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How to Sign Up

1. Access www.me.com.br
2. Click in supplier
1. Select Country and Nature (Individual or Legal)
2. Click on Next
3. Fill the areas in red (It is mandatory to fill them all)
4. Select how you want to use the site (Supplier)
5. Click on Next.
Select your company’s actuation field. This information is very important, other buyers are able to locate your registration in the platform.

1. Select the secondary category.

2. Select the products or services that will be provided.

3. Click on save.

4. Click on the conclude button at the bottom of the page.
Reset Password
How to reset password

1. Access www.me.com.br
2. Click in "Forgot my Password"
3. Insert Log in or email.
4. Click in "Resend"
5. Verify which email the password reset was sent and click in conclude.
Reset Password
How to reset password

1. Mercado Eletrônico New Password

Check your inbox for the new password request.

2. Clique aqui para validar seu acesso e alterar sua senha.

Click in confirm identity

3. Sua identificação de usuário é:

Check the account in which you want to reset your password in "Reset Password"
Reset Password
How to reset password

Type your new password and confirm it.
Note: the password has to have numbers, letters and special characters (!,@,#,*...).

The option "Historical" informs the IPs that have already altered their passwords.

Click in "Change" to finish the process of password resetting.
Getting to know the platform

How to Navigate

1. Access www.me.com.br
2. Enter the Login and Password in the appropriate fields.
3. Click in the Login button.
4. Welcome to the platform.
Getting to know the platform
How to Navigate

1. Menu
2. User Information
3. The home pages control panel
4. Quotations Received
5. Orders
6. Order Item
7. It directs you to the financial statements menu and shows the open-ended banking slips.
8. Menu having the available quotations and possible quotation applications.
Getting to know the platform

How to Navigate

1. Click in Menu.

When clicking “Control Panel”, it will show the option “Sales”, where you will be redirected to the Home Screen.

In “My Account” it shows the option “My Data”, where you will be redirected to the page where you can modify your registering data.

The “Financial Statement” redirects you to the page where it is able to view the bills of exchange, invoices, bills of sale and adhesion forms (only to Brazilian Suppliers).
Getting to know the platform

How to Navigate

1. Accessing the User Informations menu
   - By clicking in “Edit Account” you will be redirected to a page where you can change your register data.

2. By clicking on “Change Password” you will be redirected to a page where you can enter your new password.

3. By clicking in “Online Support” it will open a window to our support chat.

4. By clicking in “Logout” you will exit your account in the platform.
Getting to know the platform

Altering the registration data

1. By clicking “Edit Account” you will have the option to change your register data.
   Note: The areas in red are mandatory.

2. When finishing the changes click on “Save and Continue” to save the informations and move on to the page where you will register your personal data.

3. These are the data of the person that access the account.

4. When finishing the changes click in “Save and Continue” to save the informations and move on to the page with your register personal data.
Getting to know the platform

Altering the registration data

1. After filling the personal register you are forwarded to the bank data. Note: Many buyers use these data to pay you.

2. When finishing the changes click in “Save and Continue” to save the informations.
When your company is selected to participate in any quotation you will receive a notification email.

Access the email and click on the link that will redirect you to the ME site.
By accessing the home screen the option “Quotations Received” will be in a green "bullet" indicating that there is a new quotation available.
1. Status list of the quotation (New, not answered, Answered...).
2. Search for a summary of the quotation.
3. It is the quotation number, also called ME Serial.
4. It is the Quotation number, through the customer's system.
5. Buyer that sent the quotation.
6. Where we verify all the quotations from a certain period of time (*Between the starting date and the selected final date, recalling that it works in a period of 90 days*).
7. Cleans the entire filter.
8. It filters the result whether it found or not the quotation.
<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New - The quotation is new and not accessed yet.</td>
</tr>
<tr>
<td>2</td>
<td>Unanswered - The quotation already has been accessed, however it was not answered.</td>
</tr>
<tr>
<td>3</td>
<td>Answered - Quotation has already been answered.</td>
</tr>
<tr>
<td>4</td>
<td>Closed by Buyer - The buyer closed the quotation.</td>
</tr>
<tr>
<td>5</td>
<td>Canceled Quotation - The buyer annulled the quotation.</td>
</tr>
<tr>
<td>6</td>
<td>Short List - The quotation is open and only will be closed when the buyer wants to.</td>
</tr>
<tr>
<td>Number and reference of the quotation. If clicked you will be redirected to the quotation page.</td>
<td></td>
</tr>
<tr>
<td>The company that requested the quotation.</td>
<td></td>
</tr>
<tr>
<td>The requested date.</td>
<td></td>
</tr>
<tr>
<td>Date that the quotation was accessed.</td>
<td></td>
</tr>
<tr>
<td>Date that the quotation was answered.</td>
<td></td>
</tr>
<tr>
<td>Deadline to answer. While it is within the deadline it is possible to change the answer</td>
<td></td>
</tr>
<tr>
<td>Date when answered for the last time (in case there has been any changes).</td>
<td></td>
</tr>
<tr>
<td>Forms of quotations extractions (PDF, XML or in Excel).</td>
<td></td>
</tr>
</tbody>
</table>
Understanding the quotation

