GUIDANCE FOR BRASKEM VETTING PLATFORM

Braskem

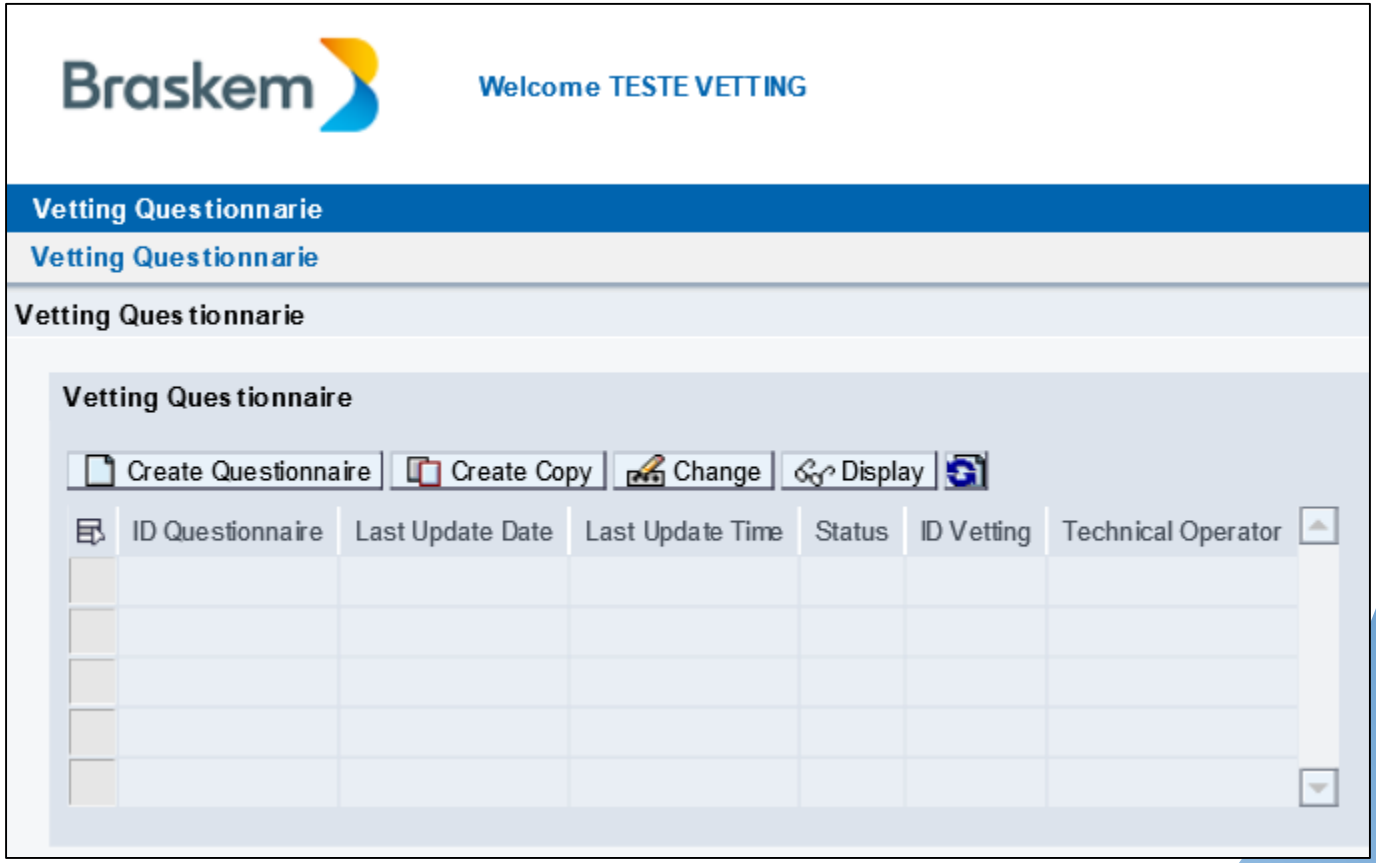
Braskem Vetting Platform

Braskem Vetting Platform has been developed to replace the actual Vetting request process through email.
Making the process automated, increasing data realiability and Information security.

To access Braskem Vetting Platform click on the link: http://secure.braskem.com.br/irj/portal

GAINS

- ✓ Ensure reliability of data submitted by the supplier;
- ✓ Robustness of the Information
- ✓ Database updated
- ✓ Mitigate human errors (typing)

