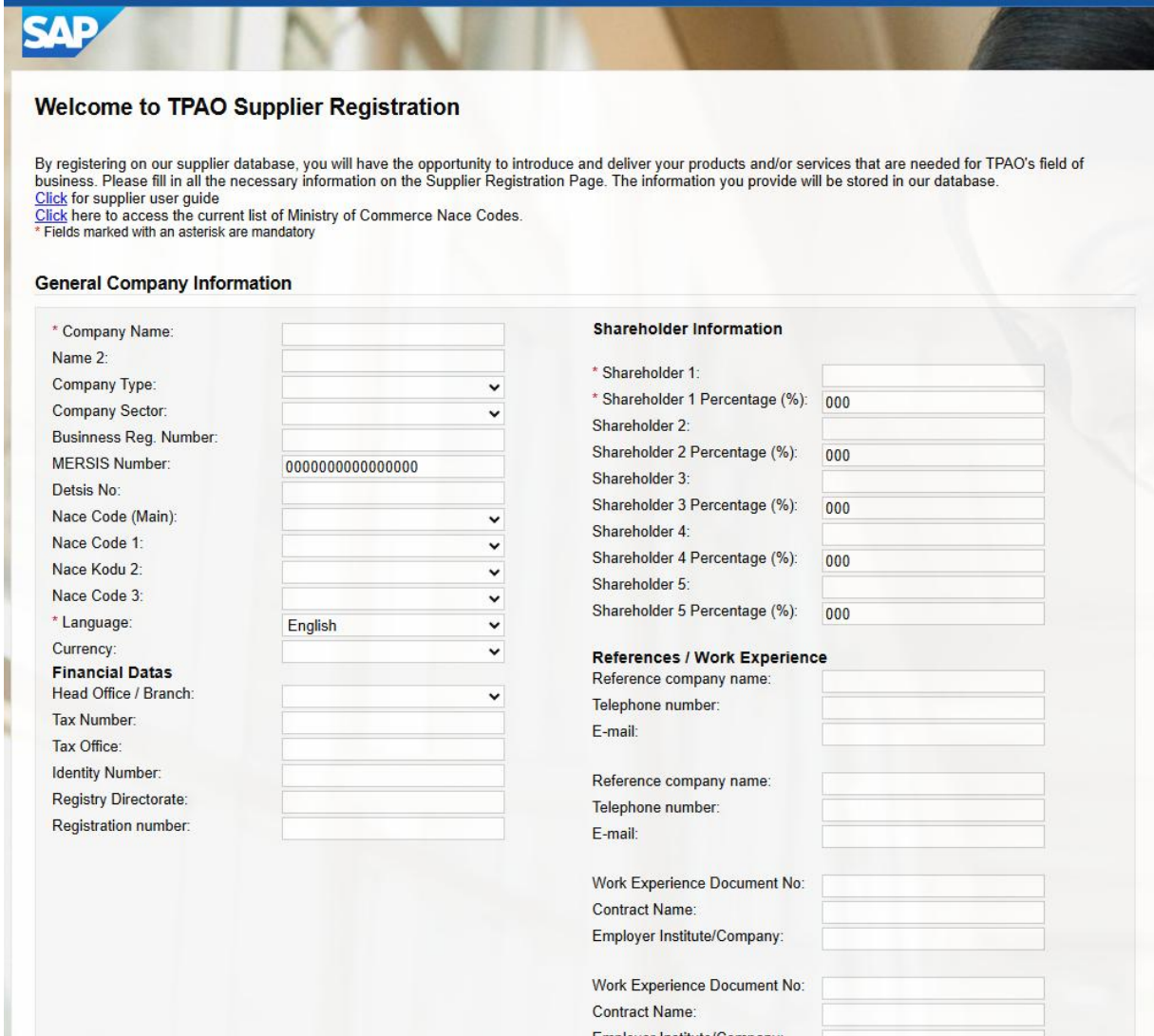


SUPPLIER APPLICATION GUIDE

SUPPLIER APPLICATION PAGE

Supplier companies wishing to work with Turkish Petroleum Corporation (Türkiye Petrolleri Anonim Ortaklığı) are required to submit their applications through the TPAO Supplier Application screen. Supplier Company candidates are required to complete their applications by filling out the Supplier Registration form below created with the SLC (Supplier Lifecycle Management) integrated system.



