

ROKETSAN A.Ş.

SUPPLY CHAIN MANAGEMENT PORTAL

SUPPLIER REGISTRATION SYSTEM

USER MANUAL



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1 DEFINITIONS

Sub-contractor: Supplier that ROKETSAN cooperates with a contract or order and from which the manufacturing products or services are purchased.

New Supplier: These are the candidate companies that login the ROKETSAN Supply Chain Management Portal from the "Candidate Supplier Application" section and filled the required information completely.

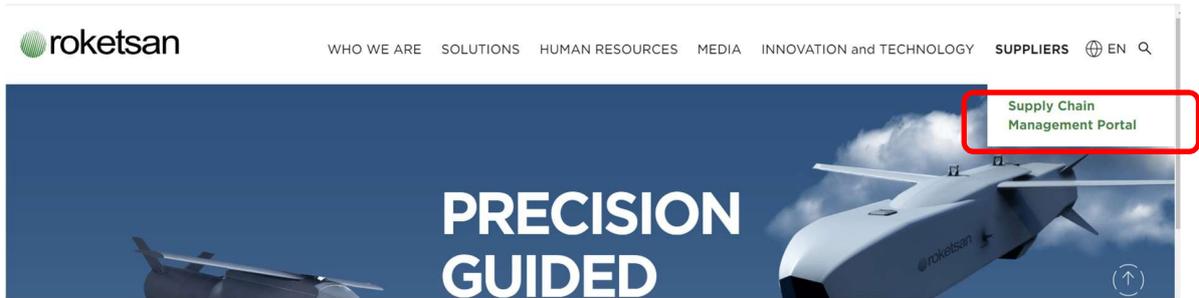
Candidate Supplier: Supplier whose applications have been approved but inspection activity has not been completed yet.

Supplier: These are Sub-Contractors that goods, services and works are satisfied.

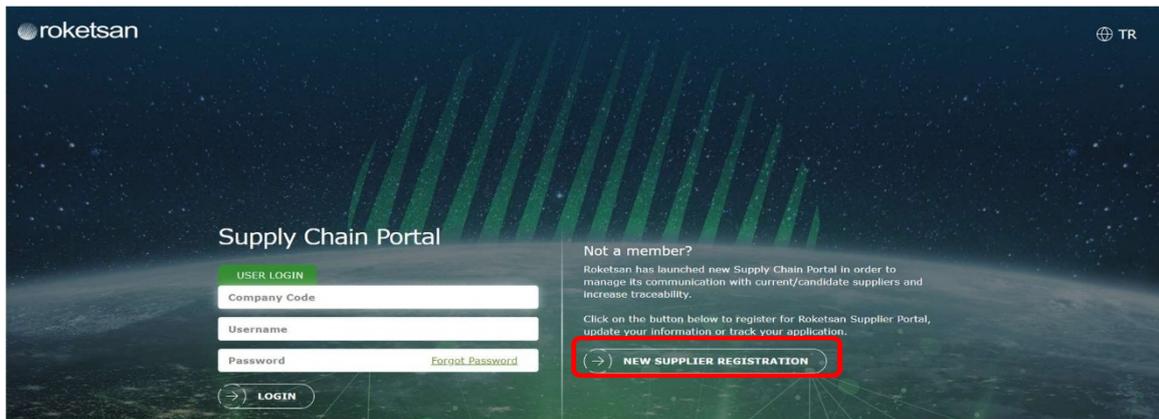
Confirmed Supplier: Companies that successfully completed the qualification order from the candidate suppliers.

2 SUPPLIER APPLICATION SYSTEM

Suppliers who want to work with ROKETSAN should log in the Supply Chain Management Portal (Screenshot-1) section from ROKETSAN website (roketsan.com.tr/en) or from the address “supplychainportal.roketsan.com.tr” then reach the Supplier Application Form via New Supplier Registration button (Screenshot-2).



Screenshot – 1



Screenshot – 2

In order to reach the Supplier Registration Form, you should choose Country and Language and click on the “Save and Continue” Button. After that, enter your DUNS number and an active corporate e-mail address in the screen that is shown in the Screenshot-4

The image shows the 'Supplier Application Form' registration page. The header includes the ROKETSAN logo, the company name 'Rocketsan Roket Sanayii ve Ticaret A.Ş.', and the title 'Supplier Application Form'. Below the header, there are two dropdown menus: 'Country' (set to 'Select') and 'Language' (set to 'English'). A 'Save and continue' button is located below the dropdowns. The page also features flags for Turkey and the United Kingdom.

Screenshot - 3

The e-mail address must be entered in a corporate form, with a company name extension. E-mail address should not consist of yahoo, gmail, hotmail etc.

Welcome to the page of obtaining a registration number for a new application.

We recommend that you review the " Purchasing Policy","General Purchasing Conditions",
"Global Responsibility Principles", "Ethical Rules" in the section "To become a Supplier" before applying for a new application.

DUNS

Email Address

You must enter an e-mail address that you can access. The necessary link and application steps will be sent to this address in order to continue with the application form.

