

Zycus Source to Pay Platform

Introduction & Training

Supplier

Purpose - Delivery of Optimal Care to our Community



Monash Health is implementing the Zycus Source to Pay procurement system to fully digitise and improve end to end processes of buying goods and services and managing our contracts.

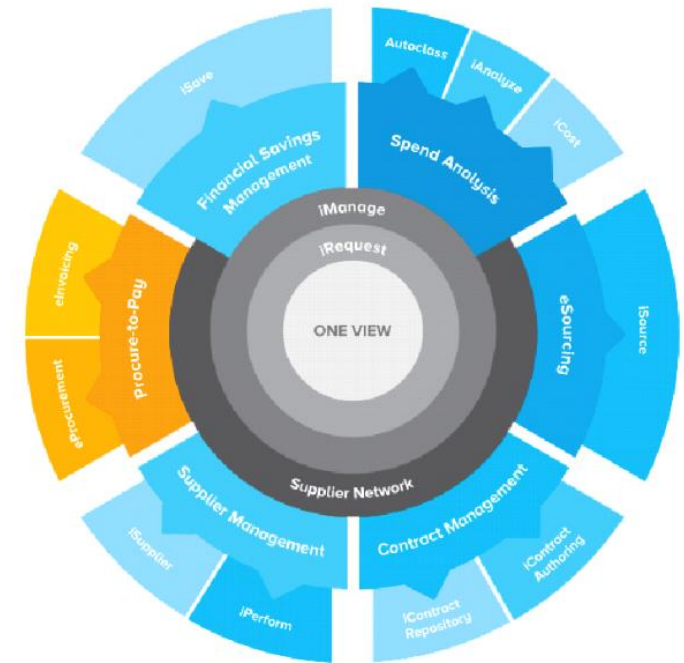
Objectives

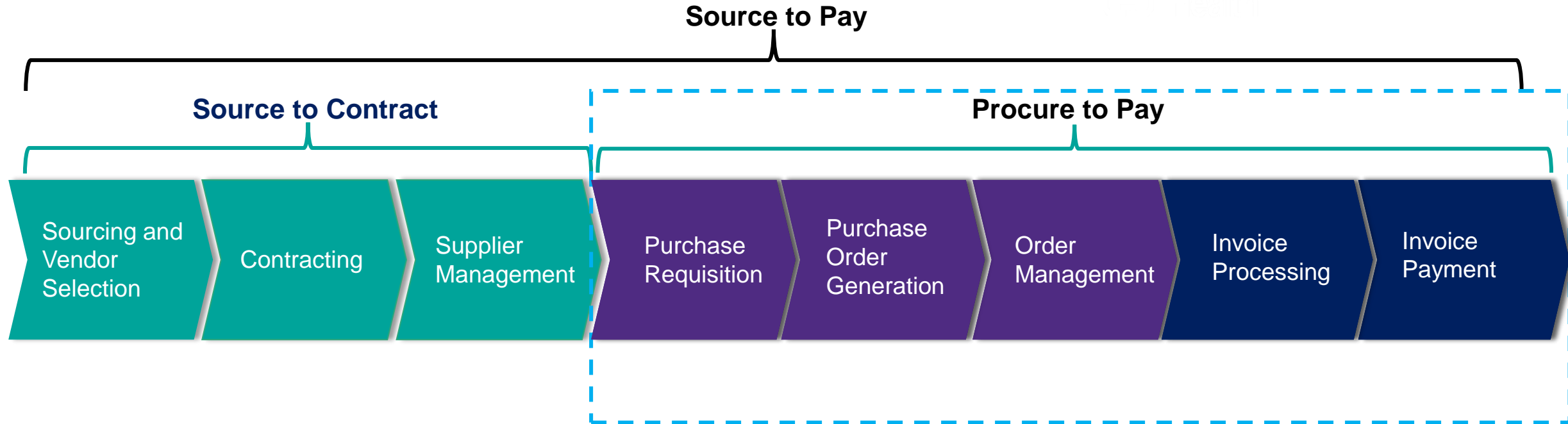
- Improve procurement efficiency
- Introduce easy to use tools for end users and approvers
- Optimise compliance of the procurement process
- Improve transaction efficiency and faster payment to Suppliers

