

PETRONECT

Questionnaires

Petronect

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



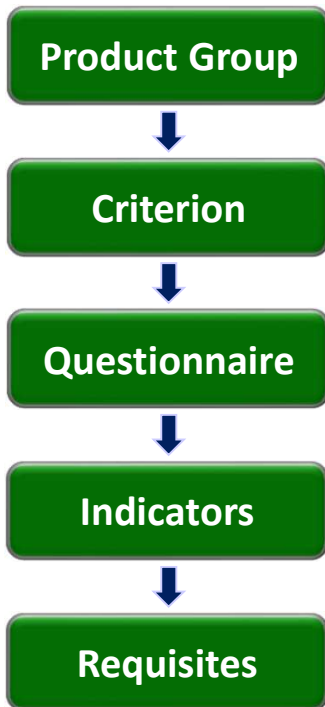
I. Objectives

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

1. Understand the concepts of the Petrobras evaluation process:
 - Understand what a Product Group is;
 - Understand the evaluation Criteria;
 - Understand how the concepts of “Requisite”, “Indicator”, and “Questionnaires” relate to each other in the evaluation process.
2. Fill the available questionnaires to continue the evaluation process.

II. Concepts

Concepts



This document presents the feature “Questionnaire”, where the forms of the open questionnaires can be found.

Initially, the following concepts are described:

- Product Groups
- Evaluation Criteria
- Questionnaires, indicators and requisites

II. Concepts

Concepts



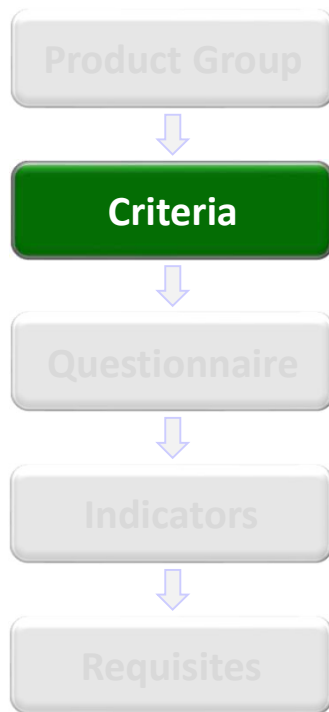
What are the product groups?

Product Groups are divisions at the supply lines, where similar items are gathered. They are divided into:

- Simplified product groups registry: require only “Legal” and “Technical” evaluation criteria with simple requisites.
- Complete product groups registration: require the evaluation of varied aspects, such as technical capacity, economic situation, regularity, quality, security and environmental management system.

II. Concepts

Concepts



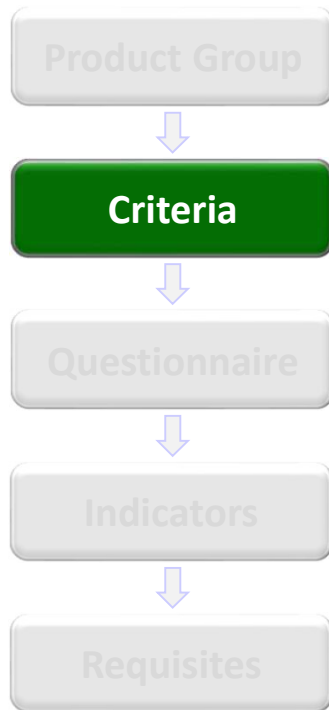
Which are the evaluation criteria?

The companies of the Complete or Simplified Registration are evaluated through previously established Criterias, which may differ according to registration, supplier type and selected goods. The Criterias are described below:

- Economic: Requisites and indicators that evaluate the economic and financial results of the company.
- Managerial: Requisites and indicators set that evaluate the implantation guide of the Quality Management System, measuring the commitment with the quality and continuous improvement, appreciating and stimulating the certification according to the ISO 9001 standard.

II. Concepts

Concepts

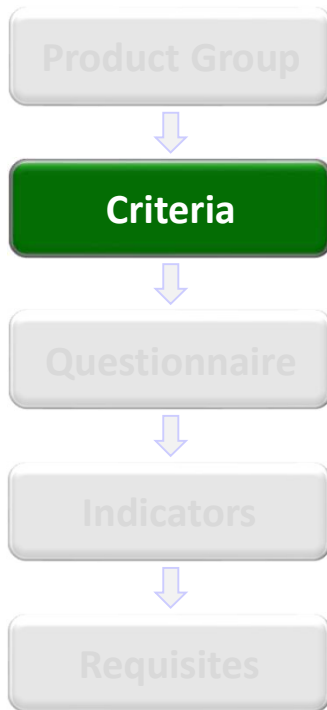


Which are the evaluation criteria? (continuation)

- Legal: Requisites and indicators set that evaluate the regularity of the companies based on their legal obligations with the market, the government organizations and society.
- Technical: Requisites and indicators set that evaluate the technical capacity, supply tradition, technical poise and eventual homologations and specific qualifications of the product which is the evaluation object.
- SMS: Requisites and indicators set that evaluate the implantation guide of the Security, Environment and Occupational Health Management System, appreciating and stimulating the certifications according to the ISO 14001 and OHSAS 18001 standards.
- Accreditation: Requisites and indicators set that evaluate the resellers on the accreditation process.

II. Concepts

Concepts

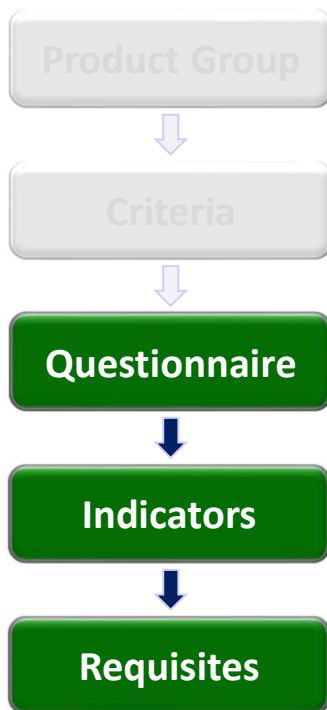


Which are the evaluation criteria? (continuation)

- Due Diligence Integrity (DDI); is part of PCPP Petrobras Corruption Prevention Program. This criteria will raise information about goods or services suppliers over its own reputation, trustworthiness and transparency in the conduct of their business practices and, where applicable, its managers, owners partners and shareholders.

II. Concepts

Concepts



What are questionnaires, indicators and requisites?

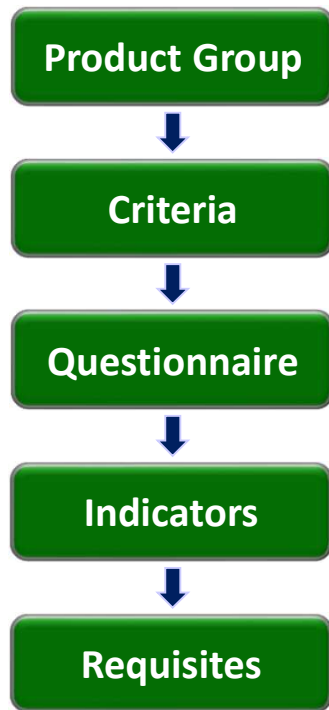
The Petrobras evaluation process is based on questionnaires composed by one or several indicators which evaluate the candidates to supply goods.

These indicators gather the requisites based on the topic to which they are related.

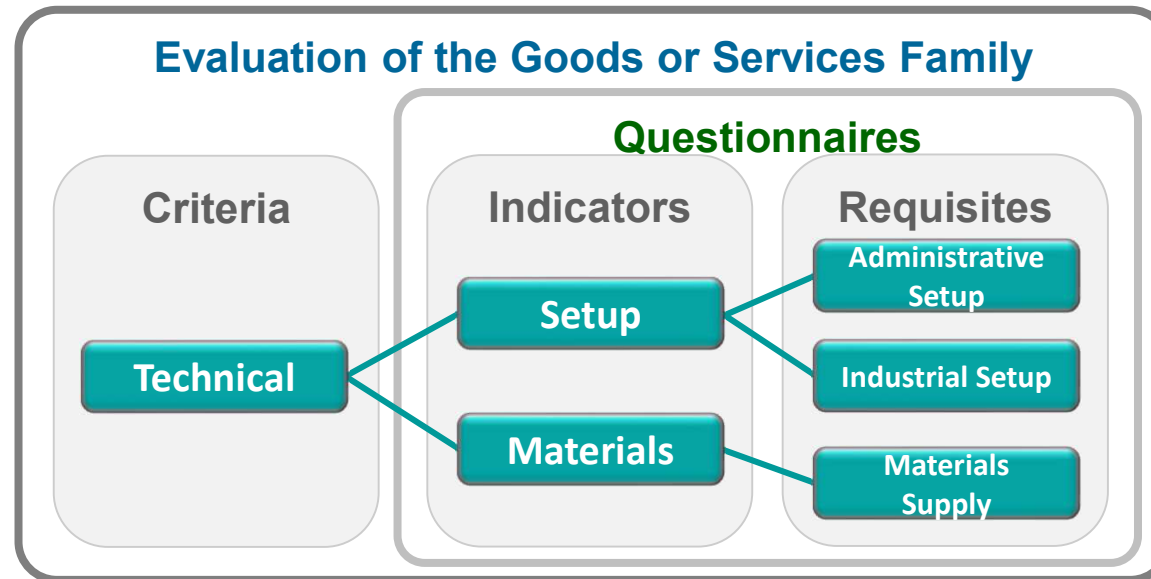
For the evaluation process to be continued, some requisites must be accomplished, following previously established criteria.

II. Concepts

Concepts



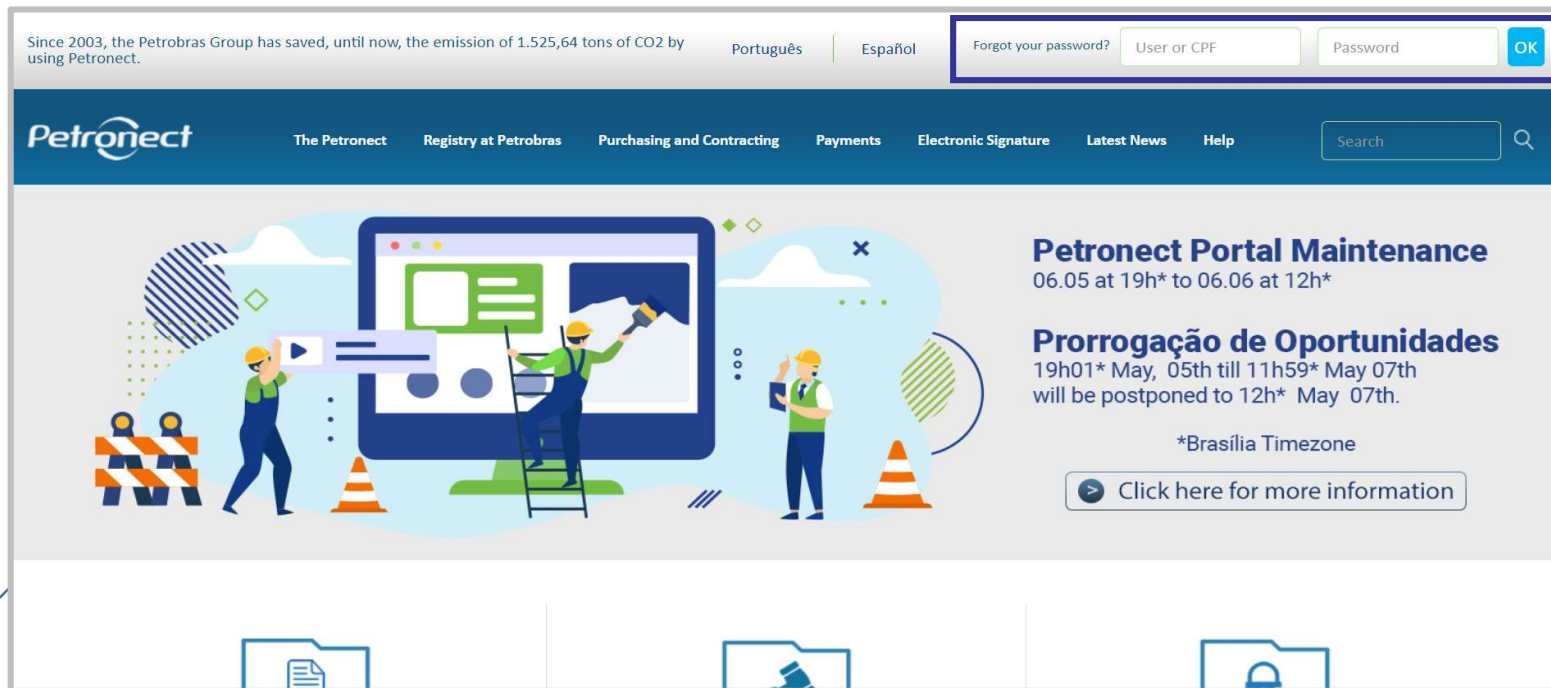
In the picture below, an example of the relations among the items is shown:



III. How to Access

How to Access the feature “Evaluation Questionnaires”

In the Portal home page, a username and a password must be informed in order to access the restricted area.



