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**Company Identification** 

#### I. Objectives

#### After reading this training module, you will be able to:

- 1. Fill in "Identification" the basic data, items and supply places of your company;
- 2. Inform the service and good items you would like to supply to Petrobras;
- 3. Difference service and good items between Complete and Simplified;
- 4. Choose the place where you would like to supply your service and good items;





#### How to access the feature "Company Identification"

To access this feature, enter your user or CPF and password to access the restricted area.





When signing in, click on "Petrobras Registration".



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Access "Company Identification" - National Supplier.

Registry at Petrobras Announcements Co	ompany Identification Evalu	ation Questionnaires Results from	Evaluation	Events Track Your Situa	tion Confact Us						
Basic Data						8					
* Corporate Name	BOXFILE	XFILE									
Group Name:	BOXFILE										
* Trade/Commercial Name:	BOXFILE	XFILE									
* Country Tax Number (CNPJ for Brazil)	00245360000153	Validation of authenticity with eCNPJ									
* Company Type:	Individual Enterpreneuer										
State Registry (only for Brazilian Companies):	Non-ICMS Taxpayer		Number:								
Town Registry (only for Brazilian Companies):	⊙ Yes ⊙ No		* Number:								
* Country	Brazil		* State Sao Paulo								
* City:	SAO PAULO		* County:	BOXFILE							
* Company Address	BOXFILE		* Number:	870							
Complement:	CJ:151,152		Postal Code:	20511							
* E-Mail:	BOXFILE@BOXFILE.com.br	* Pt	ione Number:	111 1111111							
Web Page:											
Box Office Code:											
Tayatian data as reported to the	A IDS										
* Siza	Uniformed										
* Simple Option (only for Brazilian Compa	○ Yes ● No										
Company's manager data accord	ling to the article of as	sociation									
Insert Lines											
*Full Name	*CPF	*Cargo									
	(August 4) (August 4)		OMERCIAL 1								



Access "Company Identification" - Foreign Supplier

it Desistry at Patrahran Appayments		Desuite from Evaluation	Fuenta	Track Vour Cituation	Contact Us
ut Registry at Petrobras Announcements Co	Inipany Identification Evaluation Q	designmares Results from Evaluation	Events	Hack Your Siluation	Contact US
ear supplier to complete your registration please	fill the fields of Basic Data sections	below and on each of the steps press the bu	utton "sa	ve data". The data will (	only be saved if all required
elds are filled out correctly, enabling access to the	next section. You're only allowed to	proceed to the next section after the correct	filling of t	he current section.	
t the end, click on "Confirm" to complete the Step	"identification". After completing this s	step, only "supply" fields will be enabled for e	editing.		
he fields indicated with * are mandatory.					
Basic Data					
* Corporate Name:	TESTE ADOCAO ESTRANGEIRO				
Group Name:					
* Trade/Commercial Name	TESTE ADOCAO ESTRANGEIRO				
* Country Tax Number (CNPJ for Brazil):	792-29-1068				
* Company Type:	Public Limited Liability Company				
	T able Ennied Elability Company	<b>7</b>			
* Country:	USA	State:	Californ	nia	
* City:	Lake Tahoe	* County:	Ime		
* Company Address:	Address to Sell	* Number:	45		
Complement:	31	* Postal Code	12345		
* E-Mail:	mas039teste@gmail.com	* Phone Number:	998	87766	
Web Page:	teste.com				
Box Office Code:	1234				

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In "Basic Data" section, the screen will be loaded with the corresponding Tax Number to informed user. It will be necessary to fill in the requested data according to company information.

Basic Data			The fields "Group Name" and "Trade/Commercial Name" can be filled in
Group Name:	TESTE ADOCAO ESTRANGEIRO		alphanumeric characters (letters and numbers
* Trade/Commercial Name:	TESTE ADOCAO ESTRANGEIRO		
* Country Tax Number (CNPJ for Brazil):	792-29-1068		In "Company Type", the
* Company Type:	Public Limited Liability Company	$\sim$	selection options below
* Country	USA	State: California	are showed. Click on the
* City:	Lake Tahoe	* County: Irne	option desired to select it.
* Company Address:	Address to Sell	* Number: 45	
Complement:	31	After fill in all the	
* E-Mail:	mas039teste@gmail.com	mandatory fields	Items marked with * are mandatory.
Web Page:	teste.com	alial on the butter	
Box Office Code:	1234	"Save Data"	



Examples of messages that will be shown in case of not filling a required field or error in filling.









