**Instructions for completing an online application for entry in the register of suppliers of forest reproductive material**

* Before completing the application, you must first to log in to the SPOT portal (<https://spot.gov.si>)
* **Selecting the company.** Select the business operator for which you are submitting the application. If the operator is a sole trader, enter the operator’s tax number in the ‘Enter sole trader’s tax number’ box. If the application involves other business operators, enter the registration number of the business operator in the ‘Enter the 10-character registration number’ box. You can also search for the liable entity by clicking on the tax numbers in the ‘Last successful searches’ or ‘Authorisations’ sections. A user of the portal may only select a business operator for which they are registered as the responsible person in the Business Register of Slovenia (PRS). If the application is to be submitted by a user who is not the responsible person, the proper authorisation must be arranged.
* **Selecting the right application.** If you are not redirected to the start of application page when you enter the portal, enter the following thread in the SPOT portal: ‘Issuing of location information’. You will then be able to find the relevant application. You can also find the relevant application in the e-procedures and services section of the SPOT portal.
* **Start of application procedure.** Once the relevant application has been found, click on the ‘Submit application/start’ button and begin completing the application.
* **Completing the application.** Click on the ‘Submit application’ button to open the application. Some data is automatically collected from the Registration.
1. Step: The person completing the application first marks the relevant activities and indicates whether the activity is also performed in other locations. They then continue to enter information on the production place/unit. ‘Registration’ or ‘Removal from registration’ can be selected for a production place/unit. Enter the initial letters of the address of the place of production in the box. The address may then be selected from the list of results. The person completing the application may choose whether one or more production units are located at the selected address, and the type of unit/place of production. Clicking on the ADD NEW PLACE OF PRODUCTION button opens the entry box for an additional place of production.
2. Step: The person completing the application shall enter ownership data for the land in the box. The cadastral municipality (C.M.) in which the land is situated is selected from the drop-down list. In the parcel number box, the person completing the application enters the number of the land parcel in the previously selected cadastral municipality and selects the relevant land use from the list in the land use box. If the supplier has more land, you can add a new box by clicking the ADD NEW LAND button. By adding fields, the user may enter the desired number of land units.
3. Step: By clicking on BROWSE, the person completing the application attaches evidence of assurance of the responsible professional person, evidence of the professional competence of the responsible professional person, a record of compliance with the prescribed conditions from the competent inspector, and evidence of absence of phytophthora or a declaration guaranteeing that they are not involved in the production of planting stock. The supported file formats for supporting documents and records are \*.jpeg, \*.png, \*.pdf and \*.tiff.
4. Step: The completed application is displayed on the page. The person completing the application may then check all the information they have entered. The ‘Sign’ button is located in the bottom right-hand corner.
5. Step: Click SEND to submit the application. You will receive confirmation that the application has been successfully submitted.
* The portal sends the application to the competent authority for review. Details of the submission of the application and a link to the desktop are displayed. The user receives an email confirming submission of the application.