# ŞİŞECAM SUPPLIER PORTAL APPLICATION AND DATA UPDATE GUIDE



## **Table of Contents**

| 1.                        | Portal Entry  | 2  |  |  |
|---------------------------|---|----|--|--|
| 2.                        | Supplier Application                                  | 2  |  |  |
| 2.1                       | Supplier Application Inquiry                          | 9  |  |  |
| 2.2                       | . Supplier Application Approval                       | 10 |  |  |
| 3.                        | Supplier Information Update                           | 11 |  |  |
| 3.1                       | Company Information Update                            | 13 |  |  |
| 3.2                       |   |    |  |  |
| 3.3                       | Contact Information Update                            | 14 |  |  |
| 3.4                       | Bank Data Update                                      | 14 |  |  |
| 3.5                       | Updating The Supplier Category Information            | 15 |  |  |
| 3.6                       |   |    |  |  |
| 3.7                       | Attachments   | 16 |  |  |
|                           | Notes   |    |  |  |
| 3.9 Modification Versions |   |    |  |  |
| 4 Ir                      | nformation e-Mails                                    | 19 |  |  |
| 4.1                       | Application Confirmation e-Mail                       | 19 |  |  |
| 4.2                       | Application Rejection e-Mail                          | 20 |  |  |
| 4.3                       | Bank Information Confirmation/Rejection e-Mails       | 20 |  |  |
|                           | 4.4 Application for Change of Information             |    |  |  |
| 4.5                       | 4.5 Information Change Confirmation/Rejection e-Mails |    |  |  |
|                           | Supplier Transfer e-Mail                              |    |  |  |



## 1. Portal Entry

You can make your Şişecam supplier application and data updates by accessing the portal from the link below. In order to be invited to our tenders, you must complete the Şişecam Supplier Portal registration process.

If you have any problems with the registration process, you can get support from ohm\_tz\_yardim\_masasi@sisecam.com .

If you have already registered in the supplier portal; continue from the <u>Supplier Information</u> Update section.

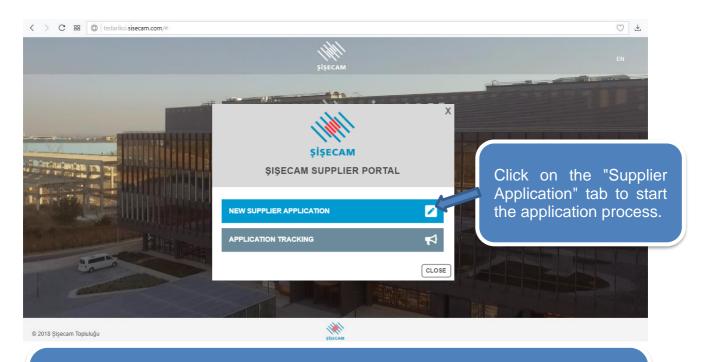
## 2. Supplier Application

You can use the link below to become our supplier.

tedarikci.sisecam.com





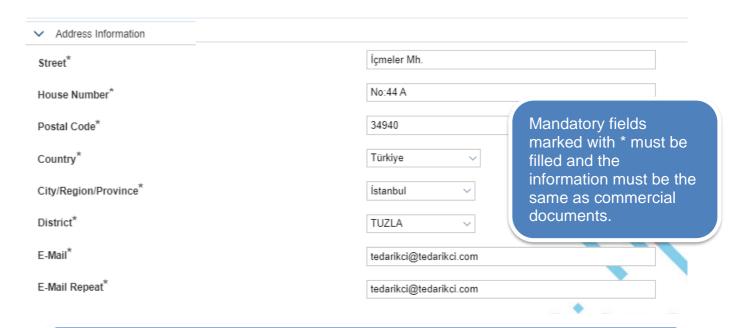


Fill in the following information opened in the "Supplier Application" tab. Fields marked with "\*" are mandatory fields and must be filled. You must enter your tax number without any spaces between the numbers. In case of registration as a natural person, National ID number must be entered in the tax number section. Please make sure your phone number doesn't start with a "0" or a space and without any spaces between the digits.



