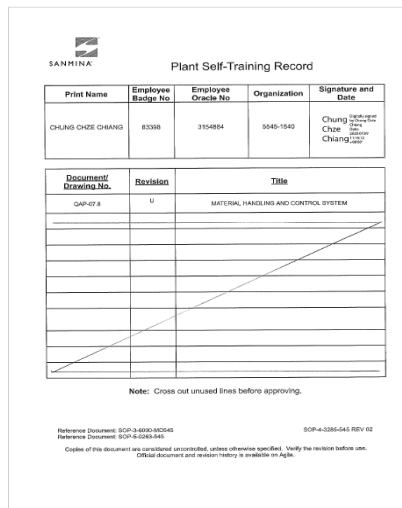


Procedure on how to certify training records

3 possible ways to submit for certification

1. Self Training form



The form is titled "Plant Self-Training Record" and includes the SANMINA logo. It contains two main tables. The first table has columns for Print Name, Employee Badge No., Employee Oracle No., Organization, and Signature and Date. The second table has columns for Document Drawing No., Revision, and Title. A note at the bottom states: "Note: Cross out unused lines before approving." Below the tables, there are references to documents: "Reference Document: SOP-4-4032-545" and "Reference Document: SOP-4-4032-545".

Print Name	Employee Badge No.	Employee Oracle No.	Organization	Signature and Date
CHUNG CHIE CHANG	83368	3154864	5545-1545	Chung Chie Chang 3/17/2028

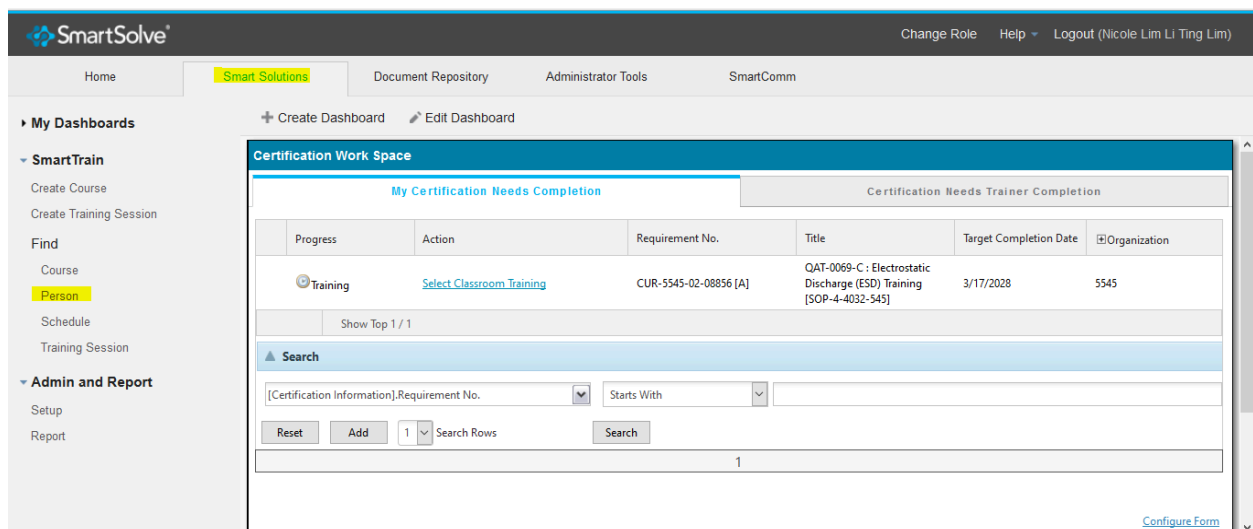
Document Drawing No.	Revision	Title
QAT-07-6	U	MATERIAL HANDLING AND CONTROL SYSTEM

Note: Cross out unused lines before approving.

