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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”.

The screenshot displays the Petrobrás Purchasing Portal website. At the top, a dark blue header contains the text "We have been the Petrobras Purchasing Portal since 2003" on the left, social media icons (YouTube, LinkedIn, Instagram) in the center, and the Brazilian and Spanish flags on the right. Below the header, the Petrobrás logo is on the left, followed by a navigation menu with items: "The Petronect", "Registration at Petrobras", "Purchasing and Contracting", "My Petronect", "Electronic Signature", "Latest News", and "Help". A search bar and a "LOGIN" button are on the right. The main content area features a large blue banner with the text "Petrobras Purchasing Portal" and "Search here a bidding process". Below this, there are two buttons: "OPEN FOR PROPOSALS" (green) and "COMPLETED" (grey). A large illustration shows a woman interacting with a computer screen displaying a user profile. A dropdown menu is open under "Registration at Petrobras", listing: "About Registry at Petrobras", "Would you like to register?", "Process Steps", "Supply List", "Compliance", "Performance Evaluation", "Registration Records Certificate" (highlighted in green), and "FAQ". A small box next to "Registration Records Certificate" contains the text "Consulta Registro Cadastral".



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 (1-4) on the right side:

- 1**: A dropdown menu for "Country*" with "Brazil" selected.
- 2**: A text input field for "IDENTIFICATION CODE (CNPJ FOR BRAZIL)*" with a note "(Do not use the search filter for this field)".
- 3**: A text input field for "CORPORATE NAME" with a note "(Enter at least 3 characters)".
- 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 shows the Petrobras Purchasing Portal homepage. At the top, there is a navigation bar with the Petronect logo and menu items: The Petronect, Registration at Petrobras, Purchasing and Contracting, My Petronect, Electronic Signature, Latest News, and Help. A search bar and a login link are also present. The main header features the text "Petrobras Purchasing Portal" and "Search here a bidding to make business with Petrobras!" with an "OPEN FOR PROPOSALS" button. Below this, there is a large banner with an illustration of a man holding a tablet. A text box explains: "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". An arrow points from this text box to a login form overlay. The login form has 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 "CLICK HERE" button is located at the bottom right of the banner area.



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 a web application interface with a navigation menu at the top. The 'Registry at Petrobras' menu item is highlighted. Below the navigation bar, the main content area is titled 'ABOUT REGISTRY AT PETROBRAS' and lists five main categories:

- 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 shown 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 Petrobras Registry system interface. At the top, there are 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 sub-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' section with a sub-menu containing 'CRC' (highlighted with a blue box), 'Collaboration Panel', and 'Evaluation'. The main content area is titled 'Search parameters' and includes several search 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, a table header shows 'Sequencia' and 'Familia', and a message 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.

The screenshot shows a web application interface. On the left, a side panel contains a menu with the following items: "Notas", "CRC" (highlighted with a blue box), "Painel de Colaboração", and "Avaliação". The main content area is titled "CRC Query / Certificate of Registration". Below the title, there is a section titled "Informations of last evaluation" which contains several input fields: "Economical Criteria: 11.01.2018", "Legal Criteria: 11.01.2018", "Validity ISO-9001:" (empty), "Validity of Registration: 31.07.2015", "SAP Number: 0010119264", and "Credit Rating:" (empty). Below this section 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





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