



Central Supplier Portal Training Document

Supplier Guide

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1) Supplier Application Page

Companies which would like to work with Kazanci firms must make an application by accessing to Kazanci Supplier Portal from the link <u>https://aksatedarik.kazanciholding.com.tr/slc_selfreg</u> Supplier candidates must complete their applications by filling out the Supplier Registration Survey, which is created with SLC (Supplier Lifecycle Management) integrated system, and shown below.

Welcome to the S	upplier Registration Page of	of Kazancı Holding and Group Companies!
The information on this page the following stages. Thank y Select Kazancı Hölding Grou Hölding A.Ş. and Group Com etc. Föllowing your selection(s), t * Fields marked with an astersk General Company Info	is for reference only. In order to become as ou for your interest in working with Kazanc p Company or Companies to which the ppl panies is to be chosen for any product and he following product categories will vary. are mandatory rmation	supplier, you need to provide the information and documents that will beeequested from you in 2: Holding and Group Companies. lication is to be made. With regard to the application for sector-s pecific procurements. Kazanci 3 service needs such as information Technologies, Logistics, Construction, Cleaning. Stationery,
Select Kazanci Company	for Application	Reference Data
Solde Nazanci Company	C Kazanci Holding AS	* Reference Company Name 1: * Call Number 1: * E-mail 1:
	☐ Dogalgaz ☐ Jenerator ☐ Koni (Tarim/Turizm) ☐ Tarım	Reference Company Name 2: Call Number 2: E-mail 2:
* Company Name:	☐ Dogalgaz ☐ Jenerator ☐ Koni (Tarim/Turizm) ☐ Tarım	Reference Company Name 2: Call Number 2: E-mail 2:
* Company Name: Company Structure:	Dogalgaz Jenerator Koni (Tarim/Turizm) Tarım	Reference Company Name 2: Call Number 2: E-mail 2: Reference Company Name 3:
* Company Name: Company Structure: * Language:	Dogalgaz Jenerator Koni (Tarim/Turizm) Tarım	Reference Company Name 2: Call Number 2: E-mail 2: Reference Company Name 3: Call Number 3:

It is mandatory to fill the fields indicated with (*), and application is completed by clicking on the Send button after reading and approving conditions of participation. After the application is completed, 'Thanks' text which is indicated in the image, confirms that the application is finalized successfully.

ILDING
Thank you. Your request for registration has been sent out to the responsible purchasing organization.





2.Supplier Portal Login

2.1 Receiving an E-mail After Application Approval

When the Supplier company fills out the survey on Supplier Registration Page, approval request is submitted to the personnel of relevant purchase department according to the selected category. If Purchase managers give approval as a result of their investigation, candidate supplier company is promoted to potential supplier company. A temporary user name and password are provided to the potential supplier via e-mail to login to Aksa Supplier Portal.

2.2 User Registration

Potential supplier company clicks on the link sent via e-mail, logs in with the temporary user name and password, and creates the new user name and new password for the administrator account.

Supplier Data Mainten	ance			Home Find	Help Log Off	F Â
 ✓ Supplier Data Mainten ✓ Qualifications New (1) In Process Submitted To Be Clarified ✓ Tasks New Submitted To Be Clarified Completed ✓ Employees Create Employee 	start Page > Company Data Edit General Company Information * Company Name: Hukuki Yapı: * Language: Homepage: Currency: Trade Register Number: Basis of Tax on Last Year: Vergi Verileri	28.02 2020_004 Unlimited Company (general partn: V Turkish V Turkish Lira V		Your logo here	Help Log Off	
List of Employees Own Data ☞ Company Attachments Company Data	Identity Number: Vergi Dairesi: Vergi Numarası:	45344653345				
Certificates	Address					
Orün kategorileri ▼ Ek Bilgiler Finansal Bilgiler Orün Bilgileri Ürün&Fabrika Bilgileri	Please Write Your Material Production Revenue of Last Year: Revenue Currency: Paid Capital: Aksa Refrence Person:	۹ 	Reference Data Reference Company Name 1: Call Number 1: E-mail 1:	REF1 212 843 23 23 REF@1.COM		Ŧ

2.3 Supplier Portal Login

After Supplier company's administrator account is created, the supplier can login to Supplier Portal by clicking on "Login" link. After administrator account user name and password are entered, login to Supplier Portal is completed

3) Aksa Supplier Portal- Master Data Maintenance

After login with administrator account, home page opens As is seen on the left menu, this page consists of 4 main sections, namely Qualifications, Tasks, Personnel and Company. The supplier can access and view all the information related to the company from these page and make changes by informing Purchase Manager. You can login from

<u>https://aksatedarik.kazanciholding.com.tr/s3q_ext</u> link with the user name and password you created.





