

Company Identification

I. Objectives



After reading this training module you will be able to:

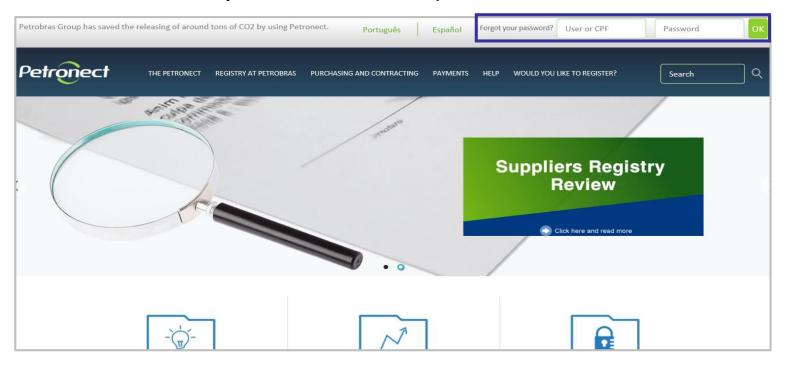
- 1. Fill in Identification the basic data, items and supplying places of your company;
- 2. Inform the service and good items you want to supply to Petrobras;
- Difference service and good items between Complete and Simplified;
- 4. Choose the place where you want to supply your service and good items;

II. How to Access



How to access the feature "Company Identification"

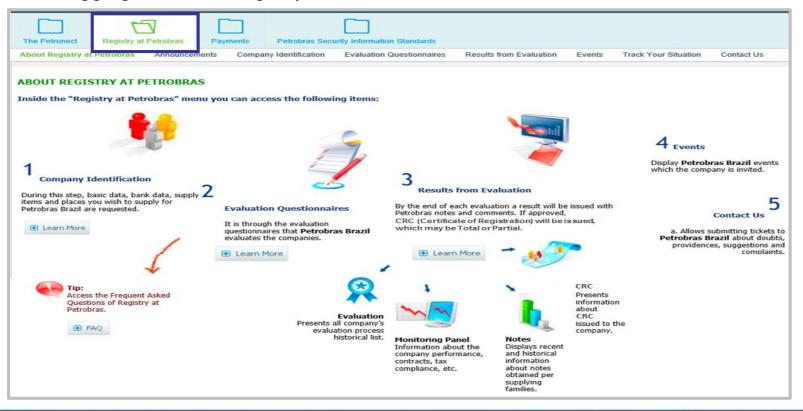
To access this feature, insert your user or CPF and password to access the restricted area.



II. How to Access



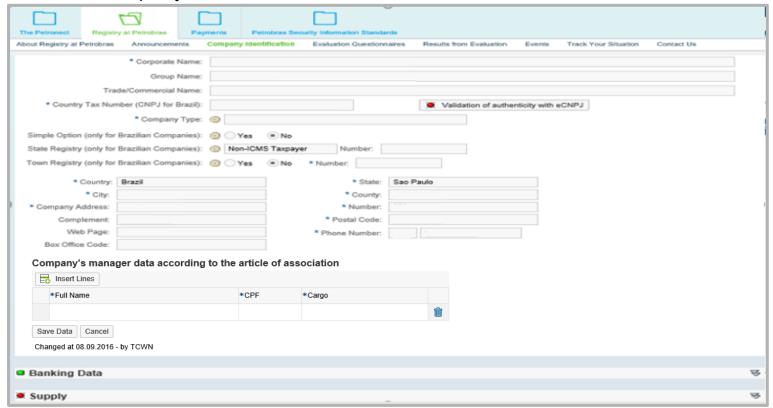
After logging, click on "Registry at Petrobras".



II. How to Access

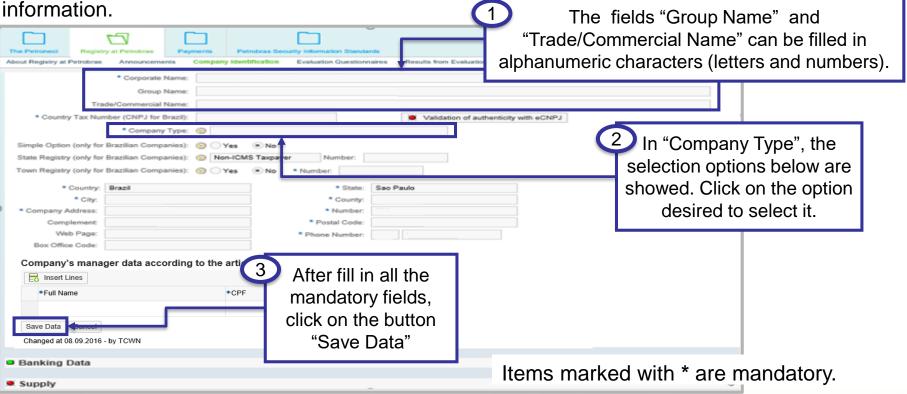


Access "Company Identification".





