ightarrow 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 (<u>admin@zycus.com</u>) requesting that you create your account within the ICF Supplier Hub via the link provided in the email.

ICF Supplier Hub Ac	ccount Creation Notification via Zycus Supplier Network					
ZN Zycus Notificatio	on <admin@zycus.com></admin@zycus.com>	٢	← Reply	Reply all	Porward	d 🗆 We
Some content in this	message has been blocked because the sender isn't in your Safe senders list.				Trust sende	r) [
This message is mar	ked External Sender: Caution: This message originated from outside of ICF. Be careful when responding to or taking actions based on this	messa	ge.			
Note : This email is only	for test triggered from non production environment. It is not a production email. Zycus Supplier Network Dear Welcome to the Zycus Supplier Network. ICF has requested that be added to the network as a collaborate with. Please register to create your account on the Zycus Supplier Network by filling in basic details by following the	supp e link	lier that t	hey would lik	ke to	
-	Link: https://dewdrops-staging.zycus.com/zsp/guest/genericRegister/ICF171 Upon successful registration, you will receive an e-mail with the activation link. You can access the portal only Regards, Zycus Supplier Network You have received this email because the email address was subscribed for email notifica Zycus Supplier Network. In case of issues, please contact Zycus Helpdesk at tech-support@zycus.com	after	activating	g your accour	nt. Pany on	_

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**.

(ZSN) Zycus Supplier Network	English	(US) Englis 🗸
Existing User? Log in with Password or OTP Emil Address Type your email address here Password Type password here Cogin Or Login via OTP	End End	
© 2025 Zycus Inc. All Rights Reserved.	Help & Support Terms and Conditions Privacy Policy	empowered by Zycu

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.*

Test email : 489345	is your OTP to activate your account on Zycus Supplier Network				
ZN Zycus Supplie	er Network <admin@zycus.com> @</admin@zycus.com>	← Reply	Reply all	→ Forward	🕞 🔗 🔡 🕂 … Wed 6/25/2025 4:43 PM
Some content in	this message has been blocked because the sender isn't in your Safe senders list.			Trust sender	Show blocked content
This message is n	narked External Sender: Caution: This message originated from outside of ICF. Be careful when responding to or taking actions bas	sed on this me	ssage.		
Note : This email is a	Inly for test triggered from non production environment. It is not a production email. Zycus Supplier Network Dear I Thank you for registering with the Zycus supplier Network. Please use the below OTP to activate your a OTP: 489345 This OTP is only valid only for 10 Min. Please activate your account within 10 min of receiving this e-ma Regards, Zycus Supplier Network	account. ail.			
	You have received this notification because the email address is subscribed to rec company on Zycus Supplier Network. In case of any issue, please contact Zycus Helpdesk at tech-supp	eive notifica oort@zycus.	ations for thi com	S	

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

Did not receive the One Time Password(OTP)? Try one of the options below: • Check your email address if it's incorrect: Verify the email address you have used to create your account on ZSN if the same is incorrect sign-up again with the correct email address.	(
	Welcome to ZSN		
	If an account exists for "svj34.supp@zycus.com" in the Zycus Supplier Network, then One-Time Password (OTP) will be sent to the email ID. Please check your inbox and spam folder. Thank you for registering with ZSN		
Check your spam or junk folder.	Enter OTP		
application. Kindly mark the email address as not spam to get all emails related	Enter OTP		
to your account in the inbox.	Please Enter the OTP		

5. Complete the User Profile Registration and click Submit.

User	Profile Registration				
	(Fields marked with*are mandatory)				
	My Profile				
	First Name *	Last Name *	Display Name *	Job Title *	
	Enter first name	Enter last name	Enter Display Name	Job Title	
	Phone Number *	Fax number	Country *		
	Enter Phone Number	Enter fax	Search		
	Time Zone *	Currency *	Number Format	Date Format	
	America/New_York	US Dollar	1,222,333.04 \lor	MM-DD-YYYY V	
	Time Format *	Language *			
	12 Hours 🗸	English (US)			
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6. Click Next.

JS						
ι	Jser Profile Registration					
	(Fields marked with*ore mandatory) My Profile					
	First Name *	Last Name	Display Name *		Job Title *	
	Phone Number *	Fax number	Country *			
		Enter fax.	0			
	Additional Details (To be filled based on your country)		Success			
	Time Zone *	Currency *	User Profile Registered! Click "Next" to proceed with company registration.		Date Format	
	America/New_York	US Dollar	Next	*	MM-DD-YYYY	
	Time Format *	Language *	Wext			
	12 Hours	English (US)				

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

🧠 🖸	YCUS					My Company Profile	Settings 🗸	Help \checkmark	C ~	1
Home	All Customers 🗸									l
ICF	I'm Product Support, to Get started to ask Supplier He	assist and converse on a wide range of topics! Ip and Customer Specific Queries					Merlin	n Supplier He		inks 🖪
	My Dashboard									Quick L
		Incomplete Profiles (0)								l
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		No Records Available			No Records Available					
	Search	🛛 📀 📌 🚅 😰 💷 🏣 🚳					Partly	sunny	4:46 PM	

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

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Home		ICF		T P	E	TAN			Q
ICF	ACCOUNT	REFERENCE DOCUMENTS	17 12 11	2					
	MY REQUESTS	MY COMPANIES	COMPLETED REQUESTS MY ALERTS						
	GSID	Company Name 😄	Created On \Rightarrow	Last Edited On \Rightarrow	Status C	Created As	Actions		
			05/08/2025	06/25/2025	Active	Operational	Edit View		
	Show records 10	×		. (c) 1 (5) (Go to page	1

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.

			🟟 Ask MerlinHelp	My Company Profile	Settings \checkmark Help \checkmark	c v
	MENTS	1				Q
Complete the supplier profile by provide	ng all required details in the main views and their sub-views.	Q Search				
Company * Address * Supplier Address Deactivation	Company Details * Doing Business with ICF * Supplier Info - L You are in System: ICF-North America under Facility: CPx-ICF-North America Company Details	US Doing Business With ICF in US. Compar	ny Detail-Sole Pro < 🗲			
Bank Details Payment Terms *	Global Supplier Identifier *	Legal Name * Legal Entity Registration Country? ①				
Environ Impact Sustainability	Independent Consultant	United States	0 ~			
Capabilities *	DUNs Number ①	Unique Entity Identifier				
Supplier Note	DUNs Number Unique Entity Identifier ①	Ves No Company Establishment Date				
	Unique Entity Identifier Website Address	MM/DD/YYYY	8			
	Website Address					
	Tax Details Tax ID Format * O US Federal Tax ID O US Social Security Number	Tax ID				
CANCEL					Save as Draft	Submit

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.

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	Home • Account					La			
Home		ICF							
ICF	ACCOUNT	REFERENCE DOCUMENTS	2. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	2					
	MY REQUESTS	MY COMPANIES COMPLETED REG	QUESTS MY ALERTS						
	Request Number :	C Company Name C	GSID Request Type	Supplier Type	ICF Region	Requested On 😋	Elapsed time 🗘	Status 🗘	Actions
									Edit
			Edit	Operational	ICF-North America	-NA-	-NA-	Saved As Draft	Submit
									Delete
	Show records 10 ~				0 1 0 0				Go to page 1

Additional job aids on how to complete your details can be found here: <u>ICF Supplier Hub user guides</u> and FAQs | ICF.