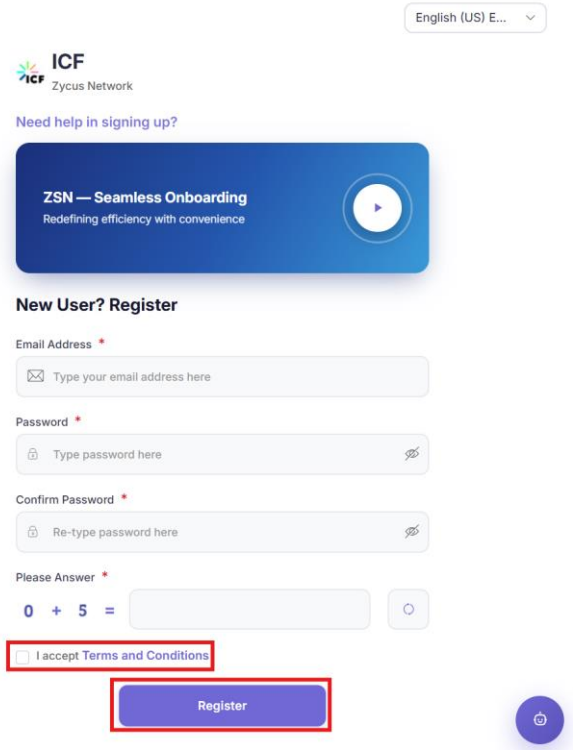
ICF Supplier Hub: Potential Supplier Registration Process

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.

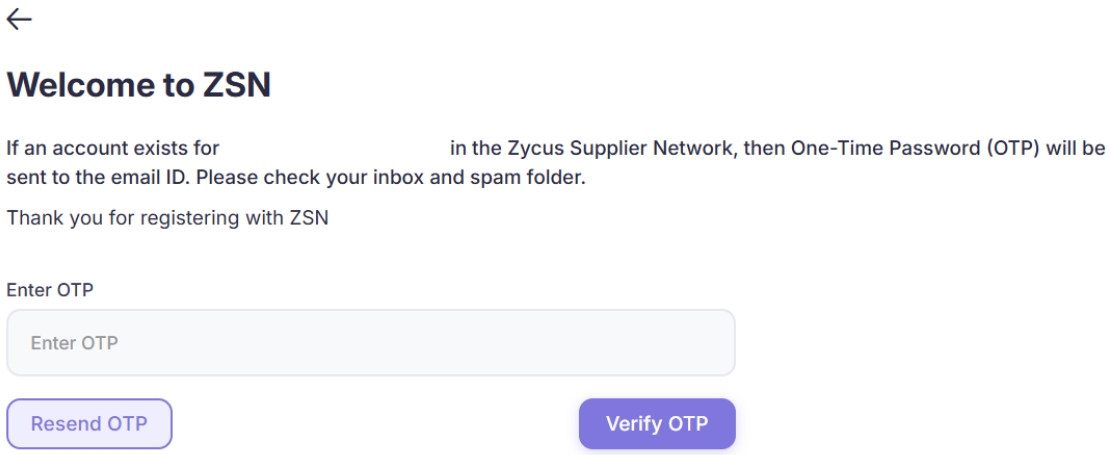
1. Please enter the following information.
    - Enter email address
    - Create password
    - Confirm password
    - Answer authentication question
    - Accept the Zycus Terms & Conditions (T&C)
    - Click **Register**

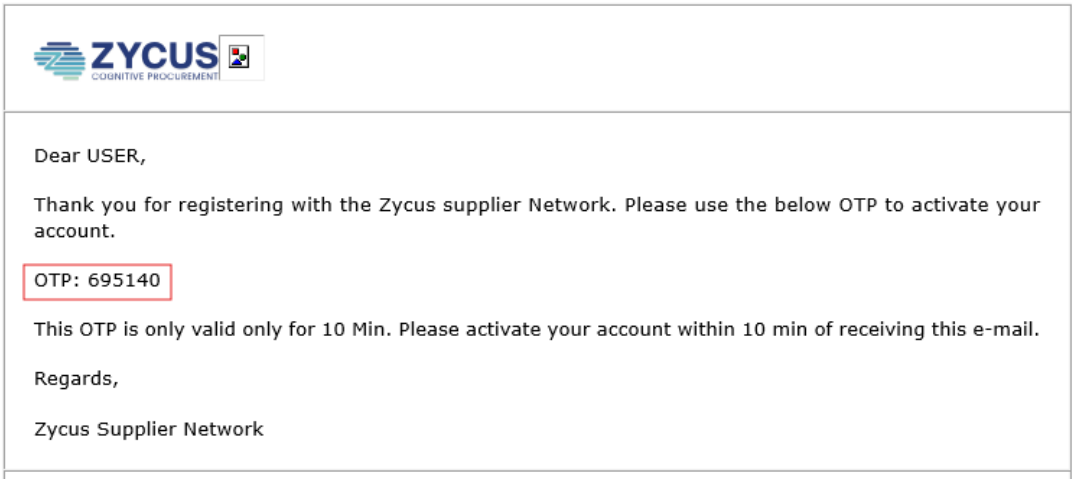


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2. A **one-time password** (OTP) will be sent to the potential supplier's registered email address. Enter the OTP in the designated field and click **Verify OTP**. The OTP is only valid for 10 minutes, after that, you will need to request a new OTP.

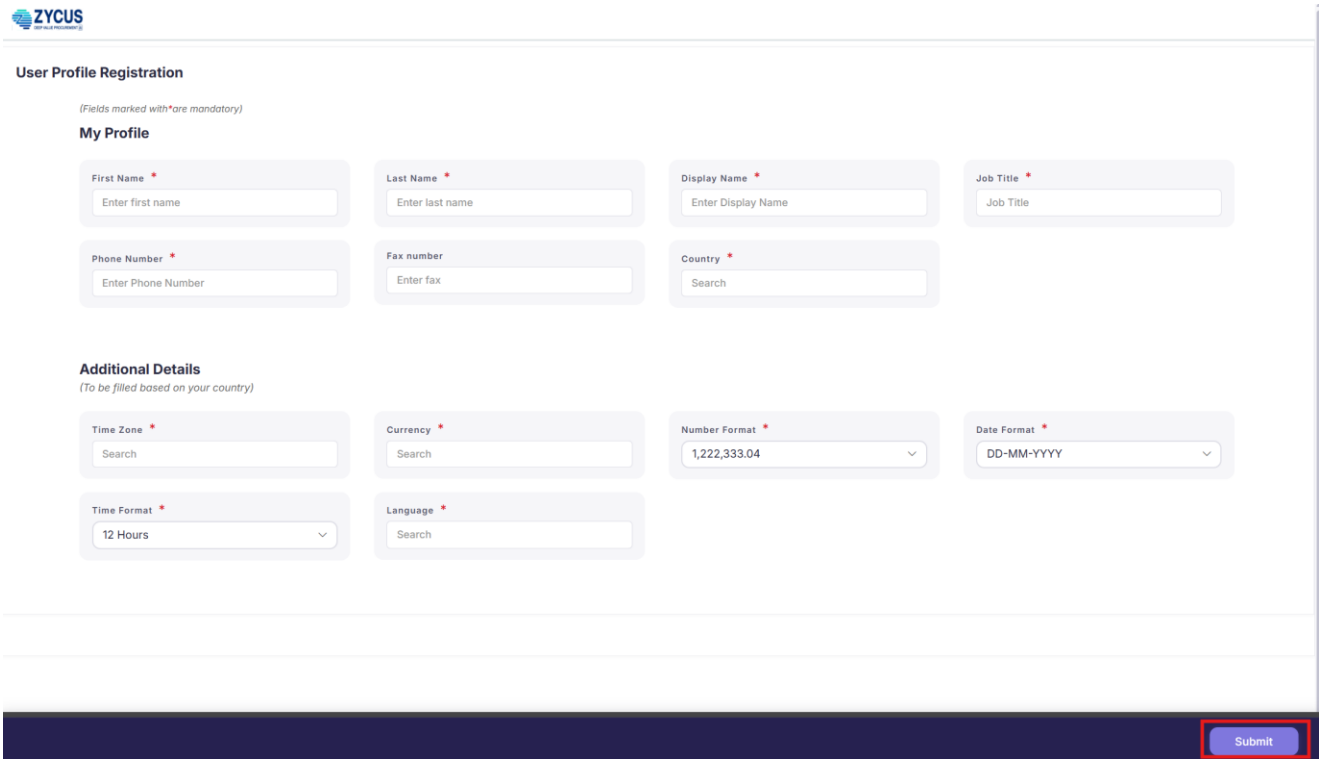
Note: The image below is included just for example purposes.



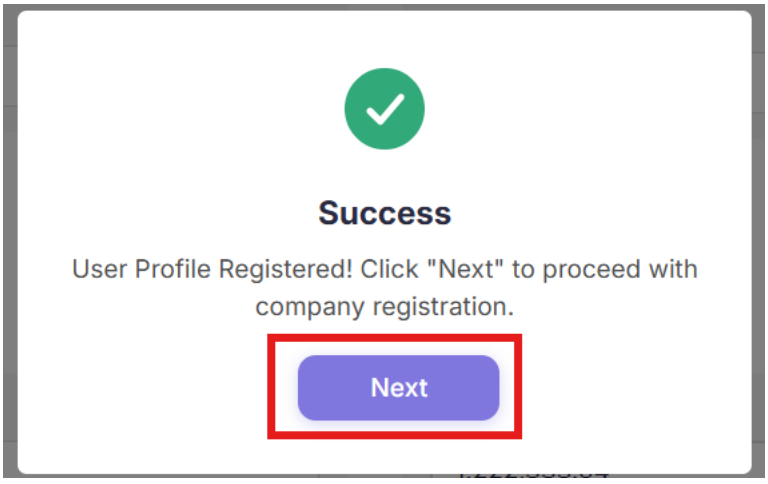


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3. Complete your **User Profile Registration** and click **Submit** at the bottom of the page. **Note:** Fields marked with an asterisk are required fields. Profile information cannot be submitted unless these fields are completed. For the **Display Name field** enter **First Name/Last Name** format. This field must be an individual's name and not a company name.

