



LET'S EMBARK ON
OUR FUTURE TOGETHER.

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:

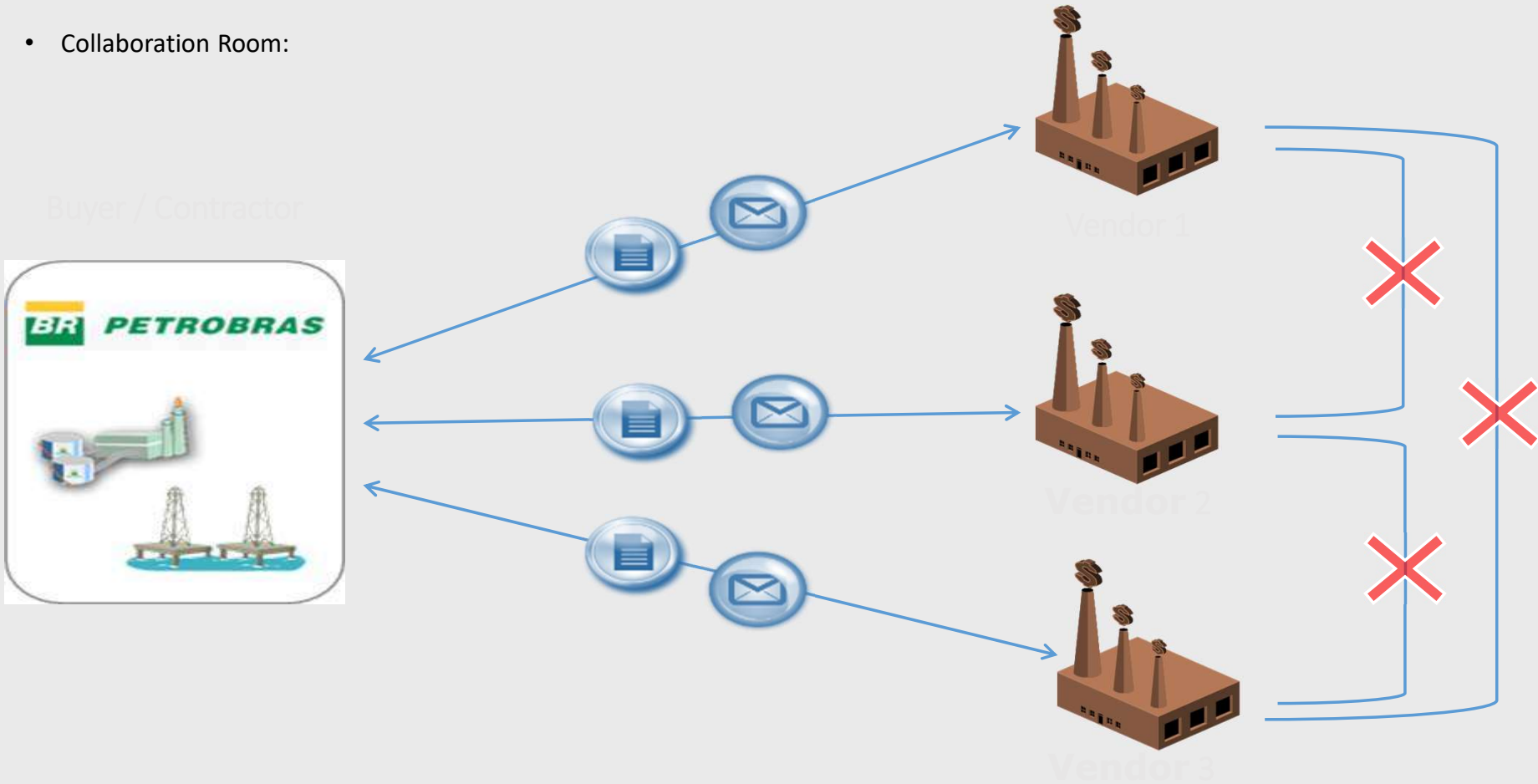
- Transparency
- Traceability
- Historic
- Safety



Illustrative Material



- Collaboration Room:



Access the Collaboration Room of the opportunities

The screenshot displays the Petrobras Electronic Quotes system interface. At the top, there is a navigation bar with icons for various modules: Purchasing and Contracting Management, The Petronect, Registry at Petrobras, Electronic Quotes (highlighted in green), Contracts and Orders, Petrobras Security Information Standards, and Register. Below this, a secondary navigation bar includes links for About Electronic Quotes, Opportunity Board (highlighted in green), Unlock Session, and My Company Participation.

