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

ZSN Zycus S	upplier Network	[Englis I (US) Englis 🗸
	Existing User? Log in with Password or OTP	Catholic Education Western Australia imited (CEWA) Zycus Network Need help in signing up? Particle 2000 Particle 2000 Pa	
	Email Address CEWA testuser12@zycus.com	New User? Register	
.	Password	Email Address Type your email address here	
	Forget Password	Password	ф.
	Or Login via OTP	Confirm Password Re-type password here	ø
		Please Answer 1 + 2 =	
		Register	

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:

🤹 🔊	YCUS	Му	r Company Profile Settings 🗸	Help v P	~
Home	All Customers 🗸				
Catholic	Cet started to ask Suppler Help and Customer Specific Queries		Merlin	n Supplier Help	Inter 13
ducation Western Australia Limited (CEWA)	My Dashboard Show all cards				Outob
Silver	Incomplete Profiles (0)				
	Pending Completion				
	No action required on the profiles	_ ,			

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)	Edit
-			

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	Edit View

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.

NCE DOCUMENTS						
Select Business Location For CATHOLIC EDUCATION W						
	Q Search	\otimes				
Business Location	Status					
ST MARCELLIN CATHOLIC COLLEGE (MADORA BAY)	Active	î				
CEWA Perth	Active					
Aranmore Catholic College (Leederville)	Active					
CEWA NEWMAN SIENA CENTRE	Active					
ORANA CATHOLIC PRIMARY SCHOOL (WILLETTON)	Active					
ST LUKE'S CATHOLIC PRIMARY SCHOOL (WOODVALE)	Active					
	Cancel	Edit				

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**.

Select Business Location For CATHOLIC EDUCATION W					
	Q Search	8			
Business Location	Status				
CEWA ADMIN	Active	•			
CEWA St Catherine's Centre	Active				
CEWA Bunbury	Active				
CEWA Geraldton	Active				
CEWA Broome	Active				
Xavier Catholic School (HILBERT)	Active	<u> </u>			
	Cano	cel Edit			

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

<u>کا چە</u>	CUS				My Company Profile	Settings v Help v P
in Home	All Customers 🧹	ull Customers 🗸				
Catholic	Cet started to ask Supplier Help and Customer Sp	on a wide range of topicst ecific Queries				Merlin Supplier Help
Education Western Australia Limited (CEWA)	My Dashboard					
Siver		Incomplete Profiles (0)				
		Pending Completion				
		No action required on the profiles				
		< Supplier Requests		Sourcing Events	:	
		CATHOLIC EDUCATION OFFICE OF WA AWAITING REPONSE GSID Requested On 10626 -NA-	ĺ	RFQ for Mobile Application Development OPEN Customer Event ID Silver 1022389874	Event Type Open Date RFP 16/11/2023 08:45	

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:

<u>ک</u>	CUS		My Company Profile	Settings v Help v P v
Home	Home · Supplier	Western Australia Limited (CEWA)	E	
	ACCOUNT RISK/PERFORMANCE	REFERENCE DOCUMENTS		
Education Western Australia	Complete the supplier profile by providing	all required details in the main views and their sub-views.	♥ Q Search	
(CEWA)	Company *	Company Details • Related Party • GST Registration •	Tax Information • Referral	
	Terms & Conditions *	You are in System: cat_System under Facility: BU_CEWA7-CEWA ADMIN		
Silver	Address *	Company Details	Legal Name * 🔿	
	Product & Services	12483	CATHOLIC EDUCATION WESTERN AUSTRALIA LIMITED	
	Bank Details *	Business Name *	Known As	
	Purchasing	CATHOLIC EDUCATION WESTERN AUSTRALIA LIMITED	CEWA	
	Licenses / Qualifications	Will the supplying hardware or software? *	If supplying hardware, does your hardware have a software component? *	
	Insurance			
	Quality Assurance *	Is the supplier a sole trader? *	Number of Fulltime Employees	
	Sub-Contractors *	No	11000	
		Website ①	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 *	Products and Services					
Torma 9 Canditiana *	You are in System: cat_Syst	You are in System: cat_System under Facility: BU_CEWA7-CEWA ADMIN				
Terms & Conditions	Products and Servic	ces			Add New	
Address *						
Product & Services	Level 1 Category	Level 2 Category		Level 3 Category	Actions	
Bank Details *	Education and Traini	Educational institut		Elementary and secon	Edit	
Purchasing					* indicates mandatory	
Licenses / Qualifications						
Terms & Conditions *	dd/MM/yyyy			Drop a file here or browse file	Browse	
Address *					 indicates mandator 	
Product & Services	Public Liability Polic	ey .				
Bank Details *	Please provide details of t	he Supplier's Public Liability insurance Policy	,	Public Liability Policy Insurer		
Purchasing				Public Liability Policy Insurer		
	Public Liability Policy Num	nber		Public Liability Policy Insured Limit		
Licenses / Qualifications	Public Liability Policy Nu	Imber		Public Liability Policy Insured Limit		
Insurance	Public Liability Policy Expiry Date		Public Liability Policy Certificate of Currency			
Quality Assurance *	dd/MM/yyyy		Ħ	Drop a file here or browse file	Browse	
Sub-Contractors *					 indicates mandator 	