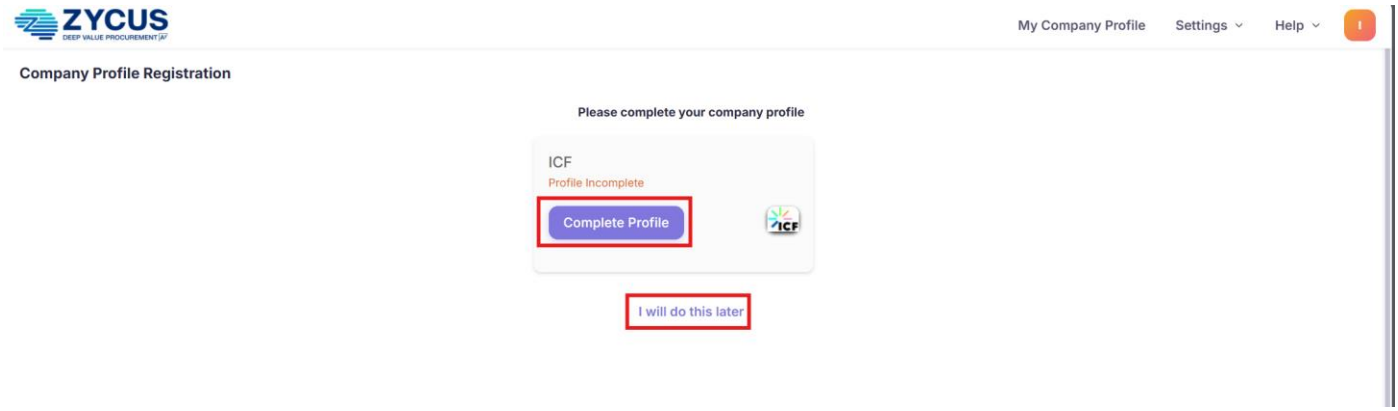


4. You will receive a **Success** pop-up box. Click **Next** to continue with company registration.

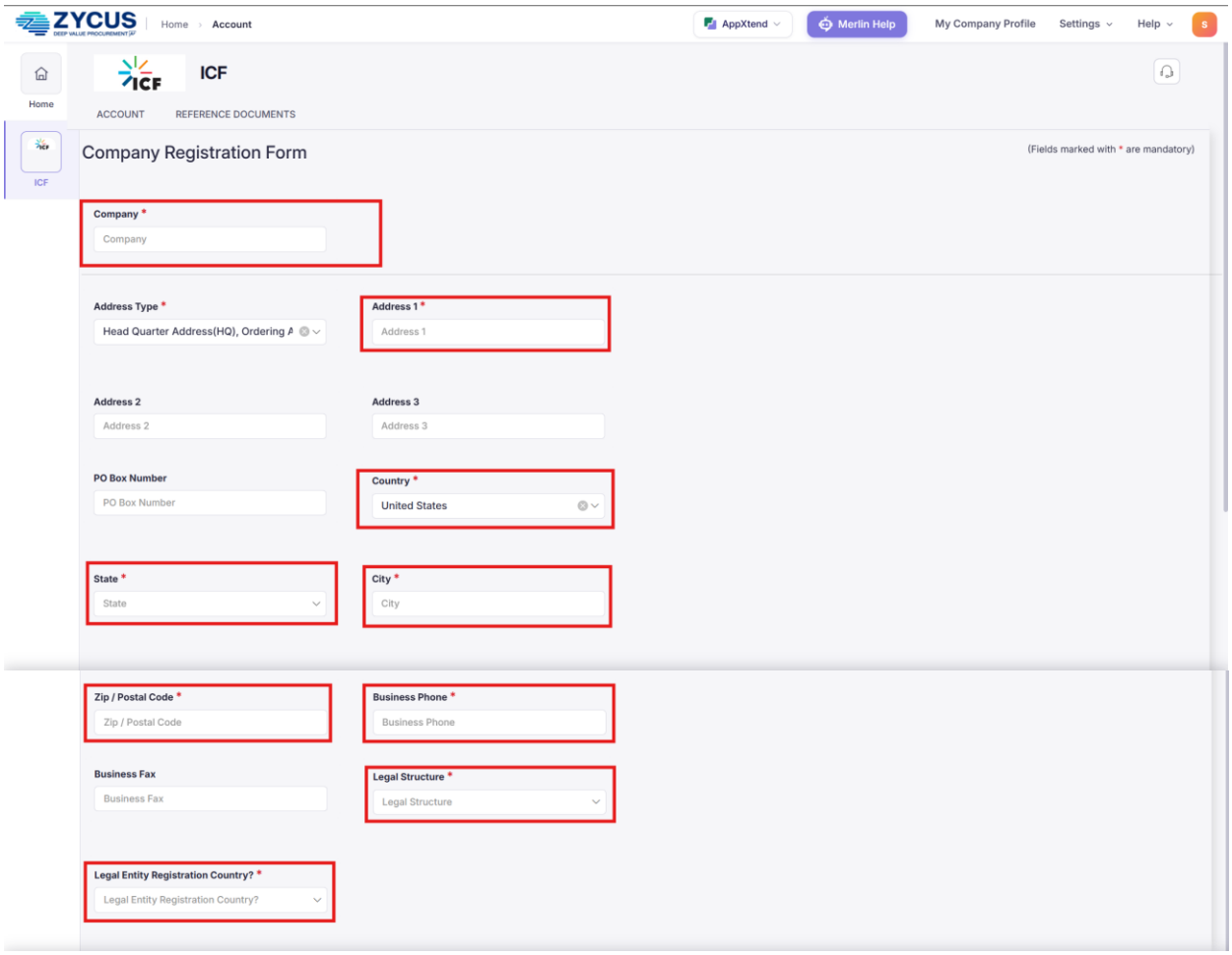


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Note: You can continue to complete your company profile or have the option to come back later to complete this step.



5. 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.

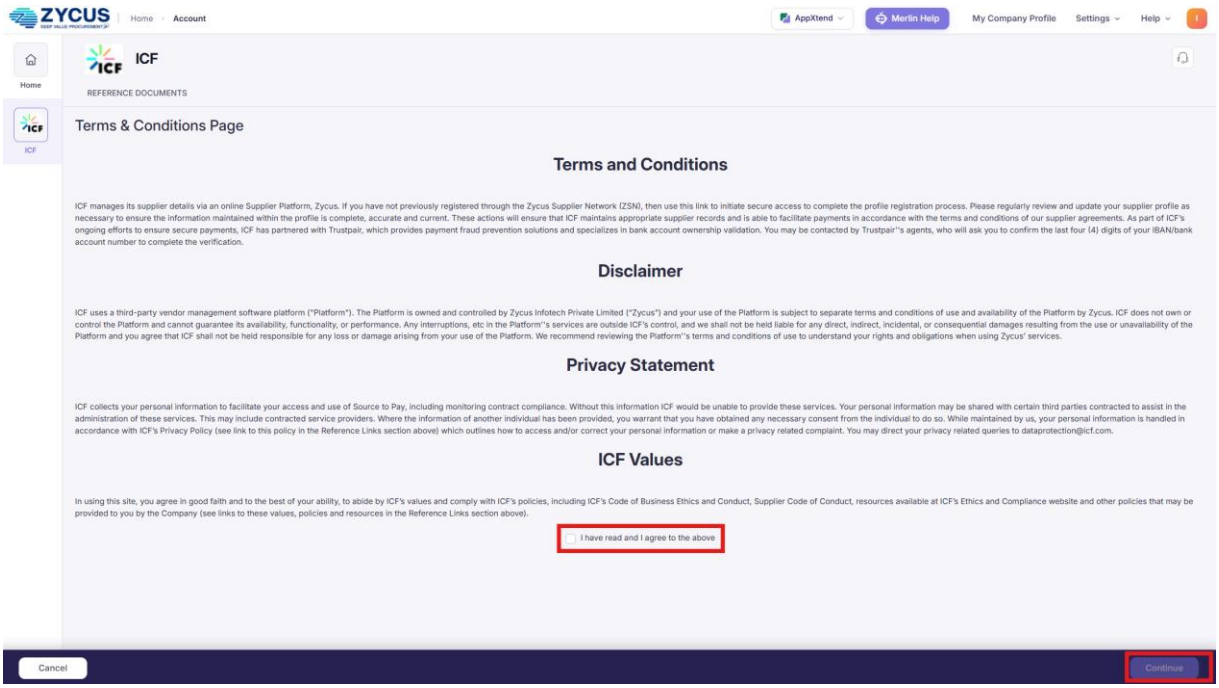


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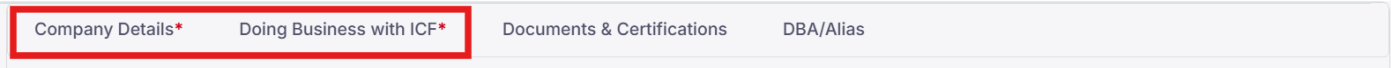
6. Once the **Company Registration Form** is completed, click **Create** in the lower left corner.



