



WHEN WE CREATE A GOOD BRAND,
WE OPEN A PORTAL TO THE FUTURE.

SUPPLIER TRAINING DOCUMENT
LAW 13.303/16 and RLCP

Script

I. About Petronect

II. Concepts and Important Information

III. Enrollment

IV. Opportunities

V. Proposal submission

VI. Enabling

VII. Collaboration Room

VIII. Contact us

IX. FAQ



I. About Petronect

Roles and Responsibilities – Purchasing and Contracting

The Petronect Portal is the marketplace used by Petrobras to make its purchases and contracts



- Elaborate the public announcement of bidding and hiring specification;
- Choose the bidding modality: Ex: Public Bidding (per item, group or total);
- Answer market questions about the contract process;
- Evaluate and communicate the best-classified bidding;
 - Register or remove companies from the Petrobras Suppliers Registry

- Keep the portal available;
- Provide help about the use of Petronect portal;
- Register suppliers in the portal according to Petrobras' request;
- Give training about the use of the Petronect portal to Petrobras group users and suppliers.



Script

I. About Petronect

II. Concepts and Important Information

III. Enrollment

IV. Opportunities

V. Proposal submission

VI. Enabling

VII. Collaboration Room


VIII. Contact us

IX. FAQ



II. Concepts and Important Information

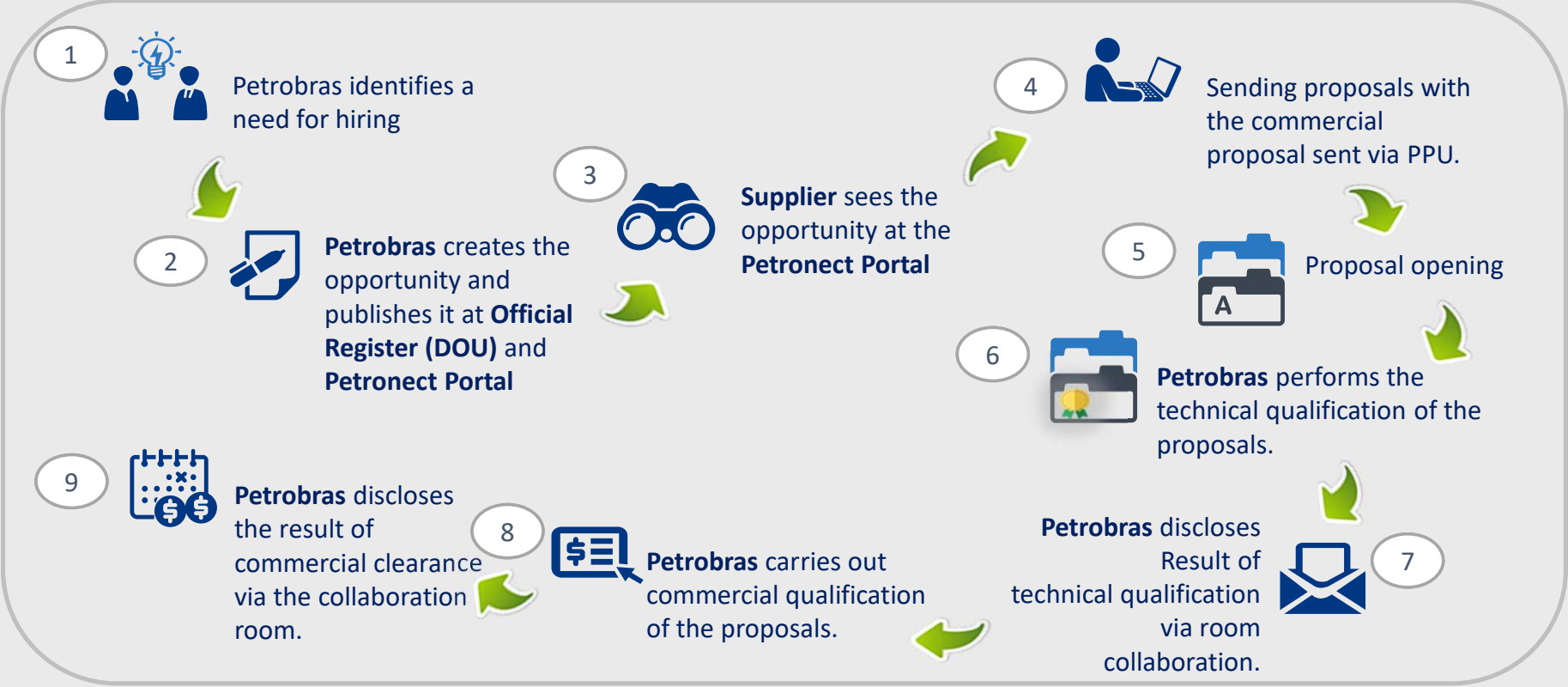
Main news about Law 13.303/16 and RLCP

Public Bidding	Best Ranked Enabling	Certificate of Registration Query (CRC) emission
<p>Check and follow up of public opportunities data at the public area of the Petronect Portal</p> 	<p>Registered Information of Suppliers Registry reused for the Enabling Process.</p> 	<p>At the end of the registering process, if the supplier is approved, it will be issued to the CRC to prove that the company is able to supply to Petrobras.</p> <p>This earlier CRC certification aims to optimize the enabling process.</p> 



II. Concepts and Relevant Information

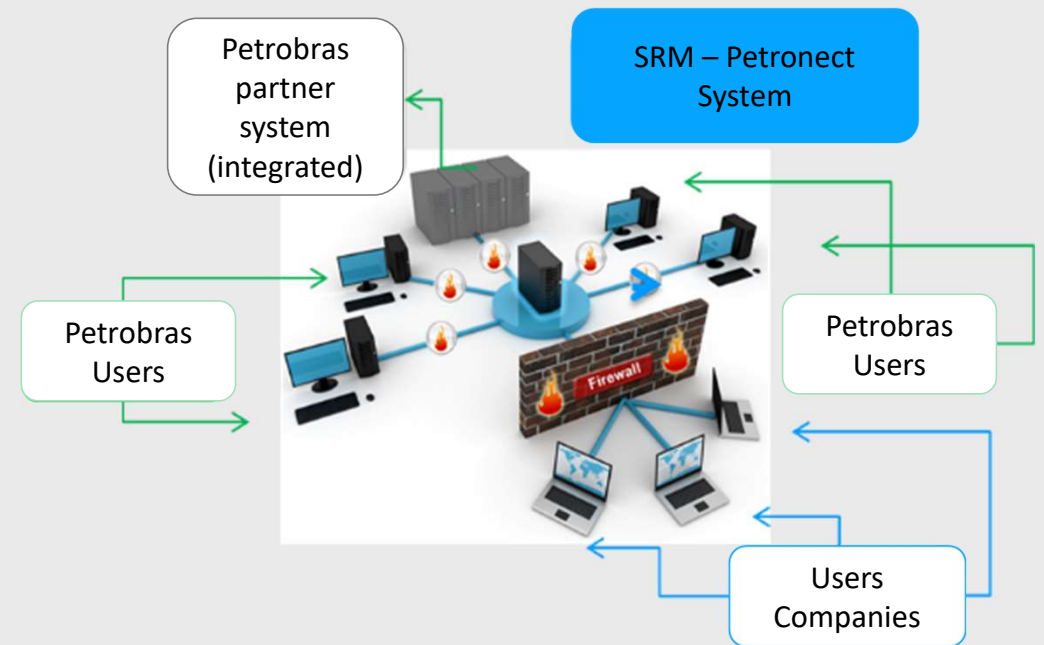
Overview – Purchasing and Contracting



II. Concepts and Relevant Information

Security Information - Petronect

- Petronect applications work with Petrobras servers, which are protected by **Firewall with access control** and modern information security technology;
- The communication with the Portal is made by Hyper Text Transfer Protocol Secure (**HTTPS**).



II. Concepts and Relevant Information

Portal Upgrade

Besides the updates to adjust to 13.303/16 law and RLCP, Petronect also has some other updates in its Portal

- ✓ More **steady** Portal;
- ✓ More visually **modern**;
- ✓ Standard browser: Google Chrome and similars;
- ✓ Better **usability** applications;



Script

I. About Petronect

II. Concepts and Important Information

III. Enrollment

IV. Opportunities

V. Proposal submission

VI. Enabling

VII. Collaboration Room

VIII. Contact us

IX. FAQ



III. Enrollment

The Registration of Suppliers of Goods and Services of Petrobras is the database that gathers all the service providers and suppliers information with the aim to have a previous evaluation of the companies.

The registration process is organized by 'families suppliers', regarding the features of the property or service to be provided.

The Certificate of Registration Query can be used to evaluate previously the registered companies to future public bidding. Therefore, the necessary documents used for the evaluation can be rather totally or partially replaced by the CRC, according to the requirement described in the bidding notice and the documents provided in the CRC.

Furthermore, companies registered as 'family suppliers' in our Portal can receive notifications about the availability of published new bidding terms.

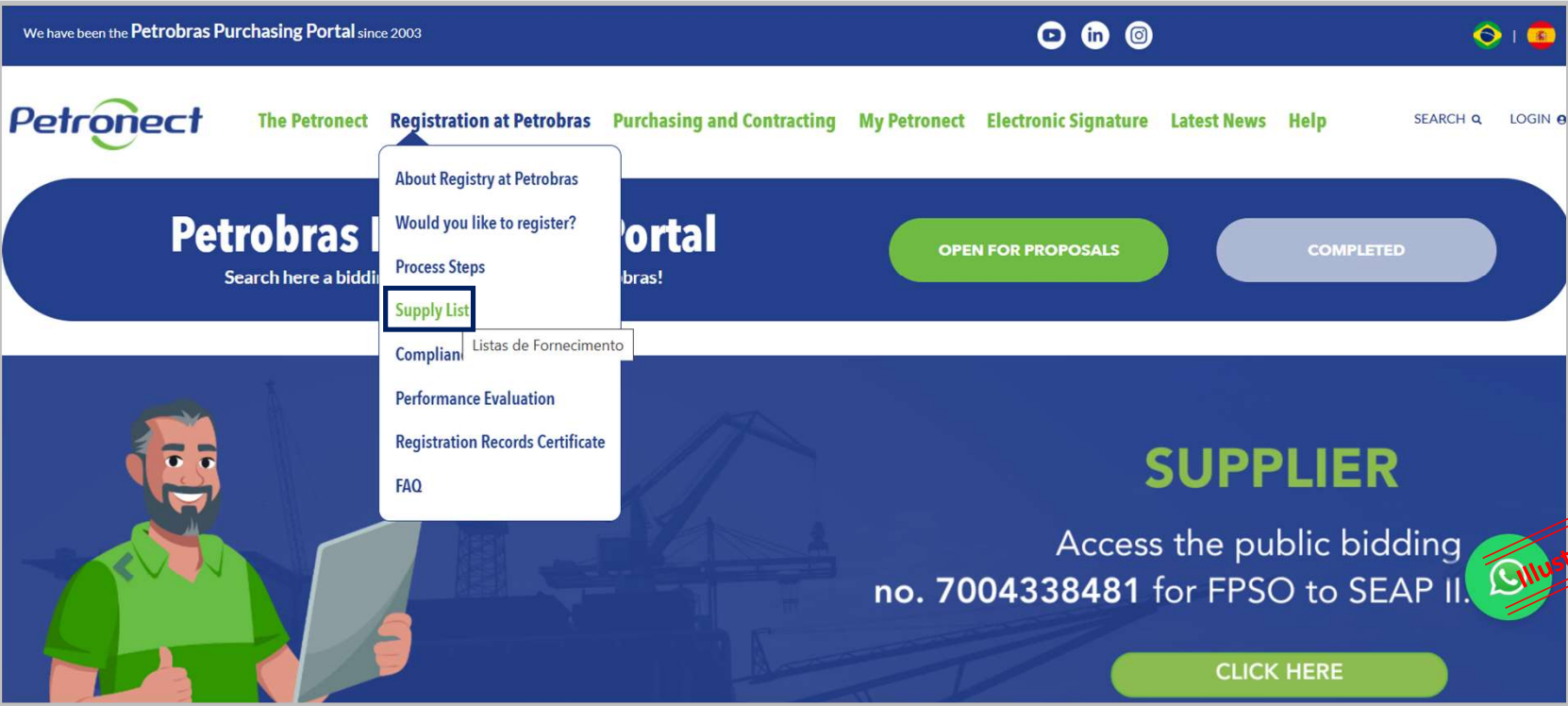
The registered information will have validation of one year and can be updated anytime.



III. Enrollment

Supply List

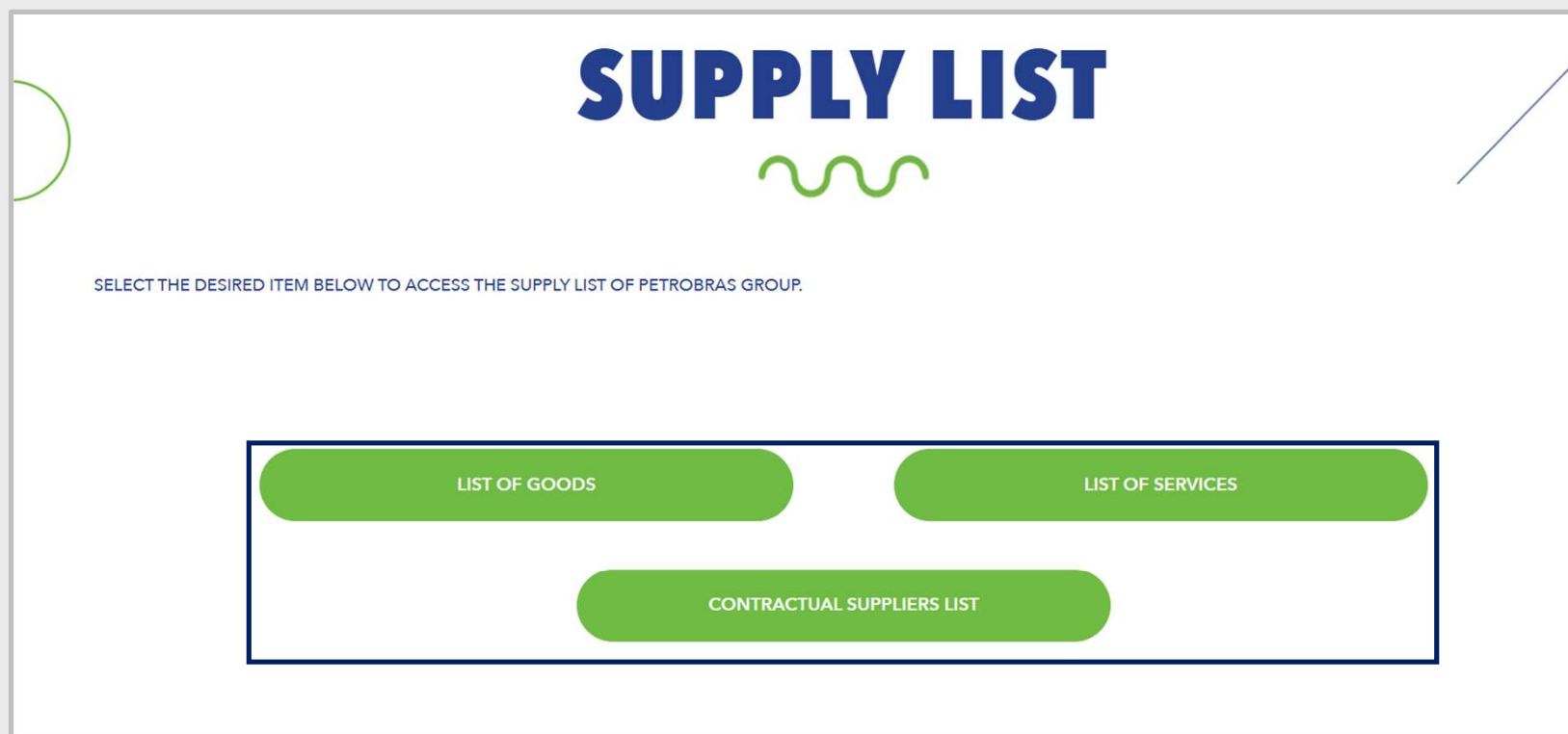
- The supply list and the evaluation requirements are available at **“Registry at Petrobras” > “Supply List”**



III. Enrollment

Supply List

- Select the aimed item to have access to the supply list of Petrobras Group



Illustrative Material



III. Enrollment

Supply List

- Insert the security code generated by the system to continue the process and then click on “Verify Code”

Enter the code below to continue

HQAM

Verify Code **Update**

Illustrative Material

III. Enrollment

Supply List

- The user will be redirected to the screen “Search parameters”. The search can be made by segment, family/scope and then click at the “search” button.

Search parameters

☒ Corporate Goods list

Group: All

Family/Scope:

Search

M-11 - Minerals, fuels and processed non-food agricultural products

Family	Type	Scope	Requirement
98011446 - Ores	Corporate	This family includes the inorganic chemical compounds from the earth's crust, from which exists the metallurgical possibility of extracting a metal, such as magnetite and bauxite.	

