



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

TCP OR VCP FREIGHT SUBMISSION

Bid Creation

On the “Opportunity Board” initial screen, you will be able to submit your bid.

Purchasing and Contracting Management

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Register

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Hiring Object Description:

Item description:

Publishing date: To

Start date: To

End date: To 07.11.2023

Material family:

Process type:

Region:

Last update:

Event status: Current Opportunities

Search

Clear

Download Notes and Attachments

Export

Number	Desc. of the Hiring Object	Start Date	Start Time	End Date	End time	Response Status	-
7003194491	Teste de Seleção de Fornecedores PUBL...	04.08.2023	20:00:00	30.09.2023	12:00:00	No Bid Created	Others

After visualizing the opportunity, click on the bid creation icon.

Illustrative Material

SubmitCheckCloseCollaboration roomOpportunity SummarySave as draftExportImport

HeaderItems

Item Overview

In order to visualize all the items (1) the scroll bar may be necessary.

Number	UM Description	Price type	Decline	Item Type	Product Category	Category Description	Qty	UM	Price	Per	Delivery	Total value			Description
0001	Meter	Net price	Decline	Material	10121700A		1	M	0,00	1	On 30.07.2018	0,00	0/0	1/0	Testes Boson

Details for item

Item DataAttributesNotes and Attachments

Attributes

ICMS deduction base (%):

Item total packing:0,00BRL

Item total freight:0,00BRL

* ICMS (%):

* IPI (%):

Comment

3. Click on the item number;

4. Click on "attributes" and fill out the mandatory fields (*) if applicable;

Note: In Items option, in “Notes and Attachments” and “Attributes” tab, if you have to insert a comment, special characters should not be used.

Illustrative Material

Comments and attachments inclusion on the proposal

Submit | Check | Close | Collaboration room | Opportunity Summary | Save as draft | Export | Import

Header | Items | Basic Data | Attributes | Notes and Attachments

5. Click the “Header” tab;

6. Click “Notes and attachments”;

7. Click the “Comments” button to insert any comments to the buyer;

▼ 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

Add Attachment | Edit description | Delete

Inserted by	Category	Description	File Name	Size (KB)	Created by	Created at
Buyer	Attachment	comprador cabeçalho	Anexo 1 - Comprador Ca			
Buyer	Attachment	Informação de Solicitação de Cotação	SOLICITACAO_DE_COT			
Buyer	Attachment	Notas Padrão SMS	NOTAS_PADRAO_SMS	7	COMP_LEI_02	03.01.2018



Note: In Header option, in “Notes and Attachments” and “Attributes” tab, if you have to insert a comment, special characters should not be used.

Declarations

Some opportunities have “Declarations” that the supplier must “Accept”.

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Minha Petronect

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View Opportunity: 7000212862 - Description: Publicação de Oportunidade

Submit

Check

Close

Collaboration room

Opportunity Summary

Save as draft

Download

Import

Show Declarations

Total Decline

Back to Opportunity Board

Header

Items

Tip: Access the details of each item by clicking on the desired item's number. Fill the "Price" field using numbers only (in case your price does not contain cents) or use the form 1.234.567,89 field and click on the "Attributes" Select the link "Next Item" to fill the information for other items.
Net price corresponds to the price without the IPI and ICMS.
PIS/PASEP and COFINS must be informed on the proper fields in the "Attributes" screen and must be included in the quotation price.
To submit your bid, click on the "Submit" button.

Item Overview

In order to visualize all the items (2) the scroll bar may be necessary.

Number	UM Description	Price type	Decline	Item Type	Product Category	Category Description	Qtyd	Price	Per	Delivery	Total value		UM	Description
0003			Decline	Outline			1.000			On 01.12.2020	40.00	0,00	0,00	Leto A

Click on Show
Declarations

Illustrative Material



Note: the "✖" indicates that the document acceptance is pending.

When clicking in **Show**, the document will appear in the right corner of the screen.

Click on **"Agree"** to accept the Declaration..

