



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

**ACCESS FEE AND TRANSACTION FEE**

ACCESS FEE AND TRANSACTION FEE

Guide

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I. Petronect´s Portal - Context of Change

Since it was created, the **Purchasing and Contracting Portal** has undergone several extensions such as registry, payments, scheduling and tracking the delivery, always updating itself to serve the market and to be in accordance with the legal guidelines.

The latest updates were due to Petronect´s Portal upgrade, which **increased its compatibility** with different browsers and due to the **implementation of Law 13,303/16** and **Petrobras Bidding and Contracts Regulation**.

The Portal is now broader to handle all new process successfully and **Petronect is adjusting itself to this new context** of continuing changes.



## ACCESS FEE AND TRANSACTION FEE

### I. Petronect's Portal - Context of Change

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Companies that use the Petronect Portal and have some interesting at the Public Opportunities, available in the external area of the Portal, are subject to pay two different fees: Access Fee and Transaction Fee.

This charge will be exclusive to participate in Public Opportunities. For other processes, such as "Dispensa" (values below R\$ 85,000), "Inexigibilidade", prequalification and alienation, access will continue to be free, and payment of the access fee will not be necessary.

The Access Fee is valid upon payment of the bank receipt.

Important: Public Opportunity is understood to mean all types of public bidding that are carried out in the External (or Public) Area of the Petronect Portal.

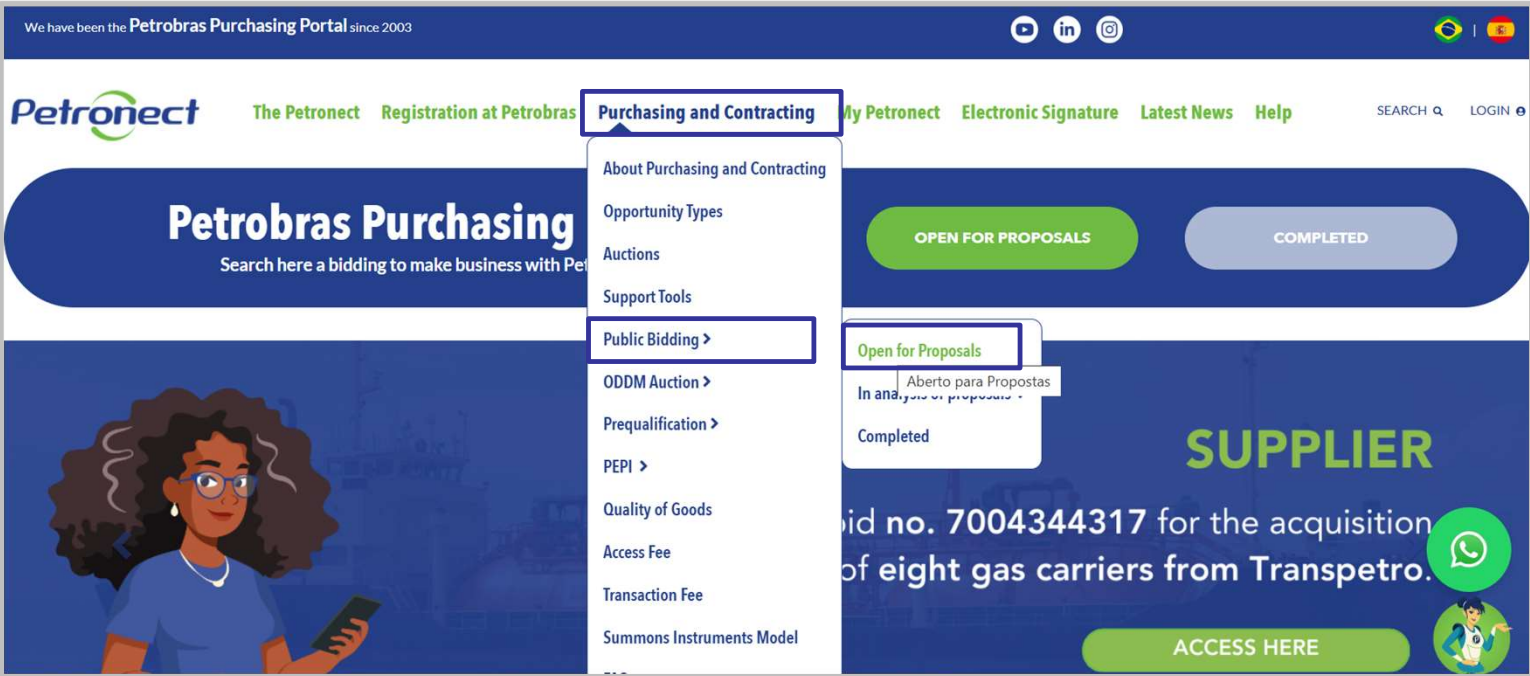


ACCESS FEE AND TRANSACTION FEE

I. Petronect’s Portal – External / Public Area:

In the external area of the Petronect’s Portal, through the "Purchasing and Contracting" menu, "Public Bidding – Open for proposals" submenu, will be presented all Public Bidding that the enrollment process is chargeable.

