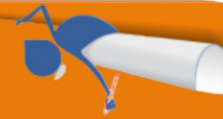




DPS- Zycus Supplier Network (ZSN)

Get started



Dear Supplier,

Air Liquide has selected Zycus to operate his new worldwide procurement platform!

A specific portal has been created to facilitate operations with our suppliers such as the creation of your supplier account and update of your banking details, sharing of documentation, participating to sourcing events, drawing up and signing contracts electronically and finally managing risks, qualifications and performance.

*The purpose of this **Get Started** document is to guide you through the registration process of your Company and users. To ensure a successful user experience with our procurement digital solution, it will be supplemented with "**How To**" videos for each module you may need to familiarize yourself with.*

When registering, please remember to record all email addresses and contact information of users who may need to interact with us through this tool.

We wish you a pleasant navigation!

Yours faithfully,

Corinne Hodan



Corporate Procurement Performance, Processes & Digital Director



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What is DPS?

- A single integrated platform for procurement and their stakeholders



Suppliers



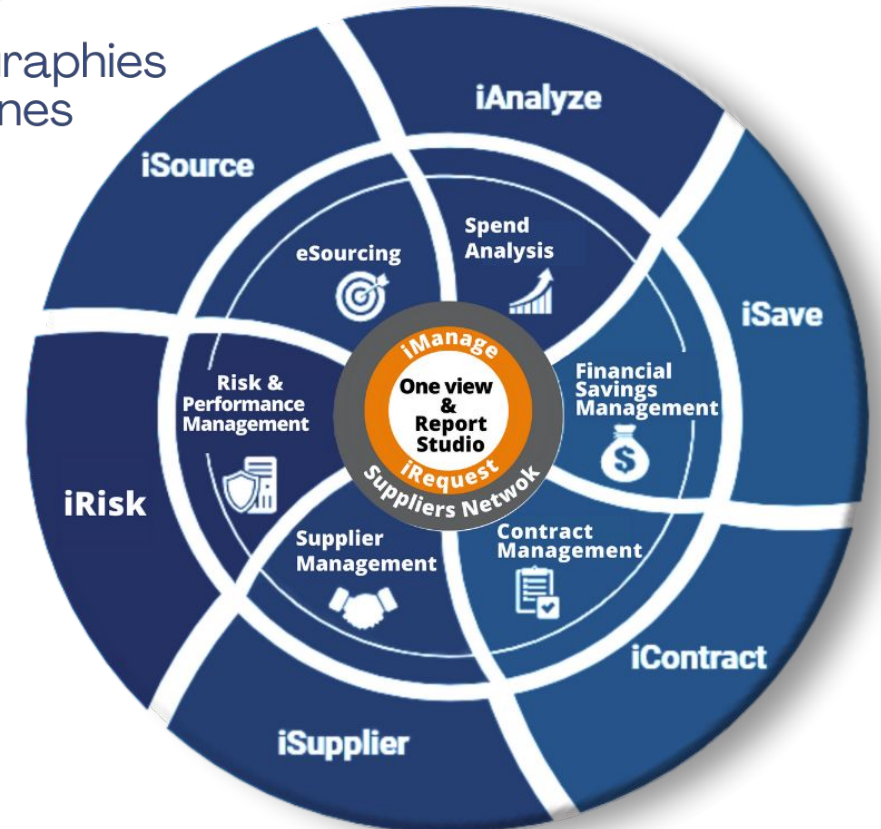
Air Liquide teams



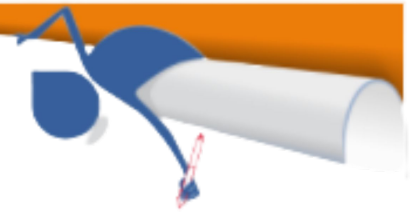
And all geographies & business lines

- Strategic procurement processes in scope

DPS functional scope covers all procurement processes apart from transactional P2P



1- Registration Process Overview



In this registration process, you will receive 2 emails from Zycus

1. 1st email with an activation link
2. 2nd email with the One Time Password (OTP) to access the first time



Open the link you received by email (from system@zycus.com)

your account Register & accept Zycus T&C



Activate your account with the One Time Password (OTP) received by email

Complete your profile

Create Your Company Registration Form (Profile)

Accept Air Liquide Terms & Conditions

Edit Your Company Details if needed



Ready to use Zycus Supplier Network!

1.1 - Receiving the email from Zycus



Air Liquide suppliers can join the DPS-Zycus supplier network **ONLY** by using the link sent by Zycus.

Click on the link to initiate the registration process.



You will receive an email from Zycus@zycus.com. Check your spam folder if you don't see the email in your inbox. Your email application or Internet service provider may have rejected the email.

From: Zycus - iContract on behalf of Mathieu Holtz <airliquidestaging_iContract@zycus.com>
Date: Thu, Dec 23, 2021 at 5:05 PM
Subject: Please review Contract "AIL10128: test 23122021"
To: <mathieu.holtz-sc@airliquide.com>
Cc: <mathieuholtz@kpmg.fr>

Dear Mathieu holtz,

Contract "AIL10128: test 23122021" has been sent to you for review.

