Petronect

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 Responsabilities – Purchasing and Contracting

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

PETROBRAS

- Elaborate the public announcement of biding 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

Petronect

- 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

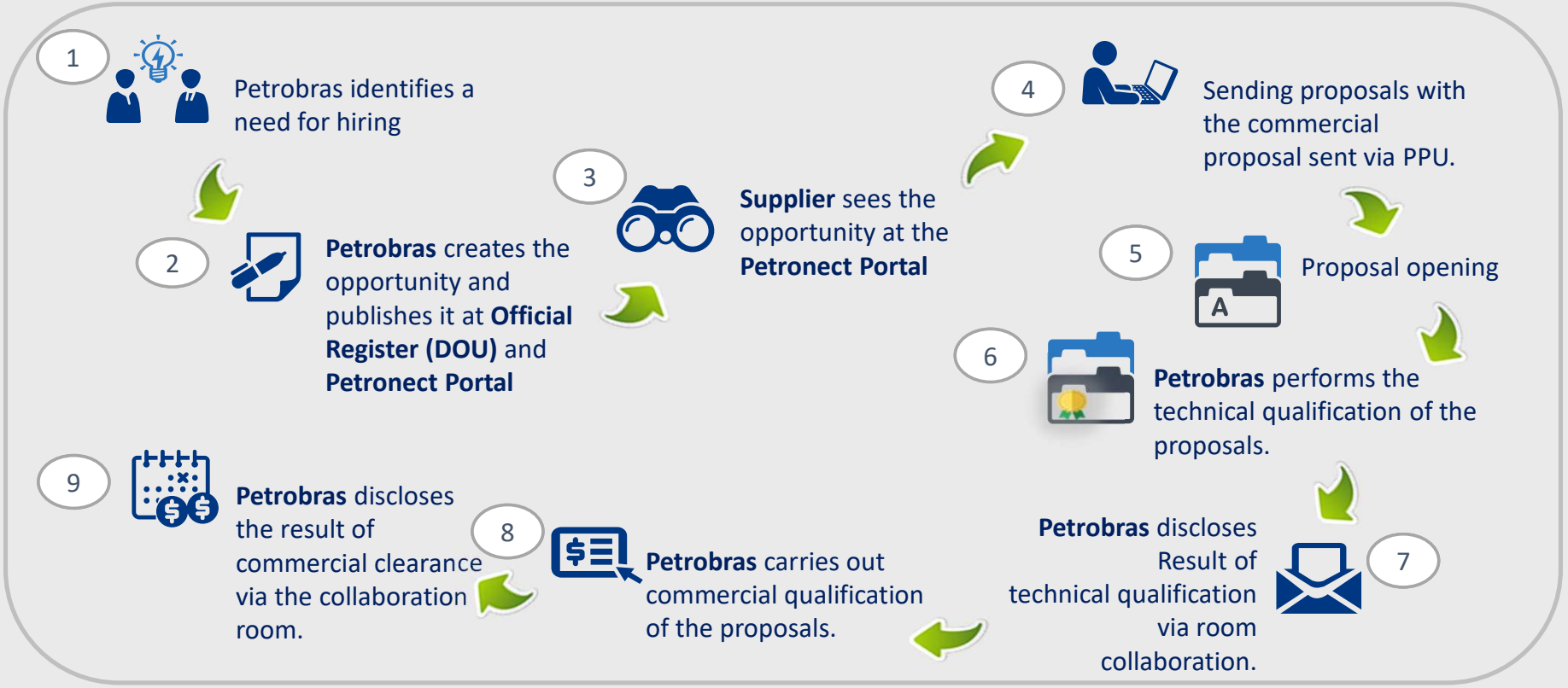
II. Concepts and Important Information

Main news about Law 13.303/16 and RLCP

Public Bidding	Best Ranked Enabling	Certificate of Registration Query (CRC) emission
Check and follow up of public opportunities data at the public area of the **Petronect Portal**	Registered Information of **Suppliers Registry** reused for the Enabling Process.	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**. This earlier **CRC** certification aims to optimize the enabling process.

II. Concepts and Relevant Information

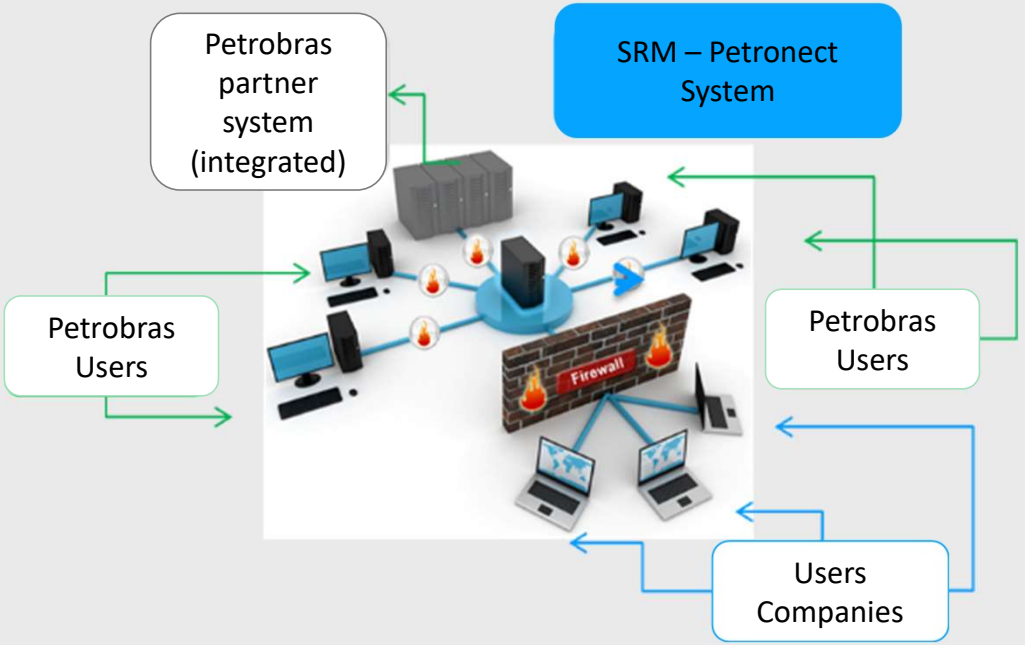
Overview – Purchasing and Contracting



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.

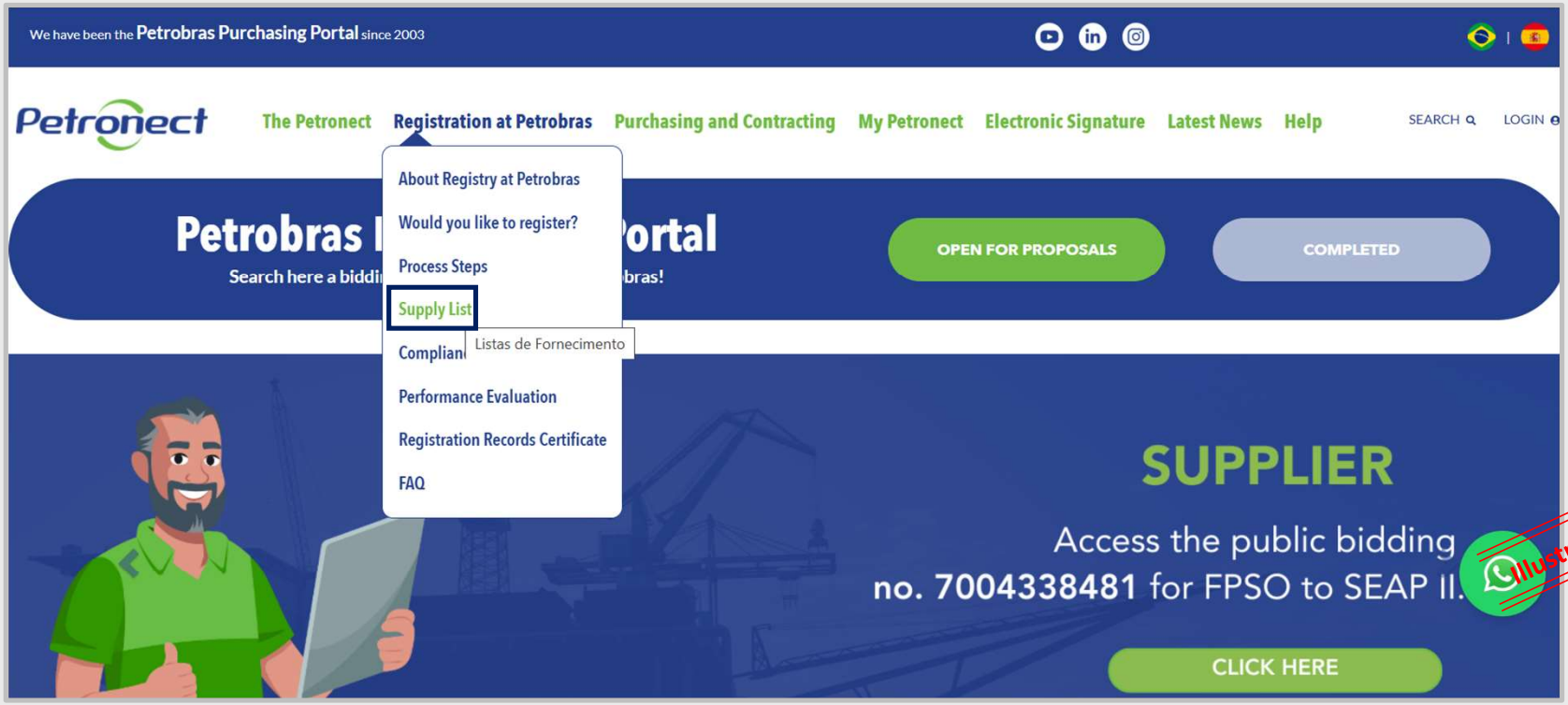
Furthermore, companies registered as ‘family suppliers’ in our Portal can receive notifications about the availability of published new bidding terms.

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

III. Enrollment

Supply List

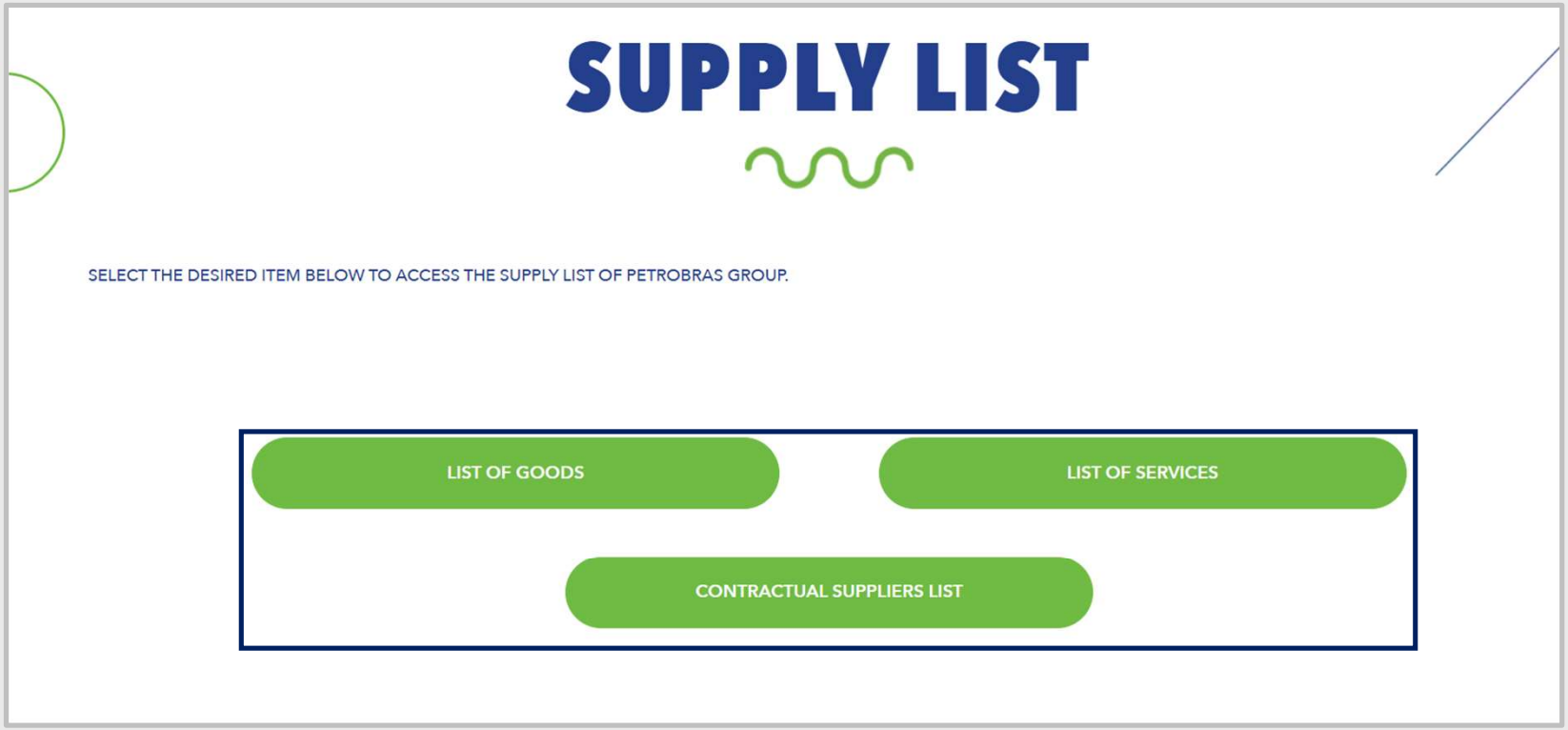
- The supply list and the evaluation requirements are available at **“Registry at Petrobras” > “Supply List”**



III. Enrollment

Supply List

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



Illustrative Material

Petronect

III. Enrollment

Supply List

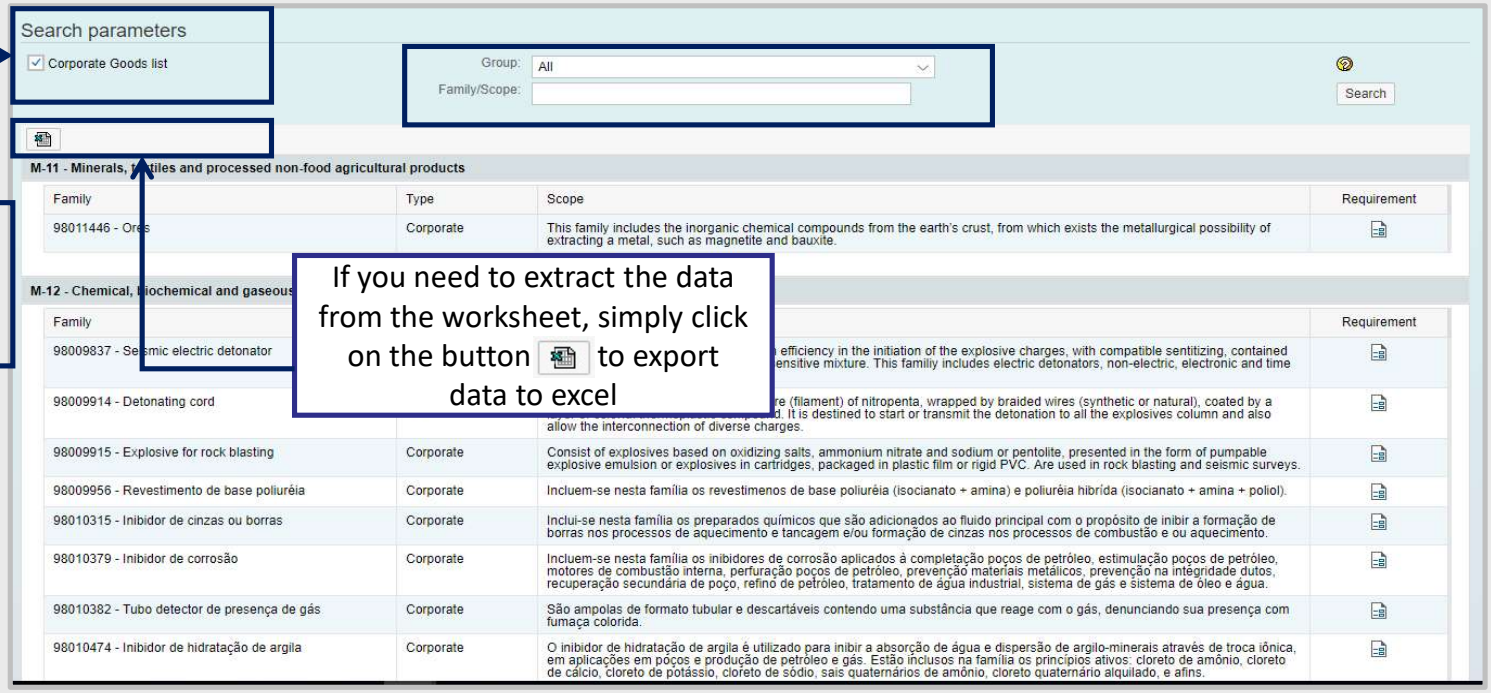
- Insert the security code generated by the system to continue the process and then click on “**Verify Code**”

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.



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

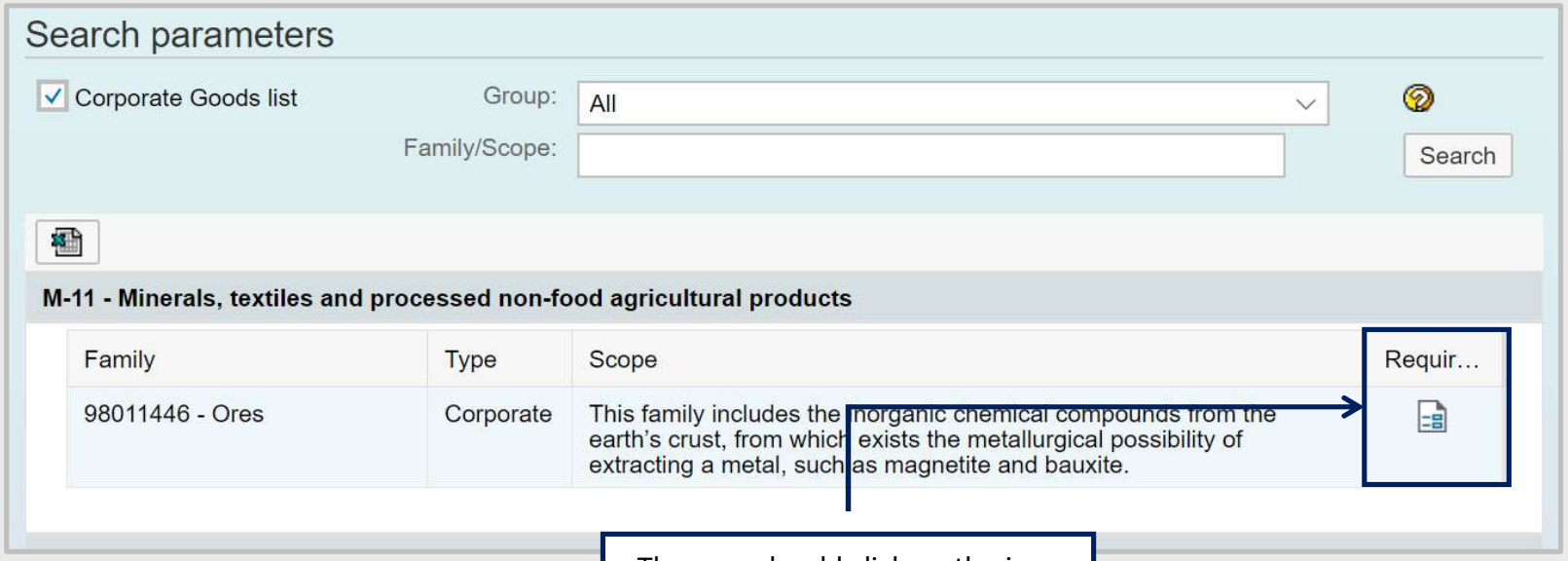
If you need to extract the data from the worksheet, simply click on the button to export data to excel

Illustrative Material

III. Enrollment

Supply List

- Click on the icon available on "**Requirement**" to have more information about the family requirement.



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

Illustrative Material

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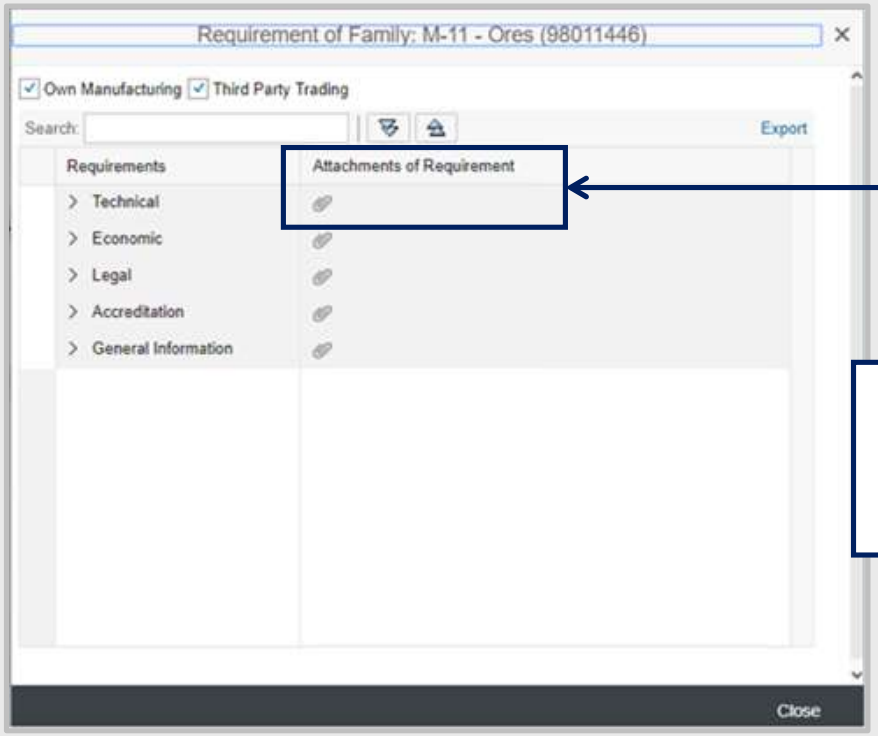
III. Enrollment

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.

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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.

