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# Central Supplier Portal Training Document

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Supplier Guide

Prepared By:

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Fiz

Version/Date

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V1 – First Issue / 25.02.2020



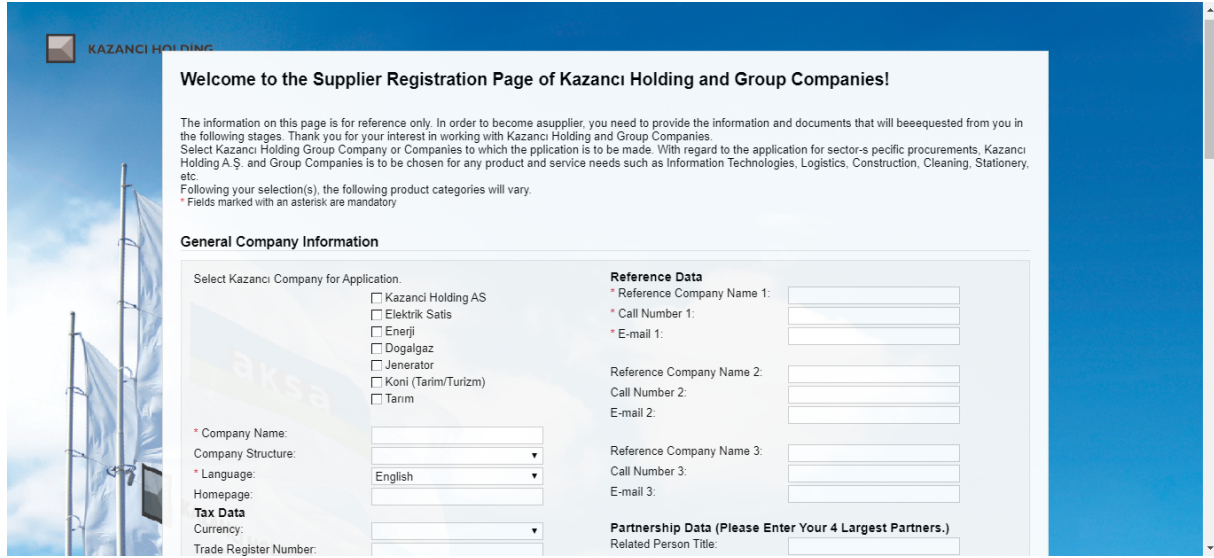
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## 1) Supplier Application Page

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)
- ☐ Tanım

\* 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:

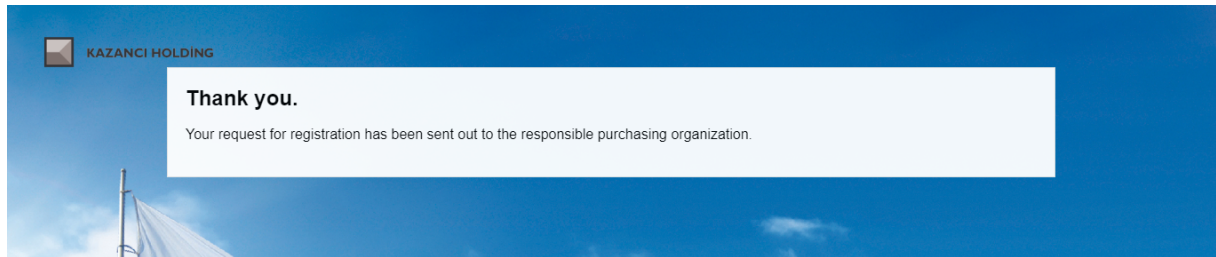
Call Number 3:

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.

