

## **Instructions for suppliers for registration in Ariba** **Navodila za registracijo dobaviteljev v Aribi**

**en/slo – V2. 24.8.2021**

**Supplier instructions for Ariba registration**  
**Navodila za registracijo dobaviteljev v Aribi**

<p>Dear Supplier,</p> <p>Below are the instructions on how to pass registration and become a registered supplier with Perutnina Ptuj Group.</p> <p><b>Please note:</b> only registered Suppliers will get the invitation to participate in sourcing events (RFI – request for information, RFP – request for proposal, Auction).</p> <p><b>Please note:</b> only qualified supplier can be awarded and will receive the PO (Purchase order).</p>	<p>Spoštovani dobavitelji,</p> <p>Spodaj najdete navodila, kako opraviti registracijo, da bi postali registriran dobavitelj v Skupini Perutnina Ptuj.</p> <p><b>Prosimo, upoštevajte:</b> samo registrirani dobavitelji bodo prejeli povabilo k sodelovanju pri nabavnih dogodkih (RFI - zahteva za informacije, RFP - zahteva za ponudbo, dražba).</p> <p><b>Opomba:</b> samo kvalificiran dobavitelj je lahko nagrajen in bo prejel nabavno naročilo (naročilnica).</p>
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## Supplier invitation for registration in the Ariba-Perutnina Ptuj Group system Povabilo dobavitelja za registracijo v sistem Ariba-Skupina Perutnina Ptuj

When the supplier receives the invitation email, they need to click on the link: 1. <Click here>	Ko dobavitelj prejme e-poštno sporočilo z vabilom, mora klikniti na povezavo: 1. <Kliknite tukaj> (<Click Here>)
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### Register as a supplier with Perutnina Ptuj Group - TEST

Dear Test TestTest,

Bostjan Donsa has invited you to register to become a supplier with Perutnina Ptuj Group - TEST. Start by creating an account with Ariba. It's free.

Perutnina Ptuj Group - TEST uses Ariba to manage its sourcing and procurement activities and to collaborate with suppliers. If Testni Dobavitelj already has an account with Ariba, sign in with your username and password.

Click on [Click Here](#) to create account now.

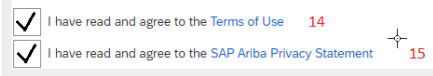
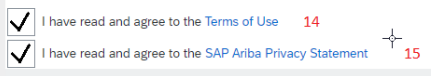
We are looking forward to doing business with you in our new sourcing environment.

Thank you for your cooperation.  
Perutnina Ptuj Group - TEST

You are receiving this email because your customer, Perutnina Ptuj Group - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Perutnina Ptuj Group - TEST.

