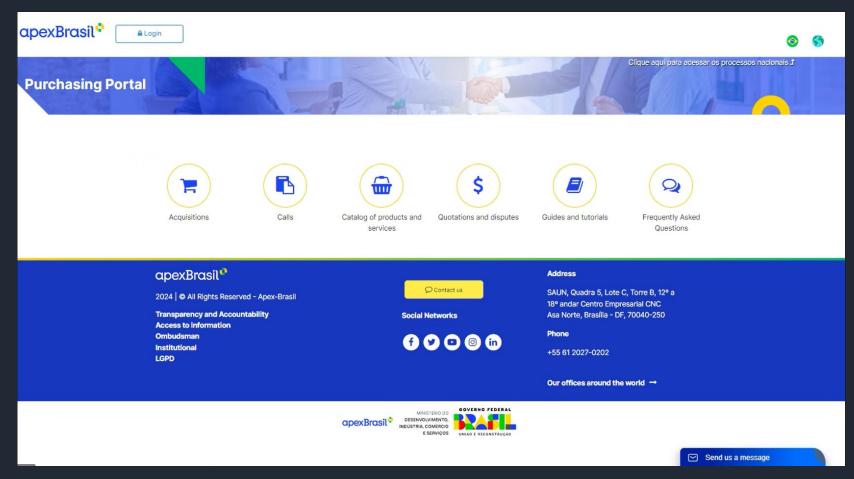


## **ApexBrasil Purchasing Portal**

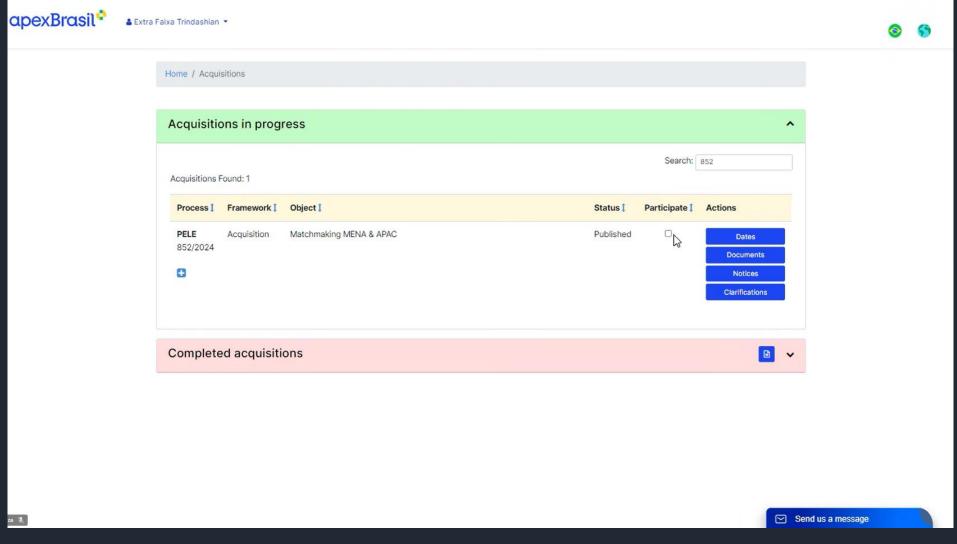
## Tutorial | Participation in processes



• Enter the ApexBrasil Purchasing Portal website at compras.apexbrasil.com.br/eng