How to access the Contract

1. You can view the Contract on the Supplier Portal by accessing the following link <https://staging-zsn.zycus.com/guest/genericRegister/AIR783>
2. Login to the Supplier Portal using your credentials.
3. On successfully logging in, under the My Contracts tab/card you will see the list of all Contracts assigned to you for Negotiation/Review.

Need Help?

1. For any questions related to the Contract or its content, please reply to this mail.
2. Can not find credentials to supplier portal: You would have received your supplier portal login credentials in mail earlier. Your Username would be your Email Address. If you do not remember the password, you can use the Forgot Password option.
3. For any problem in accessing the tool please contact the Zycus Technical Support Team at tech-support@zycus.com

Thank You.



1.2 - Register

1. Enter email address and password, solve the math captcha

2. Accept terms and conditions of Zycus (you can click on the link to consult the Zycus T&C)

3. Click on Register to proceed

The screenshot shows the Zycus Supplier Network registration page. On the left, there is a dark blue sidebar with a 'Login' button. The main content area is white and contains the registration form. An orange arrow points from the top left towards the registration form. The form includes fields for Email Address, Password, and Confirm Password, a math captcha (2 + 3 =), and a checkbox for 'I accept Terms and Conditions'. A green 'Register' button is at the bottom. The page footer contains the URL 'zsp.zycus.com/zsp/quest/genericRegister/AIR938' and the text 'Zycus Inc., All Rights Reserved'. The bottom right corner has links for 'Help & Support', 'Terms and Conditions', 'Privacy Policy', and 'empowered by Zycus'.

Zycus Supplier Network

English (US)

Air Liquide
Zycus Network

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

Email Address **1**
Type your email address here

Password
Type password here

Confirm Password
Re-type password here

Please Answer
2 + **3** =

I accept [Terms and Conditions](#) **2**

Register **3**


and Send Screenshots
zsp.zycus.com/zsp/quest/genericRegister/AIR938
Zycus Inc., All Rights Reserved

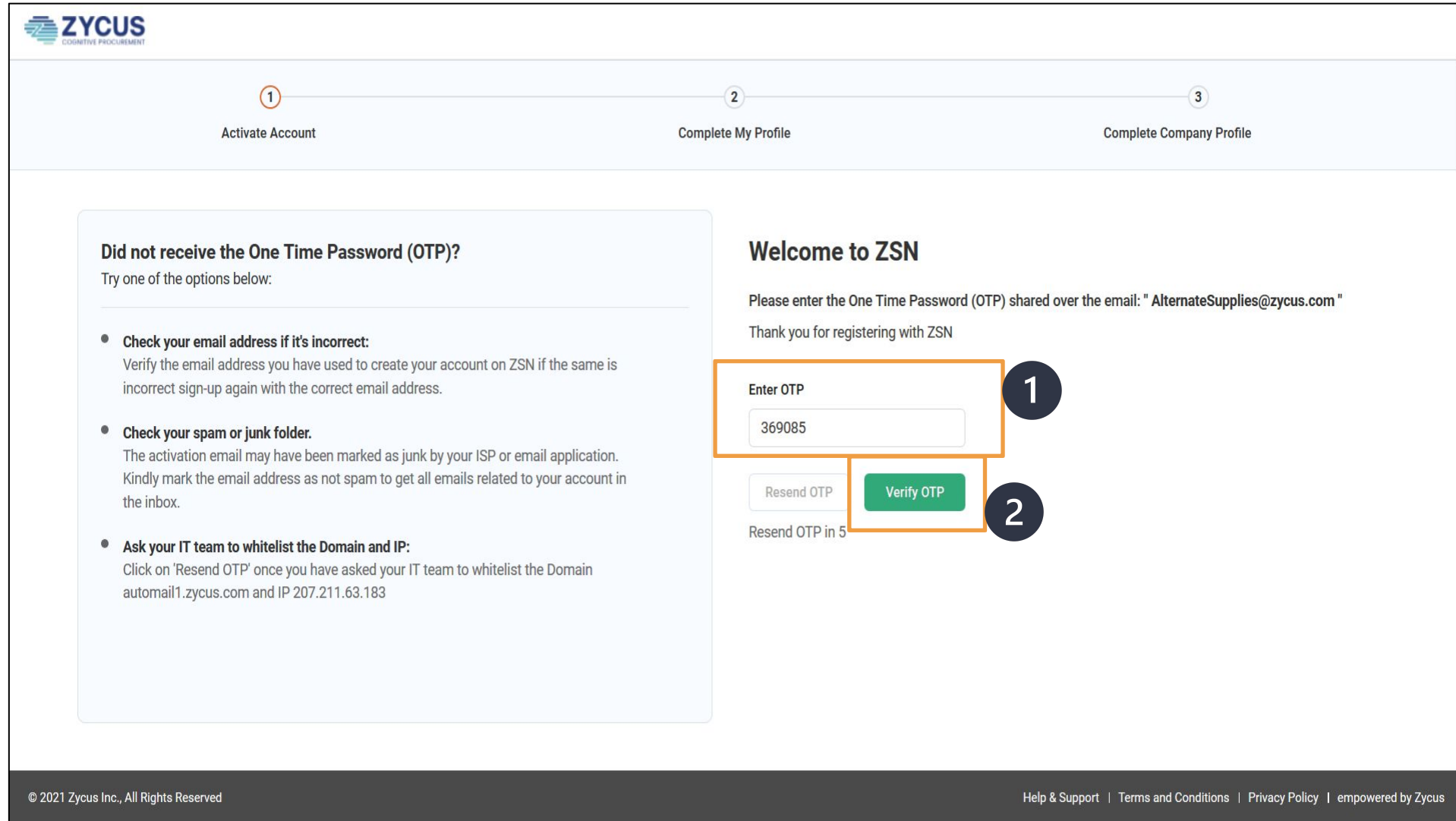
Help & Support | Terms and Conditions | Privacy Policy | empowered by Zycus

