GUIDE FOR EXPORTERS
ONLINE REGISTRATION
IN RISK ASSESMENT MONITORING SYSTEM

Context

1. Introduction

It is a system that enables the establishment and processing of the basic information of foreign exporter companies through a website.

2. Access to the system
Users can access to the system via this link.
https://ithalat.ebirlik.org/impws/index_en.jsp

The introduction screen is as follows:

Picture 1: Login Screen

The entry to the system is provided through e-mail address and the password.

Those companies that will register through the website for the first time, can access to exporter registry form application through the links You may register here and register.

The link I forgot my password directs the user to the link
http://ithalat.ebirlik.org/impws/password.jsp .

Enter your e-mail address below to access your password.

The user receives the password to his/her registered e-mail address by entering his/her registered e-mail address and pressing the "send" button.

Through the link ''Help me to use this web site'', the access to the information about how to use the system is provided.

The link Contact Us is used to get support via e-mail.

3. Exporter Registry Form (ERF)

This application enables the exporter company to register to the system through the declaration of basic information. During this registration process, the following information is required to be filled out.

Picture 2a: The Registry of the Exporter Section I

• **Legal Title:** It is the legal name of the exporter company. It is obligatory to fill out. Notice that the importers in Turkey can only have import document with the legal title on it.

• **Business Title:** It is the short version of the legal title used by the exporter company on the invoice. The legal title can also be used.

• **Company Representative :** This space is for the company representative to fill out the information of her/his Name, Surname and the position within the company.

• **Address Line 1 :** The address information of the exporter. It is obligatory to fill out.

• **Address Line 2 :** The address information of the exporter.

• **Address Line 3 :** The address information of the exporter

• **Zip/Post Code :** The zip/post code information of the exporter.

• **Country :** The country information of the exporter company, can be selected from the country list. It is obligatory to fill out.

• **City :** The city information of the exporter company. It is obligatory to fill out.

• **State/Province/Region :** The state, province or region information of the exporter company.

• **Phone Number :** The phone number information of the exporter company. It is obligatory to fill out.

• **Fax Number :** The fax number information of the exporter company. It is obligatory to fill out.

• **URL :** The web site address of the exporter company. **It is obligatory that the declared web site address has to include the full legal title of the company in one of its web pages.** The context of the declared web site should be related with the company. Those web sites open to public usage (such as alibaba.com) cannot be used for registration and cannot be accepted by the system. It is obligatory to fill out. **The registration of those companies that do not have active and working web sites cannot be accepted.**

• **E-mail :** The registered and valid e-mail address information of the exporter company. The declared e-mail address **should be originated from the domain name of the web address** of the exporter company. If the user register with another e-mail to the system, the website of the company has to include this e-mail address in one of its web pages. The registration with those e-mail addresses open to public usage (hotmail, gmail, yahoo, msn, etc.) cannot be accepted by the monitoring centers during the approval of registration process. It is obligatory to fill out. The e-mail address entered to this space should be in use and accessible by the user. Because, the entry to the system could be made with this e- mail address and various communications will be provided with this e-mail address. Also activation link will be send to this e-mail address.

• **Enter a password :** The password defined by the exporter company that will be used while accessing to the system. The password should be at least 6 and at most 10 characters long.

• **Re-Enter the password :** The space for re-typing the password entered above for verification. The two passwords should be the same.

• **Tax Authority :** The tax authority information of the company is entered.

• **Tax Registry Number :** The tax registry number given by the tax authority in the country in which the headquarters of the company is located. It is obligatory to fill out.

• **Year of Establishment :** The establishment year of the exporter company.

• **Legal (Corporate) Status :** The legal status information of the exporter company.

1. Annual Performance Information

The space for entering the basic performance information of the exporter companies. It is optional to fill in the boxes in this area.
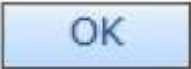

Picture 2b: The Registry of the Exporter Section II

• **Number of Employees (Yearly Average) :** The average number of employees working in the company annually. If it is not preferred to give this information, then the "Commercial Secret" box should be marked.

• **Total Sales in USD (last year) :** The total amount of sales of the exporter company in USD in the last year. If it is not preferred to give this information, then "Commercial Secret" box should be marked.

• **International quality certificates & registry number :** The quality certificates and the related registry numbers of the exporter company.

