

Instruction how to submit the certification questionnaire Kako ispuniti SM modularni upitnik za dobavljača

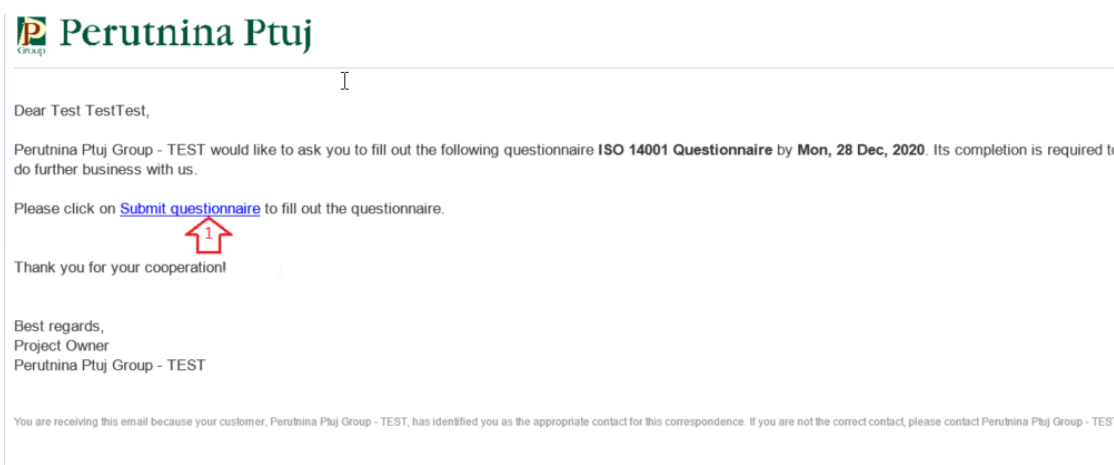
en/cro – V2. 24.8.2021

Instruction how to submit the certification questionnaire
Kako ispuniti SM modularni upitnik za dobavljača

<p>Dear Supplier,</p> <p>Below are the instructions on how to submit the certification questionnaire.</p> <p>Please note: only registered Suppliers will get the invitation to participate in sourcing events (RFI – request for information, RFP – request for proposal, Auction).</p> <p>Please note: only qualified supplier can be awarded and will receive the PO (Purchase order).</p>	<p>Dragi Dobavljači,</p> <p>U nastavku pogledajte upute kako ispuniti certifikacijski upitnik (SM modularni upitnik).</p> <p>Napomena: samo registrirani dobavljači dobit će pozivnicu za sudjelovanje u izvorima (RFI - zahtjev za informacijama, RFP - zahtjev za prijedlog, dražba).</p> <p>Napomena: samo kvalificirani dobavljač može biti nagrađen i primit će narudžbenicu (narudžbenica).</p>
--	---

Instruction how to submit the certification questionnaire
Kako ispuniti SM modularni upitnik za dobavljača

<p>If you answered “YES”, then you will receive the e-mail notification for each certificate questionnaire (for example, one for ISO 14001, one for GFSI Scheme [IFS, BRC, FSSC22000 certificate], one for HALAL certificate)</p> <p>Click on the link: “Submit questionnaire“</p>	<p>Kada dobavljač odgovori sa „DA“, tada će mu biti poslano na e-poštu obavještenje toliko puta koliko smo različitih upitnika izabrali (na primer, jedan za ISO 14001, drugi za GFSI Scheme [IFS, BRC, FSSC22000 certificate], još jedan za HALAL certificate).</p> <p>Potrebno kliknuti na link-vezu: „Pošaljite upitnik“ (“Submit questionnaire”)</p>
--	--



<p>It is necessary to fill in all the questionnaires received from Perutnina Ptuj Group and to send them back when completed.</p> <ol style="list-style-type: none"> 1. You must answer the question - if the answer is “Yes“, then you must click on: 2. <Details> 3. Then a new additional window opens, where you must fill in all the necessary information: <ul style="list-style-type: none"> - Publisher - Year of issue - Certificate number - Certificate location - Effective Date - Expiration date - Attachment 4. When all the data is entered, click on the button: <OK> 5. Finally, send the completed data by clicking on the button: <Submit Entire Response> 	<p>Tu je potrebno da dobavljač ispuni sve te upitnike koje je dobio od Perutnine Ptuj Skupine da ih pošalje popunjene nazad.</p> <ol style="list-style-type: none"> 1. Mora da odgovori na pitanje – ako je odgovor “Da“ (“Yes“), tada mora da klikne na: 2. <Detalji> (<Details>) 3. Onda se otvori novi dodatni prozor, gdje mora da popuni sve potrebne podatke: <ul style="list-style-type: none"> - Izdavatelj - Godina izdanja - Broj certifikata - Lokacija certifikata - Datum stupanja na snagu - Datum isteka - Prilog 4. kad su unijeti svi podaci, kliknite na dugme: <OK> 5. Na kraju popunjene podatke pošaljite, tako što klikne na dugme: <Pošalji cijeli odgovor> (<Submit Entire Response>)
---	---

When the data has been sent, confirm the sending by clicking the button: **<OK>**

Kad su podaci poslani, potrebno je još potvrditi slanje na dugme: **<OK>**

After confirmation a notification will appear on the screen that a response has been sent:

Kada smo potvrdili, tada nam se na ekranu pokaže obavještenje da je odgovor poslan:

This needs to be done for each received questionnaire that you must fulfill.

To je potrebno uraditi za svaki upitnik, koji je dobavljač primio i koji mora popuniti.