



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.

The screenshot shows the Petronect Opportunity Board interface. At the top, there is a navigation bar with icons for 'Purchasing and Contracting Management', 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Contracts and Orders', 'Petrobras Security Information Standards', and 'Register'. Below this is a sub-menu with 'About Electronic Quotes', 'Opportunity Board', 'Unlock Session', and 'My Company Participation'. The main content area contains a form for filtering hiring objects with fields for 'Hiring Object Description', 'Item description', 'Publishing date', 'Start date', 'End date', 'Material family', 'Process type', 'Region', 'Last update', and 'Event status'. Below the form are 'Search' and 'Clear' buttons, and a 'Download Notes and Attachments' button with an 'Export' dropdown. A table lists hiring objects with columns for 'Number', 'Desc. of the Hiring Object', 'Start Date', 'Start Time', 'End Date', 'End time', 'Response Status', and others. The first row shows '7003194491' for 'Teste de Seleção de Fornecedores PUBL...'. A callout box with the text 'After visualizing the opportunity, click on the bid creation icon.' points to a document icon in the 'Response Status' column of the first row.

*Illustrative Material*



# Bid Submission

## Bid Creation

The screenshot shows the 'Bid Creation' interface. At the top, there is a navigation bar with buttons: **Submit**, Check, Close, Collaboration room, Opportunity Summary, Save as draft, Export, Import, and Show Declarations. Below this is the 'Header' section with tabs: **Items** (highlighted with a blue box and an arrow), Basic Data, Attributes, and Notes and Attachments. Under 'Opportunity parameters', there are fields for 'Currency' (Brazilian Real) and 'Terms of Payment'. To the right, the 'Status and Statistics' section shows: 'Created On: 30.12.2017 10:21:30 ZBRRJ', 'Created By: Mr. ENGENHARIA DE SEGURANCA E MEIO AM', 'Modified in: 30.12.2017 10:21:30 ZBRRJ', and 'Modified by: Mr. ENGENHARIA...'. A callout box with a blue border contains the text: 'Click on the "items" tab to fill in the bid data.' At the bottom left of the interface, there is a green link: 'Partners and Delivery Information'.

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Bid filling

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

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" tab in order to fill the "Attributes" field. 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 (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

Fill the "Price" field;

1

2

Note:

- 1) The price must be filled out according to the orientation in the "Price type" field;
- 2) The price is multiplied by the number in the "Qty" (quantity) field.

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# Bid Submission

## Bid filling

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

Header **Items**

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 Data | **Attributes** | Notes and Attachments

Attributes

Attributes	Comment
ICMS deduction base (%):	
Item total packing: 0,00 BRL	
Item total freight: 0,00 BRL	
* ICMS (%):	
* IPI (%):	

3. Click on the item number;

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

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

# Bid Submission

## Comments and attachments inclusion on the proposal

5. Click on the "Header" tab;

6. Click on "Notes and attachments";

7. Click on "Comments" button to insert any comments to the buyer;

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-

Inserted by	Category	Description	File Name	Size (KB)	Created by	Created on
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

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**Note:** At "Notes and Attachments" and "Attributes" tab, if you have to insert a comment, special characters should not be used.

# Bid Submission

## Comments and attachments inclusion on the proposal

9. Search the saved file on your computer; select the file type ; insert a name to this document;

8. Click on "Add Attachment";

10. Click on "Ok";

Inserted by	Category	Description	File Name
Buyer	Attachment		COMP_LEI_02 03.01.2018
Buyer	Attachment		COMP_LEI_02 03.01.2018
Buyer	Attachment	Notas Padrão SMS	NOTAS_PADRAO_SMS 7 COMP_LEI_02 03.01.2018