Welcome to TPAO Supplier Registration

By registering on our supplier database, you will have the opportunity to introduce and deliver your products and/or services that are needed for TPAO's field of business. Please fill in all the necessary information on the Supplier Registration Page. The information you provide will be stored in our database.
[Click](#) for supplier user guide
[Click](#) here to access the current list of Ministry of Commerce Nace Codes.
* Fields marked with an asterisk are mandatory

General Company Information

* Company Name:
Name 2:
Company Type:
Company Sector:
Business Reg. Number:
MERSIS Number:
Detsis No:
Nace Code (Main):
Nace Code 1:
Nace Kodu 2:
Nace Code 3:
* Language:
Currency:

Financial Datas
Head Office / Branch:
Tax Number:
Tax Office:
Identity Number:
Registry Directorate:
Registration number:

Shareholder Information

* Shareholder 1:
* Shareholder 1 Percentage (%):
Shareholder 2:
Shareholder 2 Percentage (%):
Shareholder 3:
Shareholder 3 Percentage (%):
Shareholder 4:
Shareholder 4 Percentage (%):
Shareholder 5:
Shareholder 5 Percentage (%):

References / Work Experience

Reference company name:
Telephone number:
E-mail:

Reference company name:
Telephone number:
E-mail:

Work Experience Document No:
Contract Name:
Employer Institute/Company:

Work Experience Document No:
Contract Name:
Employer Institute/Company:

There are different sections in the application form. Within each section, different information is requested and there are different mandatory fields that must be entered.

Note: The fields marked in red in the document refer to the general mandatory fields in that section. Mandatory checks may vary according to the information you have entered. For this reason, even if it



is not marked in this document, different mandatory data entries may be requested during the application.

General Company Information

General Company Information

1	* Company Name:	<input type="text"/>
2	Company Type:	<input type="text" value="▼"/>
	Name 2:	<input type="text"/>
3	Company Sector:	<input type="text" value="▼"/>
4	Business Reg. Number:	<input type="text"/>
5	MERSIS Number:	<input type="text" value="0000000000000000"/>
6	Detsis No:	<input type="text"/>
7	Nace Code (Main):	<input type="text" value="▼"/>
	Nace Code 1:	<input type="text" value="▼"/>
	Nace Kodu 2:	<input type="text" value="▼"/>
	Nace Code 3:	<input type="text" value="▼"/>
	* Language:	<input type="text" value="▼"/>
	Currency:	<input type="text" value="▼"/>
Financial Datas		
8	Head Office / Branch:	<input type="text" value="▼"/>
9	Tax Number:	<input type="text"/>
	Tax Office:	<input type="text"/>
10	Identity Number:	<input type="text"/>
11	Registry Directorate:	<input type="text"/>
12	Registration number:	<input type="text"/>

1. **Company Name:** Company Name (Limited to 40 Characters, if it does not fit, continue to the "Company Name 2" field)
2. **Company Type:** Company Structure is selected from the drop-down menu.
3. **Company Kind:** Kind of Corporation is selected from the drop-down menu.
4. **Trade Registry Number:** Trade Registry Number information is entered.
5. **MERSIS Number:** MERSIS (Central Registration System) number information is entered. (IF AVAILABLE)

