

→ 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). A Potential Supplier refers to an entity or organization that has an interest in working with ICF but has not been formerly engaged. A Potential Supplier will need register in the ZSN to be onboarded for regular business activities.

The Potential Supplier will need to register by entering the following information in the ZSN link (<https://dewdrops.zycus.com/zsp/guest/genericRegister/ICF225>) or through the link provided on the Suppliers page [here](#).

1. Please enter the following information.
 - Enter email address
 - Create password
 - Confirm password
 - Answer authentication question
 - Accept the Zycus Terms & Conditions (T&C)
 - Click **Register**

A screenshot of the ICF Zycus Network registration page. The page features the ICF logo and the text 'Zycus Network'. Below this, there is a section titled 'Need help in signing up?' with a link to 'Seamless Onboarding' and a description 'Redefining efficiency with convenience'. The main registration form is titled 'New User? Register' and includes fields for 'Email Address', 'Password', and 'Confirm Password'. There is also a section for 'Please Answer' with a math problem '1 + 9 ='. Below the form, there is a checkbox for 'I accept Terms and Conditions' and a green 'Register' button. Annotations with orange boxes and arrows point to the language selection dropdown (labeled 'Click to select language option'), the 'Need help in signing up?' link (labeled 'Click for tutorial help pertaining to registration'), the 'I accept Terms and Conditions' checkbox, and the 'Register' button.

English (US) English (US) ▼

Click to select language option

ICF Zycus Network

Need help in signing up?

Seamless Onboarding
Redefining efficiency with convenience

Click for tutorial help pertaining to registration

New User? Register

Email Address

Type your email address here

Password

Type password here

Confirm Password

Re-type password here

Please Answer

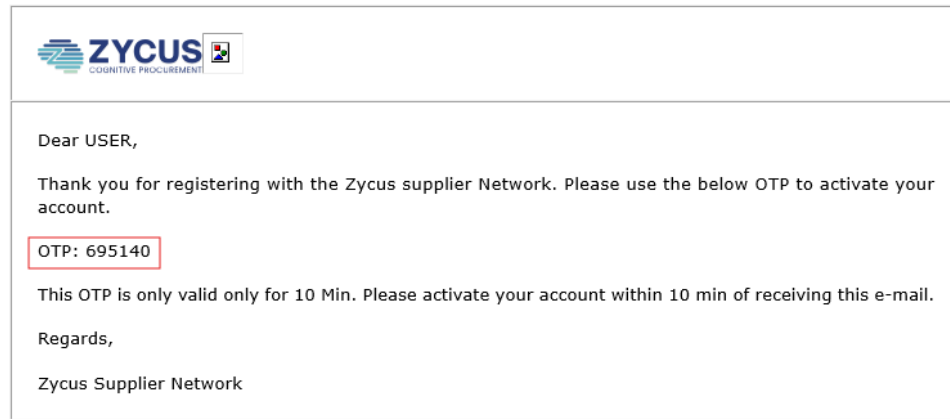
1 + 9 =

☐ I accept Terms and Conditions

Register

- 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**. The OTP is only valid for 10 minutes, after that, you will need to request a new OTP.

Note: The image below is included just for example purposes.



Welcome to ZSN

If an account exists for "testsupplier1@icf.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

Enter OTP

Please Enter the OTP

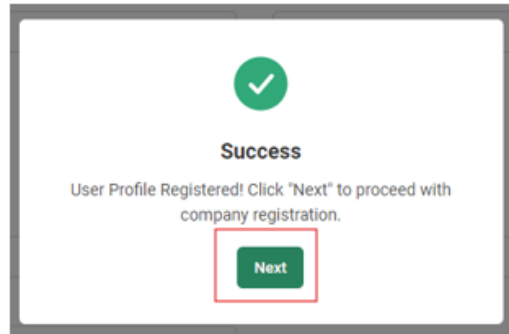
[Resend OTP](#)

[Verify OTP](#)

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



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



5. Enter **Display Name** in **First Name/Last Name** format. This field must be an individual's name and not a company name.

