



PETROBRAS

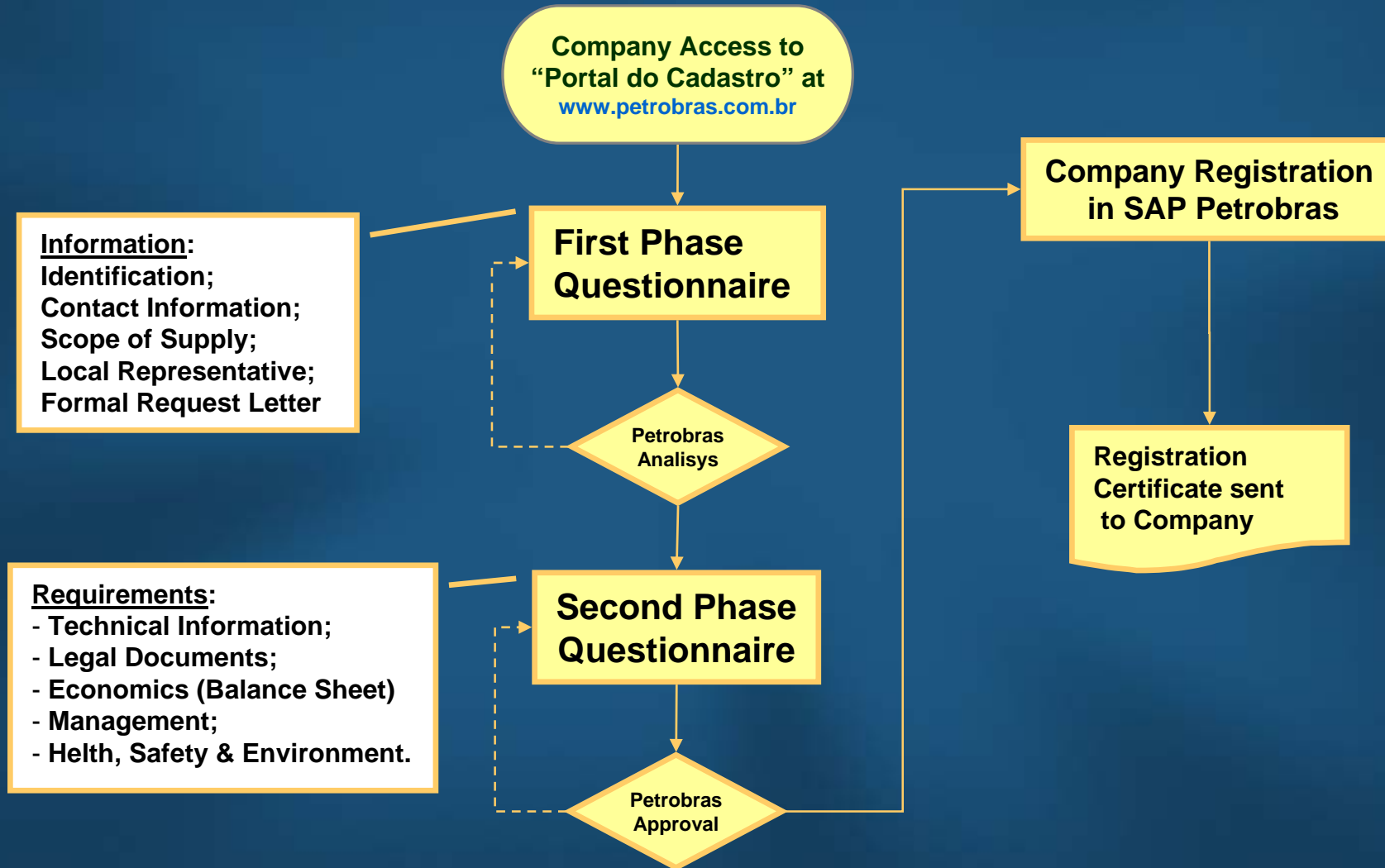
Suppliers Qualification & Registry

Petrobras Concepts & Requirements Overview



PETROBRAS

Suppliers Corporate Registry Website ("Portal do Cadastro" – in portuguese)





Corporate Guidelines

Requirements:

- **Legal**
- **Tax regularity**
(only for local companies)
- **Economics**
- **Technical Approval**

References

Petrobras Simplified Bidding Procedure
Chapter IV
(Approved by Presidential Decree 2.745/1998)

Petrobras Procurement Manual (MPC)
Item 4.1.6
(Approved by the Board of Directors)

Complementary Corporate Guidelines (since 2005)

Requirements:

- **Health, Safety & Environment - HSE**
- **Management & Social Responsibility**

References

Petrobras Mission

Operate in a safe and profitable manner in Brazil and abroad, with social and environmental responsibility, providing products and services that meets clients' needs and contribute to the development of Brazil and the countries in which it operates.

