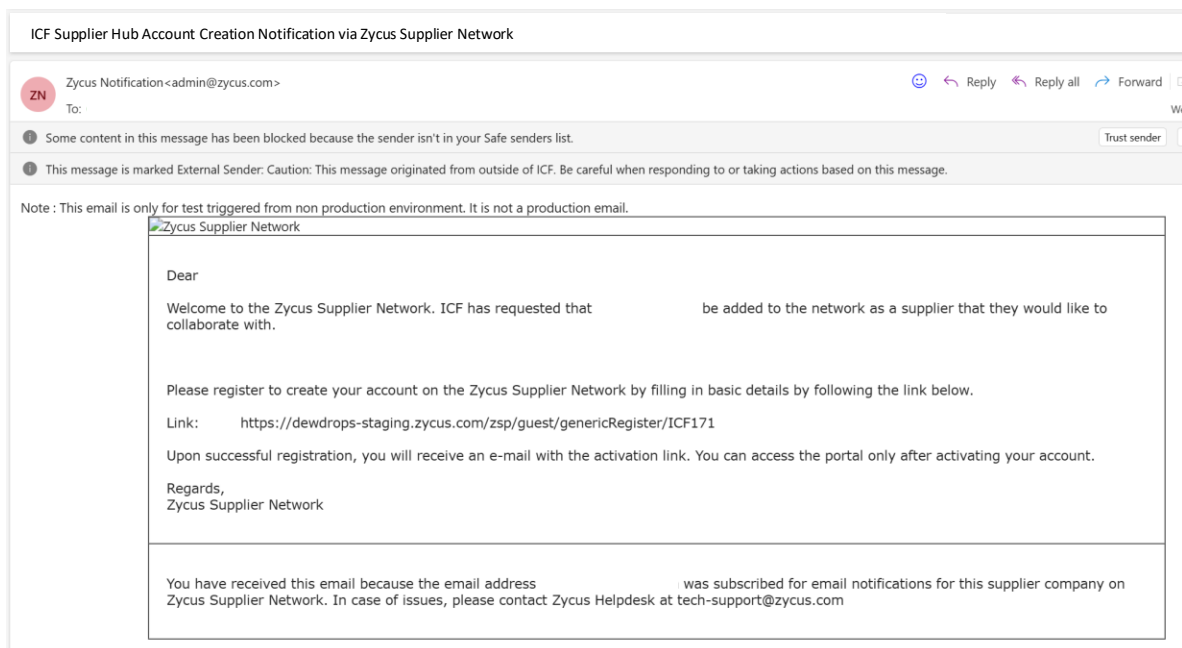


→ ICF Supplier Hub: How to Create your Account When Notified



Purpose: This document provides guidance on how suppliers can create their account in the ICF Supplier Hub through the Zycus Supplier Network (ZSN) after receiving an invitation to do so.

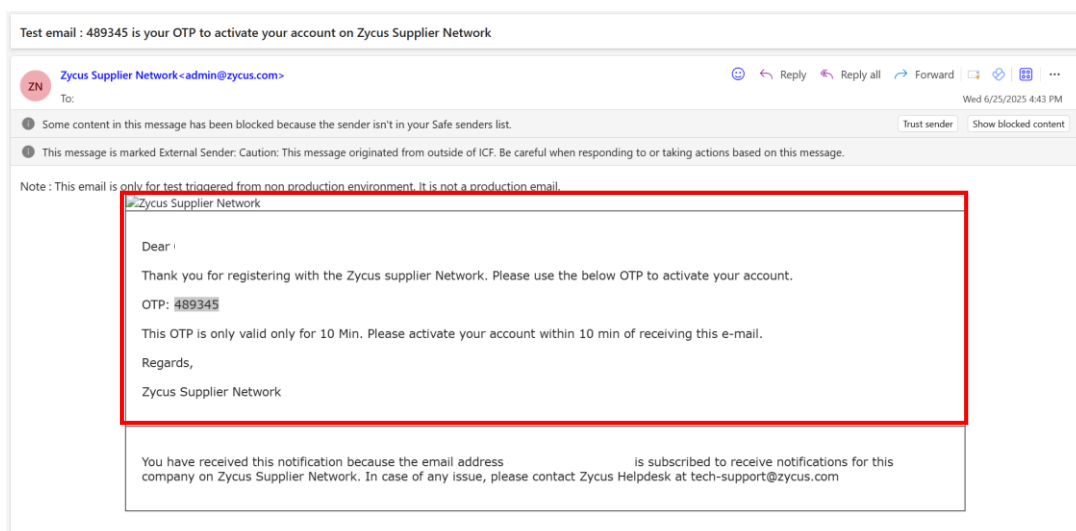
1. You will receive an email from ZSN (admin@zycus.com) requesting that you create your account within the ICF Supplier Hub via the link provided in the email.



