

QUICK REFERENCE

Prospective Supplier Registration

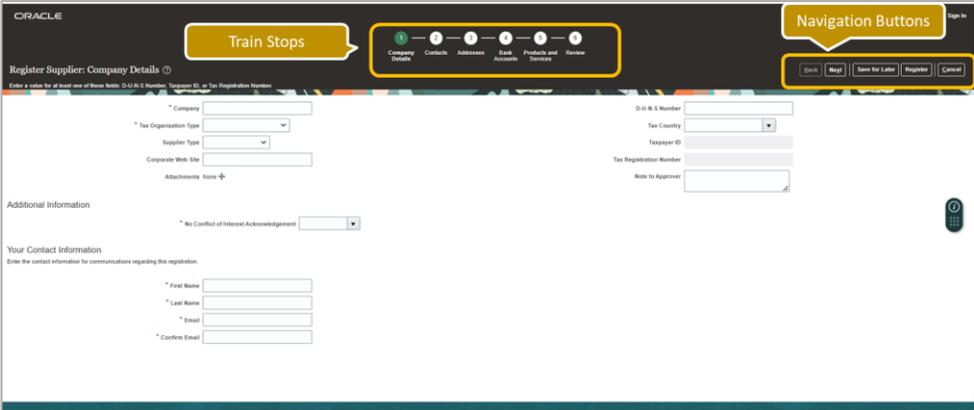


AUDIENCE	New Supplier
PURPOSE	To provide instructions on how to register as a prospective supplier
REVISION	1.0

How to Register as a Prospective Supplier

Note

- Before you could perform the following steps, please obtain the registration link from First Solar PIC.
- You should register for an account only once. If you do not remember username or password, use "forgot password" feature to reset it.
- Prospective supplier registration is auto approved.

STEP	ACTION
1	<p>Open the registration URL provided by First Solar PIC to access the registration page.</p> <ul style="list-style-type: none">• Train Stops - Shows total 6 sections need to be completed.• Navigation Buttons - Allow you to move Back to the previous page, continue to the Next page, Save your progress for later, Register or Cancel your registration. 

Note: The system times out after a certain time of inactivity and any unsaved changes will be lost. You may save in-process registration and return later to submit. An URL will be emailed to the email address entered in this section.

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Train Stop 1 - Company Details

Note: Field with * indicates mandatory

- **Company** – Enter company legal name
- **Tax organization type** – select from drop down box
- **Supplier type** – select from drop down box
- **Corporate website** – include website address if applicable
- **Attachments** – Optional
- **D-U-N-S Number, Taxpayer ID, or Tax Registration Number** - Enter a value for at least one of these fields.
- **Notes to Approver** – First Solar PIC

Additional Information

- **No Conflict of Interest Acknowledgement** – Select from the list
 - Agree
 - Not Applicable - Governmental Entity: Utility. Power Purchaser/Buyer. PD related Land Transaction. Energy Providers, Legal Settlement or Others

Your Contact Information

- **First & Last Name** - Name of the person authorized by your company to use the system and represent the company.
- **Email** - Must be a valid email address for your company

