Record

- To view your supplier record, click the supplier's name in blue.
- Supplier Requests cards will be empty if you have not submitted a change to that profile. In this case, to see the company record, click the Idaho Power logo and go to the My Companies tab as described below.



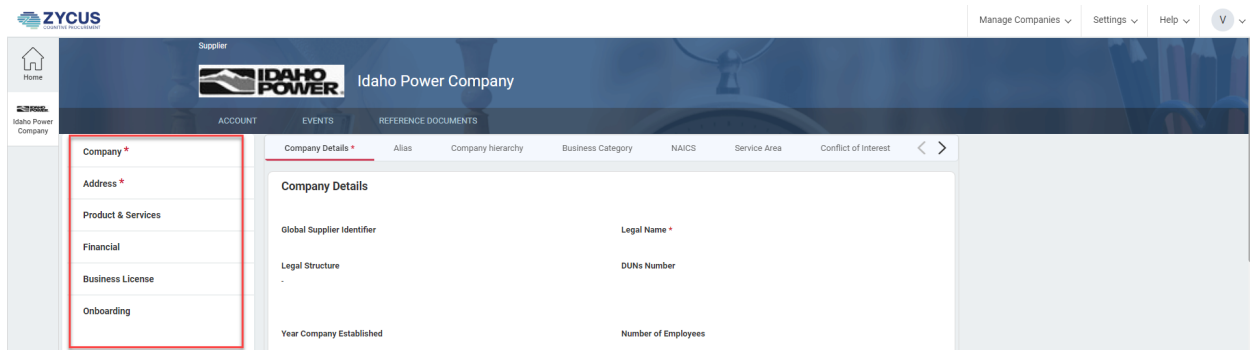
The screenshot shows the ZYCUS portal interface. At the top, there's a navigation bar with 'ZYCUS' logo and user options. Below, a sidebar on the left shows 'All Customers' and 'Home'. The main area displays 'Pending Tasks(0)' and a message 'You do not have any incomplete tasks at this moment'. Under 'Card Libraries', there are two sections: 'Sourcing Events' and 'Supplier Requests'. The 'Supplier Requests' section is highlighted with a red box, showing two requests: 'BOB INC' and 'ACE TOOL', both with 'APPROVED' status.

- The various sub views, or sections of the record contained within a particular view, can be accessed by clicking the options listed across the top of the record or by scrolling down.



The screenshot shows the 'Supplier' record for 'Idaho Power Company'. The 'Company Details' tab is selected, and the 'Company Details' section is highlighted with a red box. The section contains fields for 'Global Supplier Identifier', 'Legal Name', 'Legal Structure', and 'DUNS Number'.

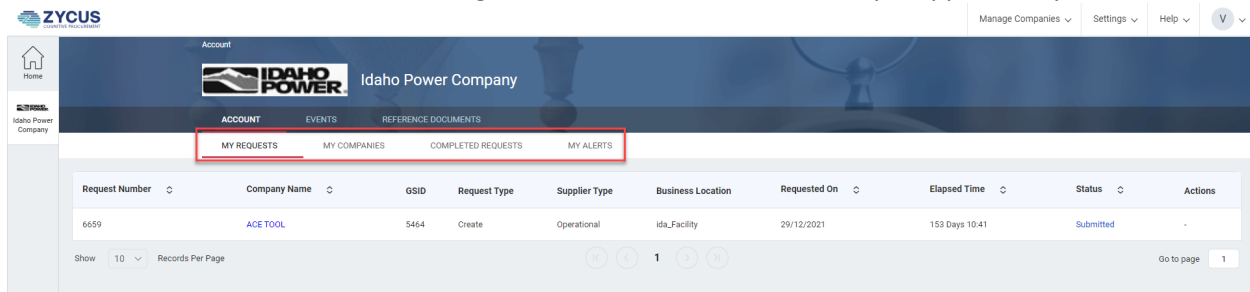
- Change the view by clicking the view you want from the left-hand pane.



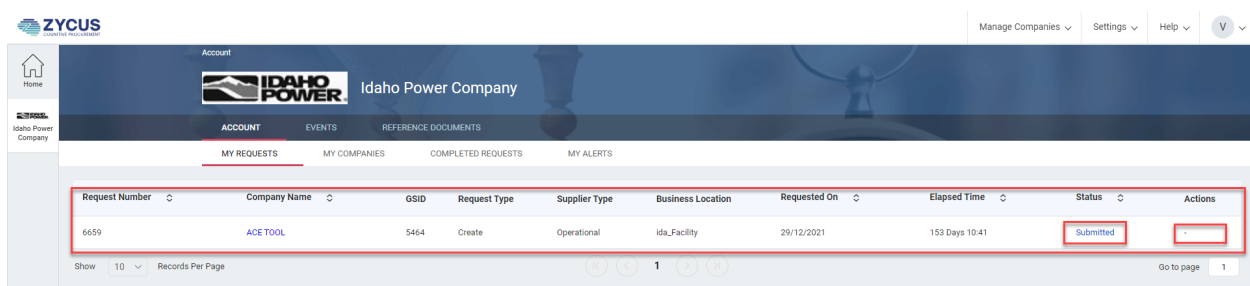
The screenshot shows the 'Supplier' record for 'Idaho Power Company'. The left-hand pane is highlighted with a red box, showing options like 'Company', 'Address', 'Product & Services', 'Financial', 'Business License', and 'Onboarding'.

Section 7: Viewing Your Account Information

- The My Requests tab shows any updates you have made. The Status column tells you the current state.
 - Saved As Draft** means you have **not** successfully submitted the change to Idaho Power. If you have a saved as draft update, there will be an Edit button in the Actions column. Please be sure to submit your requests and pay special attention for error messages.
 - Submitted** means the change has been submitted but is not yet approved by Idaho Power.

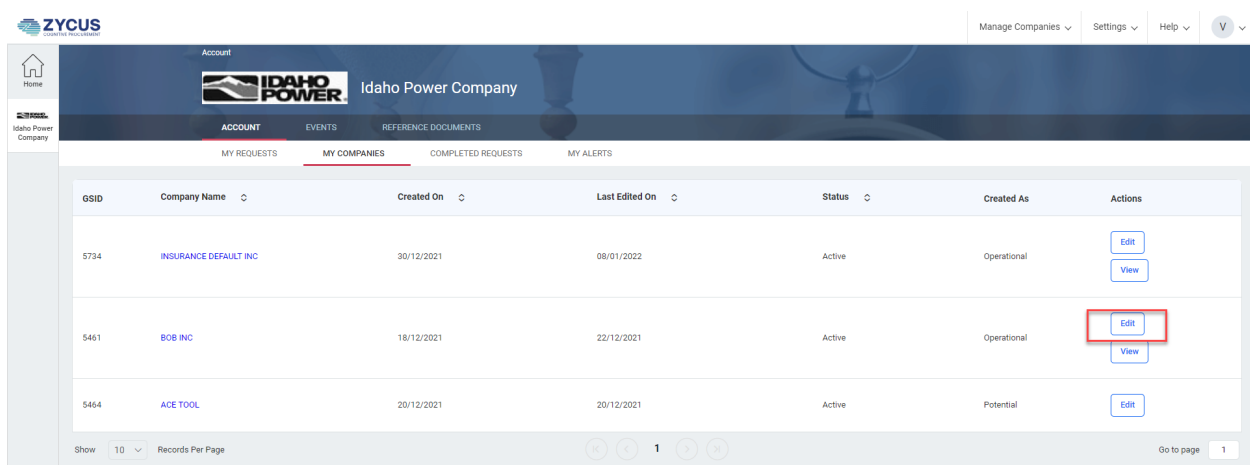


Request Number	Company Name	GSID	Request Type	Supplier Type	Business Location	Requested On	Elapsed Time	Status	Actions
6659	ACE TOOL	5464	Create	Operational	ida_Facility	29/12/2021	153 Days 10:41	Submitted	-



Request Number	Company Name	GSID	Request Type	Supplier Type	Business Location	Requested On	Elapsed Time	Status	Actions
6659	ACE TOOL	5464	Create	Operational	ida_Facility	29/12/2021	153 Days 10:41	Submitted	Edit

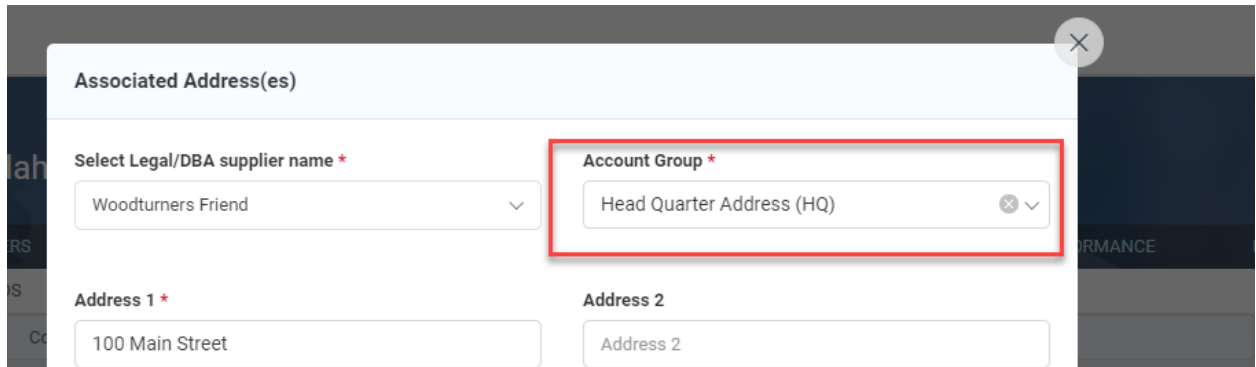
- The My Companies tab shows the company profiles that are attached to your account.
 - To update a company profile, click **Edit**.



GSID	Company Name	Created On	Last Edited On	Status	Created As	Actions
5734	INSURANCE DEFAULT INC	30/12/2021	08/01/2022	Active	Operational	Edit View
5461	BOB INC	18/12/2021	22/12/2021	Active	Operational	Edit View
5464	ACE TOOL	20/12/2021	20/12/2021	Active	Potential	Edit

- In addition to adding or removing contacts (as covered in Section 1), you can edit any field in the supplier profile.
- Editing your supplier record can consist of adding contacts, addresses, changing addresses, insurance, banking details, etc.

- When editing addresses, there must always be an “HQ” account group address on your account. Please do not change this value. If you need to specify a Remit To, you may add that as a secondary address with the account group of “RT”.
 - Note:** If your headquarters moves to a new address, do not delete the HQ address record. Simply update the address lines.



Associated Address(es)

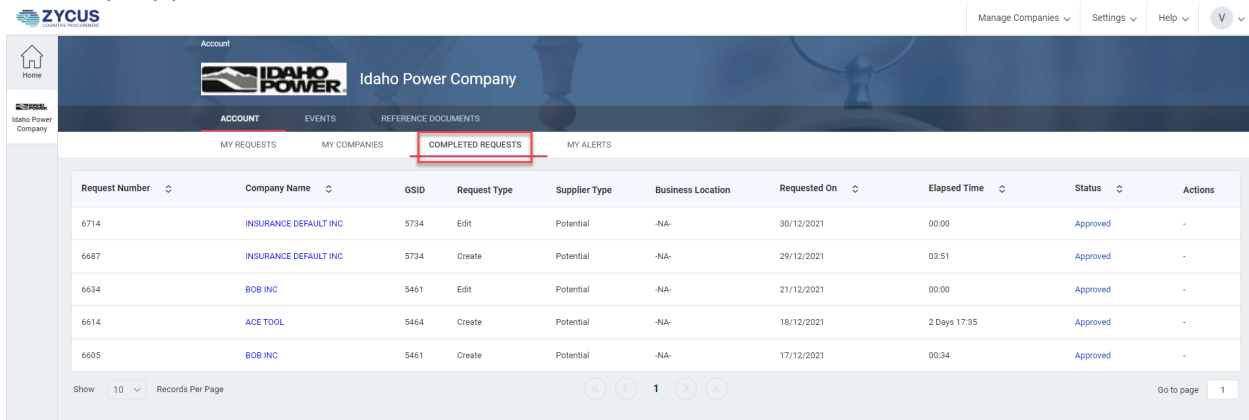
Select Legal/DBA supplier name *
Woodturners Friend

Account Group *
Head Quarter Address (HQ)

Address 1 *
100 Main Street

Address 2
Address 2

- The Completed Requests tab shows a history of approved and complete changes to the company profile.

