



LET'S EMBARK ON
OUR FUTURE TOGETHER.

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:

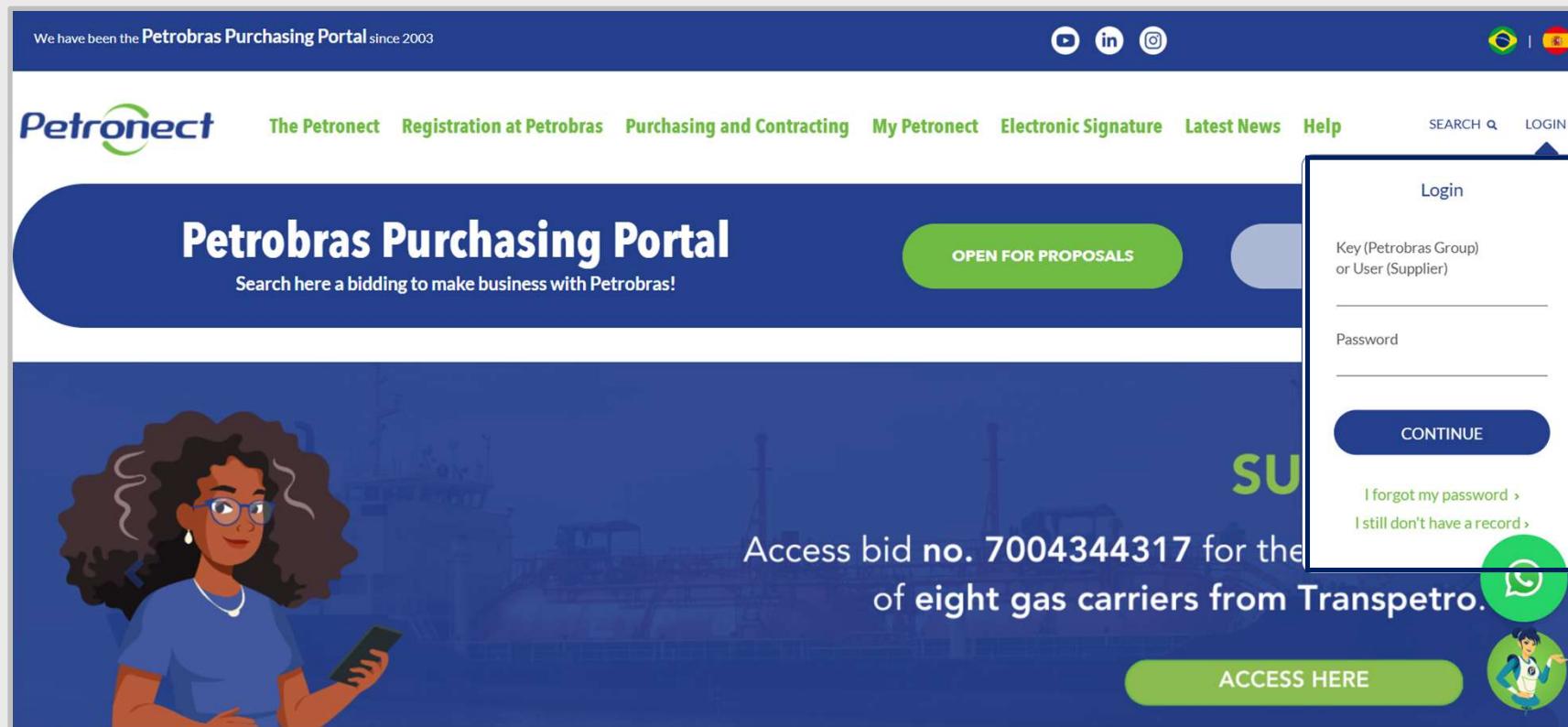
1. Search available events;
2. Confirm presence at an event;
3. Delete an invitation from events list.



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.

