



LET'S EMBARK ON
OUR FUTURE TOGETHER.

QUESTIONNAIRES



I. OBJECTIVES

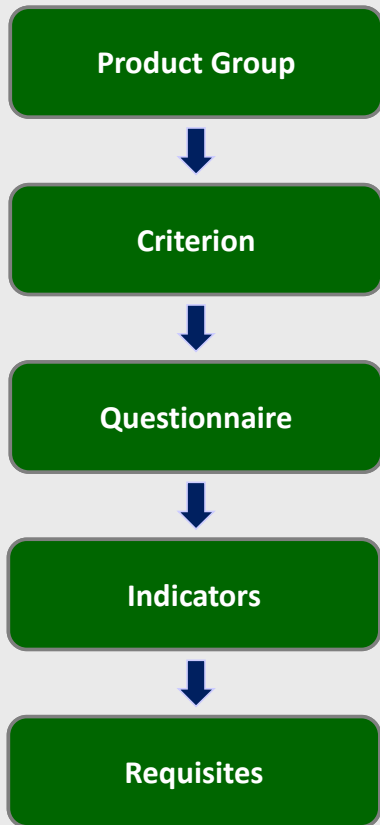
After reading this training module, you will be able to:

1. Understand the concepts of the Petrobras evaluation process:
 - Understand what a Product Group is;
 - Understand the evaluation Criteria;
 - Understand how the concepts of “Requisite”, “Indicator”, and “Questionnaires” relate to each other in the evaluation process.
2. Fill the available questionnaires to continue the evaluation process.



II. CONCEPTS

Concepts



This document presents the feature “Questionnaire”, where the forms of the open questionnaires can be found.

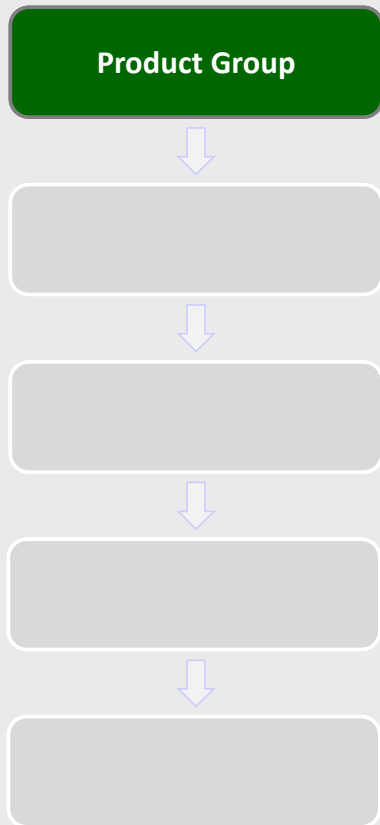
Initially, the following concepts are described:

- Product Groups
- Evaluation Criteria
- Questionnaires, indicators and requisites



II. CONCEPTS

Concepts



What are the product groups?

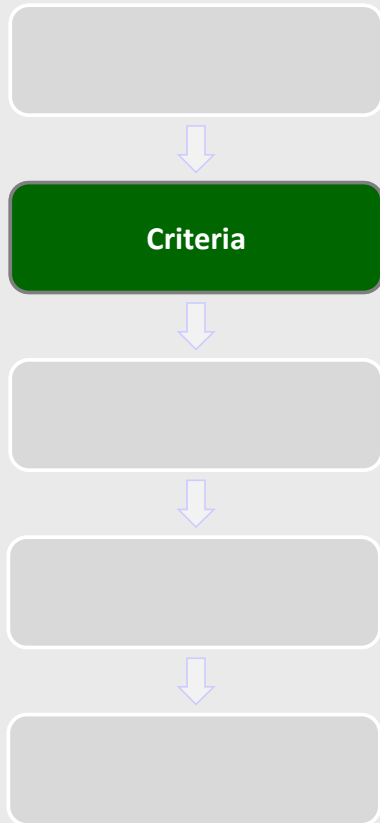
Product Groups are divisions at the supply lines, where similar items are gathered. They are divided into:

- Simplified product groups registry: require only “Legal” and “Technical” evaluation criteria with simple requisites.
- Complete product groups registration: require the evaluation of varied aspects, such as technical capacity, economic situation, regularity, quality, security and environmental management system.



II. CONCEPTS

Concepts



Which are the evaluation criteria?

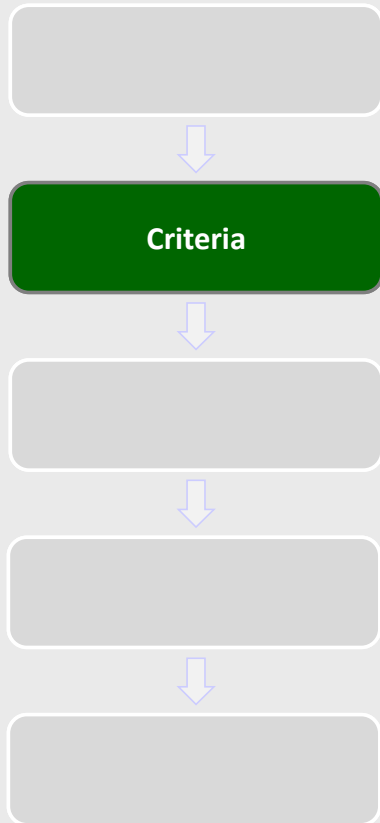
The companies of the Complete or Simplified Registration are evaluated through previously established Criterias, which may differ according to registration, supplier type and selected goods. The Criterias are described below:

- Economic: Requisites and indicators that evaluate the economic and 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 improvement, appreciating and stimulating the certification according to the ISO 9001 standard.



II. CONCEPTS

Concepts



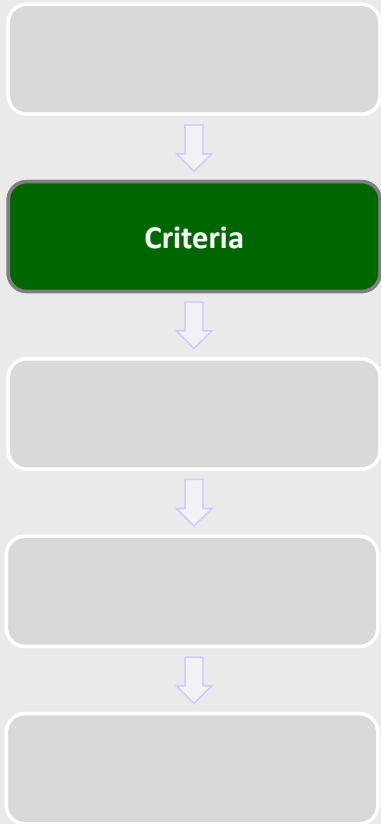
Which are the evaluation criteria? (continuation)

- Legal: Requisites and indicators set that evaluate the regularity of the companies based on their legal obligations with the market, the government organizations and society.
- Technical: Requisites and indicators set that evaluate the technical capacity, supply tradition, technical poise and eventual homologations and specific qualifications of the product which is the evaluation object.
- 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



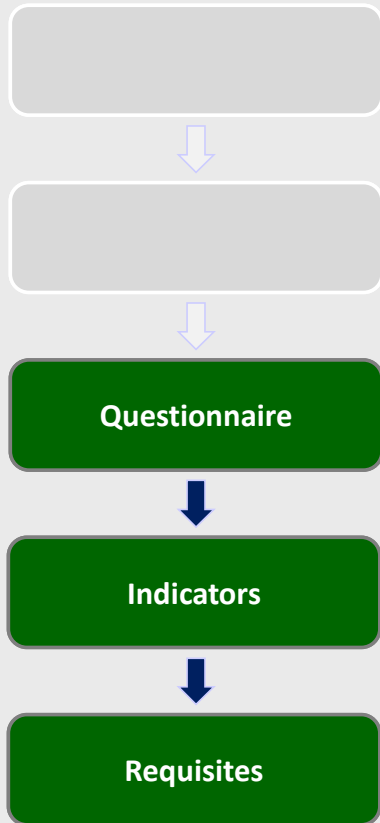
Which are the evaluation criteria? (continuation)

- Due Diligence Integrity (DDI); is part of PCPP Petrobras Corruption Prevention Program. This criteria will raise information about goods or services suppliers over its own reputation, trustworthiness and transparency in the conduct of their business practices and, where applicable, its managers, owners partners and shareholders.



II. CONCEPTS

Concepts



What are questionnaires, indicators and requisites?

The Petrobras evaluation process is based on questionnaires composed by one or several indicators which evaluate the candidates to supply goods.

