

SUPPLIER TRAINING DOCUMENT LAW 13.303/16 AND RLCP - LINF



I. About Petronect

II. Concepts and Important Information

III. Enrollment

IV. Opportunities

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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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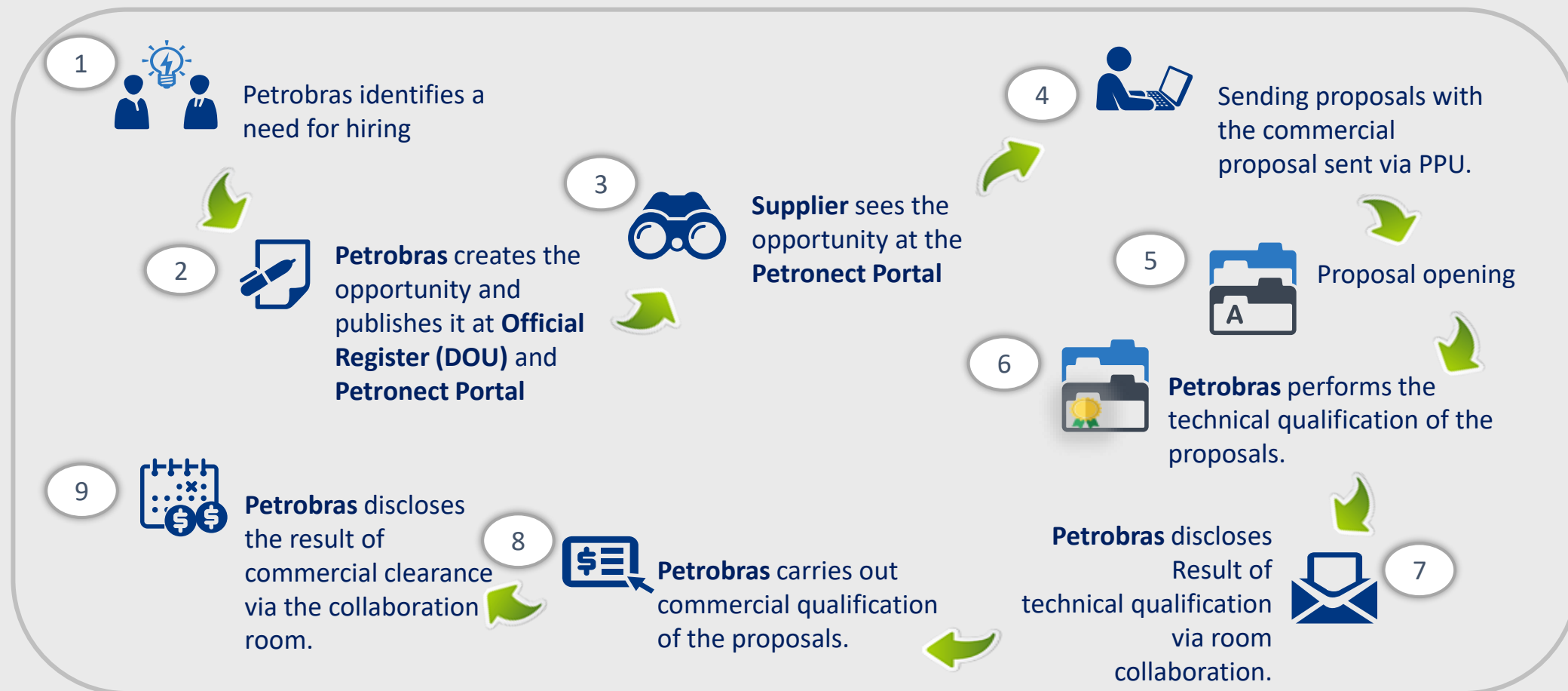
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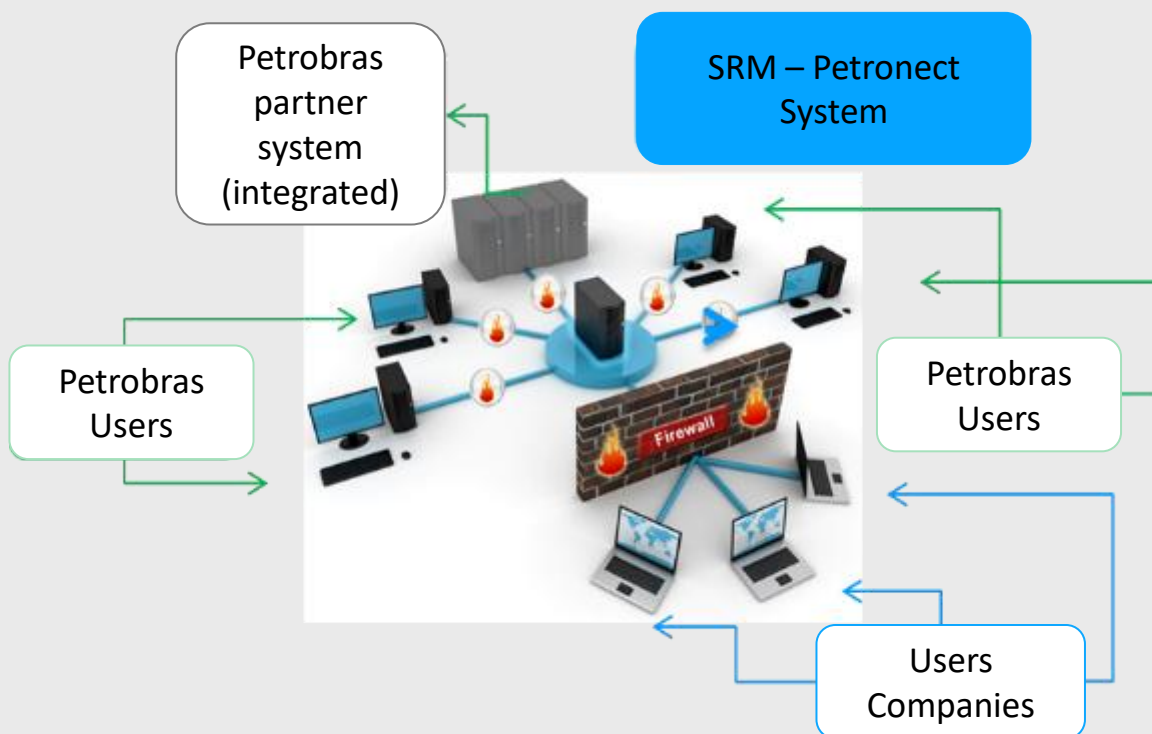


Overview – Purchasing and Contracting



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.

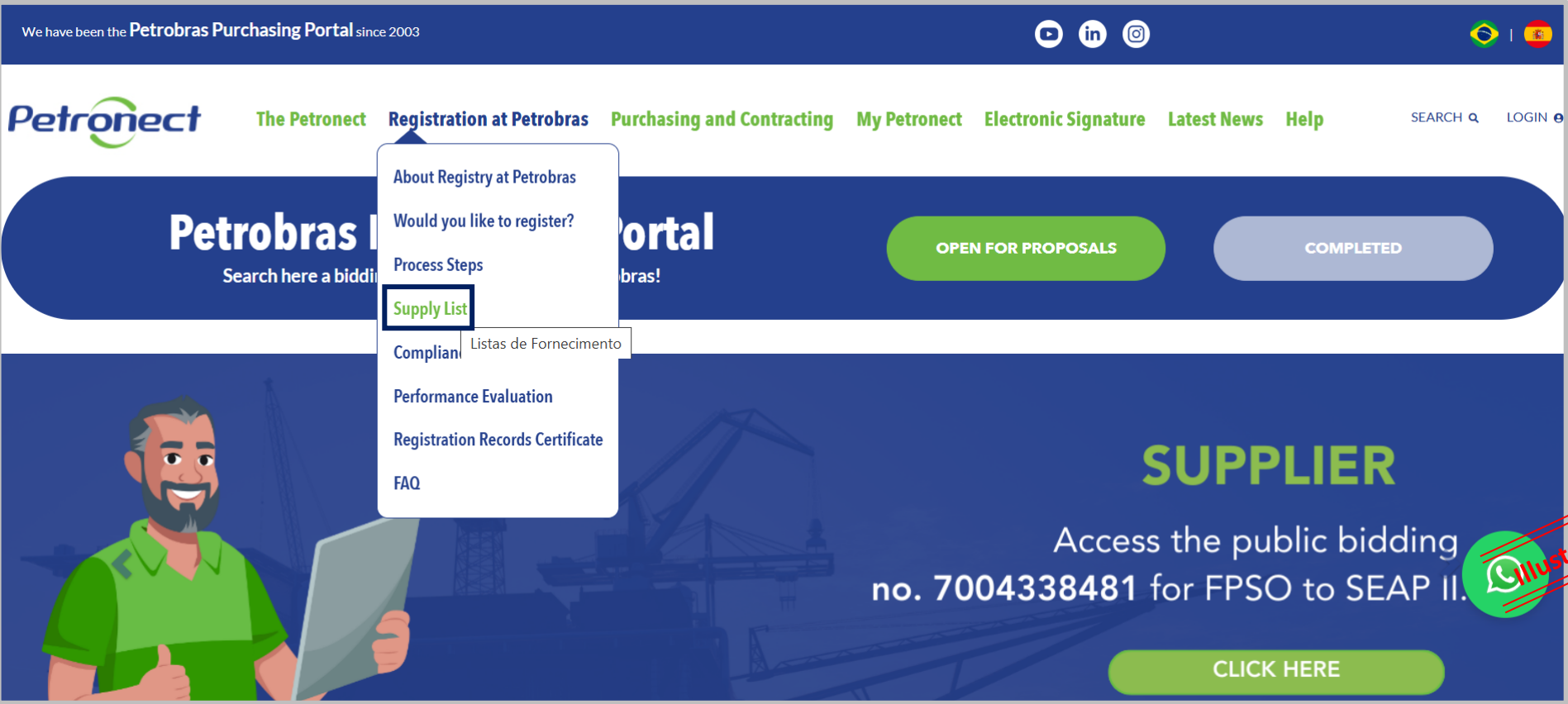
The registered information will have validation of one year and can be updated anytime.