After saving the information entered in the "Basic Data" section, a successful message is displayed and the section icon changes from *s* to *s* 

ut Desister at Detrobres Assertances	meany Identification - Evaluation Questio	Pageirag Deguite from Evoluction	Fuente	Track Vour Oituation	Contect Us
ur Registry at Petrobras Announcements Co	impany identification Evaluation Questio	minaires Results from Evaluation	Events	Track Your Situation	Contact US
ear supplier, to complete your registration, please elds are filled out correctly, enabling access to the t the end, click on "Confirm" to complete the Step	e fill the fields of Basic Data sections, below e next section. You're only allowed to proce "Identification". After completing this step,	w and on each of the steps press the b ed to the next section after the correct only "supply" fields will be enabled for	utton "sav filling of ti editing.	ve data". The data will he current section.	only be saved if all requ
he fields indicated with * are mandatory.					
Basic Data					
* Corporate Name:	TESTE ADOCAO ESTRANGEIRO				
Group Name:					
* Trade/Commercial Name	TESTE ADOCAO ESTRANGEIRO				
* Country Tax Number (CNPJ for Brazil):	792-29-1068				
* Company Type:	Public Limited Liability Company				
* Country-	USA	State:	Califorr	nia	
* City:	Lake Tahoe	* County:	Irne		
* Company Address:	Address to Sell	* Number:	45		
Complement:	31	* Postal Code	12345		
* E-Mail:1	mas039teste@gmail.com	* Phone Number:	998	87766	
	teste com				
Web Page:	16316.0011				



Warning! It will be possible to proceed to "Bank Data" step only after filling and save the "Basic Data" step.

Petronect Registry at Petrobras Electron	ic Quotes Contracts and Orders Pet	obras Security Information Standards
Registry at Petrobras Announcements Co	mpany Identification Evaluation Questionn	aires Results from Evaluation Events Track Your Situation Contact Us
ar supplier, to complete your registration, please ds are filled out correctly, enabling access to the he end, click on "Confirm" to complete the Step e fields indicated with * are mandatory. Basic Data	fill the fields of Basic Data sections, below a next section. You're only allowed to proceed "identification". After completing this step, on	nd on each of the steps press the button "save data". The data will only be saved if all requir to the next section after the correctfilling of the current section. y "supply" fields will be enabled for editing.
* Corporate Name:	TESTE ADOCAO ESTRANGEIRO	
Group Name:		
* Trade/Commercial Name	TESTE ADOCAO ESTRANGEIRO	
* Country Tax Number (CNPJ for Brazil):	792-29-1068	Click on the button "Next".
* Company Type:	Public Limited Liability Company	If you want to edit any
* Country:	USA	data, click on the button
* City:	Lake Tahoe	
* Company Address:	Address to Sell	"Edit".
Complement	31	Postal Code 12345
	mas039teste@gmail.com	* Phone Number: 998 87766
* E-Mail:		
* E-Mail: Web Page:	teste.com	



#### **IV. Banking Data**

The next section to be filled is "Bank Data". In this step the user must inform the bank details related to the Tax Number of the supplier's company.

Banking Data								
The registration of bank account does not relieve the supplier to follow the guideline	given in payment clause, consisting of:							
"The payments due shall be made by PETROBRAS, by means of a payment bank tick Exceptionally, at the discretion of PETROBRAS, the payments may be made through account registered in PETROBRAS."	licket (simple recovery mode) in Company Name / CNPJ CONTRACTOR.							
The bank details entered on this site shall be linked with the supplier code. If the dat rejected by the banking system, being the sole responsibility of the supplier conseq	icon .							
In addition to the above information, a change in the bank account will be applied for	processes with due date from the day April 2, 2014.							
We emphasize that the contracts of chattel mortgage or assignment of credit (Ex: Pro bank collection or exclusive definition of account by Petronect portal.	gress / FDIC) will have its clauses respected, independent registry of							
The correct completion of banking information is essential to the success of the pay	ment transaction . Should be done with care and there are some rules that can help you . To view, please click on the icon next to the field.							
ABA Code: 🚱 🗗 Banco 01	Type: 🚱							
Bank branch: 😨 🔤 –	Key: 🚱							
Account: 🚱 🔤								
Save Cancel ( Previous								
	After fill in the data, click on the button "Save" to							
	validate the information.							





