



Registry

I. Objectives

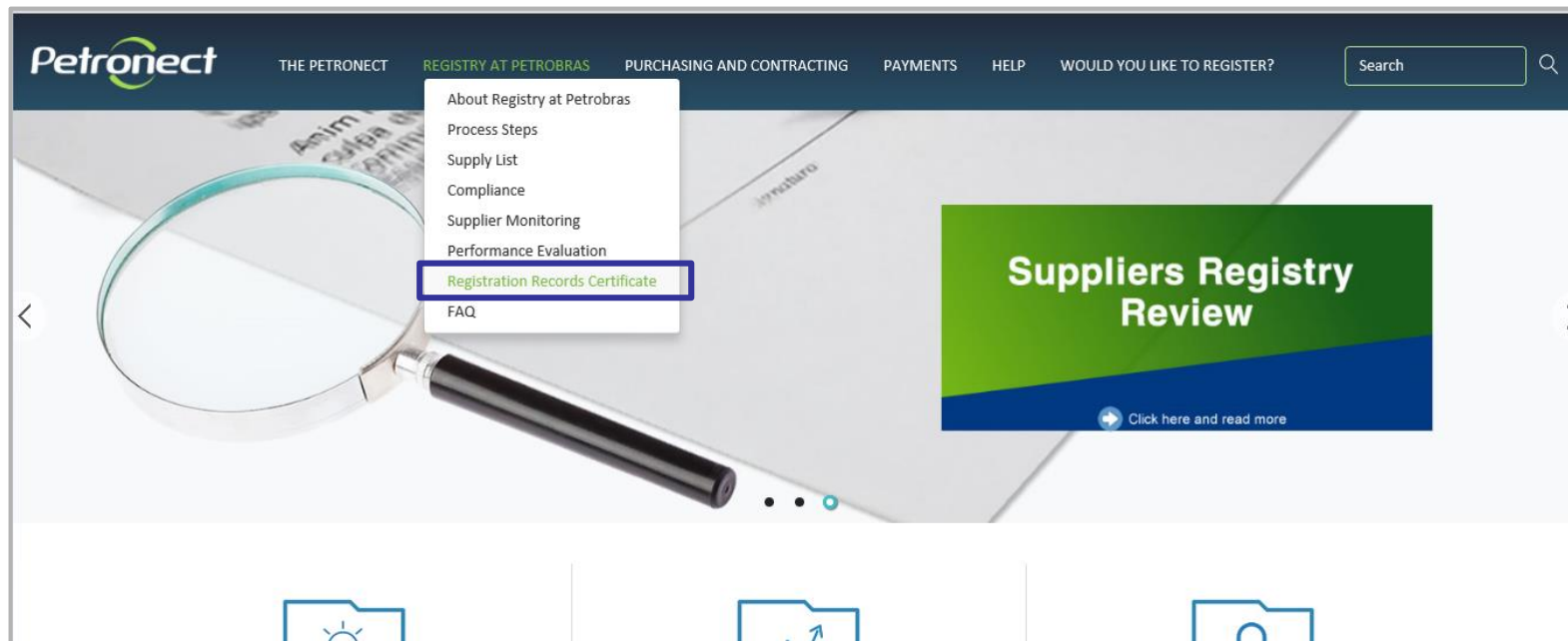


After reading this training module you will be able to:

1. Search details about the CRC.

II. How to Access

How to access the feature “Registry at Petrobras” External Portal
menu “REGISTRY AT PETROBRAS” > “Registration Records Certificate”.



II. How to Access

How to access the feature “Registry at Petrobras” External Portal

1. Select Country;
2. Select Fiscal Code or;
3. Enter Corporate Name;
4. Enter security code indicated by the system.

Registration Records Certificate

Country:* 1

Fiscal Code 2
(Do not use the search filter for this field)

Corporate Name: 3
(Enter at least 3 characters)

