



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

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

# Would you like to Register?

How to start the registration process at Petrobras:

The screenshot shows the Petronect website interface. At the top, the logo 'Petronect' is followed by navigation links: 'The Petronect', 'Registration at Petrobras', 'Purchasing and Contracting', 'Payments', 'Electronic Signature', 'Latest News', and 'Help'. On the right, there are 'SEARCH' and 'LOGIN' options. Below the navigation is a large blue banner with the text 'Intelligent Opp' and 'Your search for bidding and/or b... Use this space with the ideal'. To the right of the banner is a search bar with the placeholder text 'Opportunities/Bids search here!'. Below the banner is a circular graphic of a woman in a white lab coat with a 'P' on her chest. To the right of the graphic is the text 'Attention, Supplier!' and 'Our Allocation Terms have been updated.'. A dropdown menu is open under 'Registration at Petrobras', listing options: 'About Registry at Petrobras', 'Would you like to register?', 'Process Step', 'Supply List', 'Compliance', 'Performance Evaluation', 'Registration Records Certificate', and 'FAQ'. A text box with a blue border contains the following text: 'To start the registration process, you must create a user identification. The prospective company must click on **‘Would you like to register?’**, as displayed above.'

Illustrative Images



## Would you like to Register?

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

**Petronect**

### WOULD YOU LIKE TO REGISTER IN PETROBRAS?

Start here your registration at Petrobras. Fill the form below.  
**Attention: Be sure to see the instructions and search the Supply Lists by clicking [here](#).**

Country \*  ?

Fiscal Code: \*  ?

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



Would you like to Register?



### WOULD YOU LIKE TO REGISTER IN PETROBRAS?

Start here your registration at Petrobras. Fill the form below.

Attention: Be sure to see the instructions and search the Supply Lists by clicking [here](#).

Country \*

Fiscal Code: \*

Send

Clear



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 of how to be filled. To view the instructions, just move your cursor over the question mark icon next to each field.



Would you like to Register?



### WOULD YOU LIKE TO REGISTER IN PETROBRAS?

Start here your registration at Petrobras. Fill the form below.  
**Attention:** Be sure to see the instructions and search the Supply Lists by clicking [here](#).

Country \*

Fiscal Code: \*

- Brazil
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina

Choose a country from the list by the side.

Select one of the options available in the "Country" field.

*Illustrative Images*



Would you like to Register?



### WOULD YOU LIKE TO REGISTER IN PETROBRAS?

Start here your registration at Petrobras. Fill the form below.  
**Attention:** Be sure to see the instructions and search the Supply Lists by clicking [here](#).

Country \*  ?

Fiscal Code: \*  ?

Insert the company's Fiscal Code.

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



## Log in the portal

The message below is presented if your company is already registered in Petronect's database. Therefore, the user and password fields must be informed in order to log in the portal

srm.dev.petronect.com.br says

User has already been registered at the system. Please inform other user.

OK



## Would you like to Register?

If the company is not registered yet, the page bellow will be displayed to begin the registration process.

**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.

After clicking on the "Send" button, the user will be redirected to continue to fulfill the registration form.





## Would you like to Register?

### Instructions for each field:

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- **User:** The login must be 7 to 12 characters long and it may be formed by letters, numbers, period (.), hyphen (-) and underscores (\_). Special characters are not allowed.
- **Surname:** Surname of the person responsible for the registration.
- **Country:** Inform the country.
- **Fiscal Code:** Inform the fiscal code. It may have a maximum of 20 characters.
- **Electronic Mail:** Enter the contact email. You will receive your access credentials through this email.
- **Confirm Electronic Mail:** Enter the email again for confirmation.



## Would you like to Register?

If the user does not fill a required field correctly, an error message at the bottom of the page and an indication of the missing fields with the icon “✘” will be displayed.

**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: \*  ✘

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

The ✘ icon indicates that the field was not correctly filled.

This message will be shown if a required field is not correctly filled.



## Would you like to Register?

### Confirmation page

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After filling the registration fields, a confirmation message will be displayed.

srm.dev.petronect.com.br says

Your user has been created successfully. Your access credential will be sent to your registered e-mail. Continue with the login on the home page. ATTENTION In case you do not receive the email within 2 hours, please, verify your junk mail Box (spam).

