



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:**

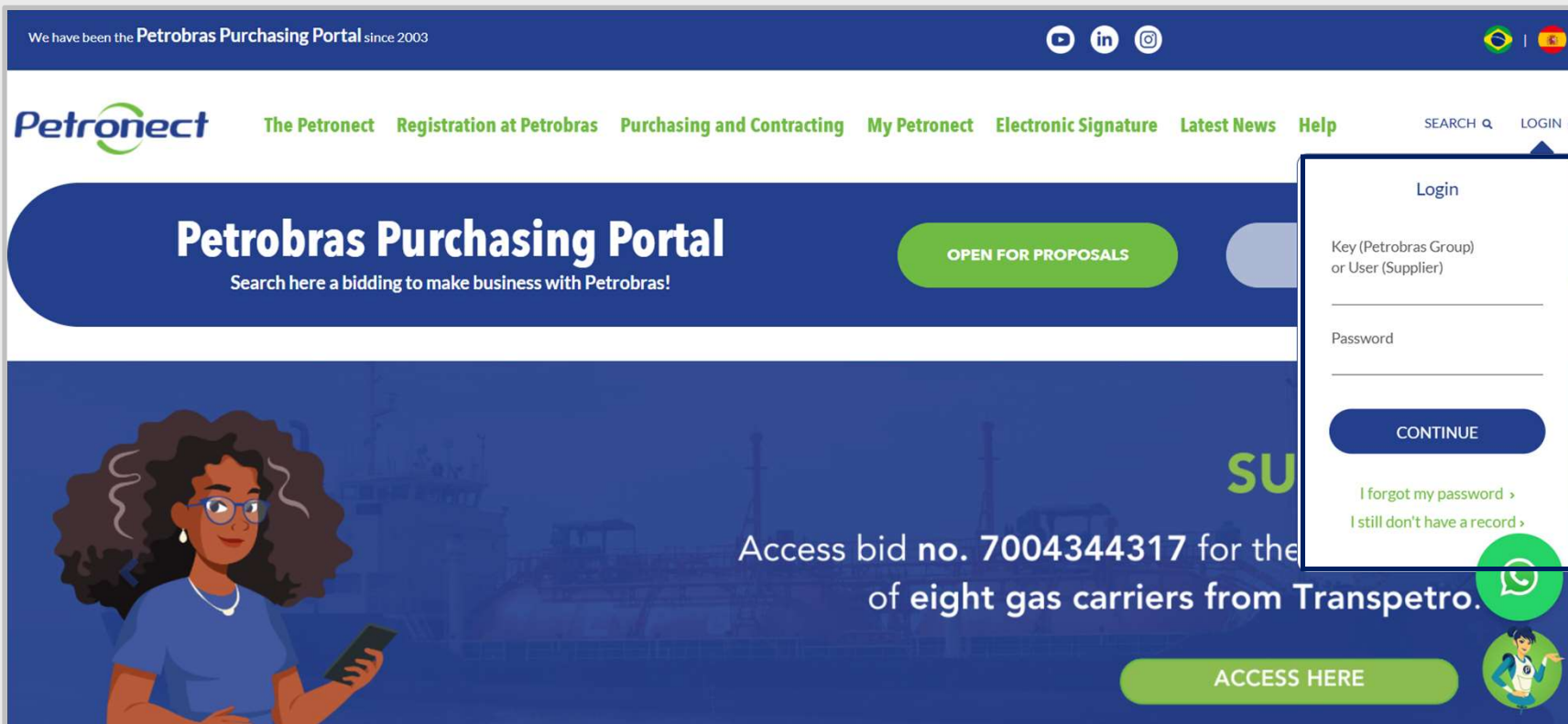
1. Search available events;
2. Confirm presence at an event;
3. Delete an invitation from events list.



## 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 Petrobras Purchasing Portal homepage. 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 Brazilian and Spanish flags on the right. Below this is a white navigation bar with the Petronect logo and links: "The Petronect", "Registration at Petrobras", "Purchasing and Contracting", "My Petronect", "Electronic Signature", "Latest News", and "Help". On the right of the navigation bar are "SEARCH" and "LOGIN" links. The main content area has a dark blue background. A large white banner on the left says "Petrobras Purchasing Portal" with the subtext "Search here a bidding to make business with Petrobras!". To the right of this banner is a green button labeled "OPEN FOR PROPOSALS". Below the banner is a large blue section featuring an illustration of a woman with curly hair and glasses holding a smartphone. To her right, text reads "Access bid no. 7004344317 for the" and "of eight gas carriers from Transpetro.". A green button labeled "ACCESS HERE" is at the bottom right of this section. A white login overlay is positioned on the right side of the page, titled "Login". It contains two input fields: "Key (Petrobras Group) or User (Supplier)" and "Password". Below these fields is a blue "CONTINUE" button. At the bottom of the overlay are two links: "I forgot my password >" and "I still don't have a record >".

