


SUPPLIER MASTER DATA MANAGEMENT GUIDE

1. Supplier Portal Login

1.1. Receiving Email After Application Approval

When the supplier company submits its application, a request for approval is sent to TPAO responsible employees. If the responsible employee gives approval after the review, the supplier company can log in to the system as a candidate supplier. User information will be automatically sent by TPAO via e-mail. The password sent will be a temporary password. The password must be changed by logging into the system.

Your supplier registration has been completed

Yaratma tarihi  RFCSELSDM


Dear ewqr wqeqwrq,

Supplier registration request is approved by TPAO.
You can log in supplier portal with link and username.

Username : T1869
Link : https://s06sdsrma01.tpao.gov.tr:50001/s3q_ext

Best regards,
TPAO Suuplier Portal

Password for logon after supplier registration

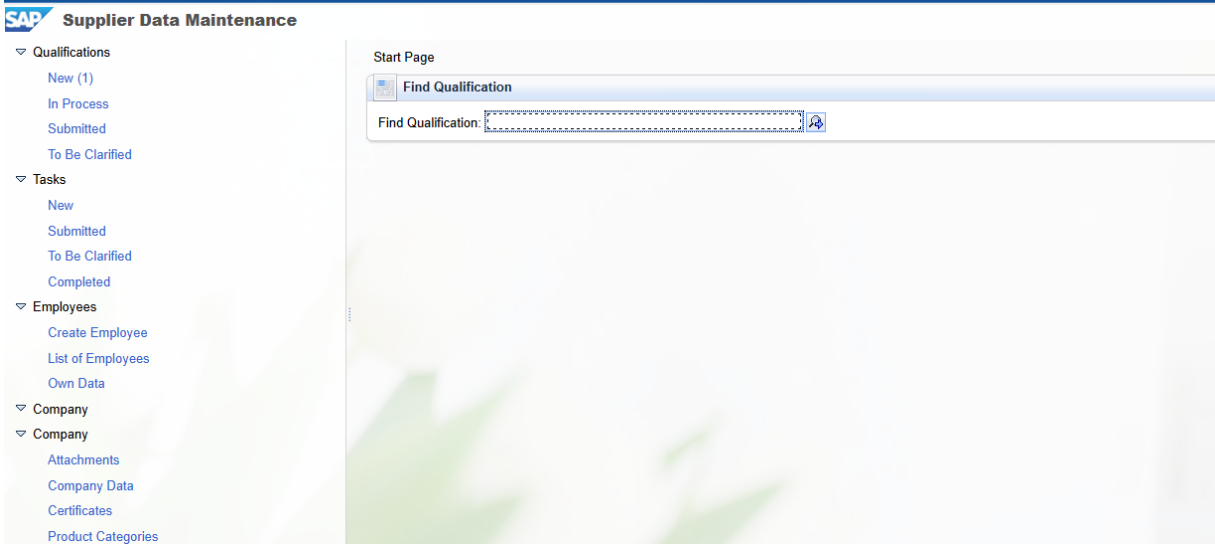
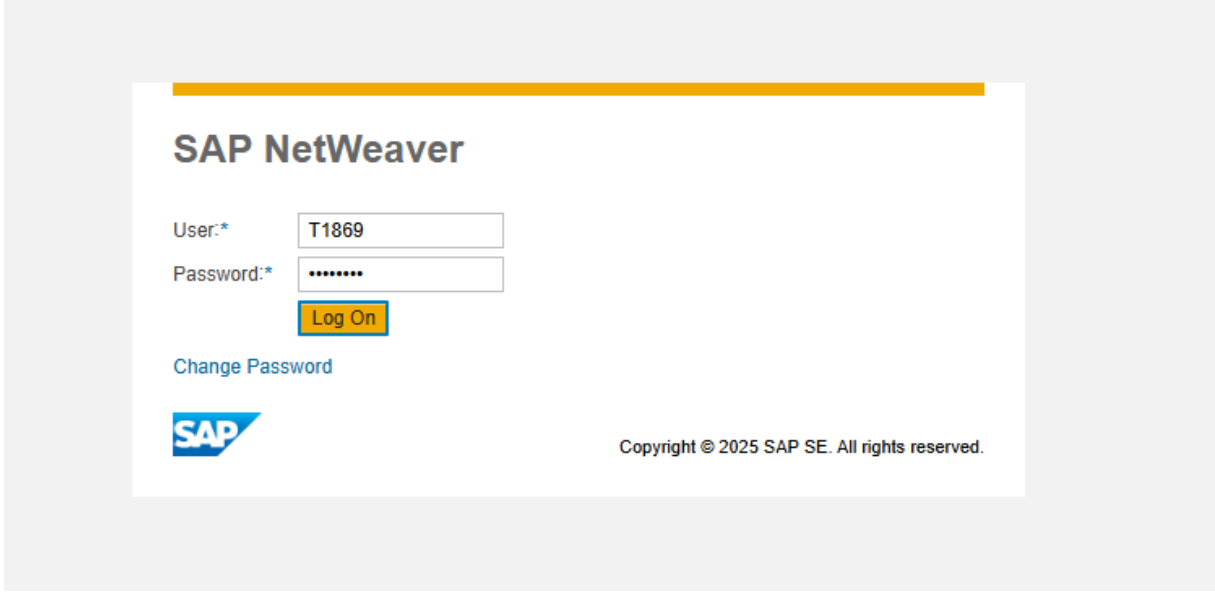
Yaratma tarihi  RFCSELSDM