The supplier will have access to all available information in the public area, such as bid’s rules, attachment, notes and other clarifications.



## ACCESS FEE AND TRANSACTION FEE

## I. Petronect's Portal – External / Public Area:

Click on the  
**"I'm interested"** button



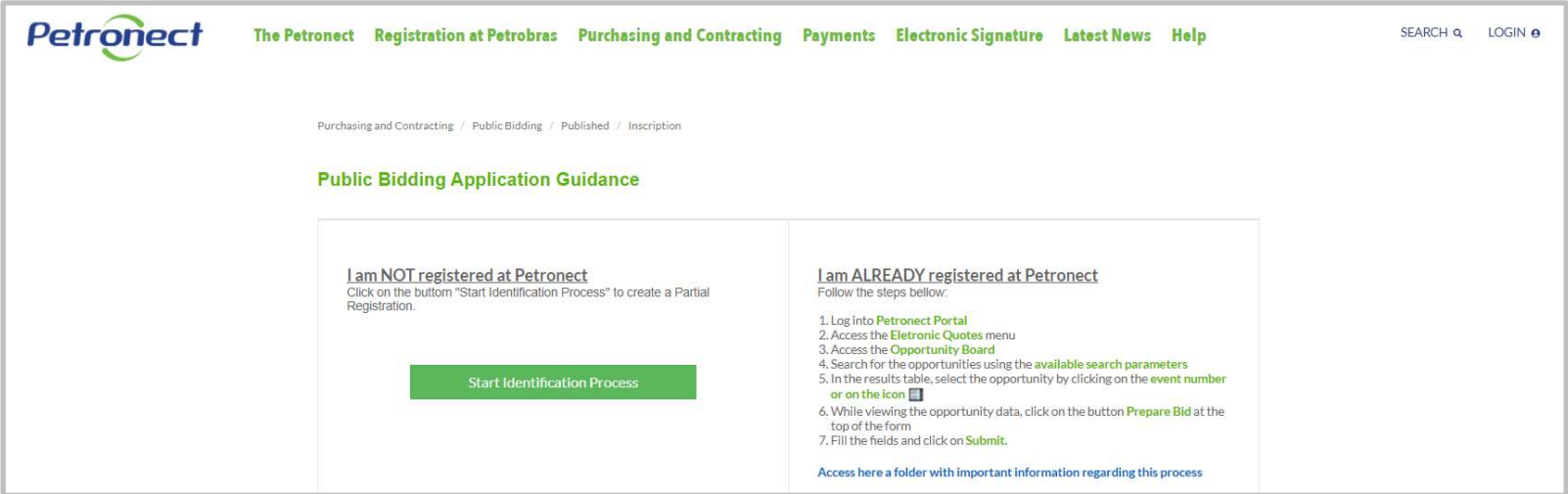
The diagram shows a blue arrow pointing from the 'I'm interested' button to the 'I'm interested' button.

ACCESS FEE AND TRANSACTION FEE

I. Petronect´s Portal – External / Public Area:

The user will be advertised on how to proceed to the registration in the desired bid and must follow the orientation described on the screen (I am NOT registered at Petronect or I am ALREADY registered at Petronect).

In order to be able to participate in a public bidding (e.g.: for the submission of proposals), the user must enter the internal area of the Portal and follow the process that will be presented in this document.



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II. Terms and Policies

In the first access to the Petronect Portal, after logging into the main page, the screen “Acceptance of terms and policies” will be displayed. Read and accept the documents to follow up on access.

 **PETROBRAS** / 

**Terms and Policies**

**Dear Customer,**

Please note the following observations:

Not accepting the adhesion term and ethical conduct term implies in non access to the content of the Petronect Portal;

- The maintenance of user data is the responsibility of company. Keep them up to date to avoid problems with participation in processes via Petronect;
- Learn about training provided by Petronect in menu My Petronect > Training after your login;
- When uploading files, prefer smaller size formats (ex: ".pdf"), preferably compressed (Ex: ".zip") and with less than 5 MB;

☐ I read and I accept the [adhesion term](#)


☐ I read and I accept the [ethical conduct term](#)

Submit



II. Terms and Policies

The “Submit” button will only be available if the user has read and accepted all documents. To access the documents, click on the blue text.



