

QUICK REFERENCE

Spend-Authorized Supplier Registration



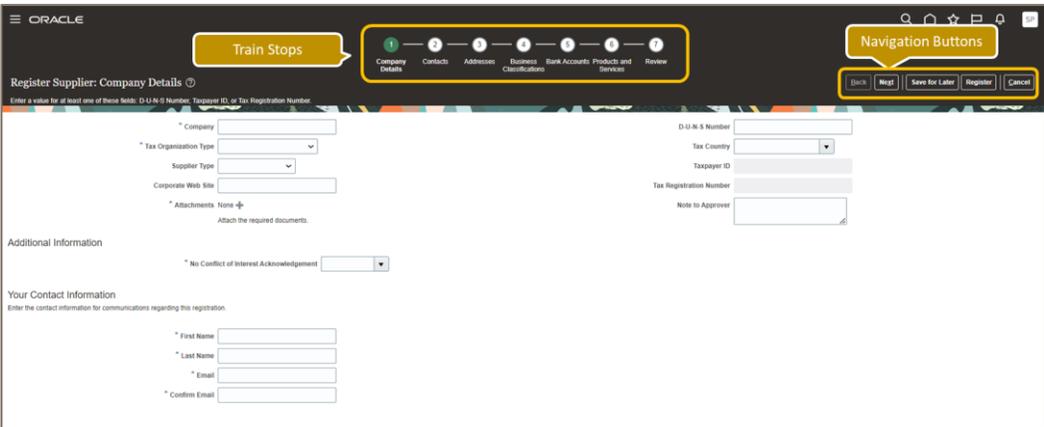
AUDIENCE	New Supplier
PURPOSE	To provide instructions on how to register as a spend-authorized supplier
REVISION	1.0

How to Register as a Spend-Authorized Supplier

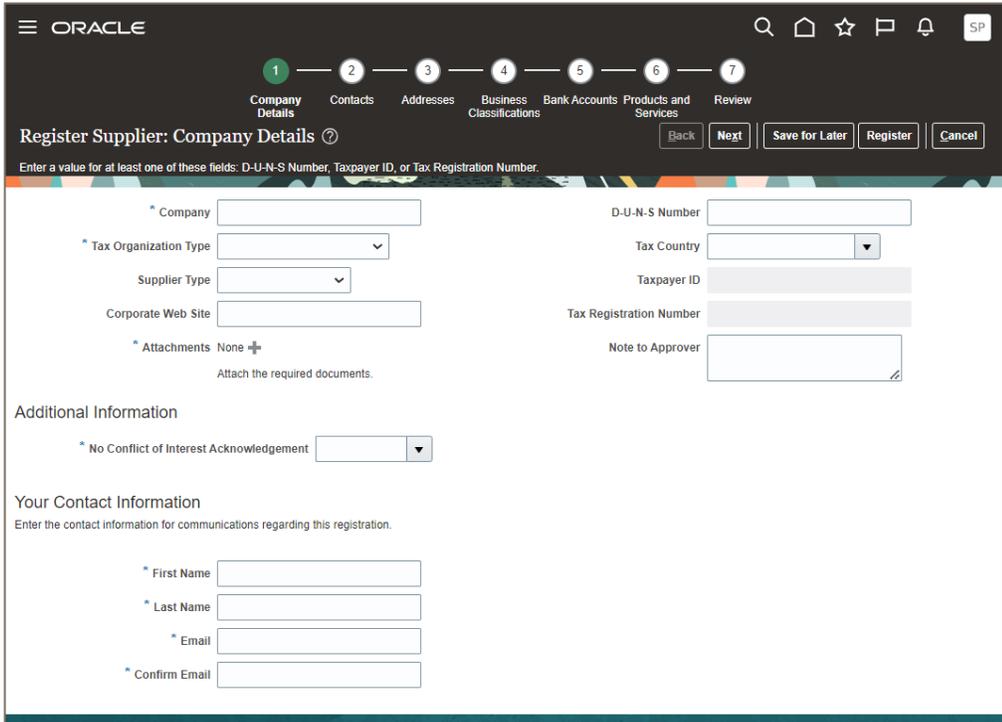
Note

- Before you could perform the following steps, please obtain the Registration Link and Global Supplier Registration Form 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.
- After registration request is submitted, it will be reviewed and approved by First Solar team if required information is included.

