



Program

Procurement Transformation

A leap into our future

Coupa Supplier Portal – Guide

March/2025





Summary



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3 Step-by-step: registering on the Coupa Platform

4 Platform Access and Initial Navigation

5 Step-by-step: Coupa Supplier Portal

6 Support Channel



*Truckless System in Serra Sul (S11D), Canaã dos Carajás (PA)
Photo: Ricardo Teles*

1. Overview of the Procurement Transformation Program



Procurement Transformation Program

The **Procurement Transformation Program** marks a significant change in how the Supply Chain operates through **new technologies** and **simplified processes**, with the goal of becoming more strategic, efficient, and innovative for Vale's buyers, requesters, and suppliers.



Enhanced User Experience



Integration and Automation



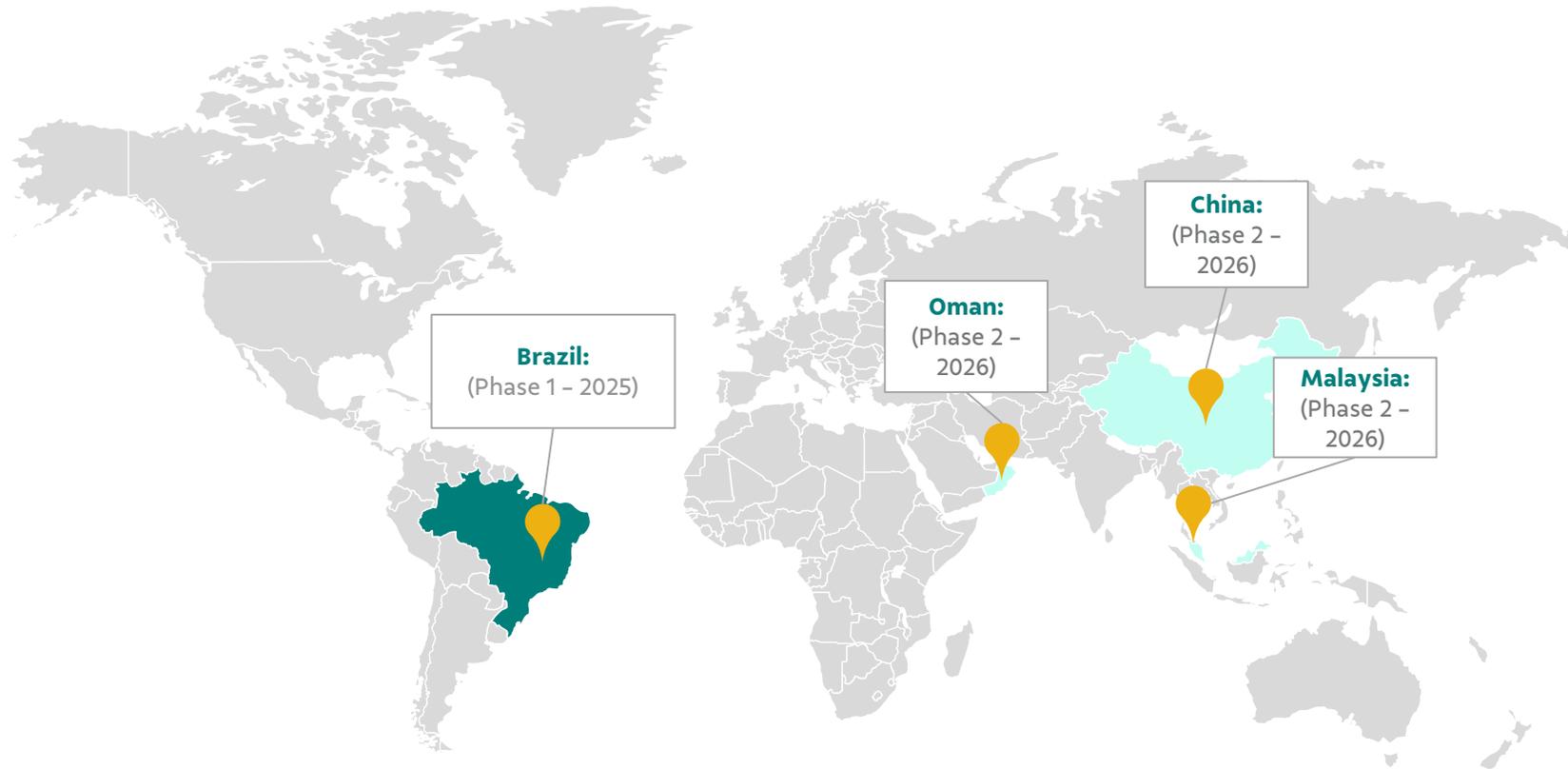
Data Intelligence & Guidance



ESG Program



Impact of Our Transformation



SOME NUMBERS FROM VALE S.A. FERROUS

89,000
Requisitions



669,000
POs



850,000
Invoices



+95,000
Negotiation Rounds

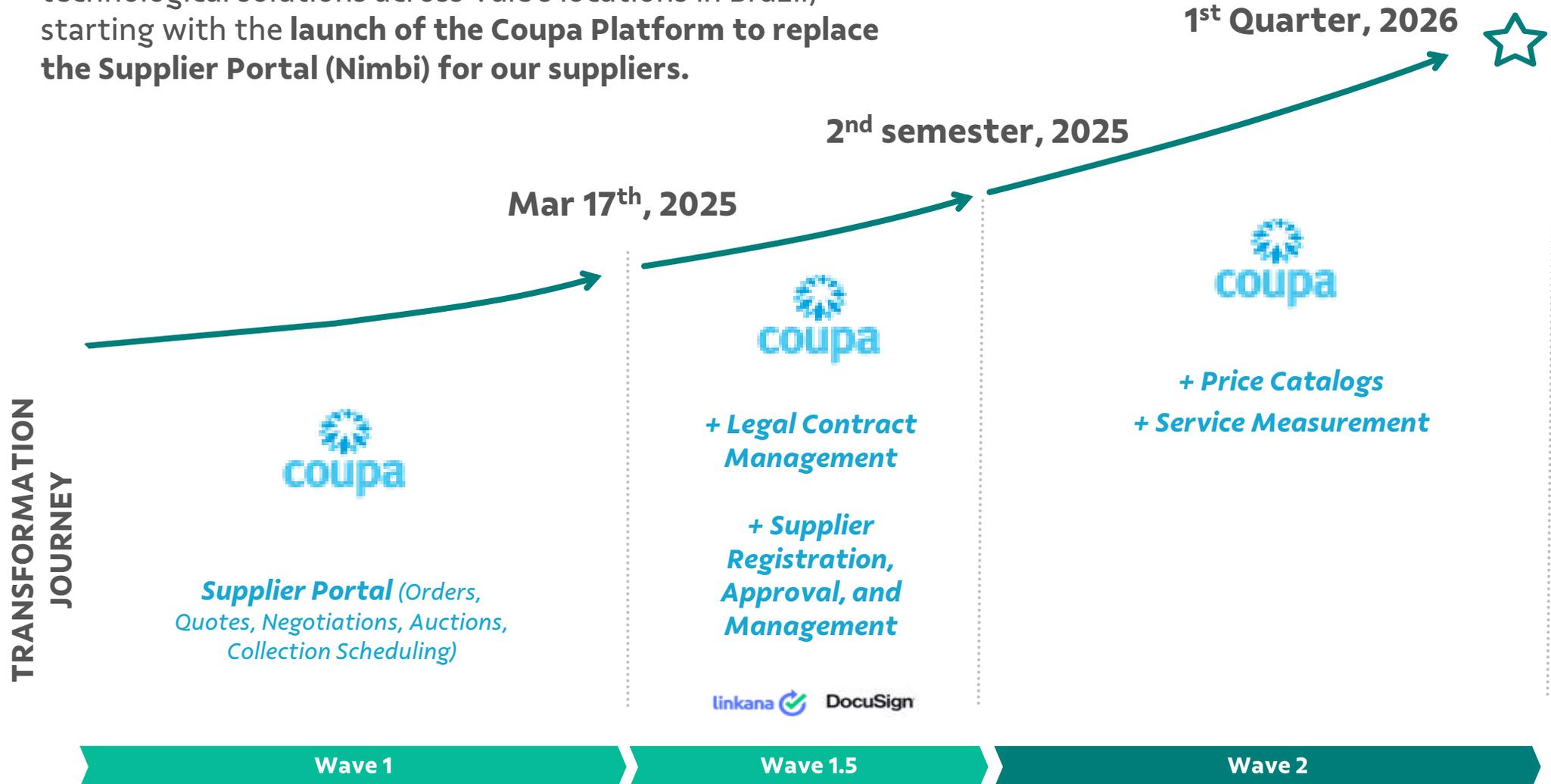


Simplification + Efficiency + Innovation = Procurement Transformation



Transformation Journey

This program entails the phased implementation of technological solutions across Vale's locations in Brazil, starting with the **launch of the Coupa Platform to replace the Supplier Portal (Nimbi) for our suppliers.**



Vale Base Metals

The Base Metals division has transitioned into an independent company and will continue to operate with the existing systems.

Consequently, for companies supplying materials or services to Vale Base Metals, the purchasing process will remain conducted through the Supplier Portal (Nimbi).

✓ Base Metals Companies in Brazil:
 Salobo Metais S.A. – CNPJ 33.931.478/0001-94
 Mineração Onça Puma S.A. – CNPJ 48.256.824/0001-53

✓ Vale Canadá Limited – Sudbury, Ontario, Thompson, Manitoba Toronto.

✓ Vale United Kingdom

Vale Base Metals – Brazil

Plant	Overview	CNPJ
4751	Parauapebas Deposit: OFE: 1064	33.931.478/0006-07
4764	Sossego Parauapebas: DFE: 1064	33.931.478/0006-07
4750	Sossego Mine: MPL: 1064	33.931.478/0009-41
4759	NORTH P. - Sossego Mine: VRT: 1064	33.931.478/0009-41
4779	MINE 118: MPL: 1064	33.931.478/0011-66
4752	Bahia-Alemão Mine: MPL: 1064	33.931.478/0013-28
4778	CRISTALINO MINE: MPL: 1064	33.931.478/0014-09
4777	BELEM HUB: OFE: 1064	33.931.478/0015-90
4127	Salobo - Marabá: MPL: 1064	33.931.478/0002-75
4263	NORTH P. - Salobo - Marabá: VRT: 1064	33.931.478/0002-75
4467	Salobo PA - BarraCoq: VRT: 1064	33.931.478/0002-75
4775	Onça Puma Mining: OFE: 1646	48.256.824/0001-53
4758	Logistics Terminal São Luis - Nickel: 1646	48.256.824/0002-34
4761	São Luis: DFE: 1646	48.256.824/0002-34
4776	NOVA LIMA HUB: OFE: 1646	48.256.824/0003-16
4756	Nickel Parauapebas: MPL: 1646	48.256.824/0004-04
4762	Parauapebas: DFE: 1646	48.256.824/0004-04
4755	Ourlândia Esc:Níquel: OFE: 1646	48.256.824/0005-87
4753	Ourlândia Nickel: MPL: 1646	48.256.824/0006-68
4754	Ourlândia Exp PATIO: VRT: 1646	48.256.824/0006-68
4760	Ourlândia Exp VDC: VRT: 1646	48.256.824/0006-68
4763	Ourlândia Nickel: WHS: 1646	48.256.824/0006-68

Page 10

This table encompasses the Vale Base Metals facilities located at **Onça Puma, Sossego, Entrepósito Parauapebas, São Luís Nickel Warehouse, and ongoing projects in Brazil.**



Vale Base Metals – Brazil

Plant	Overview	CNPJ
4751	Parauapebas Deposit: OFE: 1064	33.931.478/0006-07
4764	Sossego Parauapebas: DFE: 1064	33.931.478/0006-07
4750	Sossego Mine: MPL: 1064	33.931.478/0009-41
4759	NORTH P. - Sossego Mine: VRT: 1064	33.931.478/0009-41
4779	MINE 118: MPL: 1064	33.931.478/0011-66
4752	Bahia-Alemão Mine: MPL: 1064	33.931.478/0013-28
4778	CRISTALINO MINE: MPL: 1064	33.931.478/0014-09
4777	BELEM HUB: OFE: 1064	33.931.478/0015-90
4127	Salobo - Marabá: MPL: 1064	33.931.478/0002-75
4263	NORTH P. - Salobo - Marabá: VRT: 1064	33.931.478/0002-75
4467	Salobo PA - BarraCoq: VRT: 1064	33.931.478/0002-75
4775	Onça Puma Mining: OFE: 1646	48.256.824/0001-53
4758	Logistics Terminal São Luís - Nickel: 1646	48.256.824/0002-34
4761	São Luís: DFE: 1646	48.256.824/0002-34
4776	NOVA LIMA HUB: OFE: 1646	48.256.824/0003-15
4756	Nickel Parauapebas: MPL: 1646	48.256.824/0004-04
4762	Parauapebas: DFE: 1646	48.256.824/0004-04
4755	Ourilandia EscNiquel: OFE: 1646	48.256.824/0005-87
4753	Ourilandia Nickel: MPL: 1646	48.256.824/0006-68
4754	Ourilandia Exp PATIO: VRT: 1646	48.256.824/0006-68
4760	Ourilandia Exp VDC: VRT: 1646	48.256.824/0006-68
4763	Ourilandia Nickel: WHS: 1646	48.256.824/0006-68

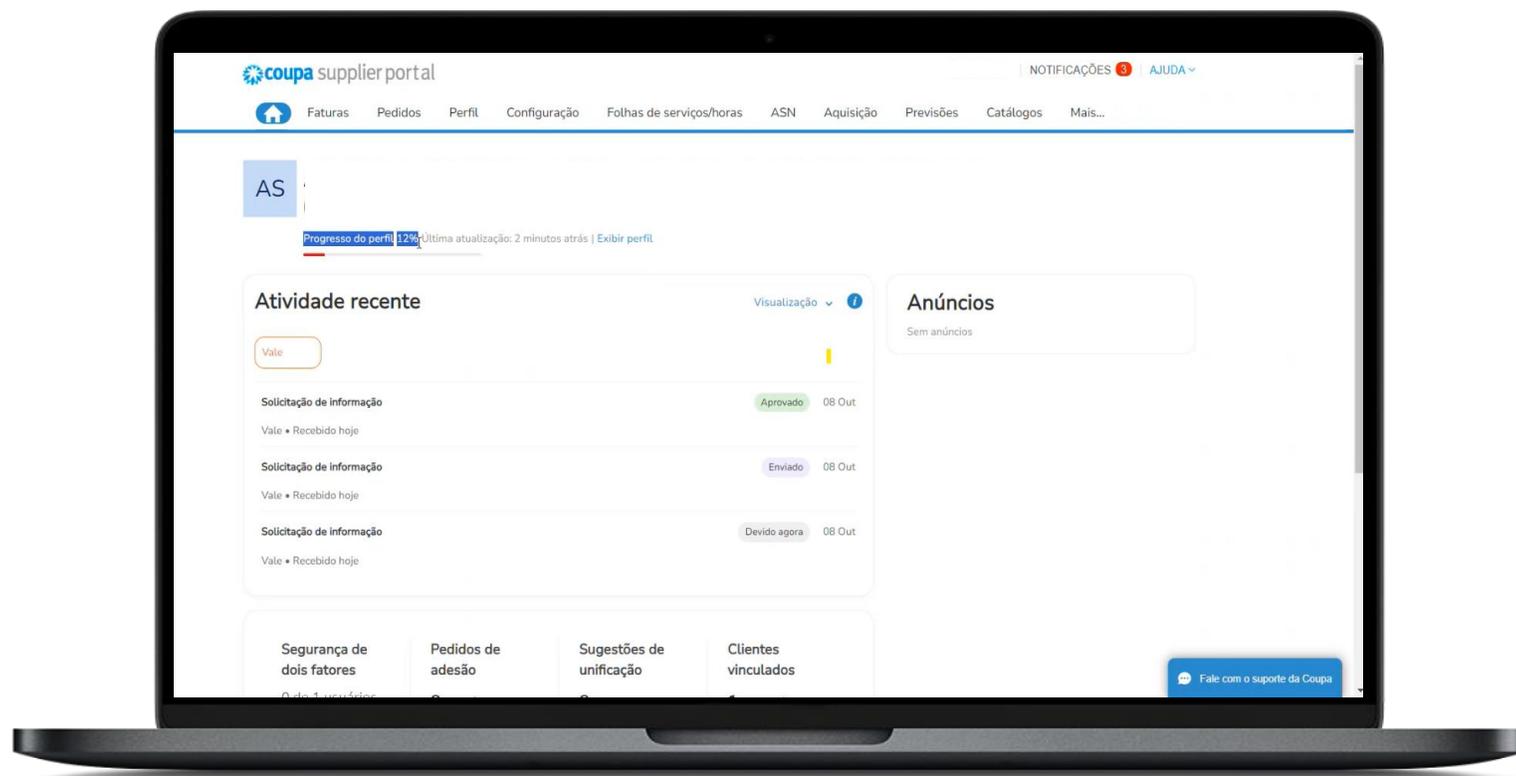


Navio Berge Everest com capacidade de 400 mil toneladas no centro de distribuição Teluk Rubiah na Malásia
Foto: Mohd Darus bin Hasib

2. Introduction to the Coupa Platform



Understanding the Solution: Coupa Supplier Portal



The Coupa Supplier Portal is a system that enables suppliers to efficiently manage their electronic transactions.

It simplifies the management of orders, relationships, and customer documentation.



Key Concepts

- **Coupa**

Coupa is a cloud-based platform for managing business expenses, designed to assist companies in managing and optimizing their spending. It provides a range of solutions from procurement and supplier management to payments and supply chain planning.

- **Adoption Agreement**

The Adoption Agreement document outlines all contractual clauses with the Consortium.

- **Purchasing Processes**

Includes functionalities for RFX (Request for Proposal, Information, and Quotation) and auctions, facilitating interaction and negotiation with suppliers.



