

SUPPLIER EVALUATION PROCEDURE

1 Objective

The objective of this procedure is to ensure that the goods and services required by Aydem Yenilenebilir Enerji A.S are purchased from the suppliers that provide service under the most favorable conditions and to support our suppliers by identifying their areas of development. The supplier evaluation process carried out at Aydem Yenilenebilir Enerji A.S is systematic, objective, fair and with the aim of improving our suppliers.

2 Scope

This procedure applies to all procurement operations within Aydem Yenilenebilir Enerji A.Ş.

3 Responsibilities

Purchasing Department of Aydem Yenilenebilir Enerji is responsible for renewal, updating, monitoring and publishing this procedure. Purchasing Department of Aydem Yenilenebilir Enerji and Purchasing Department of the Holding are responsible for the feedbacks to the supplier.

Process managers are in charge on maintaining manual evaluation steps and Purchasing Departments of the Company and the Purchasing Department of the Holding are responsible for carrying out systematic evaluation steps

4 Implementation

It should be taken into account that the performance of the suppliers that provide the required goods and services will be evaluated for all operations. On ERP program where the operations are carried out, the relevant sections must be filled in completely, accurately and consistently.

Supplier evaluations shall be carried out according to the following criteria and the weighted scores of these criteria. For each operation, these criteria shall be calculated and the average value and "Evaluation Score" shall be identified. All calculations have to be performed systematically over ERP. It is essential not to manually record or interfere with the calculation process or the reports on the results.

For purchases of service, evaluation shall be made using a questionnaire. In the questionnaires, suppliers are evaluated on environmental, social, governance and sustainability (ESG) criteria. More than one questionnaire can be generated for the services received, in compliance with the form. (Sample questionnaire form is in Annex-1.) As a result of the evaluation with the questionnaire, it is essential to establish a framework consisting of key and sub-criteria, as seen in the table below, where the supplier evaluation score can be calculated.

In all purchases of services, at least 2 members of the respective unit shall fill in the questionnaire form according to the service provided by the relevant Purchasing Department. These forms shall be approved by the manager of the relevant process and the Purchasing Manager. If the supplier provides both goods and services, the average of this supplier's systematically calculated score and the score obtained from the questionnaire shall be the supplier evaluation score of that company. If the supplier only provides services, the score in the questionnaire shall be taken as the basis for the evaluation of this supplier.

Key Criteria	Key		Sub
	Criteria	Sub Criteria	Criteria
	Weight		Weight
Price Score	60	Price level score (Ratio to previous purchase price)	30
		Price development score (The ratio of the prices in the previous financial year to the average)	30
Quality Score	20	Quality Score	20
Delivery Score	20	Time Score	10
		Quantity Score	10

Each key criterion in the table has sub-criterion breakdowns that can be measured systematically. These sub-criterion breakdowns take a value between 1 to 100. How the sub-criteria shall be scored is specified in article 4.3. The effect of criterion scores on the evaluation is determined by the weight score assigned to that criterion. All points calculation except routine services shall be carried out automatically by the ERP system.

4.1 Request Process

The request process is carried out according to the current Purchasing Procedure. In the request process, users are obliged to fill in all the information completely. It is also obligatory to specify the date on which the requested goods or services should be delivered, in the relevant section on the request screen. A reasonable date should be written in this section, considering the time the Purchasing process will take.

4.2 Purchasing Process

Purchasing process is carried out according to the current Purchasing Procedure (“SAS”). While establishing SAS process, users take into account that supplier performance shall be evaluated. It is essential to fill in or correct sections that will directly affect the supplier performance calculation, such as price, delivery date, quantity of goods and the quality.

4.3 Sub-criteria for Supplier Evaluation and Calculation Methods

Price Level Score:

Calculation of the price level score is made by dividing the previously recorded price of the relevant goods or service with the price of the new order entered in the system. If there are multiple entries (for the same vendor and material) on the same date, unit price average is found. If there is no previous price of the same vendor and material, it is not included in the previous average price calculation. The “Price Level” score is determined by taking into account the increase rate in this comparison. The scoring matrix shall be as follows. If there is a deficiency in the records, it shall be regarded as that there is no significant increase and evaluation shall be made as 95 points.

