



LET'S EMBARK ON  
OUR FUTURE TOGETHER.

# MY ACCOUNT

ATD-MT-0034



## MY ACCOUNT

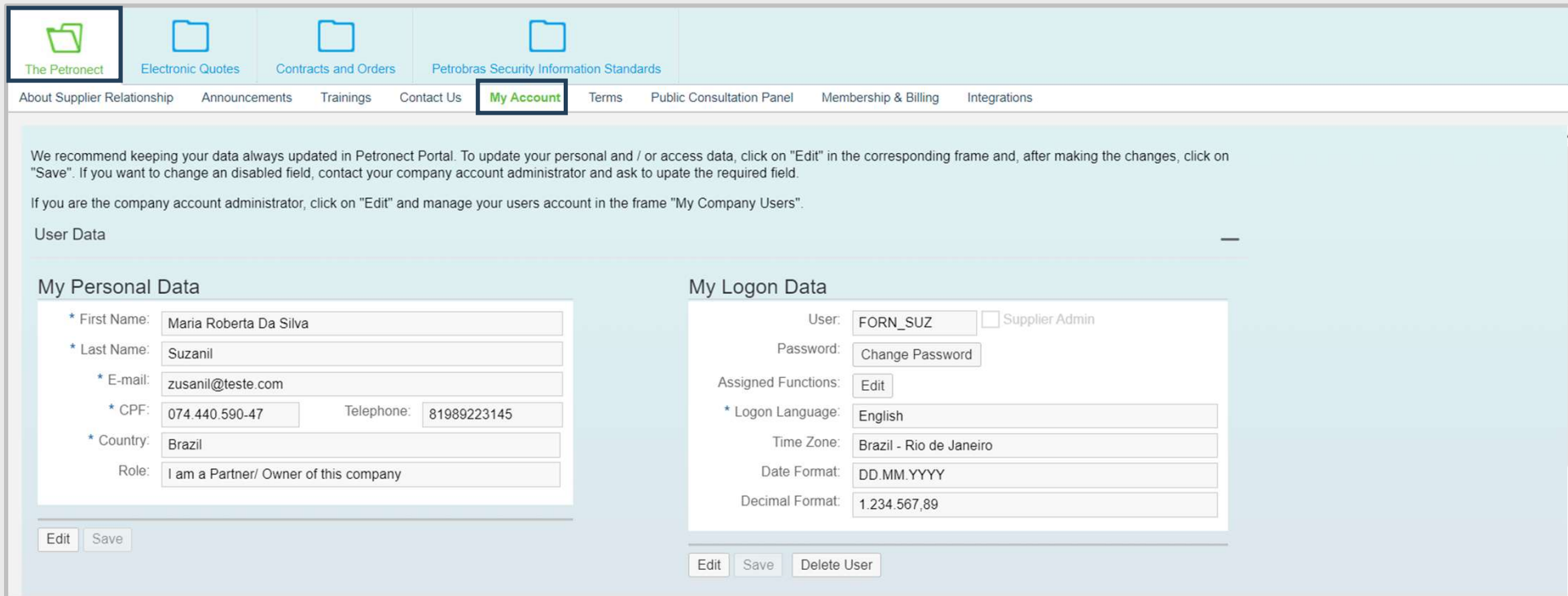
### Objectives:

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



The screenshot displays the 'My Account' section of the Petronect portal. The top navigation bar includes links for 'The Petronect', 'Electronic Quotes', 'Contracts and Orders', 'Petrobras Security Information Standards', 'My Account' (highlighted), 'Terms', 'Public Consultation Panel', 'Membership & Billing', and 'Integrations'. Below the navigation bar, a message advises users to keep their data updated and provides instructions for administrators. The main content area is divided into two sections: 'My Personal Data' and 'My Logon Data'. The 'My Personal Data' section contains fields for First Name, Last Name, E-mail, CPF, Telephone, Country, and Role. The 'My Logon Data' section contains fields for User, Password, Assigned Functions, Logon Language, Time Zone, Date Format, and Decimal Format. Both sections have 'Edit' and 'Save' buttons at the bottom.

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: 074.440.590-47 Telephone: 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.




## MY ACCOUNT

### 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   |
|---------------------|---------------------|-------------------|------------------------------------|-------------------|-------------------|-------------------------------------|-----------------|---|
| <b>FORN_SUZNOVO</b> | <b>Suzanil Novo</b> |                   | <b>fronecedor@fornecdor.com.br</b> | <b>31.12.9999</b> | <b>26.10.2022</b> | <input checked="" type="checkbox"/> | <b>Unlocked</b> |  |
| <b>USR0062680</b>   | <b>Silva Chico</b>  | <b>2324234213</b> | <b>silva@gmail.com</b>             | <b>31.12.9999</b> | <b>13.03.2023</b> | <input checked="" type="checkbox"/> | <b>Unlocked</b> |  |
|                     |                     |                   |                                    |                   |                   |                                     |                 |   |
|                     |                     |                   |                                    |                   |                   |                                     |                 |   |
|                     |                     |                   |                                    |                   |                   |                                     |                 |   |

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: Suzanil

\* Last Name: Novo

Telephone:

\* Country: Brazil

\* Logon Language: Portuguese

Time Zone: Brazil - Distrito Federal

\* E-mail: fronecedor@fornecedor.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”.



LET'S EMBARK ON  
OUR FUTURE TOGETHER.

