



→ ICF Supplier Hub: Potential Supplier Registration Process

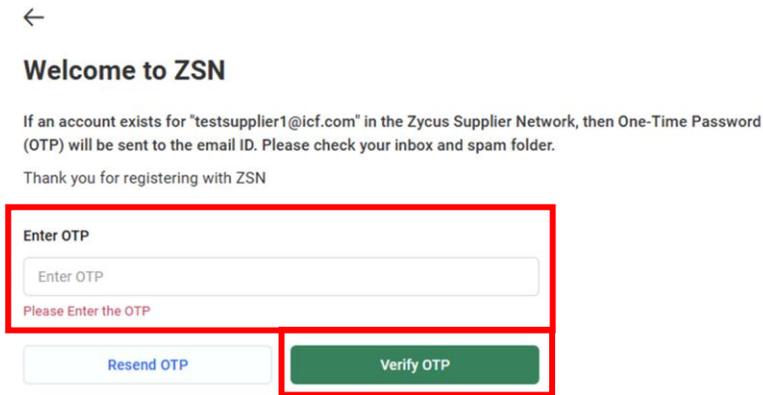
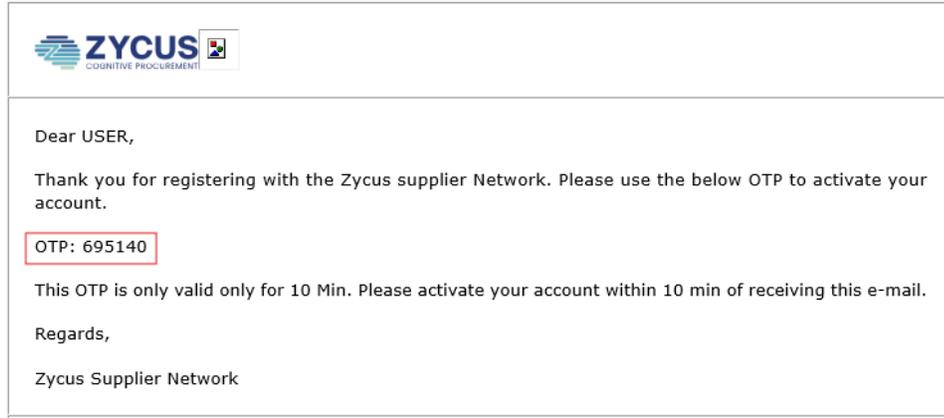
Purpose: This document outlines the process for potential suppliers to register on the ICF Supplier Hub through the Zycus Supplier Network (ZSN).

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**

The screenshot shows the registration interface for the ICF Zycus Network. At the top right, there is a language selection dropdown menu currently set to "English (US) English (US)". A callout box with a yellow arrow points to this menu, containing the text "Click to select language option". Below the language menu is the ICF Zycus Network logo. Underneath the logo, there is a blue banner with the text "Need help in signing up?" and a link to "ZSN Seamless Cloudboarding Redefining efficiency with convenience". A callout box with a yellow arrow points to this banner, containing the text "Click for tutorial help pertaining to registration". Below the banner, the heading "New User? Register" is displayed. The registration form includes several input fields: "Email Address" with the placeholder "Type your email address here", "Password" with the placeholder "Type password here" and a strength indicator icon, "Confirm Password" with the placeholder "Re-type password here" and a strength indicator icon, and a "Please Answer" section with a math problem "1 + 9 =". Below the math problem is a checkbox labeled "I accept Terms and Conditions", which is highlighted with a red box. At the bottom of the form is a green "Register" button, also highlighted with a red box.

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**.



