



SUPPLIER PORTAL | STEP BY STEP GUIDE

Stanmore Supplier Webinar **User Manual**

Zycus Supplier Network (ZSN) – Supplier Enablement Training

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Six modules, from **registration** to reference documents.

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CHAPTER 1

Introduction

1.1 Zycus Supplier Network (ZSN) – Supplier Enablement Training

This guide walks new and existing suppliers of Stanmore Resources Limited through the Zycus Supplier Network (ZSN) / iSupplier portal, based on the ZSN supplier enablement training webinar conducted by Zycus University. It captures each screen shown during the session together with the step being performed, in the same six-module structure covered in the training.

The training is organised as a six-module journey covering supplier registration, the login process, help videos and support, editing your profile, approvals, and reference documents.

MODULE 1 Supplier registration	MODULE 2 Login process	MODULE 3 Help videos and support
MODULE 4 Editing your profile	MODULE 5 Approvals	MODULE 6 Reference documents

CHAPTER 2

Registering for the First Time

2.1 Receiving the Invitation

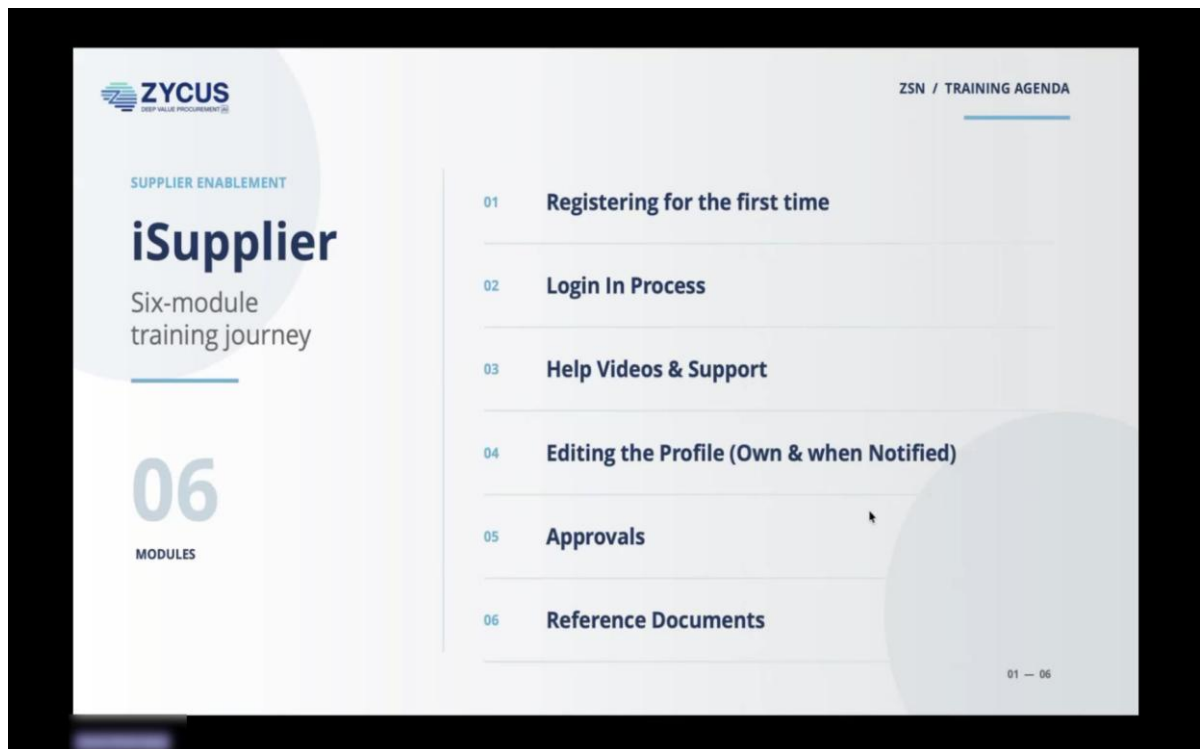
- 1 Stanmore Resources Limited invites your company to register as a supplier through the Stanmore Supplier Portal by email. The email is sent to the nominated point of contact and contains a one-time registration link. Open the email and click the registration link to begin onboarding.



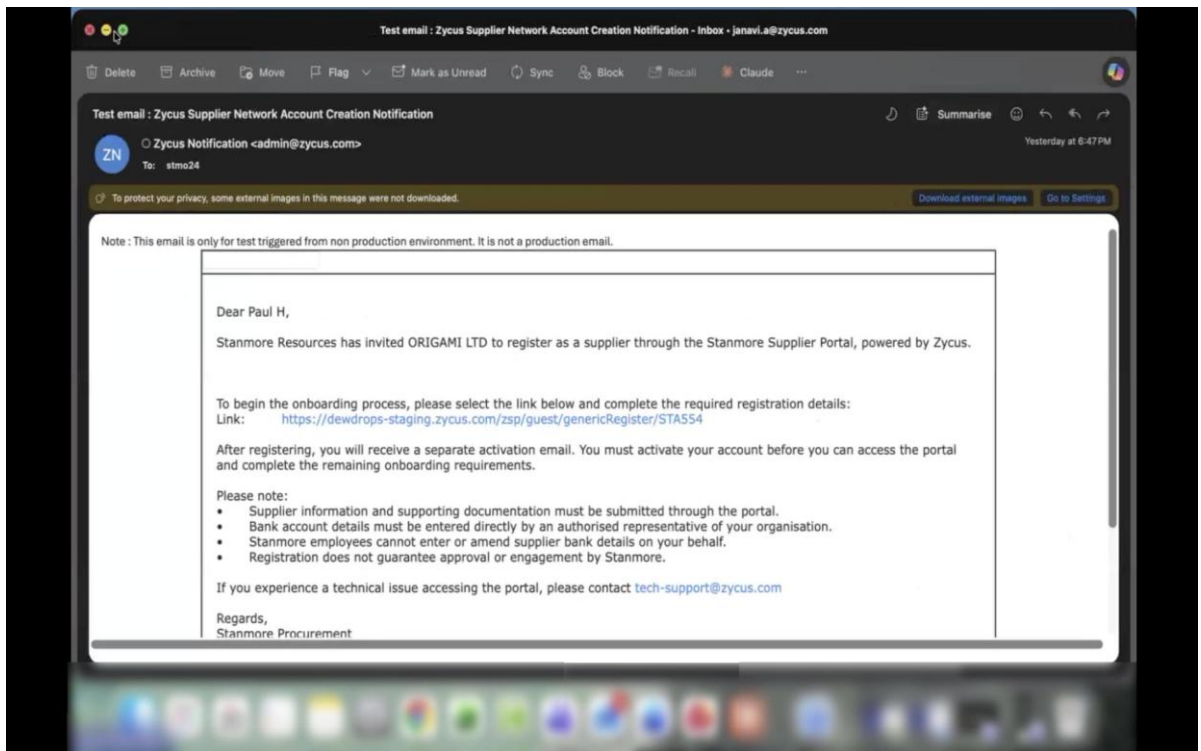
This link is unique to the person it was sent to. If more than one point of contact needs access, each contact must be added separately once the company profile has been created.