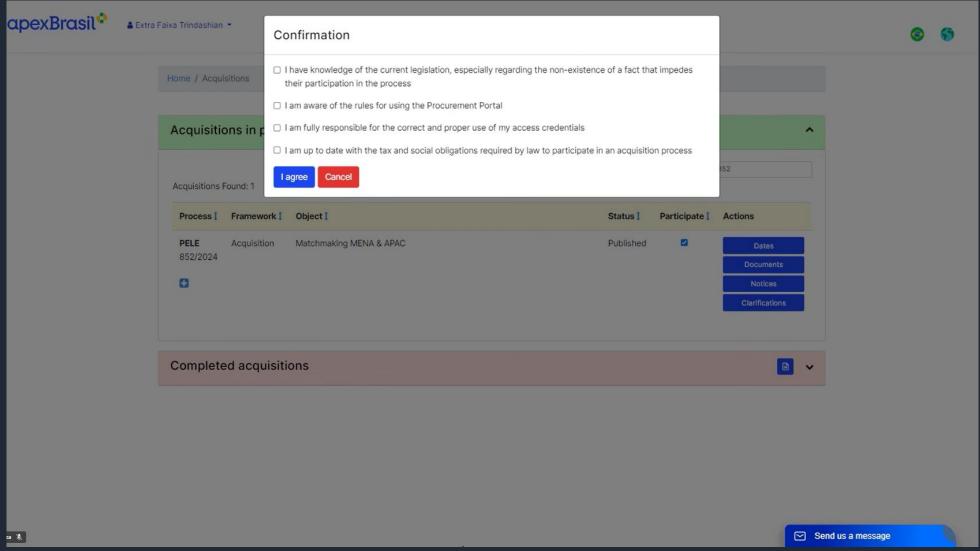




- After registering on the platform, enter the *Acquisition* or *Calls* tab
- Click on *Participate* in the processes you are interested in



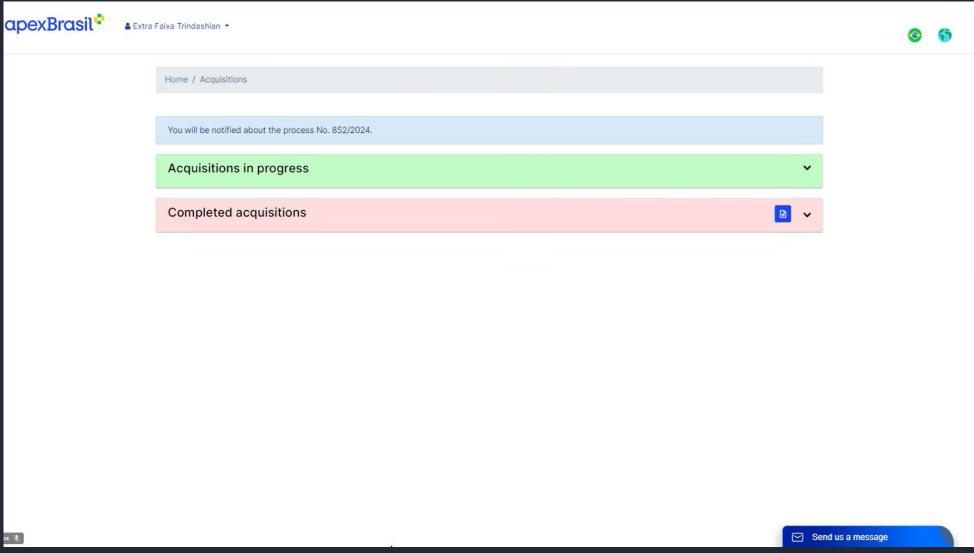




• Agree with our user terms



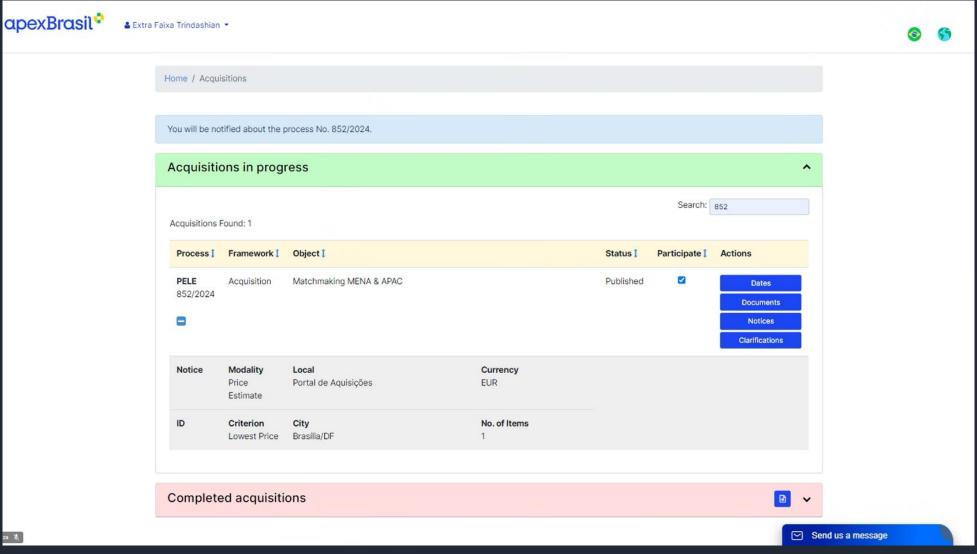




• As shown in the blue message at the top, you will be notified about the process in question



