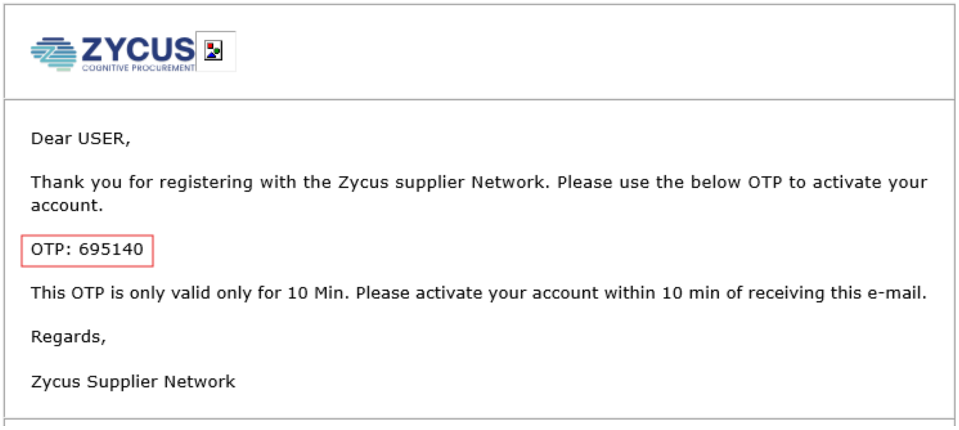
ICF Supplier Hub: Potential Supplier Registration Process

Purpose: This document outlines the process for potential suppliers to register on the ICF Supplier Hub through the Zycus Supplier Network (ZSN).

The potential supplier will need to register by entering the following information in the ZSN through this link: https://dewdrops.zycus.com/zsp/guest/genericRegister/ICF225

- Enter email address
- Create password
- Confirm password
- Answer authentication question
- Accept the Zycus Terms & Conditions (T&C)
- Click **Register**

1. A **one-time password** (OTP) will be sent to the potential supplier's registered email address. Enter the OTP in the designated field and click **Verify OTP**.



ZYCUS COGNITIVE PROCUREMENT

Dear USER,

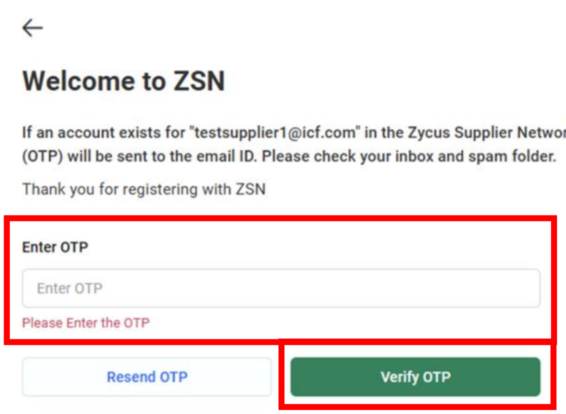
Thank you for registering with the Zycus supplier Network. Please use the below OTP to activate your account.

OTP: 695140

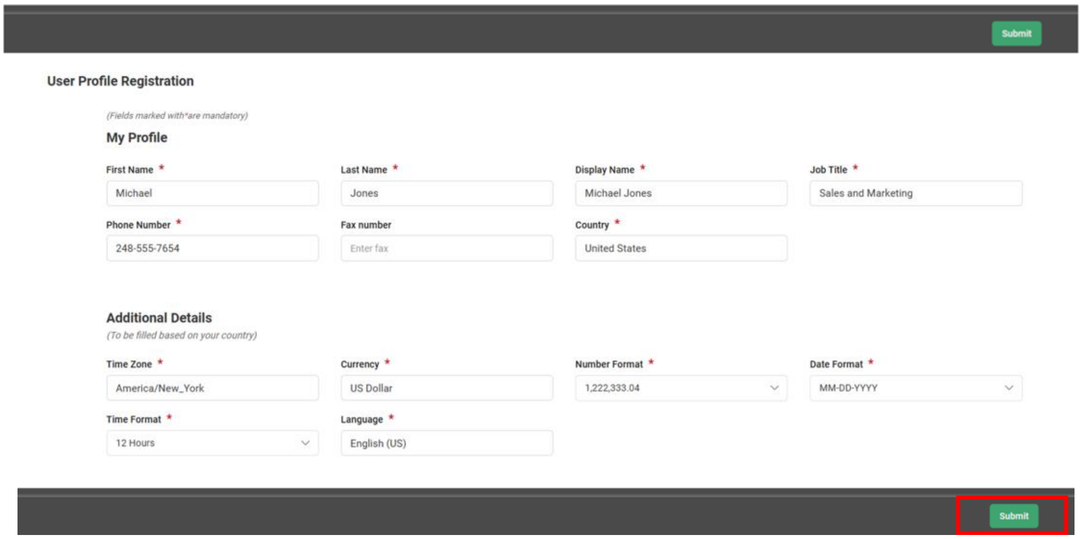
This OTP is only valid only for 10 Min. Please activate your account within 10 min of receiving this e-mail.

Regards,

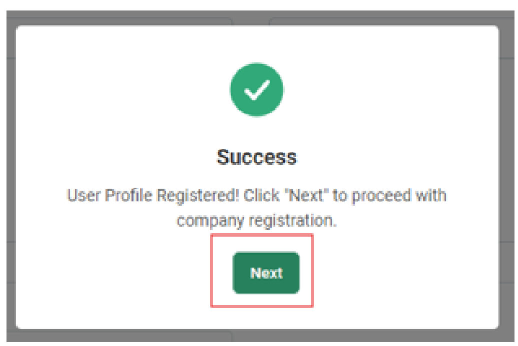
Zycus Supplier Network



2. Complete your **User Profile Registration** and click **Submit** at the bottom of the page.

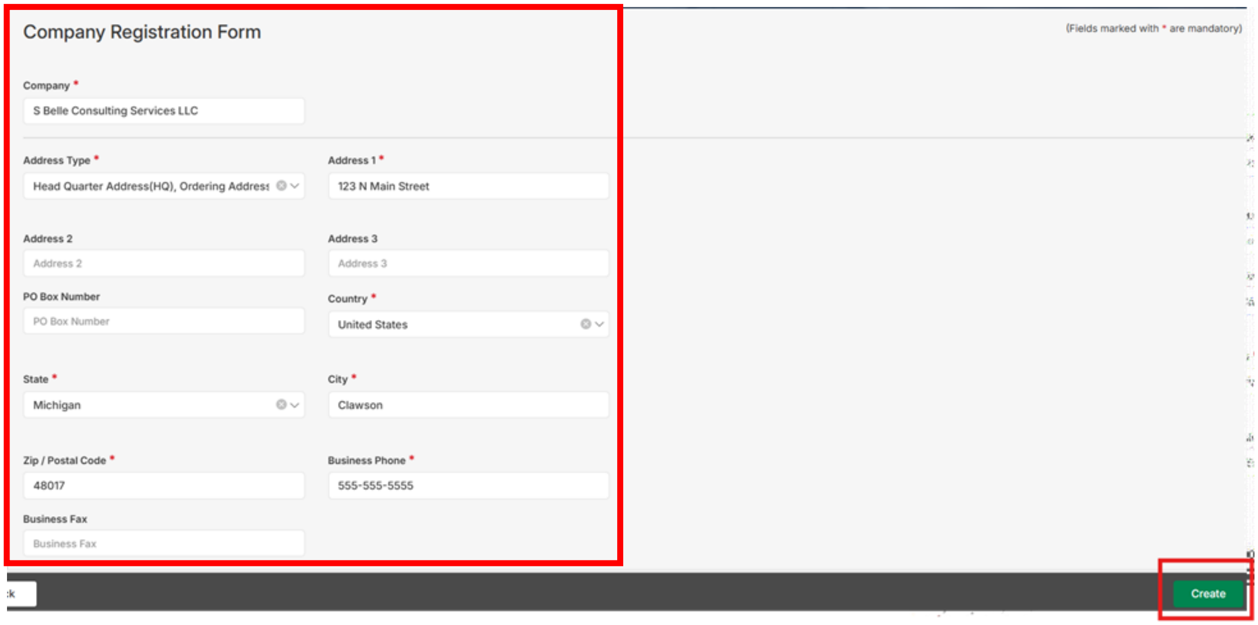


3. You will receive a **Success** pop-up box. Click **Next** to continue with company registration.

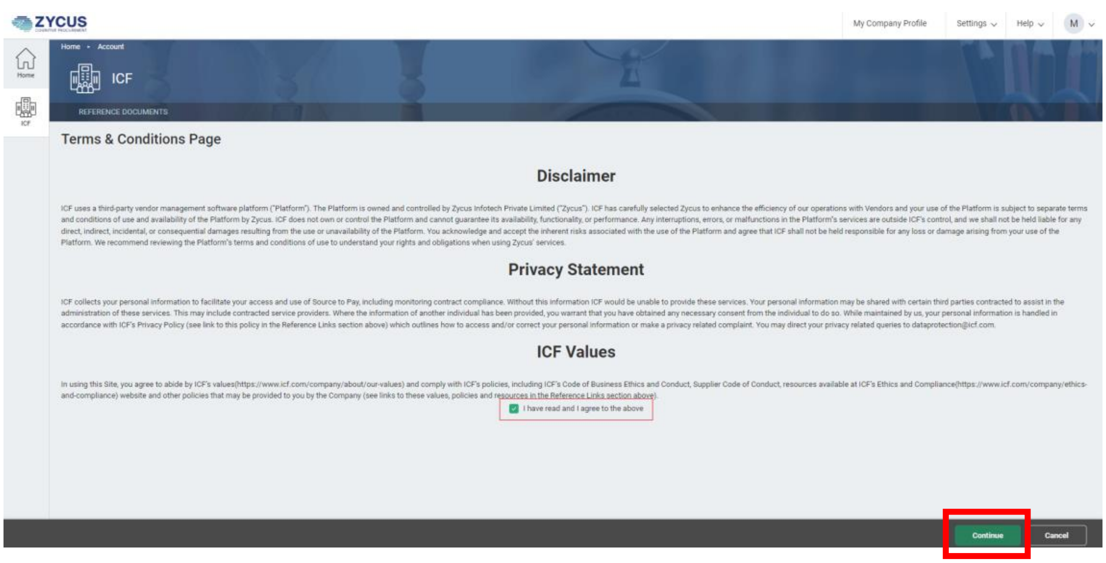


Note: You can continue to complete your company profile or have the option to come back later to complete this step.

