

## → 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 ZSN ([ICFSource2PayAdmin@icf.com](mailto:ICFSource2PayAdmin@icf.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



ICFSource2PayAdmin@icf.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 - [REDACTED], details given below:

Request ID: 48045

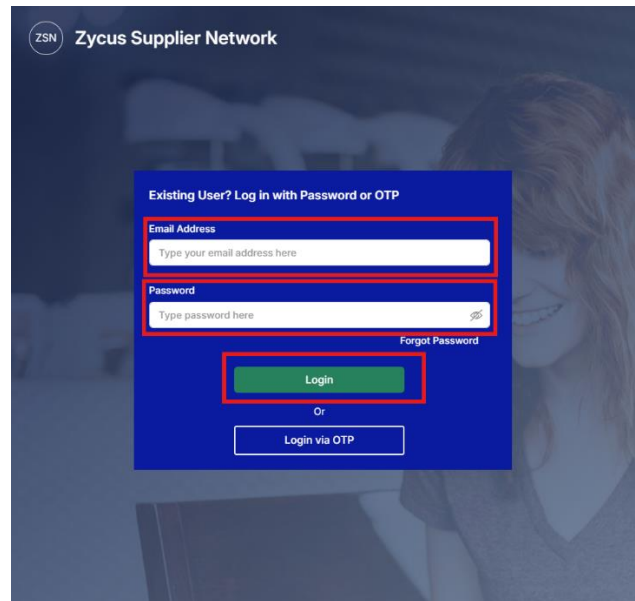
Customer/Client Name: ICF

Business Location: ICF-Outside North America

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

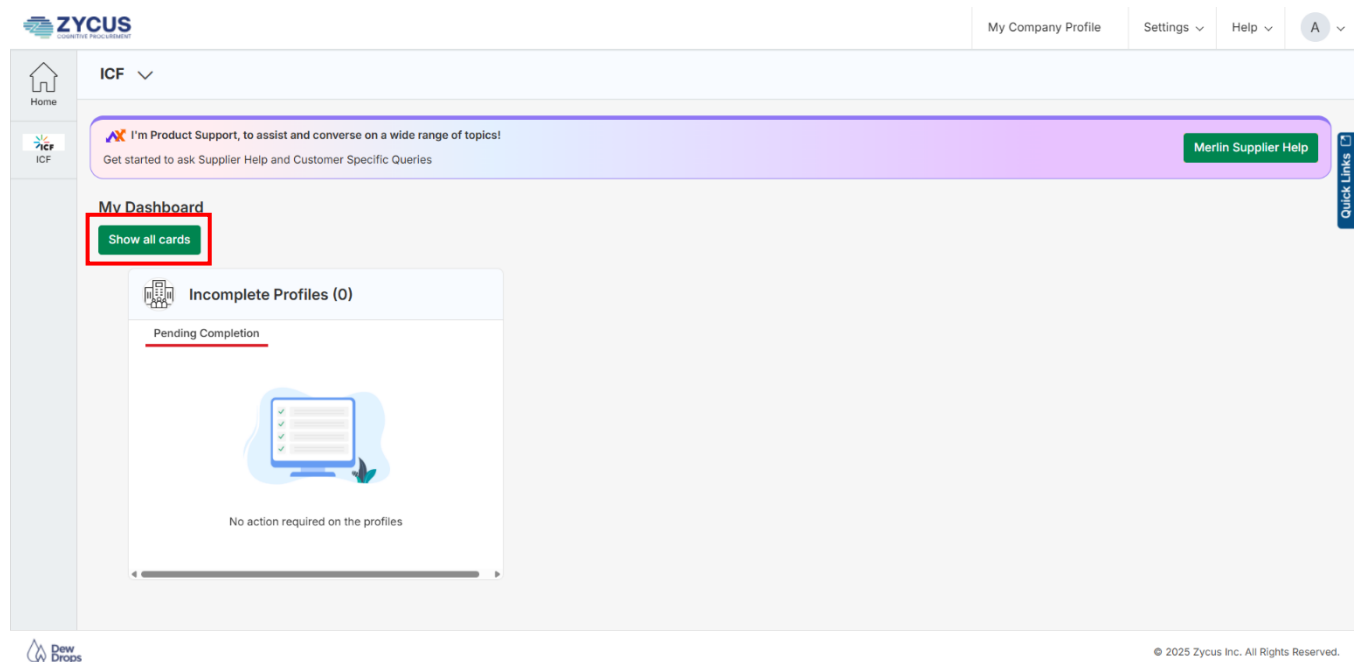
This is an automatically generated email, please do not reply.