Reference Document: SOP-4-4032-545
Reference Document: SOP-4-4032-545
Copies of this document are considered uncontrolled, unless otherwise specified. Verify the revision before use.
Original document and revision history is available on Ariba

Figure 1.1 example of "Plant Self-Training Record"

Step 1: Go to "SmartSolve" and in the header click on "Smart Solutions" and click on "Person" under "SmartTrain"



The screenshot shows the SmartSolve interface. The top navigation bar includes "Home", "Smart Solutions", "Document Repository", "Administrator Tools", and "SmartComm". The left sidebar shows "My Dashboards" with "SmartTrain" expanded, containing "Create Course", "Create Training Session", "Find", "Course", "Person", "Schedule", and "Training Session". The "Person" option is highlighted. The main content area is titled "Certification Work Space" and contains a table with columns: Progress, Action, Requirement No., Title, Target Completion Date, and Organization. The table shows a single row for "QAT-0069-C: Electrostatic Discharge (ESD) Training [SOP-4-4032-545]" with a requirement number of "CUR-5545-02-08856 [A]" and a target completion date of "3/17/2028". Below the table is a search bar with a dropdown menu for "[Certification Information].Requirement No." and a "Search" button. The bottom right corner has a "Configure Form" link.

Progress	Action	Requirement No.	Title	Target Completion Date	Organization
Training	Select Classroom Training	CUR-5545-02-08856 [A]	QAT-0069-C: Electrostatic Discharge (ESD) Training [SOP-4-4032-545]	3/17/2028	5545

Show Top 1 / 1

Search

[Certification Information].Requirement No. Starts With

Reset Add 1 Search Rows Search

1

Configure Form

Step 2: scroll down to "Search" and enter in "Employees Oracle Number" can be found in the "Plant Self-Training Record" upon enter click on "Certification Information"

The screenshot shows the SmartSolve application interface. On the left is a navigation menu with options like Roles, Right Groups, Groups, Address, Requirements, Certification Information (highlighted), Job History, Training History, Reviews, Active Review, and Attachments (3). The main content area displays details for employee 1075121, Sonia A La Torre Rosales. It includes fields for Person, Position, Person Certification Status, Person Status, Manager, and Position Certification Status. Below this, there is a 'Person' section with fields for Code, Logon User, Name, Requires Manager, Approval To Attend Training Session, Hire Date, E-mail Address, Department, Home Telephone, Work Telephone, and Cell Telephone. To the right of these fields are input boxes for 'Enable Logon' and 'Start Date'.

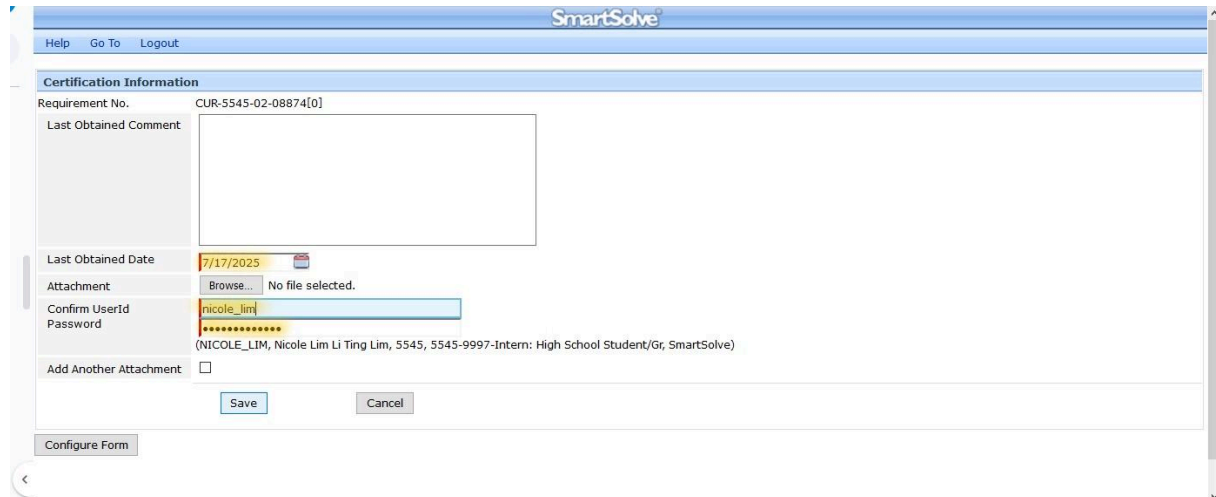
Step 3: go down to "Search" and enter in "Document Number" and enter.