OK

In order to login, return to Petronect Portal home page and enter the user and password created.



*Illustrative Images*

**Petronect**

**Petronect** The Petronect Registration at Petrobras Purchasing and Contracting Payments Electronic Signature Latest News Help SEARCH LOGIN

## Intelligent Opportunity Search

Your search for bidding and/or bidding in progress has changed!  
Use this space with the ideal key word to do your search!

Opportunities/Bids search here!

### Attention, Supplier!

Our Adhesion Term has been...  
Please read it again for acceptance.

Login

Key (Petrobras Group) or User (Supplier)

Password

CONTINUE

[I forgot my password >](#)  
[I still don't have a record >](#)

Enter the user or CPF and the previously created password and click on the "OK" button to log in the Portal.

*Illustrative Images*



If the "User" or "Password" informed are wrong, the system will display the message bellow.

www.petronect.com.br says

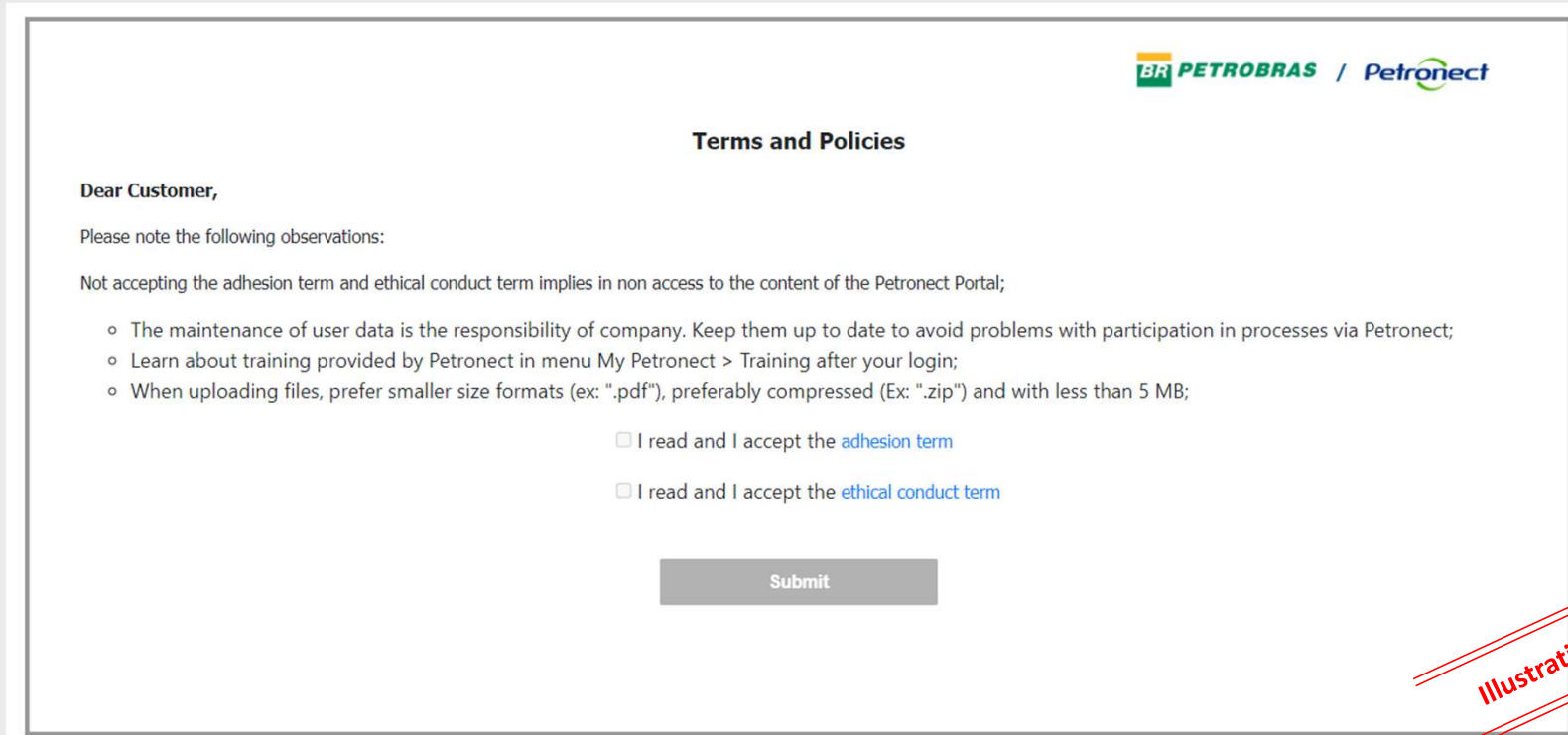
Login/senha inválido. Redigite seu login e senha. Caso você digite a senha errada por 6 vezes consecutivas, seu login será bloqueado. Em caso de bloqueio de login, solicite uma nova senha clicando no link "Esqueceu sua senha?".

