

# Central Supplier Portal Training Document

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Supplier Guide

Prepared By:

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Fiz

Version/Date

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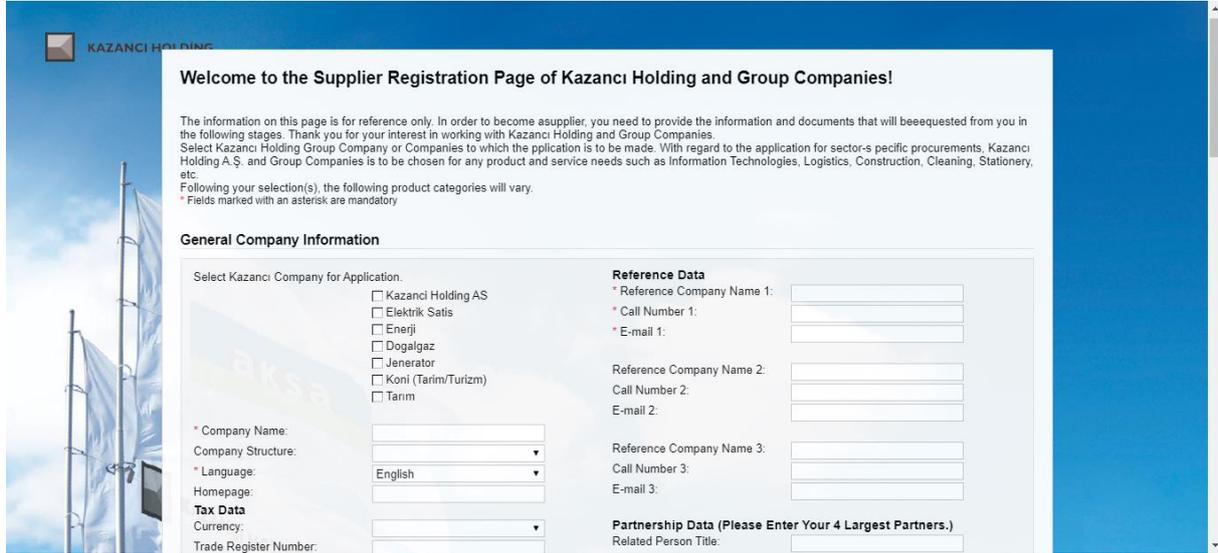
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## 1) Supplier Application Page

Companies which would like to work with Kazancı firms must make an application by accessing to Kazancı Supplier Portal from the link [https://aksatedarik.kazanciholding.com.tr/slc\\_selfreg](https://aksatedarik.kazanciholding.com.tr/slc_selfreg) 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 Supplier Registration Page of Kazancı Holding and Group Companies!**

The information on this page is for reference only. In order to become a supplier, you need to provide the information and documents that will be requested from you in the following stages. Thank you for your interest in working with Kazancı Holding and Group Companies.

Select Kazancı Holding Group Company or Companies to which the application is to be made. With regard to the application for sector-specific procurements, Kazancı Holding A.Ş. and Group Companies is to be chosen for any product and service needs such as Information Technologies, Logistics, Construction, Cleaning, Stationery, etc.

Following your selection(s), the following product categories will vary.  
\* Fields marked with an asterisk are mandatory

**General Company Information**

Select Kazancı Company for Application.

Kazancı Holding AS  
 Elektrik Satış  
 Enerji  
 Doğalgaz  
 Jeneratör  
 Koni (Tarım/Turizm)  
 Tarım

\* Company Name:   
 Company Structure:   
 \* Language:   
 Homepage:   
**Tax Data**  
 Currency:   
 Trade Register Number:

**Reference Data**

\* Reference Company Name 1:   
 \* Call Number 1:   
 \* E-mail 1:

Reference Company Name 2:   
 Call Number 2:   
 E-mail 2:

Reference Company Name 3:   
 Call Number 3:   
 E-mail 3:

**Partnership Data (Please Enter Your 4 Largest Partners.)**

Related Person Title:

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.



