



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

## **Prequalification Supplier Training Document**

Prequalification

I. Prequalification Consult - public area
II. Subscribe to a Prequalification - public area
III. Prequalification Consult - internal area
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I. Prequalification Consult - public area

How to access the functionality at the public area

We have been the Petrobras Purchasing Portal since 2003

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

**Petrobras Purchasing**  
Search here a bidding to make business with Petrobras

**OPEN FOR PROPOSALS** **COMPLETED**

**EXTENDED!**  
Deadline for submitting proposals 317, regarding the acquisition of eight

0.

1. Click on the "Purchasing and Contracting"

2. Click on the "Prequalification".

3. Choose the search option "Open for Proposals" or "Completed"


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  
FAQ



Open for Proposals  
Completed




I. Prequalification Consult - public area

How to access the functionality at the public area

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

SEARCH  LOGIN 



# 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...



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





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II. Subscribe to a Prequalification - public area

How to access the functionality at the public area



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# PREQUALIFICATION OPENED CONSULTATION



## PUBLIC BIDDINGS

7002146217

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



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

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".



## II. Subscribe to a Prequalification - public area

### How to access the functionality at the public area

The screenshot shows a web application interface with a modal window titled "Prequalified Suppliers". The window contains the following text:

List of Prequalified Suppliers in 05/04/2022 18:33

List of Prequalified and Prequalified Suppliers for the Prequalification Number **7002146217 - Tubo flexível submarino**

Pre-qualified

- + 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 screenshot shows a header with the word "BIDDINGS" and a footer with the text "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 PetronectRegistration at PetrobrasPurchasing and ContractingMy PetronectElectronic SignatureLatest NewsHelp

SEARCH QLOGIN

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

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.

Start Identification

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







## 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

Full Name\*

CPF\*

Office\*



## II. Subscribe to a Prequalification - public area

### How to access the functionality at the public area

The diagram illustrates the steps to complete the prequalification form. It features three main sections: 'Terms and policies accept', 'Company bank details', and a 'Conclude' button. Annotations with arrows guide the user through the process.

**Terms and policies accept**

- ☐ I accept the [adhesion term](#)
- ☐ I accept the [privacy policy](#)
- ☐ I accept the [ethical conduct term](#)

**Company bank details**

Bank	<input type="text"/>
Agency	<input type="text"/> - <input type="text"/>
Checking Account	<input type="text"/> - <input type="text"/>

**Conclude**

**Annotations:**

- Accept the terms and policies:** Points to the 'Terms and policies accept' section.
- Fill in the bank details:** Points to the 'Company bank details' section.
- After completing all fields, click on the "Finish" button:** Points to the 'Conclude' button.



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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.



### Access blocked

Dear,

We have identified that your company has a block in effect, so you can only access the features below:

Click on "Continue" for accessing, otherwise click on "Close".

Continue

Close

1. This area indicates features allowed before starting the hiring process (Pre-Qualification) or after (Payments and Deliveries).

2. Click on "Continue".



III. Prequalification consultation - internal area

Accessing the functionality in the internal area

The screenshot displays the Petronect web application interface. At the top, there is a navigation bar with four main sections: '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' link is highlighted with a blue box and an arrow pointing to it from a callout box that says '2. Click on "Opportunity Board"'. Another callout box, '1. Click on "Electronic Quotes"', has an arrow pointing to the 'Electronic Quotes' link in the top navigation bar. Below the navigation bar, there is a message box with an information icon and 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 message, 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 and a form with various search criteria: 'Number:', 'Opportunity description:', 'Item description:', 'Company:', 'Publishing date:', 'Start Date:', 'End Date:', and 'Material family:'. At the bottom of the form are 'Search' and 'Clear' buttons. Below the form, there is a table with columns for 'Transaction ID' and 'Trans. Cat.'.



### 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 shows the 'Opportunity Board' interface. At the top, there are four tabs: 'The Petronect', 'My Company's Registration', 'Electronic Quotes', and 'Petrobras Security Information Standards'. Below these, there are three sub-tabs: 'About Electronic Quotes', 'Opportunity Board', and 'My Company Participation'. The 'Opportunity Board' sub-tab is active. Below the sub-tabs, there is an information icon and a text box: '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, there are four tabs: 'My Participations (132)', 'Prequalification (0)', 'Auctions (0)', and 'Public Opportunities (0)'. The 'Prequalification (0)' tab is active. Below the tabs, there is a 'Hide Quick Criteria Maintenance' button. Below this, there are several input fields: 'Number:', 'Opportunity description:', 'Item description:', 'Company:', 'Publishing date:', 'Start Date:', 'End Date:', and 'Material family:'. Below these fields, there is a 'Search' button and a 'Clear' button. Below the buttons, there is a table with a header 'Transaction ID'.

