Central Supplier Portal Training Document

Supplier Guide

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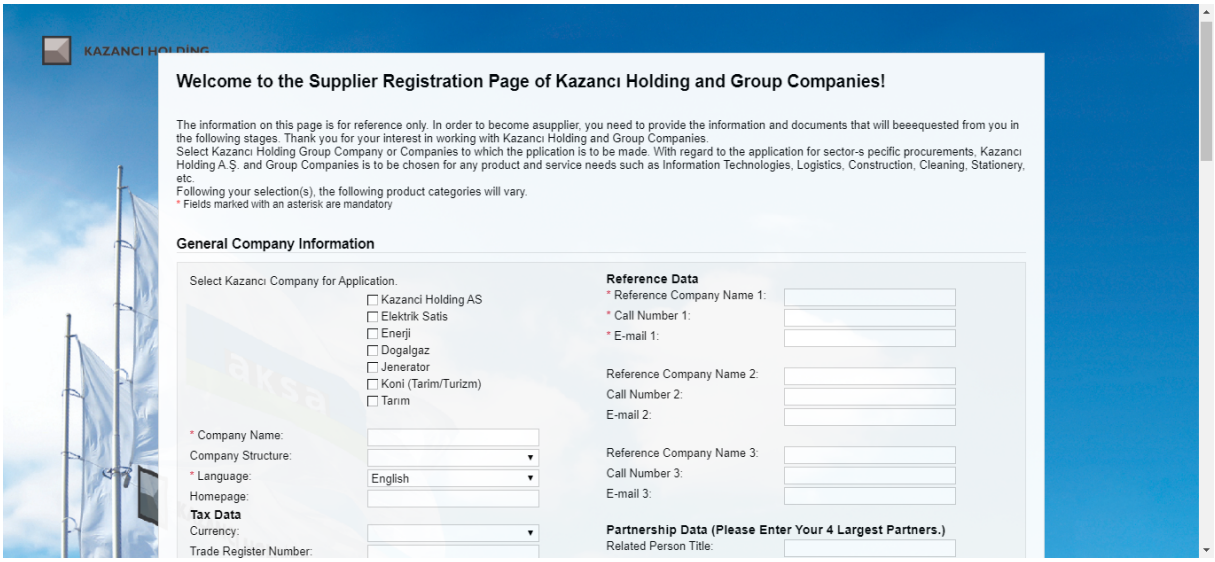
Contents

1) Supplier Application Page 3
2.Supplier Portal Login 4
2.1 Receiving an E-mail After Application Approval 4
3) Aksa Supplier Portal- Master Data Maintenance 5
3.1)Qualifications 6
3.1.2)Answering the Survey and Sending to the Responsible Person 6
3.2)Tasks 8
3.2.1)completing the Task and Submitting to the Relevant Purchase Manager 8
3.2) Personnel 9
3.3)Company 10
3.3.1)Annexes 10
3.3.2) Company Data 10
3.3.3)Certificates 11
3.4) Product Categories 11
3.5) Additional Information Tabs 12
3.4.1)Product Information 12
3.4.2)Financial Information 13
3.4.3)Product Factory Information 13
6)Resetting Password 14

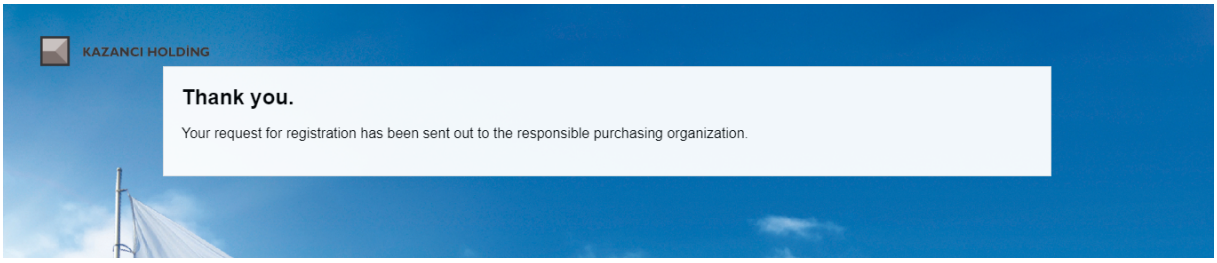
1) Supplier Application Page

Companies which would like to work with Kazanci firms must make an application by accessing to Kazancı Supplier Portal from the link 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.



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.