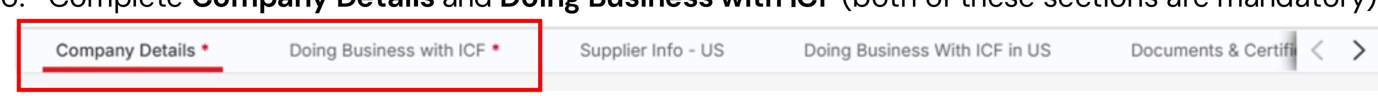
4. Complete the **Company Registration Form** and click **Create**. A red asterisk (*) denotes a mandatory field to be completed.



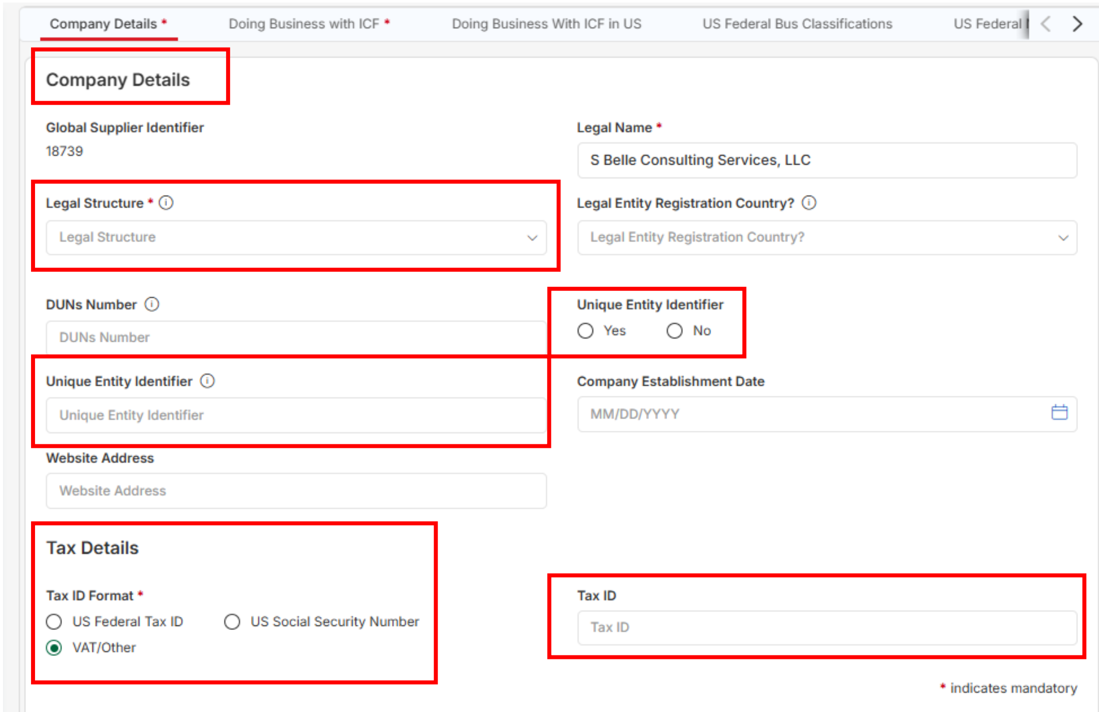
5. On the **Terms & Conditions Page**, check the box stating you agree to the terms and conditions and click **Continue**.



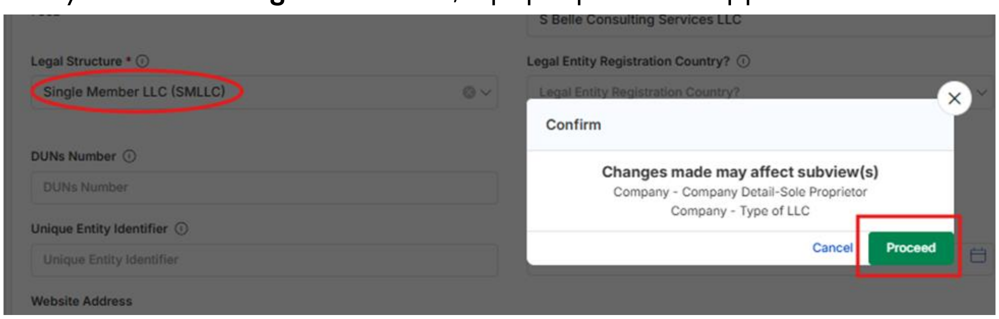
6. Complete **Company Details** and **Doing Business with ICF** (both of these sections are mandatory).



7. In **Company Details**, complete the **Legal Structure**, **Tax Details**, **Unique Entity Identifier**, and **Tax ID**.



7.1. Note when you select a **Legal Structure**, a pop-up box will appear. Click **Proceed**.

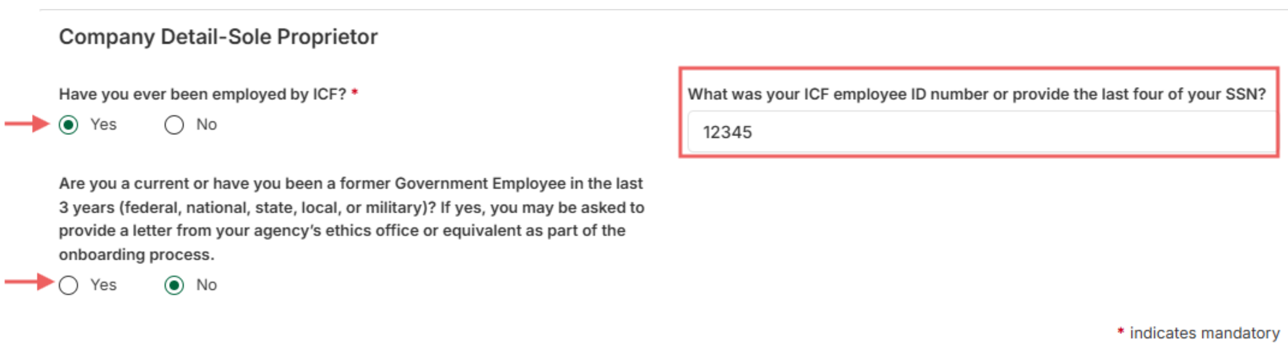


7.1.1. **Tax Details** are based on the Legal Structure you have identified.

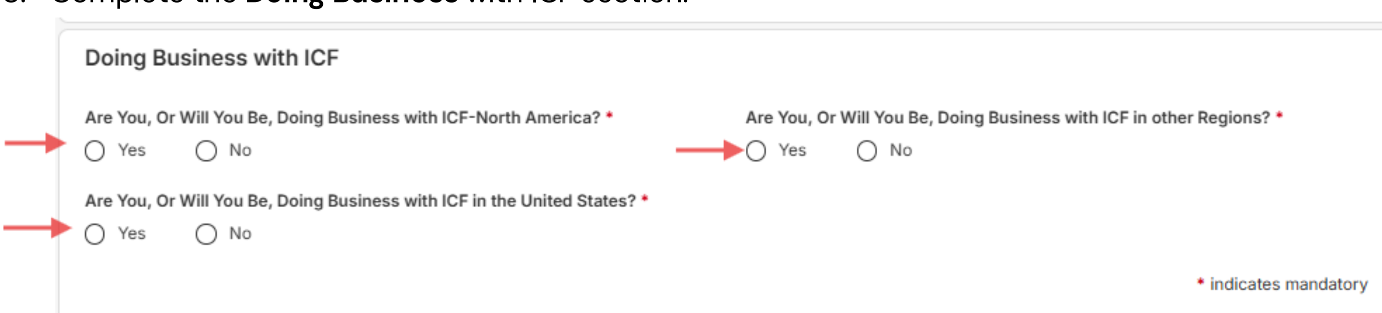
- **US Federal Tax ID** is required under the following:
  - Corporation
  - Limited Liability Company (LLC)
  - Non-Profit/Not for Profit
  - Partnership
  - Sole proprietorship
  - Corporation/Public Limited Company (PLC)
  - Joint Venture
  - Limited Liability Partnership (LLP)

    - Other (501(c)3, Religious Institution, Government Entity, etc.)
- **US Social Security Number (SSN)** is required under the following:
    - Independent Consultant
    - Single Member LLC (SMLLC) - Please see W9 Instructions on page 4, 2nd full paragraph under "Part 1" (right hand column) for more information
- **VAT/Other** (non-domestic) is required under the following:
    - Independent Consultant
    - Private Limited Company (LTD S.A., GmbH, etc.)
    - Corporation
    - Partnership
    - Other (Foreign Government Entity, Non-Profit/Not for Profit, etc.)