2.2 Creating Your Account

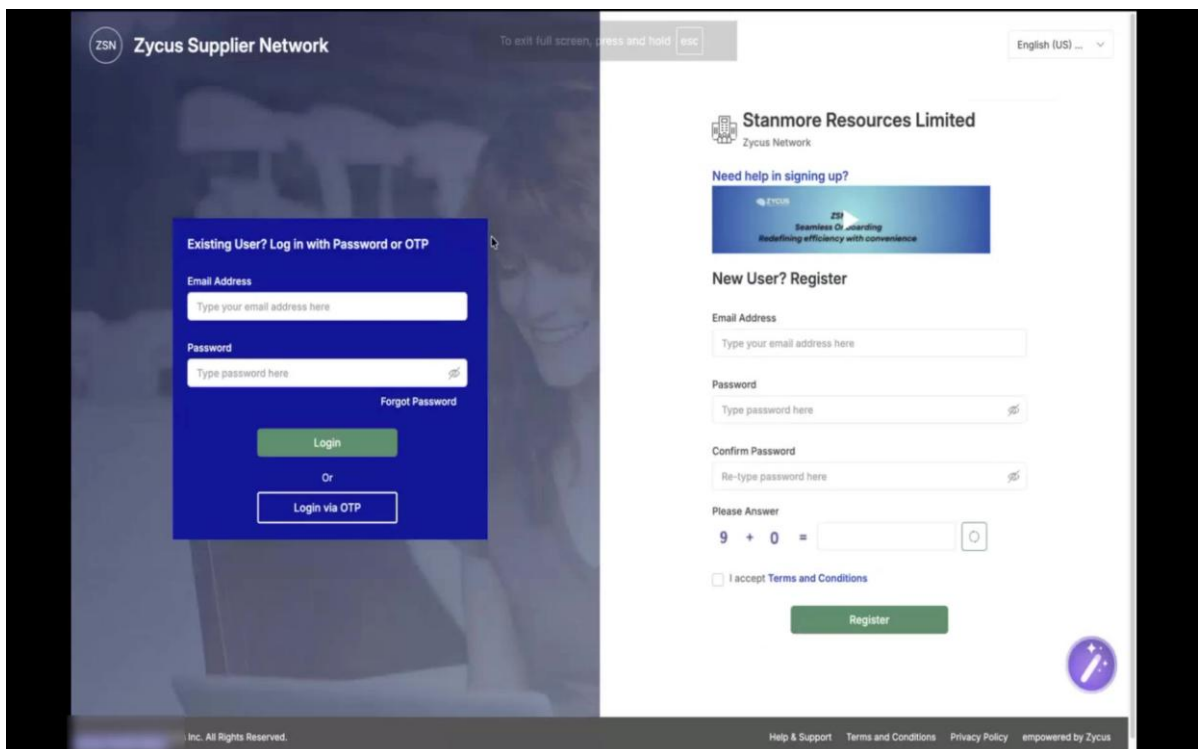
- 2** On the Zycus Supplier Network registration page, under “New User? Register”, enter your Email Address and a Password, confirm the password, answer the simple verification sum, accept the Terms and Conditions, and click Register.



- 3** Check your inbox for the activation email and enter the One-Time Password (OTP) you receive, then click Verify OTP to activate your account.



- 4** Once the account is activated, complete the User Profile Registration form under “My Profile” and “Additional Details” – including your name, job title, phone number, country, time zone, currency, and language – then click Submit.



5 Review the completed profile details.

ZYCUS
SUPPLIER NETWORK

←

Welcome to ZSN

If an account exists for "stmo24@zycus.com" in the Zycus Supplier Network, then One-Time Password (OTP) will be sent to the email ID. Please check your inbox and spam folder.
Thank you for registering with ZSN

Enter OTP

Enter OTP

Resend OTP Verify OTP

Resend OTP in 28

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

6 Click Next on the confirmation message to proceed with company registration.

Account activated successfully

User Profile Registration

(Fields marked with * are mandatory)

My Profile

First Name * Enter first name

Last Name * Enter last name

Display Name * Enter Display Name

Job Title * Job Title

Phone Number * Enter Phone Number

Fax number Enter fax

Country * Search

Additional Details

(To be filled based on your country)

