Supplier Onboarding through Oracle Cloud

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Supplier Registration through Oracle Cloud
Supplier 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.

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/faces/PrcPosRegisterSupplier?prcBuId=300000006107333
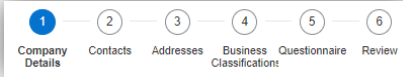
Take note of the following:

- 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 you registration details with onsemi contact as Reimuth, Steffen (E-Mail: zbpm4h@onsemi.com)
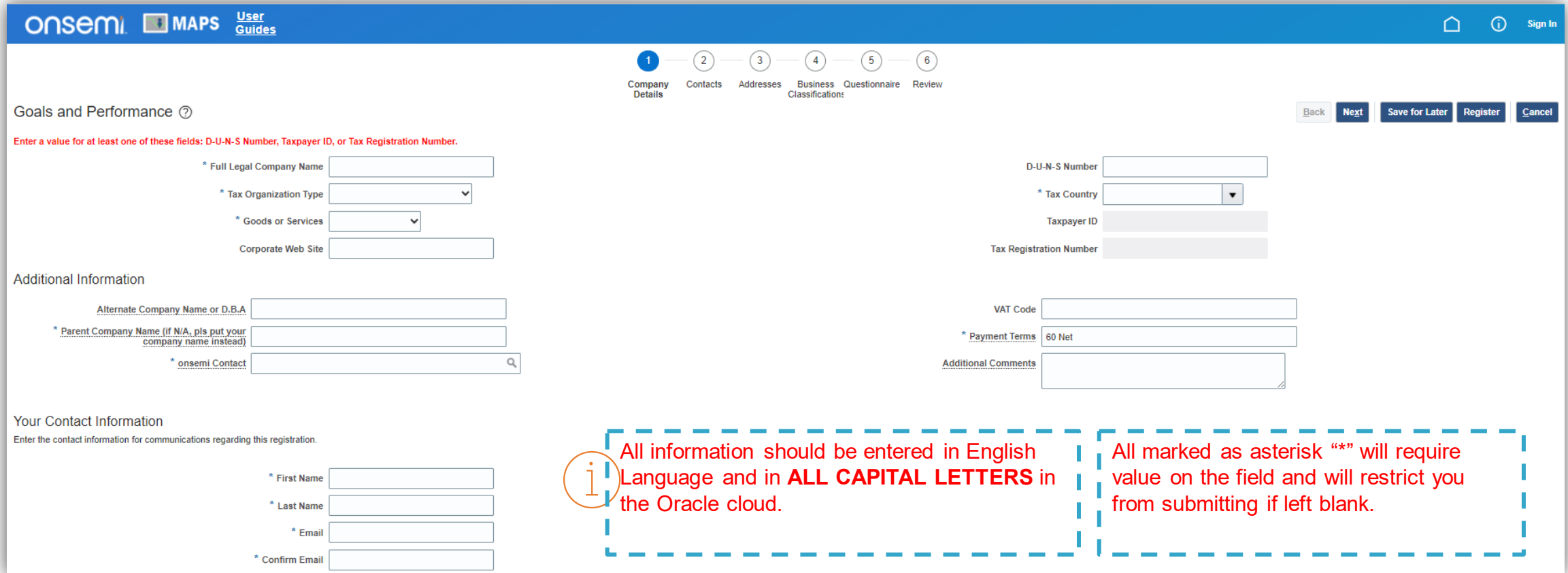
Feel free to reach out to RSDBA Philippines (RSDBA.Philippines@onsemi.com) if you need further assistance.

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

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

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Supplier Registration form

- Landing Page: Below screen will show after you click the registration link.
- Registration link contains 6 parts which need to be filled-out prior clicking **Register** button.

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Supplier Registration form

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.