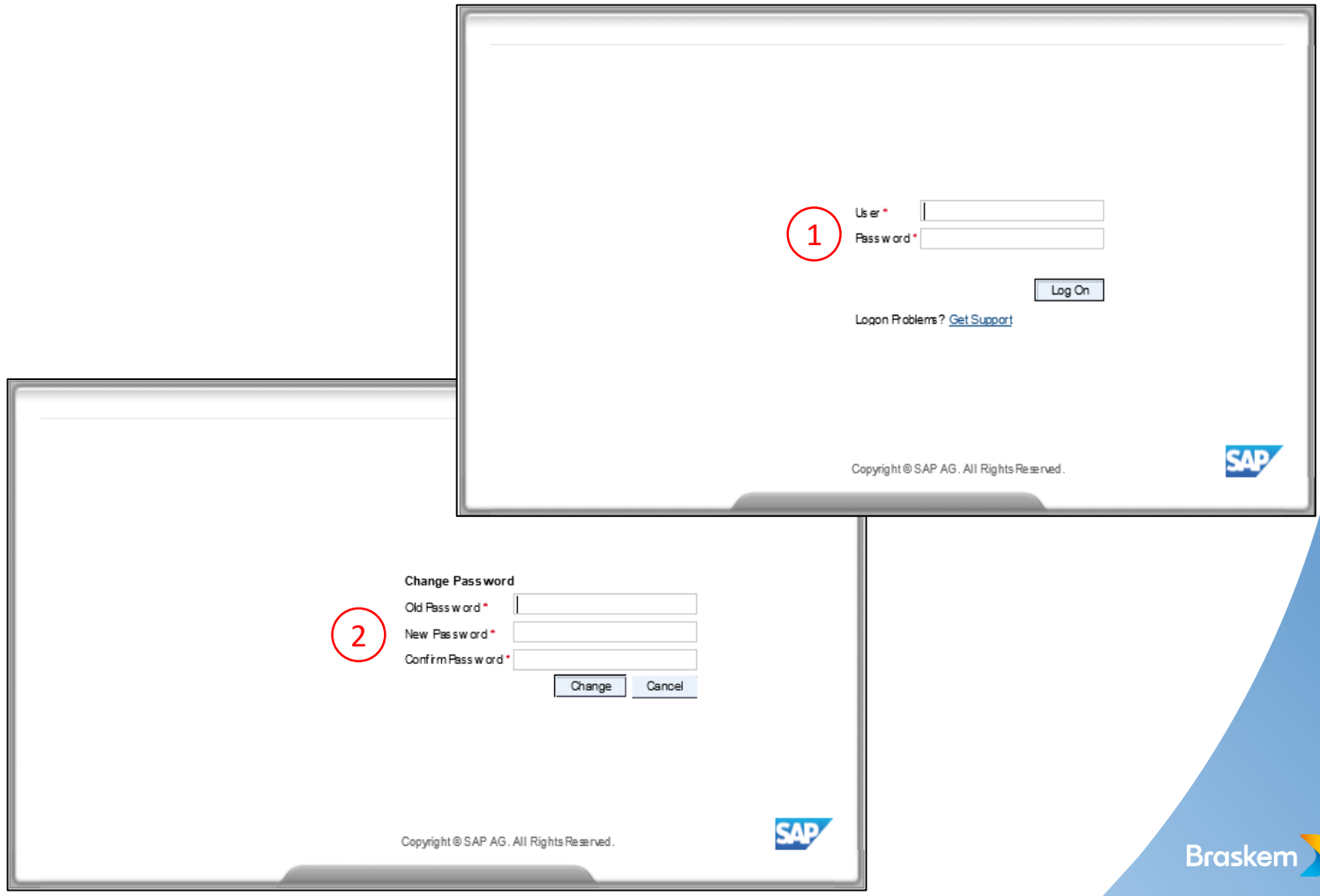


GUIDANCE

To access Braskem Vetting Platform click on the link: http://secure.braskem.com.br/irj/portal

It is recommended to use Microsoft Edge or Google Chrome Browser for a better experience.

1) On website page, insert **User ID** provided and **password**.
2) When first accessing, changing password will be demanded.



GUIDANCE HOW TO GET USER ID

Provide to vetting@braskem.com the following Information about supplier.

- Company name;
- Person's name;
- Email;
- Telephone;

Then, vetting department will reply back with user ID.

- Access Braskem Vetting Platform through the link: http://secure.braskem.com.br/irj/portal
- Log in with new user ID provided and password provisory: **braskem@@**
- Change password after first access

Braskem Vetting Platform

- After Log in, there are 5 buttons on the Platform.