When the supplier click on the <Click here> link, the following window will open:	Ko dobavitelj klikne na povezavo <Kliknite tukaj> (<Click Here>) se odpre naslednje okno:
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If you click on: A - <Sign up> - means you want to register / create an account in Ariba B - <Log in> - means that you only want to log	Če kliknete na: A - <Registracija> (<Sign up>)- - pomeni, da želite v Aribi registrirati / odpreti račun B - <Prijava> (<Log in>) - pomeni, da se želite
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<p>into your existing Ariba account</p> <p>When option <b>A - &lt;Sign up&gt;</b> is selected, then the following window opens in which the following mandatory data must be filled in:</p> <p><b><u>Company information</u></b></p> <ol style="list-style-type: none"> <li>1. Company name</li> <li>2. Country / Region</li> <li>3. Address</li> <li>4. City</li> <li>5. Postal code</li> </ol> <p><b><u>Account information</u></b></p> <ol style="list-style-type: none"> <li>6. Name</li> <li>7. Email address</li> <li>8. Username</li> <li>9. Password</li> <li>10. Repeat the password</li> <li>11. Email orders</li> </ol> <p><b><u>Tell us more about your company</u></b></p> <ol style="list-style-type: none"> <li>12. Product and service category (select a category via the &lt;Add&gt;)</li> </ol> <p><b>ARIBA is using United Nations Standard Products and Services Code® (UNSPSC®) for classification of products and services.</b></p> <ol style="list-style-type: none"> <li>13. Delivery or service location (select a category via the &lt;Add&gt; or &lt; Browse &gt; button)</li> </ol> <p><b><u>You must accept the terms of use:</u></b></p> <ol style="list-style-type: none"> <li>14. Terms of use</li> <li>15. SAP Ariba Privacy Statement</li> </ol>  <p><b>When all requested data is entered, click on the button:</b></p> <ol style="list-style-type: none"> <li>16. &lt;Create account and continue&gt;</li> </ol> <p><b>Note:</b> some data is not obligatory to fill in but <b>can be</b> enter, is:</p> <ul style="list-style-type: none"> <li>- Use my email address as my username (if you want my username to be the same as your email address)</li> <li>- Federal state</li> <li>- Language</li> <li>- Tax ID</li> <li>- VAT ID</li> <li>- DUNS number</li> </ul>	<p>prijaviti v že odprt / registriran račun v Aribi</p> <p>Ko je izbrana možnost <b>A - &lt;Registracija&gt;</b> (&lt;Sign up&gt;), se odpre naslednje okno, v katerem je treba izpolniti naslednje obvezne podatke:</p> <p><b><u>Podatki o podjetju</u></b></p> <ol style="list-style-type: none"> <li>1. Ime podjetja</li> <li>2. Država / regija</li> <li>3. Naslov</li> <li>4. Mesto</li> <li>5. Poštna številka</li> </ol> <p><b><u>Podatki o računu</u></b></p> <ol style="list-style-type: none"> <li>6. Ime</li> <li>7. E-poštni naslov</li> <li>8. Uporabniško ime</li> <li>9. Geslo</li> <li>10. Ponovite geslo</li> <li>11. Naročila po e-pošti</li> </ol> <p><b><u>Povejte nam več o svojem podjetju</u></b></p> <ol style="list-style-type: none"> <li>12. Kategorija izdelkov in storitev (izberite kategorijo s pomočjo &lt;Dodaj&gt; (&lt;Add&gt;))</li> </ol> <p><b>ARIBA uporablja standard Združenih narodov za klasifikacijo izdelkov in storitev (United Nations Standard Products and Services Code® UNSPSC®).</b></p> <ol style="list-style-type: none"> <li>13. Lokacija dostave ali kraj opravljanja storitve (kategorijo izberite s pomočjo gumba &lt;Dodaj&gt; (&lt;Add&gt;) ali &lt;Ogled&gt; (&lt; Browse &gt;))</li> </ol> <p><b><u>Sprejeti morate pogoje uporabe:</u></b></p> <ol style="list-style-type: none"> <li>14. Pogoji uporabe</li> <li>15. Izjava o zasebnosti SAP Ariba</li> </ol>  <p><b>Ko ste izpolnili vse zahtevane podatke, kliknite gumb:</b></p> <ol style="list-style-type: none"> <li>16. &lt;Ustvari račun in nadaljaj&gt; (&lt;Create account and continue&gt;)</li> </ol> <p><b>Opomba:</b> podatki, ki jih ni potrebno obvezno izpolniti, vendar jih <b>lahko</b> vnesete, so:</p> <ul style="list-style-type: none"> <li>- Uporabi moj e-poštni naslov kot moje uporabniško ime (če želite, da je vaše uporabniško ime enako kot vaš e-poštni naslov)</li> <li>- Zvezna država</li> <li>- Jezik</li> <li>- Davčna številka</li> <li>- ID za DDV</li> <li>- Številka DUNS</li> </ul>
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**Ariba Proposals and Questionnaires**

**Create account** Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Perutnina Ptuj Group - TEST.

**Company information**

\* Indicates a required field

1 Company Name:

2 Country/Region:  If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

3 Address:   
Line 2:

4 City:

5 Postal Code:   
State:

**User account information**

\* Indicates a required field

6 Name:   [SAP Ariba Privacy Statement](#)

7 Email:   
 Use my email as my username

8 Username:  Must be in email format (e.g. john@newco.com)

9 Password:  Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

10 Repeat Password:

Language:  The language used when Ariba sends you configurable notifications. This is different than your web b...

