



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

HOW TO CREATE BID

Opportunities

Internal area display

Accessing an Opportunity

It is possible to search for an opportunity by using the fields available for consultation. To access an opportunity, simply click on its event number.

Purchasing and Contracting Management

The Petronect

Registry at Petrobras

Electronic Quotes

Contracts and Orders

Petrobras Security Information Standards

Register

About Electronic QuotesOpportunity BoardUnlock SessionMy Company Participation

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

Hide/ show search parameters

Number:

7003194491

Hiring Object Description:

Item description:

Publishing date:To

Start date:To

End date:To

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	Processo de Seleção de Fornecedores PUBL...	04.08.2023	20:00:00	30.09.2023	12:00:00	No Bid Created	Others

Click on the opportunity number.

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Opportunities

Internal area display

Download Notes and Attachments

Select multiple opportunities to download notes and attachments in large scale.

The screenshot shows the 'Opportunity Board' interface with various search filters and a table of opportunities. A callout box points to the 'Download Notes and Attachments' button.

Search Filters:

- Number:
- Hiring Object Description:
- Item description:
- Publishing date:
- Start date: To
- End date: To
- Material family:
- Process type:
- Region:
- Processed since:
- Event Status:

Buttons: Search, Clear, Download Notes and Attachments, Export

Table:

	Number	Desc. of the Hiring Object	Start Date	Start Time	End Date	End time
<input checked="" type="checkbox"/>	7000183939	Teste - Notas e Anexos no Cabeçalho e...	04.02.2022	11:50:00	28.03.2022	00:00:00

Click the button "Download Notes and Attachments".

Illustrative Material

Internal area display

Download Notes and Attachments

If the maximum limit is exceeded, then this new window will open to select the files:

Notes and Attachments

Download Notes e Attachments

Select All Deselect all

Opportunity	Size
7000183939	1.51 MB
Header	
<input type="checkbox"/> DOC TESTE 1.pdf	139.72 KB
<input type="checkbox"/> DOC TESTE 2.pdf	139.72 KB
<input type="checkbox"/> DOC TESTE 3.pdf	139.72 KB
<input type="checkbox"/> DOC TESTE 4.pdf	139.72 KB
<input type="checkbox"/> Purchaser Comments	0.05 KB
<input type="checkbox"/> Pre-qualification	0.04 KB
> <input type="checkbox"/> Items	

Download selected documents

Selected documents: 0.00 MB
Allowed download limit: 1 MB

Close

Select the files and click on
"Download".

Allowed download limit.



Opportunities

Internal area display

Opportunity Header - Basic Data

When accessing the desired opportunity, the navigation starts with the Basic Data of the Header of the opportunity:

The screenshot displays the Petronect system interface. At the top, there is a navigation bar with several icons and labels: 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes' (highlighted with a blue box), 'Contracts and Orders', 'Petrobras Security Information Standards', and 'Minha Petronect'. Below this, a secondary navigation bar includes 'About Electronic Quotes', 'Opportunity Board' (highlighted with a blue box), 'Unlock Session', 'My Company Participation', and 'Monitor de Comercialização'. The main content area is titled 'View Opportunity: 7000212862 - Description: Publicação de Oportunidade'. Below the title, there are four buttons: 'Colaboration Room Report', 'Opportunity report' (highlighted with a blue box), 'Prepare Bid', and 'Collaboration Room'. The 'Opportunity report' button is selected, leading to the 'Header' section. The 'Header' section has three tabs: 'Basic data' (highlighted with a blue box), 'Attributes', and 'Notes and Attachments'. The 'Basic data' tab contains the following information:

RFx Number:	7003187340	Proposal Validity:	
Time Zone:	ZBRRJ		
* Start date:	07.10.2020	11:40:00	
* End date:	14.10.2020	00:00:00	
Opening Date:	14.10.2020	00:00:00	
* Hiring Object Description:	INVERSÃO DE FASES - 2 ITENS - y4fs		

Illustrative Material

Internal area display

Opportunity Header – Attributes

In public bids, companies must fill an attribute for the opportunity, declaring whether is a Microenterprise or Small Business. This information is evaluated next stage of the Proposal Effectiveness with another information.