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

User Profile Registration

*(Fields marked with * are mandatory)*

My Profile

First Name * Michael
Last Name * Jones
Display Name * Michael Jones
Job Title * Sales and Marketing
Phone Number * 240-555-7654
Fax number Enter fax
Country * United States

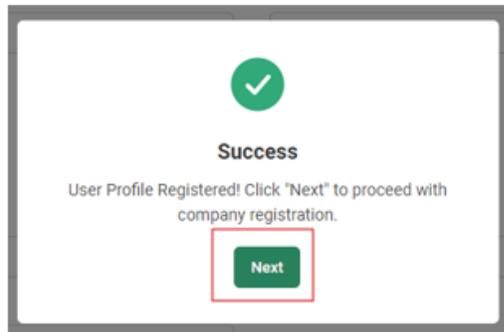
Additional Details

(To be filled based on your country)

Time Zone * America/New_York
Currency * US Dollar
Number Format * 1,222,333.04
Date Format * MM-DD-YYYY
Time Format * 12 Hours
Language * English (US)

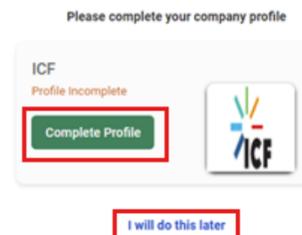
Submit

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.

Company Profile Registration



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

The screenshot shows the 'Company Registration Form' with the following fields: Company (*), Address Type (*), Address 1 (*), Address 2, Address 3, PO Box Number, Country (*), State (*), City (*), Zip / Postal Code (*), Business Phone (*), and Business Fax. A red box highlights the form fields, and another red box highlights the 'Create' button at the bottom right.

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

The screenshot shows the 'Terms & Conditions Page' with sections for Disclaimer, Privacy Statement, and ICF Values. A red box highlights the checkbox 'I have read and I agree to the above', and another red box highlights the 'Continue' button at the bottom right.

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

The screenshot shows the navigation bar with 'Company Details' and 'Doing Business with ICF' highlighted by red boxes, indicating they are mandatory sections.

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.

Company Detail-Sole Proprietor

Have you ever been employed by ICF? *

→ Yes No

Are you a current or have you been a former Government Employee in the last 3 years (federal, national, state, local, or military)? If yes, you may be asked to provide a letter from your agency’s ethics office or equivalent as part of the onboarding process.

→ Yes No

What was your ICF employee ID number or provide the last four of your SSN?

12345

* indicates mandatory

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

Doing Business with ICF

→ Are You, Or Will You Be, Doing Business with ICF-North America? *

Yes No

→ Are You, Or Will You Be, Doing Business with ICF in other Regions? *

Yes No

→ Are You, Or Will You Be, Doing Business with ICF in the United States? *

Yes No

* indicates mandatory

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 Indian Tribes ⓘ

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 ⓘ <input type="radio"/> Yes <input checked="" type="radio"/> No	Small Minority-Owned Business ⓘ <input checked="" type="radio"/> Yes <input type="radio"/> No
Woman-Owned Business Enterprise ⓘ <input checked="" type="radio"/> Yes <input type="radio"/> No	Veteran-Owned Business Enterprise ⓘ <input type="radio"/> Yes <input checked="" type="radio"/> 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.

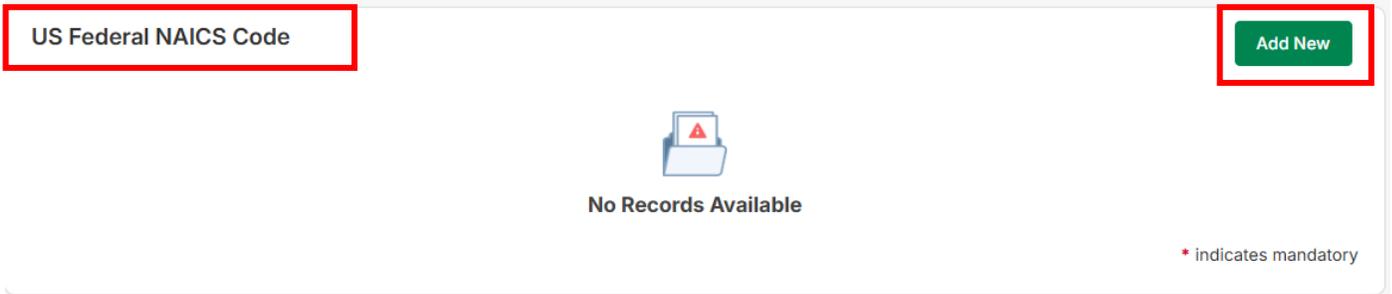
Business Size Classif-E&A

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.

