

# PETRONECT

## Pricing Model Petronect's Partner

**Petronect**

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

# Pricing Model

## Guide

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**I. Petronect's Portal**

**II. Terms and Policies**

**III. Public Opportunities**

**IV. Membership & Billing**

**V. Access Fee**

**VI. Transaction Fee**

**VII. Questions**

# Pricing Model

## I. Petronect's Portal - Context of Change

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# Pricing Model

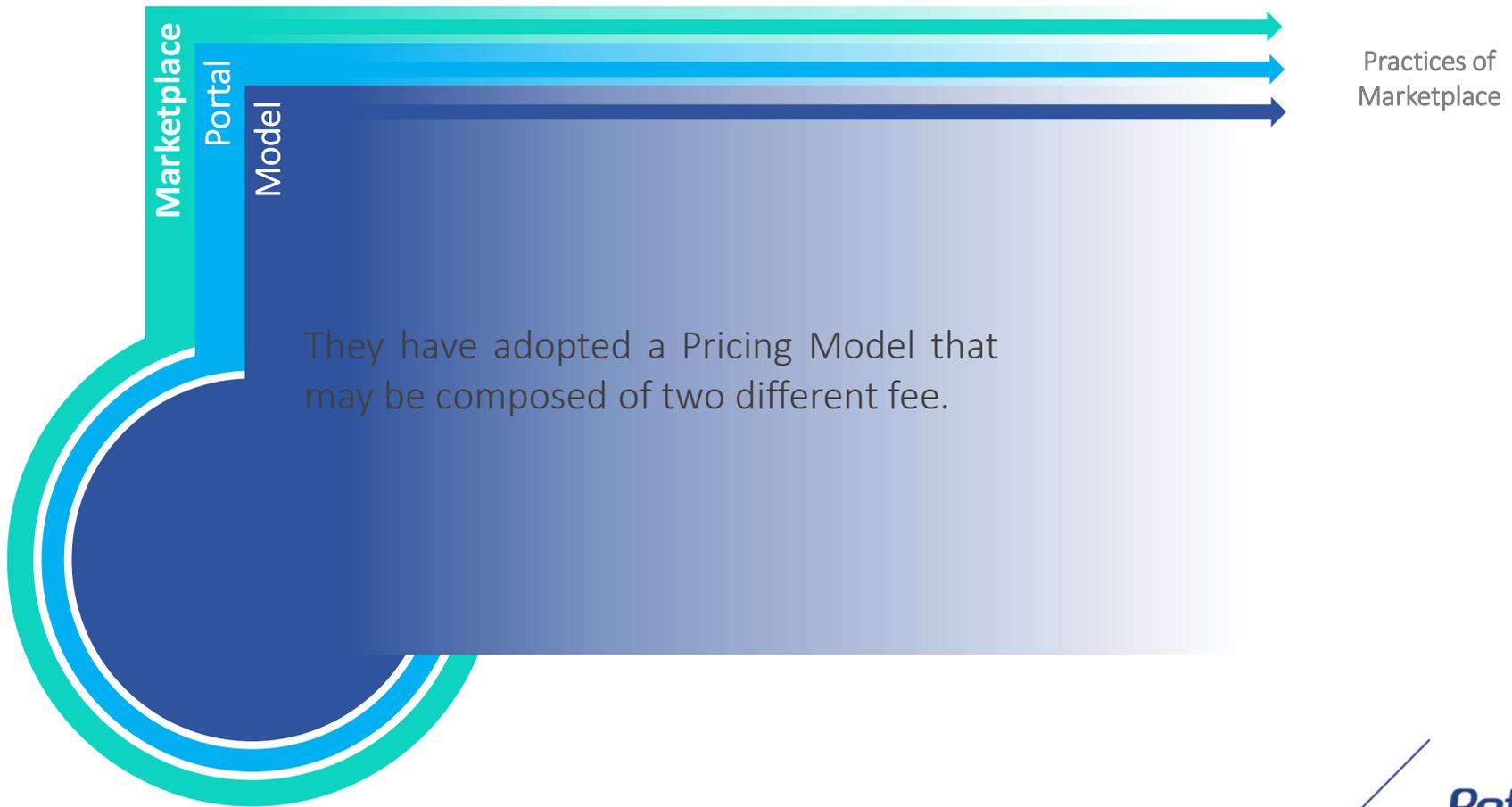
## I. Petronect's Portal - Context of Change

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# Pricing Model

## I. Petronect's Portal - Context of Change



# Pricing Model

## I. Petronect's Portal - Context of Change





## Pricing Model

### I. Petronect's Portal - Context of Change

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Since it was created, the **Purchasing and Contracting Portal** has undergone several extensions such as registry, payments, scheduling and tracking the delivery, always updating itself to serve the market and to be in accordance with the legal guidelines.

The latest updates were due to Petronect's Portal upgrade, which **increased its compatibility** with different browsers and due to the **implementation of Act 13,303/16** and **Petrobras Bidding and Contracts Regulation**.

The Portal is now broader to handle all new process successfully and **Petronect is adjusting itself to this new context** of continuing changes.



## Pricing Model

### I. Petronect's Portal - The Change in the Access Fee

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Petronect is adopting a supplier **Pricing Model** that will be applied only for participation in Public Bidding. Thus, those suppliers wishing to participate in the Public Biddings available in our Portal will be directly affected by this change.

**The Access Fee is exclusive for Public Bidding participation.** For other processes such as, Waiver of Bidding (amounts below R\$ 50,000), prequalification and sale of goods does not require the access fee payment.

The Access Fee is valid for one (1) year and the subscription cycle starts from the date of clearing the payment of the bank slip.