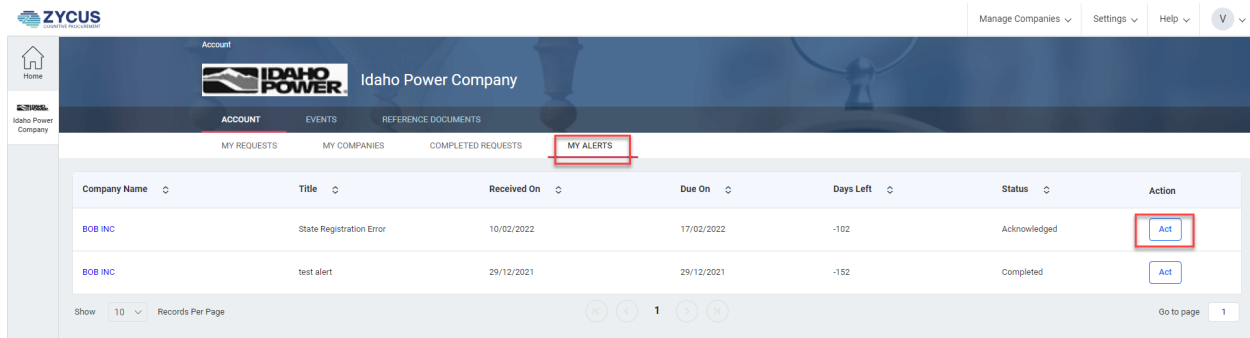


Request Number	Company Name	OSID	Request Type	Supplier Type	Business Location	Requested On	Elapsed Time	Status	Actions
6714	INSURANCE DEFAULT INC	5734	Edit	Potential	-NA-	30/12/2021	00:00	Approved	-
6687	INSURANCE DEFAULT INC	5734	Create	Potential	-NA-	29/12/2021	03:51	Approved	-
6634	BOB INC	5461	Edit	Potential	-NA-	21/12/2021	00:00	Approved	-
6614	ACE TOOL	5464	Create	Potential	-NA-	18/12/2021	2 Days 17:35	Approved	-
6605	BOB INC	5461	Create	Potential	-NA-	17/12/2021	00:34	Approved	-

Show 10 Records Per Page

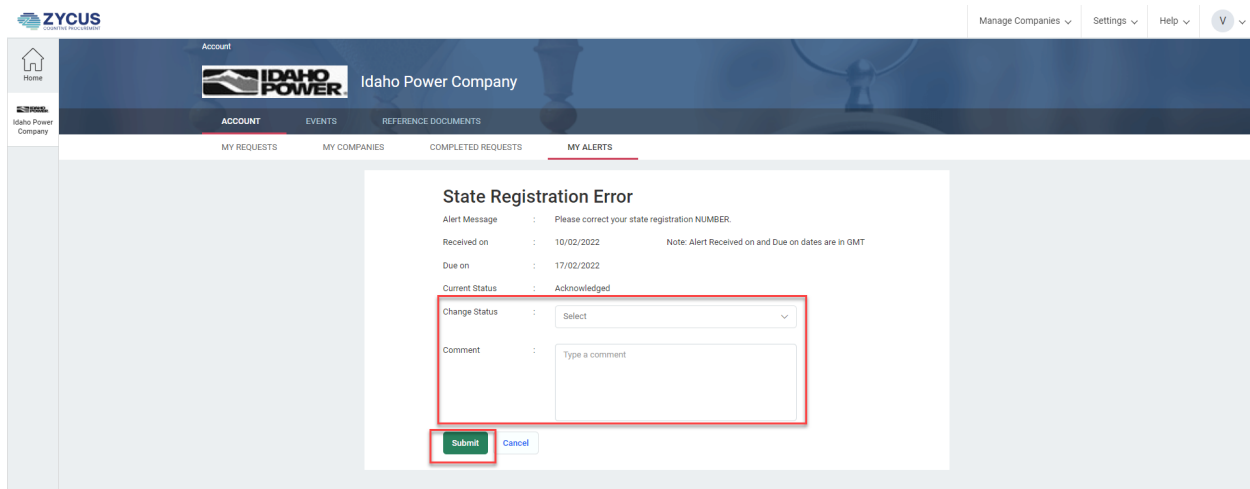
Go to page 1

- The My Alerts tab shows system alerts that have been sent to you by Idaho Power.
 - Acknowledgement of an alert is preferred by Idaho Power. Click **Act** to acknowledge and/or respond to the alert.
 - Note:** Alerts are not deleted from the My Alerts page. When they have been completed, the status will reflect that.



Company Name	Title	Received On	Due On	Days Left	Status	Action
BOB INC	State Registration Error	10/02/2022	17/02/2022	-102	Acknowledged	Act
BOB INC	test alert	29/12/2021	29/12/2021	-152	Completed	Act

- Some alerts are informational and only require an acknowledgement. Other alerts may expect a response. Set the appropriate status and provide comments as required, then click **Submit**.



State Registration Error

Alert Message : Please correct your state registration NUMBER.

Received on : 10/02/2022 Note: Alert Received on and Due on dates are in GMT

Due on : 17/02/2022

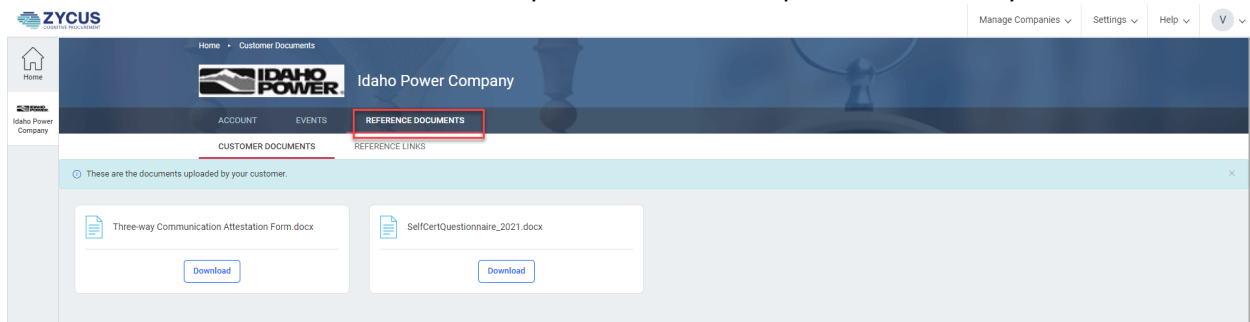
Current Status : Acknowledged

Change Status :

Comment :

[Submit](#) [Cancel](#)

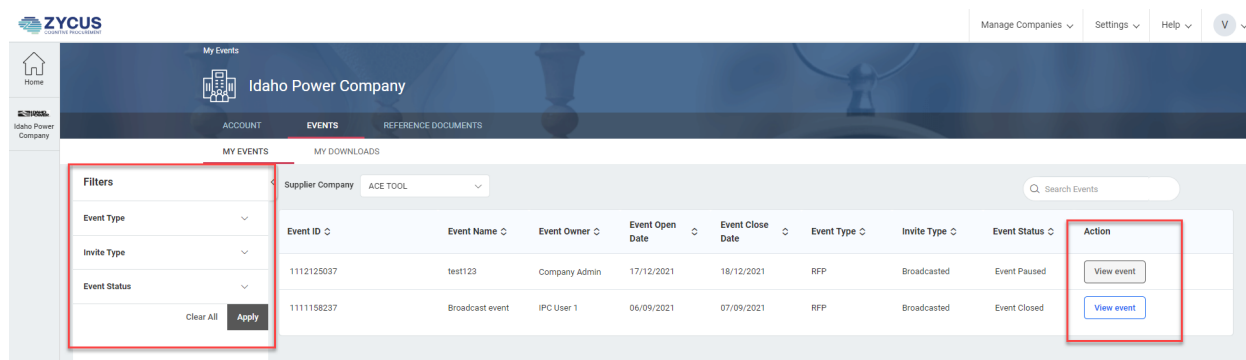
- The Reference Documents tab will take you to Idaho Power-specific documents you can review.



These are the documents uploaded by your customer.

Document Name	Action
Three-way Communication Attestation Form.docx	Download
SelfCertQuestionnaire_2021.docx	Download

- The Events tab will take you to a list of bid events you have been invited to. (This page will only show events in which you have **CONFIRMED PARTICIPATION**.)
 - You can filter the event list from the left pane and can view the event detail by clicking **View event** button in the Actin column. Working with events will be covered in more detail in the “Working with Events” section.



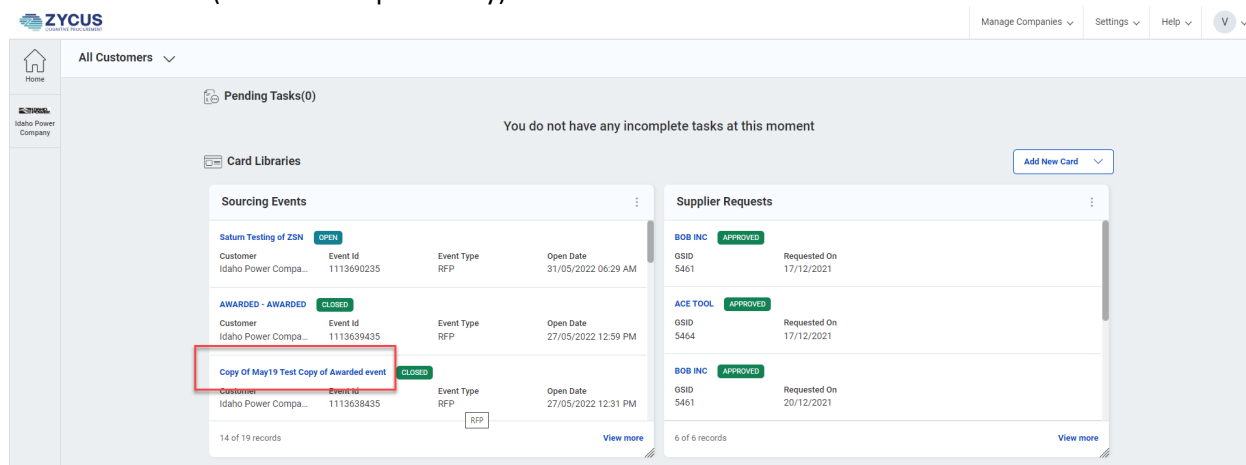
Section 8: Working with Sourcing Events

When Idaho Power wants a supplier to bid on project execution, they will create a sourcing event in Zycus. This event will contain all the relevant information suppliers need to create a proposal, if you choose to do so.

When Idaho Power publishes an event, the email address associated with all invited suppliers will receive an email from Zycus inviting them to bid on the event. The email will contain a direct link to that event, and you can also access the event by logging into your ZSN account.

Note: The event may not display immediately, and if you are already logged into ZSN when the event is published, you may have to log out and back in to refresh your page before you see the invite.

- To access a bid event you have been invited to, click the event title in blue from the Sourcing Events card on your landing page.
 - If your landing page does not contain the bid event, you need to add the Sourcing Requests card (as described previously).

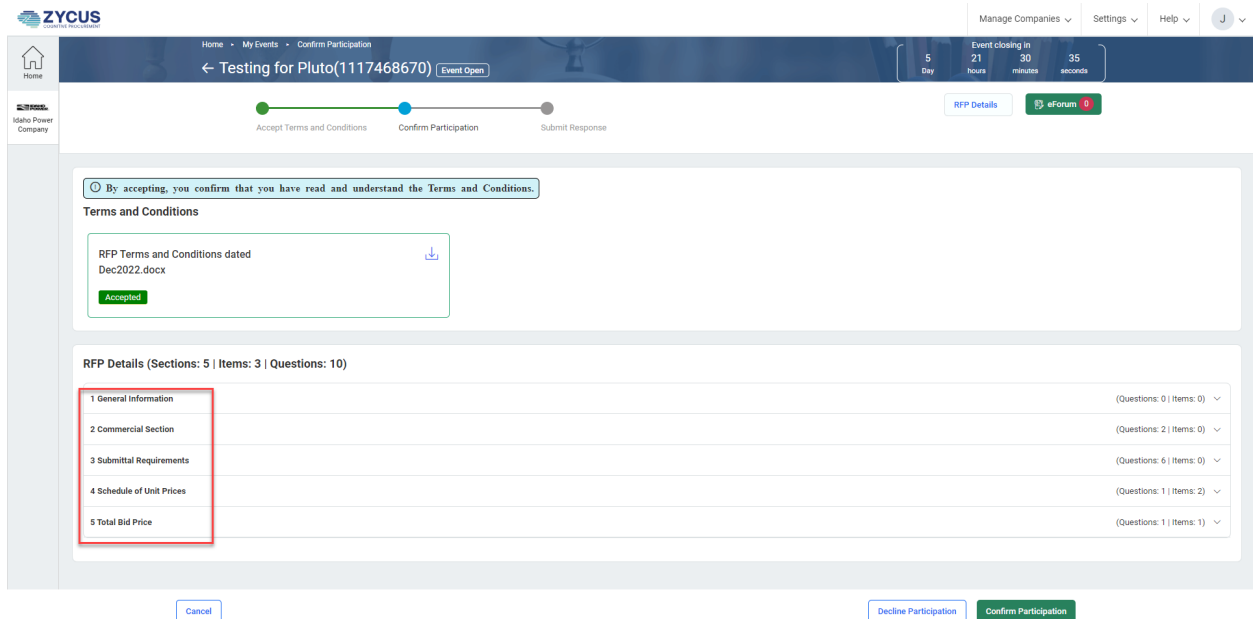


- If you have an OPEN bid event, you need to accept the Idaho Power terms and conditions and confirm your participation before you can view an event or prepare and submit a response to Idaho Power.
 - Click the Open event name in blue.

