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# TCP OR VCP FREIGHT BID SUBMISSION



### Bid Creation

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

The screenshot shows the 'Opportunity Board' interface. At the top, there are navigation tabs: 'Purchasing and Contracting Management', 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes' (highlighted in green), 'Contracts and Orders', 'Petrobras Security Information Standards', and 'Register'. Below these are sub-tabs: 'About Electronic Quotes', 'Opportunity Board', 'Unlock Session', and 'My Company Participation'. The main area contains a form for filtering opportunities 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. At the bottom, there is a table with the following data:

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

A callout box with the text 'After visualizing the opportunity, click on the bid creation icon.' has an arrow pointing to a document icon in the 'Others' column of the table row. A red diagonal watermark 'Illustrative Material' is visible in the bottom right corner of the screenshot area.



## Bid Creation

The screenshot shows a web application interface for bid creation. At the top, there is a row of buttons: **Submit** (highlighted in blue), **Check**, **Close**, **Collaboration room**, **Opportunity Summary**, **Save as draft**, **Export**, **Import**, and **Show Declarations**.

Below the buttons is a **Header** section with three tabs: **Items** (highlighted with a blue box and an arrow pointing to it), **Basic Data**, and **Attributes**. Below the tabs are sections for **Opportunity parameters** and **Status and Statistics**.

**Opportunity parameters:**  
Currency:   
Terms of Payment:

**Status and Statistics:**  
Created On:   
Created By:   
Modified in:   
Modified by:

At the bottom, there is a section for **Partners and Delivery Information** with a right-pointing arrow icon.

A blue-bordered box with white text and a black arrow points to the **Items** tab, containing the text: **Click on the "items" tab to fill in the bid data.**

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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 information for other items.  
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 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 (%):	

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

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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

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

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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;

Header Items  
Basic Data | Attributes | Notes and Attachments

▼ 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
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

8. Click on "Add Attachment";

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

10. Click on "Ok";

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## Declarations

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

The screenshot shows the Petrobras Electronic Quotes interface. At the top, there is a navigation bar with icons for 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Contracts and Orders', 'Deliveries', 'Payments', 'Digital Signature', 'Petrobras Security Information Standards', 'Contact Us', and 'Minha Petronect'. Below this, there are links for 'About Electronic Quotes', 'Opportunity Board', 'Unlock Session', and 'My Company Participation'. The main content area is titled 'View Opportunity: 7000212862 - Description: Publicação de Oportunidade'. A row of buttons includes 'Submit', 'Check', 'Close', 'Collaboration room', 'Opportunity Summary', 'Save as draft', 'Download', 'Import', 'Show Declarations', 'Total Decline', and 'Back to Opportunity Board'. A callout box with a blue border and arrow points to the 'Show Declarations' button, containing the text 'Click on “Show Declarations”'. Below the buttons, there is a 'Header' section with the title 'Items'. A tip is provided: '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.' Below the tip is an 'Item Overview' section with a note: 'In order to visualize all the items ( 2 ) the scroll bar may be necessary.' At the bottom, a table is partially visible with columns: Number, UM Description, Price type, Decline, Item Type, Product Category, Category Description, Qtd, Price, Per, Delivery, Total value, UM, and Description.