Supplier Data Mai	ntena	nce			Home Find Help Log Off
		Start Page > Company Data			
New (1)		Edit			
In Process					
Submitted		General Company Information	on		•
To Be Clarified		* Company Name:	28.02.2020_004		Your logo
		Hukuki Yapı:	Unlimited Company (general partn. •		Tour logo
New		* Language:	Turkish		here
Submitted		Homepage:			
To Be Clarified		Currency:	Turkish Lira 🔻		
Completed		Trade Register Number:			
		Basis of Tax on Last Year:			
Create Employee		Vergi Verileri			
List of Employees		Identity Number.	45344653345		
Own Data		Vergi Dairesi:			
		Vergi Numarasi:			
Attachments					
Company Data		Address			
Certificates		Please Write Your Material Produc	tion (Reference Data	
Ürün kategorileri		Powopuo of Last Year		Reference Company Name 1:	REF1
		Revenue of Last Teal.		Call Number 1:	212 843 23 23
Finansal Bilgiler		Revenue currency.	▼	E-mail 1:	REF@1.COM
Ürün Bilgileri	NC	Alua Dafaasa Damaa			
Ürün&Fabrika Biloileri		Aksa Refrence Person:		Poforonco Company Namo 2:	
In Process Submitted To Be Clarified ♥ Tasks New Submitted To Be Clarified Completed ♥ Employees Create Employee	3	* Cc Huk * La Hon Curi Trac Bas Ver			
List of Employees Own Data		Verç			
Attachments					
Company Data Certificates	4				
Ürscheiten 7. 1		Plea			
Urun kategorileri					

3.1)Qualifications

There are 4 additional tabs on this tab. Qualification section consists of 4 sub-sections, namely, New, Processing, Sent and Controversial In addition to temporary Password and User Name, Supplier Qualification Survey e-mail is also sent to the supplier company.







(1) New: In this tab, surveys, which your purchase managers expect you to answer, are given.

(2) Processing: In this tab, the surveys which you haven't submitted to the purchase manager, are displayed.

(3) Sent: In this tab, the surveys you answered and submitted to the purchase manager are displayed.

(4) Controversial: In this tab, surveys, which you answered but clarification is requested by the purchase manager, are displayed.

3.1.2) Answering the Survey and Sending to the Responsible Person

'New' button under Qualification tab is clicked. The survey to be filled is selected.

Supplier Data Mainte	ance			Home Find Help	Log
	Start Page > List of New Qualifications				
New (2) (2)	List of New Qualifications	F			
In Process					
Submitted	2 Refresh		Filter:		
To Be Clarified	Name	Created On	Deadline	Status	
	Kazancı-Qualifications	05.03.2020	00.00.0000	New	
New	Kazancı- Malzeme	28.02.2020	28.02.2020	New	
Submitted					

After survey is selected, Continue button is pressed on the opening screen.

KAZANCI HOLDING	SAP	Kazancı	-Qualifications	
1	Previous Next Edit Save Print Preview Close Qualification: Kazanci-Qualifications Supplier: 28.02.2020_004	Response Status Deadline Submission Date	New 05 03 2020	
	Introduction Kazanci- Qualifications Data Privacy Statement Introduction			
	Previous Next Edit Save Print Preview Close			
KAZANC		-		

After Continue button is clicked, the survey screen opens. Questions are answered.

After questions are answered, Continue button is clicked again. In the opening screen, terms of confidentiality field is filled and Send button is clicked.

	Kazancı-Qualifications
Previous Next Display Save Print Preview Close Qualification: Kazanci-Qualifications Supplier: 28.02.2020_004	Response Status: New Deadline: 05.03.2020 Submission Date: -
Improduction Kazanci- Qualifications Data Privacy Statement 1 Kazanci-Qualifications	
1.1 Do you have ISO3001 document? • Yes • No • Not Applicable Previous Next Display Save Print Preview Close	





KAZANCI HOLDING	SAP	Kazancı-Qualifications
1	Previous Next Display Save Print Preview Close Qualifications Kazanci-Qualifications Supplier: 28.02.2020_004 2004	Response Status: In Process Deadline: 05.03.2020 Submission Date: -
	Data Privacy Statement Image: Segment of the state privacy statement and accept the terms. SE61 metril uyarlamada mevcut değil; sistem yönetimini bilgilendirin	
	@Submit	
KAZAN	Previous Next Display Save Print Preview Close	teres .

