



LET'S EMBARK ON
OUR FUTURE TOGETHER.

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



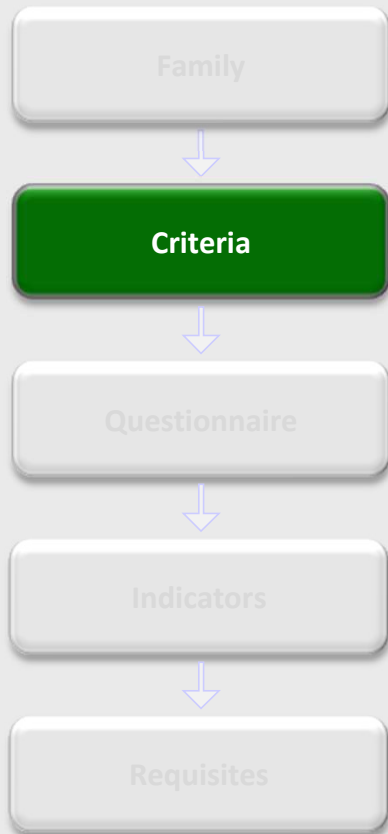
Which are the evaluation criteria?

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



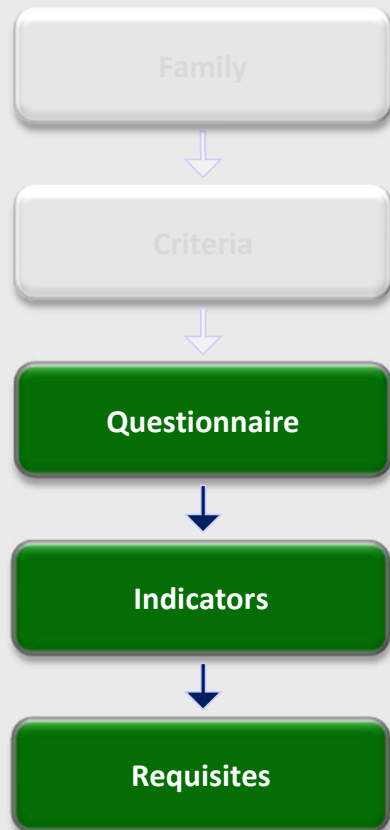
Which are the evaluation criteria? (continuation)

- 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.

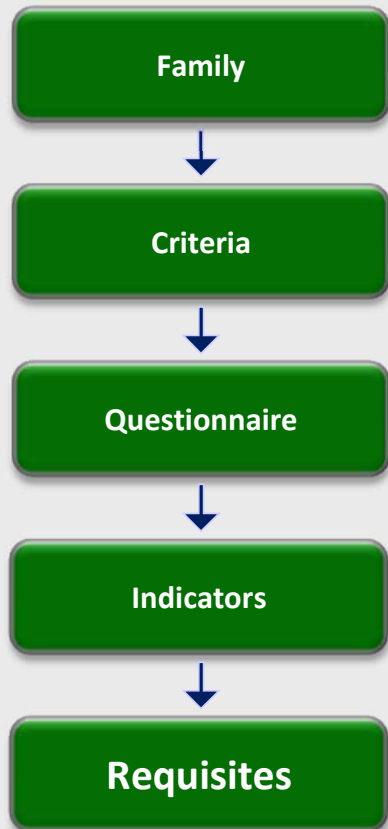
These indicators gather the requisites according to the topic they are related.

