PURCHASING

Move Forward. Innovate.

Together We Care, We Share, We Dare

HOW TO FILL IN THE ONLINE INFORMATION FORM



Before starting filling in the *Potential Supplier Information Form*, make sure to:

- 1. Read the **Requirements** & make sure your company's profile is a good match
- 2. Read the **Purchasing Portfolio** & choose the Category your company belongs to
- 3. Read the NDA & General Purchase Contract. Accepting our Contracts are part of our Requirements

*For any questions, doubts or thoughts, please contact us via the contact form on the website, which you can find on the MENU tab.

Creating your Profile

INTERNATIONAL

Click "Become a member", if you are not already registered.

Suppliers who are interested in working with us, can register by following the below instructions.

Click this **link** to be transferred to the "Potential Supplier Information Form":

MARTURFOMPAK INTERNATIONAL Otential Supplier Information Form
Email Address
Password
Forget Password? or <u>Become a member</u>
Login

Creating your Profile

INTERNATIONAL

The person who is responsible for the whole process, must enter his/her data



After creating your account, the below message (1) will appear in screen and you will receive an email (2) to the registered email address:



Privacy Notice: Accept

After confirming your profile, you will be transferred to the "Privacy Notice". Please read it carefully, and if you

agree click "I read, I accept" and Save.

NOTE: You can access the Privacy Notice any time in the "Downloads" area.

Your account is approved !

Save

Privacy Notice	
Martur Sünger ve Koltuk Tesisleri Ticaret ve Sanayi Anonim Şirketi, Fompak Ambalaj ve Poliüretan San. ve Tic. A.Ş and its subsidiaries and affiliated companies, (hereinafter briefly referred to as "Martur Fompak International") as controller of personal and company data is responsible for processing personal and company data that relate to you under applicable data protection laws and regulations.	
Scope of this Privacy Notice This Privacy Notice explains how we handle individuals' personal information and also company data in the different locations where we operate. Personal information is all nformation relating to an identified or identifiable individual. Martur Fompak International process personal and company data according to supplier-buyer relationship between companies and to fulfil necessary form for commercial relation.	
How and where we collect data We collect personal and company information in a variety of ways through our normal business activities, in both online and offline contexts. This includes, for example, when you blace orders or purchase products or services, enter into agreements or communicate with us, or visit and use our websites. We also receive personal information from our customers and suppliers in order to enter into business relationships and to perform services. We may also	•
● I read, I accept	

Privacy Notice: **Reject**

After confirming your profile, you will be transferred to the "Privacy Notice". Please read it carefully, and if you **don't** agree click "I read, I reject" and Save.

Your account is approved !

Privacy Notice

Martur Sünger ve Koltuk Tesisleri Ticaret ve Sanayi Anonim Şirketi, Fompak Ambalaj ve Poliüretan San. ve Tic. A.Ş and its subsidiaries and affiliated companies, (hereinafter briefly referred to as "Martur Fompak International") as controller of personal and company data is responsible for processing personal and company data that relate to you under applicable data protection laws and regulations.

Scope of this Privacy Notice

This Privacy Notice explains how we handle individuals' personal information and also company data in the different locations where we operate. Personal information is all information relating to an identified or identifiable individual.

Martur Fompak International process personal and company data according to supplier-buyer relationship between companies and to fulfil necessary form for commercial relation.

How and where we collect data

Save

We collect personal and company information in a variety of ways through our normal business activities, in both online and offline contexts. This includes, for example, when you place orders or purchase products or services, enter into agreements or communicate with us, or visit and use our websites. We also receive personal information from our customers and suppliers in order to enter into business relationships and to perform services. We may also

I read, I accept

I read, I reject



Creating your Profile

INTERNATIONAL

In this area, you can see the registered First Name, Last Name and Email address of the user who will be filling in the survey. You cannot change these areas. The password is First Name important, since you will need it to Last Name login any time. Email Address An automatic password is Password generated. 48c3c Update Password Logout If you want to change the generated password, please type firstly the new password and then click "Update Password" secure.eventmagix.com says Are You Sure ? OK Cancel If you are sure you want to update the password, click OK.



