

## NEW POTENTIAL SUPPLIER REGISTRATION (PHN INDUSTRY SDN BHD GROUP)

The screenshot shows a web browser window with the URL [zsn.zycus.com/zsp/guest/genericRegister/DRB803](https://zsn.zycus.com/zsp/guest/genericRegister/DRB803). The page header includes the ZSN logo and the text 'Zycus Supplier Network'. On the right, there is a language dropdown set to 'English (US)'. The main content area is divided into two sections:

- Left Column (Existing User? Log-In):** A blue box containing a login form with fields for 'Email Address' and 'Password', a 'Login with One Time Password (OTP)' option, a 'Forgot Password' link, and a green 'Login' button. A yellow circle labeled 'B' is positioned over the 'Login' button.
- Right Column (New User? Register):** A white box containing a registration form with fields for 'Email Address', 'Password', and 'Confirm Password', a 'Please Answer' section with a math problem (9 + 1 = ), a checkbox for 'I accept Terms and Conditions', and a green 'Register' button. A yellow circle labeled 'A' is positioned over the 'Register' button.

1. The new supplier can click to this link to go to Zycus Supplier Network (ZSN) to start the new supplier registration process.  
<https://zsn.zycus.com/guest/genericRegister/DRB803>
2. The new supplier can create new profile at this page by filling up details in right column (New User? Register) and click button "Register" (A).
3. While existing supplier can login at left column (Existing User? Log-in) and click button "Login" (B) in case have revision to be updated.

The screenshot shows a web browser window with the URL `zsn.zycus.com/zsp/guest/profile?emailAddress=[redacted]@gmail.com`. The page header includes the Zycus logo and a progress bar with three steps: 1. Activate Account (highlighted), 2. Complete My Profile, and 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 address: "`[redacted]@gmail.com`"

Thank you for registering with ZSN

Enter OTP

Resend OTP in 24

© 2021 Zycus Inc., All Rights Reserved | [Help & Support](#) | [Terms and Conditions](#) | [Privacy Policy](#) | powered by Zycus

1. The new supplier will receive the One Time Password (OTP) shared via the email address used for registered before and the new supplier is required to enter the OTP in the blank fill above and click "Verify OTP"

Zycus Supplier Network

zsn.zycus.com/zsp/guest/profile?emailAddress...@gmail.com

Account activated successfully

1 Activate Account 2 Complete My Profile 3 Complete Company Profile

(Fields marked with\*are mandatory)

### My Profile

First Name \*  
Enter first name

Last Name \*  
Enter last name

Display Name \*  
Enter Display Name

Designation \*  
Enter Designation

Phone Number \*  
Enter Phone Number

Fax number  
Enter fax

Country \*  
Malaysia

### Additional Details

(To be filled based on your country)

Time Zone \*  
Select

Currency \*  
Malaysian Ringgit

Number Format \*  
1,222,333.04

Date Format \*  
DD-MM-YYYY

Submit

1. The new supplier will be required to fill up the fundamental details in this page and can click “Submit” once all the mandatory data is filled.

Zycus Supplier Network

zsn.zycus.com/zsp/guest/profile?emailAddress: ...@gmail.com

✔ Your profile is created successfully

Activate Account      Complete My Profile      Complete Company Profile

*(Fields marked with\*are mandatory)*

### My Profile

|                |             |                |               |
|----------------|-------------|----------------|---------------|
| First Name *   | Last Name * | Display Name * | Designation * |
| User           | User 2      | User 3         | Executive     |
| Phone Number * | Fax number  | Country *      |               |
| 011-2345678    | Enter fax   | Malaysia       |               |

