



NIMBI PORTAL

Vendor Navigation Manual

Developed by Accenture | 2023

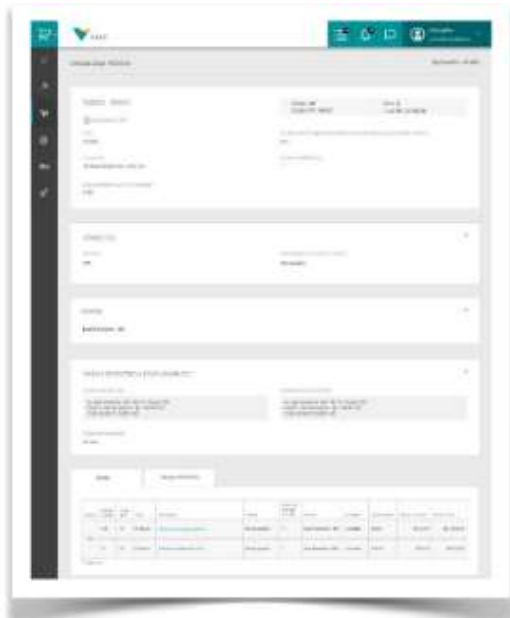


BUY MODULE

- Introduction
- Purchase Order
 - The process
 - View the PO
 - Accept/Return an order
- System Efficiency Service (SES)
 - The process

Buy Module

What is it?



ILUSTRATIVE

Buy is the module that allows the vendor to view the purchase orders created by Vale. In addition, it is also possible to:

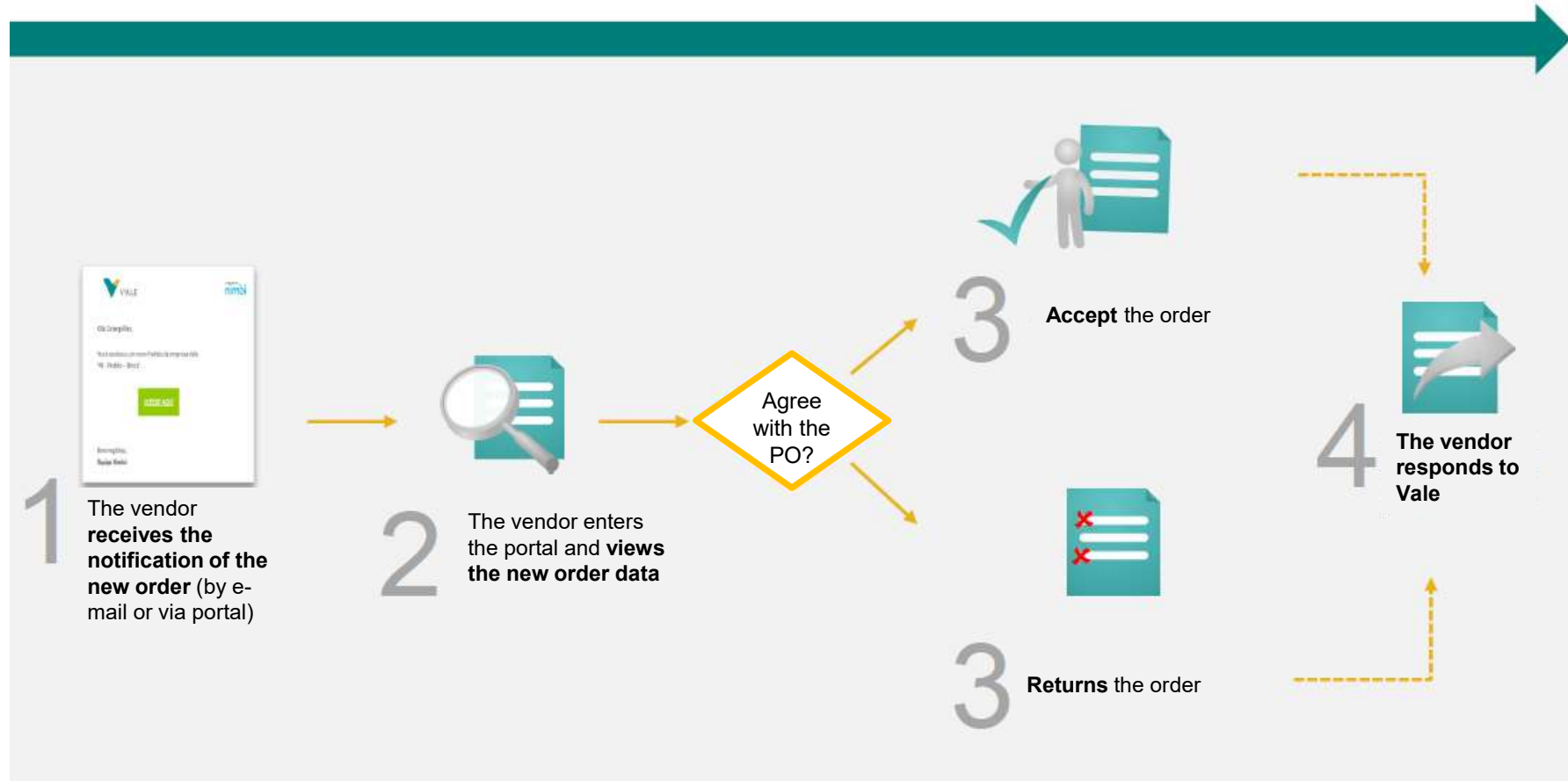
- Accept or reject requests.
- Receive the notification if the request is changed.

BUY MODULE

PURCHASE ORDER (PO)

