



## TEKFEN CONSTRUCTION

### SUPPLIER REGISTRATION DEFINITION ON EXTERNAL LINK

When Supplier Registration is accessed from an external link, a screen will appear where you can enter the supplier summary information. On this screen, it is possible to provide the details about the supplier and create supplier registration request.

Fields marked with \* on the screen are mandatory fields. These fields cannot be left blank.

#### 1. Company Details

##### 1.1 Register Supplier: Company Details

In the **Company** field, the name of the supplier should be written as it is in the official documents.

The supplier's service type is selected from the **Supplier Type-1** and **Supplier Type-2** fields. A range of variables is defined for these fields. It is required to select from the range of variables.

**Tax Country**, **Tax Number**, **Tax Office** are the fields to enter the supplier's tax country and tax office. The tax number should be entered in the tax number field in 11 digits.

The website of the supplier must be entered in the **company website** field.

By clicking "+" button in the field of **Attachments**, you can attach documents that you consider relevant to the supplier registration request.

Enter the information if you think necessary for the approval of the supplier registration request in the "Note to the Approver" field.



## TEKFEN CONSTRUCTION

### 1.2 Contact Information

The contact information details of the responsible person regarding the supplier should be entered.

It is necessary to enter completely and correctly Name, Surname, and E-mail information. Re-enter the e-mail address in the "**Confirm E-mail**" field. Pay attention to the correct format of the e-mail addresses.

By pressing "**Next**" button, the entry of detailed information for supplier registration request should be continued.

**Register Supplier: Company Details**

Company Details   Contacts   Addresses   Business Classifications   Bank Accounts   Products and Services   Questionnaire   Review

Back   **Next**   Save for Later   Register   Cancel

\* Company

\* Supplier Type-1

Supplier Type-2

\* Tax Office

Attachments

Tax Country

Tax Registration Number

Company Web Site

Note to Approver

**Your Contact Information**

Enter the contact information for communications regarding this registration.

\* First Name

\* Last Name

\* E-Mail

\* Confirm E-Mail



# TEKFEN CONSTRUCTION

## 2. Register Supplier: Related Contacts

The information entered in the contact information field of the supplier registration request is automatically entered to this area.

The screenshot shows the 'Register Supplier: Contacts' interface. At the top, there is a progress bar with steps: Company Details, Contacts (active), Addresses, Business Classifications, Bank Accounts, Products and Services, Questionnaire, and Review. Below the progress bar, there are buttons: Back, Next, Save for Later, Register, and Cancel. The main area contains a table with the following columns: Name, Job Title, E-Mail, Administrative Contact, Request User Account, Edit, and Delete. The table has one row with the following data: Last\_name, First\_name; Job Title is empty; E-Mail is first.last@company.com; Administrative Contact is checked; Request User Account is checked; Edit is a pencil icon; and Delete is an 'X' icon. Below the table, it says 'Columns Hidden 7'.

### 2.1 Edit Contact Details

By clicking the image in the "Edit" field at the end of the related contacts line or by clicking on the "Edit" field on the page, enter the information of the related contact such as the title, phone information.

This screenshot is identical to the previous one, but the 'Edit' button (pencil icon) in the table row is highlighted with a red box. Additionally, the 'Edit' button in the top navigation bar is also highlighted with a red box.



## TEKFEN CONSTRUCTION

Edit Contact: First\_name Last\_name

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

\* E-Mail

**User Account**

Request user account

**Roles**

Actions View Format X Freeze Detach Wrap

Role	Description
Tedarikçi Temsilcisi	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and req...

OK Cancel

Enter **Salutation**, **Second Name** and **Job Title** information.

Enter **Phone**, **Mobile Phone**, **Fax Numbers** information.

Phone

Mobile

Fax

\* E-Mail

For the person to contact as the primary person, please select "**Administrative contact**" field. If there is contact information for the supplier registration, this field is automatically selected and should not be changed.

Edit Contact: First\_name Last\_name

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

**User Account**

Request user account

**Roles**

Actions View Format X Freeze Detach Wrap

Role	Description
Tedarikçi Temsilcisi	Manages the profile information for the supplier company. Primary tasks include updating supplier profile in formation and req...

OK Cancel



## TEKFEN CONSTRUCTION

### 2.1.1 User Account

By creating an user account for the related person, who is entered in the supplier registration as the contact information, a role is assigned to this user.

This area should not be changed.

Edit Contact: First\_name Last\_name

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

\* E-Mail

Request user account

**Roles**

Actions View Format X Freeze Detach Wrap

Role	Description
Tedarikçi Temsilcisi	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and req...