Dear responsible,
The password for the username sent to you in a separate email is as follows.
CcbeYvq4b<

Best regards,
TPAO Suuplier Portal

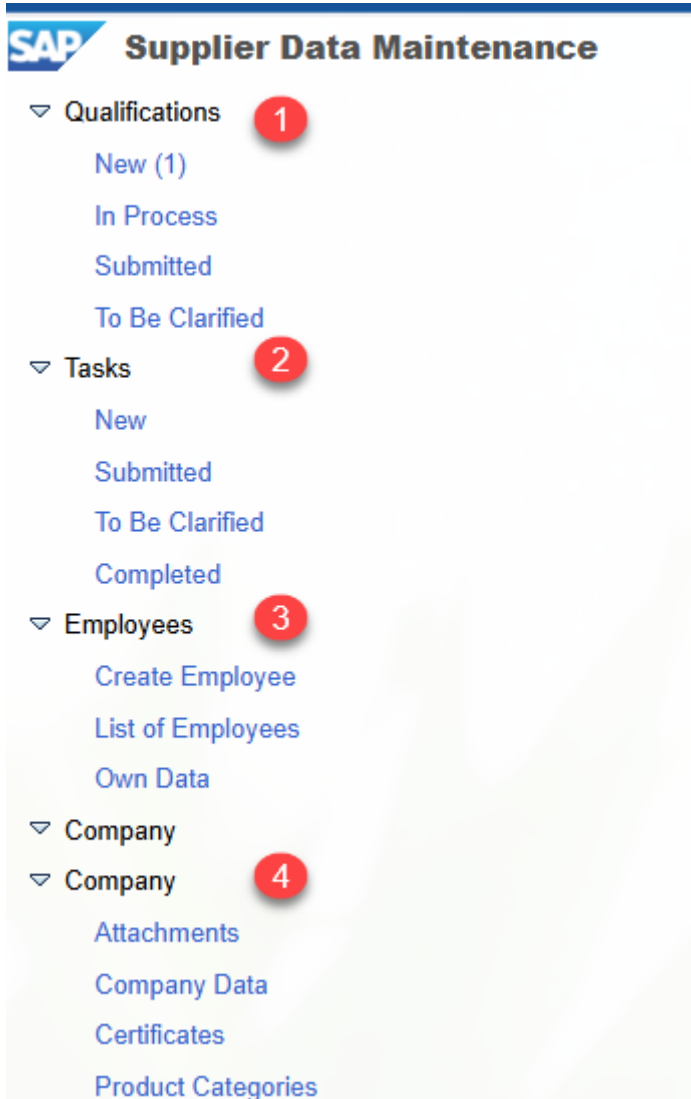
1.2. Supplier Portal Login

The potential supplier company must access the link (<https://tedarikcianaveri.tpao.gov.tr>) sent to its e-mail address and should log in with its username and password and set a new password.