User Profile Registration

*(Fields marked with * are mandatory)*

My Profile

First Name * Jane	Last Name * Dough	Display Name * Jane Dough	Job Title * Consultant
Phone Number * 555-555-5555	Fax number Enter fax	Country * United States	

Additional Details

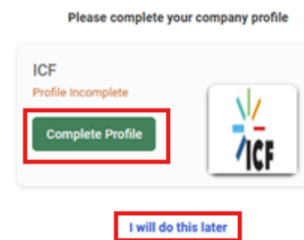
(To be filled based on your country)

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

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

Company Profile Registration



6. Complete the **Company Registration Form** and click **Create**. A red asterisk (*) denotes a mandatory field to be completed. Select the applicable Address Type, for address entered, from the drop-down menu.

A screenshot of the "Company Registration Form" in the ICF Supplier Hub. The form is titled "Company Registration Form" and includes a navigation bar with "Home" and "Account" links. The form fields are organized into two columns. The left column contains: "Company *" (text input with "ICF Supplier Hub USA, Inc."), "Address Type *" (dropdown menu with "Head Quarter Address(HQ), Ordering Address(OA), Remit To" selected), "Address 2" (text input), "PO Box Number" (text input), "State *" (dropdown menu with "Alabama" selected), "Zip / Postal Code *" (text input with "33333"), and "Business Fax" (text input). The right column contains: "Address 1 *" (text input with "1985 Nowhere Lane"), "Address 3" (text input), "Country *" (dropdown menu with "United States" selected), "City *" (text input with "Somewhere City"), and "Business Phone *" (text input with "555-555-5555"). Red boxes highlight the "Company", "Address 1", "Country", "City", "State", "Zip / Postal Code", and "Business Phone" fields. A red arrow points to the "Address Type" dropdown menu.

7. Once the **Company Registration Form** is completed, click **Create** in the lower left corner.

Company Registration Form

(Fields marked with * are mandatory)

Company *

Address Type *

Head Quarter Address(HQ), Ordering Address

Address 1 *

123 N Main Street

Address 2

Address 3

PO Box Number

Country *

United States

State *

Michigan

City *

Clawson

Zip / Postal Code *

48017

Business Phone *

555-555-5555

Business Fax

Business Fax

Create

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

ZYCUS

ACCOUNT REFERENCE DOCUMENTS

Ask MeritHelp My Company Profile Settings Help C

Home

ICF

Terms & Conditions Page

Terms and Conditions

ICF manages its supplier details via an online Supplier Platform, Zycus. If you have not previously registered through the Zycus Supplier Network (ZSN), then use this link to initiate secure access to complete the profile registration process. Please regularly review and update your supplier profile as necessary to ensure the information maintained within the profile is complete, accurate and current. These actions will ensure that ICF maintains appropriate supplier records and is able to facilitate payments in accordance with the terms and conditions of our supplier agreements. As part of ICF's ongoing efforts to ensure secure payments, ICF has partnered with Trustpair, which provides payment fraud prevention solutions and specializes in bank account ownership validation. You may be contacted by Trustpair's agents, who will ask you to confirm the last four (4) digits of your IBAN/bank account number to complete the verification.

Disclaimer

ICF uses a third-party vendor management software platform ("Platform"). The Platform is owned and controlled by Zycus Infotech Private Limited ("Zycus") and your use of the Platform is subject to separate terms and conditions of use and availability of the Platform by Zycus. ICF does not own or control the Platform and cannot guarantee its availability, functionality, or performance. Any interruptions, etc in the Platform's services are outside ICF's control, and we shall not be held liable for any direct, indirect, incidental, or consequential damages resulting from the use or unavailability of the Platform and you agree that ICF shall not be held responsible for any loss or damage arising from your use of the Platform. We recommend reviewing the Platform's terms and conditions of use to understand your rights and obligations when using Zycus' services.

Privacy Statement

ICF collects your personal information to facilitate your access and use of Source to Pay, including monitoring contract compliance. Without this information ICF would be unable to provide these services. Your personal information may be shared with certain third parties contracted to assist in the administration of these services. This may include contracted service providers. Where the information of another individual has been provided, you warrant that you have obtained any necessary consent from the individual to do so. While maintained by us, your personal information is handled in accordance with ICF's Privacy Policy (see link to this policy in the Reference Links section above) which outlines how to access and/or correct your personal information or make a privacy related complaint. You may direct your privacy related queries to dataprotection@icf.com.