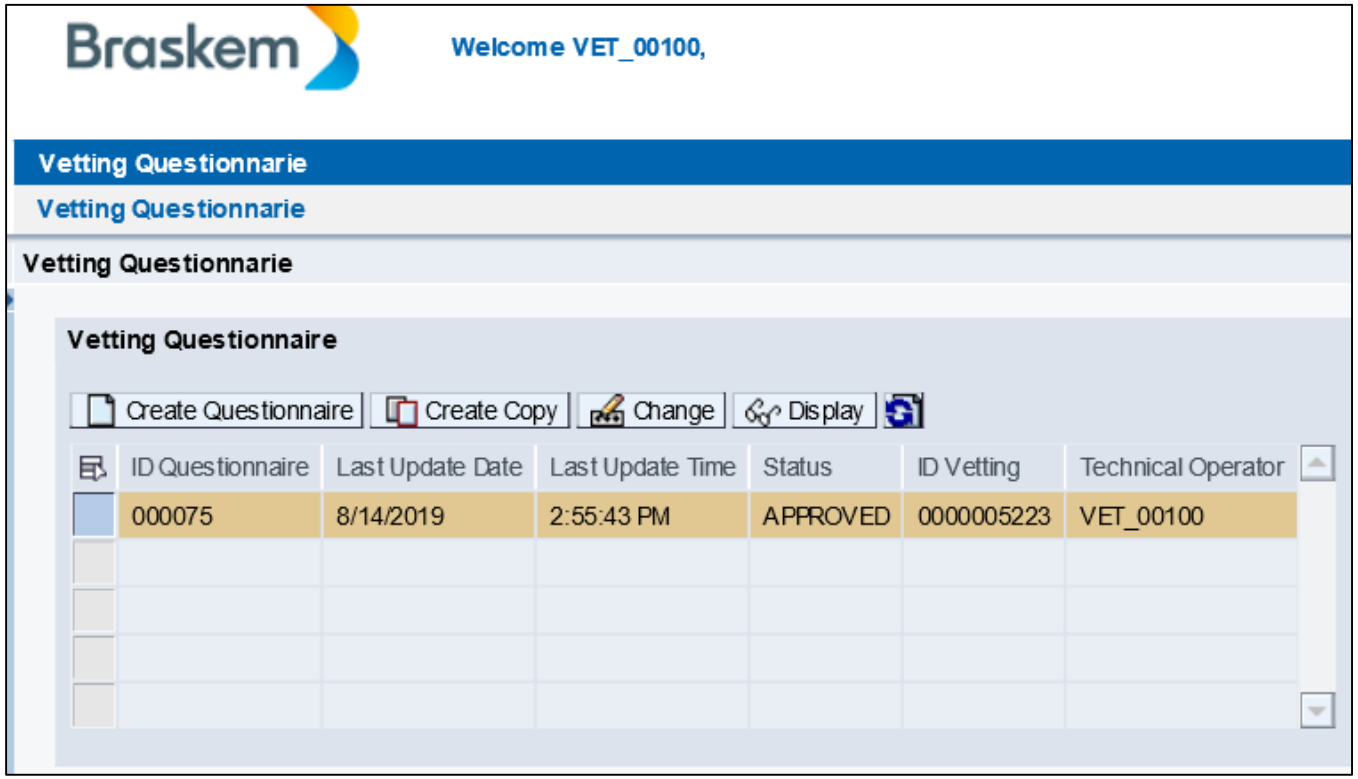
Create Questionnaire Create a new questionnaire

Create Copy Create a copy of a questionnaire

Change Entry and edit a questionnaire

Display See/watch a questionnaire information

Refresh the list of questionnaire



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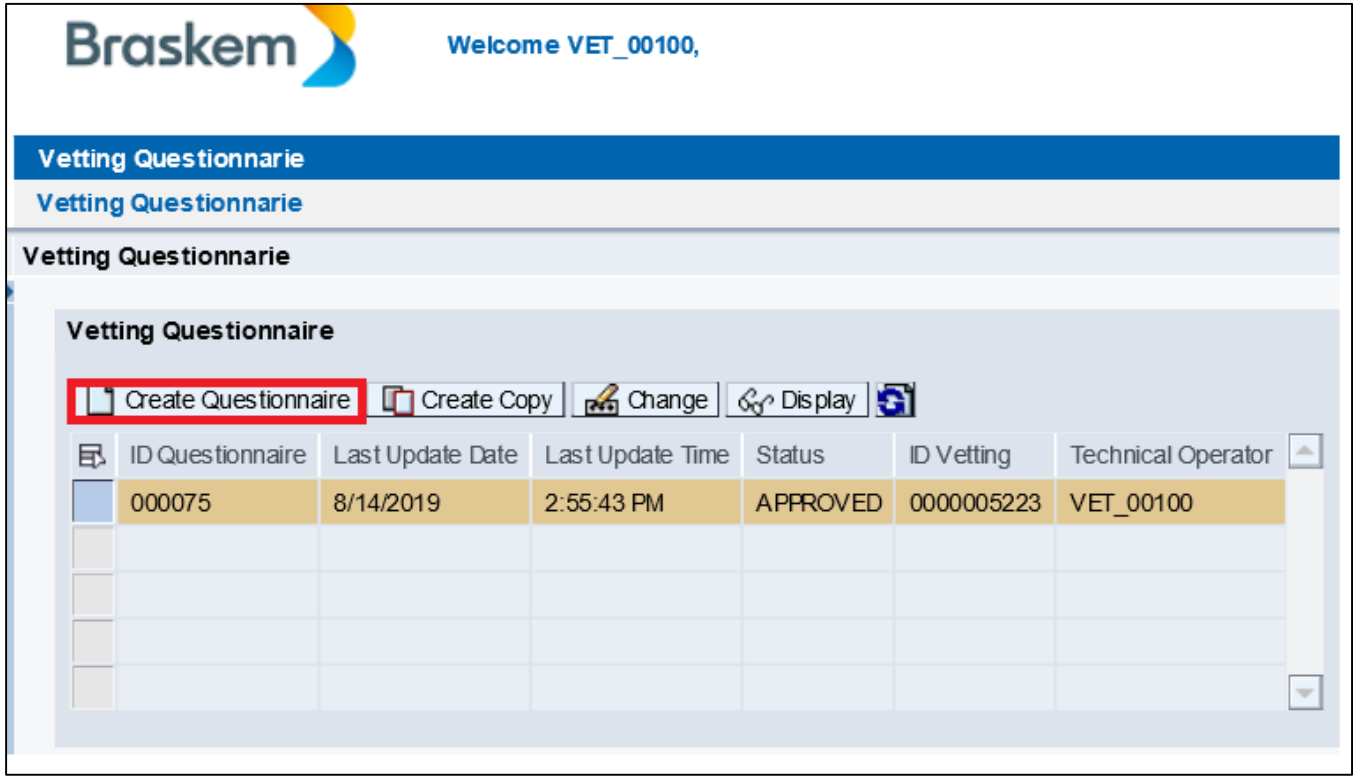
- Click on Create Questionnaire to start the process to submit a vessel for screening.



