



**PETROBRAS**



**Would you like to Register in Petrobras?**



## How to start the registration process at Petrobras:

**PETROBRAS** / Petronect Portal

>> User:  >> Password:

>> Would you like to register in Petrobras?  
>> Forgot your user or password?  
>> Doubts with the navigation?

Petrobras Group has saved the releasing of around 882.314393 tons of CO2 by using Petronect.

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Petrobras System | Vendors | Links

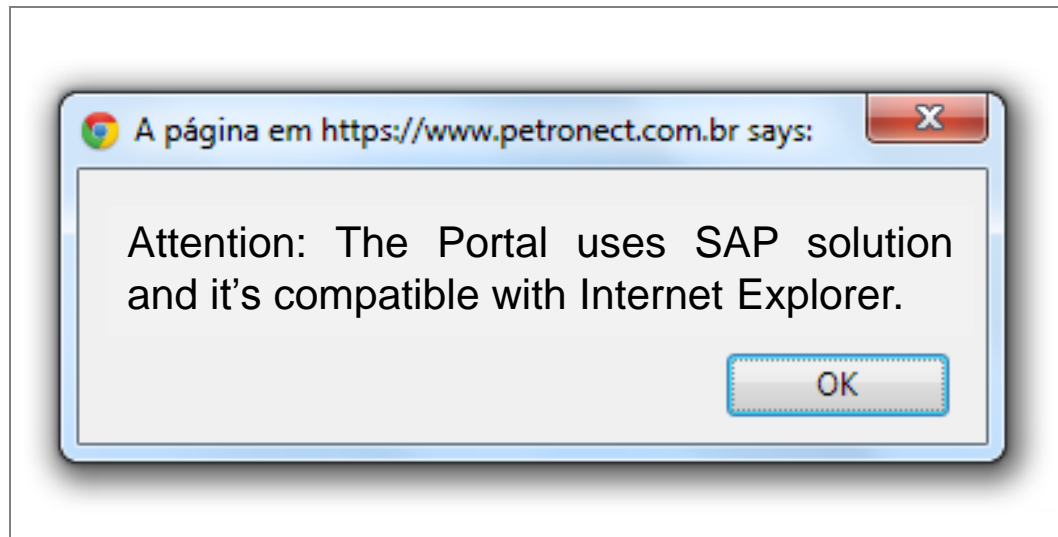
Electronic Portal for contracting Goods and Services for Petrobras Group

**SECURITY STATEMENT**  
the secrecy of your here to learn how >>>

**ATTENTION**  
All opportunities\* with the end date between 04.22.2013 at 10:30 am and 04.22.2013 at 05:59 pm have been postponed to 04.22.2013 at 06:00 pm.  
» Click here to access our Web Support  
\* Except Auctions. Brasilia Timezone

To start the registration process, you must create a user identification. The prospective company must click on 'Would you like to register in Petrobras?', as displayed above.

The following message appears if the browser is not the recommended for use in Petronect Portal.



After clicking on “Would you like to register in Petrobras?” in the main page of the Portal, the first step of the registration form will be displayed.

## WOULD YOU LIKE TO REGISTER IN PETROBRAS?

Here your company will complete the request to participate on the evaluation process as a supplier of Petrobras-Brazil. **Fill the form below and observe the filling tips beside each field.**

Country \*  ?

Fiscal Code: \*  ?

The fields “Country” and “Fiscal Code” are required.

## WOULD YOU LIKE TO REGISTER IN PETROBRAS?

Here your company will complete the request to participate on the evaluation process as a supplier of Petrobras-Brazil. **Fill the form below and observe the filling tips beside each field.**

Country \*  

Fiscal Code: \*  

Choose the fiscal code. It must contain 14 numbers (without special characters) for Brazil or by 20 characters for other countries.

All fields have instructions for filling in, just move your cursor over the question mark icon next to each field to view instructions.

