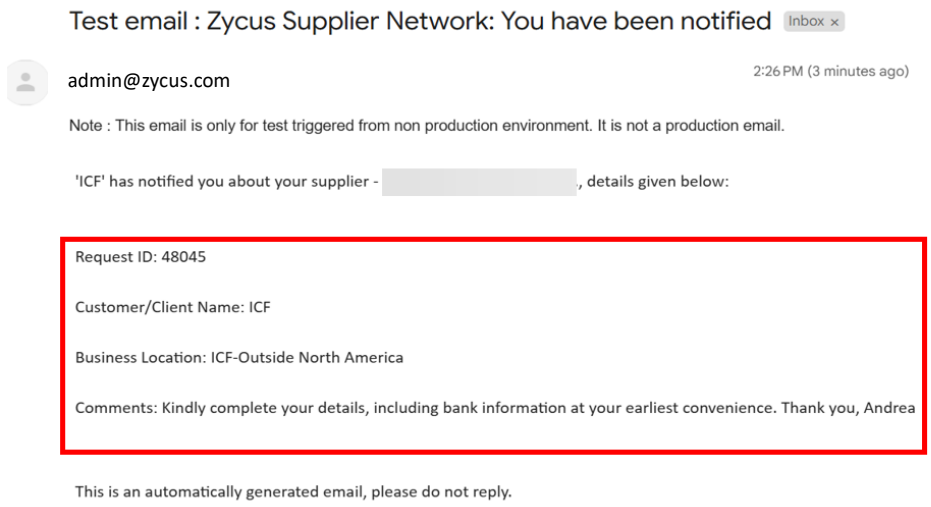
ICF Supplier Hub: Potential to Operational Supplier Onboarding (North America)

Purpose: This document outlines the process for a Potential Supplier to complete their onboarding to become an Operational Supplier via the Zycus Supplier Network (ZSN) also known as the ICF Supplier Hub.

1. You will receive an email notification from the ZSN (admin@zycus.com) prompting you to complete additional profile details. Review the email for instructions and ensure you have access to the necessary information.



Test email : Zycus Supplier Network: You have been notified Inbox ×

admin@zycus.com 2:26 PM (3 minutes ago)

Note : This email is only for test triggered from non production environment. It is not a production email.

'ICF' has notified you about your supplier - , details given below:

