



LET'S EMBARK ON
OUR FUTURE TOGETHER.

SUPPLIER TRAINING DOCUMENT LAW 13.303/16 AND RLCP - LINF



I. About Petronect

II. Concepts and Important Information

III. Enrollment

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Roles and Responsibilities – Purchasing and Contracting

The Petronect Portal is the marketplace used by Petrobras to make its purchases and contracts



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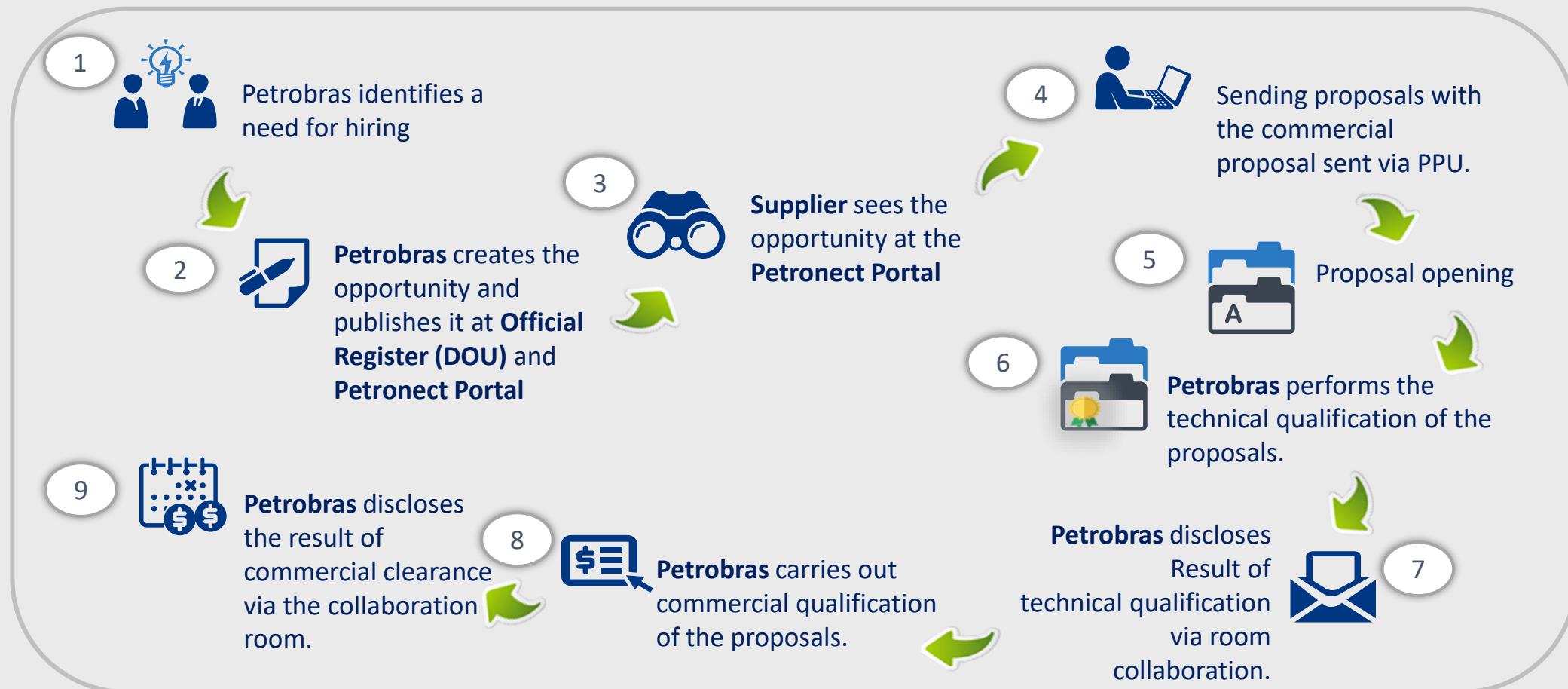
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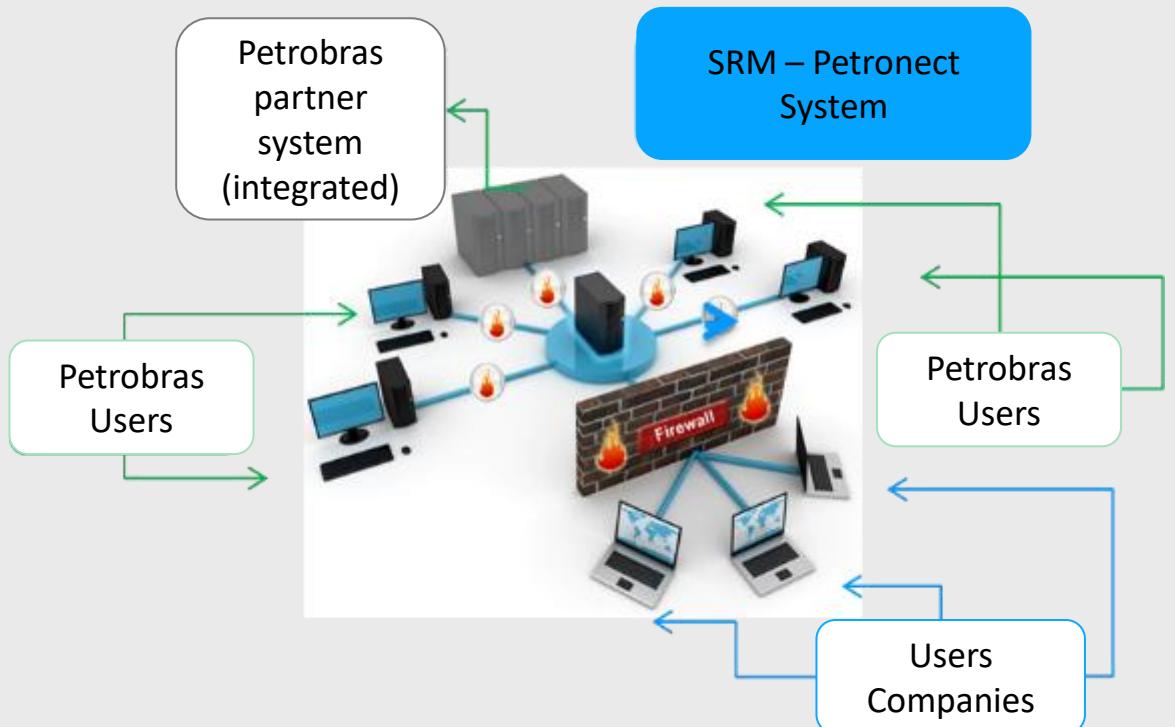


Overview – Purchasing and Contracting



Security Information - Petronect

- Petronect applications work with Petrobras servers, which are protected by **Firewall with access control** and modern information security technology;
- The communication with the Portal is made by Hyper Text Transfer Protocol Secure (**HTTPS**).



Portal Upgrade

Besides the updates to adjust to 13.303/16 law and RLCP, Petronect also has some other updates in its Portal

- ✓ More **steady** Portal;
- ✓ More visually **modern**;
- ✓ Standard browser: Google Chrome and similars;
- ✓ Better **usability** applications;



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The Registration of Suppliers of Goods and Services of Petrobras is the database that gathers all the service providers and suppliers information with the aim to have a previous evaluation of the companies.

The registration process is organized by 'families suppliers', regarding the features of the property or service to be provided.

The Certificate of Registration Query can be used to evaluate previously the registered companies to future public bidding. Therefore, the necessary documents used for the evaluation can be rather totally or partially replaced by the CRC, according to the requirement described in the bidding notice and the documents provided in the CRC.

Furthermore, companies registered as 'family suppliers' in our Portal can receive notifications about the availability of published new bidding terms.

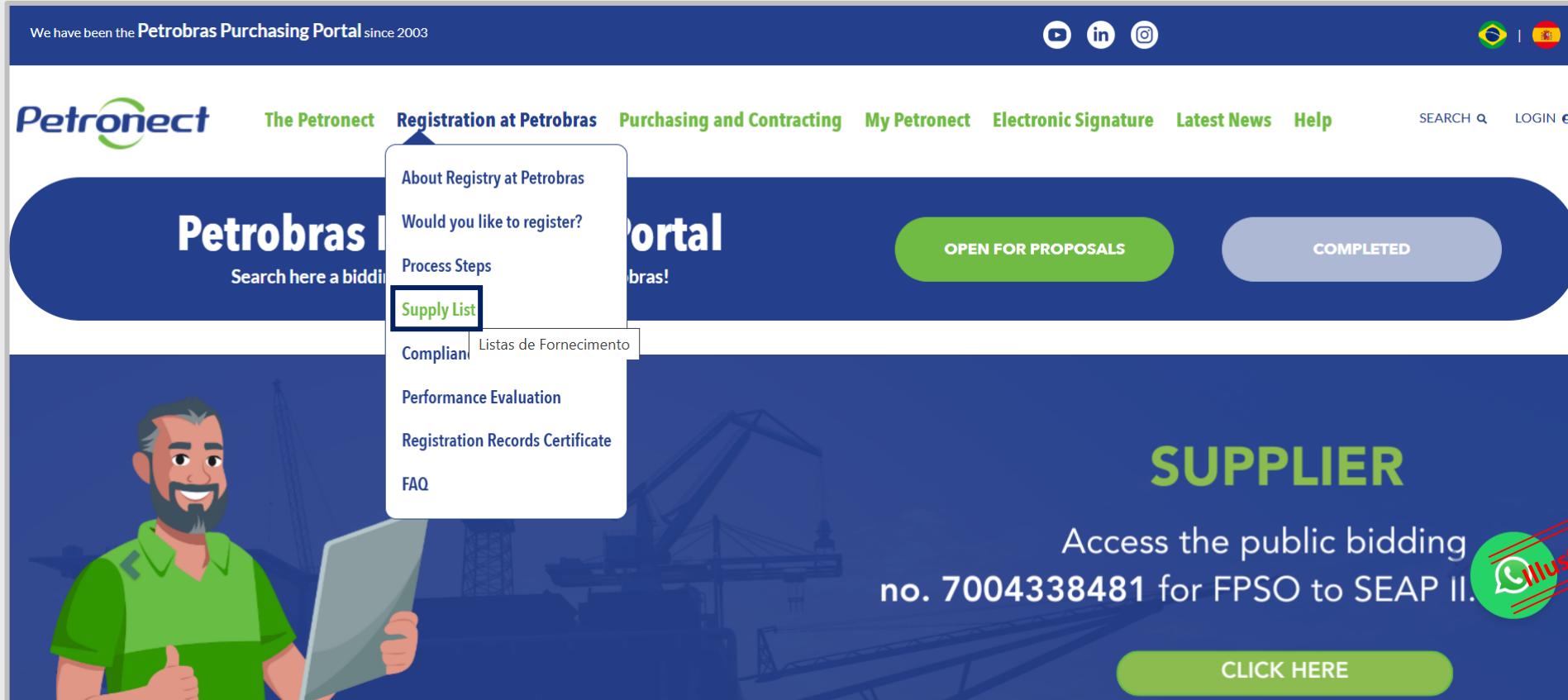
The registered information will have validation of one year and can be updated anytime.



III. ENROLLMENT

Supply List

- The supply list and the evaluation requirements are available at “**Registry at Petrobras**” > “**Supply List**”



The screenshot shows the homepage of the Petrobras Purchasing Portal. At the top, there is a navigation bar with links for "Registration at Petrobras", "Purchasing and Contracting", "My Petronect", "Electronic Signature", "Latest News", and "Help". Below the navigation bar, there is a search bar and a "LOGIN" button. The main content area features a large blue banner with the text "Petrobras" and "Search here a bidding". To the right of the banner, there are two buttons: "OPEN FOR PROPOSALS" (green) and "COMPLETED" (grey). Below the banner, there is a large image of a smiling man holding a tablet, with a speech bubble that says "SUPPLIER". To the right of the man, there is text that says "Access the public bidding no. 7004338481 for FPSO to SEAP II." and a "CLICK HERE" button. On the left side of the banner, there is a dropdown menu for "Registration at Petrobras" with the following options: "About Registry at Petrobras", "Would you like to register?", "Process Steps", "Supply List" (which is highlighted with a red box), "Compliant", "Performance Evaluation", "Registration Records Certificate", and "FAQ". A red diagonal line with the text "Illustrative Material" is drawn across the bottom right of the image.



Supply List

- Select the aimed item to have access to the supply list of Petrobras Group

SUPPLY LIST



SELECT THE DESIRED ITEM BELOW TO ACCESS THE SUPPLY LIST OF PETROBRAS GROUP.

[LIST OF GOODS](#)[LIST OF SERVICES](#)[CONTRACTUAL SUPPLIERS LIST](#)

Illustrative Material



Supply List

- Insert the security code generated by the system to continue the process and then click on “**Verify Code**”

Enter the code below to continue

HOAM

Verify Code **Update**

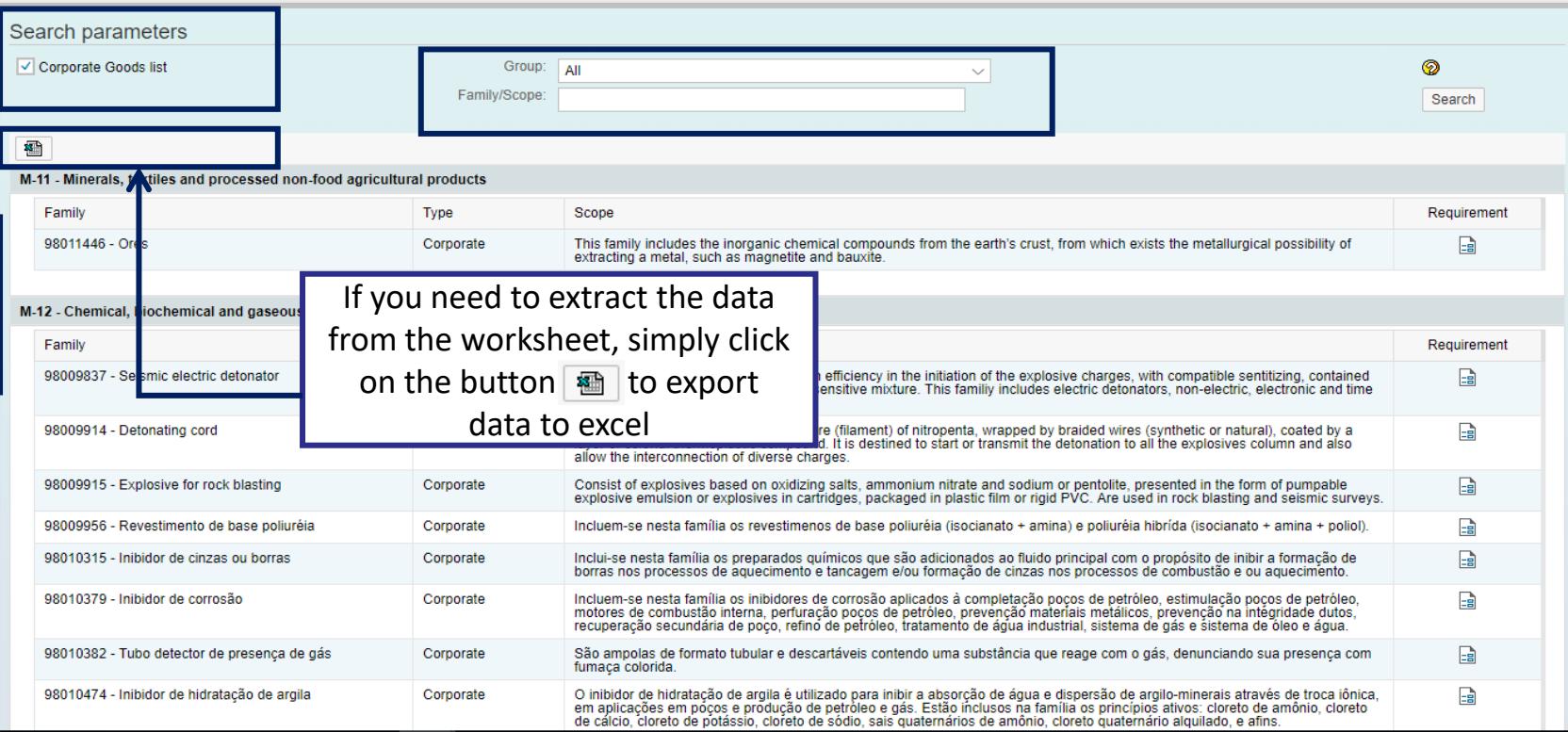
Illustrative Material



Supply List

- The user will be redirected to the screen “Search parameters”. The search can be made by segment, family/scope and then click at the “search” button.

The user can also choose one of the options to use as a search parameter



If you need to extract the data from the worksheet, simply click on the button  to export data to excel

Family	Type	Scope	Requirement
M-11 - Minerals, textiles and processed non-food agricultural products	Corporate	This family includes the inorganic chemical compounds from the earth's crust, from which exists the metallurgical possibility of extracting a metal, such as magnetite and bauxite.	
M-12 - Chemical, biochemical and gaseous	Corporate	Efficiency in the initiation of the explosive charges, with compatible sensitizing, contained sensitive mixture. This family includes electric detonators, non-electric, electronic and time	
98011446 - Ores	Corporate	This family includes the inorganic chemical compounds from the earth's crust, from which exists the metallurgical possibility of extracting a metal, such as magnetite and bauxite.	
98009837 - Seismic electric detonator	Corporate	It is destined to start or transmit the detonation to all the explosives column and also allow the interconnection of diverse charges.	
98009914 - Detonating cord	Corporate	Wire (filament) of nitropenta, wrapped by braided wires (synthetic or natural), coated by a	
98009915 - Explosive for rock blasting	Corporate	Consist of explosives based on oxidizing salts, ammonium nitrate and sodium or pentolite, presented in the form of pumpable explosive emulsion or explosives in cartridges, packaged in plastic film or rigid PVC. Are used in rock blasting and seismic surveys.	
98009956 - Revestimento de base poliureia	Corporate	Incluem-se nesta família os revestimentos de base poliureia (isocianato + amina) e poliureia híbrida (isocianato + amina + poliol).	
98010315 - Inibidor de cinzas ou borras	Corporate	Inclui-se nesta família os preparados químicos que são adicionados ao fluido principal com o propósito de inibir a formação de borras nos processos de aquecimento e tanqueamento e/ou formação de cinzas nos processos de combustão e/ou aquecimento.	
98010379 - Inibidor de corrosão	Corporate	Incluem-se nesta família os inibidores de corrosão aplicados à completaço poços de petróleo, estimulação poços de petróleo, motores de combustão interna, perfuração poços de petróleo, prevenção materiais metálicos, prevenção na integridade dutos, recuperação secundária de poço, refino de petróleo, tratamento de água industrial, sistema de gás e sistema de óleo e água.	
98010382 - Tubo detector de presença de gás	Corporate	São amplos de formato tubular e descartáveis contendo uma substância que reage com o gás, denunciando sua presença com fumaça colorida.	
98010474 - Inibidor de hidratação de argila	Corporate	O inibidor de hidratação de argila é utilizado para inibir a absorção de água e dispersão de argilo-minerais através de troca iônica, em aplicações em pôacos e produção de petróleo e gás. Estão incluídos na família os princípios ativos: cloreto de amônio, cloreto de cálcio, cloreto de potássio, cloreto de sódio, sais quaternários de amônio, cloreto quaternário alquilado, e afins.	

Illustrative Material



Supply List

- Click on the icon available on “Requirement” to have more information about the family requirement.

Search parameters

Corporate Goods list Group: All

Family/Scope:





M-11 - Minerals, textiles and processed non-food agricultural products

Family	Type	Scope	Requirement
98011446 - Ores	Corporate	This family includes the inorganic chemical compounds from the earth's crust, from which exists the metallurgical possibility of extracting a metal, such as magnetite and bauxite.	

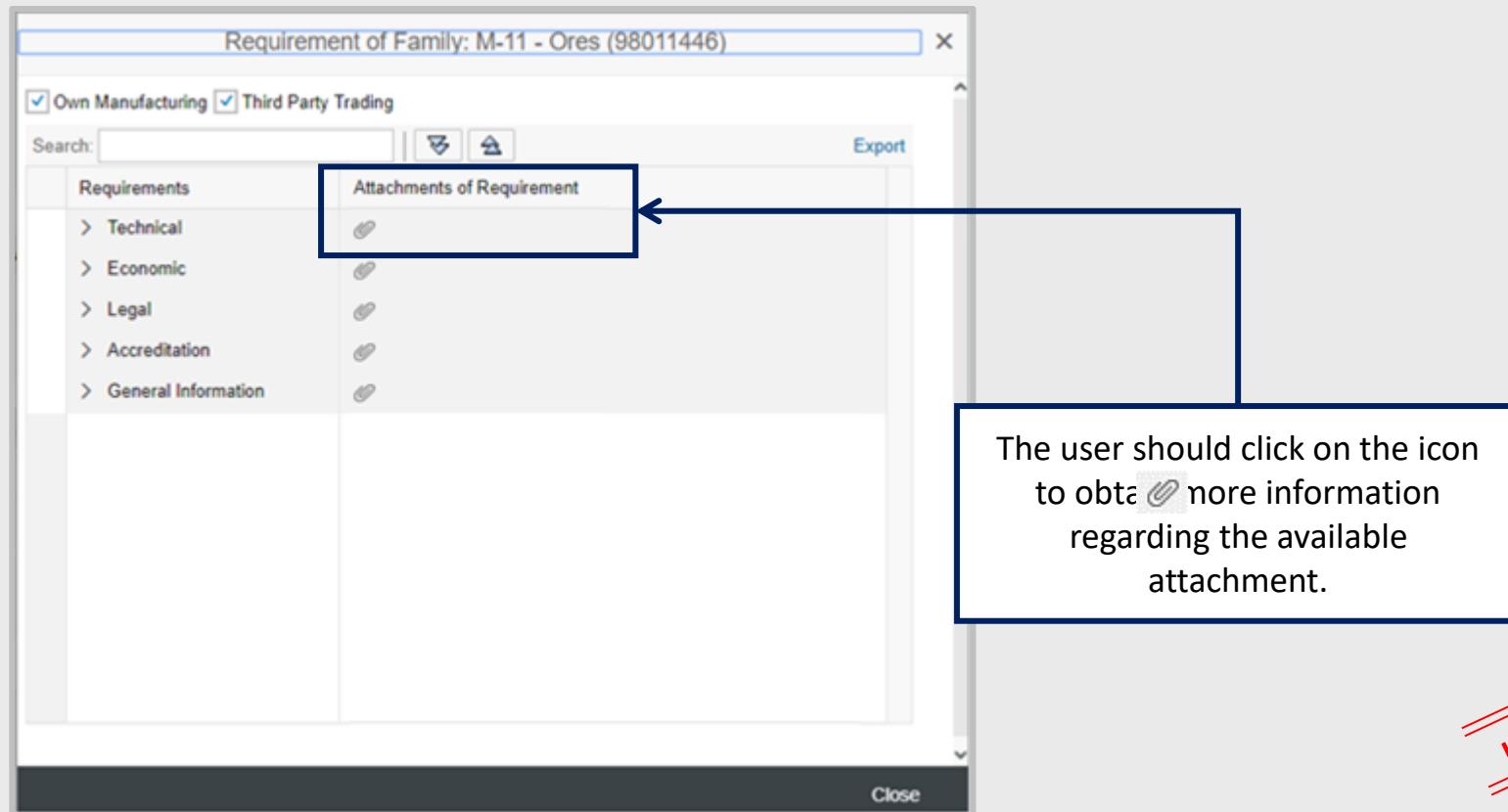
The user should click on the icon to obtain more information about the desired family.

Illustrative Material



Supply List

- After clicking on the requirement button, the user is redirected to the “Requirement of Family” screen. In this page, he can choose the type of requirement of which he wants to obtain more information about and should click on the attachment available on the icon “📎” to open it.



Supplier Registration Criteria

The parameter evaluated by Petrobras at the Enabling step can correspond to certain criteria used in the approval of the supplier registry, such as:

- **Legal Criteria:** Petrobras will monitor the regularity of the companies in the fulfilment of their obligations to the market, government agencies and society. Besides the documentation analysis, instruments that allow information gathering about certifications and documents issued by taxes entities will be used, allowing frequent update of following tax compliance indicators.
- **Technical Criteria:** The company's technical capacity of producing goods and/or service delivery will be analysed, evaluating the necessary resources to a good performance of the goods to be provided and/or service to be executed.
- **Technial Criteria SMS:** It will be verified the implementation degree of Environmental Management Systems and Occupational Health and Safety according to rules ISO 14001 e OHSAS 18001.



Supplier Registration Criteria

- **Accreditation Criteria:** It will be verified if the reseller/distributor is authorized to market products of a particular registered manufacturer. Furthermore, these criteria ensure the performance of inspections required by Petrobras and evaluate how that is provided by the company to help them occurring.

