

# Supplier Onboarding

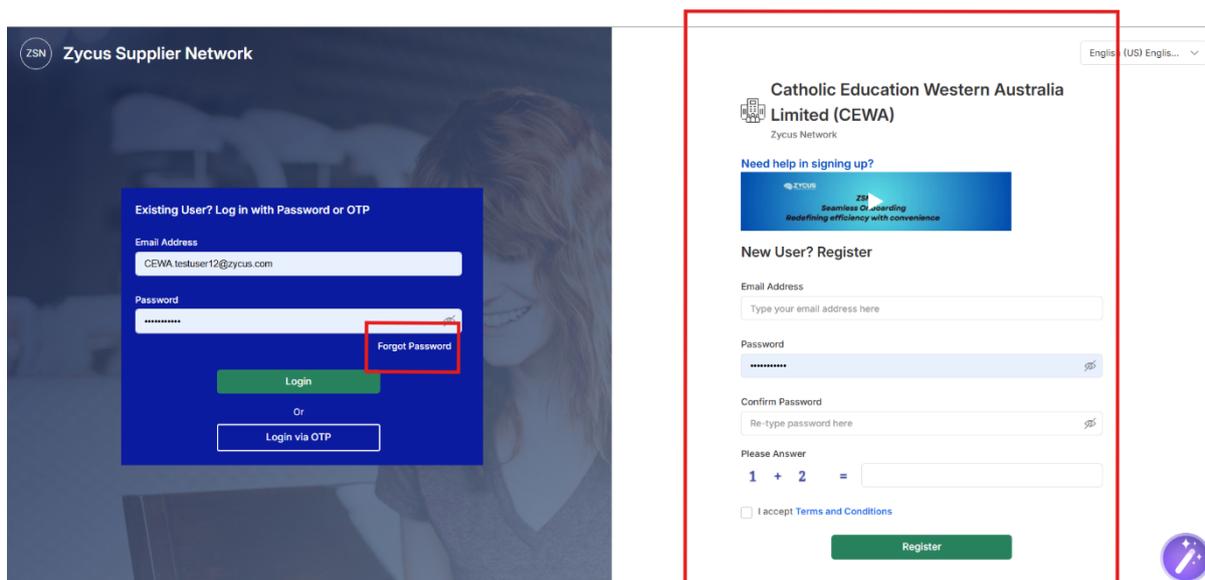
Zycus link:

<https://dewdrops.zycus.com/zsp/guest/genericRegister/CAT780>

Supplier E-mail:

**IMPORTANT:** Please use the e-mail that you received the invitation to onboard or edit your profile through as this is the address that is linked to CEWA and its schools in Zycus. Once you are in you can add additional contacts and access.

Register as a new user system using the above e-mail(s) to complete your registration as this is the one that is linked to our system.



**Note if you don't see Catholic Education Western Australia on the right side as per the image, you may have used an incorrect link. Please use the link provided above.**