M-12 - Chemical, biochemical and gaseous

Family	Type	Scope	Requirement
98009837 - Seismic electric detonator		efficiency in the initiation of the explosive charges, with compatible sensitizing, contained sensitive mixture. This family includes electric detonators, non-electric, electronic and time	
98009914 - Detonating cord		re (filament) of nitropenta, wrapped by braided wires (synthetic or natural), coated by a It is destined to start or transmit the detonation to all the explosives column and also allow the interconnection of diverse charges.	
98009915 - Explosive for rock blasting	Corporate	Consist of explosives based on oxidizing salts, ammonium nitrate and sodium or pentolite, presented in the form of pumpable explosive emulsion or explosives in cartridges, packaged in plastic film or rigid PVC. Are used in rock blasting and seismic surveys.	
98009956 - Revestimento de base poliurêia	Corporate	Incluem-se nesta família os revestimentos de base poliurêia (isocianato + amina) e poliurêia híbrida (isocianato + amina + poliol).	
98010315 - Inibidor de cinzas ou borras	Corporate	Inclui-se nesta família os preparados químicos que são adicionados ao fluido principal com o propósito de inibir a formação de borras nos processos de aquecimento e tancagem e/ou formação de cinzas nos processos de combustão e ou aquecimento.	
98010379 - Inibidor de corrosão	Corporate	Incluem-se nesta família os inibidores de corrosão aplicados à completação poços de petróleo, estimulação poços de petróleo, motores de combustão interna, perfuração poços de petróleo, prevenção materiais metálicos, prevenção na integridade dutos, recuperação secundária de poço, refino de petróleo, tratamento de água industrial, sistema de gás e sistema de óleo e água.	
98010382 - Tubo detector de presença de gás	Corporate	São ampolas de formato tubular e descartáveis contendo uma substância que reage com o gás, denunciando sua presença com fumaça colorida.	
98010474 - Inibidor de hidratação de argila	Corporate	O inibidor de hidratação de argila é utilizado para inibir a absorção de água e dispersão de argilo-minerais através de troca iônica, em aplicações em poços e produção de petróleo e gás. Estão inclusos na família os princípios ativos: cloreto de amônio, cloreto de cálcio, cloreto de potássio, cloreto de sódio, sais quaternários de amônio, cloreto quaternário alquilado, e afins.	

The user can also choose one of the options to use as a search parameter

If you need to extract the data from the worksheet, simply click on the button to export data to excel

Illustrative Material



III. Enrollment

Supply List

- Click on the icon available on “Requirement” to have more information about the family requirement.

Search parameters

☒ Corporate Goods list

Group: All

Family/Scope:

Search

M-11 - Minerals, textiles and processed non-food agricultural products

Family	Type	Scope	Requir...
98011446 - Ores	Corporate	This family includes the inorganic chemical compounds from the earth's crust, from which exists the metallurgical possibility of extracting a metal, such as magnetite and bauxite.	

The user should click on the icon to obtain more information about the desired family.

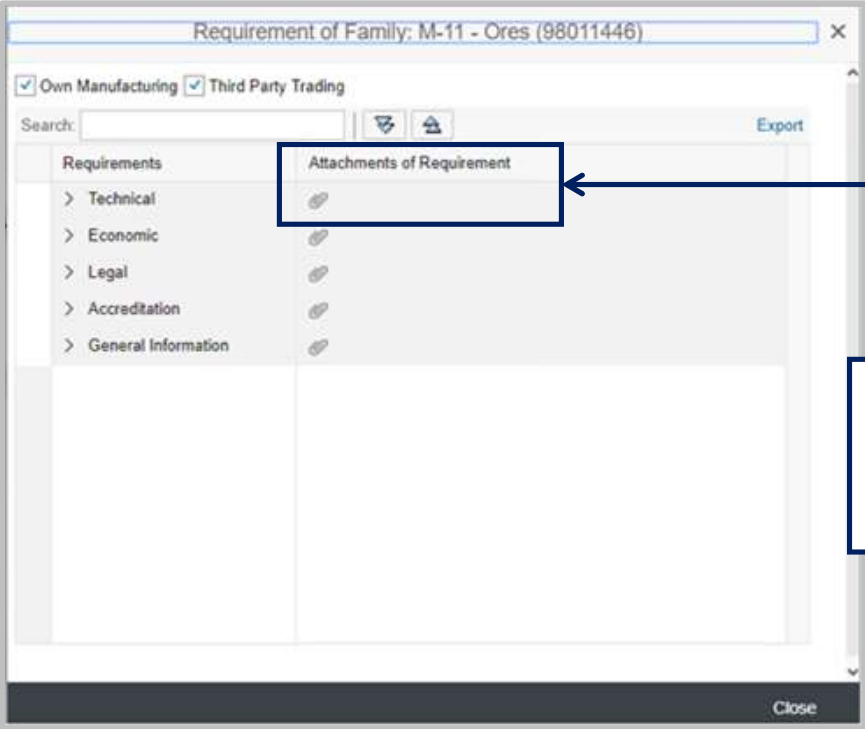
Illustrative Material



III. Enrollment

Supply List

- After clicking on the requirement button, the user is redirected to the “**Requirement of Family**” screen. In this page, he can choose the type of requirement of which he wants to obtain more information about and should click on the attachment available on the icon “📎” to open it.



The user should click on the icon to obtain more information regarding the available attachment.

Illustrative Material

III. Enrollment

Supplier Registration Criteria

The parameter evaluated by Petrobras at the Enabling step can correspond to certain criteria used in the approval of the supplier registry, such as:

- **Legal Criteria:** Petrobras will monitor the regularity of the companies in the fulfilment of their obligations to the market, government agencies and society. Besides the documentation analysis, instruments that allow information gathering about certifications and documents issued by taxes entities will be used, allowing frequent update of following tax compliance indicators.
- **Technical Criteria:** The company's technical capacity of producing goods and/or service delivery will be analysed, evaluating the necessary resources to a good performance of the goods to be provided and/or service to be executed.
- **Technical Criteria SMS:** It will be verified the implementation degree of Environmental Management Systems and Occupational Health and Safety according to rules ISO 14001 e OHSAS 18001.



III. Enrollment

Supplier Registration Criteria

- **Accreditation Criteria:** It will be verified if the reseller/distributor is authorized to market products of a particular registered manufacturer. Furthermore, these criteria ensure the performance of inspections required by Petrobras and evaluate how that is provided by the company to help them occurring.
- **Economic Criteria:** Through a set of requirements and indicators, evidence of the company 's economic strength will be sought to ensure that it can continue and complete the good or service provision to Petrobras.

The fulfilment of the qualification requirements can be verified through the Registration. Therefore, the enabling requirements for hiring are preferably the same as those used for registration in a good or service 'family'. When the requirements used for the registration of the family and the result of the enabling process are the same, the result of the enabling process will be used to update the information of the company in the Supplier Registration.



III. Enrollment

Supplier Registration Criteria

Aiming to suit the supplier registration at Petrobras with the 13.303/16 law, the Commercial Registry and Classification Certificate (CRCC - stands for Commercial Registry and Classification Certificate) and the Declaration of Simplified Registry (DRS - stands for Declaration of Simplified Registry) will not be issued anymore. Both certifications no longer exist and were replaced by one single document: the **Certificate of Registration Query (CRC)**, which will have a differentiated purpose and application in the company.

The CRC will present both the family by which the company got the approval and also the partial results achieved by the supplier. Thus, **it will be presented at the certification the criteria applicable to the family of interest where he got approval.**

The **CRC will be Total or Partial**, which means that when the supplier **meets all the criteria required of the family** of interest the CRC issued will be **Total** and when the supplier **meets at least one of the criteria required**, the CRC issued will be **Partial**.



Script

I. About Petronect

II. Concepts and Important Information

III. Enrollment

IV. Opportunities

V. Proposal submission

VI. Enabling

VII. Collaboration Room

VIII. Contact us

IX. FAQ



IV. Opportunities

Context

To adapt to 13.303 law and RLCP, the Petronect Portal has been modified so that all public opportunities are available to any interested party

The public opportunities will be displayed on the Portal both on public area and internal area



In the public area (no login is needed) of Petronect Portal:

- Only public opportunities can be followed;
- Only opportunities disclosed in the Official Register (DOU) will be available;
- Opportunities started during the validity of the old 2745/98 law decree will not be available;



In the internal area (with login access) of Petronect Portal:

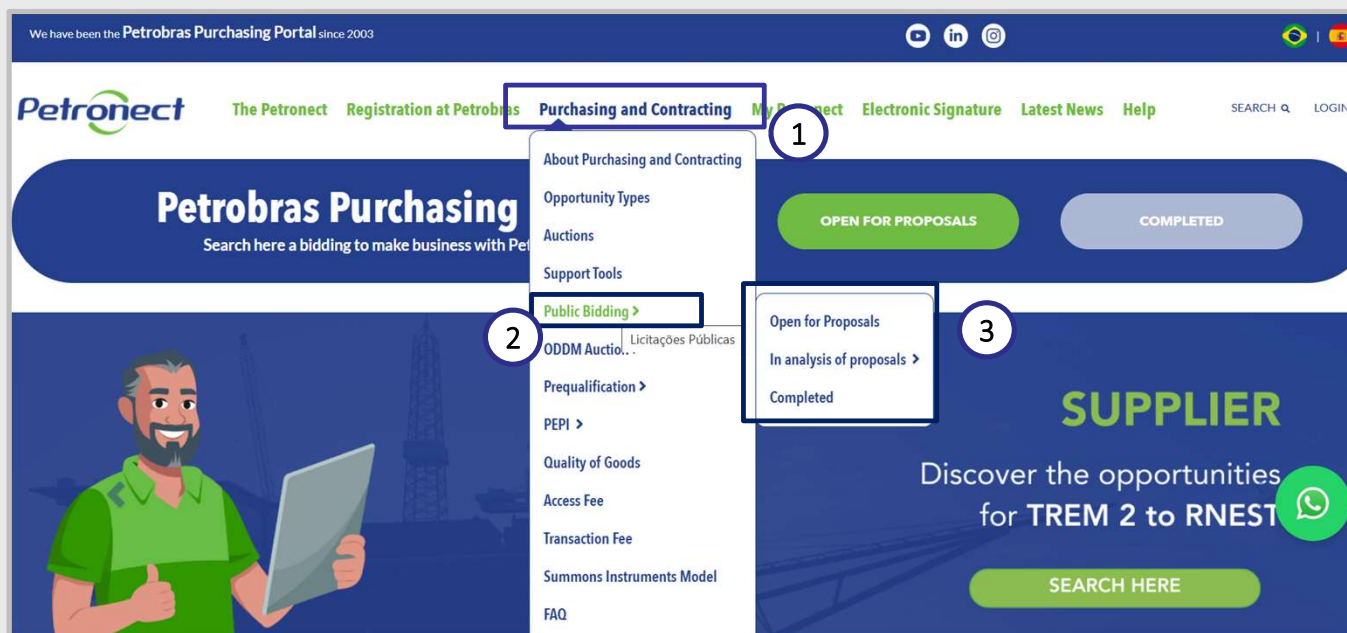
- All opportunities already published during the old 2745/98 law decree may be followed according to the current process;
- The user will be able to see the opportunities that one has signed up for and the currently available public opportunities.



V. Opportunities

Public area display

In accordance with the Law 13.303/16 and RLCP, all public opportunities will be displayed in the public area of Petronect Portal, enabling interested companies which meet the bidding rules participate. The following steps should be followed to find the public opportunities in the Petronect Portal:



1. Access the menu **Purchasing and Contracting**
2. Select the option **Public Bidding**
3. It is possible to see the bidding that is during the proposal period (**Open For Proposals**), those that are during the evaluation period (**In analysis of proposals**) and those that are already **Completed**.



Illustrative Material

Petronect

Public area display

To find public opportunities, the user has two search options: **"Advanced Search (1)"** and **"Structured Search by Supply (2)"**.

**PUBLIC BIDDING
OPEN FOR PROPOSALS**

Use the "SEARCH FOR" field to search for opportunities based on keywords, which can be: Hiring Object, Item Description, Family Description, Opportunity Number, Sub Status, Company, Date, Material Number, and Code of the family.

ADVANCED SEARCH **1** **STRUCTURED SEARCH BY SUPPLY** **2**

**PUBLIC
BIDDINGS**

SEARCH FOR... 🔍 ✕

Coverage ▾ Delivery place ▾

Illustrative Material



Public area display

To find public opportunities, the user has the option "Search for", for this search the information will be considered: Number (of the opportunity), Substate, Company, Start date, End date, Material number, Family code, Contract object, Item description and Family description



This field is available for the following screens:

Purchases and Contracts -> Public Tenders -> Open to proposals

Purchases and Contracts -> Sale of Assets -> Published

Purchasing and Contracts -> Prequalification -> Open

Purchases and Contracts -> PMIP -> Published

Illustrative Material



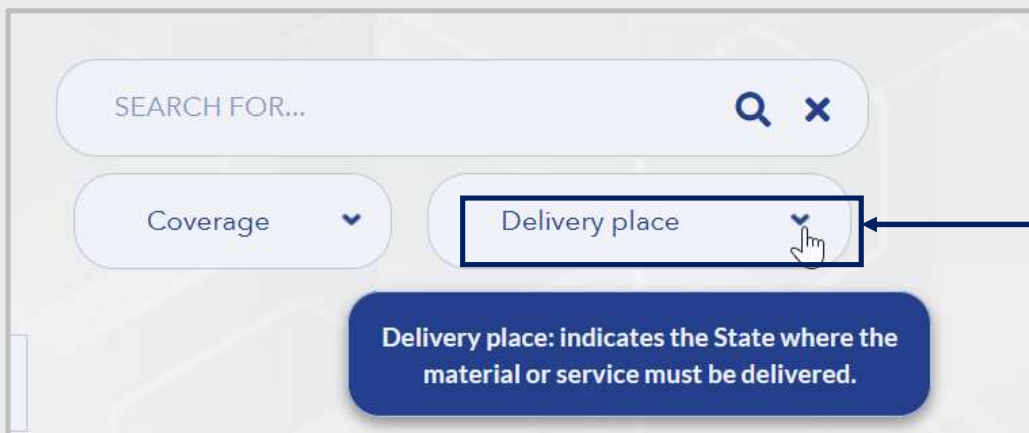
V. Opportunities

Public area display

Delivery location: drop-down list field so that the user can filter opportunities by region.

Just click and select the desired state, and then the system will display in the results grid only the opportunities related to the chosen state.

If you want to clear the filter, just click on the “All” option.



Illustrative Material

This field is available for the following screens:

Purchases and Contracts -> Public Tenders -> Open to proposals

Purchases and Contracts -> PMIP -> Published

V. Opportunities

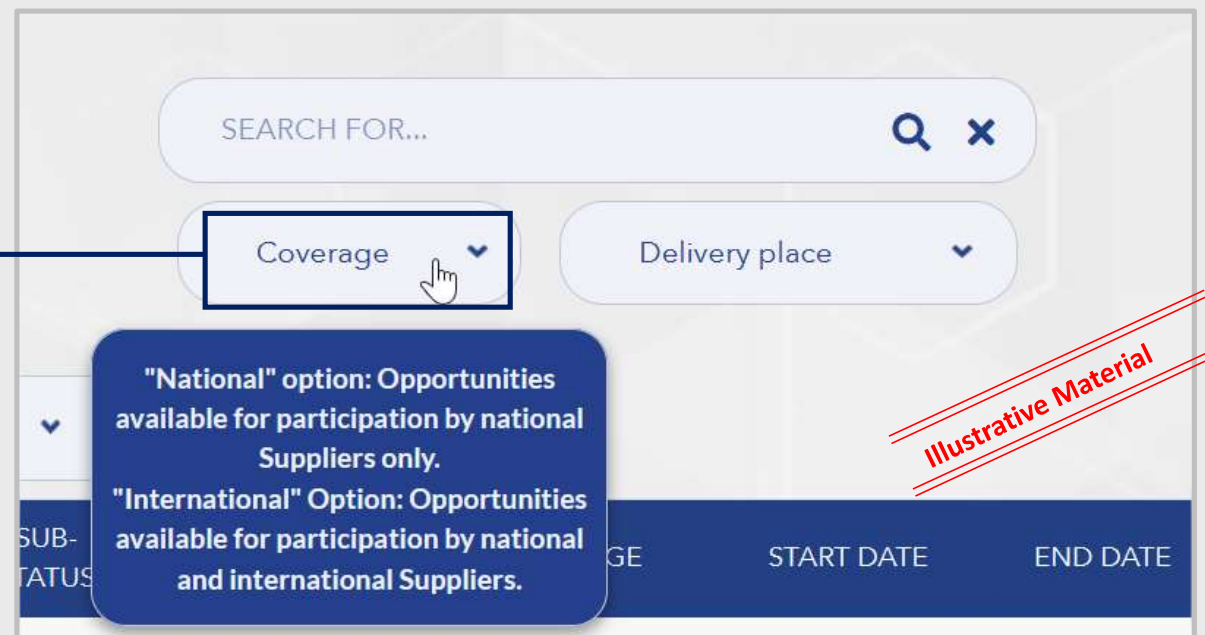
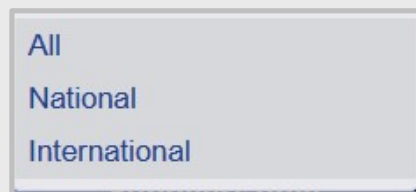
Public area display

Coverage: drop-down field so that the user can filter opportunities by national or international scope.