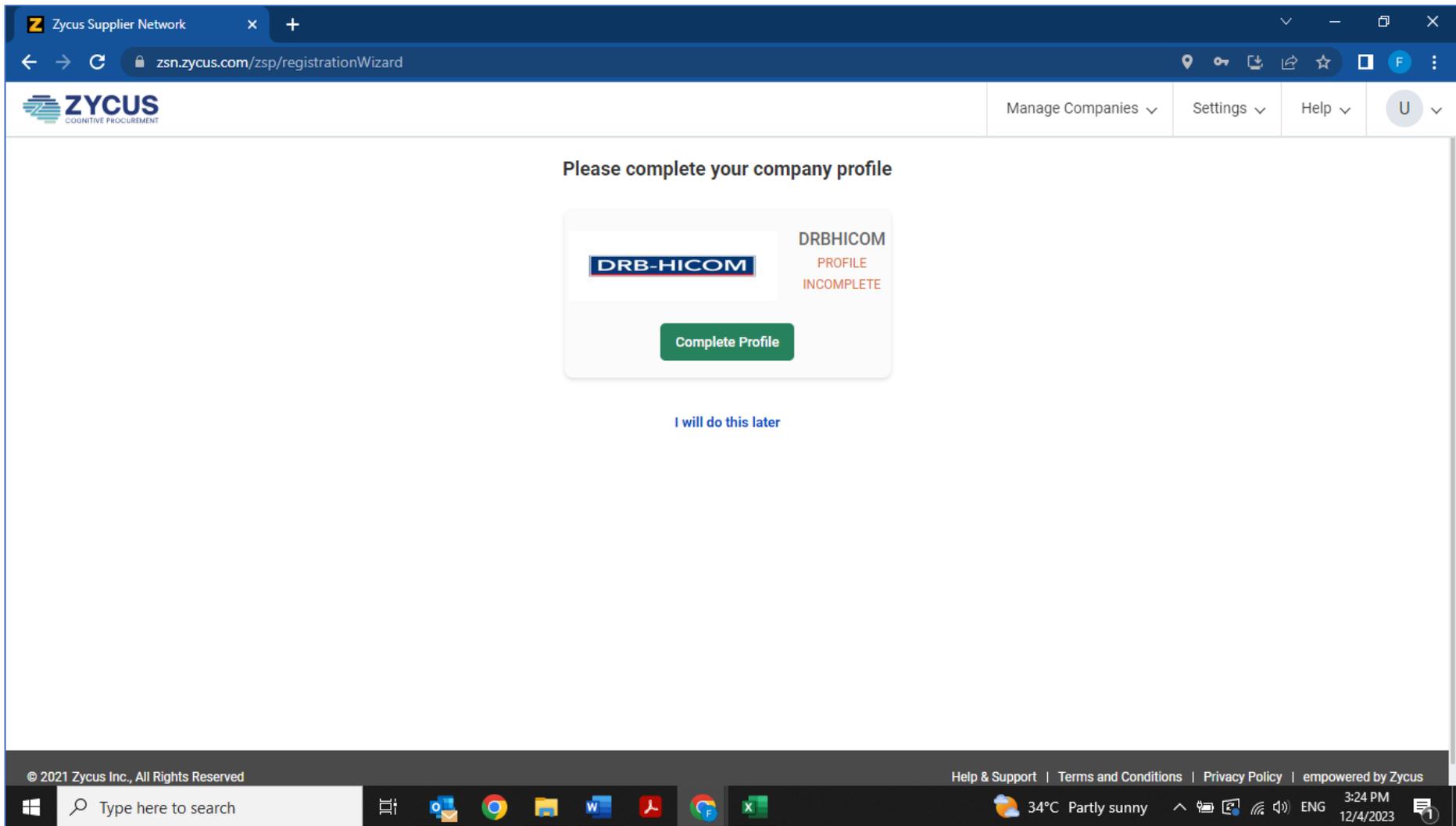
### Additional Details

*(To be filled based on your country)*

|               |                   |                 |               |
|---------------|-------------------|-----------------|---------------|
| Time Zone *   | Currency *        | Number Format * | Date Format * |
| GMT           | Malaysian Ringgit | 1,222,333.04    | DD-MM-YYYY    |
| Time Format * | Language *        |                 |               |
| 12 Hours      | English (US)      |                 |               |

Submit

1. The popup notification will appear at top of the page “Your profile is created successfully” which is indicate that the new supplier’s data submitted before is correct and has been accepted.



