



# **NIMBI PORTAL**

## **Vendor Navigation Manual**

Developed by Accenture | 2023



## INTRODUCTION

- What is an e-Marketplace?
- Benefits
- Solution overview
- Process overview
- How to access the Portal?
- How to request password reset?
- Introducing the Portal - Main settings

# What is an e-Marketplace?

E-marketplace is a **virtual space** where products and services are transacted using the internet.

Through it, you can connect to a **network of vendors** and **perform business transactions with all participants**. Amazon, e-Bay and Alibaba.com are examples of e-Marketplaces.



# Benefits

Discover the benefits of Nimbi Portal



## System Unification

A single solution with greater visibility of the Procurement processes.



## Applicability

Process simplification and customization according to Vale's needs.



## Reliability

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



## Compliance

Compliance with security processes during the exchange of information from Vale with its business partners.



## Support

Help desk dedicated to support the uses on process or platform issues.



## Collaboration

Extensive network of collaboration between suppliers and buyers.



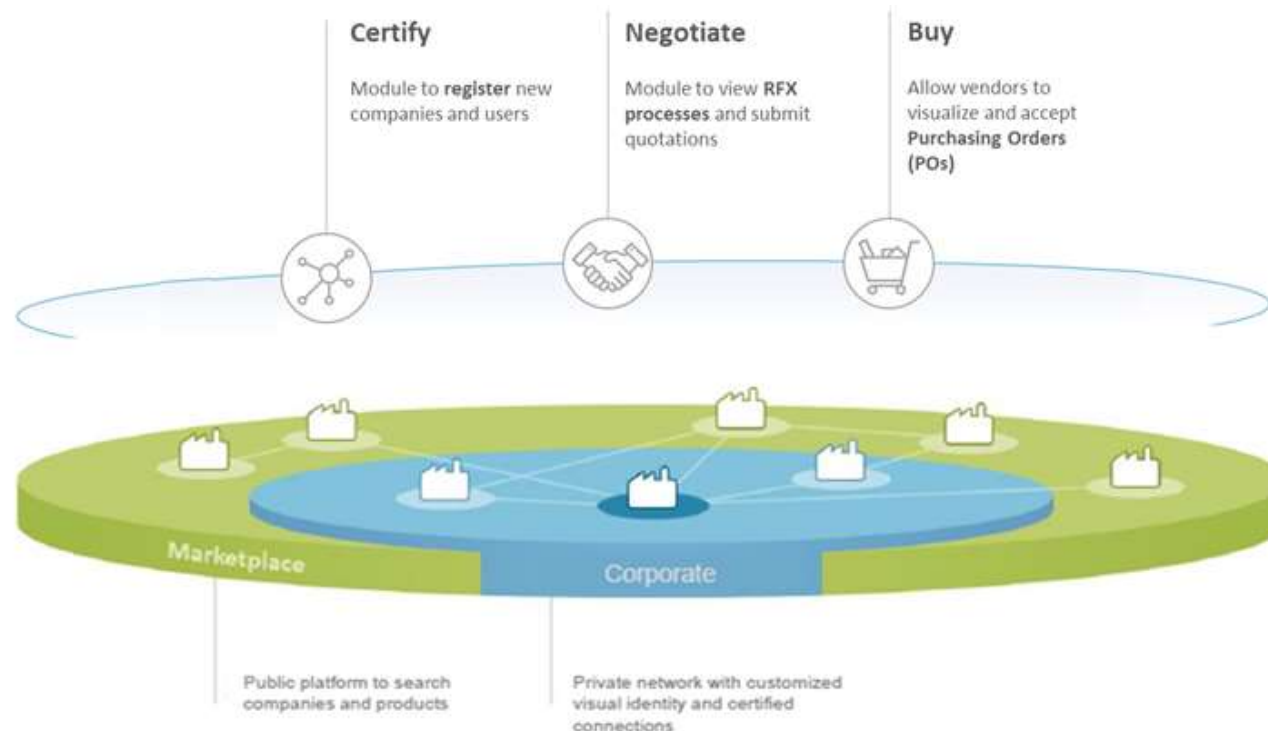
## Flexibility

Adaptability for future improvements.

# Solution overview

Learn about the modules that supports Vale supply processes

Nimbi Portal (e-Marketplace), an online environment that will interface with Vale and its suppliers, will increase the integration of Vale's supply processes, from request for quotation (RFX) to purchase orders (POs).



# Process overview

## Highlights of the process flow in Nimbi Portal



1

The first step is the registration in the Portal, you will receive the invitation via an e-mail sent by Nimbi so that you can join Nimbi Portal.



2

Fill out the necessary forms and accept the Adhesion Agreement on Nimbi Portal.



3

After this step, you will be ready to receive RFX, POs and transact with Vale through the Portal.



4

When you receive an RFX, you can reply to it (accepting or rejecting). Just be careful when rejecting an RFX, as this action cannot be undone. You can accept an RFX and reject only specific items.



5

Similarly, you will receive POs in the Portal and may accept or reject them. In addition, you will have visibility into all PO changes in the Portal, such as cancellations or value changes.

# How to access the Portal?

## Portal Access

To access your profile already registered, go to the link: [nim.bi/vale](https://nim.bi/vale)  
You will be directed to the Portal login page

- 1 Enter the registered e-mail address
- 2 Enter the registered access password
- 3 Click "Sign in"

**NOTE:** To access Nimbi it is recommended to use the latest versions of Mozilla Firefox, Chrome, or Microsoft Edge (or IE) browsers. Remember that the Browser should allow the use of cookies.

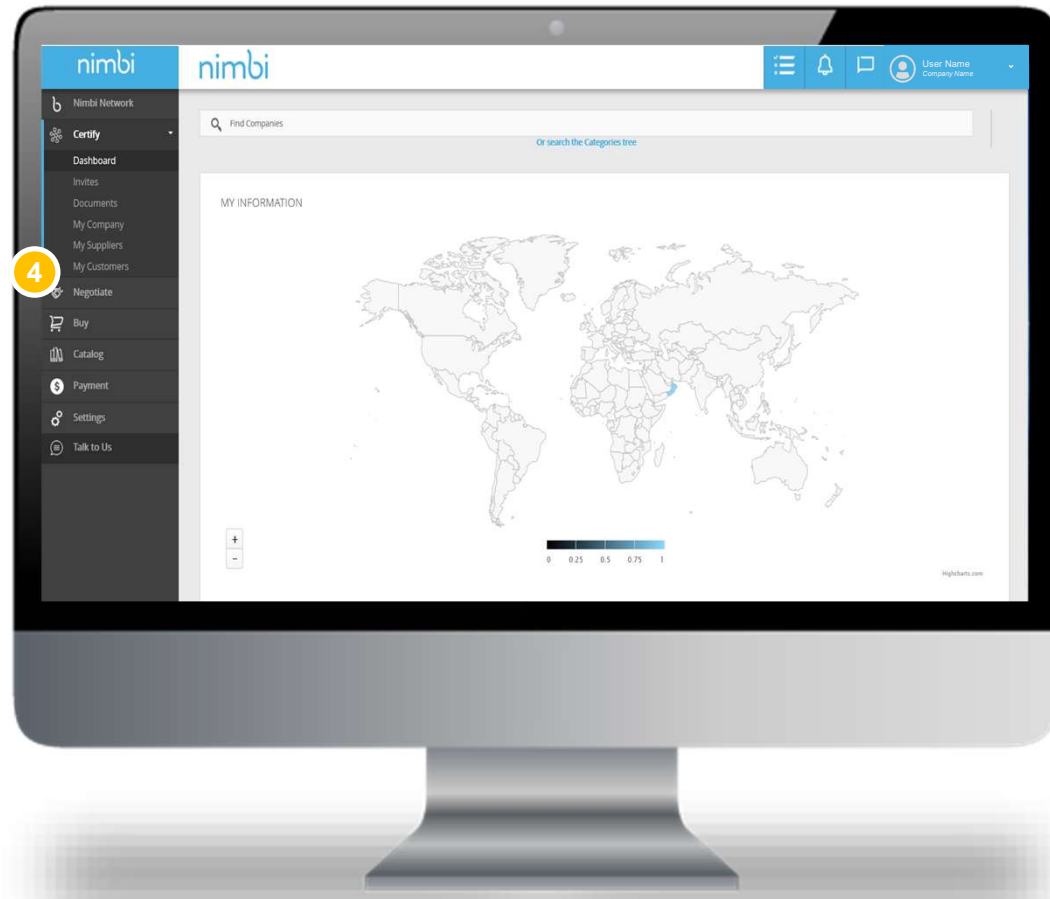


# How to access the Portal?

## Portal Access

You will be directed to the Nimbi Dashboard.

- 4 Click "My Customers"



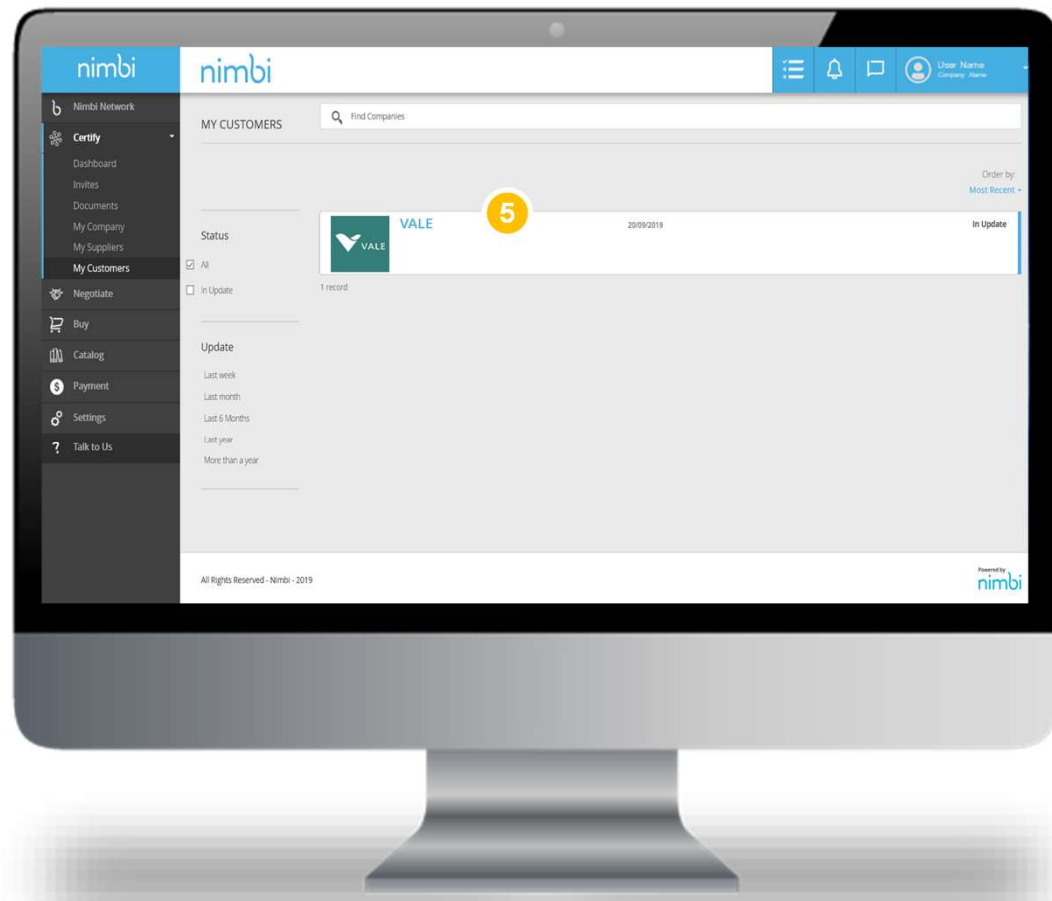


# How to access the Portal?

## Portal Access

You'll be able to view all companies registered in your network of connections.