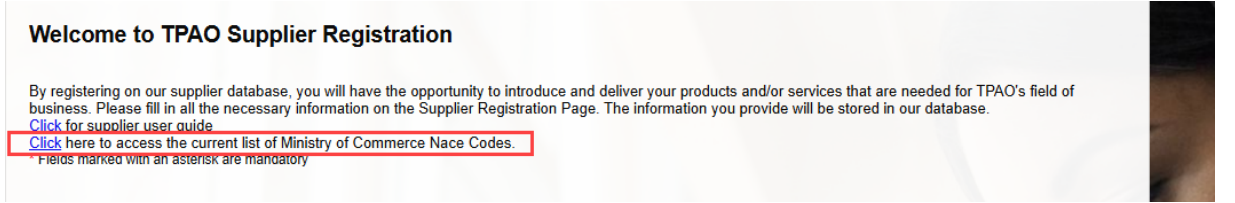
WARNING: MERSIS number is checked from the system to see whether it is real or not. And Tax Number - Mersis Number is control is done by cross-examining with the Tax number.

6. **DETSIS Number:** DETSIS number information is entered. (IF AVAILABLE)

WARNING: DETSIS number is checked from the system to see if it is real or not.

7. **Nace Code (PRIMARY):** Actual primary work area, field of activity is selected from the drop-down menu (Mandatory)
Nace Code 1-2-3: Other work areas are selected. (Optional)

NOTE: The current list of Nace codes can be obtained by accessing the current list of the Ministry of Commerce through the link at the top of the application form.



8. **Headquarters/Branch:** Headquarters/Branch of your Company is selected.

WARNING: If your company's headquarters has not been registered in the TPAO system before, you must first apply for your headquarters. You cannot apply for your Branch without company headquarters registration!

9. **Tax Number and Tax Office:** Tax Office and Tax Number information is entered. (IF AVAILABLE)

WARNING: Tax number accuracy is checked from the system. Registration cannot be made with a tax number that is not real.

10. **T.R. Identity Number:** Turkish Republic Identity Number information is entered. (IF AVAILABLE)

WARNING: Since there is no Tax number for sole proprietorships, T.R. Identity number is a mandatory field. The accuracy of the T.R. ID number is checked from the system. Registration cannot be made with an unreal T.C. Identity number.

11. **Registry Directorate:** The Registry Directorate information to which your company is affiliated is entered.

12. **Chamber Registry No:** The Registry Number of the Chamber to which your company is affiliated is entered.

Partnership and Reference / Work Experience Information



Shareholder Information

1 * Shareholder 1:
* Shareholder 1 Percentage (%):
Shareholder 2:
Shareholder 2 Percentage (%):
Shareholder 3:
2 Shareholder 3 Percentage (%):
Shareholder 4:
Shareholder 4 Percentage (%):
Shareholder 5:
Shareholder 5 Percentage (%):

References / Work Experience

3 Reference company name:
Telephone number:
E-mail:
Reference company name:
Telephone number:
E-mail:

Work Experience Document No:
Contract Name:
4 Employer Institute/Company:
Work Experience Document No:
Contract Name:
Employer Institute/Company:

1. Company Partner 1 and Company Partner 1 Percentage (%): Company partner information and the percentage owned by the partner are entered.

WARNING: Company Partner 1 and Company Partner 1 Percentage (%) are mandatory fields, application cannot be made without data entry.

2. Company Partner and Company Partner Percentage (%) 2-3-4-5: Information on the other partners of the company and the percentages owned by thereof are entered. (Optional)
3. Reference Company: Name and contact information of the other companies you have worked with that you can give as references are entered.

4. Work Experience Information: The relevant document number, contract information and employer information of the jobs you have done before are entered.

Address Details

Address		Communication	
1 * Country:	<input type="text" value="Turkey"/>	6 * Phone Number: / Extension:	<input type="text"/>
2 Region:	<input type="text"/>	7 * E-Mail:	<input type="text"/>
3 District:	<input type="text"/>		
4 * City: / * Postal Code:	<input type="text"/>		
5 House Number: / Street:	<input type="text"/>		
Building: / Floor: / Room:	<input type="text"/>		

Full address and contact information of your company is entered.

