



NIMBI PORTAL

Vendor Navigation Manual

Developed by Accenture | 2023

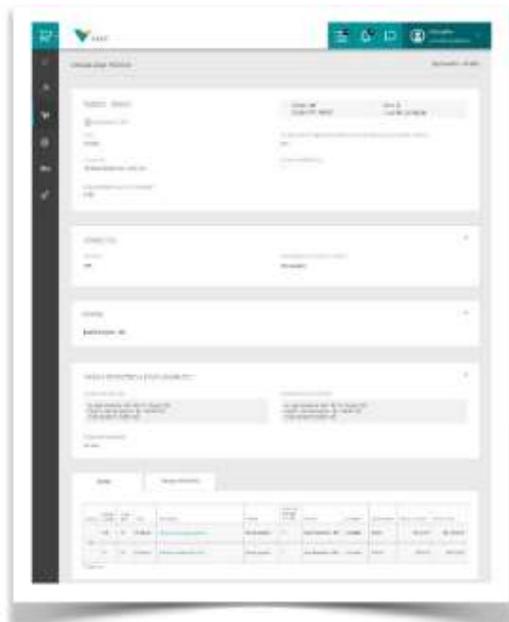


NEGOTIATE MODULE

- Introduction
- RFX - Quotation Request
 - Consult the Quotation Request
 - Accept/Refuse Quotation Request
 - Answer to Quotation Request

Negotiate Module

What is it?



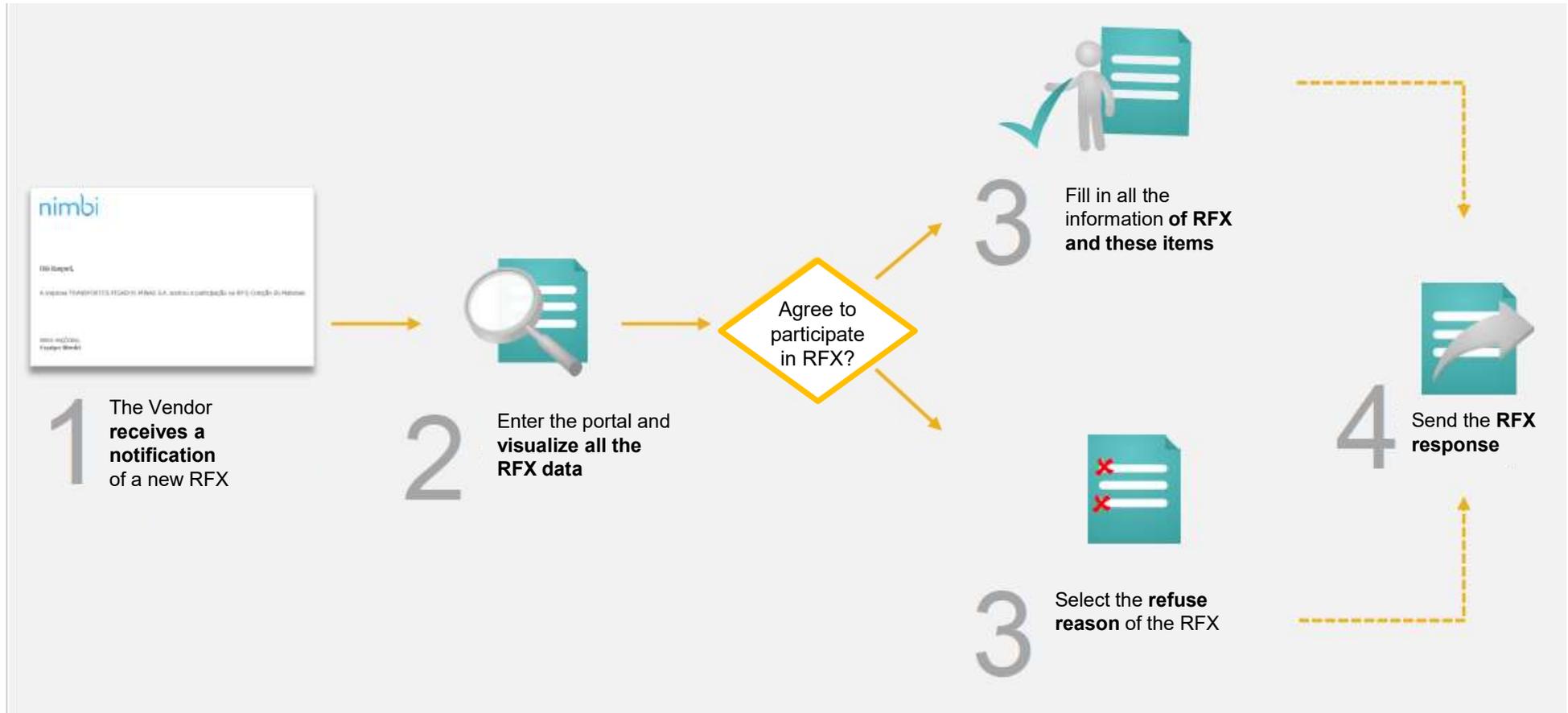
ILUSTRATIVE

Negotiate is the module that supports the supply chain quotation process, intended for receipt and response of quotations. In this module, you can:

- Monitor the RFX process in real time;
- Accept and respond to quotation;
- Monitor information on the deadlines of the proceedings;
- Insert comments relevant to the process;
- Save forms already filled out to respond later.

Negotiate Module

The Quotation process - RFX



Negotiate Module

Dashboard

First layout - As a home page, dashboard brings a broad, process management view in each module.

- 1 On the home screen of the portal, click "Negotiate"



Negotiate Module

Dashboard

The user will be directed to the Business Module Dashboard.

2 Under "My Activities" is displayed the number of actions by status. In this case, the number of Trades is displayed by status. Statuses can be:

- Negotiations in Progress
- Closed Negotiations

3 Under "My Processes" will display the list with the last five quotations

4 To see all quotations, you must click on the "View more processes" link and will be directed to the trading search screen.

The screenshot shows the Nimbi Negotiate Module Dashboard. The sidebar menu includes: Nimbi Network, Nimbi Open, Certify, Negotiate, Dashboard, Received RFX, Public RFQs, Received Auctions, Buy, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, and Talk to Us. The main content area features a search bar for negotiations. Below it, the 'MY ACTIVITIES' section displays two large blue boxes: '0 Negotiations in progress' and '3 Closed negotiations'. To the right is an 'APPOINTMENT BOOK' for November 2019. The 'MY PROCESSES' section contains a table with the following data:

Type	Title	Company	Owner	Start date	End	Status
Type Process 1	Title 1	Company name	Administrator	11/07/2019 14:33 (UTC-03:00) Brasilia	11/07/2019 14:43 (UTC-03:00) Brasilia	Closed
Type Process 2	Title 2	Company name	Administrator	11/07/2019 13:52 (UTC-03:00) Brasilia	11/07/2019 13:57 (UTC-03:00) Brasilia	Suspended

A 'VIEW MORE PROCESSES' link is located at the bottom right of the table.

Negotiate Module

Dashboard

As a home page, dashboard brings a broad, process management view in each module.

- 5 What is a New Task?** This option is to mark reminders in your calendar, simple information such as name, date, and description will be required. This option is a way to organize your future actions.