7.2. If you select **Individual Consultant** or **Sole Proprietor** as your **Legal Structure**, you will be prompted to answer the following questions in the **Company Detail – Sole Proprietor** sub-view. If you answer "No" to the question "**Have you ever been employed by ICF?**" leave the fillable box blank.



8. Complete the **Doing Business** with ICF section.



8.1. **Answer: Are you or will you be doing business with ICF-North America?** (This includes work being done in Canada and Mexico).

8.2. **Answer: Are you or will you be doing business with ICF in the United States**? (This includes work being done in the US). If you click "Yes," complete the additional questions.

Doing Business With ICF in US

Are You, Or Will You Be, Doing Business Under a United States Federal Government Contract? *

Yes No

Are You, Or Will You Be, Doing Business Under a United States State or Local Government Contract? *

Yes No

Are You, Or Will You Be, Doing Business Under a Commercial Business Contract? *

Yes No

* indicates mandatory

8.2.1. **Answer: Are you, or will you be, doing business under a United States Federal Government Contract?** If you click "Yes," complete the additional questions.

Note: The answers shown below are for example purposes only, please answer based on your classifications.

U.S. Federal Government Classifications

The following designations are used by our US federal government clients in accordance with applicable regulatory or contractual requirement. Definitions are consistent with the applicable regulatory reference given for each classification below.

Alaskan Native Corporations and IndianTribes

Yes No

Historical Black Colleges and Universities (HBCU)/Minority Serving Institutions (MSI)

Yes No

8(a)

Yes No

AbilityOne Non-Profit

Yes No

Woman-Owned Small Business

Yes No

Small Disadvantaged Business

Yes No

Service-Disabled Veteran-Owned Small Business

Yes No

Historically Under-Utilized Business Zone

Yes No

Veteran-Owned Small Business

Yes No

Mentor Protege Program

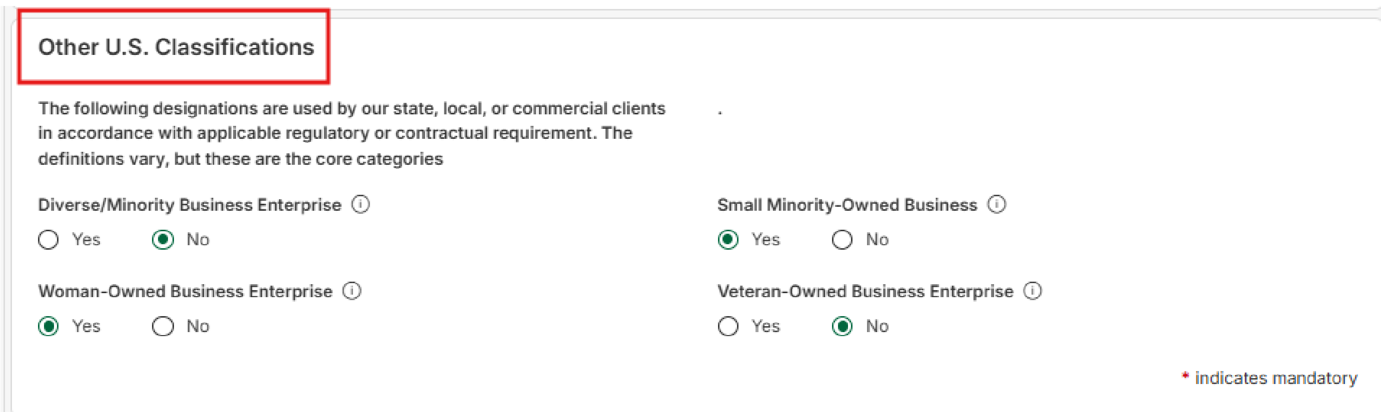
Yes No

* indicates mandatory

8.3. **Answer: Are you, or will you be, doing business under a Commercial Business Contract?** If you select "Yes," complete the additional questions.

8.4. **Answer: Are you or will you be doing business under a United States State or Local Government Contract?** If you select "Yes," complete the additional questions.

Note: The answers shown below are for example purposes only, please answer based on your classifications.



Other U.S. Classifications

The following designations are used by our state, local, or commercial clients in accordance with applicable regulatory or contractual requirement. The definitions vary, but these are the core categories

Diverse/Minority Business Enterprise
Yes No

Small Minority-Owned Business
Yes No

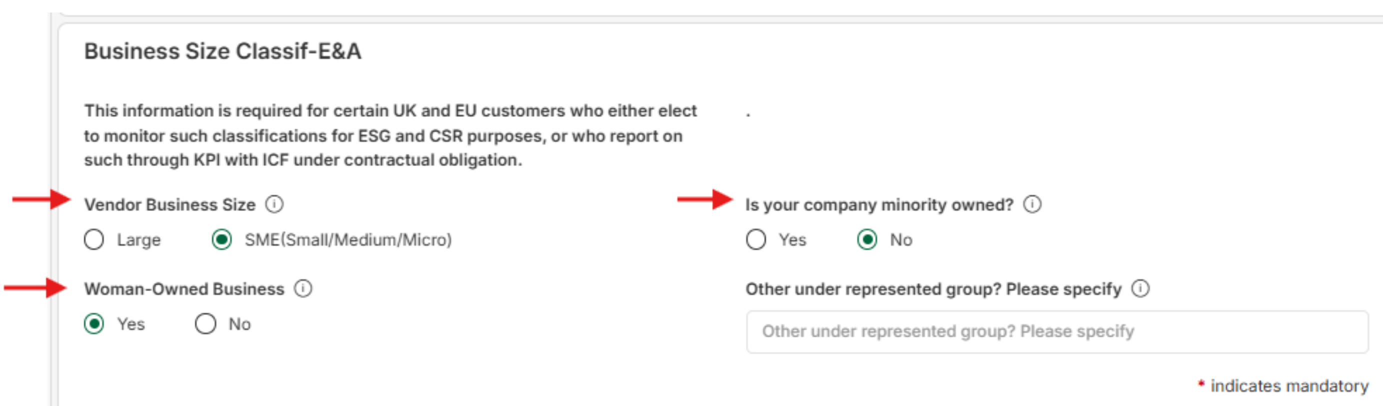
Woman-Owned Business Enterprise
Yes No

Veteran-Owned Business Enterprise
Yes No

* indicates mandatory

8.5. **Answer: Are you or will you be doing business with ICF in other regions?** If you select "Yes," complete the additional questions.

Note: The answers shown below are for example purposes only, please answer based on your classifications.



Business Size Classif-E&A

This information is required for certain UK and EU customers who either elect to monitor such classifications for ESG and CSR purposes, or who report on such through KPI with ICF under contractual obligation.

Vendor Business Size
Large SME(Small/Medium/Micro)

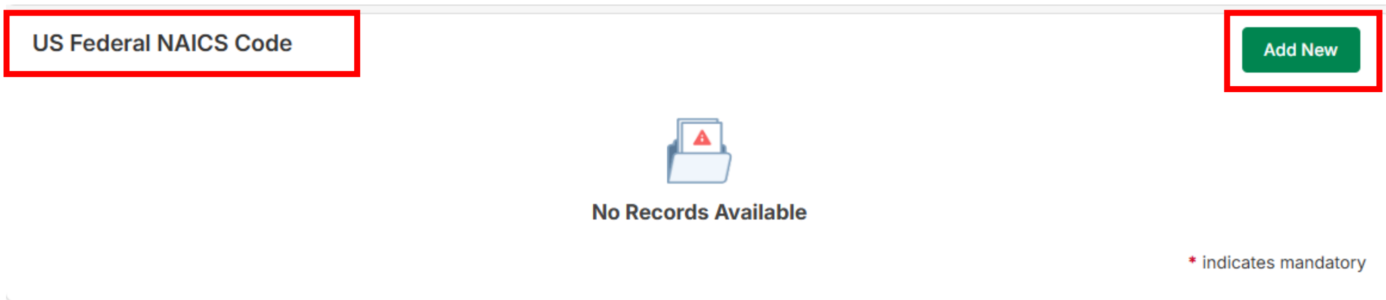
Is your company minority owned?
Yes No

Woman-Owned Business
Yes No

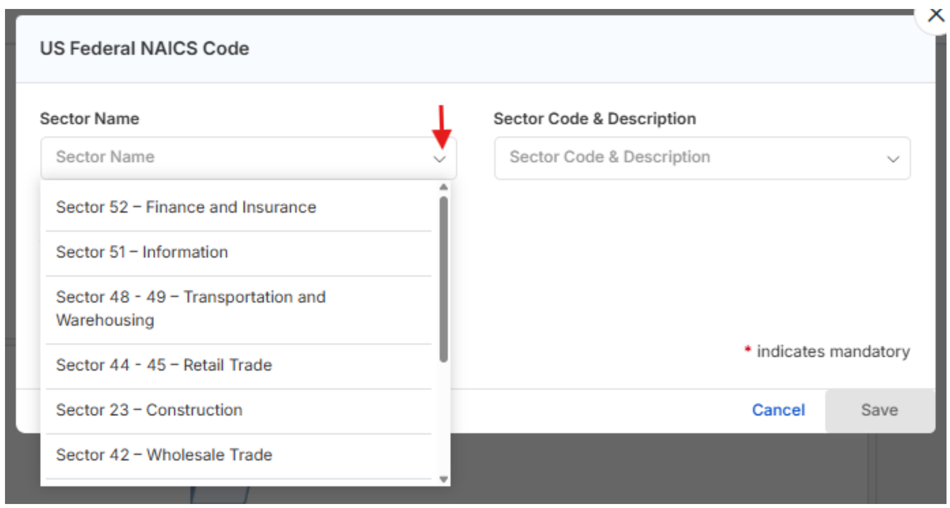
Other under represented group? Please specify
Other under represented group? Please specify

