



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

Registry

I. Objectives

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

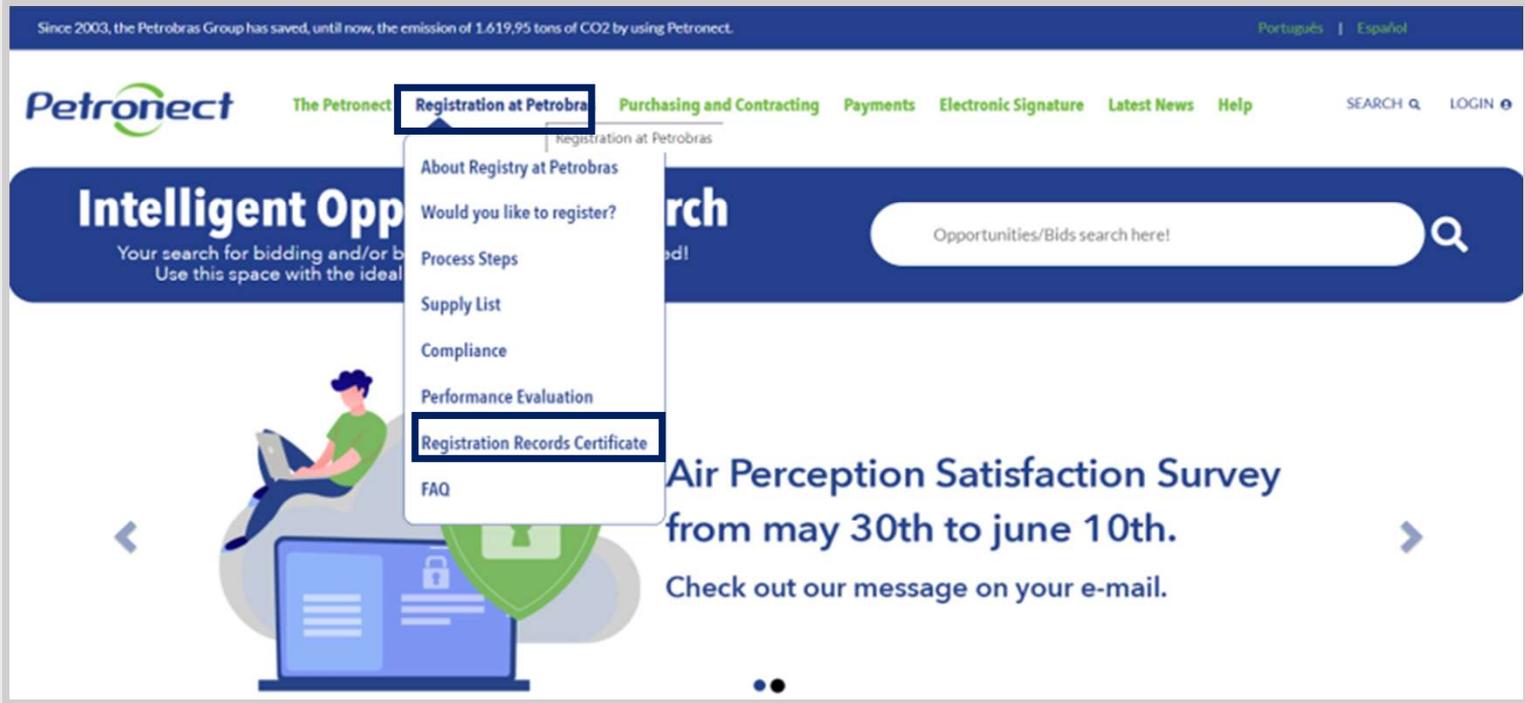
1. Search details about the CRC.



II. How to Access

How to access the feature “Registry at Petrobras” at External Portal

Menu “REGISTRY AT PETROBRAS” > “Registration Records Certificate”.



II. How to Access

How to access the feature “Registry at Petrobras” External Portal

1. Select the “Country”;
2. Select the “Identification Code” or;
3. Enter the “Corporate Name”;
4. Enter the security code indicated by the system.

