Vale Vendor Portal Onboarding Guide for Vendors

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1. Introduction
Welcome to the new Vale Vendor Portal

Dear Vendors, welcome to the new Vale Vendor Portal (‘V V P’) Guide.

This step-by-step guide aims to explain how to register in the new platform so that you can experience the benefits of this new solution.

Further questions regarding this material can also be addressed with the support team.
E-marketplace is a virtual space where products and services are traded using the internet.

With this solution you will have the opportunity to connect to a network of companies and perform commercial transactions with all participants. Examples of e-Marketplaces: Amazon, e-Bay and Alibaba.com.
Solution
Learn more about the new Vale Vendor Portal

The new platform provides vendors with greater visibility into the RFQ (Request for Quotation), PO (Purchase Orders) and SES (Service Entry Sheet) processes, integrating multiply companies in a single e-Marketplace. Furthermore, participants will also count on a specialized service team to support with the procurement processes.

Certify
Module to register new companies and users

Negotiate
Module to view processes, submit quotations processes

Purchase
Allow vendors to visualize the purchasing orders

Distribute *
Allow to track the logistics processes (tracking)

Payment
Module to measure the service orders.

Analytics *
Module to view performance grade and assessments

* These modules are out of Canada scope.

Module to view performance grade and assessments

Private network with customized visual identity and certified connections

Public platform to search companies and products
Benefits
Find out about the benefits of the Portal

System unification
Single solution with greater visibility on the purchasing process.

Applicability
Process simplification and customization according to Vale’s needs.

Reliability
Integration with Vale’s ERP with complete, reliable and traceable data.

Flexibility
Adaptability for future improvements.

Support
Service team to support users with process or platform related inquiries.

Collaboration
Extensive collaborative network for vendors and buyers
2. Onboarding Process
To join the Portal, vendors must execute the steps below:

1. Vendor receives electronic invitation to join the Portal.
2. User enters the portal and creates a password.
3. Fill in the required fields to accomplish the registration.
4. Acknowledge commercial conditions and accept the terms.
Onboarding Process
How to access?

1. You will receive an electronic invitation via e-mail from the Portal

2. Click on the button or link to begin the process

All the users will receive the automatic invitation. However, only the first user to access the link will be able to complete the onboarding process. To register other users, contact the system Administrator in your company.
Onboarding Process
Create a new password

Once you have logged in:

3 Create a new password using three of the following criteria:
   • Six Characters
   • One uppercase letter
   • One lowercase letter
   • One special character
   • One number

It is not allowed to repeat the last three passwords

4 Confirm the password

5 Click on “Submit”
Onboarding Process
Accept the administrator user term

The terms and conditions screen will be displayed as shown below

6. After reading the information, check the box to confirm you are aware of the terms and conditions

7. Click on “Accept”
Onboarding Process
Update registration

To update your company profile, click on “Edit Profile”
How to update the Company’s data

Register

A screen will be displayed with open fields and asterisks indicating required data

1. Opening Date
2. Company Name
3. Zip Code
4. State
5. City
6. Address Line 1
7. The vendor can include the Company's logo clicking on “Change Logotype”
How to update the Company’s data
Add a new contact

1. Click on “Contacts” to add a new contact
2. Click on “Add”
How to update the Company’s data
Add a new contact

Once you click on “Add” a form will show up on the screen

3. Please fill in the required fields (*)

4. In case you have completed all the information, click on “Add”; or click on “Add and Continue” to save the information already filled to save and continue later

5. Click on “Cancel” to cancel
How to update the Company’s data
Operation

To edit business, category and commercial representative fields for your company, please click on “Operations”

1. **Field(s) of Business:** Fill in with the regions that your company operates

2. **Category:** Select the category of your company

3. **Commercial representatives:** Include commercial representatives (Contact legally responsible for the company)
How to update the Company’s data
Add Field(s) of Business

To edit/add fields of business, click on “ADD”

1. To edit or add a business field, click on “ADD”

2. After clicking on the “ADD” button, a form will show up on the screen allowing you to fill in the continent, country and state that your company operates

3. Under the field “Regions Selected” in this field, you can see all the selected regions

4. Click on “Add” to save the action, or

5. Click on “Cancel” to cancel the action
How to update the Company’s data

Add Category

To add categories, go to “Category” and click on “ADD”

1. After clicking on the ADD button, a form will show up on the screen allowing you to search for categories you may want to add. **IMPORTANT:** the vendor is allowed to add only categories that were previously registered.

2. Or you can use the scrollbar and select the category that best suits your company.

3. In case you have selected all the information, click on “Add”; To save the information and continue later, click on “Add and Continue”.

You must choose at least one category.
How to update the Company’s data
Add Commercial Representative

To add commercial representative, go to “Commercial Representative” and click on “ADD”

1. After clicking on the ADD button, a menu will appear allowing you to fill in the required fields (*).

2. Then, click on “Add and Continue” if you want to add more categories or “Add” to complete the action and finish.
How to update the Company’s data
Headquarters and branches

To add headquarters and branches, go to “Units”

1. After clicking on the “Units”, a menu will appear allowing you to fill in the required fields (*)

2. Then, click on “Add and Continue” if wanted to add more headquarters/branches or “Add” to complete the action and finish
How to update the Company’s data

Publish

1. After updating your profile click on “Save Profile”

2. The confirmation message will appear
Go to “Profile”, click on “e-Marketplace Adhesion Agreement”

The term will be displayed. Roll the scroll bar to read the complete term.
Adhesion Agreement
Accepting the Agreement

3. Select the pre-paid plan

4. Click on the box to declare that you have read and agreed to the terms

5. Click on “Save Profile” to save this action and continue later

Or

6. Click on “Send for approval” to submit your approval
Adhesion Agreement
Accepting the Agreement

The confirmation box will be displayed:

6 To confirm, fill in the box with your password

7 Then, click on “Confirm” to confirm this action
Adhesion Agreement
Accepting the Agreement

Congratulations! The onboarding process has been successfully completed.
Adhesion Agreement
Accepting the Agreement

1. To complete the process, click on “Send for Approval”

2. The confirmation message will appear on top of the screen
STAY TUNED!

To receive alerts from the Portal, you must ensure that this function is active.