- **Technial 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;

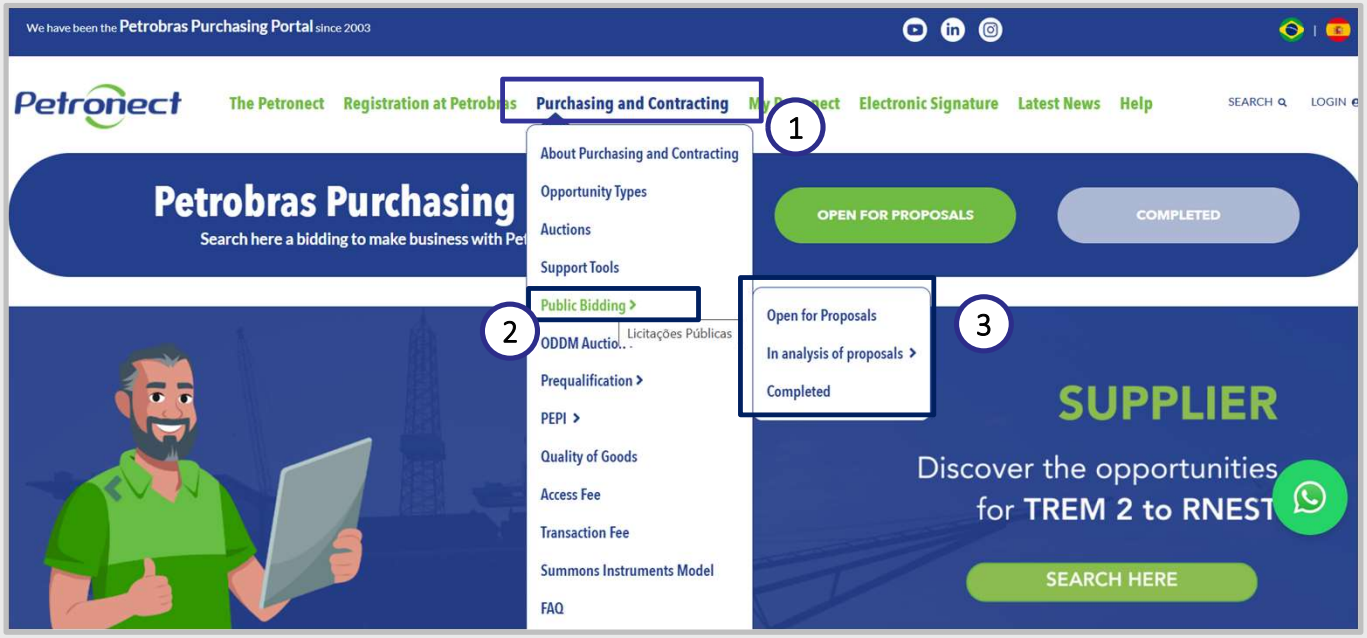
In the internal area (with login access) of Petronect Portal:

- 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.**

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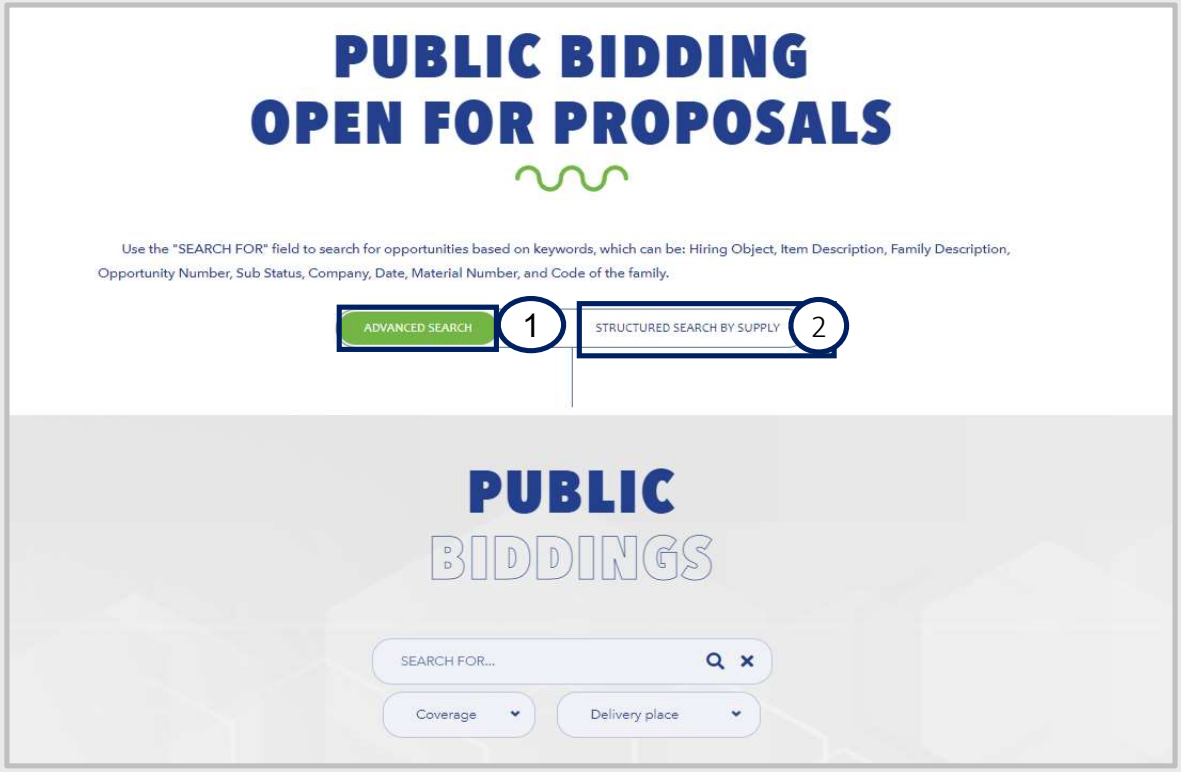
Public area display

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



Illustrative Material

. Opportunities

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

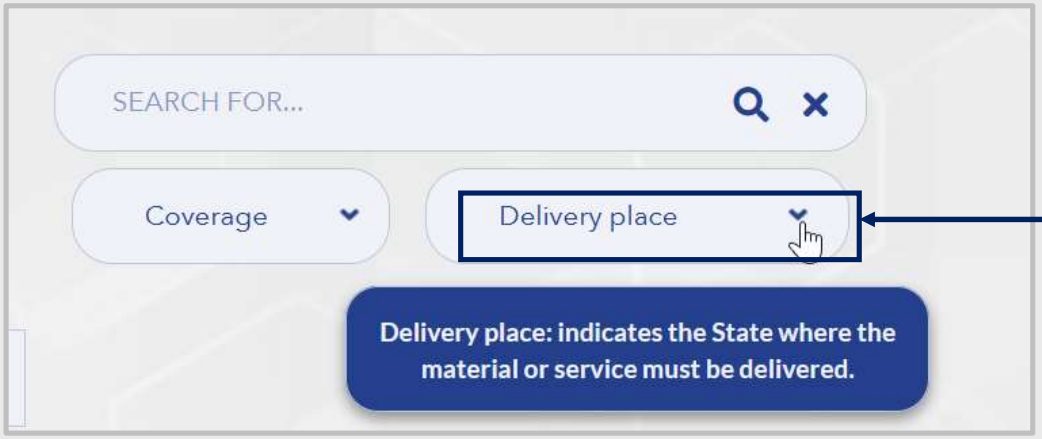
V. Opportunities

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

Petronect

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

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	I'm interested
7003189877	TESTE	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S. A.	NATIONAL	15/05/2022	15/06/2022	I'm interested

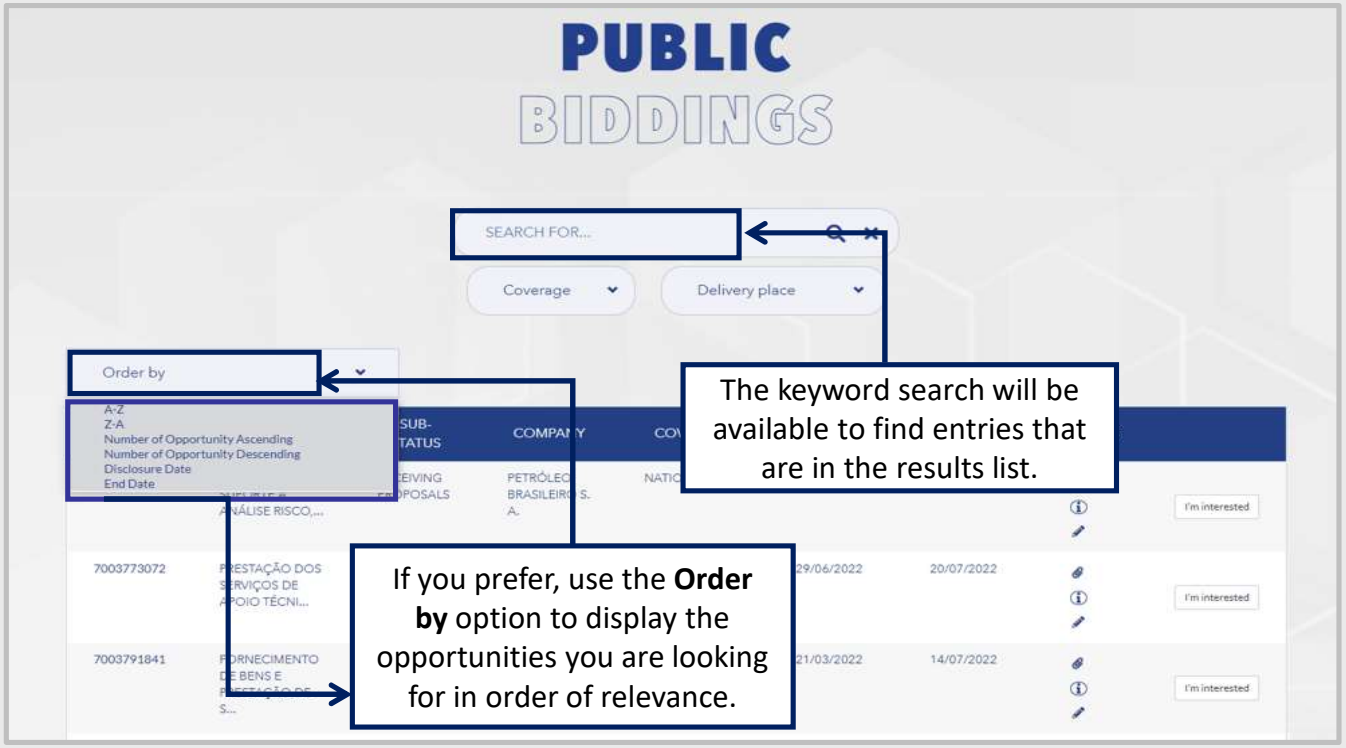
This field is available for the following screens:

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

Illustrative Material

Public area display

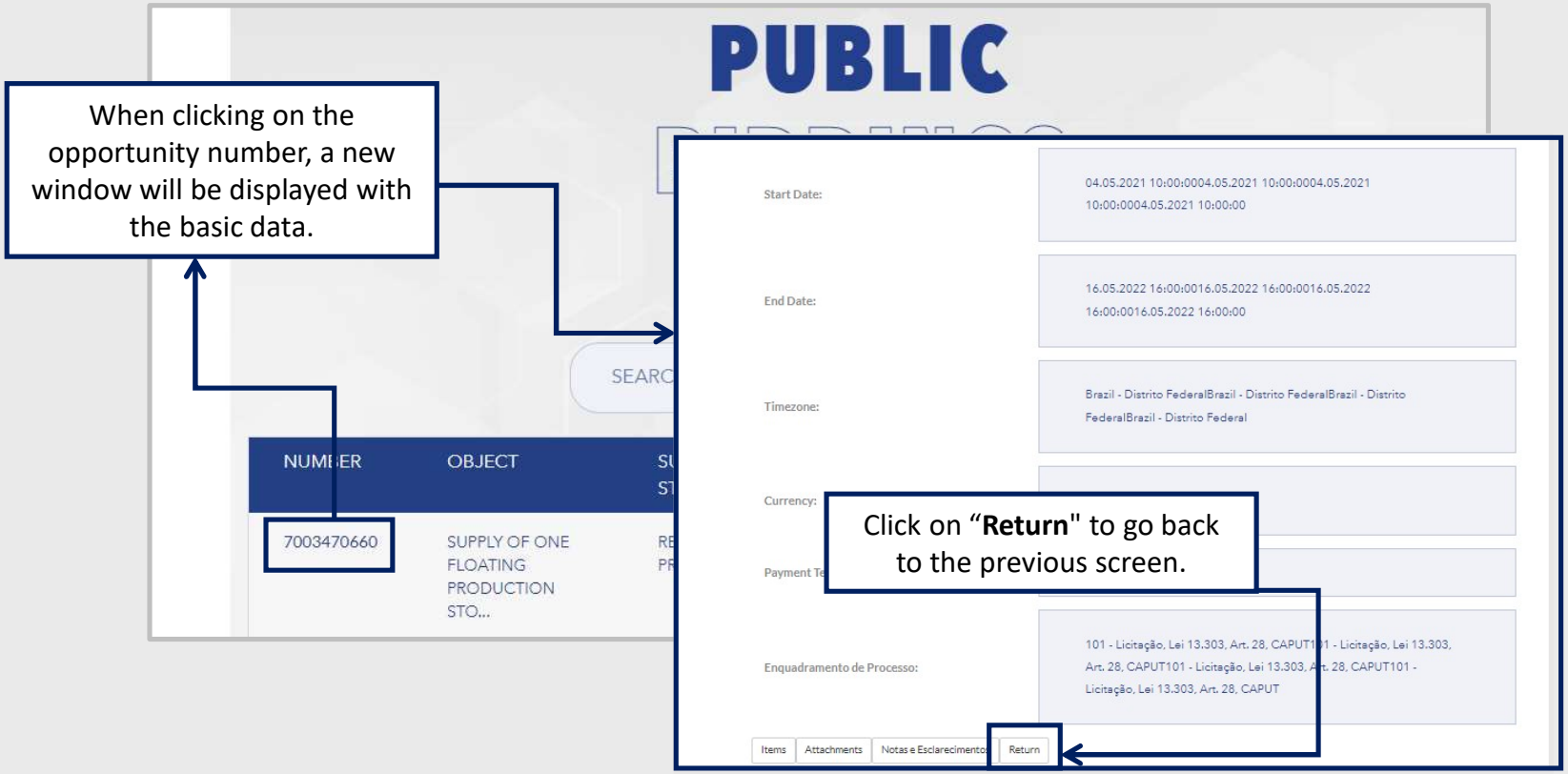
When applying one of the search filters, the result will be displayed in the **Published Bidding List**.



Illustrative Material

Public area display

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



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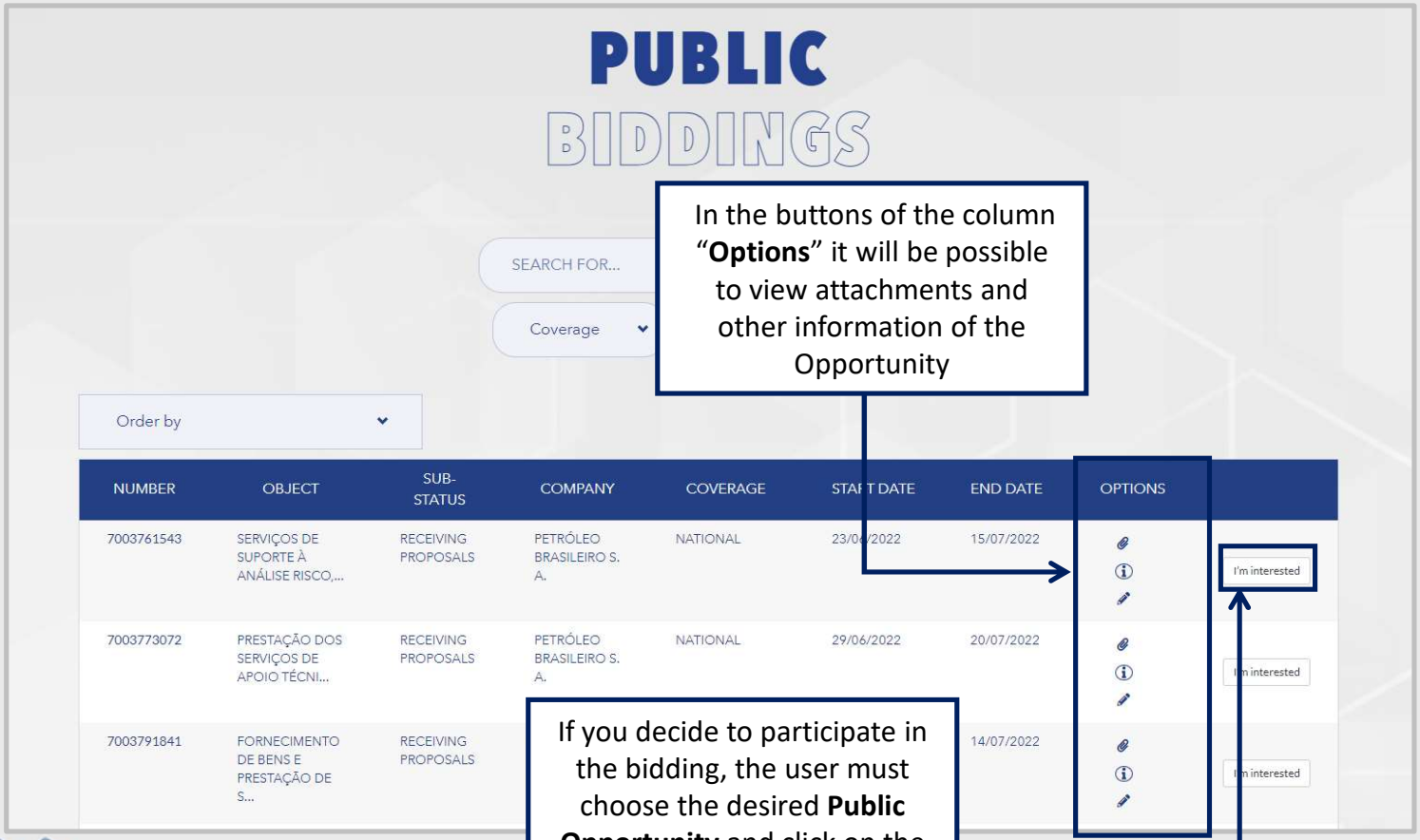
Public area display



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

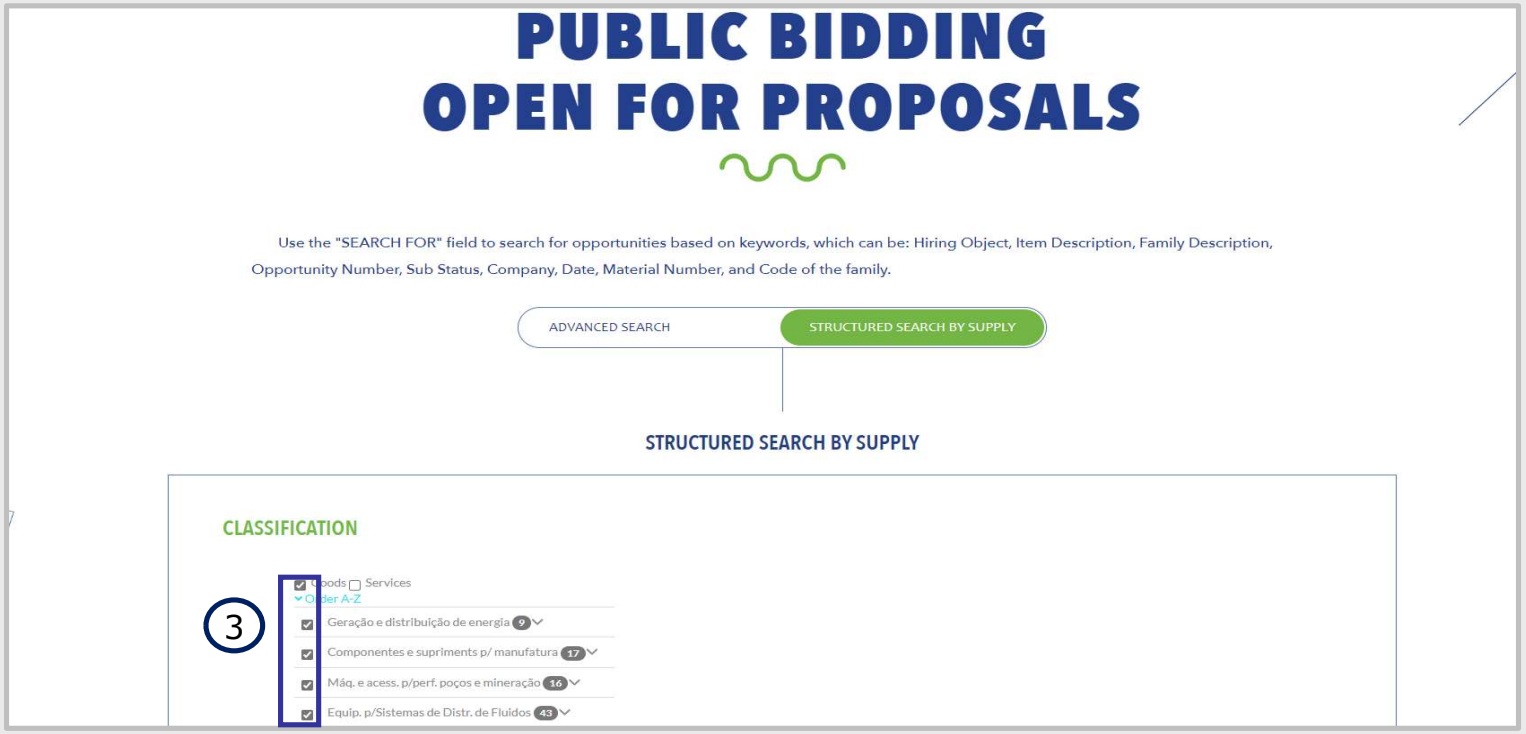
When selecting the "**Structured Search by Supply**" option (1) the "**Goods**" and "**Services**" options (2) by default will be displayed already checked. If you want to filter by one of the options only, deselect one of the checkboxes.

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**.

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.



Illustrative Material

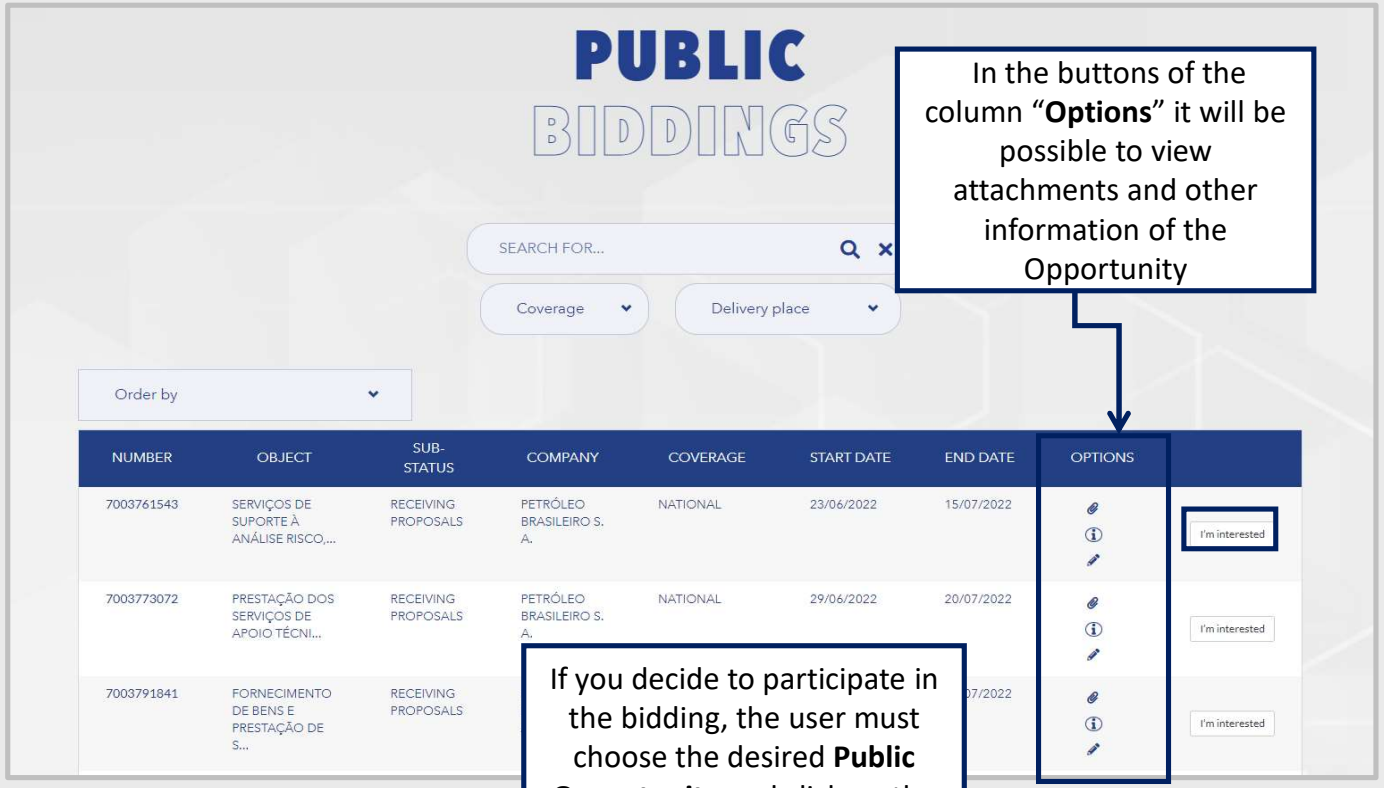
Public area display

When using the **grouping of more than one classification (4)** the sum of the values presented for the set may be different from **the total opportunities obtained in the search result (5)**. This is because the opportunity may refer to the various classifications of families indicated in the process.

