

→ ICF Supplier Hub: How to Update Your Profile as a Potential Supplier

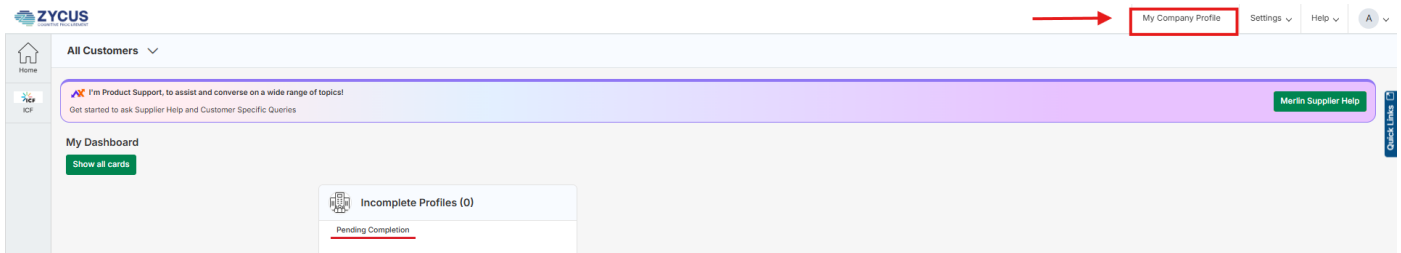


Purpose: This document provides instructions for Potential Suppliers to update their profiles in the Zycus Supplier Network (ZSN).

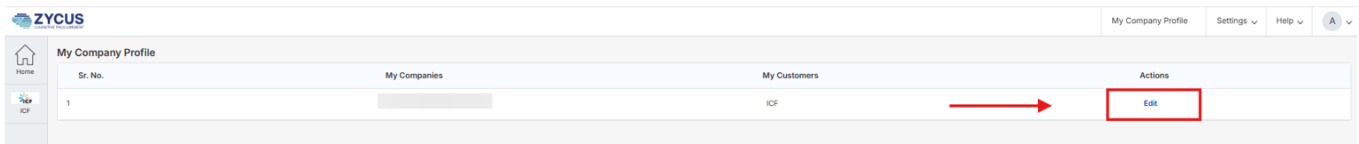
1. Navigate to the ICF Supplier Hub through the ZSN platform (<https://dewdrops.zycus.com/zsp/guest/genericRegister/ICF225>), enter your login credentials in the designated fields and click **Login**.

A screenshot of the Zycus Supplier Network login page. The page has a dark blue background with a faint image of a smiling woman. At the top left, there is a circular logo with 'ZSN' and the text 'Zycus Supplier Network'. The main content area is a white box with a blue border. It contains the text 'Existing User? Log in with Password or OTP'. Below this are two input fields: 'Email Address' with the placeholder 'Type your email address here' and 'Password' with the placeholder 'Type password here' and a small eye icon. To the right of the password field is a link that says 'Forgot Password'. Below the input fields is a green 'Login' button. Below the button is the text 'Or' and a white button with a blue border that says 'Login via OTP'.

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



3. Click **Edit** next to your company name.



4. Update, delete, or add extra information to your profile.

The screenshot shows the ZYCUS Company Details form. The form is divided into sections: 'Company Details', 'Legal Name', 'Legal Entity Registration Country?', 'DUNS Number', 'Unique Entity Identifier', 'Company Establishment Date', 'Website Address', 'Tax Details', and 'Tax ID'. The 'Legal Name' field is highlighted with a red box. The form includes a search bar and a 'Search' button. A note at the bottom right states '* indicates mandatory'.

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.

Home • Supplier

ICF

ACCOUNT REFERENCE DOCUMENTS

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

Company *
Address *
Capabilities

Company Details

Global Supplier Identifier

Legal Name *

Legal Structure *
United Kingdom

Legal Entity Registration Country? *
United Kingdom

DUNS Number
DUNS Number

Unique Entity Identifier
Unique Entity Identifier

Website Address
Website Address

Tax Details

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

Tax ID

* Indicates mandatory

2. Click **Add New**.

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

Company *
Address *
Capabilities

All Locations *
Contact Details *

Associated Address(es)

Select Legal/DBA supplier name Address ID Account Group Address Phone Phone Extension Actions

Head Quarter Address...

