



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

EVALUATION

I. Objectives

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

1. Understand the concepts of Petrobras evaluation process:
 - Understand what is 'product groups';
 - Understand the evaluation criteria;
 - Understand the concepts of "Requisite", "Indicator" and "Questionnaires" in the evaluation process.
2. Search and follow up your company processes.



II. Concepts

Concepts



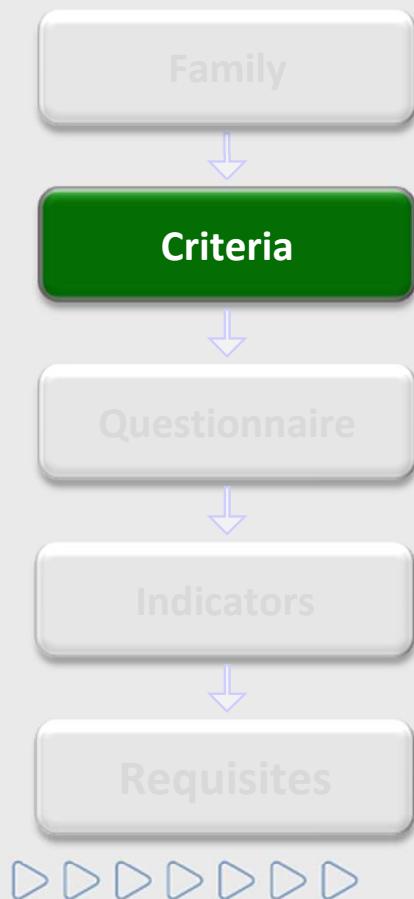
What are goods and/or services family?

Families are divisions into the supply lines (goods or services), where there is a group by similar items. They divide each other into:

- Simplified good and services families: require evaluation only in aspects “Legal” and “Technical” with simple requisites.
- Complete good and services families: require evaluation in several aspects, such as technical capacity, economic situation, regularity, quality, security and environmental management system.

II. Concepts

Concepts

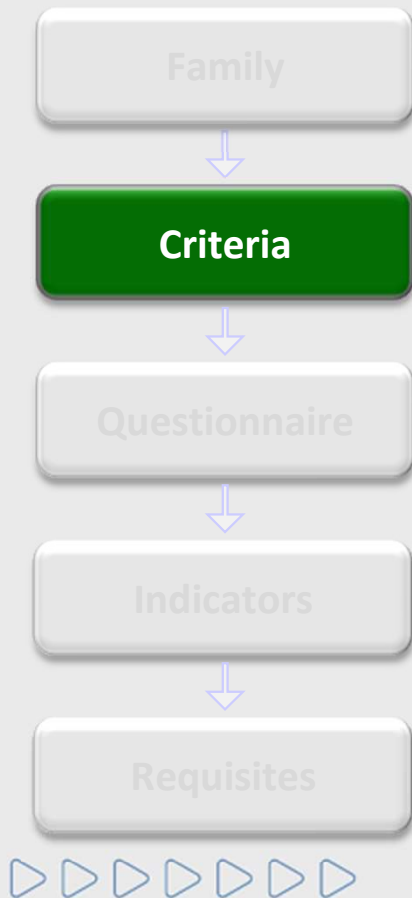


Which are the evaluation criteria?

It's through the criterias that Petrobras evaluate the companies whose aim the Complete or Simplified Registry. They can differ according to the registry, supplier type and selected goods or services items. The used criterias are:

- Economic: Requisites and indicators set that evaluate the supplier's economic and financial situation based on the financial results of the company.
- Managerial: Requisites and indicators set that evaluate the implantation guide of the Quality Management System, measuring the commitment with the quality and continuous improve, appreciating and stimulating the certification according to the ISO 9001 standard.