- **Economic Criteria:** Through a set of requirements and indicators, evidence of the company 's economic strength will be sought to ensure that it can continue and complete the good or service provision to Petrobras.

The fulfilment of the qualification requirements can be verified through the Registration. Therefore, the enabling requirements for hiring are preferably the same as those used for registration in a good or service 'family'. When the requirements used for the registration of the family and the result of the enabling process are the same, the result of the enabling process will be used to update the information of the company in the Supplier Registration.



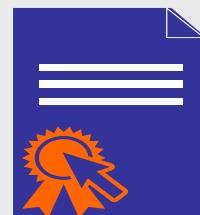
III. ENROLLMENT

Supplier Registration Criteria

Aiming to suit the supplier registration at Petrobras with the 13.303/16 law, the Commercial Registry and Classification Certificate (CRCC - stands for Commercial Registry and Classification Certificate) and the Declaration of Simplified Registry (DRS - stands for Declaration of Simplified Registry) will not be issued anymore. Both certifications no longer exist and were replaced by one single document: the **Certificate of Registration Query (CRC)**, which will have a differentiated purpose and application in the company.

The CRC will present both the family by which the company got the approval and also the partial results achieved by the supplier. Thus, **it will be presented at the certification the criteria applicable to the family of interest where he got approval.**

The **CRC will be Total or Partial**, which means that when the supplier **meets all the criteria required of the family** of interest the CRC issued will be **Total** and when the supplier **meets at least one of the criteria required**, the CRC issued will be **Partial**.



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Context

To adapt to 13.303 law and RLCP, the Petronect Portal has been modified so that all public opportunities are available to any interested party

The public opportunities will be displayed on the Portal both on public area and internal area



In the public area (no login is needed) of Petronect Portal:

- Only public opportunities can be followed;
- Only opportunities disclosed in the Official Register (DOU) will be available;
- Opportunities started during the validity of the old 2745/98 law decree will not be available;



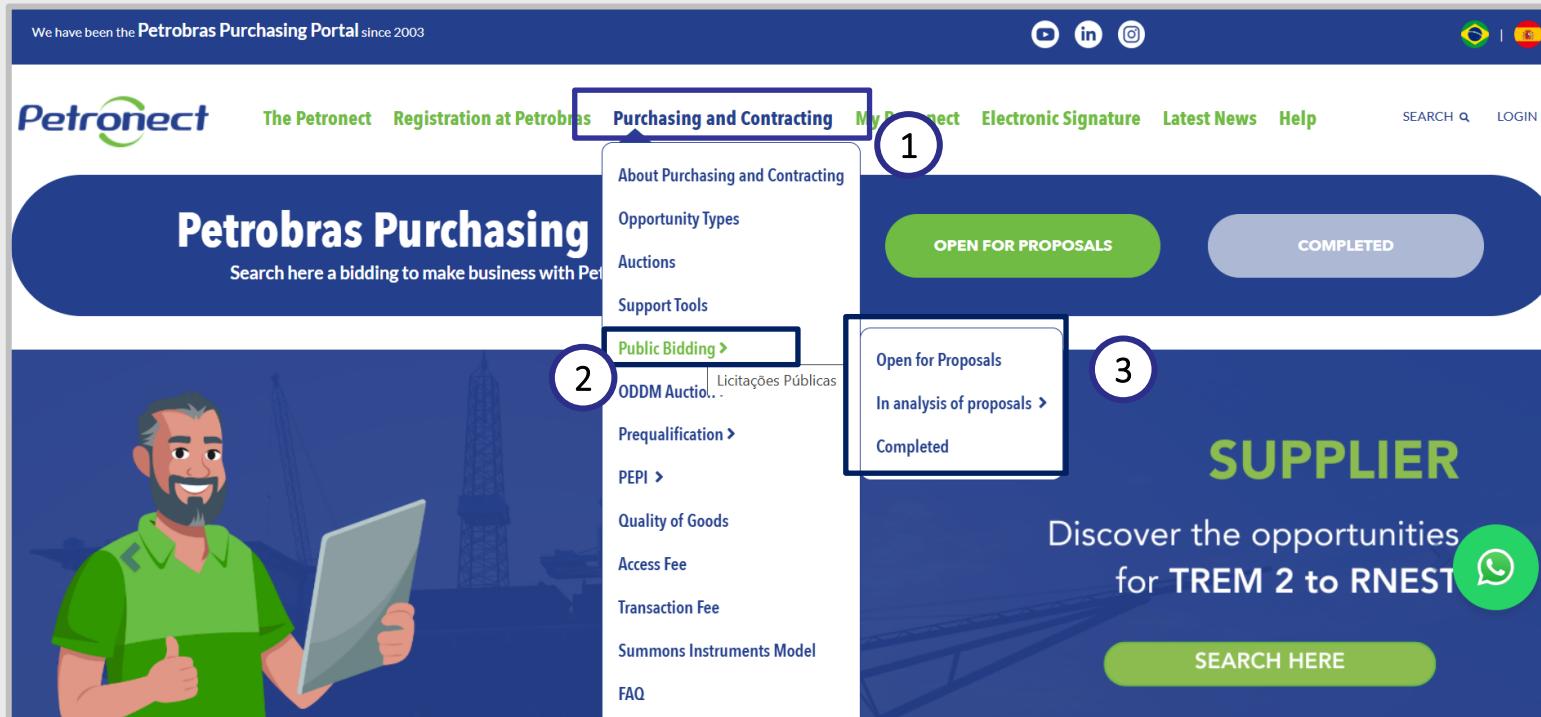
In the internal area (with login access) of Petronect Portal:

- All opportunities already published during the old 2745/98 law decree may be followed according to the current process;
- The user will be able to see the opportunities that one has signed up for and the currently available public opportunities.



Public area display

In accordance with the Law 13.303/16 and RLCP, all public opportunities will be displayed in the public area of Petronect Portal, enabling interested companies which meet the bidding rules participate. The following steps should be followed to find the public opportunities in the Petronect Portal:

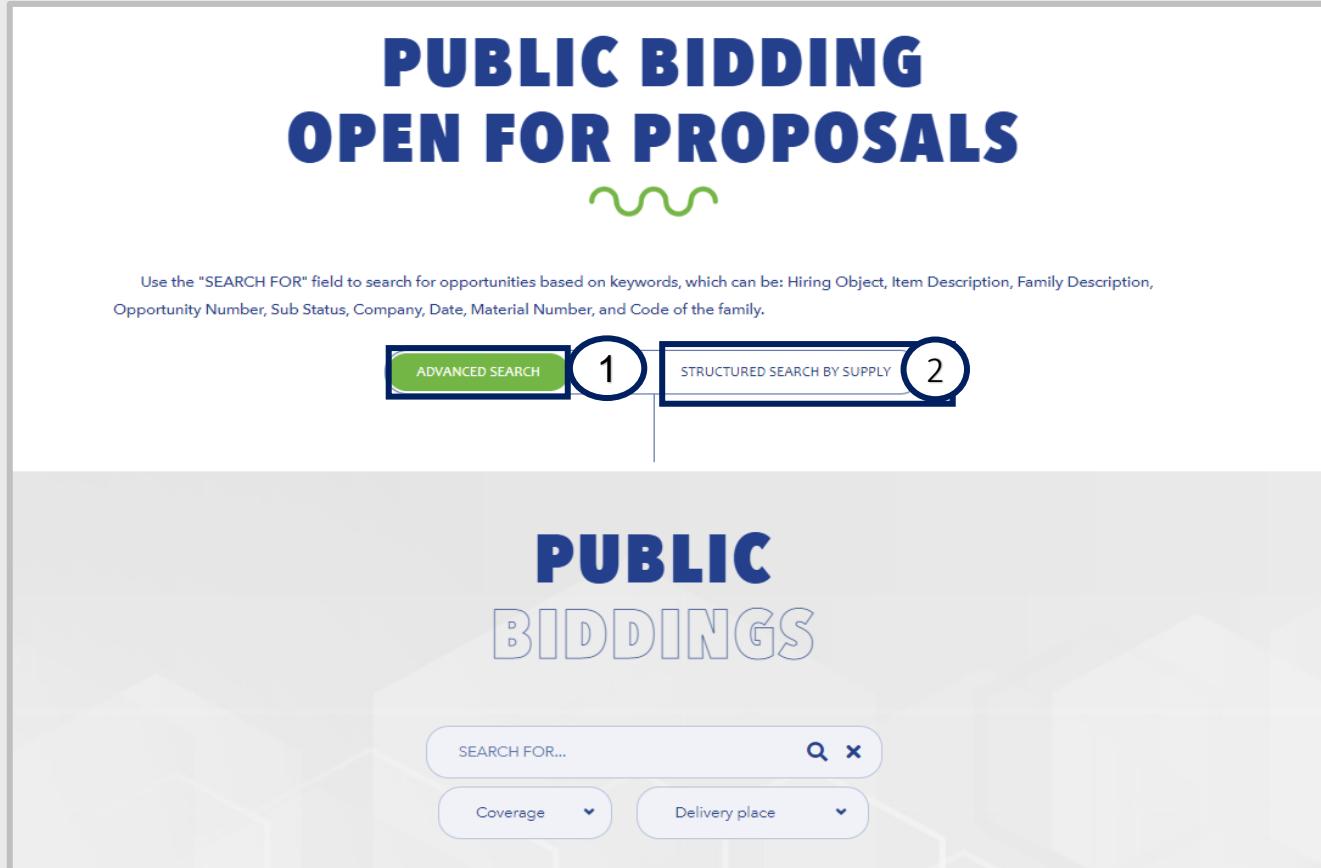


1. Access the menu **Purchasing and Contracting**
2. Select the option **Public Bidding**
3. It is possible to see the bidding that is during the proposal period (**Open For Proposals**), those that are during the evaluation period (**In analysis of proposals**) and those that are already **Completed**.

Illustrative Material

Public area display

To find public opportunities, the user has two search options: "**Advanced Search (1)**" and "**Structured Search by Supply (2)**".



Illustrative Material



Public area display

To find public opportunities, the user has the option "Search for", for this search the information will be considered: Number (of the opportunity), Substate, Company, Start date, End date, Material number, Family code, Contract object, Item description and Family description



This field is available for the following screens:

Purchases and Contracts -> Public Tenders -> Open to proposals
Purchases and Contracts -> Sale of Assets -> Published
Purchasing and Contracts -> Prequalification -> Open
Purchases and Contracts -> PMIP -> Published

Illustrative Material



Public area display

Delivery location: drop-down list field so that the user can filter opportunities by region.

Just click and select the desired state, and then the system will display in the results grid only the opportunities related to the chosen state.

If you want to clear the filter, just click on the “All” option.

SEARCH FOR...

Coverage

Delivery place

Delivery place: indicates the State where the material or service must be delivered.



This field is available for the following screens:

Purchases and Contracts -> Public Tenders -> Open to proposals

Purchases and Contracts -> PMIP -> Published

Public area display

Coverage: drop-down field so that the user can filter opportunities by national or international scope.

This field is available for the following screens:

Purchases and Contracts -> Public Tenders -> Open to proposals

Purchases and Contracts -> PMIP -> Published

All
National
International

The screenshot shows a search interface for public tenders. At the top is a search bar with a magnifying glass icon and an 'X' for clearing. Below it is a 'Coverage' dropdown menu with a hand cursor icon pointing to it. A tooltip box is overlaid on the dropdown, containing the following text: "'National' option: Opportunities available for participation by national Suppliers only. 'International' Option: Opportunities available for participation by national and international Suppliers.'". To the right of the dropdown are 'Delivery place' and 'Illustrative Material' dropdowns. At the bottom of the interface are filters for 'SUB-STATUS', 'GE', 'START DATE', and 'END DATE'.



Public area display

The "Coverage" column indicates whether the opportunity is national or international in scope.

NUMBER	OBJECT	SUB-STATUS	COMPANY	COVERAGE	START DATE	END DATE	OPTIONS
7003188711	TESTE GB X	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S. A.	INTERNATIONAL	26/08/2021	29/08/2031	  
7003189877	TESTE	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S. A.	NATIONAL	15/05/2022	15/06/2022	  

This field is available for the following screens:

Purchases and Contracts -> Public Tenders -> Open to proposals

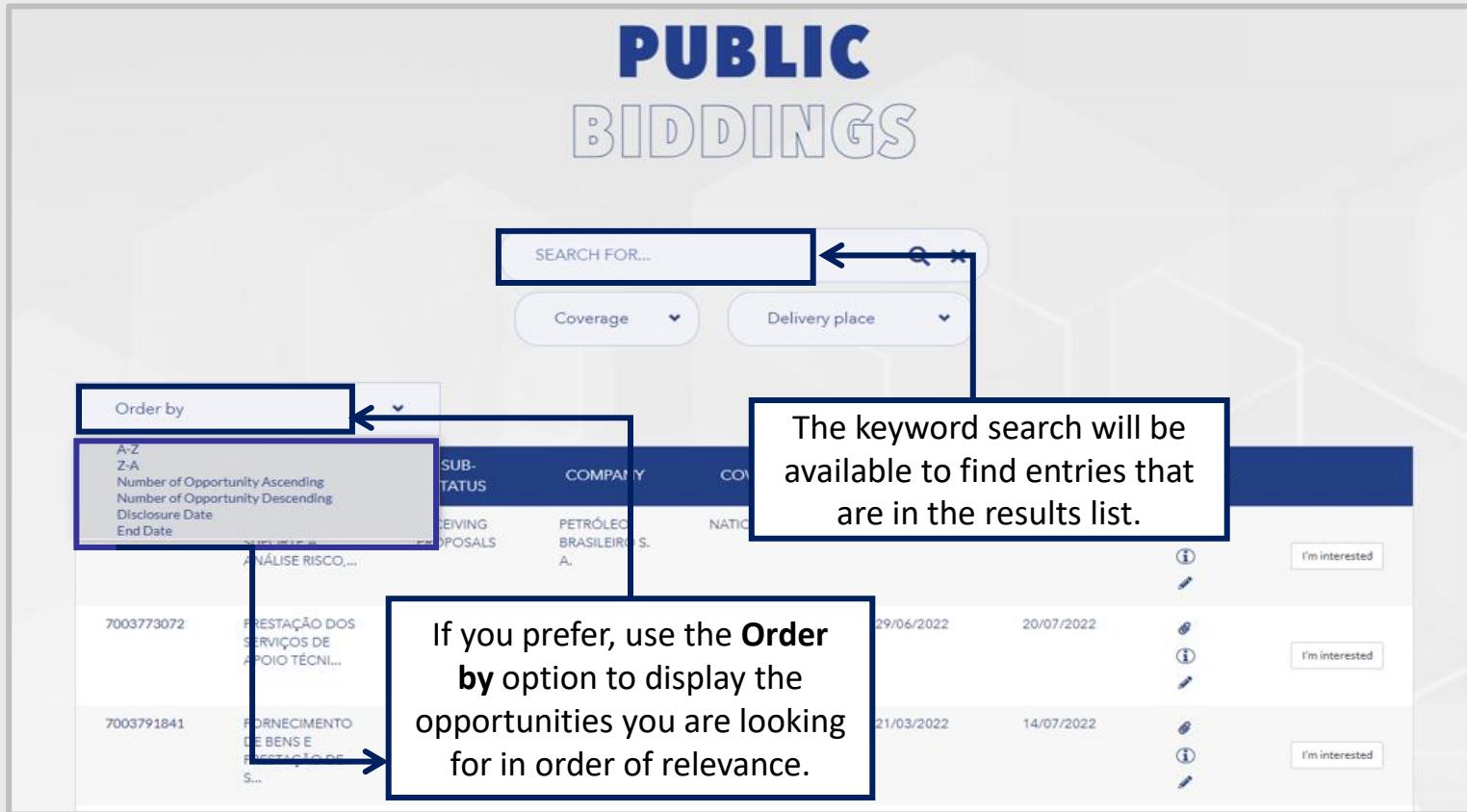
Purchases and Contracts -> PMIP -> Published

Illustrative Material



Public area display

When applying one of the search filters, the result will be displayed in the **Published Bidding List**.



The screenshot shows the 'PUBLIC BIDDINGS' interface. At the top, there is a search bar labeled 'SEARCH FOR...' with a magnifying glass icon and a clear button. Below the search bar are dropdown menus for 'Coverage' and 'Delivery place'. A callout box points to the search bar with the text: 'The keyword search will be available to find entries that are in the results list.' In the center, there is a dropdown menu titled 'Order by' with options: 'A-Z', 'Z-A', 'Number of Opportunity Ascending', 'Number of Opportunity Descending', 'Disclosure Date', and 'End Date'. A callout box points to this menu with the text: 'If you prefer, use the Order by option to display the opportunities you are looking for in order of relevance.' Below the search and order options, there is a table displaying bidding opportunities. The columns include 'SUB-TATUS', 'COMPANY', 'CO', 'RECEIVING', 'DEPOSALS', 'PETRÓLEO', 'NACIONAL', 'ANALISE RISCO, ...', '7003773072', 'FRESTÁCIO DOS SERVIÇOS DE APOIO TÉCNI...', '29/06/2022', '20/07/2022', 'I'm interested', '7003791841', 'FORNECIMENTO DE BENS E PRESTAÇÃO DE SERVIÇOS...', '21/03/2022', '14/07/2022', 'I'm interested', and 'I'm interested'. Each row has an 'I'm interested' button.

Illustrative Material



Public area display

Click on the opportunity number to view the basic data for each opportunity.

The screenshot shows a user interface for viewing opportunity data. On the left, a table lists opportunities with columns for NUMBER, OBJECT, and STATUS. The NUMBER column contains the value 7003470660, which is highlighted with a blue box and an arrow pointing to a callout box. The callout box contains the text: "When clicking on the opportunity number, a new window will be displayed with the basic data." On the right, a large window titled "PUBLIC" displays detailed information for opportunity 7003470660. The window includes fields for Start Date (04.05.2021 10:00:00), End Date (16.05.2022 16:00:00), Timezone (Brazil - Distrito Federal), Currency (Real), Payment Term (101 - Licitação, Lei 13.303, Art. 28, CAPUT), and Enquadramento de Processo (101 - Licitação, Lei 13.303, Art. 28, CAPUT). A callout box in the bottom right corner of this window contains the text: "Click on 'Return' to go back to the previous screen." A "Return" button is visible at the bottom of the window. The entire screenshot is framed by a thick blue border.

Illustrative Material



Public area display

PUBLIC BIDDINGS

In the buttons of the column **“Options”** it will be possible to view attachments and other information of the Opportunity

NUMBER	OBJECT	SUB-STATUS	COMPANY	COVERAGE	START DATE	END DATE	OPTIONS
7003761543	SERVIÇOS DE SUPORTE À ANÁLISE RISCO,...	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S.A.	NATIONAL	23/06/2022	15/07/2022	         
7003773072	PRESTAÇÃO DOS SERVIÇOS DE APOIO TÉCNIC...	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S.A.	NATIONAL	29/06/2022	20/07/2022	        
7003791841	FORNECIMENTO DE BENS E PRESTAÇÃO DE S...	RECEIVING PROPOSALS			14/07/2022		        

If you decide to participate in the bidding, the user must choose the desired **Public Opportunity** and click on the **“I’m interested”** button.

Illustrative Material



Public area display

When selecting the "Structured Search by Supply" option (1) the "Goods" and "Services" options (2) by default will be displayed already checked. If you want to filter by one of the options only, deselect one of the checkboxes.



The **Structured Search by Supply** is only available for Petrobras opportunities. When using this search option, the result will only return results referring to **Petrobras**.

Illustrative Material



V. OPPORTUNITIES

Public area display

To the left of each level presented there is a **Selection Box (3)**. Whenever a user chooses one of the options, the **Sub-Levels** associated with it will be automatically marked to perform the search.



The screenshot shows a public bidding interface with the following elements:

- Section Header:** PUBLIC BIDDING OPEN FOR PROPOSALS
- Search Instructions:** Use the "SEARCH FOR" field to search for opportunities based on keywords, which can be: Hiring Object, Item Description, Family Description, Opportunity Number, Sub Status, Company, Date, Material Number, and Code of the family.
- Search Buttons:** ADVANCED SEARCH (white), STRUCTURED SEARCH BY SUPPLY (green)
- Section:** STRUCTURED SEARCH BY SUPPLY
- Classification Tree:** CLASSIFICATION
 - Goods (checkbox checked)
 - Services (checkbox not checked)
 - Order A-Z (dropdown menu)
 - Geração e distribuição de energia (checkbox checked, 9 sub-options)
 - Componentes e suprimentos p/ manufatura (checkbox checked, 17 sub-options)
 - Máq. e acess. p/perf. poços e mineração (checkbox checked, 16 sub-options)
 - Equip. p/Sistemas de Distr. de Fluidos (checkbox checked, 43 sub-options)

A blue circle with the number 3 is drawn around the 'Goods' checkbox in the classification tree.

Illustrative Material



Public area display

When using the **grouping of more than one classification (4)** the sum of the values presented for the set may be different from the **total opportunities obtained in the search result (5)**. This is because the opportunity may refer to the various classifications of families indicated in the process.

PUBLIC BIDDING OPEN FOR PROPOSALS

Use the "SEARCH FOR" field to search for opportunities based on keywords, which can be: Hiring Object, Item Description, Family Description, Opportunity Number, Sub Status, Company, Date, Material Number, and Code of the family.

ADVANCED SEARCH
STRUCTURED SEARCH BY CLASSIFICATION

CLASSIFICATION

- Goods Services
- Order A-Z
- Geração e distribuição de energia 17
- Componentes e suprimentos p/ manufatura 17
- Maq. e acess. p/perf. poços e mineração 10
- Equip. p/Sistemas de Distr. de Fluidos 41

NUMBER	OBJECT	SUB-STATUS	COMPANY	COVERAGE	START DATE	END DATE	OPTIONS
7002856651	AQUISIÇÃO DE CABOS ELÉTRICOS	RECEIVING PROPOSALS	PETROLEO BRASILEIRO S.A.	NATIONAL	21/06/2022	06/07/2022	
7002856652	AQUISIÇÃO DE TUBOS TUBE	RECEIVING PROPOSALS	PETROLEO BRASILEIRO S.A.	NATIONAL	21/06/2022	01/07/2022	
7002856648	AQUISIÇÃO DE CHAPA FINA EM AÇO CARBONO...	RECEIVING PROPOSALS	PETROLEO BRASILEIRO S.A.	NATIONAL	24/06/2022	06/07/2022	
7002856635	GRUPO DE CORRÉIA TRAPEZOIDAL	RECEIVING PROPOSALS	PETROLEO BRASILEIRO S.A.	NATIONAL	02/06/2022	18/07/2022	
7002870172	AQUISIÇÃO DE FERRIL ESTRUTURAL ASTM A5	RECEIVING PROPOSALS	PETROLEO BRASILEIRO S.A.	NATIONAL	21/06/2022	01/07/2022	
7002873295	AQUISIÇÃO DE CABEÇOTE	RECEIVING PROPOSALS	PETROLEO BRASILEIRO S.A.	NATIONAL	24/06/2022	01/07/2022	
7002865225	AQUISIÇÃO DE MATERIAL PARA CERCAMENTO...	RECEIVING PROPOSALS	PETROLEO BRASILEIRO S.A.	NATIONAL	18/06/2022	06/07/2022	
7002866298	AQUISIÇÃO DE CARREGADOR INDUSTRIAL	RECEIVING PROPOSALS	PETROLEO BRASILEIRO S.A.	NATIONAL	21/06/2022	01/07/2022	
7002851229	PARAFUSO ESTOQUE LISTA COM 243 ITENS...	RECEIVING PROPOSALS	PETROLEO BRASILEIRO S.A.	NATIONAL	23/06/2022	06/07/2022	
7002878568	AQUISIÇÃO DE JUNTAS ANEL PARA FLANGEIS...	RECEIVING PROPOSALS	PETROLEO BRASILEIRO S.A.	NATIONAL	30/06/2022	18/07/2022	

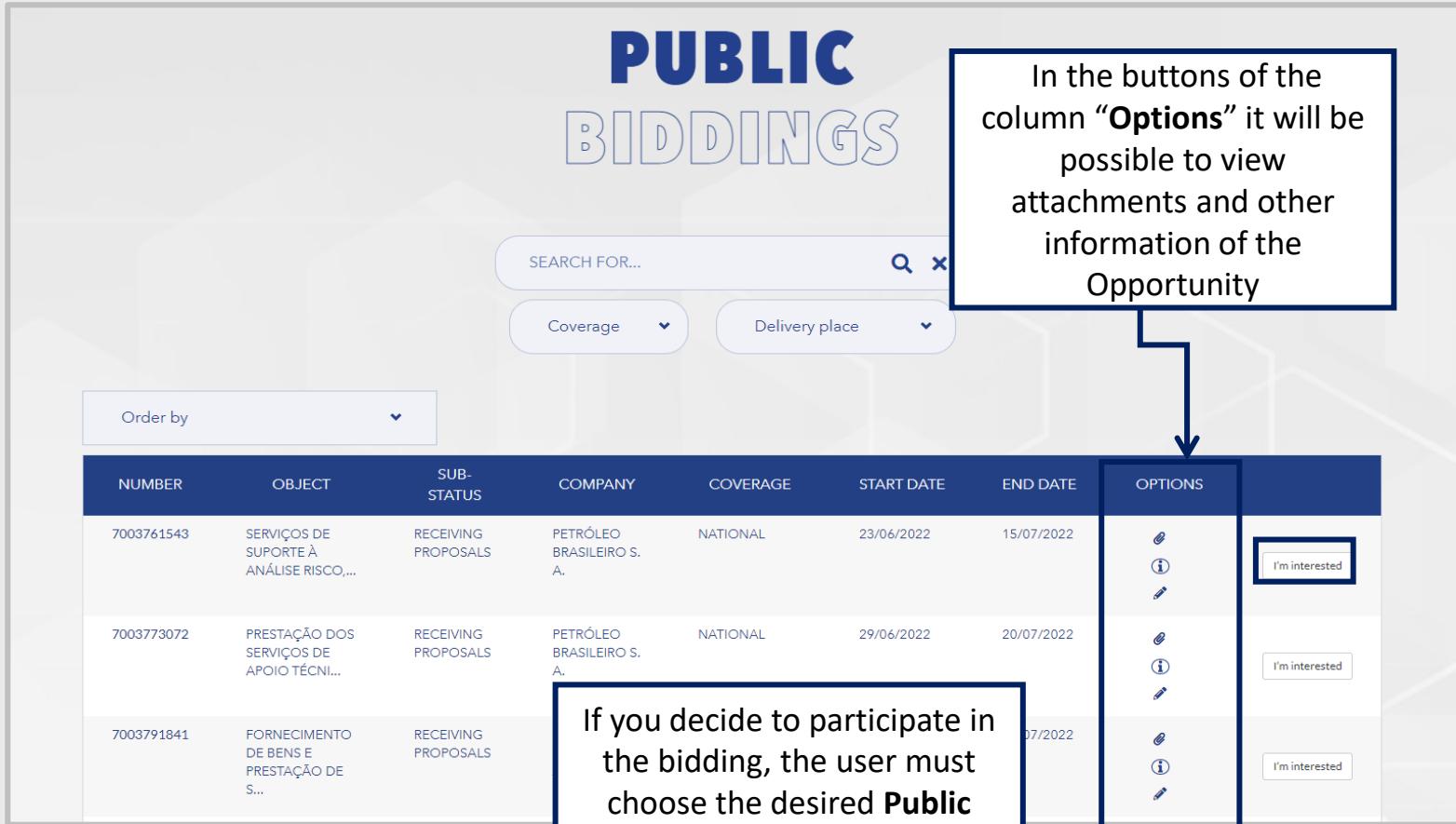
PREVIOUS
1 OF 3
NEXT

Illustrative Material



Public area display

In the **List of Publications** check the information available for each opportunity.