Buy Module

The process

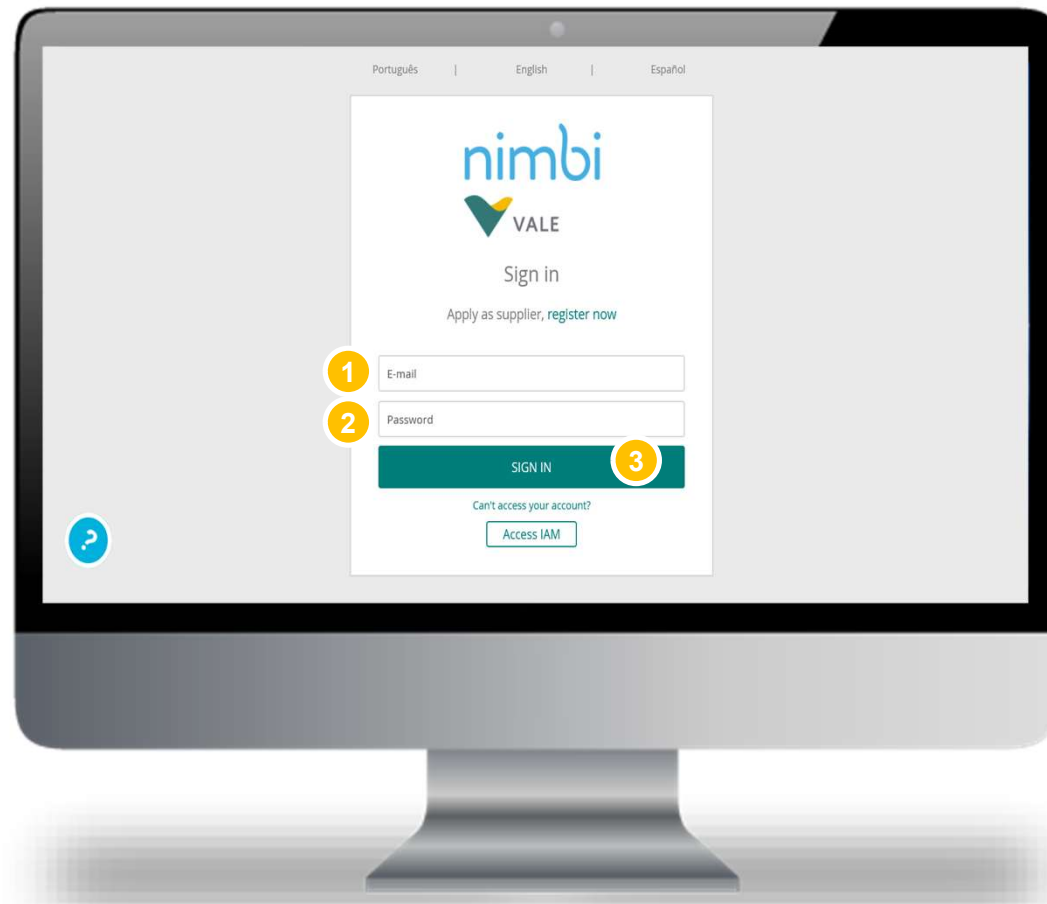


Buy Module

How to access?

Access the URL: nim.bi/vale

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



Buy Module

Dashboard

First layout: on this page you will see a dashboard with a summary of your activities.

- 1 On the home screen of the portal, click "Buy"
- 2 The user will be directed to the page with the Dashboard of the Buy module

The screenshot displays the Nimbi Buy Module Dashboard. The interface is divided into several sections:

- MY ACTIVITIES:** A summary of activity counts:
 - 93 Approved Orders - Waiting for Acceptance
 - 334 Order Approved - Accepted
 - 7 Returned Orders - Supplier
 - 0 Order Changed - Waiting for acceptance
- APPOINTMENT BOOK:** A calendar view for December 2019 showing no tasks on the selected day.
- MY ACCOUNT:** A table listing account details.

Document	Title	Company	Created By	Order Date	Status
PEDIDO	45000000000	Company name	Administrador	22/07/2019 21:10 (UTC-03:00) Brasilia	Approved - Waiting Accept

Buy Module

Dashboard

When accessing the Buy module, you can view orders in the following ways:

1 In "My Activities" it is displayed the number of actions by status

In this case, the number of requests is displayed by status. Statuses can be:

- Approved requests - waiting for acceptance
- Approved requests - accepted
- Returned Orders - Supplier
- Requests amended - Pending acceptance

2 In "My pending" will be displayed all pending requests

1 MY ACTIVITIES

93 Approved Orders - Waiting for Acceptance	334 Order Approved - Accepted	7 Returned Orders - Supplier
0 Order Changed - Waiting for acceptance		

2 APPOINTMENT BOOK

December - 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

No tasks on the selected day.

MY ACCOUNT

Document	Title	Company	Created By	Order Date	Status
PEDIDO	450000000000	Company name	Administrador .	22/07/2019 21:10 (UTC-03:00) Brasilia	Approved - Waiting Accept

Orders

How to view an order

- 1 To access the order list, click "Orders"

WARNING: Only the Vendor system administrator will receive the notification of the order by e-mail. If you want other users to receive the notification e-mail, you will need to register everyone as administrators on Nimbi Portal.

The screenshot shows the Nimbi Portal interface. On the left is a dark sidebar with the 'nimbi' logo at the top and a list of navigation items: Nimbi Network, Nimbi Open, Certify, Negotiate, Buy, Dashboard, Orders, SES, Received Contracts, Import Center, Follow-Up, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, and Talk to Us. A yellow circle with the number '1' highlights the 'Orders' item. The main content area has a search bar at the top. Below it is a 'MY ACTIVITIES' section with three blue cards: '93 Approved Orders - Waiting for Acceptance', '334 Order Approved - Accepted', and '7 Returned Orders - Supplier'. Below these is a larger blue card with '0 Order Changed - Waiting for acceptance'. To the right is an 'APPOINTMENT BOOK' section with a calendar for December 2019, showing the 3rd as the selected date. Below the calendar is a 'MY ACCOUNT' section with a table of orders.

Document	Title	Company	Created By	Order Date	Status
PEDIDO	450000000000	Company name	Administrador .	22/07/2019 21:10 (UTC-03:00) Brasilia	Approved - Waiting Accept

Orders

How to view an order

By clicking Orders the user will be directed to the order list.

- 2 To perform a search, the vendor must fill the field with the order number, press "Enter" or click on the magnifying glass**
- 3 The vendor can reorder the list by clicking on the following ordering criteria: "Latest", "Older", "Higher value" and "Lower value"**
- 4 You can filter the list by the available statuses**

The screenshot displays the Nimbi web interface for viewing orders. The left sidebar contains navigation options: Nimbi Network, Nimbi Open, Certify, Negotiate, Buy (selected), Dashboard, Orders, SES, Received Contracts, Import Center, Follow-Up, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, and Talk to Us. The main content area is titled 'MY ORDERS' and features a search bar (marked with a '2'), an 'Advanced Filter' dropdown (marked with a '3'), and sorting options: 'Order By: Creation date most Recent' and 'Visualization: List'. A 'Status' filter (marked with a '4') is also present, showing counts for 'Approved - Acce...' (334), 'Approved - Wait...' (93), and 'Returned - Suppl...' (7). The order list contains three entries:

Order ID	Created by	Creation date	Total	Status
450000000001	Administrador .	29/07/2019 11:26:02 (UTC-03:00) Brasilia	BRL R\$ 100,00	Returned - Supplier
450000000002	Administrador .	29/07/2019 11:19:58 (UTC-03:00) Brasilia	BRL R\$ 100,00	Returned - Supplier
4500000000003	Administrador .	22/07/2019 18:12:59 (UTC-03:00) Brasilia	BRL R\$ 10.000,00	Approved - Accepted

Additional details for the third order include: '33592510000154 - Vale S.A.' and 'Document Type: MATERIAL 290'. A 'See more' link is located at the bottom left of the order list.

Orders

How to view an order

- 5 Under "Document Type" the vendor can select by:**
 - Vale Order: Vale's standard order
 - Request Limit: Request with the total value set instead of lines/Quantity
- 6 In the "Date" filter the vendor can filter by the order period**
- 7 Click on the request for interest to view the information**

The screenshot shows the Nimbi 'MY ORDERS' page. The sidebar on the left contains navigation items: Nimbi Network, Nimbi Open, Certify, Negotiate, Buy, Dashboard, Orders, SES, Received Contracts, Import Center, Follow-Up, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, and Talk to Us. The 'Orders' item is highlighted. The main content area is titled 'MY ORDERS' and includes a search bar, an 'Advanced Filter' dropdown, and sorting options for 'Order By' (set to 'Creation date most Recent') and 'Visualization'. A table lists three orders:

Registro Fiscal	Created by	Creation date	Total	Status
450000000001	Administrador .	29/07/2019 11:26:02 (UTC-03:00) Brasilia	BRL R\$ 100,00	Returned - Supplier
450000000002	Administrador .	29/07/2019 11:19:58 (UTC-03:00) Brasilia	BRL R\$ 100,00	Returned - Supplier
4500000000003	Administrador .	22/07/2019 18:12:59 (UTC-03:00) Brasilia	BRL R\$ 10.000,00	Approved - Accepted

Additional details for the third order include: '33592510000154 - Vale S.A.' and a 'Document Type' of 'MATERIAL' with a count of 290. A 'See more' link is located at the bottom left of the table area.

