

→ 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 to register in the ZSN to be onboarded for regular business activities.

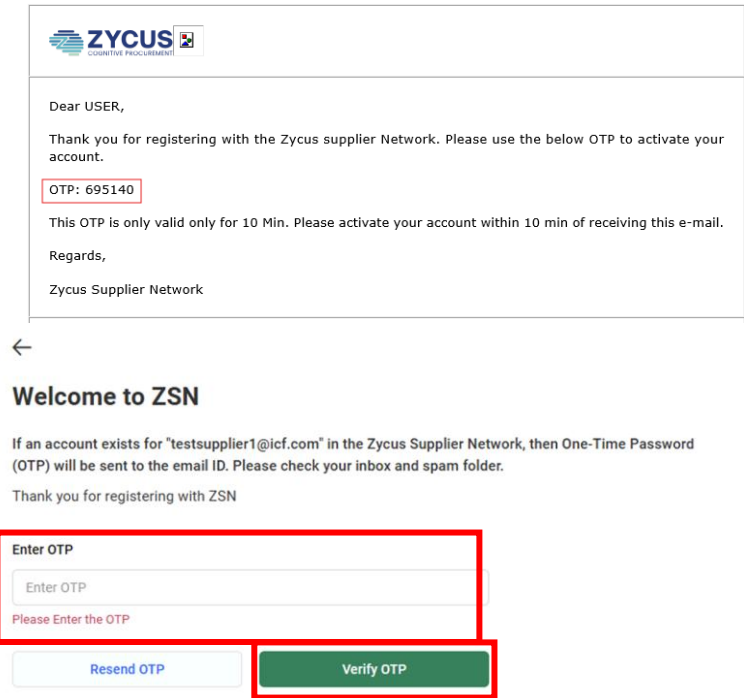
The Potential Supplier will need to register by entering the following information in the ZSN link (<https://dewdrops.zycus.com/zsp/guest/genericRegister/ICF225>) or through the link provided on the Suppliers page [here](#).

1. Please enter the following information.
 - Enter email address
 - Create password
 - Confirm password
 - Answer authentication question
 - Accept the Zycus **Terms and 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 set to "English (US) English (US)". A callout box with an arrow points to this menu, containing the text "Click to select language option". Below the header, there is a blue banner with the text "Need help in signing up?" and a "Zycus" logo. A callout box with an arrow points to this banner, containing the text "Click for tutorial help pertaining to registration". The main registration form includes the following fields: "Email Address" (with placeholder text "Type your email address here"), "Password" (with placeholder text "Type password here" and a strength indicator), "Confirm Password" (with placeholder text "Re-type password here" and a strength indicator), and a math-based authentication question "Please Answer 1 + 9 =". Below these fields 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.

- 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.

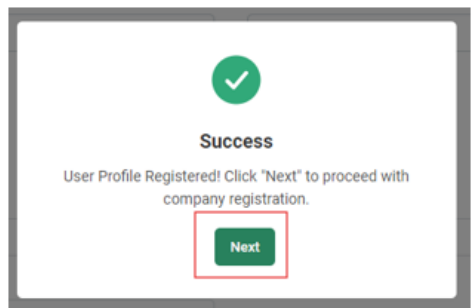
Note: The image below is included just for example purposes.



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



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



- 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

Please complete your company profile

ICF
Profile Incomplete

[Complete Profile](#)



[I will do this later](#)

- 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.

Home > Account

ACCOUNT REFERENCE DOCUMENTS

Company Registration Form

Company * ICF Supplier Hub USA, Inc.	
Address Type * Head Quarter Address(HQ), Ordering Address(OA), Remit Tr. Ⓜ	Address 1 * 1985 Nowhere Lane
Address 2 Address 2	Address 3 Address 3
PO Box Number PO Box Number	Country * United States
State * Alabama	City * Somewhere City
Zip / Postal Code * 33333	Business Phone * 555-555-5555
Business Fax Business Fax	

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

The screenshot shows a 'Company Registration Form' with various input fields. A red rectangular box highlights the entire form area. In the bottom right corner of the form, there is a green button labeled 'Create'.

8. 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. It includes sections for 'Terms and Conditions', 'Disclaimer', 'Privacy Statement', and 'ICF Values'. At the bottom of the page, there is a checkbox labeled 'I have read and I agree to the above' which is highlighted with a red box. To the right of this checkbox is a 'Continue' button, also highlighted with a red box.