OK



### First Access

In the first access to the Petronect Portal, after logging into the main page, the screen “Acceptance of terms and policies” will be displayed. Read and accept the documents to follow up on access.



*Illustrative Images*



### First Access

The "Submit" button will only be available if the user has read and accepted all documents. To access the documents, click on the blue text.

**PETROBRAS / Petronect**

### Terms and Policies

Dear Customer,

Please note the following observations:

Not accepting the adhesion term and ethical conduct term implies in non access to the content of the Petronect Portal;

- The maintenance of user data is the responsibility of company. Keep them up to date to avoid problems with participation in processes via Petronect;
- Learn about training provided by Petronect in menu My Petronect > Training after your login;
- When uploading files, prefer smaller size formats (ex: ".pdf"), preferably compressed (Ex: ".zip") and with less than 5 MB;

I read and I accept the [adhesion term](#)

I read and I accept the [ethical conduct term](#)

**Submit**

*Illustrative Images*

**Note:** Not accepting the adhesion term, privacy policy and ethical conduct term implies in non access to the content of the Petronect Portal.



### Data confirmation

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

A foreign company that does not have a National Register of Legal Entities (CNPJ) and does not have a CPF, must select the option “I declare to be a supplier of a company without National Register of Legal Entities – CNPJ, and I do not have CPF”.

The screenshot shows a web form for user registration. At the top left, a 'Confirm' button is highlighted with a blue box and an arrow pointing to it. A text box with a blue border contains the instruction: 'Click on the "Confirm" button to confirm the information.' Below this, the form is divided into sections: 'General User Information', 'Contact Information', and 'Settings'. The 'General User Information' section includes fields for CPF (with a 'Validate CPF' button), First Name, Last Name, E-Mail Address (pre-filled with 'TESTE@TESTE.COM'), Country (pre-selected as 'Brazil'), and Language (pre-selected as 'English'). A checkbox option is present: 'I declare to be a foreign supplier user and I do not have CPF'. The 'Contact Information' section has a 'Telephone' field. The 'Settings' section has a 'Time Zone' dropdown menu (pre-selected as 'Brazil - Distrito Federal'). A second text box with a blue border and an arrow pointing to the checkbox contains the instruction: 'Foreign Company User, company without National Register of Legal Entities - CNPJ, which does not have CPF, should check this option.'





## Log in the portal

After the confirmation, the message bellow will be displayed and the fields will be blocked for further edition.



The screenshot displays a confirmation message with three informational lines:

- Info: Changes successfully applied to use in this Portal.
- Info: 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.
- Info: A code will be sent to your new e-mail, in order to proceed with the change. Please enter the code on your next login.

Below the messages is a button labeled "Click here to continue".

Underneath the button is a form titled "General User Information". The form contains a field labeled "\* FormOfAddr:" with a dropdown menu currently set to "Mr./Ms.".