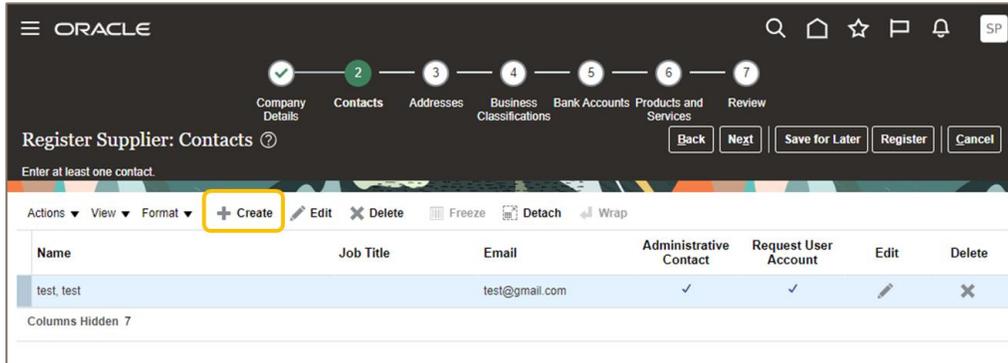
STEP	ACTION
1	<p>Open the registration URL provided by First Solar PIC to access the registration page.</p> <ul style="list-style-type: none">• Train Stops - Shows total 7 sections need to be completed.• Navigation Buttons - Allow you to move Back to the previous page, continue to the Next page, Save your progress for Later, Register or Cancel your registration.



The screenshot shows the Oracle Supplier Registration interface. At the top, there is a 'Train Stops' progress bar with 7 steps: 1. Company Details, 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, and 7. Review. The first step, 'Company Details', is highlighted. To the right of the progress bar are 'Navigation Buttons' including 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. Below the progress bar, the 'Register Supplier: Company Details' form is visible, containing fields for Company Name, Tax Organization Type, Supplier Type, Corporate Web Site, Attachments, D-U-S-S Number, Tax Country, Taxpayer ID, Tax Registration Number, Note to Approver, No Conflict of Interest Acknowledgement, and Your Contact Information (First Name, Last Name, Email, Confirm Email).

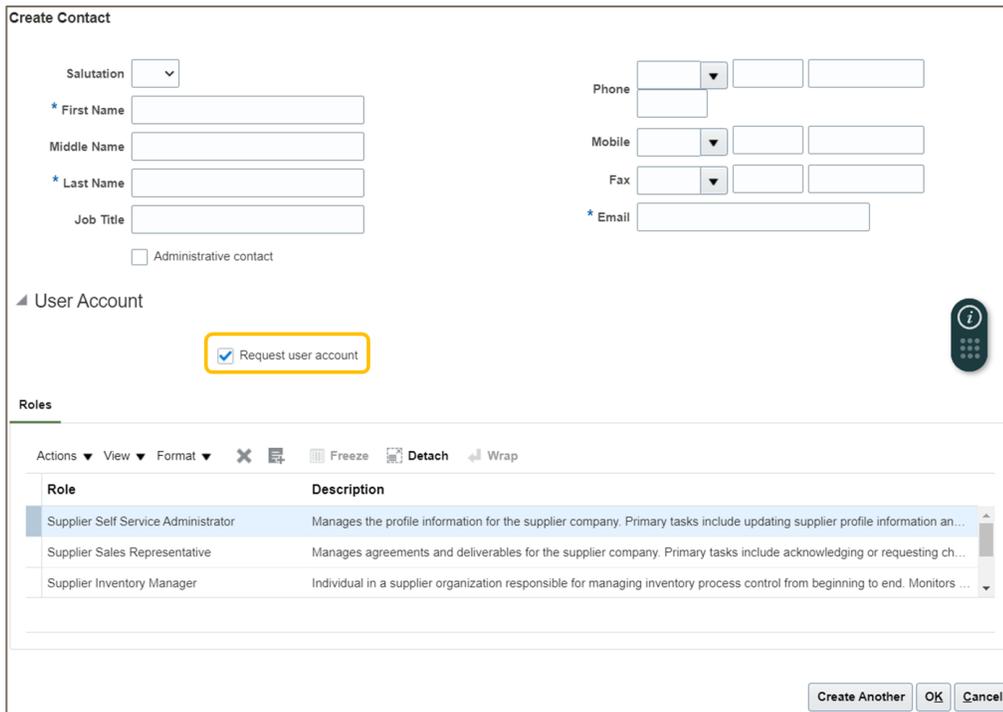
	<p>Note: The system times out after a certain time of inactivity and any unsaved changes will be lost. You may save in-process registration and return later to submit. An URL will be emailed to the email address entered in this section.</p>
<p>2</p>	<p>Train Stop 1 - Company Details</p> <p>Note: Field with * indicates mandatory</p> <ul style="list-style-type: none"> • 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 – attach completed global supplier registration form and all other related documents based on supplier’s country. as mentioned in the form • 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 <p>Additional Information</p> <ul style="list-style-type: none"> • No Conflict of Interest Acknowledgement – Select from the list <ul style="list-style-type: none"> ○ Agree ○ Not Applicable - Governmental Entity: Utility. Power Purchaser/Buyer. PD related Land Transaction. Energy Providers, Legal Settlement <p>Your Contact Information</p> <ul style="list-style-type: none"> • 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 
<p>3</p>	<p>Train Stops 2 – Contact</p>

