



Supplier Registration through Oracle Cloud Training Material



Supplier Registration Link

- Once validated that you don't have an existing record in our database, registration link will be sent to the email address you identified to accomplish the supplier registration form.
- Few notes are indicated for you to follow to avoid delays on the supplier onboarding process.
- It will look like below where you can click the link to proceed.

Email Subject: onsemi Supplier Registration Initiated for Request# XXXX

Hi Supplier,

You are invited to register as a new supplier through our Procurement System. As a requirement of our Company, please complete the registration through our portal and provide deliverables accomplished & acknowledged.

Here is the link to complete the form: <https://hctz.fa.us2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=%2FAfe66C9viRz4ta7NuG1IGYhdwIKAH8d0rEOLzrc7MF%2BkshVSS1dclZlag%3D%3D>

Take note of the following:

- Please enter your registration details in **English language** & **UPPER CASE**.
- onsemi standard payment term is 60 Net, the minimum corporate term applicable for all suppliers.
- Please ensure that entered details are correct, any discrepancies will delay the onboarding process.
- Please enter your registration details with onsemi contact. (e.g. John Doe)

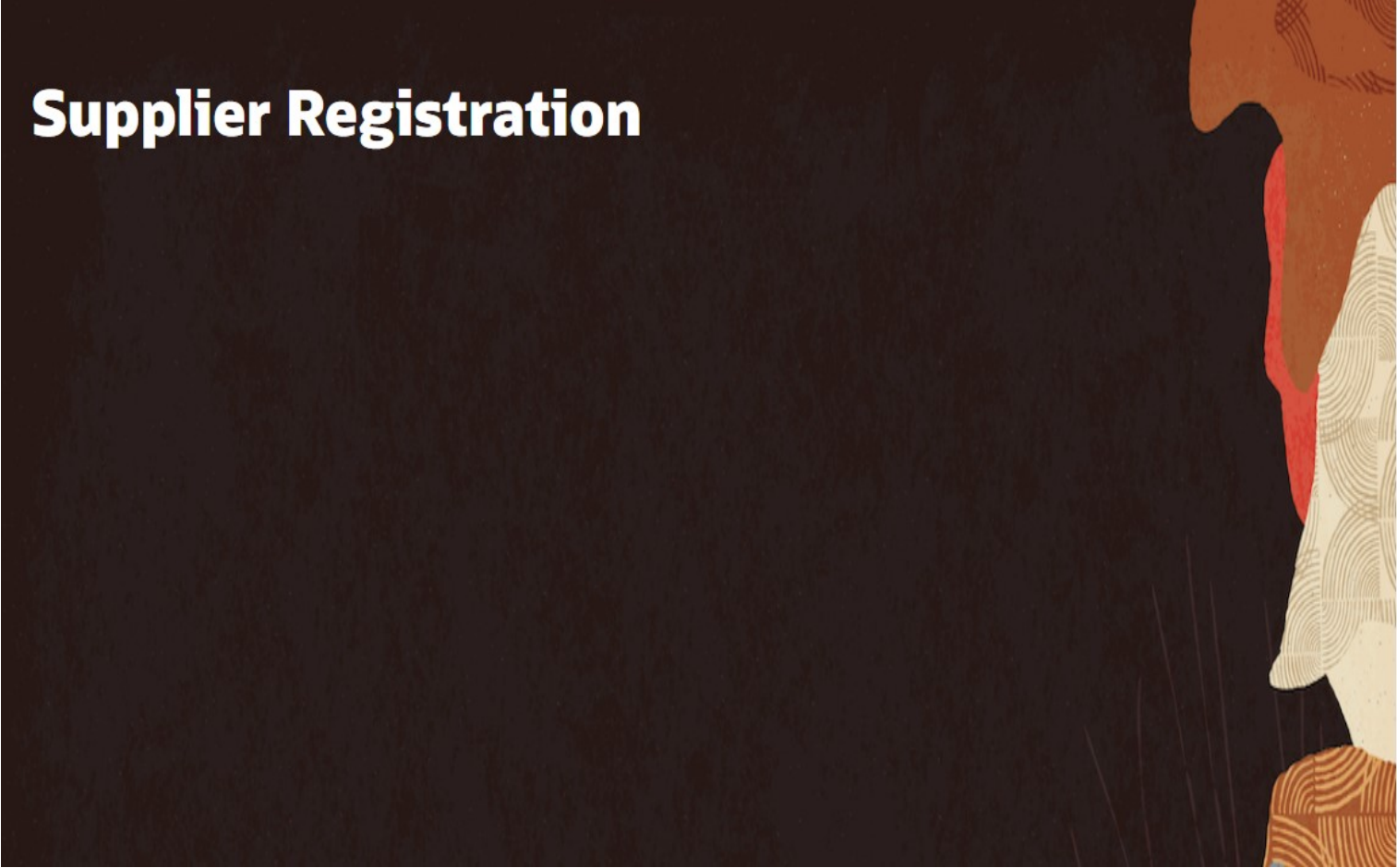
Feel free to reach out to RSDBA Philippines (RSDBA.Philippines@onsemi.com) if you need further assistance.