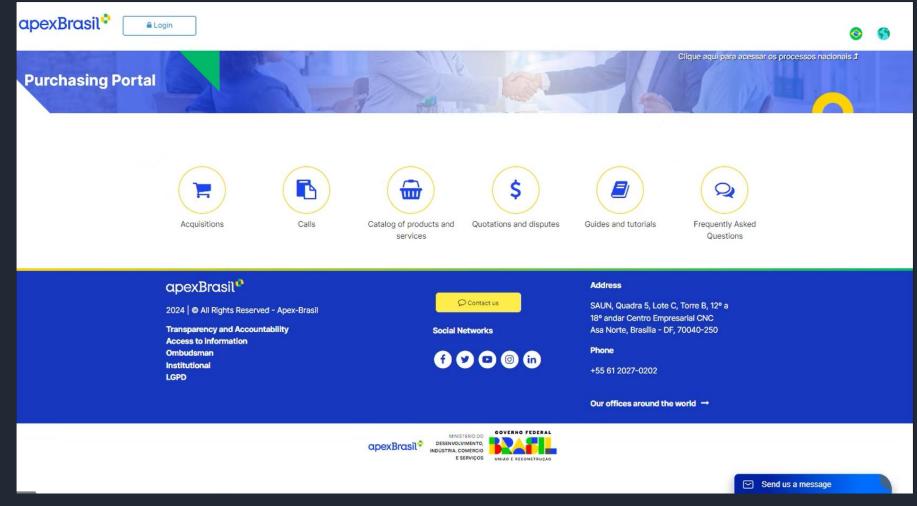




• Click on the + icon for the full view, and on the blue icons to access the respective information





