Registration of Suppliers of Goods and Services of Petrobras
Objectives of the Suppliers Registration

- **Legal**: meet the governmental decree 2.745/98 and preserve Petrobras in supplier market issues.

- **Business**: provide trust in the procurement and contracting processes, goods received and services rendered.

- **Supplier market development**: stimulate the improvement and development of companies.
Petronect Portal

The Registration of Suppliers of Goods and Services of Petrobras is hosted on the Petronect Portal (www.petronect.com.br).

See below the roles and responsibilities of Petrobras and Petronect.

- Evaluate the registration requests for new suppliers.
- Maintain the register of the companies suppliers of goods and services.
- Clarify doubts about the suppliers evaluation process.
- Train users of the Petrobras System.

- Keep the Portal available for clients.
- Provide support for the use of Petronect Portal.
- Train users of the supplier companies participating in the registration on the Petronect Portal.
HOW TO REGISTER IN PETROBRAS?
How to register in Petrobras?

Registration is the first step for a company to negotiate with Petrobras, being able to prove its aptitude for participate in bids and contracting processes.

1. The supplier candidate create an user in the first access to the Petronect Portal.

2. Next, fill the basic data and evaluation questionnaires, on the Petronect Portal.

3. Petrobras make the evaluation of the questionnaires and issue the certificate.

4. After the approval of Petrobras, the supplier is enabled for participate in procurement and contracting processes.

Content subject to change without notice
How to register in Petrobras?

There are two ways to access the Registration Portal:

1ª - Access www.petronect.com.br and then click on “Would you like to register in Petrobras?”.
How to register in Petrobras?

2ª - Access www.petrobras.com.br, click on Business Channels and then Vendor Channel.

Next, click on “Would you like to register in Petrobras?”.
How to register in Petrobras?

Important! Before starting the registration process, spend some time reading carefully the instructions.

- Click on Registry at Petrobras and its respective subitems for detailed information about the registration process.

- Click on Trainings, at the bottom of the main page, and access the Quick Guides.
SIMPLIFIED REGISTRY OR CORPORATE REGISTRY?
Simplified Registry or Corporate Registry?

Simplified Registry

- Families of Simplified Goods and/or Services, of less complexity, generally of local interest, and lower size/value.
- Requires evaluation only in Legal, Technical and Integrity Criteria.

Corporate Registry

- Families of Goods and/or Services of higher complexity, size or value.
- Requires evaluation in Technical, Management, Economic, Legal, Integrity, Accreditation (goods) and SMS (services) Criteria.
Simplified Registry or Corporate Registry?

The FAMILY (of Goods or Services) will determine if your supply will be Simplified or Corporate.

that is...

When selecting a family of interest the system will automatically distinguish, according to its complexity and criticality, opening the criteria required for its evaluation.
HOW TO SELECT YOUR FAMILY?
Supply list

For consulting the list of families of goods and services available, access to the Registration Portal, click on Registry at Petrobras, Supply List and then Goods or Services, according to the topic of interest.
Supply list

The search can be done by code, scope and/or part of the text of the scope of good or service (e.g.: search by line pipe).

List of requirements for the selected family.
Simplified Registry

Used for simplified supplies, that is, goods and/or services of less complexity, generally of local interest, and lower size/value.

Only for Brazilian companies

Upon approval in the evaluation, the company receives the Simplified Registry Statement (DRS), valid for up to one year.
Simplified Registry - DRS

- Online statement available only for goods and services from Simplified Registry that are with “Status A”.

- The DRS is valid for up to one year, from the date of approval of the Legal Criteria, to be renewed annually, being opportune to request its renewal up to 60 days before its maturity through our attending channels.

- The validity of DRS is conditioned to keep the registration information updated, being the supplier information subject to be reviewed at any time.

The inappropriate use of DRS is a serious fault subject to registration sanctions, and may be prevented for transacting with all the Petrobras system. We emphasize that the DRS issuance is not a guarantee of participating in contracting processes promoted by Petrobras.
Simplified Registry - Questionnaire

**Goods**
- CNAE
- Technical Legal Qualification

**Services**
- Technical Legal Qualification
- Service Tradition

**Legal**
- Legal Capacity
- Legal Qualification
- Legal Tax Regularity
- Terms and Declarations

**Documents:**
- Social Contract
- Commercial Committee Certificate
- Certificate, Registry or Enrollment in the professional competent entity
- CNPJ card
- Joint Certificate of Debits Related to Federal Trib. and Active Debt of the Union
- Certificate of Regularity of the FGTS

**Integrity**
- IDD Questionnaire

Content subject to change without notice
Simplified Registry - Supplier types

- **Service Provider**: provide services of local interest, lower size, complexity or value.

- **Goods Supplier**: Produce and/or commercialize goods of lower complexity or value.