Thank you and we are looking forward to potentially working with you.

You may refer on this link and it will re-direct you to the Training Materials of Cloud Registration [Supplier Onboarding Training Material](#)

Supplier Registration form

- Landing Page: Below screen will show after you click the registration link.
- Enter your email, then click <Send Access Code> to get one-time access code.



Enter your email

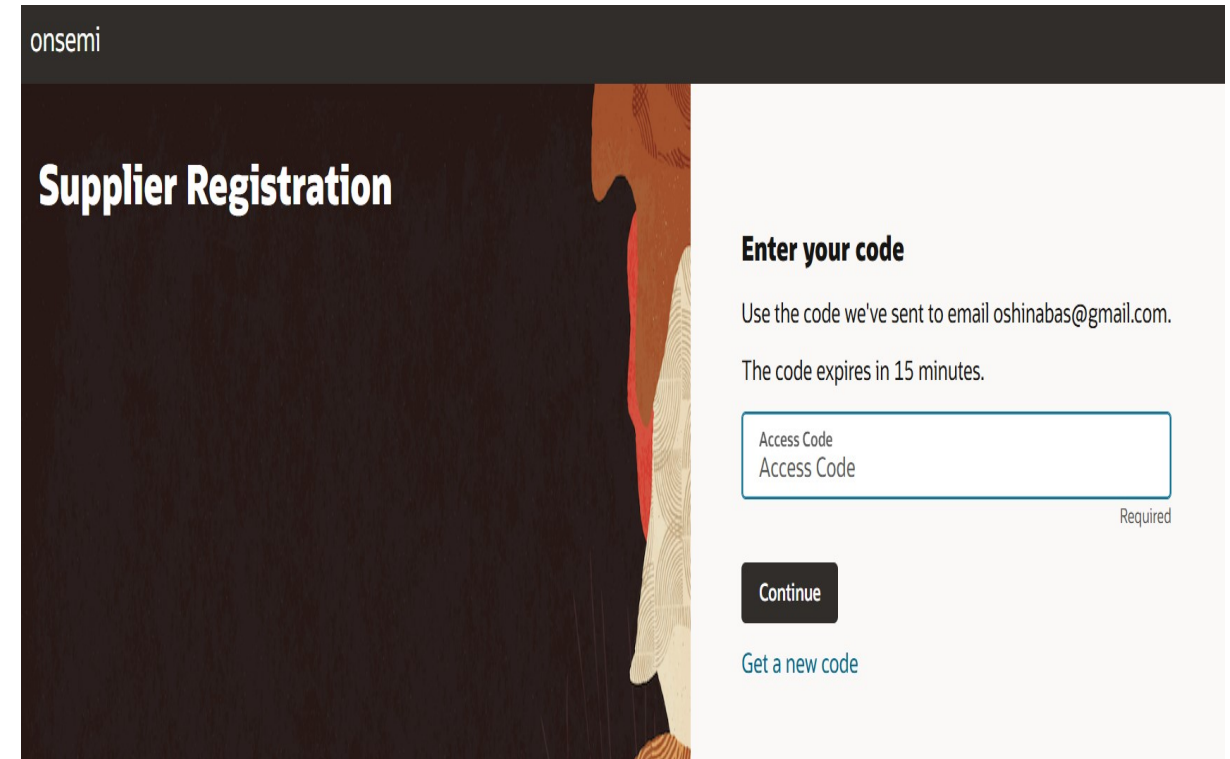
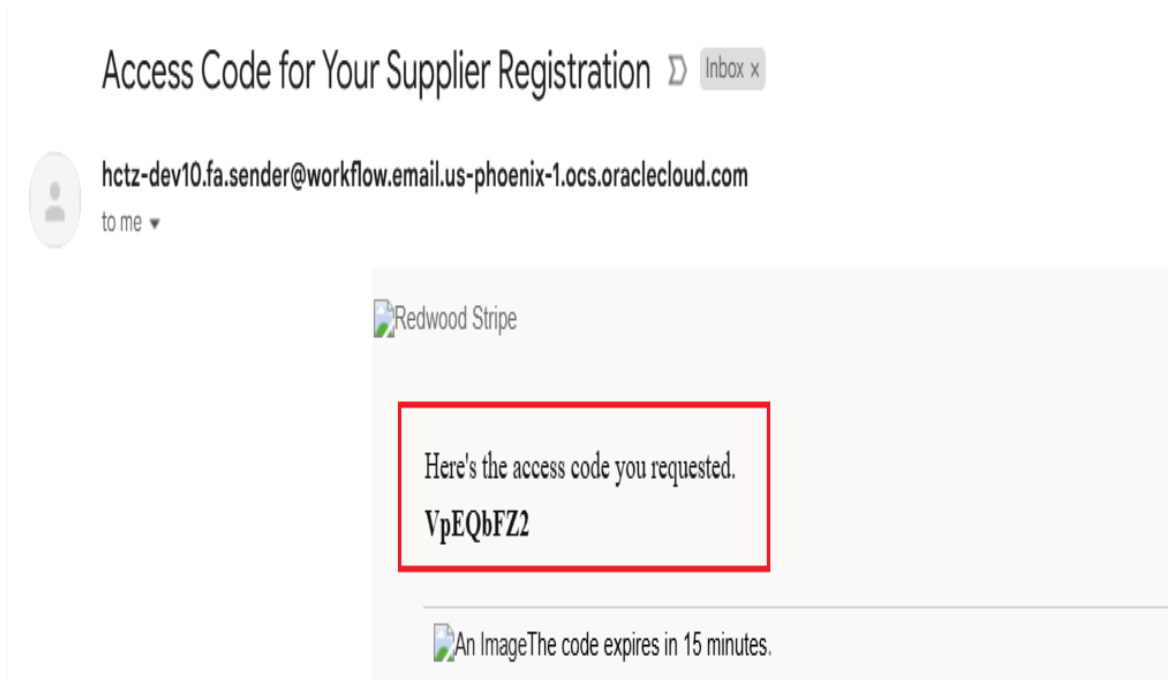
Get a one-time access code to start.