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

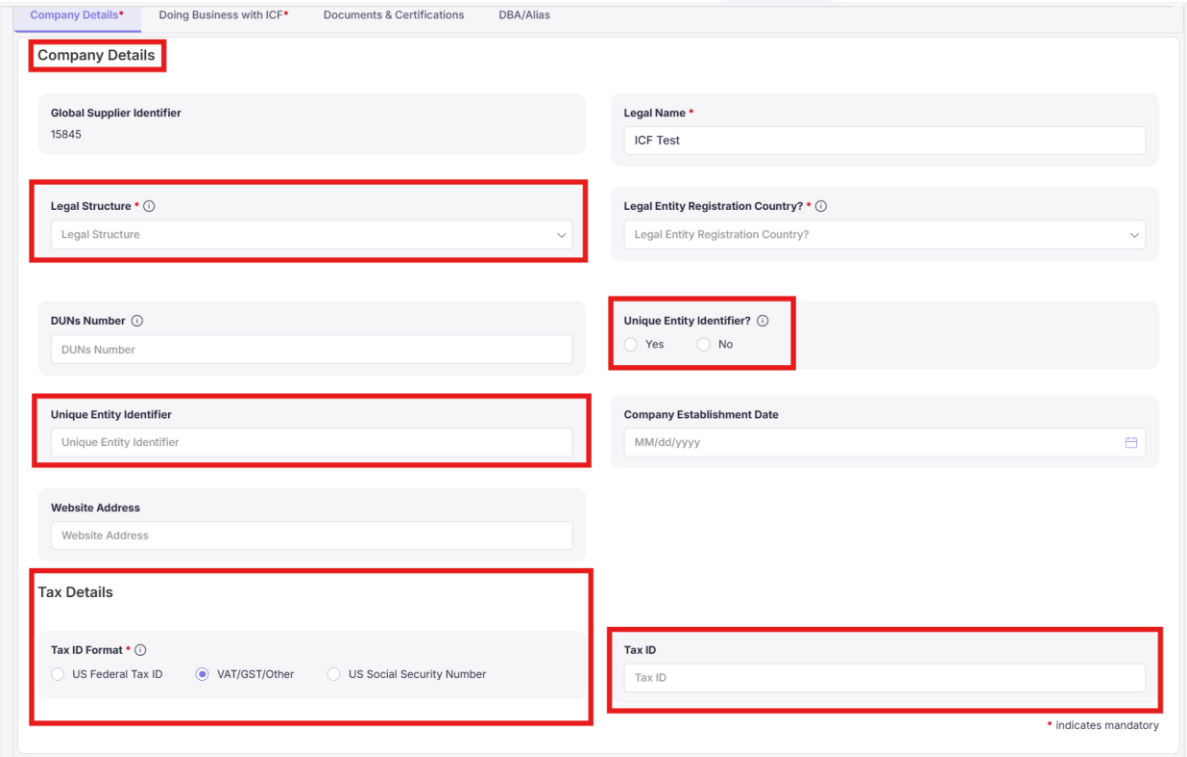


8. Complete **Company Details** and **Doing Business with ICF** (both of these sections are mandatory).

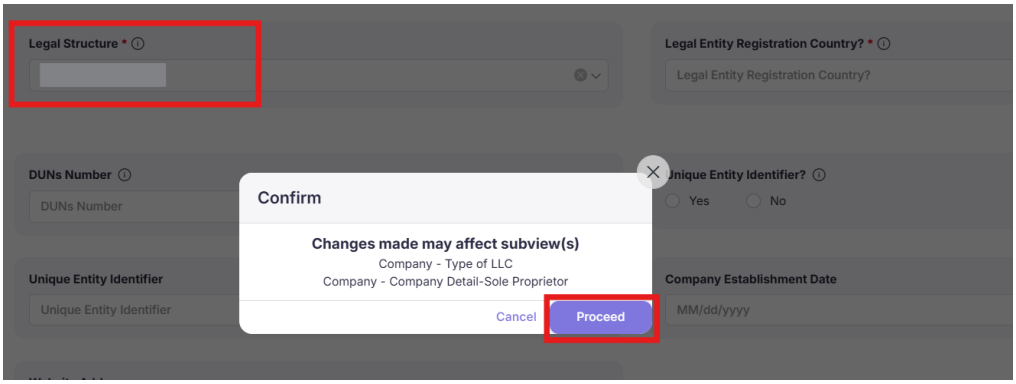


9. In **Company Details**, complete the **Legal Structure**, **Tax Details**, **Unique Entity Identifier**, and **Tax ID.**

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



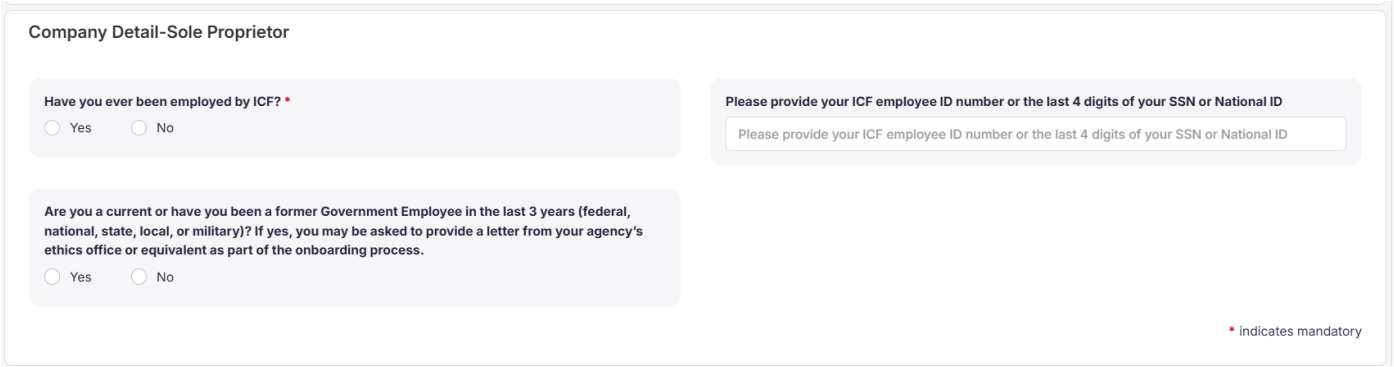
10.1 **Tax Details** are based on the Legal Structure you have identified.

- **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)

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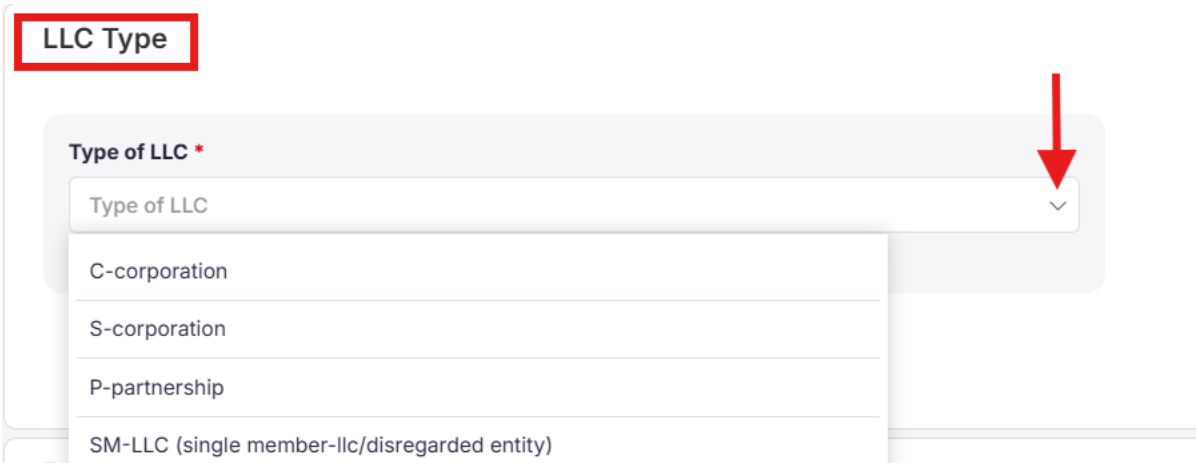
    - Joint Venture
    - Limited Liability Partnership (LLP)
    - Other (501(c)3), Religious Institution, Government Entity, etc.)
- **U.S. Social Security Number (SSN)** is required under the following:
    - Independent Consultant
    - Single Member LLC (SMLLC) - Please see W9 Instructions on page 4, second 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.)

10.2 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 "**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.

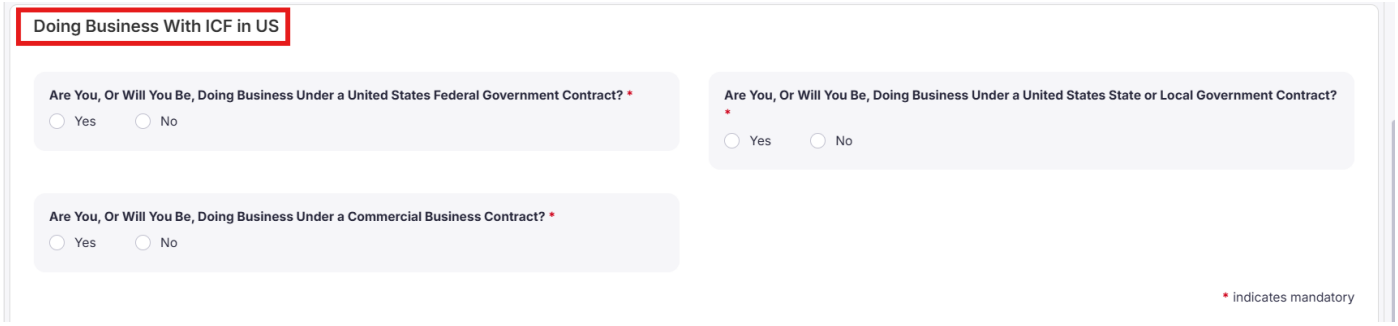


10.3 If you select **Limited Liability Company (LLC)** as your **Legal Structure**, you will need to choose the type of LLC your **Legal Structure** is classified as. **Note:** If you choose **Single Member LLC,** you are required to provide your name (first name/last name) and your as the **Legal Name** 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, second full paragraph under "Part 1" for further information.

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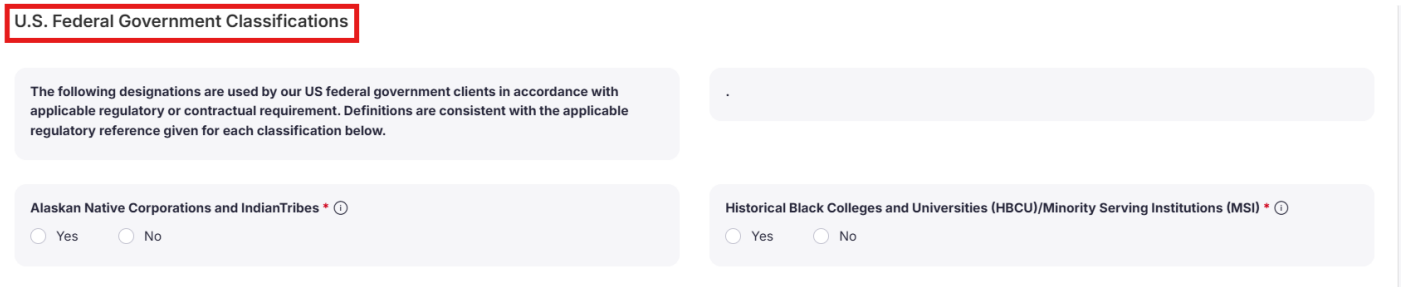
11. Complete the **Doing Business with ICF** section. This section helps identify which ICF branch suppliers will be doing work with. Based on your response, you will be asked to complete additional questions.
    - **ICF–North America** includes Canada, Greenland, Mexico, Saint Pierre and Miquelon, 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.

