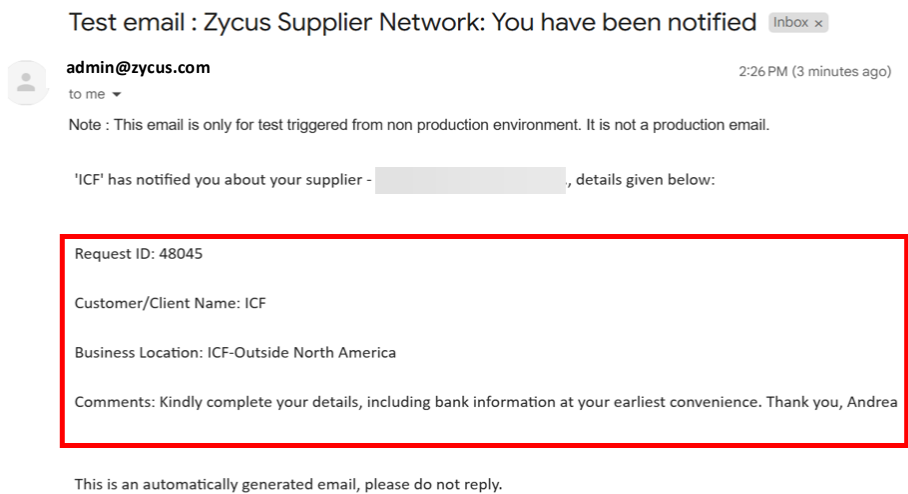


→ ICF Supplier Hub: Potential to Operational Supplier Onboarding (Outside North America)

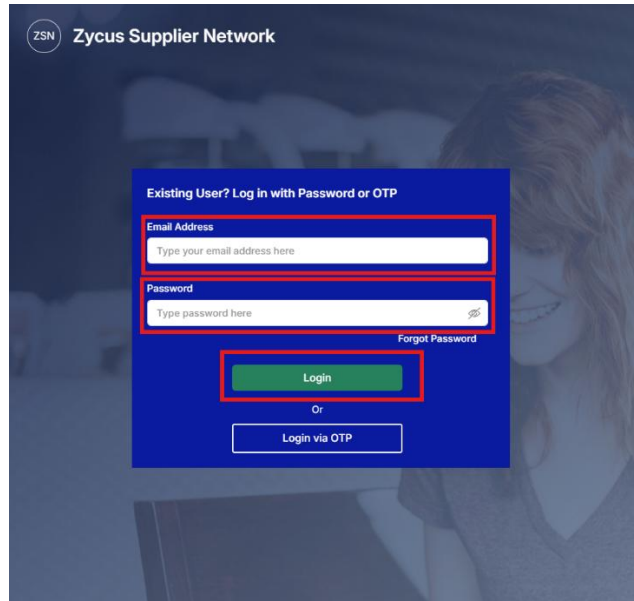


Purpose: This document outlines the process for a Potential Supplier to complete their onboarding to become an Operational Supplier via the Zycus Supplier Network (ZSN) also known as the ICF Supplier Hub.

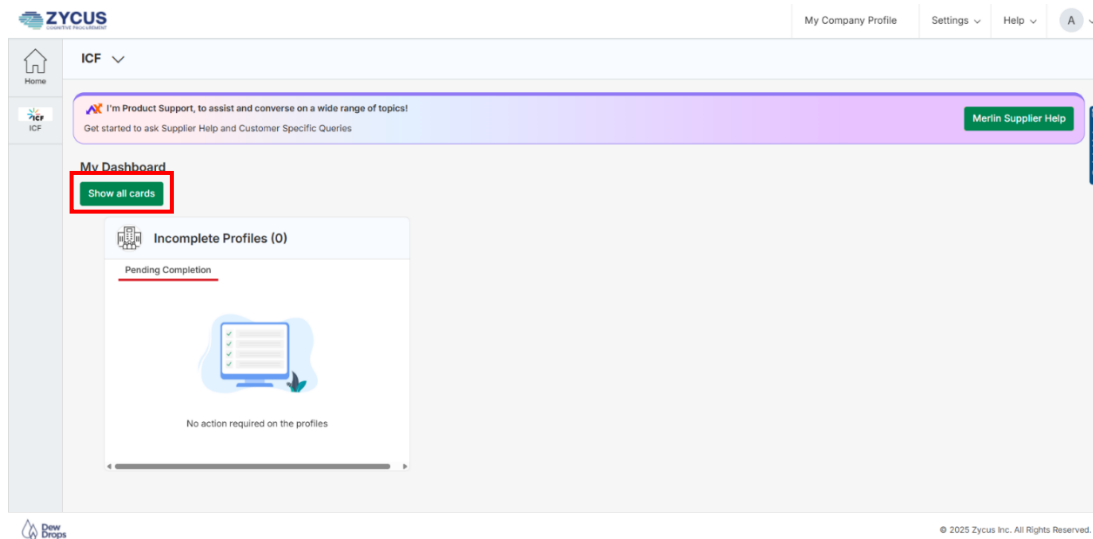
1. You will receive an email notification from the ZSN (admin@zycus.com) prompting you to complete additional profile details. Review the email for instructions and ensure you have access to the necessary information.



