

GUIDANCE FOR BRASKEM VETTING PLATFORM

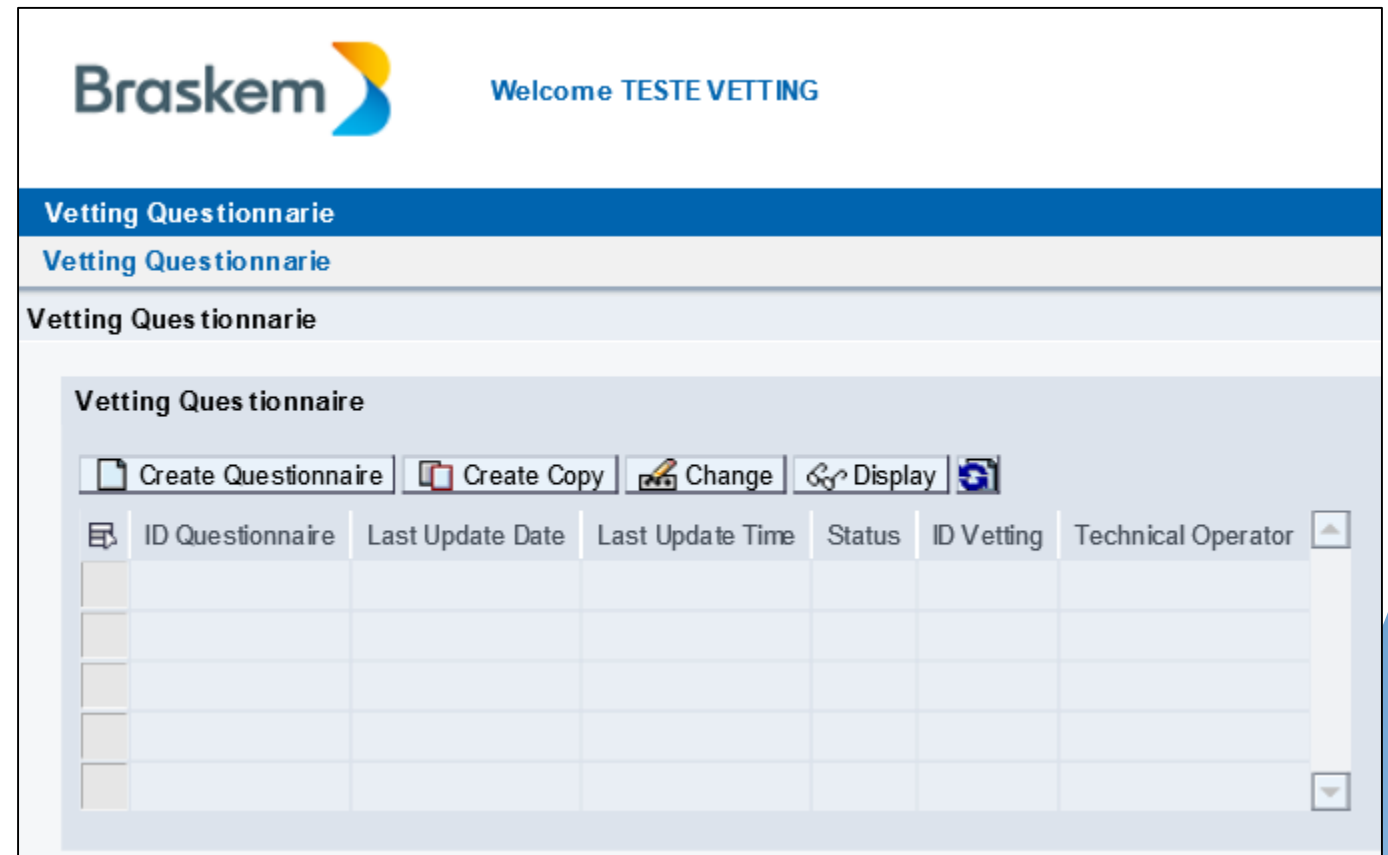


Braskem Vetting Platform has been developed to replace the actual Vetting request process through email. Making the process automated, increasing data reliability and Information security.