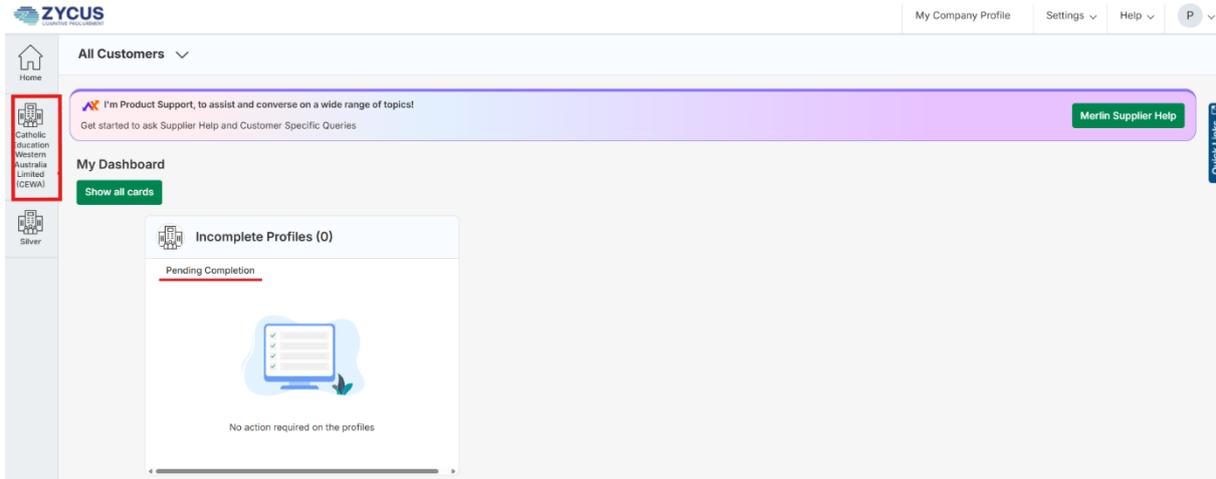
If you are using Zycus with another organisation, your e-mail address may be in use. If this is the case, please logon using the existing user login. If you have forgotten your password, please use the Forgot Password option as shown above to reset your password.

If you are a new user to Zycus, you will see a screen to complete your basic details. Please complete and submit to proceed.

There are **two ways** to login to your profile further explained below:

1. **You Received an E-mail Requesting You Onboard to Zycus**

From the dashboard, select the CEWA Icon:



Select either **My Company Profile** at the top of the screen or the **My Companies** section under the blue banner:

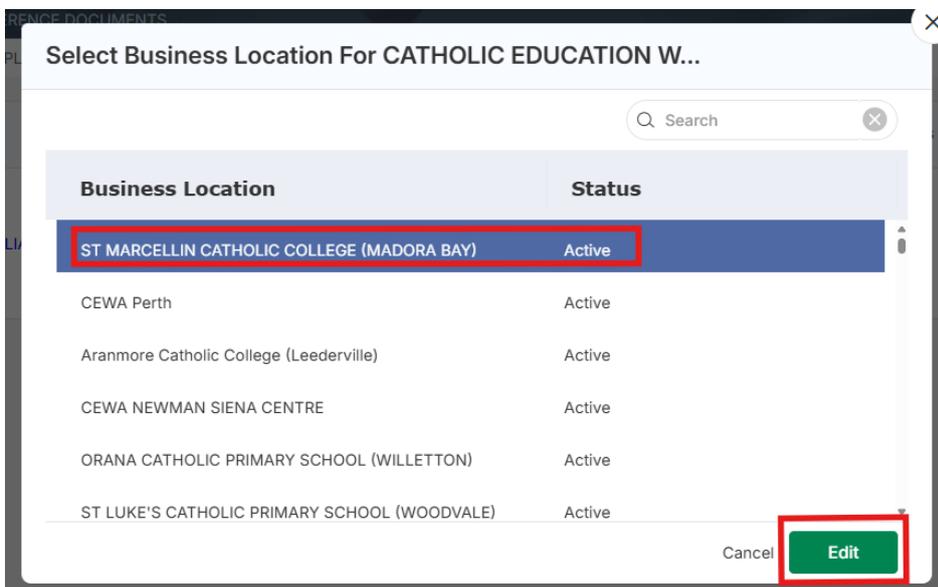
If using **My Company Profile** select edit next to your company name:

My Company Profile			
Sr. No.	My Companies	My Customers	Actions
2	CATHOLIC EDUCATION WESTERN AUSTRALIA LIMITED	Catholic Education Western Australia Limited (CEWA)	<a href="#">Edit</a>