## WOULD YOU LIKE TO REGISTER IN PETROBRAS?

Here your company will complete the request to participate on the evaluation process as a supplier of Petrobras-Brazil. **Fill the form below and observe the filling tips beside each field.**

Country \*

Fiscal Code: \*

Send

Clear

- Brazil
- Afghanistan
- South Africa
- Albania
- Germany
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Netherlands Antilles
- Saudi Arabia
- Algeria
- Argentina

Fulfilment of the "Country" field must be done by selecting one of the options available.

## WOULD YOU LIKE TO REGISTER IN PETROBRAS?

Here your company will complete the request to participate on the evaluation process as a supplier of Petrobras-Brazil. **Fill the form below and observe the filling tips beside each field.**

Country \*  

Fiscal Code: \*  

Send

Clear

Insert the Fiscal Code of the company you want to register.

## WOULD YOU LIKE TO REGISTER IN PETROBRAS?

Here your company will complete the request to participate on the evaluation process as a supplier of Petrobras-Brazil. **Fill the form below and observe the filling tips beside each field.**

Country \*  

Fiscal Code: \*  

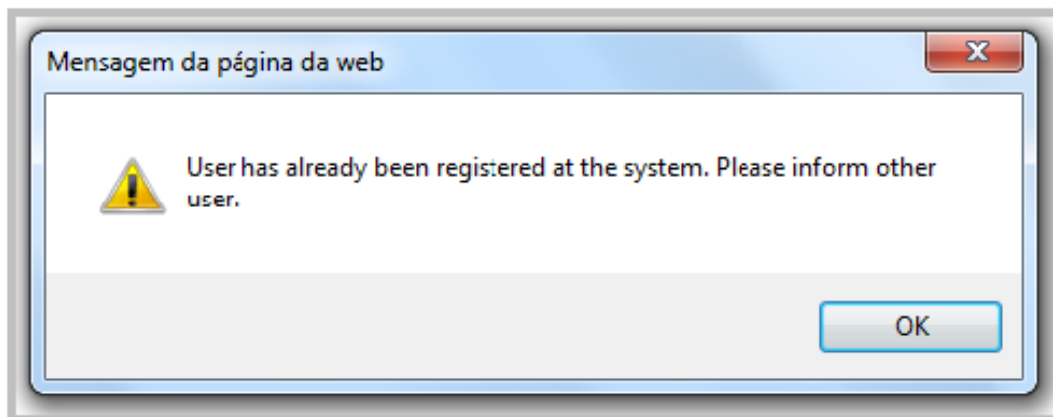
Send

Clear

After filling in the fields, click on the "Send" button.





The message below is presented if your company is already on the Petronect's database. The fields user and password must be informed.





**Your company hasn't joint Petrobras' Supplier Register yet.**


**For begin the registration process, fill the blanks below to create your user.**

Name: \*  

Surname: \*  

User: \*  

Eletronic Mail: \*  

Confirm Eletronic Mail: \*  

The fields with \* are required.

After fill in the fields, click on the "Send" button.

Após clicar no botão "Enviar", o pop-up será direcionado para a segunda etapa, dando continuação ao preenchimento do formulário para participar do Cadastro Petrobras.

## Instructions for each field:

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- **User:** Inform the desired login , which may be from 7 to 12 characters long. It must have only letters, numbers, points (.), rules (-) and underscores (\_). Special characters are not allowed.
- **Surname:** inform the surname of the person who is responsible for the register.
- **Country:** Inform the country.
- **Fiscal Code:** Inform the fiscal code. It may have 20 characters maximum.
- **Electronic Mail:** Enter the contact e-mail. You will receive your access credentials through this e-mail.
- **Confirm Electronic Mail:** Confirm the e-mail.

Your company hasn't joined  
Petrobras' Supplier Register yet.

For begin the registration process, fill  
the blanks below to create your user.

Name: \*  ✓

Surname: \*  ✓

User: \*  ✓

Electronic Mail: \*  ✓

Confirm Electronic Mail: \*  ✗



Attention: see the error message by passing the mouse over the field beside with a red X.

