



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

EVENTS

ATD-MT-0026

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.



I. Objectives

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

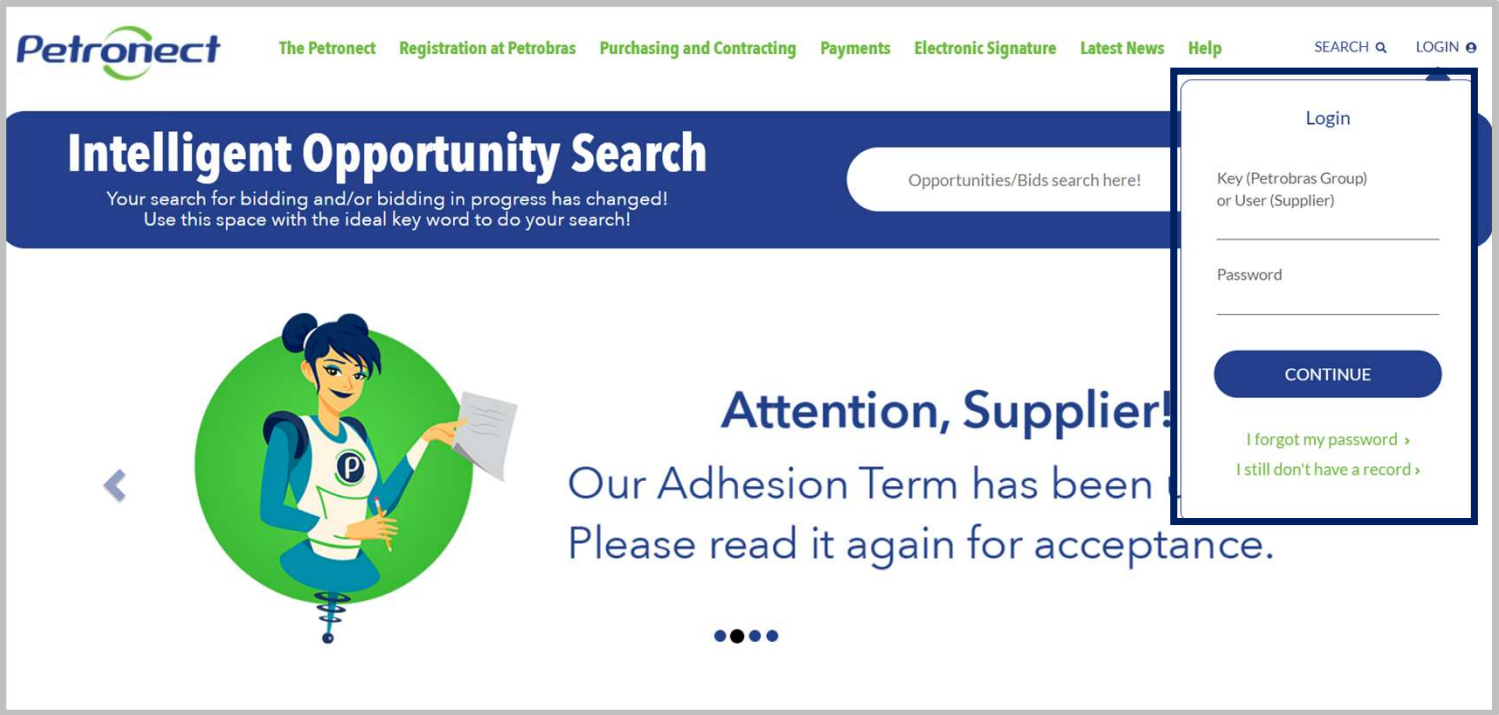
1. Search available events;
2. Confirm presence at an event;
3. Delete an invitation from events list.



II. How to Access

How to access the feature “Events”

At the Portal home page, inform your user or CPF and password to access the restricted area.



II. How to Access

After logging in, click on 'Registry at Petrobras'.

The screenshot displays the Petrobrás Suppliers Registry web application. The top navigation bar features three icons: 'The Petronect', 'Registry at Petrobras' (highlighted with a red box), and 'Electronic Quotes'. Below this, a secondary navigation bar lists various menu items: 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events', 'Contact Us', and 'Track Your Situation'.