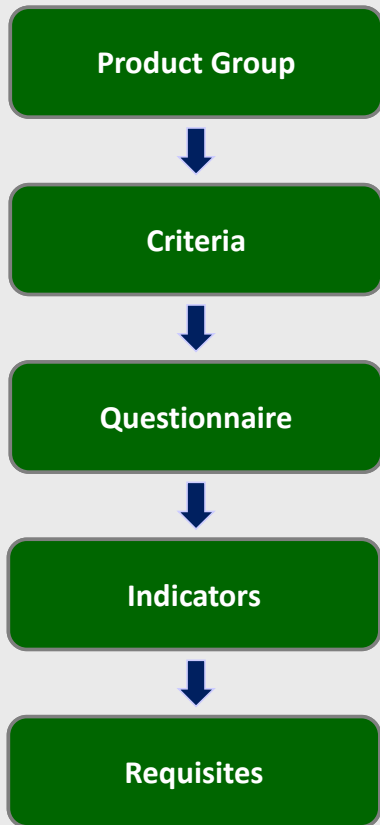
These indicators gather the requisites based on the topic to which they are related.

For the evaluation process to be continued, some requisites must be accomplished, following previously established criteria.

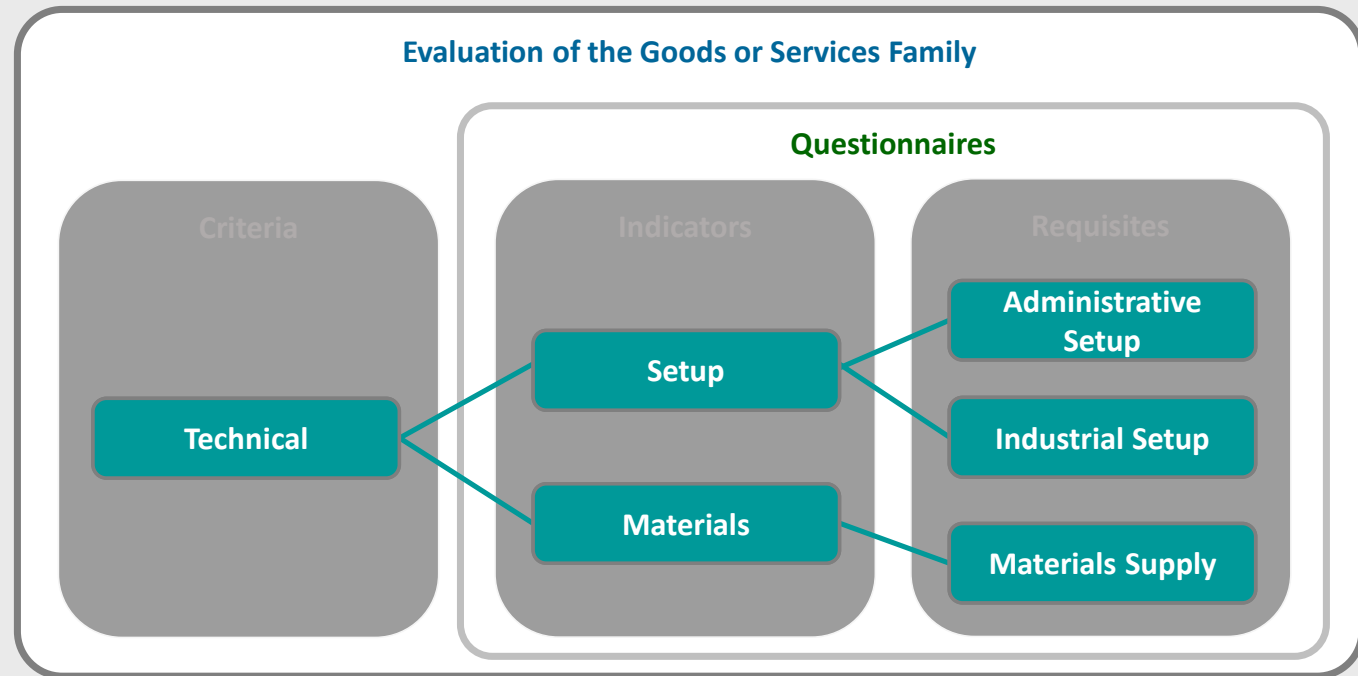


II. CONCEPTS

Concepts



In the picture below, an example of the relations among the items is shown:



III. HOW TO ACCESS

How to Access the feature “Evaluation Questionnaires”

In the Portal home page, a username and a password must be informed in order 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 for YouTube, LinkedIn, and Instagram in the center. On the right of the header are the Brazilian and Spanish flags. Below the header is a navigation menu with the following items: "The Petronect", "Registration at Petrobras", "Purchasing and Contracting", "My Petronect", "Electronic Signature", "Latest News", and "Help". To the right of the navigation menu are "SEARCH" and "LOGIN" links. The main content area features a large blue banner with the "Petronect" logo on the left, the text "Petrobras Purchasing Portal" in large white font, and "Search here a bidding to make business with Petrobras!" below it. A green button labeled "OPEN FOR PROPOSALS" is positioned to the right of the banner. Below the banner, there is a large text block that reads: "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's head and shoulders, with a computer screen overlay showing a registration form. A white login form is overlaid on the right side of the page, containing the following fields and options: "Login" title, "Key (Petrobras Group) or User (Supplier)" input field, "Password" input field, a blue "CONTINUE" button, and two links: "I forgot my password >" and "I still don't have a record >".



III. HOW TO ACCESS

After logging in, a menu will be displayed. Click on “Petrobras Registration” to view the menu registration options.

The screenshot shows the 'Registry at Petrobras' menu highlighted in a dark blue box. Below the menu, the page title is 'ABOUT REGISTRY AT PETROBRAS'. A sub-header reads: 'Inside the "Registry at Petrobras" menu you can access the following items:'. Five numbered callouts describe the features:

- 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 Questionnaires**
It is through the evaluation questionnaires that Petrobras Brazil evaluates the companies.
[Learn More](#)
- 3 Results from Evaluation**
By the end of each evaluation a result will be issued with Petrobras notes and comments. If approved, CRC (Certificate of Registration) will be issued, which may be Total or Partial.
[Learn More](#)
- 4 Events**
Display Petrobras Brazil events which the company is invited.
- 5 Contact Us**
a. Allows submitting tickets to Petrobras Brazil about doubts, providences, suggestions and complaints.

Tip: Access the Frequent Asked Questions of Registry at Petrobras.
[FAQ](#)

Evaluation
Presents all company's evaluation process historical list.

Monitoring Panel
Information about the company performance, contracts, tax compliance, etc.

Notes
Displays recent and historical information about notes obtained per supplying families.

CRC
Presents information about CRC issued to the company.



III. HOW TO ACCESS

The screenshot shows the Petrobras Registry website interface. At the top, there is a navigation bar with folders for 'The Petronect', 'Registry at Petrobras', 'Payments', and 'Petrobras Security Information Standards'. Below this is a secondary menu with links: 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events', 'Track Your Situation', and 'Contact Us'. The main content area is titled 'ABOUT REGISTRY AT PETROBRAS' and lists several options: '1 Company Identification', 'Evaluation Questionnaires', 'Monitoring Panel', 'Notes', '4 Events', and '5 Contact Us'. A callout box with a blue border and white background contains the text: 'In the area of "Petrobras Registration" menu, click on "Evaluation Questionnaires"'. Two blue arrows originate from this box: one points to the 'Evaluation Questionnaires' link in the top menu, and the other points to the 'Evaluation Questionnaires' option in the main content area. A red arrow points to the 'FAQ' button in the bottom left corner.

Registry at Petrobras

ABOUT REGISTRY AT PETROBRAS

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

- 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](#)
- Evaluation Questionnaires**
It is through the evaluation questionnaires that Petrobras Brazil evaluates the companies.
[Learn More](#)
- Monitoring Panel**
Information about the company performance, contracts, tax compliance, etc.
- Notes**
Displays recent and historical information about notes obtained per supplying families.
- 4 Events**
Display Petrobras Brazil events which the company is invited.
- 5 Contact Us**
a. Allows submitting tickets to Petrobras Brazil about doubts, providences, suggestions and complaints.

Tip: Access the Frequent Asked Questions of Registry at Petrobras.
[FAQ](#)

In the area of "Petrobras Registration" menu, click on "Evaluation Questionnaires".



IV. EVALUATION QUESTIONNAIRES

In this page, the open questionnaires of the company will be listed.

Open Questionnaires


Your company must fill the questionnaires below to be evaluated by Petrobras.
How to proceed:

- 1- For each non answered criteria (X), click on **Answer** button
- 2- After completing the questionnaire of one criterion, the status will change to Answered (V)
- 3- Finally, after answer to all criterions, click on **Send** button to submit your questionnaire to Petrobras evaluation

Status	Criteria
X	Legal

Answer All Send


Answer

Click on the image  to view details about the descriptions of all the questionnaires.



