



# 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> (**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)

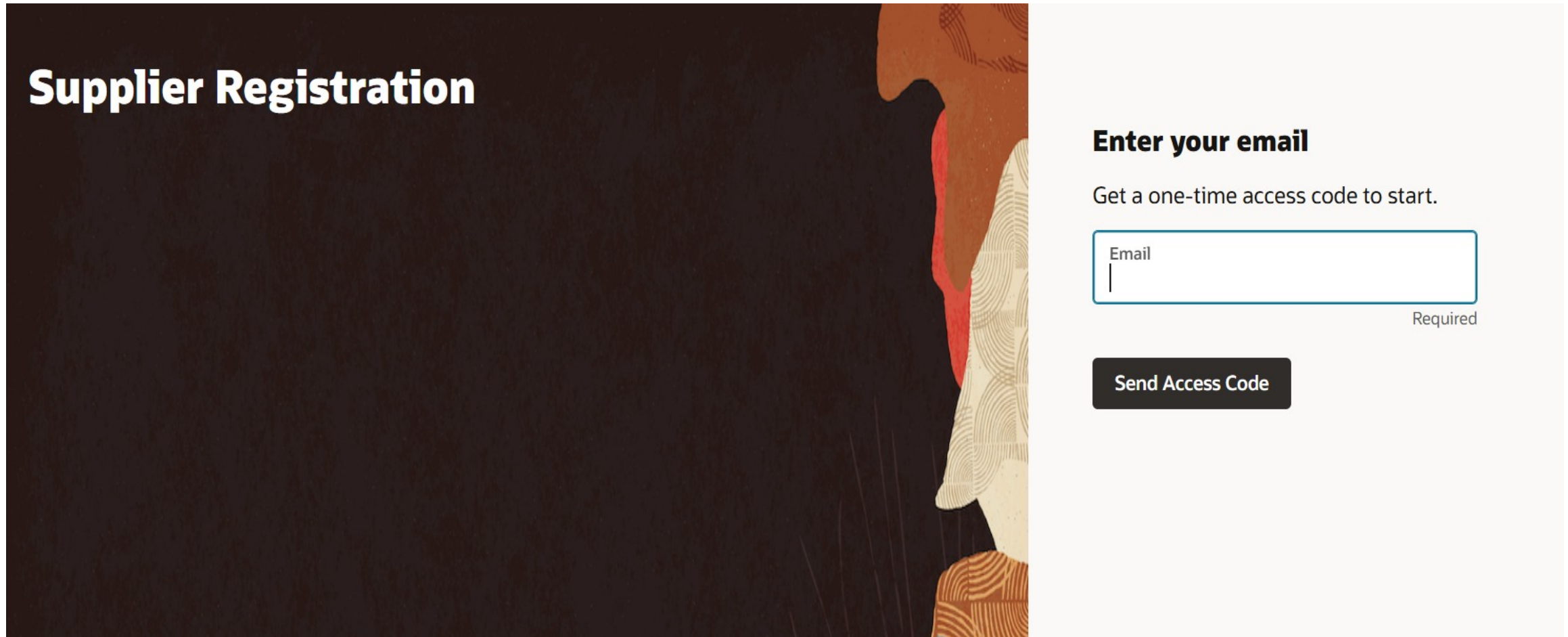
Feel free to reach out to onsemi Supplier Onboarding Team ([supplier\\_onboarding@onsemi.com](mailto:supplier_onboarding@onsemi.com)) if you need further assistance.

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.

The image shows a screenshot of a web form for 'Supplier Registration'. The left side of the form has a dark background with a stylized illustration of a person's profile in shades of brown and orange. The title 'Supplier Registration' is in large white text. The right side has a light gray background. It contains the heading 'Enter your email', a subtext 'Get a one-time access code to start.', an email input field with a blue border and a vertical cursor, a 'Required' label, and a dark gray button labeled '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>.

Access Code for Your Supplier Registration Inbox x



hctz-dev10.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com

to me ▼



Here's the access code you requested.

VpEQbFZ2



The code expires in 15 minutes.

onsemi

## Supplier Registration

### Enter your code

Use the code we've sent to email oshinabas@gmail.com.

The code expires in 15 minutes.

Access Code  
Access Code

Required

Continue

[Get a new code](#)



# 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

Website

Country

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Organization Type

Supplier Type

Note to Approver

Additional Information

Alternate Company Name

Parent Company Name (if N/A, pls put your ...)

onsemi Contact

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  
ZABCOMPANY1

Website2

Country  
United States3

Taxpayer ID  
6750983774

Tax Registration Number5

D-U-N-S Number  
64898720938476

Organization Type  
CORPORATION7

Supplier Type  
GOODS SUPPLIER8

Note to Approver  
NOT APPLICABLE9

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. <b>(Mandatory for Malaysia)</b>
5. Tax Registration Number	May or may not be required based on the Tax Country Value. <b>(Mandatory for Malaysia)</b>
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 Name10

Parent Company Name (if N/A, pls put your co.. ZABCOMPANY11

onsemi Contact Drew Reynaldo12

VAT Code13

Payment Terms 60 Net14

Additional Comments15

Supplier has access to PII? No16

DPA executed with Supplier? No17

Justification for no DPA

Attach tax, insurance, and other relevant documents

Drag and Drop18

Select or drop files here.

