



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:**

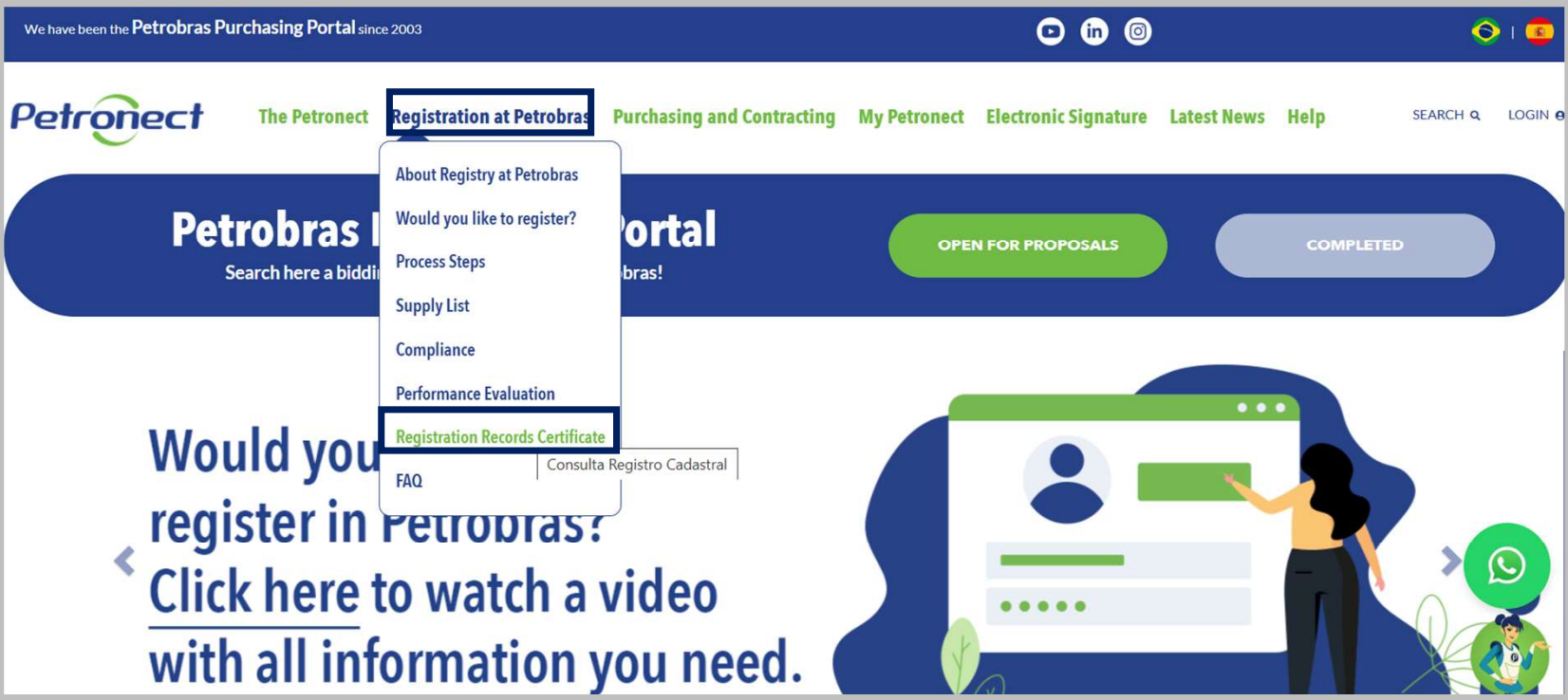
1. Search details about the CRC.



## 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 is divided into four main sections, each indicated by a numbered circle (1, 2, 3, 4) on the right side. Section 1 is a dropdown menu for "Country" with "Brazil" selected. Section 2 is a text input field for "IDENTIFICATION CODE (CNPJ FOR BRAZIL)\*" with a note "(Do not use the search filter for this field)". Section 3 is a text input field for "CORPORATE NAME" with a note "(Enter at least 3 characters)". Section 4 is a text input field for "ENTER CODE" with a green circular arrow icon. A green "SEARCH" button is located to the right of the "CORPORATE NAME" field. The form is decorated with green wavy lines and a green dotted pattern.





### 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 Petrobrás Registry menu interface. At the top, there is a navigation bar with icons for 'The Petronect', 'Registry at Petrobras' (highlighted with a blue box), 'Payments', and 'Petrobras Security Information Standards'. Below this is a sub-menu with links: 'About Registry', '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 includes the text: 'Inside the "Registry at Petrobras" menu you can access the following items:'.

The interface is divided into five numbered sections:

- 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.

Additional features include:

- 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 main menu items: 'The Petronect', 'Registry at Petrobras', 'Payments', and 'Petrobras Security Information Standards'. The 'Registry at Petrobras' menu is highlighted with a blue box. Below this, a secondary navigation bar contains several links: '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 sidebar with a 'Notes' section containing 'CRC', 'Collaboration Panel', and 'Evaluation'. The main content area is titled 'Search parameters' and includes several dropdown menus and input fields: 'Processos: All', 'Situação em: 31.01.2018', 'Registry: CORP- CADASTRO CORPORATIVO', and 'Status: All'. Below these, there is a 'Family Selection' section with a diamond icon, a text input field, a 'To' label, another text input field, and a 'Canceled family' checkbox. At the bottom, there is an 'Exportar' button with a question mark icon. Below the export button, there is a table with two columns: 'Sequencia' and 'Familia'. The table is currently empty, and a message at the bottom states '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.

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



## 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

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CRC Query / Certificate of Registration

Informations of last evaluation

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Validity ISO-9001:

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	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





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