The dashboard interface includes a sidebar with the following navigation items: Nimbi Network, Nimbi Open, Certify, Negotiate, Dashboard, Received RFX, Public RFQs, Received Auctions, Buy, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, and Talk to Us. The main content area has a search bar and three sections:

- MY ACTIVITIES:** Shows 0 Negotiations in progress and 3 Closed negotiations.
- APPOINTMENT BOOK:** A calendar for November 2019 with a 'New Task' button and a '5' badge.
- MY PROCESSES:** A table listing active processes.

Type	Title	Company	Owner	Start date	End	Status
Type Process 1	Title 1	Company name	Administrador	11/07/2019 14:33 (UTC-03:00) Brasilia	11/07/2019 14:43 (UTC-03:00) Brasilia	Closed
Type Process 2	Title 2	Company name	Administrador	11/07/2019 13:52 (UTC-03:00) Brasilia	11/07/2019 13:57 (UTC-03:00) Brasilia	Suspended

Negotiate Module

Dashboard

A pop-up will then appear for the creation of the new task.

- 6 Under "Title" enter the name of the task you want to add
 - 7 The name of the logged-on user will be displayed
 - 8 Select the "Start Date", "Start Time", "End Date" and "end Time" of the task
 - 9 Under "Description" describe the task you want to add
 - 10 If you want to save the task, click "Save"
- Or
- 11 Click "Cancel" if you want to cancel the action.

The screenshot shows the 'CREATE TASK' pop-up form in the Nimbi application. The form is titled 'CREATE TASK' and has a close button (X) in the top right corner. It contains the following fields and options:

- Title:** A text input field with a red asterisk indicating it is required.
- Receiver:** A dropdown menu with 'Receiver Name' selected.
- Status:** A dropdown menu with 'Pending' selected.
- Type:** A dropdown menu with 'Default' selected.
- Priority:** A dropdown menu with 'Average' selected.
- Start Date:** A date picker with '29/11/2019' selected.
- Start Time:** A time picker with '17:35' selected.
- End Date:** A date picker with '29/11/2019' selected.
- End Time:** A time picker with '17:35' selected.
- Description:** A large text area with a red asterisk indicating it is required.

At the bottom of the form, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is highlighted in blue. Numbered callouts (6-11) are placed over the form to indicate the steps for creating a task.

The Quotation Process - RFX

How to view the quotation request

There are 4 ways to view:

1 Under "My Activities" you can choose to view the list of quotation by status

Or

2 Click "Received RFX" in the left side column to see the list of quotation

Or

3 Search the list in "My Processes" for the quotation

Or

4 Under "Backlog", click the RFX invitation

The screenshot shows the Nimbi platform interface. The top navigation bar includes the Nimbi logo and user information. The left sidebar contains a menu with options like 'Nimbi Network', 'Negotiate', 'Dashboard', 'Buy', 'Catalog', 'Survey', 'Payment', 'IDF', 'Distribute', 'Advance', 'Settings', and 'Talk to Us'. The main content area is divided into two sections: 'MY ACTIVITIES' and 'MY PROCESSES'. The 'MY ACTIVITIES' section shows a search bar and two large blue boxes: '0 Negotiations in progress' and '3 Closed negotiations'. The 'MY PROCESSES' section displays a table with the following data:

Type	Title	Company	Owner	Start date	End	Status
Type Process 1	Title 1	Company name	Administrador	11/07/2019 14:33 (UTC-03:00) Brasilia	11/07/2019 14:43 (UTC-03:00) Brasilia	Closed
Type Process 2	Title 2	Company name	Administrador	11/07/2019 13:52 (UTC-03:00) Brasilia	11/07/2019 13:57 (UTC-03:00) Brasilia	Suspended

Below the table is a link 'VIEW MORE PROCESSES'. On the right side, there is a notification panel with several messages from 'VALE S.A.' regarding RFX invitations and a 'New Task' button.

The Quotation Process - RFX

How to view the quotation request

When you click Received RFX, the user will be directed to the screen with the list of quotations.

5 To perform a search, the vendor must fill the field with the quotation number, press "Enter" or click on the magnifying glass

6 The vendor can reorder the list by clicking on the following ordering criteria: "Latest" and "Title"

7 The vendor can filter the list by Status. They are:

- Deadline ended: deadline for sending RFX response ended
- In progress: RFX is within the established time by Vale
- Cancelled: RFX cancelled by Vale

The screenshot displays the Nimbi application interface. The sidebar on the left contains a menu with items: Nimbi Network, Nimbi Open, Certify, Negotiate, Dashboard, Received RFX, Public RFQs, Received Auctions, Buy, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, and Talk to Us. The main content area is titled 'MY PROCESSES' and features a search bar with a magnifying glass icon and a 'Find Processes' button. Below the search bar, there are filters for Status (Deadline Ended), Type (RFQ), and Date (Last week, Last 30 days, Previous Month, Current Month, This Year). A table lists five quotations with columns for Quotation ID, Creation date, Cycle, Created by, and Deadline. The table is sorted by 'More Recent'.

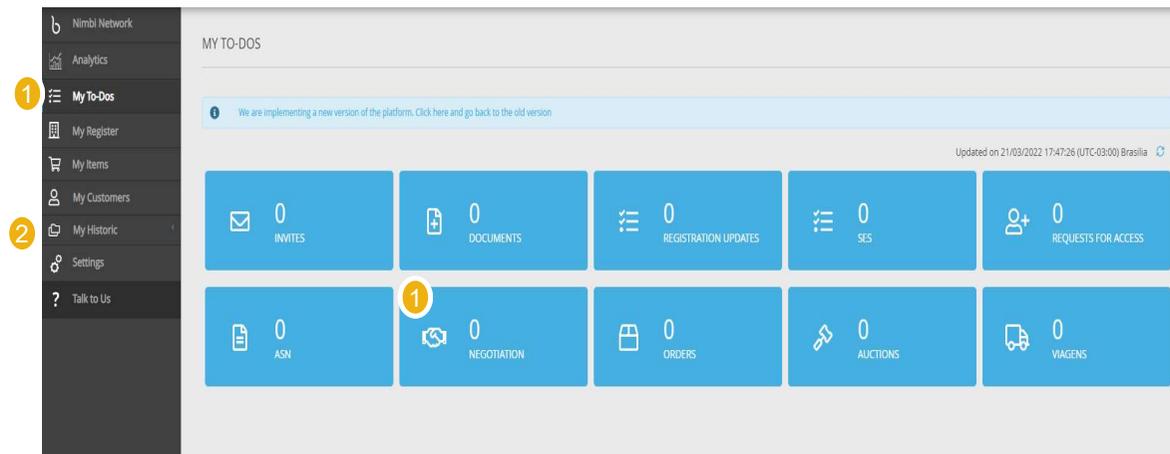
Quotation	Creation	Cycle	Created by	Deadline
Quotation 1 RFQ2901	13/03/2018 16:57:08 (UTC-03:00) Brasilia	Answered	Vale	Deadline ended
Quotation 2 RFQ2902	06/03/2018 11:32:58 (UTC-03:00) Brasilia	Answered	Vale	Deadline ended
Quotation 3 RFQ2903	11/10/2017 10:07:54 (UTC-03:00) Brasilia	Expired	Vale	Deadline ended
Quotation 4 RFQ2904	11/10/2017 10:06:32 (UTC-03:00) Brasilia	Expired	Vale	Deadline ended
Quotation 5 RFQ2905	10/10/2017 15:53:16 (UTC-03:00) Brasilia	Waiting for Acceptance	Vale	In Progress

The Quotation Process - RFX

How to view the quotation request

Second layout:

- 1 In “My ToDos” choose the Negotiation field. This will show the documents that need your attention
- 2 In “My Historic” will show a list with the RFXs



The Quotation Process - RFX

How to view the quotation request

8 Under "Type" the vendor can select the quotation type. For Vale it will always be RFQ

9 In the "Date" filter the vendor can filter by quotation period

The side filter by status is not fixed. The status only appears when there is at least one document with that status.