1. The new supplier shall be directed to this page for next process which is required to “Complete Profile” as above.

The screenshot displays the Zycus iSupplier Portal interface. At the top, the browser address bar shows the URL: `dewdrops-sg.zycus.com/isupplier/zsn/company/registration-form?tenantId=a60a288d-cb86-44bc-a491-11e32b5d4f5b`. The Zycus logo and navigation menu (Manage Companies, Settings, Help) are visible. The user is logged in as 'M'. The page title is 'Account' and the company name is 'DRBHICOM'. The main section is titled 'Company Registration Form' with a note: '(Fields marked with \* are mandatory)'. The form contains the following fields:

- Company \***: Text input field containing 'Company'.
- Address Type \***: Dropdown menu with 'Head Quarter Address (HQ)' selected.
- Address 1 \***: Text input field containing 'Address 1'.
- Address 2**: Text input field containing 'Address 2'.
- Address 3**: Text input field containing 'Address 3'.
- PO Box Number**: Text input field containing 'PO Box Number'.
- Country \***: Dropdown menu with 'United States' selected.

At the bottom of the form, there is a 'Back' button on the left and a green 'Create' button on the right. The Windows taskbar at the bottom shows the system tray with a temperature of 34°C, weather 'Partly sunny', and the date '12/4/2023'.

1. The new supplier is required to fill up more detail information in this page and click the button "Create".

The screenshot shows a web browser window with the URL `dewdrops-sg.zycus.com/isupplier/zsn/company/terms-and-condition?tenantId=a60a288d-cb86-44bc-a491-11e32b5d4f5b`. The page header includes the ZYCUS logo and navigation links for 'Manage Companies', 'Settings', and 'Help'. The account name 'DRBHICOM' is displayed. The main content area is titled 'Terms & Conditions Page' and features the heading 'DRBHICOM - VENDOR CODE OF CONDUCT (COC)'. Below this, an 'INTRODUCTION' section contains the following bulleted text:

- The VCOC applies to Vendors supplying goods and services to DRB-HICOM Group of Companies ("DRB").
- As reflected in the DRB's VCOC, DRB is committed to high standards of integrity and sustainability. DRB has a 'zero tolerance' policy when it comes to unethical business behavior, such as bribery, corruption and forced labor. We expect all of our vendors to adhere to similar standards and to conduct their business ethically.
- As vendors of DRB, you must comply with all applicable laws and regulations, the requirements set out in this VCOC and your respective contractual obligations to us.
- This VCOC defines the main principles underlying your business activities as one of our vendors.
- The following three (3) principles ensure sustainable development in our supply chain:
  - i) Environment

At the bottom of the page, there are 'Cancel' and 'Continue' buttons. The Windows taskbar at the bottom shows the date and time as 3:26 PM on 12/4/2023, along with weather information (34°C Partly sunny).

1. The new supplier is required to read the DRBHICOM – VENDOR CODE OF CONDUCT (COC) as per above.
2. Must carefully read the COC until bottom of the page in order to continue the registration process.

**ZYCUS**  
COGNITIVE PROCUREMENT

Manage Companies ▾ Settings ▾ Help ▾ M ▾

Home

DRBHICOM

6. We may disclose your personal data to the following parties which may be located within or outside of Malaysia:-

- A party to whom disclosure is provided for under law or required by an authority;
- A company related to us;
- Our business partners, agents, employees, contractors, sub-contractors, service providers, and suppliers;
- Auditors, consultants, accountants, lawyers, or advisors; and
- Any other party to whom disclosure is, in our estimation, necessary and/or reasonable in the circumstances.