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company D-U-N-S Number

* Tax Organization Type Tax Country

Supplier Type Taxpayer ID

Corporate Web Site Tax Registration Number

Attachments None

Note to Approver

Additional Information

* No Conflict of Interest Acknowledgement

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

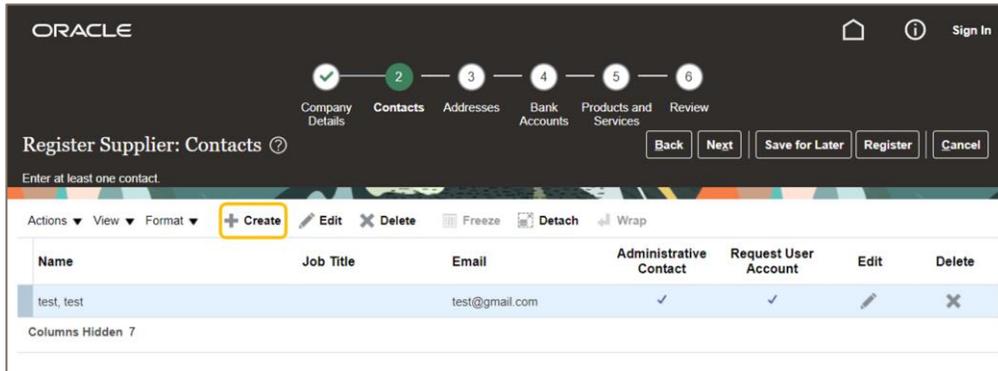
* Last Name

* Email

* Confirm Email

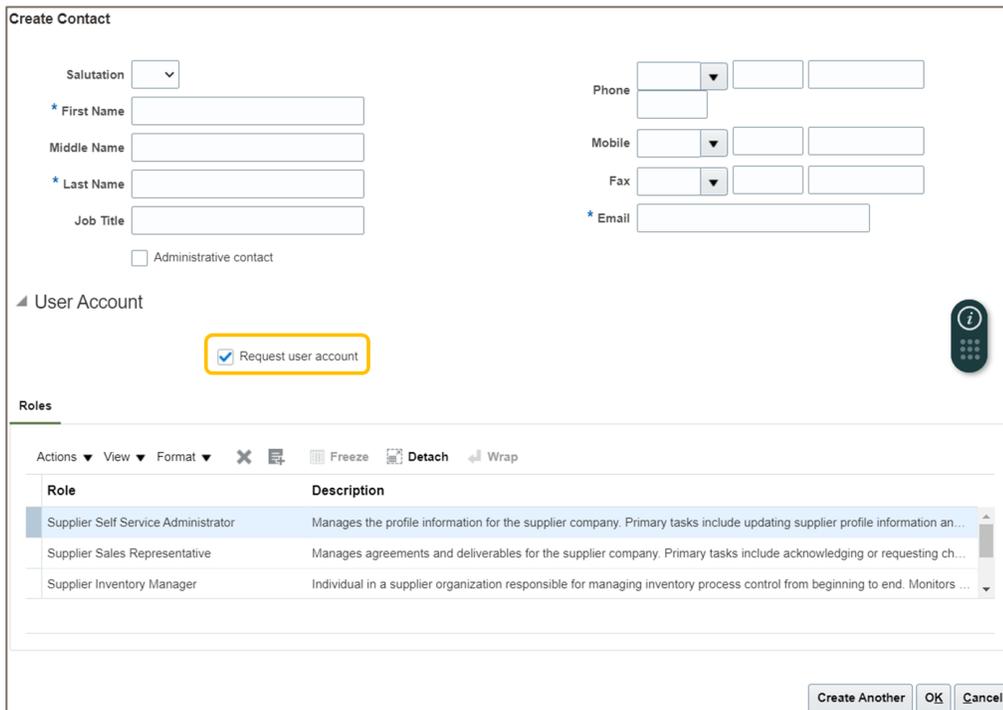
3 Train Steps 2 – Contact

Note that the contact entered in previous section appeared in the list. However, you may add contacts by selecting **+ Create** and enter contact information.



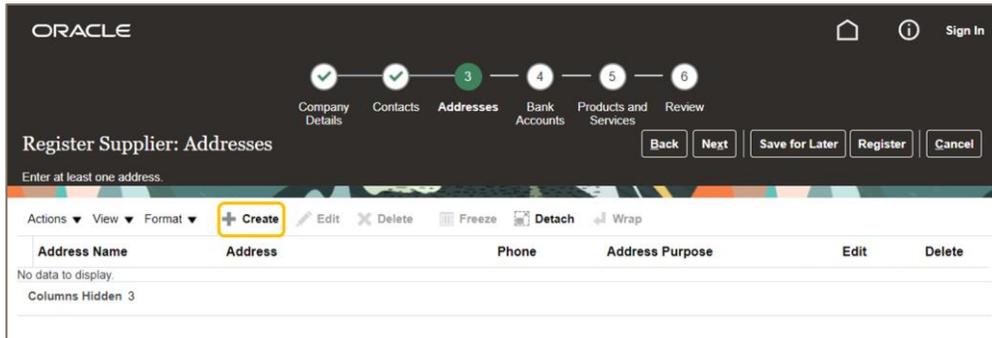
On Create Contact window, enter the contact details. Once completed, select **OK**.