Note: Idaho Power has the ability to invite multiple people from a single supplier to bid on an event. Depending on the method they choose to use, one user may not be able to accept the Terms and Conditions, while another user may have to. This method is the PRIMARY and SECONDARY invite, and it allows the supplier to have multiple users collaborate on one invite/response. In this case, the PRIMARY contact, as defined by Idaho Power, will be required to accept the terms and conditions. The SECONDARY contact will not be allowed to accept them, but they can add responses to the proposal once the primary contact has confirmed participation.

- Download the terms document and review. If you accept the terms, click **Accept**.

2. After accepting the terms and conditions, you can access the event and do the following:
 - **Review the section details of the event, by clicking the section names.** This will allow you to see the details provided by Idaho Power and allow you to determine whether you want to participate or not.



Home • My Events • Confirm Participation

← Testing for Pluto(1117468670) (Event Open)

Event closing in: 5 Day, 21 hours, 30 minutes, 35 seconds

RFP Details eForum

Accept Terms and Conditions Confirm Participation Submit Response

By accepting, you confirm that you have read and understand the Terms and Conditions.

Terms and Conditions

RFP Terms and Conditions dated Dec2022.docx

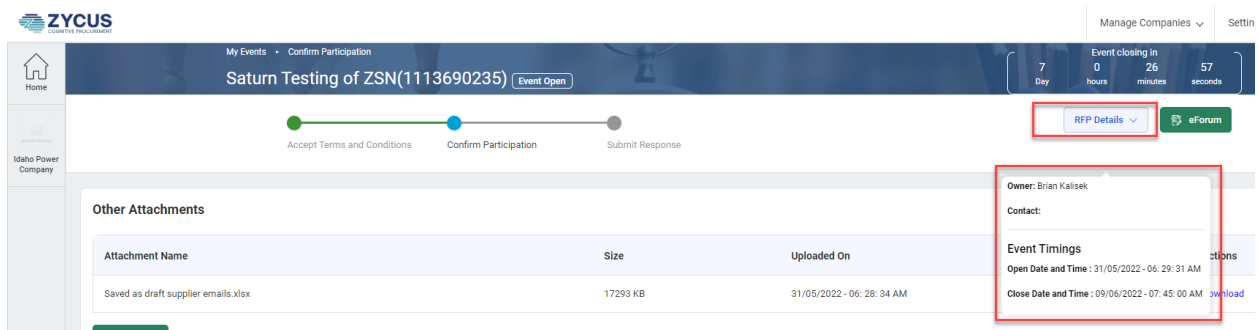
Accepted

RFP Details (Sections: 5 | Items: 3 | Questions: 10)

1 General Information	(Questions: 0 Items: 0)
2 Commercial Section	(Questions: 2 Items: 0)
3 Submittal Requirements	(Questions: 6 Items: 0)
4 Schedule of Unit Prices	(Questions: 1 Items: 2)
5 Total Bid Price	(Questions: 1 Items: 1)

Cancel Decline Participation Confirm Participation

- View the RFP Details.



Home • My Events • Confirm Participation

Saturn Testing of ZSN(1113690235) (Event Open)

Event closing in: 7 Day, 0 hours, 26 minutes, 57 seconds

RFP Details eForum

Accept Terms and Conditions Confirm Participation Submit Response

Other Attachments

Attachment Name	Size	Uploaded On
Saved as draft supplier emails.xlsx	17293 KB	31/05/2022 - 06:28:34 AM

Owner: Brian Kalisek

Contact:

Event Timings

Open Date and Time: 31/05/2022 - 06:29:31 AM

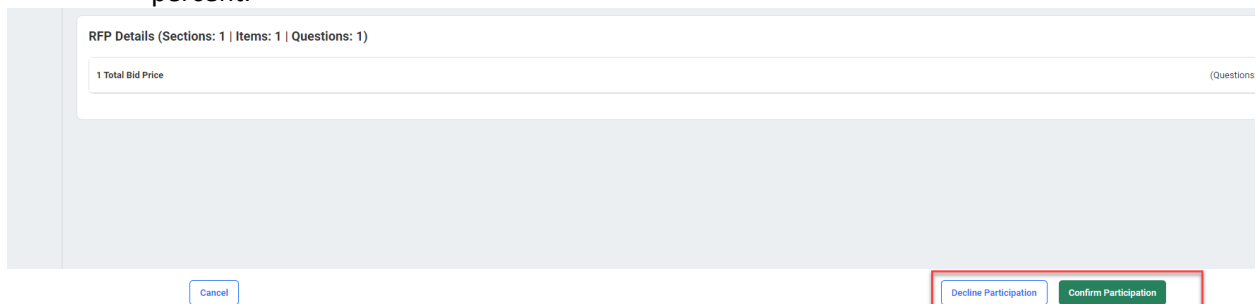
Close Date and Time: 09/06/2022 - 07:45:00 AM

Download

Cancel Decline Participation Confirm Participation

- Confirm or decline participation.** You must confirm participation to bid on the event. If you choose not to bid, you should decline participation. If you decline participation, you will be prompted to provide a reason for declining.

Note: Readability of the questionnaire is better after you confirm participation. Zycus recommends using a PC with Chrome or Firefox and a resolution setting on 80 to 100 percent.



Home • My Events • Confirm Participation

Saturn Testing of ZSN(1113690235) (Event Open)

Event closing in: 7 Day, 0 hours, 26 minutes, 57 seconds

RFP Details eForum

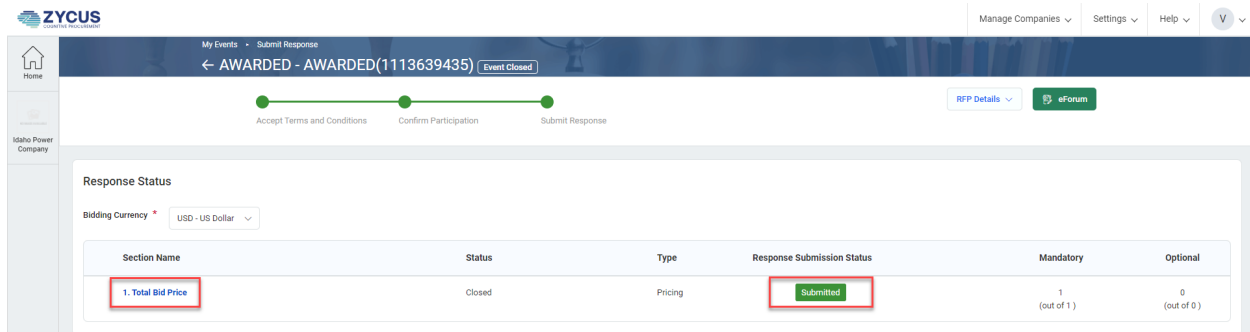
Accept Terms and Conditions Confirm Participation Submit Response

RFP Details (Sections: 1 | Items: 1 | Questions: 1)

1 Total Bid Price	(Questions: 1 Items: 1)
-------------------	---------------------------

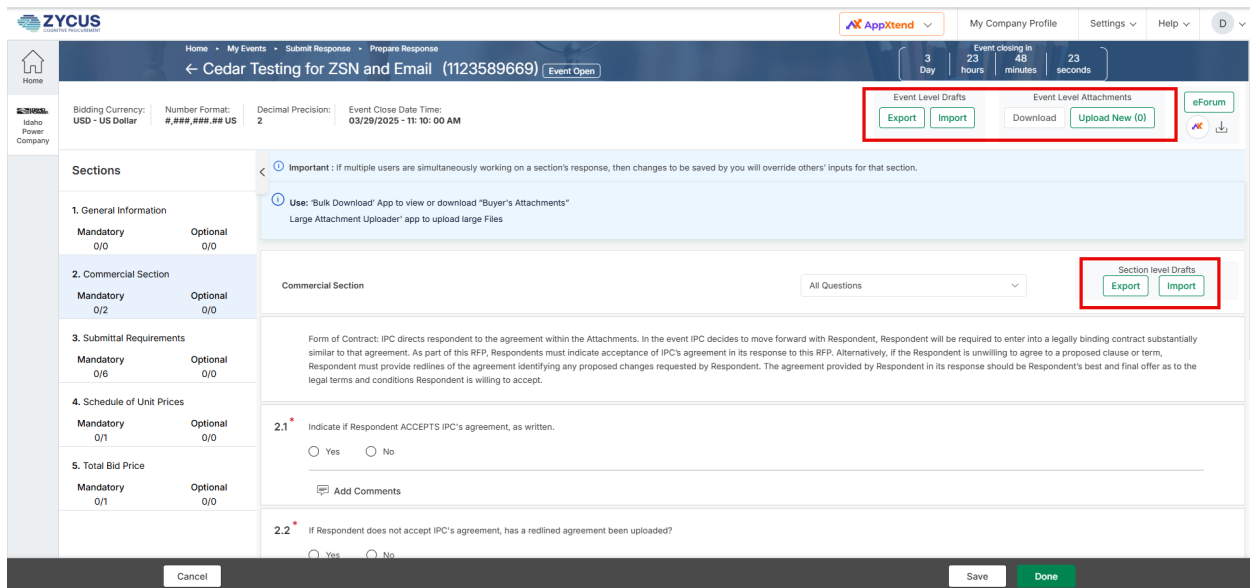
Cancel Decline Participation Confirm Participation

→ Once you have confirmed participation, you can see the status of your bid on the event.



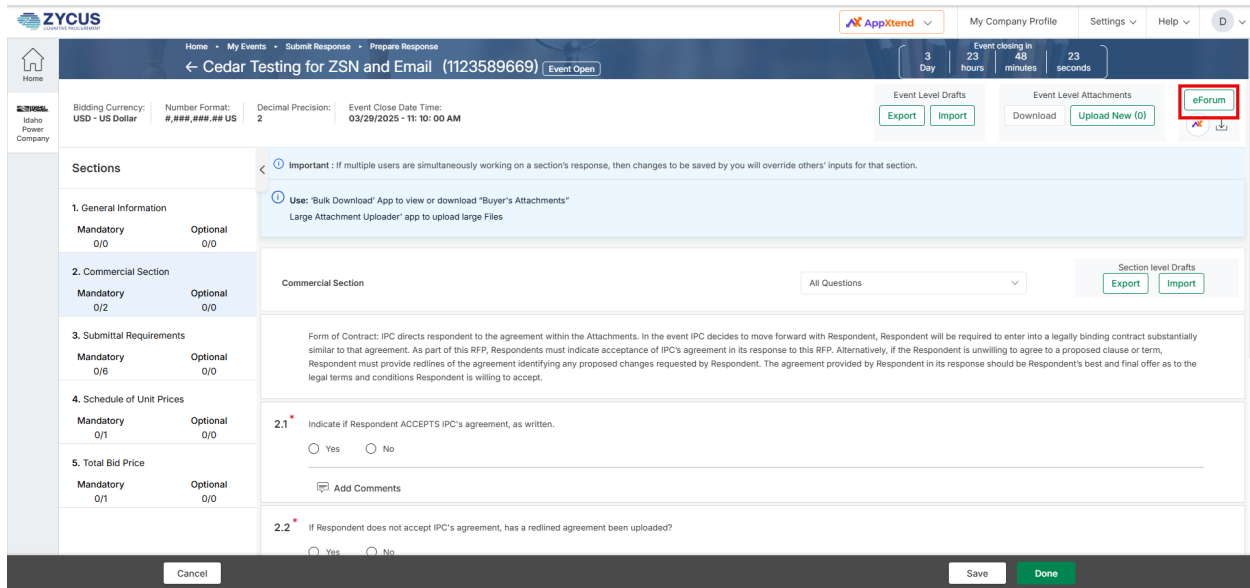
Section Name	Status	Type	Response Submission Status	Mandatory	Optional
1. Total Bid Price	Closed	Pricing	Submitted	1 (out of 1)	0 (out of 0)

- Select an event section by clicking the Section Name. From here you can download all questions submitted by Idaho Power. You can also upload your responses
- You can export or import event level attachments using the import and export buttons. The button named “Event Level Drafts” or “Section Level Drafts” refers to the questions themselves, either all event questions, or just that sections questions.