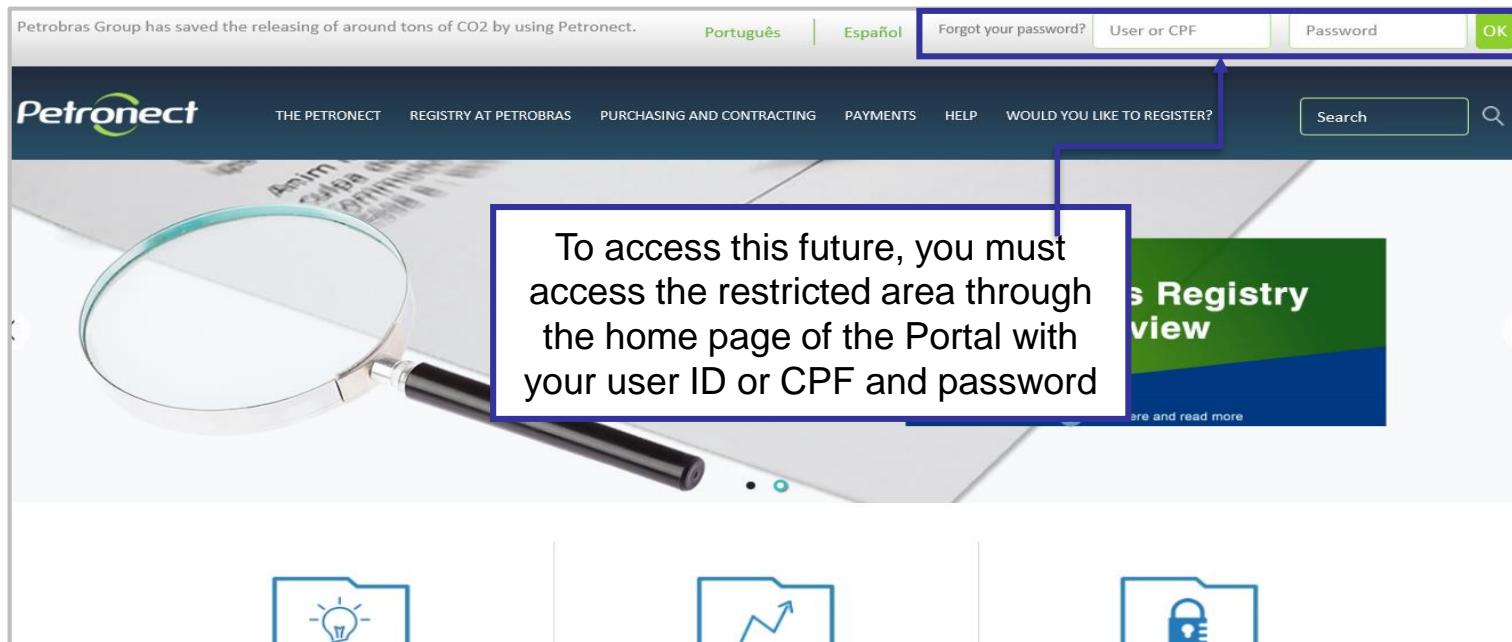
EvPMC 2ug 4

Enter code

II. How to Access

How to access the feature “Registry at Petrobras” Internal Portal

The “Registry at Petrobras” module provides information about the CRC (Certificate of Registration).



III. How to Access

After logging in, a menu will be displayed. Click on “Registry” to view the options of the Registry menu.



The screenshot shows the Petrobras Registry menu interface. At the top, there is a navigation bar with icons and labels: 'The Petronect', 'Registry at Petrobras' (highlighted with a red box), '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 contains a list of 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:

- Tip:** Access the Frequent Asked Questions of Registry at Petrobras. [FAQ](#)
- Evaluation**
Presents all company's evaluation process historical list.
- Monitoring Panel**
Information about the company performance, contracts, tax compliance, etc.
- Notes**
Displays recent and historical information about notes obtained per supplying families.
- CRC**
Presents information about CRC issued to the company.

III. How to Access



In the area of the “Registry at Petrobras” menu, click on “Results from Evaluation”.

The screenshot displays the Petronect web application interface. At the top, there is a navigation bar with four main sections: 'The Petronect', 'Registry at Petrobras', 'Payments', and 'Petrobras Security Information Standards'. Below these, a secondary navigation bar contains links: 'About Registry at Petrobras', 'Announcements', 'Company Identification', 'Evaluation Questionnaires', 'Results from Evaluation' (highlighted with a blue box), 'Events', 'Track Your Situation', and 'Contact Us'. On the left side, there is a sidebar with a 'Notes' section containing 'CRC' (highlighted with a green box), 'Collaboration Panel', and 'Evaluation'. The main content area is titled 'Search parameters' and includes several search filters: 'Processos:' with a dropdown set to 'All', 'Situação em:' with a date dropdown set to '31.01.2018', 'Registry:' with a dropdown set to 'CORP- CADASTRO CORPORATIVO', and 'Status:' with a dropdown set to 'All'. Below these, there is a 'Family Selection' section with two input fields and a 'To' label, and a 'Canceled family:' checkbox. At the bottom, there is an 'Exportar' button and a table header with columns 'Sequencia' and 'Familia'. A message at the bottom of the table states: 'The table does not contain any data'.

III. How to Access

Click on the submenu “Results from Evaluation” and access via side panel “CRC” option.

Notas

CRC

Painel de Colaboração

Avaliação

CRC Query / Certificate of Registration

Information of last evaluation

Economical Criteria: 11.01.2018

Legal Criteria: 11.01.2018



Validity ISO-9001:

Validity of Registration: 31.07.2015

SAP Number: 0010119264

Credit Rating:

Export to Excel

Document	Number	Situation	Family	Supplier Type	Issue Date	Validity of CRC
	7000002036-0	Valid	 26	Manufacturer Trader ; Supplier of Goods ; Service Provider	CRC 31.01.2018	11.01.2019

IV. Search the CRC



Description of the fields displayed in the “General” sheet:

- **Economic Criteria:** Calculation date of the Economic Criteria (inscription, renewal or reclassification).
- **Legal Criteria:** Last approval date of the Legal Criteria for the supplier’s evaluation (inscription, renewal or reclassification).
- **SAP Number:** Number of the supplier, registered in SAP.
- **Issue:** CRC issue date registered in SAP.
- **Validity:** Suggested and accepted date.
- **Suggested Validity:** The System calculates the suggested date automatically taking into consideration one year after the date in the Legal Criteria field.
- **Number:** It is the last number of registered CRC in SAP.
- **Validity ISO-9001:** Expiration date of the ISO-9001 certificate, registered in the Portal.
- **Supplier Type:** In this field, comments without details are displayed.

IV. Search the Certificate CRC

To view or print the CRC (Certificate of Registration), Click on the image



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Clicking on the link, you will be able to see the Supply Families approved in CRC



Agilidade • Conformidade • Simplicidade

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