

**GUIDE FOR ONLINE  
EXPORTER REGISTRATION  
TO EBIRLIK**

eBirlik



# Context

1. Introduction
2. Access to the system
3. Exporter Registration Form (ERF)
4. Activation of the Exporter Company
5. Add or Remove Declared Buyer
6. Validity Time of the Exporter Company
7. The Printing of the Exporter Registry Form
8. Validity Extension
9. Updating Company Profile
10. Sending / Receiving Messages

## 1. Introduction

It is a system that enables the processing of the basic information of foreign exporter companies which exports to Turkey, 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](https://ithalat.ebirlik.org/impws/index_en.jsp)

The introduction screen is as follows:



Picture 1: Login Screen

The login 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>.



T.C. TİCARET  
BAKANLIĞI

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

The user receives the password to registered e-mail address by entering 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.

Exporter Form - İTHALAT 2021

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 *	<input type="text"/>	
Business Title	<input type="text"/>	
Address Line 1 *	<input type="text"/>	
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
Zip/Post Code	<input type="text"/>	Country * <input type="text"/>
City *	<input type="text"/>	State / Province / Region <input type="text"/>
Phone Number *	<input type="text"/>	Fax Number <input type="text"/>
URL *	<input type="text"/>	
E-mail *	<input type="text"/>	
Enter a password *	<input type="text"/>	Re-enter the password * <input type="text"/>
Tax Authority	<input type="text"/>	Tax Registry Number * <input type="text"/>
Year of Establishment *	<input type="text"/>	Legal(Corporate) Status <input type="text"/>

ANNUAL PERFORMANCE DATA FOR 2021

Number of employees(yearly average)	<input type="text"/>	<input type="checkbox"/> Commercial Secret
Total Sales in USD(last year)	<input type="text"/>	<input type="checkbox"/> Commercial Secret
International quality certificates&registry number	<input type="text"/>	
Importing Countries	<input type="text"/>	<input type="checkbox"/> Commercial Secret
Products (Harmonized System Codes)	<input type="text"/>	

I hereby certify that above statements are correct.


Picture 2: The Registration of the Exporter

- **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 of the exporter company.
- **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.
- **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. The registration with those e-mail addresses open to public usage (**hotmail, gmail, yahoo, msn, etc.**) cannot be accepted by the monitoring center 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.
- **Annual Performance Information** : The legal status information of the exporter company.

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

- **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



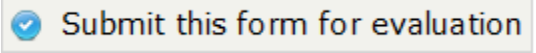
countries are included to the list through pressing the button. If it is not preferred to give this information, then “Commercial Secret” box should be marked.

- **Products (Harmonized System Codes)**: The harmonized system code 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 is accurate.

#### 4. Activation of the Exporter Company

With the  button, the exporter company conveys the exporter registry form to the monitoring center. 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 the activation 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 Company Responsible,

You have asked to be registered as an exporter to ebirlik. Thanks for registration.

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

<http://ithalat.ebirlik.org/impws/pages/activation.jsp?activation=EXP0034630&uid=c0a49f94-096d-4c99-8427-9877422920b0>

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

Thank you.

Site administrator  
Ebirlik

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.



**T.C. TİCARET  
BAKANLIĞI**

## Activation Result

This user has been activated.

Picture 4

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

### 5.Add or Remove Declared Buyer

Companies who has passed the evaluation period successfully have authority to add their buyers (importers) in Turkey to the list. For this process, the “add or remove declared buyer” button 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 page in Picture 6.

