

→ 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 x



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 - [REDACTED], details given below:

Request ID: 48045

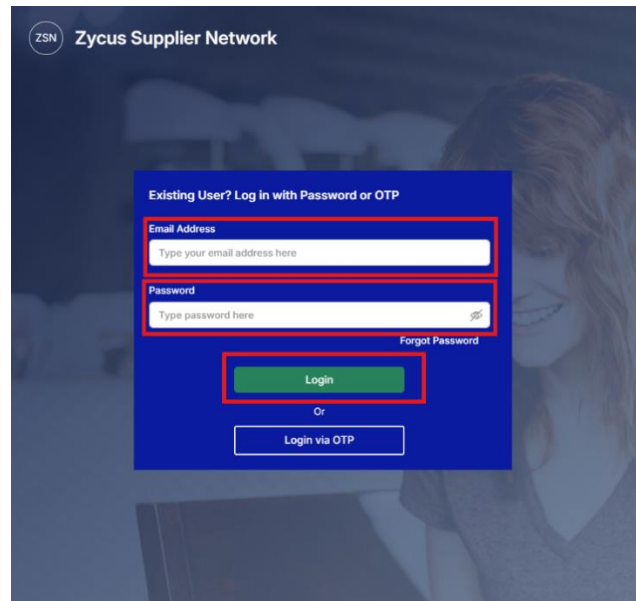
Customer/Client Name: ICF

Business Location: ICF-Outside North America

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

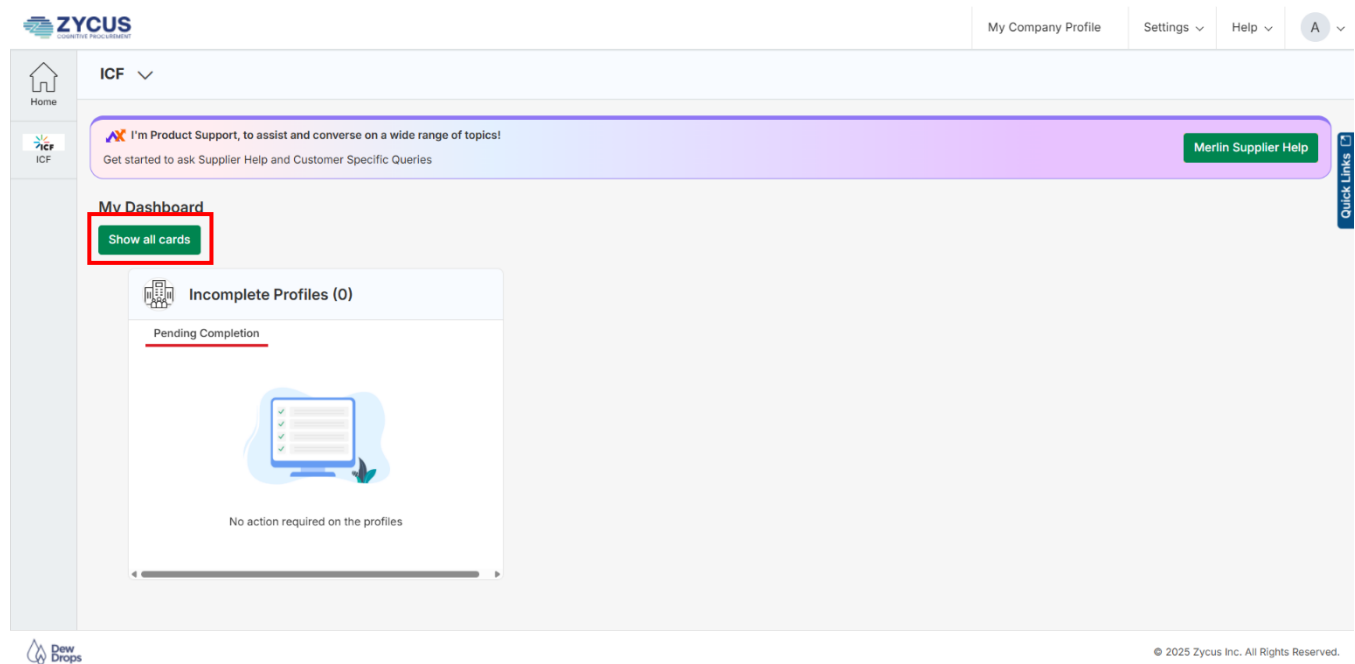
This is an automatically generated email, please do not reply.