Please answer by selecting "Yes" or "No" if there is someone working in Şişecam or affiliated companies in your company. If your answer is "Yes", write the name, surname and duty of the person concerned in the "Conflict of Interest Statement"





Make the category selection by clicking the "+" sign in accordance with your product portfolio. You can select more than one category.



NATURAL RESOURCE RAW MATERIALS 🛅

PAPER - CARTON RAW MATERIALS 🛅

Complete your selections by clicking the "+" sign at the left side of the related category. The categories you selected will be listed on the right. You can remove them from your selection list by pressing the trash can icon next to the categories you have selected.

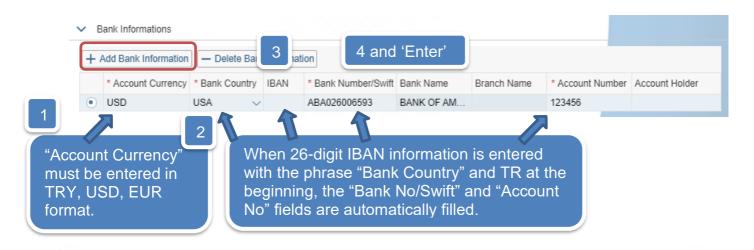


Complete your selections for the fields of activity in which you will work / would like to work at Şişecam.
The companies under the activity groups you selected will be automatically selected.

| <ul> <li>Şişecam Business Segments</li> </ul> |  |     |  |
|---|--|-----|--|
| Şişecam Business Segments 🗹                   | Sisecam  |     |  |
| ✓   | Chemicals Glass Packaging                        |     |  |
|   | Glassware Fiber Glass                            |     |  |
|   | Energy Recycle                                   |     |  |
|   | Mining Automotive Glasses                        |     |  |
| Company/Plant Brunch                          | Türkiye Şişe ve Cam Fabrikaları A.Ş.             | ☐ ş | Sişecam Düzcam Kırklareli Plant Branch           |
|   | Şişecam Düzcam Mersin Plant Branch               | ☐ ş | Sişecam Düzcam Bursa Plant Branch                |
|   | Şişecam Düzcam Ankara Plant Branch               | T   | rakya Glass Bulgaria EAD Düzcam Plant            |
|   | Trakya Glass Rus AO                              | □т  | rakya Glass Rus Trading OOO                      |
|   | Şişecam Flat Glass India                         | □ S | Saint Gobain Glass Egypt                         |
|   | Sisecam Flat Glass South Italy S.R.L             | ☐ ş | Sişecam Flat Glass Italy SRL                     |
|   | Çayırova Cam Sanayi A.Ş                          | ✓ ş | Sişecam Kimyasallar Mersin Soda Plant Branch     |
| ✓   | Şişecam Kimyasallar Mersin Kromsan Plant Branch  | V 0 | Oxyvit Kimya Sanayii ve Ticaret A.Ş.             |
|   | Cromital S.p.A Administrative Office             | ✓ C | Cromital S.p.A Plant                             |
| <b>▽</b>                                      | Şişecam Soda Lukavac D.O.O                       | ☐ Ş | Sişecam Cam Ambalaj Mersin Plant Branch          |
|   | Şişecam Cam Ambalaj Yenişehir Plant Branch       | □ ş | Sişecam Cam Ambalaj Eskişehir Plant Branch       |
|   | OOO Ruscam Management Company                    | _ G | Gorokhovets Plant                                |
|   | Pokrovsky Plant                                  | □ U | Jfa Plant  |
|   | Kirishi Plant                                    | K   | Cuban Plant                                      |
|   | JSC Mina   | □ ş | Sişecam Cam Ev Eşyası Kırklareli Plant Branch    |
|   | Şişecam Cam Ev Eşyası Eskişehir Plant Branch     | _ ş | Sişecam Cam Ev Eşyası Denizli Plant Branch       |
|   | Camiş Ambalaj Sanayi A.Ş.                        | _ P | Paşabahçe Mağazaları A.Ş.                        |
|   | Paşabahçe Bulgaria EAD                           |     | 000 Posuda Limited                               |
|   | Pasabahce Egypt Glass Manufacturing S.A.E.       | ☐ Ş | Sişecam Elyaf Sanayii A.Ş.                       |
|   | Camiş Elektrik Üretim A.Ş.                       | □ ş | Sişecam Çevre Sistemleri A.Ş. Yenişehir Facility |
|   | Şişecam Çevre Sistemleri A.Ş. Eskişehir Facility | c   | Camiş Egypt Mining Ltd. Co.                      |
|   | Camiş Madencilik A.Ş.                            | ☐ Ş | Sişecam Otomotiv A.Ş.                            |