Request ID: 48045

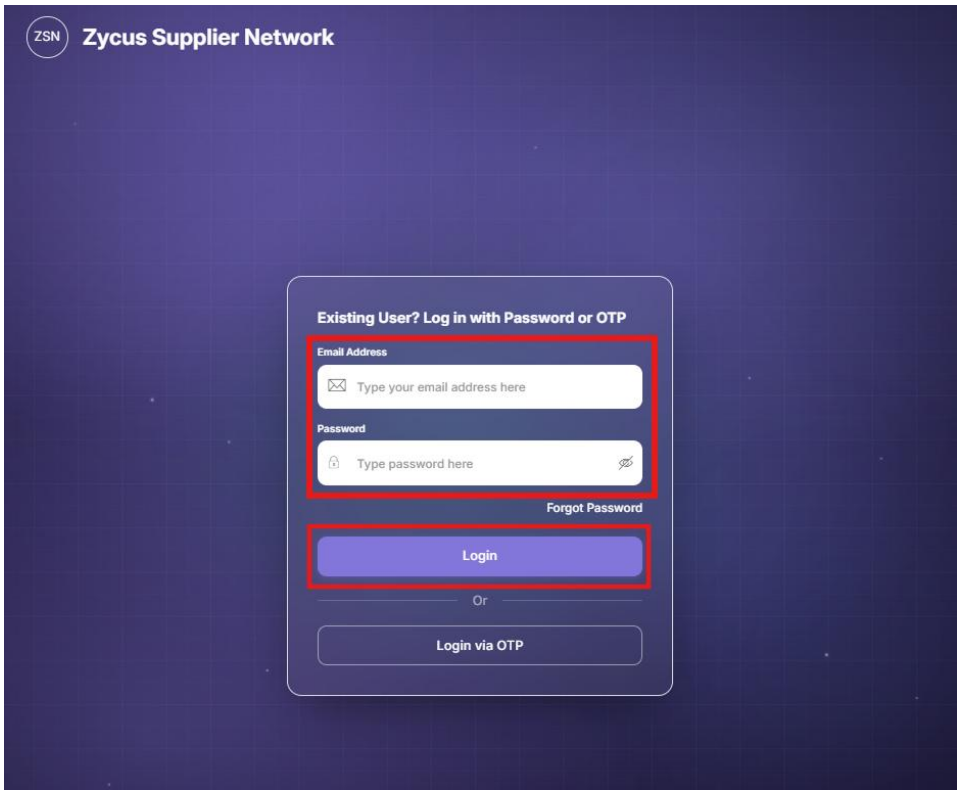
Customer/Client Name: ICF

Business Location: ICF-Outside North America

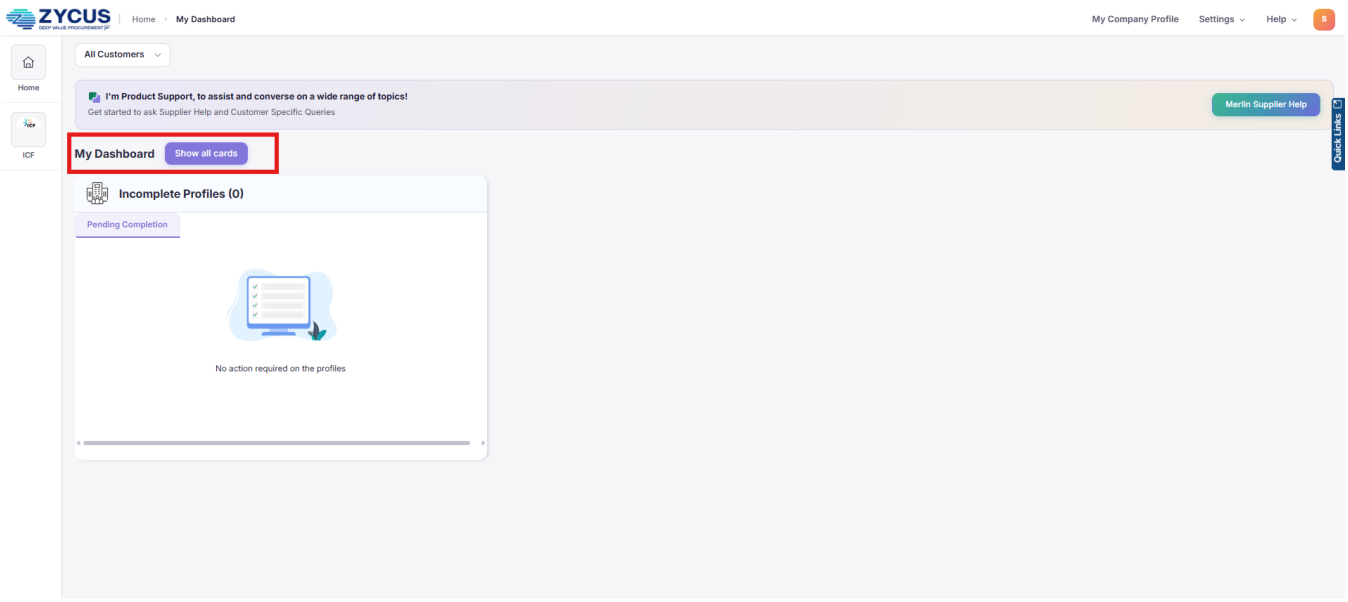
Comments: Kindly complete your details, including bank information at your earliest convenience. Thank you, Andrea

This is an automatically generated email, please do not reply.

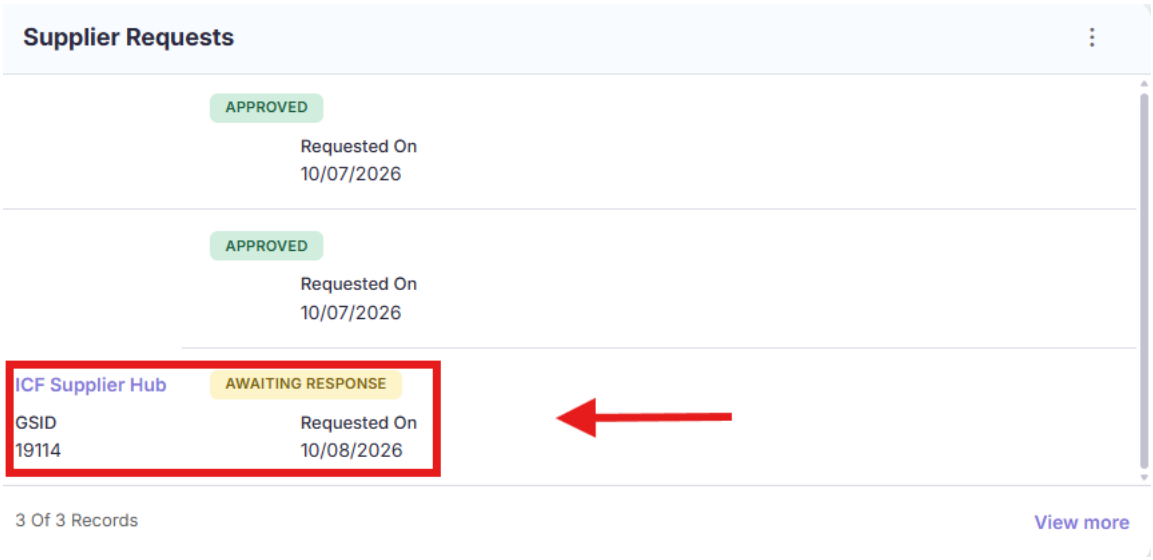
2. Open your web browser and navigate to the ZSN https://dewdrops.zycus.com/zsp/guest/genericRegister/ICF225. Enter your credentials and click **Login**.