The main content area is divided into two sections. On the left, a sidebar titled 'ABOUT REGISTRY AT PETROBRAS' provides a guided tour. It includes a graphic of three stylized figures and a numbered list of steps: '1 Company Identification' and '2 Evaluation'. A 'Learn More' button is located below the first step. A 'Tip' section at the bottom of the sidebar advises users to 'Access the Frequent Asked Questions of Registry at Petrobras'.

The right section of the main content area displays a message titled 'CHANGES IN THE REQUESTS FOR EVALUATION OF FAMILIES' dated '07/27/2018'. The message is addressed to 'Dear Supplier,' and explains that the 'Technical Criterion' processes have been updated to include a large number of families to be evaluated. It states that, from July 30th 2018, the Technical Criterion's evaluation processes will change. The message lists two key changes: 'For inclusion of new families, the process will be opened with up to 5 families of goods and/or 5 families of services;' and 'For re-evaluation of reprovved families, the process will be opened with up to 5 families of goods and/or 5 families of services;'. It also mentions that companies 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. The message concludes with 'Best Regards, Petrobras Suppliers Registry'.



II. How to Access

The Petronect Registry at Petrobras Electronic Quotes

About Registry at Petrobras Announcements Company Identification Evaluation Questionnaires Results from Evaluation Events Contact Us Track Your Situation

ABOUT REGISTRY AT PETROBRAS

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

- 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**
It is through this step that the Registry evaluates the companies.
[Learn More](#)

Tip: Access the Frequent Asked Questions of Registry at Petrobras.

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. Search Events

Search available events

It will be displayed all the event invitations sent to the company.

Event List							
	Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete
	POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	Scheduling	Confirmed	Schedule participation	View representative	23/10/2018 - 14:30:00	
	POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Confirmed	Schedule participation	View representative	27/06/2018 - 15:00:00	

III. Search Events


The events list will present the following information:

- **Subject** – The title of the event;
- **Event Type** – The events can be of three types:
 - Scheduling: when the supplier requests a scheduling for a present event;
 - Open Lecture: companies registered or not in the system can be invited;
 - Closed Lecture: only companies registered in the system can be invited.
- **Attendance**– show if there is a confirmation of the company in the event;
- **Confirm Attendance** – it will display the link “Schedule participation”;
- **Company Representatives** - it will display the link “View representatives”;
- **Schedule** –
- **Delete** – it will present an icon to delete an event.

III. Search For Events

 No events available.




Event List

 Subject	Event Type	Atte	chedule	Delete

If there are no events for the supplier, the message “No events available” will be displayed at the home page.

IV. Confirmation of Presence - Lecture

Confirmation of presence in an event of type “Lecture”

Event List							
 Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete	
POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	Scheduling	Confirmed	Schedule participation	View representative	30/10/2018 - 09:30:00		
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Not Confirmed	Schedule participation	View representative	Not confirmed		

Click on “Schedule participation” to confirm a representative’s participation at event of type “Open Lecture” or “Closed Lecture”.

IV. Confirmation of Presence - Lecture

Basic data

Subject: ATENDIMENTO - COMENTÁRIOS DO VIDEOATE ...

Event type: Scheduling

Address: RUA DA PAZ,123

Reference: ABC

Available dates

	04.06.2021	07.06.2021	08.06.2021	09.06.2021	10.06.2021	11.06.2021	14.06.2021	15.06.2021	16.06.2021	17.06.2021	18.06.2021
	36 - Slots	36 - Slots	36 - Slots	36 - Slots	36 - Slots	36 - Slots	36 - Slots	36 - Slots	36 - Slots	36 - Slots	36 - Slots

In “Basic data” will be presented the basic information about the event, such as name, event type, address and a reference for the address.

IV. Confirmation of Presence - Lecture

Basic data

Subject:

ATENDIMENTO - COMENTÁRIOS DO VIDEOATE ...

Event type:

Scheduling

Address:

RUA DA PAZ,123

Reference:

ABC

Available dates

04.06.2021	07.06.2021	08.06.2021	09.06.2021	17.06.2021	18.06.2021
36 - Slots	36 - Slots	36 - Slots	36 - Slots	36 - Slots	36 - Slots


In “Available Dates” will be presented all possible dates to schedule the company participation. Select the date of preference.

IV. Confirmation of Presence - Lecture

Confirm representatives

Back

Confirm

	Representative Name	Representative Identity Number	Position on Company	E-Mail	Area Code	Phone Number	Subject
<input type="checkbox"/>							

Insert the information of the company representatives:
Representative Name, Representative Identity Number, Company position, E-Mail, Area Code, Phone Number and a confirmation message (column "Subject").

