

SUPPLY PORTAL
PRIO

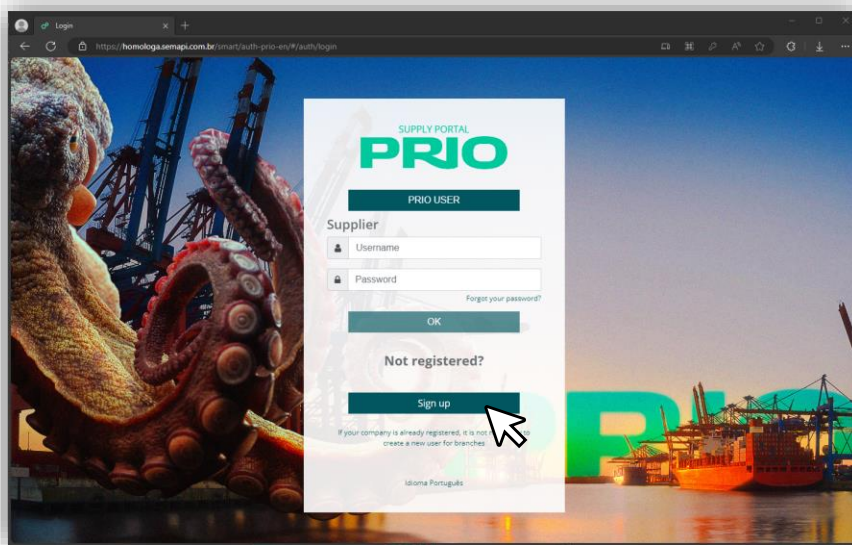
PRE-REGISTRATION
TUTORIAL

If you require support after reading this tutorial, please
contact suporte_usemol@semapi.com.br

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

On the homepage, if you do not have an account on our Portal yet, click on “**Sign Up**”.

On the homepage, **if you already have an account** on our Portal, log in and **proceed to page 6** of this tutorial.



On the initial screen, state your company is **Foreign** and select your country. Enter your **VAT number, EIN or equivalent** and click on 'Next'

A screenshot of the PRIO Supplier Registration form. The form is titled 'PRIO Supplier Registration' and shows a progress bar with 8 steps, where step 1 is active. The 'Company' section asks to 'Select your origin country:' with radio buttons for 'National' and 'Foreign' (selected). Below is a dropdown menu for 'Please select a country' with 'United Kingdom - VAT ID' selected and a 'Change country' link. A 'Foreign ID' field contains 'GB999999999'. At the bottom are 'Next' and 'Cancel' buttons. A mouse cursor is pointing at the 'Next' button. The PRIO logo is at the bottom.

Confirm your **basic information**, such as Company Name, Website, and Email.

If the data is not up to date, correct it with the most current information available.

Once everything is in order, click on '**Next**'.

On the next page, click and read each of the provided **Terms and Policies**.

Acceptance of all the Terms and Policies is mandatory to proceed.

After accepting all the Terms and Policies, click on '**Next**'.

The image displays two sequential screenshots of the PRIO Supplier Registration process. The left screenshot shows the 'Company Information' step, where the user has entered 'ORB ELETIC PLC' as the company name, 'www.orbelectric.com' as the website, and 'contact@orbelectric.com' as the email address. The 'Next' button is highlighted with a mouse cursor. The right screenshot shows the 'Terms and Policy' step, where the user is required to accept the 'Code of Ethics and Conduct', 'General Terms and Conditions of Supply', 'Anti Corruption Declaration', and 'Website Terms of Use'. A blue 'Attention' box is present, stating: 'Attention: To read the terms and policies, click on the name of the document. Only after reading and Acceptance of the terms will be possible to proceed.' The 'Next' button is also highlighted with a mouse cursor. A green arrow points from the 'Next' button in the left screenshot to the 'Next' button in the right screenshot.

Next, provide your **User Information**, such as Name, Phone, and Email. Also, create a **Username and Password**. Click on '**Next**'.

Passwords must contain:
8 characters or more;
Lowercase and uppercase letters;
Numbers;
Special characters (!, @, #, %, &, *, ?, _ and ~).

On the next screen, provide your company's **Address Information**. To proceed, click on '**Next**'.

PRIO
Supplier Registration

Steps 1 2 3 4 5 6 7 8

User Data

* Full name
Anne Lex

* Commercial Phone
020 2999 3999

anne.lex ✓

* E-mail
anne.lex@orbelectric.com ✓

* Only strong passwords are allowed. Excellent

* Confirm Password Confirmed

Next
Cancel

PRIO
Supplier Registration

Steps 1 2 3 4 5 6 7 8

ORB ELETRIC PLC

* ZIP Code
W8 6AG

* Street Name
Kensington High Str

* Number
238

* State or Province
London

* City
London

Next
Cancel

On the following page, enter the **Banking Data**, providing the name of your Bank and its respective **Swift Code** or BIC, the **Account Number or IBAN**, and the currency of the mentioned account. Click on '**Next**'.