OK Cancel

### 2.2 Add Related Person Information

When you want to add a new contact, click on the "Create" field to enter the information of the new contact.

Register Supplier: Contacts

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Back Next Save for Later Register Cancel

Enter at least one contact.

Actions View Format **Create** Edit Delete Freeze Detach Wrap

Name	Job Title	E-Mail	Administrative Contact	Request User Account	Edit	Delete
Last_name, First_name		first.last@company.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Columns Hidden: 7

The contact information screen appears. Fill the information and click "OK".

The following screenshot shows the new contact information that is filled as an example.

For newly defined related persons, a user account must be requested. When "Request user account" field is checked, role information is automatically added. This information should not be changed.



# TEKFEN CONSTRUCTION

### Create Contact

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

\* E-Mail

**User Account**

Request user account

#### Roles

Actions View Format X Freeze Detach Wrap

Role	Description
Tedarikçi Temsilcisi	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and req...

Create Another OK Cancel

### Register Supplier: Contacts

Enter at least one contact.

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	E-Mail	Administrative Contact	Request User Account	Edit	Delete
Last_2_First_2		first2.last2@company.com	—	✓		
Last_name_First_name		first.last@company.com	✓	✓		

Columns Hidden: 7



## TEKFEN CONSTRUCTION

### 2.3 Delete Related Person Information

If you want to delete someone from the contact information; click on the person concerned, make sure that the background color is blue. When you see the blue area, click "**Delete**" button.

Register Supplier: Contacts  
Enter at least one contact.

Actions: View, Format, Create, Edit, Delete, Freeze, Detach, Wrap

Name	Job Title	E-Mail	Administrative Contact	Request User Account	Edit	Delete
Last_2_First_2		first2.last2@company.com	—	✓	✎	✕
Last_name_First_name		first.last@company.com	✓	✓	✎	✕

Columns Hidden: 7

If you want to proceed with deletion of the selected record, click "**Yes**" to the warning displayed. Observe that the person is deleted.

Register Supplier: Contacts  
Enter at least one contact.

Actions: View, Format, Create, Edit, Delete, Freeze, Detach, Wrap

Name	Job Title	E-Mail	Administrative Contact	Request User Account	Edit	Delete
Last_2_First_2		first2.last2@company.com	—	✓	✎	✕
Last_name_First_name		first.last@company.com	✓	✓	✎	✕

Columns Hidden: 7

**Warning**

The selected record will be deleted. Do you want to continue?

Yes No



## TEKFEN CONSTRUCTION

Register Supplier: Contacts

Enter at least one contact

Company Details | **Contacts** | Addresses | Business Classifications | Bank Accounts | Products and Services | Questionnaire | Review

Back | Next | Save for Later | Register | Cancel

Actions | View | Format | Create | Edit | Delete | Freeze | Detach | Wrap

Name	Job Title	E-Mail	Administrative Contact	Request User Account	Edit	Delete
Last_name, First_name		first.last@company.com	✓	✓	✎	✕

Columns Hidden 7

Access "Addresses" tab by pressing "Next" button.

### 3. Register Supplier: Addresses



## TEKFEN CONSTRUCTION

It is mandatory to fill in the address information field in order to create a supplier registration address. Enter the supplier address information by clicking "**Create**" button.

This page is used for entering Address Details and Address Related Person Information.

### 3.1 Create Address

Enter a name that briefly identifies the supplier's address in the "**Address Name**" field.

Enter **Country**, **Address**, **City** and **Postal Code** information.

The information to be entered in **Phone** and **Fax Number** fields are respectively as follows; country area code, phone area code, phone/fax number and extension number.

In the **E-mail** field, the e-mail address associated with this location is entered.

In the "**Address Purpose**" field, please select whether this address will be used as invoice/purchase order/RFQ address.

**It is necessary to enter the PO Address and Invoice Address for each supplier request.** One address can be used both as the PO address and invoice address.



## TEKFEN CONSTRUCTION

### Create Address

* Address Name	ADDRESS_NAME	* Address Purpose	<input checked="" type="checkbox"/> PO Address
* Country	United States		<input checked="" type="checkbox"/> Invoice Address
Address Line 1	Address Line1		<input type="checkbox"/> RFQ Address
Address Line 2	Address Line2	Phone	90 222 222 22 22
City	City	Fax	90 333 333 33
State	State	E-Mail	first.last@company.com
Postal Code	PostalCode		

### 3.2 Address Related Contacts

2. This area is used to link the supplier related contact person to the address. Select the related person among the predefined related persons by using "Select and add" button.

▲ **Address Contacts**

Select the contacts that are associated with this address.

Actions ▾ View ▾ Format ▾  Freeze Detach Wrap

Name	Job Title	E-Mail	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

All related persons defined for the supplier are listed. If necessary, you may search by name or title.