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

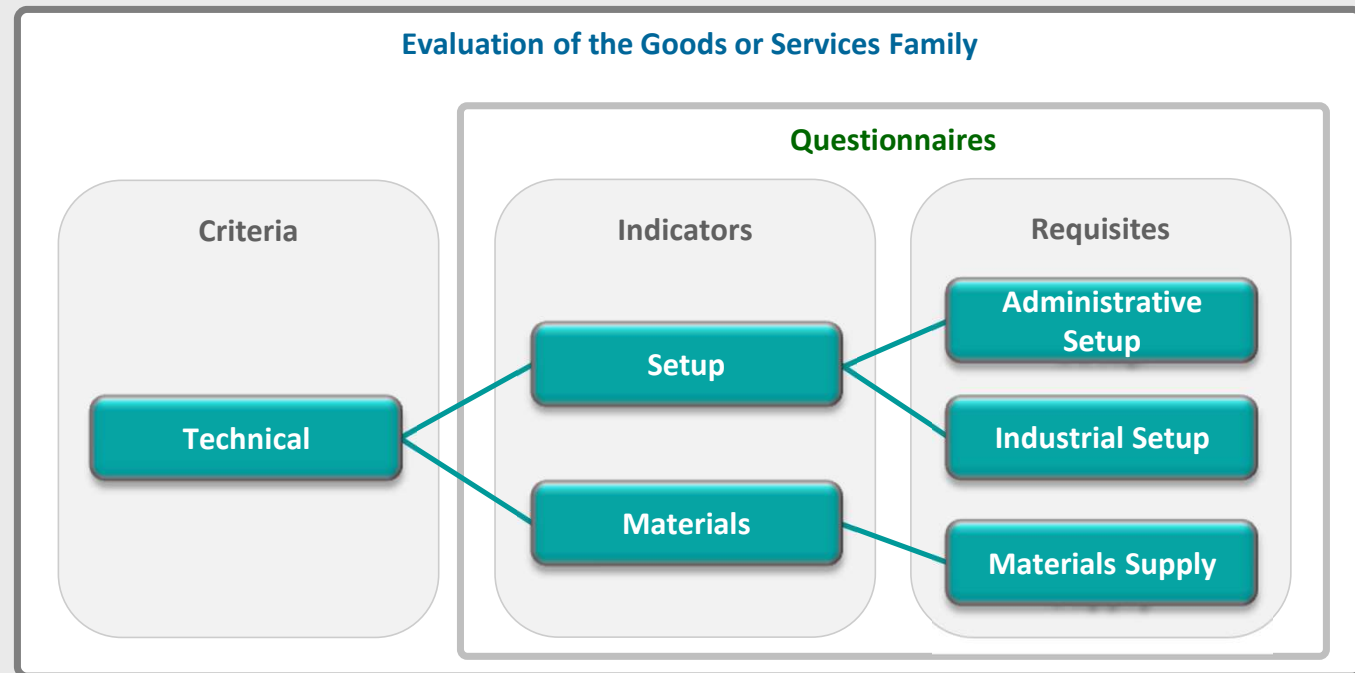


II. CONCEPTS

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.

The screenshot shows the Petrobras Purchasing Portal home page. At the top, there is a dark blue header with the text "We have been the Petrobras Purchasing Portal since 2003" on the left and social media icons (YouTube, LinkedIn, Instagram) and flags (Brazil, USA) on the right. Below the header is a navigation menu with the Petronect logo and links for "The Petronect", "Registration at Petrobras", "Purchasing and Contracting", "My Petronect", "Electronic Signature", "Latest News", and "Help". On the right side of the navigation menu are "SEARCH" and "LOGIN" options. The main content area features a large blue banner with the text "Petrobras Purchasing Portal" and "Search here a bidding to make business with Petrobras!". A green button labeled "OPEN FOR PROPOSALS" is positioned to the right of the banner. Below the banner, there is a call to action: "Would you like to register in Petrobras? Click here to watch a video with all information you need." To the right of this text is an illustration of a person interacting with a computer screen. A white login modal is open over the right side of the page, containing the following elements: the title "Login", a text input field for "Key (Petrobras Group) or User (Supplier)", a text input field for "Password", a blue "CONTINUE" button, and two links: "I forgot my password >" and "I still don't have a record >".



III. HOW TO ACCESS

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

The screenshot shows the Petrobras Suppliers Registry website. At the top, there are three menu items: 'The Petronect', 'Registry at Petrobras' (highlighted with a red box), and 'Electronic Quotes'. Below this is a navigation bar with links: 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events', 'Contact Us', and 'Track Your Situation'. The main content area is titled 'ABOUT REGISTRY AT PETROBRAS' and includes a sub-header 'Inside the "Registry at Petrobras" menu you can acc...'. On the left, there are numbered steps: '1 Company Identification' and '2 Evaluation'. The 'Evaluation' step is partially visible. A 'Learn More' button is present under the 'Company Identification' step. A 'Tip' section at the bottom left suggests accessing the 'Frequent Asked Questions of Registry at Petrobras'. The central part of the page features a large white box with a red 'X' icon in the top right corner, containing the following text:

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 screenshot displays the Petrobras Registry system interface. The top navigation bar includes icons for 'The Petronect', 'Registry at Petrobras', and 'Electronic Quotes'. Below this, a secondary menu contains 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events', 'Contact Us', and 'Track Your Situation'. A side menu on the left lists 'Notes', 'CRRC/DRS', 'Monitoring Panel', and 'Evaluation'. The main content area is titled 'Process Follow-up' and features a 'Search criteria' section with dropdown menus for 'Process Type' (set to 'All') and 'Status' (set to 'All'), along with a 'Search' button. Below the search criteria is a 'Processes' table with columns for 'Process Number', 'Process Type', 'Status', 'Questionnaires', 'Supply Type', and 'Action'. The table currently contains no data rows.