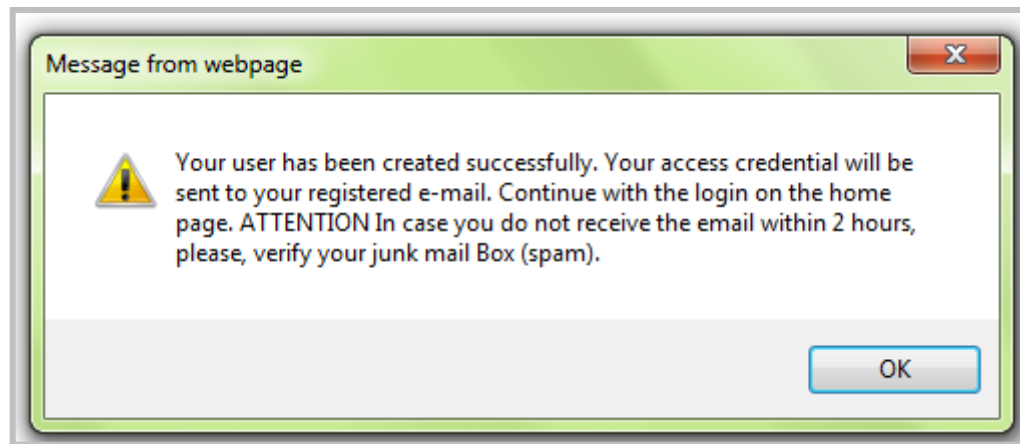
The icon ✗ indicates the field that didn't accomplish the rules or wasn't filled out.

If you didn't filled out a required field, the system will present an error message and show the field that didn't accomplish the rules or wasn't filled out.

## Confirmation Page

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After fill in the previous data and clicking on the “Send” button, will be displayed a confirmation message.



Return to the home page of the Portal Petronect and inform the user and password created to login.

## Login in the Petronect Portal:

The screenshot shows the Petrobras Petronect Portal login interface. At the top left, the Petrobras logo and 'Petronect Portal' are displayed. A navigation bar contains 'Petrobras System', 'Vendors', and 'Links'. The main content area features a large image of an offshore oil rig with a blue banner that reads 'Electronic Portal for contracting Goods and Services for Petrobras Group'. To the right of the rig image is a 'SECRECY STATEMENT' section. At the top right, there is a login form with 'User:' and 'Password:' labels, input fields, and an 'OK' button. A green box highlights the login form, and a green arrow points from a text box to the 'OK' button. To the right of the login form are three links: 'Would you like to register in Petrobras?', 'Forgot your user or password?', and 'Doubts with the navigation?'. Below the rig image, there is a red banner with text about postponed opportunities and a link to 'Click here to access our Web Support'. The bottom right corner features the Petronect logo.

**PETROBRAS** / Petronect Portal

>> User:  >> Password:

>> Would you like to register in Petrobras?  
>> Forgot your user or password?  
>> Doubts with the navigation?

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Petrobras System | Vendors | Links

Back to the home page of the Petronect Portal, enter the user and password previously created and click on the “OK” button to login in the Portal.

