



TREASURY WINE ESTATES



Treasury Wine Estates (TWE) Supplier Network

The Treasury Wine Estates (TWE) Supplier portal, powered by Zycus Supplier Network.

The Zycus Supplier Network (ZSN) self-service portal is designed to simplify and enhance your experience as a valued supplier to Treasury Wine Estates (TWE). Through the ZSN portal, you can easily manage your TWE supplier profile and account information across key stages of your engagement—including onboarding, risk assessment, and contract management. This platform empowers you with greater visibility, control, and convenience in your interactions with TWE.

Benefits of Zycus Supplier Network (ZSN).

As a registered supplier on the Zycus Supplier Network (ZSN) for TWE, you will have more control and flexibility in managing your business information. You can view and update your company details, including address, contact information, and banking details, directly within the portal. This streamlined approach helps reduce the need for manual forms, phone calls, and emails, making the procurement process more efficient and less time-consuming.

Navigating the ZSN Portal.

You will be provided (by email) with a unique registration link upon Treasury Wine Estates (TWE) initiating the onboarding process.

IMPORTANT: 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.



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

- **New to ZSN?** You will receive a registration link from Treasury Wine Estates (TWE) once your organization has been added to ZSN, and the onboarding process has been initiated.

Get Started email will be from info@iSupplier.tweglobal.com

Subject - Get Started: Supplier Registration with Treasury Wine Estates via Zycus Supplier Network (ZSN)

Dear

Welcome to the Treasury Wine Estates (TWE) supplier onboarding process.

To begin, please use the **unique registration link below**. This link is specific to you and **should not be forwarded**. If you are new to the Zycus Supplier Network (ZSN), you'll need to register to this self-service portal (ZSN). If you already have a ZSN account, simply sign in and select Treasury Wine Estates.

Register or Sign On Here: <http://dewdrops.zycus.com/zsp/guest/genericRegister/TRE289>

*****IMPORTANT***:** Do not share this link. It is unique to your email. If others in your organisation need access to your ZSN account, TWE will provide them with their own unique link. This safeguard protects your organisation's information and prevents unauthorised access.

Need to Add A Contact in Your Organization to ZSN

Email iSupplierSupportDesk@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.

- **Already registered?** Simply log in to the Zycus Supplier Network (ZSN) portal using your existing credentials.

If **New to ZSN**, continue to [Step 2](#).

If **Already Registered**, continue to [Step 3](#).





Update your Information in ZSN.

Already an approved and onboarded supplier with Treasury Wine Estates?

Want to **Update your Information**, continue to the [Update Section](#).

Step 2: Complete Your Company's Registration in ZSN

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

The screenshot shows the 'User Profile Registration' form within the ZYCUS system. The form is divided into two main sections: 'My Profile' and 'Additional Details'. The 'My Profile' section includes fields for First Name, Last Name, Display Name, Job Title, Phone Number, Fax number, and Country. The 'Additional Details' section includes fields for Time Zone, Currency, Number Format, Date Format, Time Format, and Language. A 'Submit' button is located at the bottom right of the form.

ZYCUS
COGNITIVE PROCUREMENT

User Profile Registration

*(Fields marked with*are mandatory)*

My Profile

First Name *	Last Name *	Display Name *	Job Title *
<input type="text" value="Enter first name"/>	<input type="text" value="Enter last name"/>	<input type="text" value="Enter Display Name"/>	<input type="text" value="Job Title"/>
Phone Number *	Fax number	Country *	
<input type="text" value="Enter Phone Number"/>	<input type="text" value="Enter fax"/>	<input type="text" value="Search"/>	

Additional Details

(To be filled based on your country)

Time Zone *	Currency *	Number Format *	Date Format *
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="1,222,333.04"/>	<input type="text" value="DD-MM-YYYY"/>
Time Format *	Language *		
<input type="text" value="12 Hours"/>	<input type="text" value="Search"/>		





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 (supplier name) and complete and Submit the Applicable Request(s)

The screenshot shows the Zycus My Dashboard interface. At the top, there is a navigation bar with 'ZYCUS' logo, 'All Customers' dropdown, and user profile 'J'. A purple banner contains a message from 'Merlin Supplier Help'. The dashboard is divided into several tiles: 'Incomplete Profiles (0)' with a 'Pending Completion' status and a message 'No action required on the profiles'; 'Connect As Potential Supplier' and 'Alerts' tiles, both showing 'No Records Available'; and a 'Supplier Requests' tile. The 'Supplier Requests' tile contains a table with one entry: 'Grower XYZ' with a status of 'AWAITING RESPONSE', 'GSID: 23039', and 'Requested On: -NA-'. A red dashed box highlights the 'Supplier Requests' tile and its content. The bottom of the page includes the 'Dew Drops' logo and a copyright notice: '© 2025 Zycus Inc. All Rights Reserved.'