Supplier Category Steps 1-2 We divide our suppliers into 4 categories: **Direct Material** 1. Dear **Indirect Materials & Services** 2. Tooling 3. Welcome to the 1st Step of Martur Fompak International Sourcing Process. Equipment 4. Data requested in this form will be only used to evaluate your company as potential supplier of Martur Fompak International. For a full evaluation, it is essential that all information are complete and accurate. All information contained in this form will be considered as strictly confidential by Martur Before choosing the Fompak International. category you belong to, Submission of this form does not represent an approval as Martur Fompak International's please check our Portfolio supplier, nor it obliges us to make requests for offers, but it represents a preliminary step here: http://ss4.devverus.com/ to both mfi/purchasing/ We divide our Suppliers in 4 Categories: Direct Material, Indirect Material/Services, Equipment and Tooling. Please check carefully our Purchasing Portfolio to check in which supplier category you belong to. Supplier Category * -- Select One --After choosing the correct Category, click Next Next >

INTERNATIONAL

Direct Material Information Form Tutorial

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INTERNATIONA

Supplier Category

Steps 1-2

Dear

Welcome to the 1st Step of Martur Fompak International Sourcing Process. Data requested in this form will be only used to evaluate your company as potential supplier of Martur Fompak International.

For a full evaluation, it is essential that all information are complete and accurate. All information contained in this form will be considered as strictly confidential by Martur Fompak International.

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We divide our Suppliers in 4 Categories: Direct Material, Indirect Material/Services, Equipment and Tooling. Please check carefully our Purchasing Portfolio to check in which supplier category you belong to.

Supplier Category *

Direct Material	۳
Select One	
Direct Material	
Indirect Material & Services	
Tooling	
Equipment	

If your company belongs to "Direct Material" category, then click **Direct Material** to proceed with the information form.



Company Name *		
Official Company Name		
Tax No*		
Use your Tax Identification Number (VAT No, TVA, UST, INN)		
Website*		
Company's website link		
Address*		
Address of	Click on the drop-down	
Country*	country the company is)
Select One	registered in.	

Direct Material Information Form: User Details

Title*	
Select One	•
First Name*	
First Name of application user*	
Last Name*	
Last Name of application user*	
Position*	
Position of the application user	
Department*	 1
Department of the application user	
Email*	1
Email of the application user*	

Phone Number*

Phone Number of the application user

*The details on the "First Name", "Last Name" and "Email" will be automatically filled in according to the data given during the profile creation. If you need to make some changes, you can do here.

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Direct Material Information Form: Company Details

MARTURFOMPAK

Parent Company Name *	
Establishment Date*	
The size of the files should not be larger than 25 mb Your upload time may vary depending on your internet speed	You can upload any kind of file.
Company Presentation* load any kind of presentation (ppt file, video , pdf , brochure etc.) <u>that</u> tter represents your company. hoose File No file chosen	the one that better represents your company.
Code of Conduct/Policies hoose File No file chosen Type of Ownership*	Here you have the opportunity to show the culture of the company, by uploading your ethical H&S etc
Select One	company policies. It is not mandatory, but it would give a better overview of
Tier*	your company.
Select One 🔻	
Automotive Experience (in Year)*	



•	# of Employees N-2	€* N-1	Current Year(N)	N+1 (Forecasted)	Employees: insert the number of employees from the last 2 years, current year, and a forecast for the next year. (for example: N=2020/N-2=2018/N-1=2019/N+1=2021)



Facilities/Locations & Employ	/ees*
Country	Employees
+Add New Facility	
	By clicking "+Add New Facility" a new rov opening. You can add from 1-99 rows.

Direct Material Information Form: Commodities



INTERNATIONAL

Customer	% of Revenue	
+Add New Reference	By clicking "+Add New Reference" a new row	<i>w</i> is

Capabilities	
In-House Testing Facilities	Click as many boxes represent your
🗆 R&D Lab / Center	company's current capabilities.
Tool Shop	

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Direct Material Information Form: **Certificates**

MARTURFOMPAK



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You have reached the end of the Form.

If there is any comment you need to add, please use the "Other Comments" area.

Your Answer(Text)		
Previous	Save & Exit	Next
Previous	Save & Exit	Next

Your options when you reach at this stage:

- 1. **Previous:** return to Step 1
- 2. Save & Exit: save your entered info and log in back later to complete your form
- **3. Next:** forwarding the form to us

If you clicked

, congrats! We have received your form.