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Declarations

The screenshot displays the Petronect interface for bid submission. On the left, a sidebar contains navigation options like 'The Petronect' and 'About Electronic Quotations'. The main area is titled 'List of Declarations concerning opportunity 7000181767'. Under 'Mandatory Declarations', two items are listed, each with a red 'X' icon and a 'Show' button. A callout box points to the 'X' icons, stating: 'Note: the "X" indicates that the document acceptance is pending.' The second declaration is expanded, showing its title: 'DECLARAÇÃO DE ATENDIMENTO AO CÓDIGO DE ÉTICA, AO GUIA DE CONDUTA E À POLÍTICA DE RESPONSABILIDADE SOCIAL DA PETROBRAS (IN)'. Below the title, it lists 'Corporate Name: FORNECEDOR NOME DUPLICADO' and 'CNPJ: 03.770.808/0001-46'. A 'Show' button is highlighted with a callout box that says: 'When clicking in "Show", the document will appear in the right corner of the screen.' Below the declaration details, there are 'Agree' and 'Disagree' buttons. A callout box points to the 'Agree' button, stating: 'Click on "Agree" to accept the Declaration.' At the bottom of the declaration details, there is a 'Details' section with a table header: 'Seq.', 'Action', 'Modified by', 'Changed at'. Below the header, a message says: 'The table does not contain any data'. The interface also includes a 'Close' button in the bottom right corner of the declaration view.

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# Bid Submission

## Submission of Proposal

The screenshot shows a web application interface for bid submission. At the top, there is a navigation bar with buttons: Submit, Check, Close, Collaboration room, Opportunity Summary, Save as draft, Export, and Import. Below this is a form area with tabs for Header, Items, Basic Data, Attributes, and Notes and Attachments. A 'Notes' section is visible with a dropdown arrow. Below the notes is a table with columns for Buyer, Category, and Description. The table contains several rows with categories like 'RF-x/Auction text', 'Purchaser's Remarks', 'Purchaser Comments', 'General Conditions', and 'Locations Text'. At the bottom, there is an 'Attachments' section with buttons for 'Add Attachment', 'Edit description', and 'Delete'. Below this is a table with columns: Inserted by, Category, Description, File Name, Size (KB), Changed by, and Changed on. One attachment is listed: 'comprador cabeçalho' with file name 'Anexo 1 - Comprador Cabeçalho.xlsx', size 10 KB, changed by 'COMP\_LEI\_02', and changed on '03.01.2018'. Two callout boxes are present: one pointing to the 'Submit' button and another pointing to the 'Save as draft' button.

12. After fill in all the opportunity, click on the “submit” button;

11. You can also save your proposal as a draft and come back to send it later;

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

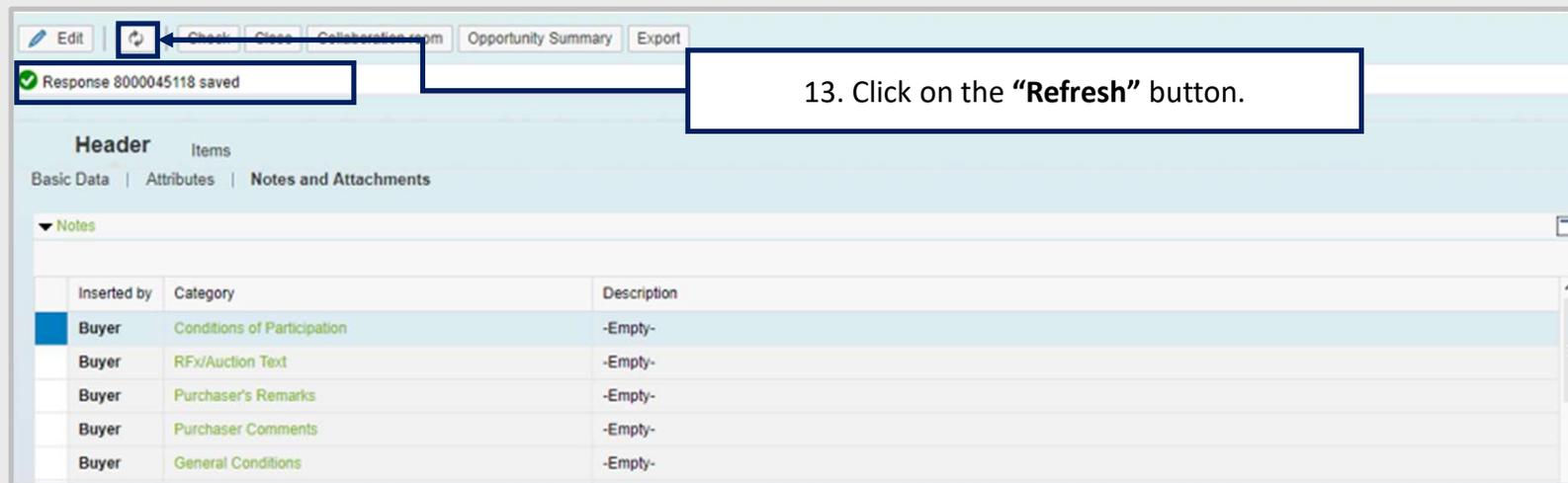
Use the “Check” button to check if all the mandatory fields were filled in.

