NIMBI PORTAL
Vendor Navigation Manual

Developed by Accenture I 2023
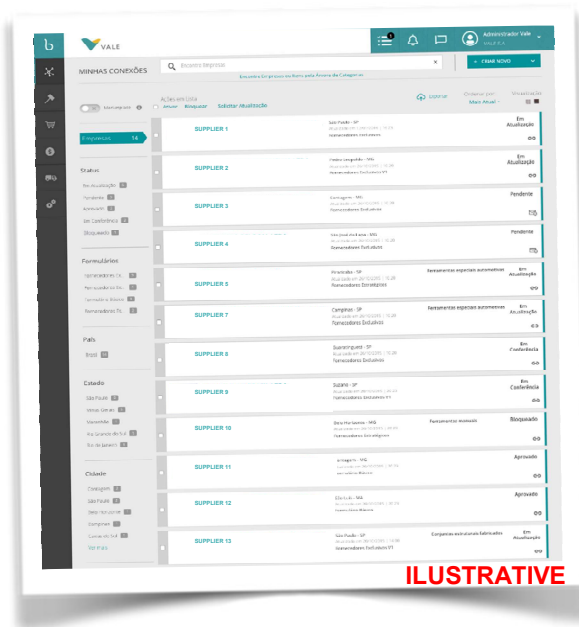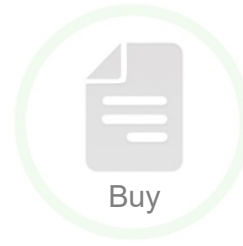
VALE

CERTIFY MODULE

- Introduction

- Process overview

- Registration process on the Nimbi Portal

Introduction

Certify Module - What is it?

Certify

Negotiate

Buy

ILUSTRATIVE

- Certify is the initial module of Nimbi Portal, where it is possible to manage suppliers.

- This module allows you to save your company's data and track your entire network in the Portal.

- In this way, communication with your partners becomes much easier and agile.
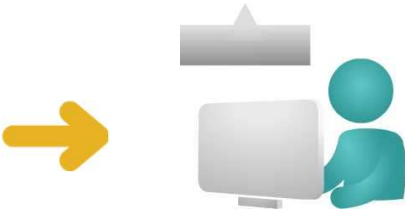
Process Overview

How does it work?

To join the Portal, the vendor must follow these steps:

ILUSTRATIVE

1 The vendor receives the e-mail membership invitation

2 Enter the portal and create the access password
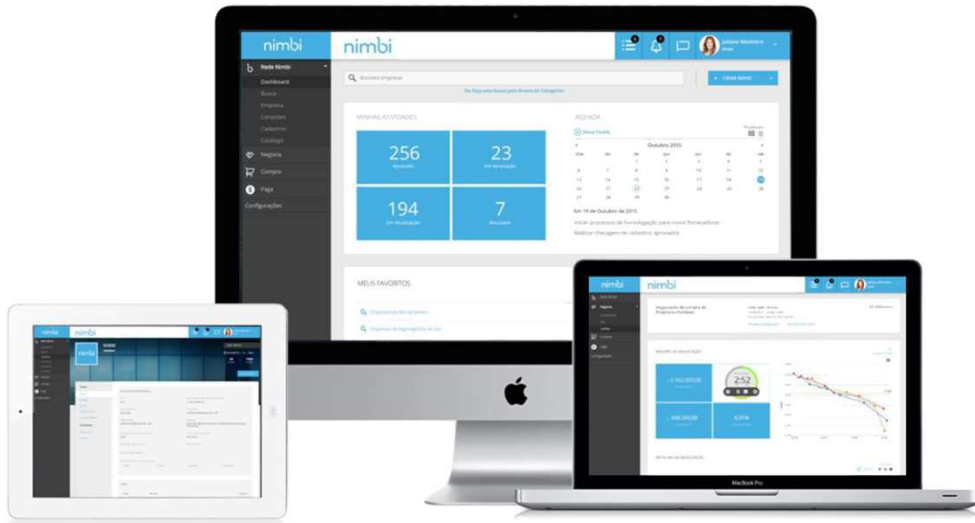
3 Fill out the required fields to register

**4** Accept the terms and conditions

Registration Process

What is it?

