



SUPPLIER PORTAL

Supplier User Manual

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1. Registration Page

Suppliers who want to have business with Calik Holding or one of the group companies, should use the hyperlink https://supplierportal.calik.com/slc_selfreg to reach Calik Holding Supplier Portal.

All potential supplier should complete the registration form, presented and supported by SAP SLC (Supplier Lifecycle Management) system.

Welcome to the Supplier Registration Page of Çalık Holding and Group Companies.

Once you have registered successfully you will be entered in the 'Çalık Holding and Group Companies' supplier database where you will be assigned as 'approved for queries' and can be considered preferentially for the future tenders. Please fill in the information requested on Supplier Registration Page completely. The information provided will be stored in Çalık Holding and Group Companies' database. Thank you for your interest in working with Çalık Holding and Group Companies.

Fields marked with an asterisk are mandatory.

Activate Enhancement Mode | Deactivate Enhancement Mode

General Company Information

Select the group company of Çalık which you would like to apply for:

Çalık Holding
 GAP İnşaat
 Çalık Enerji

* Company Name: _____
* Legal Form: _____
* Company Form: _____
* Foundation year: _____
* Trade Register Number: _____
D-U-N-S Number: _____
Tax number: _____
Tax Office: _____
* Language: English
Homepage: _____
* Currency: _____

Address

* Country: _____
Region: _____
District: _____
* City / * Postal Code: _____
Company Postal Code: _____
House Number / Street: _____
Building / Floor / Room: _____

Contact Details

Title: _____
* First Name: _____
* Last Name: _____
Academic Title: _____
Department: _____
Function: _____

* Phone Number / Extension: _____
* Fax Number / Extension: _____
* E-Mail: _____
* Language: English
* Country: _____

References

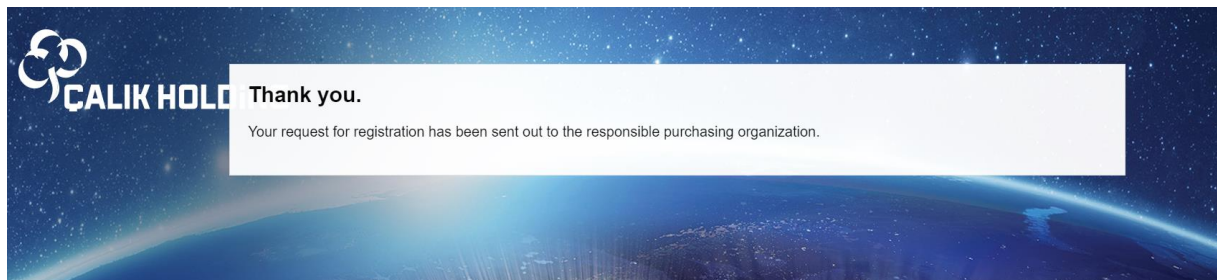
* Company Name 1: _____
* Authorized person 1: _____
* The year to start working 1: _____
* Company Name 2: _____
* Authorized Person 2: _____
* The year to start working 2: _____
* Company Name 3: _____
* Authorized Person 3: _____
* The year to start working 3: _____

Communication

* Phone Number / Extension: _____
* Fax Number / Extension: _____
* E-Mail: _____

Field marked with (*) and adding at least one Product Category are mandatory requirements of this form. The Suppliers, which have a product range more than 1, can make multiple choice. The maximum number for the product category is 5. More categories can be selected after logging in the Supplier Portal.

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 Calik side.