- **First Name, Last Name, Phone, Email** - Fill in accordingly
- **Administrative Contact** - This has no added functionality in oracle, it's only for information purpose.
- **Create user account** - Tick if this user needs to login to supplier Portal (recommended to ease self-service update)
- **Roles** - Use Default (Do not change the value)



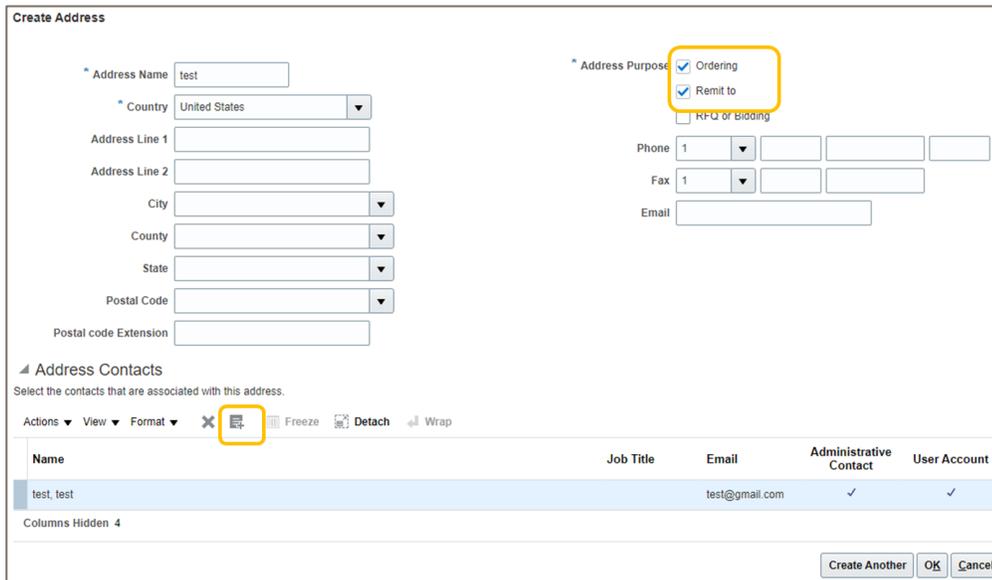
4 Train Stop 3 – Address

Select **+ Create** and enter company address.



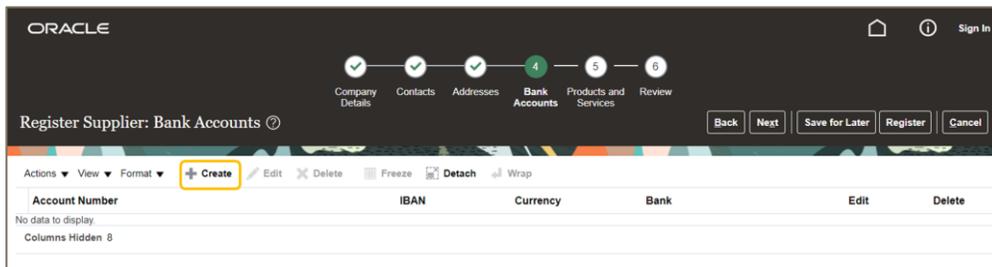
On **Create Address** window, enter address details. Once completed, select **OK**

- **Address Purpose** – Select **Ordering** and/or **Remit to**
- Select **+** to add contact for this particular address.



5 Train Stop 4 – Bank Account (Optional, but recommended)

Select **+ Create** and enter bank details. Once completed, select **OK**



On **Bank Accounts** window, enter bank details.

- If you are not able to find the specific bank or branch in the list, please liaise with your FS PIC.