1.3 - Activate your account with OTP

The system sends a One Time Password (OTP) to the registered email address

1. Enter the One Time Password (OTP)
2. click on Verify OTP

 Check your spam folder if you don't see the email in your inbox. Your email application or Internet service provider may have rejected the email.



ZYCUS
COGNITIVE PROCUREMENT

1 Activate Account 2 Complete My Profile 3 Complete Company Profile

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

Welcome to ZSN

Please enter the One Time Password (OTP) shared over the email: " AlternateSupplies@zycus.com "

Thank you for registering with ZSN

Enter OTP

369085

Resend OTP Verify OTP

Resend OTP in 5

1 2

© 2021 Zycus Inc., All Rights Reserved Help & Support | Terms and Conditions | Privacy Policy | empowered by Zycus

1.4 - Complete your profile

1. Enter all the necessary details to complete your user profile

2. Click on Submit



All fields marked with a red asterisk are mandatory.

ZYCUS
COGNITIVE PROCUREMENT

1 Activate Account 2 Complete My Profile 3 Complete Company Profile

*(Fields marked with*are mandatory)*

My Profile

1

First Name * <input type="text" value="Enter first name"/>	Last Name * <input type="text" value="Enter last name"/>	Display Name * <input type="text" value="Enter Display Name"/>	Designation * <input type="text" value="Enter Designation"/>
Phone Number * <input type="text" value="Enter Phone Number"/>	Fax number <input type="text" value="Enter fax"/>	Country * <input type="text" value="Select"/>	

Additional Details

(To be filled based on your country)

Time Zone * <input type="text" value="Select"/>	Currency * <input type="text" value="Select"/>	Number Format * <input type="text" value="1,222,333.04"/>	Date Format * <input type="text" value="DD-MM-YYYY"/>
Time Format * <input type="text" value="12 Hours"/>	Language * <input type="text" value="Select"/>		

Submit

2

1.5 - Complete your Company profile & details (1/4)

When you click on Submit, you are redirected to this page.

Click on Complete Profile to continue.

The screenshot displays the Zycus Cognitive Procurement user interface. At the top left is the Zycus logo. The top right navigation bar contains links for 'Manage Companies', 'Settings', and 'Help', along with a user profile icon labeled 'J'. The main content area features a central message: 'Please complete your company profile'. Below this message is a light gray box containing the text 'Image Sanity' and 'PROFILE INCOMPLETE'. A green button labeled 'Complete Profile' is highlighted with an orange border. Below the box is a blue link that says 'I will do this later'. The footer contains the copyright notice '© 2021 Zycus Inc., All Rights Reserved' and links for 'Help & Support', 'Terms and Conditions', and 'Privacy Policy', followed by the text 'empowered by Zycus'.

1.5 - Complete your Company profile & details (2/4)