**Important:** Public Bidding are the bidding modalities published in the External (or Public) Area of the Petronect's Portal. Such biddings can be find in the external area through the menu "Purchasing and Contracting" / submenu "Public Bidding".

# Pricing Model

## I. Petronect's Portal - The Change in the Access Fee





## Pricing Model

### I. Petronect's Portal - Context of the Change to the Transaction Fee

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In May 2019, the Transaction Fee was implemented. This fee will be charged by Petronect and due only by the winner of the contest.

The fee 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 adopted this model.

**Attention:**

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

## Pricing Model

### I. Petronect's Portal - Context of the Change to the Transaction Fee

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The amount of **0.2% over the Contract amount**, limited to the amount of forty-five thousand reais (R\$ 45,000.00), per **instrument contractual agreement to be signed**.

The payment of the fee must be made prior to signing the Contract, both for domestic and international suppliers. Upon approval of the contracting by Petrobras, the winning supplier will be notified by e-mail of the need to issue the Bank slip through the Petronect Portal.

The ticket will be **valid for 10 working days** from its issue and its **payment must be made in full**.

By decision of Petrobras, they will not be subject to charging:

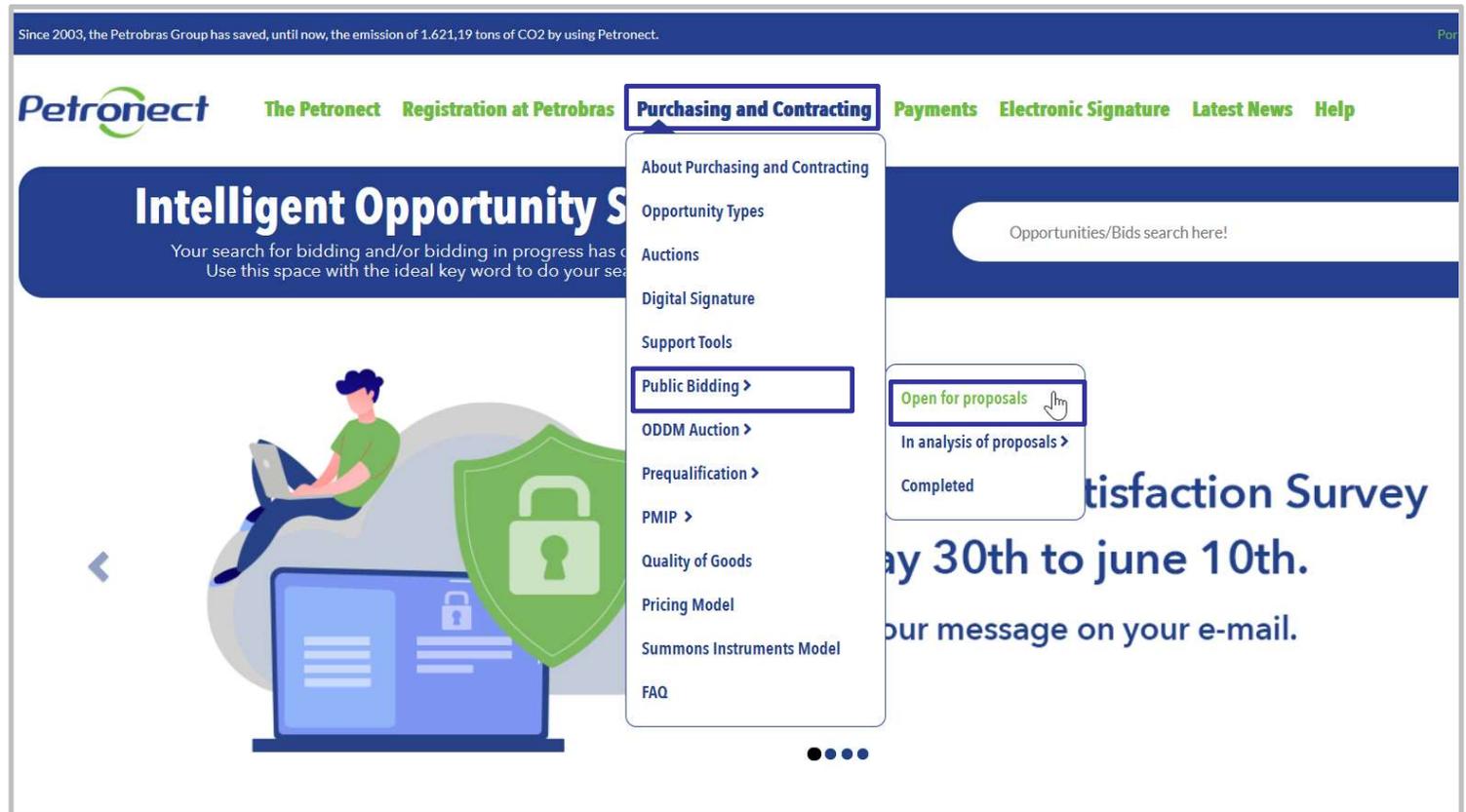
- Bidding values below R\$ 50,000 (fifty thousand reais),
- In cases where the Supplier is classified under the differentiated regime and favored to micro-enterprises and small companies, according to Complementary Law No. 123/2006

# Pricing Model

## I. Petronect's Portal – External / Public Area:

In the external area of the Petronect's Portal, through the "Purchasing and Contracting" menu, "Public Bidding – Open for proposals" submenu, will be presented all Public Bidding that the enrollment process is chargeable.

The supplier will have access to all available information in the public area, such as bid's rules, attachment, notes and other clarifications.