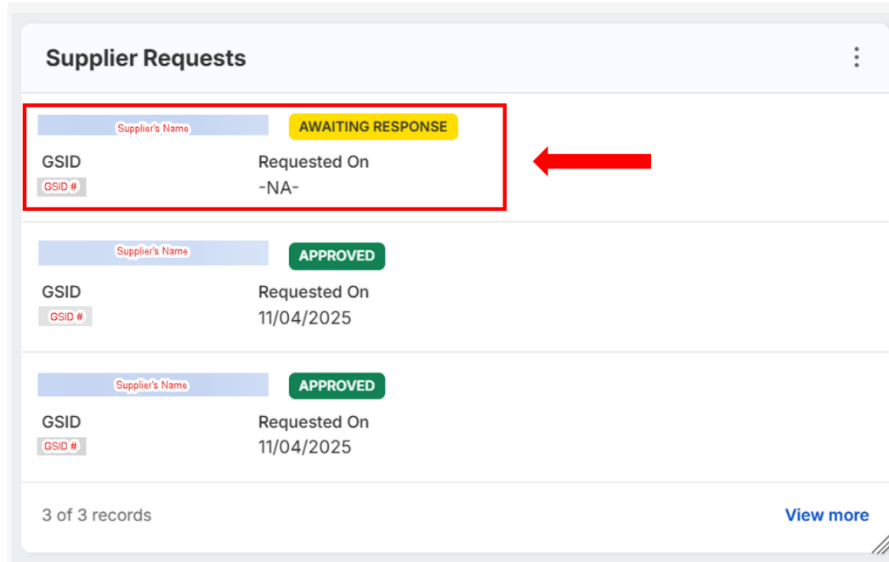
- Open your web browser and navigate to the ZSN <https://dewdrops.zycus.com/zsp/guest/genericRegister/ICF225>. Enter your credentials and click **Login**.



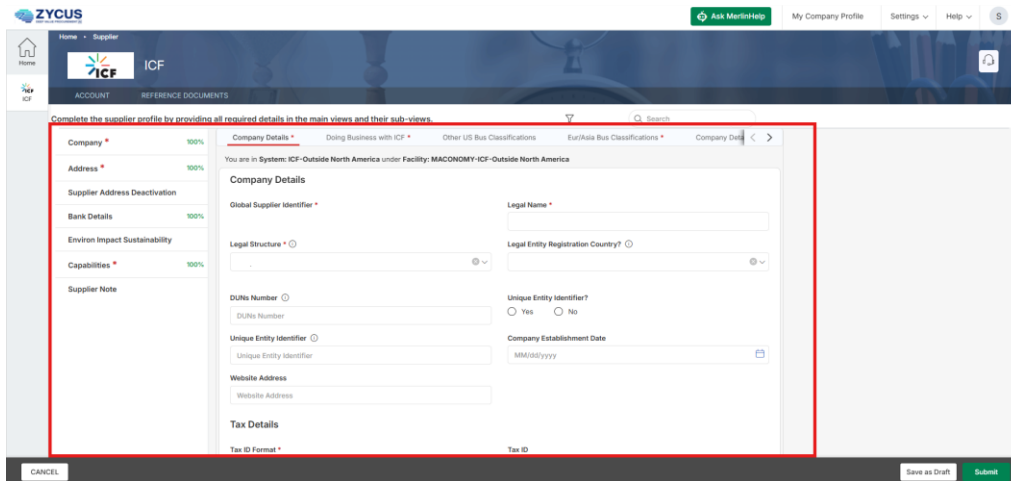
- After logging in, the following screen will appear. Click **Show all cards** which will open all requests.



