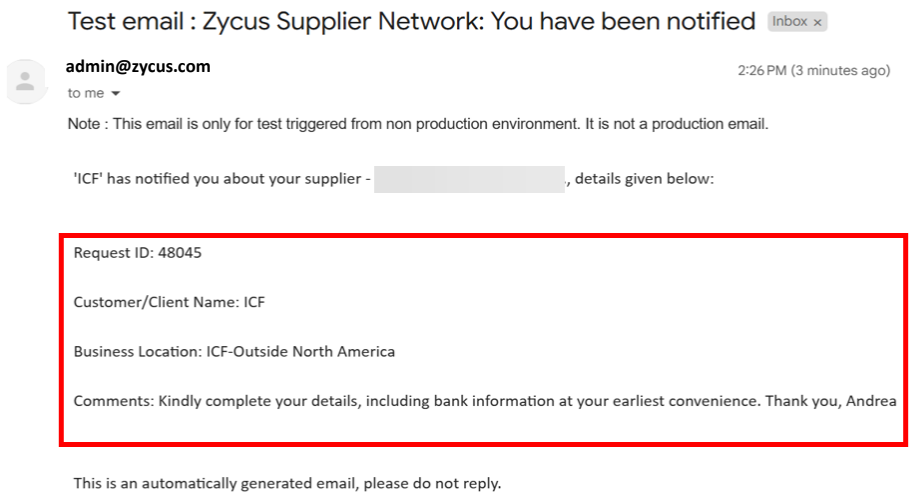
ICF Supplier Hub: Potential to Operational Supplier Onboarding (Outside North America)

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.


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

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

to me

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

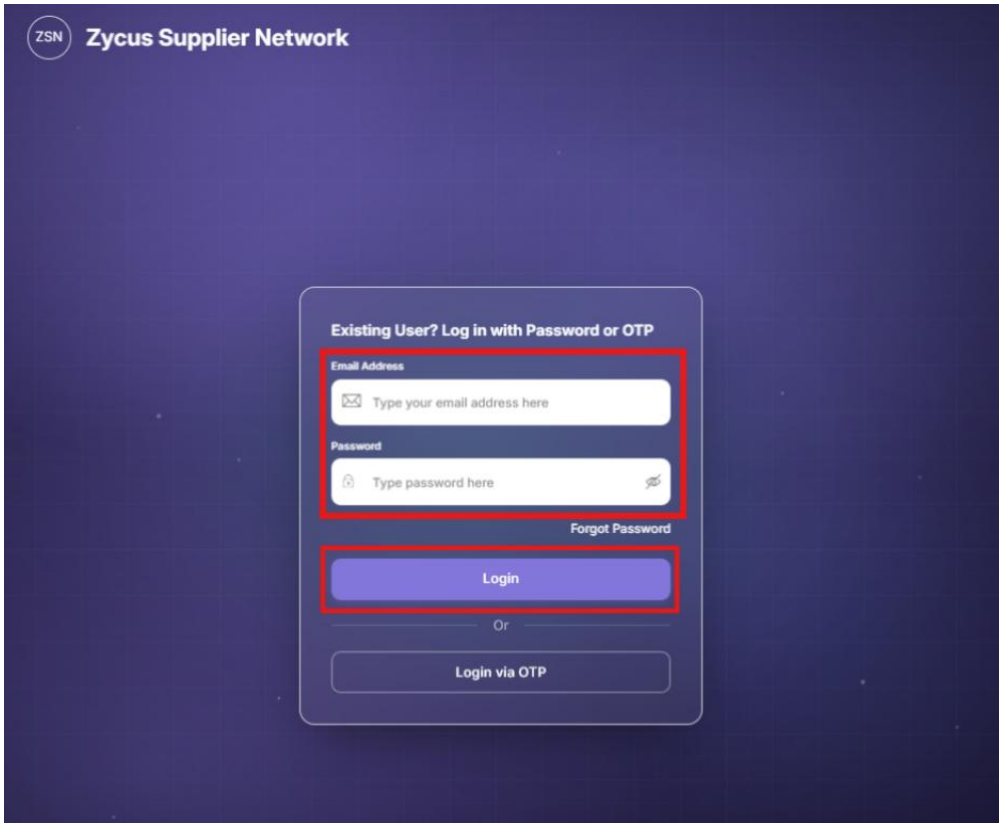
Customer/Client Name: ICF

Business Location: ICF-Outside North America

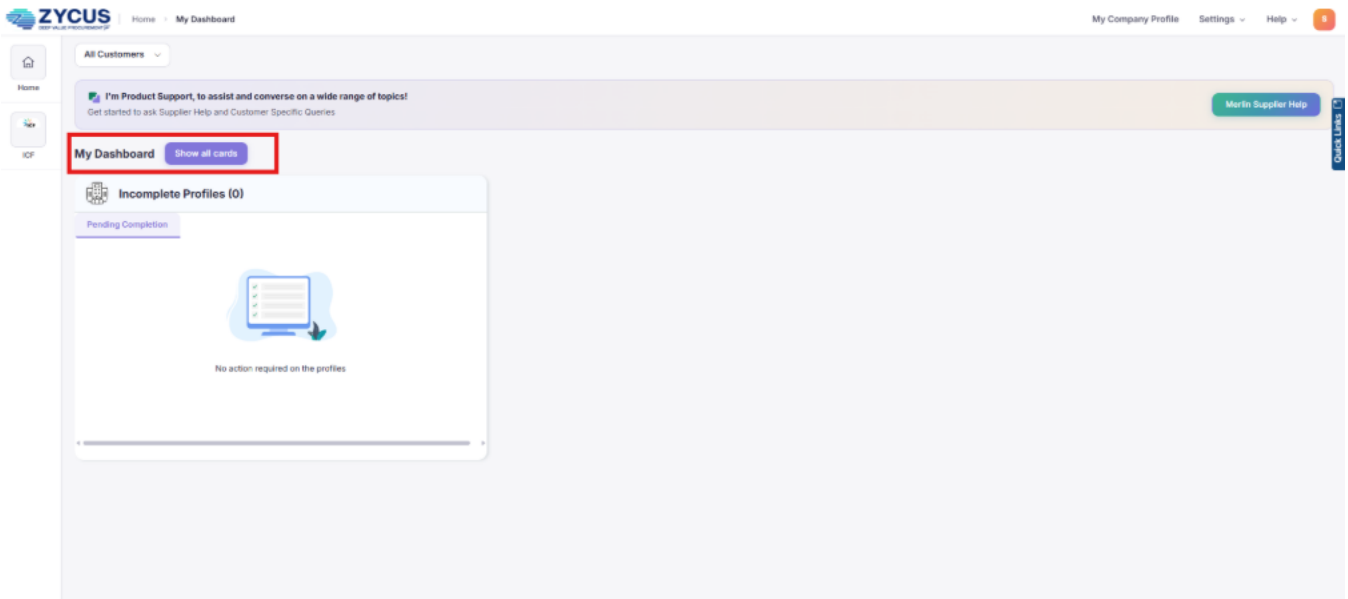
Comments: Kindly complete your details, including bank information at your earliest convenience. Thank you, Andrea

