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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.

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Concepts

Family
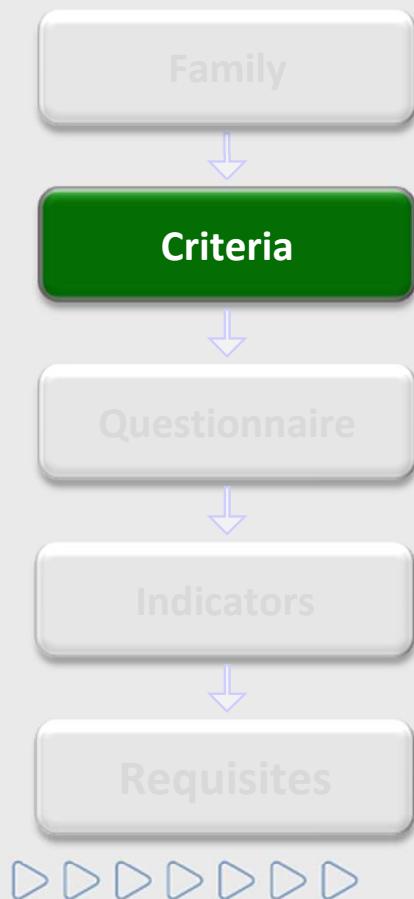
Criteria

Questionnaire

Indicators

Requisites

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.

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Concepts

Family

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Criteria

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Questionnaire

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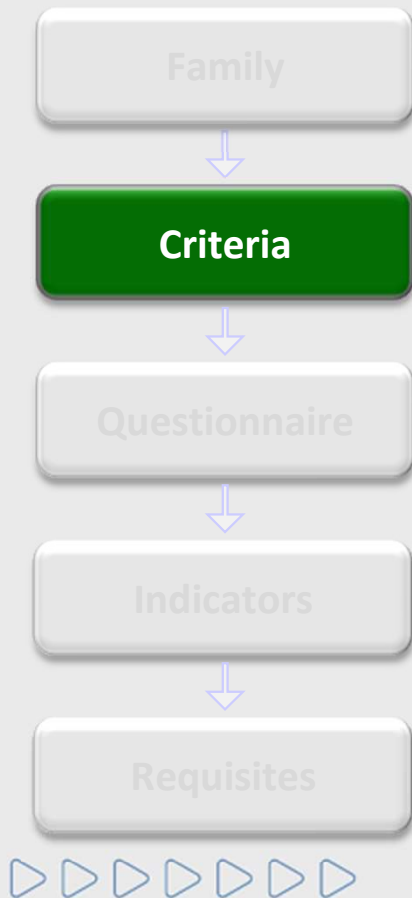
Indicators

↓

Requisites

▷ ▷ ▷ ▷ ▷ ▷ ▷

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.

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Family

Criteria

Questionnaire
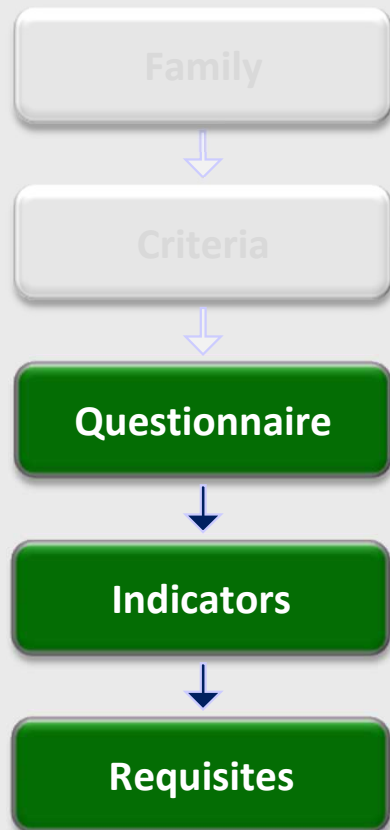
Indicators

Requisites

▷ ▷ ▷ ▷ ▷ ▷ ▷

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.

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Concepts

Family

Criteria

Questionnaire

Indicators

Requisites

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.

