

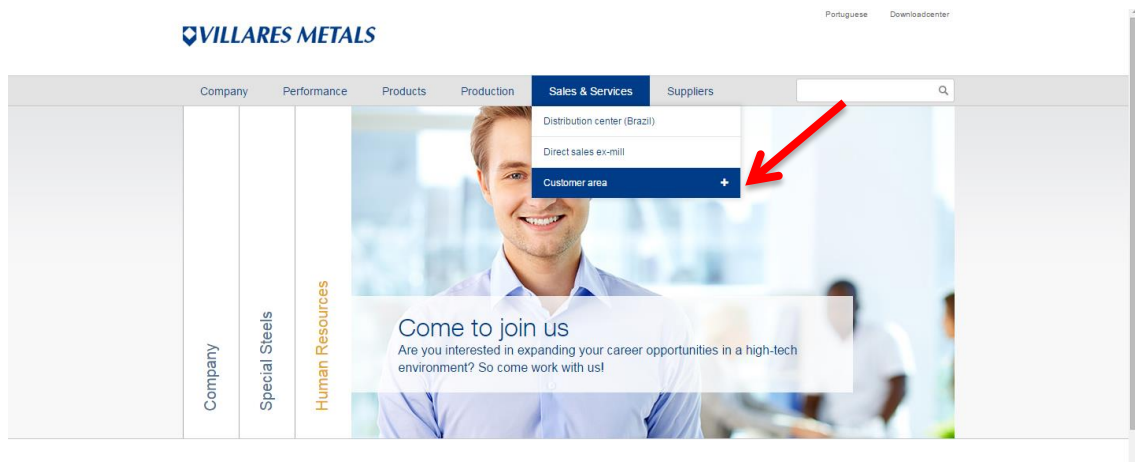


User's Guide Customer Portal

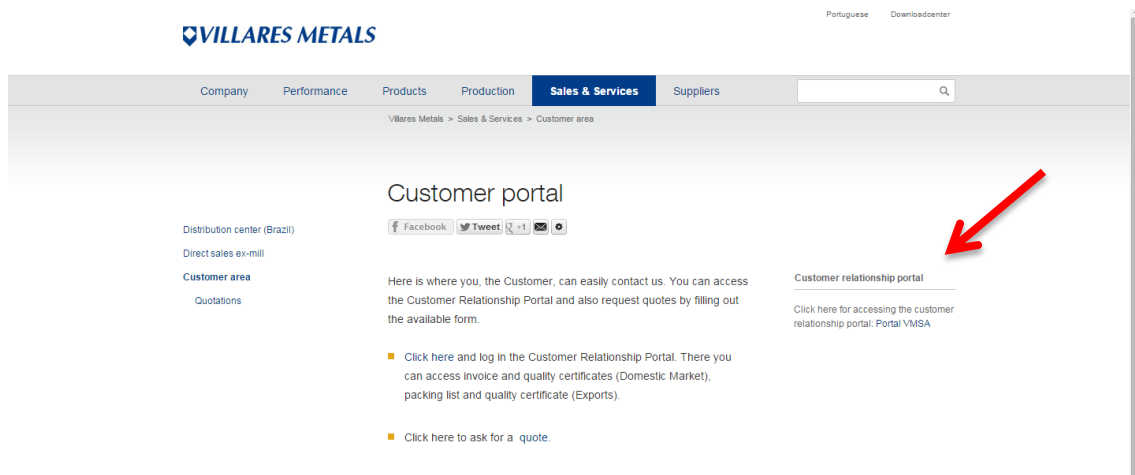


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FAR BEYOND STEEL.*

Access [Villares Metals website](#) and click on “Sales & Services”. Afterwards, click on “Customer Area”.



Next step is clicking in the indicated link as you can see below.



Fill out the blanks as follow: “**Usuário**” = your **username**; “**Senha**” = your **password**; “**Idioma**”, choose **English**.



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System:
Client: *
User: *
Password: *
Language:

[Change Password](#) [Forgot your password?](#)

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Fill out the blanks as follow: “**Company**” = your company name; “**Document Type**” = select Certificate and click on **EXECUTE**