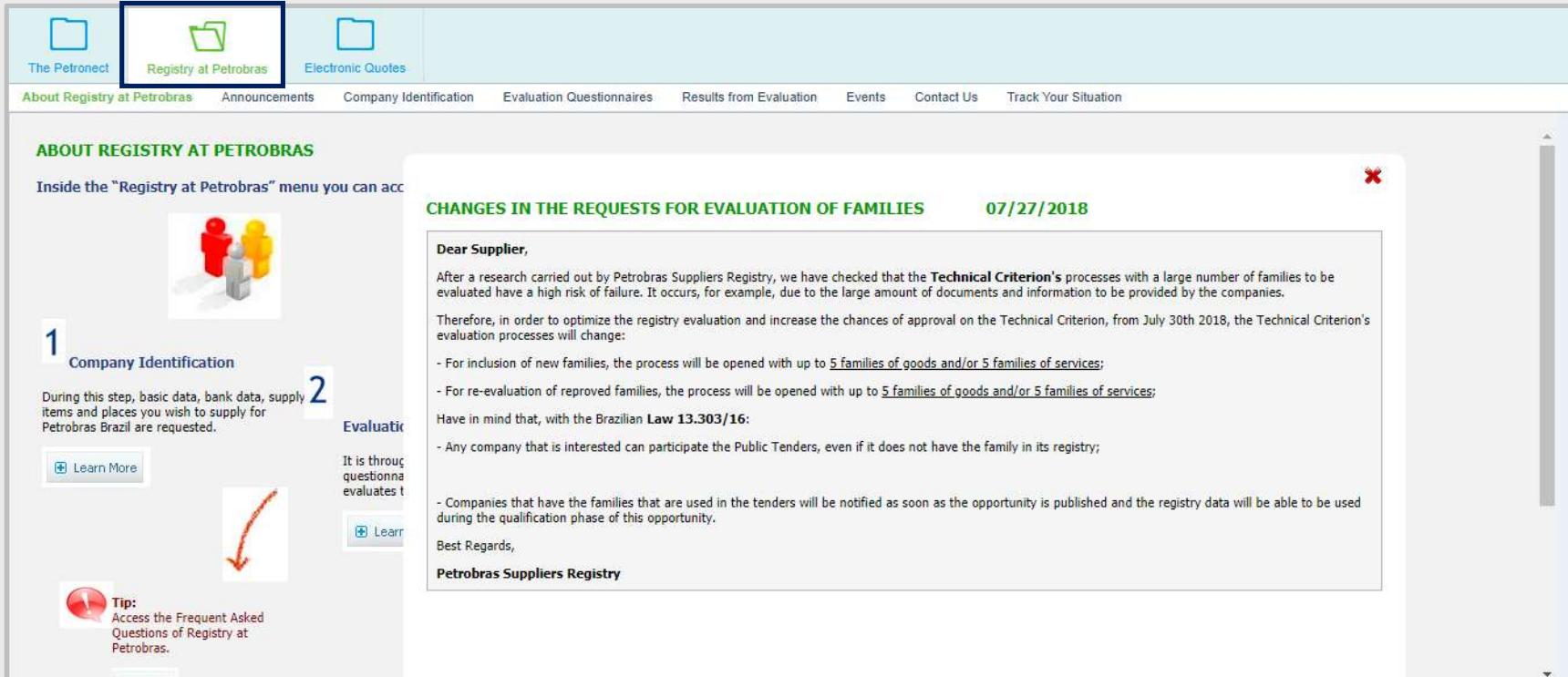


The screenshot shows the homepage of the Petrobras Purchasing Portal. At the top, there is a banner stating "We have been the **Petrobras Purchasing Portal** since 2003". The header includes links for "The Petronect", "Registration at Petrobras", "Purchasing and Contracting", "My Petronect", "Electronic Signature", "Latest News", and "Help". There are also social media icons for YouTube, LinkedIn, and Instagram, as well as language selection buttons for Portuguese (blue) and English (orange). The main content area features a large blue banner with the text "Petrobras Purchasing Portal" and "Search here a bidding to make business with Petrobras!". Below this is a large image of a woman with curly hair and glasses, looking at a smartphone. To the right of the image, there is a call-to-action button "OPEN FOR PROPOSALS". In the center, there is a large text block: "Access bid no. 7004344317 for the of eight gas carriers from Transpetro." At the bottom right, there is a green button labeled "ACCESS HERE". A green callout box labeled "Login" is overlaid on the right side of the page, containing fields for "Key (Petrobras Group) or User (Supplier)" and "Password", and a "CONTINUE" button. Below the "CONTINUE" button are links for "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 top navigation bar of the Petrobras Suppliers Registry website. The 'Registry at Petrobras' menu item is highlighted with a red box. Below the navigation bar, there is a section titled 'ABOUT REGISTRY AT PETROBRAS' with a sub-section titled 'CHANGES IN THE REQUESTS FOR EVALUATION OF FAMILIES' dated '07/27/2018'. The content of this section is as follows:

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 reproved 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

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 questionnaire evaluates t
[Learn More](#)

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



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 acc



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 the company evaluates t
[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.

