

# Nurool ERP Transformation SAP 1809 S4Hana Project

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SLC Module Supplier Documentation

## Author

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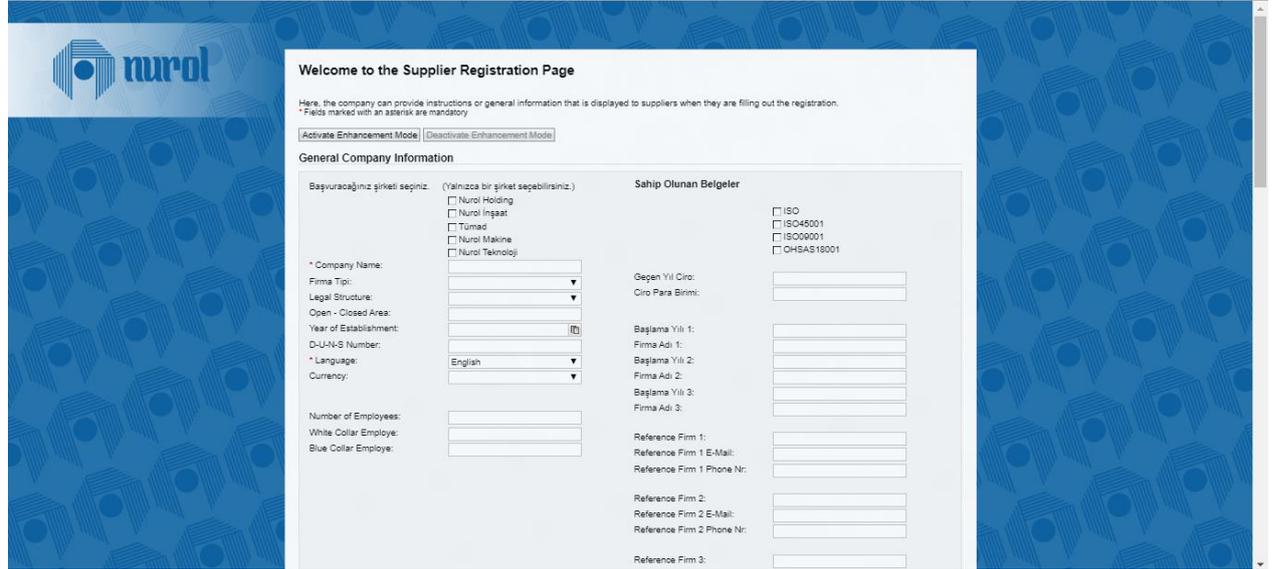
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## 1. Supplier Application Page

Supplier companies who would like to work with Nurol enterprises need to access the Nurol Supplier Portal over the link [https://srm.nurol.com.tr/slc\\_selfreg](https://srm.nurol.com.tr/slc_selfreg) and complete their applications.

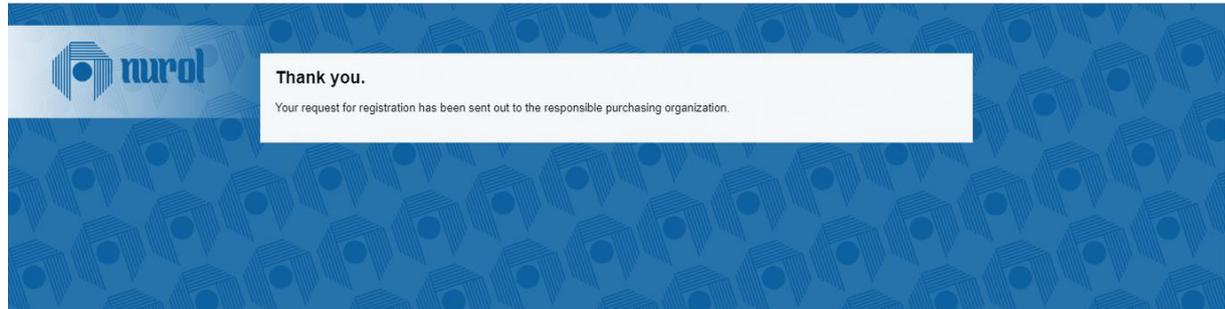
The supplier company candidates need to complete their applications through the SLC (Supplier Lifecycle Management) integrated system by filling the Supplier Registration survey which can be seen below.