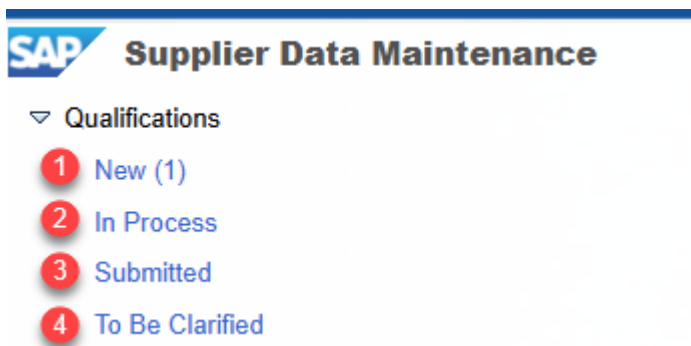
2. Viewing TPAO Supplier Portal Master Data

Access is made to the Viewing Supplier Data screen. As seen in the Left Menu, it consists of 4 main sections as Qualification, Duties, Employee and Company. The supplier company can access and view all information about itself from this page.



2.1. Qualifications

There exist 4 tabs under the Qualifications tab. The Qualifications section consists of 4 subsections: New, Processing, Submitted and Disputed.



(1) New: Contains surveys sent by the responsible employee of TPAO, which you are expected to answer.

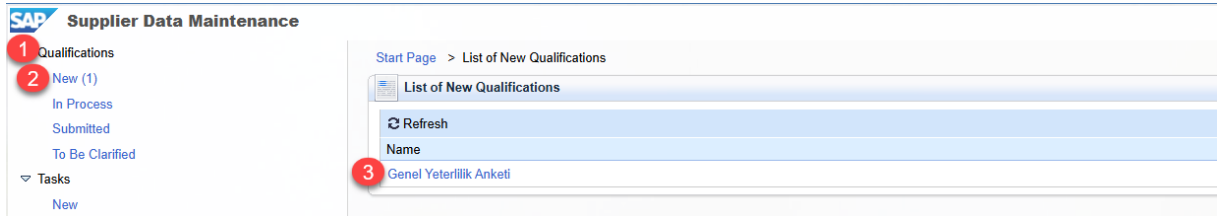
(2) Processing: Contains Surveys that you are in the process of answering, but have not yet sent, submitted to the TPAO responsible employee.

(3) Submitted: Contains surveys that you have answered and that have reached the TPAO responsible employee.

(4) Disputed: Contains Surveys that you have answered and for which an explanation is requested by the TPAO responsible employee.

