



Program

# Procurement Transformation

A leap into our future

## Supplier Registration on the Coupa Platform

February/2025





# Agenda

- 1 Overview of the Procurement Transformation Program**
- 2 Introduction to the Coupa Platform**
- 3 Step-by-step: registration on the Coupa Platform (via the invitation sent by Vale)**
- 4 Commercial Model**
- 5 Next steps and Support Channel**
- 6 Questions**



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

# 1. Overview of the Procurement Transformation Program



# Procurement Transformation Program

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



**Enhanced User Experience**



**Integration and Automation**



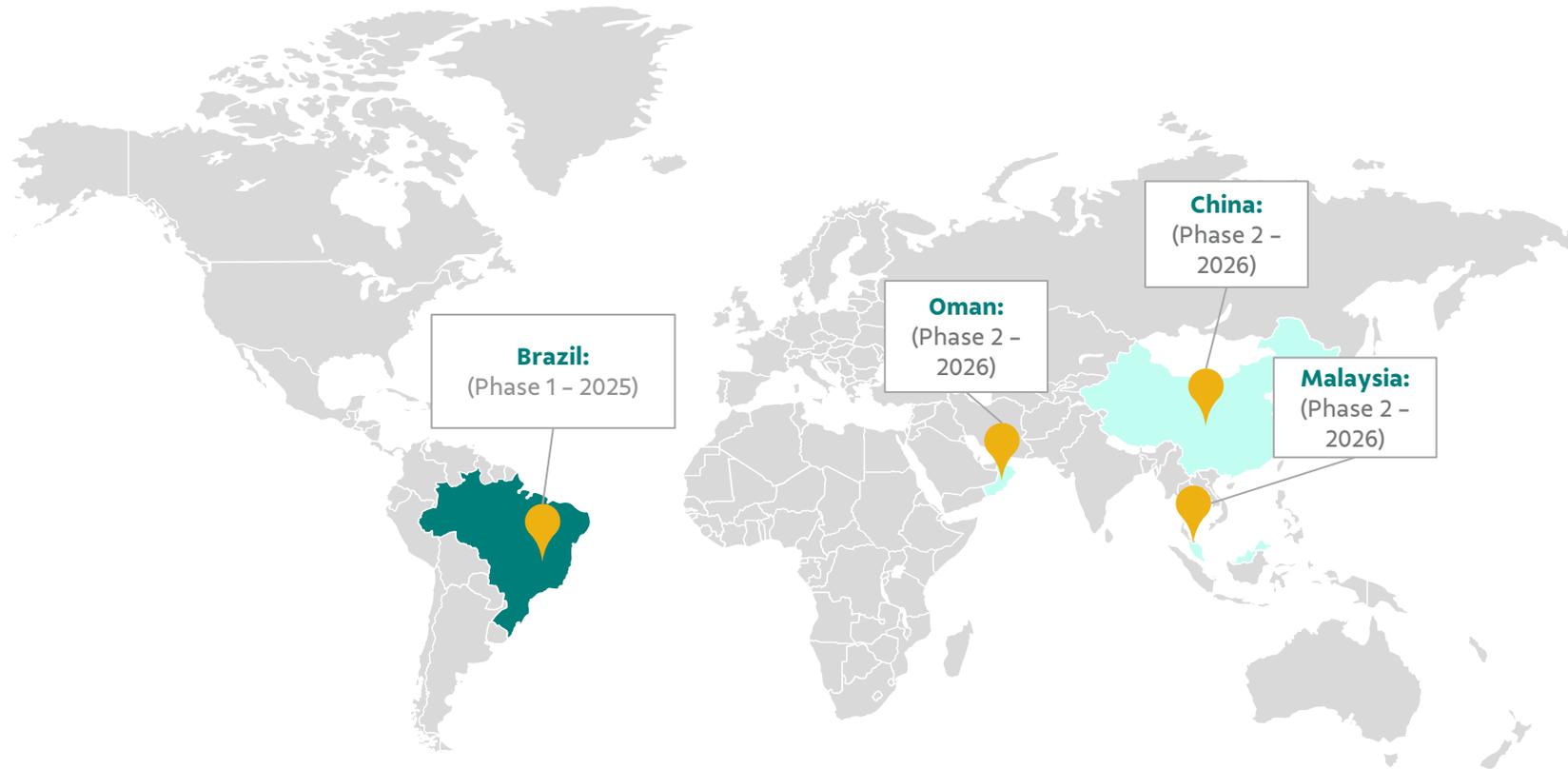
**Data Intelligence & Guidance**



**ESG Program**



# Impact of Our Transformation



## SOME NUMBERS FROM VALE S.A. FERROUS

**89,000**  
Requisitions



**669,000**  
POs



**850,000**  
Invoices



**+95,000**  
Negotiation Rounds

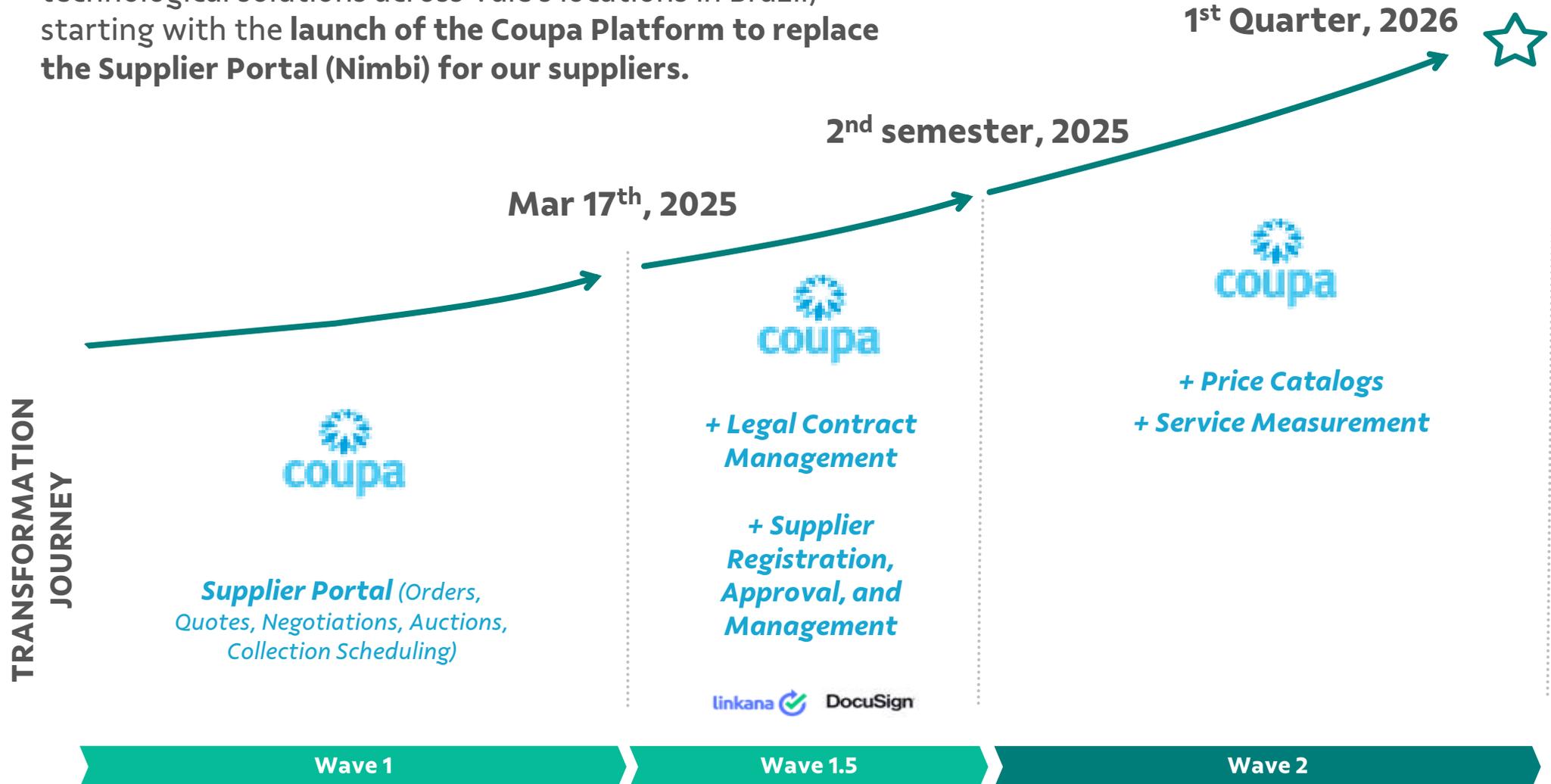


**Simplification + Efficiency + Innovation = Procurement Transformation**



# Transformation Journey

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





# Key changes for **Suppliers** of Vale S.A. (Iron Ore)



Suppliers will now utilize the **Coupa platform as their main portal for interactions with Vale S.A. (Iron ore).**



Enhanced visibility into negotiation statuses and outcomes, along with a streamlined registration process.

Minimized discrepancies between purchase orders and invoices.



**Collaboration space** during the proposal negotiation phase.

Online and collaborative discussions for legal documents with the Legal and Purchasing teams.