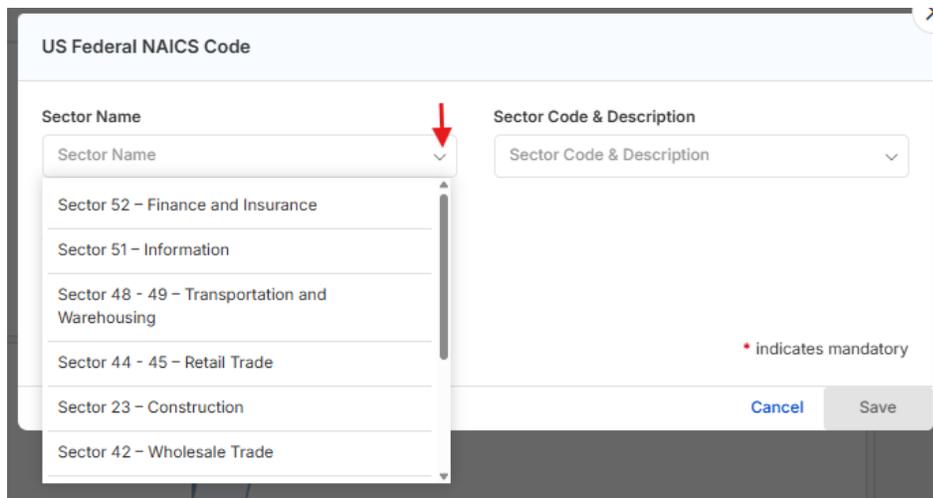
Vendor Business Size ⓘ <input type="radio"/> Large <input checked="" type="radio"/> SME(Small/Medium/Micro)	Is your company minority owned? ⓘ <input type="radio"/> Yes <input checked="" type="radio"/> No
Woman-Owned Business ⓘ <input checked="" type="radio"/> Yes <input type="radio"/> No	Other under represented group? Please specify ⓘ <input type="text" value="Other under represented group? Please specify"/>

* indicates mandatory

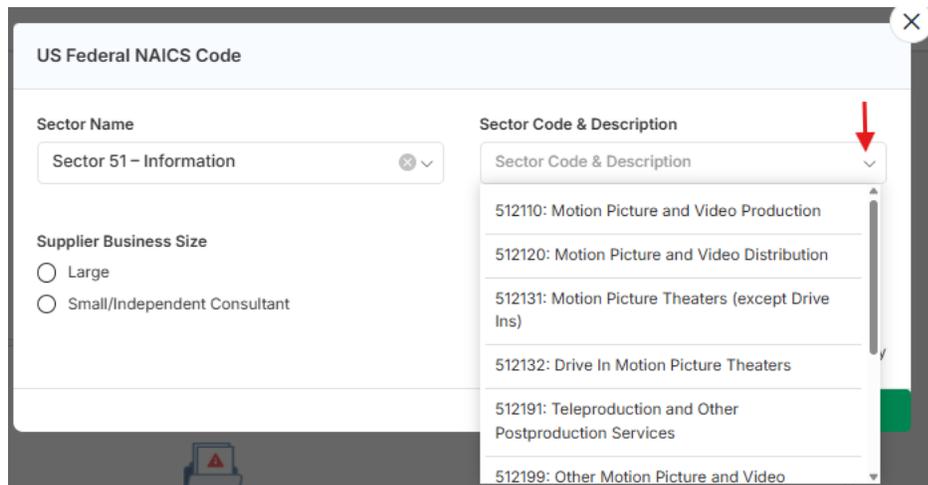
9. In the **US Federal NAICS Code** section, click **Add new**.