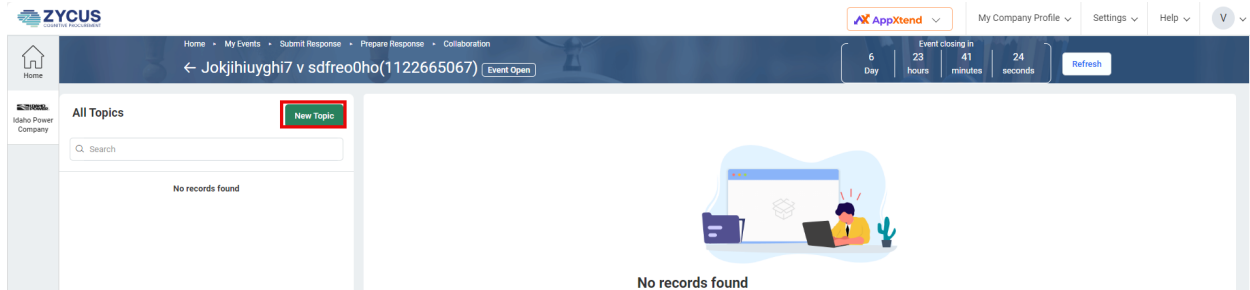


Section 9: Asking Event Questions

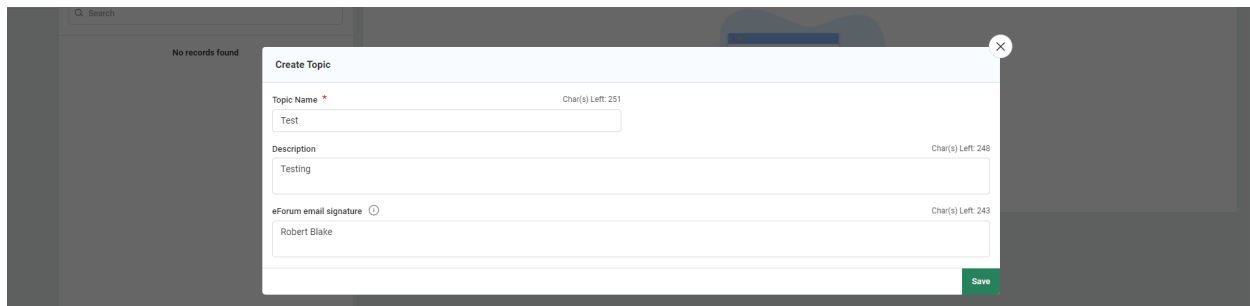
Ask a question of Idaho Power regarding the event using the eForum button.

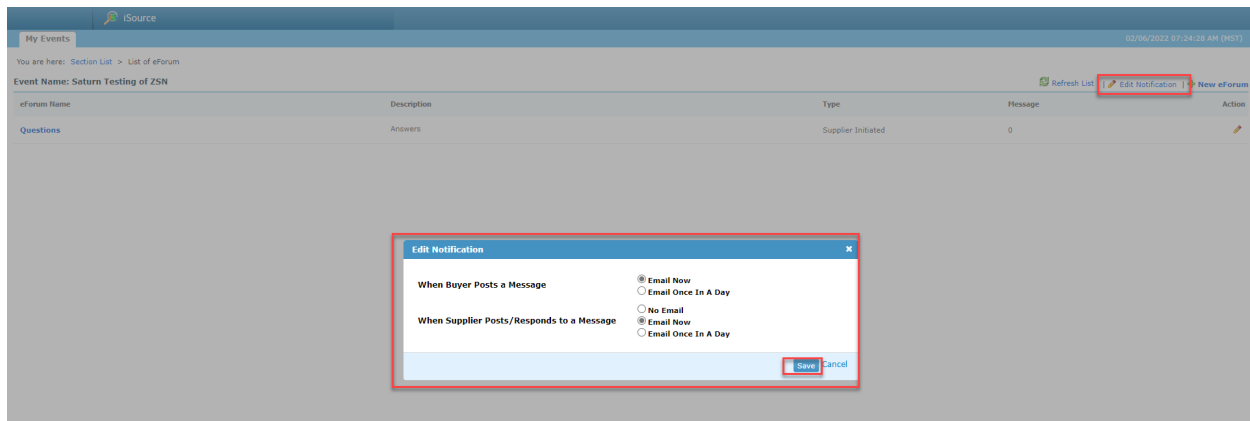


1. Click New Topic.

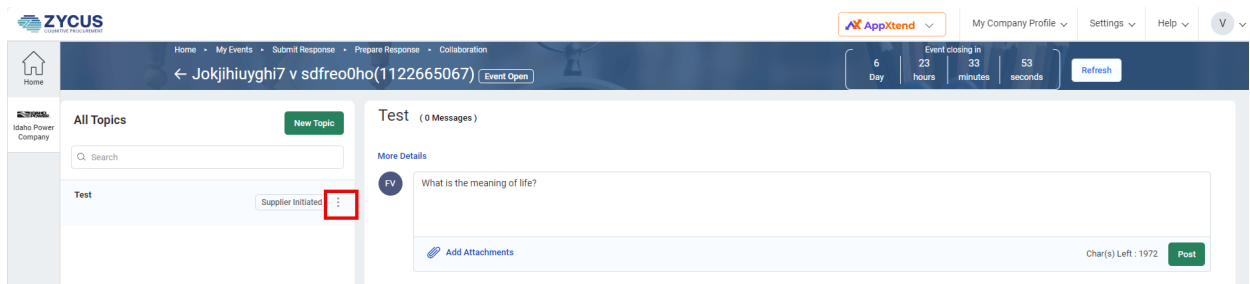


2. Fill out the eForum name and description and click **Save**. **Note:** This is NOT the question itself; it is just the eForum thread. The question will be posted in the next step.

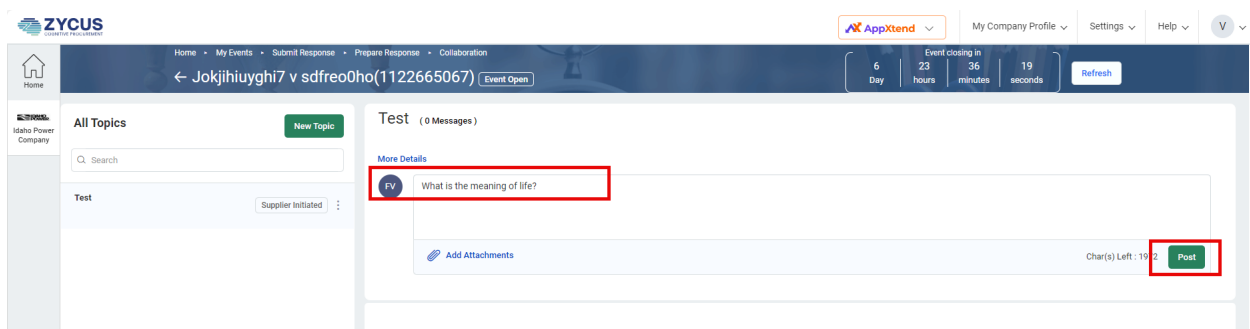




3. To edit the title and description of the topic, click the ellipses menu.



4. Add the question to the topic and click Post.

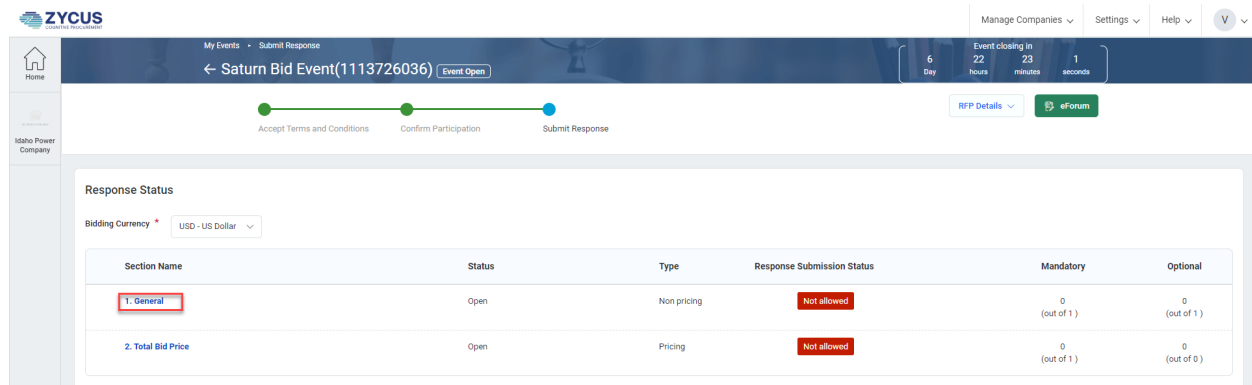


Section 10: Submitting Event Responses

Once you have confirmed participation in the event, you can now prepare your responses (i.e., enter your answers to the bid questions.)

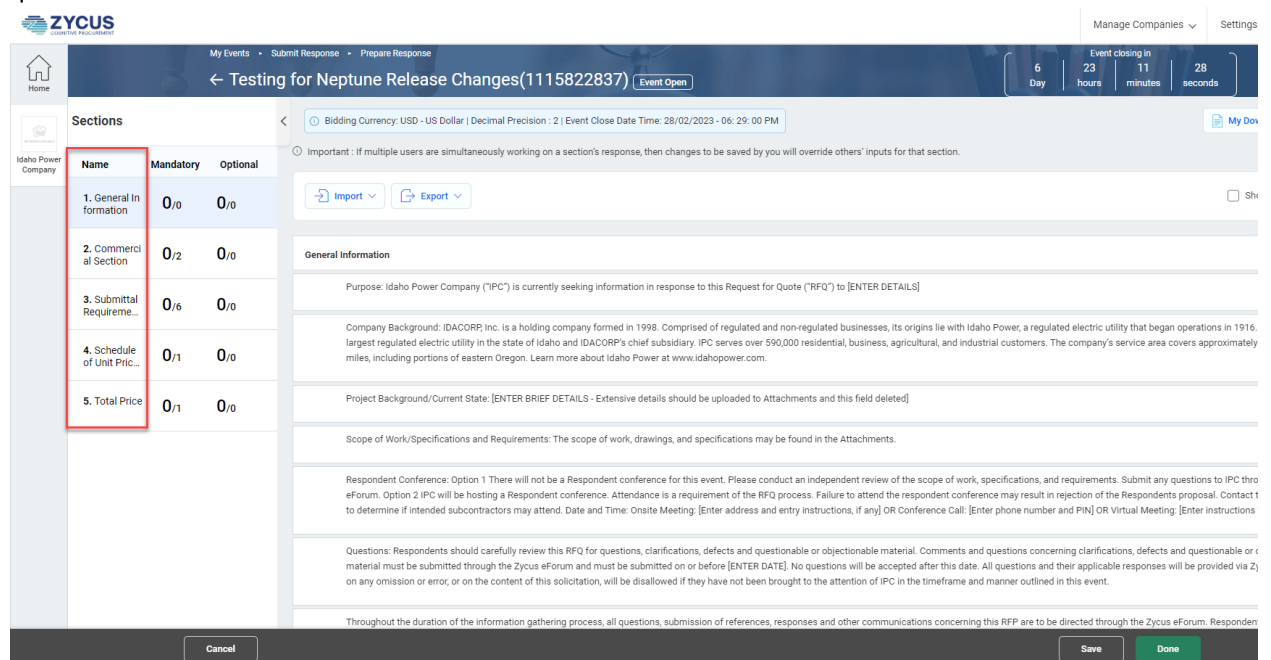
1. Click the Section Name in blue to open the response page. The response page will always contain all sections, but the section that is ready for input will be the one you selected. You can move back or forth to complete other sections, from this page.

Note: “Not allowed” in the Response Submission Status column means you have not yet answered all mandatory questions in that section of the event questionnaire. When all questions are answered, the status will turn green and say Ready. When all sections display Ready, you can submit your proposal.



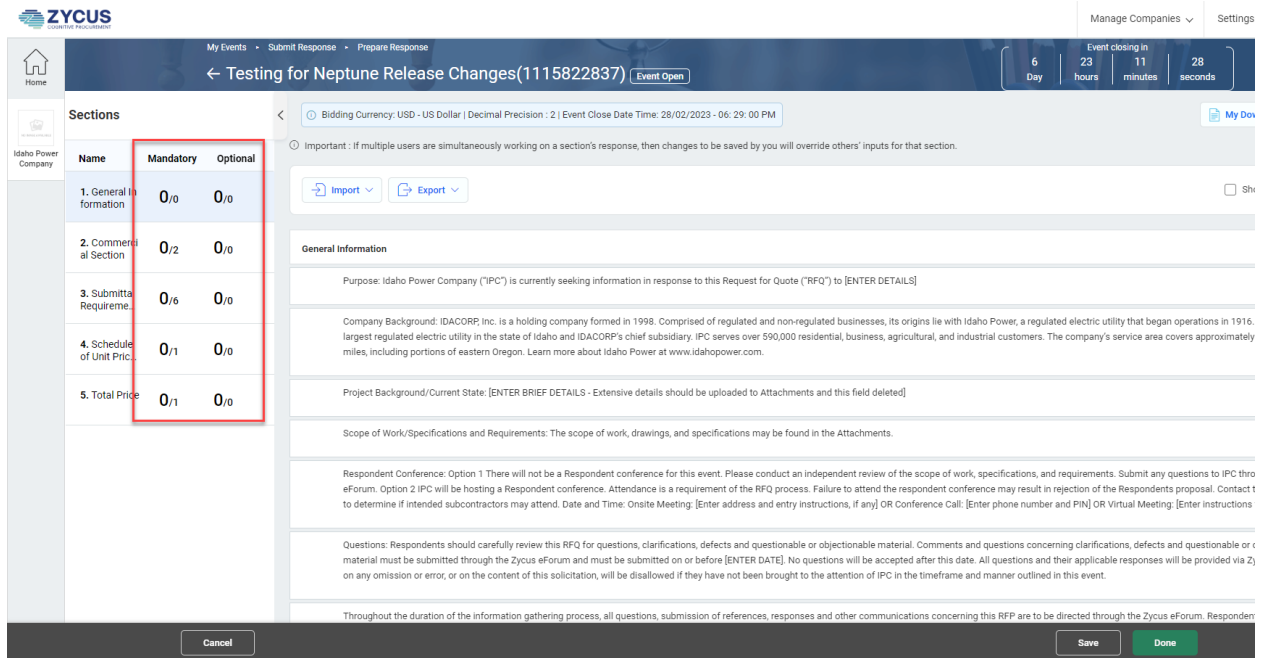
Section Name	Status	Type	Response Submission Status	Mandatory	Optional
1. General	Open	Non pricing	Not allowed	0 (out of 1)	0 (out of 1)
2. Total Bid Price	Open	Pricing	Not allowed	0 (out of 1)	0 (out of 0)

2. Each section of the questionnaire will be listed. Advance through these tabs and answer each question.



Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	0/2	0/0
3. Submittal Requirements	0/6	0/0
4. Schedule of Unit Prices	0/1	0/0
5. Total Price	0/1	0/0

3. Each section that contains mandatory questions will be indicated, along with the number you have answered. Optional question counts are shown as well.