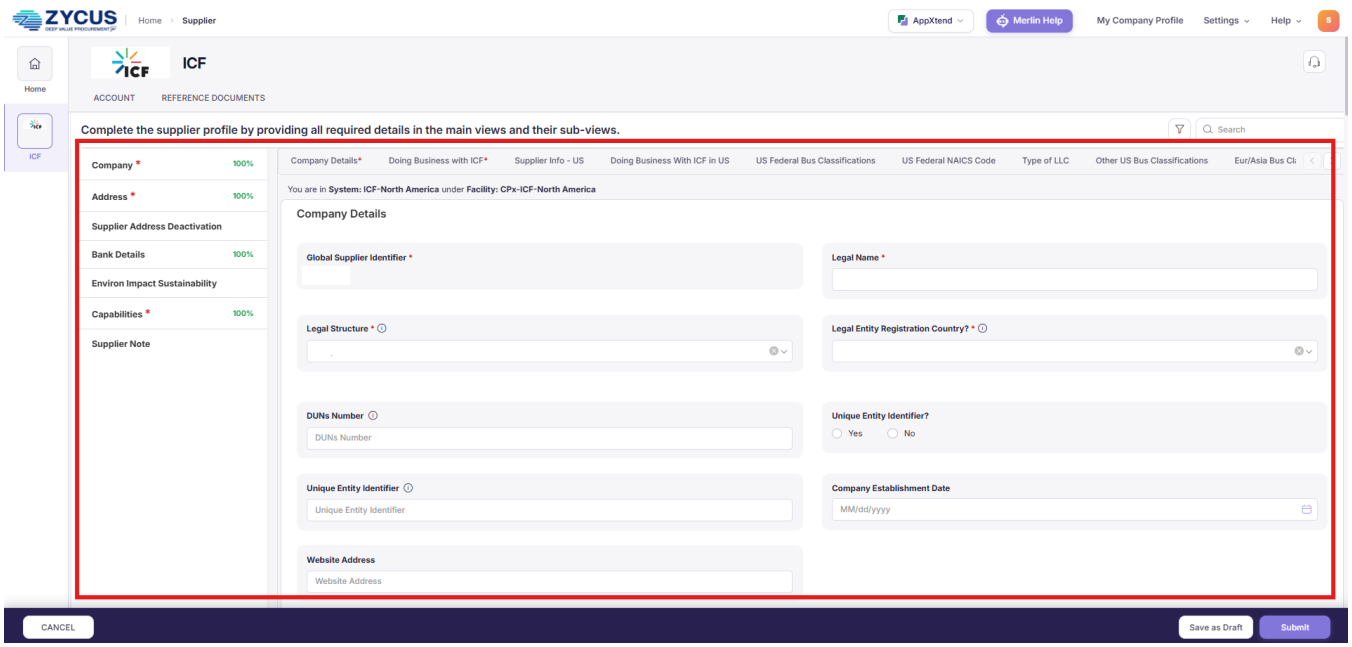
3. After logging in, the following screen will appear. Click **Show all cards** which will open all requests.



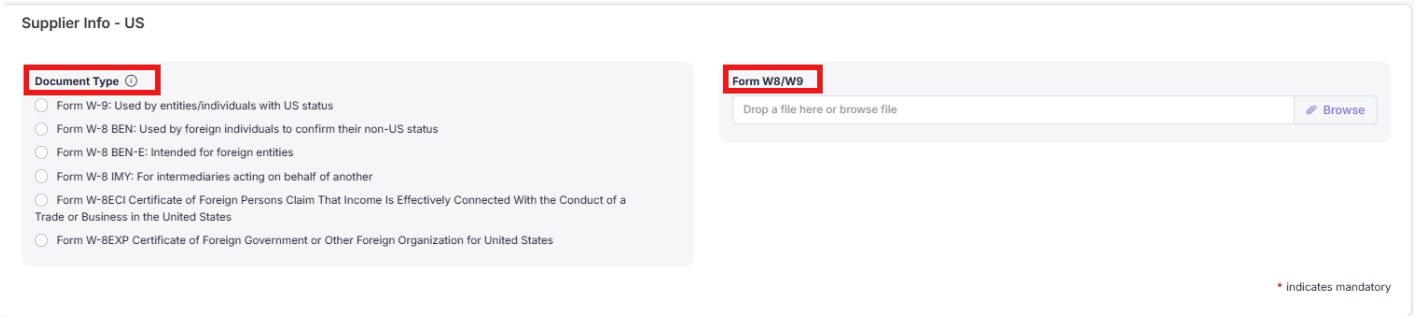
4. You will be directed to the **Supplier Requests** card on your dashboard. Scroll to the bottom to find the relevant **Supplier Name** where the status is marked as **AWAITING RESPONSE** and click to proceed.



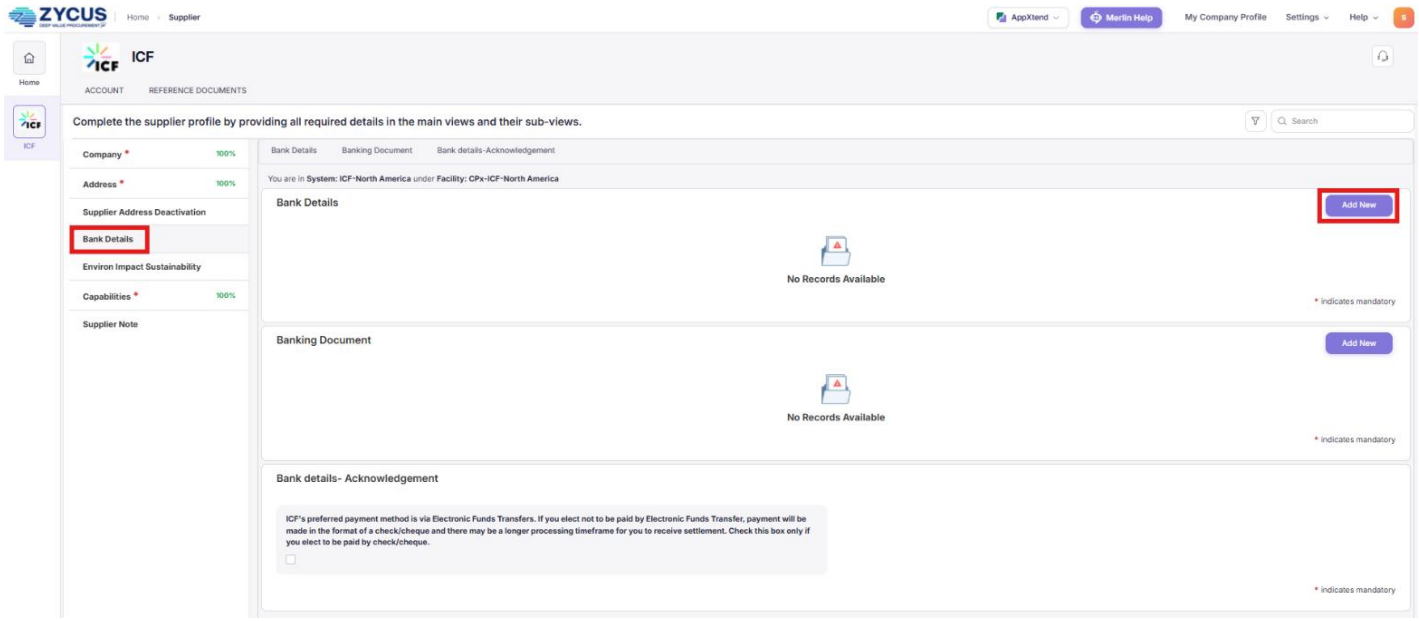
5. Address the information outlined in the ZSN email received and ensure that all required or missing information is updated or completed. Mandatory information is indicated with a red asterisk.