IV. EVALUATION QUESTIONNAIRES

The Economic, Legal and Accreditation questionnaires will be displayed.



The screenshot shows a web interface for managing questionnaires. At the top left, there are two small icons: a downward arrow and an upward arrow. Below them is a search bar with a downward arrow icon. In the center, there are two buttons: "Answer All" with a pencil icon and "Send" with a green checkmark icon. Below these buttons is a table with the following structure:

Status	Criteria	
✘	Economic	 Answer
✘	Legal	 Answer
✘	Accreditation	 Answer



IV. EVALUATION QUESTIONNAIRES

Your company must fill the questionnaires below to be evaluated by Petrobras. How to proceed:

- 1- For each non answered criteria (✖), click on **Answer** button
- 2- After completing the questionnaire of one criterion, the status will change to Answered (✔)
- 3- Finally, after answer to all criterions, click on **Send** button to submit your questionnaire to Petrobras evaluation

You can answer all the questionnaires at the same time by clicking on the "Answer All" button.

Status subtitles:

- Filled (✔)
- Not filled (✖)

Answer All **Send**

Status	Criteria	Action
✔	Economic	Answer
✖	Legal	Answer
✖	Accreditation	Answer

The incomplete questionnaires are the ones which have the

status. Click on "✖ answer" button located on the corresponding line to fill the questionnaire.



IV. EVALUATION QUESTIONNAIRES

When you click on the “Answer” button, the page below is shown. It is possible to view the questionnaire information with more details.

The screenshot shows a window titled "Open Questionnaire" with a close button. Below the title, there are two text input fields: "Fornecedor: xxxxxxxxxxxxxxxxxxxxxxxx" and "CNPJ: xxxxxxxxxxxxxxxxxxxxxxxx". Below these are several expandable sections, each with a red 'X' icon and an "Edit" button:

- Legal** (red X)
- Legal Capacity** (red X)
- Filials** (red X, Edit)
- Legal Certification** (red X)
- Inscription on the City** (red X)
- Contributors (CCM) or Location** (red X, Edit)
- Legal Fiscal Compliance** (red X)
- Proof that's not in a concordat status** (red X, Edit)
- Terms and Declarations** (red X)
- Commitment Letter** (red X, Edit)

A callout box with a blue border and arrow points to the "Edit" button for "Commitment Letter". The text inside the callout box is: **Criterion Questionnaire Indicator Requisite**.

Choose one requisite and then click on the “Edit” button to answer the form. A new window displays the fields with the necessary information.



IV. EVALUATION QUESTIONNAIRES

Open Questionnaire

Fornecedor: xxxxxxxxxxxxxxxxxxxxxxxx
CNPJ: xxxxxxxxxxxxxxxxxxxxxxxx

Legal [X] [Edit]

Legal Capacity [X] [Edit]

Legal Certification [X] [Edit]

Inscription on the City
Contributors (CCM) or Location

Legal Fiscal Compliance [X] [Edit]

Proof that's not in a concordat status

Terms and Declarations [X] [Edit]

Commitment Letter

Legal Capacity
Opened for editing

Instructions [Attach]

Ativo Circulante

Selected families Search [OK]

Selected families	Det...	Fill	Tradition
01.18.01.01 - 01.18.01.01 - Proi.Eletr.Subst/Redes-Proieto Básico (99000040)	[Icon]	[X]	Attachs(0)

This button provides instructions about answering the questionnaires.

This icon is for attachments.



IV. EVALUATION QUESTIONNAIRES

Every data change can be saved by clicking on the “Save as Draft” button. The updates can also be confirmed through the “Confirm” button.

The screenshot displays a web interface titled "Open Questionnaire". On the left, there is a sidebar with a tree view containing "Fornecedor" (with a red 'X'), "CNP" (with a red 'X'), "Due Diligence" (with a red 'X'), "Anexo A" (with a red 'X' and an "Edit" button), and "Anexo B" (with a red 'X' and an "Edit" button"). The main content area is titled "Anexo A" and includes a lock icon and the text "Opened for editing". Below this, there are two buttons: "Save as Draft" and "Confirm", both of which are highlighted with a blue border. Further down, there are tabs for "Integration", "Instructions", and "Attach". The main section is titled "1. General Information:" and contains four sub-sections, each with a text input field: "1.1. Registration information" (with sub-question 1.1.1), "1.1.2 Address of the head office, branches and representation offices in Brazil or abroad.", "1.1.3 Business Scope.", and "1.1.4 Business Size.". At the bottom of the form, there is a question "PERG_ANEXO_A_1.5" with two radio button options: "Yes" and "No". A "Close" button is located in the bottom right corner of the interface.



IV. EVALUATION QUESTIONNAIRES

Open Questionnaire

! Fill all required entry fields
! Fill all required entry fields

Fornecedor: XXXXXXXXXXXXXXXXXXXXXXXX
CNPJ: XXXXXXXXXXXXXXXXXXXXXXXX

Legal ✘
 > Legal Capacity ✘
 > Legal Certification ✘

Declaration related to the last contractual/statutory update
Opened for editing

Save as Draft Confirm

Instructions

STATEMENT REGARDING THE LAST CONTRACT AMENDMENT / STATUTORY
declare under penalty of law, that the last amendment of the Contract / Bylaws of the Company is scanned into the Portal Master, in the field of respective requirement, with the same duly registered with the Board of Trade of the State or the Civil Registry of Legal Entities.

Not Accepted
 Accepted

* Number of the last record in the Commercial / Civil Registry PJ
* Last date of registration in the Commercial / Civil Registry PJ

TABLE OF OWNERSHIP STRUCTURE:
Please enter the CPF / CNPJ partners without dots and dashes, the name / full corporate partners and the percentage (%) of each them.

Add Lines

Item	CPF / CNPJ (without dots and dash)	Name / Company Name	Interest%
1			



IV. EVALUATION QUESTIONNAIRES

The following message appears when the attachment of a document is required.

The screenshot displays the 'Questionnaire Attachments' window. At the top, there are two tabs: 'Linked Attachments' (which is active) and 'Attachments Library'. A yellow warning icon is present on the left. A text box explains the 'Linked Attachments' area and lists two actions: 'Load' and 'Unlink'. Below this is a 'Search parameters' section with input fields for 'Description' and 'File Name', and a 'Search' button. At the bottom, there is a table with columns 'Description', 'File Name', and 'Criteria'. The 'Load' button is highlighted with a blue box, and an arrow points from a text box to it. Another arrow points from the 'No linked attachments' message to the 'Load' button. A third arrow points from the 'Load' button to a text box explaining the procedure.

Questionnaire Attachments

Linked Attachments | Attachments Library

The "Linked Attachments" area displays only attachments linked to the selected questionnaire.

- **Load:** Includes the selected file in the attachment library and to the selected questionnaire.
- **Unlink:** Removes the selected link file from selected questionnaire. Keeps only in the library.

Search parameters

Description: File Name:

Description	File Name	Criteria
No linked attachments		

In order to attach a document, click on the "Load" button. After this procedure, a new window is displayed, as shown below.



IV. EVALUATION QUESTIONNAIRES

Click on the “Choose File” button to attach a new document in the “Load” sheet.

The screenshot shows a window titled "Load" with a success message: "File has been loaded successfully." Below this, a warning icon is followed by instructions: "1) Will be allowed the inclusion of up to 10 files at a time. 2) The maximum size allowed per file will be of 5MBs. 3) Allowed extensions: PDF, JPG, JPEG, BMP, PNG, TIF, GIF, DOC, DOCX, XLS, XLSX, PPT, PPTX, ODT, ODS, ODP, ODB, ODD, TXT, MPG, MPEG, P7S, P7B, DCA and SIG." A "Load" button is present. Below is a table with 10 rows for attachments. The first row is partially filled with "Attachments" and "File 1: Choose File No file chosen". The other rows are empty with "File 2" through "File 10" and "Choose File No file chosen". A "Close" button is at the bottom right.