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.



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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 Rooms

My 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	<div></div>

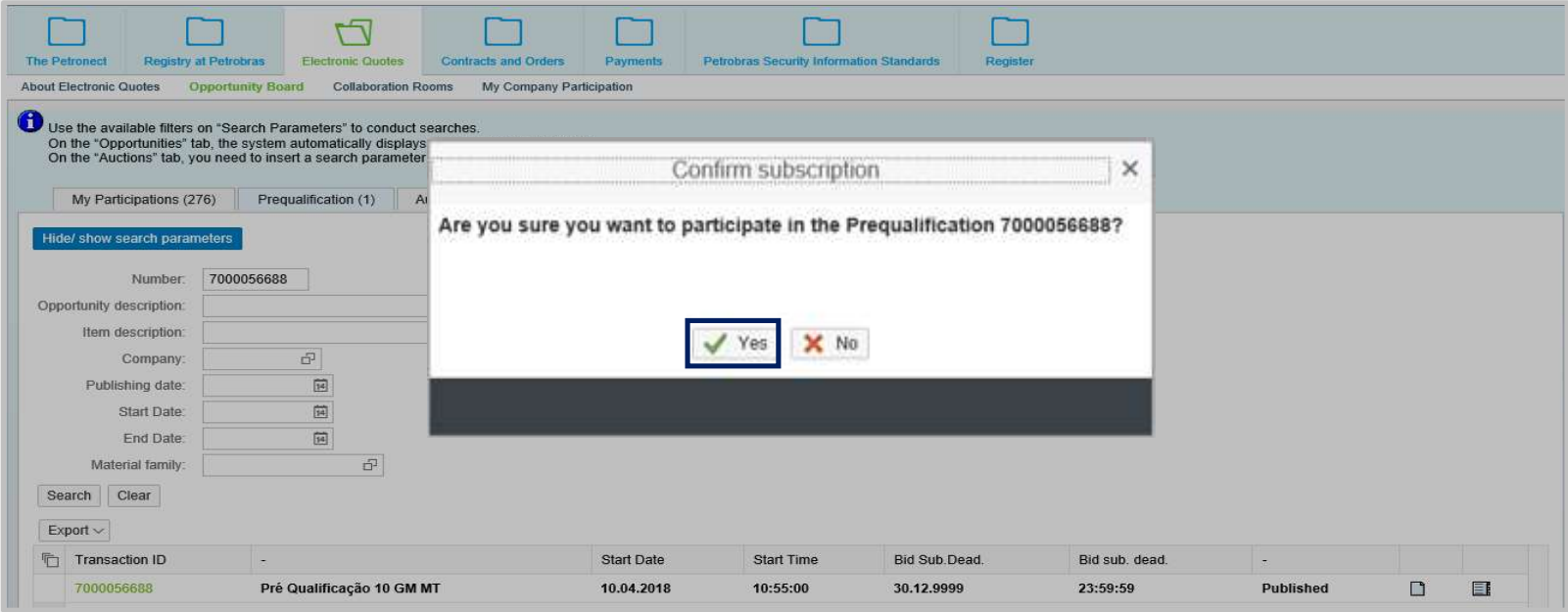
Click the existing icon next to the status to "Subscribe"



IV. Subscribe to a Pre-Qualification - internal area

Confirming a Participation

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



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V. Subscribe to a Public Opportunity preceded by PQ

Opportunity preceded by PQ

Select opportunity type

Create

Close

Purchasing Organization:Unidade BC\_MAT

Purchasing Group:Vladimir José da Silva

\* Critério de Julgamento:Lowest price

Pre-qualification

Bidding preceded by Pre-Qualification:Yes

Prequalification:7003187274

Notice / Question Time:70031872741-29/09/2020

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:Goods

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

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

Petronect

## 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 shows the Petronect web application interface. At the top, there is a navigation bar with the Petronect logo and user information: 'Welcome: Fornecedor01 Fornecedor01 | Tuesday, June 30, 2020 | My Account | Trainings | Contact Us | Terms | Membership & Billing | Settings'. Below this is a secondary navigation bar with icons for 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Petrobras Security Information Standards', and 'Contact Us'. The main content area has tabs for 'About Electronic Quotes', 'Opportunity Board', and 'My Company Participation'. Under 'Opportunity Board', there are sub-tabs: 'My Participations (12)', 'Prequalification (1)', 'Auctions (0)', and 'Public Opportunities (1)'. A search filter is visible 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 open, asking 'Are you sure you want to participate in the Bidding 7000180983?'. It has 'Yes' and 'No' buttons, with 'Yes' highlighted, and a 'Done' button. Below the dialog, a table lists public opportunities.