In "Basic Data" section, the screen will be loaded with the corresponding Tax Number to informed login. It will be necessary to fill in the requested data according to company





Examples of messages that will be shown in case of not filling a required field or error in filling.



- Fill Mandatory Field:
- Fill Mandatory Field:
- Fill Mandatory Field: Full Name

✓ Basic Data

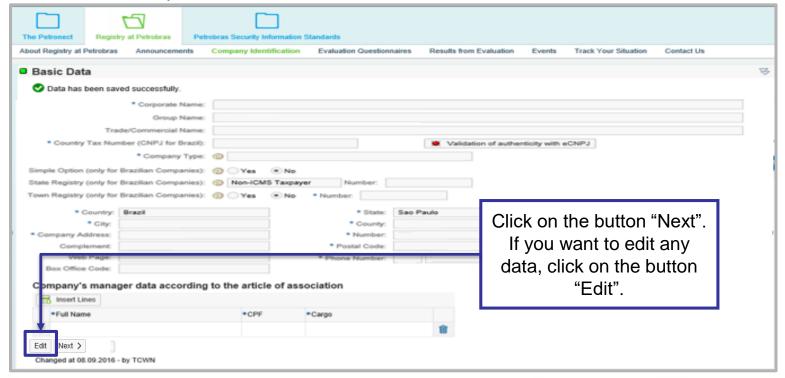
Postal Code must have 8 characteres.



The Petronect Regis	try at Petrobras	Petrobras Security I	nformation Standards						
bout Registry at Petrobra	Announceme	ints Company Iden	ntification Evaluation Qu	estionnaires Re	sults from Evaluation	Events	Track Your Situation	Contact Us	
Basic Data									2
									-
Data has been sa	ved successfully.								
	* Corporate h	Name:							
	Group h	Name:							
Tri	ade/Commercial N	Name:							
* Country Tax Nu	mber (CNPJ for 8	Praxeit):		300	Validation of authe	nticity with	CNPJ		
	* Company	Type:							
Simple Option (only fo	r Brazilian Compa	nies): ② ○ Yes	® No						
State Registry (only fo				H5					
Town Registry (only fo	r Brazilian Compa	anies): ② ○ Yes	No Number:						
* Country:	Brazil		* 5	tate: Sao Paulo					
* City:			* Co	unity:					
 Company Address: 			* Nun	ber:					
Complement			* Postal C						
Web Page:			* Phone Nun	ber:					
Box Office Code:									
Company's mana	ger data acco	rding to the artic	le of association						
☐ Insert Lines									
*Full Name		*CPF	*Cargo						
				1	Or .				
Save Data Cancel									
Changed at 08.09.2016	- by TCWN								



Warning! It will be possible to proceed to "Bank Data" step only after filling and save the "Basic Data" step.



IV. Banking Data

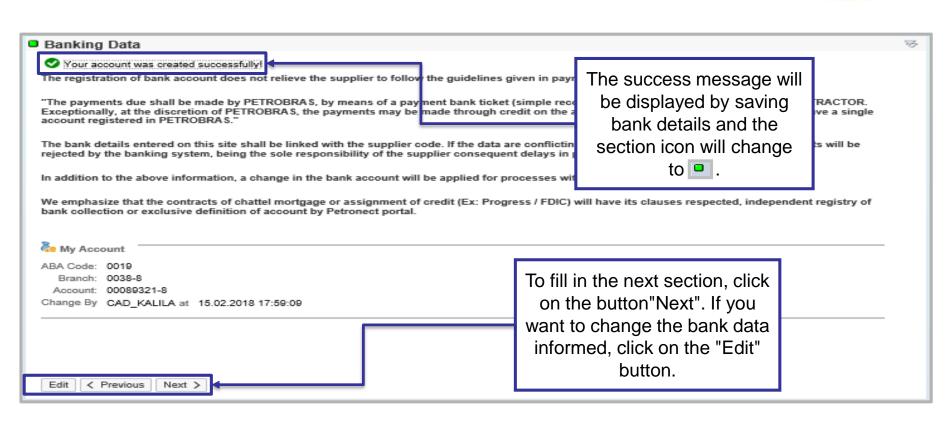


The next section to be filled is "Bank Data". In this step the user must inform the bank details related to the Tax Number of the supplier company.