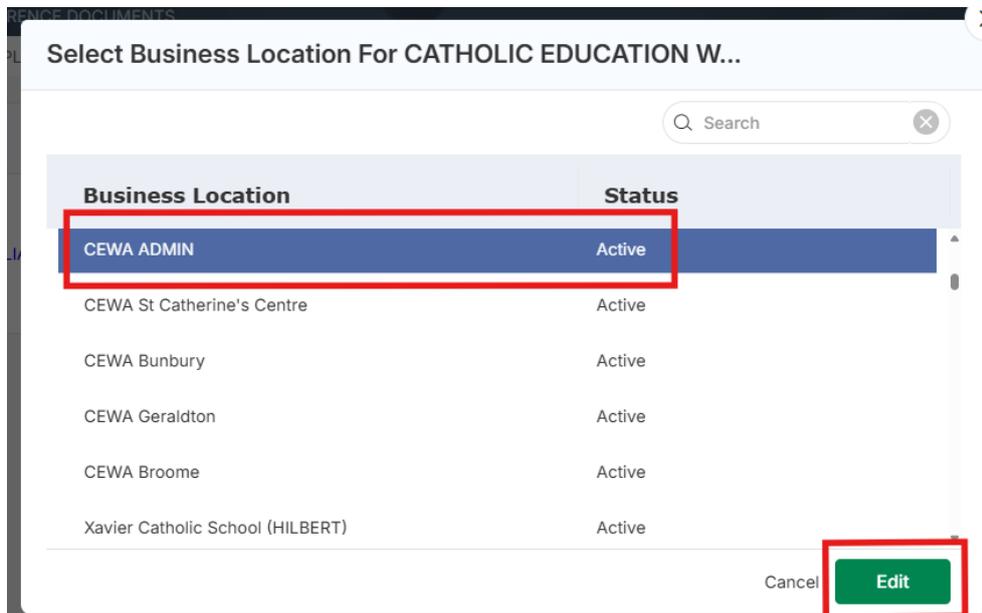
If using **My Companies**, select Edit as shown below:

GSID	Company Name	Created On	Last Edited On	Status	Created As	Actions
12483	CATHOLIC EDUCATION WESTERN AUSTRALIA LIMITED	12/02/2025	02/05/2025	Active	Operational	<a href="#">Edit</a> <a href="#">View</a>

If you are a supplier to multiple schools, you will see these as business locations. Select one of these locations and click on edit. **The information (other than if school specific bank details are required) is global** and will be copied to the other locations.

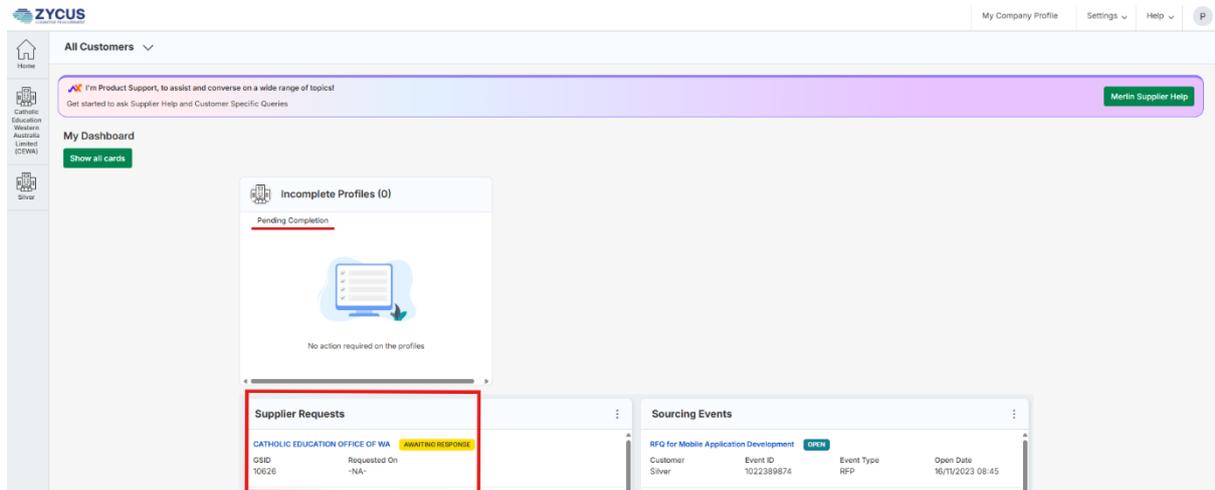


**Note:** If you are onboarding for any of the CEWA office locations, please ensure you only update the CEWA Admin business location, or the request will be automatically rejected.