GAINS

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

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



The screenshot displays the Braskem Vetting Platform interface. At the top left is the Braskem logo, and to its right is the text 'Welcome TESTE VETTING'. Below this is a blue header bar with the text 'Vetting Questionnaire'. Underneath the header is a light blue bar with the text 'Vetting Questionnaire'. The main content area is titled 'Vetting Questionnaire' and contains a toolbar with five buttons: 'Create Questionnaire', 'Create Copy', 'Change', 'Display', and a refresh icon. Below the toolbar is a table with the following columns: 'ID Questionnaire', 'Last Update Date', 'Last Update Time', 'Status', 'ID Vetting', and 'Technical Operator'. The table has five empty rows. A vertical scrollbar is visible on the right side of the table.

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.

User *

Password *

Log On

Logon Problems? [Get Support!](#)

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Change Password

Old Password *

New Password *

Confirm Password *

Change Cancel

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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

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

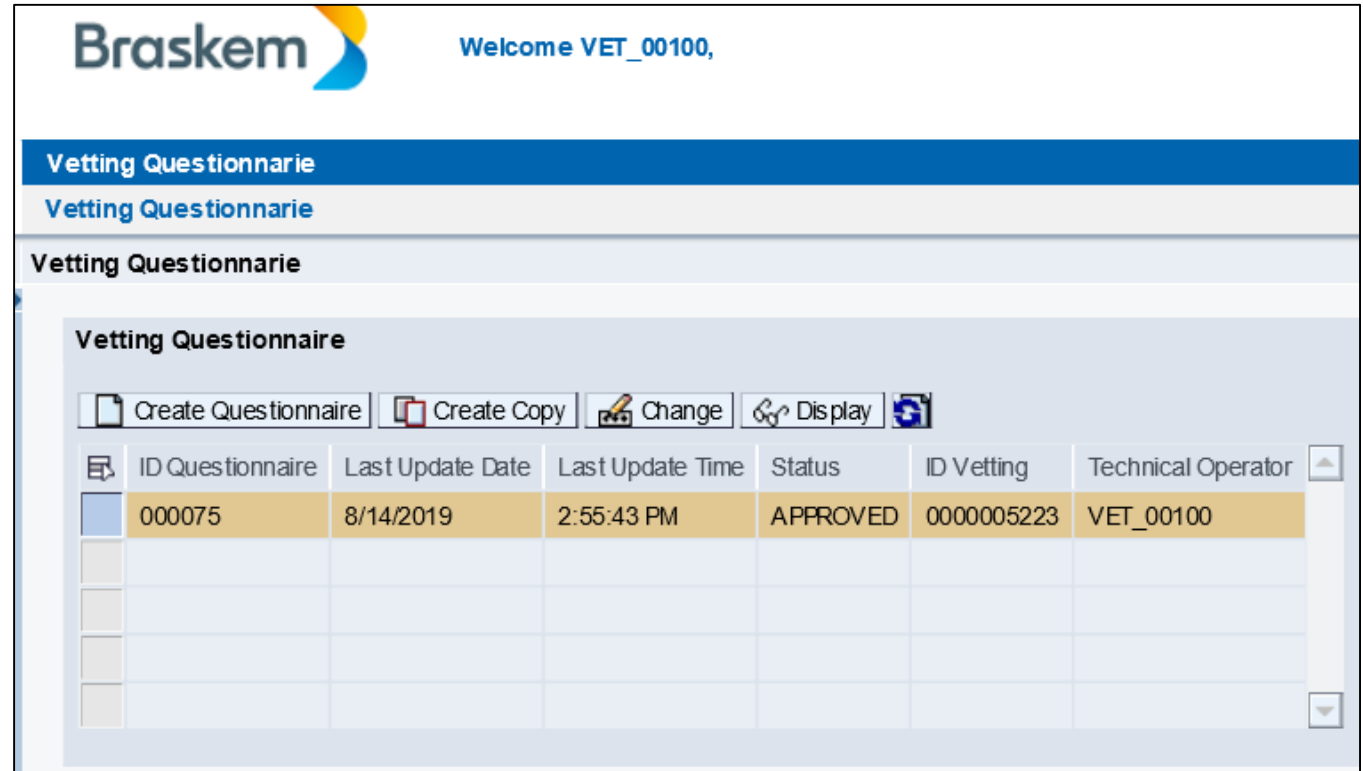
 Create Questionnaire Create a new questionnaire