* indicates mandatory

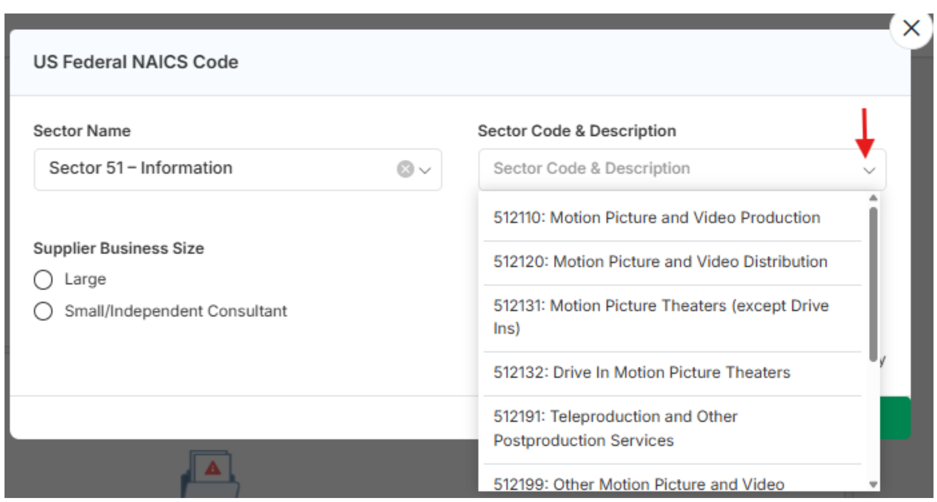
9. In the **US Federal NAICS Code** section, click **Add new.**



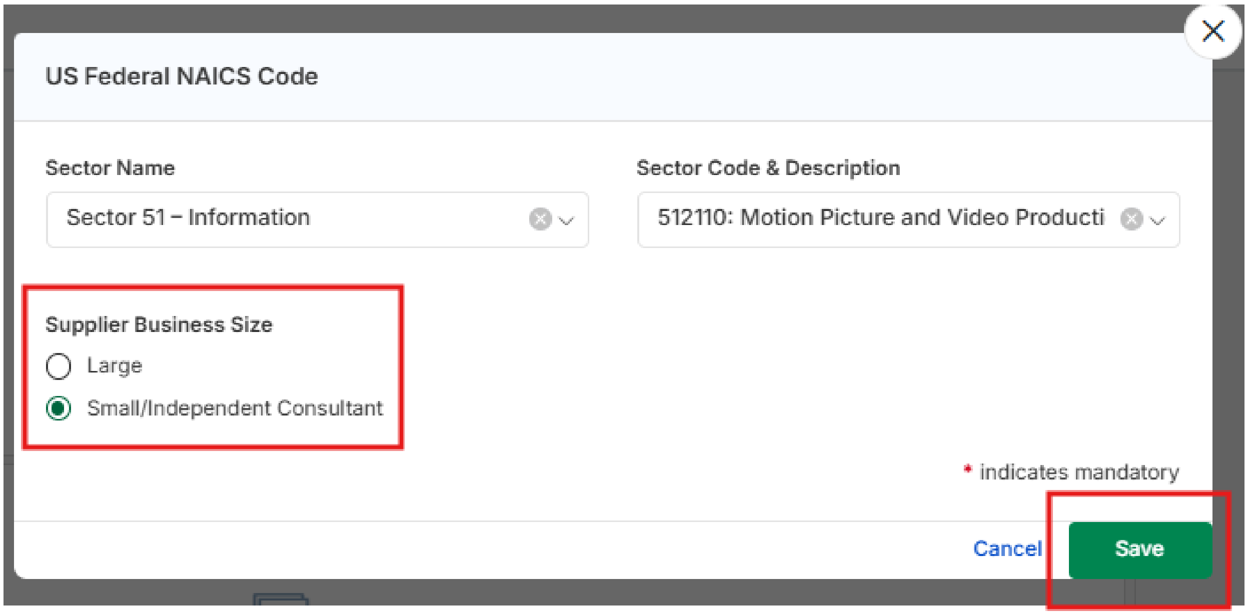
10. Select the **Sector Name** that describes your qualifications from the drop-down.



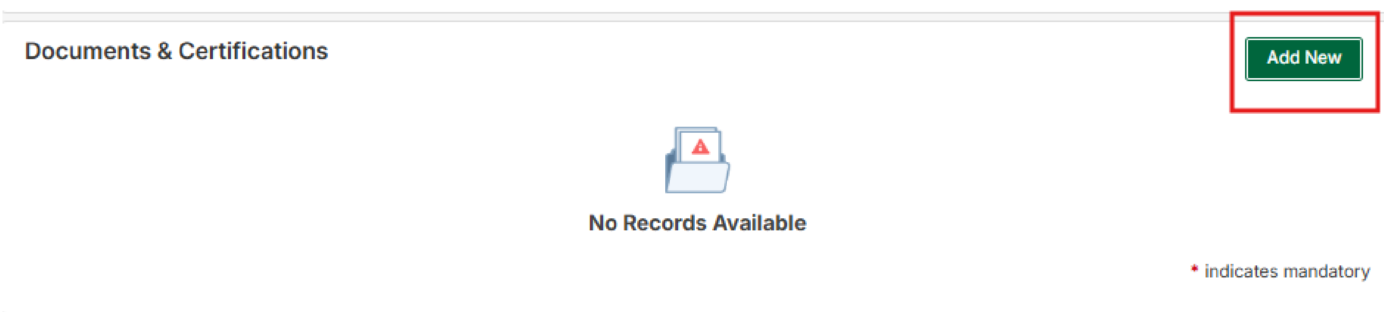
11. Select the applicable **Sector Code & Description** from the drop-down.



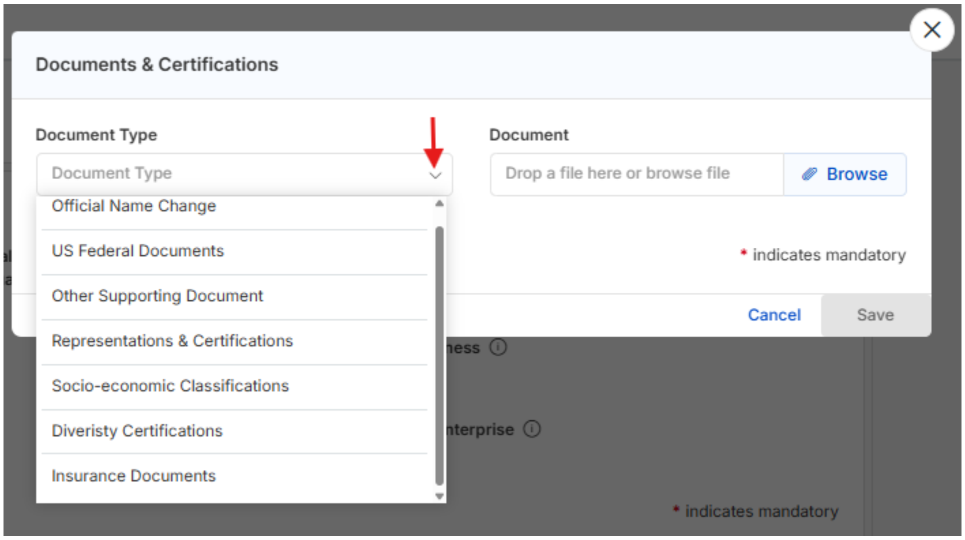
12. Select the applicable **Supplier Business Size** and click **Save**.



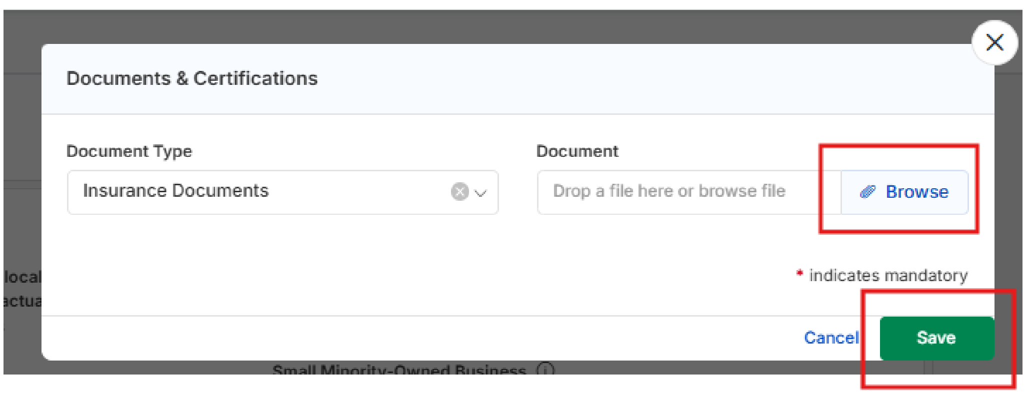
13. The **Documents & Certifications** section allows you to add additional documentation to support yourself or organization. To add supporting documentation, click **Add New**.