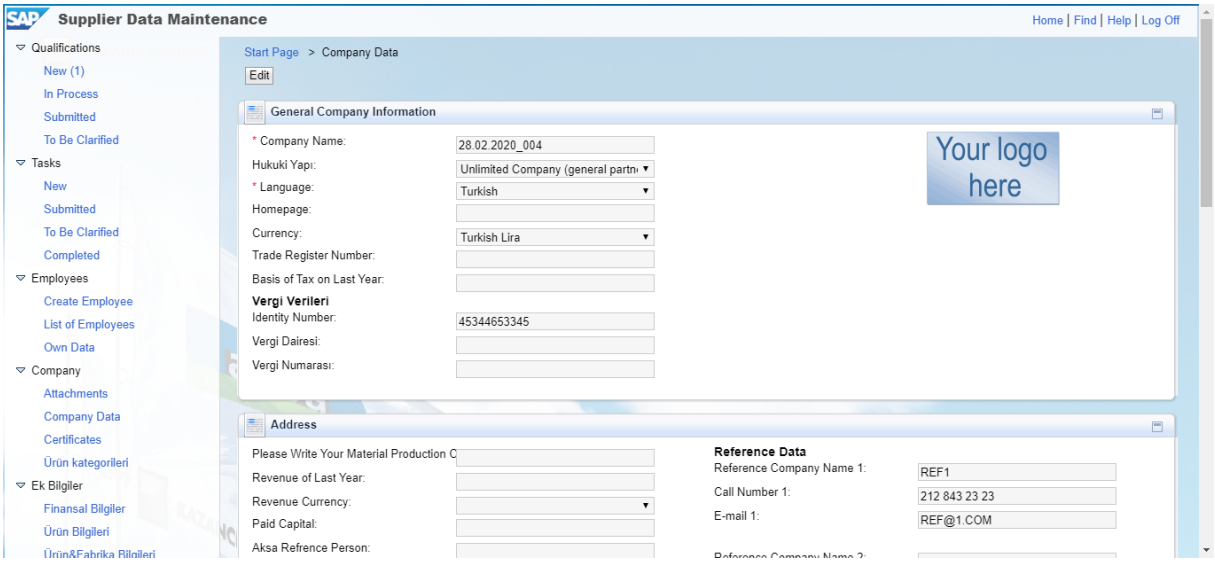
2.Supplier Portal Login

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.

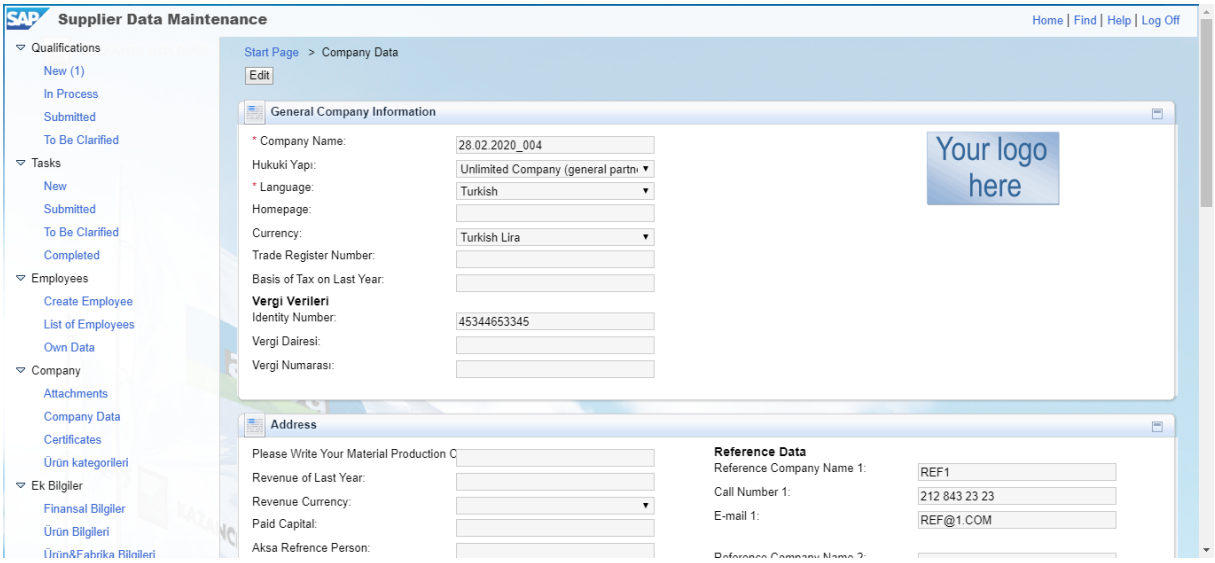


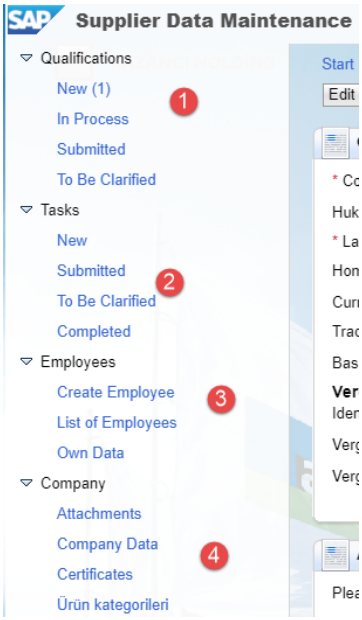
2.3 Supplier Portal Login

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 link with the user name and password you created.