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

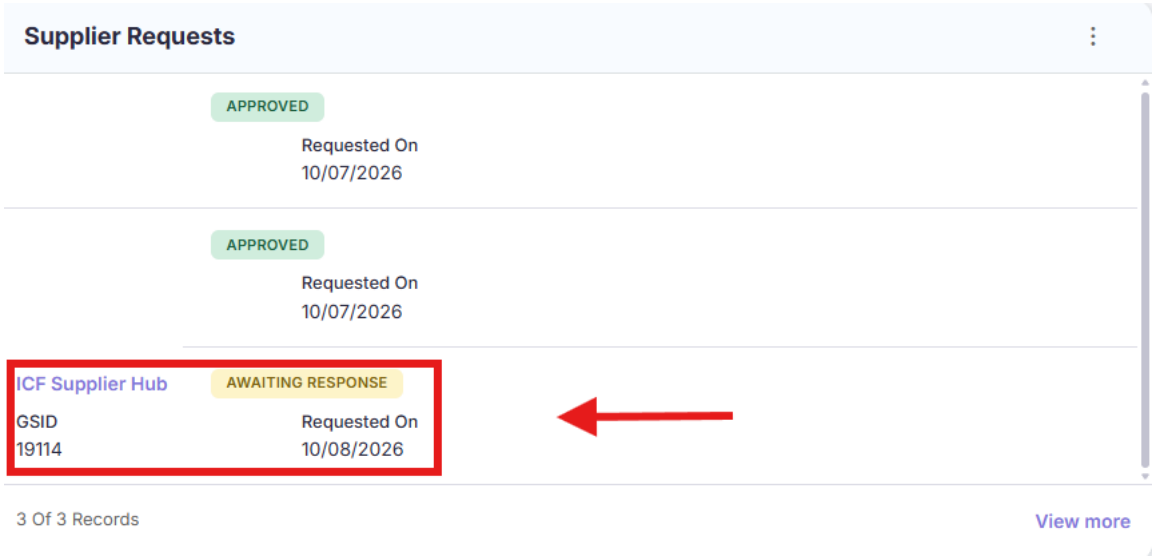
2. Open your web browser and navigate to the ZSN https://dewdrops.zycus.com/zsp/guest/genericRegister/ICF225. Enter your credentials and click **Login**.



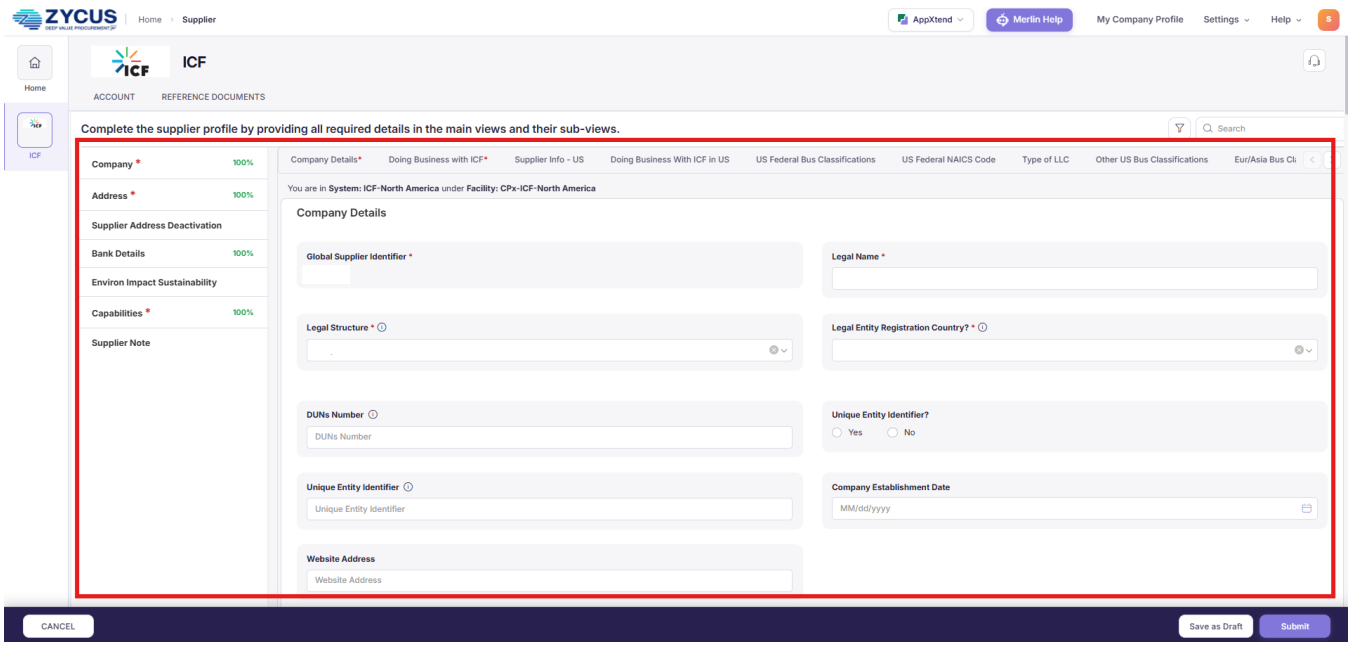
3. After logging in, the following screen will appear. Click **Show all cards** which will open all requests.