The screenshot shows a web form titled "REGISTRATION RECORDS CERTIFICATE". The form contains four main input sections, each highlighted with a blue border and a corresponding numbered circle (1-4) on the right side:

- 1**: A text input field containing "Brazil" with the label "Country*" below it.
- 2**: A text input field containing "IDENTIFICATION CODE (CNPJ FOR BRAZIL)*" with a note "(Do not use the search filter for this field)" below it.
- 3**: A text input field containing "CORPORATE NAME" with a note "(Enter at least 3 characters)" below it.
- 4**: A search area containing a text input field with "ymZYI tRi", a green "SEARCH" button, and a "RENEW" button (represented by a circular arrow icon) below the input field.



II. How to Access

How to access the feature “Registry at Petrobras” Internal Portal

The “Registry at Petrobras” module provides information about the CRC (Certificate of Registration).

The screenshot displays the Petronect website interface. At the top, the Petronect logo is on the left, and navigation links for 'The Petronect', 'Registration at Petrobras', 'Purchasing and Contracting', 'Payments', 'Electronic Signature', 'Latest News', and 'Help' are in the center. On the right, there are 'SEARCH' and 'LOGIN' options. Below the navigation is a blue banner with the text 'Intelligent Opportunity Search' and a search input field labeled 'Opportunities/Bids search here!'. A text box on the left of the banner reads: 'Your search for bidding and/or bidding in progress has changed! Use this space with the ideal key word to do your search!'. Below the banner is a circular graphic of a woman in a white and blue uniform with a 'P' on her chest. A text box next to her says: 'To access this feature, you must access the restricted area through the home page of the Portal with your user ID or CPF and password'. To the right, a 'Login' form is shown with fields for 'Key (Petrobras Group) or User (Supplier)' and 'Password', a 'CONTINUE' button, and links for 'I forgot my password >' and 'I still don't have a record >'. A blue arrow points from the text box to the login form.



III. How to Access

After logging in, a menu will be displayed. Click on "Registry" to view the options of the Registration menu.

The screenshot shows the Petrobras Registry menu with the following callouts:

- 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

In the area of the “Registry at Petrobras” menu, click on “Results from Evaluation”.

The screenshot displays the Petronect web application interface. At the top, there is a navigation bar with four folder icons: 'The Petronect', 'Registry at Petrobras', 'Payments', and 'Petrobras Security Information Standards'. The 'Registry at Petrobras' folder is highlighted with a blue box. Below this, a secondary navigation bar contains several menu items: 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation' (highlighted with a blue box), 'Events', 'Track Your Situation', and 'Contact Us'. On the left side, there is a 'Notes' sidebar with a search box containing 'CRC' and a list of items: 'Collaboration Panel' and 'Evaluation'. The main content area is titled 'Search parameters' and includes several filters: 'Processos: All', 'Situação em: 31.01.2018', 'Registry: CORP- CADASTRO CORPORATIVO', and 'Status: All'. Below these filters, there is a 'Family Selection' section with two input fields and a 'Canceled family' checkbox. An 'Exportar' button is also visible. At the bottom of the search area, there is a table header with columns 'Sequencia' and 'Familia', and a message: 'The table does not contain any data'.



III. How to Access

Click on the submenu "Results from Evaluation" and access on side panel "CRC" option.

The screenshot shows the Petronect system interface. On the left side panel, the 'CRC' option is highlighted with a green box. The main content area is titled 'CRC Query / Certificate of Registration'. Below the title, there is a section for 'Informations of last evaluation' with the following fields:

- Economical Criteria: 11.01.2018
- Legal Criteria: 11.01.2018
- Validity ISO-9001: [empty field]
- Validity of Registration: 31.07.2015
- SAP Number: 0010119264
- Credit Rating: [empty field]

Below the information fields, there is an 'Export to Excel' button. At the bottom, there is a table with the following data:

Document	Number	Situation	Family	Supplier Type	Issue Date	Validity of CRC
	7000002036-0	Valid	26	Manufacturer Trader ; Supplier of Goods ; Service Provider	CRC 31.01.2018	11.01.2019



IV. Search the CRC

Fields descriptions displayed in the “General” sheet:

Economic Criteria: Calculation date of the Economic Criteria (inscription, renewal or reclassification).