The screenshot shows the 'PRIO Supplier Registration' interface at Step 6. The progress bar indicates steps 1 through 8, with step 6 highlighted. The 'Bank Data' section contains the following fields:

- * Bank Name: Citibank N.A. UK
- * Swift Code: CITIGB2L
- * Account Number: 4985252212
- * IBAN: (empty)
- Currency: GBP (selected from a dropdown menu)

At the bottom, there are two buttons: 'Next' and 'Cancel'. A mouse cursor is pointing at the 'Next' button.

In the following free-text field, describe your **Portfolio**. Click on '**Next**'.

The screenshot shows the 'PRIO Supplier Registration' interface at Step 7. The progress bar indicates steps 1 through 8, with step 7 highlighted. The 'Products and Services Provided' section contains the following elements:

- * 2000 remaining characters.
- Products and Services Provided: Electronic Components

At the bottom, there are two buttons: 'Next' and 'Cancel'. A mouse cursor is pointing at the 'Next' button.

On your **first access** to the new PRIO Supply Portal after creating or updating your account, you will encounter the following screen.

Select, from the provided list, the **Material and/or Service Supply Categories** your company provides. You can choose as many Categories as you like.

It's possible to filter the Categories using the highlighted **red box**.

Once you've selected all the Categories, click '**Finish**'.

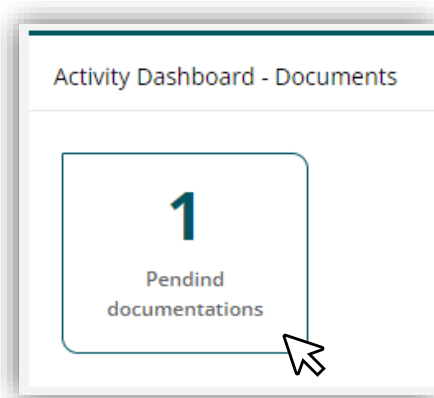
It is mandatory to register the categories of products and services you provide so that buyers can locate you..

Step by Step:
1. Select supply subcategories
2. Click in SAVE
3. Once finished, click FINISH to return to the home page.

Filter the Category

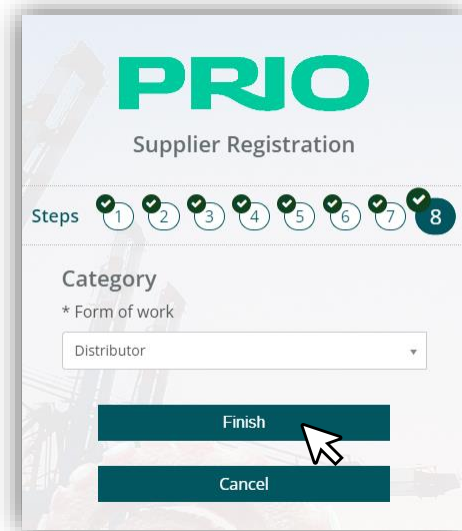
Code	Type of Supply	Category	Subcategory	Select
MAT040005	MATERIALS	ACTUATORS AND CYLINDERS	ELECTRIC ACTUATORS AND SPARE PARTS	<input type="checkbox"/>
MAT040010	MATERIALS	ACTUATORS AND CYLINDERS	HYDRAULIC ACTUATORS AND SPARE PARTS	<input type="checkbox"/>
MAT040015	MATERIALS	ACTUATORS AND CYLINDERS	HYDRAULIC CYLINDERS AND SPARE PARTS	<input type="checkbox"/>
MAT040020	MATERIALS	ACTUATORS AND CYLINDERS	PNEUMATIC CYLINDERS AND SPARE PARTS	<input type="checkbox"/>
SCP024005	CORPORATE SERVICES	ADMINISTRATIVE AND PERSONNEL SERVICES	ARCHITECTURE AND URBAN PLANNING SERVICES	<input type="checkbox"/>
SCP024010	CORPORATE SERVICES	ADMINISTRATIVE AND PERSONNEL SERVICES	BEAUTY AND PHYSICAL WELL-BEING SERVICES	<input type="checkbox"/>
SCP024025	CORPORATE SERVICES	ADMINISTRATIVE AND PERSONNEL SERVICES	DOMESTIC SERVICES AND OTHER PERSONAL SERVICES	<input type="checkbox"/>
SCP024035	CORPORATE SERVICES	ADMINISTRATIVE AND PERSONNEL SERVICES	GENERAL CLEANING SERVICES	<input type="checkbox"/>
SCP024020	CORPORATE SERVICES	ADMINISTRATIVE AND PERSONNEL SERVICES	INTERIOR DESIGN SERVICES	<input type="checkbox"/>
SCP024040	CORPORATE SERVICES	ADMINISTRATIVE AND PERSONNEL SERVICES	LANDSCAPE SERVICES	<input type="checkbox"/>
SCP024015	CORPORATE SERVICES	ADMINISTRATIVE AND PERSONNEL SERVICES	LIBRARY AND ARCHIVE SERVICES	<input type="checkbox"/>
SCP024045	CORPORATE SERVICES	ADMINISTRATIVE AND PERSONNEL SERVICES	POSTAL SERVICES	<input type="checkbox"/>

In your **Activity Dashboard**, a box named '**Pending Documentations**' will appear. Click on it.