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 approved the prequalification that was inserted in the present opportunity, he will normally enroll in the opportunity

The Petronect

Registry at Petrobras

Electronic Quotes

Petrobras Security Information Standards

Contact Us

Welcome: Fornecedor01 Fornecedor01

Wednesday, July 1, 2020

My Account

Trainings

Contact Us

Terms

Membership & Billing

Securely Log Out

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



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

The screenshot shows the Petrobras Pre-qualification process. The main window is titled "Confirm subscription". It contains the following text:

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

☐ declare that the information and documents presented are true

☒ Confirm ☐ Cancel

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

Close

Annotations:

- A blue box labeled "Required field" points to the "declare that the information and documents presented are true" checkbox.
- A blue box labeled "Confirm and continue with pre-registration" points to the "Confirm" button.
- A blue box labeled "Required field" points to the text area for describing the link.
- A blue box labeled "Required field" points to the "Solicitar Pré-inscrição?" section, specifically the "Yes" button.

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 preceded 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:

The screenshot shows the 'Create RFX Response' form in the Petronect system. The top navigation bar includes the Petronect logo, a welcome message for 'Fornecedor01 Fornecedor01', the date 'Wednesday, July 1, 2020', and links for 'My Account', 'Trainings', 'Contact Us', 'Terms', 'Membership & Billing', and 'Securely Log Off'. Below the navigation bar, there are tabs for 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Petrobras Security Information Standards', and 'Contact Us'. The main content area has a sub-header 'About Electronic Quotes' and 'Opportunity Board'. The form itself is titled 'Create RFX Response' and includes buttons for 'Submit', 'Check', 'Close', 'Collaboration room', 'Opportunity Summary', 'Save as draft', 'Download', 'Import', and 'Total Decline'. A green checkmark icon indicates that 'Quotation 8010005288 created'. Below this, there is a 'Header' section with tabs for 'Basic Data', 'Attributes', and 'Notes and Attachments'. The 'Basic Data' tab is active, showing 'Opportunity parameters' with fields for 'Currency' (Brazilian Real) and 'Total value' (0,00). To the right, the 'Status and Statistics' section shows 'Created On: 01.07.2020 10:33:08 ZBRDF', 'Created By: Mr./Ms. Fornecedor01 Fornecedor01', 'Modified In: 01.07.2020 10:33:08 ZBRDF', and 'Modified by: Mr./Ms. Fornecedor01 Fornecedor01'. At the bottom, there is a section for 'Partners and Delivery Information'.



Prequalification

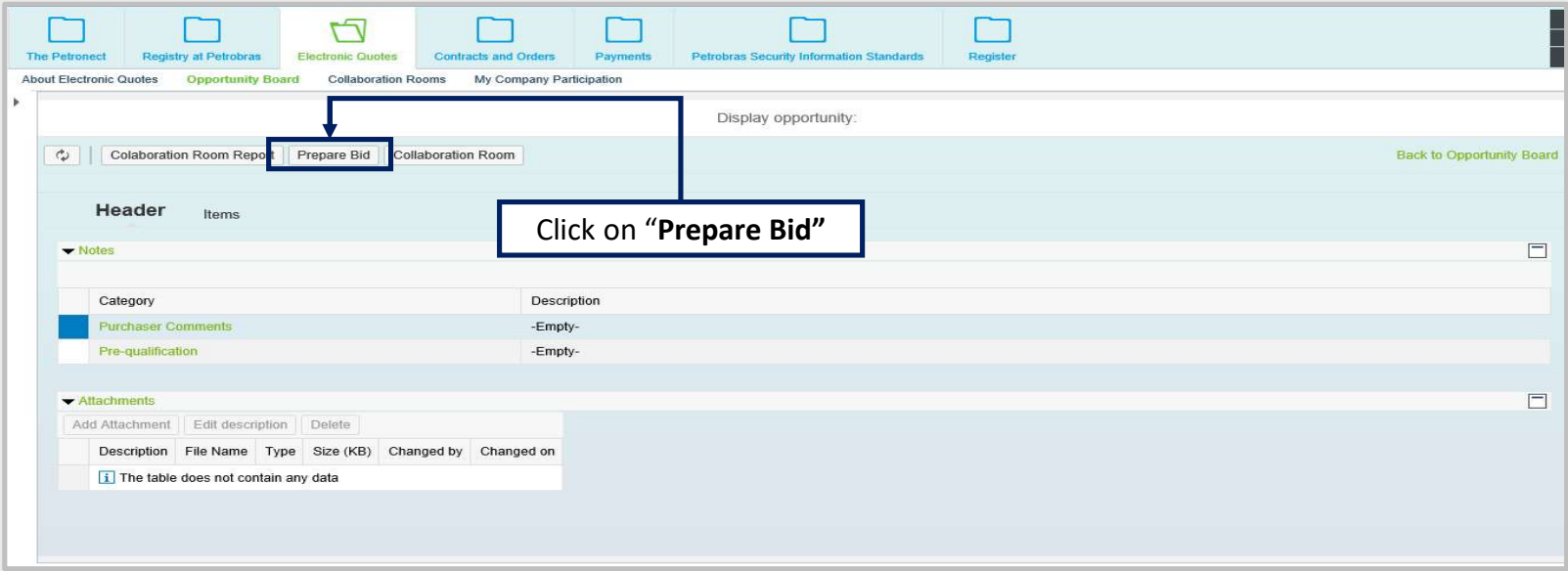
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VI. Preparing the Bid - Process 1