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



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



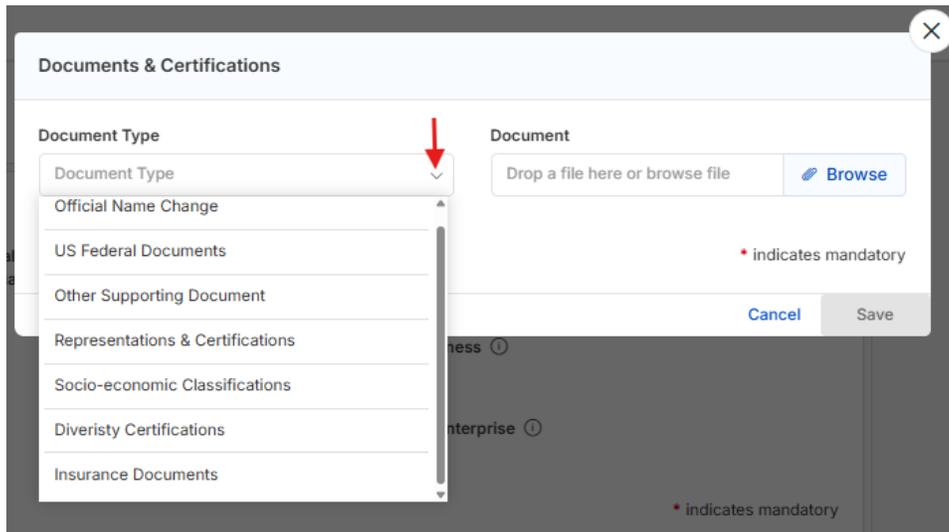
12. Select the applicable **Supplier Business Size** and click **Save**.

The screenshot shows a form titled "US Federal NAICS Code". It contains two dropdown menus: "Sector Name" with the value "Sector 51 - Information" and "Sector Code & Description" with the value "512110: Motion Picture and Video Producti". Below these is a section for "Supplier Business Size" with two radio button options: "Large" and "Small/Independent Consultant", where "Small/Independent Consultant" is selected. At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button highlighted by a red box. A legend indicates that an asterisk (*) denotes a mandatory field.

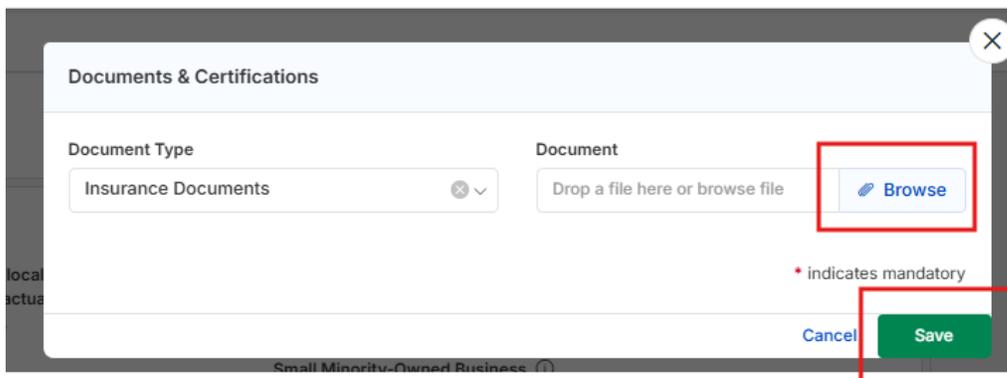
13. The **Documents & Certifications** section allows you to add additional documentation to support yourself or organization. To add supporting documentation, click **Add New**.

The screenshot shows the "Documents & Certifications" section. At the top right, there is an "Add New" button highlighted with a red box. Below this is a folder icon with a red triangle, and the text "No Records Available". At the bottom right, there is a legend indicating that an asterisk (*) denotes a mandatory field.