The screenshot displays the Nimbi application interface. The sidebar on the left contains navigation options: Nimbi Network, Nimbi Open, Certify, Negotiate (with sub-items: Dashboard, Received RFX, Public RFQs, Received Auctions), Buy, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, and Talk to Us. The main content area is titled 'MY PROCESSES' and features a search bar labeled 'Find Processes'. Below the search bar, there are filters for 'Status' (Deadline Ended 3) and 'Type' (RFQ 2). A 'Date' filter is also present with options: Last week, Last 30 days, Previous Month, Current Month, and This Year. The table below shows five quotations:

Quotation	Creation	Cycle	Created by	Deadline
Quotation 1 RFQ2901	13/03/2018 16:57:08 (UTC-03:00) Brasilia	Answered	Vale	Deadline ended
Quotation 2 RFQ2902	06/03/2018 11:32:58 (UTC-03:00) Brasilia	Answered	Vale	Deadline ended
Quotation 3 RFQ2903	11/10/2017 10:07:54 (UTC-03:00) Brasilia	Expired	Vale	Deadline ended
Quotation 4 RFQ2904	11/10/2017 10:06:32 (UTC-03:00) Brasilia	Expired	Vale	Deadline ended
Quotation 5 RFQ2905	10/10/2017 15:53:16 (UTC-03:00) Brasilia	Waiting for Acceptance	Vale	In Progress

The Quotation Process - RFX

How to view the quotation request

10 In each line in the list, the following information will be displayed:

- Quotation Name
- Date and time of creation of the quotation by Vale
- The user who created RFX
- Quotation status
- Quotation cycle status

The screenshot shows the Nimbi application interface. On the left is a dark sidebar with navigation options: Nimbi Network, Nimbi Open, Certify, Negotiate (selected), Dashboard, Received RFX, Public RFQs, Received Auctions, Buy, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, and Talk to Us. The main area is titled 'MY PROCESSES' and contains a search bar and a list of quotation requests. A yellow circle with the number 10 highlights the first row of the list.

Status	Quotation Name	Creation	Cycle	Created by	Deadline
Deadline Ended 3	Quotation 1 RFQ2901	13/03/2018 16:57:08 (UTC-03:00) Brasilia	Answered	Vale	Deadline ended
Type RFQ 2	Quotation 2 RFQ2902	06/03/2018 11:32:58 (UTC-03:00) Brasilia	Answered	Vale	Deadline ended
Date Last week	Quotation 3 RFQ2903	11/10/2017 10:07:54 (UTC-03:00) Brasilia	Expired	Vale	Deadline ended
Last 30 days	Quotation 4 RFQ2904	11/10/2017 10:06:32 (UTC-03:00) Brasilia	Expired	Vale	Deadline ended
Previous Month	Quotation 5 RFQ2905	10/10/2017 15:53:16 (UTC-03:00) Brasilia	Waiting for Acceptance	Vale	In Progress
Current Month					
This Year					

The Quotation Process - RFX

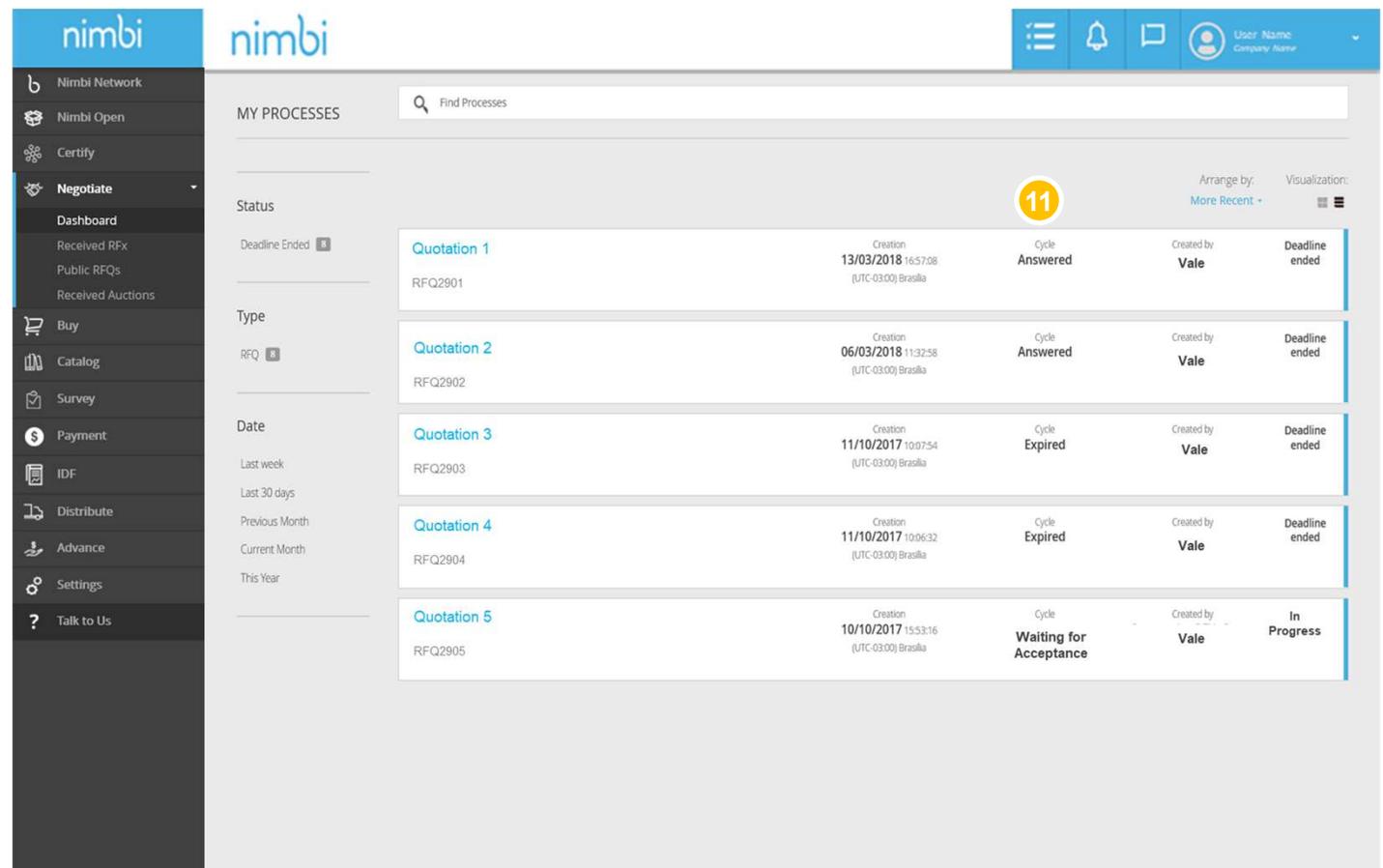
How to view the quotation request

Understanding cycle statuses:

11 The status for the accepted/refusal of vendor participation in the quotation cycle is displayed under “Cycle”

The possible statuses are:

- **Waiting for acceptance:** the vendor has not yet taken any action
- **Declined:** supplier rejected the RFX
- **Pending:** The vendor has agreed to participate but has not yet submitted the reply
- **Answered:** The supplier has already sent your reply
- **Expired:** the RFX deadline has already ended, and the supplier has not accepted or replied



The screenshot shows the Nimbi Network interface. The left sidebar contains navigation options: Nimbi Network, Nimbi Open, Certify, Negotiate, Dashboard, Received RFX, Public RFQs, Received Auctions, Buy, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, and Talk to Us. The main area displays 'MY PROCESSES' with a search bar and a table of quotation requests. A yellow circle with the number '11' is overlaid on the table. The table has columns for Quotation ID, Creation date, Cycle status, Created by, and Deadline.