ICF Values

In using this site, you agree in good faith and to the best of your ability, to abide by ICF's values and comply with ICF's policies, including ICF's Code of Business Ethics and Conduct, Supplier Code of Conduct, resources available at ICF's Ethics and Compliance website and other policies that may be provided to you by the Company (see links to these values, policies and resources in the Reference Links section above).

☐ I have read and I agree to the above

Cancel Acrobat Document - Adobe Acrobat Reader DC (32-bit) Continue

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

Company Details * Doing Business with ICF * Supplier Info - US Doing Business With ICF in US Documents & Certification < >

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

Company Details *

Doing Business with ICF *

Doing Business With ICF in US

US Federal Bus Classifications

US Federal < >

Company Details

Global Supplier Identifier

18739

Legal Structure *

Legal Structure

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

☐ VAT/Other

Legal Name *

S Belle Consulting Services, LLC

Legal Entity Registration Country? *

Legal Entity Registration Country?

Unique Entity Identifier

☐ Yes

☐ No

Company Establishment Date


MM/DD/YYYY


Tax ID


Tax ID

* indicates mandatory


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

Legal Structure * 

Single Member LLC (SMLLC) 


DUNs Number 

DUNs Number

Unique Entity Identifier 

Unique Entity Identifier

Website Address

Legal Entity Registration Country? 

Legal Entity Registration Country?

Confirm

Changes made may affect subview(s)
Company - Company Detail-Sole Proprietor
Company - Type of LLC

Cancel

Proceed

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

- **U.S. 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.)
 - **U.S. 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-U.S.) 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.)
- a. 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 “**Yes**” to the question “**Have you ever been employed by ICF?**” you will need to provide your ICF Employee ID number **or** the last four of your SSN in the fillable box.

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?

* indicates mandatory

- b. If you select Limited Liability Company (LLC) as your Legal Structure, you will need to choose the type of LLC your Legal Structure is classified as. **Note:** if you choose **Single Member LLC**, you are required to provide your name (first name/last name) and your as the **Legal Name** and the DBA name/disregarded entity name will be added under the **DBA/Alias** section. SMLLC are required to use the **Social Security Number**, not EIN for the **Tax ID**. Please see W9 Instructions, Page 4, 2nd full paragraph under "Part 1" for further information.

LLC Type

Type of LLC

C-corporation

S-corporation

P-partnership

SM-LLC (single member-llc/disregarded entity)

* indicates mandatory

12. Complete the **Doing Business with ICF** section. This section helps identify which ICF branch suppliers will be doing work with. Based on your response, you will be asked to complete additional questions.
- **ICF–North America** includes Canada, Greenland, Mexico, Saint Pierre and Miquelon, and the United States
 - **ICF in the United States** is limited to working with ICF in the United States only.
 - **ICF in other Regions** includes Europe, United Kingdom, Middle East, and Asia.