 Create Copy Create a copy of a questionnaire

 Change Entry and edit a questionnaire


 Display See/watch a questionnaire information

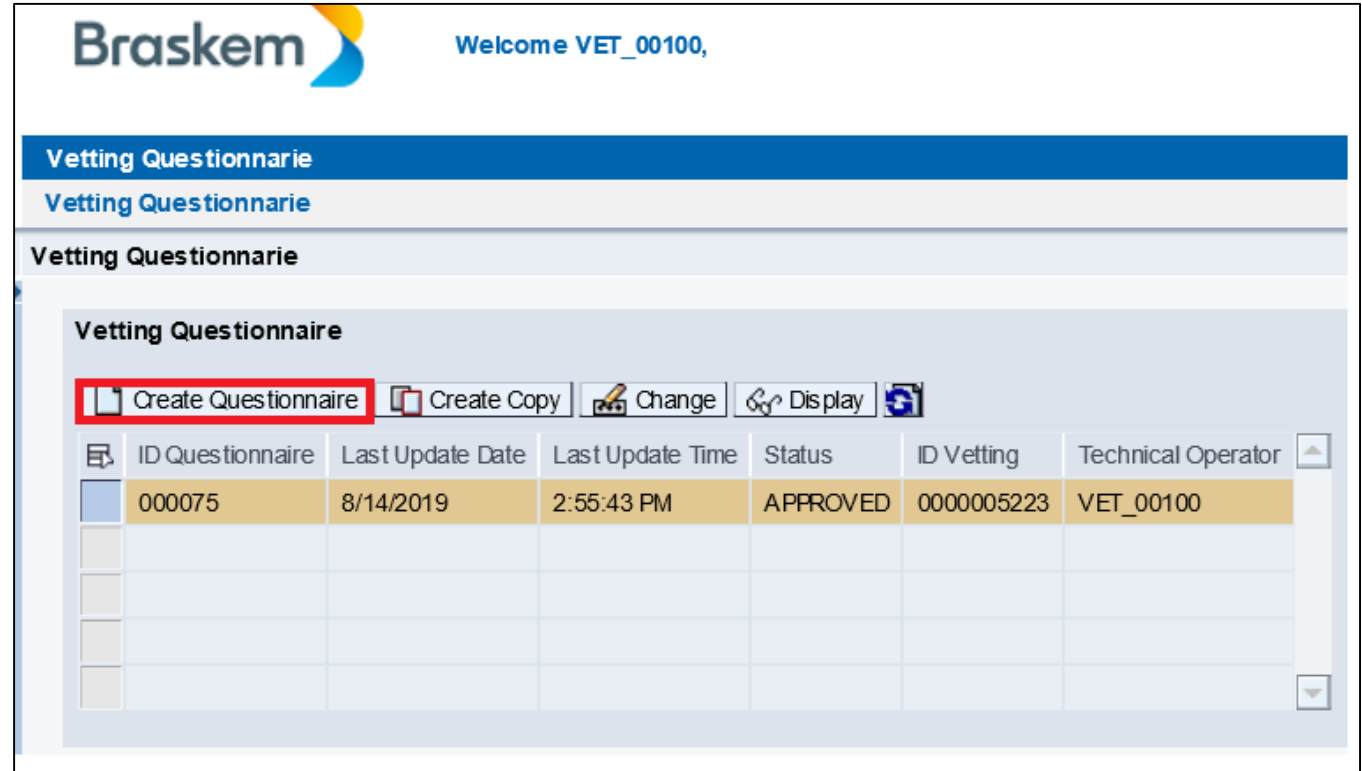
 Refresh the list of questionnaire



The screenshot shows the Braskem Vetting Platform interface. At the top left is the Braskem logo, and at the top right is the text "Welcome VET_00100,". Below this is a blue header bar with the text "Vetting Questionnaire". Underneath is a light blue bar with the text "Vetting Questionnaire". The main content area is titled "Vetting Questionnaire" and contains a toolbar with five buttons: "Create Questionnaire", "Create Copy", "Change", "Display", and a refresh icon. Below the toolbar is a table with the following columns: "ID Questionnaire", "Last Update Date", "Last Update Time", "Status", "ID Vetting", and "Technical Operator". The table contains one row of data:

ID Questionnaire	Last Update Date	Last Update Time	Status	ID Vetting	Technical Operator
000075	8/14/2019	2:55:43 PM	APPROVED	0000005223	VET_00100


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



The screenshot displays the Braskem Vetting Platform interface. At the top left is the Braskem logo, and at the top right is the text "Welcome VET_00100,". Below this is a blue header bar with the text "Vetting Questionnaire". Underneath the header is a light gray bar with the text "Vetting Questionnaire". The main content area is titled "Vetting Questionnaire" and contains a table with the following columns: ID Questionnaire, Last Update Date, Last Update Time, Status, ID Vetting, and Technical Operator. The first row of the table is highlighted in yellow and contains the following data: 000075, 8/14/2019, 2:55:43 PM, APPROVED, 0000005223, and VET_00100. Above the table is a row of action buttons: "Create Questionnaire" (highlighted with a red box), "Create Copy", "Change", "Display", and a refresh icon.

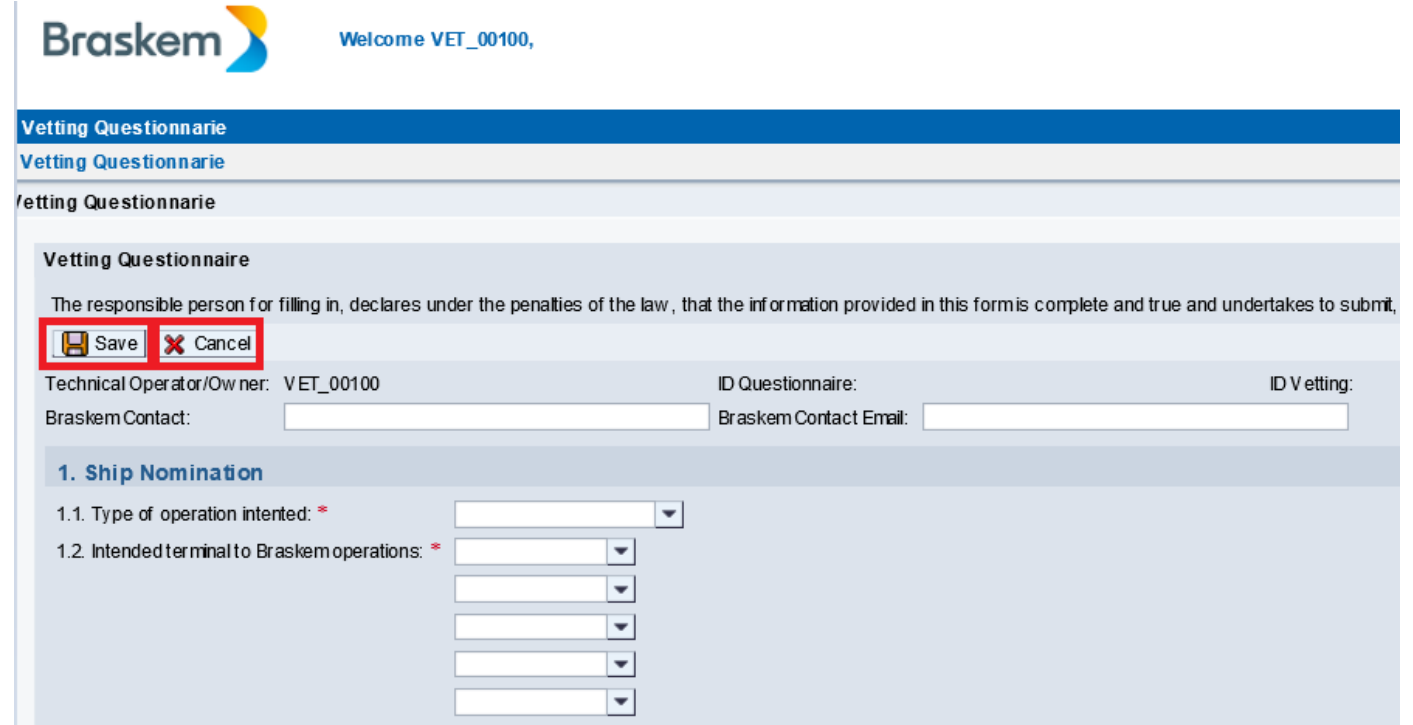
ID Questionnaire	Last Update Date	Last Update Time	Status	ID Vetting	Technical Operator
000075	8/14/2019	2:55:43 PM	APPROVED	0000005223	VET_00100