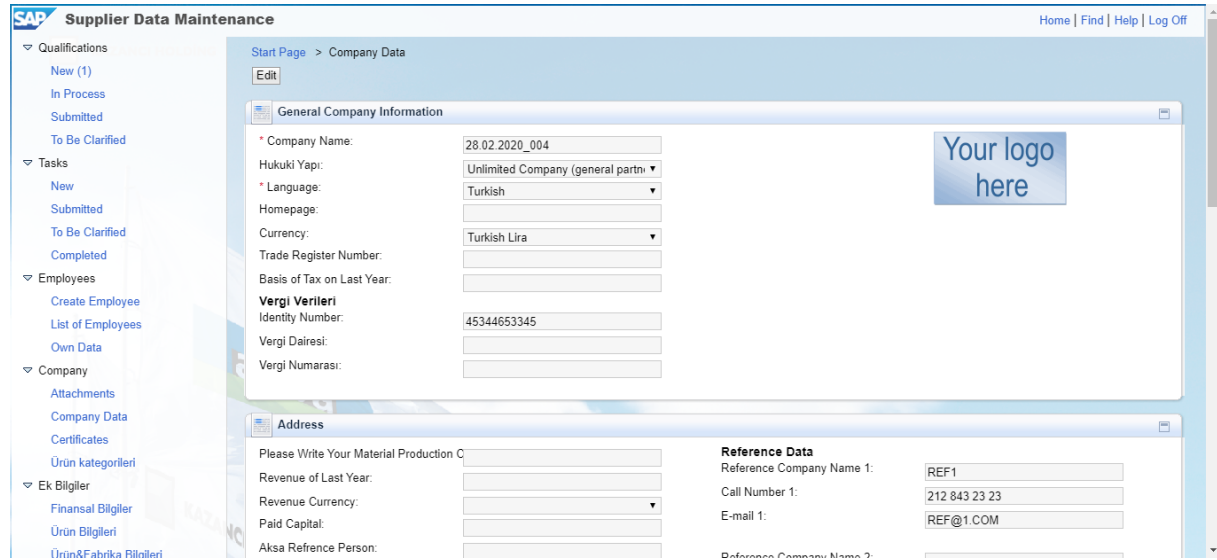
## 2. Supplier Portal Login

### 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.



**SAP Supplier Data Maintenance**

Start Page > Company Data

**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

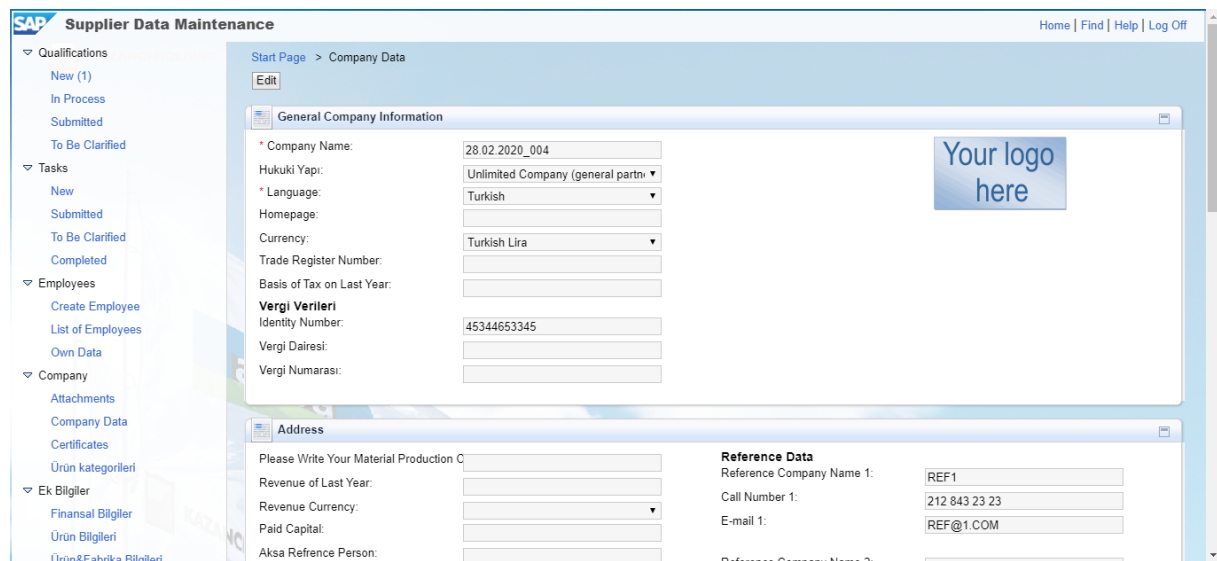
E-mail 1: REF@1.COM

## 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**

Start Page > Company Data

**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:

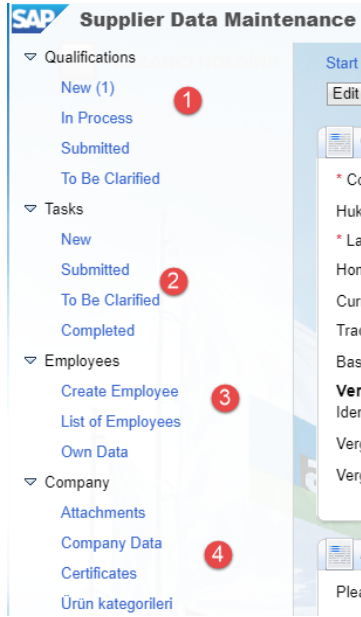
Aksa Reference Person:

**Reference Data**

Reference Company Name 1: REF1

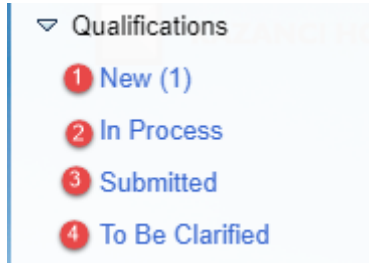
Call Number 1: 212 843 23 23

E-mail 1: REF@1.COM



### 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.

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

Qualifications **1**

- New (2) **2**
- In Process
- Submitted
- To Be Clarified

Tasks

- New
- Submitted

Start Page > List of New Qualifications

List of New Qualifications

Refresh

Name	Created On	Deadline	Status
Kazancı-Qualifications	05.03.2020	00.00.0000	New
Kazancı- Malzeme	28.02.2020	28.02.2020	New

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

**KAZANCI HOLDING** **SAP** **Kazancı-Qualifications**

Previous Next Edit Save Print Preview Close

Qualification: Kazancı-Qualifications  
Supplier: 28.02.2020\_004

Response Status: New  
Deadline: 05.03.2020  
Submission Date: -

1 2 3

Introduction Kazancı-Qualifications Data Privacy Statement

**Introduction**

Previous Next Edit Save Print Preview Close

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.

**KAZANCI HOLDING** **SAP** **Kazancı-Qualifications**

Previous Next Display Save Print Preview Close

Qualification: Kazancı-Qualifications  
Supplier: 28.02.2020\_004

Response Status: New  
Deadline: 05.03.2020  
Submission Date: -

1 2 3

Introduction Kazancı-Qualifications Data Privacy Statement

**1 Kazancı-Qualifications**

1.1 Do you have ISO9001 document?

☒ Yes  
☐ No  
☐ Not Applicable

Previous Next Display Save Print Preview Close



KAZANCI HOLDING SAP Kazancı-Qualifications

Qualification: Kazancı-Qualifications  
Supplier: 28.02.2020\_004  
Response Status: In Process  
Deadline: 05.03.2020  
Submission Date: -

1 Introduction 2 Kazancı-Qualifications 3 Data Privacy Statement

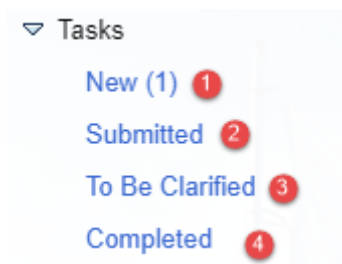
**Data Privacy Statement**

☒ Yes, I have read the data privacy statement and accept the terms.  
SE61 metni uyarlamada mevcut değil, sistem yönetimini bilgilendirin

Submit

### 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.



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

Start Page > New

List of New Tasks

Name	Processor	Created On	Due Date	Status
Test	28.02.2020_004 28.02.2020_004	05.03.2020	..	New

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.

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

Start Page > New > Task Details

Task Details

Name: Test

Due Date: ..

Status: New

Priority: Low

Description:

Communication

Communication with Purchaser:

05.03.2020 15:15:43 (TURKEY)  
(Gönderen: FİZ Satın Alma Çözümleri (Satın Alma))  
İş: Test

Message to Purchaser:

Attachments from Purchaser

File Name: No result found

Attachments for Purchaser

Description:

File Name: No file chosen

Browse Add Attachment

### 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.

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

Start Page > Create Employee

Create

Contact Details

Title:

Academic Title:

\* First Name:

\* Last Name:

Function:

Department:

\* Language:

\* E-Mail:

\* Country: / \* Phone Number: / Extension:

Country: / Fax Number: / Extension:

Data Privacy Statement

☐ Yes, I have read the data privacy statement and accept the terms.