FIELD NAME	DESCRIPTION/ACTION
*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.
*Tax Organization Type	Select the correct TAX code from the dropdown icon.
*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

Supplier Registration form

Company Details

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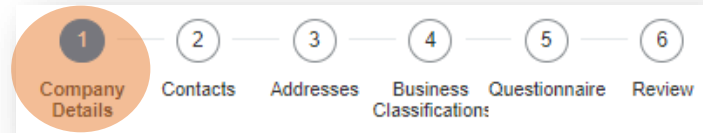
Additional Information

(9) Alternate Company Name or D.B.A			(12) VAT Code
* (10) Parent Company Name (if N/A, pls put your company name instead)			* (13) Payment Terms
* (11) onsemi Contact	A Team - Gatekeeper		(14) Additional Comments

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

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

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Supplier Registration Form

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
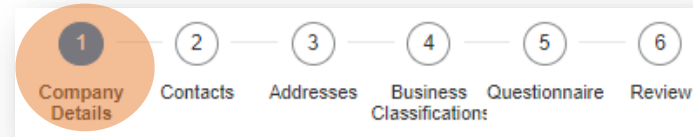
Your Contact Information
Enter the contact information for communications regarding this registration.

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

* First Name: Supplier
* Last Name: Registration
* Email: supplier.registration@new.com
* Confirm Email: supplier.registration@new.com

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

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Supplier Registration Form
Contacts

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

Create Contact

Salutation [dropdown]

* First Name: Additional

Middle Name: [blank]

* Last Name: Contact

Job Title: [blank]

Indicate this contact is an administrative contact who will be notified of the registration review outcome

☑ Administrative contact

Phone [dropdown]

Mobile [dropdown]

Fax [dropdown]

* Email: additional.contact@test.com

Administrative Check Box – Administrative contact will be notified of the registration review outcome

Additional Information

PO Email Address: [blank]

Remittance Email: [blank]

User Account

☑ Create user account

User Account Check Box – Create supplier user account

Roles

Actions ▼   View ▼   Format ▼   ✖   ▤   ▥ Freeze   ▣ Detach   ◢ Wrap

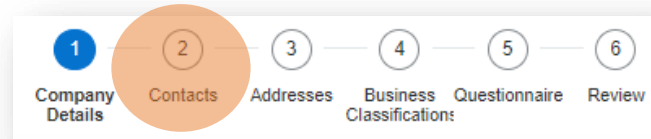| Role	Description
Supplier Self Service Administrator Custom ...	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information.
Supplier Portal Questionnaire Responder Cu...	Primary tasks includes responding to supplier questionnaires

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.

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Supplier Registration Form

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.

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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.

FIELD NAME	DESCRIPTION/ACTION
Address Name	Enter the address name same as the city
Country	Select Country from the list of Values
Address Line 1	Enter addres line 1. You may maximize line 2 if needed.
Address Line 2	Enter address line 2
Zip Code	Select Zip code from the list of value.
State	For US, this field will be automatically populated based on the zip code entered
County	For US, this field will be automatically populated based on the zip code entered
City	For US, this field will be automatically populated based on the zip code entered
Address Purpose	Ordering - Equivalent to purchasing site. Your company's physical address/location.
	Remit to - Equivalent to pay site. Your company's remittance address.

Supplier Registration Form

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.

