

PORTAL DE SUPRIMENTOS

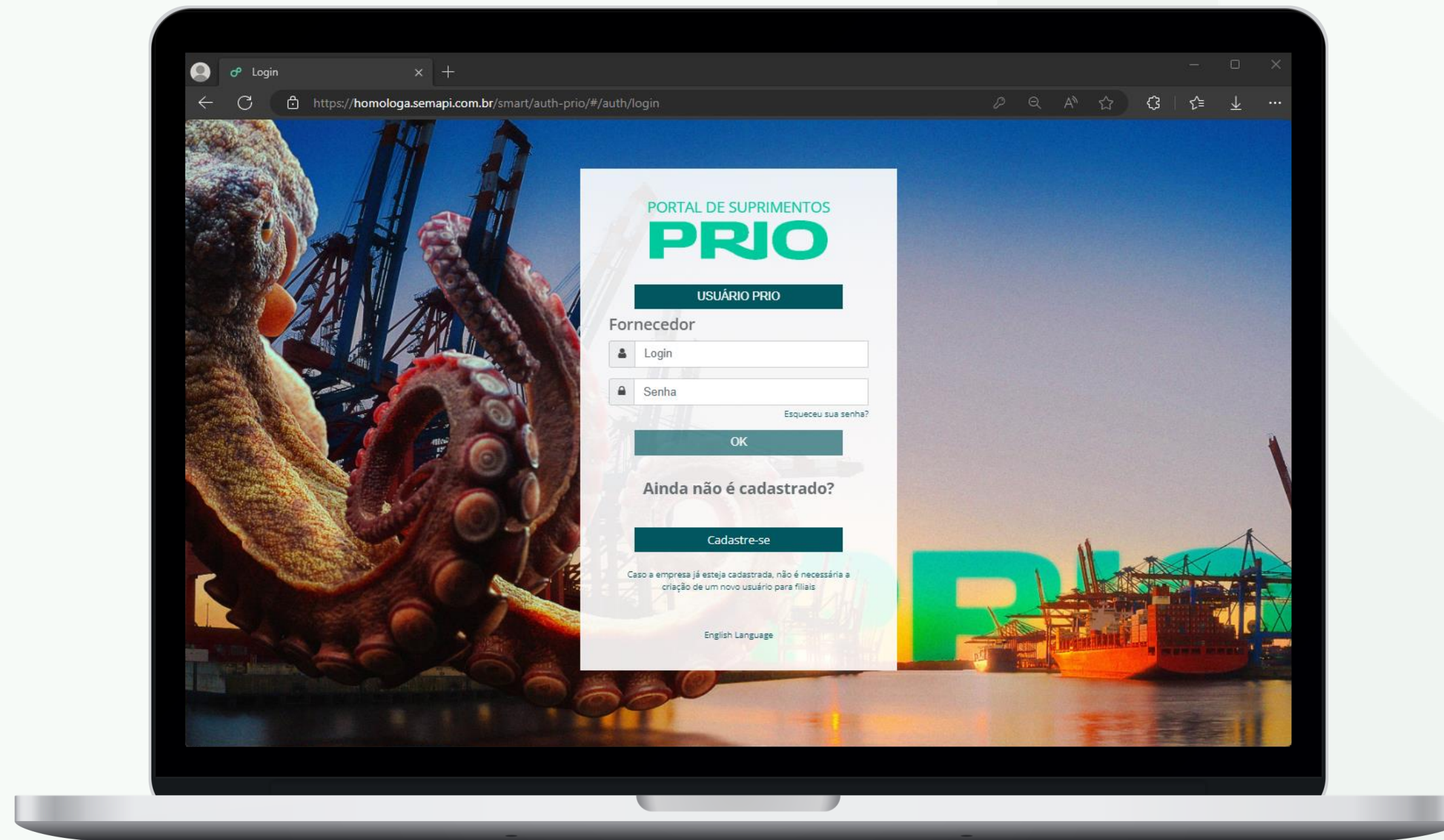
PRIO

**RESPONDING TO
QUOTATIONS**

Access the new **PRIO Supply Portal** at:
<https://suprimentos.prio.semapi.com.br/>

If you already have an account on our Portal, please log in.