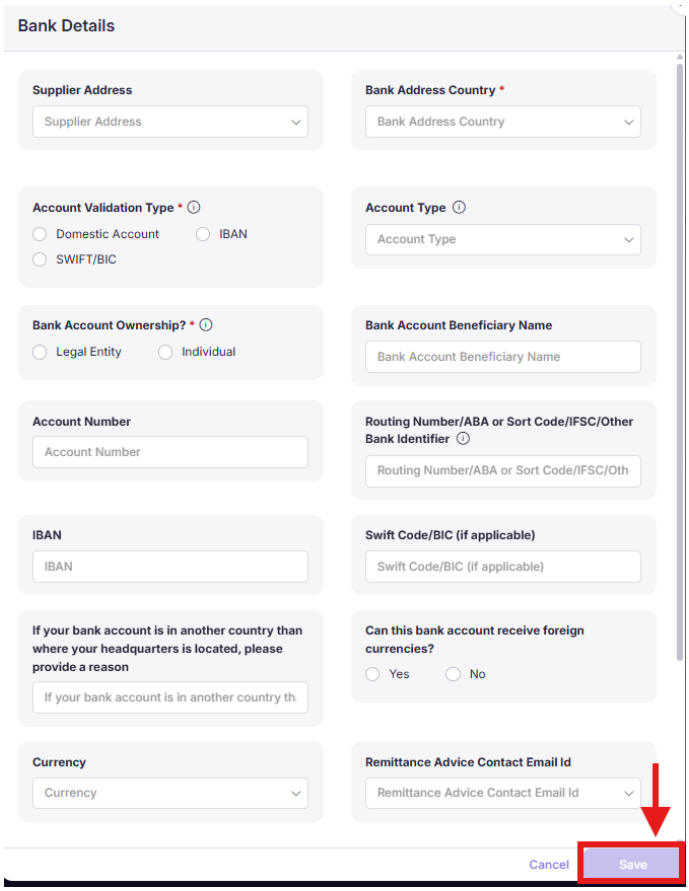
6. Click **Supplier Info – U.S.** section in the top bar, select the appropriate document type, and upload the required document. The applicable IRS Form needs to be identified and attached for ICF to determine tax status and facilitate accurate reporting to the IRS.



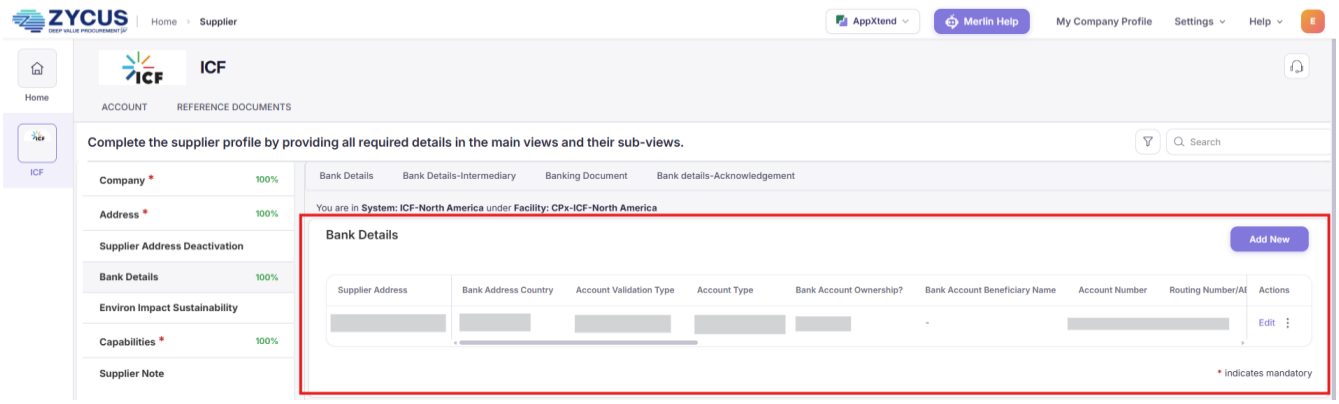
7. In the **Bank Details** section and click **Add New** to enter your bank information.