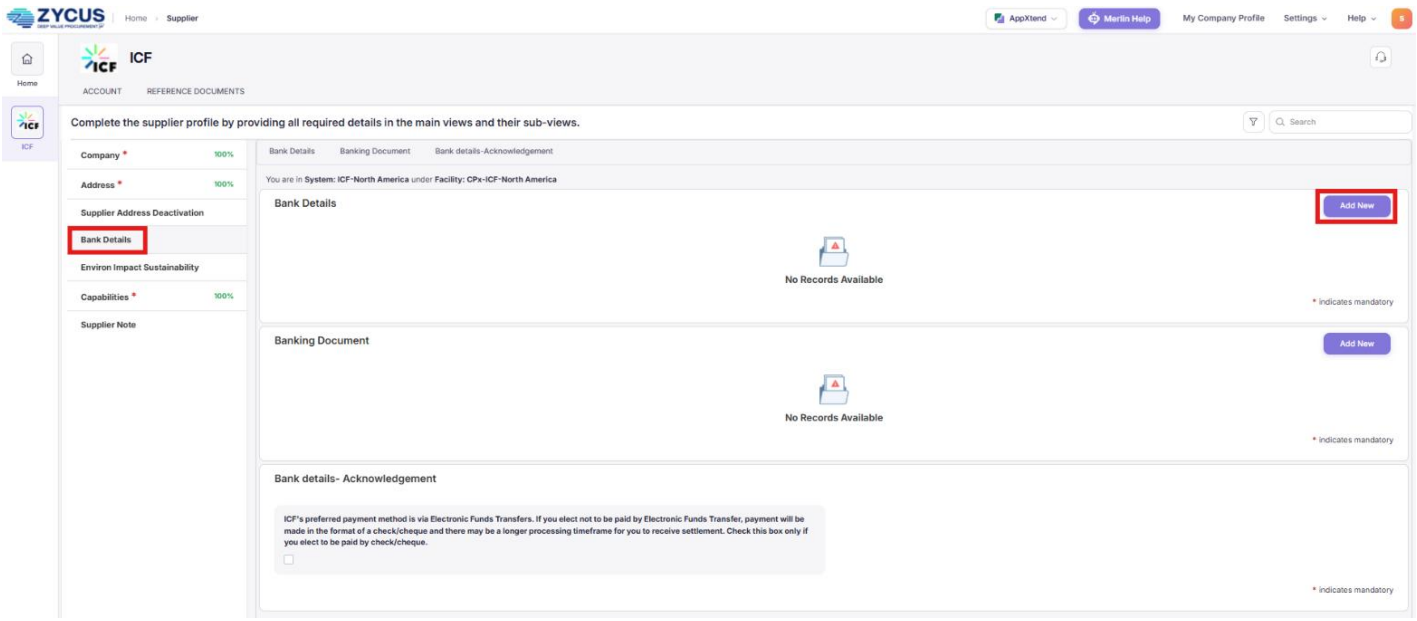
4. You will be directed to the **Supplier Requests** card on your dashboard. Find the relevant **Supplier Name** where the status is marked as **Awaiting Response** and click to proceed.



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.



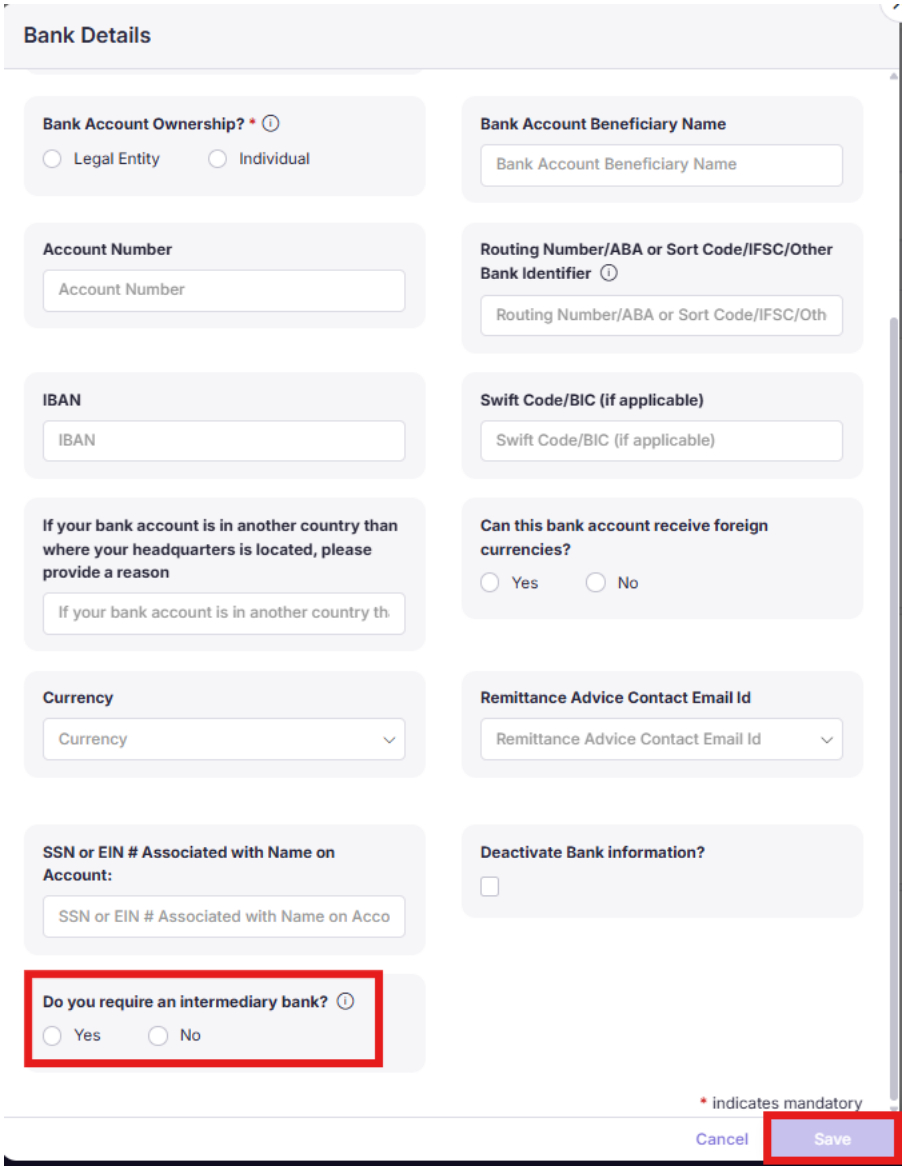
6. In the **Bank Details** section, click **Add New** to enter your bank information.