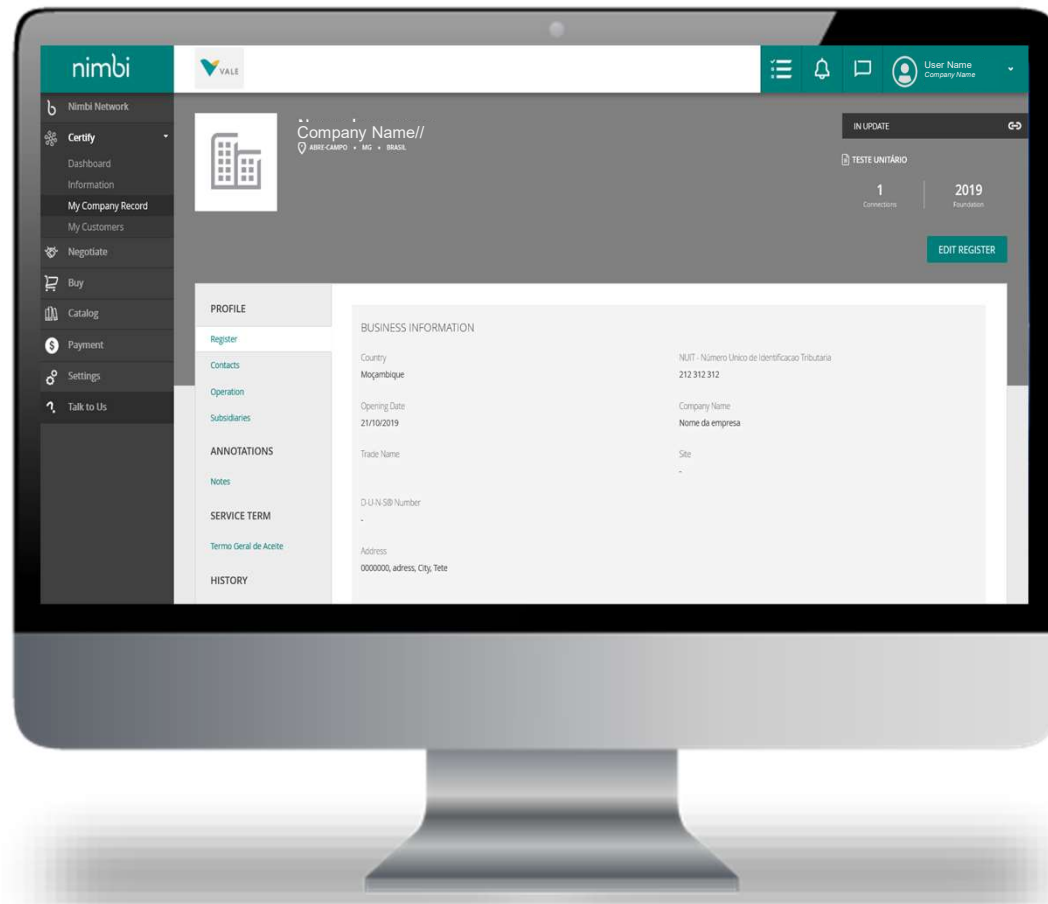
### 5 Click on "Vale"



# How to access the Portal?

## Portal Access

Now you can browse Nimbi Portal!

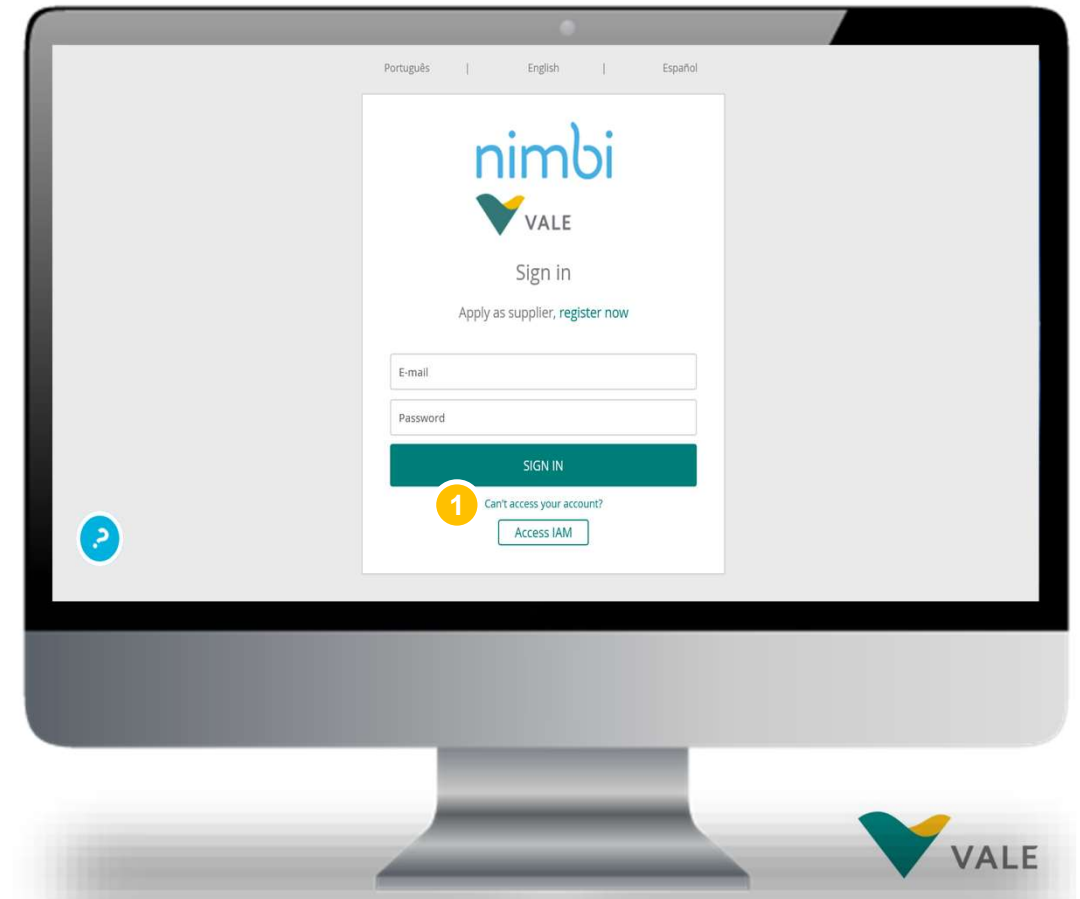


# How to request the password reset?

Here's how to proceed

Follow the steps below if you forgot your password.

- 1 Click “Can't access your account?”



