Supplier Onboarding Through Oracle Cloud Training Material



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Supplier Registration Link

- Once qualified 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# NR-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: New Supplier Cloud Registration Form

Take note of the following:

- Please enter your registration details in <u>English language</u> & <u>upper case</u>.
- onsemi standard payment term is <u>60 net</u>, the minimum corporate term applicable for all suppliers.
- Please ensure that entered details are correct, any discrepancies will delay the onboarding process.
- Please enter you registration details with onsemi contact as Yee, Calvin (E-Mail: <u>ffy8nv@onsemi.com</u>)

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

This is an automatically generated email. Please do not reply to it.



- Landing Page: Below screen will show after you click the registration link.
- Registration link contains 6 parts Oracle Addresses Destines Contains 6 parts Oracle Addresses Destines Contains Register Business Contains Register B

		🗋 🧊 Sign In
Goals and Performance ②	1 2 3 4 5 6 Company Details Contacts Addresses Business Questionnaire Review	Back Next Save for Later Register Cancel
Enter a value for at least one of these fields: D-II-N-S Number. Taxnaver ID. or Tax Registration Number.		
* Full Legal Company Name	D-U-N-S Number	
* Tax Organization Type	* Tax Country	•
* Goods or Services	Taxpayer ID	
Corporate Web Site	Tax Registration Number	
Additional Information		
Alternate Company Name or D.B.A	VAT Code	
* Parent Company Name (if N/A, pls put your company name instead)	* Payment Terms 60 Net	
* onsemi Contact	Additional Comments	
Your Contact Information Enter the contact information for communications regarding this registration.	All information should be entered in English	All marked as asterisk "*" will require
* First Name	(j Language and in ALL CAPITAL LETTERS in	value on the field and will restrict you
* Last Name	the Oracle cloud.	from submitting if left blank.
* Email		
* Confirm Email		



Company Details

Fill out numbers 1-8, Those with "*" are required field and the system will restrict you going to the next section if required fields are left blank.

ONSEMI. 🔳 MAPS	<u>User</u> <u>Guides</u>	🗋 🧊 Sign In				
		1 2 3 4 5 6 Company Contacts Addresses Business Questionnaire Review Classifications				
Goals and Performance ⑦		Back Next Save for Later Register Cancel				
Enter a value for at least one of these fields: D-U-N- CORP MEDICAL AND HEALTH Corporation Corporation Legal Educational Institute Foreign Corporation Foreign Government Agency Foreign Individual	S Number, Taxpayer ID, or Tax Registration Number. egal Company Name ax Organization Type * Goods or Service Corporate Web Sit	Services Supplier D-U-N-S Number Tax Authority 6 CHARITY 6 Goods Supplier Taxpayer ID BOARD_MEMBER Tax Registration Number				
Foreign Trust Or Estate	FIELD NAME	DESCRIPTION/ACTION				
Government Agency Individual – Non Profit Organization	*Full Legal Company Name	Character is limited to 50. In case supplier name exceeds to 50 character, you may utilize the 'Alternate company name' field.				
TRUST OR ESTATE	*Tax Organization Type	Select the correct TAX code from the dropdown icon.				
Trust Or Estate	*Goods or Services	Enter your correct supplier type (Goods or Services) If both is being offered, you may select 'Goods'				
	Corporate Web Site	Enter the Corporate Web Site if available				
	D-U-N-S Number	DUNS number is mandatory for US supplier. Please indicate your DUNS.				
	*TAX country	Select the correct TAX country from the dropdown icon.				
	Taxpayer ID/Withholding Tax	Enter the Taxpayer ID. May or may not be required based on the Tax Country Value. If prompted with error, even if the Taxpayer ID is not required, enter your company name instead.				
	Tax Registration Number	Enter the Tax registration Number. May or may not be required based on the Tax Country Value				

OI 12C

Company Details

Fill out numbers 9-14. Those with "*" are required field and the system will restrict you going to the next section





for onsemi contact field, enter the **Onsemi Contact indicated in the email notification**

Search		Advanced
itch 💿 All 🔵 Any		
Value RSDBA		
Description		
		Search Reset
Value	Description	
RSDRA Team - Gatekeener	RSDB4-All@onse	mi onmicrosoft com