# IV. Banking Data

Banking Data		
Your account was created successfully! The registration of bank account does not relieve the supplier to follow the guidelines given in p	The successful message will	
"The payments due shall be made by PETROBRAS, by means of a payment bank ticket (simple Exceptionally, at the discretion of PETROBRAS, the payments may be made through credit on t account registered in PETROBRAS."	be displayed by saving bank details and the section icon	CONTRACTOR. all have a single
The bank details entered on this site shall be linked with the supplier code. If the data are confli rejected by the banking system, being the sole responsibility of the supplier consequent delays	will change	vments will be
In addition to the above information, a change in the bank account will be applied for processes We emphasize that the contracts of chattel mortgage or assignment of credit (Ex: Progress / FD bank collection or exclusive definition of account by Petronect portal.	IC) will have its clauses respected, indepe	ndent registry of
ABA Code: 0019 BANCO DO BRASIL S.A. Pix Key Type: Branch: 0038-8 JOINVILLE Pix Key: Account: 00089321-8 Change By DYZ0 at 13.05.2024 11:42:06 To fill on the to ente	in the next section, click button"Next". If you want change the bank data ered, click on the "Edit" button.	

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In the "Supply" step, the user will select the items you want to provide. The Goods and Services supplies are classified into groups defined as families. Follow the guidance displayed on the screen, as shown below:





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If you answered the question "Direct sale to Petrobras" with the option "Yes", all goods and services families available will be displayed to choose.

Search:			in the	10 °	B Damava Supat V					
Available Families	Registry	Туре	Scope	Re <sup>,</sup>	Selected Families Lov Value Registry Type Sc Req					
M-11 - Minerals, textiles and processed non-food agricultural products					1 No Family available					
M-11 - Ores (98011446)	Corporate	Goods								
M-12 - Chemical, biochemical and gaseous products										
M-12 - [PQ] Biocidas para uso em tanques de unidades de produção offshore ( 98012354 )	Corporate	Goods	CI.		In this field, you can perform a search of the item to					
M-12 - [PQ] Catalisador de Hidrotratamento (HDS) de Nafta Craqueada ( 98012364 )	Corporate	Goods	Q		be provided. To do this, enter the family number code					
M-12 - [PQ] Inibidores de Corrosão para Sistemas de	Corporate	Goods	2		and/or the material to be provided in the "Search"					
Produção de Óleo e Gás (98012374)			-	-	field Press the "Enter" key on your keyboard					
Produção de Óleo e Gás (98012374)	Corporate	Goods		-8	field. Press the "Enter" key on your keyboard.					
Produção de Óleo e Gás (98012374) M-12 - Alcohols (98011715) M-12 - Aldehydes (98010554)	Corporate Corporate	Goods Goods			field. Press the "Enter" key on your keyboard.					
Produção de Óleo e Gás (98012374) M-12 - Alcohols (98011715) M-12 - Aldehydes (98010554) M-12 - Alumina bracket (98011225)	Corporate Corporate Corporate	Goods Goods Goods	a a		field. Press the "Enter" key on your keyboard.					
Produção de Óleo e Gás (98012374) M-12 - Alcohols (98011715) M-12 - Aldehydes (98010554) M-12 - Aldehydes (98011225) M-12 - Ash or lees inhibitor (98010315)	Corporate Corporate Corporate Corporate	Goods Goods Goods Goods	0 0 0 0		field. Press the "Enter" key on your keyboard.					



If you answered the question "Direct sale to Petrobras" with the "No" option, only the corporate goods families will be displayed for selection.

Category:											
Search: Export 🛛 😓			A	dd 🔩	remove Export	82					
Available Families	Registry	Туре	Scope	Re <sup>1</sup>	Selected Families		Low Value	Registry	Туре	Sc	Req
M-11 - Minerals, textiles and processed non-food agricultural products					i No Family available						
M-11 - Ores ( 98011446 )	Corporate	Goods									
M-12 - Chemical, biochemical and gaseous products											
M-12 - [PQ] Biocidas para uso em tanques de unidades de produção offshore ( 98012354 )	Corporate	Goods									
M-12 - [PQ] Catalisador de Hidrotratamento (HDS) de Nafta Craqueada ( 98012364 )	Corporate	Goods	Q								
M-12 - [PQ] Inibidores de Corrosão para Sistemas de Produção de Óleo e Gás ( 98012374 )	Corporate	Goods	2								
M-12 - Alcohols ( 98011715 )	Corporate	Goods									
M-12 - Aldehydes ( 98010554 )	Corporate	Goods	Q								
M-12 - Alumina bracket ( 98011225 )	Corporate	Goods									
M-12 - Ash or lees inhibitor ( 98010315 )	Corporate	Goods	Q	-							
M-12 - Biocide ( 98010548 )	Corporate	Goods									