- 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.**



The screenshot shows the Braskem Vetting Platform interface. At the top left is the Braskem logo, and to its right is the text "Welcome VET_00100,". Below this is a blue header bar with "Vetting Questionnaire" in white text. Underneath the header is a light blue bar with "Vetting Questionnaire" in dark blue text. The main content area is titled "Vetting Questionnaire" and contains a declaration: "The responsible person for filling in, declares under the penalties of the law, that the information provided in this form is complete and true and undertakes to submit,". Below the declaration are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with an 'X' icon), both highlighted with a red border. Further down, there are input fields for "Technical Operator/Owner: VET_00100", "ID Questionnaire:", "ID Vetting:", "Braskem Contact:", and "Braskem Contact Email:". The section "1. Ship Nomination" follows, with two sub-sections: "1.1. Type of operation intended: *" and "1.2. Intended terminal to Braskem operations: *", each with a dropdown menu.

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

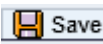

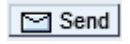
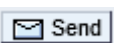
Braskem Contact:

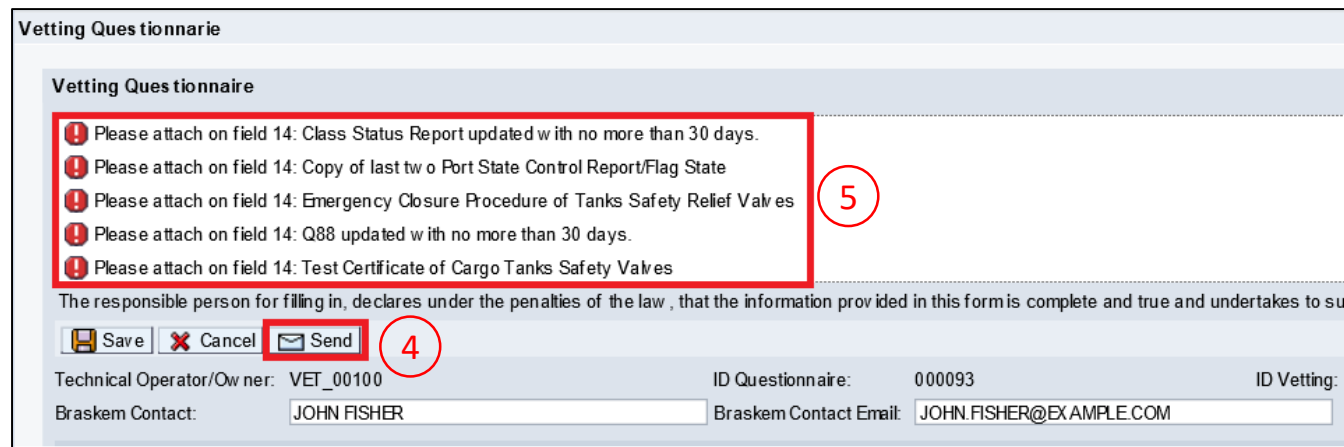
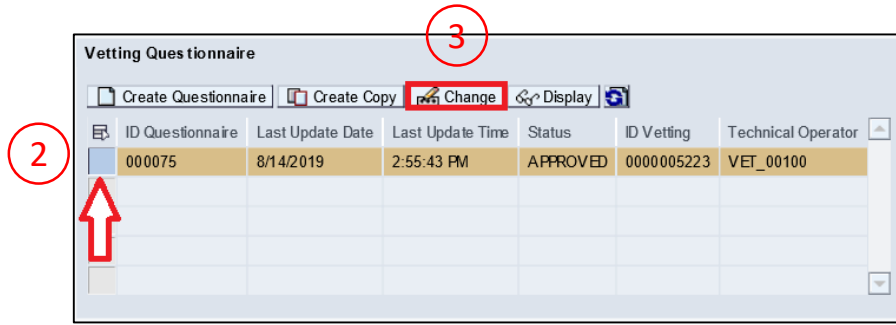
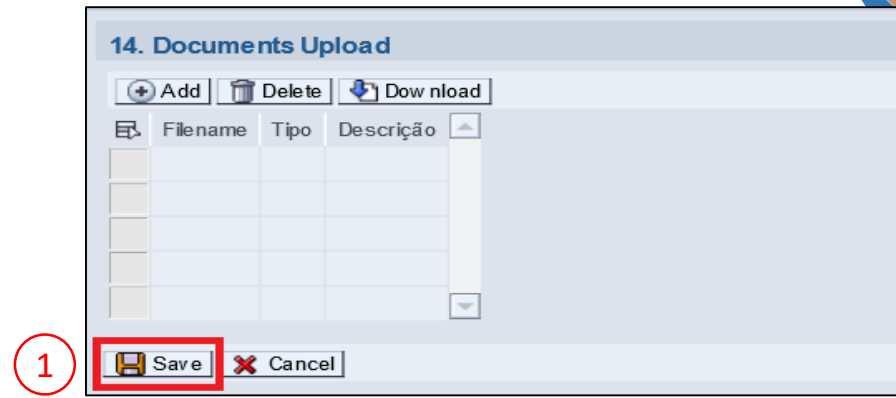
- 1) Braskem Contact: Should be inserted the name of the **Braskem's employee** who is negotiating vessel/cargo or anything with supplier.