PS: The required fields are
Representative Name, E-Mail, Area Code and Phone Number.

IV. Confirmation of Presence - Lecture

Confirm

	Representative Name	Position on Company
	ANNA	DIRETOR

Confirmation

Schedule confirmation:

Subject: ATENDIMENTO - COMENTÁRIOS DO VIDEOATENDIMENTO

Date: 04.06.2021
Time: 08:00:00

Yes

No

Back

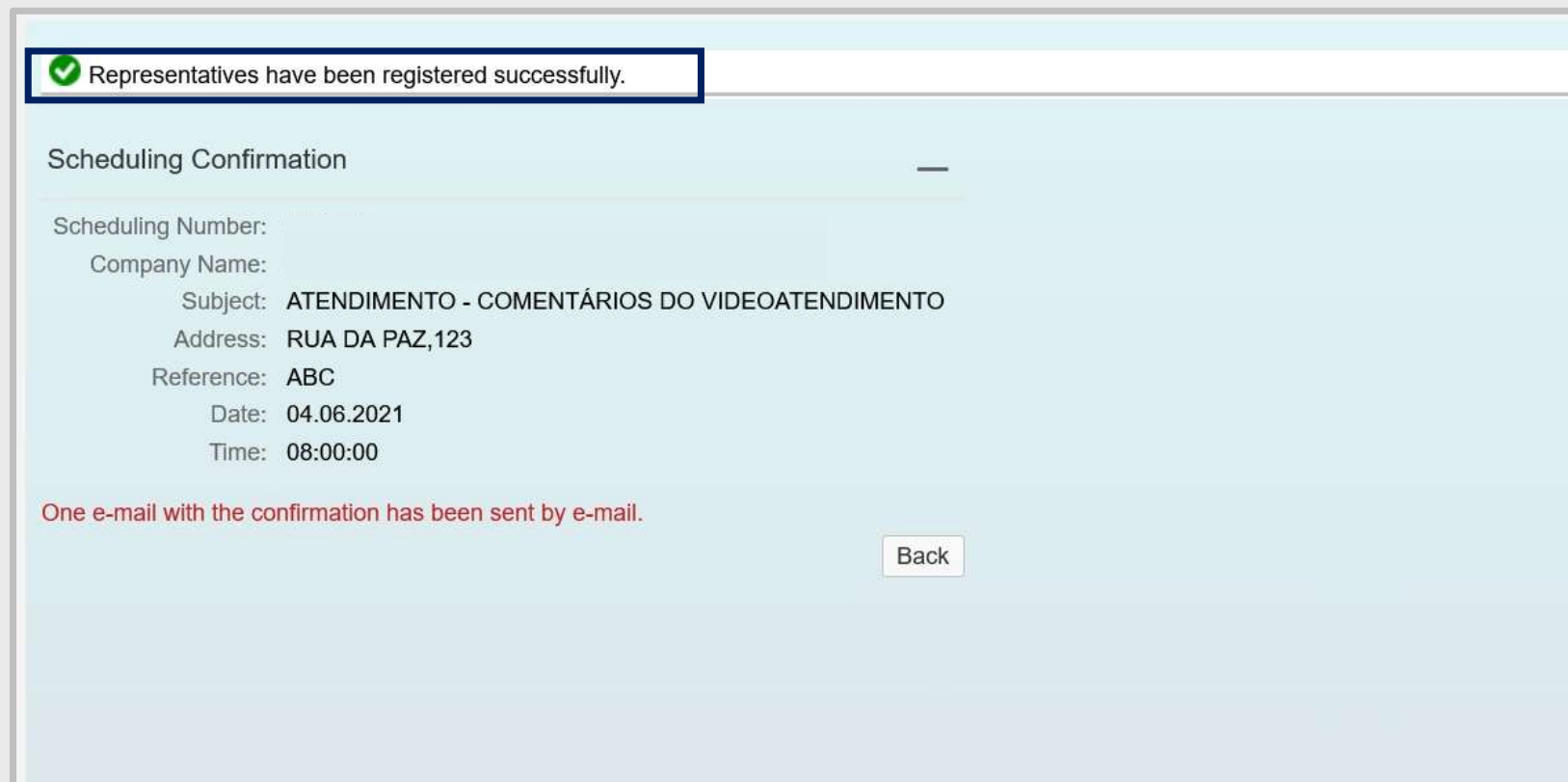
Area Code	Phone Number	Subject
21	123456789	

Click on “Confirm”. You can associate up to three representatives onetime.