Time Zone * Search

Currency * Search

Number Format * 1,222,333.04

Date Format * DD-MM-YYYY

Time Format * 12 Hours

Language * Search

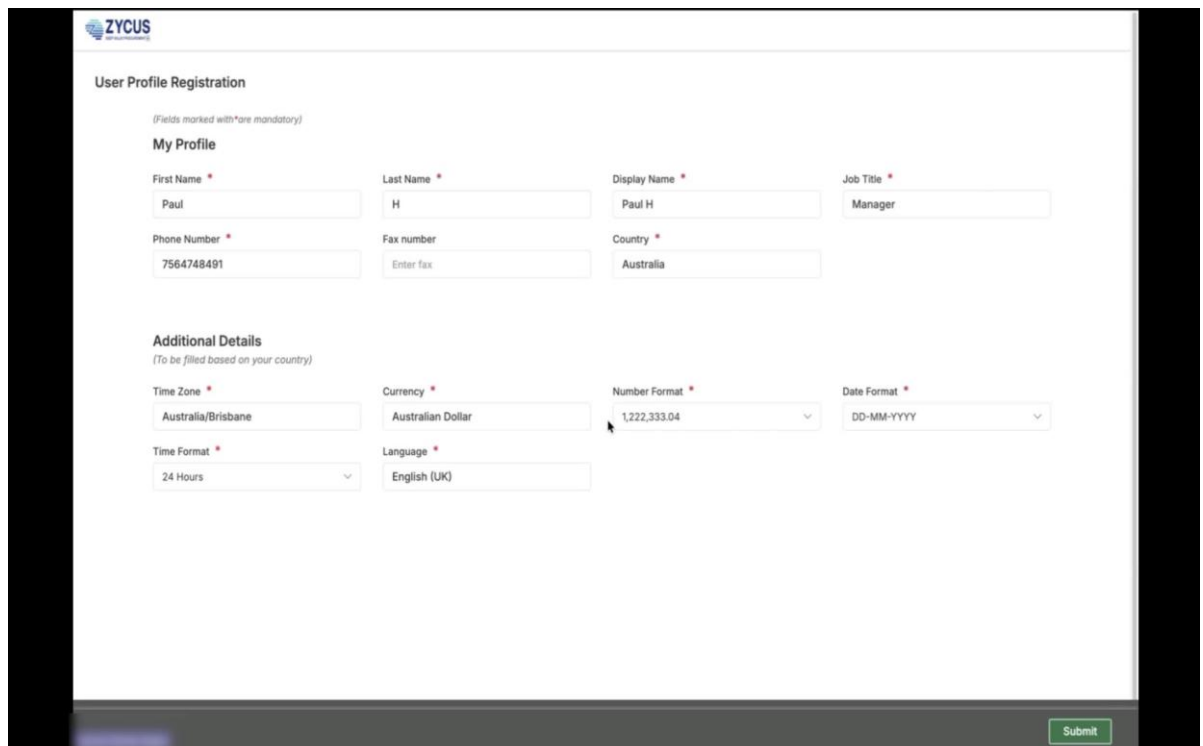
Submit

CHAPTER 3

Login In Process

3.1 Logging In

- 1 Return to the Zycus Supplier Network page and, under “Existing User? Log in with Password or OTP”, enter your registered email address.



The screenshot shows the ZYCUS User Profile Registration page. The form is titled "User Profile Registration" and includes a note "(Fields marked with * are mandatory)". The form is divided into two main sections: "My Profile" and "Additional Details".

My Profile

Field	Value
First Name *	Paul
Last Name *	H
Display Name *	Paul H
Job Title *	Manager
Phone Number *	7564748491
Fax number	Enter fax
Country *	Australia

Additional Details

(To be filled based on your country)

Field	Value
Time Zone *	Australia/Brisbane
Currency *	Australian Dollar
Number Format *	1,222,333.04
Date Format *	DD-MM-YYYY
Time Format *	24 Hours
Language *	English (UK)

A green "Submit" button is located at the bottom right of the form.

- 2 Enter your Password and click Login (or click Login via OTP to sign in with a one-time code instead).

The screenshot shows the 'User Profile Registration' page on the ZYCUS platform. The page is divided into two main sections: 'My Profile' and 'Additional Details'. The 'My Profile' section includes fields for First Name, Last Name, Display Name, Job Title, Phone Number, Fax number, and Country. The 'Additional Details' section includes fields for Time Zone, Currency, Time Format, Language, and Date Format. A success modal is displayed in the center of the screen, indicating that the user profile has been registered successfully and instructing the user to click 'Next' to proceed with company registration.

- 3 Once signed in, you land on My Dashboard, which shows Incomplete Profiles, Supplier Requests, and Alerts for your company.

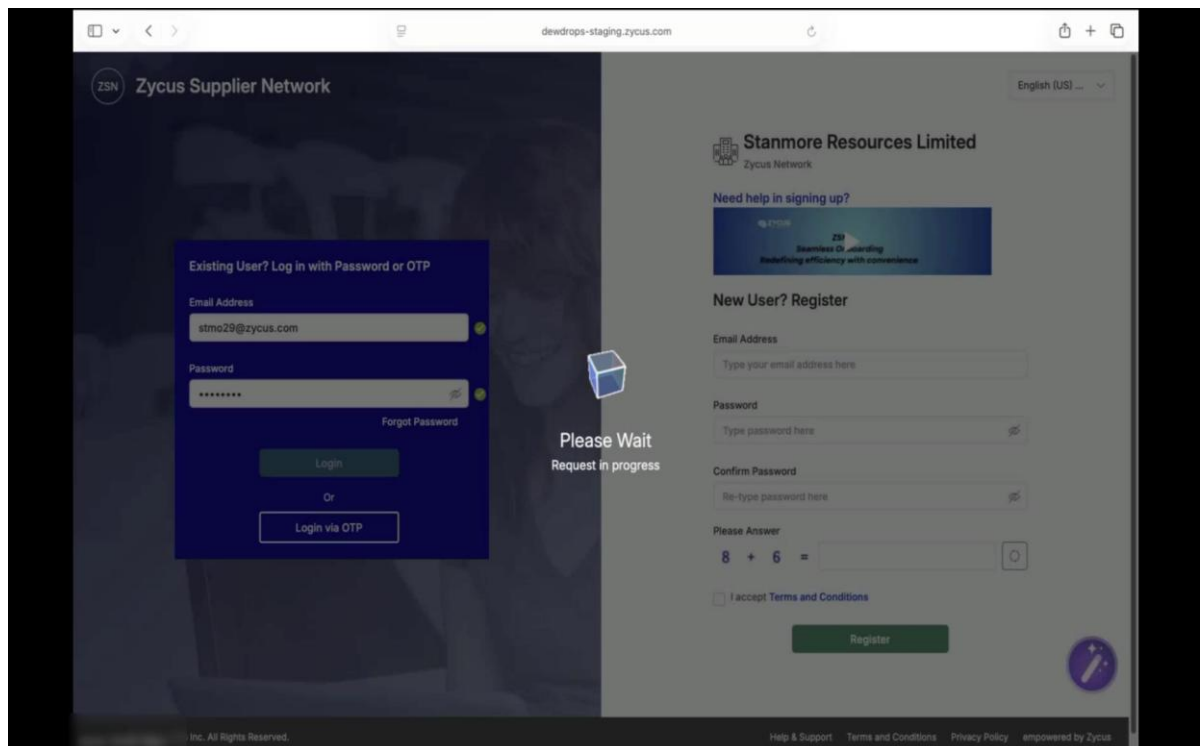
The screenshot shows the 'Zycus Supplier Network' login and registration page. The page is split into two main sections: 'Existing User? Log in with Password or OTP' and 'New User? Register'. The login section includes fields for Email Address and Password, a 'Forgot Password' link, and buttons for 'Login' and 'Login via OTP'. The registration section includes fields for Email Address, Password, Confirm Password, and a CAPTCHA challenge. A 'Register' button is located at the bottom of the registration section. The page also features a header with the Zycus logo and a language selector, and a footer with copyright information and links to Help & Support, Terms and Conditions, and Privacy Policy.