### Terms and Policies

Dear Customer,

Please note the following observations:

Not accepting the adhesion term and ethical conduct term implies in non access to the content of the Petronect Portal;

- The maintenance of user data is the responsibility of company. Keep them up to date to avoid problems with participation in processes via Petronect;
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☒ I read and I accept the [adhesion term](#)

☒ I read and I accept the [ethical conduct term](#)

Submit

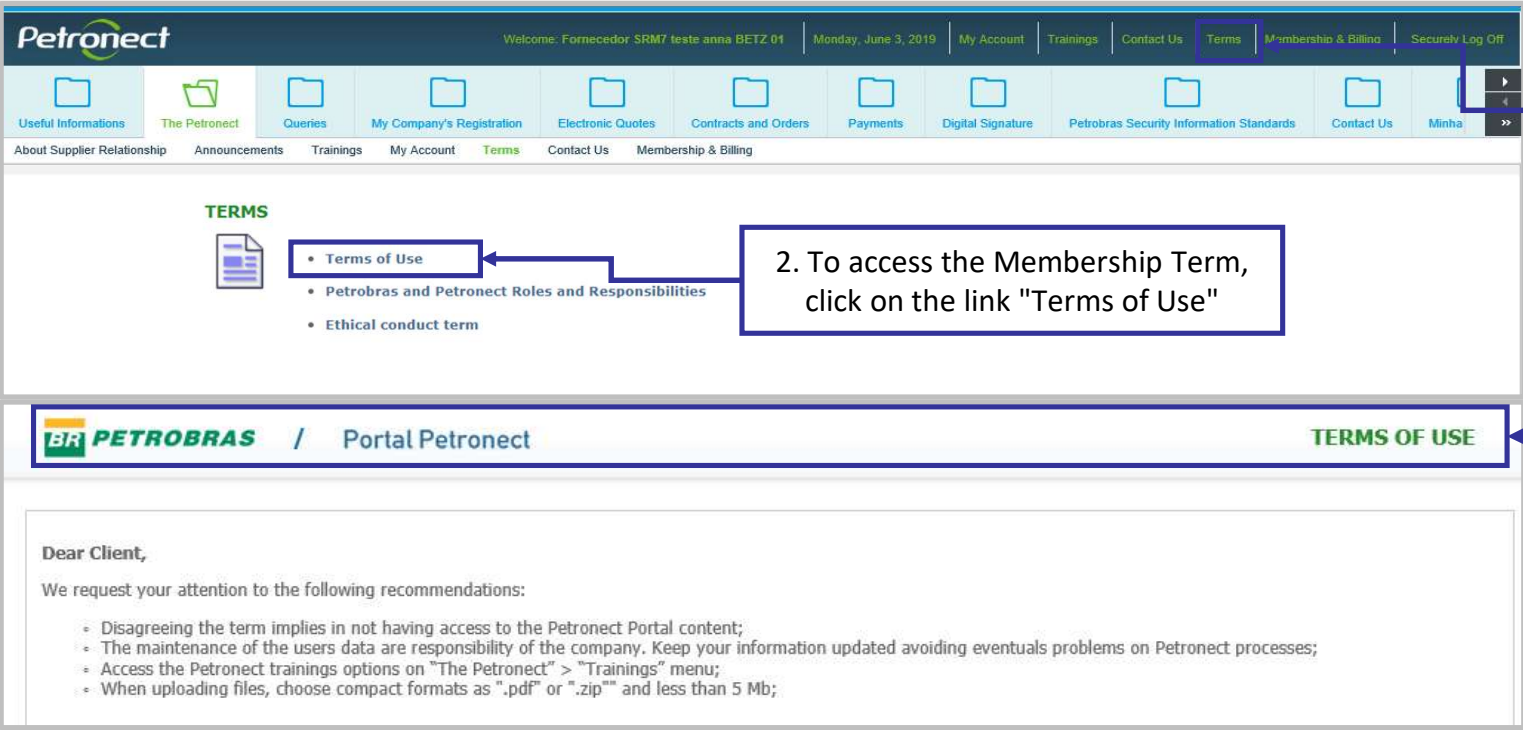
**Note:** Not accepting the adhesion term, privacy policy and ethical conduct term implies in non-access to the content of the Petronect Portal.