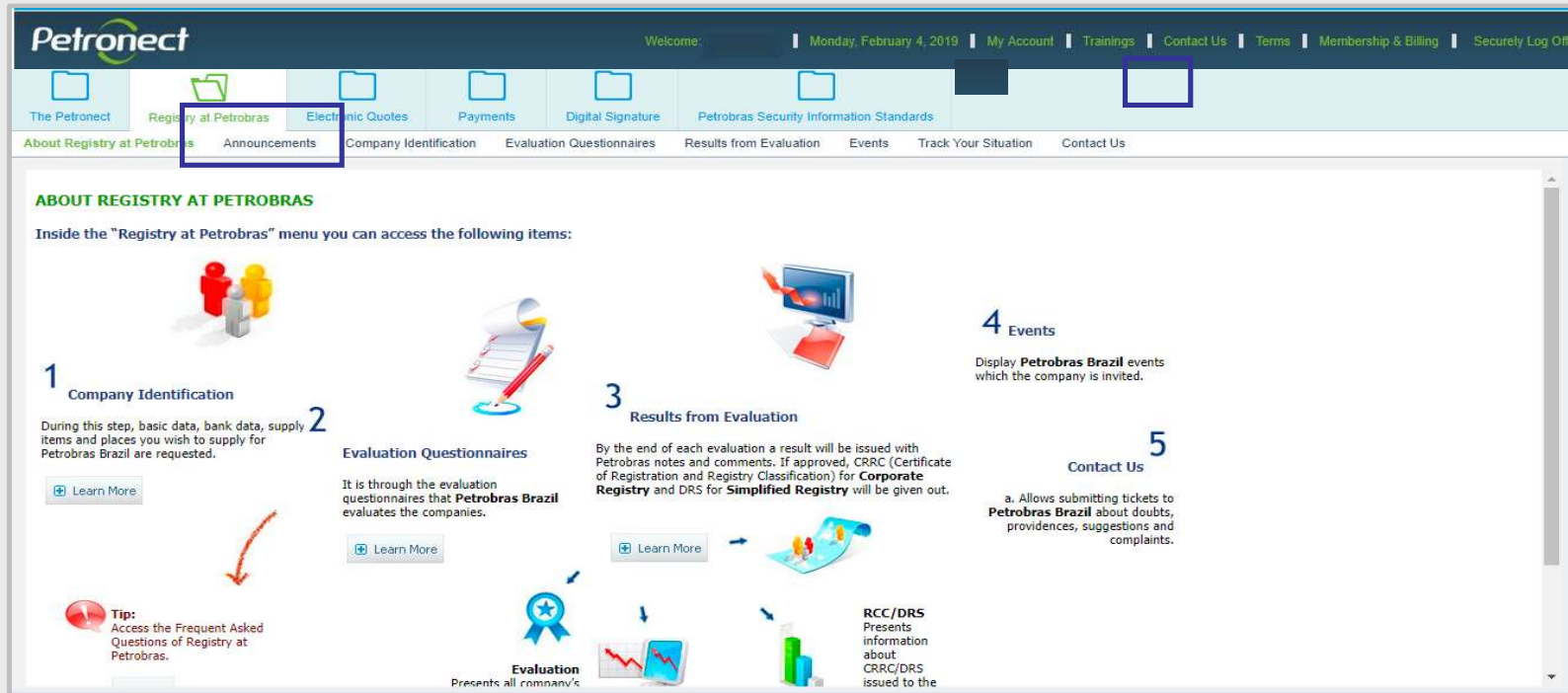
Click on "Click here to continue" to navigate on the Portal.



### Petronect Portal available menus

In the Petronect Portal:

- Registry at Petrobras – Menu tab where all functionalities related to Suppliers Registration will be available.
- Training – In this option, it is possible to access self-training materials of how to navigate in the system.



Illustrative Images

## Registry at Petrobras – Submenu



- **About Registry at Petrobras:** Home screen navigation on the Portal. Displays a brief explanation of the Registration process at Petrobras.
- **Announcements:** In this submenu, it can be found a list with some training material.
- **Company Identification:** In this option, the user will fill in the company's basic data.
- **Evaluation Questionnaires:** After finishing the company's identification, the user has to answer some questionnaires that are presented in this submenu.
- **Results from Evaluation:** This submenu contains the company's evaluation results such as the Collaboration Panel and some Notes about its evaluation.
- **Events:** Option where the user performs scheduling for events and Petrobras Stations Attendances.
- **Track Your Situation:** Submenu where the user can monitor the registration at Petrobras.
- **Contact us:** It is one of the support channels to the registration of suppliers of goods and services from Petrobras, used to make requests and view all types of partnerships between your company and the registry (system messages and contact history).





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