



SUPPLIER PORTAL

SUPPLIER USER MANUAL

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1)Registration Page

Suppliers who want to have business with Group Company of Zorlu, should register via firmaların https://slc.zorlu.com/slc_selfreg link. All potential supplier should complete the registration form, presented and supported by SAP SLC (Supplier Lifecycle Management) system.

Welcome to Group Company of Zorlu Registration Page !

Please kindly complete supplier registration page and provide all requested information. Your information will be saved to Zorlu database. This database is the first place Zorlu look for new suppliers. This is the first step to be a Zorlu supplier. Thank you for your interest in doing business with Zorlu.

* Fields marked with an asterisk are mandatory

General Company Information

*You must choose a company.

☐ Zorlu Holding A.Ş.
☐ Zorlu Gayrimenkul
☐ Korteks Mensucat Sanayi Ti
☐ Zorluteks Tekstil A.Ş.
☐ Zorlu Enerji A.Ş.
☐ Vestel Beyaz Eşya San. Ve T
☐ Meta Nikel Kobalt A.Ş.
[Vestel Electronics Registration](#)

* Company Name:
* Legal form:
* Language:
Number of employee:
Foundation year:
Open/Closed area (m²):
Business registration number:
Homepage:
Are you electronic bill payer?:
Are you bill of lading payer?:
Shareholder Information
Company owner:
/ Company Owner's Per:
Revenue last year:
Currency of revenue last y:
Revenue last year (Euro):
Is your company one of the:
Zorlu Group companies' suppliers
References
Reference company name:
Reference's phone number:
Reference's e-mail:
Reference company name:
Reference's phone number:
Reference's e-mail:
Reference company name:
Reference's phone number:
Reference's e-mail:
Completed Works
Completed work information 1:

Field marked with (*) and adding at least one Product Category are mandatory requirements of this form. After reading “Data Privacy statement”, registration can be completed and sent by clicking “send” button. By doing this action, you will see a “thank you” message which implies that the registration is successfully completed to Zorlu side.

Thank you.

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

2)Logon Page

2.1)Notifications After Registration Approval

All registration triggers a work flow on Zorly side. In other word, all registration forms will be analyzed and replied as rejected or approved. If Zorly approves the registration form, then the related supplier becomes a “potential supplier” for Zorlu. Also the potential supplier will be informed about their temporary username, login-link and password with separate mails..

2.2)Create Responsible User

By using temporary username and password you will have access the page given below, which enable the supplier to create one responsible user on Zorlu Supplier Portal.

User Registration

Welcome to the User Registration page.
After you have filled out the required fields, you will be created as an administrator user for your company.
The prerequisite for this is that your company has been registered with us.
* Fields marked with an asterisk are mandatory

Contact Details

Title:		Phone Number / Extension:	545454544545
First Name:	gfgf	Fax Number / Extension:	
Last Name:	gfgfg	E-Mail:	gfgfgfgfgfgfg@212112.com
Position:		Language:	English
Department:		Country:	Turkey
Title:			

Create Your Administrator Account

* User:

* Password:

* Confirm Password:

Formats and Settings

Date Format: DD.MM.YYYY

Decimal Format: 1.234.567,89

Time Zone:

Data Privacy Statement

☐ I have read the [data privacy statement](#) and [personel data protection law](#) accept the terms.

[Previous](#) [Next](#) [Cancel](#) [Save](#)

2.3)Login

After clicking create button, supplier will see a confirmation page as shown above. Either clicking “Login” link above or entering Zorlu Supplier Portal, suppliers can login the system with created username and password. Also supplier can user http://slc.zorlu.com/s3q_ext link.