Header

Items

Basic Data

Attributes

Notes and Attachments

Attributes

Comment

I have read and agree with the terms of the document "Declaração Unificada", addendum to the requirements of the bid.: ☐

* Do you self-declare a Small Business or Small Business?: ☐ Yes ☐ No

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Internal area display

Opportunity Header – Attributes

In public bids, companies must fill an attribute for the opportunity, declaring whether is a Microenterprise or Small Business. In addition, fill in the "judicial recovery" attribute, informing the company's financial situation.

This information is evaluated in the next stage of the Proposal Effectiveness with the other information.

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

Header: Basic Data, Attributes, Notes and Attachments

Attributes

* Do you self-declare a Small Business or Small Business? ☐ Yes ☐ No

Judicial recovery:

- 01. Bankruptcy Situation
- 02. Judicial or extrajudicial recovery without plan
- 03. Judicial or extrajudicial recovery with plan
- 04. Financially healthy situation

Comment

Select one of the options below to justify your judicial recovery.

Opportunities

Internal area display

Opportunities Items

- 1. Click on the item number or the description and view the specific information for each item;
- 2. Note the item type;
- 3. Note a requested quantity for each item.

View Opportunity: 7000212862 - Description: P

Collaboration Room Report **Opportunity report** Collaboration Room

Header **Items**

Item Overview

Number	UM	Description	Item Type	Product ID	Description	Product Category	Qty	UM	Currency	Entrega	Notes	Attachments	Item Released
0001	Each		Material	10100147	Anel d/drenag. 1045 flg MSS SP-44 5" esp	40142304	10,000	EA	BRL	25.10.2...	2	0	<input type="checkbox"/>
0002	Each		Material	10100147	Anel d/drenag. 1045 flg MSS SP-44 5" esp	40142304	1,000	EA	BRL	25.10.2...	2	0	<input type="checkbox"/>
8001	Activity unit		Outline		Locação de Equipamentos	S0051	1	AU	BRL	31.12.2...	0	0	<input type="checkbox"/>

Click on the "Opportunity Report" button to download a report with all opportunity data.

Header **Items**

Item Data Attributes Notes and Attachments Family

Identification

Product ID: 10100147

Description: Anel d/drenag. 1045 flg MSS SP-44 5" esp

Product Category: 40142304

Further Properties

Material Origin: 0 - National, expect indications on items 3 to 5

Replicar Valores do Item

* Ctg. do material: Material

Currency and values

Required Quantity:

Service and Delivery

Delivery Date / Time: 25.10.2020 9:20

* Material Use: 2 - CONSUMO

Selecting one item it is possible to access its specific details.

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Bid Submission

Bid Creation

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

Purchasing and Contracting Management

The Petronect

Registry at Petrobras

Electronic Quotes

Contracts and Orders

Petrobras Security Information Standards

Register

About Electronic QuotesOpportunity BoardUnlock SessionMy Company Participation

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

Bid Submission

Bid Creation

Submit

Check

Close

Collaboration room

Opportunity Summary

Save as draft

Export

Import

Show Declarations

Header

Items

Basic Data

Attributes

Notes and Attachments

Opportunity parameters

Currency:

Brazilian Real

Terms of Payment:

Status and Statistics

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

Modified by:

Mr. ENGENHARIA

Partners and Delivery Information

Click on the "items" tab to fill in the bid data.



Bid Submission

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 "Net price" 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	Qtd	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

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 "Qtd" (quantity) field.

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Bid Submission

Bid filling

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	Material	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:

0,00 BRL

Item total freight:

0,00 BRL

* 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.