1. Enter your company details on this page

2. Click on Create to create your company profile on ZSN

Company Registration Form

* Indicates required field

Company Information

* Company

* Address Type

* Address1

Address2

Address3

PO Box Number

* Country

* State

* City

* Zip / Postal Code

* Business Phone

Business Fax

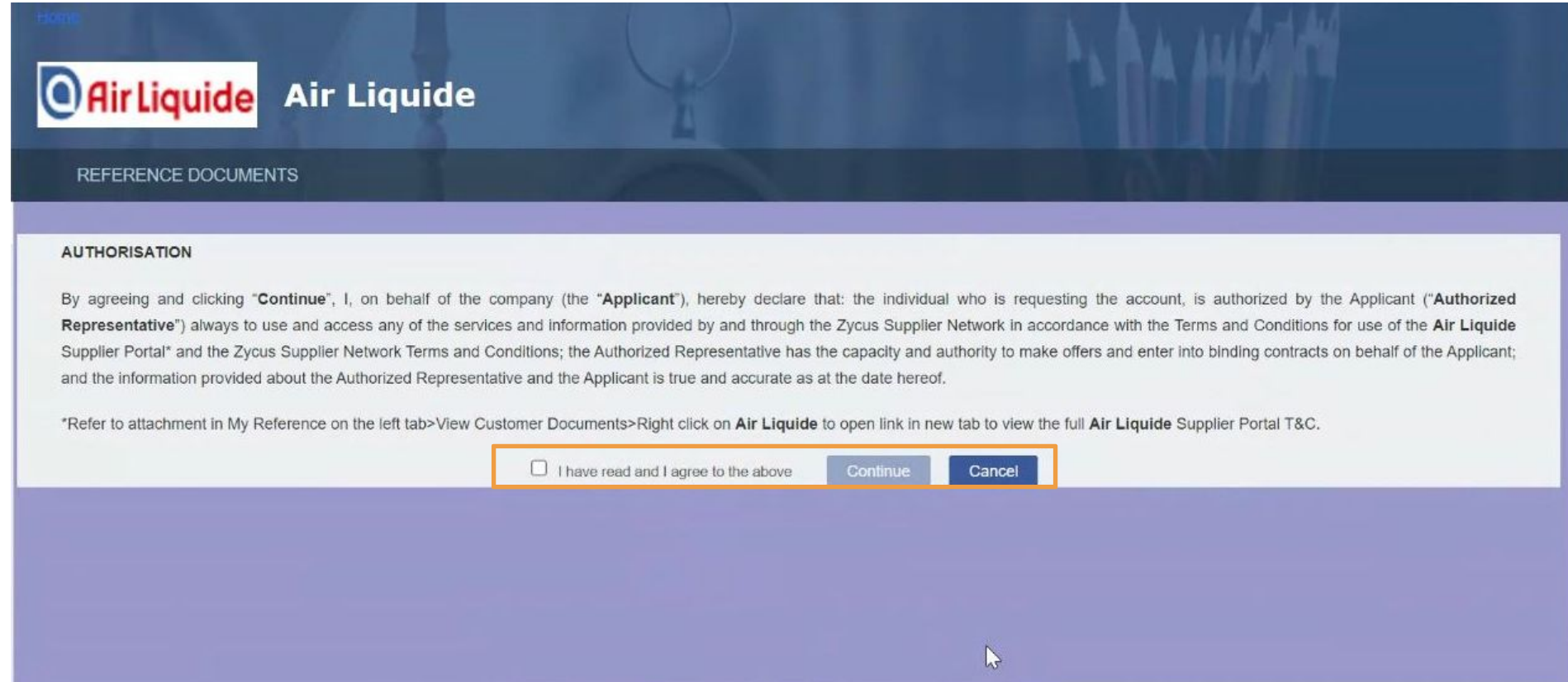
1

2

1.5 - Complete your Company profile & details (3/4)


This page lists the buyer's terms and conditions.

Accept Buyer's terms and conditions and click on [Continue](#) to proceed further.



The screenshot shows the 'REFERENCE DOCUMENTS' section of the Air Liquide supplier portal. It features a header with the Air Liquide logo and the text 'Air Liquide'. Below the header, the section is titled 'REFERENCE DOCUMENTS' and contains an 'AUTHORISATION' form. The form text states: 'By agreeing and clicking "Continue", I, on behalf of the company (the "Applicant"), hereby declare that: the individual who is requesting the account, is authorized by the Applicant ("Authorized Representative") always to use and access any of the services and information provided by and through the Zycus Supplier Network in accordance with the Terms and Conditions for use of the Air Liquide Supplier Portal* and the Zycus Supplier Network Terms and Conditions; the Authorized Representative has the capacity and authority to make offers and enter into binding contracts on behalf of the Applicant; and the information provided about the Authorized Representative and the Applicant is true and accurate as at the date hereof.' A footnote reads: '*Refer to attachment in My Reference on the left tab>View Customer Documents>Right click on Air Liquide to open link in new tab to view the full Air Liquide Supplier Portal T&C.' At the bottom of the form, there is a checkbox labeled 'I have read and I agree to the above', followed by 'Continue' and 'Cancel' buttons. The checkbox and buttons are highlighted with an orange border.

Home

 Air Liquide

REFERENCE DOCUMENTS

AUTHORISATION

By agreeing and clicking "**Continue**", I, on behalf of the company (the "**Applicant**"), hereby declare that: the individual who is requesting the account, is authorized by the Applicant ("**Authorized Representative**") always to use and access any of the services and information provided by and through the Zycus Supplier Network in accordance with the Terms and Conditions for use of the **Air Liquide Supplier Portal*** and the Zycus Supplier Network Terms and Conditions; the Authorized Representative has the capacity and authority to make offers and enter into binding contracts on behalf of the Applicant; and the information provided about the Authorized Representative and the Applicant is true and accurate as at the date hereof.

*Refer to attachment in My Reference on the left tab>View Customer Documents>Right click on **Air Liquide** to open link in new tab to view the full **Air Liquide** Supplier Portal T&C.

I have read and I agree to the above

1.5 - Complete your Company profile & details (4/4)

1. Enter account-specific details

2. Click on Save & Submit to proceed

Company * Address * Product & Services Purchasing *

Company Details *
Supporting Documents

1

Company Details

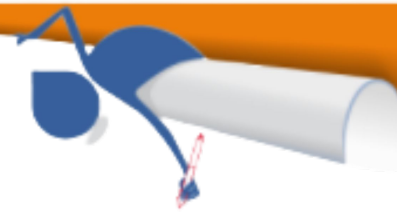
Global Supplier Identifier	69364	Confidentiality Agreement Document	<input type="button" value="Browse..."/> No file selected.
Legal Name *	<input type="text" value="JTT COMPANY"/>	DUNs Number	<input type="text"/>
Legal Structure *	<input type="text" value="Sole Proprietor"/>		

Tax Information

Tax ID / W8 / W9 form not required	<input type="checkbox"/>	Tax ID Format	<input type="radio"/> SSN <input type="radio"/> Federal TAX ID <input checked="" type="radio"/> Others
W8/W9 Form	<input type="button" value="Browse..."/> No file selected.	Tax ID	<input type="text"/>
W8/W9 Received Date	<input type="text"/> <input type="button" value="Calendar"/>	text_box 11june g	<input type="text"/>
CRMS Field Check	<input type="text"/>	Automation_Created_Field5995	<input type="text"/>
Automation_Created_Field7237	<input type="text"/>	Automation_Created_Field1153	<input type="text"/>

2

2. ZSN Homepage Overview



The system creates the supplier profile and redirects to the ZSN Home page.