1. **Country:** Select the country you are in.
2. **Province:** Select the province.
3. **Neighborhood:** Enter the neighborhood information of your address.
4. **District / Postal Code:** Enter the District and Postal (Zip) Code of your address.
5. House Number / Street / Building / Floor / Room: Enter the information of your address (Optional)
6. **Phone Number / Extension Number:** Enter the contact phone number details. If you want to specify the extension number, it can be written in the box on the right. (Extension number entry is optional)
7. **E-mail:** Enter e-mail information for communication.

Contact Person Details

Contact details of the person who will handle the application or the person who will deal with the process in your company is entered.

WARNING: If the application is accepted by TPAO, a notification e-mail will be sent to the e-mail address entered in this section.

İlgili kişi ayrıntıları			
Hitap biçimi:	<input type="text"/>	5 * Telefon numarası: / Dahili numara:	<input type="text"/>
1 * Adı:	<input type="text"/>	Faks numarası: / Dahili numara:	<input type="text"/>
2 * Soyadı:	<input type="text"/>	6 * E-posta:	<input type="text"/>
3 Görevi:	<input type="text"/>	7 * Dil:	<input type="text" value="Türkçe"/>
4 Departman:	<input type="text"/>	* Ülke:	<input type="text"/>
TC Kimlik No:	<input type="text"/>		

1. **First Name / Last Name:** Enter the First Name - Last Name information.
2. **Position:** Select the position of the applicant from the drop-down menu.
3. **Department:** Enter the department of the contact person.
4. **T.R. Identity Number:** Enter the T.R. Identity Number of the contact person.
5. **Phone Number / Extension Number:** Enter the phone number of the person, if available, the extension number can be added in the box on the right.
6. **E-mail:** Enter the e-mail information for the contact person communication.
7. **Language and Country:** Select your language and country.

Product Categories

You can make your application by selecting the categories determined by TPAO. At least 1 category must be selected.

Product Categories *

No product categories selected

You can access the category list by pressing the "ADD" button.



Selection of Product Categories

Select the product categories you can supply

Find:

Available Product Categories

Expand All Collapse All

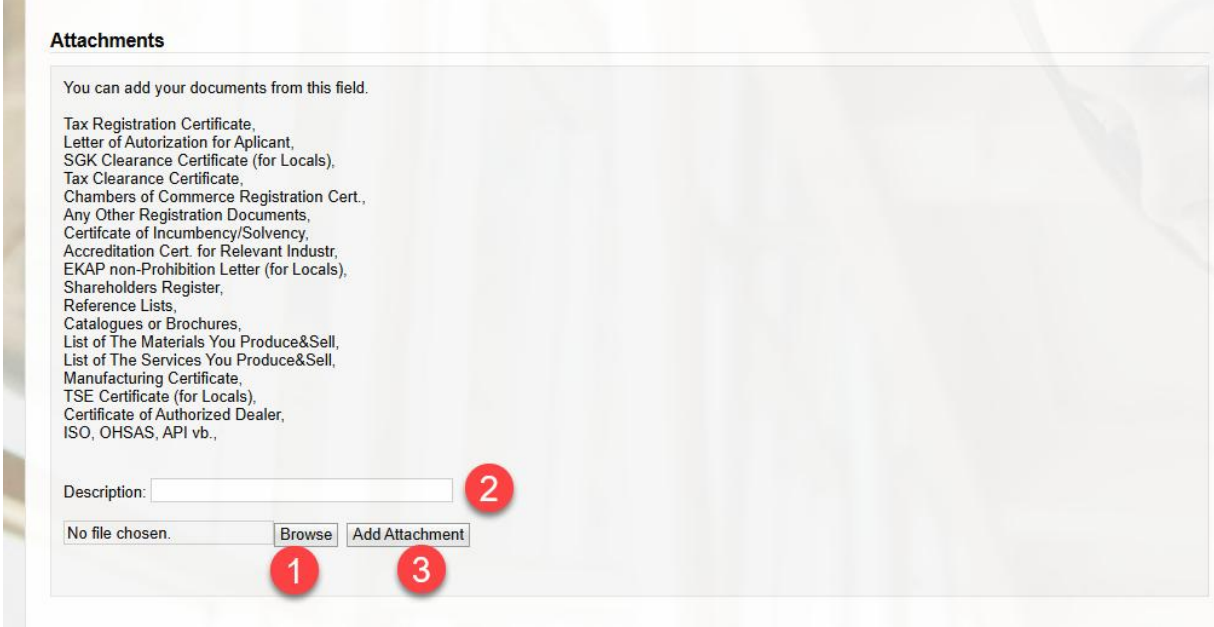
Category Name
<input type="checkbox"/> • 0001 Social Facility Operation Service
<input type="checkbox"/> • 0002 Seismic Data Collection Service
<input type="checkbox"/> • 0003 Software and Data Service
<input checked="" type="checkbox"/> • 0004 Training Service
<input type="checkbox"/> • 0005 Vehicle Rental Service
<input checked="" 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
<input type="checkbox"/> • 0015 Cafeteria Service
<input type="checkbox"/> • 0016 Park and Garden Service
<input type="checkbox"/> • 0017 Driver Rental Service
<input type="checkbox"/> • 0018 Printing and Publishing Works
<input type="checkbox"/> • 0019 Consultancy Service
<input type="checkbox"/> • 0020 Support Vessel Service