Buy Module

How to view an order

Second layout: on this page you will see a dashboard with all documentation

1 Click “MY ToDos”

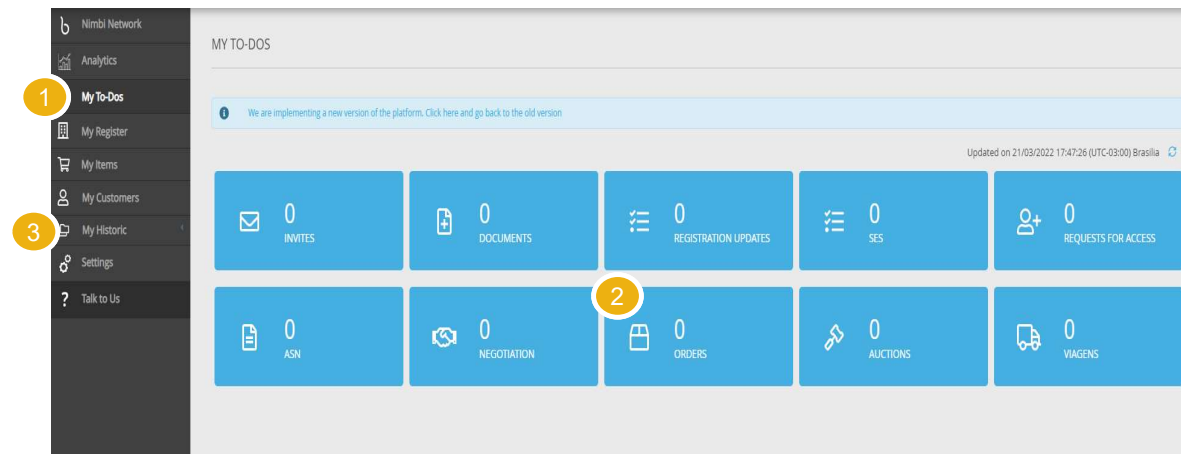
2 Then click on “Orders”

3 Or Click “My Historic”

A list with all the POs will be loaded

Select the purchase order number/title to access further information

ILLUSTRATIVE



Orders

How to view an order

The vendor is then directed to the Vale environment where you can view all relevant order information.

- 1 Order Number
- 2 To export the order data, click on “Download in PDF”
- 3 Order Type
- 4 Information on the creation of the application
- 5 Reference Agreement
- 6 Order Code / Number of Items and Total Order Amount
- 7 Delivery and Billing Data
- 8 Supplier Reference Code

The screenshot displays the 'VIEW ORDER' page in the Nimbi application. The interface includes a sidebar menu on the left with options like 'Nimbi Network', 'Buy', 'Dashboard', and 'Orders'. The main content area shows order details with numbered callouts 1 through 8. Callout 1 points to the order number '45000000000'. Callout 2 points to the 'Download in PDF' button. Callout 3 points to the order type 'Vale'. Callout 4 points to the creator 'VALE S.A.'. Callout 5 points to the contract number '-'. Callout 6 points to the order code '38482' and total amount 'R\$ 0,00'. Callout 7 points to the delivery and billing data note. Callout 8 points to the reference supplier code '-'. The status 'Approved - Waiting Accept' is visible in the top right corner.

Field	Value
Order Number	45000000000
Order Code	38482
ERP Code	45000000000
Items	1
Total	BRL R\$ 0,00
Type	Vale
Created by	VALE S.A.
Contract	-
Reference Supplier Code	-
ERP creation date (dd/mm/yyyy)	22/07/2019

Orders

How to view an order

By clicking Orders the user will be directed to the order list.

9 The "Currency" panel indicates the currency that the order will be paid

10 In "Shipping Attributes" the applicable Incoterm is displayed

The screenshot shows the Nimbi interface for VALE. The sidebar on the left contains navigation items: Nimbi Network, Nimbi Open, Certify, Negotiate, Buy (expanded to show Dashboard, Orders, SES, Received Contracts, Import Center, Follow-Up), Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area has two panels: '9 CURRENCY' with 'Currency: Brazilian real - BRL' and '10 SHIPPING ATTRIBUTES' with 'Incoterm: CIF' and 'Incoterm location: Teste'. Below these is a table with columns: Group, Code, Type, Description, Quantity, Unit, Unit Price, Total Price. The table shows one row with 'Goods' as the type and 'Piece' as the unit. There are also 'Export' and 'Select columns' options.

Orders

How to view an order

11 The general information of the item is displayed in the item table, such as:

- Group
- Item Code
- Type
- Description
- Quantity
- Unit
- Unit Price
- Total Price

12 Go to "Description" and click on the item you want to get the detailed description

The screenshot shows the Nimbi Network interface. On the left is a navigation menu with options like Nimbi Network, Nimbi Open, Certify, Negotiate, Buy, Dashboard, Orders, SES, Received Contracts, Import Center, Follow-Up, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main area displays an 'Items' table with columns for Group, Code, Type, Description, Quantity, Unit, Unit Price, and Total Price. A single item is listed with a code of 00000000000000000000, Type 'Goods', and Description 'Description'. Below the table, it says '1 record'. A yellow circle '11' highlights the 'Items' tab, and another yellow circle '12' highlights the 'Description' column. Below the table, there is a section for 'SUPPLY GENERAL CONDITIONS' containing detailed terms and conditions for materials and delivery.

Group	Code	Type	Description	Quantity	Unit	Unit Price	Total Price
	00000000000000000000	Goods	Description	0,00	Piece	0,00	0,00

1 record

SUPPLY GENERAL CONDITIONS

1. GENERAL CONDITIONS MATERIALS
GENERAL CONDITIONS FOR MATERIAL SUPPLY
1. ORDER
1. The Supplier must accept or reject the Order according to the Commercial Conditions previously agreed with Vale.
2. Once the Order is accepted, the Supplier agrees that the pricing is established and unadjustable.
3. It is mandatory for the Supplier to inform the following data about the Electronic Invoice:
1. Purchase Order Number on tag «Ped»
2. Purchase Order Item on tag «ItemPed»
4. The Electronic Invoice must be issued by VALE as informed on the #Destinatário Final# field, signaling the CNPJ and the State Inscription which are found in this field;
5. The Electronic Invoice encompasses one or more Purchase Orders if:
1. The Destination CNPJs are equal;
2. The Delivery Addresses are equal;
1. DELIVERY
1. The Supplier is responsible for the material's packaging aiming to give the necessary protection during the transportation until the #DELIVERY LOCAL# (VALE or CARRIER). Each item must be packed with the adequate wrapping for each Transportation Type as a way to avoid unnecessary effort, deformation and malfunction;
2. The Supplier must replace without any charges, the material delivered off the specifications on the Purchase Order or that presents faults, deficiency, imperfection or defects of any nature, being that the devolution expenses and/or replacement of the material will be the Supplier's responsibility;
3. If the material is delivered by a Carrier not recommended by VALE S.A, the Shipping expenses will be covered by the Supplier;
4. If the Order establishes the Shipping with INCOTERM EXW, the Supplier must generate the Collection Request (ASN) on Nimbi Network. Vale will be responsible to determinate which Carrier will attend the Request. All

Orders

How to view an order

When you click "Description", a pop-up will appear with the detailed description of the selected item.