III. How to Access

After logging in, a menu will be displayed. Click on “Petrobras Registration” to view the menu registration options.

The screenshot shows a web interface with a top navigation bar containing icons for 'The Petronect', 'Registry at Petrobras', 'Payments', and 'Petrobras Security Information Standards'. Below this is a secondary menu with links: 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events', 'Track Your Situation', and 'Contact Us'. The main content area is titled 'ABOUT REGISTRY AT PETROBRAS' and lists five items accessible from the 'Registry at Petrobras' menu:

- 1 Company Identification**
During this step, basic data, bank data, supply items and places you wish to supply for Petrobras Brazil are requested.
[Learn More](#)
- 2 Evaluation Questionnaires**
It is through the evaluation questionnaires that Petrobras Brazil evaluates the companies.
[Learn More](#)
- 3 Results from Evaluation**
By the end of each evaluation a result will be issued with Petrobras notes and comments. If approved, CRC (Certificate of Registration) will be issued, which may be Total or Partial.
[Learn More](#)
- 4 Events**
Display Petrobras Brazil events which the company is invited.
- 5 Contact Us**
a. Allows submitting tickets to Petrobras Brazil about doubts, providences, suggestions and complaints.

Additional features shown include a 'Tip: Access the Frequent Asked Questions of Registry at Petrobras.' with an 'FAQ' link, and a 'Monitoring Panel' providing information on company performance, contracts, and tax compliance. A 'Notes' section displays recent and historical information about notes per supplying families. A 'CRC' section presents information about the Certificate of Registration issued to the company.

III. How to Access

The screenshot shows the 'Registry at Petrobras' section of a website. At the top, there is a navigation bar with icons for 'The Petronect', 'Registry at Petrobras', 'Payments', and 'Petrobras Security Information Standards'. Below this is a secondary menu with links: 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events', 'Track Your Situation', and 'Contact Us'. The main content area is titled 'ABOUT REGISTRY AT PETROBRAS' and lists several features:

- 1 Company Identification**: During this step, basic data, bank data, supply items and places you wish to supply for Petrobras Brazil are requested. Includes a 'Learn More' button.
- 2 Evaluation Questionnaires**: It is through the evaluation questionnaires that Petrobras evaluates the company. Includes a 'Learn More' button.
- 3 Evaluation**: Presents all company's evaluation process historical list. Includes a 'Learn More' button.
- 4 Events**: Display Petrobras Brazil events which the company is invited. Includes a 'Learn More' button.
- 5 Contact Us**: Allows submitting tickets to Petrobras Brazil about doubts, providences, suggestions and complaints. Includes a 'Learn More' button.

Additional features shown include a 'Tip: Access the Frequent Asked Questions of Registry at Petrobras.' with a 'FAQ' button, and sections for 'Monitoring Panel' (Information about the company performance, contracts, tax compliance, etc.) and 'Notes' (Displays recent and historical information about notes obtained per supplying families). A 'CRC' section presents information about CRC issued to the company.

A central blue-bordered box contains the instruction: "In the area of 'Petrobras Registration' menu, click on 'Evaluation Questionnaires'". Blue arrows point from this box to the 'Evaluation Questionnaires' link in the top menu and to the 'Evaluation Questionnaires' feature description in the main content area.

IV. Evaluation Questionnaires

In this page, the open questionnaires of the company will be listed.

The screenshot displays the 'Open Questionnaires' section of the Petrobras portal. At the top, there are navigation tabs for 'The Petronect', 'Registry at Petrobras', 'Payments', and 'Petrobras Security Information Standards'. Below these are menu items: 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events', 'Track Your Situation', and 'Contact Us'. The main content area is titled 'Open Questionnaires' and contains the following text:

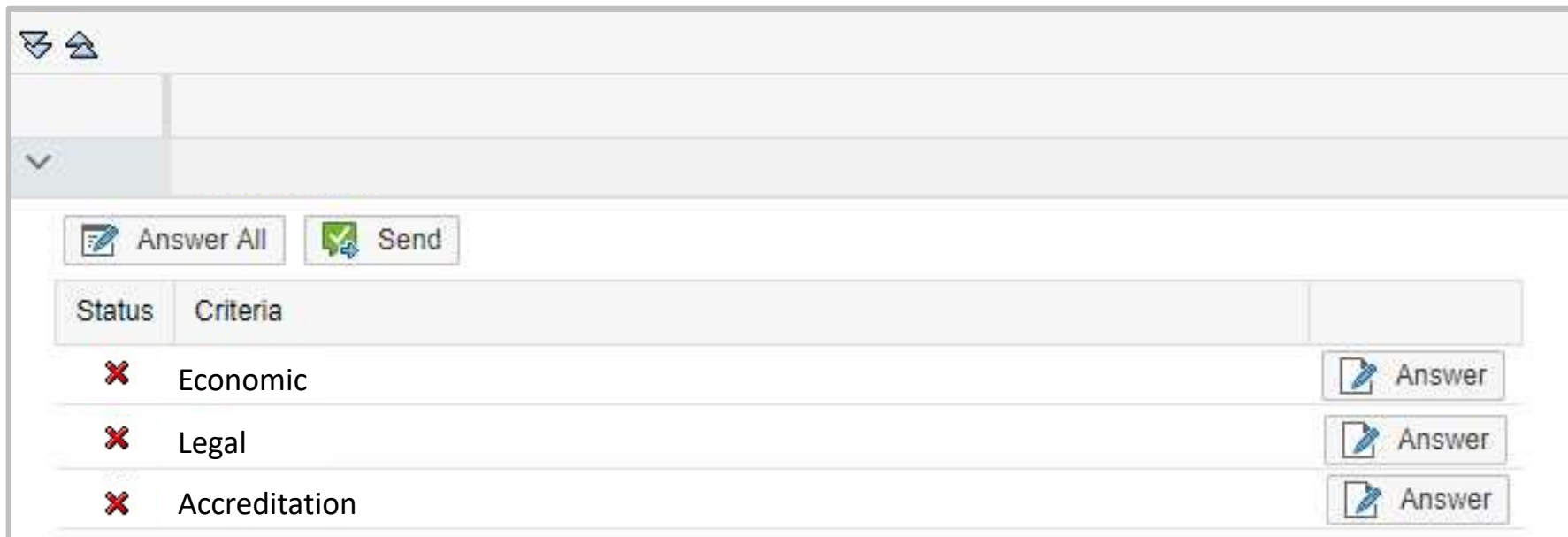
Your company must fill the questionnaires below to be evaluated by Petrobras.
How to proceed:

- 1- For each non answered criteria (✖), click on **Answer** button
- 2- After completing the questionnaire of one criterion, the status will change to Answered (✔)
- 3- Finally, after answer to all criterions, click on **Send** button to submit your questionnaire to Petrobras evaluation

Below the instructions is a table with columns for 'Status' and 'Criteria'. The 'Legal' criterion is listed with a red 'X' in the status column. A callout box points to an envelope icon in the table, with the text: 'Click on the image [envelope icon] to view details about the descriptions of all the questionnaires.'

IV. Evaluation Questionnaires

The Economic, Legal and Accreditation questionnaires will be displayed.



Status	Criteria	
✘	Economic	Answer
✘	Legal	Answer
✘	Accreditation	Answer

IV. Evaluation Questionnaires

The screenshot shows a web interface for evaluating questionnaires. At the top, there is a header with a clipboard icon and instructions: "Your company must fill the questionnaires below to be evaluated by... How to proceed: 1- For each non answered criteria (X), click on Answer button 2- After completing the questionnaire of one criterion, the status will 3- Finally, after answer to all criterions, click on Send button to submit". Below the instructions are two buttons: "Answer All" and "Send". A table lists the criteria with their status and an "Answer" button for each. The "Economic" criterion is marked with a green checkmark, while "Legal" and "Accreditation" are marked with a red X. A legend on the right explains the status subtitles: a green checkmark for "Filled" and a red X for "Not filled".

You can answer all the questionnaires at the same time by clicking on the "Answer All" button.

Status subtitles:
✓ - Filled
✗ - Not filled

Status	Criteria	Answer
✓	Economic	Answer
✗	Legal	Answer
✗	Accreditation	Answer

The incomplete questionnaires are the ones which have the ✗ status. Click on the "Answer" button located on the corresponding line to fill the questionnaire.

IV. Evaluation Questionnaires

When you click on the “Answer” button, the page below is shown. It is possible to view the questionnaire information with more details.

The screenshot shows a window titled "Open Questionnaire" with a close button. Below the title, there are two lines of placeholder text: "Fornecedor: xxxxxxxxxxxxxxxxxxxxxxxxxxxx" and "CNPJ: xxxxxxxxxxxxxxxxxxxxxxxx". The main content is a list of requirements, each with a red 'X' icon and an "Edit" button. The requirements are grouped under expandable sections: "Legal", "Legal Capacity", "Legal Certification", "Legal Fiscal Compliance", and "Terms and Declarations". The "Edit" button for "Commitment Letter" is highlighted with a blue box, and a callout box with an arrow points to it.

Requirement	Status	Action
Legal	✗	
Legal Capacity	✗	
Filials	✗	Edit
Legal Certification	✗	
Inscription on the City Contributors (CCM) or Location Charter	✗	Edit
Legal Fiscal Compliance	✗	
Proof that's not in a concordat status	✗	Edit
Terms and Declarations	✗	
Commitment Letter	✗	Edit

Choose one requisite and then click on the “Edit” button to answer the form. A new window displays the fields with the necessary information.

IV. Evaluation Questionnaires



Open Questionnaire

Fornecedor: xxxxxxxxxxxxxxxxxxxxxxxx
CNPJ: xxxxxxxxxxxxxxxxxxxxxxxx

- Legal [X] [Edit]
- Legal Capacity [X]
 - Filials [X] [Edit]
- Legal Certification [X] [Edit]
- Legal Fiscal Compliance [X] [Edit]
- Terms and Declarations [X] [Edit]

Legal Capacity
Opened for editing

Ativo Circulante

Selected families Search [OK]

Selected families	Det...	Fill	Tradition
01.18.01.01 - 01.18.01.01 - Proj. Eletr. Subst. Redes- Projeto Basico (99000040)		[X]	Attachs(0)

Instructions Attach

This button provides instructions about answering the questionnaires.

This icon is for attachments.



IV. Evaluation Questionnaires

Every data change can be saved by clicking on the “Save as Draft” button. The updates can also be confirmed through the “Confirm” button.

Open Questionnaire

Fornecedor XXXXXXXXXXXXXXXXXXXXXXXX
CNP. XXXXXXXXXXXXXXXXXXXXXXXX

▼ rrrrrrrr ✖

▼ Due Diligence ✖

Anexo A ✖ Edit

Anexo B ✖ Edit

Anexo A
Opened for editing

Save as Draft Confirm

Integration Instructions Attach

1. General Information:

1.1. Registration information

1.1.1 CNPJ (or foreign registration number if not registered in Brazil), corporate name, trade name, and former names (if applicable).