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



The image shows the Zycus Supplier Network login interface. At the top, it says 'ZSN Zycus Supplier Network'. Below this is a blue box with the text 'Existing User? Log in with Password or OTP'. Inside this box are two input fields: 'Email Address' with the placeholder 'Type your email address here' and 'Password' with the placeholder 'Type password here'. A 'Forgot Password' link is to the right of the password field. Below the fields is a green 'Login' button, and below that is a 'Login via OTP' button. The entire login form is highlighted with a red border.

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



The image shows the Zycus Supplier Network dashboard. At the top, there's a header with the Zycus logo, 'My Company Profile', 'Settings', 'Help', and a user profile icon. Below the header is a navigation bar with 'Home' and 'ICF'. The main content area has a purple banner with 'I'm Product Support, to assist and converse on a wide range of topics!' and a 'Merlin Supplier Help' button. Below this is a 'My Dashboard' section with a 'Show all cards' button highlighted with a red border. The dashboard also shows 'Incomplete Profiles (0)' with a 'Pending Completion' section and a 'No action required on the profiles' message. The footer includes the Dew Drops logo and '© 2025 Zycus Inc. All Rights Reserved.'

- 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.

Supplier Requests		
Supplier's Name	AWAITING RESPONSE	
GSID GSID #	Requested On -NA-	←
Supplier's Name	APPROVED	
GSID GSID #	Requested On 11/04/2025	
Supplier's Name	APPROVED	
GSID GSID #	Requested On 11/04/2025	
3 of 3 records		View more

5. Address the information outlined in the ZSN email received and ensure that all required or missing information is updated or completed. This includes **Bank Details**, **Payment Terms**, and **Environ Impact Sustainability Details**.

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

Company *
Address *
Supplier Address Deactivation
Bank Details
Integration Information
Payment Terms *
Environ Impact Sustainability
Internal Notes
Capabilities *
Supplier Note

Company Details *
Doing Business with ICF *
Supplier Info - US
Doing Business With ICF in US

You are in System: ICF-North America under Facility: CPx-ICF-North America

Company Details

Global Supplier Identifier *
Legal Name *

Legal Structure * ⓘ
Legal Entity Registration Country? ⓘ
Legal Entity Registration Country?

DUNs Number ⓘ
DUNs Number
Unique Entity Identifier ⓘ
Unique Entity Identifier
Company Establishment Date
MM/DD/YYYY

Website Address
Website Address
One-Time Supplier
☐

Preferred Supplier
☐ Yes ☐ No

Tax Details

Tax ID Format *
☐ US Federal Tax ID
☐ US Social Security Number ☐ VAT/Other

Tax ID
Tax ID

* indicates mandatory

CANCEL Save as Draft Submit

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.

Supplier Info - US

Document Type ⓘ

- ☐ Form W-9: Used by entities/individuals with US status
- ☐ Form W-8 BEN: Used by foreign individuals to confirm their non-US status
- ☐ Form W-8 BEN-E: Intended for foreign entities
- ☐ Form W-8 IMY: For intermediaries acting on behalf of another
- ☐ Form W-8ECI Certificate of Foreign Persons Claim That Income Is Effectively Connected With the Conduct of a Trade or Business in the United States
- ☐ Form W-8EXP Certificate of Foreign Government or Other Foreign Organization for United States

Form W8/W9

Drop a file here or browse file [Browse](#)

W8/W9 Expiry Date

MM/dd/yyyy

W8/W9 forms are valid for three years from the date they are signed expiring on December 31st of the third succeeding calendar year.

* indicates mandatory

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

ZYCUS

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

My Company Profile Settings Help

Home ICF

Company *
Address *
Supplier Address Deactivation
Bank Details
Payment Terms *
Environ Impact Sustainability
Capabilities
Supplier Note

Bank Details

You are in System: ICF-Outside North America under Facility: MACONOMY-ICF-Outside North America

Bank Details

No Records Available

* indicates mandatory

Banking Document

No Records Available

* indicates mandatory

CANCEL Save as Draft Submit

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**.