ACCESS FEE AND TRANSACTION FEE

II. 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.



1. Click on the link available in the header, labeled "Terms"

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

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



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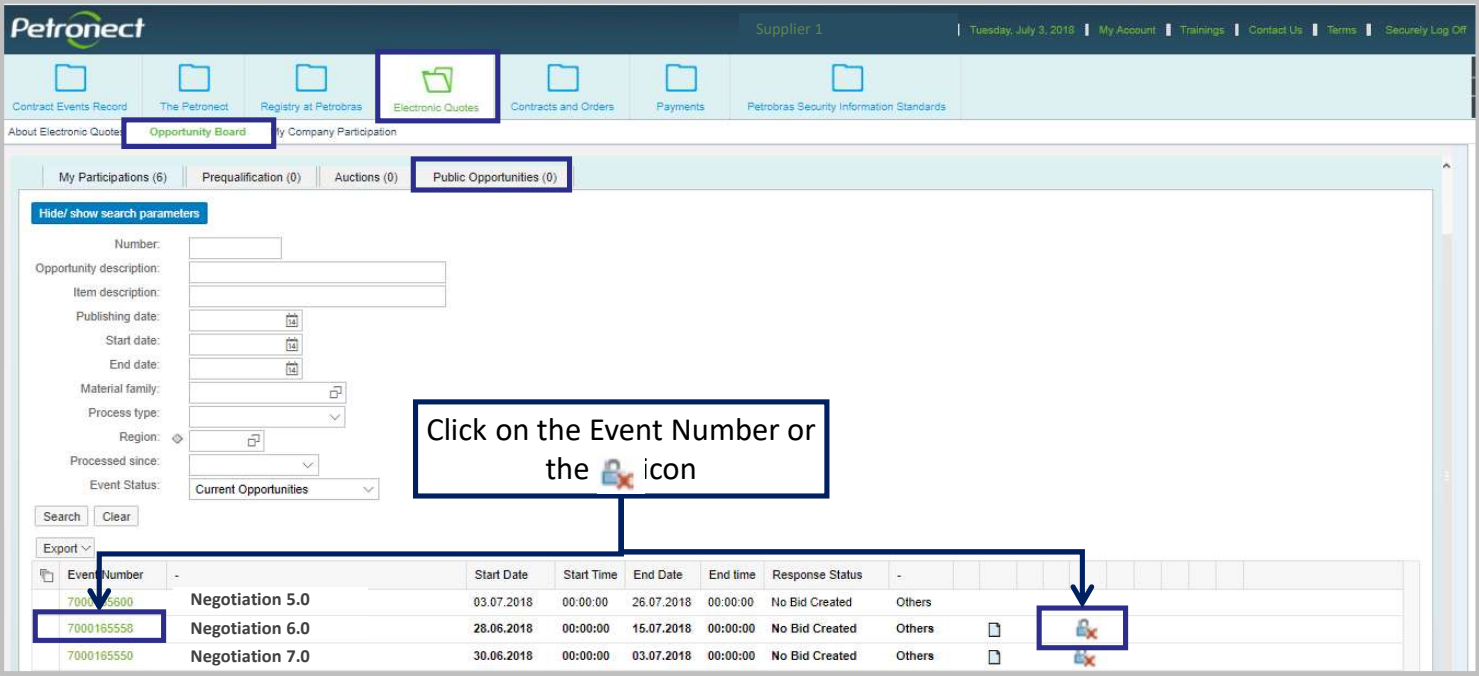
## ACCESS FEE AND TRANSACTION FEE


### III. Public Opportunities

In the internal area of Petronect's Portal, access "**Electronic Quotes**" > "**Opportunity Board**" to locate a specific Public Opportunity that has been 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 under restricted access.

To start the signing process and access the opportunity, the user should click on the **Event Number** at the beginning of the row or on the **lock icon**.




Click on the Event Number or the  icon

| Event Number | Negotiation     | Start Date | Start Time | End Date   | End Time | Response Status | Others |
|--------------|-----------------|------------|------------|------------|----------|-----------------|--------|
| 7000165550   | Negotiation 5.0 | 03.07.2018 | 00:00:00   | 26.07.2018 | 00:00:00 | No Bid Created  | Others |
| 7000165558   | Negotiation 6.0 | 28.06.2018 | 00:00:00   | 15.07.2018 | 00:00:00 | No Bid Created  | Others |
| 7000165550   | Negotiation 7.0 | 30.06.2018 | 00:00:00   | 03.07.2018 | 00:00:00 | No Bid Created  | Others |