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

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

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

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

8(a) ⓘ

☐ Yes ☒ No

Woman-Owned Small Business ⓘ

☐ Yes ☒ No

Service-Disabled Veteran-Owned Small Business ⓘ

☐ Yes ☒ No

Veteran-Owned Small Business ⓘ

☐ Yes ☒ No

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

☐ Yes ☒ No

AbilityOne Non-Profit ⓘ

☒ Yes ☐ No

Small Disadvantaged Business ⓘ

☐ Yes ☒ No

Historically Under-Utilized Business Zone ⓘ

☐ Yes ☒ No

Mentor Protege Program ⓘ

☐ Yes ☒ No

* indicates mandatory

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

* indicates mandatory

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

* indicates mandatory

14. In the **U.S. Federal NAICS Code** section, click **Add new**.

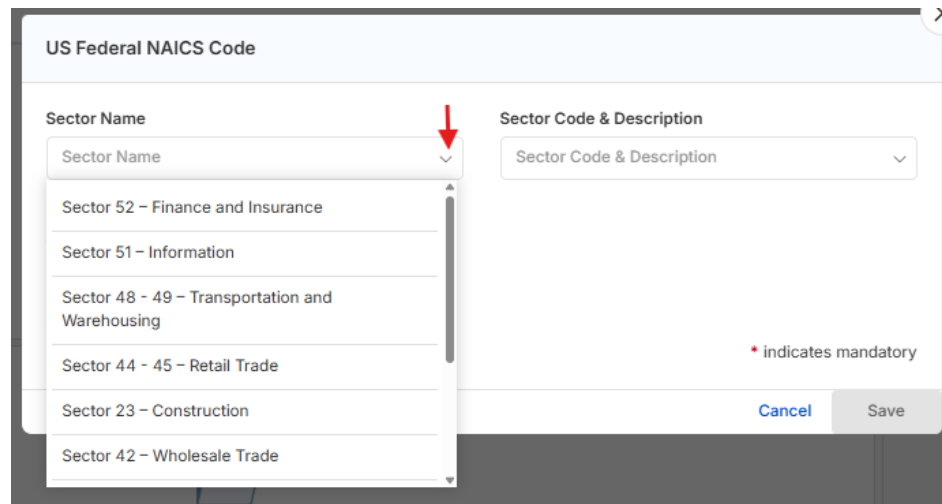
US Federal NAICS Code

Add New


No Records Available

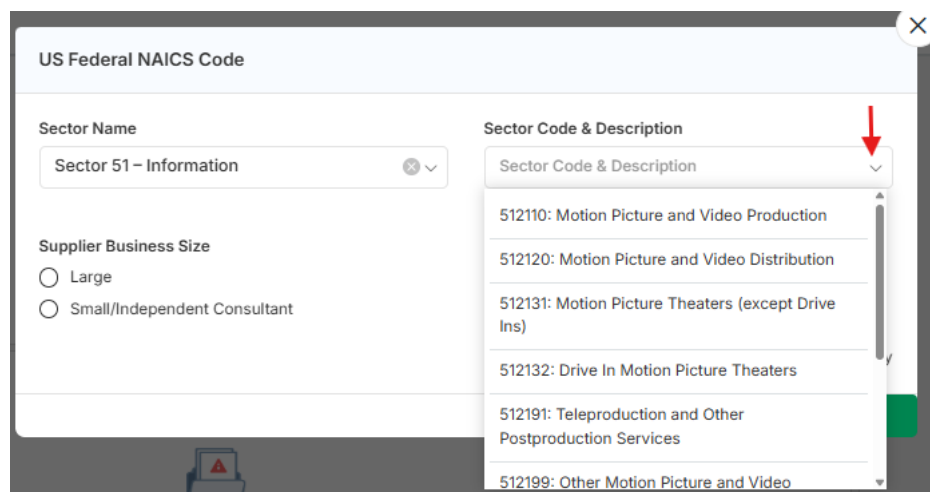
* indicates mandatory

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



The screenshot shows a form titled "US Federal NAICS Code". It has two main sections: "Sector Name" and "Sector Code & Description". The "Sector Name" dropdown menu is open, showing a list of sectors: "Sector 52 - Finance and Insurance", "Sector 51 - Information", "Sector 48 - 49 - Transportation and Warehousing", "Sector 44 - 45 - Retail Trade", "Sector 23 - Construction", and "Sector 42 - Wholesale Trade". A red arrow points to the dropdown arrow of the "Sector Name" field. The "Sector Code & Description" field is also a dropdown menu. At the bottom right, there is a note: "* indicates mandatory". Below the form are "Cancel" and "Save" buttons.

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



The screenshot shows the same "US Federal NAICS Code" form. The "Sector Name" dropdown is now closed and shows "Sector 51 - Information". The "Supplier Business Size" section has two radio buttons: "Large" and "Small/Independent Consultant". The "Sector Code & Description" dropdown menu is open, showing a list of codes and descriptions: "512110: Motion Picture and Video Production", "512120: Motion Picture and Video Distribution", "512131: Motion Picture Theaters (except Drive Ins)", "512132: Drive In Motion Picture Theaters", "512191: Teleproduction and Other Postproduction Services", and "512199: Other Motion Picture and Video". A red arrow points to the dropdown arrow of the "Sector Code & Description" field.