By clicking on the line of the person to be added, the person is selected. Make sure that the background color is blue. When "OK" button is clicked, the person is linked to the address.

Select and Add: Contacts

▲ Search

Name  Job Title

Search Reset

View ▾ Format ▾ Wrap

Name	Job Title	E-Mail	Phone
Last_name, First_name		first.last@comp...	+90 (212)33333...

Rows Selected 1 Columns Hidden 1

Apply OK Cancel



## TEKFEN CONSTRUCTION

### Create Address

* Address Name	<input type="text" value="ADDRESS_NAME"/>	* Address Purpose	<input checked="" type="checkbox"/> PO Address
* Country	<input type="text" value="United States"/>		<input checked="" type="checkbox"/> Invoice Address
Address Line 1	<input type="text" value="Address Line1"/>		<input type="checkbox"/> RFQ Address
Address Line 2	<input type="text" value="Address Line2"/>	Phone	<input type="text" value="90"/> <input type="text" value="222"/> <input type="text" value="222 22 22"/> <input type="text" value="22"/>
City	<input type="text" value="City"/>	Fax	<input type="text" value="90"/> <input type="text" value="333"/> <input type="text" value="333 33 33"/>
State	<input type="text" value="State"/>	E-Mail	<input type="text" value="first.last@company.com"/>
Postal Code	<input type="text" value="PostalCode"/>		

### Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	E-Mail	Administrative Contact	User Account
Last_name, First_name		first.last@comp...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 4

Create Another OK Cancel

After filling address and address related contacts, return to supplier registration request by clicking "OK" button.

Register Supplier: Addresses

Enter at least one address for rent-to and ordering address purposes.

Actions View Format Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
IST MERKEZ	Mahalle Sokak No. Kat.İlçe İSTANBUL POSTAKODU	+90 (212)3000000	PO Address, Invoice Address	<input type="checkbox"/>	<input type="checkbox"/>

Columns Hidden 3

Move to "Job Classification" tab by clicking "Next" button.

\* Remove Address Related Contact



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If you want to remove the related address, click on the person to be deleted and select the line; click **Delete** button.

Create Address

\* Address Name

\* Country

Address Line 1

Address Line 2

City

State

Postal Code

\* Address Purpose  PO Address  
 Invoice Address  
 RFQ Address

Phone

Fax

E-Mail

**Address Contacts**  
Select the contacts that are associated with this address.

Actions

Name	Job Title	E-Mail	Administrative Contact	User Account
Last_name, First_name		first.last@comp...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 4

Create Another

Make sure that the related person does not have any link to the address. Return to supplier registration request page by clicking **OK**.



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### 4. Register Supplier: Job Classifications

This is the field used to define the status of the supplier as being "E-Invoice Taxpayer" or not and to enter the quality documents.

Information can be entered by pressing "+" button.

In the classification field, a range of values is listed.

From this list, select the data, which is relevant for the supplier. Hence, this data is added to the supplier's business classification list.

When you click on "**Attachments**" field, a new area opens. The relevant attachment can be added from this field.



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The screenshot shows the 'Register Supplier: Business Classifications' form. At the top, there is a navigation bar with tabs for Company Details, Contacts, Addresses, Business Classifications (active), Bank Accounts, Products and Services, Questionnaire, and Review. Below the navigation bar, there are buttons for Back, Next, Save for Later, Register, and Cancel. The main form area has a checkbox for 'None of the classifications are applicable' and a table with columns for Classification, Other Certifying Agency, Certificate, Start Date, Expiration Date, Attachments, and Notes. The 'Classification' column has a dropdown menu with 'ISO 9001' selected. An 'Attachments' dialog box is open in the center, showing a table with columns for Type, File Name or URL, Title, Description, Attached By, and Attached Date. The 'File Name or URL' column has a 'Browse...' button and the text 'No file selected'. The 'Attached By' column has the value 'anonymous' and the 'Attached Date' column has the value '15.12.2017 11:00:00'. The dialog box also shows 'Rows Selected: 1' and 'Columns Hidden: 1'.

If you want to add a note about supplier business classifications, click on the picture in the "Notes" field, and enter the note.

The screenshot shows the 'Register Supplier: Business Classifications' form, similar to the previous one. The 'Attachments' dialog box is no longer present. Instead, a 'Create Note' dialog box is open in the center. The dialog box has a large text area for entering a note and buttons for OK and Cancel. The background form is dimmed, showing the same navigation bar and table as in the previous screenshot.



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### \* E-Invoice Taxpayer

If the supplier is an e-invoice taxpayer, this value should be selected among the job classification lines and mark "Yes" in the line.

