

Supplier Lifecycle Management (SLC) - Supplier User Manual
Version 1.0

Content

1. General Information	3
Supplier Lifecycle Management Scope.....	3
1. Registration	4
2. Logon Page	5
Notifications	5
Create Responsible User	5
3. Homepage	7
Qualifications.....	7
Tasks	9
Employees	10
Company.....	10
Attachments	10
Company Data	11
Certificates.....	11
Additional Data.....	12
Employee List.....	12
Plant/Product info	12
Financial Information	13
Evaluations	13
Audit Report	14
Supplier Scorecard.....	14

1. General Information

Supplier Lifecycle Management Scope

SAP Supplier Lifecycle Management solution enables Vestel Electronic A.Ş. procurement professionals to take strategic approach to build sustainable and enriched supplier relationships. Vestel will gain a competitive edge as we can promote a value-driven supplier relationship that encourages supplier excellence, reduces supply risks and thus increases profitability.

1. Registration

Suppliers who want to have business with Vestel Electronic A.S., should register via supplier.vestel.com.tr link. All potential supplier should complete the registration form, presented and supported by SAP SLC (Supplier Lifecycle Management) system.

VESTEL

Welcome to Vestel Elektronik A.Ş. Supplier Registration Page !

Please kindly complete supplier registration page and provide all requested information. Your information will be saved to Vestel database. This database is the first place Vestel look for new suppliers. This is the first step to be a Vestel supplier. Thank you for your interest in doing business with Vestel.

* Fields marked with an asterisk are mandatory

General Company Information

Company Name:*

D-U-N-S Number:

Language:*

Enterprise Structure:

(Only for domestic suppliers)

Tax Office:

Tax Number:

TR Register Number:

Business Reg Number:

(Only for foreign suppliers)

Revenue Last Year(USD):*

Number of Employee:*

Homepage:

Currency:

Address

Country:*

Region:

District:

City: / Postal Code:*

Company Postal Code:

House Number: / Street:

Building: / Floor: / Room:

Are you an existing Supplier?

Shareholding Information

Traded on the stock exchange?

PO Box Address

PO Box:

PO Box Without Number

Other City: / Postal Code:

Other Country:

Communication

Phone Number: / Extension:

Fax Number: / Extension:

E-Mail:*

Contact Details

Title:*

First Name:*

Last Name:*

Academic Title:

Department:

Function:

Phone Number: / Extension:

Fax Number: / Extension:

E-Mail:*

Language:*

Country:*

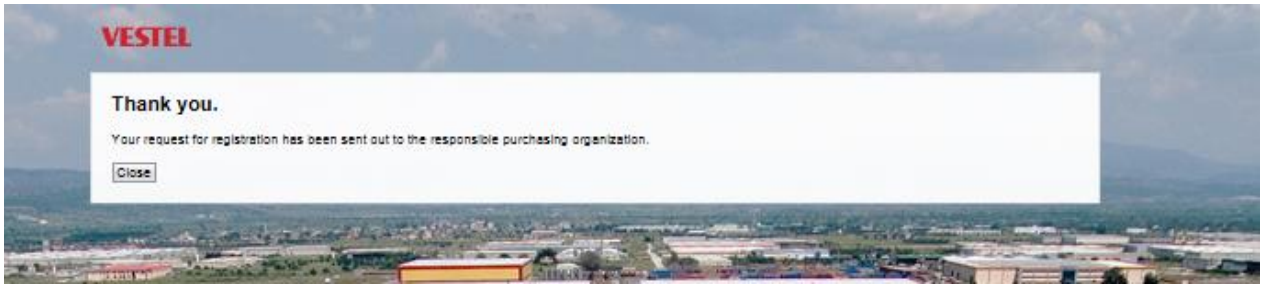
Product Categories

No product categories selected

Data Privacy Statement

I have read the data privacy statement and accept the terms

Field marked with (*) and adding at least one Product Category are mandatory requirements of this form. 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 Vestel side.



Resim 1.2

2. Logon Page

Notifications

All registration triggers a work flow on Vestel side. In other word, all registration forms will be analyzed and replied as rejected or approved. If Vestel approves the registration form, then the related supplier becomes a “potential supplier” for Vestel. Also the potential supplier will be informed about their temporary username, login-link and password with separate mails.