This field is available for the following screens:

Purchases and Contracts -> Public Tenders -> Open to proposals







Purchases and Contracts -> PMIP -> Published



V. Opportunities

Public area display

The "Coverage" column indicates whether the opportunity is national or international in scope.

NUMBER	OBJECT	SUB-STATUS	COMPANY	COVERAGE	START DATE	END DATE	OPTIONS
7003188711	TESTE GB X	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S. A.	INTERNATIONAL	26/08/2021	29/08/2031	   <input type="button" value="I'm interested"/>
7003189877	TESTE	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S. A.	NATIONAL	15/05/2022	15/06/2022	   <input type="button" value="I'm interested"/>

This field is available for the following screens:

Purchases and Contracts -> Public Tenders -> Open to proposals

Purchases and Contracts -> PMIP -> Published

Illustrative Material



IV. Opportunities

Public area display

When applying one of the search filters, the result will be displayed in the **Published Bidding List**.

The screenshot shows the 'PUBLIC BIDDINGS' interface. At the top, there is a search bar labeled 'SEARCH FOR...' with a magnifying glass icon. Below it are two dropdown menus: 'Coverage' and 'Delivery place'. On the left, there is an 'Order by' dropdown menu with a list of options: 'A-Z', 'Z-A', 'Number of Opportunity Ascending', 'Number of Opportunity Descending', 'Disclosure Date', and 'End Date'. The main area displays a table of bidding opportunities. The table has columns for 'SUB-STATUS', 'COMPANY', 'COV', 'DISCLOSURE DATE', and 'END DATE'. The first row shows 'ANÁLISE RISCO...', 'PETRÓLEO BRASILEIRO S.A.', 'NAT', '29/06/2022', and '20/07/2022'. The second row shows '7003773072', 'PRESTAÇÃO DOS SERVIÇOS DE APOIO TÉCNICO', '21/03/2022', and '14/07/2022'. The third row shows '7003791841', 'FORNECIMENTO DE BENS E SERVIÇOS', '21/03/2022', and '14/07/2022'. Each row has an 'I'm interested' button on the right. Annotations with arrows point to the search bar, the 'Order by' dropdown, and the first row of the table.

PUBLIC BIDDINGS

SEARCH FOR...

Coverage Delivery place

Order by

A-Z
Z-A
Number of Opportunity Ascending
Number of Opportunity Descending
Disclosure Date
End Date

SUB-STATUS COMPANY COV

ANÁLISE RISCO... PETRÓLEO BRASILEIRO S.A. NAT

7003773072 PRESTAÇÃO DOS SERVIÇOS DE APOIO TÉCNICO 29/06/2022 20/07/2022

7003791841 FORNECIMENTO DE BENS E SERVIÇOS 21/03/2022 14/07/2022

I'm interested

I'm interested

I'm interested

The keyword search will be available to find entries that are in the results list.

If you prefer, use the **Order by** option to display the opportunities you are looking for in order of relevance.

Illustrative Material



. Opportunities

Public area display

Click on the opportunity number to view the basic data for each opportunity.

The screenshot shows the 'PUBLIC' section of the Petronect system. A table lists opportunities with columns for NUMBER, OBJECT, and STATUS. The first row shows opportunity number 7003470660 for 'SUPPLY OF ONE FLOATING PRODUCTION STO...'. An annotation box points to this number, stating: 'When clicking on the opportunity number, a new window will be displayed with the basic data.' Another annotation box points to the 'Return' button at the bottom of the details window, stating: 'Click on "Return" to go back to the previous screen.'

PUBLIC

Start Date: 04.05.2021 10:00:00 04.05.2021 10:00:00 04.05.2021 10:00:00 04.05.2021 10:00:00

End Date: 16.05.2022 16:00:00 16.05.2022 16:00:00 16.05.2022 16:00:00 16.05.2022 16:00:00

Timezone: Brazil - Distrito Federal Brazil - Distrito Federal Brazil - Distrito Federal Brazil - Distrito Federal

Currency:

Payment Terms:

Enquadramento de Processo: 101 - Licitação, Lei 13.303, Art. 28, CAPUT 101 - Licitação, Lei 13.303, Art. 28, CAPUT 101 - Licitação, Lei 13.303, Art. 28, CAPUT 101 - Licitação, Lei 13.303, Art. 28, CAPUT

Items Attachments Notas e Esclarecimento **Return**

Illustrative Material

V. Opportunities













Public area display

PUBLIC BIDDINGS

SEARCH FOR...

Coverage ▾

Order by ▾

NUMBER	OBJECT	SUB-STATUS	COMPANY	COVERAGE	START DATE	END DATE	OPTIONS
7003761543	SERVIÇOS DE SUPORTE À ANÁLISE RISCO,...	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S. A.	NATIONAL	23/06/2022	15/07/2022	   
7003773072	PRESTAÇÃO DOS SERVIÇOS DE APOIO TÉCNI...	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S. A.	NATIONAL	29/06/2022	20/07/2022	   
7003791841	FORNECIMENTO DE BENS E PRESTAÇÃO DE S...	RECEIVING PROPOSALS				14/07/2022	   

In the buttons of the column "Options" it will be possible to view attachments and other information of the Opportunity

If you decide to participate in the bidding, the user must choose the desired **Public Opportunity** and click on the "I'm interested" button.

Illustrative Material

Public area display

When selecting the "**Structured Search by Supply**" option (1) the "**Goods**" and "**Services**" options (2) by default will be displayed already checked. If you want to filter by one of the options only, deselect one of the checkboxes.

**PUBLIC BIDDING
OPEN FOR PROPOSALS**

Use the "SEARCH FOR" field to search for opportunities based on keywords, which can be: Hiring Object, Item Description, Family Description, Opportunity Number, Sub Status, Company, Date, Material Number, and Code of the family.

ADVANCED SEARCH **STRUCTURED SEARCH BY SUPPLY** (1)

STRUCTURED SEARCH BY SUPPLY

CLASSIFICATION

(2) ☒ Goods ☒ Services

☐ Geração e distribuição de energia (9) ▼

☐ Componentes e suprimentos p/ manufatura (17) ▼

☐ Máq. e acess. p/perf. poços e mineração (16) ▼

☐ Equip. p/Sistemas de Distr. de Fluidos (43) ▼

Illustrative Material

The **Structured Search by Supply** is only available for Petrobras opportunities. When using this search option, the result will only return results referring to **Petrobras**.



. Opportunities

Public area display

To the left of each level presented there is a **Selection Box (3)**. Whenever a user chooses one of the options, the **Sub-Levels** associated with it will be automatically marked to perform the search.

PUBLIC BIDDING OPEN FOR PROPOSALS

Use the "SEARCH FOR" field to search for opportunities based on keywords, which can be: Hiring Object, Item Description, Family Description, Opportunity Number, Sub Status, Company, Date, Material Number, and Code of the family.

ADVANCED SEARCHSTRUCTURED SEARCH BY SUPPLY

STRUCTURED SEARCH BY SUPPLY

CLASSIFICATION

3

☒ Goods ☐ Services
☒ Order A-Z
☒ Geração e distribuição de energia 9
☒ Componentes e suprimentos p/ manufatura 17
☒ Máq. e acess. p/perf. poços e mineração 16
☒ Equip. p/Sistemas de Distr. de Fluidos 43

Illustrative Material



. Opportunities

Public area display

In the **List of Publications** check the information available for each opportunity.

PUBLIC BIDDINGS

SEARCH FOR...

Coverage Delivery place

Order by

NUMBER	OBJECT	SUB-STATUS	COMPANY	COVERAGE	START DATE	END DATE	OPTIONS
7003761543	SERVIÇOS DE SUPORTE À ANÁLISE RISCO,...	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S. A.	NATIONAL	23/06/2022	15/07/2022	
7003773072	PRESTAÇÃO DOS SERVIÇOS DE APOIO TÉCNI...	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S. A.	NATIONAL	29/06/2022	20/07/2022	
7003791841	FORNECIMENTO DE BENS E PRESTAÇÃO DE S...	RECEIVING PROPOSALS				07/2022	

In the buttons of the column "**Options**" it will be possible to view attachments and other information of the Opportunity

If you decide to participate in the bidding, the user must choose the desired **Public Opportunity** and click on the "**I'm interested**" button.

Illustrative Material




. Opportunities

Public area display

The user will be advised on how to proceed to the registration in the desired bid:

- If the user already has access to the Petronect Portal he must proceed with his login and password and will access the list of opportunities available
- If the user does not have access to the Petronect Portal, he will need to register to get access to the internal area

Public Bidding Application Guidance

<p><u>I am NOT registered at Petronect</u></p> <p>Click on the button "Start Identification Process" to create a Partial Registration.</p> <p>Start Identification Process</p>	<p><u>I am ALREADY registered at Petronect</u></p> <p>Follow the steps below:</p> <ol style="list-style-type: none">1. Log into Petronect Portal2. Access the Electronic Quotes menu3. Access the Opportunity Board4. Search for the opportunities using the available search parameters5. In the results table, select the opportunity by clicking on the event number or on the icon 6. While viewing the opportunity data, click on the button Prepare Bid at the top of the form7. Fill the fields and click on Submit.
--	--

Illustrative Material

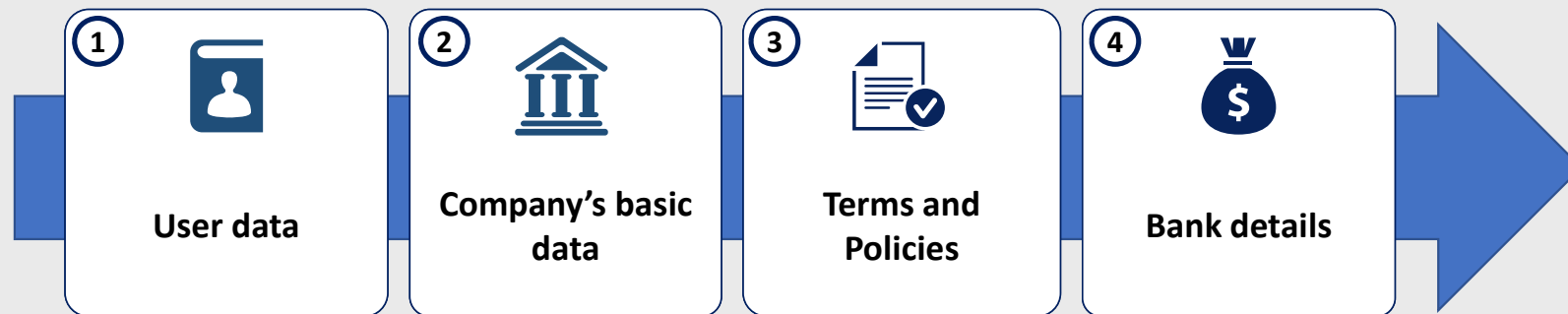


IV. Opportunities

Public area display

After pressing the button **“Start Identification”**, an **identification form** will be displayed.

The pages must be filled with all necessary information to create the user and the company in the Petronect Portal. The expression fields will be segmented into four groups:



IV. Opportunities

Public area display

In this section, the supplier must fill in the mandatory data for user creation.

1 User data

Identification

Data for user creation

Name*	<input type="text"/>
Last name*	<input type="text"/>
User*	<input type="text"/>
E-mail*	<input type="text"/>
Confirm your e-mail *	<input type="text"/>
CPF*	<input type="text"/>
Telephone*	<input type="text"/>

Illustrative Material



IV. Opportunities

Public area display

In order to proceed with the Identification, validation of the authenticity of the e-CNPJ will be necessary.

2 Company's basic data

When the **Validate e-CNPJ** button is pressed, the system will perform the following checks:

- Validation of the company's registration with the same CNPJ in Petronect Portal;
- Validation of the authenticity of the CNPJ with the e-CNPJ certificate;
- Enablement of other form fields.

For foreign companies validation of e-CNPJ will not be necessary. The tax code of the company can be used instead.

Basic data of the company

Country*

Country Registration Number* (CNPJ for Brazil) **Validate e-CNPJ**

Corporate Social Reason*

Fantasy Name

Opting for SIMPLE ☐ Não ☒ Sim

Type of Company*

State Registration Number*

Municipal Registration ☐ Não ☒ Sim Number*

ZIP CODE*

State* City*

Neighborhood*

Address* Number*

Complement

Telephone



Illustrative Material

IV. Opportunities

Public area display

To proceed with the Identification, it is necessary to open and accept the terms and policies.

3 Terms and Policies

Aceites de termos e políticas

- ☐ I accept the **terms and conditions**
- ☐ I accept the **data privacy policy**

The fields of acceptance can be selected only after opening the Terms and Policies.



TERMS

PETROBRAS / Portal Petronect

Prezado Cliente,

Solicitamos atenção às seguintes observações:

- o Não aceitar o termo de adesão implica em não acessar o conteúdo do Portal Petronect;
- o A manutenção dos dados de usuário são de responsabilidade da empresa. Mantenha-os atualizados a fim de evitar problemas de participação nos processos via Petronect;
- o Condição de treinos disponibilizados pela Petronect no menu A Petronect > Treinamentos após seu login;
- o Ao realizar upload de arquivos, prefira formatos leves (ex: ".pdf"), preferencialmente compactados (Ex: ".zip") e com menos de 5 MB;

TERMOS E CONDIÇÕES CONTRATUAIS PARA ADEÇÃO AO SISTEMA DE INTERMEDIÇÃO DE NEGÓCIOS - PROCUREM NEGÓCIOS ELETRÔNICOS S.A.

1. CONDIÇÕES GERAIS DE USO E SUA ACEITAÇÃO

1.1. Este Contrato de Prestação de Serviços (doravante denominado "Contrato") regulará o uso dos serviços do Portal de compras eletrônicas via INTERNET www.petronect.com.br (doravante denominado genericamente "Portal") que a Procurament Negócios Eletrônicos S.A. (doravante denominada "Petronect"), pessoa jurídica de direito privado inscrita no CNPJ sob o nº 05.370.858/0001-61, com sede social na Rua da Assembleia, 10 - 9º andar sala 901 - Centro - Rio de Janeiro - RJ CEP: 20011-901 - Brasil, presta aos usuários que utilizarem o referido Portal para compras eletrônicas e demais serviços, com o fim específico de atender às aquisições da Petrobras - Petróleo Brasileiro S.A., por prazo indeterminado, a partir da data da assinatura do contrato, até sua extinção, conforme cláusula 10.

1.2. A aceitação das condições deste contrato configura a condição legal de usuário do Portal (doravante denominado "usuário") e expressa a sua adesão a todos os itens deste contrato, na versão em que estiver publicada no próprio endereço eletrônico, no qual há um dispositivo (doravante denominado "link") específico para acesso a este documento e todos os seus termos. A caracterização deste acordo se dá através do aceite realizado através do Portal pelo usuário da empresa fornecedora que foi registrado com privilégio de administração (doravante denominado "usuário administrador"). Deste modo, o usuário, ao conectar-se ao Portal declara de antemão - e irrevogavelmente - que leu, entendeu, e, principalmente, que aceita todos os termos deste documento.

1.3. O Portal tem duas áreas de acesso aos usuários: uma pública, disponível a qualquer pessoa mediante o simples acesso via INTERNET, onde se encontram dados e informações genéricas sobre breves de interesse para a indústria de energia; e outra reservada, provido acesso a serviços e conteúdos do Portal, cuja utilização fica submetida a condições particulares próprias, indicadas em cláusula específica (doravante designadas como "Condições Particulares de Acesso e Utilização do Portal" descritas no item 2 deste contrato). O usuário, portanto, deverá ler as respectivas Condições Particulares de Acesso e Utilização do Portal anteriormente ao seu primeiro acesso ou utilização desses serviços e conteúdos.

Petronect

Illustrative Material



Petronect

IV. Opportunities

Public area display

The last step of the Identification is about bank details (**optional**).