WELCOME

**THUNDER LIGHTNING TEXTILE CO. LTD.**

Message Box

NEW MESSAGE

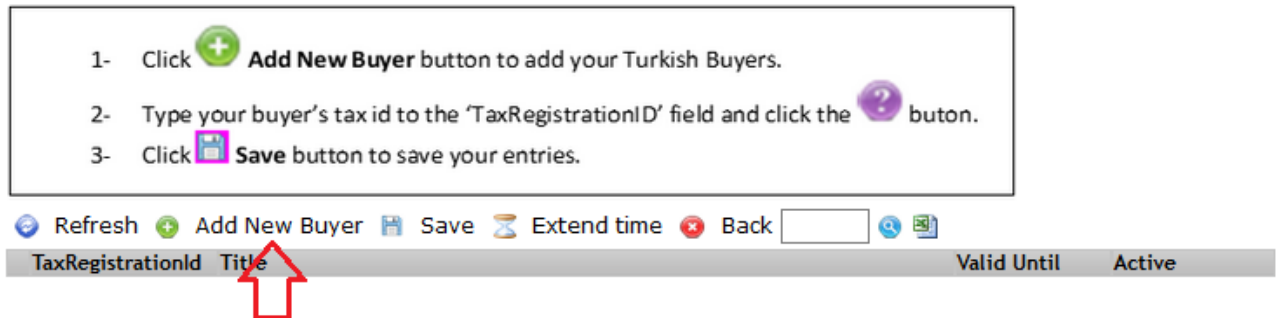
Status	No Message	Time
<input type="checkbox"/> RECEIVED	1>Your registration was accepted.You can login the system and add your importers.	02/11/2021 13:21:1

Application no : 34630  
Your current status is : **ACCEPTED**

[Edit your company's profile](#) [Print](#) [Add or remove declared buyer](#) [Exit](#)

Picture 5: Welcome page





Picture 6


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

1.  Add New Buyer button is clicked and a line as below is opened.



1. Through pressing this  button, a list of Turkish buyers is opened.

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.

2. Through pressing this  Save button, the saving process is completed. After this registration process, the Turkish buyer is allowed for importation.
3. In order to remove an exporter added to the system **Active** button should be selected as “No” and “Save” to activate before exit.

## 6. Validity Time of The Exporter Company

1. 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 center before, have 60 days validity time for each different Turkish buyers that they 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 center **with one of their Turkish buyers for only one time**. After sending the exporter registry form to monitoring center, 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. 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 center 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 center.

## 7. The Printing of the Exporter Registry Form

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

- a. On the welcome page (Picture 7)
- b. On the “edit your company profile” page (Picture 8)


The screenshot shows a web application interface for 'THUNDER LIGHTNING TEXTILE CO. LTD.'. At the top, there is a blue header bar with the text 'WELCOME'. Below the header, the company name 'THUNDER LIGHTNING TEXTILE CO. LTD.' is displayed. A 'Message Box' section contains a 'NEW MESSAGE' button and a table with the following data:








Status	No Message	Time
RECEIVED	1 Your registration was accepted.You can login the system and add your importers.	02/11/2021 13:21:1

Below the message box, the application details are shown: 'Application no : 34630' and 'Your current status is : **ACCEPTED**'. At the bottom, there is a navigation bar with four buttons: 'Edit your company's profile', 'Print', 'Add or remove declared buyer', and 'Exit'. A red arrow points to the 'Print' button.




Please send us your feedback with an [email](#) message.

(Picture 7)




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 *	THUNDER LIGHTNING TEXTILE CO. LTD.			
Business Title	THUNDER LIGHTNING TEXTILE CO. LTD.			
Address Line 1 *	BAKERY STREET, 8908 US 72 WEST			
Address Line 2				
Address Line 3				
Zip/Post Code		Country *	UNITED STATES OF AMERICA	
City *	NEW YORK	State / Province / Region		
Phone Number *	1-800-221-93115	Fax Number		
URL *	www.itkib.org.tr			
E-mail *	oner.ozturk@itkib.org.tr			
Enter a password *		Re-enter the password *		
Tax Authority		Tax Registry Number *	8685673421	
Year of Establishment *	1996	Legal(Corporate) Status		

**ANNUAL PERFORMANCE DATA FOR 2021**

Number of employees(yearly average)	30	<input type="checkbox"/> Commercial Secret
Total Sales in USD(last year)	1.500.000,00	<input type="checkbox"/> Commercial Secret
International quality certificates&registry number		
Importing Countries		  <input type="checkbox"/> Commercial Secret
Products (Harmonized System Codes)		

I hereby certify that above statements are correct.

 Submit this form for evaluation	 Close without submitting	 Print	 Exit
---	--	---	--



(Picture 8)

After pressing the print button, the screen in Picture 9 is opened.

