



sei!

EXTERNAL USER GUIDE

Embrapa



Contents

- 1. External user guide, 1**
- 2. External user registration, 2**
- 3. Registered external user, 4**
 - 3.1 SEI overview, 4
 - 3.2. New proceeding, 5
 - 3.3. Existing proceeding attachment, 11
- 4. General guidance, 13**

1. External user guide

External Access to the Electronic Information System

(SEI) allows third parties to access and send documents concerning to administrative proceedings of their interest that are processed at Embrapa.

With this access, the user can electronically **file/request documents**, receive **notifications, view/monitor** administrative proceedings of which the user is a party or a representative. The user can also sign available documents, such as contracts, agreements, terms, and other similar instruments agreed with the institution.

Registration is a personal and non-transferable act, only performed by an individual. Submission will be through registration upon the requested documentation and will be validated after verification of compliance by the system's support service.

External access to SEI will be through a login and a password informed by the user at the time of registration.

The holder is fully responsible for its custody and confidentiality.

It is the sending user's responsibility to keep and preserve the paper originals sent by electronic means to Embrapa, until the Administration's right to review the acts practiced in the process expires. If requested, the paper originals must be presented to Embrapa for any type of conference, in accordance with the provisions of art. 6, § 1, of Decree No. 8,539/2015.

2. External user registration

To register, the external user must access Embrapa's website (www.embrapa.br), scroll to the bottom of the page and click on the External user – SEI link.

A page with access options will be opened. Click on **External user registration** button.

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Embrapa Brazilian Agricultural Research Corporation
Ministry of Agriculture, Livestock, and Food Supply

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SEI - Electronic Information System

For the sake of economy and to reduce workflows, Embrapa started to electronically enter and process administrative proceedings, as part of the project National Electronic Process (PEN), which was created and open sourced by the Federal Regional Court of Justice - Fourth Region.

The Electronic Information System (SEI) encompasses a set of modules, and each has distinct functionalities, depending on the needs of external users.

External user registration

Registration for individuals who have queries regarding administrative proceedings in the institution, such as contracts, agreements, terms and other types of similar instruments.

[Click here to sign up as an external user](#)

Access for registered external users

External users who already had their registration approved can use the petition module, which allows individuals (representatives of corporate entities or not) to start proceedings and file documents through the Internet, dispensing with submitting documents in physical format by post or personally at the Protocol sections of an Embrapa Unit.

After the access as an External User is authorized, individuals can:

1. Visualize files of their interest.
2. Submit documents.
3. Electronically sign contracts, agreements, terms and other similar instruments they establish with Embrapa.

[Click here to file new documents or access previous ones](#)

Embrapa's Headquarters
Parque Estação Biológica - PgFB km²
Brasília, DF - Brazil - Postcode 70770-901
Tel: +55 61 3448-4433 - Fax: +55 61 3448-4890 / 3448-4891 | Contact

[Restricted access](#) | [Tenders and contracts](#) | [External user - SEI](#)

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Embrapa Portal (Version 3.116.0) p01

Another page will be opened. Click on the indicated link, fill in all the form fields and then click on "Submit".

Cadastro de Usuário Externo (External User Registration)**Dados Cadastrais** (Registration data)

Nome do Representante: (Representative's name)

CPF: (Individual Registration)

RG: (ID number)

 Estrangeiro (Foreign)

Telefone Fixo: (Telephone number)

Telefone Celular: (Cell phone number)

Órgão Expedidor: (Issuing agency)

Endereço Residencial: (Home address)

Complemento: (Address complement)

Bairro: (District)

País: (Country)

Brasil

Estado: (State/province)

Cidade: (City)

CEP: (Zip Code)

Dados de Autenticação (Authentication data)

E-mail:

Senha (no mínimo 8 caracteres com letras e números): Password (at least 8 characters, including letters and numbers):

Confirmar Senha: (Confirm password)

Digite o código da imagem ao lado
(Enter the verification code shown in the image)Enviar
(Submit)Voltar
(Back)**Attention!****Do not write in capital letters.**
Use capitalization properly.