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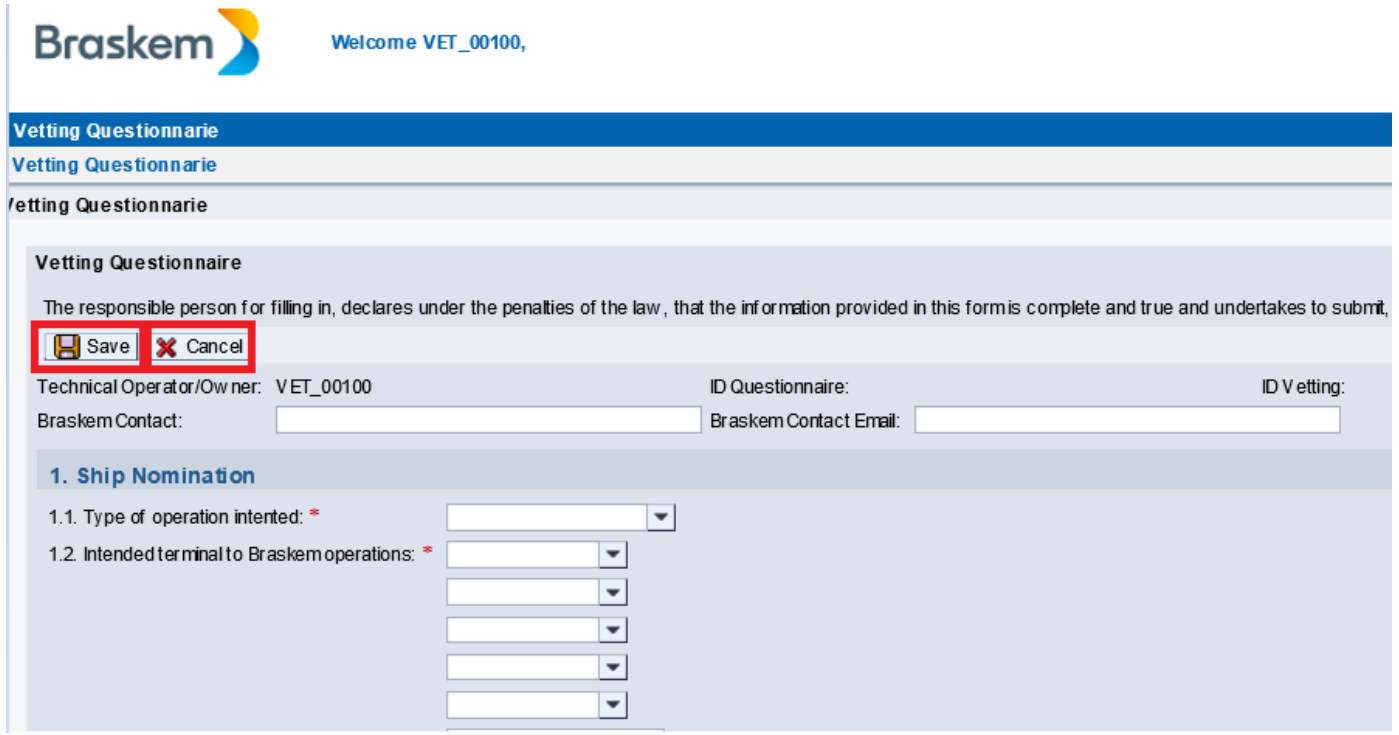
- When into the questionnaire, there are two buttons:

Save Save provided data

Cancel Cancel and return to previous page

- **It is recommended during filling out the questionnaire to click on “Save” to register and validate information provided.**