It is the vendor's registration process to Nimbi Portal.

It is through this process that the vendor will be able to access the portal and receive requests such as quotations, Purchase orders, and more.

Certify Module

Menu

1. **Dashboard –** where you can track your connections, incoming and sent invitations, and access requests

2. **Invites** – Management of incoming invitations, sent and access requests. (The support team will assist only with the invitations received)

3. **Documents**

4. **My Company**– Visibility and editing of company information

5. **My Suppliers –** Visibility of your registered suppliers

6. **My Costumers -** Visibility of your customers registered in the tool
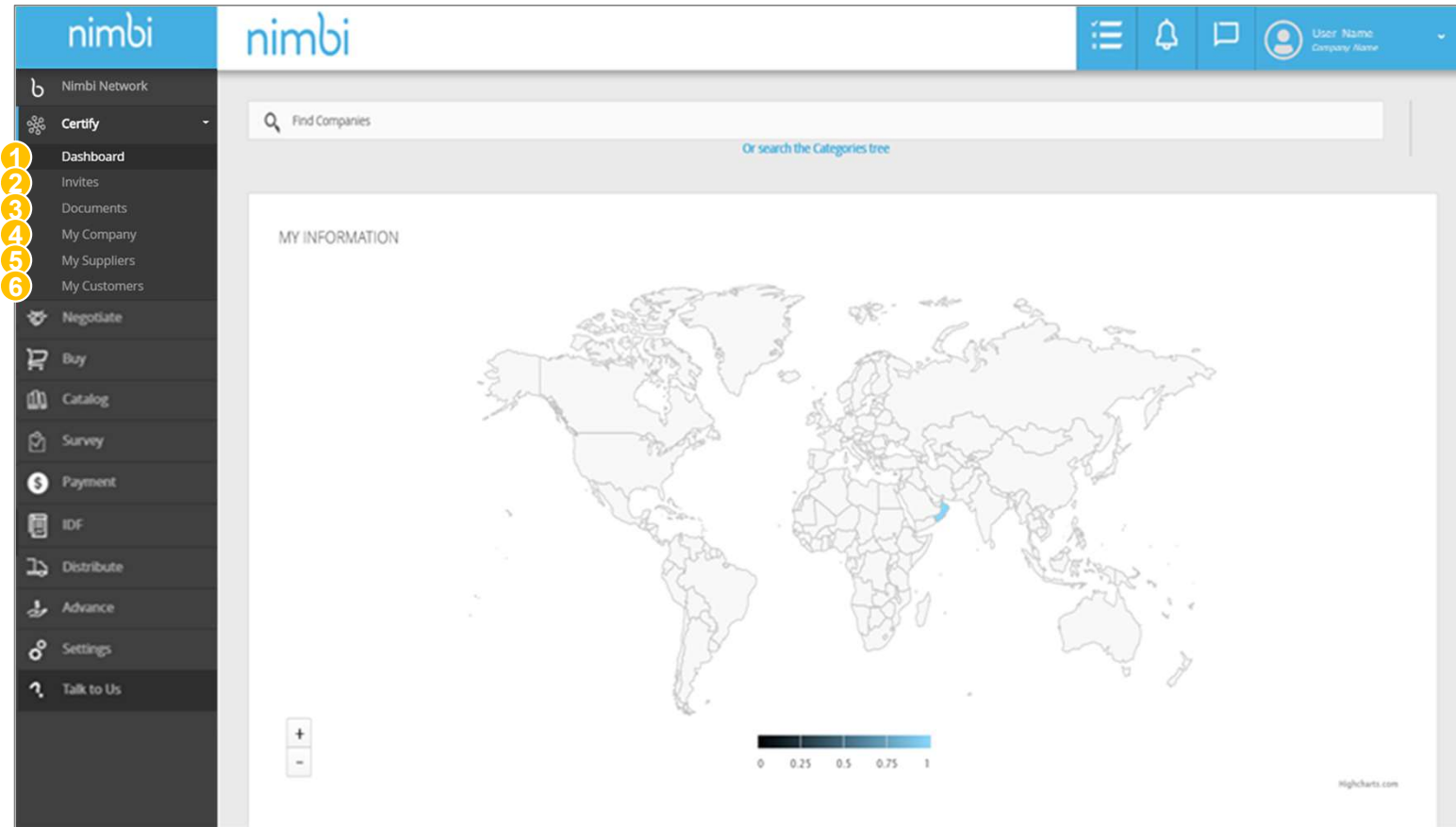
Registration process
Invitation to access
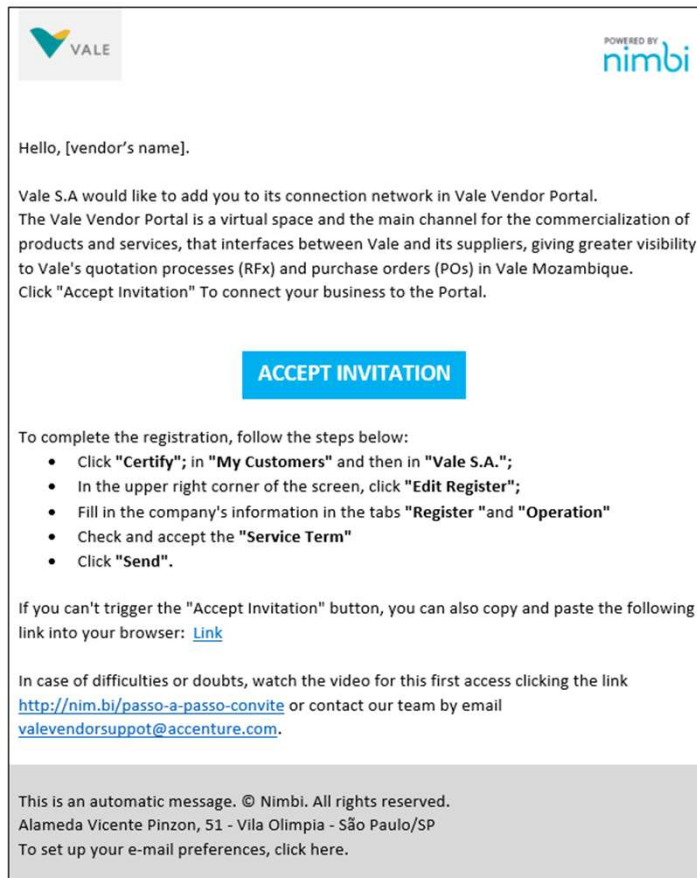
ILLUSTRATIVE