Quotation	Creation	Cycle	Created by	Deadline
Quotation 1 RFQ2901	13/03/2018 16:57:08 (UTC-03:00) Brasilia	Answered	Vale	ended
Quotation 2 RFQ2902	06/03/2018 11:32:58 (UTC-03:00) Brasilia	Answered	Vale	ended
Quotation 3 RFQ2903	11/10/2017 10:07:54 (UTC-03:00) Brasilia	Expired	Vale	ended
Quotation 4 RFQ2904	11/10/2017 10:06:32 (UTC-03:00) Brasilia	Expired	Vale	ended
Quotation 5 RFQ2905	10/10/2017 15:53:16 (UTC-03:00) Brasilia	Waiting for Acceptance	Vale	In Progress

The Quotation Process - RFX

How to view the quotation request

12 To view the RFX sent by Vale click on the desired quotation

13 You can use the filter to facilitate demand. Filter for "In Progress" status and click the quotation with "Waiting for accepted" cycle

Or

14 Go to notifications and click on the RFX participation invitation sent by Vale

The screenshot displays the Nimbi platform interface. On the left is a dark sidebar with navigation options: Nimbi Network, Nimbi Open, Certify, Negotiate, Dashboard, Received RFX, Public RFQs, Received Auctions, Buy, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, and Talk to Us. The main area is titled 'MY PROCESSES' and includes a search bar 'Find Processes'. Below this are filter sections for Status (Deadline Ended), Type (RFQ), and Date (Last week, Last 30 days, Previous Month, Current Month, This Year). A table lists five quotations:

Quotation	RFQ ID	Creation	Cycle	Created by	Deadline
Quotation 1	RFQ2901	13/03/2018 16:57:08 (UTC-03:00) Brasilia			
Quotation 2	RFQ2902	06/03/2018 11:32:58 (UTC-03:00) Brasilia			
Quotation 3	RFQ2903	11/10/2017 10:07:54 (UTC-03:00) Brasilia	Expired	Vale	Deadline ended
Quotation 4	RFQ2904	11/10/2017 10:06:32 (UTC-03:00) Brasilia	Expired	Vale	Deadline ended
Quotation 5	RFQ2905	10/10/2017 15:53:16 (UTC-03:00) Brasilia	Waiting for Acceptance	Vale	In Progress

Annotations: A yellow circle '12' points to the 'Quotation 5' row. A yellow circle '13' points to the 'Status' filter dropdown. A yellow circle '14' points to the notification panel on the right, which contains several messages from 'VALE S.A.' regarding RFX participation invitations. A yellow dashed box highlights the 'Waiting for Acceptance' cycle in the table.

The Quotation Process - RFX

Accept/Refuse RFX

The user must accept or decline the quotation invitation. To do this, review the RFX.

- 1 The first panel displays the name of the quotation as well as the general data, such as:
 - **Type:** being "RFX Vale" or "RFX per plant" (has repeated items with different delivery addresses)
 - **Code. ERP:** SAP code
 - **Code. Reference:** Indicates whether it is the first RFX or a new round. When the codes are identical it means it's the first.

The screenshot shows the 'ACCEPT RFQ' interface in the Nimbi system. The main content area is titled 'ACCEPT RFQ' and 'In Progress'. A yellow circle with the number '1' highlights the 'Quotation1' section. The 'Code: 35578' is displayed in the top right corner of this section. The 'Quotation1' details include:

- Type: RFX
- Code ERP: 0000000000000
- Code Reference: 0000000000000
- Responsible: [Blank]

A question is posed: 'Will the delivery and invoicing data be the same for all items?' with the answer: 'No, each item will have its delivery and invoicing data.'

The 'SCHEDULE' section shows:

- Start (DD/MM/YYYY): 02/12/2019 12:11 (UTC-03:00) Brasilia
- End (DD/MM/YYYY): 19/12/2019 18:45 (UTC-03:00) Brasilia

The interface includes a sidebar with navigation options: Nimbi Network, Certify, Negotiate (with sub-items: Dashboard, Received RFx, Public RFQs, Received Auctions), Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The top right corner shows user information: User Name, Company Name.

The Quotation Process - RFX

Accept/Refuse RFX

2 Also in the first panel, the "Responsible" field refers to the user who first accepted the quotation. If necessary, the person responsible for the quotation may be changed (as directed further in this material)

3 The "Schedule" (start and end) of the quotation is displayed

The screenshot displays the 'ACCEPT RFQ' interface in the Nimbi Network. The sidebar on the left contains navigation items: Nimbi Network, Certify, Negotiate (expanded), Dashboard, Received RFX, Public RFQs, Received Auctions, Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area shows 'ACCEPT RFQ' with a status of 'In Progress'. Below this, 'Quotation1' is displayed with a 'Code: 35578'. The 'Type' is 'RFX'. A question 'Will the delivery and invoicing data be the same for all items?' is followed by the answer 'No, each item will have its delivery and invoicing data.' The 'Code ERP' is '0000000000000' and the 'Code Reference' is '0000000000000'. A 'Responsible' field is highlighted with a yellow circle and the number '2'. Below this, the 'SCHEDULE' section is highlighted with a yellow circle and the number '3', showing 'Start (DD/MM/YYYY): 02/12/2019 12:11 (UTC-03:00) Brasilia' and 'End (DD/MM/YYYY): 19/12/2019 18:45 (UTC-03:00) Brasilia'.

The Quotation Process - RFX

Accept/Refuse RFX

- 5 If applicable, attachments and comments can be viewed in these panels

The following panels displays the order details:

- 6 The first panel displays the general cycle information, such as:
- Cycle name and number
 - Proposal expiration: RFX completion date
 - Items: Number of items included
 - The total value of RFX
 - The status of the supplier's acceptance of the RFX

The screenshot shows the Nimbi Network interface. The sidebar on the left contains navigation options: Nimbi Network, Certify, Negotiate (with sub-items: Dashboard, Received RFX, Public RFQs, Received Auctions), Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area is divided into sections: 'ANNEXES' (No attachments to show), 'COMMENTS' (2 records), and 'FEATURES'. A table below the comments displays cycle information for 'Cycle 01'.

Cycle	Proposal Expiry Date	Items	Total	Status
Cycle 01	-	3	MZN MT\$ 0,00	Waiting Acceptance

The 'COMMENTS' section shows two records, each with a 'Public' status. The first record is 'Created By' with 'Incoterm: CIF - CIF MZ'. The second record is 'Created By 5iVia in 03/12/2019 - 17:18 (UTC-03:00) Brasilia' with 'Identification: C0510321', 'Name:', 'Telephone:', and 'E-mail:'.