# Vale Base Metals

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

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

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

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

✓ **Vale United Kingdom**

## Vale Base Metals – Brazil

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

Page 11

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



# Vale Base Metals – Brazil

Plant	Overview	CNPJ
4751	Parauapebas Deposit: OFE: 1064	33.931.478/0006-07
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4752	Bahia-Alemão Mine: MPL: 1064	33.931.478/0013-28
4778	CRISTALINO MINE: MPL: 1064	33.931.478/0014-09
4777	BELEM HUB: OFE: 1064	33.931.478/0015-90
4127	Salobo - Marabá: MPL: 1064	33.931.478/0002-75
4263	NORTH P. - Salobo - Marabá: VRT: 1064	33.931.478/0002-75
4467	Salobo PA - BarraCoq: VRT: 1064	33.931.478/0002-75
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4754	Ourilandia Exp PATIO: VRT: 1646	48.256.824/0006-68
4760	Ourilandia Exp VDC: VRT: 1646	48.256.824/0006-68
4763	Ourilandia Nickel: WHS: 1646	48.256.824/0006-68



# Next Steps for Suppliers



## Until Feb 28th

- ✓ Complete your registration on the Coupa Platform using the invitation sent by Vale

## Mar 10 to Mar 14

- ✓ Participate in training sessions (starting on 02/24; invitations will be sent soon)

## March 17th

- ✓ Launch of the Coupa Platform (03/17)
- ✓ Attend support sessions for any questions, starting March 17th, as needed

The next step for suppliers is to **register on the Coupa Platform** and **accept the Adoption Agreement**, ensuring access when the new solution launches in March 2025.