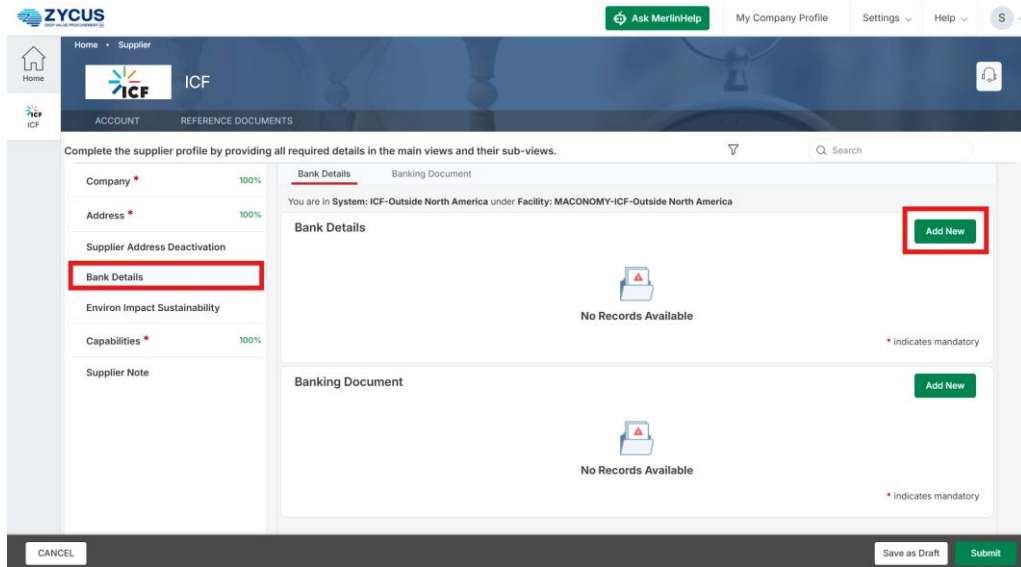
- 4. You will be directed to the **Supplier Requests** card on your dashboard. Find the relevant **Supplier Name** where the status is marked as **Awaiting Response** and click to proceed.



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



6. In the **Bank Details** section, click **Add New** to enter your bank information.



7. 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).
 - 7.1. Select the **Bank Address Country** in which the bank account is established.
 - 7.2. Note the following conditions based on the **Account Validation Type**:
 - **Domestic Account:** Enter values in the **Account Number** and **Routing Number/ABA or Sort Code/IFSC/Other Bank Identifier** fields.
 - **IBAN:** Enter values in the **IBAN** and **Swift Code/BIC** fields.
 - **SWIFT/BIC:** Enter values in the **Account Number** and **Swift Code/BIC** fields.
 - 7.3. Select **Checking** or **Savings** as the **Account Type**.
 - 7.4. Identify the **Bank Account Ownership**. This must be correctly identified to validate banking details by the Trustpair bank validation service.
 - 7.5. Choose the payment **Currency** that applies to this account.
 - 7.6. Select the email address to which remittance advice documents should be sent. Note that only email addresses added in the **Contact Details** sub view can be selected.
 - 7.7. Answer: **Do you require an intermediary bank?**
8. Check all entries to ensure accuracy and avoid processing delays and click **Save**.

Bank Details

Supplier Address *
Supplier Address

Bank Address Country *
Bank Address Country

Account Validation Type * ⓘ
 Domestic Account IBAN
 SWIFT/BIC

Account Type * ⓘ
Account Type

Bank Account Ownership? * ⓘ
 Legal Entity Individual

Bank Account Beneficiary Name
Bank Account Beneficiary Name

Account Number
Account Number

Routing Number/ABA or Sort Code/IFSC/Other Bank Identifier ⓘ
Routing Number/ABA or Sort Code/IFSC/Other Ba

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 wf

Can this bank account receive foreign currencies?
 Yes No

Currency
AUD- Australian Dollar ⓘ

Remittance Advice Contact Email Id
Remittance Advice Contact Email Id

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

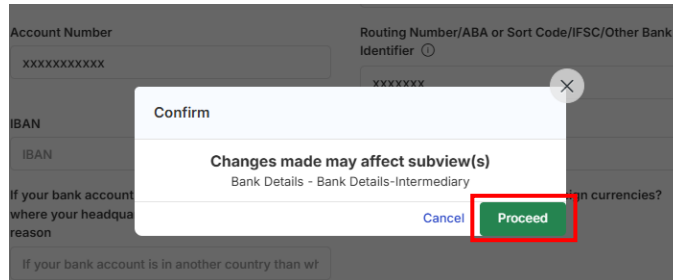
Deactivate Bank information?