The screenshot shows a web application titled "PUBLIC BIDDINGS". At the top, there is a search bar with a placeholder "SEARCH FOR...", a "Coverage" dropdown, and a "Delivery place" dropdown. Below the search bar is a "Order by" dropdown. The main content area displays a table of opportunities:

NUMBER	OBJECT	SUB-STATUS	COMPANY	COVERAGE	START DATE	END DATE	OPTIONS	
7003761543	SERVIÇOS DE SUPORTE À ANÁLISE RISCO,...	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S. A.	NATIONAL	23/06/2022	15/07/2022	           	<input type="button" value="I'm interested"/>
7003773072	PRESTAÇÃO DOS SERVIÇOS DE APOIO TÉCNICO,...	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S. A.	NATIONAL	29/06/2022	20/07/2022	        	<input type="button" value="I'm interested"/>
7003791841	FORNECIMENTO DE BENS E PRESTAÇÃO DE SERVIÇOS,...	RECEIVING PROPOSALS					        	<input type="button" value="I'm interested"/>

A callout box with a blue border and white text points to the "OPTIONS" column, stating: "In the buttons of the column “Options” it will be possible to view attachments and other information of the Opportunity". Another callout box with a blue border and white text points to the "I'm interested" button in the "OPTIONS" column of the first row, stating: "If you decide to participate in the bidding, the user must choose the desired Public Opportunity and click on the “I'm interested” button."

Illustrative Material



Public area display

The user will be advised on how to proceed to the registration in the desired bid:

- If the user already has access to the Petronect Portal he must proceed with his login and password and will access the list of opportunities available
- If the user does not have access to the Petronect Portal, he will need to register to get access to the internal area

Public Bidding Application Guidance

I am NOT registered at Petronect

Click on the button "Start Identification Process" to create a Partial Registration.

Start Identification Process

I am ALREADY registered at Petronect

Follow the steps bellow:

1. Log into [Petronect Portal](#)
2. Access the [Electronic Quotes](#) menu
3. Access the [Opportunity Board](#)
4. Search for the opportunities using the [available search parameters](#)
5. In the results table, select the opportunity by clicking on the [event number](#) or on the icon 
6. While viewing the opportunity data, click on the button [Prepare Bid](#) at the top of the form
7. Fill the fields and click on [Submit](#).

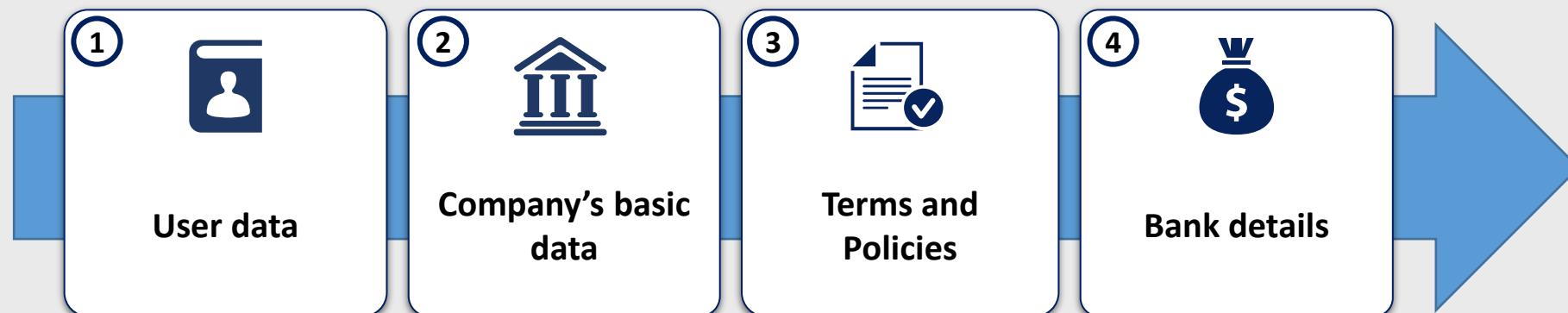
Illustrative Material



Public area display

After pressing the button “**Start Identification**”, an **identification form** will be displayed.

The pages must be filled with all necessary information to create the user and the company in the Petronect Portal. The expression fields will be segmented into four groups:



Public area display

In this section, the supplier must fill in the mandatory data for user creation.

1 User data

Identification

Data for user creation

Name*	<input type="text"/>
Last name*	<input type="text"/>
User*	<input type="text"/>
E-mail*	<input type="text"/>
Confirm your e-mail *	<input type="text"/>
CPF*	<input type="text"/>
Telephone*	<input type="text"/>

Illustrative Material



Public area display

In order to proceed with the Identification, validation of the authenticity of the e-CNPJ will be necessary.

2 Company's basic data

When the **Validate e-CNPJ** button is pressed, the system will perform the following checks:

- Validation of the company's registration with the same CNPJ in Petronect Portal;
- Validation of the authenticity of the CNPJ with the e-CNPJ certificate;
- Enablement of other form fields.

For foreign companies validation of e-CNPJ will not be necessary. The tax code of the company can be used instead.

Basic data of the company

Country* Brazil

Country Registration Number* (CNPJ for Brazil)

Corporate Social Reason*

Fantasy Name

Opting for SIMPLE Não Sim

Type of Company*

State Registration

Municipal Registration Não Sim

ZIP CODE*

State* City*

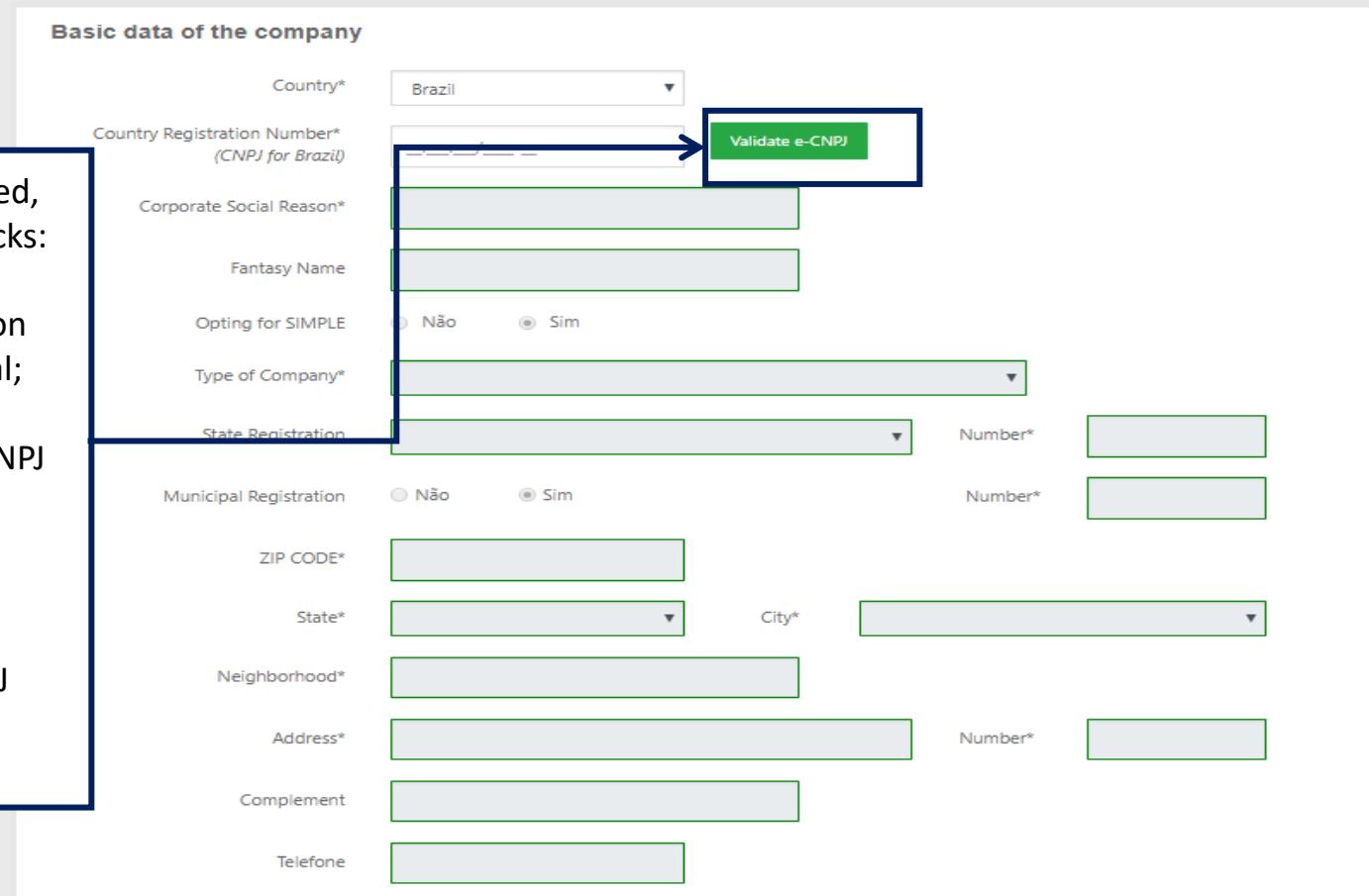
Neighborhood*

Address* Number*

Complement

Telefone

Validate e-CNPJ



Public area display

To proceed with the Identification, it is necessary to open and accept the terms and policies.

3 Terms and Policies

Aceites de termos e políticas

I accept the [terms and conditions](#)

I accept the [data privacy policy](#)

TERMS

The fields of acceptance can be selected only after opening the Terms and Policies.

Prezado Cliente,

Solicitamos atenção às seguintes observações:

- Não aceitar o termo de adesão implica em não acessar o conteúdo do Portal Petronect;
- A manutenção dos dados de usuário são de responsabilidade da empresa. Manterá-se atualizados a fim de evitar problemas de participação nos processos via Petronect;
- Conheça os treinamentos disponibilizados pela Petronect no menu A Petronect > Treinamentos após seu login;
- Ao realizar uploads de arquivos, prefira formatos leves (Ex: ".pdf"), preferencialmente compactados (Ex: ".zip") e com menos de 5 MB;

TERMOS E CONDIÇÕES CONTRATUAIS PARA ADESÃO AO SISTEMA DE INTERMEDIAÇÃO DE NEGÓCIOS - PROCUREMENT NEGÓCIOS ELETRÔNICOS S.A.

1. CONDIÇÕES GERAIS DE USO E SUA ACEITAÇÃO

1.1. Este Contrato de Prestação de Serviços (doravante denominado "Contrato") regulamenta o uso dos serviços do Portal de compras eletrônicas via INTERNET www.petronect.com.br (doravante denominado genericamente "Portal") que a Procurement Negócios Eletrônicos S.A. (doravante denominada "Petronect"), pessoa jurídica de direito privado inscrita no CNPJ sob o nº 05.370.858/0001-61, com sede social na Rua da Assembleia, 10 - 9º andar sala 901 - Centro - Rio de Janeiro - RJ CEP: 20011-901 - Brasil, presta aos usuários que utilizarem o referido Portal para compras eletrônicas e demais serviços, com o fim específico de atender às aquisições da Petrobras - Petróleo Brasileiro S.A., por prazo indeterminado, a partir da data da assinatura do contrato, até sua extinção, conforme cláusula 10.

1.2. A aceitação das condições deste contrato configura a condição legal de usuário do Portal (doravante denominado "Usuário") e expressa a sua adesão a todos os itens deste contrato, na versão em que estiver publicada no próprio endereço eletrônico, no qual há um dispositivo (doravante denominado "link") específico para acesso a este documento e todos os seus termos. A caracterização deste acordo se dá através do aceite realizado através do Portal pelo usuário da empresa fornecedora que foi registrado com privilégios de administração (doravante denominado "Usuário Administrador"). Deste modo, o Usuário, ao conectar-se ao Portal declara de antemão - e irrevogavelmente - que leu, entendeu, e principalmente, que aceita todos os termos deste documento.

1.3. O Portal tem duas áreas de acesso aos usuários: uma Pública, disponível a qualquer pessoa mediante o simples acesso via INTERNET, onde se encontram dados e informações genéricas sobre temas de interesse para a indústria de energia; e outra Reservada, provendo acesso a serviços e conteúdos do Portal, cuja utilização fica submetida a condições particulares próprias, indicadas em cláusula específica (doravante designadas como "Condições Particulares de Acesso e Utilização do Portal" descrita no item 3 deste contrato). O Usuário, portanto, deverá ler as respectivas Condições Particulares de Acesso e Utilização do Portal anteriormente ao seu primeiro acesso ou utilização destes Serviços e Conteúdos.

Petronect

Illustrative Material

Public area display

The last step of the Identification is about bank details (**optional**).

4 Bank details

Company bank details

Bank	<input type="text"/>	
Agency	<input type="text"/> - <input type="text"/>	
Checking Account	<input type="text"/> - <input type="text"/>	

Conduir

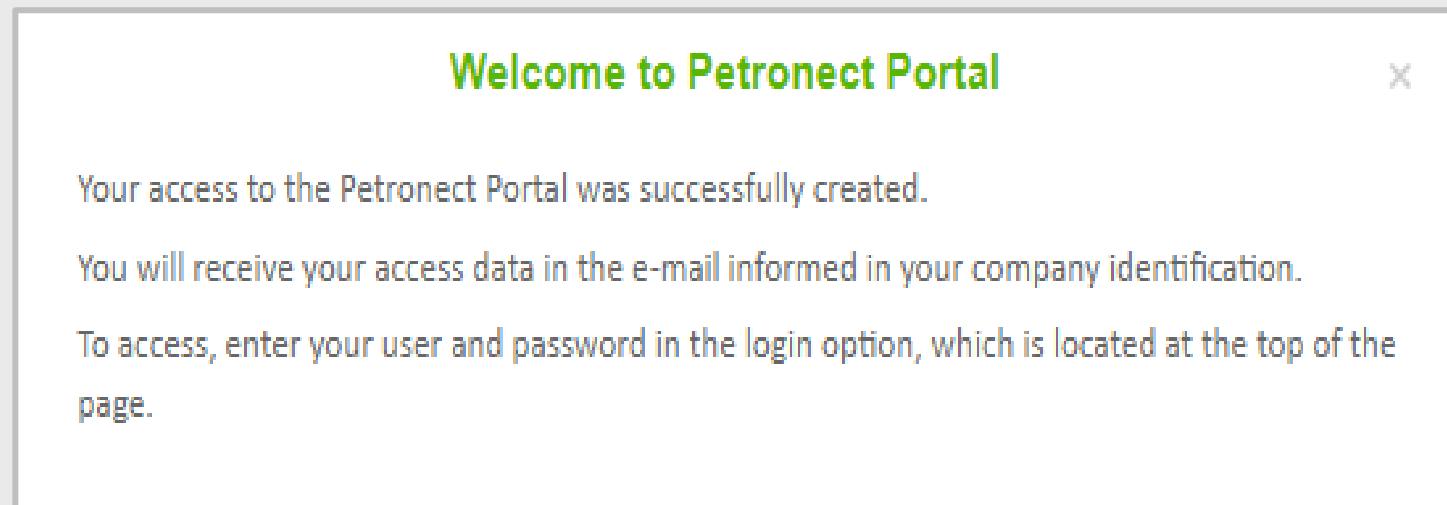
Illustrative Material



Public area display

After the Identification is completed, a confirmation message from Petronect Portal will be displayed to create the user and company access.

- The administrator user login and password are sent to the e-mail entered in the Identification form and must be redefined at the first access in the Petronect Portal;
- With the login and password, the supplier must access the internal area to sign up for an opportunity.



Illustrative Material

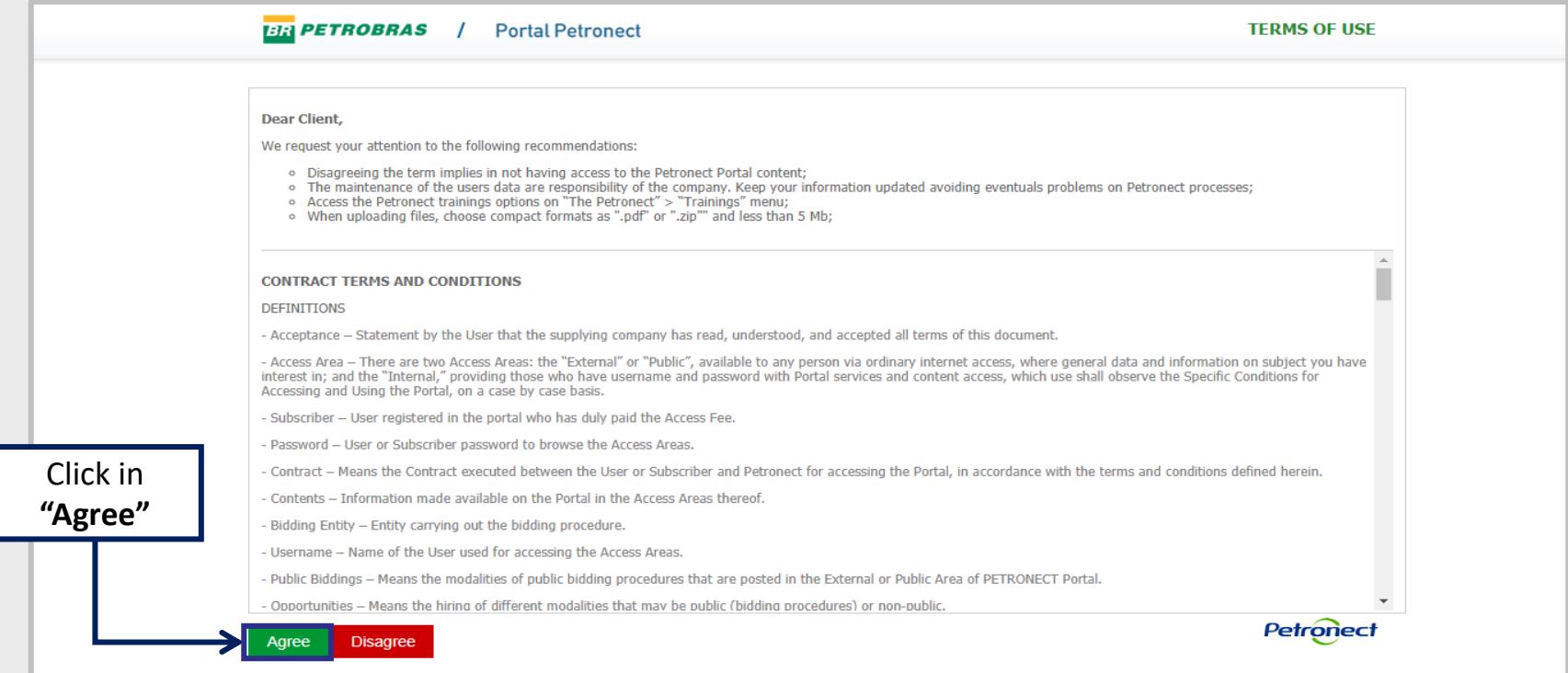


Internal area display

Terms of Use:

When you log in to the Portal, the Supplier will display the new "Term of Use" and must make the Acceptance;

A textual amendment was made in the "Term of Use", making it mandatory to re-read and accept the CONTRACTUAL TERMS AND CONDITIONS FOR ADHERENCE TO THE SYSTEM OF BUSINESS INTERMEDIATION proposed by Petronect to all users;



BR PETROBRAS / Portal Petronect

TERMS OF USE

Dear Client,

We request your attention to the following recommendations:

- o Disagreeing the term implies in not having access to the Petronect Portal content;
- o The maintenance of the users data are responsibility of the company. Keep your information updated avoiding eventuals problems on Petronect processes;
- o Access the Petronect trainings options on "The Petronect" > "Trainings" menu;
- o When uploading files, choose compact formats as ".pdf" or ".zip" and less than 5 Mb;

CONTRACT TERMS AND CONDITIONS

DEFINITIONS

- Acceptance – Statement by the User that the supplying company has read, understood, and accepted all terms of this document.
- Access Area – There are two Access Areas: the "External" or "Public", available to any person via ordinary internet access, where general data and information on subject you have interest in; and the "Internal," providing those who have username and password with Portal services and content access, which use shall observe the Specific Conditions for Accessing and Using the Portal, on a case by case basis.
- Subscriber – User registered in the portal who has duly paid the Access Fee.
- Password – User or Subscriber password to browse the Access Areas.
- Contract – Means the Contract executed between the User or Subscriber and Petronect for accessing the Portal, in accordance with the terms and conditions defined herein.
- Contents – Information made available on the Portal in the Access Areas thereof.
- Bidding Entity – Entity carrying out the bidding procedure.
- Username – Name of the User used for accessing the Access Areas.
- Public Biddings – Means the modalities of public bidding procedures that are posted in the External or Public Area of PETRONECT Portal.
- Opportunities – Means the hiring of different modalities that may be public (bidding procedures) or non-public.