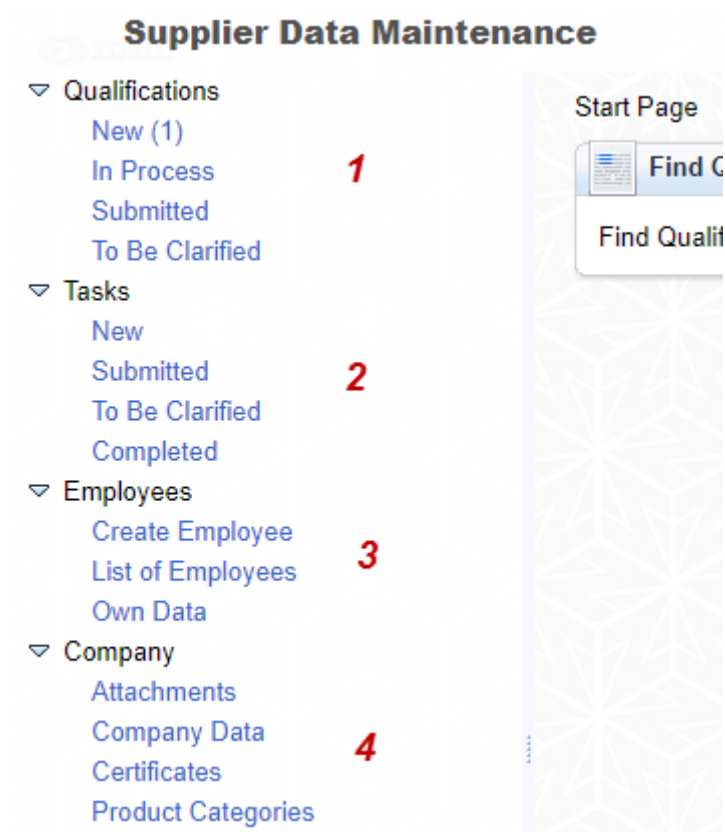
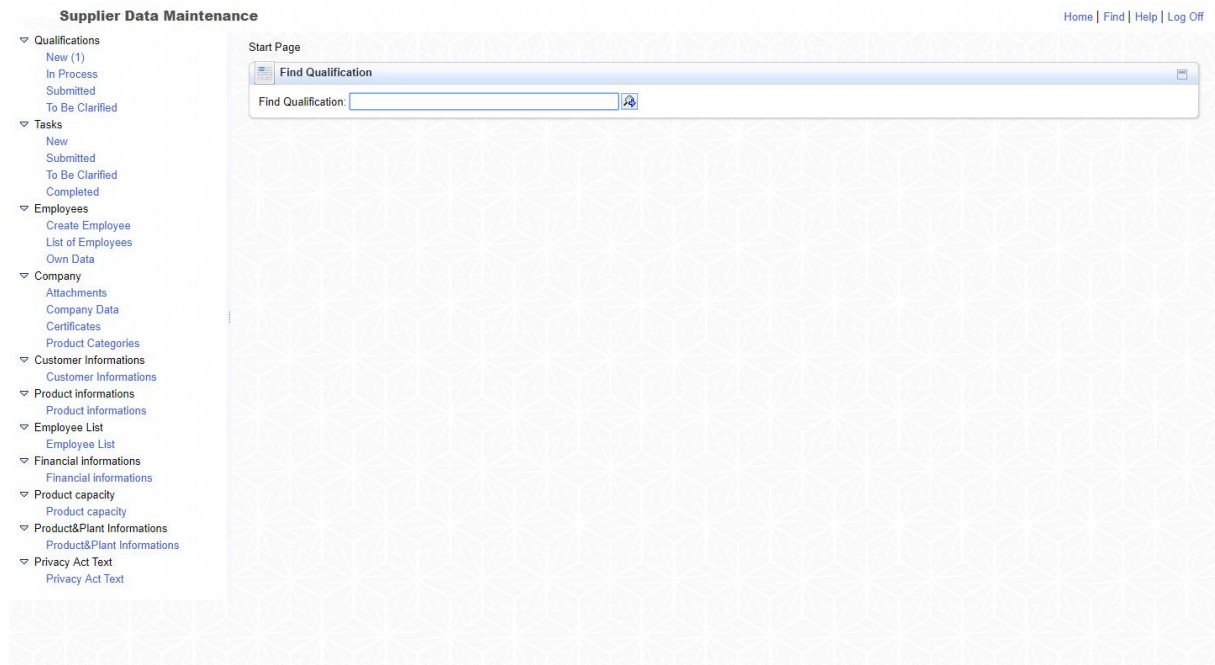
Your administrator account has been created.

Please continue here: [Login](#)

Please save a copy of this link for future processing.

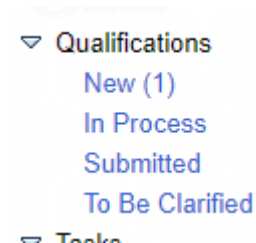
3) Zorlu Supplier Portal- Supplier Data Maintenance

There are 4 general categories that suppliers can reach in SLC homepage (listed leftside of the homepage). These categories can be listed as Qualificaitons, Tasks, Employees, Company. The supplier company can access and view all the information on these pages or make changes within the information of the Purchasing Responsible. You can login with the username and password you created with the http://slc.zorlu.com/s3q_ext link.



3.1)Qualifications

There are four standard queries, which are new, in process, submitted and to be clarified. If new is selected as shown above, the expected new qualifications will be listed. By clicking the related questionnaire link, you can directly open the survey:



(1) New: There are surveys that are expected to be answered by your purchasing managers in this tab.