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:

v	AX EF	TSure Status					
Bank Account Details Last Update These Bank Accounts are being sent to EFTSure for validation. The supplier creation can be completed successfully only when they are valid.					Updated On)5/2025 17:15		
a	Sr. no	Bank Account Name	Bank Account Number	BSB	Status	Comments	Supplier Bank Records
:0	01	CATHOLIC EDUCATION OFFICE OF WA			• Valid	Eftsure verified	Sent

An **example of a red status** follows:

AX EFT	Sure Status					×
Bank Accou These Bank / completed se	Bank Account Details Las These Bank Accounts are being sent to EFTSure for validation. The supplier creation can be completed successfully only when they are valid. 09/					Updated On 4/2025 13:57
Sr. no	Bank Account Name	Bank Account Number	BSB	Status	Comments	Supplier Bank Records
01	St Munchin's School	-	-	 Invalid 	Verified Account Name is ST MUNCHINS 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**:

 Validate Address
 --- ×

 Validate Address
 --- ×

 These addresses were sent for validation to Experian. Please select the correct suggested address for any unverified address to update the address details.
 Note: If the country is incorrect, the correct country will need to be manually selected in the relevant address tab.

 Catholic Education Centre, 50 Ruislip St, WEST LEEDERVILLE, Western Australia, 6007, Australia
 Verified

 PO Box 198, LEEDERVILLE, Western Australia, 6903, Australia
 Verified

Validate Address

These addresses were sent for validation to Experian. Please select the correct suggested address for any unverified address to update the address details.

Note: If the country is incorrect, the correct country will need to be manually selected in the relevant address tab.

Catholic Education Centre, 50 Ruislip St, WEST LEEDERVILLE, Western Australia, 6007, Australia	Verified
PO Box 198, LEEDERVILLE, Western Australia, 6903, Australia	Verified

Validate Address

← These addresses were sent for validation to Experian. Please select the correct suggested address for any unverified address to update the address details.

holic Education Centre, 50 Ruislip St, WEST LEEDERVILLE, Western Australia, 6007, Australia			
Note: If the country is incorrect, the correct country will need to be manually selected in the relevant address tab. Suggested Addresses			

Catholic Education Centre, 50 Ruislip St, WEST LEEDERVILLE, Western Australia, AUSTRALIA, 6007

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	olic Education W	/estern Australia	Limited (C	EWA)		e	1	2	10				G
ACCOUNT	RISK/PERFORMANCE	REFERENCE DOCUME	NTS										
MY REQUESTS	MY COMPANIES	COMPLETED REQUES	TS MY AL	ERTS									
Submitted succ	essfully												
Request ≎ Number	Company Name	≎ GSID	Request Type	Supplier Type	Business Location	Requ On	ested	0	Elapsed time	¢	Status	¢	Actions
415301	CATHOLIC EDUCATIO AUSTRALIA LIMITED	DN WESTERN 12483	Edit	Operational	CEWA ADMIN	06/0	i/2025		00:00		Pending Approval		-

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

	CUS					My Company Profile	Settings 🗸	Help 🗸	P
	Terms	On Submission Errors/Warnings 📀 😒	Section Sub-Section Fiel Address All Locations Ad	tdress O Address is not validated	d with experian, click on validate address to validat	e.	Show All		
Home	Addres	s *							

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
Address All Locations Address All Locations Phone All Locations Phone	0 A A	ddress is not validated with experian, click on validate address to validate. Phone number you have entered is not verified as per Experian validation Phone number you have entered is not verified as per Experian validation	
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.	ıe

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 <u>user guide</u> and <u>webinar</u> 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

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.