On the last screen, indicate whether your company's Form of Work, such as being a Manufacturer, Distributor, Dealer or Service provider.

Click em "**Finish**".



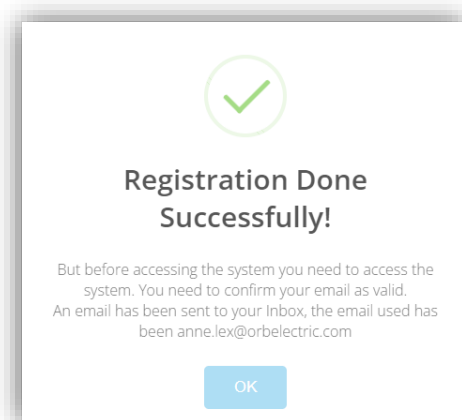
PRIO
Supplier Registration

Steps 1 2 3 4 5 6 7 8

Category
* Form of work
Distributor

Finish
Cancel

An **email confirmation** will be sent to the address you provided during registration. Access to the new PRIO Supply Portal will only be possible after confirmation.



✓

**Registration Done
Successfully!**

But before accessing the system you need to access the system. You need to confirm your email as valid.
An email has been sent to your Inbox, the email used has been anne.lex@orbelectric.com

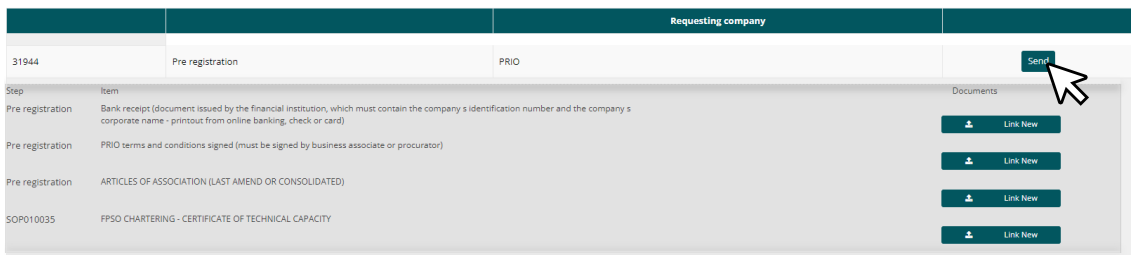
OK

Once the email is confirmed, simply return to the homepage and proceed to login.

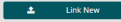
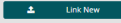
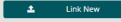
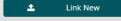
On the next screen, attach the requested documents:

- **Bank Letter/Statement:** a document issued by the financial institution, containing yours Corporate Name and banking information;
- **By-Laws:** the most updated or consolidated version;
- **Signed PRIO General Terms and Conditions:** available at <https://bit.ly/prio-GTC>, which must be signed by a responsible company representative or someone with Power of Attorney (PoA) – in this case, attach the PoA.
- **Certificate of Technical Capacity:** document that proves the supplier's ability to provide goods or services in the chosen categories. It usually includes information about previous projects, relevant experience, and the quality of work performed, such as Certifications, Approvals from O&G companies, Recommendation Letters etc.

After attaching all the described documents – using the '**Link New**' button, click '**Send**'.



The screenshot shows a web interface for document upload. At the top, there is a header bar with the text 'Requesting company'. Below this, a table lists the required documents. The table has columns for 'Step', 'Item', and 'Documents'. The 'Documents' column contains a 'Link New' button for each row. A mouse cursor is pointing at a 'Send' button in the top right corner of the table area.

Requesting company		
31944	Pre registration	PRIO
Step	Item	Documents
Pre registration	Bank receipt (document issued by the financial institution, which must contain the company's identification number and the company's corporate name - printout from online banking, check or card)	
Pre registration	PRIO terms and conditions signed (must be signed by business associate or procurator)	
Pre registration	ARTICLES OF ASSOCIATION (LAST AMEND OR CONSOLIDATED)	
SOP010035	FPSO CHARTERING - CERTIFICATE OF TECHNICAL CAPACITY	

The documents will be evaluated by our Supplier Management team. If any inconsistencies are identified, a notification will be sent through the Portal itself, requesting the necessary corrections.

Once all documents are approved, your registration with PRIO will be active."