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

US Federal NAICS Code

Sector Name: Sector 51 – Information

Sector Code & Description: 512110: Motion Picture and Video Producti

Supplier Business Size

☐ Large

☒ Small/Independent Consultant

* indicates mandatory

Cancel Save

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

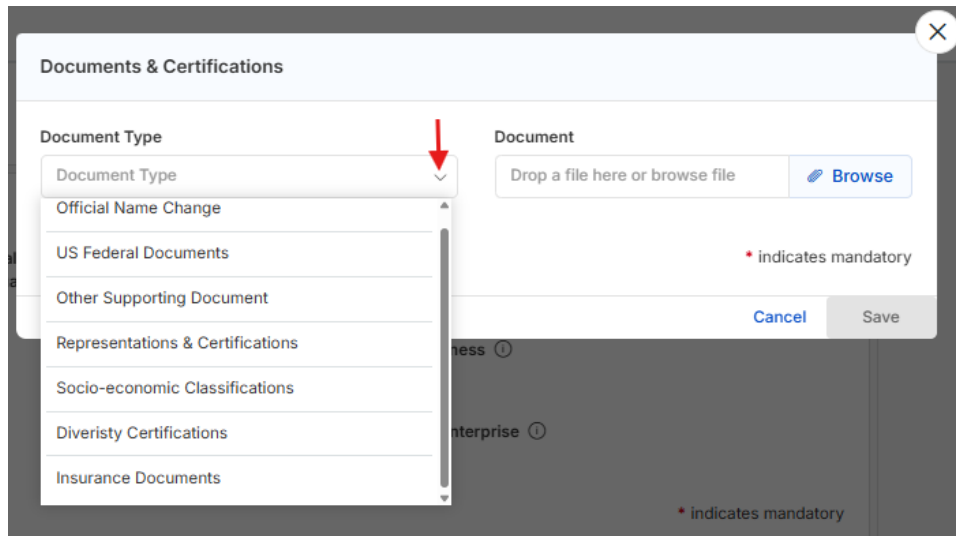
Documents & Certifications

Add New

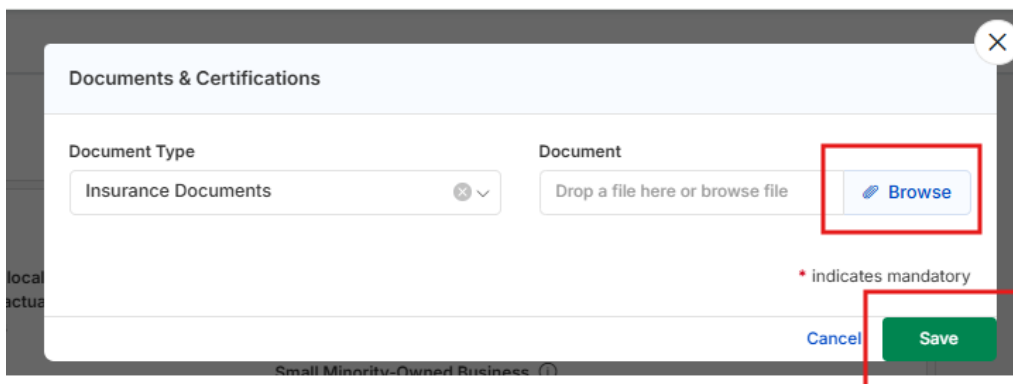
No Records Available

* indicates mandatory

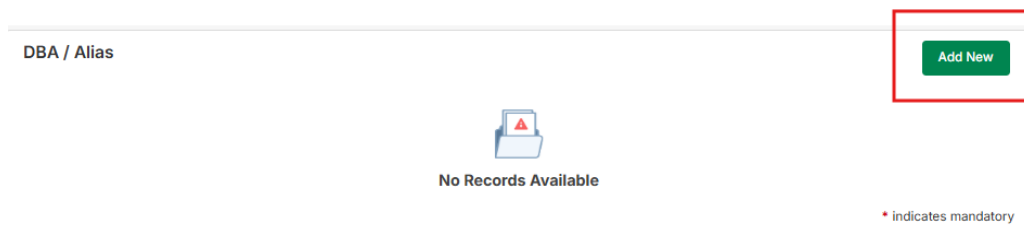
19. Select the **Document Type** you are uploading from the drop-down menu.



