Hello.

At the beginning of 2021 the 1nadan portal migrated to a more modern and user friendly system of electronic order forms. To avoid any confusion we're sending you short instructions on filling out the forms that are the condition for a published offer on our portal.

The instructions are written for two cases:

1.) for completion and confirmation of an already filled-in oder form, sent to you by your marketing representative

2.) for filling-in a blank oder form according to an offer that's been agreed-upon with your marketing representative

1.) OVERVIEW OF AND ORDER FORM you receive to review and confirm by your marketing representative

Your marketing representative will send you an e-mail with a direct link to an already filled-out order form you had previously agreed on.

In this case you need to carefully review the order form and fill-in relevant information if needed or simply confirm that all the information in the order form is correct.

Contents of an order form:

1. At the top (see picture below) is the information on your company and the marketing representative you work with at Media Lab d.o.o.
2. In the upper right corner you can **choose the language (SLO, HR, ENG).**
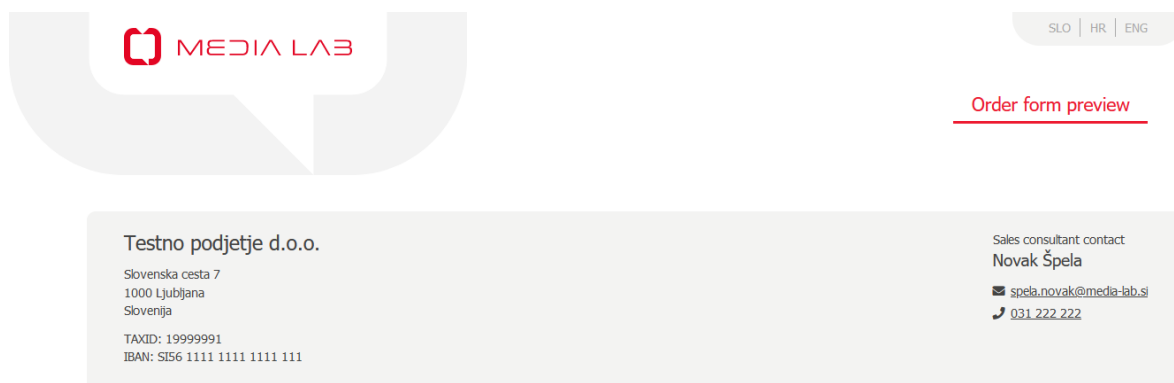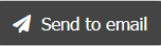
3. The next part contains the information on the offer itself (see picture below):

   a. Order form ID
   b. Buttons "Confirm", Edit", "Send to email" and "Print" (each option is described in detail later on in this document)
   c. On the right you'll find Document versions – the date and time of each change made in the order form,
   d. The link to the instructions on filling out the order form and PHOBS connection
   e. And below: contact person responsible for the order form (e-mail and telephone number), order form title, provider website, link to the official price list, contact e-mail, phone number, e-mail addresses to which the list of paid coupons and calculations should be sent, service address (in case it differs from the address of the registered office of the company), net commission and additional comments.

Order Form ID: 44188 / P-80

Created: 16.02.2021 16:29 , Document versions: 2

Based on the business agreement, the provider orders the publication of the following offer and its options:

✔ Confirm **✏ Edit** **✈ Send to email** **🖨 Print**

Contact person responsible for the order form

✉ Email of the contact person (if more then one, separate by a comma):
dino.ivan.tot@gmail.com, srdan.grebensek@media-lab.si

✆ Telephone of the contact person (if more then one, separate by a comma):
+38631670896, +38631555666

Order Form Title:
Test naslov naročilnice

⊕ Provider Website (or FB page):
https://testno-podjetje.com

▥ Link to the official price list of the Provider on-line:
https://testno-podjetje.com/cenik

✉ Provider contact e-mail where users may write to:
enaslov1@testnopodjetje.com

✆ Mobile phone number for appointments of coupon holders:
031 123 123

✉ Provider wishes to receive the list of paid coupons and calculations at its e-mail/e-mails:
enaslov2@testnopodjetje.com