By now you should have received another automatic email in your inbox.

You can access and update your form anytime.

Next

We will contact you within 30 days.



Thank You!

Dear test

We have received your information form and we will inform you regarding its progress once evaluated by our department. Please keep in mind that the evaluation process can take up to **30 days**, depending on the number of applications received. You can update your data anytime by using your email address and password. Homepage

INTERNATIONAL

Indirect Materials & Services Information Form Tutorial

INTERNATIONAL

Supplier Category

Steps 1-2

Dear

Welcome to the 1st Step of Martur Fompak International Sourcing Process. Data requested in this form will be only used to evaluate your company as potential supplier of Martur Fompak International.

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We divide our Suppliers in 4 Categories: Direct Material, Indirect Material/Services, Equipment and Tooling. Please check carefully our Purchasing Portfolio to check in which supplier category you belong to.

Supplier Category *

Indirect Material & Services	*
Select One	
Direct Material	
Indirect Material & Services	
Tooling	
Equipment	

If your company belongs to "Indirect Material" category, then click **Indirect Material** to proceed with the information form.

Company Name *		
Official Company Name		
Tax No*		
Use your Tax Identification Number (VAT No, TVA, UST, INN)		
Website*		
Company's website link		
Address*		
Address of		Click on the dran down list
Country*		and select your country the
Select One	1	company is registered in.

Indirect Materials & Services Information Form: User Details

INTERNATIONAL

Title*	
Select One	•
First Name*	
First Name of application user*	
Last Name*	
Last Name of application user*	
Position*	
Position of the application user	
Department*	
Department of the application user	
Email*	
Email of the application user*	
Phone Number*	
Phone Number of the application user	

*The details on the "First Name", "Last Name" and "Email" will be automatically filled in according to the data given during the profile creation. If you need to make some changes, you can do here.



Establishment Date* The size of the files should not be larger than 25 mb Your upload time may vary depending on your internet speed Company Presentation* Upload any kind of presentation (pt file, video , pdf, brochure etc.) that better represents your company. Choose File No file chosen Type of Ownership* Select One Tier* - Select One	Parent Company Name *	
The size of the files should not be larger than 25 mb Your upload time may vary depending on your internet speed Company Presentation* Upload any kind of presentation (ppt file, video , pdf, brochure etc.) that better represents your company. Choose File No file chosen Type of Ownership* - Select One Tier* Select One	Establishment Date*	
The size of the files should not be larger than 25 mb Your upload time may vary depending on your internet speed Company Presentation* Upload any kind of presentation (ppt file, video , pdf , brochure etc.) that better represents your company. Choose File No file chosen Type of Ownership* - Select One Tier*		
Your upload time may vary depending on your internet speed You can upload any kind of file, the one that better represents your company. Upload any kind of presentation* Upload any kind of presentation (ppt file, video , pdf, brochure etc.) that better represents your company. Choose File No file chosen Code of Conduct/Policies Here you have the opportunity to show the culture of the company, by uploading your ethical, H&S etc. company policies. It is not mandatory, but it would give a better overview of your company. Tier* Select One	The size of the files should not be larger than 25 mb	
Upload any kind of presentation (ppt file, video , pdf , brochure etc.) that that better represents better represents your company. your company. Choose File No file chosen Choose File No file chosen Type of Ownership* - Select One Tier* Salest One	Your upload time may vary depending on your internet speed	You can upload any kind of file, the one
Choose File No file chosen Choose File No file chosen Type of Ownership* Select One - Select One Image: Select One Tier* Select One	Upload any kind of presentation (ppt file, video , pdf , brochure etc.) that better represents your company.	that better represents your company.
Code of Conduct/Policies Here you have the opportunity to show the culture of the company, by uploading your ethical, H&S etc. company policies. It is not mandatory, but it would give a better overview of your company. Tier* Select One	Choose File No file chosen	
Type of Ownership* by uploading your ethical, H&S etc. Select One company policies. It is not Tier* better overview of your company.	Code of Conduct/Policies Choose File No file chosen	Here you have the opportunity to show the culture of the company,
Tier*	Type of Ownership* Select One	by uploading your ethical, H&S etc. company policies. It is not mandatory, but it would give a
- Select One -	Tier*	better overview of your company.
- Select One	Select One 🔻	
Automotive Experience (in Year)*	Automotive Experience (in Year)*	