**Thank you.**

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

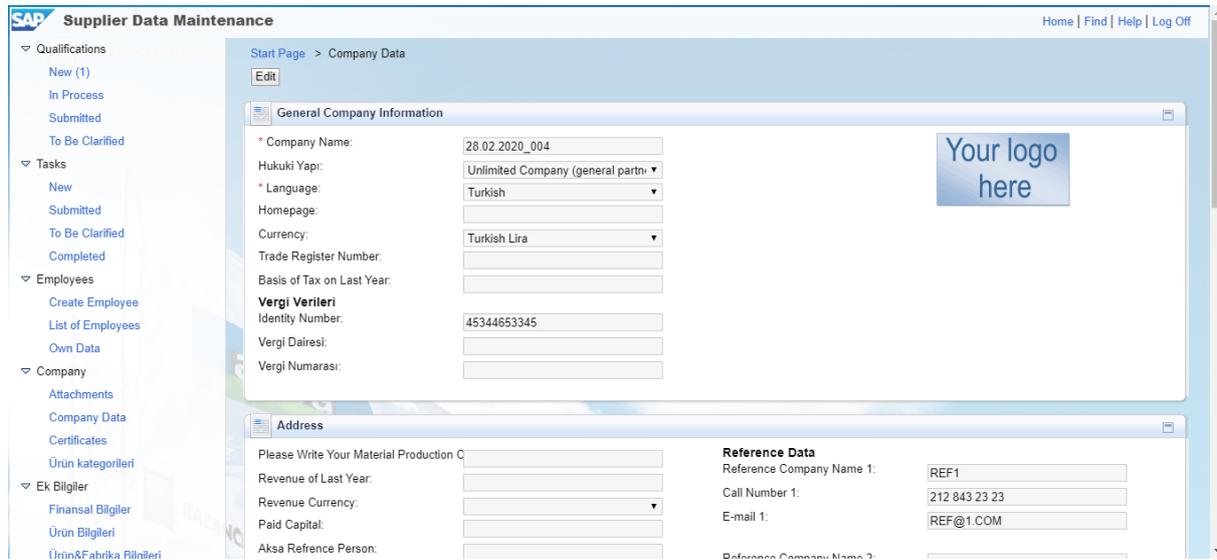
## 2. Supplier Portal Login

### 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.



The screenshot displays the SAP Supplier Data Maintenance interface. The main content area is titled 'Company Data' and contains two tabs: 'General Company Information' and 'Address'. The 'General Company Information' tab is active, showing fields for Company Name (28.02.2020\_004), Hukuki Yapı (Unlimited Company (general partn...)), Language (Turkish), Currency (Turkish Lira), Trade Register Number, Basis of Tax on Last Year, Vergi Verileri (Identity Number: 45344653345), Vergi Dairesi, and Vergi Numarası. The 'Address' tab is also visible, showing fields for Please Write Your Material Production C, Revenue of Last Year, Revenue Currency, Paid Capital, Aksa Reference Person, Reference Data (Reference Company Name 1: REF1, Call Number 1: 212 843 23 23, E-mail 1: REF@1.COM), and Reference Company Name 2. A placeholder for the logo is labeled 'Your logo here'.

### 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 [https://aksatedarik.kazanciholding.com.tr/s3q\\_ext](https://aksatedarik.kazanciholding.com.tr/s3q_ext) link with the user name and password you created.

**SAP Supplier Data Maintenance** Home | Find | Help | Log Off

Start Page > Company Data

**Qualifications**

- New (1)
- In Process
- Submitted
- To Be Clarified

**Tasks**

- New
- Submitted
- To Be Clarified
- Completed

**Employees**

- Create Employee
- List of Employees
- Own Data

**Company**

- Attachments
- Company Data
- Certificates
- Ürün kategorileri

**Ek Bilgiler**

- Finansal Bilgiler
- Ürün Bilgileri
- Ürün&Fabrika Rölömleri

**General Company Information**

\* Company Name: 28.02.2020\_004

Hukuki Yapı: Unlimited Company (general partn

\* Language: Turkish

Homepage:

Currency: Turkish Lira

Trade Register Number:

Basis of Tax on Last Year:

**Vergi Verileri**

Identity Number: 45344653345

Vergi Dairesi:

Vergi Numarası:

**Address**

Please Write Your Material Production C

Revenue of Last Year:

Revenue Currency:

Paid Capital:

Aksa Reference Person:

**Reference Data**

Reference Company Name 1: REF1

Call Number 1: 212 843 23 23

E-mail 1: REF@1.COM

Reference Company Name 2:

**SAP Supplier Data Maintenance**

**Qualifications**

- New (1) 1
- In Process
- Submitted
- To Be Clarified

**Tasks**

- New
- Submitted 2
- To Be Clarified
- Completed

**Employees**

- Create Employee 3
- List of Employees
- Own Data

**Company**

- Attachments
- Company Data 4
- Certificates
- Ürün 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.