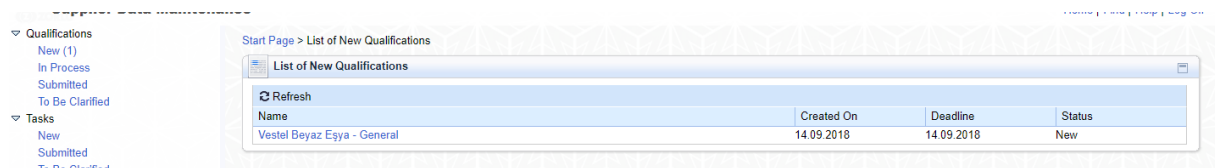
(2) Processed: There are surveys that you have not responded to in this section, for which you have not yet submitted a survey.

(3) Submitted: There are surveys that you have answered to this tab that have reached your purchasing responsibility.

(4) To Be Clarified : There are surveys that you answer to this tab and require clarification by your purchasing manager.

3.1.2) Answering the questionnaire and sending it to the responsible person

If new is selected as shown above, the expected new qualifications will be listed. By clicking the related questionnaire link, you can directly open the survey:.



Here supplier are free to change the language. Click next button to proceed:

ZORLU

VESTEL BAYAZ EŞYA GENEL DEĞERLENDİRME

Previous Next Display Save Print Preview Close

Qualification: Vestel Beyaz Eşya - General
Supplier: Vestel Ömek 32323

Response Status: New
Deadline: 14.09.2018
Submission Date: -

1 2 3
Introduction Vestel Beyaz Eşya General Data Privacy Statement

Introduction

* Fields marked with an asterisk are mandatory

The questionnaires can be answered in the following languages:

Language: English

Previous Next Display Save Print Preview Close

After the Continue button is pressed, the poll screen opens. The questions are answered.

ZORLU

VESTEL BAYAZ EŞYA GENEL DEĞERLENDİRME

Previous Next Display Save Print Preview Close

Qualification: Vestel Beyaz Eşya - General
Supplier: Vestel Ömek 32323

Response Status: New
Deadline: 14.09.2018
Submission Date: -

1 2 3
Introduction Vestel Beyaz Eşya General Data Privacy Statement

1 Social Compliance

*1.1 Please state the number of white-collar and blue-collar employees in your company.

*1.2 Please state the number of blue-collar and white-collar employees working in the Quality, R&D, Production and Management departments at your company.

*1.3 Do you have any immigrant employees?

☐ Yes
☐ No

Previous Next Display Save Print Preview Close

After the questions are answered, press the continue button again. On the screen that pops up, the privacy conditions field is filled and the send button is pressed.

3.2)Tasks

If the supplier is assigned any task, it can be followed from the related query under this category. ie. The picture below shows a new task assignment.

Tasks

New **1**
Submitted **2**
To Be Clarified **3**
Completed **4**

(1) New: There are tasks for which you are expected to complete by purchasing your account.

(2) Submitted: There are tasks that have not yet been withdrawn from your completed status by your purchasing account that you send to this tab.

(3) To BE Clarified: There are duties that are expected to be explained by your purchasing responsibilities to this tab.

(4) Completed: This tab contains your completed tasks.

3.2.1) Completion of the task and submission to the relevant purchasing responsible

Tasks are clicked on the new tab under the tab. The task to be sent is selected.

Name	Processor
Task 1	dsddsds dsdsdsds

By clicking the related task link above you can reach the detail task page.

Start Page > New > Task Details

☒ Submit

Task Details

Name:

Due Date:

Status:

Priority:

Description:

Communication

Communication with Purchaser:

Message to Purchaser:

3.2) Employees

On this page, master data of the responsible contact person of the company is stored and displayed. Contact person should keep this page update. If any changes occurs, Zorlu side will analyze and Zorlu have right to confirm and reject the changes.

Start Page > Create Employee

Messages

Information: User creation only possible for existing and accepted contact persons

Contact Details

Title:

Position:

* First Name:

* Last Name:

Title:

Department:

* Language:

* E-Mail:

* Country: / * Phone Number: / Extension:

Country: / Fax Number: / Extension:

Data Privacy Statement

☐ I have read the [data privacy statement and personel data protection law](#) accept the terms.
Zorlu Holding A.Ş.



3.3) Company

There are 4 sub-tabs under the Company section.

3.3.1) Attachments

Click on the Attachments field under the Company section and select the files you want to share with the Zorlu company and click the "Add Attachment" button to add the file. Specifically, you can add an attachment to a company or multiple companies. The attached file is submitted for the approval of the relevant purchasing employee. If the purchasing worker confirms the file after the reviews, the status changes to "updated" in the attached file attachments section.

