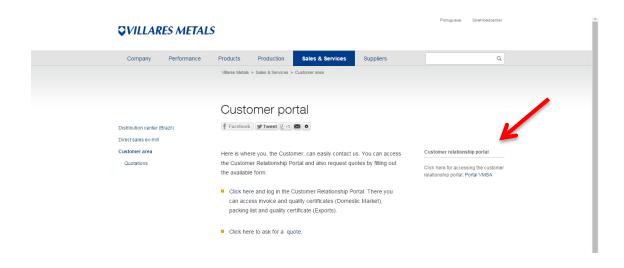
## User's Guide Customer Portal



Access <u>Villares Metals website</u> and click on "Sales & Services". Afterwards, click on "Customer Area".

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

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

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

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