You will receive an e-mail with a connection request to **Nimbi Portal**.

Click the **"Accept Invitation"** link to be directed to the Portal website (Nimbi Portal).

Registration process

Register access password

You will receive an e-mail requesting the reset of your password.

3 **Click "Reset Password"**

Or

4 **You can copy and paste the link into your browser**
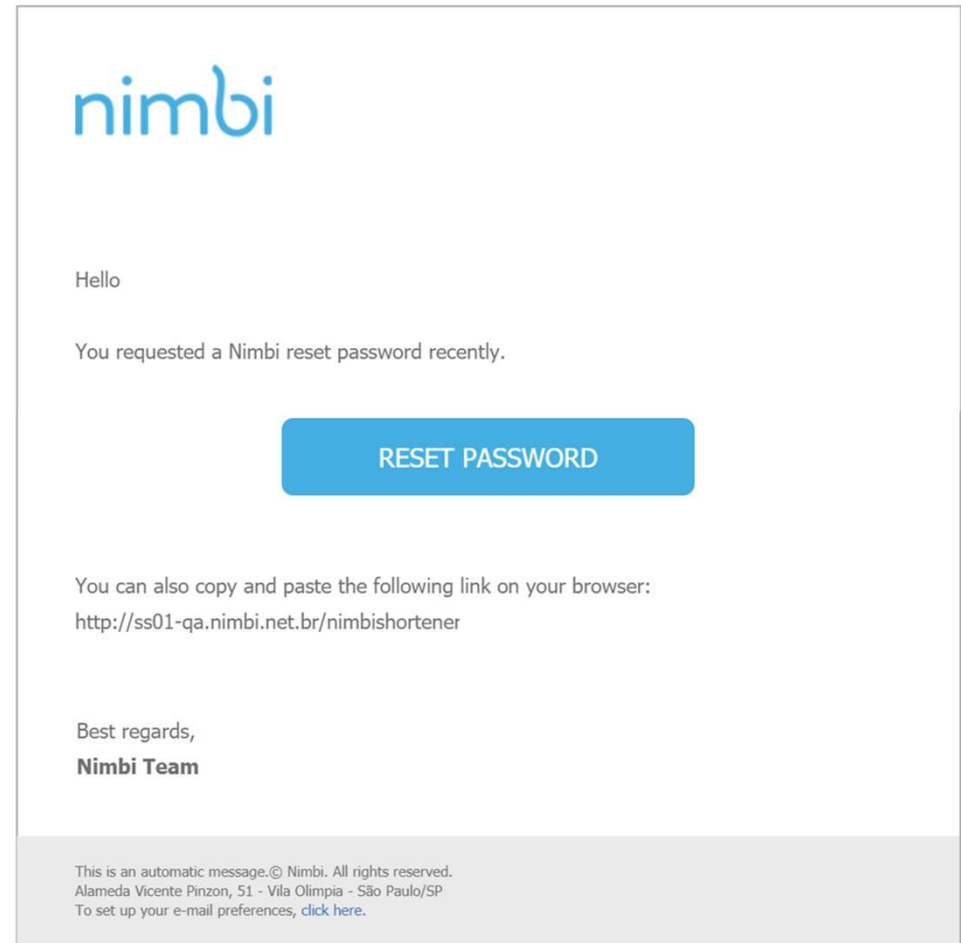
ILLUSTRATIVE

Registration process
Register access password

Sign up for your password as directed by the site

5 **In the "Password" field choose a sequence of your preference by following the specifications below:**
- 6 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 special character
- 1 number

At least three of the five criteria above must be met. You're not allowed to repeat your last 3 passwords

6 **In the "Confirm Password" field rewrite the password you created**

7 **Click "Activate Account"**

nimbi

RESET PASSWORD

E-mail
email@email.com

Password *

Confirm password *

The password contain:
- At least six characters;
- A uppercase letter;
- A lowercase letter;
- A special character;
- A numeric character;

CANCEL   ACTIVATE ACCOUNT

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Registration process
Terms of use of Nimbi Portal

Read and check the terms of use of the Nimbi Portal.

1 **Click on the accept box**

2 **Click "Accept"**

ILUSTRATIVE

Registration process
Accept the term of user administrator

A screen will appear with the Description of the Administrator profile.

