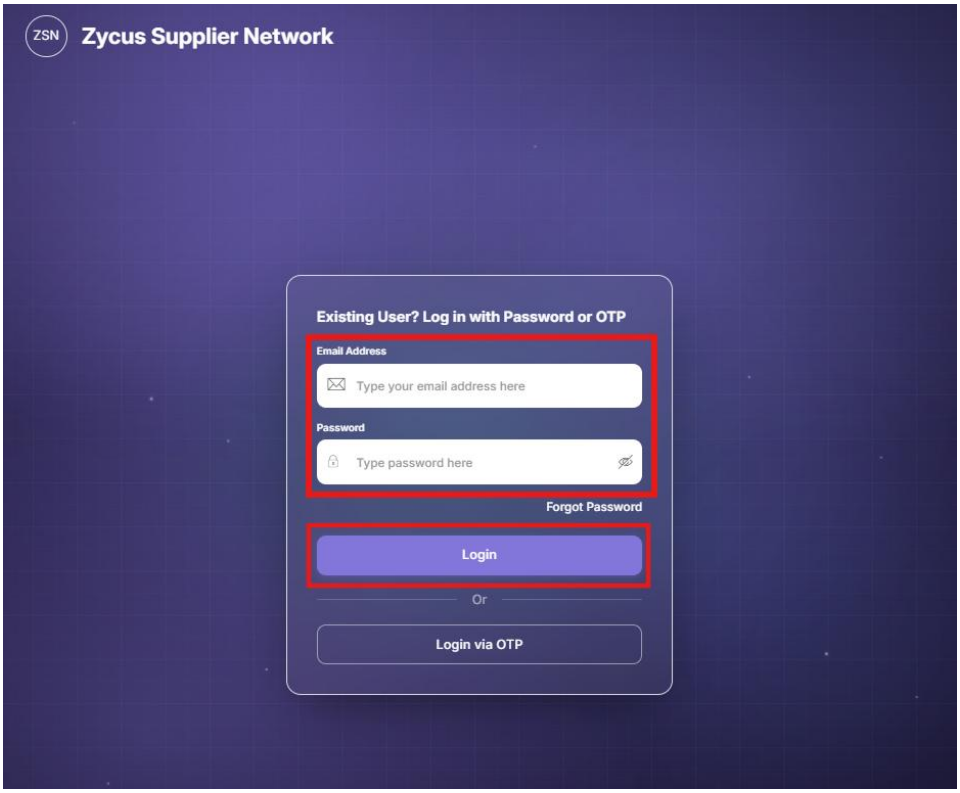
ICF Supplier Hub: How to Update Your Profile as a Potential Supplier

Purpose: This document provides instructions for Potential Suppliers to update their profile 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**.