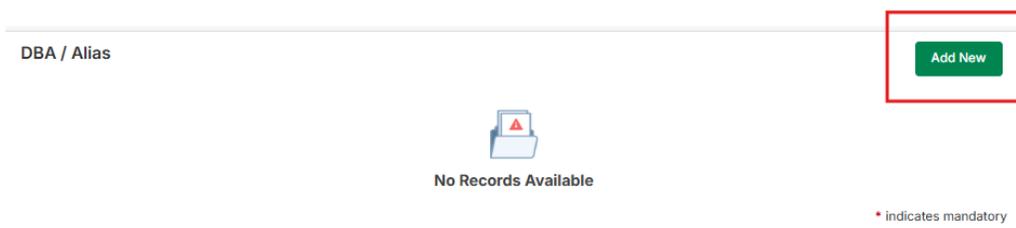
14. Select the **Document Type** you are uploading from the drop-down menu.



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.

Associated Address(es)

Select Legal/DBA supplier name *	Account Group *
<input type="text" value="S Belle Consulting Services LLC"/>	<input type="text" value="Account Group"/>
Address 1 *	Address 2
<input type="text" value="Address 1"/>	<input type="text" value="Address 2"/>
Address 3	PO Box Number *
<input type="text" value="Address 3"/>	<input type="text" value="PO Box Number"/>
Country *	State *
<input type="text" value="Country"/>	<input type="text" value="State"/>
City *	Zip / Postal Code *
<input type="text" value="City"/>	<input type="text" value="Zip / Postal Code"/>
Phone *	Phone Extension
<input type="text" value="Phone"/>	<input type="text" value="Phone Extension"/>
Fax	Fax Extension
<input type="text" value="Fax"/>	<input type="text" value="Fax Extension"/>

* Indicates mandatory

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

Account Group *

Account Group

- Ordering Address (OA)
- Remit To Address (RT)
- Head Quarter & Ordering Address
- Head Quarter Address(HQ), Remit To Address(RT)
- Ordering Address(OA), Remit To Address(RT)
- Head Quarter Address(HQ), Ordering Address(OA), Remit To Address(RT)

21. Click **Save**.

Associated Address(es)

Select Legal/DBA supplier name * Account Group *

S Belle Consulting Services LLC Remit To Address (RT)

Address 1 * Address 2

98765 Ratio Road Address 2

Address 3 PO Box Number

Address 3 PO Box Number

Country * State *

United States Michigan

City * Zip / Postal Code *

Troy 48088

Phone * Phone Extension

248-555-5555 Phone Extension

Fax Fax Extension

Fax Fax Extension

* indicates mandatory

Save

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

Associated Address(es) Add New

Select Legal/DBA supplier name	Address ID	Account Group	Address	Phone	Phone Extension	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**.

The screenshot shows the 'Showing Contact Details for All Locations' section of the ICF Supplier Hub. On the left sidebar, the 'Address *' field is highlighted with a red box. In the main content area, the 'Showing Contact Details for All Locations' table has an 'Add New' button highlighted with a red box. The table contains one row of contact information for 'S Belle Consulting S...'.

Select Legal/DBA supplier name	Address ID	Account Group	Address	Phone	Phone Extens	Actions
S Belle Consulting S...	-	Head Quarter Address...	123 N Main Street, C...	555-555-5555	-	Edit ⋮

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

The screenshot shows the 'Showing Contact Details for All Locations' form. Red arrows point to the following fields marked with a red asterisk (*): 'For Address *', 'Contact Type *', 'First Name *', 'Last Name *', 'Email *', and 'Phone Number *'. Other fields include 'Middle Name', 'Title', 'Phone Extension', 'Cell Number', 'Fax', 'Fax Extension', 'Time Zone', 'Base language', 'Date Format', 'Number Format', 'Currency', and 'Supplier Portal Access?'.

