CATHOLIC EDUCATION
WESTERN AUSTRALIA

NOTICE OF UPCOMING CHANGES TO CEWA PROCUREMENT PRACTICES
(For CEWA Office Suppliers – February 2026)

You are receiving this notice because you supply goods or services to one of the Catholic Education Western Australia Limited (CEWA) office.

CEWA is continuing its transition to the Zycus Cognitive Procurement platform, which will manage supplier onboarding, purchase orders, sourcing events, contract management and supplier management activities through the centralised Zycus Supplier Network (ZSN). This portal allows suppliers to maintain their company information, receive purchase orders, submit quotes and tenders, and view contract details across all CEWA school and office locations.

The transition to the next stage of Zycus will occur in phases, with the CEWA Office going live on **23 March 2026** and schools to follow in a phased rollout over 2026 and 2027. Suppliers who work with both CEWA offices and schools should expect additional communications as the rollout progresses.

Please review the following key information to ensure continuity of your engagement as a supplier and prompt payment from CEWA schools and offices.

Webinar registration

CEWA will be hosting an online overview session on **Thursday 5 March at 2pm AWST** to guide suppliers through onboarding, PO processes, and key system features. **Register your attendance here**: Supplier Onboarding Webinar.

1.   Supplier Onboarding

Supplier onboarding through the Zycus Supplier Network commenced on 17 March 2025.

If you have not completed your full onboarding in the Zycus Supplier Network, it is essential that all suppliers must complete onboarding in the Zycus Supplier Network (ZSN) to continue providing goods or services to CEWA offices.

Onboarding allows you to update and maintain your company details centrally and ensures you are visible and transactable across all CEWA locations.

If you have not yet completed your onboarding, please do so by **Friday, 20 March 2026**. From this date, CEWA may place non onboarded suppliers on hold. -onboarded suppliers on hold.

You can access the portal here: [Zycus Supplier Network Portal](#)

Note: As part of CEWA's supplier compliance requirements, if you are working on a CEWA school or office site you will need to upload:

- A Nationally Coordinated Criminal History Check (NCCHC) issued via the Department of Education - [Nationally Coordinated Criminal History Check - Department of Education](#)
- A valid Working With Children Check (WWCC) (only applies to suppliers who provide Child Related work as defined in the Working With Children Act) - [Working with Children Check - Who needs a WWC Check?](#)

These checks can take additional processing time, so we encourage suppliers to start onboarding as soon as possible.

For detailed steps and guidance on how to complete onboarding, please refer to the following link [Zycus Supplier Onboarding Tips - CEWA](#).

2.   All invoices must include a CEWA Purchase Order (PO) number

From 20 March 2026 onwards, CEWA Offices will issue Purchase Orders through Zycus.

As part of supplier onboarding, suppliers must enter both Accounts Receivable (AR) contact details and Purchase Order (PO) contact details into Zycus. These contacts **must be different** and must not reference the same individual or email address.

To ensure timely processing and payment, suppliers are required to include the CEWA PO number on all invoices, along with their AR contact details.

Invoices that do not reference a PO number may be delayed in payment or returned to the supplier.

3.   Receiving POs and submitting invoices

Once you complete onboarding in Zycus, you will receive and manage all Purchase Orders through the Zycus Supplier Portal, including the ability to PO Flip to generate invoices directly from the system.

You will also receive Purchase Orders via e-mail to your nominated PO contact.

If you fail to complete your onboarding on the Zycus Supplier Network, you will not be able to receive Purchase Orders from CEWA office or school locations.

4. Supplier access to POs, contracts and sourcing events

As part of the next phase, we will be providing all registered supplier contacts with access to view POs, contracts and sourcing events for your company in the Zycus Supplier Network portal. If you do not want all your supplier contacts to have this access, you can adjust this by logging into the Zycus Supplier Network portal and updating the contact details and associated portal access for any school or the CEWA Admin facility.

5. eSignature for contracts

Where you enter into a contract with a CEWA office or school, Suppliers may be required to review and sign CEWA contracts through AdobeSign generated through the Zycus system. This enables CEWA to issue, track, and manage contract approvals digitally.

6. Sourcing events

Suppliers may be invited to participate in either Quick Source (quotes) or Full Source (tenders) sourcing events issued through the Zycus Sourcing module. These events may include Requests for Information (RFIs), Requests for Quotation (RFQs), Requests for Proposal (RFPs), or other competitive sourcing activities.

Suppliers are responsible for ensuring their Zycus profile is up to date so they can receive event notifications, access event documents, submit responses and communicate with CEWA during the event. All submissions must be made through the Zycus Supplier Network unless explicitly advised otherwise by CEWA.

Need help?

- For support with onboarding, please email: supplieronboarding@cewa.edu.au
- We encourage suppliers to refer to the central CEWA Zycus Supplier Network Resource for FAQs, onboarding tips and portal access guidance.
- Please also refer to the Zycus Supplier Onboarding Tips for detailed instructions and guidance on completing your onboarding.

We appreciate your partnership as we deliver improved procurement and payment processes across CEWA.

Catholic Education Western Australia