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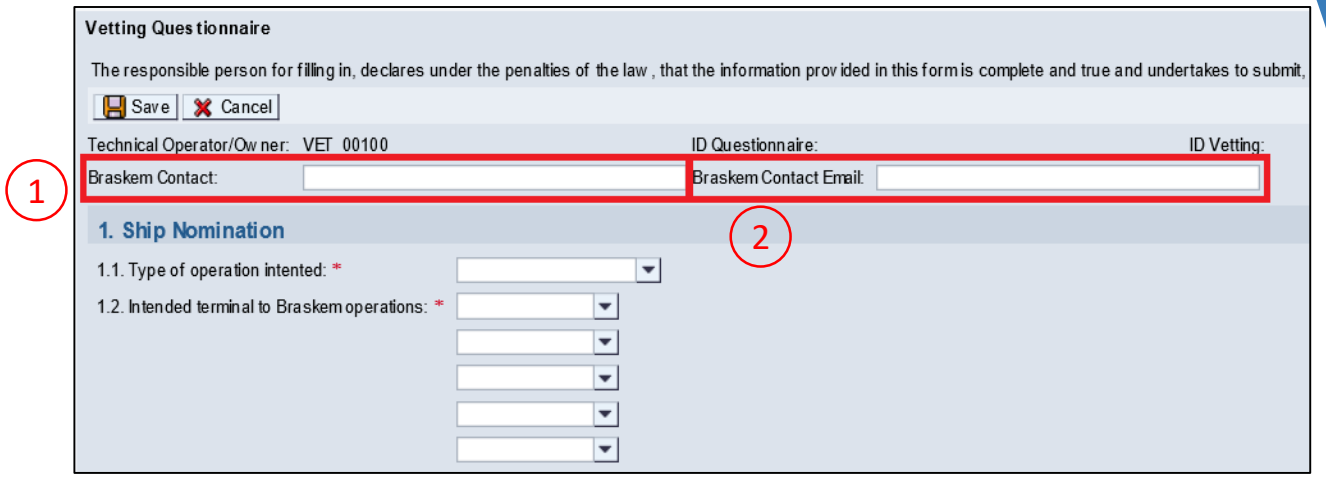
- When into the questionnaire, the first two boxes to fill out should be according:

1) Braskem Contact: Should be inserted the name of the **Braskem's employee** who is negotiating vessel/cargo or anything with supplier.

2) Braskem Contact Email: Should be inserted the email of the **Braskem's employee** who is negotiating vessel/cargo or anything with supplier.



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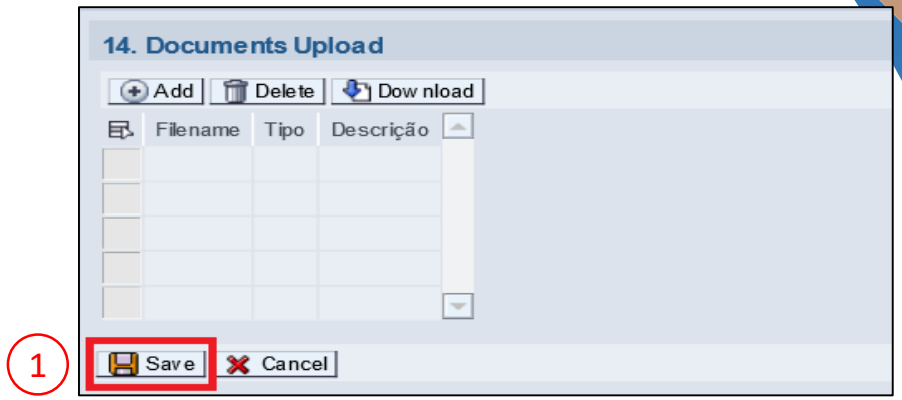
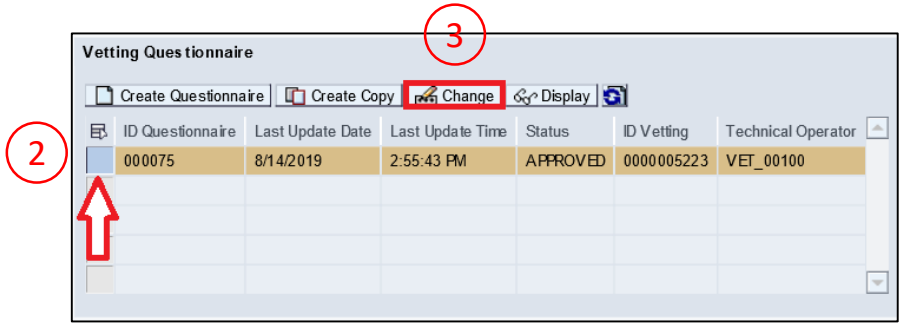
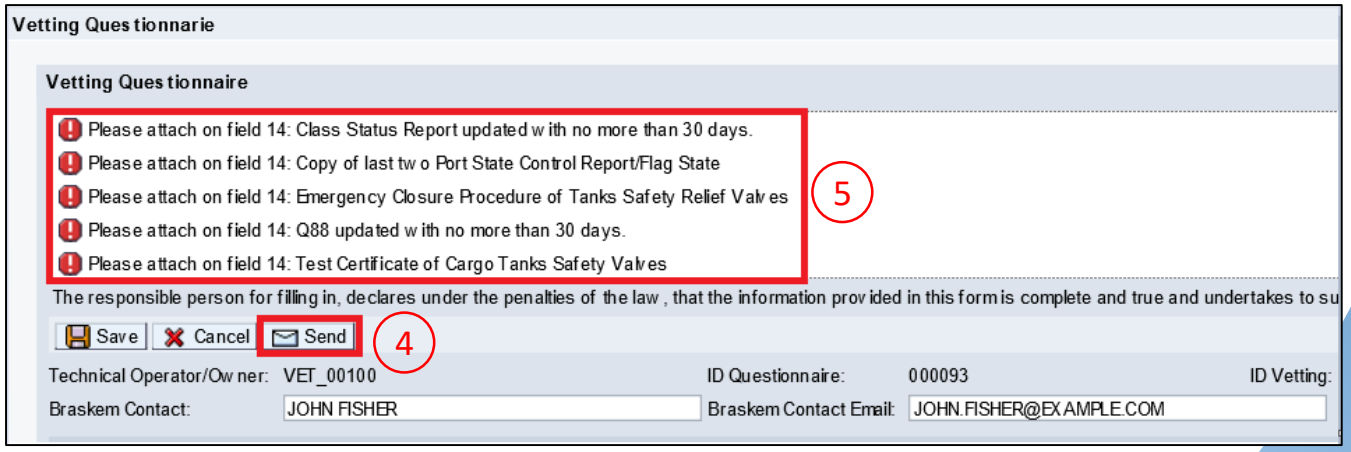
- After complete all questionnaire until topic 13. Do not add any document on topic 14.