7. You have the right to limit our processing of your personal data. To exercise this right, please contact us using the contact information provided in this document. Note that your exercise of the aforesaid right may have effects on our provision of the products and/or services (such effects may include the non-provision of the products and/or services) to you and we are not liable for any loss, damage, or any other liability resulting directly or indirectly from such effects.

8. The personal data you provide to us is obligatory and necessary in order for us to provide you with the products and/or services. Any failure to provide such personal data may have effects on our provision of the products and/or services (such effects may include the non-provision of the products and/or services) to you and we are not liable for any loss, damage, or any other liability resulting directly or indirectly from such effects.

9. Contact details:  
DRB-HICOM Berhad  
Level 5, Wisma DRB-HICOM  
No. 2, Jalan Usahawan U1/8, Seksyen U1  
40150 Shah Alam, Selangor.  
Tel : 03-2052 8000  
Fax : 03-2052 8009  
Email : gpsecretariat@drb-hicom.com

I have read and I agree to the above

Cancel Continue

Type here to search

34°C Partly sunny 3:27 PM 12/4/2023

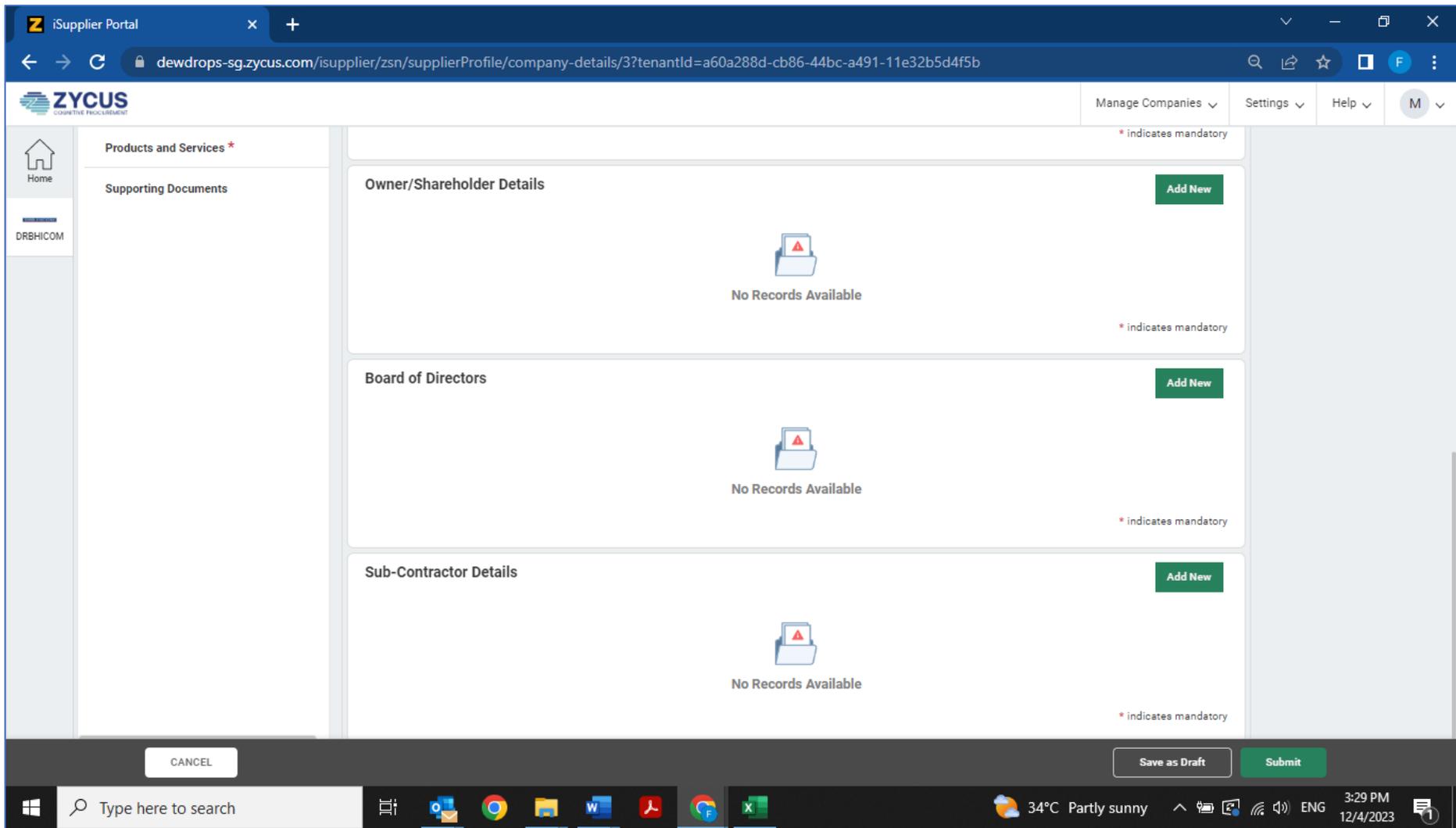
1. The new supplier must tick at “I have read and I agree to the above” and click “Continue”.