WELCOME - İTHALAT 2021

Showing page 1 of 1

EXPORTER REGISTRY FORM	
Exporter Id	70040
Legal Title*	THUNDER LIGHTNING TEXTILE CO. LTD.
Business Title**	THUNDER LIGHTNING TEXTILE CO. LTD.
Address*** 1.Line	BAKERY STREET, 8908 US 72 WEST
Address 2.Line	
Address 3.Line	
City	NEW YORK
State/Province/Region	
Zip/Post code	
Country	UNITED STATES OF AMERICA
Phone Number	1-800-221-93115
Fax Number	
URL	www.itkib.org.tr
E-mail	oner.ozturk@itkib.org.tr
Tax Authority	
Tax Registry Number	8685673421
Number of employees(Yearly average)	30
Total Sales in USD (last year)	1500000
Year of Establishment	1996
Legal(Corporate)Status	
International quality certificates owned and their registry numbers	
<b>Countries products are exported to</b>	
Export Country(ies)	
Products (Harmonized System Codes)	
<b>I hereby declare that the information presented above is correct and verifiable.</b>	
Name,surname and title in the company	
Company stamp and sing of the authorized person	

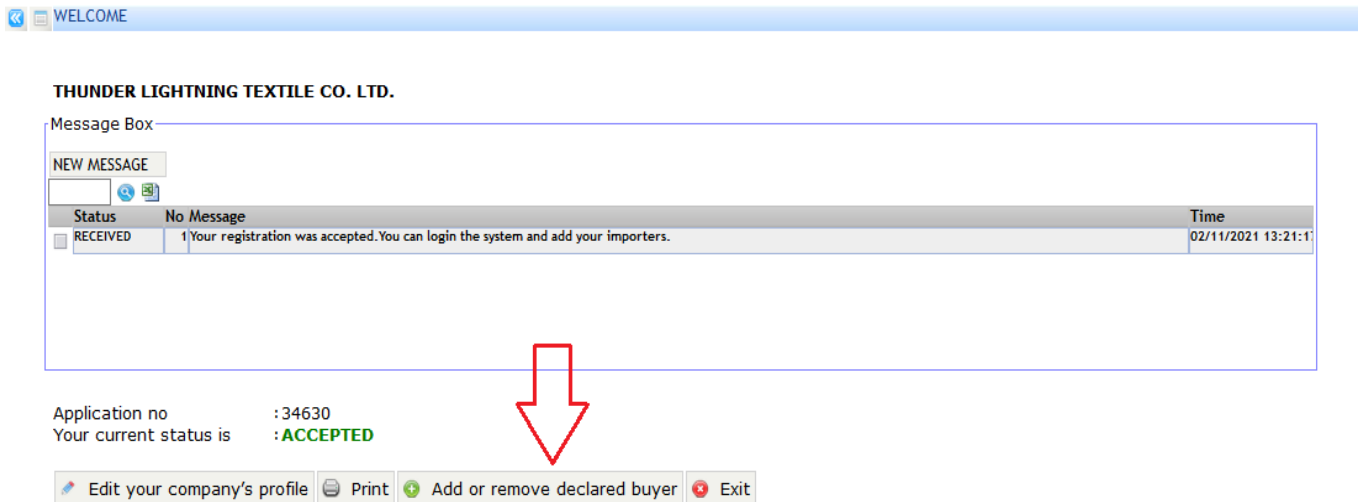
Picture 9

c. The suitable format is selected on the opened screen and “OK” button is clicked.