**SECRECY STATEMENT**  
...the secrecy of your  
...here to learn how >>>

Electronic Portal for contracting Goods and Services for Petrobras Group

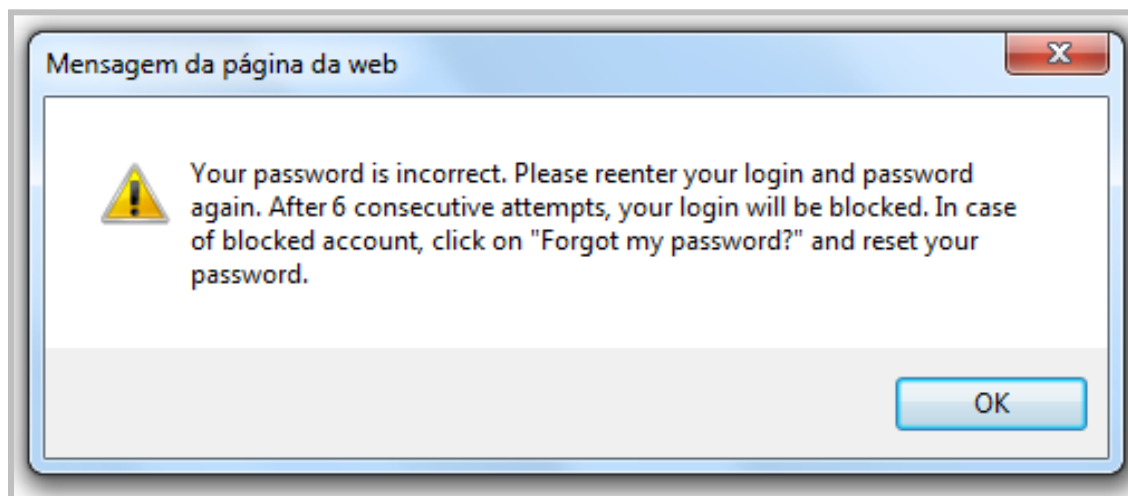
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**Petronect**

The message below will be presented if the fields “User” or “Password” in the login page are informed in a wrong way.



## First Access:

At first access to Petronect Portal, by logging on the main page, the Term of Adhesion will be displayed.

### Petronect

Prezado Fornecedor,

A fim de tornar sua navegação no Portal Petronect mais rápida e eficiente, solicitamos atenção às seguintes recomendações:

- Conheça os cursos online no menu "Treinamento" > "Auto Capacitação", após seu login no Portal;
- Utilização de conexão à internet tipo banda larga;
- Ao realizar uploads de arquivos, prefira formatos leves (ex: ".pdf") e preferencialmente compactados (Ex: ".zip");
- Evite realizar uploads de arquivos com mais de 5 MB;
- **A manutenção dos dados de usuário é de responsabilidade da empresa. Mantenha seus dados atualizados a fim de evitar futuros problemas de participação nos processos via Petronect;**
- Não Aceitar o termo de adesão implica em não acessar o conteúdo do Portal Petronect.

**TERMOS E CONDIÇÕES CONTRATUAIS PARA ADESÃO 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.petronect.com.br](http://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 Assembléia, 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.

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## Confirmation of data

### Petronect

Keep your access to Portal Petronect – update your information and click on Confirm!

User : XXXXXXXX

Confirm

In the first access to the Portal, the user must check the information displayed and insert a contact number. Otherwise, the user can update the information.

Click on the “Confirm” button to confirm the information.