11 Email orders to:  Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

**Tell us more about your business**

12 Product and Service Categories:  Add -or- Browse

13 Ship-to or Service Locations:  Add -or- Browse

Tax ID:  Enter your Company Tax ID number.

Vat ID:  Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revealed by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

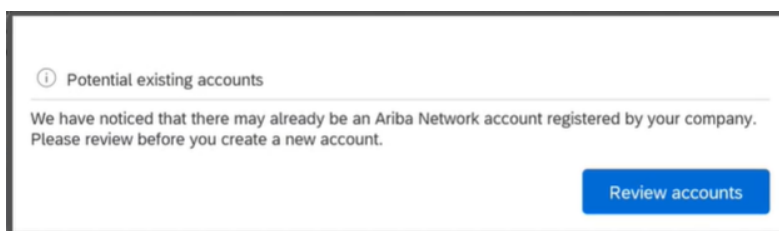
I have read and agree to the [Terms of Use](#) 14

I have read and agree to the [SAP Ariba Privacy Statement](#) 15

16 Create account and continue Cancel

After clicking on **<Create account and continue>** the system may warn us, if an account of your company already exist in Ariba and a window is displayed, where we have to click on: **<Review accounts>**:

Ko kliknete na **<Ustvari račun in nadaljuj>** (**<Create account and continue>**) vas sistem opozori, če v Aribi že obstajajo potencialni računi vašega podjetja in se prikaže okno, kjer moramo klikniti na: **<Pregled računov>** (**<Review accounts>**):



If any matches are found, a screen appears with a list of all possible already open suppliers (duplicates), which have the same / similar or name or part of the name, or e-mail address,...

If everything is OK, then click on the link:

1. **<Continue account creation>**

Nato se prikaže zaslon, na katerem so vidni vsi možni že odprti dobavitelji (dvojniki), ki imajo enako / podobno ali ime ali del imena ali e-poštni naslov....

Če je vse v redu, kliknite na povezavo:

1. **<Nadaljuj z ustvarjanjem računa>**  
(**<Continue account creation>**)

**Review duplicate Account**

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

**Match Based On**

COUNTRY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Teoni Dobavitelj	larisa.korenjak@perutnina.eu			Nepremna ulica 0 Ptuj, Slovenija 2250

**7 search results found**

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER-NO.	ACTIONS
Perutnina Ptuj	SVN	Ptuj	-	AN01525834315	...
Perutnina Ptuj d.o.o.	SVN	-	-	AN01517247849	...
Perutnina Ptuj d.o.o.	SVN	Ptuj	-	AN01547844078	...
PERUTNINA PTUJ D.O.O.	SVN	Ptuj	-	AN01436187219	...
Perutnina Ptuj, d.o.o.	SVN	Ptuj	-	AN01576877770	...
Perutnina Austria GmbH	-	Styria	-	AN01479298143	...
Perutnina Ptuj Topiko	-	-	-	AN01419688934	...

When **<Continue account creation>** link is clicked then:

1. You receive an email from Ariba - a welcome letter and confirmation for a successful registration in Ariba

2. While in ARIBA website a new window opens on the screen for filling in the questionnaire you received from Perutnina.

Ko kliknete na povezavo **<Nadaljuj z ustvarjanjem računa>** (**<Continue account creation>**), potem:

1. Od sistema Ariba prejmete e-poštno sporočilo - pozdravno pismo in potrditev za uspešno registracijo v Aribi

2. Medtem se na spletni strani ARIBA na zaslonu odpre novo okno za izpolnjevanje vprašalnika, ki ste ga prejeli od Perutnine.

## 1. email – welcome letter /e-pošta – pozdravno pismo:

**Welcome to the Ariba Commerce Cloud**

Your registration process on the Ariba Commerce Cloud for Testni Dobavitelj is now complete.