20. 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.



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



22. Enter the **Alias Name**.

- Select **Alias Type** from the **drop-down**.
- Select if the DBA/Alias **Has Separate Addresses**. Click **Save**.

DBA / Alias

Alias Name *

Alias Type *

DBA

Has Separate Addresses?

☐ Yes ☒ No

* indicates mandatory

Cancel Save

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

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

ACCOUNT REFERENCE DOCUMENTS

Complete the supplier profile by providing all required details in the main views and their sub-views.

Company *

Address *

Capabilities

All Locations * Contact Details *

Associated Address(es)

Add New

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

* indicates mandatory

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		-		Account Manager		Edit

* indicates mandatory

24. Complete the fields with the red asterisk (*). Note: If you are entering a **PO Box Number**, enter the number without spaces. Select the applicable **Legal/DBA supplier name** via the drop-down.

Associated Address(es)

Select Legal/DBA supplier name * Account Group *

Address 1 * Address 2

Address 3 PO Box Number *

Country * State *

City * Zip / Postal Code *

Phone * Phone Extension

Fax Fax Extension

* Indicates mandatory

Cancel Save

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

Account Group *

Account Group

Head Quarter Address (HQ)

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)

Others

26. Click **Save**.

Associated Address(es)

Select Legal/DBA supplier name *
ICF Supplier Hub USA, Inc.

Account Group *
Remit To Address (RT)

Address 1 *
123123 Nowhere Lane

Address 2
Address 2

Address 3
Address 3

PO Box Number
PO Box Number

Country *
United States

State *
Michigan

City *
Lake Somewhere

Zip / Postal Code *
44444

Phone *
555-555-5555

Phone Extension
Phone Extension

Fax
Fax

Fax Extension
Fax Extension

* Indicates mandatory

CancelSave

-

Doe

Owner

lillyjosephs.20

Edit

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

Associated Address(es)

Add New

Select Legal/DBA supplier name	Address ID	Account Group	Address	Phone	Phone Extension	Actions
ICF Supplier Hub USA...	-	Head Quarter Address...	321 Over There Road,...	248-555-5555	-	Edit
ICF Supplier Hub USA...	-	Remit To Address (RT...	123123 Nowhere Lane,...	555-555-5555	-	Edit

* Indicates mandatory

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

ACCOUNT REFERENCE DOCUMENTS

Complete the supplier profile by providing all required details in the main views and their sub-views.

Company *
Address *
Capabilities *

All Locations * Contact Details *

Associated Address(es)

Add New

Select Legal/DBA supplier name	Address ID	Account Group	Address	Phone	Phone Ext	Actions
ICF Supplier Hub USA...	-	Head Quarter Address...	321 Over There Road,...	555-555-5555	-	Edit
ICF Supplier Hub USA...	-	Remit To Address (RT...	123123 Nowhere Lane,...	555-555-5555	-	Edit

* indicates mandatory

Showing Contact Details for All Locations

Add New

For Address	Contact Id	Contact Type	First Name	Middle Name	Last Name	Title	Email	Actions
(HQOART)321 Over The...	-	Other	Jane	-	Doe	Owner	illyjosephs.2006@...	Edit