CHAPTER 4

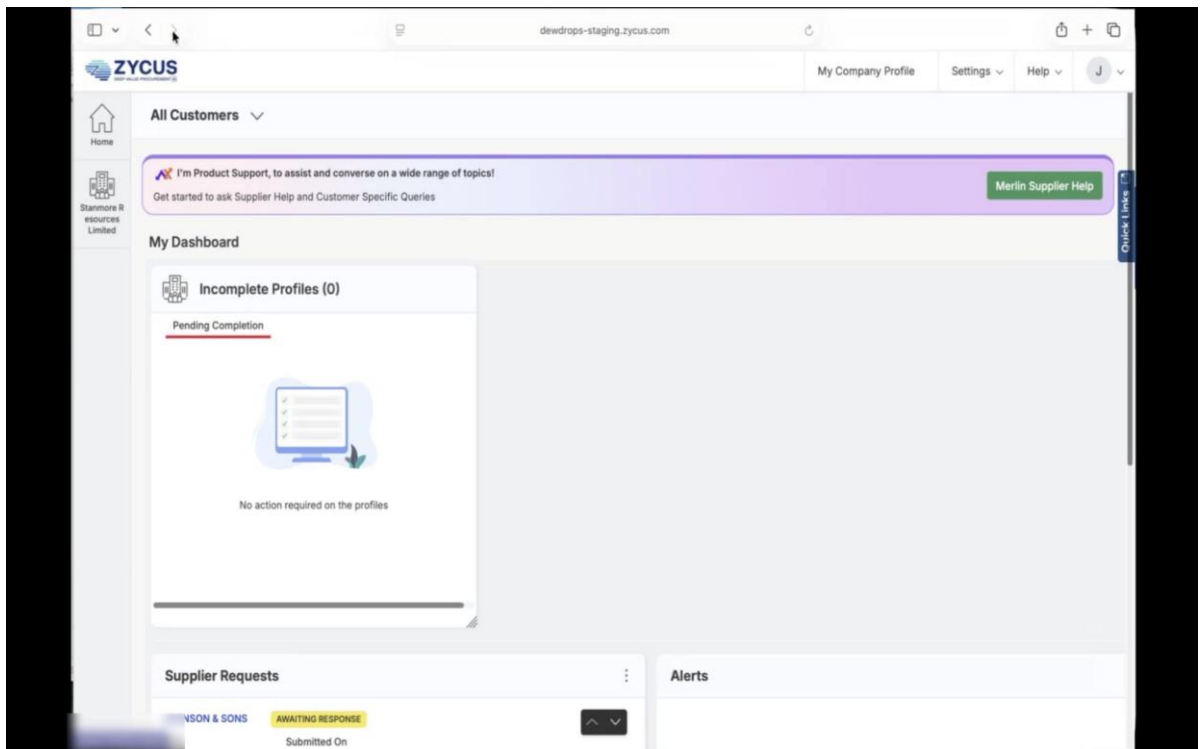
Help Videos & Support

4.1 Finding Help

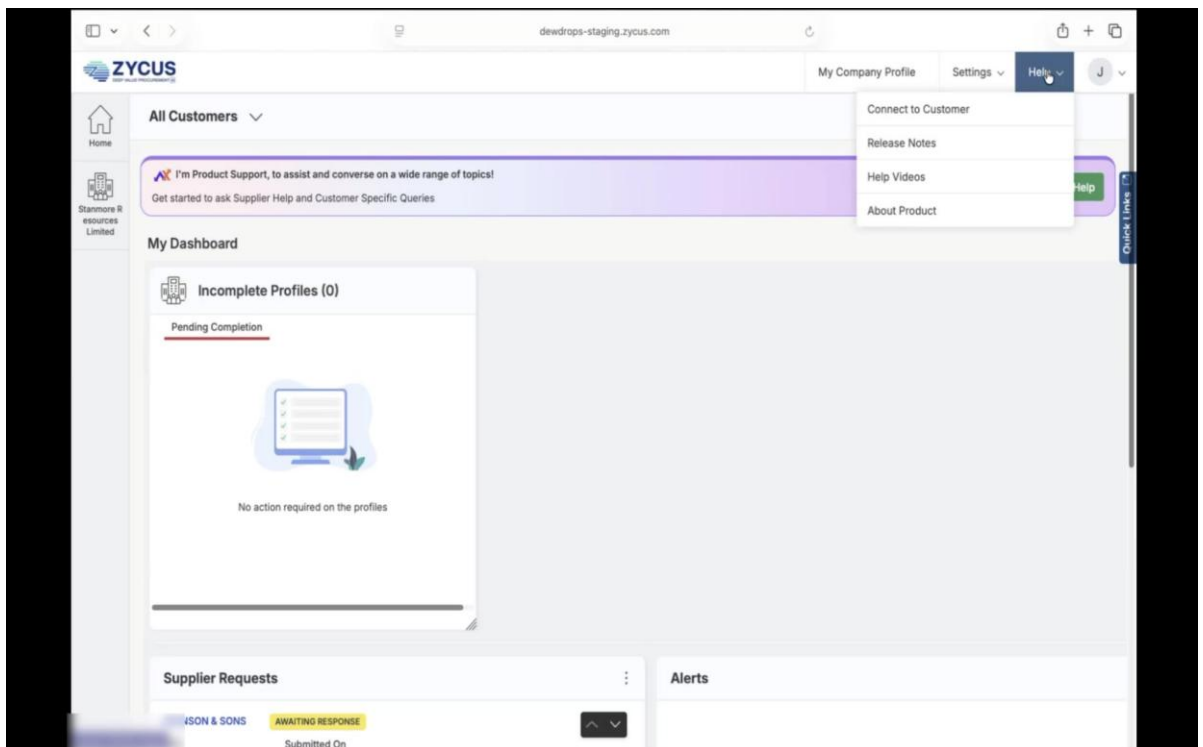
- 1 Click Help in the top navigation bar to see the available options: Connect to Customer, Release Notes, Help Videos, and About Product.