III. ENROLLMENT

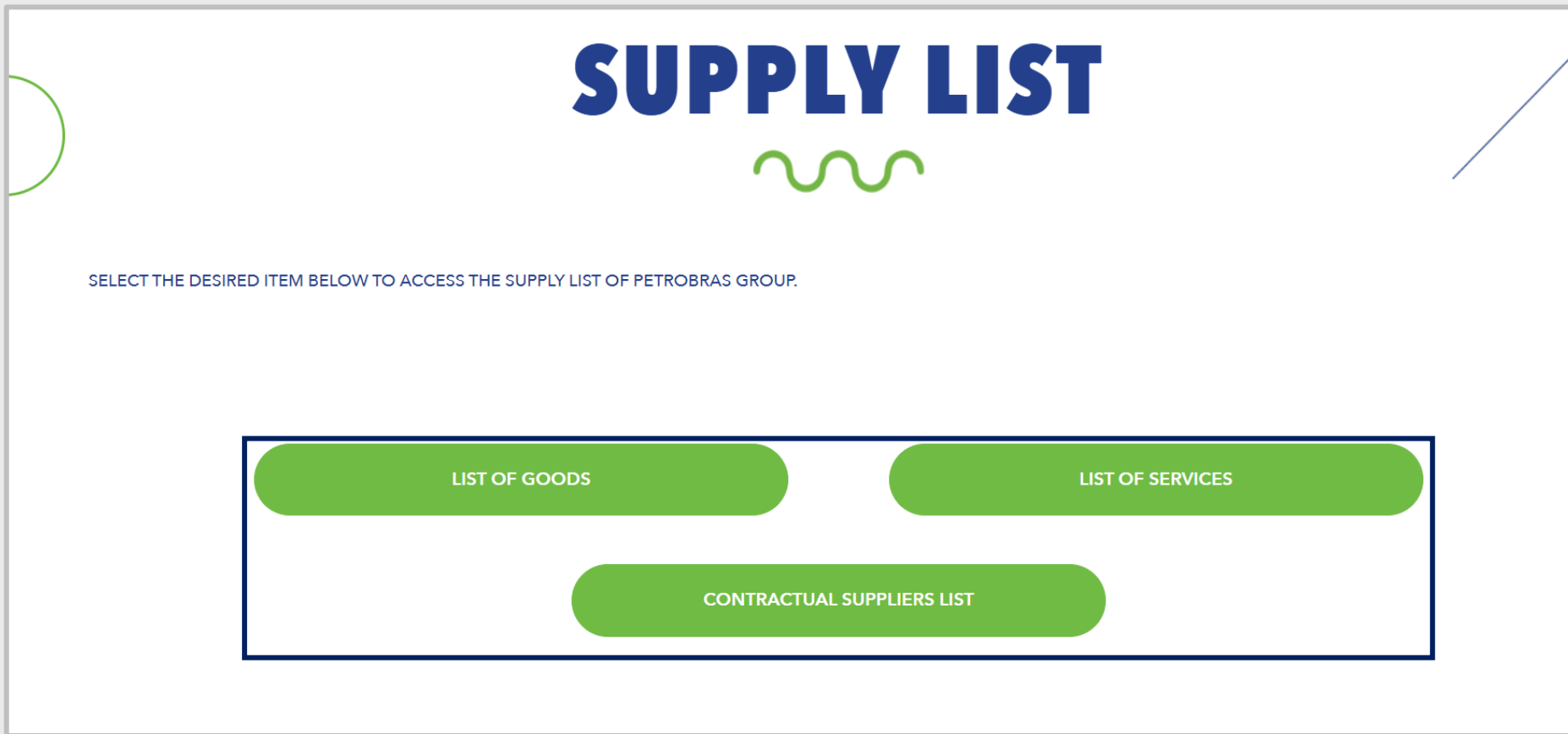
Supply List

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



Supply List

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



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

HQAM

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.

Search parameters

☒ Corporate Goods list

Group: All

Family/Scope:

Search



M-11 - Minerals, fuels 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.	

M-12 - Chemical, biochemical and gaseous

Family	Type	Scope	Requirement
98009837 - Seismic electric detonator		efficiency in the initiation of the explosive charges, with compatible sensitizing, contained sensitive mixture. This family includes electric detonators, non-electric, electronic and time	
98009914 - Detonating cord		re (filament) of nitropenta, wrapped by braided wires (synthetic or natural), coated by a d. It is destined to start or transmit the detonation to all the explosives column and also allow the interconnection of diverse charges.	
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 poliurética	Corporate	Incluem-se nesta família os revestimentos de base poliurética (isocianato + amina) e poliurética 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 tancagem 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 completação 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 ampolas 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 poços 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.	

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

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	Requir...
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.	

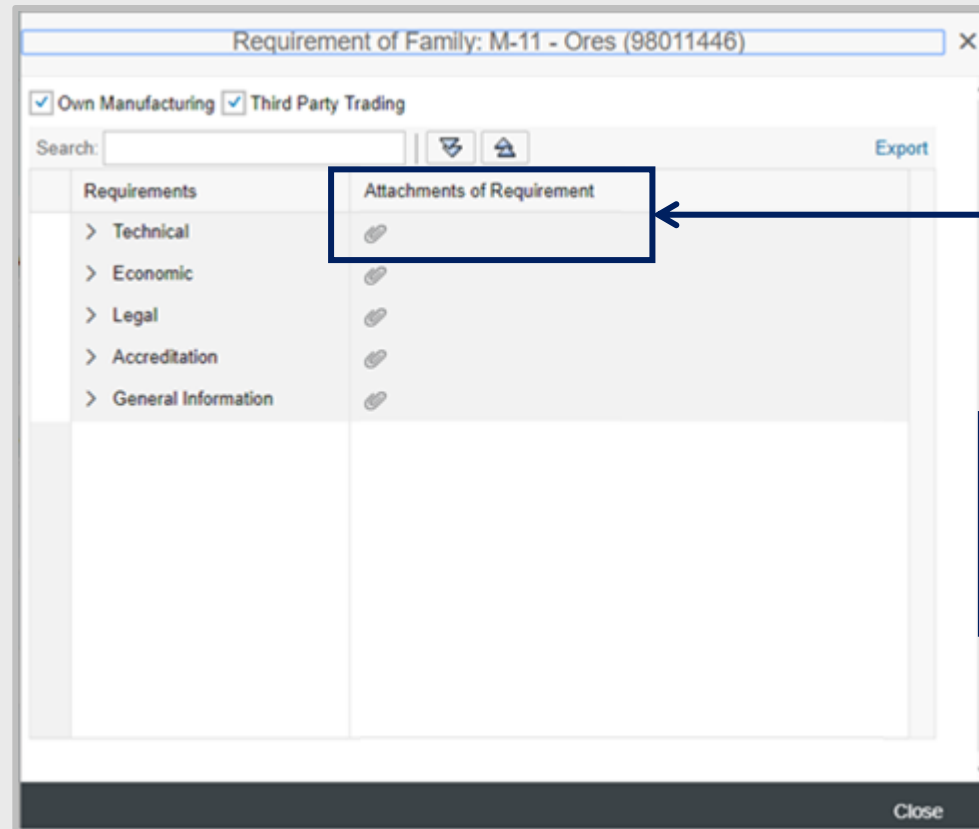
The user should click on the icon to obtain more information about the desired family.

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.



The user should click on the icon to obtain more information regarding the available attachment.

Illustrative Material



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.
- **Technical 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.



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;



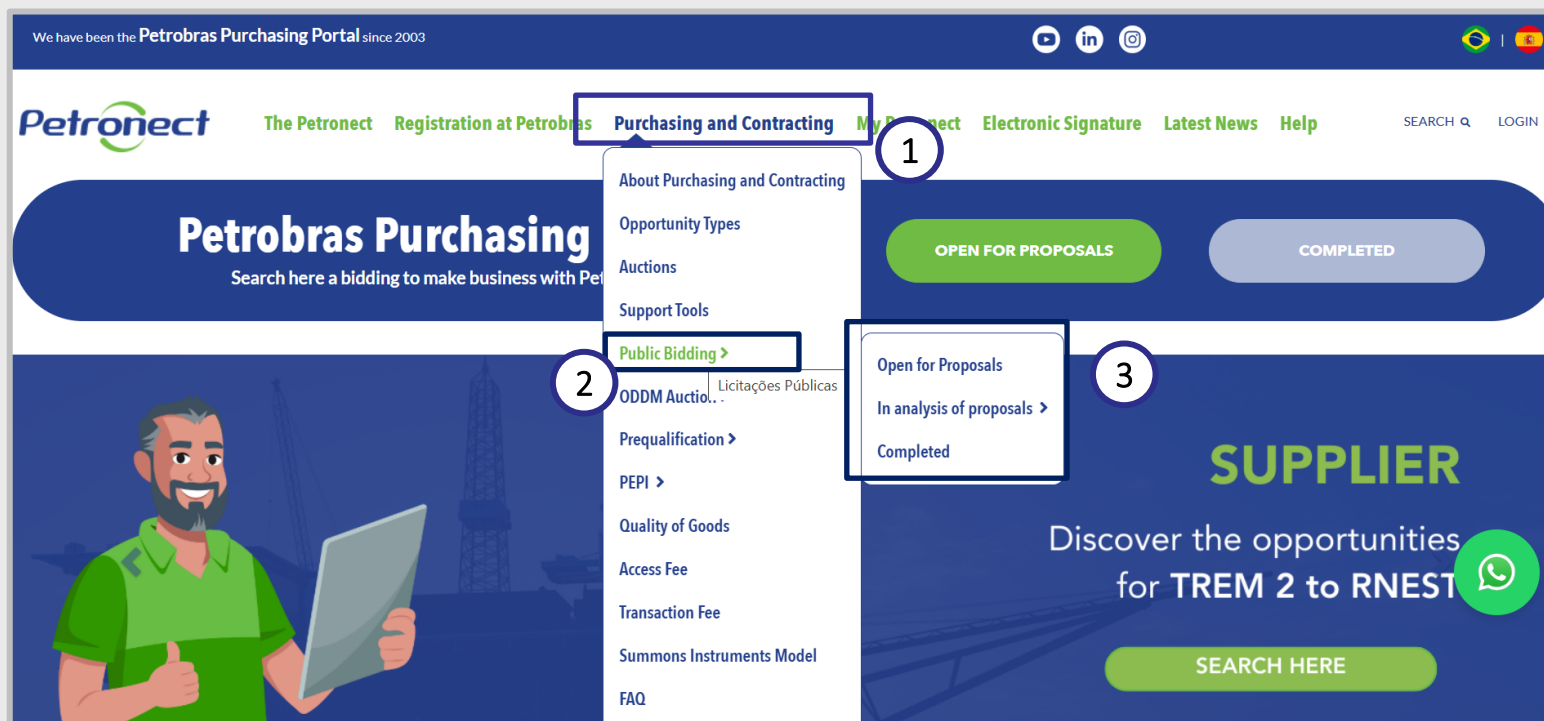
In the internal area (with login access) of Petronect Portal:

- 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)**”.

The screenshot displays a web interface for public bidding. At the top, the heading "PUBLIC BIDDING OPEN FOR PROPOSALS" is shown in large, bold, blue letters, with a green wavy line underneath. Below this, a small text block instructs users to 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. Below the text, there are two search options: "ADVANCED SEARCH" (highlighted with a green box and a circled "1") and "STRUCTURED SEARCH BY SUPPLY" (highlighted with a blue box and a circled "2"). Below these options, the heading "PUBLIC BIDDINGS" is displayed in large, bold, blue letters. At the bottom, there is a search bar with the placeholder text "SEARCH FOR..." and a magnifying glass icon. Below the search bar, there are two dropdown menus: "Coverage" and "Delivery place".