Required

Send Access Code

Supplier Registration form

- Access code will be sent to the email provided.
- Enter the <**Access Code**> then click <**Continue**>. This code will expire in 15 minutes. If it has expired, just click <**Get a new code**> to generate a new one.
- There's an "Idle Period" of five minutes that you need to observe. If it reaches the time with no actions taken, your account will be logged out and need to re login with a new access code.
- To prevent losing the information entered, always click <**Save**>.



Supplier Registration form

- The Registration link contains 5 parts that need to be filled-out before clicking <Submit> button.

All information should be entered in **English Language** and in **ALL CAPITAL LETTERS** in the Oracle cloud.

All marked as **REQUIRED** field needs a value and will restrict you from submitting if left blank.

Supplier Registration

Company Details

Company <small>Required</small>	Website	Country <small>Required</small>
Taxpayer ID	Tax Registration Number	D-U-N-S Number
Organization Type <small>Required</small>	Supplier Type	

Note to Approver

Additional Information

Alternate Company Name	Parent Company Name (if N/A, pls put your ... <small>Required</small>	onsemi Contact <small>Required</small>
VAT Code	Payment Terms 60 Net	Additional Comments

Cancel Save Continue

1 | 5

- Company Details
- Contacts
- Addresses
- Business Classifications
- Questionnaire

Supplier Registration form

Part 1/5: Company Details

Fill out numbers 1-9. Those fields that are “Required” are mandatory and you cannot proceed to the next section if it’s left blank.