4 Bank details

Company bank details

Bank	<input type="text"/>
Agency	<input type="text"/> - <input type="text"/>
Checking Account	<input type="text"/> - <input type="text"/>

Illustrative Material

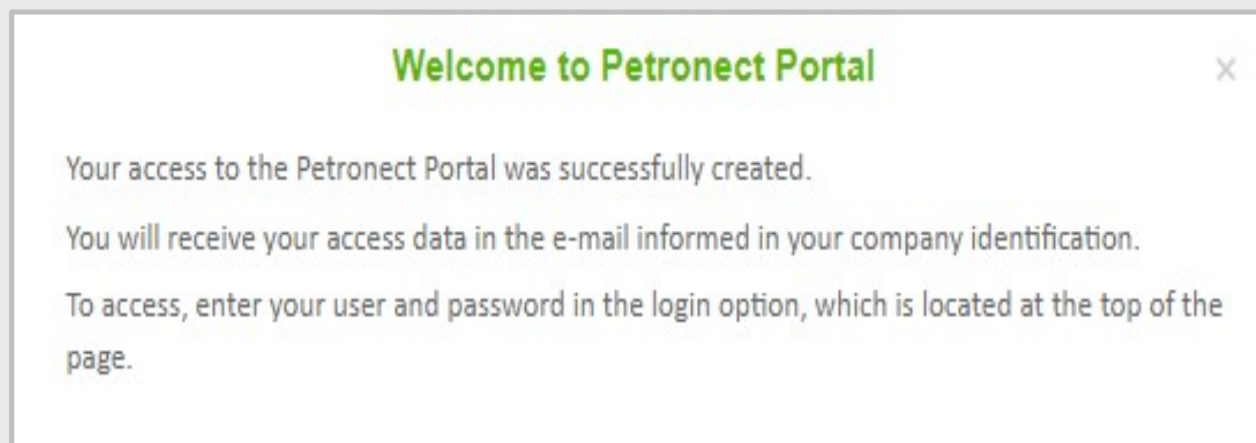


IV. Opportunities

Public area display

After the Identification is completed, a confirmation message from Petronect Portal will be displayed to create the user and company access.

- The administrator user login and password are sent to the e-mail entered in the Identification form and must be redefined at the first access in the Petronect Portal;
- With the login and password, the supplier must access the internal area to sign up for an opportunity.



Illustrative Material



Internal area display

Terms of Use:

When you log in to the Portal, the Supplier will display the new "Term of Use" and must make the Acceptance;
A textual amendment was made in the "Term of Use", making it mandatory to re-read and accept the CONTRACTUAL TERMS AND CONDITIONS FOR ADHERENCE TO THE SYSTEM OF BUSINESS INTERMEDIATION proposed by Petronect to all users;

BR PETROBRAS / Portal Petronect

TERMS OF USE

Dear Client,

We request your attention to the following recommendations:

- Disagreeing the term implies in not having access to the Petronect Portal content;
- The maintenance of the users data are responsibility of the company. Keep your information updated avoiding eventual problems on Petronect processes;
- Access the Petronect trainings options on "The Petronect" > "Trainings" menu;
- When uploading files, choose compact formats as ".pdf" or ".zip" and less than 5 Mb;

CONTRACT TERMS AND CONDITIONS

DEFINITIONS

- Acceptance – Statement by the User that the supplying company has read, understood, and accepted all terms of this document.
- Access Area – There are two Access Areas: the "External" or "Public", available to any person via ordinary internet access, where general data and information on subject you have interest in; and the "Internal," providing those who have username and password with Portal services and content access, which use shall observe the Specific Conditions for Accessing and Using the Portal, on a case by case basis.
- Subscriber – User registered in the portal who has duly paid the Access Fee.
- Password – User or Subscriber password to browse the Access Areas.
- Contract – Means the Contract executed between the User or Subscriber and Petronect for accessing the Portal, in accordance with the terms and conditions defined herein.
- Contents – Information made available on the Portal in the Access Areas thereof.
- Bidding Entity – Entity carrying out the bidding procedure.
- Username – Name of the User used for accessing the Access Areas.
- Public Biddings – Means the modalities of public bidding procedures that are posted in the External or Public Area of PETRONECT Portal.
- Opportunities – Means the hiring of different modalities that may be public (bidding procedures) or non-public.

Agree Disagree

Petronect

Illustrative Material



Internal area display

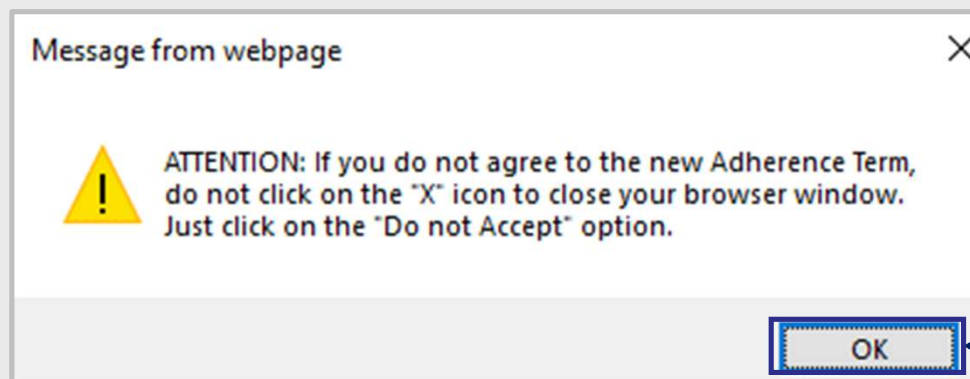
Terms of Use:

The Supplier will also have the option of not accepting the "Term of Use". By clicking the "Do Not Accept" button, the supplier will be advising that it does not agree with the TERMS AND CONDITIONS FOR ADHERENCE TO THE BUSINESS INTERMEDIATING SYSTEM proposed by Petronect, so the system will automatically close your session and direct you to the login screen.

If the supplier re-evaluates his position and opts to accept the terms and conditions presented by Petronect, he will need to access the Portal again, to click the "Accept" button and follow the process.

Attention:

Illustrative Material



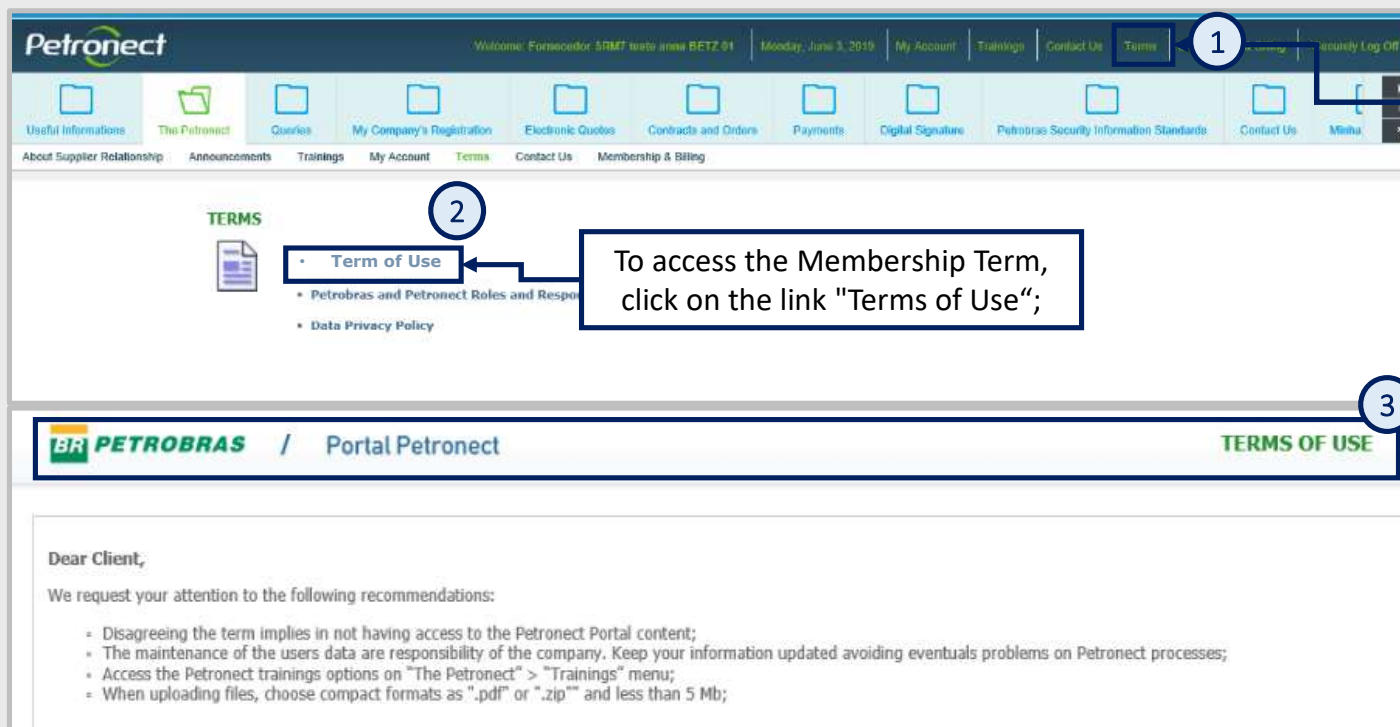
Click "OK" and then choose one of the options ("Agree" or "Disagree").

Internal area display

Terms of Use:

To consult the new Term of Use after accepting it, the Supplier must access the "Terms" menu, available in the Petronect Portal header, then access the "Terms of Use" link.

Illustrative Material



The screenshot shows the Petronect Portal interface. The header contains a navigation bar with various menu items. A blue box labeled '1' highlights the 'Terms' link in the header. Below the header, the 'TERMS' section is displayed, featuring a document icon and a list of links. A blue box labeled '2' highlights the 'Term of Use' link. At the bottom of the page, a banner for 'TERMS OF USE' is visible, with a blue box labeled '3' highlighting it. The main content area below the banner contains a 'Dear Client,' message and a list of recommendations.

Click on the link available in the header, labeled "Terms";

To access the Membership Term, click on the link "Terms of Use";

The system will make available in a new tab the Term of Use document.



V. Opportunities

Internal area display

After logging in, the steps below must be followed to access the Opportunities in the internal area of Petronect Portal:

1. Go to the **Electronic Quotes** menu;
2. Select the **Opportunity Board** submenu;

Use the available filters on "Search Parameters" to conduct searches.
On the "Opportunities" tab, the system automatically displays all the active opportunities.
On the "Auctions" tab, you need to insert a search parameter in order to display the needed information.

Prequalification (531) | Auctions (1) | Public Opportunities (0) | My Participations (1) | Public Opportunities Closed (0)

Hide/show search parameters

Number: 7000180649

Hiring Object Description:

Item description:

Publishing date:

Start date:

End date:

Material family:

Process type:

Region:

Processed since:

Event Status:

Search Clear

Export

Number	Desc. of the Hiring Object	Start Date	Start Time	End Date	End time	Response Status	
7000180649	TESTE HOMOLOGAÇÃO - OS 63	20.05.2020	03:10:00	20.05.2020	11:12:00	Cotação apresentada	Oportunidades Públicas

Illustrative Material

. Opportunities

Internal area display

At **My Participations**, the supplier can analyze all the opportunities in which it has been registered (historical).

In **Public Opportunities** will be displayed a list with Public Opportunities that have not yet reached the "End Date" for the submission of Proposals.

In **"Public Opportunities Closed"**, the supplier can search the history of all closed public opportunities.

The screenshot displays the Petrobrás Opportunities Board interface. At the top, there are navigation tabs: "The Petrobrás", "Electronic Quotes", "Petrobrás Security Information Standards", and "Contact Us". Below these, a sub-navigation bar includes "About Electronic Quotes", "Opportunity Board", "Unlock Session", and "My Company Participation".

An information box states: "Use the available filters on 'Search Parameters' to conduct searches. On the 'Opportunities' tab, the system automatically displays all the active opportunities. On the 'Auctions' tab, you need to insert a search parameter in order to display the needed information."

Below the information box, there are tabs for different opportunity types: "Prequalification (531)", "Auctions (1)", "Public Opportunities (0)", "My Participations (1)", and "Public Opportunities Closed (0)". The "Public Opportunities (0)" tab is currently selected.

The "Search Parameters" section includes the following fields:

- Number: 7000180649
- Hiring Object Description: (empty)
- Item description: (empty)
- Publishing date: (calendar icon)
- Start date: (calendar icon)
- End date: (calendar icon)
- Material family: (dropdown menu)
- Process type: (dropdown menu)
- Region: (dropdown menu)
- Processed since: (dropdown menu)
- Event Status: (dropdown menu)

Buttons for "Search" and "Clear" are located below the search parameters. An "Export" button is also present.

At the bottom, a table displays the search results:

Number	Desc. of the Hiring Object	Start Date	Start Time	End Date	End time	Response Status	
7000180649	TESTE HOMOLOGAÇÃO - OS 63	20.05.2020	03:10:00	20.05.2020	11:12:00	Cotação apresentada	Oportunidades Públicas

Illustrative Material

. Opportunities

Internal area display

Download Notes and Attachments

Select multiple opportunities to download notes and attachments in large scale.

Hide/ show search parameters

Number:

Hiring Object Description:

Item description:

Publishing date:

Start date: To

End date: To

Material family:

Process type:

Region:

Processed since:

Event Status:

Search Clear

Download Notes and Attachments Export

Number	Desc. of the Hiring Object	Start Date	Start Time	End Date	End time
7000183939	Teste - Notas e Anexos no Cabeçalho e...	04.02.2022	11:50:00	28.03.2022	00:00:00

Click the button "Download Notes and Attachments".

Illustrative Material

7. Opportunities

Internal area display

Download Notes and Attachments

If the maximum limit is exceeded, then this new window will open to select the files:

Notes and Attachments

Download Notes e Attachments

Select All Deselect all

Opportunity	Size
7000183939	1.51 MB
Header	
<input type="checkbox"/> DOC TESTE 1.pdf	139.72 KB
<input type="checkbox"/> DOC TESTE 2.pdf	139.72 KB
<input type="checkbox"/> DOC TESTE 3.pdf	139.72 KB
<input type="checkbox"/> DOC TESTE 4.pdf	139.72 KB
<input type="checkbox"/> Purchaser Comments	0.05 KB
<input type="checkbox"/> Pre-qualification	0.04 KB
> Items	

Download selected documents

Selected documents: 0.00 MB
Allowed download limit: 1 MB

Close

Select the files and click on
"Download".

Allowed download limit.

Illustrative Material

Petronect

IV. Opportunities

Internal area display

Access Fee



In July 2018, the Access Fee was implemented, to which the Supplier interested in participating in a Public Opportunity process should become a Marketplace Partner Member.

This fee is charged annually for each Subscriber's CNPJ for participation in the Public Opportunities served on the Portal.

This charge will be exclusive for participation in Public Opportunities. Other processes such as waiver (amounts below R \$ 50,000), access will remain free, not requiring payment of the access fee.

Transaction Fee



In May 2019, the Transaction Fee was implemented. This fee will be charged by Petronect and due only by the winner of the contest.

It is intended to reimburse part of the costs incurred with information technology resources in relation to the processing of the bidding used by the Bidding Entity that adopted this model.

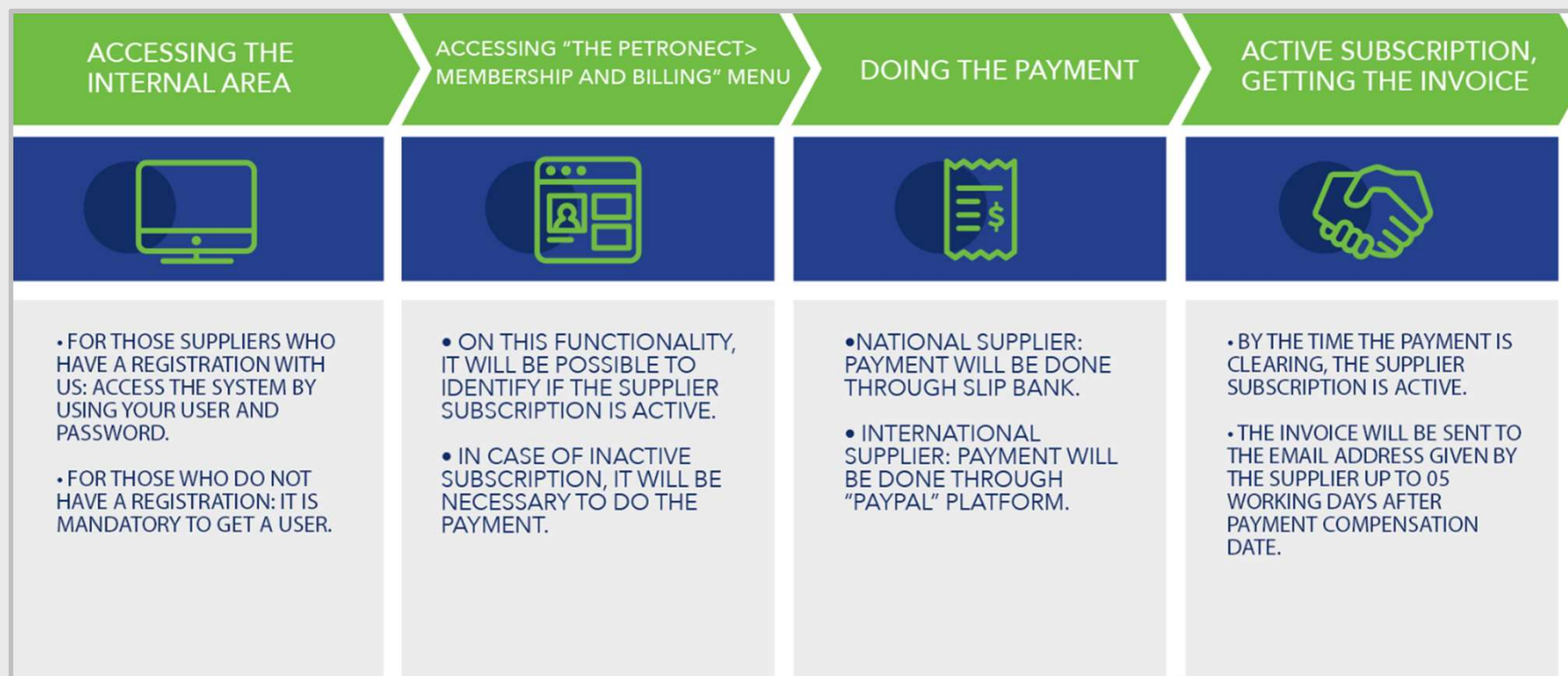
In this first moment the Transaction Fee will not be adopted by all the Bidding Entities that use our Portal. The rules and conditions of this collection will be established previously in the respective Notice.