2.1.1. Answering the Survey and Submission Thereof to the Relevant Responsible Person

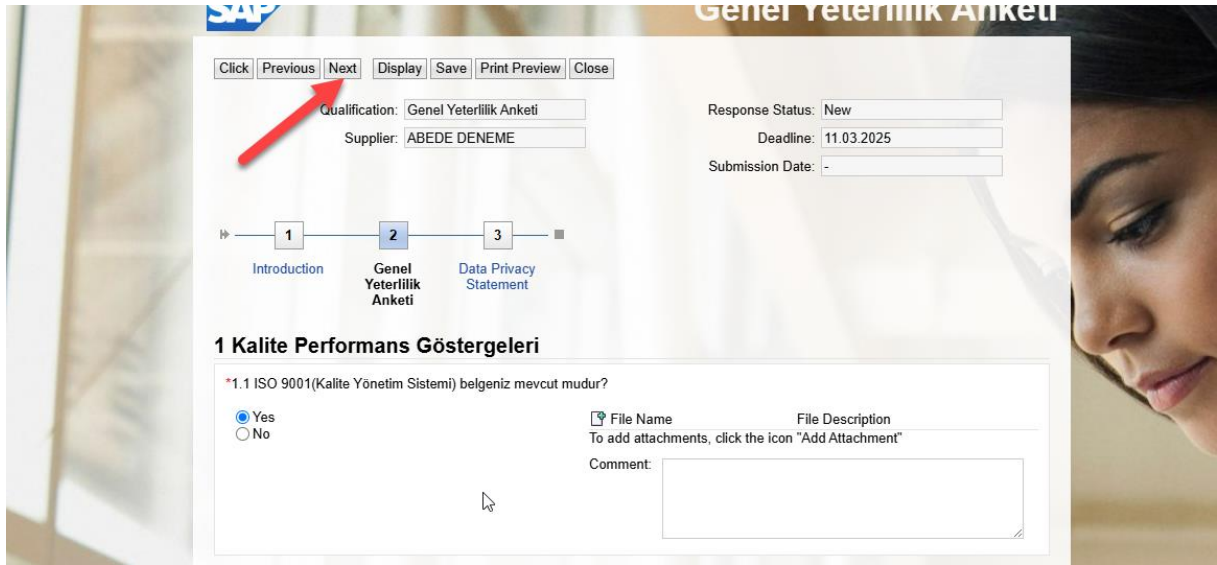
Click on the New button under the Qualification tab. Select the survey required to be filled in.



After selecting the survey, click the Continue button on the screen that opens.



After pressing the Continue button, the survey screen opens. Questions are answered.