URLAdd URL

No items to display.

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. 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.

Contacts

Contact 1

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

First Name

KIM

19

Last Name

SOONCHEON

20

Email

zoebieabas@gmail.com

21

Job Title

ADMIN

22

Country

US

23

Mobile

+1 718 803 3634

24

Country

US

25

Phone

+1

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

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

+ Add Another Contact

Cancel

Save

Continue

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 .

onsemi

Procurement Operations Center (POC)

© onsemi 2025 | Public Information | 8



# 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>.

**For US Suppliers Only:**  
Address information format must be aligned with the registered address in USPS.  
<https://www.usps.com/>

Addresses

Enter at least one address.

Address 1

Address Name

MANHATTAN

32

33

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

☒ Receive Purchase Orders

☒ Receive Payments

☐ Bid on RFQs

Country/Region

United States

34

Address Line 1

20 COOPER SQUARE

35

Address Line 2

36

Address Line 3

37

City

Manhattan

38

State

NY

39

County

New York

40

Zip Code

10001

41

Zip Code+4

42

Email

ZOEBIEABAS@GMAIL.COM

43

Country

US

44

Phone

+1 718 803 3634

45

Ext

46

Country

US

47

Fax

+1

48

Which contacts are associated to this address?

☒

KIM SOONCHEON

zoebieabas@gmail.com

ADMIN

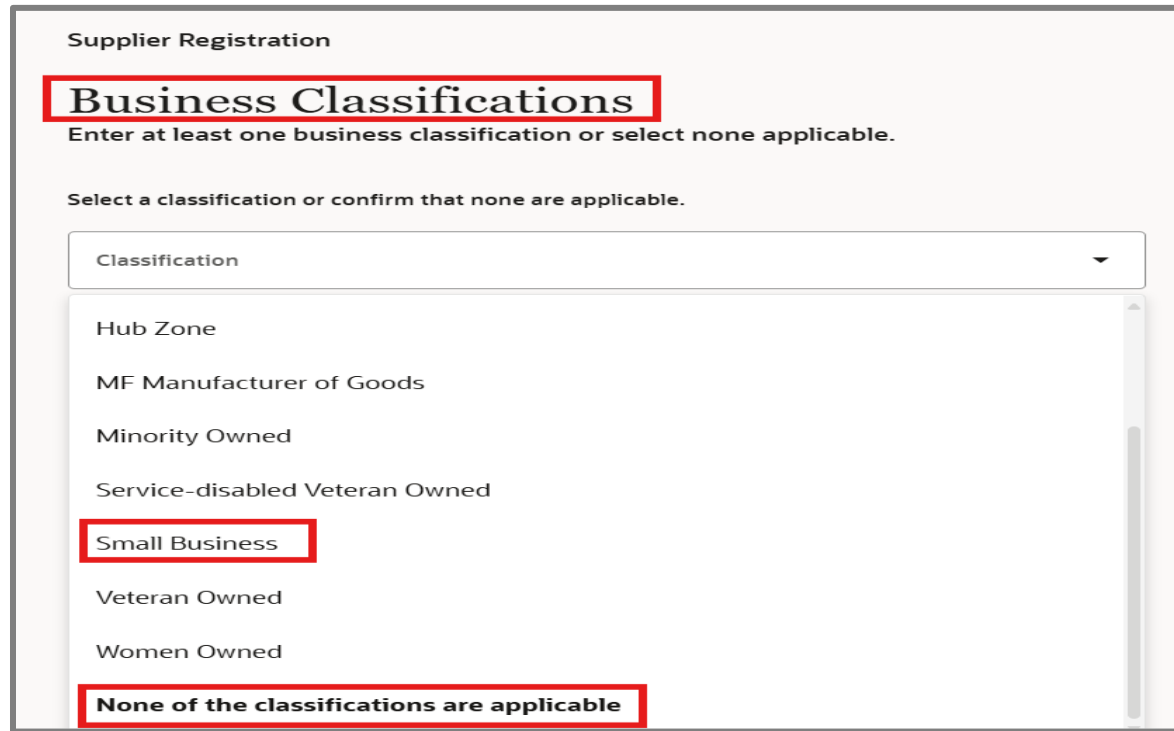
FIELD	DESCRIPTION/ACTION
32. Address Name	Enter the address name same as the City
33. What's the address used for?	Receive Purchase Orders and Receive Payments boxes must be checked.
34. Country/Region	Select Country from the list of Values
35-37. Address Lines	Enter address line 1. You may maximize 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)



The screenshot displays the 'Supplier Registration' form, specifically the 'Business Classifications' section. The title 'Business Classifications' is highlighted with a red box. Below it, the instruction 'Enter at least one business classification or select none applicable.' is shown. A prompt 'Select a classification or confirm that none are applicable.' precedes a dropdown menu labeled 'Classification'. The dropdown is open, showing a list of options: 'Hub Zone', 'MF Manufacturer of Goods', 'Minority Owned', 'Service-disabled Veteran Owned', 'Small Business' (highlighted with a red box), 'Veteran Owned', and 'Women Owned'. At the bottom of the list, the option 'None of the classifications are applicable' is also highlighted with a red box.