Sub-criteria for Supplier Evaluation-Price Level

<i>Increment (%)</i>	<i>Score</i>
Between 0,01 - 5	80
Between 5,01 – 10	70
Between 10,01 - 15	60

Between 15,01 - 100	50
Between 0 - (-5)	95
(-5,01) >	100

Example:

The last entry for T material with defined brand and model is as follows.

15.06.2019 Y Company Unit Price 110 TL.

When the unit price of T material becomes 115 TL for any new orders, price variation shall be calculated as the following.

Price Level Score = (Average Price of the Material-Previous Price Average)/Previous Price Average

Price Level Score = (115-110) /110 =4,54%

Price Level Score = Price Level Score in the Table.

If we consider the scoring, it can be seen that the sub-criterion score will be 80 corresponding to the price increase of the new company.

Since the weight of the price level in the overall evaluation is 30 points, the overall effect, that is, how much of the 30 points can be earned, is calculated as follows.

Price Level Score =80

Score to be added to overall evaluation = Price Level Point *0,30

Score to be added to overall evaluation = 80*0,30= 24 points.

Price Development Score:

Calculation of the price development score is made by dividing the previously recorded price of the relevant goods or service, including the company, with the price of the new order entered in the system. If there is no previous price of the same vendor and material, it is not included in the previous average price calculation. The “Price Development” score is determined by taking into account the increase rate in this comparison. The scoring matrix shall be as follows. If there is a deficiency in the records, it shall be regarded as that there is no significant increase and evaluation shall be made as 95 points.

Sub-criteria for Supplier Evaluation-Price Development

<i>Increment (%)</i>	<i>Score</i>
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0,01-Average Inflation	80
Average Inflation+0,01-Ave.Inf+5	70
Average Inflation+5,01-Ave.Inf.+10	60
Average Inflation+10,01<	50
Between 0 - (-5)	95
(-5,01) >	100

Average Inflation= (Producer Price Index (PPI)+Consumer Price Index (CPI))/2

In calculations, the average PPI-CPI is considered as 20 for 2021.

Example:

The average of the previous year’s orders and the price of current order should be compared on the basis of company and material.

For example, average purchase price for X service is 10 TL in 2018.

And the price of new order is 12 TL.

Price Development Score = (Average Price of the Material-Previous Price Average)/Previous Price Average

Price Development Score = (12-10)/10 =20%

Price Development Score = Price Development Score in the Table.

If we consider the scoring, it can be seen that the sub-criterion score will be 50 corresponding to the price increase.

Since the weight of the price level in the overall evaluation is 30 points, the overall effect, that is, how much of the 30 points can be earned, is calculated as follows.

Price Development Score =50

Score to be added to overall evaluation = Price Level Point *0,30

Score to be added to overall evaluation = 50*0,30= 15 points.

Price Score:

It is the average of price level score and the price development score.

Price Score = (Price Level Score +Price Development Score)/2

In the examples above, Price Level Score of the supplier is 80 and Price Development Score is 50.

Price Score = $(80+50)/2= 65$

Quality Score:

Required inspections and analyses are made while taking the delivery by the warehouse attendants and the those requested the goods. Depending on the results of this analysis, one of the following 3 options is selected from the delivered goods screen

Sub-criteria for Supplier Evaluation-Goods Delivery Control

<i>Decision</i>	<i>Quality Score</i>
<i>Conformable</i>	<i>100</i>
<i>Nonconforming</i>	<i>0</i>
<i>Partially conforming</i>	<i>50</i>

The score of such options are as follows.