Legal Criteria: Last approval date of the Legal Criteria for the supplier’s evaluation (inscription, renewal or reclassification).

SAP Number: Supplier number registered in SAP.

Issue: CRC issue date registered in SAP.

Validity: Suggested and accepted date.

Suggested Validity: System calculates the suggested date automatically taking into consideration one year after the date in the Legal Criteria field.

Number: It is the last CRC number registered in SAP.

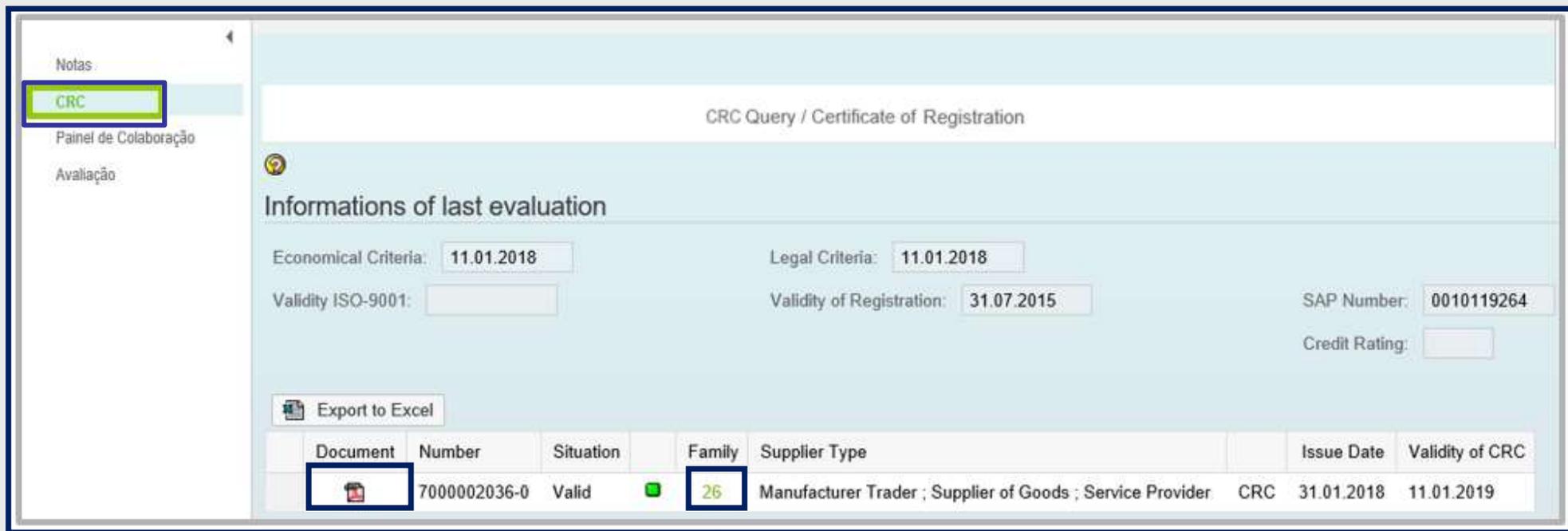
Validity ISO-9001: Expiration date of the ISO-9001 certificate registered in the Portal.

Supplier Type: In this field, comments with no details are displayed.



IV. Search for the Certificate CRC

To view or print the CRC (Certificate of Registration), Click on the image 



Notas

CRC

Painel de Colaboração

Avaliação

CRC Query / Certificate of Registration

Informations of last evaluation

Economical Criteria: 11.01.2018 Legal Criteria: 11.01.2018

Validity ISO-9001: Validity of Registration: 31.07.2015 SAP Number: 0010119264

Credit Rating: Export to Excel

Document	Number	Situation	Family	Supplier Type	Issue Date	Validity of CRC
	7000002036-0	Valid	26	Manufacturer Trader ; Supplier of Goods ; Service Provider	CRC 31.01.2018	11.01.2019

Clicking on this link, you will be able to see the Supply Families approved in CRC





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

