

→ ICF Supplier Hub: View Registration Status

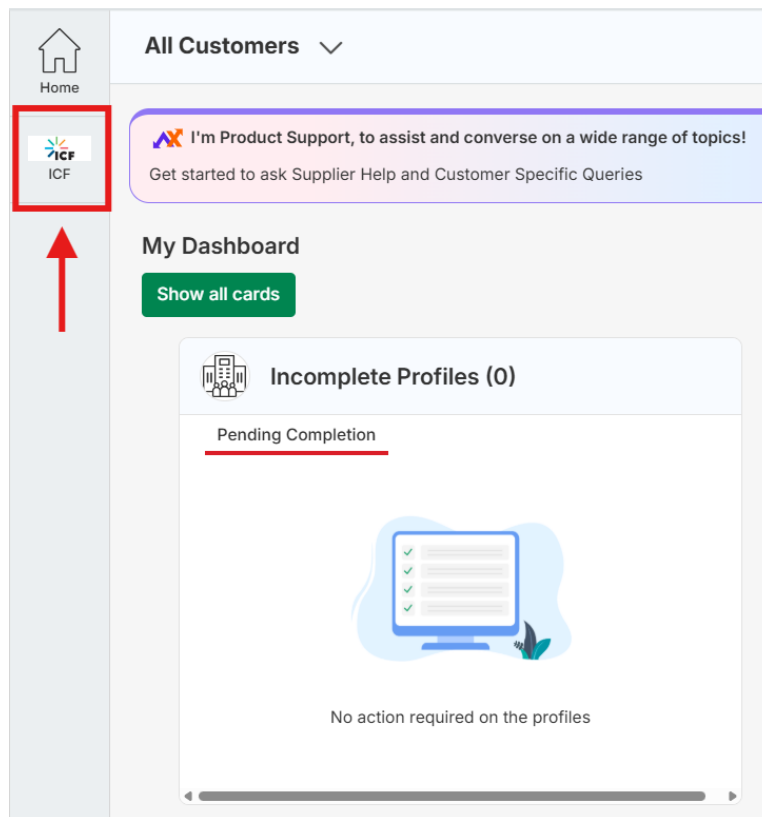


Purpose: The purpose of this job aid is to show suppliers how to view their registration status in the system, track the progress of their registration, and confirm whether their registration has been approved or is still pending.

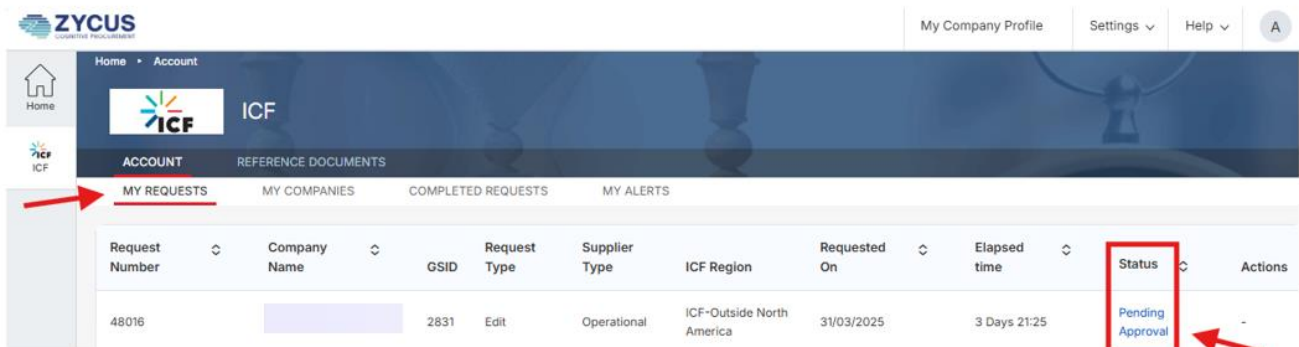
1. To view your registration status in the system, log in to the Zycus Supplier Network (ZSN) portal with the email address you used to register and the password you created through this link: <https://dewdrops.zycus.com/zsp/guest/genericRegister/ICF225>

A screenshot of the Zycus Supplier Network (ZSN) login page. The page has a dark blue background with a faint image of a smiling woman. At the top left is the ZSN logo (a circle with 'ZSN' inside) 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 toggle icon. To the right of the password field is a link 'Forgot Password'. Below the input fields is a green 'Login' button. Below the button is the text 'Or' and a white 'Login via OTP' button. The entire login form area is highlighted with a red border.