Changes

The Zycus procurement end to end streamlined process of sourcing, tendering, contract management, ordering & invoicing, changes the way Monash Health:

- Conducts sourcing events (Request For Quote RFQ & Tenders) and finalises contracts ✓
- Collaborates with suppliers to monitor and improve contract performance ✓
- Interacts with suppliers to maintain catalogues and other compliances
- Buy goods and services
- Receive and process Invoices for payments
- Optimises savings and compliance to procurement processes





Please note: When quoting, the quote needs to be inclusive of all costs incurred by the supplier as per the Monash Health Terms and Conditions of Purchase Order:

"4. Invoicing and payment

a) The Unit Price is fixed and includes all packaging, transport, insurance, loading, unloading and storage costs and any other costs incurred by the supplier. "

1. Supplier - I Adam, Surgeemax Pty Ltd

Customer Service/Representative/Accounts



What's Adam's story?

- Adam is supplier of spinal surgical equipment
- He has worked for Surgeemax for about 20 years and is an experienced team member

What's Adam doing today?

- Adam needs to find out what his day looks like.

What would Adam currently do in this situation?

- Adam receives contacts from Monash Health via e-mail & phone
- He is the first point of call- giving MH product knowledge via e-mail & phone
- He responds to open purchase orders [e.g. all discrepancies, ETAs & stock availability] via e-mail & phone
- Check invoice information via e-mail
- He Arranges credit notes- via phone call
- Acknowledgment confirmations via email
- Rejecting PO- e-mail to procurement
- Change supplier information – addresses, ABN, contact details, bank account- via e-mail
- Send Proof of Delivery [POD]- via e-mail

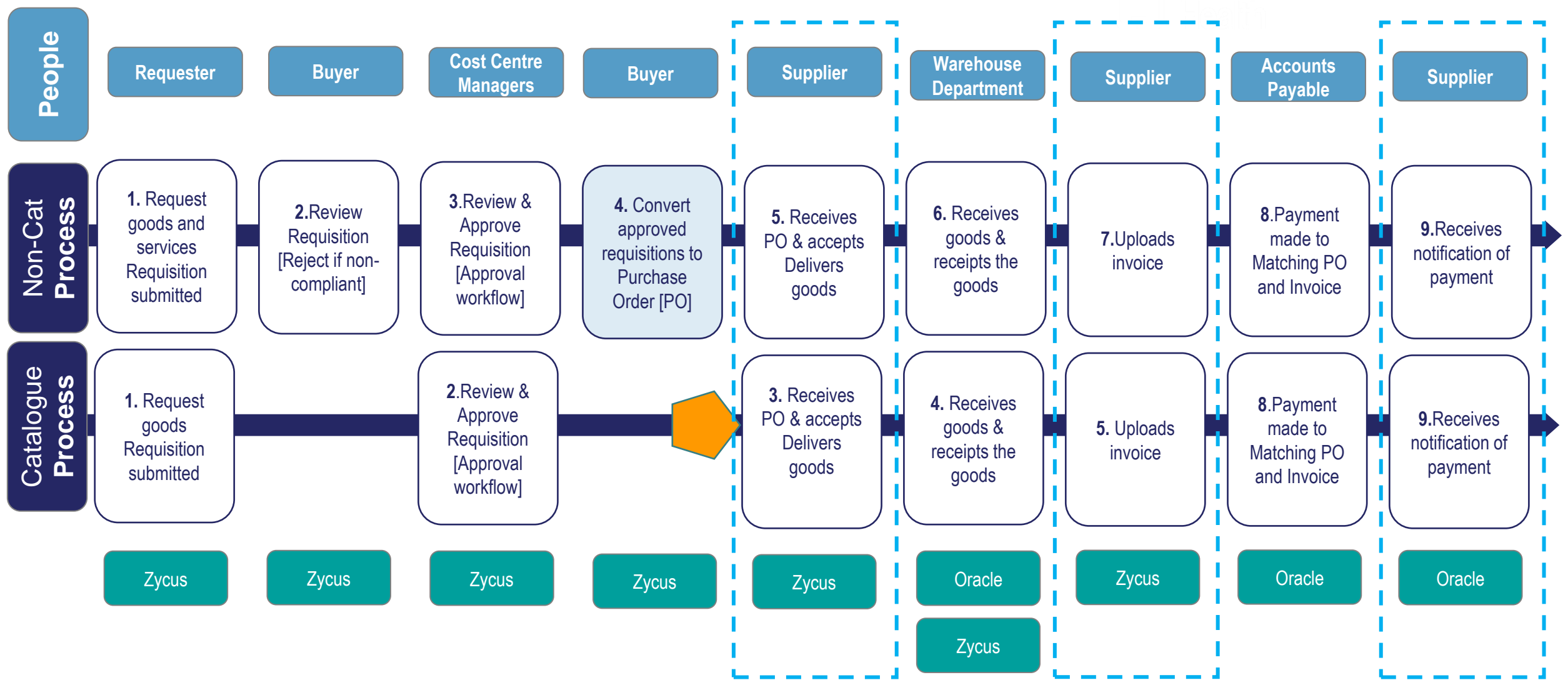
- Give quotes, escalation- via email attachment
- Product knowledge sharing, samples, trials of equipment and devices-e-mail & phone