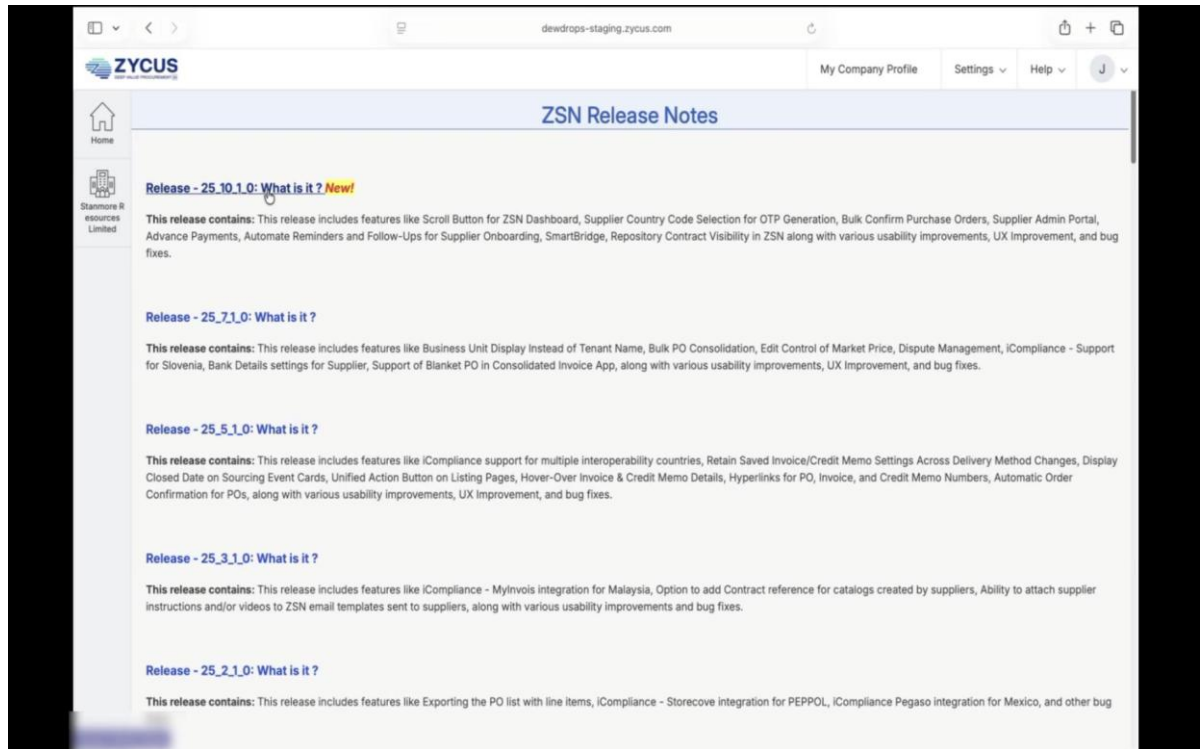
- 2 Click Release Notes to view the latest ZSN feature updates and enhancements.



- 3 Click Help Videos to browse short bite-size videos on getting started with ZSN, such as New Supplier Registration, Login via OTP, and Multi-factor Authentication.



- 4 Scroll to the General Overview and Profile section for further videos covering the ZSN Guide Me Tour, Dashboard and General Settings, Supplier Profile Edits, Alerts, and Discussion Forums.