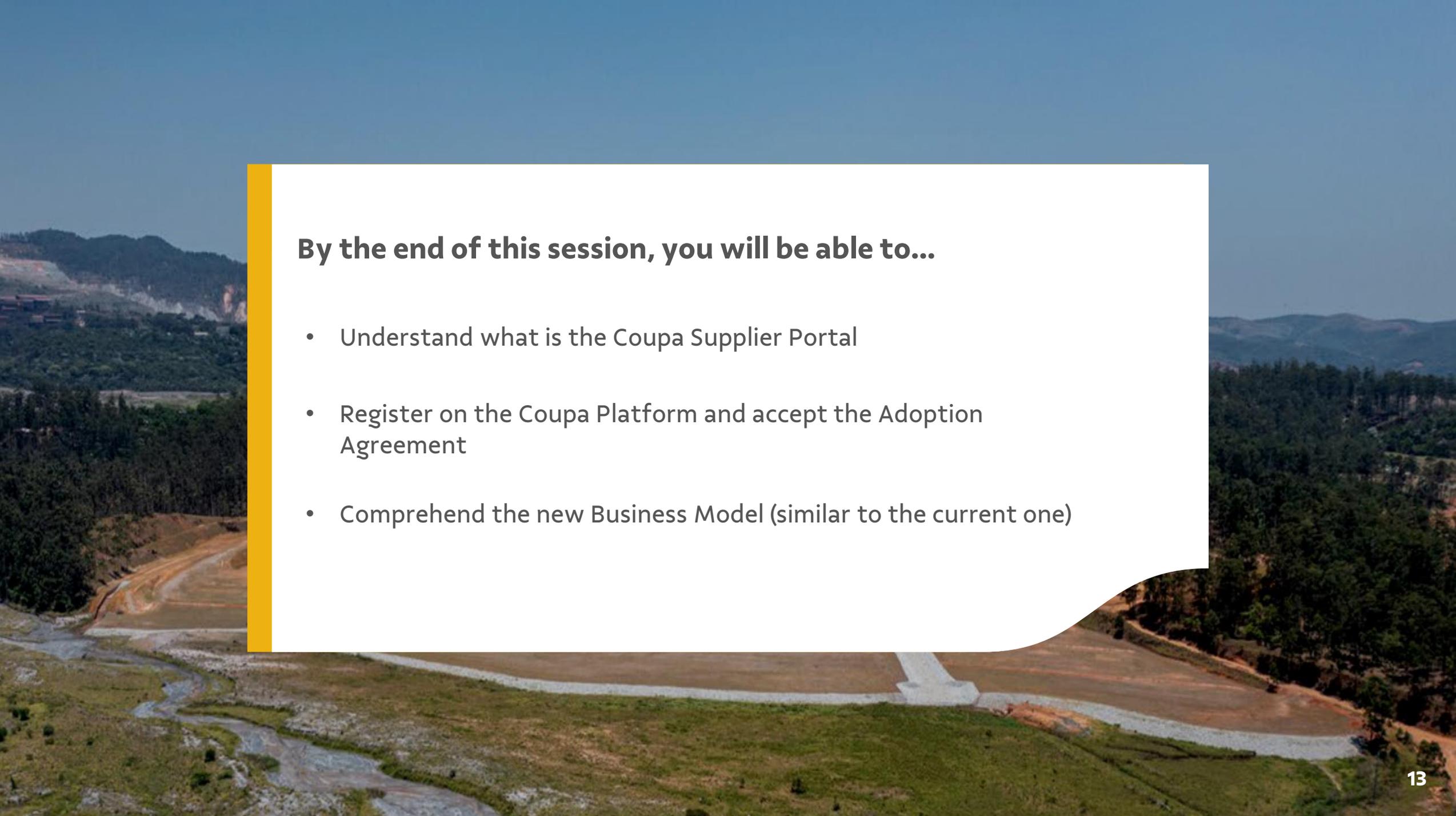


Accepting the Adoption Agreement is essential for continuing transactions with Vale S.A. (Ferrous).

**Support channel:**

**suppliersupportvale@accenture.com**

Note: Suppliers must register, review, and accept the terms on Coupa, but they will only be able to conduct transactions after the Go-Live in March 2025. Until then, they will continue using the Nimbi Portal for Vale S.A. and Vale Base Metals.



## By the end of this session, you will be able to...

- Understand what is the Coupa Supplier Portal
- Register on the Coupa Platform and accept the Adoption Agreement
- Comprehend the new Business Model (similar to the current one)