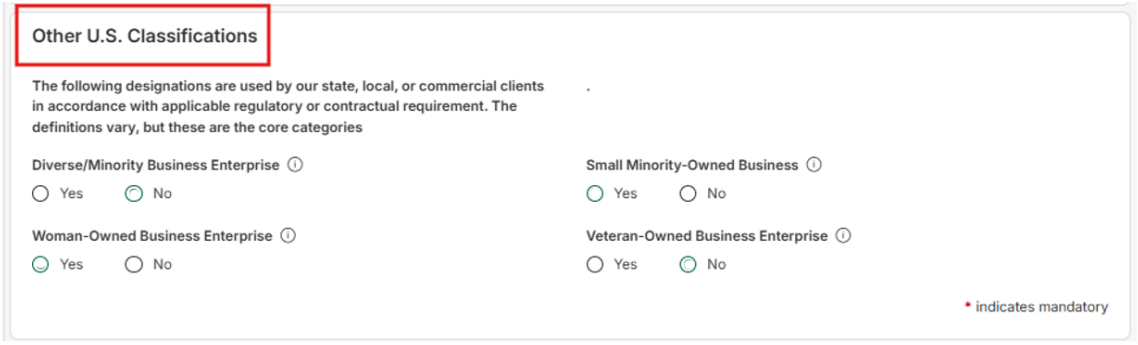


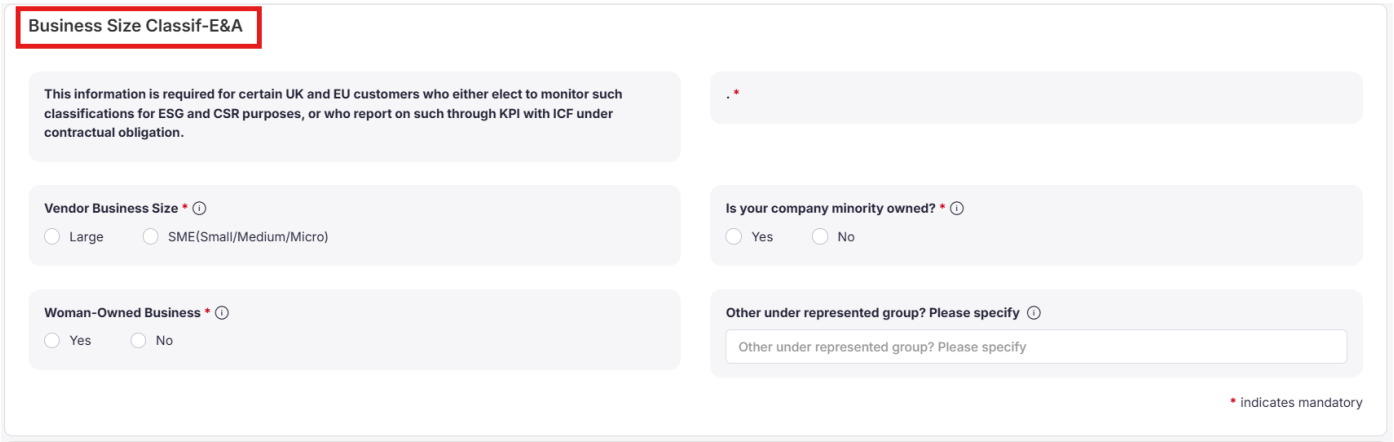
11.1 **Answer: Are you, or will you be, doing business under a United States Federal Government Contract?** If you click "Yes," complete the additional questions.

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

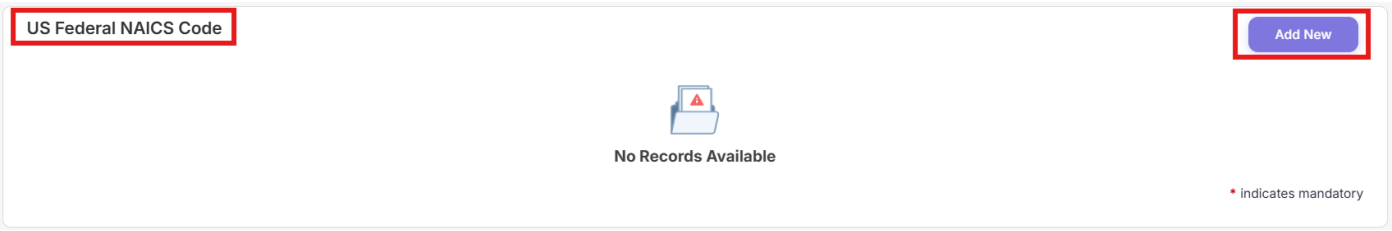
b. **Answer: Are you or will you be doing business under a United States State or Local Government Contract?** If you select "Yes," complete the additional questions.





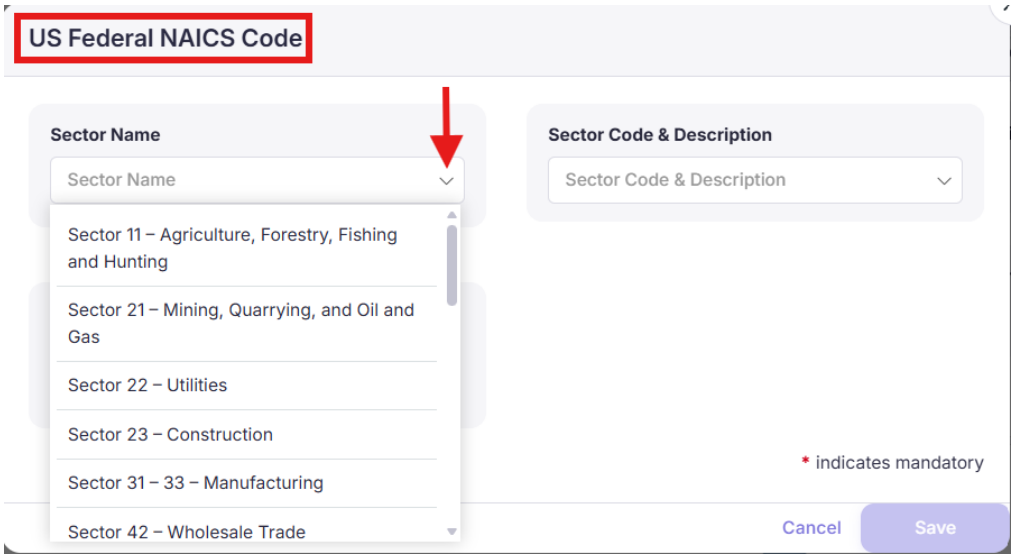


12. In the **U.S. Federal NAICS Code** section, click **Add new.**

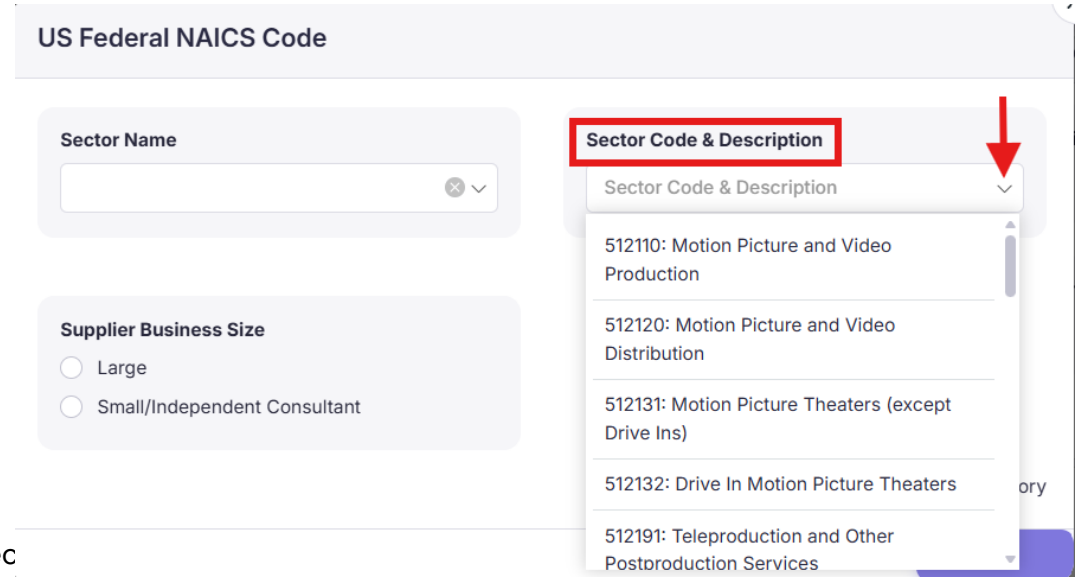


13. Select the **Sector Name** that describes your qualifications from the drop-down.

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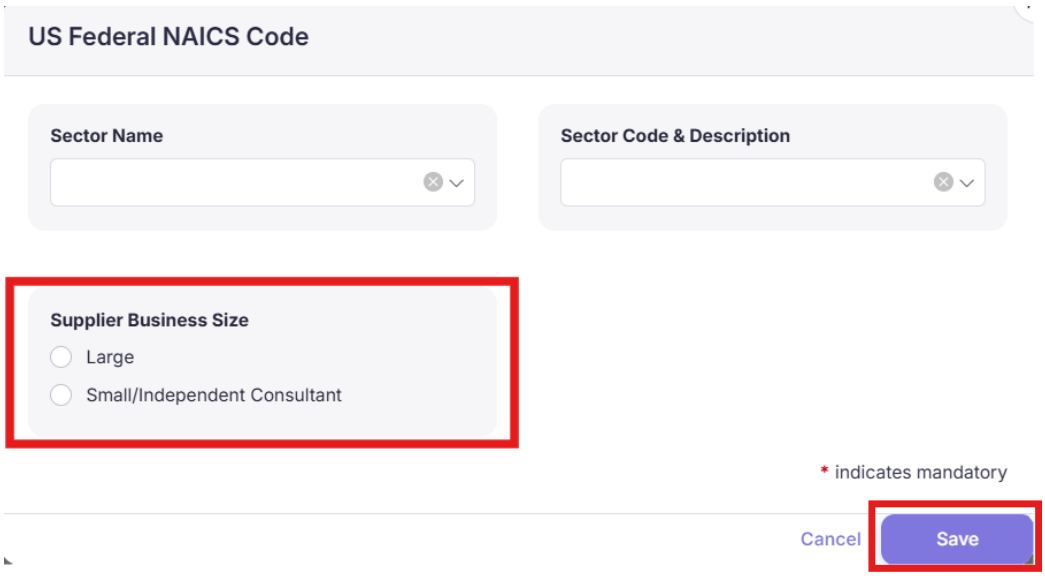