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



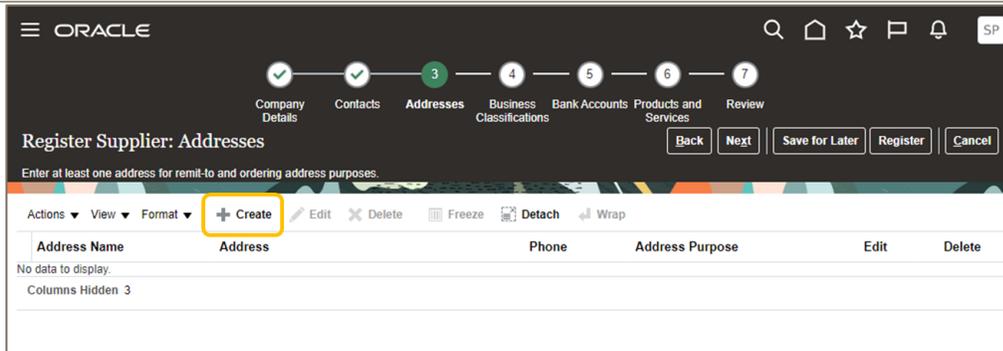
On Create Contact window, enter the contact details. Once completed, select **OK**.

- **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 enabled self-service update)
- **Roles** - Use Default (Do not change the value)



