

PREQUALIFICATION SUPPLIER TRAINING DOCUMENT



I. Prequalification Consult - public area
II. Subscribe to a Prequalification - public area
III. Prequalification Consult - internal area
IV. Subscribe to a Prequalification - internal area
V. Subscribe to a Public Opportunity preceded by PQ
VI. Prepare Bid – Process 1
VII. Questionnaire
VIII. Opportunity Board
IX. Status View
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XI. Answer Questionnaire - Process 2
XII. Edit Questionnaire
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XIV. Status View



. Prequalification Consult - public area

How to access the functionality at the public area

The screenshot shows the Petrobras Purchasing Portal interface. At the top, a blue banner reads "We have been the Petrobras Purchasing Portal since 2003". The header includes the Petronect logo and navigation links: "The Petronect", "Registration at Petrobras", "Purchasing and Contracting", "Minha Petronect", "Electronic Signature", "Latest News", and "Help". There are also flags for Brazil and Spain, and links for "SEARCH" and "LOGIN".

Below the header, a large blue banner features the text "Petrobras Purchasing" and "Search here a bidding to make business with Pet". To the right of this banner are two buttons: "OPEN FOR PROPOSALS" (green) and "COMPLETED" (grey).

A dropdown menu is open under "Purchasing and Contracting", listing the following options: "About Purchasing and Contracting", "Opportunity Types", "Auctions", "Support Tools", "Public Bidding >", "ODDM Auction >", "Prequalification >", "PEPI >", "Quality of Goods", "Access Fee", "Transaction Fee", "Summons Instruments Model", and "FAQ".

Below the dropdown menu, there is a large blue banner with the text "Transparencia para o Brasil" and "for B". To the right of this banner, there is a large green banner with the text "EXTENDED!" and "line for submitting proposals 317, regarding the acquisition of eight".

Three numbered instructions are overlaid on the screenshot:

1. Click on the "Purchasing and Contracting"
2. Click on the "Prequalification".
3. Choose the search option "Open for Proposals" or "Completed"

Arrows indicate the path from the first instruction to the "Purchasing and Contracting" link, from the second instruction to the "Prequalification >" option in the dropdown menu, and from the third instruction to the "Open for Proposals" and "Completed" buttons.



How to access the functionality at the public area

Petronect The Petronect Registration at Petrobras Purchasing and Contracting Minha Petronect Electronic Signature Latest News Help SEARCH Q LOGIN e

PREQUALIFICATION OPENED CONSULTATION

Use the "SEARCH FOR" field to search for opportunities based on keywords, which can be: Hiring Object, Item Description, Family Description, Opportunity Number, Company, Date and Code of the family.

PUBLIC BIDDINGS

BUSCAR POR... Q x

To search for a Prequalification Opportunity, fill in the field with a keyword.

WhatsApp



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II. Subscribe to a Prequalification - public area

How to access the functionality at the public area



[The Petronect](#) [Registration at Petrobras](#) [Purchasing and Contracting](#) [Payments](#) [Electronic Signature](#) [Latest News](#) [Help](#)

PREQUALIFICATION OPENED CONSULTATION



PUBLIC BIDDINGS

To check the warnings for each Prequalification opportunity and related attachments, click on the highlighted icon. In case of interesting, click on **"I'm interested"**.

Clicking on the icon will display the list of suppliers that are already **"Prequalified"**, Preliminary and Definitive

NUMBER	OBJECT	COMPANY	START DATE	OPTIONS	PRÉ-QUALIFICADOS
7002146217	TUBO FLEXÍVEL SUBMARINO	PETRÓLEO BRASILEIRO S. A.	07.08.2018 17:00:00	    I'm interested	



II. Subscribe to a Prequalification - public area

How to access the functionality at the public area

The screenshot shows a web application interface for 'BIDDINGS'. A modal window titled 'Prequalified Suppliers' is open, displaying a list of prequalified suppliers. The window has a close button (X) in the top right corner. Below the title bar, there is a subtitle 'List of Prequalified Suppliers in 05/04/2022 18:33' and an 'Export to Excel' button. The main content area shows a list of suppliers for a specific prequalification number: **7002146217 - Tubo flexível submarino**. The list is titled 'List of Prequalified and Prequalified Suppliers for the Prequalification Number' and includes a 'Pre-qualified' section. The suppliers listed are:

- + Supplier: ASIAFLEX PRODUCTS SDN. BHD - CNPJ: 775816A - Date of prequalification request: 30/10/2018 - Disclosure Date: 08/12/2018 - Validity Date: 10/12/2022
- + Supplier: FLEXIBRAS TUBOS FLEXIVEIS LTDA - CNPJ: 28910529000161 - Date of prequalification request: 10/08/2018 - Disclosure Date: 19/10/2018 - Validity Date: 21/10/2022
- + Supplier: FLEXIBRAS TUBOS FLEXIVEIS LTDA - CNPJ: 28910529001800 - Date of prequalification request: 10/08/2018 - Disclosure Date: 19/10/2018 - Validity Date: 21/10/2022
- + Supplier: FLEXI FRANCE - CNPJ: 428734123 - Date of prequalification request: 30/10/2018 - Disclosure Date: 08/12/2018 - Validity Date: 07/04/2022
- + Supplier: PRYSMIAN CABOS E SISTEMAS DO BRASIL S/A - CNPJ: 61150751003528 - Date of prequalification request: 09/08/2018 - Disclosure Date: 19/10/2018 - Validity Date: 11/06/2022
- + Supplier: BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LTDA - CNPJ: 05635291001260 - Date of prequalification request: 13/08/2018 - Disclosure Date: 19/10/2018 - Validity Date: 03/07/2022
- + Supplier: NOV FLEXIBLES EQUIPAMENTOS E SERVIÇOS LTDA - CNPJ: 13812133000376 - Date of prequalification request: 22/08/2018 - Disclosure Date: 19/10/2018 - Validity Date: 21/10/2022
- + Supplier: NATIONAL OILWELL VARCO DENMARK I/S - CNPJ: 1007953530 - Date of prequalification request: 22/08/2018 - Disclosure Date: 19/10/2018 - Validity Date: 21/10/2022

The background of the application shows a header with 'BIDDINGS' and a footer with 'FORNECIMENTO E', 'PETRÓLEO', and the date '24.11.2020'.

List of “**Prequalified Suppliers**” preliminary and definitive for the prequalification object



II. Subscribe to a Prequalification - public area

How to access the functionality at the public area



The Petronect

Registration at Petrobras

Purchasing and Contracting

My Petronect

Electronic Signature

Latest News

Help

SEARCH

LOGIN

Registration in Opportunity

Step 1 - Participation through basic identification

If your company does not have access to the Portal, you will need to start your identification.