The screenshot shows the "Supplier Registration Page" with the following fields and options:

- Welcome to the Supplier Registration Page**
- Here, the company can provide instructions or general information that is displayed to suppliers when they are filling out the registration.
- \* Fields marked with an asterisk are mandatory.
- Buttons: [Activate Enhancement Mode](#) | [Deactivate Enhancement Mode](#)
- General Company Information**
- Başvuracağımız şirket seçiniz.** (Yalnızca bir şirket seçebilirsiniz.)
  - Nurol Holding
  - Nurol İnşaat
  - Tümad
  - Nurol Makine
  - Nurol Teknoloji
- \* Company Name:
- Firma Tipi:
- Legal Structure:
- Open - Closed Area:
- Year of Establishment:
- D-U-N-S Number:
- \* Language:
- Currency:
- Number of Employees:
  - White Collar Employee:
  - Blue Collar Employee:
- Sahip Olunan Belgeler**
  - ISO
  - ISO45001
  - ISO9001
  - OHSAS18001
- Öğren Yılı Ciro:
- Ciro Para Birimi:
- Başlama Yılı 1:
- Firma Adı 1:
- Başlama Yılı 2:
- Firma Adı 2:
- Başlama Yılı 3:
- Firma Adı 3:
- Reference Firm 1:
- Reference Firm 1 E-Mail:
- Reference Firm 1 Phone Nr:
- Reference Firm 2:
- Reference Firm 2 E-Mail:
- Reference Firm 2 Phone Nr:
- Reference Firm 3:

The fields denoted with (\*) are required fields and at least 1 company and 1 category need to be chosen. The companies which have more than one product may make multiple choices. The application is completed by pressing the “Send” button after reading the terms of registration and accepting them. You can understand that your application is complete when you see the “Thank you” text as seen below.



## 2. Access to the Supplier Portal

### 2.1 Receiving E-mail After the Confirmation of Application

Depending on the category chosen by the Supplier company on the Supplier Registration Page, a confirmation request is received by the relevant company's purchasing department. After the examination by the purchasing personnel, if the purchasing personnel approves the application, the potential supplier company is promoted to a supplier company. The username and password are sent via e-mail to the potential supplier for them to be able to access the Nurol Supplier Portal.

If you have forgotten your password or to change your password, please click on the link below.

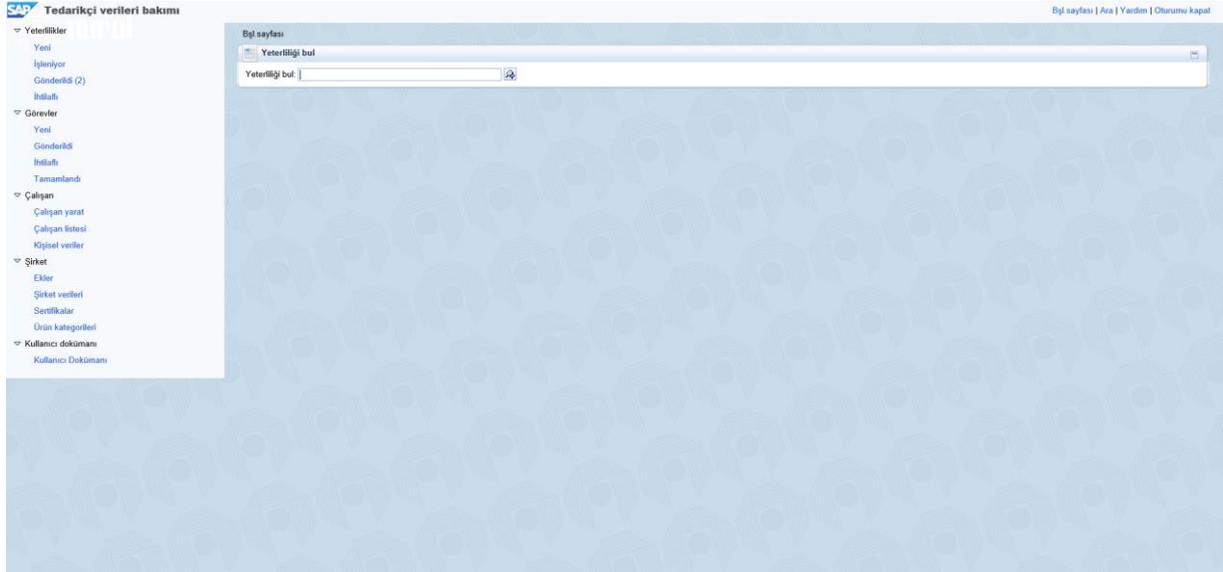
<https://tedarikci.nurol.com.tr/sifremiunuttum/index.html?sap-language=EN>

