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 (**Sample only: Do Not Use.**)

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.
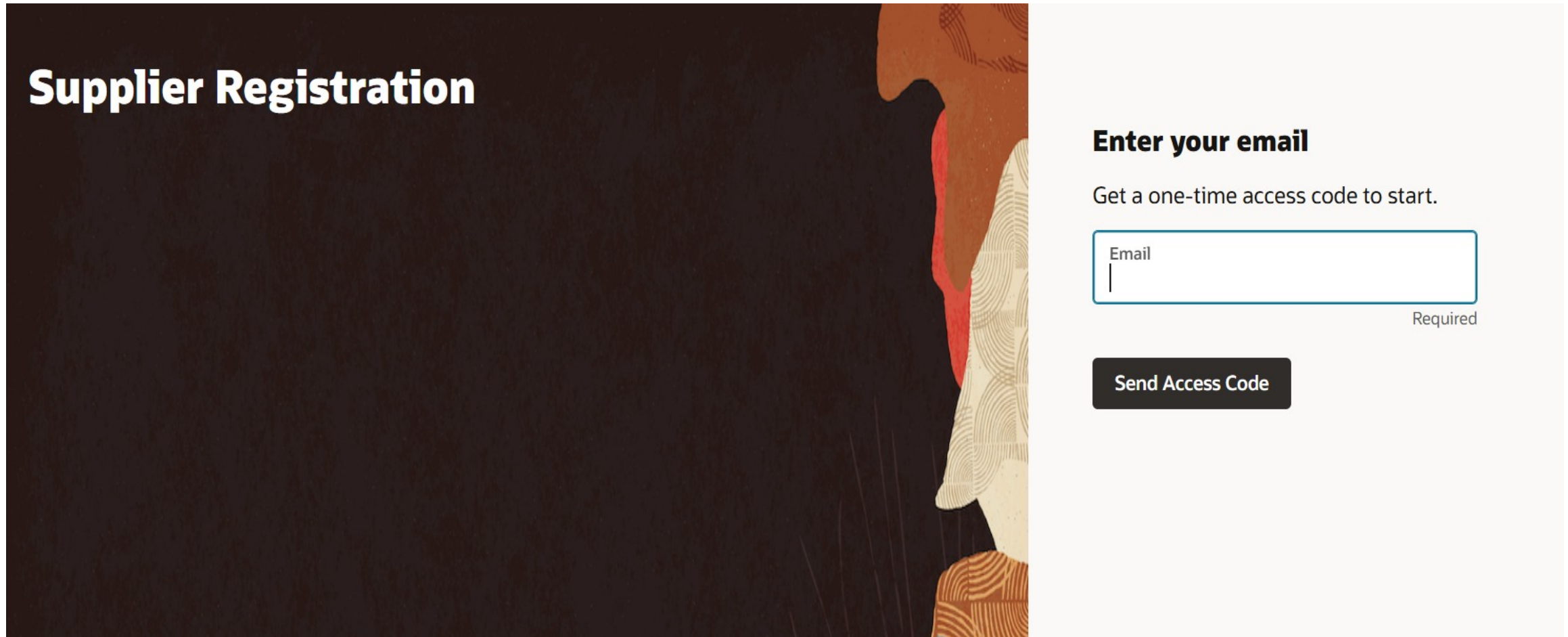- Please enter your registration details with onsemi contact. (e.g. John Doe)

Feel free to reach out to onsemi Supplier Onboarding Team (supplier_onboarding@onsemi.com) if you need further assistance.

Thank you and we look forward to 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.

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>.

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. Supplier has access to PII (Personally Identifiable Information)	Select the appropriate answer from the List of Values.
17. DPA executed with Supplier?/Justification for no DPA.	Select the appropriate answer from the List of Values. Justification is optional only.
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. Click <Continue> to move to the next part.

Contact 1 information should be the Administrative Contact.

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	Click "No" on the User Account. This is not applicable .

Supplier Registration form

Part 3/5: Addresses

- Addresses screen will allow user to Create supplier address which is mandatory for submission.
- **Fill out numbers 32-48**. 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
35-37. Address Lines	Enter addres line 1. You may maximize lines 2-3 if needed.
38. City	Enter City. Should be the same as the Address Name
39. State	Enter State
40. County	Enter County
41. Zip Code	Enter Zip Code from the List of Values. (LOV)
42. Zip Code+4	Leave this blank if not applicable.
43. Email	Enter email. Preferred email should be the same as the contact provided.
44-46. Country & Phone Number	Enter country and Phone Number.
47-48. Country & Fax Number	Enter country code then fax number if available.

Note: Which contacts are associated to this address? Please check the box if the contact has the same office address.