We have been the Petrobras Purchasing Portal since 2003

Petronect

The Petronect Registration at Petrobras Purchasing and Contracting My Petronect Electronic Signature Latest News Help

SEARCH LOGIN

**Petrobras Purchasing Portal**

Search here a bidding to make business with Petrobras!

OPEN FOR PROPOSALS

SU

Access bid no. 7004344317 for the

of eight gas carriers from Transpetro.

ACCESS HERE

Login

Key (Petrobras Group)  
or User (Supplier)

Password

CONTINUE

I forgot my password >

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 interface. The top navigation bar includes three main sections: 'The Petronect', 'Registry at Petrobras' (highlighted with a red box), and 'Electronic Quotes'. Below the navigation bar, the 'ABOUT REGISTRY AT PETROBRAS' section is visible on the left, and a large white box on the right contains a message titled 'CHANGES IN THE REQUESTS FOR EVALUATION OF FAMILIES' dated 07/27/2018.

**ABOUT REGISTRY AT PETROBRAS**

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

- 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**



## II. HOW TO ACCESS

The screenshot displays the Petrobras Suppliers Registry website. The top navigation bar includes links for 'The Petronect', 'Registry at Petrobras' (highlighted), and 'Electronic Quotes'. Below this, a secondary navigation bar contains links for 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events' (highlighted), 'Contact Us', and 'Track Your Situation'.

The main content area is titled 'ABOUT REGISTRY AT PETROBRAS'. It includes a sidebar with two steps: '1 Company Identification' and '2 Evaluation'. The '1 Company Identification' step describes the process of providing basic data, bank data, and supply items. The '2 Evaluation' step mentions that it is through questionnaires. A 'Learn More' button is present next to the first step. A 'Tip' icon indicates that users should access the Frequent Asked Questions of Registry at Petrobras.

The central content area features an announcement titled 'CHANGES IN THE REQUESTS FOR EVALUATION OF FAMILIES' dated '07/27/2018'. The announcement is addressed to 'Dear Supplier' and discusses changes to the Technical Criterion's evaluation processes. It states that after research, the Technical Criterion's processes with a large number of families to be evaluated have a high risk of failure. To optimize the registry evaluation and increase the chances of approval, 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	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	23/10/2018 - 14:30:00	
	POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Confirmed	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	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	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							
 Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete	
POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	Scheduling	Confirmed	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	30/10/2018 - 09:30:00		
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Not Confirmed	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	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	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

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

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 located above the table. A 'Confirmation' dialog box is open, displaying the subject 'ATENDIMENTO - COMENTÁRIOS DO VIDEOATENDIMENTO', the date '04.06.2021', and the time '08:00:00'. The dialog box has 'Yes' and 'No' buttons at the bottom. A 'Back' button is visible in the top right corner of the interface.

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

Confirmation dialog box details:

- Subject: ATENDIMENTO - COMENTÁRIOS DO VIDEOATENDIMENTO
- Date: 04.06.2021
- Time: 08:00:00
- Buttons: Yes, No