The image shows a 'Bank Details' form with various input fields and callout boxes. The callout boxes are yellow with black text and point to specific fields. A red arrow points to the 'Save' button at the bottom right.

Bank Details

Supplier Address
Choose Applicable Address

Bank Address Country
Select applicable Country

Account Validation Type
☐ Domestic Account ☐ IBAN
☐ SWIFT/BIC

Account Type
Choose applicable bank account type

Bank Account Ownership?
☐ Legal Entity ☐ Individual

Bank Account Beneficiary Name
Enter Applicable Bank Account Beneficiary Name

Account Number
Enter Bank Account Number

Are the bank details provided for an Intermediary Bank?
☐ Yes ☐ No

Routing Number/ABA or Sort Code/IFSC/Other Bank Identifier
Enter applicable number

IBAN
IBAN

Swift Code/BIC (if applicable)
Swift Code/BIC (if applicable)

If your bank account is in another country than where your headquarters is located, please provide a reason
If your bank account is in another country than wi

Can this bank account receive foreign currencies?
☐ Yes ☐ No

Currency
Select applicable payment currency

Remittance Advice Contact Email Id
Select applicable Email for receipt of remittance advice

SSN or EIN # Associated with Name on Account:
SSN or EIN # Associated with Name on Account:

Deactivate Bank information?

Save

9. Bank Details will now be populated.

Home

Supplier

ICF

ACCOUNT

REFERENCE DOCUMENTS

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

Bank Details

Banking Document

Bank details-Acknowledgement

You are in System: ICF-North America under Facility: CP&-ICF-North America

Bank Details

Supplier Address

Bank Address Country

Account Validation Type

Account Type

Bank Account Owner

Actions

2481 Westwood Drive,...

United States

Domestic Account

Checking/Current

Legal Entity

Edit

Banking Document

No Records Available

Bank details- Acknowledgement

ICF's preferred payment method is via Electronic Funds Transfers. If you elect not to be paid by Electronic Funds Transfer, payment will be made in the format of a check/cheque and there may be a longer processing timeframe for you to receive settlement. Check this box only if you elect to be paid by check/cheque.