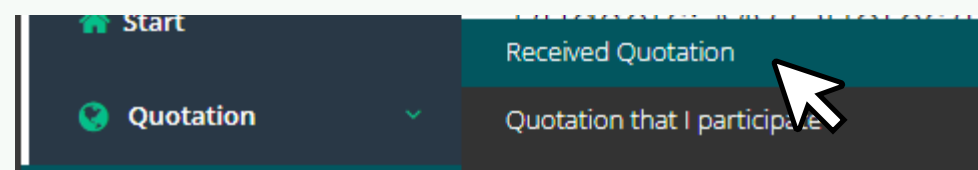
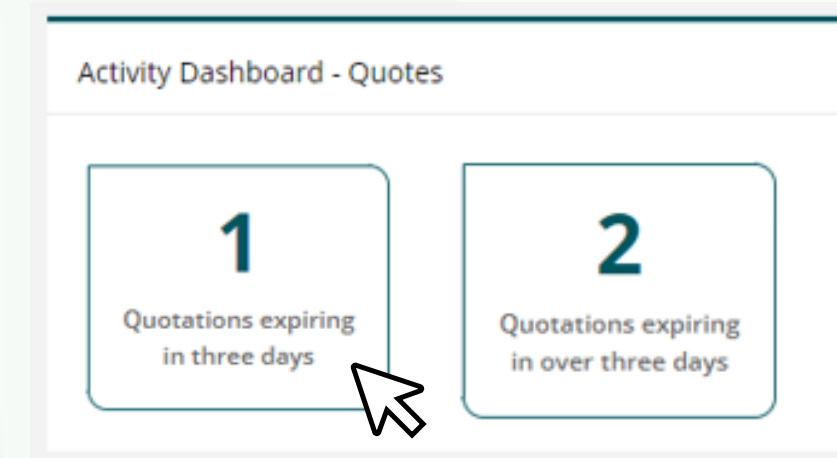
If you don't have an account on our Portal yet, click on "**Sign Up**" - to access the registration tutorial click [here](#).



On the homepage, in the **Activity Dashboard - Quotes** section, you can see how many quotations are awaiting response.

They are divided by the proximity of the expiration date.

Click on one of the panels to view the open quotations.



You can also access the Quotations through the side menu, by clicking on **"Quotation"** and then **"Received Quotation"**.

Somente após visualizar os detalhes da cotação é possível aceitar participar desta

Quotation : Received Quotation

1. View the quotation conditions by clicking on the quotation number
2. After viewing, confirm or decline participation in the "Participate" column.
3. Once confirmed, click quote.

If you have any questions, please get in touch with suporte@usemol.com.br

▼ Quotations received not yet viewed

Quotation	Company	Delivery Place	Closing	Participate?
1091071	PRIO	0703 - PRIO Bravo Ltda Base Polvo	12/03/2024	NO
1091072	PRIO	0703 - PRIO Bravo Ltda Base Polvo	30/03/2024	NO
1091102	PRIO	0606 - Base ABL	30/03/2024	NO

On the next page, all quotations awaiting response are listed

Click on the desired quotation to view the details.