Your organization's account ID: **AN01614352074-T**  
 Your username: **test@perutnina.eu**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

**Good to Know:**

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.

**Next Steps:**

- Complete your company profile. Potential customers can search for and review seller profiles on the Ariba Commerce Cloud. The more detail you provide about your company, its capabilities, products, and services, the more effectively you can attract high-quality customers.
- Create user accounts for employees who require access to the Ariba Commerce Cloud capabilities.
- Update your user preferences and review your notification settings.
- Explore Ariba Discovery to find and participate in business opportunities. Search for new business opportunities and respond to any that match your commodity classification and sales territories.
- [Download the Ariba Supplier Mobile app](#) for easy access to key documents on your mobile device.
- Explore the product documentation to find out more about user and administration tasks. To access the help resources, log into your account and click Help > Product Documentation on any page.

Thank you again for joining the Ariba business community through the Ariba Commerce Cloud.

Sincerely,  
**The SAP Ariba Team**  
<https://seller.ariba.com>

You have received this notification because your email address, or a group email address that you belong to, is specified in an Ariba account (AN01614352074-T).

If you do not want to receive future notifications, update the email addresses in your account or discuss this with your company's Ariba Account Administrator. To update the email addresses in your account, click your company name to expand the Administration Navigator in the top right corner and then click Notifications or [click here](#).

If you have any questions, go to the [Ariba Help and Support](#).

For information on transaction thresholds, features, and upgrade pricing, go to [Ariba.com](#).

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA  
[SAP Ariba Privacy Statement](#) | [Ariba Data Policy](#) | [Ariba Help and Support](#)  
 If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

## 2. Registration Questionnaire / Registracijski vprašalnik

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The page title is "Doc554839567 - PP\_Supplier Registration Questionnaire". A red box labeled "A" points to a clock icon in the top right corner showing "Time remaining 13 days 22:30:31". A red box labeled "B" points to a "Go back to Perutnina Ptuj Group - TEST Dashboard" link in the top left. A red box labeled "1" points to the main content area. The form is divided into sections: 1. General Company Information, 2. Additional Company Information, 3. Contact Information, 4. Bank Information, 5. Tax Information, 6. Code of Conduct, 7. GDPR, 8. Compliance Declaration, and 9. Vendors Integrity Questionnaire. Each section contains numbered questions with various input fields like dropdowns, text boxes, and file upload buttons. At the bottom, there are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

The **Registration Questionnaire** must now fulfilled.

*A - In the upper right corner there is a **deadline** by which the questionnaire must be fulfilled in and submitted to Perutnina*

*B - In the upper left corner is a link that takes us back to the home page in Ariba*

The fields mandatory fields in the **Registration Questionnaire** are:

Dobavitelj mora zdaj izpolniti **registracijski vprašalnik**.

A - V zgornjem desnem kotu je razpoložljiv čas (rok), v katerem je potrebno izpolniti vprašalnik in ga poslati Perutnini

B - V zgornjem levem kotu je povezava, ki nas vrne na domačo stran v Aribi

Polja, katera morajo biti izpolnjena v **registracijskem vprašalniku**, so:



1. \* - **a red asterisk** is an indication that these are mandatory fields that must be filled in to send responses. Sometimes it is written in word **MANDATORY**:

Add Bank Information (mandatory) (0)

2. When all the mandatory fields are filled in, then click on: **<Submit Entire Response>** and then we get the following on the screen **<Submit this response>**, where we click on: **<OK>**

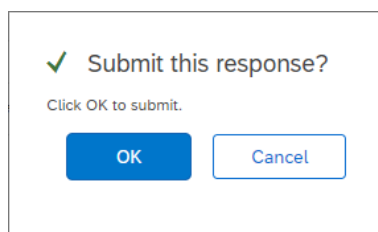
*Note: If all the data is not filled out and you would like to continue filling the data later you can also click on **<Save Draft>**, the data already entered will be saved!*

1. \* - **rdeča zvezdica** je oznaka, ki nakazuje obvezna polja, ki jih je potrebno izpolniti, da bi lahko uspešno poslali odgovore. Včasih je zapisano z besedo obvezno (**MANDATORY**):