If the supplier is not an e-invoice taxpayer, this line should not be added or should be marked as "No".

The screenshot shows the 'Register Supplier: Business Classifications' form. The 'Business Classifications' tab is active. The 'Classification' dropdown is set to 'E-Invoice'. The 'Other Certifying Agency' dropdown is set to 'Yes / Evt'. The 'Certificate' field is empty. The 'Start Date' and 'Expiration Date' fields are empty. The 'Attachments' dropdown is set to 'None'. The 'Notes' field is empty.

### \*ISO – 9001 Certificate

If the supplier has an ISO certificate, the related document is selected from the value list and added to the job classification line. The start and end dates of the certificate must be selected.

The screenshot shows the 'Register Supplier: Business Classifications' form. The 'Business Classifications' tab is active. The 'Classification' dropdown is set to 'ISO 9001'. The 'Other Certifying Agency' dropdown is empty. The 'Certificate' field is set to 'ISO9001'. The 'Start Date' field is set to '01.2017'. The 'Expiration Date' field is set to '01.2019'. The 'Attachments' dropdown is set to 'None'. The 'Notes' field is empty.

ISO Certificate should be added to this field as an attachment.

Press "Next" button to proceed to Bank Accounts tab.

\* **None of the classifications are applicable**; if any of the values in the Job Classification list do not apply to the supplier, mark " **None of the classifications are applicable**"



# TEKFEN CONSTRUCTION

button.

Company Details   Contacts   Addresses   **Business Classifications**   Bank Accounts   Products and Services   Questionnaire   Review

**Register Supplier: Business Classifications** Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions View Format Freeze Detach Wrap

* Classification	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.						



## TEKFEN CONSTRUCTION

### 5. Register Supplier: Bank Accounts

This tab is used to enter the supplier's bank, update bank information or delete bank's link.

#### 5.1 Creating a Bank Account

By pressing "+" button, bank information is entered.

The screenshot shows the 'Register Supplier: Bank Accounts' interface. At the top, there is a navigation bar with tabs: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts (selected), Products and Services, Questionnaire, and Review. Below the navigation bar, there is a toolbar with buttons: Back, Next, Save for Later, Register, and Cancel. The main area contains a table with the following columns: Account Number, IBAN, Currency, Bank, Edit, and Delete. The table is currently empty, and the 'Create' button in the toolbar is highlighted with a red box.

Bank country, bank name, bank branch, currency information are selected from the list.

Enter account number as well as IBAN information.

It is possible to create manually note to the approver.

By pressing "OK" button, bank information is added.

The screenshot shows the 'Create Bank Account' form. The form is divided into several sections:

- Country:** Turkey (dropdown)
- Bank:** The Royal Bank Of Scotland N.V. (dropdown)
- Branch:** Head Office Amsterdam Istanbul Main Branch (dropdown)
- Account Number:** 0001 (text input)
- IBAN:** (text input)
- Currency:** (dropdown)
- Additional Information:**
  - Account Name:** (text input)
  - Agency Location Code:** (text input)
  - Alternate Account Name:** (text input)
  - Account Type:** (dropdown)
  - Account Suffix:** (text input)
  - Description:** (text input)
  - Check Digits:** (text input)
- Comments:**
  - Note to Approver:** (text area)

At the bottom right, there are buttons: Create Another, OK, and Cancel.



## TEKFEN CONSTRUCTION

Register Supplier: Bank Accounts

Company Details | Contacts | Addresses | Business Classifications | **Bank Accounts** | Products and Services | Questionnaire | Review

Back | Next | Save for Later | Register | Cancel

Actions | View | Format | Create | Edit | Delete | Freeze | Detach | Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
0001			The Royal Bank Of Scotland N.V.		

Columns Hidden: 8

Press "**Next**" button to proceed to Products and Services tab.

### 5.2 Updating Bank Accounts

On the Bank Accounts tab, click the line of bank account that you would like to edit. When the background color of the related line is blue, the corresponding line is selected. Supplier bank information can be updated by clicking "Edit" button located on the line or over the lines.

Register Supplier: Bank Accounts

Company Details | Contacts | Addresses | Business Classifications | **Bank Accounts** | Products and Services | Questionnaire | Review

Back | Next | Save for Later | Register | Cancel

Actions | View | Format | Create | **Edit** | Delete | Freeze | Detach | Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
0001			The Royal Bank Of Scotland N.V.		