* indicates mandatory

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

Showing Contact Details for All Locations

For Address * Contact Type *

Select Contact Type

First Name * Middle Name

First Name Middle Name

Last Name * Title *

Last Name Title

Email * Phone Number *

Email Phone Number

Phone Extension Cell Number

Phone Extension Cell Number

Fax Fax Extension

Fax Fax Extension

Time Zone Base language

Time Zone Base language

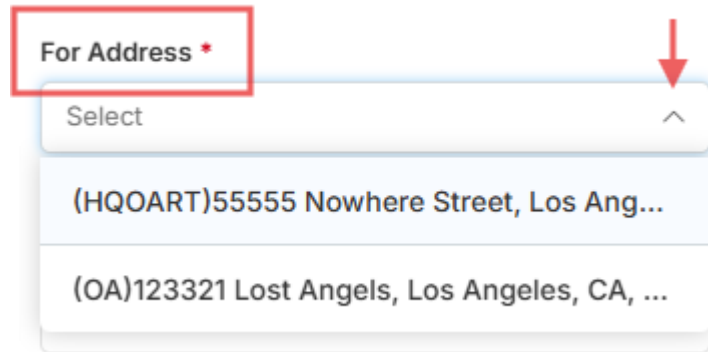
Date Format Number Format

Date Format Number Format

Currency Supplier Portal Access?

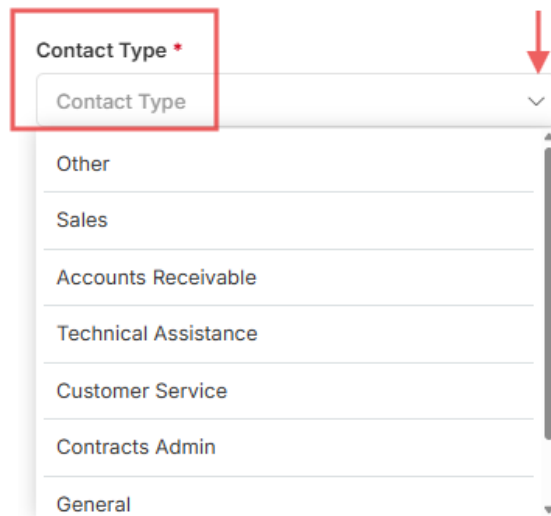
Cancel Save

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



A screenshot of a web form showing a dropdown menu labeled "For Address *". The dropdown is open, displaying three options: "Select", "(HQOART)55555 Nowhere Street, Los Ang...", and "(OA)123321 Lost Angels, Los Angeles, CA, ...". A red arrow points to the dropdown arrow icon on the right side of the menu.

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



A screenshot of a web form showing a dropdown menu labeled "Contact Type *". The dropdown is open, displaying a list of contact types: "Contact Type", "Other", "Sales", "Accounts Receivable", "Technical Assistance", "Customer Service", "Contracts Admin", and "General". A red arrow points to the dropdown arrow icon on the right side of the menu.

32. Click **Save**.

Showing Contact Details for All Locations

For Address *
(RT)123123 Nowhere Lane, Lake Somewhere...
▼

Contact Type *
Customer Service
⊗ ▼

First Name *
John

Middle Name
Middle Name

Last Name *
Doe

Title *
CSR

Email *
johndoe@tbd.com

Phone Number *
555-555-5555

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
Currency
▼

Supplier Portal Access?
☐ Yes ☒ No

* indicates mandatory

Cancel Save

33. **View** new contact.

Showing Contact Details for All Locations

Add New

For Address	Contact Id	Contact Type	First Name	Middle Name	Last Name	Title	Email	Actions
(HQOART)321 Over The...	-	Other	Jane	-	Doe	Owner	lillyjosephs.200	Edit ⋮
(RT)123123 Nowhere L...	-	Customer Service	John	-	Doe	CSR	johndoe@tbd.c	Edit ⋮

* indicates mandatory

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

Complete the supplier profile by providing all required details in the main views and their sub-views.

Q Search

Company *

Address *

Capabilities

Capabilities (add up to 10) Business Certifications

Capabilities (add up to 10) Add New

No Records Available

* indicates mandatory

Business Certifications Add New

No Records Available

* indicates mandatory

35. Click **Add New**.

Capabilities (add up to 10) Add New

No Records Available

* indicates mandatory

36. 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. Below entries are for example purposes only and should reflect your applicable capabilities.

Capabilities (add up to 10)

High Level Capability	Sub Level Capability
Human Resources-Employee Benefits & C	Employee Benefits & Compensation

Continent	Region ⓘ
North America	North America

Country	State/Province
United States of America	Virginia

Provide any comments based on your selection

Including retirement options

* indicates mandatory

Cancel Save

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

Note: The **Business Certifications** field is not mandatory to complete.

