

## → 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](mailto: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

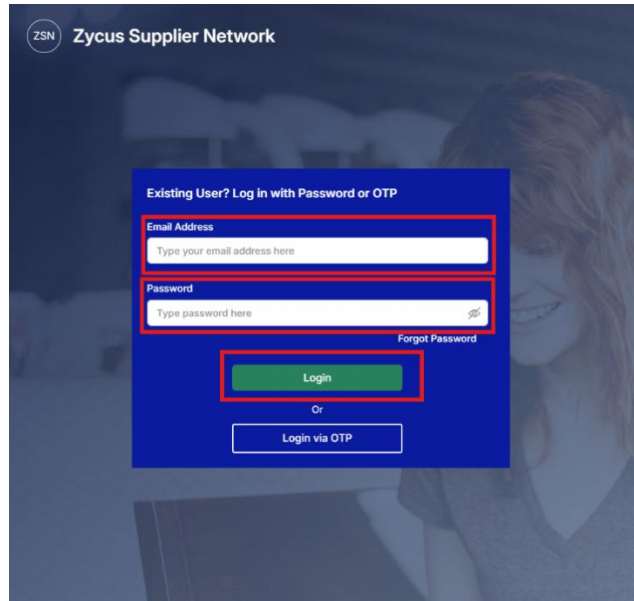
Customer/Client Name: ICF

Business Location: ICF-Outside North America

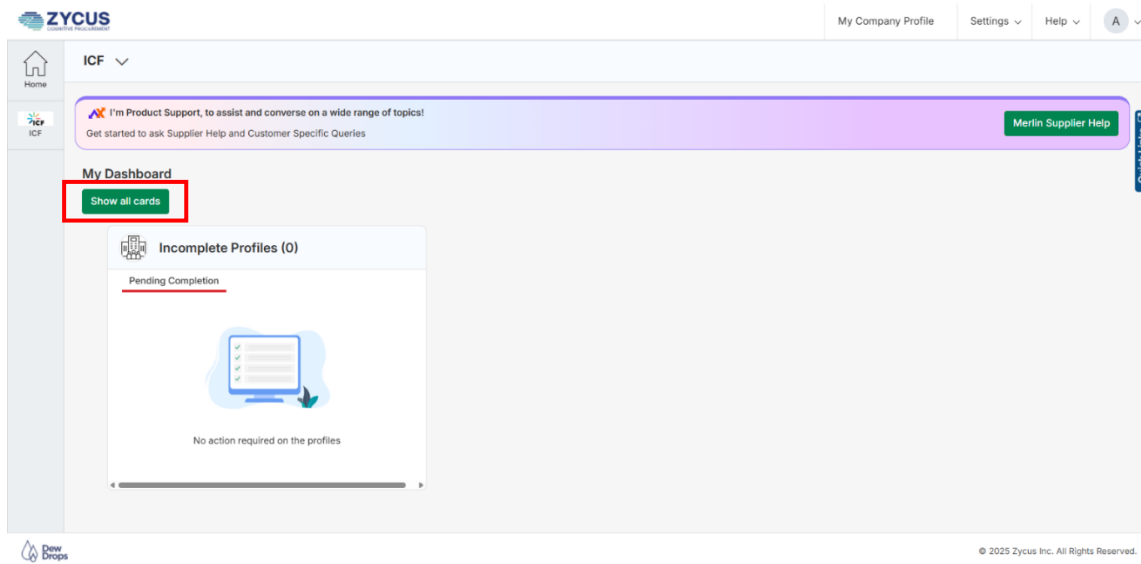
Comments: Kindly complete your details, including bank information at your earliest convenience. Thank you, Andrea

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

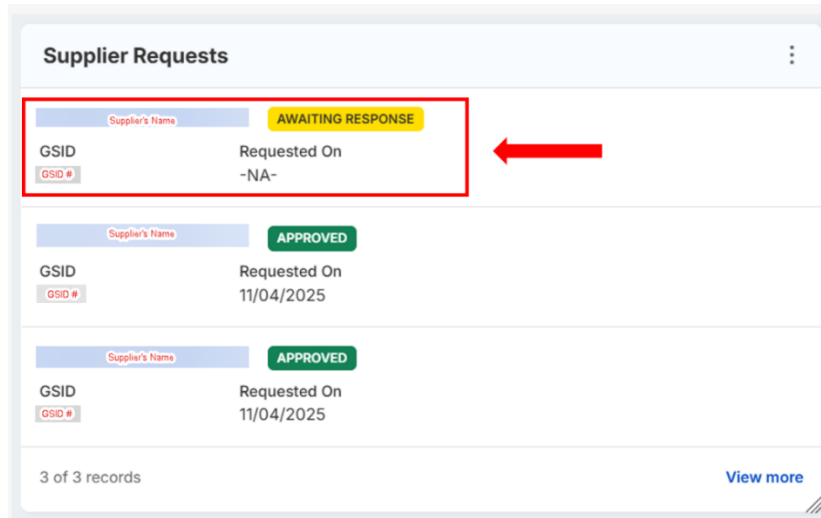
2. Open your web browser and navigate to the ZSN <https://dewdrops.zycus.com/zsp/guest/genericRegister/ICF225>. Enter your credentials and click **Login**.