Jump to [Step 5](#) to **Complete the Onboarding Details.**

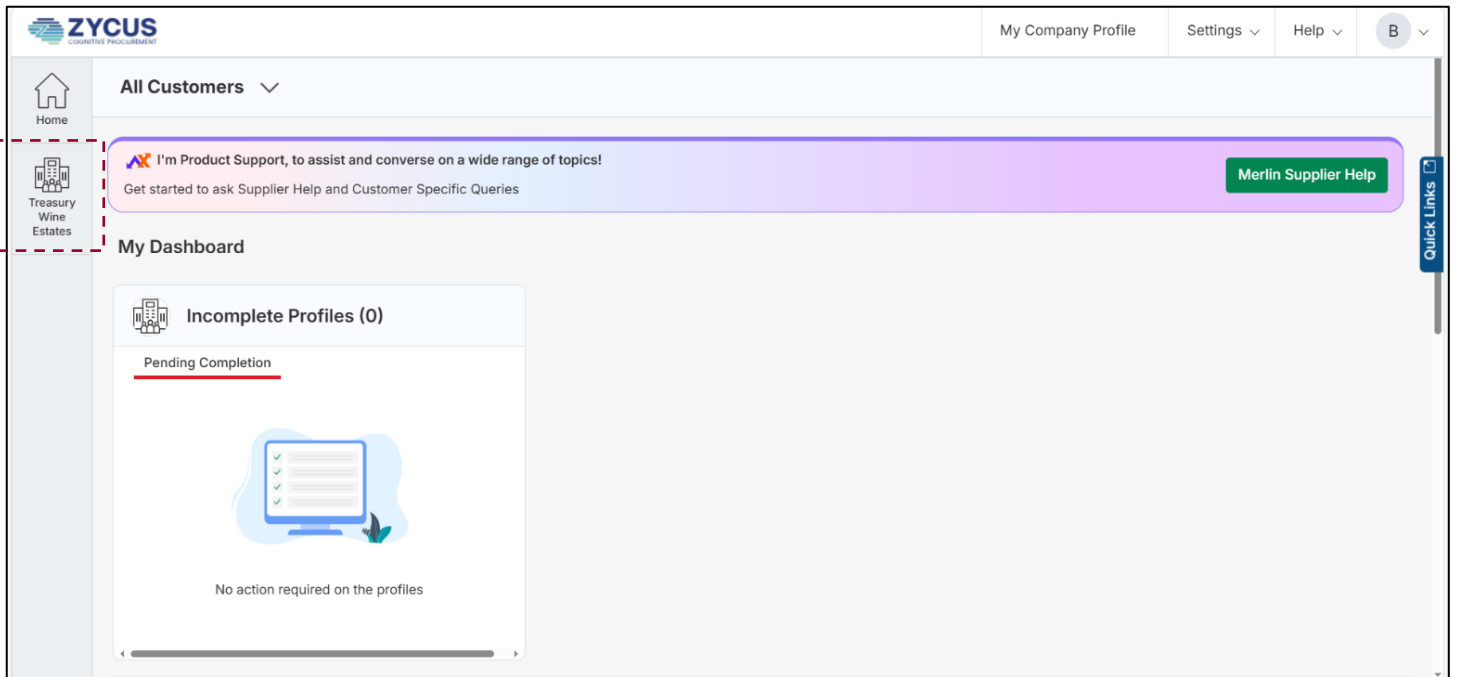




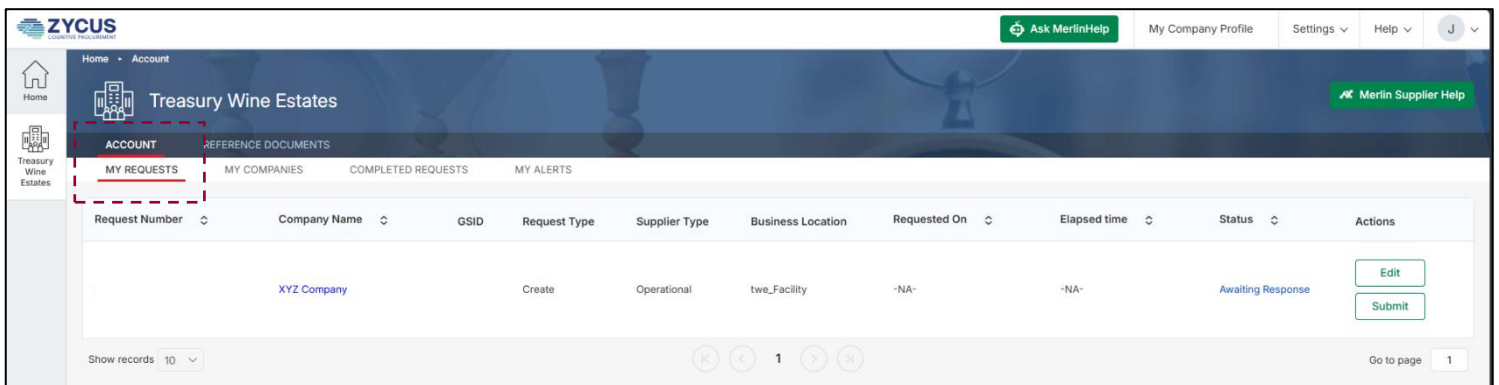
Alternative Flow, if required

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

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