Click Previous **Next** Display Save Print Preview Close

Qualification: Genel Yeterlilik Anketi
Supplier: ABEDE DENEME

Response Status: New
Deadline: 11.03.2025
Submission Date: -

1 Introduction 2 **Genel Yeterlilik Anketi** 3 Data Privacy Statement

1 Kalite Performans Göstergeleri

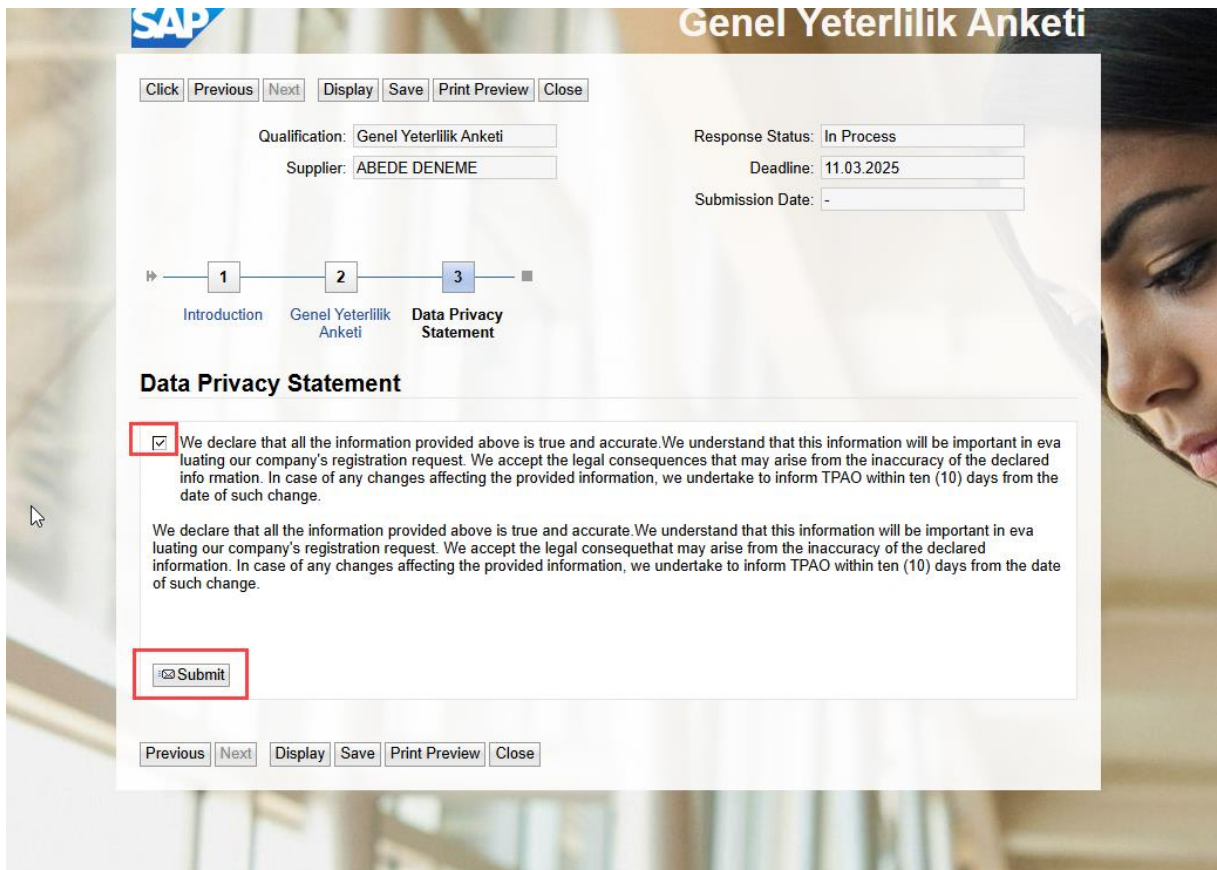
*1.1 ISO 9001(Kalite Yönetim Sistemi) belgeniz mevcut mudur?

Yes
 No

File Name File Description
To add attachments, click the icon "Add Attachment"

Comment:

After the questions are answered, press the Continue button again. On the screen that opens, fill in the Confidentiality Conditions field and click the Submit button.



Click Previous **Next** Display Save Print Preview Close

Qualification: Genel Yeterlilik Anketi
Supplier: ABEDE DENEME

Response Status: In Process
Deadline: 11.03.2025
Submission Date: -

1 Introduction 2 Genel Yeterlilik Anketi 3 **Data Privacy Statement**

Data Privacy Statement

We declare that all the information provided above is true and accurate. We understand that this information will be important in evaluating our company's registration request. We accept the legal consequences that may arise from the inaccuracy of the declared information. In case of any changes affecting the provided information, we undertake to inform TPAO within ten (10) days from the date of such change.

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Previous Next Display Save Print Preview Close

2.2. Tasks

There are 4 tabs under the Tasks tab. This is the section used to view and complete the activities defined for the supplier company by TPAO companies. The supplier company can view the details of the activity by clicking on the activity opened to it under the "New" tab under the tasks tab.



(1) New: This tab contains tasks that you are expected to complete by your purchasing responsible.

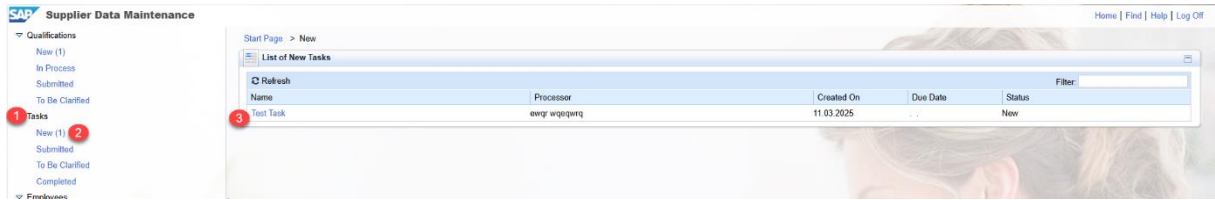
(2) Submitted: This tab contains tasks you have submitted that have not yet been moved to the Completed status by your purchasing responsible.