# Pricing Model

## I. Petronect's Portal – External / Public Area:

**PUBLIC BIDDINGS**

SEARCH FOR... [Q] [X]

Coverage [v] Delivery place [v]

Order by [v]

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

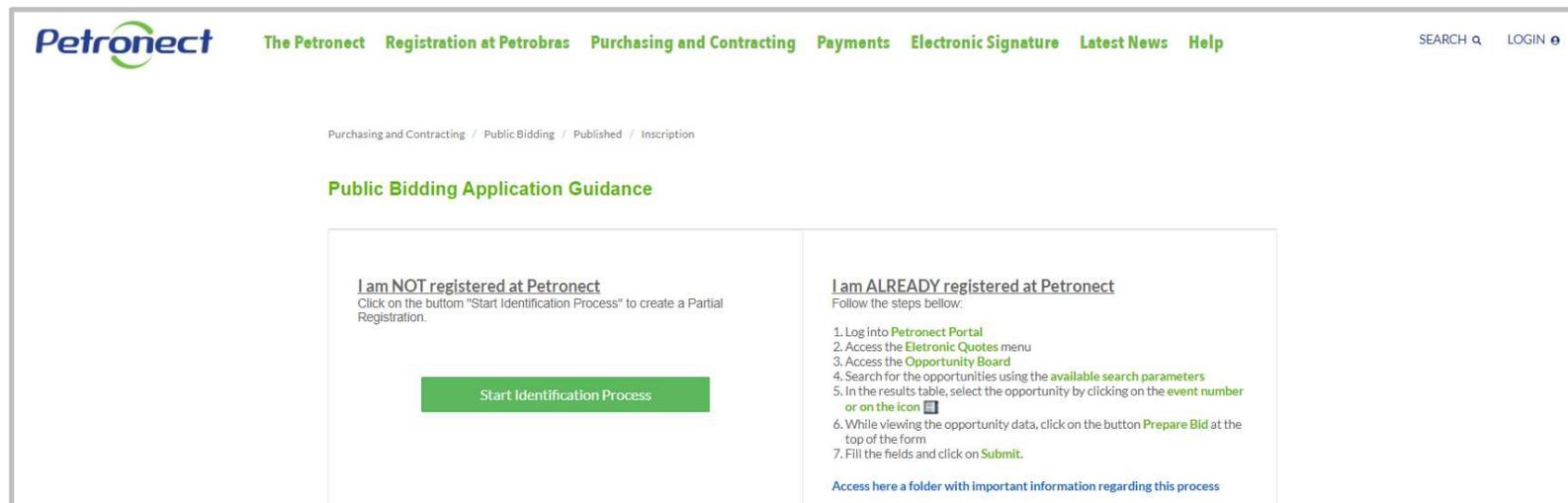
Click on the "I'm interested" button

# Pricing Model

## I. Petronect's Portal – External / Public Area:

The user will be advertised on how to proceed to the registration in the desired bid, and must follow the orientation described on the screen (I am NOT registered at Petronect or I am ALREADY registered at Petronect).

In order to be able to participate in a public bidding (e.g.: for the submission of proposals) the user must enter the internal area of the Portal and follow the process that will be presented in this document.



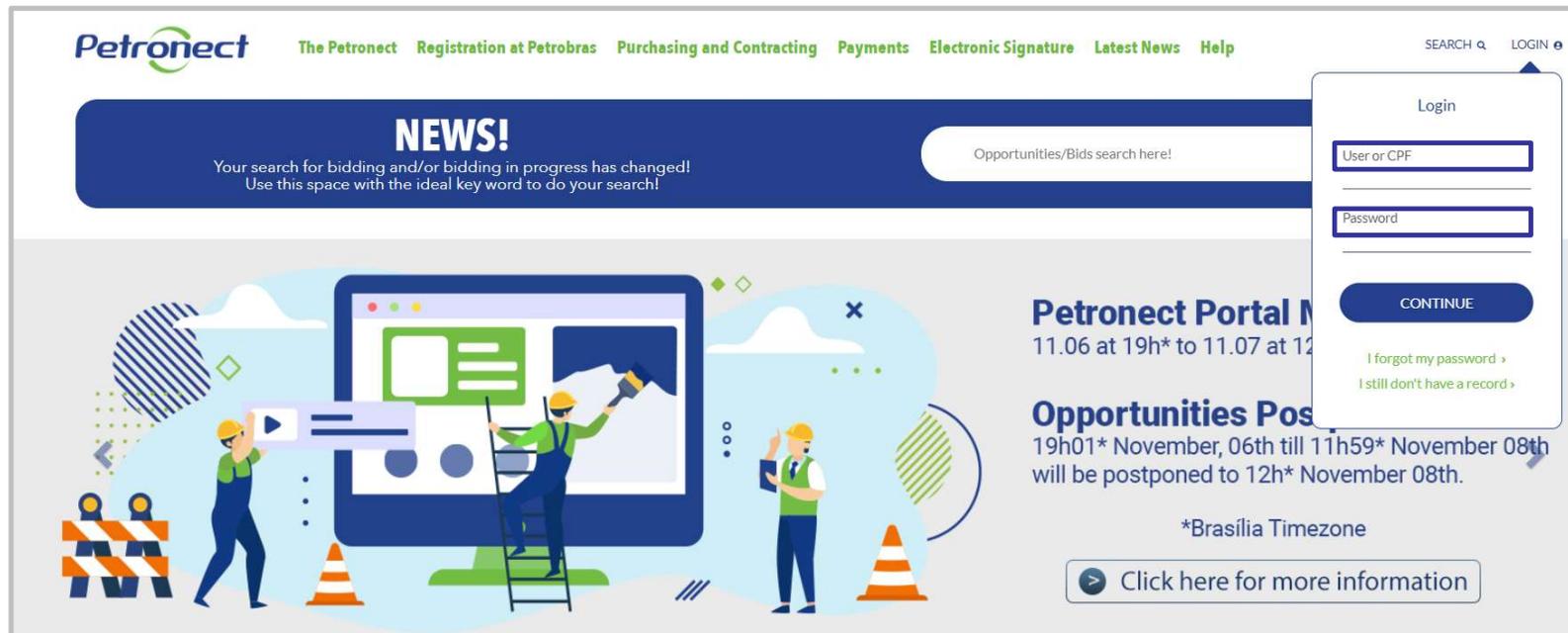
The screenshot shows the Petronect portal's "Public Bidding Application Guidance" page. The page features a navigation menu at the top with links for "The Petronect", "Registration at Petrobras", "Purchasing and Contracting", "Payments", "Electronic Signature", "Latest News", and "Help". A search bar and a "LOGIN" button are also present. The main content area is titled "Public Bidding Application Guidance" and is divided into two columns. The left column is for users who are "NOT registered at Petronect" and includes a "Start Identification Process" button. The right column is for users who are "ALREADY registered at Petronect" and provides a list of seven steps to follow, including logging into the portal, accessing the Opportunity Board, searching for opportunities, and submitting a bid. A link at the bottom of the right column points to a folder with important information regarding the process.