Supplier Registration

Company Details

Company JTESTING CORPORATION 1	Website 2	Country United States 3
Taxpayer ID 187659834 4	Tax Registration Number 5	D-U-N-S Number 1876548978981 6
Organization Type CORPORATION 7	Supplier Type GOODS SUPPLIER 8	
Note to Approver 9		

FIELD	DESCRIPTION/ACTION
1. Company	Required field. Enter Full Legal Company Name. If you have a W-8 or W-9 this is the same as the Business Name.
2. Website	If your company has existing website.You may enter the URL here.
3. Country	Required field. Select your country from the List of Values (LOV).
4. Taxpayer ID	May or may not be required based on the Tax Country Value. (Mandatory for Malaysia)
5. Tax Registration Number	May or may not be required based on the Tax Country Value. (Mandatory for Malaysia)
6. D-U-N-S Number	This is mandatory for US Suppliers. Pls.indicate your D-U-N-S.
7. Organization Type	Required field. Select the correct Organization Type from the List of Values (LOV).
8. Supplier Type	Select Goods or Services only. If both are being offered, you may select “Goods.”
9. Note to Approver	Pls. disregard this field. You may leave this blank.

Supplier Registration form

Part 1/5: Company Details

Fill out numbers 10-18. Those fields that are “Required” are mandatory and you cannot proceed to the next section if it’s left blank.

Once done with the Company Details, click <Save> then <Continue>.

Additional Information

Alternate Company Name 10	Parent Company Name (if N/A, pls put your compa.. JTESTING CORPORATION 11	onsemi Contact Drew Reynaldo 12
VAT Code 13	Payment Terms 60 Net 14	Additional Comments 15
Change Request CR- 16	New Request NR- 17	Pls. enter Payment Term as 1 Net if Tax Organization Type value is among Government Agency, Foreign Government Agency, and Educational Institute.
Attach tax, insurance, and other relevant documents		
Drag and Drop 18 Select or drop files here.		
URL	Add URL	

Cancel Save Continue

FIELD	DESCRIPTION/ACTION
10. Alternate Company Name or D.B.A	This is mandatory for Japan, Korea, & China Suppliers only
11. Parent Company Name (If N/A, pls. put your company name instead)	Required field. Enter the Parent Company Name (if available)
12. onsemi Contact	Enter onsemi contact indicated in the email notification.
13. VAT Code	Enter VAT Code
14. Payment Terms	This field is defaulted to 60 Net which is our minimum standard payment term. For other values, please enter the agreed payment term negotiated by onsemi procurement personnel.
15. Additional Comments	Enter additional comments
16. Change Request CR	Please ignore. Leave it blank.
17. New Request NR	Please ignore. Leave it blank.
18. Drag and Drop	Relevant documents can be attached. Please ignore if not applicable.

Supplier Registration form

Part 2/5: Contacts

Fill out numbers 19-31. Those fields that are “Required” are mandatory and you cannot proceed to the next section if it’s left blank.

Contact 1 information should be the Administrative Contact.

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name JANE **19** Last Name DOE **20** Email oshinabas@yahoo.com **21**

Job Title MARKETING ASSISTANT **22** Country US **23** Mobile +1 760 678 6432 **24**

Country US **25** Phone +1 760 678 8654 **26** Ext **27**

Country US **28** Fax +1 **29**

30 Is this an administrative contact?
Administrative contact will receive general communications from us. Yes No

31 Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. Yes No

+ Add Another Contact

Last updated 1 minute ago

Cancel Save Continue

Email address will be used to receive the PO copy and communications from onsemi.

FIELD	DESCRIPTION/ACTION
19. First Name	Required field. Enter First Name.
20. Last Name	Required field. Enter Last Name
21. Email	Enter an active email.
22. Job Title	Enter your job title.
23-24 Country & Mobile Phone	Enter Country Code and mobile phone number.
25-27. Country & Office Phone	Enter Country Code and Office Number.
28-29. Country & Fax Number	Enter Country Code and Fax Number if applicable.
30. Administrative Contact	Click “Yes” on the Administrative Contact. The person identified as Admin will be notified of the registration review outcome.
31. User Account	This account will be used in Supplier Portal PO acknowledgment & Invoice Posting.