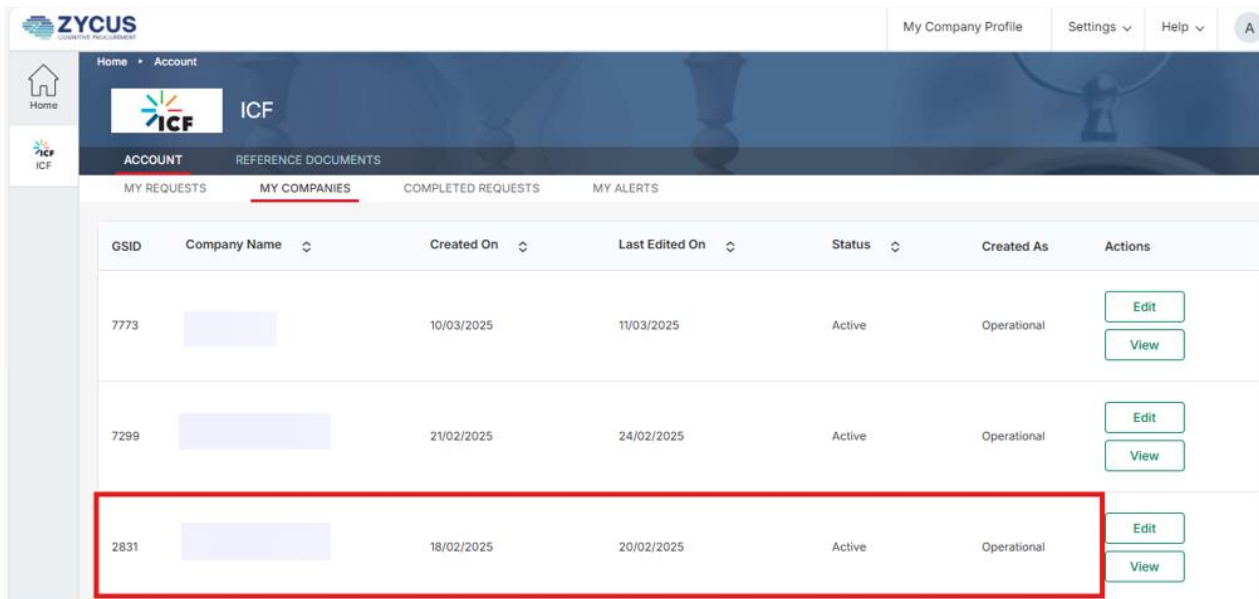
- a. On the **My Dashboard** screen, click on the **ICF** icon located in the top left corner.



- b. Under the **MY REQUESTS** tab, view requests that are in progress.
- If the company is still showing under this tab, the updated information is in the process of being verified.
 - Once the changes have been verified and approved by ICF, the company information will no longer be displayed under the **MY REQUESTS** tab.



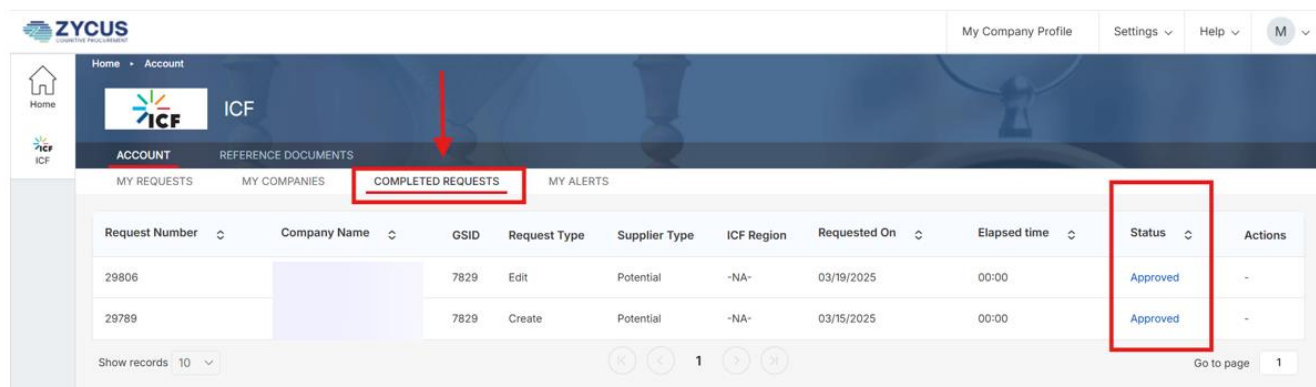
c. View your company status under the **MY COMPANIES** tab.



The screenshot shows the ZYCUS ICF Supplier Hub interface. The top navigation bar includes 'Home', 'Account', 'My Company Profile', 'Settings', 'Help', and a user icon 'A'. The left sidebar has 'Home' and 'ICF' links. The main content area has tabs for 'ACCOUNT', 'REFERENCE DOCUMENTS', 'MY REQUESTS', 'MY COMPANIES', 'COMPLETED REQUESTS', and 'MY ALERTS'. The 'MY COMPANIES' tab is active, displaying a table with the following data:

GSID	Company Name	Created On	Last Edited On	Status	Created As	Actions
7773	[Redacted]	10/03/2025	11/03/2025	Active	Operational	Edit View
7299	[Redacted]	21/02/2025	24/02/2025	Active	Operational	Edit View
2831	[Redacted]	18/02/2025	20/02/2025	Active	Operational	Edit View

d. View your past requests under the **COMPLETED REQUESTS** tab.



The screenshot shows the ZYCUS ICF Supplier Hub interface. The top navigation bar includes 'Home', 'Account', 'My Company Profile', 'Settings', 'Help', and a user icon 'M'. The left sidebar has 'Home' and 'ICF' links. The main content area has tabs for 'ACCOUNT', 'REFERENCE DOCUMENTS', 'MY REQUESTS', 'MY COMPANIES', 'COMPLETED REQUESTS', and 'MY ALERTS'. The 'COMPLETED REQUESTS' tab is active, displaying a table with the following data:

Request Number	Company Name	GSID	Request Type	Supplier Type	ICF Region	Requested On	Elapsed time	Status	Actions
29806	[Redacted]	7829	Edit	Potential	-NA-	03/19/2025	00:00	Approved	-
29789	[Redacted]	7829	Create	Potential	-NA-	03/15/2025	00:00	Approved	-