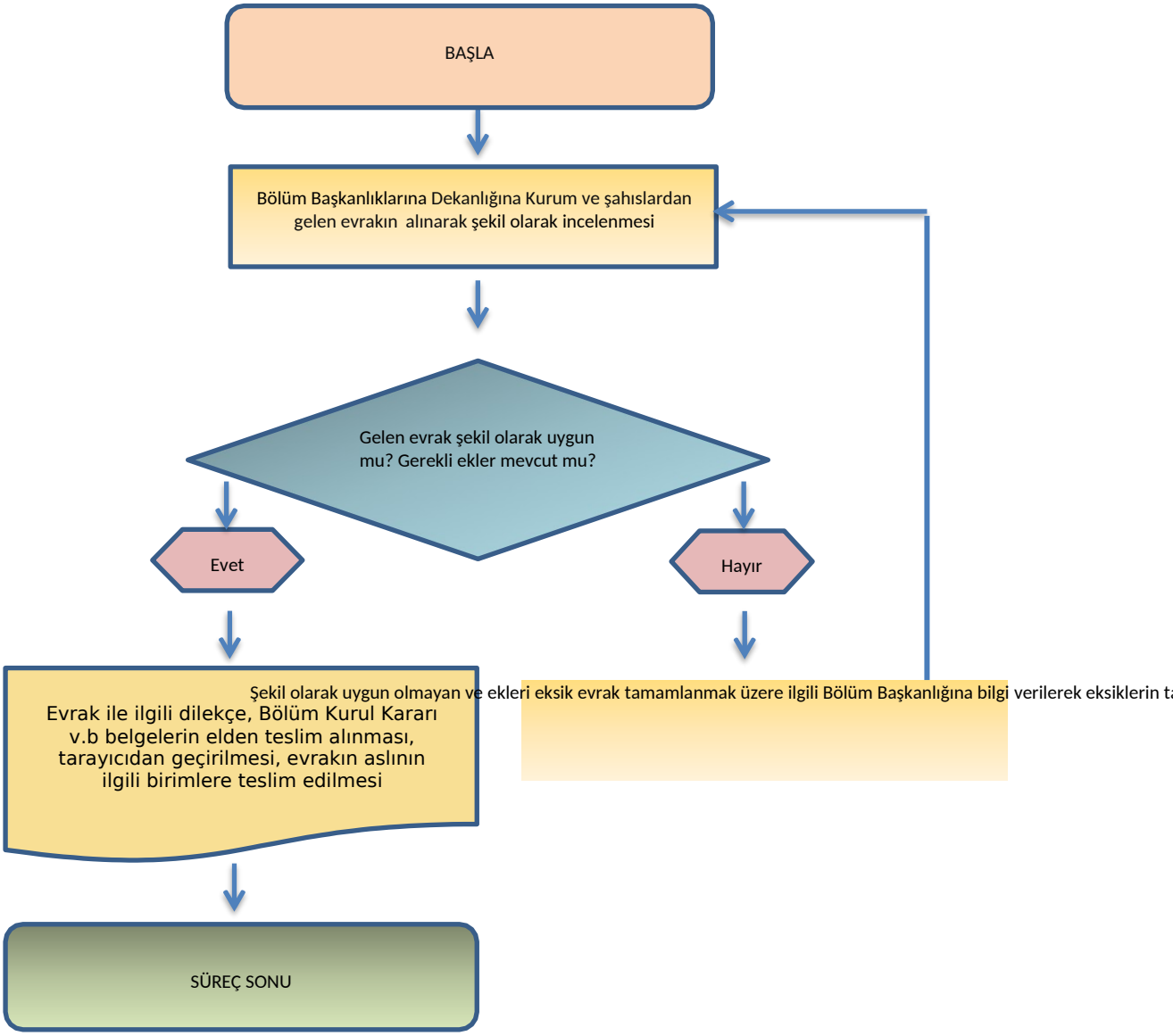KURUM VE ŞAHISLARDAN GELEN EVRAK İŞLEMLERİ