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# Bid Submission

## Submission of Proposal



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

Make sure that your proposal has been 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.

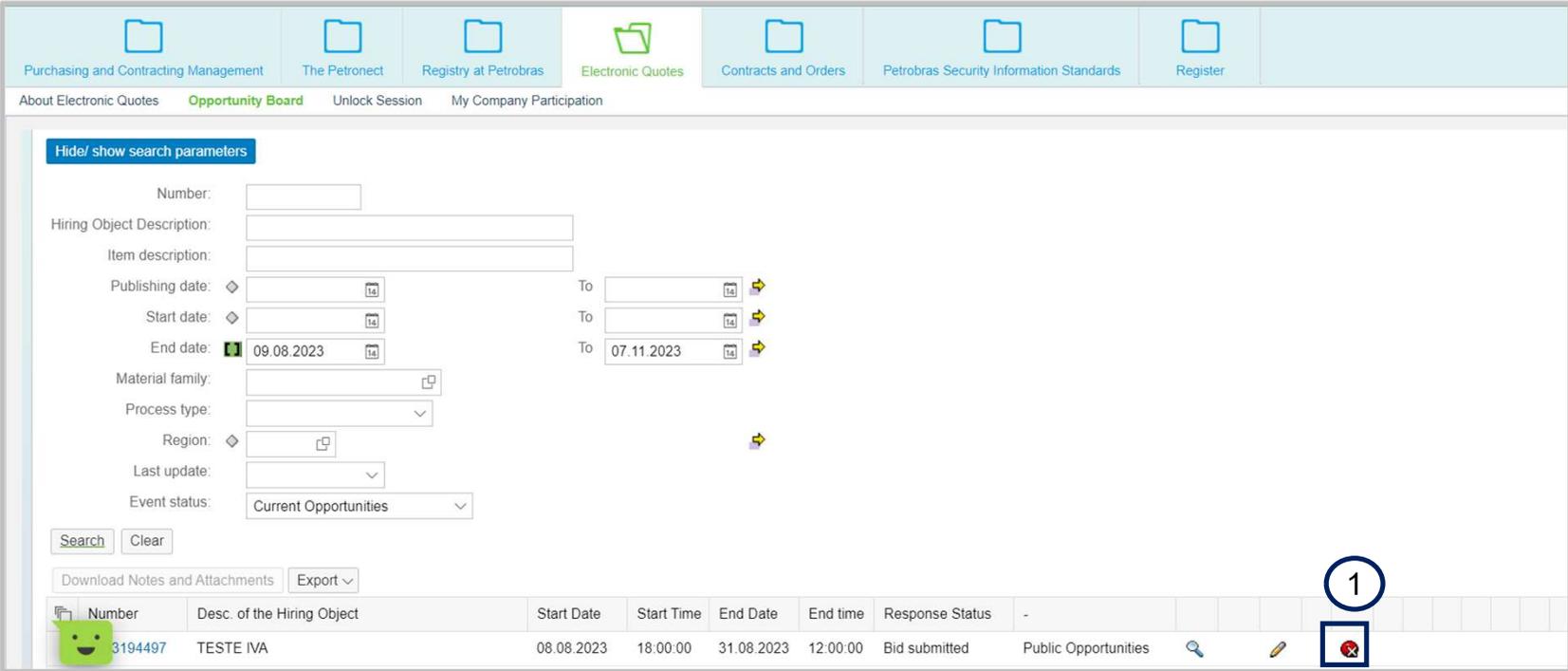


*Illustrative Material*

Decline

### Decline of Participation in an Entire Opportunity

1. To decline the participation on a specific opportunity, use the following highlighted  button.



The screenshot shows the Petronect Opportunity Board interface. At the top, there are navigation tabs: Purchasing and Contracting Management, The Petronect, Registry at Petrobras, Electronic Quotes (highlighted), Contracts and Orders, Petrobras Security Information Standards, and Register. Below these are sub-tabs: About Electronic Quotes, Opportunity Board (highlighted), Unlock Session, and My Company Participation.