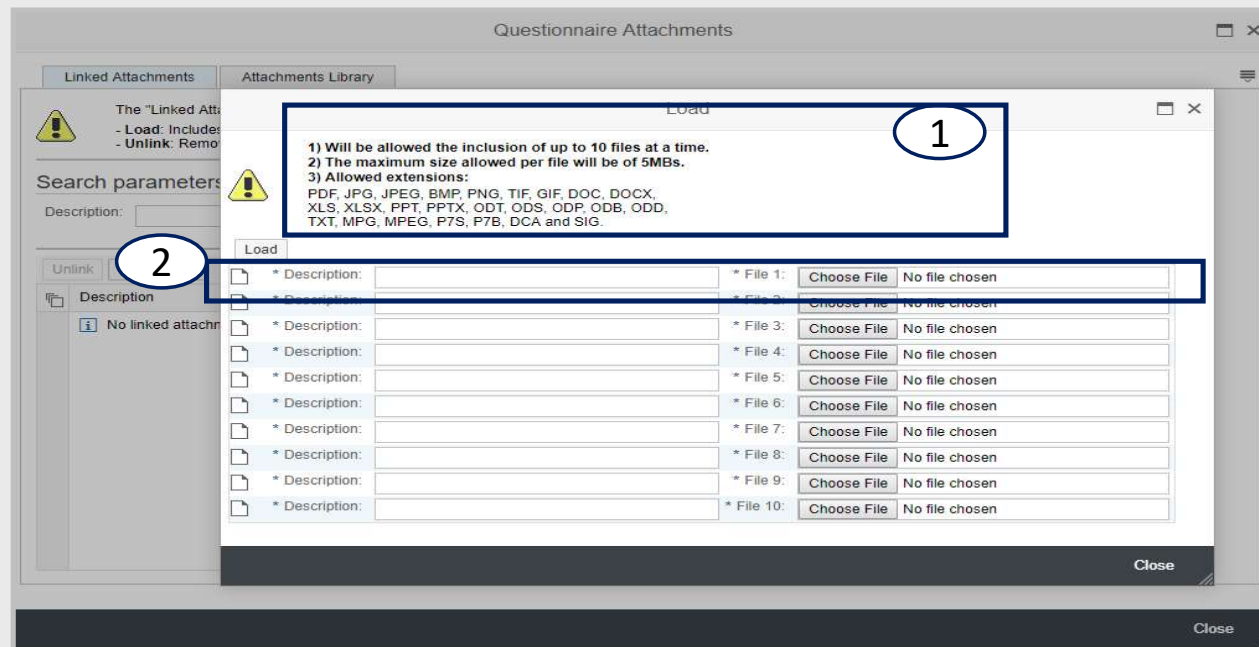
* Description:	File 1:
Attachments	Choose File No file chosen
* Description:	* File 2: Choose File No file chosen
* Description:	* File 3: Choose File No file chosen
* Description:	* File 4: Choose File No file chosen
* Description:	* File 5: Choose File No file chosen
* Description:	* File 6: Choose File No file chosen
* Description:	* File 7: Choose File No file chosen
* Description:	* File 8: Choose File No file chosen
* Description:	* File 9: Choose File No file chosen
* Description:	* File 10: Choose File No file chosen



IV. EVALUATION QUESTIONNAIRES

The screen will show a relevant information about adding attachments, such as maximum size and allowed extensions.

The "Description" field should be filled with the name of the document to be attached. To fill the "File" field, click the "Choose File" button and find the file on your computer that will be attached.



IV. EVALUATION QUESTIONNAIRES

After finding the file, click on the "load" button.

The successful message appears on the page. Click on the "Close" button.

Load

File has been loaded successfully.

!

1) Will be allowed the inclusion of up to 10 files at a time.
2) The maximum size allowed per file will be of 5MBs.
3) Allowed extensions:
PDF, JPG, JPEG, BMP, PNG, TIF, GIF, DOC, DOCX,
XLS, XLSX, PPT, PPTX, ODT, ODS, ODP, ODB, ODD,
TXT, MPG, MPEG, P7S, P7B, DCA and SIG.

Load

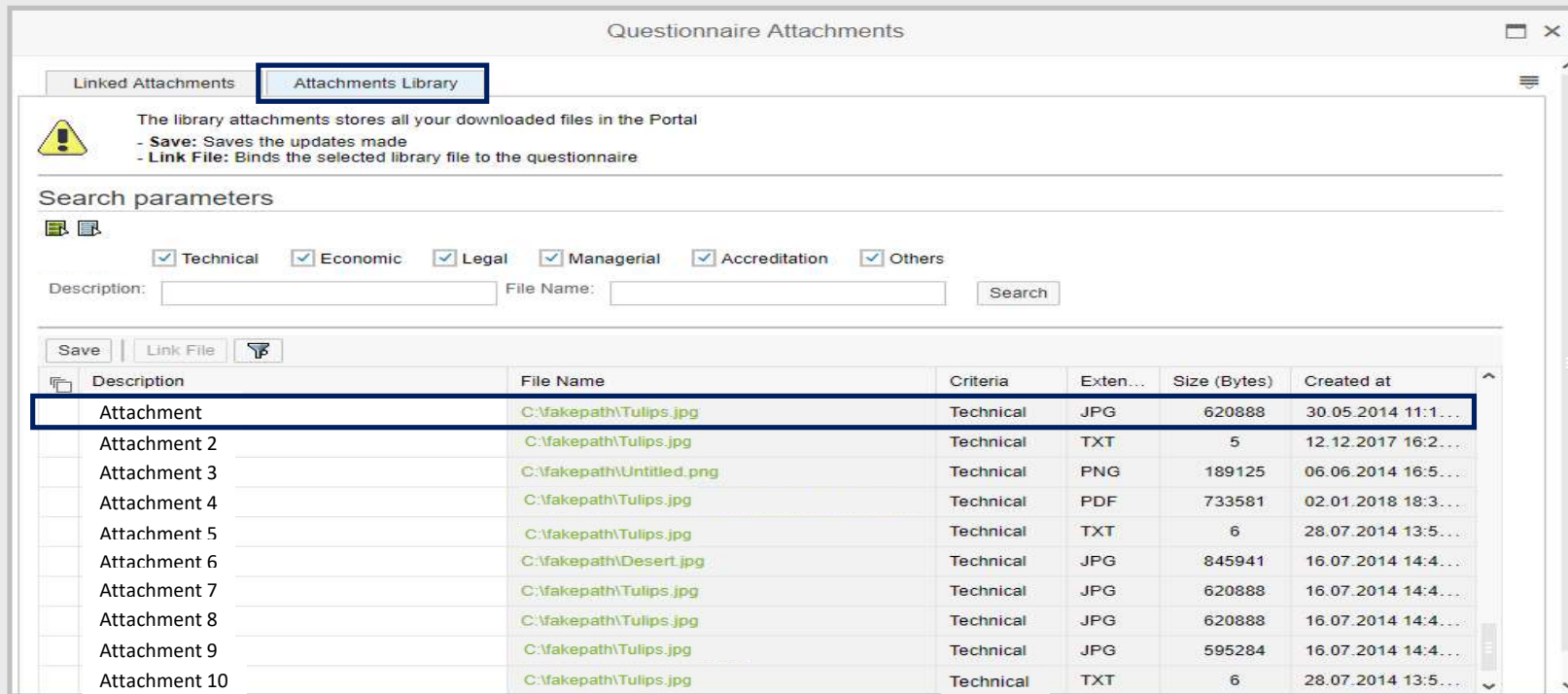
* Description: Attachments	File 1:	Choose File	No file chosen
* Description:	* File 2:	Choose File	No file chosen
* Description:	* File 3:	Choose File	No file chosen
* Description:	* File 4:	Choose File	No file chosen
* Description:	* File 5:	Choose File	No file chosen
* Description:	* File 6:	Choose File	No file chosen
* Description:	* File 7:	Choose File	No file chosen
* Description:	* File 8:	Choose File	No file chosen
* Description:	* File 9:	Choose File	No file chosen
* Description:	* File 10:	Choose File	No file chosen

Close



IV. EVALUATION QUESTIONNAIRES

After loading the file successfully, a table of the “Attachments Library” sheet is displayed, as shown below.



The screenshot shows the 'Questionnaire Attachments' application window. The 'Attachments Library' tab is active. A warning icon and message state: 'The library attachments stores all your downloaded files in the Portal'. Below this, there are instructions: '- Save: Saves the updates made' and '- Link File: Binds the selected library file to the questionnaire'. The 'Search parameters' section includes checkboxes for 'Technical', 'Economic', 'Legal', 'Managerial', 'Accreditation', and 'Others', all of which are checked. There are input fields for 'Description:' and 'File Name:', and a 'Search' button. Below the search parameters, there are buttons for 'Save', 'Link File', and a filter icon. The main area contains a table with the following data:

Description	File Name	Criteria	Exten...	Size (Bytes)	Created at
Attachment	C:\fakepath\Tulips.jpg	Technical	JPG	620888	30.05.2014 11:1...
Attachment 2	C:\fakepath\Tulips.jpg	Technical	TXT	5	12.12.2017 16:2...
Attachment 3	C:\fakepath\Untitled.png	Technical	PNG	189125	06.06.2014 16:5...
Attachment 4	C:\fakepath\Tulips.jpg	Technical	PDF	733581	02.01.2018 18:3...
Attachment 5	C:\fakepath\Tulips.jpg	Technical	TXT	6	28.07.2014 13:5...
Attachment 6	C:\fakepath\Desert.jpg	Technical	JPG	845941	16.07.2014 14:4...
Attachment 7	C:\fakepath\Tulips.jpg	Technical	JPG	620888	16.07.2014 14:4...
Attachment 8	C:\fakepath\Tulips.jpg	Technical	JPG	620888	16.07.2014 14:4...
Attachment 9	C:\fakepath\Tulips.jpg	Technical	JPG	595284	16.07.2014 14:4...
Attachment 10	C:\fakepath\Tulips.jpg	Technical	TXT	6	28.07.2014 13:5...