The screenshot shows the SmartSolve application with a search results table. The table has columns for checkboxes, document numbers, names, positions, and various status fields. Below the table is a search bar with a dropdown menu showing search results for 'Person'. The dropdown menu lists several document numbers: 3130230, 3133217, 616303, and 79747. The search bar also includes a 'Search' button and a 'Show Top 500 / 297725' link.

Step 4: Upon entering click on "Certification Information" go down to "Search" and enter in "Document Number" and enter. upon enter right click and press "Certify" as shown below

The screenshot shows the SmartSolve application with the 'Certification Information' tab selected. It displays a search results table with columns for checkboxes, requirement numbers, requirement names, target completion dates, last obtained dates, assessment progress, training progress, need trainee sign-off, need trainer sign-off, and role code. A context menu is open over the table, showing options like 'Add', 'Edit', 'Delete', 'Certify', 'Revoke', 'Add Attachment', 'Change Certification Plan', and 'Audit Trail'. The 'Certify' option is highlighted.

Step 5:click on the box as shown in the picture and right click “Certify” upon center filled in the date typed on the “Plant Self-Training Record” and key in user ID and Password and click “Save”



The image shows a web application window titled "SmartSolve". The window has a blue header bar with "Help", "Go To", and "Logout" links. Below the header is a "Certification Information" section. This section contains several fields: "Requirement No." with the value "CUR-5545-02-08874[0]", "Last Obtained Comment" with a large empty text area, "Last Obtained Date" with the value "7/17/2025" and a calendar icon, "Attachment" with a "Browse..." button and the text "No file selected.", "Confirm UserId" with the value "nicole_lim", and "Password" with a masked input field showing "*****". Below the password field is a text label "(NICOLE_LIM, Nicole Lim Li Ting Lim, 5545, 5545-9997-Intern: High School Student/Gr, SmartSolve)". There is also an "Add Another Attachment" checkbox which is currently unchecked. At the bottom of the form are "Save" and "Cancel" buttons. A "Configure Form" button is located at the bottom left of the window.

Requirement No.	CUR-5545-02-08874[0]
Last Obtained Comment	
Last Obtained Date	7/17/2025
Attachment	Browse... No file selected.
Confirm UserId	nicole_lim
Password	*****
(NICOLE_LIM, Nicole Lim Li Ting Lim, 5545, 5545-9997-Intern: High School Student/Gr, SmartSolve)	
Add Another Attachment	<input type="checkbox"/>

Save Cancel

Configure Form

2. Course Attendance Form

[illegible]

Figure 2.1 example of “Course Attendance Form”

Step 1: Go to “SmartSolve” and in the header click on “Smart Solutions” and click on “Person” under “SmartTrain”

Change Role Help Logout (Nicole Lim | Ting Lim)

Home **Smart Solutions** Document Repository Administrator Tools SmartComm

My Dashboards + Create Dashboard Edit Dashboard

SmartTrain

Create Course
Create Training Session
Find

Course
Person
Schedule
Training Session

Admin and Report

Setup
Report

Certification Work Space

My Certification Needs Completion

Certification Needs Trainer Completion

Progress	Action	Requirement No.	Title	Target Completion Date	Organization
Training	Select Classroom Training	CUR-5545-02-08856 [A]	QAT-0069-C : Electrostatic Discharge (ESD) Training [SOP-4-4032-545]	3/17/2028	5545

Show Top 1 / 1

Search

[Certification Information] Requirement No.

Starts With

Reset Add 1 Search Rows Search

1

[Configure Form](#)

Step 2: scroll down to "Search" in new tab opened after clicking on "Person" and enter in "Employees Oracle Number" can be found in the "Course Attendance Form" and enter

The screenshot shows the SmartSolve web application interface. At the top, there are several tabs: Agile Product Lifec..., MESWeb - Pers..., MESWeb - Cert..., Certification In..., Persons, Person: 102138, Person: 79747, Person: 3152569, Certification In..., and Persons. The main content area displays a table of employees with columns for Oracle Number, Name, Position, and Status. A search bar is located at the bottom left, and a dropdown menu is open, showing the search results for the entered Oracle Number.