- Click on **My Requests** to view any pending or active requests related to your supplier profile.



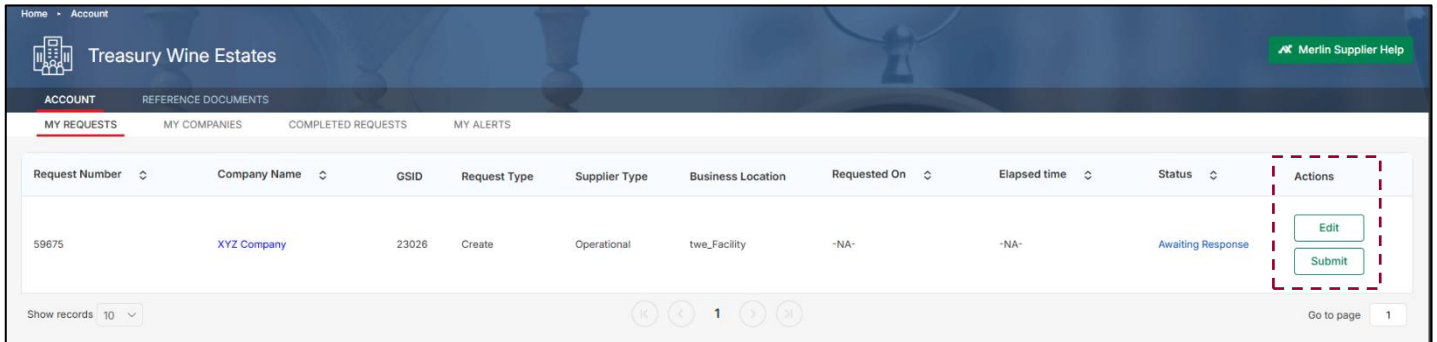
Step 4-B: Edit and Complete the Applicable Request(s)

- Locate the relevant request in the list.





- Under the **Actions** column, click **Edit** to open the request and complete the required information.