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.

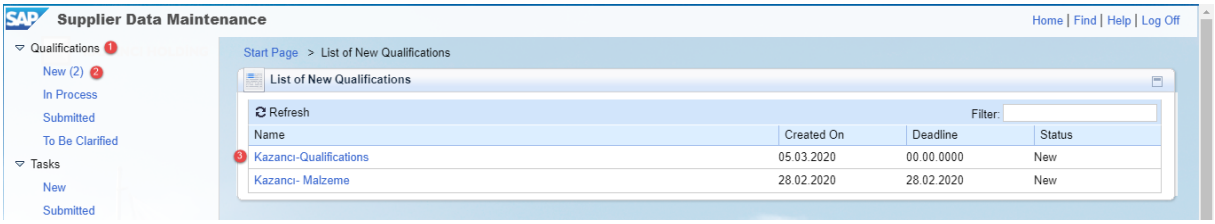
(2) Processing: In this tab, the surveys which you haven't submitted to the purchase manager, are displayed.

(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

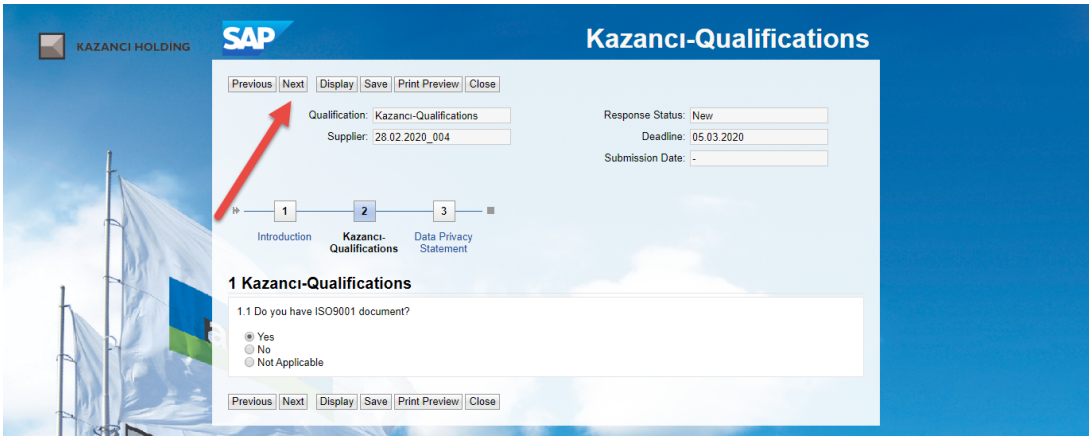
'New' button under Qualification tab is clicked. The survey to be filled is selected.



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

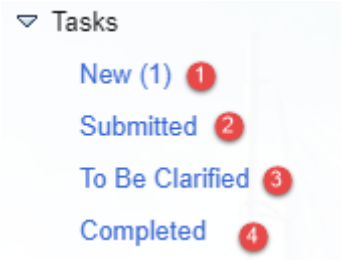
After Continue button is clicked, the survey screen opens. Questions are answered.

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.

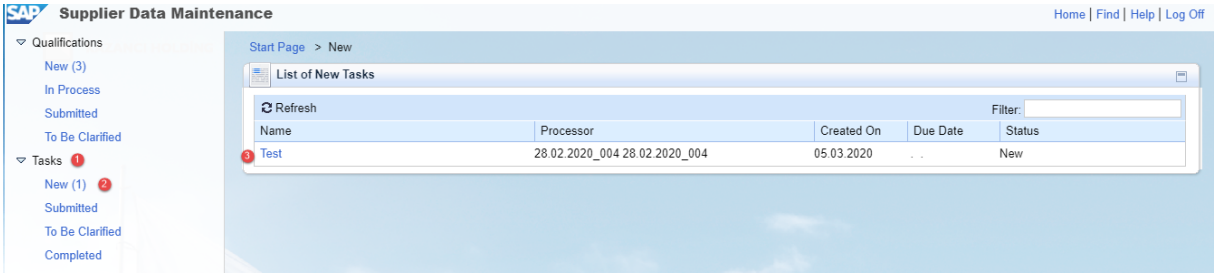
(2) Sent : Tasks, the status of which are not categorised as completed by the purchase manager, are given in this task.