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Concepts

Family

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Criteria

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Questionnaire

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Indicators

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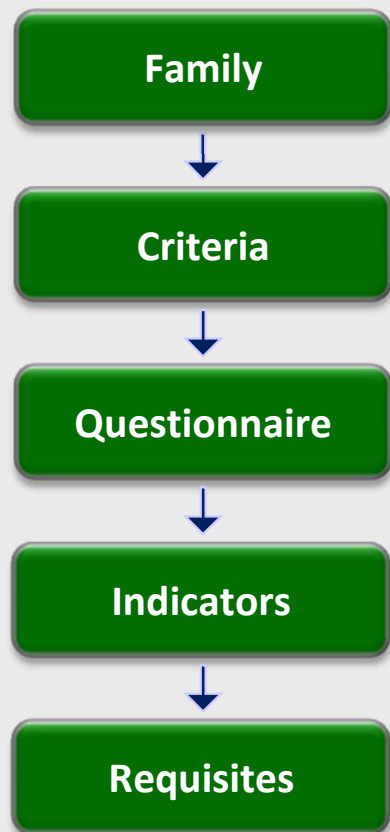
In the picture below, there is an example of the relation among the items:

Evaluation of the Goods or Services Family

Questionnaires

Criteria	Indicators	Requisites
Technical	Setup	Administrative Setup
		Industrial Setup
	Materials	Materials Supply
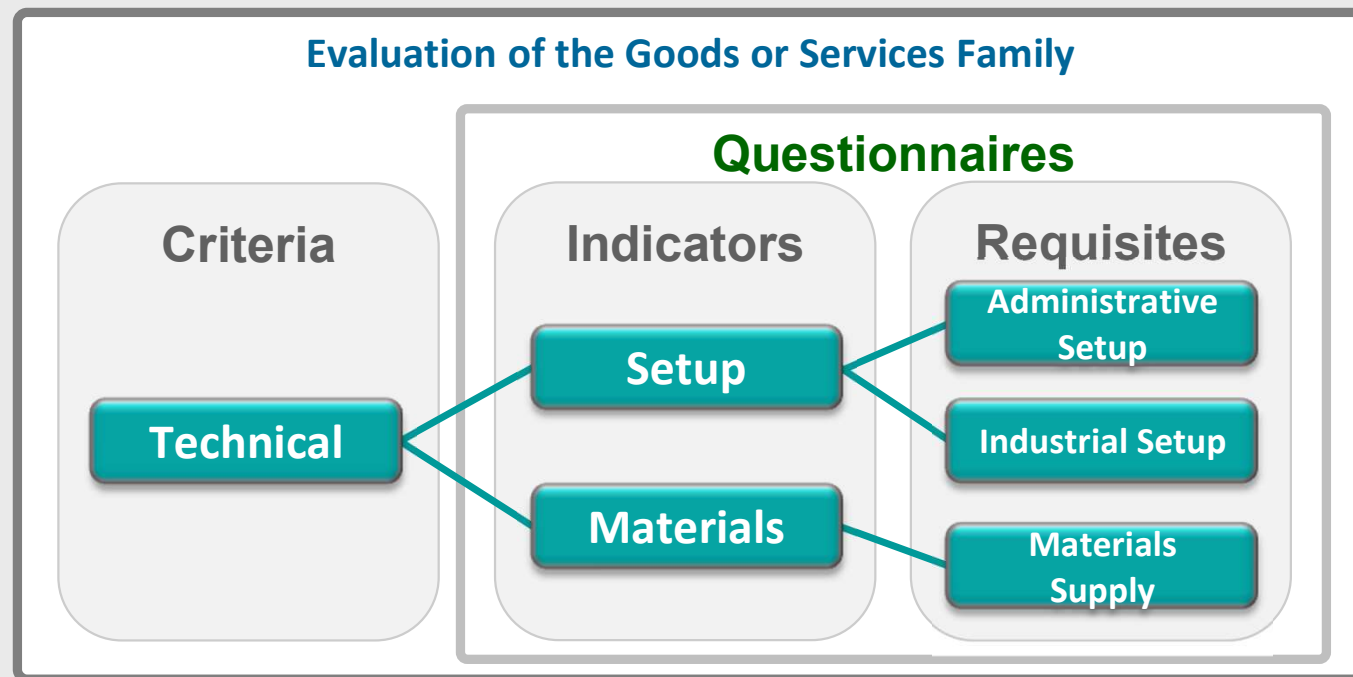
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How to access the feature "Results from Evaluation"