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

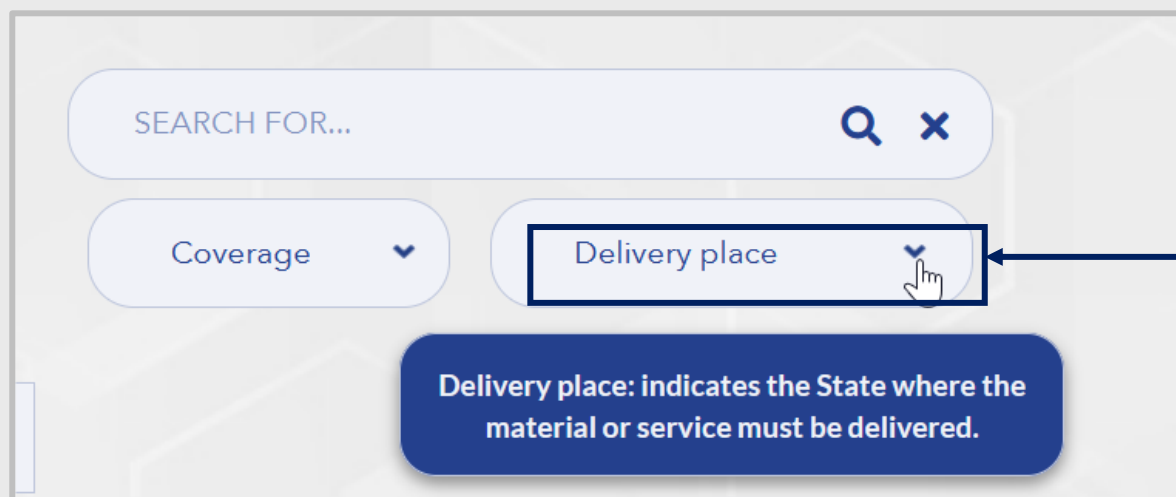


Public area display

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.



Illustrative Material

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



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	  	I'm interested
7003189877	TESTE	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S. A.	NATIONAL	15/05/2022	15/06/2022	  	I'm interested

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. Below it are two dropdown menus: 'Coverage' and 'Delivery place'. To the left, there is an 'Order by' dropdown menu with a list of options: 'A-Z', 'Z-A', 'Number of Opportunity Ascending', 'Number of Opportunity Descending', 'Disclosure Date', and 'End Date'. The main content area displays a table of bidding opportunities. The table has columns for 'SUB-STATUS', 'COMPANY', 'COV', and 'NAT'. The first row shows 'ANÁLISE RISCO...', 'PETRÓLEO BRASILEIRO S.A.', and 'NAT'. The second row shows 'PRESTAÇÃO DOS SERVIÇOS DE APOIO TÉCN...', '29/06/2022', '20/07/2022', and 'I'm interested'. The third row shows 'FORNECIMENTO DE BENS E SERVIÇOS', '21/03/2022', '14/07/2022', and 'I'm interested'. Annotations with arrows point to the search bar, the 'Order by' dropdown, and the first row of the table.

PUBLIC BIDDINGS

SEARCH FOR...

Coverage Delivery place

Order by

A-Z
Z-A
Number of Opportunity Ascending
Number of Opportunity Descending
Disclosure Date
End Date

SUB-STATUS COMPANY COV NAT

ANÁLISE RISCO... PETRÓLEO BRASILEIRO S.A. NAT

29/06/2022 20/07/2022 I'm interested

21/03/2022 14/07/2022 I'm interested

The keyword search will be available to find entries that are in the results list.

If you prefer, use the **Order by** option to display the opportunities you are looking for in order of relevance.

Illustrative Material



IV. OPPORTUNITIES

Public area display

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

The screenshot shows the 'PUBLIC' Opportunities page. A table lists opportunities, with the first row highlighted. The 'NUMBER' column contains '7003470660' and the 'OBJECT' column contains 'SUPPLY OF ONE FLOATING PRODUCTION STO...'. A callout box points to the number with the text: 'When clicking on the opportunity number, a new window will be displayed with the basic data.'

Clicking on the number opens a detailed view window. This window contains the following fields:

- Start Date: 04.05.2021 10:00:0004.05.2021 10:00:0004.05.2021 10:00:0004.05.2021 10:00:00
- End Date: 16.05.2022 16:00:0016.05.2022 16:00:0016.05.2022 16:00:0016.05.2022 16:00:00
- Timezone: Brazil - Distrito FederalBrazil - Distrito FederalBrazil - Distrito FederalBrazil - Distrito Federal
- Currency:
- Payment Term:
- Enquadramento de Processo: 101 - Licitação, Lei 13.303, Art. 28, CAPUT101 - Licitação, Lei 13.303, Art. 28, CAPUT101 - Licitação, Lei 13.303, Art. 28, CAPUT101 - Licitação, Lei 13.303, Art. 28, CAPUT

At the bottom of the detailed view window, there are four buttons: 'Items', 'Attachments', 'Notas e Esclarecimentos', and 'Return'. A callout box points to the 'Return' button with the text: 'Click on "Return" to go back to the previous screen.'

Illustrative Material



PUBLIC BIDDINGS

SEARCH FOR...

Coverage ▾

Order by ▾

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 TÉCNI...	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	   

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

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.



**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 SUPPLY** 1

STRUCTURED SEARCH BY SUPPLY

CLASSIFICATION

2 ☒ Goods ☒ Services

☐ Geração e distribuição de energia 9 ▼

☐ Componentes e suprimentos p/ manufatura 17 ▼

☐ Máq. e acess. p/perf. poços e mineração 16 ▼

☐ Equip. p/Sistemas de Distr. de Fluidos 43 ▼

Illustrative Material

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**.



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.

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 SUPPLY

STRUCTURED SEARCH BY SUPPLY

CLASSIFICATION

3

☒ Goods ☐ Services
Order A-Z

☒ Geração e distribuição de energia 9

☒ Componentes e suprimentos p/ manufatura 17

☒ Máq. e acess. p/perf. poços e mineração 16

☒ Equip. p/Sistemas de Distr. de Fluidos 43

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 fa

ADVANCED SEARCH STRUCTURED SEARCH BY

STRUCTURED SEARCH BY

CLASSIFICATION

☒ Goods ☐ Services
v Order AZ

☒ Criação e distribuição de energia 17

☒ Componentes e suprimentos p/ manufatura 17

☒ Perf. e acess. p/perf. poços e mineração 16

☒ Equip. p/Sistemas de Distr. de Fluidos 43

NUMBER	OBJECT	SUB-STATUS	COMPANY	COVERAGE	START DATE	END DATE	OPTIONS
7003256851	AQUISIÇÃO DE CABOS ELÉTRICOS	RECEIVING PROPOSALS	PETROLEO BRASILEIRO S. A.	NATIONAL	21/06/2022	08/07/2022	

Public area display

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

PUBLIC BIDDINGS

SEARCH FOR...

Coverage Delivery place

Order by

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 TÉCNI...	RECEIVING PROPOSALS	PETRÓLEO BRASILEIRO S. A.	NATIONAL	29/06/2022	20/07/2022	
7003791841	FORNECIMENTO DE BENS E PRESTAÇÃO DE S...	RECEIVING PROPOSALS				07/2022	

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

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**.

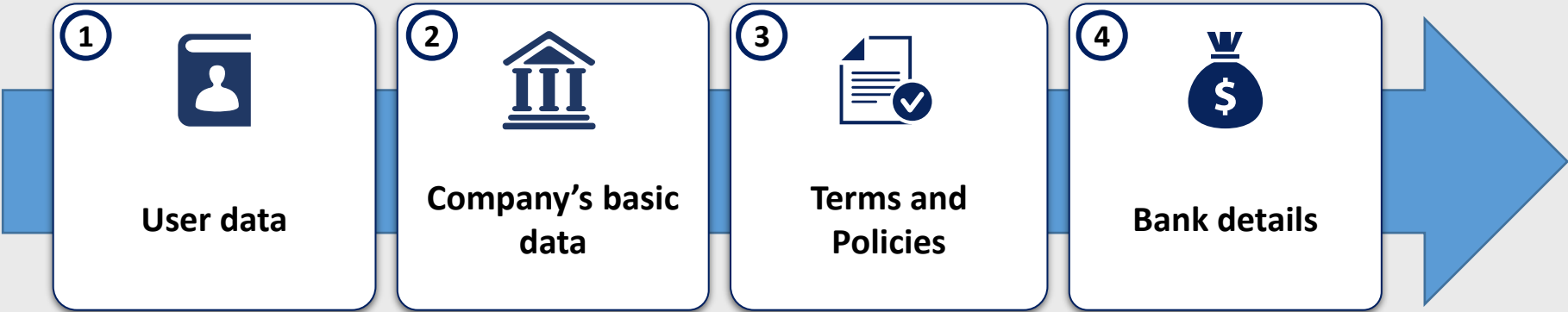
Illustrative Material



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*

Last name*

User*

E-mail*

Confirm your e-mail *

CPF*

Telephone*

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*

Country Registration Number*
(CNPJ for Brazil) **Validate e-CNPJ**

Corporate Social Reason*

Fantasy Name

Opting for SIMPLE ☐ Não ☒ Sim

Type of Company*

State Registration Number*

Municipal Registration ☐ Não ☒ Sim Number*

ZIP CODE*

State* City*

Neighborhood*

Address* Number*

Complement

Telephone

Illustrative Material



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**

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

TERMS

Prezado Cliente,

Solicitamos atenção às seguintes observações:

- o Não aceitar o termo de adesão implica em não acessar o conteúdo do Portal Petronect;
- o A manutenção dos dados de usuário são de responsabilidade da empresa. Mantenha-os atualizados a fim de evitar problemas de participação nos processos via Petronect;
- o Conheça os treinamentos disponibilizados pela Petronect no menu A Petronect > Treinamentos após seu login;
- o 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 ADEÇÃO AO SISTEMA DE INTERMEDIÇÃO 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.petronec.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, providendo 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

Agency

-

Checking Account

-

Conduir

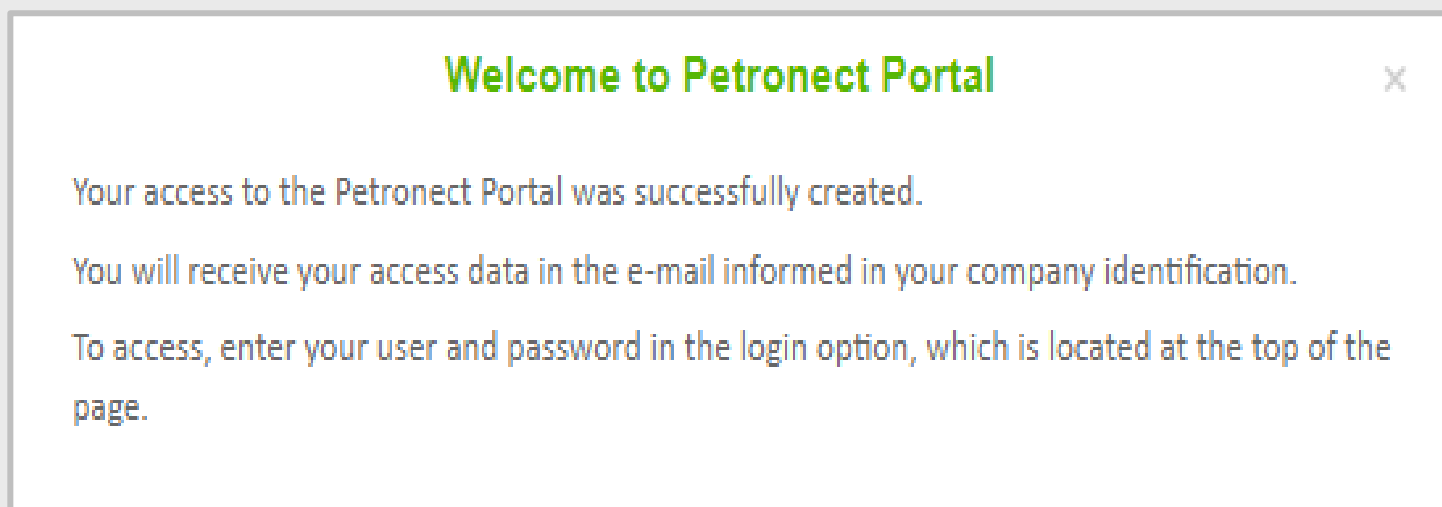
Illustrative Material



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:

- Disagreeing the term implies in not having access to the Petronect Portal content;
- The maintenance of the users data are responsibility of the company. Keep your information updated avoiding eventual problems on Petronect processes;
- Access the Petronect trainings options on "The Petronect" > "Trainings" menu;
- 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 hirino of different modalities that may be public (bidding procedures) or non-public.