The Quotation Process - RFX

Accept/Refuse RFX

5 “Features” displays more information about order “Incoterm” (freight type)

6 In “Currency” you can check which currencies the quotation can be answered

The screenshot shows the Nimbi RFX interface. The left sidebar contains navigation options: Nimbi Network, Certify, Negotiate (selected), Dashboard, Received RFX, Public RFQs, Received Auctions, Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area displays details for 'Cycle 01', including 'Proposal Expiry Date', '3 Items', 'MZN MT\$ 0,00 Total', and 'Waiting Acceptance'. The 'FEATURES' section shows 'Incoterm: CIF' and 'Incoterm location: CIF MZ'. The 'CURRENCY' section indicates that the quotation can be answered in one of the currencies below, with a table showing 'Mozambican metical' and 'MZN'.

Currency	Code
Mozambican metical	MZN

The Quotation Process - RFX

Accept/Refuse RFX

- 9 The "Items" panel displays the detail of the quotation items
- 10 You can perform one search per item. To do this, type the item name in the search field and click the magnifying glass or press "Enter"
- 11 The general information of the item is displayed in the item grid
- 12 Click on the item description to view more details

The screenshot shows the Nimbi RFX interface. On the left is a navigation menu with options like Nimbi Network, Certify, Negotiate, Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main area is titled 'ITEMS' and contains a search bar labeled 'Search Items'. Below the search bar is a table with 12 columns: Group, Client Code, ERP Line, Type, Description, Delivery CNPJ, Delivery deadline in days, Currency, Unit, Quantity, Unit Price, and Total Price. The table contains three rows of data, each with 'ITEM DESCRIPTION' in the Description column. Below the table, there are sections for 'ANNEXES' and 'COMMENTS', both showing 'No attachments to show' and 'No comments to show' respectively. At the bottom right of the interface are two buttons: 'REFUSE' and 'ACCEPT'.

Group	Client Code	ERP Line	Type	Description	Delivery CNPJ	Delivery deadline in days	Currency	Unit	Quantity	Unit Price	Total Price
	10000000	0000000001	Goods	ITEM DESCRIPTION	----			I	100,00		
	10000000	0000000002	Goods	ITEM DESCRIPTION	----			I	200,00		
	10000000	0000000003	Goods	ITEM DESCRIPTION	----			I	300,00		

The Quotation Process - RFX

Accept/Refuse RFX

13 Under "Item Information" you can view the following fields:

- **Item code:** Vale's internal code
- **Description:** product/service description
- **Long description:** detailed description of the item
- **Type:** can be service or product
- **Unit:** unit of measure
- **Amount**
- **Unit price**
- **Delivery time in days:** total days that supplier needs to deliver
- **Currency:** Currency set for transaction
- **Total price**

The screenshot displays the Nimbi RFX system interface. A modal window titled "VIEW ITEM" is open, showing details for item "00000000 - Item Description". The modal has tabs for "Item information", "Delivery and Invoicing Data", "Comments", "Annexes", and "More". The "Item information" tab is active, displaying a table with the following data:

Code	Description
Long Description	Type
	Goods
Unit	Quantity
I	100,00
Unit Price	Delivery deadline in days
-	-
Currency	Total Price
	0,00

In the background, the main interface shows a list of items with columns for Group, Client Code, and a search bar. The "ITEMS" section contains a table with 3 records. The "ANNEXES" and "COMMENTS" sections show "No attachments to show" and "No comments to show" respectively. At the bottom right of the modal, there are "REFUSE" and "ACCEPT" buttons.

The Quotation Process - RFX

Accept/Refuse RFX

14 You will find the information for "Delivery and Invoicing Data" on this tab

15 Under "Comments" you can view additional information about the item

The screenshot shows the NIMBI interface with a 'VIEW ITEM' modal window open. The modal displays the following information:

- Item: 00000000000000 - I 14 .cription 15
- Item Information | **Delivery and Invoicing Data** | Comments | Annexes | More
- Delivery Address: [Empty field]
- Invoicing Address: [Empty field]
- Payment Mode: 15 Days after the B/L date

The background interface shows a list of items with columns for Group, Client Code, and ERP L. Below the list, there are sections for ANNEXES (No attachments to show) and COMMENTS (No comments to show). At the bottom right, there are buttons for REFUSE and ACCEPT.

Unit	Quantity	Unit Price	Total Price
I	100,00		
I	200,00		
I	300,00		

The Quotation Process - RFX

Accept/Refuse RFX

16 In the "Attachments" tab you can view the attached files

17 In the "More" tab you can view:

- Tax information
- Attributes - the Nature of the Operation

This field will be filled by buyer at the time of the creation of RFX. The options that will appear here can be:

- Industrialization / resale
- Use and consumption
- Permanent assets
- Chemicals
- ERP line: Internal SAP Vale code
- Group Code: internal code

The screenshot displays the Nimbi Network interface. On the left is a navigation menu with options like 'Certify', 'Negotiate', 'Buy', 'Catalog', 'Survey', 'Payment', 'IDF', 'Distribute', 'Settings', and 'Talk to Us'. The main area shows a list of items with columns for Group, Client Code, and ERP Line. A 'VIEW ITEM' dialog box is open, showing the 'Annexes' tab with 'No attachments to show'. The dialog box also has tabs for 'Item Information', 'Delivery and Invoicing Data', 'Comments', and 'More'. The 'More' tab is expanded, showing 'Tax Information' and 'Features'. At the bottom right of the interface, there are 'REFUSE' and 'ACCEPT' buttons.

The Quotation Process - RFX

Accept/Refuse RFX

- 18 At the end of the page, click "Accept" if you want to participate in RFX or "Refuse" if you have no interest in participating

The screenshot shows the Nimbi Network interface for the RFX process. The sidebar on the left contains navigation options: Nimbi Network, Certify, Negotiate (expanded), Dashboard, Received RFX, Public RFQs, Received Auctions, Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area is titled 'ITEMS' and features a search bar. Below the search bar is a table with the following data:

Group	Client Code	ERP Line	Type	Description	Delivery CNPJ	Delivery deadline in days	Currency	Unit	Quantity	Unit Price	Total Price
	10000000	0000000001	Goods	ITEM DESCRIPTION	----			I	100,00		
	10000000	0000000002	Goods	ITEM DESCRIPTION	----			I	200,00		
	10000000	0000000003	Goods	ITEM DESCRIPTION	----			I	300,00		

Below the table, it indicates '3 records'. Underneath are sections for 'ANNEXES' (No attachments to show) and 'COMMENTS' (No comments to show). At the bottom right, there are 'REFUSE' and 'ACCEPT' buttons, with a yellow circle containing the number '18' next to the 'ACCEPT' button.

The Quotation Process - RFX

Accept/Refuse RFX

19 If you choose to refuse to participate in RFX, a pop-up will appear to include the reasons for the refusal

20 When you're done, click "Confirm" to confirm the action

WARNING: When you decline an RFX, you won't be able to participate in it again.

The screenshot shows the Nimbi RFX interface. A pop-up dialog titled "DECLINE RFQ" is displayed in the center. The dialog has a close button (X) in the top right corner. It contains a dropdown menu for "Select the ground for refusal:" with the selected option "THE REQUESTED MATERIAL OR SERVICE IS NOT PROVIDED". Below this is a text area for justification with the prompt "By choosing decline, your participation in this negotiation will be canceled. Please justify if you want to decline the invitation:". At the bottom of the dialog are "CANCEL" and "CONFIRM" buttons. A yellow circle with the number "19" is positioned above the dialog, and another yellow circle with the number "20" is positioned above the "CONFIRM" button.