Corporate HSE Guidelines

Directive 7 – Aquisition of goods and services



LEGAL REQUIREMENTS

Brazilian companies:

- Proof of being legally constituted in Brazil
- Proof of being regular with Brazilian taxes

Foreign companies:

- Proof of being legally constituted in its home country, issued by a Governmental Authority
- Legal Representative in Brazil (mandatory; with powers to represent the company in the biddings and to receive legal notifications for the company)
- Commercial Representative (indicated by and linked to the supplier):
 - Not mandatory, but advisable (may be the own company)
 - May be the same or other than the legal representative



FINANCIAL REQUIREMENTS

- **Annual Reports with Audited Financial Statements**

- **Proof that the company is not bankrupt**
 - Bank statement or company declaration
by its president or financial director

- **Calculation formulas and acceptance criteria
available in the instructions**



HEALTH, SAFETY and ENVIRONMENT

■ Service Suppliers

■ ISO-14001 and OSHAS-18001:

Certification is not mandatory

Petrobras evaluates how the suppliers implement these standards requirements (ranking from 0 to 10 points)

■ Goods Suppliers

- Similar to the above but restricted to the compliance to legal safety and environment regulations in the country

Application of these requirements to foreign suppliers are not defined.



MANAGEMENT

- **Goods Suppliers - ISO-9001 certification is mandatory**
- **Services Suppliers -**
 - **Compliance to the requirements of ISO-9001 and ranked from 0 to 10 points - certification is valued**

SOCIAL RESPONSIBILITY

- **Self assessment by the suppliers and ranking by Ethos Institute criteria (not precluding, not applied to foreign suppliers)**



RQT Category of products - definition

(RQT - acronym for the portuguese wording "requires [specific] technical qualification")

Those equipments or materials whose performance in the industrial process of Petrobras can threaten continuity, compromise the safety of personnel, facilities and environment, and those products that, included in the industrial process as raw material, can jeopardize the quality of the final product of the Company.



TECHNICAL REQUIREMENTS FOR MATERIALS

Depending on the material or equipment, the supplier must comply with the following requirements:

- **Tradition (Main Sales, Reference Letters)**
- **Facilities for Technical Assistance (Automation Systems, Rotating Machinery, etc)**
- **Mandatory Product Certification (API, ASME, ...)**
- **Other Specific Requirements**



TECHNICAL REQUIREMENTS SERVICES

Depending on services criticality, the supplier must comply with the following requirements:

- **Tradition (List of Services Provided – continuity and Reference Letters)**
- **List of Equipment relating to services provided;**
- **Main personnel curricula vitae**
- **Other specific requirements**

Note: for service companies to render services in Brazilian territory other legal requirements are applicable, such as, for example, registration in our Central Bank and registration in an Official Technical Regulation Council.



- ISO-9001 Certification for suppliers of goods
- Tradition
- Ranking for service providers
- SR – Ethos not mandatory

- Ranking for service providers
- Qualification for goods suppliers (no ranking)

- ISO-14001
- OHSAS-18001
- Ranking for service providers
- Declaration for goods suppliers

- Mandatory;
- Disapproval precludes full registry



- Ranking - but may restrict advanced payments or preclude full registry

■ Technical
 ■ Legal
 ■ Economics
 ■ HSE
 ■ Management & Social Responsibility

ISO-14.001 ISO-9.001
 OHSAS-18.001 ETHOS Institute



PETROBRAS

Suppliers Corporate Qualification & Registry

Suppliers Registry Website

Let us know your capabilities. Upload your documents. Become a supplier of goods and services to Petrobras



Cadastro de Fornecedores de Bens e Serviços da Petrobras



Help

Instructions

HOME

INTRODUCTION TO REGISTRATION

PROCESS OF REGISTRATION

LISTS OF GOODS AND SERVICES

ENROLLMENT

Welcome to Petrobras Goods and Services Suppliers Registration. This section has been designed for those companies that wish to become suppliers to Petrobras and also for those that are already registered.



Get to know Corporate Registration

Here you'll understand Petrobras Corporate Registration and how it works. Get to know more at [Introduction to Registration](#).

[Presentation of Corporate Registration](#)
PPT | 2MB

» [Frequent Questions](#) - Check here the most frequent doubts about the process of registration.



Enrollment

Enrollment in Petrobras Corporate Registration is for companies that supply goods and/or render services that belong to the lists of permanent interest of Petrobras. When applying, suppliers and service providers must satisfy certain requirements. Get to know more about the [Registration Process](#).

[Apply now](#)



Access to already registered companies

Consult or edit your corporate registration in Petrobras

Registration number in company's home country (taxpayer number):

Password:

[Forgot password ?](#)

[Sign in](#)

The five criteria in Corporate Registration



- Technical
- Economical
- Legal
- HSE
- Managerial

Highlights

» [The importance of attachments](#)

Filling Out Information for Registration by Third Parties

» Petrobras does not indicate any consultant, natural person or legal entity as intermediaries to fill out registration questionnaires, participate in events or make contact with Petrobras.