#### General User Information

\*First Name

\*Last Name

\*E-Mail Address

\*Country

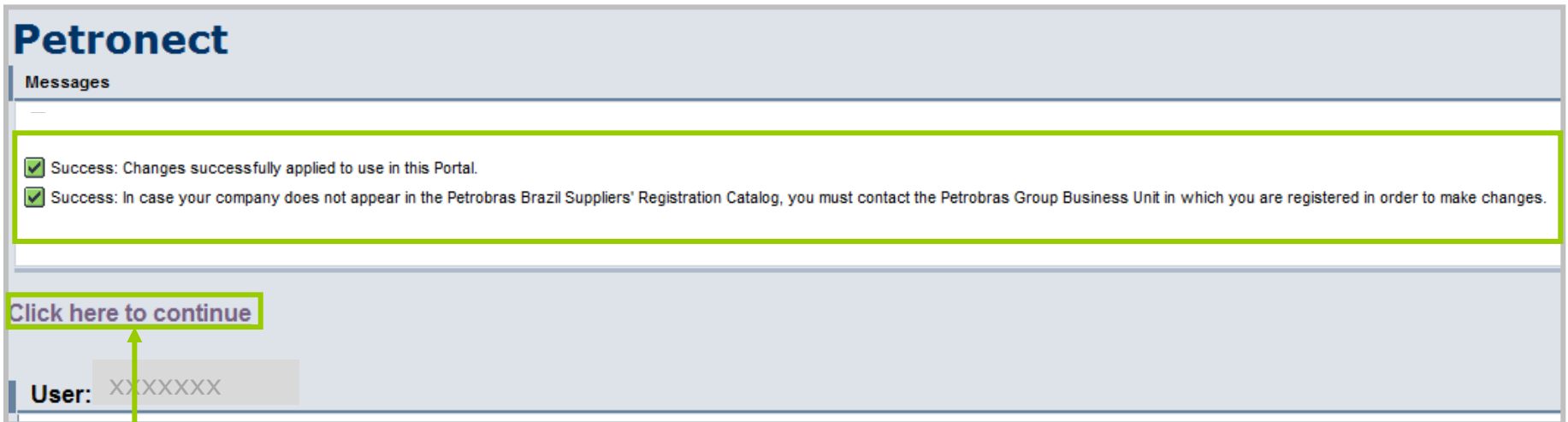
Language

CPF

I declare to be a supplier of company without National Register of Legal Entities - CNPJ, and I do not have CPF.

Foreign Company User, company without National Register of Legal Entities - CNPJ, which does not have CPF, should check this option.

After confirm, the message bellow will be displayed in the page and the fields will be blocked for further edition.



**Petronect**

Messages

- ✓ Success: Changes successfully applied to use in this Portal.
- ✓ Success: In case your company does not appear in the Petrobras Brazil Suppliers' Registration Catalog, you must contact the Petrobras Group Business Unit in which you are registered in order to make changes.

[Click here to continue](#)