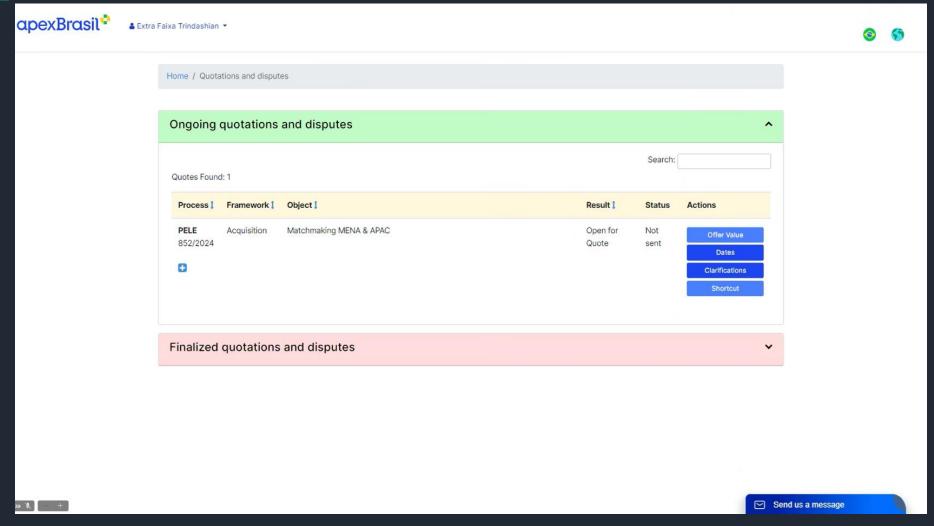


Return to the **Purchasing Portal** home page

Access the Quotations and disputes tab



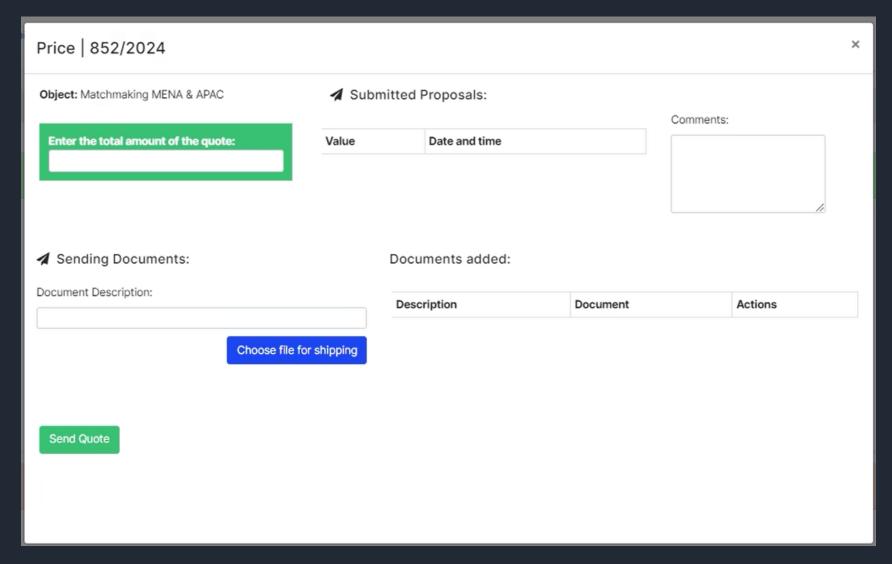




- Click on Offer Value to send your proposal. The light blue icon indicates that the deadline is open
- Click on *Clarifications* to send your doubts and questions about this process



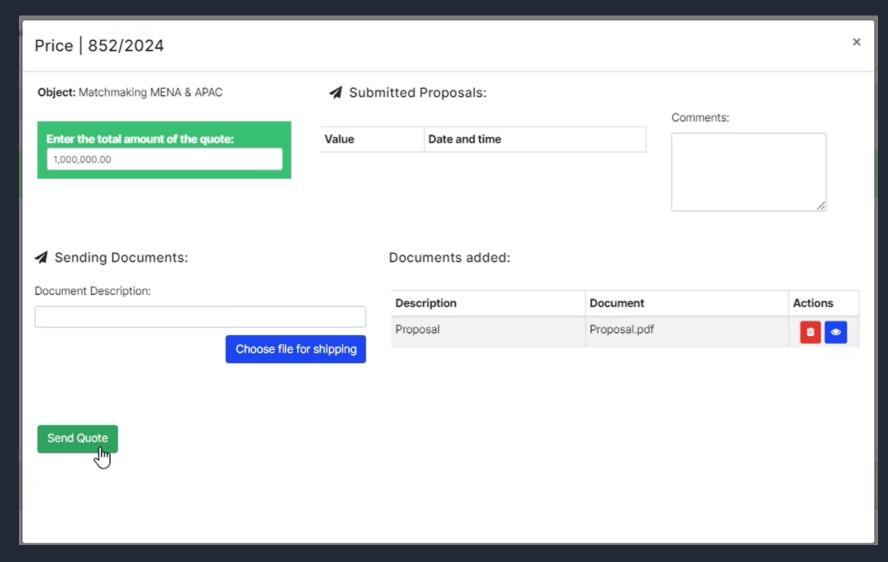




• Enter the total value of the proposal and add attachments (e.g. price sheet) and make any observations, if you wish