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

The image shows a dropdown menu for the 'For Address' field. The label 'For Address *' is enclosed in a red rectangular box. A red arrow points to the downward-pointing arrow on the right side of the dropdown menu. The menu is open, showing four address options:

- (HQOART)123 N Main Street, Clawson, MI, ...
- (HQOART)123 N Main Street, Clawson, MI, ...
- (RT)98765 Ratio Road, Troy, MI, 48088, USA
- (RT)PO Box 6528, Royal Oak, MI, 48067, USA

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

The image shows a dropdown menu for the 'Contact Type' field. The label 'Contact Type *' is enclosed in a red rectangular box. A red arrow points to the downward-pointing arrow on the right side of the dropdown menu. The menu is open, showing a list of contact types:

- Other
- Sales
- Accounts Receivable
- Technical Assistance
- Customer Service
- Contracts Admin
- General

27. Click **Save**.

Showing Contact Details for All Locations

For Address * (HQOART)123 N Main Street, Clawson, MI, ...

Contact Type * Owner

First Name * Lilly

Middle Name Middle Name

Last Name * Josephs

Title * CEO

Email * lillyjosephs.2006@gmail.com

Phone Number * 248-555-5555

Phone Extension Phone Extension

Cell Number Cell Number

Fax Fax

Fax Extension Fax Extension

Time Zone Time Zone

Base language Base language

Date Format Date Format

Number Format Number Format

Currency Supplier Portal Access?

Cancel Save

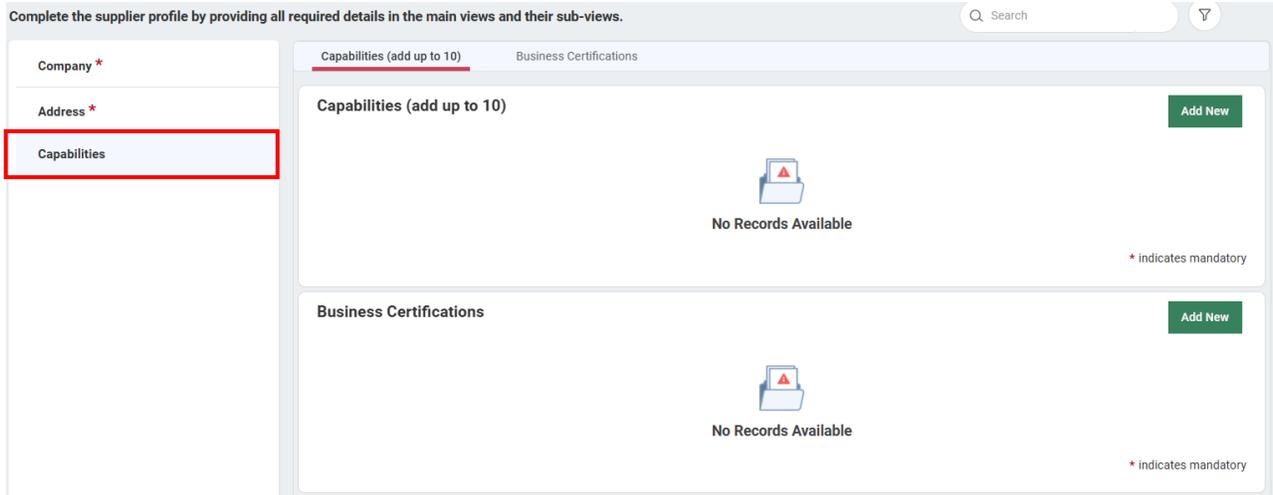
28. **View** new contact.