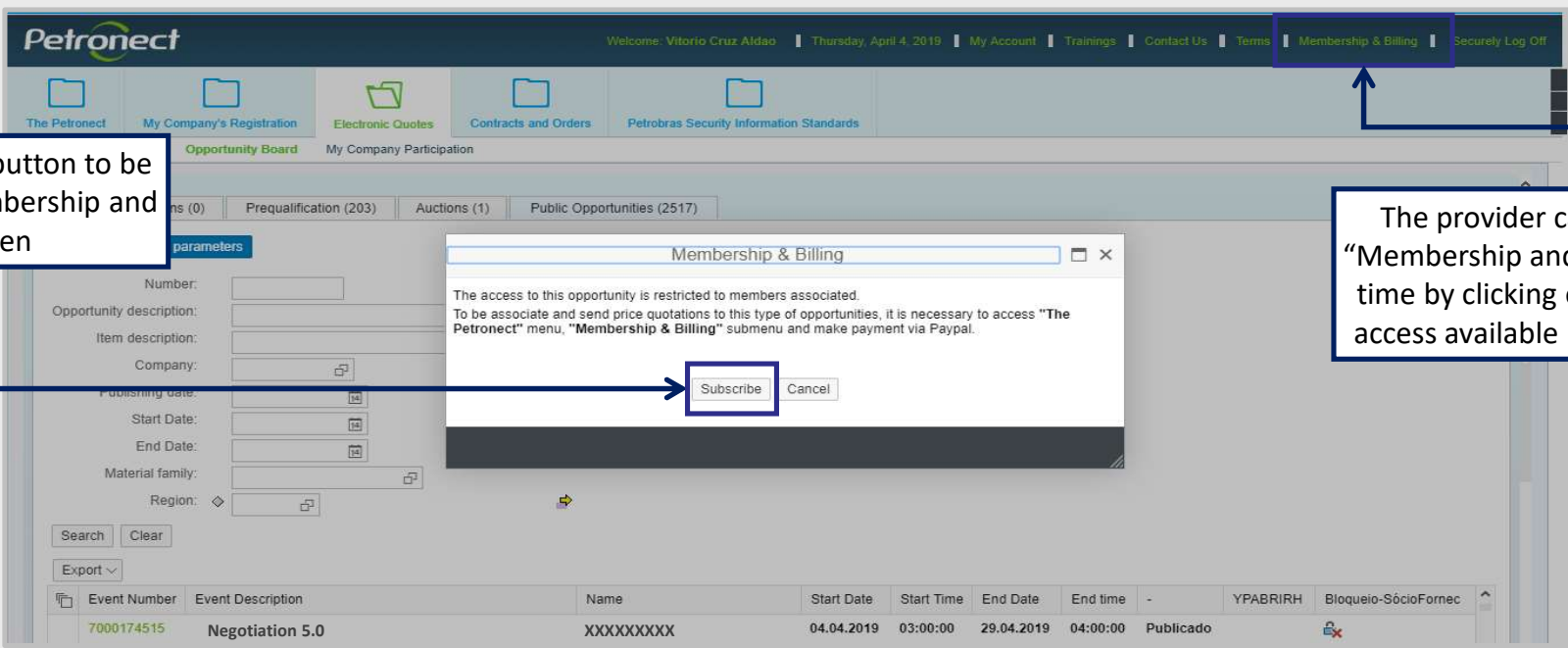


ACCESS FEE AND TRANSACTION FEE

III. Public Opportunities

After you click on a Public Opportunity document number or the icon  , a POP-UP will be displayed and you will get instructions on how to proceed to get the bank slip accordingly to 1-6 months subscription option to pay the fee.

Click the subscribe button to be directed to the Membership and Billing screen



The provider can also access the "Membership and Billing" page at any time by clicking on the link for quick access available in the Portal header

**Important:** When clicking on the opportunity number in the internal area of the Portal, it will not be possible to verify the information of the opportunity in question, only those who have paid the access fee can view the information.



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IV. Access Fee - Membership & Billing

The process of payment of the Access Fee for an international company must be done via Paypal.

To access Paypal, click on the payment button available on Payment History.

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All 1

We have not yet identified your annual subscription payment.

The process of payment of the Access Fee for an international company must be done via Paypal.  
To access **Paypal**, click on the **Payment** Button available in **Payment History**.

It is no longer necessary to wait for an invitation to participate in public biddings!

You can submit a quotation for the available options on the portal.

Be a member associate and be part of this new wave of opportunities!

Details of the Plan

!

Attention:

The bill expiration date is not the expiration date of your Supplier Member Subscription.