Illustrative Material

Public area display

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



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

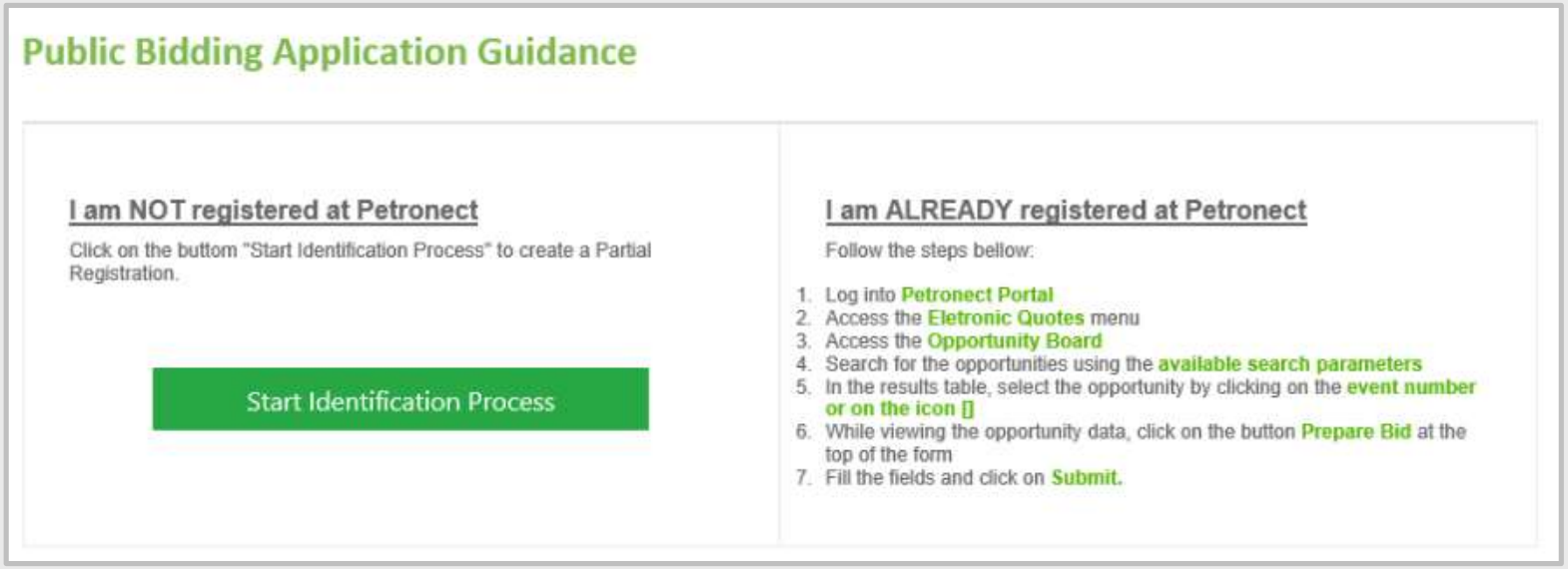
If you decide to participate in the bidding, the user must choose the desired **Public Opportunity** and click on the "**I'm interested**" button.

Illustrative Material

Public area display

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



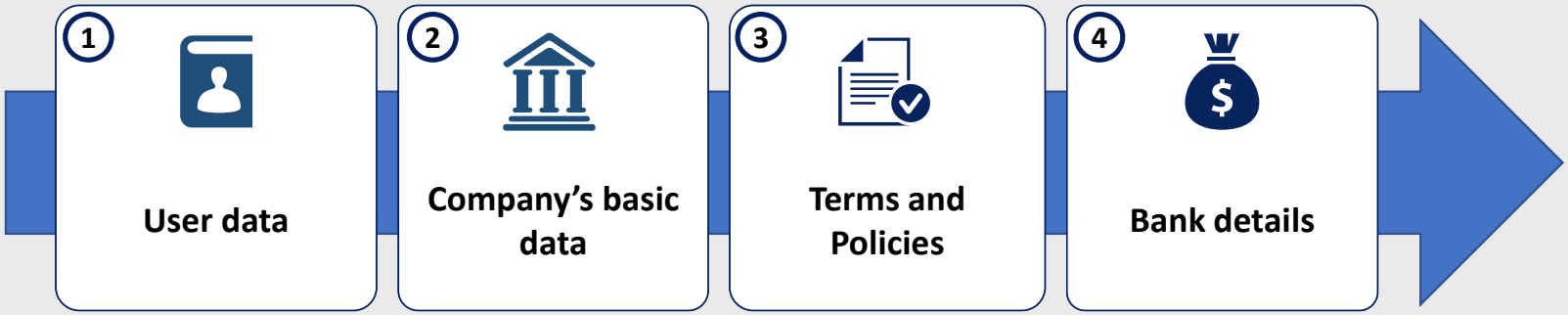
Illustrative Material

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:

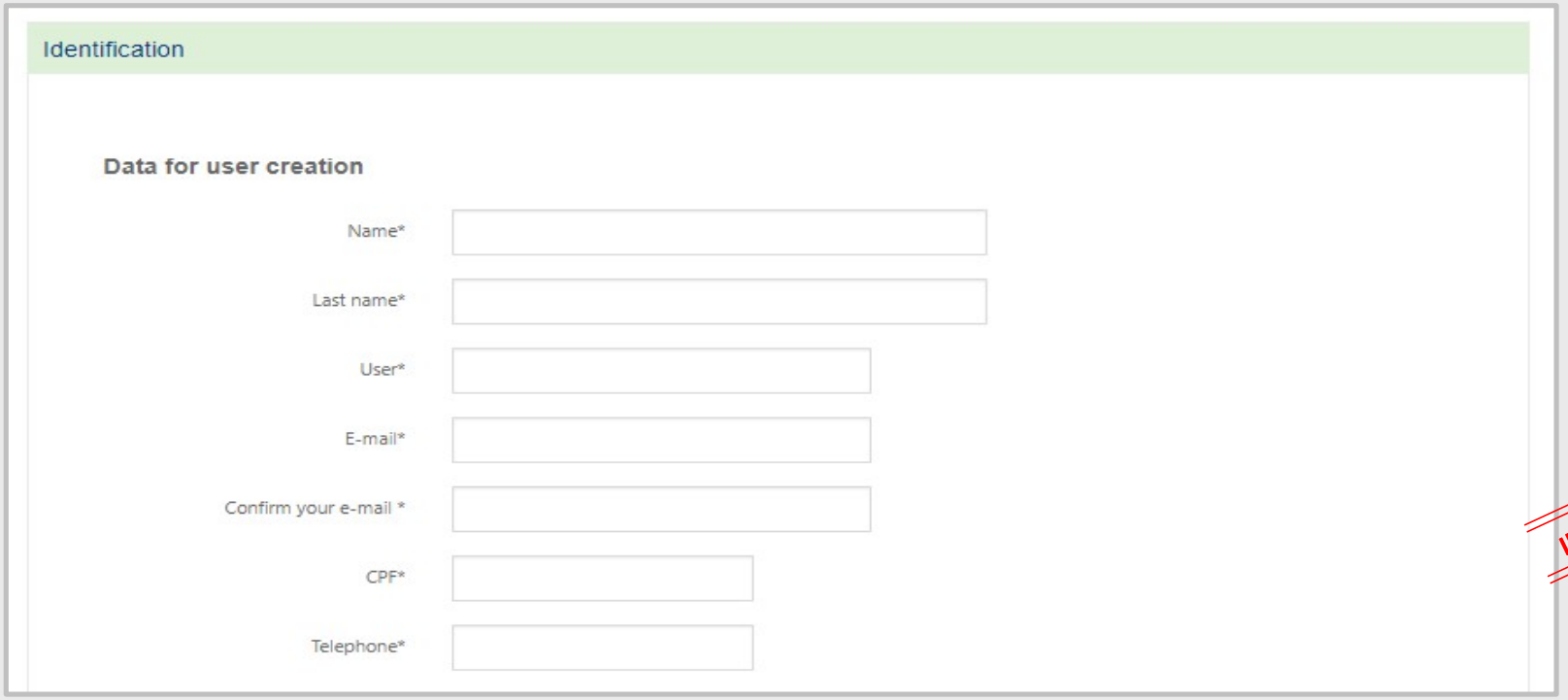


IV. Opportunities

Public area display

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

1 User data



Illustrative Material

IV. Opportunities

Public area display

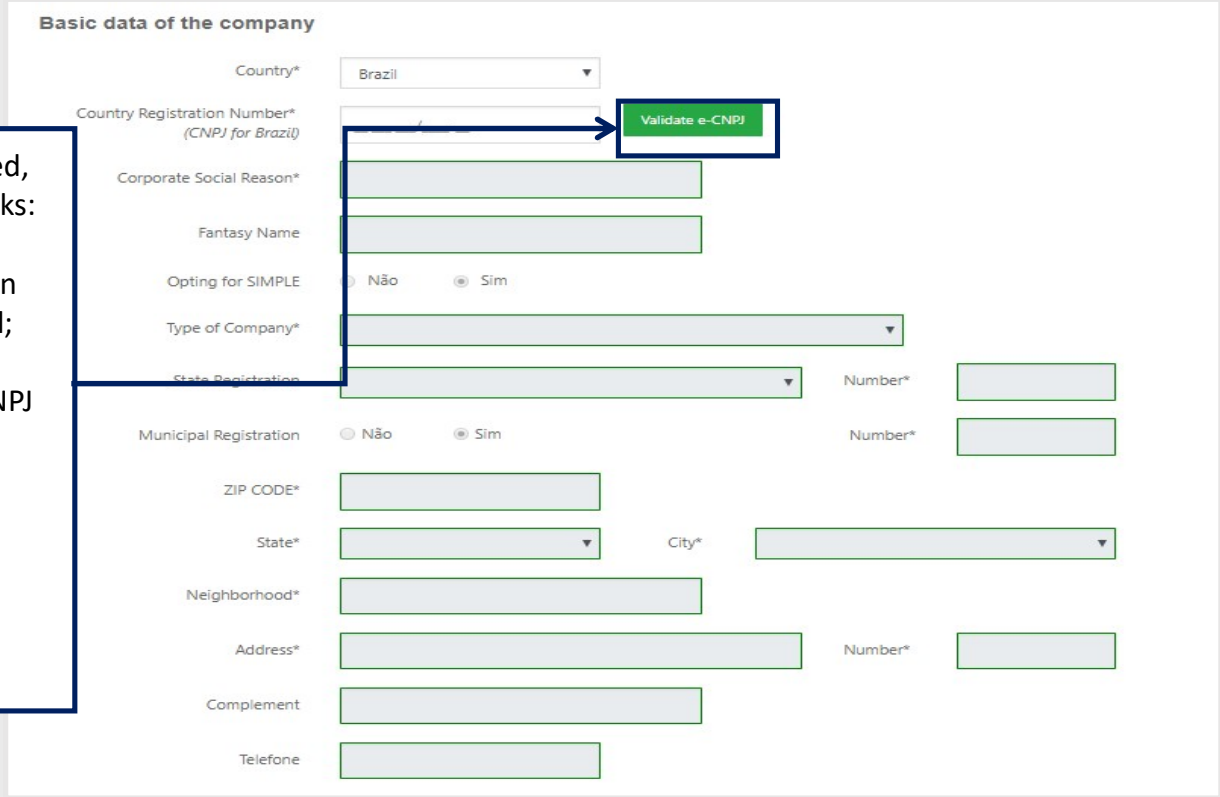
In order to proceed with the Identification, validation of the authenticity of the e-CNPJ will be necessary.

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.



Illustrative Material

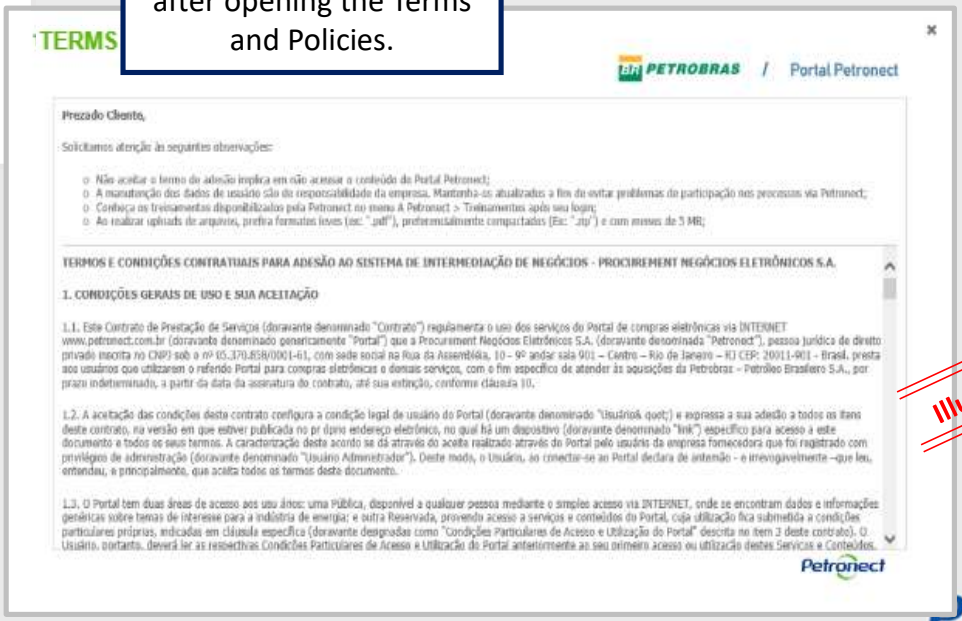
IV. Opportunities

Public area display

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

3 Terms and Policies

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



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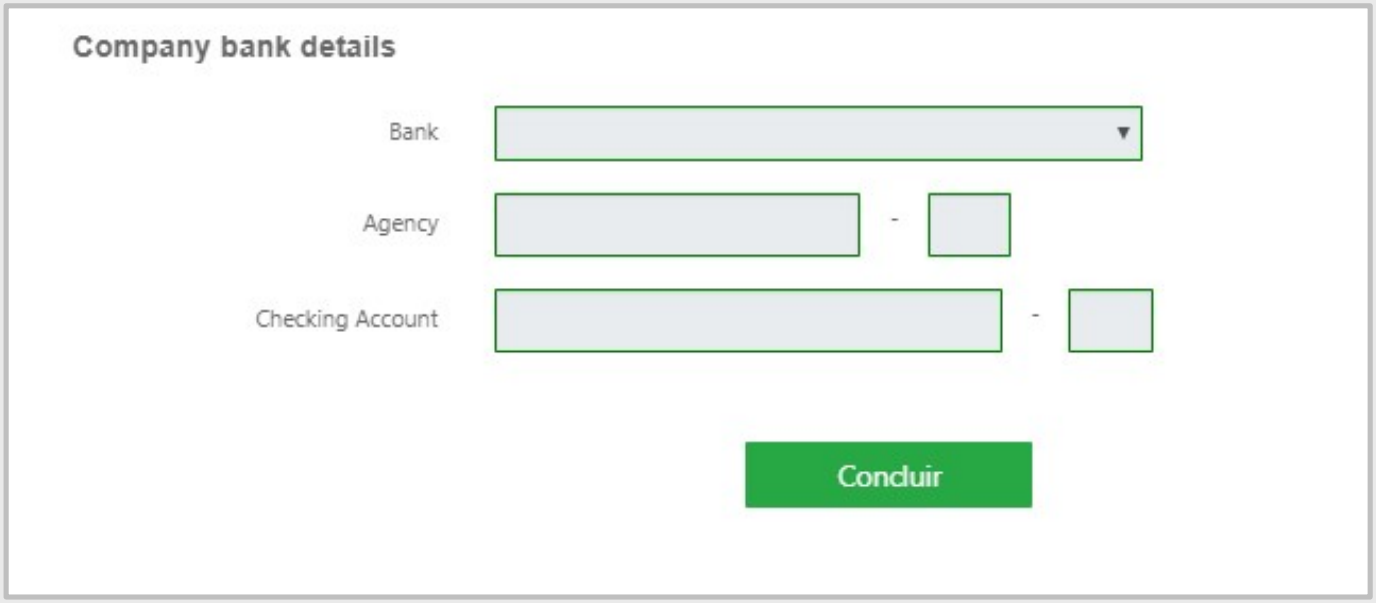
IV. Opportunities

Public area display

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

4 **Bank details**



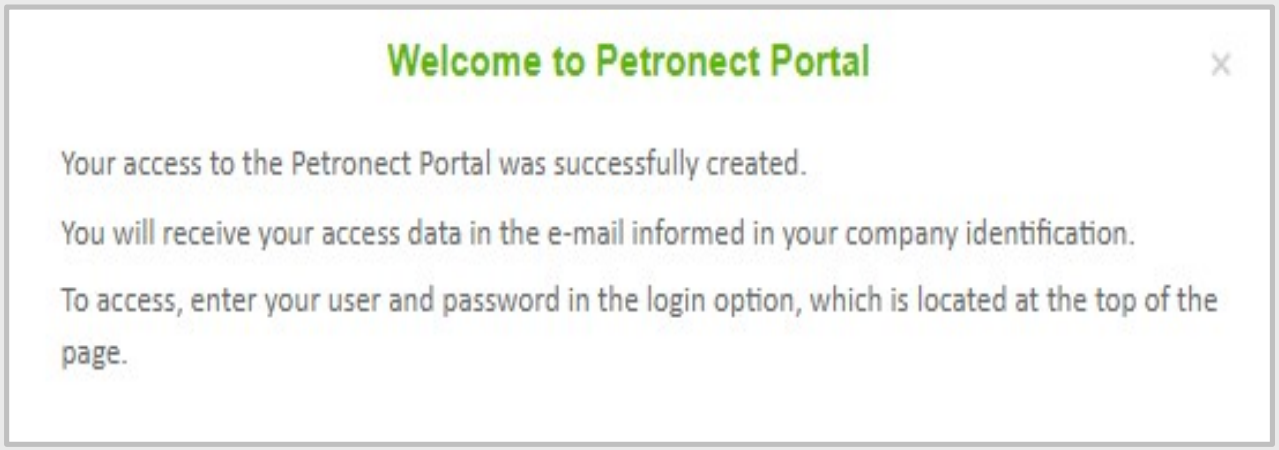
Illustrative Material

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.

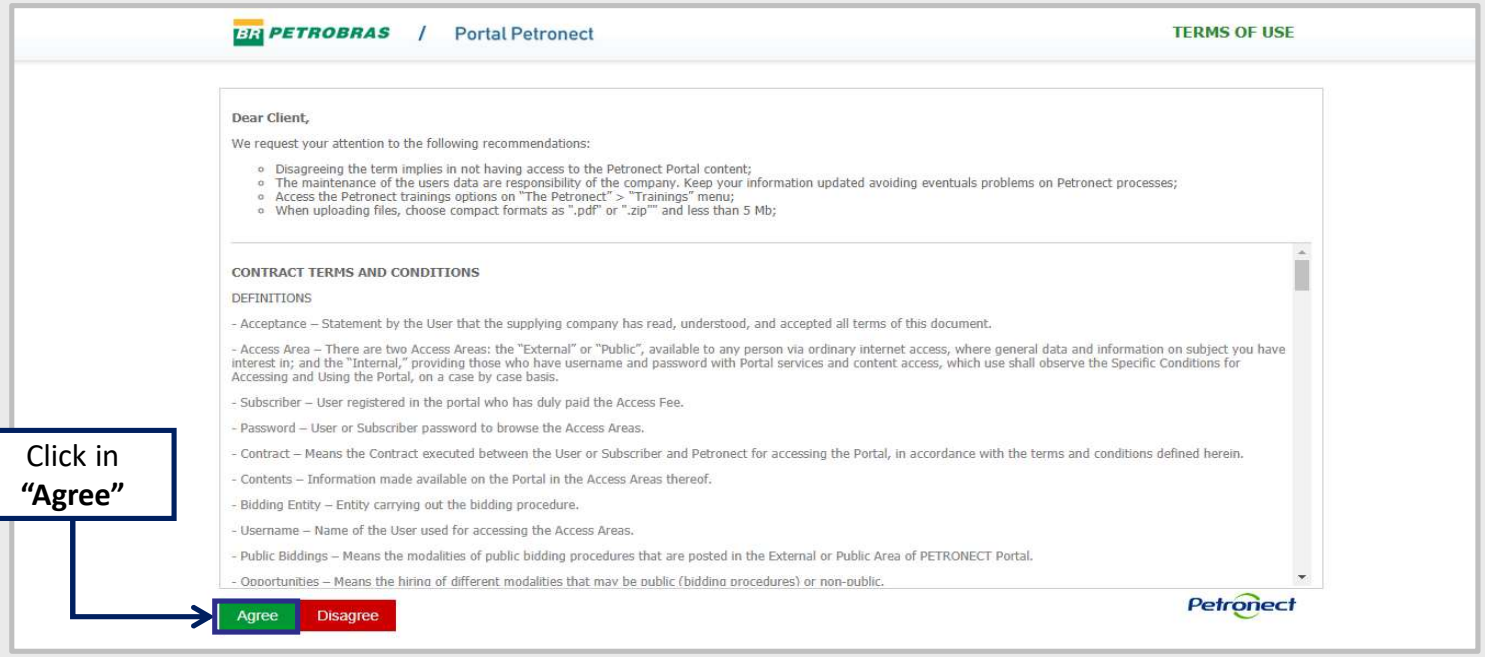


Illustrative Material

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;



Click in **"Agree"**

Illustrative Material

. Opportunities

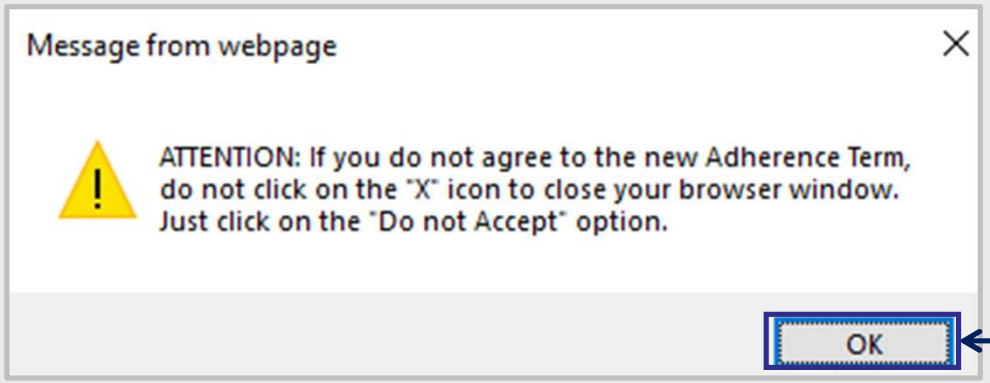
Internal area display

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:



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

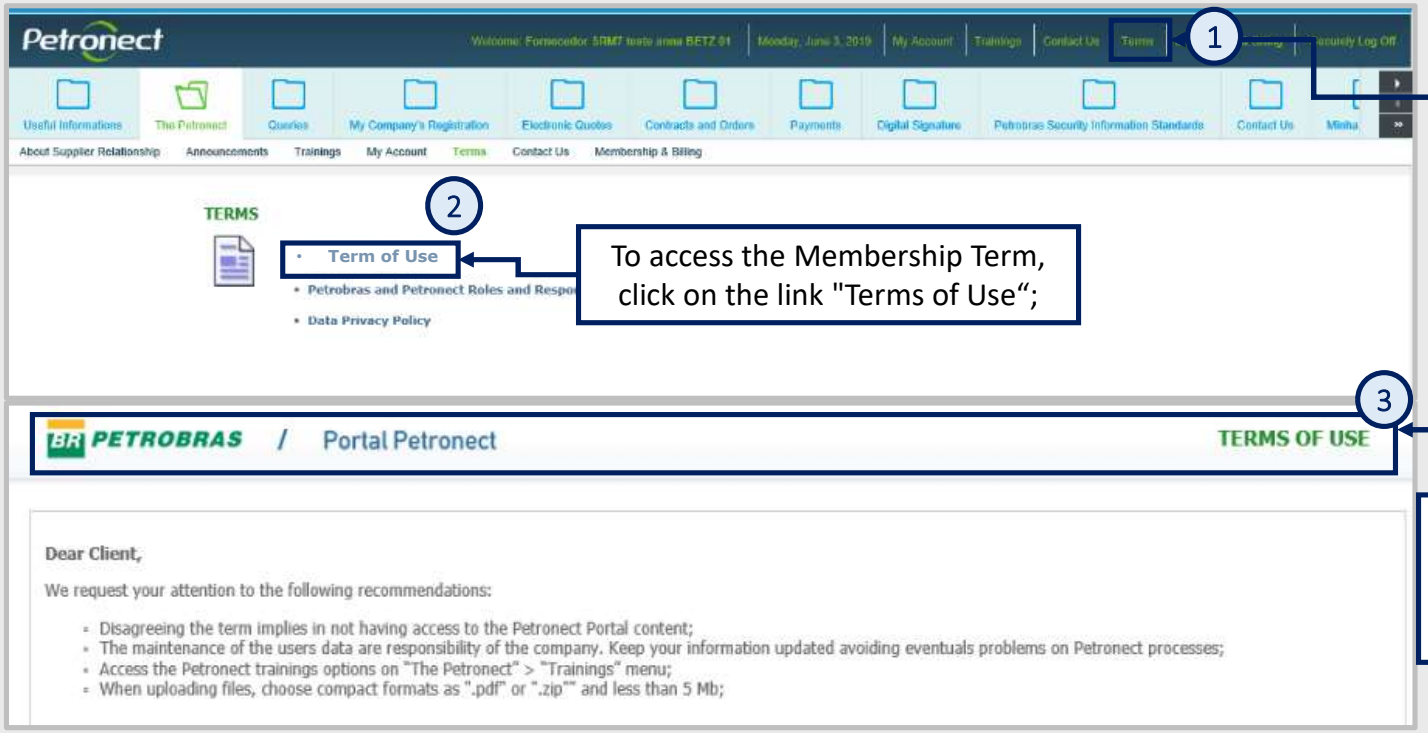
Illustrative Material

Internal area display

Illustrative Material

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.