1 Under "Item Information" you can view:

- ERP line: Internal SAP Vale code
- Description: product/service description
- Client's Code: Vale's internal code
- Long Description: Detailed Description of the Item
- Type: can be service or product
- Unit: unit of measure
- Quantity
- Delivery Date
- Delivery deadline
- Unit Price
- Currency: Currency set for transaction PER
- Total Price
- Category

The screenshot displays the 'VIEW ITEM' pop-up window in the Nimbi system. The pop-up is titled 'VIEW ITEM' and contains the following information:

- Item: 00000000000000 - Item Description
- Item Information tab selected
- ERP Line: 10
- Description: [Blank]
- Item Description: [Blank]
- Long Description: [Blank]
- Long Description: [Blank]
- Type: Goods
- Unit: Piece
- Quantity: 10,00
- Delivery Date (MM/DD/YYYY): 22/07/2019
- Delivery Deadline: 0
- Unit Price: BRL R\$ 0,00
- Currency: Brazilian real - BRL
- Total Price: BRL R\$ 0,00
- Category: Vale Category

The background interface shows a table with columns 'Group' and 'Code', and a sidebar menu with options like 'Nimbi Network', 'Nimbi Open', 'Certify', 'Negotiate', 'Buy', 'Dashboard', 'Orders', 'SES', 'Received Contracts', 'Import Center', 'Follow-Up', 'Catalog', 'Survey', 'Payment', 'IDF', 'Distribute', 'Settings', and 'Talk to Us'.

Orders

How to view an order

- 2 Under "Delivery and Billing Data" you can view the delivery and billing address and the payment method of the application

The screenshot displays the Nimbi application interface. On the left is a navigation menu with options like 'Nimbi Network', 'Buy', 'Orders', and 'Settings'. The main area shows an order details page. A modal window titled 'NEW ITEM' is open, showing the 'Delivery and Billing Data' tab. This tab contains fields for 'Delivery Address', 'Payment Address', and 'Payment Type' (30 days from delivery date invoice). A 'CLOSE' button is located at the bottom right of the modal. The background shows a table with columns 'Unit', 'Unit Price', and 'Total Price', and a list of 'GENERAL CONDITIONS'.

Orders

How to view an order

- 3 Under "Cost Allocation", "Comment" and "Attachments" you can view, costs, comments and attachments, respectively, for the request

The screenshot displays the NIMBI system interface. On the left is a navigation menu with options like 'Nimbi Network', 'Buy', 'Catalog', and 'Settings'. The main area shows a 'VIEW ITEM' dialog box for 'Item:00000000000000000000 - Item Description'. The 'Cost Allocation' tab is selected, showing a table with columns: 'Cost Allocation Category', 'Cost Allocation Detail', 'Note', and 'Percentage'. The table is currently empty, displaying 'No items to show.' and '0 records'. A yellow circle with the number '3' highlights the 'Cost Allocation' tab. The background shows a table with columns 'Group' and 'Code', and a 'SUPPLY GENERAL CC' section with terms and conditions.

Orders

How to view an order

4 Under "Tax Information" you can view all taxes assigned to the request. Product-related taxes:

- CFOP
- Origin of the Material
- ICMS Rate %
- ICMS Rate
- Special Tax Regime
- ICMS_ST basis
- IPI Rate%
- IPI Rate
- NCM
- Tax Replacement
- PIS Rate %
- COFINS Rate%
- CMS Rate%
- VAT

The screenshot displays the Nimbi system interface. On the left is a navigation menu with options like 'Nimbi Network', 'Buy', 'Orders', 'Catalog', 'Survey', 'Payment', 'IDF', 'Distribute', 'Settings', and 'Talk to Us'. The main area shows a 'VIEW ITEM' modal window for 'Item:0000000000000000 - Item Description'. The modal has tabs for 'Item Information', 'Delivery and Billing Data', 'Cost Allocation', 'Comment', 'Attachments', 'Tax information' (highlighted with a yellow circle and the number 4), 'Tag Information', and 'More'. The 'Tax information' tab shows a table of tax details:

Item Information	Delivery and Billing Data	Cost Allocation	Comment	Attachments	Tax information	Tag Information	More
CFOP	-	Material origin			0 - National - except indicated for codes 3, 4, 5 or 8		
ICMS Rate%	12,00	ICMS Rate			0,00		
Special Tax Regime	NÃO	ICMS_ST basis			0,00		
IPI Rate%	0,00	IPI Rate			0,00		
NCM		Tax Replacement			No		
PIS Rate %	-	COFINS Rate%			-		
ICMS Rate%	0,00						
VAT	-						

Below the table, there are instructions for the supplier, such as '1. GENERAL COND...', '1. ORDER', '1. The Supplier must...', '2. Once the Order is...', '3. It is mandatory for...', '1. Purchase Order', '2. Purchase Order', '4. The Electronic In...', '5. The Electronic In...', '1. The Destination', '2. The Delivery Address', '1. DELIVERY', '1. The Supplier is responsible for each Transport...', '2. The Supplier must replace without any charges, the material delivered off the specifications on the Purchase Order or that presents faults, deficiency, imperfection or defects of any nature, being that the devolution expenses and/or replacement of the material will be the Supplier's responsibility;', '3. If the material is delivered by a Carrier not recommended by VALE S.A, the Shipping expenses will be covered by the Supplier;', and '4. If the Order establishes the Shipping with INCOTERM EXW, the Supplier must generate the Collection Request (ASN) on Nimbi Network. Vale will be responsible to determinate which Carrier will attend the Request. All'.

Orders

How to view an order

- 7 The "Item Group" tab shows the same items as the item tab but with a slightly easier view to identify the service groups and their related items.

The screenshot displays the Nimbi Network interface. On the left is a navigation sidebar with the following items: Nimbi Network, Nimbi Open, Certify, Negotiate, Buy, Dashboard, Orders, SES, Received Contracts, Import Center, Follow-Up, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main header includes the 'nimbi' logo, the VALE logo, and a user profile section with 'User Name' and 'Company Name'. The main content area has two tabs: 'Items' and 'Items Group', with the 'Items Group' tab selected and marked with a circled '7'. Below the tabs is a table with the following columns: ERP Group Line, Group Description, Group Long Description, Delivery Date, Total Group Value, and Target Value. The table content is empty, showing 'No items to show...'. Below the table is a section titled 'SUPPLY GENERAL CONDITIONS' containing a list of terms and conditions for material supply.

ERP Group Line	Group Description	Group Long Description	Delivery Date	Total Group Value	Target Value
No items to show...					

SUPPLY GENERAL CONDITIONS

1. GENERAL CONDITIONS MATERIALS
GENERAL CONDITIONS FOR MATERIAL SUPPLY

1. ORDER

1. The Supplier must accept or reject the Order according to the Commercial Conditions previously agreed with Vale.
2. Once the Order is accepted, the Supplier agrees that the pricing is established and unadjustable.
3. It is mandatory for the Supplier to inform the following data about the Electronic Invoice:
 1. Purchase Order Number on tag <-xPed>
 2. Purchase Order Item on tag <-itemPed>
 4. The Electronic Invoice must be issued by VALE as informed on the #Destinatário Final# field, signaling the CNPJ and the State Inscription which are found in this field;
 5. The Electronic Invoice encompasses one or more Purchase Orders if:
 1. The Destination CNPJs are equal;
 2. The Delivery Addresses are equal;

1. DELIVERY

1. The Supplier is responsible for the material's packaging aiming to give the necessary protection during the transportation until the #DELIVERY LOCALE# (VALE or CARRIER). Each item must be packed with the adequate wrapping for each Transportation Type as a way to avoid unnecessary effort, deformation and malfunction;
2. The Supplier must replace without any charges, the material delivered off the specifications on the Purchase Order or that presents faults, deficiency, imperfection or defects of any nature, being that the devolution expenses and/or replacement of the material will be the Supplier's responsibility;
3. If the material is delivered by a Carrier not recommended by VALE S.A, the Shipping expenses will be covered by the Supplier;
4. If the Order establishes the Shipping with INCOTERM EXW, the Supplier must generate the Collection Request (ASN) on Nimbi Network. Vale will be responsible to determinate which Carrier will attend the Resquest. All Informations such as the selected Carrier and Service Time Frame, will be informed through Nimbi Network;
5. If the Order establishes the Shipping with INCOTERM FCA, the Supplier must access Nimbi Network to generate the Collection Request (ASN) before the material is sent to Vale's Carrier.