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

CloseCollaboration roomSave as draftDownloadImport

Back to Opportunity Board

✔ Quotation 8000238262 created

Bid Number

HeaderItemsQuestionário

▼ 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



Prequalification

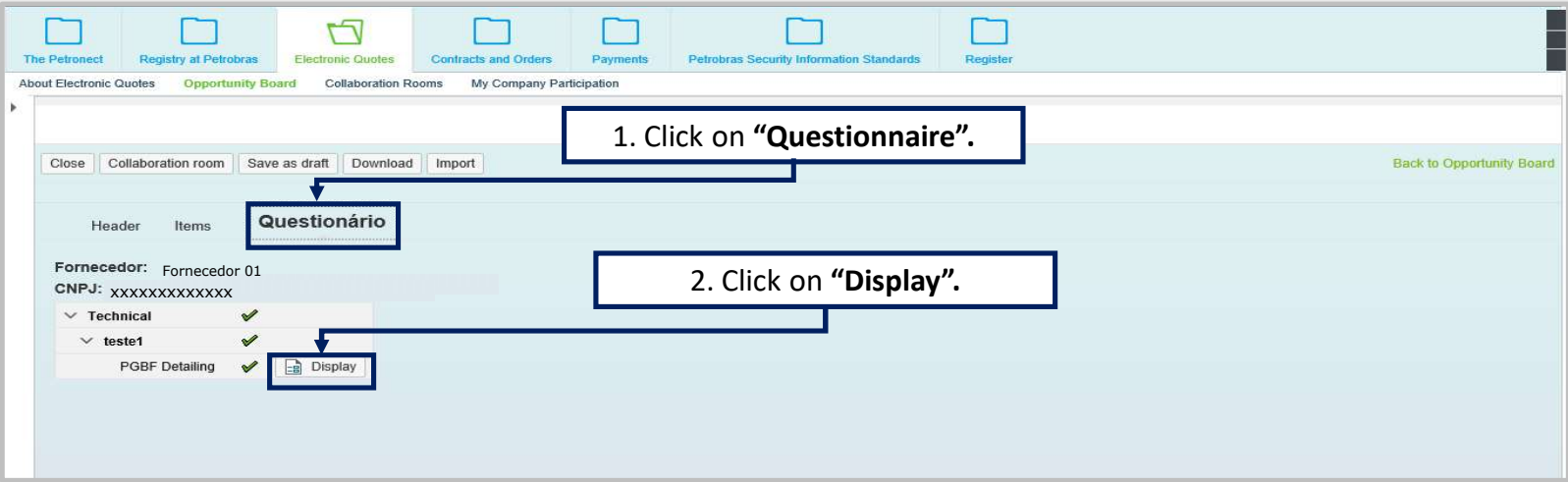
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XIII. Opportunitiy Board
XIV. Status View



## 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)



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
V. Subscribe to a Public Opportunity preceded by PQ
VI. Prepare Bid – Process 1
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## VIII. Opportunity Board

