



LET'S EMBARK ON
OUR FUTURE TOGETHER.

MONITORING PANEL



1. OBJECTIVES

After reading this training module, you will be able to:

1. View the evaluation data of the registry process with Petrobras;
2. Follow up the performance of your company related to supplied items;
3. Search the ongoing contract history and the supply history with Petrobras.
4. Consult the percentage of the company's participation.



II. HOW TO ACCESS

After logging in, a menu will be displayed. Click on “Registry at Petrobras” to view the options of the Registry menu.

The screenshot shows the Petrobras Registry menu interface. The top navigation bar includes the following items: The Petronect, Registry at Petrobras (highlighted with a red box), Electronic Quotes, Contracts and Orders, Deliveries, Payments, and Petrobras Security Information Standards. Below the navigation bar, there is a secondary menu with items: About Registry at Petrobras, Announcements, Company Identification, Evaluation Questionnaires, Results from Evaluation, Schedules, Track Your Situation, Satisfaction Survey, and Contact Us.

The main content area displays a section titled "ABOUT REGISTRY AT PETROBRAS" with a sub-header "Inside the 'Registry at Petrobras' menu you can". Below this, there is a numbered list of steps: 1. Company Identification and 2. Evaluation. A tip at the bottom left reads: "Tip: Access the Frequent Asked".

A pop-up window titled "CHANGES IN SUPPLIERS REGISTRY PROCESS" dated "07/01/2019" is displayed. The text inside the pop-up reads:

In order to improve our relationship with the supplier market, we communicate the review of the registry process, which is simplified and optimized.

From 07/01/2019 on, the process of enrolling in the families of the Operational, Critical and Strategic segments, commonly called families of the Corporate Register, will be restricted to the analysis of the Economic, Legal and Reseller / Distribution Criteria.

The Technical and Technical-SMS Criteria will be analyzed exclusively during the qualification stage, during the execution of the contracting processes.

What changes - from 07/01/2019

There will be no further evaluation of the Technical and Technical-SMS Criteria in the Corporate Families Registry.

The verification of compliance with the technical qualification requirements, required in each of the families, will occur during the contracting processes, during the qualification stage.

What changes - from November / 2019

We are adapting our systems to the changes in the Registration process, with an expected completion in November / 2019. At the end of this stage:

- Companies may declare interest in providing items of particular family (s). This expression of interest will be registered in our system and, when there is a hiring, the company can be notified of the beginning of the process.
- In order for the expression of interest to be valid to notify the company about the contracting processes, it will be necessary for the supplier to be approved in the Legal Criteria.
- The verification of compliance with the technical qualification requirements required in each of the families will occur exclusively during the contracting processes, during the Habilitation stage.



II. HOW TO ACCESS

Click on the submenu "Results from Evaluation" and access the "Collaboration Panel" options.

The screenshot displays the Petrobras Registry system interface. The top navigation bar includes icons for 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Contracts and Orders', 'Deliveries', 'Payments', 'Petrobras Security Information Standards', and 'Contact Us'. Below this, a secondary menu highlights 'Results from Evaluation' in a blue box. The left sidebar contains a tree view with 'Notes', 'CRC', 'Collaboration Panel' (highlighted in a blue box), 'Evaluation', and 'IDF Notes'. The main content area is divided into several sections:

- Performance Results:** Shows Participation at 0.00%. Under 'Goods', COD is 'Technical => no data' and IADC is 'Commercial => no data'. Under 'Services', GRI is '44.30%'.
- Legal Regularity:** Shows INSS as 'CND printed(Regular, note = 10)'.
- Economic Detail:** Lists Last Balance (2021), Currency (BRL), Net Worth (169.938.000,00), Net Liquidity (1.12), and Leverage (4.82).
- Concept Results:** Displays 'Supplier Concept' with a 5-star rating and a Reference Date of 26.10.2021. A 'Search concept' button is present.
- Review Details Table:**

IDF	Evaluation amount	Score	SMS	Quality	Deadline	Management	Occurrences	
							Average	High
	271	5.91	6.00	5.99	5.91	6.00	-	-
- Concept Consultation by Family:** Includes a 'Family' dropdown, a 'Reference Date' of 26.10.2021, and a 'Search concept' button.
- Family concept Table:**

IDF	Evaluation amount	Score	SMS	Quality	Deadline	Management	Occurrences	
							Average	High
- Record of Occurrences:** Features an 'Export' dropdown and a table with columns: Description, Gravity, Coverage, Date, Family, Reference, and Purch.Doc.