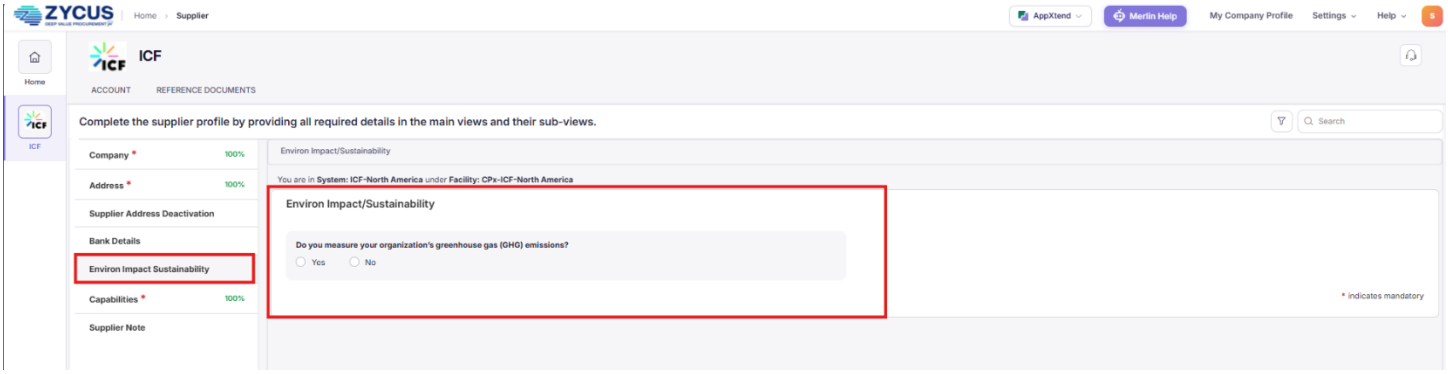
8. Input all applicable banking information (e.g., **Supplier Address**, **Bank Address Country**, **Account Validation Type**, **Account Type**, **Bank Account Ownership**, **Bank Account Beneficiary Name**, **Account Number**, **Routing Number**, **Swift Code,** and **IBAN** for international transactions). Double-check all entries to ensure accuracy and avoid processing delays and click **Save**.



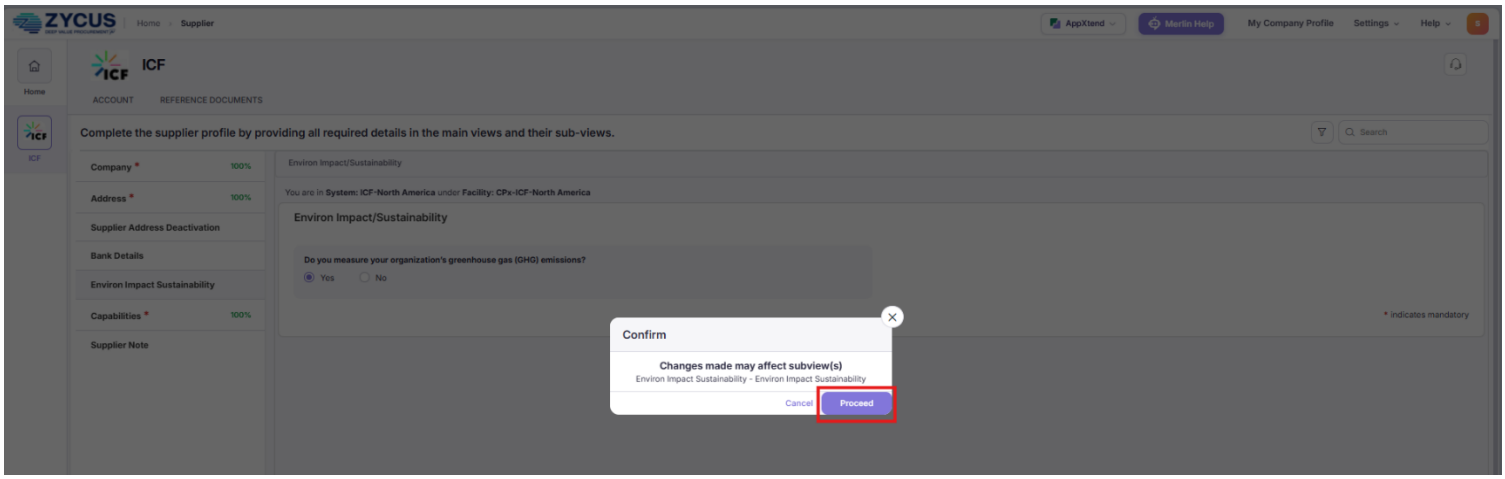
9. **Bank Details** will now be populated.



