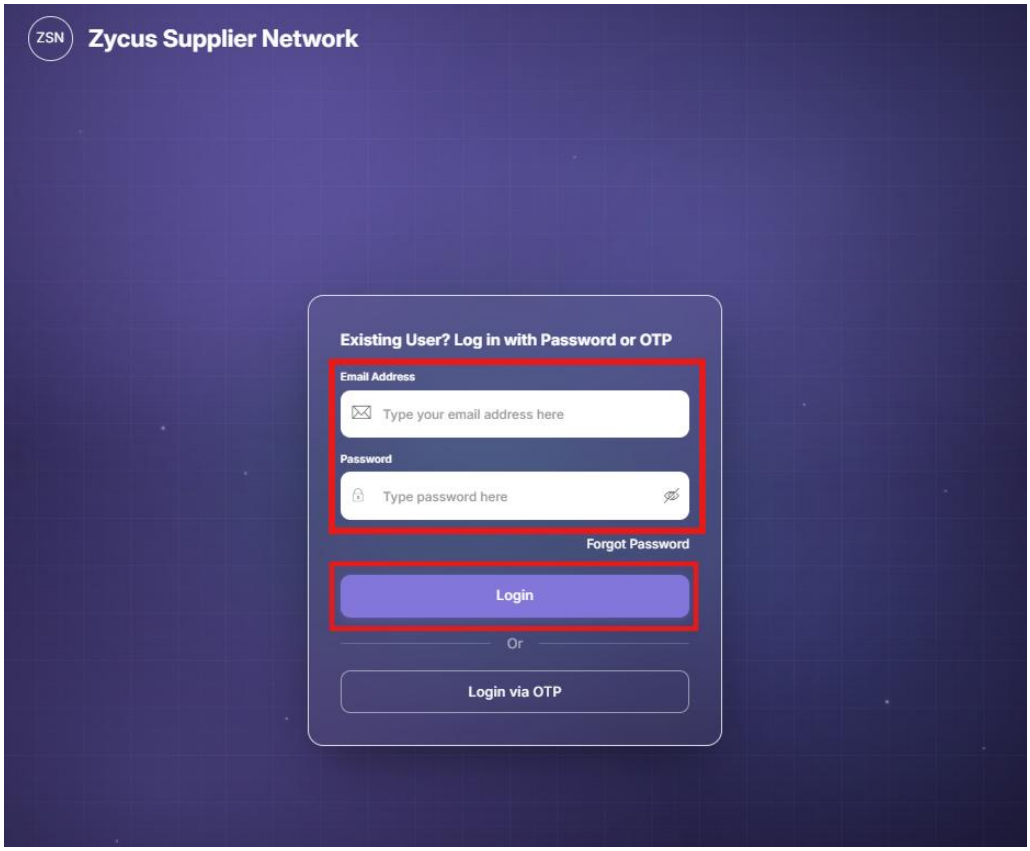
ICF Supplier Hub: Update Operational Supplier Profile

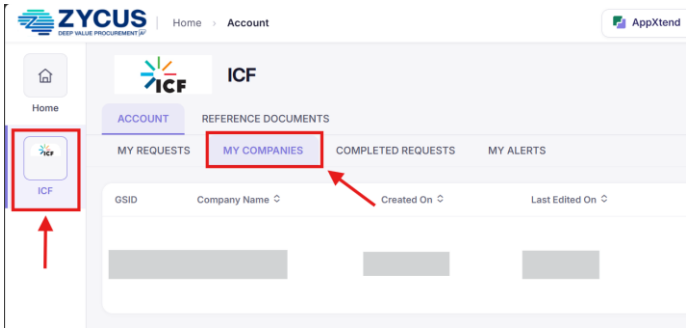
Purpose: This document outlines the process for an Operational Supplier to update their company and contact information in the ICF Supplier Hub through the Zycus Supplier Network (ZSN).

1. Navigate to the ICF Supplier Hub through the ZSN platform (https://dewdrops.zycus.com/zsp/guest/genericRegister/ICF225), enter your login credentials in the designated fields and click **Login**.