# Pricing Model

## I. Petronect's Portal - Internal Area:

To access the Pricing Model and become a Petronect's Partner is simple. Just follow the next steps:

- Access the internal area of the Portal by using your login and password;



The screenshot displays the Petronect Portal website. At the top left is the Petronect logo. A navigation menu includes: The Petronect, Registration at Petrobras, Purchasing and Contracting, Payments, Electronic Signature, Latest News, and Help. On the right, there are search and login links. A dark blue banner with the word 'NEWS!' in white text contains the message: 'Your search for bidding and/or bidding in progress has changed! Use this space with the ideal key word to do your search!'. Below this is a search bar labeled 'Opportunities/Bids search here!'. A large illustration shows a worker on a ladder painting a large screen displaying a website interface, with other workers and traffic cones nearby. On the right side, there is a 'Login' form with fields for 'User or CPF' and 'Password', a 'CONTINUE' button, and links for 'I forgot my password >' and 'I still don't have a record >'. Below the illustration, there is a section titled 'Petronect Portal M' with the text '11.06 at 19h\* to 11.07 at 12h\*'. Below that, 'Opportunities Pos' is followed by '19h01\* November, 06th till 11h59\* November 08th will be postponed to 12h\* November 08th.' and '\*Brasília Timezone'. A button at the bottom right says 'Click here for more information'.

# Pricing Model

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# Pricing Model

## II. Terms and Policies

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.



### 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;

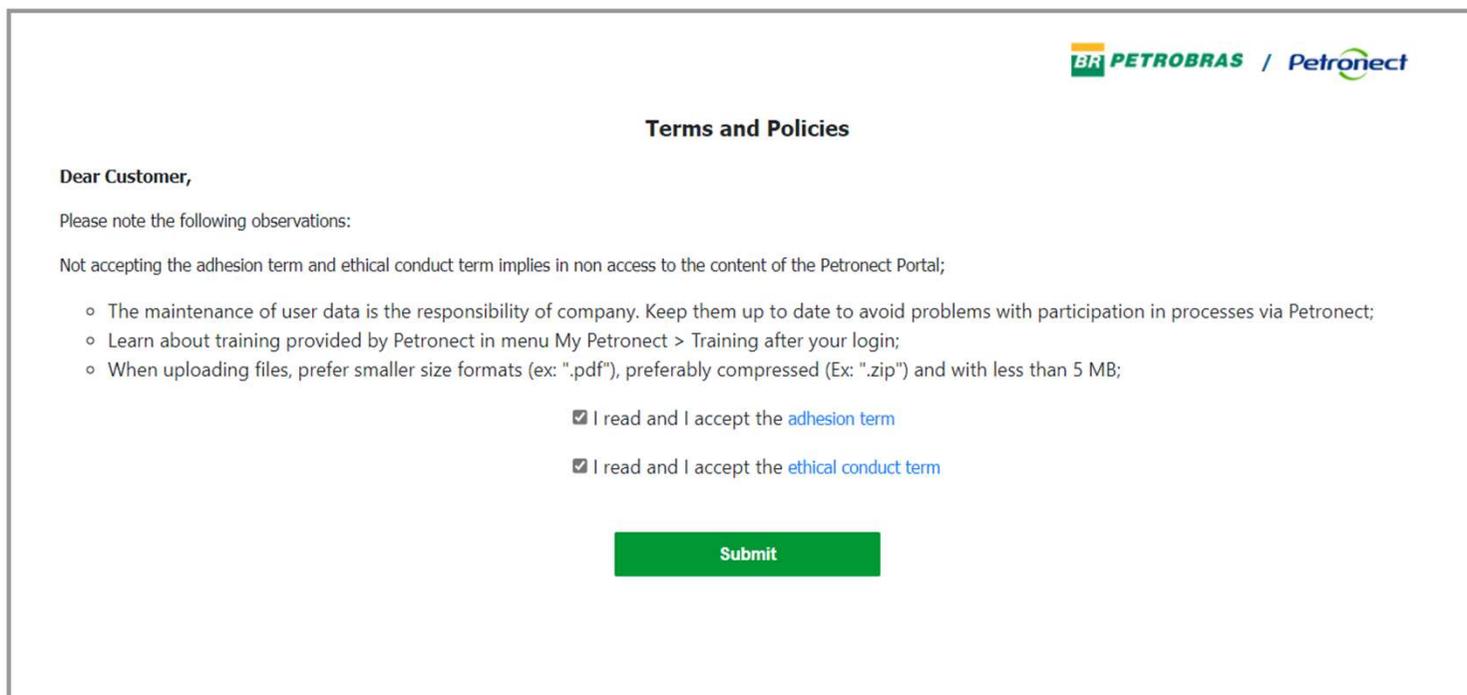
I read and I accept the [adhesion term](#)

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

# Pricing Model

## II. Terms and Policies

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.