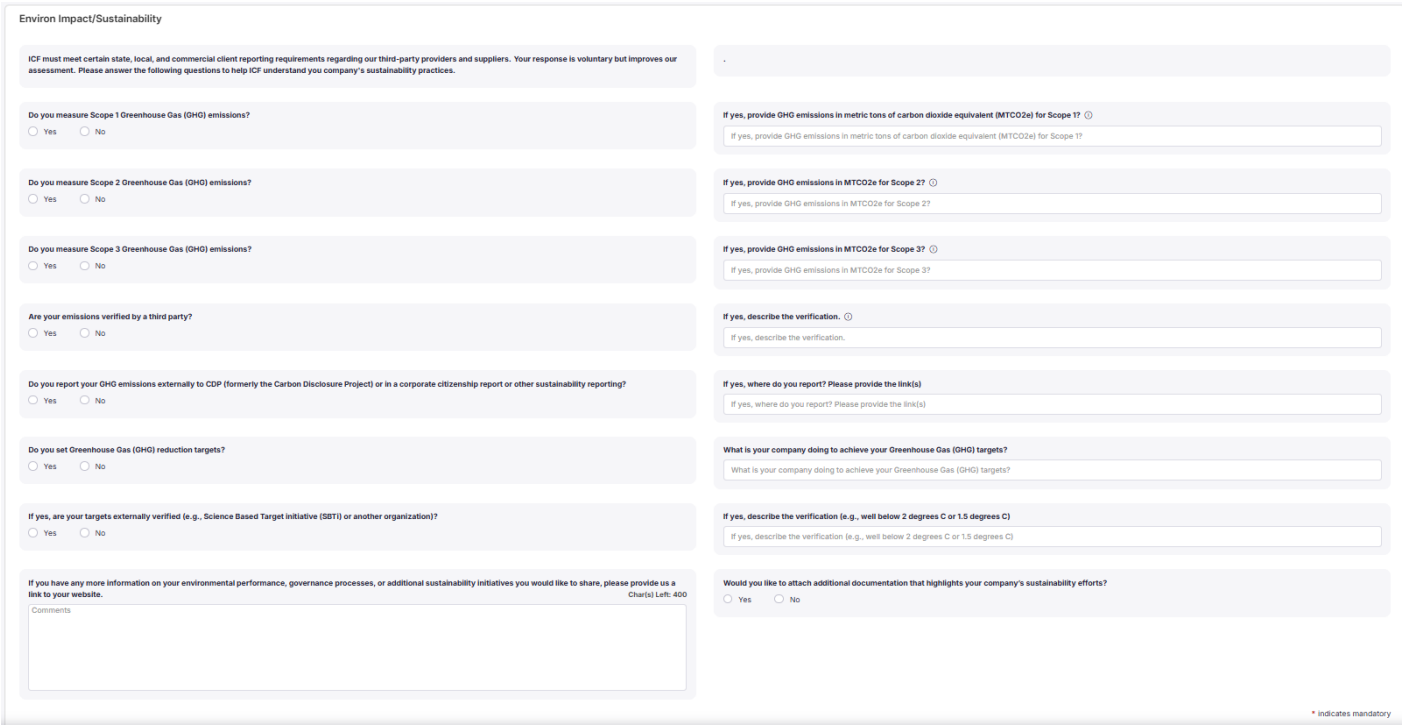
10. Select **Environ Impact/Sustainability** and respond to the question: **Do you measure your organization's greenhouse gas (GHG) emissions?**
    10.1. If the answer is no, click **No**.
    10.2. If the answer is yes, click **Yes**.



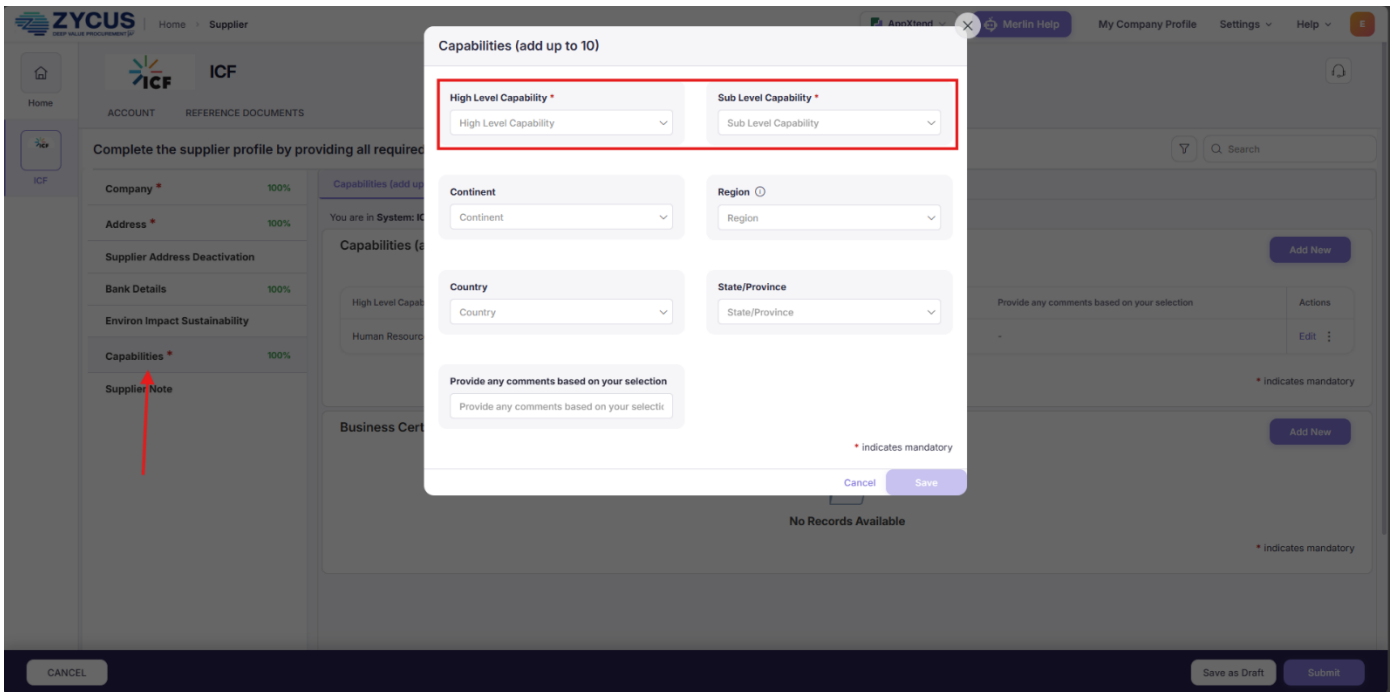
11. A confirmation box will appear. Click **Proceed** to confirm response.