Within 3 (three) business days after receiving the documentation, Embrapa will authorize the user's registration. If there is any information missing, the registration will not be concluded. The applicant will be informed by email for the necessary measures.

3. Registered external user

It will only be possible to log on SEI if registration is approved.

To log on SEI, the external user must access Embrapa website (www.embrapa.br). Scroll down to the bottom of the page and click on the External User – SEI link. Select the **Registered external user** option.

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 [Click here to file new documents or access previous ones](#)

3.1. SEI overview

After logging on, there will be an initial page, entitled "External Access Control", on which users can:

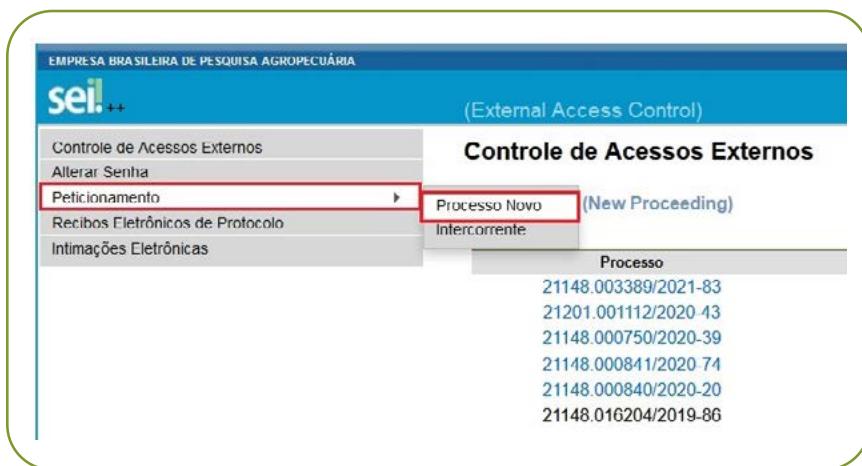
- Visualize the list of files that have been granted External Access.
- Sign documents for which permission for External Signature has been granted (black pen in "Action" column).
- Access SEI functions on the left menu.

In the menu, users can also change the password, create proceedings or file documents in an existing proceeding and visualize receipts of old registrations.

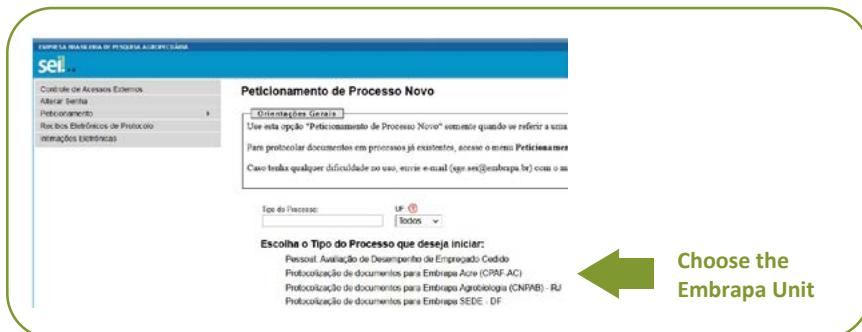
3.2. New proceeding

This step concerns the function for registering new documents to be filed.

- To send new documents to Embrapa, select the “Request” option in the menu on the left and then click on “New Proceeding”.



- Choose, in the Type of Process, the Embrapa Administrative Unit for which the Petition will be filed.





Attention!

As there are Embrapa Units all over Brazil, choosing the correct Administrative Unit is crucial for agility in service.

c) A form to be filled in will appear.

- In the **Application Form**, fill in “Specification” field with a summary of the subject. Use words that facilitate the identification of the process. Examples: Assignment/Requisition of personnel; Annual results report.
- Under **Main Document**, click on the “Letter” link and fill in the correspondence on the subject. When finished, click on “Save” and close the document to continue.

Peticionamento de Processo Novo

Tipo de Processo: Protocolização de documentos para Embrapa SEDE - DF

Orientações sobre o Tipo de Processo

Selecione abaixo o Tipo de Processo que deseja iniciar para abrir uma demanda junto à Embrapa. Ao passar o mouse sobre o ícone, é possível visualizar mais detalhes.