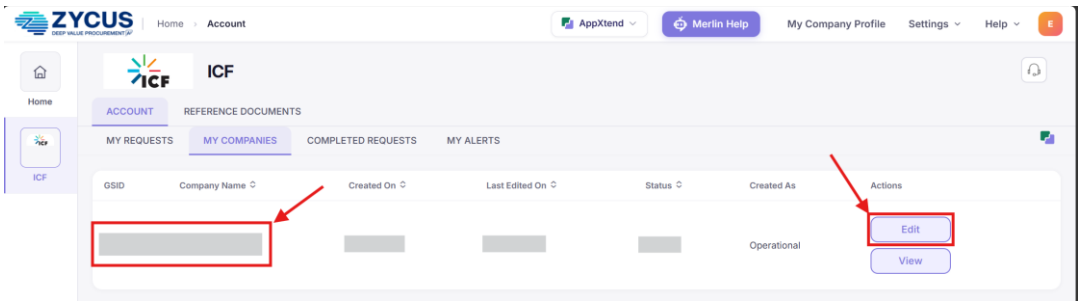


2. Click on the **ICF** icon in the side bar and then click on the **MY COMPANIES** tab.

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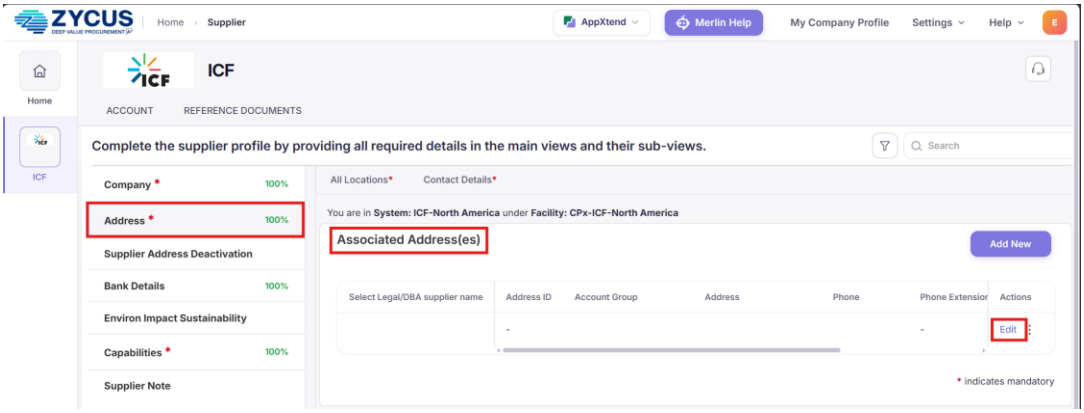


3. Find your company name that needs to be updated and click **Edit** on that line to edit details like company details, address, bank details, payment terms, and sustainability.



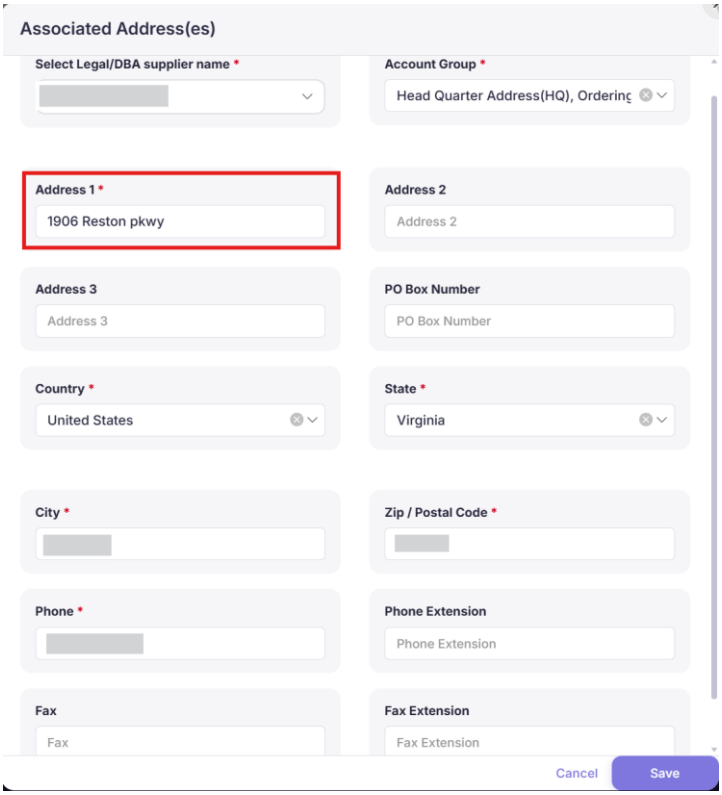
This example demonstrates how to update the Headquarters address.

1. Click **Address**.
   1.1. The **Associated Address(es)** screen lists all applicable addresses entered by the supplier. Find the address requiring an update and click **Edit**.

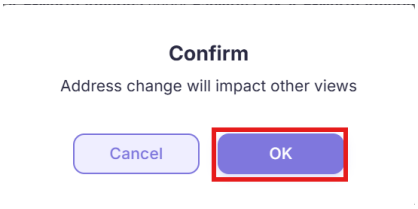


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2. Edit the applicable address information and click **Save**. In this example, an edit needs to be made to the **Address 1** information.