Sections

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	0/2	0/0
3. Submittal Requirements	0/6	0/0
4. Schedule of Unit Price	0/1	0/0
5. Total Price	0/1	0/0

General Information

Purpose: Idaho Power Company ("IPC") is currently seeking information in response to this Request for Quote ("RFQ") to [ENTER DETAILS]

Company Background: IDACORP Inc. is a holding company formed in 1998. Comprised of regulated and non-regulated businesses, its origins lie with Idaho Power, a regulated electric utility that began operations in 1916. Today, IPC is the largest regulated electric utility in the state of Idaho and IDACORP's chief subsidiary. IPC serves over 590,000 residential, business, agricultural, and industrial customers. The company's service area covers approximately 24,000 square miles, including portions of eastern Oregon. Learn more about Idaho Power at www.idahopower.com.

Project Background/Current State: [ENTER BRIEF DETAILS - Extensive details should be uploaded to Attachments and this field deleted]

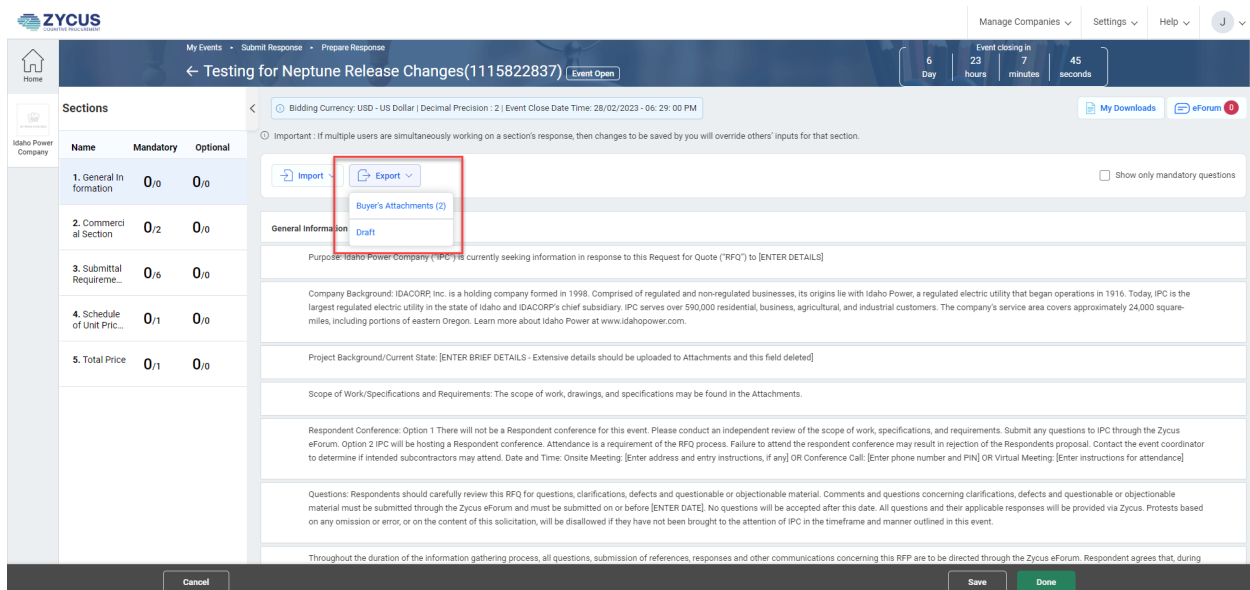
Scope of Work/Specifications and Requirements: The scope of work, drawings, and specifications may be found in the Attachments.

Respondent Conference: Option 1 There will not be a Respondent conference for this event. Please conduct an independent review of the scope of work, specifications, and requirements. Submit any questions to IPC through the Zycus eForum. Option 2 IPC will be hosting a Respondent conference. Attendance is a requirement of the RFQ process. Failure to attend the respondent conference may result in rejection of the Respondents proposal. Contact the event coordinator to determine if intended subcontractors may attend. Date and Time: Onsite Meeting: [Enter address and entry instructions, if any] OR Conference Call: [Enter phone number and PIN] OR Virtual Meeting: [Enter instructions for attendance]

Questions: Respondents should carefully review this RFQ for questions, clarifications, defects and questionable or objectionable material. Comments and questions concerning clarifications, defects and questionable or objectionable material must be submitted through the Zycus eForum and must be submitted on or before [ENTER DATE]. No questions will be accepted after this date. All questions and their applicable responses will be provided via Zycus on any omission or error, or on the content of this solicitation, will be disallowed if they have not been brought to the attention of IPC in the timeframe and manner outlined in this event.

Throughout the duration of the information gathering process, all questions, submission of references, responses and other communications concerning this RFP are to be directed through the Zycus eForum. Respondent agrees that, during

- You can access the attachments added to the event by Idaho Power while in the responses page. You can also export the questionnaire into Excel if desired. Use the "Export" button. Here you can export any attachments, or the questionnaire can be exported to Excel where the questions can be answered.



Sections

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	0/2	0/0
3. Submittal Requirements	0/6	0/0
4. Schedule of Unit Price	0/1	0/0
5. Total Price	0/1	0/0

General Information

Purpose: Idaho Power Company ("IPC") is currently seeking information in response to this Request for Quote ("RFQ") to [ENTER DETAILS]

Company Background: IDACORP Inc. is a holding company formed in 1998. Comprised of regulated and non-regulated businesses, its origins lie with Idaho Power, a regulated electric utility that began operations in 1916. Today, IPC is the largest regulated electric utility in the state of Idaho and IDACORP's chief subsidiary. IPC serves over 590,000 residential, business, agricultural, and industrial customers. The company's service area covers approximately 24,000 square miles, including portions of eastern Oregon. Learn more about Idaho Power at www.idahopower.com.

Project Background/Current State: [ENTER BRIEF DETAILS - Extensive details should be uploaded to Attachments and this field deleted]

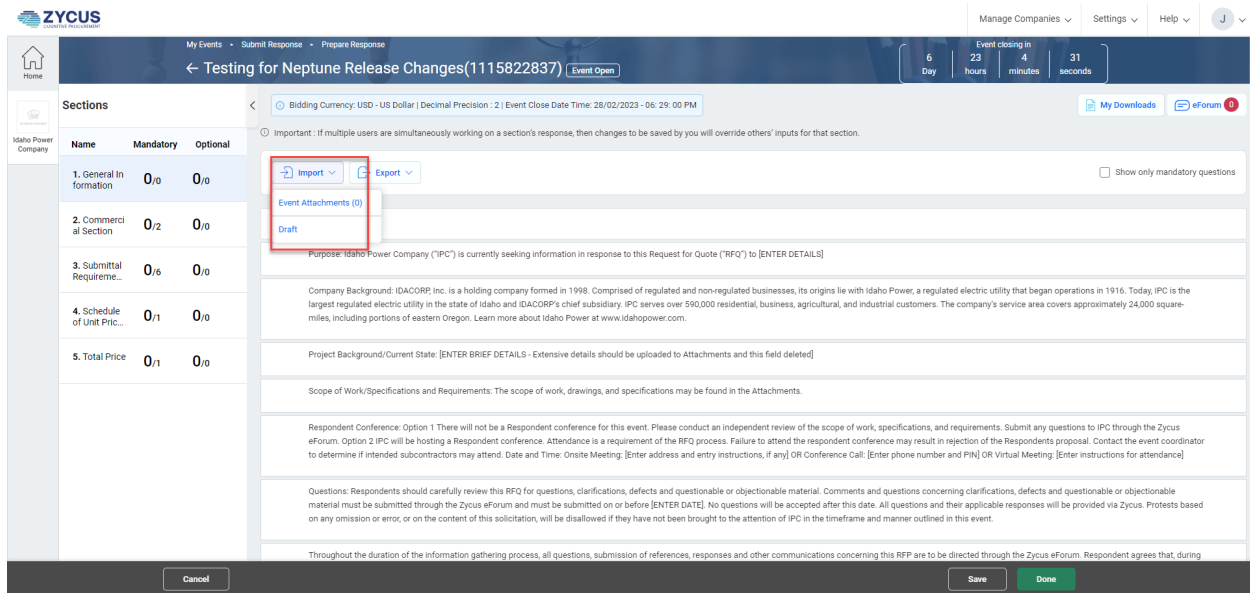
Scope of Work/Specifications and Requirements: The scope of work, drawings, and specifications may be found in the Attachments.

Respondent Conference: Option 1 There will not be a Respondent conference for this event. Please conduct an independent review of the scope of work, specifications, and requirements. Submit any questions to IPC through the Zycus eForum. Option 2 IPC will be hosting a Respondent conference. Attendance is a requirement of the RFQ process. Failure to attend the respondent conference may result in rejection of the Respondents proposal. Contact the event coordinator to determine if intended subcontractors may attend. Date and Time: Onsite Meeting: [Enter address and entry instructions, if any] OR Conference Call: [Enter phone number and PIN] OR Virtual Meeting: [Enter instructions for attendance]

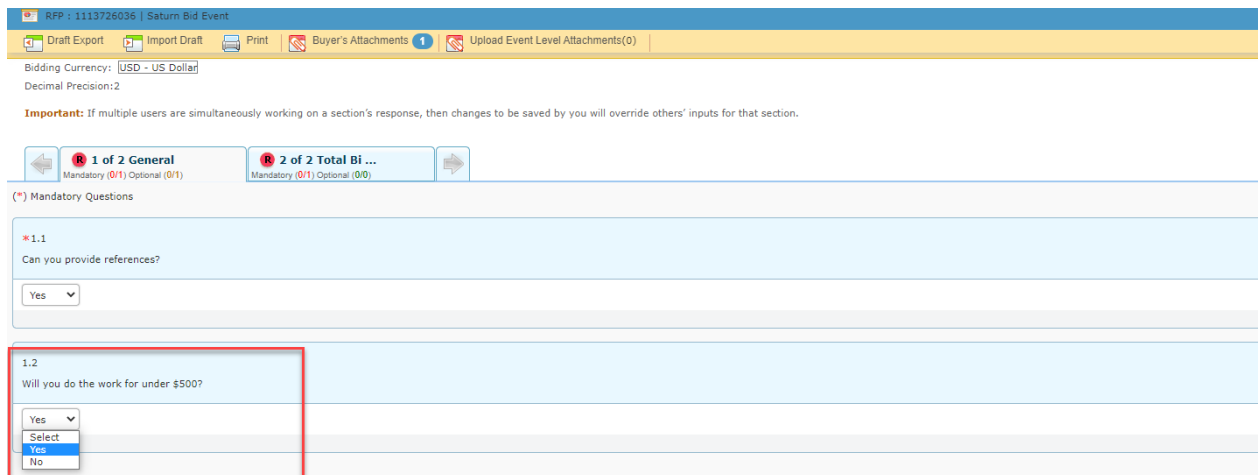
Questions: Respondents should carefully review this RFQ for questions, clarifications, defects and questionable or objectionable material. Comments and questions concerning clarifications, defects and questionable or objectionable material must be submitted through the Zycus eForum and must be submitted on or before [ENTER DATE]. No questions will be accepted after this date. All questions and their applicable responses will be provided via Zycus on any omission or error, or on the content of this solicitation, will be disallowed if they have not been brought to the attention of IPC in the timeframe and manner outlined in this event.