14. Select the applicable **Sector Code & Description** from the drop-down.

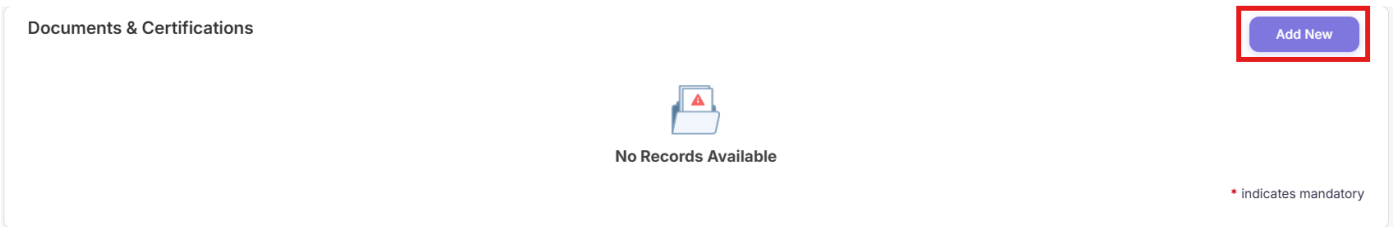


15. Selec

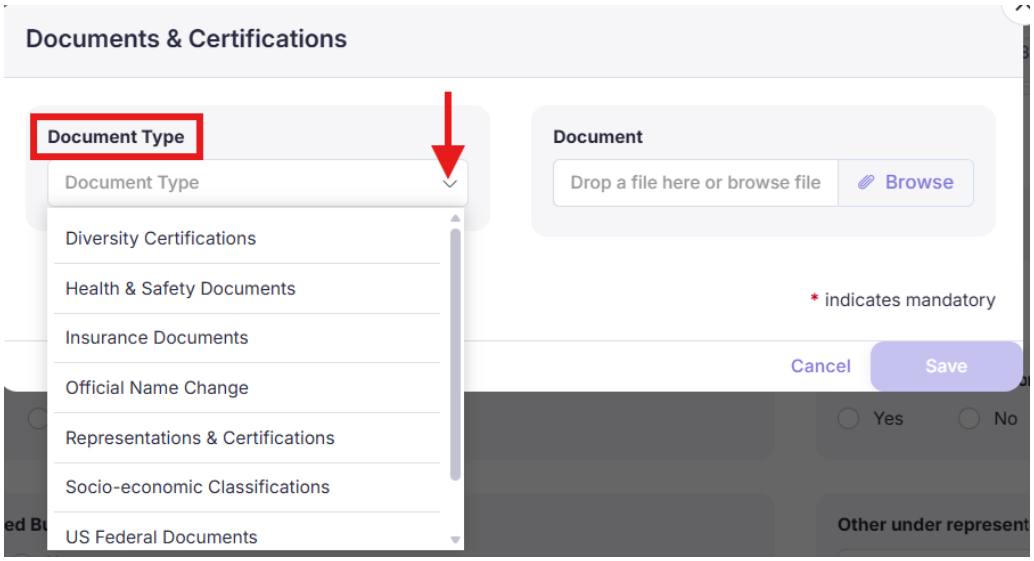
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16. The **Documents & Certifications** section allows you to add additional documentation to support yourself or organization. To add supporting documentation, click **Add New**.

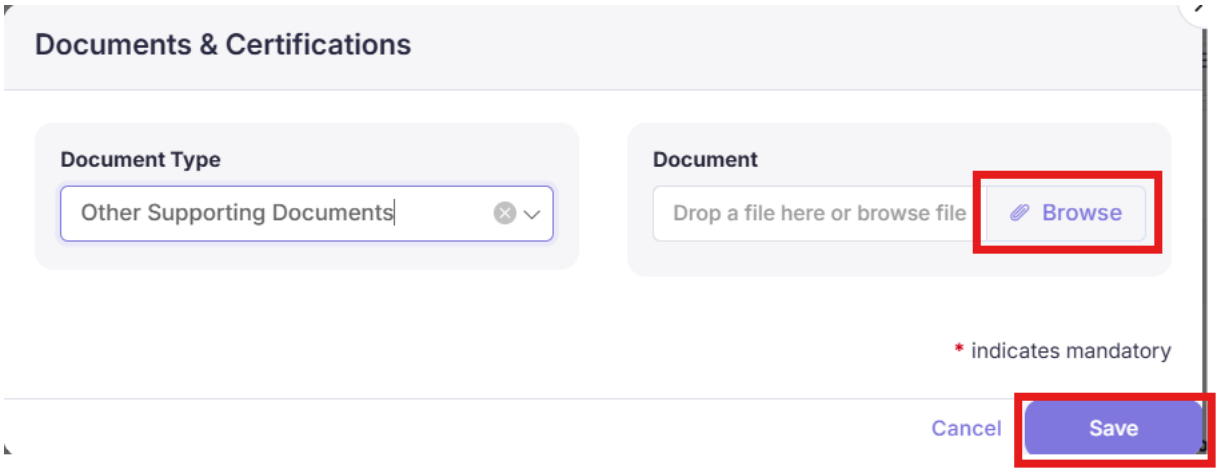


17. Select the **Document Type** you are uploading from the drop-down menu.

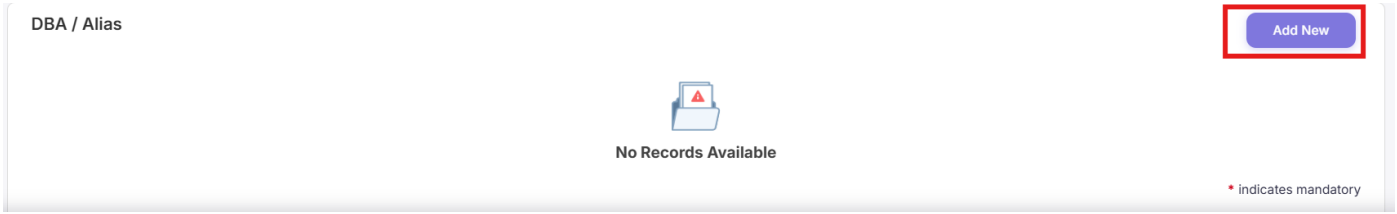


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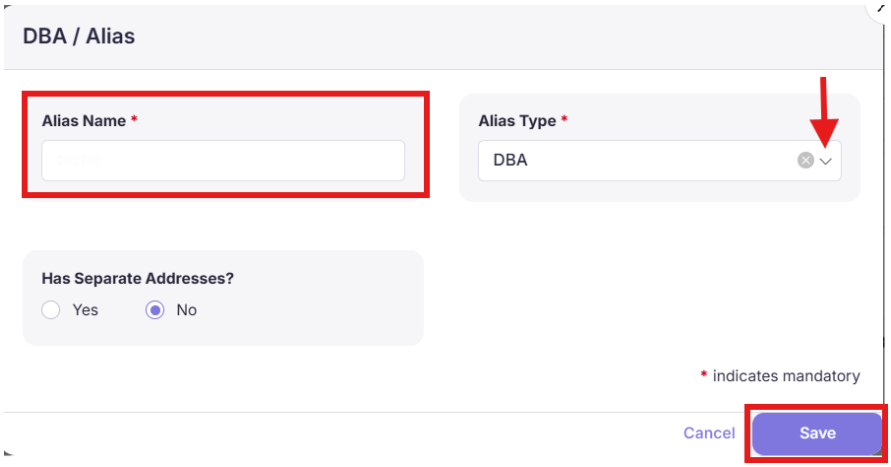
18. Click **Browse** and select the files you would like to add to your profile. Once the files are attached, click **Save**. File size may not be larger than 10 mb.



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



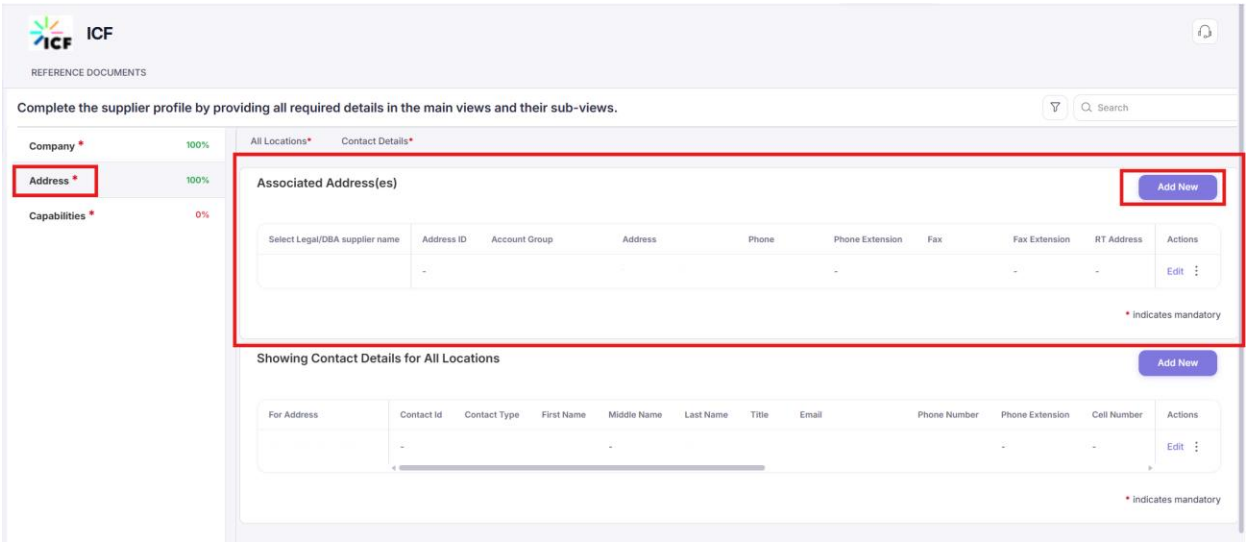
20. Enter the **Alias Name**.
    a. Select **Alias Type** from the **drop-down.**
    b. Select if the DBA / Alias **Has Separate Addresses**. Click **Save.**



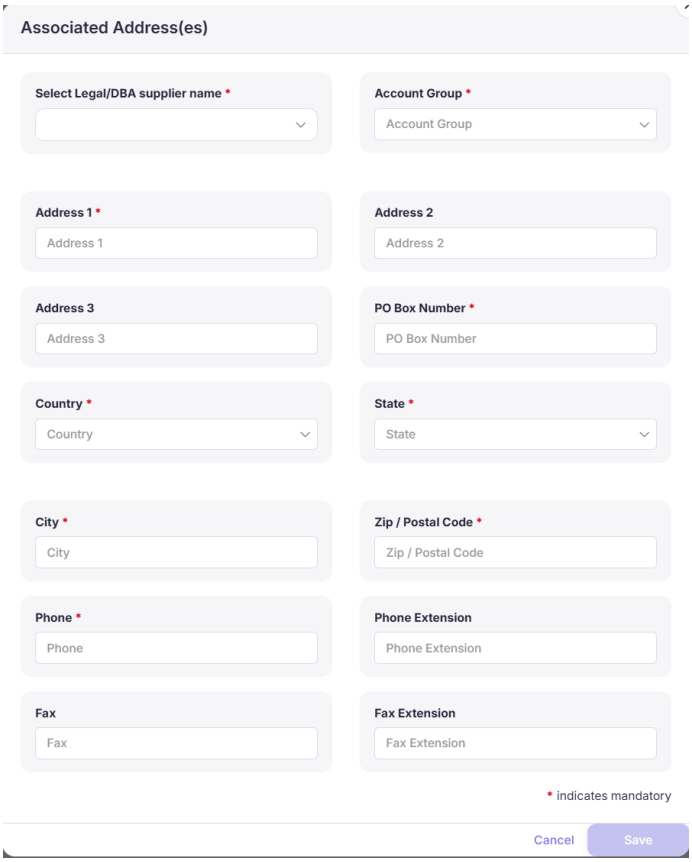
    c. Repeat for each **DBA/ Alias** you or the entity uses.