● Banking Data	8						
M Banking Data							
The registration of bank account does not relieve the supplier to follow the guidelines given in payment clause, consisting of:							
"The payments due shall be made by PETROBRAS, by means of a payment bank ticket (simple recovery mode) in Company Name / CNPJ CONTRACTOR. Exceptionally, at the discretion of PETROBRAS, the payments may be made through credit on the account of the CONTRACTOR, which shall have a single account registered in PETROBRAS."							
The bank details entered on this site shall be linked with the supplier code. If the data are conflicting or are not completed correctly, all payments will be rejected by the banking system, being the sole responsibility of the supplier consequent delays in payments.							
In addition to the above information, a change in the bank account will be applied for processes with due date from the day April 2, 2014.							
We emphasize that the contracts of chattel mortgage or assignment of credit (Ex: Progress / FDIC) will have its clauses respected, independent registry of bank collection or exclusive definition of account by Petronect portal.							
The correct completion of banking information is essential to the success of the payment transaction . Should be do							
icon 🗐 .							
ABA Code: 🔞 🗗							
Bank branch: 🔞 🗗 -							
Account:							
After fill in the data, click on the button "Save"							
Save Previous to validate the information.							

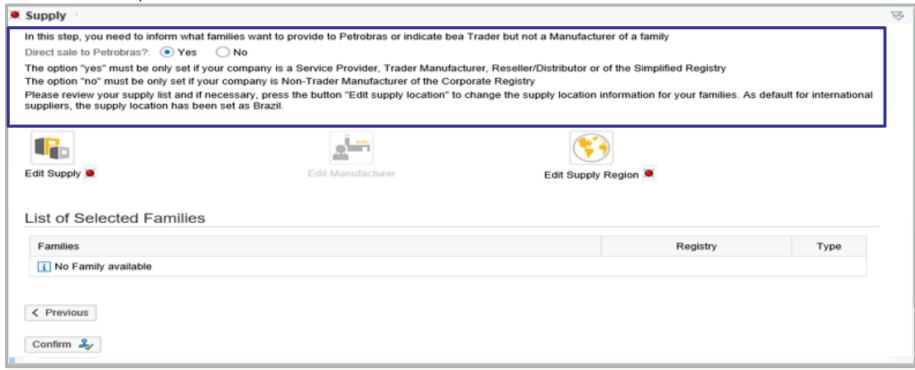
IV. Banking Data



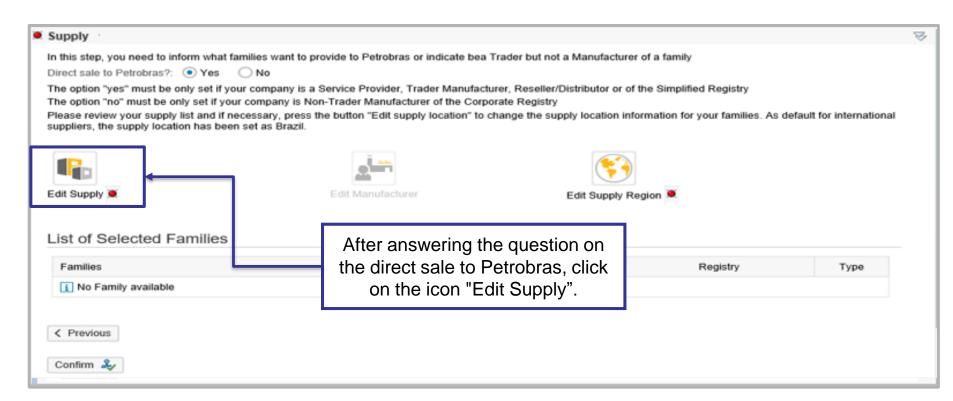




In the "Supply" step the user will select the items you want to provide. The Goods and Services supplies are classified into groups defined as families. Follow the guidance displayed on the screen, as shown below:

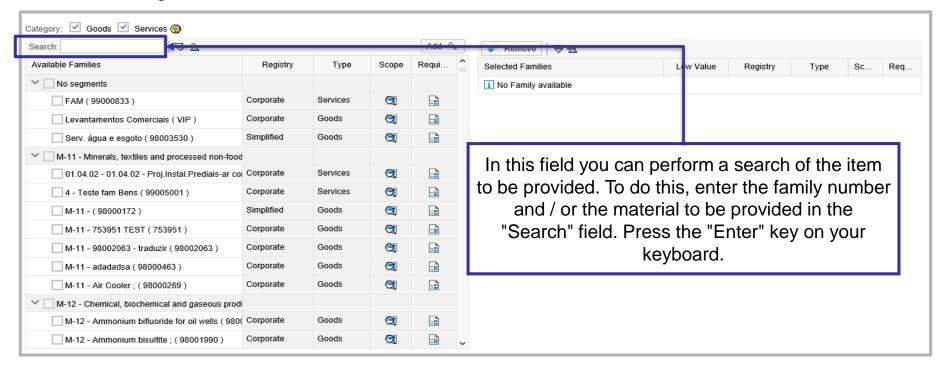






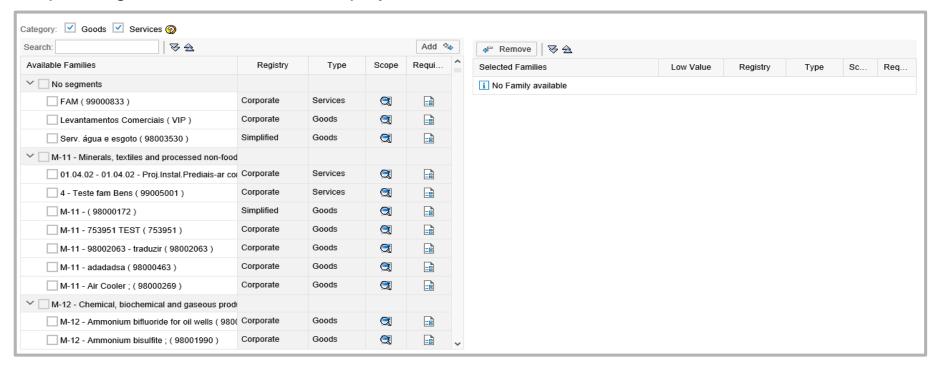


If you answered the question "Direct sale to Petrobras" with the option "Yes", will be displayed to choose, all goods and services families available.



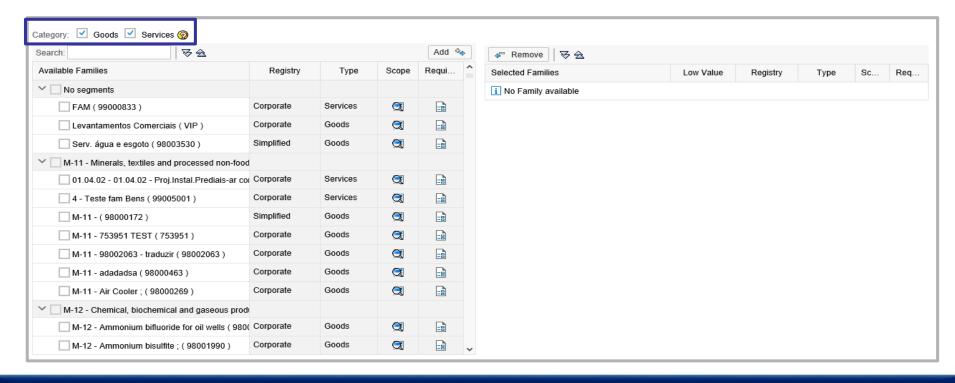


If you answered the question "Direct sale to Petrobras" with the "No" option, only the corporate goods families will be displayed for selection.

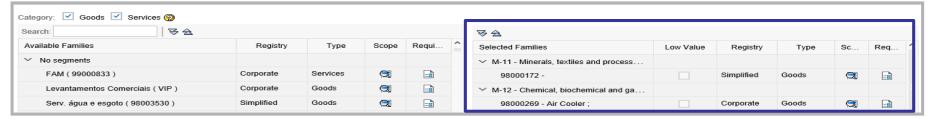




If you want to provide only goods to Petrobras, clear the option "Services" of "Category" field. In this way, only families of goods will be displayed. The same action should be performed to display only Service families.



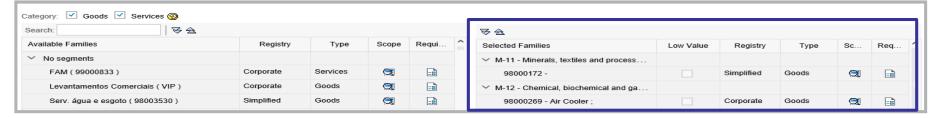




The table with the families list will display the following information:

- "Available Families": Goods and/or Services Families available;
- •"Register": Family Registration classification:
- 1.Simplified Registry: Supply of goods and services of less complexity, generally of local interest, of smaller size/value, applicable only to national companies. When all criteria applicable to at least one family of interest, namely Technical, Economic and Legal, are approved, a Total CRC will be issued. When there is an approval in at least one criterion applicable to at least one family of interest will be issued a Partial CRC.

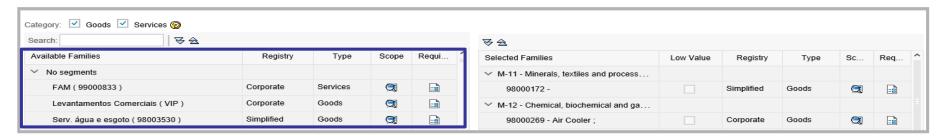




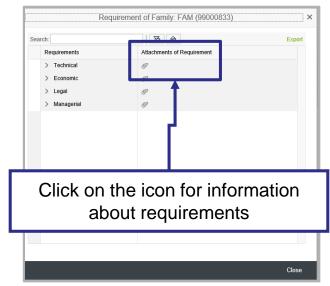
The table with the families list will display the following information:

2. Corporate Registration: Supply of goods and services of greater complexity, size and/or value, applicable only to domestic and foreign companies. When there is an approval in all the criteria applicable to at least one family of interest, ie Technical, Economic and Legal, a Total CRC will be issued. When there is an approval in at least one criterion applicable to at least one family of interest will be issued a Partial CRC.