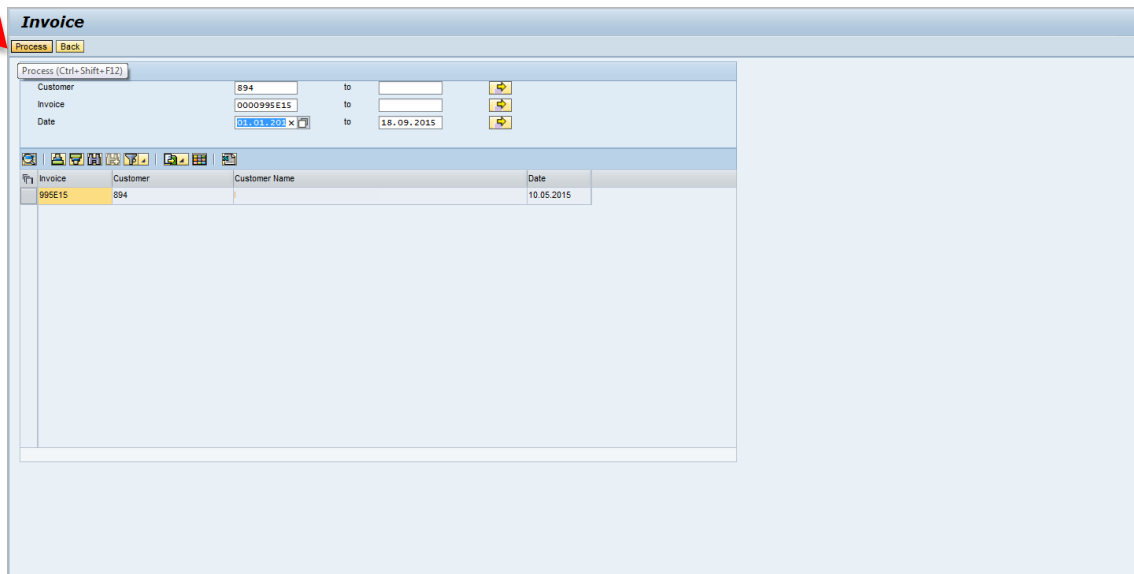
Reports

User

Company

Document Type

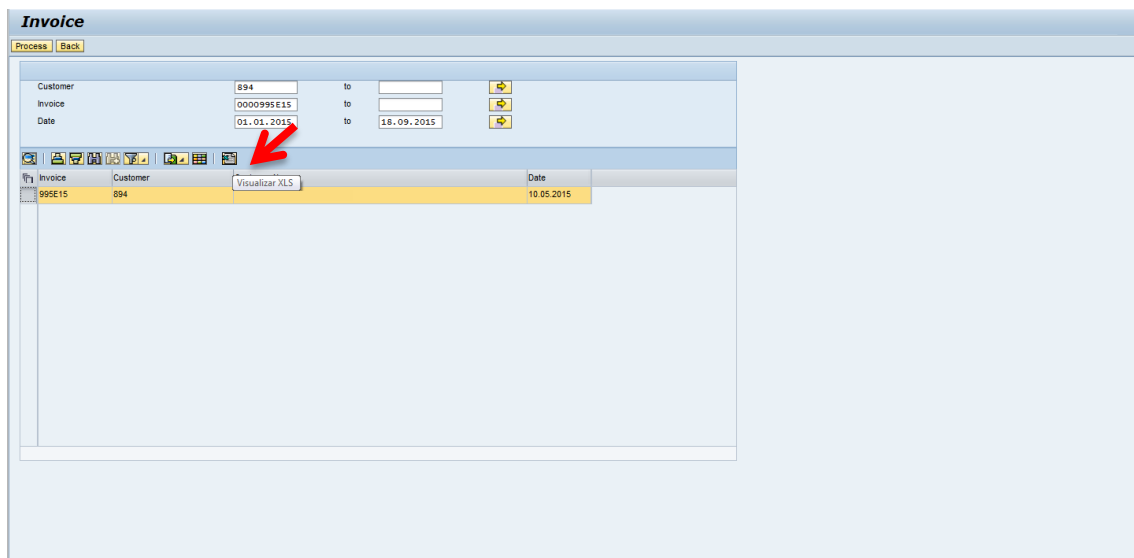
In this page, you have more search filters to find your certificate. After fill out the blanks, click on **PROCESS**.



The screenshot shows the 'Invoice' process page. At the top, there is a 'Process' button highlighted with a red arrow. Below it, there are search filters for Customer (894), Invoice (0000995E15), and Date (18.09.2015). A table below the filters shows the invoice details:

Invoice	Customer	Customer Name	Date
995E15	894		10.05.2015

Select the **line** of your invoice/packing list and click on the icon to view the XLS file (“**Visualizar XLS**”).



The screenshot shows the 'Invoice' process page. A red arrow points to the 'Visualizar XLS' button, which is located next to the invoice line in the table. The table shows the invoice details:

Invoice	Customer	Customer Name	Date
995E15	894		10.05.2015

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