Braskem Contact Email:

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

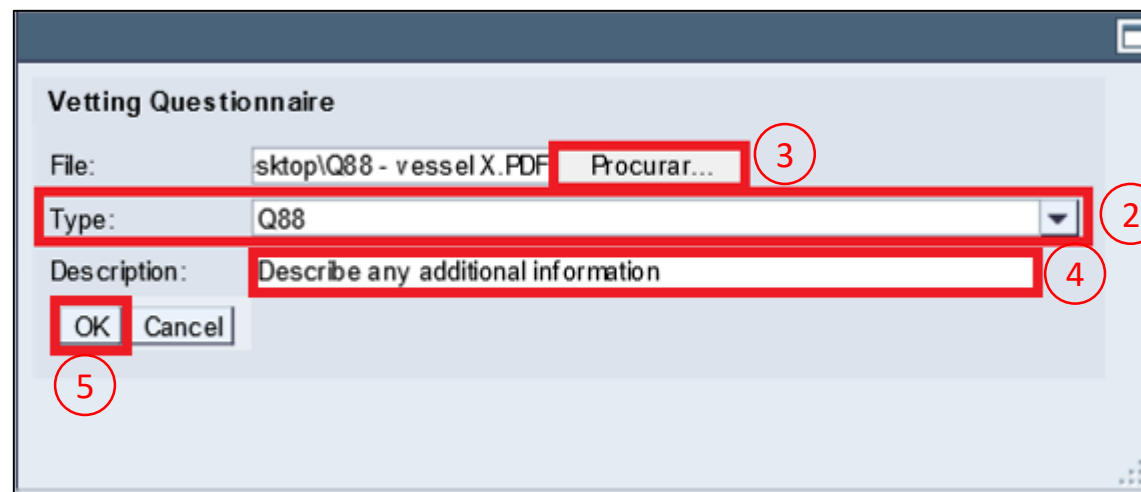
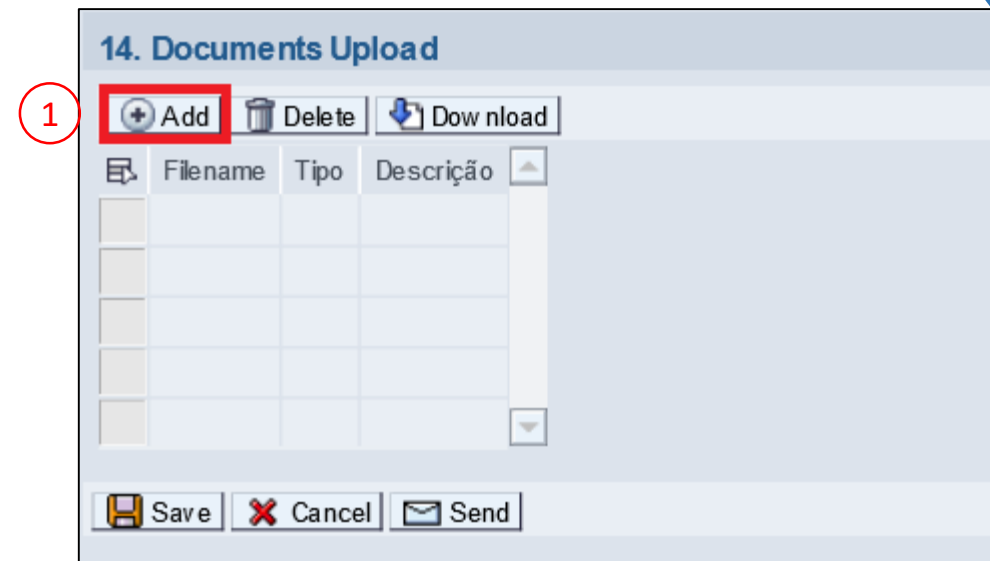
The screenshot shows the 'Vetting Questionnaire' interface. At the top, there is a declaration: 'The responsible person for filling in, declares under the penalties of the law, that the information provided in this form is complete and true and undertakes to submit.' Below this are 'Save' and 'Cancel' buttons. The form contains several fields: 'Technical Operator/Owner: VET 00100', 'ID Questionnaire:', and 'ID Vetting:'. Two fields are highlighted with red boxes and circled with red numbers: 'Braskem Contact:' (circled with '1') and 'Braskem Contact Email:' (circled with '2'). Below these is the '1. Ship Nomination' section, which