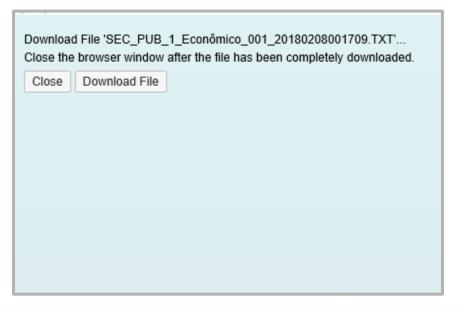
- "Low-Value": Indicates which suppliers are eligible to participate in the low value hiring process. The field can be edited according to the family configuration and supplier type.
- "Type": type of the family, (Goods or Services);
- "Scope": by clicking on the icon information will be displayed
- "Requirement": by clicking on the icon information about requirements, weight and minimum value will be displayed.





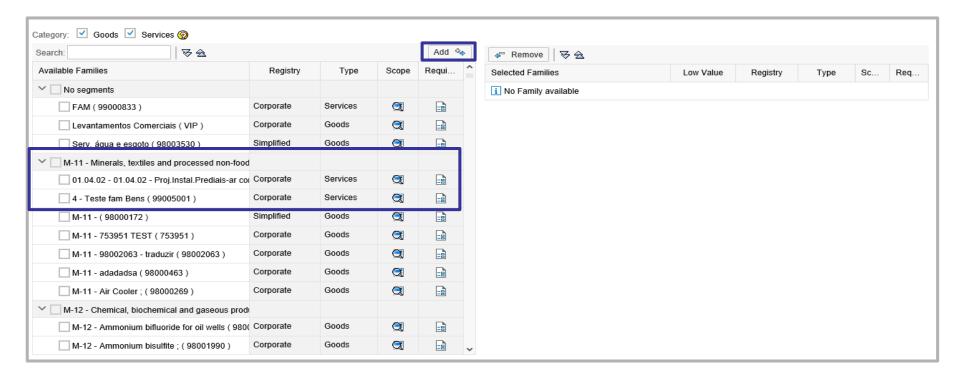
The user will be directed to the "List of Goods (or Services) - the same should click on the "Download file" option.

The user will be provided with a word file "Pradronized Electronic Catalog" (CEP), where the supplier will have access to all the requirements information of the family requirement.



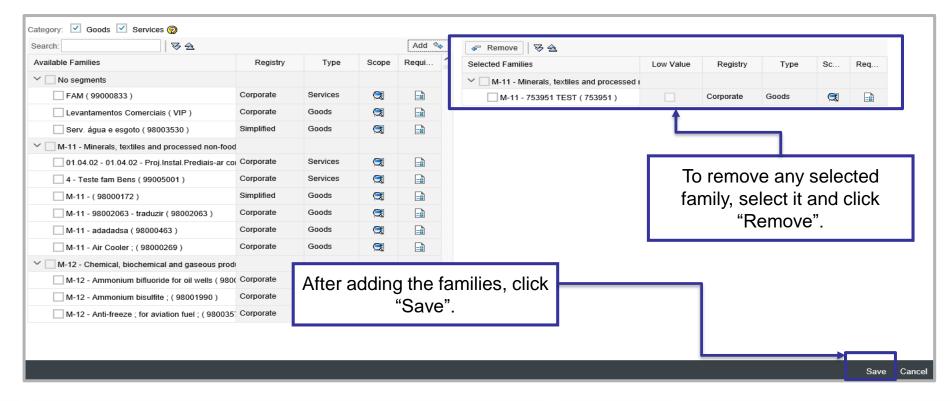


To inform the goods or services families you want to supply to, select on the list and click the "Add" button.



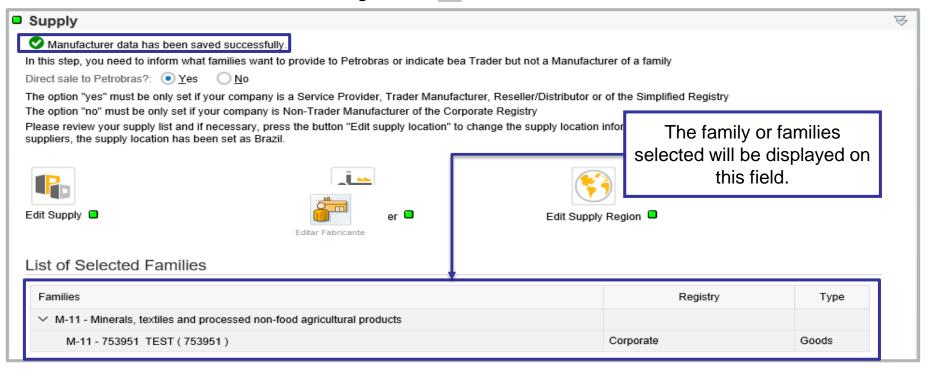


On the side table, the selected families will be shown.