Quality value entered while making Migo;

If it is 10, the Quality Score is 100

If it is 20, the Quality Score is 0

If it is 30, the Quality Score is 50

Quality Score = Total (Quantity*Quality Score)/ Total delivered goods

If we assume our quality score is 100;

Score to be added to overall evaluation = Quality Score *0,20

Score to be added to overall evaluation = $100*0,20=20$

Time Score:

It is required to calculate time deviation score in order to evaluate the on-time delivery. Scoring will be made on the period between the delivery date specified in the purchase order and the actual delivery date of the goods. The scoring scale is given below.

Sub-criteria for Supplier Evaluation – On-time delivery

<i>Delay Time</i>	<i>Delivery Score</i>
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On-time delivery (0)	100
1-7 days	75
8-14 days	50
15-21 days	25
22 days and over	1
Early Delivery	110

Example:

Delivery Date:10.10.2020

Date of Incoming Goods:14.10.2020

Time Deviation Rate = (Date of Incoming Goods -Delivery Date)

Time Deviation Rate = (14.10.2020-10.10.2020) = 4.

If delivery delays for 4 days;

Time deviation rate in the table shall be 75.

Time score: Total (Quantity of Incoming Goods *Time Deviation Score)/Total Quantity of Incoming Goods

If we assume the result of time score is 75;

Score to be added to the overall evaluation = Time score *0,10

Score to be added to the overall evaluation = 75*0,10= 7,5

Quantity Score:

It is required to calculate the quantity deviation score in order to assess conformity with the quantity. The quantity deviation score shall be calculated by the difference between the quantity specified on the purchase order and the quantity received. The scoring scale is given below. Calculation should be made taking into account the total quantity of each purchase order.

Sub-criteria for Supplier Evaluation – Conformity with the Quantity

Quantity Deviation (%)	Score
0-0,9	100

1 – 10 (+/-)	90
11 – 20 (+/-)	80
21 – 30 (+/-)	70
31 – 40 (+/-)	60
41 <=	1

Example:

If the supplier delivers 95 units based on a purchase order containing 100 units

Quantity deviation rate = (SAS Quantity-Quantity of Incoming Goods)/SAS Quantity

Quantity deviation rate = (100-95)/100 =5%

Quantity deviation score will be 90.

Quantity score is the average of the quantity deviation scores.

If we assume the quantity score is 90;

Score to be added to the overall evaluation = Quantity Score *(0,10)

Score to be added to the overall evaluation = 90*0,10 = 9

Delivery Score:

It is the average of time score and quantity score.

Delivery Score: (Time Score +Quantity Score)/2

4.4 Calculation of Final Score of Supplier Evaluation

The sub-criteria described in article 4.3 shall be used for each operation when calculating the supplier's total evaluation score. For each operation with the supplier, calculations will be made for all sub-criteria. The results of these operations will be summed up and the result will be the Supplier's Evaluation score. This total value will identify which class the supplier will be in. Sample calculation table is in Annex-2.

5 Reporting

The supplier evaluation report is obtained for the previous year on the first month of each financial year over the SAP system. Purchasing Department determines the actions to be

taken according to the results of the report. The approved supplier list is completed and published within the month following the end of the supplier evaluation period. Purchasing Department provides feedback to suppliers within the same month.

5.1 Approved Supplier Management

The suppliers evaluated are divided into 2 categories as the following, considering the importance of the product or product group they supply in the value chain (critical product), ease of supply, and quantity of supply. The Purchasing Department decides which product or product group will be added to which category.

Critical Category

Suppliers that supply high volumes of products, suppliers with whom the cooperation may go further, and suppliers of products that are difficult to supply are included in this category.

Noncritical Category

Suppliers with products in critical status and the advantage of supply volume can benefit from this advantage and included in this category

Classification

Each category is classified in the following standards according to the scores received by the suppliers.

The supplier company is engaged during the financial year. In the last month of the financial year, supplier evaluation reports are drawn through the system and supplier scores are compared. Suppliers are classified according to their scores as follows. The ultimate goal is for all supplier scores to converge to the scores of the approved supplier groups.