📍 Service address (if different from the address of the registered office of the company):
Slovenska cesta 12, 1000 Ljubljana, Slovenija

% MEDIA LAB net commision calculeted from the price for end user
20.00%

💬 Additional comment space:
Dodatni komentar

Document versions
- 2 - 16.02.2021 16:29
- 1 - 08.01.2021 09:53
- 1 - 08.01.2021 09:11
- 1 - 07.01.2021 16:09

Instructions
- Create order form
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4. At the bottom of the order form there are all the options of the offer and corresponding details (see picture below):

    a. ***An example of an option for a travel offer*** (in case of PHOBS connection there is also detail on the information needed for said integration)

Options

Option 1

Order Form option Title: **2x polpenzion za 2 odrasla +1 otrok v hotelu Morje**
Regular price: **100.00 €**
Discount **50%**
Reduced price: **50.00 €**

- Kupite in unovčite lahko več kuponov ter jih tudi podarite.
- Termin koriščenja: Kuponi so unovčljivi od __
- Obvezna predhodna rezervacija na telefon, mail:
- Ponudba vključuje:
- Obvezna doplačila na recepciji:
- Možna doplačila na recepciji:
- Check In an Check out:
- Odpoved rezervacije vsaj 48h pred dogovorjenim terminom, sicer se kupon smatra unovčen.
- Posebni popusti:
- Ponudba vsebuje:

HOTEL PHOBS: Hotel Morje

CENIK PHOBS: RATE2

TIP SOBE PHOBS: Soba_Balcony

KAPACITET SOBE: 2+1

ŠTEVILO ODRASLIH V CENI KUPONA: 2

CENA ZA OTROKA 1:

- Od 0 do 5, 0 eur / noč. V postelji s starši.
- Od 6 do 11, 25 eur / noč. Na pomočnem ležišču.
- Od 12 do 17, 50 eur / noč. Na pomočnem ležišču.

CENA ZA OTROKA 2:

- Od 0 do 11, 25 eur / noč. Na pomočnem ležišču.

b. An example of an option for a service offer

Options

Option 1

Order Form option Title: **Tajska masaža za 2 osebi**
Regular price: **100.00 €**
Discount **60%**
Reduced price: **40.00 €**

- Kupite in unovčite lahko več kuponov ter jih tudi podarite. 1 kupon velja za 1 osebo.
- Kuponi so unovčljivi do _____
- Obvezna predhodna rezervacija na telefon, mail:
- Delovni čas:
- Ponudba vsebuje:
- Odpoved rezervacije vsaj 48h pred dogovorjenim terminom, sicer se kupon smatra unovčen
- Možnost menjave kupona za originalni darilni bon salona.

c. An example of an option for a product offer

Options

Option 1

Order Form option Title: **Fotoknjiga**
Regular price: **50.00 €**
Discount **50%**
Reduced price: **25.00 €**

- Kupite in unovčite lahko več kuponov ter jih tudi podarite.
- Naročilo izvršite direktno (avtomatično) ob nakupu kupona preko sistema MEDIA LAB.
- Naročeno prejmete po pošti v roku ___ delovnih dni od oddaje naročila
- Cena dostave:
- Ponudba vsebuje:
- Tehnične lastnosti izdelka

Button "Edit"

By clicking on "Edit" you can change and add information about the offer:

1. In the first part you can edit or add general information about the offer (see picture below):

Order Form ID: 44188

Datum kreacije: 16.02.2021 16:29

Based on the business agreement, the provider orders the publication of the following offer and its options:

✔ **Save**   ✖ **Cancel**

Contact person responsible for the order form

✉ Email of the contact person (if more then one, separate by a comma):

dino.ivan.tot@gmail.com, srdan.grebensek@media-lab.si

✆ Telephone of the contact person (if more then one, separate by a comma):

+38631670896, +38631555666

Order Form Title:

Test naslov naročilnice

🌐 Provider Website (or FB page):

https://testno-podjetje.com

▥ Link to the official price list of the Provider on-line:

https://testno-podjetje.com/cenik

✉ Provider contact e-mail where users may write to:

enaslov1@testnopodjetje.com

✆ Mobile phone number for appointments of coupon holders:

031 123 123

✉ Provider wishes to receive the list of paid coupons and calculations at its e-mail/e-mails:

enaslov2@testnopodjetje.com

📍 Service address (if different from the address of the registered office of the company):

Slovenska cesta 12, 1000 Ljubljana, Slovenija

2. In the second part you can edit offer options, where you can:

   a. Edit or enter changes to an existing option:

Options

Option 1

Order Form option Title:

2x polpenzion za 2 odrasla +1 otrok v hotelu Morje

Regular price:

100.00

Discount

50

Reduced price:

50.00

About offer:

▤ **B** ↰ ↱

- Kupite in unovčite lahko več kuponov ter jih tudi podarite.
- Termin koriščenja: Kuponi so unovčljivi od __
- Obvezna predhodna rezervacija na telefon, mail:
- Ponudba vključuje:
- Obvezna doplačila na recepciji:
- Možna doplačila na recepciji:
- Check In an Check out:
- Odpoved rezervacije vsaj 48h pred dogovorjenim terminom, sicer se kupon smatra unovčen.
- Posebni popusti:
- Ponudba vsebuje:

In case of PHOBS connection you can also enter changes to PHOBS booking parameters:

☑ Enter automatic booking parameters if there is a connection via PHOBS

▤ **B** ↰ ↱

HOTEL PHOBS: Hotel Morje

CENIK PHOBS: RATE2

TIP SOBE PHOBS: Soba_Balcony

KAPACITET SOBE: 2+1

ŠTEVILO ODRASLIH V CENI KUPONA: 2

CENA ZA OTROKA 1:

- Od 0 do 5, 0 eur / noč. V postelji s starši.
- Od 6 do 11, 25 eur / noč. Na pomočnem ležišču.
- Od 12 do 17, 50 eur / noč. Na pomočnem ležišču.

CENA ZA OTROKA 2:

- Od 0 do 11, 25 eur / noč. Na pomočnem ležišču.
- Od 12 do 17, 50 eur / noč. Na pomočnem ležišču.

b. ***By clicking on "Duplicate" you can copy the content of an existing option to a new one (the entire content of the option you copy will be carried over to a new option):***

📑 Duplicate

Option 2

Order Form option Title:

2x polpenzion za 2 odrasla +1 otrok v hotelu Morje

Regular price:

100.00

Discount

50

Reduced price:

50.00

About offer:

☰　**B**　↩　↪

- Kupite in unovčite lahko več kuponov ter jih tudi podarite.
- Termin koriščenja: Kuponi so unovčljivi od ___
- Obvezna predhodna rezervacija na telefon, mail:
- Ponudba vključuje:
- Obvezna doplačila na recepciji:
- Možna doplačila na recepciji:
- Check In an Check out:
- Odpoved rezervacije vsaj 48h pred dogovorjenim terminom, sicer se kupon smatra unovčen.
- Posebni popusti:
- Ponudba vsebuje:

c. By clicking "Add new option" you can add an empty option (without any content)

Opcija 4

Naslov opcije:

Redna cena:

0,00

Popust:

Znižana cena:

0,00

O ponudbi:

- Kupite in unovčite lahko več kuponov ter jih tudi podarite.
- Termin koriščenja: Kuponi so unovčljivi od ___
- Obvezna predhodna rezervacija na telefon, mail:
- Ponudba vključuje:
- Obvezna doplačila na recepciji:
- Možna doplačila na recepciji:
- Check In an Check out:
- Odpoved rezervacije vsaj 48h pred dogovorjenim terminom, sicer se kupon smatra unovčen.
- Posebni popusti:
- Ponudba vsebuje:

After entering the necessary information, **save the content by clicking on "Save".**

Button "Send to email"

This button enables you to send the link to the order form – for an example of such an email see picture below. Automatically added recipients are those, entered in the order form, and in the CC field is the address of your marketing representative at Media Lab d.o.o.