## 2.2 Access to the Supplier Portal

The supplier company can access the Supplier Portal through the “**Login**” link if they wish so after their administrator account is created. The Supplier Company can login through Nurol Supplier Portal whenever they wish as well as via <https://tedarikci.nurol.com.tr/EN> The Supplier Portal can be accessed after the administrator account’s username and password are entered.

## 3. Nurol Supplier Central Portal Master Data Maintenance

The main entrance page can be found after the access via the administrator account. As it can be seen in the menu on the left, this page is comprised of four main sections: Competencies, Tasks, Personnel, Company. The supplier company can access and see every information about themselves through this page or can make changes within the knowledge of the Purchasing Responsible. You can login through the <https://tedarikci.nurol.com.tr/EN> with the username and password that you have formed.





### 3.1 Competencies

There are four tabs in this section. The Competencies section is comprised of four sub-sections:

- New
- Processing
- Sent
- In dispute

The temporary password and username are automatically sent to the supplier company with the Supplier Competence Survey.



**(1) New:** There surveys that you need to fill which are provided by your purchasing responsible can be found in this tab.

**(2) Processing:** The surveys that you are still filling in and have not sent to you purchasing responsible can be found in this tab.

**(3) Sent:** The surveys that you have completed and sent to the purchasing responsible can be found in this tab.

**(4) In dispute:** The surveys that you have answered but are marked as to be explained by your purchasing responsible can be found in this tab.

#### 3.1.1 Completing the Survey and Sending It to the Relevant Responsible

The New button under the Competence tab is clicked. The survey that is wished to be completed is chosen.

1 Tedarikçi verileri bakımı

2 Yeni (3)

3

Bgl sayfası > Yeni yeterlilikler listesi

Yeni yeterlilikler listesi

Güncelle

Ad	Yaratma tarihi	Süre	Durum
Hambez	24.05.2018	24.05.2018	Yeni
Zorlu Tekstil Üretim Genel	24.05.2018	24.05.2018	Yeni
Boya Kimyasal	24.05.2018	24.05.2018	Yeni

The “Continue” button is clicked in the new page that opens after the survey is chosen.



Nurol Makina Üretim Kategorisi Yeterlilik Genel ...

Yeterlilik: Nurol Makina Üretim ...