IV. EVALUATION QUESTIONNAIRES

The attachment will be related automatically to the requisite. Select the sheet “Linked Attachments”, as displayed in the picture below, to check the document:

Open Questionnaire

✓ Attach(s) has(have) been related successfully.

Attachments Linked to Items | Library's Attachment Requirement

⚠ The "Attachments Linked to Items" area displays only attachments linked to the selected item/questionnaire.
- **Load:** Includes the selected file in the attachment library and to the selected item/questionnaire.
- **Unlink:** Removes the selected link file from selected item/questionnaire. Keeps only in the library.

Search parameters

Description: File Name:

Unlink Load

Description	File Name	Criteria	Exten...	Size (Bytes)	Created at
Attachment	C:\fakepath\tulips.jpg	Technical	PDF	20242	02.02.2017 14:1...



IV. EVALUATION QUESTIONNAIRES

In the "Linked Attachments" sheet, select the gray square beside the name of the document to unlink the document from the requisite. Click on the "Unlink" button with the selected document.

After this procedure, the information "Attachment (s) unlinked successfully" will appear.

The screenshot shows a software interface with a modal window titled "Open Questionnaire". The modal window contains a green checkmark icon and the text "Attach(s) has(have) been unrelated successfully." Below this, there is a warning icon and a text box explaining the "Attachments Linked to Items" area, including instructions for "Load" and "Unlink".

The background interface shows a table with the following columns: Description, File Name, Criteria, Exten..., Size (Bytes), and Created at. The first row is selected and contains the following data:

Description	File Name	Criteria	Exten...	Size (Bytes)	Created at
Attachment	C:\fakepath\tulips.jpg	Technical	PDF	20242	02.02.2017 14:1...

Below the table, there are buttons for "Unlink", "Load", and a filter icon. The "Unlink" button is highlighted with a blue border.



IV. EVALUATION QUESTIONNAIRES

You need to follow complementary orientations to answer the Technical Criteria Questionnaire. These Criteria are not applied to the supplier which are classified as Reseller/Distributor.

The screenshot shows a web interface titled "Open Questionnaires". At the top, there is a message: "Your company must fill the questionnaires below to be evaluated by Petrobras. How to proceed: 1- For each non answered criteria (✖), click on Answer button 2- After completing the questionnaire of one criterion, the status will change to Answered (✔) 3- Finally, after answer to all criterions, click on Send button to submit your questionnaire to Petrobras evaluation". Below this, there is a table with columns "Status" and "Criteria". The table contains one row with a red "✖" in the "Status" column and "Technical" in the "Criteria" column. To the right of the table, there is an "Answer" button. Above the table, there are "Answer All" and "Send" buttons. A callout box points to the "Answer" button with the text: "Click on 'Answer' to fill out of the Technical Criteria Questionnaire." Another callout box points to an envelope icon in the top left of the table area with the text: "Click on the image [envelope icon] to view the descriptions of all the questionnaires with details."

Click on the image  to view the descriptions of all the questionnaires with details.

Click on "Answer" to fill out of the Technical Criteria Questionnaire.



IV. EVALUATION QUESTIONNAIRES

After clicking on the “Answer” button, the page below is shown and the questionnaire information will be displayed with more details.

The screenshot shows a software interface with a modal dialog box titled "Open Questionnaire". The dialog contains the following information:

- Fornecedor: XXXXXXXXXXXXXXXXXXXXXXXX
- CNPJ: XXXXXXXXXXXXXXXXXXXXXXXX
- A list of criteria with their status (marked with a red X) and an "Edit" button:

Criteria	Status	Action
Technical	X	
Personnel	X	Edit
Company Personnel	X	Edit
Materials Supply Tradition	X	
Supplies Tradition	X	Edit

The background interface shows instructions for how to proceed with the questionnaires and a table with columns for Status and Criteria. The "Technical" criterion is marked with a red X. A callout box labeled "Criterion Questionnaire Indicator Requisite" points to the "Edit" buttons in the dialog.



IV. EVALUATION QUESTIONNAIRES

After choosing a requisite, click on the “Edit” button to answer the form. A window with the corresponding fields is displayed.

Open Questionnaire

ornecedor: [XXXXXXXXXXXXXXXXXXXXXXXXXXXX]
:NPJ [XXXXXXXXXXXXXXXXXXXXXXXXXXXX]

Technical [X]

Personnel [X]

Company Personnel [X] [Edit](#)

Materials Supply Tradition [X]

Supplies Tradition [X] [Edit](#)

Company Personnel

Opened for editing

Save as Draft Confirm

Attach

Add Lines

Item	Technical Description	Delivery Date	Customer	Contact(name, phone, email)	Link Products
1					Products (0)
2					Products (0)



IV. EVALUATION QUESTIONNAIRES

In some requisites of the Technical Criteria, some attachments must be linked to the respective Products.

ATTENTION: The file attachment (s) to a requirement of the Technical Criteria is analogous to the process explained above in Legal Criteria.

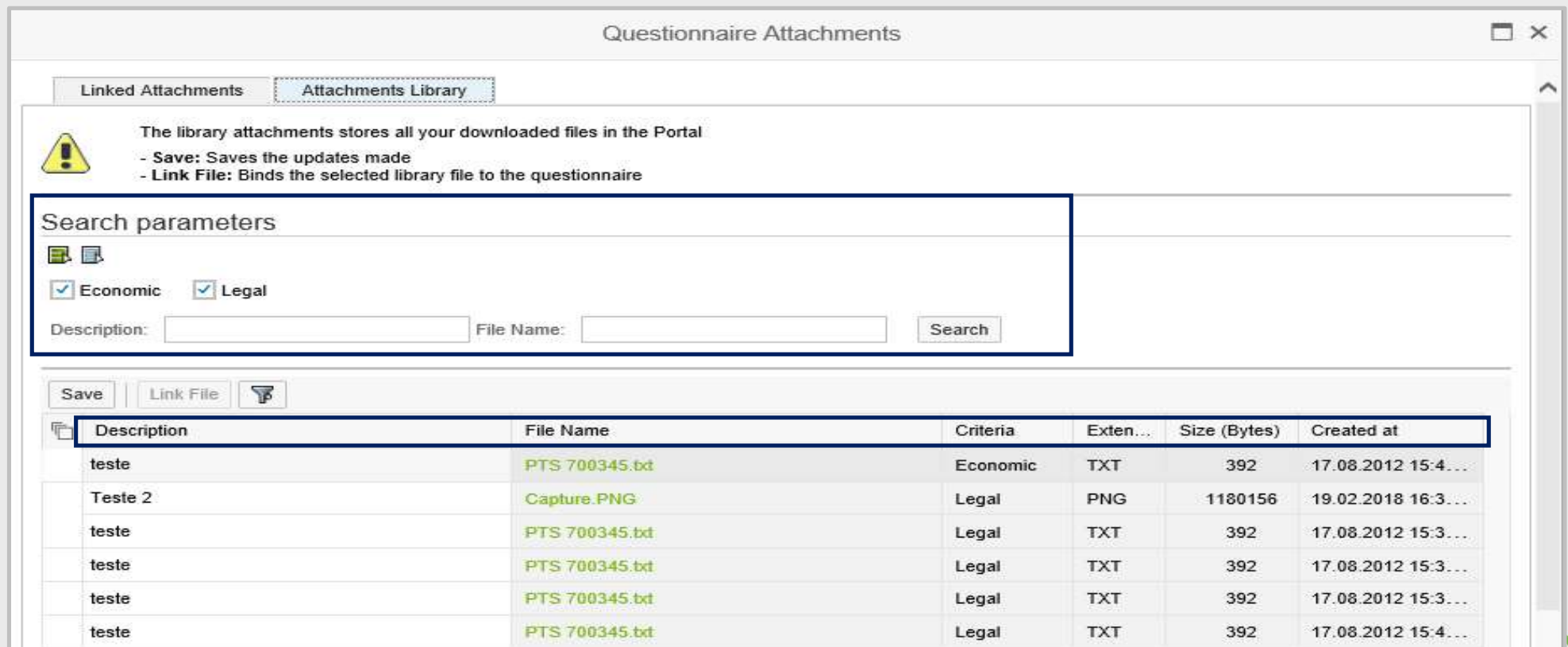
The screenshot shows the 'Open Questionnaire' interface for 'Supplies Tradition'. On the left, a sidebar lists categories: Technical, Personnel, and Materials Supply Tradition. The 'Supplies Tradition' category is expanded, showing 'Supplies Tradition' with an 'Edit' button. The main area displays 'Supplies Tradition' with 'Opened for editing' status and buttons for 'Save as Draft' and 'Confirm'. Below these are 'Instructions' and 'Attach' buttons. A table with columns 'Item', 'Technical Description', 'Delivery Date', 'Customer', 'Contact(name, phone, email)', and 'Link Products' is visible. Two callout boxes provide instructions: one points to the 'Instructions' button, stating 'In the link "Instructions", a window will be displayed with information about filling out.'; the other points to the 'Attach' button, stating 'The link "Attach" will be useful to link attachments to the open requisite.'

