

Zycus Onboarding Assistance






FOR SUPPLIERS

Quick Reference

Requirements

Working on a CEWA site	Not working on a CEWA site
<ul style="list-style-type: none"> Supplier holds at least: <ul style="list-style-type: none"> Public Liability insurance; and Workers Compensation insurance (if not a sole trader) A valid Working with Children Check (for "Child-Related Work") Working with Children Check - Who needs a WWC Check? A current National Coordinated Criminal History Check issued by the Department of Education (www.education.wa.edu.au/ncchc) Aware of WHS obligations, comply with CEWA's safety procedures and complete a Contractor's Checklist when attending the site 	<ul style="list-style-type: none"> Supplier holds Public Liability insurance where the CEWA personnel or students are attending the site Product Insurance where providing goods to the school or office location

Onboarding in Zycus

 <p>Use your registered email address</p>	 <p>Complete ALL mandatory fields</p>	 <p>Use APPEXTEND to validate (address and bank details)</p>	 <p>SAVE before closing Zycus to ensure progress is saved</p>	 <p>SUBMIT</p>
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Onboarding Tips

www.cewa.edu.au/publication/zycus-supplier-onboarding-tips-2/



Support

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