Photo: Marcus Desimoni

3. Step-by-step: registering on the Coupa Platform (via the invitation received from Vale)



Registering on the Coupa Platform (via the invitation received from Vale)



- 1** Receiving the Invitation to register on Coupa
- 2** First Access by clicking the invitation link
- 3** Complete registration to join the Vale network on Coupa
- 4** Acceptance of the Membership Agreement
- 5** Account Unification



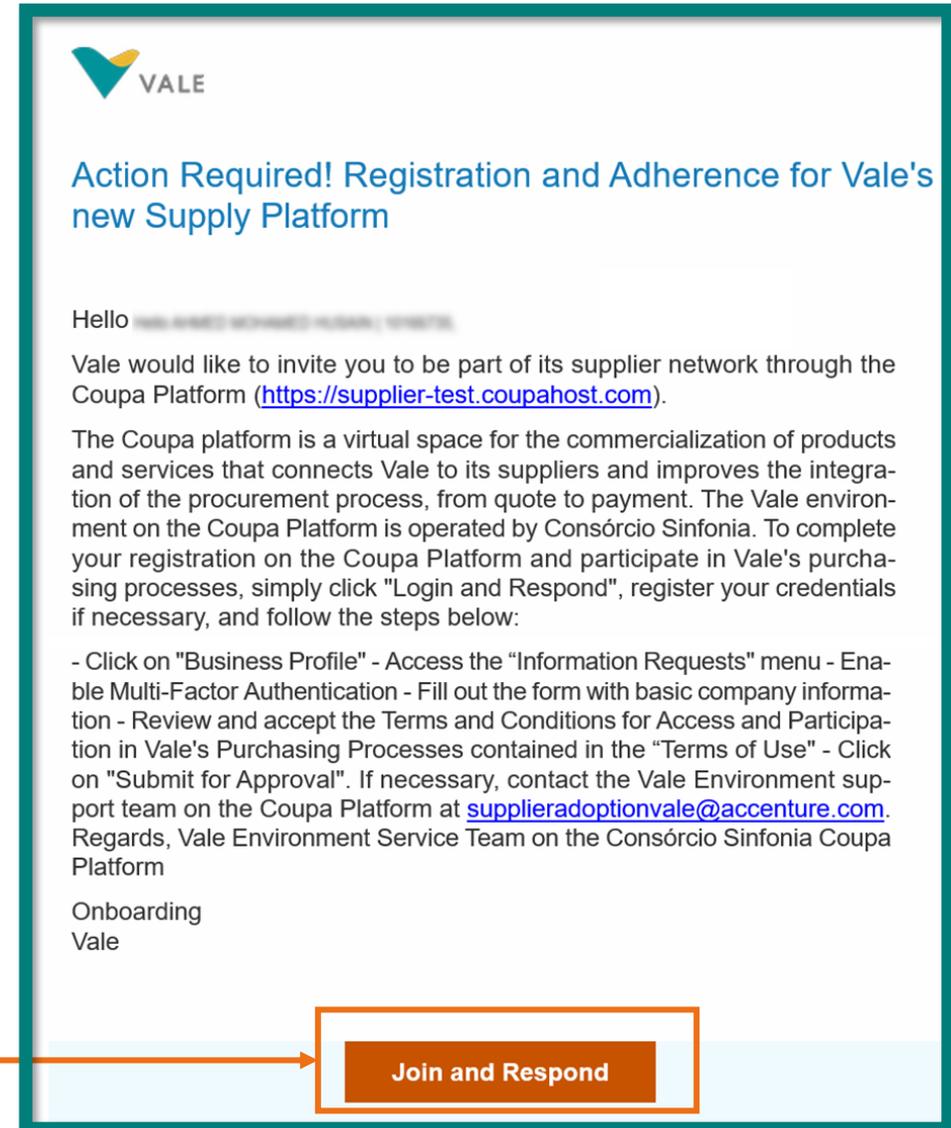
Receiving Your Invitation to Register on Coupa (1/1)

- 1 The primary contact for the supplier registered with Vale will receive an email invitation from Vale to join the Coupa Platform.

Email Subject: Action Required! Registration and Enrollment for Vale's new Procurement Platform

Sender: Coupa Supplier Portal (do_not_reply@supplier.coupahost.com)

At the end of the email, the user should click on "Join and Respond."

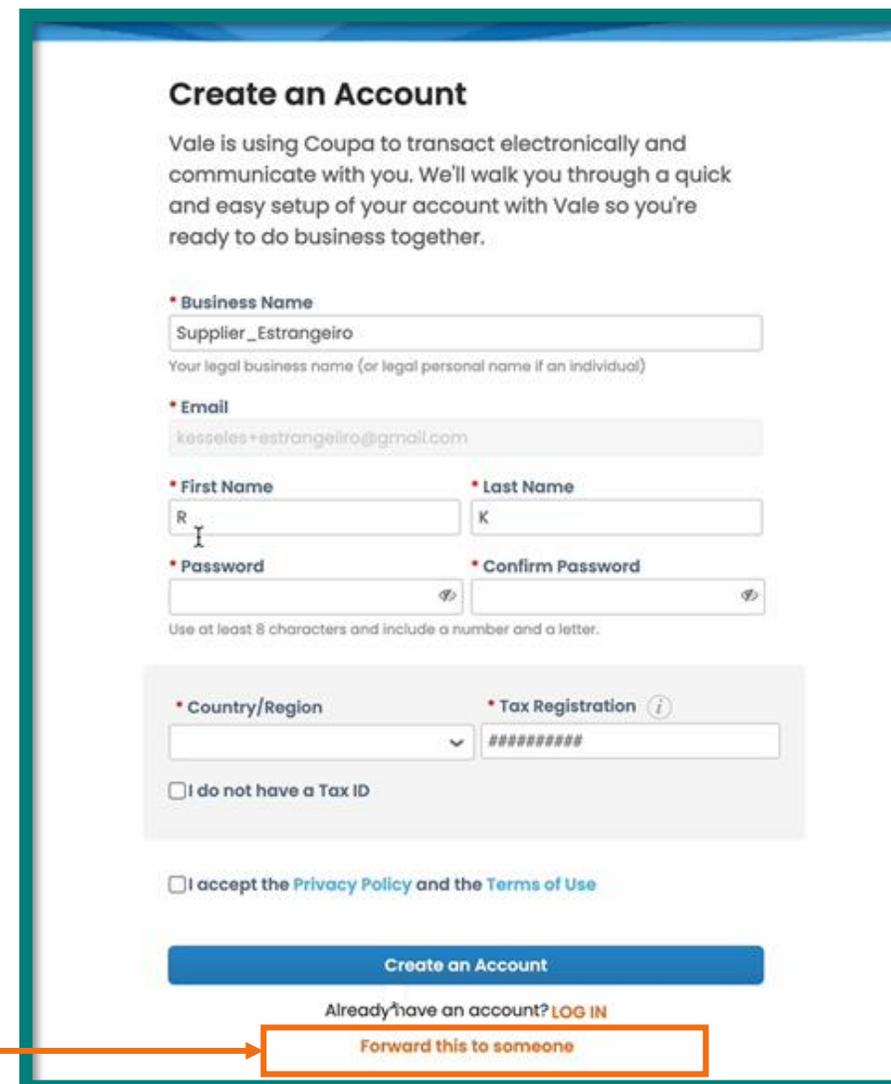




Forward the invitation to another user

- 1 Important:** The user who receives the invitation cannot forward the email to someone else.

If you want another person from your company to register without needing to request an email change through the form, follow these steps: the **original recipient of the invitation must click the link in the “Log In and Respond” button**, and on the subsequent page, select the option **“Forward this to someone”** at the bottom of the screen (below the ‘Create an Account’ button), entering the email of the person who should proceed with the registration.



Create an Account

Vale is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Vale so you're ready to do business together.

* **Business Name**
Supplier_Estrangeiro
Your legal business name (or legal personal name if an individual)

* **Email**
kessseles+estrangeliro@gmail.com

* **First Name** R
* **Last Name** K

* **Password**
* **Confirm Password**
Use at least 8 characters and include a number and a letter.

* **Country/Region**
* **Tax Registration** i
#####

I do not have a Tax ID

I accept the [Privacy Policy](#) and the [Terms of Use](#)

Create an Account

Already have an account? [LOG IN](#)

[Forward this to someone](#)



First Access via the Invitation Link (1/7)

- 1 When the user clicks the “Join and Respond” link, three scenarios may arise on the Coupa platform:

2.1.1. Scenario 1: The supplier's company is already registered on the Coupa platform, but the user who received the email is not yet registered. In this case, the user can request to join an existing account, and an administrator from their company can approve the request.

To access the existing company account, click on “Next”

Join an Existing Account?

Provide any of the additional info to get better suggestions.

View existing accounts matching email domain

Business Name

Country/Region

Address Line 1

City State Postal Code

Tax ID DUNS Number

No, continue creating a new account

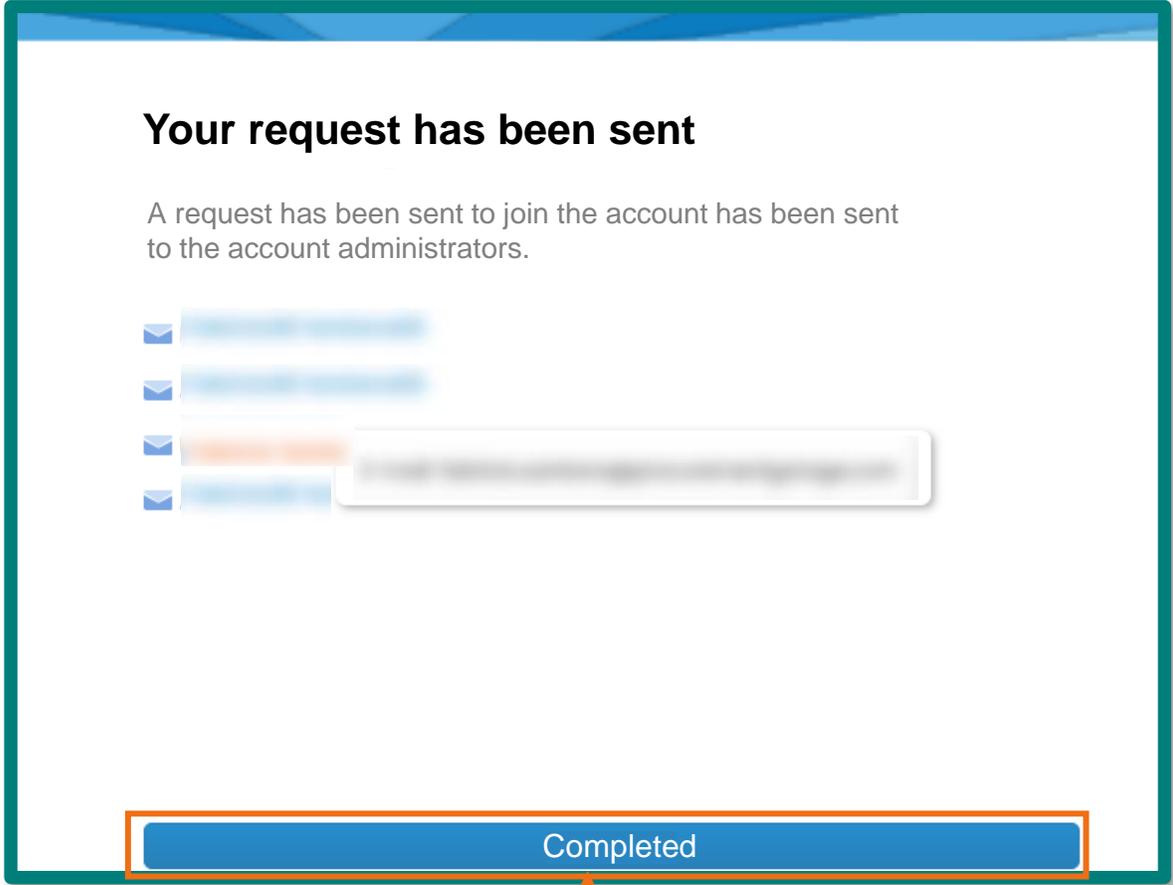


First Access via the Invitation Link (2/7)

2 When the user clicks the “Join and Respond” link, three scenarios may arise on the Coupa platform:

2.1.2. **Continuing with Scenario 1**, if the user clicked “Next” on the previous screen, a request will be sent to the administrators of the existing account.

Click on “Done” and wait for your request to be approved.



Your request has been sent

A request has been sent to join the account has been sent to the account administrators.

- ✉ [Redacted]
- ✉ [Redacted]
- ✉ [Redacted]
- ✉ [Redacted]

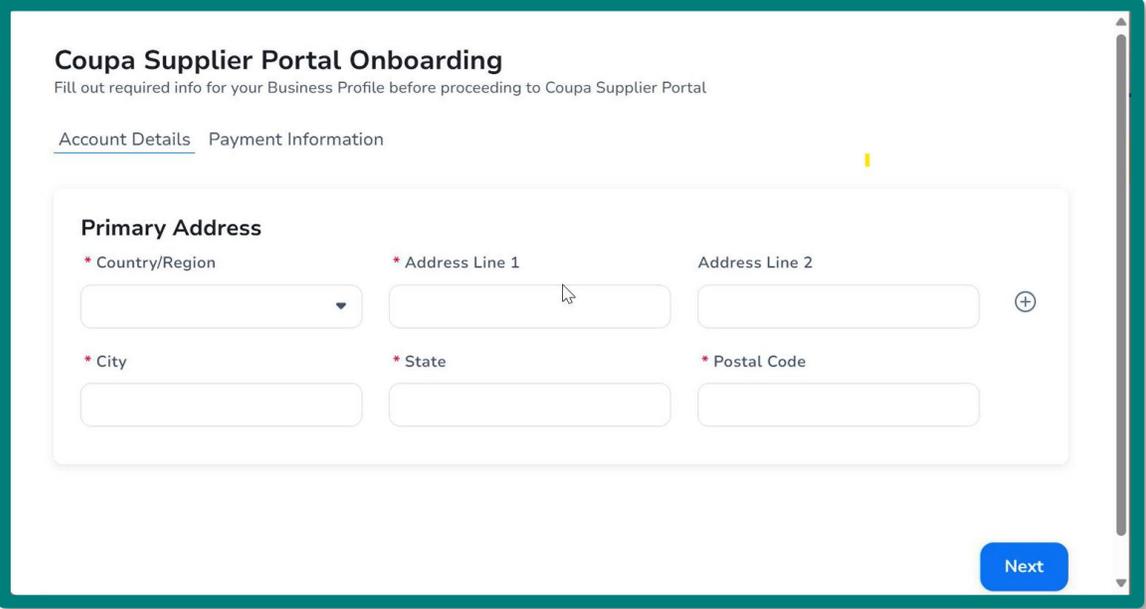
Completed



First Access via the Invitation Link (3/7)

3 When the user clicks the “Join and Respond” link, three scenarios may arise on the Coupa platform:

2.2.1. Scenario 2: The user and the company already have an access account on Coupa, so basic registration is not necessary; they will only need to review their information and make any necessary updates before being redirected to the specific Vale Registration form.



Coupa Supplier Portal Onboarding
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

[Account Details](#) [Payment Information](#)

Primary Address

* Country/Region	* Address Line 1	Address Line 2	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="⊕"/>
* City	* State	* Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	



First Access via the Invitation Link (4/7)

4 When the user clicks the “Join and Respond” link, three scenarios may arise on the Coupa platform:

2.3.1. Scenario 3: The company and the user do not yet have an account on Coupa.

On this page, the user will see some fields pre-filled with their first and last name. If any information is incorrect, simply update it.

Important: If the company name is incorrect, please contact adesaofornecedorvale@accenture.com.

The next step is to create a password and confirm it to gain access to the Coupa Supplier Portal.

Create an Account

Vale is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Vale so you're ready to do business together.

* Business Name
Your legal business name (or legal personal name if an individual)

* Email

* First Name R * Last Name K

* Password * Confirm Password
Use at least 8 characters and include a number and a letter.

* Country/Region * Tax Registration ⓘ
I do not have a Tax ID

I accept the [Privacy Policy](#) and the [Terms of Use](#)

Create an Account

Already have an account? [LOG IN](#)

[Forward this to someone](#)



First Access via the Invitation Link (5/7)

5 When the user clicks the “Join and Respond” link, three scenarios may arise on the Coupa platform:

2.3.2. Next, they will need to select their country/region and enter the Tax ID (CNPJ of the Supplier).

They must also accept the privacy policies and terms of use of the platform.

Once all necessary information is filled in, click on “**Create an Account**”.

Vale is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Vale so you're ready to do business together.

* Business Name

Your legal business name (or legal personal name if an individual)

* Email

* First Name * Last Name

* Password * Confirm Password
Use at least 8 characters and include a number and a letter.

* Country/Region * Tax ID
 I do not have a Tax ID

I accept the [Privacy Policy](#) and the [Terms of Use](#)

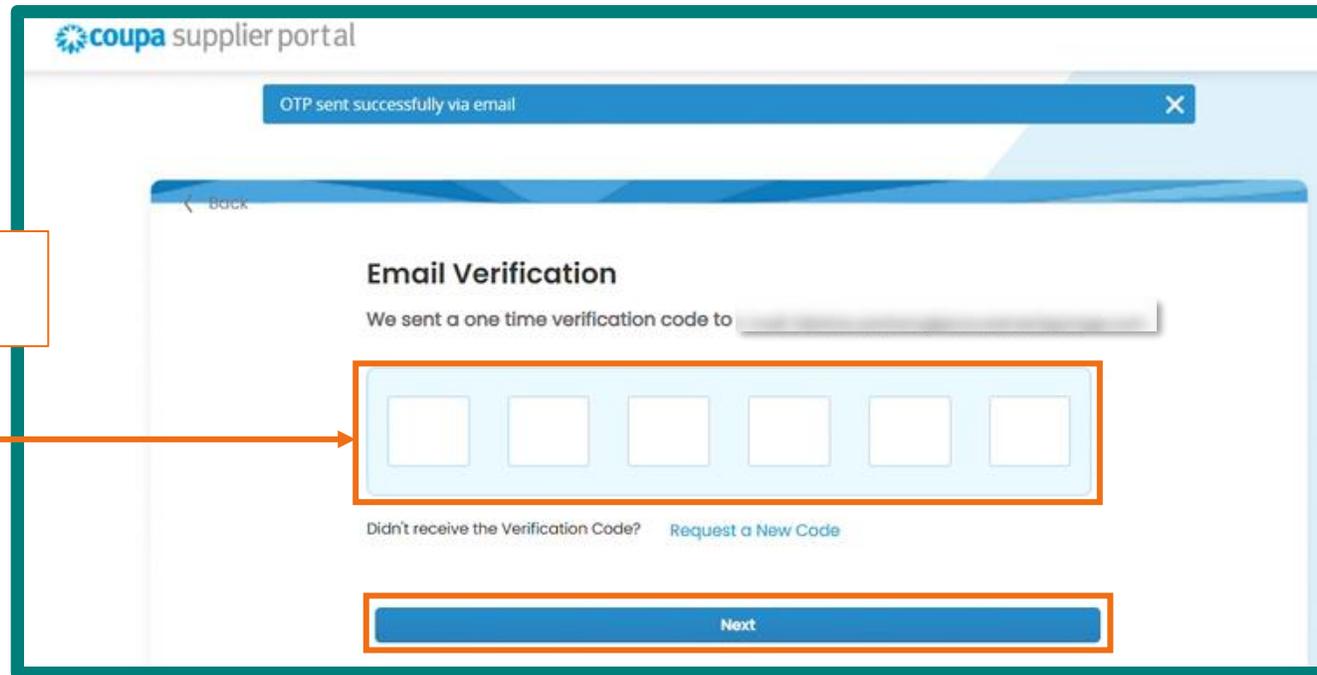


First Access via the Invitation Link (6/7)

- 6 When the user clicks the "Join and Respond" link, three scenarios may arise on the Coupa platform:

2.3.3. After creating the account, the user will be redirected to a verification page to enter the code sent to their email.