Create Responsible User

By using temporary username and password you will have access the page given below, which enable the supplier to create one responsible user on Vestel Supplier Portal.

VESTEL

User Registration

Welcome to the User Registration page.
After you have filled out the required fields, you will be created as an administrator user for your company.
The prerequisite for this is that your company has been registered with us.
* Fields marked with an asterisk are mandatory

Contact Details

Title: Ms.
First Name: qwe
Last Name: qwe
Academic Title:
Department:
Function:

Phone Number / Extension: 1212 12
Fax Number / Extension:
E-Mail: qw@qw.vestel.com
Language: English
Country: Vietnam

Create Your Administrator Account

User:* wilkommen
Password:*
Confirm Password:*

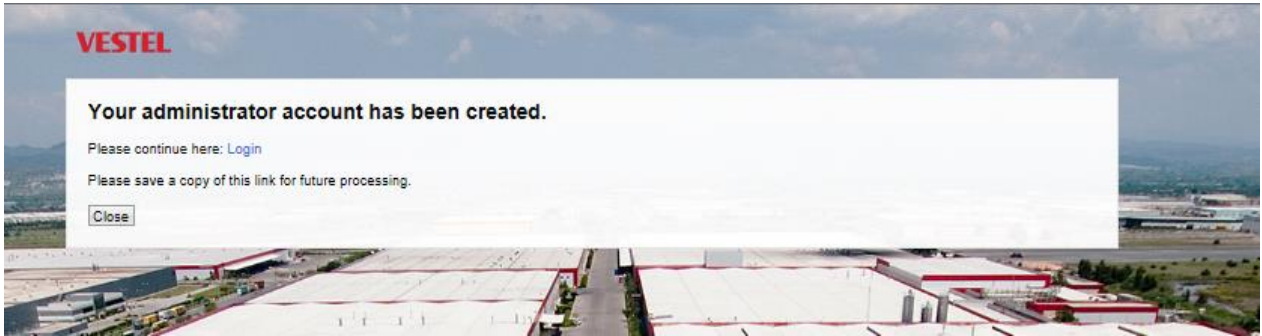
Formats and Settings

Date Format: DD.MM.YYYY
Decimal Format: 1.234.567,89
Time Zone:

Data Privacy Statement

I have read the data privacy statement and accept the terms

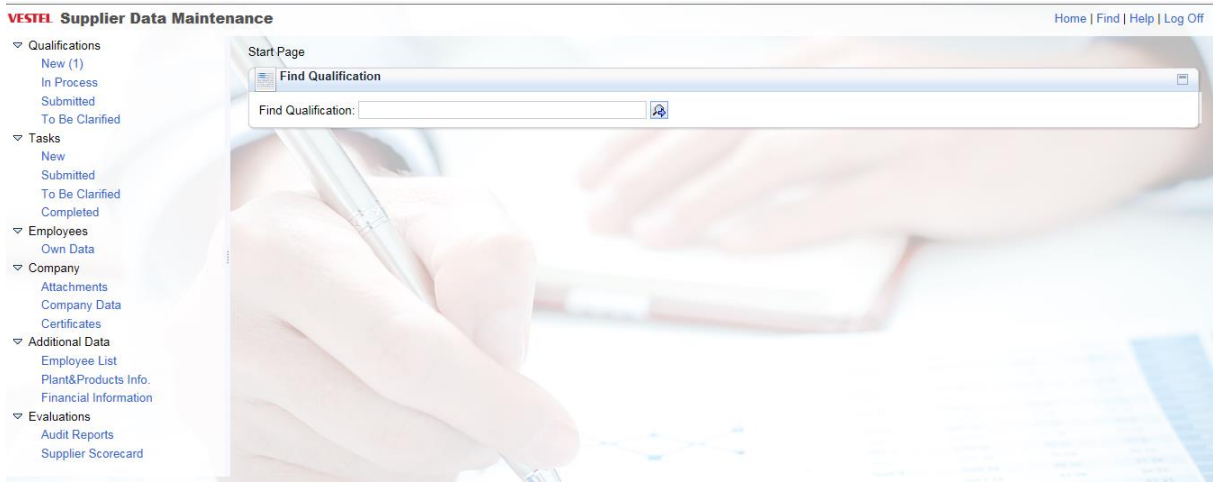
Create Undo Entries Close



After clicking create button, supplier will see a confirmation page as shown above. Either clicking “Login” link above or entering Vestel Supplier Portal link: <https://slc.vestel.com.tr/> , suppliers can login the system with created username and password.