◀ Back 1 2 3 4 5 6 Forward ▶

1. By selecting the box next to the categories, the desired categories can be selected.
2. Page numbers can be used to move to other pages.
3. The categories selected with the "OK" button are added to the application form.

ANNEXES

You are required by TPAO to attach the attachments listed below during your application via the application page.



Attachments

You can add your documents from this field.

Tax Registration Certificate,
Letter of Authorization for Applicant,
SGK Clearance Certificate (for Locals),
Tax Clearance Certificate,
Chambers of Commerce Registration Cert.,
Any Other Registration Documents,
Certificate of Incumbency/Solvency,
Accreditation Cert. for Relevant Industr.,
EKAP non-Prohibition Letter (for Locals),
Shareholders Register,
Reference Lists,
Catalogues or Brochures,
List of The Materials You Produce&Sell,
List of The Services You Produce&Sell,
Manufacturing Certificate,
TSE Certificate (for Locals),
Certificate of Authorized Dealer,
ISO, OHSAS, API vb.,

Description:

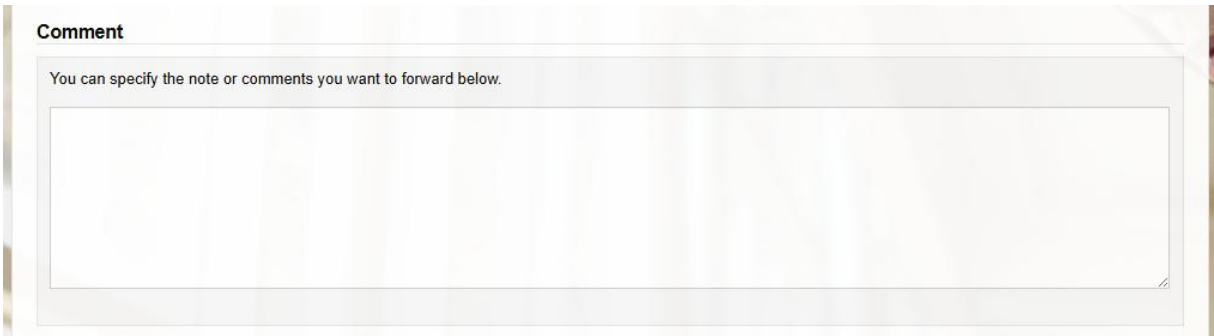
No file chosen.

- 1
- 2
- 3

1. Browse: You can select the document you have on your computer.
2. Description: Type the description of the document you are uploading to indicate which document it is.
3. Add Attachment: You can upload your document to the application form by clicking the button.

EXPLANATION

If you have any explanation or information that you would like to convey to TPAO during your application, you can fill in this field.



