



LET'S EMBARK ON
OUR FUTURE TOGETHER.

MY COMPANY PARTICIPATION



ACCESSING THE SYSTEM

How to access

The screenshot displays the Petrobras Purchasing Portal website. At the top left is the **Petronect** logo. The navigation menu includes: **The Petronect**, **Registration at Petrobras**, **Purchasing and Contracting**, **My Petronect**, **Electronic Signature**, **Latest News**, and **Help**. On the right side of the header, there are links for **SEARCH** and **LOGIN**.

The main banner features the text **Petrobras Purchasing Portal** and the subtext **Search here a bidding to make business with Petrobras!**. A green button labeled **OPEN FOR PROPOSALS** is positioned to the right of the banner.

A white text box with a black border contains the instruction: **Enter the system by inserting your user and password.**

The login form is open, showing the following fields and options:


- Login** (title)
- Key (Petrobras Group) or User (Supplier) (input field)
- Password (input field)
- CONTINUE** (button)
- [I forgot my password >](#)
- [I still don't have a record >](#)

At the bottom of the page, there is a large blue banner with an illustration of a man in a green shirt holding a tablet. The text on the banner reads: **Discover the o for TREM 2 to RNEST**. A green button labeled **SEARCH HERE** is located at the bottom right of the banner. There are also icons for WhatsApp and a cartoon character.




ABOUT ELECTRONIC QUOTES

Inside the menu "Electronic Quotes" you can access the following items:

- 

1 Opportunity Board


In the submenu "Opportunity Board" > tab "Opportunities", a list will appear with the opportunities that have not yet reached the "End date" for submission of its proposal.

Tip: In case you want to contact the buyer responsible for the opportunity, use the "Collaboration Rooms".
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2 Goods and Services Auctions

In the submenu "Opportunity Board" > tab "Auctions", a list will appear with the available auctions to your user.

To check the auction data, go to the tab "Header" > "Basic Data". In the tab "Notes and Attachments" you can view attachments and comments entered by the buyer.

To send bids, visit the "Live Cockpit", clicking on the button "Real Time Auction".
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3 Biodiesel Auctions

Allows you to send bids for Biodiesel Auctions of **Petrobras Brasil**.

[Learn More](#)
- ### 4 My Company Participation

In this section you will find consolidated information on the company's participation in Electronic Quotes.

Tip: Visit the Frequently Asked Questions of Purchasing and Contracting.

1. Access "Electronic Quotes>My Company Participation" to start your search



2. In the table "General Variables", click on the white square of the column "Current selection" with the "Supplier" line to enable your company in the query.

3. A new window will open. Click on the name of your company and then on "OK" button.

Note: The selection of the "Supplier" field is mandatory.

4. If you choose to use the filter "Operation Type", click on the white square of the "Current selection" column with the line "Operation Type" and select the type (s) of desired operation (s).

Note: The selection of the "Operation Type" field is optional.



5. If you choose to use the filter "Period Start/ End", click on the white square of the "Current selection" column with the "Period Start/ End" line and select the start and end dates using the calendar.

Note: The selection of the "Period Start/ End" field is optional.

6. Check the selected search parameters and click on the button "OK".

7. As a result of your research will be presented a table informing the purchasing organizations, number of sent quotations, number of declines, number of unanswered opportunities and the total number of opportunities.





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