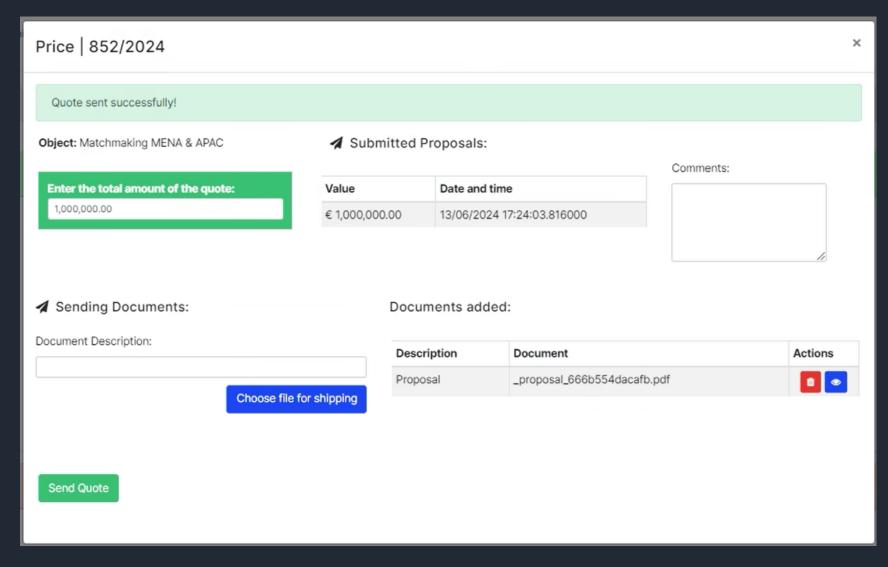




Added documents can be viewed or deleted



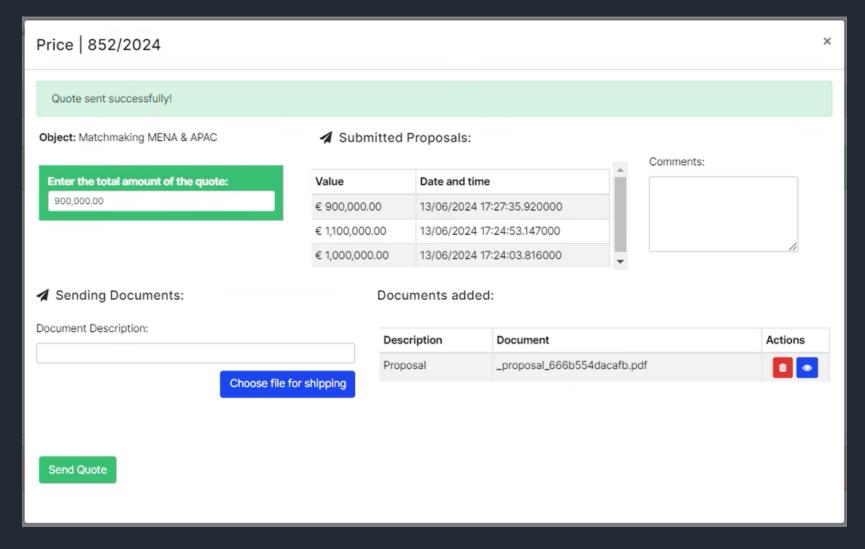




• After clicking Send Quote, a message will appear at the top of the screen, and the values will be recorded





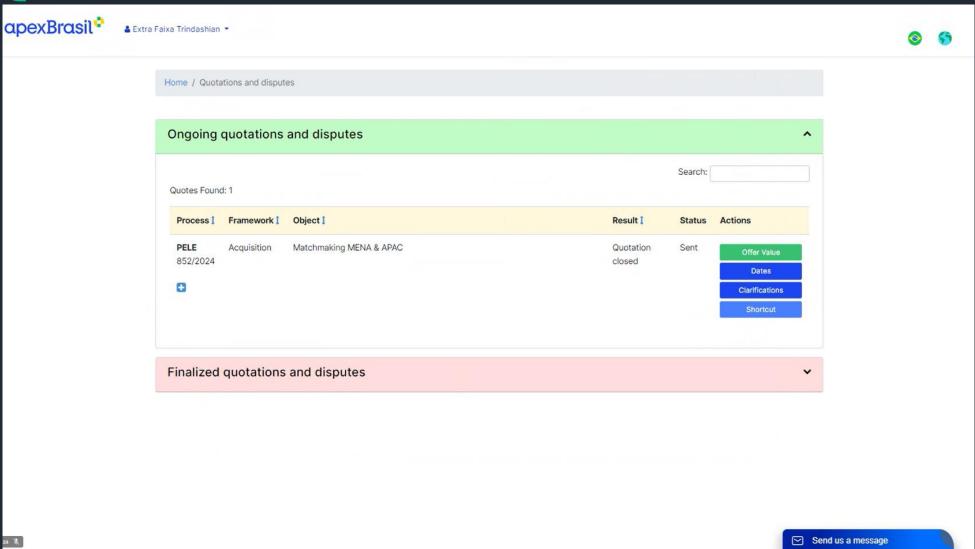


If you want to send new proposals, the history of proposals sent will be recorded, but only the last value will be