The background interface shows a sidebar with navigation options: Nimbi Network, Certify, Negotiate, Dashboard, Received RFX, Public RFQs, Received Auctions, Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area is titled "ITEMS" and contains a search bar and a table with columns: Group, Client Code, ERP Line, Ty, Currency, Unit, Quantity, Unit Price, and Total Price. The table has three rows of data. Below the table are sections for "ANNEXES" (No attachments to show) and "COMMENTS" (No comments to show). At the bottom right of the interface are "REFUSE" and "ACCEPT" buttons.

The Quotation Process - RFX

Accept/Refuse RFX

- 21 When you accept RFX, a confirmation message will be displayed for acceptance of the invitation
- 22 The action changes to "Answer RFX", indicating that the next user action will be to respond
- 23 Status will continue as "In Progress" until the RFX deadline ends

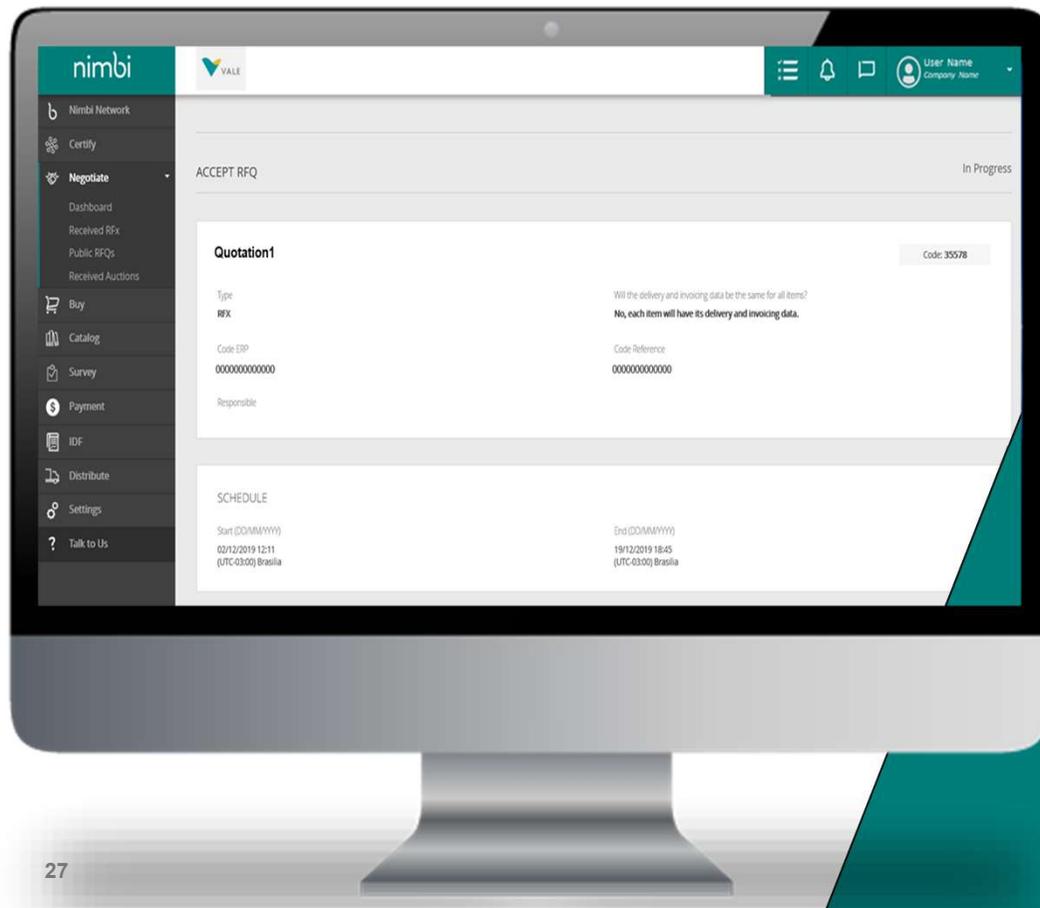
IMPORTANT: After the RFX acceptance the vendor has the option to individually decline each item.

The screenshot displays the Nimbi Network interface. On the left is a dark sidebar with navigation options: Nimbi Network, Certify, Negotiate (highlighted with a yellow circle 22), Dashboard, Received RFX, Public RFQs, Received Auctions, Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area shows a confirmation message at the top: "Your invitation(s) was(were) successfully accepted!" (marked with a yellow circle 21). Below this, the status is "ANSWER RFQ" (marked with a yellow circle 22) and "In Progress" (marked with a yellow circle 23). The main content is divided into two sections: "Cotação 1" and "SCHEDULE".

Cotação 1		Code: 35578
Type RFX	Will the delivery and invoicing data be the same for all items? No, each item will have its delivery and invoicing data.	
Code ERP 00000000000000	Code Reference 00000000000000	
Responsible		

SCHEDULE	
Start (DD/MM/YYYY) 02/12/2019 12:11 (UTC-03:00) Brasilia	End (DD/MM/YYYY) 19/12/2019 18:45 (UTC-03:00) Brasilia

IMPORTANT



All users of the company will receive Vale's quotations.

The first user accepting RFX will be set as the "responsible". The others will only see the quotation. If necessary, any administrator may change the responsible.

The Quotation Process - RFX

How to change the person responsible for the reply?

- 1 To change the person responsible for replying to a RFX click on "Change"
- 2 A pop-up will be displayed
- 3 Enter the user's name or email in the search field and click the magnifying glass or press "Enter"
- 4 The user searched in the field below will be displayed
Click "Save" to complete the action

The screenshot displays the Nimbi interface with a 'CHANGE PERSON RESPONSIBLE' pop-up dialog. The dialog is titled 'CHANGE PERSON RESPONSIBLE' and contains the following elements:

- A search field with a magnifying glass icon and the text 'Search the user's name or e-mail'.
- A table with columns for 'Name', 'E-mail', and 'Responsible'. The table currently shows 'No user found'.
- An 'Attention:' section with the text: 'Only a user can be responsible for answering this RFQ. The new user selected will receive a notification informing that he is responsible for this RFQ.'
- Buttons for 'CANCEL' and 'SAVE'.

The background interface shows the 'ANSWER RFQ' page with details for 'Cotação 1' and a 'SCHEDULE' section. The 'Responsible' field is highlighted with a 'Change' button. The 'SCHEDULE' section shows the start date and time: '02/12/2019 12:11 (UTC-03:00) Brasilia' and the end date and time: '19/12/2019 18:45 (UTC-03:00) Brasilia'.

The Quotation Process - RFX

Reply to an RFX

Pop-up will appear with the item details. Click on the tabs if you want to view all the information.

- 5 Under Item Information fill the unit price and the deadline in days for delivery of the item.**

Depending on the type of item, there may be more required fields. ALL will be marked with a red asterisk.

IMPORTANT: There is no limit on items in the quotation, but the vendor response must reply each item.

The screenshot displays the NIMBI system interface. A 'VIEW ITEM' pop-up window is open, showing details for an item with Code 15040224. The 'Item Information' tab is active, displaying fields for Unit Price (0,00) and Delivery deadline in days (0), both marked with a red asterisk. The background shows a table of items with columns for Group, Client Code, and ERP Line. The table contains three records with Client Code 15040224 and ERP Line 000000000. The 'ANNEXES' section is also visible at the bottom.