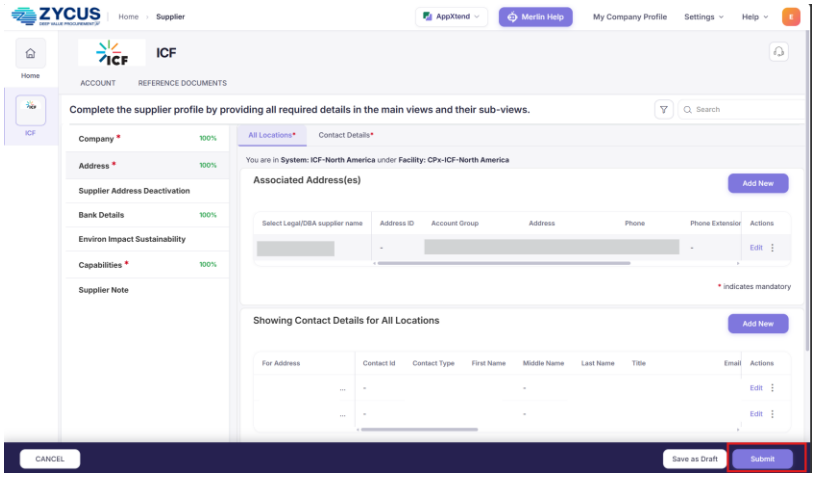


3. Click **OK** to confirm the address change.

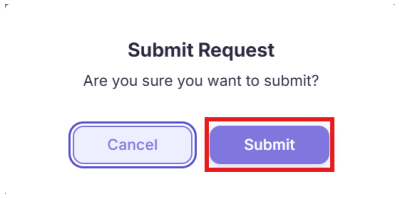


4. After all changes have been made, click **Submit**.

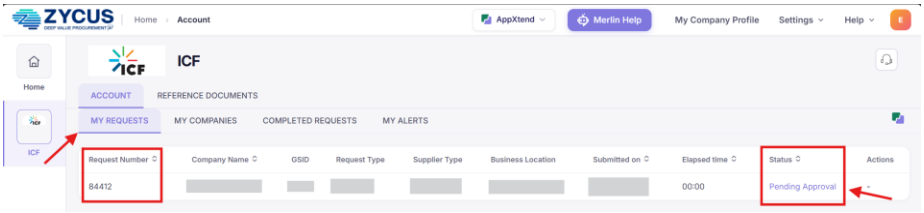
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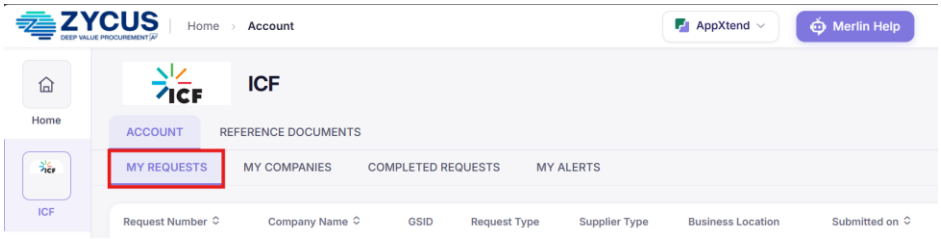
5. Click **Submit** again to confirm.



6. Under the **MY REQUESTS** tab, view the **Request Number** and **Status** to track your request.

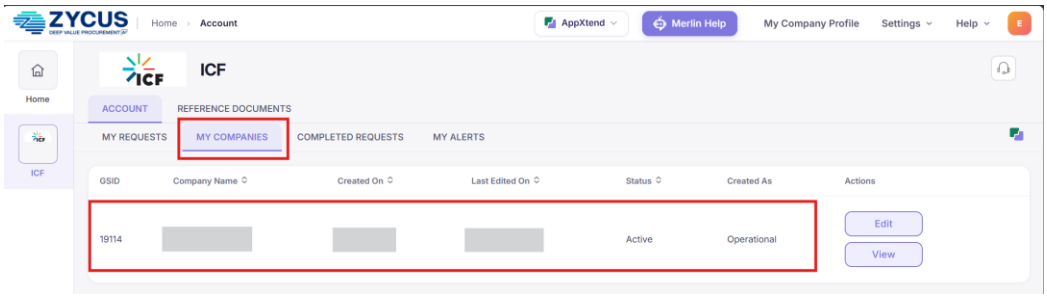


7. Once the changes have been verified and approved by ICF, the company information will no longer be displayed under the **MY REQUESTS** tab. If the company is still showing, then the updated information is in the process of being verified.



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8. View the company name and approved changes under the **MY COMPANIES** tab.



Additional job aids on how to complete your details can be found here: ICF Supplier Hub user guides and FAQs | ICF.

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