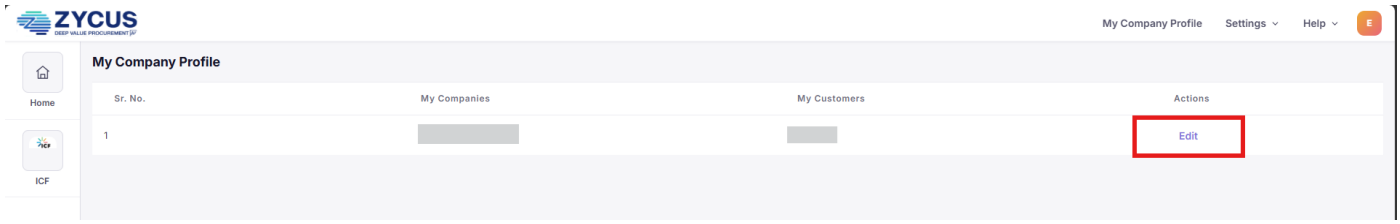


2. In the **My Dashboard** section, click **My Company Profile** to access your company information.

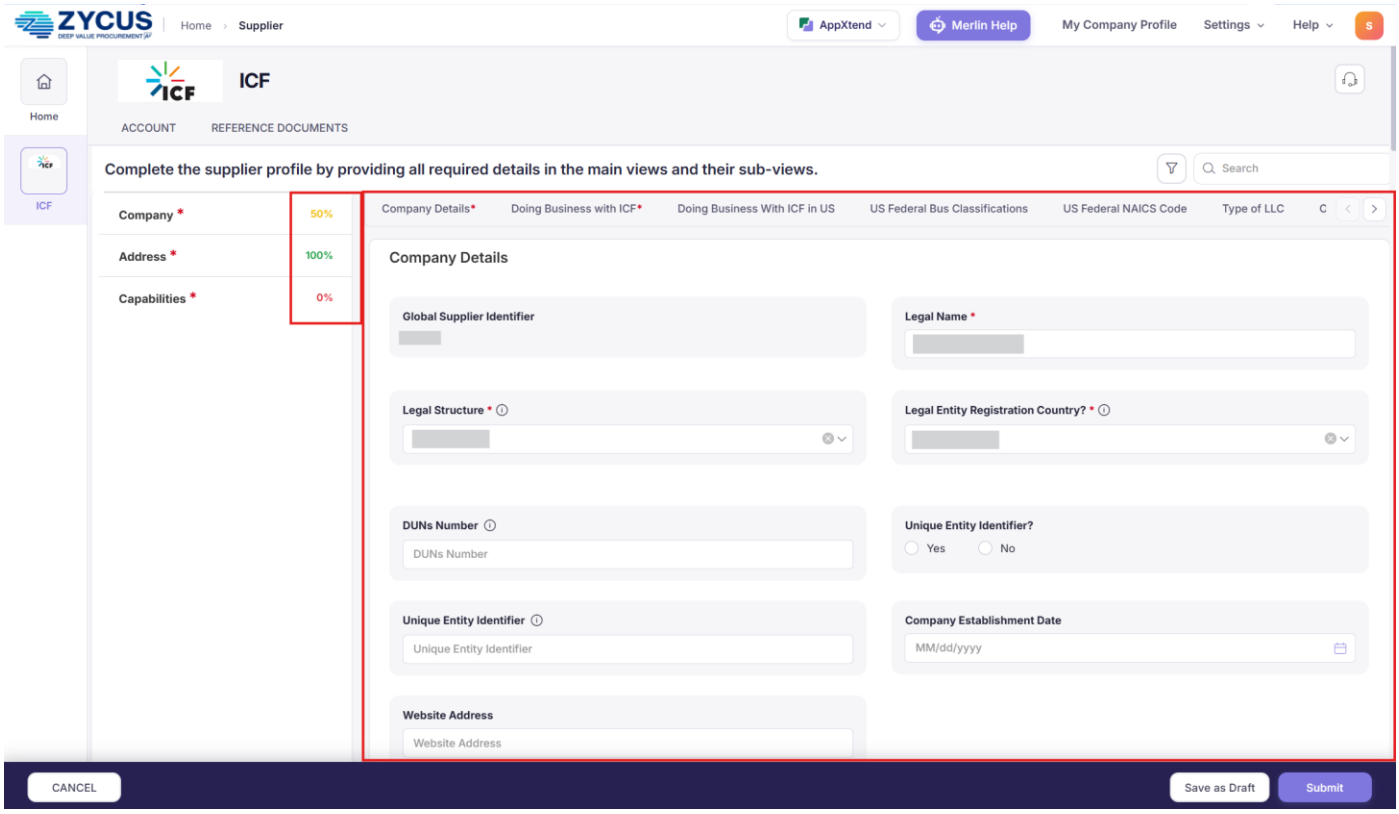


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3. Click **Edit** next to your company name.



