



Treasury Wine Estates (TWE) Supplier Network

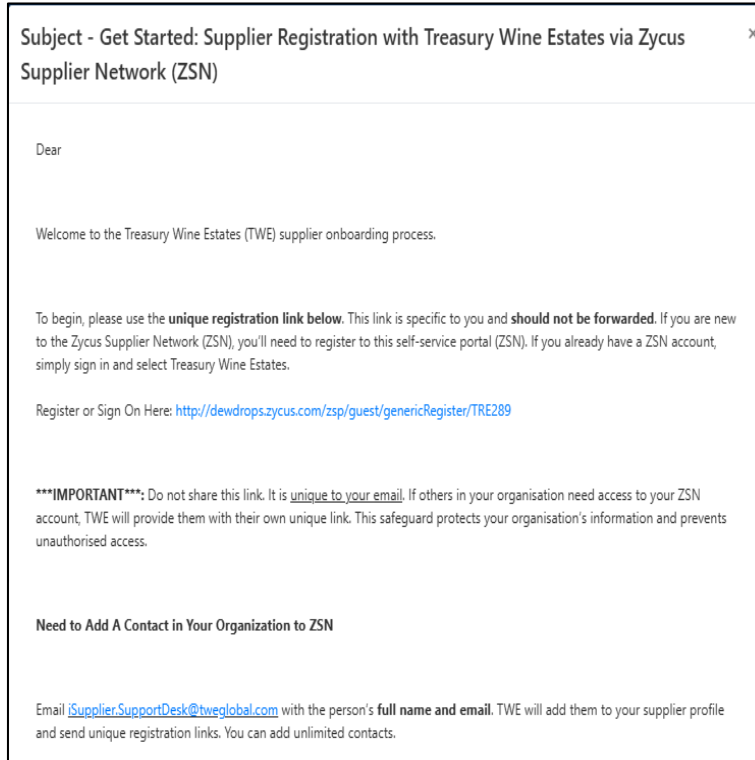


If You Need to Add Another Employee In Your Organizational to Complete the TWE Onboarding Process.

Email iSupplier.SupportDesk@tweglobal.com with the person's **full name and email**. TWE will add them to your supplier profile and send unique registration links. You can add unlimited contacts.

Step 1: Register or Log In to the Zycus Supplier Network (ZSN)

You will receive a registration link from Treasury Wine Estates (TWE), from the email info@iSupplier.tweglobal.com once your organization has been added to ZSN, and the onboarding process has been initiated.



IMPORTANT:
Do not share this link.
It is unique to your email.

NOTE: If you need to add employees in your organization to complete the TWE onboarding process, please follow the instructions above.

Step 2: Complete Your Company's Registration in ZSN

Fill in the **User Profile Registration** fields, click **Submit**.

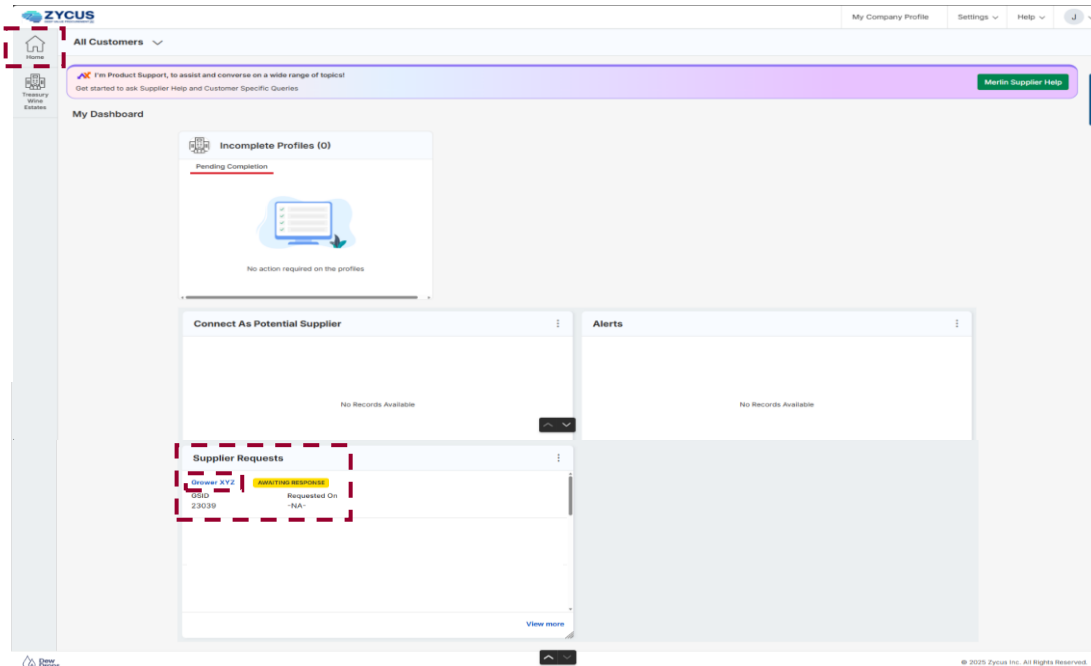
Continue below with your TWE Onboarding Process ↓