Agree **Disagree**

Petronect

Click in "Agree"

Illustrative Material



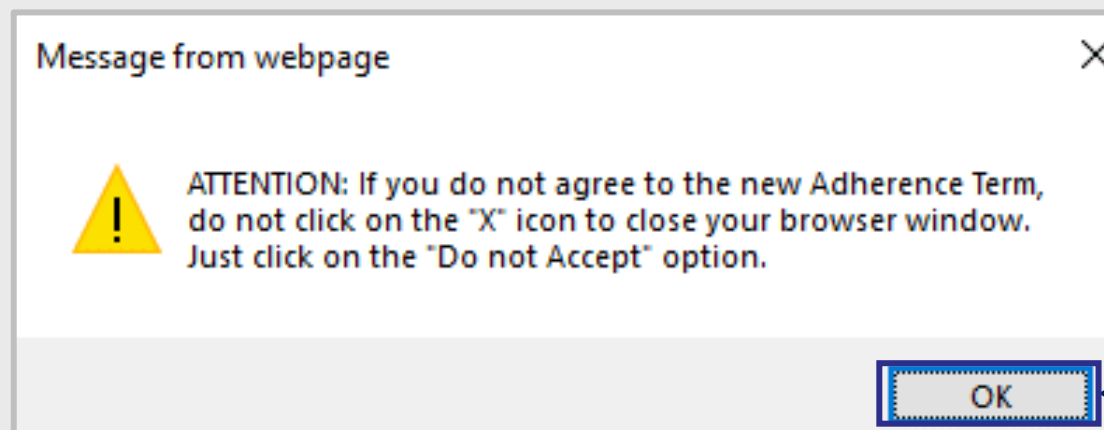
Internal area display

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:



Click "OK" and then choose one of the options ("Agree" or "Disagree").

Illustrative Material



Internal area display

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.

Illustrative Material

The screenshot shows the Petronect Portal interface. The header includes the Petronect logo, a welcome message, the date (Monday, June 3, 2019), and navigation links: My Account, Trainings, Contact Us, and Terms (highlighted with a blue box and a circled '1'). Below the header is a row of folder icons for various portal sections. The main content area displays the 'TERMS' section with a document icon and a list of links: 'Term of Use' (highlighted with a blue box and a circled '2'), 'Petrobras and Petronect Roles and Responsibilities', and 'Data Privacy Policy'. A callout box points to the 'Term of Use' link with the text: 'To access the Membership Term, click on the link "Terms of Use";'. At the bottom of the page, a banner for 'BR PETROBRAS / Portal Petronect' is visible, with a 'TERMS OF USE' link (highlighted with a blue box and a circled '3'). A callout box points to this link with the text: 'The system will make available in a new tab the Term of Use document.'.

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

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

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



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;

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)

Hide/ show search parameters

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

Illustrative Material



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.

The screenshot displays the Petrobras Electronic Quotes system interface. At the top, there are navigation links: 'The Petronect', 'Electronic Quotes', 'Petrobras Security Information Standards', and 'Contact Us'. Below these, a secondary navigation bar includes 'About Electronic Quotes', 'Opportunity Board', 'Unlock Session', and 'My Company Participation'. The main content area features a blue header with an information icon and text: '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 the header, there are five tabs: 'Prequalification (531)', 'Auctions (1)', 'Public Opportunities (0)', 'My Participations (1)', and 'Public Opportunities Closed (0)'. The 'Public Opportunities (0)' tab is currently selected and highlighted with a blue border.

Under the tabs, there is a section titled 'Hide/ show search parameters' with a blue button. Below this, various search filters are listed: 'Number' (with a text input field containing '7000180649'), 'Hiring Object Description' (with a text input field), 'Item description' (with a text input field), 'Publishing date' (with a date picker), 'Start date' (with a date picker), 'End date' (with a date picker), 'Material family' (with a dropdown menu), 'Process type' (with a dropdown menu), 'Region' (with a dropdown menu), 'Processed since' (with a dropdown menu), and 'Event Status' (with a dropdown menu). There are 'Search' and 'Clear' buttons below the filters, and an 'Export' button with a dropdown arrow.

At the bottom, there is a table with the following columns: 'Number', 'Desc. of the Hiring Object', 'Start Date', 'Start Time', 'End Date', 'End time', 'Response Status', and a final column with a minus sign. The table contains one row with the following data: '7000180649', 'TESTE HOMOLOGAÇÃO - OS 63', '20.05.2020', '03:10:00', '20.05.2020', '11:12:00', 'Cotação apresentada', and 'Oportunidades Públicas'. There are also some icons at the bottom right of the table.

Illustrative Material



IV. OPPORTUNITIES

Internal area display

Download Notes and Attachments

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

The screenshot displays the Petrobras Opportunity Board interface. At the top, there are navigation tabs: The Petronect, Registry at Petrobras, Electronic Quotes, Payments, Digital Signature, and Petrobras Security Information Standards. Below these are sub-tabs: About Electronic Quotes, Opportunity Board (selected), Unlock Session, and My Company Participation. The main area shows a list of participation categories: My Participations (3), Prequalification (0), Auctions (0), Public Opportunities (1), and Public Opportunities Closed (0). A search filter section is visible with various input fields and dropdowns. A blue box highlights the 'Download Notes and Attachments' button. A text box with an arrow points to this button, stating: 'Click the button "Download Notes and Attachments".'

Search filters include:

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

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

	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:

Notes and Attachments

Download Notes e Attachments

Select All

Deselect all

 Opportunity	Size
▼ ☐ 7000183939	1.51 MB
▼ ☐ Header	
☐ DOC TESTE 1.pdf	139.72 KB
☐ DOC TESTE 2.pdf	139.72 KB
☐ DOC TESTE 3.pdf	139.72 KB
☐ DOC TESTE 4.pdf	139.72 KB
☐ Purchaser Comments	0.05 KB
☐ Pre-qualification	0.04 KB
> ☐ Items	

Download selected documents

Selected documents: 0.00 MB

Allowed download limit: 1 MB

Close

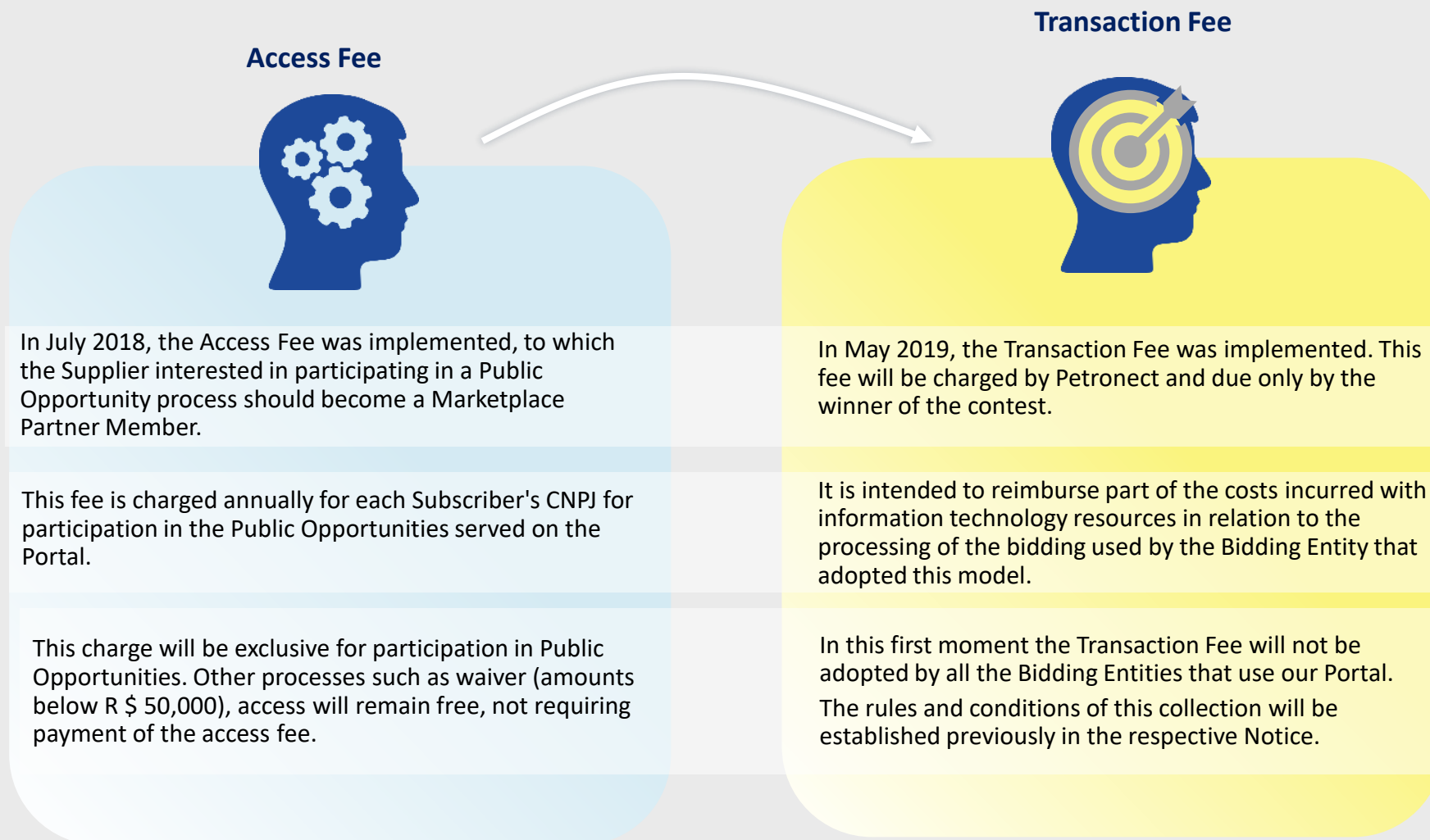
Select the files and click on
“Download”.

Allowed download limit.