If you want to provide only goods to Petrobras, clear the option "Services" on "Category" field. In this way, only families of goods will be displayed. The same action should be performed to display only Service or Contractual Suppliers List families for example:

Category: 🗌 Goods 🗌 Services 🛛 🗹 LCF 🎯										
Search: Export 🛛 🕏 🚖			Ad	dd 🔩	🗣 Remove Export 🛛 😽 🚖					
Available Families	Registry	Туре	Scope	Rei ^	Selected Families	Low Value	Registry	Туре	Sc	Req
$\checkmark$ M-12 - Chemical, biochemical and gaseous products					i No Family available					
M-12 - Encrustation inhibitor ( 98010714 )	Corporate	Goods		-8						
✓ M-20 - Mining machinery and accessories										
98010673 - Subsea wellhead adapter	Corporate	Goods								
M-40 - Distribution and storage systems, equipment and components										
98011114 - Ball valve with resilient seal	Corporate	Goods		-						
98011115 - Ball valve with fire-tested resilient seal	Corporate	Goods		-8						
98011116 - Ball valve with metal-metal seal	Corporate	Goods								
98011117 - Ball valve with fire-tested metal-metal seal	Corporate	Goods								
M-40 - Air Cooler ; ( 98000269 )	Corporate	Goods		-						
M-40 - Globe model check valve ;piston model ;cast iron steel body ; ( 98000181 )	Corporate	Goods								





Category: 🔽 Goods 🗹 Services 🛛 V LCF 👔										
Search: Export 🛛 😽 🚖			Ac	dd 🔩	🖉 Remove Export 🛛 😽 🚖					
Available Families	Registry	Type	Scope	Re ^	Selected Families	Low Value	Registry	Туре	Sc	Req
✓ M-12 - Chemical, biochemical and gaseous products					✓ M-70 - Supplies for Local Registration					
M-12 - Encrustation inhibitor (98010714)	Corporate	Goods			M-70 - Bicycles and tricycles ( 98009784 )	$\checkmark$	Simplified	Goods		

The table with the families list will display the following information:

- "Available Families": Goods and/or Services and/or LCF Families available;
- "Register": Family Registration classification:

1.Simplified Registry: goods and services supply of less complexity, usually of interest local, of smaller size/value, available only to national companies. When all suitable criterias to, at least, one family of interest, named Technical, Economic and Legal, are approved, a Total CRC will be issued\*. When there is an approval in, at least, one applicable criteria to, at least, one family of interest will be issued a Partial CRC.

\*Contractual Suppliers List families will not be part of CRC, for them only a Partial CRC is applicable.





Category: Goods Services CCF										
Search: Export 🛛 🕏 🚖			A	dd 💠	🖉 Remove Export 🛛 😽 🚖					
Available Families	Registry	Туре	Scope	Rei ^	Selected Families	Low Value	Registry	Туре	Sc	Req
$\checkmark$ M-12 - Chemical, biochemical and gaseous products					M-20 - Mining machinery and accessories					
M-12 - Encrustation inhibitor ( 98010714 )	Corporate	Goods		-8	98010673 - Subsea wellhead	~	Corporate	Goods	Q	
M-40 - Distribution and storage systems, equipment					adapter				~	

The table with the families list will display the following information:

2. Corporate Registration: goods and services supply of greater complexity, size and/or value, applicable to domestic and foreign companies. When there is an approval in all the applicable criterias to, at least, one family of interest, ie Technical, Economic and Legal, a Total CRC will be issued\*. When there is an approval in at least one suitable criteria to, at least, one family of interest, will be issued a Partial CRC.

\*Contractual Suppliers List families will not be part of CRC, for them only a Partial CRC is applicable.





