



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

MY ACCOUNT


Objectives:

This section allows administrators and common users to analyze user`s registration data. For administrators it is possible to make changes to ordinary user`s data and their own, including the management of Access Review.

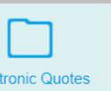


My account

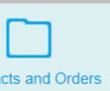
Basic data



Electronic Quotes



Contracts and Orders



Petrobras Security Information Standards

About Supplier RelationshipAnnouncementsTrainingsContact UsMy AccountTermsPublic Consultation PanelMembership & BillingIntegrations

We recommend keeping your data always updated in Petronect Portal. To update your personal and / or access data, click on "Edit" in the corresponding frame and, after making the changes, click on "Save". If you want to change an disabled field, contact your company account administrator and ask to upate the required field.

If you are the company account administrator, click on "Edit" and manage your users account in the frame "My Company Users".

User Data

My Personal Data

* First Name: Maria Roberta Da Silva

* Last Name: Suzanil

* E-mail: zusanil@teste.com

* CPF: 074.440.590-47Telephone: 81989223145

* Country: Brazil

Role: I am a Partner/ Owner of this company

Edit

Save

My Logon Data

User: FORN_SUZ☐ Supplier Admin

Password:

Change Password

Assigned Functions:

Edit

* Logon Language: English

Time Zone: Brazil - Rio de Janeiro

Date Format: DD.MM.YYYY

Decimal Format: 1.234.567,89

Edit

Save


Delete User

At this section, it will be possible to make changes on “My Personal Data”, such as “Telephone” and “Country”, and “My Logon Data”, which you may modify all the options.

Company users



My Company Users

Dear Vendor &USER&,

To review your access, click on the "pencil" icon  on the "Edit" column of the highlighted in orange users on the table. To delegate this activity to another user, use the button "Delegate Review".

<(><<>>b>Atencion:<(><<>>/b> All users need to be reviewed.

Enable Searching by User

User Name	Full Name	Telephone	E-mail	Valid To	Last Logon Date	Admin.	Status	Details
FORN_SUZNOVO	Suzanil Novo		fronecedor@fornecdor.com.br	31.12.9999	26.10.2022	<input checked="" type="checkbox"/>	Unlocked	
USR0062680	Silva Chico	2324234213	silva@gmail.com	31.12.9999	13.03.2023	<input checked="" type="checkbox"/>	Unlocked	

At this section, it will be possible to create users to access the system and make changes on those who have already a registration. All of the administrator users are able to edit and get new users.

How to assign functions:

User data

According to item 7 of the Term of Adhesion, all registration information is the responsibility of the user.
Therefore, we recommend that you take care when filling in the data.

User Data

* User: FORN_SUZNOVO

* First Name: Suzani

* Last Name: Novo

Telephone:

* Country: Brazil

* Logon Language: Portuguese

Time Zone: Brazil - Distrito Federal

* E-mail: fronecedor@fornecdor.com.br

Date format: DD.MM.YYYY

Decimal Format: 1.234.567,89

Assigned User Functions

Functions	What function allows:
<input checked="" type="checkbox"/> Users Administrator	Enable functionalities and manage users and company's registration data;
Registry in Petrobras	
<input checked="" type="checkbox"/> Registry in Petrobras	Update the registration of the company for Petrobras Brazil;
Eletronic Quotes	
<input checked="" type="checkbox"/> Eletronic Quotes	View and submit bids' company;
Contracts and Orders	
<input checked="" type="checkbox"/> Orders	View orders received by the company and request information about orders received;
<input checked="" type="checkbox"/> Services Sheet	Create services sheets - for companies trading with Petrobras Angola, Argentina, Bolivia, Chile, Paraguay e USA;
Digital Signature	
<input checked="" type="checkbox"/> Digital Signature	Digitally sign documents for Petrobras Brazil;

OK

At this section, it will be possible to assign functions to the users. It is necessary to select or deselect an option and click on “Ok”.



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