Columns Hidden: 8



## TEKFEN CONSTRUCTION

Edit Bank Account

Country: Turkey  
Bank: The Royal Bank Of Scotland N.V.  
Branch: Head Office Amsterdam Istanbul Main Branch  
Account Number: 0002  
IBAN:   
Currency:   
Additional Information  
Account Name:   
Agency Location Code:   
Alternate Account Name:   
Account Type:   
Account Suffix:   
Description:   
Check Digits:   
Comments  
Note to Approver:   
OK Cancel

Click "OK" button to save the edit.

Register Supplier: Bank Accounts

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
0002			The Royal Bank Of Scotland N.V.		

Columns Hidden 0

### 5.3 Deleting Bank Accounts

On the Bank Accounts tab, click the line of bank account that you would like to delete. When the background color of the related line is blue, the corresponding line is selected. Click "Delete" button on the line or over the lines.

If you answer, "Yes" to this question, "The selected record will be deleted. Do you want to continue?", the bank account is deleted.



# TEKFEN CONSTRUCTION

Register Supplier: Bank Accounts

Company Details | Contacts | Addresses | Business Classifications | **Bank Accounts** | Products and Services | Questionnaire | Review

Back Next Save for Later Register Cancel

Actions View Format Create Edit **Delete** Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
0002			The Royal Bank Of Scotland N.V.		

Columns Hidden 8

Register Supplier: Bank Accounts

Company Details | Contacts | Addresses | Business Classifications | **Bank Accounts** | Products and Services | Questionnaire | Review

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
0002			The Royal Bank Of Scotland N.V.		

Columns Hidden 8

**Warning**

The selected record will be deleted. Do you want to continue?

Yes No



## TEKFEN CONSTRUCTION

### 6. Register Supplier: Products and Services

The products and services that the supplier provides are listed. You need to select one product or service category.

#### 6.1 Adding Product and Service Information

In order to access the list of previously defined products and services, click "**Select and Add**" button.

It is necessary to add one product or service among the lowest category of the Product and Service list.



# TEKFEN CONSTRUCTION

Select and Add: Products and Services ×

View ▼ Format ▼ Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	Products	
<input type="checkbox"/>	Administrative Products	
<input type="checkbox"/>	Construction Components	
<input type="checkbox"/>	Civil Works	
<input type="checkbox"/>	Site Survey	
<input type="checkbox"/>	Surveying Tools	
<input checked="" type="checkbox"/>	Total Stations & Parts	
<input type="checkbox"/>	Electrical Components	
<input type="checkbox"/>	Fuels & Lubricants	
<input type="checkbox"/>	Health, Safety & Environment	
<input type="checkbox"/>	Information Technology	
<input type="checkbox"/>	Machinery & Equipment	
<input type="checkbox"/>	Mechanical Components	
<input type="checkbox"/>	Paints & Additives	
<input type="checkbox"/>	Quality Control Equipment	
<input type="checkbox"/>	Steel Components	
<input type="checkbox"/>	Services	

After selecting related products and services, click "OK" and proceed.

Register Supplier: Products and Services Back Next Save for Later Register Cancel

Enter at least one products and services category.

Actions View Format Select and Add Remove Freeze Detach Wrap

Company Details Contacts Addresses Business Classifications Bank Accounts **Products and Services** Questionnaire Review

Category Name	Description	Remove
Products > Construction Components > Site Survey > Surveying Tools > Total Stations & Parts		×

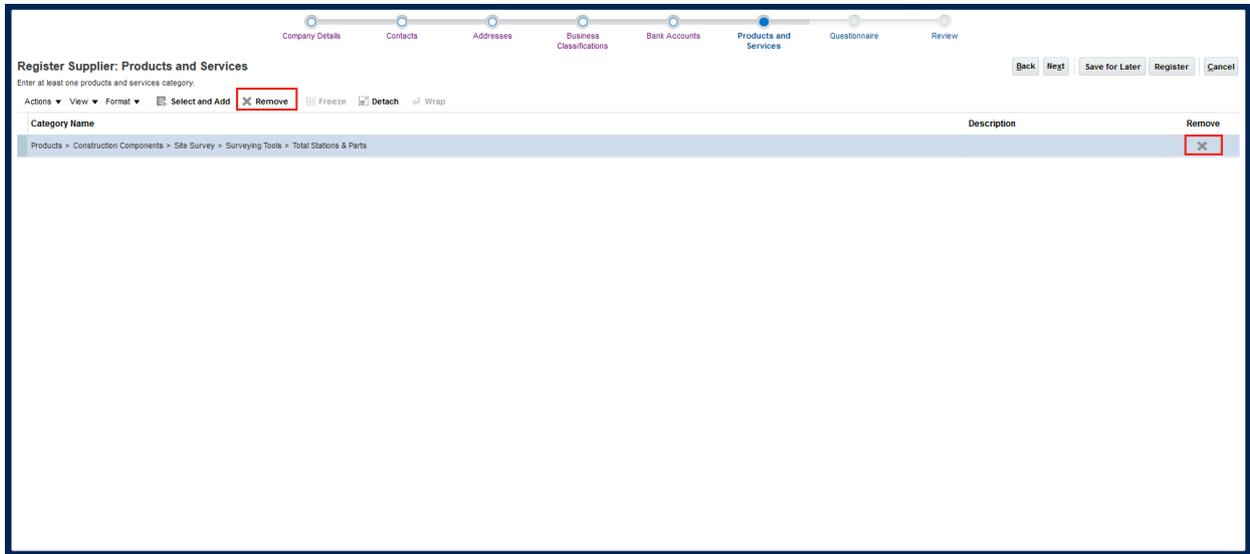
Press "Next" button to proceed to Survey section.