Illustrative Material

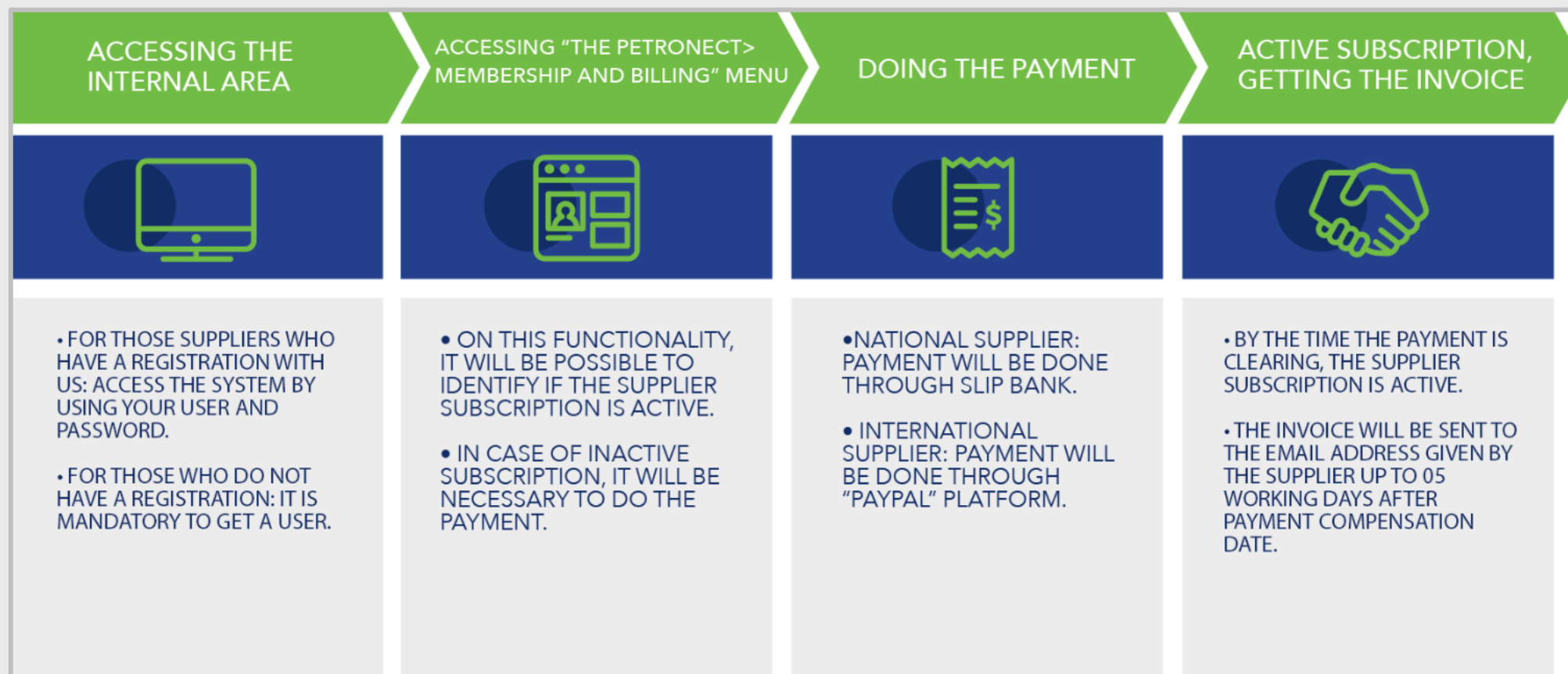


Internal area display



Internal area display

Access Fee (Supplier Partner):

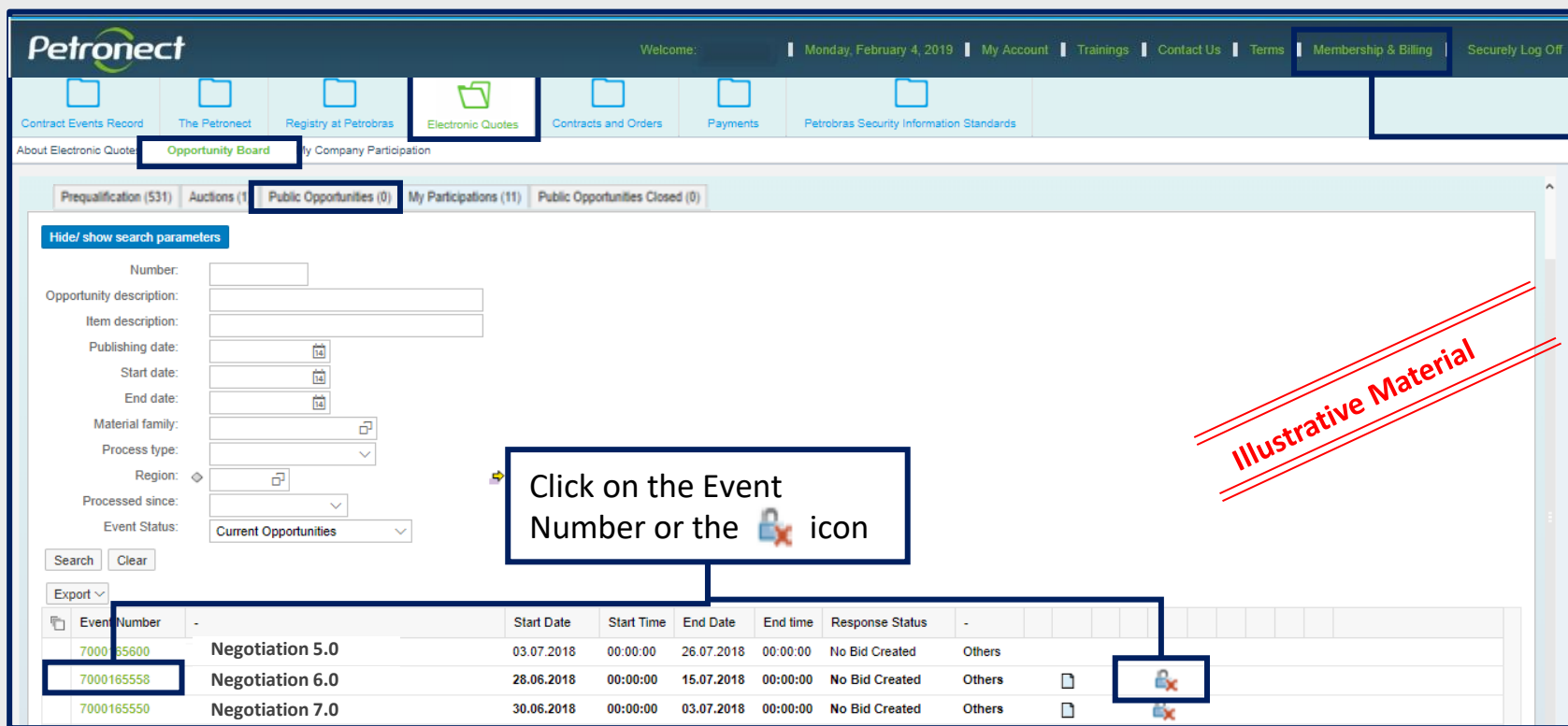


IV. OPPORTUNITIES

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	
7000165600	Negotiation 5.0	03.07.2018	00:00:00	26.07.2018	00:00:00	No Bid Created	Others
7000165558	Negotiation 6.0	28.06.2018	00:00:00	15.07.2018	00:00:00	No Bid Created	Others
7000165550	Negotiation 7.0	30.06.2018	00:00:00	03.07.2018	00:00:00	No Bid Created	Others

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:



Warning:

Implemented in May 2019, the Transaction Fee is charged by Petrobras through the Petronect Portal and it is payable only by the winning bidder of the procurement process. The fee is intended to reimburse part of the costs incurred with Information Technology resources related to the procurement processing system used by the contracting entity.

From **07/01/2026**, new opportunities published on Petronect should no longer include provisions for charging this fee. For transition purposes, the opportunity publication date must be observed:

- Opportunities published up to **06/30/2026** remain subject to the fee, in accordance with the conditions originally established in the bidding documents.
- Opportunities published from **07/01/2026** onward will not be subject to the fee.



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



Internal area display

Opportunities Items

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

View Opportunity: 7000212862 - Description: P

Collaboration Room Report **Opportunity report** Collaboration Room

Header **Items**

Item Overview

Number	UM	Description	Item Type	Product ID	Description	Product Category	Qty	UM	Currency	Entrega	Notes	Attachments	Item Released
0001	Each		Material	10100147	Anel d/drenag. 1045 fig MSS SP-44 5" esp	40142304	10,000	EA	BRL	25.10.2...	2	0	☐
0002	Each		Material	10100147	Anel d/drenag. 1045 fig 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 Attributes Notes and Attachments Family

Identification

Product ID: 10100147

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

Product Category: 40142304

Further Properties

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

Replicar Valores do Item

* Ctg. do material: Material

Currency and values

Required Quantity:

Service and Delivery

Delivery Date / Time: 25.10.2015 00:00:00

* Material Use: 2 - CONSUMO

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

Illustrative Material



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 Marketplaces, 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):

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" submenus 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" submenus 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

Adequacy of use of your marketplace according to market practice



Petronect

Ability to maintain your relationship between suppliers and buyers amid so many changes



Suppliers

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!



