



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

Collaboration Room (Supplier)

- Collaboration Room:

- ✓ It is the channel for communication between Buyer and Vendors.
- ✓ Use the Collaboration Room for commercial doubts (price formation, term, documentation content etc.).
- ✓ The data privacy of each Supplier is respected.
- ✓ Benefits:

- Transparency
- Traceability
- Historic
- Safety

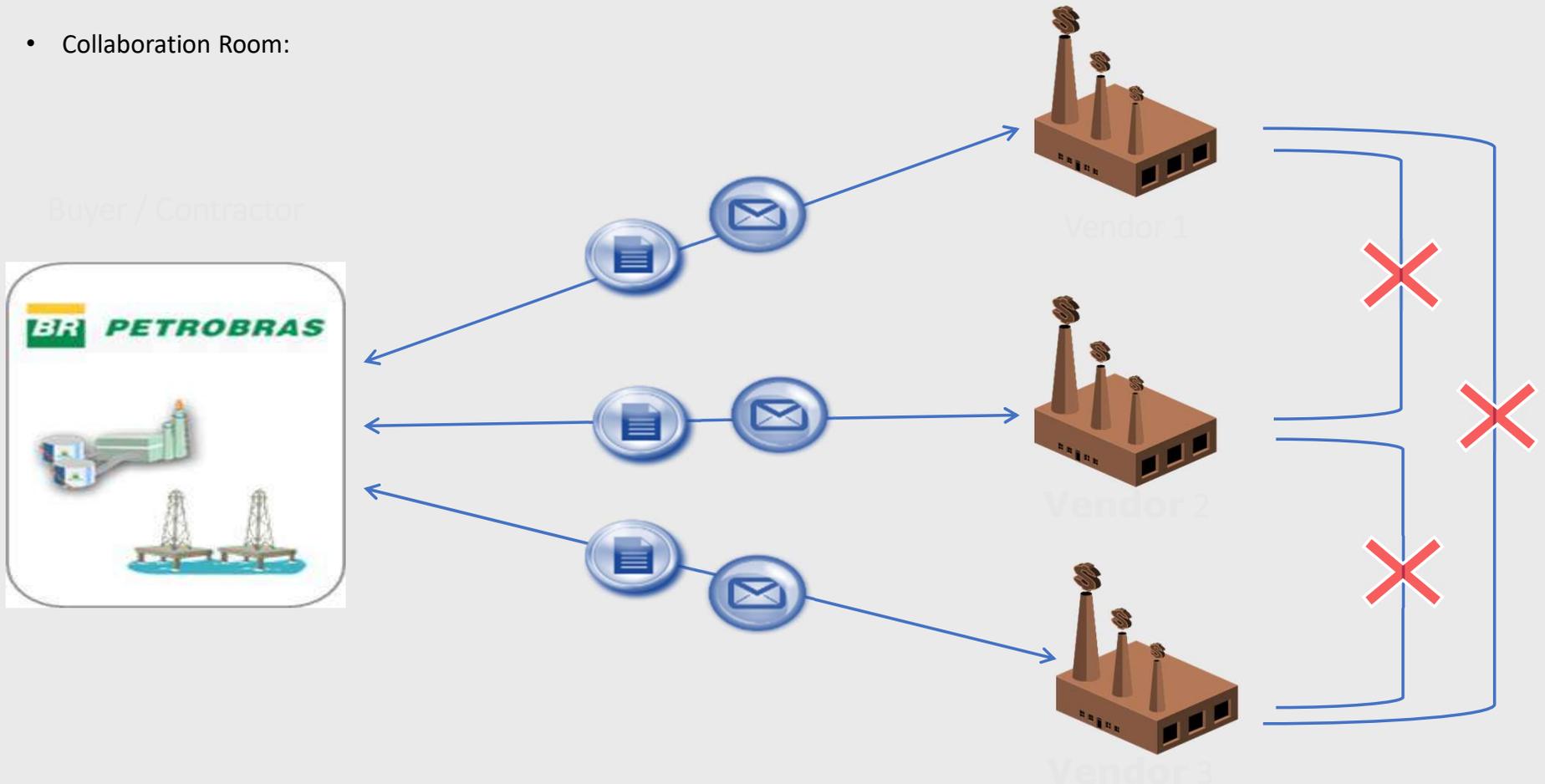


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Collaboration Room

- Collaboration Room:



Access the Collaboration Room of the opportunities

Hide/ show search parameters

Number:

Hiring Object Description:

Item description:

Publishing date: To

Start date: To

End date: To

Material family:

Process type:

Region:

Last update:

Event status:

Search Clear

Download Notes and Attachments Export

Number	Desc. of the Hiring Object	Start Date	Start Time	End Date	End time	Response Status	-
7003194497	TESTE IVA	08.08.2023	18:00:00	31.08.2023	12:00:00	Bid submitted	Public Opportunities

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Collaboration Room

Access the Collaboration Room of the Opportunity

Collaboration Room Report Opportunity report **Collaboration Room**

Header Items

Basic data Attributes Notes and Attachments

RFx Number: 7003187340 Proposal Validity:

Time Zone: ZBRRJ

* Start date: 07.10.2020 11:40:00

* End date: 14.10.2020 00:00:00

Opening Date: 14.10.2020 00:00:00

* Hiring Object Description: iNVERSÃO DE FASES - 2 ITENS - y4fs

Currency: BRL

Description: Lic. Inversão Fases

Judgment criterion: Lowest price

Opportunity restrict at MEPP:

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Collaboration Room

View Buyer/ Contractor messages

Collaboration Room | Opportunity Number: 7003195426 | Opportunity Title: API - Teste Bens - SOAP UI

[New Subject](#) [Download Files](#) [Collaboration Room Report](#) [Return](#)

Room Details **Search Criteria**

Rooms Status: Created by:

Subject: Last Update: Until:

Unread: Attachments:

Subject

Last Update	My Last Answer	Subject	Created by	Attachments	Message
05.02.2025 16:28:41	05.02.2025 16:28:41	Testee	ENGBOMBAS	1	

Check out on this box all of the messages of the Collaboration Room.

Note: For Public Opportunities, messages received and responses sent with subject "Negotiation" and attachments, if any, will be made available in the public area of the Petronect Portal.

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Collaboration Room

1. Message delivery date;
2. Message delivery time;
3. Message Sender;
4. Attachments quantity in this Message.

Subject: Inclusão de anexo na Sala de Colaboração | Oportunity Number: 7000141453 | Oportunity Title: RE_COMP_30 20.12.2017 16:12

< Return New Message

Message History

Date	Time	Sender	Message	Attachm...
20.12.2017	16:16:44	Petrobras		0

To read the message click on the "Envelope" icon.

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NOTE: All new messages appears in "Yellow".

Download Files and Attachments

Subject: Inclusão de anexo na Sala de Colaboração | Oportunity Number: 7000141458 | Oportunity Title: RE_COMP_30 20.12.2017 16:12

< Return New Message

Message History

Date	Time	Sender
20.12.2017	16:16:44	Petrobras

Custom Filter

Use * to Represent Character Strings

Filter By

Date: *20*

Filter Cancel

Message Attachm...

Message	Attachm...
	0

Use the filter fields (user-Defined Filter) to filter messages (to enter a keyword use “ * ” before and after the word).

Click on the number of attachments on the attachments column to download message attachments.

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Collaboration Room

Attachments

File Name	Send Date	Owner
PPU.docx	07.08.2020 10:55:12	ADM
Documento.docx		
EDITAL.docx	07.08.2020 10:27:44	Petrobras
Especificação Técnica.docx	07.08.2020 10:25:13	Petrobras

Download Files

1. Select the desired attachment;

Attachments

File Name	Send Date	Owner
PPU.docx	07.08.2020 10:55:12	ADM
Documento.docx	07.08.2020 10:27:44	Petrobras
EDITAL.docx	07.08.2020 10:27:44	Petrobras
Especificação Técnica.docx	07.08.2020 10:25:13	Petrobras

Download Files

2. To download all message attachments, click on the icon  and check the option "Select All";

NOTE: All messages and attachments have a "Filter" field.