FIELD NAME	DESCRIPTION/ACTION
Alternate Company Name or	
D.B.A	Enter the Alternate company name or DBA.
*Parent Company Name (if N/A	
please input your company	
name instead	Enter the Parent Company Name (if available)
*Onsemi Contact	Enter Onsemi Contact indicated in the email notification
VAT Code	Enter VAT Code
*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.
Additional Comments	Enter additional comments

Company Details

Fill out the following fields. Those with "*" are required field and the system will restrict you going to the next section if required fields are left blank



Your Contact Information

Enter the contact information for communications regarding this registration

* First Name	Supplier	FIELD NAME	DESCRIPTION/ACTION
• • • • •		*First Name	Enter contact's first name
* Last Name Registration		*Last Name	Enter contact's last name
* Email	supplier.registration@new.com	*Email	Enter the supplier Email for communication regarding the registration
* Confirm Email	supplier.registration@new.com	*Confirm Email	Confirm the Email by reentering the email address

Once filled out, click the "next" button on the right side of the screen.



Supplier Registration Form Contacts

This will be your view when you click Create & Edit Button

Create Contact

				Salutati	ion
Salutation V		Phone •		*First N	Jam
* First Name Additional		Mobile 🗸 🗸		Middle	Nar
Middle Name		Fax		*Last N	am
* Last Name Contact		* Email	act@tast.com	Job Title	e
	administrative contact who will	Linan additional.com	aci@iesi.com	Phone	
Job Title be notified of the registrat	ion review outcome			Mobile	
Administrative contact				Fax	
Additional Information	ative Check Box – Administrative of	contact will be no	otified of the regi	stration review *Email	
PO Email Address		Remittance Email		Admini	stra
✓ User Account ✓ Create user User Acco	^{account} <i>unt Check Box</i> – Create supplier u	ser account		Additio	nal P R s
Roles				Create	use
Actions 👻 View 👻 Format 👻 🗮	🏢 Freeze 📓 Detach 🚽 Wrap				
Role	Description			Click	< th
Supplier Self Service Administrator Custom	Manages the profile information for the supplier co	mpany. Primary tasks incl	ude updating supplier prof	ile information.	t si
Supplier Portal Questionnaire Responder Cu	Primary tasks includes responding to supplier ques	tionnaires		field	IS a

FIELD NAME	DESCRIPTION/ACTION
Salutation	Select from the dropdown list
*First Name	Required field. Enter your First Name
Middle Name	Enter your First Name
*Last Name	Required field. Enter your First Name
Job Title	Enter your First Name
Phone	Enter your phone
Mobile	Enter your mobile
Fax	Enter your fax
*Email	Enter
Administrative contact	Above email address provided will be notified of the registration review outcome
Additional Information PO email address Remittance email address	email address and Remittance email address are required.
Create user account	Allows vendor to create user account.

Click the 'Next' Button located on the upper right side of your current window if all required fields are filled out.

onsemi

Contacts

- This screen will allow you to Edit or Create additional contacts for the supplier if necessary.
- Details provided from Contact information on the section 1 will show and will automatically be the Administrative Contact.



Once filled out, click the "next" button on the right side of the screen.



Supplier Registration Form Addresses

- Addresses screen will allow user to Create supplier address which is mandatory for submission.
- Supplier Address fields format may vary depending on your location.

	Company Contacts Addresses Question	onnaire Review		
oals and Performance	Details Classifications		<u>B</u> ack Ne <u>x</u> t Sa	ve for Later Register <u>C</u> ano
ter at least one address.				
Actions 🔻 View 💌 Forma 💌 🕂 Create 🧪 Edit 💥 Delete 🏾 🕅 Freez	e 🔝 Detach 🚚 Wrap			
Address Name Augress			Phone Address Purpose	Edit Delete
Create Address		FIELD NAME	DESCRIPTION/ACTION	
* Address Name (same as HOLTSVILLE	* Address Purpose 🖌 Ordering	Address Name	Enter the address name same as	the city
Country United States ▼	Remit to	Country	Select Country from the list of V	alues
Address Line 1	Phone 1		Enter addres line 1. You may ma	ximize line 2 if
Address Line 2	Fax 1 V	Address Line 1	needed.	
* Zip Code 00501 🔹	Email new.supplier@test.com	Address Line 2	Enter address line 2	
* State NY		Zip Code	Select Zip code from the list of v	alue.
County Suffolk			For US, this field will be automat	tically populated
* City Holtsville		State	based on the zip code entered	, , ,
Additional Information		County	For US, this field will be automat based on the zip code entered	tically populated
Address Contacts Select the contacts that are associated with this address.		, City	For US, this field will be automatic	tically populated
Name	Job Title Email Administrative Contact User Account	Address Purpose	Ordering - Equivalent to purchas company's physical address/loca	sing site. Your ation.
Columns Hidden 4	Create Another OK Cancel		Remit to - Equivalent to pay site remittance address.	. Your company's