Step 3-A: Review Supplier Requests for Treasury Wine Estates (TWE)

From the Home page, scroll down to the **Supplier Request** tile and select the request you want to edit.

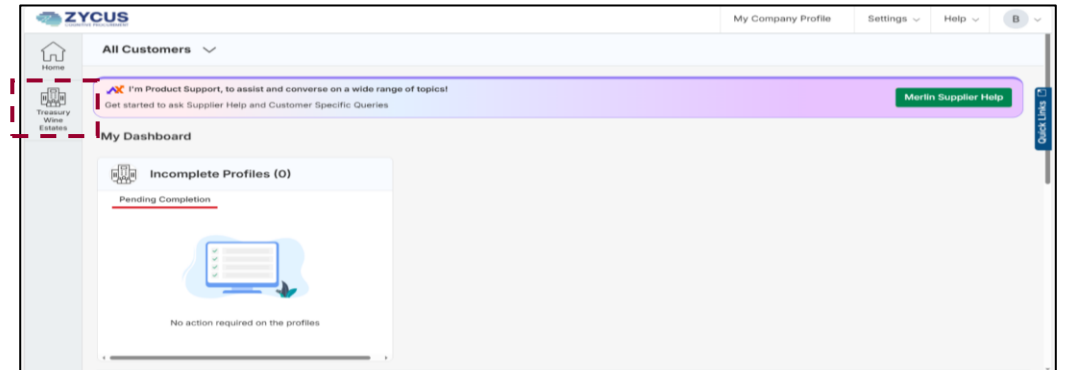
Step 4-A: Click on the link and complete and Submit the Applicable Request(s)



— Or —

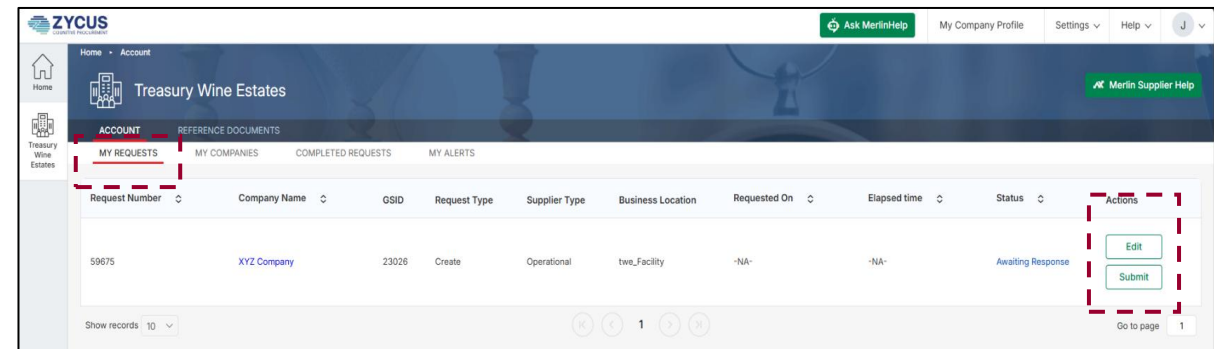
Step 3-B: Review Supplier Requests (additional flow)

Or, from the left-hand navigation panel, select **Treasury Wine Estates** to view and respond to supplier requests.



Step 4-B: Edit, Complete and Submit the Applicable Request(s)

Click on **My Requests** to view any pending or active requests related to your supplier profile. Locate the relevant request in the list. Under the **Actions** column, click **Edit** to open the request and complete the required information.



For further information, reference our Supplier Network Support Guide at www.tweglobal.com/suppliers