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

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

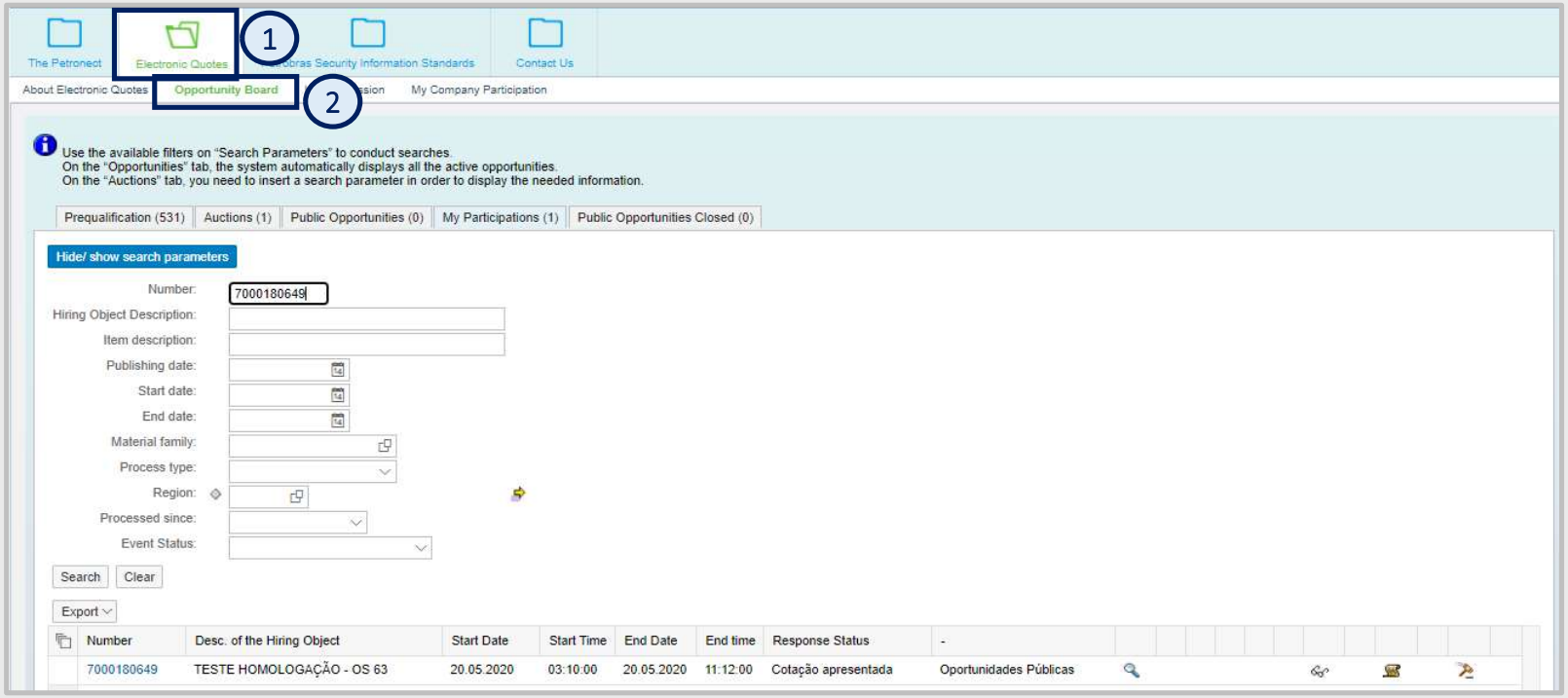
The system will make available in a new tab the Term of Use document.

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;



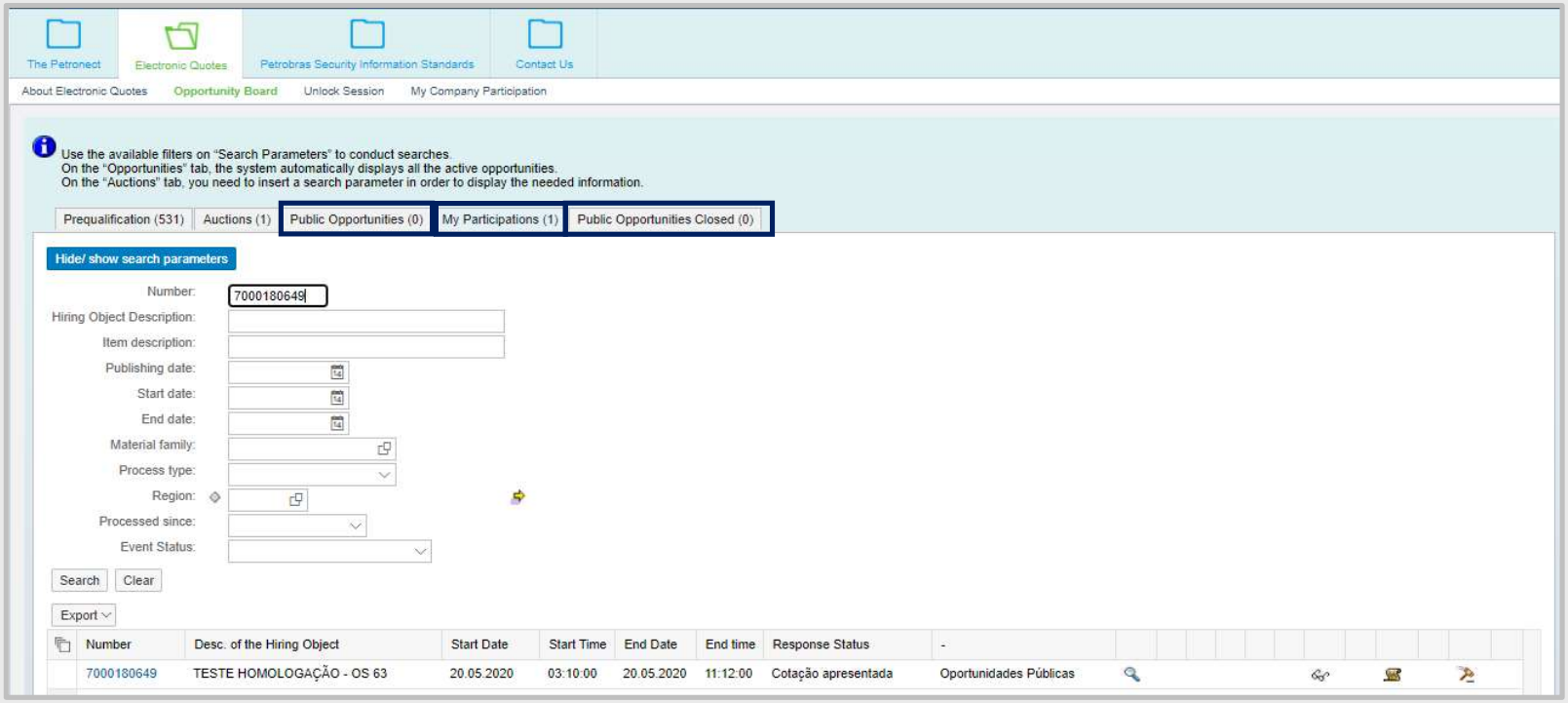
Illustrative Material

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.

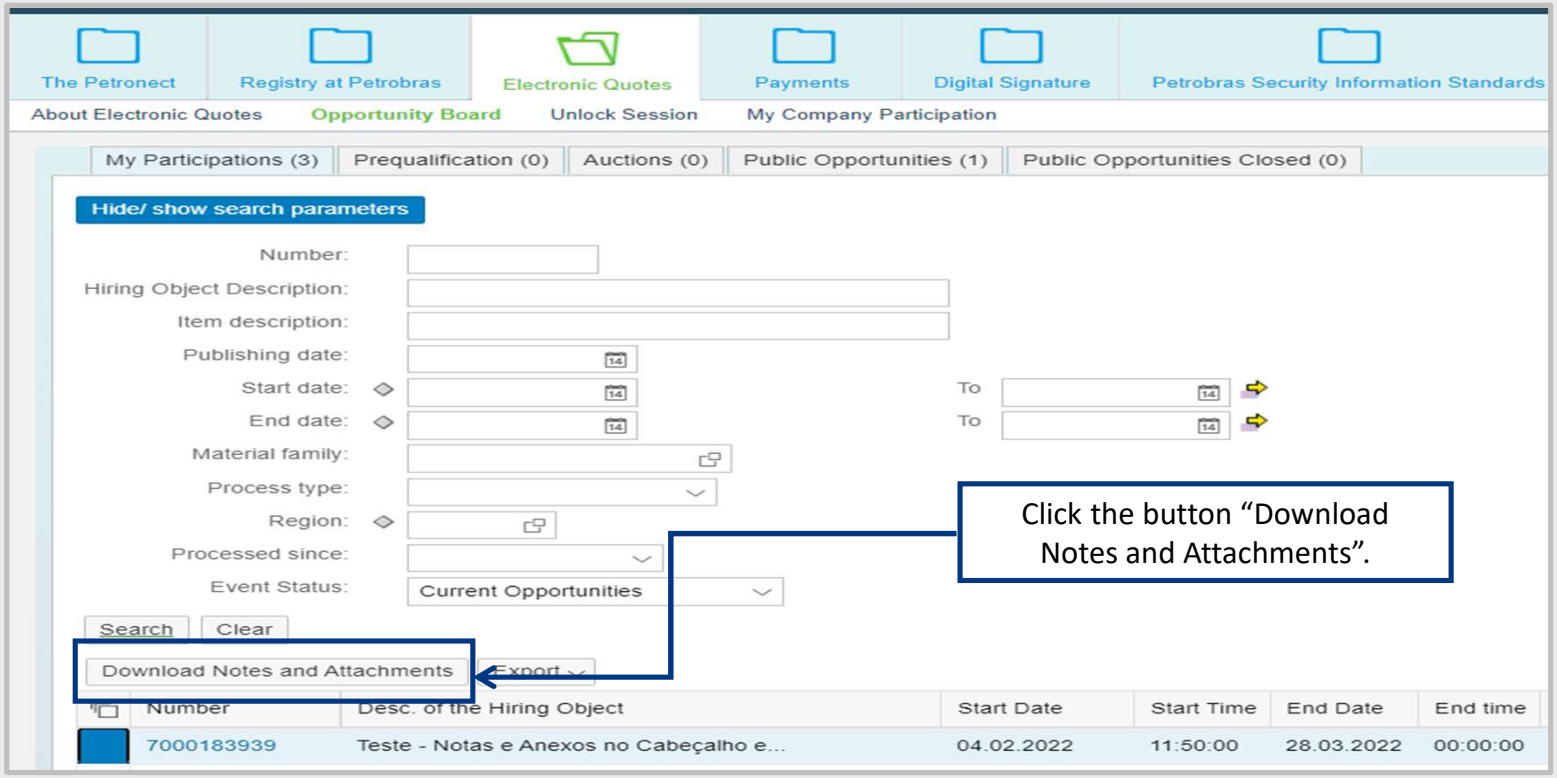


Illustrative Material

Internal area display

Download Notes and Attachments

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

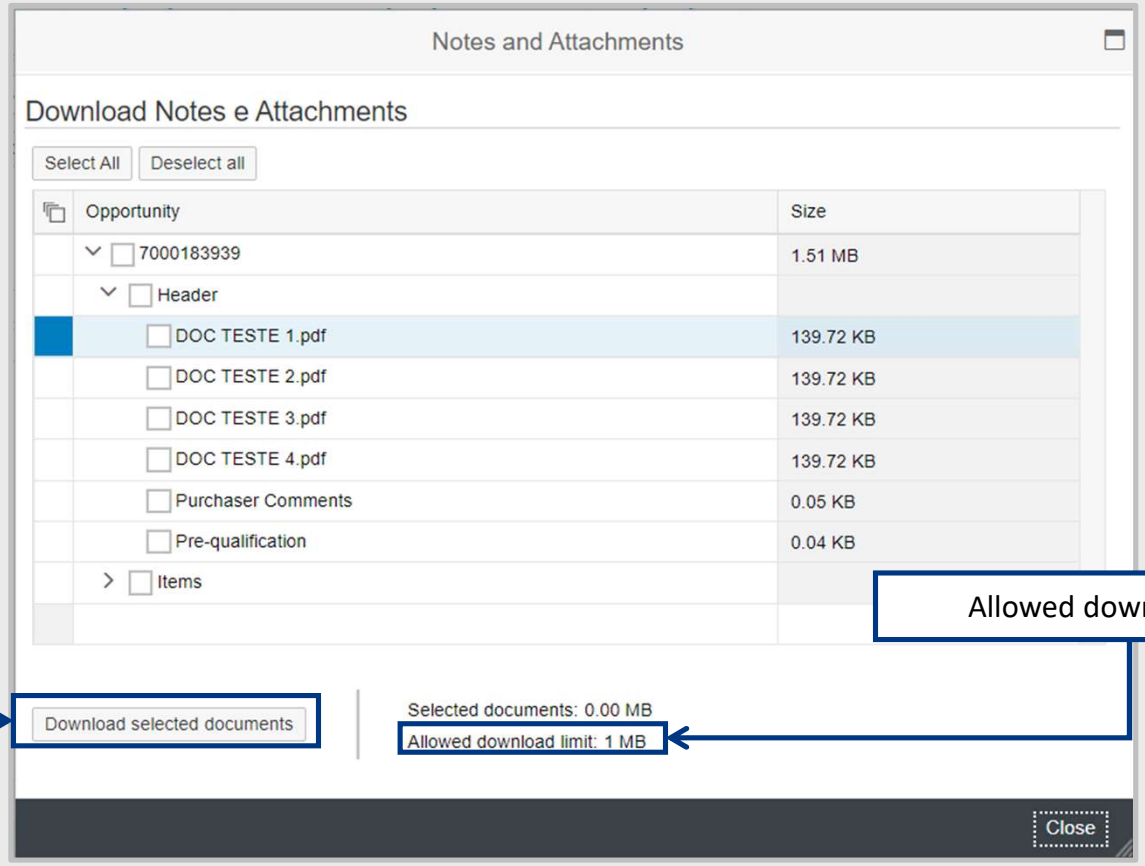


Illustrative Material

Internal area display

Download Notes and Attachments

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



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

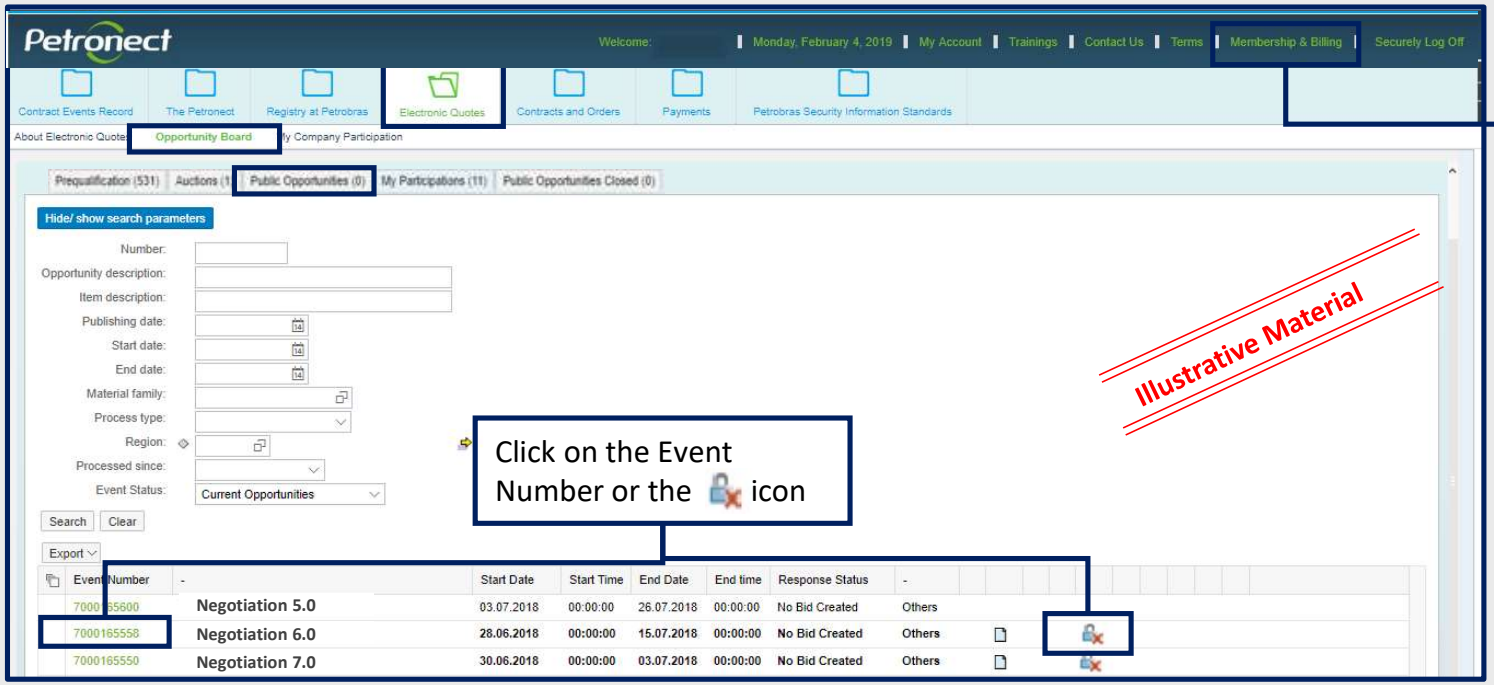
Access Fee (Supplier Partner):

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.



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:

Supplier is declared winner of the contest	Notification for Bank slip Generation	Make Payment	Contract Signing
• Before signing the contract to be signed, the supplier who is declared the event winner will have to pay the Transaction Fee whose terms and conditions were established in respective Notices.	• From the contracting approval, the national supplier will be notified by e-mail petronect@petronect.com.br • For international suppliers, Petrobras finance team will issue an invoice and send it to the supplier email.	• **National or International Suppliers:** • **Payment will be made by Bank slip.** • **This Bank slip has validation of 10 calendar days from issue date.** • **Payment must be made in full amount.**	• After payment and bank compensation, the supplier will be able to sign a contract with Bidding Entity!

IV. Opportunities

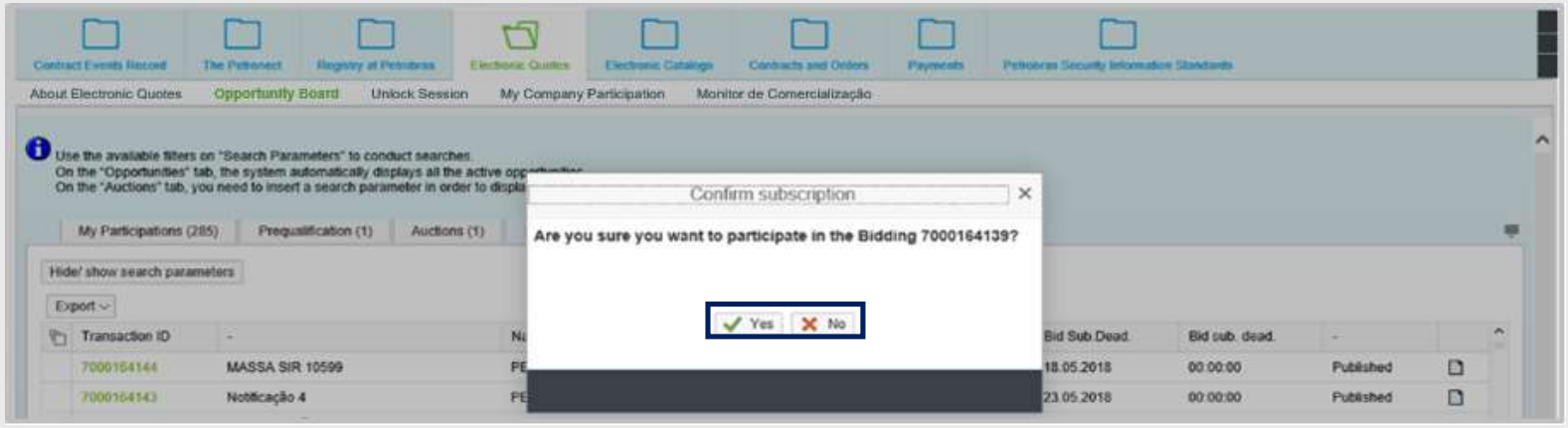
Warning:

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.

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:

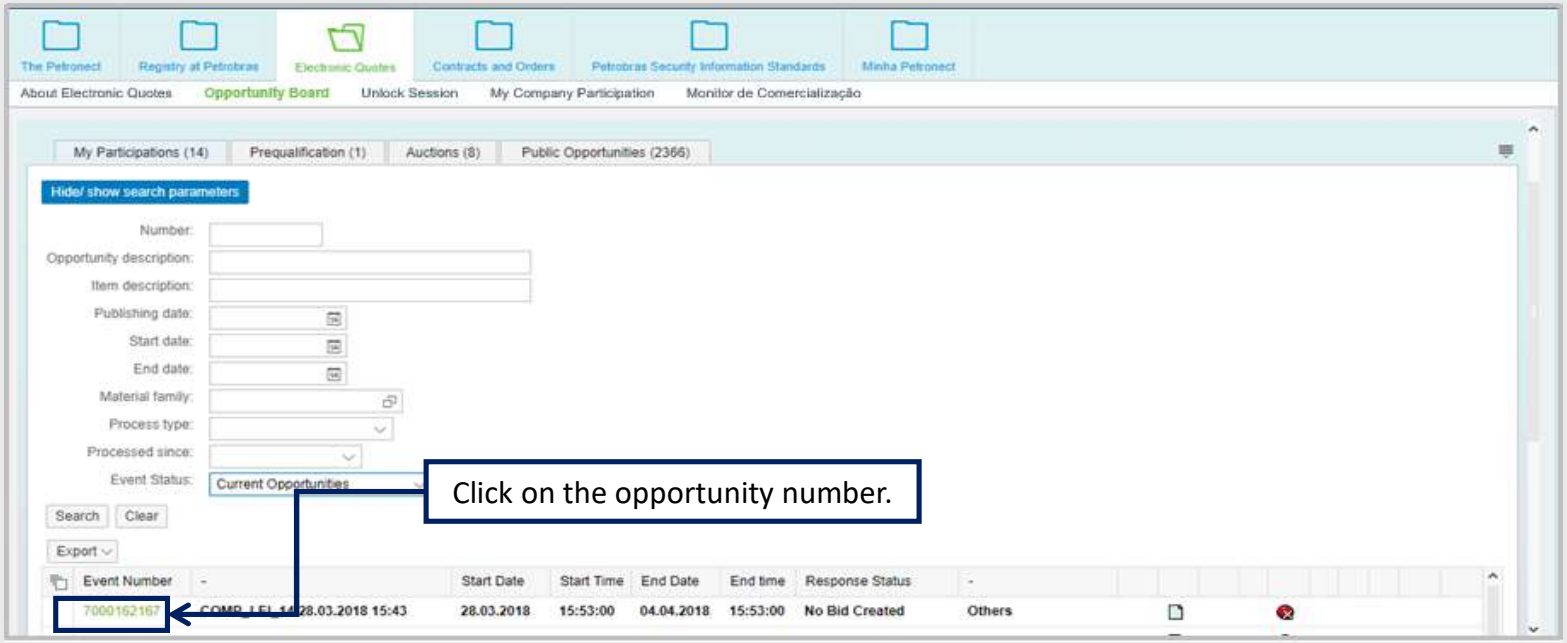


Illustrative Material

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.