Payment History

| Bill Number | Creation Date | Due Date | Form of Payment | Status | Payment |
|-------------|---------------|----------|-----------------|--------|---------|
|             |               |          | Invoice         |        |         |

Click the button represented by the PDF icon to access the invoice for payment of the Access Fee





## ACCESS FEE AND TRANSACTION FEE

**First subscription:** it will be displayed this screen to select the subscription option from 1 to 6 months and you must click to declare that you agree to use your e-mail to get the invoice.

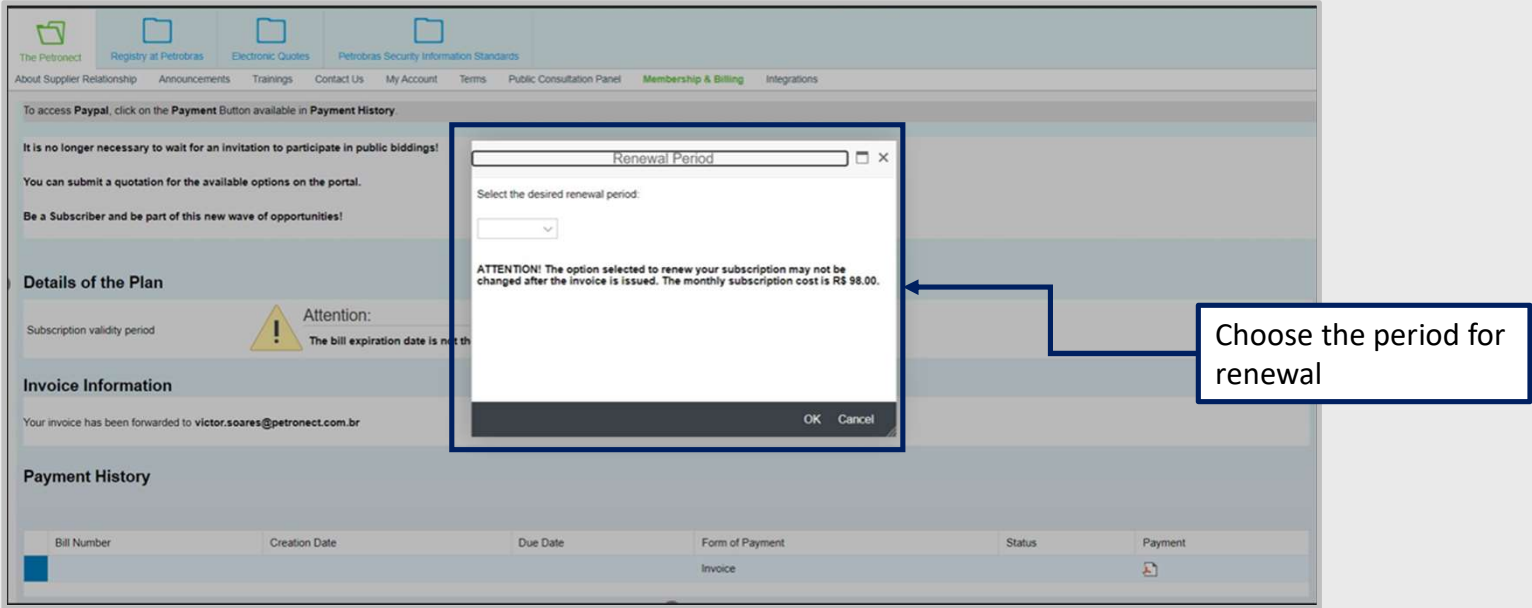
The screenshot shows the Petrobras portal interface. A modal dialog box titled "Information Complementary" is open, displaying a "Subscription Period" dropdown menu. A red arrow points to this dropdown, and a text box on the right contains the instruction "Select the desired Subscription Period". The background page shows the portal's navigation menu and a "Payment History" section.

**NOTE:** by selecting the period and clicking on “Ok”, it will no longer possible to do changes by the invoice due date.



ACCESS FEE AND TRANSACTION FEE

**Renewal:** it will be displayed this screen to to select the subscription option from 1 to 6 months.



**NOTE:** by selecting the period and clicking on “Ok”, it will no longer possible to do changes by the invoice due date.



ACCESS FEE AND TRANSACTION FEE

IV. Access Fee - Membership & Billing

It will be sent to the email of the first user who clicked the payment button the Paypal website invoice for payment of the fee.  
In the "Payment History" field, the supplier can view the information regarding the invoice number, the date the document was issued, the status of the payment, etc.

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We have not yet identified your annual subscription payment.

The process of payment of the Access Fee for an international company must be done via Paypal.  
To access **Paypal**, click on the **Payment** Button available in **Payment History**.

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You can submit a quotation for the available options on the portal.