Not apply for foreigner supplier
Integrity Criteria

- Evaluates the supplier information about its reputation, suitability and anti-corruption practices.

- Any company that initiate the enrollment, renewal or recategorization of the Legal Criteria in the Petrobras Registry must comply with the Integrity Criteria, that is, the Integrity Due Diligence Questionnaire (IDD).

- The Integrity Due Diligence (IDD) procedure is an integral part of the Petrobras Program for Prevention of the Corruption (PPPC), which aims to reinforce the prevention, detection and correction of acts of fraud and corruption, through the integrated management of actions and controls of the governance structure of Petrobras.

- At the end of the evaluation will be issued the Integrity Risk Degree (GRI), which may vary between High, Medium or Low.
Integrity Criteria

- The GRI is verified from the evaluation of the company profile, its relationship with public agents, historical, relationship with third parties and its Integrity Program.

- In case the company has obtained a GRI Medium or High, prior to submitting a new evaluation process of the Integrity Criteria, which can’t occur in a period lower than six months, it is recommended to observe the following legal regulations and guidelines:

  - Decree 8.420/15 that regulates the Law 12.846/13, specifically regarding the evaluation parameters of integrity programs provided in art.42, Chapter IV of the referred Decree, considering the size and specificities of the company;
  - Ordinance CGU Nº 909, of April 2015, which state about the evaluation of integrity programs of legal persons;
  - Joint Ordinance Nº 2.279, of September 2015, which state about the evaluation of integrity programs of micro-companies and small size companies;
  - Orientation issued by the General Comptroller of the Union (CGU) in September 2015: Integrity Program – Guidelines for Private Companies;
  - DSC 10.000 – Guidelines for the Compliance System, issued by EBANC (Brazilian Accrediting Company of Compliance Standards).
Corporate Registry

Used for corporative supplies, that is, goods and/or services of greater complexity, size and/or value.

For Brazilian and foreign companies

Upon the approval in the evaluation of the Legal, Economic and Technical Criteria (at least one family approved), the company receives the Certificate of Registry and Cadastral Classification (CRCC), valid for up to one year.
Corporate Registry - CRCC

- Online certificate available only for goods and services of the Corporate Registry that are with “Status A”.

- The CRCC is valid for up to one year, from the date of evaluation of the Legal Criteria, to be renewed annually, being opportune to request its renewal up to 60 days before its maturity through our attending channels.

- The validity of the CRCC is conditioned to keep the registration information updated, being the supplier information subject to be reviewed at any time.

The inappropriate use of CRCC is a serious fault subject to registration sanctions, and may be prevented for transacting with all the Petrobras system. We emphasize that the CRCC issuance is not a guarantee of participating in contracting processes promoted by Petrobras.
Corporate Registry - Questionnaires

<table>
<thead>
<tr>
<th>Technical</th>
<th>Services</th>
<th>Goods</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Service Tradition</td>
<td>• Supply Tradition</td>
</tr>
<tr>
<td></td>
<td>• Facilities / Equipment / Materials / Personnel</td>
<td>• Technical Capacity</td>
</tr>
<tr>
<td></td>
<td>• Technology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Technical Legal Qualification</td>
<td></td>
</tr>
</tbody>
</table>

| Economic        | Account Credibility                           |                                            |
|                 | • Structure                                    |                                            |
|                 | • Solvency                                     |                                            |
|                 | • Profitability                                 |                                            |

| Legal           | Legal Capacity                                 |                                            |
|                 | • Legal Certification (not apply for foreigner company) |                                            |
|                 | • Legal Fiscal Compliance                      |                                            |
|                 | • Terms and Declarations                       |                                            |

| Integrity       | IDD Questionnaire                              |                                            |

| HSE             | ISO 14001 / OSHAS 18001 Certification          | Not apply                                  |
|                 | • Environmental Policy / OHS                  |                                            |
|                 | • Planning                                    |                                            |
|                 | • Implementation and Operation                |                                            |
|                 | • Verification and Corrective Action          |                                            |

| Managerial      | Not apply                                     | Certificação: ISO 9001 or API Q1           |

Content subject to change without notice
Corporate Registry- Supplier Types

- **Service Provider**: provide services of greater complexity and/or size.

- **Merchandiser Manufacturer**: produces materials at the registered unit and commercialize them directly with Petrobras.

- **Non-Merchandiser Manufacturer**: produces materials at the registered unit and does NOT commercialize them directly with Petrobras. In this case, the commercialization will be made through a Reseller/Distributor.

- **Reseller/Distributor**: commercializes the materials produced by third parties, properly accredited by them.
Accreditation Criteria

• **Letter of Accreditation**: Verify if the Reseller/Distributor is accredited by the manufacturer to commercialize the intended materials.