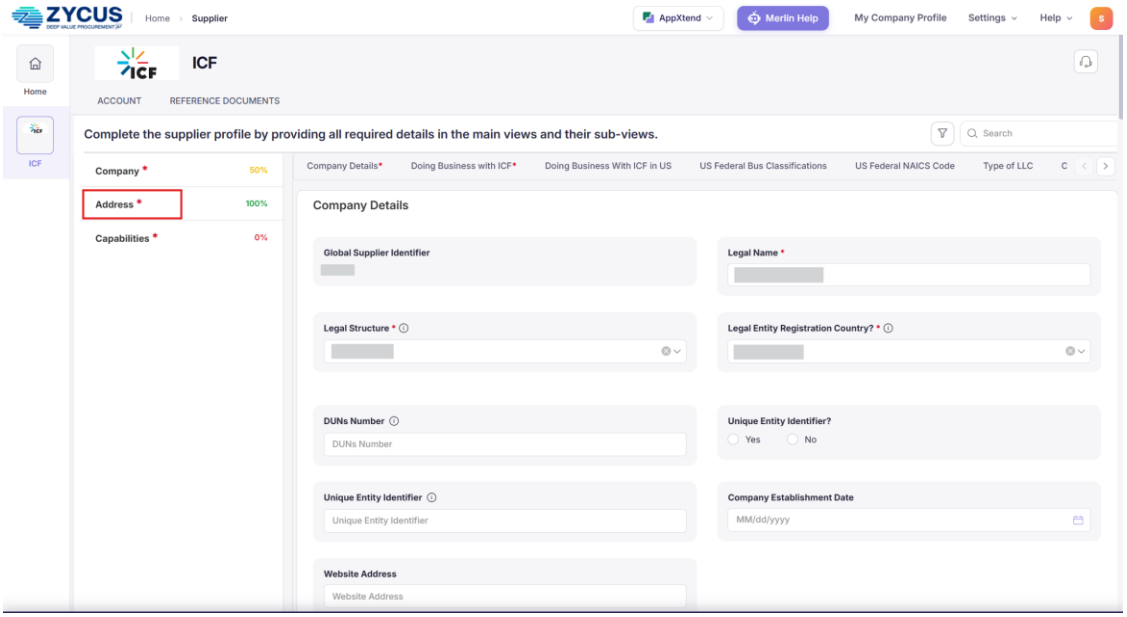
4. Update, delete, or add extra information to your profile. Percentages are displayed next to each section that indicate how much of the mandatory fields have been completed.



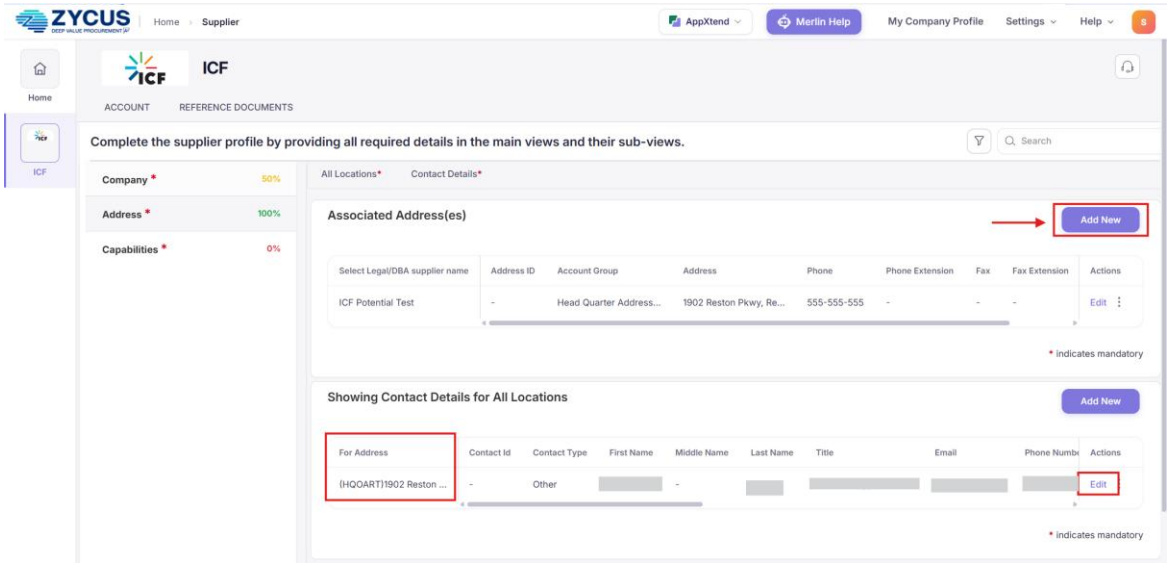
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This example will demonstrate how to update your address. Note you can update any other details as needed.

