



# POLARIS

## REGISTRATION GUIDE FOR DIRECT SUPPLIERS

How to Set Up Your Profile in Zycus



## Zycus:

A centralized SRM software, to strategically manage onboarding, and contract management.

## **IMPORTANT:**

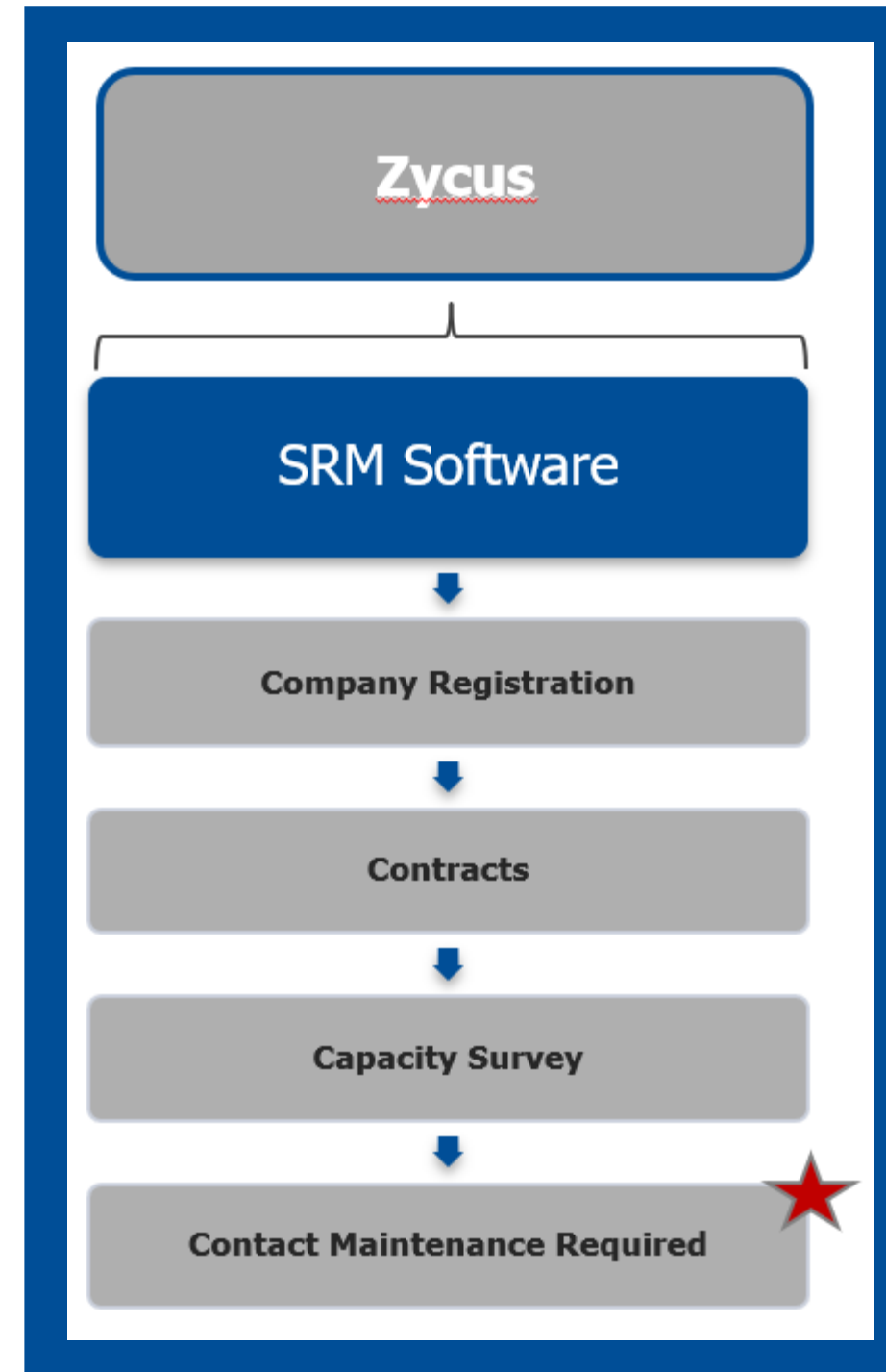
Zycus **REQUIRES** continual contact maintenance.