Add Bank Information (mandatory) (0)

2. Ko so izpolnjena vsa zahtevana polja, kliknite na: **<Pošlji celoten odgovor>** (**<Submit Entire Response>**) in nato na zaslonu dobimo naslednje sporočilo: **“Pošlji odgovor“** (**<Submit this response>**), kjer kliknemo: **<OK>**

*Opomba: Če niso izpolnjeni vsi podatki in bi želeli nadaljevati naslednjič, lahko kliknete tudi **<Shrani osnutek>** (**<Save Draft>**), - že vneseni podatki se bodo shranili!*



Then the following screen is displayed, which means that an email is automatically sent to PP Category manager and that the supplier has submitted the questionnaire, which Perutnina must approve:

Potem se prikaže naslednji ekran, kar pomeni, da je nabavnemu managerju PP samodejno poslana e-pošta, da ste poslali odgovor/izpolnili vprašalnik, katerega ga mora odobriti Perutnina:

The screenshot shows the Ariba Sourcing interface. At the top, there is a navigation bar with 'Ariba Sourcing' and 'Company Settings', 'Test Test', and 'Help Center'. Below the navigation bar, there is a 'Console' section with a green message: 'Your revised response has been submitted. Thank you for participating in the event.' Below this, there is a table titled 'All Content' with columns 'Name' and 'Value'. The table contains the following data:

Name	Value
1.1 Full company name	Testni Dobavitelj
1.2 Please select how the company is established	Limited Liability Company (d.d.)
1.3 Please provide full ownership structure of the company (names of legal entities and division, e.g. HQ)	ABCd
1.4 Please provide full names of the ultimate shareholders/owners (Ultimate Beneficiary; Individual/Individuals who owns or controls ultimately a legal entity through ownership, directly or indirectly, the whole package of shares or a number of shares or voting rights large enough to ensure control over that legal entity)	ABC
1.5 Please provide us with the name and contact details for any Company Subsidiaries (if applicable)	ABC
1.6 Provide the number of employees in your company	200
1.7 How much was the company turnover last year?	€100,000,000.00 EUR
1.8 What kind of commodities does your company supply?	Dedicated maintenance materials

At the bottom of the table, there is a 'Compose Message' button. The footer of the page contains the text: 'Test TestTest (test-test.lanusa.kozem@perutnina.eu) last visited 16 Dec 2020 9:21:42 AM Testni Dobavitelj AN001614352074-T'

<p>You also have the option to send a message to Category manager by:</p> <ol style="list-style-type: none"> <li>1. Click the <b>&lt;Compose Message&gt;</b> button</li> <li>2. A new window opens where a message can be written</li> <li>3. Click the <b>&lt;Send&gt;</b> button</li> </ol> <p>A. The supplier can update/correct some of the answers if they were not correct by clicking on: <b>&lt;Revise Response&gt;</b>; then change the response-data; then click <b>&lt;Submit Entire Response&gt;</b>; then click <b>&lt;OK&gt;</b> again.</p> <p><b>NOTE: While the original questionnaire is in the approval process, you <b>CANNOT</b> change the data you entered in the questionnaire!</b></p> <p>B. You can return to the main page by clicking on the link in the upper left corner: <b>&lt;Go back to Perutnina Ptuj Group dashboard&gt;</b></p>	<p>V koliko želite lahko nabavnemu managerju PP pošljete sporočilo:</p> <ol style="list-style-type: none"> <li>1. Kliknite gumb <b>&lt;Ustvari sporočilo&gt;</b> (<b>&lt;Compose Message&gt;</b>)</li> <li>2. Odpre se novo okno, kjer napišete sporočilo</li> <li>3. Kliknite gumb <b>&lt;Pošlji&gt;</b> (<b>&lt;Send&gt;</b>)</li> </ol> <p>A. Nekatere odgovore lahko posodobite / popravite, če niso bili pravilni, s klikom na: <b>&lt;Pregled odgovora&gt;</b> (<b>&lt;Revise Response&gt;</b>); nato lahko spremenite sporočilo; in nato znova kliknite <b>&lt;Pošlji celoten odgovor&gt;</b> (<b>&lt;Submit Entire Response&gt;</b>) -&gt; in kliknete <b>&lt;OK&gt;</b>.</p> <p><b>OPOMBA: Medtem ko je prvotni vprašalnik v postopku odobritve, <b>NE MORE</b>te spreminjati podatkov, ki ste jih vnesli v vprašalnik!</b></p> <p>B. Na glavno stran se lahko vrnete s klikom na povezavo v zgornjem levem kotu: <b>&lt;Pojdite na nadzorno ploščo Skupino Perutnina Ptuj&gt;</b> (<b>&lt;Go back to Perutnina Ptuj Group dashboard&gt;</b>)</p>
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Go back to Perutnina Ptuj Group - TEST Dashboard Desktop File Sync