		Add	\$	🖉 Remove Export 🛛 😽 🚖						
Registry	Туре	Scope	Rec	Selected Families	Low Value	Registry	Туре	Sc	Req	^
				M-12 - Chemical, biochemical and gaseous products						
Corporate	Goods		-8	M-12 - Encrustation inhibitor ( 98010714)	$\checkmark$	Corporate	Goods			
				M-20 - Mining machinery and						
Simplified	Goods		-8	accessories	_					
	Registry Corporate Simplified	Registry     Type       Corporate     Goods       Simplified     Goods	Add       Registry     Type     Scope       Corporate     Goods     Coll       Simplified     Goods     Coll	Add Important         Registry       Type       Scope       Registry         Corporate       Goods       Important       Important         Simplified       Goods       Important       Important	Add Image: A	Add ◆       Registry       Type       Scope       Rec         Registry       Type       Scope       Rec       Selected Families       Low Value         Corporate       Goods       Image: Corporate       Goods       Image: Corporate       Image: Corporate <t< td=""><td>Add    Registry Type Scope Rec   Corporate Goods Image: Composition of the state o</td><td>Add ↓       Feemove       Export       ♥ ▲         Registry       Type       Scope       Ref       Selected Families       Low Value       Registry       Type         Corporate       Goods       Image: Corporate       Goods       Image: Corporate       M-12 - Chemical, biochemical and gaseous products       Image: Corporate       Corporate       Corporate       Goods       Image: Corporate       Corporate       Goods       Image: Corporate       Corporate       Corporate       Corporate       Goods       Image: Corporate       Corporate</td><td>Add        Image: Composition of the composition</td><td>Add Image: Registry Type Scope Ref   Registry Type Scope Ref   Corporate Goods Image: Ref   Simplified Goods Image: Ref     Add Image: Ref Image: Ref     Image: Ref Image: Ref     Simplified Goods     Image: Ref Image: Ref     Image: Ref Image: Ref     Simplified Goods     Image: Ref Image: Ref     Image: Ref Image: Ref     Selected Families     Selected Families     Image: Ref     Image: Ref     Selected Families     Image: Ref     Selected Families     Image: Ref     Image: Ref     Selected Families     Image: Ref     Selected Families     Image: Ref     Selected Families     Image: Ref     Image: Ref     Image: Ref     Image: Ref     Image: Ref     Image: Ref     &lt;</td></t<>	Add    Registry Type Scope Rec   Corporate Goods Image: Composition of the state o	Add ↓       Feemove       Export       ♥ ▲         Registry       Type       Scope       Ref       Selected Families       Low Value       Registry       Type         Corporate       Goods       Image: Corporate       Goods       Image: Corporate       M-12 - Chemical, biochemical and gaseous products       Image: Corporate       Corporate       Corporate       Goods       Image: Corporate       Corporate       Goods       Image: Corporate       Corporate       Corporate       Corporate       Goods       Image: Corporate       Corporate	Add        Image: Composition of the composition	Add Image: Registry Type Scope Ref   Registry Type Scope Ref   Corporate Goods Image: Ref   Simplified Goods Image: Ref     Add Image: Ref Image: Ref     Image: Ref Image: Ref     Simplified Goods     Image: Ref Image: Ref     Image: Ref Image: Ref     Simplified Goods     Image: Ref Image: Ref     Image: Ref Image: Ref     Selected Families     Selected Families     Image: Ref     Image: Ref     Selected Families     Image: Ref     Selected Families     Image: Ref     Image: Ref     Selected Families     Image: Ref     Selected Families     Image: Ref     Selected Families     Image: Ref     Image: Ref     Image: Ref     Image: Ref     Image: Ref     Image: Ref     <

- "Low-Value": Indicates which suppliers are eligible to participate in the low value hiring process. The field can be edited according to the family configuration and supplier type.
- "Type": type of the family, (Goods or Services);
- "Scope": by clicking on the icon <sup>™</sup> family scope information will be displayed.
- "Requirement": by clicking on the icon a, it will be possible to see nformation about requirements, weight and minimum value will be displayed.



about requirements



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The user will be directed to the "Goods list (or Services)" - the supplier should click on the "Download file" option.

The user will be provided with a word file "Pradronized Electronic Catalog" (CEP), where the supplier will have access to all the requirements information of the family requirement.

Downloa Close the	1_Econômico_001_20180208001709.TXT' after the file has been completely downloaded.
Close	





To inform the goods, services or LCF families you would like to supply, select on the list and click the "Add" button.