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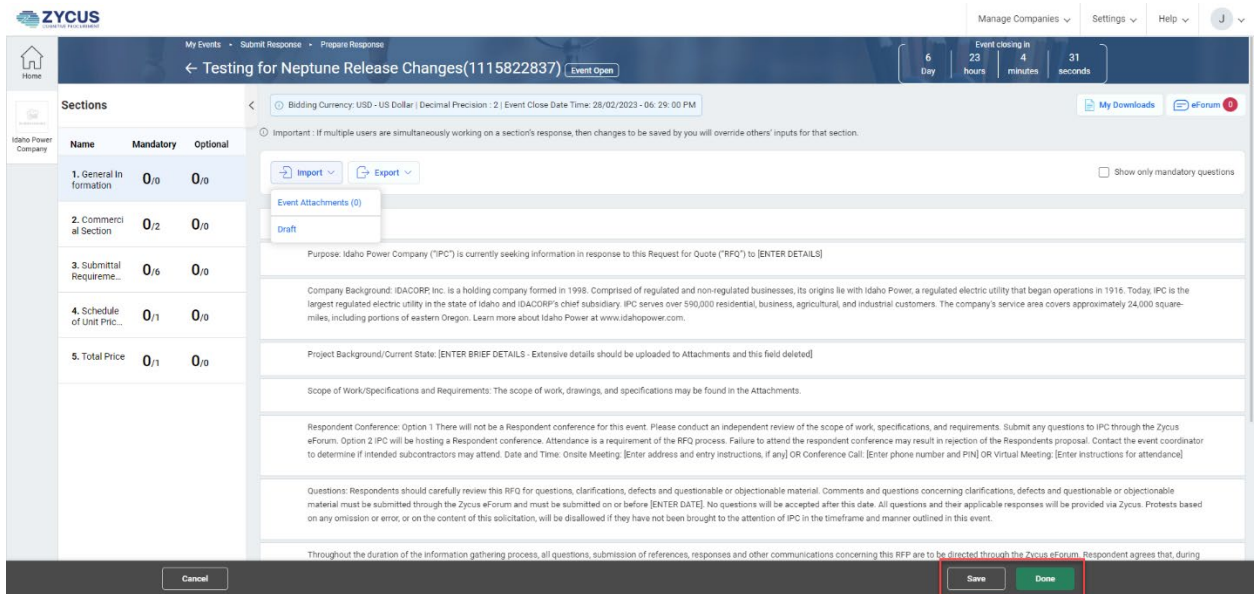
- You can import attachments, or the answered questionnaire using the “Import” button.



- Questions may be formatted as Yes/No, multiple choice, text, etc. Enter your answers by using the drop-downs or text boxes.



- Clicking “Save” will save your answer and leave you in the questionnaire. Clicking “Done” will save your answer and take you out of the questionnaire. You can return at any time to complete your response. When you have answered all mandatory questions, click “Done”.



Sections

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	0/2	0/0
3. Submittal Requirements	0/6	0/0
4. Schedule of Unit Prices	0/1	0/0
5. Total Price	0/1	0/0

Event Attachments (0)

Draft

Purpose: Idaho Power Company ("IPC") is currently seeking information in response to this Request for Quote ("RFQ") to [ENTER DETAILS]

Company Background: IDACORP Inc. is a holding company formed in 1998. Comprised of regulated and non-regulated businesses, its origins lie with Idaho Power, a regulated electric utility that began operations in 1916. Today, IPC is the largest regulated electric utility in the state of Idaho and IDACORP's chief subsidiary. IPC serves over 590,000 residential, business, agricultural, and industrial customers. The company's service area covers approximately 24,000 square miles, including portions of eastern Oregon. Learn more about Idaho Power at www.idahopower.com.

Project Background/Current State: [ENTER BRIEF DETAILS - Extensive details should be uploaded to Attachments and this field deleted]

Scope of Work/Specifications and Requirements: The scope of work, drawings, and specifications may be found in the Attachments.

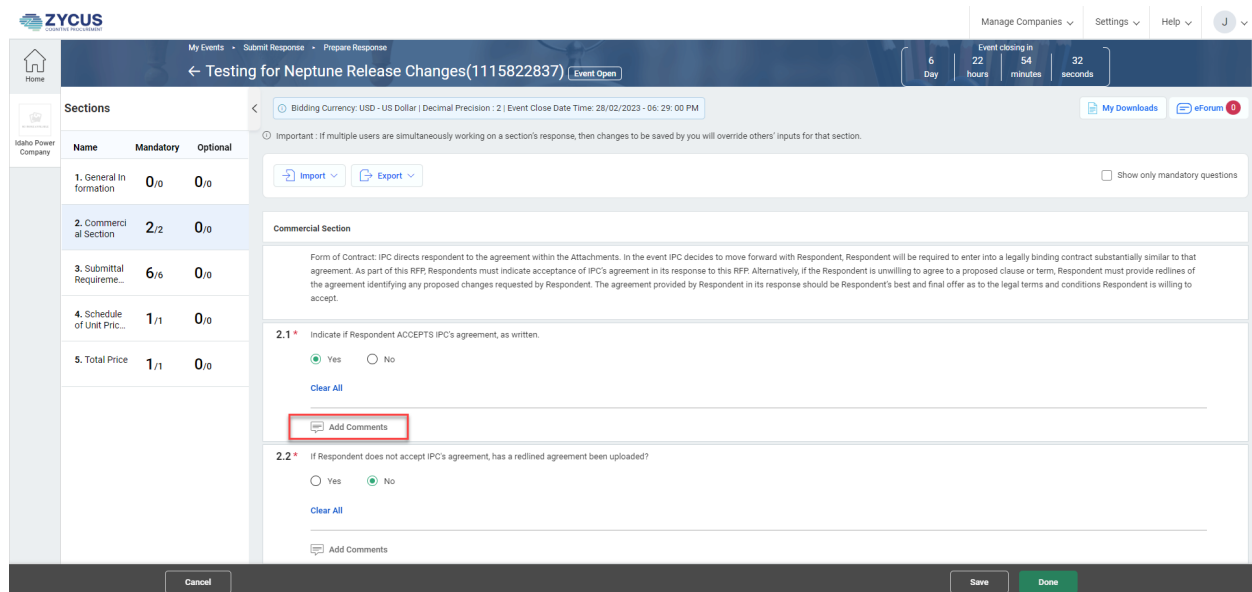
Respondent Conference: Option 1 There will not be a Respondent conference for this event. Please conduct an independent review of the scope of work, specifications, and requirements. Submit any questions to IPC through the Zycus eForum. Option 2 IPC will be hosting a Respondent conference. Attendance is a requirement of the RFQ process. Failure to attend the respondent conference may result in rejection of the Respondents proposal. Contact the event coordinator to determine if intended subcontractors may attend. Date and Time: Onsite Meeting: [Enter address and entry instructions, if any] OR Conference Call: [Enter phone number and PIN] OR Virtual Meeting: [Enter instructions for attendance]

Questions: Respondents should carefully review this RFQ for questions, clarifications, defects and questionable or objectionable material. Comments and questions concerning clarifications, defects and questionable or objectionable material must be submitted through the Zycus eForum and must be submitted on or before [ENTER DATE]. No questions will be accepted after this date. All questions and their applicable responses will be provided via Zycus. Protests based on any omission or error, or on the content of this solicitation, will be disallowed if they have not been brought to the attention of IPC in the timeframe and manner outlined in this event.

Throughout the duration of the information gathering process, all questions, submission of references, responses and other communications concerning this RFP are to be directed through the Zycus eForum. Respondent agrees that, during

Save Done

- You can add comments to a question with a pre-defined answer by clicking **Add Comments**.



Sections

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	2/2	0/0
3. Submittal Requirements	6/6	0/0
4. Schedule of Unit Prices	1/1	0/0
5. Total Price	1/1	0/0

Commercial Section

Form of Contract: IPC directs respondent to the agreement within the Attachments. In the event IPC decides to move forward with Respondent, Respondent will be required to enter into a legally binding contract substantially similar to that agreement. As part of this RFP, Respondents must indicate acceptance of IPC's agreement in its response to this RFP. Alternatively, if the Respondent is unwilling to agree to a proposed clause or term, Respondent must provide redlines of the agreement identifying any proposed changes requested by Respondent. The agreement provided by Respondent in its response should be Respondent's best and final offer as to the legal terms and conditions Respondent is willing to accept.

2.1 * Indicate if Respondent ACCEPTS IPC's agreement, as written.

☒ Yes ☐ No

Clear All

Add Comments

2.2 * If Respondent does not accept IPC's agreement, has a redlined agreement been uploaded?

☐ Yes ☒ No

Clear All

Add Comments

Save Done

- When you reach the pricing table, if it has many rows and would be easier to update in Excel, you can first Export the table to Excel. Make the updates, then import the data back into ZSN.

ZYCUS Manage Companies Settings Help J

My Events Submit Response Prepare Response

← Testing for Neptune Release Changes(1115822837) Event Open

6 Day 22 hours 53 minutes 14 seconds

My Downloads eForum 0

Sections

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	2/2	0/0
3. Submittal Requirements	6/6	0/0
4. Schedule of Unit Prices	1/1	0/0
5. Total Price	1/1	0/0

Important: If multiple users are simultaneously working on a section's response, then changes to be saved by you will override others' inputs for that section.

Import Export

Show only mandatory questions

Schedule of Unit Prices

IPC is not a guarantor of the estimated quantities of any unit price items and shall not be required to purchase any minimum amount of Unit Price Work.

Note - *Rock is defined as sandstone, limestone, granite, basalt or other solid rock of equal hardness, in ledges, bedded deposits, or un-stratified masses that, in the opinion of the Owner, will require the use of systematic drilling and blasting, splitting with a chemical, hydraulic or pneumatic rock splitter or other means of fracturing or removal. Cemented gravel (conglomerate), shale clay and other sedimentary materials are classified as rock only when, in the opinion of the Owner, systematic drilling and blasting or other similar methods are required for removal. Loam, sand, gravel, clay, caliche or other such material stratified between layers of rock will not be classified as solid rock.

4.1* Unit Price

Unit Cost Fixed Cost

Completed Items - 2/2 Import Excel Export Excel

Item Information				Baseline Costs [USD-US Dollar]	Demand Information				Price
Attachment(s)	Item No.	Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	UOM	Rate
0 file(s)	1	Rock Hole	Rock* hole adder will apply only for holes where Rock is encountered. Use of culverts is at the discretion and cost of		Bulk	1.00	1.00	Hole	11

Cancel Save Done

5. Once you have finished entering the pricing data, be sure to click **Save**.

ZYCUS Manage Companies Settings Help J

My Events Submit Response Prepare Response

← Testing for Neptune Release Changes(1115822837) Event Open

6 Day 22 hours 53 minutes 14 seconds

My Downloads eForum 0

Sections

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	2/2	0/0
3. Submittal Requirements	6/6	0/0
4. Schedule of Unit Prices	1/1	0/0
5. Total Price	1/1	0/0

Important: If multiple users are simultaneously working on a section's response, then changes to be saved by you will override others' inputs for that section.

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Show only mandatory questions

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4.1* Unit Price

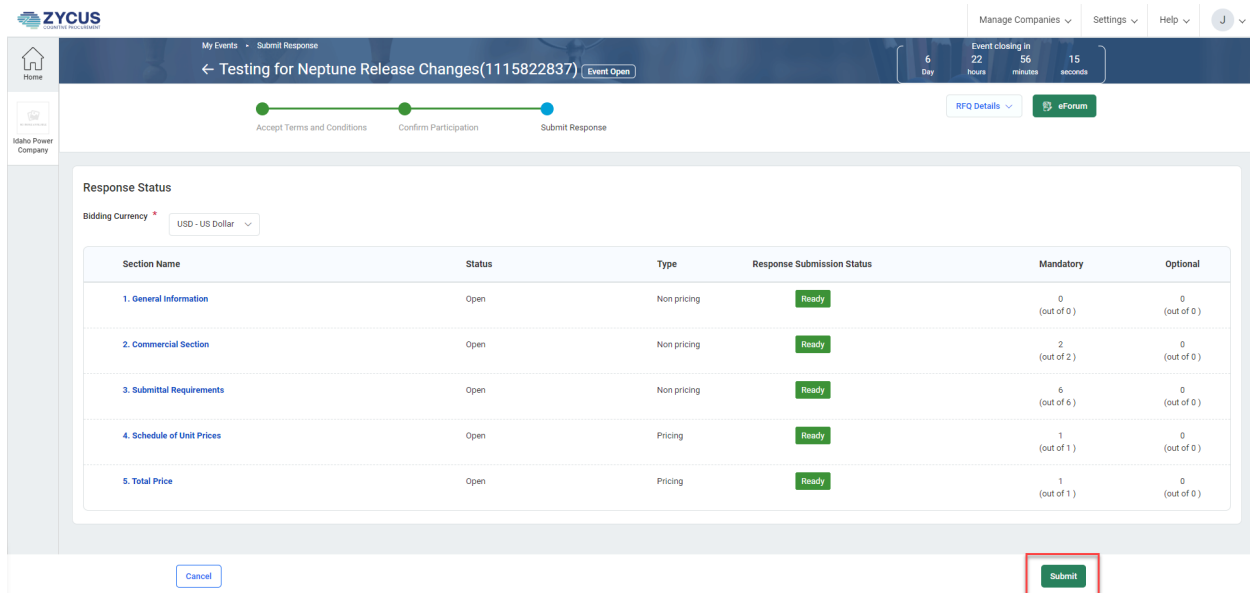
Unit Cost Fixed Cost

Completed Items - 2/2 Import Excel Export Excel

Item Information				Baseline Costs [USD-US Dollar]	Demand Information				Price
Attachment(s)	Item No.	Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	UOM	Rate
0 file(s)	1	Rock Hole	Rock* hole adder will apply only for holes where Rock is encountered. Use of culverts is at the discretion and cost of		Bulk	1.00	1.00	Hole	11

Cancel Save Done

- Once the Response Submission Status is all green and says “Ready, click **Submit**. If the status is “Not Ready” and the button is red, there is an unanswered question.