Only after viewing the details of the quotation, it is possible to accept participation.

homologa.semapi.com.br/smart/usemolPopUp.php/CotacaoVisualizar - Trabalho — Microsoft Edge
https://homologa.semapi.com.br/smart/usemolPopUp.php/CotacaoVisualizar

PRINT OUT

Quotation: 1091071 - PRIO

ID: 62199161000456	Type: Material SPOT
Closing: 12/MAR/2024	CIF

Linha:1 14	SERVICO OPERACAO DE BAREBOAT Texto Longo: SERVICO; LEASING; ATIVIDADE SERVICO: ALUGUEL PLATAFORMA; LOCAL/DESTINO SERVICO: LUXEMBURGO; DADOS COMPLEMENTARES: VS PRIO OG	Amount
		1,00 UN

Linha:2 4038009	FILTRO FLUIDO AGUA DESC 5UM 9.3/4POL Texto Longo: FILTRO FLUIDO; FLUIDO: AGUA; TIPO FILTRO: DESCARTAVEL; MATERIAL CORPO: POLIPROPILENO; MATERIAL ELEMENTO: CARVAO; GRAU FILTRAGEM: 5UM; DIAMETRO ENTRADA: 9.3/4POL; ROSCA ENTRADA: NPT; DIAMETRO SAIDA: 9.3/4POL; ROSCA SAIDA: NPT; 100055 MIL ACQUA	Amount
		3,00 UN

Delivery Place: V 5 Projetada S/N - São João da Barra - RJ - 03255266000335 Invoice address: V 5 Projetada S/N - São João da Barra - RJ - 03255266000335

Subject

Message

0Characters Typed / Remained 1900

SEND MESSAGE

In the window that opens, you can view all **materials and/or services** listed in the quotation, as well as **amounts, closing, invoice address, and delivery/execution city**.

If you have any questions, just use the message box available below, fill in the **"Subject"** and **"Message"** fields, and click **"Send Message"**.

Questions will be answered by the responsible buyer.

If you have no questions, simply close the window.

Viewed and not yet answered quotations are segregated from those not viewed.
Remember, only after viewing the details of the quotation is it possible to accept participation.
To participate in the quotation, click **"Yes"**.

▼ Quotations received not yet viewed

Quotation	Company	Delivery Place	Closing	Participate?
1091072 📄	PRIO	0703 - PRIO Bravo Ltda Base Polvo	30/03/2024	<input type="button" value="NO"/>
1091102 📄	PRIO	0606 - Base ABL	30/03/2024	<input type="button" value="NO"/>

▼ Quotations viewed and not yet filled.

Quotation	Company	Delivery Place	Closing	Participate?	Budgets / Printed
1091071 📄	PRIO	0703 - PRIO Bravo Ltda Base Polvo	12/03/2024	<input type="button" value="YES"/> <input type="button" value="NO"/>	

By clicking "Yes", participating in a quotation, you will be directed to a new page.

Budget #1873483 - Pending da cotação #1091071

Help

Items

Orçamento atualizado em 11/03/2024 18:14:54

Line:1 - Item: 14 SERVICE OPERATION BAREBOAT Long Description: SERVICE; LEASING; SERVICE ACTIVITY: PLATFORM RENTAL; SERVICE SITE/DESTINATION: LUXEMBURG; COMPLEMENTARY DATA: VS PRIO OG

Amount: 1 UN

Unit Price:

Total Value:

ISS: %

Warranty:

Delivery: days

Provider:

Observation

0Characters typed / Remaining2000

Line:2 - Item: 4038009 FLUID FILT WATER DISP 5UM 9.3/4POL Long Description: FLUID FILTER; FLUID: WATER; FILTER TYPE: DISPOSABLE; BODY MATERIAL: POLYPROPYLENE; ELEMENT MATERIAL: COAL; FILTERING DEGREE: 5UM; INLET DIAMETER: 9.3/4POL; INLET THREAD: NPT; OUTLET DIAMETER: 9.3/4POL; OUTLET THREAD: NPT; 100055 MIL ACQUA

Amount: 3 UN

Unit Price:

Total Value:

ICMS (Brazilian Tax): %

IPI: %

DIFAL: %

ST: %

NCM: 84212100

Warranty:

Delivery: days

Manufacturer:

Observation

0Characters typed / Remaining2000

On the Budget page, in the **"Items"** section, carefully fill in the information requested for each material and/or service: **unit price, tax rates (optional field for foreign suppliers), warranty period, delivery time, and manufacturer/provider name.**

For materials, the **NCM field** is already filled in with the one used internally by PRIO, but it is editable, allowing it to be changed according to the one used by your company (optional field for foreign suppliers).