Start Page > Attachments

List of Attachments						
Expand All Collapse All						
Name	Description	Status	Uploaded By	Uploaded On/At	Size	Action
 Vestel Beyaz Eşya						

3.3.2) Company Data

Under the Company Data tab, the supplier company can display or change its own data. This data is equivalent to the supplier application form and the data initially filled in is automatically recorded. If it is not filled in in the initial form or if it is a newly added field, the supplier manager must fill in the vacant areas by coming to the company data. In addition to this field, bank information is available. It is the responsibility of the supplier company's manager account to ensure that the bank information there is always up-to-date and accurate. Any field that is modified, added or deleted is under the responsibility of the purchasing employee. Every changed area is subjected to it and is not accepted if necessary.

Start Page > Company Data

[Edit](#)

General Company Information	
Zorlu Holding A.Ş.	<input type="checkbox"/>
Zorlu Gayrimenkul A.Ş.	<input type="checkbox"/>
Korteks Mensucat Sanayi Ti	<input type="checkbox"/>
Zorluteks Tekstil A.Ş.	<input type="checkbox"/>
Zorlu Enerji A.Ş.	<input type="checkbox"/>
Vestel Beyaz Eşya San. Ve T	<input checked="" type="checkbox"/>
Meta Nikel Kobalt A.Ş.	<input type="checkbox"/>
* Company Name:	<input type="text" value="Vestel Örnek 32323"/>
Legal form:	<input type="text" value="Unlimited company (general partne"/>
* Language:	<input type="text" value="English"/>
Open/Closed area (m²):	<input type="text" value="322332"/>
Number of employee:	<input type="text" value="32323232"/>
Foundation year:	<input type="text"/>
Business registration number:	<input type="text" value="898989800007"/>
Homepage:	<input type="text"/>
Are you electronic bill payer ?:	<input type="text"/>
Are you bill of lading payer?:	<input type="text"/>
Revenue last year:	<input type="text" value="323223"/>
Currency of revenue last y:	<input type="text" value="Euro"/>
Revenue last year (Euro):	<input type="text" value="32323232"/>
TR identity number:	<input type="text"/>

[Company Logo](#)

[Address](#)

Supplier financial data can be entered under supplier data. These financial data will go to the relevant company's financial account for approval.

Bank and Tax Details									
Şirket	Country	Bank Key	Account Number	Ctrl key	Bank Reference	Account Holder	IBAN	SWIFT Code	Para Birimi
Vestel Beyaz Eşya	Germany	1-00001							
New Line									

You can access the relevant bank keys with the "Bank key" button at the bottom of the page. You can view the appropriate bank key for the company to which you enter bank data in the downloaded file.

Yeni satır

Banka ve vergi verileri

Şirket	Ülke	Banka anahtarları	Hesap numarası	Denetim anah	Banka referansı	Hesap sahibi	IBAN	SWIFT kodu	Para Birimi	Tahsilat yetki
Sonuç bulunamadı										

Yeni satır

Vergi türü

Türkiye Vergi dairesi	Vergi numarası
Türkiye Vergi numarası	AAA
	5675676543

Yeni satır

Banka Anahtarları

3.3.3) Certificates

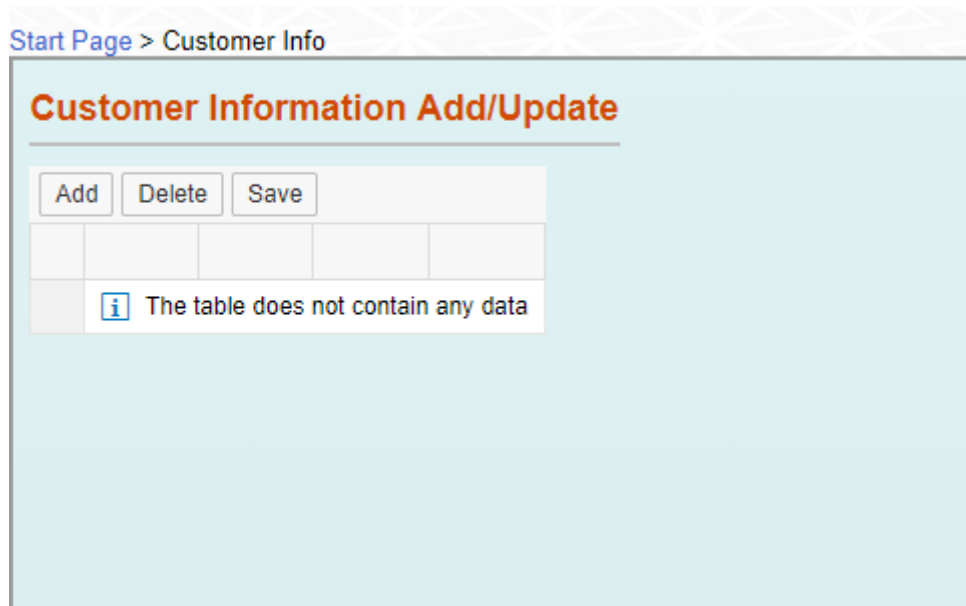
All required certificates will be uploaded and monitored in this section. Any uploaded document requires Zorlu approval.

