

→ ICF Supplier Hub: Update Potential Supplier Profile



Purpose: This document provides instructions for Potential Suppliers to update their profiles on the Zycus Supplier Network (ZSN).

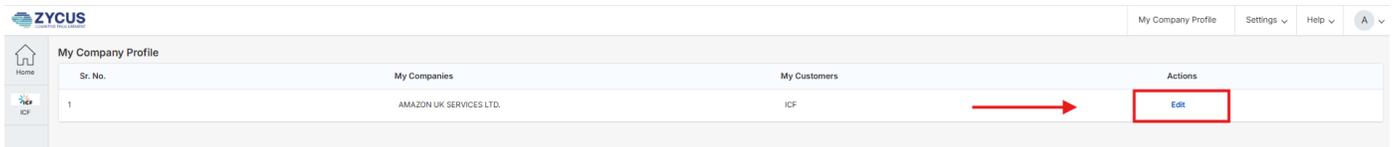
1. Navigate to the ICF Supplier Hub through the ZSN platform (<https://dewdrops.zycus.com/zsp/guest/genericRegister/ICF225>), enter your login credentials in the designated fields and click **Login**.

A screenshot of the Zycus Supplier Network login page. The page has a dark blue background with a faint image of a smiling woman. In the top left corner, there is a circular logo with 'ZSN' and the text 'Zycus Supplier Network'. The main content is a white login form with a blue border. The form is titled 'Existing User? Log in with Password or OTP'. It contains two input fields: 'Email Address' with the placeholder text 'Type your email address here' and 'Password' with the placeholder text 'Type password here' and a small eye icon to toggle visibility. Below the password field is a link that says 'Forgot Password'. At the bottom of the form is a green 'Login' button and a white 'Login via OTP' button. The text 'Or' is centered between the two buttons. Red rectangular boxes are drawn around the Email Address field, the Password field, and the Login button.

- a. In the **My Dashboard** section, click **My Company Profile** to access your company information.



- b. Click **Edit** next to your company name.



- c. Update, delete, or add extra information to your profile.

ACCOUNT REFERENCE DOCUMENTS

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

Company *

Address *

Capabilities

Company Details * Eur/Asia Bus Classifications * Documents & Certifications DBA/Alias