Attention, in the NCM field, do not use periods, only numbers.

If you have any observations or relevant points, use the **"Observation"** field.

Below, in the "**General Conditions**" section, fill in the fields:

- **Values in:** the currency of the Budget;
- **Validity:** the validity of the proposal, by clicking on the calendar next to the field;
- **Logistics:** filled in by the buyer, but it is possible to change, informing the delivery mode, that is, whether it is CIF, EXW, FOB, etc.;
- **Reference:** free text field, for your control, you can, for example, inform the proposal number;
- **Minimum Revenue:** the minimum value for billing the order;
- **Payment Condition:** filled in by the buyer, but it is possible to change the payment term, in days;
- **Responsible:** the name and phone number of the person responsible for this Budget.

The "**Total Value of Items**" fields are automatically calculated by the Portal.

If you have any observations or relevant points, use the "**Observation**" field.

General Conditions

Values in: R\$

Validity: 10/04/2024

Logistic: CIF - Custos, seguro e frete

Reference: Key rod

Minimum Revenue: R\$ Minimum value for order billing.

Items Total Value: R\$

Total Value: R\$

Observation: 0 Characters typed / Remaining 2000

Payment Condition: 120 DIAS

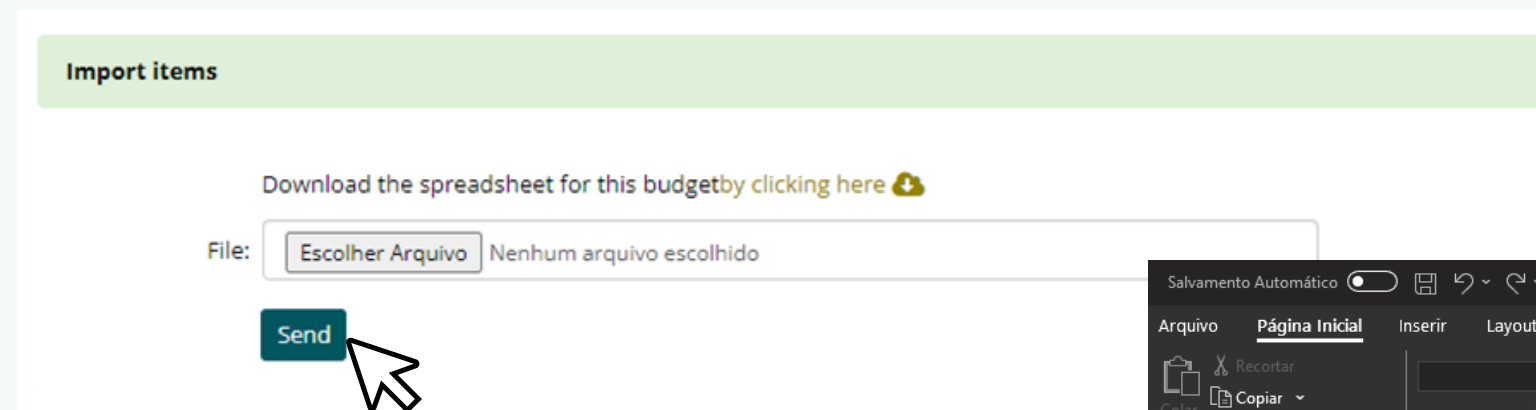
Responsible: If you have a specific telephone number, inform.

SAVE

Send

If you wish, you can fill in the information for each material and/or service **by a spreadsheet**.

At the bottom of the page, in the **"Import Items"** section, download the spreadsheet related to this Budget by clicking on the text **"by clicking here"**.



In the generated file, **fill in all fields**, as explained previously. Save it in **CSV format** (comma-separated) and attach it in the **"File"** field.

If you don't know how to save the file in CSV format, click [here](#).