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Declarations

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

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

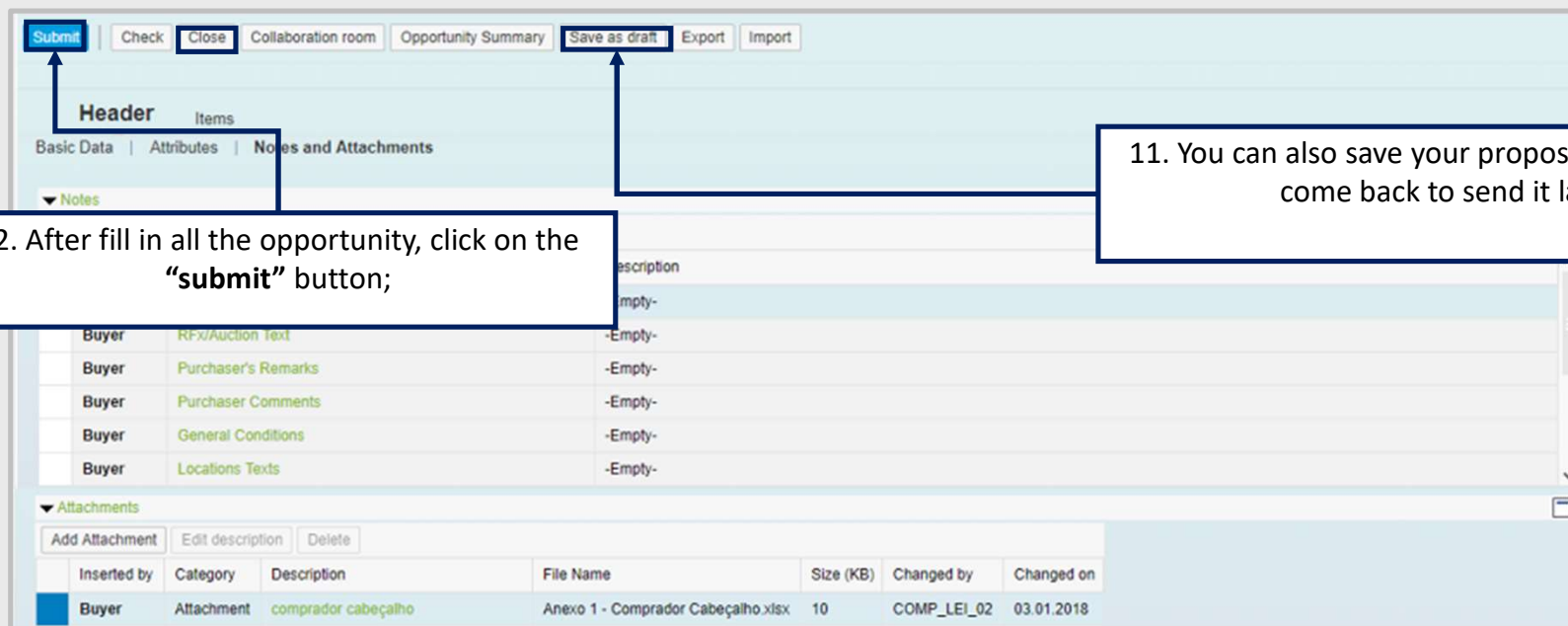
Click on "Agree" to accept the Declaration.

The screenshot shows the Petronect interface with a sidebar on the left and a main content area. The main content area is titled "List of Declarations concerning opportunity 7000181767". It features a "Mandatory Declarations" section with two entries, each with a red "X" icon and a "Show" button. The first entry is "DECLARAÇÃO PRÉVIA DE CONFORMIDADE (IN)" and the second is "DECLARAÇÃO DE ATENDIMENTO AO CÓDIGO DE ÉTICA, AO GUIA DE CONDUTA E À POLÍTICA DE RESPONSABILIDADE SOCIAL DA PETROBRAS (IN)". The second entry is selected, and its details are shown on the right. The details include the corporate name "FORNECEDOR NOME DUPLICADO" and CNPJ "03.770.808/0001-46". Below the details is a table with columns "Seq.", "Action", "Modified by", and "Changed at". The table is empty, and a message below it says "The table does not contain any data". At the bottom of the details view, there are "Agree" and "Disagree" buttons. A "Close" button is located at the bottom right of the main content area.