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:

Status:

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

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. Under the 'Search criteria' section, there are 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' with the following 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 callout box with an arrow points to the 'Search' button, containing the text: 'Click on the button "Search" to confirm the search.'

Process Number	Process Type	Status	Questionnaires	Supply Type	Action
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Number of Processes 0



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:

Status:

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

Details Notes

DOC
 PRE
 FINAL

No...	Notes	Comment
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	Criteria needed by family
	Family Technical Managerial
<input type="checkbox"/> Complete	 Select one supply type
<input type="checkbox"/> Simplified	



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: 0

Complete: 3

Sum of services

Simplified: 0

Complete: 0

Process

Process type: Registration

Start date: 27.03.2013 14:45:15

Finish date: 01.04.2013 16:14:54

Questionnaire

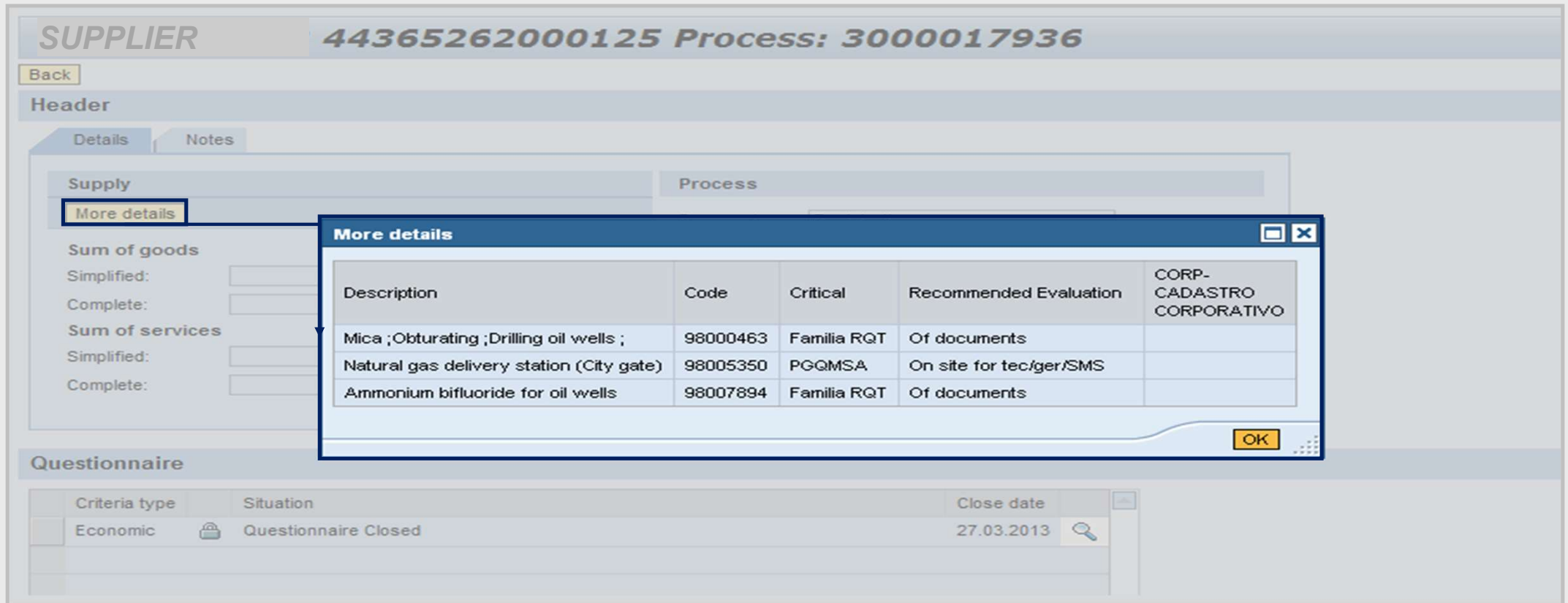
Criteria type	Situation
Economic	Questionnaire Closed

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:

Questionnaire

Criteria type	Situation	Close date
Economic	Questionnaire Closed	27.03.2013

More details

Description	Code	Critical	Recommended Evaluation	CORP-CADASTRO CORPORATIVO
Mica ;Obturing ;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