The user should enter the received code and click on "Next"

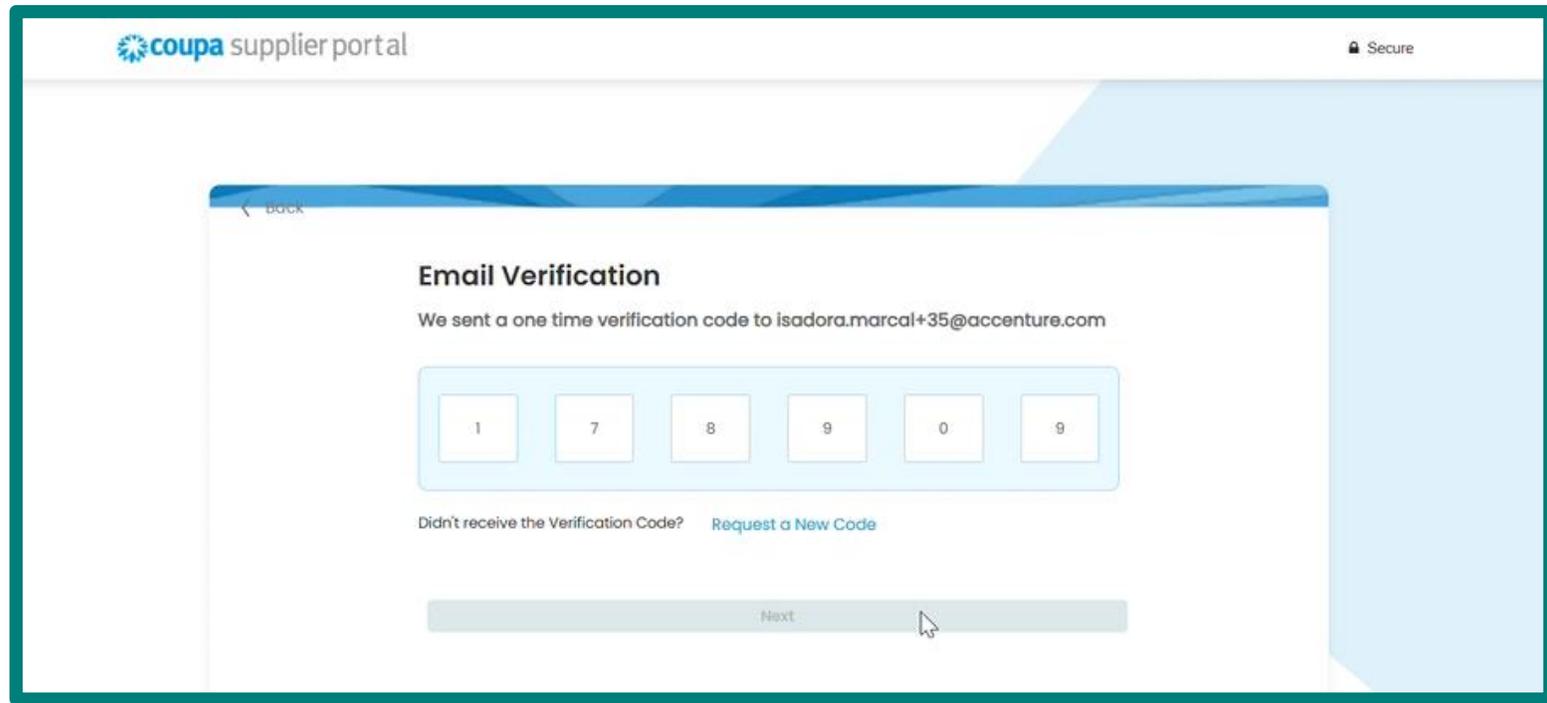




First Access via the Invitation Link (7/7)

- 7 When the user clicks the “Join and Respond” link, three scenarios may arise on the Coupa platform:

2.3.4. The user is now registered. A message thanking them and welcoming them to the platform will appear.





Completing Registration to Join the Vale Network on Coupa (1/15)

- 1 After registering on the platform, the user will be taken to a screen where they can finalize their registration.

On this page, the user can add additional information such as their phone number and address.
After filling it out, click **next**

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

[Account Details](#) [Payment Information](#)

Primary Address ✓

* Country/Region	* Address Line 1	Address Line 2
Oman	222	
* City	* State	* Postal Code
adas	KK	2222

Oman

Invoice From Code ⓘ

Next



Completing Registration to Join the Vale Network on Coupa (2/15)

2 By clicking "Next" on the previous screen, This "Payment information" tab will appear, however it is not necessary to fill in these fields, as this information will not be used at this time by Vale on this platform.

To avoid having to fill in the mandatory fields, simply tick the "Do not accept check payments for this customer"

Once finished, click on "Next".

Coupa Supplier Portal Onboarding
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Account Details Payment Information

Bank Transfer Customer Supported

Please enter the following information to receive Bank Transfer payments.

* Payment Method Name ⓘ

* Bank Account Country/Region * Bank Account Currency

Beneficiary Name Bank Name

* Zip Code

Remit-To Code ⓘ

Do not accept check payments from this customer



Completing Registration to Join the Vale Network on Coupa (3/15)

3 Then, click on the form that will appear on the screen.

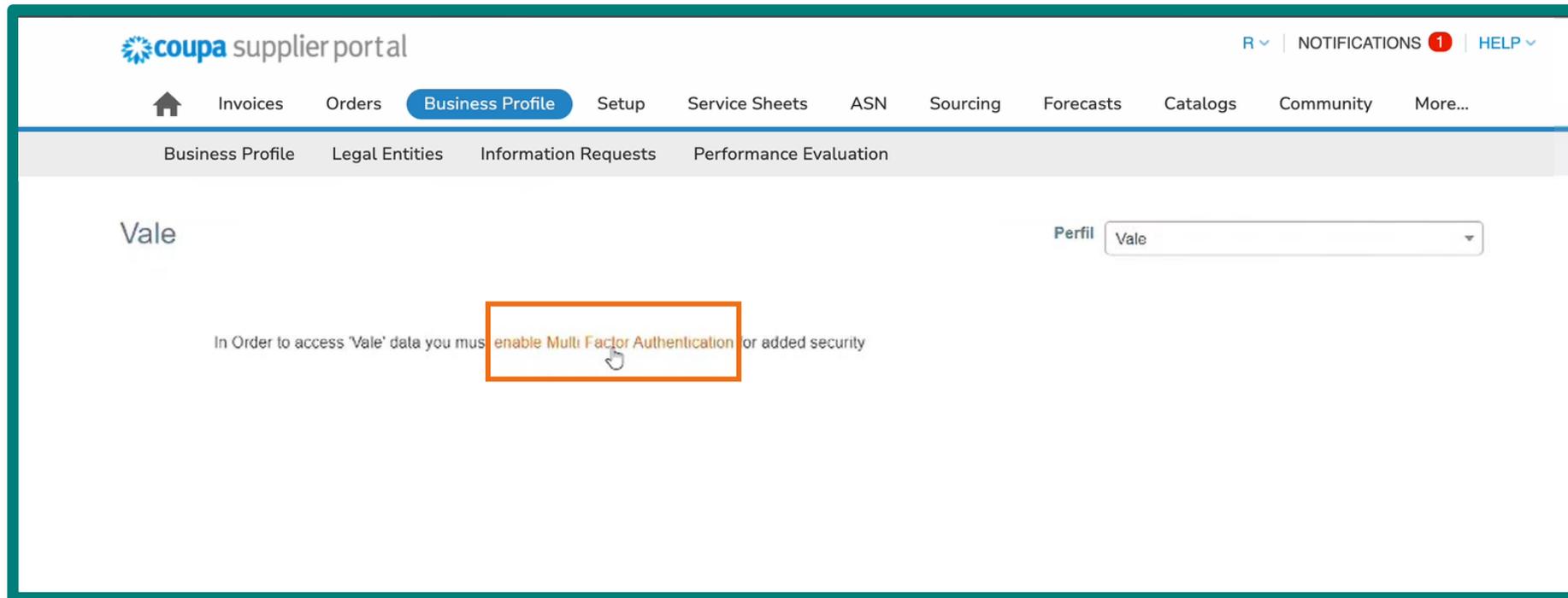
The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'coupa supplier portal', 'R', 'NOTIFICATIONS 1', and 'HELP'. Below this is a menu with 'Invoices', 'Orders', 'Business Profile' (highlighted), 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Community', and 'More...'. A secondary menu shows 'Business Profile', 'Legal Entities', 'Information Requests', and 'Performance Evaluation'. The main content area is titled 'Vale' and 'Form Responses'. A 'Profile' dropdown menu is set to 'Vale'. Below the title is a table with columns: 'Form', 'Status', 'Created Date', and 'Submitted At'. The first row of the table is highlighted with an orange box and contains the text 'Novo Onboard de Fornecedores | Estrangeiro EN v3', 'New', '02/13/25', and 'None'. Above the table is a control bar with 'View All', 'Advanced', and a search field. At the bottom left of the table area, it says 'Per page 15 | 45 | 90'.

Form	Status	Created Date	Submitted At
Novo Onboard de Fornecedores Estrangeiro EN v3	New	02/13/25	None



Completing Registration to Join the Vale Network on Coupa (4/15)

- 4 You will need to enable multi-factor authentication to access the Vale network. Click the link “Enable Multi-Factor Authentication.”





Completing Registration to Join the Vale Network on Coupa (5/15)

- 5 Use a multi-factor authentication app of your choice. Once in the app, select the “add” or “+” option to scan the displayed QR code, and enter the verification code received on the Coupa page. Then, click to activate.

If you do not have a multi-factor authentication app on your phone, you will need to download one before proceeding with this step.

In the Google Play Store (Android) or the App Store (iOS), search for “Authenticator” and choose one that you prefer. An example of an authenticator is: [Microsoft Authenticator](#).

Multi Factor Authentication via App

1 Scan this QR code using your mobile device.

- Open your preferred authentication app on your mobile device. [Learn more](#)
- For most apps, select “Add” or “+” to scan the QR code or copy and paste the security key.

Coupa Supplier Portal

OV3E1BYAVLRQBL7DJLZQ4
HMZA5N4LESI

Click to copy Security Key

Code

Cancel Enable

The QR Code and numeric key shown are just examples; a unique QR Code will be generated for each user when you reach this screen.



Completing Registration to Join the Vale Network on Coupa (6/15)

- 6 Select one of the options to save your account recovery codes

Save Your Backup Codes [X]

These codes were generated on February 14, 2025

Emergency Recovery codes are the **only** way to restore access if you lose access to your authenticating device or app.

You can use each recovery code only once.

Keep these somewhere safe but accessible.

ylENDA	dsMzCQ
-cPnEQ	FIGCIQ
_FBBXQ	RbG4nQ

Copy Download Print

Background text: My Account Security & Multi Factor Authentication

Settings

- Notification Preferences
- Security & Multi Factor Authentication
- App Connections

Multi Factor Authentication

For Payment Changes (Required)

For Both Account Access (Optional)

Via Authentication App

Use an Authentication App

Default

[Change Authentication App](#)

Via Text Message

Use a code sent via text message

Default

Show Recovery Codes Regenerate Recovery Codes



Completing Registration to Join the Vale Network on Coupa (7/15)

- 7 Review your security and multi-factor authentication options for your account

The screenshot shows the 'My Account' page in the Coupa Supplier Portal, specifically the 'Security & Multi Factor Authentication' section. The page has a navigation bar with links for Invoices, Orders, Business Profile, Setup, Service Sheets, ASN, Sourcing, and Forecasts. A left sidebar contains links for Settings, Notification Preferences, Security & Multi Factor Authentication (highlighted), and App Connections. The main content area is titled 'Multi Factor Authentication' and includes two radio button options: 'For Payment Changes (Required for changing Legal Entity or Remit-To)' and 'For Both Account Access (Login) and Payment Changes'. Under the first option, there are two sub-sections: 'Via Authenticator App' (selected with a checkmark) and 'Via Text Message'. The 'Via Authenticator App' section includes a radio button for 'Default' and a 'Change Authentication App' link. The 'Via Text Message' section includes a radio button for 'Default'. At the bottom, there are two buttons: 'Show Recovery Codes' and 'Regenerate Recovery Codes'.



Finalize your registration to become part of the Vale network on Coupa (8/15)

- 8 On this page, you will find the registration form for Vale, pre-filled with your information. Please take a moment to review the details and add any necessary information.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. On the right, it says 'DEAR', 'NOTIFICATIONS' with a red notification icon, and 'HELP'. Below this is a main navigation menu with items: Invoices, Orders, Business Profile (highlighted), Setup, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, Community, and More... A secondary menu below that includes Business Profile, Legal Entities, Information Requests, and Performance Evaluation. The main content area is titled 'Vale' and has a 'Profile' dropdown menu set to 'Vale'. A yellow notification banner states: 'We have auto-filled some information from your Public Profile.' Below this is a 'View All Responses' link. The 'Supplier Information' section contains several fields: 'Supplier Info' (blurred), 'Corporate Name' (blurred), 'Tax Id / VAT' (blurred), and 'Legal Code' (None). The '* Supplier Address' section includes an 'Address Purpose' dropdown menu (set to 'Select Some Options') and a '* Region' dropdown menu (set to 'Country/Region'). A 'Chat with Coupa Support' button is located in the bottom right corner of the form area.



Finalize your registration to become part of the Vale network on Coupa (9/15)

- 9 Make sure to accurately fill in the “Email for receiving purchase orders” field with the email address where you would like to receive purchase orders from Vale.

Other Contacts

Contact Purpose ✕

Select Some Options i

First Name

Last Name

Email address

Add other company contacts, e.g. Sourcing: Contact designated to receive quotations

* Email to receive purchase orders i



Finalize your registration to become part of the Vale network on Coupa (10/15)

- 10 Next, in the “Adoption Agreement” section, click the link to review the terms and read them thoroughly.

Terms of Adhesion

Onboarding Type

None

The Adoption Agreement sets forth the terms and conditions of access to the environment of Vale on the Coupa Platform and to negotiate products and services with Vale S.A., including the payment conditions to Consórcio Sinfonia, if applicable. By clicking on this acceptance term, you declare, acknowledge, and agree, under the penalties of law, (i) to have the power to represent your company and to be duly authorized to bind the company to the terms and conditions of the Adoption Agreement; (ii) to agree, on behalf of the company, with all the terms and conditions of the Adoption Agreement and commit to comply with them and, if applicable, to pay the fees that may be due under the Adoption Agreement. The acceptance of the Adoption Agreement is required and a condition for access to the Vale environment on the Coupa Platform and for negotiating products and services with Vale. If you do not agree with the Adoption Agreement, it will not be possible to access the Vale environment on the Coupa Platform.

Terms of Consortium

- [DRAFT_ADOPTION_AGREEMENT_Co...](#)

*** Term of Adhesion**

I declare that I have read and I AGREE with the terms.

I declare that I have read and I do NOT agree with the terms.

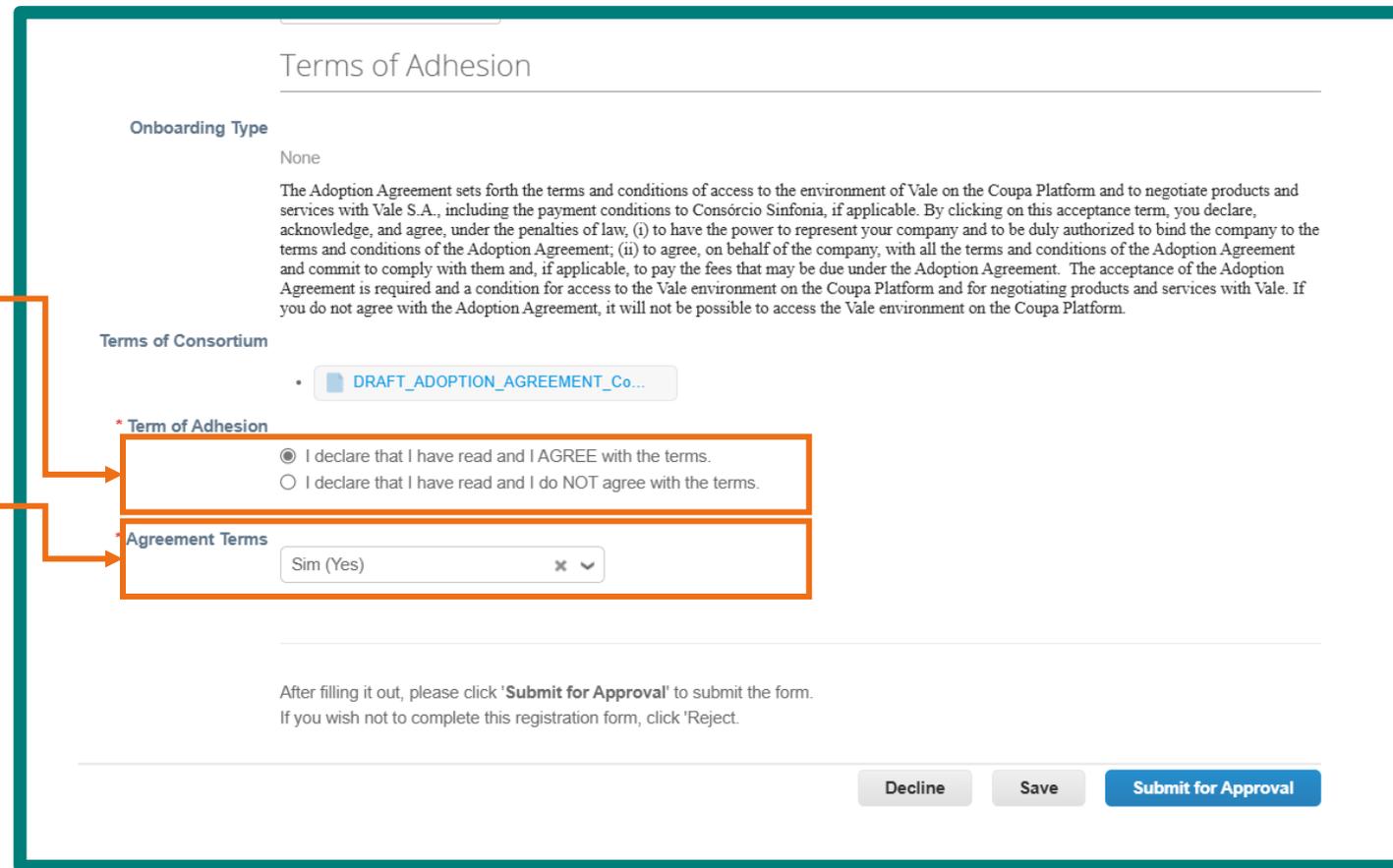


Finalize your registration to become part of the Vale network on Coupa (11/15)

11 Select the appropriate option to indicate your agreement with the terms.

If you agree, click "I declare that I have read and agree to the terms."

Then, select "Yes" to confirm your agreement.



The screenshot shows a web form titled "Terms of Adhesion". The form includes the following sections:

- Onboarding Type:** None
- Terms of Consortium:** A list containing a document titled "DRAFT_ADOPTION_AGREEMENT_Co...".
- * Term of Adhesion:** Two radio button options:
 - I declare that I have read and I AGREE with the terms.
 - I declare that I have read and I do NOT agree with the terms.
- * Agreement Terms:** A dropdown menu with "Sim (Yes)" selected.

At the bottom of the form, there is a text instruction: "After filling it out, please click 'Submit for Approval' to submit the form. If you wish not to complete this registration form, click 'Reject'." Below this instruction are three buttons: "Decline", "Save", and "Submit for Approval".

Annotations from the text boxes on the left point to the "Term of Adhesion" radio buttons and the "Agreement Terms" dropdown menu.