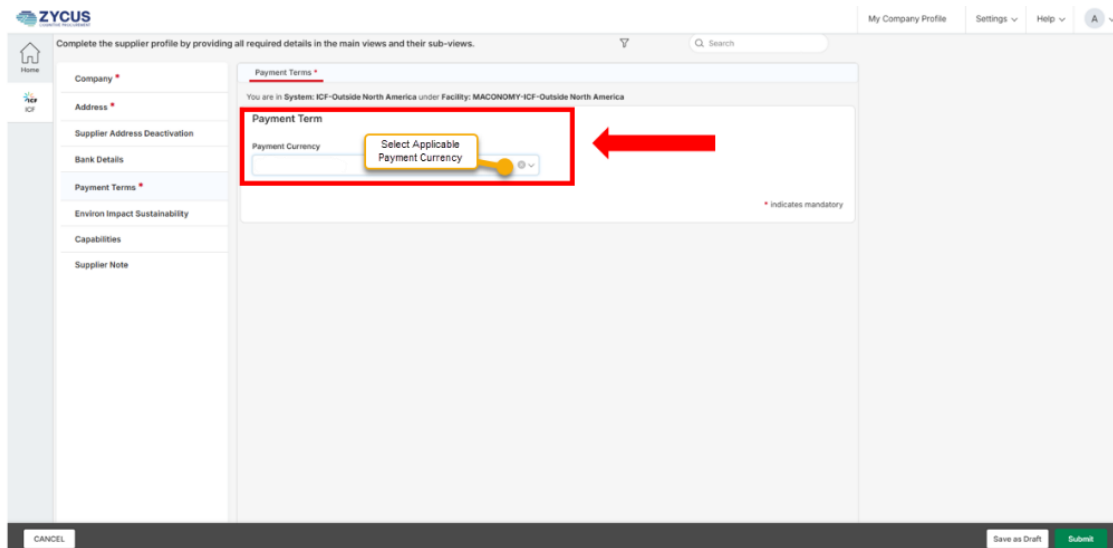
☐

CANCEL

Save as Draft

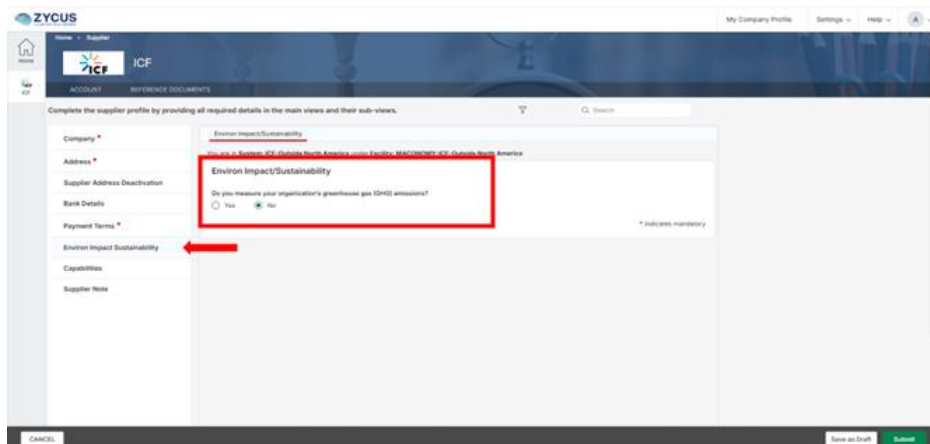
Submit

10. In the **Payment Terms** section, click the drop-down for **Payment Currency** and choose the applicable currency for payment.



The screenshot shows the ZYCUS Supplier Hub interface. On the left is a sidebar with navigation links: Home, ICF, Company, Address, Supplier Address Deactivation, Bank Details, Payment Terms, Environ Impact Sustainability, Capabilities, and Supplier Note. The main content area is titled 'Payment Terms' and includes a sub-header 'You are in System: ICF-Outside North America under Facility: MACONOMY-ICF-Outside North America'. Below this, the 'Payment Currency' field is highlighted with a red box. A red arrow points to the dropdown menu, which is open and shows the option 'Select Applicable Payment Currency'. A red asterisk indicates that this field is mandatory. At the bottom of the page are buttons for 'CANCEL', 'Save as Draft', and 'Submit'.

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



The screenshot shows the ZYCUS Supplier Hub interface with the 'Environ Impact/Sustainability' section selected in the sidebar. The main content area is titled 'Environ Impact/Sustainability' and includes a sub-header 'You are in System: ICF-Outside North America under Facility: MACONOMY-ICF-Outside North America'. Below this, the question 'Do you measure your organization's greenhouse gas (GHG) emissions?' is highlighted with a red box. The 'No' radio button is selected. A red asterisk indicates that this field is mandatory. At the bottom of the page are buttons for 'CANCEL', 'Save as Draft', and 'Submit'.

11.2. If the answer is yes, click **Yes**.

Home • Supplier
← Highspot, Inc.

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

Environ Impact/Sustainability Environ Impact Sustainability Trustpair Bank Account Validation

You are in System: ICF-North America under Facility: CPx-ICF-North America

Environ Impact/Sustainability

Do you measure your organization's greenhouse gas (GHG) emissions?
☒ Yes ☐ No

* Indicates mandatory

Environ Impact/Sustainability

ICF must meet certain state, local, and commercial client reporting requirements regarding our third-party providers and suppliers. Your response is voluntary but improves our assessment. Please answer the following questions to help ICF understand you company's sustainability practices.

•

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

Confirm

Changes made may affect subview(s)
 Environ Impact Sustainability - Environ Impact Sustainability

Cancel Proceed

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

Home

ICF

ACCOUNT REFERENCE DOCUMENTS

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

Search

Company *

Address *

Supplier Address Deactivation

Bank Details

Payment Terms *

Environ Impact Sustainability

Capabilities *

Supplier Note

Environ Impact/Sustainability Environ Impact Sustainability

You are in System: ICF-North America under Facility: CPX-ICF-North America

Environ Impact/Sustainability

Do you measure your organization's greenhouse gas (GHG) emissions?