Click on ‘Yes’ to confirm.

IV. Confirmation of Presence - Lecture

A confirmation page will be displayed with a successful message, as it is possible to see on the picture below.



The screenshot displays a web interface with a light blue background. At the top, a white notification bar with a green checkmark icon contains the text "Representatives have been registered successfully." Below this, the heading "Scheduling Confirmation" is followed by a horizontal line. The form contains the following fields and values:




- Scheduling Number: [empty]
- Company Name: [empty]
- Subject: ATENDIMENTO - COMENTÁRIOS DO VIDEOATENDIMENTO
- Address: RUA DA PAZ, 123
- Reference: ABC
- Date: 04.06.2021
- Time: 08:00:00

Below the form, a red message states: "One e-mail with the confirmation has been sent by e-mail." A "Back" button is located at the bottom right of the form area.



IV. Confirmation of Presence - Scheduling

Presence confirmation at event of “Scheduling” type

Event List							
	Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete
	POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	Scheduling	Not Confirmed	Schedule participation	View representative	Not confirmed	
	POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Confirmed	Schedule participation	View representative	27/06/2018 - 15:00:00	

Select the item which you want to confirm and click on the field “Schedule participation” to confirm a representative’s participation at event of type “Scheduling”.

IV. Confirmation of Presence - Scheduling

Scheduling Session

Basic data

Subject:

POSTO DE ATENDIMENTO DO CADASTRO - SANTO

Event type:

Scheduling

Address:

RUA MARQUES DE HERVAL, N. 90, VALONGO, SANTO

Reference:

EDISA - O FORNECEDOR DEVERÁ SE IDENTIFICAR

Available dates

30.10.2018	31.10.2018	01.11.2018	06.11.2018	07.11.2018	08.11.2018	13.11.2018	14.11.2018	20.11.2018	21.11.2018	22.11.2018	27.11.2018	28.11.2018	29.11.2018	04.12.2018	05.12.2018
3 - Slots	3 - Slots	4 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots

In “Basic data” will be presented the basic information about the event, such as name, event type, address and a reference for the address.

IV. Confirmation of Presence - Scheduling

Scheduling Session

Basic data

Subject:

POSTO DE ATENDIMENTO DO CADASTRO - SANTO

Event type:

Scheduling

Address:

RUA MARQUES DE HERVAL, N. 90, VALONGO, SAN

Reference:

EDISA - O FORNECEDOR DEVERÁ SE IDENTIFICA

Available dates






30.10.2018	31.10.2018	01.11.2018	06.11.2018	07.11.2018	08.11.2018	13.11.2018	14.11.2018	20.11.2018	21.11.2018	22.11.2018	27.11.2018	28.11.2018	29.11.2018	04.12.2018	05.12.2018
3 - Slots	3 - Slots	4 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots	5 - Slots


In “Available dates” will be presented all the possible dates to schedule the company participation. Select the date of preference.

IV. Confirmation of Presence - Scheduling


[Back](#)

30.10.2018 Scheduling: POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP - Start Date: 01.07.2018 - End Date: 28.12.2018

Time:	Place 1
09:30:00	
10:30:00	
13:30:00	
14:30:00	
15:30:00	

Click in the icon  to confirm.

< Previous
Next >

 = available places to confirm presence in the event.

 = Unavailable places to confirm presence in the event.



IV. Confirmation of Presence - Scheduling

Confirm representatives

Back

Confirm

	Representative Name	Representative Identity Number	Position on Company	E-Mail	Area Code	Phone Number	Subject
<input type="checkbox"/>							

You can associate up to three representatives one time.

IV. Confirmation of Presence - Scheduling

Confirm

Representative Name	Representative Identity Number	Position on Company	Area Code	Phone Number	Subject
TESTE	111111111	GERENTE	21	33333333	

Confirmation

Schedule confirmation:

Subject: POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP

Date: 30.10.2018
Time: 09:30:00

Yes No

Click on "Confirm".

Click on 'Yes' to confirm the schedule.

IV. Confirmation of Presence - Scheduling

A confirmation page will be displayed with a successful message, as it is possible to see on the picture below:

 Representatives have been registered successfully.

