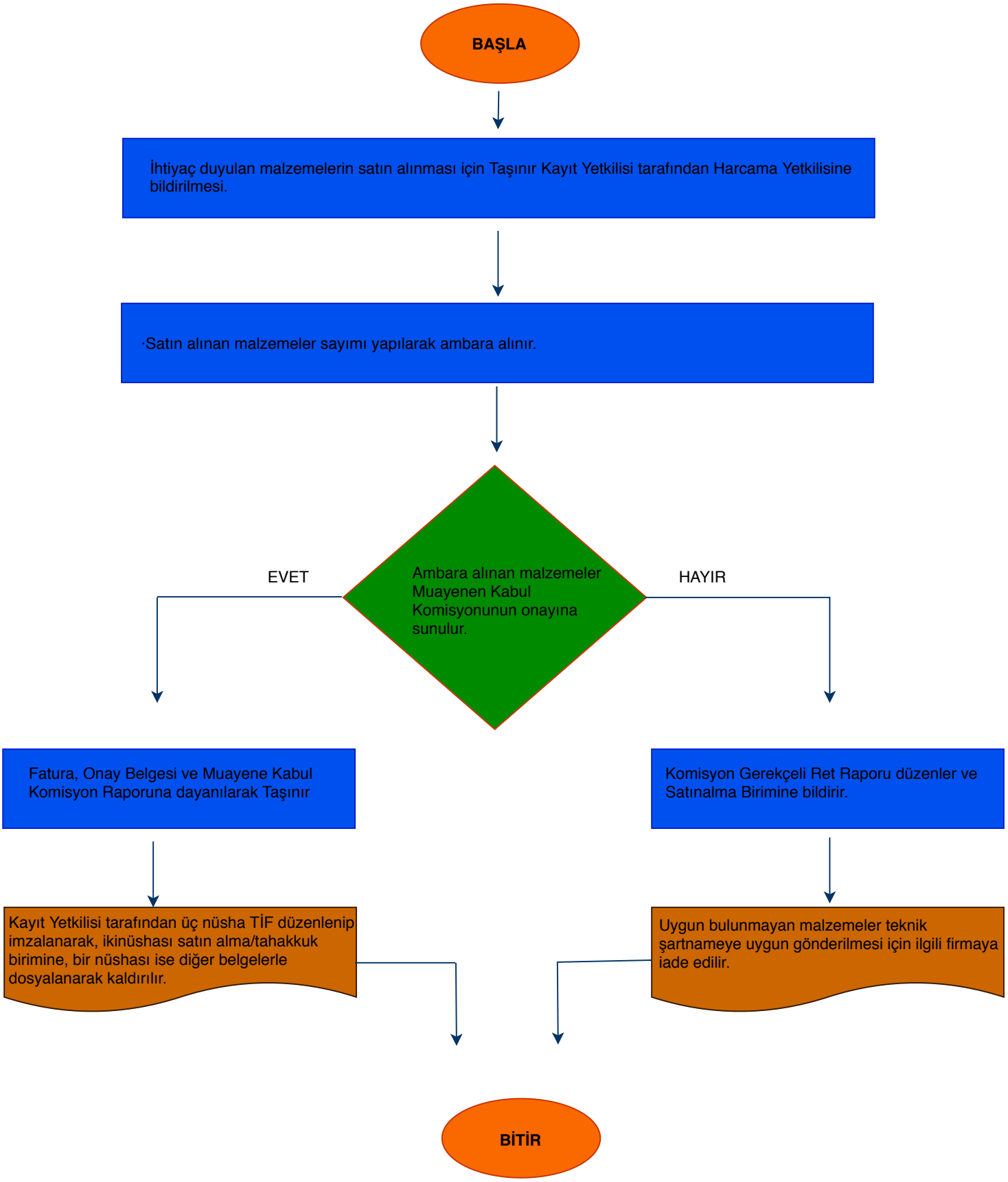SATIN ALINAN TAŞINIRLARIN GİRİŞ İŞLEMLERİ İŞ AKIŞ SÜRECİ