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=%2FAfe66C9viRz4ta7NuG1IGYhdwlKAH8d0rEOLzrc7MF%2BkshVSS1dcIZlag%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.
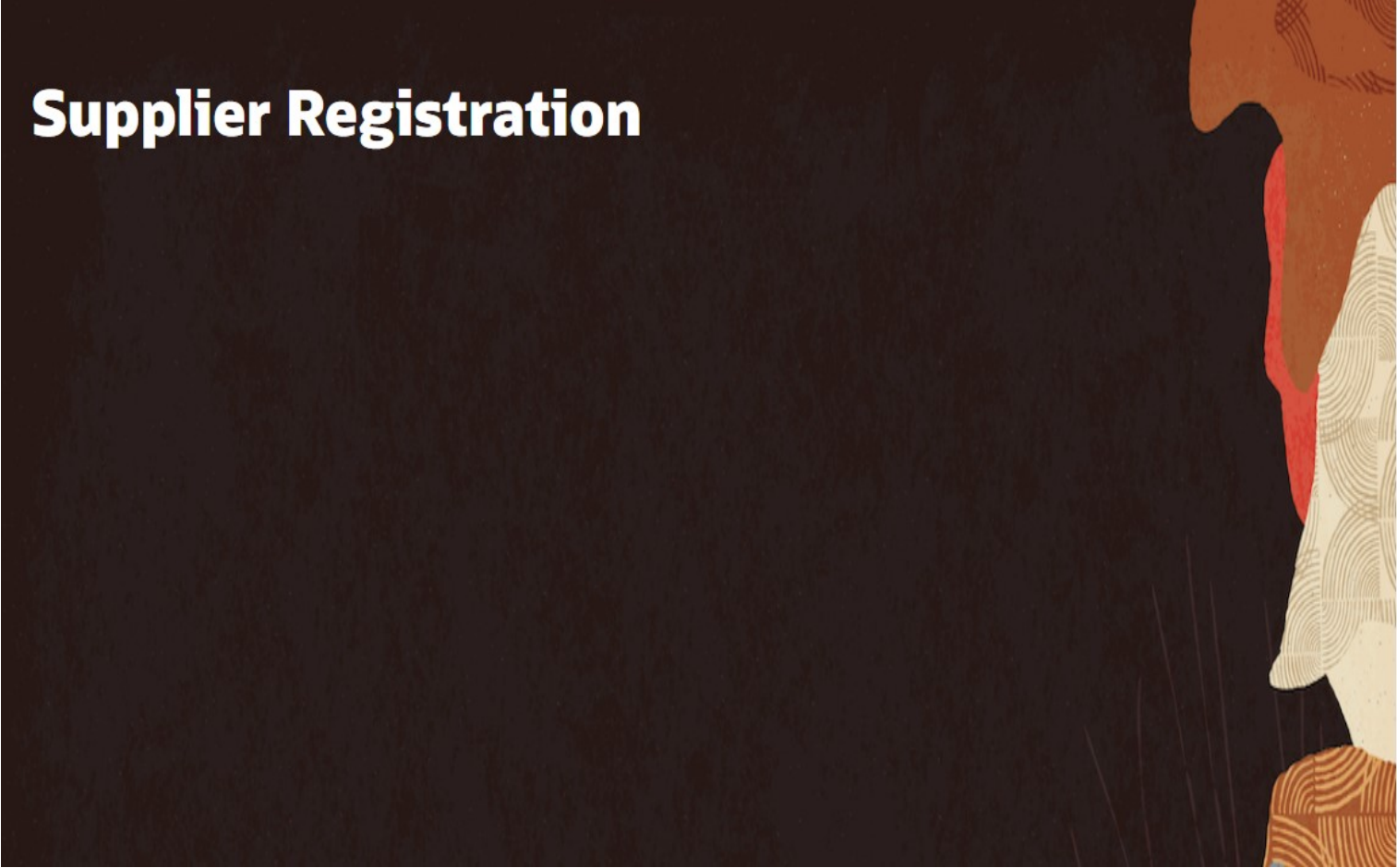- Please enter your registration details with onsemi contact. (e.g. John Doe)

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

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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.