Click on the **Start Identification** button and, on the following screen, follow these steps:

1. Enter data for user creation

2. Inform the basic data of the company with the validation of your e-CNPJ

3. Complete the user table of the company administrators in the Portal

4. Review and accept the terms and conditions of Portal Access and the data privacy policy

5. Optionally enter bank data

6. Click the **Finish** button to complete this step

7. Verify in the email the password generated for access to the Portal

For more information, [click here](#) and access the quick guide on how to perform the identification of your company in the external area of the Portal

Start Identification

Step 2 - Registration in Pre-qualification and Questionnaire submission

With the access data to the Portal, inform the user and password in the login field and follow the instructions below.

If your company is already a user of the Portal, follow the instructions in this step.

1. Access the **Electronic Quotes** menu

2. Access the **Opportunities Panel** option

3. Access the **Pre-qualifications** tab

4. Conduct the search for the opportunity using the available **Search Criteria**

5. In the results table, select the opportunity by clicking on the **opportunity number** or the **[]** icon

6. When viewing the opportunity data, click the **Create Proposal** button at the top of the form

7. Fill in the fields and **submit your questionnaire**

For more information, [click here](#) and access the quick guide on how to apply for a public opportunity.

Click on the "Start Identification Process" button and follow steps 1 and 2 in the following screen.



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How to access the functionality at the public area



[The Petronect](#) [Registration at Petrobras](#) [Purchasing and Contracting](#) [Payments](#) [Electronic Signature](#) [Latest News](#) [Help](#)

SEARCH 

Identification

 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.

Data for user creation

Name*

Last name*

User*

E-mail*

Confirm your e-mail *

Country*
Brazil

CPF*

Telephone*

Basic data of the company

Country*
Brazil

Country Registration Number*
(CNPJ for Brazil)

Validate e-CNPJ

Fill in the fields for “Identification” and validate the CNPJ.



II. Subscribe to a Prequalification - public area

How to access the functionality at the public area

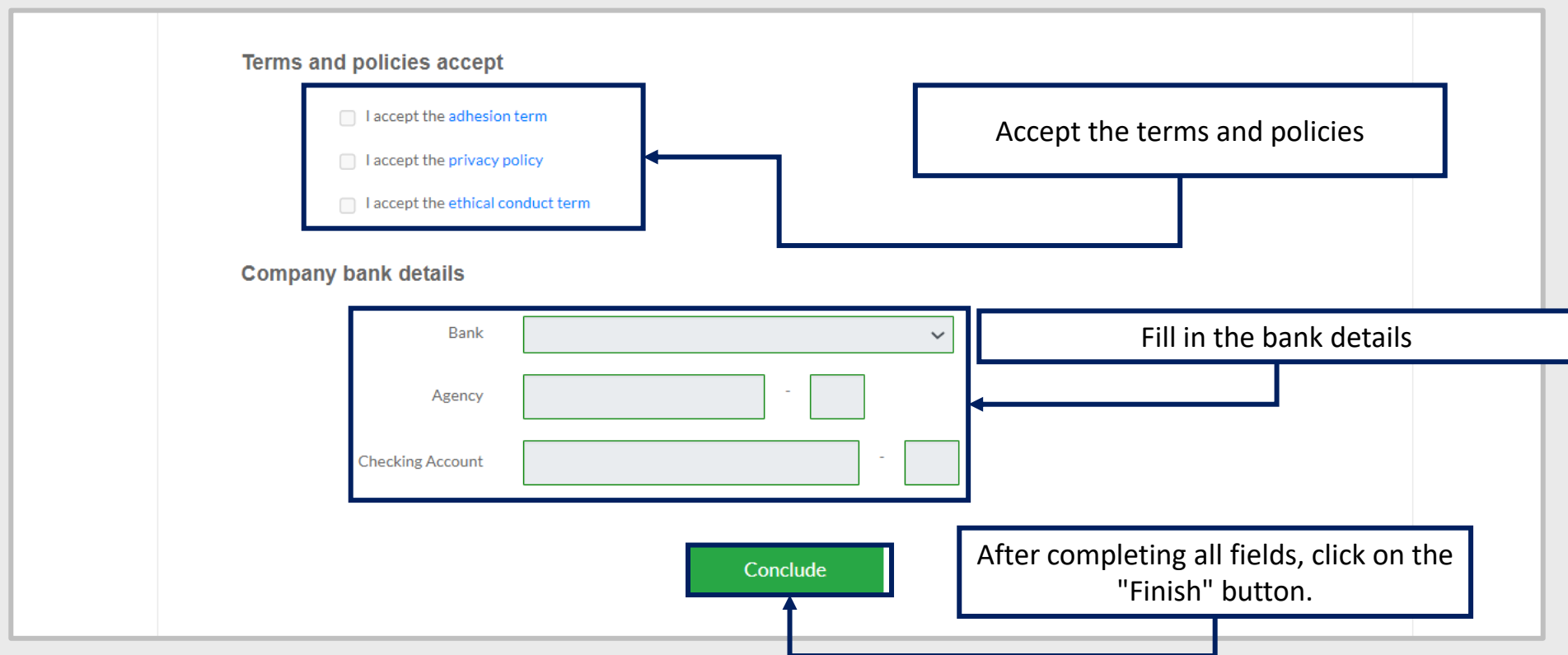
As the CNPJ is validated, all the data from the following Options will be automatically filled in.

Corporate Social Reason*			
Fantasy Name			
Opting for SIMPLE	☐ Não ☒ Sim		
Type of Company*			
State Registration		Number*	
Municipal Registration	☐ Não ☒ Sim	Number*	
ZIP CODE*			
State*		City*	
Neighborhood*			
Address*		Number*	
Complement			
Telephone			
Company Managers*	+ Add Company Managers		