Click **"Submit"** and the information will be loaded.

The screenshot shows an Excel spreadsheet titled "Orçamento" with the following data:

Linha	Código Item	Descrição	Endereço Faturamento	Quantidade	Valor Unitário	ICMS	IPI	ST	ISS	Garantia	Periodo Garantia M (mês) ou D (dia)	Dias Entrega	Fabricante	Observação	
1	ITEM:4002687	TECLADO QWERTY ABS PT USB 125 230MM Texto Longo: TECLADO; TIPO TECLADO: QWERTY; MATERIAL CORPO: ACRILONITRILA BUTADIENO ESTIRENO; COR: PRETO; CONEXAO: USB; C/TOUCHPAD; NUMERO TECLA: 125; LARGURA: 230MM; ALTURA: 160MM; PROFUNDIDADE: 17MM; PERIBOARD510H PLUS PERIXX	CNPJ:52676412000140	1	61000										84716052
2	ITEM:8000195	SERVICO EMIS VALE BRIN PRES PJ IMPR FUNC Texto Longo: SERVICO; EMISSAO VALE BRINDE PRESENTE PESSOA JURIDICA; ATIVIDADE SERVICO: VALE PRESENTE IMPRESSO FUNCIONARIO	CNPJ:52676412000140	1											114091310
3	ITEM:8000695	SERVICO CONSULT OP PJ METEOROLOG Texto Longo: SERVICO; CONSULTORIA OPERACOES PESSOA JURIDICA; ATIVIDADE SERVICO: METEOROLOGICAS; DADOS COMPLEMENTARES: WEATHERNEWS	CNPJ:52676412000140	1											114099000

In the "**Attachments - Technical Proposal Without Values**" section, attach the technical proposal without values, that is, the proposal that will be directed to the requester, so provide details and specifications about the materials and/or services - without mentioning, at any time, the value/price of these.

Pay attention to the maximum supported size: 100,000Kb or 100Mb.

Click "**Save**" to send.

Anexos - Proposta Técnica Sem Valores e DFP

The files cannot have the size of 100000Kb.

Name of the file attached:

File Search: Nenhum arquivo escolhido

If you want to save the information of your Budget without sending it to PRIO yet, just click **"Save"**, and then continue.
To check these Budgets, click on "Budgets" and then click on "My Pending Budgets". All Budgets will be listed.

Budget /Printed	Company	Total Value	City	Quotation	Delete	Send
1873915	PRIO	R\$ 12.500,00	Rio de Janeiro/RJ	1093331		

If you have already finished, just click on **"OK"** and confirm that you want to send the Budget to the buyer.

homologa.semapi.com.br diz
Deseja enviar o orçamento para o comprador agora ?

OK Cancelar

homologa.semapi.com.br diz
Seu orçamento foi enviado com sucesso e se encontra no menu:
Orçamentos em Andamento

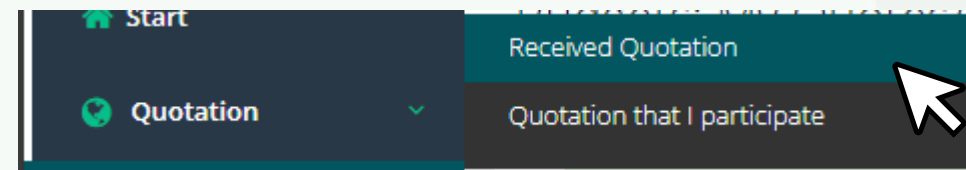
OK

The Budget will be analyzed by one of our buyers.

It is possible to submit a new Budget at any time, as long as the Quotation is still open.

To do so, click on "**Quotation**", then click on "**Received Quotation**".

In the "**Completed Quotations**" section, click on "**New Budget**".



▼ Completed Quotations

Quotation	Company	Delivery Place	Closing	Participate?	Budgets / Printed
1093331 	PRI0	Rio de Janeiro - RIO DE JANEIRO	20/04/2024	NEW BUDGET	1873915 

A new window will open.