1. Click on Save the questionnaire will return to the initial page.
2. Select the questionnaire filled on the grade
3. click on button Change to enter on it again.
4. There will be a button Send available to be press.
5. After press button Send note the **message** on the top advising which documents must be attached on field 14.







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1) To attach documents press button Add on field 14.

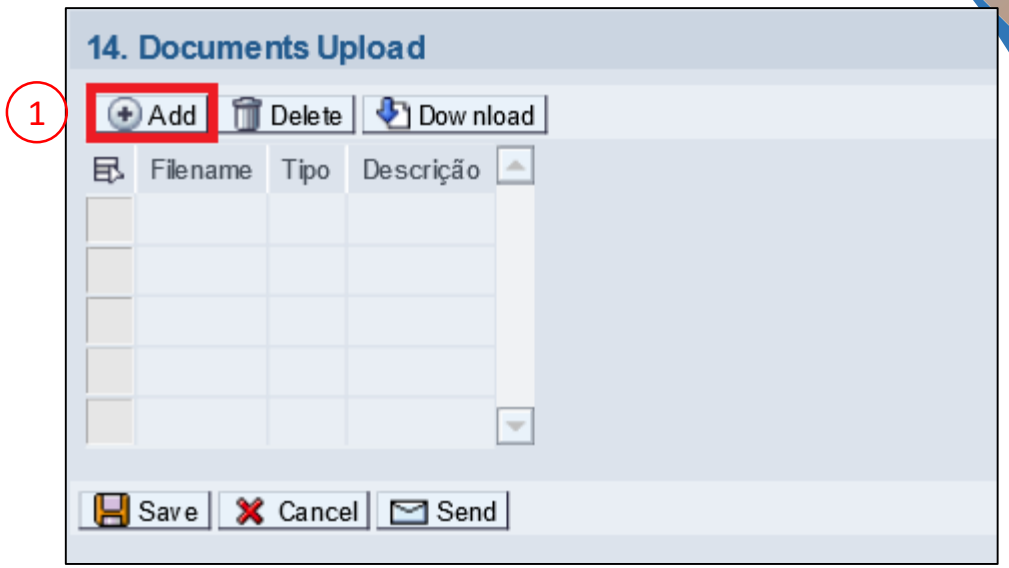
2) Select the type of document.

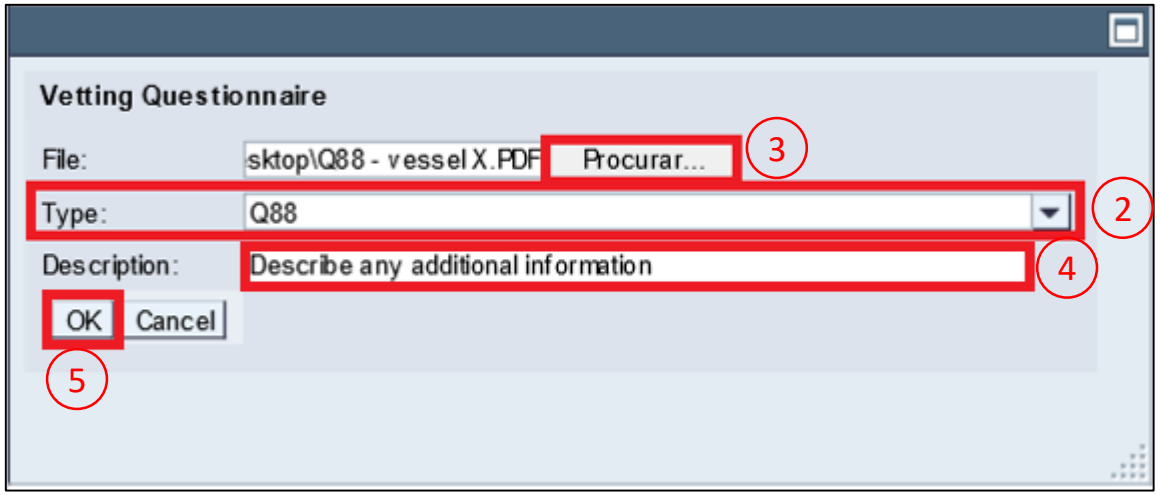
3) Click on Procurar... and search it on its own drive.

4) Describe any additional information

3) 5) Click OK to confirm the upload.