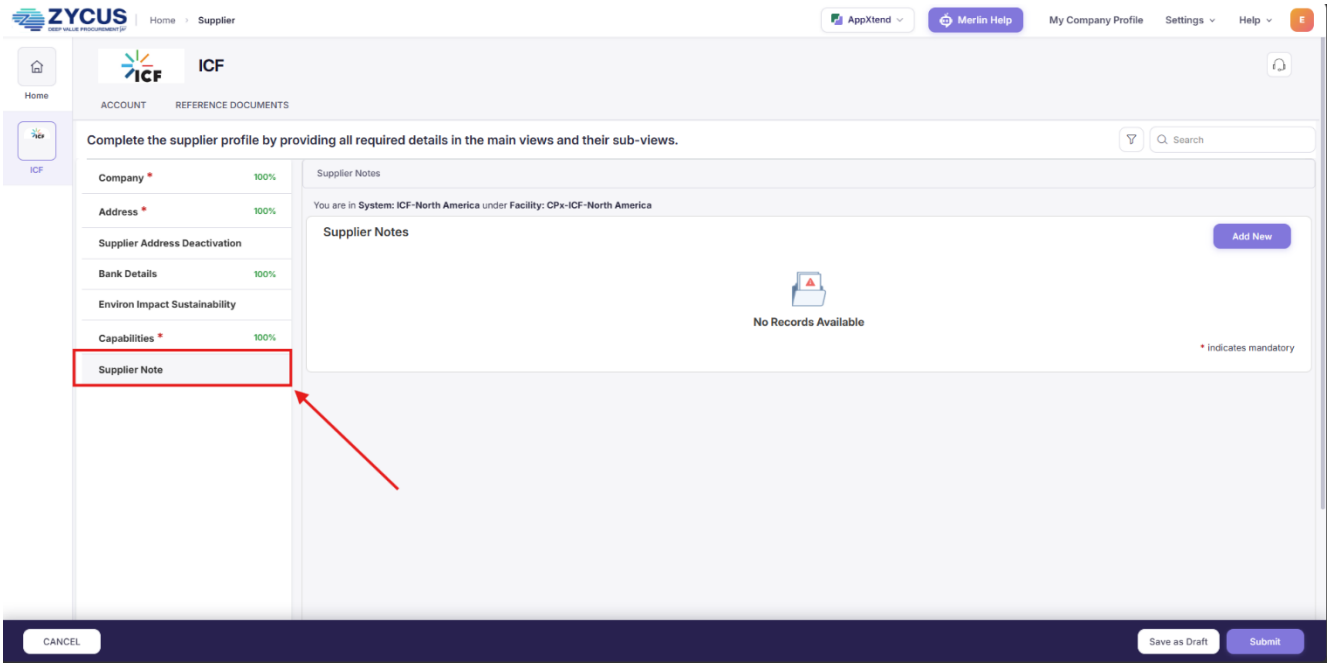
12. If you clicked **Yes**, additional questions about **Environ Impact/Sustainability** will appear. Answer all applicable questions.