# How to request the password reset?

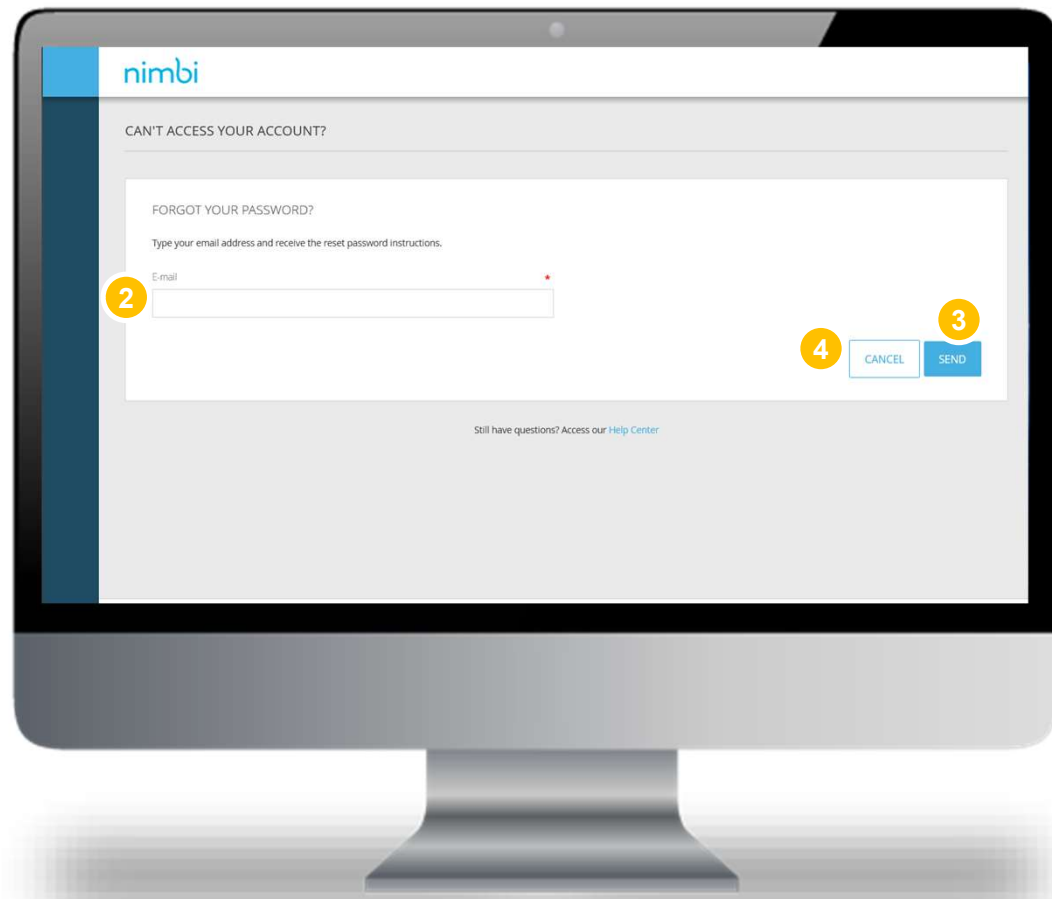
Here's how to proceed

**2** Fill in the indicated field with the registered e-mail

**3** Then click "Send"

Or

**4** Press "Cancel" to cancel the action



# How to request the password reset?

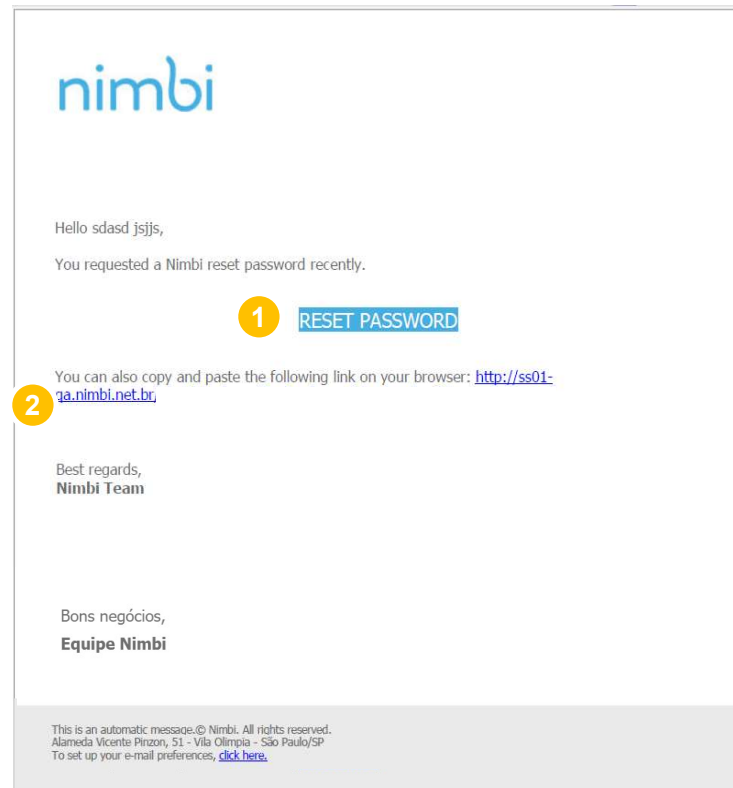
Here's how to proceed

You will receive an e-mail with instructions for resetting the portal access password.

**1** To reset the access password, click "Reset Password"

Or

**2** Copy and paste the link into the internet browser



# How to request the password reset?

Here's how to proceed

You will then be directed to the Nimbi environment where you can reset your password.

## 1 Registered e-mail

## 2 In the "Password" field, reset your access password using the following premises:

- Six characters
- An upper-case letter
- A lower-case letter
- A special character
- A number

At least three of these five criteria mentioned above should be used. You are not allowed to repeat the last three passwords

## 3 In the "Confirm Password" field rewrite the password created

The screenshot shows a web browser window with the Nimbi logo in the top left. The main content area is titled "RESET PASSWORD". It contains three input fields: "E-mail" (pre-filled with "Ju\*\*\*@accenture.com"), "Password", and "Confirm password". To the right of the password fields is a box titled "The password contain:" with a list of requirements: "At least six characters", "A uppercase letter", "A lowercase letter", "A special character", and "A numeric character". At the bottom right of the form are "CANCEL" and "ACTIVATE ACCOUNT" buttons. The footer of the browser window shows "All Rights Reserved - Nimbi - 2019" and "Powered by nimbi". Three yellow numbered circles (1, 2, 3) are overlaid on the form to indicate the steps: 1 on the email field, 2 on the password field, and 3 on the confirm password field.

# How to request the password reset?

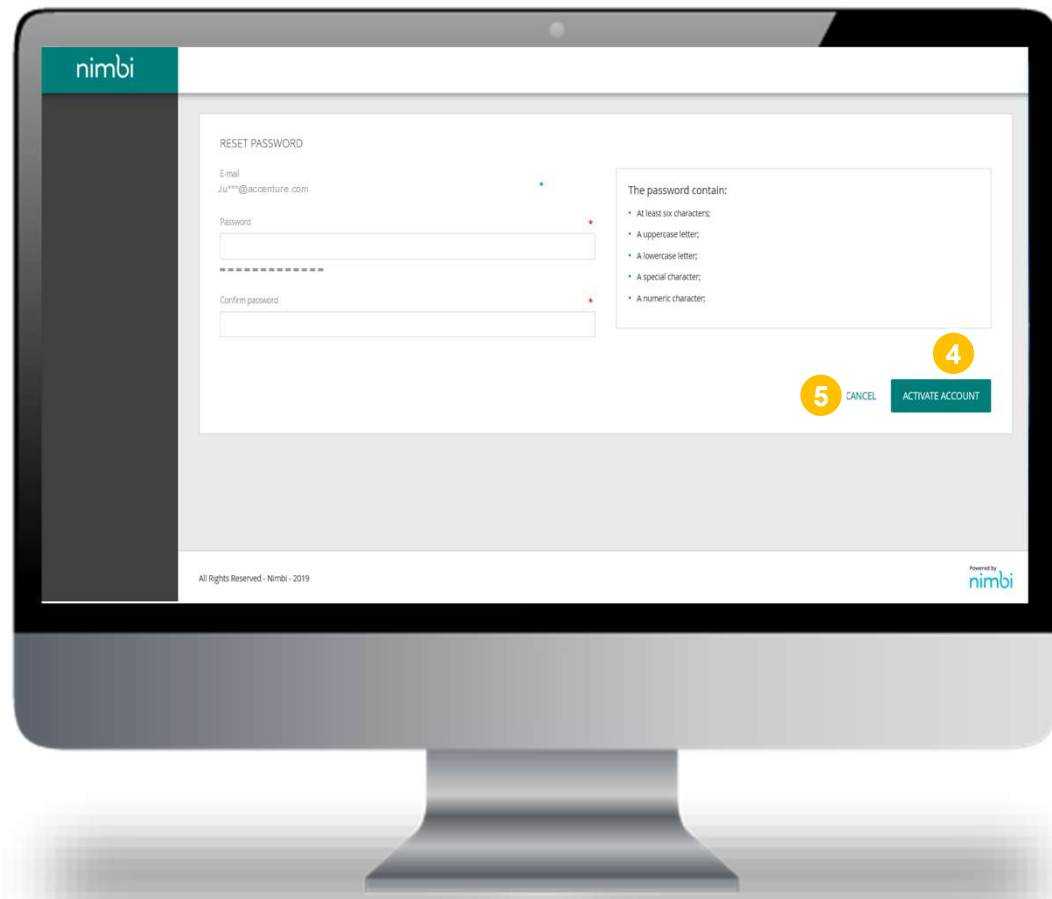
Here's how to proceed

- 4 Click "Reset password" to change the access password

Or

- 5 Click "Cancel" to cancel the action

After resetting the password, go to the link [nim.bi/vale](https://nim.bi/vale) and log in with the new credentials registered



# Introducing the Portal

Get to know Nimbi Portal and its applications

**Attention:** The vendor will be informed of all buyers' actions by e-mail.

## 1 Backlog

Channel where the vendor will be notified of their pending actions (necessary actions to the supplier) within the Portal

## 2 Alerts

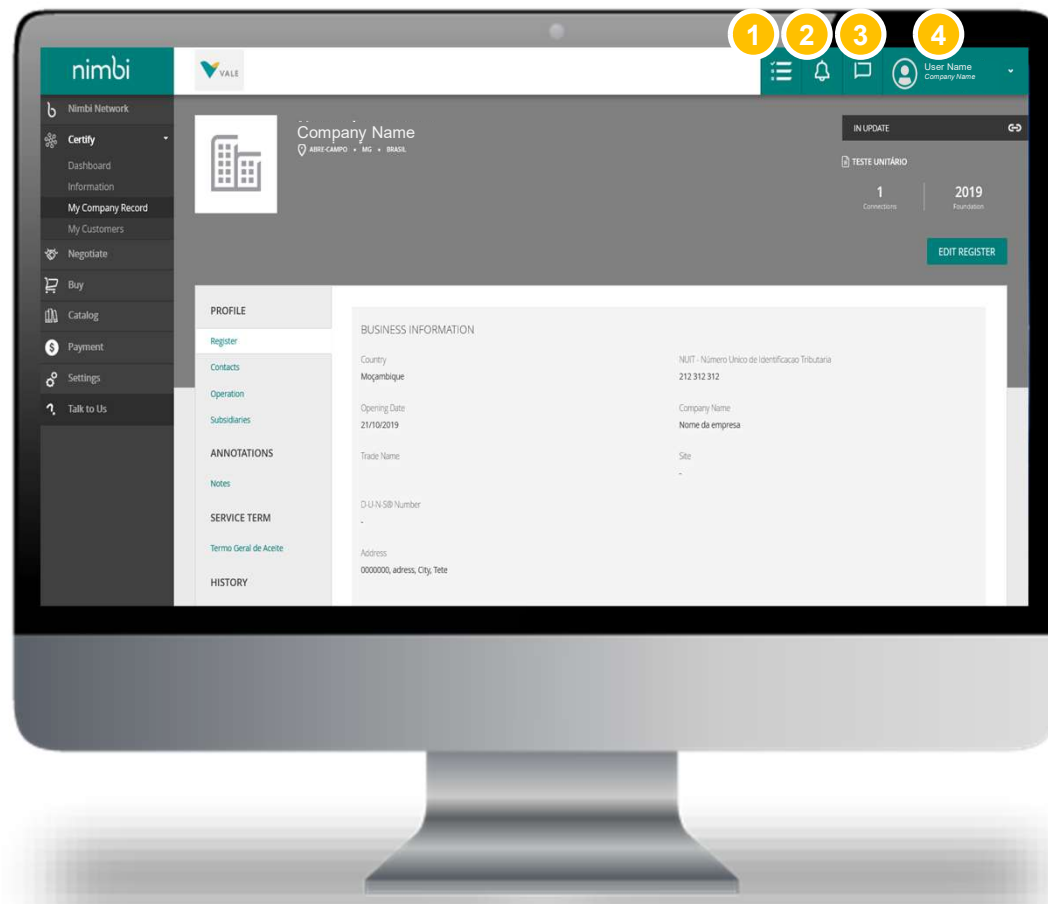
Channel where the vendor will be notified of actions taken by buyers