### Opportunity Board

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

The screenshot displays the Petronect web application interface. At the top, there is a navigation bar with icons for 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Contracts and Orders', 'Payments', 'Petrobras Security Information Standards', and 'Register'. Below this, a sub-navigation bar includes 'About Electronic Quotes', 'Opportunity Board' (highlighted), 'Collaboration Rooms', and 'My Company Participation'. The main content area is titled 'Create RFx Response' and contains a 'Questionário' section. This section includes a 'Header' with 'Fornecedor: Fornecedor 01' and 'CNPJ: XXXXXXXXXXXX', and an 'Items' list with 'Technical' (checked), 'teste1' (checked), and 'PGBF Detailing' (checked). A 'Display' button is next to 'PGBF Detailing'. To the right, the 'PGBF Detailing' section features an 'Attach' button, a search bar, and a table of 'Selected families'. The table has columns for 'Selected families', 'Det...', 'Fill', and 'Tradition'. One row is visible with 'M-12 - (98000302)', a document icon, a checkmark, and 'Attachs(1)'. A blue box with an arrow points to a 'Back to Opportunity Board' button in the top right corner of the interface.

Close Collaboration room Save as draft Download Import

Create RFx Response

Header Items Questionário

Fornecedor: Fornecedor 01  
CNPJ: XXXXXXXXXXXX

Technical ✓  
teste1 ✓  
PGBF Detailing ✓ Display

PGBF Detailing

Attach

Tradição de fornecimentos detalhados

Selected families Search OK

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

Back to Opportunity Board

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



Prequalification

I. Prequalification Consult - public area
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## 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 screenshot displays the Petronect Opportunities Board interface. At the top, there is a navigation bar with icons for '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 'About Electronic Quotes', 'Opportunity Board', 'Collaboration Rooms', and 'My Company Participation'. The 'Opportunity Board' tab is selected. Underneath, there are tabs for 'My Participations (277)', 'Prequalification (1)', 'Auctions (1)', and 'Public Opportunities (1)'. The 'Prequalification (1)' tab is active. On the left, there is a search filter section with fields for 'Number', 'Opportunity description', 'Item description', 'Publishing date', 'Start date', 'End date', 'Material family', 'Process type', 'Processed since', and 'Event Status'. Below these are 'Search' and 'Clear' buttons, and an 'Export' dropdown. The main area shows a table with one row of data. The table has columns: 'Event Number', 'Start Date', 'Start Time', 'End Date', 'End time', 'Response Status', and 'Pre-Qualifications'. The row contains the following data: '7000056688', 'Pré Qualificação 10 GM MT', '10.04.2018', '10:55:00', '30.12.9999', '23:59:59', 'Habilitação Concluída', and 'Pre-Qualifications'. A callout box with a blue border and text points to a small icon in the bottom right corner of the table row, stating: 'Clicking on the icon, the list of Suppliers already "Prequalified", Preliminary and definitive will appear.'

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

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
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## X. Report

### 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 shows the 'Prequalified suppliers list' interface. On the left is a sidebar with search filters and a table of event numbers. The main area displays details for a specific supplier and family, with an 'Export to Excel' button highlighted. A callout box points to this button with the text: 'The list of prequalified suppliers can be extracted on Excel format. Click the highlighted button to download.'

Prequalified suppliers list em 10/04/2018 11:09

Prequalified Suppliers List and Prequalified Preliminaries for the Prequalification number 7000056688 - Pré Qualificação 10 GM MT

Supplier: - CNPJ: xxxxxxxxxx Dispatch of the Questionnaire: 20/03/2018 - Disclosure Date: 20/03/2018

Family: (98000302)

Details

Export to Excel

The list of prequalified suppliers can be extracted on Excel format. Click the highlighted button to download.

Search Clear

Export

Event Number	
7000056688	Pré Qualifi
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.

The screenshot displays the Petrobrás system interface for answering questionnaires. The top navigation bar includes 'The Petronect', 'Electronic Quotes', and 'Petrobras Security Information Standards'. Below this, a sub-navigation bar shows 'About Electronic Quotes', 'Opportunity Board', 'Collaboration Rooms', and 'My Company Participation'. The main content area is titled 'Open Questionnaires' and contains instructions for suppliers. A table lists questionnaire items, with one item marked as 'Technical' and 'Not Answered'. Callout boxes provide instructions: 'Supplier did not respond to the questionnaire;' and '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
III. Prequalification Consult - internal area
IV. Subscribe to a Prequalification - internal area
V. Subscribe to a Public Opportunity preceded by PQ
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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: xxxxxxxxx

Technical

teste1

PGBF Detailing

PGBF Detailing

Opened for editing

Attach

Tradição de fornecimentos detalhados

Selected families

Search

OK

Selected families

M-12 - (98000302)

Det.