Attachments

File Name	Send Date	Owner
(All)	07.08.2020 10:55:12	ADM
(User-Defined Filter...)	07.08.2020 10:55:11	ADM
EDITAL.docx	07.08.2020 10:27:44	Petrobras
Especificação Técnica.docx	07.08.2020 10:25:13	Petrobras

Download Files

3. After select the files click on "Download Files".

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Collaboration Room

Download Files

Collaboration Room | Opportunity Number: 7003195426 | Opportunity Title: API - Teste Bens - SOAP UI

New Subject | **Download Files** | Collaboration Room Report Return

Room Details Search Criteria

Rooms Status: Opened

Created by:

Subject:

Last Update:

Unread:

Attachments:

	Created by	Attachments	Message
05.02.2025 16:28:41 05.02.2025 16:28:41 Testee	ENGBOMBAS	1	

1. You can download all the attachments of a subject.

2. Or download all the attachments on the collaboration room.

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Collaboration Room

Create a subject on the collaboration room

Collaboration Room | Oportunity Number: 7003195426 | Oportunity Title: API - Teste Bens - SOAP UI

[New Subject](#) [Download Files](#) [Collaboration Room Report](#) [Return](#)

Room Details **Search Criteria**

Rooms Status:

Created by:

Subject:

Last Update:

Unread:

Until:

Attachments:

Subject

Last Update	My Last Answer	Subject	Created by	Attachments	Message
05.02.2025 16:28:41	05.02.2025 16:28:41	teste	ENGBOMBAS	1	

Click on **“New Subject”** to create a new subject on the collaboration room.

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Sending messages to the Buyer/ Contractor

The following screen will display the fields "Free subject", "Predefined Subject" and "Questioning":

The screenshot shows a 'New Subject' dialog box with the following elements:

- Three radio buttons: Free subject, Predefined Subject, and Questioning. The 'Free subject' option is highlighted with a blue box.
- A text field labeled '* Subject'.
- A large text area labeled '* Message'.
- An 'Attachments' section with a 'Load Attachment' button and a table showing 'File Name' and 'Size (MB)'. Below it, it says 'No linked attachments'.
- A table on the right with columns: Type, Members, and * Recipient(s). The first row is highlighted and contains: Internal, Buyer, and a lock icon.

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The "Free Subject" option will be marked as the default option.