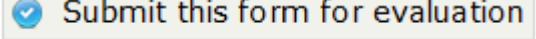• **Importing Countries :** The export countries information of the exporter company. It can be accessed to the country list through using the button on the right side of the space. If more than one country is to be selected, the selection is done through the pressing of the Ctrl button. After the country selection is done, the selected countries are included to the list through pressing the button. If it is not preferred to give this information, then "Commercial Secret" box should be marked.

• **Products (Harmonized System Codes):** The list of products that the exporter company exports.

I hereby certify that the above statements are correct: This box should certainly be marked for completing the registration process. The user undertakes that the information given by him or her is accurate.

5. Activation of the Exporter Company

With the button, the exporter company conveys the exporter registry form to the monitoring centers. Also an activation e-mail is sent to the registered e-mail address of the exporter company. To be log in to the system the exporter has to activate its registration with clicking the link in this e-mail. Also the exporter companies can copy and paste this link to their browsers. Please note that the activation link expires in 7 days. Also notice that the 3-days evaluation period starts just after this activation process.

Dear XXXX,

You have asked to be registered as an exporter with eBirlik Turkish Exporters Associations. Thanks for registering.

Click on the link below or copy and past to link in your browser address field to activate your registration.

http://ithalat.ebirlik.org/Import/pages/activation.jsp?activation=CODE=123&uid=c5ec6ed9

Please note that the activation link contained in this email will expire if it is not used with in 7 days.

Thank you.

Site administrator
Ebirlik
Turkish Exporter's Associations

PS: This is an automated response. Please do not reply to this email.

Picture 3: The Activation e-mail

After the user account is activated through the link in the e-mail, the exporter company receives another e-mail for confirmation - Picture 4

Activation Result

This user has been activated.

Picture 4

- **Exit without submitting** This button is to exit from the web site without registering the form.
- **Clear Form** This button is to clear all the entered information on the exporter registration form.

6.Add or Remove Declared Buyer

Companies who has passed the evaluation successfully are authorized by the monitoring centers. This means she/he has the authority to add their buyers (importers) in Turkey. For this application, the "add or remove declared buyer" from the menu on the left side or on the welcome page (Picture 5) should be clicked. After this button is clicked the user is directed to the application in Picture 6.
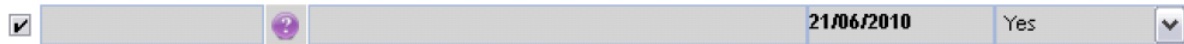

Picture 5: Welcome page

Picture 6

A Turkish buyer can be added through following the steps below.

1. button is clicked and a line as below is opened.

2. Through pressing this button, a list of Turkish buyers is opened. (Picture 7)

Picture 7

In this list, through entering the tax number or the title of the Turkish buyer to the "Criteria" spaces, the company can be found in the list. The list is closed upon the selection of the found registration.

3. Through pressing this 💾 Save button, the saving process is completed. After this registration process, the Turkish buyer is allowed for importation.

4. In order to remove an exporter added to the system **Active** button should be selected as "No" and "Save" to activate before exit.

7. Validity Time of The Exporter Company

1. For the companies that has not submitted its exporter registry form with approval of related country's local authorities and one of the Consulates of the Turkish Republic in the exporter country to the monitoring centers before, has 60 days validity time for each different Turkish buyers that it added to the system. Those exporter companies have to send their exporter registry form with approval of related country's local authorities and one of the Consulates of the Turkish Republic in the exporter country, to the monitoring centers **with one of their Turkish buyers for only one time**. After sending the exporter registry form to monitoring centers, those companies automatically will have 1 year validity time starting from the date of the approval of Turkish Consulate. If those exporter companies add new Turkish buyers, system will give the same validity time with the other Turkish Importers automatically.

2. For the exporter companies that has submitted its exporter registry form with approval of related country's local authorities and one of the Consulates of the Turkish Republic in the exporter country to the monitoring centers before, automatically take one year validity time from the system after passing the evaluation process. Those companies do not need to send their exporter registry form to the monitoring centers.

8. The Printing of the Exporter Registry Form

For the companies that will send their exporter registry form to the monitoring centers for the first time can print out their form via using 2 different print buttons.