Supplier Registration form

Part 3/5: Addresses

- Addresses screen will allow user to Create supplier address which is mandatory for submission.
- **Fill out numbers 32-46.** Supplier Address fields format may vary depending on your location. For US suppliers, **<County>** information is mandatory.
- Once done with the Addresses, click **<Save>**, then **<Continue>**.

Supplier Registration

Addresses

Enter at least one address.

Address 1 🗑️

Address Name 32

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region 34

Address Line 1 35

Address Line 2 36

Zip Code 37

State 38

County 39

City 40

Email 41

Country 42

Phone 43

Ext 44

Country 45

Fax 46

Which contacts are associated to this address?

JANE DOE oshinabas@yahoo.com MARKETING ASSISTANT

[+ Add Another Address](#)

Last updated 6 minutes ago Cancel Save

FIELD	DESCRIPTION/ACTION
32. Address Name	Enter the address name same as the City
33. What's the address used for?	Receive Purchase Orders and Receive Payments boxes must be checked.
34. Country/Region	Select Country from the list of Values
35-36. Address Lines	Enter address line 1. You may maximize line 2 if needed.
37. Zip Code	Enter Zip Code from the List of Values. (LOV)
38. State	Enter State
39. County	Enter County. This is mandatory for US Supplier.
40. City	Enter City. Should be the same as the Address Name
41. Email	Enter email. Preferred email should be the same as the contact provided.
42-44 Phone Number	Enter country code then Phone Number.
45-46. Fax Number	Enter country code then Fax Number if available.

Supplier Registration form

Part 4/5: Business Classification

- Business Classification is Mandatory for US suppliers.
- Enter **ONLY ONE** business classification or click the none of the classifications are applicable field. Choose from the List of Values. (LOV)
- Once done with the selection, click **<Save>**, then **<Continue>**.

Supplier Registration

Business Classifications

Enter at least one business classification or select none applicable.

Business classification 1 🗑️

Classification
Small Business ▼

Subclassification ▼

Certifying Agency ▼ Other Certifying Agency

Certificate Start Date 📅 Certificate End Date 📅

Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL Add URL

No items to display.

Updated just now Cancel Save Continue

Supplier Registration form

Part 5/5: Questionnaire

- This is the last part before you can submit the Supplier Registration Form.
- Questionnaire Section will vary between US and non-US suppliers based on Tax Country value selected under company details screen

Sections

1. Electronic Funds Transfer
2. Vendor U.S Sales Tax Registration
3. W-9 Forms
4. General Agreements
5. Risk Management Agreement
6. Onsemi Policy & Agreements

Supplier
Country is US



Sections

1. Electronic Funds Transfer
2. W-8 Forms
3. General Agreements
4. Risk Management Agreement
5. Onsemi Policy & Agreements

Supplier
Country is
NON-US



Supplier Registration form

Part 5/5: Questionnaire

- **Section 1 of 6 – Electronic Funds Transfer**
- Once done answering the questionnaire, click <Save>

Supplier Registration

Questionnaire

ELECTRONIC FUNDS TRANSFER - US ○ VENDOR U.S. SALES TAX REGISTRATION ○ W-9 FORMS ○ GENERAL AGREEMENTS ○ Risk Management >

Section 1 of 6

1. Please attach proof of bank ownership or other similar document supporting the request.
Preferred Response: Attached Document
Required

Attached Document

Required

@ Add Attachments (1)

2. Other supporting documents – onsemi internal requirement (e.g. remittance request form, check request form, invoice)
Preferred Response: Attached Document

Attached Document

@ Add Attachments (1)

Please ensure that you provide the bank-related information in **Section 1**. This will be used as a reference for processing invoice payments and setting up your bank details in our system.

FIELD	DESCRIPTION/ACTION
1. Proof of bank ownership or other similar document supporting the request.	Required field. Attachment of the bank information is also required.
2. Other supporting documents	Could be remittance request form or invoices

Supplier Registration form

Part 5/5: Questionnaire

- **Section 1 of 6 – Electronic Funds Transfer**
- Once done answering the questionnaire, click **<Save>**

3. Beneficiary Name:

Beneficiary Name is required to be the same as Company Name.