Step 3: Upon entering click on "Certification Information" go down to "Search" and enter in "Document Number" and enter. upon enter right click and press "Add" as shown below

The screenshot shows the SmartSolve web application interface. The left sidebar contains a navigation menu with options like Roles, Right Groups, Groups, Address, Requirements, Certification Information, Job History, Training History, Reviews, Active Review, and Attachments (31). The main content area displays the Certification Information section, which includes a search bar and a table of requirements. A context menu is open over the table, and the 'Add' button is highlighted.

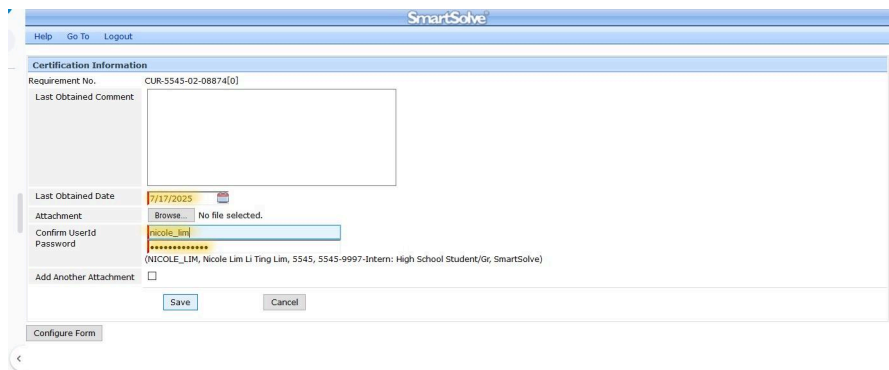
Step 4: Upon enter tick of the "Need Trainer Sign-Off" box and Certify Now" box and enter in the "Requirement No" and next to it is the Revision Number and fill in the "Plan Date" which all can be found on the "Course Attendance Form" and click "Save"

The screenshot shows the SmartSolve web application interface. The left sidebar contains a navigation menu with options like Roles, Right Groups, Groups, Address, Requirements, Certification Information, Job History, Training History, Reviews, Active Review, and Attachments (31). The main content area displays the Certification Information section, which includes a search bar and a table of requirements. A context menu is open over the table, and the 'Add' button is highlighted.

The screenshot shows the Course Attendance Form, which is a table with columns for SN, Name, Oracle ID, Designation, Department, Credit Course No, Supervisor, and Date. The table contains data for various employees and their attendance records. The table is titled "TRAINING ON MDX4G-0404 CQCF Rev. 17 FQA INSPECTION CHECK LIST FOR LFPPV1082".

Updated on : 17 Jul 2025
By : Nicole Lim

Step 4: filled in the date typed on the “Course Attendance Form” and key in user ID and Password and click “Save” as shown below



The screenshot shows a web application window titled "SmartSolve". The main content area is titled "Certification Information". It contains the following fields and controls:

- Requirement No.:** CUR-5545-02-08074(0)
- Last Obtained Comment:** A large empty text area.
- Last Obtained Date:** A date picker showing 7/17/2025.
- Attachment:** A button labeled "Browse..." with the text "No file selected."
- Confirm Userid:** nicole_lim
- Password:** A masked password field with 10 asterisks.
- Add Another Attachment:** An unchecked checkbox.
- Buttons:** "Save" and "Cancel" buttons.
- Footer:** A "Configure Form" button.