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Submission of Proposal



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;

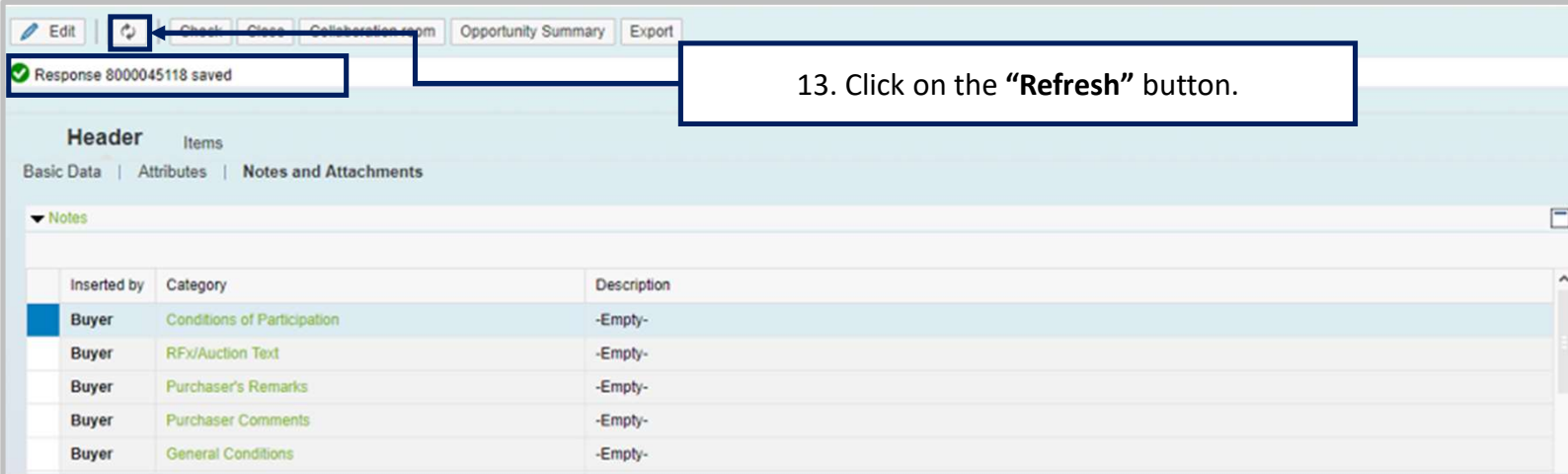
**Attention:** After the proposal presentation deadline, recorded as draft proposals are considered not submitted and will be discarded by the system.

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

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## Submission of Proposal




The screenshot shows a web application interface for bid submission. At the top, there is a navigation bar with buttons for 'Edit', 'Refresh', 'Check', 'Close', 'Collaboration room', 'Opportunity Summary', and 'Export'. A green checkmark and the text 'Response 8000045118 saved' are visible. Below this is a 'Header' section with tabs for 'Basic Data', 'Attributes', and 'Notes and Attachments'. A 'Notes' section is expanded, showing a table with columns 'Inserted by', 'Category', and 'Description'. The table contains five rows, all with 'Buyer' in the 'Inserted by' column and '-Empty-' in the 'Description' column. A callout box with the text '13. Click on the "Refresh" button.' points to the 'Refresh' button in the navigation bar.

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-

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"**!