If you want to offer a **discount**, just inform the desired percentage - it will be applied uniformly to all items - and click "**Save**".

If you want to change your budget item by item, click "**New**", then click "**Save**".

Your company already has a budget for this quotation. Select one of the options below and click Save.

Apply (%) : %

New Duplicate

SAVE

Check the Budget information and fill in what is requested, as instructed previously.

If your Quotation made it to our shortlist and the buyer wants to negotiate your Budget, on the "**Received Quotations**" screen, a notice of "**You have been invited to the negotiation/review stage of the proposal**" will appear.

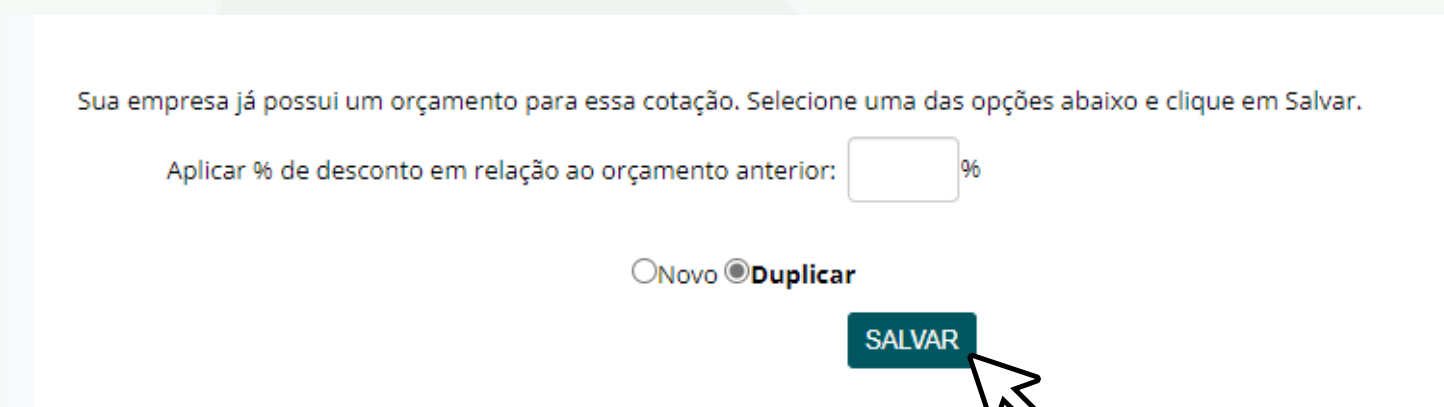
To respond to the request, click "**New Budget**".



A new window will open.

If you want to offer a **discount**, just inform the desired percentage - it will be applied uniformly to all items - and click "**Save**".

If you want to change your budget item by item, click "**New**", then click "**Save**".



Check the Budget information and fill in what is requested, as instructed above.

If your Quote is selected by the buyer, the home page in the **Activity Dashboard - Orders** shows how many quotations are awaiting response.

On the next page, all orders awaiting response are listed.

Click on the desired order to view the details.

Only after viewing the details of the order is it possible to accept it.

Activity Dashboard - Orders

1

Purchase Orders
awaiting
Acceptance

Orders

Clicar no número do Pedido de Compra para visualizar as condições. Após, será habilitado o botão para recusa ou aceite.
Favor, atenção as orientações:
1. Conferência Detalhada:
Solicitamos atenção à verificação minuciosa de todos os dados de faturamento do pedido. Qualquer divergência deve ser comunicada antes da emissão da nota fiscal, garantindo precisão e conformidade.
If you do not agree, decline.
2. Instruções de Faturamento e Entrega:
Solicitamos a leitura das instruções de entrega e faturamento anexas ao Pedido de Compras ou através dos links abaixo para garantir eficiência do processo.
<http://bit.ly/instrucaofaturamento>
<https://bit.ly/instrucaomedicao>
<https://bit.ly/instrucaoentrega>
<https://bit.ly/shipersinstruction>
The management of invoices is carried out using the V360 tool https://prio3.virtual360.io/users/sign_in. Qualquer dúvida, entrar em contato com o suporte do V360 através do canal +55 (21) 373900.