1.1.2 Address of the head office, branches and representation offices in Brazil or abroad.

1.1.3 Business Scope.

1.1.4 Business Size.

PERG_ANEXO_A_1.5

Yes

No

Close

IV. Evaluation Questionnaires

Open Questionnaire

! Fill all required entry fields
! Fill all required entry fields

Fornecedor: XXXXXXXXXXXXXXXXXXXXXXXX
CNPJ: XXXXXXXXXXXXXXXXXXXXXXXX

Legal ✘
 > Legal Capacity ✘
 > Legal Certification ✘

Declaration related to the last contractual/statutory update
Opened for editing

Save as Draft Confirm

Instructions

STATEMENT REGARDING THE LAST CONTRACT AMENDMENT / STATUTORY
declare under penalty of law, that the last amendment of the Contract / Bylaws of the Company is scanned into the Portal Master, in the field of respective requirement, with the same duly registered with the Board of Trade of the State or the Civil Registry of Legal Entities.

Not Accepted
 Accepted

* Number of the last record in the Commercial / Civil Registry PJ
* Last date of registration in the Commercial / Civil Registry PJ

TABLE OF OWNERSHIP STRUCTURE:
Please enter the CPF / CNPJ partners without dots and dashes, the name / full corporate partners and the percentage (%) of each them.

Add Lines

Item	CPF / CNPJ (without dots and dash)	Name / Company Name	Interest%	
1				

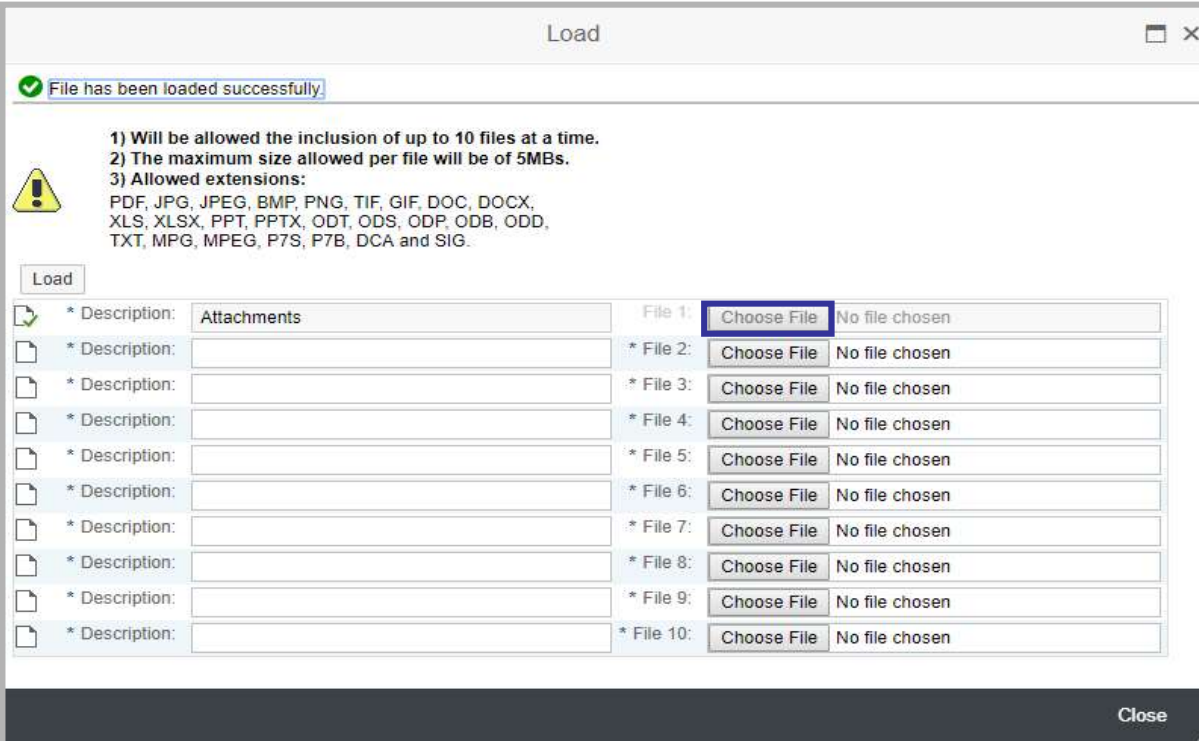
IV. Evaluation Questionnaires

The following message appears when the attachment of a document is required.

The screenshot shows a window titled "Questionnaire Attachments" with two tabs: "Linked Attachments" (selected) and "Attachments Library". A yellow warning icon is present next to a text box that reads: "The 'Linked Attachments' area displays only attachments linked to the selected questionnaire. - Load: Includes the selected file in the attachment library and to the selected questionnaire. - Unlink: Removes the selected link file from selected questionnaire. Keeps only in the library." Below this is a "Search parameters" section with input fields for "Description:" and "File Name:" and a "Search" button. At the bottom, there are buttons for "Unlink", "Load", and a filter icon. A table with columns "Description", "File Name", and "Criteria" is visible, showing a message "No linked attachments". A blue box highlights the "Load" button, and a blue arrow points from a text box on the right to it. The text box on the right says: "In order to attach a document, click on the 'Load' button. After this procedure, a new window is displayed, as shown below."

IV. Evaluation Questionnaires

Click on the “Choose File” button to attach a new document in the “Load” sheet.

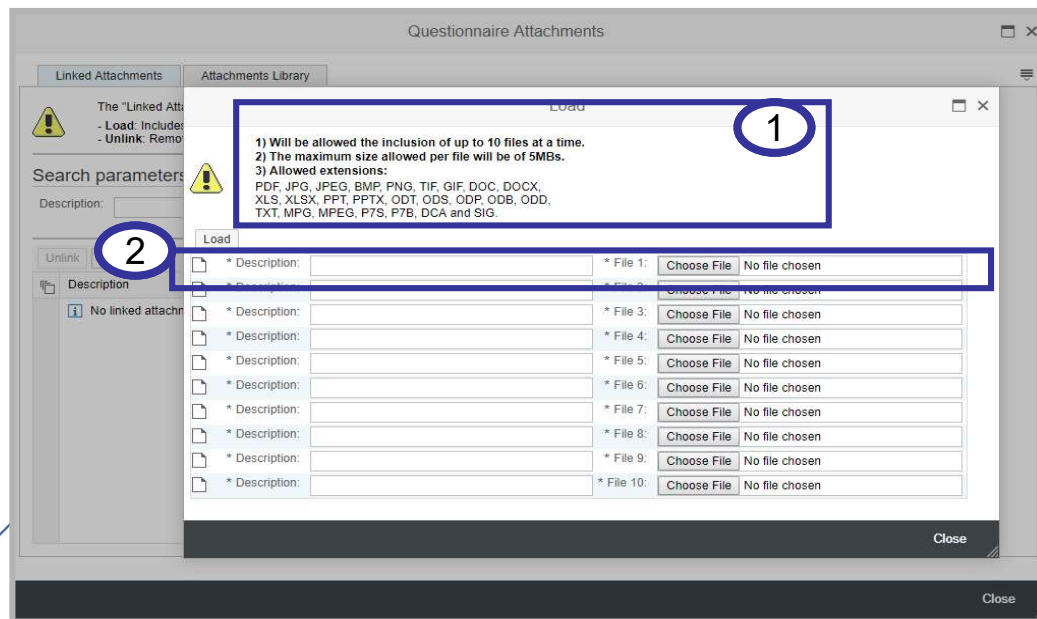


The screenshot shows a window titled "Load" with a success message: "File has been loaded successfully." Below this, a warning icon is followed by instructions: "1) Will be allowed the inclusion of up to 10 files at a time. 2) The maximum size allowed per file will be of 5MBs. 3) Allowed extensions: PDF, JPG, JPEG, BMP, PNG, TIF, GIF, DOC, DOCX, XLS, XLSX, PPT, PPTX, ODT, ODS, ODP, ODB, ODD, TXT, MPG, MPEG, P7S, P7B, DCA and SIG." A "Load" button is present. Below is a table with 10 rows for file uploads. The first row is pre-filled with "Attachments" in the description and "File 1: Choose File No file chosen" in the filename field. The "Choose File" button in the first row is highlighted with a blue border. A "Close" button is at the bottom right.

* Description:	File 1:
Attachments	Choose File No file chosen
* Description:	* File 2: Choose File No file chosen
* Description:	* File 3: Choose File No file chosen
* Description:	* File 4: Choose File No file chosen
* Description:	* File 5: Choose File No file chosen
* Description:	* File 6: Choose File No file chosen
* Description:	* File 7: Choose File No file chosen
* Description:	* File 8: Choose File No file chosen
* Description:	* File 9: Choose File No file chosen
* Description:	* File 10: Choose File No file chosen

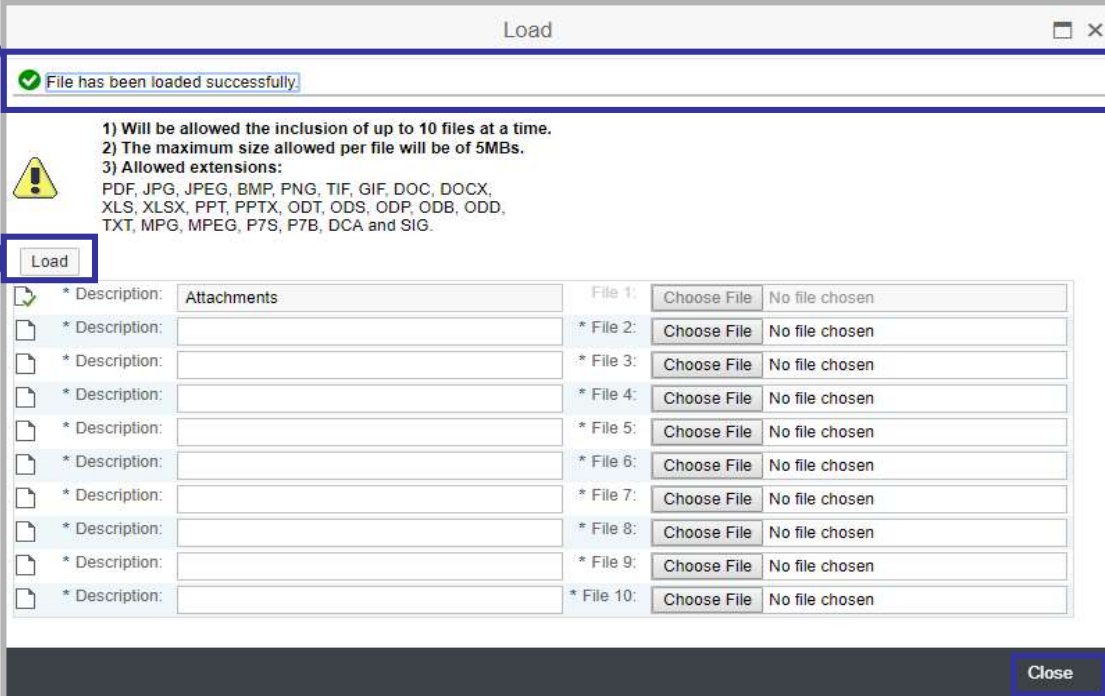
IV. Evaluation Questionnaires

1. The screen will show a relevant information about adding attachments, such as maximum size and allowed extensions.
2. The "Description" field should be filled with the name of the document to be attached. To fill the "File" field, click the "Choose File" button and find the file on your computer that will be attached.



IV. Evaluation Questionnaires

3. After finding the file, click on the "load" button.
4. The successful message appears on the page. Click on the "Close" button.



The screenshot shows a dialog box titled "Load" with a close button in the top right corner. A green checkmark icon and the text "File has been loaded successfully." are displayed in the top section. Below this, a yellow warning icon is followed by instructions: "1) Will be allowed the inclusion of up to 10 files at a time.", "2) The maximum size allowed per file will be of 5MBs.", and "3) Allowed extensions: PDF, JPG, JPEG, BMP, PNG, TIF, GIF, DOC, DOCX, XLS, XLSX, PPT, PPTX, ODT, ODS, ODP, ODB, ODD, TXT, MPG, MPEG, P7S, P7B, DCA and SIG." A "Load" button is located below the instructions. The main area of the dialog contains a table with 10 rows, each representing a file slot. The first row is labeled "Attachments" and has a file icon. The other rows are empty. Each row has a "Description" field and a "File" field with "Choose File" and "No file chosen" buttons. A "Close" button is located in the bottom right corner of the dialog.