### 3. You Received an E-mail Requesting You Edit or Amend your Profile

From the dashboard, scroll down until you see Supplier Requests:



Click on the **blue company name** which is a **hyperlink**. You will be taken directly into your profile to complete your onboarding.

You should now be able to see all the tabs to complete your supplier onboarding using the sections on the left-hand side:

**ZYCUS** My Company Profile Settings Help P

Home Supplier

Catholic Education Western Australia Limited (CEWA)

ACCOUNT RISK/PERFORMANCE REFERENCE DOCUMENTS

Complete the supplier profile by providing all required details in the main views and their sub-views.

Company \* Terms & Conditions \* Address \* Product & Services Bank Details \* Purchasing Licenses / Qualifications Insurance Quality Assurance \* Sub-Contractors \*

Company Details \* Related Party \* GST Registration \* Tax Information \* Referral

You are in System: cat\_System under Facility: BU\_CEW7-CEWA ADMIN

**Company Details**

Global Supplier Identifier: 12483 Legal Name: CATHOLIC EDUCATION WESTERN AUSTRALIA LIMITED

Business Name: CATHOLIC EDUCATION WESTERN AUSTRALIA LIMITED Known As: CEWA

Will the supplier be supplying hardware or software?: N/A If supplying hardware, does your hardware have a software component?: N/A

Is the supplier a sole trader?: No Number of Fulltime Employees: 11000

Website: Will the supplier be performing services or works on a CEWA site (school or

**Please ensure you complete the Products and Services, add a remit to (AR) contact e-mail, and all areas marked with a red asterisk which are mandatory.**

Company \* Terms & Conditions \* Address \* **Product & Services** Bank Details \* Purchasing Licenses / Qualifications

**Products and Services** Add New

Level 1 Category	Level 2 Category	Level 3 Category	Actions
Education and Traini...	Educational institut...	Elementary and secon...	Edit

\* indicates mandatory

dd/MM/yyyy Drop a file here or browse file browse

\* indicates mandatory

**Public Liability Policy**

Please provide details of the Supplier's Public Liability insurance Policy

Public Liability Policy Insurer: Public Liability Policy Insurer

Public Liability Policy Number: Public Liability Policy Number

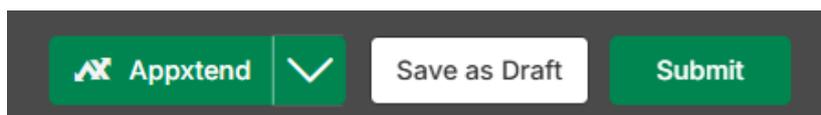
Public Liability Policy Insured Limit: Public Liability Policy Insured Limit

Public Liability Policy Expiry Date: dd/MM/yyyy

Public Liability Policy Certificate of Currency: Drop a file here or browse file browse

\* indicates mandatory

We highly recommend you **save your information as a draft frequently** to ensure no information is lost during the onboarding process.