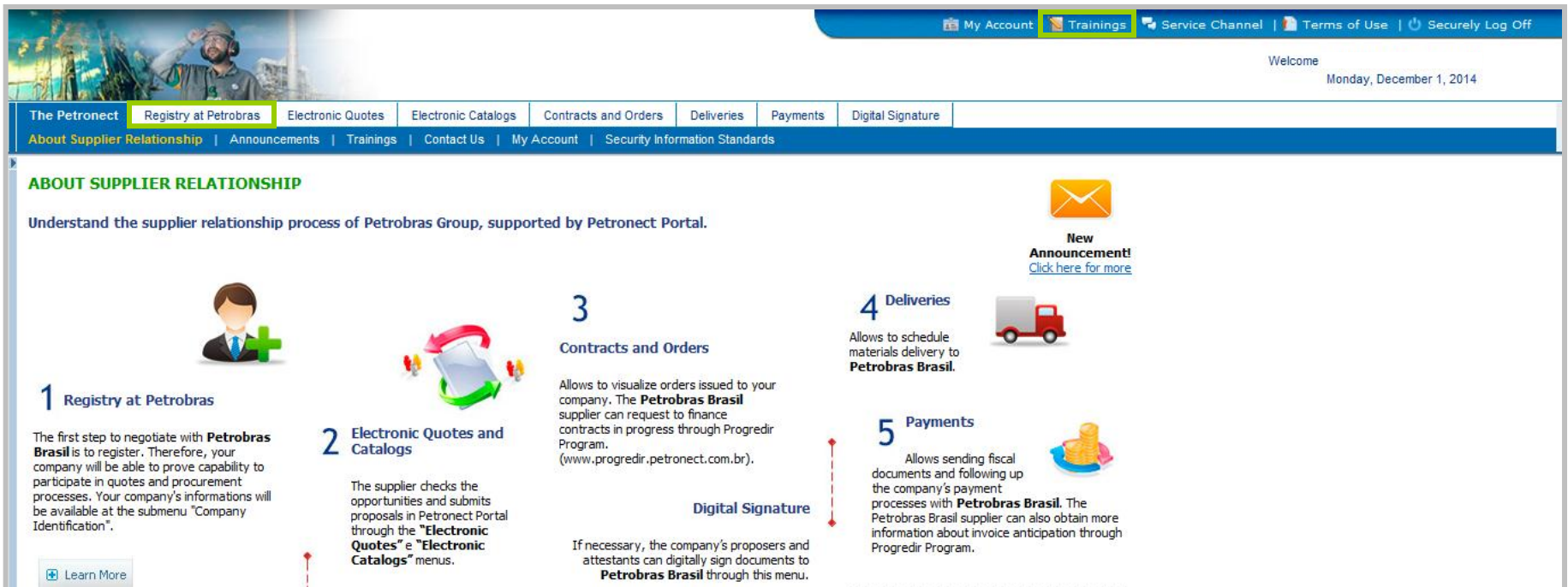
User: xxxxxxxx

Click on "Click here to continue" to navigate on the Portal.

## Available menus in the first access of the Portal

At first access to Petronect Portal, the user will find available options in the menu, as:

- Registry at Petrobras - Menu tab where all the functionalities related to Suppliers Register will be available
- Training – In this option it would be possible to access self training materials, containing step by step about the navigation in the screens of the system.



The screenshot shows the Petrobras Petronect Portal interface. At the top, there is a navigation bar with links for 'My Account', 'Trainings', 'Service Channel', 'Terms of Use', and 'Securely Log Off'. Below this is a secondary navigation bar with 'The Petronect' menu and sub-menus like 'Registry at Petrobras', 'Electronic Quotes', 'Electronic Catalogs', 'Contracts and Orders', 'Deliveries', 'Payments', and 'Digital Signature'. The main content area is titled 'ABOUT SUPPLIER RELATIONSHIP' and includes a sub-header 'Understand the supplier relationship process of Petrobras Group, supported by Petronect Portal.' A 5-step process flow is detailed below:

- 1 Registry at Petrobras**: The first step to negotiate with **Petrobras Brasil** is to register. Therefore, your company will be able to prove capability to participate in quotes and procurement processes. Your company's informations will be available at the submenu "Company Identification".
- 2 Electronic Quotes and Catalogs**: The supplier checks the opportunities and submits proposals in Petronect Portal through the "Electronic Quotes" e "Electronic Catalogs" menus.
- 3 Contracts and Orders**: Allows to visualize orders issued to your company. The **Petrobras Brasil** supplier can request to finance contracts in progress through ProgreDir Program. (www.progreDir.petronec.com.br).
- 4 Deliveries**: Allows to schedule materials delivery to **Petrobras Brasil**.
- 5 Payments**: Allows sending fiscal documents and following up the company's payment processes with **Petrobras Brasil**. The Petrobras Brasil supplier can also obtain more information about invoice anticipation through ProgreDir Program.

Additional features shown include a 'New Announcement!' with a 'Click here for more' link, and a 'Digital Signature' section with the note: 'If necessary, the company's proposers and attestants can digitally sign documents to **Petrobras Brasil** through this menu.'

## Registry at Petrobras menu options:

The Petronect	Registry at Petrobras	Electronic Quotes	Electronic Catalogs	Contracts and Orders	Deliveries	Payments	Digital Signature	
About Registry at Petrobras	Announcements	Company Identification	Evaluation Questionnaires	Results from Evaluation	Events	Contact Us		

- **About Registry at Petrobras:** Home screen navigation on the Portal. Display a brief explanation of the Registration process at Petrobras.
- **Announcements:** Home screen of the Portal. Displays a warning in text form to the user.
- **Company Identification:** In this option the user will fill in the data of the company, proceeding the registration process.
- **Evaluation Questionnaires:** In this option the user will find questionnaires to be answered after finish the identification of the company.
- **Results from Evaluation:** Place where the user could follow the evaluation; Option where the user visualize information about BAD; Option where the user will check the notes and comments obtained in the evaluation.
- **Events:** Option where the user performs scheduling for events and Petrobras Stations Attendances.
- **Contact us:** In the “Contact us” option the user could open support calls, follow the progress of them and consult the history of calls already open.

**Congratulations! You completed the course  
successfully.**

**To Finish it, you have to close the window.**