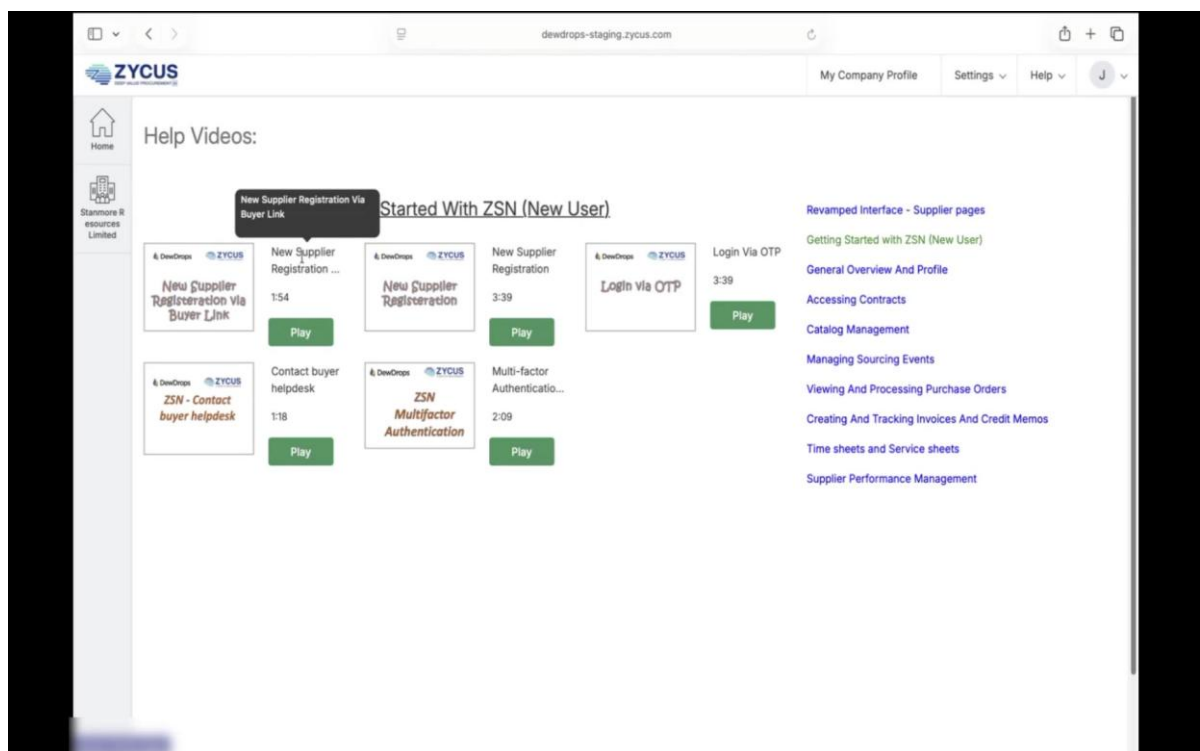


CHAPTER 5

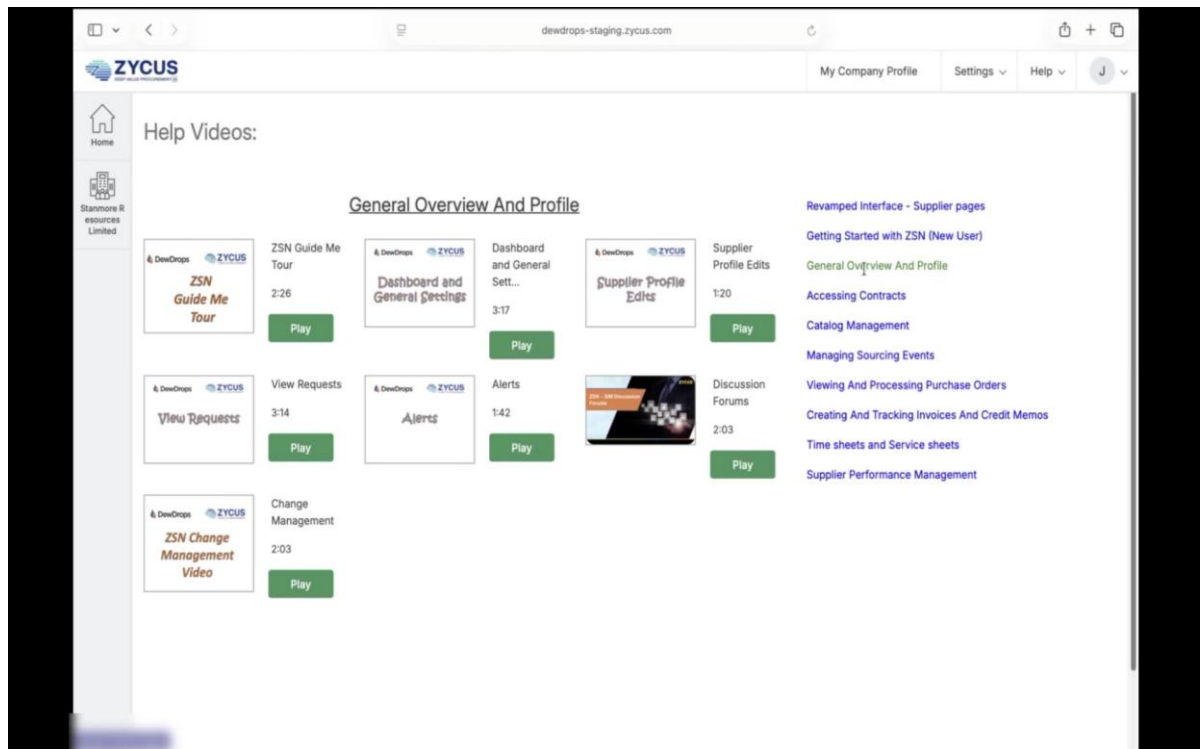
Editing the Profile (Own & When Notified)

5.1 Viewing Requests

- 1 Go to Account > My Requests to see any edit requests raised for your company profile, along with their status (for example, Awaiting Response).

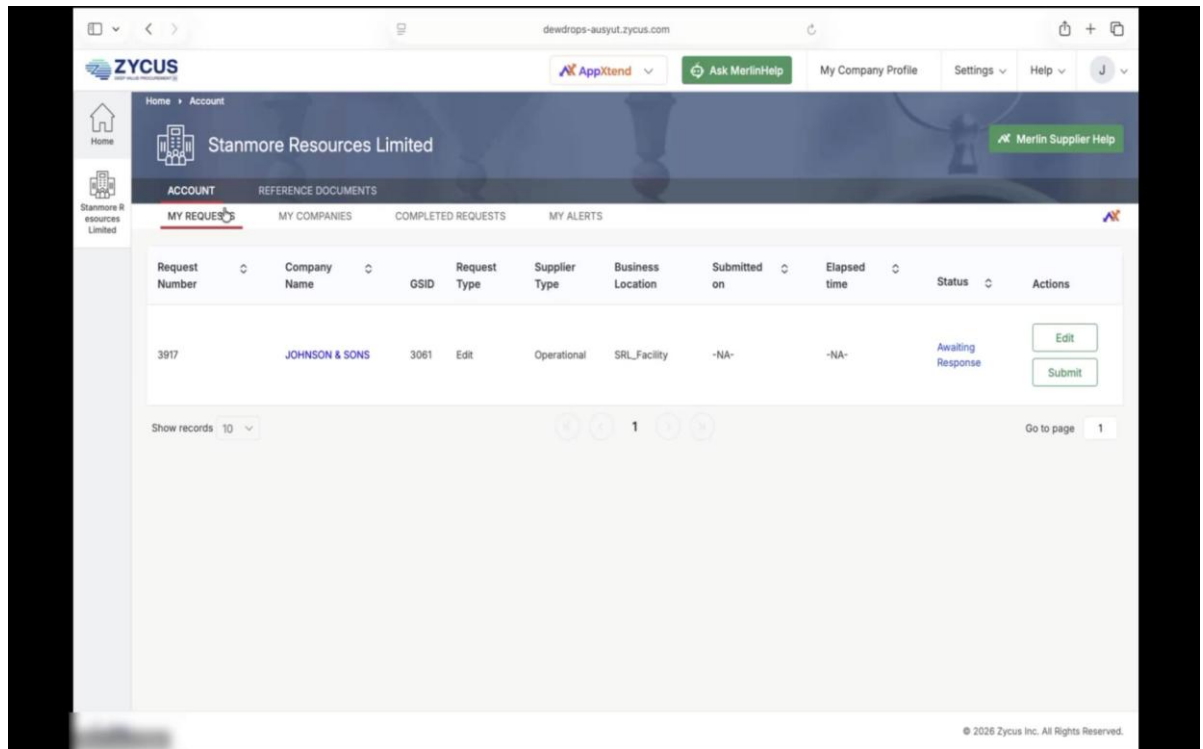


- 2 Click My Companies to view the list of company profiles you manage and their current status.