* Indicates mandatory

Showing Contact Details for All Locations

Add New

For Address Contact Type First Name Middle Name Last Name Title Email Phone Actions

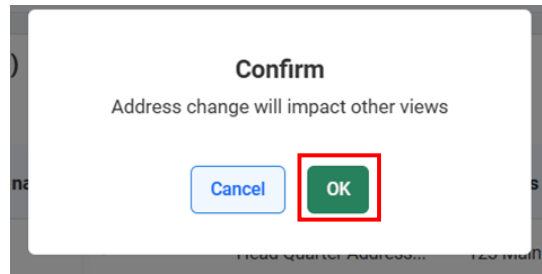
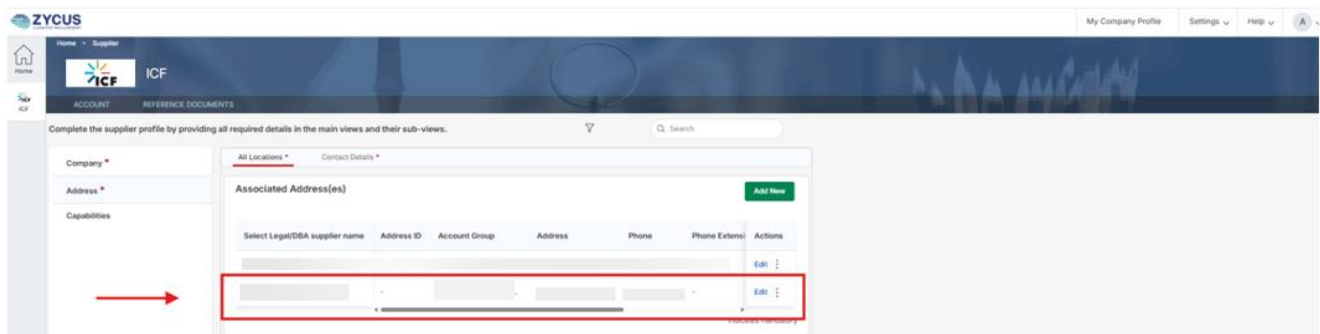
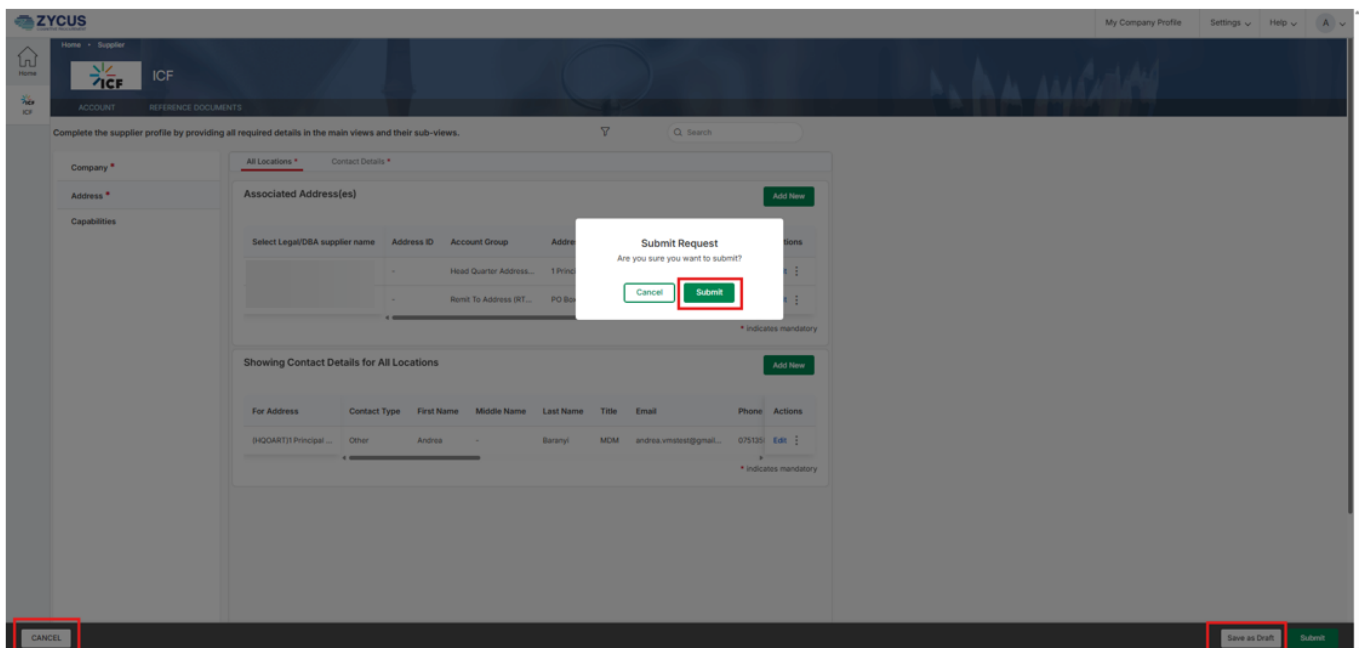
Select applicable address

* Indicates mandatory

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 under the **All Locations** section.7. 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.

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

ZYCUS

My Company ProfileSettingsHelp

HomeAccount

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ACCOUNTREFERENCE DOCUMENTS

MY REQUESTSMY COMPANIESCOMPLETED REQUESTSMY ALERTS

Request Number	Company Name	OSID	Request Type	Supplier Type	ICF Region	Requested On	Elapsed time	Status	Actions
48038		7878	Edit	Potential	-NA-	11/04/2025	00:00	Approved	
48037		7878	Create	Potential	-NA-	11/04/2025	00:00	Approved	

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