## 3 Messages

Channel where the vendor can send and receive messages to the buyer

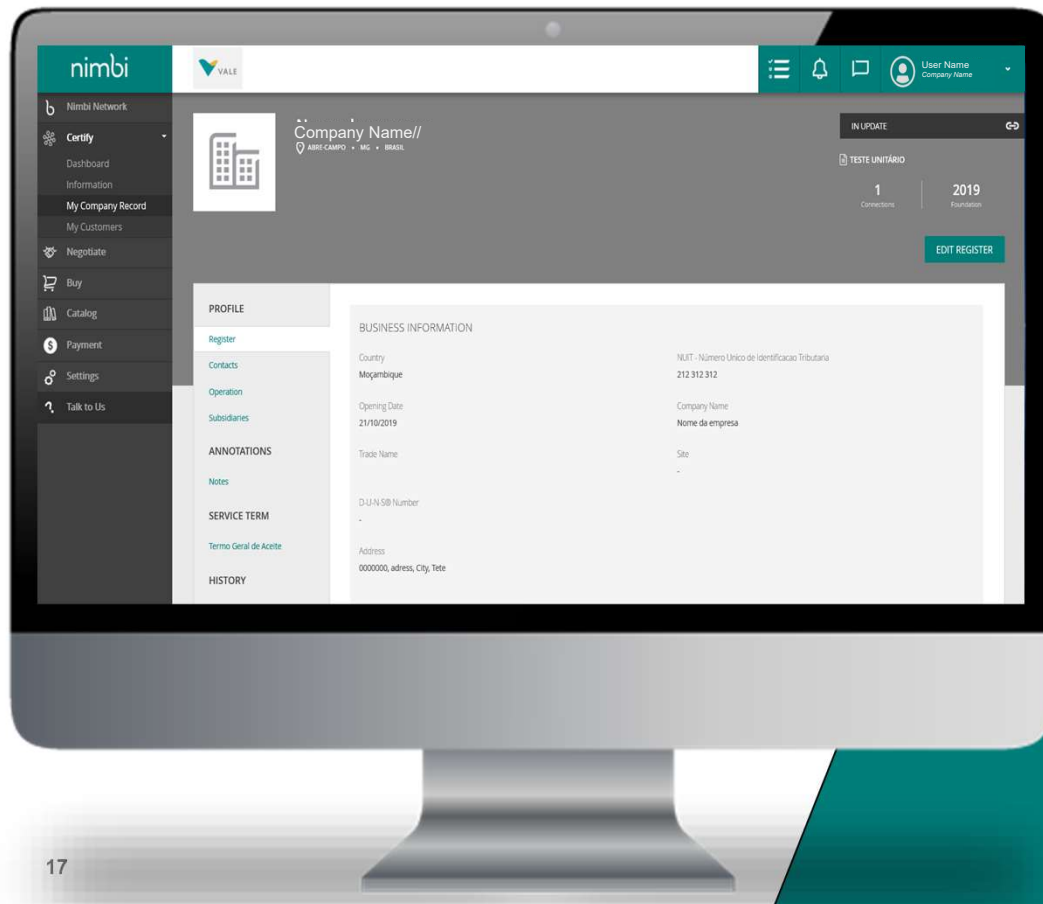
## 4 Profile

Channel where vendor's user registration information will be available and may be changed





# IMPORTANT



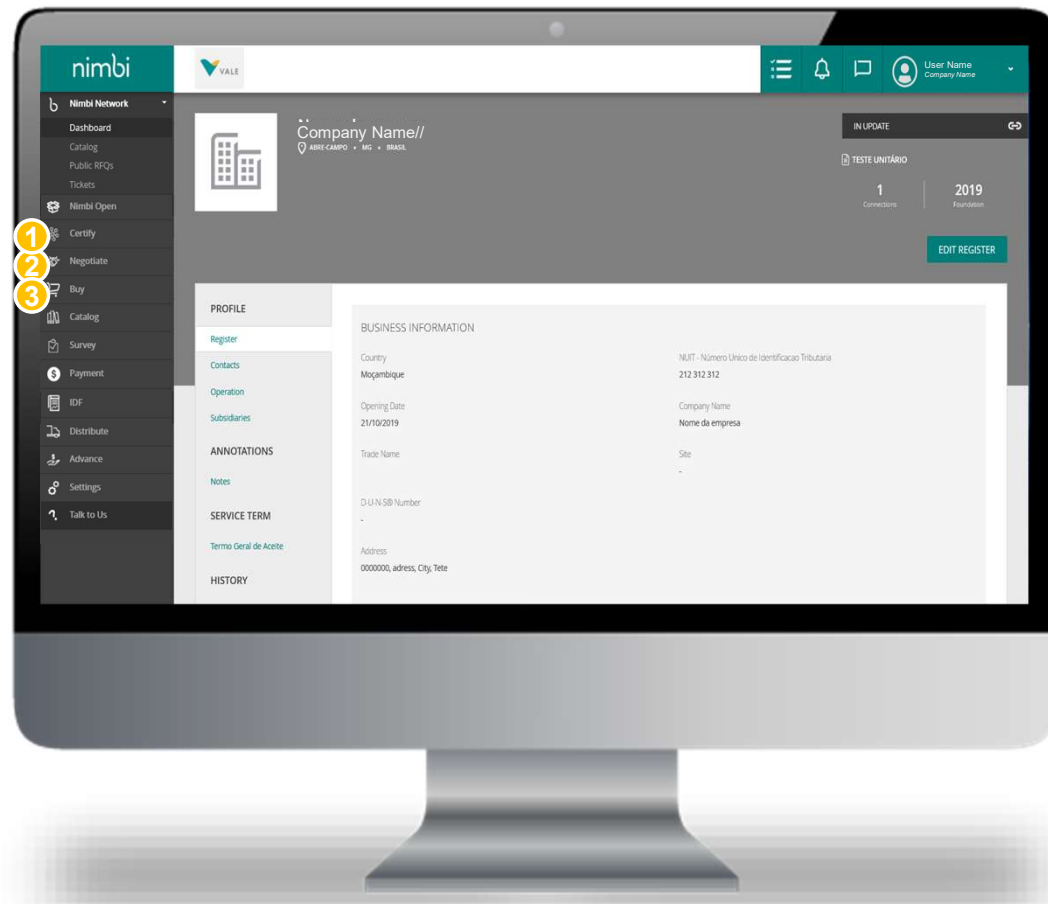
**After receiving the first e-mail notification from the Nimbi Portal you must access the Portal to continue receiving e-mails from new notifications.** If the user receives a notification in the e-mail and does not access the Portal, even if they receive new processes, the e-mail will not be triggered. To prevent this from happening, it is important to access the Portal whenever you receive any notification in the e-mail. This way, you will always be notified of portal updates.

# Introducing the Portal

Get to know Nimbi Portal and its applications

In the sidebar, you can access the modules available on the Nimbi Portal

- 1 Certify
- 2 Negotiate
- 3 Buy



# Introducing the Portal

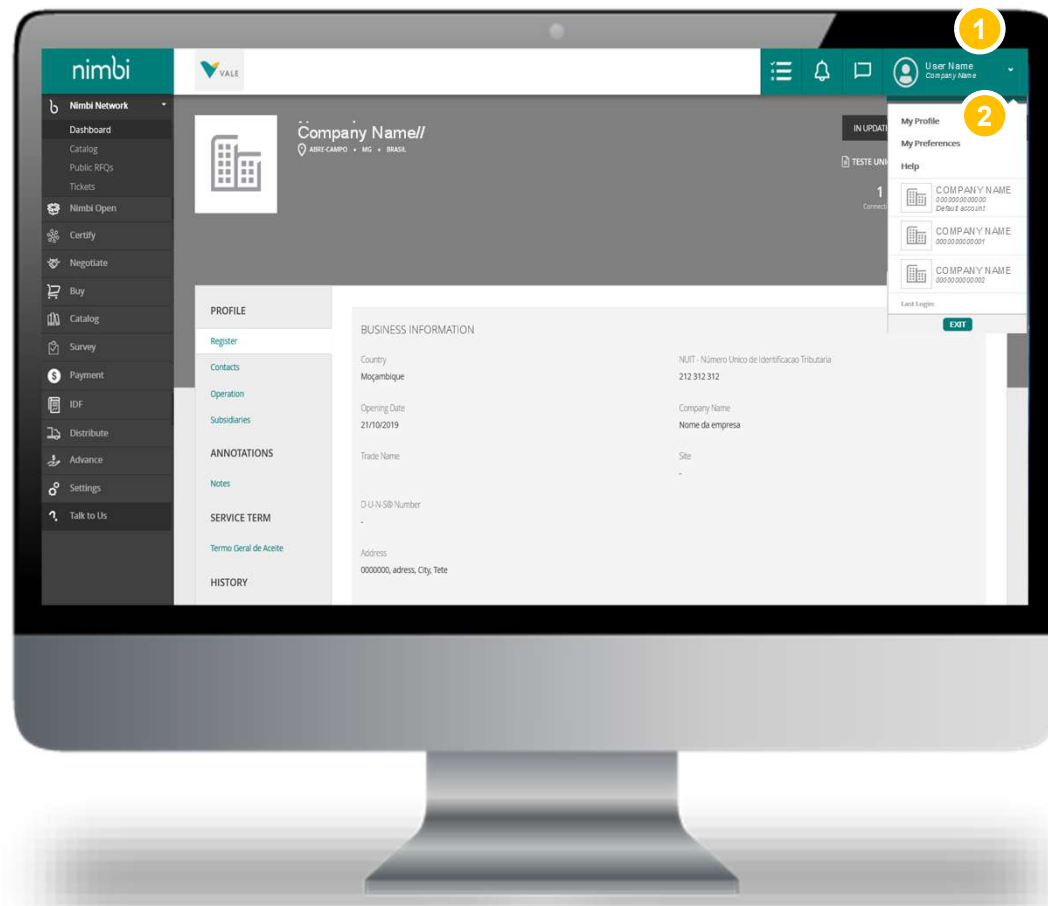
Get to know Nimbi Portal and its applications

To view or edit the profile in the portal, follow the steps below.