- 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.
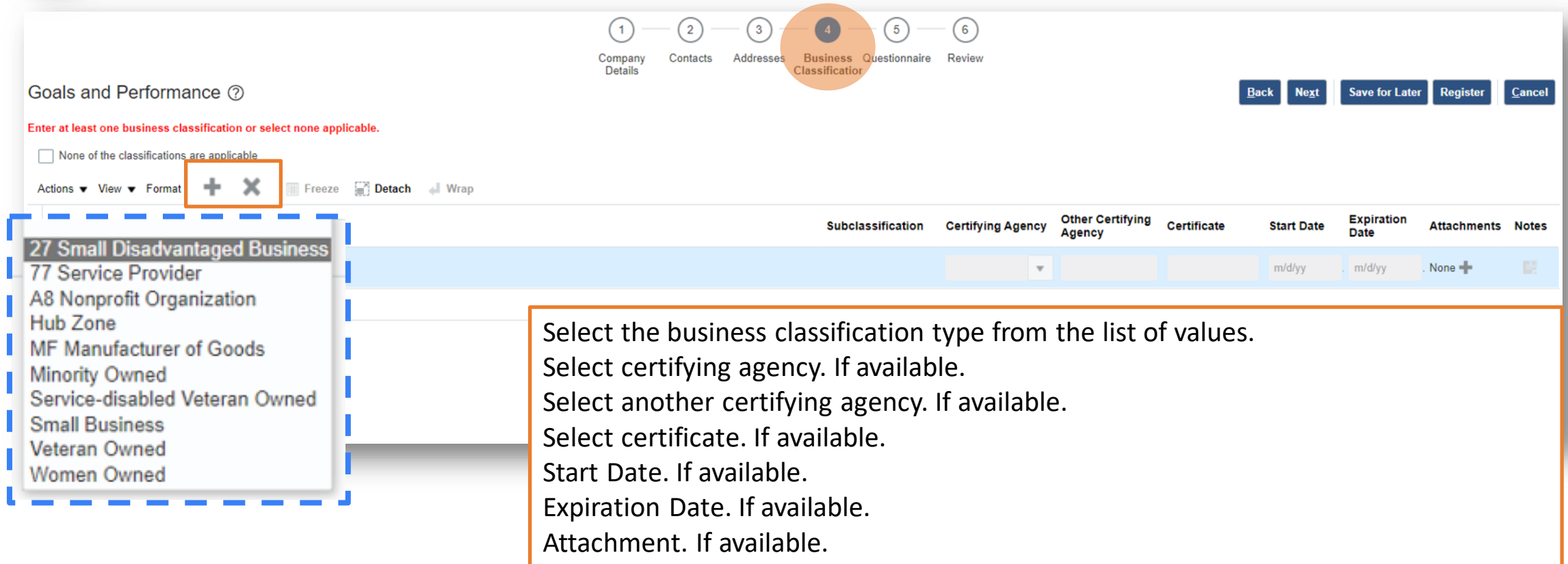
Supplier Registration Form
Business Classifications

- 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.
- ✖ button allows you to delete business classification type

Supplier Registration Form

Questionnaire

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

Section (US)
- ✓ 1. ELECTRONIC FUNDS TRANSFER - US
- ○ 2. VENDOR U.S. SALES TAX REGISTRA...
- ○ 3. W-9 FORMS
- ○ 4. GENERAL AGREEMENTS
- ○ 5. onsemi POLICY & AGREEMENTS

Supplier Country is US

Section (NON-US)
- ✓ 1. ELECTRONIC FUNDS TRANSFER - In...
- ○ 2. W-8 FORMS
- ○ 3. GENERAL AGREEMENTS
- ○ 4. onsemi POLICY & AGREEMENTS

Supplier Country is NON-US

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Supplier Registration Form
Questionnaire
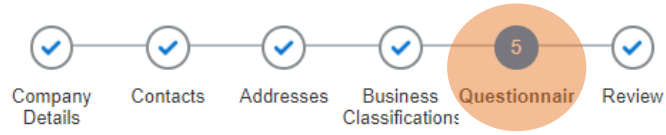
Section 1: ELECTRONIC FUND TRANSFER

No	Question	Action
1	Proof of bank ownership or other similar document supporting the request.	Supplier banking details
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 +

2. 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

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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

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Supplier Registration Form

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

VENDOR 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.

☐ a. AL	☐ aa. NC		
☐ b. AK	☐ ab. ND		
☐ c. AZ	☐ ac. NE		
☐ d. AR	☐ ad. NJ		
☐ e. CA	☐ ae. NM		
☐ f. CO	☐ af. NV		
☐ g. CT	☐ ag. NH		
☐ h. DE	☐ ah. NY		
☐ i. FL	☐ ai. OH		
☐ j. GA	☐ aj. OK		
☐ k. HI	☐ ak. OR		
☐ l. IA	☐ al. PA		
☐ m. ID	☐ am. RI		
☐ n. IL	☐ an. SC		
☐ o. IN	☐ ao. SD		
☐ p. KS	☐ ap. TN		
☐ q. KY	☐ aq. TX		
☐ r. LA	☐ ar. UT		
☐ s. MA	☐ as. VT		
☐ t. MD	☐ at. VA		
☐ u. ME	☐ au. WA		
☐ v. MI	☐ av. WI		
☐ w. MN	☐ aw. WV		
☐ x. MO	☐ ax. WY		
☐ y. MS	☐ ay. Not Applicable		
☐ z. MT			