Satıcı: 10092019\_Tumad

Cevap durumu: Gönderildi

Süre: 16.09.2019

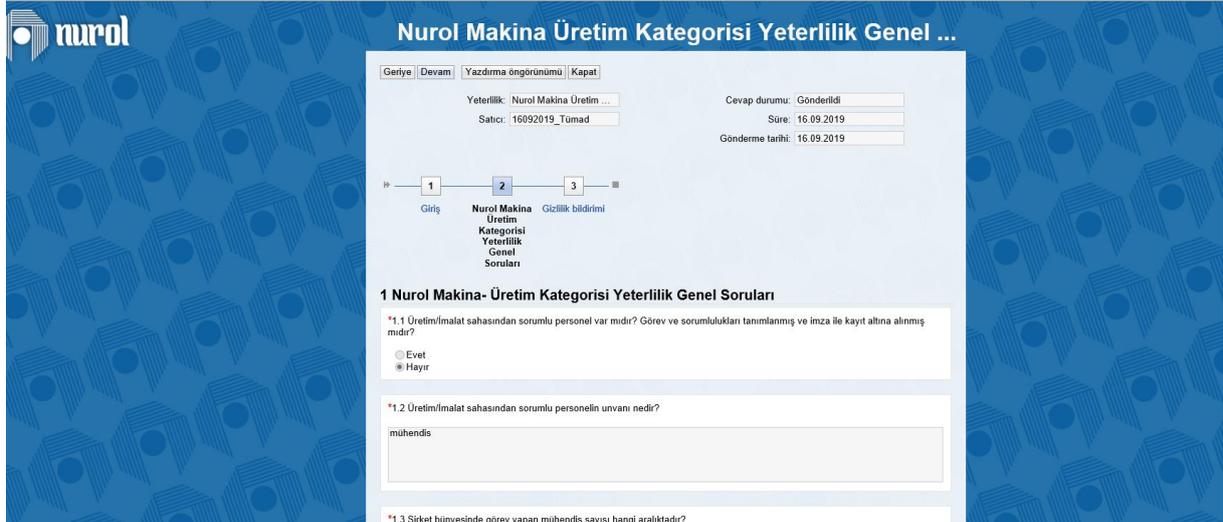
Gönderme tarihi: 16.09.2019

1 2 3

Giriş

\* Yıllık alanlar zorunlu alanlar

The survey page is opened after you click the continue button. The questions are answered.



Nurol Makina Üretim Kategorisi Yeterlilik Genel ...

Yeterlilik: Nurol Makina Üretim ...

Satıcı: 10092019\_Tumad

Cevap durumu: Gönderildi

Süre: 16.09.2019

Gönderme tarihi: 16.09.2019

1 2 3

Giriş

Nurol Makina Üretim Kategorisi Yeterlilik Genel Soruları

1 Nurol Makina- Üretim Kategorisi Yeterlilik Genel Soruları

\*1.1 Üretim/imalat sahasından sorumlu personel var mıdır? Görev ve sorumlulukları tanımlanmış ve imza ile kayıt altına alınmış mıdır?

Evet

Hayır

\*1.2 Üretim/imalat sahasından sorumlu personelin unvanı nedir?

mühendis

\*1.3 Şirket bünyesinde görev yapan mühendis sayısı hangi aralıktadır?

The “Continue” button is clicked after the questions are answered. The terms of confidentiality field is filled in the new page and the “Submit” button is clicked.



### 3.2 Tasks

There are four tabs in this section.

- The tasks section is the section that is used to see and complete the activities that are defined by the Nurol enterprises for the supplier company.
- The supplier company can see the details of the activity that is created for them under the “New” tab under the Tasks tab.



**(1) New:** The tasks that need to be completed and provided by your purchasing responsible can be found in this tab.

**(2) Sent:** The tasks that you have sent but not moved to the completed status by your purchasing responsible can be found in this tab.

**(3) In Dispute:** The tasks that you have sent but are requested to be explained by your purchasing responsible can be found in this tab.