2. In the New User Registration section, enter your **Email Address, Password, Confirm Password**, answer the security question, click the box to accept **Terms and Conditions**, and click **Register**.

The image shows two side-by-side screenshots of the Zycus Supplier Network interface. The left screenshot displays the login page with fields for Email Address and Password, and a 'Login' button. The right screenshot displays the registration page, which is highlighted with a red border. It includes fields for Email Address, Password, Confirm Password, and a security question (1 + 0 = 1). There is a checkbox for 'I accept Terms and Conditions' and a 'Register' button. The ICF logo is visible in the top right corner of the registration page.

3. You will receive an email prompting you to activate your account via **One Time Password (OTP)** entry. The OTP will only be valid for ten (10) minutes. **Copy** the OTP. *Note the OTP shown below is for reference only and you should enter the OTP that you receive via email.*



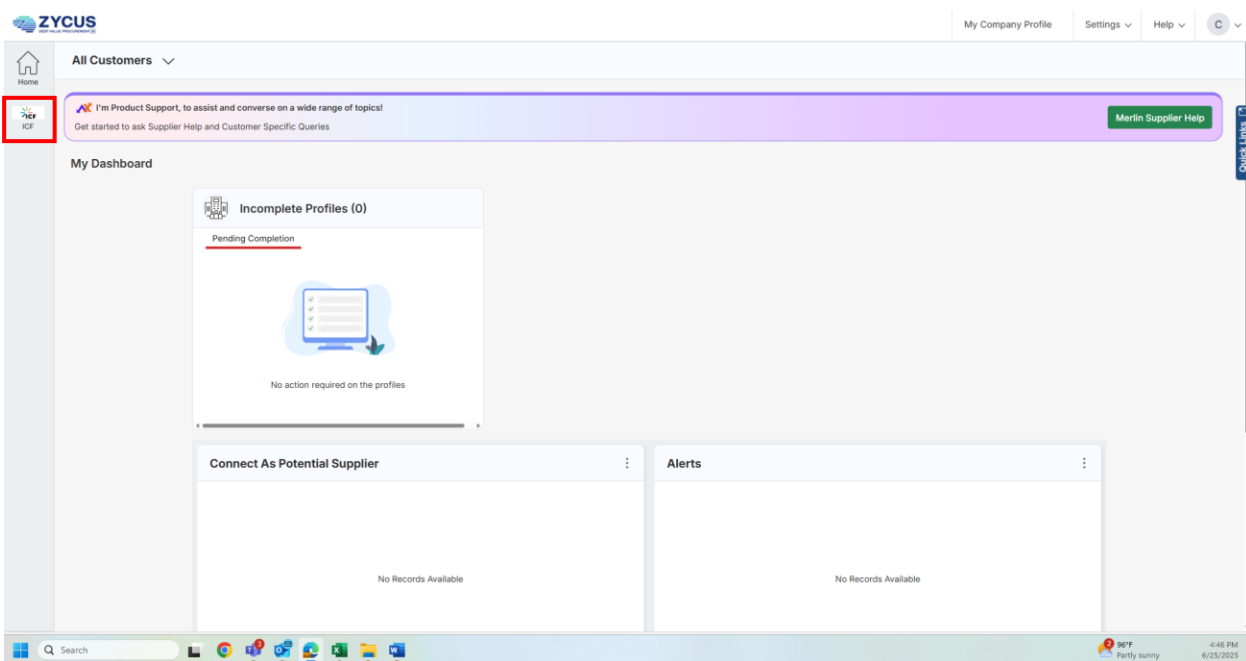
4. Enter the **OTP** and click **Verify OTP**.