Category: 🗹 Goods 🗹 Services 🛛 🗸 LCF 🍘										
Search: Export 🛛 😓			A	dd 🔩	ኞ Remove Export 🛛 😽 🚖					
Available Families	Registry	Туре	Scope	Rei ^	Selected Families	Low Value	Registry	Туре	Sc	
$\checkmark$ M-12 - Chemical, biochemical and gaseous products					i No Family available					
M-12 - Encrustation inhibitor ( 98010714 )	Corporate	Goods		-8						
M-20 - Mining machinery and accessories										
98010673 - Subsea wellhead adapter	Corporate	Goods	3							
M-40 - Distribution and storage systems, equipment and components										
98011114 - Ball valve with resilient seal	Corporate	Goods								
98011115 - Ball valve with fire-tested resilient seal	Corporate	Goods		-8						
98011116 - Ball valve with metal-metal seal	Corporate	Goods		-8						
98011117 - Ball valve with fire-tested metal-metal seal	Corporate	Goods		-8						
M-40 - Air Cooler ; ( 98000269 )	Corporate	Goods								
M-40 - Globe model check valve ;piston model ;cast iron steel body ; ( 98000181 )	Corporate	Goods								





On the side table, the selected families will be shown.





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After saving the information inserted on the "Edit Supply" section, a successful message will be shown and the section icon will change from to a



If the supplier select at least one Complete Goods Family, the "Edit Manufacturer" icon will be enabled. Click on this icon to fill information on the manufacturer.



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A new screen will be displayed with all the families selected by the supplier on the supplying screen classified as Corporate Goods.

DUARTE & EHLERS ASSESSORIA EMPRESARIAL - 10117572000109									
Please inform the manufacturing type for each familie in th code on the field "CNPJ Manufacturer", pressing "Include I		. Fap	t are manufa lecting the fa	actured by thin amilies that ar	d parties must have the manufacturers specified in the right section. You can do that by typing the Manufacturer fisc e made by each one of them.	al			
Families of Good	Own M	3rd Pa	Scope	Status	☆ Include Manufacture	er			
✓ M-11 - Minerals, textiles and processed non-food agric					Families and Manufacts				
M-11 - 753951 TEST (753951)				×	i No Family available				

- 1. "Own Manufacturer": Select this field if the item is produced by the supplier him/herself.
- 2. "3rd Party Trade": Select this field if the item is produced by another supplier.





3. "Scope": This field displays detailed information on the selected family.

DUARTE & EHLERS ASSESSORIA EMPRESARIAL - 10117572000109									
Please inform the manufacturing type for each familie in the left section. Families that 3 fac 4 hird parties must have the manufacturers specified in the right section. You can do that by typing the Manufacturer fiscal code on the field "CNPJ Manufacturer", pressing "Include Manufacturer" and then sele 3 far 4 hare made by each one of them.									
Search: 🛛 🕹 🚖					Search: CNPJ manufacturer:				
Families of Good	Own M	3rd Pa	Scope	Status	☆ Include Manufacture	ſ			
✓ M-11 - Minerals, textiles and processed non-food agric					Families and Manufacts				
M-11 - 753951 TEST (753951)				۲	i No Family available				

- 4. "Status": displays the manufacturer status to the family. It may display two options:
  - It is necessary to associate a manufacturer to the family concerned;
  - Manufacturer associated to the family concerned.





On the side table, it will be necessary to include a manufacturer so that it is possible to associate it with a family

	DUAR	RTE & EHL	ERS ASS	SESSORI	A EMPRESARIAL - 10117572000109	×
Please inform the manufacturing type for each familie in the code on the field "CNPJ Manufacturer", pressing "Include	ne left section Manufacturer	. Families tha " and then se	t are manufa lecting the fa	actured by thi amilies that a	rd parties must have the manufacturers specified in the right section. You can do that by typing the Manufacturer fiscal re made by each one of them.	
Search:					Search: CNPJ manufacturer:	
Families of Good	Own M	3rd Pa	Scope	Status	A Include Manufacturer	
✓ M-11 - Minerals, textiles and processed non-food agric					Families and Manufacts	
M-11 - 753951 TEST (753951)				۲	i No Family available	
		1			Type the manufacturer's company Tax Number and click the "Include Manufacturer" button.	