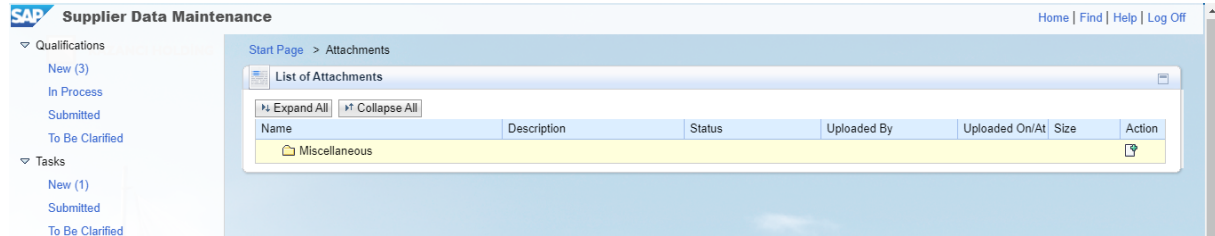
[Customizing Information:  
You can enter your own data privacy statement here.  
The text can, for example, state that the users agree to their data being saved and used.  
You can maintain a text for the data privacy statement in transaction SE61. In Customizing, you can make settings so that this text is used as your data privacy statement.]

### 3.3)Company

There are 4 tabs under Company section.

#### 3.3.1)Annexes

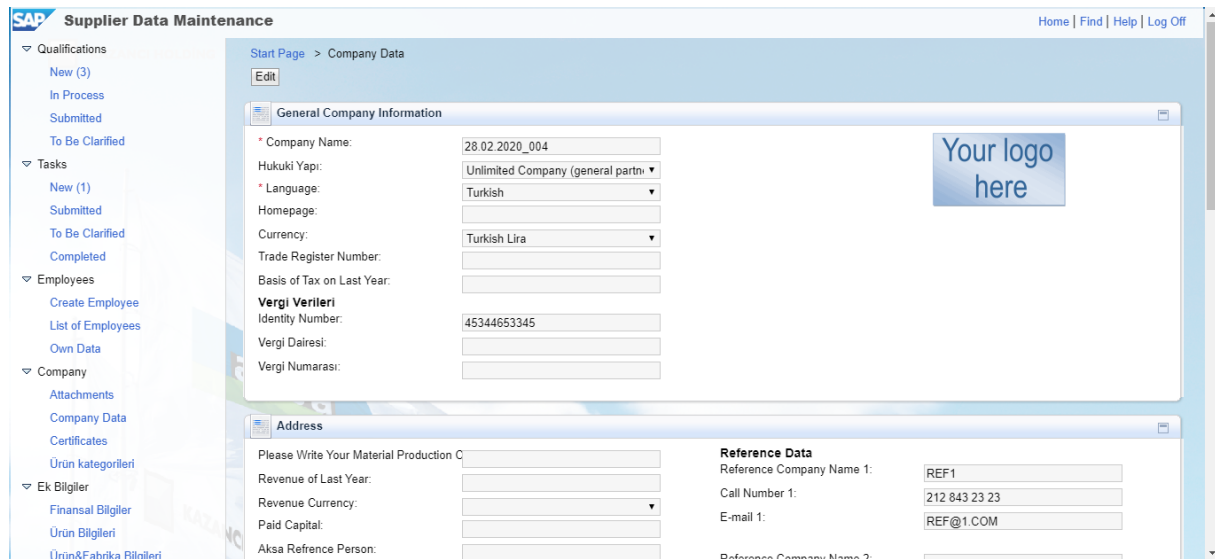
File can be added by clicking on Annexes field under Company section, selecting the files, which Supplier wants to share with Aksa companies, and clicking on "Add Annex" button.



The screenshot shows the 'Supplier Data Maintenance' interface with the 'Attachments' tab selected. The left sidebar lists 'Qualifications' and 'Tasks'. The main area displays a 'List of Attachments' table with columns: Name, Description, Status, Uploaded By, Uploaded On/At, Size, and Action. A single entry 'Miscellaneous' is visible under the 'Name' column.

#### 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.



The screenshot shows the 'Supplier Data Maintenance' interface with the 'Company Data' tab selected. The left sidebar lists 'Qualifications', 'Tasks', 'Employees', and 'Company'. The main area displays the 'General Company Information' and 'Address' sections. The 'General Company Information' section includes fields for Company Name, Hukukî Yapı, Language, Homepage, Currency, Trade Register Number, Basis of Tax on Last Year, Vergi Verileri, Identity Number, Vergi Dairesi, and Vergi Numarası. The 'Address' section includes fields for Please Write Your Material Production C, Revenue of Last Year, Revenue Currency, Paid Capital, Akxa Reference Person, Reference Company Name 1, Call Number 1, E-mail 1, and 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 Tax Details**

You control the accuracy of your bank information.