Step 5: Complete the Required Sections

— *Company, Address, Compliance, and Purchasing. Additional Risk Assessment questionnaires may be required, if applicable.*

Please review and fill in all mandatory fields under the following tabs:

Company

- **Business Ownership**
- **Number of Employees**
- **Small Business Classification**
- **Country** (used for Tax ID purposes)
- **VAT Classification**
- **Enter Tax ID**
- **Upload Company Letterhead displaying bank details and Tax ID**

Address

- Review, update, or add **Associated Address(es) and Contact Details.**
- Confirm the **Address Validation.**
- Confirm **Use Address in Facility.**

Compliance

- Confirm acceptance of [TWE's Responsible Procurement Code](#) for the supply of goods / services.
- Acknowledge **Purchase Order (PO) requirements.**
- Acknowledge **TWE's Purchase Order Terms and Conditions.**
- If supplying goods from the UK, confirm compliance with **TWE's UK Corporate Criminal Offence policy**, otherwise select NA.
- Provide all **Country(s) of Manufacturer**, by selecting **Add New.**





Risk Assessment Questionnaires, if applicable

- Provide details for all required **Risk Assessment Questionnaires**, if applicable

Purchasing

- Specify your preferred **Payment Currency**.
- Enter your **Remittance Email Address**.
- Indicate your **Preferred Payment Type** (cheque, or EFT).

Complete the supplier profile by providing all required details in the main views and their sub-views.

Company *

Address *

Compliance *

Purchasing *

**Additional Risk Assessment questionnaires may be required, if applicable.*

Company Details * Additional Documents

You are in System: twe_System under Facility: 0001-twe_Facility

Company Details

Global Supplier Identifier

Company Legal Name *

XYZ Company

Trading Name

XYZ Company

Type of Business Ownership *

Corporate entity

Number of Employees

120

Are you classified as a Small Business per the definition in your country of Tax Residency

No

Tax Information

Country for Tax ID *

Australia

Tax Type, VAT Classification

VAT

Tax ID: (ABN, GST Num., TIN Num., Business Num., VAT Num., Uniform Num., Jin Shui Code)

123456789

CANCEL Save as Draft Submit

Step 6: Submit the request

Next Steps

Once the request and all required information have been completed, **Treasury Wine Estates (TWE)** will review your submission and proceed with the onboarding process. If any additional actions are needed, you will be notified promptly.





After submitting your request, a confirmation message will appear. **Please note**, access to the relevant content may take up to 30 minutes *after* the TWE onboarding process is complete, which could be 3 days to 4 weeks depending on identified risks.

The screenshot shows the ZYCUS Treasury Wine Estates user interface. At the top, there is a navigation bar with 'ZYCUS' on the left and 'Ask MerlinHelp', 'My Company Profile', 'Settings', and 'Help' on the right. Below this is a header with 'Home' and 'Account' tabs, and the 'Treasury Wine Estates' logo. A sidebar on the left contains 'Home' and 'Treasury Wine Estates' icons. The main content area has a navigation menu with 'ACCOUNT', 'REFERENCE DOCUMENTS', 'MY REQUESTS', 'MY COMPANIES', 'COMPLETED REQUESTS', and 'MY ALERTS'. The 'MY REQUESTS' section is active, displaying a table with the following data:

Request Number	Company Name	GSID	Request Type	Supplier Type	Business Location	Requested On	Elapsed time	Status	Actions
59675	XYZ Company	23026	Create	Operational	twe_Facility	02/07/2025	00:00	Submitted	-

Below the table, there is a 'Show records' dropdown set to '10' and a 'Go to page' dropdown set to '1'. A success message dialog box is overlaid on the table, containing the text: 'Success Supplier Request 59675 has been submitted. This might take around 30 mins post approval. Please login again to ensure you are able to view all assigned modules.' and an 'OK' button.