Addresses

This is how it should look like if the address entered is both for Ordering and Remit to purposes.
 In case of having separate remittance address and physical address, please create another address using 'Create Button' and click the correct address purpose for each of the addresses.

Actions View Format	🕂 Create 💉 Edit 🗙 Delete 💷 Freeze 📓 Detach 📣 Wrap				
Address Name	Address Pho	none	Address Purpose	Edit	Delete
HOLTSVILLE	00501,NY,Suffolk,HOLTSVILLE,		Ordering; Remit to	/	×

• This is how it should look like if you have separate address of ordering and remittance. Once done, click on 'next' to proceed on the next section.

		Details	Classifications				
Goals and Performanc	e				<u>B</u> ack Ne <u>x</u> t Sa	ve for Later Register	<u>C</u> ancel
Enter at least one address.							
Actions ▼ View ▼ Format ▼	🕂 Create 🖌 Edit 🗙 Delete 💷 Freeze 📓 Detach	Wrap					
Address Name	Address			Phone	Address Purpose	Edit	Delete
AGUADA	PO BOX,00602,PR,Aguada,AGUADA,				Remit to	1	×
HOLTSVILLE	00501,NY,Suffolk,HOLTSVILLE,				Ordering	/	×
Columns Hidden 3							

Supplier Registration Form Business Classifications

- Business Classification is Mandatory for US suppliers. Enter at least one business classification or click the none of the classifications are applicable field.
- + button allows you to add business classification type.
- x button allows you to delete business classification type

Goals and Performance ⑦	(1) (2) Company Conf Details	acts Addresses Bus Class	4 5 iness Questionnaire	Review			Back Ne <u>x</u> t	Save for Late	r Register	<u>C</u> ancel
Enter at least one business classification or select none applicable.										
None of the classifications are applicable										
Actions 🔻 View 🔻 Format 🕂 💥 🏢 Freeze 😭 Detach 斗 Wrap										
			Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
77 Service Provider				Ŧ			m/d/yy	. m/d/yy	. None 🕂	
A8 Nonprofit Organization										
Hub Zone	Select the bu	isiness class	sification t	type from	the list o	f value	s.			
MF Manufacturer of Goods	Select certify	ving agency.	If availab	le.						
Service-disabled Veteran Owned	Select anoth	or cortifying		ie. If available	a					
Small Business			g ageney. i		Ξ.					
Veteran Owned	Select certifi	cate. If avai	lable.							
Women Owned	Start Date. If	available.								
	Expiration Da	ate. If availa	ble.							
	Attachment.	If available	•							



Questionnaire

 Questionnaire Section will vary between US and non-US suppliers based on Tax Country value selected under company details screen





Questionnaire



Section 1: ELECTRONIC FUND TRANSFER

No	Question	Action
1	Proof of bank ownership or other similar	Supplier banking details
	document supporting the request.	
2	Other supporting document	Could be quoattions and invoices
3	Beneficiary Name	Needs to be the same with company legal name.
4	Alternate Beneficiary Name	Enter ass applicable
5	Supplier Bank Account Number	Required Field. Enter as applicable
6	Supplier Bank Account Type	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 – Required.	This should be the currency offered in quote and
		invoices

Once all required field are filled out, click "Next Section" to proceed.