Orders

How to view an order

- 1 The "Supply General Conditions" panel presents the general conditions for the provision of services and materials in addition to penalties and fines (in case of non-compliance with the deadline) and obligations of the contractor

The screenshot displays the Nimbi application interface. On the left is a dark sidebar menu with the 'nimbi' logo at the top. The menu items include: Nimbi Network, Nimbi Open, Certify, Negotiate, Buy (with a dropdown arrow), Dashboard, Orders (highlighted in dark grey), SES, Received Contracts, Import Center, Follow-Up, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area has a teal header with the VALE logo and a user profile icon labeled 'User Name' and 'Company Name'. Below the header, a yellow circle with the number '1' highlights the 'SUPPLY GENERAL CONDITIONS' section. This section contains two main parts: '1. GENERAL CONDITIONS MATERIALS' and '2. Terms of Service'. Each part includes a sub-section for '1. ORDER' and '1. DELIVERY' with detailed terms and conditions.

1 SUPPLY GENERAL CONDITIONS

1. GENERAL CONDITIONS MATERIALS
GENERAL CONDITIONS FOR MATERIAL SUPPLY

1. ORDER

1. The Supplier must accept or reject the Order according to the Commercial Conditions previously agreed with Vale.
2. Once the Order is accepted, the Supplier agrees that the pricing is established and unadjustable.
3. It is mandatory for the Supplier to inform the following data about the Electronic Invoice:
 1. Purchase Order Number on tag <xPed>
 2. Purchase Order Item on tag <nitemPed>
4. The Electronic Invoice must be issued by VALE as informed on the #Destinatário Final# field, signaling the CNPJ and the State Inscription which are found in this field;
5. The Electronic Invoice encompasses one or more Purchase Orders if:
 1. The Destination CNPJs are equal;
 2. The Delivery Addresses are equal;

1. DELIVERY

1. The Supplier is responsible for the material's packaging aiming to give the necessary protection during the transportation until the #DELIVERY LOCALE# (VALE or CARRIER). Each item must be packed with the adequate wrapping for each Transportation Type as a way to avoid unnecessary effort, deformation and malfunction;
2. The Supplier must replace without any charges, the material delivered off the specifications on the Purchase Order or that presents faults, deficiency, imperfection or defects of any nature, being that the devolution expenses and/or replacement of the material will be the Supplier's responsibility;
3. If the material is delivered by a Carrier not recommended by VALE S.A, the Shipping expenses will be covered by the Supplier;
4. If the Order establishes the Shipping with INCOTERM EXW, the Supplier must generate the Collection Request (ASN) on Nimbi Network. Vale will be responsible to determinate which Carrier will attend the Resquest. All Informations such as the selected Carrier and Service Time Frame, will be informed through Nimbi Network;
5. If the Order establishes the Shipping with INCOTERM FCA, the Supplier must access Nimbi Network to generate the Collection Request (ASN) before the material is sent to Vale's Carrier.

2. Terms of Service
GENERAL CONDITIONS OF SUPPLY SERVICES

1. ORDER

1. The Supplier shall accept it or reject it as the commercial terms agreed with Vale.
2. Once the application is accepted, the Supplier confirms that the price is fixed and non-adjustable. In case of rejection for any reason, the Supplier shall state the reason;
3. The Supplier shall mandatorily have the following information on the NF-e:
 1. Purchase Order number in tag;
 2. Item Purchase Order in tag;
 4. The NF-e must be issued in the name of VALE, as quoted in the field # end # Recipient indicating the CNPJ and State registration contained in this field;
 5. The NF-e may comprise one or more Purchase Orders provided that:
 1. The Fates of CNPJs are equal;
 2. The Delivery Locations are equal;

1. DELIVERY

1. The supplier is responsible for the proper packaging material, seeking the necessary protection during transport, until the DELIVERY #LOCAL # (VALE or CARRIER). suitable packaging for each type of transport in order to avoid efforts, deformation or damage should be used;
2. The Supplier must replace without any charges, the material delivered off the specifications on the Purchase Order or that presents faults, deficiency, imperfection or defects of any nature, being that the devolution expenses and/or replacement of the material will be the Supplier's responsibility;
3. If the material is delivered to the carrier than the one indicated by Vale S.A., the freight expenses shall be borne by the supplier's account.

Orders

How to view an order

- 2 Under "Comments" and "Attachments" you can view comments and attachments, respectively, for the request

The screenshot displays the Nimbi web application interface. The top navigation bar includes the 'nimbi' logo, the 'VALE' logo, and user information (User Name, Company Name). The sidebar on the left contains various navigation options, with 'Orders' highlighted. The main content area is divided into sections: 'ATTACHMENTS' (No attachments to show), 'COMMENTS' (There isn't any notes), and 'PARTNER'S DATA'. The 'PARTNER'S DATA' section is further divided into 'Register' and 'Address' information.

Register	Address
External Code: -	Address:
Company Name:	Number: 0
Tax Number:	Complement:
State Fiscal Identifier:	City:
	Zip Code:
	State:
	Country:
	Neighborhood: -

Orders

How to view an order

- 3 The "Partner Data" panel displays partner registration information, contract data, and address

The screenshot displays the Nimbi web application interface. On the left is a dark sidebar with the 'nimbi' logo and a list of navigation items: Nimbi Network, Nimbi Open, Certify, Negotiate, Buy (with a dropdown arrow), Dashboard, Orders, SES, Received Contracts, Import Center, Follow-Up, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area features the VALE logo at the top left and a user profile at the top right. A yellow circle with the number '3' highlights the 'PARTNER'S DATA' section. This section is titled 'Invoicing Party' and 'Goods Supplier'. It is divided into two columns: 'Register' and 'Address'. The 'Register' column contains fields for External Code, Company Name, Tax Number, and State Fiscal Identifier. The 'Address' column contains fields for Address, Number, Complement, City, Zip Code, State, Country, Neighborhood, Building, Room, and Floor. At the bottom right of the main area are 'REJECT' and 'ACCEPT' buttons. The footer includes 'All Rights Reserved - Nimbi - 2019' and 'Powered by nimbi'.

Orders

How to view an order – Orders Received

An additional option is to manage your recent Purchase Orders at the tab “Orders Received”

- 1 On the home screen of the portal, click "Buy"
- 2 Then click on “Orders Received”
- 3 The user will be directed to the page with the indicators and the filter fields
 - Search order by code or title bar
 - Status
 - Client
 - Vendor
 - Item description
 - Incoterm
 - ERP code
 - Nimbi code
 - Update date

The screenshot displays the 'Orders Received' interface. On the left, a dark sidebar menu lists navigation options: Nimbi Open, Certify, Negotiate, Buy (highlighted with a yellow circle 1), Dashboard, Orders, SES, Received Contracts, Import Center, Follow-Up, Orders Received (highlighted with a yellow circle 2), Catalog, Payment, IDF, and Distribute. The main content area features three summary cards at the top: a grey card with '16 NEW ORDERS WAITING TO BE ACCEPTED' (circled 3), an orange card with '0 UPDATED ORDERS WAITING TO BE ACCEPTED', and a green card with '24 ORDERS ACCEPTED'. Below these is the 'MY ORDERS' section, which includes a search bar (circled 3) labeled 'Search order by code or title' and a dropdown menu for 'All status'. The filter fields are arranged in a grid: Client (Select), Vendor (Select), Item description, and Incoterm in the top row; ERP Code, Nimbi Code, Update date (DD/MM/YYYY to DD/MM/YYYY), and another Update date field in the bottom row.