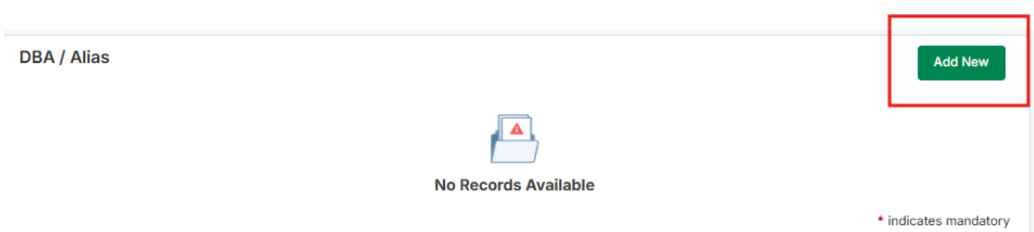
14. Select the **Document Type** you are uploading from the drop-down menu.



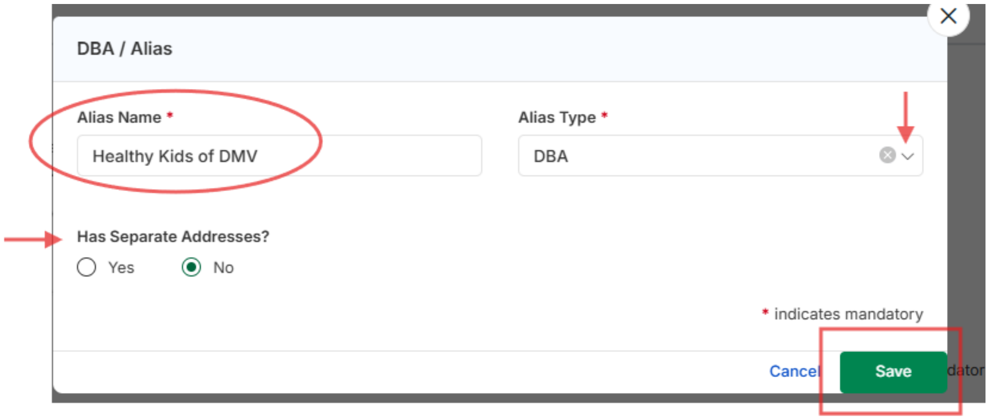
15. Click **Browse** and select the files you would like to add to your profile. Once the files are attached, click **Save**. File size may not be larger than 10 mb.



16. In the **DBA / Alias section,** you can add other names for the company for business purposes. Click **Add New.**

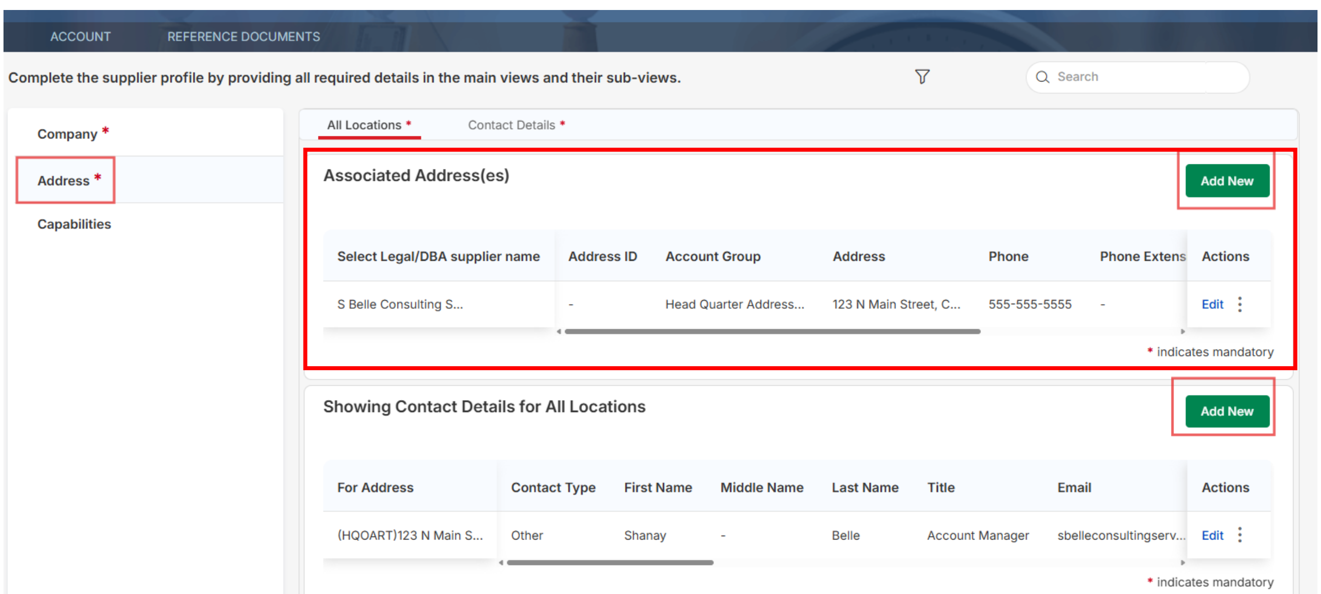


17. Enter the **Alias Name**.
    17.1. Select Alias Type from the **drop-down.**
    17.2. Select if the DBA/Alias **Has Separate Addresses**. Click **Save.**

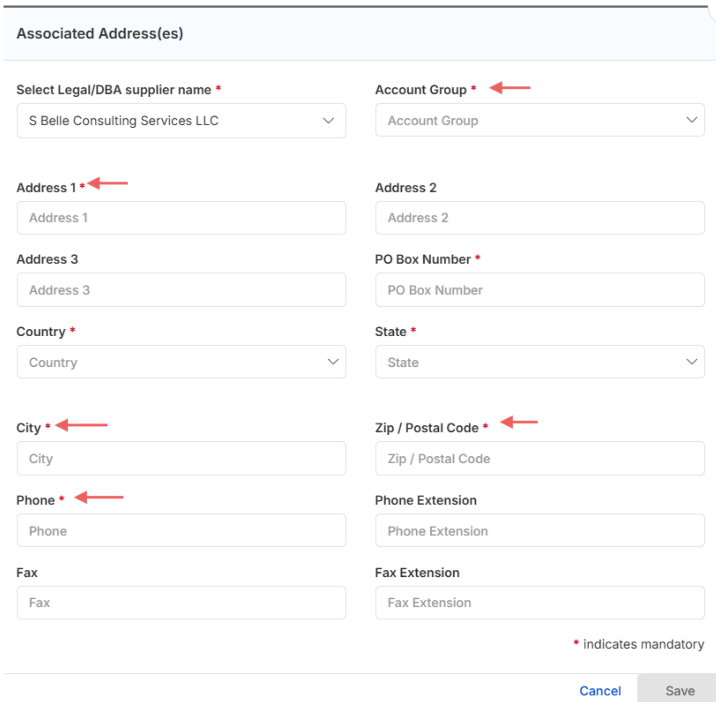


    17.3. Repeat for each **DBA/ Alias** you or the entity uses.

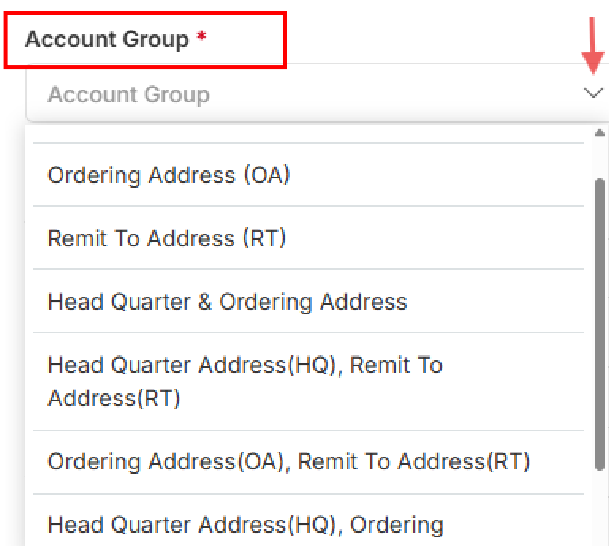
18. Add additional addresses and contacts in the **Associated Address(es)** section as needed by clicking **Add New**.



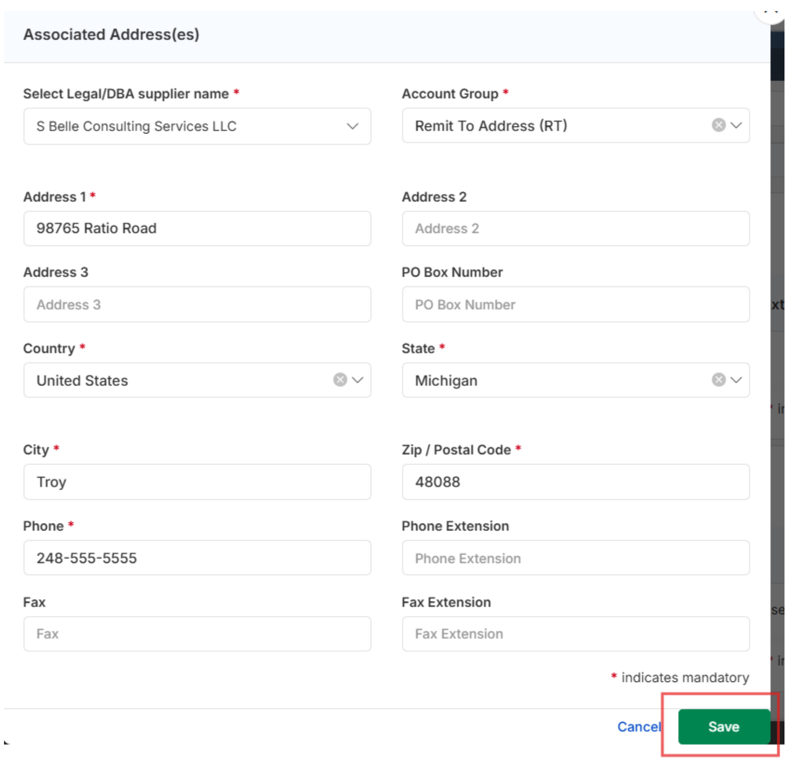
19. Complete the fields with the red asterisk (*). Note if you are entering a **PO Box Number**, enter in the number without spaces.