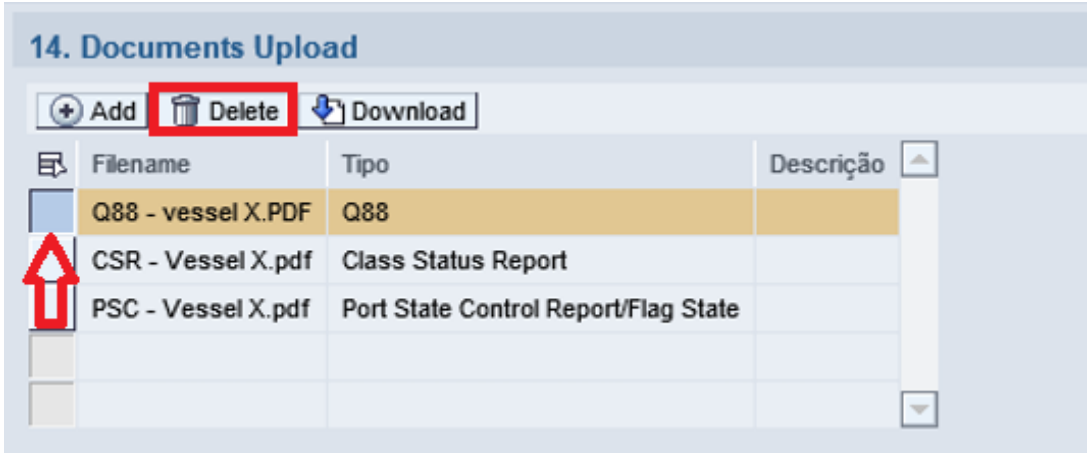
Repeat the same procedure for all documents requested.





In case of any document was attached wrong,

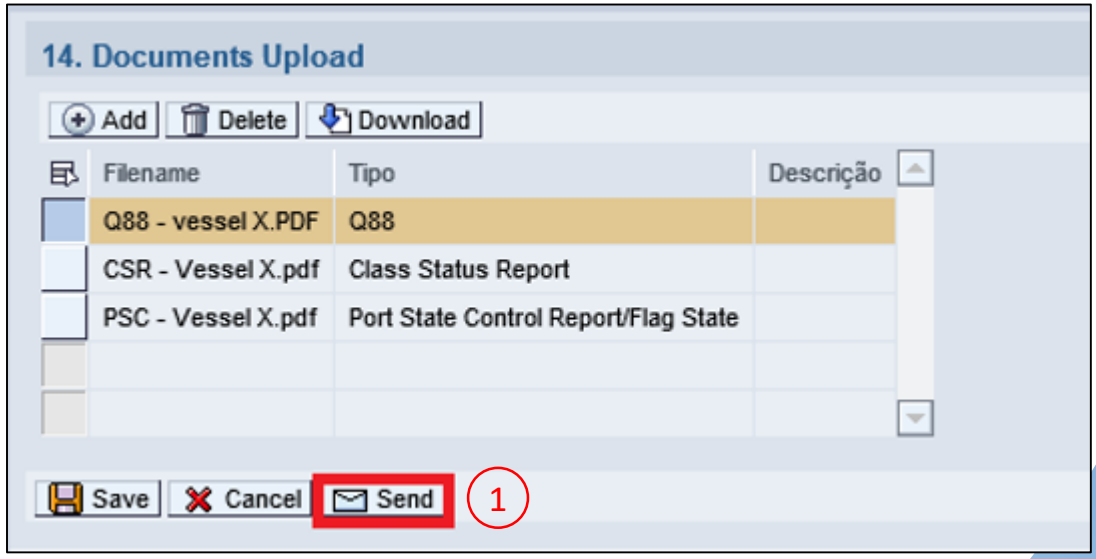
1) Select the document clicking on left side
2) Click on Delete



Once all documents requested are attached and right.

1) Click on Send then it will be submitted for Braskem Vetting Analysis.

If any document was sent wrongly, vetting department will reply back Requesting the right document.



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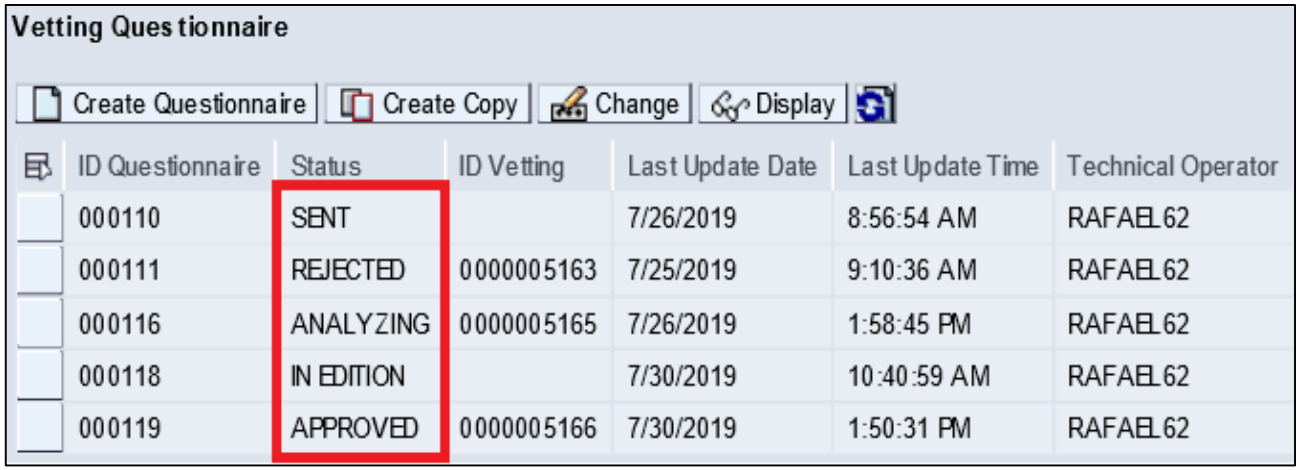
The status of vetting request can be accompanied through Braskem Platform.