Company Details

Global Supplier Identifier
7878

Legal Structure * ⓘ

DUNs Number ⓘ

Unique Entity Identifier ⓘ

Website Address

Tax Details

Tax ID Format *
 US Federal Tax ID US Social Security Number
 VAT/Other

Legal Name *

Legal Entity Registration Country? ⓘ
United Kingdom

Unique Entity Identifier
 Yes No

Company Establishment Date

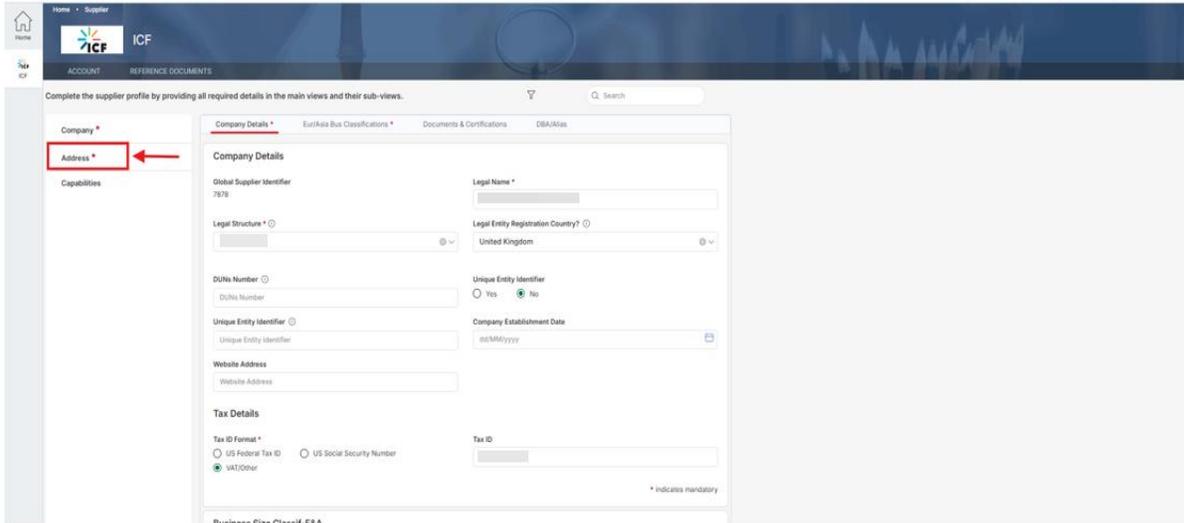
Tax ID

* indicates mandatory

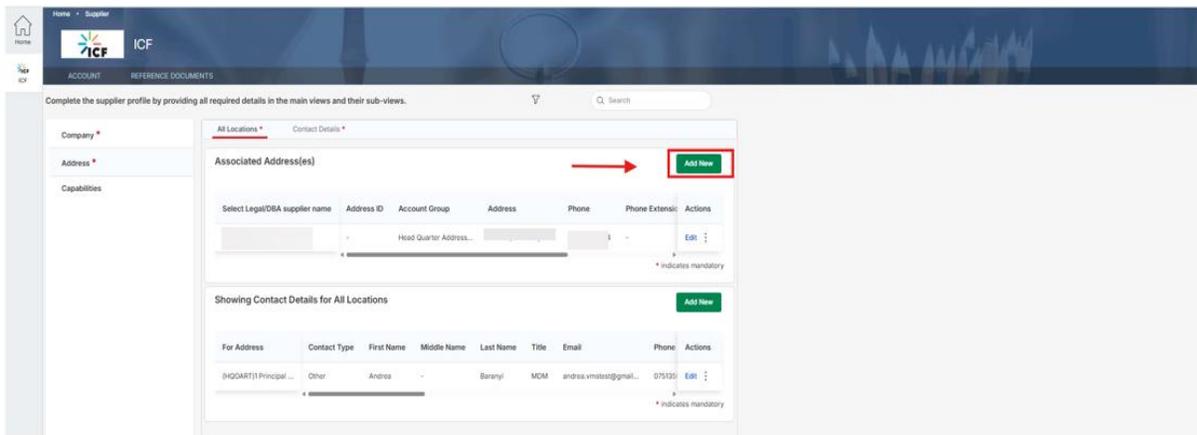
Business Size Classif-E&A

This example will demonstrate how to update your address. Note you can update any other details as needed.

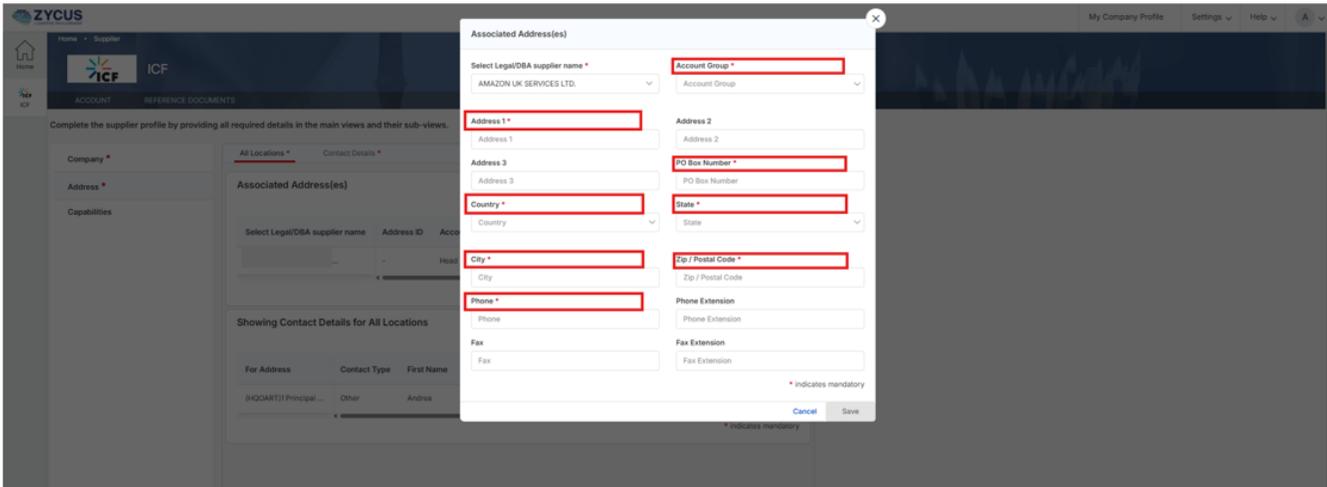
1. To add a new ordering address to your company profile, click **Address** and view all the addresses currently associated with your company.