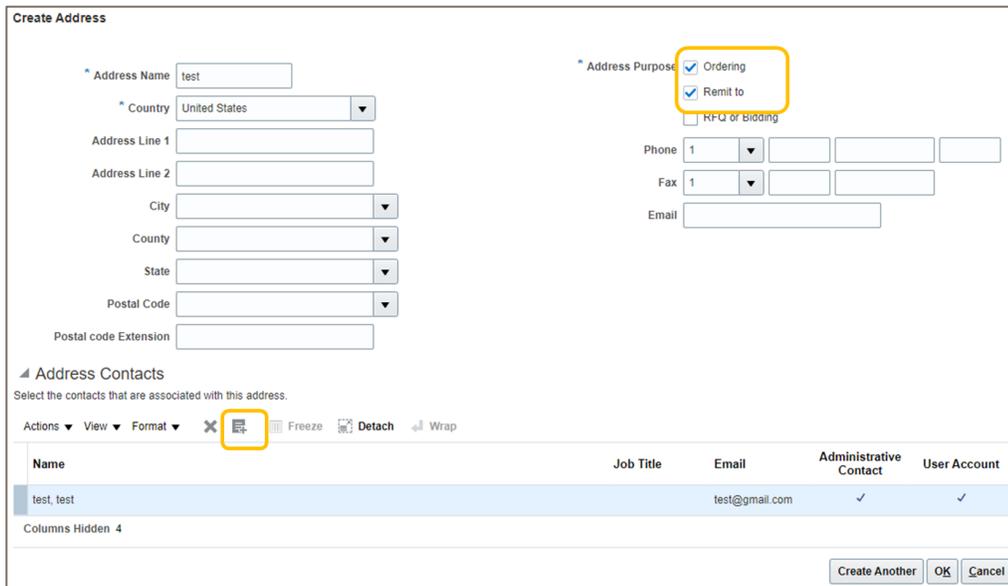
4 Train Stop 3 – Address

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



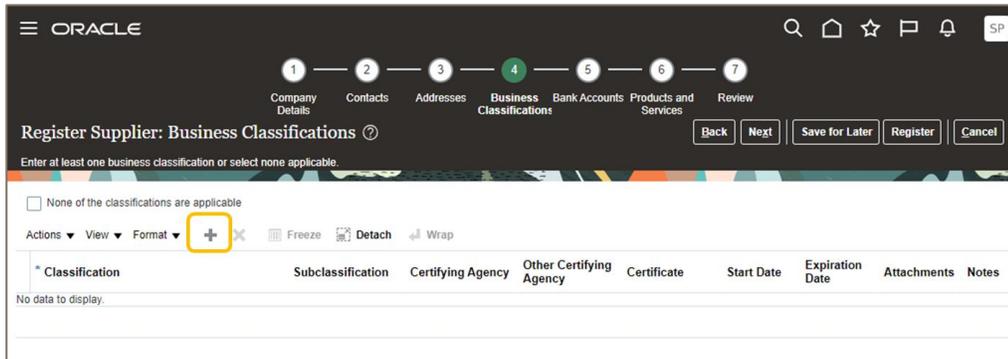
On **Create Address** window, enter address details. Once completed, select **OK**

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



5 Train Stop 4 – Business Classification

- Select **+** to add business classification.



- **Classification** – Select from list
- **Certifying Agency** - Other
- **Other Certifying Agency** - Enter relevant information

The screenshot shows the 'Register Supplier: Business Classifications' step in the Oracle interface. A progress bar at the top indicates steps 1 through 7, with step 4 (Business Classifications) highlighted in green. Below the progress bar, there are navigation buttons: 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main content area contains a checkbox for 'None of the classifications are applicable' and a table with columns: *Classification, Subclassification, Certifying Agency, Other Certifying Agency, Certificate, Start Date, Expiration Date, Attachments, and Notes. A single row is visible with 'MSMED' in the *Classification column and 'test' in the Other Certifying Agency column.

6 Train Stop 5 – Bank Account

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

The screenshot shows the 'Register Supplier: Bank Accounts' step in the Oracle interface. The progress bar at the top highlights step 5 (Bank Accounts) in green. The 'Actions' menu is open, and the '+ Create' button is highlighted with a yellow box. Below the menu, there is a table with columns: Account Number, IBAN, Currency, Bank, Edit, and Delete. The table is currently empty, with the text 'No data to display.' and 'Columns Hidden 8' below it.

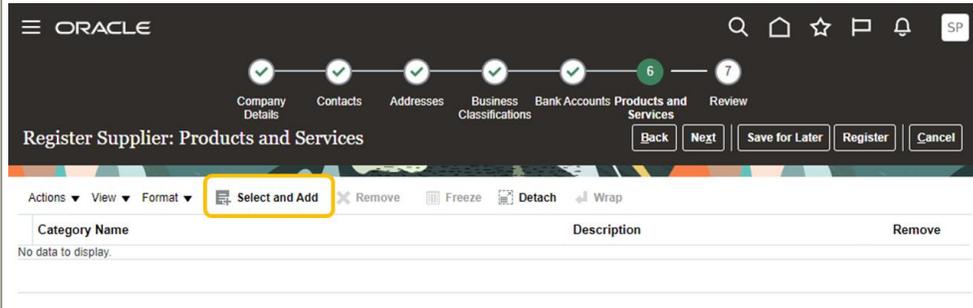
On **Bank Accounts** window, enter bank details.