Start Page > Certificates

Certificate	Valid To	Expires In	Status	Action
Approved Signature Authentication List		Mandatory Certificate Missing	●	
Business Registration		Mandatory Certificate Missing	●	
Bank details The document must be signed by the authorized person for the signatory circular		Mandatory Certificate Missing	●	
Certificate of Residence (Mukimlik belgesi) Registration certificate from the chamber of industry of the city where the company is located		Mandatory Certificate Missing	●	
Pasaport copy or driving license copy that proves the signat Pasaport copy or driving license copy that proves the signature of authorised person WHO signs the bank details		Optional Certificate Missing	◆	

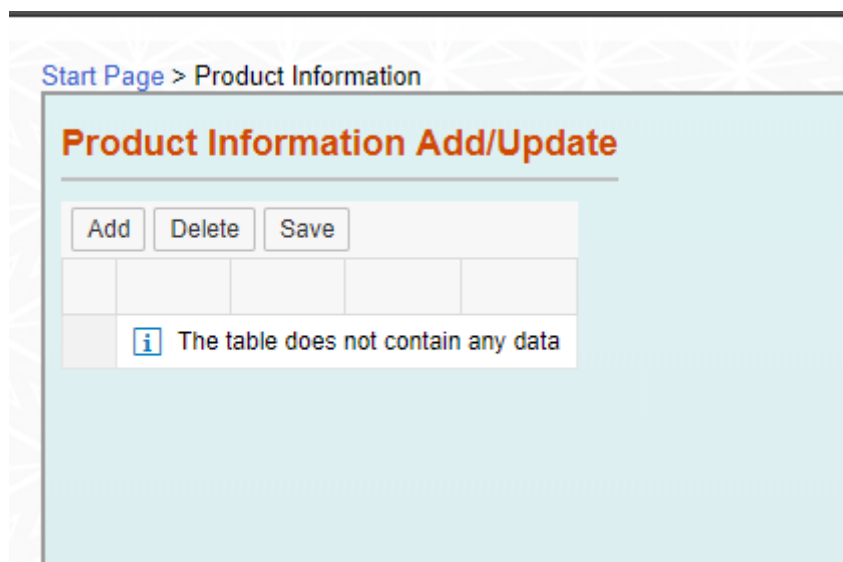
3.4) Product Categories

On the Product Categories tab, you can add new categories to the fields you want to be your supplier. With the Add new category button, you can apply to the challenging companies you have not applied before. In this screen you can also select category for Zorlu companies that you do not apply on the registration page. If your registration is approved, you may also become a potential supplier of the company of the approved category.



3.4.2)Product Informations

It is expected that supplier companies will enter product information by clicking Add / Delete / Save under Product Information tab.



3.4.3)Employee List

It is expected that supplier companies will enter employee list by clicking Add / Delete / Save under Employee List tab.

Start Page > List of Employees

Contact Person Add/Up

Add Delete Save

Division		

3.4.4) Financial Informations

It is expected that supplier companies will enter financial informations by clicking Add / Delete / Save under financial informations tab.

Start Page > Financial Information

Financial Information Add/Update


Add Delete Save

Business Capital	0,00	0,00
Net Sales	0,00	0,00
Export Rate(%)	0,00	0,00
Net Income	0,00	0,00
Equipment Investment	0,00	0,00
Total Assets	0,00	0,00
Retained Earnings	0,00	0,00
Earnings before taks	0,00	0,00
TOTAL LIABILITIES	0,00	0,00
TOTAL EQUITY	0,00	0,00

3.4.5)Product Capacity

It is expected that supplier companies will enter product capacity by clicking Add / Delete / Save under product capacity tab.

Start Page > Product Capacity Information


Product Capacit

Add Delete Save Close

			Base Unit	Base Unit

3.4.6) Product-Plant Information


It is expected that supplier companies will enter product- plant information by clicking Add / Delete / Save under enter product- plant information tab.

Start Page > Product-Plant Information

Plant&Products Add/Update

Add Delete Save

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 The table does not contain any data

4)Privacy Act Text

You can access the Privacy Act text from the left-hand corner of the page.