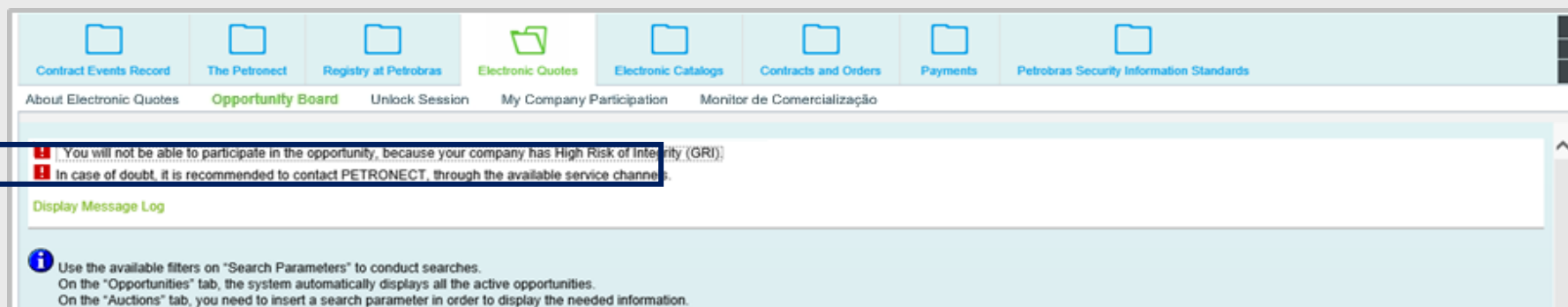
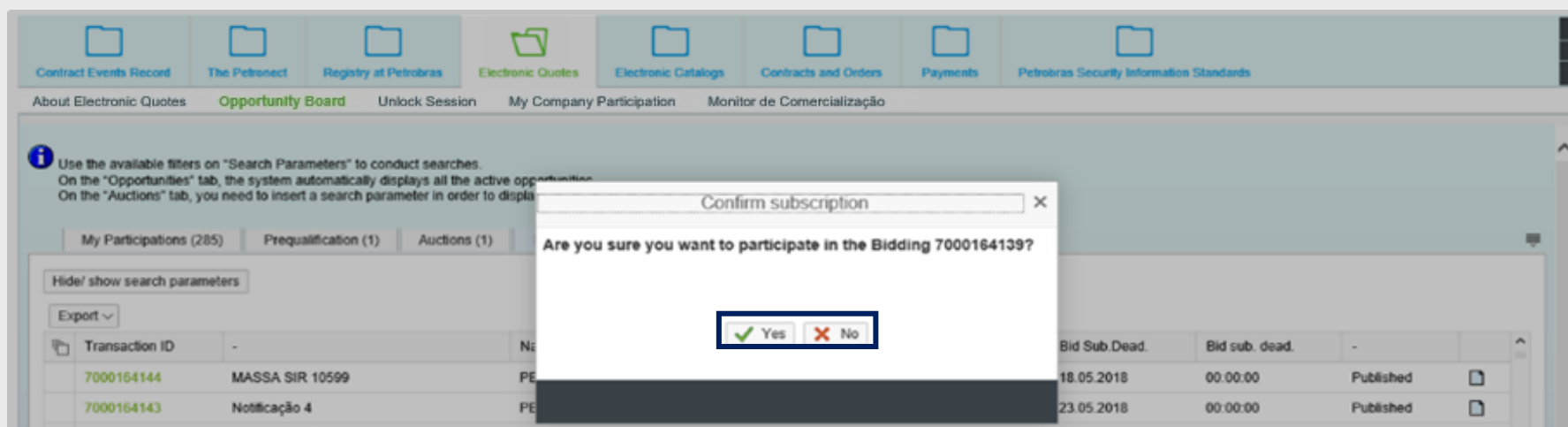
Illustrative Material



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



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 displays the Petrobras Electronic Quotes system interface. At the top, there is a navigation bar with icons and labels for 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Contracts and Orders', 'Petrobras Security Information Standards', and 'Minha Petronect'. Below this, a secondary bar shows 'About Electronic Quotes', 'Opportunity Board' (highlighted), 'Unlock Session', 'My Company Participation', and 'Monitor de Comercialização'. The main content area features a 'Hide/show search parameters' button and a search form with 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 form are 'Search', 'Clear', and 'Export' buttons. At the bottom, a table lists opportunities with columns for Event Number, Start Date, Start Time, End Date, End time, Response Status, and others. The first row shows an event number '7000162167' highlighted with a blue box and a callout arrow pointing to it with the text 'Click on the opportunity number.'

Event Number	Start Date	Start Time	End Date	End time	Response Status	Others		
7000162167	28.03.2018	15:43	28.03.2018	15:53:00	04.04.2018	15:53:00	No Bid Created	Others

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 displays the Petrobras Electronic Quotes interface. The top navigation bar includes icons and labels for 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes' (highlighted with a blue box), 'Contracts and Orders', 'Petrobras Security Information Standards', and 'Minha Petronect'. Below this, a secondary bar contains 'About Electronic Quotes', 'Opportunity Board' (highlighted with a blue box), 'Unlock Session', 'My Company Participation', and 'Monitor de Comercialização'. The main content area is titled 'View Opportunity: 7000212862 - Description: Publicação de Oportunidade'. It features a row of buttons: 'Colaboration Room Report', 'Opportunity report' (highlighted with a blue box), 'Prepare Bid', and 'Collaboration Room'. Below these buttons, the 'Header' section is visible, with 'Basic data' (highlighted with a blue box) selected. The 'Basic data' section contains the following fields:

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

Illustrative Material



Internal area display

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 Effectivity, 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.

Attributes	Comment
I have read and agree with the terms of the document "Declaração Unificada", addendum to the requirements of the bid.:	☐
* Do you self-declare a Small Business or Small Business?:	☐ Yes ☐ No

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.

Illustrative Material



I. About Petronect

II. Concepts and Important Information

III. Enrollment

IV. Opportunities

V. Proposal submission

VI. Enabling

VII. Collaboration Room

VIII. Contact us

IX. FAQ



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

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

Número	Nome	Empresa	Data início	Hora início	Data fim	Hora fim	Status
7000162151	F.PREGAO - Teste desempate (Fabiola)	PETROBRAS PE2 - CARRINHO	28.03.2018	14:17:00	28.03.2018	14:54:00	Publicado
7000162149	Sir 8735 - Reteste - Hoton	PNBV PE2 220	28.03.2018	14:13:00	08.04.2018	00:00:00	Publicado

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

Display opportunity:

Collaboration Room Report | Opportunity report | **Prepare Bid** | Collaboration Room

Header | Items

Basic data | Notes and Attachments

PEEx Number: 7000162087

Illustrative Material



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

The screenshot displays the Petrobras system interface for managing quotations. The top navigation bar includes icons for 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Contracts and Orders', 'Petrobras Security Information Standards', and 'Minha Petronect'. Below this, the 'Opportunity Board' is selected. The main content area shows a 'Quotation 8000048593 created' message. A 'Click on Attributes' callout points to the 'Attributes' tab in the 'Header' section. Another callout, labeled '4', points to the 'Attributes' section, which contains a checkbox for 'I have read and agree with the terms of the document "Declaração Unificada", addendum to the requirements of the bid.:' and a radio button for '* Do you self-declare a Small Business or Small Business?:' with 'Yes' and 'No' options. A 'Comment' field is also visible on the right.

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.



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.

The screenshot shows a web form for proposal submission. At the top, there is a 'Header' section with tabs for 'Basic Data', 'Attributes', 'Items', and 'Notes and Attachments'. The 'Attributes' tab is selected. Below the header, there is a section titled 'Attributes' with a form. The first attribute is a radio button question: '* Do you self-declare a Small Business or Small Business?:' with options 'Yes' and 'No'. The second attribute is a dropdown menu labeled 'Judicial recovery:' with a list of four options: '01: Bankruptcy Situation', '02: Judicial or extrajudicial recovery without plan', '03: Judicial or extrajudicial recovery with plan', and '04: Financially healthy situation'. To the right of the form is a 'Comment' section with two text input fields. Annotations include a box labeled 'Click on Attributes' with an arrow pointing to the 'Attributes' tab, and a box labeled '4 Select one of the options below to justify your judicial recovery.' with an arrow pointing to the 'Judicial recovery:' dropdown menu.

Click on Attributes

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

Header Items
Basic Data Attributes Notes and Attachments

Attributes

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

Judicial recovery:

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

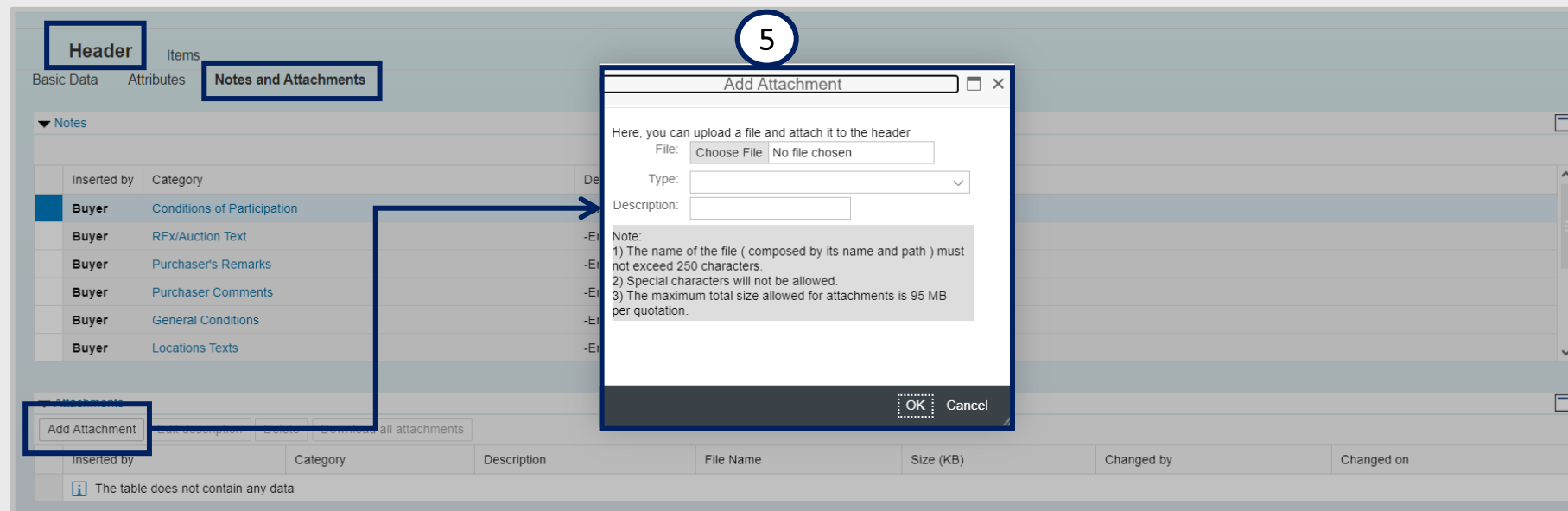
Comment

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;



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



Proposal Completion

6. The price is multiplied by the number of items in the field “Qty” (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	Qty	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

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

The screenshot shows a web interface for proposal submission. At the top, there's a 'Header' section with the title 'Items'. Below it is a large table with multiple columns and rows. A blue circle with the number '7' is placed over the 'Attributes' tab in the 'Details for' section. The 'Attributes' tab is active, showing several required fields marked with an asterisk (*):

- Is the item quoted the same as the requested one?: [Dropdown menu]
- * NCM: [Text input field]
- * Origin of Material: [Dropdown menu]
- * Delivery date (in days): [Text input field with '0' entered]

On the right side of the 'Attributes' section, there is a 'Comment' section with four text input fields. At the bottom left of the form, there is a link labeled 'NCM Check'.

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

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The screenshot shows a web application interface for bid filling. At the top, there is a navigation bar with icons for 'The Process', 'Supply of Materials', 'Electronic Quotes', 'Contracts and Orders', 'Digital Signature', 'Performance Information Standards', and 'Contact Us'. Below this is a sub-navigation bar with 'About Electronic Quotes', 'Opportunity Board', 'Unlock Session', and 'My Company Participation'. The main content area is titled 'Proposal - Opportunity: 7000215936 - Description: TESTE OS 100'. It contains a toolbar with buttons: 'Submit', 'Check', 'Close', 'Collaboration room', 'Opportunity Summary', 'Save as draft', 'Download', 'Import', 'Show Declarations', and 'Total Decline'. A 'Back to Opportunity Board' link is also present. The 'Items' section has a 'Header' and a table with columns 'PARTNUMBER' and 'MANUFACTURER'. A dropdown menu is open, showing the option 'Is the item quoted the same as the requested one?'. A callout box points to this dropdown with the text: '8. Select the option "Is the quoted item the same as the requested one?";'. Below the table, there are input fields for 'Partnumber:', 'Manufacturer:', '* PPSPADEF (%)', and '* COFINO (%)'. The table data is as follows:

PARTNUMBER	MANUFACTURER
10688FFM	VEDAERAS
MV5RQ375333	DURAMETALL
10237VER75	PASY
00002379549	JOHNCRANE
5254248	FLEXBOX
00002379501	JOHNCRANE
812776	TYRREDA
00002379500	JOHNCRANE
10660154030	JOHNCRANE
21204027408000PC0514	BLUMANN

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.