Be a member associate and be part of this new wave of opportunities!

Details of the Plan

Attention:  
The bill expiration date is not the expiration date of your Supplier Member Subscription.

Payment History

| Bill Number | Creation Date | Due Date | Form of Paym | Invoice | Status | Payment |
|-------------|---------------|----------|--------------|---------|--------|---------|
|             |               |          |              | Invoice |        |         |



ACCESS FEE AND TRANSACTION FEE

IV. Access Fee - Membership & Billing

If it is necessary to make a remission of the invoice, the supplier must repeat the process after the expiration date of the document.

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The process of payment of the Access Fee for an international company must be done via Paypal.  
To access **Paypal**, click on the **Payment** button available in **Payment History**.

When you click on the PDF icon, the system will notify you, informing which email the invoice was sent for payment.

Confirmation

Invoice sent to email  
hans.joakim.skadsem@norceresearch.no.

OK

Amount Paid for Signature **R\$ 700** /year

Date of next invoice

Invoice Information

Your invoice has been forwarded to **hans.joakim.skadsem@norceresearch.no**

Payment History

| Bill Number | Creation Date | Due Date   | Form of Payment | Status | Payment |
|-------------|---------------|------------|-----------------|--------|---------|
| 0135        | 02.04.2019    | 09.04.2019 | Invoice         | Open   |         |



ACCESS FEE AND TRANSACTION FEE

IV. Access Fee - Membership & Billing

Petronect will make the release for the participation in Public Opportunities available in the Portal, after confirmation of the invoice payment

Once the payment confirmation, all users of the Supplier will be notified by e-mail and may participate in any bidding process involving public opportunities.

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Details of the Plan

Attention:

The bill expiration date is not the expiration date of your Supplier Member Subscription.

Payment History

| Bill Number | Creation Date | Due Date   | Form of Payment | Status   | Payment |
|-------------|---------------|------------|-----------------|----------|---------|
| 0135        | 02.04.2019    | 09.04.2019 | INVOICE         | Paid Out | ✓       |

After invoice payment, company status will be updated in Payment History.



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IV. Access Fee

The charging process to be able to participate in public opportunities will be through the payment of an "**Access Fee**". The payment of this amount must be made through a bank slip for each company document number (tax code/CNPJ).

The value of the Access Fee paid from 10/01/2023 will be Monthly by having the 1 to 6 months option. Payment must be made by each company's code by using a bank slip issued on the Petronect Portal.

After getting the bank slip and payment clearing, access to Public Opportunities will be granted to the Partner who will be enabled until the subscription expires. Check the expiration date of your subscription on the "My Subscription" screen.

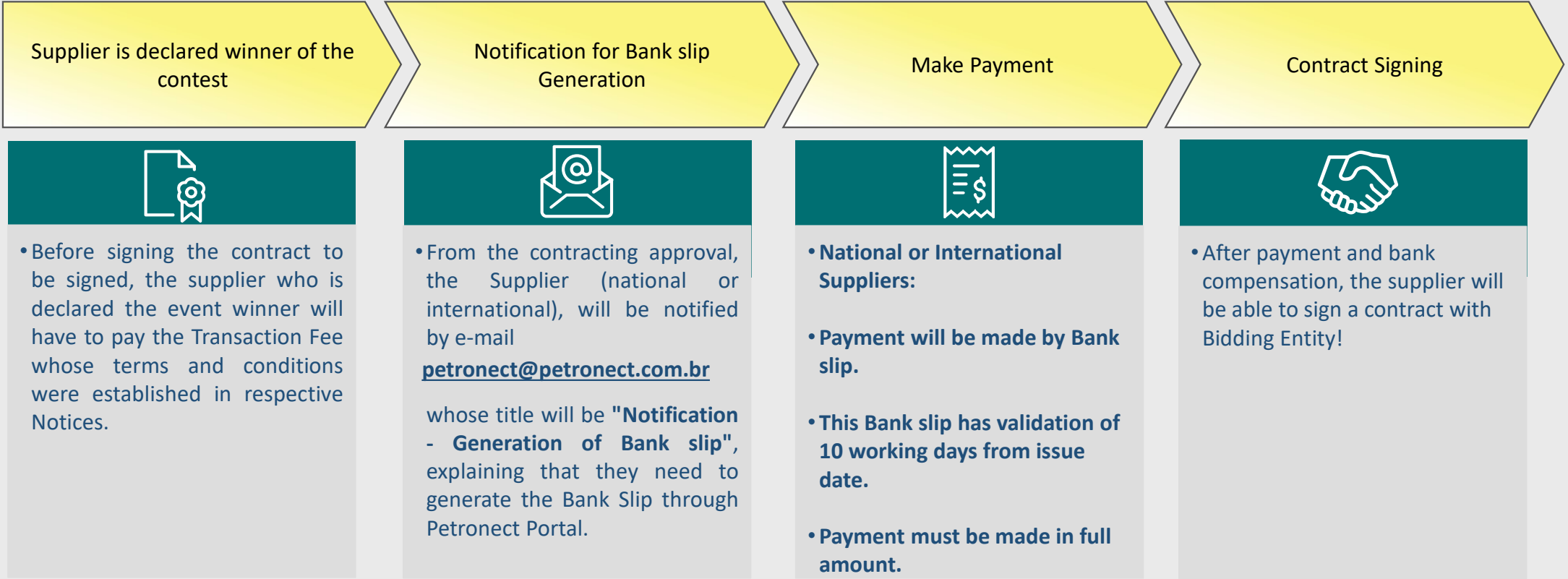
Suppliers who do not renew their subscription by the expiration date will have the access blocked and will not be able to participate in Public Opportunities, but will continue to have free access to all Portal features and other opportunities, such as Dispensa.