includes '1.1. Type of operation intended: *' and '1.2. Intended terminal to Braskem operations: *', each with a dropdown menu.

- After complete all questionnaire until topic 13. **Do not add any document on topic 14.**
1. Click on  the questionnaire will return to the initial page.
 2. Select the questionnaire filled on the grade
 3. click on button  to enter on it again.
 4. There will be a button  available to be press.
 5. After press button  note the **message** on the top advising which documents must be attached on field 14.




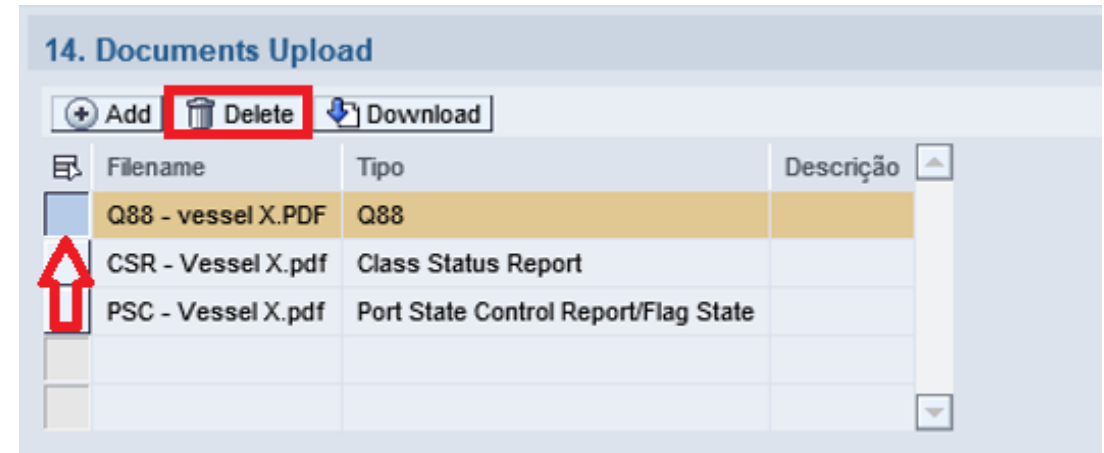
- 1) To attach documents press button  on field 14.
- 2) Select the type of document.
- 3) Click on  and search it on its own drive.
- 4) Describe any additional information
- 3) 5) Click  to confirm the upload.