4

File has been loaded successfully.

1) Will be allowed the inclusion of up to 10 files at a time.
2) The maximum size allowed per file will be of 5MBs.
3) Allowed extensions:
PDF, JPG, JPEG, BMP, PNG, TIF, GIF, DOC, DOCX,
XLS, XLSX, PPT, PPTX, ODT, ODS, ODP, ODB, ODD,
TXT, MPG, MPEG, P7S, P7B, DCA and SIG.

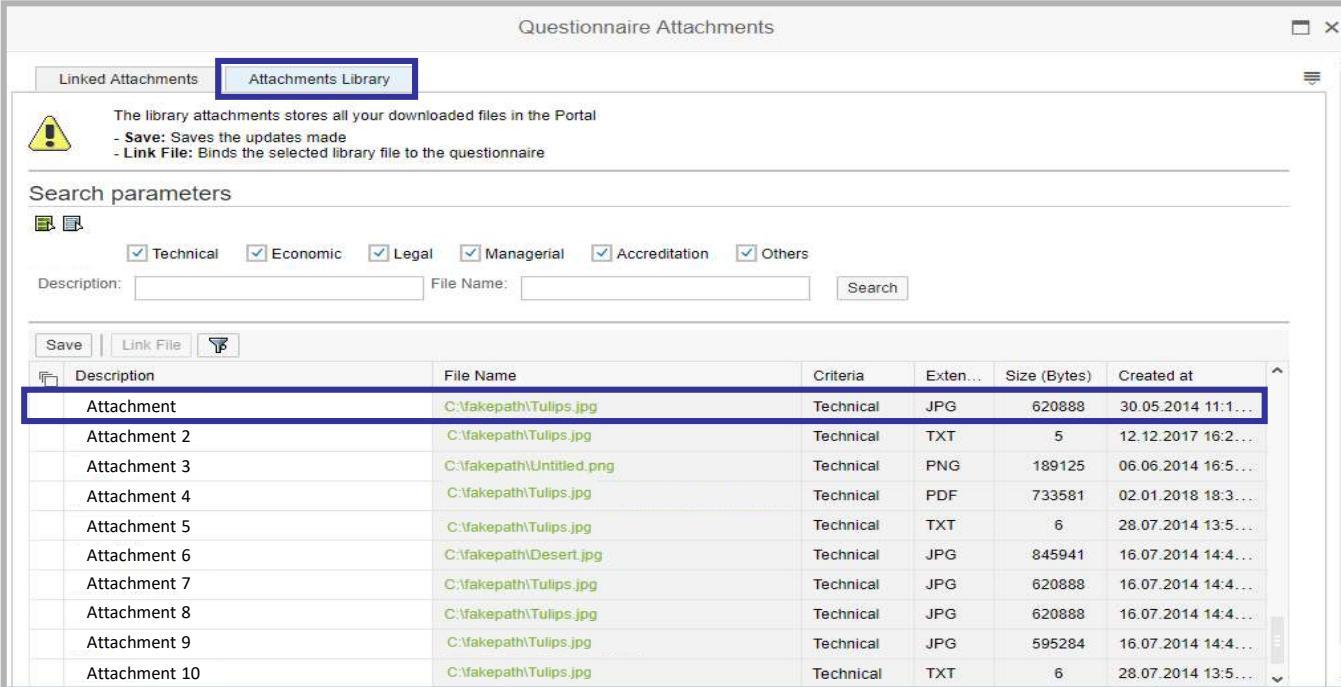
3

* Description:	File 1:
Attachments	Choose File No file chosen
* Description:	* File 2: Choose File No file chosen
* Description:	* File 3: Choose File No file chosen
* Description:	* File 4: Choose File No file chosen
* Description:	* File 5: Choose File No file chosen
* Description:	* File 6: Choose File No file chosen
* Description:	* File 7: Choose File No file chosen
* Description:	* File 8: Choose File No file chosen
* Description:	* File 9: Choose File No file chosen
* Description:	* File 10: Choose File No file chosen

Close

IV. Evaluation Questionnaires

After loading the file successfully, a table of the “Attachments Library” sheet is displayed, as shown below.



The screenshot shows the 'Questionnaire Attachments' application window. The 'Attachments Library' tab is active. A warning icon is present with the following text:

- The library attachments stores all your downloaded files in the Portal
- Save: Saves the updates made
- Link File: Binds the selected library file to the questionnaire

Search parameters include:

- Technical
- Economic
- Legal
- Managerial
- Accreditation
- Others

Description: File Name: Search

Buttons: Save, Link File, Filter

Description	File Name	Criteria	Exten...	Size (Bytes)	Created at
Attachment	C:\fakepath\tulips.jpg	Technical	JPG	620888	30.05.2014 11:1...
Attachment 2	C:\fakepath\tulips.jpg	Technical	TXT	5	12.12.2017 16:2...
Attachment 3	C:\fakepath\Untitled.png	Technical	PNG	189125	06.06.2014 16:5...
Attachment 4	C:\fakepath\tulips.jpg	Technical	PDF	733581	02.01.2018 18:3...
Attachment 5	C:\fakepath\tulips.jpg	Technical	TXT	6	28.07.2014 13:5...
Attachment 6	C:\fakepath\Desert.jpg	Technical	JPG	845941	16.07.2014 14:4...
Attachment 7	C:\fakepath\tulips.jpg	Technical	JPG	620888	16.07.2014 14:4...
Attachment 8	C:\fakepath\tulips.jpg	Technical	JPG	620888	16.07.2014 14:4...
Attachment 9	C:\fakepath\tulips.jpg	Technical	JPG	595284	16.07.2014 14:4...
Attachment 10	C:\fakepath\tulips.jpg	Technical	TXT	6	28.07.2014 13:5...

IV. Evaluation Questionnaires

5. In the “Linked Attachments” sheet, select the gray square beside the name of the document to unlink the document from the requisite. Click on the “Unlink” button with the selected document.
6. After this procedure, the information "Attachment (s) unlinked successfully" will appear.

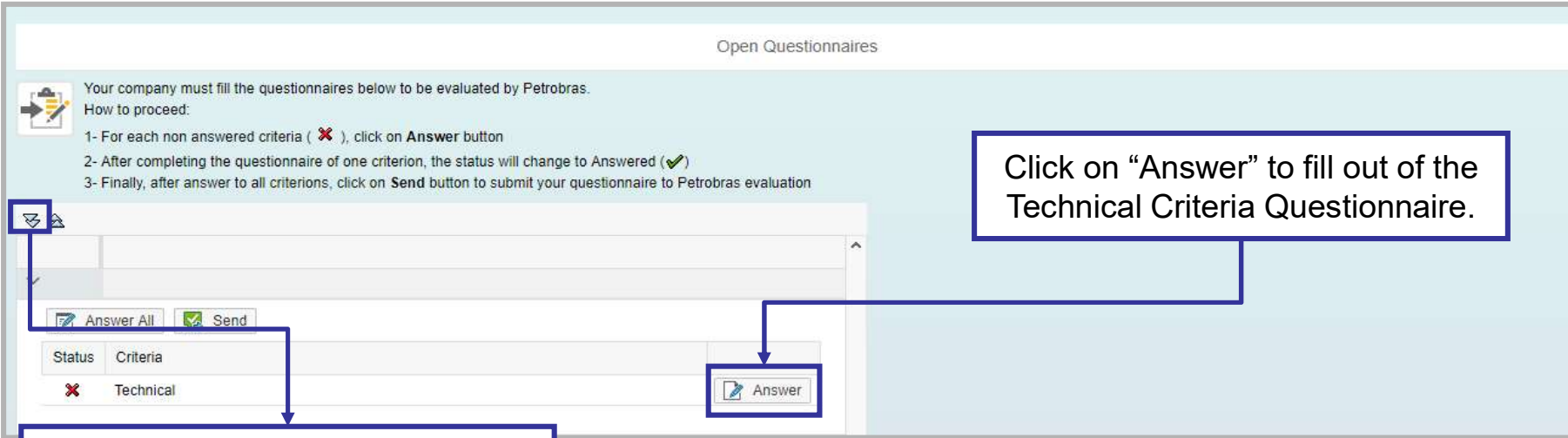
The "Attachments Linked to Items" area displays only attachments linked to the selected item/questionnaire.

- Load: Includes the selected file in the attachment library and to the selected item/questionnaire.
- Unlink: Removes the selected link file from selected item/questionnaire. Keeps only in the library.

Description	File Name	Criteria	Exten...	Size (Bytes)	Created at
Attachment	C:\fakepath\tulips.jpg	Technical	PDF	20242	02.02.2017 14:1...

IV. Evaluation Questionnaires


You need to follow complementary orientations to answer the Technical Criteria Questionnaire. These Criteria are not applied to the supplier which are classified as Reseller/Distributor.



The screenshot shows a web interface titled "Open Questionnaires". At the top, it says "Your company must fill the questionnaires below to be evaluated by Petrobras." Below this, it lists "How to proceed:" with three steps: 1- For each non answered criteria (marked with a red X), click on "Answer" button; 2- After completing the questionnaire of one criterion, the status will change to Answered (marked with a green checkmark); 3- Finally, after answer to all criterions, click on "Send" button to submit your questionnaire to Petrobras evaluation.

Below the instructions is a table with columns "Status" and "Criteria". The first row shows a red X in the "Status" column and "Technical" in the "Criteria" column. To the right of this row is an "Answer" button. Above the table are buttons for "Answer All" and "Send".

Two callout boxes provide instructions: one points to a small envelope icon in the top left of the table area, and another points to the "Answer" button.

Click on the image  to view the descriptions of all the questionnaires with details.

Click on "Answer" to fill out of the Technical Criteria Questionnaire.

IV. Evaluation Questionnaires

After clicking on the “Answer” button, the page below is shown and the questionnaire information will be displayed with more details.

The screenshot shows a software interface with a modal window titled "Open Questionnaire". The window displays the following information:

- Fornecedor: XXXXXXXXXXXXXXXXXXXXXXXX
- CNPJ: XXXXXXXXXXXXXXXXXXXXXXXX
- Technical (with a red X icon)
- Personnel (with a red X icon)
 - Company Personnel (with a red X icon and an Edit button)
- Materials Supply Tradition (with a red X icon)
 - Supplies Tradition (with a red X icon and an Edit button)

A callout box on the right side of the dialog, labeled "Criterion Questionnaire Indicator Requisite", has two arrows pointing to the "Personnel" and "Materials Supply Tradition" sections of the list.

In the background, a table shows the status of various criteria:

Status	Criteria
X	Technical

IV. Evaluation Questionnaires

After choosing a requisite, click on the “Edit” button to answer the form. A window with the corresponding fields is displayed.

Open Questionnaire

ornecedor: XXXXXXXXXXXXXXXXXXXXXXXX
:NPJ XXXXXXXXXXXXXXXXXXXXXXXX

Company Personnel
Opened for editing

Save as Draft Confirm

Attach

Add Lines

Item	Technical Description	Delivery Date	Customer	Contact(name, phone, email)	Link Products
1					Products (0)
2					Products (0)

Left sidebar menu:

- Technical [X]
- Personnel [X]
 - Company Personnel [X] **Edit**
- Materials Supply Tradition [X]
 - Supplies Tradition [X] Edit

IV. Evaluation Questionnaires

In some requisites of the Technical Criteria, some attachments must be linked to the respective Products.