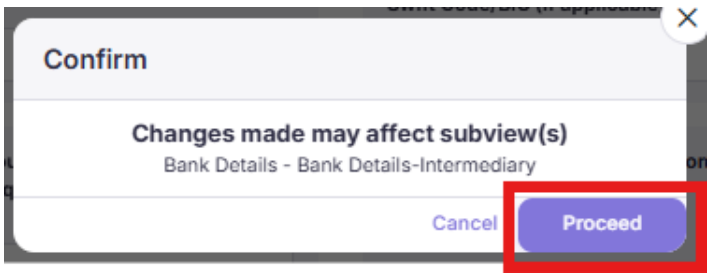
7. Input all applicable banking information (e.g., **Supplier Address**, **Bank Address Country**, **Account Validation Type**, **Account Type**, **Bank Account Ownership**, **Bank Account Beneficiary Name**, **Account Number**, **Routing Number**, **Swift Code,** and **IBAN** for international transactions).
   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?**

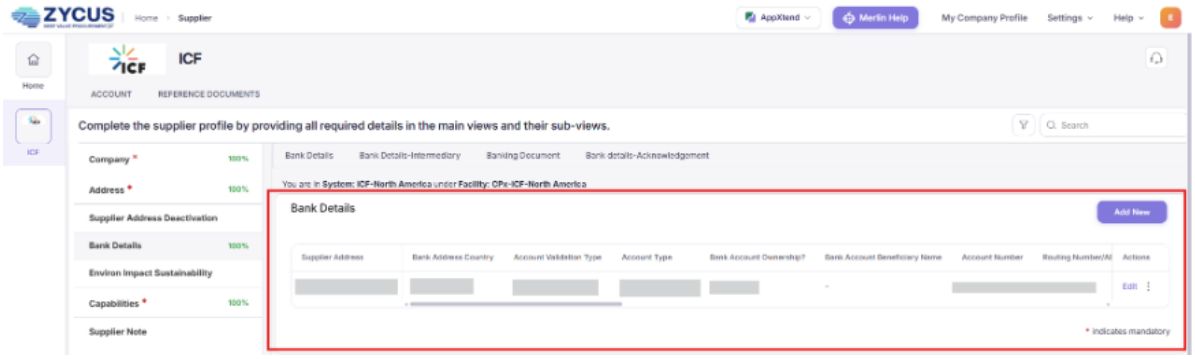
8. Check all entries to ensure accuracy and avoid processing delays and click **Save**.



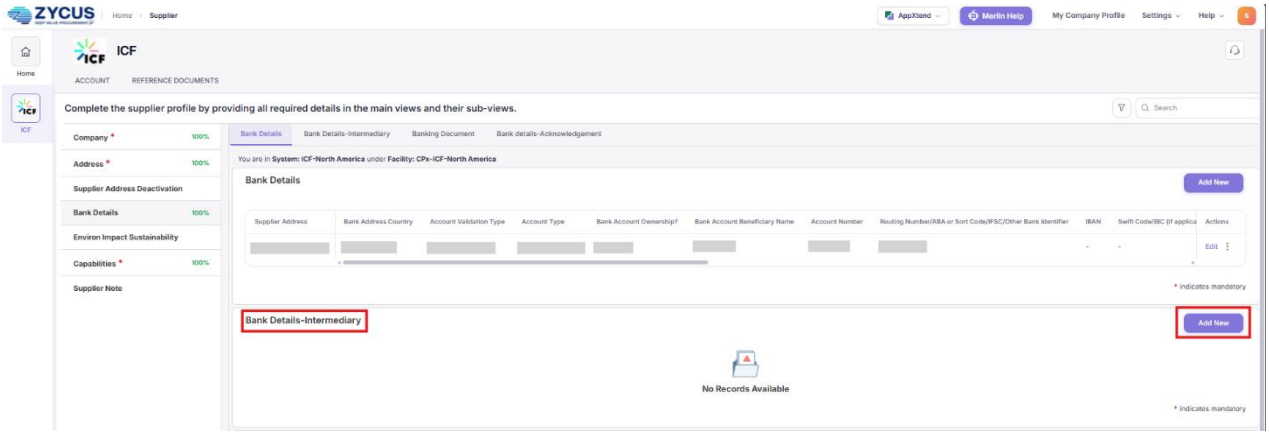
8.1. If you select **Yes** for **Do you require an intermediary bank?** A confirmation box will appear. Click **Proceed**.