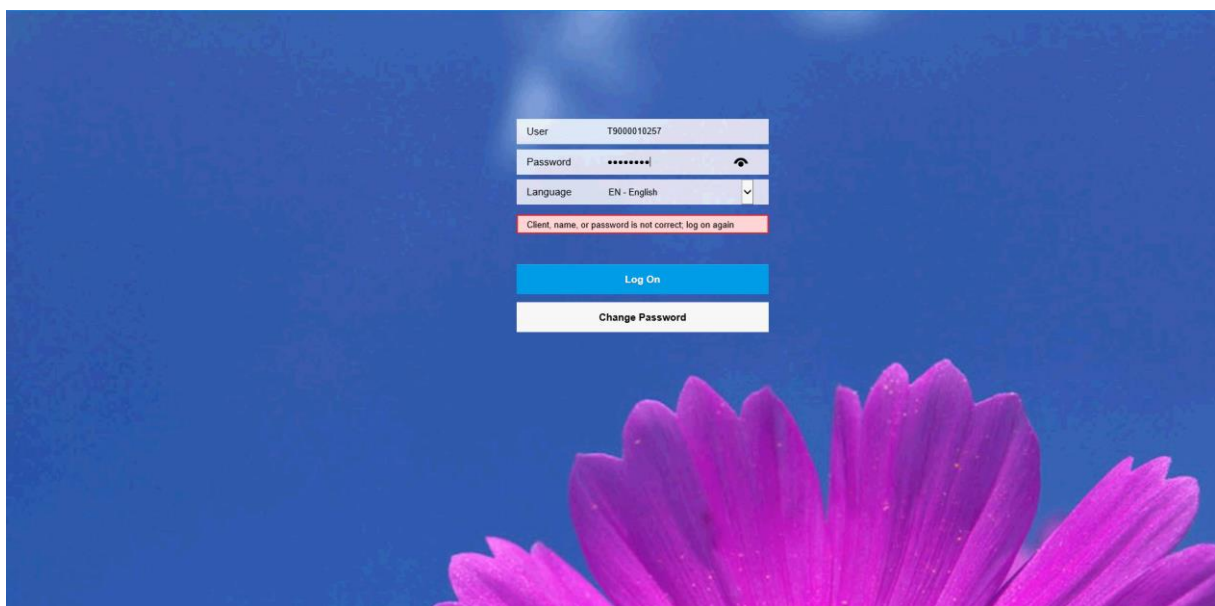
2. Supplier Login

2.1 Notifications After Registration Approval

An approval request will occur in the inbox of the related Procurement Responsible, for the registered product category. After the approval of the Procurement Responsible, Applicant Supplier becomes a Potential Supplier. To login Supplier Portal, Potential Supplier will receive an e-mail which includes a login link, User ID and a Password.