Bid Submission

Comments and attachments inclusion on the proposal

5. Click the “Header” tab;

6. Click “Notes and attachments”;

7. Click the “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)	Uploaded by	Uploaded on
Buyer	Attachment	comprador cabeçalho	Anexo 1 - Comprador Ce			
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

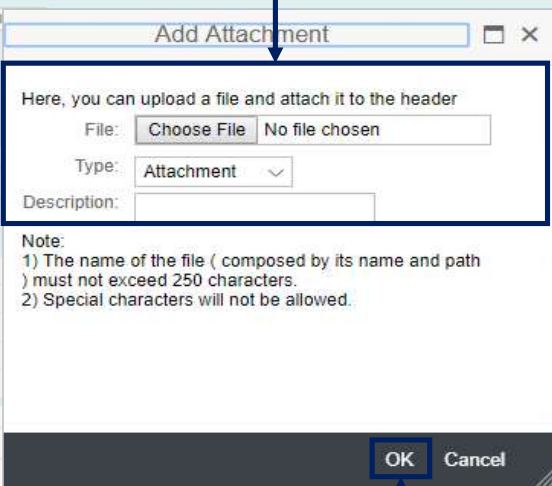
Note: In Header option, in “Notes and Attachments” and “Attributes” tab, if you have to insert a comment, special characters should not be used.



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 "Add Attachment";

10. Click "Ok";

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
Buyer	Attachment		
Buyer	Attachment		
Buyer	Attachment	Notas Padrão SMS	NOTAS_PADRAO_SMS



Declarations

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

Click on “Show Declarations”

The PetronectRegistry at PetrobrasElectronic QuotesContracts and OrdersDeliveriesPaymentsDigital SignaturePetrobras Security Information StandardsContact UsMinha Petronect

About Electronic QuotesOpportunity BoardUnlock SessionMy Company Participation

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	Qtd	Price	Per	Delivery	Total value		UM	Description
7000212862			Decline	Outline			1.000			On 04/12/2020	40.00	0,00	0,00	

Illustrative Material

▶▶▶▶▶▶▶▶

Petronect

Bid Submission

Submission of Proposal

Submit

Check

Close

Collaboration room

Opportunity Summary

Save as draft

Export

Import

Header

Items

Basic Data

Attributes

Notes and Attachments

Notes

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;

description

empty-

Buyer

RFP/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

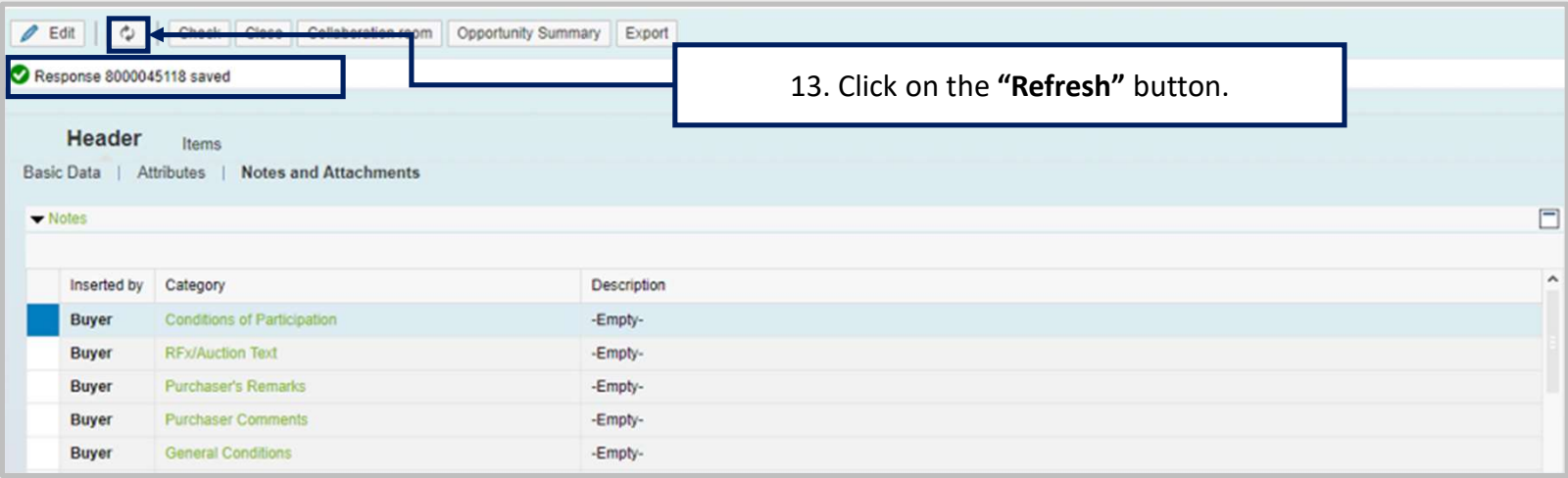
Inserted by	Category	Description	File Name	Size (KB)	Changed by	Changed on
Buyer	Attachment	comprador cabeçalho	Anexo 1 - Comprador Cabeçalho.xlsx	10	COMP_LEI_02	03.01.2018