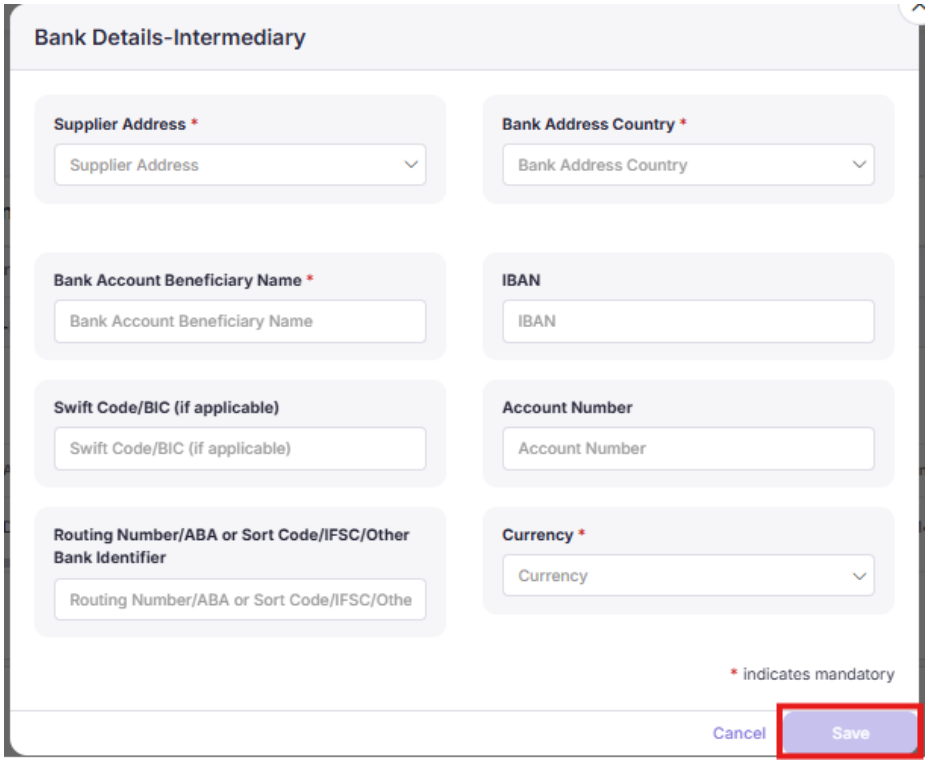
9. **Bank Details** will now be populated.



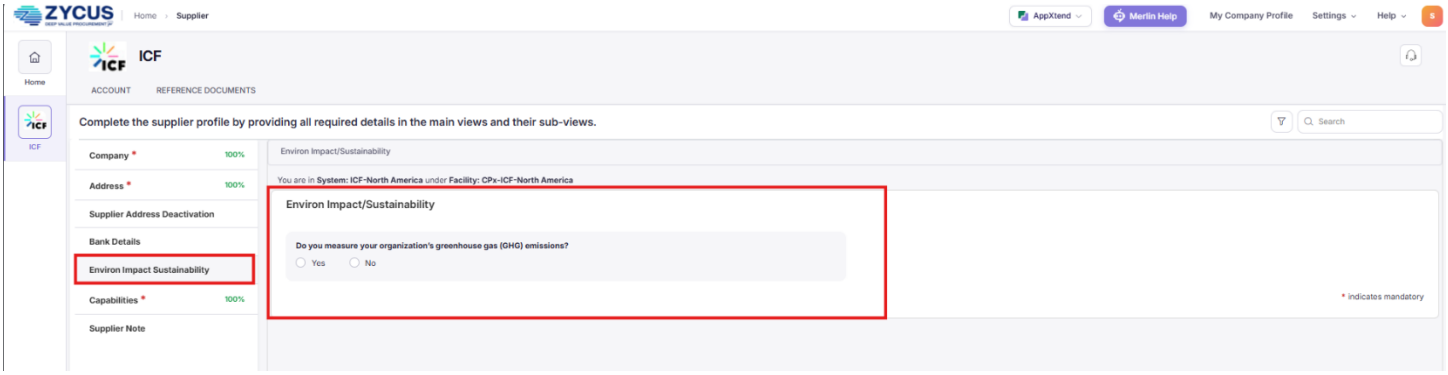
9.1. If you selected **Yes** for **Do you require an intermediary bank?** The **Bank Details – Intermediary** sub view will appear. Click **Add New.**



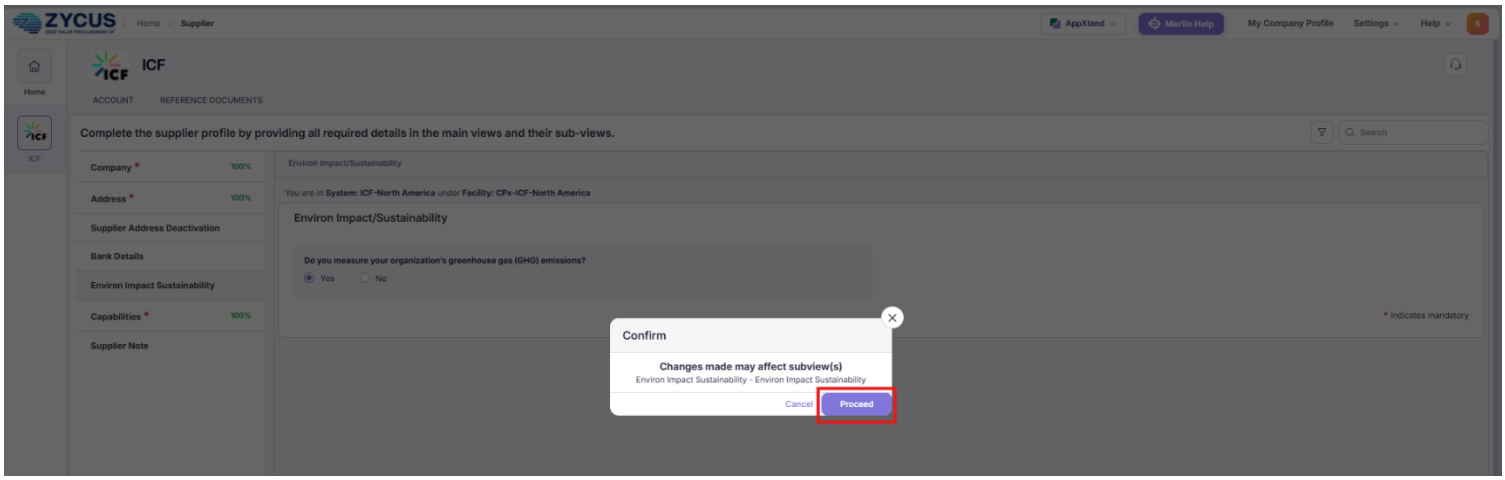
10. Enter **Bank Details-Intermediary** and click **Save**.