The main content area features a search filter section with a toggle for "Hide/ show search parameters". The filters include:

- Number: [text input]
- Hiring Object Description: [text input]
- Item description: [text input]
- Publishing date: [calendar icon] To [calendar icon]
- Start date: [calendar icon] To [calendar icon]
- End date: [calendar icon] To [calendar icon]
- Material family: [text input]
- Process type: [dropdown menu]
- Region: [text input]
- Last update: [dropdown menu]
- Event status: [dropdown menu, currently set to "Current Opportunities"]

Buttons for "Search", "Clear", "Download Notes and Attachments", and "Export" are located below the filters.

At the bottom, a table lists the search results. The first row is highlighted with a blue box, and a callout box with the text "Access the opportunity." points to the "End date" field of this row.

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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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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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: Last Update: Until:
Subject: 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 | Opportunity Number: 7000141458 | Opportunity 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...

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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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 10:55:11	ADM
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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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: Last Update: Until:

Subject: 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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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:

Last Update:

Subject:

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”:

Type	Members	* Recipient(s)
Internal	Buyer	

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

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Sending messages to the Buyer/ Contractor

When choosing "Predefined Subject", then you must select one of the options below:

Impugnation;

Negotiation.

New Subject

Free subject
 Predefined Subject
 Questioning

* Subject

Impugnation
Negotiation

* Recipient(s)

Type	Members	St...
Internal	Buyer	

Attachments

Load Attachment

File Name	Size (MB)
No linked attachments	

Illustrative Material



Sending messages to the Buyer/ Contractor

When choosing "Questioning", then you must select one of the options below:

Request for Clarification

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

- Radio buttons for subject types: Free subject, Predefined Subject, Questioning.
- A subject dropdown menu with the text '* Subject' and a list of options. 'Request for Clarification' is highlighted with a blue border.
- An 'Attachments' section with a 'Load Attachment' button and a table with columns 'File Name' and 'Size (MB)'. The table contains the text 'No linked attachments'.
- A recipient list table with columns 'Type', 'Members', and 'St...'. The first row contains 'Internal' and 'Buyer'.