Supplier Classification Table	
Class	Score
Approved Supplier-Group A (10 and more incoming goods)	85-100

Approved Supplier-Group B (9 and less operations)	85-100
Supplier open for improvement	50-84
Will not be purchased supplier	0-49

Classification Details and Actions;

Approved Supplier-Group A

For a supplier to be classified as a Group A-Approved Supplier, it must have been received orders for at least 10 separate goods (10 separate incoming goods no.) regardless of the price and quantity and completed the delivery thereof. The score calculated in the evaluation results of these orders must be between 85 and 100 points.

In order for a supplier to be classified as a Group A Approved Supplier, regardless of quantity and price, it must have received at least 10 separate goods receipts (10 separate MG Nos) and completed the delivery. The score calculated in the evaluation results of these orders must be between 85 and 100 points.

No development action is taken for this group of suppliers. At the end of the evaluation period, an official thank you letter is sent to the suppliers in this group.

Approved Supplier-Group B

Group B-Approved Suppliers are those who have received orders for 9 or less orders regardless of the price and quantity and completed the delivery thereof. The score calculated in the evaluation results of these orders must be between 85 and 100 points. These suppliers are the candidates for Group A.

Supplier open for improvement

The suppliers in this group, consist of suppliers who have scores between 50 and 84 at the end of the evaluation period regardless of the number of orders.

Aydem Yenilenebilir Enerji provides development support for suppliers in this group. This support is done through a feedback report that will show areas for improvement. Report Format is in Annex-4.

Suppliers in this group are closely monitored. Suppliers remain in this group for 2 fiscal years are notified by the method of not placing an order in the following 1 fiscal year. Suppliers remain in this group in the 3rd fiscal year are removed from the list of suppliers for the following fiscal year. Re-listing of these suppliers is possible with the written approval of the Purchasing Department of the Holding.

Will not be purchased supplier

Suppliers in this group consist of companies with scores between 0 and 49 at the end of the evaluation period.

Proposal is not requested from these suppliers.

6 Black List

While selecting its suppliers, the company evaluates whether the relevant supplier complies with the rules of Anti-Bribery and Anti-Corruption Policy and pays attention to work with suppliers that comply with the rules. In the event of unfavorable situations defined below, the relevant suppliers can be blacklisted upon recommendation of the Purchasing Manager and the approval of the General Manager and Group Purchasing Managers. No further orders shall be purchased from the suppliers in the black list.

- Violation of Information Security
- Violation of KVKK (Personal Data Protection Law)
- Sharing False and Misleading Information, Hiding Information
- Falsification in Financial Statements and Reports, Misconduct
- Bankruptcy, Enforcement
- Causing Risks to the Business and Human Life
- Violation of Law, Corruption, Fraud, Bribery
- Damaging Reputation
- Communication Problem, Careless and Abusive Language
- Discrimination (Gender, Race, Religion, etc.)
- Violence, Pressure Harassment of Employees
- Giving harm to the Environment and Natural Resources
- Other Unethical Behaviors

7 Entry into Force

This procedure and its annexes enter into force on the date when SAP regulations are completed. This date is also indicated on the “Document Update Tracking Sheet” on the cover page. With this procedure, any previously published procedures, regulations and instructions on this subject become invalid.

8 Revision

This procedure is revised under the responsibility of the Purchasing Department and approved by the General Manager.