Questions

ELECTRONIC FUNDS TRANSFER - US (Section 1 of 6)

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

ATTATCHED

* Response Attachments None

 Other supporting documents – onsemi internal requirement (e.g. remittance request form, check request form invoice)

(Preferred Response: Attached Document)

Response Attachments None

* 3. Beneficiary Name:

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

NEW SUPPLIER

- * 4. Alternate Beneficiary Name: NEW SUPPLIER
- * 5. Supplier Bank Account Number:

123456789

- * 6. Supplier Bank Account Type:
 - a. CHECK
 - b. ORDINARY
- * 7. Currency of Account:

USD



Supplier Registration Form Questionnaire

Section 1: ELECTRONIC FUND TRANSFER

No	Question	Action
8	Bank ABA Routing Code for ACH	Required for Local Payments
9	Bank/Sort/Swift Code	Required for Local Payments
10	Bank Branch Code	Enter Branch Code as applicabble
11	Bank Name	Required Field. Enter your Bank name
12	Branch Name	Required Field. Enter your Branch name
13	Bank State/Province	Enter State/Province as applicabble
14	Bank City	Enter Bank City as applicabble
15	Bank Country	Enter Bank Country as applicabble
16	Authorization for Electronic Funds Transfer	Click the "accept" button

Once all required field are filled out, click "Next Section" to proceed.

- * 8. Bank ABA Routing Code for ACH (Required for Local Payments): 61539172652
- * 9. Bank/Sort/Swift Code (Required for local payments): 181036T16519
- 10. Bank Branch Code (if applicable):
- * 11. Bank Name:

A valid Bank is required, do not put N/A

BANK OF AMERICA

- 12. Branch Name (if applicable):
- * 13. Bank State/Province:
- PROVINCE
 * 14. Bank City:
 CITY
 * 15. Bank Country:
 - UNITED STATES

* 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 POSSIBLITY OF SUCH DAMAGES.

a. Accept



Questionnaire

Section 2: VENDOR U.S SALES TAX REGISTRATION

Mandatory for US suppliers. Select the box/s before the states your company is registered to collect and remit. This information will be used to ensure that we pay your company any sales tax due.

		Questions
9	Section 1. ELECTRONIC FUNDS TRANSFER - US	/ENDOR U.S. SALES TAX REGISTRATION (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.
9	2. VENDOR U.S. SALES TAX REGISTRA	b. AK ab. ND
0	3. W-9 FORMS	
0	4. GENERAL AGREEMENTS	e. CA e. NM Internal Revenue Service (IRS) f. CO ef. NV
0	5. Risk Management Agreement	□ g. CT □ ag. NH □ h. DE □ ah. NY
	6. onsemi POLICY & AGREEMENTS	□ I.FL □ al. OH □ J. GA □ aj. OK
		 k HI ak k R
		End of Section 2 of 6 Next Section Next Section O

Questionnaire

Section 3: W-9 FORMS

Mandatory for US suppliers. Select the box/s before the states your company is registered to collect and remit. This information will be used to ensure that we pay your company any sales tax due.



Goals and Performance



Previous Section Next Section

Registe

Cancel

Next

Save for Later

W9 attachment is required for submission. Click the + button to add attachment and browse for the file. once done, just click Next Section to proceed.



Questionnaire

Section 4: GENERAL AGREEMENTS

Read attachments Including Supplier Handbook, RBA, Onsemi Terms & Conditions. Click acknowledge if the agreements

have been discussed and settled.

GENERAL AGREEMENTS (Section 4 of 6)

* 19. Suppliers are required to review, accept, and abide to the requirements contained in the <u>Supplier Reference Documents</u>:

Acknowledge by authorized supplier representative for onsemi representative to review

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

 <u>Supplier Handbook</u> - Supplier shall act in accordance with applicable provisions of the current version of **onsemi**'s Supplier Handbook. Attachments OnSemi_Supplier_Handbook.pdf

a. Acknowledged by Supplier

* 20. <u>Responsible Business Alliance</u> (formerly known as EICC Standards/Requirements) Attachments RBACodeofConduct7.0_English.pd

a. Acknowleged

* 21. ON 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. Attachments ON-Standard-Terms-Conditions.d (3 more...)

a. Acknowleged

Response Attachments None

Comments



Questionnaire

Section 5: Risk Management Agreement

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

Questions Risk Management Agreement (Section 5 of 6)	Questions Risk Management Agreement (Section 5 of 6)		
* 22. Suppliers are required to provide SOC report if they are software related supplier or SaaS Supplier a. Applicable * Response Attachments None + b. Not Applicable Comments	 * 22. Suppliers are required to provide SOC report if they are software related supplier or SaaS Supplier a. Applicable b. Not Applicable Comments 		
End of Section 5 of 6	End of Section 5 of 6		



Questionnaire

Section 6: onsemi POLICY & AGREEMENTS

Review the onsemi POLICY & AGREEMENTS section and acknowledge.