Orders

How to view an order – Orders Received

4 Purchase orders list. PO's information listed:

- ERP code
- Created by
- Delivery address
- Itens
- Attachments
- Update date
- Issue to
- Billing address
- Amount
- Comments

5 Accept icon

6 Click the arrow to show more information about the items

List actions

Download the order [Accept](#) [Archive Orders](#)

4 #38482 Approved - Waiting Accept

ERP Code 4504330001 Created by 33592510000154 - VALE S.A. Delivery Address By item Items 1 Attachments 0 [Accept](#) 5

6 ^ Update Date 22/07/2019 Issued to 57029431004608 - ATLAS... Billing address By item Amount BRL R\$10.000,00 Comments 0

Item Code	Line ERP	Type	Description	Unit	Delivery address	Payment Address	Delivery Date	Quantity	Unit price	Attachments	Comments
000000000015000096	10	Product	ABRACADEIRA CAB ELET SOMM...	peça	ROD BR 265 K...	ROD BR 265 K...	22/07/2019	10,00	BRL R\$1.000,00	0	3

1 record

#38479 Approved - Waiting Accept

ERP Code 4504329996 Created by 33592510000154 - VALE S.A. Delivery Address By item Items 1 Attachments 0

Orders

How to accept/return an order

To accept or return an order, go to the order list.

- 1 Click on the desired order. You can only accept orders with "Approved - Accepted Pending" or "Changed - Accepted Pending" status

IMPORTANT: Orders may only be accepted or returned in full.

The screenshot shows the Nimbi web application interface. The sidebar on the left contains navigation options: Nimbi Network, Nimbi Open, Certify, Negotiate, Buy (selected), Dashboard, Orders, SES, Received Contracts, Import Center, Follow-Up, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, and Talk to Us. The main content area is titled 'MY ORDERS' and features a search bar and an 'Advanced Filter' dropdown. The table below lists three orders:

Registro Fiscal	Status	Created by	Creation date	Total	Returned - Supplier
450000000001	Approved - Acce...	Administrador .	29/07/2019 11:26:02 (UTC-03:00) Brasilia	BRL R\$ 100,00	Returned - Supplier
450000000002	Approved - Waiti...	Administrador .	29/07/2019 11:19:58 (UTC-03:00) Brasilia	BRL R\$ 100,00	Returned - Supplier
4500000000003	Returned - Suppl...	Administrador .	22/07/2019 18:12:59 (UTC-03:00) Brasilia	BRL R\$ 10.000,00	Approved - Accepted

Orders

How to accept/return an order

You will be directed to the order document.

2 Document status will be available in the upper right corner of the screen

3 After checking the order details, you must accept or return. To do this, scroll down to the bottom of the page and click "Accept" to accept the request

The image displays two screenshots of the Nimbi web application interface. The top screenshot shows the 'VIEW ORDER' page. The header includes the 'nimbi' logo, the 'VALE' logo, and a user profile dropdown. A notification bell icon is present. The main content area shows the order ID '45000000000' and a 'Download in PDF' button. To the right, there is a summary box with 'Code:38482', 'ERP Code:45000000000', 'Items:1', and 'Total:BRL R\$ 0,00'. A yellow circle with the number '2' is overlaid on the top right corner, indicating the document status 'Approved - Waiting Accept'. The bottom screenshot shows the 'PARTNER'S DATA' page. It features a sidebar menu on the left with options like 'Nimbi Network', 'Nimbi Open', 'Certify', 'Negotiate', 'Buy', 'Dashboard', 'Orders', 'SES', 'Received Contr', 'Import Center', 'Follow-Up', 'Catalog', 'Survey', 'Payment', 'IDF', 'Distribute', 'Settings', and 'Talk to Us'. The main content area is divided into 'Register' and 'Address' sections. The 'Register' section includes fields for 'External Code', 'Company Name', 'Tax Number', and 'State Fiscal Identifier'. The 'Address' section includes fields for 'Address Number', 'Complex', 'City', 'Zip Code', 'State', 'Country', 'Neighborhood', 'Building', 'Room', and 'Floor'. A yellow circle with the number '3' is overlaid on the bottom right corner, next to 'REJECT' and 'ACCEPT' buttons. The footer contains 'All Rights Reserved - Nimbi - 2019' and 'Powered by nimbi'.

Orders

How to accept/return an order

- 4 Fill in with the "Supplier Reference Code".
External code if the vendor has a similar process
- 5 Enter a comment
- 6 Click "Confirm" or "Return" if you want to cancel the action

IMPORTANT: Actions 4 and 5 are not mandatory for order confirmation.

The screenshot displays the Nimbi user interface. On the left is a dark sidebar with navigation options: Nimbi Network, Nimbi Open, Certify, Negotiate, Buy, Dashboard, Orders, SES, Received Contracts, Import Center, Follow-Up, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area shows 'PARTNER'S DATA' with fields for 'Invoicing Party', 'Goods', 'Register', 'External Code', 'Company Name', 'Tax Number', 'State Fiscal Identifier', 'Contact', 'Name', 'Telephone', and 'Email'. A white 'ACCEPT REQUEST' dialog box is overlaid on the main content. It contains a text input field for 'Reference Code Supplier' (marked with a yellow circle 4), a larger text area for 'Insert a comment' (marked with a yellow circle 5), and two buttons: 'RETURN' and 'CONFIRM' (the latter is marked with a yellow circle 6). The dialog box also has a red 'X' close button in the top right corner. At the bottom right of the main interface, there are 'REJECT' and 'ACCEPT' buttons. The footer includes 'All Rights Reserved - Nimbi - 2019' and 'Powered by nimbi'.

Orders

How to accept/return an order

To return, click "Return".

- 7 When you click "Return" you will need to select the reason for the return

And

- 8 Enter a comment with the justification (required field)

- 9 Click "Confirm" or "Return" if you want to cancel the action

IMPORTANT: To return an order the comment field is required.

The screenshot displays the Nimbi web application interface. A modal dialog titled "RETURN REQUEST" is open in the center. It contains a dropdown menu for "Select a return reason" with the option "Delivery due date is shorter than the contracted delivery time" selected. Below the dropdown is a text input field labeled "Enter a comment". At the bottom of the dialog are two buttons: "RETURN" and "CONFIRM". The background shows a "PARTNER'S DATA" form with fields for "External Code", "Company Name", "Tax Number", "State Fiscal ID", "Name", "Telephone", and "Email". The interface includes a sidebar with navigation options like "Nimbi Network", "Nimbi Open", "Certify", "Negotiate", "Buy", "Dashboard", "Orders", "SES", "Received Contracts", "Import Center", "Follow-Up", "Catalog", "Survey", "Payment", "IDF", "Distribute", "Settings", and "Talk to Us". The top right corner shows user information and a company name.