The main content area contains search filters for:

- Number: [input field]
- Hiring Object Description: [input field]
- Item description: [input field]
- Publishing date: [input field] To [input field]
- Start date: [input field] To [input field]
- End date: 09.08.2023 To 07.11.2023
- Material family: [input field]
- Process type: [dropdown menu]
- Region: [input field]
- Last update: [input field]
- Event status: Current Opportunities [dropdown menu]

Buttons for Search, Clear, Download Notes and Attachments, and Export are visible.

The table below shows a list of opportunities:

Number	Desc. 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

A red 'X' icon in a blue box is highlighted in the bottom right corner of the table, with a circled '1' above it.

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# Decline

## Selecting justification for declining

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;

Selection	Attribute Value	Short Descript.
<input 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

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# 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".

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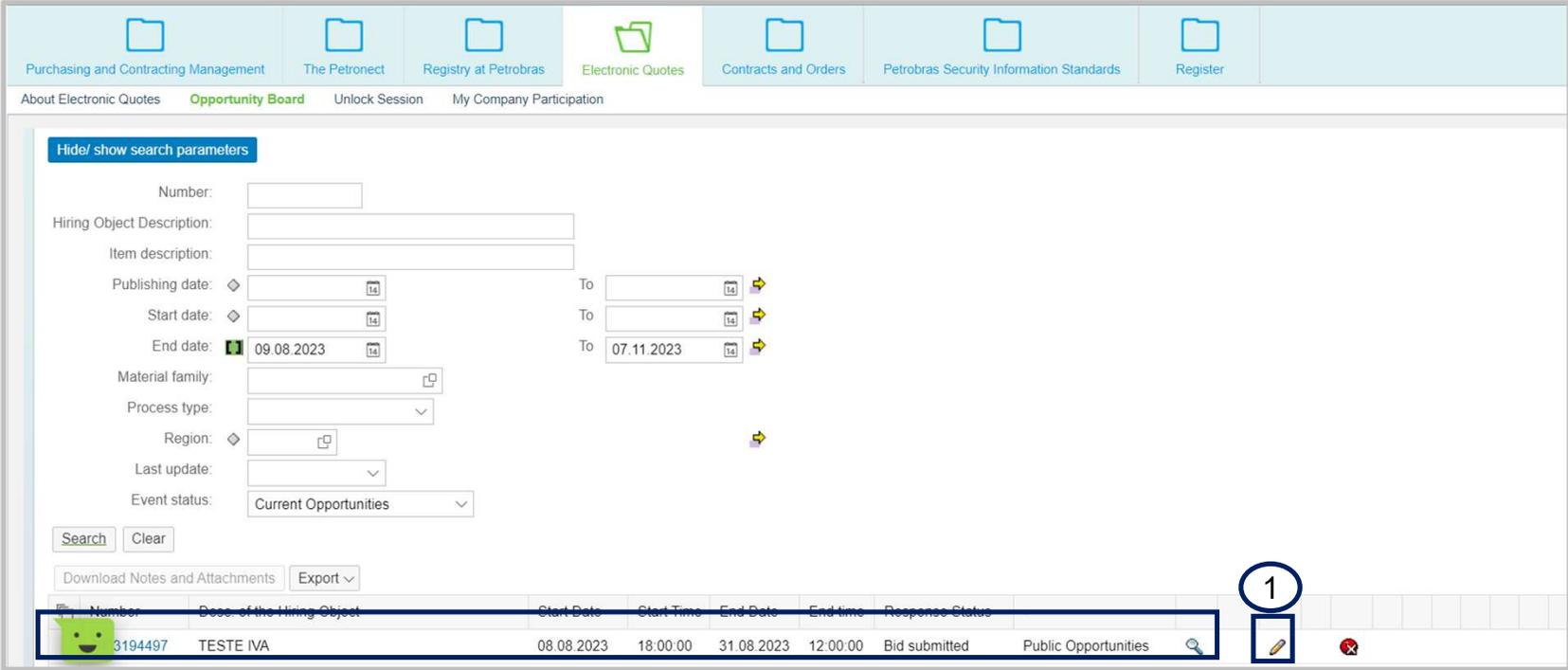