II. Subscribe to a Prequalification - public area

How to access the functionality at the public area



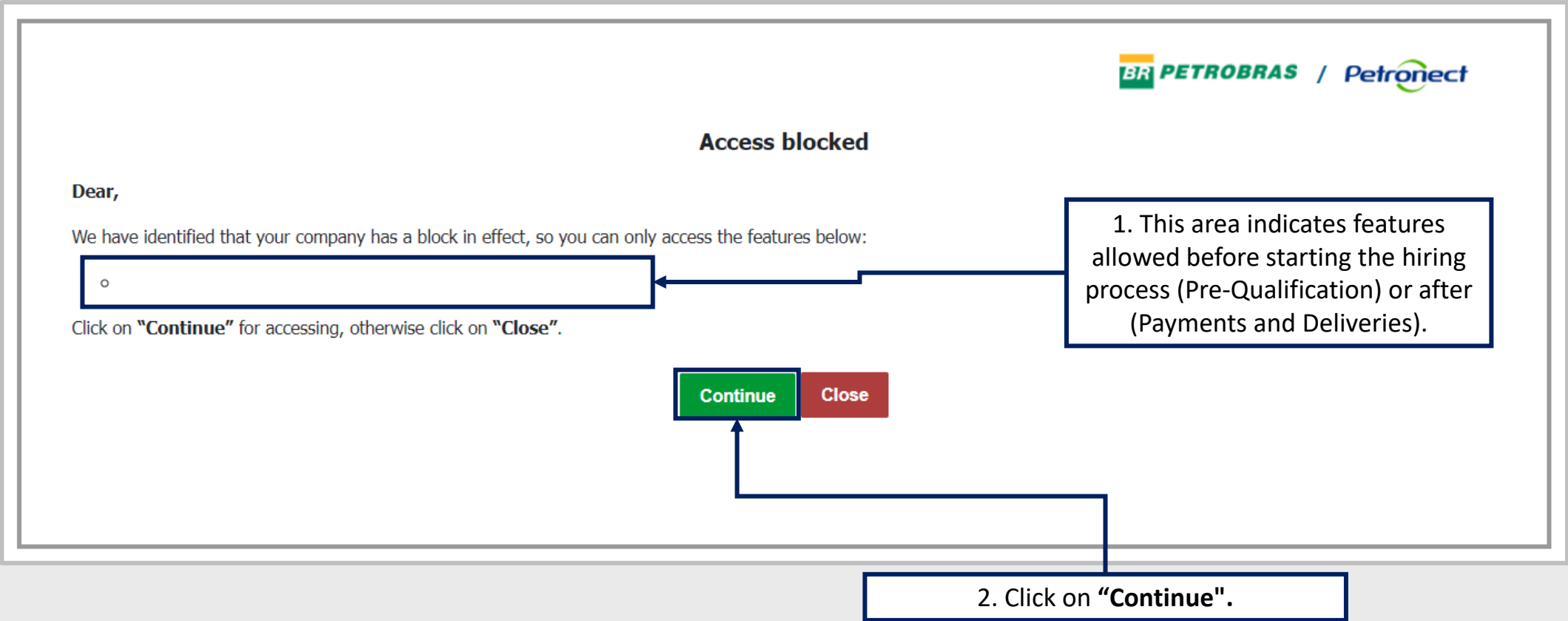
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III. Prequalification consultation - internal area

Accessing the functionality in the internal area

Shown only if your company was prohibited from participating in bidding and contracting with the Petrobras System according to Supplier Performance Evaluation.



III. Prequalification consultation - internal area

Accessing the functionality in the internal area

The screenshot displays the Petrobras internal system interface. At the top, there is a navigation bar with four folder icons and labels: "The Petronect", "My Company's Registration", "Electronic Quotes", and "Petrobras Security Information Standards". Below this, a sub-navigation bar contains "About Electronic Quotes", "Opportunity Board", and "My Company Participation". The "Opportunity Board" is highlighted with a blue box and a callout arrow pointing to it from a text box that says "2. Click on 'Opportunity Board'." Another callout arrow points from a text box that says "1. Click on 'Electronic Quotes'" to the "Electronic Quotes" folder icon in the top navigation bar. Below the navigation bar, there is an information icon and a paragraph of text: "Use the available filters on 'Search Parameters' to conduct searches. On the 'Opportunities' tab, the system automatically displays all the active opportunities. On the 'Auctions' tab, you need to insert a search parameter in order to display the needed information." Below this text, there are four tabs: "My Participations (132)", "Prequalification (0)", "Auctions (0)", and "Public Opportunities (0)". Below the tabs, there is a "Hide Quick Criteria Maintenance" button. Below the button, there are several input fields for search criteria: "Number:", "Opportunity description:", "Item description:", "Company:", "Publishing date:", "Start Date:", "End Date:", and "Material family:". Below the input fields, there are "Search" and "Clear" buttons. At the bottom, there is a table with columns: "Transaction ID" and "Trans. Cat.".

1. Click on "Electronic Quotes"

2. Click on "Opportunity Board".



III. Prequalification Consultation - internal area

Accessing the functionality in the internal area

By accessing the “**Electronic Quotes**” feature, it will displays the “**Opportunity Board**” tab as the home screen. The user must access the “**Prequalification**” tab to search a process.

The screenshot displays the Petrobras Electronic Quotes interface. At the top, there are four main menu items: 'The Petronect', 'My Company's Registration', 'Electronic Quotes' (highlighted with a green folder icon), and 'Petrobras Security Information Standards'. Below these, there are three sub-tabs: 'About Electronic Quotes', 'Opportunity Board' (highlighted with a green box), and 'My Company Participation'. A blue information icon with a lowercase 'i' is located on the left side of the main content area. To its right, a text box provides instructions: 'Use the available filters on "Search Parameters" to conduct searches. On the "Opportunities" tab, the system automatically displays all the active opportunities. On the "Auctions" tab, you need to insert a search parameter in order to display the needed information.' Below this text, there are four tabs: 'My Participations (132)', 'Prequalification (0)' (highlighted with a blue box), 'Auctions (0)', and 'Public Opportunities (0)'. A blue button labeled 'Hide Quick Criteria Maintenance' is positioned above a search form. The form contains several input fields: 'Number:' (highlighted with a blue box), 'Opportunity description:', 'Item description:', 'Company:' (with a small square icon), 'Publishing date:' (with a calendar icon), 'Start Date:' (with a calendar icon), 'End Date:' (with a calendar icon), and 'Material family:' (with a small square icon). At the bottom of the form, there are two buttons: 'Search' (highlighted with a blue box) and 'Clear'. Below the search form, there is a table with a header row containing a folder icon, a minus sign, another minus sign, and the text 'Transaction ID'. Five numbered callout boxes with blue borders and arrows point to specific elements: 1. Points to the 'Electronic Quotes' menu item. 2. Points to the 'Opportunity Board' sub-tab. 3. Points to the 'Prequalification (0)' tab. 4. Points to the 'Number:' input field. 5. Points to the 'Search' button.

3. Click "Prequalification"

4. To search for a Prequalification Opportunity, fill in the field with the number.

5. After completing the form, click on the "Search" button.



Prequalification

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IV. Subscribe to a Pre-Qualification - internal area

Confirming a Participation

The Petronect

Registry at Petrobras

Electronic Quotes

Contracts and Orders

Payments

Petrobras Security Information Standards

Register

About Electronic Quotes

Opportunity Board

Collaboration RoomsMy Company Participation

Use the available filters on "Search Parameters" to conduct searches.
On the "Opportunities" tab, the system automatically displays all the active opportunities.
On the "Auctions" tab, you need to insert a search parameter in order to display the needed information.

My Participations (276)

Prequalification (1)

Auctions (1)

Public Opportunities (1)

Hide/ show search parameters

Number:

7000056688

Opportunity description:

Item description:

Company:

Publishing date:

Start Date:

End Date:

Material family:

Search

Clear

Export

Transaction ID	-	Start Date	Start Time	Bid Sub.Dead.	Bid sub. dead.	-	
7000056688	Pré Qualificação 10 GM MT	10.04.2018	10:55:00	30.12.9999	23:59:59	Published	

Click the existing icon next to the status to "Subscribe"



IV. Subscribe to a Pre-Qualification - internal area

Confirming a Participation

A pop-up will appear to make sure the bid participation.