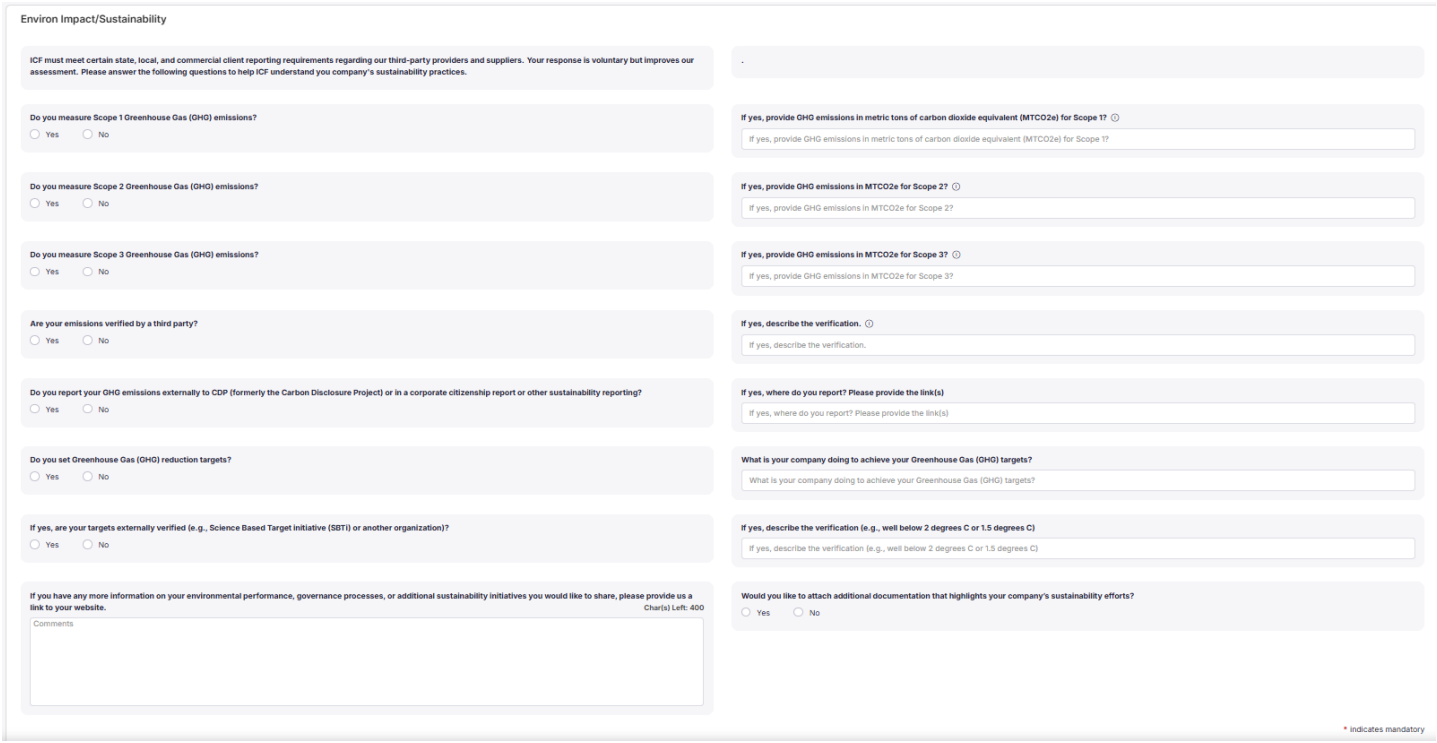
11. Select **Environ Impact/Sustainability** and respond to the question: **Do you measure your organization's greenhouse gas (GHG) emissions?**
    11.1. If the answer is no, click **No**.
    11.2. If the answer is yes, click **Yes.**



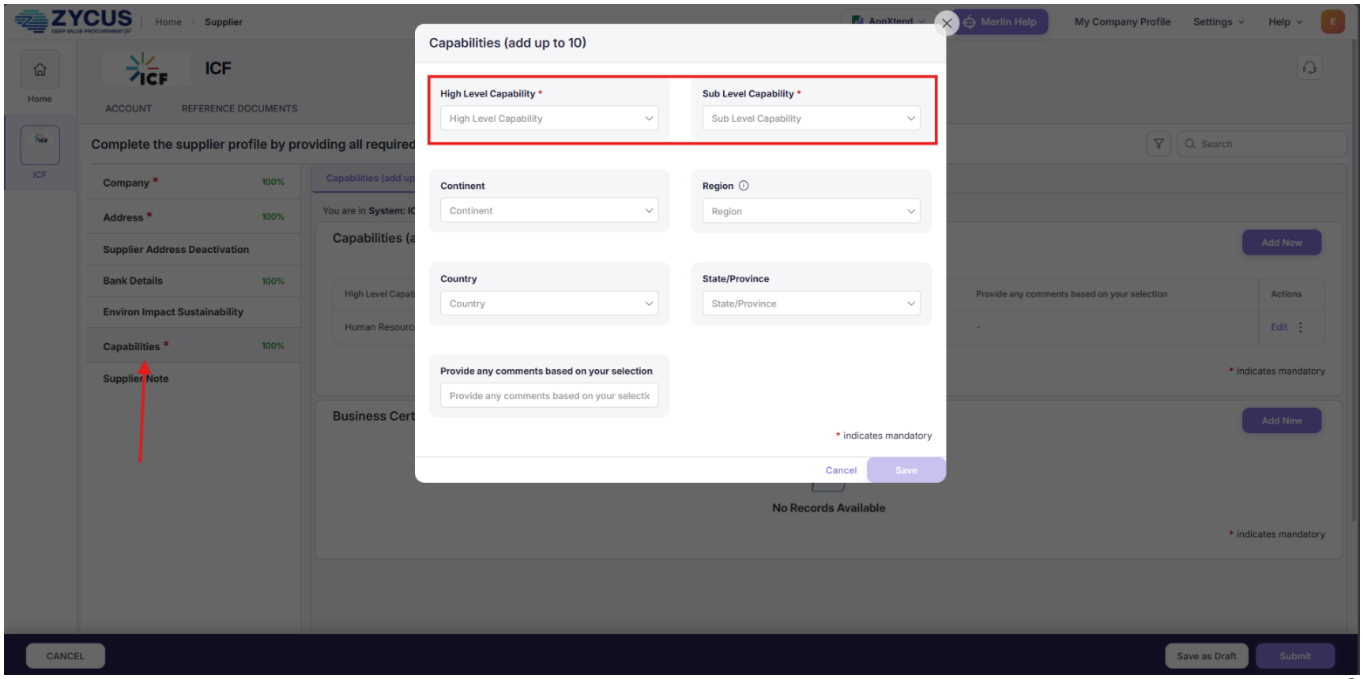
12. A confirmation box will appear. Click **Proceed** to confirm response.