III. COLLABORATION PANEL

After selecting the “Panel” option, the page below will be displayed. Access columns such as: ICJ, Modality and TRD Status for Contract control.

Last Balance: 2021
Currency: BRL
Net Worth: 169.938.000,00
Net Liquidity: 1,12
Leverage: 4.82

Search concept
Family concept

IDF						Occurrences	
Evaluation amount	Score	SMS	Quality	Deadline	Management	Average	High

Record of Occurrences

Export

Description	Gravity	Coverage	Date	Family	Reference	Purch.Doc.
No results to be displayed						

Current Contracts with Petrobras

Export

Supplier Company ...	SAP Contract ...	ICJ	Modality	TRD Status	Value	Start Date	Expiration Date	Department	Responsible M...	Contract Object	IDF	N° Items
No results to be displayed												

Supply History

Export

Supplier Company ...	SAP Contract ...	ICJ	Modality	TRD Status	Value	Start Date	Expiration Date	Department	Responsible M...	Contract Object	IDF	N° Items
XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX



III. COLLABORATION PANEL

Performance Results

Participation: This is the percentage of the company's 'Effective Participation' in Petronect quotes, which demonstrates the supplier's competitiveness in the bidding process. It is the percentage of quotations under the total number of invitations sent by the supplier.

The image shows a software interface with a 'Performance Results' table and a detailed tooltip. The table has a light blue background and contains the following data:

Performance Results	
Participation:	Data not available
Goods	
COD:	Technical => no data
	Commercial => no data
IADC:	Data not available
Services	

The tooltip, titled 'Participation', provides a detailed explanation: 'This is the company percentage of 'Effective Participation' in Petronect quotations, which demonstrates the competitiveness of the supplier in the bidding process. Percentage of quotations of the total invitations sent to the supplier.' The tooltip also features a 'Close' button in the bottom right corner.



III. COLLABORATION PANEL

Performance Results

COD: Occurrence Communicate of Commercial Divergence. Any user can register a divergence occurrence (Technical or Commercial) of a Material that can possibly harm the service execution of the Company. The supplier is contacted to solve the problem. Depending on the divergence type and degree, it's possible to have sanction of the supplier.

The image shows a screenshot of the 'Performance Results' interface. The 'Goods' section is highlighted with a blue box, showing 'COD: Technical => no data' and 'Commercial => no data'. A blue arrow points from this box to a 'COD' popup window. The popup contains the text: 'The document formalizes failure by the supplier to meet technical or commercial conditions in accordance to the contract. Thereby, Technical COD addresses technical discrepancies, whereas Commercial COD addresses commercial discrepancies. For more information about the Discrepancy Notification click on the link below - COD Information.' Below the text is a link 'Manual Petrobras para Contratação' and a 'Close' button. Another blue arrow points from the 'Manual Petrobras para Contratação' link to a screenshot of the 'Canal Fornecedor' website, which displays the 'Manual Petrobras para Contratação (MPC) rev. 02'.

- If there is no COD registry, the field “Goods”: Technical will display Data not available.
- If there are COD registries, the field “Goods”: Technical will display COD number with open status/COD number with closed status.