By clicking this option you'll let your marketing representative know that you've edited an order form.

Confirming an order form

By clicking "**Confirm**" you can confirm the final version of an order form for publication on the portal. After confirmation the order form can't be edited – the system will warn you of this before you give final confirmation of the order form (see picture below):

Order form preview

Testno podjetje d.o.o.

Slovenska cesta 7
1000 Ljubljana
Slovenija

TAXID: 19999991
IBAN: SI56 1111 1111 1111 111

Sales consultant contact
Novak Špela

✉ spela.novak@media-lab.si
📞 031 222 222

Confirm order form finally?

After confirmation changes aren't possible.

[Confirm]   [Close]

Order Form ID: 441

Created: 16.02.2021 16:29

Based on the business agreement, the provider orde...

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- 1 - 08.01.2021 09:11
- 1 - 07.01.2021 16:09

Instructions
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✔ Confirm   ✏ Edit   ✈ Send to email   🖶 Print

Your marketing representative will also receive a notification of your confirmation.

2.) THE LIST OF ALL ORDER FORMS AND ENTERING A NEW ORDER FORM ON YOUR OWN
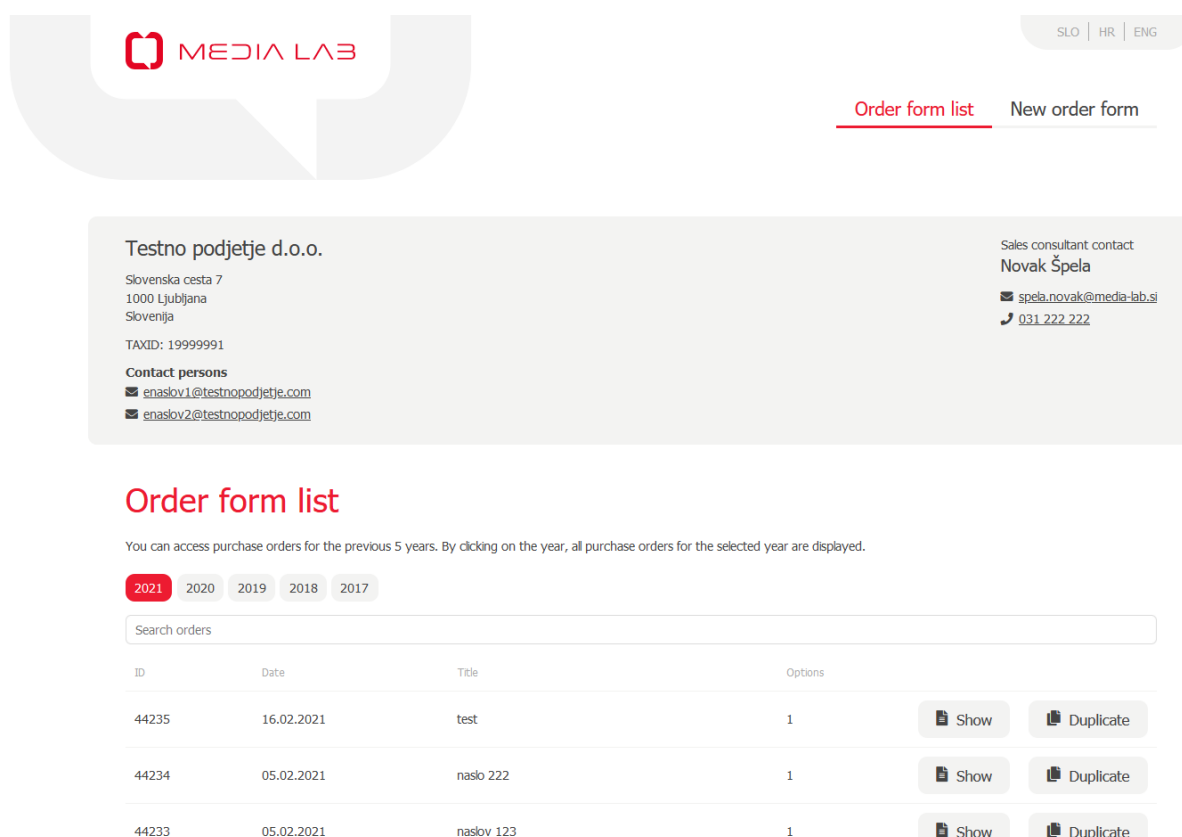
Your marketing representative will send you a link to the list of all your order forms (see picture below). The link is not the same as the link to a specific order form (as described in this document).