IV. Opportunities

Internal area display


Access Fee (Supplier Partner):

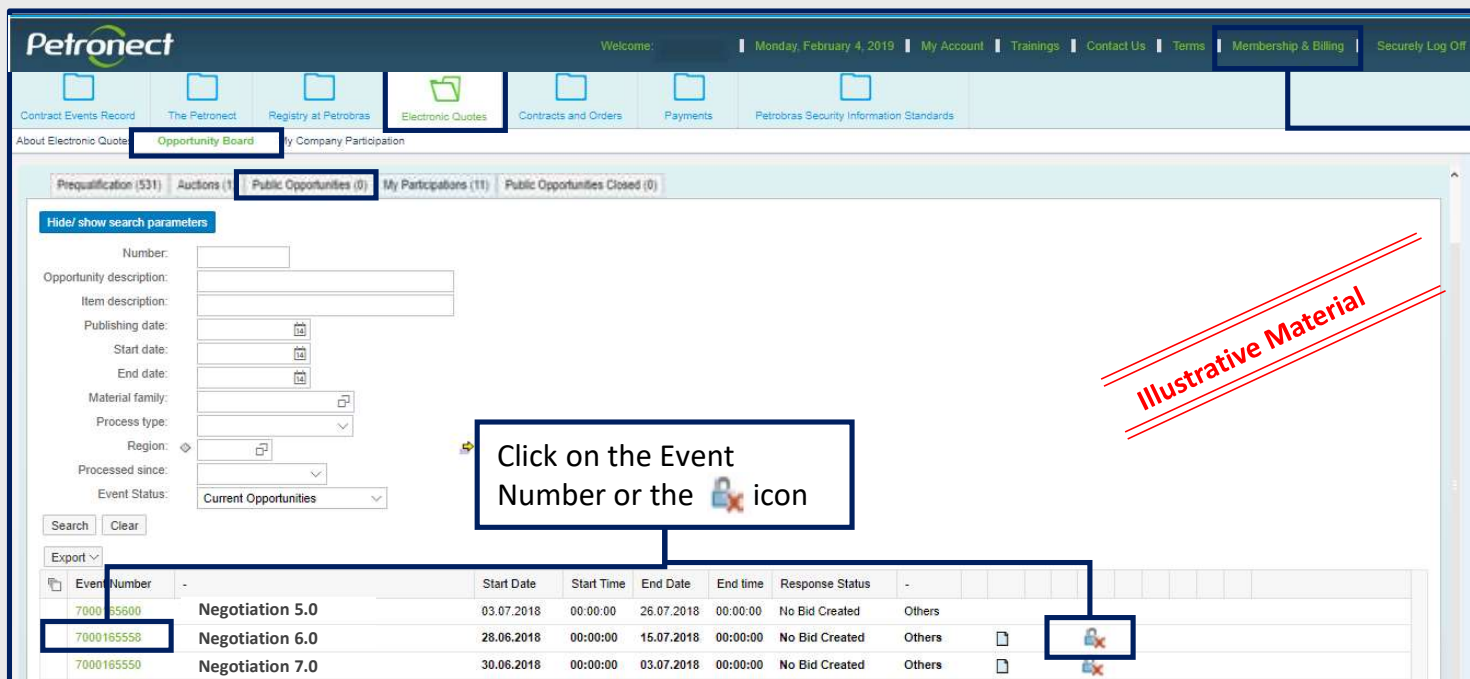


V. Opportunities

Internal area display

In the internal area of Petronect's Portal, access "**Electronic Quotes**" > "**Opportunity Board**" to locate a specific Public Opportunity that was previously viewed in the external/public area of the Petronect's Portal and that the user has expressed an interest in participating on.

The  icon will be displayed indicating that this is a Public Opportunity that has restricted access.



Event Number	Start Date	Start Time	End Date	End time	Response Status	
7000165600	03.07.2018	00:00:00	26.07.2018	00:00:00	No Bid Created	Others
7000165558	28.06.2018	00:00:00	15.07.2018	00:00:00	No Bid Created	Others
7000165550	30.06.2018	00:00:00	03.07.2018	00:00:00	No Bid Created	Others

The supplier will also be able to access Membership & Billing screen, using the quick access link provided in the screen header, called **Membership & Billing**.

Information on the issuance of the bank slip, Value of the Access Fee and how to proceed with payment, through the menu "**Help**"> "**Training**"> "**Short Guides**"> "**Purchasing And Contracting**" > "**Access Fee And Transaction Fee**".

IV. Opportunities

Internal area display

Transaction Fee:



IV. Opportunities

Warning:

From 01/22/2021, the transaction fee billing process changed to **Petrobras Finance Management**, which **it is no longer possible to reprint the slips through the Petronect system**. Thus, we recommend that any questions related to slip amount, invoices, due date or reissue the slip desire are checked out to the buyer at the “**Collaboration Room**”. In case of the contact to the buyer through the “Collaboration Room” is unavailable, the suppliers must call to Petrobras Finances Sector by using the **0800 728 9001**.

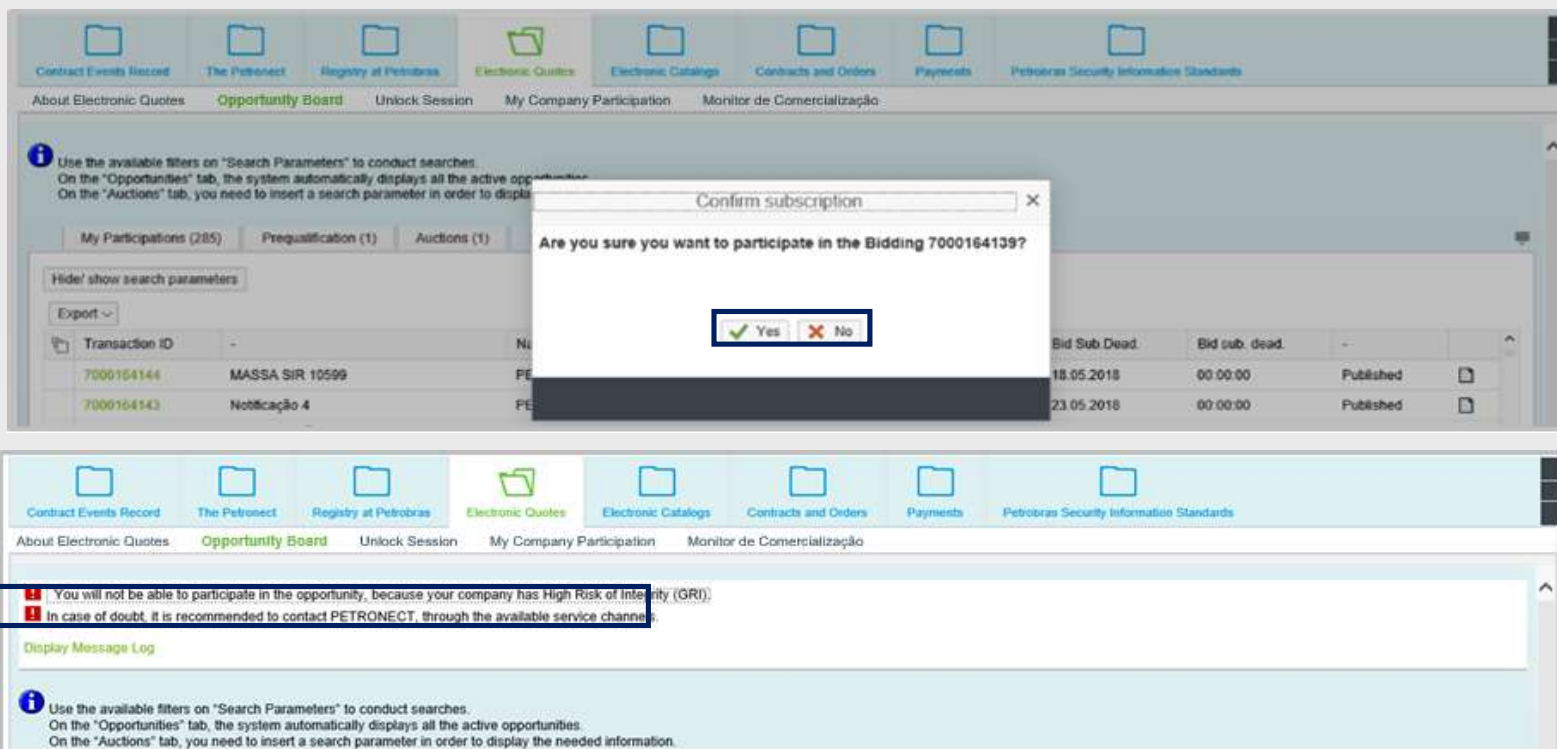
To get a new slip or in case of printing a “PDF” document, suppliers must do it on Banco do Brasil website at Billing Slip Update section, which is available on: <https://www63.bb.com.br/portalbb/boleto/boletos/hc21e,802,3322,10343.bbx>.



V. Opportunities

Internal area display

As the company enrolls in a Public Opportunity the system will verify its classification at the Integrity Risk Level (GRI). In case the company has a high GRI, at the enrollment moment, the following message will appear:



Illustrative Material

. Opportunities

Internal area display

Accessing an Opportunity

It is possible to search for an opportunity by using the fields available for consultation. To access an opportunity simply click on its event number.

The screenshot displays the Petronect 'Opportunity Board' interface. At the top, there are navigation tabs: 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Contracts and Orders', 'Petrobras Security Information Standards', and 'Minha Petronect'. Below these, a sub-menu includes 'About Electronic Quotes', 'Opportunity Board', 'Unlock Session', 'My Company Participation', and 'Monitor de Comercialização'. The main area features a search filter section on the left with fields for 'Number', 'Opportunity description', 'Item description', 'Publishing date', 'Start date', 'End date', 'Material family', 'Process type', 'Processed since', and 'Event Status'. A 'Search' button and a 'Clear' button are also present. Below the search filters, there is a table of opportunities. The first row in the table has the event number '7000162167' highlighted with a blue box. A blue arrow points from a text box 'Click on the opportunity number.' to this highlighted number. The table columns include 'Event Number', 'Start Date', 'Start Time', 'End Date', 'End time', 'Response Status', and 'Others'.

Event Number	Start Date	Start Time	End Date	End time	Response Status	Others		
7000162167	28.03.2018	15:43	28.03.2018	15:53:00	04.04.2018	15:53:00	No Bid Created	Others

Illustrative Material



Internal area display

Opportunity Header - Basic Data

When accessing the desired opportunity, the navigation starts with the Basic Data of the Header of the opportunity:

The screenshot displays the Petronect system interface. At the top, there is a navigation bar with several icons and labels: 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes' (highlighted with a blue box), 'Contracts and Orders', 'Petrobras Security Information Standards', and 'Minha Petronect'. Below this, a secondary navigation bar includes 'About Electronic Quotes', 'Opportunity Board' (highlighted with a blue box), 'Unlock Session', 'My Company Participation', and 'Monitor de Comercialização'. The main content area is titled 'View Opportunity: 7000212862 - Description: Publicação de Oportunidade'. Below the title, there are four buttons: 'Colaboration Room Report', 'Opportunity report' (highlighted with a blue box), 'Prepare Bid', and 'Collaboration Room'. The 'Opportunity report' button is selected, leading to the 'Header' section. The 'Header' section has three tabs: 'Basic data' (highlighted with a blue box), 'Attributes', and 'Notes and Attachments'. The 'Basic data' tab contains the following information:

RFx Number:	7003187340	Proposal Validity:	
Time Zone:	ZBRRJ		
* Start date:	07.10.2020	11:40:00	
* End date:	14.10.2020	00:00:00	
Opening Date:	14.10.2020	00:00:00	
* Hiring Object Description:	INVERSÃO DE FASES - 2 ITENS - y4fs		

Illustrative Material

IV. Opportunities

Internal area display

Visualizing the Opportunity Header – Microenterprise and small business

In public biddings, the companies must fill in a new opportunity attribute, where it must be informed if the company is a Microenterprise or Small Business.

This information will be analyzed during the stage of Proposals Effectivity, together with other information presented by the company in its proposal.



. Opportunities

Internal area display

Opportunity Header – Attributes

In public bids, companies must fill an attribute for the opportunity, declaring whether is a Microenterprise or Small Business. This information is evaluated next stage of the Proposal Effectiveness with another information.

The screenshot shows a web form titled "Header" with three tabs: "Basic Data", "Attributes" (which is selected and highlighted with a blue border), and "Notes and Attachments". Below the tabs, there is a section labeled "Attributes" with a blue border. Inside this section, there is a checkbox labeled "I have read and agree with the terms of the document 'Declaração Unificada', addendum to the requirements of the bid.:". Below this, there is a radio button selection for "* Do you self-declare a Small Business or Small Business?:" with options "Yes" and "No". To the right of these fields is a "Comment" section with a text input field.

Attention: For TRANSPETRO, TAG and PBIO (Company 9000) suppliers companies an attribute will be exhibited for “according to the publication of the Opportunity in which the provider is participating. The filling of this attribute is mandatory. If the field is not checked, the supplier will not be able to send his proposal.

Illustrative Material



V. Opportunities

Internal area display

Opportunity Header - Notes and Attachments

In **Notes and Attachments**, you can check the comments left by the purchaser as well as access attachments that may be available. Information available in this area is also available in the public area of Petronect Portal when the opportunity is accessed.

The screenshot displays the 'Notes and Attachments' interface. At the top, there are tabs for 'Header', 'Items', 'Basic data', 'Attributes', and 'Notes and Attachments'. The 'Notes' section includes a 'Clean notes' button and a table with columns 'Category' and 'Description'. The 'Purchaser Comments' category is highlighted, and a callout box points to it with the text: 'Click on **Purchaser Comments** option to see all comments.' The 'Attachments' section includes an 'Add Attachment' button, a 'Full description' button, and a 'Delete' button. A callout box points to the 'Full description' button with the text: 'Click on **Description** option to download documents entered by the purchaser / contractor.' Below these sections is a table with columns 'Description', 'File Name', 'Type', and 'Size'. The first row shows 'Informação de Solicitação de Cotação' as the description, 'SOLICITACAO DE COTACAO' as the file name, 'txt' as the type, and '2' as the size. The bottom of the interface shows 'COMP. RSN. 2' and the date '03.02.2017'.

Illustrative Material



Internal area display

Opportunities Items

1. Click on the item number or the description and view the specific information for each item;
2. Note the item type;
3. Note a requested quantity for each item.

View Opportunity: 7000212862 - Description: F

Colaboration Room Report Opportunity report Colaboration Room

Header Items

Item Overview

Number	UM	Description	Item Type	Product ID	Description	Product Category	Qty	UM	Currency	Entrega	Notes	Attachments	Item Released
0001	Each	Anel d/drenag. 1045 flg MSS SP-44 5" esp	Material	10100147	Anel d/drenag. 1045 flg MSS SP-44 5" esp	40142304	10,000	EA	BRL	25.10.2...	2	0	<input type="checkbox"/>
0002	Each	Anel d/drenag. 1045 flg MSS SP-44 5" esp	Material	10100147	Anel d/drenag. 1045 flg MSS SP-44 5" esp	40142304	1,000	EA	BRL	25.10.2...	2	0	<input type="checkbox"/>
8001	Activity unit	Locação de Equipamentos	Outline			S0051	1	AU	BRL	31.12.2...	0	0	<input type="checkbox"/>

Click on the **Opportunity Report** button to download a report with all opportunity data.

Header Items

Item Data Attributes Notes and Attachments Family

Identification

Product ID: 10100147

Description: Anel d/drenag. 1045 flg MSS SP-44 5" esp

Product Category: 40142304

Further Properties

Material Origin: 0 - National, expect indications on items 3 to 5

Replicar Valores do Item

* Ctg. do material: Material

Currency and values

Required Quantity:

Service and Delivery

Delivery Date / Time: 25.10.2015 00:00:00

* Material Use: 2 - CONSUMO

Selecting one item it is possible to access its specific details.