Click on the "Add Bank Data" box to enter your bank information. Enter required information according to the order and press 'Enter'.



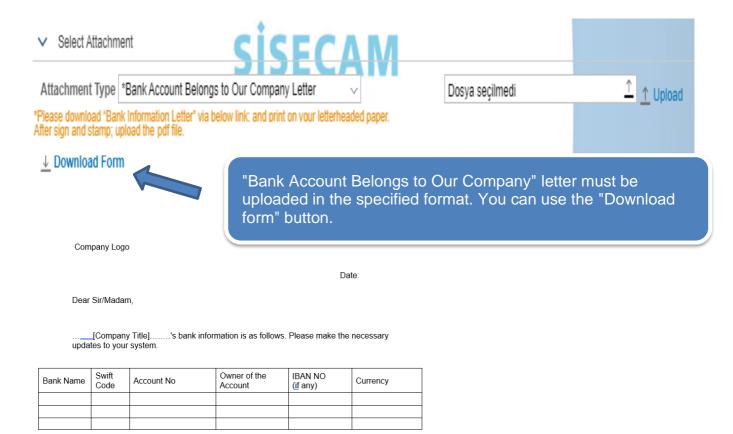
Depending on whether your company is a Legal Entity or Natural Person at the application stage, the necessary documents must be attached in the annexes tab. The most important issue is that the signed documents belonging to the persons authorized to sign in the companies must be uploaded first. The said signatures must be compatible with the signature circular.

The most common reason for **rejection** in applications is documents with no current date, differences between signatures and circular of signature.



'\*' Marked attachments are mandatory for Legal Entity or Natural Person companies. Only most **up to date** versions with PDF format is accepted.





<u>Circular</u> of Signature belongs to our authorized person(s) is attached and matches with the signature below.

Best Regards,

\_\_\_[Companty Title]....

Full Name (Owner of the sig

Stamp/Signature

Company officials authorised to sign mentioned in the circular of signature must sign the document. Make sure the signatures are consistent with the circular.

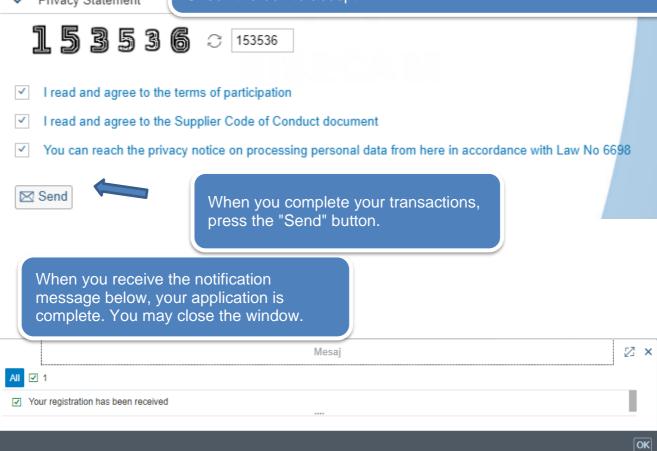
The most common reason for **rejection** in applications is outdated documents, differences between signatures and circular of signature.