III. COLLABORATION PANEL

Performance Results

IADC: Índice de Atendimento à Data Contratual - On Time Contracted Date Index calculation considers the division between the sum of the items delivered on time and the total amount of the requested item contracted for the period under review. Analyses of IADC are used for periodic maintenance and registry classification reviews. Also, for purposes of suspension of a supplier registry, respecting the system of consequences corporately established, approved by the Board of Directors

The image shows a screenshot of a 'Performance Results' panel. The panel is divided into sections for 'Participation', 'Goods', and 'Services'. The 'IADC' field is highlighted with a blue border. A tooltip window titled 'IADC' is open, providing a detailed definition of the index. The tooltip text reads: 'The IADC (Índice de Atendimento à Data Contratual - On Time Contracted Date Index) calculation considers the division between the sum of the items delivered on time and the total amount of the requested item contracted for the period under review. Analyses of IADC are used for periodic maintenance and registry classification reviews. Also, for purposes of suspension of a supplier registry, respecting the system of consequences established corporately, approved by the Board of Directors.' A 'Close' button is visible at the bottom right of the tooltip.

Performance Results	
Participation:	Data not available
Goods	
COD:	Technical => no data
	Commercial => no data
IADC:	Data not available
Services	

- If there is no IADC registry, the field "Goods": Data not available.



III. COLLABORATION PANEL

Performance Results

GRI: Risk Level Integrity. It represents the level of risk to which Petrobras may be exposed, in its commercial relationships, based on the assessment of our suppliers' profile, reputation and anti-corruption practices.

The image shows a software interface with two main components. On the left is a 'Performance Results' panel with a light blue background. It contains the following text:

Participation:	Data not available
Goods	
COD:	Technical => no data
	Commercial => no data
IADC:	Data not available
Services	

On the right is a 'Risk Level Integrity' callout window with a white background and a dark grey footer. The title bar contains 'Risk Level Integrity' and window control icons. The main text reads: 'Level of risk to which Petrobras may be exposed, in its commercial relationships, based on the assessment of our suppliers' profile, history, reputation and anti-corruption practices.' A 'Close' button is located in the bottom right corner of the callout.



III. COLLABORATION PANEL

Tax Regularity

The section “Legal Regularity” presents information about the supplier’s tax regularity, such as company status about the INSS (Social Stability National Institute), both are specific brazilian taxes.



- **INSS:** The following situation will be displayed:
 - CNPJ with registry problems
 - Request with restriction
 - CND printed
 - CPD-EN printed



III. COLLABORATION PANEL

Economic Detail

- The “Economic Detail” section displays the date of the last Annual Report presented by the Supplier. The currency used for economic transactions and information of economic poise (capacity of paying their contracts), such as the Net Assets of the company.

Economic Detail	
Last Balance:	2021
Currency:	BRL
Net Worth:	169.938.000,00
Net Liquidity:	1,12
Leverage:	4.82



III. COLLABORATION PANEL

Economic Detail

Neth Worth: It is the difference between the value of the assets and liabilities of third parties in the balance sheet, and that represents the book value belonging to the shareholders or partners of the company.

Economic Detail	
Last Balance:	2021
Currency:	BRL
Net Worth:	169.938.000,00
Net Liquidity:	1,12
Leverage:	4.82

Net Worth

It is the difference between the value of the assets and liabilities of third parties in the balance sheet, and that represents the book value belonging to the shareholders or partners of the company.

Close



III. COLLABORATION PANEL

Economic Detail

Net Liquidity: Indicates the ability to pay short-term commitments.

Economic Detail	
Last Balance:	2021
Currency:	BRL
Net Worth:	169.938.000,00
Net Liquidity:	1,12
Leverage:	4.82

Current Liquidity

Indicates the ability to pay short-term commitments..

Close



III. COLLABORATION PANEL

Economic Detail

Leverage: It is the ratio between financial debts and owners' capital in financing assets, less cash.

Economic Detail

Last Balance:	2021
Currency:	BRL
Net Worth:	169.938.000,00
Net Liquidity:	1,12
Leverage:	4.82

Net Financial Leverage

It is the ratio between financial debts and the owners' capital in financing the assets, less cash.

Close



III. Collaboration Panel

Concept Results on the current date

The **"Supplier Concept"** is calculated based on information from the IDF and supplier occurrences in relation to the supply of goods and/or performance of services in contracts with Petrobras, reflected in a grade from 1 to 5. The result presented refers to the supplier's concept on the consultation date and the supplier can also consult the result on a specific date using the "Reference Date" field.