Country	Bank Key	Account Number	Control Key	Bank Reference	Account Holder	IBAN	SWIFT Code	Collection Auth.	Currency
No result found									
<input type="button" value="New Line"/> <input type="button" value="Bank Keys"/>									
Tax Type						Tax Number			
No result found									
<input type="button" value="New Line"/>									

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

**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 Code	Collection Auth.	Currency
No result found									
<input type="button" value="New Line"/> <input type="button" value="Bank Keys"/>									
Tax Type						Tax Number			
No result found									
<input type="button" value="New Line"/>									

### 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.

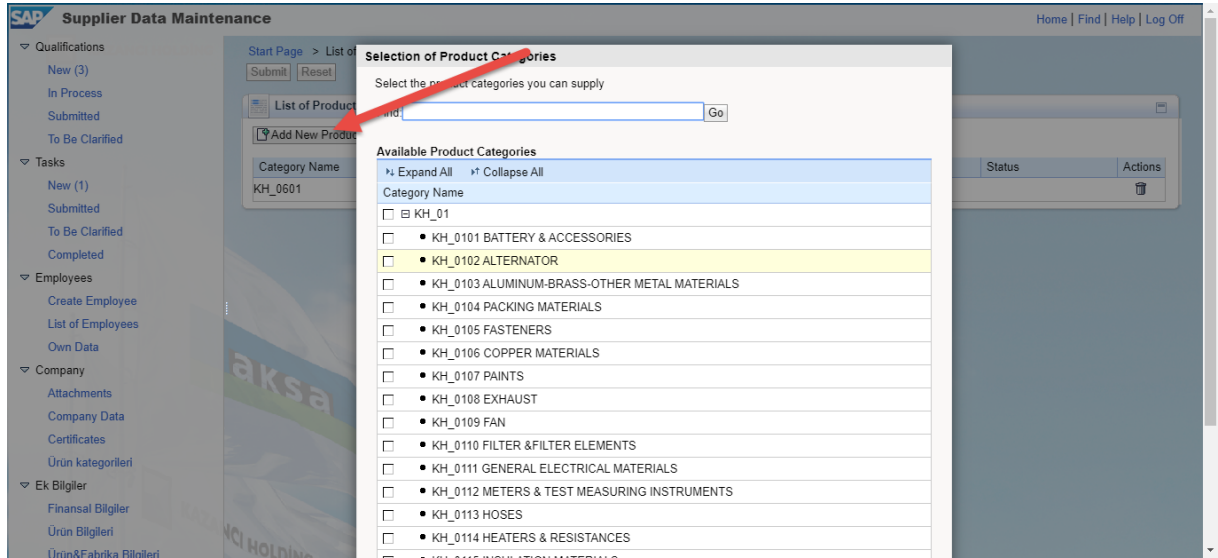
**SAP Supplier Data Maintenance** Home | Find | Help | Log Off

Start Page > Certificates

Certificate	Valid To	Expires In	Status	Action
Vergi Levhası			Mandatory Certificate Missing	
Örjinal Vergi Levhası pdf halinde yüklenmelidir.			Mandatory Certificate Missing	
İmza Sirküleri			Mandatory Certificate Missing	
Onaylı olmalıdır.			Mandatory Certificate Missing	
Banka hesap bilgileri			Mandatory Certificate Missing	
Banka hesap bilgileri			Mandatory Certificate Missing	
Ticaret Sicil Gazetesi			Mandatory Certificate Missing	