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

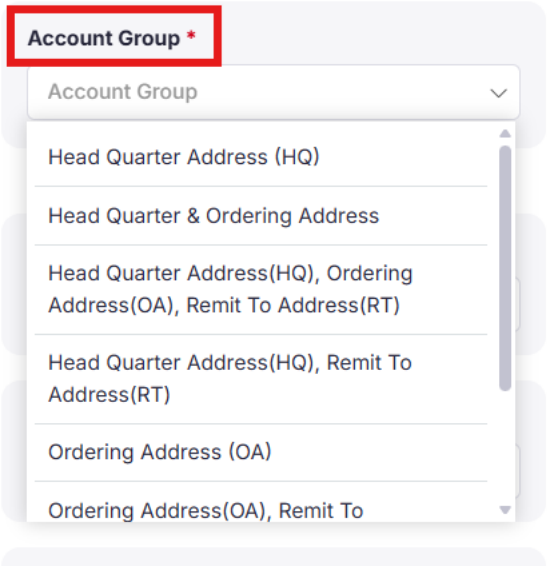


22. Complete the fields with the red asterisk (*). **Note:** If you are entering a **PO Box Number**, enter the number without spaces. Select the applicable **Legal/DBA supplier name** via the drop-down.

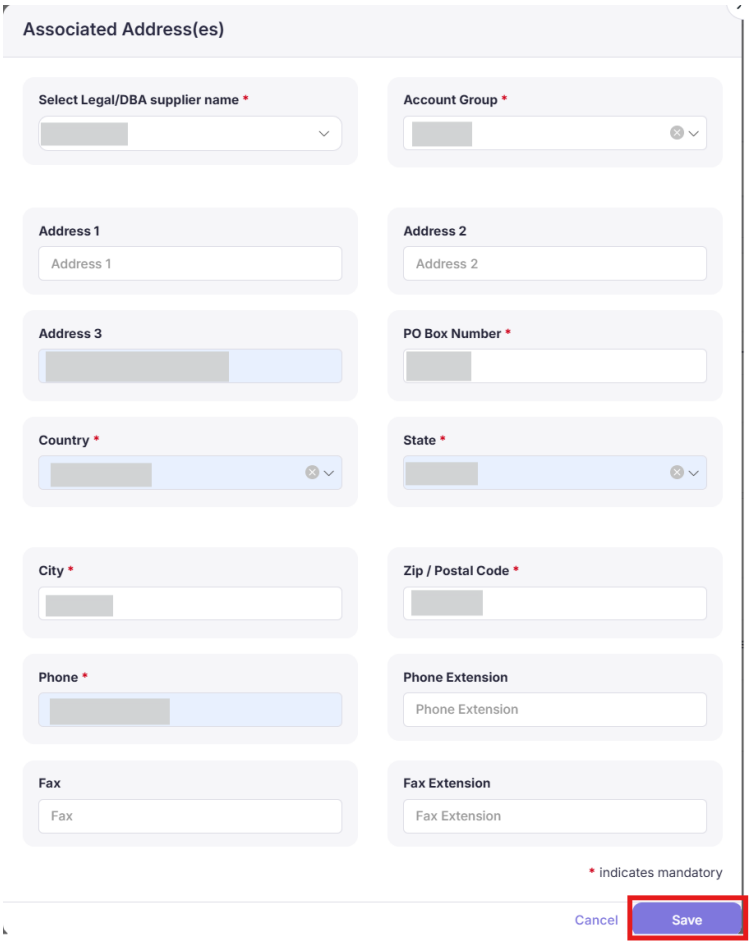


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23. Under **Account Group**, identify the type of address you are adding from the drop-down menu.

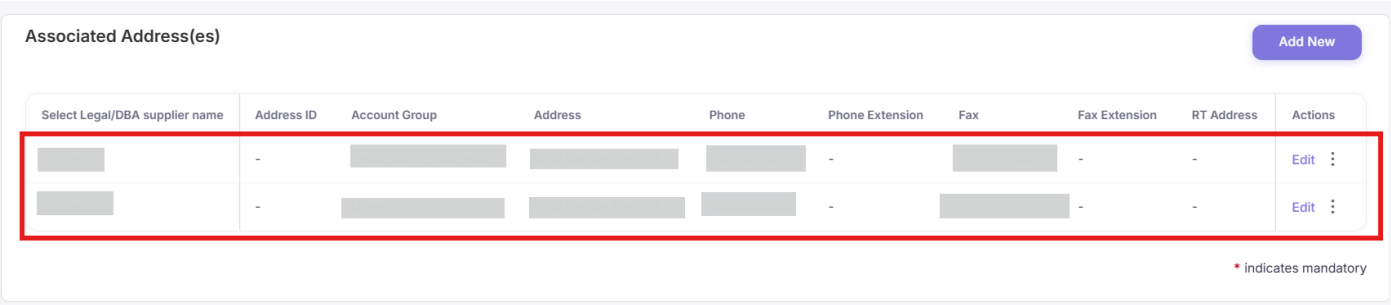


24. Click **Save**.

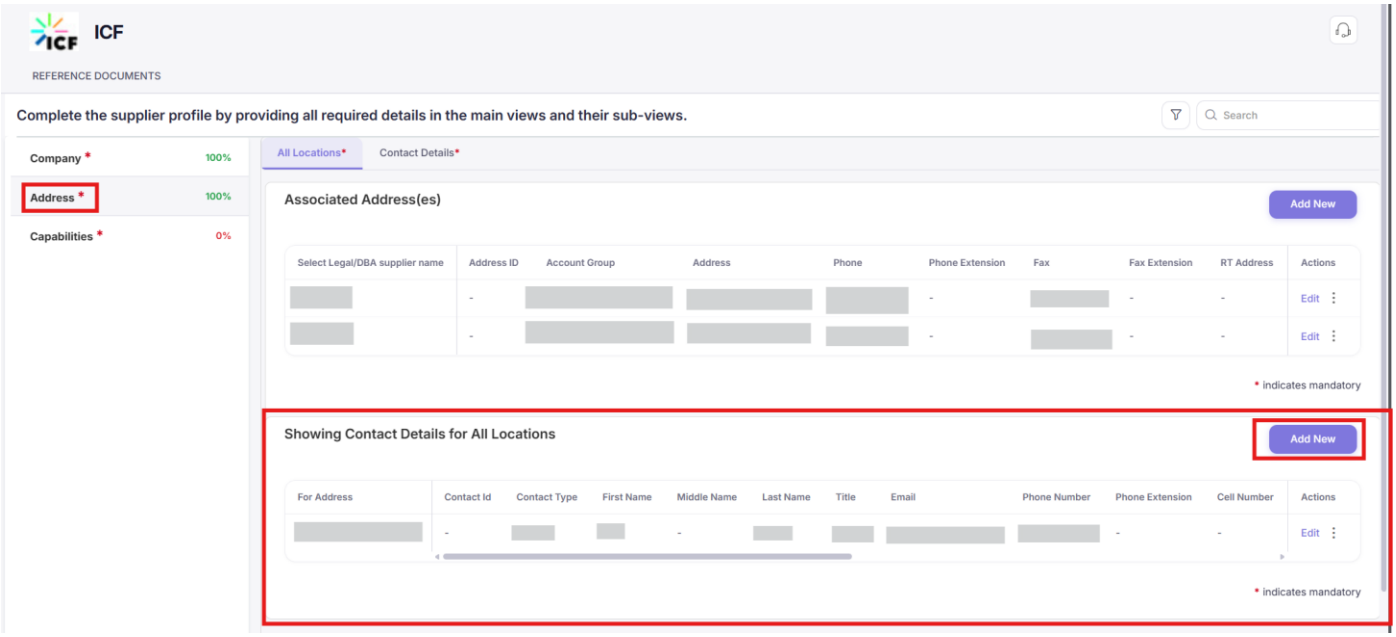


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25. View the **Associated Address(es).**