1. The dashboard shows the recent developments for each procurement activity.

ZYCUS
COGNITIVE PROCUREMENT

Manage Companies ▾ Settings ▾ Help ▾ J ▾

Home

All Customers ▾

Pending Tasks (1)

Air Liquide

Card Libraries Add New Card ▾

Risk/Performance Reports

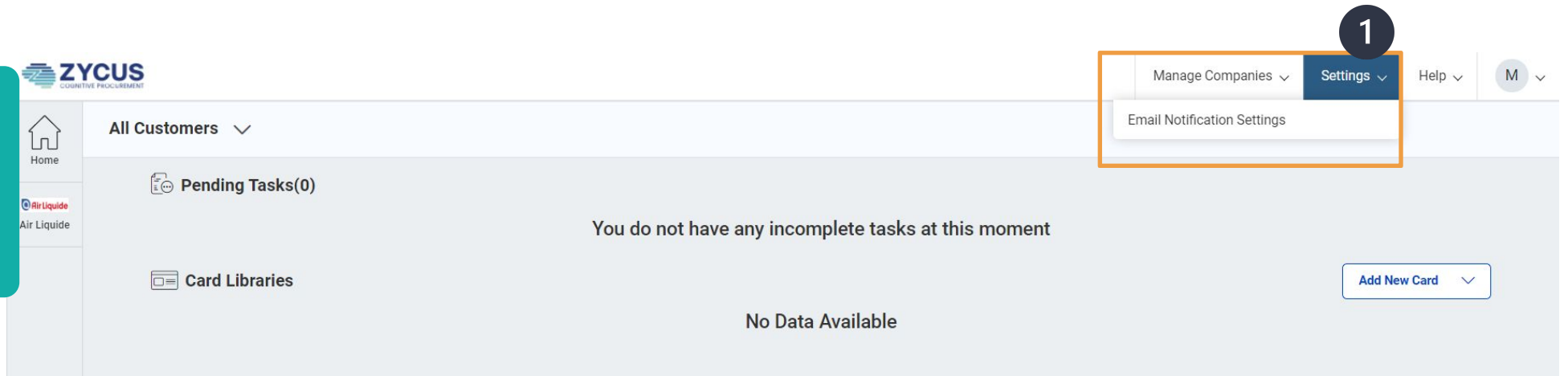
Event Name	Customer	Supplier	GSID
Supplier Perform...	Air Liquide	SMART DEAL	50
Supplier Perform...	Air Liquide	SMART DEAL	50
Supplier Qualific...	Air Liquide	SMART DEAL	50

Sourcing Events

Customer	Event Id	Event Type	Open Date
Air Liquide	1110351243	QUICK_SOURCE	12/01/2021 19:25
Air Liquide	1110351242	QUICK_SOURCE	12/01/2021 19:23