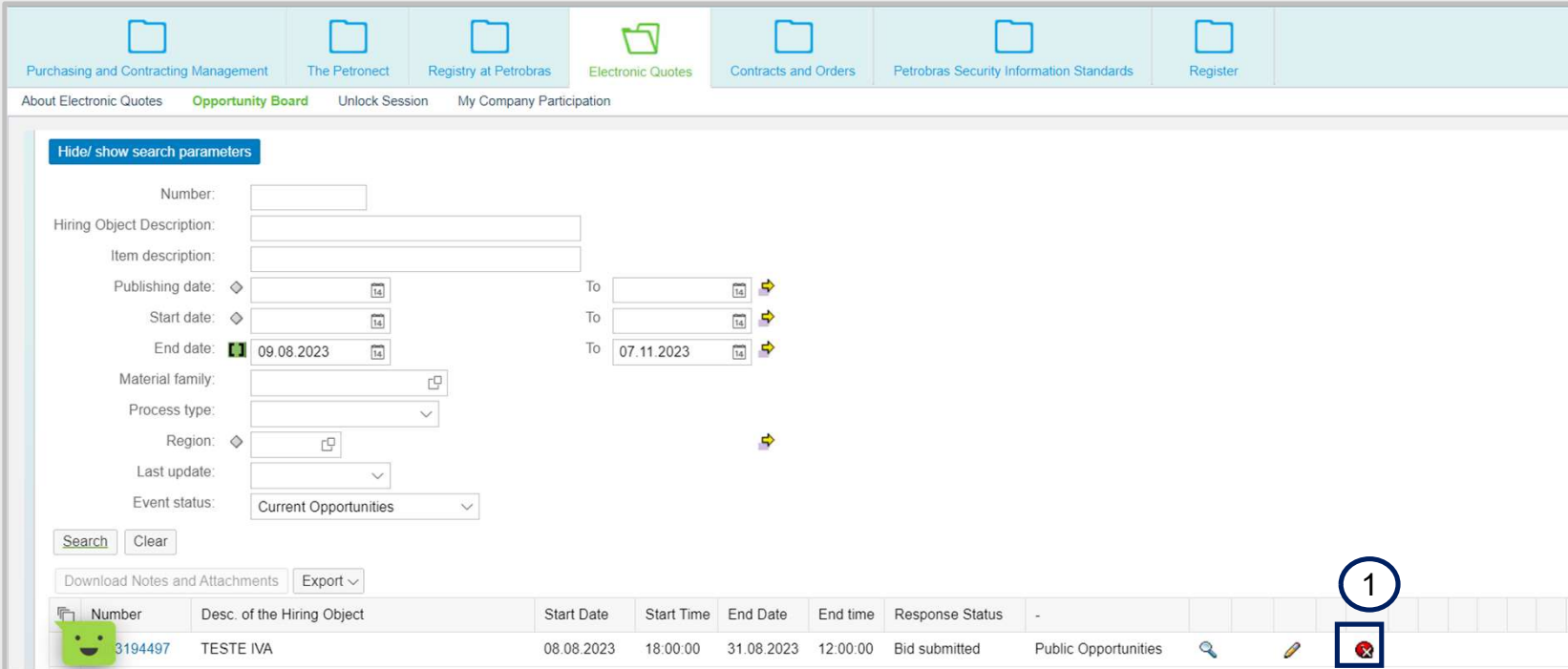
It is also possible to issue the receipt through the magnifying glass icon  on the opportunity board.

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## Decline of Participation in an Entire Opportunity

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



The screenshot displays the Petrobras 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 for various 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:

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

A table of opportunities is shown at the bottom:

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 button is highlighted in the bottom right corner of the table, with a circled '1' above it.

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### Selecting justification for declining

Response 8000045218 created

Header

Attributes Notes and Attachments

Attribute Reply

\* Reason to decline:

Permitted values

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

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;

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### 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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### Selecting justification for declining

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

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 firm's products 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"/>	038	Not available in stock
<input type="checkbox"/>	055	Rejects at least one declaration
<input type="checkbox"/>	022	Unable to deliver in this area