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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 displays the Petrobras bid filling interface. At the top, there is a navigation bar with icons for 'The Petrobras', 'Requests at Petrobras', 'Electronic System', 'Contracts and Orders', 'Digital Signature', 'Petrobras Security Information Systems', and 'Contact Us'. Below this, a breadcrumb trail shows 'About Electronic System' > 'Opportunity Board' > 'Upload Session' > 'My Company Participation'. The main header indicates the 'Proposal - Opportunity: P000215336 - Description: TESTE OS 138'. A toolbar contains buttons for 'Submit', 'Check', 'Close', 'Collaboration Item', 'Opportunity Summary', 'Save as draft', 'Download', 'Report', 'Show Declaration', and 'Take Decision'. A 'Back to Opportunity Board' link is also present.

The 'Items' section is active, showing a table with columns for 'PARTNUMBER' and 'MANUFACTURER'. The table lists several items, including '10688FFM', 'MVS93375333', '9337VEF75', '00602179549', '0254248', '00602179601', '812778', '00602179608', '18889154830', and '81284327404800PO11A'. A dropdown menu is open, showing the option 'Yes' selected.

A dialog box titled 'Equal Material' is displayed, containing the following text:

Materials are equal when there are "no difference" between descriptions and characteristics of the offered and requested materials, including between manufacturer and part number / offered and requested commercial reference, when this information is in the requested material description.

"In case a quoted material is considered "equal" to the requested and later, identified by Petrobras that the offered material is not equal to the requested one, penalties foreseen in the current CFM may be applied (purchase order by contract termination, without impairment of further actions related to the company's subrogation suspension with Petrobras and accountability for losses and damages).

By answering "YES" the proponent assures to offer materials exactly equal to the requested, without technical deviations or any difference between descriptions, characteristics, manufacturer and part number (when needed). In this case, it cannot be affected documents or commentaries referring the technical specification of the offered material. Any information of this nature that has not been requested by Petrobras will be dismissed. In case Petrobras identifies that the offered material is not equal to the requested, penalties foreseen in the item notice may be applied.

The dialog box has 'Yes' and 'Cancel' buttons at the bottom.

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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”:

The screenshot shows a table with columns 'Header' and 'Items'. The 'Items' column contains several rows with fields for 'ACM', 'Is the item quoted the same as the requested one?', 'Technical Justification', 'Part number', 'Manufacturer', 'PSR/SEP (%)', 'GPRS (%)', and 'AP (%)'. A dialog box titled 'Different Material' is open, displaying the following text:

By answering "NO" The proponent informs there are differences between the offered material and the requested one. In this case, the difference 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 another process.

Note: The attached document must clearly and visibly show the Manufacturer's name and the offered Part Number. The absence of this information prevents the proper analysis of the proposal.

OK Cancel

This close-up shows the 'Technical Justification' dropdown menu. The selected option is '2 - No'. The dropdown list includes the following options:

- Alternative
- Outdated
- Obsolete
- Equivalent

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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 displays the Petrobras system interface. The top navigation bar includes links for Contract Events Record, The Petronect, Registry at Petrobras, Electronic Quotes (highlighted), Electronic Catalogs, Contracts and Orders, Payments, and Petrobras Security Information Standards. Below this, the 'Opportunity Board' is active, showing a 'Display opportunity:' section with buttons for Collaboration Room Report, Opportunity report, Prepare Bid (highlighted with a blue box), and Collaboration Room. Below the buttons, there is a table with a 'Header' row and an 'Items' row. The 'Items' row contains 'Basic data' and 'Notes and Attachments'. Below the table, a message box is displayed with a red exclamation mark icon and the text: '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.' Below the message box, there is a link labeled 'Display Message Log'.

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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:

EditCloseCollaboration roomBid submission receiptOpportunity SummaryDownload

Back to Opportunity Board

Quotation 8000048811 created

HeaderItems

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.

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	Qtyd	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

A message will be displayed with the respective proposal number

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Concept

Decree 2.745/98	Law 13.303/16 - Phase Inversion
➤ 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. 	➤ 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

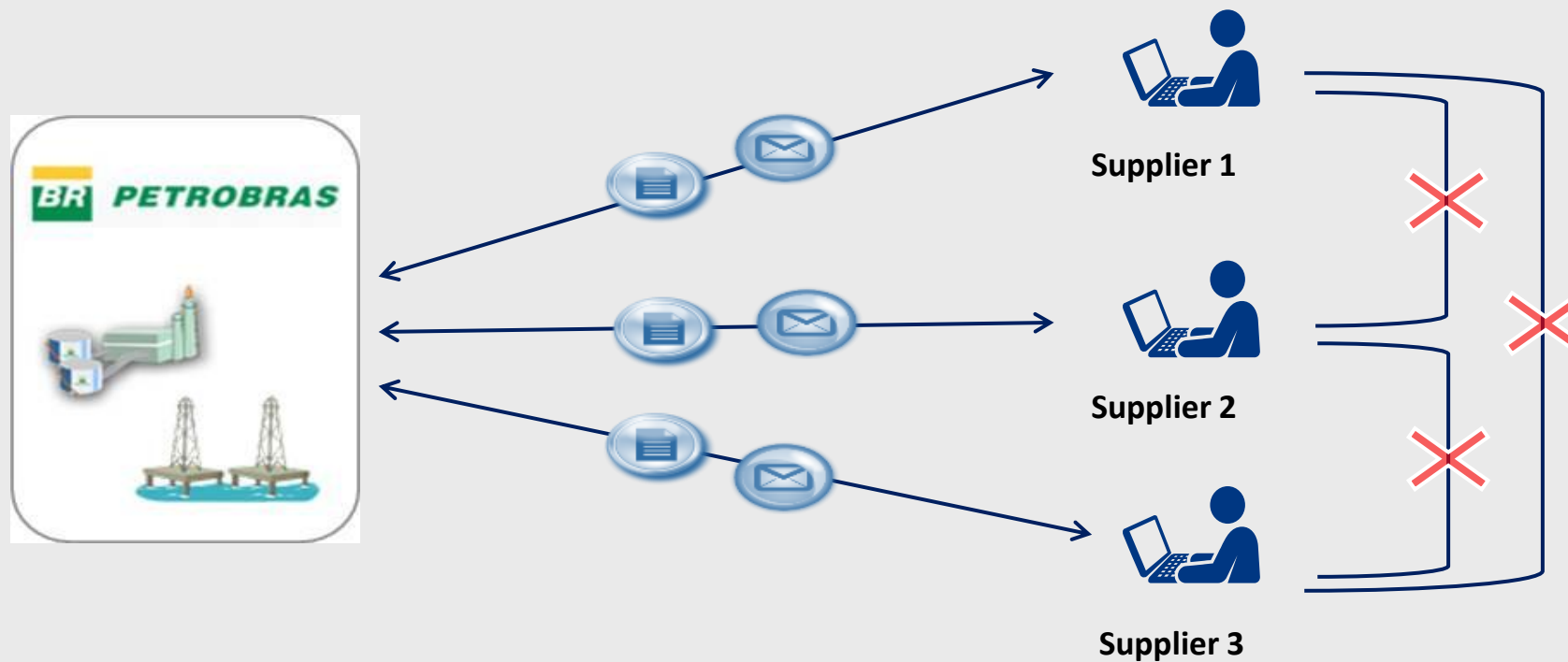


Historic

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.



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).

Object 1
Object 2

Click on the opportunity number

Click on the button Collaboration Room

Event Number	Start Date	Start Time	End Date	End time	Response Status	
7000162167	28.03.2018	15:53:00	04.04.2018	15:53:00	Held	Others
7000162133	27.03.2018	18:00:00	27.11.2018	18:00:00	No Bid Created	Others

Display opportunity:

Collaboration Room Report Opportunity Collaboration Room

Header Items

Basic data | Notes and Attachments

RFX Number: 7000161879

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Collaboration Room: Functionallity

- 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**;

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

New SubjectDownload FilesCollaboration Room Report

Room Details

Rooms StatusOpened

Search Criteria

Created by:
Subject:
Last Update:
Unread:
Until:
Attachments:

SearchClear

Subject

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

Illustrative Material



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.

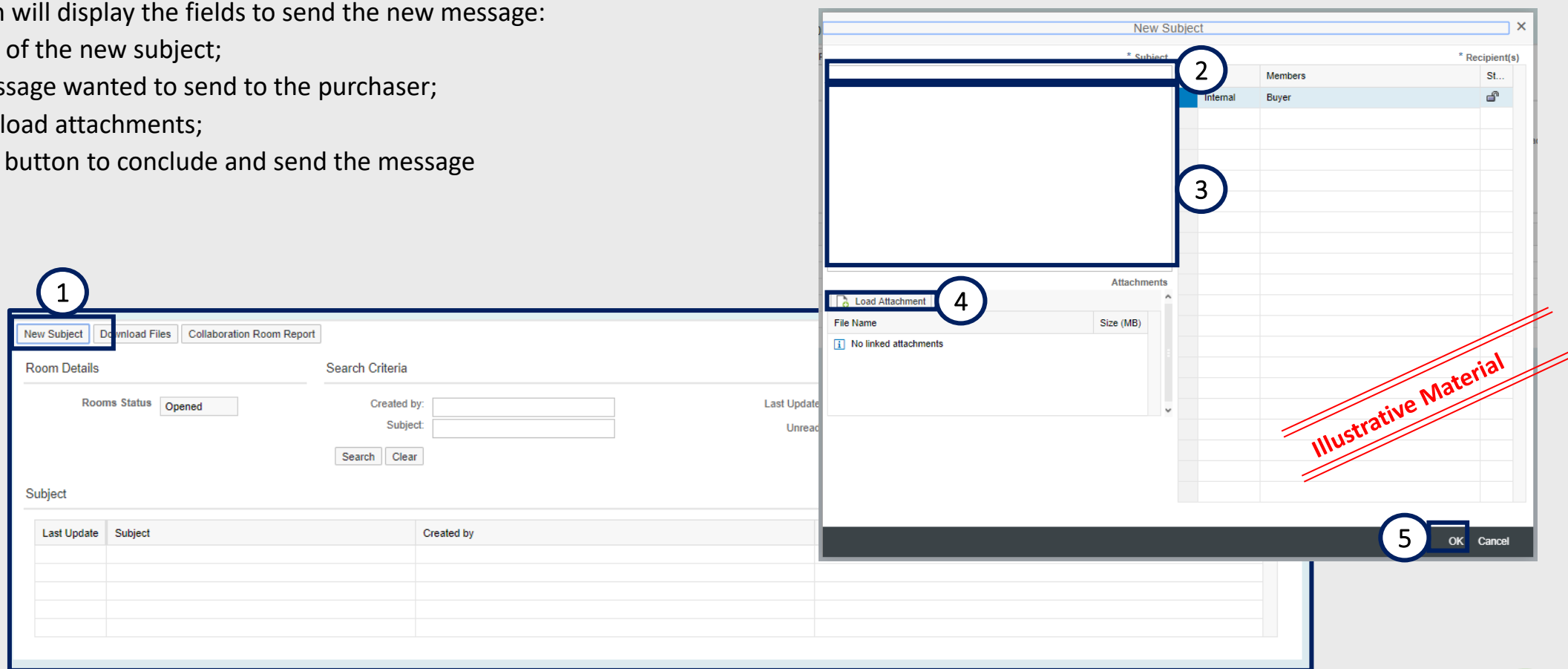
6. The **date and time** the message was sent;
7. The message **sender**;
8. The reading message indicator;
9. Whether there are attachments for the message.