2. Click **Add New**.

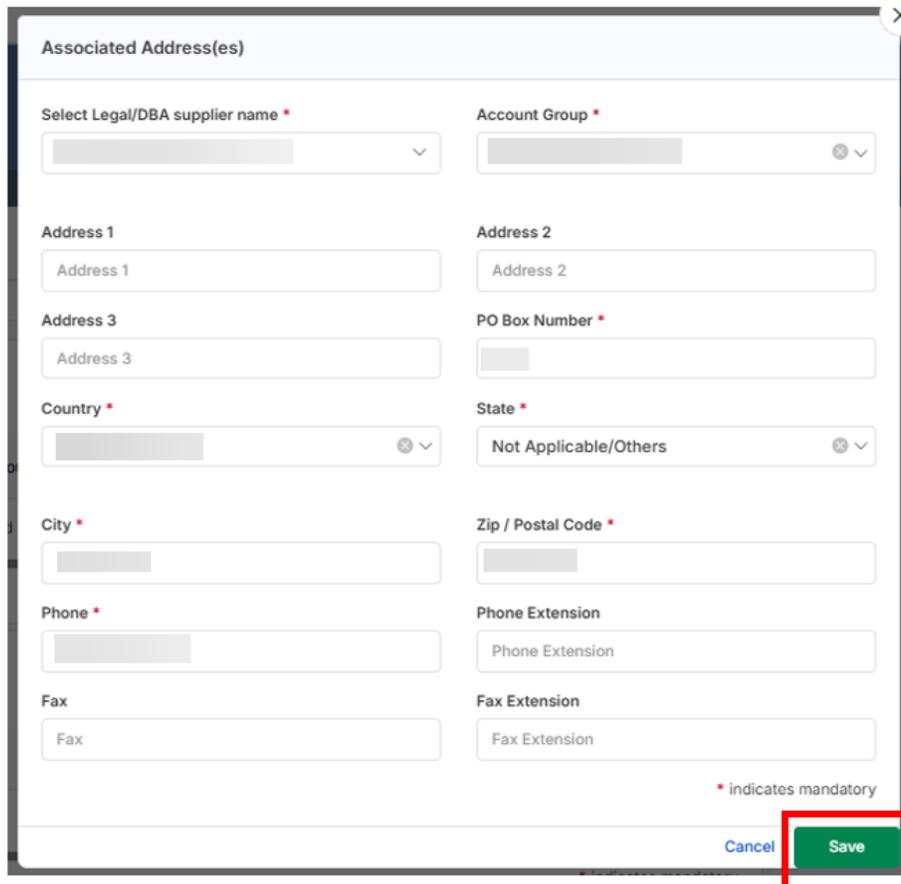


3. Ensure that all mandatory fields indicated by a red asterisk (*) are completed.

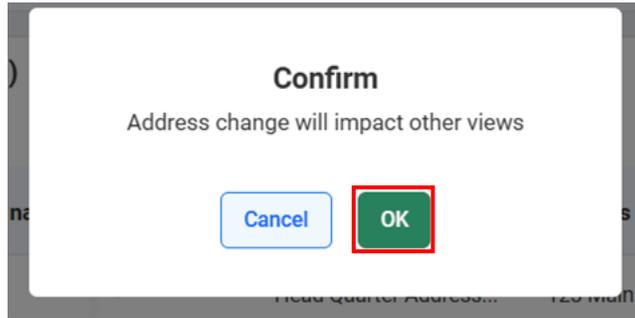


Note: You are only required to enter either a street address or PO Box Number. Once you enter either one, the other will no longer have a red asterisk (*).