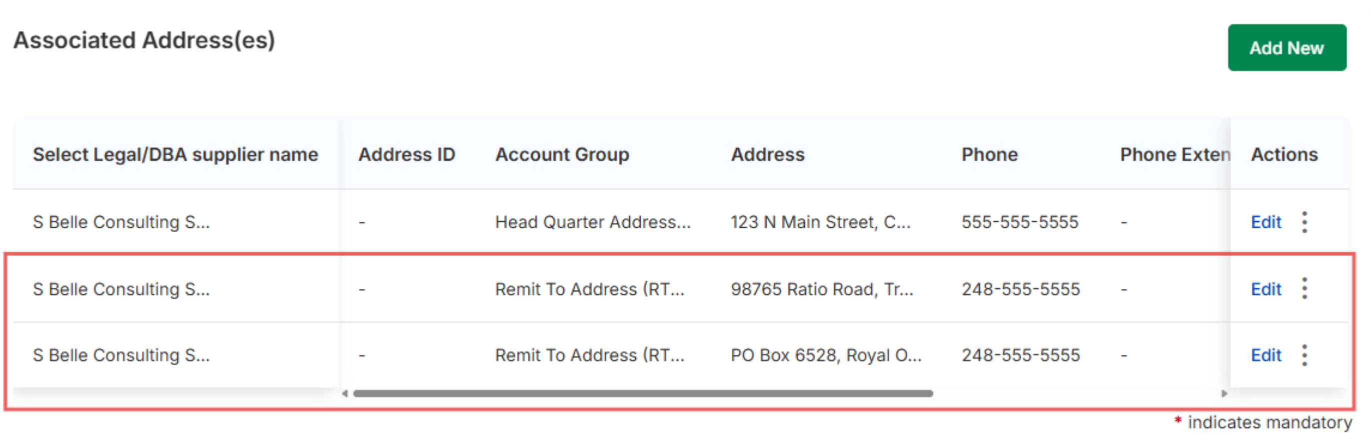
20. Under **Account Group**, identify the type of address you are adding from the drop-down menu.



21. Click **Save**.



22. View the **Associated Address(es).**

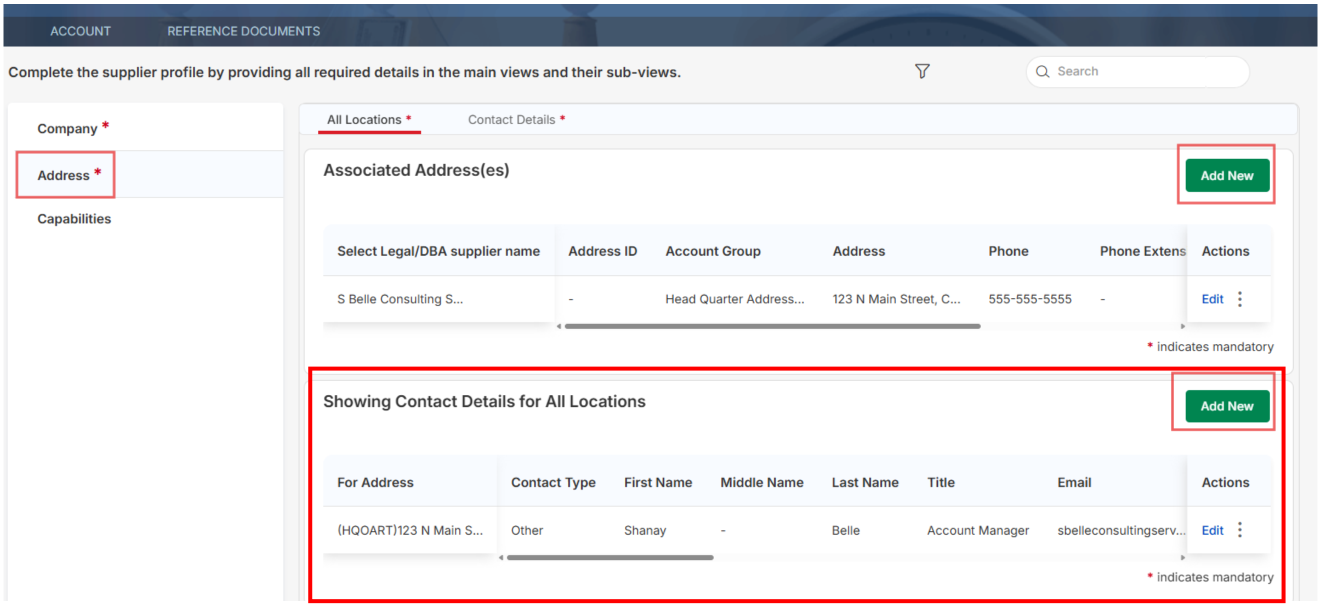

Associated Address(es)

Add New

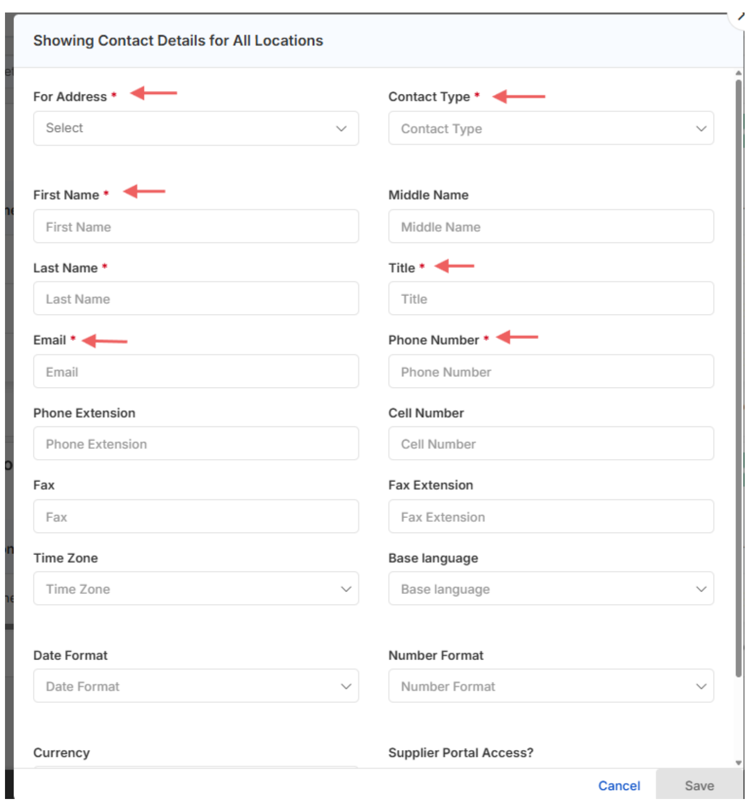
Select Legal/DBA supplier name	Address ID	Account Group	Address	Phone	Phone Exten	Actions
S Belle Consulting S...	-	Head Quarter Address...	123 N Main Street, C...	555-555-5555	-	Edit
S Belle Consulting S...	-	Remit To Address (RT...	98765 Ratio Road, Tr...	248-555-5555	-	Edit
S Belle Consulting S...	-	Remit To Address (RT...	PO Box 6528, Royal O...	248-555-5555	-	Edit

* indicates mandatory

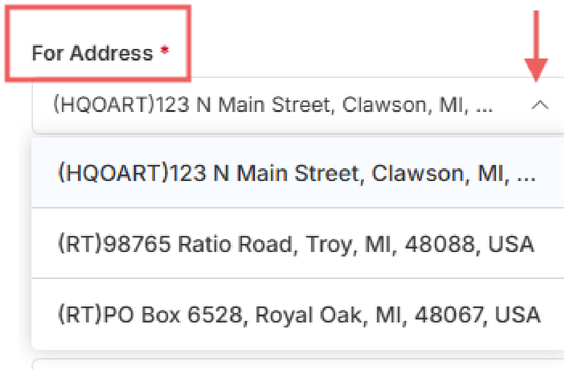
23. In the **Showing Contact Details for All Locations** section, click **Add New.**



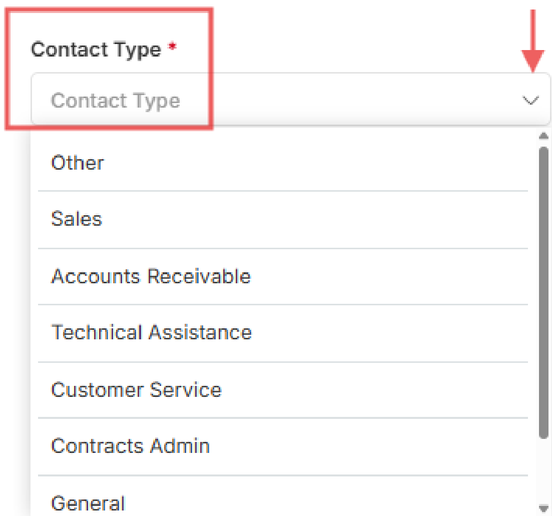
24. Complete the fields with the red asterisk (*).