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- Any company that is interested can participate the Public Tenders, even if it does not have the family in its registry;
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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 | | | | | | | |
|--------------------------|--|------------|------------|--|-------------------------------------|-----------------------|---|
| <input type="checkbox"/> | 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

| Event List | | | | | | | |
|--------------------------|---------|------------|------------|--------------------|-------------------------|----------|--------|
| <input type="checkbox"/> | Subject | Event Type | Attendance | Confirm Attendance | Company representatives | 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 | | | | | | | |
|--------------------------|--|------------|---------------|--|-------------------------------------|-----------------------|---|
| <input type="checkbox"/> | 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 | 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 | In "Available Dates" will be presented all possible dates to schedule the company participation. Select the date of preference. | | | | | 36 - Slots | 36 - Slots |



IV. CONFIRMATION OF PRESENCE - LECTURE

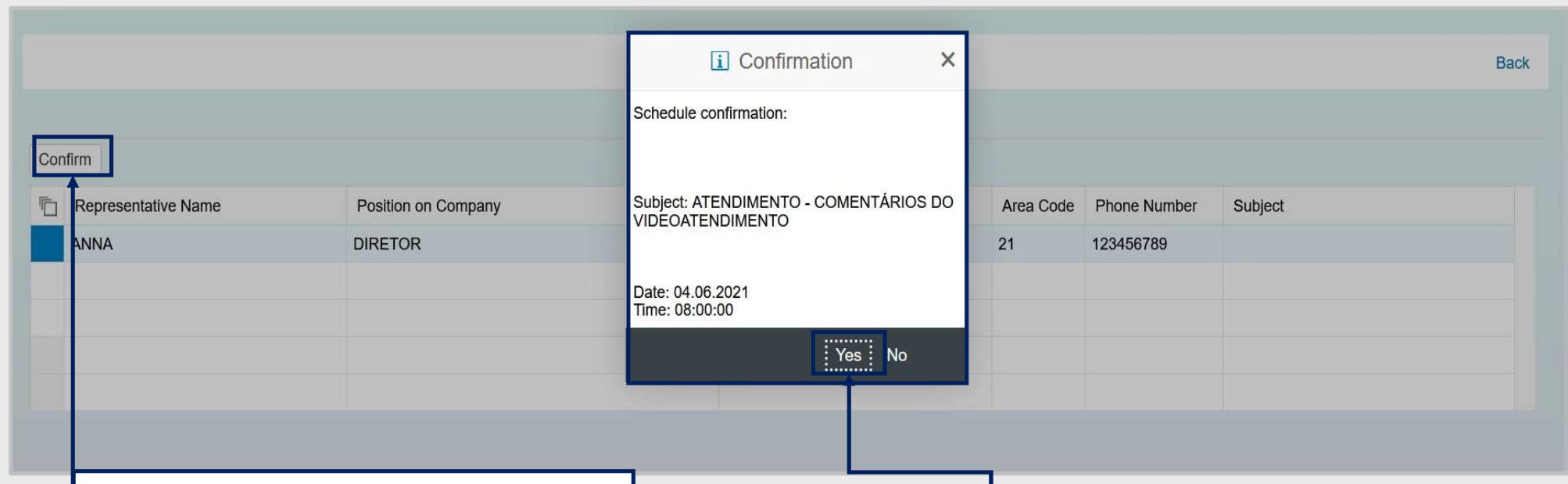
Insert the information of the company
representatives:

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



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:

Company Name:

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.

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IV. CONFIRMATION OF PRESENCE - SCHEDULING

Presence confirmation at event of “Scheduling” type

| Event List | | | | | | | |
|--------------------------|--|------------|---------------|--|-------------------------------------|-----------------------|---|
| <input type="checkbox"/> | 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, SAM | | | | | | | | | | | | | | | | |
| 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 | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

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

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

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| 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