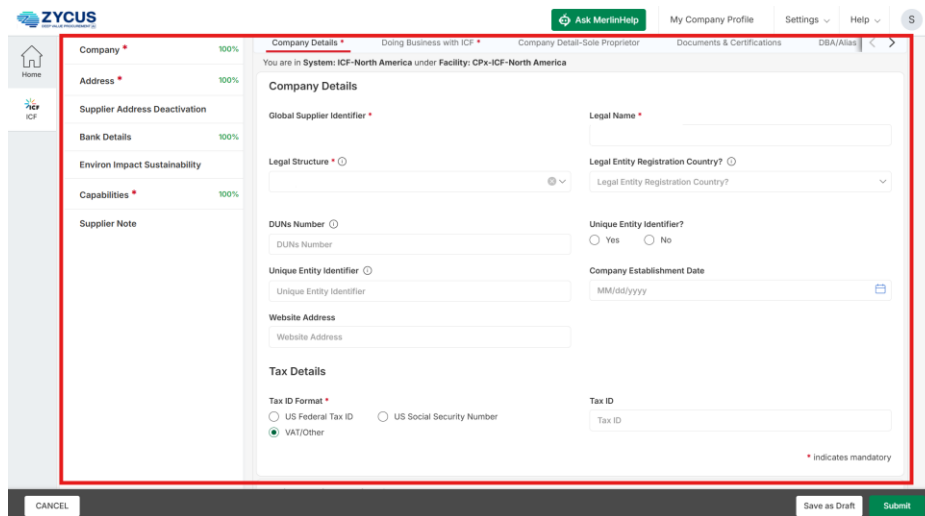
3. After logging in, the following screen will appear. Click **Show all cards** which will open all requests.



- 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.

**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 31<sup>st</sup> of the third succeeding calendar year.

\* indicates mandatory

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

**ZYCUS**

ACCOUNT REFERENCE DOCUMENTS

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

Company \* 100%

Address \* 100%

Supplier Address Deactivation

**Bank Details**

Environ Impact Sustainability

Capabilities \* 100%

Supplier Note

**Bank Details**

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

**Bank Details**

No Records Available

\* indicates mandatory

**Banking Document**

No Records Available

\* indicates mandatory

**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

CANCEL Save as Draft Submit

- 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 callouts. The callouts are yellow boxes with black text and a yellow dot pointing to the corresponding field. 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

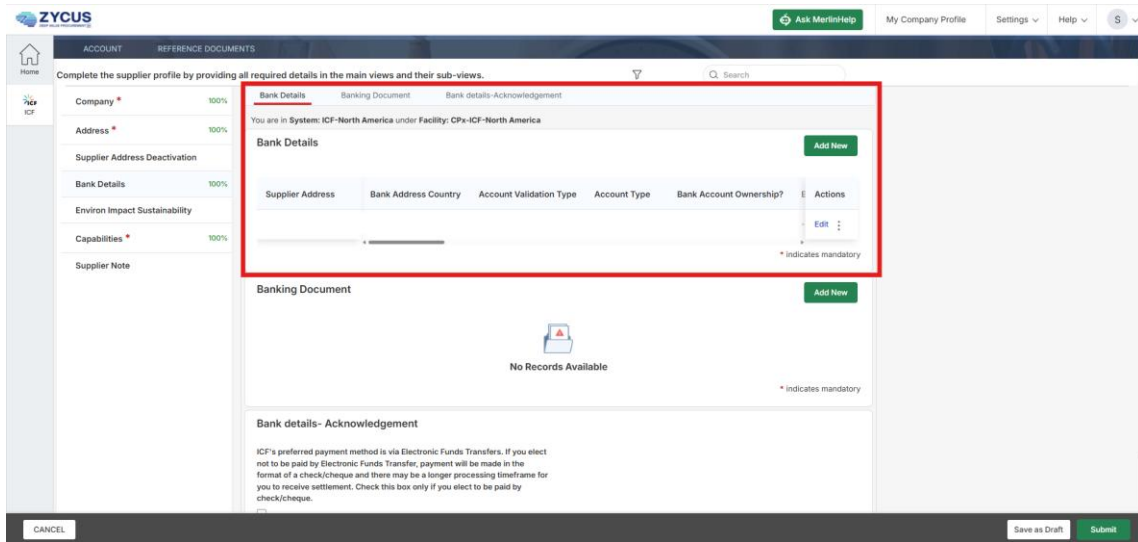
Remittance Advice Contact Email Id: Select applicable Email for receipt of remittance advice