Console B

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 General Company Info...  
2 Additional Company Info...  
3 Contact Information  
4 Bank Information (Ina...)  
5 Tax Information  
6 Code of Conduct  
7 GDPR  
8 Compliance Declaration

You have submitted a response for this event. Thank you for participating.

A A Revise Response

Name		
1 General Company Information		
1.1 Full company name		Testni Dobavitelj
1.2 Please select how the company is established		Limited Liability Company (d.d.)
1.3 Please provide full ownership structure of the company (names of legal entities and division, e.g. HQ)		ABCd
1.4 Please provide full names of the ultimate shareholders/owners (Ultimate Beneficiary: individual/individuals who owns or controls ultimately a legal entity through ownership, directly or indirectly, the whole package of shares or a number of shares or voting rights large enough to ensure control over that legal entity)		ABC
1.5 Please provide us with the name and contact details for any Company Subsidiaries (if applicable)		ABC
1.6 Provide the number of employees in your company		200
1.7 How much was the company turnover last year?		€100,000,000.00 EUR
1.8 What kind of commodities does your company supply?		Dedicated maintenance materials

1 Compose Message

Ariba Sourcing Company Settings Test TestTest Help Center

Go back to Perutnina Ptuj Group - TEST Dashboard Desktop File Sync

Compose New Message 3 Send Cancel

From: Testni Dobavitelj (Test TestTest)  
To: Project Team  
Subject: Doc554839567 - PP\_Supplier Registration Questionnaire

Attachments: Attach a file

2

Send Cancel

Test TestTest (test-test.tarika.korenjak@perutnina.eu) last visited 22 Dec 2020 12:45:47 AM Testni Dobavitelj AN01614332076-T  
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There is also an option to fill in the registration questionnaire form via Excel, by:

Open the Registration Questionnaire, then:

1. Click the **<Excel Import>** button
2. Click the **<Download Content>** button
3. Click the **<Done>** button
4. Open the Excel document and save it to your computer
5. Open in Excel, fill in the data and save again
6. Click the **<Excel Import>** button same as in step 1.
7. Click the **<Select File>** button now
8. Click the **<Done>** button
9. Click the **<Submit Entire Response>** button
10. Click the **<OK>** button

Obrazec za registracijo možno izpolniti tudi s pomočjo Excela, tako da:

Najprej odprite registracijski vprašalnik, nato:

1. Kliknite gumb **<Uvozi Excel>** (**<Excel Import>**)
2. Kliknite gumb **<Prenos vsebine>** (**<Download Content>**)
3. Kliknite gumb **<Končano>** (**<Done>**)
4. Odprite Excelov dokument in ga shranite v računalnik
5. Odprite ga, vnesite podatke in znova shranite
6. kliknite gumb **<Uvozi Excel>** (**<Excel Import>**) (kot v 1. koraku)
7. Kliknite gumb **<Izberi datoteko>** (**<Select File>**)
8. Kliknite gumb **<Končano>** (**<Done>**)
9. Kliknite gumb **<Pošlji celoten odgovor>** (**<Submit Entire Response>**)
10. Kliknite gumb **<OK>**