- 1. Your application will be rejected at the bank approval stage and you can make bank updates.
- 2. If the bank approval is completed, you should send the corrected 'bank information belongs to us' letter with your circular of signature to the category manager you are in contact with, and <a href="https://doi.org/10.1001/journal.org/">OHM TZ Yardim Masasi@sisecam.com</a> by e-mail. When bank data is changed, a 30-day block is applied to all payments for security reasons.



You can click on the articles to view and read the Terms of Participation, Supplier Code of Conduct and Privacy Policy texts. Check the box to accept.

Privacy Statement



Upon completion of your application, the e-mail below will be sent to the e-mail address you entered during the application. At this stage, you cannot change your application information. After the necessary controls, you will be informed by a confirmation/rejection e-mail.

#### Dear Business Partner,

Your Şişecam supplier portal application with the title "Supplier" has been received. Once your application is approved, you can log in to the system with the username and password that will be sent. You can follow the status of your application from the link below.

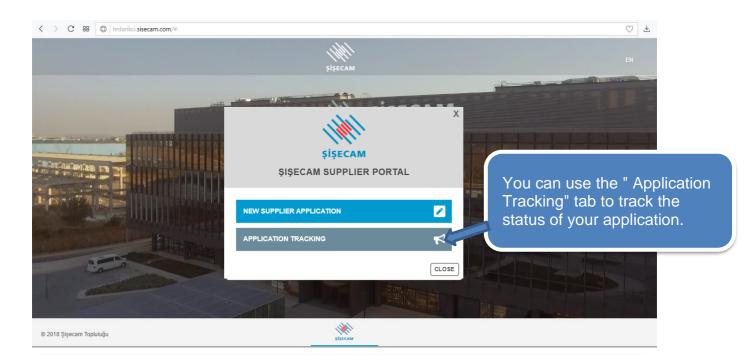
## Application Status Supplier Portal

#### Regards,

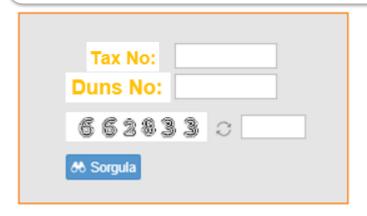
This e-mail is automatically generated, please do not reply. If you need support, you can contact OHM\_TZ\_Yardim\_Masasi@sisecam.com."



## 2.1 Supplier Application Inquiry



Tax No or DUNS Number can be used to track the application status. For Natural Person companies, inquiries can be made by entering National ID number in the 'Tax No' field. You can query by entering only one of these information.





## 2.2. Supplier Application Approval

You will receive the following e-mail when your application is pre-approved. The password sent is temporary and must be changed at the first login to the system. You can access the portal by changing your temporary password. You can login to the portal with the password you have just set.

#### Dear Business Partner,

Your request to create a supplier with the name "Supplier" has been approved. You will be informed by an e-mail after the bank information you have entered is checked and approved.

You can connect to the system with the following username and password information. You can see the tender invitations and bid for the tenders you have been invited to.

You can update the data you entered into the system from the supplier update menu. Your bank information will also be checked and you will be informed by a confirmation/rejection mail.

User: SUPPLIER

Password: Aa157853

(The temporary password is valid for 30 days.)

#### Supplier Portal

#### Regards,

This e-mail is automatically generated, please do not reply. In case of need for support, you can contact OHM\_TZ\_Yardim\_Masasi@sisecam.com.

