## 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).

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

ZSN Zyc	us Supplier Network
	Existing User? Log in with Password or OTP
	Type your email address here
	Password Type password here
	Forgot Password
	Login
	or
	Login via OTP

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

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↓ ان	All Customers 🗸						
Nes ICF	I'm Product Support, to assist and converse on a wide range o     Oet started to ask Supplier Help and Customer Specific Queries	ftopics			Merlin	Supplier He	
	My Dashboard						Quick (
	Show all cards						
		Incomplete Profiles (0)					
		Pending Completion					

## b. Click Edit next to your company name.

						Help 🗸	A ~
	My Company Profile						
Home	Sr. No.	My Companies	My Customers	Actions			
icf	1	AMAZON UK SERVICES LTD.	ICF	Edit			

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

ACCOUNT	REFERENCE DOCUMENTS	
Complete the suppli	er profile by providing all required details in the main views and their sub-views.	√ Q. Search
Company *	Company Details * Eur/Asia Bus Classifications * Documents	s & Certifications DBA/Alias
Address *	Company Details	
Capabilities	Global Supplier Identifier 7878	Legal Name *
	Legal Structure • 🕥	Legal Entity Registration Country? ①
	@~	United Kingdom 💿 🗸
	DUNs Number () DUNs Number	Unique Entity Identifier Ves  No
	Unique Entity Identifier ①	Company Establishment Date
	Unique Entity Identifier	dd/MM/yyyy
	Website Address	
	Website Address	
	Tax Details	
	Tax ID Format *	Tax iD
	US Federal Tax ID US Social Security Number	
		* 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.

			A A ANGALAN
ACCOUNT REFERENCE DOCUME	ons:		
Complete the supplier profile by providing	all required details in the main views and their sub-views.	V Q. Search	
Company *	Company Details * Exc/Asia Bus Classifications * Documents &	Certifications DBA/Adas	
Address •	Company Details		
Capabilities	Global Supplier Identifier 7678	Legal Name *	
	Legal Structure * 🕤	Legal Entity Registration Country? 🔘	
	0×	United Kingdom 0 V	
	DUNis Number 🕥	Unique Entity Identifier	
	DUNs Number		
	Unique Entity Identifier 💿	Company Establishment Date	
	Unique Entity identifier	od/MM/yyyy	
	Website Address		
	Website Address		
	Tax Details		
	Tax ID Format * O US Federal Tax ID O US Social Security Number Wit7/Onter	Tax ID	
		* indicates mandatory	
	Disenare Cita Marelf. ES.A		

2. Click Add New.

ACCOUNT REFEREN		NA MANY
plete the supplier profile by	y providing all required details in the main views and their sub-views. V Q, fauch	
Company *	All Locations * Contact Details *	
Address *	Associated Address(es)	]
Capabilities	Select Legal/DRA supplier name Address ID Account Group Address Phone Phone Extensi Accloss Hood Quarter Address. Bit : * Indicates mundatory * Indicates mundatory	
	Showing Contact Details for All Locations Add Inve	
	For Address Contact Type First Name Middle Name Last Name Title Email Phone Actions	
	HQQARTJI Principal Other Andrea - Baranyi MDM andrea.vmsteedigmal 075135 Est :	

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**.

Associated Address(es)	
Select Legal/DBA supplier name *	Account Group *
	✓
Address 1	Address 2
Address 1	Address 2
Address 3	PO Box Number *
Address 3	
Country *	State *
8	✓ Not Applicable/Others ◎ ✓
City *	Zip / Postal Code *
Phone *	Phone Extension
	Phone Extension
Fax	Fax Extension
Fax	Fax Extension
	<ul> <li>indicates mandatory</li> </ul>
	Cancel Save
	• to descent of the second second second

5. Click OK.



6. View the new address on your list.

YCUS		My Company Profile Settings 🗸 Help 🗸
		A A ANGOLA
Complete the supplier profile by p	EXOCUMENTS providing all required details in the main views and their sub-views. V Q. Search	
Company *	All Locations * Contact Details *	
Address *	Associated Address(es) Add New	
Capabilities	Select Legal/DBA supplier name Address ID Account Group Address Phone Phone Extensi Actions	
	Edit : - Rent To Adoress (RT Edit :	
	Showing Contact Details for All Locations Add New	
	Eer Addeer Poster Tuna Eert None Middle None Last None Tale Email Bloom Arison	

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.

TYCUS		My Company Profile	Settings $\checkmark$	Help 🗸	A ~
Home - Supplier		Costel			
Complete the supplier profile by prov	ding all required details in the main views and their sub-views.				
Company *	Al Locations * Contact Details *				
Address *	Associated Address(es) Add New				
Capabilities	Select Llegat/DBA supplier name       Address ID       Account Group       Address       Formation       Image Guarter Address       Image Guarter Address       Formation       Image Guarter Address       Image Guarter Addres       Image Guarter Address       I				
CANCEL			Save as D	vañ Su	uberit

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

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	MY REQUESTS MY COMPANIES	COMPLETED REQUESTS MY ALERTS							1		
	Request Number	Company Name	GSID	Request Type	Supplier Type	ICF Region	Requested On 😄	Elapsed time	Status O	Actions	
	48038		7878	Edit	Potential	-NA-	11/04/2025	00:00	Approved		
	48037		7878	Create	Potential	-NA-	11/04/2025	00:00	Approved		
	Show records 10 ~				(E) (E) 1					Go to page	1.1