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By selecting the family, the status will be changed to <a>Image: Then, click on the "Save" button. In case you want to delete the manufacturer, click on the <a>Image: button.</a>

	DUAR	RTE & EHL	ERS ASS	SESSORI	A EMPRESARIAL - 10117572000109		
Please inform the manufacturing type for each familie in th code on the field "CNPJ Manufacturer", pressing "Include M	e left section Manufacturer	. Families tha " and then se	t are manufa lecting the fa	ctured by th amilies that a	rd parties must have the manufacturers specified in the right section. You can do that by typing re made by each one of them.	g the Manufactur	er fiscal
arch:					Search: CNPJ manufacturer:	10117572000109	9
amilies of Good	Own M	3rd Pa	Scope	Status	2	Include Manu	facturer
M-11 - Minerals, textiles and processed non-food agric					Families and Manufacts		
M-11 - 753951 TEST (753951)	~			-	V 10.117.572/0001-09 - DUARTE & EHLERS ASSESSORIA EMPRESARIAL	ť	<u>ش</u>
			2				
			2	Ū			



Banking Data		8
Supply		R
In this step, you need to inform what families want to provide to Petrobras or indicate bea Trader b Direct sale to Petrobras?: • Yes $No$ The option "yes" must be only set if your company is a Service Provider, Trader Manufacturer, Res The option "no" must be only set if your company is Non-Trader Nanufacturer of the Corporate Res	he "Edit Manufacturer" step status will be changed.	
Please review your supply list and if necessary, press the button "Edit supply location" to change the suppliers, the supply location has been set as Brazil.	oply location information for your families. As default for internation	nal
Edit Supply Edit Manufacturer	Edit Supply Region 📮	
Families	Registry Type	
imes  M-11 - Minerals, textiles and processed non-food agricultural products		
M-11 - 753951 TEST (753951)	Corporate Goods	





To Corporate Goods Families, the system will consider the whole national territory as the supply region; and to further families, the state informed in the "Basic Data" section will be considered as the supply region.

Banking Data			¥
Supply			₩
In this step, you need to inform Direct sale to Petrobras?: The option "yes" must be only The option "no" must be only Please review your supply lis	To edit the supply region, click this icon	Trader but not a Manufacturer of a family er, Reseller/Distributor or of the Simplified Registry ate Registry ange the supply location information for your famil	y ies. As default for international
Edit Supply	Edit Manufacturer	Edit Supply Region	
List of Selected Fam	ilies		
Families		Registry	Туре
✓ M-11 - Minerals, textiles	and processed non-food agricultural products		
M-11 - 753951 TEST	(753951)	Corporate	Goods

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# A new screen will be displayed, click on the real icon

Attention: The State informed in "Basic Data" Tip: To assign selected region for all families Search:	section was use at once, use the	ed as the defaul button"Assign	t supply region for all fa to all families", located	amilies. Jus on the righ	t use editing area if you want to change this default information. t top of the screen.
Families	Registry	Туре	(1)	Status	
$\!$			<u>A</u>		
M-11 - (98000172)	Simplified	Goods	🖧 Dis 🥖 Edi	t 🗖	

Attention: The State informed in Tip: To assign selected region for	"Basic Data" section was used as the default supply or all families at once, use the button"Assign to all far	region for all families	se editing area if you want to change this default information. op of the screen.
Search: Families V M-11 - Minerals, textiles and pro	A table with the supply region will be shown.	Status	Atribuir a todas as famílias         Description         Anguilla
M-11 - (98000172)	Simplified Goods &	Dis 🥖 Edit 🗖	Angola
			V V Brazil
			> Midwest
			> Northeast



In the example below, the supplier inserted Rio de Janeiro's state in the "UF" field when filled the section "Basic Data". However, it will be possible to edit this information.

Attention: The State informed in "Basic Data" Tip: To assign selected region for all families	section was use at once, use the	d as the defaul button"Assign f	t supply regi to all families	on for all fa s", located	amilies. Jus on the right	t use editing area if you want to change this default information. top of the screen.
Search: 🛛 🕹 🚖						■     ▼ 会     Atribuir a todas as famílias
Families	Registry	Туре			Status	Description
$\sim$ M-11 - Minerals, textiles and processed no						Anguilla
M-11 - (98000172)	Simplified	Goods	Sc Dis	🥒 Edi	t 🗖	Angola
						V V Brazil
						> Midwest
						> Northeast
						> North
						✓ ✓ Southeast
						> Espirito Santo
						> Minas Gerais
						✓ ✓ Rio de Janeiro
						ANGRA DOS REIS
						ARRAIAL DO CABO
						CABO FRIO
						CAMPOS DOS GOYTACAZES
						JUQUE DE CAXIAS
						✓ ITABORAI
						JAPERI
						MACAE





In case the user wants to supply to a smaller amount of regions or to some other region or city, they must check or uncheck the region and click the option "save".