1 Step 1

2 Step 2

Classification: Turbine engines parts

Basic name	Model	Select	Historic
Accelerometer	MOD.MARS 100	<input checked="" type="checkbox"/>	
Brace	mars 100	<input checked="" type="checkbox"/>	

☐ The selected supply category doesn't have any caracteristics 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".

The screenshot shows the 'Open Questionnaire' interface. On the left, a sidebar displays 'Fornecedor: Fornecedor 01' and 'CNPJ: xxxxxxxxxx'. Below this, a 'Technical' section is expanded, showing 'teste1' with a green checkmark and 'PGBF Detailing' with a green checkmark and an 'Edit' button. The main content area is titled 'PGBF Detailing' and 'Opened for editing'. It features an 'Attach' button, which is highlighted by a blue box and an arrow pointing to it from a callout box labeled '1. Insert attachment'. Below this is a 'Tradução de fornecimentos detalhados' section with a 'Selected families' table. The table has columns for 'Selected families', 'Det...', 'Fill', and 'Tradition'. A row for 'M-12 - (98000302)' is highlighted, with a green checkmark in the 'Fill' column and 'Attachs(1)' in the 'Tradition' column. Below the table is a 'Classification: Turbine engines parts' section with a table listing various parts: 'Plug', 'Accelerometer', 'Actuator', 'Adapter', and 'Assembly'. The 'Accelerometer' row is selected, indicated by a blue checkmark in the 'Select' column. Below this table is a checkbox labeled 'The selected supply category doesn't have any characteristics or combinations to be filled.' and a 'Complete History' button. At the bottom right, there are 'Previous' and 'Save' buttons. A blue box and arrow point to the 'Save' button from a callout box labeled '3. Click on "Save"'. A second callout box labeled '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.' points to the 'Accelerometer' row in the classification table. A progress indicator at the top right shows 'Step 1' and 'Step 2', with 'Step 2' being the active step.

1. Insert attachment

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.

3. Click on "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 Petronect 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". A message box at the top left states: "Questionnaire data saved with success." Below this, a table titled "Questionário" is visible. The table has columns for "Header" and "Items". The first item is "Technical" with a status of "Answered". A "Send" button is highlighted next to the "Technical" item. A callout box points to the "Send" button with the text "Click on 'Send'". Another callout box points to the success message with the text "Questionnaire Data Saved With Success". A third callout box points to the "Technical" item with the text "After completing the Questionnaire, there are no further issues for the criterion." The bottom of the screen shows a row of navigation arrows and the Petronect logo.

Close Collaboration rooms Save as draft Download Import

Questionnaire data saved with success.

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

Back to Opportunity Board

Create Risk Response

Header Items Questionário

Open Questionnaires

Your company must fill the questionnaires below to be evaluated by Petrobras.

How to proceed:

- 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

Click here to view the questionnaire answers for the current families's requirements.

Click here to view the questionnaire answers for the current and the historical families's requirements.

7000056688

Answer All Send

Status Criteria

Technical Answer

Questionnaire Data Saved With Success

After completing the Questionnaire, there are no further issues for the criterion.