3 **After reading the information in the invitation, check the box.**

4 **Click the "Next" box**
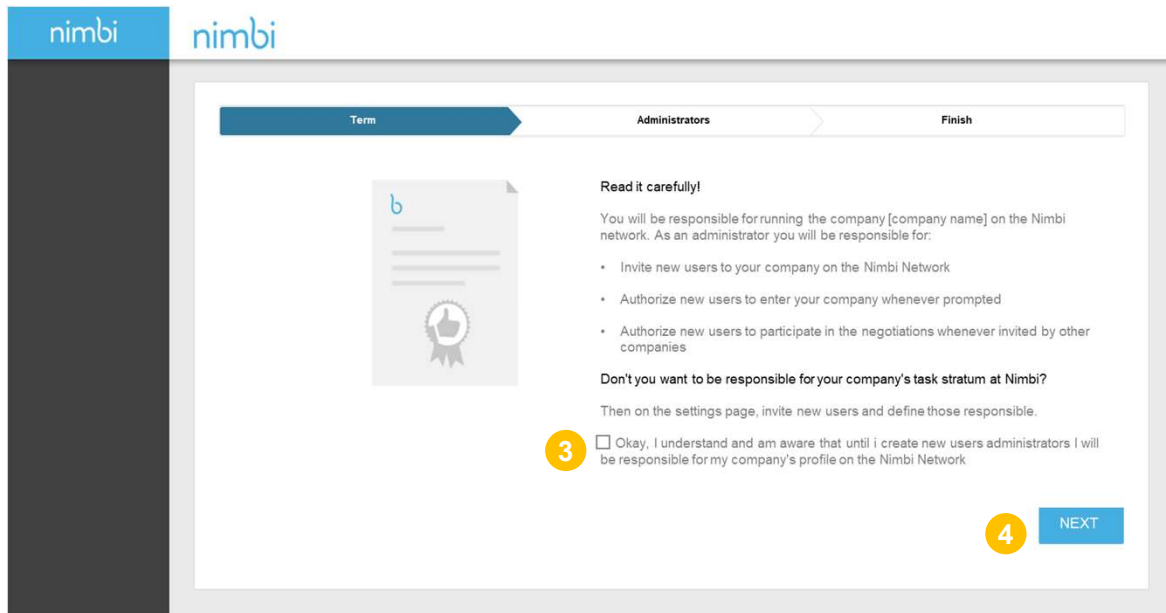
ILUSTRATIVE

Registration process

Accept the term of user administrator

5 **Click "Add Administrators" to add other names to your list.**
Fill in the "First Name", "Last Name", and "E-mail" for each administrator

6 **Click "Next"**

Users added in this step, will receive an e-mail to finalize their registration and will also be able to complete the company's registration on Nimbi Portal.

ILUSTRATIVE

Registration process

Accept the term of user administrator

7 **Click "Finish" to complete**

You can change this profile or keep more users from your business as an Administrator by going to the Settings session. Click "Permissions" and change the profile.

IMPORTANT: All users can have an administrator profile.

Registration process
Update registration

1 Click "Certify"

2 Select "My Customers"

3 Click "Vale"

Registration process

Update registration

1 **Click "Edit Register"**

2 **You must check in each tab the information necessary to complete the registration.**
Browse the sections below and check the necessary information. The required fields will be marked with a red asterisk.

Registration process
Register

A screen will appear for you to update and fill in the necessary information (the asterisk indicates the required fields).

1 **Opening Date**

2 **Company Name**

3 **Trade Name**

4 **Website**

5 **D-U-N Number –** The D-U-N-S Number® is a globally used standard for identifying companies in business transactions; exclusive and non-transferable, is recognized by the world's leading standardization organizations

The D-U-N number is not used by Vale and is not mandatory. To request this document there is a low cost.

Registration process
Register

A screen will appear for you to update and fill in the necessary information (the asterisk indicates the required fields).

6 Zip Code

7 State / Province / Region

8 City

9 Neighborhood

10 Address Line 1

11 Change Logotype

WARNING: Fields with red asterisk are mandatory.

Registration process
Contacts

1 Click "Add" to add contacts

2 After filling in contact information, "Add" or "Add And Continue" to add more than one contact.

3 At the end, click "Save Register" or "Send to Evaluation"

WARNING: This contact area is informational only. Filling this information does not mean that this contact will receive access to Nimbi.

TIP: Select the "Visible" box so that the contact is visible to the client.

Registration process
Operation

In this step you can define:

1 Fields of business

2 Category

3 Commercial Representatives

Registration process

Fields of Activity

1 **Click "Add"**

2 **Select the Continent**

3 **Select country**

4 **Select the State / Province / Region**

WARNING: You can add more than one region of activity, just click on the + sign and add all the locations where your company operates.

Registration process
Category

1 Click "Add"

2 Click on the available category

3 Click "Add"

Registration process

Commercial representatives

1 **Click "Add"**

2 **Fill in all requested fields (fields with asterisk are required)**

3 **Click "Add" or "Add and Continue" to include other representatives**

IMPORTANT: This step is not mandatory.

Registration process
Subsidiaries

1 **Click "Add"**

2 **Fill in all requested fields (fields with asterisk are required)**

3 **Click "Add" or "Add and Continue" to include more branches**

4 **Click "Save Register" or "Send to Evaluation" if you have already accepted the term**

PLEASE NOTE: This area "Units and Branches" is informational only. Filling this information does not mean that other companies will be registered on the portal. It is necessary to make a new registration to include other companies in NIMBI.