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

The screenshot shows a navigation bar with several tabs. The tabs are 'Company Details *', 'Doing Business with ICF *', 'Supplier Info - US', 'Doing Business With ICF in US', and 'Documents & Certifi'. The first two tabs, 'Company Details *' and 'Doing Business with ICF *', are highlighted with red boxes.

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

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

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

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

* 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)

the following designations are used by our state, local, or commercial

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

Yes No 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? * Are You, Or Will You Be, Doing Business Under a United States State or Local Government Contract? *

Yes No 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.

<p>Alaskan Native Corporations and Indian Tribes <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>8(a) <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Woman-Owned Small Business <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Service-Disabled Veteran-Owned Small Business <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Veteran-Owned Small Business <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Historical Black Colleges and Universities (HBCU)/Minority Serving Institutions (MSI) <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>AbilityOne Non-Profit <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Small Disadvantaged Business <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Historically Under-Utilized Business Zone <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Mentor Protege Program <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
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* 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

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

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

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

US Federal NAICS Code

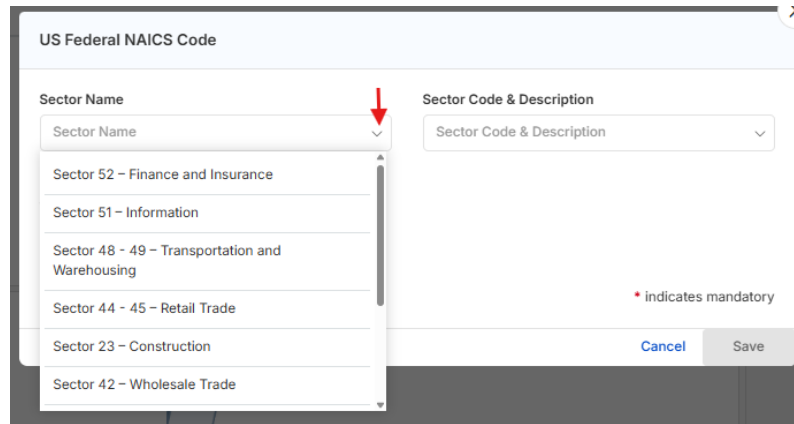
Add New



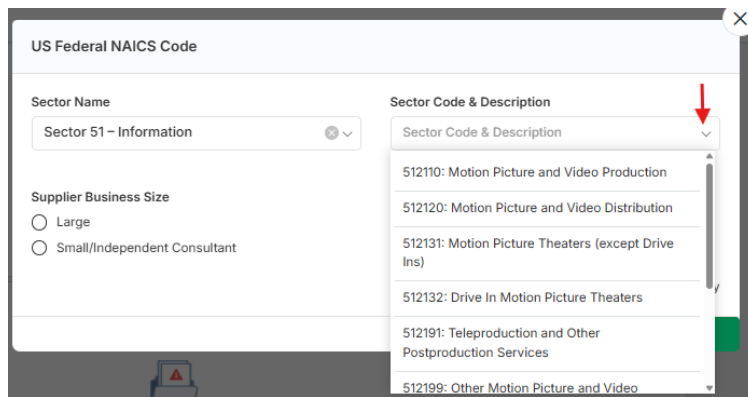
No Records Available

* indicates mandatory

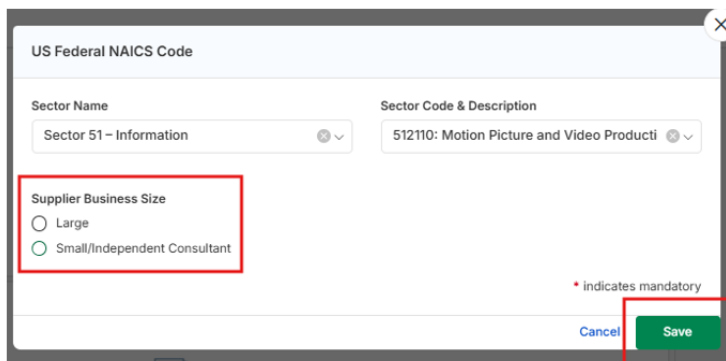
15. Select the **Sector Name** that describes your qualifications from the drop-down.