5. Complete the **User Profile Registration** and click **Submit**.

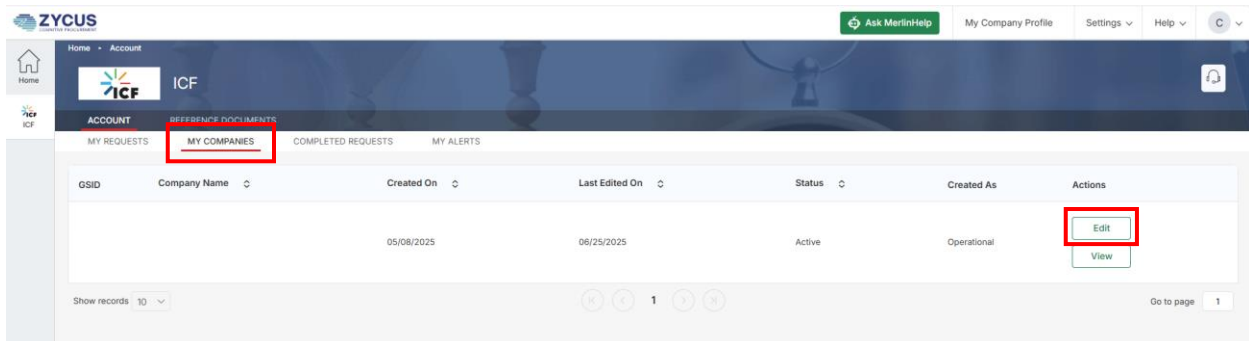
6. Click **Next**.

The image shows the 'User Profile Registration' form in 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, Time Format, and Language. A success modal is displayed in the center of the form, indicating that the user profile has been registered successfully. The modal contains a green checkmark icon, the word 'Success', and a message: 'User Profile Registered! Click "Next" to proceed with company registration.' The 'Next' button is highlighted with a red rectangle.

7. Click on the **ICF logo** in the top left-hand corner.



8. Click **My COMPANIES** to view your supplier record as it currently exists. Click **Edit** next to your **Company Name**.



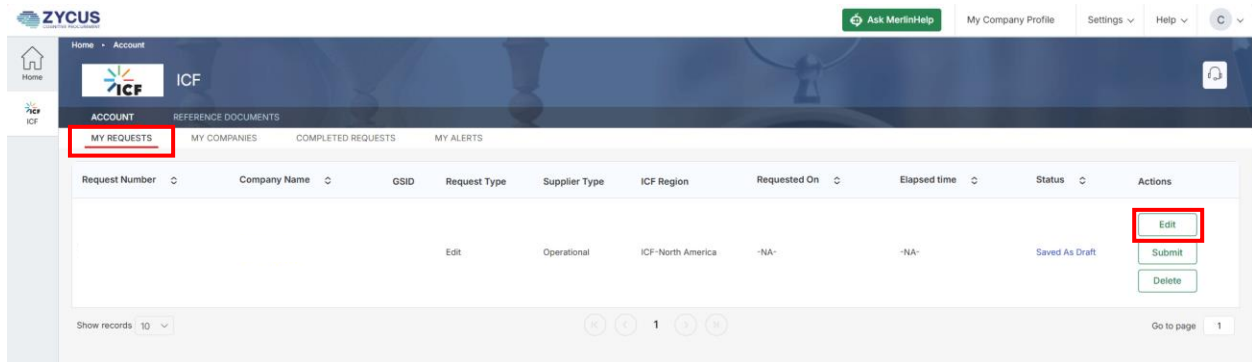
9. You will be prompted to complete the operational supplier required fields and other information. Once you have completed all the necessary information, click **Submit**. Click **Save as Draft** if you would like to come back later to complete the updates.

The screenshot shows the 'Company Details' form in the ZYCUS ICF Supplier Hub. The form includes the following sections and fields:

- Company Details**
 - Global Supplier Identifier *
 - Legal Name *
 - Legal Structure * (Independent Consultant)
 - Legal Entity Registration Country? (United States)
 - DUNS Number (DUNS Number)
 - Unique Entity Identifier (Unique Entity Identifier)
 - Website Address (Website Address)
- Tax Details**
 - Tax ID Format * (US Federal Tax ID, US Social Security Number)
 - Tax ID

The 'Save as Draft' and 'Submit' buttons are highlighted with a red box.

10. If you've saved your profile as draft, you can finish completing it by navigating to **MY REQUESTS** and clicking **Edit**. Once you have completed your updates, please **Submit** as shown in step 9 above.



Additional job aids on how to complete your details can be found here: [ICF Supplier Hub user guides and FAQs | ICF](#).