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**>.
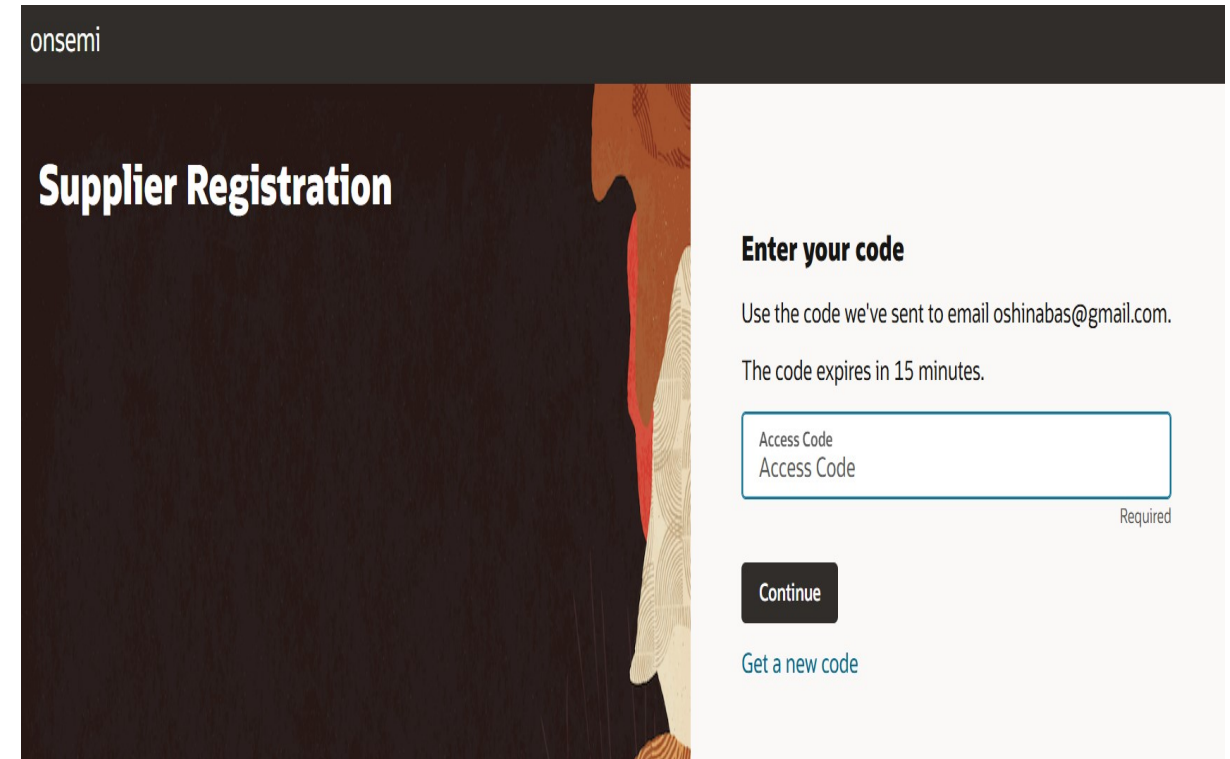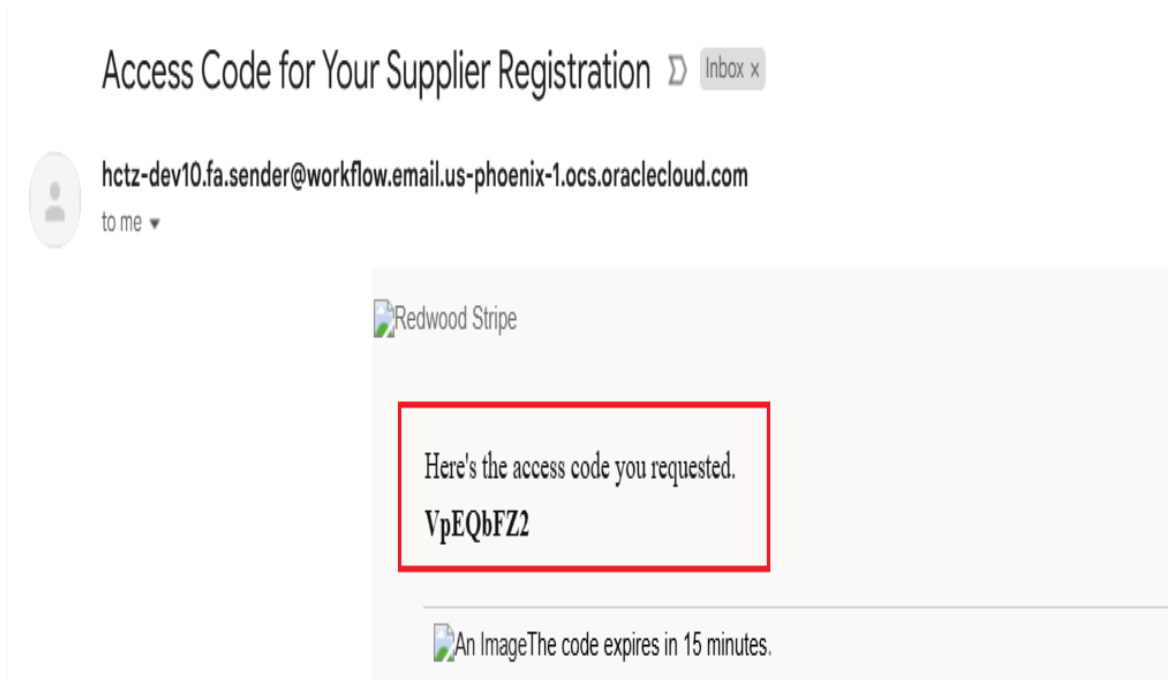
Supplier Registration form

- 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 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.

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**>.

Pls. enter Payment Term as **1 Net** if Tax Organization Type value is among **Government Agency, Foreign Government Agency, and Educational Institute.** .

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.

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**>.

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

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

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.

Supplier Registration form

Part 5/5: Questionnaire

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

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>**

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>**

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.

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**>

Internal Revenue Service (IRS)

Form W-8 (Required for foreign, non-US based companies doing business with onsemi US entities. Respective W-8form 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 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.

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.

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.

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**.