II. Concepts

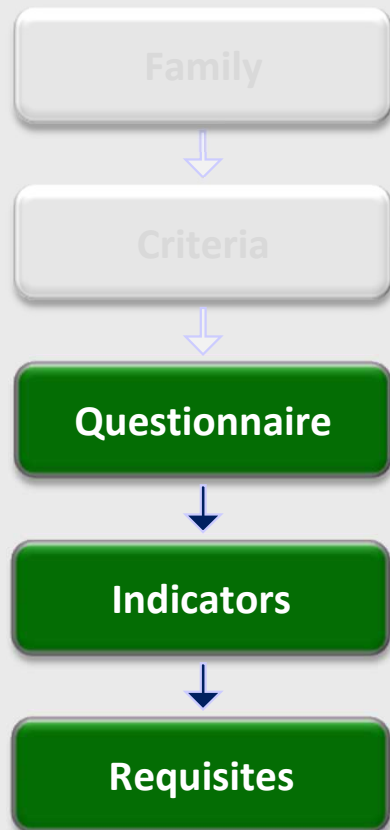


Which are the evaluation criteria? (continuation)

- Legal: Requisites and indicators set that evaluate the regularity of the companies in accomplishment of their legal obligations with the market , the government organizations and the society.
- Technical: Requisites and indicators set that evaluate the technical capacity, supply tradition, technical balance, eventual homologations and specific qualifications of the service or material which is the object of the evaluation.
- SMS: Requisites and indicators set that evaluate the implantation guide of the Security, Environment and Occupational Health Management System, appreciating and stimulating the certifications according to the ISO 14001 and OHSAS 18001 standards.
- Accreditation: Requisites and indicators set that evaluate the resellers on the accreditation process.

II. Concepts

Concepts



What are questionnaires, indicators and requisites?

The evaluation process done by Petrobras is based on the filling of questionnaires, composed by one or several indicators which evaluate the candidate to supply goods and/or services.

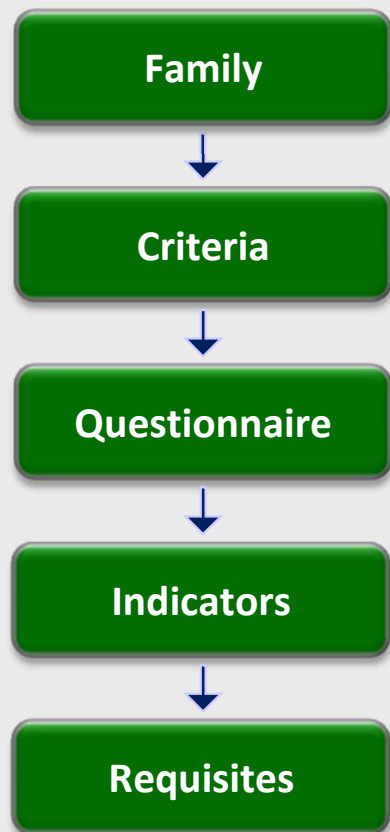
These indicators gather the requisites according to the topic they are related.

For continuing the evaluation process, it's necessary that some exigencies (requisites) are accomplished, following a previous established criteria.

