

**2024**

# **BRAZILIAN ARMY COMMISSION**

## **STEP-BY-STEP REGISTRATION PROCESS**

**INTERNATIONAL CONTRACTS SYSTEM (SICOI)**



# How to Register in BAC's International Contract System

## 1. Enroll

Visit our website (Supplier Registration tab): <https://bac.eb.mil.br/new-supplier-registration>


- ❖ Read through the Terms of Agreement and click the "I have read and I agree with the Terms of Agreement above" check box. Then press "Proceed".
- ❖ Please fill out as much information pertaining to your company as possible, not only the required fields indicated with an "\*".

## 2. Filling in Company Information


- ❖ Once you've agreed to the Terms of Agreement, you will be directed to the form that must be filled out for registry. Please navigate through the registration process using the tabs above or the buttons at the end of the pages. Please see the tabs below:



### 2.1 Institution

- ❖ Once all the information pertaining to the Institution are filled out in this section, click the  button in the bottom right corner of the page.

### 2.2 Headquarter


- ❖ Once all the information pertaining to the Headquarter and the primary Point of Contact are filled out in this section, click the  button in the bottom right corner of the page.

### 2.3 Representatives





- ❖ Please click on one (or both) of the options below in order to fill out the respective sections.

COMPANY HAS REPRESENTATIVE IN BRAZIL


COMPANY HAS REPRESENTATIVE IN WASHINGTON (DC)

- ❖ In case your organization does not have representatives in Washington D.C. or Brazil, please skip this section by scrolling to the bottom of the page and clicking the  button in the bottom right corner.


## 2.4 Products

- ❖ You can add new products by: 1. entering the Keyword in the box and clicking the  icon; 2. clicking on one of the letters A through Z (1<sup>st</sup> letter of product name) or; 3. clicking on the option “All” to see all available products groups and classes.
- ❖ Check the box at the right side of the product you wish to add . You should see it change to .
- ❖ Once you’ve updated all desired products, scroll to the very bottom of the page and click on the  icon. This will bring you to the original groups & classes page, please make sure that all the products you’ve added are correct.
- ❖ Should you need to delete one, click on the  icon on the right of the product.
- ❖ If you would like to add any remarks regarding products, please add them in the “FOR SUPPLIER REMARKS” box in the bottom of the page.
- ❖ When you are done, please scroll to the bottom of the page and click the  button in the bottom right corner.

## 2.5 Activities


- ❖ In this section, please select all the boxes that apply to your business. You should see it change to  or .
- ❖ When you click the option “DISTRIBUTOR” or “DEALER”, the box below titled “LIST OF MANUFACTURERS” will become available. Kindly include the name of all manufacturers that your company is a “certified” distributor or dealer for.
- ❖ When you are done, please scroll to the bottom of the page and click the  button in the bottom right corner.

## 2.6 Details

- ❖ Once all the information pertaining to the Details of your company are filled out in this section, click the  button in the bottom right corner of the page.

## 2.7 User

- ❖ Under the field “USER COMPLETE NAME” please enter the full name of the representative that will be using the account.

- ❖ Please create a unique Login name to access your account.
- ❖ Please create a unique password containing at least 8 characters (it must include letters and numbers). Please confirm password in the box on the right.
- ❖ Once all the fields in this section are filled out, click the  button in the bottom right corner of the page.

## 2.8 Last Information

- ❖ Please click the option below if it applies to your organization.

COMPANY HAS SUPPLIED THE BRAZILIAN ARMY COMMISSION BEFORE, EVEN IF UNDER A DIFFERENT NAME

- ❖ In case it does apply to your organization, kindly fill out the below information


### Information on former company:

SHORT NAME	SINCE	UNTIL
<input type="text"/>	<input type="text"/>	<input type="text"/>

- ❖ Please inform the documents that will be presented once we approve your registration form.

### DOCUMENTS TO BE SENT TO BRAZILIAN ARMY COMMISSION (BAC)

- Copy of document issued by a government agency
- DUN & Bradstreet report
- Catalogs (paper or CD-Rom)
- Additional information
- Executive officers' business cards
- Others

- ❖ Once all the fields in this section are filled out, click the  button in the bottom center of the page.

## SUPPLIER REGISTRATION: SUCCESS

THANK YOU FOR REGISTERING YOUR COMPANY WITH THE BRAZILIAN ARMY COMMISSION (BAC).  
YOUR INFORMATION HAS BEEN SUCCESSFULLY TRANSMITTED AND WILL BE PROCESSED BY BAC.  
YOU WILL ALSO RECEIVE AN EMAIL CONFIRMING THIS REGISTRATION.

### Please Note:

The email [registration@cebw.org](mailto:registration@cebw.org) is **not in service**. Kindly use the email [registration@cebw.eb.mil.br](mailto:registration@cebw.eb.mil.br) instead.