### Administrator Responsibilities:

- Key contact for password/company profiles
- Updates contact information
- Adds and/or removes contact access to systems
- Tracks contact training requirements at each location
- First line of contact support at the company

**\*\*Additional technical support: [purchasing.systems@polaris.com](mailto:purchasing.systems@polaris.com)\*\***

**Google Chrome is the only supported browser. Using other browsers may result in unexpected difficulties.**





1. Go to [www.polarissuppliers.com](http://www.polarissuppliers.com)

2. Click:

PROSPECTIVE  
SUPPLIERS

3. Click:

Register/Login Here

**\*Opens in Zycus Supplier Network\***

4. Register as a Zycus User:

**\*If you have already been in contact with a Polaris sourcing representative you will receive an email that initiates the registration process at this step.**

- Email Address
- Password
- Confirm Password
- Complete Math Prompt
- Check: *I agree to the terms and conditions*
- Click: *Register*

**TIP: Avoid the Junk Folder by adding [notifications@zycus.com](mailto:notifications@zycus.com) to your contacts**

5. Receive User Activation Email (including the One-Time Password)

**\*Be sure to active account within 10 minutes**

6. Login to Zycus *Supplier Network Account*

7. Login to Zycus *Supplier Network Account*



8. Complete Account Details & Settings - Click Submit:

Account Details & Settings

First Name \* Last Name \*

Display Name \* Job Title \*

Phone \* Fax

Time Zone \* Number Format \*

Select ###,###,##

Date Format \* Time Format \*

Select 24 Hours

Currency \* Language \*

USD - US Dollar English (US)

**Must be USD—US Dollar**

Submit

9. Click Let's Get Started:

Hi [Name] Thank you for registering on our Supplier Network.

Please create your company profile for Polaris Industries to connect with them.

**Profile Incomplete**

**POLARIS**

**LET'S GET STARTED** I'LL DO THIS LATER

10. Complete the Company Registration Form & Click Create:

Company Registration Form

\* Indicates required field

Company Information

\* Company

\* Address Type Head Quarter Address (HQ)

Address1

Address2

Address3

PO Box Number

\* Country United States

\* State

\* City

\* Zip / Postal Code

\* Business Phone

Business Fax

Create Back

11. Read & Agree to the 10 Confidential Disclosure Terms & Conditions:

Confidential Disclosure Terms and Conditions

This Confidential Disclosure Agreement ("CDA") is entered into on the date of supplier's registration, by and between Polaris Industries Inc. ("Polaris") and a party (amongst the Parties) as defined below with Polaris ("Company").

1. Purpose

Company hereby acknowledges that Polaris may provide Proprietary Information, as defined in Section 2 below, to Company for the sole purpose of the parties including any existing potential business opportunities ("Opportunities"). The parties acknowledge that it is being on the CDA before granting access to Proprietary Information.

2. Proprietary Information Defined

As used in this CDA, the term "Proprietary Information" means and includes all information that (a) at the time of initial disclosure to Company, is marked, labeled or specifically designated in writing as "Proprietary Information", or (b) qualifies as proprietary information because it is information of any form whatsoever relating to Polaris or its affiliate or subsidiary's: (i) financial information, including, but not limited to, financial statements, business plans, projections, data and accounting software; (ii) product specifications and designs, models or builds, manufacturing processes, methods and know-how, production methods, production schedules, quality assurance methods, new product development technology, prices, tariffs, trade secrets and source procedures; (iii) sales, marketing and customer information, including, but not limited to, sales strategies, business procedures and plans, the identity and list of customers and Polaris' methods of marketing and promotion, advertising, marketing plans and programs, operations, work product, names of, or agreements with, any of Polaris' customers, or representatives of any of the foregoing; (iv) computer software, including, but not limited to, source and object codes, flowcharts, algorithms, source records, routines, report formats, data conversion, assemblies, design concepts and related documentation, manuals, and other materials; or (v) documents, inventions, copyrights, patents and ideas, whether generated in or out, and resulting without limitation the nature and result of research, development, manufacturing, marketing, planning, and other business activities.

Polaris to mark, label or specifically designate information as "Proprietary Information" at the time of initial disclosure to Company shall not affect its status as Proprietary Information.

3. Ownership of Data and Information

Company agrees that Polaris shall retain all copyright, rights, title and interest in any specifications, designs, documents, technical data, non-technical, customer data, and all other data and analysis and other Proprietary Information provided by Polaris to Company.

4. Non-Disclosure and Non-Use

Company hereby agrees that at all times, it shall: (i) maintain the confidential nature of any and all Proprietary Information disclosed to it pursuant to this CDA; (ii) use such Proprietary Information solely to accomplish the Purpose; (iii) use reasonable efforts and diligence to safeguard such Proprietary Information and to protect it against disclosure, reuse, appropriation, loss and theft; (iv) use at least the same degree of care, but no less than a reasonable degree of care, to safeguard and protect from disclosure such Proprietary Information as it uses with its own proprietary information that it does not wish to disclose; (v) not disclose to others, or permit any person or entity under its control to use or disclose to others, such Proprietary Information, except as expressly permitted by this CDA, or as may otherwise be expressly authorized by Polaris in writing; and (vi) provide reasonable written notice to Polaris in the event it discloses a loss or unauthorized disclosure of such Proprietary Information.

5. Permitted Disclosures

Company may disclose the Proprietary Information to any third party if such third party requires access to such Proprietary Information to accomplish the purpose contemplated herein, but only if such employee, agent or representative agrees to treat the Proprietary Information in accordance with this CDA, and (ii) if disclosure is required by Company pursuant to a law, judicial order or governmental directive, in which event Company shall provide Polaris with written notice of any such required disclosure prior to disclosing the Proprietary Information, and Company shall take reasonable steps to maintain the confidentiality of the Proprietary Information.