**Qualifications**

- 1 New (1)
- 2 In Process
- 3 Submitted
- 4 To Be Clarified

- (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.

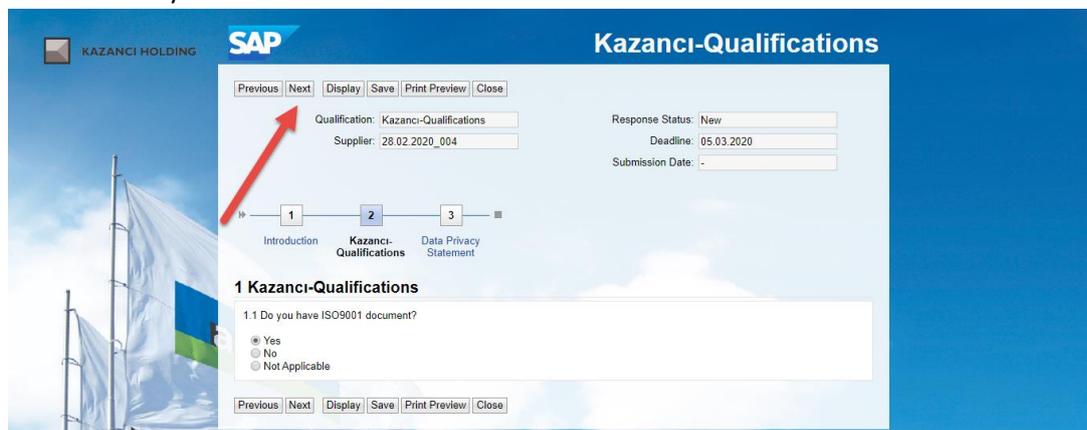


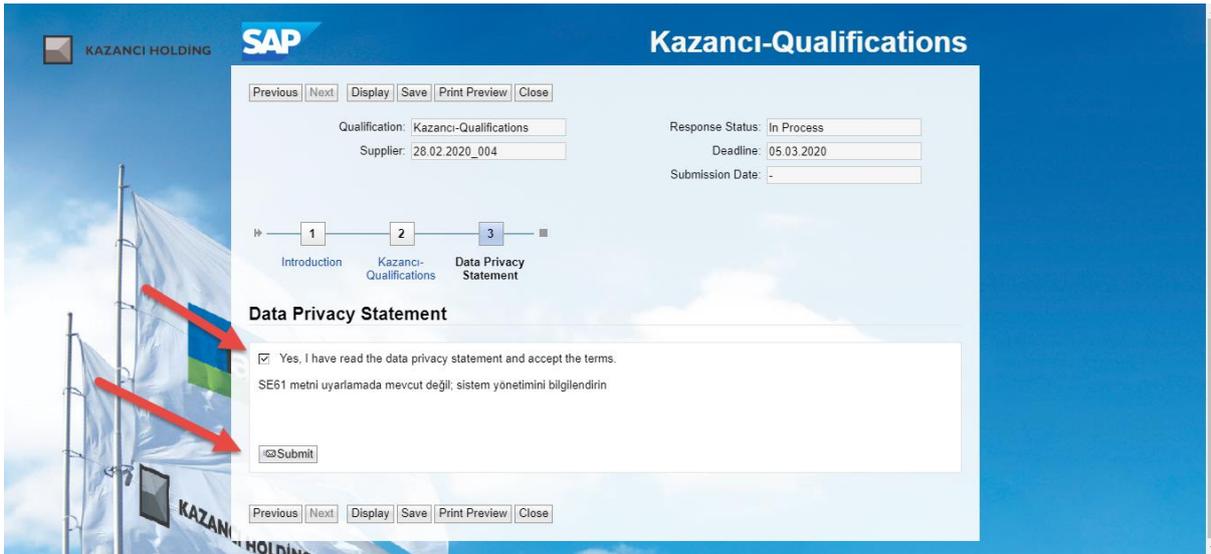
After survey is selected, Continue button is pressed on the opening screen.



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

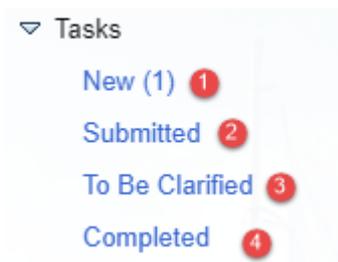
After questions are answered, Continue button is clicked again. In the opening screen, terms of confidentiality field is filled and Send button is clicked.