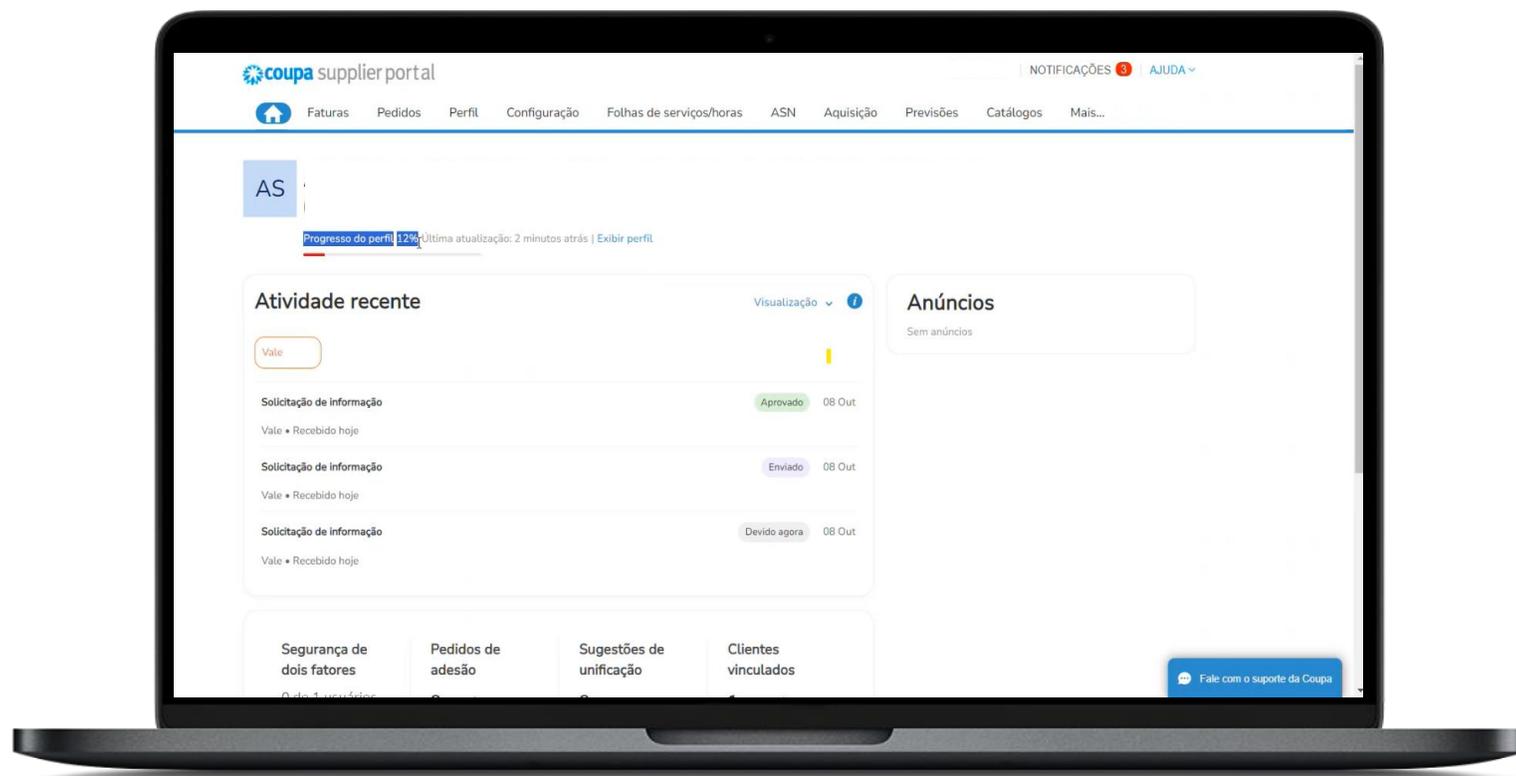


Ship Berge Everest with a capacity of 400,000 tons at the Teluk Rubiah distribution center in Malaysia  
Photo: Mohd Darus bin Hasib

## 2. Familiarizing with the Coupa Platform



# Understanding the Solution: Coupa Supplier Portal



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

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



# Benefits of the Solution



- **Visibility and Connections:** Suppliers gain enhanced visibility among buyers using the platform, fostering the creation of new business opportunities and strategic partnerships..
- **Community Engagement:** Suppliers can participate in events and forums to share knowledge, ask questions, and connect with other professionals, enriching their learning and professional growth.
- **Operational Efficiency:** The platform allows suppliers to manage orders, invoices, and catalogs in a centralized and efficient manner, minimizing errors and expediting processes.
- **Access to Insights and Best Practices:** The Coupa community offers valuable insights and best practices shared by other suppliers and buyers, aiding in the optimization of operations and business strategies.



# Key Concepts

- **Coupa**

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

- **Adoption Agreement**

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

- **Purchasing Processes**

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



Photo: Marcus Desimoni

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



# Guided Navigation: Step by Step



- 1** Step by step demonstration
- 2** Receiving the Invitation to register on Coupa
- 3** First Access by clicking the invitation link
- 4** Complete registration to join the Vale network on Coupa
- 5** Acceptance of the Membership Agreement
- 6** Account Unification
- 7** Add users from your company to the account
- 8** Coupa Support Materials



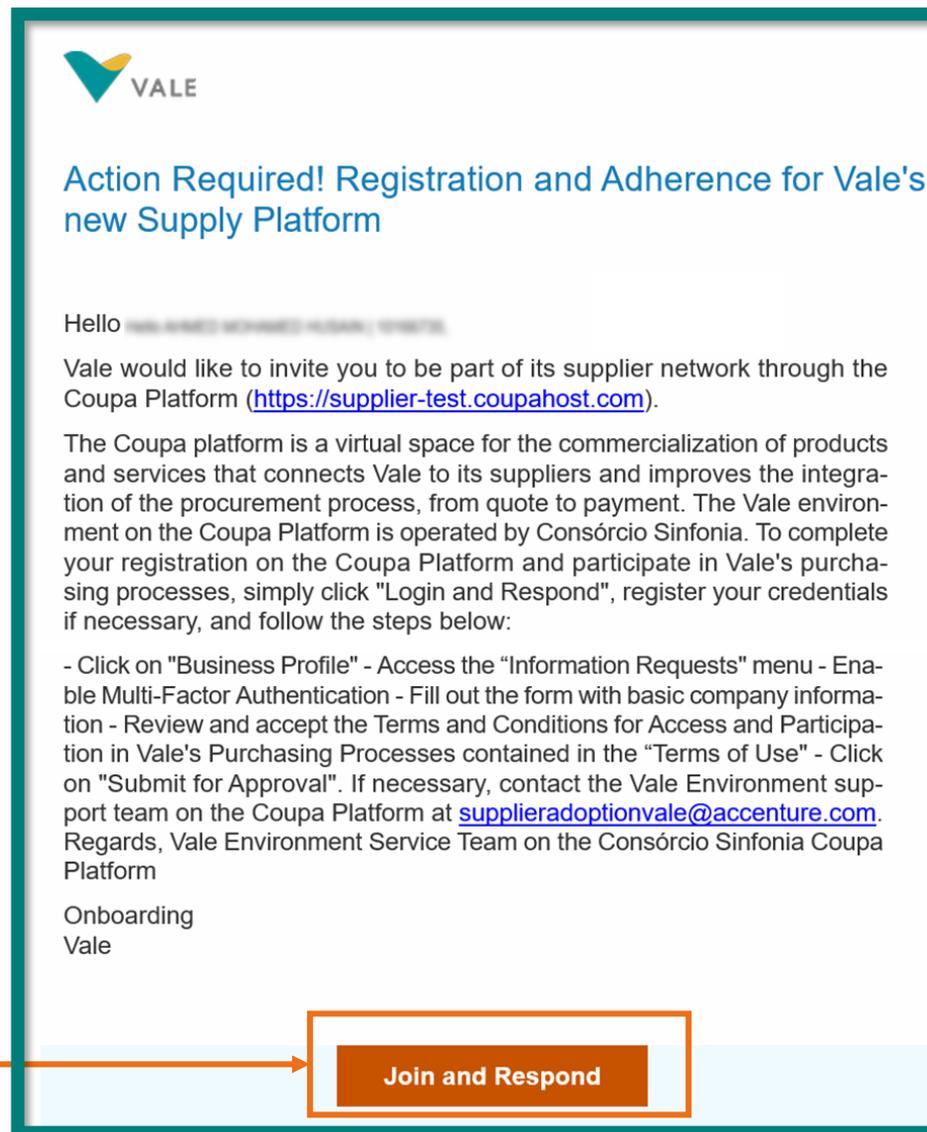
# Receiving Your Invitation to Register on Coupa (1/1)

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

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

**Sender:** Coupa Supplier Portal  
(do\_not\_reply@supplier.coupahost.com)

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





# Forward the invitation to another user

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

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

**Create an Account**

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

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

\* Email  
kessesles+estrangairo@gmail.com

\* First Name R  
\* Last Name K

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

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

I do not have a Tax ID

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

**Create an Account**

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

[Forward this to someone](#)