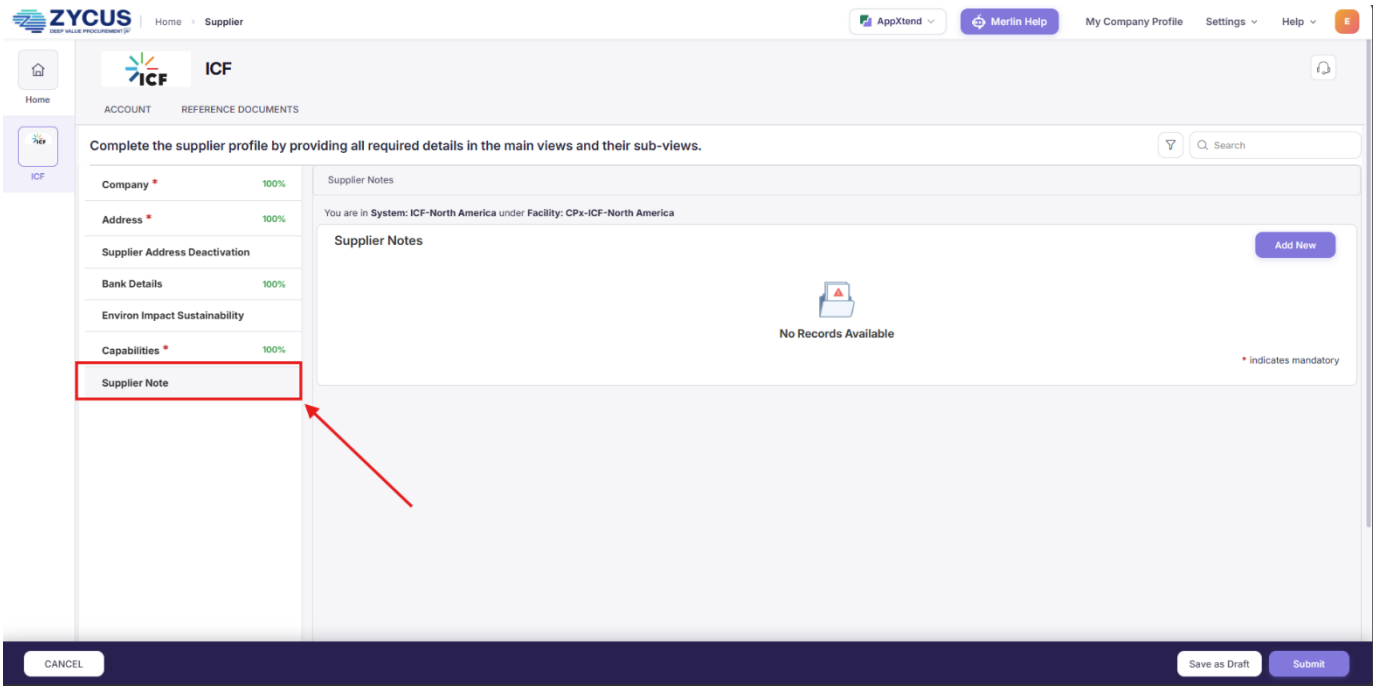
13. If you clicked **Yes**, additional questions about **Environ Impact/Sustainability** will appear. Answer all applicable questions.