9 Annexes

Annex-1 Sample Supplier Evaluation Questionnaire

Annex-2 Sample Supplier Score Calculation Table

Annex-3 Sample Supplier Evaluation Reports

Annex-4 Sample Supplier Performance Feedback Letter

Annex-1 Supplier Evaluation Questionnaire

Tedarikçi Personelinin Hizmet Etkinliği Ölçümü						Değerlendirilen Süre	
Firma İsmi	Yapılan İş/Hizmetin Tanimı					#SAVIRI	
Seçeneğinizi işaretlemek için sarı bölümlere "X" koyunuz						GENEL SKOR	
KALİTE VE TEKNİK DESTEK	0	25	50	75	100	NA	#SAVIRI
Teknik ve ekipmanların mevcudiyeti Makine, ekipman, alet ve malzemeler talep edildiği gibi sağlanıyor mu? Yorumlar:	Sürekli aksıyor %75 ve üzeri	Sık sık aksıyor %50-%75	Bazen aksıyor %25-%50	Nadiren aksıyor %5-%25	Sürekli mevcut	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Ekipman ve Malzemenin Uygunluğu Kullanılacak malzeme ,makina ve ekipman yapılacak işin şartlarına ve ihtiyaçlarına uygun mu? Yorumlar:	Sürekli uygunsuzluk gözleniyor %75 üzeri	Sık sık uygunsuzluk gözleniyor %50-%75	Bazen uygunsuzluk gözleniyor %25 to 50%	Nadiren uygunsuzluk gözleniyor %5-%25	Sürekli Uygunluk gözleniyor	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Personel sayısı Sağlanan personel sayısı yeterli mi? Yorumlar:	Personel sayısı için yapması için yeterli değil		Personel sayısı artırılmalı		Personel sayısı yeterli	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Personelin yetliliği Görev yapan personelin yetliliği için hizmetin gereklerini karşılayabilecek düzeyde mi? Yorumlar:	Personelin yetliliği uygun değil		Bazı yetlilikler geliştirilmeli	Nadiren uygunsuzluk gözleniyor %5-%25	Personelin yetliliği uygun seviyededir	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Kalite değerlendirilme Tedarikçi firma tarafından yapılan iş/hizmetin nasıl değerlendiriliyorsunuz? Yorumlar:	Servis kalitesi uygun değil		Bazı konularda gelişme sağlanmalı	Bazı yetlilikler geliştirilmeli	Servis kalitesi uygundur	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Sorum ödeme Tedarikçi firma sorunların çözümü sürecine katılıyor mu? Yorumlar:	Kesirlikle katılmıyor %75 üzeri	Çoğunlukla katılmıyor %50-%75	Bazen katılmıyor %25-%50	Sıkça katılıyor %5-%25	Sürekli katılıyor	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Süre ve Koşullar Tedarikçi firma gelişmek istediğiniz süre ve koşulları tamamen kabul ediyor mu? Yorumlar:	Hayır	Kısmen			Tamamen	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
İş sürelerine uyum Tedarikçi firma işlerini/hizmetlerini sözleşmede belirtilen süre ve zamanda yerine getiriyor mu? Yorumlar:	Sürekli gecikmeli %75 üzeri	Sıklıkla gecikmeli %50-%75	Bazen gecikmeli %25-%50	Nadiren gecikmeli %5-%25	Sürekli zamanında	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Reaksiyon süresi Tedarikçi firmamızın ihtiyaçlarınızda ve yardım taleplerinize gösterdiğiniz reaksiyonu nasıl değerlendiriliyorsunuz? Yorumlar:	Çok yavaş Bir haftadan daha fazla	Yavaş 4-7 gün arası	Standart 2-3 gün arası	Süratli 1 günde	Çok süratli günde	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Acil siparişlere reaksiyon süresi Tedarikçi firmamız kısa süreli acil siparişlerimize gösterdiğiniz reaksiyon süresini nasıl değerlendiriliyorsunuz? Anlaşılır süreden daha az zaman bazında Yorumlar:	Çok yavaş Bir haftadan fazla	Yavaş 4-7 gün	Standart 2-3 gün	Süratli 1 günde	Çok süratli günde	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
İzniler	0	25	50	75	100	NA	#SAVIRI