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

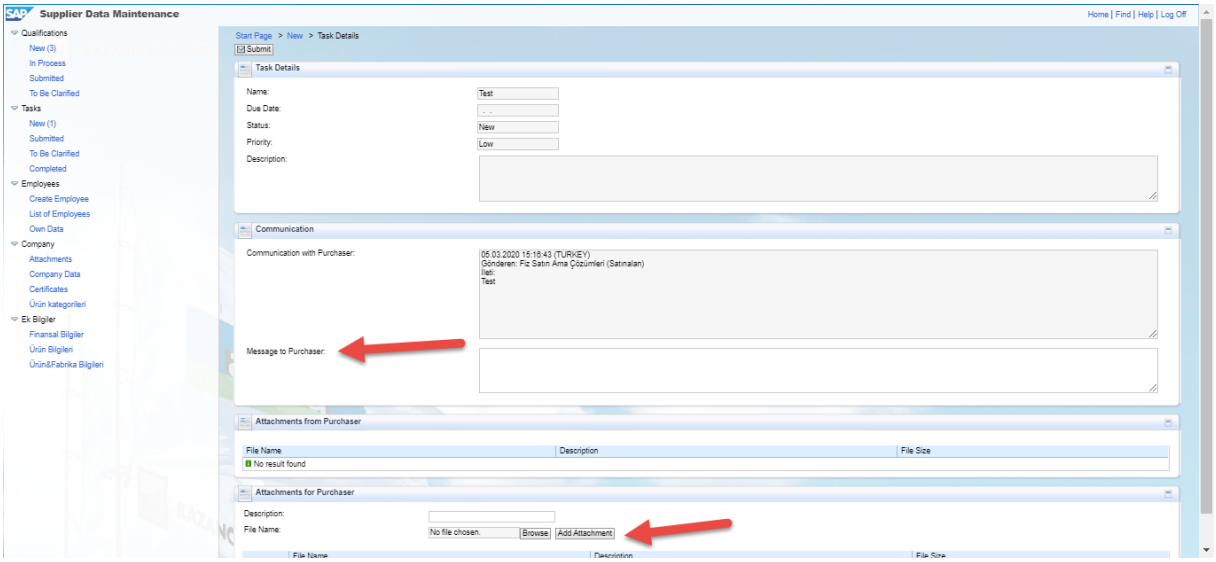
(4) Completed: Completed tasks are displayed in this tab.

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.

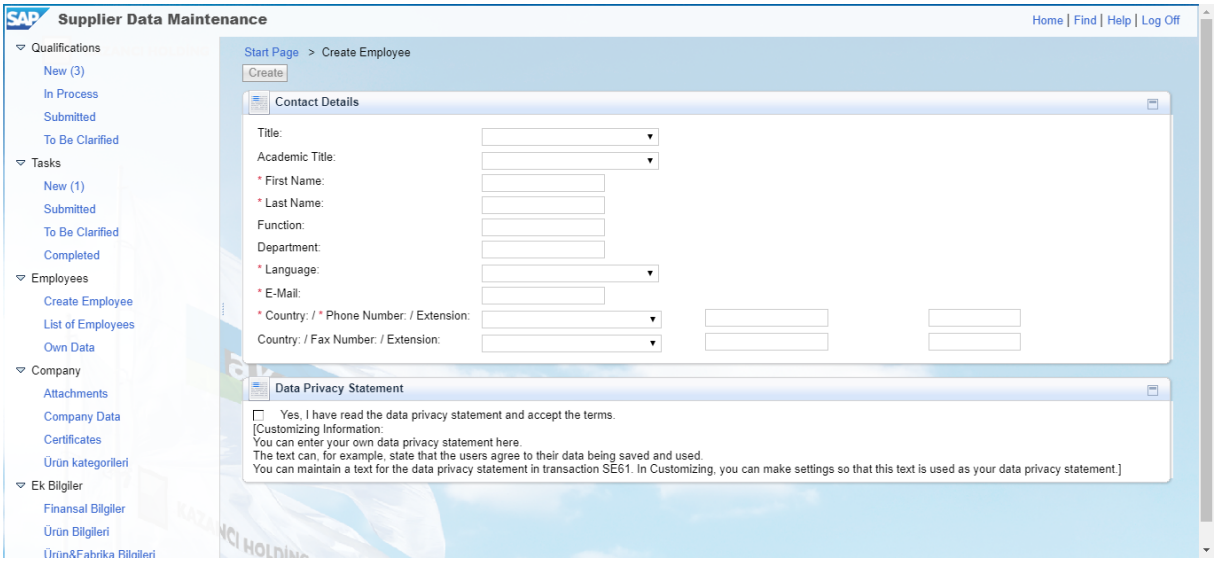


After selected task is clicked, the task is filled out as requested by the purchase manager. If you want, you can perform this operation by attaching an annex or entering a text to 'communication with the buyer' section.