ACCESS FEE AND TRANSACTION FEE

V. Transaction Fee

Internal area display:

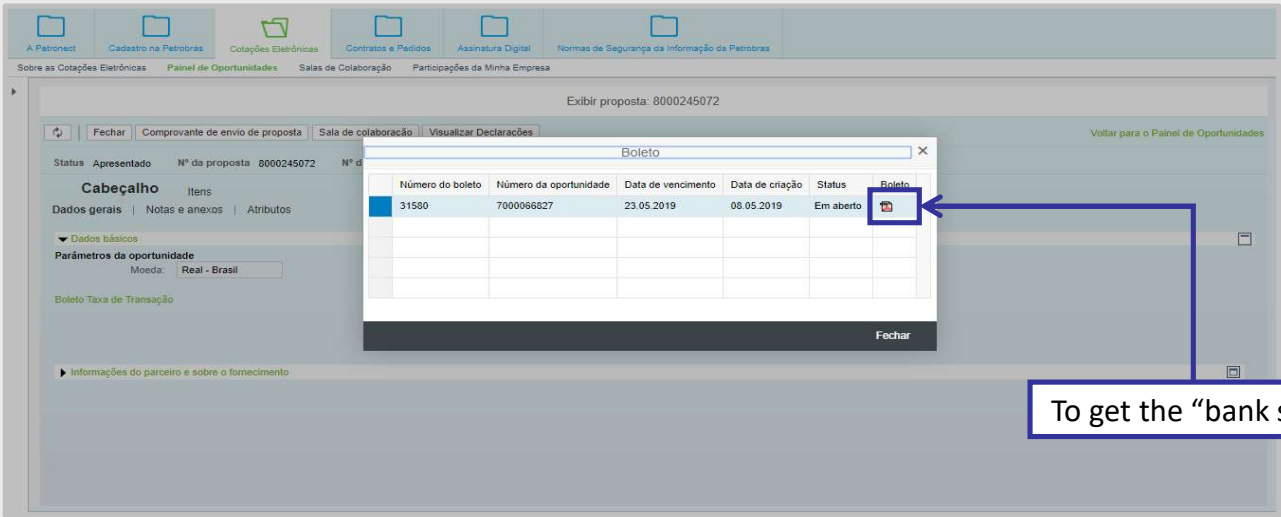




## ACCESS FEE AND TRANSACTION FEE

### V. Transaction Fee

By clicking on “**Transaction Fee Slip**”, it will be given to the supplier the “**Slip**” screen, in which the user will be able to click on PDF icon to do the bank slip issuance.



**MATERIAL ILUSTRATIVO**

On “**Slip**” screen, it will be also possible by the supplier to check the information of the bank slip number, due date, bid date and payment status. The “**Slip**” is valid for 10 **working days**.

The **slip download** may be done through Petronect Portal **up to its due date**. Expired slips will not be able on system. However, all the slips are ADD (Authorized Direct Debit), that is, they will be available at the supplier’s bank to refusal or approval of the payment.



V. Transaction Fee

**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>.



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**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 number **+552138767070** or sending an e-mail to **cobr@petrobras.com.br**

**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.

**I am a foreigner supplier. How can I do to issue an invoice duplicate?**

The user should verify with the responsible committee/group through the Collaboration Room of the opportunity at Petronect or Petrobras Finances Sector by using the by using the number **+552138767070** or sending an e-mail to **cobr@petrobras.com.br**





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