Showing Contact Details for All Locations Add New

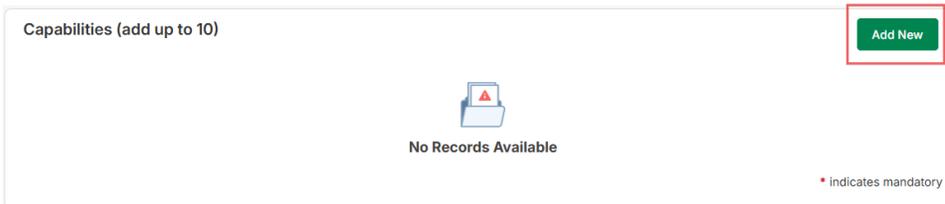
For Address	Contact Type	First Name	Middle Name	Last Name	Title	Email	Actions
(HQOART)123 N Main S...	Other	Shanay	-	Belle	Account Manager	sbelleconsultingserv...	Edit ⋮
(HQOART)123 N Main S...	Owner	Lilly	-	Josephs	CEO	lillyjosephs.2006@gm...	Edit ⋮

* indicates mandatory

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.



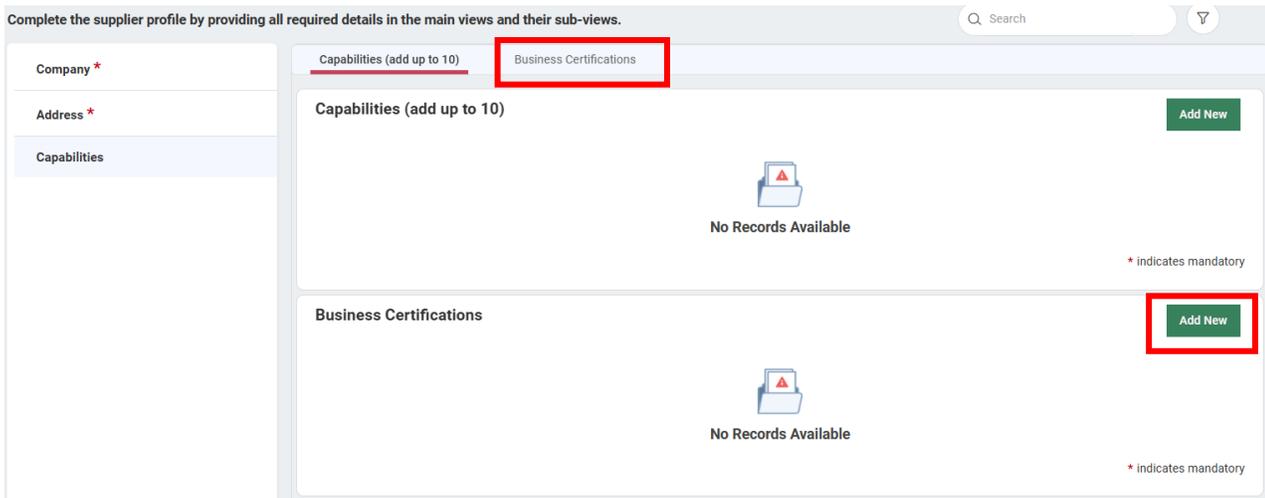
30. Click **Add New**.