Illustrative Material



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

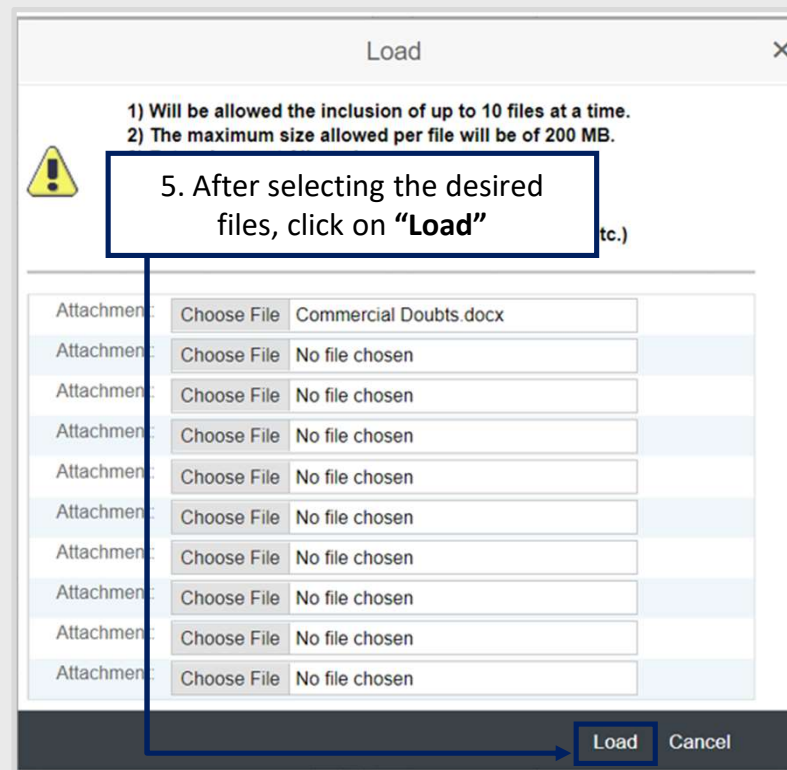
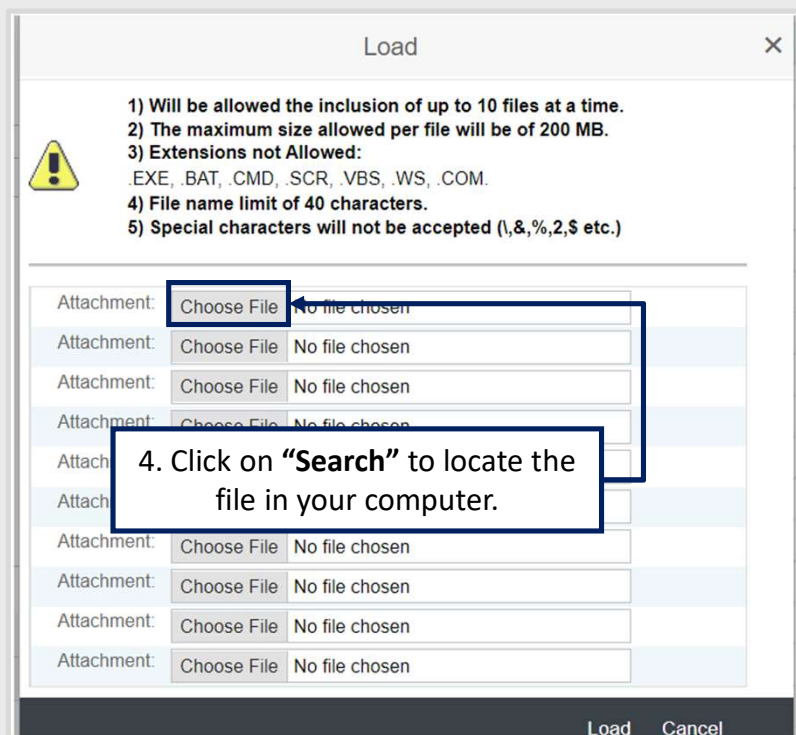
File Name	Size (MB)
No linked attachments	

Illustrative Material

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.

Illustrative Material



Illustrative Material

Inserting attachments to the message

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

- 6. A message appears informing that the files have been successfully sent.** Points to a green checkmark notification at the top left: "One or more files have been successfully attached."
- 7. You can click on the icon to delete the attachment.** Points to a trash can icon in the 'Attachments' table.
- 8. Select the buyer clicking on the blue square.** Points to a blue square icon in the 'Members' column of the recipient list.
- 9. Click on "OK" to send the message.** Points to the 'OK' button at the bottom right.

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

File Name	Size (MB)
Alessandra Costa.pdf	0.27

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



Send a message from an existing Subject

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

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.

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

The screenshot displays the Collaboration Room interface. At the top, a green checkmark icon and the text "The subject and message have been successfully created" are shown. Below this, the breadcrumb "Collaboration Room | Oportunity Number: 7003195426 | Oportunity Title: API - Teste Bens - S" is visible. The interface includes buttons for "New Subject", "Download Files", and "Collaboration Room Report", along with a "Return" link. The "Room Details" section shows "Rooms Status" as "Opened". The "Search Criteria" section contains fields for "Created by", "Subject", "Last Update" (06.01.2025), "Until" (05.02.2025), "Unread" (checkbox), and "Attachments" (checkbox), with "Search" and "Clear" buttons. The "Subject" section features a table with columns for "Last Update", "My Last Answer", "Subject", and "Created by".

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

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 | Opportunity Number: 7000141453 | Opportunity Title: RE_COMP_30 20.12.2017 16:12

< Return New Message

New Message

* Message

13. Type the text;

Type	Members	St...
Buyer		

15. Select the Buyer as Recipient;

Load Attachment

File Name Size (MB)

No linked attachments

14. Insert attachments, if necessary;

16. Click on "Send"

Send

NOTE: You can send messages without attachment, but the system does not allow sending attachments without 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.

A screenshot of a software interface showing a message history table. The table has columns for Date, Time, Sender, Message, and Attachm... The second row is highlighted with a blue box. A callout box with an arrow points to this row, containing the text "The Message Sent will appear in the subject." The interface also shows a subject line at the top and navigation buttons like "< Return" and "New Message".

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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.





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