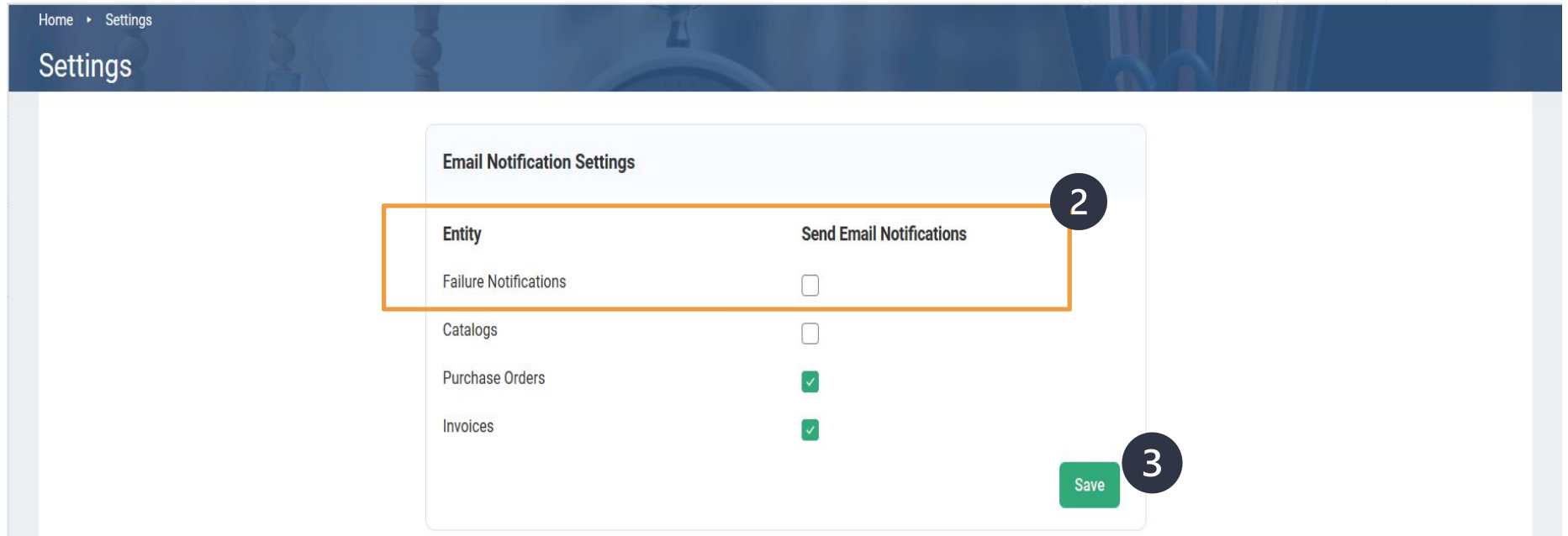
2.1- ZSN Email notification settings

1. Click on Email Notification Settings to toggle notifications on or off for various entities.



2. Check all the necessary boxes you want to receive the email notifications

3. Click on Save to make sure all the changes get applied



2.2- Get Started with Contract

ZYCUS
COGNITIVE PROCUREMENT

Manage Companies ▾ Settings ▾ Help ▾ J ▾

Home

Air Liquide Air Liquide

ACCOUNT EVENTS **CONTRACTS** RISK/PERFORMANCE REQUESTS REFERENCE DOCUMENTS

CONTRACTS

Contracts Awaiting Review

Search by Contract Number Go

Contract Number	Title	Requested By	Requested On	Status	Action
AIL10174	Satyam/2022/ALTEST	Remi Bosc	05/01/2022	Pending Signing	Action ▾
AIL10069	AL ABB 2021 eqp	Kingsley Antony	05/01/2022	Signed	Action ▾
AIL10126	Satyam/2021/Gaz	Remi Bosc	28/12/2021	Under External Review	Action ▾
AIL10081	IT WorkFlow	Remi Bosc	23/12/2021	Pending Signing	Action ▾
AIL10106	BUG_GROUP IT/PROC 02 - ICTR_14 Add internal reviewers for the negotiation stage (buyer) V2	Pauline Paternault	23/12/2021	Pending Signing	Action ▾
AIL10112	V3 BUG_GROUP IT/PROC 02 - ICTR_14 Add internal reviewers for the negotiation stage (buyer) V2	Pauline Paternault	23/12/2021	Signing in progress	Action ▾
AIL10114	V4 BUG_GROUP IT/PROC 02 - ICTR_14 Add internal reviewers for the negotiation stage (buyer) V2	Pauline Paternault	23/12/2021	Signed	Action ▾

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1. From this page, you can see all the contracts initiated, awaiting for your review
2. With their status
3. So that you can take the appropriate action

2.2- Get Started with Contract

ZYCUS
COGNITIVE PROCUREMENT

Manage Companies ▾ Settings ▾ Help ▾ J ▾

Home

Air Liquide Air Liquide

ACCOUNT EVENTS **CONTRACTS** RISK/PERFORMANCE REQUESTS REFERENCE DOCUMENTS

CONTRACTS

Contract

Search by

Contract ID	Description	Contact	Date	Status	Action
AIL10174					Action ▾
AIL10069	AL ABB 2021 eqp	Kingsley Antony	05/01/2022	Signed	Action ▾
AIL10126	Satyam/2021/Gaz	Remi Bosc	28/12/2021	Under External Review	Action ▾
AIL10081	IT WorkFlow	Remi Bosc	23/12/2021	Pending Signing	Action ▾
AIL10106	BUG_GROUP IT/PROC 02 - ICTR_14 Add internal reviewers for the negotiation stage (buyer) V2	Pauline Paternault	23/12/2021	Pending Signing	Action ▾
AIL10112	V3 BUG_GROUP IT/PROC 02 - ICTR_14 Add internal reviewers for the negotiation stage (buyer) V2	Pauline Paternault	23/12/2021	Signing in progress	Action ▾
AIL10114	V4 BUG_GROUP IT/PROC 02 - ICTR_14 Add internal reviewers for the negotiation stage (buyer) V2	Pauline Paternault	23/12/2021	Signed	Action ▾

Explain and Send Screenshots

https://contracts-staging.zycus.com/Contract/negotiateList.htm?tenantId=0fba6f8-46b1-43d8-9b90-00cd8918ed6c&supplierContactId=695087_976426

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2.3- Reference documents Air Liquide to Supplier

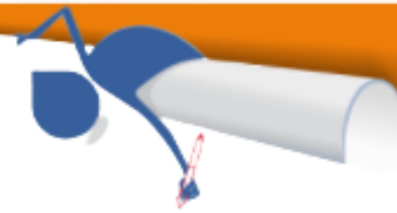
1. You can find reference documents Air Liquide want to share with you from this page.
2. It can be PDF documents
3. or links provided by Air Liquide