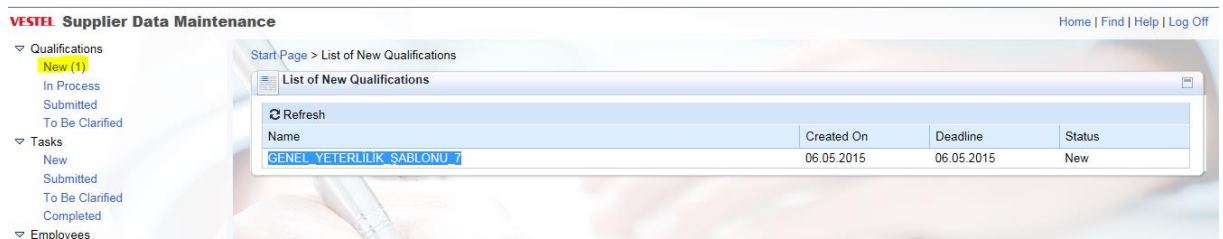
3. Homepage



There are six general categories that suppliers can reach in SLC homepage (listed leftside of the homepage). These categories can be listed as

- a. Qualifications: In this category questionnaires can be followed and submitted.
- b. Tasks: If the supplier is assigned any task, this category is the place to follow and to response.
- c. Employees: This section is related to master data of responsible person of the supplier firm.
- d. Company: This section is directly related to master data of the supplier's company.
- e. Evaluations: The supplier can find any QPA (quality process assurance) and QCA (quality capability assurance) audit results. Also quarter-based scorecard will be published with the KPI shown in Vestel Supplier Portal.

Qualifications



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:

VESTEL GENEL_YETERLİLİK_ŞABLONU_7

Previous Next Display Save Print Preview Close

Qualification: GENEL_YETERLİLİK_ŞABLONU_7 Response Status: New
Supplier: 06.05.2015_003 Deadline: 06.05.2015
Submission Date: -

1 2 3

Introduction GENEL_YE... Data Privacy Statement

Introduction

* Fields marked with an asterisk are mandatory

The questionnaires can be answered in the following languages:

Language: English

Previous Next Display Save Print Preview Close

Here supplier are free to change the language. Click next button to proceed:

VESTEL GENEL_YETERLİLİK_ŞABLONU_7

Previous Next Display Save Print Preview Close

Qualification: GENEL_YETERLİLİK_ŞABLONU_7 Response Status: New
Supplier: 06.05.2015_003 Deadline: 06.05.2015
Submission Date: -

1 2 3

Introduction GENEL_YE... Data Privacy Statement

Data Privacy Statement

I have filled this evaluation document to the best knowledge and belief. I declare that this information is accurate and I am aware that wrong or incomplete data represent exclusion criteria.

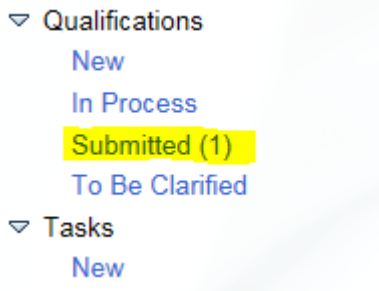
No SE61 text maintained in Customizing; inform your system administrator

Submit

Previous Next Display Save Print Preview Close

In any time suppliers are free to save and close the survey. By doing this action, they can continue to fill the questionnaire by clicking “In process” under Qualifications category.