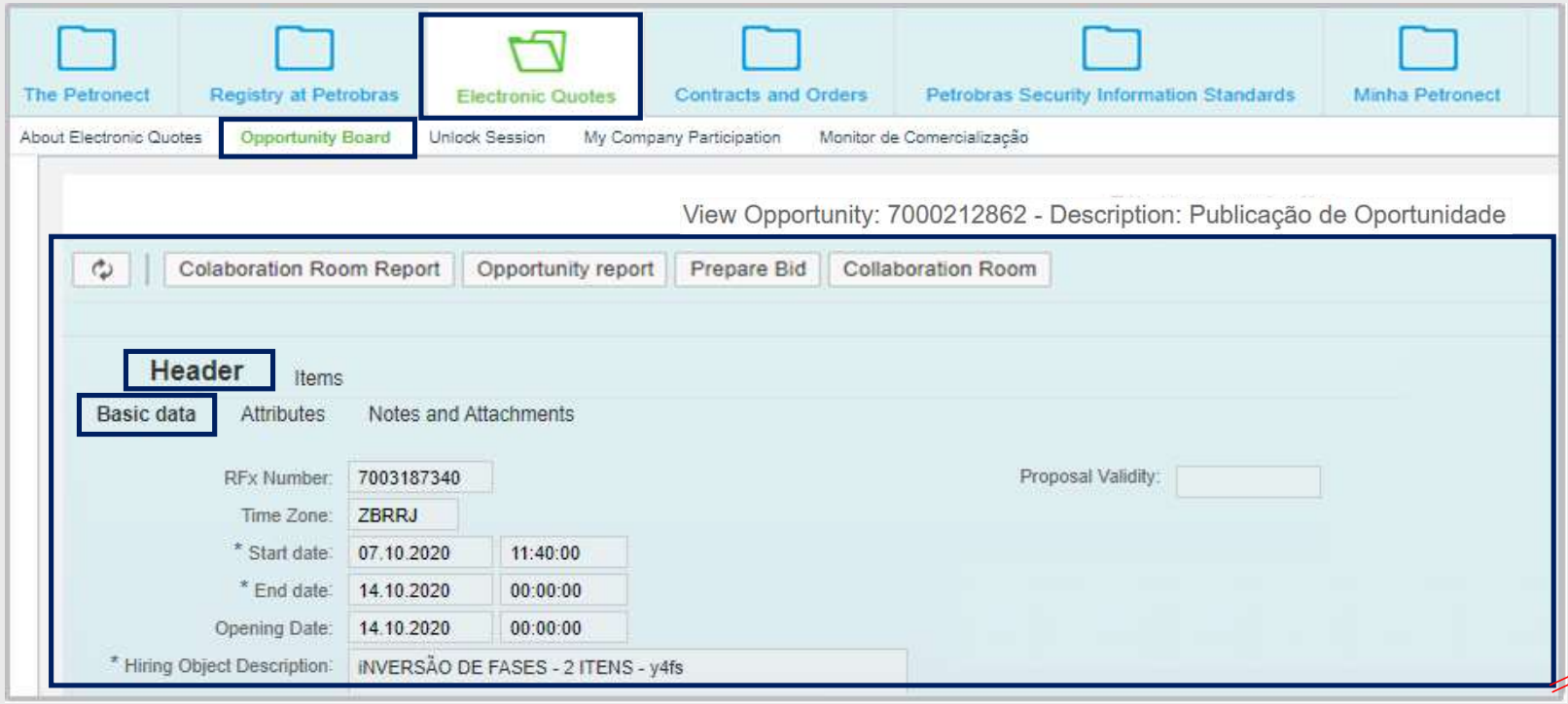


Illustrative Material

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:



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 Efectivity, together with other information presented by the company in its proposal.

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.

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

Internal area display

Opportunity Header - Notes and Attachments

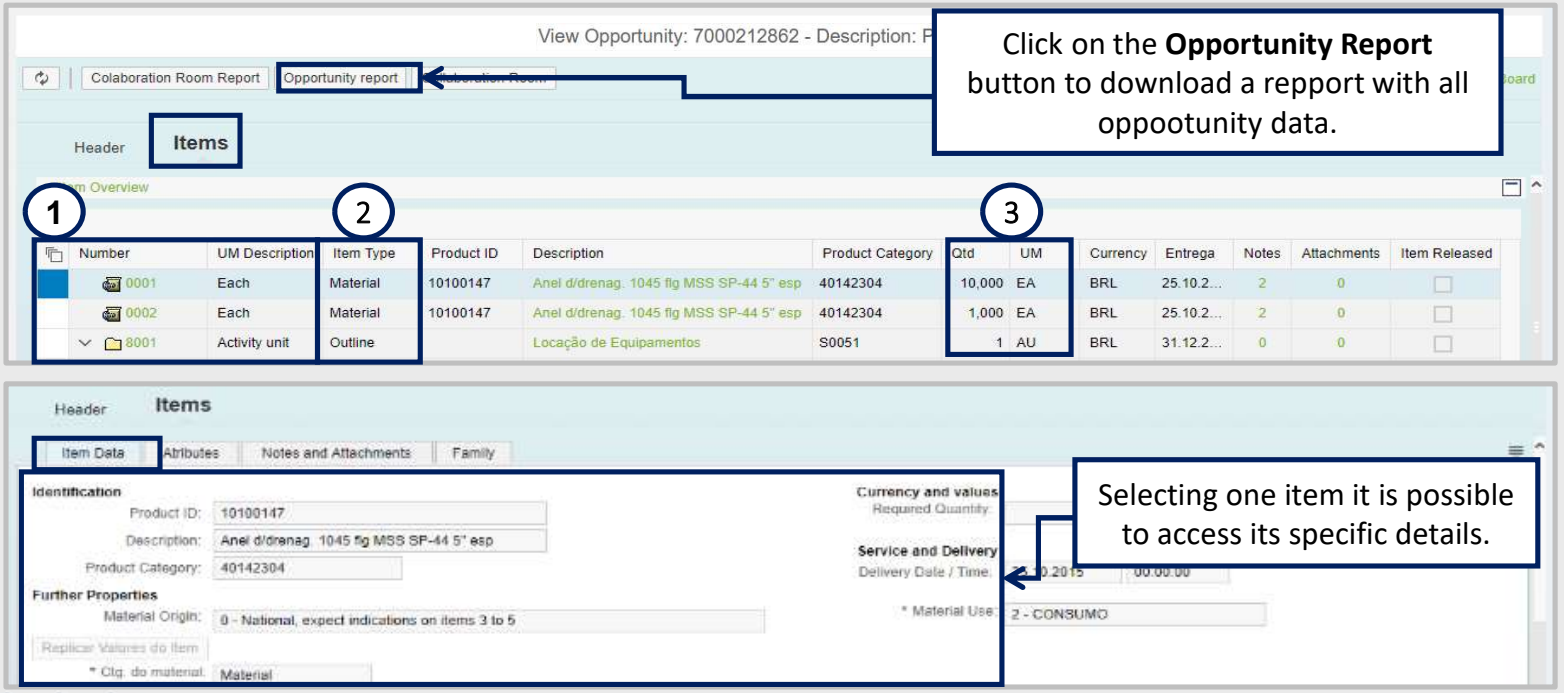
In **Notes and Attachments**, you can check the comments left by the purchaser as well as access attachments that may be available. Information available in this area is also available in the public area of Petronect Portal when the opportunity is accessed.

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.



Illustrative Material

Petronect

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:

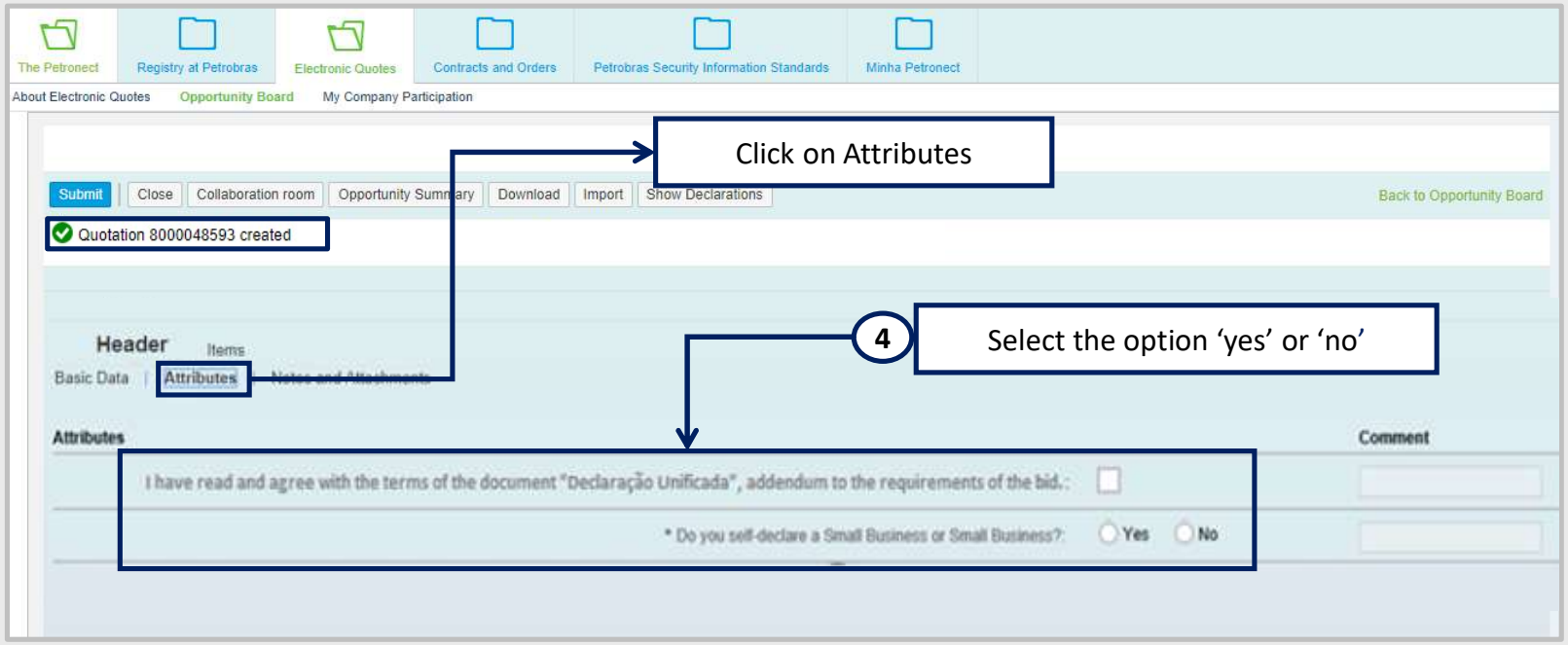
1. Access the Electronic Quotes menu and the Opportunities Board submenu;
2. In the Public Opportunities option, the user need to locate the desired opportunity and than click on the icon in the corresponding line;

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

Illustrative Material

V. Proposal Submission

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

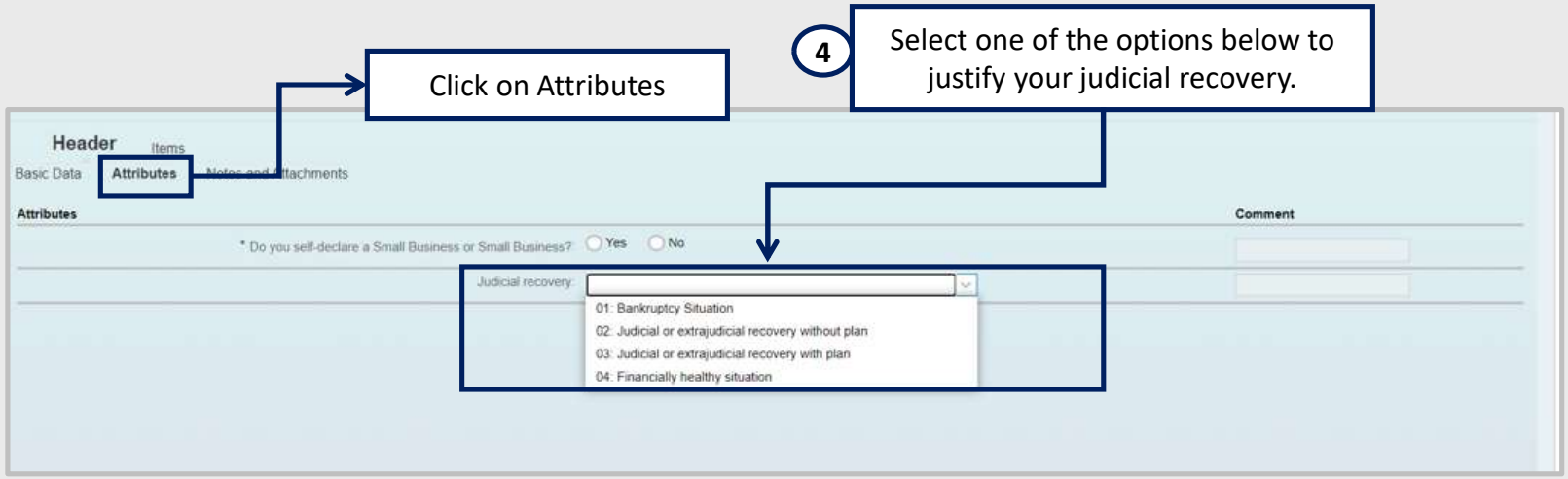


Illustrative Material

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.

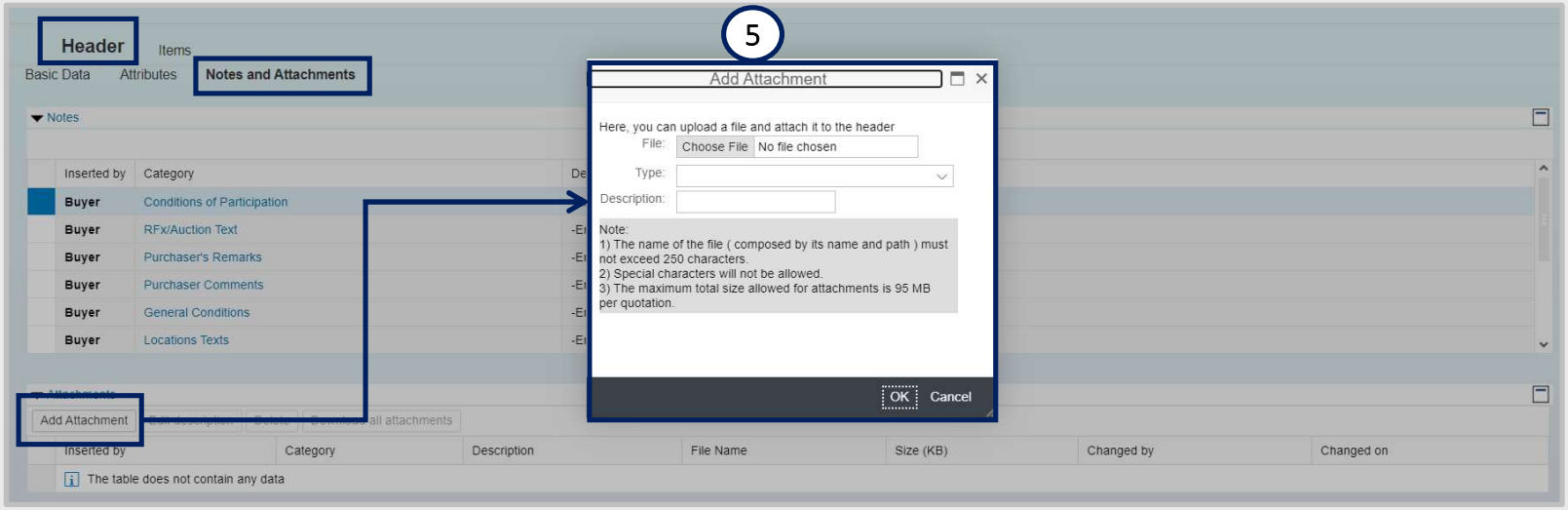


Illustrative Material

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;



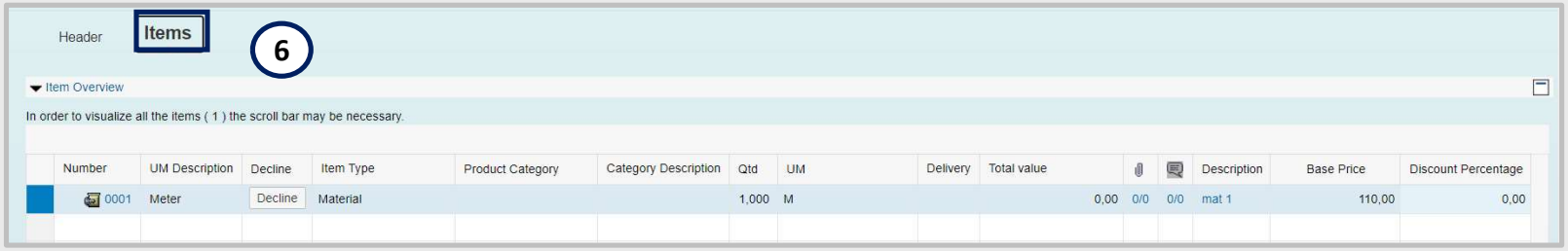
Illustrative Material

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 “Qtd" (Quantity);

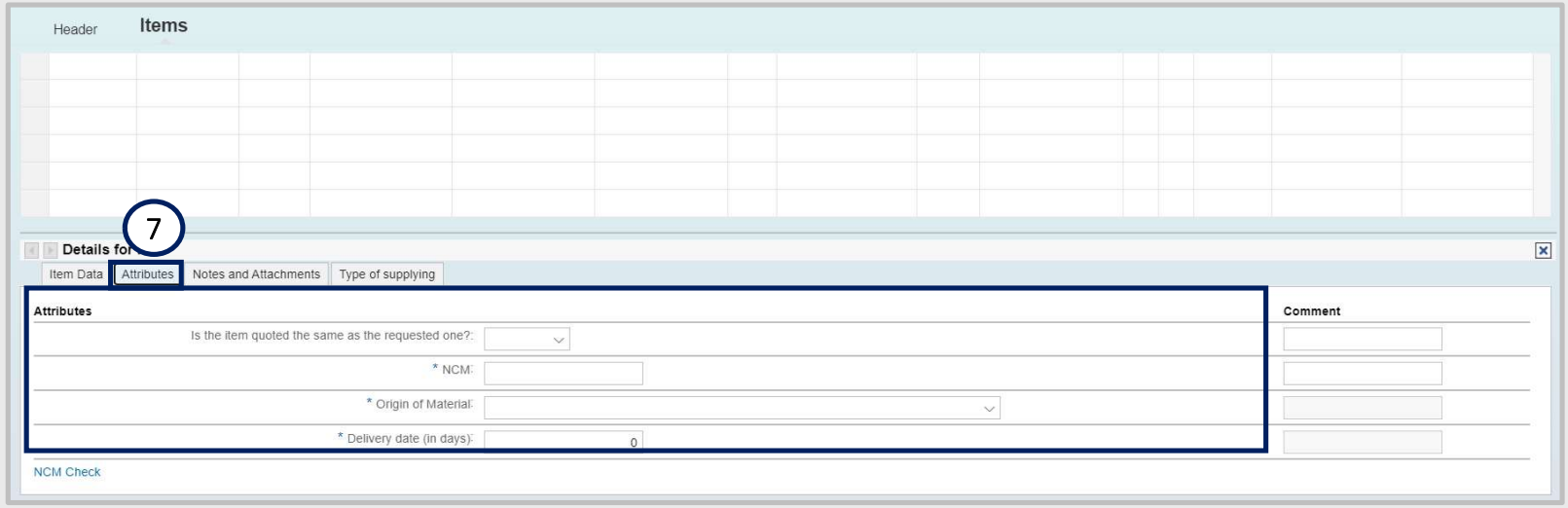


Illustrative Material

V. Proposal Submission

Proposal Completion

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



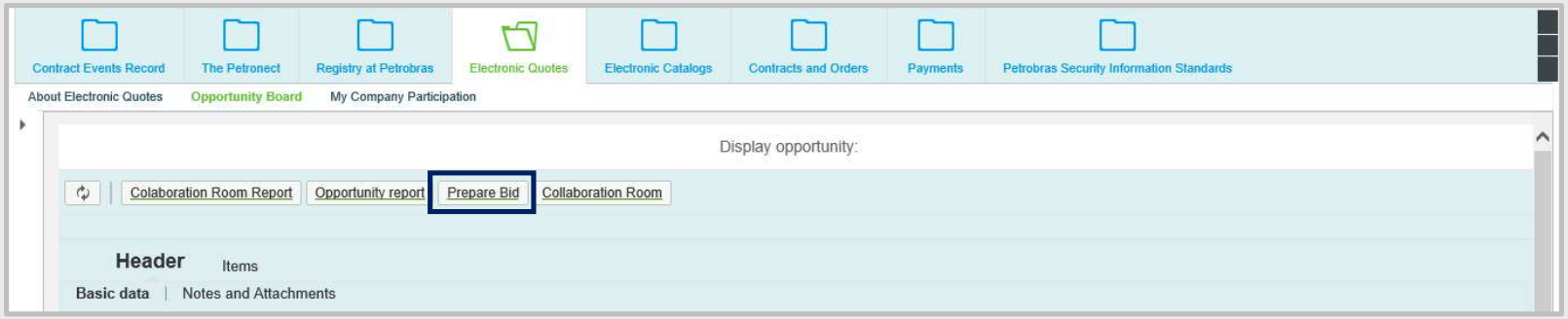
Illustrative Material

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

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

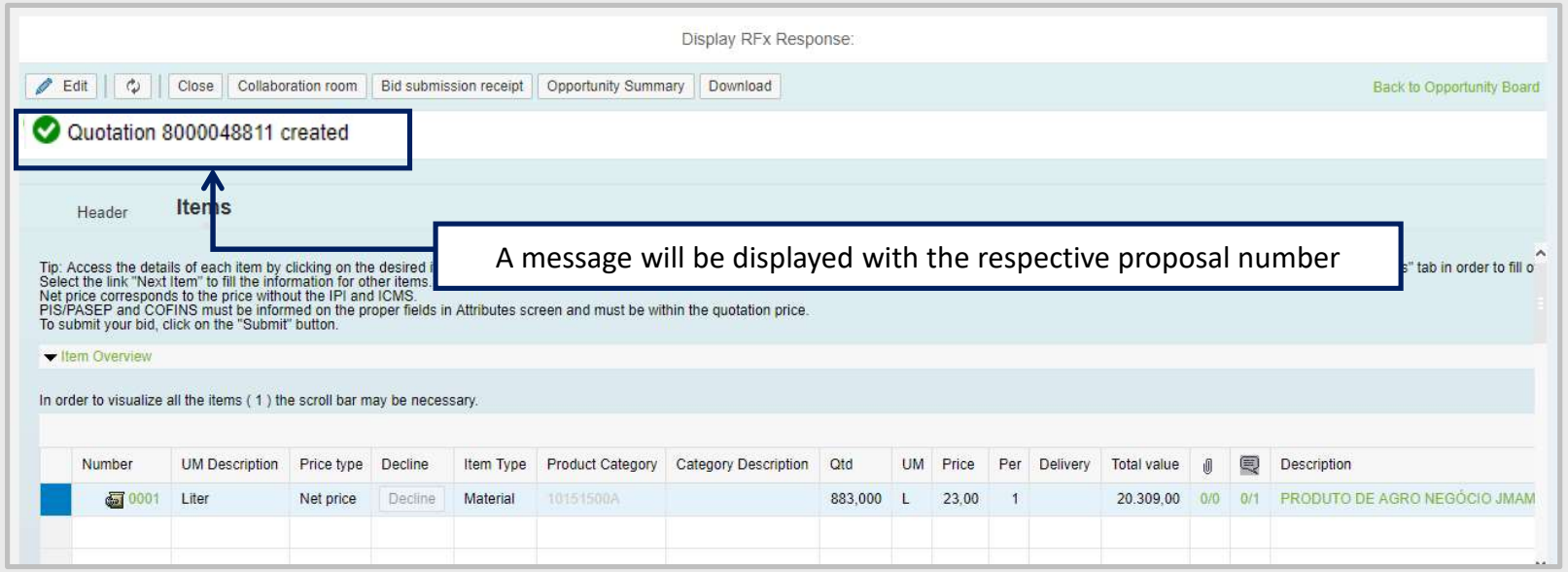
V. Proposal Submission

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**



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	Law 13.303/16
➢ 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.	➢ 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.