The screenshot displays the 'iSupplier Portal' interface for a new supplier registration. The browser address bar shows the URL: `dewdrops-sg.zycus.com/isupplier/zsn/supplierProfile/company-details/3?tenantId=a60a288d-cb86-44bc-a491-11e32b5d4f5b`. The page header includes the ZYCUS logo and navigation options like 'Manage Companies', 'Settings', and 'Help'. The main content area is titled 'Supplier' and 'DRBHICOM'. A sidebar on the left lists navigation options: 'Home', 'DRBHICOM', 'REFERENCE DOCUMENTS', 'Company \*', 'Address \*', 'Products and Services \*', and 'Supporting Documents'. The main form is titled 'Company Details' and contains several fields:

- Supplier Company Type \***: A dropdown menu with 'Supplier Company Type' selected.
- Global Supplier Identifier**: A text field containing '18346'.
- Company Registered Name/Legal Name \***: A text field containing 'ABC CONSTRUCTION'.
- Incorporation Date**: A date picker field showing 'dd/MM/yyyy'.
- Registration of Company Number \***: A text field containing 'Registration of Company Number'.
- Please select DRBHICOM Subsidiary with which you want to register \***: A dropdown menu with 'Please select DRBHICOM Subsidiary with which you want to register' selected.
- What is the Constitution of Business / Business Entity**: A dropdown menu with 'What is the Constitution of Business / Business Entity' selected.
- Principal Activity**: A text area with 'Char(s) Left: 2000' and a 'Comments' label.

At the bottom of the form, there are buttons for 'CANCEL', 'Save as Draft', and 'Submit'. The Windows taskbar at the bottom shows the system tray with a temperature of 34°C, weather 'Partly sunny', and the date '3:28 PM 12/4/2023'.

1. The new supplier is required to fill up more important data in the blanks. The (\*) indicates as mandatory and cannot be leaved blank.



1. The new supplier must fill up all the required data required in this page. Please do not leave blank because all data given shall contribute to more points to complete the registration process.

The screenshot displays the 'iSupplier Portal' interface for a supplier named DRBHICOM. The page is titled 'Supplier' and shows 'REFERENCE DOCUMENTS' on the left sidebar. The main content area is split into two sections: 'All Locations' and 'Contact Details', both marked with an asterisk to indicate mandatory data. Each section has an 'Add New' button in the top right corner.