**1** Click the user's name. A box will appear with the following options:

- My Profile
- My Preferences
- Help
- Business Numbers (BN) linked to the user if they have more than one

**2** Click "My Profile" to edit or view the user's profile



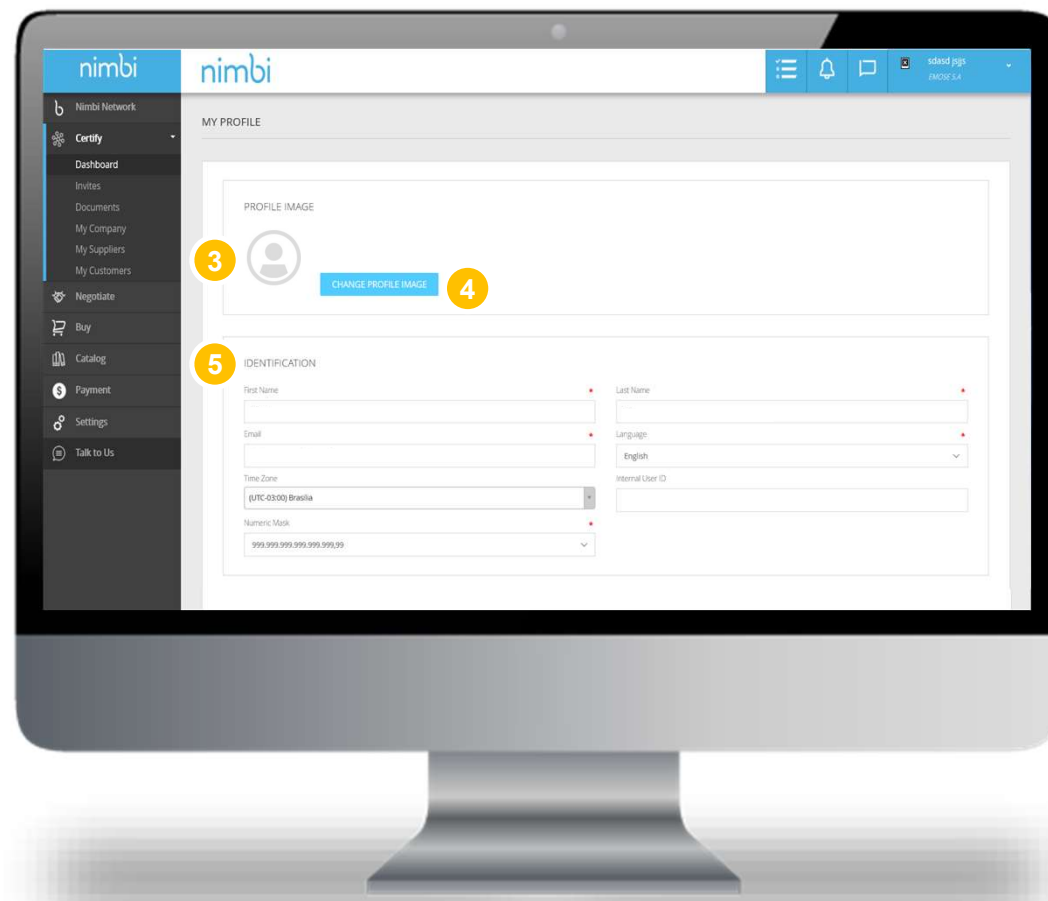
# Introducing the Portal

Get to know Nimbi Portal and its applications

**VERY IMPORTANT:** Adjust the Time Zone according to your region to track the start and closing dates and times of RFX and POs correctly.

- 3 In "Profile Picture" the user may include and/or change their profile picture
- 4 Click "Change Profile Picture" to include and/or change the image
- 5 In "Identification" you can view and/or edit the following fields:
  - First name\*
  - Last name\*
  - E-mail\*
  - Language\*
  - Time Zone
  - Internal User ID
  - Numeric Mask

*\*mandatory fields*



# Introducing the Portal

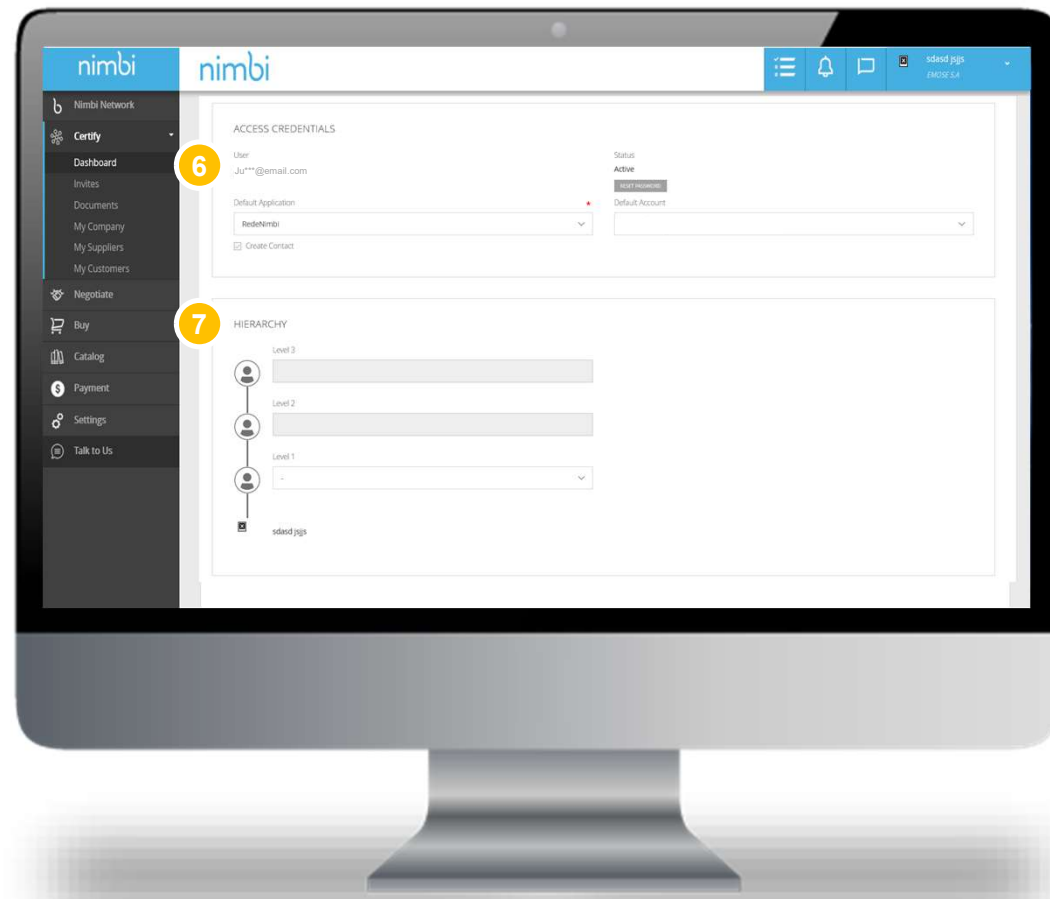
Get to know Nimbi Portal and its applications

## 6 Under "Access Credentials" the user can:

- View your User
- View your Status
- Set your Default Application
- Always keep as "Certify"
- View your Default Account

## 7 Under "Hierarchy" you can view/include the user hierarchy

**IMPORTANT:** We suggest that the e-mail associated with your user ID is not changed, in order to avoid impacts on the platform access permissions. Instead of changing the e-mail, register a new user and inactivate the previous one (see more in the Settings module).



# Introducing the Portal

Get to know Nimbi Portal and its applications

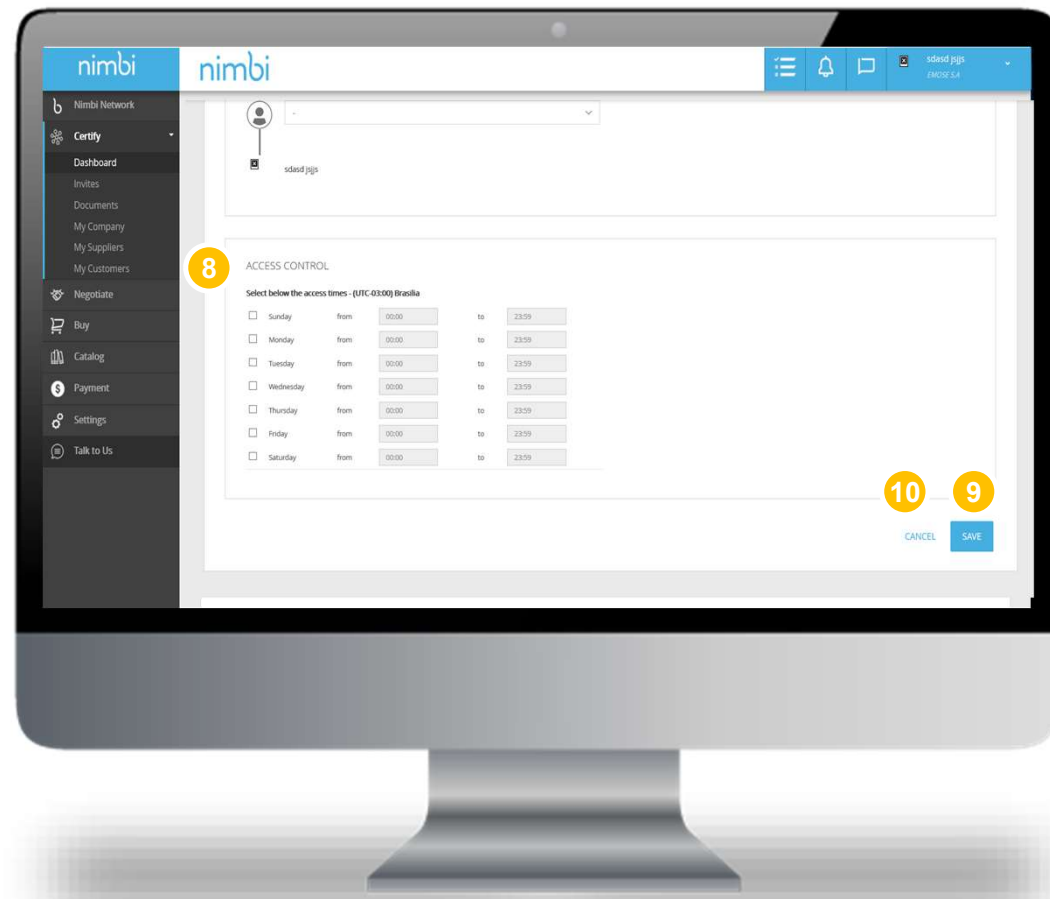
**8** Under "Access Control" the user can edit permissions by day of the week and access times to the Portal

**9** Click "Save" to save changes made to the user profile

Or

**10** "Cancel" to cancel changes

**IMPORTANT:** We suggest that the Access Control settings are not changed, to prevent impacts on the platform access permissions.