Complete the supplier profile by providing all required details in the main views and their sub-views.

Search

Company *

Address *

Capabilities

Capabilities (add up to 10)

Business Certifications

No Records Available

Add New

* indicates mandatory

Business Certifications

No Records Available

Add New

* indicates mandatory

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

Capabilities (add up to 10) * Business Certifications Trustpair Bank Account Validation

Business Certifications

Certification Type

Certificate

Drop a file here or browse file

Browse

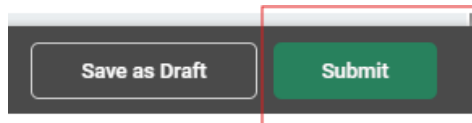
* indicates mandatory

Cancel Save

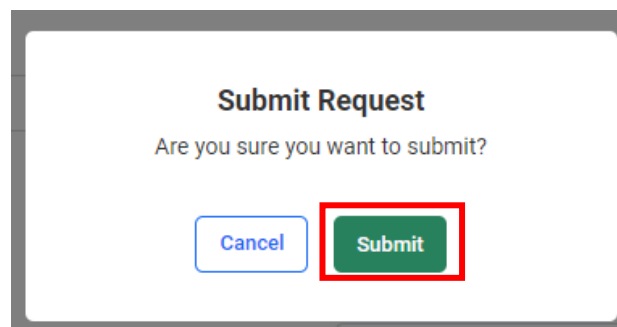
Note: If you need to come back to complete the registration or add more information, click **Save as Draft**.



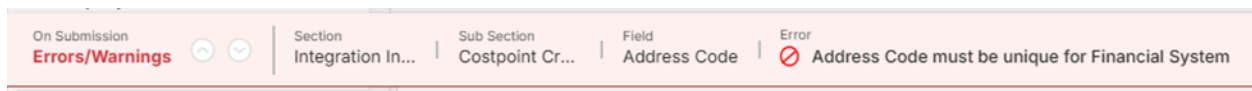
39. Once all your information is completed, click **Submit**.



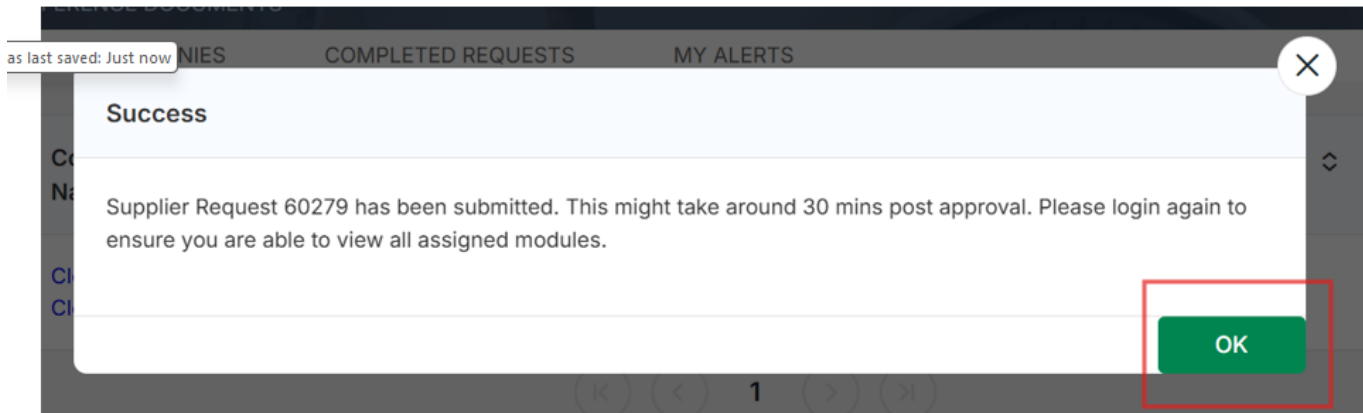
40. A pop-up box will appear. Click **Submit** again.



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. Error message(s) will still appear after corrections are made and will disappear after clicking the **Submit** button.



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



42. **View** your request and its status.



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