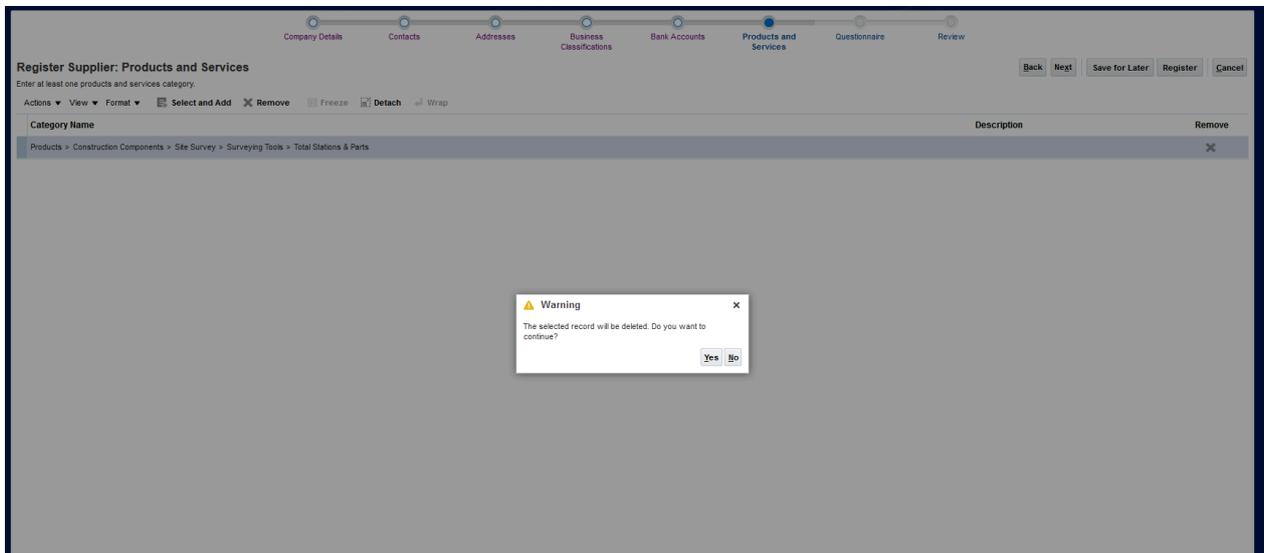
## TEKFEN CONSTRUCTION

### 6.2 Deleting Product and Service Information

By clicking on the product or service line that needs to be deleted from the Products and Services tab, click **"Remove"** button at the end of the line or above the lines.



If you answer, "Yes" to this question; "The selected record will be deleted. Do you want to continue?", the corresponding line from the list of product/services provided by the supplier is deleted.





## TEKFEN CONSTRUCTION

### 7. Register Supplier: Questionnaire

Survey questions prepared for the suppliers, who would like request registration, are included in this section.

#### 1. Code of Conduct and Information Security Policy

In this section, suppliers are expected to read and approve the "Code of Conduct" and the "Information Security Policy".

The suppliers need to download and read "Code of Conduct" and the "Information Security Policy", which can be found in "Attachment" tab. If the supplier approves, it is necessary to check "I read and approve" field.

Register Supplier: Questionnaire

Company Details | Contacts | Addresses | Business Classifications | Bank Accounts | Products and Services | **Questionnaire** | Review

Back Next Save for Later Register Cancel

Section 1. Compliance

Compliance

\* 1. Please confirm that you agree and fully consent with the attached Supplier Code of Conduct.  
By clicking "I agree", you acknowledge you have read and agreed with the CoC terms and conditions.  
Attachments: Code of Conduct

a. I agree  
 b. I don't agree

\* 2. Please confirm that you agree and fully consent with the attached Information Security Policy.  
By clicking "I agree", you acknowledge you have read and agreed with the policy.  
Attachments: Information\_Security\_Policy.pdf

a. I agree  
 b. I don't agree

#### 2. Service Network

There is another survey question where the suppliers can choose the area/areas where they can provide products and services. You can select more than one box in this area.