☒ Yes ☐ No

* Indicates mandatory

Environ Impact/Sustainability

ICF must meet certain state, local, and commercial client reporting requirements regarding our third-party providers and suppliers. Your response is voluntary but improves our assessment. Please answer the following questions to help ICF understand your company's sustainability practices.

Do you measure Scope 1 Greenhouse Gas (GHG) emissions?

☐ Yes ☐ No

If yes, provide GHG emissions in metric tons of carbon dioxide equivalent (MTCO2e) for Scope 1? ⓘ

If yes, provide GHG emissions in metric tons of carbon dioxi

Do you measure Scope 2 Greenhouse Gas (GHG) emissions?

☐ Yes ☐ No

If yes, provide GHG emissions in MTCO2e for Scope 2? ⓘ

If yes, provide GHG emissions in MTCO2e for Scope 2?

Do you measure Scope 3 Greenhouse Gas (GHG) emissions?

☐ Yes ☐ No

If yes, provide GHG emissions in MTCO2e for Scope 3? ⓘ

If yes, provide GHG emissions in MTCO2e for Scope 3?

Are your emissions verified by a third party?

☐ Yes ☐ No

If yes, describe the verification. ⓘ

If yes, describe the verification.

Do you report your GHG emissions externally to CDP (formerly the Carbon Disclosure Project) or in a corporate citizenship report or other sustainability reporting?

☐ Yes ☐ No

If yes, where do you report? Please provide the link(s) ⓘ

If yes, where do you report? Please provide the link(s)

Do you set Greenhouse Gas (GHG) reduction targets?

☐ Yes ☐ No

What is your company doing to achieve your Greenhouse Gas (GHG) targets?

What is your company doing to achieve your Greenhouse Gi

If yes, are your targets externally verified (e.g., Science Based Target initiative (SBTi) or another organization)?

☐ Yes ☐ No

If yes, describe the verification (e.g., well below 2 degrees C or 1.5 degrees C) ⓘ

If yes, describe the verification (e.g., well below 2 degrees C

If you have any more information on your environmental performance, governance processes, or additional sustainability initiatives you would like to share, please provide us a link to your website. Char(s) Left: 400

Comments

CANCEL Save as Draft Submit

14. Click **Capabilities**, enter the information, and click **Save**. You can add up to 10 entries.

The screenshot displays the ZYCUS ICF Supplier Hub interface. On the left sidebar, the 'Capabilities' option is highlighted with a red box and a red arrow pointing to it. The main content area shows a 'Capabilities (add up to 10)' form. This form has two columns: 'High Level Capability' and 'Sub Level Capability'. The 'High Level Capability' dropdown is set to 'Professional Services-Financial Services', and the 'Sub Level Capability' dropdown is set to 'Financial Services'. Below these, there are dropdowns for 'Country' and 'State/Province'. A text box for 'Provide any comments based on your selection' is also present. At the bottom right of the form, there are 'Cancel' and 'Save' buttons. The background shows other sections of the supplier profile, including 'Company', 'Address', and 'Business Certifications'.