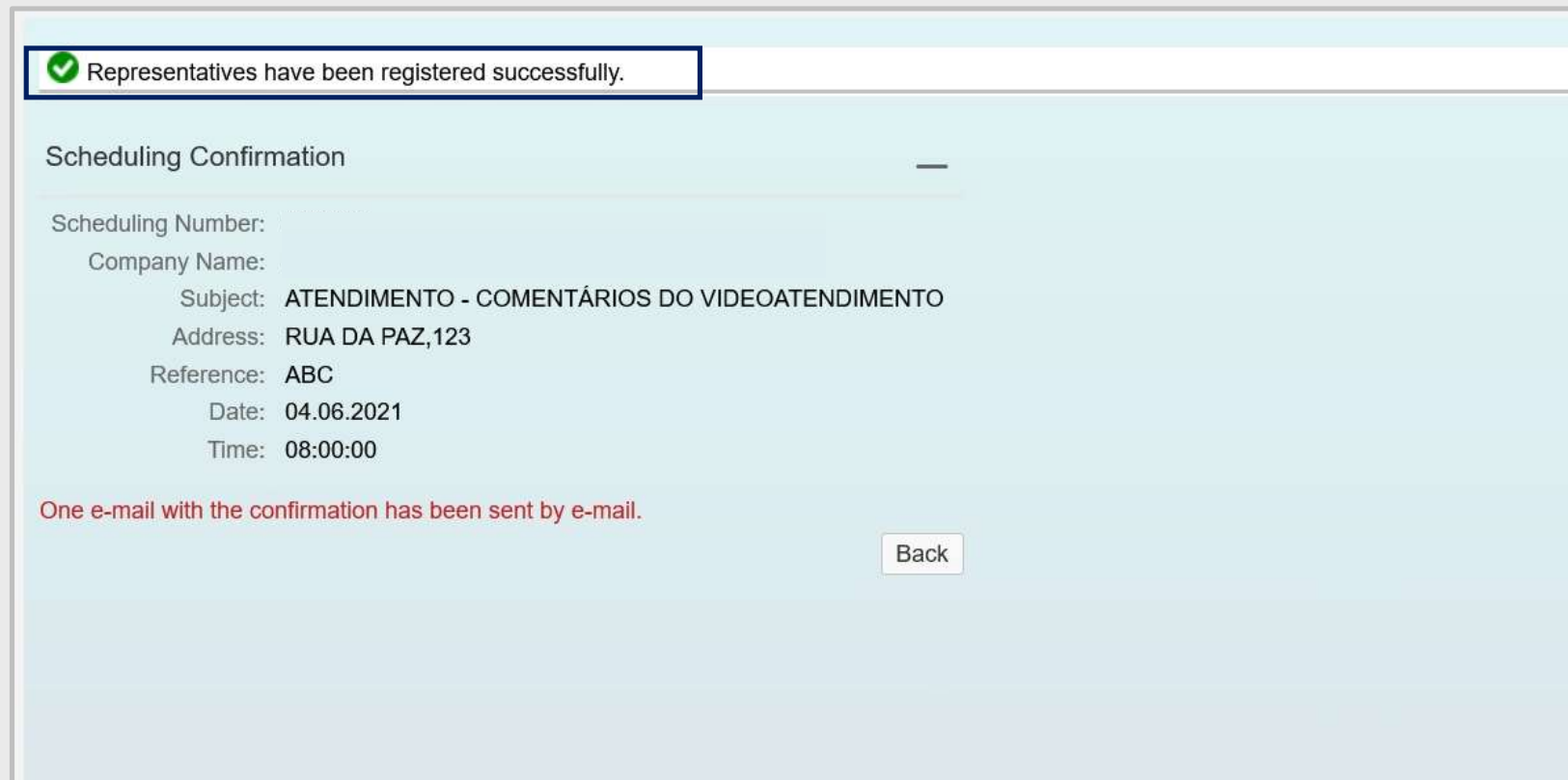
Click on "Confirm". You can associate up to three representatives onetime.

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.



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

Below the form fields, 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	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	Not confirmed		
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Confirmed	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	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

[illegible]

 = available places to confirm presence in the event.

 = Unavailable places to confirm presence in the event.