Petronect

VI. Enabling

Public Bidding Flow

Supplier not registered in Petrobras

1 **Petrobras** identifies the need for a purchase

2 **Petrobras** creates the opportunity and publishes it on **Official Register (DOU)** and on **Petronect Portal**

3 **Supplier** views the opportunity on the **Petronect Portal** and register

4 Proposal submission period

5 Proposal opening

6 **Petrobras** classifies the proposals according to the judging criteria, effectiveness evaluation and convenes the better classified for Qualification

7 **Petronect Portal** verifies if the supplier is completely registered

8 **The Supplier** is notified whether any document is pending

9 **The supplier** proves its conditions to supply to Petrobras through documents or questionnaires

10 **Petrobras** evaluates the documents and declares the best classified of the opportunity as qualified

11 **Appeal time beggin**

12 **Appeal time ends**

13 **AWARD**

PS: Enabling phase

VI. Enabling

Public Bidding Flow

Supplier registered in Petrobras

1 **Petrobras** identifies the need for a purchase

2 **Petrobras** creates the opportunity and publishes it on Official Register (DOU) and on **Petronect Portal**

3 **Supplier** views the opportunity on the **Petronect Portal** and register

4 Proposal submission period

5 Proposal opening

6 **Petrobras** classifies the proposals according to the judging criteria, effectiveness evaluation and convenes the better classified for Qualification

7 **Petronect Portal** verifies if the supplier is completely registered

8 **The Supplier** is already registered

9 **Petronect Portal** acknowledge the supplier registration and sends the information to **Petrobras,** which declares the best classified for the opportunity

10 **Appeal time begins**

11 **Appeal time ends**

13 **AWARD**

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

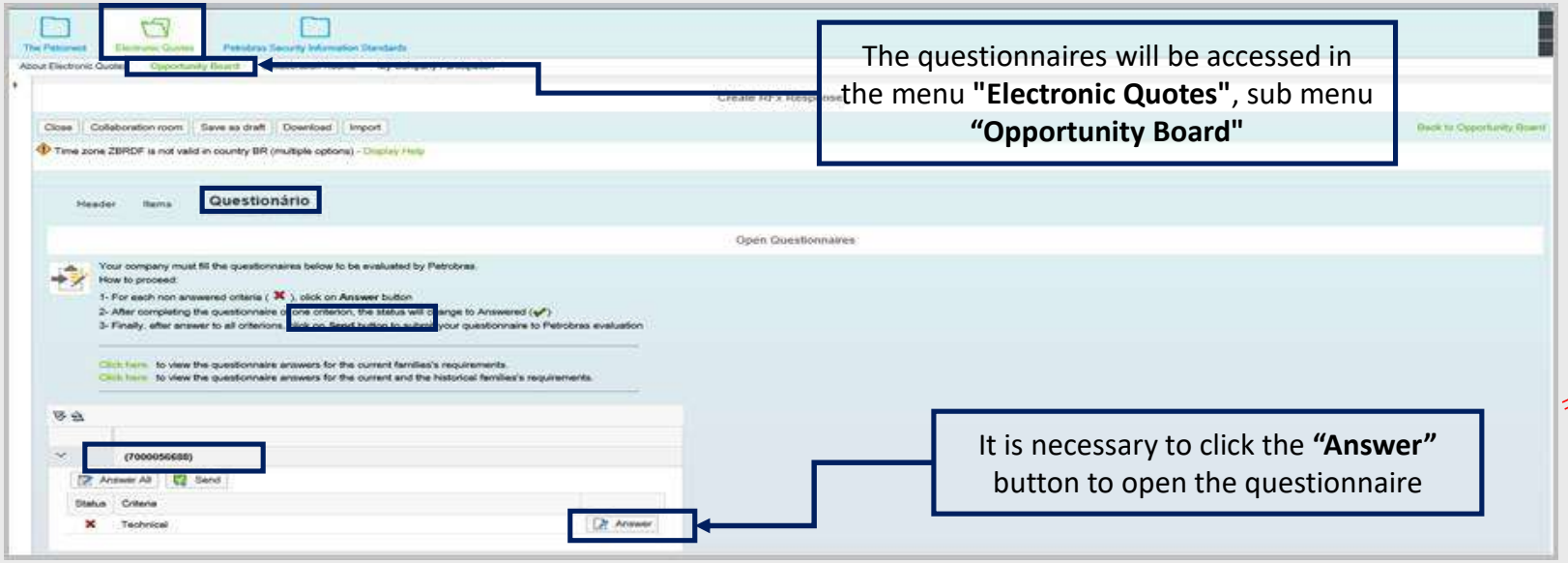
VI. Enabling

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.

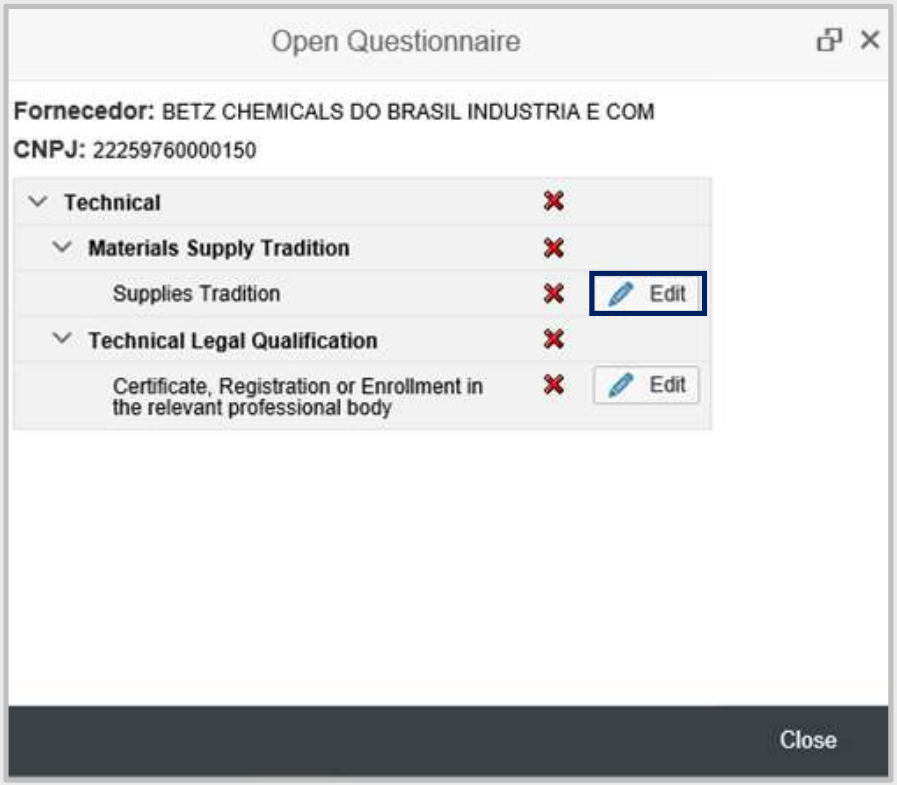


Illustrative Material

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.

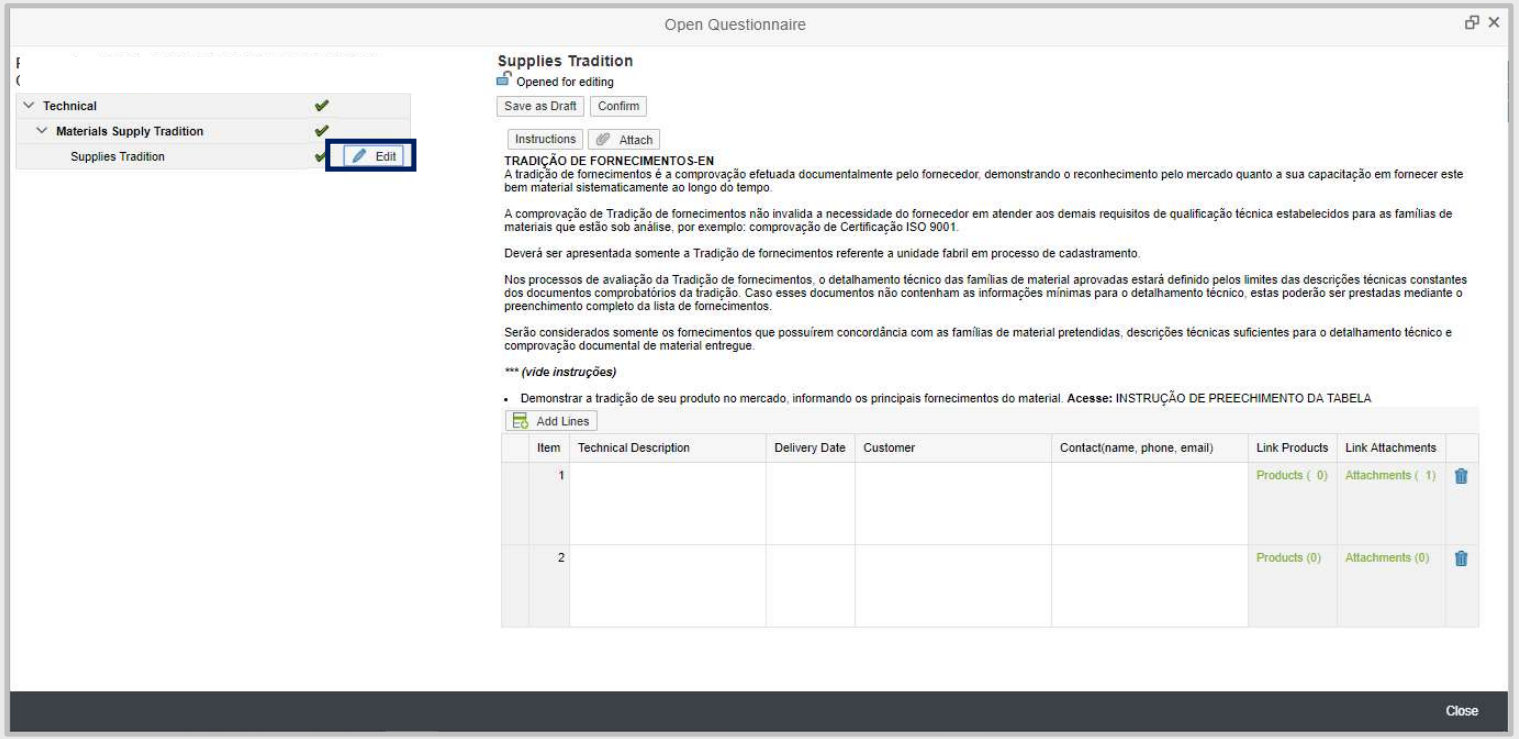


Illustrative Material

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.



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

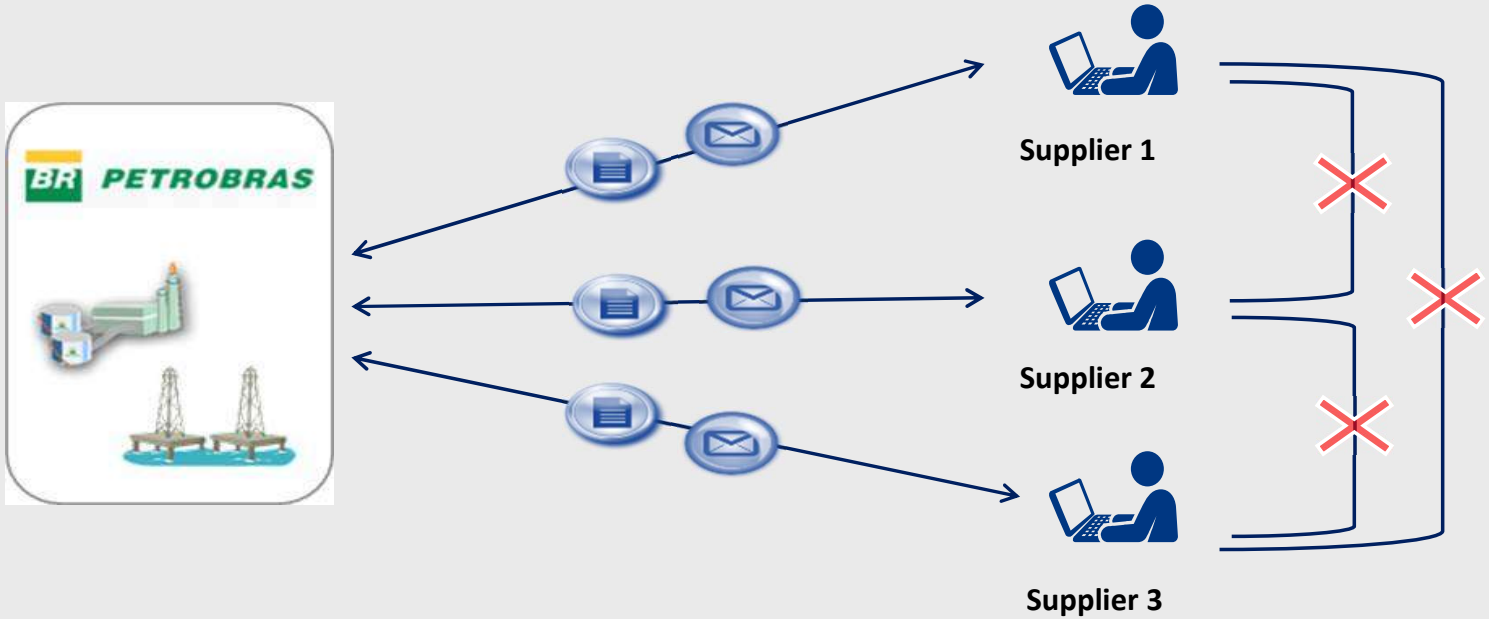
- It is the communication channel between Petrobras and the suppliers;
- It is used for questions and clarifications;
- Any supplier who signs up for a public opportunity will have access to the Collaboration Room;
- The supplier data privacy is respected;
- Suppliers can neither communicate with other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

Transparent **Traceability**

Historic **Information security**

VII. Collaboration Room

Collaboration Room: Functionallity

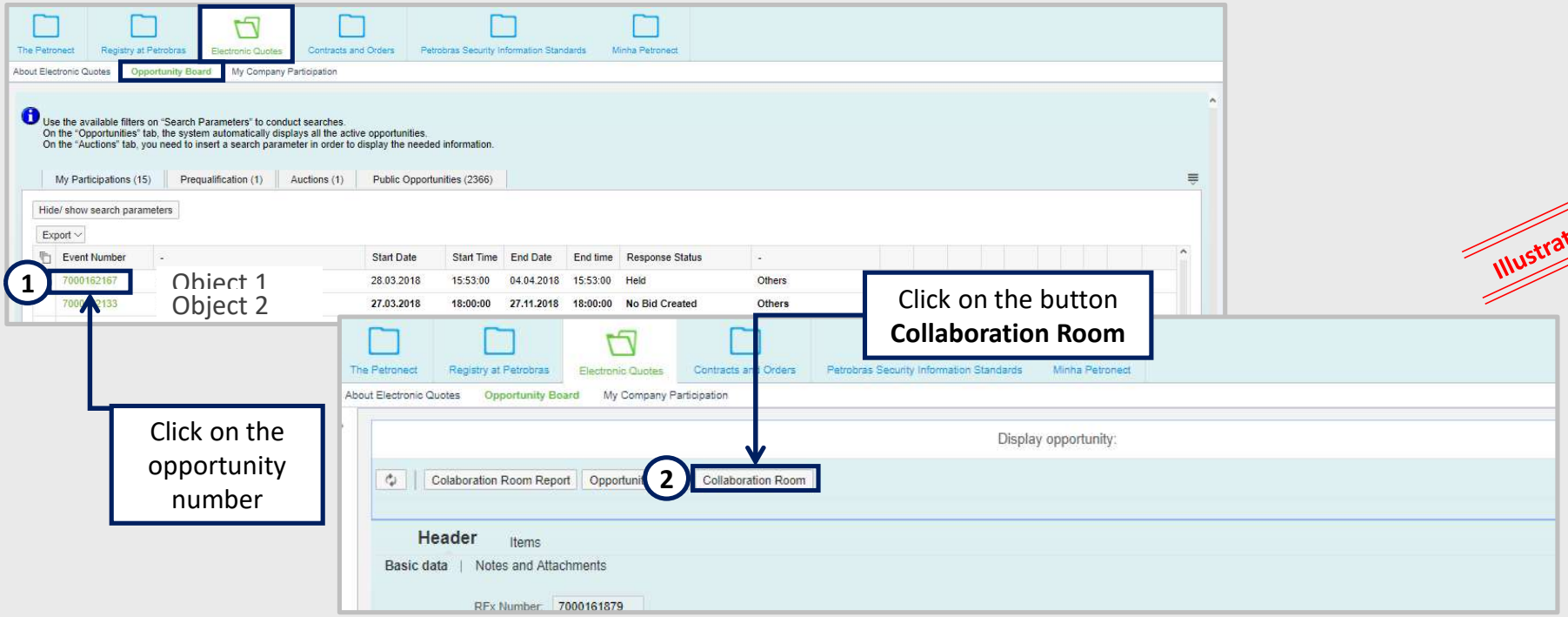


- Exchange messages are not possible;
- The supplier only sends a message to Petrobras, with no recipient distinction;
- Petrobras can send messages to all suppliers, with no distinction of the recipient.

VII. Collaboration Room

Access to collaboration room

The access to the Collaboration Room occurs inside an opportunity.
After finding the opportunity and clicking on its number (1), click on the **Collaboration Room** button on the top (2).

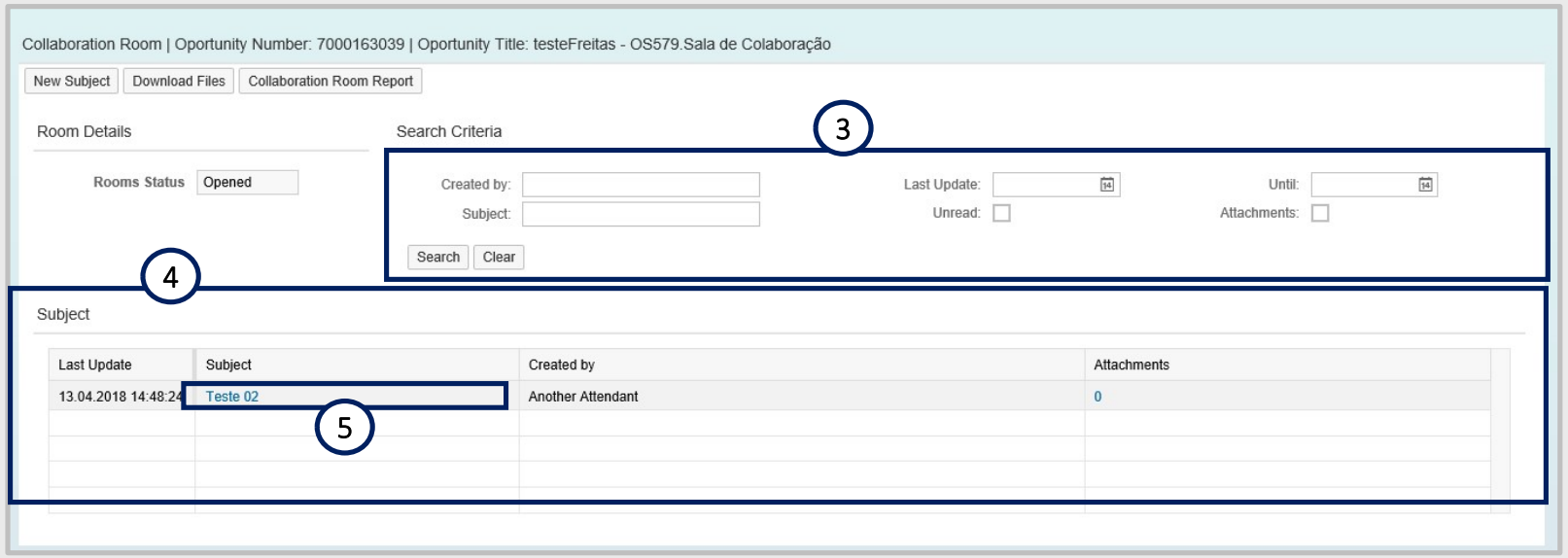


Illustrative Material

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;**



Illustrative Material

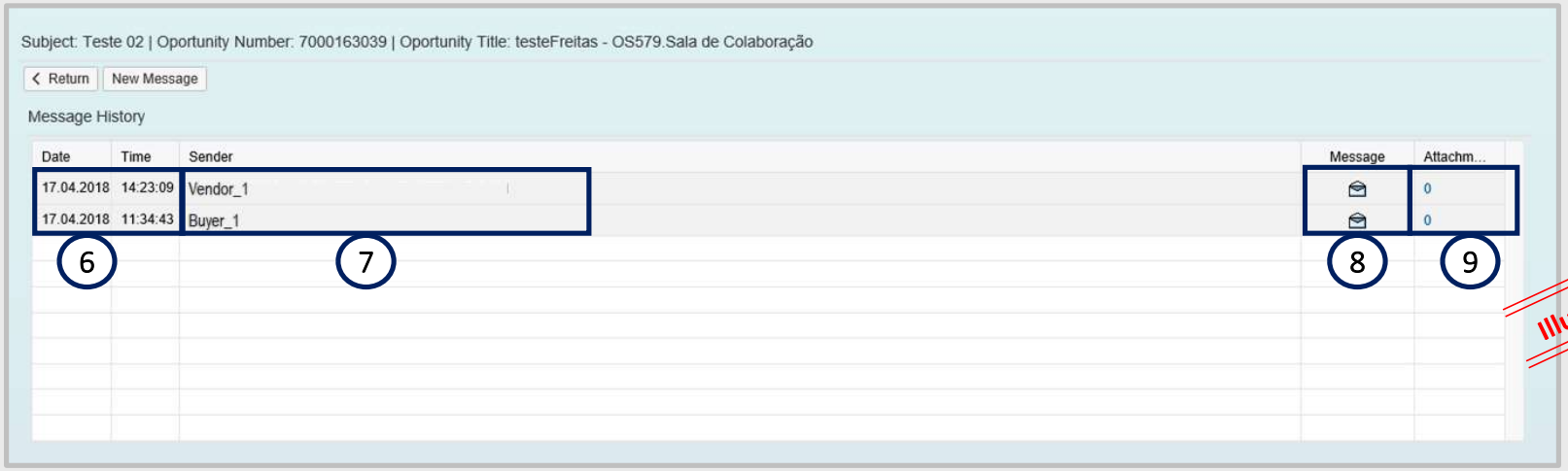
VII. Collaboration Room

Collaboration Room: Functionallity

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



Illustrative Material

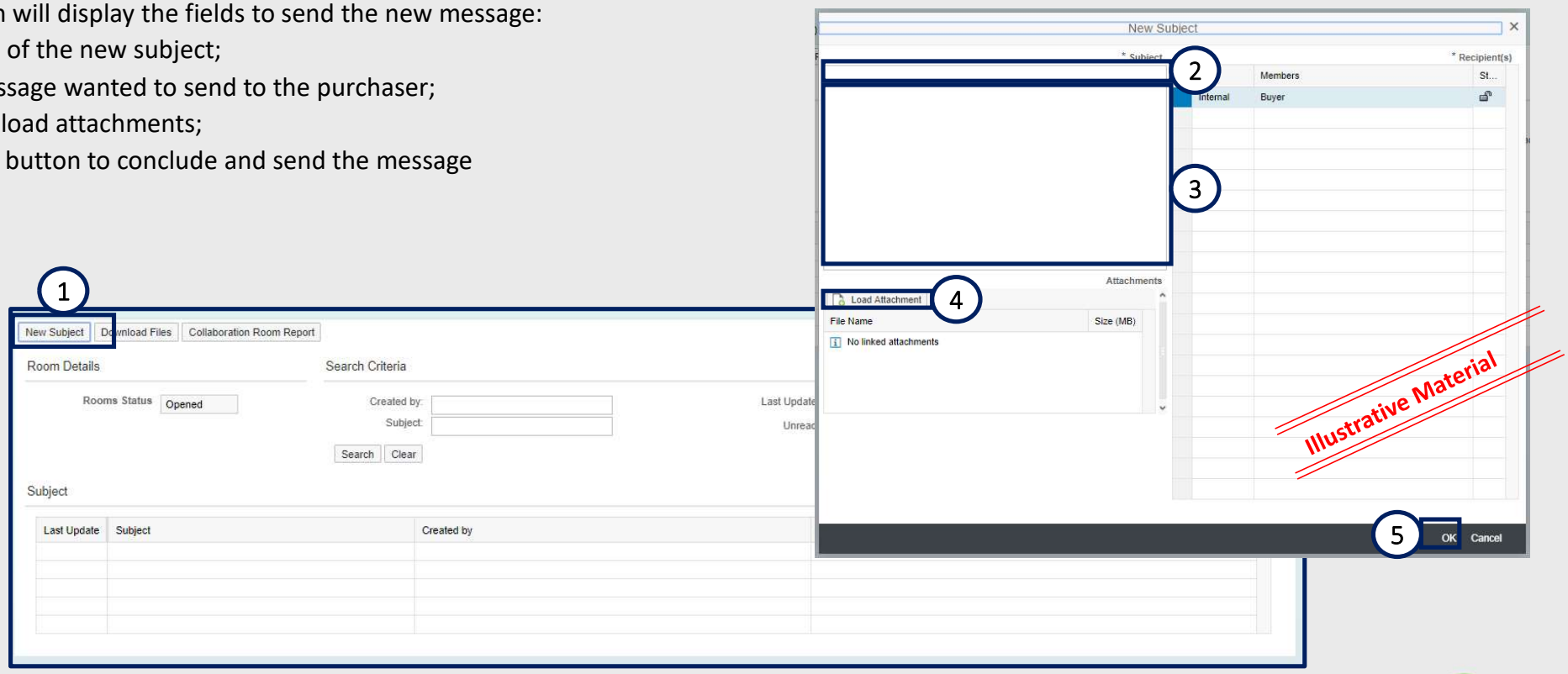
VII. Collaboration Room

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;