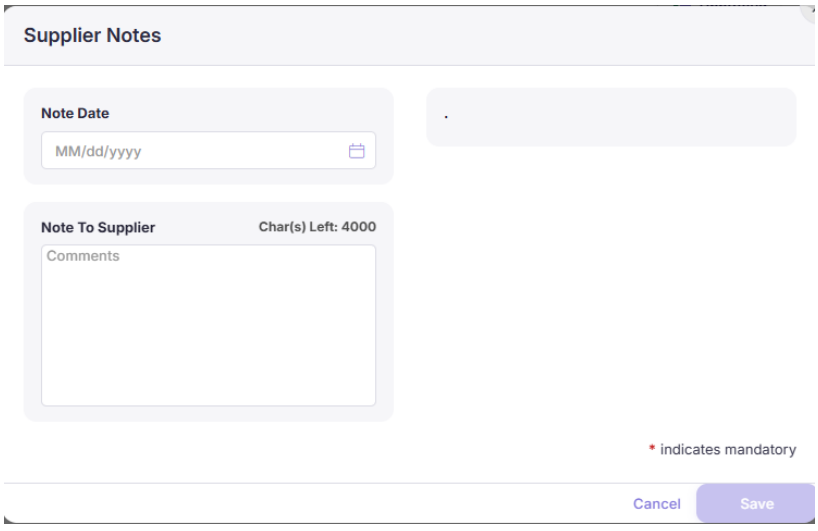


14. Click **Capabilities**, select **Add New,** enter the information, and click **Save**. You can add up to 10 entries.

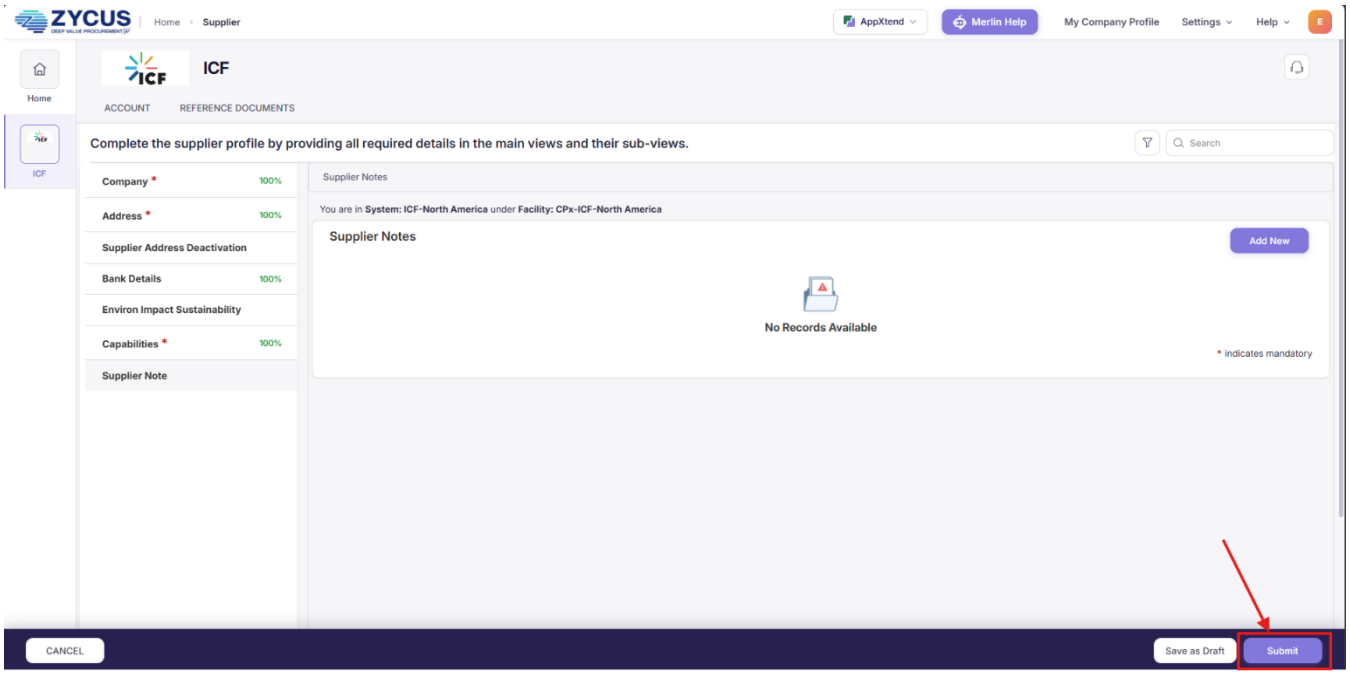


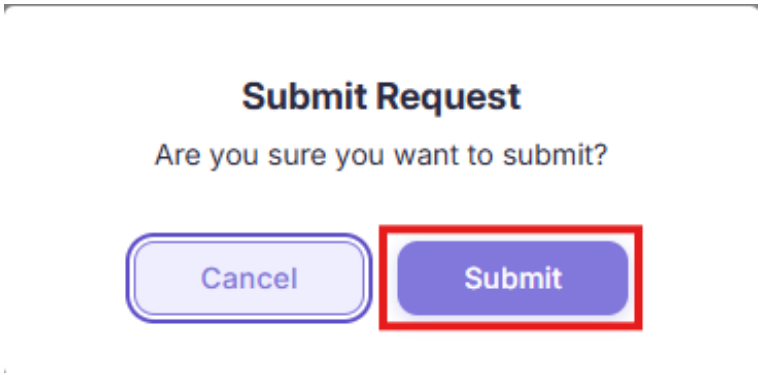
15. Click **Supplier Note,** select **Add New** and add anything else you would like ICF to know. Add the **Note Date** and your note. Click **Save** to close the dialog box.



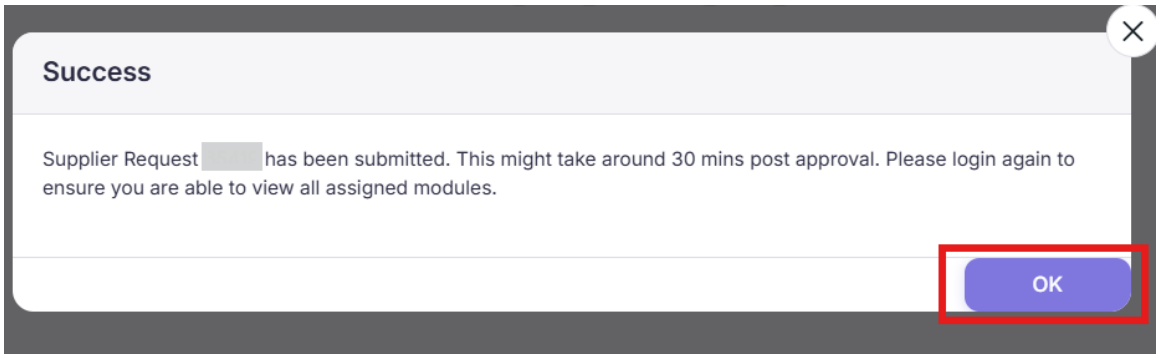


16. Click **Submit** to finalize.

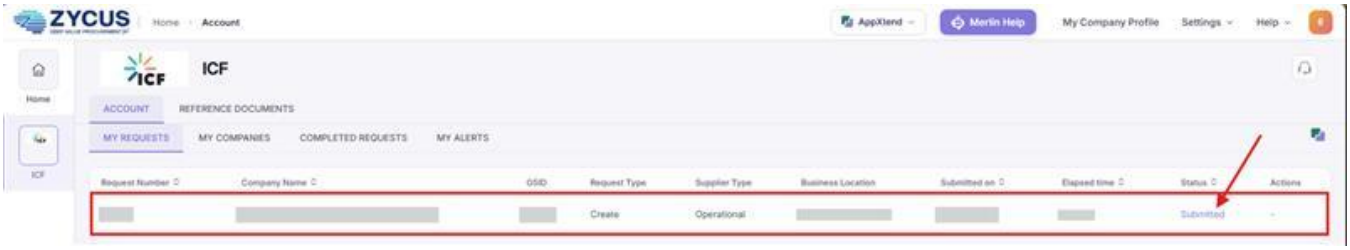




17. After clicking **Submit**, click **OK**.



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](#).