**(4) Completed:** Tasks that you have completed can be found in this tab.

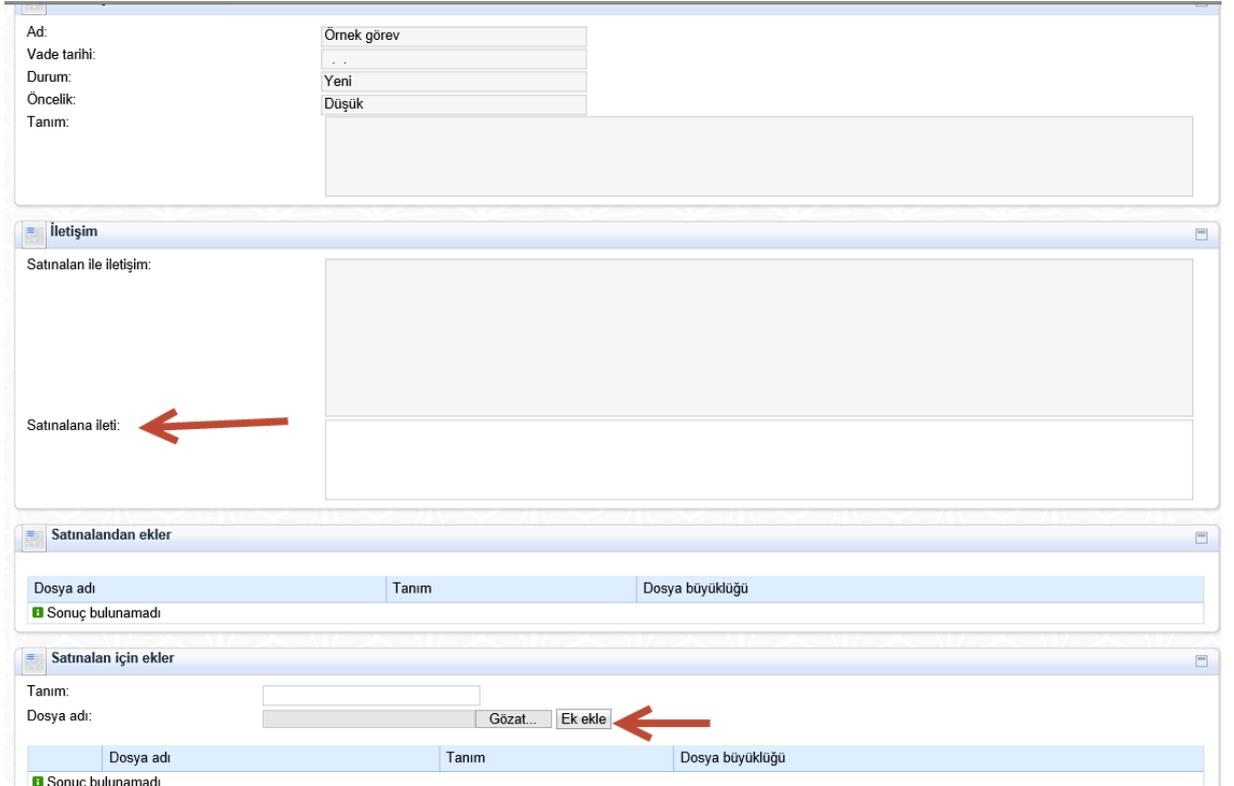
#### 3.2.1 Completing the Task and Sending It to the Relevant Purchasing Responsible

The New tab under the Tasks tab is clicked. The task wished to be sent is selected.



Ad	İşleyen	Yaratma tarihi	Vade tarihi	Durum
Örnek görev 3	ererenewr reweewrwr	05.07.2018	...	Yeni

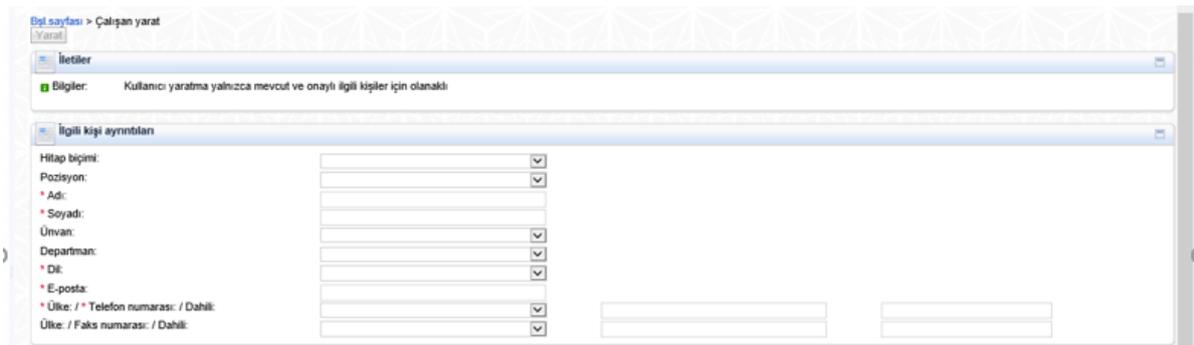
The task is filled in as your purchasing responsible requested after the chosen task is clicked. You can complete this process by either adding an attachment or entering a text to the communication with the purchaser field.



### 3.3 Personnel

The personal data of the Supplier Company can be changed under the Personnel Tab.

All requested changes are subject to the approval of the Purchasing Responsible. The supplier company may change the username and password of the administrator account whenever they wish.