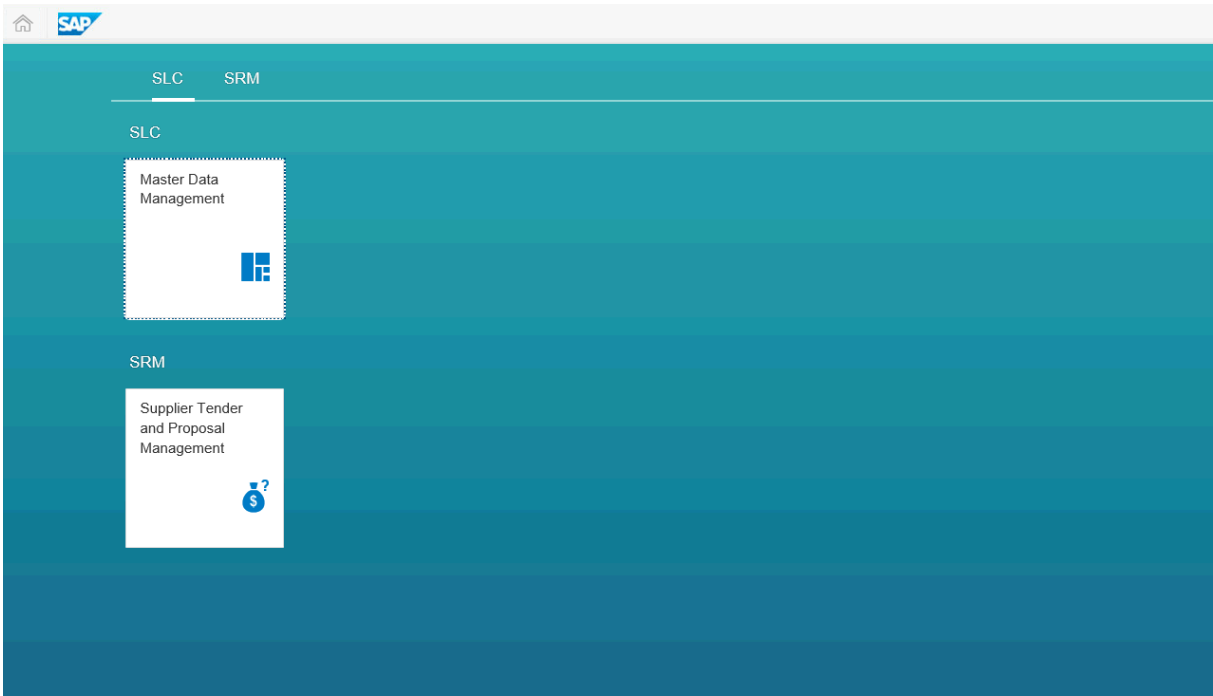
2.2 Create Responsible User

After an account has created for the Supplier, Supplier can Log in to their account by clicking the “Log In” hyperlink in the e-mail or using <https://supplierportal.calik.com> , by entering the User ID and Password in the Log in page.



3. Calik Holding Supplier Portal – Master Data Management

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.



Press “Master Data Management” on the page.

SAP Supplier Data Maintenance

Qualifications

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

1

Tasks

- New
- Submitted
- To Be Clarified
- Completed

2

Employees

- Create Employee
- List of Employees
- Own Data

3

Company

- Attachments
- Company Data
- Certificates
- Product Categories

4

Additional Informations

- Annual Turnover Information
- Shareholder Information
- Personnel information
- Staff Training Information
- Export Information
- Production Location Information
- Capacity Information
- Equipment Information
- Bank Certificate Draft

5

3.1 Qualifications

Qualifications

New (3)

In Process

Submitted

To Be Clarified

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.

Calik Holding Service Qualification Template

Previous Next Edit Save Print Preview Close

Qualification: Calik Holding Service ... Response Status: New

Supplier: 08102020_005 Deadline: 15.10.2020

Submission Date: -

1 Introduction 2 CALIK HOLDING SERVICE QUALIFICATIC QUESTIONNAI 3 Data Privacy Statement

Introduction

Previous Next Edit Save Print Preview Close

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

Calik Holding Service Qualification Template

Previous Next Edit Save Print Preview Close

Qualification: Calik Holding Service ... Response Status: New
Supplier: 08102020_005 Deadline: 15.10.2020
Submission Date: -

1 Introduction 2 CALIK HOLDING SERVICE QUALIFICATION QUESTIONNAIRE 3 Data Privacy Statement

1 Service

1.1 Do all your employees have social security employment declaration, current monthly service document or Bağkur certificate for the employer? Can you provide them upon request?

Yes
 No
 Not Applicable

1.2 Will you work with a subcontractor? (Will the service be given by your company or will you have it given by a subcontractor?)