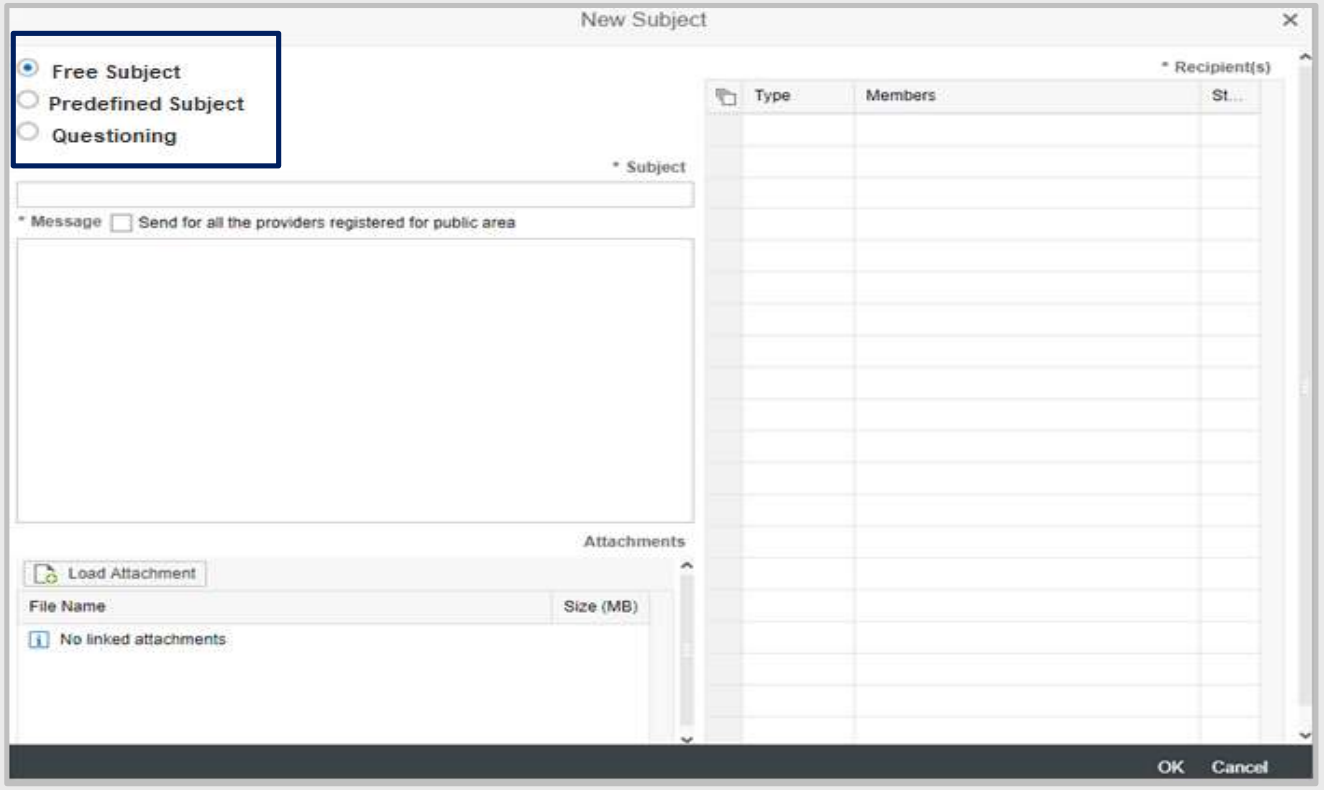
The following screen will display the fields to send the new message:

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



Sending messages and attaching files

The following screen will display the fields “**Free subject**”, “**Predefined Subject**” and **“Questioning”**:



Illustrative Material

The "**Free Subject**" option will be marked as the default option.

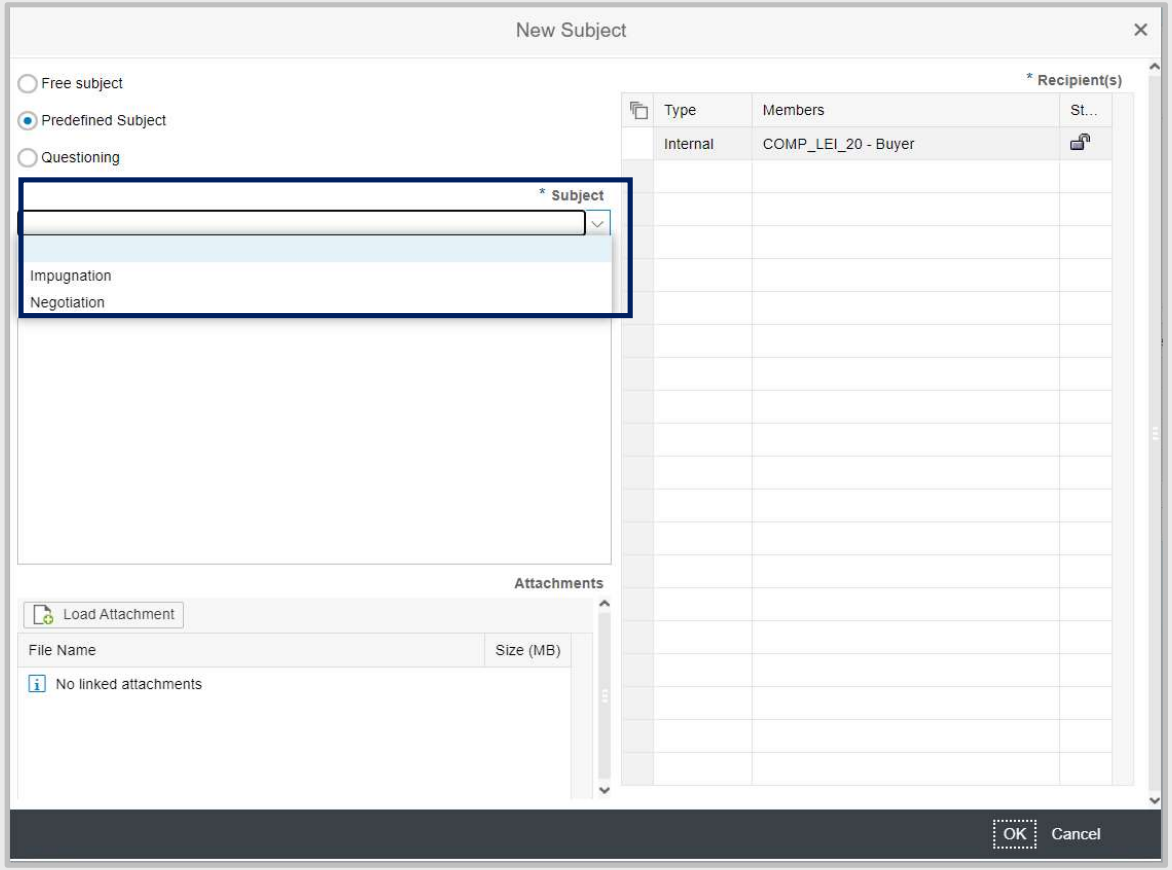
VII. Collaboration Room

Sending messages and attaching files

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

Impugnation;

Negotiation.

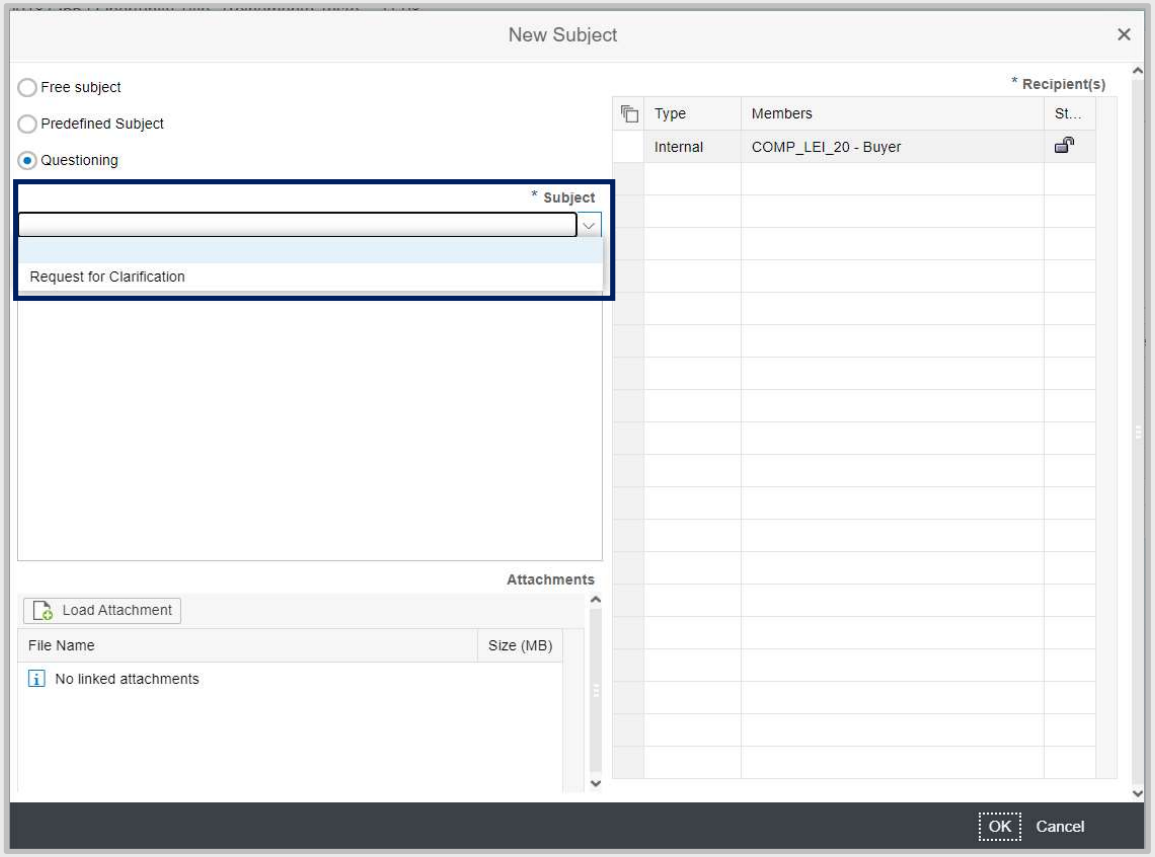


Illustrative Material

Sending messages and attaching files

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

Request for Clarification



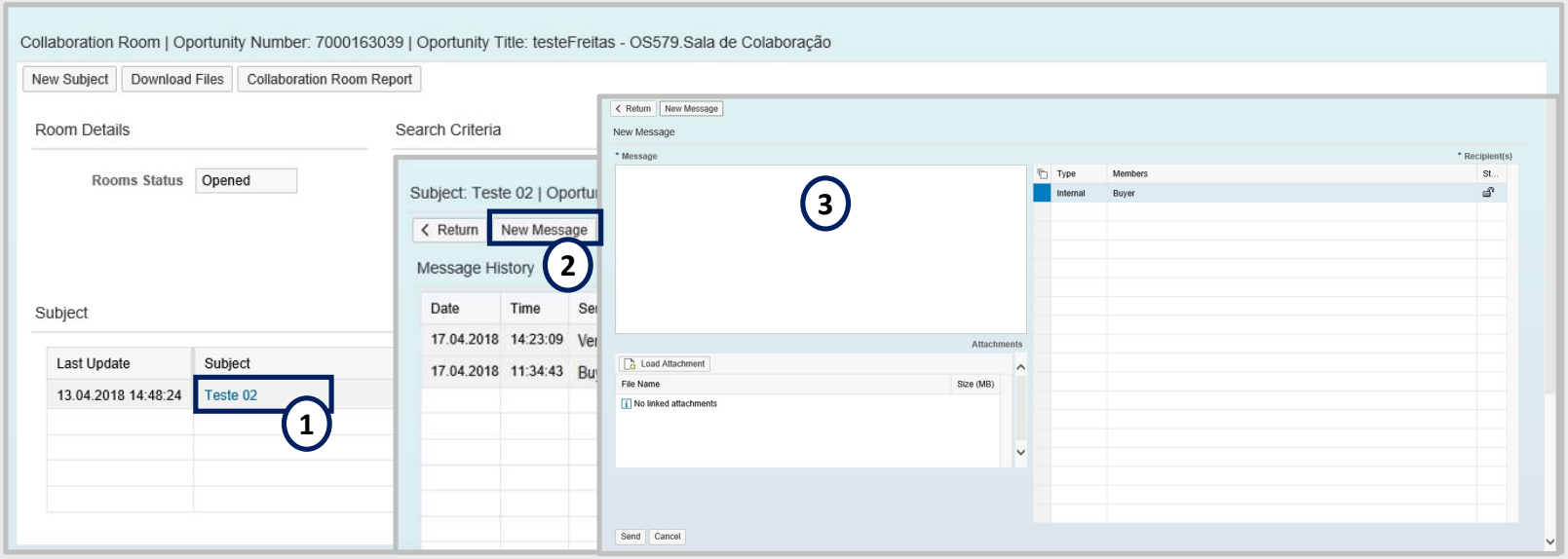
Illustrative Material

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.

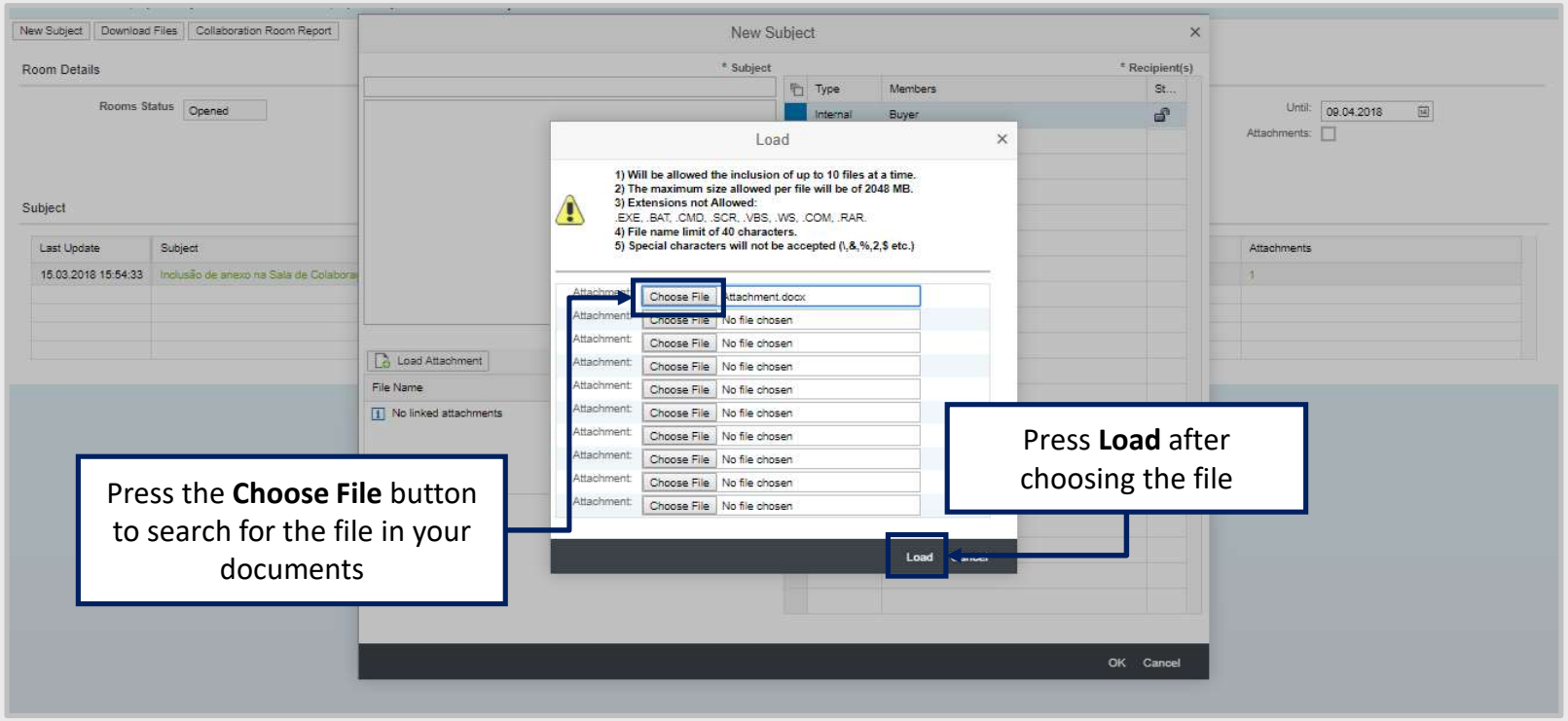


Illustrative Material

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.



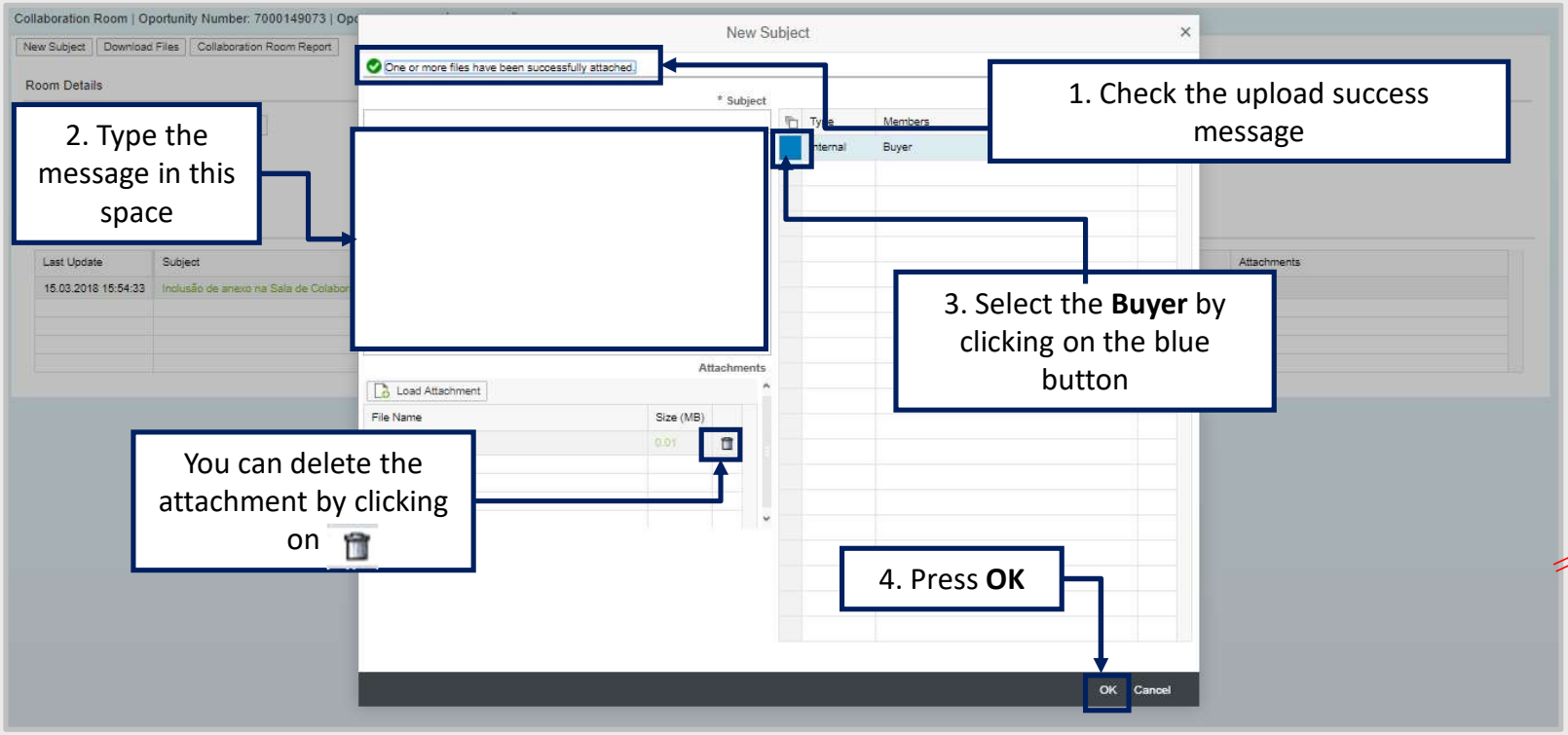
Illustrative Material

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.