- Qualifications
 - New (1)
 - In Process
 - Submitted
 - To Be Clarified
- Tasks
 - New (1)
 - Submitted
 - To Be Clarified
 - Completed
- Employees
 - Create Employee
 - List of Employees
 - Own Data
- Company
 - Attachments
 - Company Data
 - Certificates
 - Product Categories
- Customer Informations
 - Customer Informations
- Product Informations
 - Product Informations
- Employee List
 - Employee List
- Financial Informations
 - Financial Informations
- Product capacity
 - Product capacity
- Product&Plant Informations
 - Product&Plant Informations
- Privacy Act Text
 - Privacy Act Text

Start Page > ZSLC/ZSRMSMC_KVK_METIN

PRIVACY NOTICE ABOUT PROCESSING OF PERSONAL DATA BY ZORLU HOLDING

PRIVACY NOTICE ABOUT PROCESSING OF PERSONAL DATA BY ZORLU HOLDING

This Privacy Notice has been prepared in order to set forth the principles regarding the processing of your personal data which you have shared with Zorlu Holding is the data controller in accordance with the Law on the Protection of Personal Data numbered 6698 ("Law").

1. Processing Purpose

Your personal data is processed in accordance with articles 5 and 6 of the Law for the purposes of conducting the necessary operational activities for the provision of services provided by Zorlu Holding, carrying out necessary works with the relevant business unit and business partners for offering you personalized services that is appropriate for your consuming and purchasing motivations, ensuring the rights of real persons by receiving human resources management services from Zorlu Holding, taking the necessary actions for Zorlu Holding to deliver, execute and realize commercial decisions, providing the legal security of Zorlu Holding arising from such relations.

2. Third Parties the Personal Data is Transferred to and Purposes of Transfer

Your personal data is transferred to Zorlu Holding, its group companies, business partners, suppliers, authorized public institutions and private persons in accordance with articles 8 and 9 of the Law for the purposes of conducting the necessary operational activities for the provision of services and products provided by Zorlu Holding, carrying out necessary works with the relevant business unit and business partners for offering you personalized products and services that is appropriate for your consuming and purchasing motivations, ensuring the rights of real persons by receiving human resources management services from Zorlu Holding, taking the necessary actions for Zorlu Holding to deliver, execute and realize commercial decisions, providing the legal security of Zorlu Holding arising from such relations.

3. Methods for Collection of Personal Data and Related Legal Reasons

Zorlu Holding collects your personal data through several channels and based on several legal reasons in order to use such personal data for the aforementioned purposes. Your personal data may be processed and transferred in accordance with the principles and purposes set forth in articles 5 and 6 of the Law.

4. Your Rights Under the Law

As per article 11 of the Law, as data subjects you are entitled to;

5)Supplier Scorecard

The purchasing responsible may create a scorecard for suppliers through the system. When the report card is formed in the system, information about which Zorlu Company and which period is transmitted by mail. On the system, you can reach scorecard by clicking on the left corner of the supplier box. The report of the supplier report is displayed with the button report of the report.

- Supplier Data Maintenance**
- Qualifications
 - New (2)
 - In Process
 - Submitted (10)
 - To Be Clarified
 - Tasks
 - New
 - Submitted
 - To Be Clarified
 - Completed
 - Employees
 - Create Employee
 - List of Employees
 - Own Data
 - Company
 - Attachments
 - Company Data
 - Certificates
 - Product Categories
 - Customer Informations
 - Customer Informations
 - Product Informations
 - Product Informations
 - Employee List
 - Employee List
 - Financial Informations
 - Financial Informations
 - Product capacity
 - Product capacity
 - Product&Plant Informations
 - Product&Plant Informations
 - Supplier Scorecard
 - Supplier Scorecard
 - Privacy Act Text
 - Privacy Act Text