Guarantees the realization of the manufacturing inspections required by Petrobras and also evaluates the means of availability offered by the company for these to be realized.
Resellers/Distributors may request their Registry if the respective Manufacturers from which intend commercialize the materials are in process of registration in the Corporate Registry.

Resellers/Distributors only will be considered capable for commercializing after the “Approval” or “Technical Qualification” of the Manufacturer.

Resellers/Distributors must verify previously the status (“Approved” or “Technically Qualified”) of the Manufacturers before the Corporate Registry.

The Non-Merchandiser Manufacturer does not receive CRCC, the certificate is linked to the approved Reseller/Distributor that will commercialize his products.
NOTES, EVALUATION COMMENTS AND STATUS IN THE REGISTRATION PORTAL

• How to consult the Notes Reports and the Evaluation Comments?
• How to identify your status on the Registration Portal?
On the Portal home page, enter your username or CPF and password.
After the login, click on **Registry at Petrobras**, and then on **Results from Evaluation and Notes**.

The supplier registry may vary between:
- CORP – Corporate Registry
- CORP RD – Corporate Registry of Reseller and Distributors
- Local Registry (only for brazilian companies).
**Notes and Evaluation Comments**

- **Registration Status by Family**

<table>
<thead>
<tr>
<th>Process</th>
<th>Situation</th>
<th>Registry</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>02.01.2017</td>
<td>CORP CADASTRO CORPORATIVO</td>
<td>All</td>
</tr>
</tbody>
</table>

**Last Balance:**
- 2015: BRL Net Patrimony 257,930,00
- GRL: 
- ID: -

**Search parameters**
- Family Selection:
- Cancelled family: 

**Note Composition**

### Note Composition

<table>
<thead>
<tr>
<th>Notes</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Tradition of Detailed Supplies</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**To show information of the note of certain criteria just click on the note.**

**Click on the icon, on the side of the requirement, to consult the evaluator comment.**

**Comentário**

13/12/2016 O Escopo não é condizente com a família pretendida.
Status on the Registration Portal

Approved (A) - Assigned in the Corporate Registry and Simplified Registry to the item of supply evaluated with grade equal or higher than the minimum of each requirement in all mandatory criteria.

Technically Qualified (Q) - Specific of the Corporate Registry for the items of supply that obtained satisfactory grades in the Technical criteria, and were not evaluated yet or have any pendency in the Economic and/or Legal criteria.

Reproved (R) - Assigned to the items of supply with an unsatisfactory grade in one or more requirements of the criteria.

Cancelled (X) - Assigned to the item that is no longer part of the supply line of the company or is no longer part of the list of interest of Petrobras in the Corporate Registry and Simplified Registry.
TIPS TO MAKE EASIER THE REGISTRATION PROCESS

Most of the reprobations in the registration are due to the lack of understanding about the process and the failure to comply with the registration instructions.

The next slides were prepared based on the main reasons of reprobation.

Take a time reading carefully this material and the instructions, available on the Petronect Portal, before starting the registration process for do not make the same mistakes.
Tips to make easier the Registration Process

Keeping the Basic Data of your registry updated is indispensable to ensure the contact between Petrobras and the Supplier.

Keep the e-mails and telephones updated!
Tips to make easier the Registration Process

- **Company Identification**

  - The user **ADMIN** of the company is the administrator of the users with profile to access the Petronect Portal.

  - The **ADMIN** is responsible for blocking users who are no longer part of the company.

  - Is important to keep the **users list** updated.

  - The data related to the **Corporate Name, Address, Opting for the Simple and State Registration** must be in accordance with the data of the **Federal Revenue (Receita Federal)** and the **SINTEGRA**.

  - The **Bank Data** must be entered without special or punctuation characters. They also must be always updated.

The company must request the update of these data through the Contact Us or 4020-9816.
Tips to make easier the Registration Process

When attaching the requested files on the Portal...

• The files attached must be named clearly and objectively.

• In addition to attached, documents must be properly linked to the specific requirement of the family.

If the files are not properly linked, they may not be located by the evaluators.