### 3.4 Company

There are four sub-tabs under the Company section.

#### 3.3.1 Attachments

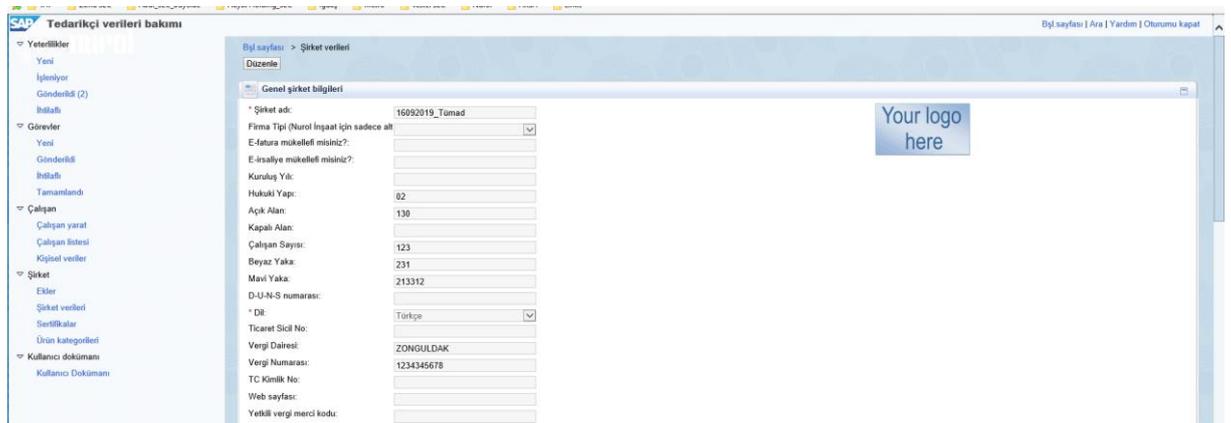
Files can be added by clicking the Attachments field under the Company tab and selecting the files that are desired to be shared with Nurol enterprises and by clicking the "Add Attachment" button. You can specifically add attachments to one company or more than one companies. The attached file is submitted for the relevant purchasing personnel's approval. If the purchasing personnel approves the

file after an examination, the attached files status will be changed to “updated” and will stay as “updated”.

### 3.3.2 Company Data

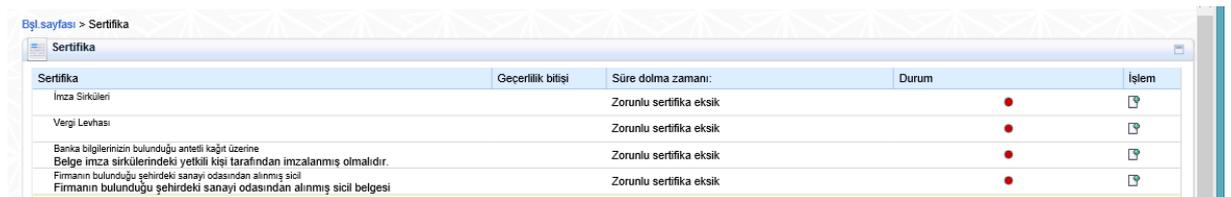
The supplier company can see and change its own data under the Company Data tab.

These data are conjugated with the supplier application form and the data provided earlier is automatically saved. If they are not filled in the beginning form or if it is a newly added field, then the supplier company administrator needs to access the company data and fill in the empty fields. The bank details should also be present in this field. The up-to-dateness and the correctness of the banking details are in the responsibility of the supplier company’s administrator account. Each field that is changed, added or deleted is in the responsibility of the purchasing personnel. Every changed field is subjected to approval and may not be accepted, if need be.



### 3.3.3 Certificates

The documents that are required/optional to upload by the potential supplier company that are requested by the enterprises’ purchasing departments can be found under the Certificates tab.



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 sirkülierindeki 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	●	📄

### 3.3.4 Product Categories

You can add the fields and new categories that you wish to be a supplier of under the Product Categories tab.

You can apply for other Nurol enterprises that you have not previously applied for with the Add New Category button.

## 4. User Documentation

You can access the user documentation text whenever you wish from the left corner of the page.