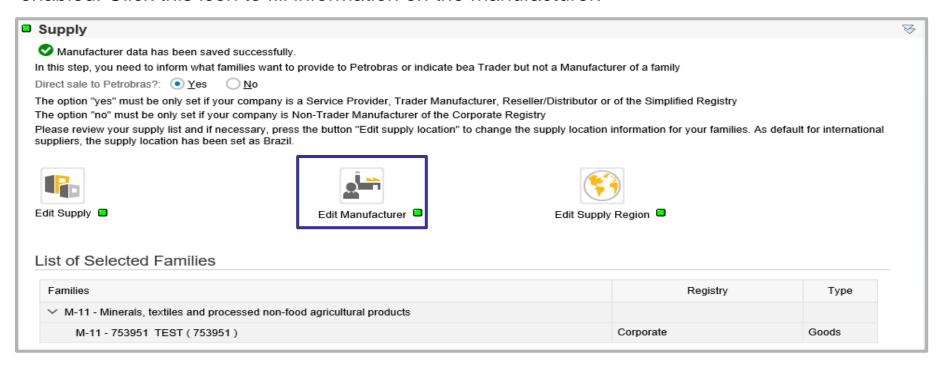


After saving the information inserted on the "Edit Supply" section, a success message will be shown and the section icon will change from to •



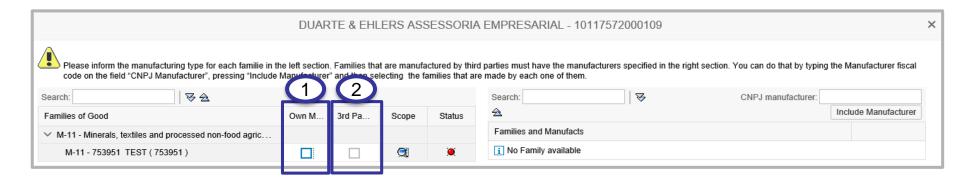


If the supplier select at least one Complete Goods Family, the "Edit Manufacturer" icon will be enabled. Click this icon to fill information on the manufacturer.





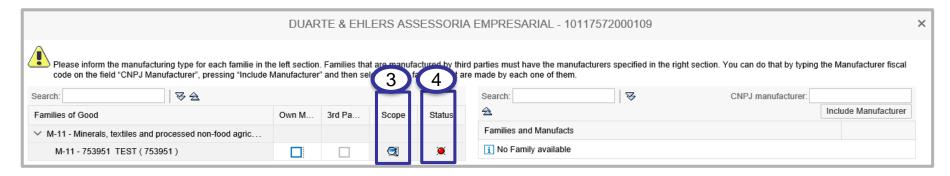
A new screen will be displayed with all the families selected by the supplier on the supplying screen classified as Corporate Goods.



- 1. ""Own Manufacture": Select this field if the item is produced by the supplier itself.
- 2. "3rd Party Trade": Select this field if the item is produced by another supplier.



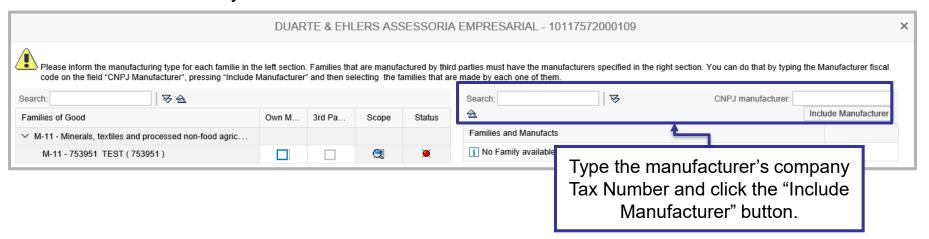
3. "Scope": This field displays detailed information on the selected family.



- 4. "Status": displays the manufacturer status to the family. It may display two options:
 - It is necessary to associate a manufacturer to the family concerned;
 - Manufacturer associated to the family concerned.



On the side table, it will be necessary to include a manufacturer so that it is possible to associate it with a family

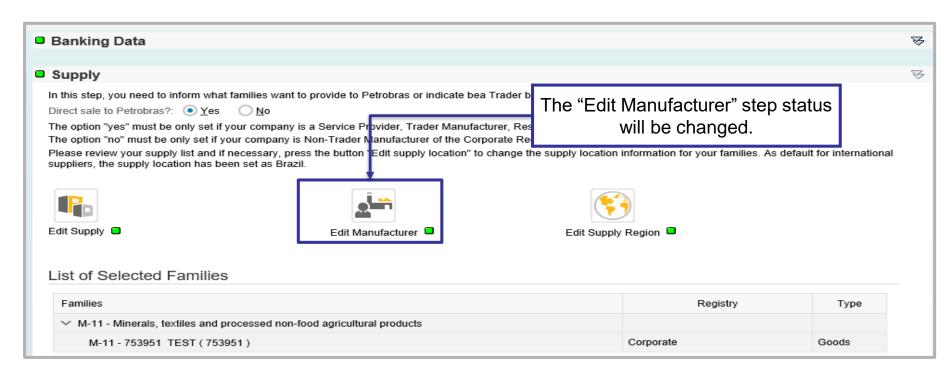




By selecting the family, the status will be changed to . Then, click on the "Save" button. In case you want to delete the manufacturer, click on the button