- **Note to Approver** – If you are not able to find the specific bank or branch in the list, please enter the information in “Note to Approver”.

The screenshot shows the 'Create Bank Account' form. It includes a header 'Create Bank Account' and a sub-header 'Enter account number or IBAN unless account number is marked as required.' The form contains several input fields: *Country (dropdown), IBAN (text), Bank (dropdown), Currency (dropdown), Branch (dropdown), and Account Number (text). Below these is the 'Additional Information' section with fields for Account Name, Agency Location Code, Alternate Account Name, Account Type (dropdown), Account Suffix, Description, and Check Digits. At the bottom, there is a 'Comments' section with a 'Note to Approver' text area and three buttons: 'Create Another', 'OK', and 'Cancel'.

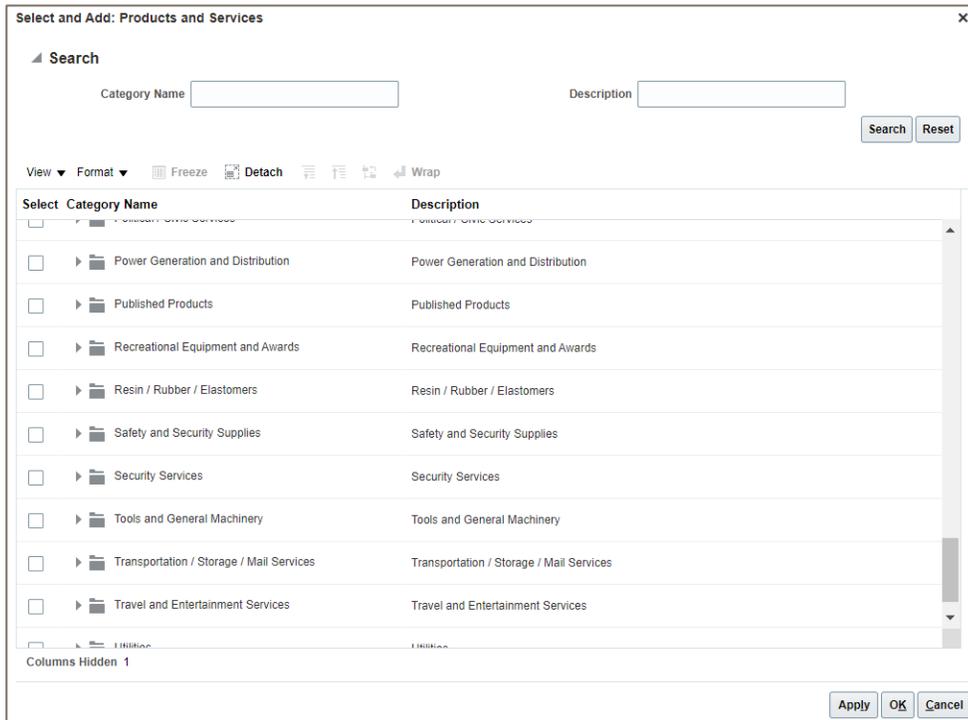
7 Train Stop 6 – Products and Services (Optional)

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



8 Train Stop 7 – Review

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

The screenshot shows the Oracle Supplier Registration Review page. The breadcrumb trail includes: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Review (7). The 'Register' button is highlighted with a yellow box. The page content includes:

Company Details

Company	test	D-U-N-S Number	567234098
Tax Organization Type	Non-US Corporation	Tax Country	
Supplier Type	Manufacturing	Taxpayer ID	
Corporate Web Site		Tax Registration Number	
		Note to Approver	

Additional Information

No Conflict of Interest Acknowledgement Agree

Attachments

Actions View + X

Type	Category	File Name or URL	Title	Description	Attached By
File	From Supplier	demofile.txt	demofile.txt		Specialist Purch

9 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 after the request is approved.

Confirmation X

Your registration request was submitted. We'll send you email after your registration request is reviewed.

OK