1. Buyer and quotations data.
2. Printing button.
3. Delivery conditions.
4. Items that are being quoted.
5. In case there is the need to attach additional files click in the paper clip and choose the file (it can not be over 20MB).
6. Select refusal reason.
7. To save the quotations, the page expires every 15 minutes.
8. Answer the quotation.
When your company receives a request a notification via email will be sent to you.

Access the email and click on the link that will redirect you to the ME site.
When accessing the home screen the option “Orders” will be with a green "Bullet" indicating that there is a new request.
Orders

Getting to know the filter

1. Status of received Orders list (New, Not Confirmed, Confirmed...)

2. Filters the clients linked to the Login.

3. Search for the buyers name.

4. Filters through the request number generated by the customer.

5. Filters through the Order number generated by the ME system (Goes as "Subject" in the email)

6. Where it is verified all the Orders from a certain period of time (*Between the starting date and the selected final date, recalling that it works in a period of 90 days*).

7. Where it is filtered the Orders through the delivery date *Between the initial date and the final selected date, recalling that it works in a period of 30 days*.

8. Filters through the delivery status

9. Filters the searched result.
1. The order is new and has not been accessed yet.
2. The order has been accessed, it has not been answered though.
3. Has already been confirmed.
4. Request canceled by buyer.
5. Request confirmed by buyer.
6. There has been a change in the order (Date or Item)
7. The request has been refused by the supplier.
1. Order status.
   The number of the order and the customer who requested it. By clicking you will be redirected to the order page.
2. The Buyer's base's order number.
3. The date and time that the order entered the site.
4. The date and time of the order reading.
5. The date and time that the buyer changed the order.
6. The date and time of the supplier's confirmation answer.
7. Mass requests confirmation. You have to select the checkboxes by the "Request details" side and click on confirm.
8. Ways of extractions of the selected requests. You have to select the checkboxes by the "Order details" side and select the format in which you want to extract it.
When accessing the home screen the option “Order Item” will be with a green “Bullet” indicating that there is a new request item to visualize.
Getting to know the Filter

1. Filters the clients linked to the Login.
2. Filters the subsidiaries linked to the Login.
3. Filters through the order number generated by the customer.
4. Filters through the order number generated by EM system (Goes as "Subject" in the email)
5. Filters through the order status.

6. Where it is verified all the items from a certain period of time *(Between the starting date and the selected final date, recalling that it works in a period of 90 days)*.
7. Where it is filtered the items through the delivery date *(Between the initial date and the final selected date, recalling that it works in a period of 30 days)*.
8. Filters through the order items description.
1. The order is new and has not been accessed yet.
2. The order has been accessed, it has not been answered though.
3. Has already been confirmed.
4. Order canceled by buyer.
5. There has been a change in the order (Date or Item)
6. The order has been refused by the supplier.
1. Checkbox to check the items that you want to accept or refuse.
2. The order number (EM Serial) and buyer.
3. The Buyer’s bases order number.
4. Order item number.
5. The order status.
6. Product Description.
7. Date and time of the order submission to the site.
8. Date that there has been a change in the shown item.
9. Item note (In case you want to insert any).
Extracts from the two checked items a report in the selected format (PDF, XML or XLSM).

Note: In case you confirm or refuse the items the note goes to all the selected items.

Selected items confirmation.
Selected items refusal.
Contacts

Services to the Supplier

Contac us:

Technical Support
From Monday to Friday, From 8am to 8pm
+55 11 2175-3600

Commercial Support (Plans and Invoices)
From Monday to Friday, From 8am to 6pm
+55 11 2175-3655

Services via online chat: www.cemig.com.br