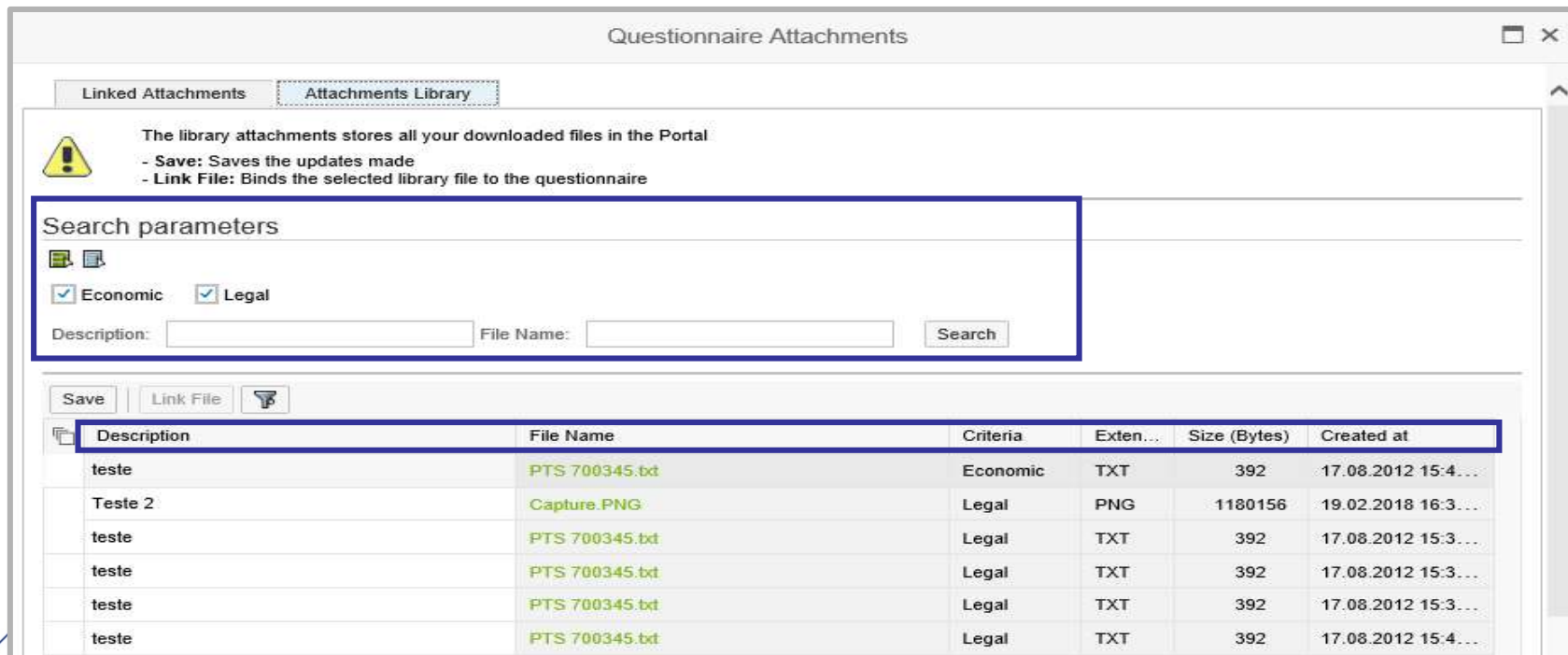
ATTENTION: The file attachment (s) to a requirement of the Technical Criteria is analogous to the process explained above in Legal Criteria.

The screenshot shows a web interface for an 'Open Questionnaire' titled 'Supplies Tradition', which is 'Opened for editing'. On the left, a sidebar lists categories: Technical, Personnel, Company Personnel, and Materials Supply Tradition, each with an 'Edit' button and a red 'X' icon. The main area contains a table with columns: Item, Technical Description, Delivery Date, Customer, Contact(name, phone, email), and Link Products. The table has two rows, both with 'Products (0)' in the 'Link Products' column. A callout box points to the 'Instructions' and 'Attach' buttons in the main area, stating: 'The link "Attach" will be useful to link attachments to the open requisite.' Another callout box points to the 'Instructions' button, stating: 'In the link "Instructions", a window will be displayed with information about filling out.'

Item	Technical Description	Delivery Date	Customer	Contact(name, phone, email)	Link Products
1					Products (0)
2					Products (0)

IV. Evaluation Questionários

In order to get the search for files inside the "Library Notes" in the Search Parameters section easier, a search filter will be displayed.

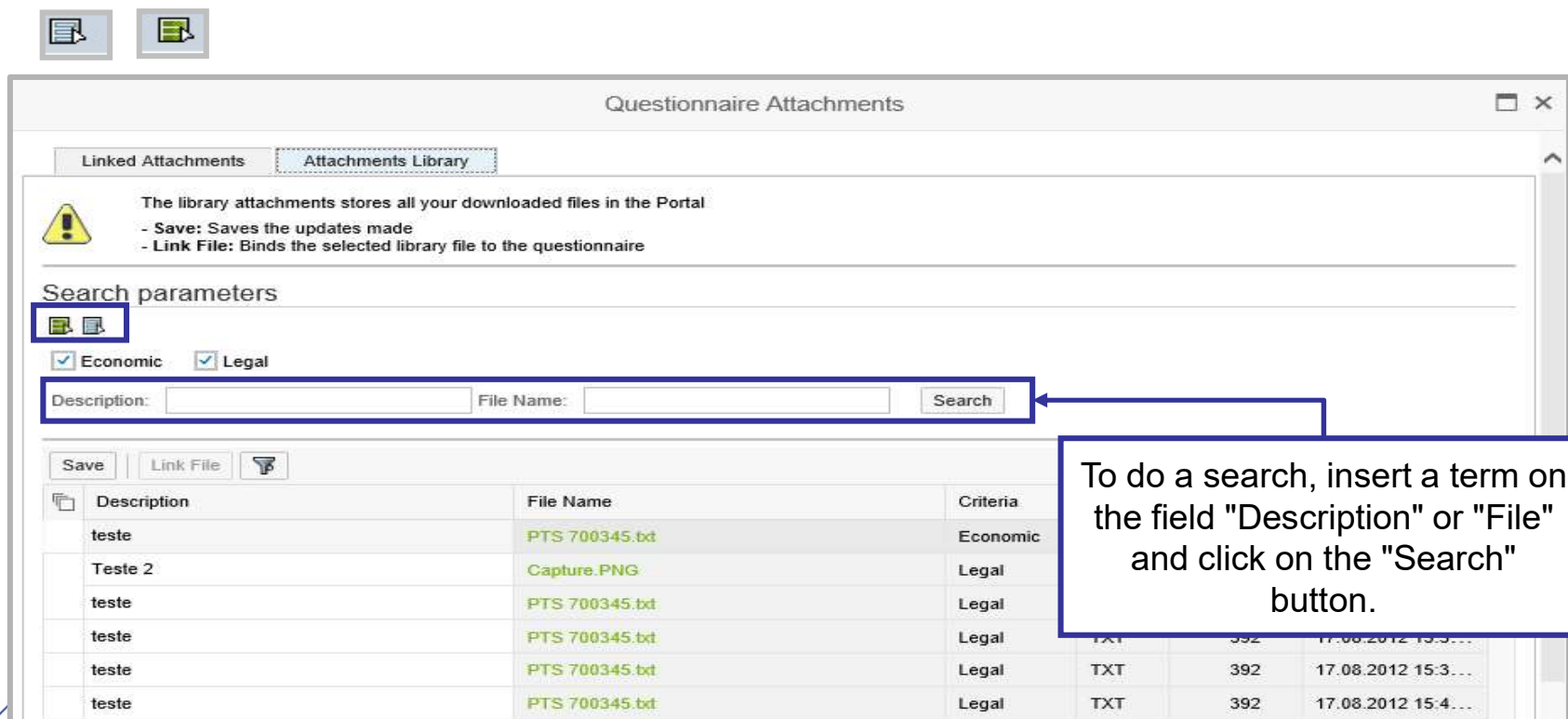


The screenshot shows the 'Questionnaire Attachments' window. It has two tabs: 'Linked Attachments' and 'Attachments Library'. A warning icon and text state: 'The library attachments stores all your downloaded files in the Portal'. Below this, there are instructions: '- Save: Saves the updates made' and '- Link File: Binds the selected library file to the questionnaire'. A blue box highlights the 'Search parameters' section, which includes checkboxes for 'Economic' and 'Legal', and input fields for 'Description:' and 'File Name:'. A 'Search' button is also present. Below the search section, there are buttons for 'Save', 'Link File', and a filter icon. A table lists the attachments with columns for Description, File Name, Criteria, Extension, Size (Bytes), and Created at.

Description	File Name	Criteria	Exten...	Size (Bytes)	Created at
teste	PTS 700345.txt	Economic	TXT	392	17.08.2012 15:4...
Teste 2	Capture.PNG	Legal	PNG	1180156	19.02.2018 16:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:4...

IV. Evaluation Questionnaires

In the illustrated buttons below, will be possible to select all criterias shown or uncheck them.



The screenshot displays the 'Questionnaire Attachments' window. It features a 'Search parameters' section with a 'Description' field, a 'File Name' field, and a 'Search' button. Below this is a table of attachments with columns for 'Description', 'File Name', and 'Criteria'. The 'Criteria' column shows 'Economic' and 'Legal' options. A callout box points to the 'Search' button with the text: 'To do a search, insert a term on the field "Description" or "File" and click on the "Search" button.'

Linked Attachments | Attachments Library

! The library attachments stores all your downloaded files in the Portal
- Save: Saves the updates made
- Link File: Binds the selected library file to the questionnaire

Search parameters

Economic Legal

Description: File Name: Search

Save | Link File |

Description	File Name	Criteria
teste	PTS 700345.txt	Economic
Teste 2	Capture.PNG	Legal
teste	PTS 700345.txt	Legal
teste	PTS 700345.txt	Legal
teste	PTS 700345.txt	Legal
teste	PTS 700345.txt	Legal

To do a search, insert a term on the field "Description" or "File" and click on the "Search" button.

IV. Evaluation Questionários

The screenshot shows a web application window titled "Questionnaire Attachments". It has two tabs: "Linked Attachments" and "Attachments Library". A warning icon and text explain that the library stores downloaded files and provide instructions for "Save" and "Link File" actions. Below this is a "Search parameters" section with checkboxes for "Economic" and "Legal", a "Description" input field containing "teste", and a "File Name" input field. A "Search" button is to the right. Below the search fields are "Save", "Link File", and a filter icon. The main area is a table with columns: "Description", "File Name", "Criteria", "Exten...", "Size (Bytes)", and "Created at". The table contains six rows of search results. A blue box highlights the search input and the table, with an arrow pointing from a text box to the "Criteria" column of the first row.

The library attachments stores all your downloaded files in the Portal

- Save: Saves the updates made
- Link File: Binds the selected library file to the questionnaire

Search parameters

Economic Legal

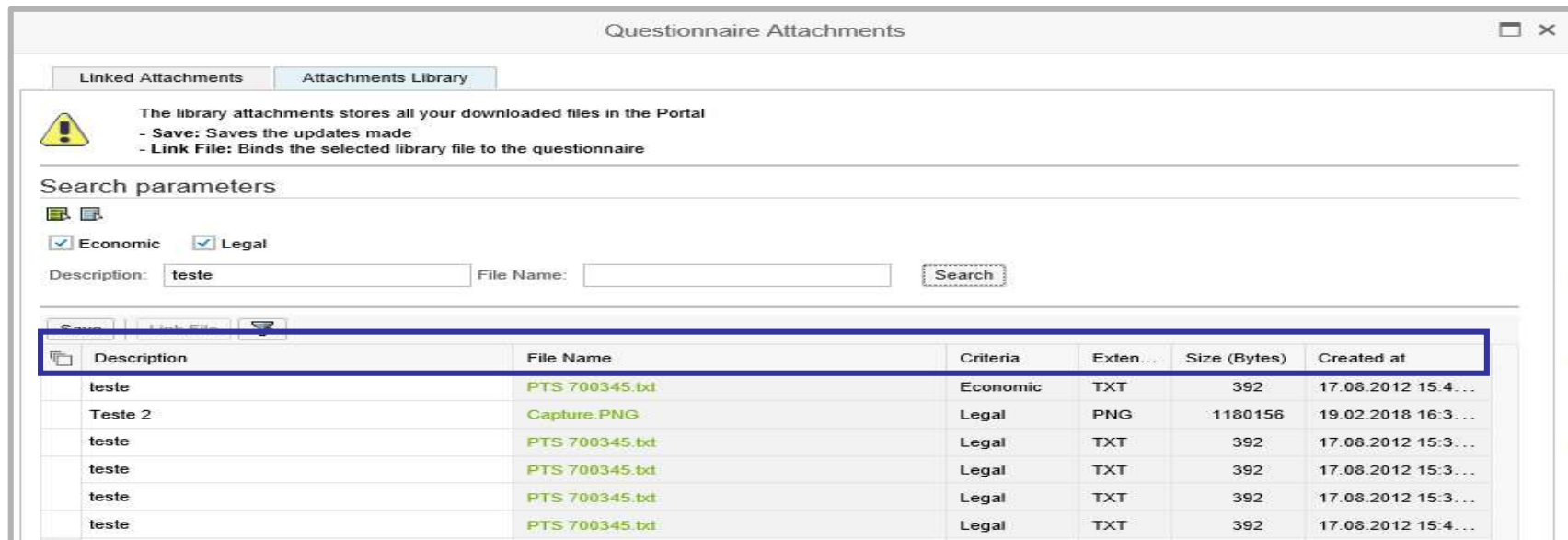
Description: File Name:

Description	File Name	Criteria	Exten...	Size (Bytes)	Created at
teste	PTS 700345.txt	Economic	TXT	392	17.08.2012 15:4...
Teste 2	Capture.PNG	Legal	PNG	1180156	19.02.2018 16:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:4...