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

Deactivate Bank information?

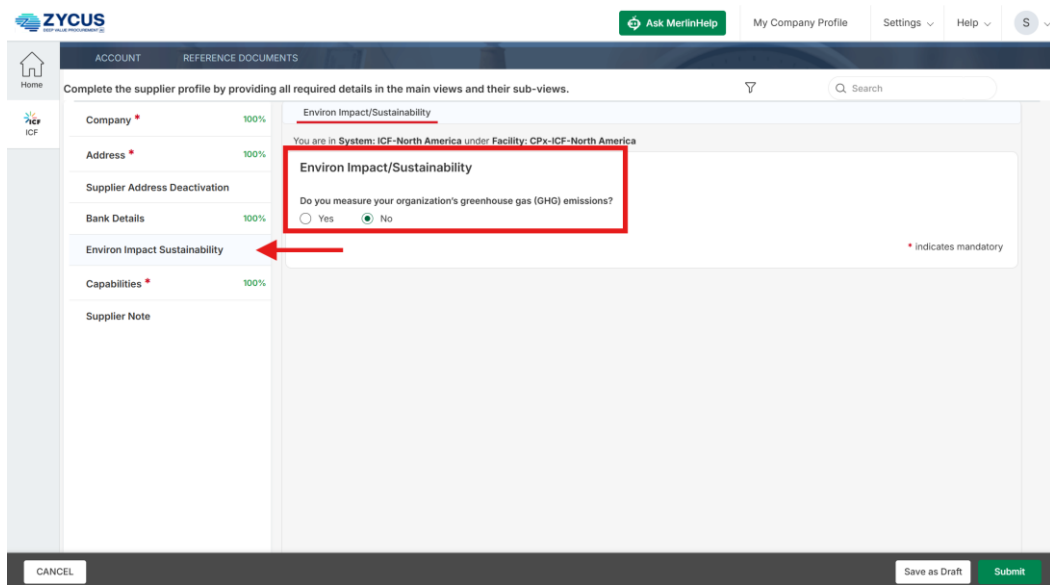
Cancel Save

9. Bank Details will now be populated.

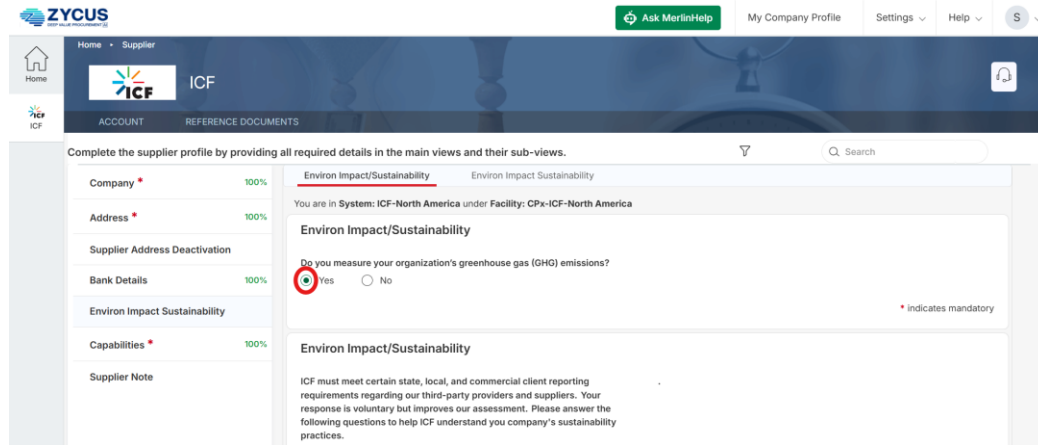


10. Select **Environ Impact/Sustainability** and respond to the question: **Do you measure your organization’s greenhouse gas (GHG) emissions?**