Agree Disagree

Click in "Agree"

Petronect



Internal area display

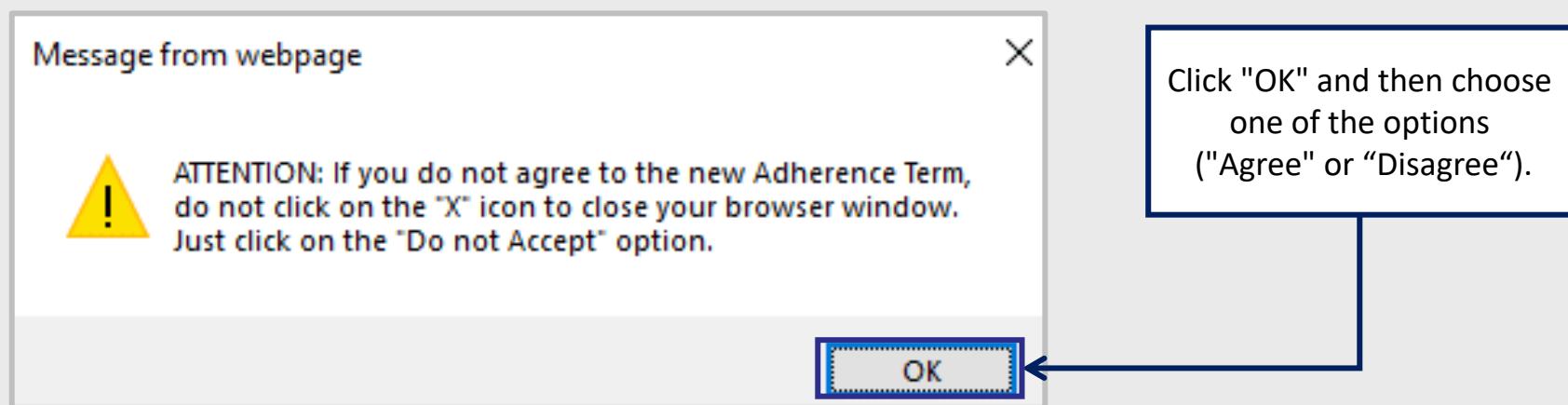
Terms of Use:

The Supplier will also have the option of not accepting the "Term of Use". By clicking the "Do Not Accept" button, the supplier will be advising that it does not agree with the TERMS AND CONDITIONS FOR ADHERENCE TO THE BUSINESS INTERMEDIATING SYSTEM proposed by Petronect, so the system will automatically close your session and direct you to the login screen.

If the supplier re-evaluates his position and opts to accept the terms and conditions presented by Petronect, he will need to access the Portal again, to click the "Accept" button and follow the process.

Attention:

Illustrative Material



IV. OPPORTUNITIES

Internal area display

Illustrative Material

Terms of Use:

To consult the new Term of Use after accepting it, the Supplier must access the "Terms" menu, available in the Petronect Portal header, then access the "Terms of Use" link.

The screenshot shows the Petronect Portal interface. At the top, there is a header with various menu items and a 'Terms' link highlighted with a blue box and a circled '1'. Below the header, a 'TERMS' section is visible, containing a 'Term of Use' link, which is also highlighted with a blue box and a circled '2'. At the bottom of the page, there is a 'TERMS OF USE' section with a 'Dear Client,' message and a list of recommendations. A circled '3' points to this section.

1 Click on the link available in the header, labeled "Terms";

2 To access the Membership Term, click on the link "Terms of Use";

3 The system will make available in a new tab the Term of Use document.



V. OPPORTUNITIES

Internal area display

After logging in, the steps below must be followed to access the Opportunities in the internal area of Petronect Portal:

1. Go to the **Electronic Quotes** menu;
2. Select the **Opportunity Board** submenu;

The screenshot shows the Petronect Portal interface. At the top, there is a navigation bar with icons for 'The Petronect', 'Electronic Quotes' (highlighted with a red circle labeled '1'), 'Normas Security Information Standards', and 'Contact Us'. Below the navigation bar, there are tabs for 'About Electronic Quotes', 'Opportunity Board' (highlighted with a red circle labeled '2'), 'Session', and 'My Company Participation'. The main content area displays a message: 'Use the available filters on "Search Parameters" to conduct searches. On the "Opportunities" tab, the system automatically displays all the active opportunities. On the "Auctions" tab, you need to insert a search parameter in order to display the needed information.' Below this message is a search parameter section with fields for 'Number' (containing '7000180649'), 'Hiring Object Description', 'Item description', 'Publishing date', 'Start date', 'End date', 'Material family', 'Process type', 'Region', 'Processed since', and 'Event Status'. There are 'Search' and 'Clear' buttons, and an 'Export' dropdown. At the bottom, there is a table with a single row showing the details of the opportunity with number 7000180649. The table includes columns for Number, Desc. of the Hiring Object, Start Date, Start Time, End Date, End time, Response Status, and several empty columns. A status bar at the bottom right shows 'Cotação apresentada' and 'Oportunidades Públicas'.

Illustrative Material



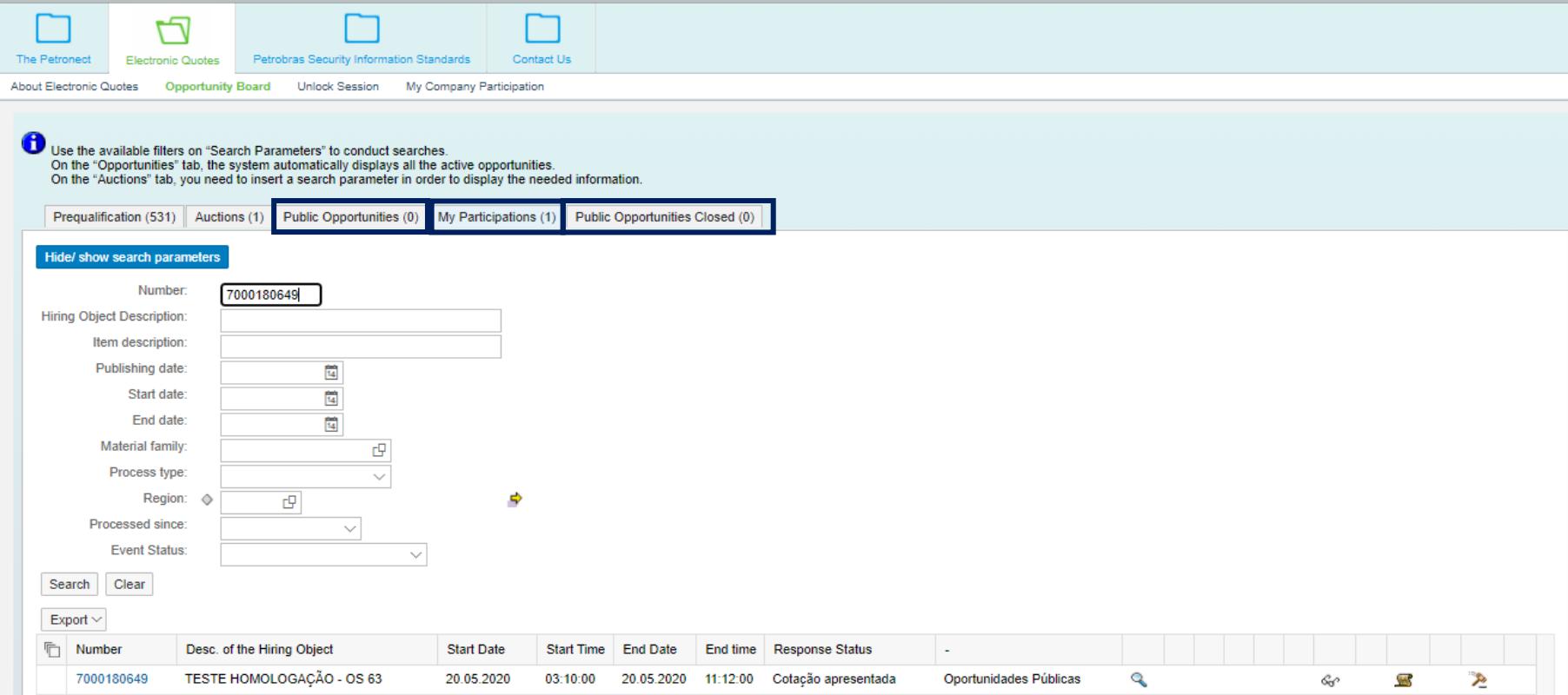
V. OPPORTUNITIES

Internal area display

At **My Participations**, the supplier can analyze all the opportunities in which it has been registered (historical).

In **Public Opportunities** will be displayed a list with Public Opportunities that have not yet reached the "End Date" for the submission of Proposals.

In "**Public Opportunities Closed**", the supplier can search the history of all closed public opportunities.



Use the available filters on "Search Parameters" to conduct searches.
On the "Opportunities" tab, the system automatically displays all the active opportunities.
On the "Auctions" tab, you need to insert a search parameter in order to display the needed information.

Prequalification (531) Auctions (1) **Public Opportunities (0)** My Participations (1) Public Opportunities Closed (0)

Number: 7000180649

Hiring Object Description:

Item description:

Publishing date:

Start date:

End date:

Material family:

Process type:

Region:

Processed since:

Event Status:

Search Clear

Export

Number	Desc. of the Hiring Object	Start Date	Start Time	End Date	End time	Response Status	-
7000180649	TESTE HOMOLOGAÇÃO - OS 63	20.05.2020	03:10:00	20.05.2020	11:12:00	Cotação apresentada	Oportunidades PÚblicas

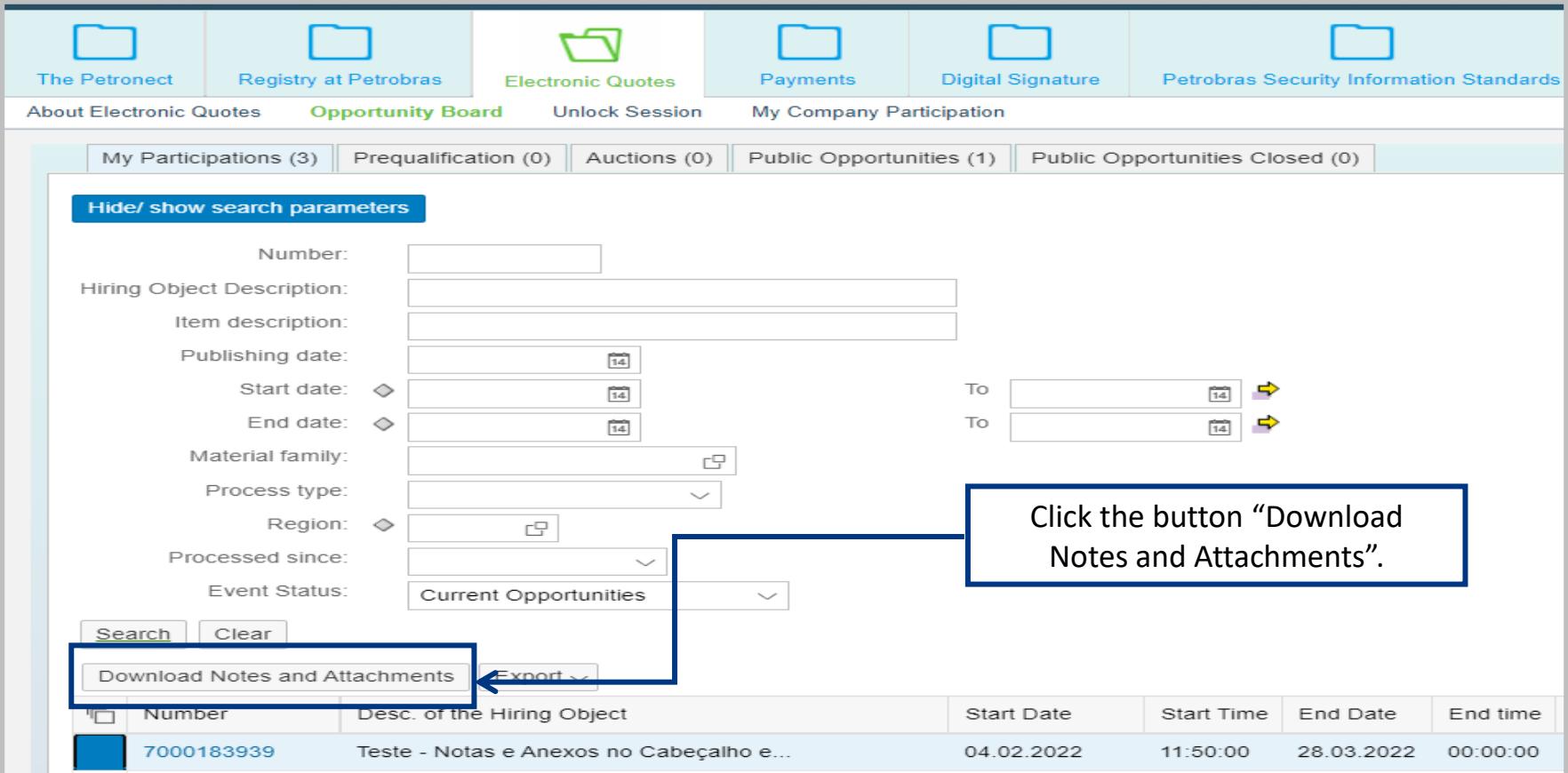


IV. OPPORTUNITIES

Internal area display

Download Notes and Attachments

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



The screenshot shows the 'Opportunity Board' section of the system. At the top, there are several icons and links: 'The Petronect' (blue folder), 'Registry at Petrobras' (blue folder), 'Electronic Quotes' (green folder), 'Payments' (blue folder), 'Digital Signature' (blue folder), and 'Petrobras Security Information Standards' (blue folder). Below these are links for 'About Electronic Quotes', 'Opportunity Board' (highlighted in green), 'Unlock Session', and 'My Company Participation'. A navigation bar below shows 'My Participations (3)', 'Prequalification (0)', 'Auctions (0)', 'Public Opportunities (1)', and 'Public Opportunities Closed (0)'. A 'Hide/ show search parameters' button is visible. The search parameters include fields for 'Number', 'Hiring Object Description', 'Item description', 'Publishing date', 'Start date' (with a date range from 04.02.2022 to 28.03.2022), 'End date' (with a date range from 04.02.2022 to 28.03.2022), 'Material family', 'Process type', 'Region', 'Processed since', and 'Event Status' (set to 'Current Opportunities'). At the bottom left, there are 'Search' and 'Clear' buttons, and a prominent blue button labeled 'Download Notes and Attachments' with a white arrow icon. To the right of this button is a 'Export' link. A callout box with a blue border and white text points to the 'Download Notes and Attachments' button, containing the instruction: 'Click the button "Download Notes and Attachments".' At the bottom, a table displays a single opportunity with the number 7000183939 and the description 'Teste - Notas e Anexos no Cabeçalho e...'. The table also includes columns for 'Start Date', 'Start Time', 'End Date', and 'End time'.

Click the button "Download Notes and Attachments".

Number	Desc. of the Hiring Object	Start Date	Start Time	End Date	End time
7000183939	Teste - Notas e Anexos no Cabeçalho e...	04.02.2022	11:50:00	28.03.2022	00:00:00

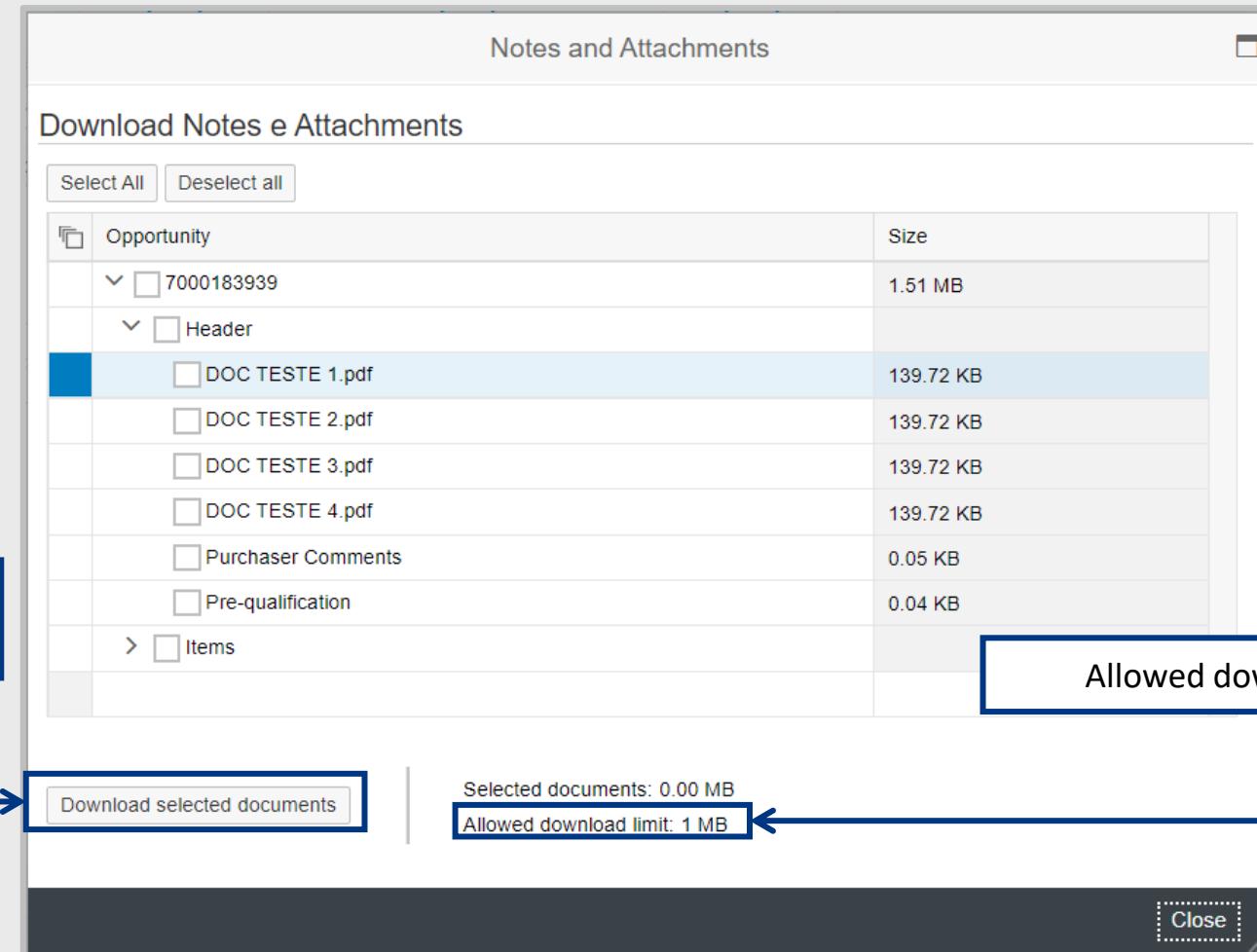
Illustrative Material



Internal area display

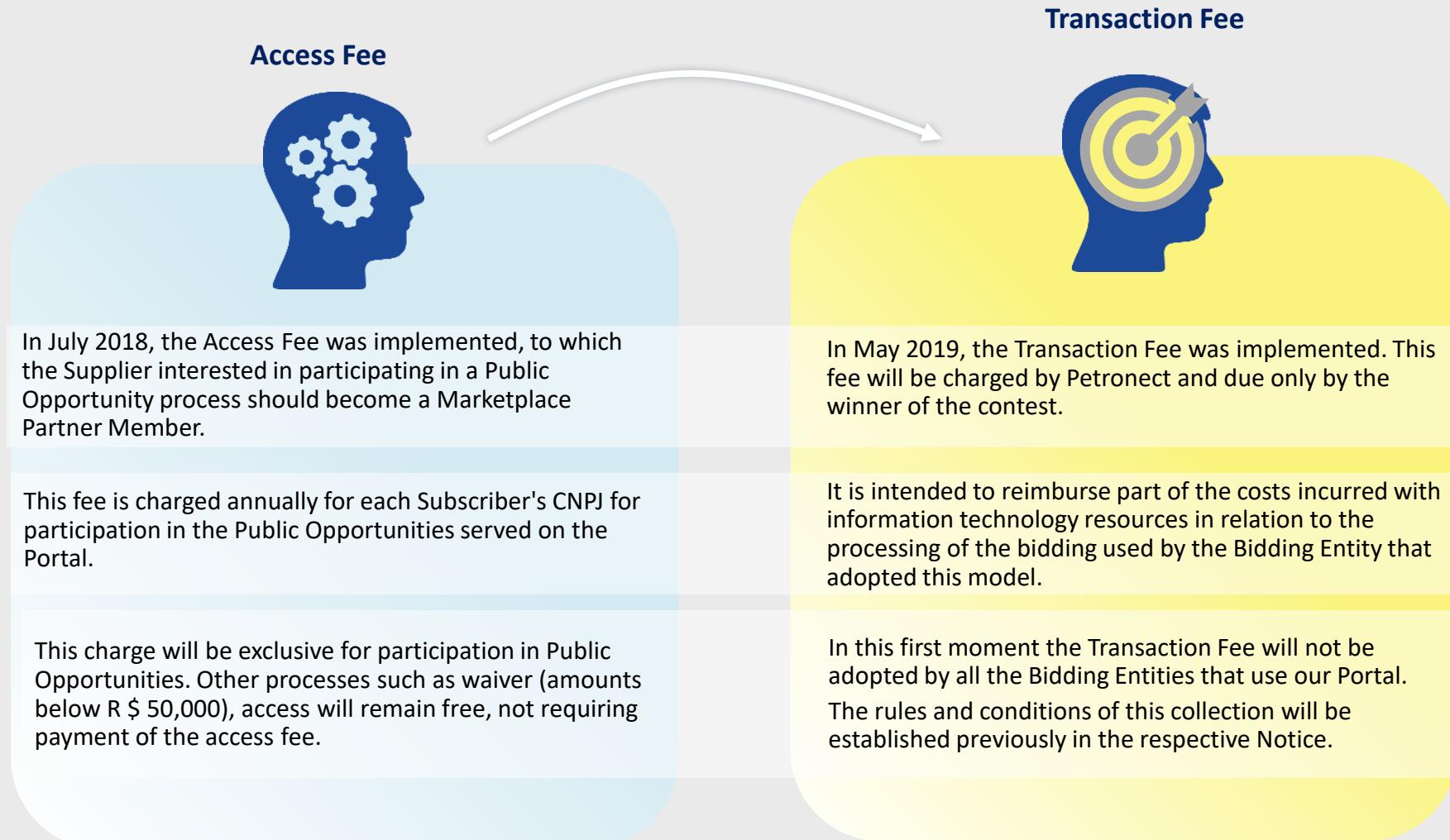
Download Notes and Attachments

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



IV. OPPORTUNITIES

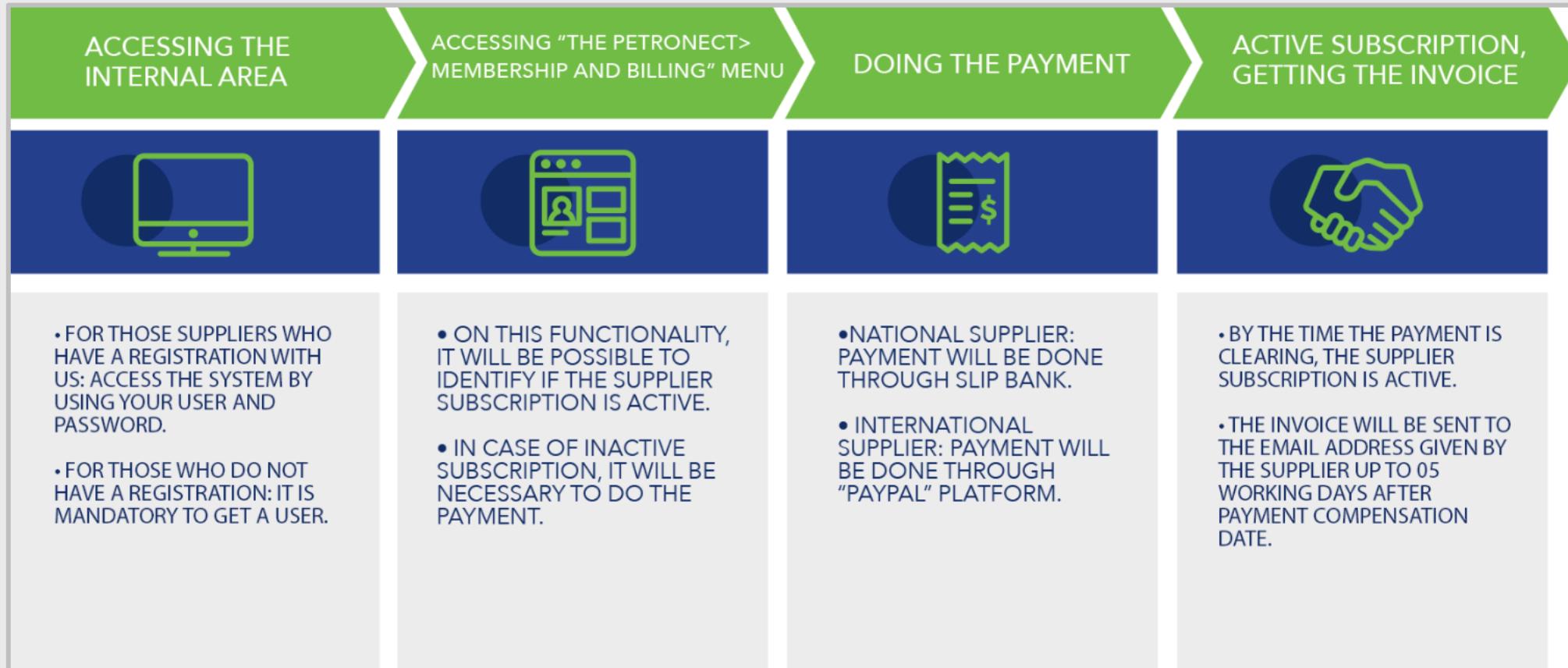
Internal area display



IV. OPPORTUNITIES

Internal area display

Access Fee (Supplier Partner):