# First Access via the Invitation Link (1/7)

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

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

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

**Join an Existing Account?**  
Provide any of the additional info to get better suggestions.

View existing accounts matching email domain

Business Name

Country/Region

Address Line 1

City  State  Postal Code

Tax ID  DUNS Number

No, continue creating a new account

**Next**

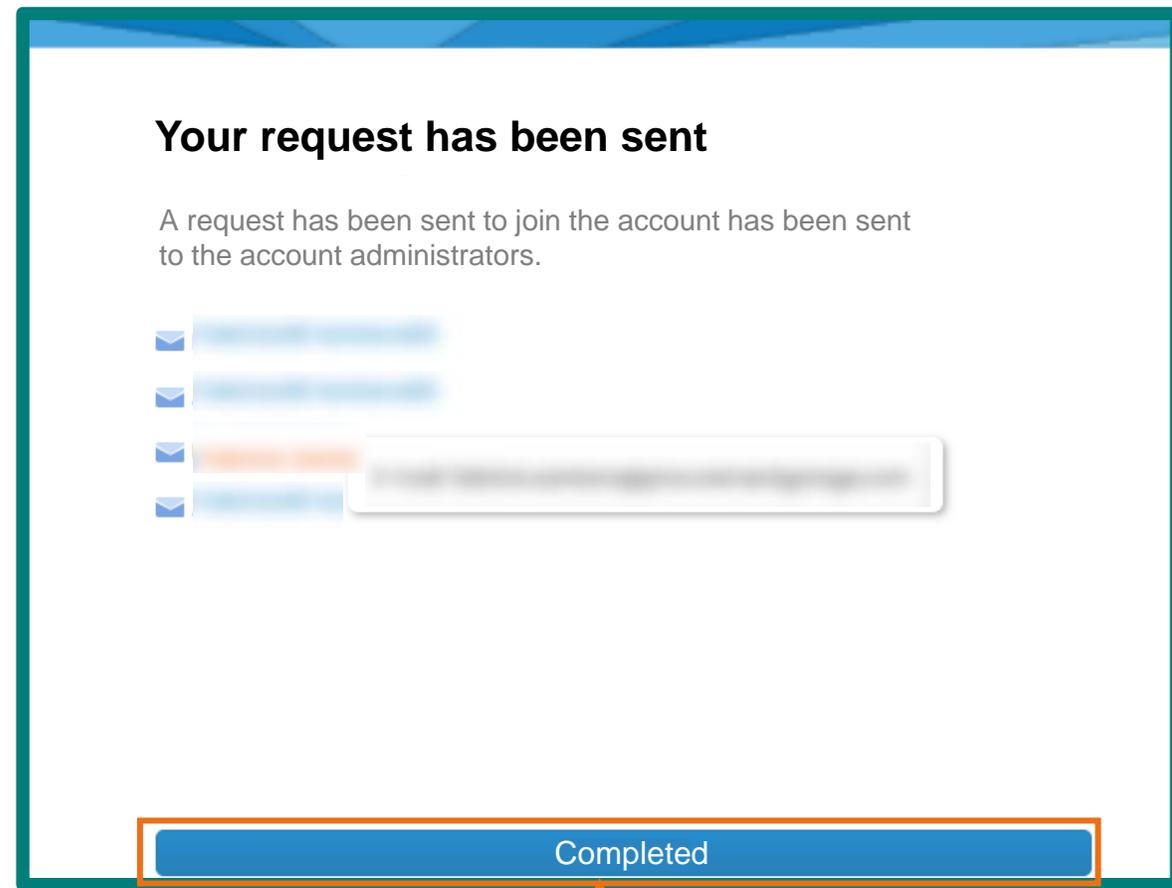


# First Access via the Invitation Link (2/7)

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

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

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





# First Access via the Invitation Link (3/7)

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

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

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

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

**Primary Address**

* Country/Region	* Address Line 1	Address Line 2
<input type="text"/>	<input type="text"/>	<input type="text"/> (+)
* City	* State	* Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Next



# First Access via the Invitation Link (4/7)

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

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

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

Important: If the company name is incorrect, please contact [adesaofornecedorvale@accenture.com](mailto:adesaofornecedorvale@accenture.com).

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

**Create an Account**

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

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

\* Email

\* First Name R \* Last Name K

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

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

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

**Create an Account**

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

[Forward this to someone](#)