Item	Technical Description	Delivery Date	Customer	Contact(name, phone, email)	Link Products
1					Products (0)
2					Products (0)



IV. EVALUATION QUESTIONNAIRES

In order to get the search for files inside the "Library Notes" in the Search Parameters section easier, a search filter will be displayed.



The screenshot displays the 'Questionnaire Attachments' window. The 'Attachments Library' tab is active. A warning icon and text indicate that the library stores downloaded files and provides instructions: '- Save: Saves the updates made' and '- Link File: Binds the selected library file to the questionnaire'. Below this is a 'Search parameters' section with a blue border, containing checkboxes for 'Economic' and 'Legal', and input fields for 'Description' and 'File Name', along with a 'Search' button. At the bottom, there are 'Save', 'Link File', and a filter icon. A table lists the attachments with columns for Description, File Name, Criteria, Extension, Size (Bytes), and Created at.

Description	File Name	Criteria	Exten...	Size (Bytes)	Created at
teste	PTS 700345.bt	Economic	TXT	392	17.08.2012 15:4...
Teste 2	Capture.PNG	Legal	PNG	1180156	19.02.2018 16:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.bt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.bt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.bt	Legal	TXT	392	17.08.2012 15:4...

IV. EVALUATION QUESTIONNAIRES

In the illustrated buttons below, will be possible to select all criterias shown or uncheck them.



Questionnaire Attachments

Linked Attachments | Attachments Library

The library attachments stores all your downloaded files in the Portal
- Save: Saves the updates made
- Link File: Binds the selected library file to the questionnaire

Search parameters

Economic Legal

Description: File Name: Search

Save | Link File

Description	File Name	Criteria			
teste	PTS 700345.txt	Economic			
Teste 2	Capture.PNG	Legal			
teste	PTS 700345.txt	Legal			
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:4...


To do a search, insert a term on the field "Description" or "File" and click on the "Search" button.



IV. EVALUATION QUESTIONNAIRES

Questionnaire Attachments


Linked Attachments | Attachments Library

 The library attachments stores all your downloaded files in the Portal
- Save: Saves the updates made
- Link File: Binds the selected library file to the questionnaire

Search parameters

Economic Legal

Description: File Name:



Description	File Name	Criteria	Exten...	Size (Bytes)	Created at
teste	PTS 700345.txt	Economic	TXT	392	17.08.2012 15:4...
Teste 2	Capture.PNG	Legal	PNG	1180156	19.02.2018 16:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:4...

The search result will show the attachment showing which criteria was linked.




IV. EVALUATION QUESTIONNAIRES

It will be possible to request filter's results through the columns. You just have to click on the column title you want. For example, in the "Created" column, after clicking documents will be sorted on more recent dates.

Questionnaire Attachments


Linked Attachments | Attachments Library

 The library attachments stores all your downloaded files in the Portal
- Save: Saves the updates made
- Link File: Binds the selected library file to the questionnaire

Search parameters

Economic Legal

Description: File Name:



Description	File Name	Criteria	Exten...	Size (Bytes)	Created at
teste	PTS 700345.txt	Economic	TXT	392	17.08.2012 15:4...
Teste 2	Capture.PNG	Legal	PNG	1180156	19.02.2018 16:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:4...



IV. EVALUATION QUESTIONNAIRES

Select “Products” to fill in the “Link Products” column.

Open Questionnaire

Fornecedor: XXXXXXXXXXXXXXXXXXXXXXXX
CNPJ: XXXXXXXXXXXXXXXXXXXXXXXX

This (these) group (groups) require(s) adherence to specific requirements determined by PGQMSA – Program of Guarantee of Quality of products and Associated Services.
The program is intended for on-site evaluation based on PETROBRAS criteria of the suppliers of goods and services considered critical for the company, identified as PGQMSA groups. In this case, PETROBRAS will establish contact with the supplier to schedule the evaluation.
PGQMSA evaluation is based on the evaluation of the supplier Quality Management System in conformity with ISO 9001 , in its most recent version, technology of project, technology of manufacturing process, input/acquisition, production capacity and supply logistics.
Evaluation through the program does not exempt from the evidence of adherence to other requirements of technical qualification (supply history, ISO 9001 certification,...)

Item	PGQMSA Evaluation Date	Date	Link Products	Link Attachments
1			Products (0)	Attachments (0)
2			Products (0)	Attachments (0)



IV. EVALUATION QUESTIONNAIRES

The screenshot displays the 'Open Questionnaire' application window. On the left, there is a sidebar with a tree view containing categories like 'Technical', 'Personnel', 'teste', 'Detalhamento PGBF EN', and 'Materials Supply Tradition'. The main area is titled 'Company Personnel' and includes fields for 'Fornecedor:' and 'CNPJ:'. A dialog box titled 'Open Questionnaire' is open in the center, prompting the user to 'Select the families below to link to the item of the questionnaire:'. The dialog contains a table with two rows:

	Description of the Family
<input checked="" type="checkbox"/>	T-01 - Carbon steel line pipe ;with seam ;API 5L ; (98000132)
<input type="checkbox"/>	M-11 - (98000172)

Below the table are 'Save' and 'Cancel' buttons. A callout box labeled 'Product selection.' points to the selected row in the table. Another callout box labeled 'After selecting the desired "Product", click on "Save".' points to the 'Save' button. The background interface shows an 'Attach' button and a table with columns for 'Products (0)' and 'Attachments (0)'.



IV. EVALUATION QUESTIONNAIRES

The window presents the table indicating the Product Group(s) number linked to the respective requisite.

Open Questionnaire

Fornecedor: XXXXXXXXXXXXXXXXXXXXXXXX
CNPJ: XXXXXXXXXXXXXXXXXXXXXXXX

This (these) group (groups) require(s) adherence to specific requirements determined by **PGQMSA – Program of Guarantee of Quality of products and Associated Services**.
The program is intended for on-site evaluation based on PETROBRAS criteria of the suppliers of goods and services considered critical for the company, identified as PGQMSA groups. In this case, PETROBRAS will establish contact with the supplier to schedule the evaluation.
PGQMSA evaluation is based on the evaluation of the supplier Quality Management System in conformity with ISO 9001, in its most recent version, technology of project, technology of manufacturing process, input/acquisition, production capacity and supply logistics.
Evaluation through the program does not exempt from the evidence of adherence to other requirements of technical qualification (supply history, ISO 9001 certification,...)

Item	PGQMSA Evaluation Date	Date	Link Products	Link Attachments	
1			Families (1)	Attachments (0)	
2			Products (0)	Attachments (0)	



IV. EVALUATION QUESTIONNAIRES

Select "Attachments" to link the file(s) to the product.