**All Locations \***

| Select Legal/DBA supplier name | Address ID | Account Group           | Address                 | Phone        | Phone Extension | Actions |
|--------------------------------|------------|-------------------------|-------------------------|--------------|-----------------|---------|
| ABC CONSTRUCTION               | -          | Head Quarter Address... | NO 1, JALAN TEST, TE... | 03-5191 8760 | -               | Edit    |

\* indicates mandatory

**Showing Contact Details for All Locations**

| For Address             | Contact Type | First Name | Middle Name | Last Name | Title     | Email                  | Phone N | Actions |
|-------------------------|--------------|------------|-------------|-----------|-----------|------------------------|---------|---------|
| (HQ)NO 1, JALAN TEST... | Others       | User       | -           | User 2    | Executive | fakhraszzahrafb@gma... | 011-234 | Edit    |

\* indicates mandatory

At the bottom of the page, there are three buttons: 'CANCEL', 'Save as Draft', and 'Submit'.

1. The new supplier must fill up all the required data required in this page. Please do not leave blank because all data given shall contribute to more points to complete the registration process.

The screenshot displays the ZYCUS iSupplier Portal interface. At the top, the browser address bar shows the URL: `dewdrops-sg.zycus.com/isupplier/zsn/supplierProfile/company-details/3?tenantId=a60a288d-cb86-44bc-a491-11e32b5d4f5b`. The page header includes the ZYCUS logo and navigation links for 'Manage Companies', 'Settings', and 'Help'. The main content area is titled 'Supplier' and features the DRBHICOM logo. A sidebar on the left contains navigation options: 'Home', 'DRBHICOM', and 'REFERENCE DOCUMENTS'. The 'REFERENCE DOCUMENTS' section is active, showing a list of categories: 'Company \*', 'Address \*', 'Products and Services \*', and 'Supporting Documents'. The 'Products and Services \*' category is selected, displaying a 'Products and Services' section with an 'Add New' button and a message: 'No Records Available'. A note at the bottom right of this section states '\* indicates mandatory'. At the bottom of the page, there are buttons for 'CANCEL', 'Save as Draft', and 'Submit'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray information including the date and time: 3:29 PM, 12/4/2023.

1. The new supplier must fill up all the required data required in this page. Please do not leave blank because all data given shall contribute to more points to complete the registration process.

The screenshot displays the 'REFERENCE DOCUMENTS' section of the Zycus Supplier Network iSupplier Portal for a supplier named DRBHICOM. The page is divided into a left sidebar with navigation options like 'Home', 'DRBHICOM', 'Company \*', 'Address \*', 'Products and Services \*', and 'Supporting Documents \*'. The main content area is titled 'REFERENCE DOCUMENTS' and contains a section for 'Manufacturing/NonManufacturing \*' with 'Additional Documents'. This section lists several mandatory documents (indicated by an asterisk) for upload, each with a 'Browse' button: 'Company Organisation Chart and Quality Assurance Department Chart. (Please indicate positions with the names of key personnel) \*', 'Form 9/ Form 13/ Company Notice of Registration \*', 'Form 49/ Section 58 \*', 'Last 3 years Audited Financial Statement \*', 'Corporate Profile, Product, Service Brochures, Catalogue etc. \*', 'Form 24/ Section 68 and 78 \*', 'Last 3 months Bank Statement \*', and 'Latest Company Profile from Suruhanjaya Syarikat Malaysia (SSM) \*'. A note at the bottom right states '\* indicates mandatory'. Below this list is a 'Supporting Document' section with an 'Add New' button. At the bottom of the page, there is a 'No Records Available' message with a folder icon. The footer contains a 'CANCEL' button, a 'Save as Draft' button, and a 'Submit' button. The browser's address bar shows the URL 'dewdrops-sg.zycus.com/isupplier/zsn/supplierProfile/company-details/3?tenantId=a60a288d-cb86-44bc-a491-11e32b5d4f5b'. The Windows taskbar at the bottom shows the system tray with a temperature of 34°C, weather 'Partly sunny', and the date '12/4/2023'.

1. New supplier is required to upload the Mandatory Supporting Documents in this page. Please do not leave blank, otherwise, it cannot be proceed for registration process by PHN.
2. Once all is completed, please click "Submit" and this Registration Form shall be submitted via online to PHN for further registration process.