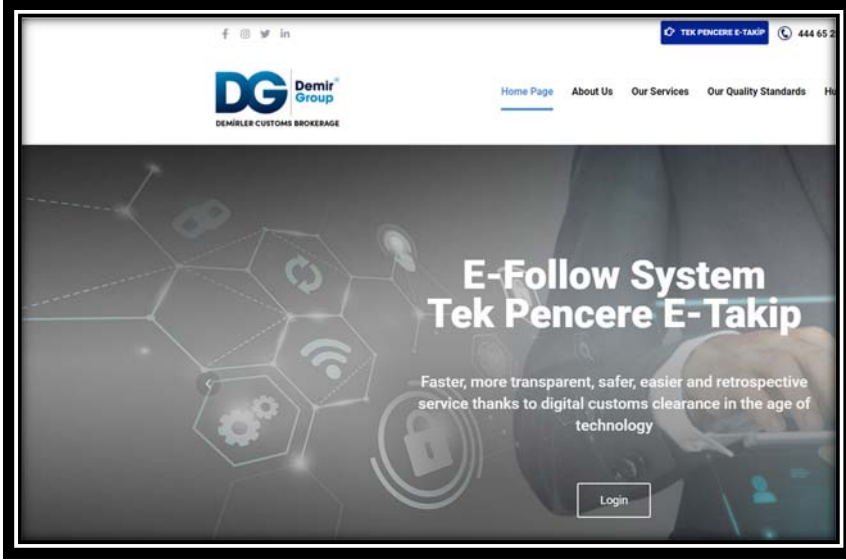


E-Follow System



USER GUIDE

In order to follow the status of your documents and files online from your PC / Tablet or Smart Mobile Phone, you must first log in to our E-Tracking system via our Web Site (www.demirlergumruk.com.tr).

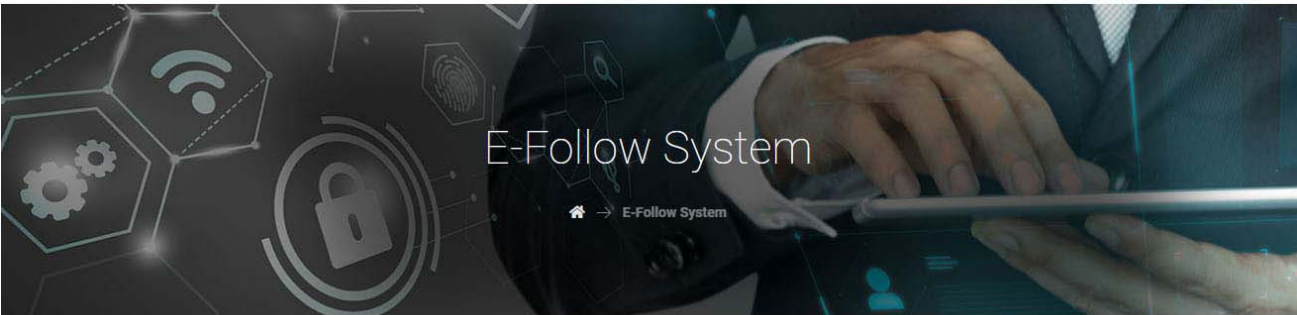


(Picture - 1: PC Screen)



(Picture - 2: Phone Screen)

The first window in the section that appears on the screen you have entered is the system login, the second window contains the user guide and the third window contains our contact address.



User Guide

For User Guide of our E-Follow System

PDF



Questions

If you have got any questions about our system, please ask our IT Team at bt@demirlergumruk.com.tr.

Our Main Menu is accessed by logging in with your E-Mail Address and Password notified to you. After typing your e-mail address, you can log in by selecting our office where you receive service.

If you do not know your username and password, please contact your customer representative.