The screenshot shows a web page titled "Terms and Policies" with the logos for BR PETROBRAS and Petronect in the top right corner. The page content includes a greeting "Dear Customer," followed by a request to note observations. A paragraph states that not accepting the terms implies no access to the portal. Below this are three bullet points: data maintenance responsibility, training information, and file upload guidelines. Two checkboxes are present, both checked, indicating acceptance of the "adhesion term" and "ethical conduct term". A green "Submit" button is located at the bottom center of the form area.

**BR 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**

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

# Pricing Model

## II. 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.

1

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

2

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

3

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

**Petronect**

**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 eventuals 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;

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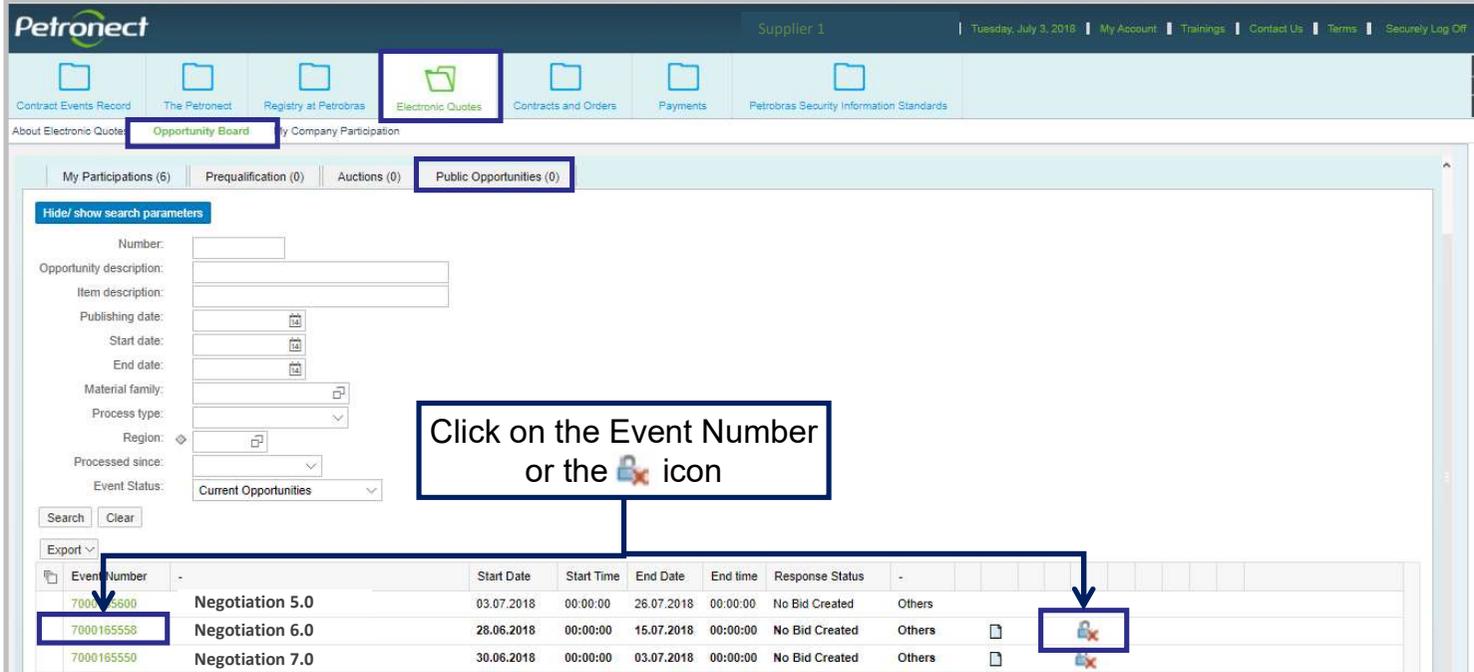
# Pricing Model

## III. Public Opportunities

In the internal area of Petronect's Portal, access "Electronic Quotes" > "Opportunity Board" to locate a specific Public Opportunity that were 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.

To start the signing process and access the opportunity, the user should click on the **Event Number** at the beginning of the row or on the **lock icon**.