Required

4. Alternate Beneficiary Name:

Required

5. Supplier Bank Account Number:

Required

6. Supplier Bank Account Type:

Required

- a. CHECK
 b. ORDINARY

7. Currency of Account:

Required

FIELD	DESCRIPTION/ACTION
3. Beneficiary Name	Needs to be the same with company legal name.
4. Alternate Beneficiary Name	Enter other Beneficiary Name if applicable
5. Supplier Bank Account Number	Enter bank account number to be used for paying invoices.
6. Supplier Bank Account Type	Required Field. Select whichever is applicable. Could be Check or Ordinary Check - Provide payables to name or voided check Ordinary (Wire or EFT) - Requires you to add information on mandatory fields of number 7 - 16.
7. Currency of Account	This should be the currency offered in quote and invoices

Supplier Registration form

Part 5/5: Questionnaire

- **Section 1 of 6 – Electronic Funds Transfer**
- Once done answering the questionnaire, click **<Save>**

8. Bank ABA Routing Code for ACH (Required for Local Payments):
Required
ABAAKUS

9. Bank/Sort/Swift Code (Required for local payments):
Required
ABAAKPPP

10. Bank Branch Code (if applicable):

11. Bank Name:
⚠ A valid Bank is required, do not put N/A
Required
BANK OF AMERICA

12. Branch Name (if applicable):

13. Bank State/Province:
Required
NEW YORK

FIELD	DESCRIPTION/ACTION
8. Bank ABA Routing Code for ACH	Required for local payments.
9. Bank SWIFT Code	Required for local payments.
10. Bank Branch Code	Enter branch code if applicable.
11. Bank Name	Enter Bank Name
12. Branch Name	Enter branch name if applicable.
13. Bank State/Province	Enter Bank State

Supplier Registration form

Part 5/5: Questionnaire

- **Section 1 of 6 – Electronic Funds Transfer**
- Once done answering the questionnaire, click **<Save>**, then click **<Next Section>**

14. Bank City:
Required

15. Bank Country:
Required

16. Authorization for Electronic Funds Transfer:

You hereby authorize **onsemi** to initiate credit entries to the account listed below in connection with agree upon contractual terms entered into between our companies. You agree that such transaction will be governed by the Society of Worldwide Interbank Financial Telecommunications (SWIFT) or the National Automated Clearing House (ACH) Association rules. This authority is to remain in effect until **onsemi** has received written notification of termination in such time and in such manner as to afford a reasonable opportunity to act on the request.

IN NO EVENT SHALL **onsemi** BE LIABLE FOR ANY SPECIAL, INCIDENTAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES AS A RESULT OF THE DELAY, OMISSION OR ERROR OF AN ELECTRONIC CREDIT ENTRY, EVEN IF **onsemi** HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Required

a. Accept

End of Section 1 of 6

Last updated 6 minutes ago

FIELD	DESCRIPTION/ACTION
14. Bank City	Required field. Enter Bank City as applicable.
15. Bank Country	Required field. Entry Country.
16. Authorization for Electronic Funds Transfer	Required field. Click accept.





Supplier Registration form

Part 5/5: Questionnaire

Section 2 of 6 – Vendor U.S. Sales Tax Registration

For US Suppliers only. Need to choose the correct state for tax purposes.

Questionnaire

ELECTRONIC FUNDS TRANSFER - US  **VENDOR U.S. SALES TAX REGISTRATION**  W-9 FORMS  GENERAL AGREEMENTS  >

Section 2 of 6

17. onsemi requires all U.S. suppliers to provide information to identify jurisdictions where your company has registered for U.S. state and local sales tax.

Required

- a. AL
- b. AK
- c. AZ
- d. AR
- e. CA
- f. CO
- g. CT
- h. DE
- i. FL
- j. GA
- k. HI
- l. IA
- m. ID
- n. IL

End of Section 2 of 6

[Previous Section](#) [Next Section](#)

Last updated 16 minutes ago

[Cancel](#) [Save](#) [Submit](#)

This section is not available for non-US Suppliers.