Yes
 No
 Not Applicable

1.3 Is there a sub-supplier follow-up for the works agreed as materials included?

Yes
 No
 Not Applicable

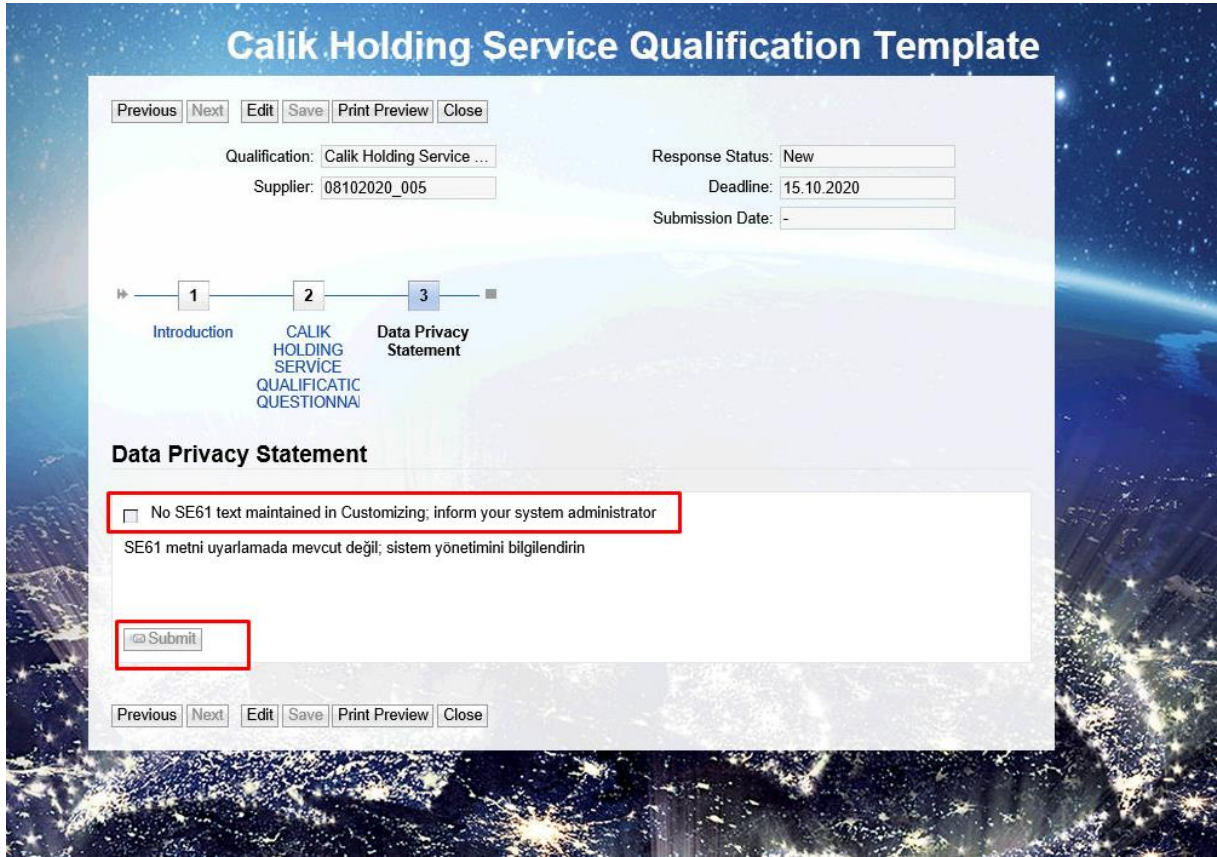
1.4 Have you applied job specific risk assessment methods for the previous jobs?

Yes
 No
 Not Applicable

1.5 Do you check whether the Personal Protective Equipment you use at site is in compliance with the standards?

Yes
 No
 Not Applicable

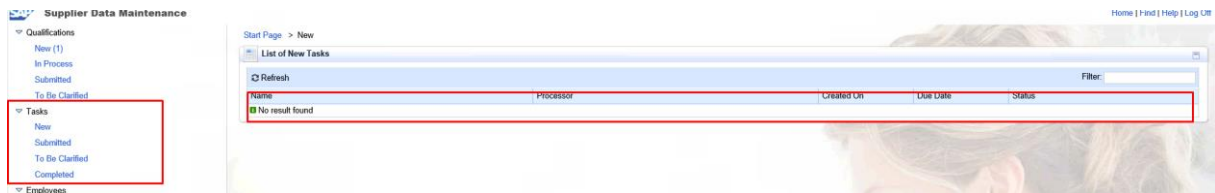
After the questions are answered, press the continue button again. On the screen that pops up, the privacy conditions field is filled and the send button is pressed.