Formulário de Peticionamento

Especificação (resumo limitado a 50 caracteres): (Specification)



Interessado: Cristiane Solano Mendes

Documentos

Os documentos devem ser carregados abaixo, sendo de sua exclusiva responsabilidade a conformidade entre os documentos e a necessidade de prévio aviso.

Documento Principal: Carta Externa (clique aqui para editar conteúdo) (Letter)



Nível de Acesso: (Access Level)



Tip

Hover the mouse over the question mark icons to understand how to fill in the corresponding field correctly.

- Then set the access level by selecting one of the two options: public or restricted.



Attention!

To choose “Restricted”, the user must inform the legal basis that justifies the restriction, selecting one of the options presented. Pay special attention to the indication of Access Level, in which “Restricted” option should be an exception and should only be indicated if the document contains information that is actually restricted due to its own Legal Hypothesis.

- In **Essential Documents**, upload the main document to be attached to the process on the “Choose file” button. It is a **mandatory** document that must be uploaded as a PDF format previously saved on the computer.
- In **Type of Document** choose the option “Attachment”.
- In **Document Type Supplement**, briefly write what the attachment is about. Example: Letter no. XXX/GEDA/Embrapa.
- Choose the **Access Level**: public or restricted.

The screenshot shows a form interface with the following fields:

- Documentos Essenciais (200 Mb): (Essential Documents)** (with a **Procurar...** (Choose file) button)
- Tipo de Documento:** (with a dropdown menu and a question mark icon)
- Complemento do Tipo de Documento:** (with a dropdown menu and a question mark icon)
- Nível de Acesso:** (with a dropdown menu and a question mark icon)
- Formato:** (with radio buttons for **(Born digital)**, **Nato-digital**, and **Digitalizado**) and a **Adicionar** (Add) button
- Nome do Arquivo**, **Data**, and **Tamanho** (size) columns for listed files

- Inform the **Format**: born-digital or digitized, and click on the "Add" button.
 - » Born-digital: originally produced in electronic media.
 - » Digitized: obtained from the conversion of a non-digital document. It is a faithful representation in digital code, that is, the file was produced on paper and later digitized.



Tip

In order to add new documents, repeat the procedure or do it according to the next step.

- In **Complementary Documents**, new files can be attached to the process if necessary, but it is not **mandatory**. Follow the same steps as instructed in **Essential Documents**. You can attach as many documents as you like.

Documentos Complementares (200 Mb): **(Complementary Documents)**

Procurar... (Choose file) (Type of Document)

Tipo de Documento: **⑦** Complemento do Tipo de Documento: **⑦** (Document Type Supplement)

Nível de Acesso: **⑦** (Access Level)

(Born digital) (Digitized)

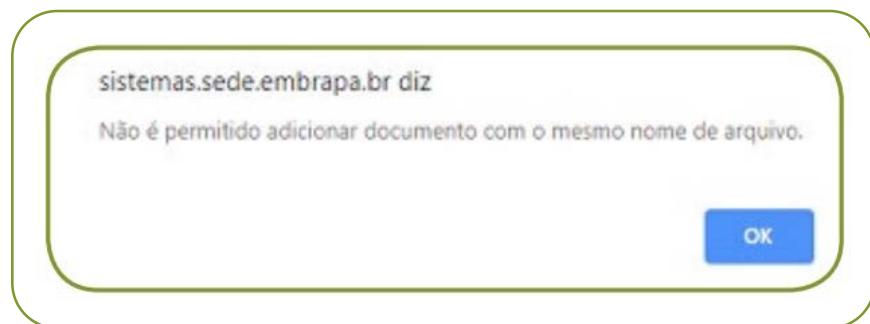
Formato: **⑦** Nato-digital Digitalizado **Adicionar** (Add)

Nome do Arquivo	Data	Tamanho
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Attention!

If you add another document with the same type as the “Essential Documents”, the system will show the following error: “It is not allowed to add a document with the same file name”.



- When it is done, click on “Petition”.
- d) **Complete Petition – Electronic Signature** page will appear for the user to digitally sign it. To complete the application, choose the “Position/Function”, enter your registration password and, finally, click on “Subscribe”.