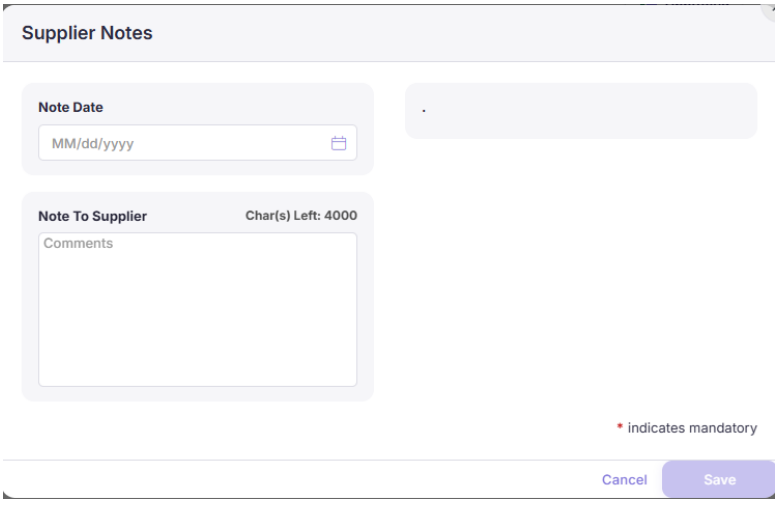


13. Click **Capabilities**, select **Add New**, enter the information, and click **Save**. You can add up to 10 entries.

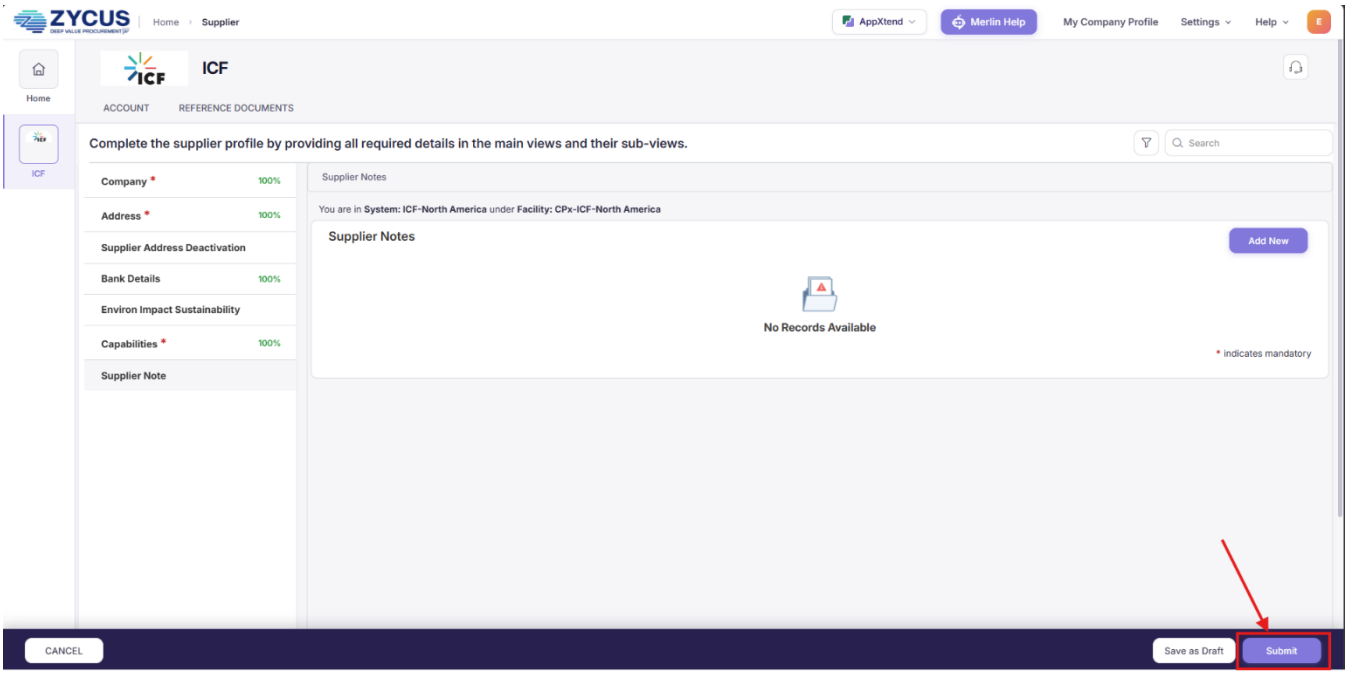


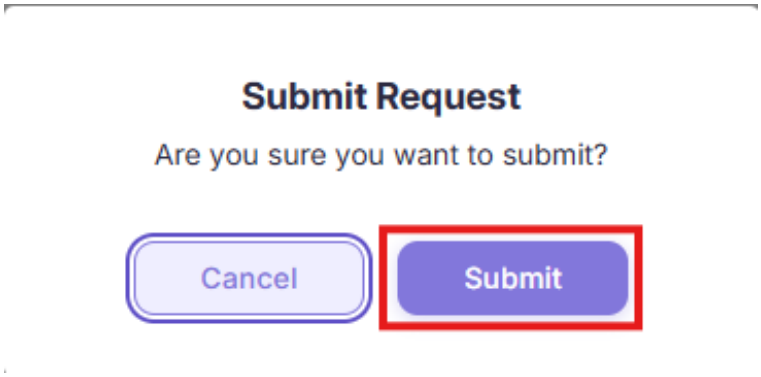
14. Click **Supplier Note,** select **Add New** and add anything else you would like ICF to know. Add the **Note Date** and your note. Click **Save** to close the dialog box.



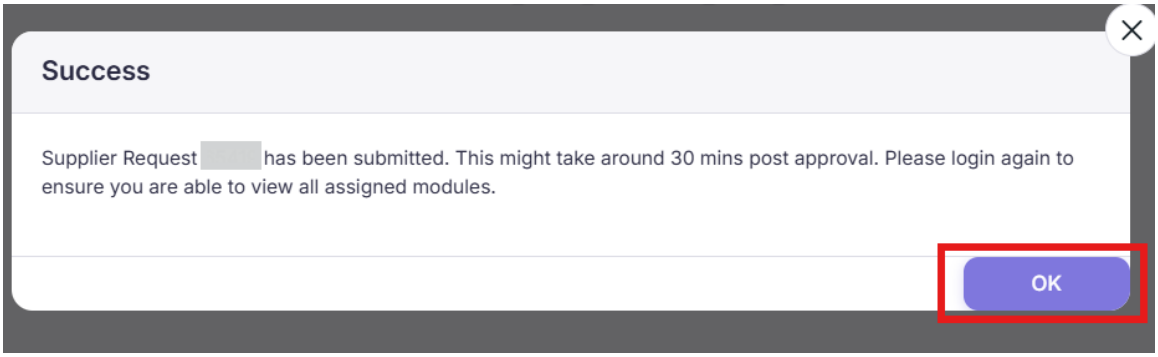


15. Click **Submit** to finalize.

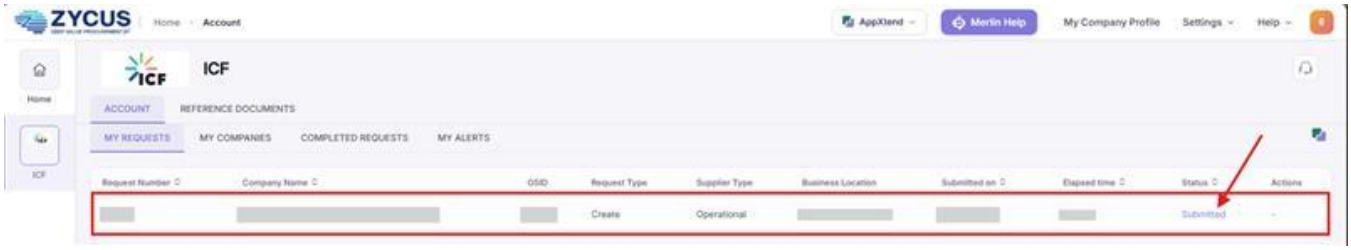




16. After clicking **Submit**, the screen below will appear. Click **Submit again**.



17. Confirm status is shown as **Submitted**.



Additional job aids on how to complete your details can be found here: [ICF Supplier Hub user guides and FAQs | ICF](#).