1. Select the most adequate option;

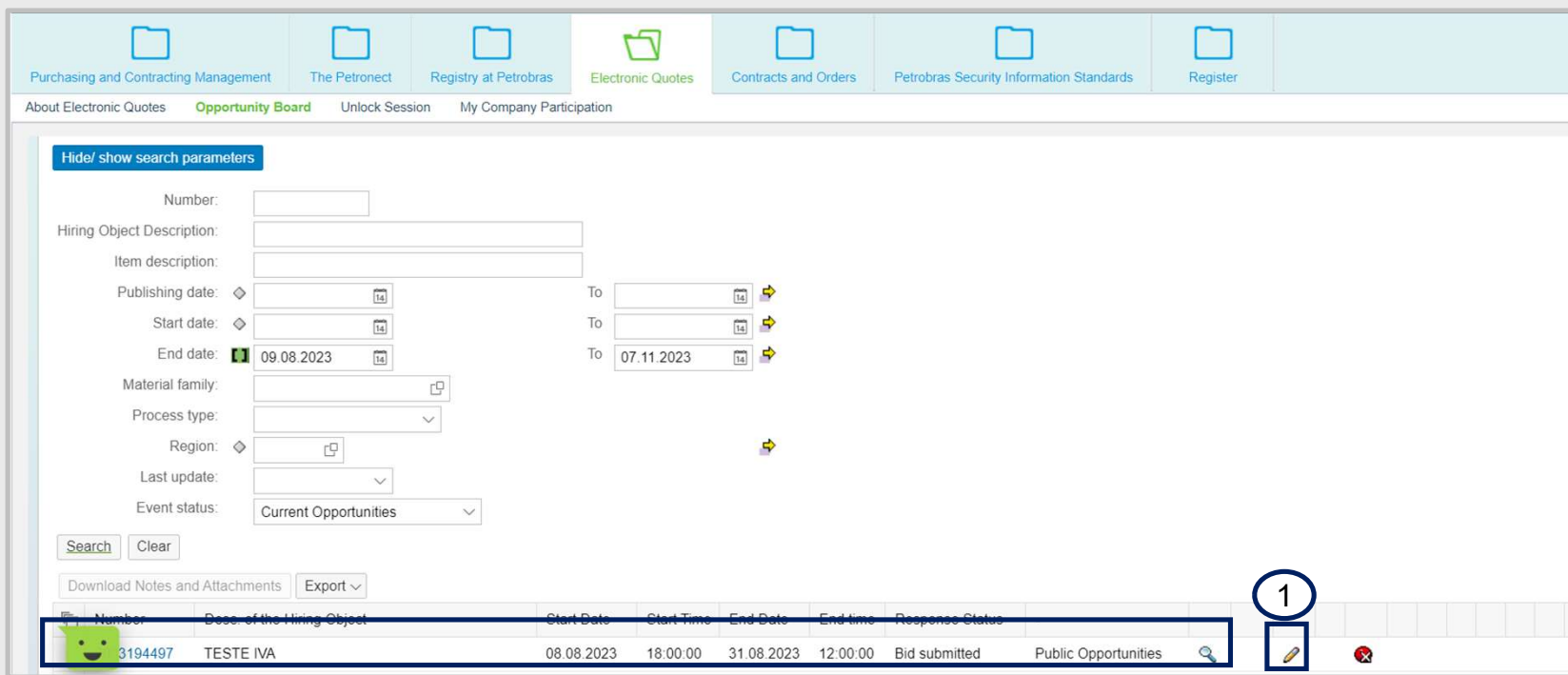
2. The **“reply”** field is optional and can be used to add information on the justification;

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### Opportunity search

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




The screenshot displays the Petrobras Electronic Quotes interface. At the top, there are navigation tabs for various modules: 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 with the following fields:

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

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

Below the filters is a table with the following columns: #, Number, Desc. of the Hiring Object, Start Date, Start Time, End Date, End time, Response Status, and an action column. The first row is highlighted with a blue box:


#	Number	Desc. of the Hiring Object	Start Date	Start Time	End Date	End time	Response Status	
1	3194497	TESTE IVA	08.08.2023	18:00:00	31.08.2023	12:00:00	Bid submitted	Public Opportunities 