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.

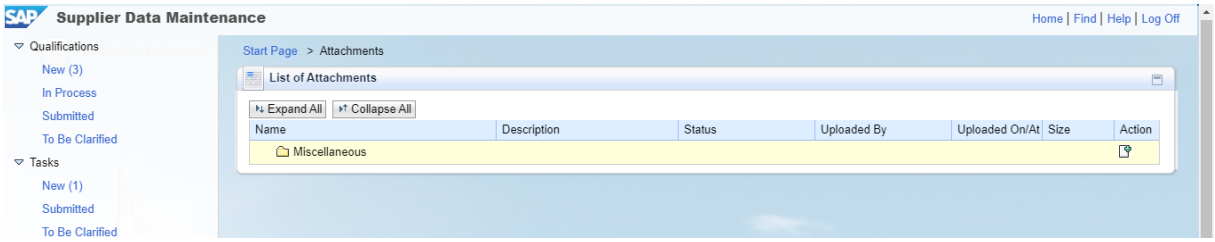


3.3)Company

There are 4 tabs under Company section.

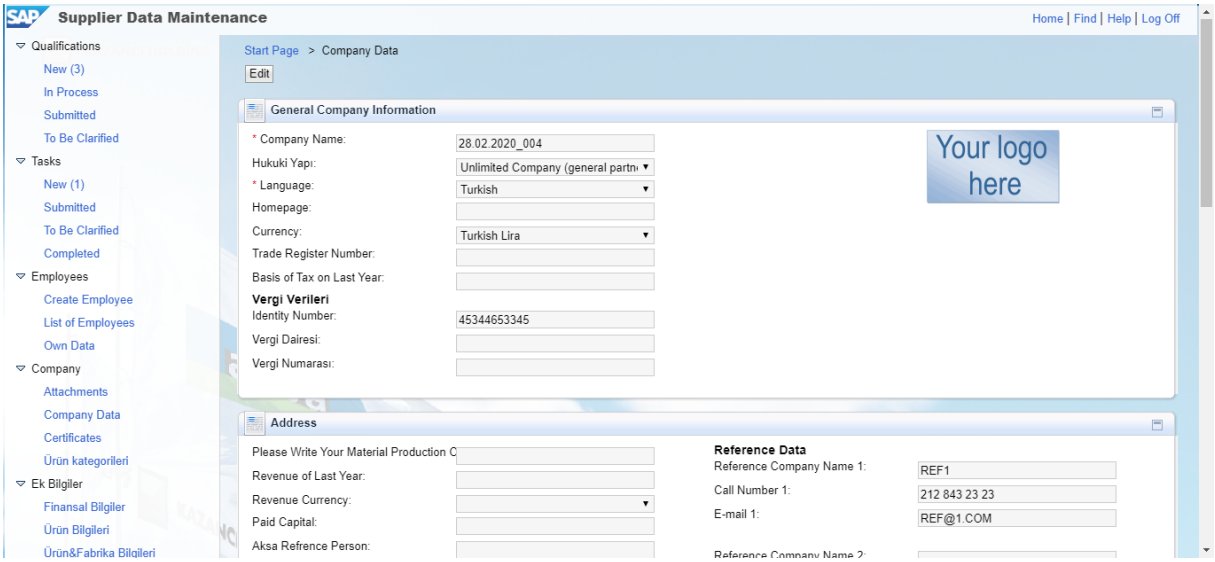
3.3.1)Annexes

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.