Illustrative Material

Script

I. About Petronect

II. Concepts and Important Information

III. Enrollment

IV. Opportunities

V. Proposal submission

VI. Enabling

VII. Collaboration Room

VIII. Contact us

IX. FAQ



V. Proposal Submission

To carry out a Proposal Submission in a public opportunity, the following steps must be followed:

1. Access the Electronic Quotes menu and the Opportunities Board submenu;
2. In the Public Opportunities option, the user need to locate the desired opportunity and than click on the icon in the corresponding line;

Número	Nome	Empresa	Data início	Hora início	Data fim	Hora fim	Status
7000162151	FPREGAO - Teste desemate (Fabiola)	PETROBRAS PF2 - CARRINHO	28.03.2018	14:17:00	28.03.2018	14:54:00	Publicado
7000162149	Sir_8735 - Reteste - Hoton	PNBV PF2 220	28.03.2018	14:13:00	08.04.2018	00:00:00	Publicado

3. Click the **Prepare Bid** button to start filling in the fields;

Display opportunity:

Collaboration Room Report | Opportunity report | **Prepare Bid** | Collaboration Room

Header

Basic data | Notes and Attachments

Rev. Number: 7000162097

Illustrative Material

V. Proposal Submission

- After the bid has been created, the user should click on "Attributes" to fill out the self-declaration of Microenterprise or Small Business.

Click on Attributes

4 Select the option 'yes' or 'no'

Attributes

I have read and agree with the terms of the document "Declaração Unificada", addendum to the requirements of the bid.: ☐

* Do you self-declare a Small Business or Small Business?: ☐ Yes ☐ No

Comment

Illustrative Material

Attention: For TRANSPETRO, TAG and PBIO (Company 9000) suppliers companies, an attribute will be exhibited for "according to the publication of the Opportunity in which the provider is participating. The filling of this attribute is mandatory. If the field is not checked, the supplier will not be able to send his proposal.



V. Proposal Submission

4. In public bids, companies must fill an attribute for the opportunity, declaring whether is a Microenterprise or Small Business. In addition, fill in the "judicial recovery" attribute, informing the company's financial situation. This information is evaluated on the next stage of the Proposal Effectiveness with the other information.

Click on Attributes

4 Select one of the options below to justify your judicial recovery.

Header Items

Basic Data Attributes Notes and Attachments

Attributes

* Do you self-declare a Small Business or Small Business? ☐ Yes ☐ No

Comment

Judicial recovery:

- 01: Bankruptcy Situation
- 02: Judicial or extrajudicial recovery without plan
- 03: Judicial or extrajudicial recovery with plan
- 04: Financially healthy situation

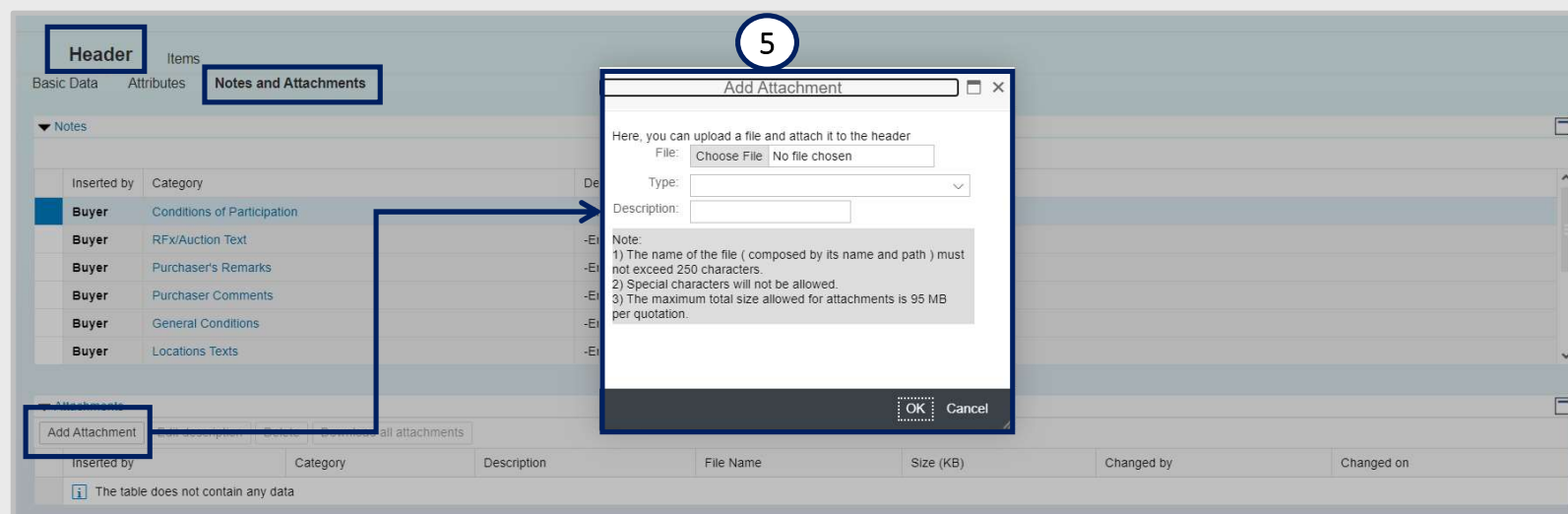
Illustrative Material



V. Proposal Submission

Proposal Completion

5. Access the “Notes and attachments” tab to insert the required documentation, of the type PPU (unit price sheet), as required;



Illustrative Material

Note: In “Notes and Attachments” tab, if you have to insert a comment, special characters should not be used.



V. Proposal Submission

Proposal Completion

6. The price is multiplied by the number of items in the field "Qty" (Quantity);

Header

Items

6

▼ Item Overview

In order to visualize all the items (1) the scroll bar may be necessary.

Number	UM Description	Decline	Item Type	Product Category	Category Description	Qty	UM	Delivery	Total value			Description	Base Price	Discount Percentage
0001	Meter	Decline	Material			1,000	M		0,00	0/0	0/0	mat 1	110,00	0,00

Illustrative Material



V. Proposal Submission

Proposal Completion

7. Click on "Attributes" and fill the required fields (*);

The screenshot shows a software interface for managing items. At the top, there's a 'Header' section with the title 'Items'. Below this is a large table with multiple columns and rows. A circular callout with the number '7' points to the 'Attributes' tab in the 'Details for' section. The 'Attributes' tab is active, showing a form with several fields: 'Is the item quoted the same as the requested one?' (a dropdown menu), '* NCM:' (a text input field), '* Origin of Material:' (a dropdown menu), and '* Delivery date (in days):' (a text input field with the value '0'). To the right of the 'Attributes' form is a 'Comment' section with four text input fields. At the bottom left of the form, there is a link labeled 'NCM Check'.

Note: In “Notes and Attachments” tab, if you have to insert a comment, special characters should not be used.

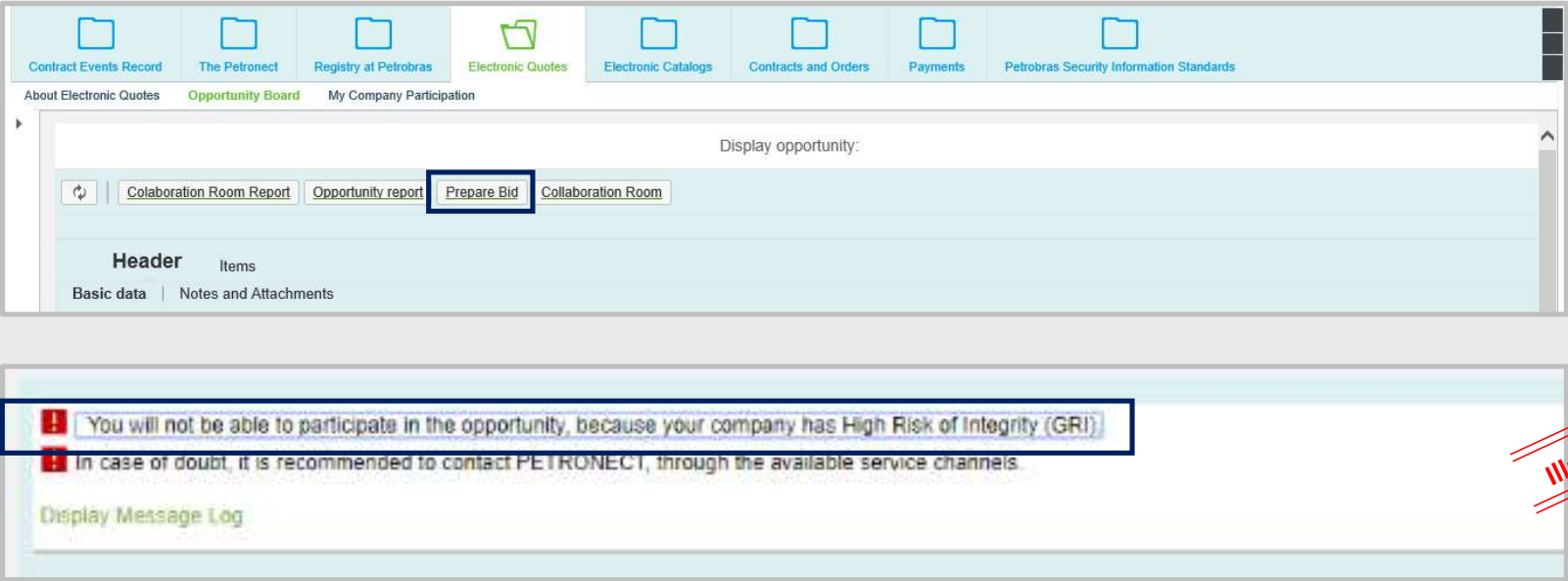
Illustrative Material



V. Proposal Submission

Integrity Risk Level (GRI) - High

For the companies that concluded the evaluation process and were classified as a high GRI profile, it will not be possible for them to participate in bidding processes. Clicking on the button “Prepare Proposal” will show the following message:



Illustrative Material



Integrity Risk Level (GRI) - High

- The informative message about high GRI may be displayed in two moments: As public opportunity subscription is made and when clicking on “Prepare Proposal”;
- This criteria is analyzed by the conformity sector from Petrobrás;
- After evaluation, the results with grades and comments will be available in the Portal;
- In case the supplier visualize it, the message must verify if there is any pending form to be filled in;
- The supplier that has high GRI will not lose access to Petronect Portal.

V. Proposal Submission

After the Declarations are accepted, the supplier can submit the bid by clicking on **Submit**

Display RFx Response:

Edit | Refresh | Close | Collaboration room | Bid submission receipt | Opportunity Summary | Download

Back to Opportunity Board

✔ Quotation 8000048811 created

Header | Items

Tip: Access the details of each item by clicking on the desired item. Select the link "Next Item" to fill the information for other items. Net price corresponds to the price without the IPI and ICMS. PIS/PASEP and COFINS must be informed on the proper fields in Attributes screen and must be within the quotation price. To submit your bid, click on the "Submit" button.

▼ Item Overview

In order to visualize all the items (1) the scroll bar may be necessary.

	Number	UM Description	Price type	Decline	Item Type	Product Category	Category Description	Qty	UM	Price	Per	Delivery	Total value			Description
	0001	Liter	Net price	Decline	Material	10151500A		883,000	L	23,00	1		20.309,00	0/0	0/1	PRODUTO DE AGRO NEGÓCIO JMAM

A message will be displayed with the respective proposal number

Illustrative Material

Script

I. About Petronect

II. Concepts and Important Information

III. Enrollment

IV. Opportunities

V. Proposal submission

VI. Enabling

VII. Collaboration Room

VIII. Contact us

IX. FAQ



VI. Enabling

Concept

Decree 2.745/98

- The Supplier undergoes a Registration process, including the company's identification, supplement list and places of supply or service provision;
- The Supplier undergoes an evaluation process and, after its approval by Petrobras, the supplier is activated by invitation to participate in a bidding process.



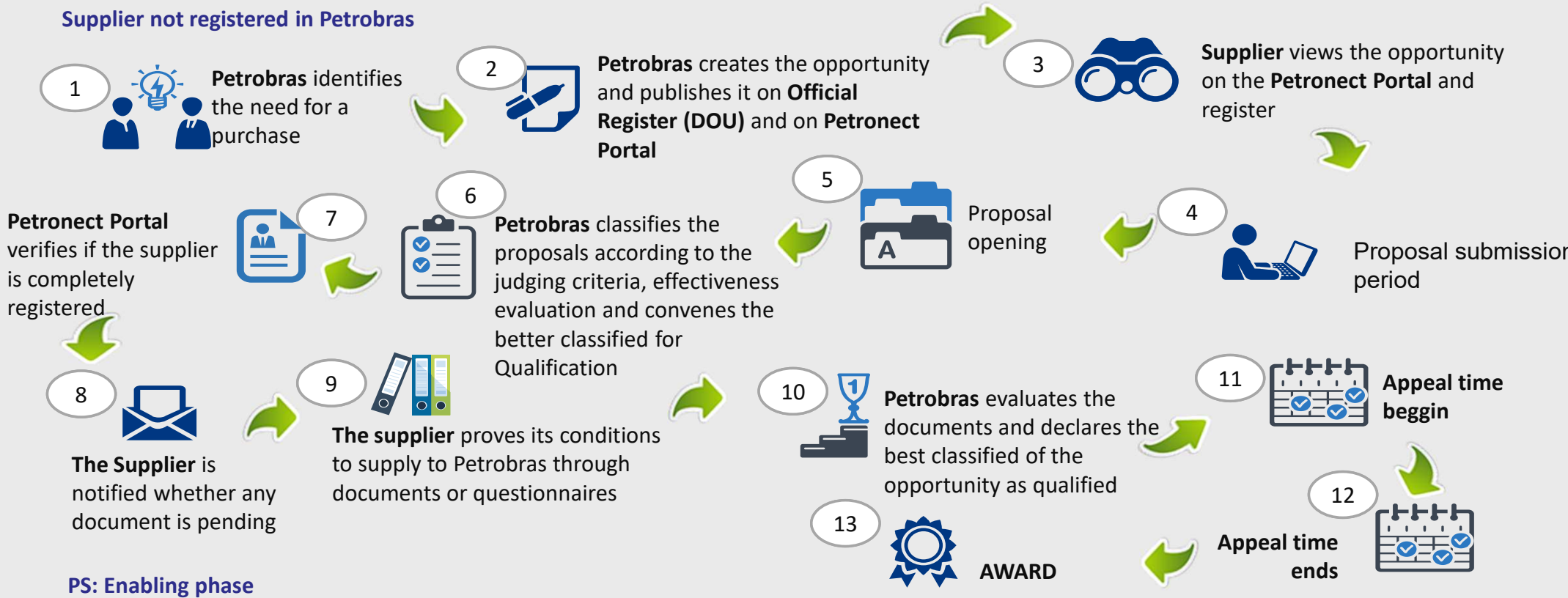
Law 13.303/16

- It will be required the list of the enabling documents only for the best classified;
- When the best classified is disabled, it will be required and evaluated the documents of the next bidder in order of classification;
- The supplier will be notified about the enabling process of its proposal;
- The message will be carried out in the Opportunity Collaboration Room;
- The deadline for sending the Qualification documents will be published in a Notice.



VI. Enabling

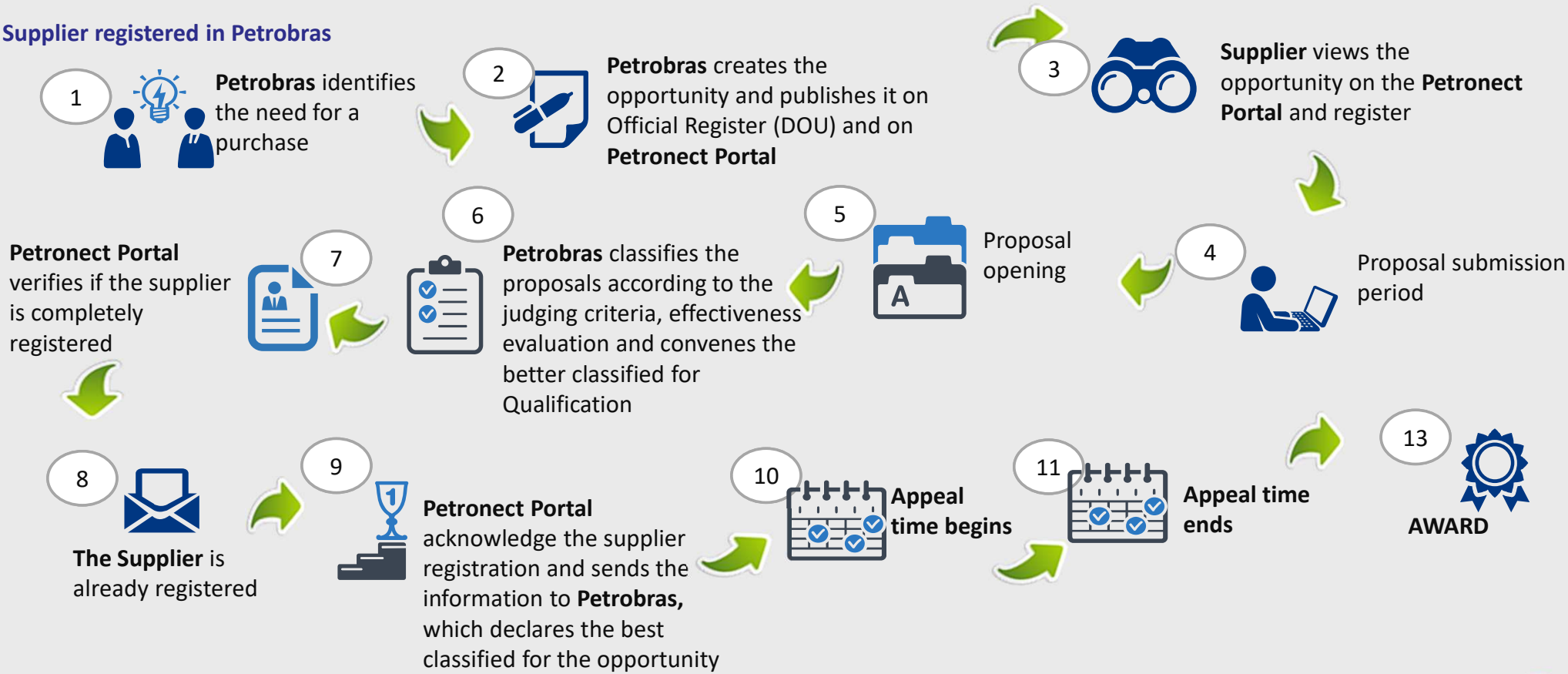
Public Bidding Flow



VI. Enabling

Public Bidding Flow

Supplier registered in Petrobras



PS: Enabling phase with the user registration data



VI. Enabling

Enablement Parameters

The enablement parameters are the criteria used by Petrobras to assess whether the supplier is qualified to provide the goods or services of the bid.

