



OFFSHORE BOARDING PROCEDURE - STAR

**INSTRUCTIONS FOR PRIO SUPPLIERS ON THE STAR
TRANSPORTATION REQUEST PROCESS**

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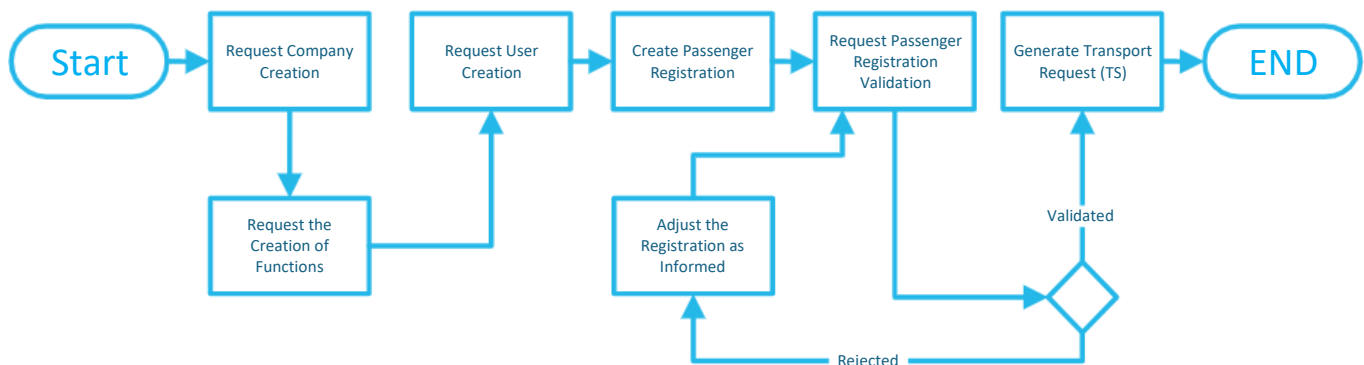
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Introduction

This document is intended for Prio suppliers to provide guidance on the transportation request (TS) process for the company's assets.

This process consists of the following steps:

- Company Registration on Star;
- User Registration on Star;
- Function Registration;
- Passenger Registration;
- Passenger Validation;
- Transport Request (TS) Generation



Important information:

- One should ideally request validation of the passenger's registration at least 2 working days before the boarding date;
- **Emergency requests** outside business hours must be made directly to the logistics department by email logistics.support@prio3.com.br;
- The deadline for creating a Transportation Request (TS) is 12:00 pm on the day before the flight;
- The flight manifest is issued at 7:00 pm the day before the flight.
- It is essential to fill in the "requesting email" field on all forms.

Company Registration on Star

The request to register a new company on Star must be made using the company creation forms on Star. Available at: <https://forms.office.com/r/hmc1hXtQDa>

Cadastro de Empresa no Star

* Obrigatória

1. Nome da Empresa *

Insira sua resposta

2. Atividade *

Insira sua resposta

3. Responsável - Nome: *

Insira sua resposta

4. Responsável - Telefone *

O valor deve ser um número

5. Responsável - E-mail *

Insira sua resposta

6. E-mail do solicitante do cadastro *

Insira sua resposta

Enviar

Nunca forneça sua senha. [Relatar erro](#)

This form must be filled in with information about the company, such as its name and line of business, as well as contact information. There is a field at the end to be filled in with the applicant's email, which will be used to inform when the request has been performed or if any other need arises.

Function Registration on Star

After creating the company, it is necessary to request the creation of each function that the employees will perform on board. The request is made by filling out the Function Creation request form available at:

<https://forms.office.com/r/hDEwNEVtT2>



The image shows a screenshot of a web form titled "Solicitação de Cadastros de Função". The form is set against a light blue background with a darker teal header. The header contains the title and a small menu icon. Below the header, there is a legend indicating that fields marked with an asterisk (*) are mandatory. The form consists of five numbered sections, each with a text input field:

- 1. Empresa ***: Input field with placeholder text "Insira sua resposta".
- 2. Função ***: Input field with placeholder text "Insira sua resposta".
- 3. Treinamentos e Certificações obrigatórios: ***: Input field with placeholder text "Insira sua resposta".
- 4. Escopo das atividades ***: Input field with placeholder text "Insira sua resposta".
- 5. E-mail do solicitante: ***: Input field with placeholder text "Insira sua resposta".

At the bottom left of the form, there is a teal "Enviar" button. Below the button, there is a small note: "Nunca forneça sua senha. [Relatar abuso](#)".

In this form, you will need to fill in information regarding the function, such as its scope and the mandatory training matrix. The last field is for the applicant to provide the contact information that we will use to notify that the request has been made or in case any questions arise.