The Quotation Process - RFX

Reply to an RFX

Pop-up will appear with the item details. Click on the tabs if you want to view all the information.

- 6 Under “Delivery and Invoicing Data” you can view delivery and billing data and payment method

The screenshot shows the Nimbi system interface. A 'VIEW ITEM' pop-up window is open, displaying details for item '00000000000000-6'. The pop-up has tabs for 'Item Information', 'Delivery and Invoicing Data', 'Comments', 'Annexes', and 'More'. The 'Delivery and Invoicing Data' tab is selected, showing fields for 'Delivery Address', 'Invoicing Address', and 'Payment Mode' (15 Days after the B/L date). The background shows a list of items and a table with columns for Unit, Quantity, Unit Price, and Total Price.

Unit	Quantity	Unit Price *	Total Price
	100,00		
	200,00		
	300,00		

The Quotation Process - RFX

Reply to an RFX

7 In the "Comments" tab include the required comments (3,000 characters limit) and click "Post Comment"

8 Below will be displayed the history with the previous comments and the user who included them

The screenshot displays the Nimbi RFX interface. On the left is a dark sidebar with navigation items: Nimbi Network, Certify, Negotiate (with sub-items: Dashboard, Received RFX, Public RFQs, Received Auctions), Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area is titled 'VIEW ITEM' and shows details for 'Item: 00000000000000 - Item Description'. The 'Comments' tab is selected, showing a text input field labeled 'Insert Comment' and a 'SAVE COMMENT' button. Below the input field, it states 'No comments to show'. In the background, a table is visible with columns: Unit, Quantity, Unit Price, and Total Price. The table contains three rows of data: 'metical - MZN | 100,00', 'metical - MZN | 200,00', and 'metical - MZN | 300,00'. The interface also includes a top navigation bar with a menu icon, a notification bell, a chat icon, and a user profile dropdown labeled 'User Name' and 'Company Name'. A 'VALE' logo is in the top left corner of the main area.

The Quotation Process - RFX

Reply to an RFX

- 9 In the “Annexes” tab upload the necessary documents (limit of 100MB and can be in any format except .bat and .exe) by clicking on the upload area or dragging the files

The screenshot displays the Nimbi platform interface. On the left is a navigation menu with options like 'Nimbi Network', 'Certify', 'Negotiate', 'Buy', 'Catalog', 'Survey', 'Payment', 'IDF', 'Distribute', 'Settings', and 'Talk to Us'. The main area shows the 'ITEMS' section with a 'Proposal Expiry Date' field and a search bar. A modal window titled 'VIEW ITEM' is open, showing the 'Annexes' tab for an item with ID '0000000000000000 - Item Description'. The modal includes an 'Add file' button and a warning message: 'Attention! The size of the file and your internet connection speed can significantly increase the time to upload the attachment.' Below the modal, there is a table with columns for 'Unit', 'Quantity', 'Unit Price', and 'Total Price'. The table contains three rows of data, all with a quantity of 100, 200, and 300 respectively. The background also shows a table with columns for 'Group', 'Client Code', and 'ERP Line'.

Unit	Quantity	Unit Price *	Total Price
tical - MZN	1	100,00	
tical - MZN	1	200,00	
tical - MZN	1	300,00	

The Quotation Process - RFX

Reply to an RFX

- 9 In "Tax Information" fill in the applicable taxes for the item

The screenshot displays the Nimbi system interface. A modal window titled "VIEW ITEM" is open, showing the "Tax Information" tab. The modal contains a "Total taxes" input field. A yellow circle with the number "9" highlights this field. The background shows a list of items with columns for Group, Client Code, and Unit Price. The interface includes a sidebar with navigation options like "Negotiate", "Buy", and "Catalog".

Group	Client Code	Unit Price
<input type="checkbox"/>	15040224	
<input type="checkbox"/>	15040224	
<input type="checkbox"/>	15040224	

Unit	Quantity	Unit Price	Total Price
mbican metical - MZN	1	100,00	
mbican metical - MZN	1	200,00	
mbican metical - MZN	1	300,00	

The Quotation Process - RFX

Reply to an RFX

All quotation items must be filled in so that the user can submit the response.

10 Under "Features" you can view:

- **Nature of operation:** This field will be filled by buyer at the time of the creation of RFX. The options that will appear here can be:
 - Industrialization / resale
 - Use and consumption
 - Immobilized assets
 - Chemicals
- **ERP line**
- **Group Code:** Nimbi's internal code

11 To finish, click "Save"

The screenshot displays the Nimbi RFX system interface. A 'VIEW ITEM' modal window is open, showing a form for item details. The form includes fields for 'Supplier code', 'Vendor code', 'Vendor', 'Nature of the operation', 'ERP Line', and 'Group Code'. A yellow circle with the number '10' highlights the 'Nature of the operation' field. Below the form, there are 'PREVIOUS', 'SAVE', and 'NEXT >' buttons. A yellow circle with the number '11' highlights the 'SAVE' button. In the background, a table of quotation items is visible, with columns for 'Currency', 'Unit', 'Quantity', 'Unit Price', and 'Total Price'. The table contains three rows of data for 'Mozambican metical - MZN' with quantities of 100, 200, and 300. The interface also shows a sidebar with navigation options like 'Negotiate', 'Buy', and 'Catalog', and a top navigation bar with user information.

The Quotation Process - RFX

Reply to an RFX

You can choose to answer the quotation offline.

12 For this, click “Answer Offline”

13 A pop-up will be displayed to download the template and, after filled, upload the spreadsheet, as directed on the screen

The screenshot displays the Nimbi web application interface. A central pop-up window titled "OFF-LINE ANSWER" is open, offering two options: "TEMPLATE DOWNLOAD" and "FILLED-OUT TEMPLATE UPLOAD". The background shows the "ITEMS" section with a table of items and a "Joint Actions" section.

Group	Client Code	ERP L
<input type="checkbox"/>	15040224	00000
<input type="checkbox"/>	15040224	00000
<input type="checkbox"/>	15040224	00000

3 records

ANNEXES

Attention!
The size of the file and your internet connection are important.

Quantity

Quantity	Unit Price *	Total Price
100,00		
200,00		
300,00		

12 Answer Off-line

13

OFF-LINE ANSWER

Select an option

TEMPLATE DOWNLOAD

FILLED-OUT TEMPLATE UPLOAD

Download here the template with this RFQ's items for an off-line answer.

After filling out the template, upload here the file with the answered items.

CLOSE

Add file

The Quotation Process - RFX

Reply to an RFX

- 14 The "Comments" and "Attachments" panels will also be available on the main quotation screen if the user chooses to send general comments and attachments. You can include comments and attachments* for an RFX as a whole or for each item

IMPORTANT: *The attachment file can be up to 100MB and may be in any format (except .bat and .exe). In comments, the maximum limit is 3,000 characters.

The screenshot displays the Nimbi Network interface for a specific RFX item. The left sidebar contains navigation options: Nimbi Network, Certify, Negotiate (with a dropdown menu showing Dashboard, Received RFX, Public RFQs, and Received Auctions), Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area is titled 'ANNEXES' and includes an attention warning: 'Attention! The size of the file and your internet connection speed can significantly increase the time to upload the attachment.' Below this is an 'Add file' button and a message 'No attachments to show'. The 'COMMENTS' section features an 'Insert Comment' text area and a 'SAVE COMMENT' button, with a message 'No comments to show'. At the bottom right, there are 'SAVE PROPOSAL' and 'SUBMIT PROPOSAL' buttons. The bottom of the page shows a 'CHANGE HISTORY' section.