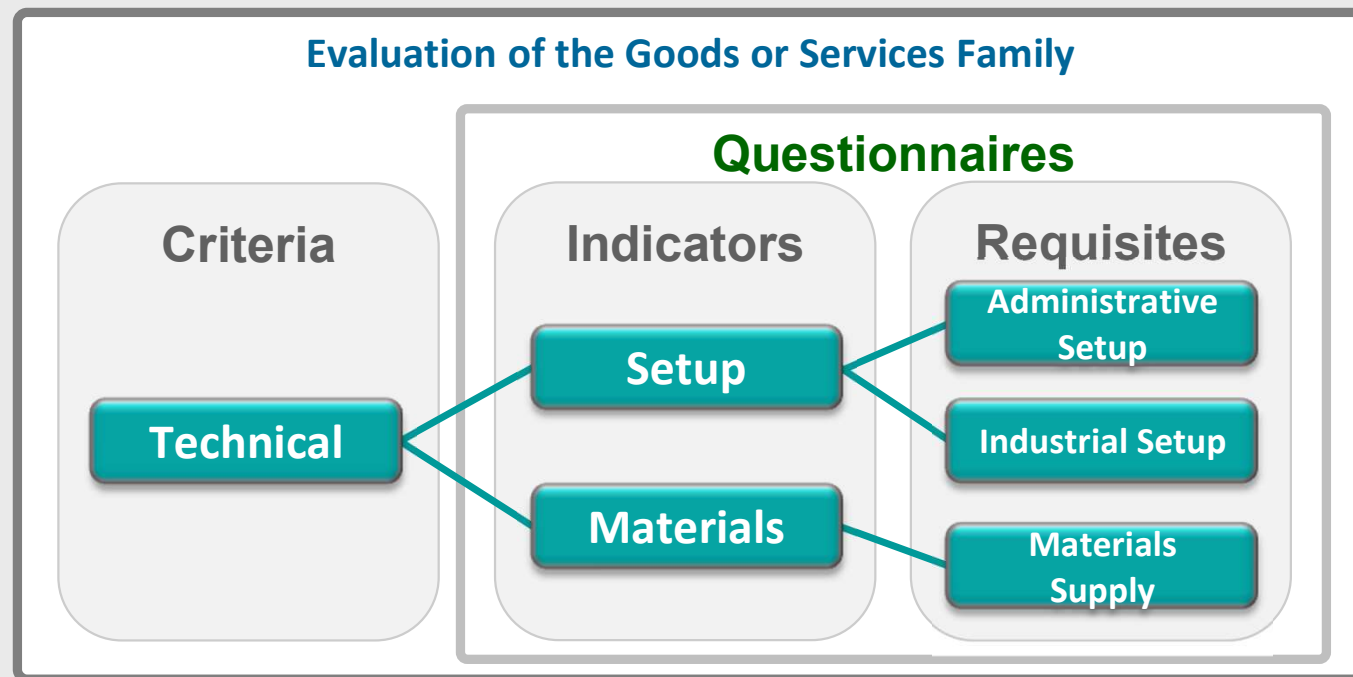


II. Concepts

Concepts



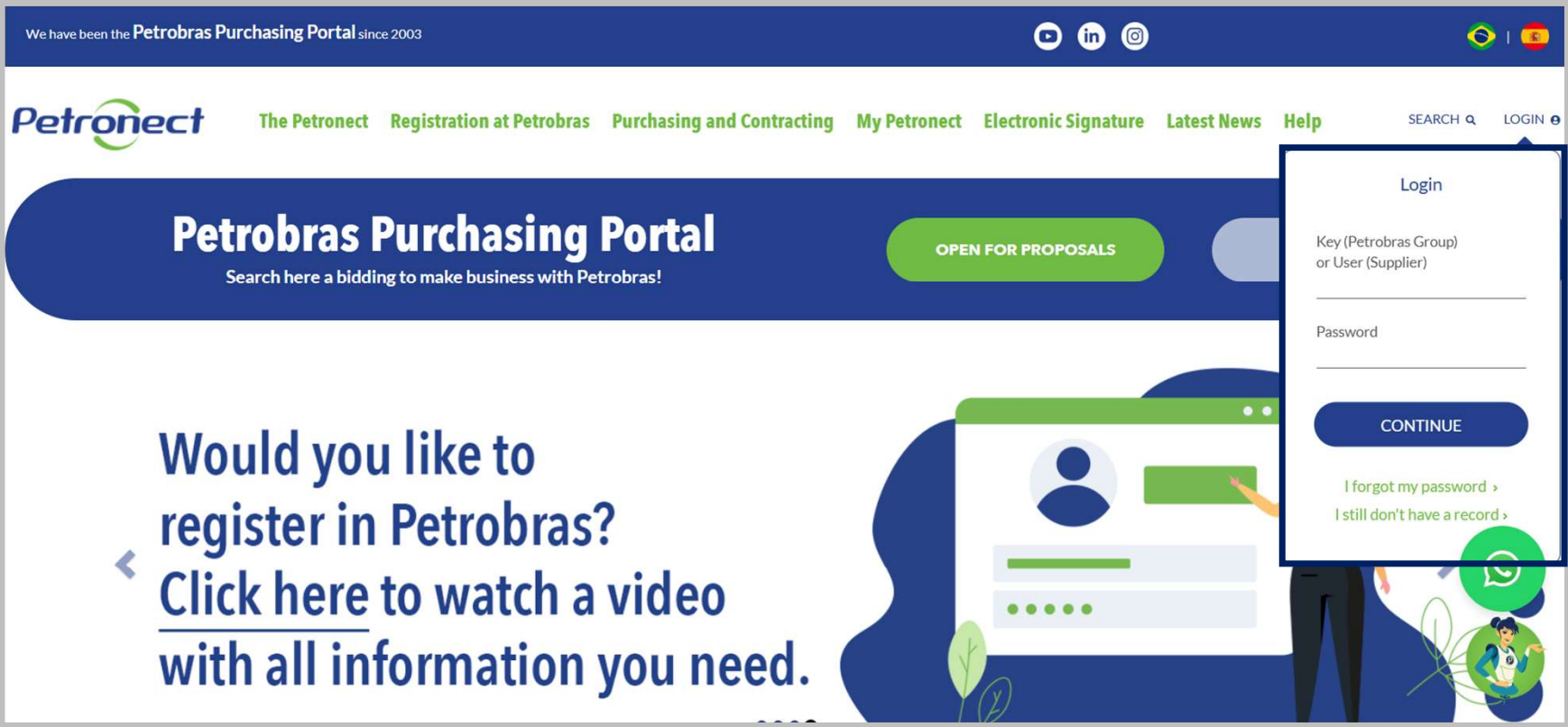
In the picture below, there is an example of the relation among the items:



III. How to Access

How to access the feature “Results from Evaluation”

At the Portal home page, enter your user or CPF and password to access the restricted area.



III. How to Access

Click on 'Registry at Petrobras' to check the menu options.

The Petronect

Registry at Petrobras

Electronic Quotes

[About Registry at Petrobras](#)[Announcements](#)[Company Identification](#)[Evaluation Questionnaires](#)[Results from Evaluation](#)[Events](#)[Contact Us](#)[Track Your Situation](#)

ABOUT REGISTRY AT PETROBRAS

Inside the "Registry at Petrobras" menu you can access:

1

Company Identification

During this step, basic data, bank data, supply items and places you wish to supply for Petrobras Brazil are requested.

Learn More

2

Evaluation

It is through questionnaires that Petrobras evaluates the companies.

Learn More

Tip:

Access the Frequent Asked Questions of Registry at Petrobras.

CHANGES IN THE REQUESTS FOR EVALUATION OF FAMILIES

07/27/2018

Dear Supplier,

After a research carried out by Petrobras Suppliers Registry, we have checked that the **Technical Criterion's** processes with a large number of families to be evaluated have a high risk of failure. It occurs, for example, due to the large amount of documents and information to be provided by the companies.

Therefore, in order to optimize the registry evaluation and increase the chances of approval on the Technical Criterion, from July 30th 2018, the Technical Criterion's evaluation processes will change:

- For inclusion of new families, the process will be opened with up to 5 families of goods and/or 5 families of services;
- For re-evaluation of reprovved families, the process will be opened with up to 5 families of goods and/or 5 families of services;

Have in mind that, with the Brazilian **Law 13.303/16**:

- Any company that is interested can participate the Public Tenders, even if it does not have the family in its registry;
- Companies that have the families that are used in the tenders will be notified as soon as the opportunity is published and the registry data will be able to be used during the qualification phase of this opportunity.

Best Regards,

Petrobras Suppliers Registry

III. How to Access

Access the "Registry at Petrobras" menu, then click the submenu "Results from Evaluation". A side menu appears, select the "Evaluation" option.

The Petronect

Registry at Petrobras

Electronic Quotes

About Registry at PetrobrasAnnouncementsCompany IdentificationEvaluation QuestionnairesResults from EvaluationEventsContact UsTrack Your Situation

Notes

CRRC/DRS

Monitoring Panel

Evaluation

Process Follow-up

Search criteria

Process Type: All

Status: All

Search

Processes

Process Number	Process Type	Status	Questionnaires	Supply Type	Action



IV. Search and Follow-Up

Follow up Process

After clicking on “Evaluation”, it will be possible to access all the company process.

Process Follow-up

Search criteria

Process Type:

All

▼

Status:

All

▼

Search

Processes

	Process Number	Process Type	Status	Questionnaires	Supply Type	Action



IV. Search and Follow-Up

Description of fields:

Process Number: number of the registered process.

Process Type: this field has all the process types available, such as:

Inscription: supplier's identification process.

Renewal: submit to a new evaluation to renewal of the CRCC.

SMS Renewal: to renew the SMS criteria.

Line Increase: request to increase the goods/services line supplied.

Review: evaluation process review requested by Petrobras.

ISO 9001 Renewal: request to renew the certificate.

Reclassification: evaluation process review requested by the supplier.

Cancellation Item: process to remove products from the registration.

Item Suspension: suspension of the supply item.