The Petronect

Registry at Petrobras

Electronic Quotes

Contracts and Orders

Payments

Petrobras Security Information Standards

Register

About Electronic Quotes

Opportunity Board

Collaboration Rooms

My Company Participation

Use the available filters on "Search Parameters" to conduct searches.
On the "Opportunities" tab, the system automatically displays
On the "Auctions" tab, you need to insert a search parameter

My Participations (276)

Prequalification (1)

Av

Hide/ show search parameters

Number: 7000056688

Opportunity description:

Item description:

Company:

Publishing date:

14

Start Date:

14

End Date:

14

Material family:

Search

Clear

Export

Transaction ID	-	Start Date	Start Time	Bid Sub.Dead.	Bid sub. dead.	-		
7000056688	Pré Qualificação 10 GM MT	10.04.2018	10:55:00	30.12.9999	23:59:59	Published		

Confirm subscription

Are you sure you want to participate in the Prequalification 7000056688?

Yes

No

Prequalification

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V. Subscribe to a Public Opportunity preceded by PQ

Opportunity preceded by PQ

Select opportunity type

Create

Close

Purchasing Organization:

Purchasing Group:

* Critério de Julgamento:

Pre-qualification

Bidding preceded by Pre-Qualification:

Prequalification:

Notice / Question Time:

Após digitar o número, clicar ENTER para carregar o campo Aviso / Prazo do questionário

Select the mode of opportunity in the table below, clicking on the first column of the desired row
Then, you select the type of opportunity to be created.

* Process type:

Center pooler:

	Prc Emb	Embodiment Name	Embodiment Description
	101	Licitação, Lei 13.303, Art. 28, CAPUT	Licitação, Lei 13.303, Art. 28, CAPUT
	102	Pregão, Lei 13.303, Art. 32, inciso IV	Para a aquisição de bens e serviços comuns
	104	Licitação, Lei 13.303, Art. 28, CAPUT	Licitação, Lei 13.303, Art. 28, CAPUT
	211	Dispensa, Lei Nº 13.303, Art. 29, Inciso III	Quando não acudirem interessados à licitação anterior e, justificadamente, não puder ser repetida
	212	Dispensa, Lei Nº 13.303, Art. 29, Inciso IV	Propostas preços manifestamente superiores ao mercado ou incomp. c/ fixados p/órg. est. cont.preço

	TransactionT...	Description
	DAII	Disp Aberta Int ITEM
	DAIT	Disp Aberta Int TOT
	DANI	Disp Aberta N-Int IT
	DANT	Disp Ab N-int TOTAL
	LDNL	PB DFP Not-Int Lot
	LDNT	PB DFP Not-Int Total
	LICI	Public Bidding Item

The options that define that an opportunity is preceded by PQ

V. Subscribe to a Public Opportunity preceded by PQ

Opportunity preceded by PQ

The moment that the supplier is signing up for the opportunity, he will have two possibilities:
If it is approved the prequalification that was inserted in the present opportunity, he will normally enroll in the opportunity

The screenshot displays the Petronect web application interface. At the top, the Petronect logo is on the left, and a navigation bar on the right includes links for 'Welcome: Fornecedor01 Fornecedor01', 'Tuesday, June 30, 2020', 'My Account', 'Trainings', 'Contact Us', 'Terms', 'Membership & Billing', and 'Sign Out'. Below this is a secondary navigation bar with icons and labels for 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Petrobras Security Information Standards', and 'Contact Us'. The main content area is titled 'About Electronic Quotes' and 'Opportunity Board'. It features a tabbed interface with 'My Participations (12)', 'Prequalification (1)', 'Auctions (0)', and 'Public Opportunities (1)'. The 'Public Opportunities (1)' tab is active, showing a search form with fields for 'Number' (7000180983), 'Hiring Object Description', 'Item description', 'Company', 'Publishing date', 'Start Date', 'End Date', 'Material family', and 'Region'. A 'Search' button is present. A modal dialog box titled 'Confirm subscription' is overlaid on the search results, asking 'Are you sure you want to participate in the Bidding 7000180983?'. The dialog has 'Yes' and 'No' buttons, with 'Yes' highlighted, and a 'Done' button. Below the dialog, a table lists the search results.

Número	Descrição Obj. de Contratação	Empresa	Data início	Hora início	Data fim	Hora fim	Status
7000180983	Oportunidade criada para realização d...	PETRÓLEO BRASILEIRO S.A.	30.06.2020	10:30:00	10.07.2020	10:00:00	Publicado



V. Subscribe to a Public Opportunity preceded by PQ

Opportunity preceded by PQ

In the moment the supplier is signing up for the opportunity, he will have two possibilities:
If it is disapproved or has not participated in the pre-qualification entered in the present opportunity, the following screen will appear:

RESTRICTED BIDDING TO PRE-QUALIFIED: SUPPLIER NOT LOCATED IN THE LIST OF PRE-QUALIFIED

As per the announcement, we emphasize that this Opportunity is a bidding process whose participation is restricted to suppliers or pre-qualified products in Prequalification No. 7000180977, according to conditions established by the Bidding Notice 70001809771.

Your company was not identified on the public pre-qualified list for this opportunity. Therefore, your registration will not be automatically carried out.

Note 1: By means of justification and documentary evidence of link with any supplier or product contained in the said public list of pre-qualified (eg dealer / distributor, same economic group, consortium leader if applicable, result of merger / acquisition etc.), it is possible to submit a pre-registration request. After confirming compliance with these assumptions, use the text fields and attachments below to request your pre-registration.

Note 2: The Bidding Committee will analyze the documentation and information provided. At the end of the analysis, Petronect will send a notification informing you whether the pre-registration was accepted or rejected

Consult the list of pre-qualified for this bid

Request Pre-registration?:

Close

Informative text with the details of the associated prequalification

Do not proceed with pre-registration

Proceed with pre-registration

Consult list of pre-qualified suppliers



V. Subscribe to a Public Opportunity preceded by PQ

Opportunity preceded by PQ

RESTRICTED BIDDING TO PRE-QUALIFIED: SUPPLIER NOT LOCATED IN THE LIST OF PRE-QUALIFIED

Prequalification 7000180977 - Criação da Pré-Qualificação para real...
Export to Excel

> Supplier: 3M DO BRASIL LTDA - CNPJ: 09794795000121 - Date of prequalification request: 29/06/2020 - Disclosure Date: 29/06/2020 - Validity Date: 29/06/2021

> Supplier: TESTE PQ - CNPJ: 11763009000170 - Date of prequalification request: 29/06/2020 - Disclosure Date: 29/06/2020 - Validity Date: 29/06/2021

List of pre-qualified suppliers



V. Subscribe to a Public Opportunity preceded by PQ

Opportunity preceded by PQ

Petrobras Security Information Standards

Contact Us

Confirm subscription

As per the announcement, we emphasize that this Opportunity is a bidding process whose participation is restricted to suppliers or pre-qualified products in Prequalification No. 7000180977, according to conditions established by the Bidding Notice 70001809771.