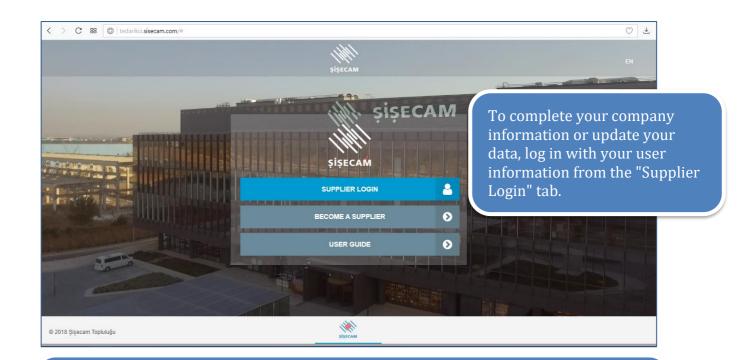
After the e-mail above, a second e-mail with the same password will be sent. This is an automated confirmation e-mail and you can ignore it.

Congratulations!! © At this stage, you can now participate in the tenders you have been invited to.

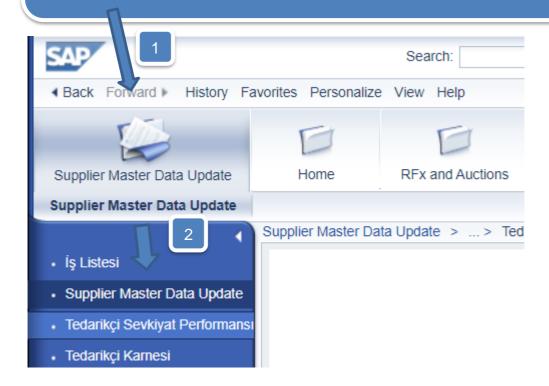
Tender invitations will be sent to the e-mail address you have registered in the system.



## 3. Supplier Information Update



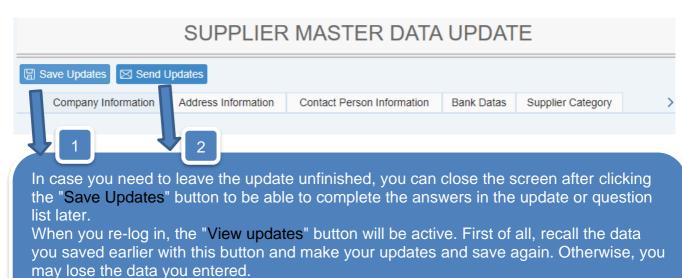
Click on the "Supplier Master Data Update" tab. You are expected to answer all relevant questions in the new window that opens in your browser. If your pop-up blocker is active, you will not be able to view the questions on the screen when the update window opens. In this case, continue by removing the pop-up blocker.





<u>For all the updates mentioned below</u>, first click the "Save Changes" and then the "Send Updates" button.

At this stage your updates will be sent for an approval to Şişecam officials for control purposes.

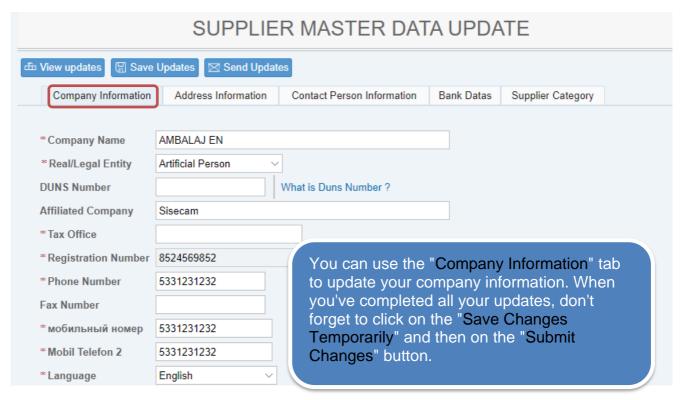


After completing the entries, click the "Send Updates" button. At this stage your updates will be sent for an approval to Sisecam officials for control purposes.