IV. Search and Follow-Up

Description of fields: (continuation)

Item recovery: request which supply has been suspended.

Supply Extension: supply extension to other registration.

Supplier Type Update: update of the supplier type (manufacturer dealer, manufacturer not dealer, reseller/distributor, goods supplier and services).

Status: status of the questionnaires (“Questionnaire Opened” or “Questionnaire Closed”).

Questionnaires: available questionnaires for the criteria.

Supply Type: selected information on the Supplier’s Identification step.

Action:  allows to check detailed information.



IV. Search and Follow-Up

1. In the field “Process Type”, select the type to be searched.

1

[illegible]

IV. Search and Follow-Up

2. In the field “Status” choose the status of the processes to be searched (“All”, “Open processes” or “Closed processes”).

2

The screenshot displays the 'Process Follow-up' interface. At the top, there is a header 'Process Follow-up'. Below it, the 'Search criteria' section contains two dropdown menus: 'Process Type' (set to 'All') and 'Status' (set to 'All'). A 'Search' button is located to the left of the 'Status' dropdown. The 'Status' dropdown is open, showing three options: 'All', 'Open Processes', and 'Closed Processes'. Below the search criteria is a table titled 'Processes'. The table has columns: 'Process Number', 'Process Type', 'Status', 'Questionnaires', 'Supply Type', and 'Action'. The table is currently empty. At the bottom left, it says 'Number of Processes 0'. A blue box with an arrow points to the 'Search' button, and a text box next to it says 'Click on the button “Search” to confirm the search.'

Process Number	Process Type	Status	Questionnaires	Supply Type	Action
----------------	--------------	--------	----------------	-------------	--------



IV. Search and Follow-Up

Select the process and click on the image , as you can see on the picture below.

Process Follow-up





















Search criteria

Process Type: All

Status: All

Search

Processes

Process Number	Process Type		Status	Questionnaires	Supply Type	Action
9000074541	Reclassification		Opened Questionnaire	Integrity	N/A	
9000073370	Registration		Closed Questionnaire	Integrity	N/A	
9000013519	Renewal		Closed Questionnaire	Integrity	N/A	
9000012944	Reclassification		Closed Questionnaire	Integrity	N/A	
9000001364	Reclassification		Closed Questionnaire	Integrity	N/A	
9000001137	Reclassification		Closed Questionnaire	Integrity	N/A	
9000001134	Reclassification		Closed Questionnaire	Integrity	N/A	
9000001133	Reclassification		Closed Questionnaire	Integrity	N/A	
9000001127	Reclassification		Closed Questionnaire	Integrity	N/A	
9000001126	Reclassification		Closed Questionnaire	Integrity	N/A	

Number of Processes 245



IV. Search and Follow-Up

This step is divided into 3 sections: “Header”, “Questionnaire” and “Supply List”.

Fornecedor: (TESTE) EMPRESA TESTE CRCC CNPJ: 85646782000193 Processo: 9000073370

Back

Cabeçalho

DetailsNotes

☒ DOC

☐ PRE

☐ FINAL

	No...	Notes	Comment
The table does not contain any data		The table does not contain any data	

Questionário

Criteria type	Situation	Close date	
Integrity	Closed Questionnaire	17.01.2018	



IV. Search and Follow-Up

Questionnaire

Criteria type		Situation	Close date	
Technical		Questionnaire Closed	27.03.2013	
Managerial		Questionnaire Closed	04.04.2013	

Supply List

Supply List

Complete

Simplified

Criteria needed by family

Family

Technical

Managerial

Select one supply type

IV. Search and Follow-Up

In the section “Header”, two sheets can be presented:

- “Details”: presents detailed information about the process;
- “Notes”: presents the notes and comments set on the evaluation process.

SUPPLIER 44365262000125 Process: 3000017936

[Back](#)

Header

[Details](#) [Notes](#)

Supply

[More details](#)

Sum of goods

Simplified:

Complete:

Sum of services

Simplified:

Complete:

Process

Process type:

Start date:

Finish date:

Questionnaire

Criteria type	Situation
Economic	Questionnaire Closed

The sheet “Notes” will be available after the evaluation of the questionnaires and the report of the results.

IV. Search and Follow-Up

Click on “More details” to check the products group selected in “Supplier Identification”.