### 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.

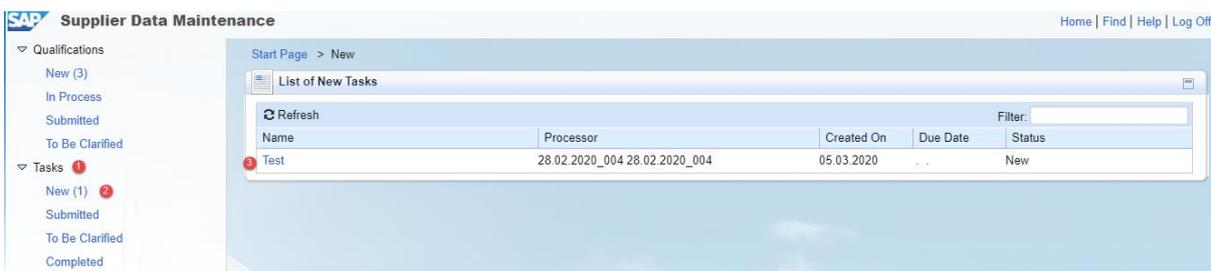
**(2) Sent :** Tasks, the status of which are not categorised as completed by the purchase manager, are given in this task.

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

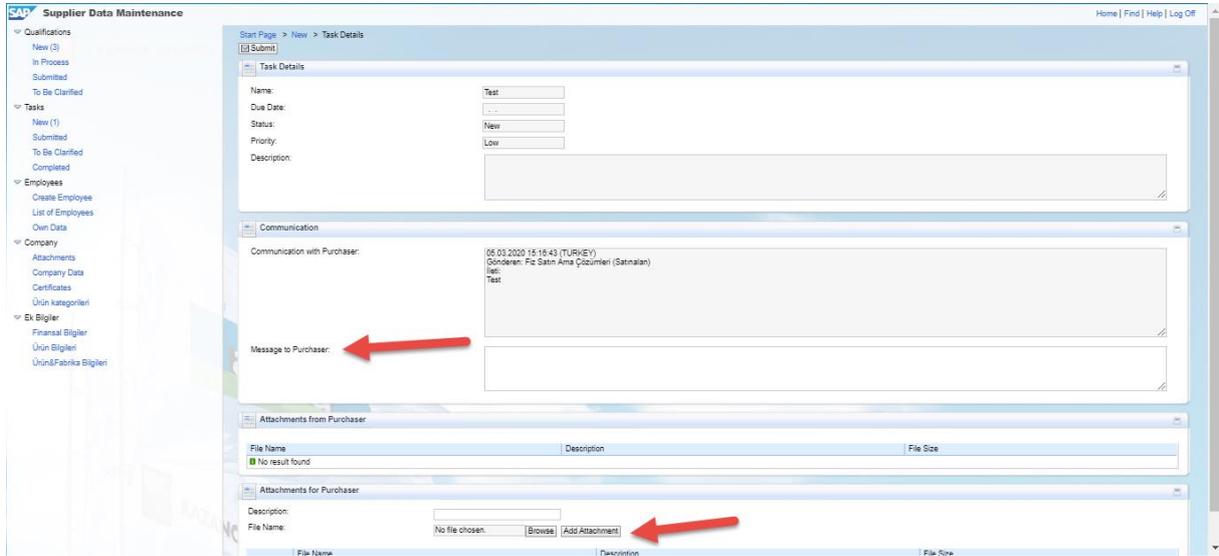
**(4) Completed:** Completed tasks are displayed in this tab.

#### 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.



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.