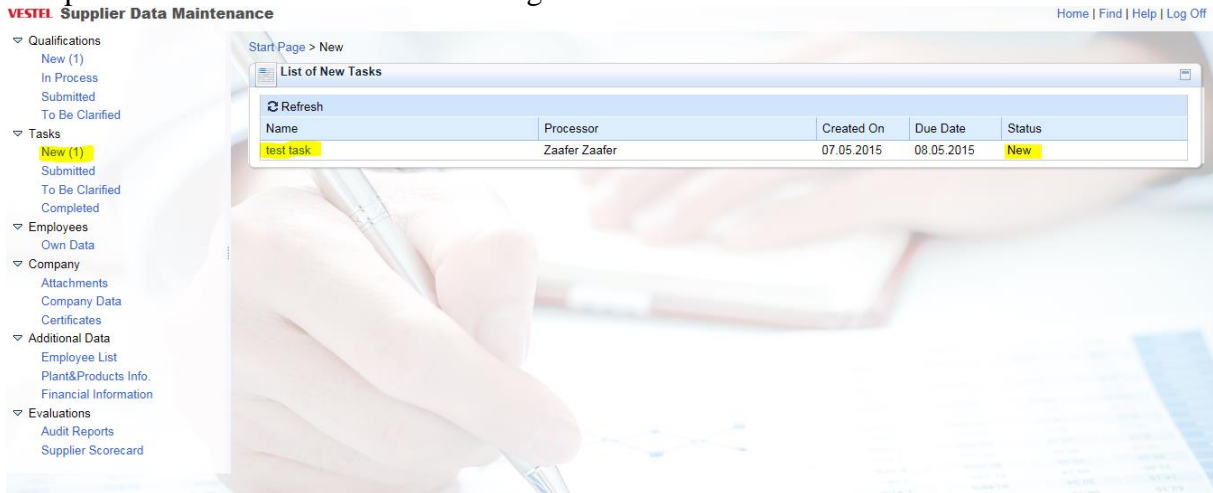
In the last page, it is needed to click submit button to complete the survey:



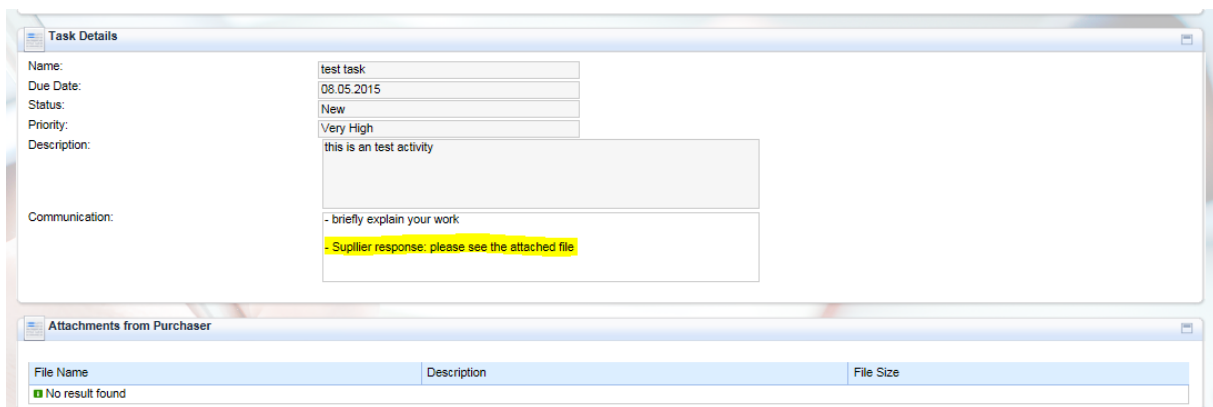
If Vestel side asks for extra explanation, then status of this survey will change from “submitted” to “to be clarified” and can be reached from the related query under Qualifications category.