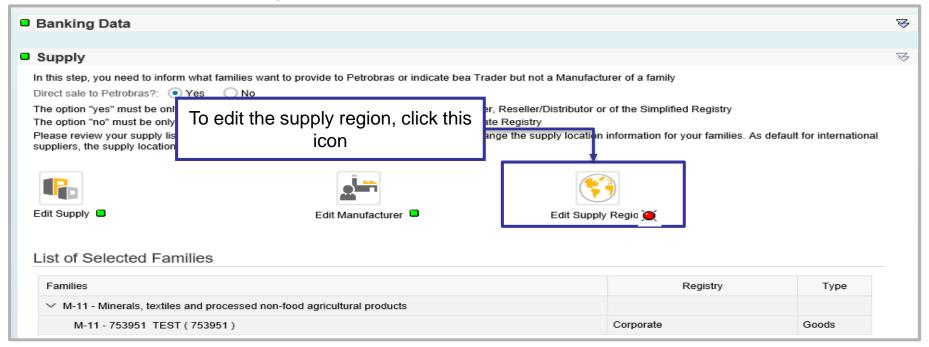








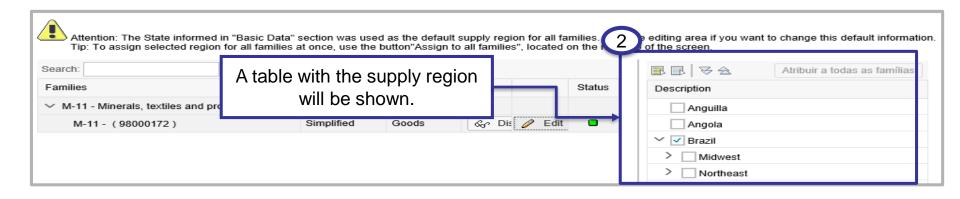
To Corporate Goods Families, the system will consider the whole national territory as the supply region; and to further families, the state informed in the "Basic Data" section will be considered as the supply region.





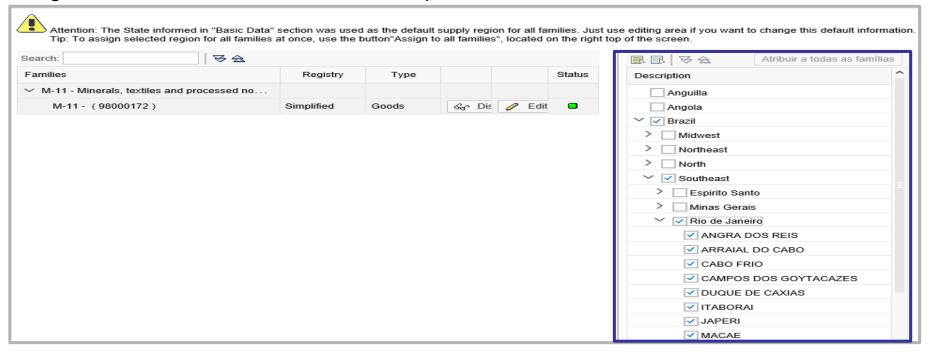
A new screen will be displayed, click the icon <a> Edit





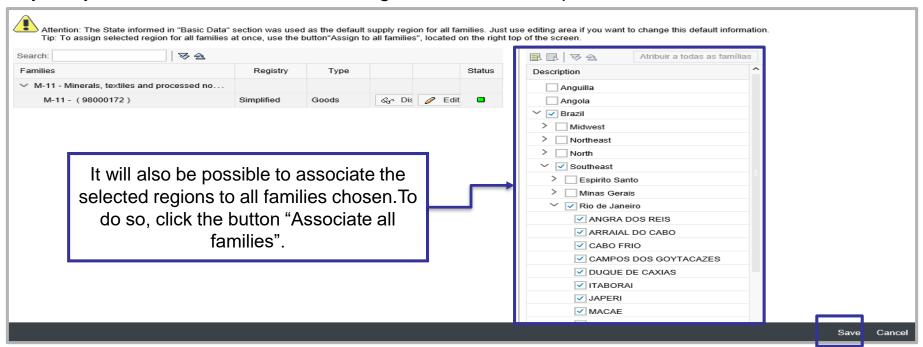


In the example below, the supplier inserted the state Rio de Janeiro in the "UF" field when filling the section "Basic Data". But it will be possible to edit this information.