Open Questionnaire

Fornecedor: XXXXXXXXXXXXXXXXXXXXXXXX
CNPJ: XXXXXXXXXXXXXXXXXXXXXXXX

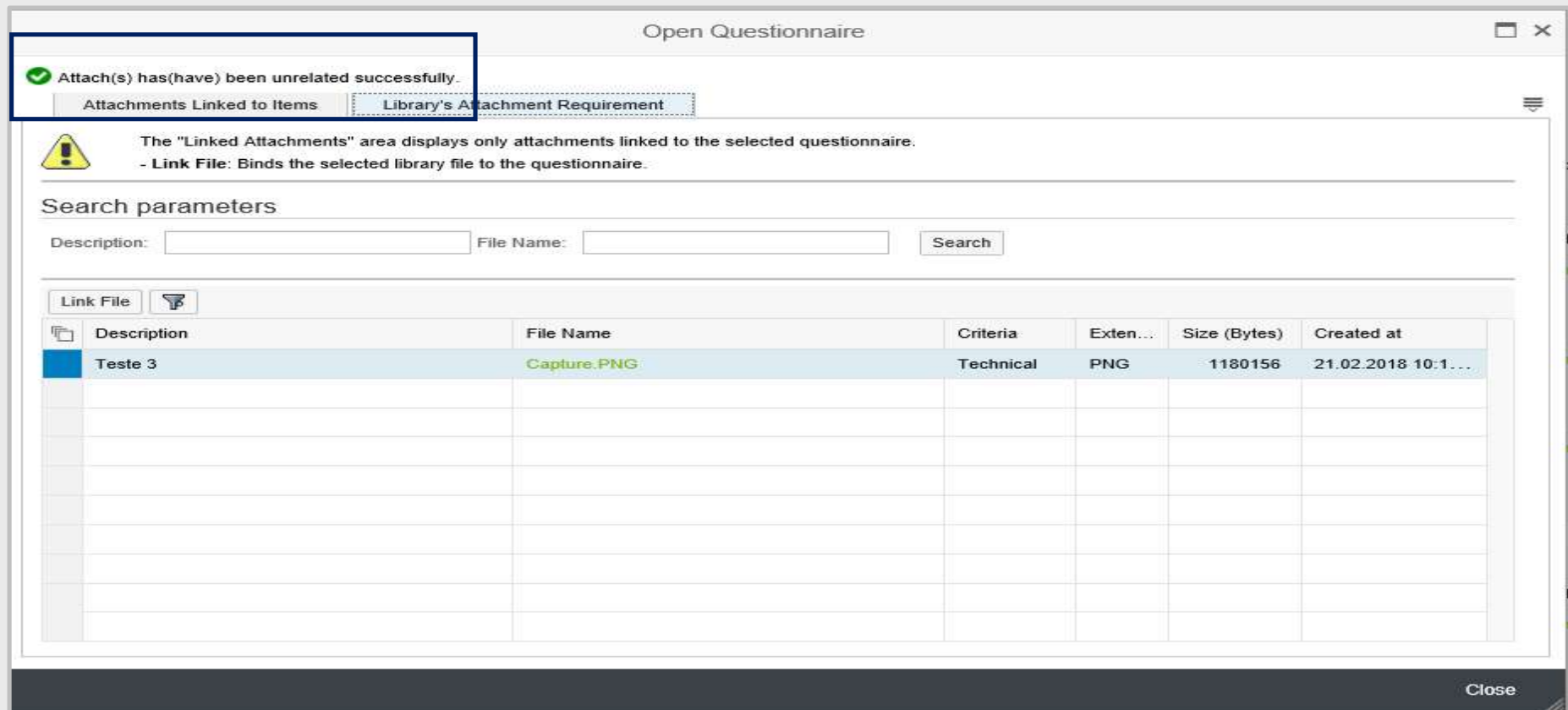
This (these) group (groups) require(s) adherence to specific requirements determined by PGQMSA – Program of Guarantee of Quality of products and Associated Services.
The program is intended for on-site evaluation based on PETROBRAS criteria of the suppliers of goods and services considered critical for the company, identified as PGQMSA groups. In this case, PETROBRAS will establish contact with the supplier to schedule the evaluation.
PGQMSA evaluation is based on the evaluation of the supplier Quality Management System in conformity with ISO 9001, in its most recent version, technology of project, technology of manufacturing process, input/acquisition, production capacity and supply logistics.
Evaluation through the program does not exempt from the evidence of adherence to other requirements of technical qualification (supply history, ISO 9001 certification,...)

Item	PGQMSA Evaluation Date	Date	Link Products	Link Attachments
1			Families (1	Attachments (0)
2			Products (0)	Attachments (0)



IV. EVALUATION QUESTIONNAIRES

After this procedure, the successful message is displayed, as shown below:



The screenshot shows the 'Open Questionnaire' application window. At the top, a green checkmark icon and the text 'Attach(s) has(have) been unrelated successfully.' are displayed. Below this, there are two tabs: 'Attachments Linked to Items' and 'Library's Attachment Requirement'. A yellow warning icon is present, followed by the text: 'The "Linked Attachments" area displays only attachments linked to the selected questionnaire. - Link File: Binds the selected library file to the questionnaire.'

Below the warning, there is a 'Search parameters' section with two input fields: 'Description:' and 'File Name:', and a 'Search' button.

Underneath the search parameters, there is a 'Link File' button and a filter icon. Below this is a table with the following columns: 'Description', 'File Name', 'Criteria', 'Exten...', 'Size (Bytes)', and 'Created at'. The table contains one row with the following data:

Description	File Name	Criteria	Exten...	Size (Bytes)	Created at
Teste 3	Capture.PNG	Technical	PNG	1180156	21.02.2018 10:1...

The 'Close' button is located at the bottom right corner of the window.



IV. EVALUATION QUESTIONNAIRES

The window presents a table indicating the Product(s) number linked to the requisite and the attachments number linked to the product.

Open Questionnaire

Fornecedor: XXXXXXXXXXXXXXXXXXXXXXXX
CNPJ: XXXXXXXXXXXXXXXXXXXXXXXX

[Save as Draft](#) [Confirm](#)

[Attach](#)

This (these) group (groups) require(s) adherence to specific requirements determined by PGQMSA – Program of Guarantee of Quality of products and Associated Services.
The program is intended for on-site evaluation based on PETROBRAS criteria of the suppliers of goods and services considered critical for the company, identified as PGQMSA groups. In this case, PETROBRAS will establish contact with the supplier to schedule the evaluation.
PGQMSA evaluation is based on the evaluation of the supplier Quality Management System in conformity with ISO 9001, in its most recent version, technology of project, technology of manufacturing process, input/acquisition, production capacity and supply logistics.
Evaluation through the program does not exempt from the evidence of adherence to other requirements of technical qualification (supply history, ISO 9001 certification,...)

[Add Lines](#)


Item	PGQMSA Evaluation Date	Date	Link Products	Link Attachments
1			Families (1)	Attachments(1)
2			Products (0)	Attachments (0)





IV. EVALUATION QUESTIONNAIRES



The questionnaires can only be sent if all of them are completed. After clicking on “Send”, a confirmation pop-up is displayed.

Open Questionnaires

 Your company must fill the questionnaires below to be evaluated by Petrobras.
How to proceed:




- 1- For each non answered criteria (), click on **Answer** button
- 2- After completing the questionnaire of one criterion, the status will change to Answered ()
- 3- Finally, after answer to all criterions, click on **Send** button to submit your questionnaire to Petrobras evaluation

[Click here](#) to view the questionnaire answers for the current families's requirements.
[Click here](#) to view the questionnaire answers for the current and the historical families's requirements.

Registration

Answer All **Send**


Status	Criteria	
	Econômico	<input type="button" value="Answer"/>
	Technical	<input type="button" value="Answer"/>
	Legal	<input type="button" value="Answer"/>





IV. EVALUATION QUESTIONNAIRES



The questionnaires can only be sent if all of them are completed. After clicking on “Send”, a confirmation pop-up is displayed.

Open Questionnaires

 Your company must fill the questionnaires below to be evaluated by Petrobras.
How to proceed:




- 1- For each non answered criteria (), click on **Answer** button
- 2- After completing the questionnaire of one criterion, the status will change to Answered ()
- 3- Finally, after answer to all criterions, click on **Send** button to submit your questionnaire to Petrobras evaluation

[Click here](#) to view the questionnaire answers for the current families's requirements.
[Click here](#) to view the questionnaire answers for the current and the historical families's requirements.

Registration

Answer All **Send**

Status	Criteria	
	Económico	<input type="button" value="Answer"/>
	Technical	<input type="button" value="Answer"/>
	Legal	<input type="button" value="Answer"/>



IV. EVALUATION QUESTIONNAIRES

For companies that provide at least one of the services listed below, the system will allow the Integrity Criteria assessment questionnaire, of the registration type, to be sent separately from the other questionnaires.