Repeat the same procedure for all documents requested.

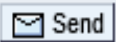


In case of any document was attached wrong,

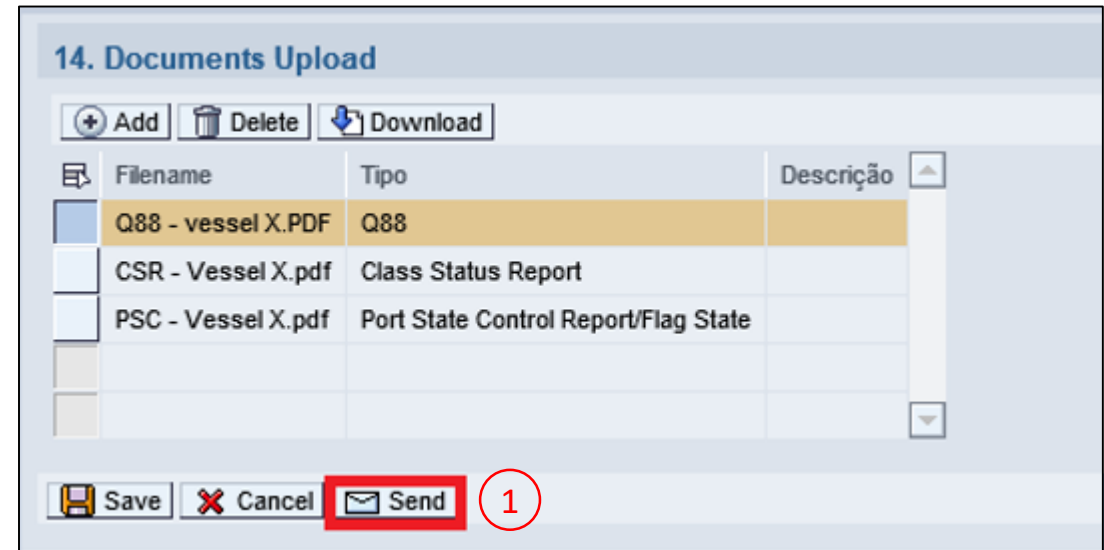
- 1) Select the document clicking on left side
- 2) Click on 



Once all documents requested are attached and right.

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

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



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

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

Vetting Questionnaire						
Create Questionnaire Create Copy Change Display						
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	

Any questions can be addressed to VETTING@BRASKEM.COM

- 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.

13. Responsible Person for Filling Out this Questionnaire

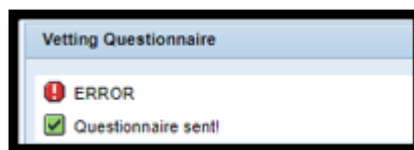
Name:	EXAMPLE OF NAME
Company:	EXAMPLE OF COMPANY
Role:	EXAMPLE
Place:	EXAMPLE
Date:	10/20/2021
Telephone:	+55 888823211@!
E-mail:	EXAMPLE_EMAIL@BRASKEM.COM!

- See an example of successful completion

13. Responsible Person for Filling Out this Questionnaire

Name:	EXAMPLE OF NAME
Company:	EXAMPLE OF COMPANY
Role:	EXAMPLE
Place:	EXAMPLE
Date:	10/20/2021
Telephone:	+55 888823211
E-mail:	EXAMPLE_EMAIL@BRASKEM.COM

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





THANK YOU

Braskem 