Tasks

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



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

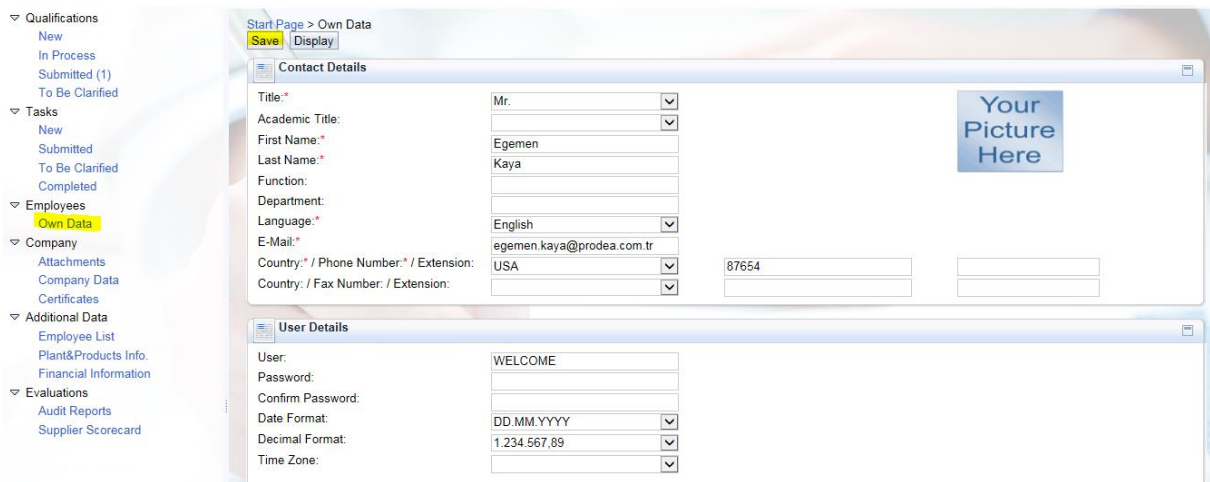


It is expected to upload a response document, however you can communicate with the task manager as highlighted above. To send the response, click the “submit” button. The submitted tasks can be followed in “submitted” query as below:



If Vestel requires additional explanations, documents, etc. they briefly explain their expectation in communication section and resend the task to supplier. On potential supplier side, these tasks can be seen in “to be clarified” query under task category.

Employees

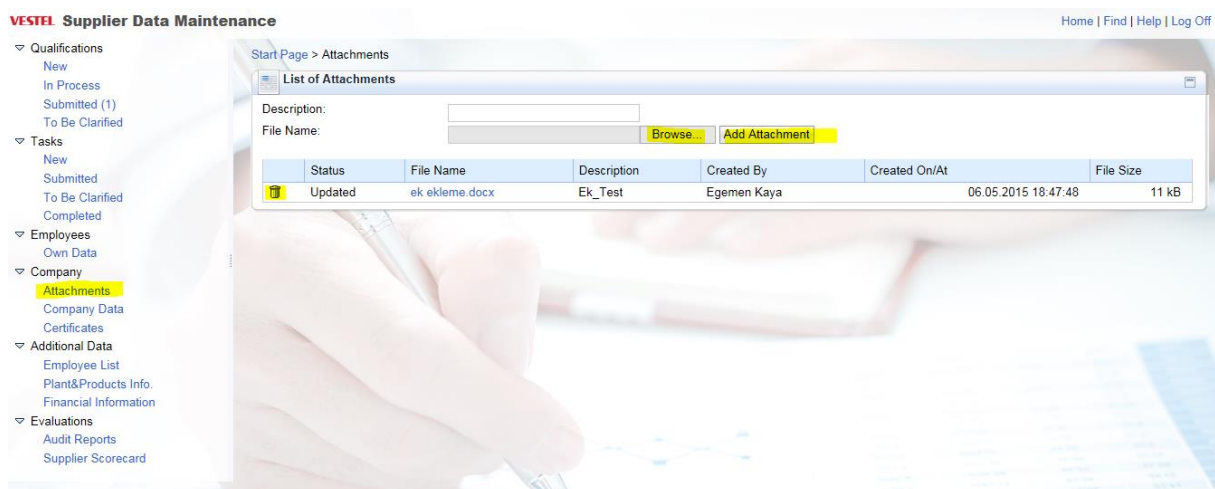


On this page, master data of the responsible contact person of the company is stored and displayed. Contact person should keep this page update. If any changes occurs, Vestel side will analyze and Vestel have right to confirm and reject the changes.

Company

There are three sections in this category, which are Attachments, Company Data and Certificates.