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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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.

Illustrative Material

Decline

Decline of Participation in an Entire Opportunity

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

Purchasing and Contracting Management

The Petronect

Registry at Petrobras

Electronic Quotes

Contracts and Orders

Petrobras Security Information Standards

Register

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

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	-
3194497	TESTE IVA	08.08.2023	18:00:00	31.08.2023	12:00:00	Bid submitted	Public Opportunities

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 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 suited 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 6010005346 created

Header [Items](#)

Basic Data [Attributes](#) [Notes and Attachments](#)

Opportunity parameters

Currency:

Total value:

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

Status and Statistics

Created On:

Created By:

Modified in:

Modified by:

▸ 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".

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


1. Select the most adequate option;

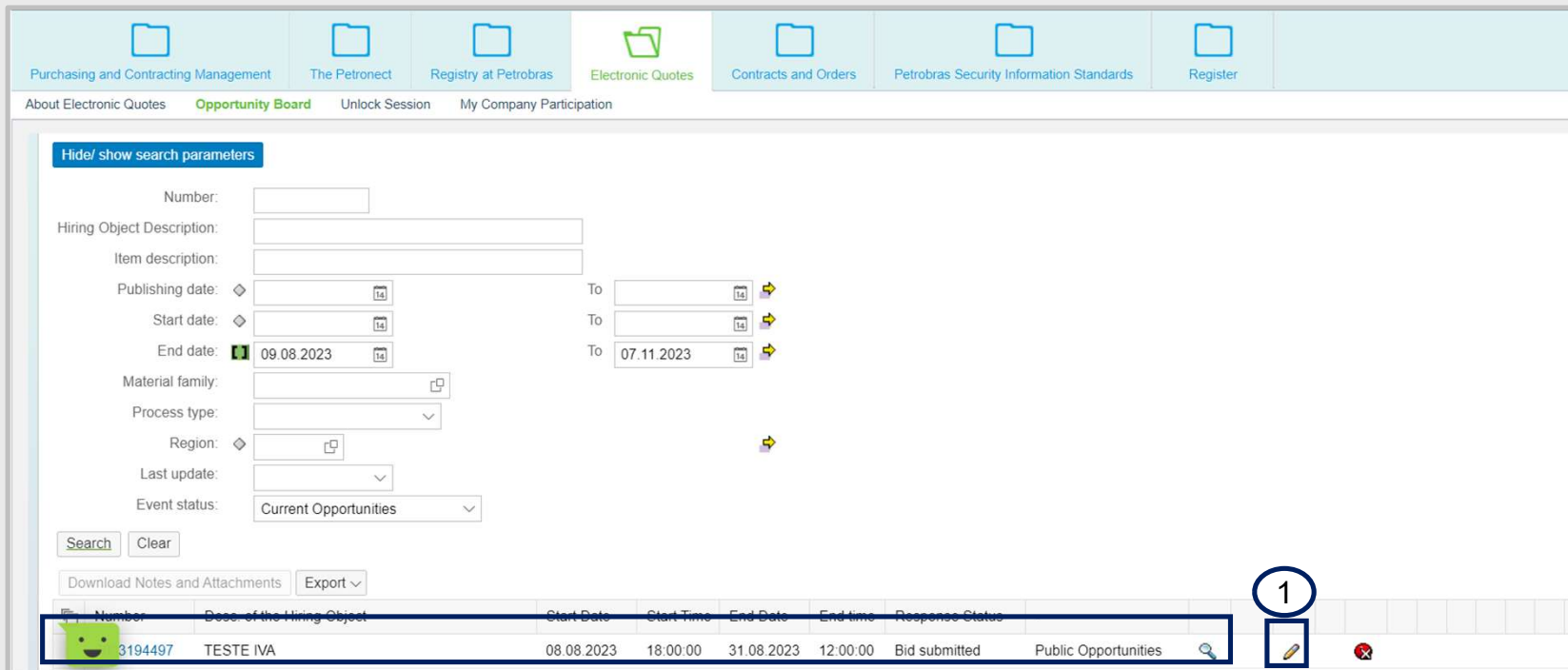
The screenshot shows a web form for declining an opportunity. At the top, there is a navigation bar with buttons: Submit, Check, Close, Collaboration room, Opportunity summary, Save as draft, Download, Import, and Roll back. A 'Back to Opportunity Board' link is in the top right. The form has a 'Header' section with tabs for 'Week Ops', 'Attribute', and 'Notes and Attachments'. Below this is an 'Attribute' section with a label '* Reason to decline' and a 'Reply' text box. The main part of the form is a table titled 'Permitted values' with columns for 'Selection', 'Attribute Value', and 'Short Description'. The first row is highlighted in blue. A blue box highlights the 'Selection' column checkboxes, with an arrow pointing to the first checkbox. Another blue box highlights the 'Reply' text box, with an arrow pointing to it. A third blue box highlights the first row of the table, with an arrow pointing to it.