	# of Employees	€*			
[N-2	N-1	Current Year(N)	N+1 (Forecasted)	Employees: insert the number of employees from the last 2 years, current year, and a forecast for the next year. (for example: N=2020/N-2=2018/N-1=2019/N+1=2021)

	Sharing your balance sheet is not mandatory, but it will
Balance Sheet (if possible) Choose File No file chosen	give a better picture on your company's financial stability, investments, etc

Indirect Materials & Services Information Form: **Commodities**

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Material or Services *

Auxiliary MRO

Services

Packaging

Facilities Utilities

IT Services

Facilities Utilities*

CONDITIONING/ASPIRATION and RECIRCULATION/HEATING EQUIPMENTS
 FACILITY PROJECTS FLOWING, SOLID, SMOKES TREATMENT EQUIPMENTS
 CONDITIONING/ASPIRATION AND RECIRCULATION/HEATING EQUIPMENTS
 FIRE-FIGHTING EQUIPMENTS

FUEL GAS

□ FURNITURES (FOR CANTEENS AND BARS, OFFICE AND WORK PLACE)

□ INSTRUMENTS/EQUIPMENT MEDICAL ROOMS

KITCHENWARE

□ MAINTENANCE FOR BUILDING + EQUIPMENT + EXTERNAL AREA

REMOVALS AND INTERNAL MOVEMENTS (machines, equipments)

SOFTENING - DEMINERALIZATION EQUIPMENTS + CENTRAL FILTERING

STOCKING EQUIPMENTS

□ TRANSPORTATION AND ELEVATION EQUIPMENTS

After reading our Purchasing Portfolio, please click the commodity or commodities you belong to.

For example, if you click "Facilities & Utilities" one new list will appear and then you can choose the subcategory(categories) your company belongs to.

Indirect Materials & Services Information Form: **Certificates**



INTERNATIONAL

You have reached the end of the Form.

If there is any comment you need to add, please use the "Other Comments" area.

Save & Exit	Next
	Save & Exit

Your options when you reach at this stage:

- 1. **Previous:** return to Step 1
- 2. Save & Exit: save your entered info and log in back later to complete your form
- **3.** Next: forwarding the form to us

Next

If you clicked

, congrats! We have received your form.

By now you should have received another automatic email in your inbox.

You can access and update your form anytime.

We will contact you within 30 days.



Thank You!

Dear test

We have received your information form and we will inform you regarding its progress once evaluated by our department. Please keep in mind that the evaluation process can take up to **30 days**, depending on the number of applications received. You can update your data anytime by using your email address and password. Homepage

Tooling Information Form Tutorial

MARTURFOMPAK

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Supplier Category

Steps 1-2

Dear

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We divide our Suppliers in 4 Categories: Direct Material, Indirect Material/Services, Equipment and Tooling. Please check carefully our Purchasing Portfolio to check in which supplier category you belong to.

Supplier Category *

Direct Material	,
Select One	
Direct Material	
Indirect Material & Services	
Tooling	
Equipment	

If your company belongs to "Tooling" category, then click **Tooling** to proceed with the information form.

Company Name *	
Official Company Name	
Tax No*	
Use your Tax Identification Number (VAT No, TVA, UST, INN)	
Website*	
Company's website link	
Address*	
Address of	Click on the dron-down list
Country*	and select your country the
Select One	company is registered in.

Tooling Information Form: User Details

INTERNATIONAL

Title*	
Select One	•
First Name*	
First Name of application user*	
Last Name*	
Last Name of application user*	
Position*	
Position of the application user	
Department*	
Department of the application user	
Email*	
Email of the application user*	
Phone Number*	
Phone Number of the application user	

*The details on the "First Name", "Last Name" and "Email" will be automatically filled in according to the data given during the profile creation. If you need to make some changes, you can do here.

Tooling Information Form: Company Details

MARTURFOMPAK

Establishment Date*	
The size of the files should not be larger than 25 mb	
Company Presentation* bload any kind of presentation (ppt file, video , pdf , brochure etc.	You can upload any kind of file, the one that better represents
hoose File No file chosen	your company.
Code of Conduct/Policies hoose File No file chosen	Here you have the opportunity to show the culture of the company, by uploading your ethical, H&S etc company policies. It is not mandatory, but it would give a better
seating and/or interior Parts Experience"	overview of your company.