Be sure to read the instructions for each requirement.
Tips to make easier the Registration Process

—

Economic Criteria

See below the required documents, according with the corporate type of the company:

<table>
<thead>
<tr>
<th>Corporate type of the company</th>
<th>Balance sheet (BS)</th>
<th>Income Statement (IS)</th>
<th>Accrued Profit or Loss Statement (APLS)</th>
<th>Cash Flow Statement (CFS)</th>
<th>Explanatory Notes</th>
<th>Audit Report</th>
<th>Added Value Statement (CFS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple Companies</td>
<td>X</td>
<td>X</td>
<td>X(1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limited Companies</td>
<td>X</td>
<td>X</td>
<td>X(1)</td>
<td>X(2)</td>
<td>X(2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publicly Held Corporation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Privately Held Corporation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X(1)</td>
<td>X(2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-profit Entities</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X(1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Businessman, LLC, etc.</td>
<td>X</td>
<td>X</td>
<td>X(1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Suppliers</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) Only when the Liquid Patrimony is greater than or equal to R$ 2,000,000.00 (Two million Reais).
(2) Only for large corporations, even if not incorporated in the form of joint-stock companies. It is considered large for the exclusive purpose of the Law 11.638/07, a company or group of companies under common control that has, in the previous fiscal year, a total asset greater than R$ 240,000,000.00 (two hundred and forty million Reais) or annual gross profit greater than R$ 300,000,000.00 (three hundred million Reais).

- All financial statement must be signed by the Accountant and the Legal Representative of the company, in a legible form and without erasures.
- Fill and check the Credibility table in accordance with the attached financial statements.
- Be sure to read the instructions for each requirement.
Tips to make easier the Registration Process

—

Legal Criteria

• In the Shareholder Composition Table, the partners must be informed, with their due percentage of participation or shareholding control of the company, according to the contract or bylaws.

• The attached documents must be valid on the “SEND” date of the Legal Criteria Questionnaire for evaluation.

Be sure to read the instructions for each requirement
Tips to make easier the Registration Process

Legal Criteria - requirements for foreign companies!

**LEGAL CRITERIA / REQUIREMENT**

**Legal Capacity**
- Proof of being legally constituted in its country of origin.

**Terms and Declarations**
- Commitment Letter (Annex IX)

**Legal Certification**
- Decree of operating authorization issued by the Federal Government (only for service providers).

**Legal Fiscal Compliance**
- Letter presenting the Legal Representative in Brazil (Annex VI)*
- Proof that is not in bankruptcy or concordat (Annex VII)*

Gather the following documents:
- Social Contract or Bylaw
- Agreement of election current directors

Signatory country of the Hague Convention?
- Yes: Gather Stamps
- No: Notarize

Notarization in portuguese?
- Yes: Consularize
- No: Sworn Translation in Brazil

Attach in the questionnaire

* In case the signatory is different from the presented in the commitment letter, will be necessary the notarization.

Content subject to change without notice
Tips to make easier the Registration Process
—

Technical Criteria

Certificates for proof of tradition will only be approved if fully meet the following points:

- Letterhead of the issuer;
- Identification of the issuer and the beneficiary:
  - Brazilian companies - CNPJ or address.
  - Foreign companies - Address.
- Scope of the provision of the service or supply of the good, of the same nature as the family(ies) under evaluation, clearly described;
- The date of the provision of the service or supply of the good must be clear on the certificate and according to the time established in the specific instruction of the family.

It is recommended to send parts of the contract that contain a relationship between the issuer and the beneficiary companies, as well as the scope of the services provided and its descriptive memory.
Tips to make easier the Registration Process

SMS Criteria

• Companies with ISO 14001 e/ou OHSAS 18001 will receive grade 10 in all EMS and/or OHS requirements.

• Companies with integrated management system (IMS) will receive grade 10 in EMS and SSO requirements, as long as it is clear that the certificate consider the two standards.

The certificate must be within the validity period and with an appropriate scope for the intended family.
Orientation and Transparency

Registration Instructions

- General instructions
- Frequently Asked Questions (FAQ)
- Specific Instructions (in the questionnaires, after the company login)

Clarifications

**BRAZILIAN COMPANIES:**
- **4020-9876** for capitals and metropolitan regions or **0800 282 8484** for other regions (general questions, navigation, participation in events)
- Contact Us (general questions, completing the questionnaires)
- Attending stations

**FOREIGN COMPANIES:**
- **1 866 791-9432** for USA or **+1 713 808-2599** for other Countries
- Contact Us (general questions, completing the questionnaires)

Support information

- Evaluation results
- Evaluator comments
- Monitoring panel
- CRCC/DRS on line
- Evolution of the Process

01/01/2017, Version 6

Content subject to change without notice
**Attending Stations for Registration**

<table>
<thead>
<tr>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aracaju - SE</td>
</tr>
<tr>
<td>Macaé - RJ</td>
</tr>
<tr>
<td>Manaus - AM</td>
</tr>
<tr>
<td>Natal - RN</td>
</tr>
<tr>
<td>Salvador - BA</td>
</tr>
<tr>
<td>São Paulo - SP</td>
</tr>
<tr>
<td>Vitória - ES</td>
</tr>
<tr>
<td>Rio de Janeiro - RJ</td>
</tr>
</tbody>
</table>

**Required prior scheduling:** 4020-9876 or 0800 282 8484
Thanks for your attention.