#### IV. CONFIRMATION OF PRESENCE - SCHEDULING

Confirm representatives

Back

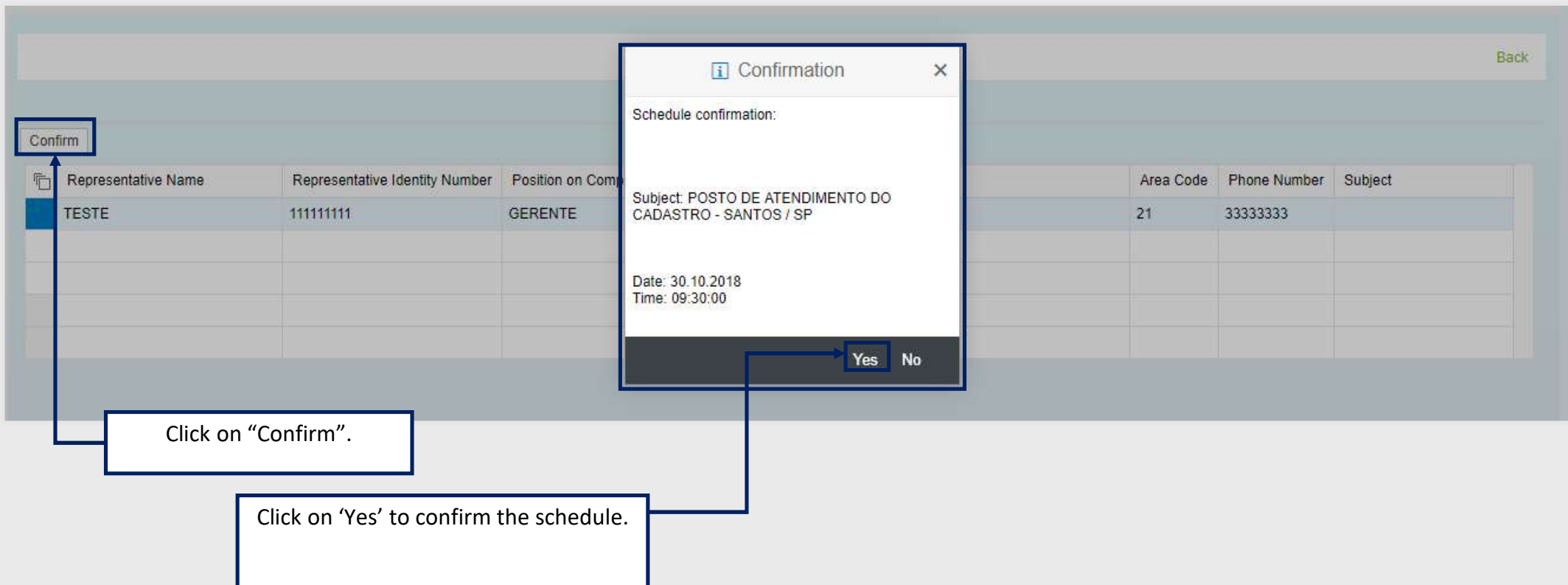
Confirm

	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 table and a modal dialog box. The table has columns: Representative Name, Representative Identity Number, Position on Company, Area Code, Phone Number, and Subject. The first row contains the data: TESTE, 111111111, GERENTE, 21, 33333333, and POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP. A 'Confirm' button is located above the table. A 'Confirmation' dialog box is open, displaying the schedule confirmation details and the date/time: 30.10.2018, 09:30:00. The dialog box has 'Yes' and 'No' buttons at the bottom. Two callout boxes provide instructions: 'Click on "Confirm".' and 'Click on 'Yes' to confirm the schedule.'

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

Confirmation dialog box content:

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	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	30/10/2018 - 09:30:00		
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Not Confirmed	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	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	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	30/10/2018 - 09:30:00		
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Not Confirmed	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	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	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	30/10/2018 - 09:30:00		
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Not Confirmed	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	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	<div>? Time scheduled</div>	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	Not confirmed	
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	S	Do you really want to delete the invitation?	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	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.

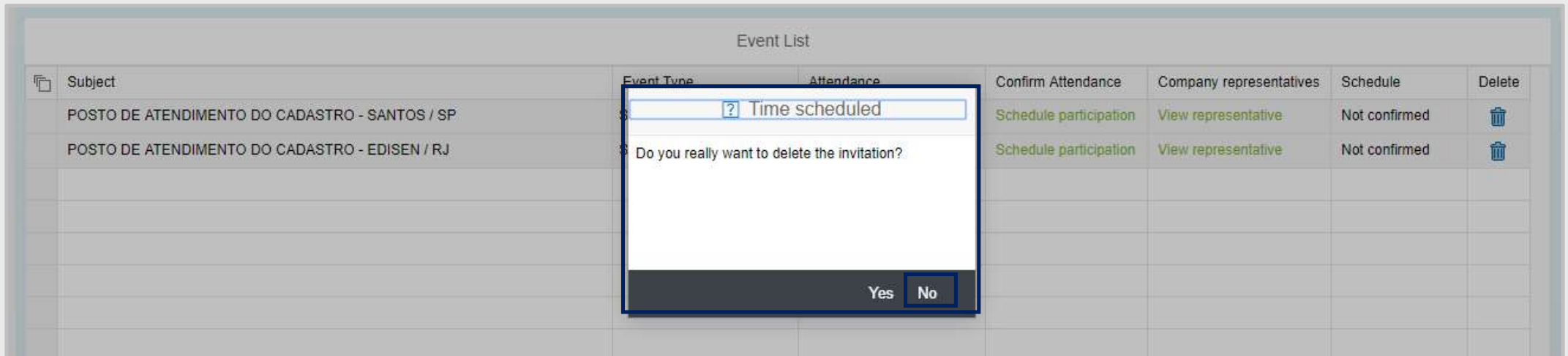
✔ Invitation has been deleted successfully.

Event List							
	Subject	Event Type	Attendance	Confirm Attendance	Company representatives	Schedule	Delete
	POSTO DE ATENDIMENTO DO CADASTRO - SANTOS / SP	Scheduling	Not Confirmed	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	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 displays the 'Event List' interface. A modal dialog box is open, asking for confirmation to delete an invitation. The dialog has a title bar with a question mark icon and the text 'Time scheduled'. The main text of the dialog asks 'Do you really want to delete the invitation?'. At the bottom of the dialog are two buttons: 'Yes' and 'No'. The 'No' button is highlighted with a blue border. In the background, the 'Event List' table is visible, showing columns for Subject, Event Type, Attendance, Confirm Attendance, Company representatives, Schedule, and Delete. The first two rows of data are visible, both with 'Not confirmed' status and a trash icon in the Delete column.

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	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	30/10/2018 - 09:30:00		
POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Not Confirmed	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	Not confirmed		

Click on "Delete" to remove an invitation.







## 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	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	Not confirmed	
	POSTO DE ATENDIMENTO DO CADASTRO - EDISEN / RJ	Scheduling	Not Confirmed	<a href="#">Schedule participation</a>	<a href="#">View representative</a>	Not confirmed	







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