(3) Disputed: This tab contains tasks that you have submitted and are awaiting clarification by your purchasing responsible.

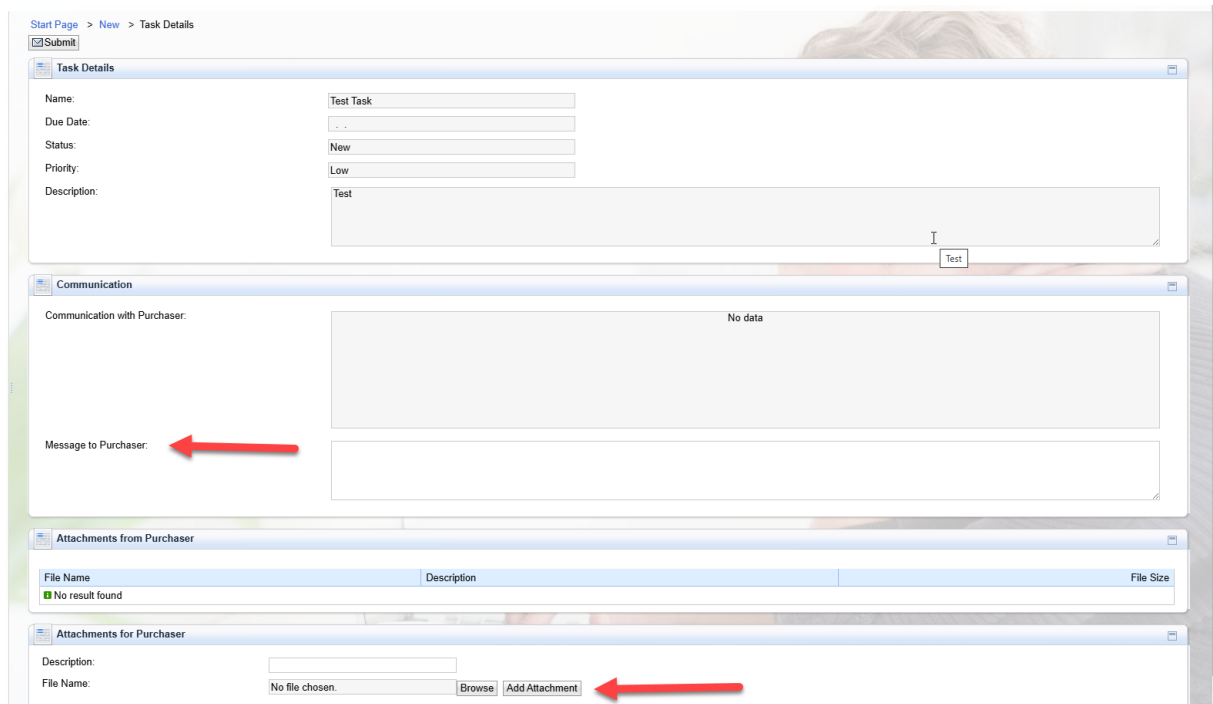
(4) Completed: This tab contains your completed tasks.

2.2.1. Completion of the Task and Sending it to the Relevant Responsible Person

Under the Tasks tab, click on the New tab. Select the task required to be sent, submitted.