### 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.



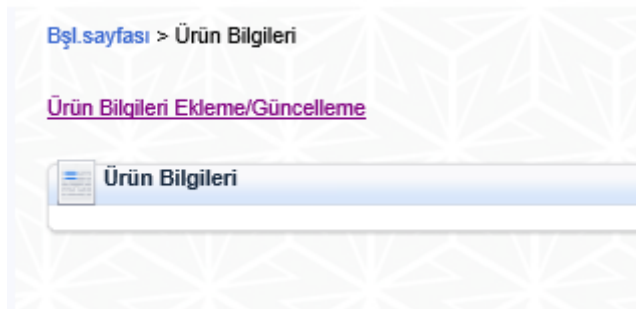
### 3.5) Additional Information Tabs

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



#### 3.4.1) Product Information

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

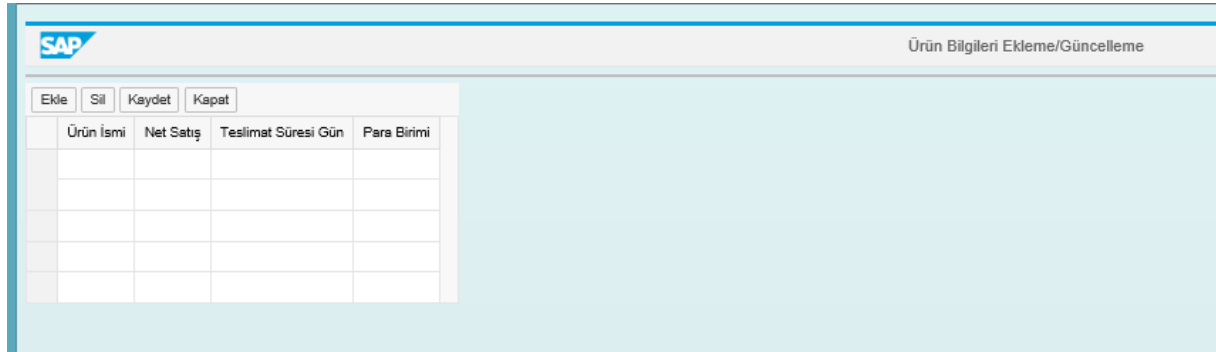


By clicking on Add button, a new line is added.

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.



SAP Ürün Bilgileri Ekleme/Güncelleme

Ekle Sil Kaydet Kapat

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.



Böl.sayfası > Finansal Bilgiler

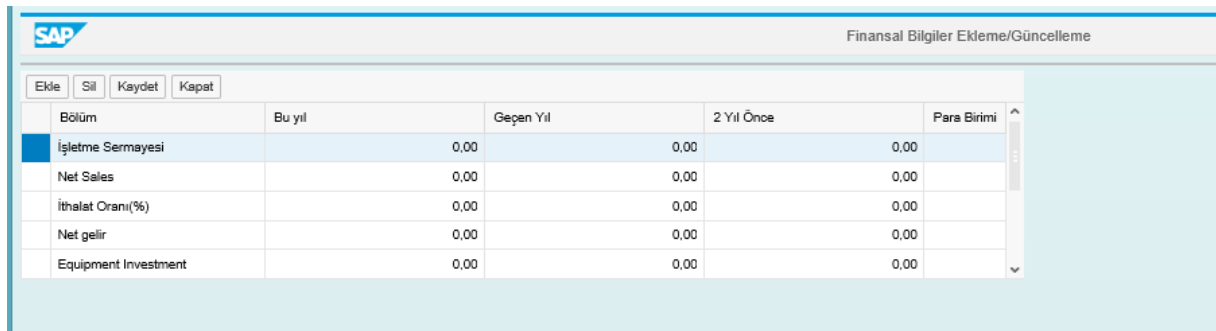
[Finansal Bilgiler Ekleme/Güncelleme](#)

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.