DECLARAÇÃO DE ATENDIMENTO AO CÓDIGO DE ÉTICA, AO GUIA DE CONDUTA E À POLÍTICA DE RESPONSABILIDADE SOCIAL DA PETROBRAS (IN)

Corporate Name: FORNECEDOR NOME DUPLICADO
CNPJ: 03.770.808/0001-46

Agree Disagree

Details

Seq.	Action	Modified by	Changed at
The table does not contain any data			

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Submission of Proposal

The screenshot shows the 'Opportunity Summary' tab in the Petronect system. At the top, there is a toolbar with buttons: 'Submit', 'Check', 'Close', 'Collaboration room', 'Opportunity Summary', 'Save as draft', 'Export', and 'Import'. Below this is a 'Header' section with tabs for 'Basic Data', 'Attributes', and 'Notes and Attachments'. The 'Notes' section is expanded, showing a list of notes with columns for 'Buyer', 'RFx/Auction text', 'Purchaser's Remarks', 'Purchaser Comments', 'General Conditions', and 'Locations Texts'. The 'Attachments' section is also expanded, showing a table of attachments.

Callout 12 points to the 'Submit' button: "12. After fill in all the opportunity, click on the 'submit' button;"

Callout 11 points to the 'Save as draft' button: "11. You can also save your proposal as a draft and come back to send it later;"

Inserted by	Category	Description	File Name	Size (KB)	Changed by	Changed on
Buyer	Attachment	comprador cabeçalho	Anexo 1 - Comprador Cabeçalho.xlsx	10	COMP_LEI_02	03.01.2018

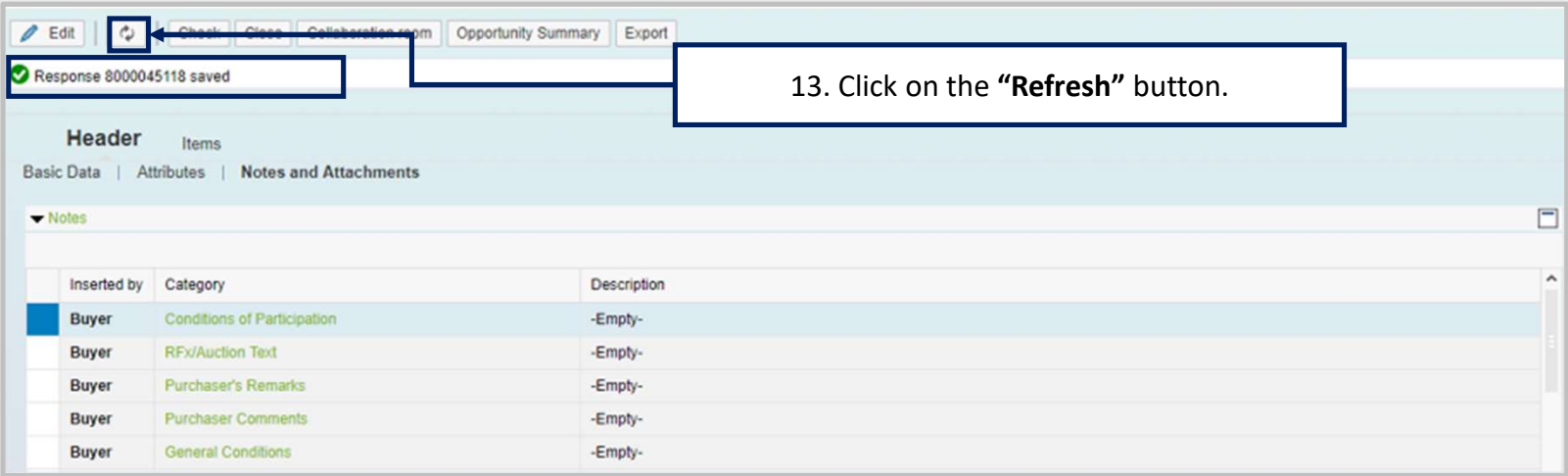
Illustrative Material

Attention: After the proposal presentation deadline, recorded as draft proposals are considered not submitted and will be discarded by the system.

Use the "Check" button to check if all the mandatory fields were filled in.