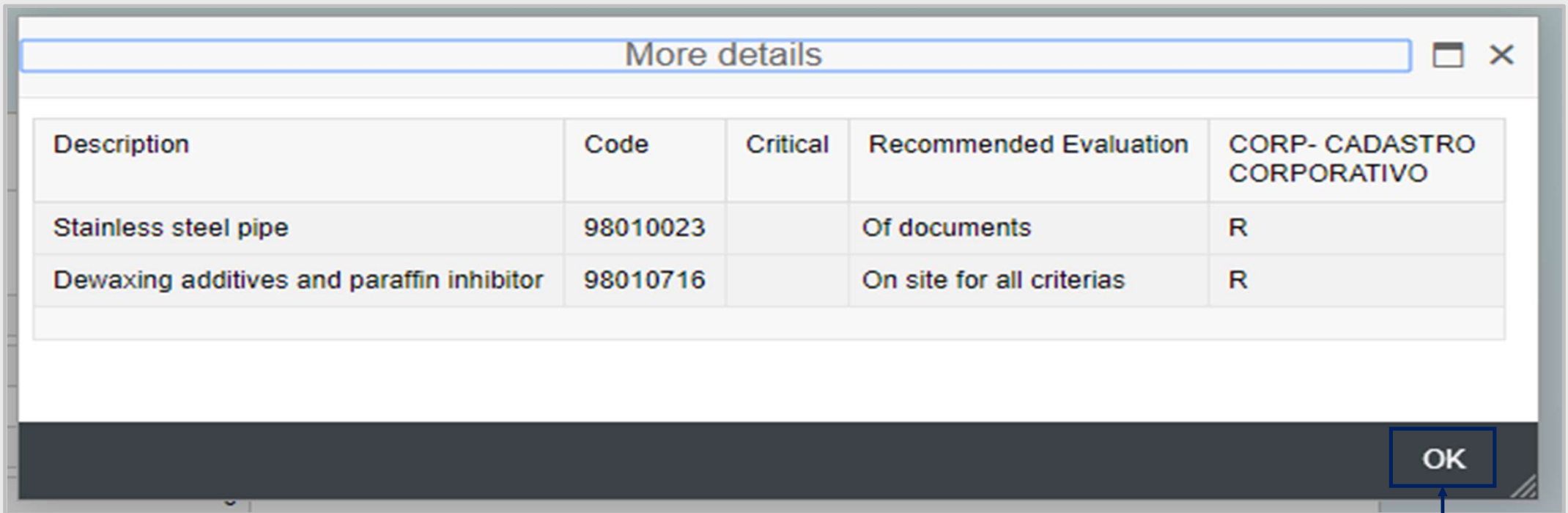
IV. SEARCH AND FOLLOW-UP

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



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

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.

The screenshot shows a software interface with a 'Header' section containing two tabs: 'Details' and 'Notes'. The 'Notes' tab is active. Below the tabs are three radio buttons labeled 'DOC', 'PRE', and 'FINAL'. The 'DOC' radio button is selected. To the right of the radio buttons is a search filter labeled 'Filter by family:' with an empty text input field and a 'Search' button. Below the filter is a table with a tree structure. The table has two columns: a description column and a numerical value column. The data is as follows:

Description	Value
▼ CORP- CADASTRO CORPORATIVO	
▼ M-11 - Mica ;Obturing ;Drilling oil wells ; (98000463)	
▪ Economic	0,00
▼ M-23 - Natural gas delivery station (City gate) (98005350)	
▪ Economic	3,84
▼ M-12 - Ammonium bifluoride for oil wells (98007894)	
▪ Economic	3,84


A callout box on the right side of the screenshot contains the following text:

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

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

SUPPLIER **44365262000125 Process: 3000017936**

[Back](#)

Header

Details Notes

Supply **Process**

[More details](#)

Sum of goods

Simplified:

Complete:

Sum of services

Simplified:



Complete:

Process type:



Start date:

Finish date:

Questionnaire

Criteria type	Situation	Close date
Economic 	Questionnaire Closed	27.03.2013 

The following legends can appear in this field:

-  - Open for Edition
-  - Closed for Edition



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" with a sub-header "SUPPLIER". The main content area is a tree view with the following structure:

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

To the right of each item in the tree view is a status indicator: a red 'X' for "Supplies Tradition" and "Potentially Explosive Atmosphere Certification", and a yellow pencil icon labeled "Edit" for "Materials Supply Tradition".

Three callout boxes with arrows point to these status indicators:

- "Criterion Questionnaire" points to the red 'X' of "Supplies Tradition".
- "Indicator" points to the red 'X' of "Potentially Explosive Atmosphere Certification".
- "Requisite" points to the "Edit" button of "Materials Supply Tradition".

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 needed by family	
	Family	Accreditation
Complete	M-11 - Mica ;Obturating ;Drilling oil wells ; (98000463)	<input checked="" type="checkbox"/>
Simplified	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.





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