To be qualified, the supplier must present documents proving:

- Ability to prove by means of documents presentation the enabling requirement established by Petrobras.
- Technical qualification restricted to the part of the technical or economically relevant object
- Economic and financial capacity (refers to the economic criteria of the registration stage)
- Down payment made for biddings that use the highest price offer as the judgment criteria
- The necessary documents used for the evaluation can be total or partially replaced by the CRC, according to the requirement described in the bidding notice and the documents provided in the CRC



VI. Enabling

Enabling: outstanding questionnaires

The best-ranked supplier will receive an email with guidelines to access the Collaboration Room.

In the Collaboration Room, it will be displayed the information that he/she is participating in the enabling process of the public bidding and that are still some questionnaires that need to be filled in.

In order to continue the process, the pending questionnaires in each qualification criterion must be completed so that they can be evaluated by Petrobras.

The questionnaires will be accessed in the menu "Electronic Quotes", sub menu "Opportunity Board"

It is necessary to click the "Answer" button to open the questionnaire

Questionário

Open Questionnaires

Your company must fill the questionnaires below to be evaluated by Petrobras.

How to proceed:

- 1- For each non answered criteria (✖), click on Answer button
- 2- After completing the questionnaire of one criterion, the status will change to Answered (✔)
- 3- Finally, after answer to all criterions, click on Send button to submit your questionnaire to Petrobras evaluation

Click here to view the questionnaire answers for the current families's requirements.

Click here to view the questionnaire answers for the current and the historical families's requirements.

(7000056688)

Answer All Send

Status Criteria

✖ Technical

Answer

Illustrative Material



VI. Enabling

Enabling: outstanding questionnaires

The list of questionnaires that need to be completed by the supplier will appear.
Only questionnaires with the "Edit" option should be filled out.

Open Questionnaire

Fornecedor: BETZ CHEMICALS DO BRASIL INDUSTRIA E COM

CNPJ: 22259760000150

▼ Technical	✖	
▼ Materials Supply Tradition	✖	
Supplies Tradition	✖	Edit
▼ Technical Legal Qualification	✖	
Certificate, Registration or Enrollment in the relevant professional body	✖	Edit

Close

Illustrative Material



VI. Enabling

Enabling: outstanding questionnaires

By pressing **Edit** the vendor will see the questionnaire and the fields that need to be fulfilled so that this step can be completed.

Technical

Materials Supply Tradition

Supplies Tradition

✓

✓

✓

Edit

Open Questionnaire

Supplies Tradition

Opened for editing

Save as Draft Confirm

Instructions Attach

TRADIÇÃO DE FORNECIMENTOS-EN

A tradição de fornecimentos é a comprovação efetuada documentalmente pelo fornecedor, demonstrando o reconhecimento pelo mercado quanto a sua capacitação em fornecer este bem material sistematicamente ao longo do tempo.

A comprovação de Tradição de fornecimentos não invalida a necessidade do fornecedor em atender aos demais requisitos de qualificação técnica estabelecidos para as famílias de materiais que estão sob análise, por exemplo: comprovação de Certificação ISO 9001.

Deverá ser apresentada somente a Tradição de fornecimentos referente a unidade fabril em processo de cadastramento.

Nos processos de avaliação da Tradição de fornecimentos, o detalhamento técnico das famílias de material aprovadas estará definido pelos limites das descrições técnicas constantes dos documentos comprobatórios da tradição. Caso esses documentos não contenham as informações mínimas para o detalhamento técnico, estas poderão ser prestadas mediante o preenchimento completo da lista de fornecimentos.

Serão considerados somente os fornecimentos que possuírem concordância com as famílias de material pretendidas, descrições técnicas suficientes para o detalhamento técnico e comprovação documental de material entregue.

*** (vide instruções)

• Demonstrar a tradição de seu produto no mercado, informando os principais fornecimentos do material. Acesso: INSTRUÇÃO DE PREENCHIMENTO DA TABELA

Add Lines

Item	Technical Description	Delivery Date	Customer	Contact(name, phone, email)	Link Products	Link Attachments	
1					Products (0)	Attachments (1)	
2					Products (0)	Attachments (0)	

Close

Illustrative Material



Script

I. About Petronect

II. Concepts and Important Information

III. Enrollment

IV. Opportunities

V. Proposal submission

VI. Enabling

VII. Collaboration Room

VIII. Contact us

IX. FAQ



VII. Collaboration Room

Collaboration Room: Concept

- It is the communication channel between Petrobras and the suppliers;
- It is used for questions and clarifications;
- Any supplier who signs up for a public opportunity will have access to the Collaboration Room;
- The supplier data privacy is respected;
- Suppliers can neither communicate with other participants nor know who else is participating in the opportunity.

Transparent

Traceability



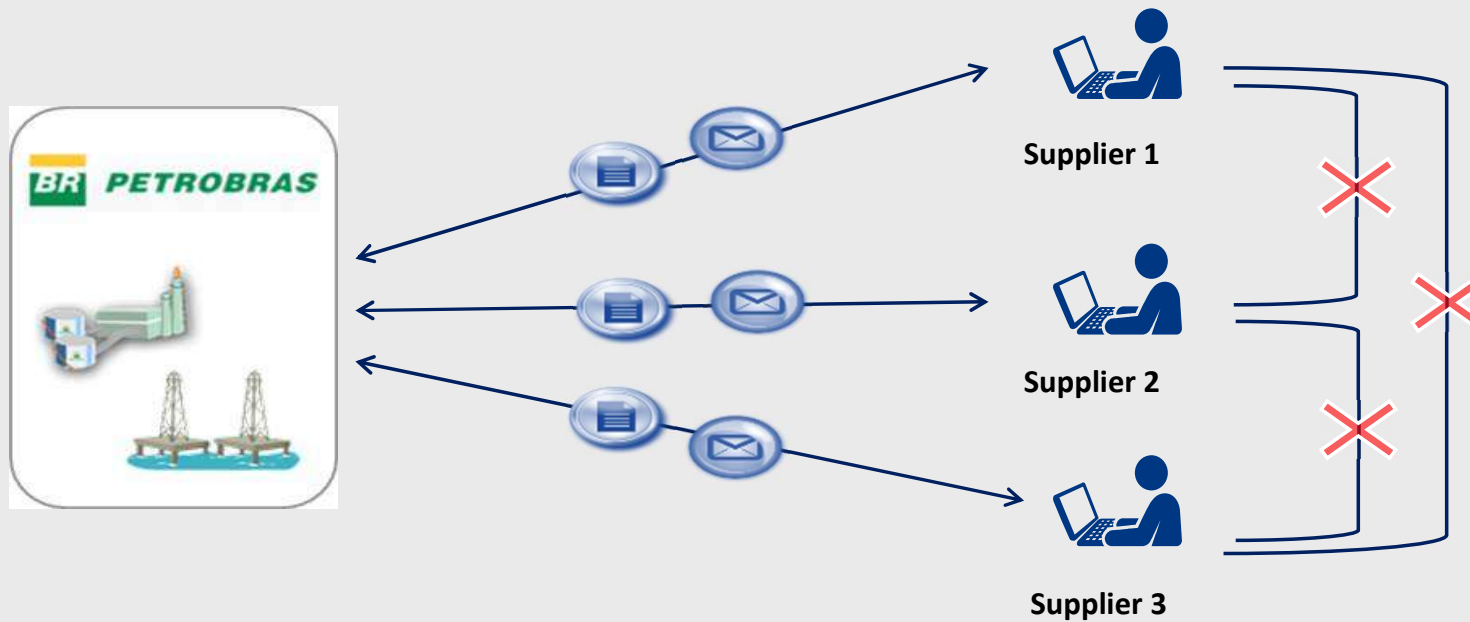
Historic

Information security



VII. Collaboration Room

Collaboration Room: Functionality



- Exchange messages are not possible;
- The supplier only sends a message to Petrobras, with no recipient distinction;
- Petrobras can send messages to all suppliers, with no distinction of the recipient.



VII. Collaboration Room

Collaboration Room: Functionallity

- 3. You can use the **Search Criteria** to filter messages in the Collaboration Room. This feature will make it easier to find information when an opportunity has many messages exchanged in your history;
- 4. The messages are grouped in Subjects and the last update date can be checked (date when it was last sent a message of that subject), as well as the creator of the subject and the number of attachments;
- 5. To open the messages, click on title **Subject**;

Collaboration Room | Oportunity Number: 7000163039 | Oportunity Title: testeFreitas - OS579.Sala de Colaboração

New SubjectDownload FilesCollaboration Room Report

Room Details

Search Criteria

Rooms StatusOpened

Created by:
Subject:

Last Update:
Unread:

Until:
Attachments:

SearchClear

Subject

Last Update	Subject	Created by	Attachments
13.04.2018 14:48:24	Teste 02	Another Attendant	0

Illustrative Material




VII. Collaboration Room

Collaboration Room: Functionality

In the message preview screen, you can check:

- 6. The **date and time** the message was sent;
- 7. The message **sender**;
- 8. The reading message indicator;
- 9. Whether there are attachments for the message.



To open the message, click on the icon 

Subject: Teste 02 | Oportunity Number: 7000163039 | Oportunity Title: testeFreitas - OS579.Sala de Colaboração

< Return

New Message

Message History

Date	Time	Sender	Message	Attachm...
17.04.2018	14:23:09	Vendor_1		0
17.04.2018	11:34:43	Buyer_1		0

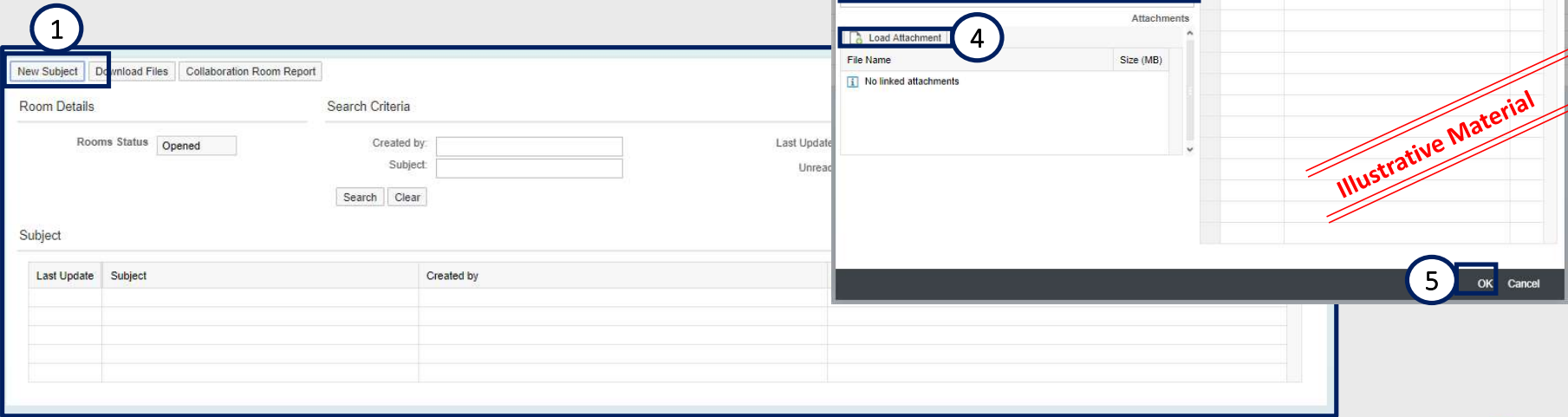
Illustrative Material



VII. Collaboration Room

Sending messages and attaching files – Starting a new subject

- 1. To send messages starting a new subject, simply click on the **New Subject** button in the main screen of the opportunity Collaboration Room;
- The following screen will display the fields to send the new message:
- 2. Fill in the name of the new subject;
- 3. Fill the text message wanted to send to the purchaser;
- 4. If necessary, upload attachments;
- 5. Click on the **OK** button to conclude and send the message



VII. Collaboration Room

Sending messages and attaching files

When choosing "**Questioning**", then you must select one of the options below:

Request for Clarification

New Subject

☐ Free subject
☐ Predefined Subject
☒ Questioning

* Subject

Request for Clarification

Attachments

Load Attachment

File Name	Size (MB)
No linked attachments	

Type	Members	* Recipient(s)
Internal	COMP_LEI_20 - Buyer	

OK Cancel

Illustrative Material

VII. Collaboration Room

Sending messages and attaching files

To send messages starting with an existing subject:

1. Use the Search Criteria to find the existing subjects and click on the title link of the Subject;
2. On the next screen, click on the **New Message** button;
3. Repeat the previous method steps by filling in the fields to send the message.

The screenshot illustrates the Petronect Collaboration Room interface. At the top, a header bar displays 'Collaboration Room | Opportunity Number: 7000163039 | Opportunity Title: testeFreitas - OS579.Sala de Colaboração'. Below this, there are three buttons: 'New Subject', 'Download Files', and 'Collaboration Room Report'. The main content area is divided into three sections: 'Room Details', 'Search Criteria', and 'Subject'. The 'Room Details' section shows 'Rooms Status' as 'Opened'. The 'Search Criteria' section shows a table with columns 'Date', 'Time', and 'Subject'. The 'Subject' section shows a table with columns 'Last Update' and 'Subject'. A blue box with the number '1' highlights the 'Teste 02' subject in the 'Subject' table. A blue box with the number '2' highlights the 'New Message' button in the 'Search Criteria' section. A blue box with the number '3' highlights the 'New Message' button in the 'Subject' section. The 'New Message' dialog box is open, showing a 'Message' field, an 'Attachments' section with a 'Load Attachment' button, and a 'Recipients' table with columns 'Type', 'Members', and 'Status'. The 'Recipients' table has one row with 'Internal' type and 'Buyer' member. The 'Send' and 'Cancel' buttons are at the bottom of the dialog.

Date	Time	Subject
17.04.2018	14:23:09	Ver...
17.04.2018	11:34:43	Bu...