SUPPLIER

44365262000125 Process: 3000017936

Back

Header

Details

Notes

Supply

Process

More details

Sum of goods

Simplified:

Complete:

Sum of services

Simplified:

Complete:

More details

Description	Code	Critical	Recommended Evaluation	CORP-CADASTRO CORPORATIVO
Mica ;Obturating ;Drilling oil wells ;	98000463	Familia RQT	Of documents	
Natural gas delivery station (City gate)	98005350	PGQMSA	On site for tec/ger/SMS	
Ammonium bifluoride for oil wells	98007894	Familia RQT	Of documents	

OK

Questionnaire

Criteria type	Situation	Close date
Economic	Questionnaire Closed	27.03.2013



IV. Search and Follow-Up

In “More details”, you can check:

- Description: products groups evaluated on the process.
- Code: process number.
- Recommended Evaluation: the evaluation type.
- Other fields: registries associated to the supply locals selected by the supplier on the identification step.



IV. Search and Follow-Up

More details

Description	Code	Critical	Recommended Evaluation	CORP- CADASTRO CORPORATIVO
Stainless steel pipe	98010023		Of documents	R
Dewaxing additives and paraffin inhibitor	98010716		On site for all criterias	R

OK

Click on 'OK' to close the window.



IV. Search and Follow-Up

The 'Status' is composed by the combination of the final result to the evaluated criterias:

Approved (A): is the satisfactory grade in all evaluated criteria (Technical, Managerial, Economics, Legal);

Technically Qualified (Q): is the approval only in the technical aspects, in other words, the Technical, SMS and Managerial Criteria;

Reproved (R): is the unsatisfactory result in the Technical qualification criteria;

Cancelled (X): are the supply items cancelled by the company's request or by Petrobras' definition.



IV. Search and Follow-Up

Sheet of 'Notes':

This sheet presents the information of the process, such as notes and comments. Choose between the presented options as displayed on the picture below.

Header

Details

Notes

☒ DOC

☐ PRE

☐ FINAL

Filter by family:

Search

▼	CORP- CADASTRO CORPORATIVO
▼	M-11 - Mica ;Obturing ;Drilling oil wells ; (98000463)
▪	Economic
▼	M-23 - Natural gas delivery station (City gate) (98005350)
▪	Economic
▼	M-12 - Ammonium bifuoride for oil wells (98007894)
▪	Economic

3,84

Types of Notes according to the evaluation:

▪ DOC: evaluation is made through the documents inserted by the company.

▪ PRE: resulting note from the evaluation made at the company site.

▪ FINAL: final note of documental or current evaluation.

IV. Search and Follow-Up

The following page will display the questionnaire of a determined criterion (as selected in the page before) with its list of indicators and requisites related. Clicking on each questionnaire, it's possible to access their requisites and information inserted.

The screenshot shows a software window titled "Open Questionnaire". On the left is a tree view with the following structure:

- SUPPLIER**
 - Technical
 - Materials Supply Tradition
 - Supplies Tradition
 - Ratification
 - Potentially Explosive Atmosphere Certification

Each item in the tree has a red 'X' icon to its left. The 'Supplies Tradition' and 'Potentially Explosive Atmosphere Certification' items also have a yellow 'Edit' button with a pencil icon to their right. To the right of the tree view is a diagram showing three boxes labeled "Criterion Questionnaire", "Indicator", and "Requisite". Arrows point from the "Supplies Tradition" and "Potentially Explosive Atmosphere Certification" items to the "Indicator" box, and from the "Materials Supply Tradition" item to the "Criterion Questionnaire" box.

The following legends can appear in this field:

- Complete
- No Filling or Incomplete



IV. Search and Follow-Up

In “Supply List”, the products group selected in “Supplier Identification” will be available, segmented by registration (Complete and/or Simplified).

Questionnaire

Criteria type	Situation	Close date
Accreditation	Questionnaire Opened	

Supply List

Supply List

Criteria type	Criteria needed by family
Complete	
Simplified	

Family	Accreditation
M-11 - Mica ;Obturator ;Drilling oil wells ; (98000463)	<input checked="" type="checkbox"/>
M-11 - blast furnace (iron) slag ; (98002232)	<input checked="" type="checkbox"/>

By clicking on one of the registries, you can view the supply items related to the process. Next to each family, the evaluation criteria will be displayed.





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