Sisteme Giriş Formu

E-Posta Adresiniz

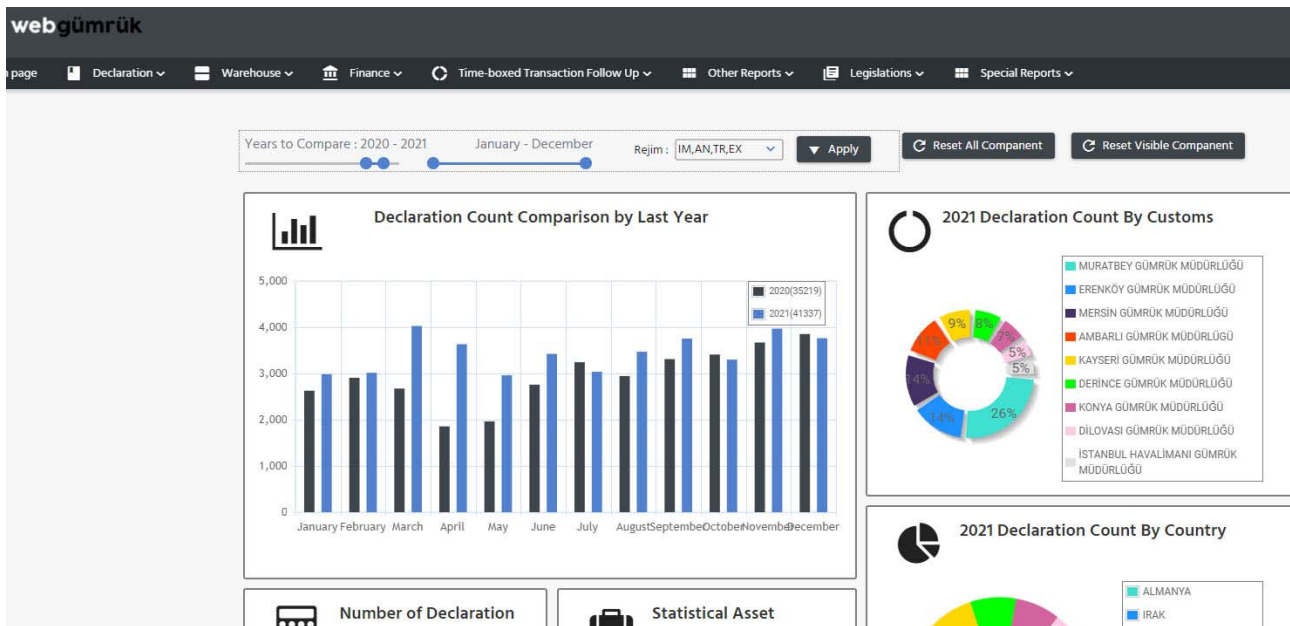
Hizmet Aldığınız Ofis

İSTANBUL

Şifreniz

Giriş Yap

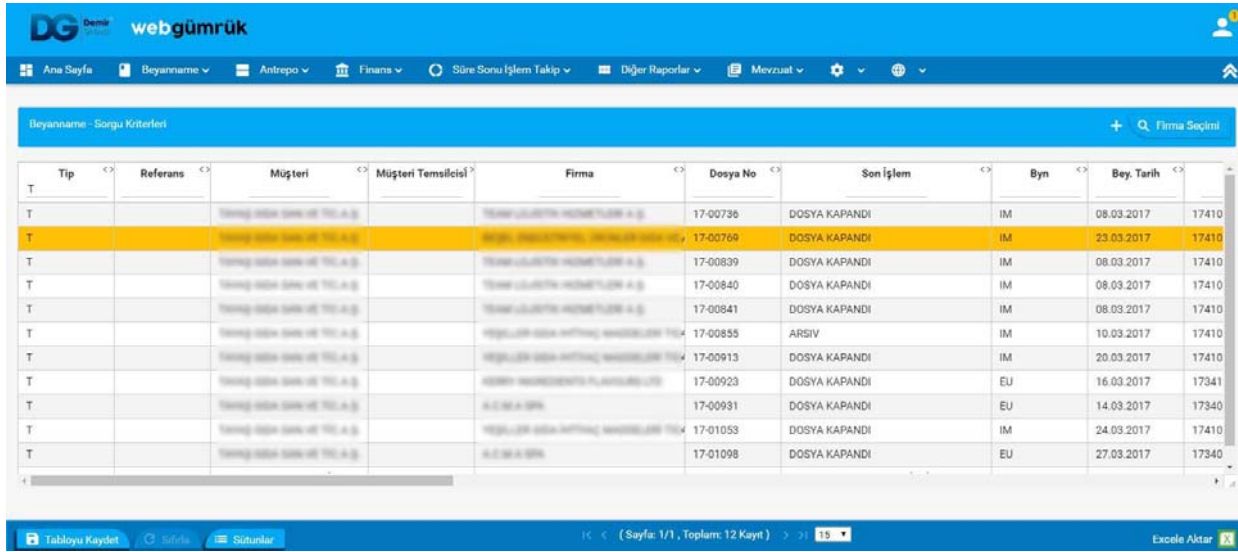
After logging in with your e-mail address and password, our comparison screen appears. On this screen, the comparison of the two currently selected periods is shown in accordance with the criteria we will choose (Period Information). The tab of this screen is “Main Page”.