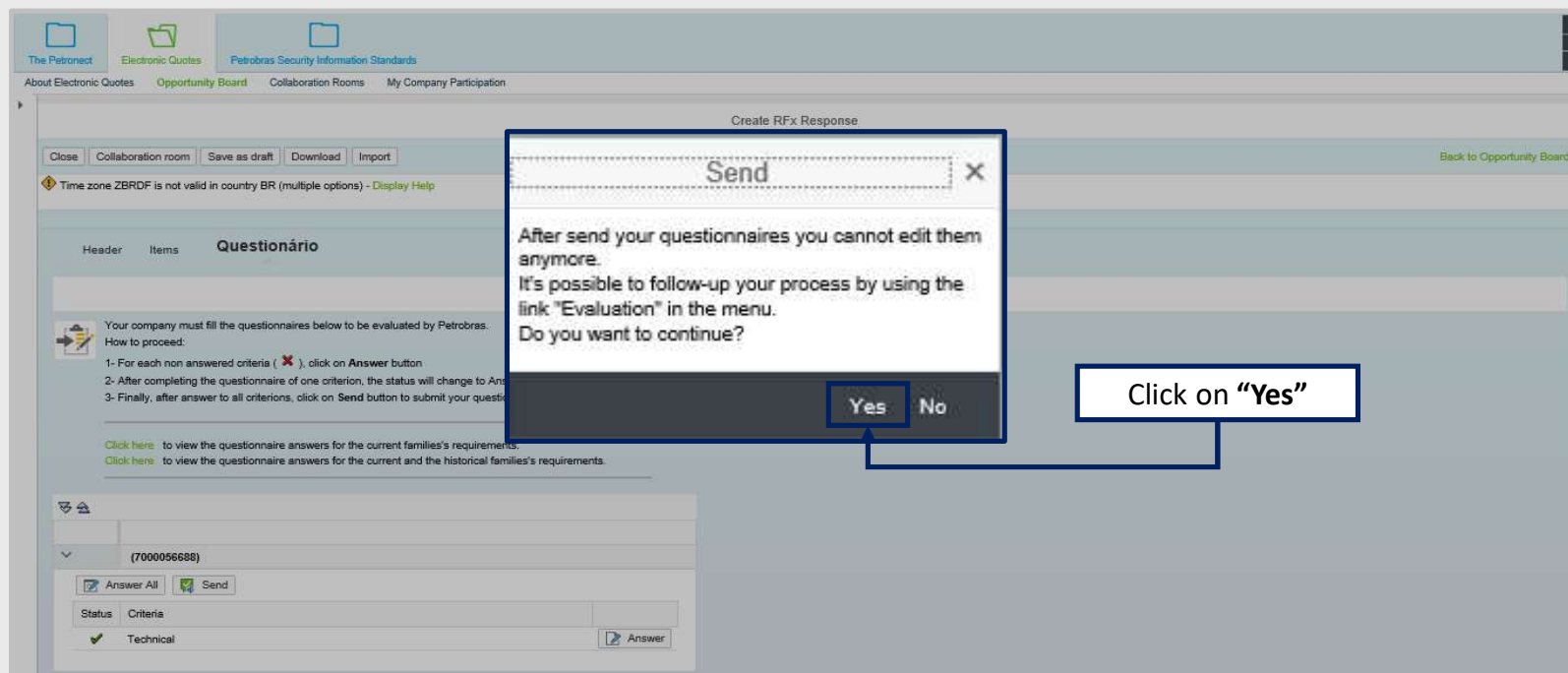
Click on "Send"



## XII. Editing the Questionnaire

### Editing the Questionnaire

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



Prequalification

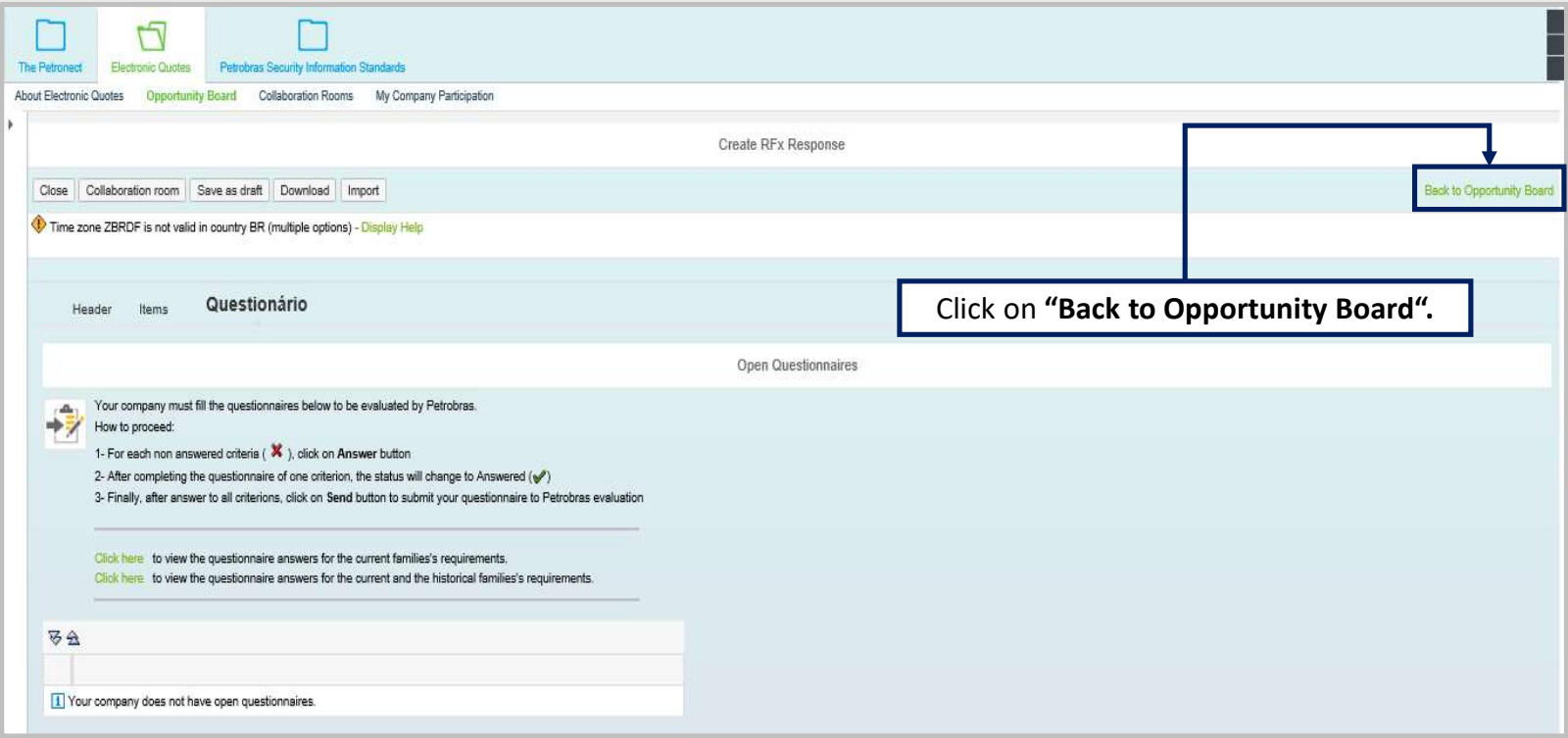
I. Prequalification Consult - public area
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### XIII. Opportunity Board