1 was foundpedido.

Order	General Data	Value Total	Messages	Status
Current date: 02/2024				
✉ 4500052968	Inserted by: PRIO Sent in: 28-FEB-24 15:20:38 Validity: 24/MAR/2024 Reference: 4500052968 Quotation: 1091649 Budget: 1873171 Contract Header: 1873171	R\$ 1.166.000,00		Received

Order: 4500052968
Deve ser informado na emissão da Nota Fiscal.

PRIO data

Pedido# 1873175
 Sending date: 17/04/2024
 Buyer in charge: Monique Silva
 E-mail: mdsilva@prio3.com.br

FATURAMENTO
 PRIO Bravo Ltda Base Polvo
 ID: 03255266000335

LOCAL DE ENTREGA
 V 5 Projetada S/N
 São João da Barra - RJ
 Zip Code 28200-000

SUPPLIER DATA

Budget: 1873171
 Acception date:
 Salesperson in charge: Laura
 E-mail: TESTE2101BAIXA@PRIO3.COM.BR

FATURAMENTO
 TESTE2101BAIXA
 ID: 39239585000132

EMISSOR DA FATURA
 TESTE2101BAIXA
 ID: 39239585000132

GENERAL CONDITIONS

TOTAL VALUE: R\$ 1.166.000,00 **COMMENTS:** obs ext

PAYMENT CONDITION: 30/60/90 DIAS - 34%/33%/33% (após emissão da Nota Fiscal)

INCOTERMS: CIF - AÇU

Item	CÓD MATERIAL	NCM	Description	DATA DE PRONTIDÃO/ENTREGA	Amount	Valor unitário bruto	Valor total bruto
10	4084381	8424.90.90	TECLADO MUS 61TEC XPS10 ROLAND	07/05/2024	4 UN	R\$ 291.500,00	R\$ 1.166.000,00
						Valor total bruto	R\$ 1.166.000,00

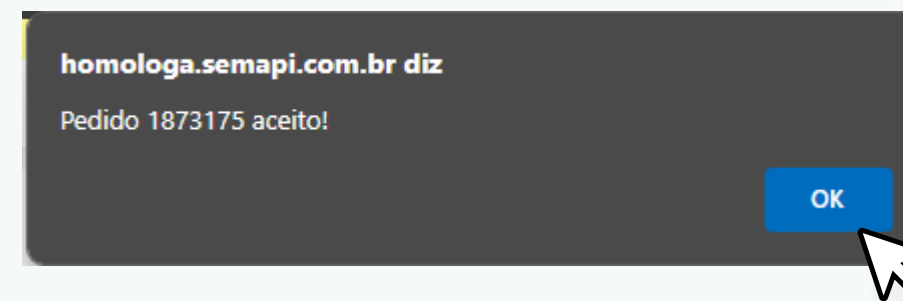
ATTACHMENTS

Instruções (todas) - Portal.pdf

To accept the order, click on "**Accept**". In the pop-up, click on "**OK**".

1 was foundpedido.

Order	General Data	Value Total	Messages	Status	Actions
Current date: 02/2024					
 4500052968	Inserted by: PRIO Sent in: 28-FEB-24 15:20:38 Validity: 24/MAR/2024 Reference: 4500052968 Quotation:1091649 Budget:1873171 Contract Header:1873171	R\$ 1.166.000,00		Waiting for Acceptance	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject 



Done! The order has been accepted.

The next step, in the case of materials, is to **Schedule the Delivery**.

If you have any questions or need assistance using the Portal, our support team will be available through the following channels:

suporte.prio@usemol.com.br / (11) 2144-4328 / (11) 2144-4343