Supplier Registration form

Part 4/5: Business Classification

- Business Classification is Mandatory for <**US Suppliers**>.
- Select <**ONLY ONE**> business classification or click the <None of the classifications are applicable> field. Choose from the List of Values. (LOV)

Supplier Registration form

Part 4/5: Business Classification

- Once a <Business Classification> has been selected, additional fields will show to add more information.
- If you have other supporting documents you may also provide through the <Drag and Drop> field.
- Then click <Save> and <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. Banking Section
2. Vendor U.S Sales Tax Registration
3. W-9 Forms
4. Onsemi Policy & Agreements

Supplier Country is US

Sections

1. Banking Section
2. W-8 Forms
3. Taxes
4. Onsemi Policy & Agreements

Supplier Country is NON-US

Supplier Registration form

Part 5/5: Questionnaire

Section 1 of 4 – **Banking Section** (The format differs per onsemi location/s)

1.1 Select the correct <**onsemi** location/s)> where you will be doing business with and provide accurate information in each section. Banking details must be entered based on the applicable country (e.g., for USA, China, and/or Philippines) requirements.

Questionnaire

Banking Section | VENDOR U.S. SALES TAX REGISTRATION | W-9 FORMS | onsemi POLICY & AGREEMENTS

Section 1 of 4

1. Please select the onsemi locations where you will be doing business
   Please fill sections for 1.a for USA, 1.b for China and 1.c for Philippines, whichever is applicable
   Required

01

- ☑ a. USA
- ☐ b. China
- ☐ c. Philippines
- ☐ d. EMEA Region
- ☐ e. Canada
- ☐ f. Taiwan
- ☐ g. Korea
- ☐ h. India
- ☐ i. Vietnam
- ☐ j. Singapore
- ☐ k. Japan
- ☐ l. Malaysia
- ☐ m. Hong Kong
- ☐ n. Thailand

1.a.1. Please enter the Bank Account Country   **02**
Required

- ⦿ a. USA
- ○ b. EMEA
- ○ c. Rest of the World

1.a.1.a.1. Please enter the Bank Account Currency   **03**
Required

- ⦿ a. USD
- ○ b. Others

1.a.1.a.1.a.1. Please enter the Bank Account Name   **04**
Required

BANK OF AMERICA

Add Attachments (0)

FIELD	DESCRIPTION/ACTION
01. **onsemi** location/s	Select the correct **onsemi** location/s where you will be doing business with.
02. Bank Account Country	Select the Bank Account Country/Region. Choose <**Rest of the World**> if the Country is different from the 2 given choices.
03. Account Currency	Select the appropriate currency to use.
04. Bank Account Name	Enter the Bank Account Name. Add attachments for bank details.

Supplier Registration form

Part 5/5: Questionnaire

Section 1 of 4 – **Banking Section** (The format differs per onsemi location/s)
1.2 Enter the required information, click <Save>, then <Next Section>.

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
05. Bank Account Number	Enter the Bank Account Number
06. Bank Branch Name	Enter the appropriate bank name.
07. ACH Routing Number USA	Enter the ACH Routing Number . Should be 9 digits.
08. Bank Name	Required. Enter the bank name.
09. Bank Certification	Required. Attach a copy of the **Bank Certificate** or a **Canceled Check** as proof of bank account ownership.

Supplier Registration form

Part 5/5: Questionnaire

Section 2 of 4 – **Vendor U.S. Sales Tax Registration (This section is applicable for U.S. Suppliers.)**

2.1 **Supplier based in the United States** are <Required> to indicate whether they are conducting business in any U.S. jurisdiction. If so, they must specify the individual states in which their company is registered for state and local sales tax purposes.

2.2 Supplier located outside the United States may select <No> and are not required to complete the state selection.

FIELD	DESCRIPTION/ACTION
09. Are you doing business with US onsemi location?	Select the appropriate answer.
10. Required for US Suppliers to identify jurisdiction.	Select the correct State.

Supplier Registration form

Part 5/5: Questionnaire

Section 2 of 4 – Vendor U.S. Sales Tax Registration (This section is applicable for U.S. Suppliers.)

Once the appropriate <State Check Box> has been selected, click <Next Section>.

Supplier Registration form

Part 5/5: Questionnaire
Section 3 of 4 – W-9 FORMS

- ❑ Vendors conducting business with any U.S.-based ON Semiconductor (**onsemi**) location are required to submit the appropriate U.S. tax documentation, based on their country of registration.
- ❑ Non-U.S. vendors are required to submit the applicable IRS Form W-8, such as Form W-8BEN or Form W-8BEN-E, depending on their entity type and tax classification.
- ❑ Copy of W9 and IRS form W-8 are available for reference.
- ❑ Submission of the correct tax form is mandatory to ensure compliance with U.S. tax regulations and to facilitate timely processing of payments.

Supplier Registration form

Part 5/5: Questionnaire

Section 3 of 4 – Taxes for Non-US Suppliers (This section will not be visible for US Suppliers)

❑ Non-U.S. vendors must indicate whether they are conducting business with any ON Semiconductor (onsemi) location in Asia. If so, they are required to:

- Specify the applicable tax type and tax rate based on their country's regulations.
- Select the appropriate nature of service or transaction for withholding tax purposes.
- Ensure the correct withholding tax rate is applied in accordance with the type of transaction.

❑ Accurate completion of this information is essential for compliance with regional tax laws and for proper processing of payments.

Supplier Registration form

Part 5/5: Questionnaire

Section 4 of 4 – **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.**

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 **supplier_onboarding@onsemi.com**