Çalışma izni Tedarikçi firma personelinin iş/hizmet öncesi çalışma izni talep ediyor mu? Yorumlar:	Hayır, talep edilmiyor			Evet ; ŞİRKET tabii üzerine	Evet ; Kişisel imzalıdır üzerine	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Malzeme onayları Tedarikçi firma çalışma izni için kullanacağı malzemenin özelliklerini liste olarak veriyor mu? Yorumlar:	Hayır, talep edilmiyor			Evet ; ŞİRKET tabii üzerine	Evet ; Kişisel imzalıdır üzerine	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Emniyet Tedarikçi firma personeli kişisel korunma malzemelerini kullanıp kendilerini sunulan Grup prosedür ve talimatlarına uyuyor mu? Yorumlar:	Hayır, talep edilmiyor			Evet ; ŞİRKET tabii üzerine	Evet ; Kişisel imzalıdır üzerine	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Çevre unsurları Tedarikçi firma çalışmalarında çevreye duyarlı mı? Doğal kaynakların kullanım, atıkların idaresi vb. Yorumlar:	Hayır, talep edilmiyor			Evet ; ŞİRKET tabii üzerine	Evet ; Kişisel imzalıdır üzerine	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Sosyal Faktörler Tedarikçi firma personelinin sosyal koşullarına önem veriyor mu? (SGU Uyumu, Çocuk işçi çalıştırma, zorla çalıştırma vs.) Yorumlar:	Hayır			Evet ; ŞİRKET tabii üzerine	Evet ; Kişisel imzalıdır üzerine	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Bağlımlar	0	25	50	75	100	NA	#SAVIRI
Bağlımlar Tedarikçi firma ofisinde sorunlara yanıt verebilecek bir sorumlu sürekli olarak bulunuyor mu? Yorumlar:	Nadiren bulunuyor %75 üzeri	Sorumlu birini bulmak çok güç %50-%75	Bazı durumlarda dışında bulunmuyor %25-%50	İstisnalar dışında ulaşmak mümkün %5-%25	Sorumlu bir sürekli mevcut	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Açıklık Tedarikçi firma işinizi etkileyebilecek değişiklikler/ sorunlar konusunda iletişim kuruyor mu? Yorumlar:	Sorumlu/değişiklikler konusunda iletişim kurulmuyor	Sorumlu/değişiklikler konusunda iletişim kurulması sorun yaşanıyor	Bazı konularda gelişme sağlanmalı	İstisnalar dışında sorun/değişikliklerin paylaşımı iyi	Sorumlu/değişiklikler her zaman paylaşılıyor	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Bilgilerin sunumu Tedarikçi firmamızın belgelerini sunumunu (Fatura v.b) bütünlük, zamanında ve doğru olarak nasıl değerlendiriliyorsunuz? Yorumlar:	Sürekli yanlışlar/eksiklikler sözünü ve gecikmeli %75 üzeri	Hatalar/eksiklikler ve gecikmeler sıkça gözlenmektedir %50-%75	Bazen hatalı, eksik ve gecikmeli %25-%50	Nadiren hatalı, eksik ya da gecikmeli %5-%25	Her zaman doğru, tam ve zamanında	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
MALİYET UNSURLARI	0	25	50	75	100	NA	#SAVIRI
Maliyet azaltma çabası Tedarikçi firmamızın ŞİRKET'in aldığı hizmetin maliyetini azaltacak yada operasyonel maliyetini düşürücü bir çabası varmı? Yorumlar:	Hayır			Evet ; ŞİRKET tabii üzerine	Evet ; Kişisel imzalıdır üzerine	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
İSG	0	25	50	75	100	NA	#SAVIRI
Çalışma hakkı Tedarikçi firma personelinin örgütlenme ve toplu pazarlık haklarına önem veriyor mu? Yorumlar:	Hayır			Evet ; ŞİRKET tabii üzerine	Evet ; Kişisel imzalıdır üzerine	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Çalışma saatleri ve ücret hakkı Tedarikçi firma personelinin çalışma saatlerinin ayarlanmasında ve ücretlendirilmesinde yasal yükümlülüklerini yerine getiriyor mu? Yorumlar:	Hayır			Evet ; ŞİRKET tabii üzerine	Evet ; Kişisel imzalıdır üzerine	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Ayrımcılığı önleme Tedarikçi firma personeline ayrımcı uygulamalarda, aygıtlarda, insan onuruna yakışmayan davranışlarda bulunmamasını onaylıyor mu? Yorumlar:	Hayır			Evet ; ŞİRKET tabii üzerine	Evet ; Kişisel imzalıdır üzerine	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
İş sağlığı ve güvenliği Tedarikçi firma personelinin sağlığını gözetiyor mu? İş sağlığı ve güvenliği açısından yasal yükümlülüklerini yerine getiriyor mu? Yorumlar:	Hayır			Evet ; ŞİRKET tabii üzerine	Evet ; Kişisel imzalıdır üzerine	Uygunabilir değil	LÜTFEN BİR SEÇENEĞİ İŞARETLEYİN
Değerlendirilen Tarih:	Onaylayan:						
	Tarih:						