- Send invoices and credit notes- via e-mail or post
- Follow-up unpaid invoices [price or quantity] via e-mail & phone
- Send statements via e-mail

What will Adam do once the Zycus is in place?

- Adam receives a Request for Quote [RFQ] -Zycus
- He responds with a quote of goods/service-Zycus
- Acknowledge/Confirm/ Accept Purchase Orders[PO]- Zycus
- Rejects PO in Zycus returning PO to buyer
- Dispatch Order based on Zycus PO
- Goods Receipt- Zycus MH Unit
- Goods Receipt- Oracle MH WMS- integrated though Zycus
- Rejecting PO – requester will need to re-complete requisition
- Upload invoice to Zycus portal -
- Supplier will convert PO to Invoice with valid purchase order in Zycus
- Change supplier details- original person setting up the supplier proforma will need to make any changes in Zycus. If any further assistance required – please contact MH support team via email Suppliers_S2Psupport@monashhealth.org

Source to Pay [S2P]- Catalogue and Non-Catalogue Process



The key benefits of using the Zycus Supplier Network[ZSN] Portal include:

- Streamlining Purchase Order notification to Suppliers.
- Prompt and efficient payments to Suppliers.
- Visibility of payment status.
- Tracking sourcing events with clients in one place.
- An easy-to-use portal that helps with reducing activity cycle time.
- Easy to maintain and update your company profile and request a colleague's Zycus access.

The [Zycus portal](#) is free for our suppliers to use with no charges or restrictions on the number of users, sourcing events or contracts.

All Suppliers will be required to transact with Monash Health using the Monash Health ZSN Portal. This is where suppliers access sourcing or tender invitations and receive Purchase Orders, as well as uploading invoices

1. Purchase Orders

- a) Purchase Order Overview
- b) Responding to a Purchase Order

2. Invoices

- a) Creating Invoices
- b) Creating Credit Memos
- c) Uploading Invoices

3. Payments

- a) Payments Overview

4. Contracts

- a) Contract Review and Edit

Note: Zycus is optimised for
use on Google Chrome



**For any further assistance, please contact
Suppliers_S2Psupport@monashhealth.org
or your nominated Procurement lead**

Training material can be found on Monash Health Procurement Webpage

**Access to Zycus Supplier Network or
<https://zsn.zycus.com/zsp/guest/genericRegister/MON708>**