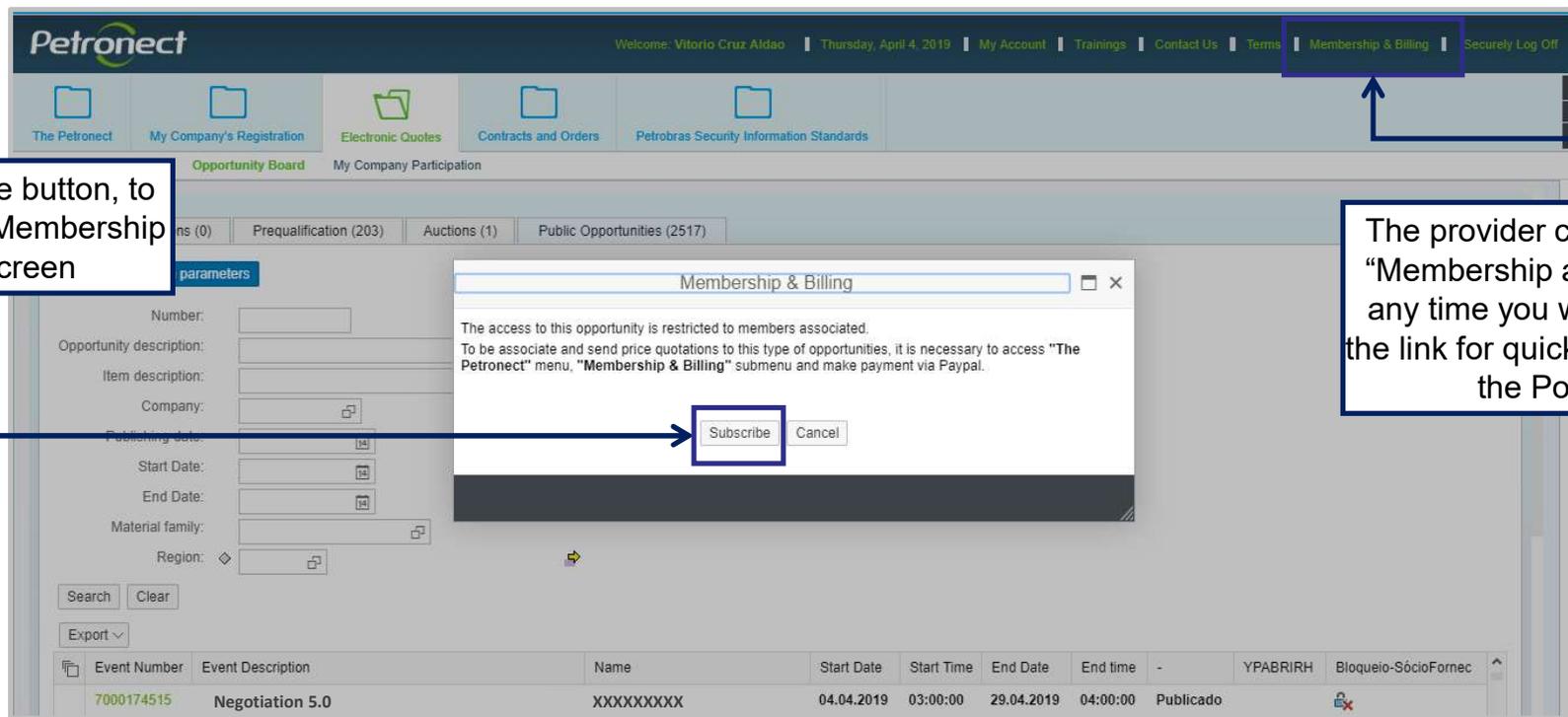
The screenshot shows the Petronect portal interface. The top navigation bar includes "Electronic Quotes" and "Opportunity Board" (both highlighted with blue boxes). Below the navigation, there are tabs for "My Participations (6)", "Prequalification (0)", "Auctions (0)", and "Public Opportunities (0)". The "Public Opportunities (0)" tab is selected. A search filter section is visible with fields for Number, Opportunity description, Item description, Publishing date, Start date, End date, Material family, Process type, Region, Processed since, and Event Status. Below the search section is a table of opportunities. A callout box with a blue border and text "Click on the Event Number or the  icon" has arrows pointing to the "Event Number" column and the lock icon in the table row.

Event Number		Start Date	Start Time	End Date	End time	Response Status	
7000165500	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

# Pricing Model

## III. Public Opportunities

After you click on a Public Opportunity document number or the icon  a POP-UP will be displayed and you will receive instructions on how to proceed to pay the access fee.



Click the subscribe button, to be directed to the Membership and Billing screen

The provider can also access the "Membership and Billing" page at any time you wish, by clicking on the link for quick access available in the Portal header

**Important:** When clicking on the opportunity number in the internal area of the Portal, it will not be possible to verify the information of the opportunity in question, only those associated with the Partner Group can view the information.

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# Pricing Model

## IV. Membership & Billing

The process of payment of the Access Fee for an international company must be done via Paypal.

To access Paypal, click on the payment button available on Payment History.

The screenshot shows the Petronect portal interface. At the top, there is a navigation bar with icons for 'The Petronect', 'My Company's Registration', 'Electronic Quotes', 'Contracts and Orders', and 'Petrobras Security Information Standards'. Below this is a secondary navigation bar with links: 'About Supplier Relationship', 'Announcements', 'Trainings', 'Contact Us', 'My Account', 'Terms', 'Public Consultation Panel', 'Membership & Billing', and 'Integrations'. The main content area includes a notification bar with 'All' and '1' warning icon, followed by a message: 'We have not yet identified your annual subscription payment.' Below this, there is a text block explaining the payment process: 'The process of payment of the Access Fee for an international company must be done via Paypal. To access Paypal, click on the Payment Button available in Payment History.' This text block is highlighted with a light blue background. Further down, there are several informational messages: 'It is no longer necessary to wait for an invitation to participate in public biddings!', 'You can submit a quotation for the available options on the portal.', and 'Be a member associate and be part of this new wave of opportunities!'. The 'Details of the Plan' section shows 'Amount Paid for Signature R\$ 1175 /year' and an 'Attention:' warning icon with the text: 'The bill expiration date is not the expiration date of your Supplier Member Subscription.' The 'Payment History' section contains a table with the following columns: 'Bill Number', 'Creation Date', 'Due Date', 'Form of Payment', 'Status', and 'Payment'. A row in the table shows 'Invoice' under 'Form of Payment' and a PDF icon under 'Payment'. A callout box with a blue border and arrow points to this PDF icon, containing the text: 'Click the button represented by the PDF icon to access the invoice for payment of the Access Fee'.