Sending messages to the Buyer/ Contractor

1. By selecting the subject, check if all the mandatory options have been filled in;

2. Type the desired message in the field indicated;

Type	Members
Internal	Buyer

File Name	Size (MB)
No linked attachments	

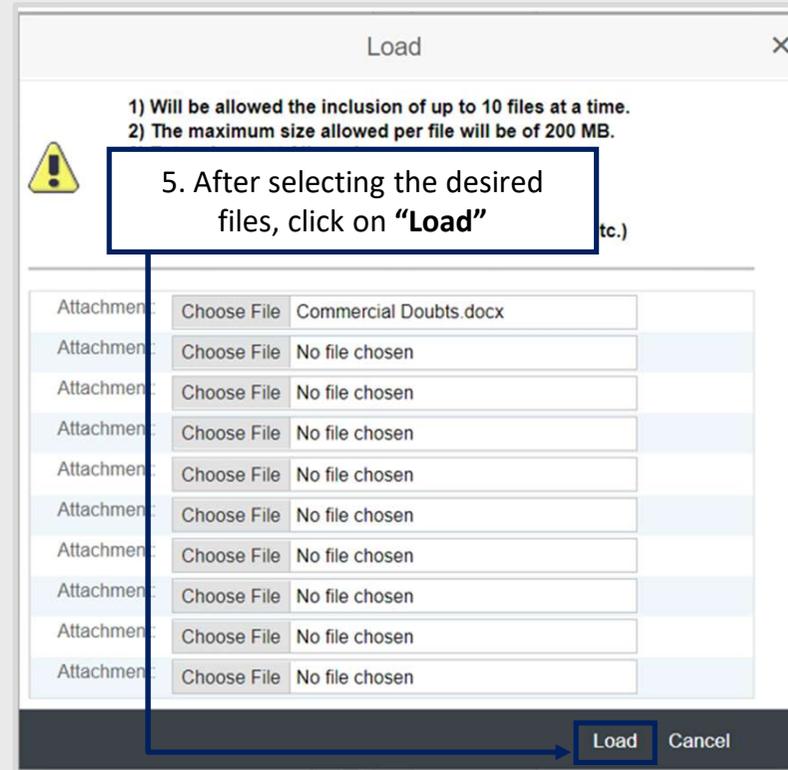
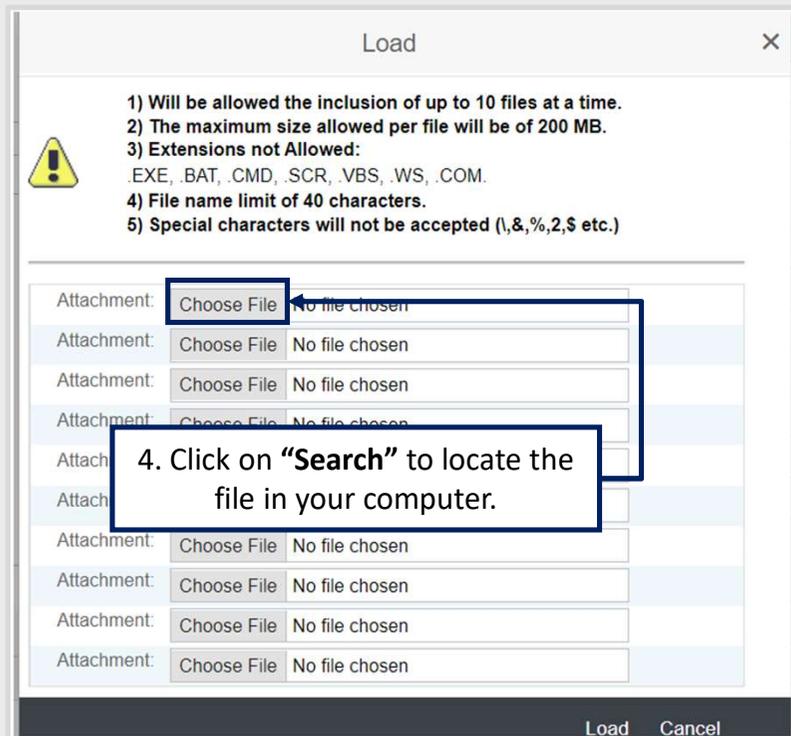
Attachments

OK Cancel

3. To attach a file, click the "Upload Attachment" button. To delete the selected file, click on the button 
NOTE: Deleting a file is only possible before the message is sent. After sending the message, you cannot delete attachments or messages from the collaboration room.



Inserting attachments to the message



NOTE: On the loading screen you can see the extension character limit on the name, quantity and maximum allowable size of each file.

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Illustrative Material

Inserting attachments to the message

The screenshot shows a 'New Subject' dialog box with the following elements:

- A green checkmark icon and a message: "One or more files have been successfully attached." (Step 6)
- Subject type options: Free subject, Predefined Subject, Questioning
- A table with columns: Type, Members, Recipient(s), and St...

Type	Members	Recipient(s)	St...
Internal	Buyer		

 (Step 8)
- An attachment table with columns: File Name, Size (MB), and a delete icon (trash can).