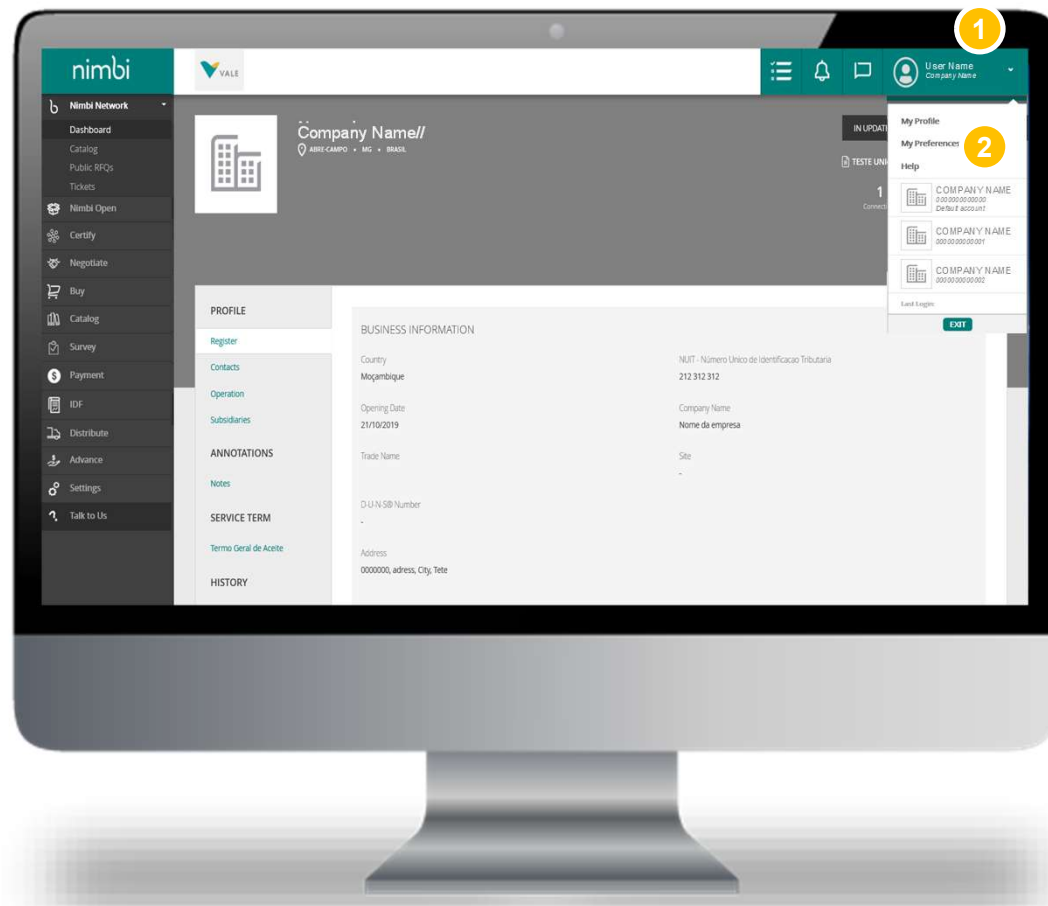
# Introducing the Portal

Get to know Nimbi Portal and its applications

To view or edit their preferences in the portal, follow the steps below.

- 1 Click on the user's name**  
**A box will appear with the following options:**
  - My Profile
  - My Preferences
  - Help
  - Vendor-linked Business Numbers (BN) relationship

- 2 Click "My Preferences" to edit your preferences within the portal**

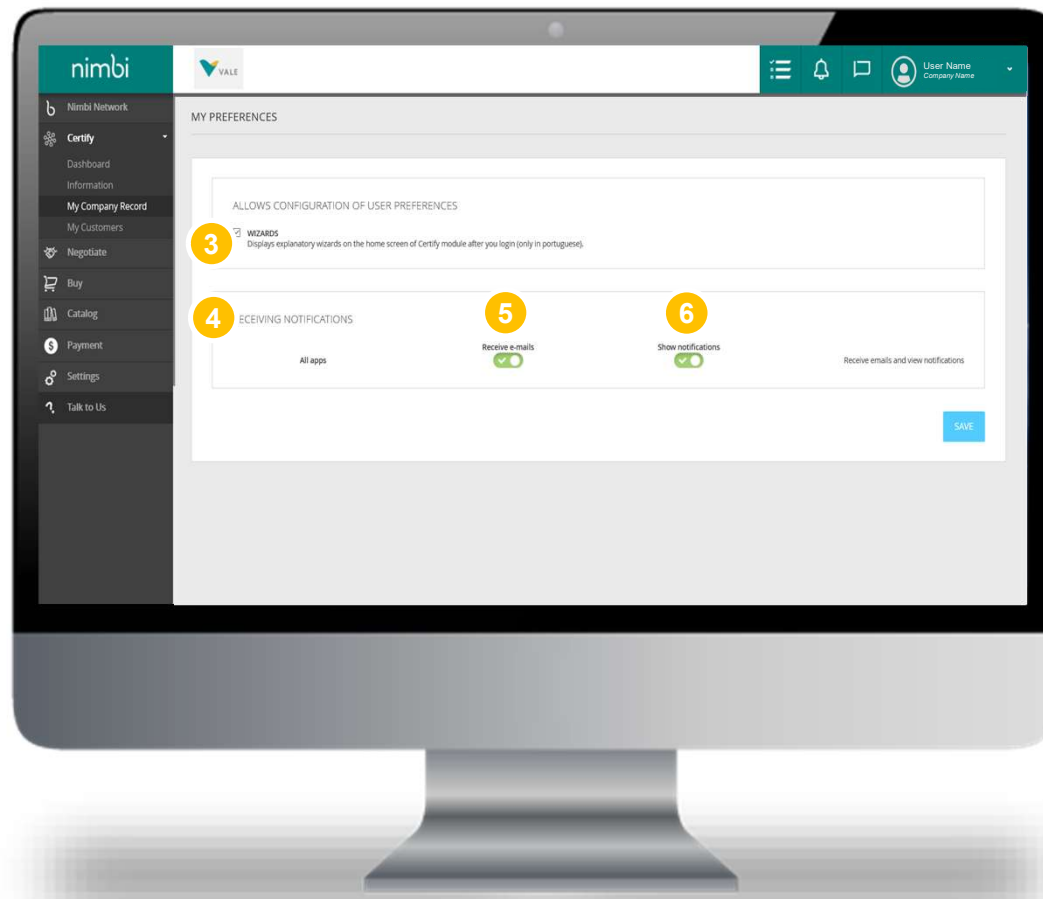


# Introducing the Portal

Get to know Nimbi Portal and its applications

**IMPORTANT:** To receive action alerts in the portal, you need to make sure that this function is enabled on your page.

- 3 Under "Allows configurations in users preferences" the user can select the Wizards option.** This option displays explanatory balloons on the Certification home screen after logging in
- 4 Under "Receipt of Notifications" the user can choose:**
- 5 To receive or not e-mail notifications**
- 6 To view or not notifications in the portal**
- 7 Click "Save" to save the changes**





# Introducing the Portal

## Get to know Nimbi Portal and its applications

The user will be able to access all Business Numbers (BN) linked to this access e-mail.

### 1 Click on the user's name

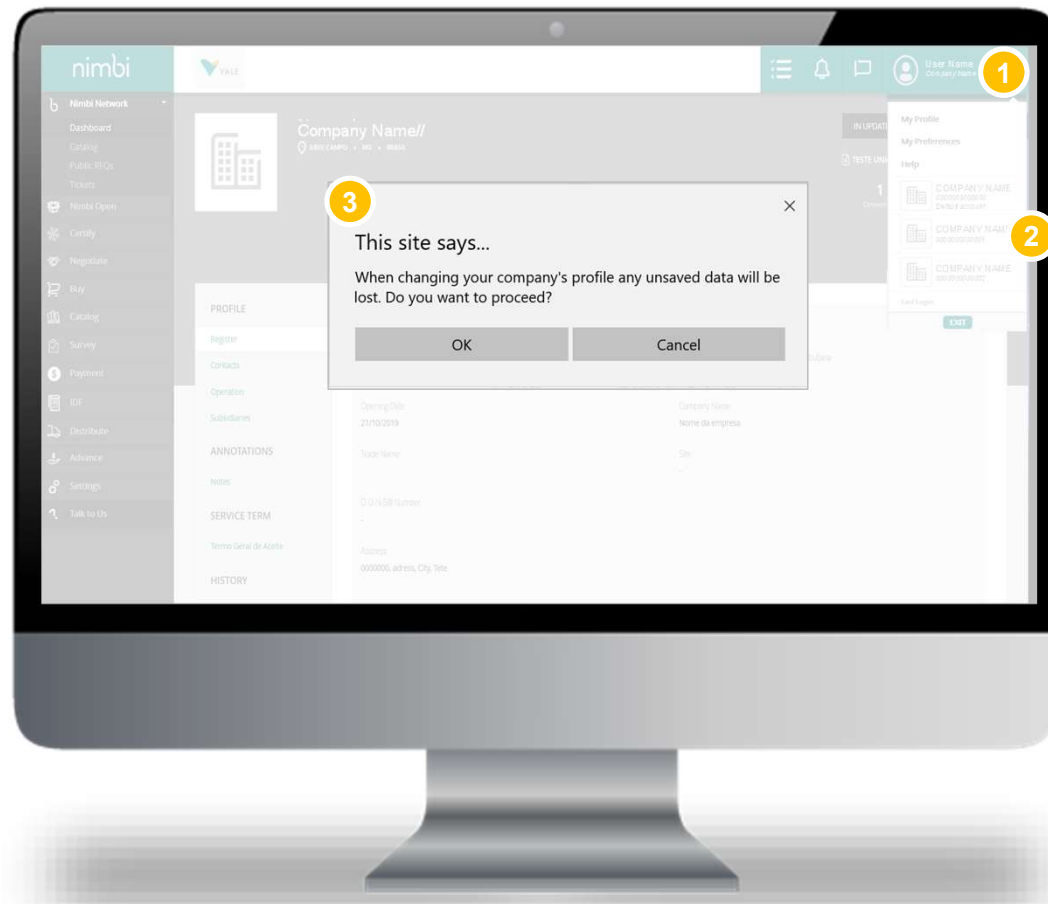
A box will appear with the following options:

- My Profile
- My Preferences
- Help
- Vendor-linked Business Numbers (BN) relationship