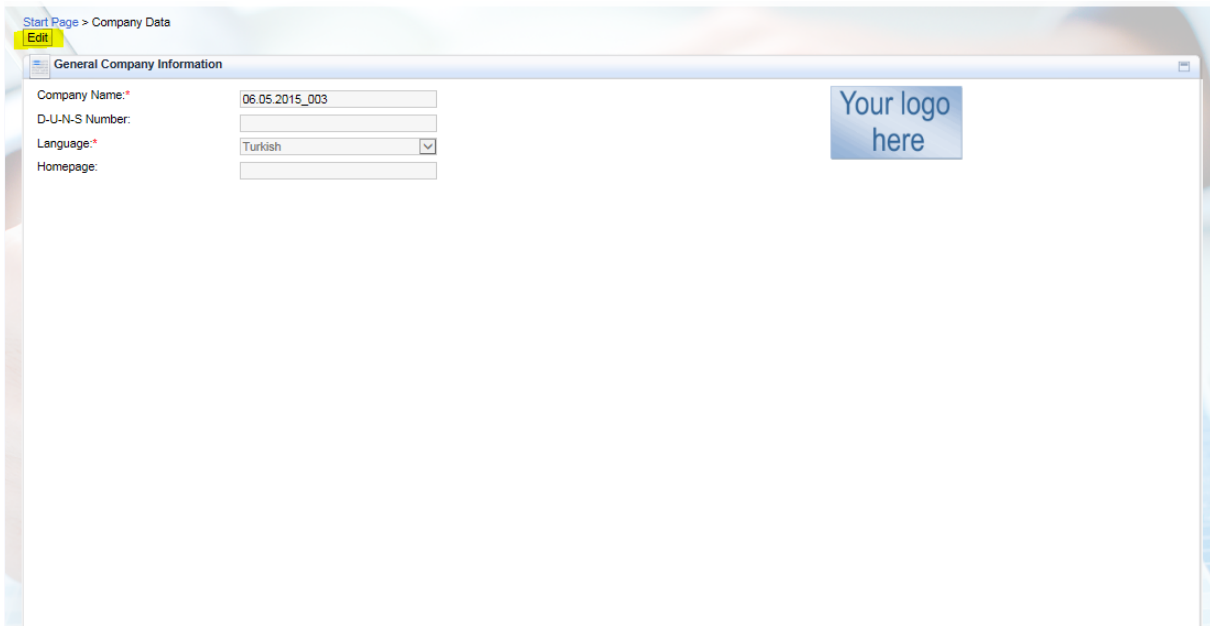
Attachments



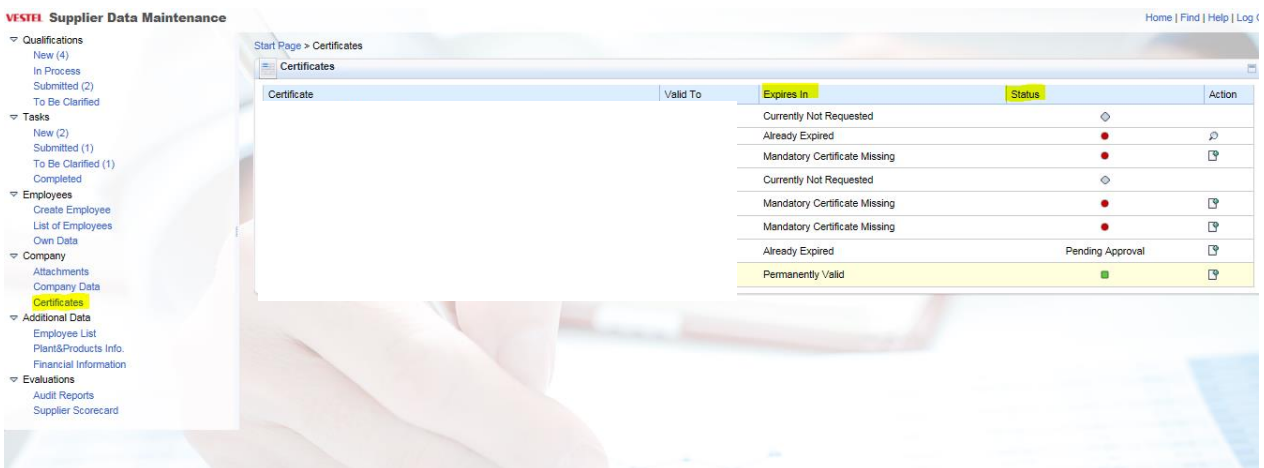
Any required or suggested attachments can be uploped and monitored on this page. This functionality requires Vestel approval. Potential Supplier can't add any documents without Vestel approval.