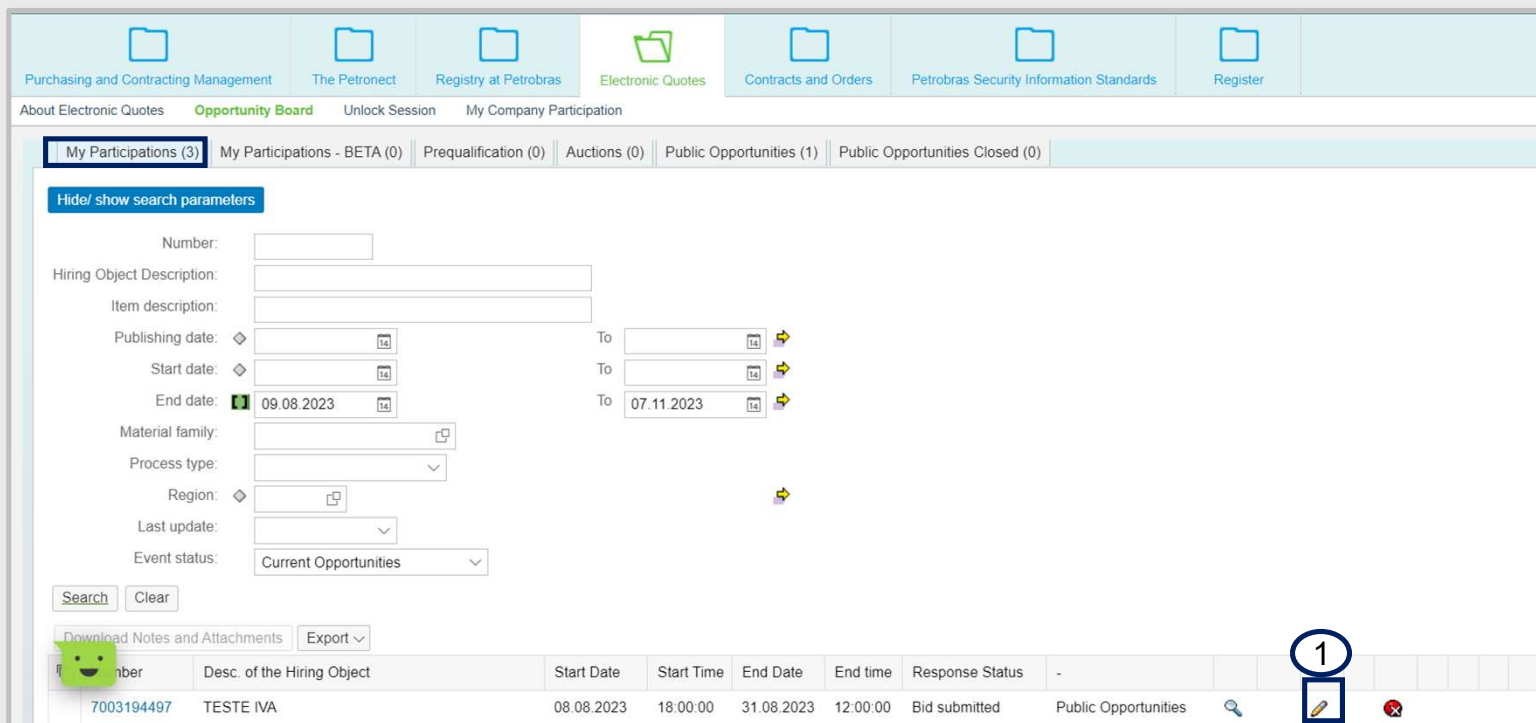
**NOTE:** It is possible to change the proposal at any time since the "end date" has not been achieved.

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## 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 'Opportunity Board' interface. At the top, there are navigation tabs: Purchasing and Contracting Management, The Petronect, Registry at Petrobras, Electronic Quotes, Contracts and Orders, Petrobras Security Information Standards, and Register. Below these are sub-tabs: About Electronic Quotes, Opportunity Board, Unlock Session, and My Company Participation. The main area has a tab bar with 'My Participations (3)', '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, Material family, Process type, Region, Last update, and Event status. Below the filters are 'Search' and 'Clear' buttons. At the bottom, there 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 icons. The first row in the table is: 7003194497, TESTE IVA, 08.08.2023, 18:00:00, 31.08.2023, 12:00:00, Bid submitted, Public Opportunities. A pencil icon in the final column of this row is circled with a '1'.

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";

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

8

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	Description	File Name	Size (KB)	Changed by	Changed on
Buyer	Conditions of Participation					
Buyer	RFx/Auction Text					
Buyer	Purchase Remarks					
Buyer	Purchaser Comments					
Buyer	General Conditions					
Buyer	Locations Texts					

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 and Reports

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	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

You can select one of the search filters to search the opportunity to which the "End Date" has already been achieved.

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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