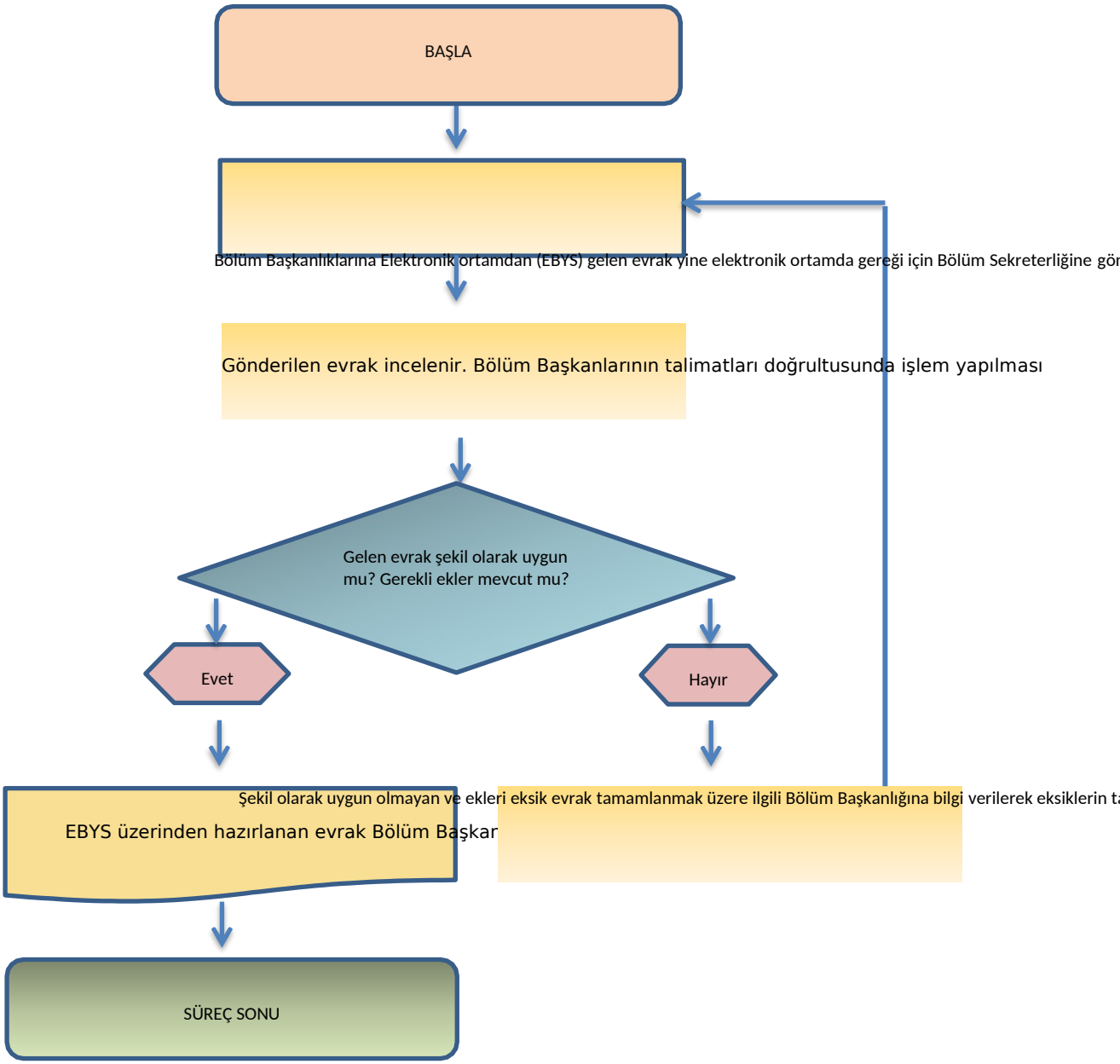EBYS ÜZERİNDEN GELEN EVRAK İŞLEMLERİ