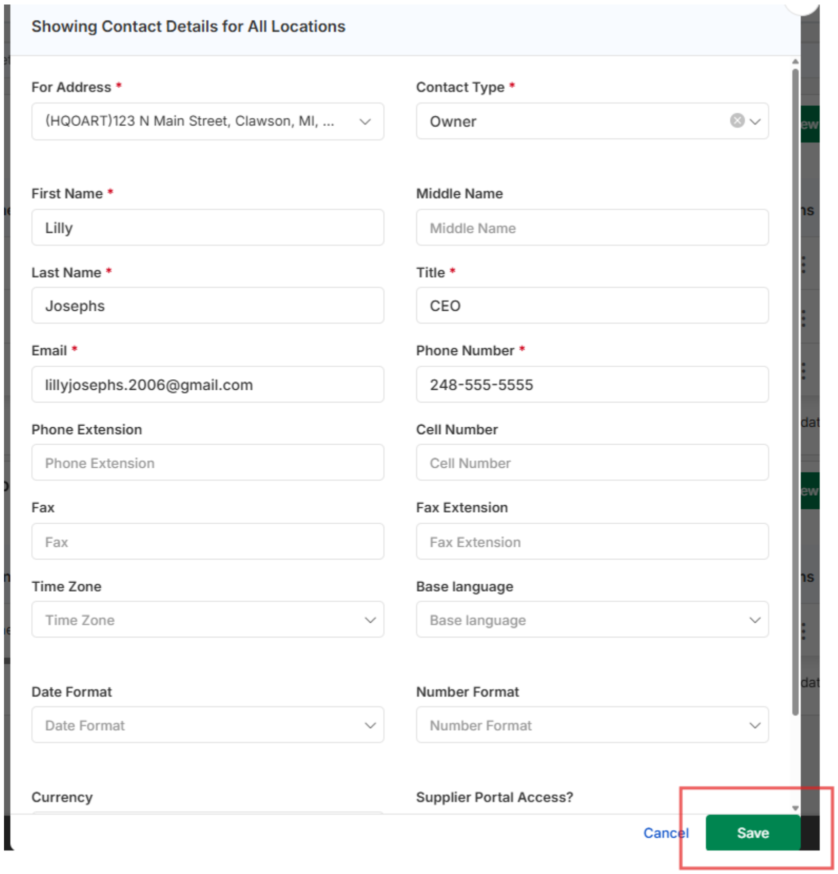
25. Select the **For Address** associated with the contact from the drop-down.



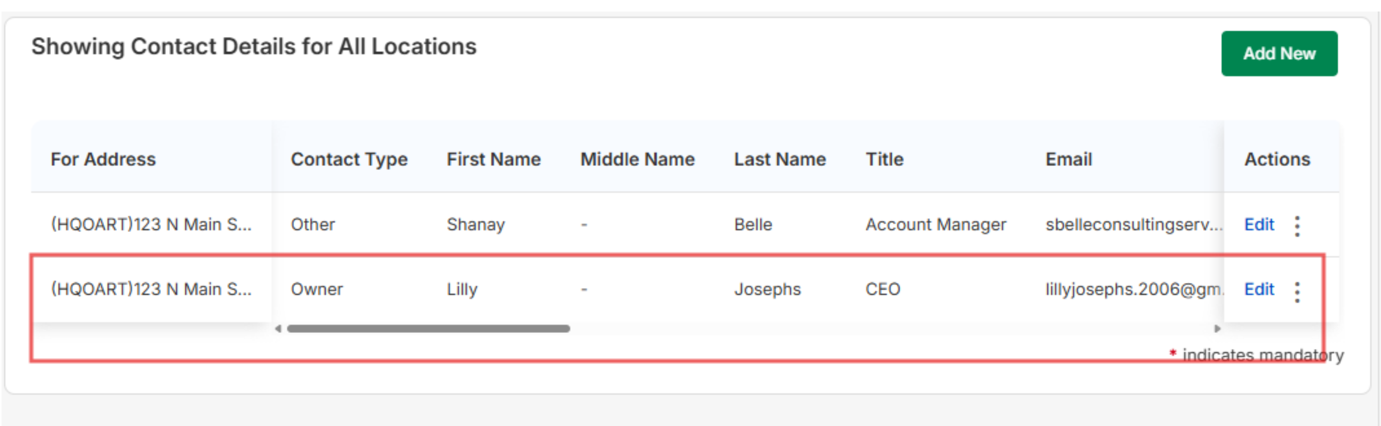
26. Select the **Contact Type** from the drop-down.



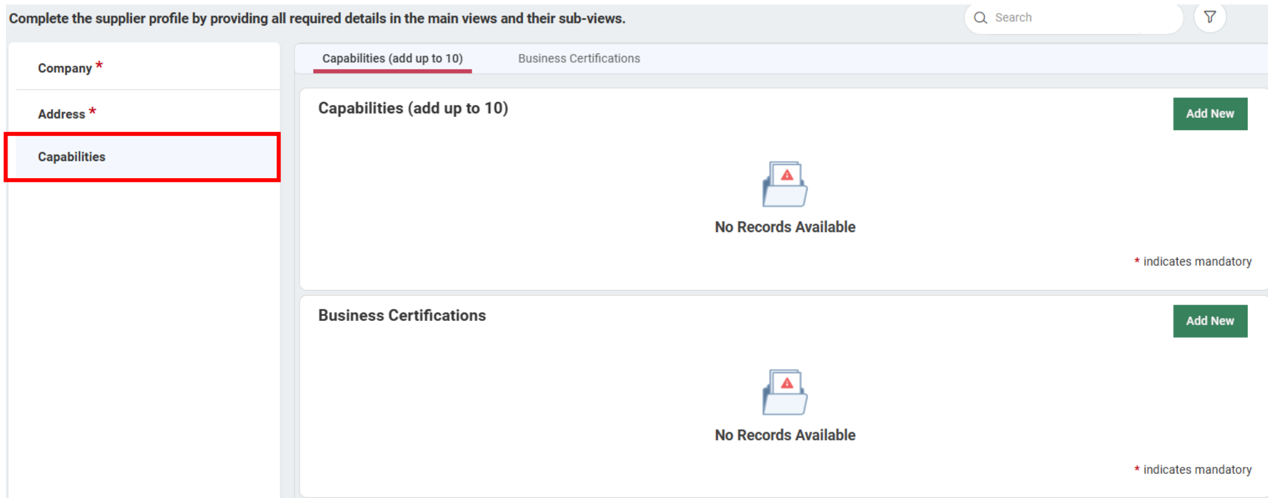
27. Click **Save**.



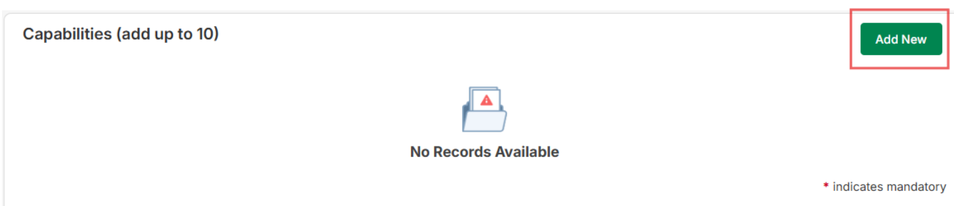
28. **View** new contact.



