

Instructions to request registration for an item in the E&P Master Vendor List MVLOffshore or MVLOnshore (MLVO/MVLOn)

A prerequisite to request registration in E&P's MVLO/MVLOn (Master Vendors Lists) is that the requesting company be registered in Petrobras' Corporate Reference file, with a valid Certificate of Registration and Record Classification (CRCC, Certificado de Registro e Classificação Cadastral) on the date the registration request is delivered.

NOTE: Click, at the end of this document, on the link to view the lists of items that compose the MVLO or MVLOn.

The registration request must be in strict compliance with the following items:

a) The request must be made in an individualized manner, per MVLO or MVLOn item (material or equipment).

Distinct processes must be prepared to request inclusion for items of different areas. Areas are understood as the more general items: 1 – PROCESS EQUIPMENT, 2 - TURBOMACHINE, 3 – MECHANICAL EQUIPMENT, 4 - ELECTRICAL, etc., that require analyses by technicians of distinct specialties.

b) Only items in strict compliance with the scope and documentation of MVLO or MVLOn items will be analyzed.

c) Requests that do not meet the above-mentioned requirements will be returned immediately for correction, even if there is only one pending issue.

d) If the request for inclusion is denied, a new request for the same item and manufacturer will only be accepted a year after the manufacturer is notified of the fact the original request was denied.

e) The documentation must be prepared as listed below:

Item 1 – Intended MVLO/MVLOn item (number & description – view the respective list below)

Item 2 – Manufacturer data

Corporate Name:

Address:

Person for Contact:

Phone:

E-mail:

Item 3 – Data of the representative in Brazil

Corporate Name:

Address:

Person for Contact:

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Phone:

E-mail:

Item 4 – To be filled-in by the Registration Management (of the MATERIALS unit).

Item 5 – List of information and documents for the manufacturer and the intended MVLO/MVLOn item, as follows:

5.1 – Detailed description of the product, including the technical specification indicating manufacturing standards, application range, and main materials used, cut drawings showing a list of components.
5.2 – List of the main provisions, necessarily informing the specific characteristics of the equipment/material, application, final customer name, telephone, and name of the person for contact.
5.3 – Three letters written by final customers certifying satisfaction with the good performance of the materials and equipment, delivery terms, and post-sales technical assistance.
5.4 – Description of the company's manufacturing capacity, including its built area, main machines and equipment, testing facilities, number of employees, and the technical body's qualifications.
5.5 – Proof of the appropriateness of the quality system the vendor uses by means of an Official Certificate based on the NBR-ISO-9001 – 2000 standard, when applicable.
5.6 – Summary of the company's post-sale service policy, informing the facilities and resources available in BRAZIL for technical assistance during the equipment's useful life, operator training, replacement part supply in due time, and assisted pre-operation.
5.7 – Telecommunications Product Certificate issued by Anatel; when applicable.
5.8 – Port and Coast Authority (Diretoria de Portos e Costas, DPC) Approval Certificates for vessels, when applicable.
5.9 – Product certificate issued by the NPA for fiscal equipment and measuring systems, when applicable.
5.10 – Certificate of compliance for electrical materials for use in potentially explosive environments, issued by INMETRO-accredited bodies, in the terms of the legislation in effect. Materials of foreign origin must have certificates issued by official certification bodies, when applicable.

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f) Softcopies of the documentation must be delivered in an organized manner and in the item sequence above.

g) The entirely completed process must be the object of a single delivery, in electronic media, made directly to the registry office at the Torre Almirante Building or via regular mail to the following address. When delivered at the registry office, two copies of the forwarding letter must be delivered, one of which will be immediately returned to the deliverer with proof of physical delivery. The letter must clearly state this is a process for the E&P Master Vendors List Offshore (MVLO) or for Master Vendors List Onshore (MVLOn).

Address:

Petróleo Brasileiro S.A. – Petrobras
a/c MATERIAIS/CDBS/CF
Avenida Almirante Barroso n° 81 – Centro
CEP-20.031-004 Rio de Janeiro - RJ,
(Pedido de Inscrição no MVLO/MVLOn)

ATTACHMENTS

[MVLO Item List](#) – in English only

[MVLOn Item List](#) – in Portuguese

[MVLOn Item List](#) – in English