The screenshot displays the 'Concept Results' interface. At the top, the 'Supplier Concept' is shown with a 5-star rating. Below this, the 'Reference Date' is set to 26.10.2021. A 'Search concept' button is visible. The 'Review Details' section contains a table with the following data:

Amount	Score	SMS	Quality	Deadline	Management	Average	High
	5.91	6.00	5.99	5.91	6.00	-	-

A tooltip titled 'Supplier concept' is overlaid on the interface, providing the following information:

The concept of the Supplier is calculated based on information from the IDF and the occurrences of the Supplier. The notes represented by the star icons on the screen have the captions:

- ★☆☆☆☆ - Score 1
- ★★★★☆ - Score 2
- ★★★★★ - Score 3
- ★★★★★ - Score 4
- ★★★★★ - Score 5
- ☆☆☆☆☆ - Concept not defined

The tooltip also includes an 'OK' button.



III. COLLABORATION PANEL

Concept Results on the current date

In the field **“Review details”** the result referring to all the evaluations of the supplier's IDF will be presented, as it is presented in the submenu Notes IDF.

Concept Results

Supplier Concept ★★★★★

Reference Date: 26.10.2021

Search concept

Review Details

IDF						Occurrences	
Evaluation amount	Score	SMS	Quality	Deadline	Management	Average	High
271	5.91	6.00	5.99	5.91	6.00	-	-

Detalhe das Avaliações

Result

Export to Excel

Evaluation ID	Date	Evaluation Stage	Family	IDF	Cancelled	IDF Delivery Score	IDF Quality Score	IDF Management Score	IDF HSE Score
13.660	05.08.2020	Avaliação Entrada de Mercadoria	98005130	6,00					
13.659	05.08.2020	Avaliação Entrada de Mercadoria	98005130	6,00					
13.661	11.08.2020	Avaliação Periódica do Contrato de Serviço	99000090	2,08			6,00	1,00	
13.677	20.08.2020	Avaliação Entrada de Mercadoria		6,00					
13.676	20.08.2020	Avaliação Entrada de Mercadoria		6,00					
13.675	20.08.2020	Avaliação Entrada de Mercadoria		6,00					
13.674	20.08.2020	Avaliação Entrada de Mercadoria		6,00					
13.673	20.08.2020	Avaliação Entrada de Mercadoria		6,00					
13.672	20.08.2020	Avaliação Entrada de Mercadoria		6,00					
13.680	24.08.2020	Avaliação Entrada de Mercadoria		6,00	X				

Searched in 04.08.2021 at 22:01:09 by BOX.ADMIN



III. COLLABORATION PANEL

Concept query by family

The consultation of the concept can be carried out by supply family. The household number can be typed directly into the household field or the search can be performed by clicking on the icon “ ”. By clicking on the icon, a window for the family search will be displayed.

1. Enter the Family number or click on the icon “ ” and select the Reference date

2. After entering the family number, click on “Search concept”.

1.1 Perform family or description filter and press search.



III. COLLABORATION PANEL

Concept query by family

The “**Family Concept**” is calculated based on information from the IDF and the supplier's occurrences in relation to the supply of goods and/or performance of services in contracts with Petrobras.

Concept Consultation by Family

Family: 98001262
Reference Date: 26.10.2021

Search concept

Family concept

IDF						Occurrences	
Evaluation amount	Score	SMS	Quality	Deadline	Management	Average	High
2	6.00	-	6.00	6.00	-	-	-

Family concept

The concept of the Family is calculated based on information from the IDF and the occurrences of the Family.
The notes represented by the star icons on the screen have the captions:

- Score 1
- Score 2
- Score 3
- Score 4
- Score 5
- Concept not defined

OK



III. COLLABORATION PANEL

Concept query by family

When querying the Concept in relation to a family in which the supplier does not have IDF assessments or occurrences, the following message will be displayed "There is no data for informed criteria!".