In case the user wants to supply to a smaller amount of regions or to some other region or city, they must check or uncheck the region and click the option "save".





■ Basic Data					용
■ Banking Data					용
- Danking Data					·
The Committee					
Supply					\otimes
Regionality data has been saved successfully.		_			
In this step, you need to inform what families want to p	rovide to Petrobras or indicate bea Trac	A message o	of sucess will be		
Direct sale to Petrobras?: Yes No		_	nears		
Direct sale to Petrobras?: Yes No No The option "yes" must be only set if your company is a Service Provider, Trader Manufacturer.					
The option "no" must be only set if your company is a	-	Registry			
Please review your supply list and if necessary, press t	•		information for your families. As de	fault for international	
suppliers, the supply location has been set as Brazil.	are button Luit supply location to orian	ge are supply location	information for your families. As de	idali for international	
	=				
			<u> </u>		
Edit Supply 🔲	Edit Manufacturer	Edit Supply	Region 📮		
List of Selected Families					
Families			Registry	Туре	
 M-11 - Minerals, textiles and processed non-food 	d agricultural products				
	agiicana presset				

VI. Confirmation



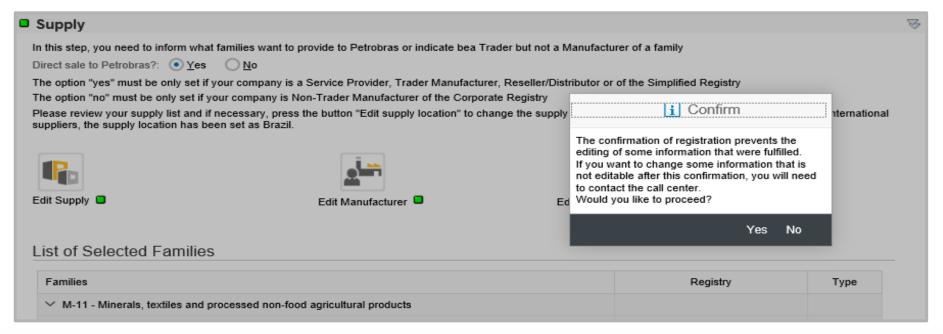
■ Supply				>		
✓ Regionality data has been saved successfully. In this step, you need to inform what families want to provide Direct sale to Petrobras?:	to Petrobras or indicate bea Trader but not a Manufact	urer of a family				
The option "yes" must be only set if your company is a Service Provider, Trader Manufacturer, Reseller/Distributor or of the Simplified Registry						
The option "no" must be only set if your company is Non-Trac	ler Manufacturer of the Corporate Registry					
Please review your supply list and if necessary, press the but suppliers, the supply location has been set as Brazil.	ton "Edit supply location" to change the supply location	information for your families. As	default for international			
Edit Supply Editar Fa	Edit Supply	Region •				
List of Selected Families						
Families		Registry	Туре			
M-11 - Minerals, textiles and processed non-food agric	ultural products					
753951 - 753951 TEST		Corporate	Goods			
M-11 - (98000172)		Simplified	Goods			
✓ Previous Confirm ♣	Click the button "Confirm" to complete the identification process of your company.					

VI. Confirmation



After clicking the "Confirm" button, the following message will be shown. In case you do want to confirm the data, click the "Yes" button.

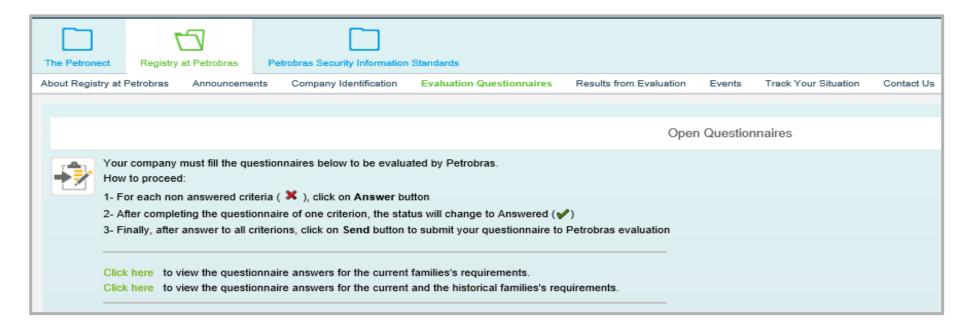
ATTENTION! After confirming, in case you want to change any information, contact the call center.



VI. Confirmation



After confirming the data, the system will direct the user to the "Evaluation Questionnaires" tab, where it will already be possible to answer open questionnaires. In order to start the evaluation process, these questionnaires must be answered.







www.petronect.com.br

Check in our Portal the specific service channels that Petronect provides to Vendors and Petrobras Group Users