# 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

Business Classifications

Enter at least one business classification or select none applicable.

Business classification 1

Classification  
Small Business

Subclassification

Certifying Agency  
Other

Other Certifying Agency  
SAMPLE ONLY

Certificate Number  
09876538774

Certificate Start Date  
2/3/25

Certificate End Date  
2/3/26

Notes

Attach current certificates and supporting documents

Drag and Drop

Select or drop files here.

URL

Add URL

No items to display.

+ Add Another Business Classification

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. 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

☒ 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

Required

☒ a. USA

☐ b. EMEA

☐ c. Rest of the World

1.a.1.a.1. Please enter the Bank Account Currency

Required

☒ a. USD

☐ b. Others

1.a.1.a.1.a.1. Please enter the Bank Account Name

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.

1.a.1.a.1.a.2. Please enter the Bank Account Number

Required

987456738765

05

1.a.1.a.1.a.3. Please enter the Bank Branch Name

Required

MANHATTAN

06

1.a.1.a.1.a.4. Please provide ACH Routing Number USA

🔔 This should be 9 digits

Required

026009593

07

1.a.1.a.1.a.5. Please enter the Bank Name

Required

BANK OF AMERICA

08

1.a.1.a.1.a.6. Please attach the cancelled check and/or bank certification as proof of bank account ownership

09

Required

SAMPLE BANK CERTIFICATE

Required

@ Add Attachments (0)

End of Section 1 of 4

Previous Section

Next Section

Last updated 40 seconds ago

Cancel

Save

Submit

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 <b>Bank Certificate</b> or a <b>Canceled Check</b> as proof of bank account ownership.

onsemi Procurement Operations Center (POC)

© onsemi 2025 | Public Information | 14

# 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.

Supplier Registration

Questionnaire

Banking Section  VENDOR U.S. SALES TAX REGISTRATION 

Section 2 of 4

2. Are you doing business with US onsemi location? 

Required

☐ a. Yes

☒ b. No





End of Section 2 of 4

Previous Section

Next Section

Supplier Registration

Questionnaire

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


Section 2 of 4

2. Are you doing business with US onsemi location?

Required

☒ a. Yes

☐ b. No

 2.a.1. **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

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.)

☒ ah. NY

☐ ai. OH

☐ aj. OK

☐ ak. OR

☐ al. PA

☐ am. RI

☐ an. SC

☐ ao. SD

☐ ap. TN

☐ aq. TX

☐ ar. UT

☐ as. VT

☐ at. VA

☐ au. WA

☐ av. WI

☐ aw. WV

☐ ax. WY

☐ ay. Not Applicable

End of Section 2 of 4

Previous Section

Next Section

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

Questionnaire

Banking Section

VENDOR U.S. SALES TAX REGISTRATION

**W-9 FORMS**

onsemi POLICY & AGREEMENTS

Section 3 of 4

3. Are you doing business with US onsemi location?  
Required

☒ a. Yes

☐ b. No

3.a.1 **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

Required

Add Attachments (1)

End of Section 3 of 4

Previous Section

Next Section

Response attachments for question 3.a.1

Required

Response a. Forms Accepted & Returned

Drag and Drop

Select or drop files here.

URL

Add URL

W9.docx

Last updated on 8/8/2025  
13.17 KB

Download

Remove

# 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.

### Questionnaire

Banking Section W-8 FORMS Taxes onsemi POLICY & AGREEMENTS

Section 3 of 6

3. Are you doing business with Asia?  
Required

☒ a. Yes

☐ b. No

3.a.1. Tax type and rate, if applicable (e.g. VAT 8% or GST 3% or HST 4%, etc.)  
Required

3.a.2. Please select the nature of Service or Transaction  
 This is for Withholding Tax  
Required

☐ a. Services

☒ b. Goods

☐ c. Lease

☐ d. Software

☐ e. Others

☐ f. Not Applicable

#### 3.a.3. Please select the WHT Rate

This is for Withholding Tax

Required

☒ a. 1%

☐ b. 2%

☐ c. 5%

☐ d. 10%



# 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.

Banking Section

VENDOR U.S. SALES TAX REGISTRATION

W-9 FORMS

onsemi POLICY & AGREEMENTS

Section 4 of 4

4.

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 that you, as a Supplier to **onsemi**, will have an 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, payment is made based on delivered quantities and 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 into our system.

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 be the primary point of reference for all communications and 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 AP group.

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 the payment calculation.

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 department for quick action.

Required

☒ a. Acknowledged

4.a.1. Date:

Required

8/6/25

Last updated 2 minutes ago

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 [supplier\\_onboarding@onsemi.com](mailto:supplier_onboarding@onsemi.com)