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

Home

ICF

ACCOUNT REFERENCE DOCUMENTS

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

Company *

Address *

Supplier Address Deactivation

Bank Details

Payment Terms *

Environ Impact Sustainability

Capabilities *

Supplier Note

Supplier Notes

You are in System: ICF-North America under Facility: CPx-ICF-North America

Supplier Notes

Add New

No Records Available

* Indicates mandatory

CANCEL Save as Draft Submit

Supplier Notes

Note Date

Note To Supplier Char(s) Left: 4000

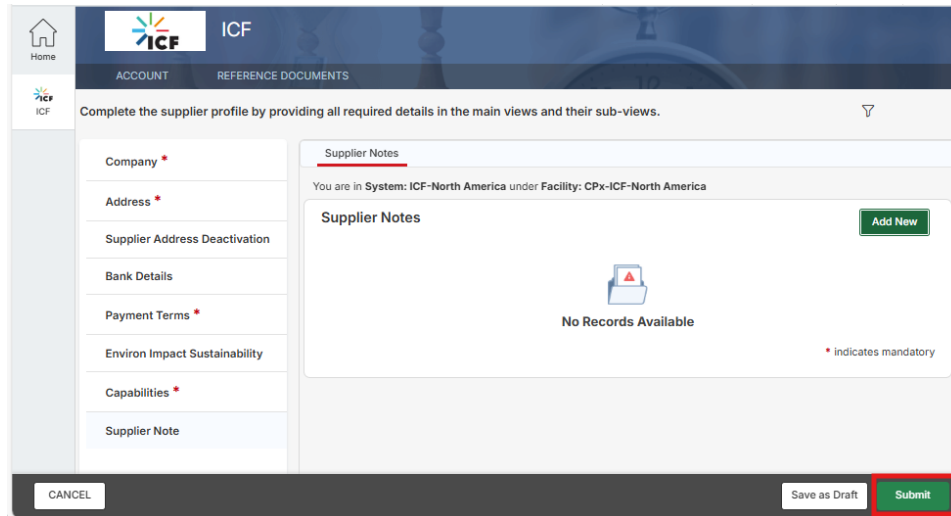
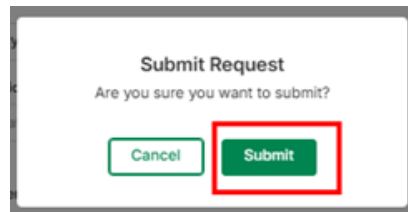
Comments

* Indicates mandatory

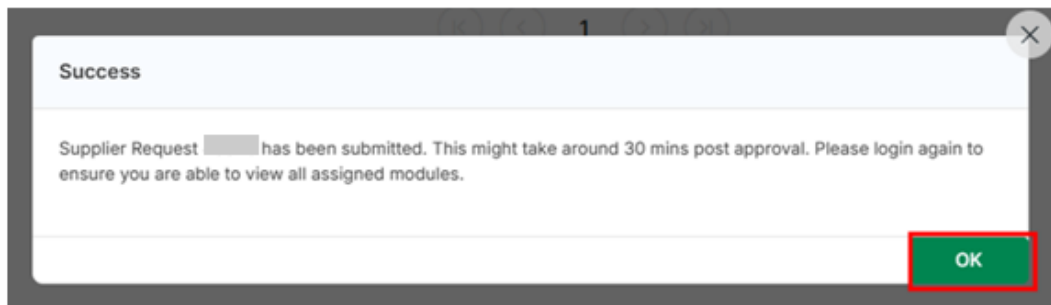
Cancel Save

CANCEL Save as Draft Submit

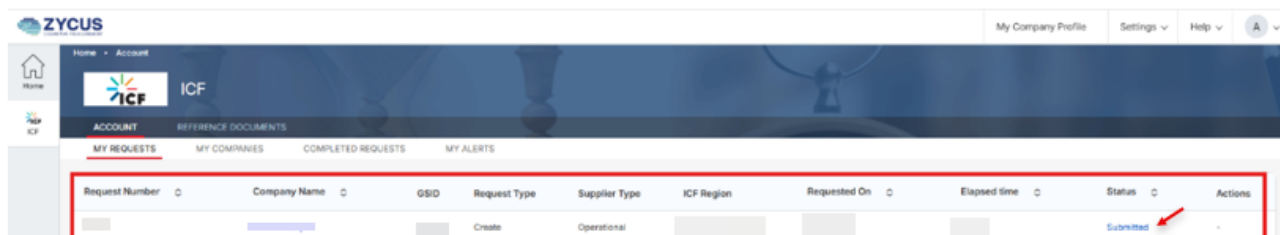
16. Click **Submit** to finalize.

17. After clicking **Submit**, the screen below will appear. Click **OK**.



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



Request Number	Company Name	GSID	Request Type	Supplier Type	ICF Region	Requested On	Elapsed time	Status	Actions
[redacted]	[redacted]	[redacted]	Create	Operational	[redacted]	[redacted]	[redacted]	Submitted	[redacted]