# of Employees N-2	€* N-1	Current Year(N)	N+1 (Forecasted)	Employees: insert the number of employees from the last 2 years, current year, and a forecast for the next year. (for example: N=2020/N-2=2018/N-1=2019/N+1=2021)
				(101 example: N=2020/N-2=2018/N-1=2019/N+1=2021)



Sharing your balance sheet is not mandatory, but it will give a better picture on your company's financial stability, investments, etc...



Tooling Information Form: Certificates

MARTURFOMPAK

You have reached the end of the Form.

If there is any comment you need to add, please use the "Other Comments" area.

Your Answer(Text)		
Previous	Save & Exit	Next

Your options when you reach at this stage:

- 1. **Previous:** return to Step 1
- 2. Save & Exit: save your entered info and log in back later to complete your form
- **3. Next:** forwarding the form to us

Tooling Information Form: Completing the form

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If you clicked

, congrats! We have received your form.

By now you should have received another automatic email in your inbox.

You can access and update your form anytime.

Next

We will contact you within 30 days.

Thank You!

Dear test

We have received your information form and we will inform you regarding its progress once evaluated by our department. Please keep in mind that the evaluation process can take up to **30 days**, depending on the number of applications received. You can update your data anytime by using your email address and password. Homepage

INTERNATIONAL

Equipment Information Form Tutorial

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INTERNATIONAL

Supplier Category

Steps 1-2

Dear

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We divide our Suppliers in 4 Categories: Direct Material, Indirect Material/Services, Equipment and Tooling. Please check carefully our Purchasing Portfolio to check in which supplier category you belong to.

Supplier Category *

Direct Material	*
Select One	
Direct Material	
Indirect Material & Services	
Tooling	
Equipment	

If your company belongs to "Equipment" category, then click **Equipment** to proceed with the information form.

Company Name *	
Official Company Name	
Tax No*	
Use your Tax Identification Number (VAT No, TVA, UST, INN)	
Website*	
Company's website link	
Address*	
Address of	
Country*	Click on the drop-down list and select your country the
Select One	company is registered in.

Equipment Information Form: User Details

Title*	
Select One	Ŧ
First Name*	
First Name of application user*	
Last Name*	
Last Name of application user*	
Position*	
Position of the application user	
Department*	
Department of the application user	
Email*	
Email of the application user*	
Phone Number*	
Phone Number of the application user	

*The details on the "First Name", "Last Name" and "Email" will be automatically filled in according to the data given during the profile creation. If you need to make some changes, you can do here.

# of Employees N-2	€* N-1	Current Year(N)	N+1 (Forecasted)	Employees: insert the number of employees from the last 2 years,
				(for example: N=2020/N-2=2018/N-1=2019/N+1=2021)

Equipment Information Form: **Certificates**

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You have reached the end of the Form.

If there is any comment you need to add, please use the "Other Comments" area.

Your Answer(Text)		
Previous	Save & Exit	Next

Your options when you reach at this stage:

- 1. **Previous:** return to Step 1
- 2. Save & Exit: save your entered info and log in back later to complete your form
- **3. Next:** forwarding the form to us

If you clicked

, congrats! We have received your form.

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You can access and update your form anytime.

Next

We will contact you within 30 days.

Thank You!

Dear test

We have received your information form and we will inform you regarding its progress once evaluated by our department. Please keep in mind that the evaluation process can take up to **30 days**, depending on the number of applications received. You can update your data anytime by using your email address and password. Homepage

MARTURFOMPAKExtraINTERNATIONALQuestions & Answers

I want to register my company in an extra category. What can I do?

First thing you will need to create a new account.

Log out from your current profile, click "Become a member".

Email Address
Password
Forget Password? or <u>Become a member</u>
Login

Fill in the requested details, but while filling the "First Name", "Last Name" and "E-mail Address" use the information of

INTERNATIONAL

Once you are in this page, click the extra category you want to register your company.

INTERNATIONAL

! You will still need to fill in some extra information, since the information forms are different in each category. Just common fields are filled in automatically.