Submission of Proposal



After clicking on the “Refresh” button, you will be able to download the “Bid Submission Receipt”.

Make sure that your proposal was sent until the opportunity deadline. Check the “Bid submission receipt”!

It is also possible to issue the receipt through the magnifying glass icon  on the opportunity board.

Decline

Selecting justification for declining

Submit

Check

Close

Collaboration room

Opportunity Summary

Save as draft

Export

Import

Response 8000045218 created

Header

Items

Attributes

Notes and Attachments

Attribute

Reply

* Reason to decline:

Permitted values

Selection	Attribute Value	Short Descript.
<input checked="" type="checkbox"/>	036	Do not comply with the technical requirement
<input type="checkbox"/>	040	Items are not part of our services/products line
<input type="checkbox"/>	042	No document certification
<input type="checkbox"/>	024	No response from the manufacturer

3. After selecting the justification, click on “submit”.

2. The “reply” field is optional and can be used to add information on the justification;

1. Select the most adequate option;



Decline

Selecting justification for declining

View Opportunity: 7000212862 - Description: Publicação de Oportunidade

Submit

Check

Close

Collaboration room

Opportunity Summary

Save as draft

Download

Import

Total Decline

Back to Opportunity Board

✔ Quotation 6010005345 created

Header

Items

Basic Data

Attributes

Notes and Attachments

Opportunity parameters

Currency: European Euro

Total value: 0,00

Terms of Payment: Z030 Due 30 Days After Receipt of Valid Invoice

Status and Statistics

Created On: 13.07.2020 17:24:00 ZBRRJ

Created By: Mr./Ms. Administrador da empresa FORNECE...

Modified in: 13.07.2020 17:24:00 ZBRRJ

Modified by: Mr./Ms. Administrador da empresa FORNECE...

▶ Partners and Delivery Information

4. Another option to decline is click on "Total Decline".

Illustrative Material



Decline

Selecting justification for declining

3. After selecting the justification, click on “submit”.

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

Header

Basic Attributes Notes and Attachments

Attribute

Reply

* Reason to decline


Permitted values

Selection	Attribute Value	Short Description
<input type="checkbox"/>	035	Do not comply with the technical requirement
<input type="checkbox"/>	040	Items are not part of our term and product line
<input type="checkbox"/>	042	No document certification
<input type="checkbox"/>	024	No response from the manufacturer
<input type="checkbox"/>	034	No time for technical visit
<input type="checkbox"/>	038	No time to deliver
<input type="checkbox"/>	030	No time to process the bidding
<input type="checkbox"/>	036	Not available in stock
<input type="checkbox"/>	055	Rejects at least one declaration
<input type="checkbox"/>	022	Unable to deliver in this area

2. The “reply” field is optional and can be used to add information on the justification;

1. Select the most adequate option;

Opportunity search

1. Search the Event Number and click on the icon  in “Opportunities”, as shown:

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Hide/ show search parameters

Number:

Hiring Object Description:

Item description:

Publishing date: To

Start date: To

End date: To

Material family:

Process type:

Region:

Last update:

Event status:

Search

Clear

Download Notes and Attachments

Export


Number	Description of the Hiring Object	Start Date	Start Time	End Date	End time	Response Status	
3194497	TESTE IVA	08.08.2023	18:00:00	31.08.2023	12:00:00	Bid submitted	Public Opportunities

NOTE: It is possible to change the proposal at any time since the "end date" has not been achieved.

Illustrative Material

Petronect

Opportunity search

For Public Opportunities where you have already registered, you will not need to browse “My Participations” to edit them. The “Pencil”  icon that performs the editing is also available for these opportunities in the “Public Opportunities” tab.