Finalize your registration to become part of the Vale network on Coupa (12/15)

12

After completing the form, you can choose to either: 'Decline' to respond, simply 'Save' the information, or directly '**Submit for approval**' to Vale.

The screenshot shows a web form titled "Terms of Adhesion". It includes sections for "Onboarding Type" (set to "None"), "Terms of Consortium" (with a draft document), and "Term of Adhesion" (with radio buttons for "I declare that I have read and I AGREE" and "I declare that I have read and I do NOT"). There is also an "Agreement Terms" dropdown menu set to "Sim (Yes)". At the bottom, there are three buttons: "Decline", "Save", and "Submit for Approval".

Callout boxes provide the following information:

- Decline:** Choosing "Decline" means you opt not to respond to the form.
- Save:** Clicking "Save" will only store your information, allowing you to return later to complete it or to 'Submit for approval.'
- Submit for Approval:** By clicking 'Submit for approval,' you will send your form response to Vale's Supplier Onboarding team.

Additional text at the bottom of the form reads: "After filling it out, please click 'Submit for Approval' to submit the form. If you wish not to complete this registration form, click 'Reject'."

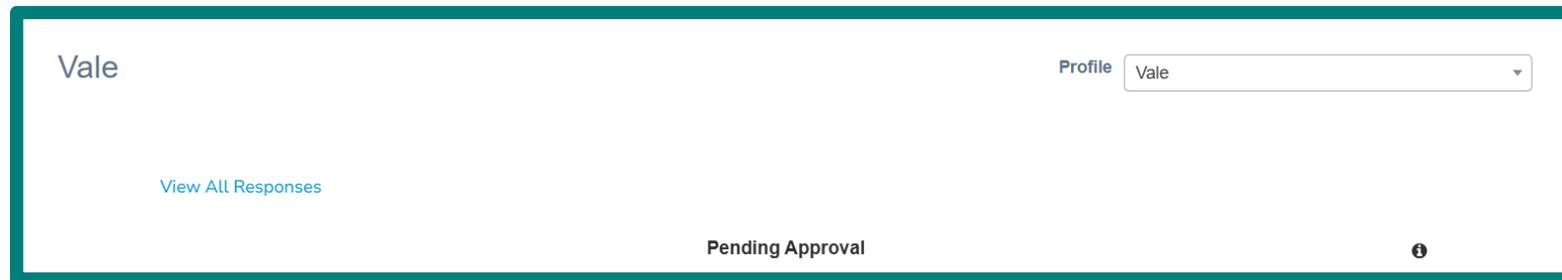


Finalize your registration to become part of the Vale network on Coupa (13/15)

13

Once you submit the form for approval, its status will change to '**Pending Approval**'. In this status, you will see a button labeled '**Withdraw**', located at the bottom of the form. If you realize that you submitted incorrect information, you can **Withdraw** to make the form editable again.

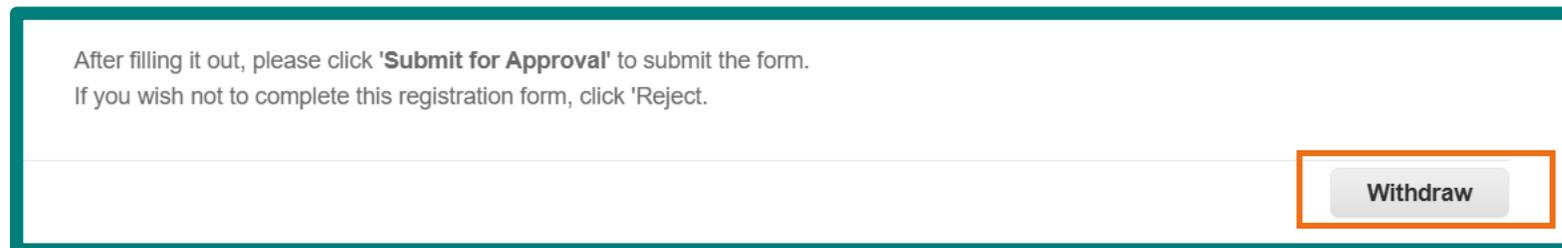
Note: Forms submitted with a response of the terms = **Yes**, will be automatically approved. Therefore, the supplier will have less than 15 seconds to perform this action.



Vale Profile Vale

[View All Responses](#)

Pending Approval i



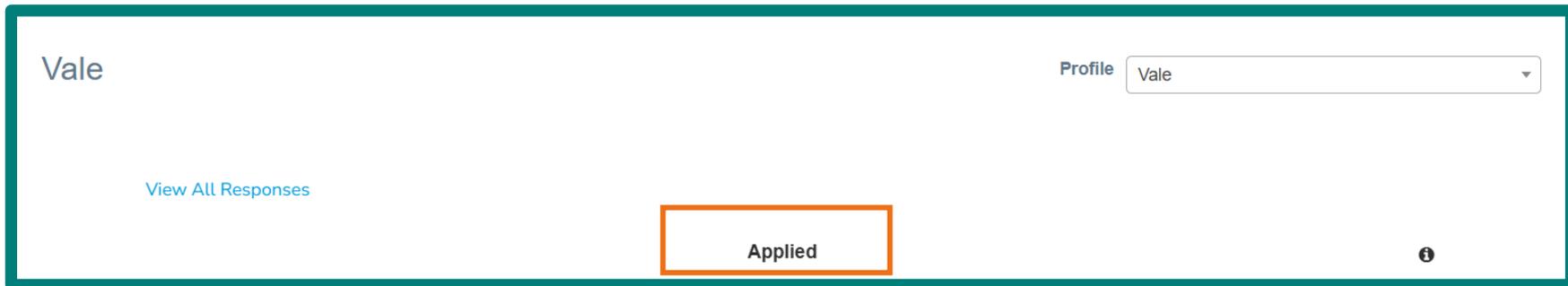
After filling it out, please click '**Submit for Approval**' to submit the form.
If you wish not to complete this registration form, click 'Reject.'

Withdraw



Finalize your registration to become part of the Vale network on Coupa (14/15)

- 14 If your form is in the status '**Applied**' (approved), the button **Withdraw** will change to the button '**Update Info**'. Here, you can edit the form details and resubmit it for a new approval.

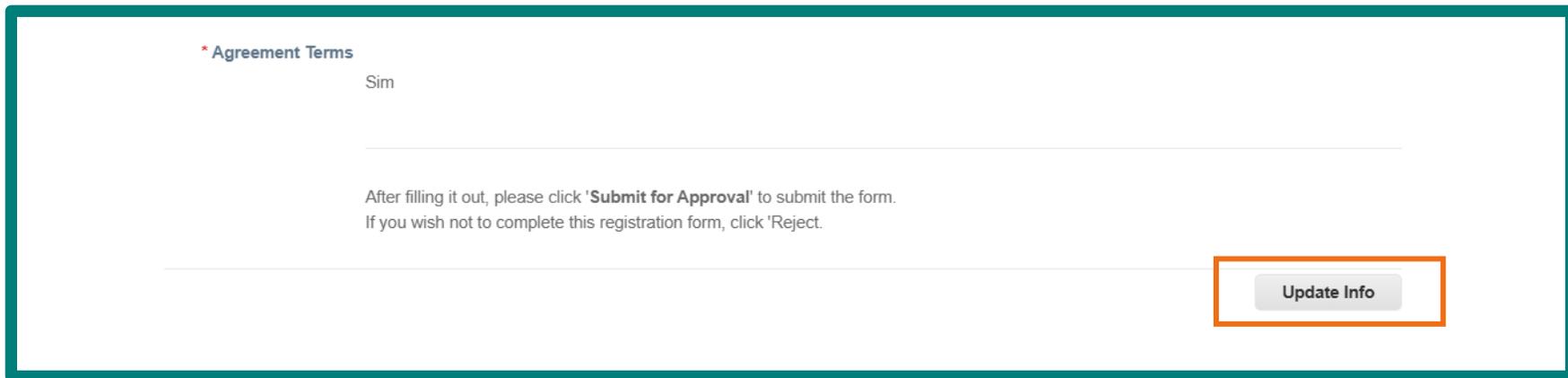


Vale Profile Vale

[View All Responses](#)

Applied

i



*** Agreement Terms**

Sim

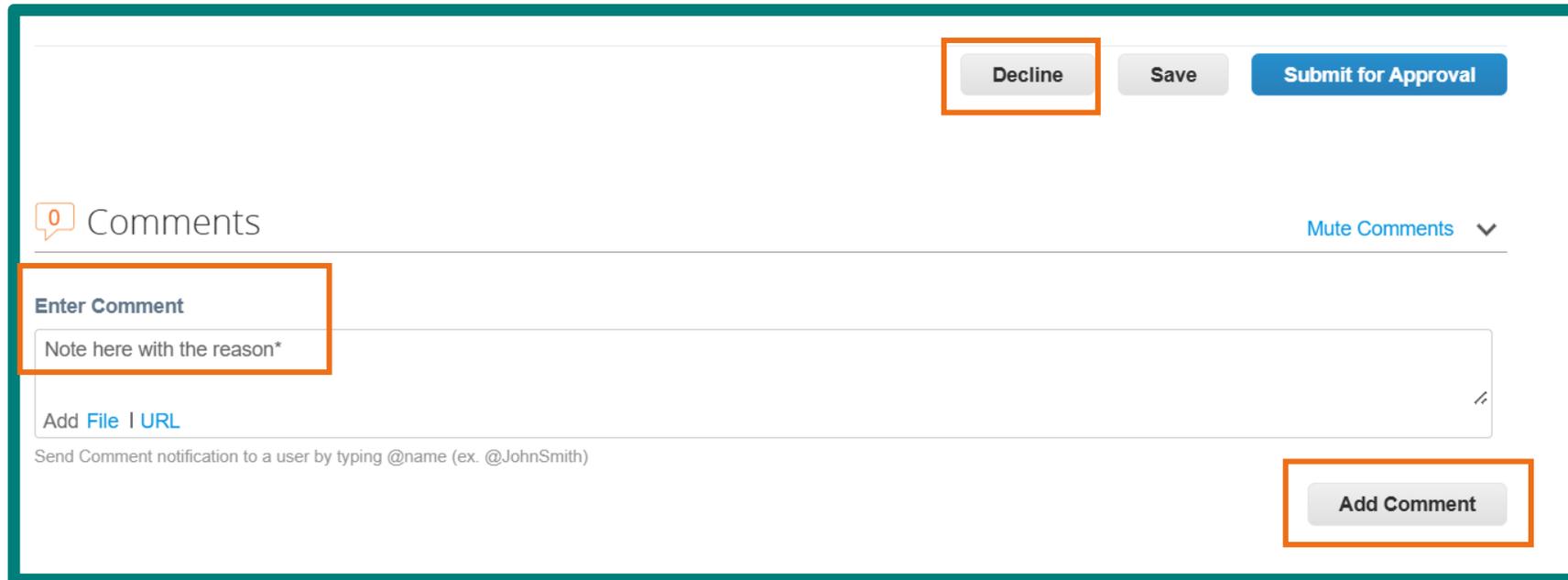
After filling it out, please click '**Submit for Approval**' to submit the form.
If you wish not to complete this registration form, click 'Reject.'

Update Info



Finalize your registration to become part of the Vale network on Coupa (15/15)

- 15 If you wish to decline to respond to the form, you do not need to fill out any information. Just add a comment and then click on '**Decline**'

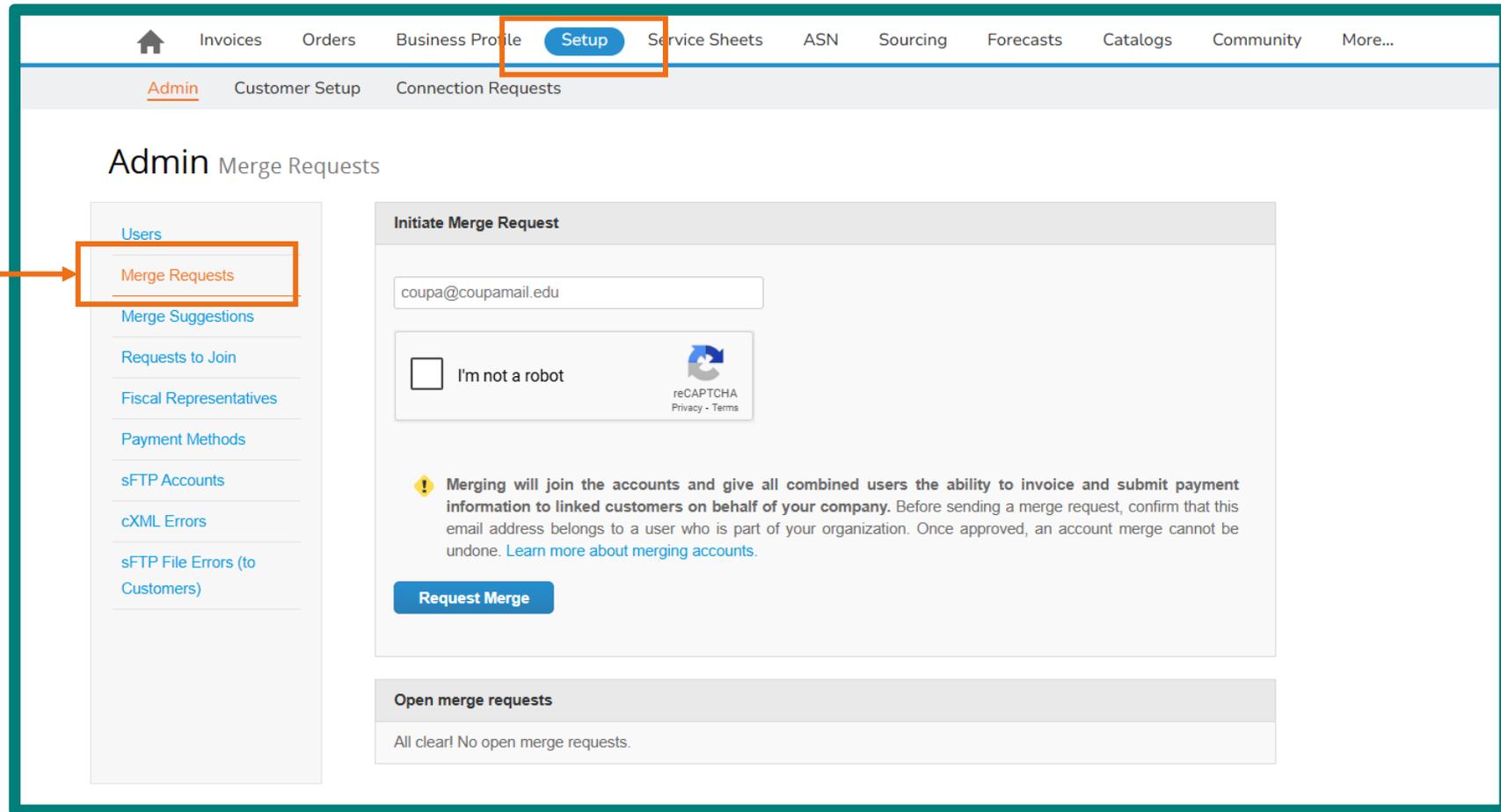


The screenshot shows a registration form interface. At the top right, there are three buttons: 'Decline' (highlighted with an orange box), 'Save', and 'Submit for Approval'. Below these is a 'Comments' section with a '0' icon and a 'Mute Comments' dropdown. Underneath is an 'Enter Comment' section (highlighted with an orange box) containing a text input field with the placeholder 'Note here with the reason*'. Below the input field are links for 'Add File' and 'URL', and a note: 'Send Comment notification to a user by typing @name (ex. @JohnSmith)'. At the bottom right of the comment section is an 'Add Comment' button (highlighted with an orange box).



Account Merge on the Coupa Platform (1/2)

- 1 Registration on the Coupa platform is required for each CNPJ that the company holds. For companies with multiple CNPJs looking to unify their accounts, they must first register each one (as per the registration invitation that will be sent), and then request the merge through the “Setup” menu.



The screenshot shows the Coupa Admin interface. The top navigation bar includes 'Setup' (highlighted with an orange box), 'Invoices', 'Orders', 'Business Profile', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Community', and 'More...'. Below this, the 'Admin' section is active, with sub-menus for 'Customer Setup' and 'Connection Requests'. The main content area is titled 'Admin Merge Requests'. On the left, a sidebar menu lists various options: 'Users', 'Merge Requests' (highlighted with an orange box and an arrow pointing to a callout), 'Merge Suggestions', 'Requests to Join', 'Fiscal Representatives', 'Payment Methods', 'sFTP Accounts', 'cXML Errors', and 'sFTP File Errors (to Customers)'. The main content area features a form titled 'Initiate Merge Request' with an email input field containing 'coupa@cupamail.edu', a reCAPTCHA 'I'm not a robot' checkbox, and a 'Request Merge' button. A warning message states: 'Merging will join the accounts and give all combined users the ability to invoice and submit payment information to linked customers on behalf of your company. Before sending a merge request, confirm that this email address belongs to a user who is part of your organization. Once approved, an account merge cannot be undone. [Learn more about merging accounts.](#)' Below the form, an 'Open merge requests' section shows 'All clear! No open merge requests.'

In the 'Merge Requests' menu, you can submit and track your merge requests.



Account Merge on the Coupa Platform (2/2)

- 2 Coupa offers a feature to suggest accounts for merging through the "Merge Suggestions" menu.

Admin Merge Suggestions

Merge Suggestions are accounts with same confirmed email domain and at least one common credential such as Company Name, Address, Tax ID, DUNS Number.

Before sending a merge request confirm that this email belongs to a user who is part of your organization.

Once approved, an account merge cannot be undone. [Learn more about merging accounts.](#)

Enable Merge Suggestions

Open Merge Suggestions

All clear! No open merge suggestions.

In the "Merge Suggestions" menu, suppliers can request merging based on the platform's recommendations.