ID Questionnaire	Status	ID Vetting	Last Update Date	Last Update Time	Technical Operator
000110	SENT		7/26/2019	8:56:54 AM	RAFAEL62
000111	REJECTED	0000005163	7/25/2019	9:10:36 AM	RAFAEL62
000116	ANALYZING	0000005165	7/26/2019	1:58:45 PM	RAFAEL62
000118	IN EDITION		7/30/2019	10:40:59 AM	RAFAEL62
000119	APPROVED	0000005166	7/30/2019	1:50:31 PM	RAFAEL62

Status

IN EDITION – Questionnaire is under edition

SENT – Questionnaire has been sent to Vetting team

ANALYZING - Questionnaire is under analyzing by Vetting team

APPROVED – Vessel has been approved

REJECTED – Vessel has been refused

Any questions can be addressed to VETTING@BRASKEM.COM

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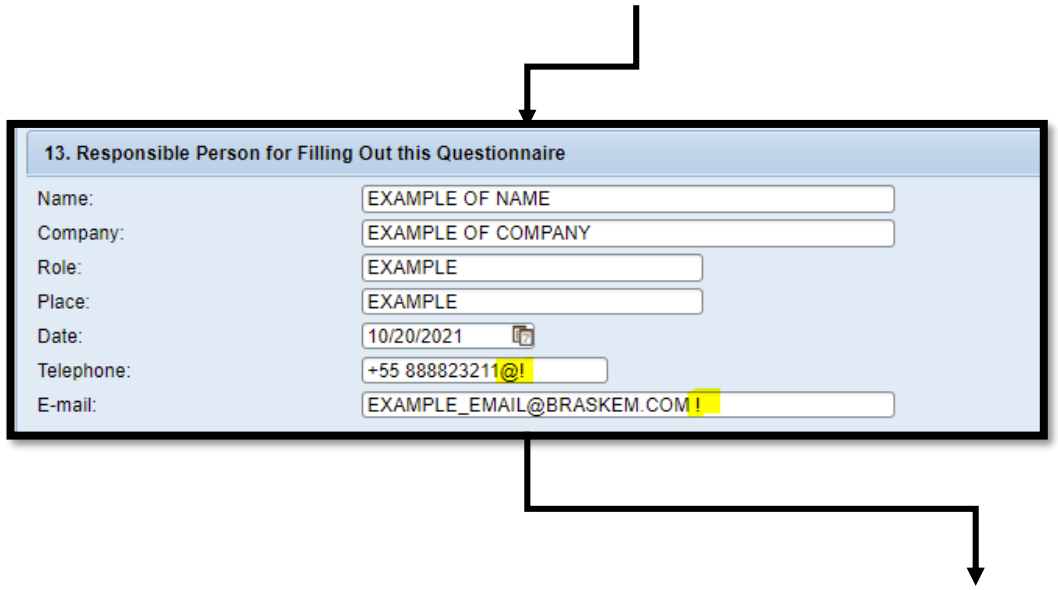
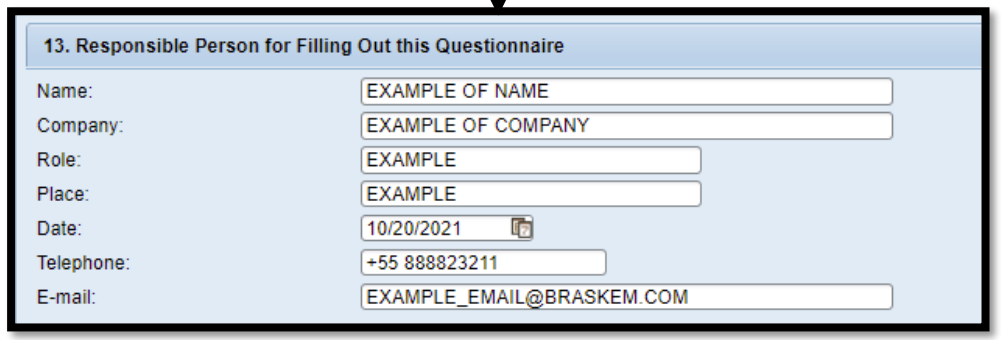
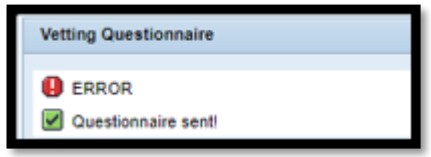
- This form restricts the entry of special characters (_ @. / = () $ ‘£,; ! # & *% - +) for these fields, except for the Telephone and E-mail field.
  You must be careful to not leave special characters in the end of the filled information.



- See an example of successful completion



- If you fill these fields with some special character, when sending it will cause the following error.



THANK YOU

Braskem