[Save and continue](#)

Screenshot - 4

After providing the necessary information, click on the "Save and Continue" button. (Screenshot – 5)

It is expected from Suppliers to fill the Company, Address and Bank Account Information, Contact Details, Company Fields of Activity, Affiliate Information, Document Owned and References sections.

There is also an Explanation field where suppliers can write notes they want to convey to ROKETSAN. The fields indicated as red color in sections indicate the mandatory fields that has to be filled.

3 SCREEN TITLES

3.1. Company Details

The screen shown in Screenshot-5 contains fields where Suppliers can enter general company information.

Company Name field is mandatory to fill. If the exported countries are more than one, they can be written using a comma (,).

Company Information

Company Name	<input type="text"/>	Total Number of Personnel	<input type="text"/>
Foundation Year	<input type="text"/>	Total Number of Engineers	<input type="text"/>
Annual Turnover	<input type="text"/>	Staff Average Experience (YEAR)	<input type="text"/>
Annual Turnover Currency	<input type="text" value="Select"/>		
Export Countries	<input type="text"/>		

Screenshot – 5

3.2. Address and Bank Account Information

The section that is specified in Screenshot – 6 must be filled for address and bank account information. Country, City, Post Code, Address Line 1, Area Code, Phone Number and Web Address fields are mandatory to fill.

All fields in the Bank Information section are mandatory to fill. In this section, there is an “Add New Line” button to enter more account information. It should be forwarded with an ink signature by the person that is authorized to sign for your company.

Address Information

Country	<input type="text" value="Select"/>	Area Code	<input type="text"/>
City	<input type="text" value="Select"/>	Phone Number	<input type="text"/>
Post Code	<input type="text"/>	Fax Area Code	<input type="text"/>
Address Line 1	<input type="text"/>	Fax	<input type="text"/>
Address Line 2	<input type="text"/>	Web Address	<input type="text"/>
Address Line 3	<input type="text"/>		

Bank Information

Currency	Bank Name	Branch Code	IBAN	Country of Origin	Account Number
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

Screenshot - 6

3.3. Contact Details

Name, Surname, Department and E-mail fields are mandatory to fill.

3.4. Company Fields of Activity

There are a total of 5 main categories from which suppliers can choose their fields of activity. As seen in Screenshot - 7, sub sector area can be selected by clicking on the categories.

More than one field of activity can be selected and at least one field of activity should be selected. If the Company's field of activity does not belong to one of the definitions in the relevant list, the "Other" box should be selected and an explanation should be written in the relevant field.

3.5. Affiliate Information

Affiliate Information section, that is shown in the Screenshot – 7 is not mandatory to fill. However if it is filled, the shareholders ratio must be completed to %100.

The screenshot shows a form with three main sections, each with a blue header bar. The first section is 'Contact Details', which includes input fields for Name, Surname, Department, and Email. The second section is 'Company Fields of Activity', which includes three dropdown menus for Fields of Activity, Sector, and Sub Sector. The third section is 'Affiliate Information', which is a table with two columns: 'Stakeholder Name' and 'Stakeholder Percentage'. There are three rows of input fields in this table. Red boxes highlight the blue header bars for each section. Red arrows point from external blue boxes labeled 'Contact Details', 'Company Fields of Activity', and 'Affiliate Information' to their respective header bars in the form.

Screenshot - 7

3.6. Document Owned

As it is given in Screenshot-8, there are fields where suppliers can choose the certificates they hold in different subjects. If one of the relevant documents are selected, it is mandatory to fill the validity date field.

3.7. References

In Screenshot-8, Suppliers can specify their references about the Defense Industry or other. The fields in this section are not mandatory to be filled.

Documents Owned - Expiry Date

AS 9100	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>	ISO 17025	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>
AQAP 2110	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>	ISO 27001	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>
ISO 9001	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>	OHSAS 18001	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>
ISO 16949	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>	ISO 14001	<input type="checkbox"/>	mm/dd/yyyy	<input type="checkbox"/>

Defense Industry Company References

Company Name	Explanation
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Defense Industry Company References

Screenshot - 8

After filling the fields that is mentioned in the above, the Supplier can enter additional information in the Description field in Screenshot - 9. In the Files section, the most up-to-date Trade Registry Gazette, Signature Circular and Tax Board documents belonging to the Supplier must be added to the application form.

Description

Description

Note You Want to Convey to Roketsan

Files (File Upload Limit 10 MB)

Sample File	Attachments	Type	Valid From	Valid Until	Document Number	Description
	(0)	Copy of Signature Circular	-	-		
	(0)	Quality Certificates	-	-		
	(0)	Supplier Information	-	-		
	(0)	Trade Registry Gazette	-	-		
	(0)	Tax Board	-	-		

Screenshot – 9

Finally, Supplier should check the confirmation boxes at the bottom of the form. If the fields in the Application Form are completed correctly and completely, the e-mail below will be sent to the registered e-mail address in Screenshot - 10. Suppliers who do not receive the mail can send their questions via the tedarikzincirportal@roketan.com.tr address.