Photo: Marcus Desimoni

4. Accessing the Coupa Platform and Getting Started



Accessing the Coupa Platform and Getting Started



1 Link to the Coupa Supplier Portal

2 Homepage

3 Notifications

4 Invoices Section

5 Orders Section

6 Business Profile Section

7 Setup Section

8 About the sections: Service Sheets, ASN, Sourcing, Forecasts, and Catalogs

9 Business Performance Section

10 Invite additional users to your Coupa account

11 Language Preferences

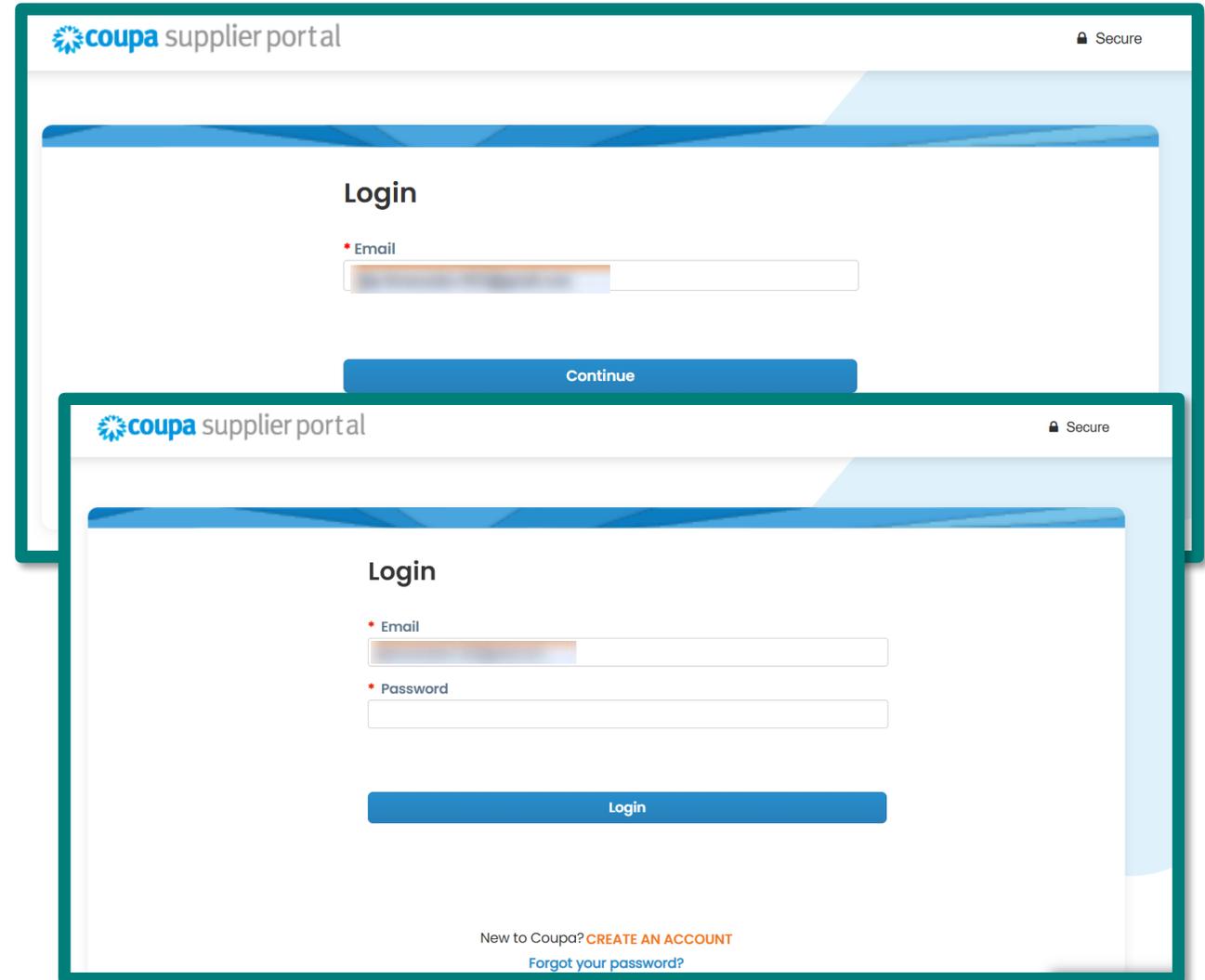
12 Coupa Support Materials



Access the Coupa Supplier Portal (CSP)

To access Coupa

- Use the following link:
<https://supplier.coupahost.com>
- Log in using the email and password you registered with Coupa.



The image displays two screenshots of the Coupa Supplier Portal login page. Both screenshots show the 'coupa supplier portal' header and a 'Secure' indicator. The top screenshot shows the 'Login' section with an 'Email' input field and a 'Continue' button. The bottom screenshot shows the 'Login' section with 'Email' and 'Password' input fields and a 'Login' button. At the bottom of the bottom screenshot, there are links for 'New to Coupa? CREATE AN ACCOUNT' and 'Forgot your password?'.



Homepage (1/2)



Upon logging in, the first screen displays the Header section along with a summary of the Supplier's recent activities and Notifications.

Note: For all sections, users can access support via chat by clicking the icon located in the bottom right corner of the screen.

The screenshot shows the Coupa Supplier Portal interface for SOTREQ S A. The header includes the Coupa logo, the text 'coupa supplier portal', and navigation links for PTP, NOTIFICATIONS (28), and HELP. A secondary navigation bar contains links for Invoices, Orders, Business Profile, Setup, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, Community, and More... The main content area features a profile card for SOTREQ S A with ID 34151100001536 and a 'View Profile' link. Below this is a 'Recent Activity' section with a 'View' dropdown and an information icon. It lists five items: an approved invoice (Feb 19), an issued order (Feb 19), an information request (Feb 03), an issued order (Jan 24), and another issued order (Jan 17). To the right is an 'Announcements' section for Vale, dated 06 Dec 2024, with a 'New' badge and a 'Vale' logo. At the bottom, there are four summary cards: Multi Factor Security (0 of 2 Users), Join Requests (0 Users), Merge Suggestions (0 Duplicates), and Linked Customers (2 Connections). A blue 'Chat with Coupa Support' button is located in the bottom right corner.



Homepage (2/2)



Initial Screen

Legend:

1. Supplier Information
2. Recent Activities
3. Vale Announcements

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. On the right, there are links for 'PTP', 'NOTIFICATIONS 28', and 'HELP'. Below this is a secondary navigation bar with icons and labels for 'Invoices', 'Orders', 'Business Profile', 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Community', and 'More...'. The main content area is divided into three sections:

- Section 1 (Supplier Information):** A card showing 'SS S' and 'Profile Last Updated: about 1 month ago | View Profile'. A callout box labeled '1' points to this section.
- Section 2 (Recent Activity):** A card titled 'Recent Activity' with a 'View' dropdown and an information icon. It contains a list of activities: 'Invoice # Teste_PO4510423478' (Approved, Feb 19), 'Order # 4510423478' (Issued, Feb 19), 'Information Request' (Due Now, Feb 03), 'Order # 4510423524' (Issued, Jan 24), and 'Order # 4510423481' (Issued, Jan 17). A callout box labeled '2' points to the 'Recent Activity' title.
- Section 3 (Announcements):** A card titled 'Announcements' with a 'New' badge. It features an announcement for 'Cadastro e Adesão Nova Plataforma de Suprimentos Vale' dated '06 Dec 2024' with the Vale logo. A callout box labeled '3' points to the 'Announcements' title.

At the bottom of the page, there is a summary bar with four metrics: 'Multi Factor Security' (0 of 2 Users), 'Join Requests' (0 Users), 'Merge Suggestions' (0 Duplicates), and 'Linked Customers' (2 Connections).



Notifications

By clicking on the icon, users can access "My Notifications," where all business messages between the Supplier and Vale are stored.



coupa supplier portal PTP | **NOTIFICATIONS** 26 | [HELP](#)

[Invoices](#) [Orders](#) [Business Profile](#) [Setup](#) [Service Sheets](#) [ASN](#) [Sourcing](#) [Forecasts](#) [More...](#)

My Notifications Notification Preferences

View:

<input type="checkbox"/>	Message	Received
<input type="checkbox"/>	Second reminder from Vale Your information request is still pending.	03/05/25 07:03 AM
<input type="checkbox"/>	New PO 4510431552 for 14,500.00 BRL issued by	02/19/25 11:29 AM
<input type="checkbox"/>	Invoice Teste_PO4510423478 for 5,307.66 BRL ha	02/19/25 10:02 AM
<input type="checkbox"/>	First reminder from Vale Your information request is still pending.	02/18/25 07:04 AM
<input type="checkbox"/>	New PO 4100864345 for 0.00 BRL issued by Vale	02/05/25 07:06 PM
<input type="checkbox"/>	Complete Your Profile to Get Paid Faster and Get Discovered	02/05/25 AM Send a support request



Invoices Section



By clicking on the icon, users can view

- ✓ Invoices
- ✓ Invoice Details
- ✓ Payment Receipts

coupa supplier portal

DEAR | NOTIFICATIONS 7 | HELP

Home Invoices Orders Business Profile Setup Service Sheets ASN Sourcing Forecasts Catalogs Community More...

Invoices Invoices Lines Payment Receipts

Select customer SUPPLIER A

Invoices

Instructions From Customer

[PT] Prezado fornecedor, a seguir os links de acesso aos sistemas Vale S/A:
- Criar coletas de transporte: [ASN](#)
- Portal de acompanhamento de notas fiscais e pagamentos: [V360](#)

Para solicitar a rejeição do pedido, por favor encaminhe sua solicitação por e-mail ao requisitante

[EN] Dear supplier, find below the hyperlinks of access to Vale S/A systems:
- Create ASN: [ASN](#)
- Portal for monitoring invoices and payments: [V360](#)

Note! In case you need to reject the purchase order, please forward your request via e-mail to the requester

Create Invoices *i*

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
Teste_PO4510423478	02/19/25	Approved	4510423478	5,307.66 BRL	No		

Per page 15 | 45 | 90



Orders Section



By clicking on , users can consult

- ✓ Orders
 - ✓ Order Lines
 - ✓ Returns
 - ✓ Order Changes
 - ✓ Order Line Changes
 - ✓ Order Confirmations
 - ✓ Order Confirmations Lines
- and under "More",
- ✓ Shipments
 - ✓ Promised Deliveries

coupa supplier portal PTP | NOTIFICATIONS 26 | HELP

Home Invoices **Orders** Business Profile Setup Service Sheets ASN Sourcing Forecasts Catalogs Community More...

Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines More...

Select Customer [Dropdown]

Purchase Orders

Instructions From Customer
[PT] Prezado fornecedor, a seguir os links de acesso aos sistemas Vale S/A:
- Criar coletas de transporte: [ASN](#)
- Portal de acompanhamento de notas fiscais e pagamentos: [V360](#)

Para solicitar a rejeição do pedido, por favor encaminhe sua solicitação por e-mail ao requisitante

[EN] Dear supplier, find below the hyperlinks of access to Vale S/A systems:
- Create ASN: [ASN](#)
- Portal for monitoring invoices and payments: [V360](#)

Note! In case you need to reject the purchase order, please forward your request via e-mail to the requester

Export to	View	All	Search					
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
4510423524	01/24/25	Issued	02/27/25	10 PC-peça of 15426680 ELEMENTO 1799806	No	3,440.00 BRL		
4510423481	01/17/25	Issued	None	10 PC-peça of 15426680 ELEMENTO 1799806	No	3,440.00 BRL		



Business Profile Section

By clicking on the icon, users can view

- ✓ Business Profile
- ✓ Legal Entities
- ✓ Information Requests
- ✓ Performance Evaluation

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'coupa supplier portal', 'PTP', 'NOTIFICATIONS 26', and 'HELP'. The main navigation menu has 'Business Profile' highlighted with an orange box. Below it, a sub-menu is visible with 'Business Profile', 'Legal Entities', 'Information Requests', and 'Performance Evaluation'. The main content area shows 'Form Responses' with a table of data.

Form	Status	Created Date	Submitted At
Novo Onboard de Fornecedores Normal Brasil v3	New	02/03/25	None

Per page 15 | 45 | 90



Setup Section



By clicking on the icon, users can view

- ✓ Admin
- ✓ Connection Requests

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'coupa supplier portal', 'PTP', 'NOTIFICATIONS 26', and 'HELP'. Below this is a menu with 'Invoices', 'Orders', 'Business Profile', 'Setup' (highlighted with an orange box), 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', and 'More...'. A secondary navigation bar shows 'Admin' (highlighted with an orange box) and 'Connection Requests'. The main content area is titled 'Admin' and features a sidebar with various user management options: 'Users', 'Merge Requests', 'Merge Suggestions', 'Requests to Join', 'Fiscal Representatives', 'Payment Methods', 'sFTP Accounts', 'cXML Errors', and 'sFTP File Errors (to Customers)'. The main panel has an 'Invite User' button, a 'View' dropdown set to 'All', and a search field. Below this is a table with columns: 'User Name', 'Email', 'Status', 'Permissions', 'Customer Access', and 'Pur'. Two rows are visible: one for 'Maria Joaquina (Teste ASN)' with 'Active' status and 'ASNs' permissions, and another for 'PTP 015' with 'Active' status and permissions including 'ASNs', 'Admin', 'Business Performance', 'Catalogs', 'Community', 'Early Payments', and 'Non'. A 'Send a support request' button is located in the bottom right corner.

User Name	Email	Status	Permissions	Customer Access	Pur
Maria Joaquina (Teste ASN)		Active	ASNs		Non
PTP 015		Active	ASNs Admin Business Performance Catalogs Community Early Payments		Non



Service Sheets Section

By clicking on the icon, users can view

- ✓ Service Sheets

Note: Currently, Vale is not utilizing this section and its functionalities in Coupa.

The screenshot shows the Coupa Supplier Portal interface. At the top, the logo and 'supplier portal' text are visible. Navigation links include Invoices, Orders, Business Profile, Setup, **Service Sheets** (highlighted), ASN, Sourcing, Forecasts, and More... The 'Service Sheets' section is active, showing a sub-menu with 'Service Sheets' and 'Service Sheet Lines'. Below this, the 'Service Sheets' title is displayed. A 'Views' dropdown is set to 'All'. A table header is visible with columns: Service Sheet, Purchase Order, Lines, Service Sheet Total, Currency, Status, and Subn. The table body is empty, with the text 'No results found' centered at the bottom.



ASN Section



By clicking on the icon, users can view

- ✓ Advance Shipping Notices

Note: Currently, Vale is not utilizing this section and its functionalities in Coupa.

coupa supplier portal

PTP | NOTIFICATIONS 26 | HELP

Home Invoices Orders Business Profile Setup Service Sheets **ASN** Sourcing Forecasts More...

Select Customer Vale

Advance Ship Notices

Load from file Export to View All Advanced Search

ASN Number	Status	Ship Date	Expected Delivery Date	Ship to Attention	Carrier	Tracking #	Last Updated Date	ASN Lines	PO Number	Actions
No rows.										

Per page 15 | 45 | 90



Sourcing Section

By clicking on the icon, users can view

- ✓ My Events
- ✓ Public Sourcing Events

Note: Currently, Vale is not utilizing this section in Coupa.

Details of the quotes the supplier is participating in can be found in the [Coupa Sourcing section of this document](#).

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Invoices', 'Orders', 'ss Profile', 'Setup', 'Service Sheets', 'ASN', 'Sourcing' (highlighted), 'Forecasts', and 'More...'. Below this, there are tabs for 'My Events' and 'Public Sourcing Events'. The main content area features a 'Select customer' dropdown menu with 'Vale' selected. A 'Views' section contains a message: '"View All Customers" is exclusively offered through the Advanced Subscription'. To the right of this message is a search bar and filter icons. Below the message is a table with the following columns: Event #, Customer, Event name, Type, Start, End, Status, and Commodity. The table currently shows 'No results found'.

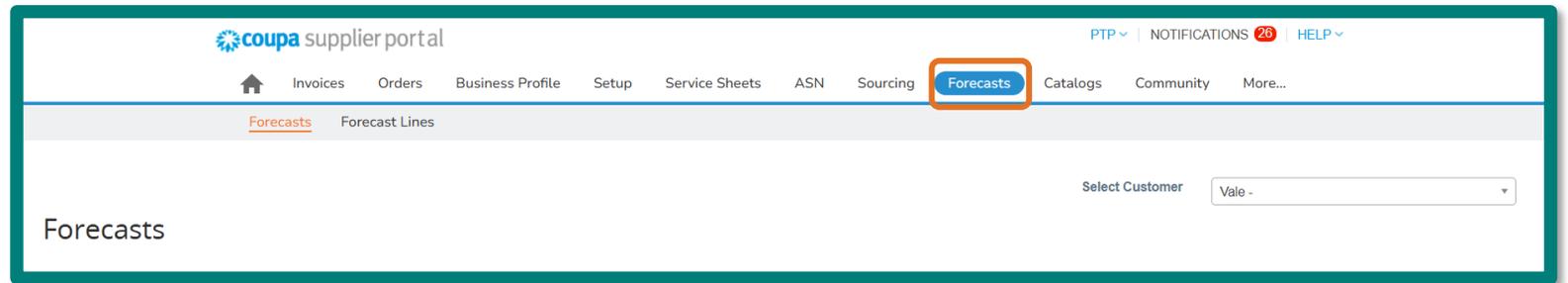


Forecasts Section

By clicking on the icon, users can view

- ✓ Forecasts
- ✓ Forecast Details

Note: Currently, Vale is not utilizing this section and its functionalities in Coupa.





Catalogs Section

By clicking on the icon, users can view

- ✓ Catalogs

Note: Currently, Vale is not utilizing this section and its functionalities in Coupa.

The screenshot shows the Coupa Supplier Portal interface. At the top, there's a navigation bar with 'coupa supplier portal' on the left and 'PTP', 'NOTIFICATIONS 26', and 'HELP' on the right. Below this is a secondary navigation bar with 'Invoices', 'Orders', 'Business Profile', 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', and a 'More...' button. The 'More...' button is highlighted with an orange box, and its dropdown menu is open, showing options: 'Business Performance', 'Add-ons', 'Workers', 'Community', and 'Catalogs' (which is highlighted in blue). Below the navigation is a 'Select Customer' dropdown menu with 'Vale -' selected. The main content area is titled 'Catalogs'. Below the title is a toolbar with 'Create', 'Export to', 'View All', 'Advanced', and a search box. Below the toolbar is a table with the following columns: 'Catalog Name', 'Created Date', 'Submitted Date', 'Start Date', 'Expiration Date', 'Status', 'Unanswered Comments', 'Error', and 'Actions'. The table is currently empty, displaying 'No rows.' At the bottom of the table, it says 'Per page 15 | 45 | 90'.



Operational Performance Section



By clicking on the icon, users can view

- ✓ Business Performance

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. On the right side of the navigation bar, there are links for 'PTP', 'NOTIFICATIONS 26', and 'HELP'. Below the navigation bar, there is a main menu with items: Invoices, Orders, Business Profile, Setup, Service Sheets, ASN, Sourcing, Forecasts, and a 'More...' button. The 'More...' button is highlighted with a red box, and a dropdown menu is open, showing the following options: Business Performance (highlighted with a red box), Add-ons, Workers, Community, and Catalogs. The main content area is divided into several sections: 'My Customers' (with a 'V' icon), 'Orders' (with a summary table), and 'Invoices' (with filters for Pending Approval, Overdue, and Disputed). The summary table for Orders is as follows:

Past Due	Not Acknowledged	Change Requested	Not Invoiced
0 View	3 View	0 View	0 View

At the bottom right of the interface, there is a button labeled 'Send a support request'.



Add users from your company to the account (1/2)

- 1 It is important that you add other users from your company to your Coupa account. To do this, simply access the "Setup" menu, "Admin" tab and then "Invite User"

coupa supplier portal DEAR | NOTIFICATIONS 1 | HELP

Home Invoices Orders Business Profile **Setup** Service Sheets ASN Sourcing Forecasts More...

Admin Connection Requests

Admin Users

Users Merge Requests Merge Suggestions Requests to Join Fiscal Representatives Payment Methods sFTP Accounts

Invite User View All Search

Email	Status	Permissions	Customer Access	Purpose	Actions
	Active	ASNs Admin Business Performance Catalogs Community Early Payments Forecast Planner	Vale	Accounting, Diversity, Legal, Procurement, Risk, Sales, Sourcing	Edit



Add users from your company to the account (2/2)

2

Fill in the new user's information, and then select the permissions he/she can have on the system's features, and also select the "Vale" customer.

Once done, click on "Send Invitation", and the user you entered will receive an email invitation to register for your company's account.