## 8. Validity Extension

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

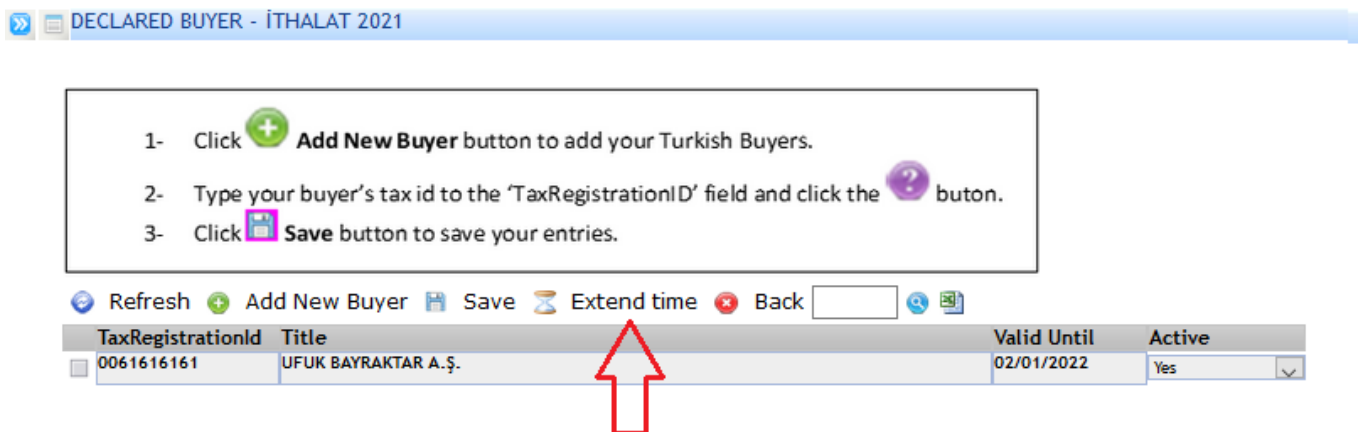
After the login, the welcome message in Picture 10 is opened to the user. For this process, the “add or remove declared buyer” button should be clicked.



The screenshot shows a user interface for 'THUNDER LIGHTNING TEXTILE CO. LTD.'. At the top, there is a blue header with a back arrow and the text 'WELCOME'. Below this, the company name is displayed. A 'Message Box' contains a 'NEW MESSAGE' section with a 'No Message' status. A table below shows a single message: 'RECEIVED' with the text 'Your registration was accepted. You can login the system and add your importers.' and a timestamp of '02/11/2021 13:21:1'. Below the message box, the user's application number is '34630' and their current status is 'ACCEPTED'. At the bottom, there is a navigation bar with buttons: 'Edit your company's profile', 'Print', 'Add or remove declared buyer', and 'Exit'. A red arrow points to the 'Add or remove declared buyer' button.

Picture 10

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 center before, automatically take one year validity time from the system after clicking the “extend time” button (Picture 11). Those companies do not need to send their exporter registry form to the monitoring center.