#### 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 “” for report extraction:

The screenshot shows the "In Prequalification - Analysis" section of the Petrobras system. It includes a navigation bar at the top with links like "The Petronect", "Electronic Quotes", and "Petrobras Security Information Standards". Below this is a header area with tabs for "About Electronic Quotes", "Opportunity Board", "Collaboration Rooms", and "My Company Participation".

A blue box highlights the "In Prequalification - Analysis" title. A red box points to the "Pre-Qualifications" column in the table. Another red box points to the document icon in the action column, with a callout stating: "Click the existing icon for \"Prequalified\" Preliminary definitive".

Event Number	-	Start Date	Start Time	End Date	End time	Response Status	-												
700005988	Pré Qualificação 10 GM MT	10.04.2018	10:55:00	30.12.9999	23:59:59	In Pre-qualification - Analysis	Pre-Qualifications												
700005983	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	18.03.2018	17:50:00	30.12.9999	23:59:59	In Pre-qualification - Analysis	Pre-Qualifications												

At the bottom right, there is a status bar showing "Last Refresh 10.04.2018 17:41:23 ZBRRJ Refresh" and a row of icons for "Disclose board", "View bid", "Create Pre-qualification - Analyse", "Technical report", "Disclose report", "Declarations", and "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 Petronect system interface. A modal window titled "proveedores precalificados" is open, showing a list of prequalified suppliers. The window title bar includes "Prequalified suppliers list em 10/04/2018 17:42" and an "Export to Excel" button. The main content of the window is titled "Prequalified Suppliers List and Prequalified Preliminaries for the Prequalification number 7000056688 - Pré Qualificação 10 GM MT". The list contains three entries, each with a supplier name, CNPJ, Date of Dispatch of the Questionnaire, and Disclosure Date. The first entry is "Fornecedor 01" with CNPJ "XXXXXXXXXX" and Date "21/03/2018". The second entry is "Fornecedor 02" with CNPJ "XXXXXXXXXX" and Date "21/03/2018". The third entry is "Fornecedor 03" with CNPJ "XXXXXXXXXX" and Date "21/03/2018". Each entry also shows a family name "Family: (98000302)". The background interface shows the "Opportunity Board" tab selected, with a table of events. The table has columns for "Event Number" and "Event Name". The events listed are: "7000056688 Pré Qualificação 10 GM MT", "7000055843 RETESTE CENÁRIO 2", "7000054027 CT010 - PQ", and "7000052590 Testes PQ Cenário 15". The bottom right of the interface shows a "Last Refresh" timestamp of "10.04.2018 17:41:23 ZBRRJ" and a "Refresh" button. There are also links for "Disclose report", "Declarations", and "Prequalified list".

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





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**WE OPEN A PORTAL TO THE FUTURE.**