The search result will show the attachment showing which criteria was linked.

IV. Evaluation Questionnaires

It will be possible to request filter's results through the columns. You just have to click on the column title you want. For example, in the "Created" column, after clicking documents will be sorted on more recent dates.



The screenshot displays the 'Questionnaire Attachments' window. It features a 'Linked Attachments' tab and an 'Attachments Library' tab. A warning icon and text explain that the library stores downloaded files and provide instructions for 'Save' and 'Link File' actions. Below this is a 'Search parameters' section with checkboxes for 'Economic' and 'Legal', and input fields for 'Description' (containing 'teste') and 'File Name'. A 'Search' button is also present. At the bottom, a table lists attachments with columns: Description, File Name, Criteria, Extension, Size (Bytes), and Created at. The table contains six rows of data.

Description	File Name	Criteria	Exten...	Size (Bytes)	Created at
teste	PTS 700345.txt	Economic	TXT	392	17.08.2012 15:4...
Teste 2	Capture.PNG	Legal	PNG	1180156	19.02.2018 16:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:3...
teste	PTS 700345.txt	Legal	TXT	392	17.08.2012 15:4...

IV. Evaluation Questionnaires

Select "Products" to fill in the "Link Products" column.

Open Questionnaire

Fornecedor: XXXXXXXXXXXXXXXXXXXXXXXX
CNPJ: XXXXXXXXXXXXXXXXXXXXXXXX

Save as Draft Confirm

Attach

Technical

- Technical Capability ✖ Display
- Technical Assistance in Brazil ✖ Display
- Materials Supply Tradition ✖ Display
- Supplies Tradition ✖ Display
- PGQMSA ✖ Display
- PGQMSA Assessment ✖ Display

This (these) group (groups) require(s) adherence to specific requirements determined by PGQMSA – Program of Guarantee of Quality of products and Associated Services.
The program is intended for on-site evaluation based on PETROBRAS criteria of the suppliers of goods and services considered critical for the company, identified as PGQMSA groups. In this case, PETROBRAS will establish contact with the supplier to schedule the evaluation.
PGQMSA evaluation is based on the evaluation of the supplier Quality Management System in conformity with ISO 9001 , in its most recent version, technology of project, technology of manufacturing process, input/acquisition, production capacity and supply logistics.
Evaluation through the program does not exempt from the evidence of adherence to other requirements of technical qualification (supply history, ISO 9001 certification,...)

Add Lines

Item	PGQMSA Evaluation Date	Date	Link Products	Link Attachments
1			Products (0)	Attachments (0)
2			Products (0)	Attachments (0)

IV. Evaluation Questionnaires

The screenshot displays the 'Open Questionnaire' application window. On the left, a sidebar lists categories such as 'Technical', 'Personnel', 'teste', 'Detalhamento PGBF EN', and 'Materials Supply Tradition'. The main area is titled 'Company Personnel' and includes buttons for 'Save as Draft', 'Confirm', and 'Attach'. A modal dialog box is open in the center, titled 'Open Questionnaire', with the instruction 'Select the families below to link to the item of the questionnaire:'. The dialog contains a table with two rows:

	Description of the Family
<input checked="" type="checkbox"/>	T-01 - Carbon steel line pipe ;with seam ;API 5L ; (98000132)
<input type="checkbox"/>	M-11 - (98000172)

Below the table are 'Save' and 'Cancel' buttons. A blue box labeled 'Product selection.' points to the dialog. Another blue box labeled 'After selecting the desired "Product", click on "Save".' points to the 'Save' button. The background shows a table with columns for 'Products (0)' and 'Attachments (0)'.

IV. Evaluation Questionnaires

The window presents the table indicating the Product Group(s) number linked to the respective requisite.

Open Questionnaire

Formecedor: XXXXXXXXXXXXXXXXXXXXXXXX
CNPJ: XXXXXXXXXXXXXXXXXXXXXXXX

Save as Draft Confirm

Attach

This (these) group (groups) require(s) adherence to specific requirements determined by PGQMSA – Program of Guarantee of Quality of products and Associated Services.
The program is intended for on-site evaluation based on PETROBRAS criteria of the suppliers of goods and services considered critical for the company, identified as PGQMSA groups. In this case, PETROBRAS will establish contact with the supplier to schedule the evaluation.
PGQMSA evaluation is based on the evaluation of the supplier Quality Management System in conformity with ISO 9001 , in its most recent version, technology of project, technology of manufacturing process, input/acquisition, production capacity and supply logistics.
Evaluation through the program does not exempt from the evidence of adherence to other requirements of technical qualification (supply history, ISO 9001 certification,...)

Add Lines

Item	PGQMSA Evaluation Date	Date	Link Products	Link Attachments
1			Families (1)	Attachments (0)
2			Products (0)	Attachments (0)

IV. Evaluation Questionnaires

Select “Attachments” to link the file(s) to the product.

Open Questionnaire

Formecedor: XXXXXXXXXXXXXXXXXXXXXXXX
CNPJ: XXXXXXXXXXXXXXXXXXXXXXXX

Save as Draft Confirm

Attach

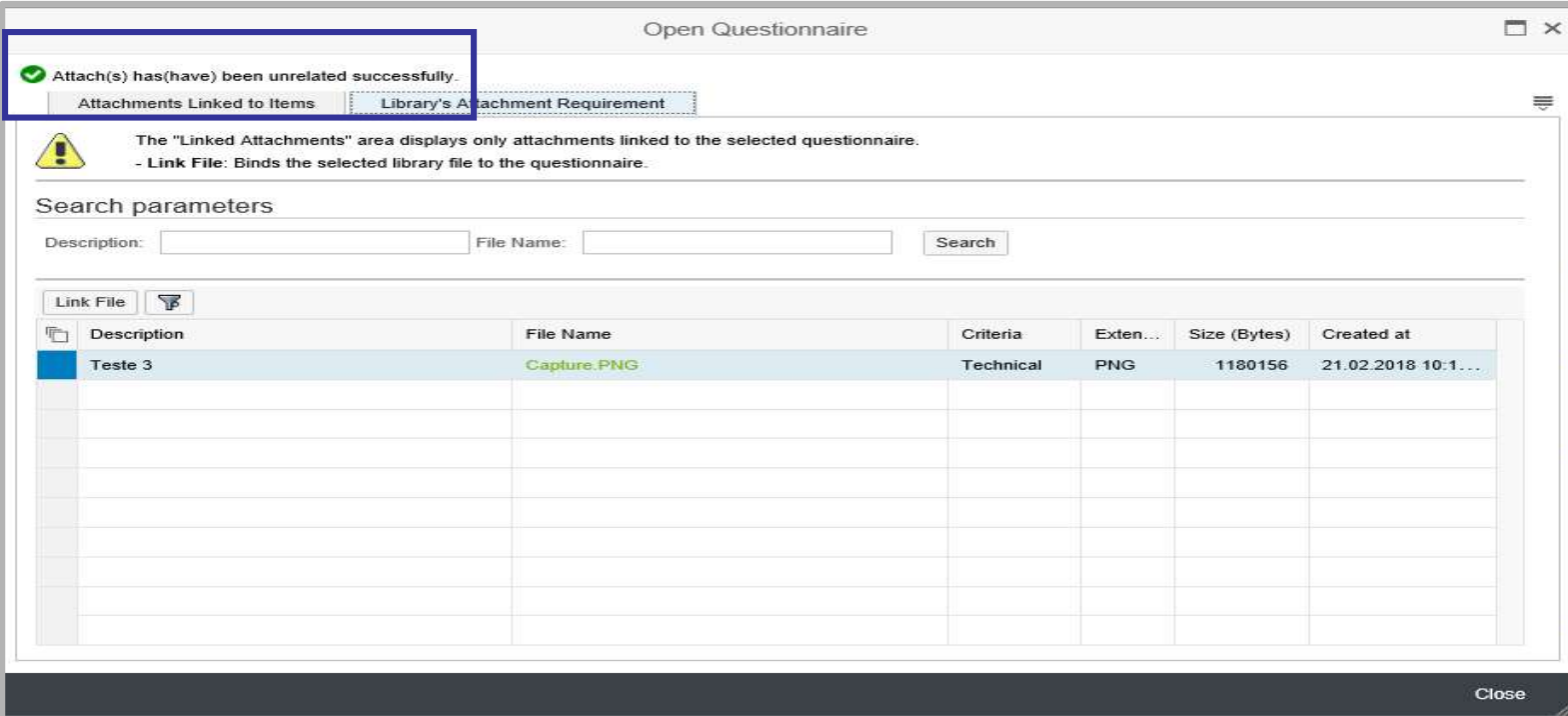
This (these) group (groups) require(s) adherence to specific requirements determined by PGQMSA – Program of Guarantee of Quality of products and Associated Services.
The program is intended for on-site evaluation based on PETROBRAS criteria of the suppliers of goods and services considered critical for the company, identified as PGQMSA groups. In this case, PETROBRAS will establish contact with the supplier to schedule the evaluation.
PGQMSA evaluation is based on the evaluation of the supplier Quality Management System in conformity with ISO 9001 , in its most recent version, technology of project, technology of manufacturing process, input/acquisition, production capacity and supply logistics.
Evaluation through the program does not exempt from the evidence of adherence to other requirements of technical qualification (supply history, ISO 9001 certification,...)

Add Lines

Item	PGQMSA Evaluation Date	Date	Link Products	Link Attachments
1			Families (1	Attachments (0)
2			Products (0)	Attachments (0)

IV. Evaluation Questionnaires

After this procedure, the successful message is displayed, as shown below:



The screenshot shows a window titled "Open Questionnaire" with a success message at the top: "Attach(s) has(have) been unrelated successfully." Below the message are two tabs: "Attachments Linked to Items" and "Library's Attachment Requirement". A warning icon and text state: "The 'Linked Attachments' area displays only attachments linked to the selected questionnaire. - Link File: Binds the selected library file to the questionnaire." Below this is a "Search parameters" section with input fields for "Description:" and "File Name:" and a "Search" button. A "Link File" button is also present. The main area contains a table with the following data:

Description	File Name	Criteria	Exten...	Size (Bytes)	Created at
Teste 3	Capture.PNG	Technical	PNG	1180156	21.02.2018 10:1...

A "Close" button is located at the bottom right of the window.

IV. Evaluation Questionnaires

The window presents a table indicating the Product(s) number linked to the requisite and the attachments number linked to the product.

The screenshot shows a software window titled "Open Questionnaire". On the left, there are fields for "Fornecedor" and "CNPJ", both containing a series of 'X' characters. Below these are three expandable sections: "Technical", "Materials Supply Tradition", and "PGQMSA". Each section contains a sub-item with a red 'X' icon and a "Display" button. The "Technical" section includes "Technical Capability" and "Technical Assistance in Brazil". The "Materials Supply Tradition" section includes "Supplies Tradition". The "PGQMSA" section includes "PGQMSA Assessment".

