ICF Supplier Hub on the Zycus Supplier Network (ZSN)

ICF & Zycus

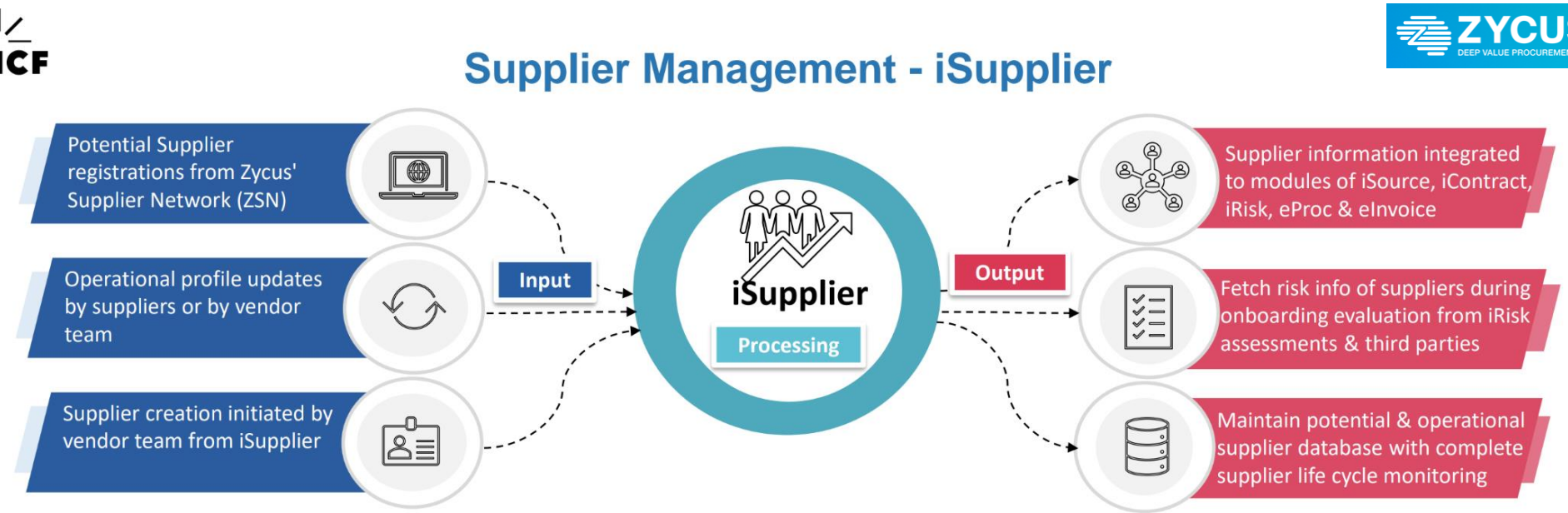
Conducted by: Shrenik Jain (Zycus) in partnership with Craig Voyles (ICF) and Kevin Venasco (ICF)

