

Instruction how to submit the certification questionnaire Navodilo za oddajo certifikacijskega vprašalnika


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Navodilo za oddajo certifikacijskega vprašalnika

<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>Spoštovani dobavitelji,</p> <p>Spodaj najdete navodila, kako oddati certifikacijski vprašalnik.</p> <p>Prosimo, upoštevajte: samo registrirani dobavitelji bodo prejeli povabilo k sodelovanju pri nabavnih dogodkih (RFI - zahteva za informacije, RFP - zahteva za ponudbo, dražba).</p> <p>Opomba: samo kvalificiran dobavitelj je lahko nagrajen in bo prejel nabavno naročilo (naročilnica).</p>
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<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) Click on the link: “Submit questionnaire“</p>	<p>Če ste odgovorili z “DA“ (“YES“), boste prejeli e-poštno obvestilo za vsak certifikacijski vprašalnik (na primer enega za ISO 14001, enega za shemo GFSI [certifikat IFS, BRC, FSSC22000], enega za certifikat HALAL) Kliknite na povezavo: “Pošlji vprašalnik“ (“<i>Submit questionnaire</i>“)</p>
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 **Perutnina Ptuj**

Dear Test TestTest,

Perutnina Ptuj Group - TEST would like to ask you to fill out the following questionnaire **ISO 14001 Questionnaire** by **Mon, 28 Dec, 2020**. Its completion is required to do further business with us.

Please click on [Submit questionnaire](#) to fill out the questionnaire.



Thank you for your cooperation!

Best regards,
Project Owner
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.

<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>Izpolniti je potrebno vse vprašalnike, ki jih prejmete od Skupine Perutnina Ptuj in izpolnjene poslati nazaj.</p> <ol style="list-style-type: none"> 1. Odgovoriti morate na vprašanje - če je odgovor “Da“ (“<i>Yes</i>“), morate klikniti na: 2. <Podrobnosti> (<<i>Details</i>>) 3. Nato se odpre novo dodatno okno, kjer morate izpolniti vse potrebne podatke: <ul style="list-style-type: none"> - Izdajatelj - Leto izdaje - Številka certifikata - Lokacija certifikata - Datum začetka veljavnosti - Datum veljavnosti - Priponka 4. Ko vnesete vse podatke, kliknite gumb: <OK> 5. Na koncu pošljite izpolnjene podatke s klikom na gumb: <Pošlji celoten odgovor> (<<i>Submit Entire Response</i>>)
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1 Is your organization ISO 14001 certified? If yes, please provide details of your certification

Enter details for Certificate. Enter the location of a file to add as an Attachment. To search for a file

Certificate Type: ISO 14001 Certificate

Issuer:

Year of Publication:

Certificate Number:

Certificate Location:

Effective Date:

Expiration Date:

Attachments: [Upload Certificate](#) [Nobena datoteka ni izbrana](#)

Or drag file here

Description:

Add attachment

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

Ko so podatki poslani, potrdite pošiljanje s klikom na gumb: **<OK>**

✓ Submit this response?

Click OK to submit.

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

Po potrditvi, se na zaslону prikaže obvestilo, da je odgovor poslan:

✓ Your response has been submitted. Thank you for participating in the event.

1 Is your organization ISO 14001 certified? If yes, please provide details of your certification

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

To je potrebno storiti za vsak prejeti vprašalnik, ki ga morate izpolniti.