Supplier Registration form

Part 5/5: Questionnaire

Section 3 of 6 – W-8/W-9 Forms

Once done answering <W-8/W-9 Forms>, click <Next Section>

Supplier Registration

Questionnaire

ELECTRONIC FUNDS TRANSFER - US VENDOR U.S. SALES TAX REGISTRATION **W-9 FORMS** GENERAL AGREEMENTS Risk Management >

Section 3 of 6

18. Form W-9 (Required for US based companies doing business with onsemi US entities. onsemi cannot provide tax advice on how to complete the Form W-9. Please consult your tax advisor as appropriate.):

[View question attachments \(2\)](#)

Required

a. Forms Accepted & Returned

b. Forms Not Accepted & Returned

Required

End of Section 3 of 6

Updated just now

Internal Revenue Service (IRS)

Form W-8 (Required for foreign, non-US based companies doing business with onsemi US entities. Respective W-8 form should be completed based on your company entity type. See links below to IRS website for Forms and Instructions. onsemi cannot provide tax advice on which W-8 form to complete or how to complete Form W-8. Please consult your tax advisor as appropriate).

Form W-9 (Required for US based companies doing business with onsemi US entities. onsemi cannot provide tax advice on how to complete the Form W-9. Please consult your tax advisor as appropriate).

Supplier Registration form

Part 5/5: Questionnaire

Section 4 of 6 – General Agreements

Read attachments Including Supplier Handbook, RBA, ESG, Onsemi Terms & Conditions, & Supplier Conflict of Interest Declaration. Click acknowledge if the agreements have been discussed and settled.

Supplier Registration

Questionnaire

ELECTRONIC FUNDS TRANSFER - US ✓ VENDOR U.S. SALES TAX REGISTRATION ✓ W-9 FORMS ✓ GENERAL AGREEMENTS Risk Managem >

Section 4 of 6

19. Suppliers are required to review, accept, and abide to the requirements contained in the **Supplier Reference Documents**:
Acknowledge by authorized supplier representative for onsemi representative to review

Supplier reference documents include, but are not limited to, the following:

- **Supplier Handbook** - Supplier shall act in accordance with applicable provisions of the current version of onsemi's Supplier Handbook.

[View question attachments \(1\)](#)
Required

a. Acknowledged by Supplier

20. **Responsible Business Alliance** (formerly known as EICC Standards/Requirements)

[View question attachments \(1\)](#)
Required

a. Acknowledged

2 Environmental Social & Governance (ESG)

- **Environmental Net Zero Declaration:** All onsemi suppliers must agree to conduct greenhouse gases emissions inventories for Scope 1, Scope 2, and Scope 3 emissions. All inventories must receive 3rd party data assurance; submission of data to CDP (Carbon Disclosure Project) meets this requirement and is preferred. This requirement must be completed within 12 months of becoming an onsemi supplier. Suppliers must be prepared to share these inventories with onsemi. Suppliers should establish a corporate-wide greenhouse gas emissions reduction goal. Suppliers shall continually strive to reduce overall greenhouse gas emissions.

Required

a. Yes, we commit to the Environmental Net Zero Declaration.

b. No, we do not know how to comply and cannot commit at this time.

c. No, we will not commit to the Environmental Net Zero Declaration.

Updated just now

Cancel Save **Submit**

Supplier Registration form

Part 5/5: Questionnaire

Section 4 of 6 – General Agreements

Read attachments Including Supplier Handbook, RBA, ESG, Onsemi Terms & Conditions, & Supplier Conflict of Interest Declaration. Click acknowledge if the agreements have been discussed and settled.

22.onsemi Standard Terms and Conditions - Unless otherwise agreed between onsemi and Supplier in a separate written agreement, onsemi's purchases are governed by onsemi's Purchase Order terms and conditions as of the time the Purchase Order is placed.

[View question attachments \(4\)](#)
Required

a. Acknowledged

[Add Attachments \(0\)](#)

Comments

23..Supplier Conflict of Interest Declaration

All onsemi suppliers must declare any conflicts of interest between Supplier and onsemi employee(s). Please review the attached document for examples of conflicts of interest requiring disclosure.

[View question attachments \(1\)](#)
Required

a. I have read the supplier conflict of interest disclosure requirement and have no conflicts to declare

b. I have read the supplier conflict of interest disclosure requirement and have the following conflict of interest to declare

End of Section 4 of 6

[Previous Section](#) [Next Section](#)

Last updated 1 minute ago

Cancel Save **Submit**

Once done answering
<General Agreements>,
click <Next Section>

Supplier Registration form

Part 5/5: Questionnaire

Section 5 of 6 – Risk Management Agreement

Suppliers are required to provide SOC report if they are software related supplier or SaaS Supplier. Choose “B” if not applicable.