The Quotation Process - RFX

Reply to an RFX

- 15 The last panel displays RFX change history, and you can perform a field or value search
- 16 Click "Save" to save the changes you make or click "Send" to submit the response with the quotation proposal

VERY IMPORTANT: Clicking "Save" will not send the proposal to Vale. You must click Send for the quotation to be submitted and received by the requester.

The screenshot displays the Nimbi RFX interface. On the left is a dark sidebar with the 'nimbi' logo and a menu including: Nimbi Network, Certify, Negotiate (with sub-items: Dashboard, Received RFX, Public RFQs, Received Auctions), Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area is white and features a top header with the VALE logo and user information (User Name, Company Name). The interface is divided into three main sections: 1. ANNEXES: Contains an 'Attention' warning about file size and upload speed, an 'Add file' button, and a 'No attachments to show' message. 2. COMMENTS: Includes an 'Insert Comment' text area, a 'SAVE COMMENT' button (highlighted with a yellow circle '16'), and a 'No comments to show' message. 3. CHANGE HISTORY: A section at the bottom (highlighted with a yellow circle '15') for tracking changes. At the bottom right of the main content area are two buttons: 'SAVE PROPOSAL' and 'SUBMIT PROPOSAL'.

The Quotation Process - RFX

Reply to an RFX

- 17 When responding, the status of the cycle will change to "Answered"

IMPORTANT: After submitting the response the vendor may change it until the RFX deadline is terminated. Changes made by the vendor will be recorded in the history.

The screenshot displays the Nimbi platform interface. On the left is a navigation sidebar with options like Nimbi Network, Negotiate, Dashboard, and Buy. The main area shows 'MY PROCESSES' with a search bar and filters for Status (Deadline Ended), Type (RFQ), and Date. A table lists five quotations:

Quotation	Creation	Cycle	Created by	Deadline
Quotation 1 RFQ2901	13/03/2018 16:57:08 (UTC-03:00) Brasilia	Answered	Vale	ended
Quotation 2 RFQ2902	06/03/2018 11:32:58 (UTC-03:00) Brasilia	Answered	Vale	ended
Quotation 3 RFQ2903	11/10/2017 10:07:54 (UTC-03:00) Brasilia	Expired	Vale	ended
Quotation 4 RFQ2904	11/10/2017 10:06:32 (UTC-03:00) Brasilia	Expired	Vale	ended
Quotation 5 RFQ2905	10/10/2017 15:53:16 (UTC-03:00) Brasilia	Answered	Vale	In Progress

The Quotation Process - RFX

Modify an answered RFX

As mentioned, after replying to an RFX, it may be amended before the deadline closes.

- 1 In the RFX list, click on the one you need

The screenshot displays the Nimbi RFX management interface. On the left is a navigation sidebar with options like 'Nimbi Network', 'Negotiate', 'Dashboard', and 'Payment'. The main area shows 'MY PROCESSES' with a search bar and filters for Status, Type, and Date. A table lists five quotations, with 'Quotation 5' (RFQ2905) highlighted by a yellow circle with the number '1'.

Quotation	RFQ ID	Creation	Cycle	Created by	Deadline
Quotation 1	RFQ2901	13/03/2018 16:57:08 (UTC-03:00) Brasilia	Answered	Vale	Deadline ended
Quotation 2	RFQ2902	06/03/2018 11:32:58 (UTC-03:00) Brasilia	Answered	Vale	Deadline ended
Quotation 3	RFQ2903	11/10/2017 10:07:54 (UTC-03:00) Brasilia	Expired	Vale	Deadline ended
Quotation 4	RFQ2904	11/10/2017 10:06:32 (UTC-03:00) Brasilia	Expired	Vale	Deadline ended
Quotation 5	RFQ2905	10/10/2017 15:53:16 (UTC-03:00) Brasilia	Answered	Vale	In Progress

The Quotation Process - RFX

Modify an answered RFX

The screen will appear with the details of an RFX. Scroll down to the side scroll bar to view the Cycle.

- 2 Click the arrow to open and view the cycle details

The screenshot displays the Nimbi RFX interface. On the left is a dark sidebar with navigation options: Nimbi Network, Certify, Negotiate (expanded), Dashboard, Received RFX, Public RFQs, Received Auctions, Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area shows RFX details for 'VALE'. It includes fields for Incoterm, a creation timestamp 'Created By S&via in 03/12/2019 - 17:18 (UTC-03:00) Brasilia', and an identification section with Name, Telephone, and E-mail fields. Below this is a table with 2 records. The first record is 'Cycle 01' with a '30/01/2020' Proposal Expiry Date, '3 Items', and a total value of 'MZN MT\$ 6,00'. The status is 'Answered'. A yellow circle with the number '2' highlights the dropdown arrow next to the 'Answered' status. Below the table is a 'CHANGE HISTORY' section. The footer contains 'All Rights Reserved - Nimbi - 2019' and 'Powered by nimbi'.

The Quotation Process - RFX

Modify an answered RFX

The screen will appear with the details of an RFX. Scroll down to the side scroll bar to view the Cycle.

- 3 Click "Edit" at the bottom of the page

The screenshot shows the Nimbi interface for managing RFX. The sidebar on the left contains navigation options: Nimbi Network, Certify, Negotiate (with sub-items: Dashboard, Received RFX, Public RFQs, Received Auctions), Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area features a search bar, a table with 3 records, and sections for ANNEXES and COMMENTS. The table has columns for Group, Client Code, ERP Line, Type, Description, Delivery CNPJ, Delivery deadline in days, Currency, Unit, Quantity, Unit Price, and Total Price. The ANNEXES and COMMENTS sections both show "No attachments to show" and "No comments to show" respectively. An "EDIT" button is located at the bottom right of the main content area, with a yellow circle containing the number "3" next to it.

Group	Client Code	ERP Line	Type	Description	Delivery CNPJ	Delivery deadline in days	Currency	Unit	Quantity	Unit Price	Total Price
	00000000	0000000001	Goods	ITEM DESCRIPTION	----			I	100,00		
	00000000	0000000002	Goods	ITEM DESCRIPTION	----			I	200,00		
	00000000	0000000003	Goods	ITEM DESCRIPTION	----			I	300,00		

The Quotation Process - RFX

Modify an answered RFX

The screen will appear with the details of an RFX. Scroll down to the side scroll bar to view the Cycle.

- 4 Make the necessary changes and click "Publish" to complete the action. At this time, the RFX will be updated

The screenshot displays the Nimbi user interface. On the left is a dark sidebar with the 'nimbi' logo at the top and a list of navigation items: Nimbi Network, Certify, Negotiate (expanded), Dashboard, Received RFX, Public RFQs, Received Auctions, Buy, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area has a top header with the VALE logo and user information. Below this, there are sections for 'No attachments to show', 'COMMENTS' (with an 'Insert Comment' text area and a 'SAVE COMMENT' button), and 'CHANGE HISTORY'. At the bottom right of the main content area, there are 'CANCEL' and 'POST' buttons, with a yellow circle containing the number '4' next to the 'POST' button. The footer contains the text 'All Rights Reserved - Nimbi - 2019' and the 'Powered by nimbi VALE' logo.



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