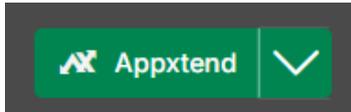


# Address and Bank Verification

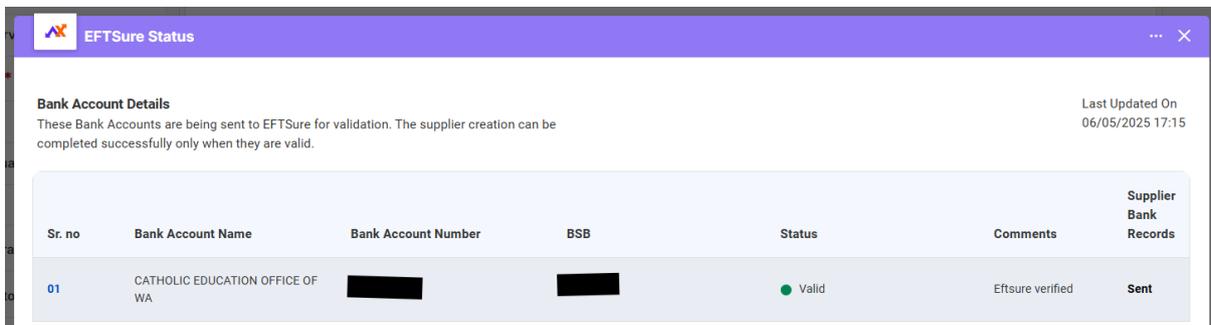
Please use the below instructions to verify your address and bank details.

At the bottom of the screen, you will find a green box which has two functions:

1. Verifying your address against Australia Post data held in Experian; and
2. Verifying your bank details with Eftsure.

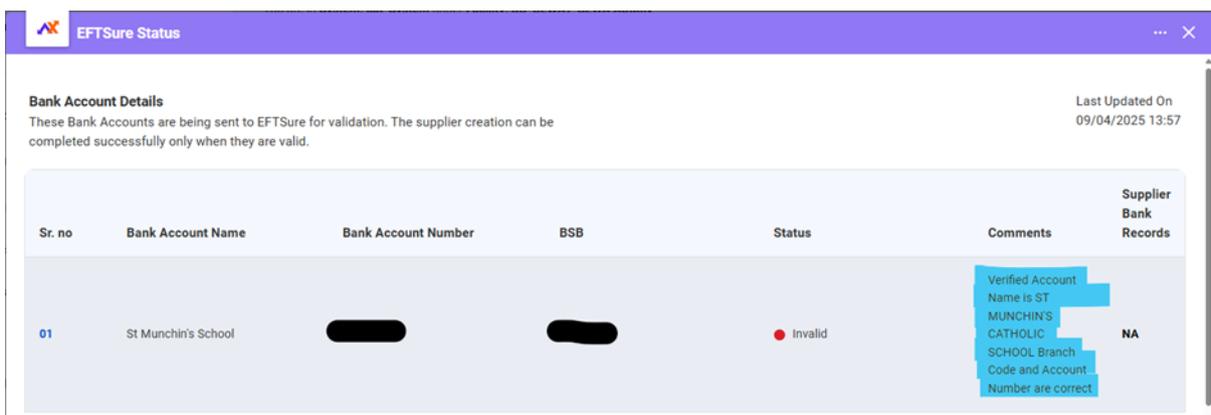


Click on Appxtend and click on Eftsure status. If your bank details come back as green, you are good to go, if they are red, there is an issue which it will advise you to fix, if it is orange, you can still submit but Eftsure will contact you to verify your details. **Example of a green status** follows:



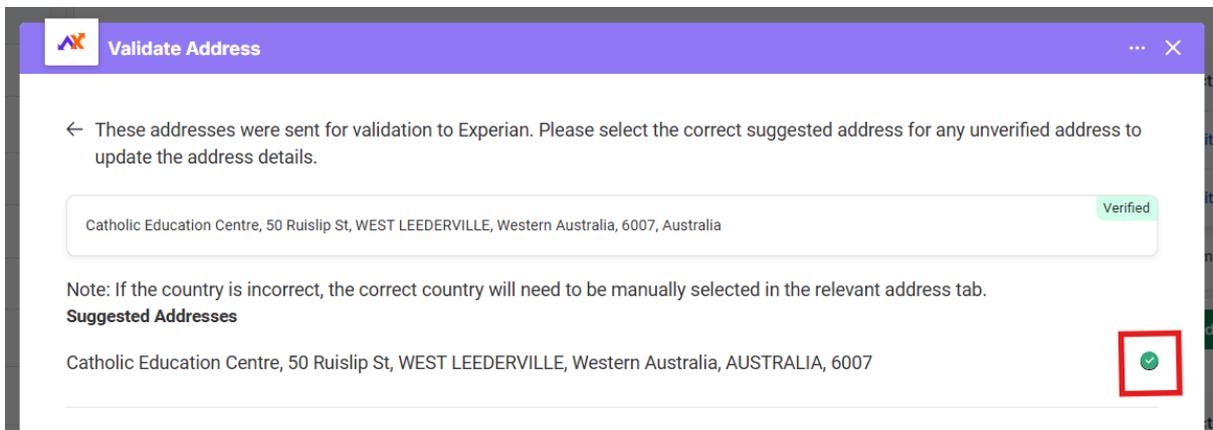
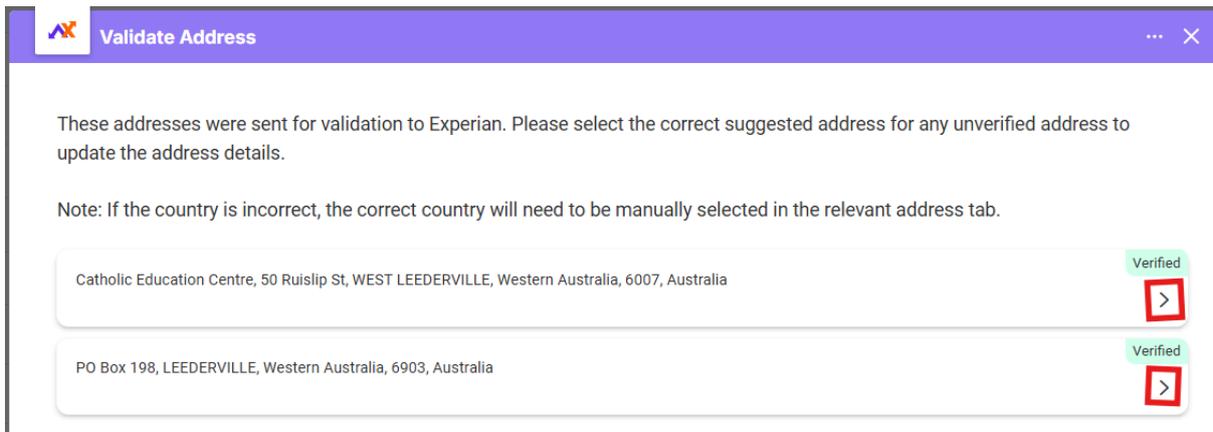
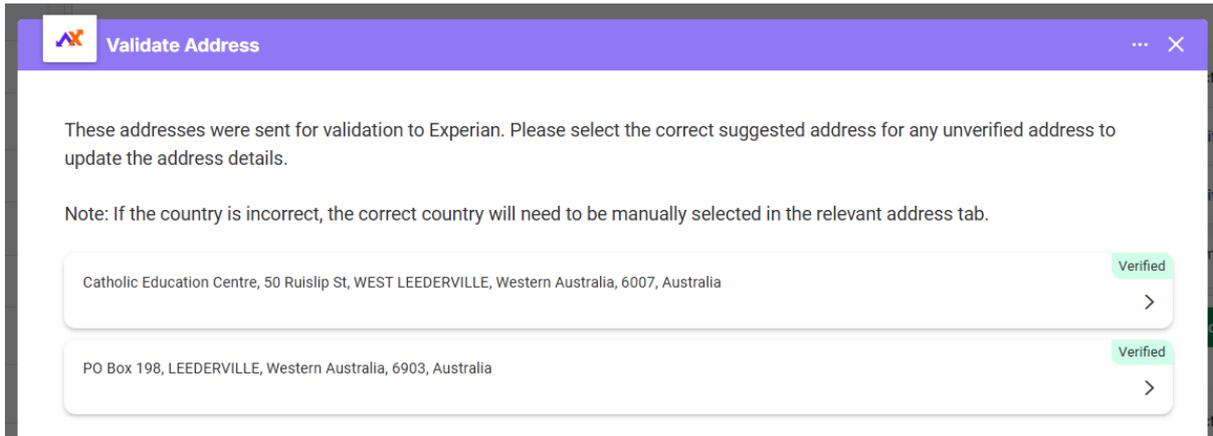
Sr. no	Bank Account Name	Bank Account Number	BSB	Status	Comments	Supplier Bank Records
01	CATHOLIC EDUCATION OFFICE OF WA	[REDACTED]	[REDACTED]	Valid	Eftsure verified	Sent