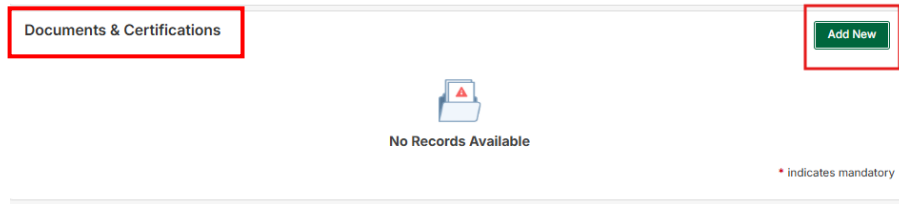
16. Select the applicable **Sector Code & Description** from the drop-down.



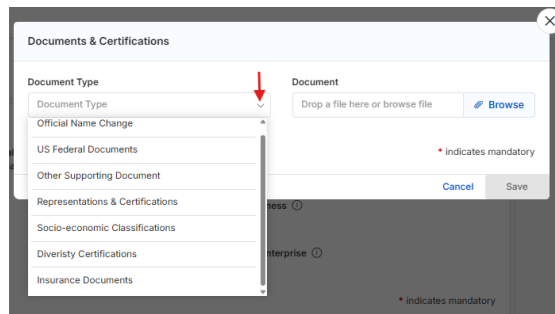
17. Select the applicable **Supplier Business Size** and click **Save**.



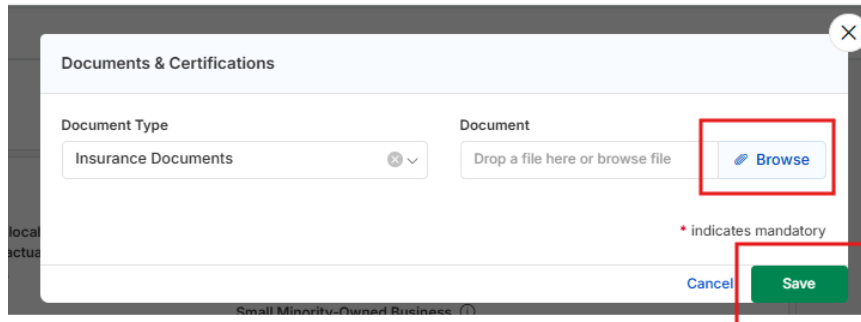
18. The **Documents & Certifications** section allows you to add additional documentation to support yourself or organization. To add supporting documentation, click **Add New**.



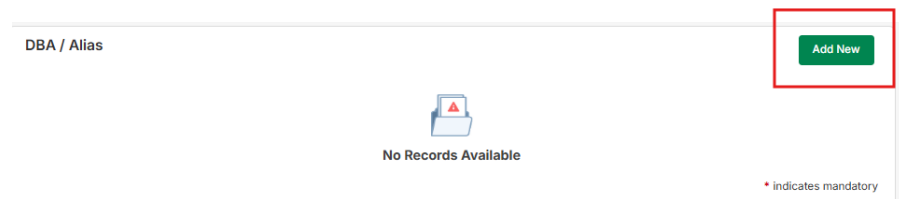
19. Select the **Document Type** you are uploading from the drop-down menu.



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**.

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

- c. 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**. Percentages are displayed next to each section that indicate how much of the mandatory fields have been completed.

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

Section	Completion Percentage
Company *	100%
Address *	100%
Capabilities *	0%

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

For Address	Contact Id	Contact Type	First Name	Middle Name	Last Name	Title	Email	Actions
(HQART)123 N Main S...	-	Other	Test	-	Tester	Account Manager	test.te	Edit

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.

The screenshot shows a form titled "Associated Address(es)". It contains several input fields, some of which are marked with a red asterisk (*) to indicate they are mandatory. Red arrows point to these mandatory fields: "Select Legal/DBA supplier name", "Account Group", "Address 1", "City", "Phone", "Zip / Postal Code", and "State". Other fields include "Address 2", "Address 3", "PO Box Number", "Country", and "Fax". At the bottom right, there is a legend: "* indicates mandatory". At the bottom of the form are "Cancel" and "Save" buttons.

