



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

EVENTS

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, enter your user or CPF and password to access the restricted area.

The screenshot shows the Petrobras Purchasing Portal home page. 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. There are also search and login icons. The main banner features the text "Petrobras Purchasing Portal" and "Search here a bidding to make business with Petrobras!". A green button labeled "OPEN FOR PROPOSALS" is visible. Below the banner, there is a large illustration of a woman with curly hair and glasses holding a smartphone. To her right, the text reads "Access bid no. 7004344317 for the of eight gas carriers from Transpetro." and a green button labeled "ACCESS HERE". A login modal is open on the right side, containing the following fields and options: "Login", "Key (Petrobras Group) or User (Supplier)", "Password", "CONTINUE", "I forgot my password >", and "I still don't have a record >".



II. How to Access

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

The screenshot shows the Petrobras Suppliers Registry website. At the top, there is a navigation bar with three main menu items: 'The Petronect', 'Registry at Petrobras' (highlighted with a red box), and 'Electronic Quotes'. Below this is a secondary navigation bar with links: 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events', 'Contact Us', and 'Track Your Situation'. The main content area is titled 'ABOUT REGISTRY AT PETROBRAS' and contains a list of steps: '1 Company Identification', '2 Evaluation', and '3 Evaluation'. A 'Learn More' button is visible under step 1. A 'Tip' section at the bottom left suggests accessing the 'Frequent Asked Questions of Registry at Petrobras'. On the right side, a notification box titled 'CHANGES IN THE REQUESTS FOR EVALUATION OF FAMILIES' dated '07/27/2018' is displayed. The notification text reads: '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'.



II. How to Access

The screenshot displays the Petrobrás Suppliers Registry website interface. At the top, there is a navigation bar with three folder icons: 'The Petronect', 'Registry at Petrobras' (highlighted with a blue box), and 'Electronic Quotes'. Below this is a secondary menu with links: 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events' (highlighted with a blue box), 'Contact Us', and 'Track Your Situation'.

The main content area is titled 'ABOUT REGISTRY AT PETROBRAS' and includes a sub-header: 'Inside the "Registry at Petrobras" menu you can access:'. It features a numbered list of steps:

- 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 questionnaires that Petrobras evaluates the companies.
[Learn More](#)

A tip icon is present: **Tip:** Access the Frequent Asked Questions of Registry at Petrobras.

A news article is displayed on the right side of the page, titled 'CHANGES IN THE REQUESTS FOR EVALUATION OF FAMILIES' dated '07/27/2018'. The article text is as follows:

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	Attended	Schedule	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										

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

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

The screenshot shows a software interface with a table of representatives and a confirmation dialog box. The table has columns for Representative Name, Position on Company, Area Code, Phone Number, and Subject. A 'Confirm' button is highlighted in the top left. A 'Confirmation' dialog box is open in the center, displaying schedule details and 'Yes'/'No' options. A 'Back' button is in the top right of the dialog.

Representative Name	Position on Company	Area Code	Phone Number	Subject
ANNA	DIRETOR	21	123456789	

Confirmation Dialog Content:

Confirmation

Schedule confirmation:

Subject: ATENDIMENTO - COMENTÁRIOS DO VIDEOATENDIMENTO

Date: 04.06.2021
Time: 08:00:00

Yes No

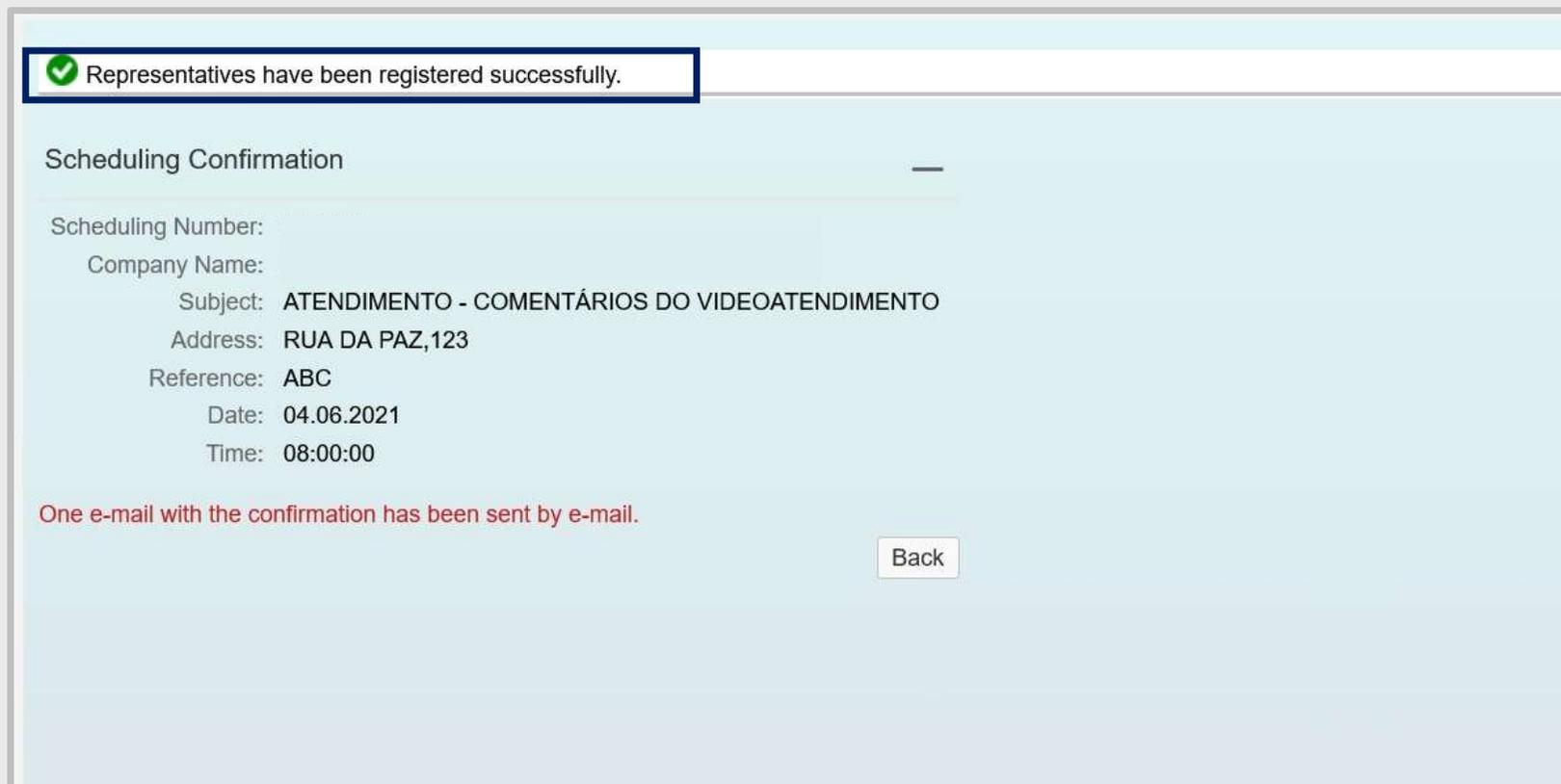
Click on "Confirm". You can associate up to three representatives onetime.

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.



✓ Representatives have been registered successfully.

Scheduling Confirmation

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

One e-mail with the confirmation has been sent by e-mail.

[Back](#)



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, SAO
Reference: EDISA - O FORNECEDOR DEVERA 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												

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, SAO
Reference: EDISA - O FORNECEDOR DEVERA 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												

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

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.

= 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

The screenshot shows a software interface with a 'Confirm' button on the left. Below it is a table with columns: Representative Name, Representative Identity Number, Position on Company, Area Code, Phone Number, and Subject. The first row contains: TESTE, 111111111, GERENTE, 21, 33333333, and POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP. A 'Confirmation' dialog box is open in the center, displaying the subject, date (30.10.2018), and time (09:30:00), with 'Yes' and 'No' buttons at the bottom.

Representative Name	Representative Identity Number	Position on Company	Area Code	Phone Number	Subject
TESTE	111111111	GERENTE	21	33333333	POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP

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.

The screenshot shows a web application interface with a table titled "Event List". The table has columns for "Subject", "Event Type", "Attendance", "Confirm Attendance", "Company representatives", "Schedule", and "Delete". Two rows are visible, both with "Not confirmed" status. A modal dialog box is open, asking "Do you really want to delete the invitation?". The dialog has a title bar with a question mark and "Time scheduled". At the bottom of the dialog are "Yes" and "No" buttons. The "No" button is highlighted with a blue border.

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

? Time scheduled

Want to cancel the schedule?

Yes No

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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