5.2 Responding to a Notification

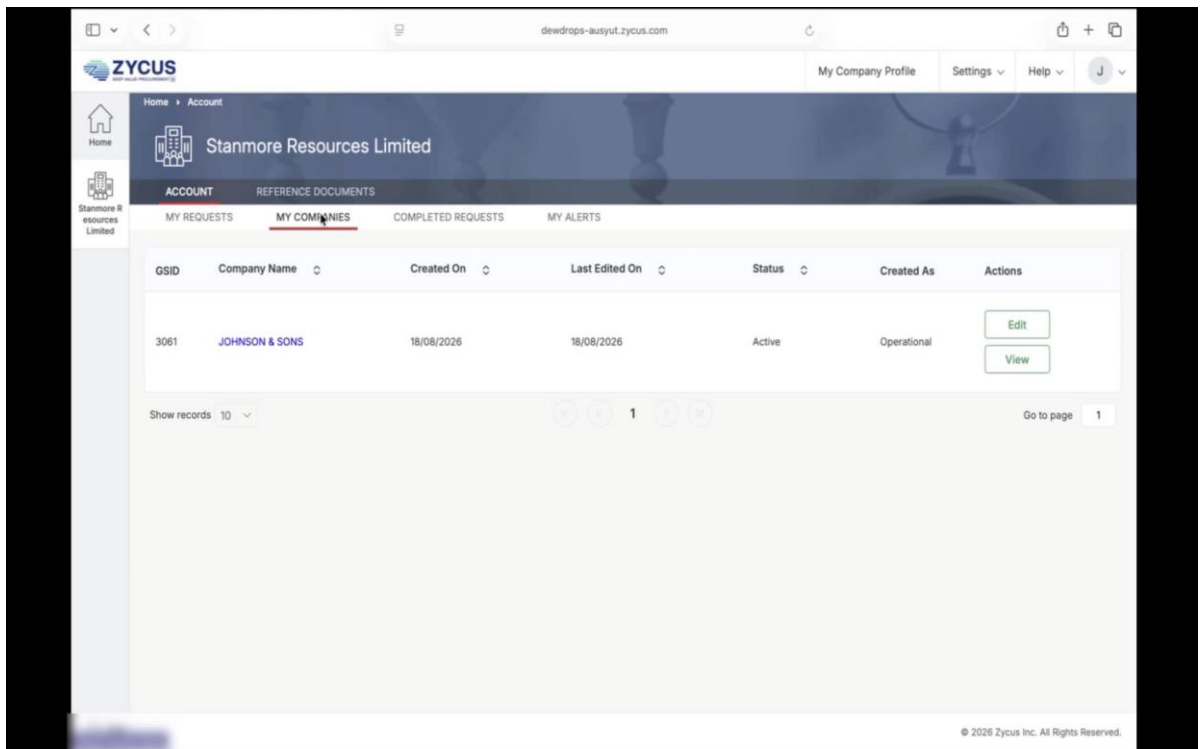
- 3** When Stanmore Resources asks you to update your details, you will receive an email notification titled “You have been notified”, listing the Request ID, Supplier Name, and Business Location for the request.



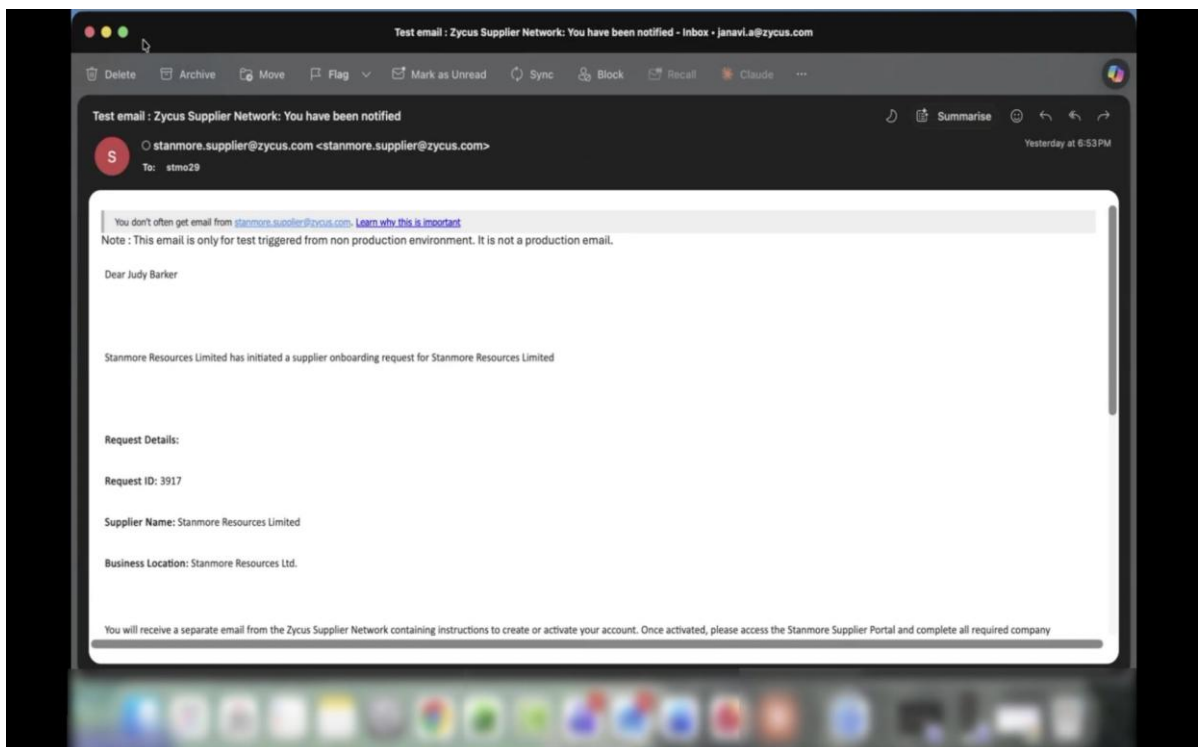
5.3 Updating Your Profile

- 4** Click Edit against the request to open your Supplier Profile, then complete each mandatory section listed on the left – Company, Address, Product & Services,

Bank Details, Insurances and Certifications, and so on – under the Company Details and Tax Information tabs.