End of Section 2 of 6

Section

- ✓ 1. ELECTRONIC FUNDS TRANSFER - US
- ✓ 2. VENDOR U.S. SALES TAX REGISTRA...
- ○ 3. W-9 FORMS
- ○ 4. GENERAL AGREEMENTS
- ○ 5. Risk Management Agreement
- ○ 6. onsemi POLICY & AGREEMENTS

Internal Revenue Service (IRS)

Form W-8 (Required for foreign, non-US based companies doing business with onsemi US
forms. 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).

Previous Section   Next Section

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Supplier Registration Form
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.

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.

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Supplier Registration Form

Questionnaire

Section 4: GENERAL AGREEMENTS

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

Questions

GENERAL AGREEMENTS (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.

Attachments OnSemi_Supplier_Handbook.pdf

◉ a. Acknowledged by Supplier

* 20. Responsible Business Alliance (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

End of Section 4 of 6

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Supplier Registration Form
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)

* 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

[   ]

End of 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
- ⦿ b. Not Applicable

Comments

[   ]

End of Section 5 of 6

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Supplier Registration Form
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

SEI

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

r the first two weeks after start up to verify the accura
mittance advice each payment based upon self-billing
stments against the Supplier's account to correct payr

* 23.a.1. Date:

mm/dd/yyyy

e receiving system to ensure correct payment is made

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Supplier Registration Form

Review

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

Company Details → Contacts → Addresses → Business Classifications → Questionnaire → Review (6)

Goals and Performance ?

[Back] [Next] [Save for Later] [Register] [Cancel]

Company Details

Full Legal Company Name	NEW SUPPLIER
Tax Organization Type	Corporation
Goods or Services	Goods Supplier
Corporate Web Site	

D-U-N-S Number	
Tax Country	United States
Taxpayer ID	56282762
Tax Registration Number	45272971

Additional Information

Alternate Company Name or D.B.A	
Parent Company Name (if N/A, pls put your company name instead)	N/A
* onsemi Contact	RSDBA Team - Gatekeeper

VAT Code	
Payment Terms	60 Net
Additional Comments	

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

Attachments

Actions ▼   View ▼   ➕ ✖

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date

No data to display.

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Supplier Registration Form

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   ↵ Wrap

Name		Details		Job Title	Email	Administrative Contact	Request User Account	Details
SUPPLIER, NEW		🖳	✓		new.supplier@test.com	✓	✓	🖳

Columns Hidden 7

Addresses

View ▼   Format ▼   ▦ Freeze   ▣ Detach   ↵ Wrap

Address Name	Address	Phone	Address Purpose	Details
LAS VEGAS	3993 HOWARD HUGHES PARKWAY,89169,NEVADA,Clark,LAS VEGAS,	+1 (81)5618 x324	Ordering; Remit to	🖳

Columns Hidden 3

Business Classifications

✓ None of the classifications are applicable

View ▼   Format ▼   ▦ Freeze   ▣ Detach   ↵ Wrap

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

Classification			Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.										

Questionnaire

Questionnaire Details

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What should I do next after submission?