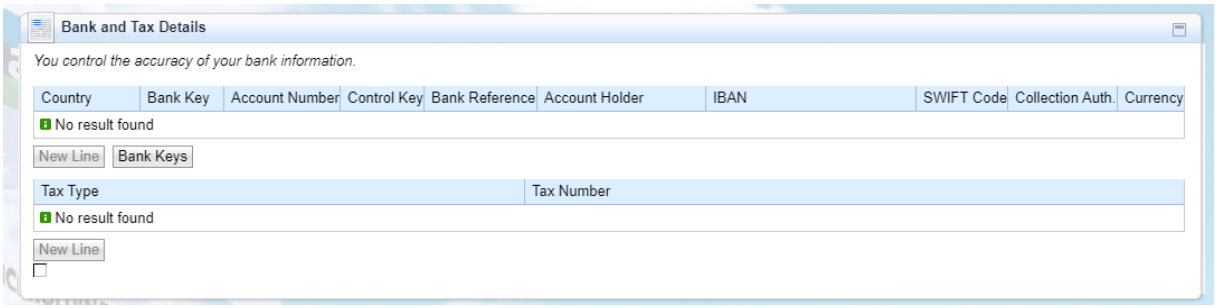


3.3.2) Company Data

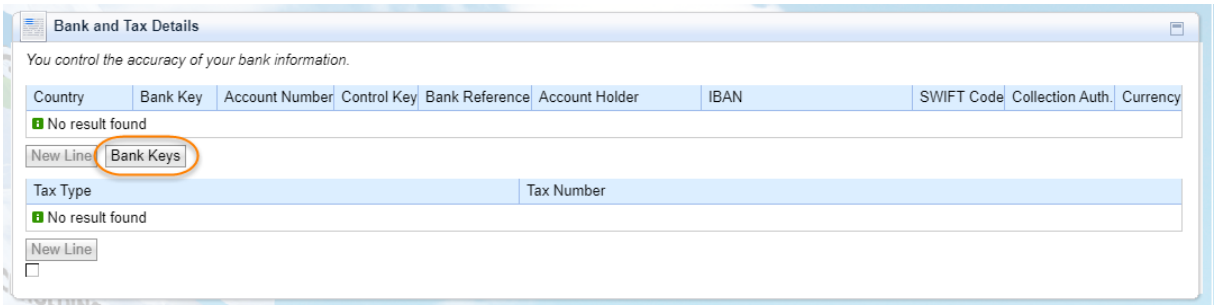
Supplier can view or change its own data under Company data tab. This data are complementary to supplementary ap plication form, and the first data submitted is saved automatically. If they are not filled in the original application form or if it is a newly added field, the supplier's manager must fill 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.



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.

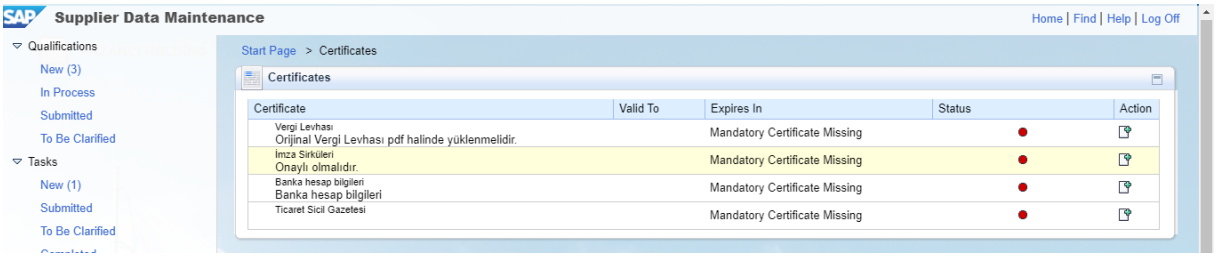


You can access to the relevant bank key by clicking on the "Bank key" on the bottom of the page.



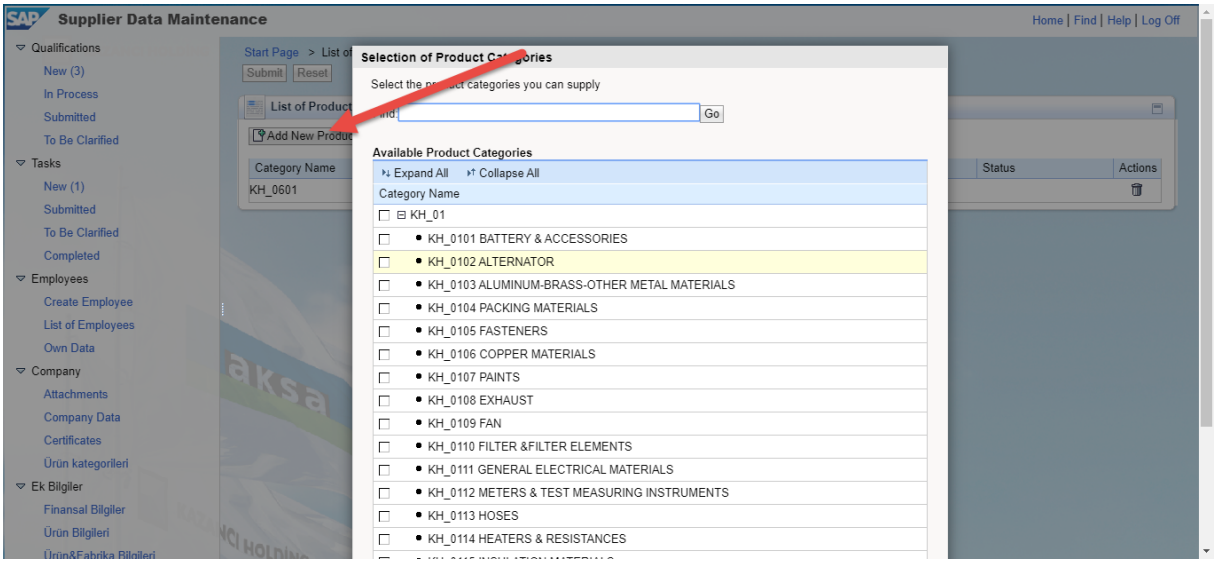
3.3.3)Certificates

Certificates are documents, which are requested by Aksa 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 Aksa companies, to which you did not apply before.