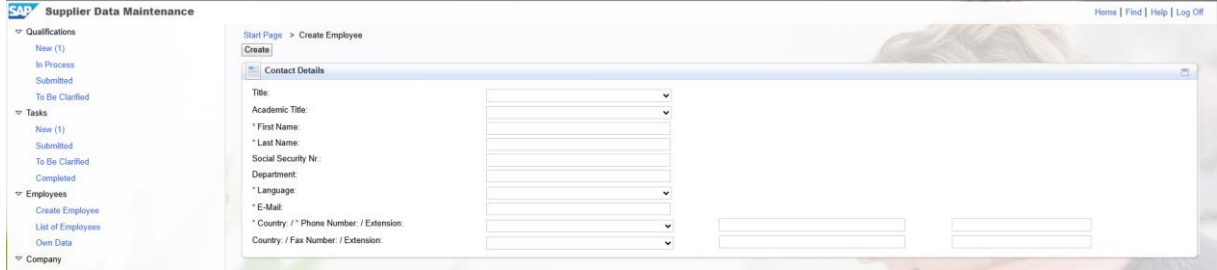


After clicking on the selected task, the task is filled in as requested by the TPAO Officer. You can do this by adding an attachment or by entering text in the Communication with Purchaser section.



2.3. Employee

Under the Employee Tab, the personal data of the Supplier Company's administrator account can be changed. All changes made are subject to the approval of the TPAO Responsible employee.



Supplier Data Maintenance

Start Page > Create Employee

Create

Contact Details

Title:

Academic Title:

* First Name:

* Last Name:

Social Security No.:

Department:

* Language:

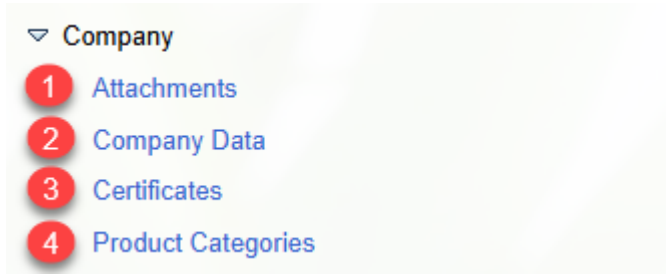
* E-Mail:

* Country / * Phone Number / Extension:

Country / Fax Number / Extension:

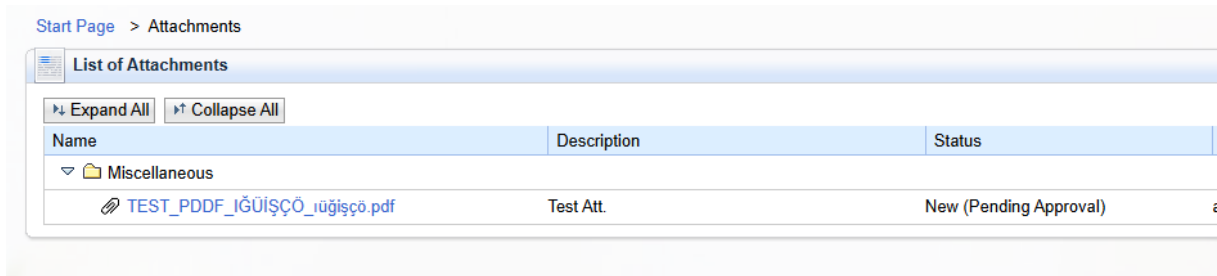
2.4. Company

There are 4 sub-tabs under the Company section.



2.4.1. Attachments

By clicking on the Attachments field under the Company section, the files that you want to share with TPAO can be selected and the said files by clicking on the "Add attachment" button can be added to the Attachments.



Start Page > Attachments

List of Attachments

Expand All Collapse All

Name	Description	Status
TEST_PDDF_IĞÜİŞÇÖ_üğüşçö.pdf	Test Att.	New (Pending Approval)

2.4.2. Company Data

Under the Company Data tab, the supplier company can view or modify its own data. This data is synchronized with the supplier application form and the data filled in at the beginning is automatically saved. If it is not filled in the initial form or if it is a newly added field, the supplier company manager should go to the company data and fill in the empty fields. Each changed, added or deleted field is the responsibility of the purchasing employee. Each modified field is subject to approval and, if necessary, disapproval.