Concept Results

Supplier Concept ★★★★★

Reference Date: 26.10.2021

Search concept

Review Details

IDF						Occurrences	
Evaluation amount	Score	SMS	Quality	Deadline	Management	Average	High
271	5.91	6.00	5.99	5.91	6.00	-	-

Concept Consultation by Family

Family: 98001289

Reference Date: 26.10.2021

Search concept **There is no data for informed criteria!**

Family concept

IDF						Occurrences	
Evaluation amount	Score	SMS	Quality	Deadline	Management	Average	High

Message displayed when there is no IDF data for family search.



III. COLLABORATION PANEL

Record of Occurrence

In the "Record of Occurrence " section, information related to the occurrences that occurred during the company's supply with Petrobras will be displayed.

Performance Results

Participation: 0.00%

Goods

COD: Technical => no data
Commercial => no data

IADC: 44.30%

Services

GRI:

Legal Regularity

INSS CND printed(Regular, note = 10)

Economic Detail

Last Balance: 2021
Currency: BRL
Net Worth: 169.938.000,00
Net Liquidity: 1,12
Leverage: 4.82

Concept Results

Supplier Concept

Reference Date: 26.10.2021

Review Details

IDF							Occurrences	
Evaluation amount	Score	SMS	Quality	Deadline	Management	Average	High	
271	5.91	6.00	5.99	5.91	6.00	-	-	

Concept Consultation by Family

Family:

Reference Date: 26.10.2021

Family concept

IDF							Occurrences	
Evaluation amount	Score	SMS	Quality	Deadline	Management	Average	High	

Record of Occurrences

Description	Gravity	Coverage	Date	Family	Reference	Purch.Doc.
No results to be displayed						



III. COLLABORATION PANEL

Ongoing Contracts with Petrobras and Supply History

The “Current Contracts with Petrobras” and “Supply History” displays information related to the contracts and the respective supplied items.

Current Contracts with Petrobras												
Export ▾	XXXXXX											
Supplier Company...	SAP C...	ICJ	Modality	TRD St...	Value	Start Date	Expirat...	Depart...	Respo...	Contract Object	IDF	N° Items
XXXXXX	lyed									XXXXXX	XXXXXX	XXXXXX

Supply History												
Export ▾												
Supplier Company...	SAP C...	ICJ	Modality	TRD St...	Value	Start Date	Expirat...	Depart...	Respo...	Contract Object	IDF	N° Items
XXXXXX	XXXXXX	KXXX	XXXXXX	XXXXXX	2.223.4...	13.07.2016	31.12.2...	REDUC...		PB/0020.0004		



III. COLLABORATION PANEL

Ongoing Contracts with Petrobras and Supply History

The following information will be presented in the columns:

- **Company:** corporate name of the company.
- **Contract:** contract number.
- **ICJ:** ICJ number.
- **Modality:** opportunity mode.
- **TRD Status:** current status of TRD.
- **Value:** contract value.
- **Start Date:** start date of the validity of the contract.
- **Expiration Date:** end date of the validity of the contract.
- **Department:** department where the item is being supplied.



III. COLLABORATION PANEL

Ongoing Contracts with Petrobras and Supply History

- **Manager:** key of the responsible manager for the contract.
- **Object Description:** description of the contractual object.
- **IDF:** the average IDF value for the listed contract is displayed.
- **Item:** the description of the Product Groups related to the contract is displayed.



III. COLLABORATION PANEL

Ongoing Contracts with Petrobras and Supply History

The section “Current Contracts with Petrobras” lists the contracts of the company which are ongoing with Petrobras.


Current Contracts with Petrobras												
Export ▾												
Supplier Company...	SAP C...	ICJ	Modality	TRD St...	Value	Start Date	Expirat...	Depart...	Respo...	Contract Object	IDF	N° Items
XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX



III. COLLABORATION PANEL

Ongoing Contracts with Petrobras and Supply History

The section "Supply History" lists the history of supplied items.

Supply History													
Export ▾ 													
Supplier Company...	SAP C...	ICJ	Modality	TRD St...	Value	Start Date	Expirat...	Depart...	Respo...	Contract Object	IDF	N° Items	
XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX





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