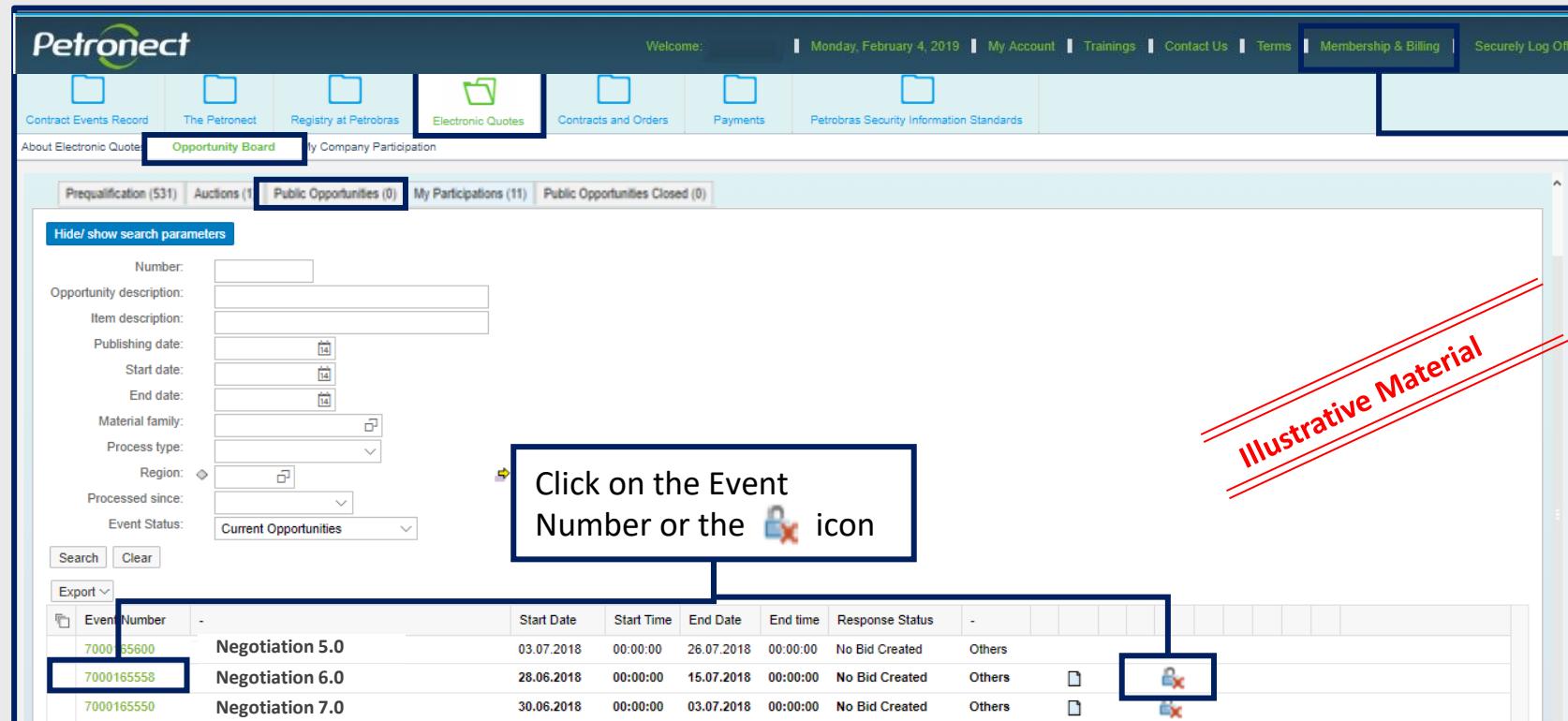


IV. OPPORTUNITIES

Internal area display

In the internal area of Petronect's Portal, access "Electronic Quotes" > "Opportunity Board" to locate a specific Public Opportunity that was previously viewed in the external/public area of the Petronect's Portal and that the user has expressed an interest in participating on.

The  icon will be displayed indicating that this is a Public Opportunity that has restricted access.



Click on the Event Number or the  icon

Event Number	Start Date	Start Time	End Date	End time	Response Status	Others
7000155600	Negotiation 5.0	03.07.2018	00:00:00	26.07.2018	00:00:00	No Bid Created
7000165558	Negotiation 6.0	28.06.2018	00:00:00	15.07.2018	00:00:00	No Bid Created
7000165550	Negotiation 7.0	30.06.2018	00:00:00	03.07.2018	00:00:00	No Bid Created

The supplier will also be able to access Membership & Billing screen, using the quick access link provided in the screen header, called **Membership & Billing**.

Information on the issuance of the bank slip, Value of the Access Fee and how to proceed with payment, through the menu "Help" > "Training" > "Short Guides" > "Purchasing And Contracting" > "Access Fee And Transaction Fee".



Internal area display

Transaction Fee:

Supplier is declared winner of the contest

Notification for Bank slip Generation

Make Payment

Contract Signing



- Before signing the contract to be signed, the supplier who is declared the event winner will have to pay the Transaction Fee whose terms and conditions were established in respective Notices.

- From the contracting approval, the national supplier will be notified by e-mail petronect@petronect.com.br
- For international suppliers, Petrobras finance team will issue an invoice and send it to the supplier email.

- **National or International Suppliers:**
- **Payment will be made by Bank slip.**
- **This Bank slip has validation of 10 calendar days from issue date.**
- **Payment must be made in full amount.**

- After payment and bank compensation, the supplier will be able to sign a contract with Bidding Entity!



IV. OPPORTUNITIES

Warning:

From 01/22/2021, the transaction fee billing process changed to **Petrobras Finance Management**, which **it is no longer possible to reprint the slips through the Petronect system**. Thus, we recommend that any questions related to slip amount, invoices, due date or reissue the slip desire are checked out to the buyer at the “**Collaboration Room**”. In case of the contact to the buyer through the “Collaboration Room” is unavailable, the suppliers must call to Petrobras Finances Sector by using the **0800 728 9001**.

To get a new slip or in case of printing a “PDF” document, suppliers must do it on Banco do Brasil website at Billing Slip Update section, which is available on: <https://www63.bb.com.br/portalbb/boleto/boletos/hc21e,802,3322,10343.bbx>.



Internal area display

Opportunity Header - Notes and Attachments

In **Notes and Attachments**, you can check the comments left by the purchaser as well as access attachments that may be available. Information available in this area is also available in the public area of Petronect Portal when the opportunity is accessed.

Header Items

Basic data | Attributes | **Notes and Attachments**

▼ Notes

Clean notes

Category	Description
Purchaser Comments	-Empty-
Pre-qualification	-Empty-

▼ Attachments

Add Attachment | edit description | Delete

Description	File Name	Type	Size
Informação de Solicitação de Cotação	SOLICITACAO_DE_COTACAO	txt	2

Click on Purchaser Comments option to see all comments.

Click on Description option to download documents entered by the purchaser / contractor.

Illustrative Material



IV. 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

Opportunity report

Header Items

1 2 3

Number	UM Description	Item Type	Product ID	Description	Product Category	Qtd	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	
0002	Each	Material	10100147	Anel d/drenag. 1045 flg MSS SP-44 5" esp	40142304	1,000	EA	BRL	25.10.2...	2	0	
8001	Activity unit	Outline		Locação de Equipamentos	S0051	1	AU	BRL	31.12.2...	0	0	

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

Header Items

Item Data Atributes Notes and Attachments Family

Identification

Product ID: 10100147
Description: Anel d/drenag. 1045 flg MSS SP-44 5" esp
Product Category: 40142304

Currency and values

Required Quantity:

Service and Delivery

Delivery Date / Time:

* Material Use: 2 - CONSUMO

Further Properties

Material Origin: 0 - National, expect indications on items 3 to 5
Replicar Valores do item
* Ctg. do material: Material

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

Illustrative Material



IV. OPPORTUNITIES

Questions

The supplier may also have access to a document with frequently asked questions and answers about this change process, through the Petronect Portal> "Purchases and Contracts"> "Pricing Model"

Pricing Model

The companies that use the Petronect Portal for the purchasing processes and aligned with the practices of Marketplace, have adopted a Pricing Model. This model can be composed of two distinct fees.

To better understand the Pricing Model, check the information about this model:

Access Fee (Supplier Partner):

In July 2018, the Access Fee was implemented, which the Supplier interested in participating in a Public Opportunity process must become a Marketplace Partner. This fee is charged annually for each Subscriber's Tax Number for participation in the Public Opportunities served on the Portal.

To know more about the Access Fee, see the information below:

IMPORTANT:

[Click here and access the support material with more details of the Pricing Model or access the "Help" menu, "Training" submenu and in the short guides the "My signature" option.](#)

[Access here a document with some frequent asked questions.](#)

Transaction Fee:

In May 2019, the Transaction Fee was implemented. This fee will be charged by Petronect, and due only by the winner of the contract. It is intended to reimburse part of the costs incurred with information technology resources in relation to the processing of the bidding used by the Bidding Entity that has adopted this model.

Attention:

- In this first moment the Transaction Fee will not be adopted by all Bidding Entities that use our Portal.
- The rules and conditions of this charging will be established previously in the respective Notices.

To know more about the Transaction Rate, see the information below:

[Click here and access the support material with more details of the Pricing Model or access the "Help" menu, "Training" submenu and in the short guides the "My signature" option.](#)

[Access here a document with some frequent asked questions.](#)

Benefits for All:

By aligning with marketplace Marketplace practices, the bidding entity extends its offer of opportunities offered through the Petronect Purchasing Portal, providing more business opportunities to its Suppliers.

Bidding Entity	Petronect	Suppliers
Adequacy of use of your marketplace according to market practice	Ability to maintain your relationship between suppliers and buyers amid so many changes	More business opportunities with a service suited to your volumes and needs

We are gradually adapting ourselves and adopting a Business Model that will be beneficial to all.

The Pricing Model is an important milestone of market adaptation for the Bidding Entity that uses the Portal and Petronect, providing new opportunities and business for its Suppliers.

We invite you to join this partnership tool!



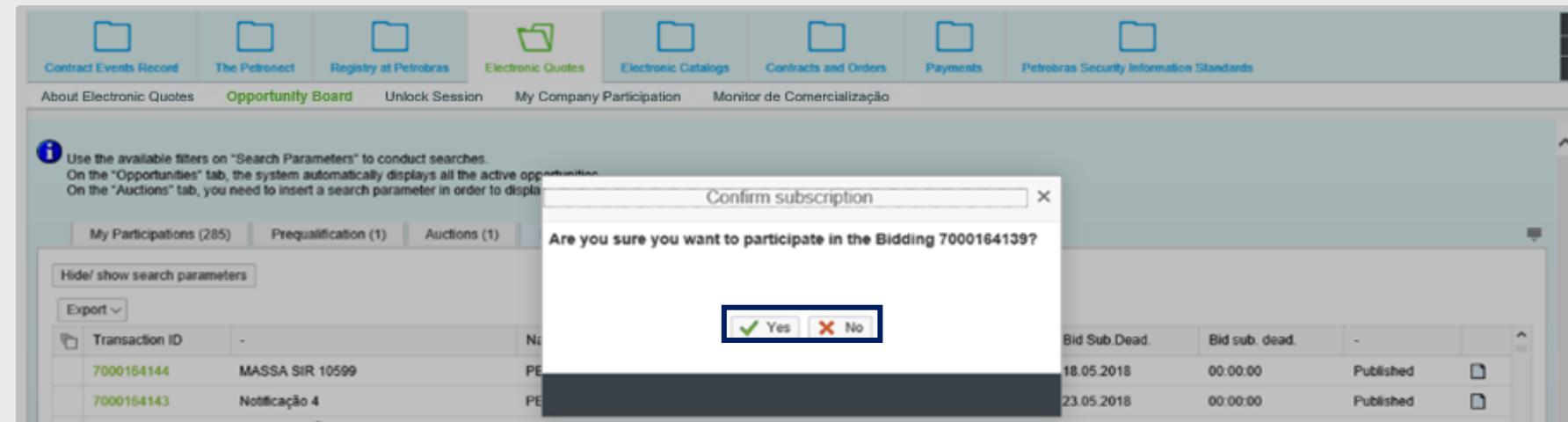
Illustrative Material



IV. OPPORTUNITIES

Internal area display

As the company enrolls in a Public Opportunity the system will verify its classification at the Integrity Risk Level (GRI). In case the company has a high GRI, at the enrollment moment, the following message will appear:



Illustrative Material



V. 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.

The screenshot shows the 'Opportunity Board' section of the system. At the top, there are several navigation links: 'The Petronect', 'Registry at Petrobras' (which is highlighted in green), 'Electronic Quotes', 'Contracts and Orders', 'Petrobras Security Information Standards', and 'Minha Petronect'. Below these are links for 'About Electronic Quotes', 'Opportunity Board' (also highlighted in green), 'Unlock Session', 'My Company Participation', and 'Monitor de Comercialização'. A sub-menu for 'Opportunity Board' includes 'My Participations (14)', 'Prequalification (1)', 'Auctions (8)', and 'Public Opportunities (2366)'. A 'Hide/ show search parameters' button is visible. The search parameters include fields for 'Number', 'Opportunity description', 'Item description', 'Publishing date', 'Start date', 'End date', 'Material family', 'Process type', 'Processed since', and 'Event Status' (set to 'Current Opportunities'). Below the search area is a table with columns: 'Event Number', 'Description', 'Start Date', 'Start Time', 'End Date', 'End time', 'Response Status', and 'Others'. The first row in the table is highlighted with a blue border and shows the event number 7000162167, which is also highlighted with a red arrow and a callout box containing the text 'Click on the opportunity number.'

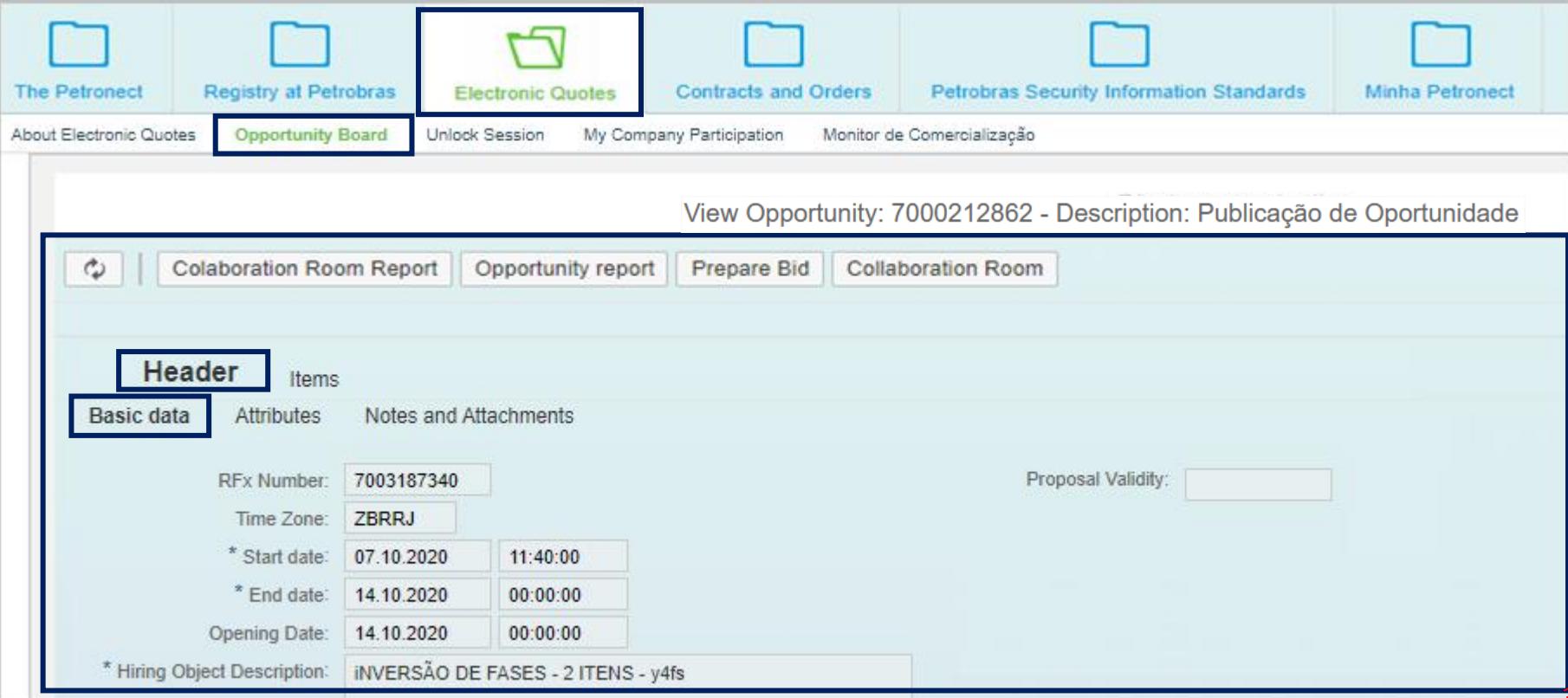
Illustrative Material



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 shows the 'Electronic Quotes' module interface. At the top, there is a navigation bar with icons and labels: 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes' (which is highlighted with a green box), 'Contracts and Orders', 'Petrobras Security Information Standards', and 'Minha Petronect'. Below the navigation bar, there are several buttons: 'About Electronic Quotes', 'Opportunity Board' (which is highlighted with a green box), 'Unlock Session', 'My Company Participation', and 'Monitor de Comercialização'. The main content area is titled 'View Opportunity: 7000212862 - Description: Publicação de Oportunidade'. Below this, there is a toolbar with icons for 'Collaboration Room Report', 'Opportunity report', 'Prepare Bid', and 'Collaboration Room'. The main data area is titled 'Header' and contains tabs for 'Basic data', 'Attributes', and 'Notes and Attachments'. The 'Basic data' tab is selected and highlighted with a blue box. Under this tab, there are several input fields: 'RFx Number' (7003187340), '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), and 'Hiring Object Description' (iNVERSÃO DE FASES - 2 ITENS - y4fs). The entire screenshot is framed by a thick blue border.

Illustrative Material



Internal area display

Visualizing the Opportunity Header – Microenterprise and small business

In public biddings, the companies must fill in a new opportunity attribute, where it must be informed if the company is a Microenterprise or Small Business.

This information will be analyzed during the stage of Proposals Efectivity, together with other information presented by the company in its proposal.

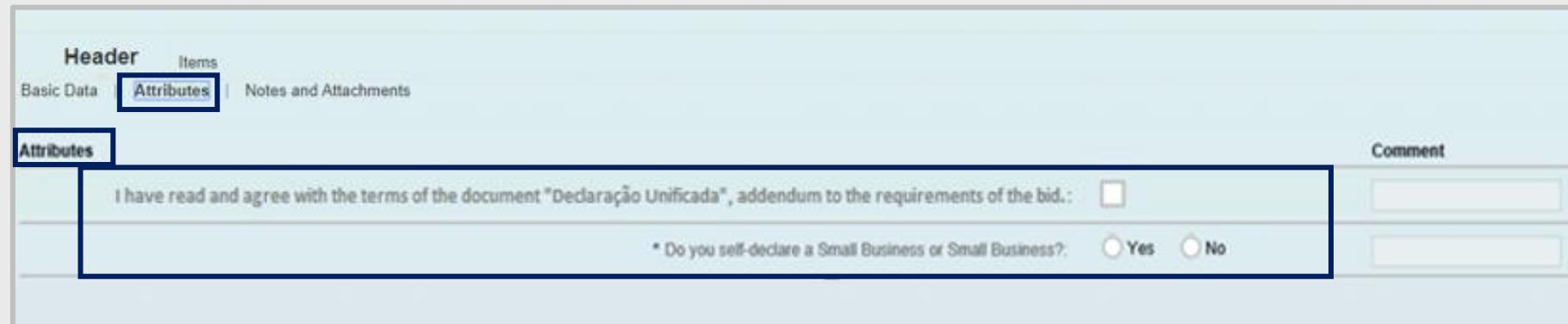


Internal area display

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

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 Micro Business?: Yes No

Comment

Attention: For TRANSPETRO, TAG and PBIO (Company 9000) suppliers companies an attribute will be exhibited for "according to the publication of the Opportunity in which the provider is participating. The filling of this attribute is mandatory. If the field is not checked, the supplier will not be able to send his proposal.

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V. PROPOSAL SUBMISSION

To carry out a Proposal Submission in a public opportunity, the following steps must be followed:

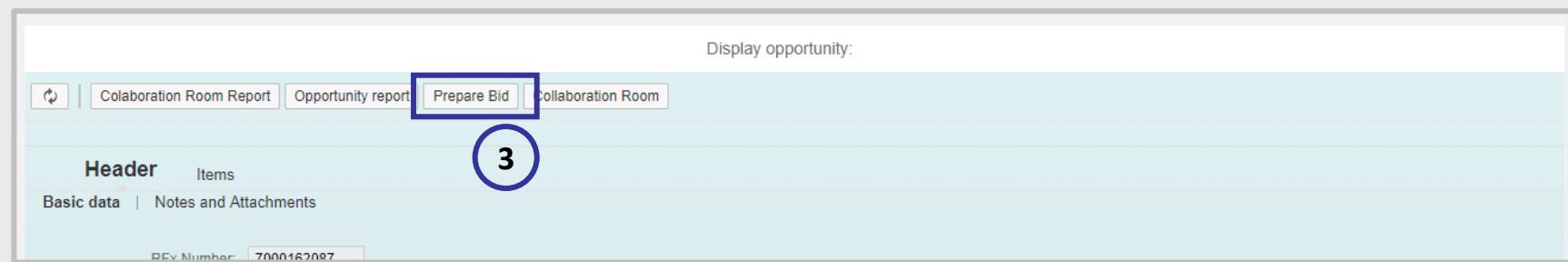
1. Access the Electronic Quotes menu and the Opportunities Board submenu;
2. In the Public Opportunities option, the user need to locate the desired opportunity and than click on the icon in the corresponding line;



By clicking on the icon, the supplier's registration will be made automatically

By clicking the link of the number, the opportunity will be exported in view mode, without generating registration

3. Click the **Prepare Bid** button to start filling in the fields;



Display opportunity:

Header Items

Basic data | Notes and Attachments

RFN Number: 7000162087

Illustrative Material



V. PROPOSAL SUBMISSION

4. After the bid has been created, the user should click on "Attributes" to fill out the self-declaration of Microenterprise or Small Business.

Click on Attributes

4

Select the option 'yes' or 'no'

Illustrative Material

Attention: For TRANSPETRO, TAG and PBIO (Company 9000) suppliers companies, an attribute will be exhibited for “according to the publication of the Opportunity in which the provider is participating. The filling of this attribute is mandatory. If the field is not checked, the supplier will not be able to send his proposal.



V. PROPOSAL SUBMISSION

4. 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 on the next stage of the Proposal Effectiveness with the other information.