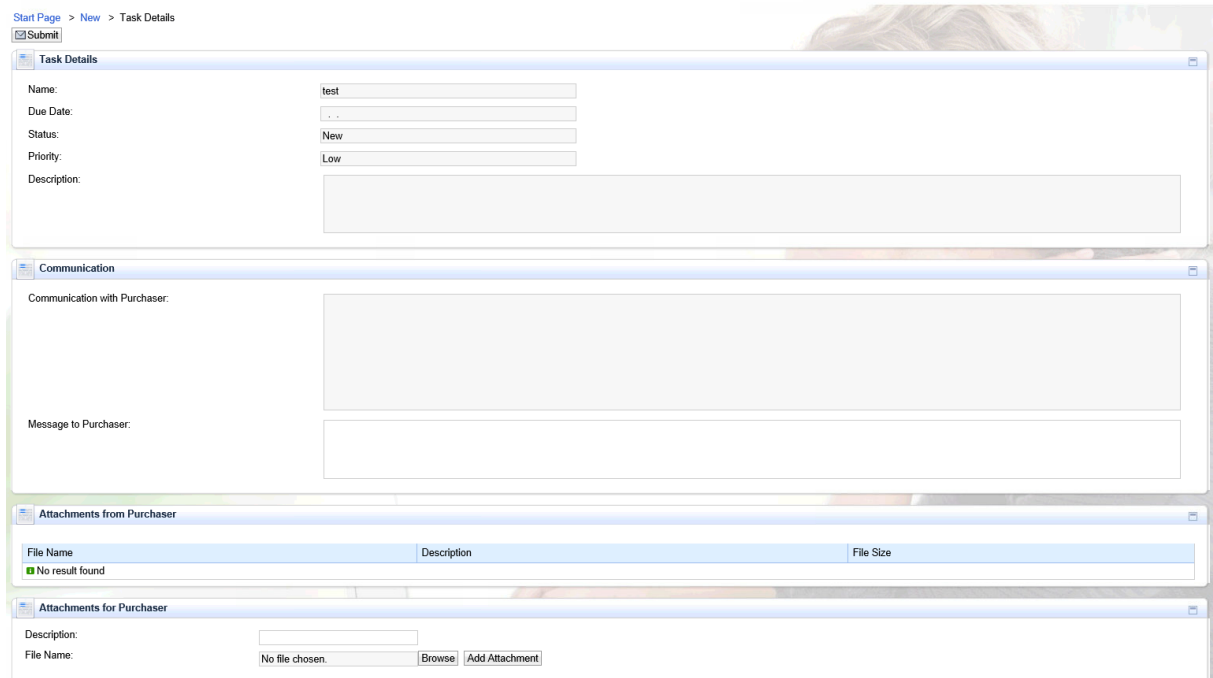
3.2. Tasks

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

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

3.3. 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, Calik side will analyze and Calik have right to confirm and reject the changes.

Messages

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

Contact Details

Title:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Academic Title:	<input type="text"/>	<input type="text"/>	<input type="text"/>
* First Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Last Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Function:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department:	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Language:	<input type="text"/>	<input type="text"/>	<input type="text"/>
* E-Mail:	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Country: / * Phone Number: / Extension:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country: / Fax Number: / Extension:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Data Privacy Statement

Çalık Holding Tedarikçi Kayıt sayfası [katılım koşullarını](#) okudum, onaylıyorum.
No SE61 text maintained in Customizing; inform your system administrator

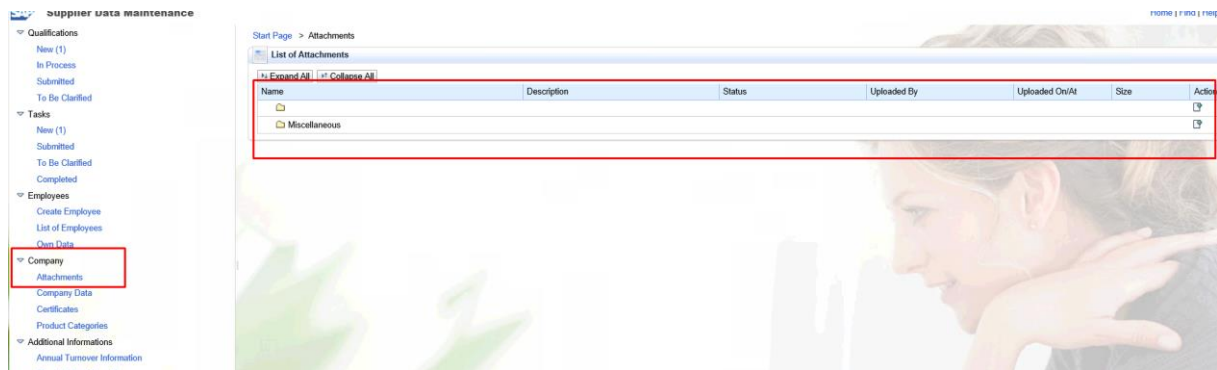


3.4. Company

There are 4 sub-tabs under the Company section.