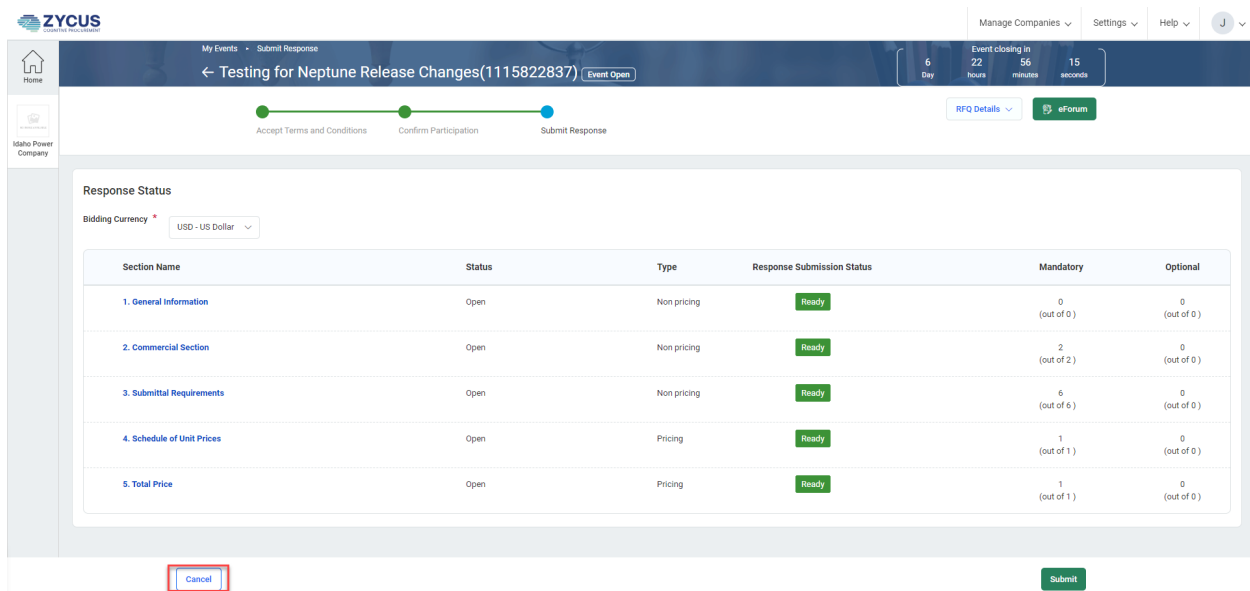
Response Status

Bidding Currency * USD - US Dollar

Section Name	Status	Type	Response Submission Status	Mandatory	Optional
1. General Information	Open	Non pricing	Ready	0 (out of 0)	0 (out of 0)
2. Commercial Section	Open	Non pricing	Ready	2 (out of 2)	0 (out of 0)
3. Submittal Requirements	Open	Non pricing	Ready	6 (out of 6)	0 (out of 0)
4. Schedule of Unit Prices	Open	Pricing	Ready	1 (out of 1)	0 (out of 0)
5. Total Price	Open	Pricing	Ready	1 (out of 1)	0 (out of 0)

Cancel Submit

- To exit the response page without submitting your response, click “**Cancel**” in the bottom left.



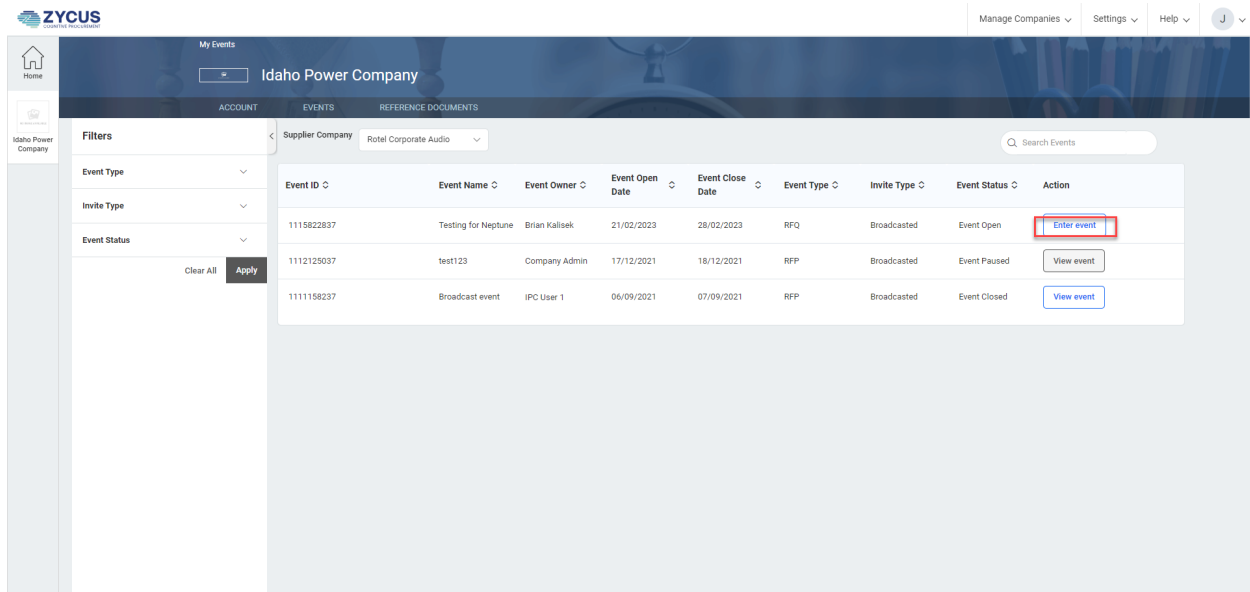
Response Status

Bidding Currency * USD - US Dollar

Section Name	Status	Type	Response Submission Status	Mandatory	Optional
1. General Information	Open	Non pricing	Ready	0 (out of 0)	0 (out of 0)
2. Commercial Section	Open	Non pricing	Ready	2 (out of 2)	0 (out of 0)
3. Submittal Requirements	Open	Non pricing	Ready	6 (out of 6)	0 (out of 0)
4. Schedule of Unit Prices	Open	Pricing	Ready	1 (out of 1)	0 (out of 0)
5. Total Price	Open	Pricing	Ready	1 (out of 1)	0 (out of 0)

Cancel Submit

- If you click “Cancel”, you can finish your response and submit later by reentering the event.



My Events

Idaho Power Company

ACCOUNT | EVENTS | REFERENCE DOCUMENTS

Supplier Company: Rotel Corporate Audio

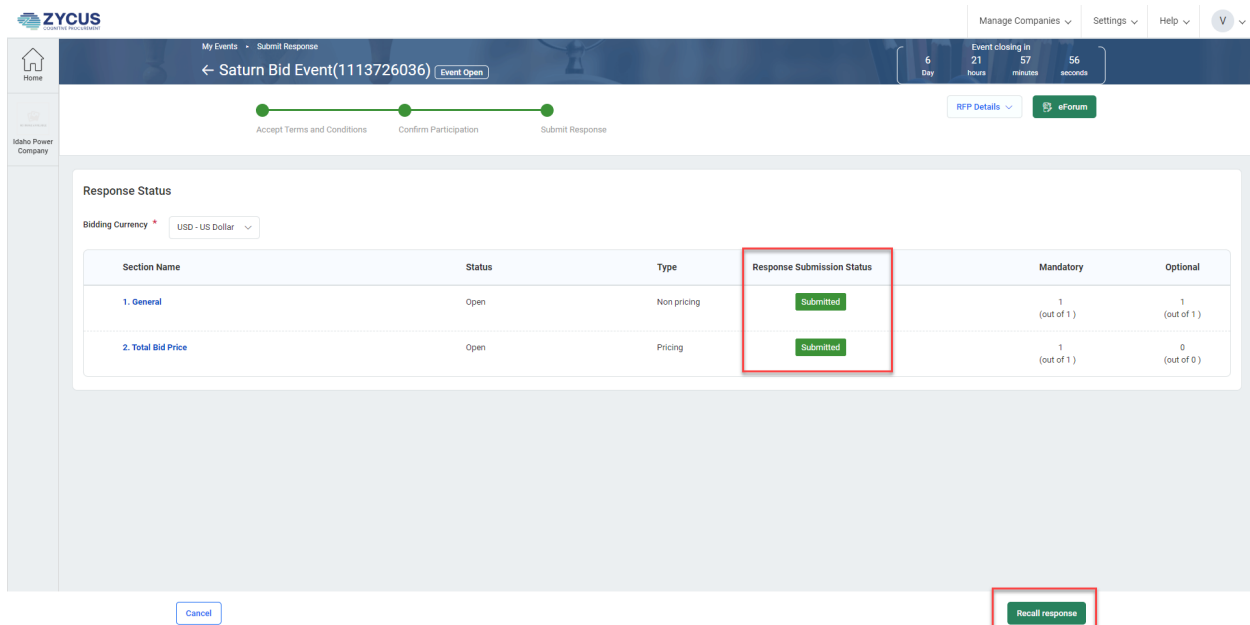
Search Events

Event ID	Event Name	Event Owner	Event Open Date	Event Close Date	Event Type	Invite Type	Event Status	Action
1115822837	Testing for Neptune	Brian Kalisek	21/02/2023	28/02/2023	RFQ	Broadcasted	Event Open	Enter event
1112125037	test123	Company Admin	17/12/2021	18/12/2021	RFP	Broadcasted	Event Paused	View event
1111158237	Broadcast event	IPC User 1	06/09/2021	07/09/2021	RFP	Broadcasted	Event Closed	View event

Filters: Event Type, Invite Type, Event Status

Clear All | Apply

- Once you click “Submit” your response will be submitted to Idaho Power. You will be able to recall your response by clicking “Recall Response”.



My Events • Submit Response

← Saturn Bid Event(1113726036) (Event Open)

Event closing in: 6 Day, 21 Hour, 57 Minutes, 56 Seconds

RFP Details | [eForm](#)

Accept Terms and Conditions | Confirm Participation | Submit Response

Bidding Currency: USD - US Dollar

Section Name	Status	Type	Response Submission Status	Mandatory	Optional
1. General	Open	Non pricing	Submitted	1 (out of 1)	1 (out of 1)
2. Total Bid Price	Open	Pricing	Submitted	1 (out of 1)	0 (out of 0)

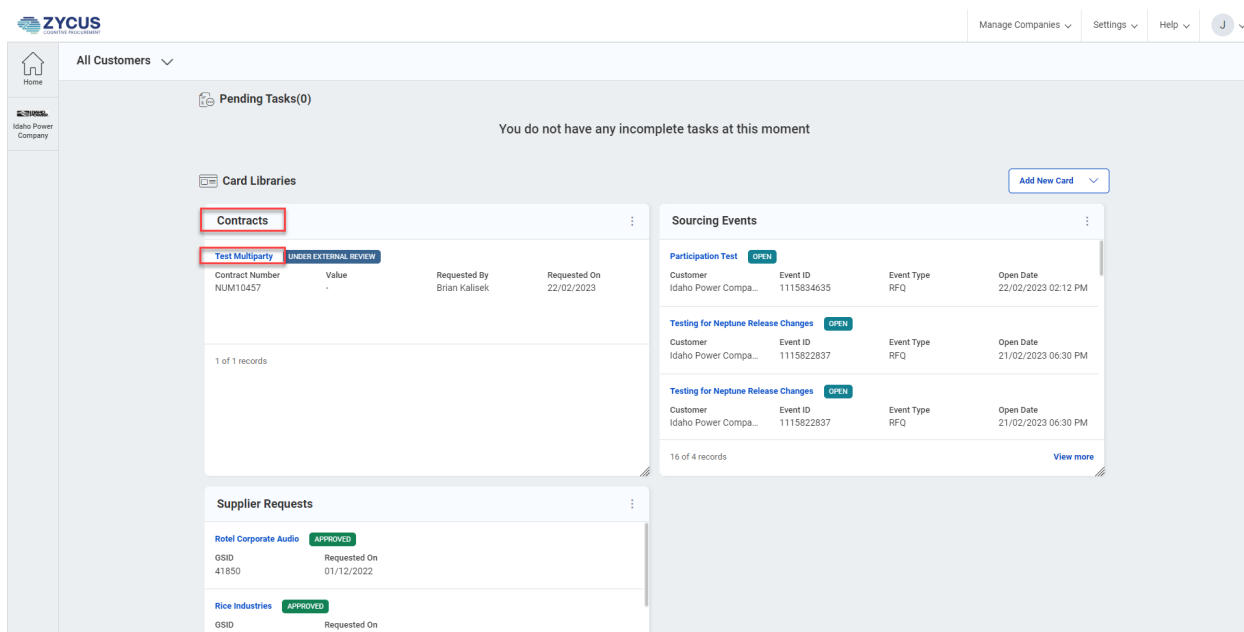
[Cancel](#) | [Recall response](#)

Section 11: Working with Contracts

When Idaho Power initiates a contract with you as the supplier, you will be notified by email to review and eventually sign the contract.

When logged into the ZSN portal, access the Contracts page from the contracts card or by clicking the Idaho Power logo.

From the Contracts card, you can access the contract screen by clicking on the contract title in blue, as shown here.