# First Access via the Invitation Link (5/7)

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

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

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

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

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

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

\* Email

\* First Name  \* Last Name

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

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

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

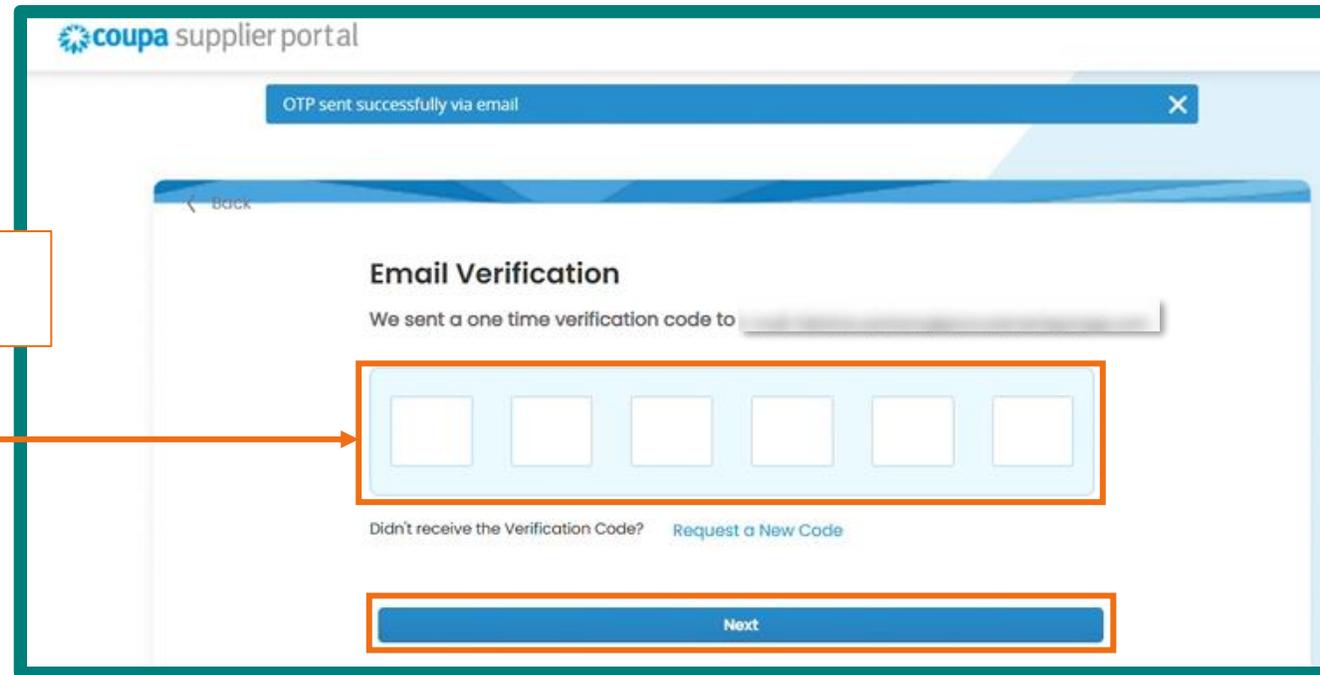


# First Access via the Invitation Link (6/7)

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

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

The user should enter the received code and click on “Next”

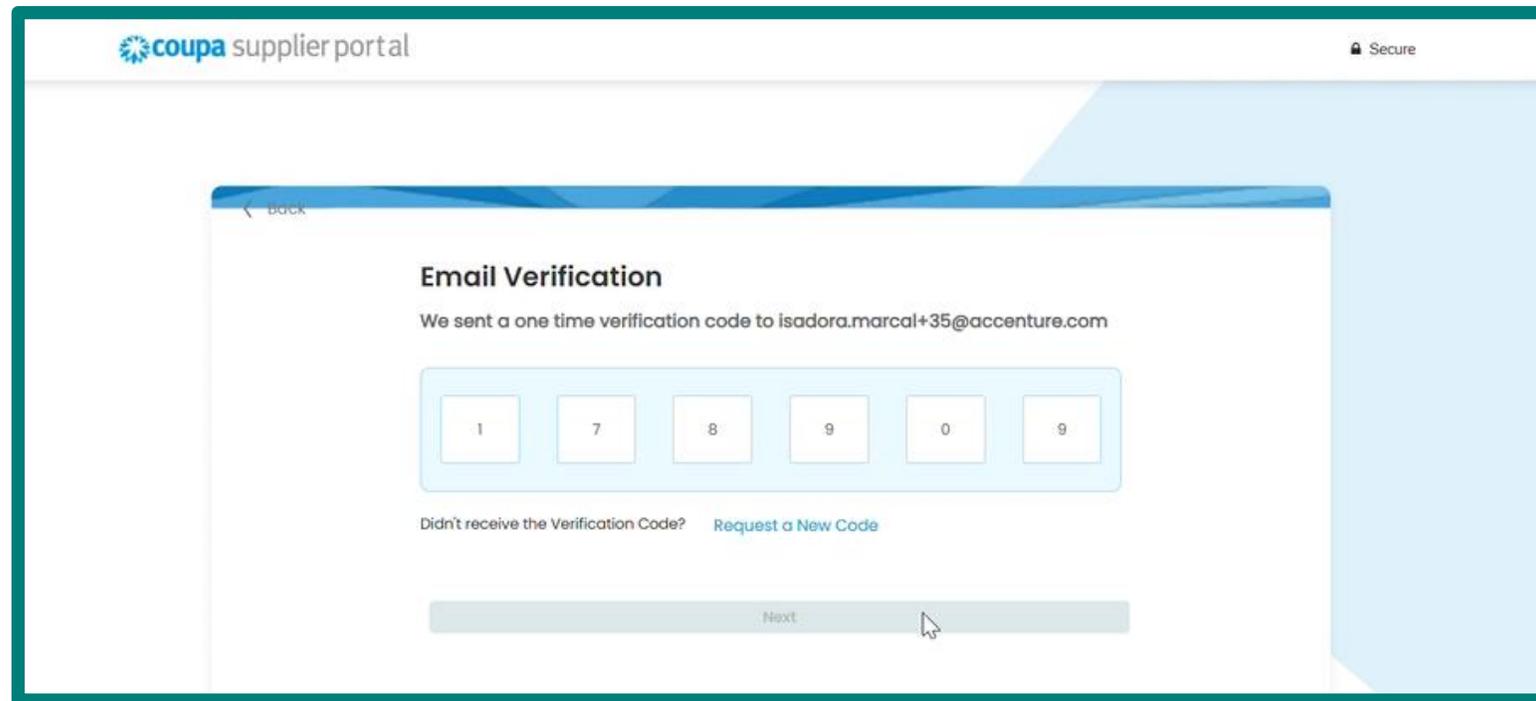




# First Access via the Invitation Link (7/7)

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

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





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

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

On this page, the user can add additional information such as their phone number and address.

After filling it out, click **next**

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

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

**Primary Address** ✓

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

**Oman**  
Invoice From Code ⓘ

Next



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

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

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

Once finished, click on **“Next”**.

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

Account Details Payment Information

**Bank Transfer** Customer Supported

Please enter the following information to receive Bank Transfer payments.