File Name	Size (MB)	Delete
Alessandra Costa.pdf	0.27	

 (Step 7)
- Buttons: OK and Cancel (Step 9)

6. A message appears informing that the files have been successfully sent.

7. You can click on the icon to delete the attachment.

8. Select the buyer clicking on the blue square.

9. Click on "OK" to send the message.



NOTE: you can only delete attachments before the message is sent, after sending, messages and attachments can not be deleted.

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Send a message from an existing Subject

10. A message informing that the message and the subject has been successfully created appears.

✓ The subject and message have been successfully created

Collaboration Room | Oportunity Number: 7003195426 | Oportunity Title: API - Teste Bens - S

New Subject Download Files Collaboration Room Report Return

Room Details

Rooms Status Opened

Search Criteria

Created by: [] Last Update: 06.01.2025 [td] Until: 05.02.2025 [td]
Subject: [] Unread: Attachments:

Search Clear

Subject

Last Update	My Last Answer	Subject	Created by
05.02.2025 17:02:09	05.02.2025 17:02:09	Teste	ENGBOMBAS
05.02.2025 16:28:41	05.02.2025 16:28:41	Testee	ENGBOMBAS

NOTE: You can use the search criteria to filter the messages in the Collaboration Room.

11. In case you want to reply a message sent by the Buyer / Contractor or send a message from an existing subject, click on the name of the desired subject.

Messages sent to the Buyer / Contractor with the subject "Negotiation" will be made available automatically in the external area of the Petronect portal.



Send a message from an existing Subject

Subject: teste 1 | Oportunity Number: 7000141453 | Oportunity Title: RE_COMP_30 20.12.2017 16:12

< Return **New Message**

Message History

Date	Time	Sender	Message	Attachm...
20.12.2017	19:28:28	Petrobras		1

12. Click on "New Message";



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Send a message from an existing Subject

Subject: teste 1 | Oportunity Number: 7000141453 | Oportunity Title: RE_COMP_30 20.12.2017 16:12

< Return New Message

Message History

Date	Time	Sender	Message	Attachm...
20.12.2017	19:39:21	Petrobras		1
20.12.2017	19:28:28	Petrobras		1

The Message Sent will appear in the subject.



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Collaboration Room

Download Collaboration Room Report

Collaboration Room | Oportunity Number: 7003195426 | Oportunity Title: API - Teste Bens - SOAP UI

[New Subject](#) [Download Files](#) [Collaboration Room Report](#) [Return](#)

Room Details **Search Criteria**

Rooms Status:

Created by: Last Update: Until:

Subject:

Subject

Last Update	My Last Answer	Subject	Created by	Attachments	Message
05.02.2025 17:02:09	05.02.2025 17:02:09	Teste	ENGBOMBAS	1	
05.02.2025 16:28:41	05.02.2025 16:28:41	Testee	ENGBOMBAS	1	

1. To download the History of Collaboration Room, click on "Colaboration Room Report".



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Download Collaboration Room Report

	Collaboration Room Report			
	Opportunity Name: API - Teste Bens - SOAP UI			
	Opportunity ID: 7003195426			

Sent Messages

Submit Date:	05.02.2025 / 17:02:09		
From:	FORN ENG	ENGBOMBAS	
Subject:	Teste		
Teste			

Submit Date:	05.02.2025 / 16:28:41		
From:	FORN ENG	ENGBOMBAS	
Subject:	Testee		
Testeeee			

Read control

No attachments were read on this Collaboration Room.

Attachments

Attachments				
Subject	Attachment Name	Responsible	Company	Date
Teste	Carlos Rodrigo.pdf	FORN_ENG	ENGBOMBAS	05.02.2025 / 17:02:09
Testee	Alessandra Costa.pdf	FORN_ENG	ENGBOMBAS	05.02.2025 / 16:28:43



The report comes in PDF, it has all incoming/or sent files and messages in the Collaboration Room and control reading of attachments.



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