1. Click on “My Preferences” at the top right of the page

2. You will be redirected to “My Preferences” page to select the options:
   - Receive e-mails
   - Show Notifications

**Attention:** Enabling this feature ensures that you will receive all notifications.

The vendor will be informed about the actions from V V P via electronic message. That’s why it is important to keep the notifications activated.
3. How to access?
How to access?
First Access

After completing the registration process:

1. Access the URL: nim.bi/vale
2. Press "English" on the bottom of the page to change the language
3. Insert your e-mail
4. Insert your password
5. Press "Enter" to access
How to access?
First Access

The user will be automatically directed to the Vale Vendor Portal *Dashboard*

Go to “Company Record”
How to access?
First Access

Here is the list with all companies registered in your network connection

Click on “Vale S.A”
How to access?
First Access

You are now ready to access the Vale Vendor Portal.

**IMPORTANT**

At this moment, **only features related to the Onboarding process will be available**. Suppliers shall **only start their transactions** in the Vale Vendor Portal **after go live** in October.
How to access?
Can’t access your account?

If you have any difficulty accessing the portal, follow the steps below:

1. Click on “Can’t access your account?”
How to access?
Can’t access your account?

2 Fill in the indicated field with your email

3 Then, click on “Send”

Or

4 Click on “Cancel” to cancel the action
To reset the password, click on "Reset Password"

Or

Copy and paste the link in your browser

The user will receive an email with the instructions to reset the Portal Password:

Hello

The password for your Nimbi’s account ACC CAN was recently changed.

If you made this change, you don’t need to do anything more.

If you didn’t change our password, your account might have been hijacked. To get back into your account, you’ll need to reset your password.

You can also copy and paste the following link on your browser: [http://ss01-ga.nimbi.net.br/nimbishortener/Redirect.aspx?short=ug70tp](http://ss01-ga.nimbi.net.br/nimbishortener/Redirect.aspx?short=ug70tp)
How to access?
Can’t access your account?

Then the user will be redirected to the “reset your password” page:

7 On the field “Password” create a password using three of the following criteria:
- Six Characters
- One uppercase letter
- One lowercase letter
- One special character
- One number

It is not allowed to repeat the last three passwords

8 Confirm the new password repeating it

9 Click on “Reset” to confirm the password

Or

10 Click on “Cancel” to cancel the action

Once you reset it, please sign in to nim.bi/vale
4. Presenting the Portal
Presenting the Portal
Meet the new Vale Vendor Portal

1. **Pending actions**
   Channel where vendors will be notified for any pending actions on the Portal

2. **Alerts**
   Channel where vendors will be notified of actions made by the buyers

3. **Messages**
   This channel will not be available for Vale

4. **Profile**
   Link that leads to the complete information about the User Profile

The vendor will also be informed of all actions of buyers via email
Presenting the Portal
Meet the new Vale Vendor Portal

On the side toolbar, you can access the available modules in the platform

- Nimbi Network
- Negotiate
- Purchase
- Payment
- Settings
Presenting the Portal
Meet the new Vale Vendor Portal

To update the user profile settings, please follow the instructions below:

1. Click on user name
2. Then, click on “My Profile” to edit the user profile
Presenting the Portal
Meet the new Vale Vendor Portal

3. In the “Profile Image” panel, users can update his Picture or profile image

4. Click on “Change profile image” to include or update the picture

5. In the “Identification” panel will be possible to edit:
   - Name
   - Surname
   - Gender
   - E-mail
   - Language
   - Register
Presenting the Portal
Meet the new Vale Vendor Portal

6 In the “Access Credentials” panel, users can:
   • Define the default application in the platform
   • Reset a password
   • View the default account

7 In the “Hierarchy” panel, users can add or just view the user hierarchy
Presenting the Portal
Meet the new Vale Vendor Portal

8 In the “Access Control” panel, users can edit the time access permissions

9 Click on “Save” to save updates

Or

10 Click on “Cancel” to cancel the action
Presenting the Portal
Meet the new Vale Vendor Portal

Users can edit and view their preferences on his page.

1. Click on user name
2. Click on “My Preferences” to edit your preferences on the portal
Presenting the Portal
Meet the new Vale Vendor Portal

3. In the first panel, select the box “Wizards”. It displays explanatory information balloons on the home screen of Certify after you login.

4. In “Receiving Notifications” the boxes must be selected to receive notifications by email and visualize them on top of the page.

5. Click on “Save” to save this settings.

The vendor will be informed about the actions from V VP via electronic message. That’s why it is important to keep the notifications activated.
For further questions contact our support team:

vale.onboarding@accenture.com
Welcome to Vale Vendor Portal