

PRIO

Measuring Instructions

Service Measurement Guide



The Measurement Process consists of billing for services performed to PRIO and its subsidiaries.

There are two ways to carry out the measurement, depending on the form of contract entered into between PRIO and its suppliers:
Spot and Recurring.

Measurements of Spot Services

Spot Services are considered to be those with a defined scope, price and deadline, with a commitment to execution. In these cases, the SPOT Contract is sent before the service is provided.

After providing the service, the supplier is responsible for inserting the Measurement Bulletin into the PRIO Supply Portal, following the step-by-step instructions below.

Pursuant to the Billing Instruction (attached to your company's contract), the Invoice must be issued, containing the Purchase Order Number and Item in its body.

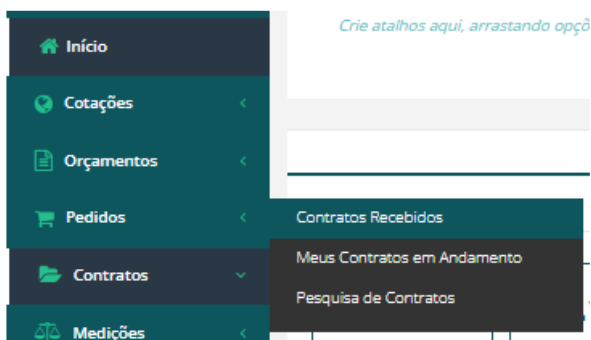
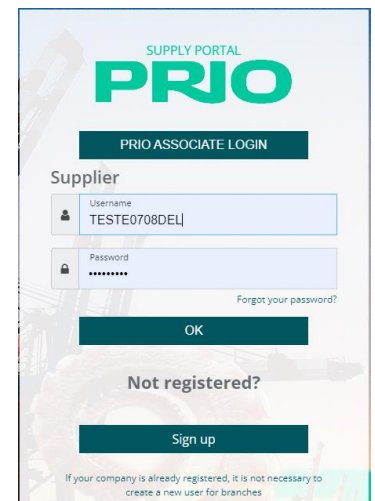
Recurring Service Measurements

Recurring services are considered to be those that have previously established conditions and are normally effective for 12 months or more and may be continuous or on demand.

The measurement must be included according to the previously established recurrence, through access to the PRIO Supply Portal, available at: <https://suprimentos.prio.semapi.com.br>.

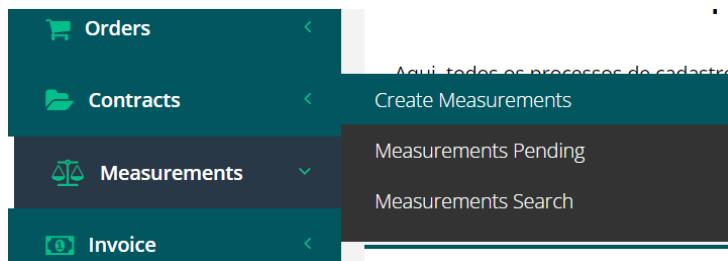
On the PRIO Supply Portal home page, as shown in the image to the side, you must enter your login and password.

Please note that the ID of the registration must be the one for which the Contract was created. If you have any questions, please contact the Contract Commercial Manager.



Once logged in, you will be able to access all contracts signed with PRIO under “Contracts > Received Contracts.”

To include a measurement, go to “Measurements > Create Measurements”



On the next screen, search for the contract you want to measure. Once the contract is found, all items available for measurement will be displayed.

Enter the measurement amount and currency in the “Total value” field. If necessary, insert a note. In “Invoice”, select your ID responsible for issuing the invoice. Inform the Measurement Manager in “Approver” and in the “Responsible for measurement” field, inform the name and contact of the person who is including the measurement. Once all the information has been filled in, click on “Save”.

Measurement

Line 1 Item: 1095054 -- 8000704-SERVICO CONS INF PJ OTIMIZACAO Texto Longo: SERVICIO; CONSULTORIA INFORMATICA PESSOA JURIDICA; ATIVIDADE SERVICIO: OTIMIZACAO

Total Value: R\$

Observation:

0 Characters Typed / Remained 2000

Measurements taken:

Invoice: END 1

Approver: Select an approver

responsible for measuring:

SAVE

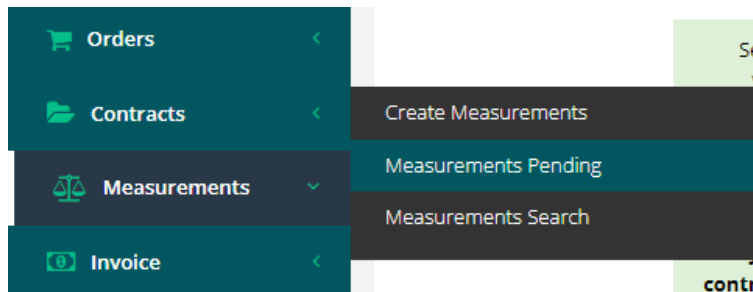
After saving, you can insert attachments relevant to the measurement and inform the cost center - if you have already received the proper instructions. To complete the submission, it is mandatory to press the “SEND TO APPROVER” button.

Measurements	Data	Attachments	Approver	Send	Delete
1875060	Inclusion: 26/AGO/2024 Reference: Subitem - Teste () Buyer: PRIO	Instruções (todas) - Portal.pdf	Alessandro Ferreira Campos		
8000704 SERVICE IT CONS LE OPTIMIZ Long Description: SERVICE; IT CONSULTANCY LEGAL ENTITY; SERVICE ACTIVITY: OPTIMIZATION					
Amount	Unit value	Amount	Attachments		
1 UN	30,00	R\$30,00			
Observation: Observation test					

SEND TO APPROVER

To locate measurements that have been saved but not sent to the approver, you can view them in “Measurements > Measurements Pending”. If a pending measurement needs to be edited/changed, please click on its number and the editing screen will open, allowing you to change the Approver, Reference, Notes and attach documents while it is pending.

Finish by clicking on the “Submit to the approver” button.



The Supplier may access the invoice received in “Invoice > Received Invoice”. Browse to find the desired invoice and click on the envelope icon to view the billing instruction details and Purchase Order number.

Invoice	Contract Header	Total Value	Reference	Sent in	Buyer	Message
1874927	1874923	R\$ 10.000,00	Objeto contratação teste novo relatório	05-AUG-24 15:09:21	CONSORCIO EMPREENDEDOR BAIXO IGUAÇU	
1874758	1874741	R\$ 1.500,00	teste criacao com aprovação contrato - looping	19-JUL-24 15:45:11	PRIO	
1869314	1869280	R\$ 392,00	NF fiscal liberada	14-JUL-22 10:33:11	VALGROUP	

Pursuant to the Billing Instruction (attached to your company's contract), the Invoice must be issued, containing the Purchase Order Number and Item in its informations.

If you have any questions, please send an email to suporte.prio@usemol.com.br.