In the upper right corner you can change the language.

You will have access to a list of order forms for the previous 5 years. By clicking on a specific year the list of all corresponding order forms will appear. You can review order forms by clicking on "Show". By clicking **"Duplicate"** you can copy the content of an existing order form into a new one. This creates a new order form with all the information on the company, contacts and details, which you only need to edit according to a new offer you wish to publish on our portal.

We recommend using this option in cases where the new offer is similar to one that has already been published, so you can avoid entering all the information that has not changed or only requires minor changes.

On the link you can also create a new order form (as described below in this document). Such an order form will be completely empty and will require filling in all the information.

If you wish to create a new, completely empty order form, click on "**New order form".** A window as shown in the picture below will open. In the first step you'll need to choose the type of order form for your offer: "For tourism", "For product" or "For service".
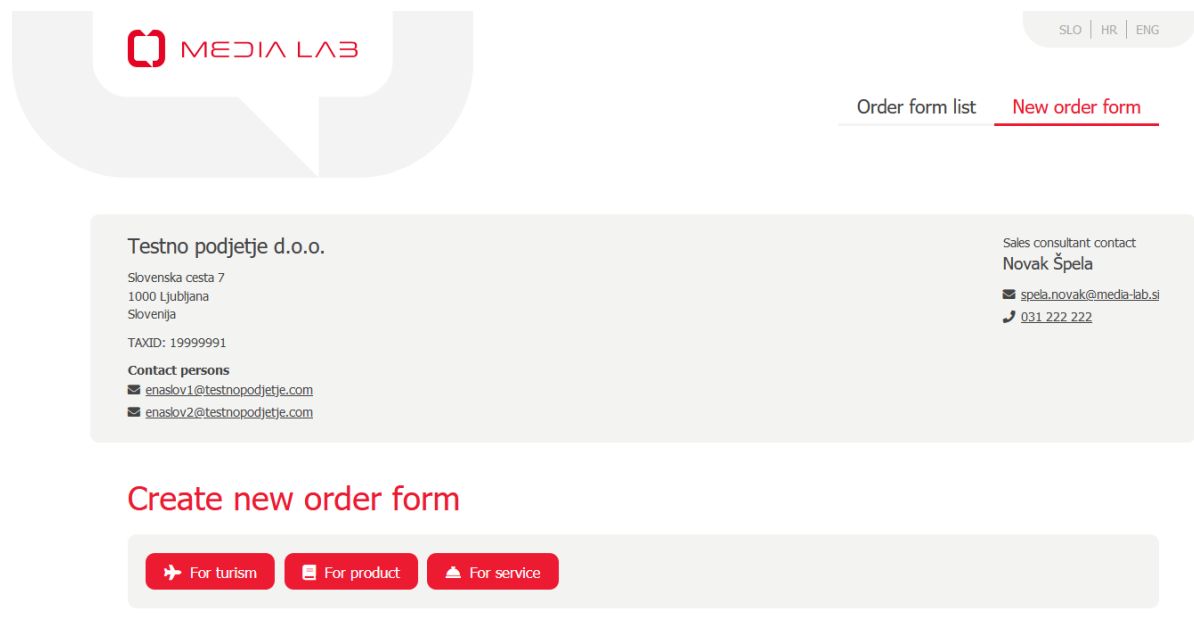
In the selected order form first fill out general information (see picture below).