# Pricing Model

## IV. Membership & Billing

Clicking on the button for payment of the fee will show a popup with complementary information. In order to continue with the invoice issuing process, the supplier must agree to the use of your email to send an invoice for payment.

Access address to the page of the Pricing Model, where the Supplier can resolve your doubts regarding the process of payment of the Access Fee.

The supplier should click on the check box and then click on the "Ok" button.

If the supplier does not agree to grant the use of your email, to issue the invoice, simply click on the "cancel" option. The process will be stopped and the invoice will not be issued.

# Pricing Model

## IV. Membership & Billing

Will be sent to the email of the first user who clicked the payment button, the Paypal website invoice for payment of the fee.

In the "Payment History" field, the supplier can view the information regarding the invoice number, the date the document was issued, the status of the payment, etc.

The screenshot displays the Petronect user interface for the 'Membership & Billing' section. At the top, there is a navigation menu with icons for 'The Petronect', 'Registry at Petrobras', 'Contracts and Orders', 'Deliveries', 'Payments', and 'Digital Signature'. Below this, a secondary menu includes 'About Supplier Relationship', 'Announcements', 'Trainings', 'Contact Us', 'My Account', 'Terms', 'Membership & Billing' (highlighted), and 'Integrations'. A notification bar shows 'All 1' with a warning icon and the message: 'We have not yet identified your annual subscription payment.' Below this, a text block explains that the payment of the Access Fee must be done via Paypal and directs the user to the 'Payment History' section. Another text block states that it is no longer necessary to wait for an invitation to participate in public biddings and encourages users to submit quotations. The 'Details of the Plan' section shows 'Amount Paid for Signature R\$ 1026 /year' and an 'Attention:' warning that the bill expiration date is not the same as the Supplier Member Subscription expiration date. The 'Invoice Information' section indicates that the invoice has been forwarded to the email address 'hans.joakim.skadsem@norcereasearch.no'. The 'Payment History' section contains a table with the following data:

Bill Number	Creation Date	Due Date	Form of Payment	Status	Payment
36086	03.08.2020	17.08.2020	Invoice	Open	

In the invoice information field, the supplier will see to which email the invoice has been sent for payment.

# Pricing Model

## IV. Membership & Billing

If it is necessary to make a remission of the invoice, the supplier must repeat the process after the expiration date of the document.

The screenshot displays the Petronect web interface. At the top, there are navigation tabs: 'The Petronect', 'My Company's Registration', 'Electronic Quotes', 'Contracts and Orders', and 'Petrobras Security Information Standards'. Below these are secondary links: 'About Supplier Relationship', 'Announcements', 'Trainings', 'Contact Us', 'My Account', 'Terms', and 'Membership & Billing'. The main content area is titled 'Membership & Billing' and contains a message: 'The process of payment of the Access Fee for an international company must be done via Paypal.' Below this, there is a section for 'Invoice Information' with the text 'Your invoice has been forwarded to hans.joakim.skadsem@norcerearch.no'. A 'Payment History' table is visible at the bottom. A 'Confirmation' dialog box is overlaid on the page, displaying the message 'Invoice sent to email hans.joakim.skadsem@norcerearch.no' and an 'OK' button. A text box on the left explains that clicking a PDF icon triggers this notification.

When you click on the PDF icon, the system will notify you, informing which email the invoice was sent for payment.

Bill Number	Creation Date	Due Date	Form of Payment	Status	Payment
0135	02.04.2019	09.04.2019	Invoice	Open	

# Pricing Model

## IV. Membership & Billing

Petronect will make the release for the participation in Public Opportunities available in the Portal, after confirmation of the invoice payment

Once the payment confirmation, all users of the Supplier will be notified by e-mail and may participate in any bidding process involving public opportunities.

✓ Your annual subscription at Petronect is active.

The process of payment of the Access Fee for an international company must be done via Paypal.  
To access **Paypal**, click on the **Payment** Button available in **Payment History**.

It is no longer necessary to wait for an invitation to participate in public biddings!  
You can submit a quotation for the available options on the portal.  
Be a member associate and be part of this new wave of opportunities!

**Details of the Plan**

Amount Paid for Signature **R\$ 1026** /year

**Attention:**  
The bill expiration date is not the expiration date of your Supplier Member Subscription.

**Invoice Information**

Your invoice has been forwarded to [hans.joakim.skadsem@norceresearch.no](mailto:hans.joakim.skadsem@norceresearch.no)

**Payment History**

Bill Number	Creation Date	Due Date	Form of Payment	Status	Payment
0135	02.04.2019	09.04.2019	Invoice	Paid Out	✓

After invoice payment, company status will be updated in Payment History.

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## Pricing Model

### V. Access Fee

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The charging process to be able to participate in public opportunities will be through the payment of an **"Access Fee"**. For this it will be charged **R\$ 812.00** and the payment of this amount must be made, through a bank slip, for each company document number (tax code / CNPJ).

All international suppliers cases, will be treated as an exception and the payment should be done through Paypal process.

After this payment process, the access to all Public Opportunities will be granted to the Supplier, who will be qualified for a period of one (1) year, counting from the date of the compensation of the ticket.