Declaration Search

From the "Declaration" tab, "Declaration Search" is selected. It is necessary to enter a date range to query the declaration, we can leave other selections blank if we want.

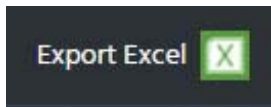
After the processes are finished, when "Get Report" is clicked, the following screen appears.




The screenshot shows the 'webgümrük' application interface. The top navigation bar includes 'Ana Sayfa', 'Beyanname', 'Antrepo', 'Finans', 'Süre Sonu İşlem Takip', 'Değer Raporlar', 'Mevzuat', and a user profile icon. The main content area is titled 'Beyanname - Sorgu Kriterleri' and features a search bar for 'Firma Seçimi'. Below this is a table with the following columns: Tip, Referans, Müşteri, Müşteri Temsilcisi, Firma, Dosya No, Son İşlem, Byn, Bey. Tarih, and an empty column. The table contains 12 rows of data, with the second row highlighted in yellow. The bottom of the interface shows a status bar with 'Tabloyu Kaydet', 'Sütunler', and 'Excel Aktar' options, along with pagination information: '(Sayfa: 1/1, Toplam: 12 Kayıt)' and '15'.

Tip	Referans	Müşteri	Müşteri Temsilcisi	Firma	Dosya No	Son İşlem	Byn	Bey. Tarih	
T		Tanrıoğlu İsmail Mustafa		TANRIOĞLU İSMET MUSTAFA	17-00736	DOSYA KAPANDI	IM	08.03.2017	17410
T		Tanrıoğlu İsmail Mustafa		TANRIOĞLU İSMET MUSTAFA	17-00769	DOSYA KAPANDI	IM	23.03.2017	17410
T		Tanrıoğlu İsmail Mustafa		TANRIOĞLU İSMET MUSTAFA	17-00839	DOSYA KAPANDI	IM	08.03.2017	17410
T		Tanrıoğlu İsmail Mustafa		TANRIOĞLU İSMET MUSTAFA	17-00840	DOSYA KAPANDI	IM	08.03.2017	17410
T		Tanrıoğlu İsmail Mustafa		TANRIOĞLU İSMET MUSTAFA	17-00841	DOSYA KAPANDI	IM	08.03.2017	17410
T		Tanrıoğlu İsmail Mustafa		TANRIOĞLU İSMET MUSTAFA	17-00855	ARSIV	IM	10.03.2017	17410
T		Tanrıoğlu İsmail Mustafa		TANRIOĞLU İSMET MUSTAFA	17-00913	DOSYA KAPANDI	IM	20.03.2017	17410
T		Tanrıoğlu İsmail Mustafa		TANRIOĞLU İSMET MUSTAFA	17-00923	DOSYA KAPANDI	EU	16.03.2017	17341
T		Tanrıoğlu İsmail Mustafa		TANRIOĞLU İSMET MUSTAFA	17-00931	DOSYA KAPANDI	EU	14.03.2017	17340
T		Tanrıoğlu İsmail Mustafa		TANRIOĞLU İSMET MUSTAFA	17-01053	DOSYA KAPANDI	IM	24.03.2017	17410
T		Tanrıoğlu İsmail Mustafa		TANRIOĞLU İSMET MUSTAFA	17-01098	DOSYA KAPANDI	EU	27.03.2017	17340


On this screen, we can access all the information we want, use the list as an Excel table, make restrictions, and save it to our computer as an excel table.



By selecting the file we want to look at, we activate the keys that appear below.

 Job Follow Up

 Archive

 Document

 View Declaration

- **Job Follow Up:** It shows the status of our file. We can find out when your file was opened, when it was registered, on which line and when it was closed, is it waiting because of a deficiency in our documents or for what reason.
- **Archive:** After the customs procedures of our file are completed, your documents are sent to our electronic archive in our office before they reach you, and you can access your documents (both your documents processed at customs, consultancy invoices and receipts) from this section and save them on your computer/phone.
- **Document:** This section is valid only for our export files. You can access the drafts of our circulation documents about our files here. If we want, we can save this draft on our computer.
- **View Declaration:** We can instantly see the registered or not registered draft of our declaration. In this way, we can easily access the taxes we are obliged to pay, if any, and check immediately whether there is a mistake or not without registration. If we want, we can save this draft on our computer.

Should you choose to make an inquiry or ask about an issue you are stuck with, you can call our office at 444 65 25, or contact your customer representative or our IT Department.

You can find more information about using our system in more detail (Finance, Stock Tracking, Legislation and Tariffs, File Status Details, etc.) by contacting our IT Department [bt@demirlergumruk.com.tr]

Our best regards.