\* 3. Please specify your network of supply

a. Turkey  
 b. Azerbaijan  
 c. Qatar  
 d. Saudi Arabia  
 e. Morocco  
 f. Kazakhstan  
 g. Other... [Please specify]

Comments

[Text area]

#### 3. Company information

When creating supplier registration request, it is necessary to attach "Tax Register", "Chamber of Commerce Activity Certificate" and "Company's List of Authorized Signatures" in this field.

\* 4. Please select Tekfen Group Companies you have previously worked with.

a. Toros  
 b. Tekfen Engineering  
 c. Tekfen Insurance  
 d. Tekfen Manufacturing  
 e. Other... [Please specify]

Comments

[Text area]

\* 5. Please add copy of Tax Register, Activity Certificate from related Chamber of Commerce and Circular of Signatures.

a. Please, click to add documents.

Section 1. Compliance

Press "Next" button to proceed to "Review" tab.



# TEKFEN CONSTRUCTION

## 8. Register Supplier: Review

In this section, you may preview the information previously entered in the sections for the supplier registration request.

Review Supplier Registration: COMPANY\_NAME

Company Details

Company: COMPANY\_NAME  
Supplier Type-1: Distributor  
Supplier Type-2: Contractor  
Tax Office: TAX\_OFFICE\_NAME

Tax Country: United States  
Tax Registration Number: 12341231233  
Company Web Site: www.company.com  
Note to Approver:

Attachments

Type	File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Contacts

Name	Job Title	E-Mail	Administrative Contact	Request User Account	Details
Last_name, First_name		first.last@company.com	✓	✓	

Addresses

Address Name	Address	Phone	Address Purpose	Details
IST MERKEZ	Mahalle, Sokak, No, Kat, İlçe, İSTANBUL, POSTAKODU	+90 (212)3000000	PO Address ; Invoice Address	

Business Classifications

Classification	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
ISO 9001		ISO9001	01.01.2017	01.01.2019	None	

Bank Accounts

Account Number	IBAN	Currency	Bank
0002			The Royal Bank Of Scotland N.V.

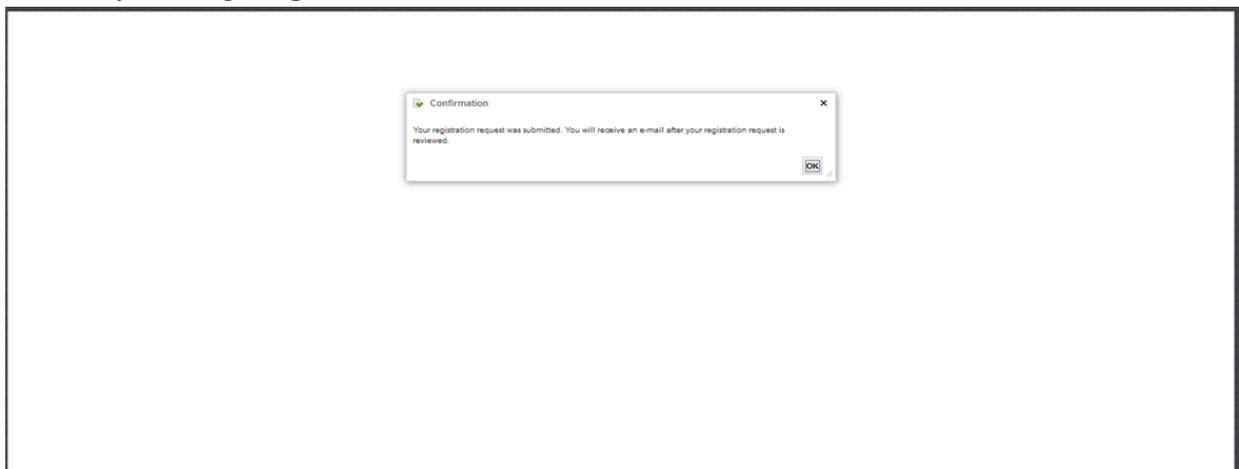
Products and Services

Category Name	Description
No data to display.	