Suppliers who **fail to pay** will continue having access to all features of Petronect's Portal, **but will not be able to participate in Public Opportunities.**



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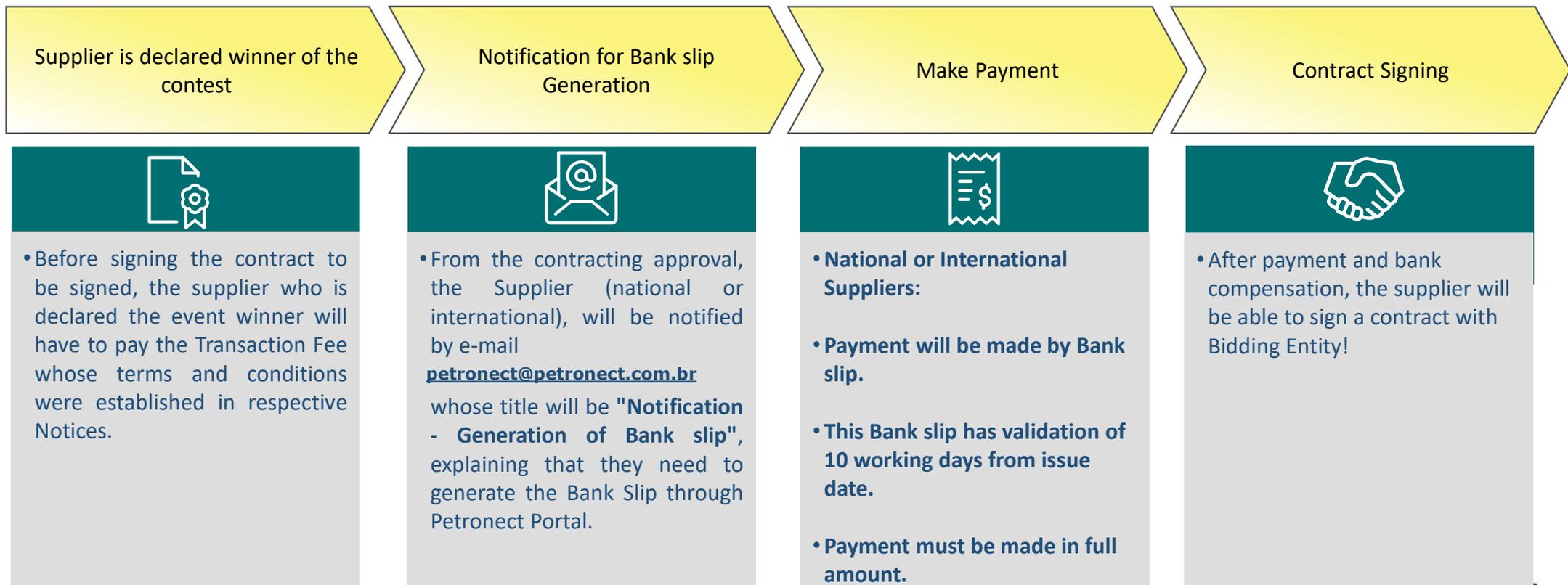
**VI. Transaction Fee**

**VII. Questions**

## VI. Transaction Fee

### Internal area display

#### Transaction Fee:



## Pricing Model

### VI. Transaction Fee

By clicking on “**Transaction Fee Slip**”, it will be given to the supplier the “**Slip**” screen, in which the user will be able to click on PDF icon to do the bank slip issuance.

Número do boleto	Número da oportunidade	Data de vencimento	Data de criação	Status	Boleto
31580	7000066827	23.05.2019	08.05.2019	Em aberto	

**MATERIAL ILUSTRATIVO**

On “**Slip**” screen, it will be also possible by the supplier to check the informations of the bank slip number, due date, bid date and payment status. The “**Slip**” is valid for 10 **working days**.

The **slip download** may be done through Petronect Portal **up to its due date**. Expired slips will not be able on system. However, all the slips are ADD (Authorized Direct Debit), that is, they will be available at the supplier’s bank to refusal or approval of the payment.

## Pricing Model

### VI. Transaction Fee

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#### Warning:

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

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

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## VII. Questions

This presented document and other support guide with important information regarding this change process, are already available at Petronect's Portal.

Through the **"Help"** menu > **"Training"** submenu > **"Short Guides"** > **"Pricing Model"** item

The screenshot displays the Petronect portal interface. At the top, the navigation menu includes: The Petronect, Registration at Petrobras, Purchasing and Contracting, Payments, Electronic Signature, Latest News, and Help. The Help menu is expanded, showing options for FAQ, Technical Requirements, Trainings, and Contact Us. The Trainings section is highlighted, with a sub-section for Short Guides. Under Short Guides, there are three categories: Supplier users (Short Guides, Online Presentation, Self Empowerment) and Petrobras users group (Self Empowerment). The Short Guides list includes: The Petronect, My Company's Registration, Registry in Petrobras, Electronic Quotes, Contracts and Orders, and Pricing Model. The Pricing Model item is highlighted with a red box.



# Pricing Model

## VII. Questions

The user may also have access to a document with frequently asked questions regarding this change process, through the **Petronect's Portal > "Purchasing and Contracting"** menu > **"Pricing Model"** submenu.

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

### Pricing Model

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

To better understand the Pricing Model, check the information about this model:  
Access Fee (Supplier Partner):

#### 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.

The fee access is about to get an annual readjustment. Be connected to the available informations in our Portal and communications sent by Petronect.

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

**IMPORTANT:**

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

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

## Pricing Model

### VII. Questions

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#### **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.

##### **I am a foreigner supplier. How can I do to issue an invoice duplicate?**

The user should verify with the responsible committee/group through the Collaboration Room of the opportunity at Petronect or Petrobras Finances Sector by using the **0800 728 9001**.



AGILITY, CONFORMITY, RESPECT  
SECURITY AND SIMPLICITY

[www.petronect.com.br](http://www.petronect.com.br)