Company Data

Master data of the company is stored and displayed on this section. Any change request triggers the workflow on Vestel side. In other word, after approval of Vestel side, changes can be displayed on this page. During the approval time, Suppliers are not allowed to change any other fields and any master data pages.



Certificates



All required certificates will be uploped and monitored in this section. Any uploped document requires Vestel approval.

Additional Data

In this category, there are there sections which are Employee List, Plant/Product Information and Financial Information.

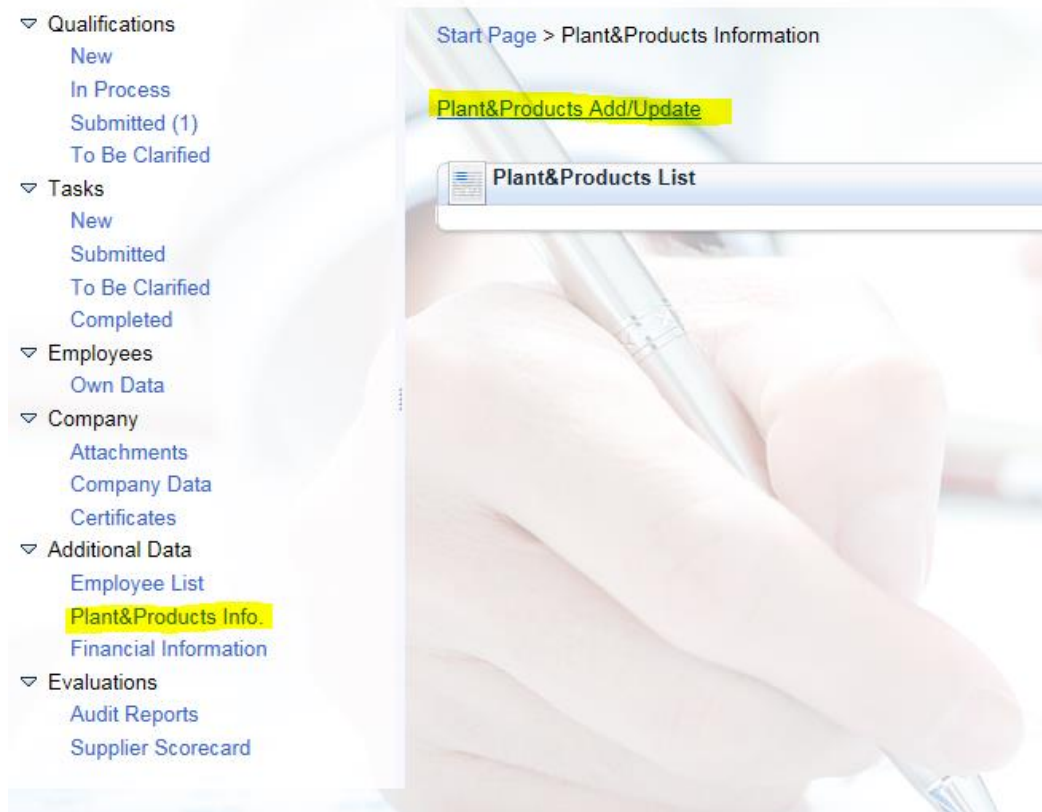
Employee List



In this section by clicking the link above, supplier can update basic information of key people within the company.