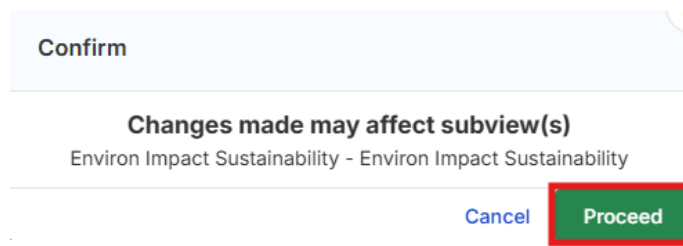
10.1. If the answer is no, click **No**.



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.

**ZYCUS**  
ICF

Supplier Address Deactivation  
Bank Details 100%  
Environ Impact Sustainability  
Capabilities \* 100%  
Supplier Note

Environ Impact/Sustainability Environ Impact Sustainability \* 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? ⓘ

Do you measure Scope 2 Greenhouse Gas (GHG) emissions?  
 Yes  No

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? ⓘ

Are your emissions verified by a third party?  
 Yes  No

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)

Do you set Greenhouse Gas (GHG) reduction targets?  
 Yes  No

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

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)

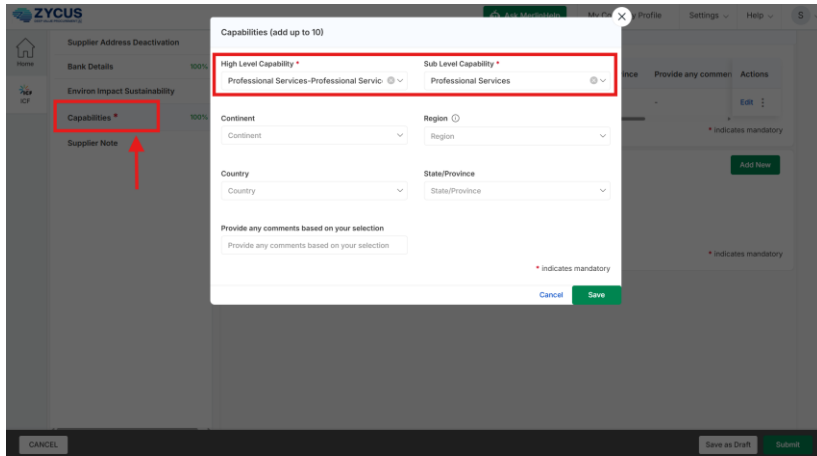
If you have any more information on your environmental performance, governance processes, or additional sustainability initiatives you would like to share, please provide us a link to your website. Char(s) Left: 400

Would you like to attach additional documentation that highlights your company's sustainability efforts?  
 Yes  No

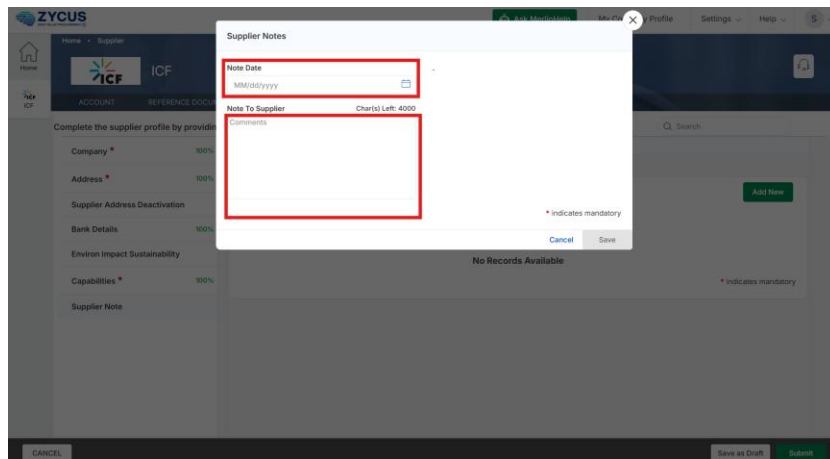
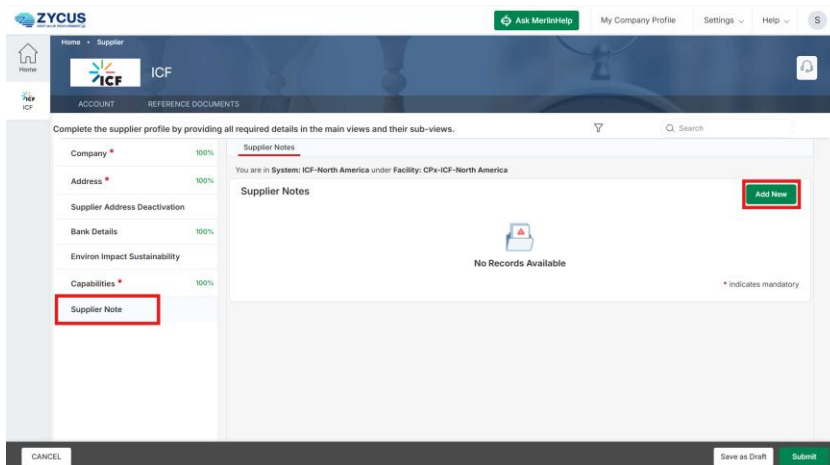
Comments