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

The screenshot shows a dropdown menu for "Account Group". The text "Account Group" is highlighted with a red box. The dropdown list contains the following options: "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)", and "Others".

26. Click **Save**.

The screenshot shows a form titled "Associated Address(es)" with various input fields. The "Save" button at the bottom right is highlighted with a red box. A legend at the bottom right indicates that an asterisk (*) denotes a mandatory field.

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

The screenshot shows a table titled "Associated Address(es)" with an "Add New" button in the top right corner. The table contains two rows of data, which are highlighted with a red box. A legend at the bottom right indicates that an asterisk (*) denotes a mandatory field.

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,...	248-555-5555	-	Edit ⋮
ICF Supplier Hub USA...	-	Remit To Address (RT...	123123 Nowhere Lane,...	555-555-5555	-	Edit ⋮

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

The screenshot shows a page titled "Showing Contact Details for All Locations" with an "Add New" button in the top right corner. The page is divided into two main sections: "Associated Address(es)" and "Showing Contact Details for All Locations". Both sections have their respective "Add New" buttons highlighted with red boxes. A legend at the bottom right indicates that an asterisk (*) denotes a mandatory field.

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

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.

For Address *

Select

(HQART)55555 Nowhere Street, Los Ang...

(OA)123321 Lost Angels, Los Angeles, CA, ...

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

Contact Type *

Contact Type

Other

Sales

Accounts Receivable

Technical Assistance

Customer Service

Contracts Admin

General

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

Last Name * Doe

Title * CSR

Email * johndoe@tbd.com

Phone Number * 555-555-5555

Phone Extension

Cell Number

Fax

Fax Extension

Time Zone

Base language

Date Format

Number Format

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.20...	Edit
(RT)123123 Nowhere L...	-	Customer Service	John	-	Doe	CSR	johndoe@tbd.c...	Edit

* indicates mandatory

34. Navigate to the **Capabilities** section. This section is used to refer to the core functions a supplier utilizes to deliver their expertise and achieve their objectives.