To whom it May concern,

Thank you for your application to become supplier.

After the examination of your application, the necessary notifications about the continuation your process will be made to you.

Purchasing Company	Roketsan
Application Number	XXXXXXXX
Supplier Name	XXXXXXX
Organization Code	XXXXX
Link	

Screenshot - 10

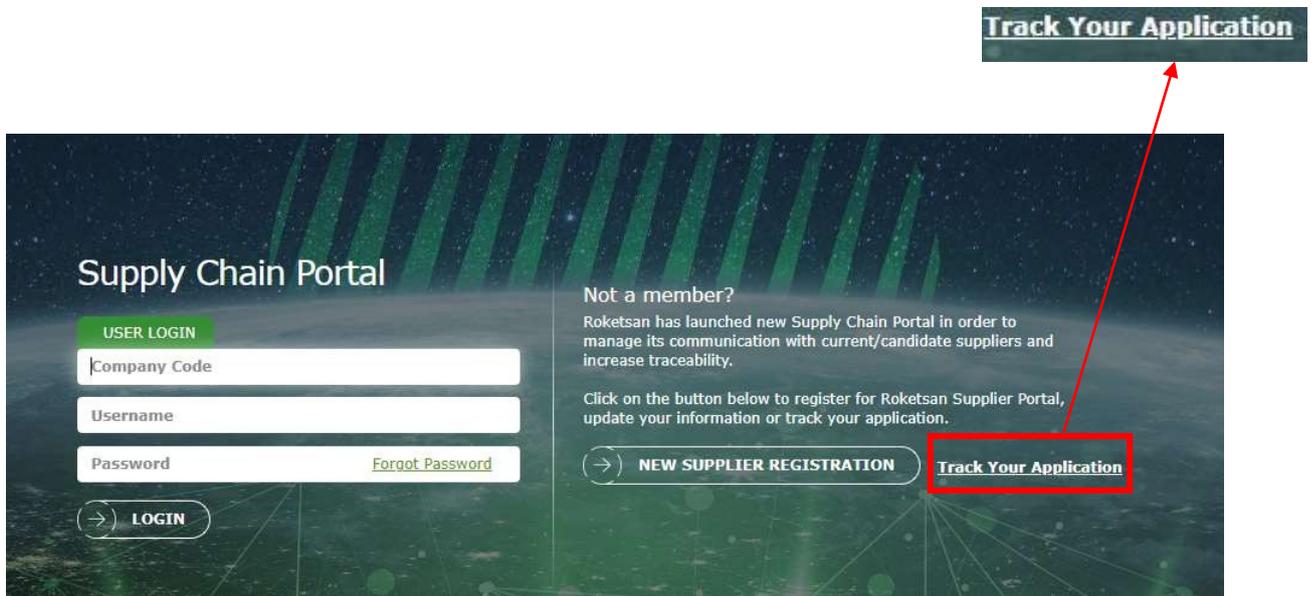
Suppliers will be directed to the User Login (Screenshot - 12) section via the e-mail (Screenshot – 11) that is sent. User can be able to login to the portal with the specified username and password. At this stage, the verification code will be sent to the e-mail address specified in the application form.

Cc: vsrmportal@roketsan.com.tr

Subject: (vSRM)About Your vSRM Vendor Portal Application

Your application upon ROKETSAN Supply Chain Management Portal has been approved.	
Vendor	Roketsan Roket Sanayii ve Ticaret A.Ş.
Application Number	sFxE6dtuui7mRMBP52Yy
Nom du fournisseur	BERNIER CONNECT S.A.S
Identification de l'organisation	818874
Link	

Screenshot – 11



Screenshot – 12

The suppliers can reach the main screen that is shown in the Screenshot – 13 by logging in to the portal. Result of the application form can be follow from Supplier Information section. No changes can be made to the Supplier Information Form until the application is finalized.



Screenshot – 13

Suppliers will be able to see the details of the candidate supplier form they have filled out by pressing the  icon, and can examine the reason of rejection via this screen if they rejected in Screenshot - 14.

<input type="checkbox"/>	Application Number	Revision	Supplier Number	Supplier Name	Show Form	Application Status	Rejection reasons	Record Date	Commercial Registration Number
<input type="checkbox"/>	eWNHKVMmL1uPLKCxyCzy	-	vSRM000142	deneme1234		Registration Posted		Oct 24, 2023	

Screenshot – 14

4 SUPPLIER APPLICATION PREASSESSMENT

The application of the Suppliers who fill out the Supplier Application Form completely and correctly will be evaluated by ROKETSAN and the result of the application will be sent to the Supplier e-mail address with explanations.

In case of the Preassessment is not found appropriate;

There will be explanations regarding the deficiencies that is detected from the application form in the e-mail. The Supplier will be able to renew its application via the Supplier Application Form. The relevant renewal will be done by clicking on the " Update My Information" button at the top of the Supplier Application Form screen.

Not: Approval of the application does not mean that the Supplier has become an approved Sup