After clicking the registration button, there will be a prompt message stating *"Your registration was submitted…"*
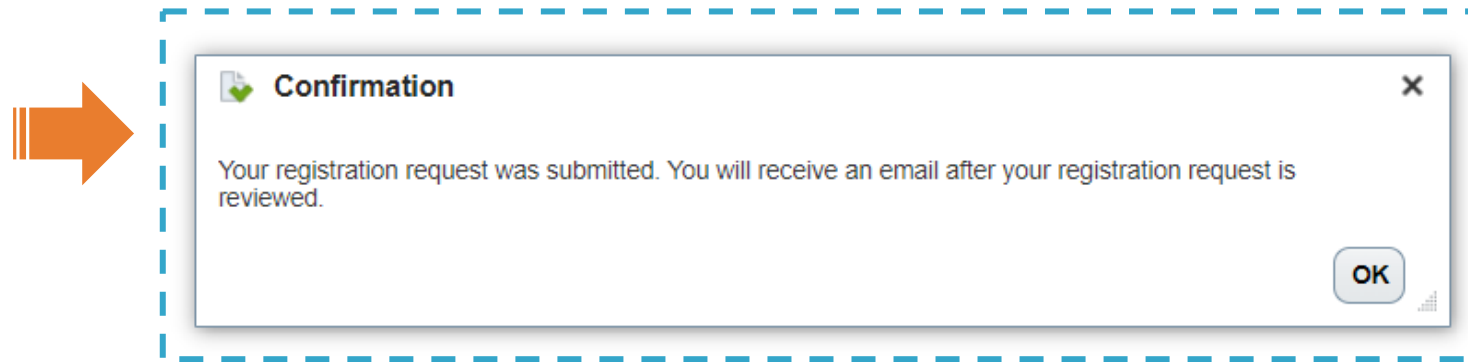
What should I do next after submission?

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..
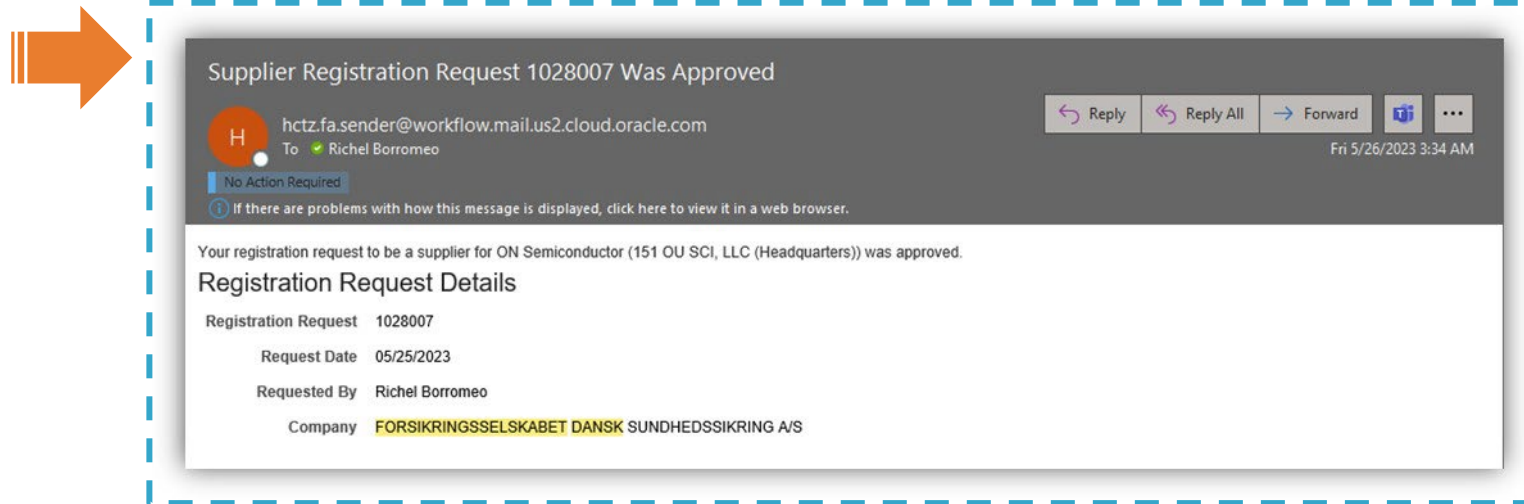
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Intelligent Technology. Better Future.

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