The screenshot shows the ZYCUS portal interface. The top navigation bar includes the ZYCUS logo, a user profile icon, and links for Manage Companies, Settings, Help, and a user initial 'J'. The main content area is titled 'All Customers' and displays a 'Pending Tasks(0)' message. Below this, the 'Card Libraries' section is visible, with the 'Contracts' card highlighted by a red box. The 'Contracts' card shows a table with one record: Contract Number NUM10457, Value -, Requested By Brian Kallisek, and Requested On 22/02/2023. To the right, the 'Sourcing Events' section displays a table with three records, each with a status of 'OPEN'. The bottom section, 'Supplier Requests', shows two records: 'Rotel Corporate Audio' and 'Rice Industries', both with a status of 'APPROVED'.

As an alternative, click the Idaho Power Company logo to go to the account page. From here you can select the Contracts list, as well as any other activity from your supplier profile to bid events, etc., by clicking the appropriate option.

Contracts Awaiting Review

Search by:

Contract Number	Title	Requested By	Requested On	Status	Action
NUM10491	Test Actions Menu	Brian Kalisek	03/13/2023	Pending Signing	Action ▾
NUM10480	Contract Testing	Mark Haggerty	03/06/2023	Signing in progress	Action ▾
NUM10212	NDA UAT	Brian Kalisek	12/07/2022	Signed	Action ▾
NUM10216	Test Addl. Signer	Brian Kalisek	08/26/2022	Signed	Action ▾

Showing page 1 of 1

The contracts page will open and will show all contracts that have been initiated with your company.

Use the “Actions” button for the contract to choose the option you want to perform.

Contract Number	Title	Requested by	Requested On	Status	Action
NUM15299	Testing Evergreen change	Brian Kalisek	05/01/2024	Signed	⋮
NUM15257	KIT 8147 Professional Services	Kimberly Lewis	04/01/2024	Signed	⋮
NUM15291	Dec14 Test Field Removal	Kimberly Lewis	14/12/2023	Signed	⋮
NUM15290	Testing Integration	Brian Kalisek	14/12/2023	Signed	⋮
NUM15289	Contract Title	Brian Kalisek	13/12/2023	Signed	⋮
NUM15283	KRSC08 12122023	Brian Kalisek	12/12/2023	Signed	⋮
NUM15276	Nov27 Amendment Test 2	Brian Kalisek	27/11/2023	Signed	⋮

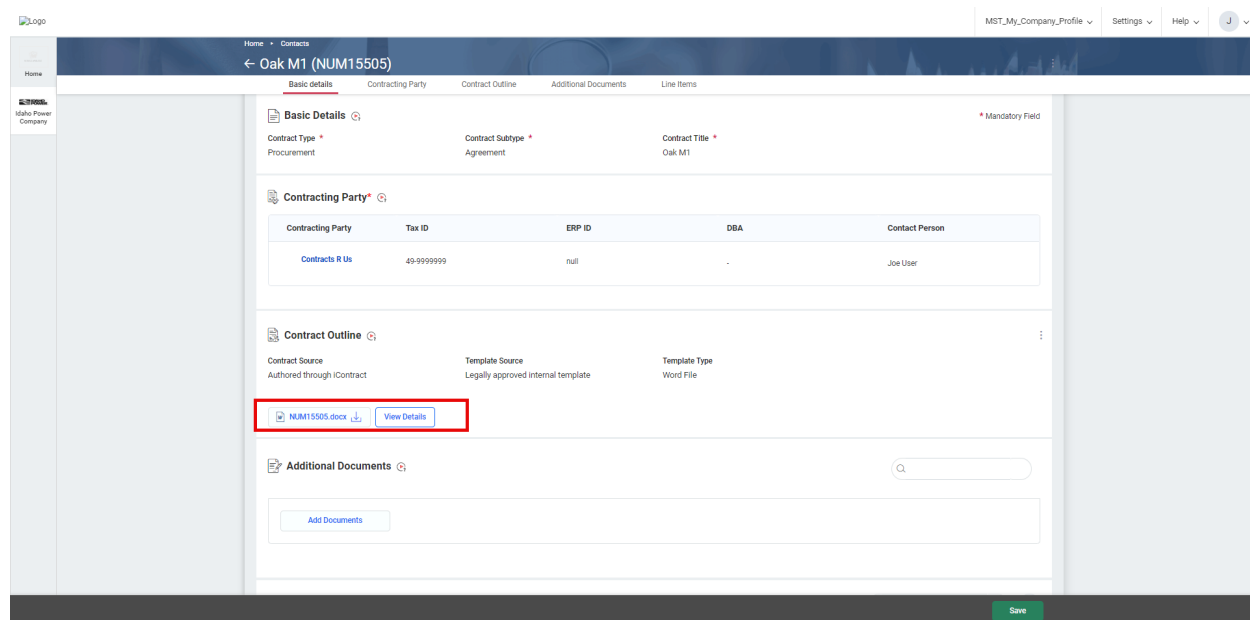
Contract Number	Title	Requested by	Requested On	Status	Action
NUM15505	Oak M1	Brian Kalisek	11/09/2024	Under External Review	⋮
NUM15299	Testing Evergreen change	Brian Kalisek	05/01/2024	Signed	⋮
NUM15257	KIT 8147 Professional Services	Kimberly Lewis	04/01/2024	Signed	⋮
NUM15291	Dec14 Test Field Removal	Kimberly Lewis	14/12/2023	Signed	⋮
NUM15290	Testing Integration	Brian Kalisek	14/12/2023	Signed	⋮
NUM15289	Contract Title	Brian Kalisek	13/12/2023	Signed	⋮

- Review Contract
- Edit Contract Offline
- Save A Copy
- Undo All Modification
- Mark As Review

1. Review Contract. This option allows you to review the contract details. Please use option two, “Edit Offline” to make redline edits if necessary.

You can add documents or line items by scrolling to the appropriate section.

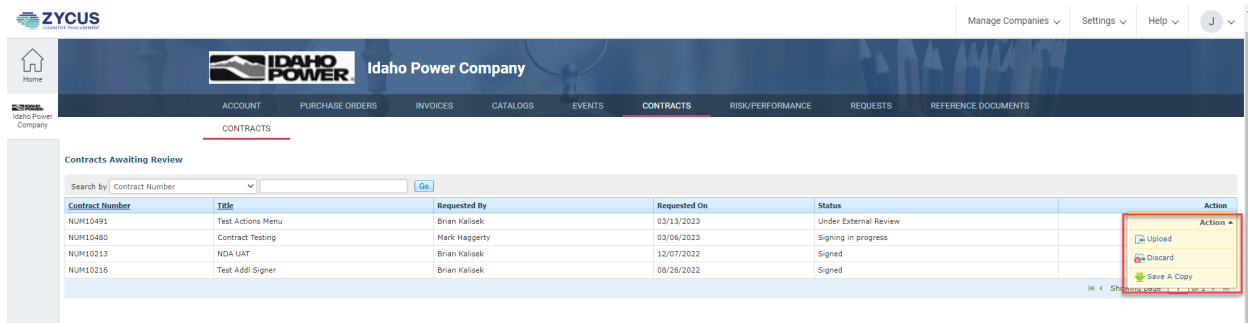
Contracting Party is the individual to whom the contract was sent.



The screenshot shows the 'Oak M1 (NUM15505)' contract details page. The interface includes a sidebar with 'Home' and 'Idaho Power Company' links. The main content area has tabs for 'Basic details', 'Contracting Party', 'Contract Outline', 'Additional Documents', and 'Line Items'. The 'Basic details' tab is active, showing fields for 'Contract Type' (Procurement), 'Contract Subtype' (Agreement), and 'Contract Title' (Oak M1). Below this is the 'Contracting Party' section with a table listing 'Contracts R Us' with associated Tax ID, ERP ID, DBA, and Contact Person. The 'Contract Outline' section shows 'Contract Source' (Authored through iContract), 'Template Source' (Legally approved internal template), and 'Template Type' (Word File). A red box highlights a download link for 'NUM15505.docx' and a 'View Details' button. The 'Additional Documents' section has a search bar and an 'Add Documents' button. A 'Save' button is located at the bottom right of the page.

The Contract Outline option allows you to review the contract text. You may also download the contract from here, but to make redlines, please use option 2, “Edit Contract Offline”. The contract will be downloaded for editing

2. Edit Contract Offline. Use this option to make redlines to the contract in Word. Once the redlines are saved, use the Actions menu to upload the document back into the tool. You can also discard your changes or save a copy for your records.

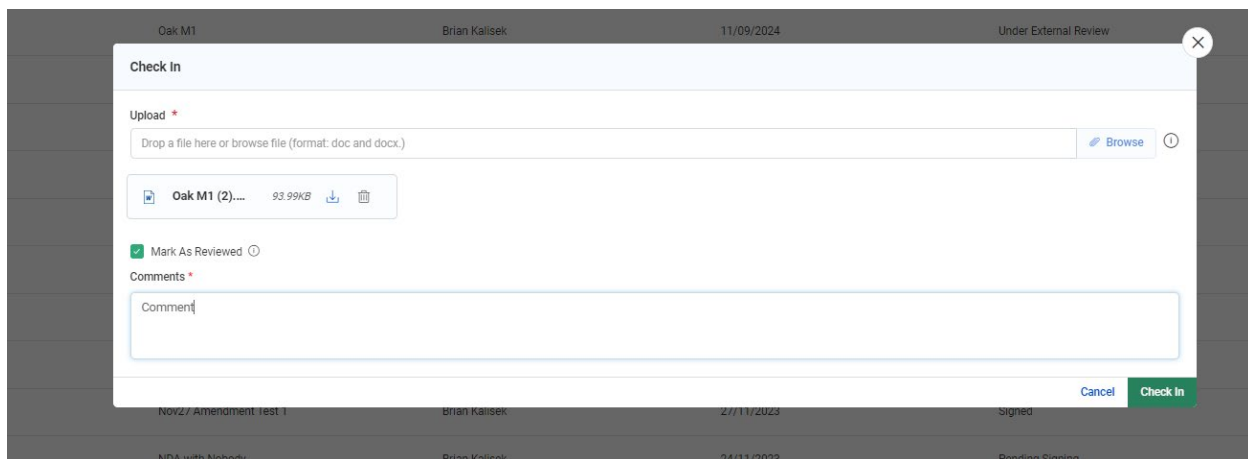


Contracts Awaiting Review

Search by Contract Number

Contract Number	Title	Requested By	Requested On	Status	Action
NUM10491	Test Actions Menu	Brian Kalisek	03/13/2023	Under External Review	<div> <input type="button" value="Upload"/> <input type="button" value="Discard"/> <input type="button" value="Save A Copy"/> </div>
NUM10480	Contract Testing	Mark Haggerty	03/06/2023	Signing in progress	
NUM10213	NDA UAT	Brian Kalisek	12/07/2022	Signed	
NUM10216	Test Addl. Signer	Brian Kalisek	08/26/2022	Signed	

When the Upload option is selected, browse to the downloaded file. Select the Mark as Reviewed checkbox to indicate that your review is complete. This notifies Idaho Power that the contract is ready to proceed. Enter comments and click CheckIn.



Check In

Upload *

Drop a file here or browse file (format: doc and docx.)

Oak M1 (2)... 93.99KB

☒ Mark As Reviewed ⓘ

Comments *

The status of “pending signing” indicates that the supplier has completed their review and notifies Idaho Power that the supplier review is complete. Idaho Power will then review the redlines if any, and respond with further negotiation or signing, as necessary.

Logo

MST_My_Company_Profile Settings Help J

Home

IDAHO POWER Idaho Power Company

ACCOUNT PURCHASE ORDERS INVOICES/CREDIT MEMOS CATALOGS EVENTS **CONTRACTS** MGT. RISK AND PERFORMANCE REFERENCE DOCUMENTS

Q Search

Contract Number	Title	Requested by	Requested On	Status	Action
NUM15505	Oak M1	Brian Kalisek	11/09/2024	Pending Signing	⋮
NUM15299	Testing Evergreen change	Brian Kalisek	05/01/2024	Signed	⋮
⊕ NUM15257	KIT 8147 Professional Services	Kimberly Lewis	04/01/2024	Signed	⋮
NUM15291	Dec14 Test Field Removal	Kimberly Lewis	14/12/2023	Signed	⋮
NUM15290	Testing Integration	Brian Kalisek	14/12/2023	Signed	⋮
⊕ NUM15289	Contract Title	Brian Kalisek	13/12/2023	Signed	⋮
NUM15283	KRSC08 12122023	Brian Kalisek	12/12/2023	Signed	⋮
⊕ NUM15276	Nov27 Amendment Test 2	Brian Kalisek	27/11/2023	Signed	⋮
⊕ NUM15275	Nov27 Amendment Test 1	Brian Kalisek	27/11/2023	Signed	⋮
NUM15273	NDA with Nobody	Brian Kalisek	24/11/2023	Pending Signing	⋮

Show records 10

⏪ ⏩ 1 2 3 4 5 ... 13

Go to page 1

3. Save a Copy allows you to save a local copy for your records.
4. Undo All Modifications. This option allows you to revert all redlines made by you to the contract, to the version sent by Idaho Power.
5. Mark as Reviewed. If no changes are required by you, this alerts Idaho Power that the contract is accepted as is by the supplier.