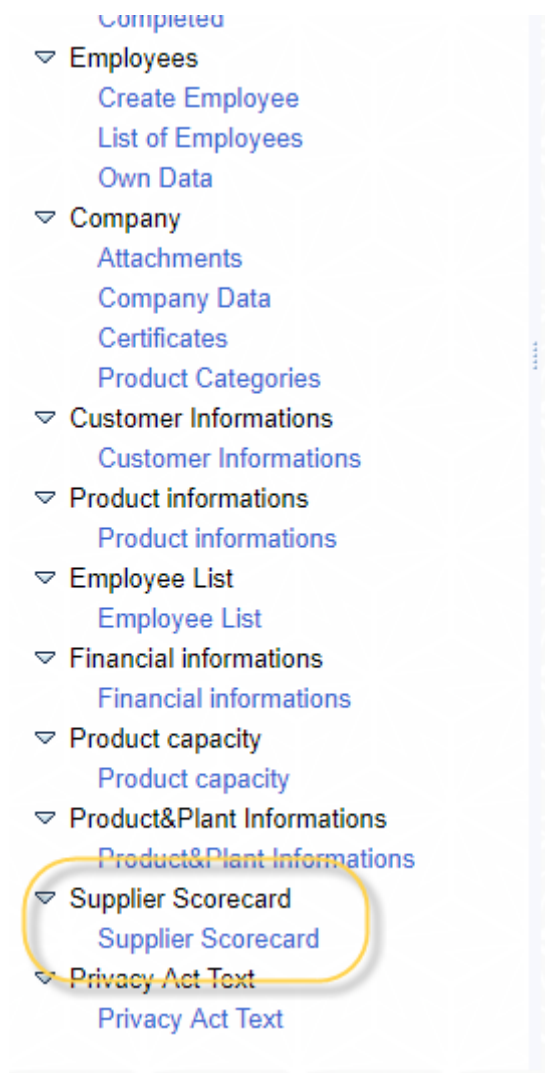
Start Page > Supplier Scorecard

Zorlu Supplier Scorecard

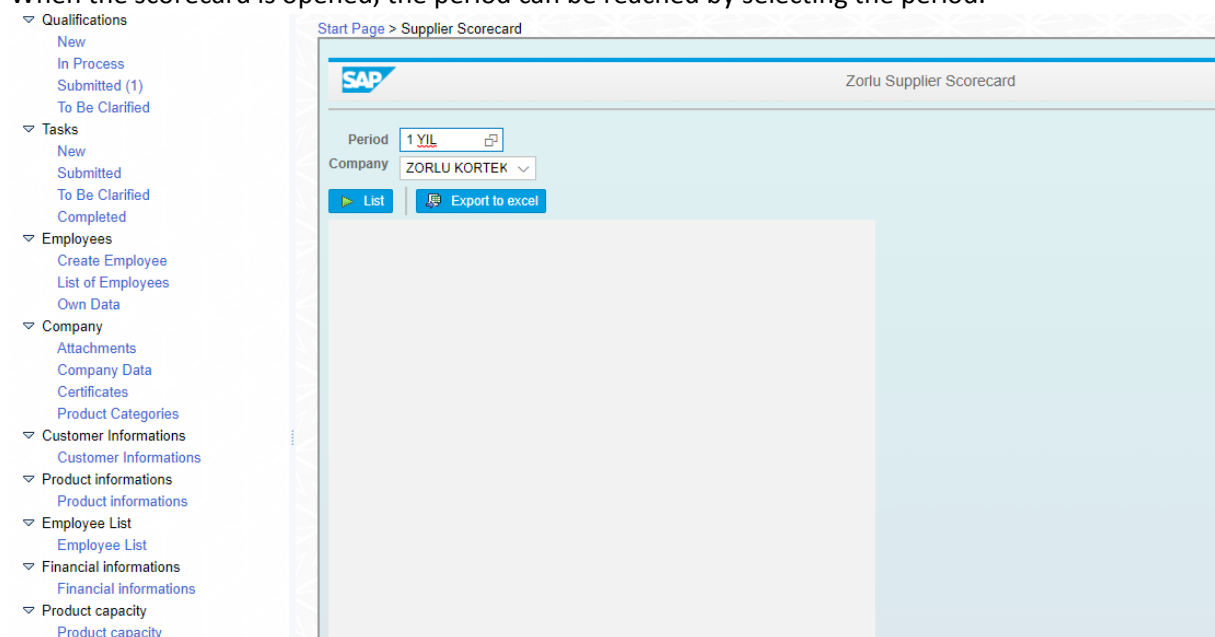
Period:

Company: ☐ ZORLU KORTEKS

[List](#) [Export to excel](#)