# Edit Proposal

## Opportunity search

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



The screenshot shows the Petronect Opportunity Board interface. At the top, there are navigation tabs: Purchasing and Contracting Management, The Petronect, Registry at Petrobras, Electronic Quotes (highlighted), Contracts and Orders, Petrobras Security Information Standards, and Register. Below these are sub-tabs: About Electronic Quotes, Opportunity Board (highlighted), Unlock Session, and My Company Participation. The main area contains search filters: Number, Hiring Object Description, Item description, Publishing date, Start date, End date (set to 09.08.2023), Material family, Process type, Region, Last update, and Event status (set to Current Opportunities). There are Search and Clear buttons. Below the filters are Download Notes and Attachments and Export buttons. At the bottom, a table lists opportunities. The first row is highlighted with a blue box and a red circle containing the number 1. The row contains: a smiley face icon, Number: 3194497, Desc. of the Hiring Object: TESTE IVA, Start Date: 08.08.2023, Start Time: 18:00:00, End Date: 31.08.2023, End time: 12:00:00, Response Status: Bid submitted, and Public Opportunities. A pencil icon is visible in the bottom right corner of the table row.

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

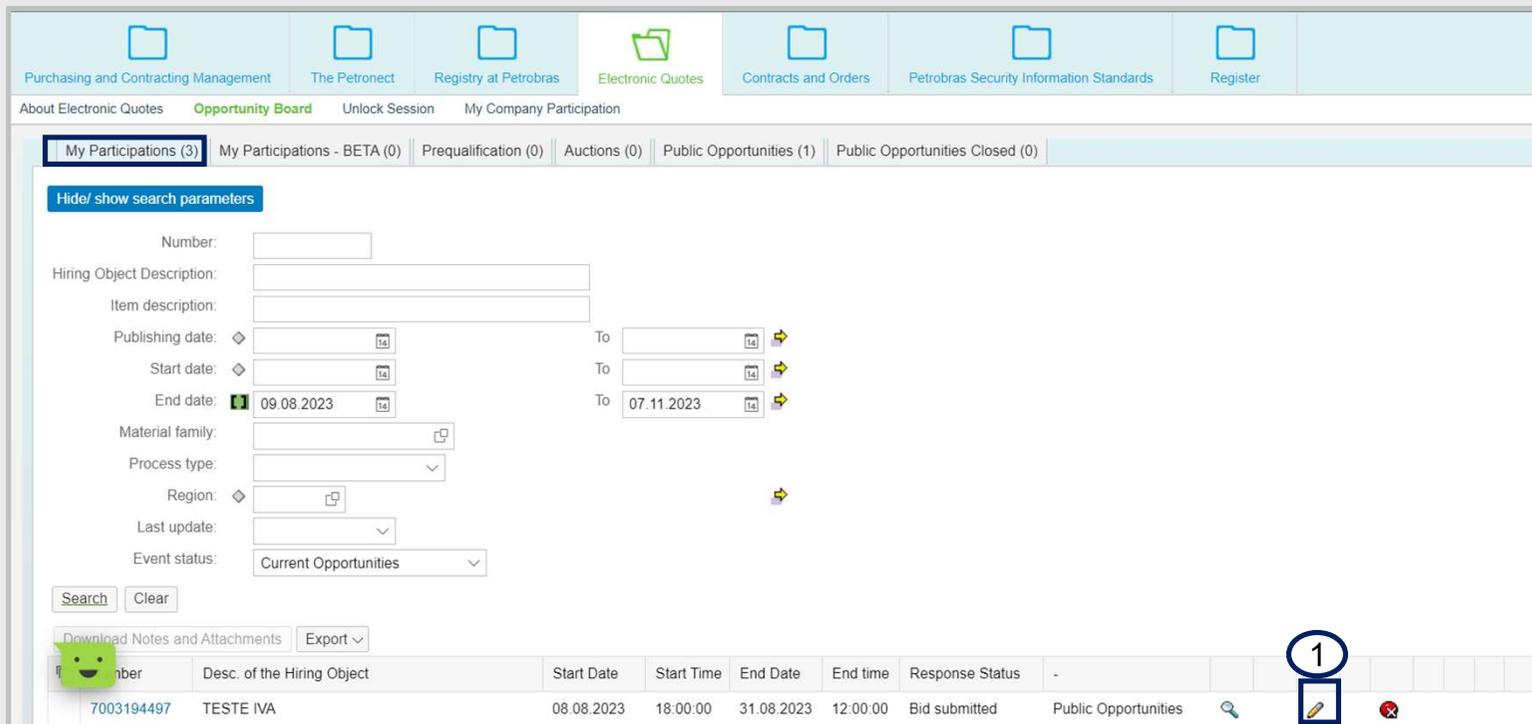
*Illustrative Material*



# Edit Proposal

## 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.



The screenshot shows the Petronect Opportunity Board interface. At the top, there is a navigation bar with icons for various sections: Purchasing and Contracting Management, The Petronect, Registry at Petrobras, Electronic Quotes (highlighted), Contracts and Orders, Petrobras Security Information Standards, and Register. Below this is a sub-navigation bar with links: About Electronic Quotes, Opportunity Board (highlighted), Unlock Session, and My Company Participation. The main content area has a tabbed interface with the following tabs: My Participations (3) (highlighted), My Participations - BETA (0), Prequalification (0), Auctions (0), Public Opportunities (1), and Public Opportunities Closed (0). A search filter section is visible with fields for Number, Hiring Object Description, Item description, Publishing date, Start date, End date (set to 09.08.2023), Material family, Process type, Region, Last update, and Event status (set to Current Opportunities). There are Search and Clear buttons. Below the filters is a table with columns: Number, Desc. of the Hiring Object, Start Date, Start Time, End Date, End time, Response Status, and a final column with a pencil icon circled in blue and the number 1. The table contains one row: 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 'Edit Proposal' interface. At the top, there is a header with a menu containing 'Enviar', 'Check', 'Close', 'Collaboration room', 