Comment

You can specify the note or comments you want to forward below.

SECURITY QUESTION

For security purposes, the text that appears on the screen must be entered exactly as it is in the box below, paying attention to uppercase and lowercase characters.

Security Question

EWIwbk

[Refresh](#)

If you cannot read the text, you can refresh it by clicking "Update".

When logged in correctly, the red dot on the right will turn green.

Security Question

EWIwbk

[Refresh](#)

CONFIDENTIALITY STATEMENT

This is the section where it is determined that you have read and approved the KVKK (Personal Data Protection Law) / Clarification Text prepared for the suppliers.

Data Privacy Statement

I have read and approved the [Supplier KVKK/Disclosure Text](#) .
[Send](#) [Undo Entries](#)

1. You can access the text file by clicking on "KVKK/ Clarification Text".
2. Select to indicate that you have read and approved the text.
3. After ticking "I have read and approved", the "Submit" button becomes active and you can submit your application.


Data Privacy Statement

I have read and approved the [Supplier KVKK/Disclosure Text](#) .
[Send](#) [Undo Entries](#)

ERRORS AND CONTROLS

There are many controls in the application form in order to ensure that the data entries are correct and proper and that the data entered is accurate.

After pressing the Submit button, if there exist any erroneous, incorrect, inappropriate or inaccurate data entries, it will be listed as an error message at the top of the screen.




Welcome to TPAO Supplier Registration

By registering on our supplier database, you will have the opportunity to introduce and deliver your products and/or services that are needed for TPAO's field of business. Please fill in all the necessary information on the Supplier Registration Page. The information you provide will be stored in our database.
[Click](#) for supplier user guide
[Click](#) here to access the current list of Ministry of Commerce Nace Codes.
* Fields marked with an asterisk are mandatory

- ❗ Errors: City is a mandatory field
- ❗ Errors: Company Name is a mandatory field
- ❗ Errors: Country of contact is a mandatory field
- ❗ Errors: E-Mail of company is a mandatory field
- ❗ Errors: E-Mail of contact is a mandatory field
- ❗ Errors: First Name is a mandatory field
- ❗ Errors: Last Name is a mandatory field
- ❗ Errors: Phone Number of company is a mandatory field
- ❗ Errors: Phone Number of contact is a mandatory field
- ❗ Errors: Select at least one product category
- ❗ Errors: E:ZSLC_REG:001
- ❗ Errors: E:ZSLC_REG:001 Business Registration Number
- ❗ Errors: E:ZSLC_REG:001 Company Owner
- ❗ Errors: E:ZSLC_REG:001 Company Owner Perc (%)
- ❗ Errors: E:ZSLC_REG:001 Company Sector

After checking the error messages and making the necessary corrections in the relevant field or adding missing fields, you can check it again by pressing the "Submit" button.

When all the information is entered correctly and completely, you will be greeted with the message "Thank you".



Thank you.

Your request for registration has been sent out to the responsible purchasing organization.

At this stage, your application is forwarded to TPAO and will be evaluated.

APPLICATION INFORMATION

TPAO will send you an information e-mail when your application evaluation is finalized.

If your application is accepted, the following 2 emails will be sent.

- The first email includes the "Username" and the system access link created for you to log in to the system and indicates that your application has been accepted.



**TÜRKİYE
PETROLLERİ**

ANONİM ORTAKLIĞI

Your supplier registration has been completed

Yaratma tarihi  RFCSELSDM

Dear ewqr wqeqrq,

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

- The second e-mail contains your first login password for system access.

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

Your first password is a temporary password that is only valid for the first login. When you log in, the system will ask you to set your own password.

SAP NetWeaver

✔ This is an initial password that must be changed


1 User: T1869

2 Current Password:*

New Password:*

Repeat Password:*

Change



Copyright © 2025 SAP SE. All rights reserved.

1. Enter the temporary password sent in the mail again.
2. Set a new password and enter the same password in the bottom box as well.