3.2)Tasks

There are 4 additional tabs on this tab. Tasks tab is the section which is used for viewing activities assigned by Aksa companies to supplier for completion. The supplier can view the details of the activity, by clicking on the activity under the "New" tab under supplier tasks tab.



(1) New: In this tab, tasks which your purchase managers expect you to complete, are given.

(2) Sent : Tasks, the status of which are not categorised as completed by the purchase manager, are given in this task.

(3) Controversial: In this tab, surveys, which you submitted but clarification is requested by the purchase manager, are displayed.

(4) Completed: Completed tasks are displayed in this tab.

3.2.1) completing the Task and Submitting to the Relevant Purchase Manager Under the Tasks tab, 'New' tab is clicked. Task to be submitted is selected.

Supplier Data M	aintenance				Home Fi	ind Help Log O
♥ Qualifications New (3)	Start Page > New List of New Tasks					
In Process Submitted	2 Refresh	Processor	Created On	Due Date	Filter:	
To Be Clarified ▽ Tasks ()	3 Test	28.02.2020_004 28.02.2020_004	05.03.2020	Si Sale	New	
New (1) (2) Submitted						
To Be Clarified Completed						





After selected task is clicked, the task is filled out as requested by the purchase manager. If you want, you can perform this operation by attaching an annex or entering a text to 'communication with the buyer' section.

Supplier Data Maintenance				Home Find Help Log (
P Qualifications	Start Page > New > Task Details			
New (3)	Ed Submit			
In Process	Task Details			-
Submitted				
To Be Clarified	Name:	Test		
iska	Due Date:			
New (1)	Status:	New		
Submitted	Priprity.	Low		
To Be Clarified	Description			
Completed	Description.			
nployees				
Create Employee				11
List of Employees				
Own Data	- Communication			
mpany				
Attachments	Communication with Purchaser:	05.03.2020 15:16:43 (TURKEY)		
Company Data		Gonderen: Fiz Satin Ama Çozumen (Satinalan) llet:		
Certificates		Test		
Ünin kategorileri				
Dialas				
Canada Dialas				
Pinansar Digner				11
Urun Eligien	Message to Purchaser:			
Uruns-abrika bilgileri				
				1
	Attachments from Durchases			
	And the second s			
	File Name	Description	File Size	
	No result found		1025/275	
	Attachments for Purchaser			×.
	Description:			
	File Name:	No file chosen. Browse Add Attachment		
	File Name	Description	File Site	

3.2) Personnel

Supplier's administrator account personal data can be changed under Personnel tab. All the changes made are subject to the approval of Purchase Manager. Supplier can change the user name and password any time.

Supplier Data Main	tenance	Home Find Help Log
 Qualifications New (3) 	Start Page > Create Employee Create	
In Process Submitted	Contact Details	Ξ
To Be Clarified	Títle:	
	Academic Title:	
New (1)	* First Name:	
Submitted	* Last Name:	
To Be Clarified	Function:	
Completed	Department:	
Employees	* Language:	
Create Employee	* E-Mail:	
List of Employees	* Country: / * Phone Number: / Extension:	
Own Data	Country: / Fax Number: / Extension:	
7 Company	du	
Attachments	Data Privacy Statement	8
Company Data	Yes, I have read the data privacy statement and accept the terms.	
Certificates	Customizing Information: You can enter your own data privacy statement here.	
Ürün kategorileri	The text can, for example, state that the users agree to their data being saved and used. You can maintain a text for the data privacy statement in transaction SE61. In Customizing, you can make settings so that this text is used as	vour data privacy statement 1
> Ek Bilgiler	The sum members a lock of the sale privacy succession of the intervaliant of the interval and the set in a sole as	Jour data privacy diatement.j
Finansal Bilgiler		
Ürün Bilgileri	No.	
Ürün 8 Fabrika Bilailari	N HOLDIN	

3.3)Company

There are 4 tabs under Company section.





3.3.1)Annexes

File can be added by clicking on Annexes field under Company section, selecting the files, which Supplier wants to share with Aksa companies, and clicking on "Add Annex" button.