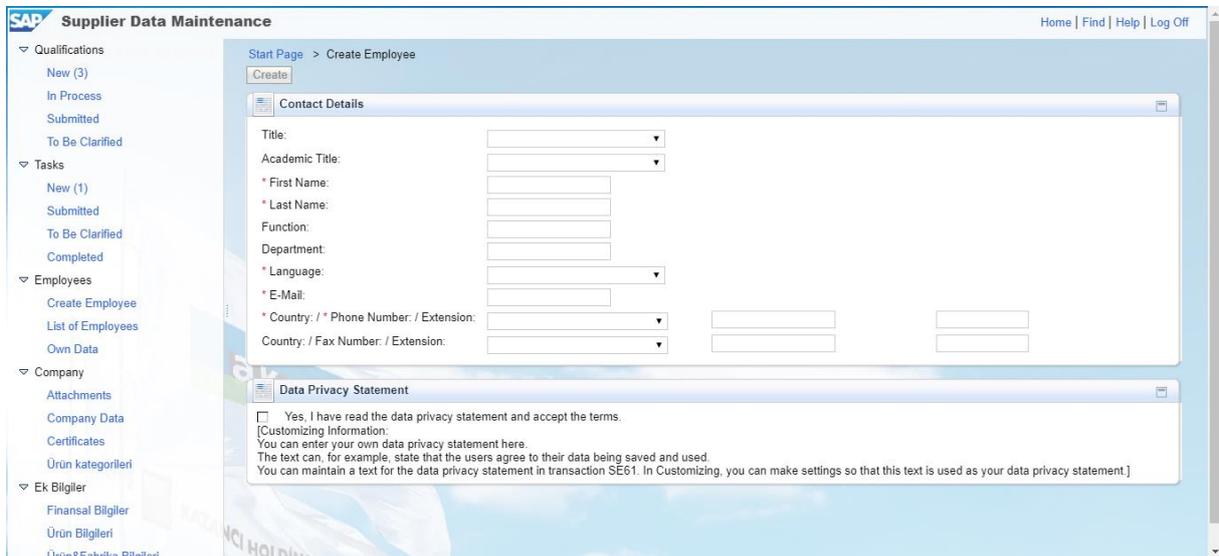


The screenshot shows the SAP Supplier Data Maintenance interface. The main window is titled 'Task Details' and contains several sections:

- Task Details:** Fields for Name (Text), Due Date, Status (New), Priority (Low), and Description.
- Communication:** A section for 'Communication with Purchaser' containing a text area with the following content: '06.03.2020 15:18:43 (TÜRKİYE)  
Gönderen: Fİ Satın Alma Çözümleri (Satınalma)  
İler: Text'. Below this is a 'Message to Purchaser' field with a red arrow pointing to it.
- Attachments from Purchaser:** A table with columns 'File Name', 'Description', and 'File Size'. It shows 'No result found'.
- Attachments for Purchaser:** A section for adding attachments. It includes a 'Description' field, a 'File Name' field, and buttons for 'Browse' and 'Add Attachment'. A red arrow points to the 'Add Attachment' button.

### 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.



The screenshot shows the SAP Supplier Data Maintenance interface for 'Create Employee'. The main window is titled 'Create Employee' and contains several sections:

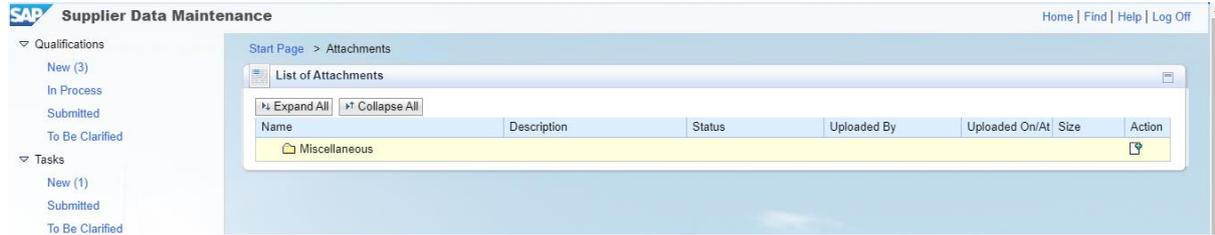
- Contact Details:** Fields for Title, Academic Title, \* First Name, \* Last Name, Function, Department, \* Language, \* E-Mail, \* Country / \* Phone Number / Extension, and Country / Fax Number / Extension.
- Data Privacy Statement:** A section with a checkbox for 'Yes, I have read the data privacy statement and accept the terms.' Below this is a text area for 'Customizing Information' with the following text: 'You can enter your own data privacy statement here. 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 your data privacy statement.'

### 3.3) Company

There are 4 tabs under Company section.