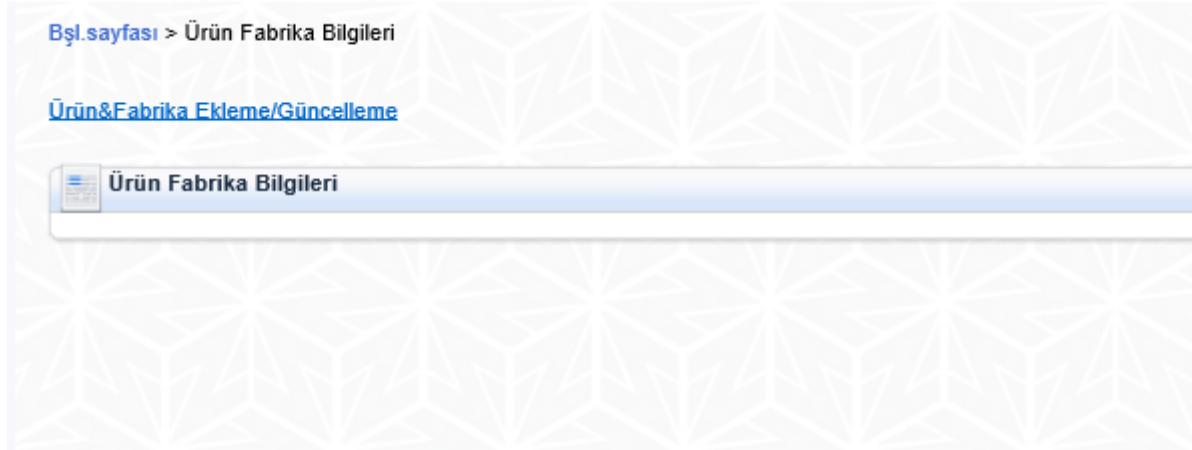
SAP Finansal Bilgiler Ekleme/Güncelleme

Ekle Sil Kaydet Kapat

Bölüm	Bu yıl	Göçen 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.

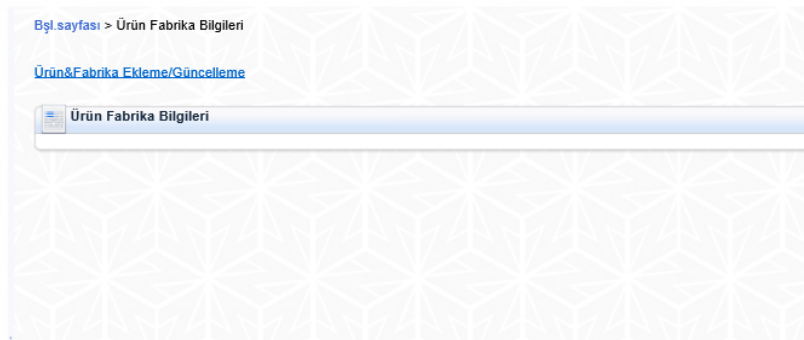


By clicking on Add button, a new line is added.

By clicking on Delete button, added line is deleted.

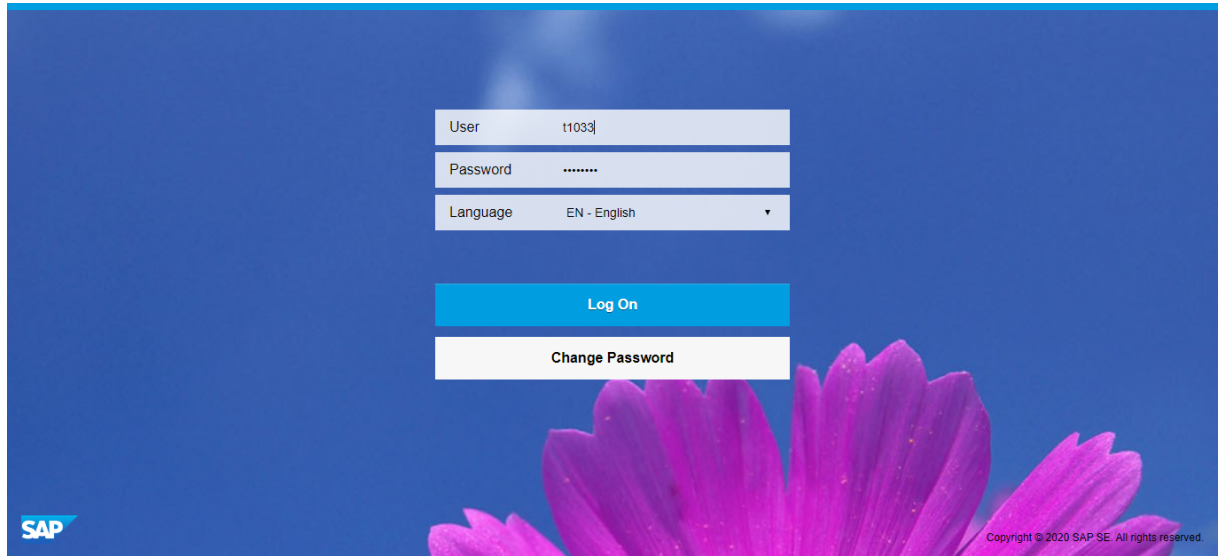
By clicking on Save button, the information entered is saved.

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.



User t1033

Password \*\*\*\*\*

Language EN - English ▼

Log On

Change Password

SAP

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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.