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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



Sending messages and attaching files

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

- Impugnation;
- Negotiation.

New Subject

Free subject

Predefined Subject

Questioning

* Subject

Impugnation

Negotiation

Load Attachment

File Name

Size (MB)

No linked attachments

* Recipient(s)

Type	Members	St...
Internal	COMP_LEI_20 - Buyer	

OK

Cancel

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Sending messages and attaching files

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

Request for Clarification

[illegible]

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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.

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

[New Subject](#) [Download Files](#) [Collaboration Room Report](#)

Room Details

Rooms Status Opened

Subject

Last Update	Subject
13.04.2018 14:48:24	Teste 02

Search Criteria

Subject: Teste 02 | Oportun...

[< Return](#) [New Message](#)

Message History

Date	Time	Se...
17.04.2018	14:23:09	Ver...
17.04.2018	11:34:43	Bu...

[< Return](#) [New Message](#)

New Message

* Message

3

Attachments

[Load Attachment](#)

File Name Size (MB)

☐ No linked attachments

[Send](#) [Cancel](#)

Type	Members	St...
Internal	Buyer	St...

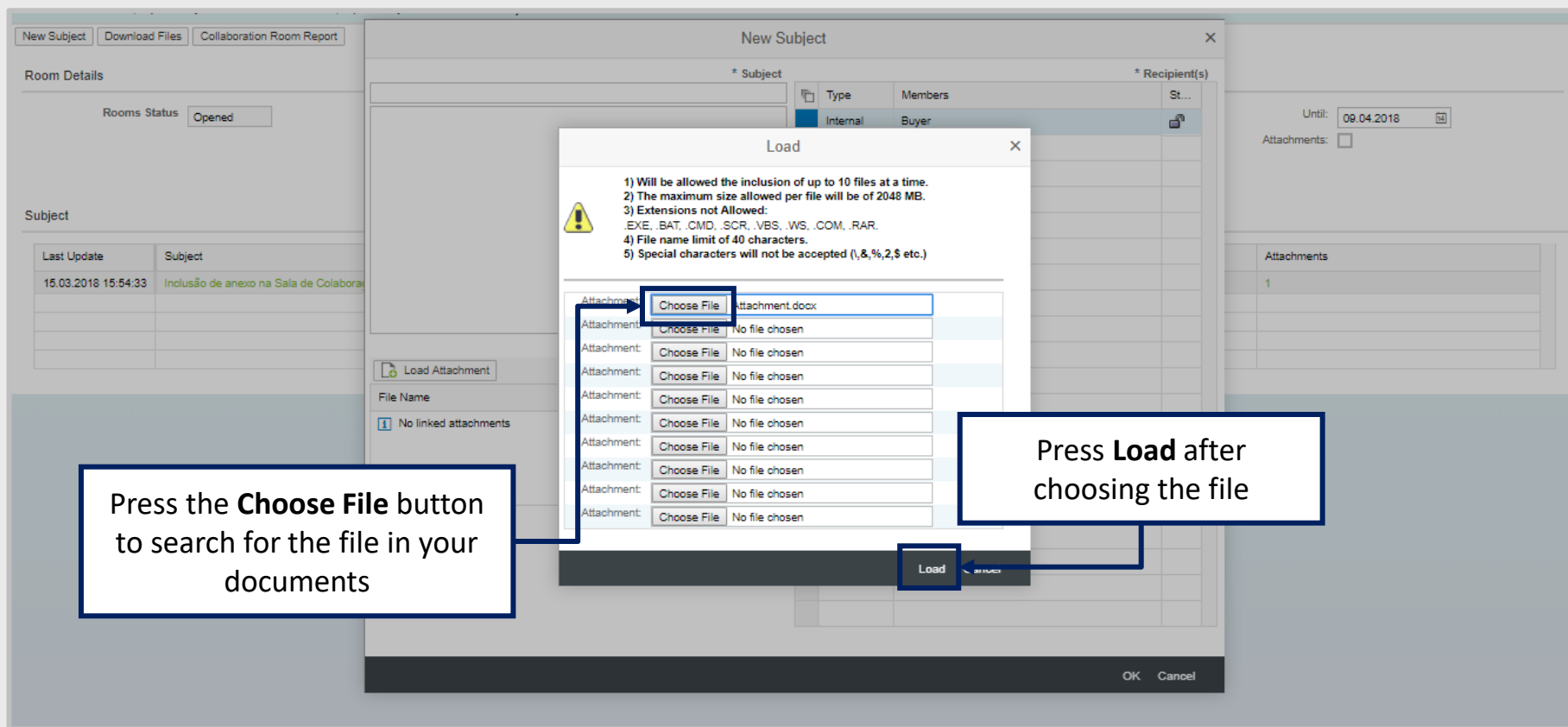
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Sending messages and attaching files

Attaching files

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



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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.

The screenshot shows the 'New Subject' dialog box in the Collaboration Room interface. The dialog has a title bar with a close button. Below the title bar, there are tabs: 'New Subject', 'Download Files', and 'Collaboration Room Report'. The 'New Subject' tab is active. Inside the dialog, there is a green checkmark icon and a message: 'One or more files have been successfully attached.' Below this, there is a large text input field for the subject. To the right of the text input field, there is a blue button labeled 'Buyer'. Below the text input field, there is a table with columns 'File Name' and 'Size (MB)'. The table has one row with a file named '0.01' and a size of '0.01'. To the right of the table, there is a trash can icon. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. Annotations with arrows point to various elements: '1. Check the upload success message' points to the green checkmark and message; '2. Type the message in this space' points to the large text input field; '3. Select the Buyer by clicking on the blue button' points to the blue 'Buyer' button; '4. Press OK' points to the 'OK' button; and 'You can delete the attachment by clicking on' points to the trash can icon.

Collaboration Room | Opportunity Number: 7000149073 | Open

New Subject | Download Files | Collaboration Room Report

Room Details

2. Type the message in this space

1. Check the upload success message

3. Select the **Buyer** by clicking on the blue button

4. Press **OK**

You can delete the attachment by clicking on

One or more files have been successfully attached.

* Subject

File Name

Size (MB)

0.01

OK Cancel

Illustrative Material



Sending messages and attaching files

Confirmation Sent Message

✓ The subject and message have been successfully created

Collaboration Room | Oportunity Number: 7000149073 | Oportunity Title: Prê Qualificação 5 GM MT

New Subject

Download Files

Collaboration Room Report

Room Details

Search Criteria

Rooms Status

Opened

Created by:

Subject:

Last Update:

10.03.2018

Unread:

Until:

09.04.2018

Attachments:

Search

Clear

Subject

Last Update	Subject	Created by	Attachments
15.03.2018 15:54:33	Inclusão de anexo na Sala de Colaboração	Supplier 1 Supplier 2	1

Check the sucess message

The message sent can be checked here

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Sending messages and attaching files – Existing subject

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

New SubjectDownload FilesCollaboration Room Report

Room Details

Search Criteria

Rooms StatusOpened

Created by:

Subject:

Last Update:

Until:

Unread:☐

Attachments:☐

SearchClear

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

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

< Return

New Message

Click on “New Message”

Message History

Date	Time	Sender	Message	Attachm...
17.04.2018	14:23:09	Vendor_1		0
17.04.2018	11:34:43	Buyer_1		0

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Attaching files – Existing Subject

The screenshot shows a 'New Message' window with a large text area for the message, a table for recipients, an attachments section, and 'Send' and 'Cancel' buttons at the bottom. Four numbered steps are overlaid on the interface:

1. Type the message in this space
2. Select the **Buyer** by clicking on the blue button
3. Insert attachments if necessary
4. Press **Send**

The interface includes a 'Return' button, a 'New Message' tab, a 'Message' field, a 'Recipients' table with columns 'Type', 'Members', and 'St...', an 'Attachments' section with a 'Load Attachment' button, and a 'Send' button.

Type	Members	St...
Internal	Buyer	

File Name	Size (MB)
No linked attachments	

Illustrative Material

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

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

< Return

New Message

Message History

Date	Time	Sender	Message	Attachm...
17.04.2018	14:23:09	Vendor_1		0
17.04.2018	11:34:43	Buyer_1		0

The Sent Message will appear within the Subject in the "Message History".

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VIII. CONTACT US

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 Petrobras Purchasing Portal homepage. At the top, a dark blue header contains the text "We have been the Petrobras Purchasing Portal since 2003" and social media icons for YouTube, LinkedIn, and Instagram. Below this is a navigation bar with the Petronect logo and links: "The Petronect", "Registration at Petrobras", "Purchasing and Contracting", "My Petronect", "Electronic Signature", "Latest News", and "Help". The "Help" menu is open, showing options: "Technical Requirements", "Trainings", "Contact Us" (highlighted with a blue box and an arrow), "FAQ", and "Fale Conosco". A text box with an arrow points to the "Contact Us" link, stating: "Inside the **Help** menu, click on **Contact us**". The main banner features the text "Petrobras Purchasing Portal" and "Search here a bidding to make business with Petrobras!" with a green "OPEN FOR PROPOSALS" button. Below the banner, there is a section asking "Would you like to register in Petrobras?" and "Click here to watch a video with all information you need." with a play button icon. The bottom right corner of the page has a red diagonal banner that says "Illustrative Material".



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 displays the Petrobras Supplier Service website interface. At the top, a dark navigation bar includes the text "You are on: PETROBRAS WEBSITE", "Petrobras Website", and "SUPPLIER SERVICE". To the right of this bar are controls for font size (A+, A-), a moon icon for dark mode, and language selection (PT, EN). Below the navigation bar, a horizontal menu lists various service categories: Livestream - Meeting with Suppliers, Hiring Rules, Supplier Registration, The Operation of a Contract, Esg, Innovation and Compliance, Consumption in Contracts, and Orders and Payments. A search icon is located to the right of these categories. The main content area is divided into two columns. The left column features the "Hiring Rules" section with a sub-header "Know the State-Owned Enterprises Law" and a list of links: "How Petrobras hires", "Standardization Catalog", and "The means of disclosure of the bidding procedure". The right column, titled "HIGHLIGHTS", contains two featured cards. The first card, "Standardization Catalog", includes an image of two business professionals reviewing documents and the text "We use standardized documents in". The second card, "Contracting Methods", includes an image of hands signing a document and the text "You can become our supplier through". A blue accessibility icon (a hand with a star) is visible on the right side of the highlights section.

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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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