Order form title is a short, concise description of the offer you wish to publish for our customers (e.g. *Hotel Sea, Seaside 3, 3 day stay for 2 persons with half-board* or *80 minute classis massage for one person*).

✔ Save   ✖ Cancel

Contact person responsible for the order form

✉ Email of the contact person (if more then one, separate by a comma):

☏ Telephone of the contact person (if more then one, separate by a comma):

Order Form Title:

🌐 Provider Website (or FB page):

▥ Link to the official price list of the Provider on-line:

✉ Provider contact e-mail where users may write to:

☏ Mobile phone number for appointments of coupon holders:

✉ Provider wishes to receive the list of paid coupons and calculations at its e-mail/e-mails:

📍 Service address (if different from the address of the registered office of the company):

﹪ MEDIA LAB net commision calculeted from the price for end user

15.00

In the second part you need to enter the options and corresponding details for each option. Options mean that your offer will have various similar options that enable the user to choose between them to find the one that best suits their needs.

The "About offer" box already includes terms and conditions for a specific offer type:

Options

Option 1

Order Form option Title:

Regular price:

0.00

Discount

Reduced price:

0.00

About offer:

- Kupite in unovčite lahko več kuponov ter jih tudi podarite.
- Termin koriščenja: Kuponi so unovčljivi od ___
- Obvezna predhodna rezervacija na telefon, mail:
- Ponudba vključuje:
- Obvezna doplačila na recepciji:
- Možna doplačila na recepciji:
- Check In an Check out:
- Odpoved rezervacije vsaj 48h pred dogovorjenim terminom, sicer se kupon smatra unovčen.
- Posebni popusti:
- Ponudba vsebuje:

Tourism also has an added option to enter parameters for PHOBS connection. Click on the checkbox to enter the parameters and a new box will open with pre-entered contents (se picture below):

☑ Enter automatic booking parameters if there is a connection via PHOBS

HOTEL PHOBS:

CENIK PHOBS:

TIP SOBE PHOBS:

KAPACITET SOBE:

ŠTEVILO ODRASLIH V CENI KUPONA:

CENA ZA OTROKA 1:

- Od 0 do 5, 0 eur / noč. V postelji s starši.
- Od 6 do 11, 25 eur / noč. Na pomočnem ležišču.
- Od 12 do 17, 50 eur / noč. Na pomočnem ležišču.

CENA ZA OTROKA 2:

- Od 0 do 11, 25 eur / noč. Na pomočnem ležišču.
- Od 12 do 17, 50 eur / noč. Na pomočnem ležišču.

For product:

Options

Option 1

Order Form option Title:

Regular price:

0.00

Discount

Reduced price:

0.00

About offer:

- Kupite in unovčite lahko več kuponov ter jih tudi podarite.
- Naročilo izvršite direktno (avtomatično) ob nakupu kupona preko sistema MEDIA LAB.
- Naročeno prejmete po pošti v roku __ delovnih dni od oddaje naročila
- Cena dostave:
- Ponudba vsebuje:
- Tehnične lastnosti izdelka

Options

Option 1

Order Form option Title:

Regular price:

0.00

Discount

Reduced price:

0.00

About offer:

- Kupite in unovčite lahko več kuponov ter jih tudi podarite. 1 kupon velja za 1 osebo.
- Kuponi so unovčljivi do _____
- Obvezna predhodna rezervacija na telefon, mail:
- Delovni čas:
- Ponudba vsebuje:
- Odpoved rezervacije vsaj 48h pred dogovorjenim terminom, sicer se kupon smatra unovčen
- Možnost menjave kupona za originalni darilni bon salona.

All option types can be either duplicated or you can add a new option without content (see picture below).

📋 Duplicate

➕ **Add new option**

✔ Save   ✖ Cancel

CONFIRMING AN ORDER FORM

By clicking on "Confirm" you confirm the final version of the order form for an offer to be published on the portal. After confirmation the order form can no longer be edited – the system will warn you of that before you make the final confirmation (see picture below).