Supplier Registration

Questionnaire

< U.S. SALES TAX REGISTRATION ✓ W-9 FORMS ✓ GENERAL AGREEMENTS ✓ Risk Management Agreement onsemi POLICY & AGREEMENTS ○

Section 5 of 6

24. Suppliers are required to provide SOC report if they are software related supplier or SaaS Supplier
Required

a. Applicable

b. Not Applicable

Comments

End of Section 5 of 6

[Previous Section](#) [Next Section](#)

Updated just now

Cancel Save **Submit**

Once done answering
<**Risk Management Agreement**>, click <**Next Section**>

Supplier Registration form

Part 5/5: Questionnaire

Section 6 of 6 – onsemi Policy & Agreement

- Review the onsemi POLICY & AGREEMENTS section and acknowledge.
- Review all the details or information provided prior submission.
- Click <Submit> once done with the review.

Please ensure that all details are accurate and correct. Any discrepancies on the entered information can cause delay on the set-up.

Supplier Registration

Questionnaire

< ational W-8 FORMS GENERAL AGREEMENTS Risk Management Agreement onsemi POLICY & AGREEMENTS >

Section 5 of 5

26. **SELF-BILLING POLICY**

It is onsemi's standard practice to automatically set-up all suppliers on our Self-Billing Program. PLEASE READ THIS INFORMATION CAREFULLY so understanding of the Self-Billing Program and how it will relate to your shipments and the payments that will be transacted.

The Self-Billing Program is onsemi's pay-from-receipt program that eliminates the need for supplier generated invoices as the basis of payment. Instead, Purchase Order prices. The value of each shipment and applicable tax, is automatically calculated and payment terms will be net from the date product is received.

SELF-BILLING EXCEPTIONS

All PO's that are issued for "Services" will require a supplier invoice.

SUPPLIER RESPONSIBILITIES

Assign a unique packing ticket number to each shipment and display it prominently on the packing ticket that accompanies each shipment. The packing ticket number will become the invoice number.

Include on the packing ticket: The complete onsemi Purchase Order number, the Purchase Order line number(s), the quantity shipped, and the unit of measure. Contact an onsemi Supply Management Representative on issues relating to purchase order price or currency discrepancies prior to the shipment of goods. Notify onsemi, in advance and in writing, of any changes to remittance information. Please provide the old remittance information along with the new remittance information. Communicate Self-Billing guidelines and procedures to your Credit and Accounts Receivable personnel. For any payment issues/questions, please reach out to AP contact that gets listed on the PO PDF or contact your buyer who can connect you to the appropriate person.

onsemi RESPONSIBILITIES

Supply Management (Purchasing)
Verify and ensure the accuracy of the part number, description, quantity, unit of measure, unit price, currency, and payment terms. This information will be the basis for self-billing transactions.

Accounts Payable
Review supplier invoices for the first two weeks after start up to verify the accuracy of self-billing transactions.
Identify on the payment remittance advice each payment based upon self-billing receipts.
Issue debits or credits adjustments against the Supplier's account to correct payment discrepancies upon reviewing with Supply Management.

Receiving Department
Record accurate data in the receiving system to ensure correct payment is made to the supplier. Address packing ticket/PO discrepancies with the Supply Management Representative.

Required

a. Acknowledged

25.a.1. Date:
Required

02/23/2025

End of Section 6 of 6

Updated just now

Cancel Save **Submit**

What will happen next after submission?

- A **Registration Request Number** will auto generate upon submission of request.
- Once **onsemi** has reviewed your registration, the form can be returned or approved.
 - Should there be missing requirements, discrepancies in the information provided, the Registration Form will be returned and you are expected to resubmit it with the correct attachments or information.
 - If no discrepancies are found, the registration form will be approved.
- An email notification on the status of the Registration Form submitted will be sent to the primary contact email that you have provided.

Success

Your registration request 1945012 was submitted.

Thank you for completing the Supplier Registration Form!

If you have any questions or concerns related to the Registration Form, please reach out to RSDBA.Philippines@onsemi.com.