The screenshot shows the 'Invite User' form with the following sections:

- User Information:** Fields for First Name, Last Name, and Email.
- Phone Number:** Fields for Country/Region (dropdown), Area/City, Local, and Extension.
- Purpose:** A dropdown menu with the option 'Select Some Options'.
- Permissions:** A list of checkboxes for various system features, including All, Admin, Orders, Invoices, Catalogs, Profiles, ASNs, Service Sheets, Payments, Order Changes, Early Payments, Business Performance, Sourcing, and Worker Assignments. Radio buttons allow for selecting 'All' or 'Restricted Access' for Orders and Service Sheets.
- Customers:** A list of checkboxes for customer selection, with 'All' and 'Vale' (highlighted with an orange box) visible.
- Buttons:** 'Cancel' and 'Send Invitation' (highlighted with an orange box) buttons at the bottom right.

Adjusting Language Settings in Coupa

- 1 If your Coupa interface is displayed in a different language, scroll to the bottom of the page and click on the current language option. From the list that appears, choose your desired language.

The screenshot shows the footer of the Coupa interface. It is divided into four columns: Features, Solutions, Resources, and a footer area. The footer area contains the Coupa logo, copyright information, and links for Privacy Policy and Terms of Use. A language selection dropdown menu is open, showing the current language as English (US) and a list of other language options.

Features	Solutions	Resources	
Overview	Sourcing	Create a Discoverable Profile	E-invoicing
Purchase Orders	Shipment Tracking	Certify your Diverse Business	Payments
E-invoicing	Business Performance	Boost your sales with Coupa Catalogs	Working Capital Solutions
Payments	Profile		
Catalogs			

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- Español (Islas Canarias)
- Español (México)
- Español (Puerto Rico)
- Français (Belgique)
- Français (Canada)
- Français (France)
- Français (Luxembourg)
- Français (Suisse)



Coupa Support Materials

- 1 The Coupa platform provides support materials accessible through the “Help” menu.

The screenshot displays the Coupa supplier portal interface. At the top, the navigation bar includes the Coupa logo, 'supplier portal', and user information 'DEAR' with a dropdown arrow. To the right, there are 'NOTIFICATIONS 1' and 'HELP' with a dropdown arrow. The 'HELP' dropdown menu is open, showing links for 'Compass', 'Training', 'Webinars', and 'Help Tour'. Below the navigation bar, there is a user profile for 'AM' with the text 'Profile Last Updated: about 2 hours ago | View Profile'. The main content area is divided into two sections: 'Recent Activity' and 'Announcements'. The 'Recent Activity' section shows three 'Information Request' items from 'Vale', each with a status (Submitted, Approved, Due Now) and a date (Feb 04). The 'Announcements' section shows 'No Announcements'.

In the “Help” menu, users can find links to Coupa's support and training resources. For instance, the Compass link contains navigation manuals for the platform.



*Mars Chen, Gladys Yu, Dauter Oliveira, and Wenbin Wang at Vale's office in Shanghai, China
Photo: Huan Gong*

5. Step-by-step: Coupa Supplier Portal



Step-by-step: Coupa Supplier Portal



1 Receiving the invitation email for a purchasing event

2 Responding to the invitation email

3 Filling out the form

4 Technical Questions

5 Instant Messaging: Communicating with Buyers

6 Consulting All Events

5 Proposal Updates

6 Electronic Auctions

7 Invoice Status Requests

8 Order Inquiries and Acceptance



Receiving the invitation email for a purchasing event

The supplier will receive an email similar to the one depicted in the image, inviting them to take part in a purchasing event for Vale S.A.

View of the Email Invitation

The screenshot shows an email invitation from Vale S.A. The email header includes the Vale logo and the title "Vale Sourcing Event - Lance spot da req. n°532 #1031 Invitation". The main body of the email states that the recipient has been invited to participate in a sourcing event for "Lance spot da req. n°532". It addresses the recipient as "Dear Suppliers" and invites them to participate in a negotiation. It provides a link for necessary information and emphasizes the importance of reading all documentation. The email concludes with a request for a proposal and a deadline: "Responses are due by Thursday, 27 March 2025 10:12 AM -03". At the bottom of the email, there are three buttons: "I intend to Participate" (orange), "I decline to Participate" (dark blue), and "View Event" (blue).



Responding to the invitation email (1/5)

After receiving the invitation email, you will be able to view the event. To do this:

- A. Click the button to access the sections
 - "Event Information"
 - Do you plan to participate in the event?
 - Accept the terms and conditions
 - Event Details and Bidding Guidelines
 - Buyer's Attachments
 - Schedule
 - "My Responses".



Lance spot da req. n°532 - Event #1031 Active

Event Ends **10 : 22**
days hrs

[Event Info](#) [My Responses](#)

Supplier has been invited by **Vale** to participate in a sourcing event for **Lance spot da req. n°532**. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services. If you have responded to the event, please ignore this message.

[Accept Terms and Conditions](#)

Terms and Conditions Do you accept these Terms and Conditions?

[Invite_Letter_-_RFQ.txt](#) Yes No

[Event Information & Bidding Rules](#) [Buyer Attachments](#)

Event will end at the Event End Time.

Responses are sealed until event closes
Buyer may choose to award individual line items

[Manual_Coupa_Sourcing_-_Fornecedor...](#)
[Supplier_Guide_to_Coupa_Sourcing.pdf](#)

[Event Follow-On Information](#)

This event is a [Event #1026](#) follow-on of

[Timeline](#)

Mar 12 Event Start
10:12 AM America/Sao_Paulo
15d : 0h : 0min

Mar 27 Event End
10:12 AM America/Sao_Paulo
00:00

[Enter Response](#)



Responding to the invitation email (2/5)

B. Click the button to respond with "I do not intend to" to the invitation.

If you choose this option, please provide a brief explanation in the "Reason" field so the Buyer understands your decision.

Click on , and after this action, two notifications will be sent to the buyer.

Note: After clicking Send, your access to the event will be restricted, and you will no longer see its details.

The necessary information for your participation is available at the link below.

We emphasize the importance of carefully reading all the documentation available on our portal. In case of any questions, please use the communication channels available on the platform.

We look forward to your proposal

Event Ends **14:23**
days hrs

Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?

* Reason

Accept Terms and Conditions

There are no Terms and Conditions for the current event.

Event Information & Bidding Rules

Event will end at the Event End Time.

Responses are sealed until event closes
Buyer may choose to award individual line items

Buyer Attachments

- Manual_Coupa_Sourcing_-_Fornecedor...
- Supplier_Guide_to_Coupa_Sourcing.pdf

Timeline

Mar 16	Event Start 12:56 PM America/Sao_Paulo 15d : 0h : 0min	Mar 31	Event End 12:56 PM America/Sao_Paulo 00:00
--------	--	--------	--



Responding to the invitation email (3/5)

For the buyers, your participation will be marked as "Declined".

Note: If you responded incorrectly and realize it before the Unblock occurs, you can reverse the decline, and the Buyer can send a new invitation email for a fresh response. To do this, click the third icon in the actions field to Undo the decline.

International Template - Event #1114 Active

You have declined to participate in the event. Buyer will be notified.

Event Ends **14 : 23**
days hrs

Event Info

Supplier has been invited by Vale to participate in a sourcing event for International Template. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services.

If you have responded to the event, please ignore this message.

 You declined to participate in this event

You declined to participate in this event on Sunday, 16 March 2025 01:00 PM -03. You cannot continue with this event. The buyer has the ability to reverse your decline for this event. If you wish to participate again, please contact the buyer from Vale to request a reversal of your decline.

Reason:
Decline

Supplier's View of Decline Notification

Responding to the invitation email (4/5)

C. Click the button to respond with "I intend to" to the invitation

a. "Event Information"

i. Do you plan to participate in the event?

✓ Select the option 'I intend'

ii. Accept the terms and conditions

✓ Review the Terms and Conditions documents; they will contain information regarding the event's notice.

✓ Select the option 'Yes'

✓ Click to send to the **Event Owner**

iii. Event Details and Bidding Guidelines

iv. Buyer's Attachments

✓ Review the support materials

v. Schedule

✓ Click on to proceed to the next screen

Attention: The Buyer will not be notified if the combination of Participate = "I intend to" and T&C = "No" occurs. This situation will only be identified when the Unblock happens.

The screenshot shows a web interface for responding to an event invitation. Key elements and annotations include:

- Top Right:** A green button with a home icon and the text "Click to go to summary".
- Header:** A blue box indicating "Event Ends 12 : 18 days hrs".
- Question:** "Do you intend to participate in this event?" with a dropdown menu. The dropdown is open, showing options: "Choose an answer", "I intend", and "I decline". The "I intend" option is highlighted.
- Terms and Conditions:** A section titled "Do you accept these Terms and Conditions?" with radio buttons for "Yes" (selected) and "No". A blue button "Send to Event Owner" is located to the right.
- Attachments:** Under "Buyer Attachments", a PDF file "Supplier_Guide_to_Coupa_Sourcing.pdf" is listed and highlighted with an orange box.
- Timeline:** A horizontal timeline showing "Event Start" on Mar 12 at 10:12 AM and "Event End" on Mar 27 at 10:12 AM. The "Event End" bar is highlighted with an orange box.
- Bottom Right:** A blue button labeled "Enter Response" with a mouse cursor over it.
- Annotations:** A box labeled "C" points to the "I intend to Participate" button in the top right. Orange boxes highlight the dropdown menu, the "Send to Event Owner" button, the PDF attachment, the "Event End" timeline bar, and the "Enter Response" button.



Responding to the invitation email (5/5)

1. In the "Name" field, enter a name for the proposal.
2. In the "Attachments" section, carefully read the instructions in each subsection, respond, and attach files if needed.

To respond to each subsection within Attachments with files:

- a. Click on the file provided by the buyer
- b. Download it to your device
- c. Update the file with the requested information
- d. Return to the Event and in "Your response", click on , 'Add File'
- e. Once you locate the file, drag it into 'Drop Files Here'
- f. Click on 'Save' to update the Event

Lance spot da req. n°532 - Event #1031 Active

Event Ends **10:21**
days hrs

Event Info My Responses TERELION, LLC | 40015286 - #1043

* Name Proposal xxxx

Attachments

Provided by Lucas Lobato	Your response
<p>Commercial Proposal</p> <p>Instructions The commercial proposal must be submitted exclusively through the Coupa portal.</p> <p>Attachment None</p>	<p>Response to Commercial Proposal</p> <p>Attachment * Add File</p>
<p>Technical Proposal</p> <p>Instructions The technical proposal must be submitted only through the Coupa portal. The items that need to be included in the technical proposal are listed in the Technical Specification or attached at the item level.</p> <p>Attachment None</p>	<p>Response to Technical Proposal</p> <p>Attachment Add File</p>

Browse

Drop files here

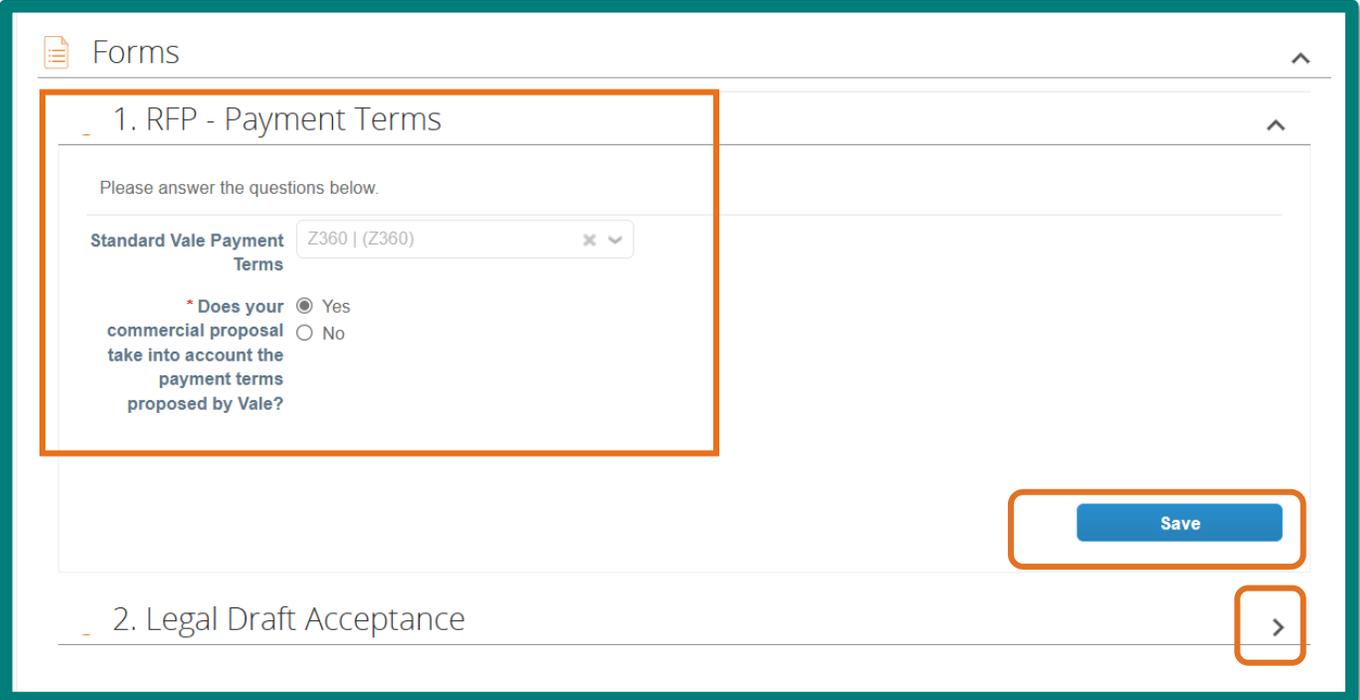


Responding to the form (1/10)

3. In the "Forms" section:

- ✓ Review and accept the Payment Terms
- After filling out each form, click on (Required to meet the Buyer's needs).

Note: Click on (>) to expand the sections of each form, if necessary.



Forms

1. RFP - Payment Terms

Please answer the questions below.

Standard Vale Payment Terms Z360 | (Z360)

* Does your commercial proposal take into account the payment terms proposed by Vale?

Yes
 No

Save

2. Legal Draft Acceptance >



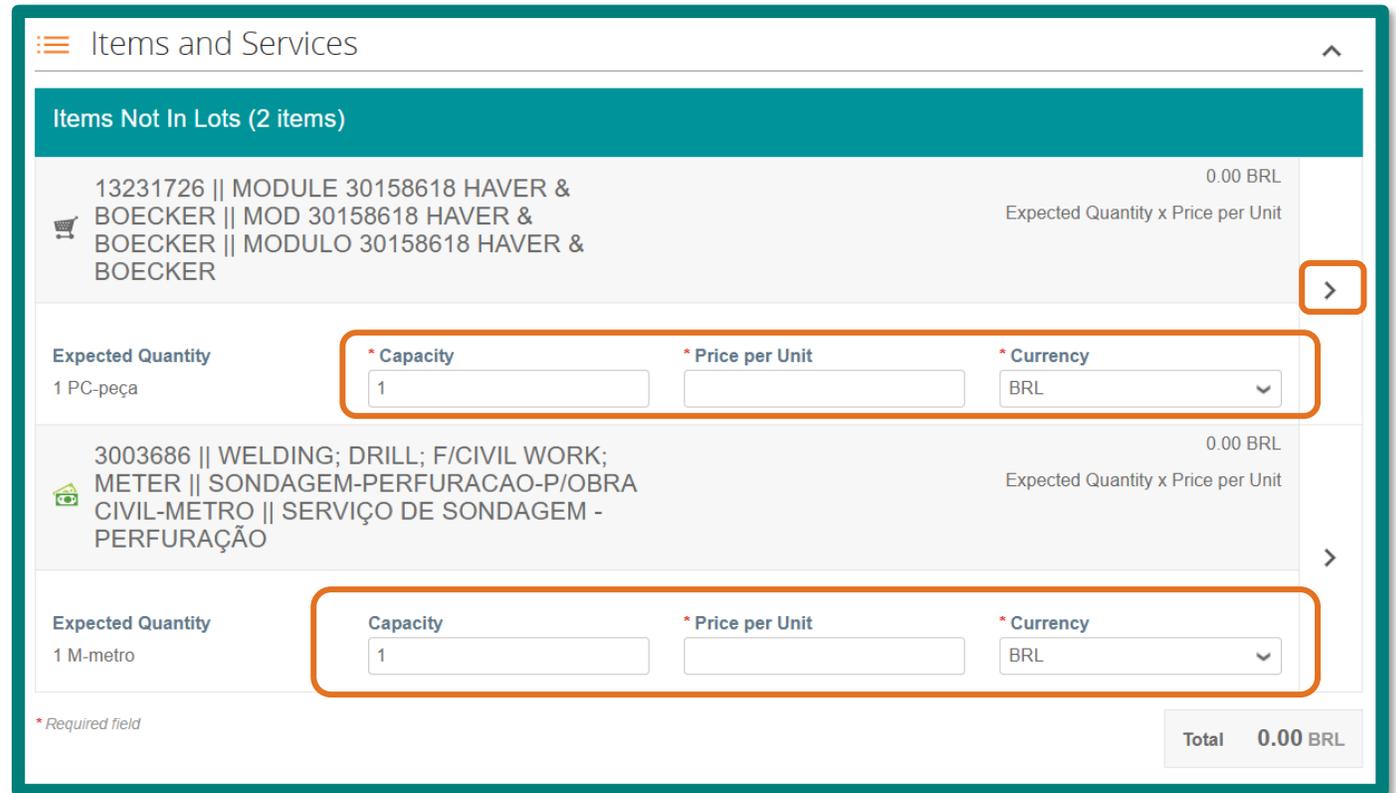
Filling Out the Form (2/10)

4. Items and Services

- Click on (>) to explore detailed sections for each item.
- Fill in all required fields for each item
- Click on "Save"

Note:

- For items that the Supplier will not provide, enter 0 (zero) in both the "Capacity" and "Price per unit" fields.



The screenshot shows a web interface titled "Items and Services" with a sub-header "Items Not In Lots (2 items)". It displays two items, each with a detailed description, a price of 0.00 BRL, and an "Expected Quantity x Price per Unit" label. The first item is "13231726 || MODULE 30158618 HAVER & BOECKER || MOD 30158618 HAVER & BOECKER || MODULO 30158618 HAVER & BOECKER" with an expected quantity of "1 PC-peça". The second item is "3003686 || WELDING; DRILL; F/CIVIL WORK; METER || SONDA GEM-PERFURACAO-P/OBRA CIVIL-METRO || SERVIÇO DE SONDA GEM - PERFURAÇÃO" with an expected quantity of "1 M-metro". For each item, there are input fields for "Capacity", "Price per Unit", and "Currency". The "Capacity" field for both items contains the value "1". The "Price per Unit" field is empty. The "Currency" dropdown menu is set to "BRL". A red box highlights the "Capacity", "Price per Unit", and "Currency" fields for both items. A red box also highlights the right arrow button next to the first item. A "Total 0.00 BRL" box is located at the bottom right of the form.