\* Payment Method Name ⓘ

\* Bank Account Country/Region  \* Bank Account Currency

Beneficiary Name  Bank Name

\* Zip Code

Remit-To Code ⓘ

Do not accept check payments from this customer



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

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

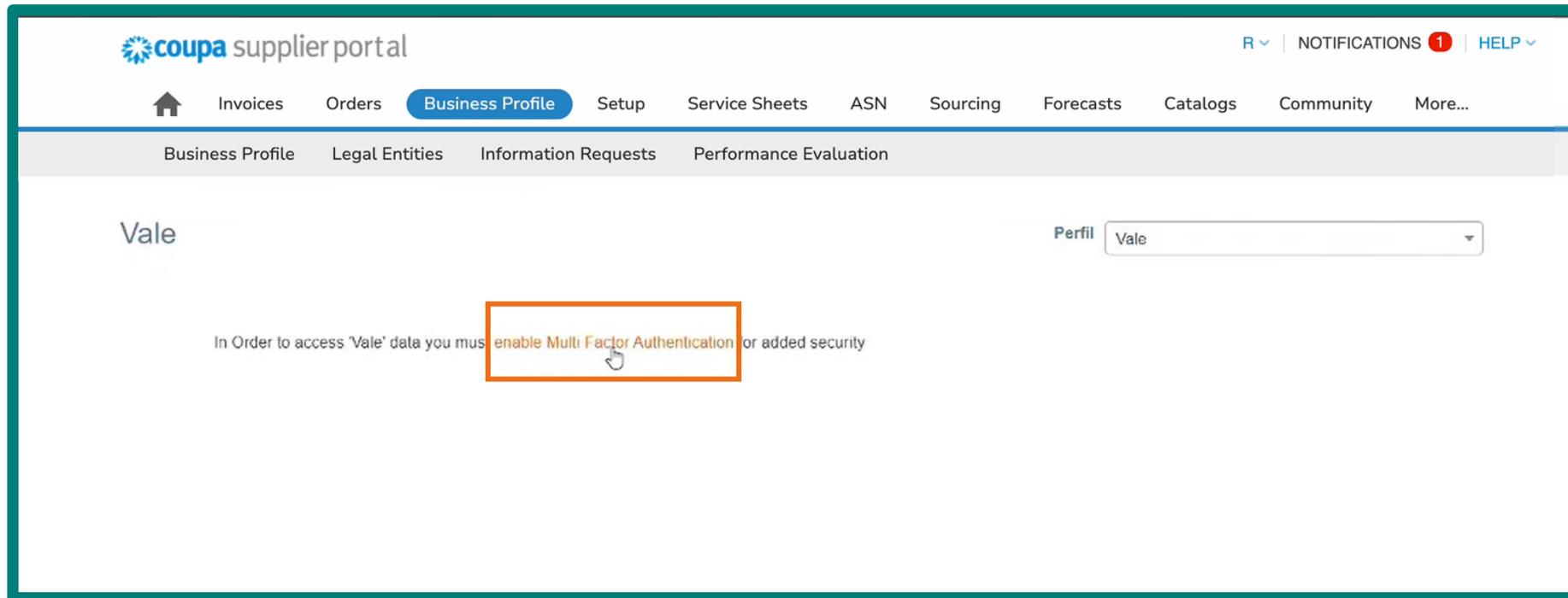
The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'coupa supplier portal', 'R', 'NOTIFICATIONS 1', and 'HELP'. The main navigation menu has 'Invoices', 'Orders', 'Business Profile', 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Community', and 'More...'. Below this, there are sub-sections for 'Business Profile', 'Legal Entities', 'Information Requests', and 'Performance Evaluation'. The main content area is titled 'Vale' and shows a 'Profile' dropdown menu set to 'Vale'. The section is titled 'Form Responses'. Below this, there is a table with columns 'Form', 'Status', 'Created Date', and 'Submitted At'. The table contains one row with the form name 'Novo Onboard de Fornecedores | Estrangeiro EN v3', status 'New', and created date '02/13/25'. The form name is highlighted with an orange box. At the bottom, there is a 'Per page' selector showing '15 | 45 | 90'.

Form	Status	Created Date	Submitted At
<a href="#">Novo Onboard de Fornecedores   Estrangeiro EN v3</a>	New	02/13/25	None



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

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





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

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

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

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

Multi Factor Authentication via App

1 Scan this QR code using your mobile device.

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

Coupa Supplier Portal



OV3EIBYAVLRQBL7DJLZQ4  
HMZA5N4LESI

Click to copy Security Key

Code

Cancel Enable

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



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

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

**My Account** Security & Multi Factor Au

Settings

Notification Preferences

Security & Multi Factor Authentication

App Connections

### Multi Factor Auth

For Payment Changes (Req

For Both Account Access (Lo

Via Authenticator

Use an Authenticator

Default

[Change Authenticator](#)

Via Text Message

Use a code sent via

Default

[Show Recovery Codes](#) [Regenerate Recovery Codes](#)

#### Save Your Backup Codes

These codes were generated on February 14, 2025

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

You can use each recovery code only once.

Keep these somewhere safe but accessible.

ylENDA	dsMzCQ
-cPnEQ	FIGCIQ
_FBBXQ	RbG4nQ

[Copy](#) [Download](#) [Print](#)



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

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

The screenshot displays the 'coupa supplier portal' interface. The top navigation bar includes a home icon and links for Invoices, Orders, Business Profile, Setup, Service Sheets, ASN, Sourcing, and Forecasts. The main content area is titled 'My Account Security & Multi Factor Authentication'. On the left, a sidebar menu lists 'Settings', 'Notification Preferences', 'Security & Multi Factor Authentication' (highlighted in orange), and 'App Connections'. The main section is titled 'Multi Factor Authentication' and contains two radio button options: 'For Payment Changes (Required for changing Legal Entity or Remit-To)' (selected) and 'For Both Account Access (Login) and Payment Changes'. Below these are two authentication methods: 'Via Authenticator App' (selected with a blue checkmark) and 'Via Text Message'. The 'Via Authenticator App' section includes a sub-option 'Default' (selected) and a link 'Change Authentication App'. The 'Via Text Message' section includes a sub-option 'Default'. At the bottom, there are two buttons: 'Show Recovery Codes' and 'Regenerate Recovery Codes'.



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

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

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



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

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

Other Contacts

Contact Purpose ✕

Select Some Options i

First Name

Last Name

Email address

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

\* Email to receive purchase orders  i



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

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

### Terms of Adhesion

---

**Onboarding Type**

None

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

**Terms of Consortium**

- [DRAFT\\_ADOPTION\\_AGREEMENT\\_Co...](#)

**\* Term of Adhesion**

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

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



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

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

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

Then, select "Yes" to confirm your agreement.