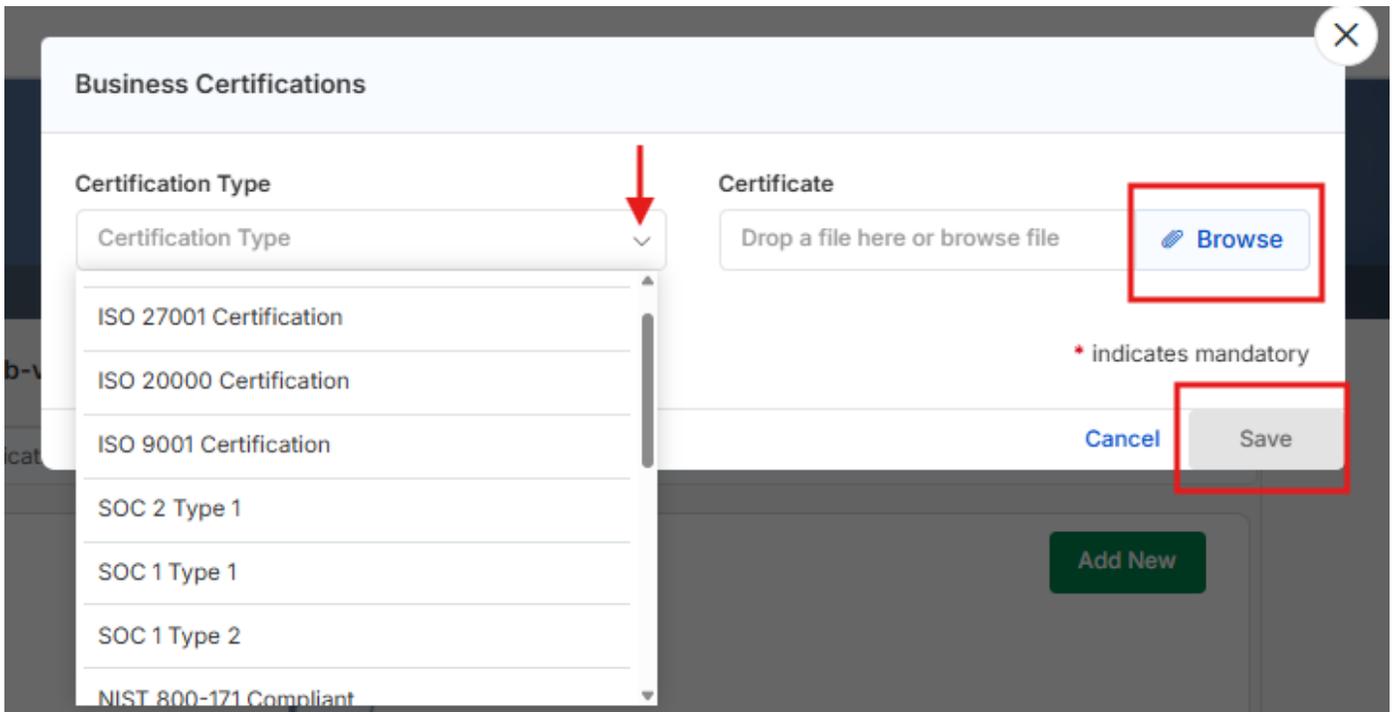
31. Add up to 10 capabilities using the drop-down menus. Click **Save**. Note the **Provide any comments based on your selection** field may be completed, but is not mandatory.

The screenshot shows a form titled "Capabilities (add up to 10)" with a close button in the top right corner. The form is divided into two columns of dropdown menus. The left column contains: "High Level Capability" (selected: "Human Resources-Employee Benefits & C"), "Continent" (selected: "North America"), and "Country" (selected: "United States of America"). The right column contains: "Sub Level Capability" (selected: "Employee Benefits & Compensation"), "Region" (selected: "North America"), and "State/Province" (selected: "Virginia"). Below these is a text field labeled "Provide any comments based on your selection" containing the text "Including retirement options". At the bottom right, there is a legend "* indicates mandatory", a "Cancel" button, and a green "Save" button. A red box highlights the entire selection area, another red box highlights the comments field, and a third red box highlights the "Save" button.

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**.



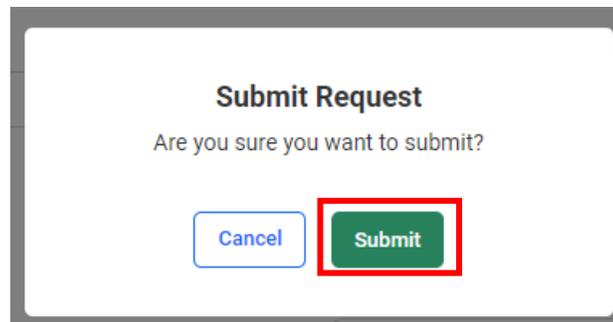
Note: If you need to come back to complete the registration or add more information, click **Save as Draft**.



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.