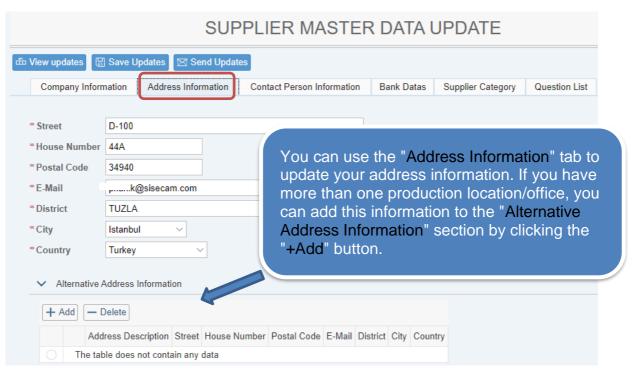




## 3.1 Company Information Update

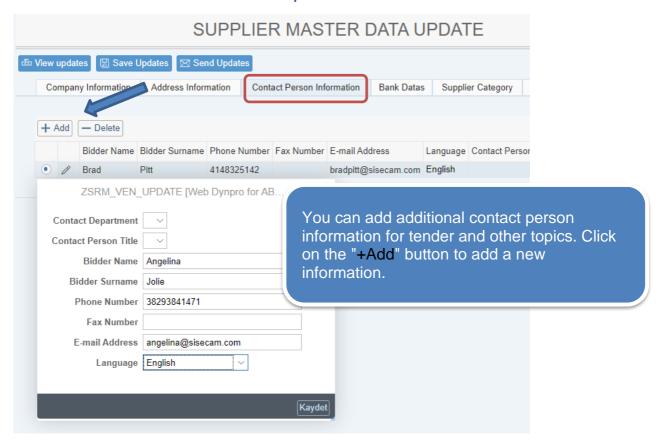


## 3.2 Address Information Update





## 3.3 Contact Information Update



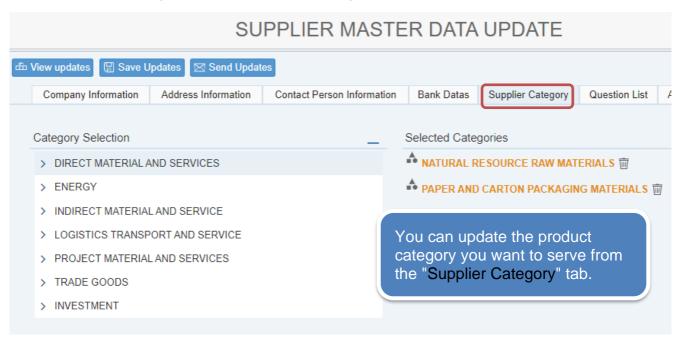
## 3.4 Bank Data Update

If you detect an inaccuracy in the bank information after submitting your application, you should send your change request via e-mail to the category manager you are in contact with and to <a href="https://doi.org/10.21/2016/01.25">OHM TZ Yardim Masasi@sisecam.com</a>. At this stage, the process can proceed in two ways.

- 1. Your application will be rejected at the bank approval stage and you can make bank updates.
- 2. If the bank approval is completed, you should send the corrected 'bank information belongs to us' letter with your circular of signature to the **category manager** you are in contact with and <a href="OHM TZ Yardim Masasi@sisecam.com">OHM TZ Yardim Masasi@sisecam.com</a>, by email. When bank data is changed, a 30-day block is applied to all payments for security reasons.



## 3.5 Updating The Supplier Category Information



## 3.6 Question List

It is **not obligatory** to fill in the "Question List" section in order to participate in the tenders. When you start filling out the information, you have to fill in all the questions marked with (\*) on the page. SUPPLIER MASTER DATA U DATE Address Information Contact Person Information Supplier Category V Şişecam Group Contact Information – The e-mail address of the person you are in contact within Şişecam Procurement team Yetkili Kişi (E-posta) **≅**⊋ Ekle Yetkililer Listesi Rusiness Information (\*) Activity of the Company - Description (Products or Services delivered to Sisecam) (\*) Business Partner type Please select (\*) Company Creation Date (Year) (\*) Size of company Lütfen Seçiniz Number of Full-time Employees