### 2 Click on the BN of Interest

### 3 Clicking the BN will display a pop up to confirm the action. Click "OK" to confirm

The user will be directed to the main page of the selected BN

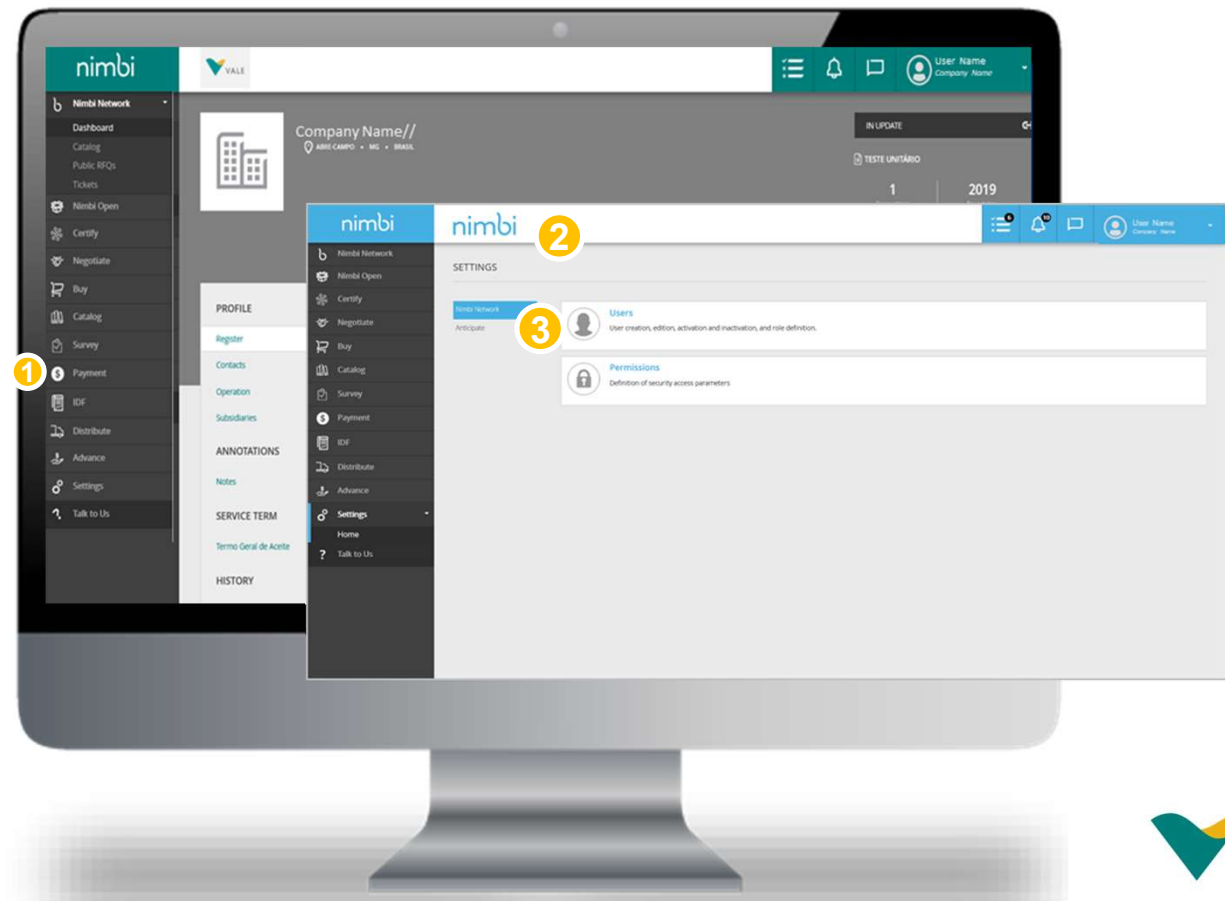


# Introducing the Portal

## How to add users

In the “Settings” menu, administrators can edit and add users.

- 1 Click "Settings" menu
- 2 You will be sent to the settings page
- 3 Click "User"



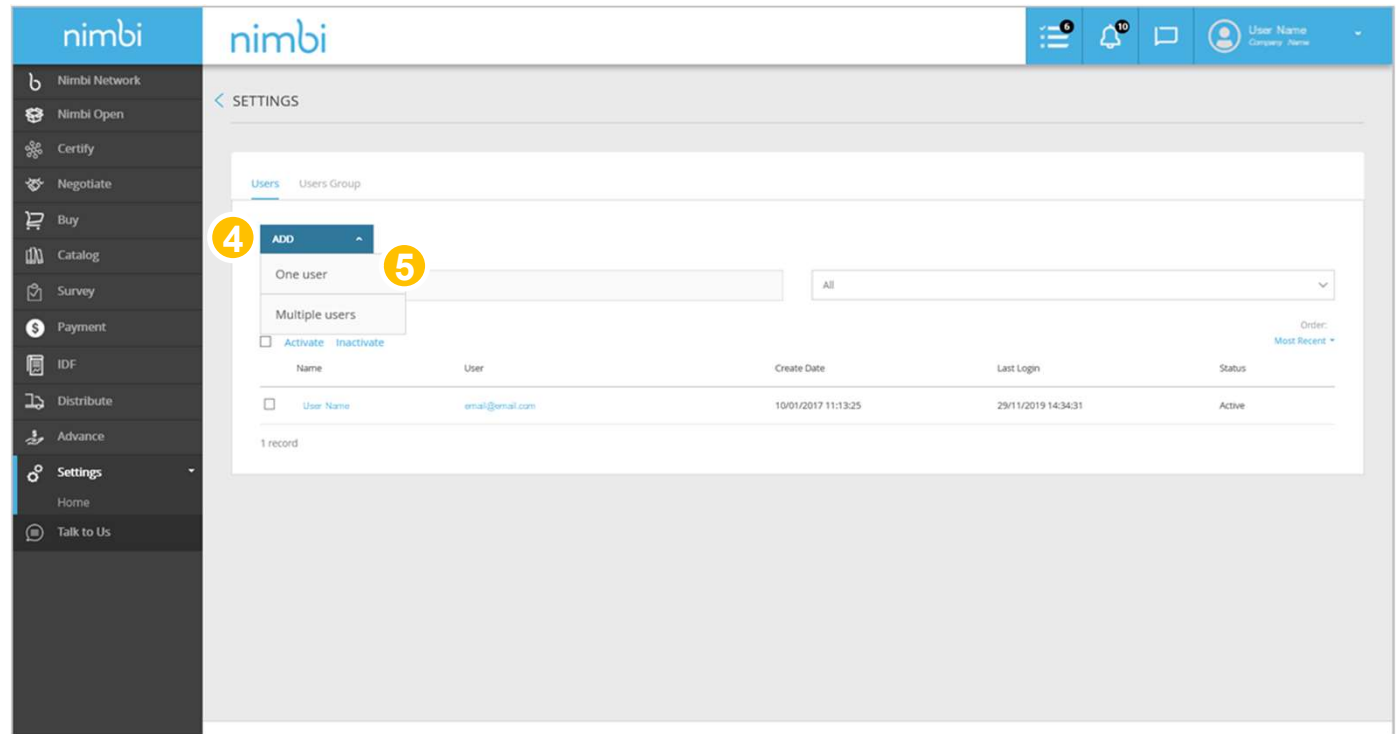
# Introducing the Portal

## How to add users

4 Click "Add"

5 A menu will open. Choose the "One User" option

**WARNING:** In the "Multiple Users" option, the template needs to be filled in correctly, otherwise you won't be able to upload the document.  
Tip: If adding few users, the recommended option is to add individually.



The screenshot shows the Nimbi portal interface. The left sidebar contains navigation options: Nimbi Network, Nimbi Open, Certify, Negotiate, Buy, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, Home, and Talk to Us. The main content area is titled 'SETTINGS' and shows the 'Users' section. A dropdown menu is open, showing 'One user' (selected) and 'Multiple users'. Below the menu is a table with columns: Name, User, Create Date, Last Login, and Status. The table contains one record for 'User Name' with email 'email@email.com', created on 10/01/2017 11:13:25, last login on 29/11/2019 14:34:31, and status 'Active'. The table footer indicates '1 record'.

Name	User	Create Date	Last Login	Status
User Name	email@email.com	10/01/2017 11:13:25	29/11/2019 14:34:31	Active

# Introducing the Portal

## How to add users

### 6 Fill in the requested fields. Change the profile picture

#### Identification:

- Name\*
- Last name\*
- E-mail\*
- Language\*
- Time Zone
- Registration

#### ACCESS CREDENTIALS

- User
- Status
- Default Application\* - Always Keep Certifies
- Select the "Create Contact" box to include the user as a company contact

\*Required fields

### 7 Click "Add" to complete, "Add and Continue" to include other users, or "Cancel" to end the action

The screenshot shows the 'NEW USER' form in the Nimbi portal. The form is divided into three main sections:

- PROFILE IMAGE:** Contains a placeholder for a profile picture and a blue button labeled 'CHANGE PROFILE IMAGE'. A yellow circle with the number 6 is placed over this button.
- IDENTIFICATION:** Contains several input fields: First Name, Last Name, Email, Language (dropdown menu), Time Zone (dropdown menu), and Numeric Mask (dropdown menu). A yellow circle with the number 6 is placed over the First Name field.
- ACCESS CREDENTIALS:** Contains a Status dropdown menu (set to 'Active'), a Default Application dropdown menu (set to 'Certify'), and a checkbox labeled 'Create Contact' with a note: 'When you choose to create a contact, you'll be creating a log of this user in the contacts section of the company EMOSE SA.' A yellow circle with the number 7 is placed over the 'ADD' button at the bottom right of this section.