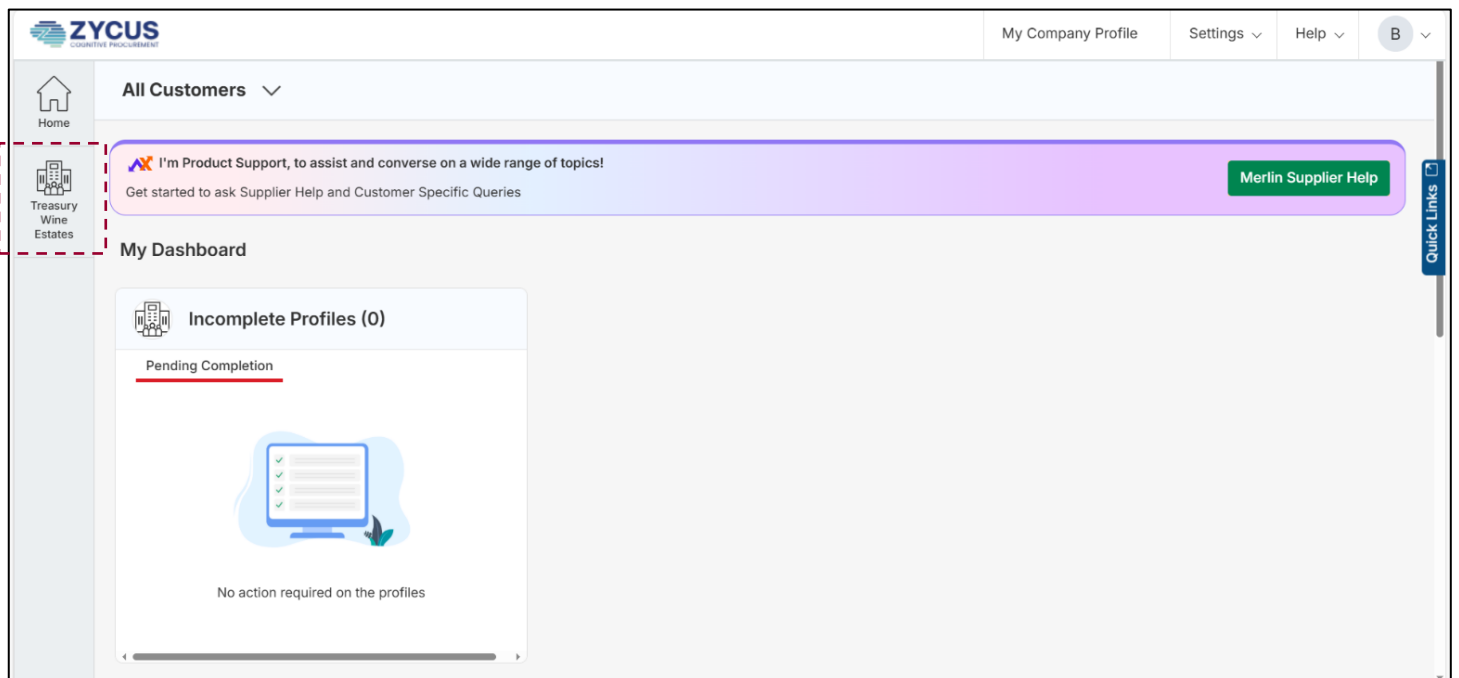
Update your Information in ZSN.

Treasury Wine Estates uses the **Zycus Supplier Network (ZSN)**, a secure, self-service online portal, for suppliers to manage and update their contact and payment information. It is a supplier's responsibility to actively manage and maintain accurate contact details.

Follow the below steps for support with updating information in the ZSN portal.

Step 1: Update Your Supplier Information

- From the left-hand navigation panel, select **Treasury Wine Estates**





- Click on **My Companies** to view all active and operational companies related to your supplier profile.
- Click **Edit** to update or modify your supplier details as needed.
NOTE: Edits to certain information (e.g. Financial Details) will require approval or go through an independent verification protocol from Treasury Wine Estates (TWE).



You may have multiple supplier records with TWE. Each contact associated with these records is responsible for ensuring that bank details are kept accurate and up to date.

Suppliers should also advise TWE of any contacts who should no longer have access to the Zycus Supplier Network (ZSN) portal.

The screenshot shows the Zycus portal interface. At the top, there is a navigation bar with 'Zycus' logo, 'Ask MerlinHelp', 'My Company Profile', 'Settings', and 'Help'. Below this is a header for 'Treasury Wine Estates' with a 'Merlin Supplier Help' button. The main content area has a navigation menu with 'ACCOUNT', 'REFERENCE DOCUMENTS', 'MY REQUESTS', 'MY COMPANIES', 'COMPLETED REQUESTS', and 'MY ALERTS'. The 'MY COMPANIES' tab is active, displaying a table with the following data:

GSID	Company Name	Created On	Last Edited On	Status	Created As	Actions
59675	XYZ Company	04/07/2025	23/07/2025	Active	Operational	Edit View

At the bottom of the table, there is a 'Show records' dropdown set to '10' and a pagination control showing '1' of 1 pages. The 'Edit' button in the 'Actions' column for the first record is highlighted with a red dashed box.

- Click **Submit** once you've completed all necessary changes.