If you need to provide a link or a document to Air Liquide, you have to go through “Your account” page. Please refer to this slide

The screenshot shows the ZYCUS Cognitive Procurement interface. At the top right, there are links for 'Manage Companies', 'Settings', and 'Help'. The main header includes the ZYCUS logo and the text 'Home > Customer Documents'. Below this, the 'Air Liquide' logo and name are displayed. A navigation bar contains several tabs: 'ACCOUNT', 'EVENTS', 'CONTRACTS', 'RISK/PERFORMANCE', 'REQUESTS', and 'REFERENCE DOCUMENTS'. The 'REFERENCE DOCUMENTS' tab is highlighted with a red box and a circled '1'. Below the navigation bar, there are two sub-sections: 'CUSTOMER DOCUMENTS' and 'REFERENCE LINKS'. The 'REFERENCE LINKS' section is highlighted with a red box and a circled '3'. Under 'CUSTOMER DOCUMENTS', there is a message: 'These are the documents uploaded by your customer.' Below this message, a document card is shown with a PDF icon, the title 'en-air-liquide-supplier-s-code-of-conduct-2018...', and a 'Download' button. The 'Download' button is highlighted with a red box and a circled '2'. At the bottom of the page, there is a small text block: 'Explain and Send Screenshots' followed by a URL: 'https://devdrops-staging.zycus.com/zsp/zsn/referenceDocuments/documents?tenantId=01ba6f8-48b1-43d8-9690-00cd8918e48c'.

3- Forgot Password (1/2)



Registered users can also recover and reset their passwords using the Forgot Password option.

1. Enter your email ID

2. Click on Forgot Password

ZSN Zycus Supplier Network

English (US) ▾

Existing User? Log-In

Email Address 1

Type your email address here

Login with One Time Password (OTP)

Password

Type password here

Forgot Password 2

Login

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New User? Register

Need help in registering? [🔗](#)

Email Address

Type your email address here

Password

Type password here

Confirm Password

Re-type password here

Please Answer

1 + 7 =


I accept [Terms and Conditions](#)