Do you require an intermediary bank? ⓘ
 Yes No

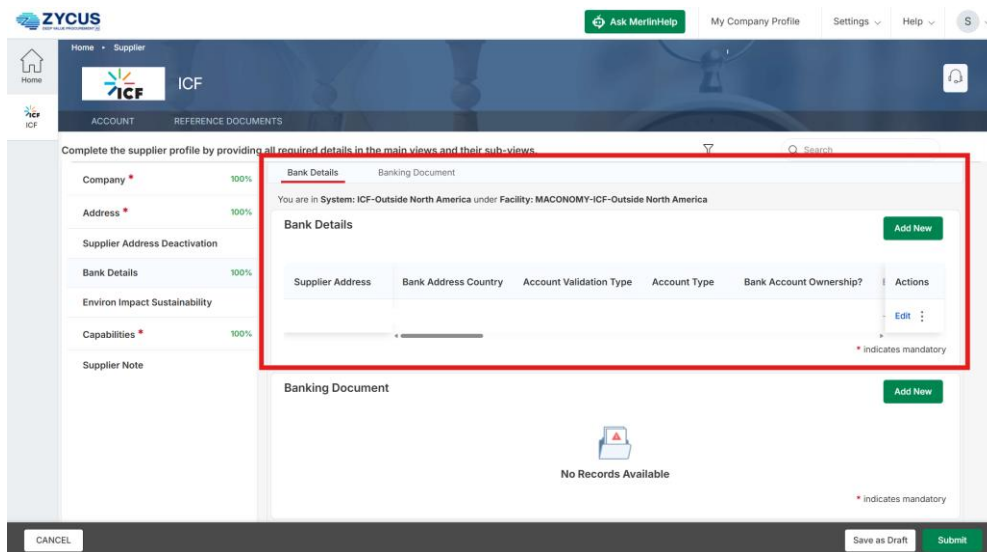
* Indicates mandatory

Cancel Save

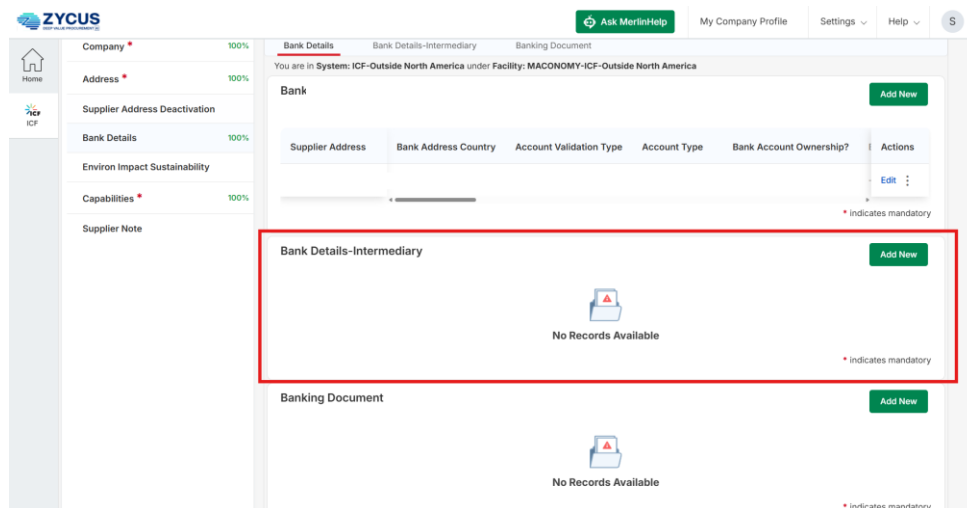
8.1. If you select **Yes** for **Do you require an intermediary bank?** A confirmation box will appear. Click **Proceed**.



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



9.1. If you selected **Yes** for **Do you require an intermediary bank?** The **Bank Details – Intermediary** sub view will appear. Click **Add New**.