## considered valid



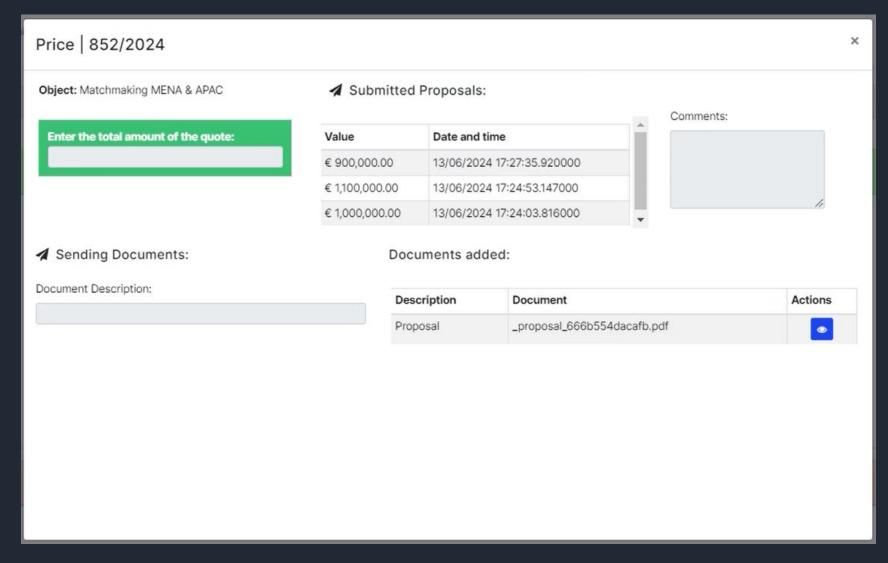




• The green Offer Value icon indicates that the deadline is over



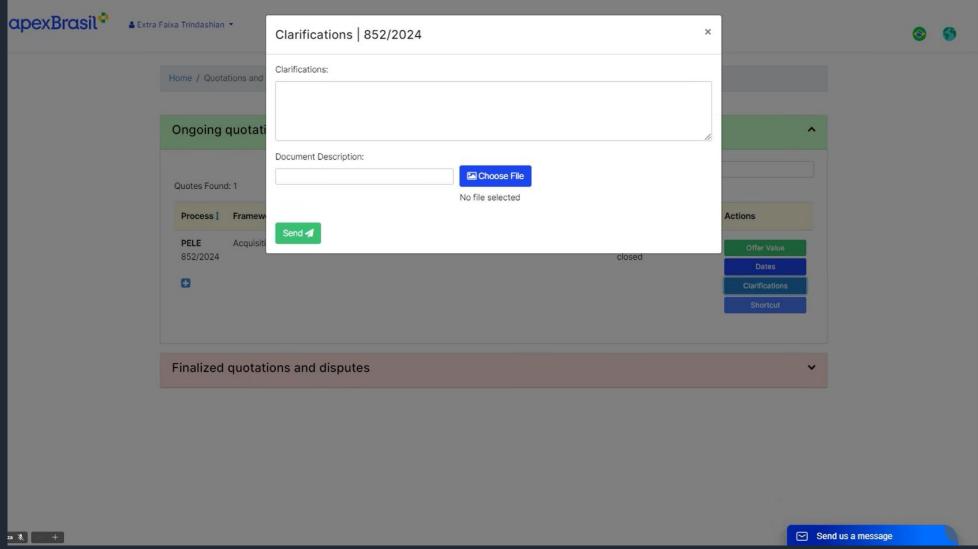




• The values previously sent, as well as the documents, remain open for consultation







• Click on Clarifications to send us any questions or issues related to the process, with the option of attaching a file