Your company was not identified on the public pre-qualified list for this opportunity. Therefore, your registration will not be automatically carried out.

Note 1: By means of justification and documentary evidence of link with any supplier or product contained in the said public list of pre-qualified (eg dealer / distributor, same economic group, consortium leader if applicable, result of merger / acquisition etc. .), it is possible to submit a pre-registration request. After confirming compliance with these assumptions, use the text fields and attachments below to request your pre-registration.

Note 2: The Bidding Committee will analyze the documentation and information provided. At the end of the analysis, Petronect will send a notification informing you whether the pre-registration was accepted or rejected

Consult the list of pre-qualified for this bid

Solicitar Pré-Inscrição?:

Yes

No

Describe the existing link with any of the suppliers or products contained in the Public List of Pre-Qualifiers displayed in this notice and send the supporting documentation for this link by clicking on the button indicated

Field designed to insert supporting documentation of the link between the bidder and the supplier or product contained in the Public List of Prequalified

Load Attachment

Attachment	File Name	

☐ declare that the information and documents presented are true

Confirm

Cancel

Close

If the supplier has decided to proceed

Required field

Confirm and continue with pre-registration

Option for inserting the text



V. Subscribe to a Public Opportunity preceded by PQ

Opportunity preceed by PQ

If the pre-registration is approved, the supplier will receive an email and will be able to register normally at the opportunity, and, this time, he will not have to do again the pre-registration process:

Petronect Welcome: Fornecedor01 Fornecedor01 | Wednesday, July 1, 2020 | My Account | Trainings | Contact Us | Terms | Membership & Billing | Securely Log Off

The Petronect Registry at Petrobras Electronic Quotes Petrobras Security Information Standards Contact Us

About Electronic Quotes **Opportunity Board** My Company Participation

Create RFX Response

Submit Check Close Collaboration room Opportunity Summary Save as draft Download Import Total Decline Back to Opportunity Board

⚠ Time zone ZBRDF is not valid in country BR (multiple options) - Display Help

✔ Quotation 8010005288 created

Header Items

Basic Data | Attributes | Notes and Attachments

Opportunity parameters

Currency: Brazilian Real

Total value: 0,00

Status and Statistics

Created On: 01.07.2020 10:33:08 ZBRDF

Created By: Mr./Ms. Fornecedor01 Fornecedor01

Modified in: 01.07.2020 10:33:08 ZBRDF

Modified by: Mr./Ms. Fornecedor01 Fornecedor01

▶ Partners and Delivery Information



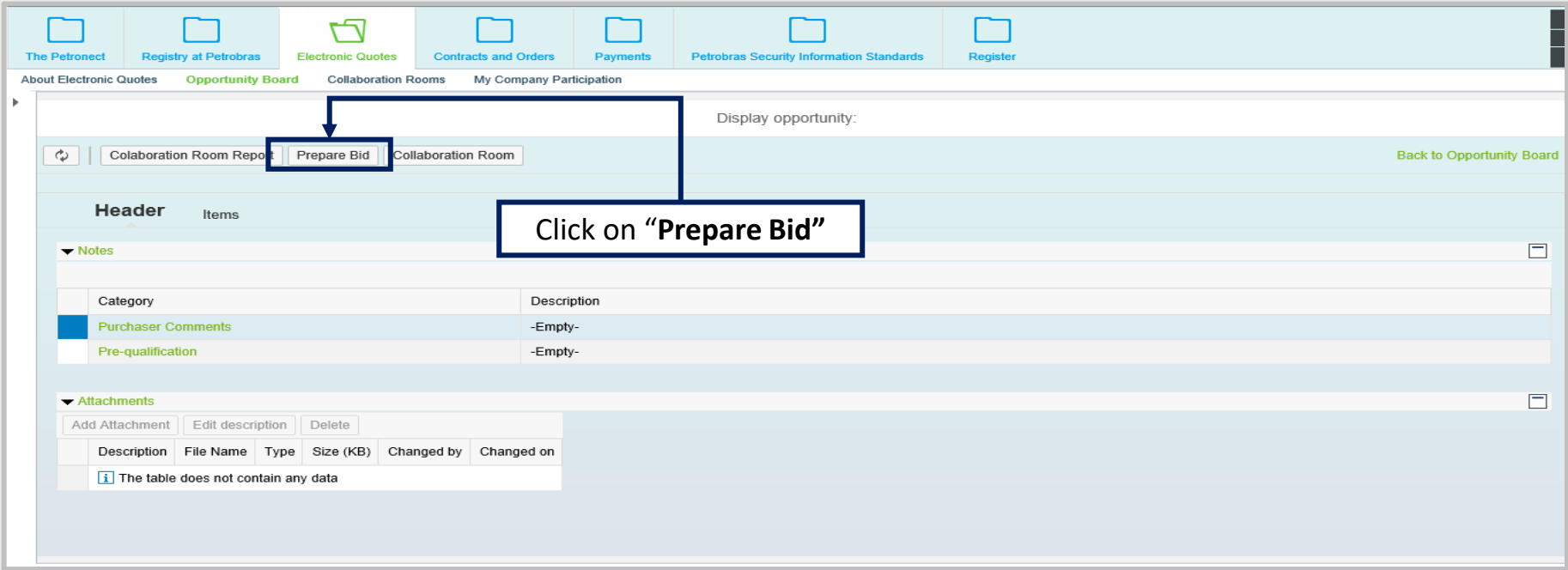
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VI. Preparing the Bid - Process 1

Preparing the Bid

Process 1: The "Display Opportunity" screen will be displayed.



VI. Preparing the Bid - Process 1

Preparing the Bid

Process 1: The proposal for the Prequalification will be created and the message “Quotation XXXXXXXX created" will appear.

The Petronect

Registry at Petrobras

Electronic Quotes

Contracts and Orders

Payments

Petrobras Security Information Standards

Register

About Electronic QuotesOpportunity BoardCollaboration RoomsMy Company Participation

Create RFX Response

Close

Collaboration room

Save as draft

Download

Import

Back to Opportunity Board

✔ Quotation 8000238262 created

Bid Number

Header

Items

Questionário

▼ Notes

	Inserted by	Category	Description
	Buyer	Conditions of Participation	-Empty-
	Buyer	RFx/Auction Text	-Empty-
	Buyer	Purchaser's Remarks	-Empty-
	Buyer	Purchaser Comments	-Empty-
	Buyer	General Conditions	-Empty-
	Buyer	Locations Texts	-Empty-