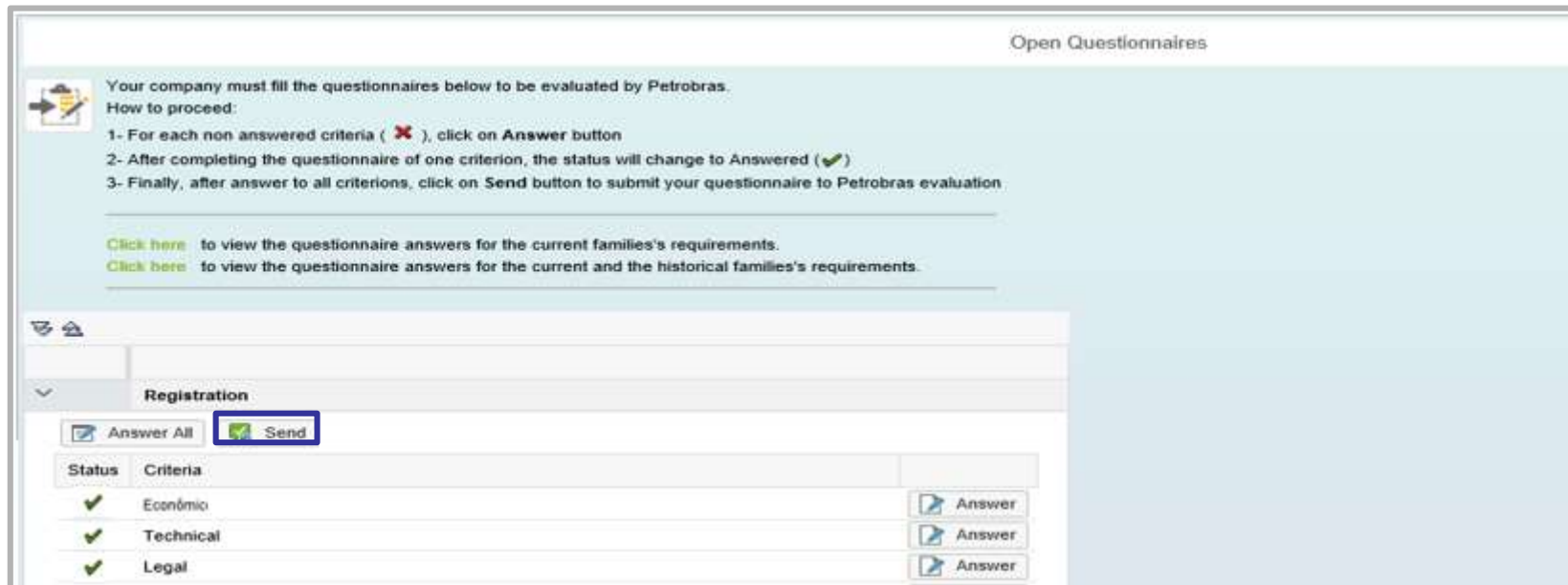
In the center, there are buttons for "Save as Draft", "Confirm", and "Attach". Below these is a paragraph of text explaining the PGQMSA program: "This (these) group (groups) require(s) adherence to specific requirements determined by PGQMSA – Program of Guarantee of Quality of products and Associated Services. The program is intended for on-site evaluation based on PETROBRAS criteria of the suppliers of goods and services considered critical for the company, identified as PGQMSA groups. In this case, PETROBRAS will establish contact with the supplier to schedule the evaluation. PGQMSA evaluation is based on the evaluation of the supplier Quality Management System in conformity with ISO 9001, in its most recent version, technology of project, technology of manufacturing process, input/acquisition, production capacity and supply logistics. Evaluation through the program does not exempt from the evidence of adherence to other requirements of technical qualification (supply history, ISO 9001 certification,...)".

At the bottom, there is an "Add Lines" button and a table with the following data:

Item	PGQMSA Evaluation Date	Date	Link Products	Link Attachments
1			Families (1)	Attachments(1)
2			Products (0)	Attachments (0)

IV. Evaluation Questionnaires

The questionnaires can only be sent if all of them are completed. After clicking on “Send”, a confirmation pop-up is displayed.



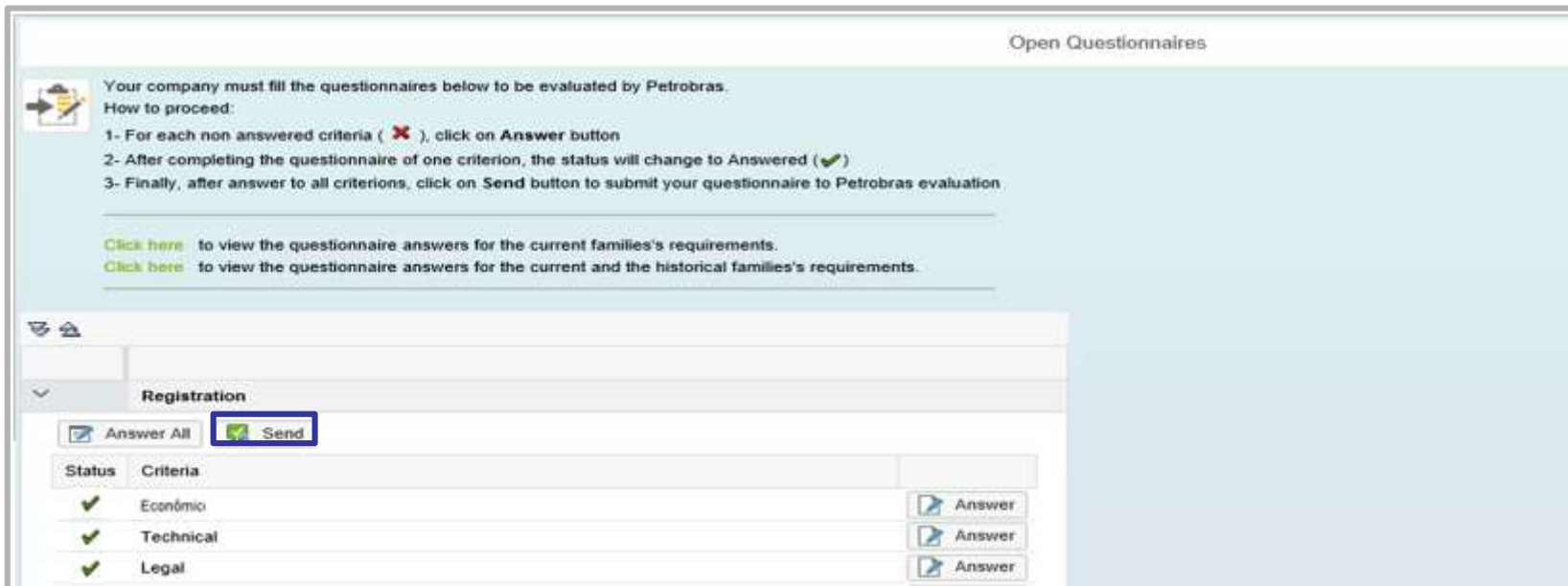
The screenshot displays the 'Open Questionnaires' interface. At the top, it states: 'Your company must fill the questionnaires below to be evaluated by Petrobras. How to proceed: 1- For each non answered criteria (X), click on Answer button 2- After completing the questionnaire of one criterion, the status will change to Answered (✓) 3- Finally, after answer to all criterions, click on Send button to submit your questionnaire to Petrobras evaluation.' Below this, there are two links: 'Click here to view the questionnaire answers for the current families's requirements.' and 'Click here to view the questionnaire answers for the current and the historical families's requirements.'

The interface includes a 'Registration' section with two buttons: 'Answer All' and 'Send'. The 'Send' button is highlighted with a blue box. Below the buttons is a table with columns for 'Status', 'Criteria', and 'Answer'.

Status	Criteria	Answer
✓	Económico	Answer
✓	Technical	Answer
✓	Legal	Answer

IV. Evaluation Questionnaires

The questionnaires can only be sent if all of them are completed. After clicking on “Send”, a confirmation pop-up is displayed.



The screenshot displays the 'Open Questionnaires' interface. At the top, it states: 'Your company must fill the questionnaires below to be evaluated by Petrobras. How to proceed: 1- For each non answered criteria (X), click on Answer button 2- After completing the questionnaire of one criterion, the status will change to Answered (✓) 3- Finally, after answer to all criterions, click on Send button to submit your questionnaire to Petrobras evaluation.' Below this, there are two links: 'Click here to view the questionnaire answers for the current families's requirements.' and 'Click here to view the questionnaire answers for the current and the historical families's requirements.'

The interface includes a 'Registration' section with two buttons: 'Answer All' and 'Send'. The 'Send' button is highlighted with a blue box. Below the buttons is a table with columns for 'Status' and 'Criteria'. The table lists three criteria: 'Económico', 'Technical', and 'Legal', each with a green checkmark in the 'Status' column and an 'Answer' button in the right column.

Status	Criteria	
✓	Económico	Answer
✓	Technical	Answer
✓	Legal	Answer

IV. Evaluation Questionnaires

For companies that provide at least one of the services listed below, the system will allow the Integrity Criteria assessment questionnaire, of the registration type, to be sent separately from the other questionnaires.

99005700 - Chartering and operation of MODU (Mobile Offshore Drilling Unit)

99006301 - [PQ] Chartering or transporting people and cargo by plane;

99006580 - Chartering of rafts and pushers;

99007770 - [PQ] Chartering or transportation by helicopter of people and cargo (cycle 2019);

99005521 - Chartering and operation services of Floating Production Units (FPUs);

99006160 - Chartering of Unit for Maintenance and Safety (UMS);

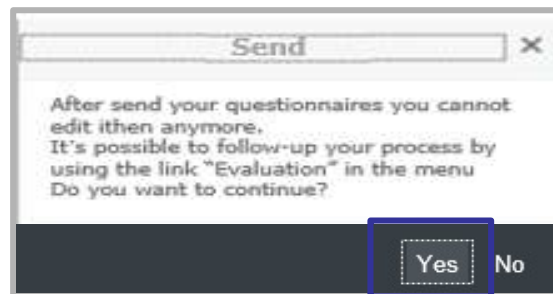
99006510 - Chartering of tugboats and towing services;

99007710 - [PQ] Chartering of maritime support vessels and support services for floating units (cycle 2019);

99007711 - [PQ] Affreightment of special vessels;

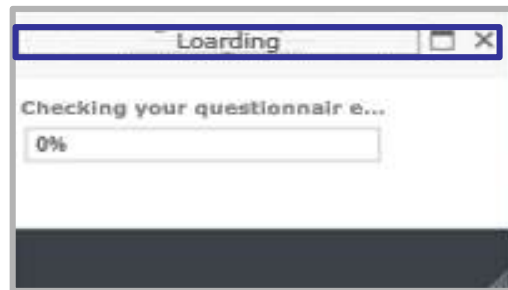
IV. Evaluation Questionnaires

After sending the questionnaire, a message is displayed. Click on “Yes” to confirm. After sending the questionnaire, it cannot be edited anymore.



IV. Evaluation Questionnaires


After sending the questionnaire a message will be displayed informing that it is being checked by the system.



IV. Evaluation Questionnaires

After sending the questionnaires, a message informing that the company doesn't have an open questionnaires will be displayed.



Open Questionnaires


 Your company must fill the questionnaires below to be evaluated by Petrobras.
How to proceed:

- 1- For each non answered criteria (✖), click on **Answer** button
- 2- After completing the questionnaire of one criterion, the status will change to Answered (✔)
- 3- Finally, after answer to all criterions, click on **Send** button to submit your questionnaire to Petrobras evaluation

[Click here](#) to view the questionnaire answers for the current families's requirements.