Orders

How to accept/return an order

- 10 When you accept the request, a message will be displayed with the confirmation of the action. Returning an order does not generate feedback to the buyer

The screenshot displays the Nimbi user interface. At the top, there is a header bar with the 'nimbi' logo on the left, the 'VALE' logo in the center, and a notification area on the right. The notification area contains a yellow circle with the number '10' and a green box with a checkmark and the text 'Request successfully accepted'. To the right of the notification are icons for a menu, a bell, a chat bubble, and a user profile labeled 'User Name' with 'Company Name' below it.

The main content area is titled 'VIEW ORDER' and shows an order with the ID '45000000000'. Below the ID is a 'Download in PDF' button. The order details include:

- Type: Vale
- Created by: VALE S.A.
- Contract: -
- Buyer Contact: -
- ERP creation date (dd/mm/yyyy): 22/07/2019

On the right side of the order details, there is a summary box with the following information:

- Code: 38482
- ERP Code: 45000000000
- Items: 1
- Total: BRL R\$ 0,00

Below the summary box, there is a question: 'Delivery and billing data is the same for all items?' followed by the answer: 'No, each item will have their delivery and billing data'. At the bottom of the order details, there is a 'Reference Supplier Code' field with a dash '-'.

At the bottom of the interface, there is a 'CURRENCY' section.

Orders

How to accept two or more orders – Orders Received

It's also possible to accept multiple purchase orders when using the tab "Orders Received"

- 1 Click on "Buy", then "Orders Received"
- 2 Select the "waiting accept" POs
- 3 Click on "Accept"
- 4 Fill in the supplier reference code
- 5 And click on "Confirm"

The screenshot shows the VALE system interface. On the left is a sidebar menu with options: Nimbl Open, Certify, Negotiate, Buy, Dashboard, Orders, SES, Received Contracts, Import Center, Follow-Up, Orders Received (highlighted), Catalog, Payment, IDF, and Distribute. The main area displays a list of orders. The first order is #38482, with ERP Code 4504330001, created by 33592510000154 - VALE S.A., and a delivery address of 'By item'. It has 1 item and an amount of BRL R\$10.000,00. The status is 'Approved - Waiting Accept'. A modal dialog titled 'Accept order' is open, showing a text input field for a comment and a 'CONFIRMAR' button. The dialog also contains a warning message: 'No aceite em massa não é possível incluir um código de referência para os pedidos. O comentário será incluído em todos os pedidos aceitos nesta ação.'

Item Code	Line	ERP	Type	Description	Unit	D	Payment	Delivery	Price	Attachments	Comments
000000000015000096	10		Product	ABRACADEIRA CAB ELET 50MM...	peça				0,00	0	3

Changed Order View

How does it work?

For orders changed by Vale buyers, the supplier will be notified.

- 1 Under "Alerts", the vendor will be notified of any change in the order**
- 2 In the Buy module, click "Orders" to access the order list**
- 3 Click on the request for interest**
To accept or return orders after modifications see slides 26 to 31

The screenshot shows the Nimbi web application interface. The top navigation bar includes the Nimbi logo and a user profile dropdown menu. The sidebar on the left contains navigation options: Nimbi Network, Nimbi Open, Certify, Negotiate, Buy (with a sub-menu), Dashboard, Orders (highlighted with a yellow circle '2'), SES, Received Contracts, Import Center, Follow-Up, Catalog, Survey, Payment, IDF, Distribute, Advance, Settings, and Talk to Us. The main content area is titled 'MY ORDERS' and features a search bar and an 'Advanced Filter' link. Below this, there are three order entries, each with a 'Registro Fiscal' number (450000000001, 450000000002, and 450000000003) highlighted by a yellow circle '3'. The first two orders are in 'Returned - Supplier' status, and the third is in 'Approved - Accepted' status. The status bar on the left shows counts for 'Approved - Acce...' (134), 'Approved - Wait...' (93), and 'Returned - Suppl...' (7). The 'Document Type' is listed as 'MATERIAL' (290). A yellow circle '1' is positioned above the user profile in the top right corner.

Changed Order View

How does it work?

When you enter the order detail, you can identify which items have been deleted.

- 4 Items excluded from the order by Vale, will be displayed with the differentiated layout so that the vendor knows that they are no longer part of that order

IMPORTANT: If all items are deleted, the order will no longer be available to the vendor in the order list. The vendor will receive a notification indicating that the order has been cancelled.

The screenshot shows the Nimbi Network interface. The sidebar menu includes: Nimbi Network, Nimbi Open, Certify, Negotiate, Buy, Dashboard, Orders, SES, Received Contracts, Import Center, Follow-Up, Catalog, Survey, Payment, IDF, Distribute, Settings, and Talk to Us. The main content area has a header with the VALE logo and user information. Below the header, there is a table with columns: Group, Code, Type, Description, Quantity, Unit, Unit Price, and Total Price. The table contains two rows, both with a quantity of 0,00 and a total price of 0,00. A yellow circle with the number 4 highlights the second row. Below the table, there is a section titled 'SUPPLY GENERAL CONDITIONS' with a list of terms and conditions.

Group	Code	Type	Description	Quantity	Unit	Unit Price	Total Price
	00000000000000000000	Goods	-Description-	0,00	Piece		0,00
	00000000000000000000	Goods	-Description-	0,00	Piece		0,00

SUPPLY GENERAL CONDITIONS

- GENERAL CONDITIONS MATERIALS
GENERAL CONDITIONS FOR MATERIAL SUPPLY
1. ORDER
1. The Supplier must accept or reject the Order according to the Commercial Conditions previously agreed with Vale.
2. Once the Order is accepted, the Supplier agrees that the pricing is established and unadjustable.
3. It is mandatory for the Supplier to inform the following data about the Electronic Invoice:
1. Purchase Order Number on tag <oxPed>
2. Purchase Order Item on tag <nitemPed>
4. The Electronic Invoice must be issued by VALE as informed on the #Destinatário Final# field, signaling the CNPJ and the State Inscription which are found in this field;
5. The Electronic Invoice encompasses one or more Purchase Orders if:
1. The Destination CNPJs are equal;
2. The Delivery Addresses are equal;
1. DELIVERY
1. The Supplier is responsible for the material's packaging aiming to give the necessary protection during the transportation until the #DELIVERY LOCALE# (VALE or CARRIER). Each item must be packed with the adequate wrapping for each Transportation Type as a way to avoid unnecessary effort, deformation and malfunction;
2. The Supplier must replace without any charges, the material delivered off the specifications on the Purchase Order or that presents faults, deficiency, imperfection or defects of any nature, being that the devolution expenses and/or replacement of the material will be the Supplier's responsibility;
3. If the material is delivered by a Carrier not recommended by VALE S.A, the Shipping expenses will be covered by the Supplier;
4. If the Order establishes the Shipping with INCOTERM EXW, the Supplier must generate the Collection Request (ASN) on Nimbi Network. Vale will be responsible to determinate which Carrier will attend the Request. All

Orders

How to archive Concluded POs - Orders Received

It's also possible to archive conclude purchase orders when using the tab "Orders Received"

- 1 Click on "Buy", then "Orders Received"
- 2 Select the POs to archive
- 3 Click on "Archive Orders". Then, click on "ok"

The screenshot shows the SAP S/4HANA interface for 'Orders Received'. On the left, a navigation menu is visible with 'Orders Received' selected. The main area displays a list of purchase orders. The first order, #38482, is selected. The 'List actions' bar at the top includes 'Download the order', 'Accept', and 'Archive Orders', with 'Archive Orders' highlighted by a yellow circle. Below the header, a table lists the order details and items. The table has columns for Item Code, Line, ERP, Type, Description, Unit, Del, Payment, Delivery Date, Quantity, Unit price, Attachments, and Comments. The first item is ABRACADEIRA CAB ELET 30MM...