3.4.1. Attachments

Click on the Attachments field under the Company section and select the files you want to share with the Calik 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 Procurement Responsible. If the Procurement Responsible confirms the file after the reviews, the status changes to "updated" in the attached file attachments section.



Start Page > Attachments > Add Attachment

List of Attachments

Description:

File Name:

Folder Name:

3.4.2. 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 Procurement Responsible. Every changed area is subjected to it and is not accepted.

if

Supplier Data Maintenance

- Qualifications
 - New (1)
 - In Process
 - Submitted
 - To Be Clarified
- Tasks
 - New (1)
 - Submitted
 - To Be Clarified
 - Completed
- Employees
 - Create Employee
 - List of Employees
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- Company
 - Attachments
 - Company Data
 - Certificates
 - Product Categories
- Additional Informations
 - Annual Turnover Information
 - Shareholder Information
 - Personnel Information
 - Staff Training Information
 - Export Information
 - Production Location Information
 - Capacity Information
 - Equipment Information
 - Bank Certificate Draft

Start Page > Company Data

Edit

Messages

- Errors: Please fill the Annual Turnover Table.
- Errors: Please fill the Shareholder Information Table.
- Errors: Please fill the Personnel Information Table.
- Errors: Please fill the Staff Education information table.
- Errors: Please fill the Export Information Table.
- Errors: Please fill the Production Location Information Table.
- Errors: Please Fill The Equipment Information table.
- Errors: Please fill the Staff Education information table.
- Warning: Data has not been changed

General Company Information

Select the group company of Çalık which you would like to apply for.

Çalık Holding	<input type="checkbox"/>
GAP İnşaat	<input checked="" type="checkbox"/>
Çalık Enerji	<input type="checkbox"/>
* Company Name:	08102020_005
Legal Form:	Unlimited company(General partn
Company Form:	Producer
Foundation year:	3241
Tax Office:	ASDFA
Tax File Number:	3452346223
Trade Register Number:	45235345245
Production Area(m2):	
Total Area(m2):	
D-U-N-S Number:	
* Language:	Turkish
Homepage:	
Tax Jurisdiction Code:	
Currency:	Turkish Lira
Inward Processing Certificate:	