Supplier Data M	aintenance				Home Find	d Help Log
2 Qualifications	Start Page > Attachments					
New (3)	List of Attachments					=
In Process	h Expand All At Collapse All					
Submitted	Name	Description	Status	Unloaded By	Unloaded On/At Size	Action
To Be Clarified	C Miscellaneous	Decemption	otatao	opioudod by	opiotadd onna oizo	TQ.
asks						
New (1)						
Submitted						
To Be Clarified						

3.3.2) Company Data

Supplier can view or change its own data under Company data tab. This data are complementary to supplementary ap plication form, and the first data submitted is saved automatically. If they are not filled in the original application form or if it is a newly added field, the supplier's manager must fill out the missing fields under company data. In this field, bank information is also available. Keeping bank information always updated and accurate is under the responsibility of supplier's administrator account. Each and every purchase transaction, which is changed, added or deleted, is under the responsibility of purchasing personnel. Each changed field is subject to approval and if necessary, rejected.

SAP Supplier Data Mainte	enance			Home Find	Help Log Off
 ♥ Qualifications New (3) In Process Submitted Tasks New (1) Submitted To Be Clarified Completed ♥ Employees Create Employee 	Start Page > Company Data Edit General Company Informatio * Company Name: Hukuki Yapı: * Language: Homepage: Currency: Trade Register Number: Basis of Tax on Last Year: Vergi Verileri	n 28.02.2020_004 Uniimited Company (general partn ▼ Turkish ▼ Turkish Lira ▼		Your logo here	
List of Employees Own Data	Vergi Dairesi: Vergi Numarası:	45344653345			
Company Data					
Certificates	Address				
Ürün kategorileri ▽ Ek Bilgiler Finansal Bilgiler Ürün Bilgileri	Please Write Your Material Produc Revenue of Last Year: Revenue Currency: Paid Capital:	The second secon	Reference Data Reference Company Name 1: Call Number 1: E-mail 1:	REF1 212 843 23 23 REF@1.COM	
Ürün&Fabrika Bilgileri	Aksa Refrence Person:		Reference Company Name 2		

Company based financial data can be entered under company data. This financial data will be submitted to the approval of company's financial data managers of the relevant company.

	Bank and Ta	ax Details								
	You control the a	ccuracy of y	our bank informatio	n.						
	Country	Bank Key	Account Number	Control Key	Bank Reference	Account Holder	IBAN	SWIFT Code Co	ollection Auth.	Currency
	No result found	nd								
	New Line Ban	k Keys								
	Тах Туре					Tax Number				
	No result found									
	New Line									
C										

You can access to the relevant bank key by clicking on the "Bank key" on the bottom of the page.





1	Bank and Tax Details									
	You control the accuracy of your bank information.									
	Country	Bank Key	Account Number	Control Key	Bank Reference	Account Holder	IBAN	SWIFT Co	de Collection Auth.	Currency
	No result four	nd								
	New Line Bar	nk Keys								
	Тах Туре				1	Tax Number				
	B No result found									
	New Line									
1	INTERNA STATE									

3.3.3)Certificates

Certificates are documents, which are requested by Aksa companies Purchase Department from potential suppliers, and which must be uploaded mandatorily/optionally.

Supplier Data Mainte	nance				Home	Find Help Log O
	Start Page > Certificates					
New (3)	Certificates					-
In Process						
Submitted	Certificate	Valid To	Expires In	Status		Action
To Be Clarified	Vergi Levhası Orijinal Vergi Levhası pdf halinde yüklenmelidir.		Mandatory Certificate Missing		•	<u>P</u>
▽ Tasks	İmza Sirküleri Onaylı olmalıdır.		Mandatory Certificate Missing		•	Ľ
New (1)	Banka hesap bilgileri Banka hesap bilgileri		Mandatory Certificate Missing		•	ľ
Submitted	Ticaret Sicil Gazetesi		Mandatory Certificate Missing		•	9
To Be Clarified			,			
Completed (States)						

3.4) Product Categories

From product categories, you can add new fields, new categories, for which you would like to be a supplier. With Add New Category button, you can apply to Aksa companies, to which you did not apply before.