▼ Attachments



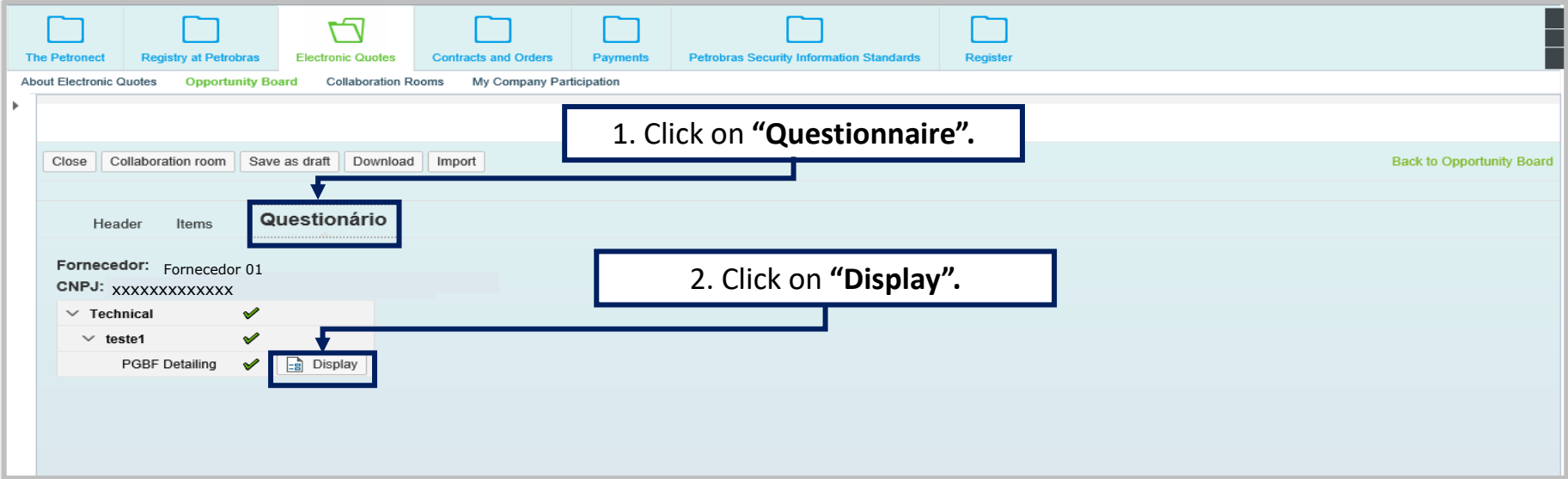
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VII. Questionnaire
VIII. Opportunity Board
IX. Status View
X. Report
XI. Answer Questionnaire - Process 2
XII. Edit Questionnaire
XIII. Opportunitiy Board
XIV. Status View



VII. Questionnaire

Questionnaire

Process 1: If the requirements of the Prequalification are the same as the technical criteria of a family from registry, for suppliers who have technical approval in this family, the "Questionnaire" option is on consultation mode, since it will be exempt from response by having green flag for the evaluated criteria:



IMPORTANT: If the Supplier does NOT have an approved register for this particular "Family", you must prepare a proposal and answer the questionnaire. (Process 2: Supplier, slide 32 - Answer Questionnaire)



I. Prequalification Consult - public area
II. Subscribe to a Prequalification - public area
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IV. Subscribe to a Prequalification - internal area
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XIV. Status View



VIII. Opportunity Board

Opportunity Board

Process 1: Click on “**Back to Opportunity Board**” to return and check the Prequalification status:

The screenshot displays the Petrobras Opportunity Board interface. At the top, there is a navigation bar with links: The Petronect, Registry at Petrobras, Electronic Quotes, Contracts and Orders, Payments, Petrobras Security Information Standards, and Register. Below this is a sub-navigation bar with links: About Electronic Quotes, Opportunity Board, Collaboration Rooms, and My Company Participation. The main content area is titled 'Create RFX Response' and contains a 'Questionário' section. The 'Questionário' section includes a 'Fornecedor' field with the value 'Fornecedor 01', a 'CNPJ' field with the value 'XXXXXXXXXXXX', and a 'PGBF Detailing' section. The 'PGBF Detailing' section includes a 'Selected families' table with columns for 'Selected families', 'Det...', 'Fill', and 'Tradition'. A callout box points to a 'Back to Opportunity Board' link in the top right corner of the main content area.

Click on “**Back to Opportunity Board**”



Prequalification

I. Prequalification Consult - public area
II. Subscribe to a Prequalification - public area
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XIV. Status View



IX. Status View

Status View

Process 1: Returning to the Opportunities Board, in the "My Participations" tab you can see the Prequalification with "Evaluation Completed" status:

The Petronect

Registry at Petrobras

Electronic Quotes

Contracts and Orders

Payments

Petrobras Security Information Standards

Register

About Electronic QuotesOpportunity BoardCollaboration RoomsMy Company Participation

My Participations (277)Prequalification (1)Auctions (1)Public Opportunities (1)

Hide/ show search parameters

Number:

Opportunity description:

Item description:

Publishing date:

Start date:

End date:

Material family:

Process type:

Processed since:

Event Status:

SearchClear

Export

Event Number	-	Start Date	Start Time	End Date	End time	Response Status	-
7000056688	Pré Qualificação 10 GM MT	10.04.2018	10:55:00	30.12.9999	23:59:59	Habilitação Concluída	Pre-Qualifications

Clicking on the icon, the list of Suppliers already "Prequalified", Preliminary and definitive will appear.

A supplier prequalification for a particular family does not guarantee that it will be enrolled in a future opportunity created and preceded by this Prequalification.



Prequalification

I. Prequalification Consult - public area
II. Subscribe to a Prequalification - public area
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XIV. Status View



Prequalified suppliers list

Process 1: The list with information about the prequalified supplier as final and preliminary, including detailing of the selected family, if it is necessary, will be displayed.

The screenshot displays the 'Prequalified suppliers list' interface. The sidebar on the left contains search filters such as 'Number:', 'Opportunity description:', 'Item description:', 'Publishing date:', 'Start date:', 'End date:', 'Material family:', 'Process type:', 'Processed since:', and 'Event Status:'. The main content area shows the 'Prequalified Suppliers List and Prequalified Preliminaries for the Prequalification number 7000056688 - Pré Qualificação 10 GM MT'. The list includes details for a supplier with CNPJ 'xxxxxxxxxx' and Family '(98000302)'. A callout box with an arrow pointing to the 'Export to Excel' button contains the text: 'The list of prequalified suppliers can be extracted on Excel format. Click the highlighted button to download.'

Event Number	
7000056688	Pré Qualif
7000056442	Massa QA



Prequalification

I. Prequalification Consult - public area
II. Subscribe to a Prequalification - public area
III. Prequalification Consult - internal area
IV. Subscribe to a Prequalification - internal area
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XI. Answering the Questionnaire - Process 2

Answering the Questionnaire

Process 2: For suppliers that do NOT have technical approval in the register for that particular "Family", the system must allow the user to register in the opportunity, but it will be necessary to fill out the required questionnaires.

Supplier did not respond to the questionnaire;

Click on **"Answer"** to fill out and respond to the "Questionnaire".

NOTE: The completion of the questionnaire is done within the bid structure of the opportunity.