Click on Attributes

4

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

Header Items Notes and Attachments

Basic Data Attributes Notes and Attachments

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

Judicial recovery:

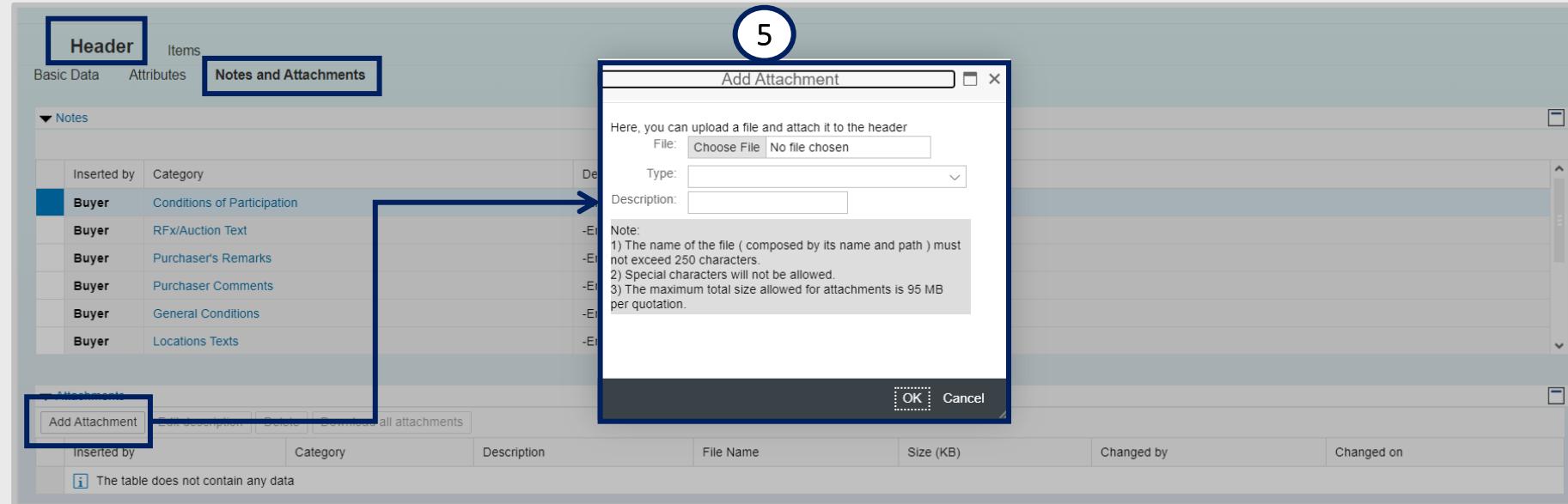
- 01: Bankruptcy Situation
- 02: Judicial or extrajudicial recovery without plan
- 03: Judicial or extrajudicial recovery with plan
- 04: Financially healthy situation

Illustrative Material



Proposal Completion

5. Access the “Notes and attachments” tab to insert the required documentation, of the type PPU (unit price sheet), as required;



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



V. PROPOSAL SUBMISSION

Proposal Completion

6. The price is multiplied by the number of items in the field "Qtd" (Quantity);

Header **Items** 6

▼ Item Overview

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

	Number	UM Description	Decline	Item Type	Product Category	Category Description	Qtd	UM	Delivery	Total value			Description	Base Price	Discount Percentage
	0001	Meter	Decline	Material			1,000	M		0,00	0/0	0/0	mat 1	110,00	0,00

Illustrative Material



Proposal Completion

7. Click on "Attributes" and fill the required fields (*);

7

Details for

Item Data Attributes Notes and Attachments Type of supplying

Attributes

Is the item quoted the same as the requested one?:

* NCM:

* Origin of Material:

* Delivery date (in days):

Comment

NCM Check

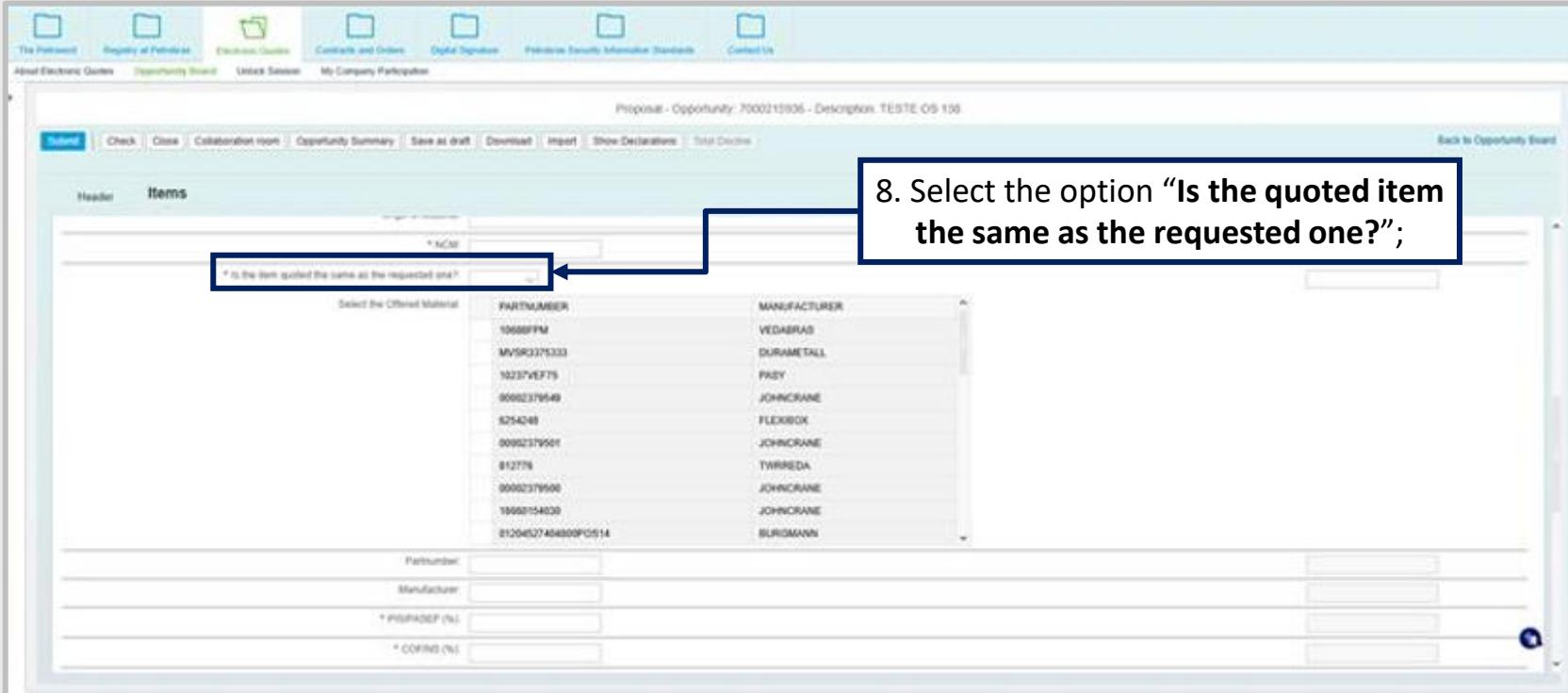
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Note: In "Notes and Attachments" tab, if you have to insert a comment, special characters should not be used.



V. Proposal Submission

Bid filling



The screenshot shows a software interface for 'Bid filling' under 'V. Proposal Submission'. The top navigation bar includes links for 'The Platform', 'Registry of Platform', 'Electronic Quotations', 'Contracts and Orders', 'Digital Signature', 'Previous Bidding Minimum Standards', and 'Contact Us'. Below this, a sub-navigation bar shows 'About Electronic Quotations', 'Opportunity Board' (which is highlighted in blue), 'Unlock Session', and 'My Company Participation'. The main content area is titled 'Proposal - Opportunity: 7000215806 - Description: TESTE OS-106'. It features a toolbar with 'Submit', 'Check', 'Close', 'Collaboration Tools', 'Opportunity Summary', 'Save as draft', 'Download', 'Import', 'Show Declarations', and 'Total Decline'. A 'Back to Opportunity Board' link is also present. The main form is divided into 'Header' and 'Items' sections. The 'Items' section contains a table with columns for 'PARTNUMBER' and 'MANUFACTURER'. A dropdown menu is open over the first row, listing various part numbers and their manufacturers. A callout box with a blue border and white text points to this dropdown with the instruction: '8. Select the option "Is the quoted item the same as the requested one?";'. The dropdown menu includes the following data:

PARTNUMBER	MANUFACTURER
106889PM	VEDABRAS
MVSP0370333	DURAMETALL
10237VEF79	PASY
00002379549	JOHNCRANE
8254248	FLEXIBOX
00002379501	JOHNCRANE
812776	TWIRIDA
00002379500	JOHNCRANE
19990154029	JOHNCRANE
2125450274048000PC0514	BURGMANN

Below the table, there are input fields for 'Partnumber', 'Manufacturer', '+ PIS/PADEP (%)', and '* COFINS (%)'.

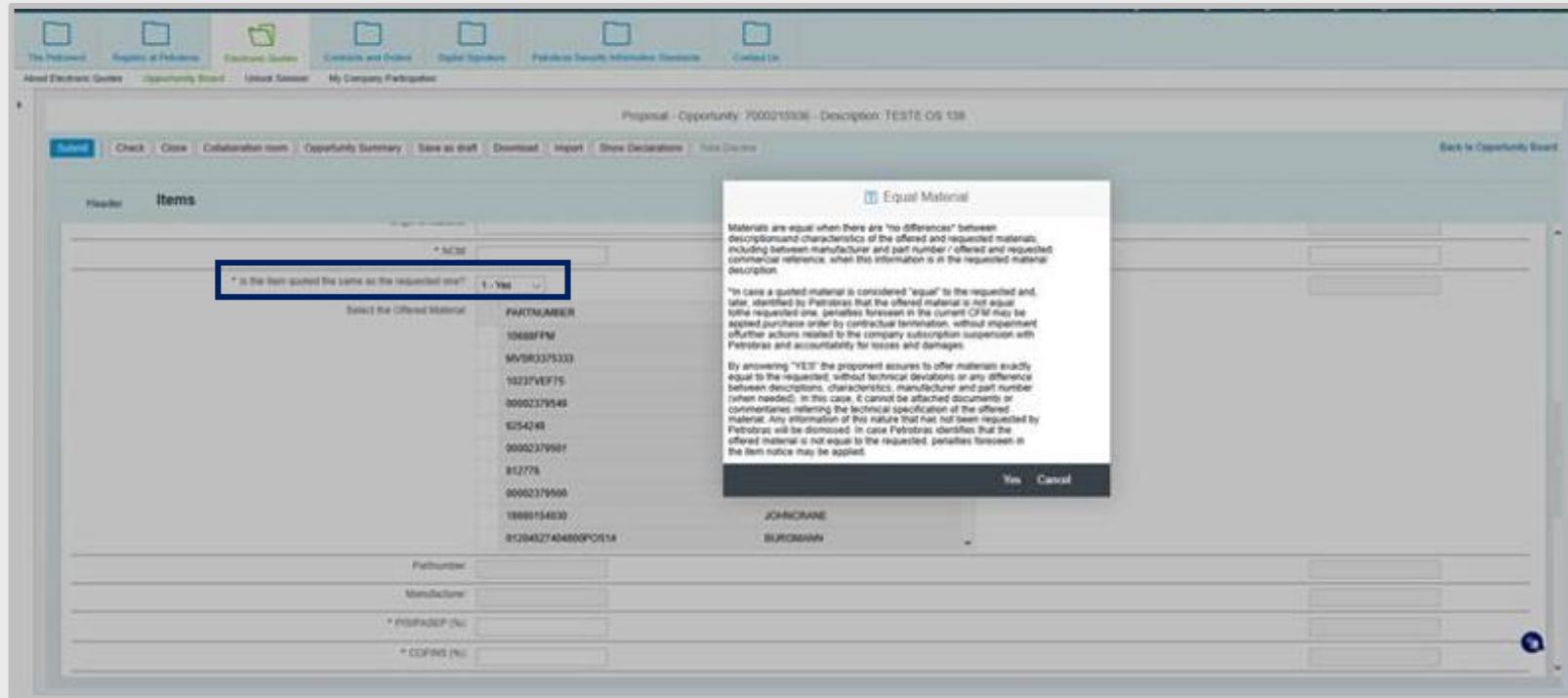
Note: The new field will be available exclusively for specific process types. For certain items, it will display a list of pre-existing NMs associated with the material. When present, its functionality will be logically connected to the 'Identical Material' option.



V. Proposal Submission

Bid filling

- It will be mandatory the selection of one item of the given list when the option “Yes” is chosen.
- The options “Partnumber” and “Manufacturer” will be automatically filled according to the selection and blocked for editing.



The screenshot shows a software interface for proposal submission. At the top, there is a navigation bar with various icons and links. Below the navigation bar, the main content area displays a proposal for Opportunity P000215538, Description: TESTE OS 138. The proposal page has sections for Header and Items. In the Items section, there is a table with columns for Item, Description, and Partnumber. One row in the table is highlighted with a blue border. A modal dialog box titled "Equal Material" is overlaid on the page. The dialog contains text explaining what it means for materials to be equal and a warning about penalties if the quoted material is not equal. At the bottom of the dialog, there are "Yes" and "Cancel" buttons. The background of the main proposal page shows some data entries and dropdown menus.

Illustrative Material



Bid filling

- In case of “No” selection, it will be necessary to select one of the options below and enter the justification at “Notes and Attachments”:

Header	Items
<p>* NCM:</p> <input type="text"/>	
<p>* Is the item quoted the same as the requested one?</p> <p>2 - No <input type="radio"/></p>	
<p>Technical Justification:</p> <p><input type="text"/></p>	
<p>* Partnumber:</p> <p><input type="text"/></p>	
<p>* Manufacturer:</p> <p><input type="text"/></p>	
<p>* PISPASEP (RU):</p> <p><input type="text"/></p>	
<p>* COTING (RU):</p> <p><input type="text"/></p>	
<p> Different Material</p> <p>By answering "NO" the proponent informs there are differences between the offered material and the requested one. In this case, the differences and/or technical deviations must be informed in the "Comments" field of the item and catalog or document attached in the "Attachments" field of the item which allows the technical analysis of the offered material. Applicability for strict compliance with this process, the result of this technical evaluation is not extended to any other process.</p> <p>Note: The attached document must clearly and validly show the Manufacturer's name and the offered Part Number. The absence of this information prevents the proper analysis of the proposal.</p>	
<p>OK Cancel</p>	

* Is the item quoted the same as the requested one? <input type="radio"/> 1 - Yes <input checked="" type="radio"/> 2 - No	
Technical Justification <input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="..."/>	
* Partnumber * Manufacturer * PSR/ASPEI (%) <input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="..."/>	
Alternative Outdated Obsolete Equivalent	

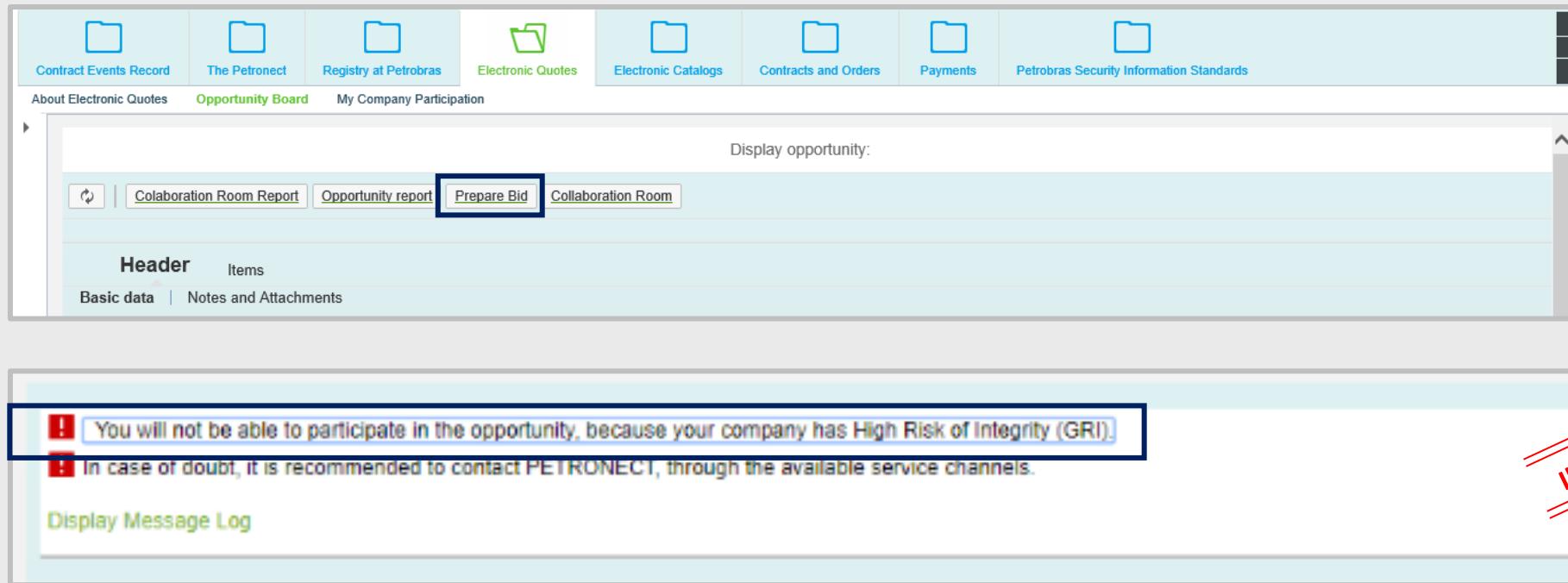
Illustrative Material



V. PROPOSAL SUBMISSION

Integrity Risk Level (GRI) - High

For the companies that concluded the evaluation process and were classified as a high GRI profile, it will not be possible for them to participate in bidding processes. Clicking on the button “Prepare Proposal” will show the following message:



The screenshot shows a software interface with a navigation bar at the top containing icons and labels: Contract Events Record, The Petronect, Registry at Petrobras, Electronic Quotes, Electronic Catalogs, Contracts and Orders, Payments, and Petrobras Security Information Standards. Below the navigation bar, there are three tabs: About Electronic Quotes, Opportunity Board (which is selected and highlighted in green), and My Company Participation. A sub-menu for 'Opportunity Board' is open, showing options: Collaboration Room Report, Opportunity report, Prepare Bid (which is highlighted with a blue box), and Collaboration Room. The main content area displays a message: 'Display opportunity:' followed by a list of items: 'Header', 'Items', 'Basic data', and 'Notes and Attachments'. At the bottom of the main content area, there is a message log with two entries: 'You will not be able to participate in the opportunity, because your company has High Risk of Integrity (GRI)' and 'In case of doubt, it is recommended to contact PETRONECT, through the available service channels.' A red diagonal line with the text 'Illustrative Material' is drawn across the bottom right of the message log area.

Display opportunity:

Header Items

Basic data | Notes and Attachments

! You will not be able to participate in the opportunity, because your company has High Risk of Integrity (GRI).

! In case of doubt, it is recommended to contact PETRONECT, through the available service channels.

Display Message Log

Illustrative Material



Integrity Risk Level (GRI) - High

- The informative message about high GRI may be displayed in two moments: As public opportunity subscription is made and when clicking on “Prepare Proposal”;
- This criteria is analyzed by the conformity sector from Petrobrás;
- After evaluation, the results with grades and comments will be available in the Portal;
- In case the supplier visualize it, the message must verify if there is any pending form to be filled in;
- The supplier that has high GRI will not lose access to Petronect Portal.



V. PROPOSAL SUBMISSION

After the Declarations are accepted, the supplier can submit the bid by clicking on **Submit**

Display RFx Response:

Edit | Close | Collaboration room | Bid submission receipt | Opportunity Summary | Download | Back to Opportunity Board

Quotation 8000048811 created

Header Items

Tip: Access the details of each item by clicking on the desired item. 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 Attributes screen and must be within the quotation price. To submit your bid, click on the "Submit" button.

A message will be displayed with the respective proposal number

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	Liter	Net price	Decline	Material	10151500A		883,000	L	23,00	1		20.309,00	0/0	0/1	PRODUTO DE AGRO NEGÓCIO JMAM

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Concept

Decree 2.745/98

- The Supplier undergoes a Registration process, including the company's' identification, supplement list and places of supply or service provision;
- The Supplier undergoes an evaluation process and, after its approval by Petrobras, the supplier is activated by invitation to participate in a bidding process.

**Law 13.303/16 - Phase Inversion**

- Qualification documents from all suppliers will be required;
- The Qualification of technical criteria will cover all suppliers that have submitted valid proposals;
- The qualification of the economic criteria will be carried out only for the best classified;
- The notification will be made through a message in the Opportunity Collaboration Room;
- The necessary documentation for the Qualification will be published in Public Notice.



Enablement Parameters

The enabling parameters that will be used for the LINF process type will be:

- Sending a commercial proposal via an annex of the price / ppu spreadsheet and technical documentation through attachments of the technical and qualification type, inserted until the end date;
- Access to the collaboration room for negotiation;
- Technical and commercial qualification with dissemination via the collaboration room.



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Collaboration Room: Concept

- It is the communication channel between Petrobras and the suppliers;
- It is used for questions and clarifications;
- Any supplier who signs up for a public opportunity will have access to the Collaboration Room;
- The supplier data privacy is respected;
- Suppliers can neither communicate with other participants nor know who else is participating in the opportunity.

Transparent

Traceability

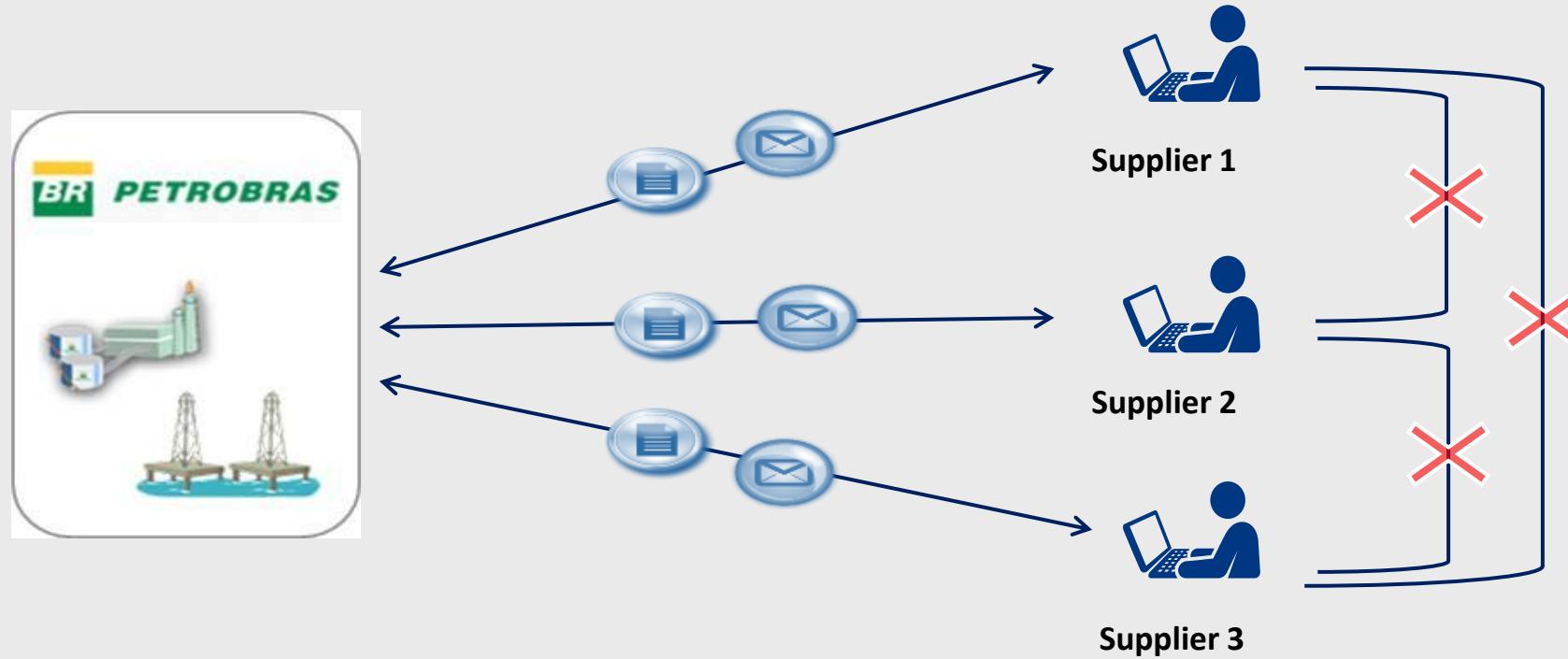


Historic

Information security



Collaboration Room: Functionality



- Exchange messages are not possible;
- The supplier only sends a message to Petrobras, with no recipient distinction;
- Petrobras can send messages to all suppliers, with no distinction of the recipient.

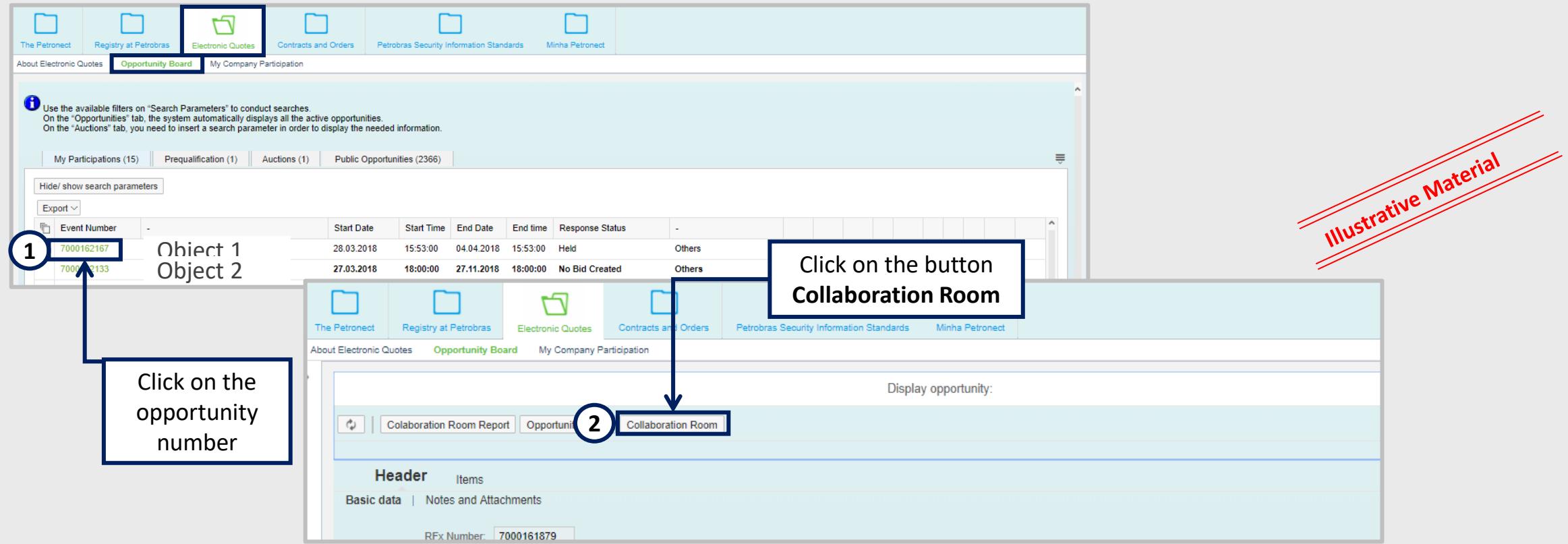


VII. COLLABORATION ROOM

Access to collaboration room

The access to the Collaboration Room occurs inside an opportunity.