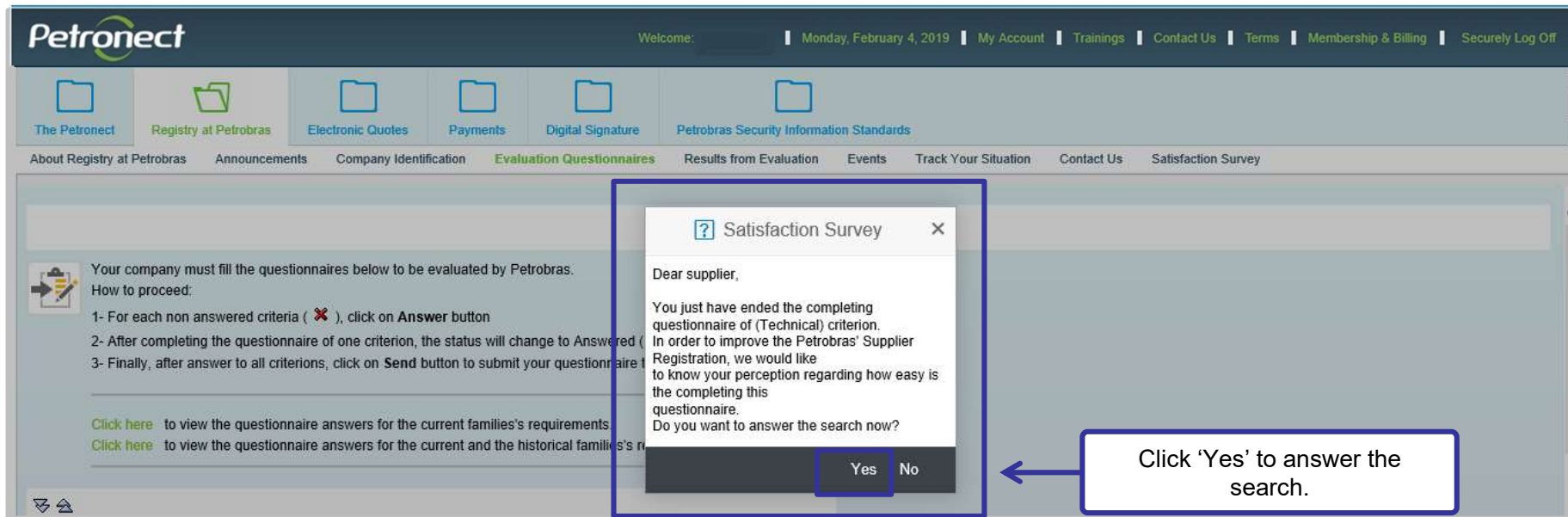
[Click here](#) to view the questionnaire answers for the current and the historical families's requirements.

 Your company does not have open questionnaires.

IV. Evaluation Questionnaires

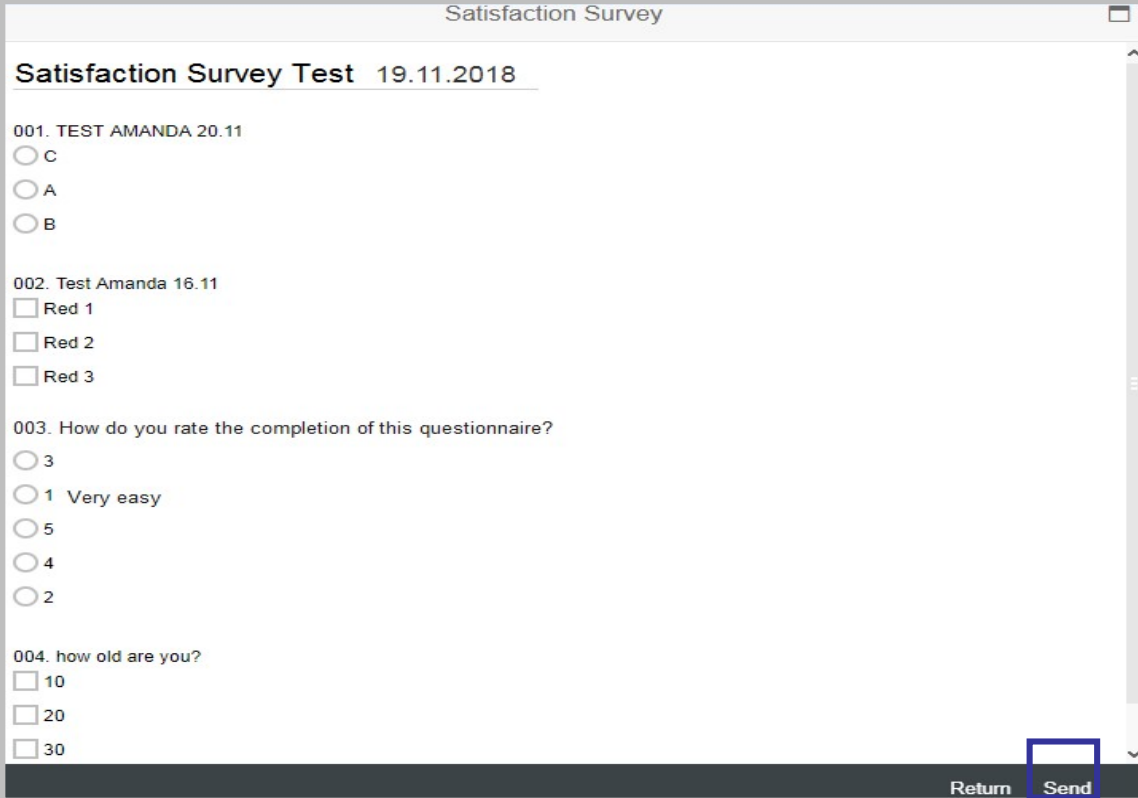
After sending the questionnaire, a message will be displayed suggesting a response to the Satisfaction Survey.



The screenshot displays the Petronect website interface. At the top, the Petronect logo is on the left, and a navigation bar contains links for 'Welcome', 'Monday, February 4, 2019', 'My Account', 'Trainings', 'Contact Us', 'Terms', 'Membership & Billing', and 'Securely Log Off'. Below this is a secondary navigation bar with icons and labels for 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Payments', 'Digital Signature', and 'Petrobras Security Information Standards'. A third navigation bar includes links for 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events', 'Track Your Situation', 'Contact Us', and 'Satisfaction Survey'. The main content area features a message: 'Your company must fill the questionnaires below to be evaluated by Petrobras. How to proceed: 1- For each non answered criteria (X), click on Answer button 2- After completing the questionnaire of one criterion, the status will change to Answered () 3- Finally, after answer to all criterions, click on Send button to submit your questionnaire.' Below this are two 'Click here' links. A modal window titled 'Satisfaction Survey' is overlaid, containing the text: 'Dear supplier, You just have ended the completing questionnaire of (Technical) criterion. In order to improve the Petrobras' Supplier Registration, we would like to know your perception regarding how easy is the completing this questionnaire. Do you want to answer the search now?' At the bottom of the modal are 'Yes' and 'No' buttons. A blue box highlights the 'Yes' button, and an arrow points to it from a separate box containing the text 'Click 'Yes' to answer the search.'

IV. Evaluation Questionnaires

Answer the search and then click the "Send" button



Satisfaction Survey

Satisfaction Survey Test 19.11.2018

001. TEST AMANDA 20.11

C

A

B

002. Test Amanda 16.11

Red 1

Red 2

Red 3

003. How do you rate the completion of this questionnaire?

3

1 Very easy

5

4

2

004. how old are you?

10

20

30

Return **Send**

IV. Evaluation Questionnaires

You can answer to Satisfaction Survey later.

The screenshot shows the Petronect website interface. At the top, there is a navigation bar with the Petronect logo and a welcome message. Below this is a menu with various options like 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Payments', 'Digital Signature', and 'Petrobras Security Information Standards'. The main content area is titled 'Evaluation Questionnaires' and contains instructions for suppliers. A modal dialog box titled 'Satisfaction Survey' is open, displaying a message from Petrobras. The message reads: 'Dear supplier, You just have ended the completing questionnaire of (Technical) criterion. In order to improve the Petrobras' Supplier Registration, we would like to know your perception regarding how easy is the completing this questionnaire. Do you want to answer the search now?'. At the bottom of the dialog box, there are two buttons: 'Yes' and 'No'. The 'No' button is highlighted with a blue box, and an arrow points from a callout box to it.

Click "No" and then retry the search

IV. Evaluation Questionnaires


The surveys to be answered will be stored in the "Satisfaction Survey" menu.

The screenshot displays the Petronect web application interface. At the top, the Petronect logo is on the left, and a navigation bar contains links for 'Welcome', 'Monday, February 4, 2019', 'My Account', 'Trainings', 'Contact Us', 'Terms', 'Membership & Billing', and 'Securely Log Off'. Below this is a main menu with icons for 'The Petronect', 'Registry at Petrobras', 'Electronic Quotes', 'Contracts and Orders', 'Payments', 'Digital Signature', and 'Petrobras Security Information Standards'. A secondary menu below includes 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation', 'Events', 'Track Your Situation', 'Contact Us', and 'Satisfaction Survey'. The 'Satisfaction Survey' menu item is highlighted with a blue box. The main content area is titled 'Satisfaction Survey' and contains a welcome message: 'Welcome to the supplier satisfaction survey tool. It is one of the tools of the Petrobras's Suppliers Registry used to capture the perception of your Company regarding the process of filling out the questionnaires and the Evaluation of the Cadastre.' Below the message are two icons: 'Open Surveys' and 'Search History'. A section titled 'Open Surveys' contains a table with the following data:

Search Title	Created in	Process Number	Situation	Option
Teste Pesquisa de Satisfação 19.11.2018	22.11.2018	3000033203	Available	Answer
Teste Pesquisa de Satisfação 19.11.2018	19.11.2018	3000033187	Available	Answer
Teste Pesquisa de Satisfação Tipo 2 19.11.2018	22.11.2018	3000032527	Available	Answer
Teste Pesquisa de Satisfação Tipo 2 19.11.2018	22.11.2018	3000033203	Available	Answer
Teste Pesquisa de Satisfação 19.11.2018	22.11.2018	3000033202	Available	Answer

IV. Evaluation Questionnaires



Open Questionnaires


 Your company must fill the questionnaires below to be evaluated by Petrobras.
How to proceed:

- 1- For each non answered criteria (✖), click on **Answer** button
- 2- After completing the questionnaire of one criterion, the status will change to Answered (✔)
- 3- Finally, after answer to all criterions, click on **Send** button to submit your questionnaire to Petrobras evaluation

[Click here](#) to view the questionnaire answers for the current families's requirements.

[Click here](#) to view the questionnaire answers for the current and the historical families's requirements.

 Your company does not have open questionnaires.

IV. Evaluation Questionnaires

After this step, the following page with the answered questionnaires will be displayed . Click on the “Display” button to view the last answers of the desired questionnaire.



IV. Evaluation Questionnaires

After clicking on “Display”, the last answers of the questionnaire will be displayed.

The screenshot shows a web application window titled "View questionnaire". On the left, there is a sidebar with a list of categories, each with a "Display" button and a green checkmark. The categories are: Technical, Personnel, Company Personnel, Economic, Accounts Credibility, Credibility, Legal, Legal Capacity, Filiais, and Declaration related to the last contractual/statutory update. The "Credibility" category's "Display" button is highlighted with a green box.

The main content area is titled "Credibility" and contains an "Attach" button, a note: "Antes de iniciar o preenchimento da Tabela de Credibilidade, solicitamos observar as Instruções.", and a form for "Mes do Exercício Contábil" (Dezembro) and "Moeda" (Real). Below this is a table for financial data:

Balanco de :	2013	2014	2015
Ativo Circulante	0,00	0,00	0,00
Realizável a Longo Prazo	0,00	0,00	0,00
Ativo Permanente	0,00	0,00	0,00
ATIVO TOTAL	0,00	0,00	0,00
Passivo Circulante	0,00	0,00	0,00
Exigível a Longo Prazo	0,00	0,00	0,00
ATIVO TOTAL	0,00	0,00	0,00
			Realizável a longo Prazo 0,00
			Investimento + Imobilizado + Intangível 0,00
			ATIVO TOTAL 0,00
			Passivo Circulante 0,00
			Passivo não Circulante 0,00



AGILITY, CONFORMITY, RESPECT
SECURITY AND SIMPLICITY

www.petronect.com.br