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, there is a header with the ZSN logo and the text 'Zycus Supplier Network'. Below this, a central blue box contains the login form. The form has a title 'Existing User? Log in with Password or OTP'. It includes two input fields: 'Email Address' with a placeholder 'Type your email address here' and 'Password' with a placeholder 'Type password here' and a toggle icon. A 'Forgot Password' link is located to the right of the password field. Below the fields is a green 'Login' button, and further down, an 'Or' separator and a 'Login via OTP' button. The background of the page features a faint image of a woman smiling.

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



The image displays the Zycus Supplier Network dashboard after a successful login. The top navigation bar includes the ZYCUS logo, a user profile icon, and links for 'My Company Profile', 'Settings', 'Help', and a user initials dropdown. A sidebar on the left contains a 'Home' icon and the 'ICF' logo. The main content area features a purple banner with a chatbot icon and the text 'I'm Product Support, to assist and converse on a wide range of topics! Get started to ask Supplier Help and Customer Specific Queries'. Below this is a 'Merlin Supplier Help' button. The 'My Dashboard' section is highlighted with a red box around the 'Show all cards' button. Underneath, there is a card titled 'Incomplete Profiles (0)' with a sub-section 'Pending Completion'. This card contains an illustration of a checklist on a screen and the text 'No action required on the profiles'. A 'Quick Links' sidebar is visible on the right edge. The footer includes the Dew Drops logo and the copyright notice '© 2025 Zycus Inc. All Rights Reserved.'

- 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.

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	
<a href="#">View more</a>	

- 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**.

This screenshot shows the 'Company Details' form in the ICF Supplier Hub. The form is divided into several sections: 'Company Details', 'Tax Details', 'Doing Business with ICF', 'Business Size Class-EA', 'Company Detail-Sole Proprietor', 'Documents & Certifications', and 'DBA / Alias'. The 'Company Details' section includes fields for 'Global Supplier Identifier', 'Legal Name', 'Legal Structure', 'Legal Entity Registration Country', 'Unique Entity Identifier', 'Company Establishment Date', 'Website Address', and 'Tax ID'. The 'Tax Details' section includes 'Tax ID Format' and 'Tax ID'. The 'Doing Business with ICF' section includes questions about doing business with ICF in North America, the United States, and other regions. The 'Business Size Class-EA' section includes questions about the number of employees and whether the company is a woman-owned business. The 'Company Detail-Sole Proprietor' section includes questions about being a sole proprietor and a former government employee. The 'Documents & Certifications' and 'DBA / Alias' sections show 'No Records Available' with an 'Add New' button.

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

This screenshot shows the 'Bank Details' form in the ZYCUS Supplier Hub. The form is divided into two main sections: 'Bank Details' and 'Banking Document'. The 'Bank Details' section includes an 'Add New' button, which is highlighted with a red box. The 'Banking Document' section also includes an 'Add New' button. The form is titled 'Complete the supplier profile by providing all required details in the main views and their sub-views.' and includes a search bar and a 'My Company Profile' link.

- 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**.

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

8. Bank Details will now be populated.

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

Bank Details

Banking Document

Bank details-Acknowledgement

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

Bank Details

Add New

Supplier Address	Bank Address Country	Account Validation Type	Account Type	Bank Account Owner	Actions
					<div>Edit</div>

Indicates mandatory

Banking Document

Add New

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 for you to receive settlement. Check this box only if you elect to be paid by check/cheque.