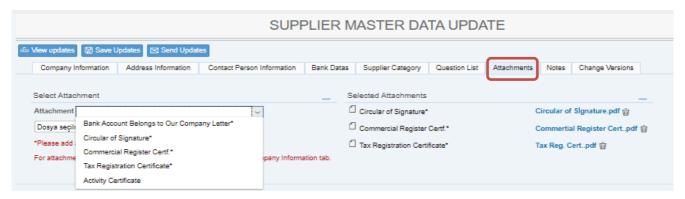


#### 3.7 Attachments

Depending on whether your company is a Legal Entity or Natural Person at the application stage, the necessary documents must be attached in the annexes tab. The most important issue is that the signed documents belonging to the persons authorized to sign in the companies must be uploaded first. The said signatures must be compatible with the signature circular.

The most common reason for **rejection** in applications is documents with no current date, differences between signatures and circular of signature.

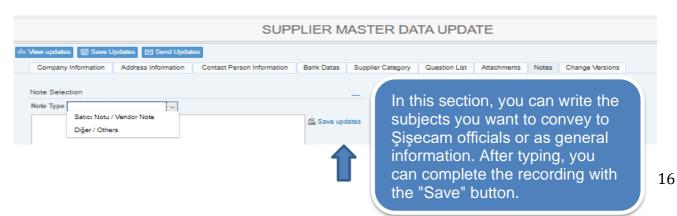
## Attachments for Legal Entities



#### Attachments for Real Persons

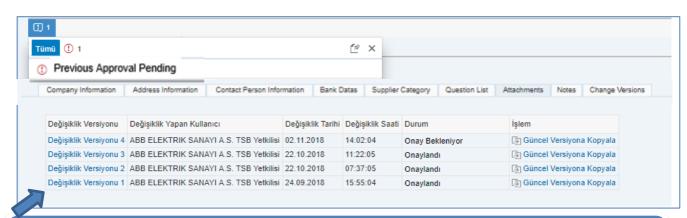


### 3.8 Notes





#### 3.9 Modification Versions



In this section, you can see the versions of the updates you have made for your company. Existing values are displayed in the "Initial Value" and the changes made are displayed in the "Last Value" columns.



When you're done, don't forget to click the "Save Changes Temporarily" and then the "Submit Changes" button.

You will receive an error message if one of the required fields/documents is missing when you submit it for approval. Complete the missing parts according to the directions in the error message.

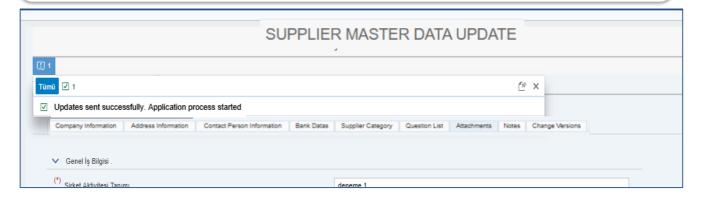




If there is an application/update that you have made that is pending approval, you cannot submit a new change for approval.



When you receive the notification message below, your application/update process has been completed. Changes made at this stage will be sent to Şişecam officials for control purposes.





#### 4 Information e-Mails

## 4.1 Application Confirmation e-Mail

When your application is approved your company will be added to the Şişecam supplier portfolio, you will receive an e-mail as follows.

#### Dear Business Partner,

Your request to create a supplier with the name "Supplier" has been approved. You will be informed by e-mail after the bank information you have entered is checked and approved.

You can connect to the system with the following username and password information. You can see the tender invitations and bid for the tenders you have been invited to.

You can update the data you entered into the system from the supplier update menu. Your bank information will also be checked and you will be informed by confirmation/rejection mail.

User: SUPPLIER

Password: Aa157853

(The temporary password is valid for 30 days.)

#### **Supplier Portal**

#### Regards,

This e-mail is automatically generated, please do not reply. In case of need for support, you can contact OHM\_TZ\_Yardim\_Masasi@sisecam.com.