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

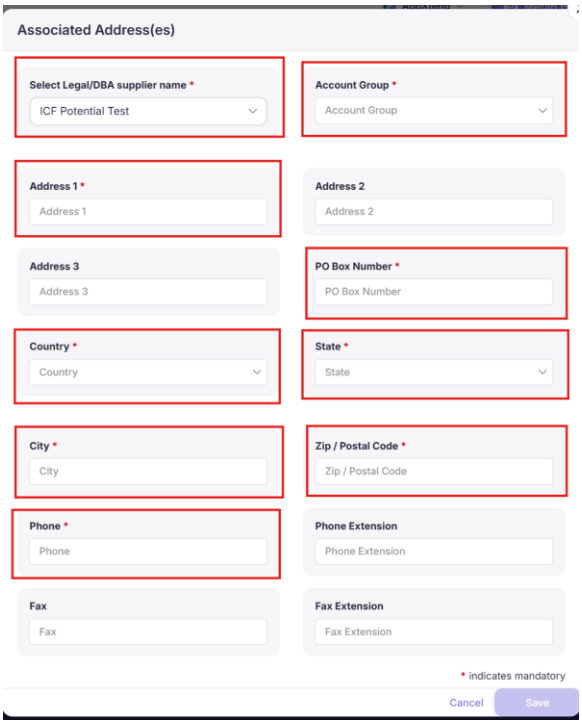


2. Click **Add New** or select the applicable address and click **Edit**.



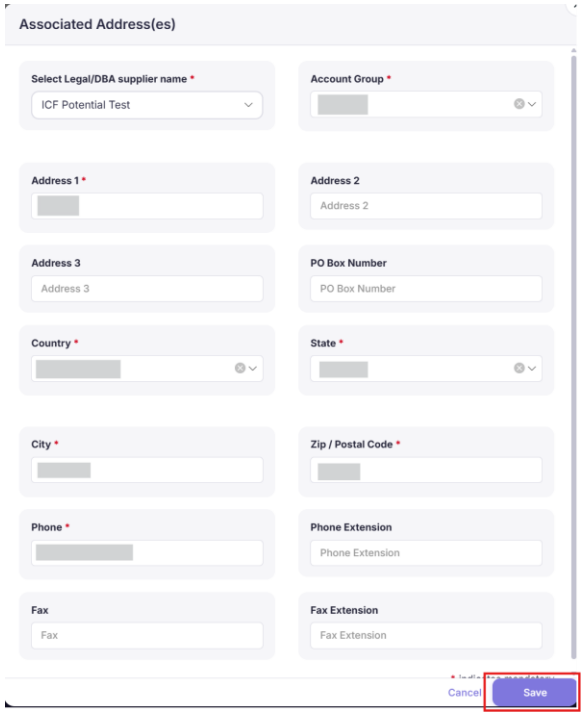
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3. Ensure that all mandatory fields indicated by a red asterisk (*) are completed.