Item Code	Line	ERP	Type	Description	Unit	Del	Payment	Delivery Date	Quantity	Unit price	Attachments	Comments
000000000015000096	10		Product	ABRACADEIRA CAB ELET 30MM...	peça	ROD BR 265 K...	ROD BR 265 K...	22/07/2019	10,00	BRL RS1.000,00	0	3

IMPORTANT: The Archived POs will not be shown in the Orders Received list. But they are going to be available in "Orders".

What changes in the order PDF

See what has changed in the Purchasing Order PDF generated from Nimbi Portal

The PDF file presented by the Portal has more detailed information and presents some changes in the layout of the information.

1 All vendor data will be available in Invoicing Party and Goods Supplier. Due to a portal need, this two information will always be the same with each other:

- Company Name
- External Code
- Name
- Address
- City
- Country
- Room
- ID
- Telephone
- Complement
- State
- Neighborhood
- Floor
- State Fiscal Identifier
- E-mail
- Number
- Zip Code
- Building

2 Below you will find the Supplier's Name, Tax Number, and Shipping Attributes

Approved - Waiting Accept

Items: 1
Total: BRL 10,00

VALE 450000000
Created By: VALE S.A.

Code: 1234 ERP Code: 450000000 Contract: Supplier Reference Code: -
Buyer Contact: B00 ERP creation date (DD/MM/YYYY): 22/07/2019
Delivery and billing data is the same for all items? No, each item will have their delivery and billing data

1

Invoicing party

Company Name: ID: State Fiscal Identifier:
External Code: Telephone: Email:
Name: Complement: Number: 0
Address: City: Zip Code:
City: State: PA Neighborhood: Building:
Country: Neighborhood: Building:
Room: Floor:

Goods Supplier

Company Name: ID: State Fiscal Identifier:
External Code: Telephone: Email:
Name: Complement: Number: 0
Address: City: Zip Code:
City: State: PA Neighborhood: Building:
Country: Neighborhood: Building:
Room: Floor:

2

Supplier:
Company Name:
ID:

Shipping Attributes
Incoterm: CIF
Incoterm additional information: -
Incoterm Location: Teste

What changes in the order PDF

See what has changed in the Purchasing Order PDF generated from Nimbi Portal

3 You can view much more detailed information from the same item

- Description
- Group
- ERP line
- Client Code
- Manufacturer Name
- Manufacturer Part number
- Vendor Code
- Unit
- Quantity
- Delivery Date
- PER
- Unit price
- Total Price
- Nature of the Operation
- Invoice required
- Payment Type
- Requester contact
- Requester name
- Requisition Number
- Deposit Number
- Order number
- Equipment
- Long Description

3

Items		
Description:	Group: -	ERP Line: -
Client Code:		
Manufacturer Name: -----	Manufacture Partnumber:	/endor Partnumber:
Unit:	Quantity:	Delivery Date (DD/MM/YYYY):
PER	Unit Price:	Total Price: -----
Nature of operation:	Invoice Required:	Payment Type: -
Requester Contact: -	Requisition Number: -	Deposit
Requester Name: -	Unloading Point:	Deposit Number:
Long Description:	Order Number:	Equipment:

Delivery Address	Payment Address
------------------	-----------------

Tax Information:	
CFOP: -	Material Source:
Aliquot ICMS:	Base ICMS: 0
Aliquot IPI: 0	Base IPI: 0
NCM:	Tax Replacement:
PIS: -	COFINS: -
IVA: -	INSS: 0
ICMS_ST basis: 0	Special tax regime:

Comments

What changes in the order PDF

See what has changed in the Purchasing Order PDF generated from Nimbi Portal

4 Delivery Address, Billing Address, Tax Information and Comments are arranged by item and appear independently

The PDF will be available according to the vendor's language

At the end of the document, there was no change in the **Terms and Conditions of Purchase**

Items		
Description:	Group: - Client Code:	ERP Line: -
Manufacturer Name:	Manufacture Partnumber:	/endor Partnumber:
Unit: PER	Quantity: Unit Price:	Delivery Date (DD/MM/YYYY): Total Price:
Nature of operation:	Invoice Required:	Payment Type: :
Requester Contact: -	Requisition Number: -	Deposit
Requester Name: -	Unloading Point:	Deposit Number:
Long Description:	Order Number:	Equipment:

4	
Delivery Address	Payment Address

Tax Information:	
CFOP: -	Material Source:
Aliquot ICMS:	Base ICMS: 0
Aliquot IPI: 0	Base IPI: 0
NCM:	Tax Replacement:
PIS: -	COFINS: -
IVA: -	INSS: 0
ICMS_ST basis: 0	Special tax regime:

Comments

BUY MODULE

- **Sheet Entry Service (SES)**

SES

How does it work?

To use this feature, you must be in agreement to do so with your plant contact. Vale releasers can also choose to create the SES directly in VALE's SAP.



1 Vendor **opens** the Buy module on the portal



2 Vendor **creates** SES on the portal



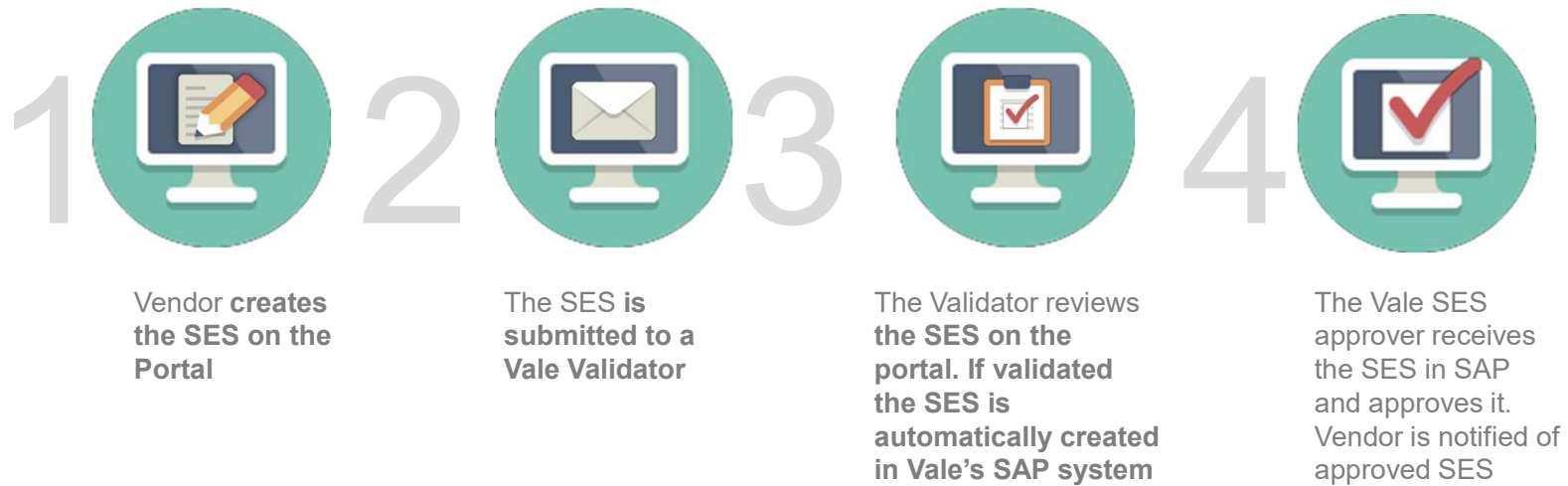
3 Vendor **fills in** the SES



4 Vendor **submits** SES for validation

SES

How does it work?





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