The system will generate the **Electronic Protocol Receipt** automatically. It will contain the following data:

- Corresponding proceeding number.
- List of documents sent with their protocol numbers.
- Date and time of the petition receipt.
- Petition signatory identification.



Tip

The petition generates a protocol number that will be available on the "External Access Control" page.

EMPRESA BRASILEIRA DE PESQUISA AGROPECUÁRIA
sei...

Controle de Acessos Externos (External Access Control)

Processo	Documento
21148.003389/2021-83	
21201.001112/2020-43	
21148.000750/2020-39	
21148.000841/2020-74	
21148.000840/2020-20	
21148.016204/2019-86	3468880

Observations:

- “Essential Documents” must be registered by the external user. Otherwise, it will not be possible to save the requested process.
- Under no circumstances upload documents that are not equivalent to the type of document indicated. After completing the petition, it will not be possible to exclude any of them.
- The maximum size allowed for each document is up to **10 Mb.**
- Mandatory fields must be filled in. The system only accepts allowed file extensions.
- An automatic e-mail notification will be sent to the external user confirming the request according to the generated “Electronic Protocol Receipt” protocol.

3.3. Existing proceeding attachment

It intends to file documents in existing proceedings. The attachment to an existing proceeding is conditioned to the indicated proceeding number, that is, to petitions in an existing proceeding, the external user needs to know the proceeding number in which new documents will be included. Documents can be included directly in the process generated by the external user. This process will appear on the initial page or in a process indicated by an Embrapa employee, which will not be available on the initial page.

Access for registered external users

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 [Click here to file new documents or access previous ones](#)

- In the menu on the left, under the “Petition” option, select “Intercurrent”.
- Under Process, enter the process number in the “Number” field and click on “Validate”. When validating, the system will load the type of process for conference. If it is correct, click on “Add”.
- The other fields must be filled in as instructed in item 3.2. of this guide.

- Once all documents have been added, click on “Petition” in the upper or lower right corner of the page. The Complete Petition-Electronic Signature box will pop up.
- In the box, the external user must select the most suitable “Position/Function”, confirm “SeI Access Password” and click on “Subscribe” for the Electronic Signature. Then the processing of the petition will be completed.

Immediately after the processing of the petition is finished, the system will automatically generate the corresponding Electronic Protocol Receipt.

At any time, the external user will be able to access the list of receipts with all requests by clicking on “Electronic Protocol Receipts” in the menu on the left of the SEI home page. By clicking on the protocol number, an access box will pop up, which allows the documents to be visualized and also allows to follow the progress of the proceedings.

4. General guidelines

- If possible, use Firefox or Chrome web browsers.
- Do not exceed 1 hour between loading the first document and the last. The system will automatically delete uploaded and unfinished files within this time limit, considering them as temporary.
- Each document must be added separately, one by one, filling in the respective data. The petition is according to the public document management legislation, that is, SEI is not a repository for files, but for formalizing documents.
- Formally, the time for the petition, which will also be expressly included in the corresponding "Electronic Protocol Receipt", will be the time at the end of its processing, that is, with the registration of the documents carried out.
- All operations prior to the conclusion of the petition are merely preparatory and will not be considered to attest or to meet deadlines. Thus, we advise that external users register their documents in advance to ensure that the petition will be completed in a timely manner to meet the procedural deadline.
- It is important to remember that acts performed up to 23 hours and 59 minutes and 59 seconds of the last day of the deadline are considered timely, always observing Brasília time, regardless of the time zone in which the external user is located.
- SEI's outages due to scheduled maintenance or for technical reasons will be registered on Embrapa's website, highlighting the date and time of the start and end of the outage.

- Original documents in physical support of which digitization is technically unfeasible, as well as born-digital documents in an originally incompatible format or that are larger than supported by the system, must be physically presented to one of Embrapa's protocols within 10 (ten) days, counted from the sending of the electronic petition that should forward them, regardless of Embrapa's statement. The deadline for the subsequent presentation of the document in physical medium does not exempt the interested party from complying with the relevant procedural deadline.