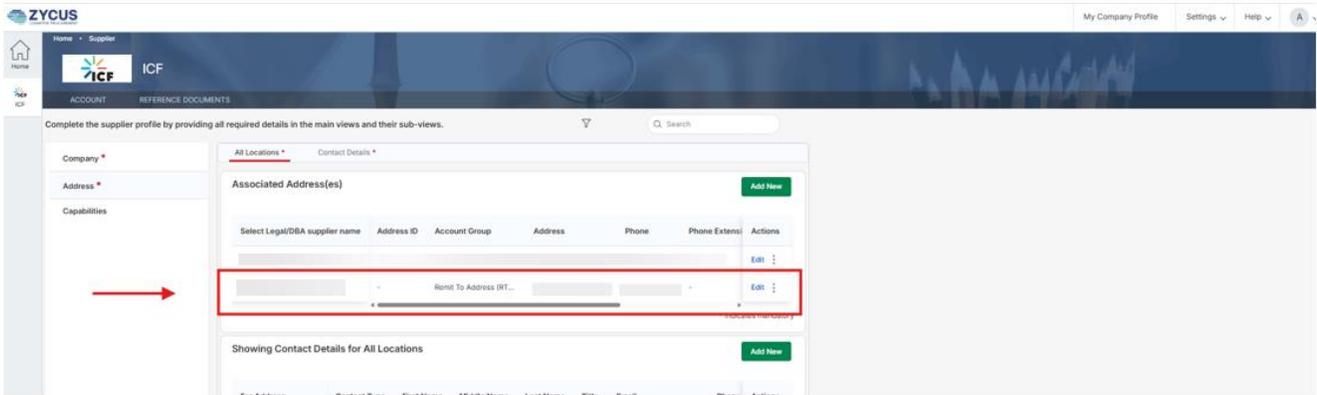
4. Once you have entered your information, click **Save**.



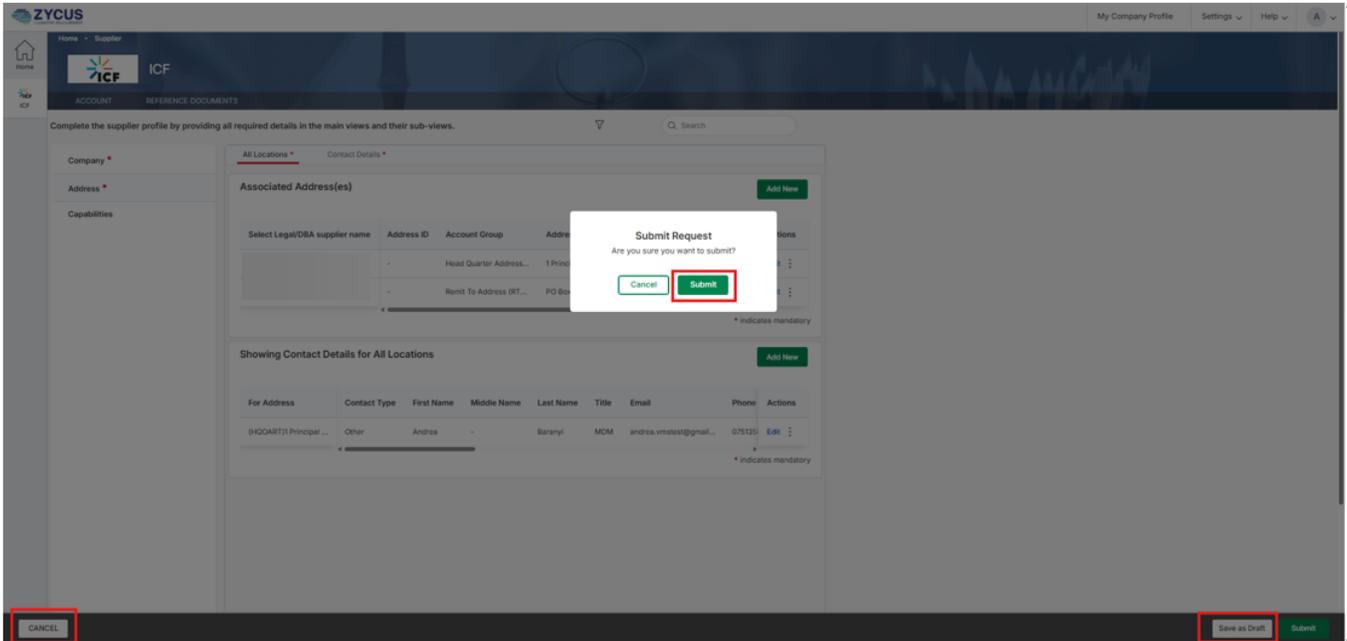
5. Click **OK**.



6. View the new address on your list.



- Click **Submit** if you would like to submit your updated information or click **Cancel** if you no longer want the update. You can also **Save as Draft** if you'd like to come back later.



- Changes will be auto approved. View changes under **COMPLETED REQUESTS**.