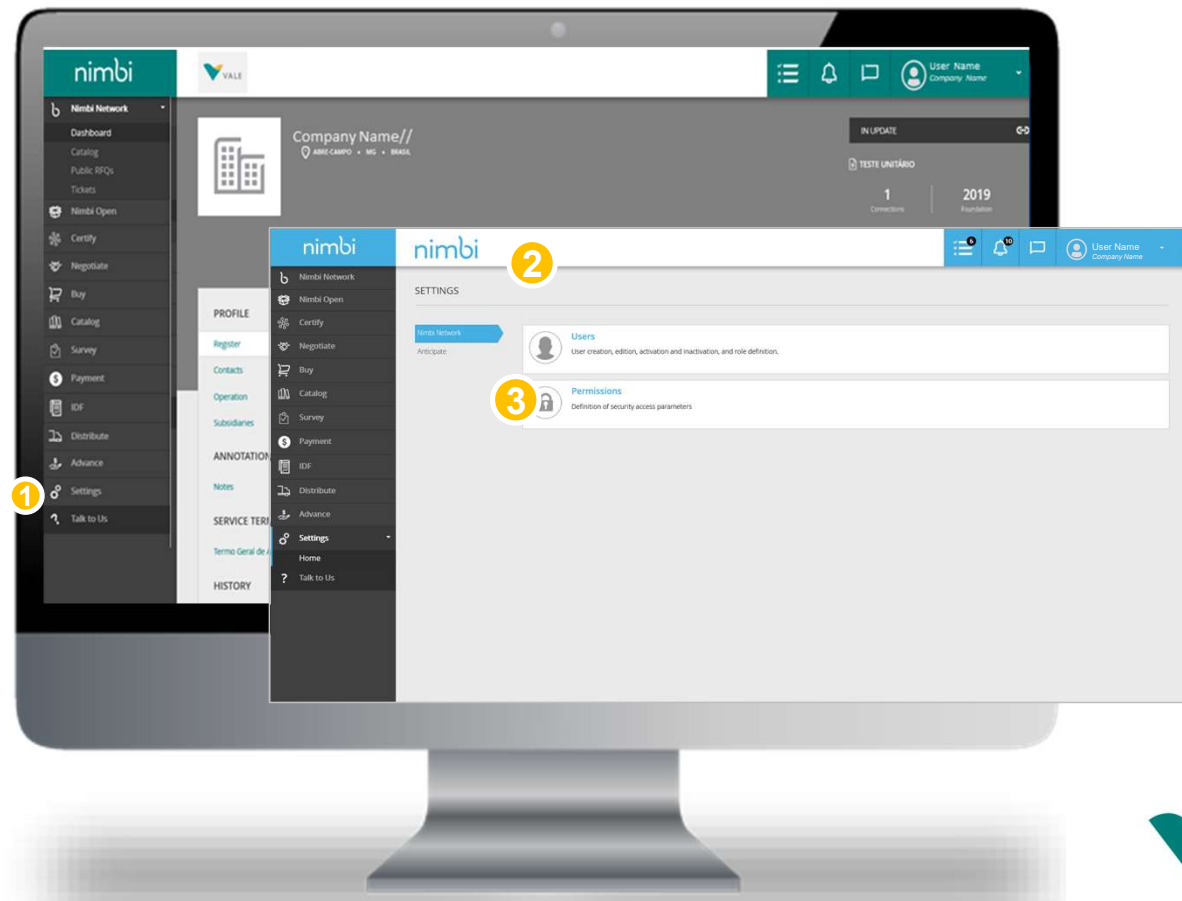
At the bottom right of the form, there are three buttons: 'CANCEL', 'ADD AND CONTINUE', and 'ADD'.

# Introducing the Portal

## How to change users' permissions

In the Settings menu, administrators can also change users' permissions.

- 1 Click the "Settings" menu
- 2 You will be sent to the settings page
- 3 Click "Permissions"



# Introducing the Portal

How to grant administrator permission to other users

**4** In the list of users keep the “Main Administrator” flag connected to users who want them to act as an administrator. If necessary, all users can have administrator status

**5** Click "Configure" to set each user's individual permissions.

The screenshot shows the Nimbi portal interface. On the left is a dark sidebar with navigation items: Nimbi Network, Nimbi Open, Certify, Negotiate, Buy, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, Home, and Talk to Us. The main content area is titled 'DEFINE PERMISSIONS' and has tabs for 'Users', 'Users Groups', and 'My Company'. Below the tabs is a search bar 'Find Users', a dropdown menu set to 'All', and a 'View only: Main Administrator' filter. A table lists three users with columns for Name, User, Create Date, Last Login, Status, Profiles, and Main Administrator. The 'Main Administrator' column contains toggle switches. The first user's toggle is off, while the second and third are on. Yellow callout boxes with numbers 4 and 5 point to the 'Configure' link and the 'Main Administrator' toggle for the second user, respectively. The footer includes 'All Rights Reserved - Nimbi - 2019' and 'Powered by nimbi'.

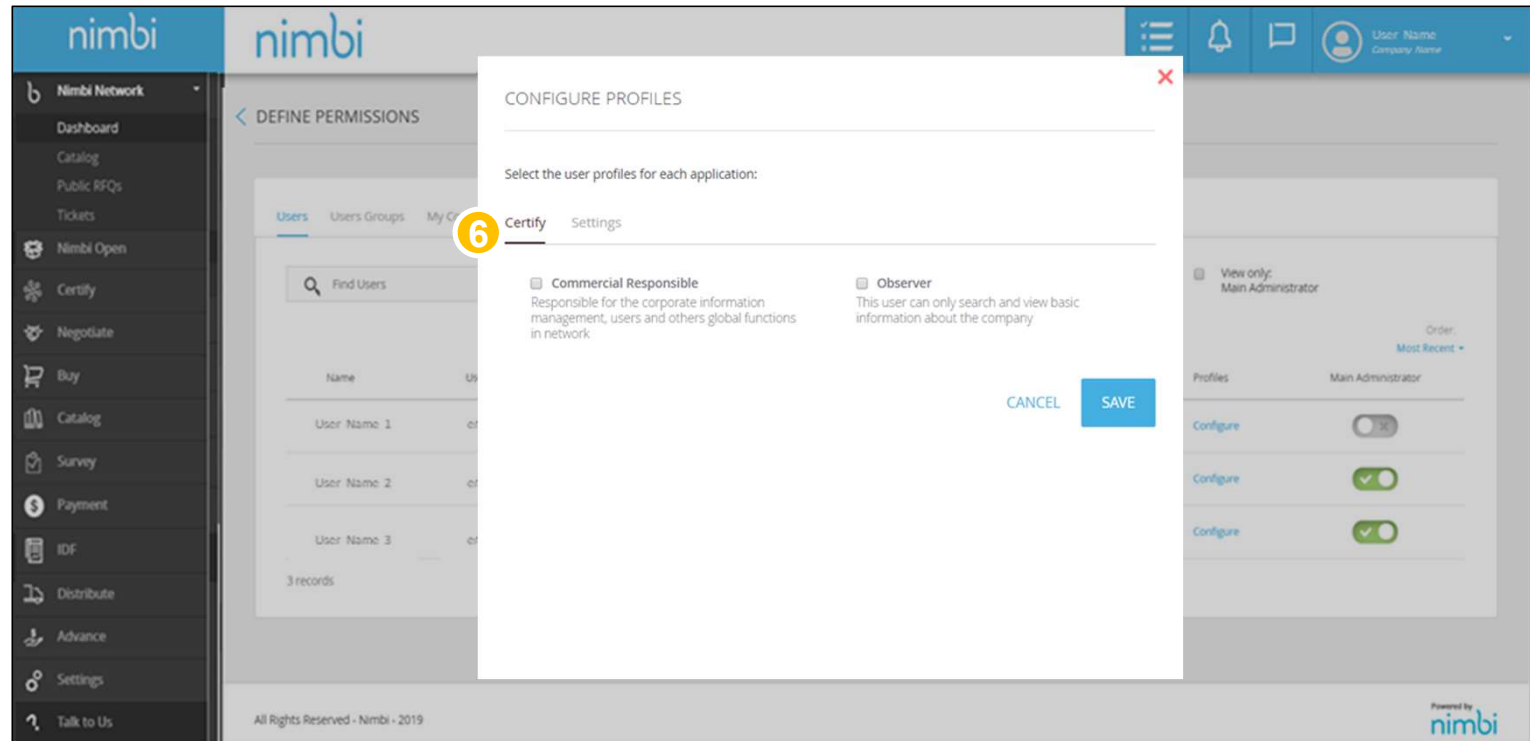
Name	User	Create Date	Last Login	Status	Profiles	Main Administrator
User Name 1	email1@email.com	23/10/2019 17:54:42	Never	Active	Configure	<input type="checkbox"/>
User Name 2	email2@email.com	21/10/2019 14:30:14	Never	Active	Configure	<input checked="" type="checkbox"/>
User Name 3	email3@email.com	21/10/2019 14:22:13	29/11/2019 15:36:35	Active	Configure	<input checked="" type="checkbox"/>

# Introducing the Portal

## Set up users' permissions

- 6** Under “Certify” you can define whether the user will have the autonomy to change documents or just view.  
Select “Commercial Responsible” to allow changes or “Observer” to allow you to only view.

**WARNING:** Select only one of the options to avoid user access permissions errors.



The screenshot shows the Nimbi portal interface. On the left is a dark sidebar with navigation items like 'Nimbi Network', 'Dashboard', 'Catalog', 'Public RFQs', 'Tickets', 'Nimbi Open', 'Certify', 'Negotiate', 'Buy', 'Catalog', 'Survey', 'Payment', 'IDF', 'Distribute', 'Advance', 'Settings', and 'Talk to Us'. The main content area is titled 'DEFINE PERMISSIONS' and has tabs for 'Users', 'Users Groups', and 'My C...'. A 'CONFIGURE PROFILES' dialog box is overlaid on top, with a yellow '6' in a circle next to the 'Certify' tab. The dialog box contains the text 'Select the user profiles for each application:' and two options: 'Commercial Responsible' (with a description: 'Responsible for the corporate information management, users and others global functions in network') and 'Observer' (with a description: 'This user can only search and view basic information about the company'). There are 'CANCEL' and 'SAVE' buttons at the bottom of the dialog box. The background shows a table of users with columns for 'Name' and 'User Name', and a 'View only: Main Administrator' section with 'Configure' buttons and toggle switches.

# Introducing the Portal

## Set up users' permissions

- 7** Under "Settings" you can define whether the user will have access to profile settings.

By selecting "Settings Certifica" the user can change the permissions of other users, even if they are not an administrator.

The screenshot displays the Nimbi portal interface. On the left is a dark sidebar with navigation options: Nimbi Network, Dashboard, Catalog, Public RFQs, Tickets, Nimbi Open, Certify, Negotiate, Buy, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, and Talk to Us. The main content area is titled 'DEFINE PERMISSIONS' and includes tabs for 'Users', 'Users Groups', and 'My Company'. A search bar labeled 'Find Users' is present above a table with columns 'Name' and 'User'. The table lists three users: 'User Name 1' (email: email1@...), 'User Name 2' (email: email2@...), and 'User Name 3' (email: email3@...). Below the table, it indicates '3 records'. A modal window titled 'CONFIGURE PROFILES' is overlaid on the right. It prompts the user to 'Select the user for each application:' and shows a list with a radio button selected for 'Settings Certifica', described as 'User with full access to the solution settings of Certify'. The modal has 'CANCEL' and 'SAVE' buttons. The background shows a 'View only: Main Administrator' section with 'Configure' buttons and toggle switches.





**Congratulations!**  
**You've completed the  
training**

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