Supplier Data Mai	ntenance		Home	Find Help Log Off
✓ Qualifications New (3) In Process Submitted	Start Page > List of Submit Reset	Selection of Product Contections Select the product categories you can supply and Go		-
To Be Clarified I Tasks	Category Name	Available Product Categories	Status	Actions
New (1)	KH_0601	Category Name		Û
Submitted		□		
To Be Clarified		KH_0101 BATTERY & ACCESSORIES		
Completed		KH_0102 ALTERNATOR		
		KH_0103 ALUMINUM-BRASS-OTHER METAL MATERIALS		
Create Employee		KH_0104 PACKING MATERIALS		
List of Employees		KH_0105 FASTENERS		
Own Data		KH_0106 COPPER MATERIALS		
	q ka	• KH_0107 PAINTS		
Attachments	100	KH_0108 EXHAUST		
Company Data		• KH_0109 FAN		
Certificates		KH_0110 FILTER & FILTER ELEMENTS		
Ürün kategorileri		KH_0111 GENERAL ELECTRICAL MATERIALS		
	A. Comment	KH_0112 METERS & TEST MEASURING INSTRUMENTS		
Finansal Bilgiler	and the second second	• KH_0113 HOSES		
Ürün Bilgileri	NCI Mar	KH_0114 HEATERS & RESISTANCES		
Ürün&Fabrika Biloileri	ROLDING			

3.5) Additional Information Tabs

Information, which Aksa companies expect you to enter, are displayed in these tabs.

- 💎 Ek Bilgiler
 - Finansal Bilgiler
 - Ürün Bilgileri
 - Ürün&Fabrika Bilgileri





3.4.1)Product Information

Supplier is expected to enter product information under customer information tab by clicking on Product Information Add / Update button.

Bşl.sayfası > Urün Bilgileri	
Ürün Bilgileri Ekleme/Güncelleme	
📕 Ürün Bilgileri	
1 AWAW	

By clicking on Add button, a new line is added.

By clicking on Delete button, added line is deleted.

By clicking on Save button, the information entered is saved.

By clicking on Close button, the relevant page is closed.

S	AP .			
E	le Sil H	Kaydet Ka	pat	
	Ürün İsmi	Net Satış	Teslimat Süresi Gün	Para Birimi

3.4.2) Financial Information

In this section, the Supplier fills out the requested information by clicking on "Add/Update Financial Information" text and saves the changes made by clicking on "Save" button.

Bşl.sayfası > Finansal Bilgiler Finansal Bilgiler Ekleme/Güncelleme





By clicking on Add button, a new line is added.

By clicking on Delete button, added line is deleted.

By clicking on Save button, the information entered is saved.

By clicking on Close button, the relevant page is closed.

SAP Finansal Bilgiler Ekleme/Güncelleme							
Ekle Sil Kaydet Kapat							
Bölüm	Bu yıl	Geçen Yıl	2 Yıl Önce	Para Birimi	^		
İşletme Sermayesi	0,00	0,00	0,00				
Net Sales	0,00	0,00	0,00				
İthalat Oranı(%)	0,00	0,00	0,00				
Net gelir	0,00	0,00	0,00				
Equipment Investment	0,00	0,00	0,00		~		

3.4.3)Product Factory Information

In this section, the Supplier fills out the requested information by clicking on "Add/Update Product Factory Information" text and saves the changes made by clicking on "Save" button.

Bşl.sayfası > Ürün	Fabrika Bilgileri				
<u> Ūrūn&Fabrika Ekle</u>	me/Güncelleme				
Ürün Fabrik	a Bilgileri				
	V.A.V.	~	W.A	W	

By clicking on Add button, a new line is added.

By clicking on Delete button, added line is deleted.

By clicking on Save button, the information entered is saved.

By clicking on Close button, the relevant page is closed.





Bşl.sayfası > Ürün Fa	abrika Bilgileri					
<u> Ürün&Fabrika Eklem</u>	e/Güncelleme					
📒 Ürün Fabrika I	Bilgileri					
		2NV	2		W.Z	

6)Resetting Password

If the password is forgotten, the password can be reset by clicking on <u>https://aksatedarik.kazanciholding.com.tr/s3q_ext</u> "Change password" button.

	User	t1033	
	Password		
	Language	EN - English 🔹	
		Log On	
		Change Password	
		- AN	M
SAP			Copyright © 2020 SAP SE. All rights reserved.

When this button is clicked, the following screen opens. After writing your e-mail and user name, you can complete the operation by clicking on "OK" button. The new password will be sent to your e-mail address.