Item ID	Description	Price	Expected Quantity	Capacity	Price per Unit	Currency
13231726	MODULE 30158618 HAVER & BOECKER MOD 30158618 HAVER & BOECKER MODULO 30158618 HAVER & BOECKER	0.00 BRL	1 PC-peça	1		BRL
3003686	WELDING; DRILL; F/CIVIL WORK; METER SONDA GEM-PERFURACAO-P/OBRA CIVIL-METRO SERVIÇO DE SONDA GEM - PERFURAÇÃO	0.00 BRL	1 M-metro	1		BRL

* Required field

Total 0.00 BRL



Filling Out the Form (3/10)

When you click on (>) to explore detailed sections for each item, you will see the Other Fields to fill in.

- Fill in all required fields for each item
- Click on "Save"

If the message "Required Fields are missing" appear, verify the mandatory Fields that you have not filled in yet.

The gray fields are non-editable; they are reserved for Vale's internal use.

Fields in the Services Form

The screenshot displays a form titled "Fields in the Services Form" with a date of 05/17/25 and "No address selected". The form is divided into several sections:

- Top Section:** Includes "Event Ends" (10:21 days hrs), a currency dropdown (BRL), and a "Click to go to summary" button.
- Capacity and Quantity:** Fields for "Capacity" (1), "Expected Quantity" (1 PC-peça), and "Price per Unit" (100).
- Identification and Lead Time:** Fields for "LC116", "ID/Part Number", "Lead Time (days)" (15), and "Incoterms" (CIF).
- Tax and Pricing:** Fields for "Net Price" (100), "ICMS %", "ICMS ST %", "IPI %", "PIS %", "COFINS %", "NCM" (0102.29.11), and "I" (1 - Estrangeiro - import.dir).
- Tax ERP Section (highlighted in orange):** Contains three gray, non-editable fields: "Tax ERP", "Tax Indicator", and "ERP Calc. Price". Below these fields are explanatory notes.
- Attachments:** A section with "Add File | URL | Text" options.
- Bottom Section:** A summary bar showing "3003686 || WELDING; DRILL; F/CIVIL WORK; METER || SONDA GEM-PERFURACAO-P/OBRA CIVIL-METRO || SERVIÇO DE SONDA GEM - PERFURAÇÃO" and "0.00 BRL". Below this is a table with columns for "Expected Quantity", "Capacity", "Price per Unit", and "Currency".

A "Required fields are missing" error message is visible at the bottom right, and a "Save" button is highlighted with an orange box. A green home button is located in the top right corner.



Filling Out the Form (4/10)

Fields in the Materials Form

05/17/25 No address selected

Event Ends 10:21 days hrs

* Capacity 1 Expected Quantity 1 PC-peça * Price per Unit 100

LC116 ID/Part Number * Lead Time (days) 15 Incoterms CIF x v

* Net Price 100 Net price (without tax) ICMS % BRAZIL TAX (ONLY). PLEASE INSERT 0,00 ICMS ST % BRAZIL TAX (ONLY). PLEASE INSERT 0,00 IPI % BRAZIL TAX (ONLY). PLEASE INSERT 0,00

PIS % BRAZIL TAX (ONLY). PLEASE INSERT 0,00 COFINS % BRAZIL TAX (ONLY). PLEASE INSERT 0,00 * NCM 0102.29.11 (0102.29.11) x v Harmonized System (HS) for non-mercosur suppliers * Material Origin 1 - Estrangeiro - import.dir x v

Tax ERP Tax Indicator ERP Calc. Price

After submitting your answer, the system will return the tax calculations according to the parameters of ERP Vale

If the status returns DIVERGENT, confirm the taxes indicated in the quotation as there are discrepancies according to Vale's ERP reading

In the Price per unit field, include the total amount per unit.

In the Net price, provide the amount before taxes.

Note:

The Fields 'ICMS %', 'ICMS ST %', 'IPI %', 'PIS %', and 'COFINS %' are MERCOSUR taxes, not applicable to suppliers that are not from Brazil.

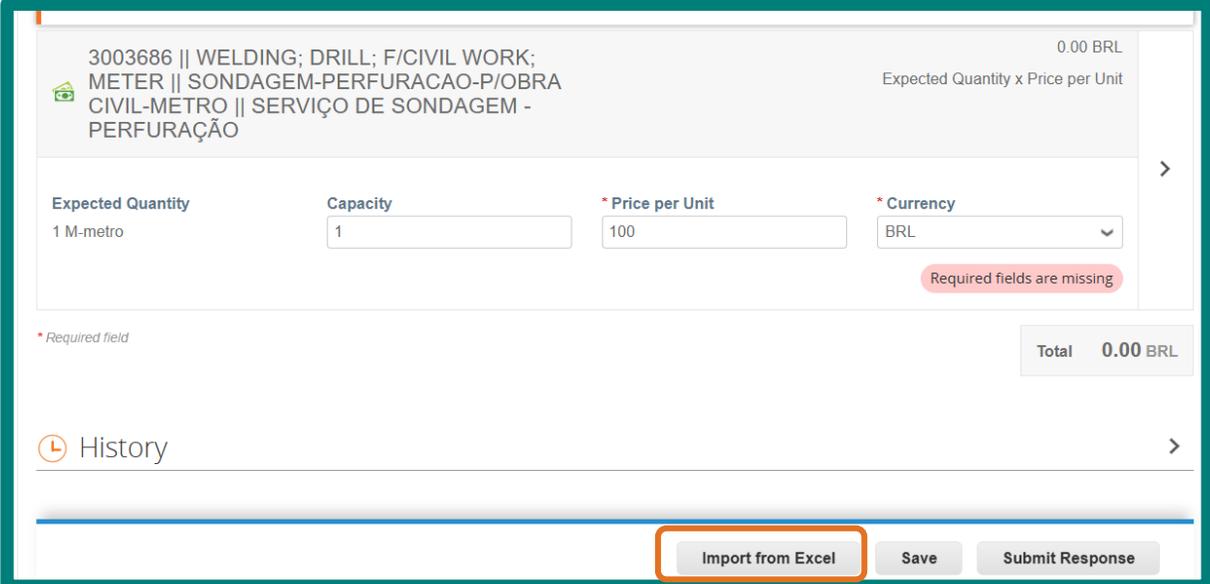


Filling Out the Form (5/10)

You can complete the items and services forms either field by field or by using an Excel file.

To utilize the Excel feature:

- ✓ Click on 'Import from Excel'
- ✓ Download the Response file
- ✓ Review the instructions for filling it out



3003686 || WELDING; DRILL; F/CIVIL WORK; METER || SONDA GEM-PERFURACAO-P/OBRA CIVIL-METRO || SERVIÇO DE SONDA GEM - PERFURAÇÃO

Expected Quantity x Price per Unit 0.00 BRL

Expected Quantity	Capacity	* Price per Unit	* Currency
1 M-metro	1	100	BRL

Required fields are missing

Total 0.00 BRL

History

Import from Excel Save Submit Response

Steps for uploading your response in Excel

1. Download the **Response Template** **Note: This template will only work for this event)**

2. Fill in or update the Excel file.

Fields marked with a "*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.

Values in the uploaded file will replace anything currently saved to your response.

Once you click "Start Upload" values in the excel file will be saved, but not submitted.

Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.

3. Load the updated file

Choose File No file chosen

Uploading will only save your response. You must click "Submit" to send it to the buyer.

Start Upload



Filling Out the Form (6/10)

- ✓ Open the file and complete the required information in the designated supplier response fields (yellow cells).

Note: Some fields are mandatory and are marked with (*).

Pay attention to fields related to Services and Materials, as they have different tax rates;

- ✓ After updating the document, return to Coupa and click on Choose File to select it from your files
- ✓ Click on Start Upload to upload the file.
- ✓ Once the upload is complete, click on Submit.
- ✓ After finishing the upload, you must update the proposal name. Please re-enter the same name.

	P	Q	R	S	T
2					
3					
4	Supplier Response Fields				
5	Capacity (Number)	Unit Bid Price (Number)	Bid Price Currency (Text)	Lead Time (Integer)	Supplier Item Name (Text)
6	1		BRL		
7	1		BRL		
8					
9					
10					
11					
12					

Steps for uploading your response in Excel

- Download the Response Template (Note: This template will only work for this event)**
- Fill in or update the Excel file.**
Fields marked with a "*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it. Values in the uploaded file will replace anything currently saved to your response. Once you click "Start Upload" values in the excel file will be saved, but not submitted. Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.
- Load the updated file**
 No file chosen
 Uploading will only save your response. You must click "Submit" to send it to the buyer.

Lance spot da req. n°532 - Event #1031 Active

Excel import successful. Remember to submit your changes below.
✕

Event Ends 10 20
 days hrs

Event Info My Responses TERELION, LLC | 40015286 - #1043

Filling Out the Form (7/10)

After completing the items and services forms, click on Save.

You can still go back to review and modify the information after clicking Save.

The screenshot shows a procurement form interface. At the top, there is a 'Draft' status and a question 'Do you accept the standard legal draft?'. An 'Event Ends' timer shows 10:20. A 'Save' button is visible. Below this is a section titled 'Items and Services' containing two items:

Item ID	Description	Expected Quantity	Capacity	Price per Unit	Currency
13231726	MODULE 30158618 HAVER & BOECKER MOD 30158618 HAVER & BOECKER MODULO 30158618 HAVER & BOECKER	1 PC-peça	1	0	BRL
3003686	WELDING; DRILL; F/CIVIL WORK; METER SONDA GEM-PERFURACAO-P/OBRA CIVIL-METRO SERVIÇO DE SONDA GEM - PERFURAÇÃO	1 M-metro	1	0	BRL

At the bottom right, a 'Total' field shows 0.00 BRL. At the bottom, there are three buttons: 'Import from Excel', 'Save' (highlighted with an orange box), and 'Submit Response'.



Filling Out the Form (8/10)

While working on your proposal, you can check the changes made in the event through the Event Information tab.

International Template - Event #1114 Active

Event Ends **14:21**
days hrs

Event Info My Responses

Vale made the following changes to the sourcing event: **International Template**. Dear Suppliers,

The VALE Procurement Department invites your company to participate in this negotiation.

The necessary information for your participation is available at the link below.

We emphasize the importance of carefully reading all the documentation available on our portal. In case of any questions, please do not hesitate to use the communication channels available on the platform.

We look forward to your proposal

 Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?

 Accept Terms and Conditions

There are no Terms and Conditions for the current event.

 Event Information & Bidding Rules

 Buyer Attachments

Event will end at the Event End Time.

Responses are sealed until event closes

- Manual_Coupa_Sourcing_-_Fornecedor...
- Supplier_Guide_to_Coupa_Sourcing.pdf

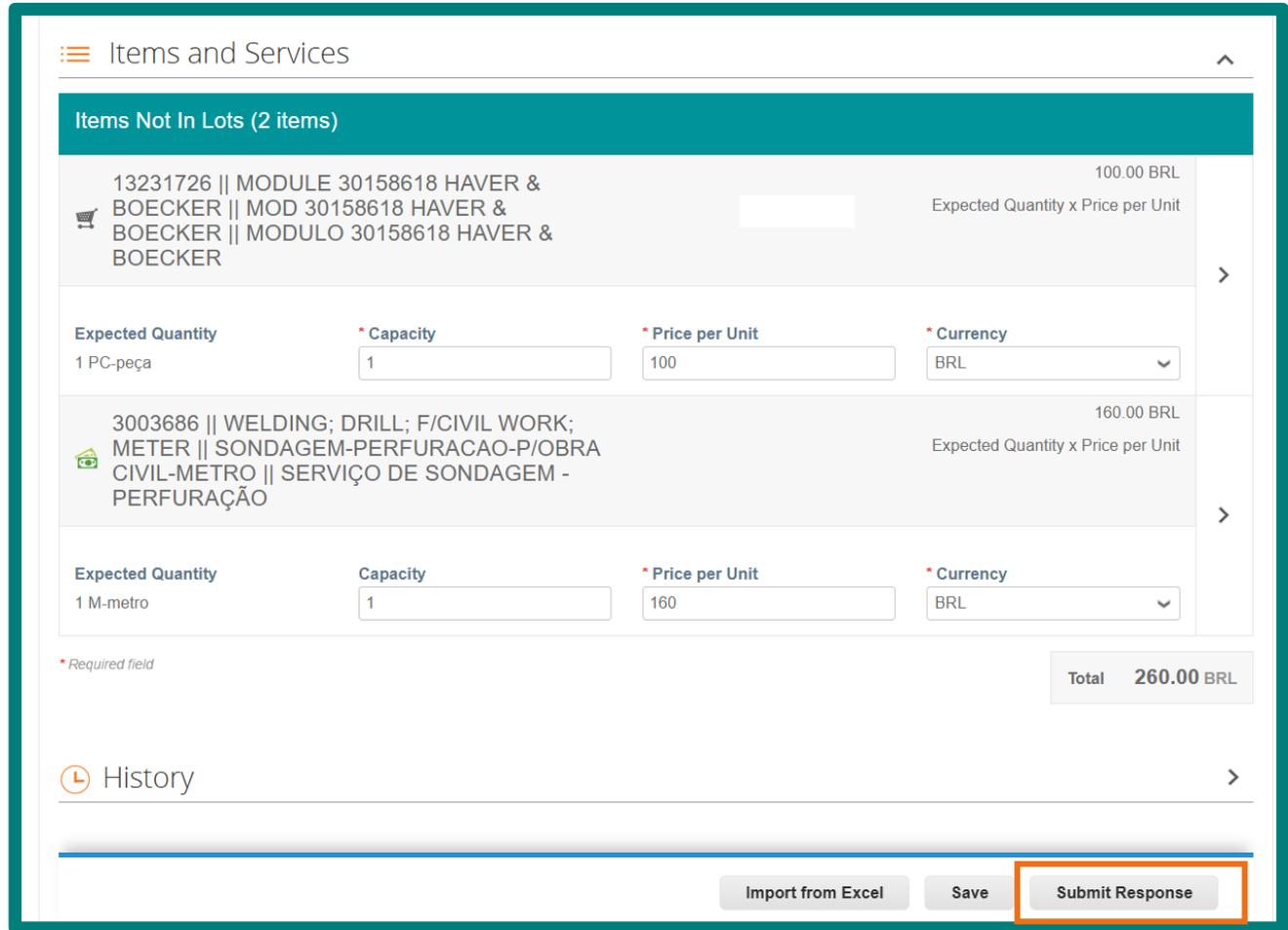
Filling Out the Form (9/10)

After completing all necessary forms, if necessary, you must confirm that you have reviewed all changes made in the event for the Submit Response button to be activated.

To submit your proposal:

- ✓ Check the box “I have reviewed the changes for this event” located below the Payment Terms form (this field will only appear if the event has been changed)
- ✓ At the bottom of the page, click on Submit Response

You will receive a confirmation of your submission at the top of the page.



Items and Services

Items Not In Lots (2 items)

 13231726 MODULE 30158618 HAVER & BOECKER MOD 30158618 HAVER & BOECKER MODULO 30158618 HAVER & BOECKER	100.00 BRL	Expected Quantity x Price per Unit	>
Expected Quantity 1 PC-peça	* Capacity 1	* Price per Unit 100	* Currency BRL
 3003686 WELDING; DRILL; F/CIVIL WORK; METER SONDA GEM-PERFURACAO-P/OBRA CIVIL-METRO SERVIÇO DE SONDA GEM - PERFURAÇÃO	160.00 BRL	Expected Quantity x Price per Unit	>
Expected Quantity 1 M-metro	Capacity 1	* Price per Unit 160	* Currency BRL

* Required field

Total 260.00 BRL

History >

Import from Excel Save **Submit Response**

Response submitted to Buyer



Filling Out the Form (10/10)

Tab "My Responses":

Your submitted proposal (submitted) will be recorded here.

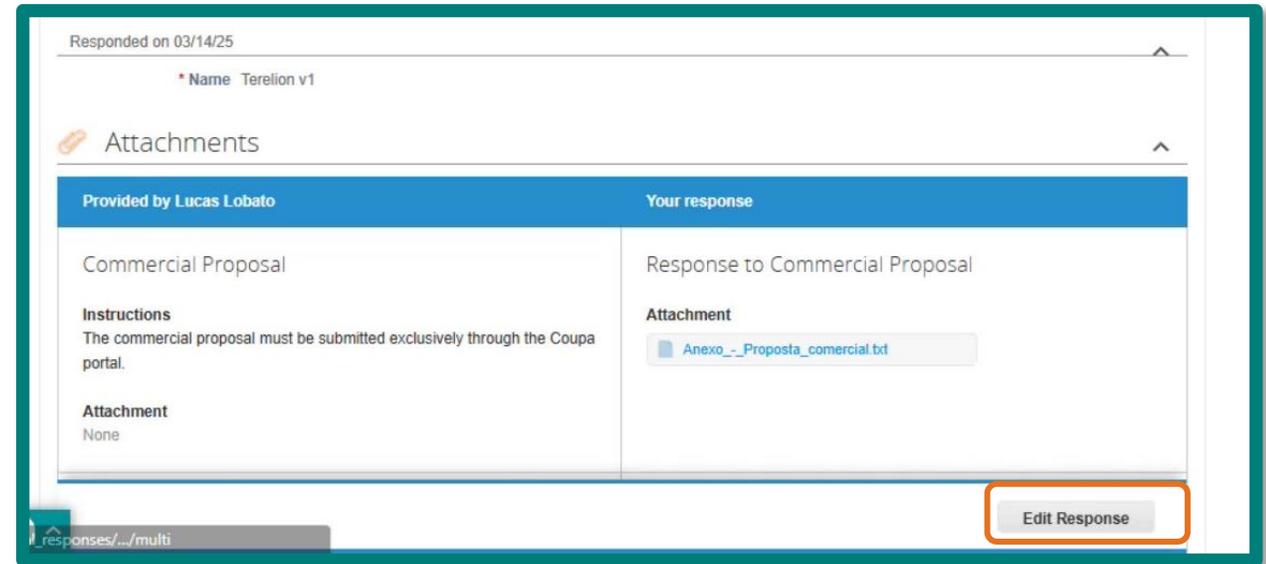
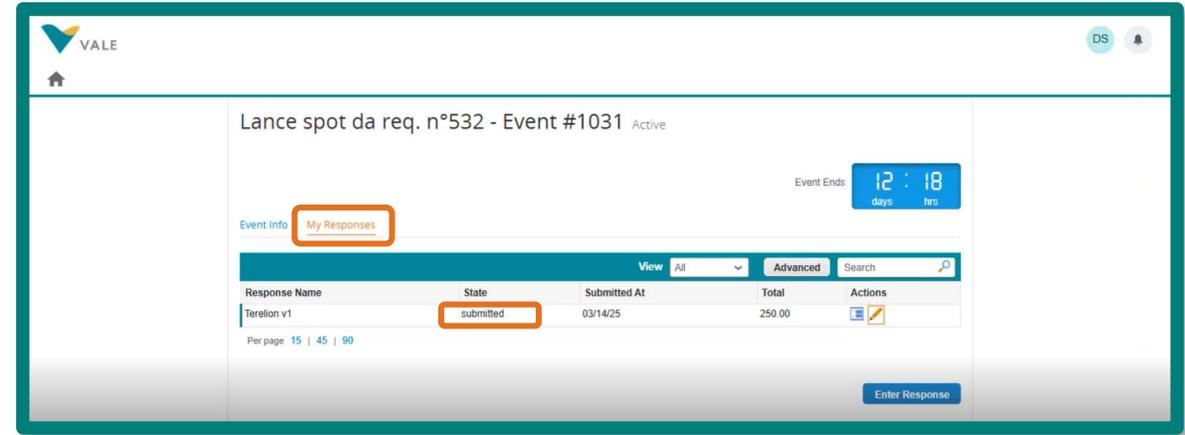
If you need to adjust any amounts in the submitted proposal, you can do so as long as the event has not yet been unsealed/closed by the buyer.