☐

Indicates mandatory

CANCEL

Save as Draft

Submit

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

The screenshot shows the 'Payment Terms' section of the ZYCUS ICF Supplier Hub. The 'Payment Currency' dropdown is highlighted with a red box and a yellow callout bubble that says 'Select Applicable Payment Currency'. A red arrow points to the dropdown. The left sidebar shows navigation options: Company, Address, Supplier Address Deactivation, Bank Details, Payment Terms (selected), Environ Impact Sustainability, Capabilities, and Supplier Note. The top bar includes 'My Company Profile', 'Settings', and 'Help'. The bottom bar has 'CANCEL', 'Save as Draft', and 'Submit' buttons.

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

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

The screenshot shows the 'Environ Impact/Sustainability' section of the ZYCUS ICF Supplier Hub. The 'Do you measure your organization's greenhouse gas (GHG) emissions?' question is highlighted with a red box. The 'No' radio button is selected. A red arrow points to the 'Environ Impact/Sustainability' section in the left sidebar. The top bar includes 'My Company Profile', 'Settings', and 'Help'. The bottom bar has 'CANCEL', 'Save as Draft', and 'Submit' buttons.

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

Home • Supplier  
← Highspot, Inc.

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

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 your company's sustainability practices.

11. A confirmation box will appear after clicking "Yes". Click **Proceed** to confirm response.

Confirm

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

Cancel Proceed



12. 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 dioxide

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 Gas

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

Would you like to attach additional documentation that highlights your company's sustainability efforts?

☐ Yes ☐ No

CANCEL Save as Draft Submit

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 date and your note. Click **Save** to close the dialog box.

15. Click **Submit** to finalize.

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

**Company Details**

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

**Legal Name \***

**Legal Entity Registration Country?**

**DUNS Number**

**Unique Entity Identifier**

**Company Establishment Date**

**Website Address**

**Tax Details**

**Tax ID Format \***

**Tax ID**

**Submit**

**Submit Request**

Are you sure you want to submit?

**Submit**

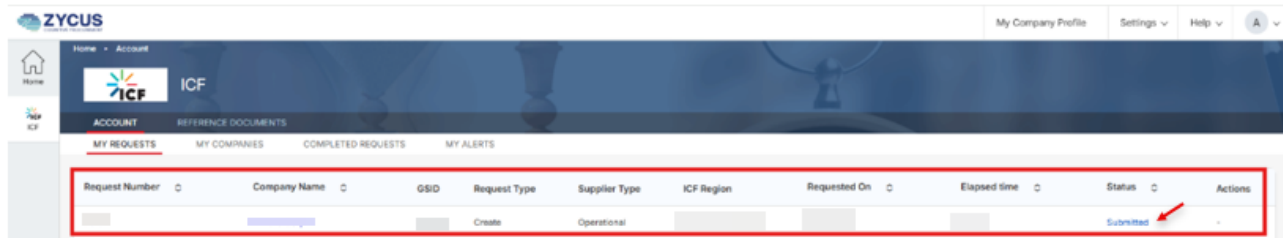
16. After clicking Submit, the below screen will appear. Click **OK**.

**Success**

Supplier Request [redacted] has been submitted. This might take around 30 mins post approval. Please login again to ensure you are able to view all assigned modules.

**OK**

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



The screenshot shows the ZYCUS ICF Supplier Hub interface. The top navigation bar includes the ZYCUS logo, a 'Home' link, and user options like 'My Company Profile', 'Settings', and 'Help'. The main header features the ICF logo and a navigation menu with 'ACCOUNT', 'REFERENCE DOCUMENTS', 'MY REQUESTS', 'MY COMPANIES', 'COMPLETED REQUESTS', and 'MY ALERTS'. The 'MY REQUESTS' tab is selected, displaying a table of requests. The table has columns for Request Number, Company Name, GSID, Request Type, Supplier Type, ICF Region, Requested On, Elapsed time, Status, and Actions. The first row of the table is highlighted, showing a request with the status 'Submitted', which is pointed to by a red arrow.

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