Start Page > Company Data

[Edit](#)

[Activate Enhancement Mode](#) | [Deactivate Enhancement Mode](#)

General Company Information

* Company Name: ABEDE DENEME

Name 2:

Head Office / Branch: Head Office

Legal Form:

Company Type: Domestic Legal Entity

Business Reg. Number: 321421421

Nace Code (Main): 01.47.03

Nace Code 1: 01.47.03

Nace Kodu 2:

Nace Code 3:

Company Sector: Seller

MERSIS Number: 0000000000000000

D-U-N-S Number:

* Language: English

Homepage:

Tax Jurisdiction Code:

Currency:

Ortaklık Bilgileri

Shareholder 1: DSAASF5

Shareholder 1 Percentage (%): 100

Shareholder 2:

Shareholder 2 Percentage (%):

Shareholder 3:

Shareholder 3 Percentage (%): 000

Shareholder 4:

Shareholder 4 Percentage (%): 000

Shareholder 5:

Shareholder 5 Percentage (%):

Your logo here

2.4.3. Certificates

Under the Certificates tab, there are documents that the TPAO Purchasing Department requests from potential suppliers and that are mandatory/optional to be uploaded.

Start Page > Certificates

Certificates

Certificate	Valid To	Expires In	Status	Action
Tax Registration Certificate		Mandatory Certificate Missing	●	
Any Other Relevant Information		Optional Certificate Missing	◇	
ISO 14001		Optional Certificate Missing	◇	
ISO 5001		Optional Certificate Missing	◇	
Tax Clearance Certificate		Optional Certificate Missing	◇	
Certificate of Authorized Dealer		Optional Certificate Missing	◇	
Chambers of Commerce Registration Cert.		Optional Certificate Missing	◇	
EKAP non-Prohibition Letter (for Locals)		Optional Certificate Missing	◇	
Shareholders Register		Optional Certificate Missing	◇	
Certificate of Incumbency/Solvency		Optional Certificate Missing	◇	
API SCT		Optional Certificate Missing	◇	
TSE Certificate (for Locals)		Optional Certificate Missing	◇	
Any Other Registration Documents		Optional Certificate Missing	◇	
ISO 9001		Optional Certificate Missing	◇	
API 15 HR		Optional Certificate Missing	◇	
Catalogues or Brochures		Optional Certificate Missing	◇	
Accreditation Cert. for Relevant Industr		Optional Certificate Missing	◇	
OHSAS 18001		Optional Certificate Missing	◇	
ISO 27001		Optional Certificate Missing	◇	
ISO 45001		Optional Certificate Missing	◇	
List of The Materials You Produce&Sell		Optional Certificate Missing	◇	
Manufacturing Certificate		Optional Certificate Missing	◇	
API 5L		Optional Certificate Missing	◇	

2.4.4. Product Categories

From the product categories tab, you can add new categories and areas you want to be a supplier for. You can apply to categories you have not applied to before with the Add New Category button.

Start Page > List of Product Categories

Submit Reset

List of Product Categories

Add New Product Categories

Category Name	Status
0003 Software and Data Service	
0004 Training Service	

Selection of Product Categories

Select the product categories you can supply

Find: Go

Available Product Categories

Expand All Collapse All

Category Name
<input type="checkbox"/> 0001 Social Facility Operation Service
<input type="checkbox"/> 0002 Seismic Data Collection Service
<input checked="" type="checkbox"/> 0003 Software and Data Service
<input checked="" type="checkbox"/> 0004 Training Service
<input type="checkbox"/> 0005 Vehicle Rental Service
<input type="checkbox"/> 0006 Machine Maintenance and Repair Service
<input type="checkbox"/> 0007 Security Service
<input type="checkbox"/> 0008 Occupational Health and Safety
<input type="checkbox"/> 0009 Loading and Unloading Service
<input type="checkbox"/> 0010 Production Service
<input type="checkbox"/> 0011 Drilling Rig Service
<input type="checkbox"/> 0012 Workover Rig Service
<input type="checkbox"/> 0013 Well Completion Service
<input type="checkbox"/> 0014 Drilling Service