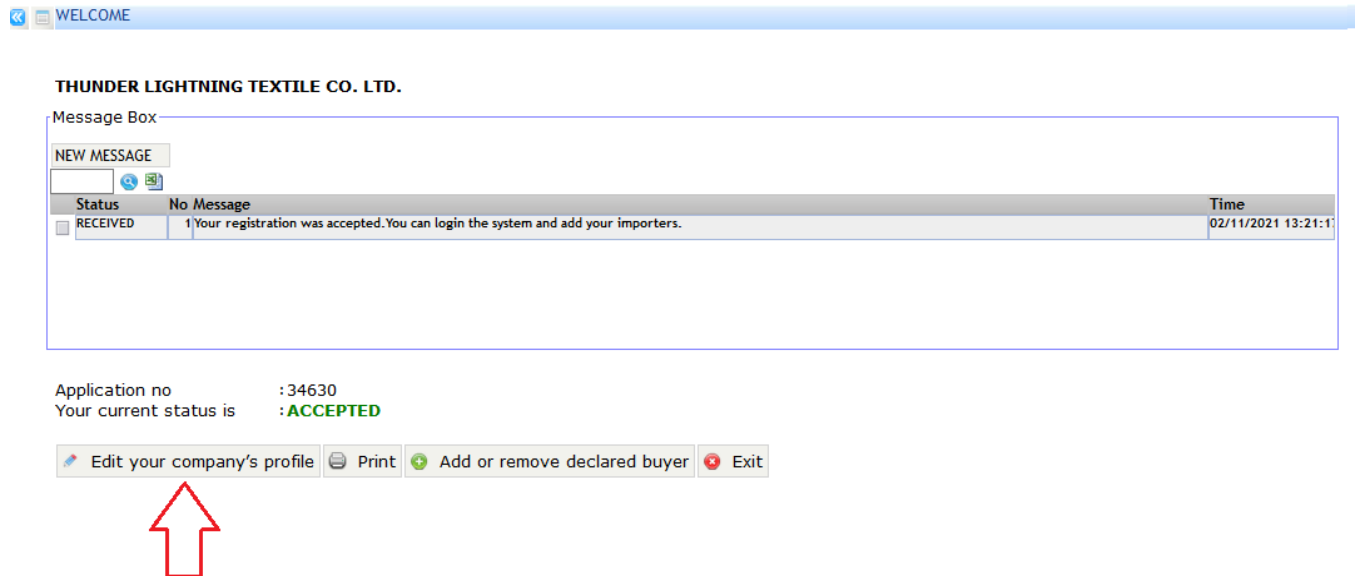


The screenshot shows the 'DECLARED BUYER - İTHALAT 2021' interface. At the top, there is a blue header with a back arrow and the text 'DECLARED BUYER - İTHALAT 2021'. Below this, there is a box with instructions: '1- Click **Add New Buyer** button to add your Turkish Buyers.', '2- Type your buyer's tax id to the 'TaxRegistrationID' field and click the **?** buton.', and '3- Click **Save** button to save your entries.' Below the instructions, there is a navigation bar with buttons: 'Refresh', 'Add New Buyer', 'Save', 'Extend time', and 'Back'. Below the navigation bar, there is a table with columns: 'TaxRegistrationId', 'Title', 'Valid Until', and 'Active'. The table contains one row: '0061616161', 'UFUK BAYRAKTAR A.Ş.', '02/01/2022', and 'Yes'. A red arrow points to the 'Extend time' button.

(Picture 11)

## 9. Updating Company Profile

Through “edit your company’s profile” button on the welcome page, editing and updating of the declared exporter registration form could be done (Picture 12). This button opens the exporter registry form and you can change the annual performance data and some information on the exporter registry form also.



WELCOME

**THUNDER LIGHTNING TEXTILE CO. LTD.**

Message Box

NEW MESSAGE

Status	No Message	Time
RECEIVED	1 Your registration was accepted. You can login the system and add your importers.	02/11/2021 13:21:1

Application no : 34630  
Your current status is : **ACCEPTED**

Edit your company's profile Print Add or remove declared buyer Exit

(Picture 12)

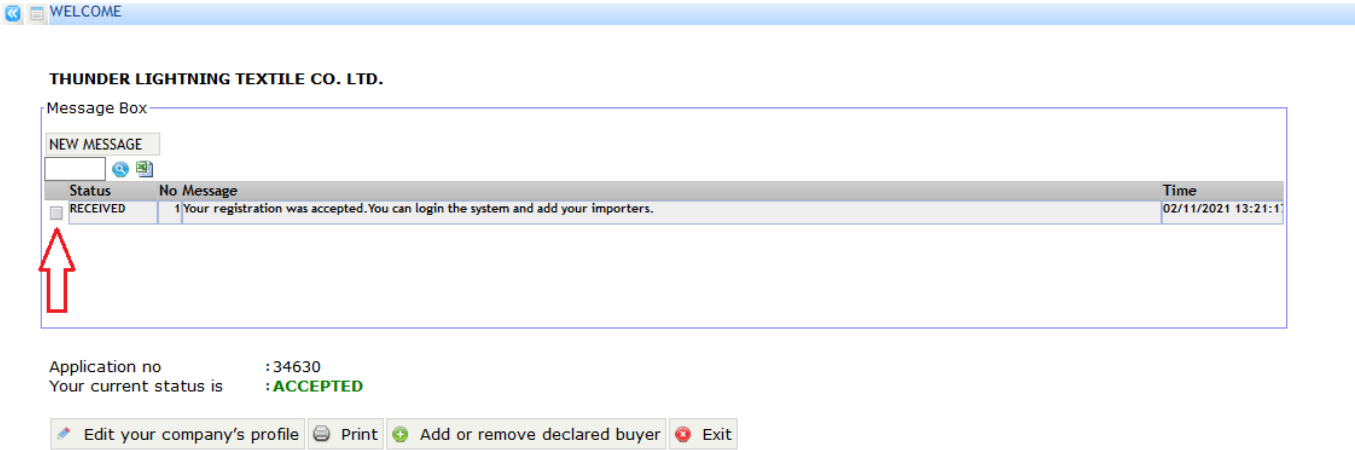
If there are some changes took place, companies should change the values in the boxes and submit the form again to the monitoring center with the submit this form for evaluation button.

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

## 10. Sending / Receiving Messages

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

If the box over the message is selected, the message box including the message will appear in detail (Picture 13).



Picture 13

Also here are the button details on the message page.

**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.