Last Update	Subject
13.04.2018 14:48:24	Teste 02

Type	Members	Status
Internal	Buyer	

Illustrative Material

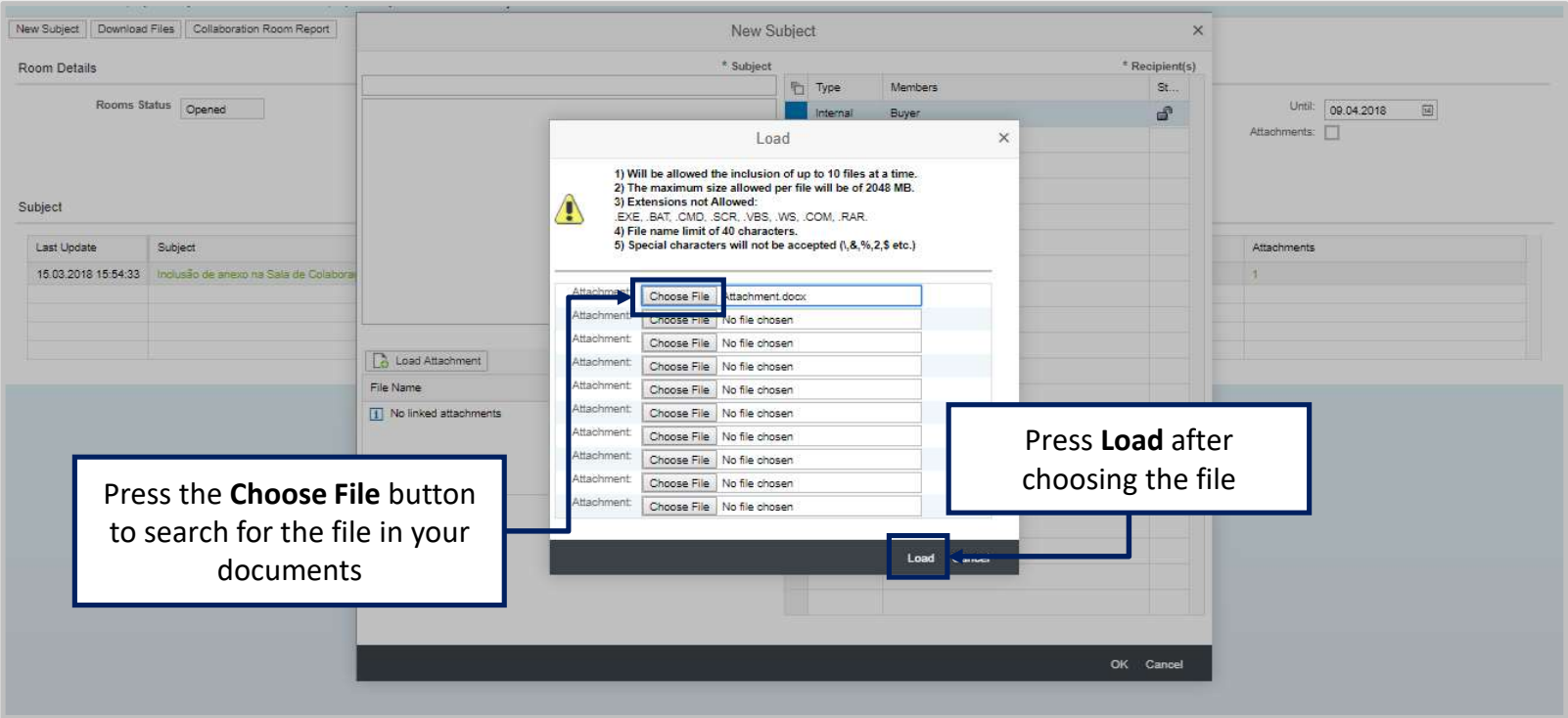


VII. Collaboration Room

Sending messages and attaching files

Attaching files

In the load screen, it informs the extension, limit of characters in the name, quantity, and maximum allowed size of each file.



Illustrative Material

VII. Collaboration Room

Sending messages and attaching files

Attaching files

Attachments can only be deleted before the message is sent. Messages and attachments cannot be deleted after they were sent.

The screenshot displays the 'Collaboration Room' interface with a 'New Subject' dialog box open. The dialog box has a 'Subject' field and a 'Members' table. The 'Members' table has columns for 'Type' and 'Members'. The 'Members' table is currently empty. The 'Attachments' section at the bottom of the dialog box shows a table with columns for 'File Name' and 'Size (MB)'. A file named '0.01' is listed. A blue button is next to the file name. A message at the top of the dialog box says 'One or more files have been successfully attached'. A 'Load Attachment' button is also visible. The background shows the 'Room Details' section with a 'Last Update' of '15.03.2018 15:54:33' and a 'Subject' of 'Inclusão de anexo na Sala de Colabor'. The interface includes a 'New Subject' button, a 'Download Files' button, and a 'Collaboration Room Report' button. The 'Attachments' section also includes a 'Load Attachment' button and a table with columns for 'File Name' and 'Size (MB)'. The 'Members' table has columns for 'Type' and 'Members'. The 'Members' table is currently empty. The 'Attachments' section at the bottom of the dialog box shows a table with columns for 'File Name' and 'Size (MB)'. A file named '0.01' is listed. A blue button is next to the file name. A message at the top of the dialog box says 'One or more files have been successfully attached'. A 'Load Attachment' button is also visible.

2. Type the message in this space

1. Check the upload success message

3. Select the **Buyer** by clicking on the blue button

4. Press OK

You can delete the attachment by clicking on

Illustrative Material



VII. Collaboration Room

Sending messages and attaching files

Confirmation Sent Message

The subject and message have been successfully created

Check the sucess message

The message sent can be checked here

Collaboration Room | Oportunity Number: 7000149073 | Oportunity Title: Pré Qualificação 5 GM MT

New SubjectDownload FilesCollaboration Room Report

Room Details

Rooms Status:Opened

Search Criteria

Created by:
Subject:

Last Update:10.03.2018

Unread:

Until:09.04.2018

Attachments:

SearchClear

Subject

Last Update	Subject	Attachments
30.03.2018 12:55:51	New Subject	1
15.03.2018 15:54:33	Inclusão de anexo na Sala de Colaboração	1

Illustrative Material



VII. Collaboration Room

Sending messages and attaching files – Existing subject

Collaboration Room | Oportunity Number: 7000163039 | Oportunity Title: testeFreitas - OS579.Sala de Colaboração

New SubjectDownload FilesCollaboration Room Report

Room Details

Search Criteria

Rooms StatusOpened

Created by:

Last Update:

Until:

Subject:

Unread:☐

Attachments:☐

SearchClear

Subject

Last Update	Subject	Created by	Attachments
13.04.2018 14:48:24	Teste 02	Another Attendant	0

If you want to reply to a message sent by the Buyer or send a message from an existing subject, click on the name of the subject you want.

Illustrative Material

VII. Collaboration Room

Attaching files – Existing Subject

Subject: Teste 02 | Oportunity Number: 7000163039 | Oportunity Title: testeFreitas - OS579.Sala de Colaboração

[← Return](#) [New Message](#)

Click on “New Message”

Message History

Date	Time	Sender	Message	Attachm...
17.04.2018	14:23:09	Vendor_1		0
17.04.2018	11:34:43	Buyer_1		0

Illustrative Material



VII. Collaboration Room

Attaching files – Existing Subject

The screenshot shows a 'New Message' window with a large text area for the message body, a table for recipients, an attachments section, and a 'Send' button. Four numbered instructions are overlaid on the interface:

1. Type the message in this space
2. Select the **Buyer** by clicking on the blue button
3. Insert attachments if necessary
4. Press **Send**

The interface includes a 'Return' button, a 'New Message' tab, a 'Message' field, a 'Recipients' table with columns for 'Type', 'Members', and 'Status', an 'Attachments' section with a 'Load Attachment' button, and a 'Send' button.

Illustrative Material

Note: You can send messages without an attachment, but the system does not allow you to send attachments without a message.



VII. Collaboration Room

Send message and attachments – Existing Subject

Subject: Teste 02 | Oportunity Number: 7000163039 | Oportunity Title: testeFreitas - OS579.Sala de Colaboração

[Return](#) [New Message](#)

Message History

Date	Time	Sender	Message	Attachm...
17.04.2018	14:23:09	Vendor_1		0
17.04.2018	11:34:43	Buyer_1		0

The Sent Message will appear within the Subject in the "Message History".

Illustrative Material

Script

I. About Petronect

II. Concepts and Important Information

III. Enrollment

IV. Opportunities

V. Proposal submission

VI. Enabling

VII. Collaboration Room

VIII. Contact us

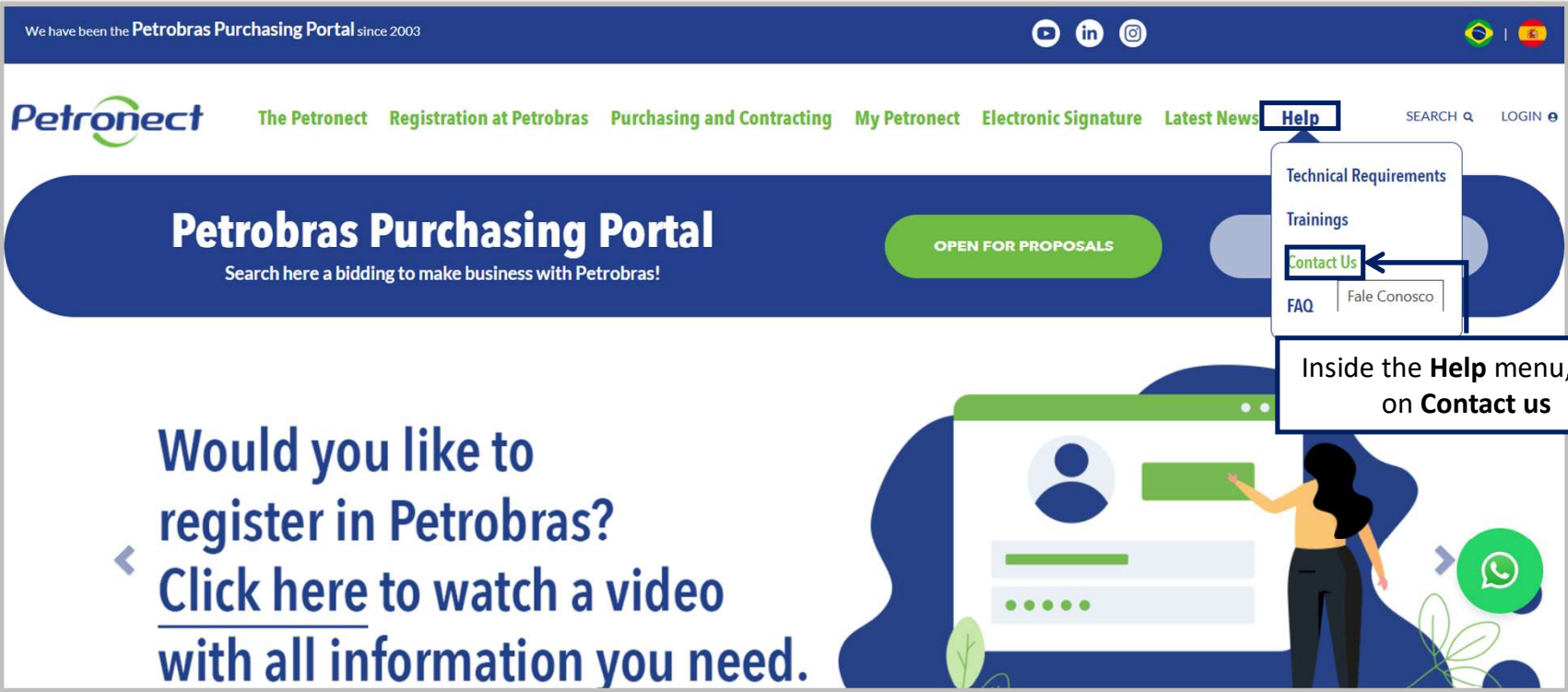
IX. FAQ



VIII. Contact us

Contact us

Petronect has several channels of service answering where questions related to the functionality of the Petronect Portal can be answered.



Inside the **Help** menu, click on **Contact us**


Illustrative Material

VIII. Contact us

Contact us

Choose one of the Attendance options and follow the guidelines provided in the Portal.

CONTACT US



SUPPLIER

CALL CENTER



WEB SUPPORT

PETROBRAS GROUP

CALL CENTER

WEB SUPPORT

Since 2003, the Petrobras Group has saved, the emission of 2.100,96 tons of CO2 by using Petronect.



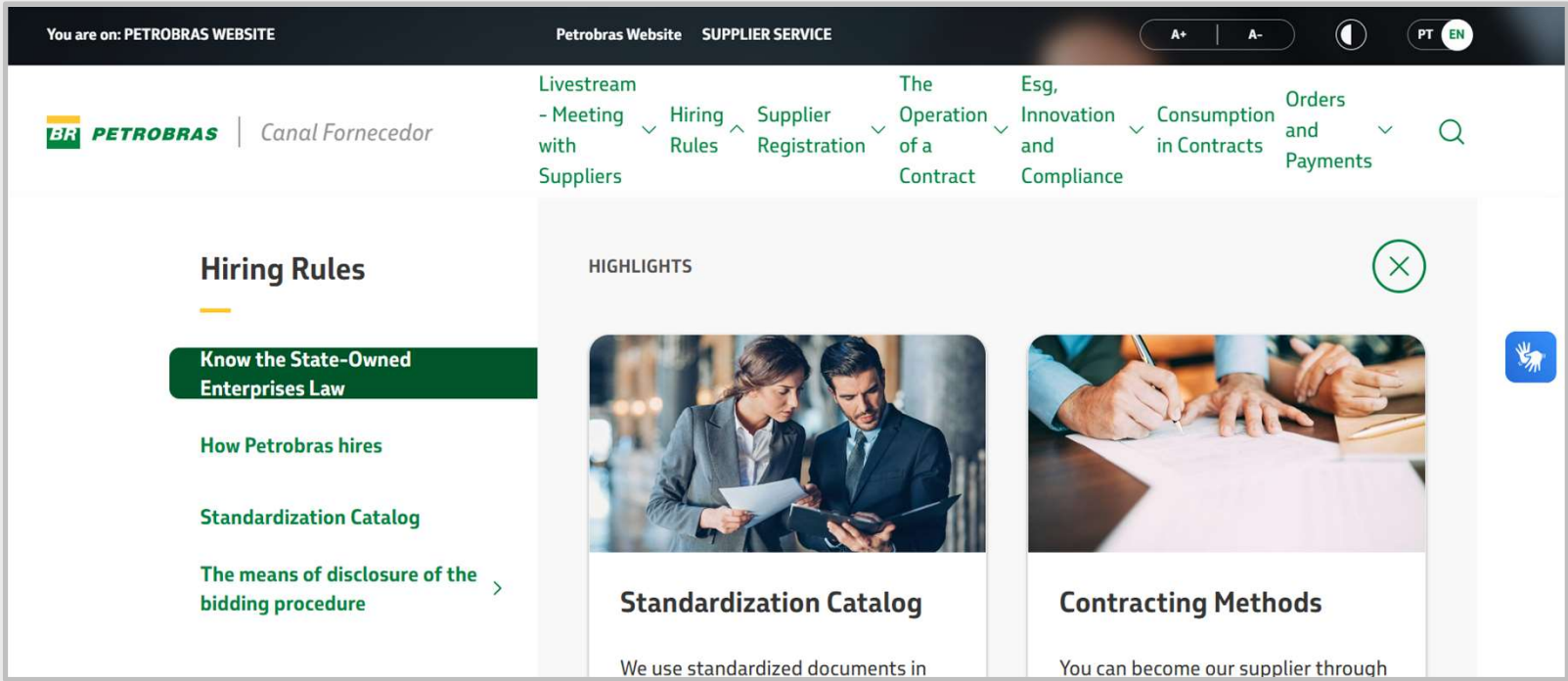
Illustrative Material



VIII. Contact us

New Rules on Petrobras Website

For more information on Petrobras New Contracting Rules, see the page:
<https://canalfornecedor.petrobras.com.br/en/regras-de-contratacao/conheca-lei-das-estatais>.



Script

I. About Petronect

II. Concepts and Important Information

III. Enrollment

IV. Opportunities

V. Proposal submission

VI. Enabling

VII. Collaboration Room

VIII. Contact us

IX. FAQ



IX. FAQ

How can I participate in a Public Bidding?

Answer: After the changes from Law 13.303/16, public biddings in addition to being published in the Official Register (DOU), will also be available in the public and internal area of the Petronect Portal, for all interested parties. No invitations will be sent to the companies in opportunities created under the new regulation.

I would like to sign up for one of the public opportunities that I located at Portal Petronect, but I do not yet have my access. What is the e-CNPJ required in my Identification and where should I get it?

Answer: E-CNPJ is an electronic document that guarantees the authenticity and the communication in the media and the Receita Federal do Brasil (RFB) in a form of a digital certificate, functioning exactly like a digital version of the CNPJ. With this digital document it is possible to carry out queries and update the registers on the Internet. To get your e-CNPJ, contact a certifying authority and get more guidance.

For foreign companies, it is just necessary to type the tax code of the company.



IX. FAQ

Will there be a change in the proposal submission process in public opportunities?

Answer: Yes. Since no more invitations will be sent to public opportunities, the supplier must be registered in the opportunity to send proposals. To sign up you will need to locate the desired opportunity, access the opportunity and click the Create Proposal button.

How will I know what opportunities I am already enrolled in?

Answer: After logging in to the Portal, the supplier can view all the opportunities in which it has been registered (historical) through the menu "Electronic Quotes"> "Opportunity Board"> "My Participations" option.

How will be the supplier's qualification process in public opportunities?

Answer: After being declared the best ranked in a public opportunity, the supplier will be evaluated in the technical, economic-financial and legal requirements. Only after the classification of the best placed, will be required presentation of the documents to enable it.



FAQ – Frequently Asked Questions:

How can I do to pay an expired slip?

The payment may be done through Banco do Brasil bank up to 30 days after the slip due date, followed by fine and interests, according to the attachments available at the opportunity.

After the 30 days deadline, it won't be possible to get a new slip payment or reissue a new one through Banco do Brasil bank. For this, the suppliers must call to Petrobras Finances Sector by using the **0800 728 9001**.

Who can access the bank slip for payment of the transaction fee?

All the company users who have the "quote" role are going to access the slip download through the system, as long as the document has not the payment date expired.

Sou fornecedor internacional, como faço para emitir uma segunda via da invoice?

Deverá ser verificado com a Comissão/Grupo responsável pela contratação, via Sala de Colaboração da oportunidade na Petronect ou com a equipe de Finanças da Petrobras pelo SAC 0800 728 9001.





WHEN WE CREATE A GOOD BRAND,
WE OPEN A PORTAL TO THE FUTURE.