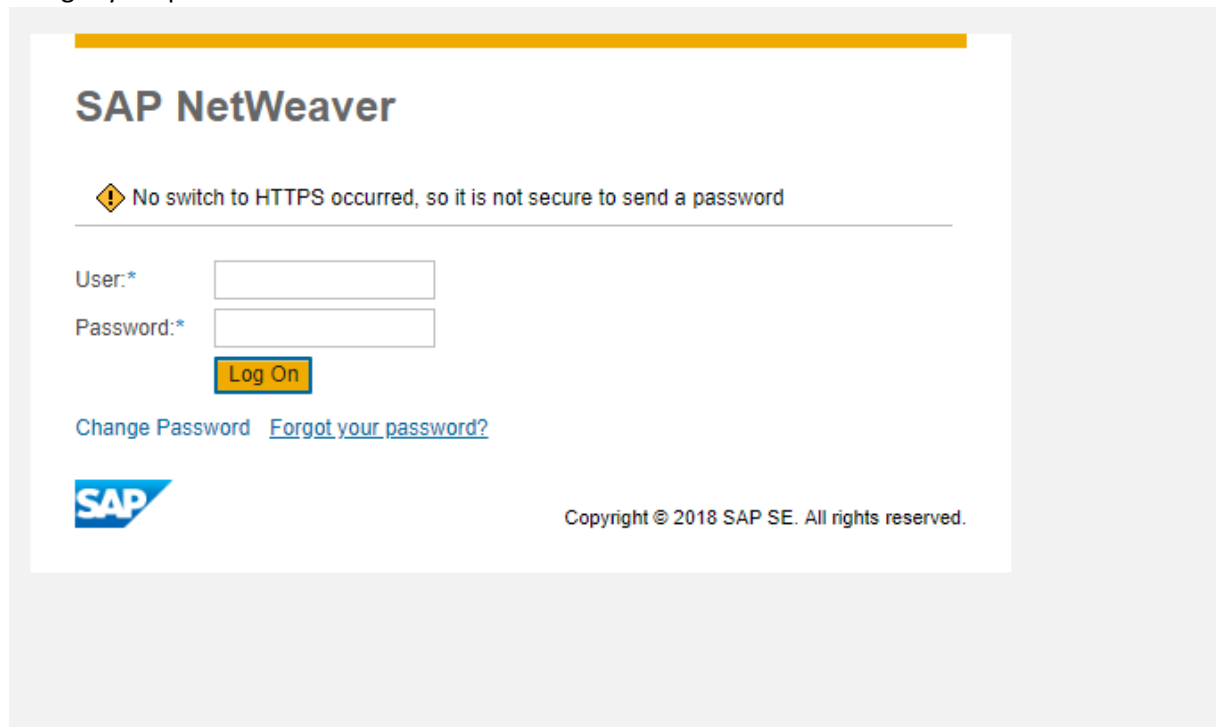


When the scorecard is opened, the period can be reached by selecting the period.



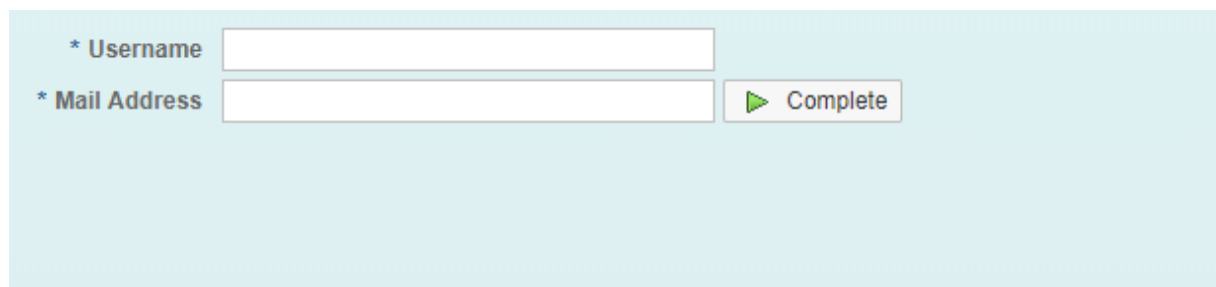
6)Reset Password

When the password is forgotten, the password can be reset by pressing the slc.zorlu.com/s3q_ext "Forgot your password " button.



The image shows the SAP NetWeaver login page. At the top, there is a yellow bar. Below it, the text "SAP NetWeaver" is displayed. A warning message with a yellow triangle icon states: "No switch to HTTPS occurred, so it is not secure to send a password". Below this, there are two input fields: "User:*" and "Password:*". A yellow "Log On" button is positioned below the password field. Below the button, there are two links: "Change Password" and "Forgot your password?". At the bottom left is the SAP logo, and at the bottom right is the copyright notice: "Copyright © 2018 SAP SE. All rights reserved."

When this button is clicked, the following screen opens. Enter your e-mail and username and you can complete the process with the "Complete" button. A new password will be sent to your e-mail address.



The image shows a form for resetting a password. It has a light blue background. There are two input fields: "* Username" and "* Mail Address". To the right of the "Mail Address" field is a green "Complete" button with a right-pointing triangle icon.

7) User Manual

You can reach the user manual at any time from the left side of the page.

[Start Page](#) > [User Manuel](#)
[Click for user guide.](#)