Scheduling Confirmation

Scheduling Number: 038994
Company Name: (TESTE) EMPRESA TESTE CRCC
Subject: POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP
Address: RUA MARQUES DE HERVAL, N. 90, VALONGO, SANTOS, SP CEP: 11010-310
Reference: EDISA - O FORNECEDOR DEVERÁ SE IDENTIFICAR NA RECEPÇÃO, QUANDO OBTERÁ O LOCAL DA REUNIÃO (ANDAR E Nº DA SALA).
Date: 30.10.2018
Time: 09:30:00




Please print and bring this confirmation on the day of the event
One e-mail with the confirmation has been sent by e-mail.

Back



V. Confirmation of Representative

The column “Company Representatives” will be used to verify the participant’s data confirmed at the event.

Event List							
 Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete	
POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	Scheduling	Confirmed	Schedule participation	View representative	30/10/2018 - 09:30:00		
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Not Confirmed	Schedule participation	View representative	Not confirmed		


Click on “View representatives” to check the participant data confirmed at the event.

V. Confirmation of Representative

The participant's data confirmed at the event will be displayed.

View Representatives							Back
	Representative Name	Representative Identity Number	Position on Company	E-Mail	Area Code	Phone Number	Subject
	TEST	1111111111	MANAGER	test@test.com	21	33333333	

If there are no representatives confirmed at the event, the message in the picture will be displayed on the page.

 Company does not have representative for the event.






VI. Deleting an Invitation for Participation

How to delete an invitation to participate of an event




The icon linked to the column “Delete” will have two different functions.

1st. function – Delete an invitation of participation at event – in this function, the column status “Attendance” must be “Not confirmed”.

2nd. function – Cancel a confirmation of participation at event – in this function, the column status “Attendance” must be “Confirmed”.

Event List							
 Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete	
POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	Scheduling	Confirmed	Schedule participation	View representative	30/10/2018 - 09:30:00		
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Not Confirmed	Schedule participation	View representative	Not confirmed		

VI. Deleting an Invitation for Participation

Event List							
 Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete	
POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	Scheduling	Confirmed	Schedule participation	View representative	30/10/2018 - 09:30:00		
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Not Confirmed	Schedule participation	View representative	Not confirmed		

Click on “Delete” to remove an invitation.

VI. Deleting an Invitation for Participation

Event List						
Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete
POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	S	<input type="text" value="Time scheduled"/>	Schedule participation	View representative	Not confirmed	
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	S	Do you really want to delete the invitation?	Schedule participation	View representative	Not confirmed	



Click on 'Yes' to confirm.

VI. Deleting an Invitation for Participation

The event will be removed from the events list and a message will be displayed in the page, as it is possible to see on the picture below.

✔ Invitation has been deleted successfully.

Event List

	Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete
	POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	Scheduling	Not Confirmed	Schedule participation	View representative	Not confirmed	

VI. Deleting an Invitation for Participation

If you click on “No”, the window will be closed and the system will return to the page before.

Event List




Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete
POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	?	Time scheduled	Schedule participation	View representative	Not confirmed	
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ			Schedule participation	View representative	Not confirmed	

Do you really want to delete the invitation?

Yes

No

VI. Deleting an Invitation for Participation

Event List							
 Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete	
POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	Scheduling	Confirmed	Schedule participation	View representative	30/10/2018 - 09:30:00		
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Not Confirmed	Schedule participation	View representative	Not confirmed		

Click on “Delete” to remove an invitation.

VI. Deleting an Invitation for Participation

The screenshot shows a table titled "Event List" with the following columns: Subject, Event Type, Attendance, Confirm Attendance, Company representatives, Schedule, and Delete. The table contains two rows of data. A confirmation dialog box is overlaid on the table, asking "Time scheduled" and "Want to cancel the schedule?". The dialog has "Yes" and "No" buttons, with a blue arrow pointing to the "Yes" button.

Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete
POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	S	Time scheduled	Schedule participation	View representative	30/10/2018 - 09:30:00	
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	S	Want to cancel the schedule?	Schedule participation	View representative	Not confirmed	

Click on 'Yes' to confirm.

VI. Deleting an Invitation for Participation

The event will be removed from the events list and a message will be displayed in the page, like the picture below.

✔ Appointment has been deleted successfully.

Event List

Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete
POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	Scheduling	Not Confirmed	Schedule participation	View representative	Not confirmed	
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Not Confirmed	Schedule participation	View representative	Not confirmed	



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