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country IBAN

Bank Currency

Branch

Account Number

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type

Account Suffix Description

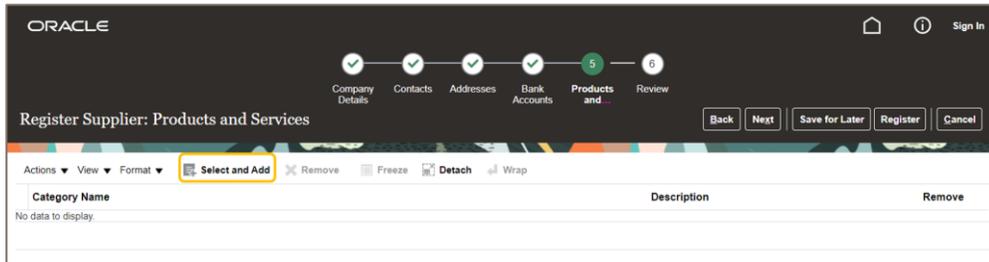
Check Digits

Comments

Note to Approver

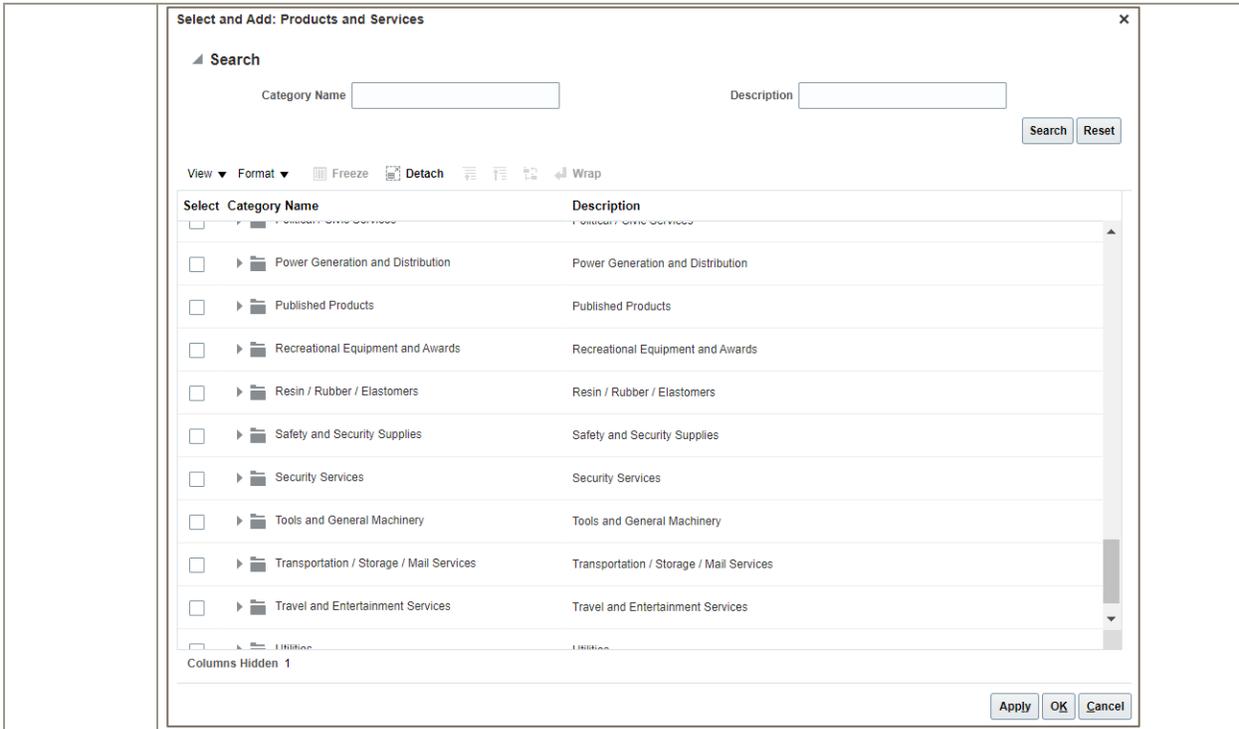
6 Train Stop 5 – Products and Services (Optional)

Select **Select and Add** to add products and services details.



On Product and Services window

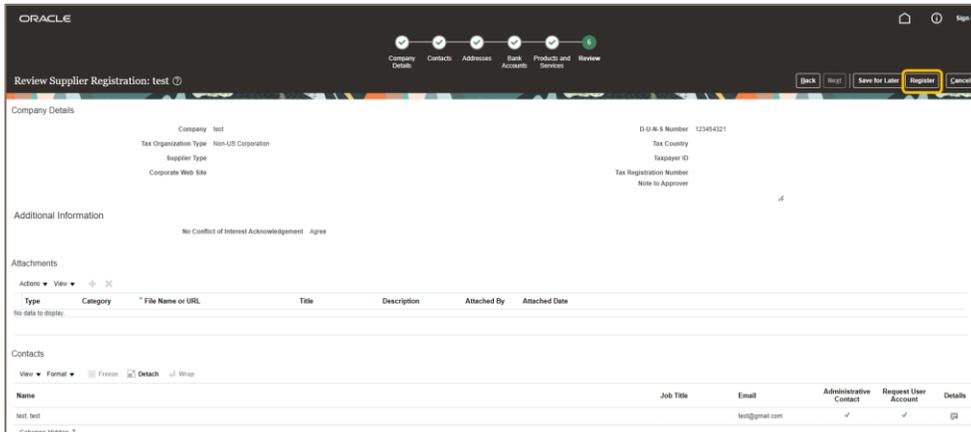
- Expand the category or perform a search for the product/service.
- Tick the box beside the desired product/service
- Select **Apply** (if you are adding another product/service) then **OK** once completed



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Train Stop 6 – Review

Review the details entered. If you need to edit on a particular section, select **Back**. Otherwise, select **Register**.



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A confirmation message displays after you select Register. Select **OK**. You should be receiving an email with instruction to login to First Solar supplier portal.