User Registration on Star

To register employees in the future and issue Transportation Requests, you must request the creation of a login on Star. This request must be made by filling out the form available at: <https://forms.office.com/r/cV2gu3qXQh>

The image shows a web form titled "Cadastro de Usuário - STAR". At the top left, there is a red asterisk and the word "Obrigatória". The form contains five numbered input fields, each with the placeholder text "Insira sua resposta":

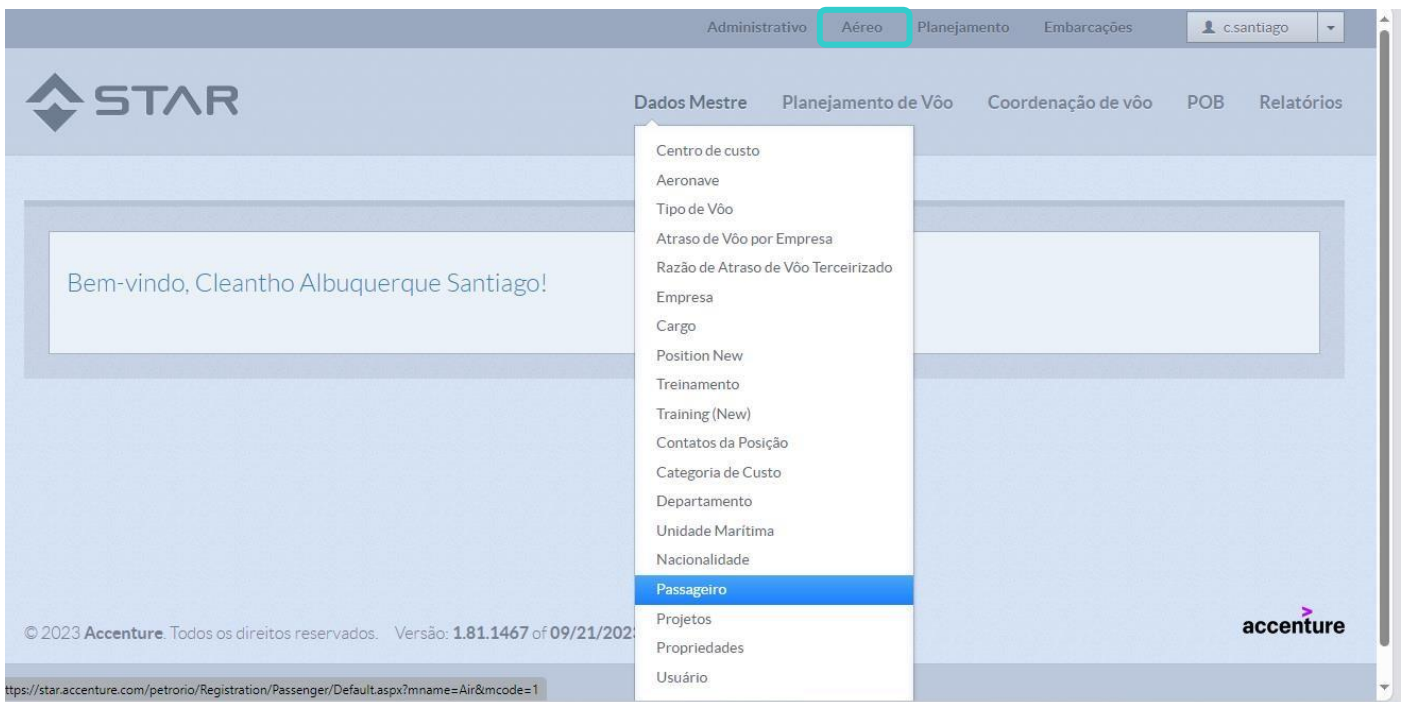
1. Empresa(s) *
2. Nome Completo
3. Telefone
4. E-mail
5. E-mail do solicitante

Below the fields is a red "Enviar" button. At the bottom, there is a small note: "Nunca forneça sua senha: [Deletar e-mail](#)".

This form will contain the details of the person who will be responsible for registering passengers and issuing the TS. Please note that the last field is designed for the applicant to provide his/her email address so that he/she can be informed in the future when the request is completed or to resolve any difficulties.

Passenger Registration on Star

To register as a passenger on Star, you must access the Passengers page in the Air module, as indicated below:



On this page you can create a new passenger record or view/edit a pre-existing record.

Attention! All dates must be entered in MM/DD/YYYY (Month/Day/Year) format.

After filling in the passenger details, you must attach the ASO, HUET and CBSP and click on the "SAVE" button.