At the Portal home page, enter your user or CPF and password to access the restricted area.
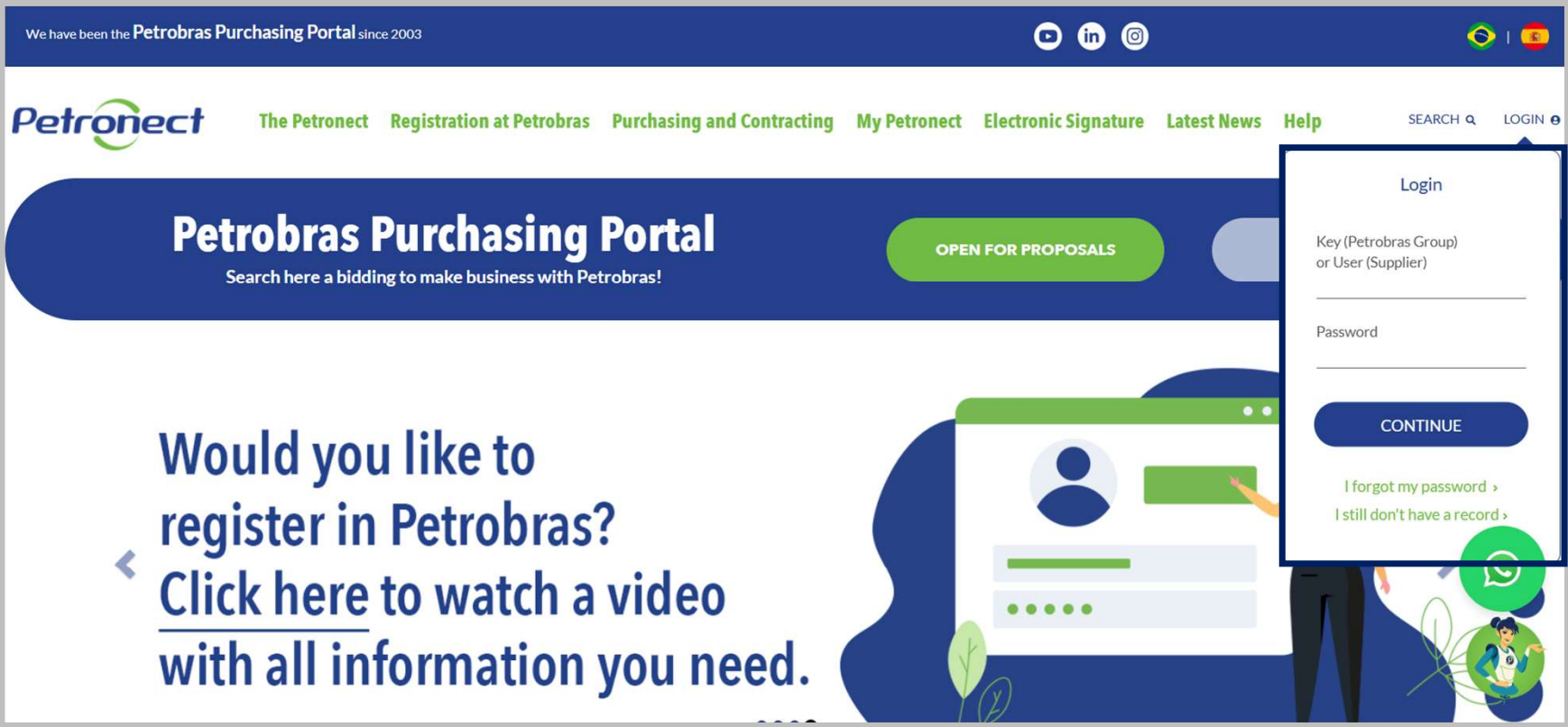
Click on 'Registry at Petrobras' to check the menu options.

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.

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

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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.

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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.

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

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

②

Process Follow-up

Search criteria

Process Type: All

Status: All

All
Open Processes
Closed Processes

Search

Processes

Process Number	Process Type	Status	Questionnaires	Supply Type	Action

Click on the button "Search" to confirm the search.

Number of Processes 0

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

IV. Search and Follow-Up

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

Questionnaire

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

Supply List

Supply List	Criterias needed by family		
	Family	Technical	Managerial
Complete	ℹ Select one supply type		
Simplified			

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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.

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

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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.

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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.

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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.

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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.

To display a questionnaire, click on the image 🔍 at the end of the selected line.

SUPPLIER 44365262000125 Process: 3000017936

Back

Header

Details | Notes

Supply

More details

Process	
Process type:	Registration
Start date:	27.03.2013 14:45:15
Finish date:	01.04.20

Sum of goods

Simplified:	0
Complete:	3

Sum of services

Simplified:	0
Complete:	0

The following legends can appear in this field:

🔓 - Open for Edition

🔒 - Closed for Edition

Questionnaire

Criteria type		Situation	Close date	
Economic	🔒	Questionnaire Closed	27.03.2013	🔍

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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.

Open Questionnaire

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

Criterion Questionnaire

Indicator

Requisite

The following legends can appear in this field:

✓ - Complete

✖ - No Filling or Incomplete

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

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.

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