Prequalification

I. Prequalification Consult - public area
II. Subscribe to a Prequalification - public area
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IV. Subscribe to a Prequalification - internal area
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XII. Editing the Questionnaire

Editing the Questionnaire

Process 2:

1. Click on **"Edit"**.

2. If it is required, for continuity of the process, it is mandatory to mark the detail according to the company's supply line.

Open Questionnaire

Fornecedor: Fornecedor 01
CNPJ: xxxxxxxxxx

Technical ✓
teste1 ✓
PGBF Detailing ✓ **Edit**

PGBF Detailing
Opened for editing

Attach

Tradição de fornecimentos detalhados

Selected families Search OK

Selected families	Det.
M-12 - (98000302)	

1 Step 1 2 Step 2

Classification: Turbine engines parts

Basic name	Model	Select	Historic
Accelerometer	MOD.MARS 100	☒	
Brace	mars 100	☒	

☐ The selected supply category doesn't have any characteristics or combinations to be filled.

Complete History

< Previous Save



XII. Editing the Questionnaire

Editing the Questionnaire

Process 2: Supplier must answer the "Questionnaire" and "Save".

Open Questionnaire

✓ Questionnaire data saved with success

Fornecedor: Fornecedor 01
CNPJ: (xxxxxxxxxx)

Technical ✓
teste1 ✓
PGBF Detailing ✓ Edit

PGBF Detailing
Opened for editing

1. Insert attachment

Attach

Tradição de fornecimentos detalhados

Selected families Search OK

Selected families	Det...	Fill	Tradition
M-12 - (98000302)		✓	Attachs(1)

2.If it is required for the continuity of the process the marking of the detailing is mandatory according to the company's supply line.

Classification: Turbine engines parts

Basic name	Model	Select	Historic
Plug	mars 100	☐	
Accelerometer	MOD.MARS 100	☒	
Actuator	mars 100	☐	
Adapter	mars 100	☐	
Assembly	mars 100	☐	

☐ The selected supply category doesn't have any characteristics or combinations to be filled.

Complete History

3. Click on "Save"

< Previous Save



XII. Editing Questionnaire

Editing the Questionnaire

Process 2: After answering the "Questionnaire" and "Save", the following message "Questionnaire Data Saved With Success" will appear.

The screenshot displays the Petrobras system interface. At the top, there are navigation tabs: "The Petronect", "Electronic Quotes", and "Petrobras Security Information Standards". Below these, there are sub-tabs: "About Electronic Quotes", "Opportunity Board", "Collaboration Rooms", and "My Company Participation". The "Opportunity Board" tab is active.

A message box at the top left states: "Questionnaire data saved with success." This message is highlighted by a blue box and a callout line pointing to a text box that reads: "Questionnaire Data Saved With Success".

Below the message, there is a section titled "Questionário" with a sub-header "Open Questionnaires". It contains instructions for how to proceed with the questionnaire:

- 1- For each non answered criteria (✗), click on Answer button
- 2- After completing the questionnaire of one criterion, the status will change to Answered (✓)
- 3- Finally, after answer to all criterions, click on Send button to submit your questionnaire to Petrobras evaluation

There are two links: "Click here to view the questionnaire answers for the current families's requirements." and "Click here to view the questionnaire answers for the current and the historical families's requirements."

At the bottom, there is a table with columns "Status" and "Criteria". The first row shows a status of "Answered" (with a green checkmark) and a criterion of "Technical". This row is highlighted by a blue box and a callout line pointing to a text box that reads: "Click on 'Send'".

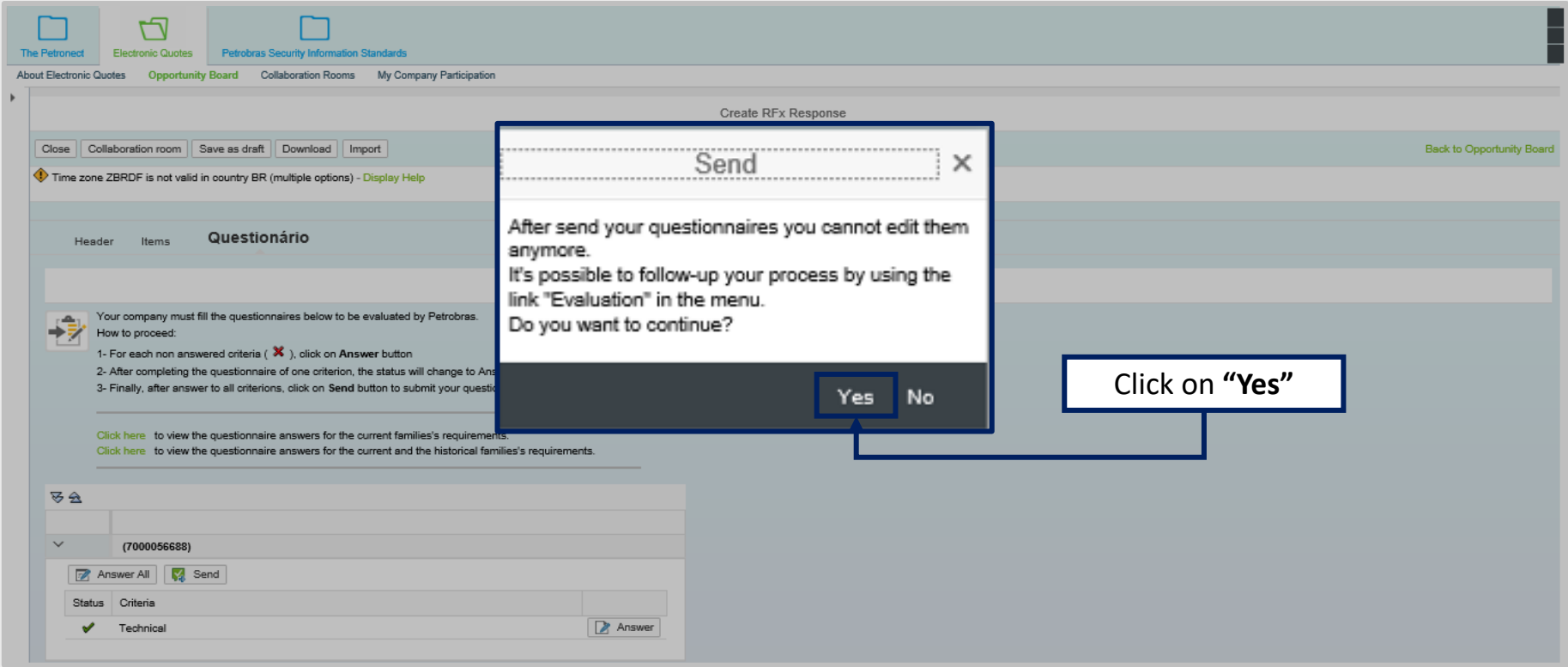
Another callout line points from the "Send" button in the table to a text box that reads: "After completing the Questionnaire, there are no further issues for the criterion."



XII. Editing the Questionnaire

Editing the Questionnaire

Process 2: After answering the "Questionnaire" and "Submit", the message below will be available.