Your password in the above e-mail will be sent from the system by a second e-mail automatically for confirmation purposes.



## 4.2 Application Rejection e-Mail

If any inaccuracy is detected in the information you have entered, your application will be rejected. If your application is rejected, you will receive an e-mail as follows. You can resubmit your application for approval based on the explanation in the "Note" section.

Dear Business Partner,

Your Şişecam supplier application with the name 'Supplier' was rejected due to the following reasons.

Red Description: 'Reason'

In accordance with the explanations stated, your application must be made again.

#### **SRM Supplier Portal Login**

Regards,

This e-mail is automatically generated, please do not reply. In case of need for support, you can contact OHM\_TZ\_Yardim\_Masasi@sisecam.com.

## 4.3 Bank Information Confirmation/Rejection e-Mails

You will receive the following e-mail if the bank and company documents/information you have entered/added are approved.

Dear Business Partner,

The bank information you have entered with the name 'Supplier' has been approved.

Regards,

This e-mail is automatically generated, please do not reply. If you need support, you can contact OHM TZ Yardim Masasi@sisecam.com.



If any inaccuracies or discrepancies are detected in the bank and company documents/information you have entered/added, your application will be rejected. If your application is rejected, you will receive an e-mail as follows. Based on the explanation in the "Note" section, you can update your application by logging into the portal and submit it for approval.

Dear Business Partner,

Your Şişecam supplier application with the name 'Supplier' requires an update for the following reasons. After the necessary corrections, you can resubmit your request for approval.

**Rejection Reason**: "Bank information letters' signature is not matching circular of signature."

Supplier Portal

Application and Update Guideline link

Regards,

This e-mail is automatically generated, please do not reply. In case of need for support, you can contact OHM\_TZ\_Yardim\_Masasi@sisecam.com.

## 4.4 Application for Change of Information

When you submit your information update requests, you will receive the following e-mail.

Dear Business Partner,

Your information update request has been received for the supplier named 'Supplier'. You can follow the status of your application on the system.

After the evaluation, you will be informed by e-mail.

#### Supplier Portal

Regards,

This e-mail is automatically generated, please do not reply. In case of need for support, you can contact OHM\_TZ\_Yardim\_Masasi@sisecam.com.



## 4.5 Information Change Confirmation/Rejection e-Mails

If your updated information is approved, you will receive the following e-mail.

Dear Business Partner,

The changes you have made with the 'Supplier' name have been approved.

Regards,

"This e-mail is generated automatically, it is not controlled. Please use OHM\_TZ\_Yardim\_Masasi@sisecam.com for communication"

If any inaccuracy or inconsistency is detected in the information you have updated, your application will be rejected.

If your application is rejected, you will receive the following e-mail. Based on the explanation in the "Note" section, you can update your application by logging into the portal and submit it for approval.

Dear Business Partner,

Your information update request with the name 'Supplier', requires an update for the following reasons. After the necessary corrections, you can re-submit your request for approval.

Rejection Reason: "Reason"

Supplier Portal

Application and Update Guideline link

Regards,

"This e-mail is generated automatically, it is not controlled. Please use OHM\_TZ\_Yardim\_Masasi@sisecam.com for communication"



## 4.6 Supplier Transfer e-Mail

After completing the registration process, a new username and password will be sent to you after the first auction you have won.

This process is only for the first time, and in all subsequent logins and stages, you must log in with the new username and password to be sent.

Dear Business Partner,

Your Şişecam supplier username has been changed as follows. Your old username and password have been disabled.

New User: 'NEW USER'

New Password: Aa123456

(The temporary password is valid for 30 days.)

You can connect to the system with your new username and password.

**Supplier Portal** 

Regards,

This e-mail is automatically generated, please do not reply. In case of need for support, you can contact OHM\_TZ\_Yardim\_Masasi@sisecam.com.