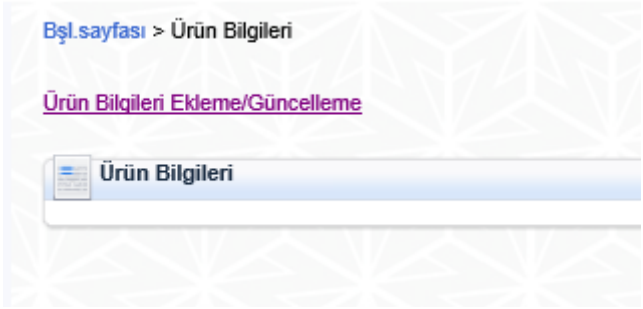


3.5) Additional Information Tabs

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.

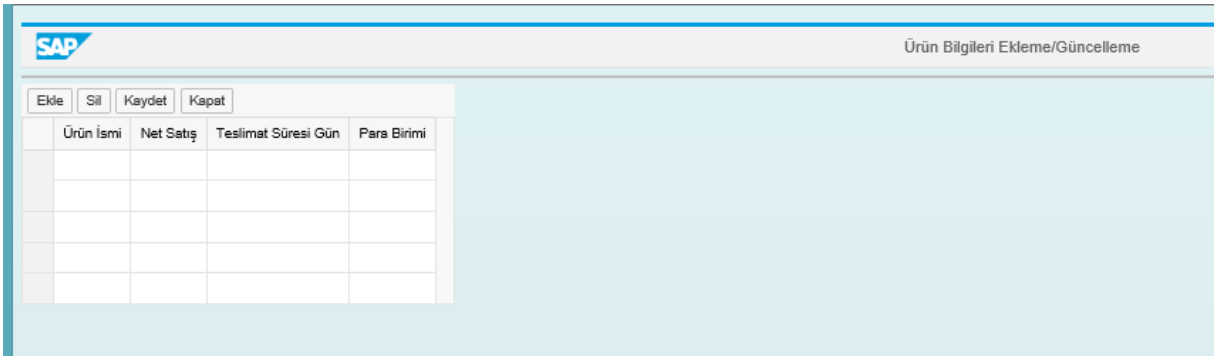


By clicking on Add button, a new line is added.

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.



3.4.2)Financial Information

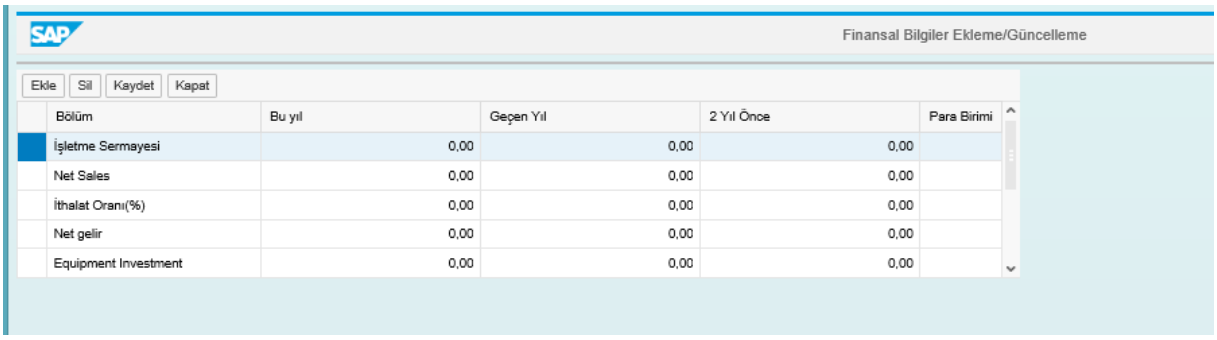
In this section, the Supplier fills out the requested information by clicking on "Add/Update Financial Information" text and saves the changes made by clicking on "Save" button.

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

By clicking on Delete button, added line is deleted.