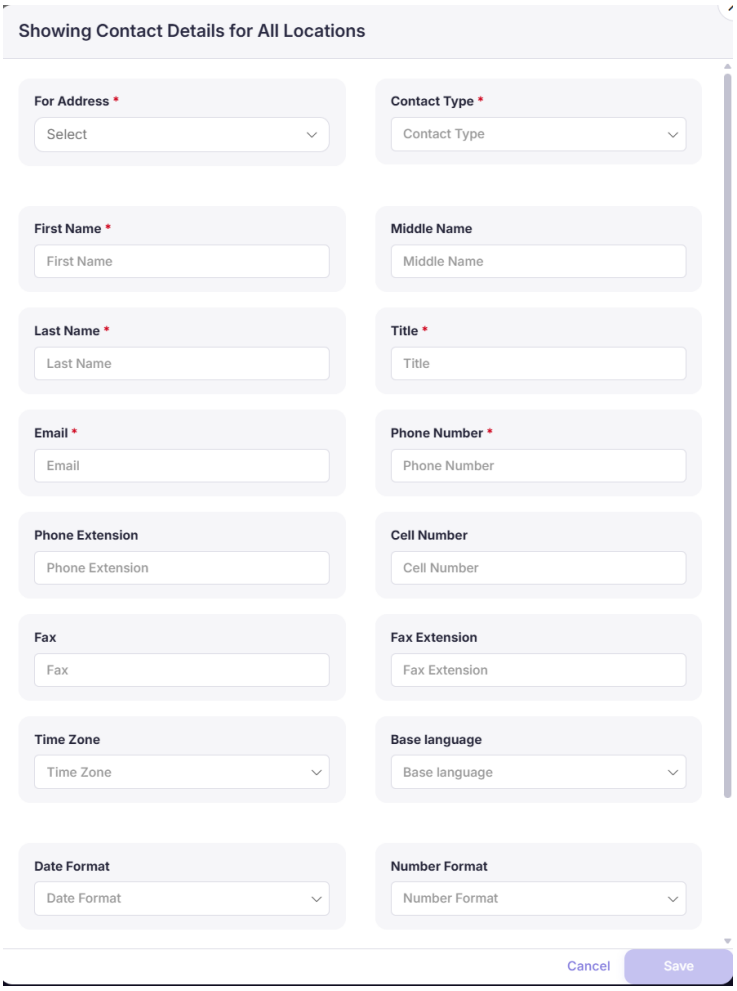


26. In the **Showing Contact Details for All Locations** section, click **Add New.**



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

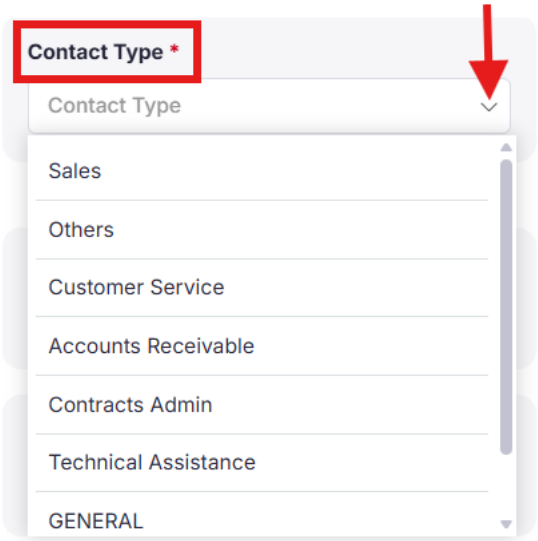


28. Select the **For Address** associated with the contact from the drop-down.

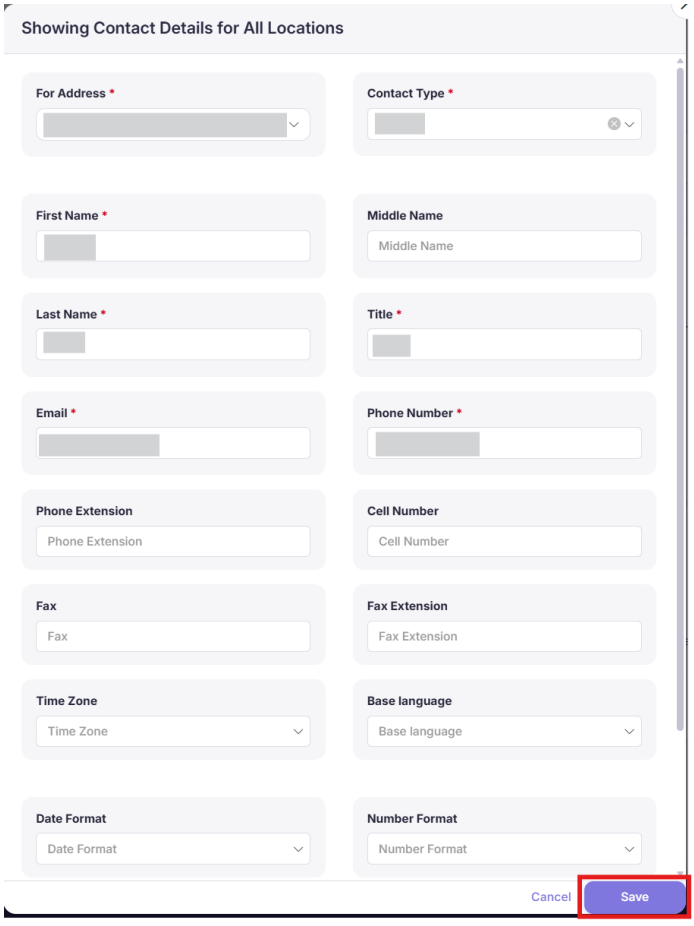


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29. Select the **Contact Type** from the drop-down.

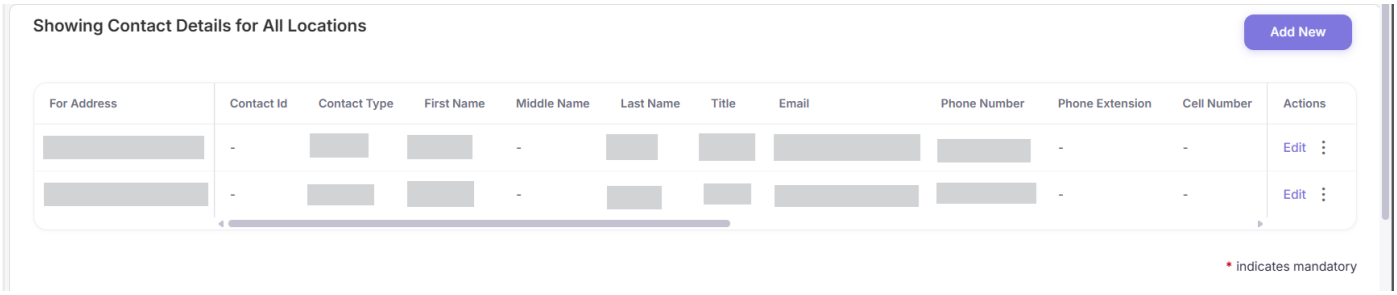


30. Click **Save**.

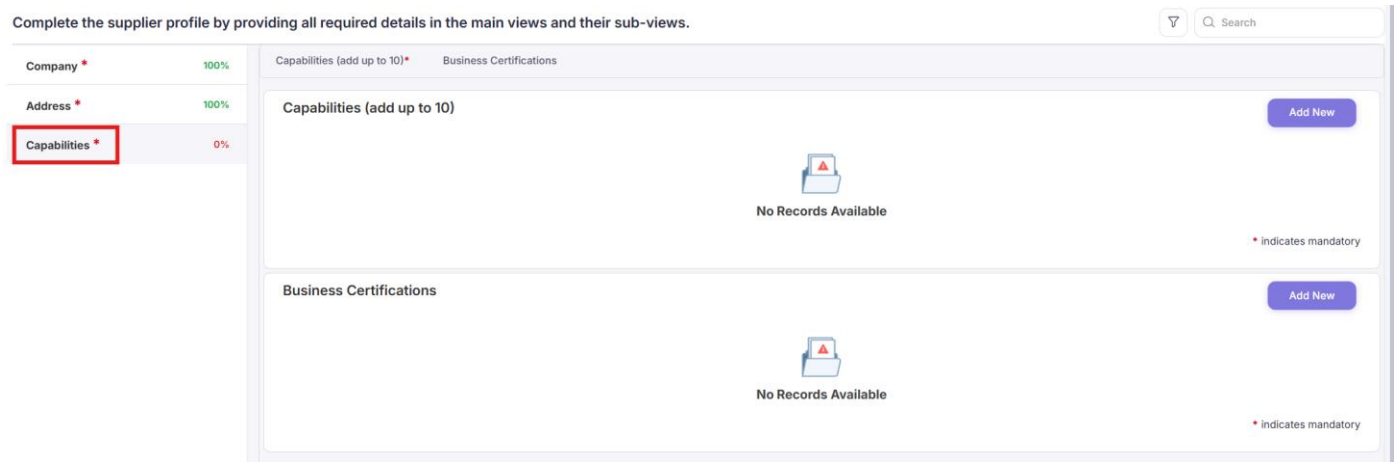


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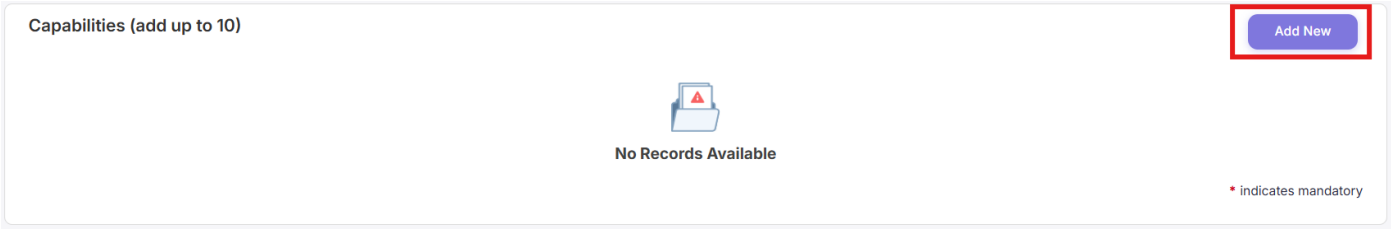
31. **View** new contact.



32. 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.



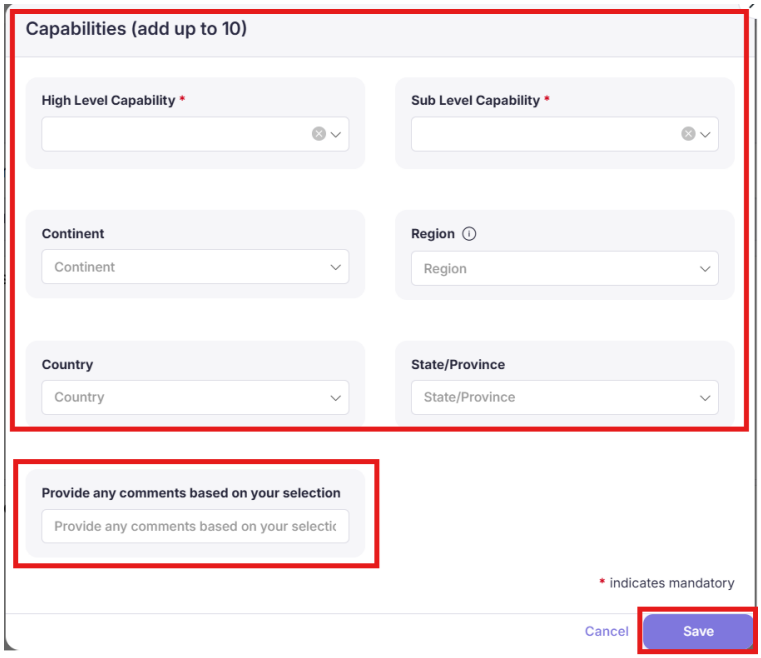
33. Click **Add New**.