'Resumo da oportunidade', 'Save as draft', 'Export', and 'Import'. Below the header is a section labeled 'Items' with a dropdown arrow. Underneath is the 'Item Overview' section, which includes a note: 'In order to visualize all the items ( 1 ) the scroll bar may be necessary.' This is followed by a table with the following 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 data shows: 0001, Each, Net price, Decline, Material, 1 EA, 0,00, 1, 0,00, 0/0, 0/0, teste. Below the table is the 'Details for item' section, which has three tabs: 'Item Data', 'Attributes', and 'Notes and Attachments'. The 'Attributes' tab is currently selected. At the bottom of the interface, there are labels for 'Attributes' and 'Comment'.

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	0/0 0/0 teste

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Attachments Modification and/or Comments

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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;

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

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

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

# Proposals View/ Reports

## Proposals View and Reports

The screenshot shows a web application interface for managing proposals. At the top, there are navigation tabs: "My Participations (3)", "My Participations - BETA (0)", "Prequalification (0)", "Auctions (0)", "Public Opportunities (1)", and "Public Opportunities Closed (0)". Below the tabs is a search filter section titled "Hide/ show search parameters". This section contains various input fields: "Number:", "Hiring Object Description:", "Item description:", "Publishing date:" (with a calendar icon), "Start date:" (with a calendar icon), "End date:" (with a calendar icon and a green checkmark), "Material family:", "Process type:" (dropdown), "Region:" (with a location pin icon), "Last update:" (dropdown), and "Event status:" (dropdown menu set to "Current Opportunities"). Below the filters are "SEARCH" and "CLEAR" buttons. Underneath is a "Download Notes and Attachments" button and an "Export" dropdown. The main area is a table with the following data:

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

Annotations on the screenshot include:

- A box around the search filters with the text: "You can select one of the search filters to search the opportunity to which the 'End Date' has already been achieved."
- A box around the "show bid" icon (magnifying glass) with the text: "Click on the icon 'show bid'."

**Note:** On the Opportunity Board, on the column status, the message should be "Bid Submitted". By clicking on the blue magnifying lens (show bid), it is possible to see what has been sent and print the Bid Submission Receipt with the information of price, taxes and the list of attachments. There is no opening proposals or disclosure report.

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