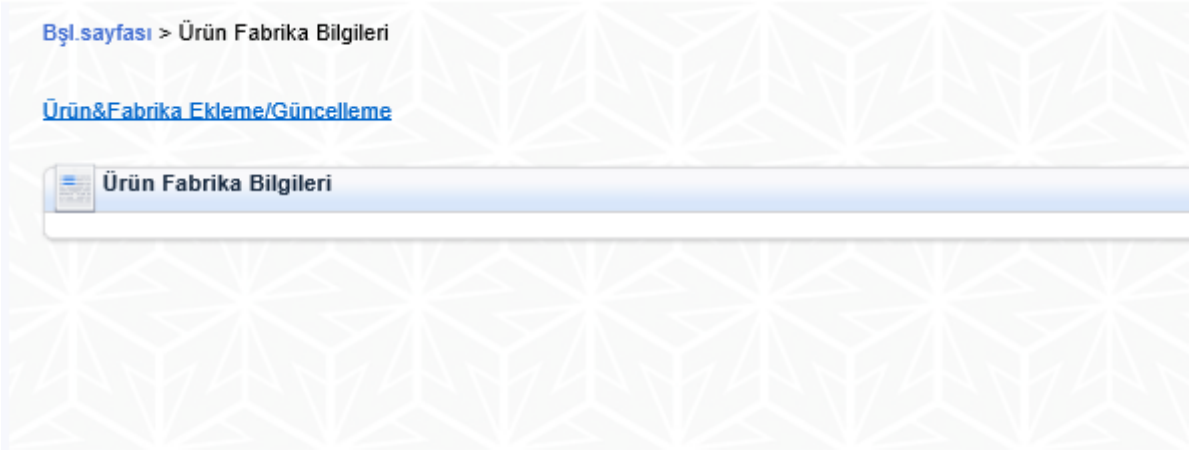
By clicking on Save button, the information entered is saved.

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



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.

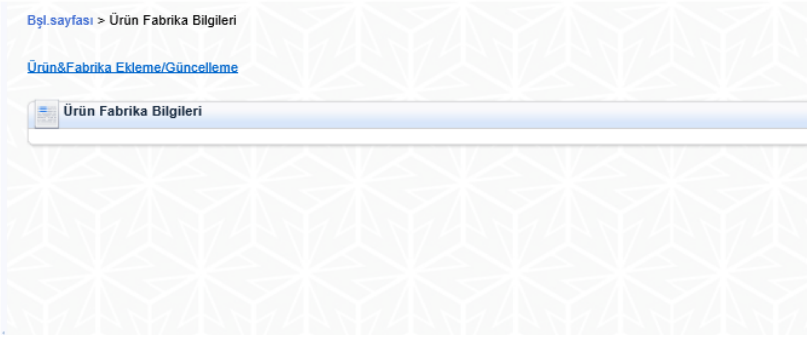


By clicking on Add button, a new line is added.

By clicking on Delete button, added line is deleted.

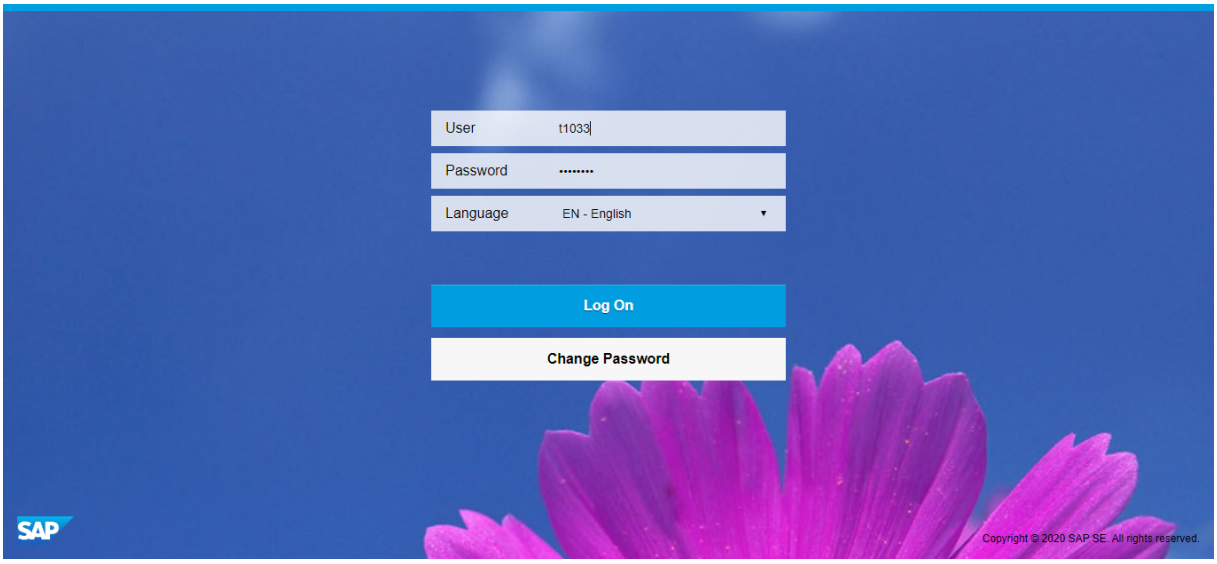
By clicking on Save button, the information entered is saved.

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 "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.