### 3.3.1) Annexes

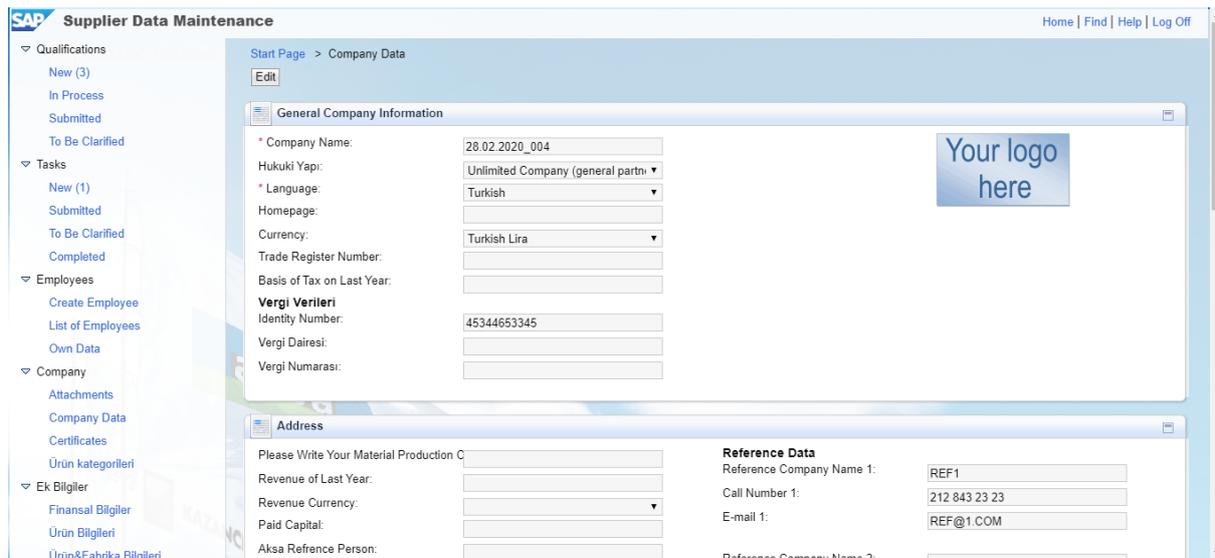
File can be added by clicking on Annexes field under Company section, selecting the files, which Supplier wants to share with Aksa companies, and clicking on "Add Annex" button.



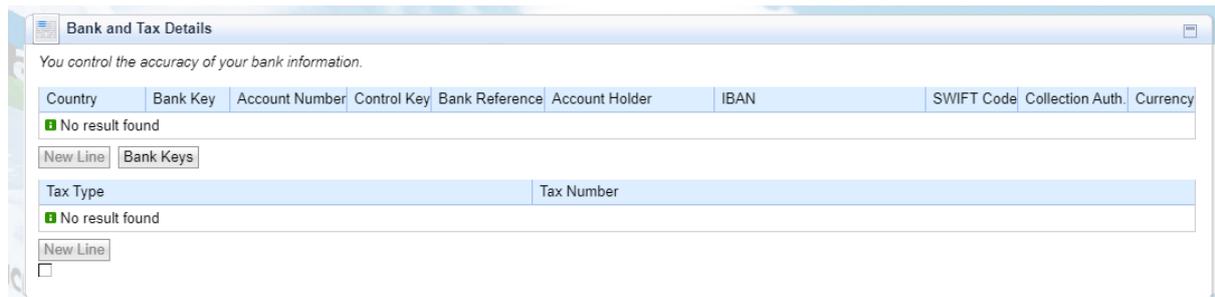
### 3.3.2) Company Data

Supplier can view or change its own data under Company data tab. This data are complementary to supplementary application 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.

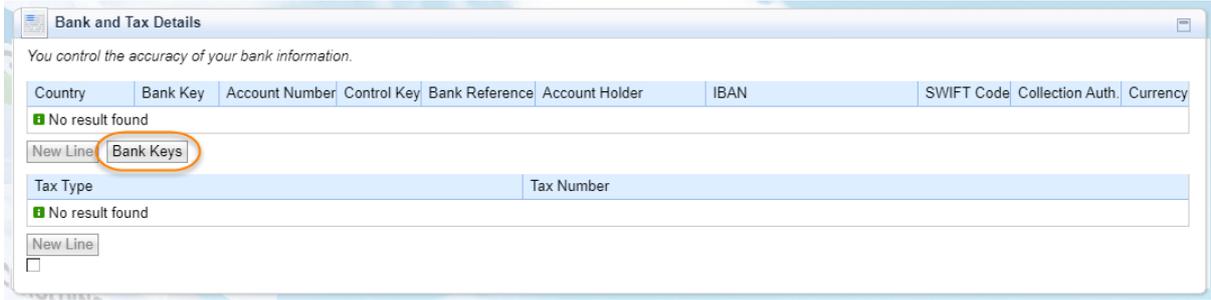
Keeping bank information always updated and accurate is under the responsibility of supplier's administrator account. Each and every purchase transaction, which is changed, added or deleted, is under the responsibility of purchasing personnel. Each changed field is subject to approval and if necessary, rejected.