After finding the opportunity and clicking on its number (1), click on the **Collaboration Room** button on the top (2).



VII. COLLABORATION ROOM

Collaboration Room: Functionality

3. You can use the **Search Criteria** to filter messages in the Collaboration Room. This feature will make it easier to find information when an opportunity has many messages exchanged in your history;
4. The messages are grouped in Subjects and the last update date can be checked (date when it was last sent a message of that subject), as well as the creator of the subject and the number of attachments;
5. To open the messages, click on title **Subject**;

The screenshot shows the 'Collaboration Room' interface. At the top, there are buttons for 'New Subject', 'Download Files', and 'Collaboration Room Report'. Below this, the 'Room Details' section shows 'Rooms Status' as 'Opened'. The 'Search Criteria' section (circled 3) contains fields for 'Created by', 'Last Update' (with a date input field and a calendar icon), 'Until' (with a date input field and a calendar icon), 'Subject' (input field), 'Unread' (checkbox), and 'Attachments' (checkbox). Below these are 'Search' and 'Clear' buttons. The main area (circled 4) is titled 'Subject' and lists a single message. The message details are: 'Last Update' (13.04.2018 14:48:24), 'Subject' (Teste 02), 'Created by' (Another Attendant), and 'Attachments' (0). The message subject 'Teste 02' is circled 5, indicating it is the target for step 5.

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VII. COLLABORATION ROOM

Collaboration Room: Functionality

In the message preview screen, you can check:

6. The **date and time** the message was sent;
7. The message **sender**;
8. The reading message indicator;
9. Whether there are attachments for the message.

To open the message, click on the icon



Subject: Teste 02 | Opportunity Number: 7000163039 | Opportunity Title: testeFreitas - OS579.Sala de Colaboração

< Return | New Message

Message History

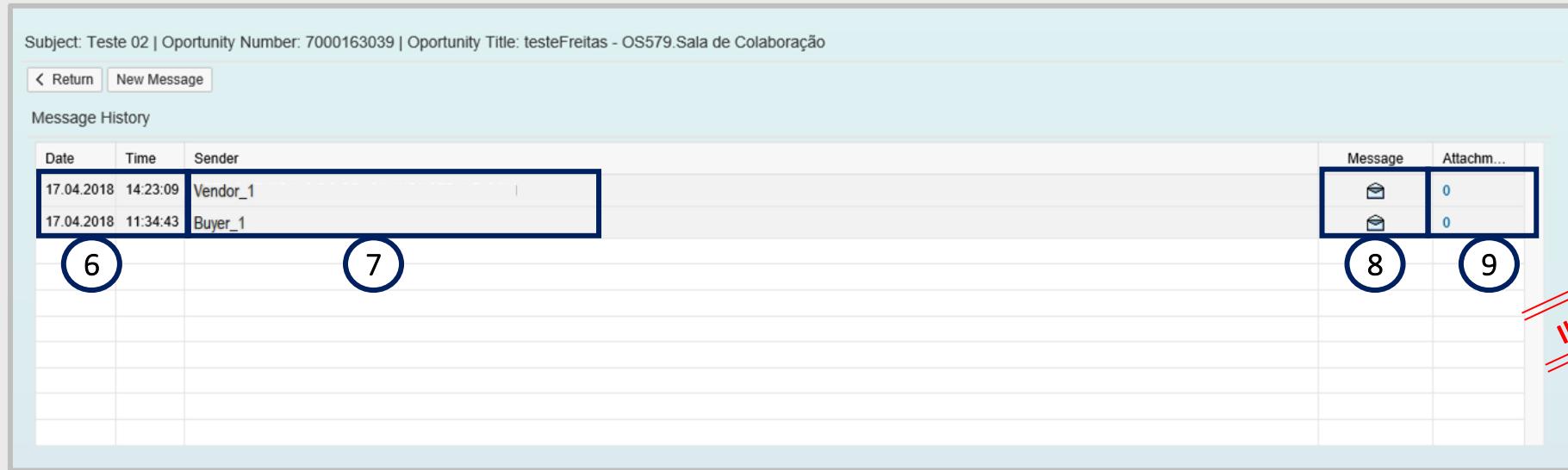
Date	Time	Sender
17.04.2018	14:23:09	Vendor_1
17.04.2018	11:34:43	Buyer_1

6 7

Message	Attachm...
✉	0
✉	0

8 9

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VII. COLLABORATION ROOM

Sending messages and attaching files – Starting a new subject

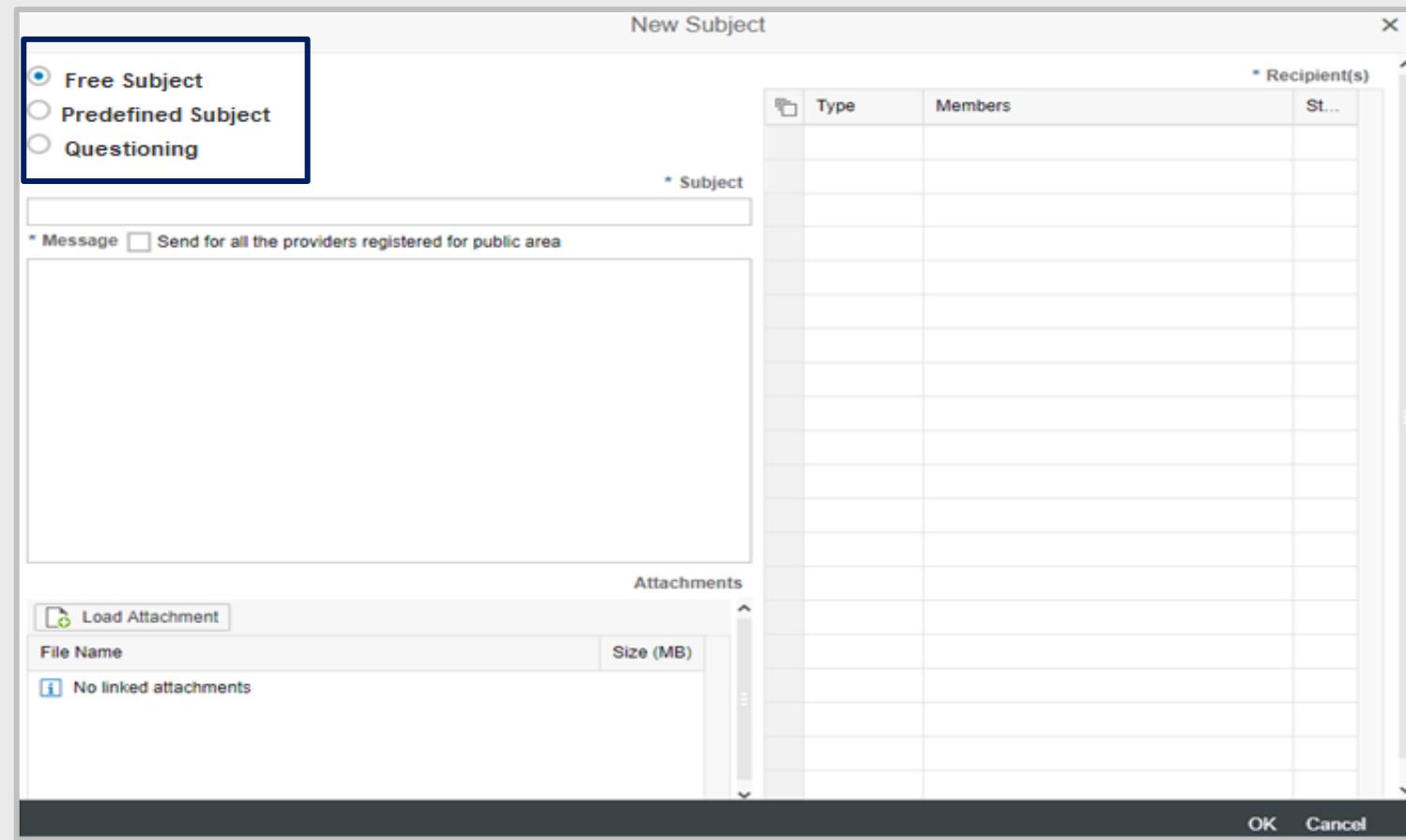
1. To send messages starting a new subject, simply click on the **New Subject** button in the main screen of the opportunity Collaboration Room; The following screen will display the fields to send the new message:
2. Fill in the name of the new subject;
3. Fill the text message wanted to send to the purchaser;
4. If necessary, upload attachments;
5. Click on the **OK** button to conclude and send the message

The image shows the Opportunity Collaboration Room interface. On the left, the main screen displays 'Room Details' with a 'Rooms Status' of 'Opened'. It includes 'Search Criteria' fields for 'Created by:' and 'Subject:', and buttons for 'Search' and 'Clear'. Below this is a 'Subject' table with columns for 'Last Update', 'Subject', and 'Created by'. On the right, a 'New Subject' dialog box is open. The dialog has a title bar 'New Subject'. Inside, there is a large text area (circled 2) for the subject line, a 'Members' section (circled 3) showing 'Internal' and 'Buyer', and an 'Attachments' section (circled 4) with a 'Load Attachment' button. A red diagonal watermark 'Illustrative Material' is overlaid on the right side of the dialog. At the bottom of the dialog is a dark bar with 'OK' and 'Cancel' buttons (circled 5). The entire interface is framed by a thick blue border.



Sending messages and attaching files

The following screen will display the fields “**Free subject**”, “**Predefined Subject**” and “**Questioning**”:



The "Free Subject" option will be marked as the default option.

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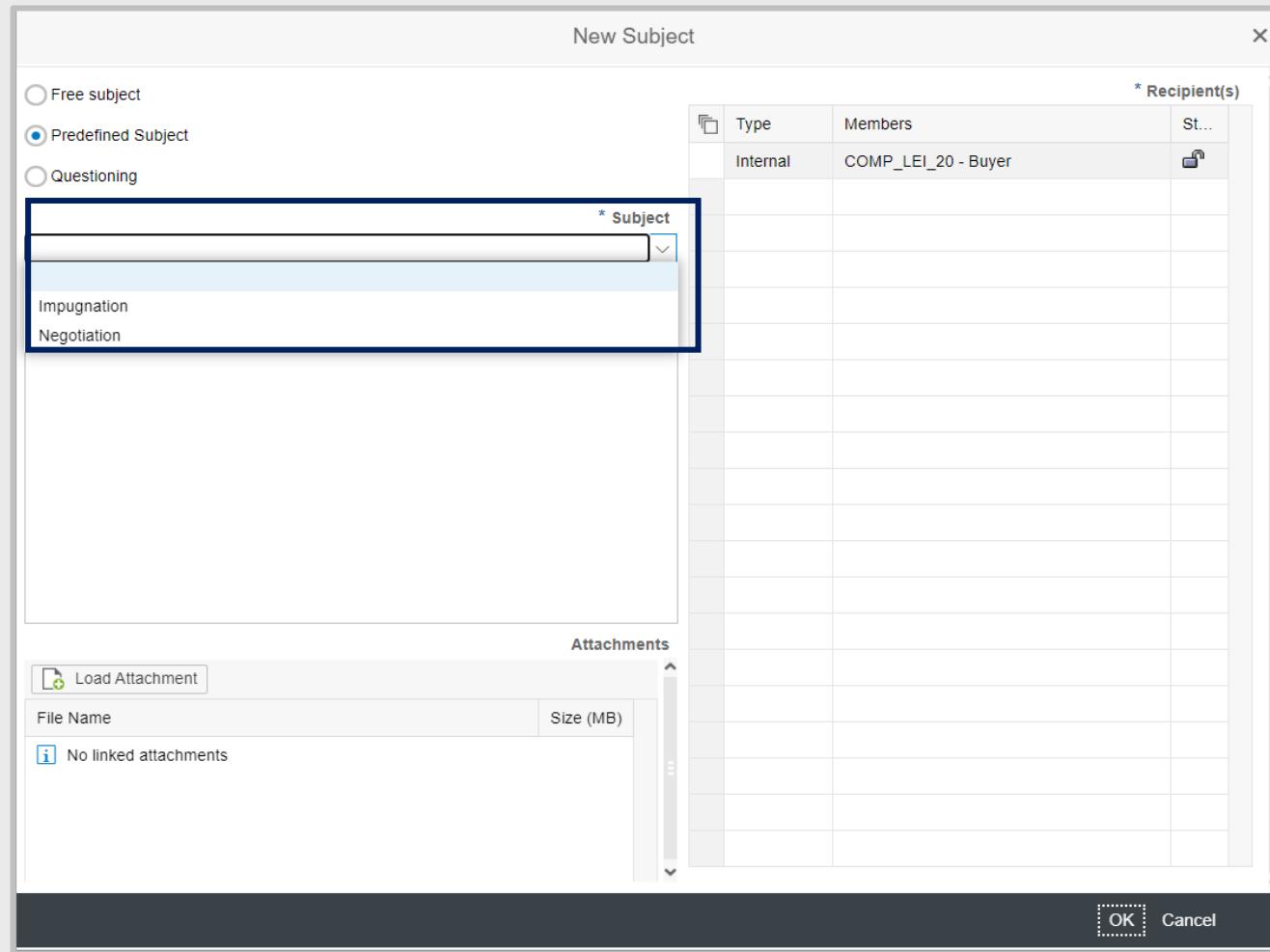


Sending messages and attaching files

When choosing "**Predefined Subject**", then you must select one of the options below:

Impugnation;

Negotiation.



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Sending messages and attaching files

When choosing "**Questioning**", then you must select one of the options below:

Request for Clarification

New Subject

Free subject
 Predefined Subject
 Questioning

* Subject

Request for Clarification

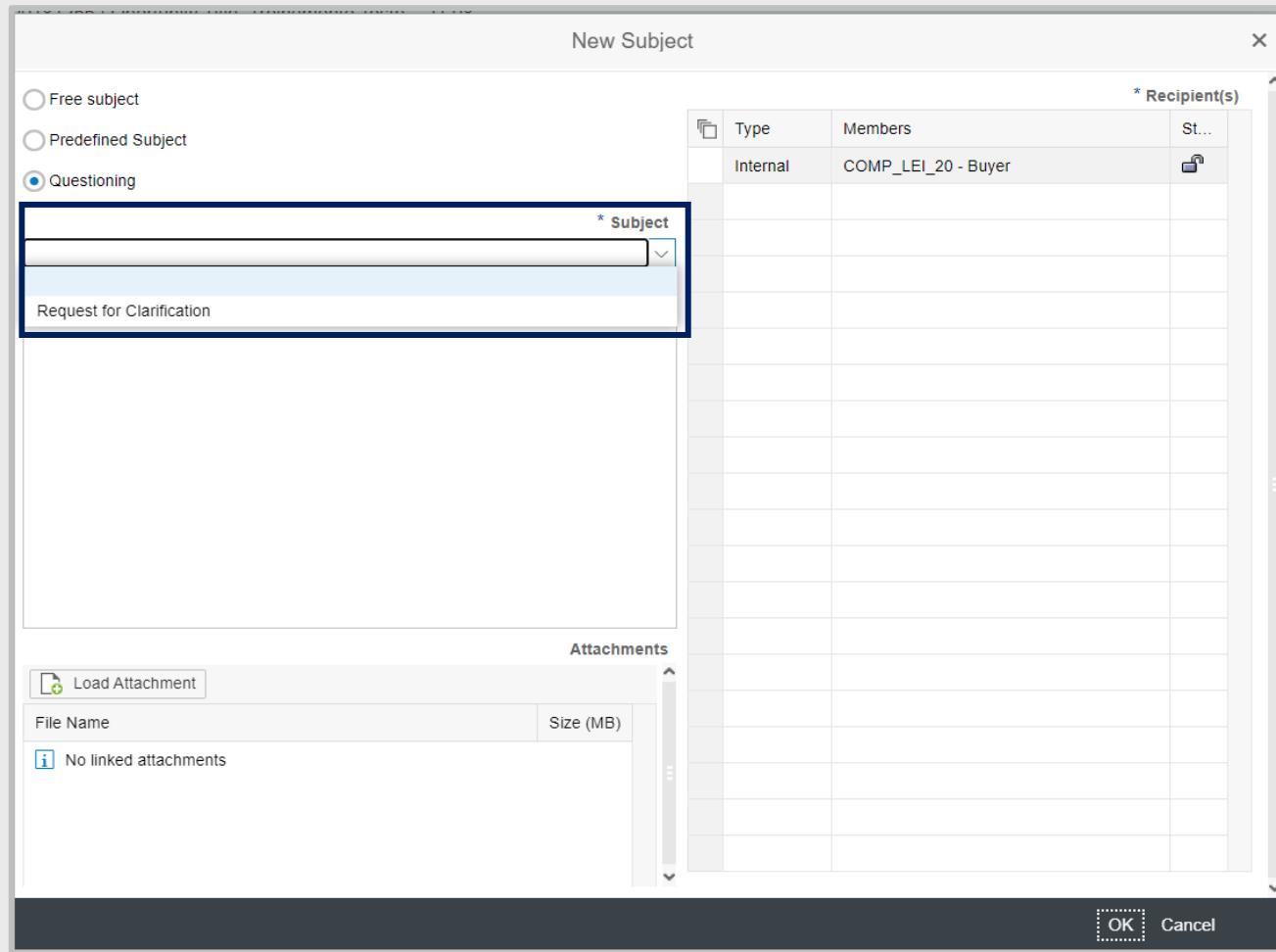
Attachments

Load Attachment

File Name Size (MB)

No linked attachments

OK Cancel



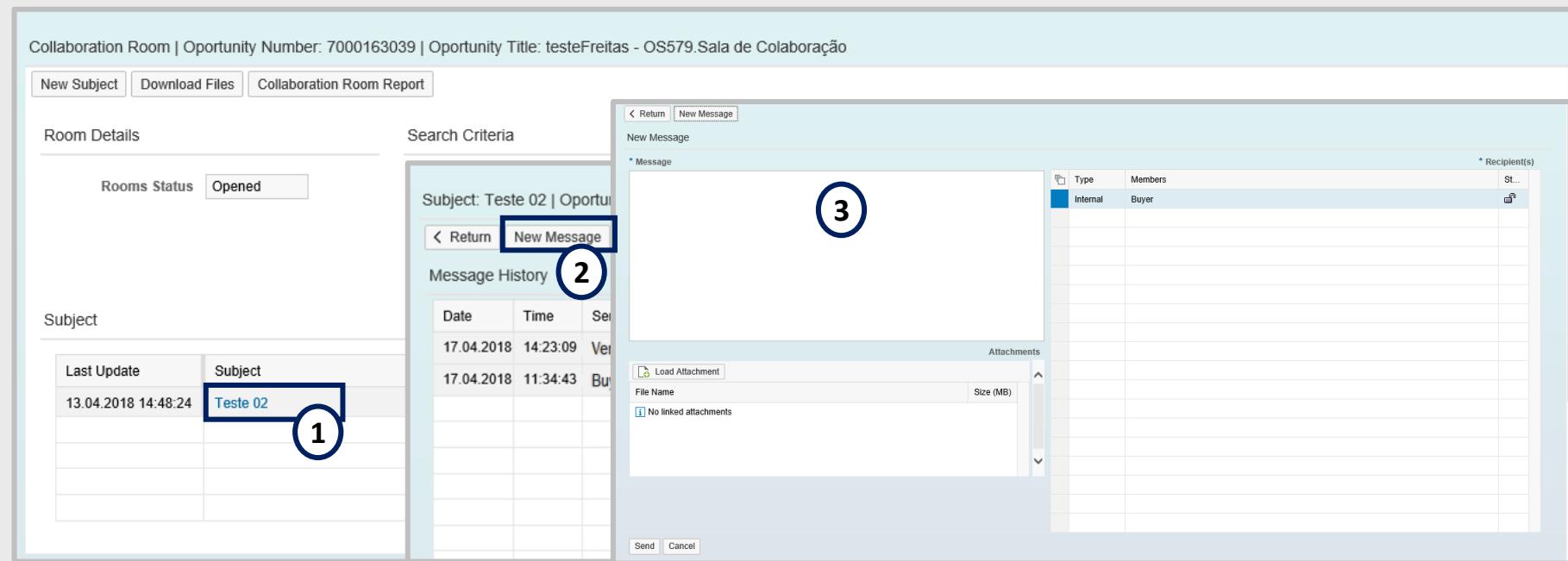
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Sending messages and attaching files

To send messages starting with an existing subject:

1. Use the Search Criteria to find the existing subjects and click on the title link of the Subject;
2. On the next screen, click on the **New Message** button;
3. Repeat the previous method steps by filling in the fields to send the message.