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Introduction

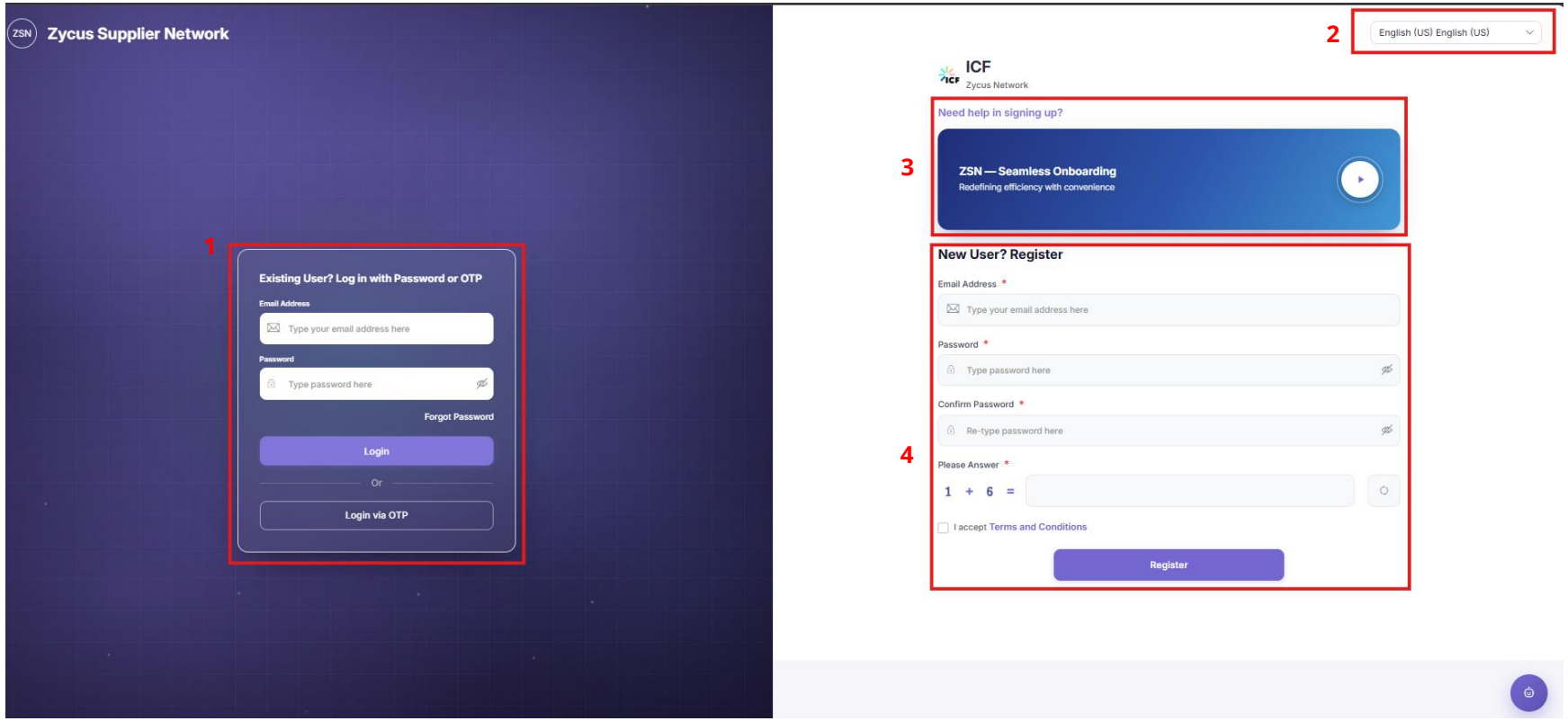
The ICF Supplier Hub is accessed through the Zycus Supplier Network (ZSN) and is a web-based platform that will streamline and simplify the source-to-pay process for our suppliers.

Self registration and $0 cost through ZSN → Pre-qualification, evaluation & onboarding of potential suppliers → Maintain central supplier database → Manage information and documentation → Supplier Lifecyle Management including offboarding



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Login Page



Registration/Login Form:

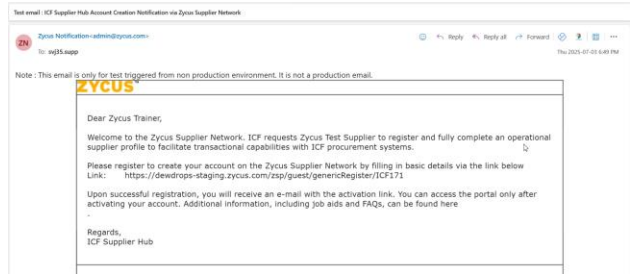
1. Login section for existing users

2. Language preferences (French, German, Spanish, English)

3. Video to help sign up as a new user

4. Registration details for new users

Please **do not** register until you have received the invitation from Zycus:

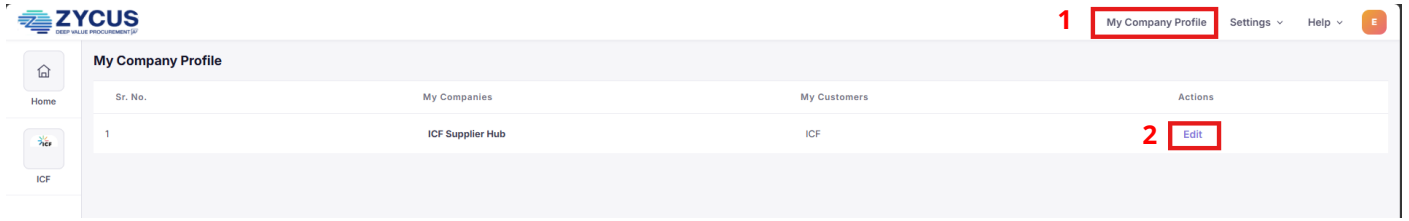


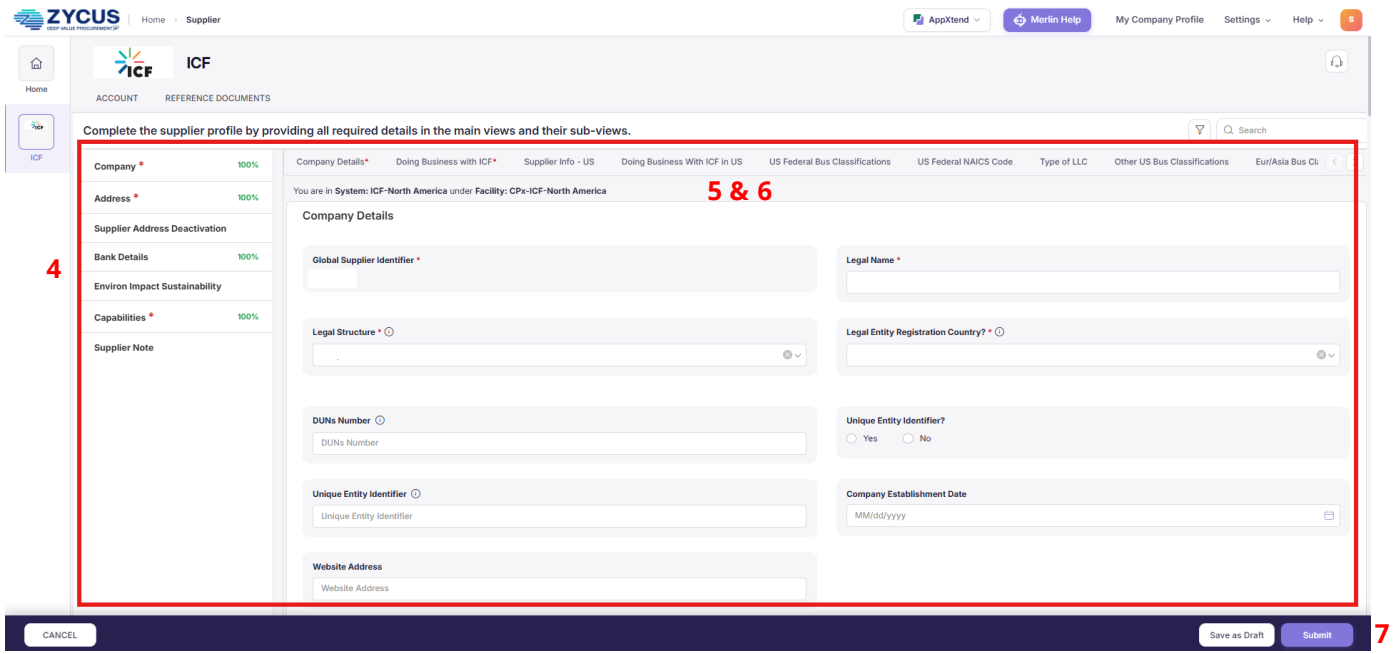
The one-time-password (OTP) will expire after **10 minutes**.

If you are using a mobile device to register, please use the desktop view in your browser. Landscape orientation is recommended for a better view.

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Update Supplier Profile







To Update Your Information:

*1. Click **My Company Profile***

*2. Click **Edit** next to **Company Name***

*3. Select the **ICF Region** and click **Edit***

*4. Select **Sections** as needed*

*5. Select **Subsections** as needed*

6. Update information

*7(a). Click **Save as Draft** to come back and make changes*

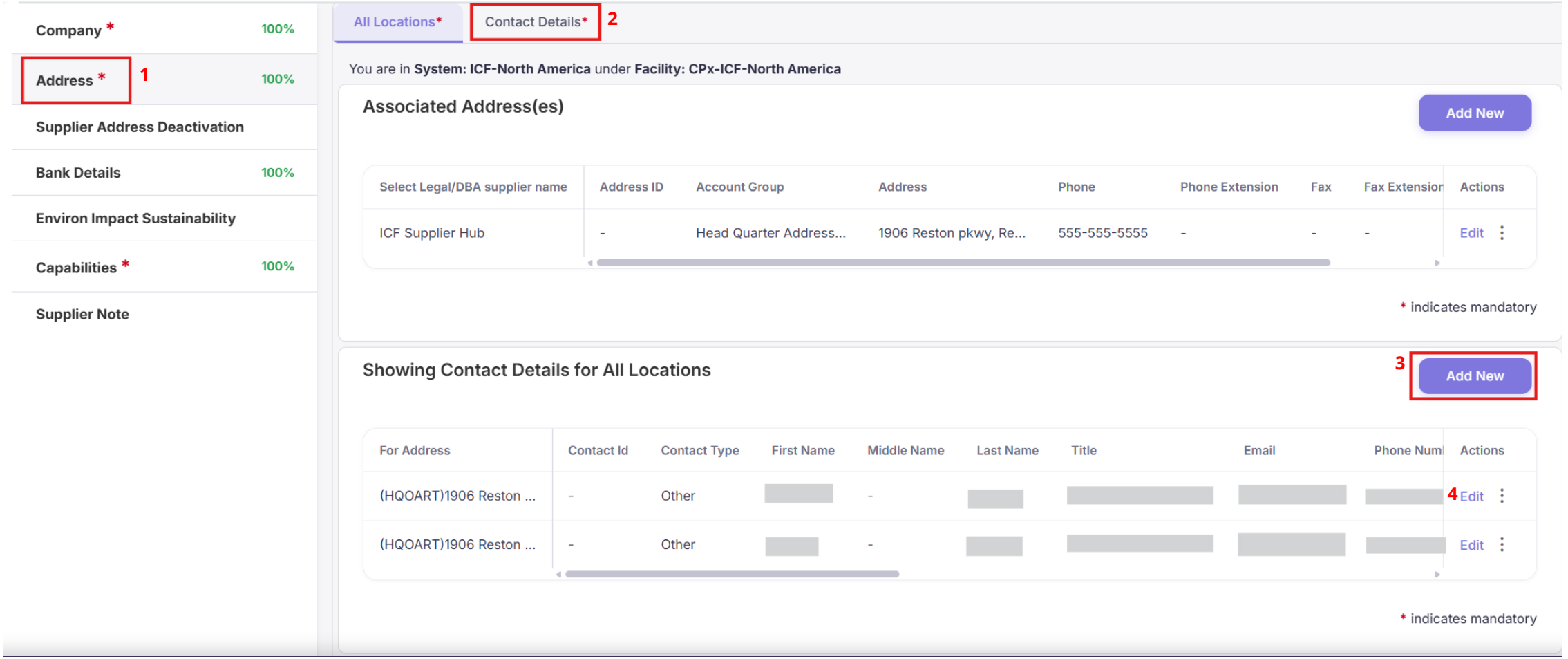
*7(b). Click **Submit** to send response to ICF Team*

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Add and Manage Supplier Point of Contact

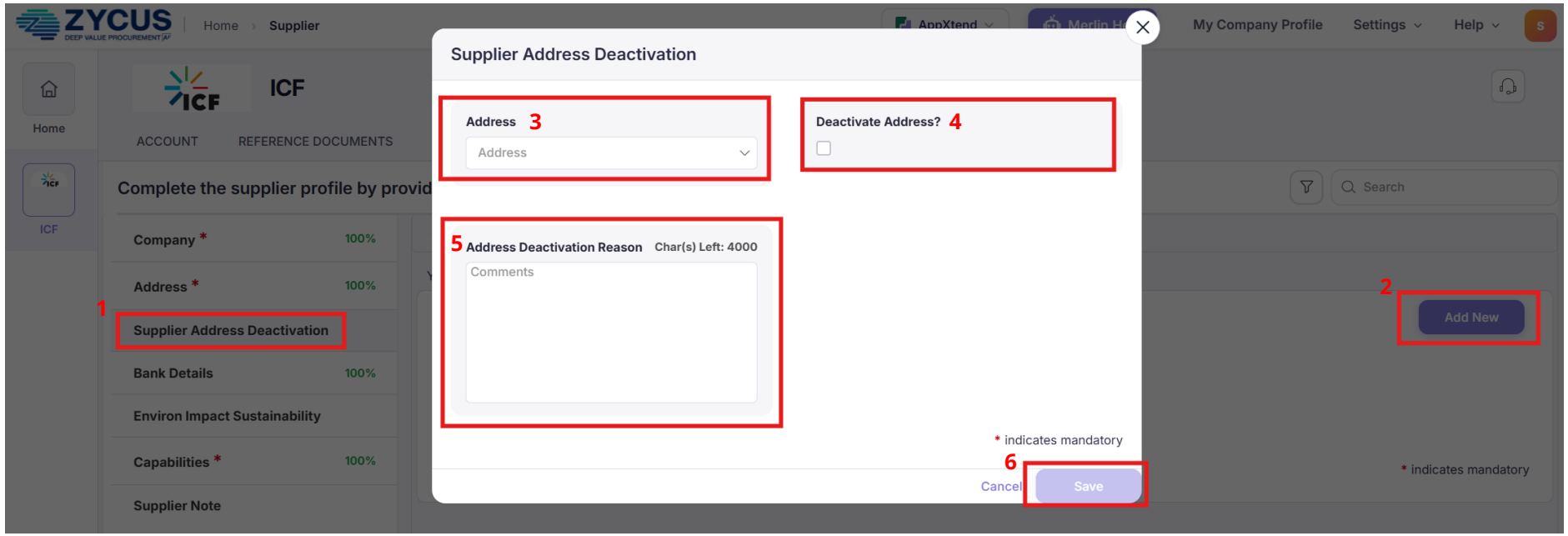
To Add and Manage Supplier POC:

1. *Click **Address***
2. *Click **Contact Details***
3. *Click **Add New***
4. *Click **Edit***



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Supplier Address Deactivation



To Deactivate Supplier Address:

*1. Navigate to **Supplier Address Deactivation** (to view or add deactivation request)*

*2. **Add New** (to deactivate address)*

*3. Select **Address** to deactivate*

*4. Check **Deactivate Address?***

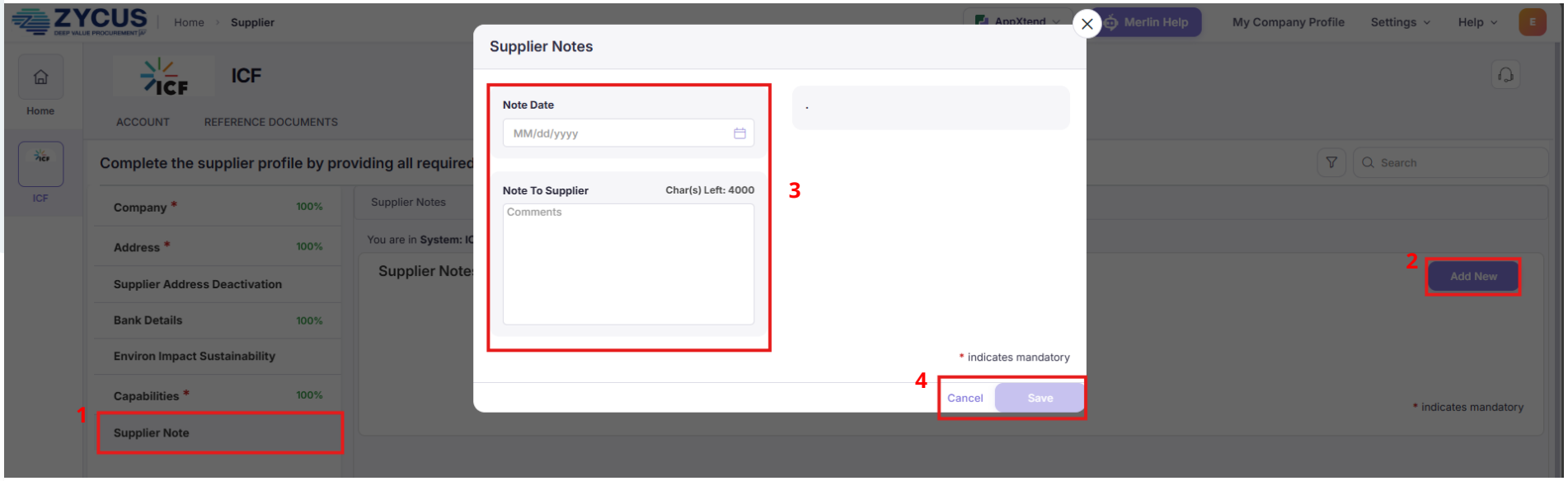
*5. Add **Address Deactivation Reason***

*6. Click **Save***

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Supplier Note

The **Supplier Note** section is used by the ICF Supplier Setup Team to provide detailed instructions or information that exceed the standard comment limit. Suppliers can also use this section to respond or ask questions to the ICF Supplier Setup Team.