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.

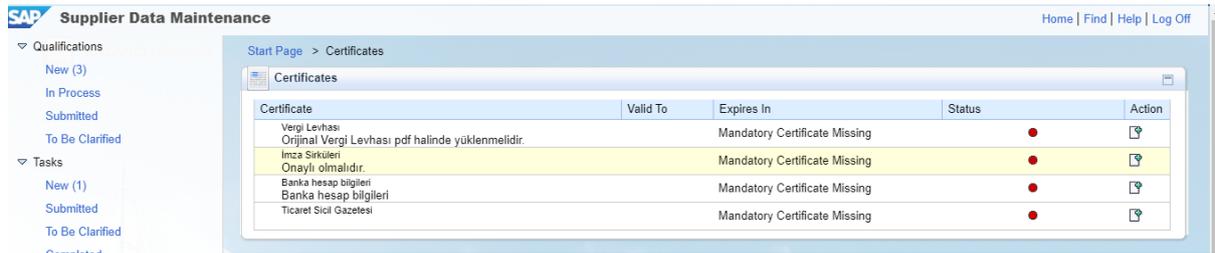


You can access to the relevant bank key by clicking on the "Bank key" on the bottom of the page.



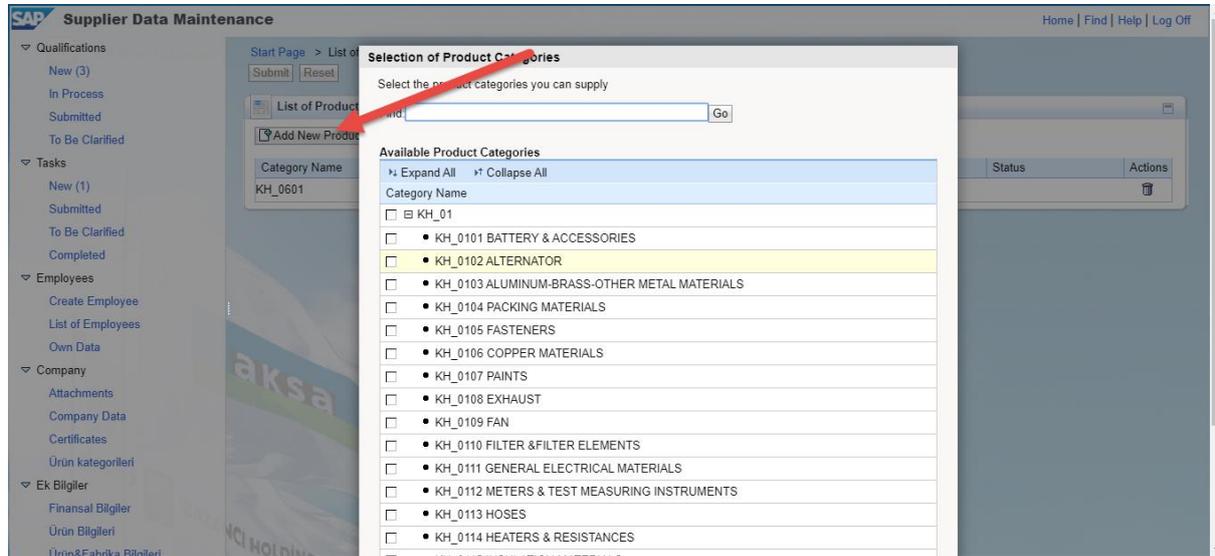
### 3.3.3) Certificates

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



### 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 Akxa companies, to which you did not apply before.



### 3.5) Additional Information Tabs

Information, which Akxa New 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.