99005700 - Chartering and operation of MODU (Mobile Offshore Drilling Unit)

99006301 - [PQ] Chartering or transporting people and cargo by plane;

99006580 - Chartering of rafts and pushers;

99007770 - [PQ] Chartering or transportation by helicopter of people and cargo (cycle 2019);

99005521 - Chartering and operation services of Floating Production Units (FPUs);

99006160 - Chartering of Unit for Maintenance and Safety (UMS);

99006510 - Chartering of tugboats and towing services;

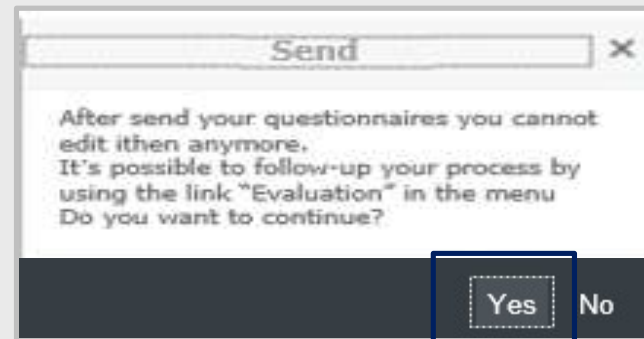
99007710 - [PQ] Chartering of maritime support vessels and support services for floating units (cycle 2019);

99007711 - [PQ] Affreightment of special vessels;



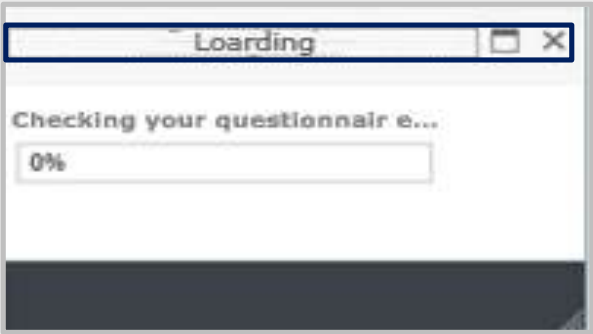
IV. EVALUATION QUESTIONNAIRES

After sending the questionnaire, a message is displayed. Click on “Yes” to confirm. After sending the questionnaire, it cannot be edited anymore.




IV. Evaluation Questionnaires



After sending the questionnaire a message will be displayed informing that it is being checked by the system.




After sending the questionnaires, a message informing that the company doesn't have an open questionnaires will be displayed.

Open Questionnaires

 Your company must fill the questionnaires below to be evaluated by Petrobras.
How to proceed:

- 1- For each non answered criteria (), click on **Answer** button
- 2- After completing the questionnaire of one criterion, the status will change to Answered ()
- 3- Finally, after answer to all criterions, click on **Send** button to submit your questionnaire to Petrobras evaluation

[Click here](#) to view the questionnaire answers for the current families's requirements.
[Click here](#) to view the questionnaire answers for the current and the historical families's requirements.

 Your company does not have open questionnaires.



IV. EVALUATION QUESTIONNAIRES

After sending the questionnaire, a message will be displayed suggesting a response to the Satisfaction Survey.

The screenshot displays the Petronect website interface. At the top, the Petronect logo is on the left, and a navigation bar contains the text: "Welcome: | Monday, February 4, 2019 | My Account | Trainings | Contact Us | Terms | Membership & Billing | Securely Log Off". Below this is a secondary navigation bar with icons and labels for "The Petronect", "Registry at Petrobras", "Electronic Quotes", "Payments", "Digital Signature", and "Petrobras Security Information Standards". A third navigation bar lists menu items: "About Registry at Petrobras", "Announcements", "Company Identification", "Evaluation Questionnaires", "Results from Evaluation", "Events", "Track Your Situation", "Contact Us", and "Satisfaction Survey".

The main content area features a pop-up window titled "Satisfaction Survey" with a close button (X). The message inside the pop-up reads: "Dear supplier, You just have ended the completing questionnaire of (Technical) criterion. In order to improve the Petrobras' Supplier Registration, we would like to know your perception regarding how easy is the completing this questionnaire. Do you want to answer the search now?" At the bottom of the pop-up are two buttons: "Yes" and "No".

To the left of the pop-up, the main page content includes the text: "Your company must fill the questionnaires below to be evaluated by Petrobras. How to proceed:" followed by a numbered list: "1- For each non answered criteria (X), click on Answer button", "2- After completing the questionnaire of one criterion, the status will change to Answered", and "3- Finally, after answer to all criterions, click on Send button to submit your questionnaire". Below the list are two green links: "Click here to view the questionnaire answers for the current families's requirements." and "Click here to view the questionnaire answers for the current and the historical families's".

An annotation box on the right side of the pop-up contains the text "Click 'Yes' to answer the search." with an arrow pointing to the "Yes" button.



IV. EVALUATION QUESTIONNAIRES

Answer the search and then click the "Send" button

Satisfaction Survey

Satisfaction Survey Test 19.11.2018

001. TEST AMANDA 20.11

C

A

B

002. Test Amanda 16.11

Red 1

Red 2

Red 3

003. How do you rate the completion of this questionnaire?

3

1 Very easy

5

4

2

004. how old are you?

10

20

30

Return **Send**



IV. EVALUATION QUESTIONNAIRES

You can answer to Satisfaction Survey later.

The screenshot displays the Petronect website interface. At the top, the Petronect logo is on the left, and a navigation bar contains links for 'Welcome:', 'Monday, February 4, 2019', 'My Account', 'Trainings', 'Contact Us', 'Terms', 'Membership & Billing', and 'Securely Log Off'. Below this is a secondary navigation bar with icons and labels for 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Payments', 'Digital Signature', and 'Petrobras Security Information Standards'. A third navigation bar includes links for 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events', 'Track Your Situation', 'Contact Us', and 'Satisfaction Survey'. The main content area shows a message: 'Your company must fill the questionnaires below to be evaluated by Petrobras. How to proceed: 1- For each non answered criteria (X), click on Answer button 2- After completing the questionnaire of one criterion, the status will change to Answered () 3- Finally, after answer to all criterions, click on Send button to submit your questionnaire'. Below this are two 'Click here' links. A modal dialog box titled 'Satisfaction Survey' is overlaid on the page. The dialog contains the text: 'Dear supplier, You just have ended the completing questionnaire of (Technical) criterion. In order to improve the Petrobras' Supplier Registration, we would like to know your perception regarding how easy is the completing this questionnaire. Do you want to answer the search now?'. At the bottom of the dialog are 'Yes' and 'No' buttons. A blue arrow points from the 'No' button to a callout box.

Click "No" and then retry the search



V. EVALUATION QUESTIONNAIRES

The surveys to be answered will be stored in the "Satisfaction Survey" menu.

The screenshot displays the Petronect web application interface. At the top, the Petronect logo is on the left, and a navigation bar contains links for 'Welcome', 'Monday, February 4, 2019', 'My Account', 'Trainings', 'Contact Us', 'Terms', 'Membership & Billing', and 'Securely Log Off'. Below this is a main menu with icons for 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Contracts and Orders', 'Payments', 'Digital Signature', and 'Petrobras Security Information Standards'. A secondary menu includes 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events', 'Track Your Situation', 'Contact Us', and 'Satisfaction Survey'. The 'Satisfaction Survey' menu item is highlighted with a red box. The main content area is titled 'Satisfaction Survey' and contains a welcome message: 'Welcome to the supplier satisfaction survey tool. It is one of the tools of the Petrobras's Suppliers Registry used to capture the perception of your Company regarding the process of filling out the questionnaires and the Evaluation of the Cadastre.' Below the message are two icons: 'Open Surveys' and 'Search History'. The 'Open Surveys' section features a table with the following data:

Search Title	Created in	Process Number	Situation	Option
Teste Pesquisa de Satisfação 19.11.2018	22.11.2018	3000033203	Available	Answer
Teste Pesquisa de Satisfação 19.11.2018	19.11.2018	3000033187	Available	Answer
Teste Pesquisa de Satisfação Tipo 2 19.11.2018	22.11.2018	3000032527	Available	Answer
Teste Pesquisa de Satisfação Tipo 2 19.11.2018	22.11.2018	3000033203	Available	Answer
Teste Pesquisa de Satisfação 19.11.2018	22.11.2018	3000033202	Available	Answer



Open Questionnaires



Your company must fill the questionnaires below to be evaluated by Petrobras.


How to proceed:

- 1- For each non answered criteria (✖), click on **Answer** button
- 2- After completing the questionnaire of one criterion, the status will change to Answered (✔)
- 3- Finally, after answer to all criterions, click on **Send** button to submit your questionnaire to Petrobras evaluation

[Click here](#) to view the questionnaire answers for the current families's requirements.

[Click here](#) to view the questionnaire answers for the current and the historical families's requirements.



 Your company does not have open questionnaires.



IV. EVALUATION QUESTIONNAIRES

After this step, the following page with the answered questionnaires will be displayed . Click on the “Display” button to view the last answers of the desired questionnaire.





LET'S EMBARK ON
OUR FUTURE TOGETHER.