Once done, click next section to review all the details entered from Company Details to onsemi Policy & Agreements.

Questions

onsemi POLICY & AGREEMENTS (Section 6 of 6)

* 23. It is onsemi's standard practice to automatically set-up all suppliers on our Self-Billing Prog understanding of the Self-Billing Program and how it will relate to your shipments and the pa The Self-Billing Program is onsemi's pay-from-receipt program that eliminates the need for Purchase Order prices. The value of each shipment and applicable tax, is automatically calc SE All PO's that are issued for "Services" will require a supplier invoice. SUP Assign a unique packing ticket number to each shipment and display it prominently on the p all communications and will become the invoice number. Include on the packing ticket: The complete onsemi Purchase Order number, the Purchase Contact an onsemi Supply Management Representative on issues relating to purchase ord 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 Receivabl For any payment issues/questions, please reach out to AP contact that gets listed on the PC on Supply Management (Purchasing) racy of the part number, description, quantity, unit of n a. Acknowledged In the first two weeks after start up to verify the accura 23.a.1. Date: mittance advice each payment based upon self-billing stments against the Supplier's account to correct payr 10 mm/dd/yyyy e receiving system to ensure correct payment is made

Review

Review Allows the user to check all the information provided. Once Review is done, click Register to submit the registration for approval.

Goals and Performance ⑦	Company Contacts Addresse Details	Business Questionnaire Review Classifications	Back Ne <u>x</u> t Save for Later	Register <u>C</u> ancel
Company Details				
Full Legal Company Name NEW SUPPLI	ER	D-U-N-S Nur	nber	
Tax Organization Type Corporation		Tax Cou	Intry United States	
Goods or Services Goods Suppli	er	Тахрау	er ID 56282762	
Corporate Web Site		Tax Registration Nur	nber 45272971	
Additional Information				
Alternate Company Name or D.B.A		VAT Code		
Parent Company Name (if N/A, pls put your company name instead)		Payment Terms 60 Ne	t	
* onsemi Contact RSDBA Team - Gatekeeper		Additional Comments		
	Any discrepancy on the Please ensure that all d	entered information can cau letails are accurate and corre	use delay on the set-up. ect.	
Attachments				
Actions 🔻 View 👻 🕂 🗙				
Type Category * File Name or URL	Title Description	Attached By Attached Date		
No data to display.				



Review

Review Allows the user to check all the information provided. Once Review is done, click Register to submit the registration for approval

Contacts					
View 🔻 Format 👻 🏢 Freeze 📓 Detach 📣 Wra	P Company Contacts Addresses Business Questionnaire Review Details Classifications				
Name	Job Title	Email	Administrative Contact	Request User Account	Details
SUPPLIER, NEW		new.supplier@test.com	√	~	41
Columns Hidden 7					
Addresses					
View 🔻 Format 👻 🏢 Freeze 📓 Detach 📣 Wra	1p				
Address Name Address		Phone	Address Purpose		Details
LAS VEGAS 3993 HOWARD HUGHES F	PARKWAY,89169,NEVADA,Clark,LAS VEGAS,	+1 (81)5618 x	324 Ordering; Remit to		-
Columns Hidden 3					
Business Classifications	Any discrepancy on the entered information can caus	e delay on the	set-up.		
\checkmark None of the classifications are applicable	Please ensure that all details are accurate and correct	st.	•		
View 🔻 Format 👻 🔝 Freeze 📓 Detach 📣 Wra	q				
Classification	Subclassification Certifying Agency	Other Certifying Agency Certificate	Start Date Expirat	ion Attachme	ents Notes
No data to display.					
Questionnaire					
Questionnaire Details					
26	Internal Lice Only Concerni 2024				Т

What should I do next after submission?

After clicking the registration button, there will be a prompt message stating "Your registration was submitted..."





What should I do next after submission?

Once onsemi has reviewed your registration, you will receive an email with the subject "Supplier Registration Request xxxxx Was Approved"

This means that the onsemi contact you have indicated approved your registration already. Registration will route to approvals before PO can be issued.

PO recipient will be the email address you entered on the address section..





Onsemi

Intelligent Technology. Better Future.

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