Registration process
Service Term

1 **Read the "acceptance term"**

2 **Click the button declaring that you accept or do not accept the term**

In case of acceptance will be requested a confirmation using your login password

In case you do not accept, you will also need to present a justification

3 **Click "Send to Evaluation"**

PROFILE

Register

Contacts

Operation

Subsidiaries

SERVICE TERM

Term

1 Text text text

2 ⊙ I declare that I have read and I agree with the term

○ I declare that I have read and do not agree with the term

3

SAVE REGISTER   SEND TO EVALUATION

ILUSTRATIVE

WARNING: If you click "Save registration" the profile will not be published and will not change status to "Connected".

VERY IMPORTANT: The unaccepted term implies not qualifying to negotiate with Vale through the Nimbi Portal.
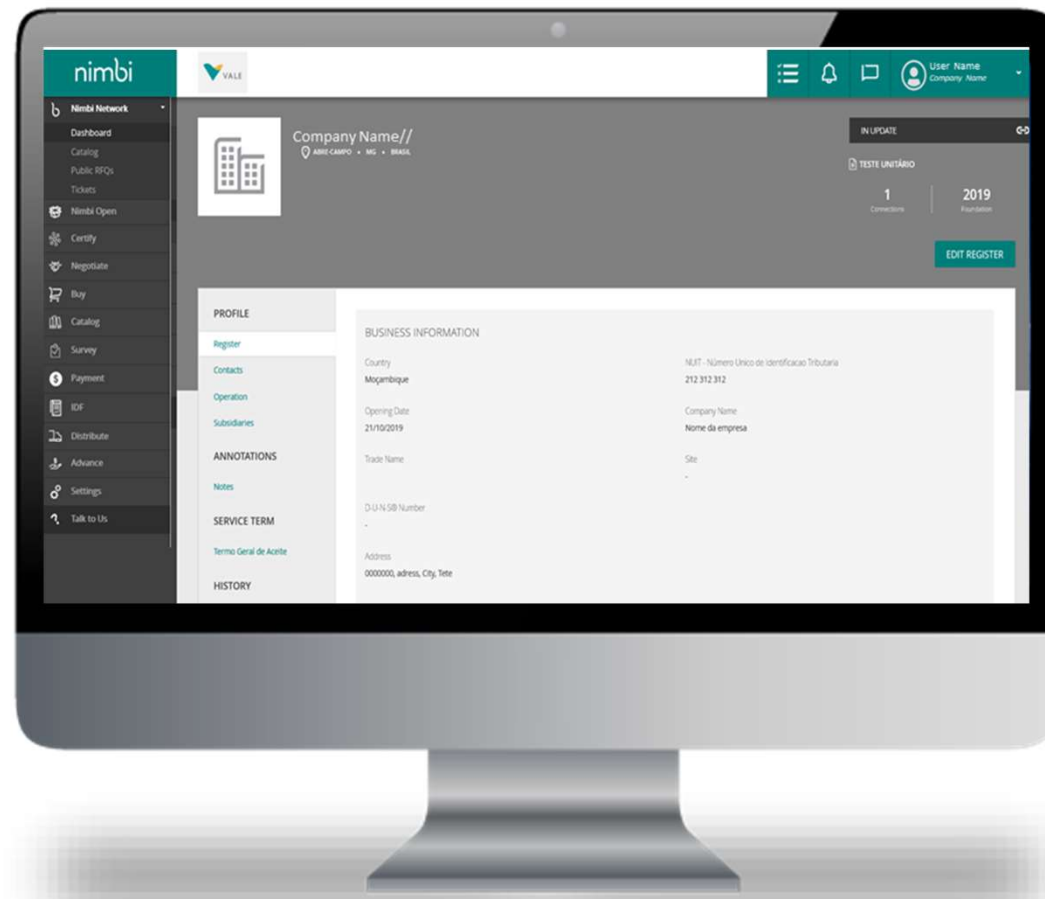
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Registration process
Service Term

Upon completion of the term acceptance, a screen will be displayed confirming the completion of membership.

You must click "Send to evaluation" to publish the profile. A message that has been successfully published will appear and the status will change to "Connected".

Congratulations!
You've completed the training