Plant/Product info

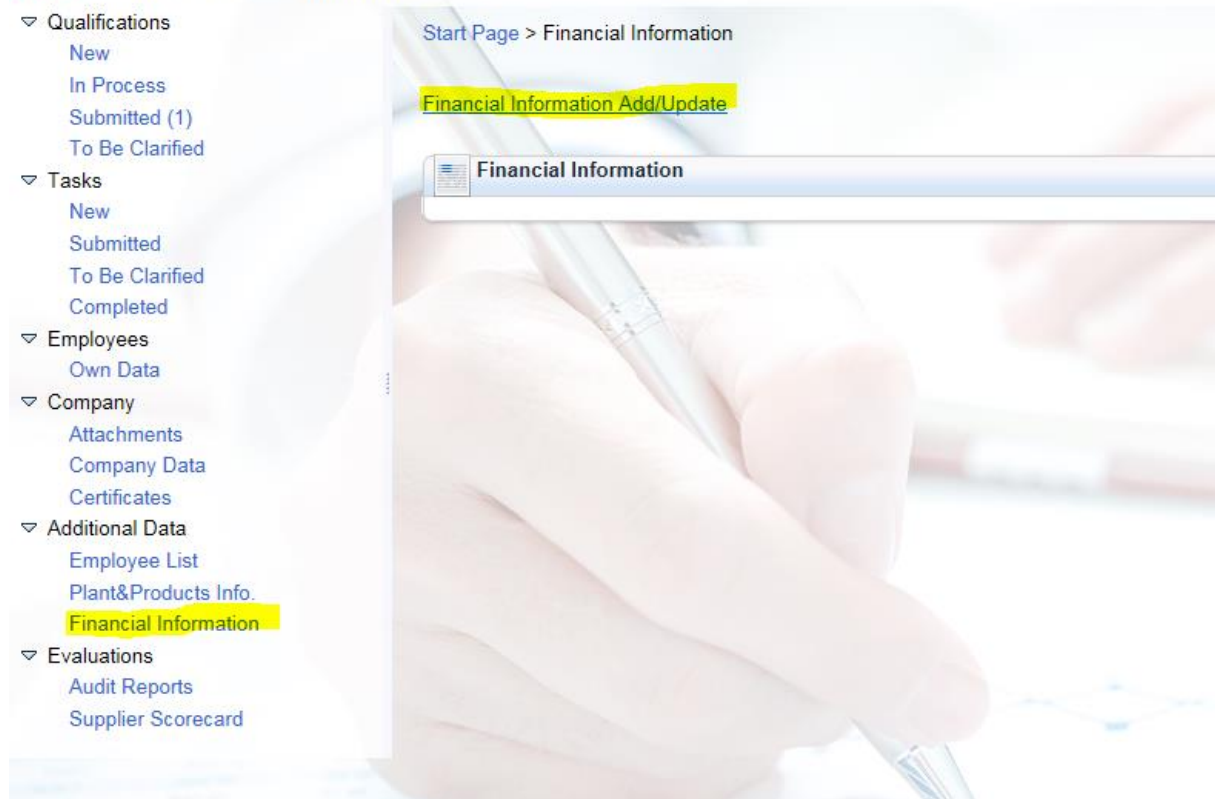
VESTEL Supplier Data Maintenance



In this section by clicking the link above, supplier can update basic information about plants and products related to Vestel.

Financial Information

VESTEL Supplier Data Maintenance



In this section by clicking the link above, supplier can update basic information about Financial Information about company.

Evaluations

This part is directly related to subjective and objective evaluations of the supplier. There are two major parts within this section, which are Audit Report, Supplier Scorecard.

Audit Report

All performed QPA and QCA audit will be published on this page:

VESTEL Supplier Data Maintenance Home | F

Start Page > Audit Reports

Evaluation Score Card List

Evaluation Name	Audit Type	Purchasing Category	Factory	Audit Date	Auditor	Audit Sonucu
Audit292	QUALITY PROCESS AUDIT			30.01.2015	Egemen Deger1	
Audit292	QUALITY PROCESS AUDIT			30.01.2015	Ahmet Deger2	

By clicking any desired link, supplier can display a detailed audit scores shown above.

Supplier Scorecard

VESTEL Supplier Data Maintenance Home | Find | Help | Log Off

Start Page > Supplier Scorecard

Supplier Scorecards

Supplier Scorecard

This part is related to objective score of the related supplier. These scorecards will be published quarterly with KPI that are shown in Vestel Supplier Portal. In order to see that, after clicking the “Supplier Scorecard” button, supplier has to enter a quarter such as 1.2015 or 2.2015.