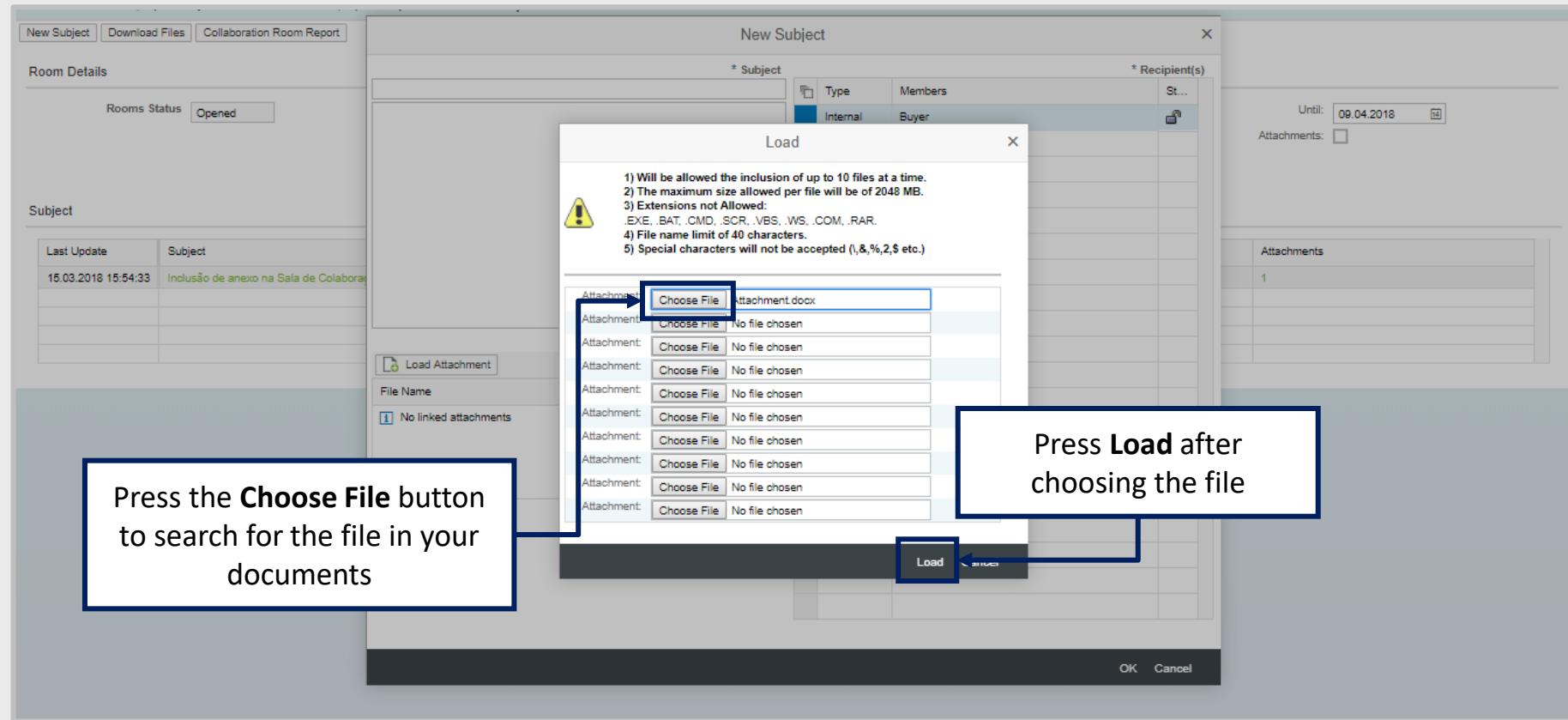
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Sending messages and attaching files

Attaching files

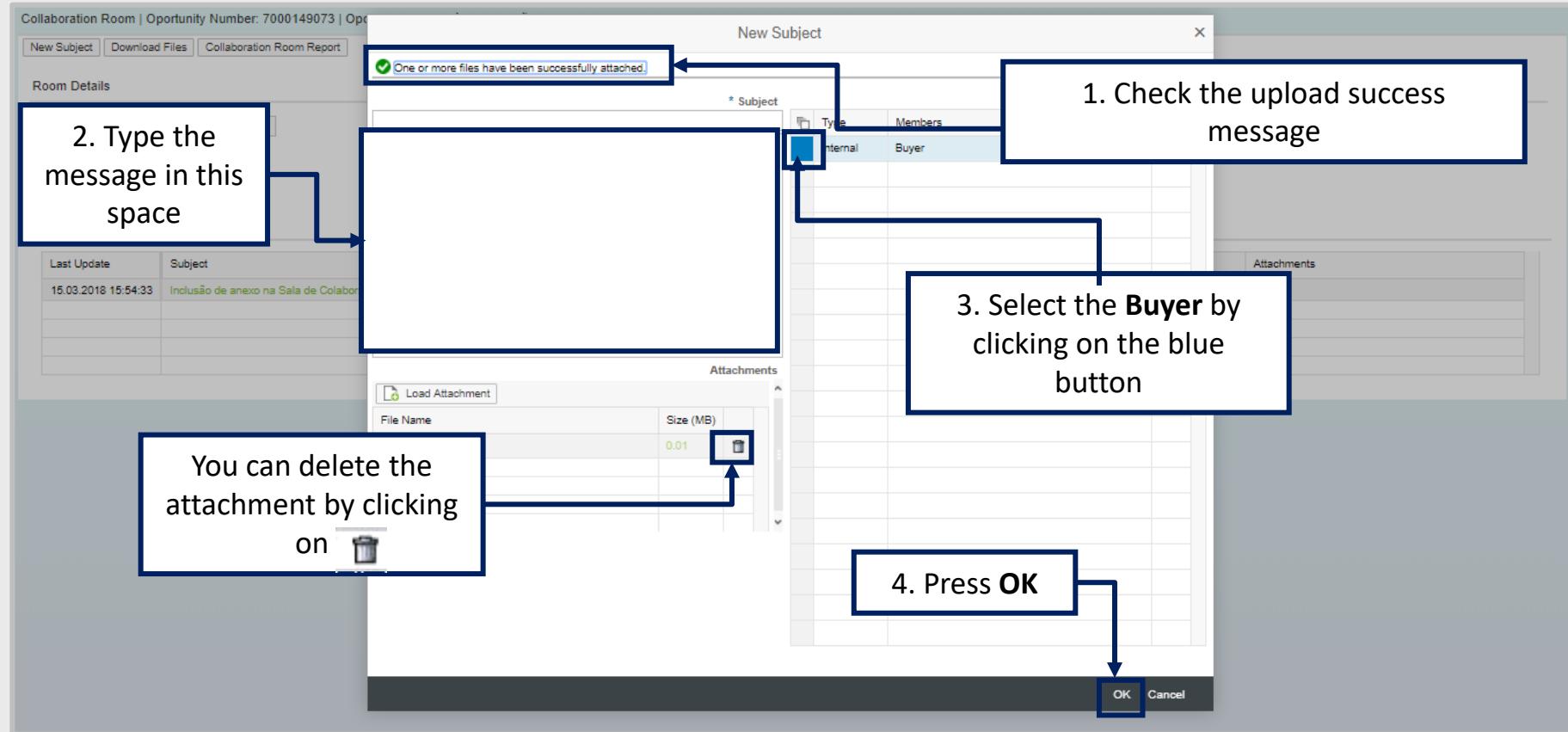
In the load screen, it informs the extension, limit of characters in the name, quantity, and maximum allowed size of each file.



Sending messages and attaching files

Attaching files

Attachments can only be deleted before the message is sent. Messages and attachments cannot be deleted after they were sent.



VII. COLLABORATION ROOM

Sending messages and attaching files

Confirmation Sent Message

Check the sucess message

The message sent can be checked here

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The screenshot shows the 'Collaboration Room' interface. At the top, a success message box displays: 'The subject and message have been successfully created.' Below this, the main interface shows 'Room Details' and 'Search Criteria' sections. The 'Subject' section lists a message with the following details: Last Update: 15.03.2018 15:54:33, Subject: 'Inclusão de anexo na Sala de Colaboração', and Created by: 'Supplier 1, Supplier 2'. To the right, there is an 'Attachments' section showing two attachments. A large blue box highlights the success message at the top, and another blue box highlights the message list below. A red diagonal watermark 'Illustrative Material' is visible on the right side of the screenshot.



VII. COLLABORATION ROOM

Sending messages and attaching files – Existing subject

Collaboration Room | Opportunity Number: 7000163039 | Opportunity Title: testeFreitas - OS579.Sala de Colaboração

New Subject Download Files Collaboration Room Report

Room Details Search Criteria

Rooms Status: Opened Created by: Last Update: Until:
Subject: Unread: Attachments:

Search Clear

Subject

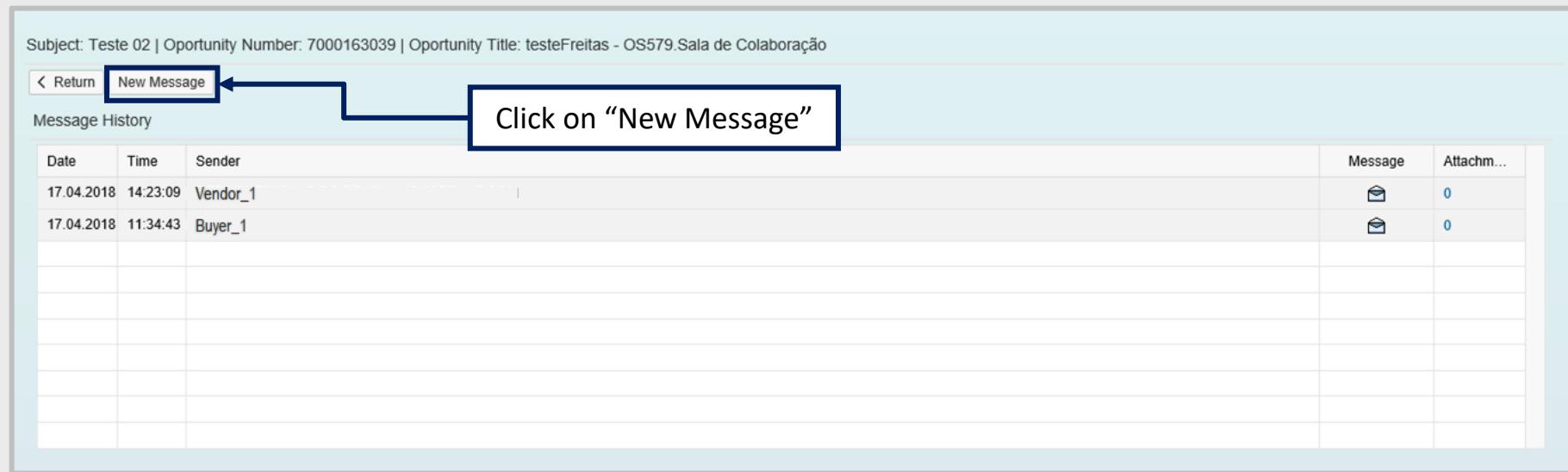
Last Update	Subject	Created by	Attachments
13.04.2018 14:48:24	Teste 02	Another Attendant	0

If you want to reply to a message sent by the Buyer or send a message from an existing subject, click on the name of the subject you want.

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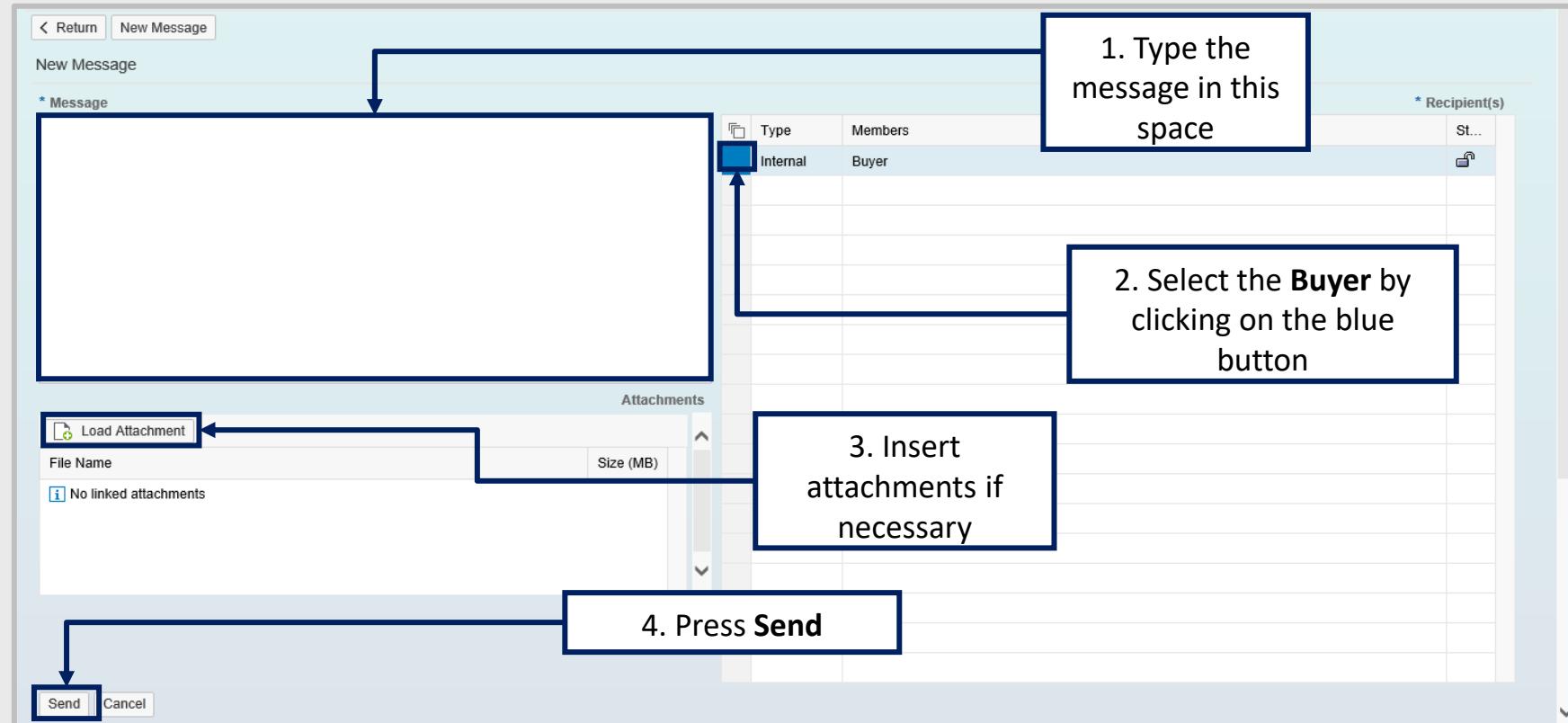
Attaching files – Existing Subject



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Attaching files – Existing Subject

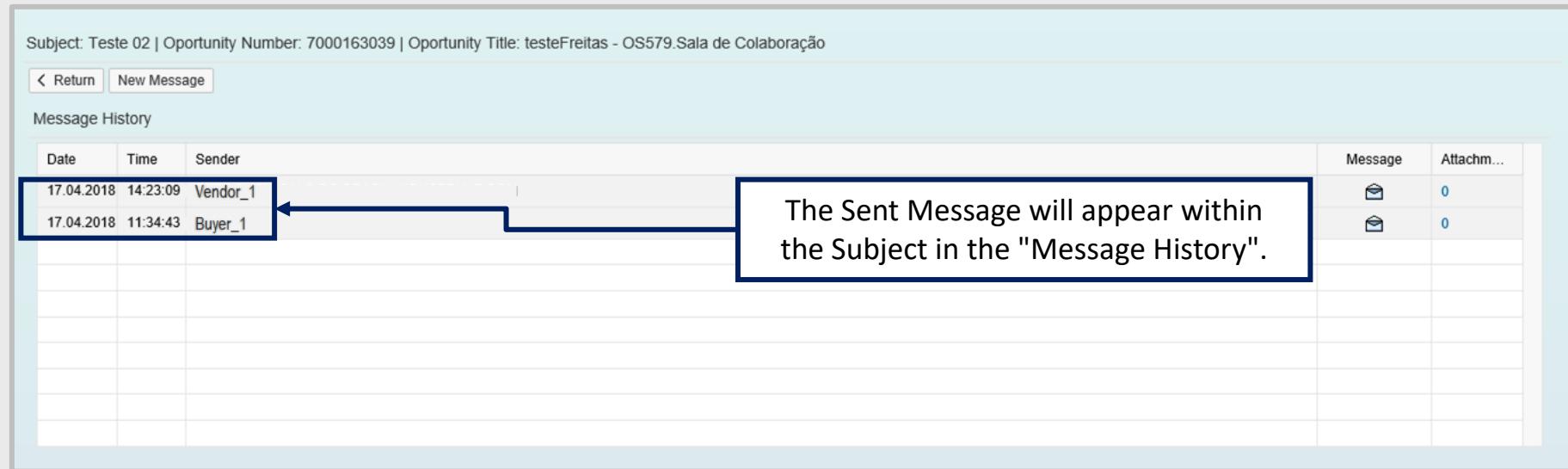


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Note: You can send messages without an attachment, but the system does not allow you to send attachments without a message.



Send message and attachments – Existing Subject



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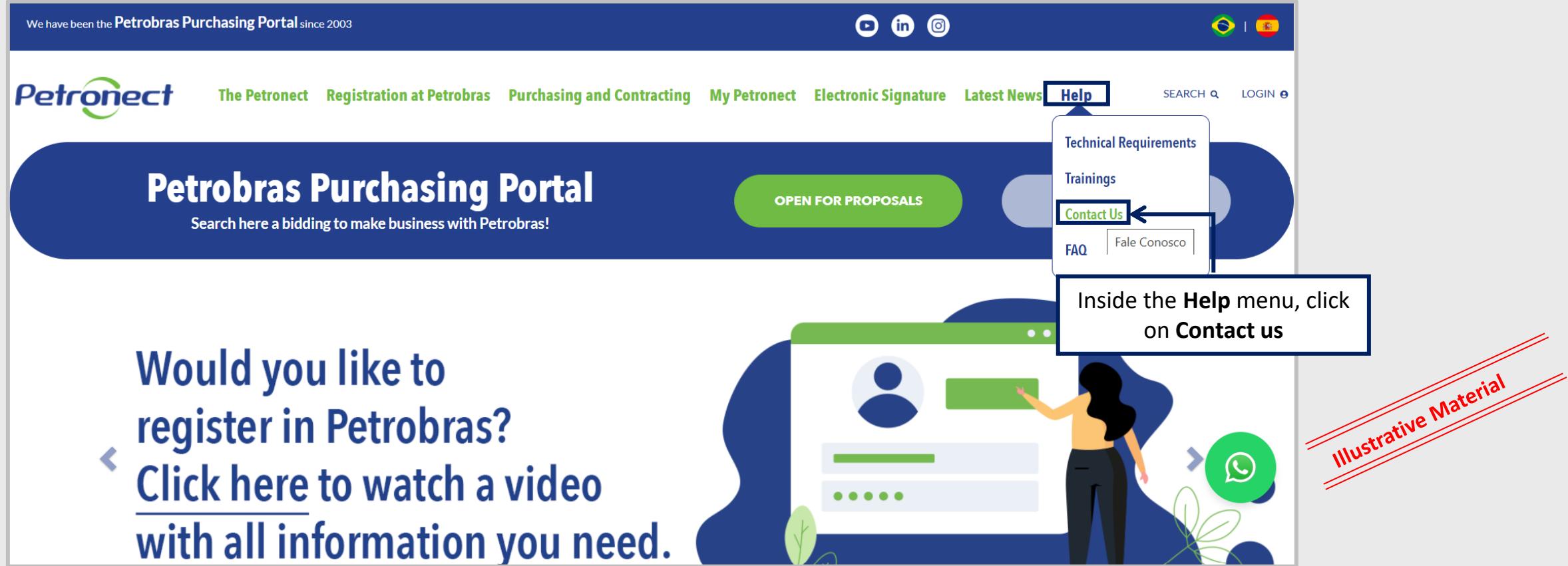
VIII. Contact us

IX. FAQ



Contact us

Petronect has several channels of service answering where questions related to the functionality of the Petronect Portal can be answered.



The screenshot shows the Petronect Purchasing Portal homepage. At the top, it says "We have been the Petrobras Purchasing Portal since 2003" and features social media icons for YouTube, LinkedIn, and Instagram, along with language options for Portuguese and Spanish. The main navigation menu includes "The Petronect", "Registration at Petrobras", "Purchasing and Contracting", "My Petronect", "Electronic Signature", "Latest News", and "Help". A callout box highlights the "Help" menu, which contains links for "Technical Requirements", "Trainings", "Contact Us", "FAQ", and "Fale Conosco". Below the menu, a large blue banner reads "Petrobras Purchasing Portal" and "Search here a bidding to make business with Petrobras!". A green button says "OPEN FOR PROPOSALS". To the left, a text box asks "Would you like to register in Petrobras? Click here to watch a video with all information you need." A woman is shown interacting with a digital screen displaying a user profile. A red callout box points to the "Contact Us" link in the "Help" menu with the text: "Inside the Help menu, click on Contact us". A red diagonal banner on the right says "Illustrative Material".

Would you like to register in Petrobras? Click here to watch a video with all information you need.

Inside the **Help** menu, click on **Contact us**

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Contact us

Choose one of the Attendance options and follow the guidelines provided in the Portal.

CONTACT US



SUPPLIER

CALL CENTER
WEB SUPPORT

PETROBRAS GROUP

CALL CENTER
WEB SUPPORT

Since 2003, the Petrobras Group has saved the emission of 2.100,96 tons of CO2 by using Petronect.



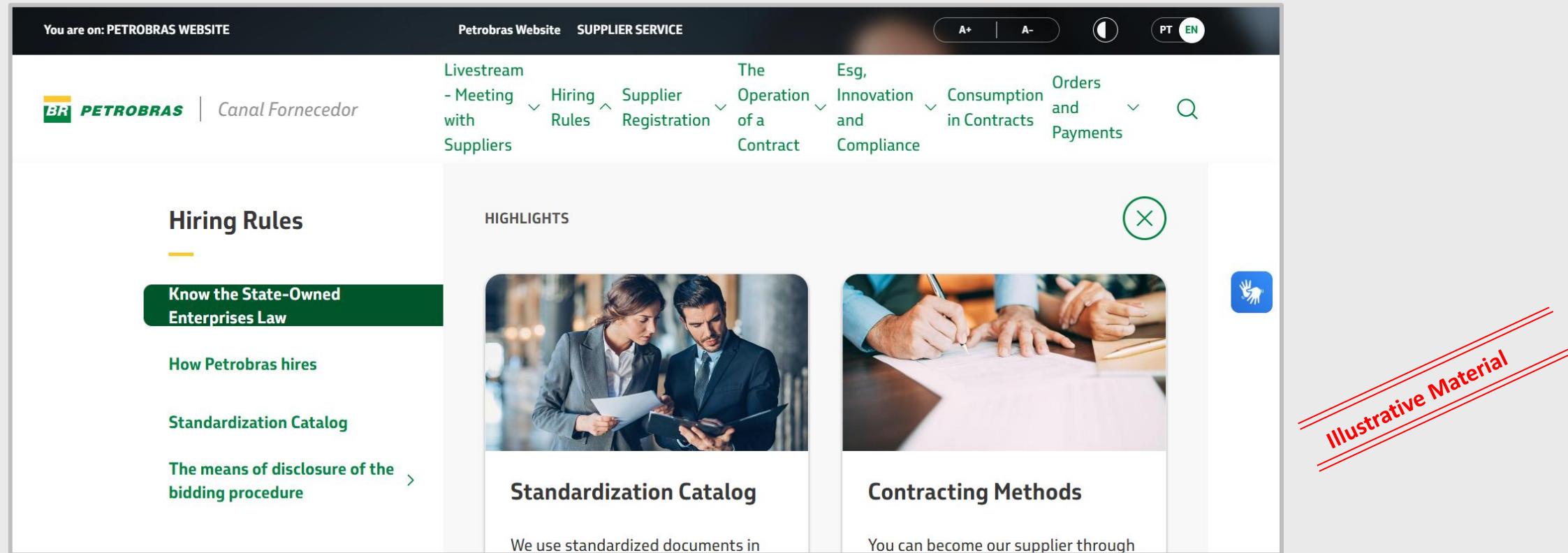
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New Rules on Petrobras Website

For more information on Petrobras New Contracting Rules, see the page:

<https://canalfornecedor.petrobras.com.br/en/regras-de-contratacao/conheca-lei-das-estatais>



The screenshot shows the Petrobras Supplier Service website. At the top, there is a navigation bar with the text "You are on: PETROBRAS WEBSITE", "Petrobras Website", "SUPPLIER SERVICE", and buttons for "A+", "A-", "PT", and "EN". The main menu on the left includes "Livestream", "Meeting with Suppliers", "Hiring Rules", "Supplier Registration", "The Operation of a Contract", "Esg, Innovation and Compliance", "Consumption in Contracts", and "Orders and Payments". The "Hiring Rules" section is highlighted with a green box containing "Know the State-Owned Enterprises Law", "How Petrobras hires", "Standardization Catalog", and "The means of disclosure of the bidding procedure". To the right, there is a "HIGHLIGHTS" section with two images: one of two people reviewing documents and another of hands signing a document. A red diagonal watermark with the text "Illustrative Material" is overlaid on the right side of the page.



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How can I participate in a Public Bidding?

Answer: After the changes from Law 13.303/16, public biddings in addition to being published in the Official Register (DOU), will also be available in the public and internal area of the Petronect Portal, for all interested parties. No invitations will be sent to the companies in opportunities created under the new regulation.

I would like to sign up for one of the public opportunities that I located at Portal Petronect, but I do not yet have my access. What is the e-CNPJ required in my Identification and where should I get it?

Answer: E-CNPJ is an electronic document that guarantees the authenticity and the communication in the media and the Receita Federal do Brasil (RFB) in a form of a digital certificate, functioning exactly like a digital version of the CNPJ. With this digital document it is possible to carry out queries and update the registers on the Internet. To get your e-CNPJ, contact a certifying authority and get more guidance.

For foreign companies, it is just necessary to type the tax code of the company.



Will there be a change in the proposal submission process in public opportunities?

Answer: Yes. Since no more invitations will be sent to public opportunities, the supplier must be registered in the opportunity to send proposals. To sign up you will need to locate the desired opportunity, access the opportunity and click the Create Proposal button.

How will I know what opportunities I am already enrolled in?

Answer: After logging in to the Portal, the supplier can view all the opportunities in which it has been registered (historical) through the menu "Electronic Quotes">> "Opportunity Board">> "My Participations" option.

How will be the supplier's qualification process in public opportunities?

Answer: After being declared the best ranked in a public opportunity, the supplier will be evaluated in the technical, economic-financial and legal requirements. Only after the classification of the best placed, will be required presentation of the documents to enable it.



FAQ – Frequently Asked Questions:

How can I do to pay an expired slip?

The payment may be done through Banco do Brasil bank up to 30 days after the slip due date, followed by fine and interests, according to the attachments available at the opportunity.

After the 30 days deadline, it won't be possible to get a new slip payment or reissue a new one through Banco do Brasil bank. For this, the suppliers must call to Petrobras Finances Sector by using the **0800 728 9001**.

Who can access the bank slip for payment of the transaction fee?

All the company users who have the “quote” role are going to access the slip download through the system, as long as the document has not the payment date expired.

Sou fornecedor internacional, como faço para emitir uma segunda via da invoice?

Deverá ser verificado com a Comissão/Grupo responsável pela contratação, via Sala de Colaboração da oportunidade na Petronect ou com a equipe de Finanças da Petrobras pelo SAC 0800 728 9001.





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