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

- Onboarding Type:** A dropdown menu with "None" selected.
- Terms of Adhesion:** A text block containing the legal terms of the adoption agreement.
- Terms of Consortium:** A list of documents, including "DRAFT\_ADOPTION\_AGREEMENT\_Co...".
- \* Term of Adhesion:** A radio button selection area with two options:
  - I declare that I have read and I AGREE with the terms.
  - I declare that I have read and I do NOT agree with the terms.
- \* Agreement Terms:** A dropdown menu with "Sim (Yes)" selected.

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



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

12

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

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

Callout boxes provide the following information:

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

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



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

13

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

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

A screenshot of a registration form for 'Vale'. The form is enclosed in a teal border. At the top left, the name 'Vale' is displayed. At the top right, there is a 'Profile' dropdown menu with 'Vale' selected. In the center, there is a blue link that says 'View All Responses'. At the bottom center, the status 'Pending Approval' is shown. At the bottom right, there is a small information icon (i).A screenshot of a registration form with instructions. The text reads: 'After filling it out, please click **'Submit for Approval'** to submit the form. If you wish not to complete this registration form, click 'Reject.' At the bottom right, there is a button labeled 'Withdraw' which is highlighted with an orange border.



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

14

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

Vale Profile Vale

[View All Responses](#)

**Applied**

**i**

This screenshot shows the top portion of a registration form. It includes the company name 'Vale', a 'Profile' dropdown menu currently set to 'Vale', a 'View All Responses' link, and a central status indicator 'Applied' which is highlighted with an orange border. An information icon is located in the bottom right corner of this section.

\* Agreement Terms

Sim

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

**Update Info**

This screenshot shows the body of the registration form. It features a section for 'Agreement Terms' with a 'Sim' radio button selected. Below this is a horizontal line and a paragraph of instructions: 'After filling it out, please click '**Submit for Approval**' to submit the form. If you wish not to complete this registration form, click 'Reject.'



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

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

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



# Account Merge on the Coupa Platform (1/2)

1

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

The screenshot shows the Coupa Admin interface. At the top, there is a navigation bar with a home icon and links for Invoices, Orders, Business Profile, Setup (highlighted with an orange box), Service Sheets, ASN, Sourcing, Forecasts, Catalogs, Community, and More... Below this is a sub-navigation bar with Admin (highlighted), Customer Setup, and Connection Requests. The main content area is titled 'Admin Merge Requests'. On the left, there is a sidebar menu with links for Users, Merge Requests (highlighted with an orange box), Merge Suggestions, Requests to Join, Fiscal Representatives, Payment Methods, sFTP Accounts, cXML Errors, and sFTP File Errors (to Customers). On the right, there is a form titled 'Initiate Merge Request'. The form contains an email input field with 'coupa@cupamail.edu', a reCAPTCHA 'I'm not a robot' checkbox, and a 'Request Merge' button. Below the form, there is a section titled 'Open merge requests' with the text 'All clear! No open merge requests.'

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



# Account Merge on the Coupa Platform (2/2)

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

Admin Merge Suggestions

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

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

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

Enable Merge Suggestions

**Open Merge Suggestions**

All clear! No open merge suggestions.

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



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

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

The screenshot shows the Coupa Supplier Portal interface. At the top, the logo and 'supplier portal' text are visible. The navigation bar includes 'Invoices', 'Orders', 'Business Profile', 'Setup' (highlighted), 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', and 'More...'. Below this, the 'Admin' tab is selected and highlighted. The 'Users' link in the left sidebar is also highlighted. The main content area displays the 'Admin Users' section with an 'Invite User' button and a table of users.

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



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

2

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

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

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

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



# Coupa Support Materials

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

The screenshot displays the Coupa Supplier Portal interface. At the top, the header includes the Coupa logo and 'supplier portal' text. On the right side of the header, there are links for 'DEAR', 'NOTIFICATIONS' (with a red notification badge), and 'HELP'. The 'HELP' dropdown menu is open, showing three options: 'Compass', 'Training Webinars', and 'Help Tour'. Below the header, the main content area features a user profile for 'AM' with the text 'Profile Last Updated: about 2 hours ago | View Profile'. The 'Recent Activity' section shows three 'Information Request' items from 'Vale', with statuses 'Submitted', 'Approved', and 'Due Now' dated 'Feb 04'. The 'Announcements' section shows 'No Announcements'.

In the “Help” menu, users can find links to Coupa's support and training resources.

For instance, the Compass link contains navigation manuals for the platform.



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

## 4. Commercial Model



## Consortium: Commercial Model with exemption

In the new **Sinfonia Consortium**, in relation to the commercial model of Vale's suppliers for the right to use and services of the operation, the exemption criteria will be followed according to the international suppliers, that supply to Vale S.A. in Brazil.



### Exemption clause will be in the adherence term:

*“At Vale's sole discretion, in this moment the Supplier will be exempted from the payment of any fees. For this reason, the use of the platform by the Supplier shall be free of charge. The Consortium reserves the right to change this condition at any time, at the request of Vale, in which case the Supplier will be subject to signing a new Adoption Agreement and will be required to pay the applicable fees, but will not be charged retroactively for the date of revocation.*”

*The Consortium undertakes to notify the Supplier of the Detail of the Payment Obligation for the Supplier 30 (thirty) days prior to the start of the collection of the fees if the Supplier ceases to be classified as an Exempt Supplier.”*



*Timbopéba Mine  
Photo: Leo Lopes*

## 5. Next Steps and Support Channel



# Next Steps and Support Channels



## Until Feb 28th

- ✓ Complete your registration on the Coupa Platform using the invitation sent by Vale

## Mar 10 to Mar 14

- ✓ Participate in training sessions (starting on 02/24; invitations will be sent soon)

## March 17th

- ✓ Launch of the Coupa Platform (03/17)
- ✓ Attend support sessions for any questions, starting March 17th, as needed



**Support channel** for registering on the Platform – please reach out to the Accenture support team via email:

[suppliersupportvale@accenture.com](mailto:suppliersupportvale@accenture.com)



Following the Coupa launch, **suppliers will also have access to a chat feature on the platform.**

**Do you have any  
questions or  
comments?**