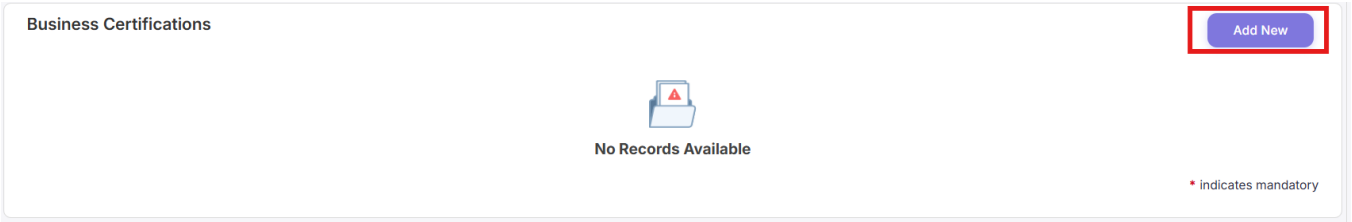
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34. Add up to 10 capabilities using the drop-down menus. Click **Save**.

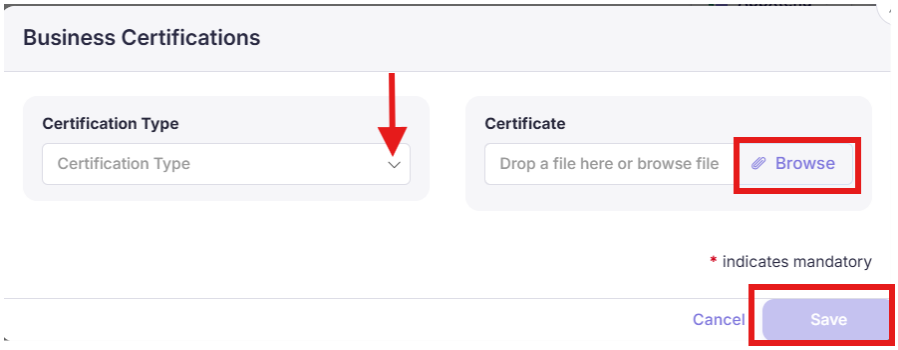
Note: The **Provide any comments based on your selection** field may be completed, but is not mandatory.



35. Under the **Business Certifications** section, click **Add New**. **Note:** The **Business Certifications** field is not mandatory to complete.



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

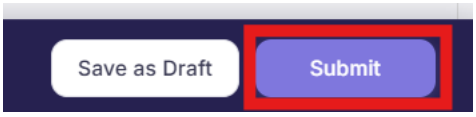


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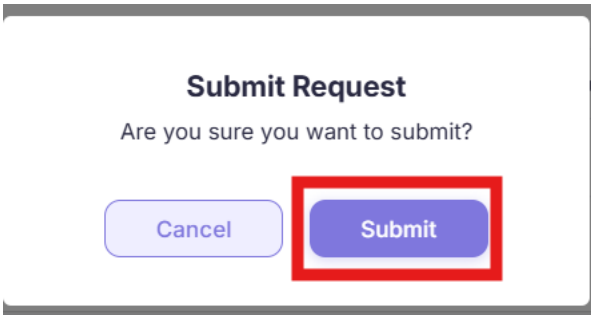
a. **Note:** If you need to come back to complete the registration or add more information, click **Save as Draft**.



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



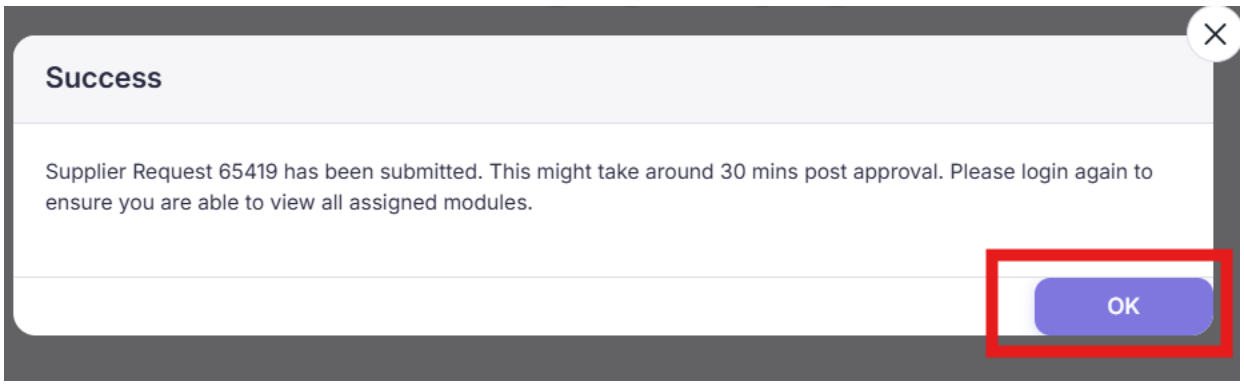
38. A pop-up box will appear. Click **Submit** again.



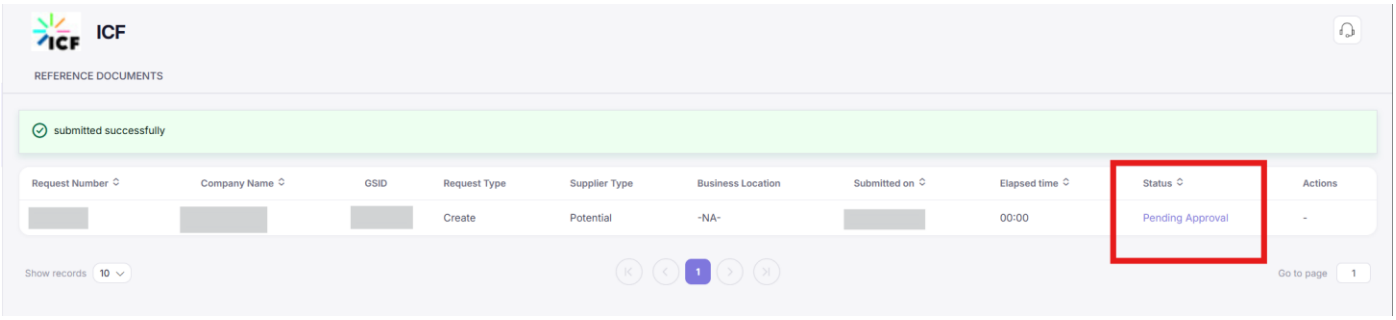
a. **Note:** If there are errors, an **Errors/Warnings** message will appear at the top of the page. This message will list all items which require updating before the request can be resubmitted. Error message(s) will still appear after corrections are made and will disappear after clicking the **Submit** button.

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

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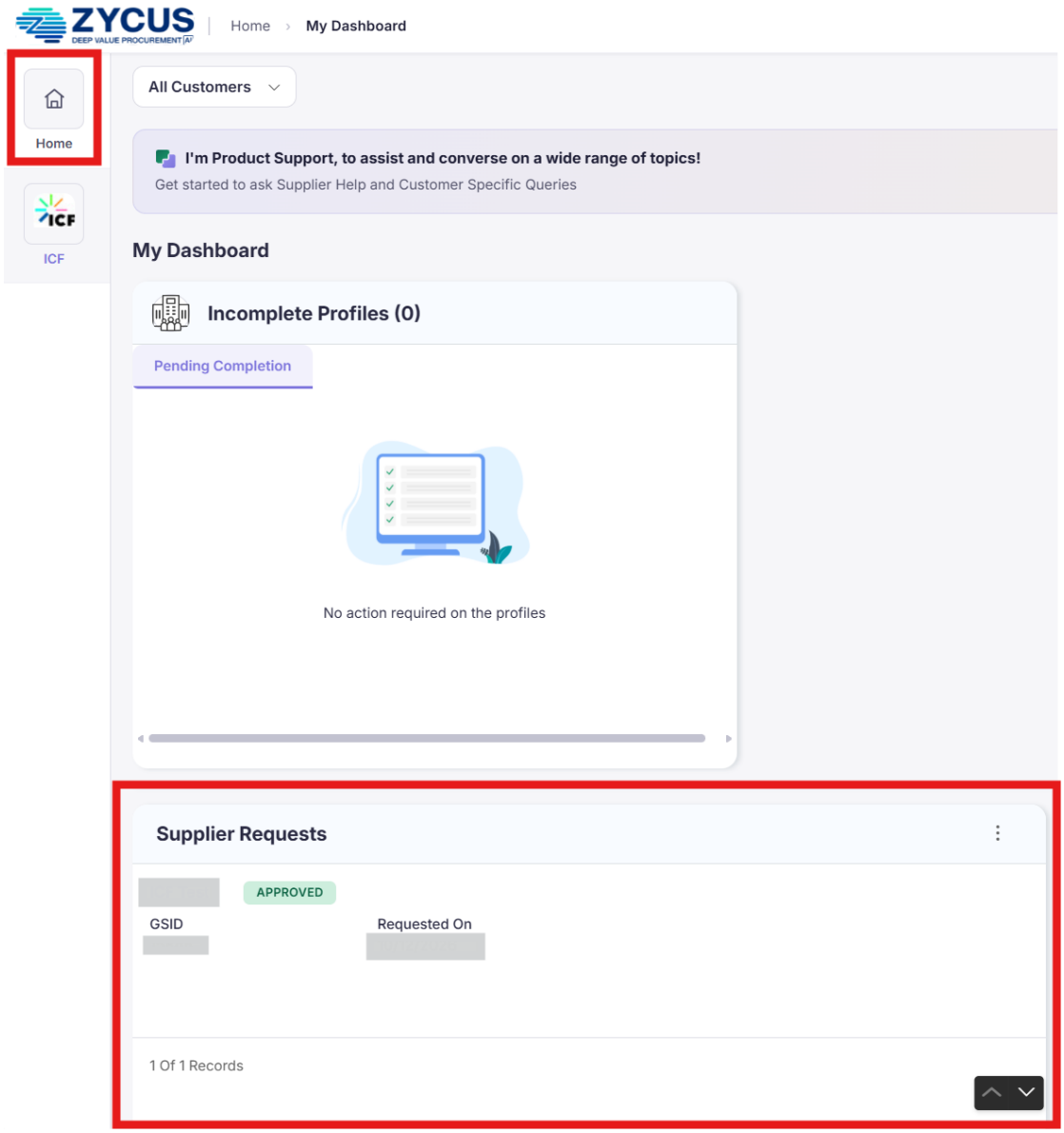


40. **View** your request and its status.



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



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