Attention: The State informed in "Basic Data" Tip: To assign selected region for all families	section was use at once, use the	d as the default button"Assign t	supply regi all familie	on for all far s", located o	nilies. Jus on the righ	t use editing area if you want to change this default information.		
Familias Penistry Type Status								
	Registry	туре			Status	Description		
<ul> <li>M-11 - Minerals, textiles and processed no</li> </ul>				0.00	-	Anguilla		
M-11 - (98000172)	Simplified	Goods	Ser Dis	/ Edit		Angola		
						✓ ✓ Brazil		
						> Midwest		
						> Northeast		
						> North		
						✓ ✓ Southeast		
It will also he nos	sihle to a	ssociate	the			Espirito Santo		
		55001010	line			> Minas Gerais		
selected regions to all families chosen. To do				✓ ✓ Rio de Janeiro				
	// <b>.</b>		••••			ANGRA DOS REIS		
so, click the button	"Associat	e all fam	ilies".			ARRAIAL DO CABO		
						CABO FRIO		
						CAMPOS DOS GOYTACAZES		
						✓ DUQUE DE CAXIAS		
						✓ ITABORAI		
						JAPERI		
						MACAE		
							Save	Canc





Basic Data		8				
Banking Data		冬				
Supply		$\triangleleft$				
Regionality data has been saved successfully.   In this step, you need to inform what families want to provide to Petrobras or indicate bea Tract   Direct sale to Petrobras?: • Yes   Yes   No   The option "yes" must be only set if your company is a Service Provider, Trader Manufacturer, The option "no" must be only set if your company is Non-Trader Manufacturer of the Corporate Registry Please review your supply list and if necessary, press the button "Edit supply location" to change the supply location information for your families. As default for international suppliers, the supply location has been set as Brazil. <b>Windows</b>						
Edit Supply	Edit Supply Region					
List of Selected Families						
Families	Registry	Туре				
$\sim$ M-11 - Minerals, textiles and processed non-food agricultural products						



# **VI.** Confirmation

Supply			8	
Regionality data has been saved successfully.				
In this step, you need to inform what families want	to provide to Petrobras or indicate bea Trader but not a Manufacturer of a	amily		
Direct sale to Petrobras?; ( Yes ( No				
The option "yes" must be only set if your company	is a Service Provider, Trader Manufacturer, Reseller/Distributor or of the S	implified Registry		
The option "no" must be only set if your company is	s Non-Trader Manufacturer of the Corporate Registry			
Please review your supply list and if necessary, pre suppliers, the supply location has been set as Braz	ess the button "Edit supply location" to change the supply location informati il.	on for your families. As	default for international	
Edit Supply	Edit M Edit Supply Re			
List of Selected Families	Editar Fabricante 🧧			
Families		Registry	Туре	
✓ M-11 - Minerals, textiles and processed non-	food agricultural products			
753951 - 753951 TEST	753951 - 753951 TEST			
M-11 - (98000172)	Click the button "Confirm" t	0	Goods	
	complete the identification	n l		
< Previous	process of your company.			
0.5				
Contirm 📥				





#### **VI.** Confirmation

After clicking the "Confirm" button, the following message will be shown. In case you do want to confirm the data, click the "Yes" button.

**ATTENTION!** After confirming, in case you want to change any information, contact the call center.



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## VI. Confirmation

After confirming the data, the system will direct the user to the "Evaluation Questionnaires" tab, where it will already be possible to answer open questionnaires. In order to start the evaluation process, these questionnaires must be answered.

The Petron	ect Registry at Petrobras P	etrobras Security Information	Standards				
About Regis	try at Petrobras Announcements	Company Identification	Evaluation Questionnaires	Results from Evaluation	Events	Track Your Situation	Contact Us
				Oper	n Question	nnaires	
+2/	Your company must fill the question How to proceed: 1- For each non answered criteria 2- After completing the questionna 3- Finally, after answer to all criteri	onnaires below to be evaluated ( X ), click on Answer butter of one criterion, the stations, click on Send button	ated by Petrobras. utton tus will change to Answered (¥ to submit your questionnaire to	<ul> <li>Petrobras evaluation</li> </ul>			
	Click here to view the questionna Click here to view the questionna	ire answers for the current ire answers for the current	families's requirements. and the historical families's rec	quirements.			



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