To Add Supplier Notes:

*1. Navigate to **Supplier Note** section (to view or add any queries)*

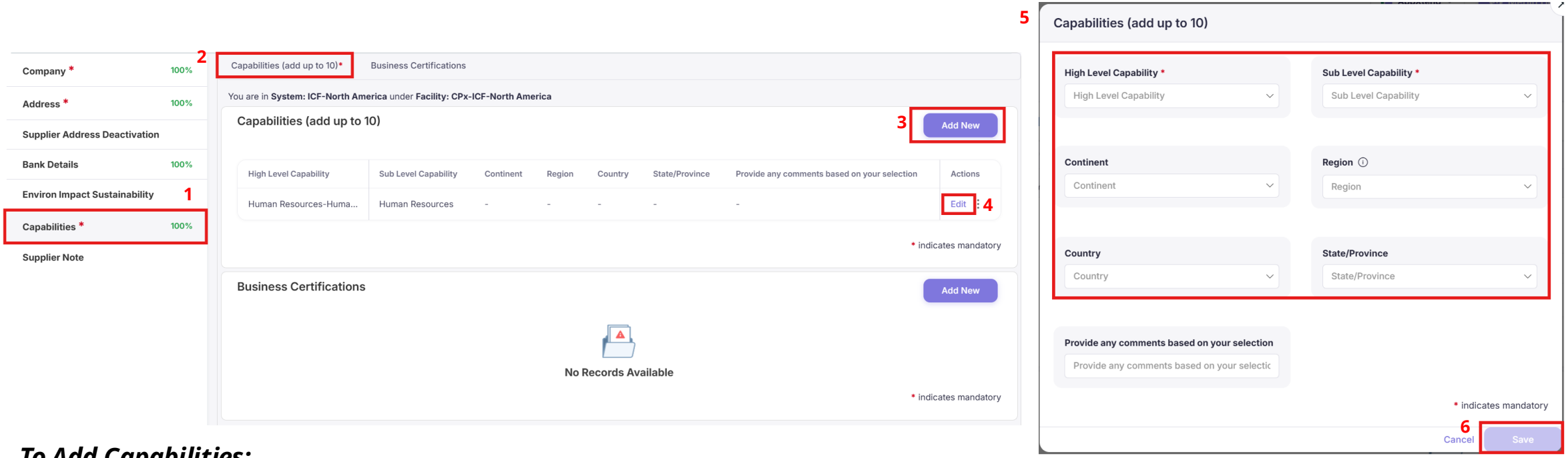
*2. Click **Add New** (to add notes)*

*3. Add **Note Date** and **Note To Supplier***

*4. Click **Save***

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Capabilities



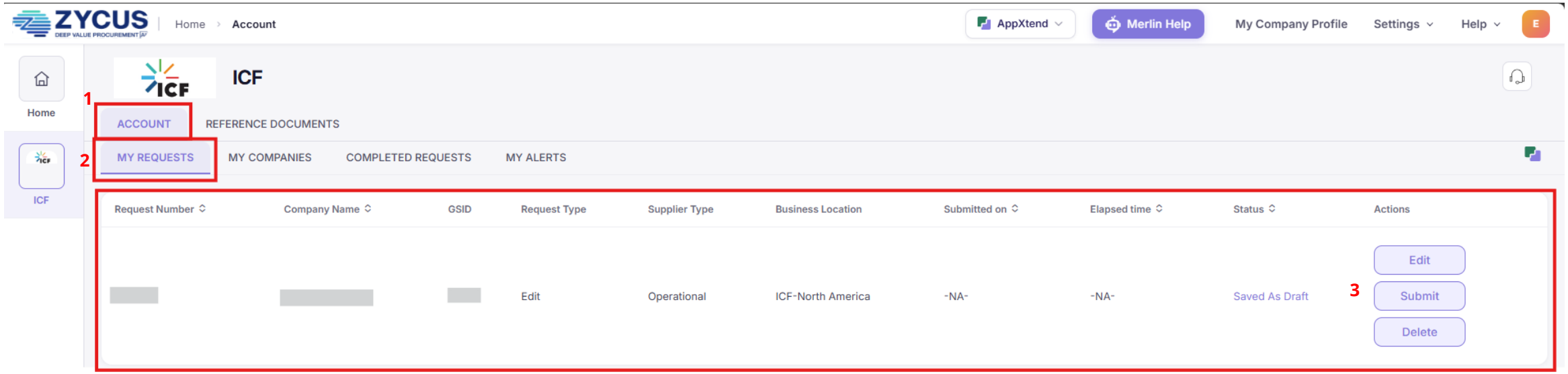
To Add Capabilities:

1. *Click the **Capabilities** section*
2. *Click **Capabilities (add up to 10)***
3. *Click **Add New***
4. *Click **Edit***
5. *Add details*
6. *Click **Save***

The **Capabilities** section in the ICF Supplier Hub is used to refer to the core functions a supplier utilizes to deliver its expertise and achieve its objectives. These capabilities represent what the organization does, not how it is done. Any information added here will not impact existing or upcoming opportunities or business between ICF and suppliers.

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Accessing an In-Progress Request



To Action a Request:

*1. Click **ACCOUNT***

*2. Click **MY REQUESTS***

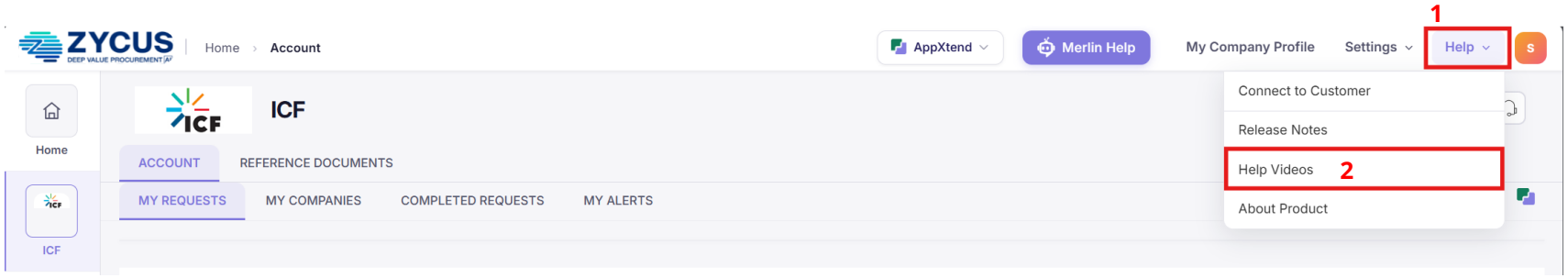
*3(a). Click **Edit** – to add or make more changes*