\* indicates mandatory

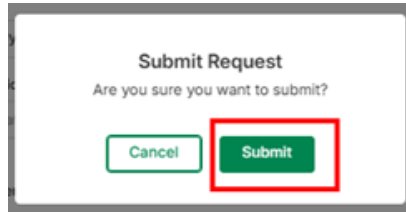
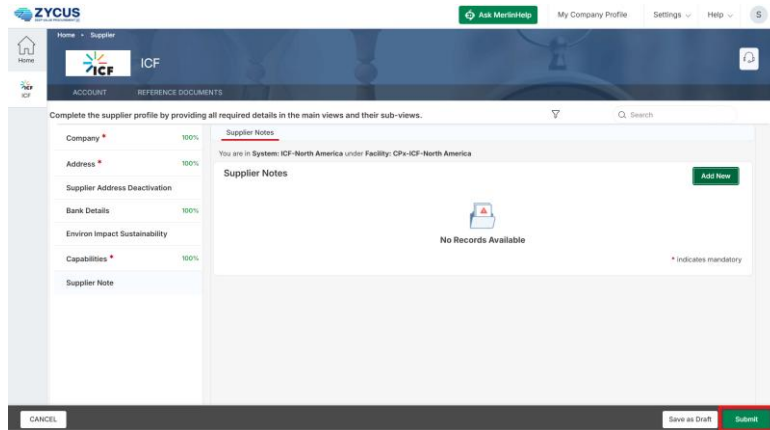
13. Click **Capabilities**, enter the information, and click **Save**. You can add up to 10 entries.



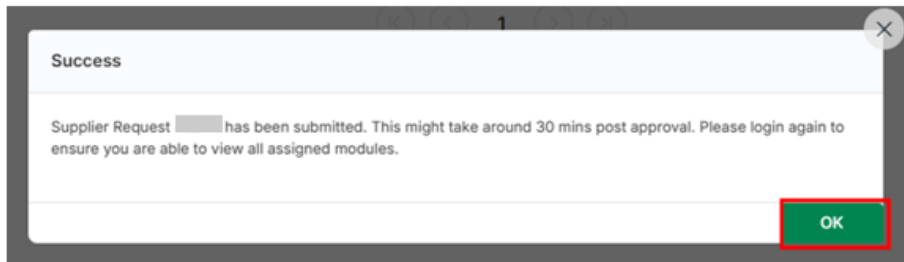
14. Click **Supplier Note** and add anything else you would like ICF to know. Add the **Note Date** and your note. Click **Save** to close the dialog box.



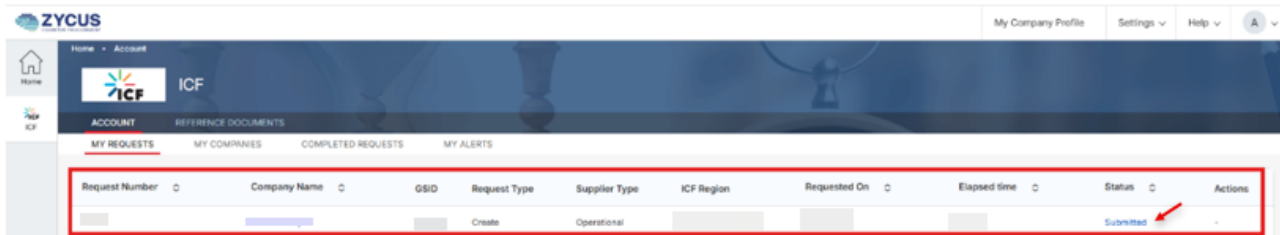
15. Click **Submit** to finalize.



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



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](#).