3. Certificates



Figure 3.1 & 3.2 example of “Course Attendance Form”

Step 1: In “SanminaNet” scroll down and “NAMETOOL” can be found, key in employee name with reference to their “Certificates” and click on “Search”

NAMETOOL

Last Name	First Name	Keyword
<input type="text"/>	<input type="text"/>	<input type="text"/>
Search employee by Last Name	Search employee by First Name	Search employee by Keyword

Phonetic ☐ Off Nicknames ☐ Off

Step 2: upon enter click on their name underlined in red and a small tab would appear as shown below and in the link copy employees “Oracle No” behind the last / (highlighted in blue)

The screenshot shows a web browser window displaying the NAMETOOL interface. On the left, there's a sidebar with 'Result for hon weng' and a list of names. The main content area shows a profile detail for 'Hon Weng Lee's Profile'. The profile includes fields for Name, Job Title, Supervisor, eMail, Cell Phone, Local Time, and Address. The 'Oracle No' (102138) is highlighted in blue in the browser's address bar.

Step 3: Go to “SmartSolve” and in the header click on “Smart Solutions” and click on “Person” under “SmartTrain”

The screenshot shows the SmartSolve interface. The 'Smart Solutions' tab is selected in the header. Under 'SmartTrain', the 'Person' option is highlighted. The main content area displays a table with columns for Progress, Action, Requirement No., Title, Target Completion Date, and Organization. The table shows a single row for 'Training' with a requirement number of CUR-5545-02-08856 [A].

Step 4: In “SmartSolve” scroll down to "Search" and enter in “Employees Oracle Number" can be found in their “NAMETOOL” IN “SanminaNet”

The screenshot shows the SmartSolve interface with the search results for employees. The search criteria are set to 'Person'. The results table lists employees with columns for ID, Name, Title, Requirement No., Title, Target Completion Date, and Organization. The search results show a list of employees, including 'Anbalagan', 'Arun Kumar', 'Mohammed Afzal Khan', 'A Min', 'A Jingbo', 'Ashadul', 'Rubesware', 'Sonia', and 'Uvaneswary A/P A Nanthakumar'. The search results are displayed in a table with a search bar and a 'Show Top 500 / 297725' link.

Step 5: upon enter click on “Certification Information” go down to “Search” and enter in “Document Number” and enter, upon enter right click and press “Certify” as shown below

The screenshot shows the SmartSolve application interface. On the left, a sidebar contains navigation links: Roles, Right Groups, Groups, Address, Requirements, **Certification Information**, Job History, Training History, Reviews, Active Review, and Attachments (31). The main content area is titled 'Certification Information' and includes a search bar with 'All View' selected. Below the search bar is a table of certification requirements. A right-click context menu is open over the first row, showing options: Add, Edit, Delete, **Certify**, Revoke, Add Attachment, Change Certification Plan, and Audit Trail.

Requirement No.	Requirement Name	Target Completion Date	Last Obtained Date	Assessment Progress	Training Progress	Need Trainee Sign-off	Need Trainer Sign-off	Role Code
CUR-5545-01-000	by Awareness (Orientation)	8/9/2022	8/1/2022	N/A	✓Complete	✓Complete	No	
CUR-5545-01-000	ness and Certification [SOP-4-2041-545]	7/22/2025	9/20/2024	N/A	✓Complete	✓Complete	No	
CUR-5545-01-000	[SOP-4-2040-545]	7/22/2025	7/16/2025	N/A	✓Complete	✓Complete	No	
CUR-5545-01-000		8/9/2022	8/1/2022	N/A	✓Complete	✓Complete	No	
CUR-5545-01-000		8/9/2022	8/17/2022	N/A	✓Complete	✓Complete	No	
CUR-5545-01-000	WARENESS	8/9/2022	8/17/2022	N/A	✓Complete	✓Complete	No	

Step 6: filled in the date typed on the “Certificates” and key in user ID and Password and click “Save”

The screenshot shows the SmartSolve application interface with the 'Certification Information' page. The form contains the following fields:

- Requirement No.: CUR-5545-02-08874[0]
- Last Obtained Comment: (Empty text area)
- Last Obtained Date: 7/17/2025
- Attachment: Browse (No file selected.)
- Confirm User Id: nicole_lim
- Password: (Masked with asterisks)
- Add Another Attachment: (Checkbox)

Buttons for 'Save' and 'Cancel' are at the bottom of the form.