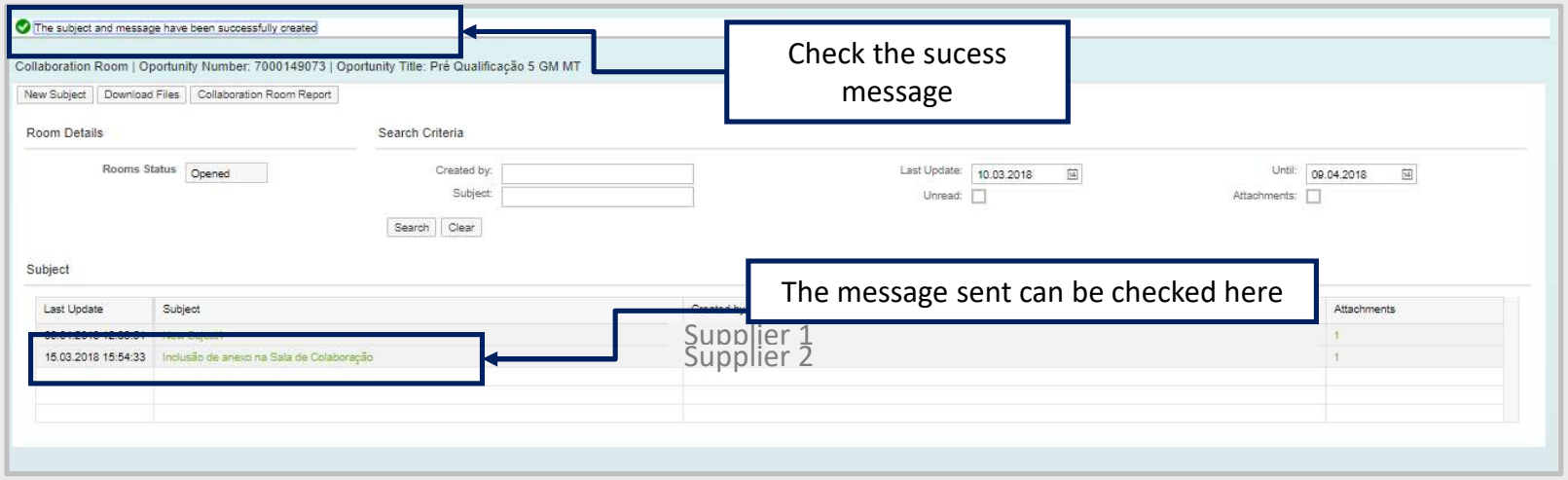


Illustrative Material

VII. Collaboration Room

Sending messages and attaching files

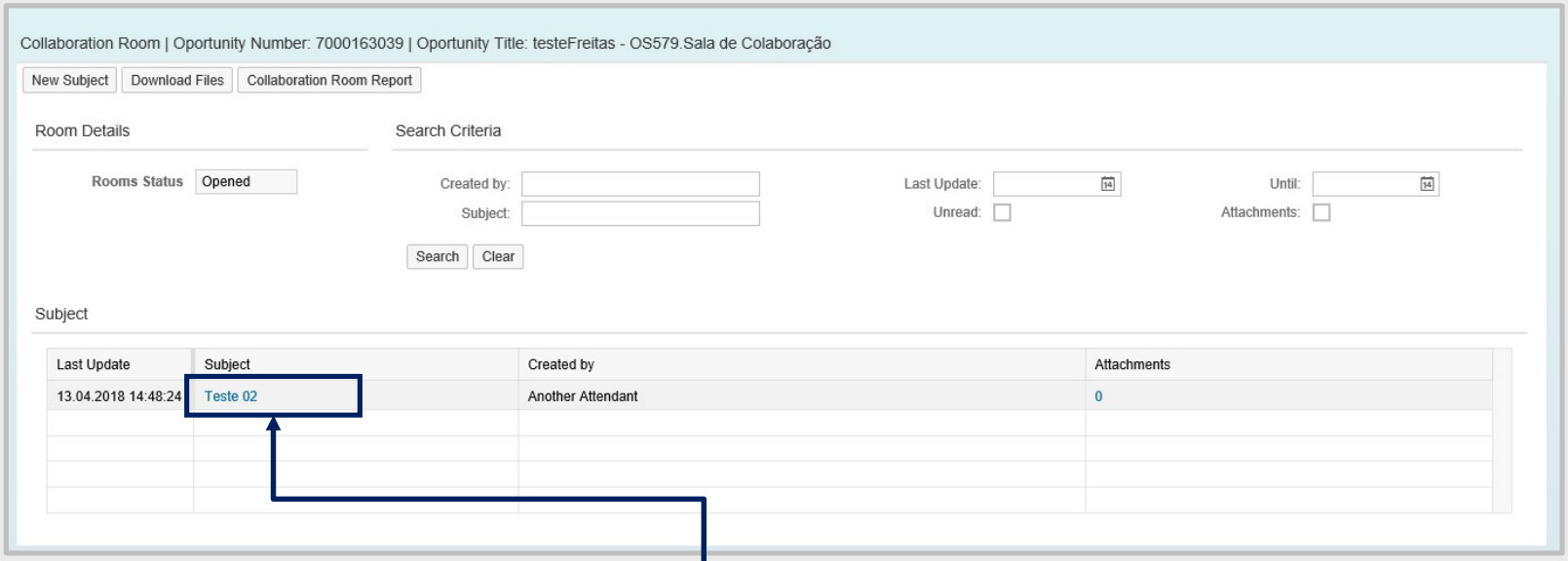
Confirmation Sent Message



Illustrative Material

VII. Collaboration Room

Sending messages and attaching files – Existing subject



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.

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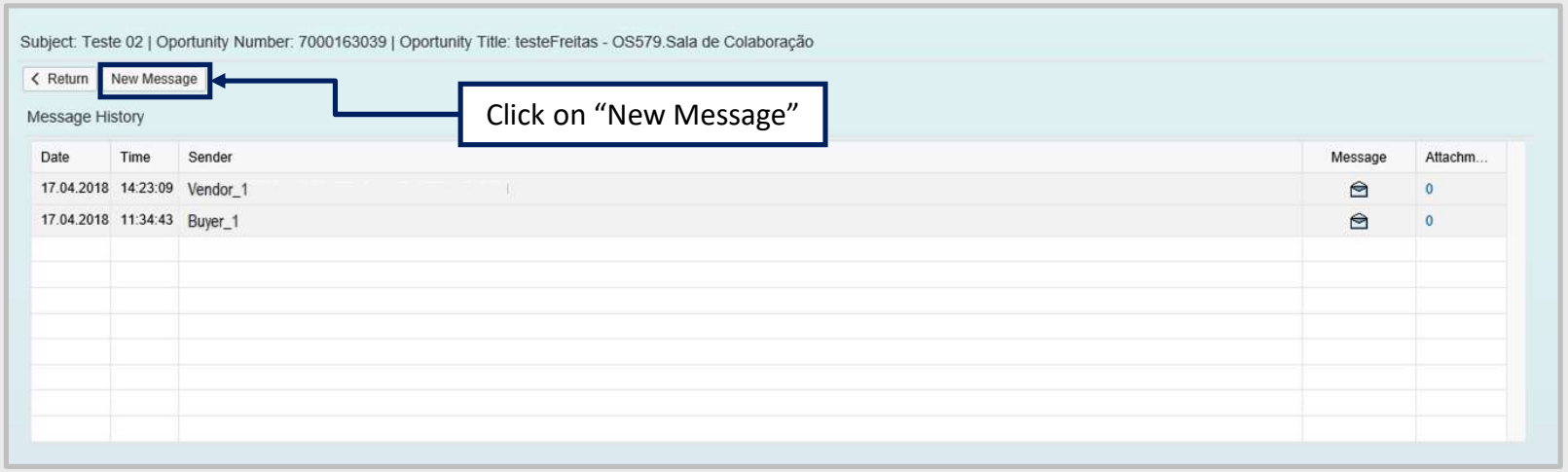
VII. Collaboration Room

Attaching files – Existing Subject



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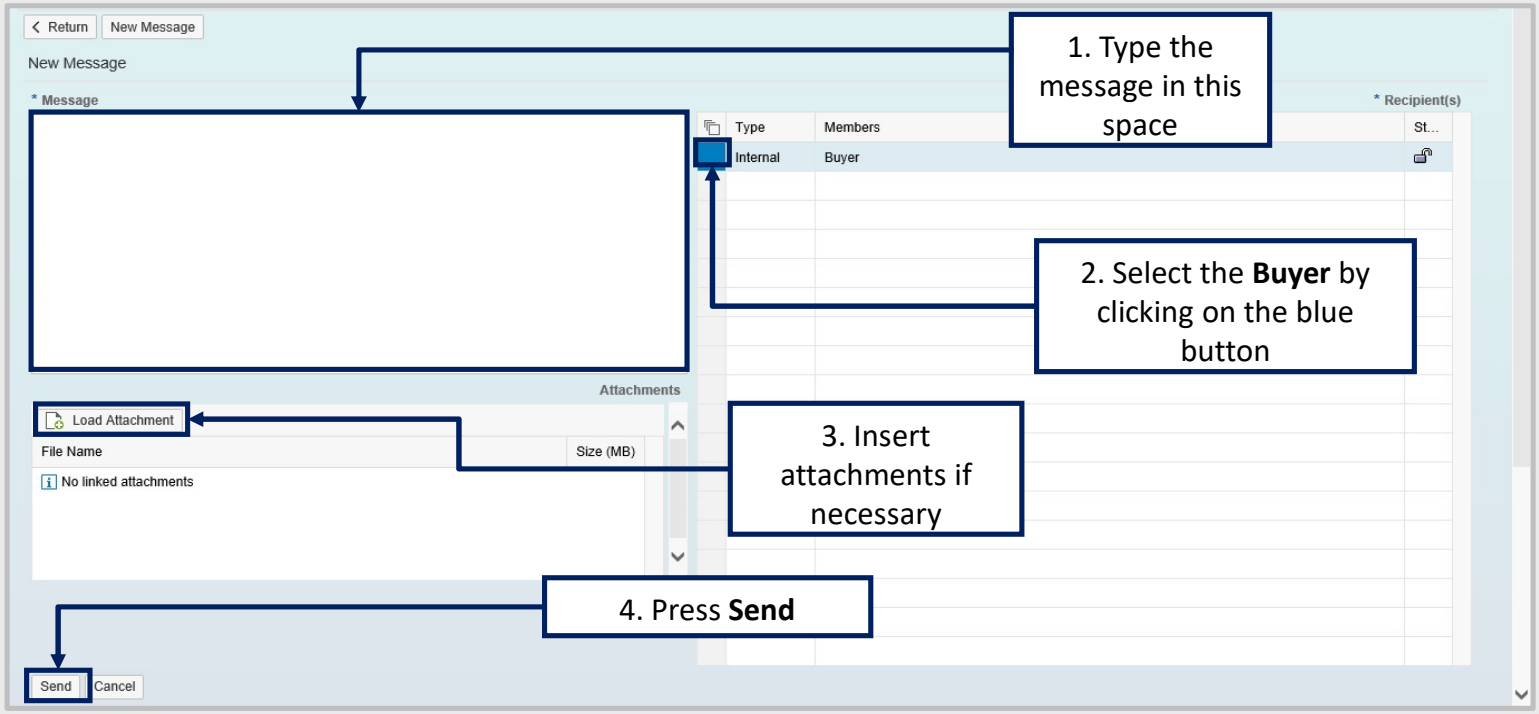
VII. Collaboration Room

Attaching files – Existing Subject

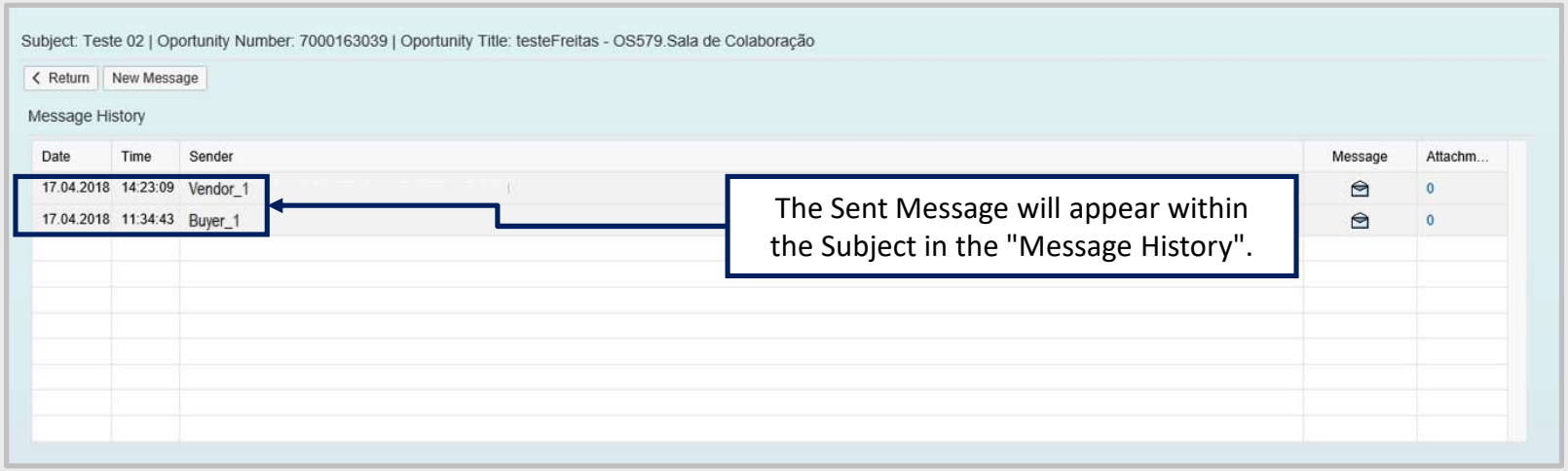


Illustrative Material

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



Illustrative Material

Script

I. About Petronect

II. Concepts and Important Information

III. Enrollment

IV. Opportunities

V. Proposal submission

VI. Enabling

VII. Collaboration Room

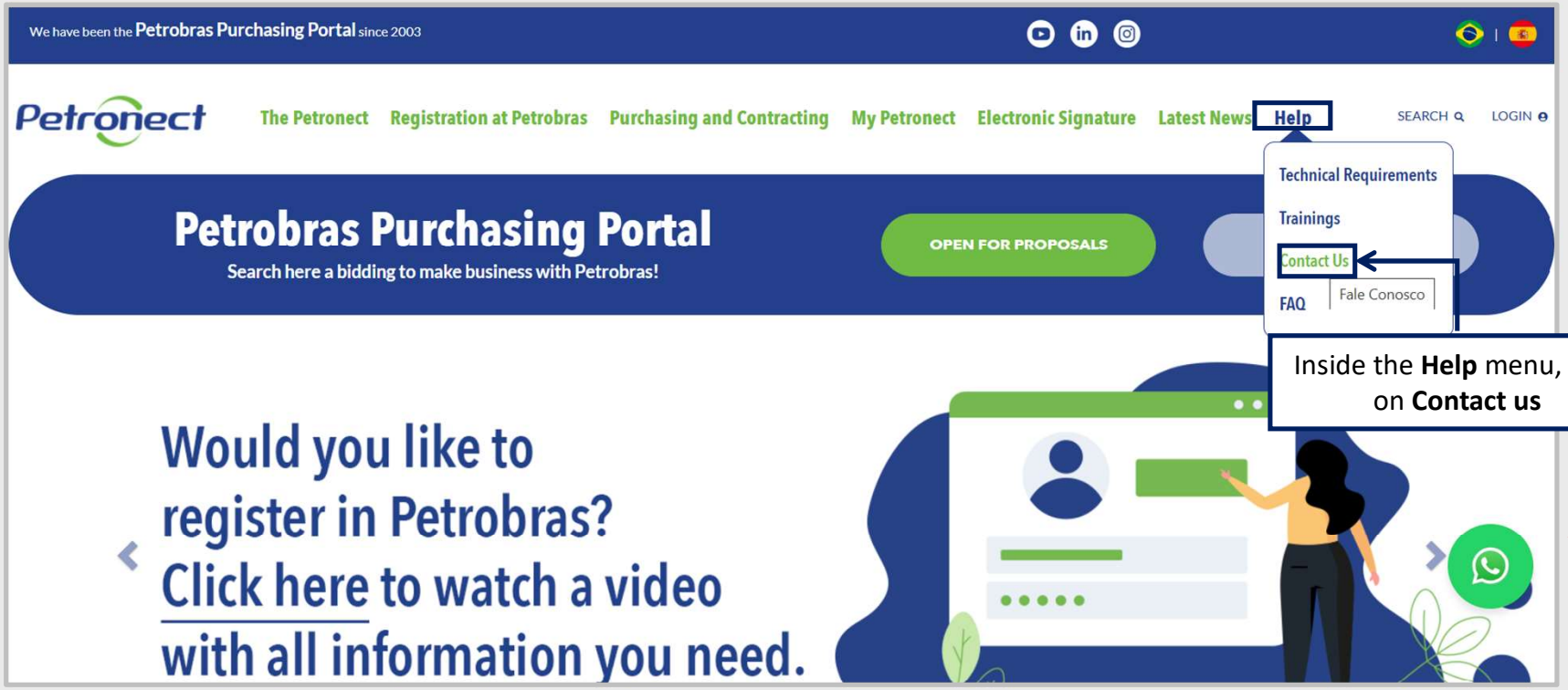
VIII. Contact us

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.

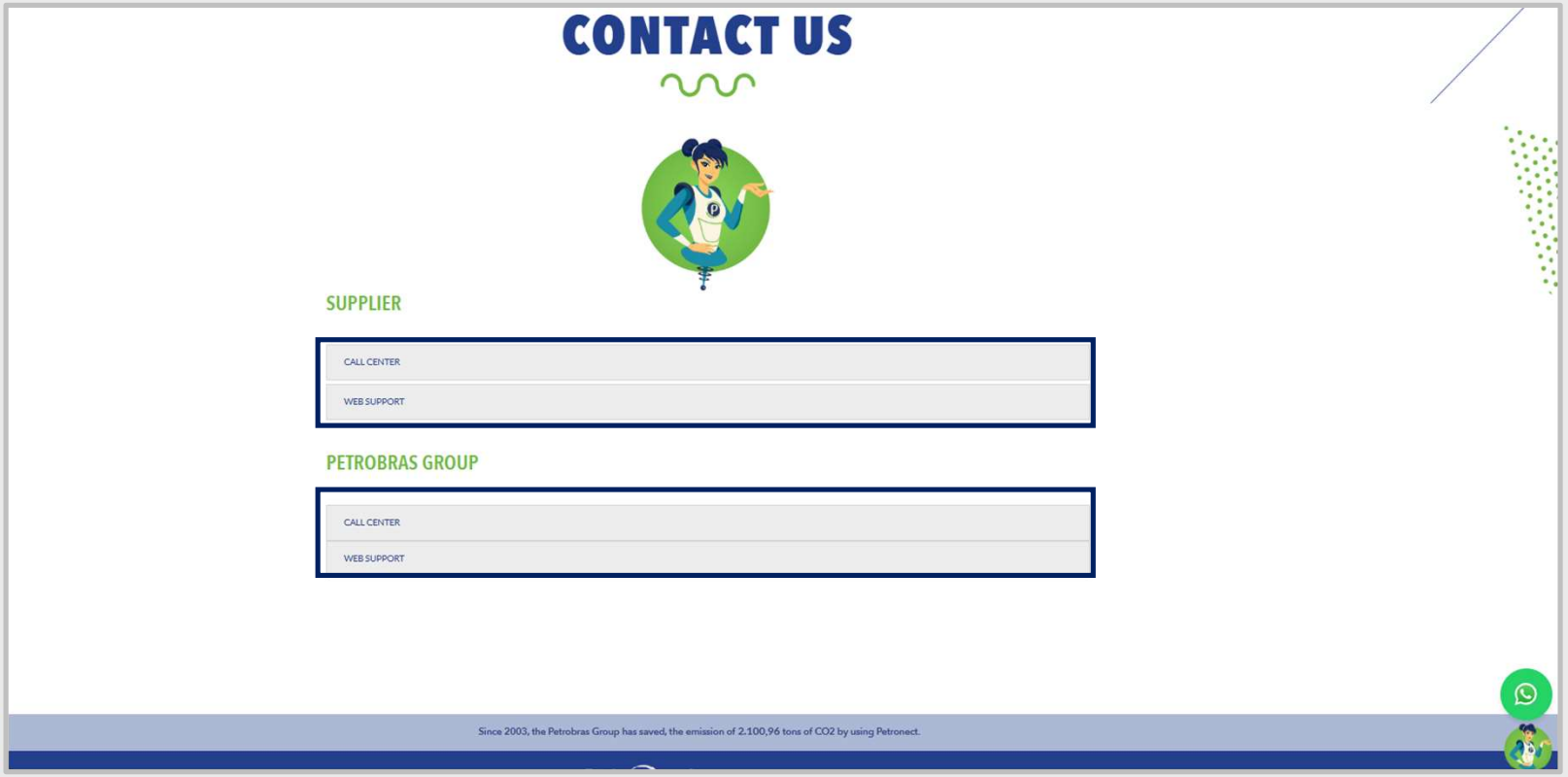


Illustrative Material

VIII. Contact us

Contact us

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



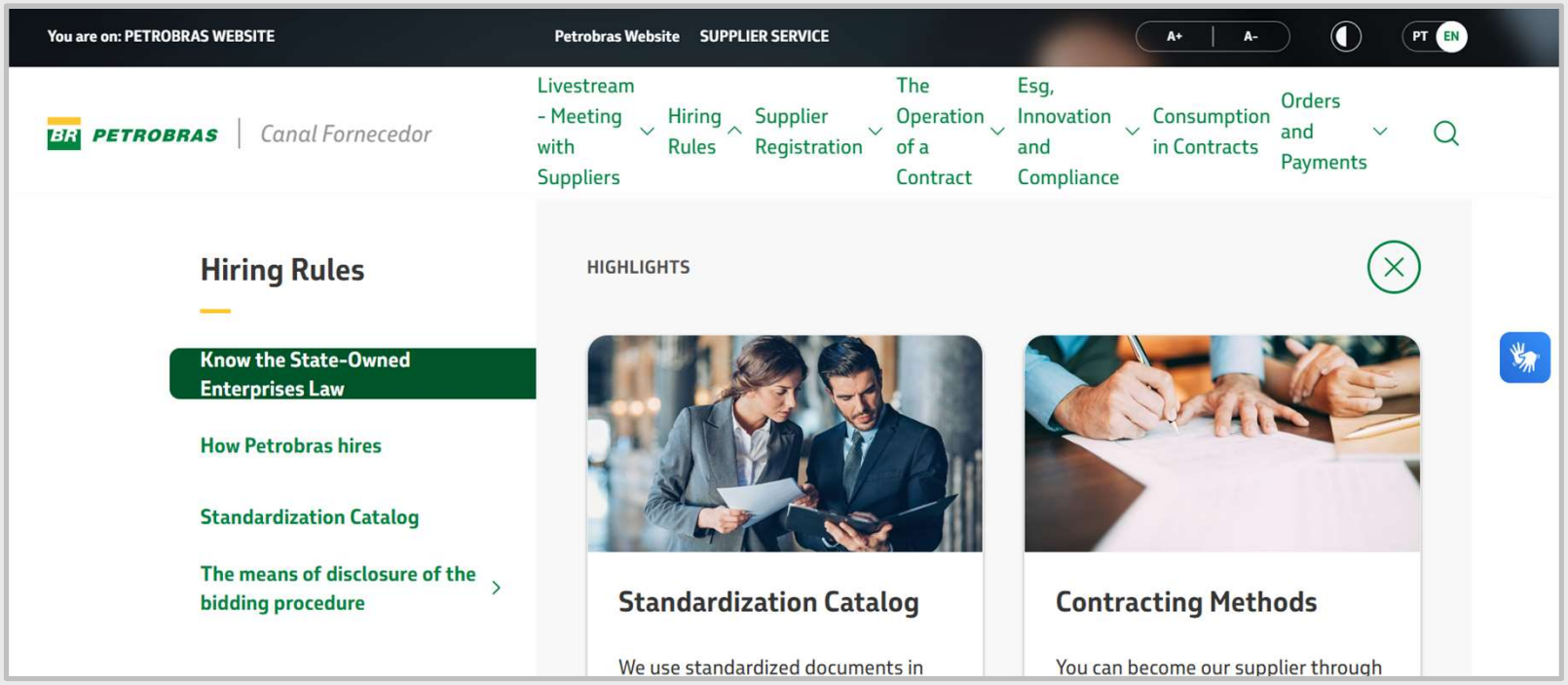
Illustrative Material

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.



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

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.

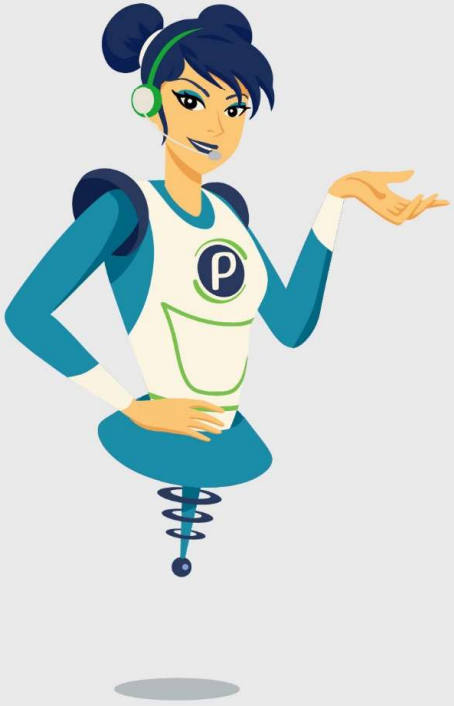
IX. FAQ

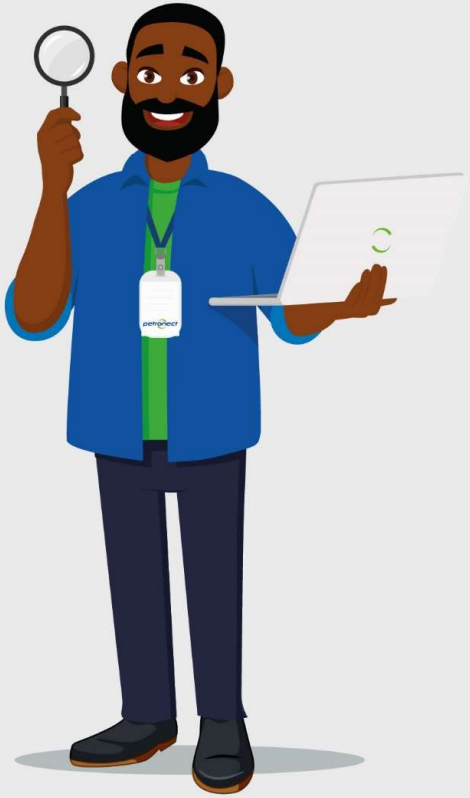
FAQ – Frequently Asked Questions:

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 onte 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.



Petronect

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