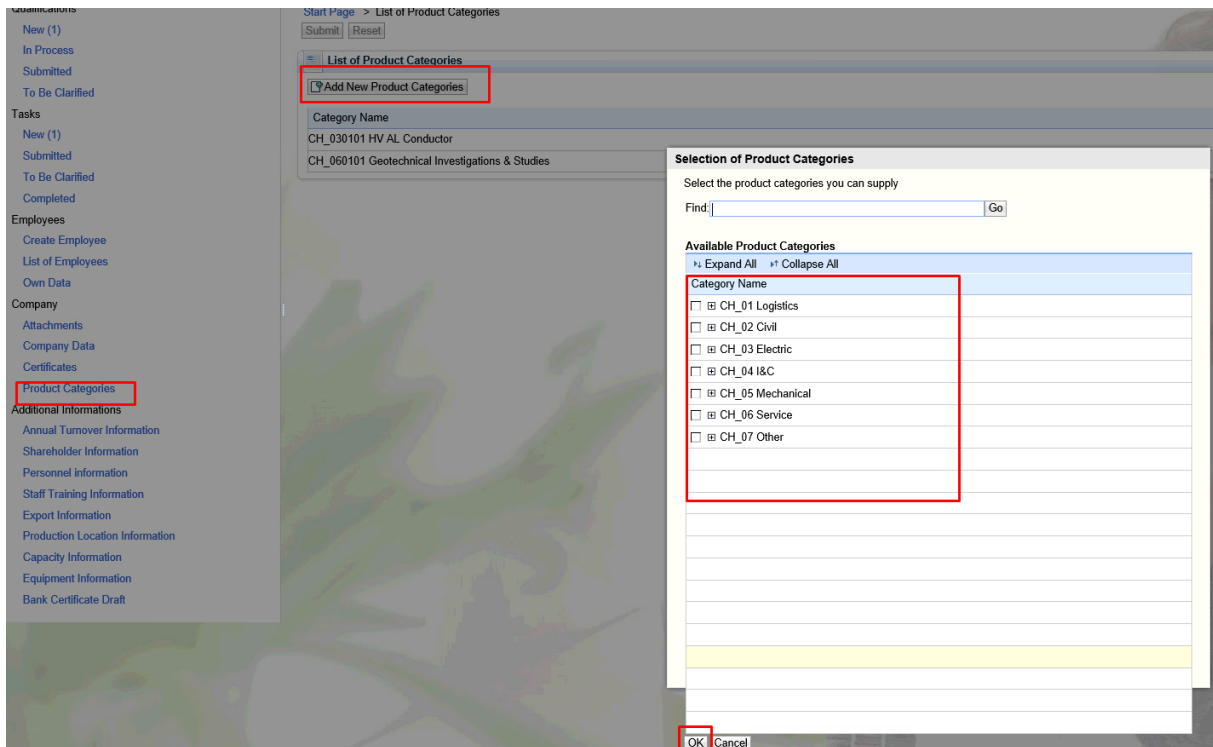
3.4.3. Certificates

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

Sertifika	Geçerlilik bitışı	Süre dolma zamanı:	Durum	İşlem
İmza Sirküleri		Zorunlu sertifika eksik	●	📄
Vergi Levhası		Zorunlu sertifika eksik	●	📄
Banka bilgilerinizin bulunduğu antetli kağıt üzerine Belge imza sirkülindeki yetkili kişi tarafından imzalanmış olmalıdır.		Zorunlu sertifika eksik	●	📄
Firmanın bulunduğu şehirdeki sanayi odasından alınmış sicil Firmanın bulunduğu şehirdeki sanayi odasından alınmış sicil belgesi		Zorunlu sertifika eksik	●	📄

3.4.4. 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 Calik 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.



3.5. Additional Data

These tables contain information expected to be entered by you from Calik Companies. These data's are required to be filled before changing any other data in the system.



3.5.1. Yearly Turnover Information

Supplier should enter the last 3 year Yearly Turnover to the system by using Add / Delete / Save buttons.

Delete Save			
Year	Giro	Exportation Percentage	Currency
1. Year		0,00	
2. Year		0,00	
3. Year		0,00	

3.5.2. Shareholder Information

Suppliers should enter Shareholder information below the “Shareholder” tab by using Add/ Delete / Save buttons.

Add Line Delete Save		
Shareholder Identity Number	Shareholder	Share Rate
The table does not contain any data		

3.5.3. Employee List

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

Delete Save	
Staff Type	Number of Staf
White Collar Employee	00000
Engineer	00000
Blue Collar Employee	00000

3.5.4. Employee Education Information

Supplier could enter the Employee Education information to the system by using Clear / Save buttons.

Delete Save	
Educational Status	Number of Staf
Master	00000
Bachelor Degree	00000
Vocational School	00000
High School	00000
Primary School	00000

3.5.5. Export Information

Supplier could enter Export informations by using Add/Clear/Save button.

Add Line Delete Save	
Country	
The table does not contain any data	

3.5.6. Production Site Information

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

Delete Save						
Production Site	Address	City	Country	Telephone Number	Fax Number	Postal Code
Production Site 1				▼		
Production Site 2				▼		
Place of Delivery 1				▼		

3.5.7. Product Capacity

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

Delete Save	
Year	Capacity Utilization
Last 1 year %	000
Last 2 Years%	000
Last 3 Years %	000

3.5.8. Equipment Information

Supplier could enter Equipment informations by using Add Row/Clear/Save button.



Add Line Delete Save					
Ekipman İsmi	Equipment Brand	Equipment Model Year	Capacity of Equipment	Location	Is your Equipment working?
The table does not contain any data					

3.5.9. Bank Information

Supplier could enter Bank information by using the guide in the visual below.

Download Selected Draft

Registriation Form Draft

	CARİ KAYIT FORMU.xlsx
	VENDOR CARD.xlsx