You will be directed to the "Position Trainings" tab where you can upload all mandatory training certificates according to the employee's role.

The screenshot shows the PRIO system interface for adding passenger trainings. The top navigation bar includes the Star logo, user information (User: c.santiago, Preferences, Logout), and the Module (Aéreo). The main menu contains tabs for DADOS MESTRE, PLANEJAMENTO DE VÔO, COORDENAÇÃO DE VÔO, POB, and RELATÓRIOS. The current page is titled "Position Trainings" and has two tabs: "Passenger" and "Position Trainings".

The "Passenger Trainings" section contains the following form fields:

- * Training: A drop-down menu.
- * Expiration Date: A date input field with a calendar icon and a hint "(ie: mm/dd/yyyy)".
- * Image: A file upload field with a button "Escolher Arquivo" and the text "Nenhum arquivo escolhido".
- Verified: A checkbox.

At the bottom of this section are two buttons: "BACK TO LIST" and "ADD". A note below the fields states "* Required fields".

The "History of Trainings" section contains the following form fields:

- * Training: A drop-down menu.
- * Upload Date Begin: A date input field with a calendar icon and a hint "(ie: mm/dd/yyyy)".
- * Upload Date End: A date input field with a calendar icon and a hint "(ie: mm/dd/yyyy)".

At the bottom of this section is a "SEARCH" button.

The footer of the page includes the copyright notice: "© 2023 Accenture. All rights reserved. Terms Of Use. Version: 1.81.1467 of 09/21/2023 (SRVSTARUSAPP01)." and the Accenture and PRIO logos.

To add the training, you must select it from the drop-down list, fill in the expiration date and select it from the directory on your computer. After this process, click on "ADD". This process must be repeated for all mandatory certificates.

Passenger Validation

To continue with the process of creating a Transportation Request (TS), it is necessary to request validation of the certificates that were added to the passenger's registration on Star.

The request is made by filling out the validation request form available at: <https://forms.office.com/r/TtBaLaA76f>

Solicitação de Validação

Formulário destinado aos times de logística da Prio e de fornecedores para fazer a solicitação da validação dos certificados de treinamentos obrigatórios e do ASO para seguir no fluxo de criação da solicitação de transporte (TS) do colaborador.

Informações importantes:

A TS deve ser emitida até 12h do dia anterior ao embarque
O manifesto do voo será finalizado as 15h do dia anterior ao embarque

* Obrigatória

1. Data do Embarque *

Insira a data (dd/MM/yyyy)



2. Nome do Passageiro *

Insira sua resposta

3. CPF do Passageiro *

O valor deve ser um número

4. Função *

Insira sua resposta

5. Ativo: *

Selecionar sua resposta



6. Empresa *

Insira sua resposta

7. E-mail do solicitante *

Insira sua resposta

Enviar

Nunca forneça sua senha. [Relatar abuso](#)

This form must contain the passenger identification data, as well as flight data such as the boarding date and the asset. As with the other forms, you must provide the applicant's email address at the end so we can contact you after validation or request any adjustments.

Transportation Request (TS)

After the passenger's registration is validated, the supplier can issue the Transportation Request (TS) accessing **Star > Air > Flight Planning > Transportation Request**

The screenshot displays the STAR system interface. At the top, there is a navigation bar with tabs for 'Administrativo', 'Aéreo', 'Planejamento', and 'Embarcações'. The user 'c.santiago' is logged in. Below this, a secondary navigation bar includes 'Dados Mestre', 'Planejamento de Voo', 'Coordenação de voo', 'POB', and 'Relatórios'. A dropdown menu is open under 'Planejamento de Voo', listing options: 'Demanda', 'Aprovação de Demanda', 'Aprovação de Treinamento', 'Voo', 'Formulário De Isenção de Certificados HSE', 'Solicitação de Transporte' (highlighted), and 'Eventos de Passageiro'. A welcome message reads 'Bem-vindo, Cleantho Albuquerque Santiago!'. Below the navigation, the user 'c.santiago' is logged in, and the 'Module' is set to 'Aéreo'. The main content area is titled 'Transport Solicitation' and contains a form with the following fields: 'Number', 'Passenger', 'Cargo', 'Start Date' (with a calendar icon and '(je: mm/dd/yyyy)'), 'End Date' (with a calendar icon and '(je: mm/dd/yyyy)'), 'Unidade Marítima', 'Company', 'Kind', and a 'Late TS request' checkbox. At the bottom of the form, there are three buttons: 'NEW PASSENGER TS', 'NEW CARGO TS', and 'SEARCH'.

Attention! Transportation requests must be made by 12:00 pm the previous day. After this time, the Star system is blocked for TS emissions for the following day.