6. Return of Proprietary Information

Company agrees that at the completion of the business contemplated herein, or within five (5) days of a request and direction by Polaris, the Company shall: (i) promptly return to Polaris, or destroy as specified by Polaris, all documents, files or other material embodying the Proprietary Information then in its possession, or under its control; (ii) verify its return or destruction of the Proprietary Information, as the case may be, upon demand by Polaris; and (iii) not retain any copies or records of the Proprietary Information except for a file to be retained by the Company's legal counsel. The return or authorized destruction of the Proprietary Information pursuant to the terms, or as a result of any termination of this CDA, shall have no effect on the obligations imposed on Company with respect to the protection and non-disclosure of the Proprietary Information for the full period of time required under Section 4 hereof.

7. Survival

All of the provisions set forth in this CDA are continuing terms and shall survive the return or authorized destruction of the Proprietary Information pursuant to Section 6 hereof, any other termination of this CDA, and the expiration date of any subsequent agreement relating to the Proprietary Information that the parties may choose to enter into, with the exception of made events, the obligation to treat Proprietary Information in accordance with this CDA will expire five (5) years from the date of initial disclosure to Company. In the case of trade secrets, the obligation shall remain in perpetuity.

8. Inseparable Entity

The parties acknowledge and agree that if Company breaches this CDA, then Polaris will suffer irreparable harm. The parties agree that such irreparable injury suffered by Polaris as a result of Company's breach cannot be compensated by money alone, and agree that a court order compelling Company then continuing to breach this CDA is proper and warranted.

9. Governing Law

This CDA and the rights of the parties hereunder shall be governed by and interpreted in accordance with the laws of the State of Wisconsin, without giving effect to the principle of conflict of laws. The parties submit and consent to the exclusive jurisdiction of the federal or state courts of Wisconsin for any claim or action arising from or relating to this CDA.

10. Rights and Acknowledgments

The parties agree that nothing in this CDA shall be construed as: (i) creating a right or obligation for or on either party to purchase or sell specific goods or services or the purchase or sale of intellectual property or any other party; (ii) providing any form of endorsement, sponsorship, approval, certification, or other similar representation; or (iii) creating any other obligation or liability for either party.

I have read and I agree to the above

Continue Cancel



Complete **ALL REQUIRED** information within the three preliminary tabs, subtabs and corresponding fields within the internal Zycus system.



## 12. Company Tab:

*Company Details* Subtab:

- Verify preloaded content

*Tax Information* Subtab:

- Add: Tax ID Format
- Add: Legal Structure
- Add: Tax ID

## 13. Address Tab:

*All Locations* Subtab:

- 1: Verify Head Quarter Address (HQ) preloaded content
- 2: Add Required: Remit to Address (RT)
- 3: Add Required: Ordering Address (OA)

Addresses may be the same

Select Legal/DBA supplier name \* PPOLARIS

**\*This is what it will look like correctly with ALL three REQUIRED addresses\***

Address ID	Account Group	Address	Phone	Phone Extension	Fax	Fax Extension	RT Address	Actions
		Head Quarter Address (HQ)	555 POLARIS LN, POLARIS, US-MN, 55555, USA	555-555-5555				
		Remit To Address (RT)	555 POLARIS LN, POLARIS, US-MN, 55555, USA	555-555-5555				
		Ordering Address (OA)	555 POLARIS LN, POLARIS, US-MN, 55555, USA	555-555-5555			555 POLARIS LN, POLARIS, US-MN, 55555, USA	

## 13. Cont'd.

*Contact Details* Subtab:

- Add: Necessary company contacts
- Complete required fields & select *My Profile (SIM)* for users access to the Supplier Information Portal

*Corporate* Subtab:

- Complete required fields

## 14. Pre-Qualification Tab:

- Complete questionnaire

## VERY IMPORTANT:

**\*Edits saved ONLY if Saved\***

## 15. Click: Save and Submit to finalize potential supplier registration

**IMPORTANT: When filling out your company profile, please keep in mind:**

- All content will be reviewed by Polaris personnel
- All answers are non-binding & can be changed

After completing the company registration tabs and saving information, you will be brought to a new page indicating a *Pending Approval* status with a *Potential* supplier type indicating registration has been completed.

**\*\*Thank you for registering through the Zycus Supplier Network to become a potential supplier for Polaris.**

Req. No.	Company Name	GSID	Request Type	Supplier Type	Business Location	Requested On	Total Elapsed Time	Status	Actions
80923	PPOLARIS	21949	Create	Potential	-NA-	06/04/2020	00:05	Pending Approval	

If you were approved, you will have been added to our list of potential suppliers and we will contact you at the time a business need arises.

**\*\*\*If you have been working with a specific Polaris contact regarding onboarding, please reach out to them directly to understand next steps in the onboarding process.**