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.			
	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			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					_

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) I	Englis V
Existing User? Log in with Password or OTP Exail Address Type your email address here Passerie Ernal Address Passerie Type password here Cogin Cigin Viel OTP	EF Control to los indicatos Enter al Address Control Passors Control Passors Control Passors Des Adarses Passors Control Passors Passors Passors Control Passors Passors Control Passors Passors Passors Passors Control Passors Passors Passors Passors Passors Passors Passors Passors Passors Passors	
• 2025 Zycus Inc. All Rights Reserved.	Help & Support Terms and Conditions Privacy Policy empow	owered 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	r Network <admin@zycus.com></admin@zycus.com>) 🥎 Reply	Reply all	→ Forward	🕞 🔗 🔡 🕂 … Wed 6/25/2025 4:43 PM
Some content in the second	this message has been blocked because the sender isn't in your Safe senders list.			Trust sender	Show blocked content
This message is m	narked External Sender: Caution: This message originated from outside of ICF. Be careful when responding to or taking actions be	ased on this me	ssage.		
	nlv for test trigaered from non production environment. It is not a production email.				
	You have received this notification because the email address is subscribed to re company on Zycus Supplier Network. In case of any issue, please contact Zycus Helpdesk at tech-sup			s	

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

Did not receive the One Time Password(OTP)?	←
Try one of the options below:	Welcome to ZSN
 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. 	If an account exists for "svj34.supp@zycus.com" in the Zycus Suppler 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. The activation email may have been marked as junk by your ISP or email 	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
	Resend OTP Verify 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		
	(To be filled based on your country) 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)			
					1

6. Click Next.

US						
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.				
	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 *	Next			
	12 Hours	English (US)				

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

🧠 🖸	YCUS					My Company Profile	Settings 🗸	Help \checkmark	C ~	~
Home	All Customers 🗸									
ICF		assist and converse on a wide range of topics! Ip and Customer Specific Queries					Merlin	n Supplier Hel		inks 🖪
	My Dashboard									Quick Links
		Incomplete Profiles (0)								l
		Pending Completion								
		Connect As Potential Supplier	:	Alerts						
		No Records Available			No Records Available					•
	Search	- O 🕫 📽 😰 💷 🐂 👊					96*F 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**.

ZY	CUS				🖨 Ask Me	rlinHelp My Company Profile	e Settings v	Help v C
Home	Home - Account	ICF						Q
ICF	ACCOUNT	REFERENCE DOCUMENTS		× 11.6				
	MY REQUESTS	MY COMPANIES	COMPLETED REQUESTS MY ALERTS					
	GSID	Company Name 🗘	Created On \Rightarrow	Last Edited On 🗘	Status C	Created As	Actions	
			05/08/2025	06/25/2025	Active	Operational	Edit	
	Show records 10	~		00100				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.

Home • Supplier		-	
ACCOUNT REFERENCE DOCI	JMENTS		
Complete the supplier profile by provid	ing all required details in the main views and their sub-views.	♀ Q. Search	
Company *	Company Details * Doing Business with ICF * Supplier Info -	US Doing Business With ICF in US Company Detail-Sole Pre 🤇 🗲	1
	You are in System: ICF-North America under Facility: CPx-ICF-North America		
Address *	Company Details		
Supplier Address Deactivation	Global Supplier Identifier *	Legal Name *	
Bank Details			
Payment Terms *	Legal Structure * 🔘	Legal Entity Registration Country?	
Environ Impact Sustainability	Independent Consultant $@\vee$	United States $$\odot\!$	
Capabilities *	DUNs Number ①	Unique Entity Identifier	
Supplier Note	OUNs Number	O Yes O No	
	Unique Entity Identifier	Company Establishment Date	
	Unique Entity Identifier	MM/DD/YYYY	
	Website Address		
	Website Address		
	Tax Details		
	Tax ID Format *	Tax ID	

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.

ZYC	US						sk MerlinHelp My Co	ompany Profile Settings	✓ Help ✓ C
	ome • Account		and the second			La			
ป 		ICF							<mark>م</mark>
ice XF	ACCOUNT	REFERENCE DOCUMENTS							
	MY REQUESTS	MY COMPANIES COMPLETED RE	QUESTS MY ALERTS						
	Request Number	C Company Name	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 ~				 1 9 				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.