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

Company * 100%

Address * 100%

Capabilities * 0%

Capabilities (add up to 10) * Business Certifications

Add New

No Records Available

* indicates mandatory

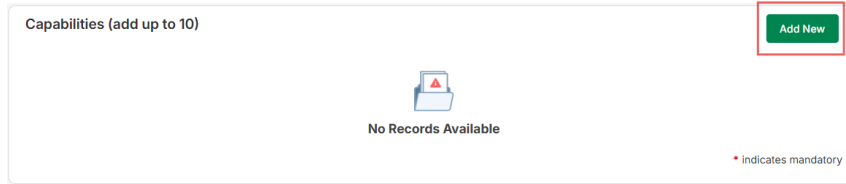
Business Certifications

Add New

No Records Available

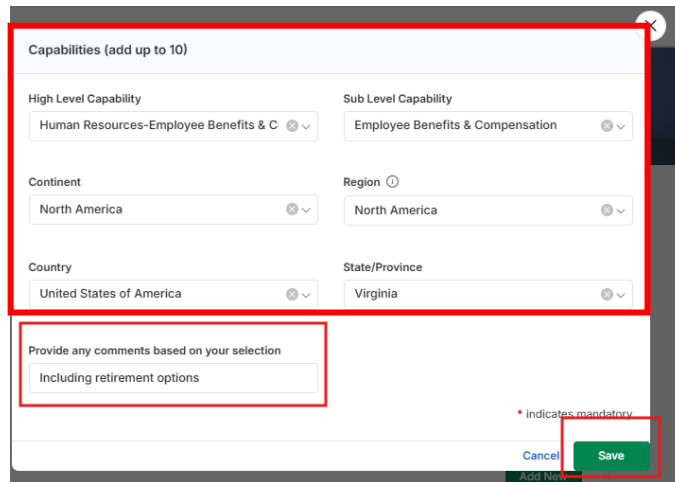
* indicates mandatory

35. Click **Add New**.



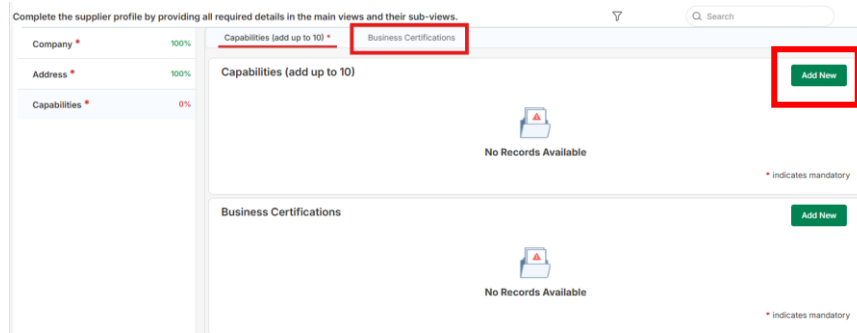
36. Add up to 10 capabilities using the drop-down menus. Click **Save**.

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.

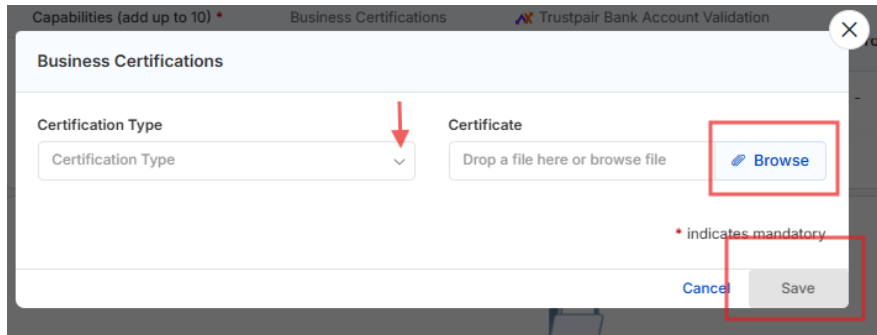


37. Under the Business Certifications section, click **Add New**.

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



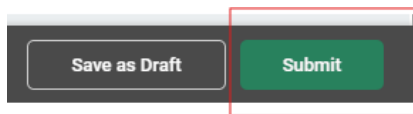
38. Select the **Certification Type** from the drop-down, click **Browse** to add documentation, and then click **Save**.



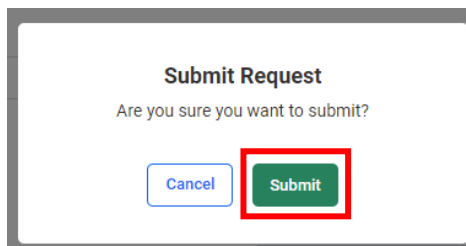
Note: If you need to come back to complete the registration or add more information, click **Save as Draft**.



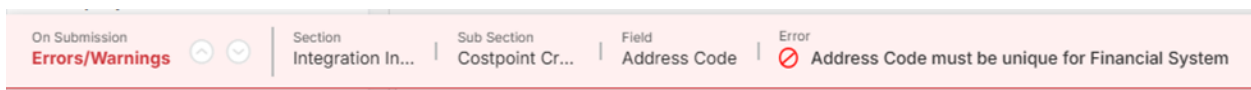
39. Once all your information is completed, click **Submit**.



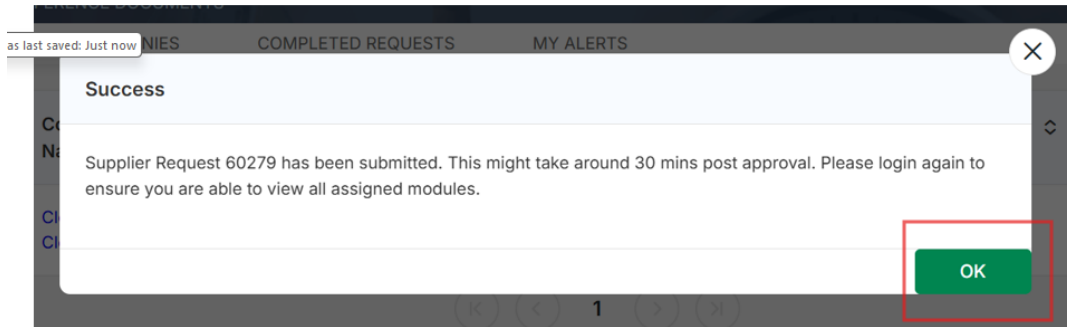
40. A pop-up box will appear. Click **Submit** again.



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 **Submit**.



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