An example of a red status follows:



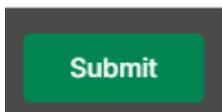
Sr. no	Bank Account Name	Bank Account Number	BSB	Status	Comments	Supplier Bank Records
01	St Munchin's School	[REDACTED]	[REDACTED]	Invalid	Verified Account Name is ST MUNCHIN'S CATHOLIC SCHOOL Branch Code and Account Number are correct	NA

Once you have completed the bank verification, click on Appxtend again, **select validate address**. When it comes up with your address or a formatted version of your address, **click on the right facing arrow** and **click the radio button to copy this address to your profile**:



You will **receive a message that the address has been updated successfully** and can close the pop-up box.

You are now ready to submit your profile:



If submitted successfully, you will **receive a notification and the status will update to Pending Approval:**

Home » Account

Catholic Education Western Australia Limited (CEWA)

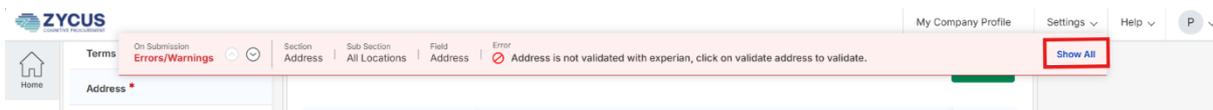
ACCOUNT RISK/PERFORMANCE REFERENCE DOCUMENTS

MY REQUESTS MY COMPANIES COMPLETED REQUESTS MY ALERTS

submitted successfully

Request Number	Company Name	GSID	Request Type	Supplier Type	Business Location	Requested On	Elapsed time	Status	Actions
415301	CATHOLIC EDUCATION WESTERN AUSTRALIA LIMITED	12483	Edit	Operational	CEWA ADMIN	06/05/2025	00:00	Pending Approval	-

If you receive an error, a red ribbon will appear at the top of the page:



Click on Show All to see full details of the error including the section and sub section where the error appears:

On Submission  
Errors/Warnings Collapse

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**Address**

- All Locations ⊗ Address is not validated with experian, click on validate address to validate.
- All Locations ⚠ Phone number you have entered is not verified as per Experian validation
- Phone ⚠ Phone number you have entered is not verified as per Experian validation
- All Locations
- Phone

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**Address**

Contact Details

- Phone Num... ⚠ The provided number was unable to be verified. Note that landline numbers are unable to be verified. Please check the number provided and if correct, submit the request.

Red stop errors must be corrected before proceeding, orange warning errors can be ignored and submitted if you are happy that the information is correct.

### Additional Tips

Please ensure that your phone numbers do not contain +61 or 61 and replace with a 0 (i.e. 0419 or 08) as this may cause an error.

CEWA has a [user guide](#) and [webinar](#) on our webpage that may assist in completing your registration.

### Still Experiencing Problems

If you are still experiencing problems, please contact us at [supplieronboarding@cewa.edu.au](mailto:supplieronboarding@cewa.edu.au)

We thank you for your patience as we transition to our new Procurement System, Zycus and apologise for any delay in responding to your query.