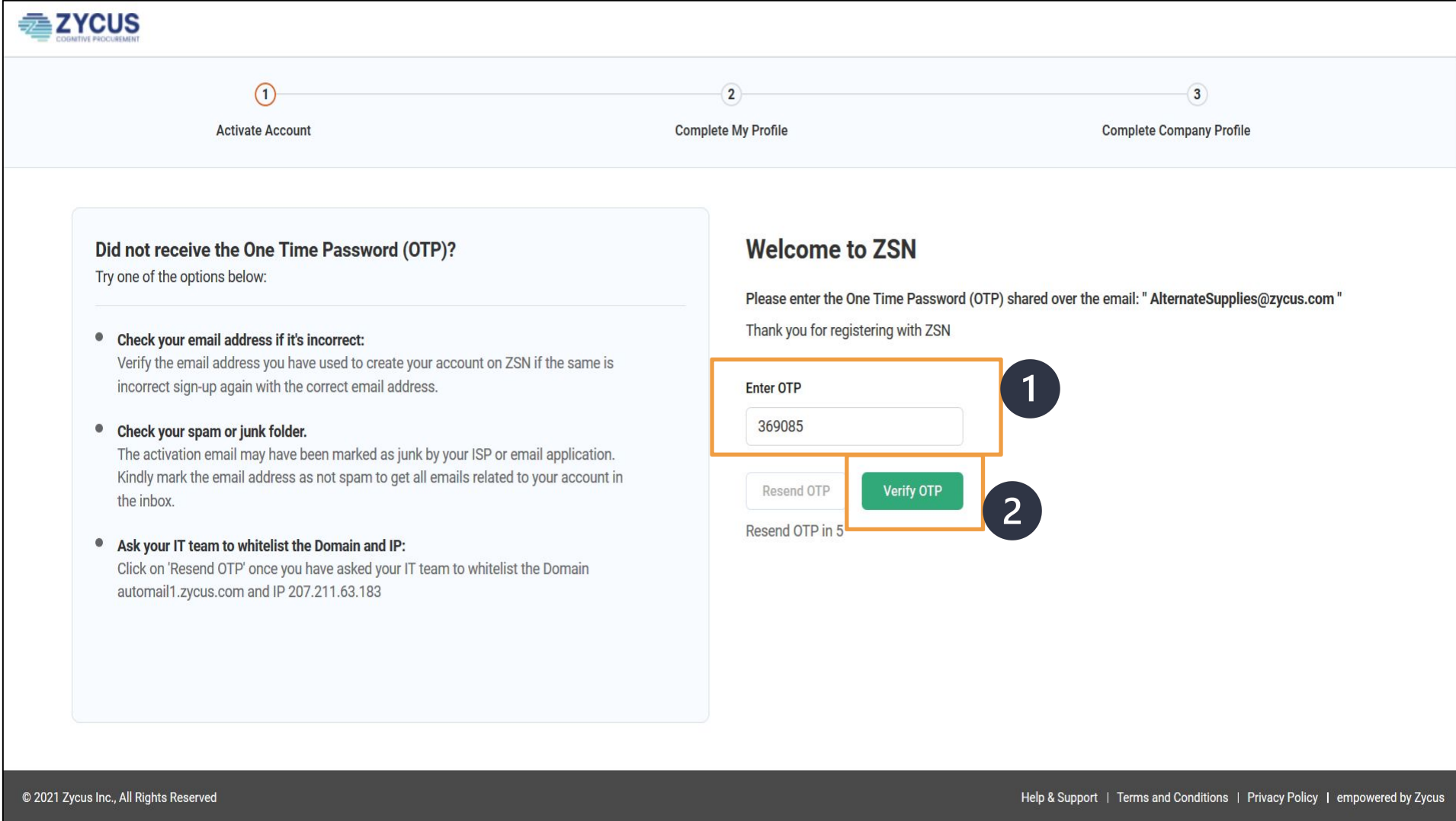
Register

3- Forgot Password (2/2)

The system sends a One Time Password (OTP) to the registered email address

1. Enter the One Time Password (OTP)
2. click on Verify OTP

 Check your spam folder if you don't see the email in your inbox. Your email application or Internet service provider may have rejected the email.



The screenshot shows the Zycus account activation and verification process. At the top, the Zycus logo is displayed. Below it, a progress bar indicates three steps: 1. Activate Account, 2. Complete My Profile, and 3. Complete Company Profile. The main content area is divided into two columns. The left column is titled "Did not receive the One Time Password (OTP)?" and provides instructions on how to resolve issues, such as checking the email address, spam folder, or IT team. The right column is titled "Welcome to ZSN" and prompts the user to enter the One Time Password (OTP) shared over the email: "AlternateSupplies@zycus.com". The "Enter OTP" field is highlighted with a red box and a red circle with the number 1. Below the field are "Resend OTP" and "Verify OTP" buttons, with the "Verify OTP" button highlighted with a red box and a red circle with the number 2. The "Resend OTP" button is disabled, and a timer indicates "Resend OTP in 5" minutes.

ZYCUS
CORPORATE PROCUREMENT

1 Activate Account 2 Complete My Profile 3 Complete Company Profile

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

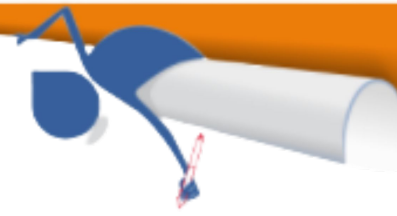
Welcome to ZSN
Please enter the One Time Password (OTP) shared over the email: " AlternateSupplies@zycus.com "
Thank you for registering with ZSN

Enter OTP **1**
369085

Resend OTP **Verify OTP** **2**
Resend OTP in 5

© 2021 Zycus Inc., All Rights Reserved Help & Support | Terms and Conditions | Privacy Policy | empowered by Zycus

4- Help & Support (1/3)



English (US)



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

Email Address

Password

Confirm Password

Please Answer
2 + 3 =

I accept [Terms and Conditions](#)



Zycus Supplier Network


Existing User? Log-In

Email Address

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

Password

[Forgot Password](#)

 A dedicated support is available by clicking on "Help & Support" at the bottom of the login page.

4- Help & Support (2/3)

You can navigate in the FAQs section.

If you have other general queries, please contact your Air Liquide buyer, who's your privileged contact.

For any technical issues, you can reach out to tech-support@zycus.com

The screenshot displays a 'Help & Support' page. On the left, a navigation menu lists several categories: 'FAQs' (highlighted with an orange border), 'Email Verification', 'Unable to Login/Signup Issues', 'Supplier Registration', 'Forgot Password', and 'How do I participate in my buyer's event using an email invitation?'. The main content area is titled 'Email Verification' and contains five items: 'Unable to get the One Time Password Email', 'Unable to get the registration link', 'One Time Password (OTP) Expired', and 'How to Activate My account'. At the bottom, there are two lines of text: 'For any general queries (queries with Registration process, Registration form fields, General FAQs), kindly reach out to your Customer Point of Contact' and 'For any technical issues (Page not loading, Access Denied issue), you can reach out to tech-support@zycus.com' (the email address is highlighted with an orange border). A small footer note reads 'Explain and Send Screenshots https://staging-zsn.zycus.com/vzsp/guest'.

4- Help & Support (3/3)

You can get help from your account by hitting the “Help button”, where you will find informations about the last Zycus release and Help videos

The content is not fully updated yet for Air Liquide suppliers, please refer to your Air Liquide contact if you need specific help

The screenshot displays the ZYCUS user interface. At the top right, the 'Help' button is highlighted with an orange box. A dropdown menu is open, showing options: 'Release Notes', 'Help Videos', and 'About Product'. Below the 'Help' button, a list of help topics is visible under the heading 'New To ZSN': 'Earth Release', 'Accessing Contracts', 'Catalog Management', 'Managing Sourcing Events', 'Creating And Tracking Invoices And Credit Memos', 'Supplier Performance Management', 'General Overview And Profile', and 'Viewing And Processing Purchase Orders'. In the center, there are three video thumbnails for 'New Supplier Registration' (2:47), 'New Supplier Registration' (1:48), and 'Login Via OTP' (1:54), each with a 'Play' button. The left sidebar contains 'Home' and 'Air Liquide' links. The ZYCUS logo is in the top left.