In this case, click on and make the necessary adjustments.

Finally, click on and then on , just as you did for the initial proposal.

c. "History"

This will log all actions taken during the Event (initial adjustments, publication, Q&A, unsealing, etc.)





Technical Questions:

Examples of responses sent to suppliers for technical inquiries:

Powered by coupa

VALE

Technical clarifications

Dear Suppliers,

Please find attached the technical clarifications for this event. Please kindly review them and consider them when preparing your proposal.

Also, please note the deadline for submitting proposals.

Thank you.

You are receiving this because you were invited to a [sourcing event](#).
Replies from any email address other than the one this message was addressed to will not be accepted or received by the sender.

coupa
Business Spend Management

1 anexo • Anexos verificados pelo Gmail ⓘ

Modelo_Duvidas-...

Powered by coupa

VALE

Technical questions

Dear Suppliers,

We would like to remind you that the attached template should be used for any **technical** questions. Please send any queries you may have by **dd/mm/yyyy** in response to this email.

You are receiving this because you were invited to a [sourcing event](#).
Replies from any email address other than the one this message was addressed to will not be accepted or received by the sender.

coupa
Business Spend Management

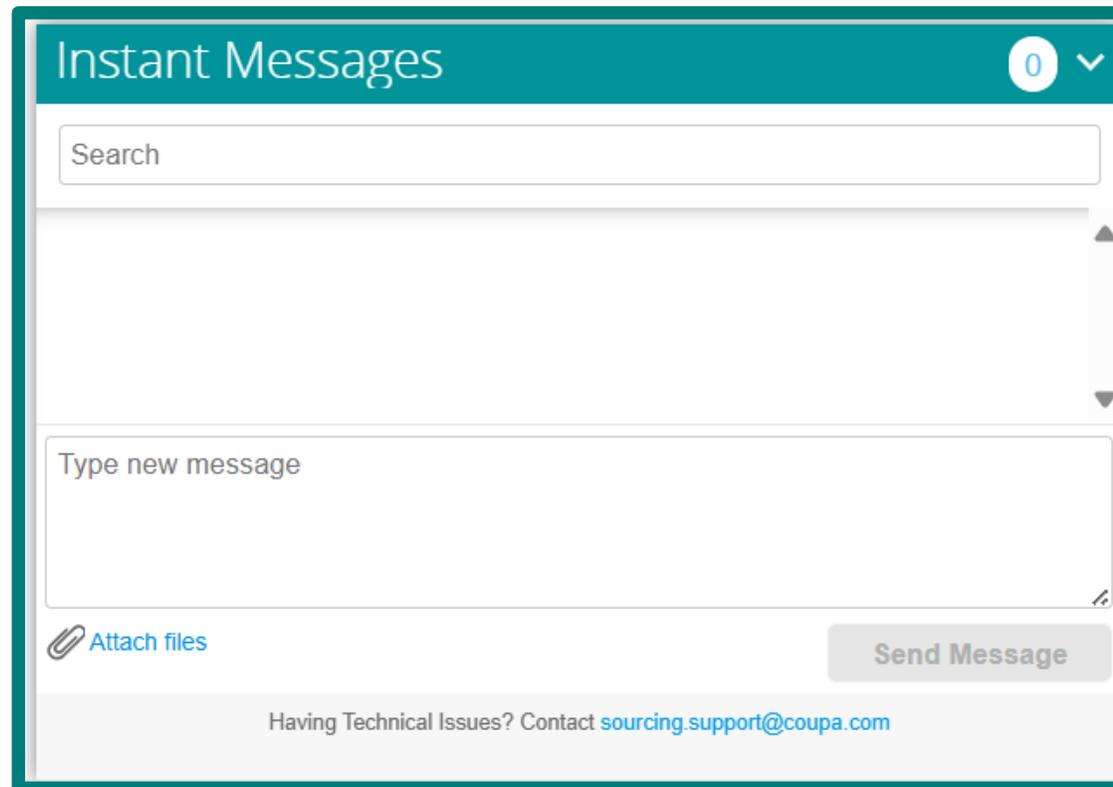
1 anexo • Anexos verificados pelo Gmail ⓘ

Modelo_Duvidas-...



Instant Messages: Communication with Buyers

For quicker and more direct inquiries to the buyer, you can use the "Instant Messages" chat located on the left side of the Coupa screen. You can send messages and attach files for clarification of technical questions.



Messages exchanged between the buyer and supplier will remain private and will not be visible to other suppliers participating in the event.

Messages sent via chat will also be received via email.



Consultation of All Events



In the link you receive to participate in purchasing events, you can view all events you have been invited to by clicking on the home page icon. **In the link where you receive invitations to participate in shopping events, you can view all the events you have been invited to. To do this, click on the**

The following information will be provided:

- Event Number
- Name
- Start and End Dates
- Status
- Type
- Responses Submitted

VALE

Welcome to your Sourcing Response Portal!

Supplier has been invited by Vale to participate in a sourcing event for **Lance spot da req. n°532**. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services. If you have responded to the event, please ignore this message.

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
1031	Lance spot da req. n°532	03/12/25	03/27/25	Prod	RFQ	2
1026	Lance spot da req. n°532	03/11/25	03/12/25	Complete	RFQ	0
836	Spot Bid from Req #612	02/22/25	02/24/25	Sealed	RFQ	0
670	Teste Template Internacional	02/17/25	02/17/25	Complete	RFQ	1
236	teste mel - Spot Bid from Req #210 -Evento n° 179	01/30/25	01/30/25	Complete	RFQ	1
179	teste mel - Spot Bid from Req #210 -Evento n° 179	01/28/25	01/30/25	Complete	RFQ	1

View All Search

Per page 15 | 45 | 90



Proposal Update

If you have a better proposal or an updated version:

- ✓ Access the event
- ✓ Click on Insert Response
- ✓ You will be directed to the proposal submission page
- ✓ Enter a name for the new proposal
- ✓ Follow the same steps as for the initial proposal submitted

Lance spot da req. n°532 - Event #1031 Active

Event Ends **10 20**
days hrs

[Event Info](#) [My Responses](#)

View All Advanced Search

Response Name	State	Submitted At	Total	Actions
Terelion v1	submitted	03/14/25	260.00	
Terelion v2	submitted	03/14/25	220.00	
Terelion v1	working	03/14/25	260.00	
TERELION, LLC 40015286 - #1041	working		0.00	
TERELION, LLC 40015286 - #1042	working		0.00	
TERELION, LLC 40015286 - #1043	working		0.00	

Per page 15 | 45 | 90

Instant Messages 0

[Enter Response](#)

VALE

Lance spot da req. n°532 - Event #1031 Active

Event Ends **10 : 20**
days hrs

[Event Info](#) [My Responses](#) [TERELION, LLC | 40015286 - #1048](#)

* Name



Electronic Auction (1/6)

(*) Auctions

1. Except for the criteria established for each type of auction, the initial process is similar to that of an Event: sending an invitation letter
2. Supplier's Decision Regarding
 - View Event
 - Intends to Participate
 - Decline My Participation
3. And, upon accepting the invitation, actively participate in the auction process, according to the criteria defined for each auction.

The screenshot shows an email invitation from VALE. At the top left is the VALE logo. The subject line is "Vale Sourcing Event - International Template #1114 Invitation". The body of the email starts with a redacted recipient name, followed by the text: "81513400-1 | 100002436 has been invited by Vale to participate in a sourcing event for International Template." Below this is a salutation "Dear Suppliers," and a paragraph: "The VALE Procurement Department invites your company to participate in this negotiation. The necessary information for your participation is available at the link below." Another paragraph follows: "We emphasize the importance of carefully reading all the documentation available on our portal. In case of any questions, please do not hesitate to use the communication channels available on the platform." The email concludes with "We look forward to your proposal" and a deadline: "Responses are due by Monday, 31 March 2025 12:56 PM -03". At the bottom of the email interface, there are three buttons: "I intend to Participate" (orange), "I decline to Participate" (dark blue), and "View Event" (blue).



Electronic Auction (2/6)

ENGLISH AUCTION

During competitive bidding of an English auction type you will get feedback on your prices. The attachments and Forms sections are still available, although at the bottom of the page, and may be updated as well.

You will see feedback on your pricing expressed as a rank or as a difference to best bid, depending on the Buyer's choice. All items in a lot are ranked together but may be awarded individually if the Buyer has allowed that, see the Bidding rules section in the Event Info page. Items not included in lots are ranked separately. The total cost is also ranked.

For more details, please consult the Bidding Rules section on the Event Information page.

Items not included in Lots are categorized separately. The overall cost is also classified accordingly.

Items and Lots

Click to update offers from pre-bidding

Edit Response

Name	Expected Qty		My Price	Price x Expected Qty	Rank on the lot
Lot: Stockholm site	1 Lots	x	4,760.00	= 4,760.00 EUR	Your Rank Is 2
Apple Granny Smith grade 1	500 per Lot (kilo)	x	1.45 *	= 725.00 EUR	
Apple Granny Smith grade 2	500 per Lot (kilo)	x	1.25 *	= 625.00 EUR	
Pear Conference grade 1	600 per Lot (kilo)	x	1.75 *	= 1,050.00 EUR	
Banana Cavendish	800 per Lot (kilo)	x	2.95 *	= 2,360.00 EUR	
Items Not In Lots (1 items)					
Apple Aroma grade 1	1000 (kilo)	x	1.00 *	= 1,000.00 EUR	Your Rank Is 2
			Total	5,760.00 EUR	Your Rank Is 3

Rank on the separate item

Rank on the total offered cost



Electronic Auction (3/6)

Click Edit response to update your offers. Enter the new prices for each of the items and click Submit. You will see your new rank once you get the receipt for the submission. Beware the recalculation may take some time.

The items will remain open should you wish to update again. You can update your offers as many times as you wish until the auction closes to improve your position.

For specific guidelines, please refer to the event rules in the Event Information section. Depending on the buyer's settings, the system may impose certain criteria for bid submissions.

You can adjust your bids as often as you like until the auction concludes to enhance your ranking position.

Name	Expected Qty	My Price	Price x Expected Qty	
Lot: Stockholm site	1 Lots	4,735.00	4,735.00 EUR	Your Rank Is 3
Apple Granny Smith grade 1	500 per Lot (kilo)	1.40	700.00 EUR	
Apple Granny Smith grade 2	500 per Lot (kilo)	1.25	625.00 EUR	
Pear Conference grade 1	600 per Lot (kilo)	1.75	1,050.00 EUR	
Banana Cavendish	800 per Lot (kilo)	2.95	2,360.00 EUR	
Total				5,635.00 EUR
				Your Rank Is 3



Electronic Auction (4/6)

DUTCH AUCTION

If the competitive bidding phase is set as a Dutch auction, the Items and Lots section will look and behave a bit different from that in an English auction. You may be asked to enter prices before the auction opens, but these prices are replaced by the start prices set by the Buyer for the actual auction.

As soon as the Dutch auction opens, the countdown timer at the top right corner starts ticking. The tick interval is shown in the Event Information & Bidding Rules section in the Event Info page.

The start prices shown in the Items and Lots section will increase with every tick. If you wish to accept the call-out prices, click the Accept bid button to the lower right. As soon as you have confirmed your response, the auction ends and you are marked as the winner.

Note that your bid is for the total cost, i.e. all items are awarded together, irrespective of in a lot or not.

Fruit Supply February - Event #164 Bidding in Progress

Countdown timer for Dutch auction
Time left in increment 00:31
mins secs

Event Info My Response

Items and Lots

Click the Accept bid button to accept the current dutch auction total.

Name	Expected Qty	Current Bid Price	Current Total Price
Lot: Stockhom site	1 Lots	9,900.00	9,900.00 EUR
Apple Granny Smith grade 1	500 per Lot (kilo)	3.50 EUR	1,750.00 EUR
Apple Granny Smith grade 2	500 per Lot (kilo)	3.50 EUR	1,750.00 EUR
Pear Conference grade 1	600 per Lot (kilo)	4.00 EUR	2,400.00 EUR
Banana Cavendish	800 per Lot (kilo)	5.00 EUR	4,000.00 EUR
Items Not In Lots (1 items)			
Apple Aroma grade 1	1000 (kilo)	3.50 EUR	3,500.00 EUR
Total			13,400.00 EUR

Accept bid

You will confirm bid on the next page

You won

Electronic Auction (5/6)

Upon acceptance, you must confirm your intention, clicking on 'Send', and the you will be notified if you have won.

The screenshot displays an auction interface with a table of items and a total amount. A red box highlights the 'Accept bid' button, which is linked to a green 'You won' notification box. Below the table, there is a note: 'You will confirm bid on the next page'.

Items Not In Lots (1 items)				
Apple Aroma grade 1	1000 (kilo)	x	3.50 EUR	3,500.00 EUR
Total			13,400.00 EUR	Accept bid

You will confirm bid on the next page

You won



Electronic Auction (6/6)

JAPANESE AUCTION

If the online negotiation phase is designated as a Japanese auction, the Items and Lots section will exhibit a has a slightly different look and feel compared to the English auction. You will be prompted to enter your prices before the auction kicks off, but these will be replaced by the starting prices determined by the Buyer for the actual auction.

As soon as the Japanese auction starts, the countdown timer in the upper right corner will begin. The scale interval can be found in the Event Information and Bidding Rules section on the Event Information page.

The starting prices listed in the Items and Lots section will decrease with each round. If you want to advance to the next round of the auction, you must **ACCEPT** the round prices; to do this, click the Accept Bid button located in the lower right corner. If you do not accept the round price, you will not progress to the following rounds and will be eliminated from the auction.



Invoice Status Inquiry



By clicking on , users can inquire about

- ✓ Invoices
- ✓ Invoice Lines
- ✓ Payment Receipts

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Home Invoices Orders Business Profile Setup Service Sheets ASN Sourcing Forecasts Catalogs Community More...

Invoices Invoices Lines Payment Receipts

Select custom: SUPPLIER A

Invoices

Instructions From Customer

[PT] Prezado fornecedor, a seguir os links de acesso aos sistemas Vale S/A:
- Criar coletas de transporte: [ASN](#)
- Portal de acompanhamento de notas fiscais e pagamentos: [V360](#)

Para solicitar a rejeição do pedido, por favor encaminhe sua solicitação por e-mail ao requisitante

[EN] Dear supplier, find below the hyperlinks of access to Vale S/A systems:
- Create ASN: [ASN](#)
- Portal for monitoring invoices and payments: [V360](#)

Note! In case you need to reject the purchase order, please forward your request via e-mail to the requester

Create Invoices *i*

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
Teste_PO4510423478	02/19/25	Approved	4510423478	5,307.66 BRL	No		

Per page 15 | 45 | 90



Order Consultation and Acceptance



By clicking on , users can consult

- ✓ Orders
 - ✓ Order Lines
 - ✓ Returns
 - ✓ Order Changes
 - ✓ Order Line Changes
 - ✓ Order Confirmations
 - ✓ Order Confirmations Lines
- and under "More",
- ✓ Shipments
 - ✓ Promised Deliveries

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Home Invoices **Orders** Business Profile Setup Service Sheets ASN Sourcing Forecasts Catalogs Community More...

Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines More...

Select Customer [Dropdown]

Purchase Orders

Instructions From Customer

[PT] Prezado fornecedor, a seguir os links de acesso aos sistemas Vale S/A:
- Criar coletas de transporte: [ASN](#)
- Portal de acompanhamento de notas fiscais e pagamentos: [V360](#)

Para solicitar a rejeição do pedido, por favor encaminhe sua solicitação por e-mail ao requisitante

[EN] Dear supplier, find below the hyperlinks of access to Vale S/A systems:
- Create ASN: [ASN](#)
- Portal for monitoring invoices and payments: [V360](#)

Note! In case you need to reject the purchase order, please forward your request via e-mail to the requester

Export to View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
4510423524	01/24/25	Issued	02/27/25	10 PC-peça of 15426680 ELEMENTO 1799806	No	3,440.00 BRL		
4510423481	01/17/25	Issued	None	10 PC-peça of 15426680 ELEMENTO 1799806	No	3,440.00 BRL		



Order Consultation and Acceptance

To confirm a purchase order:

1. Open the link for the purchase order.
2. Click on “Acknowledged”

If a purchase order is rejected, please follow these instructions:

- To request the rejection of the order, please email your request to the requester.
- To find the requester, their details will be shown in the “Additional Information” field.

Select Customer

Purchase Order #4510423524

General Info

Status Issued - Sent via Email

Order Date 01/24/25

Revision

Requester Usuário Integração

Email donotreply@coupa.com

Payment Term Z076

ERP PO Date 01/24/25

Supplier Note None

ERP PO Number 4510423524

Acknowledge Status None

ASN links None

Attachments None

Acknowledged

Shipping

Ship-To Address 4065 | EFC - São Luis.TFC:1001
AV DOS PORTUGUESES S/N
65085-581 São Luis MA
Brazil

Order by	Supplier Part Number	Supplier Auxiliary Part Number	Manufacturer Name	Manufacturer Part Number	ERP PO Line
01/23/25	None	None	None	None	00010

Purchasing Group NCM Item Text
002 - TRS 8421.23.00 None

Material Purchase Text
EN || PARTS AND COMPONENTS; ITEM NAME: ELEMENT, APPLICATION: EXCAVATOR 323D; SERIES: LFL00284 - 1799806 CATERPILLAR
..... PT || PARTES E PECAS; NOME DO ITEM: ELEMENTO; APLICACAO: ESCAVADEIRA 323D;
SERIE: LFL00284 - 1799806 CATERPILLAR ES || PARTES Y PIEZAS; NOMBRE ITEM:
ELEMENTO; APLICACION: EXCAVADORA 323D; SERIE: LFL00284 - 1799806 CATERPILLAR

Incoterm Local IVA **Tax Information**
None M4 - Manutenção - ICMS + DIFAL + ST + IPI + PIS/COFINS ICMS: 412.80 (12%) BC: 3440.00

Material Origin **Material Usage**
0 - Nacional - exceto indicado para códigos 3, 4, 5 ou 8 2 - Consumo

Partner Function EF
SOTREQ S/A | 34151100001536 | DOUTOR PAULO ADOLFO BE 35, ***** | VIVENDAS DO PARQUE | CAMPO GRANDE | MS | BR | 79044-140 |
MARINA SOUZA@DUMMYSOTREQ.COM.BR

Goods Supplier FM
SOTREQ S/A | 34151100001536 | DOUTOR PAULO ADOLFO BE 35, ***** | VIVENDAS DO PARQUE | CAMPO GRANDE | MS | BR | 79044-140 |
MARINA SOUZA@DUMMYSOTREQ.COM.BR

Additional information



*Timbopéba Mine
Photo: Leo Lopes*

6. Support Channel



Support Contact

If you have any inquiries or require assistance, feel free to reach out to our Support team at the email provided:

suppliersupportvale@accenture.com