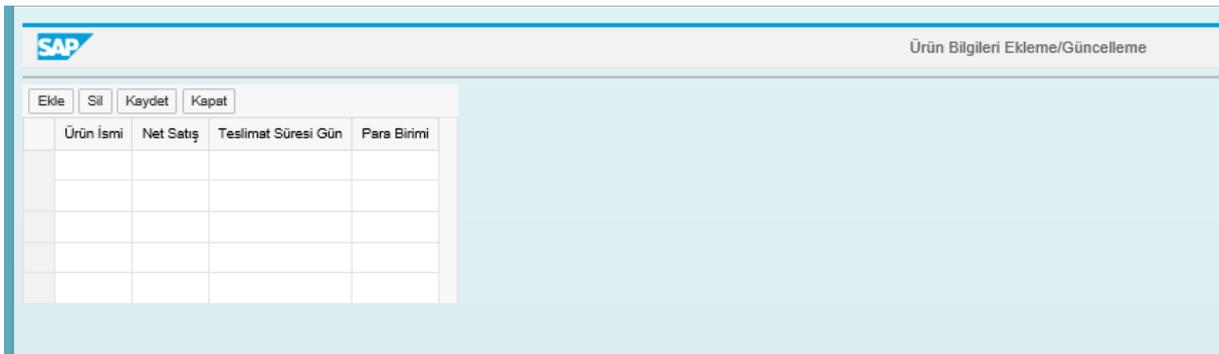


By clicking on Add button, a new line is added.

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.



### 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.



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.



The screenshot shows the SAP interface for 'Finansal Bilgiler Ekleme/Güncelleme'. It features a table with columns for 'Bölüm', 'Bu yıl', 'Geçen Yıl', '2 Yıl Önce', and 'Para Birimi'. The table contains the following data:

Bölüm	Bu yıl	Geçen Yıl	2 Yıl Önce	Para Birimi
İşletme Sermayesi	0,00	0,00	0,00	0,00
Net Sales	0,00	0,00	0,00	0,00
İthalat Oranı(%)	0,00	0,00	0,00	0,00
Net gelir	0,00	0,00	0,00	0,00
Equipment Investment	0,00	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.



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

By clicking on Delete button, added line is deleted.

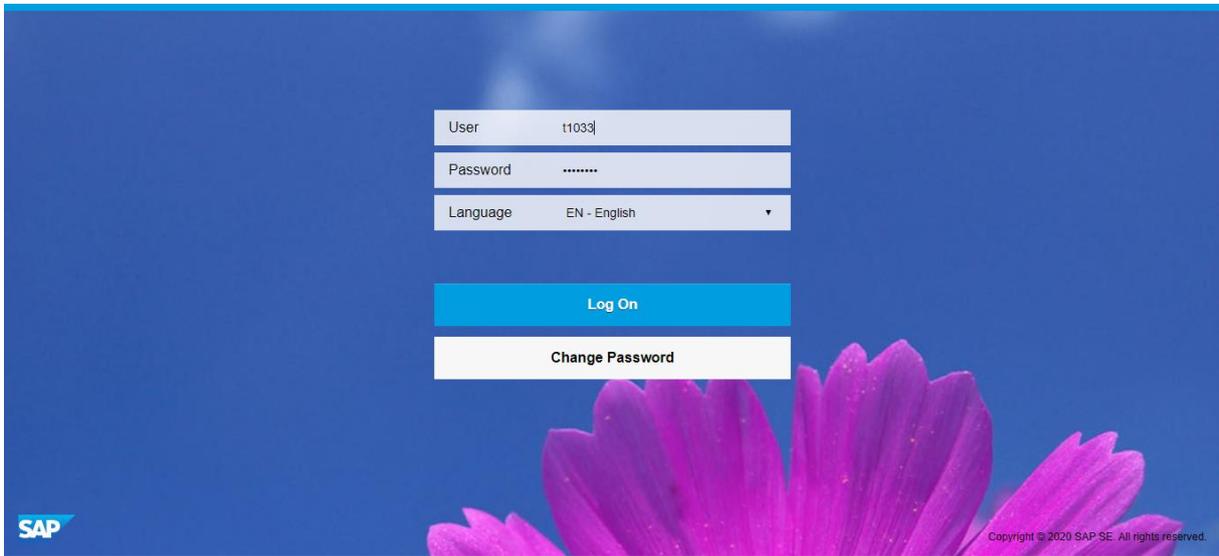
By clicking on Save button, the information entered is saved.

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



## 6)Resetting Password

If the password is forgotten, the password can be reset by clicking on [https://aksatedarik.kazanciholding.com.tr/s3q\\_ext](https://aksatedarik.kazanciholding.com.tr/s3q_ext) "Change password" button.



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.