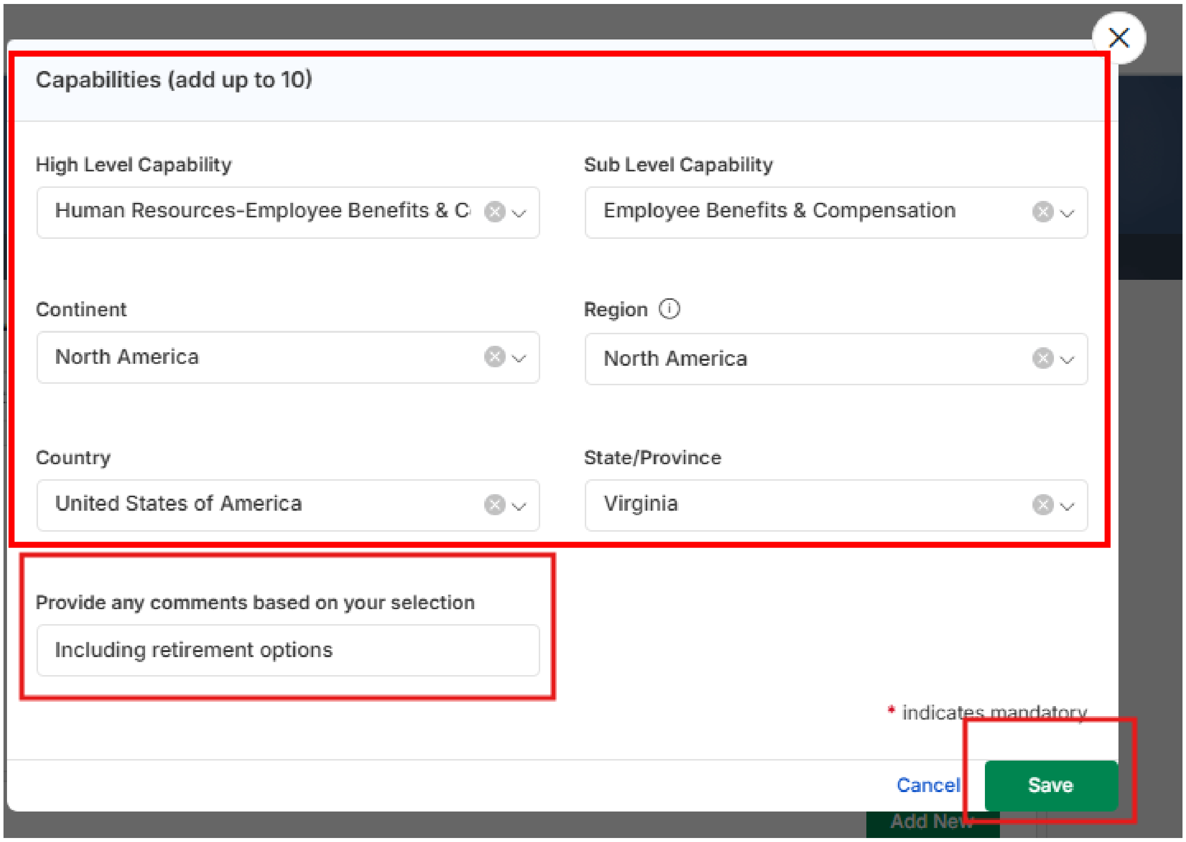
29. Navigate to the **Capabilities** section. While **Capabilities** and **Business Certifications** are not required, adding them may assist you or your organization being chosen for a project.



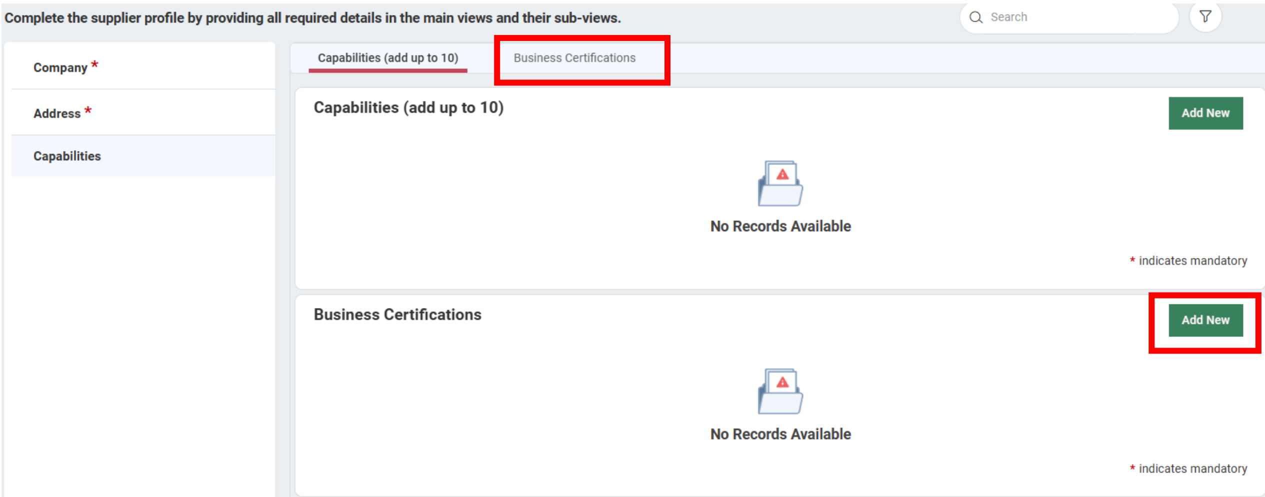
30. Click **Add New**.



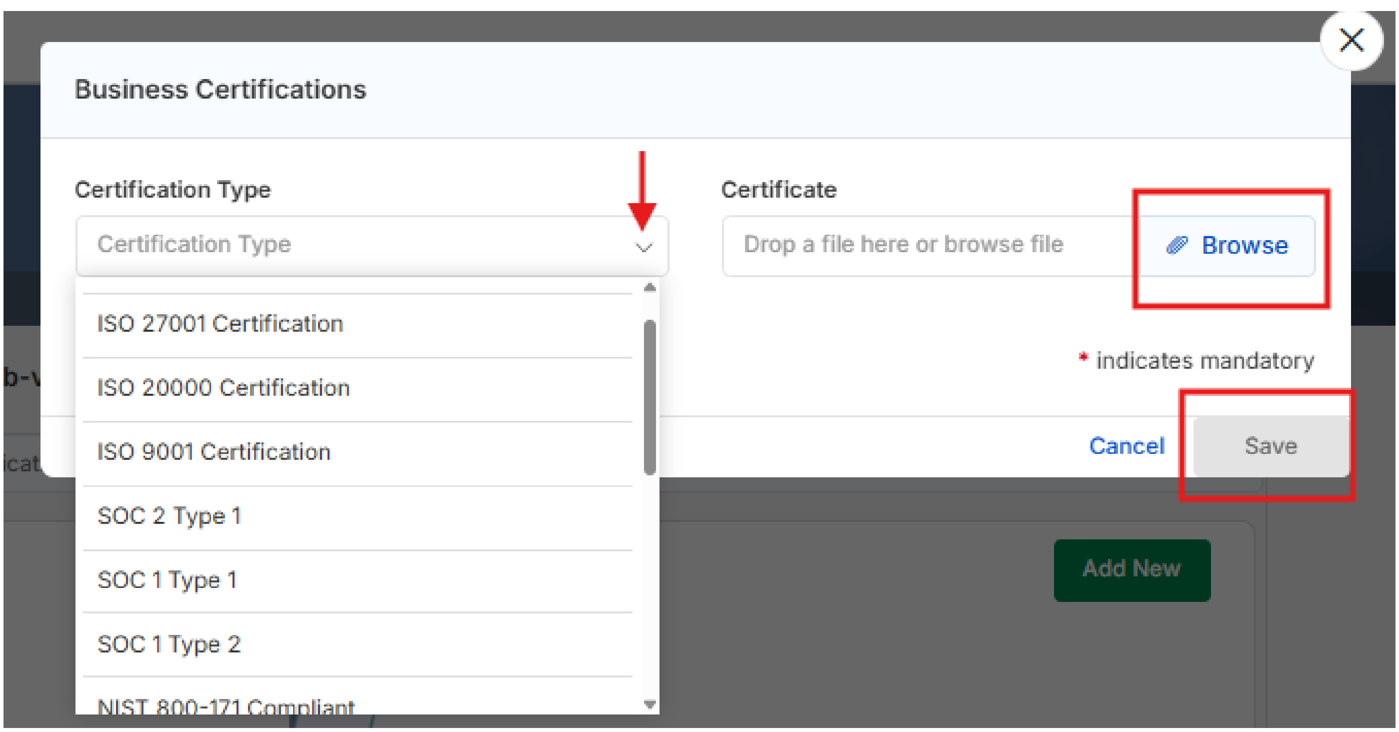
31. **Add** up to 10 capabilities using the drop-down menus. Click **Save**. Note the **Provide any comments based on your selection** field may be completed, but is not mandatory.



32. Under the Business Certifications section, click **Add New.**

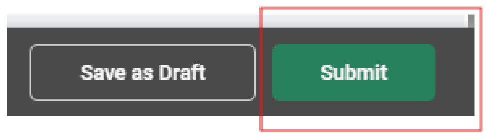


33. Select the **Certification Type** from the drop-down, click **Browse** to add documentation, and then click **Save**.

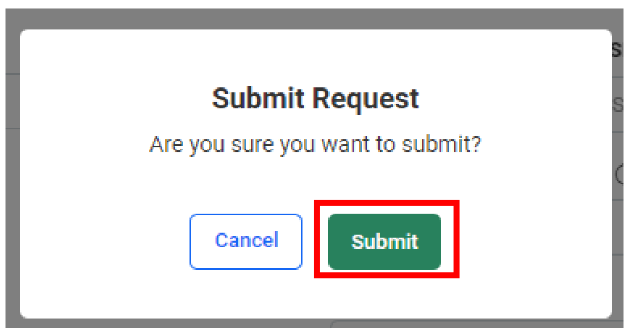


Note: If you need to come back to complete the registration or add more information, click **Save as Draft**.

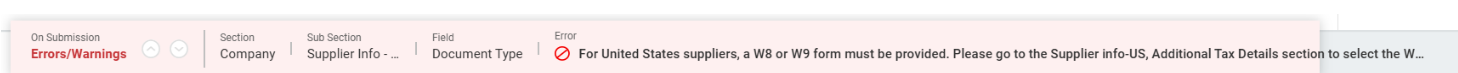
34. Once all your information is completed, click **Submit.**



35. A pop-up box will appear. Click **Submit** again.



Note: If there are errors, an **Errors/Warnings** message will appear at the top of the page. This message will list all items which require updating before the request can be resubmitted.



36. If all required documentation has been successfully submitted, you will receive a **Success** message. Click **OK**.

37. **View** your request and its current status.

38. Click the **Home** button on the left side of your screen. Once your request has been approved, it will show here.