Selection	Attribute Value	Short Description
<input checked="" type="checkbox"/>	035	Do not comply with the technical requirement
<input type="checkbox"/>	040	Items are not part of our services process time
<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"/>	028	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

Edit Proposal

Opportunity search

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




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.

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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.

Purchasing and Contracting Management

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Register

About Electronic QuotesOpportunity BoardUnlock SessionMy Company Participation

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: 09.08.2023 To 07.11.2023

Material family:

Process type:

Region:

Last update:

Event status: Current Opportunities

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

Illustrative Material



Edit Proposal

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";

Enviar | Check | Close | Collaboration room | Resumo da oportunidade | 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	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

Details for item

Item Data | Attributes | Notes and Attachments

Attributes

Comment

Attachments Modification and/or Comments

8

Submit | Check | Close | Collaboration room | Opportunity Summary

Header | Items

Basic Data | Attributes | Notes and Attachments

Notes

Inserted by	Category		
Buyer	Conditions of Participation		
Buyer	RFx/Auction Text		-Empty-
Buyer	Purchaser 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 doing 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.



Proposals View and Reports

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:

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

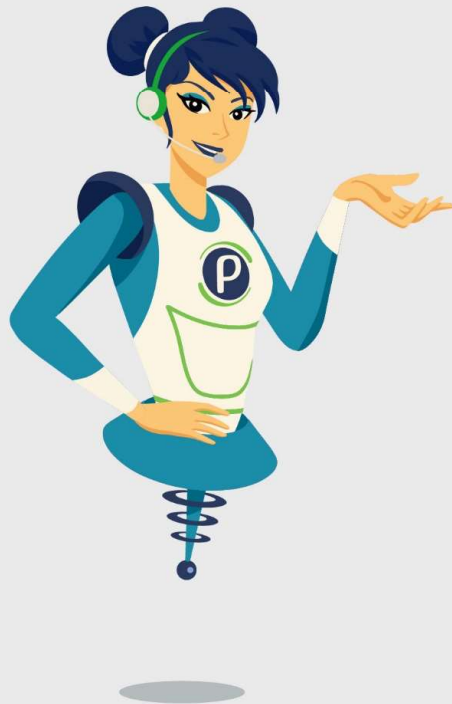
You can select one of the search filters to search the opportunity to which the "End Date" has already been achieved.

Click on the icon "show bid".

Note: On the Opportunity Board on the column status the message should be Bid Submitted. Clicking on the blue magnifying lens (show bid) it is possible to see what was 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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Petronect



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