10. Enter **Bank Details-Intermediary** and click **Save**.

Bank Details-Intermediary

Supplier Address * Bank Address Country *

Bank Account Beneficiary Name * IBAN

Swift Code/BIC (if applicable) Account Number

Routing Number/ABA or Sort Code/IFSC/Other Bank Identifier Currency *

* indicates mandatory

Cancel Save

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**.

ZYCUS

Home Supplier

ICF

ACCOUNT REFERENCE DOCUMENTS

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

Environ Impact/Sustainability

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

Environ Impact/Sustainability

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

Yes No

* indicates mandatory

CANCEL Save as Draft Submit

11.2. If the answer is yes, click **Yes** and additional questions will appear.

The screenshot shows the ICF Supplier Hub interface. On the left is a navigation sidebar with 'Home' and 'ICF' options. The main header includes 'Zycus' and 'ICF' logos, along with 'ACCOUNT' and 'REFERENCE DOCUMENTS' tabs. A top navigation bar contains 'Ask MerlinHelp', 'My Company Profile', 'Settings', and 'Help'. The main content area is titled 'Complete the supplier profile by providing all required details in the main views and their sub-views.' It features a progress indicator on the left with categories like 'Company', 'Address', 'Bank Details', 'Environ Impact Sustainability', 'Capabilities', and 'Supplier Note', each showing 100% completion. The 'Environ Impact/Sustainability' section is active, displaying the question 'Do you measure your organization's greenhouse gas (GHG) emissions?' with 'Yes' and 'No' radio buttons. The 'Yes' button is selected and circled in red. Below the question is a 'Supplier Note' field with a warning icon and text explaining that ICF requires certain reporting and that the response is voluntary but improves assessment. A search bar is visible at the top right of the main content area.

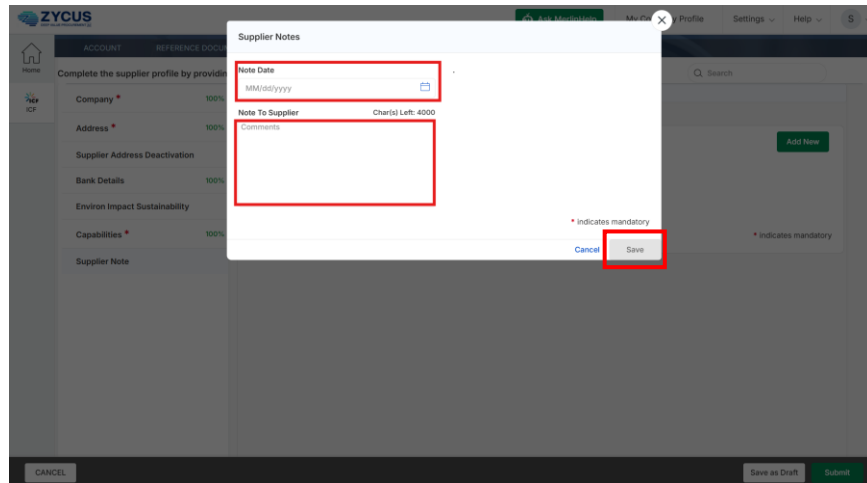
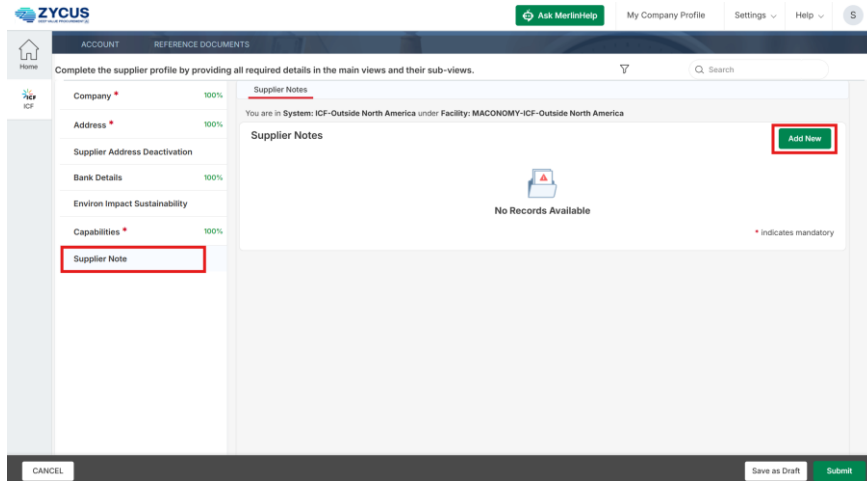
12. A confirmation box will appear. Click **Proceed** to confirm response.