1. On the welcome page (Picture 8)

2. On the "edit your company profile" page (Picture 9)

WELCOME

SULTAN TEXTILE IMPORT AND EXPORT

Message Box

NEW MESSAGE

1 / 6 (Toplam 26 Kayıt)

Status	No	Message
RECEIVED	26	Your registration was accepted again.You have to print your company's form and send to your Turkish buyer
RECEIVED	25	Your registration was accepted again.You have to print your company's form and send to your Turkish buyer
RECEIVED	24	Your registration was accepted again.You have to print your company's form and send to your Turkish buyer
RECEIVED	23	Your registration was accepted again.You have to print your company's form and send to your Turkish buyer
RECEIVED	22	Your registration was accepted again.You have to print your company's form and send to your Turkish buyer

Application no   : 1
Your current status is   : **ACCEPTED**

✎ Edit your company's profile   🖶 Print   ➕ Add or remove declared buyer   ❌ Exit

Picture 8

EXPORTER PROFILE - İTHALAT 2015

EXPORTER REGISTRY FORM

Please fill out the following form to complete registration.
You can read help text by clicking 🔵 key near the data field.
Fields, marked with *, are mandatory.

Legal Title *	ONER2 TEKSTIL
Business Title	ONER2 TEKSTIL
	I am a newcomer

Company Representative
- Salutation: Mr.
- Name & Surname: MARIA
- Position: FERNANDES

Address Line 1 * JULES RIMET BOULEVARD, 1715. STREET
Address Line 2
Address Line 3
Zip/Post Code   Country * BRITISH VIRGIN ISLANDS
City * ROAD TOWN   State / Province / Region
Phone Number * 01-284 2658678   Fax Number 01-284 2658677
URL * www.oner2teks.com
E-mail * onero@anadolu.edu.tr
Enter a password *   Re-enter the password *
Tax Authority   Tax Registry Number * 520612261
Year of Establishment 2013   Legal(Corporate) Status

ANNUAL PERFORMANCE DATA FOR 2015

Number of employees(yearly average) 20   ☐ Commercial Secret
Total Sales in USD(last year) 2.000.000,00   ☐ Commercial Secret
International quality certificates&registry number
Importing Countries   ➕ ☐ Commercial Secret
Products (Harmonized System Codes)

☑ Submit this form for evaluation   ⬤ Close without submitting   🖶 Print ❌ Exit

PICTURE 9

After pressing the print button, the screen in Picture 10 is opened.

Picture 10

3. The suitable format is selected on the opened screen and "OK" button is clicked.

9. Validity Extension / Updating Company Profile

Exporter companies who has submitted its form with the related approvals and already took one year validity time can extend their validity time with submitting their form again from the system.

After the login, the welcome message in Picture 11 is opened to the user.

Picture 11

Through edit your company's profile button, editing and updating of the declared exporter registration form could be done. This button opens the exporter registry form.

Picture 12

If there are some changes took place, companies should change the values in the boxes and submit the form again to the monitoring centers with the submit this form for evaluation button. Companies can submit this form without any changes if there is not any change in the company informations.

After submitting the form again, the company's status changes to reappraisal. Monitoring centers will evaluate this application in three days.

Also an activation e-mail is sent to the registered e-mail address of the exporter company. To be log in to the system the exporter has to re-activate its registration with clicking the link in this e-mail. Also the exporter companies can copy and paste this link to their browsers. Please note that the activation link expires in 7 days. Also notice that the 3-days evaluation period starts just after this activation process.

10.Sending / Receiving Messages

This is the application where the messages could be sent to the monitoring centers by the user or the messages which are sent by the monitoring centers to the user could be seen.
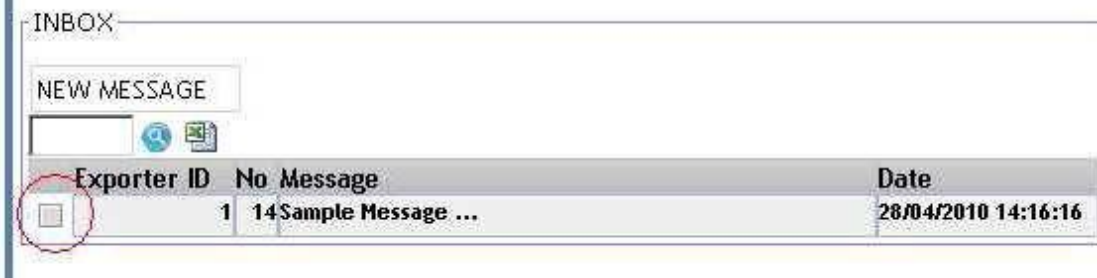
Picture 13

If the box over the message is selected, the message box including the message will appear in detail.

Picture 14

NEW MESSAGE : It is used to write a new message.

| SEND | : It is used to send the prepared message.

| CLEAR | : It is used to clear the prepared message.

Picture 15