- 5 Scroll down to review or update fields such as Year Supplier Established, Number of Employees, GST registration, and the site you are registering to do business with.



- 6 Open the Product & Services tab, click Add New to add a category, and answer any related questions such as your Queensland Labour Hire License details.

The screenshot shows the Zycus Supplier Network portal. The user is logged in as 'Stanmore Resources Limited'. The main content area displays the 'Supplier Details' form. The form is divided into sections: Company Details, Tax Information, and Additional Notes. The 'Company Details' section is currently active and shows fields for Global Supplier Identifier (3061), Legal Name (JOHNSON & SONS), Business Name / Trading As (if applicable), Registered Entity Type (Sole Trader), Year Supplier Established (10/08/2017), Website, Number of Employees (10-50), Are you registered for GST? (Yes), Are you an International Supplier without having Australian presence? (No), and Do you intend to drive company registered vehicles on any Stanmore mining lease? (No). A sidebar on the left shows the completion progress for various sections: Company (100%), Address (100%), Product & Services (100%), Bank Details (100%), Insurances and Certifications (100%), Environmental Social & Governance (100%), Modern Slavery (100%), Indigenous Engagements (100%), Trade Sanctions (100%), Conflict of Interest (100%), and Declaration and Acceptance (100%).

- 7 In the Select Products & Services dialog, choose the Category and click Save.

The screenshot shows the Zycus Supplier Network portal. The user is logged in as 'Stanmore Resources Limited'. The main content area displays the 'Supplier Details' form. The form is divided into sections: Company Details, Tax Information, and Additional Notes. The 'Company Details' section is currently active and shows fields for Global Supplier Identifier (3061), Legal Name (JOHNSON & SONS), Business Name / Trading As (if applicable), Registered Entity Type (Sole Trader), Year Supplier Established (10/08/2017), Website, Number of Employees (10-50), Are you registered for GST? (Yes), Are you an International Supplier without having Australian presence? (No), and Do you intend to drive company registered vehicles on any Stanmore mining lease? (No). A sidebar on the left shows the completion progress for various sections: Company (100%), Address (100%), Product & Services (100%), Bank Details (100%), Insurances and Certifications (100%), Environmental Social & Governance (100%), Modern Slavery (100%), Indigenous Engagements (100%), Trade Sanctions (100%), Conflict of Interest (100%), and Declaration and Acceptance (100%).

- 8 Once every mandatory section shows 100%, click Submit, then confirm by clicking Submit again in the “Are you sure you want to submit?” dialog.

- 9 The request status changes to Submitted on the My Requests tab once your updated profile has been sent back to Stanmore Resources.

CHAPTER 6

Approvals

6.1 Review and Sign-off

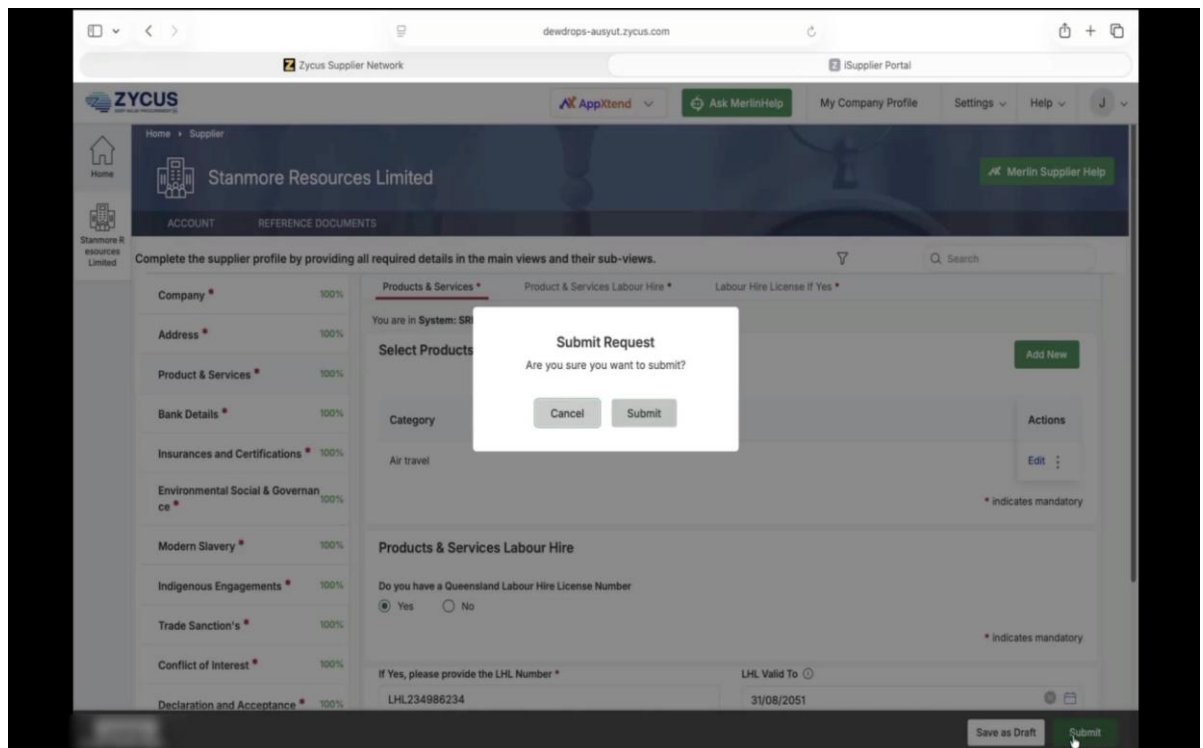
Once a profile update is submitted, it is routed to Stanmore Resources for review. Fields that suppliers cannot edit directly – such as bank details on Stanmore's behalf – are similarly routed for the buyer's action. You will receive an email notification once the changes have been reviewed and accepted, and the request will then show as approved on the My Requests tab. This part of the module was covered in discussion during the session rather than as a live screen walkthrough, so no screenshot accompanies it here.

CHAPTER 7

Reference Documents

7.1 Viewing Shared Documents

- 1 Go to Reference Documents > Customer Documents to view documents shared with you by Stanmore Resources, such as onboarding guides and terms and conditions.



CHAPTER 8

Contact Us

Please reach out to
procurement@stanmore.net.au for any queries.



Stanmore Resources Limited
stanmore.net.au