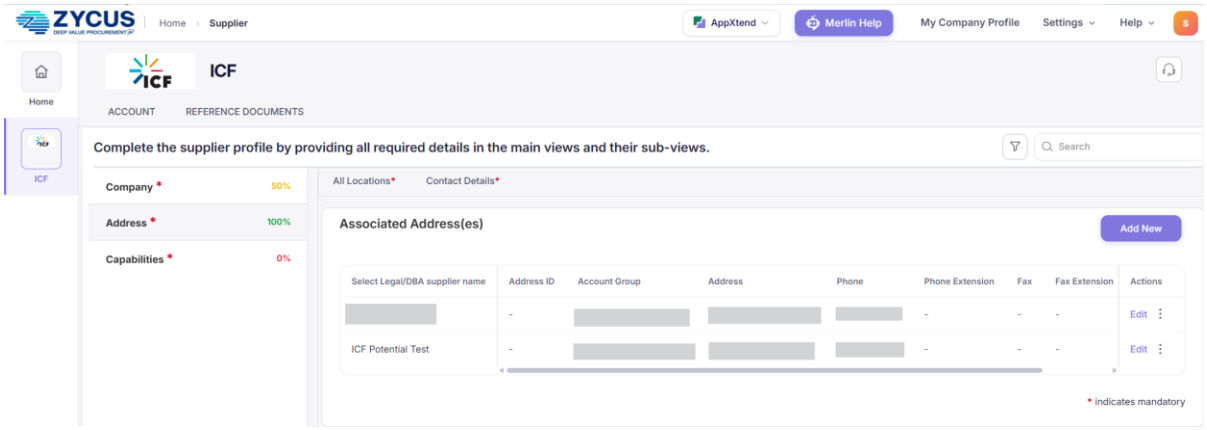
: You are only required to enter either a street address or PO Box Number. Once you enter either one, the other will no longer have a red asterisk (*).

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



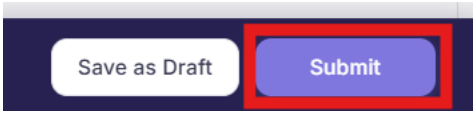
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5. View the new address on your list under the **All Locations** section.

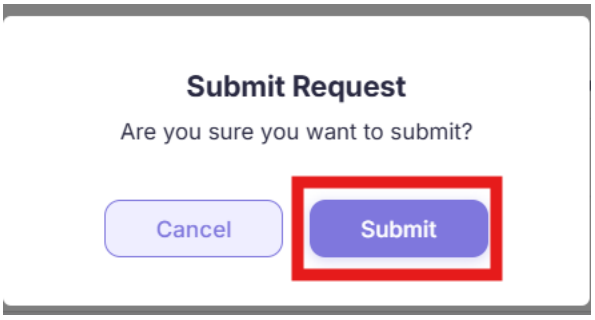


6. Click **Submit** if you would like to submit your updated information or click **Cancel** if you no longer want the update. You can also **Save as Draft** if you'd like to come back later.

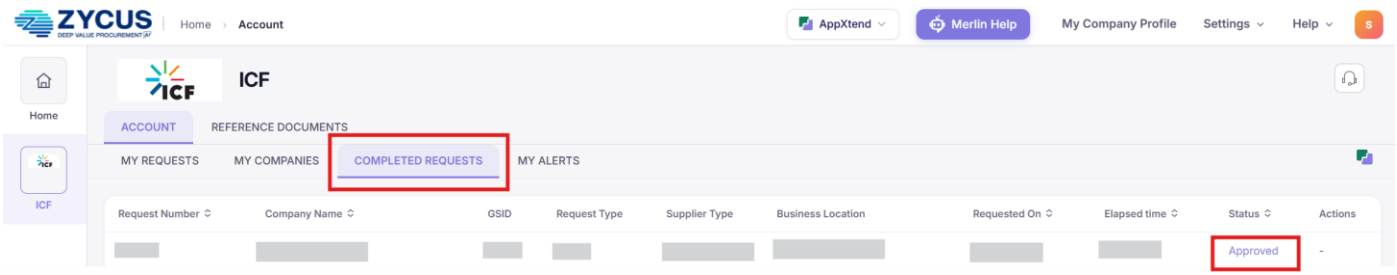
6.1 Once all your information is completed, click **Submit.**



6.2 A pop-up box will appear. Click **Submit** again.



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



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