The confirmation dialog box has a title bar 'Confirm'. The main text reads 'Changes made may affect subview(s)' followed by 'Environ Impact Sustainability - Environ Impact Sustainability'. At the bottom right, there are two buttons: 'Cancel' and 'Proceed'. The 'Proceed' button is highlighted with a red border.

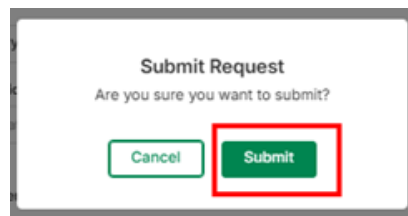
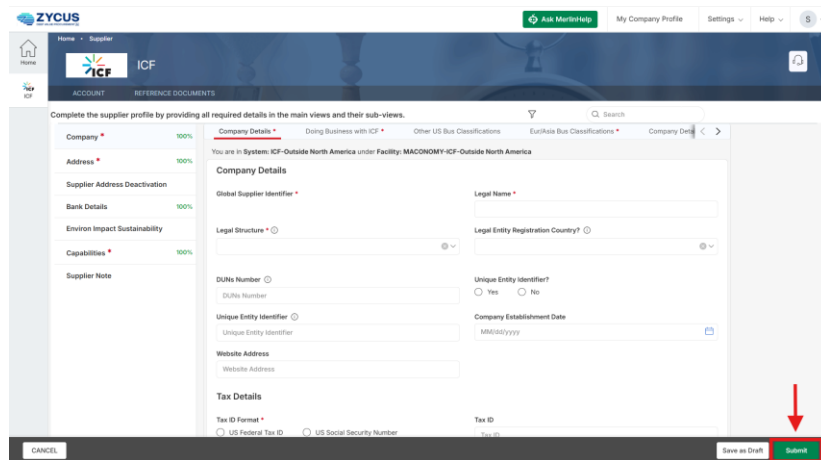
13. If you clicked **Yes**, additional questions about **Environ Impact/Sustainability** will appear. Answer all applicable questions.

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

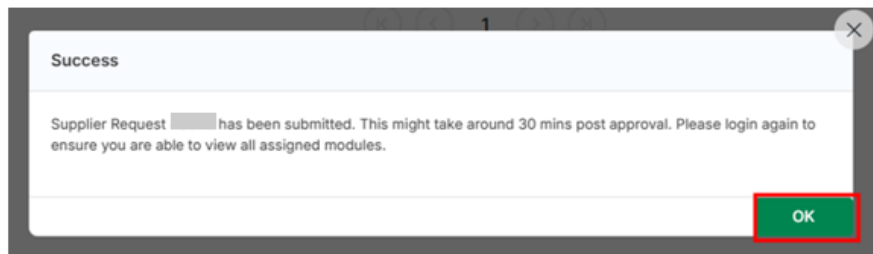
15. Click **Supplier Note** and add anything else you would like ICF to know. Enter the **Note Date** and your note. Click **Save**.



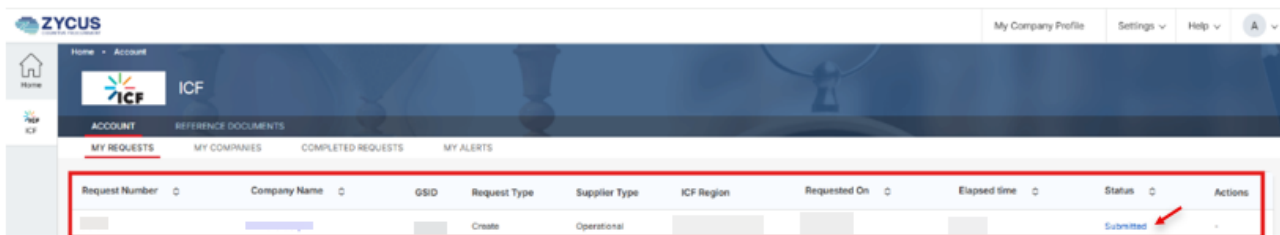
16. Click **Submit** to finalize.



17. After clicking **Submit**, click **OK**.



18. 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](#).