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My Participations (3)My Participations - BETA (0)Prequalification (0)Auctions (0)Public Opportunities (1)Public Opportunities Closed (0)

Hide/ show search parameters

Number:

Hiring Object Description:

Item description:

Publishing date: To

Start date: To

End date: To

Material family:

Process type:


Region:

Last update:

Event status:

SearchClear

Download Notes and AttachmentsExport

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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Price modification and / or attributes

1. If you want to modify your proposal, click on "Items";

2. Change the value of the "Price" field;

3. It is possible to change the "Attributes";

The screenshot displays the Petronect 'Edit Proposal' interface. At the top, a header bar contains buttons: 'Enviar', 'Check', 'Close', 'Collaboration room', 'Resumo da oportunidade', 'Save as draft', 'Export', and 'Import'. Below this, a section titled 'Header' contains a button labeled 'Items', which is highlighted by a blue box and an arrow pointing to it from instruction 1. Below the header, a section titled 'Item Overview' contains a table with columns: Number, UM Description, Price type, Decline, Item Type, Product Category, Category Description, Ctd., UM, Price, Per, Delivery, Total value, and Description. The first row of the table is highlighted in blue and contains the following data: Number: 0001, UM Description: Each, Price type: Net price, Decline: Decline, Item Type: Material, Product Category: , Category Description: , Ctd.: 1, UM: EA, Price: 0,00, Per: 1, Delivery: , Total value: 0,00, and Description: teste. A blue box highlights the 'Price' field in the first row, with an arrow pointing to it from instruction 2. Below the table, a section titled 'Details for item' contains a tabbed interface with three tabs: 'Item Data', 'Attributes', and 'Notes and Attachments'. The 'Attributes' tab is selected and highlighted by a blue box, with an arrow pointing to it from instruction 3. The 'Attributes' tab shows a list of attributes with a 'Comment' field at the bottom.

Number	UM Description	Price type	Decline	Item Type	Product Category	Category Description	Ctd.	UM	Price	Per	Delivery	Total value	Description
0001	Each	Net price	Decline	Material			1	EA	0,00	1		0,00	teste

Illustrative Material

Attachments Modification and/or Comments

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Submit Check Close Collaboration room Opportunity Summary

Header

Basic Data Attributes Notes and Attachments

Notes

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

Attachments

Add Attachment Edit description Delete

Inserted by	Category	Description	File Name	Size (KB)	Changed by	Changed on
Buyer	Attachment	comprador cabeçalho	Anexo 1 - Comprador Cabeçalho.xlsx	10	COMP_LEI_02	03.01.2018
Buyer	Attachment	Informação de Solicitação de Cotação	SOLICITACAO_DE_COTACAO	1	COMP_LEI_02	03.01.2018
Buyer	Attachment	Notas Padrão SMS	NOTAS_PADRAO_SMS	7	COMP_LEI_02	03.01.2018
Vendor	Attachment	teste	Teste_2.txt	1	USR0011968	05.01.2018

4. Click on "Notes and attachments";

5. In Purchaser Comments field you will be able to insert or change comments;

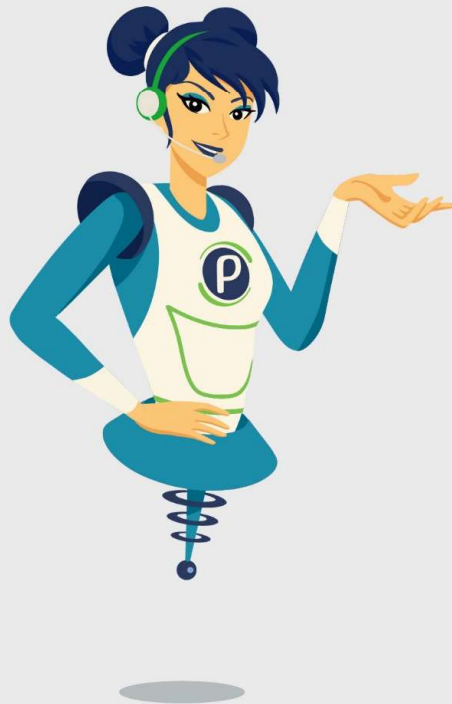
6. Clicking on the button "Add Attachment" you will be able to insert the attachments;

7. To delete an inserted attachment, select the corresponding document and then click on the "Delete" button;

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8. After making the changes in your proposal, you must click on the "Submit" button.
Click on "Refresh", "Bid Submission Receipt" for a new receipt with the updated information.



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