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Confirm

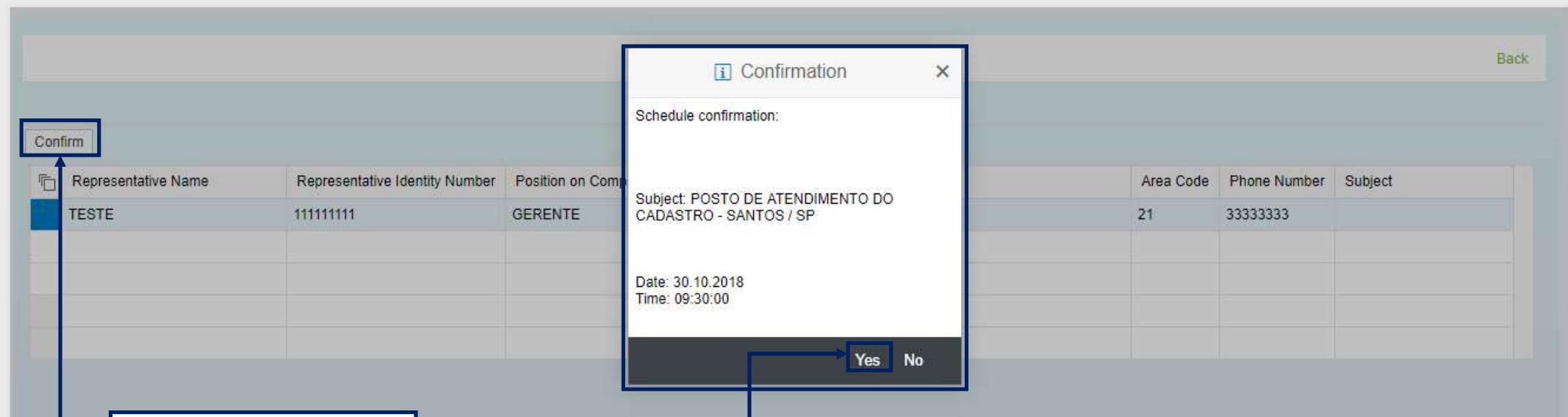
| <input type="checkbox"/> | Representative Name | Representative Identity Number | Position on Company | E-Mail | Area Code | Phone Number | Subject |
|-------------------------------------|---------------------|--------------------------------|---------------------|--------|-----------|--------------|---------|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



You can associate up to three representatives one time.



IV. CONFIRMATION OF PRESENCE - SCHEDULING



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.

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V. CONFIRMATION OF REPRESENTATIVE

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

| Event List | | | | | | | |
|--------------------------|--|------------|---------------|------------------------|-------------------------------------|-----------------------|---|
| <input type="checkbox"/> | 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 | |
| <input checked="" type="checkbox"/> | 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 | | | | | | | |
|--------------------------|--|------------|---------------|--|-------------------------------------|-----------------------|---|
| <input type="checkbox"/> | Subject | Event Type | Attendance | Confirm Attendance | Company representatives | Schedule | <input type="button" value="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 |  |
| | | | | | | | |
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VI. DELETING AN INVITATION FOR PARTICIPATION

| Event List | | | | | | | |
|--------------------------|--|------------|---------------|--|-------------------------------------|-----------------------|---|
| <input type="checkbox"/> | 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 |  |
| | | | | | | | |
| | | | | | | | |

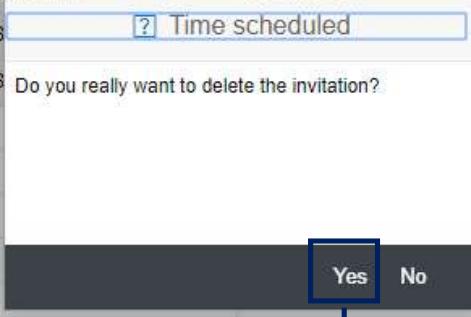
Click on “Delete” to remove an invitation.



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 | Scheduled | Time scheduled | Schedule participation | View representative | Not confirmed |  |
| POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ | Scheduled | Do you really want to delete the invitation? | Schedule participation | View representative | Not confirmed |  |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

A confirmation dialog box is displayed in the center of the screen. It contains the text "Do you really want to delete the invitation?" and two buttons at the bottom: "Yes" and "No". The "Yes" button is highlighted with a blue border.

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.

| Event List | | | | | | | |
|--------------------------|--|------------|---------------|--|-------------------------------------|---------------|---|
| | Subject | Event Type | Attendance | Confirm Attendance | Company representatives | Schedule | Delete |
| <input type="checkbox"/> | 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 | Do you really want to delete the invitation? | | Schedule participation | View representative | Not confirmed |  |



VI. DELETING AN INVITATION FOR PARTICIPATION

| Event List | | | | | | | |
|--------------------------|--|------------|---------------|--|-------------------------------------|-----------------------|---|
| <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | 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 |  |

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.

| Event List | | | | | | | |
|--------------------------|--|------------|---------------|--|-------------------------------------|---------------|---|
| | Subject | Event Type | Attendance | Confirm Attendance | Company representatives | Schedule | Delete |
| <input type="checkbox"/> | 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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LET'S EMBARK ON
OUR FUTURE TOGETHER.