*3(b). Click **Submit** – to send changes to ICF Team for review*

*3(c). Click **Delete** – to delete the request*

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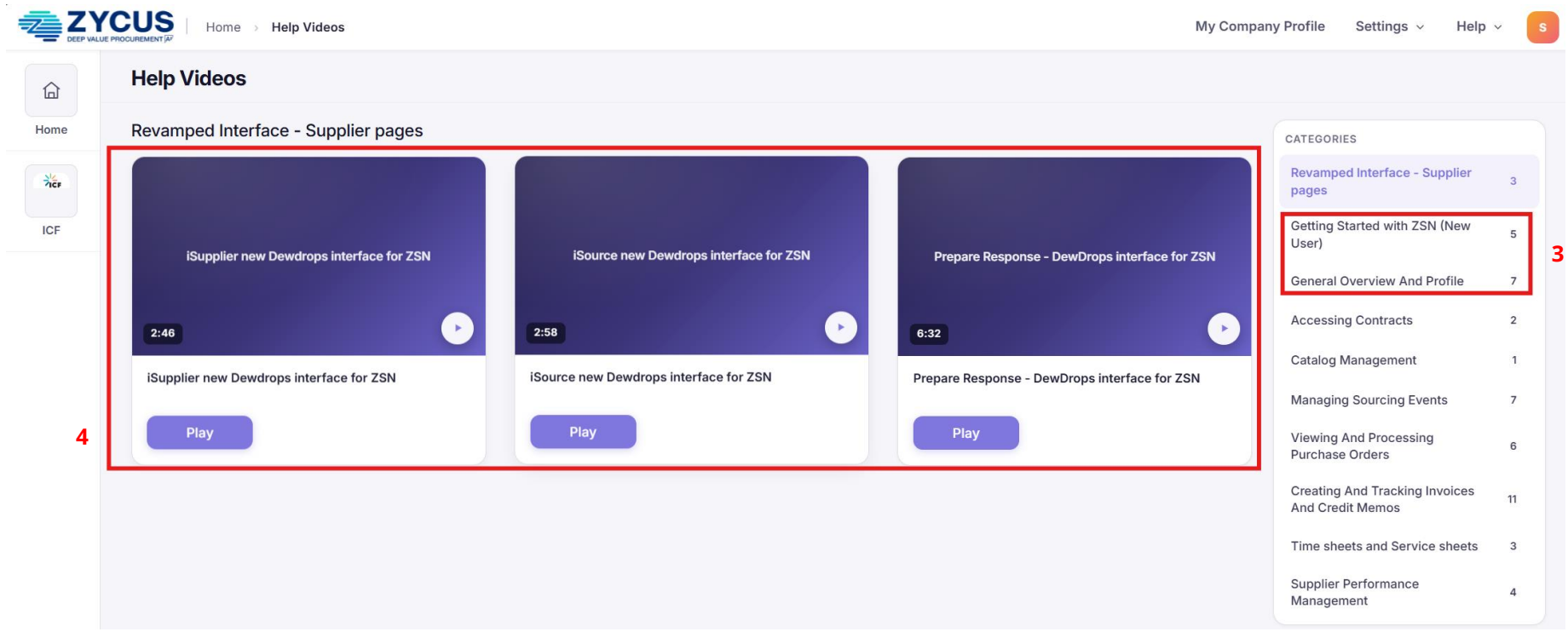
Access Help Videos



To Access Help Videos:

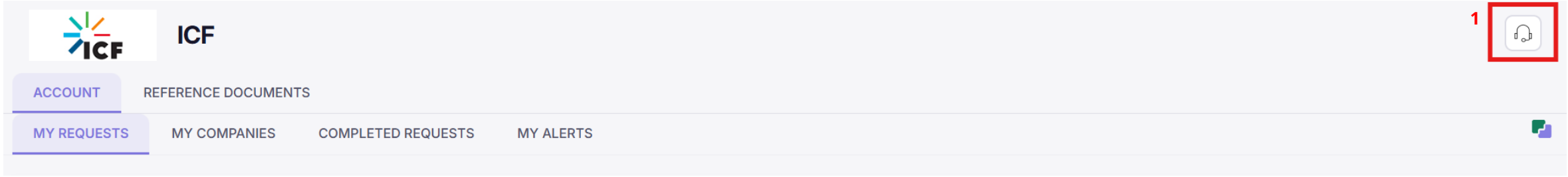
1. Click ***Help***
2. Click ***Help Videos***

3. Select ***Section***
4. Click ***Play***



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Reach Out to ICF Team

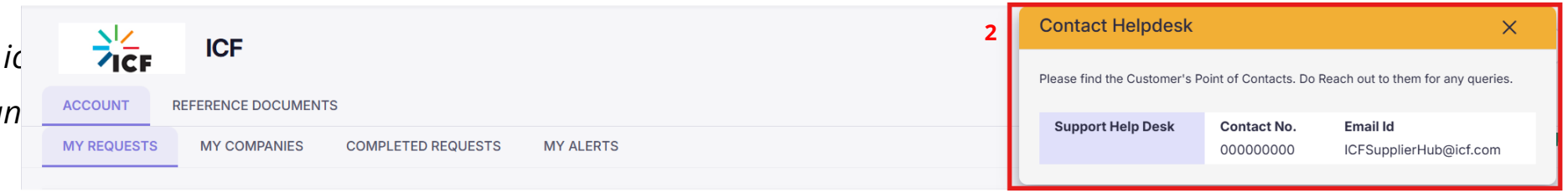


To Access ICF Contact Details:

*1. Click the **Customer Helpdesk** ic*

*2. Refer to the **Email ID** section an*

copy/paste the email address



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For additional information on the ICF Supplier Hub, please refer to the resources below.

- ICF Suppliers main page
- ICF Supplier resources page
  - How to Create your Account
  - FAQs
- **Merlin Supplier Help** within the ZSN
- **Help Videos** with the ZSN



If you have questions, please send them to ICFSupplierHub@icf.com.

Thank You!