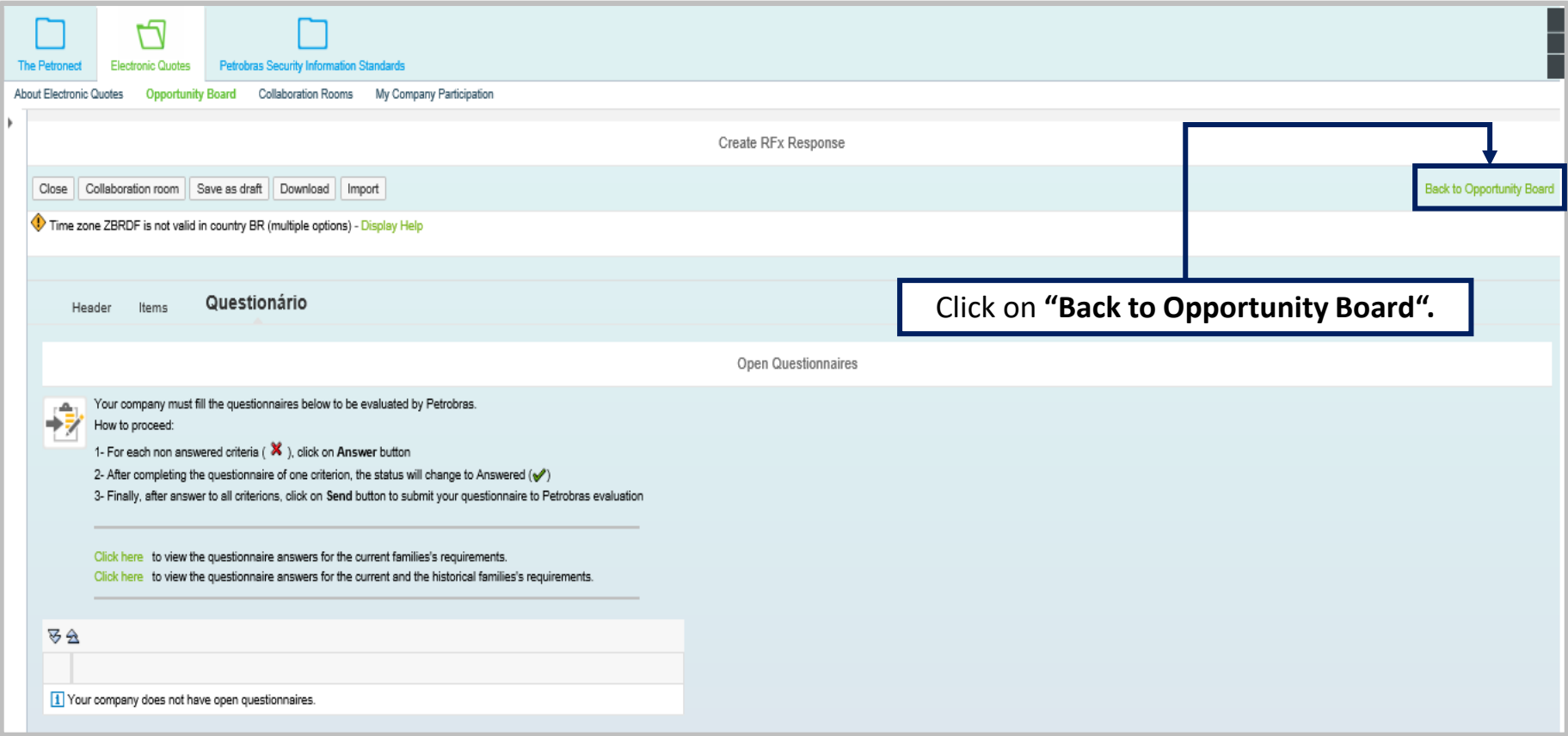
I. Prequalification Consult - public area
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XIV. Status View



XIII. Opportunity Board

Opportunity Board

Process 2: Click on “**Back to Opportunity Board**” to return and check the status of the prequalification status:



Prequalification

I. Prequalification Consult - public area
II. Subscribe to a Prequalification - public area
III. Prequalification Consult - internal area
IV. Subscribe to a Prequalification - internal area
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XIV. Status View

View status and Prequalified suppliers list

Process 2: When viewing the selected Prequalification, click on the icon button “


[The Petronet](#)


[Electronic Quotes](#)


[Petrobras Security Information Standards](#)

[About Electronic Quotes](#)
[Opportunity Board](#)
[Collaboration Rooms](#)
[My Company Participation](#)

In Prequalification - Analysis

Click the existing icon "Prequalified" Preliminary

Use the available filters on "Search Parameters" to conduct searches.

On the "Opportunities" tab, the system automatically displays all the active opportunities.

On the "Auctions" tab, you need to insert a search parameter in order to display the needed information.

My Participations (4)

Prequalification (101)

Public Opportunities (0)

Auctions (0)

Hide/ show search parameters

Export ▾

Event Number	-	Start Date	Start Time	End Date	End time	Response Status	-										
700005668	Pré Qualificação 10 GM MT	10.04.2018	10:55:00	30.12.9999	23:59:59	In Pre-qualification - Analysis	Pre-Qualifications										
7000055843	RETESTE CENÁRIO 2	03.04.2018	12:10:00	30.12.9999	23:59:59	Em Pré-Qualificação	Pre-Qualifications										
7000054027	CT016 - PQ	21.03.2018	09:58:00	30.12.9999	23:59:59	Habilitação Concluída	Pre-Qualifications										
7000052590	Testes PQ Cenário 15	16.03.2018	17:50:00	30.12.9999	23:59:59	In Pre-qualification - Analysis	Pre-Qualifications										

Last Refresh 10.04.2018 17:41:23 ZBRRJ Refresh

[Disclose board](#)
[View bid](#)
[Create](#)

[Em Pré-qualificação - Analise](#)
[is](#)

[Technical report](#)
[Disclose report](#)
[Declarations](#)
[Prequalified list](#)



XIV. Status View

View status and Prequalified suppliers list

Process 2: The list with the information about the pre-qualified supplier as final and preliminary, including the detailing of the selected family, if it is necessary, will be displayed. The list also contains the date of submission of the questionnaire by the supplier, in addition to the date of results release.

The screenshot displays the Petrobras system interface for viewing prequalified suppliers. The main window shows a list of suppliers with the following details:

Supplier	CNPJ	Date of Dispatch of the Questionnaire	Disclosure
Fornecedor 01	XXXXXXXXXX	21/03/2018	
Fornecedor 02	XXXXXXXXXX	21/03/2018	
Fornecedor 03	XXXXXXXXXX	21/03/2018	

The interface also includes a sidebar with navigation options and a modal window titled "Prequalified suppliers list em 10/04/2018 17:42" which provides detailed information for each supplier, including their family (98000302) and a "Details" link. An "Export to Excel" button is located in the top right corner of the modal.