Questionnaire

Questionnaire Details

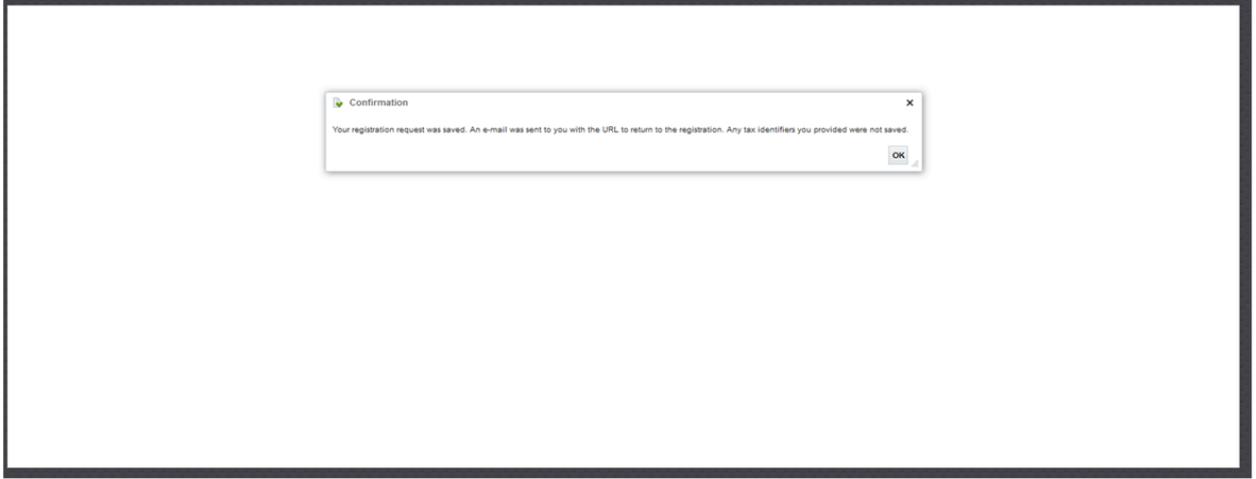
After checking supplier information, if there is no error, the supplier request is created by clicking "Register" button.





## TEKFEN CONSTRUCTION

If you want to send the request later, click "Save for Later" button. It is not possible to save "Tax Number" with this button. The warning message contains this information. "Your registration request was saved. An email was sent to with the URL to the registration. Any tax identifiers you provided were not saved."



An e-mail is sent to the supplier related person with this button. When you want to complete the supplier information, click on "**Complete the supplier registration request**" button and continue with the supplier identification process.



When saved, the entered documents are sent to "Tekfen İnşaat ve Tesisat A.Ş.". After review, a positive or negative reply is sent to the supplier by e-mail. The supplier registration request can be accepted, rejected or additional information may be requested. For these three cases, the information messages to be sent are as follows.

### 1. Rejection of Supplier Registration Request

If your supplier registration request is rejected, you will receive an e-mail as below.





## TEKFEN CONSTRUCTION

### 2. Approval of Supplier Registration Request

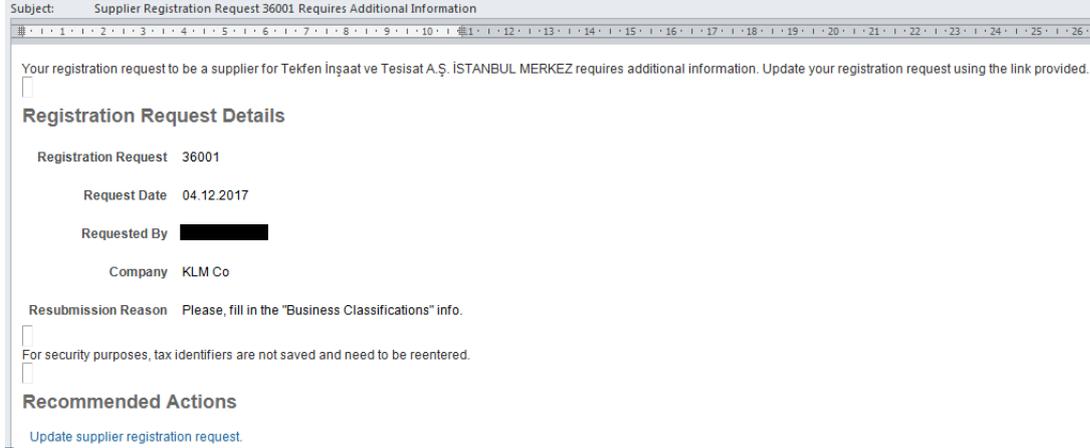
If your supplier registration request is approved, you will receive an e-mail as below.



#### 8.1 Additional Information on Supplier Request

"Tekfen İnşaat" is entitled to request additional information for any incomplete field in the registration request or if any detailed information is needed. In this case, the question may be asked through the supplier registration request. Please find below an example for additional information request.

"Update the supplier registration request." By using the link; additional information can be saved and the request can be sent again.



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