Annex-2 Sample Supplier Score Calculation Table

Key Criteria Weight	Key Criteria	Sub-criteria weight	Sub-criteria	Realization	Score	Sample Delivery	Sample Calculation
60	Price Score	30	Price Level Score	Between 0,01 – 5%	80	80	24,00
				Between 5,01 – 10%	70		
				Between 10,01 - 15 %	60		
				Between 15,01 - 100 %	50		
				Between 0 - (-5) %	95		
				Between (-5,01) - (-10) %	100		
		30	Price Development Score	Between 0,01 – 5 %	80		
				Between 5,01 – 10%	70		
				Between 10,01 – 15%	60		
				Between 15,01 – 100%	50	50	15,00
				Between 0 - (-5)%	95		
				Between (-5,01) - (-10) %	100		
20	Quality Score	20	Quality Score	Conforming	100	100	20,00
				Nonconforming	0		
				Partially conforming	50		
20	Delivery Score	10	Time Score	On-time delivery	100		
				0-7 days	75	75	7,50
				8-14 days	50		
				15-21 days	25		
				22 days and more	1		
				Early Delivery	110		
		10	Quantity Score	0%	100		
				% 0,01 – 10 (+/-)	90	90	9
				% 11 – 20 (+/-)	80		
				% 21 – 30 (+/-)	70		
				% 31 – 40 (+/-)	60		
% 41 – 100 (+/-)	1						
Overall Score of the Supplier							75,50

Annex-3 Sample Supplier Evaluation Reports

Rapor Adı Tedarikçi Değerlendirme Detay Raporu
Tedarikçi Adı XXX
Değerlendirme Dönem Başı 1.01.2020
Değerlendirme Dönem Sonu 1.07.2020

Malzeme Adı	Satıcı Adı	Fiyat Düzey Skoru	Fiyat Gelişim Skoru	Fiyat Skoru	Kalite Skoru	Zaman Skoru	Miktar Skoru	Teslimat Skoru	Tedarikçi Genel Skor	Mal Giriş İşlem Sayısı	Tedarikçi Sınıfı

Rapor Adı Tedarikçi Değerlendirme Detay Raporu
Tedarikçi Adı XXX
Değerlendirme Dönem Başı 1.01.2020
Değerlendirme Dönem Sonu 1.07.2020

İşlem Sıra No	Tedarikçi Adı	Ortalama Değerlendirme Puanı
1		
2		
3		
4		

Annex-4 Sample Supplier Performance Feedback Letter

To : **Tel No** :

Company :

Date : **Page** : 1/1

Subject : Supplier Performance in

Dear,

We have evaluated your performance within according to various criteria with

We present our evaluation results to your information in the following table.

Table 1.

Evaluation Result Table

Our opinions regarding the service provided by your company in terms of material supply in are presented below.

- Completion of missing equipment,
- Increasing the competencies of the staff,
- Completion of software deficiencies,

We kindly request you to share your opinions and comments regarding the performance evaluation we have made about your company; your action plan, and the points you disagree with in our evaluations, by

Sincerely,

Purchasing Specialist

Purchasing Manager

Table 1.

The scale of evaluation as follows.

0 49 84 100

Will not be purchased supplier	Open for Improvement	Approved Supplier
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<i>Approved Supplier-Group A - (10 and more incoming goods)</i>	85-100
Approved Supplier-Group B (9 and less operations)	85-100
Supplier open for Improvement	50-84
Will not be purchased supplier	0-49